MANUAL OF

NAVY ENLISTED MANPOWER AND PERSONNEL CLASSIFICATIONS

AND

OCCUPATIONAL STANDARDS

VOLUME I

OCCUPATIONAL STANDARDS (STANDARDS)

NAVPERS 18068F

OCTOBER 2020

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DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON DC 20350-2000

1211
Ser N13/254
25 Sep 20

From: Director, Military Personnel Plans and Policy (N13)
To: All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)

Subj: PROMULGATION OF VOLUMES I AND II OF THE MANUAL OF NAVY ENLISTED MANPOWER AND PERSONNEL CLASSIFICATIONS AND OCCUPATIONAL STANDARDS (NAVPERS 18068F) FOR OCTOBER 2020

Ref: (a) OPNAVINST 1223.1D
(b) NAVPERS 18068F

1. In line with reference (a), Volume I of reference (b) is the official manual of Navy Occupational Standards and Volume II of reference (b), is the official manual of Navy Enlisted Classifications. This edition includes the latest information available at the time of revision.

2. The manual's objective is to define the work performed by enlisted personnel and provide correct and timely identification of skilled personnel and requirements dependent upon the interactive support of all command echelons. Commands are encouraged to forward recommendations for establishments, revisions or disestablishments in line with reference (b) (Appendix-A).

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J. T. JABLON

SUMMARY OF CHANGES

NAVPERS 18068F is published quarterly (JAN, APR, JUL, and OCT) to provide updated standards information in a timely manner. Specific revisions within Part A will be identified by yellow shaded print within the manual. In Part B, rating chapter cover pages are annotated with a specified change number (e.g., CH-73) if the rating was updated.

PART A

CONTENTS

ADDITIONS
- None

REVISIONS
- Listing of Publication Dates, pages vi – vii
- Appendix B, Occupational Communities, Career Fields, and Associated Ratings
- Appendix C, Navy Enlisted Billet Classification (NEBC) Structure
- Appendix D, Schedules for Occupational Standard (OCCSTD) revisions
- Appendix E, Rating Advisors
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DELETIONS
- None

PART B

OCCUPATIONAL STANDARDS (OCCSTDs)

RATING / SERVICE RATING UPDATES

Chapter	ShortTitle	LongTitle
76H	TM	Torpedoman's Mate

RATING / SERVICE RATING DISESTABLISHMENT(S)

Deleted			Absorbed by	
Chapter	ShortTitle	Title	Chapter	ShortTitle

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PART B (CONT'D)

RATING(S) / SERVICE RATING(S) ESTABLISHMENTS

Chapter	ShortTitle	LongTitle

Navy Enlisted Billet Classification (NEBC) Structure

NEBC NAME CHANGE(S)

Rating	Job Code	FROM	TO

NEBC ESTABLISHMENT(S)

Rating	Job Code	Title(s)

NEBC DISESTABLISHMENT(S)

Rating	Job Code	Title(s)

LISTING OF PUBLICATION DATES

CHAPTER	RATING	REVISION NUMBER	PUBLICATION DATE
1D	ABE	CH-63	JUL 15
1D	ABF	CH-63	JUL 15
1D	ABH	CH-63	JUL 15
2G	AC	CH-79	JUL 19
3G	AD	CH-76	OCT 18
4F	AE	CH-76	OCT 18
5D	AG	CH-63	JUL 15
6B	SO	CH-66	APR 16
7I	AM	CH-80	OCT 19
7H	AME	CH-68	OCT 16
8C	AN	CH-50	APR 12
9F	AO	CH-76	OCT 18
10E	AS	CH-75	JUL 18
11G	AT	CH-82	APR 20
12H	AWF	CH-81	JAN 20
12H	AWO	CH-81	JAN 20
12H	AWR	CH-81	JAN 20
12I	AWS	CH-81	JAN 20
12I	AWV	CH-81	JAN 20
13F	AZ	CH-78	APR 19
14D	BM	CH-52	OCT 12
15B	SB	CH-65	JAN 16
16F	BU	CH-77	JAN 19
17F	CE	CH-77	JAN 19
18F	CM	CH-77	JAN 19
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20D	CTI	CH-80	OCT 19
20L	CTM	CH-76	OCT 18
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29G	EM	CH-76	OCT 18
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32K	ET	CH-77	JAN 19
32I	ETN	CH-70	APR 17
32G	ETV	CH-68	OCT 16
34H	FC	CH-77	JAN 19

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CHAPTER	RATING	REVISION NUMBER	PUBLICATION DATE
34A	FCA	CH-73	JAN 18
35A	FN	CH-52	OCT 12
36B	EOD	CH-62	APR 15
37F	FT	CH-83	JUL 20
38G	GM	CH-70	APR 17
39F	GSE	CH-69	JAN 17
39G	GSM	CH-82	APR 20
40E	HM	CH-70	APR 17
41A	HN	CH-58	APR 14
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43F	IC	CH-77	JAN 19
44A	ND	CH-70	APR 17
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59H	OS	CH-76	OCT 18
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65E	PR	CH-65	JAN 16
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67H	IT	CH-76	OCT 18
67J	ITS	CH-83	JUL 20
68D	RP	CH-79	JUL 19
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---	NAVSTDs	CH-51	JUL 12

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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 <u>all</u> 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 <u>enlisted rating structure</u> 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), Fireman (FN), Hospitalman (HN), and Seaman (SN). These Sailors are members of the Professional Apprenticeship Career Track (PACT) program.

1. Non-designated Sailors are personnel in paygrades E-1 through E-3 who are not selected to enter a specific rating.

2. Designated Sailors are personnel in paygrades E-1 through E-3 who are identified as apprentices for a specific rating. 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). Details for PACT program are in *Naval Military Personnel Manual, NAVPERS 15560 Article 1306-611*.

(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 acrossthe full Navy rating spectrum.

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(d) The Command Master Chief (CMDCM) or Command Senior Chief (CMDCS) ratings do not reflect a paygrade higher than E-9/E-8 but does identify the MCPO/SCPO 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 CMDCM/CMDCS has direct access to the Commanding Officer. Additionally, the CMDCM/ CMDCS is responsible for carrying out established command policy in specific areas as directed by the Commanding Officer and Executive Officer. The CMDCM/CMDCS 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 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.).

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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Paygrade

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Petty Officer Third Class (E-4) 13
Petty Officer Second Class (E-5) 15
Petty Officer First Class (E-6) 17
Chief Petty Officer (E-7) 19
Senior Chief Petty Officer (E-8) 21
Master Chief Petty Officer (E-9) 22

'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

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Naval Standards by Functional Area

Type Change		
	A. WATCHSTANDING AND WATCH, QUARTER, AND STATION BILL	
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
	B. SEAMANSHIP	
P	B273	Know the terminology used in deck and boat seamanship
	D. UNIFORMS	
P	D556	Maintain grooming standards
	E. FORCE PROTECTION	
A	E610	Understand and execute responsibilities during each Force Protection Condition (FPCON) posture
	G. COMMUNICATIONS	
A	G611	Understand responsible use of social media
	I. SAFETY	
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
	J. FIRST AID & HEALTH	
P	J346	Administer Cardiopulmonary Resuscitation (CPR)
	K. SURVIVAL	
P	K056	Perform floating technique using buoyant debris such as shoring and buckets
	M. DAMAGE CONTROL	
P/R	M410	Know the required contents and the proper use of required contents in a shipboard Damage Control (DC) locker
	N. MATERIAL PRESERVATION AND MAINTENANCE	
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
	P. CAREER INFORMATION	
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
	Q. TRAINING	
A	Q657	Understand the basic use of computer applications to include word processors, spreadsheets, desktop publishing, email, and electronic calendars

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Naval Standards by Functional Area

Type Change		
	T. CUSTOMS, TRADITIONS AND COURTESIES	
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
	V. LEADERSHIP/SUPERVISION	
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
	X. SECURITY REQUIREMENTS	
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

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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
A	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

Type Change		
	I. SAFETY (cont'd)	
	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
	J. FIRST AID & HEALTH	
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

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Naval Standards by Functional Area

Type Change		
	J. FIRST AID & HEALTH (cont'd)	
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
	K. SURVIVAL	
	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
	L. CHEMICAL, BIOLOGICAL, RADIOLOGICAL, NUCLEAR AND HIGH-YIELD EXPLOSIVES (CBRNE)	
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"

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Naval Standards by Functional Area

Type Change		
	M. DAMAGE CONTROL	
	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
	N. MATERIAL PRESERVATION AND MAINTENANCE	
	N416	Know the purposes of cleaning and preservation
	O. MILITARY JUSTICE	
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

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Naval Standards by Functional Area

Type Change		
	P. CAREER INFORMATION	
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 (CMDCM)
	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
	Q. TRAINING	
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)
	R. MANAGEMENT/ADMINISTRATION	
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
	S. SEA POWER	
	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

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Naval Standards by Functional Area

Type Change		
	T. CUSTOMS, TRADITIONS AND COURTESIES	
A	T666	Understand the meaning and recite the Sailor's Creed
	U. ORGANIZATION	
	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)
	V. LEADERSHIP/SUPERVISION	
R	V500	Describe the concepts of Navy core values
	W. INTERNATIONAL AGREEMENTS	
	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
	X. SECURITY REQUIREMENTS	
	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)
	Y. PROGRAMS AND POLICIES	
	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

Type Change		
	Y. PROGRAMS AND POLICIES (cont'd)	
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
	Z. HAZARDOUS MATERIALS	
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)

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Naval Standards by Functional Area

Type Change		
	A. WATCHSTANDING AND WATCH, QUARTER, AND STATION BILL	
R/F	A291	Know the Command's watch organization
	D. UNIFORMS	
	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
	J. FIRST AID & HEALTH	
A	J628	Report people exhibiting signs and symptoms of drug and alcohol misuse
	P. CAREER INFORMATION	
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)
	Q. TRAINING	
A	Q648	Describe the procedures to access your Sailor/Marine American Council on Education Registry Transcript (SMART)
A	Q653	Identify opportunities for voluntary education
	R. MANAGEMENT/ADMINISTRATION	
	R103	Maintain logs and files
	S. SEA POWER	
P	S477	Know the U.S. Navy's peacetime and wartime roles, missions, responsibilities, and challenges
	Y. PROGRAMS AND POLICIES	
A	Y693	Explain how an individual’s role in Operations Risk Management (ORM) is vital to mission success
	Z. HAZARDOUS MATERIALS	
F	Z415	Know how to clean and stow painting equipment

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Naval Standards by Functional Area

Type Change		
	A. WATCHSTANDING AND WATCH, QUARTER, AND STATION BILL	
R/F	A025	Stand Petty Officer military watches (Petty Officer of the Watch, Master-At-Arms, Chief of the Guard, Shore Patrol, etc.)
	D. UNIFORMS	
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
	I. SAFETY	
	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
	M. DAMAGE CONTROL	
	M068	Make damage control closure log entries
	O. MILITARY JUSTICE	
	O428	Know the proceedings leading to Captain's Mast
	P. CAREER INFORMATION	
P	P092	Assist in indoctrinating newly reporting personnel
R	P456	Know the function and use of the Navy Enlisted Classification (NEC) codes
	Q. TRAINING	
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)
	R. MANAGEMENT/ADMINISTRATION	
	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
	T. CUSTOMS, TRADITIONS AND COURTESIES	
P	T587	Know the traditions related to ceremonies and honors
	V. LEADERSHIP/SUPERVISION	
	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

Type Change		
	V. LEADERSHIP/SUPERVISION (cont'd)	
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 (CMEO) 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
	Y. PROGRAMS AND POLICIES	
A	Y689	Describe the meaning of risk to mission, risk to force, and risk to self

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Naval Standards by Functional Area

Type Change		
	A. WATCHSTANDING AND WATCH, QUARTER, AND STATION BILL	
P	A002	Maintain a divisional watch, quarter, and station bill
	C. DRILL AND FORMATION	
F	C563	Perform military courtesies as a formation leader
	D. UNIFORMS	
A	D603	Identify uniform inventory requirements for seabag inspections
	E. FORCE PROTECTION	
F	E242	Train personnel in the safeguards against acts of terrorism and victimization
F	E565	Train personnel in procedures pertaining to bomb threats
	I. SAFETY	
	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
	P. CAREER INFORMATION	
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
	Q. TRAINING	
P	Q093	Train personnel using demonstration, discussion, and lecture methods
	Q096	Perform the duties and responsibilities of a Training Petty Officer
	R. MANAGEMENT/ADMINISTRATION	
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. ORGANIZATION	
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
	V. LEADERSHIP/SUPERVISION	
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

Type Change		
	V. LEADERSHIP/SUPERVISION (cont'd)	
	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
	Y. PROGRAMS AND POLICIES	
	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

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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

Type Change		
	V. LEADERSHIP/SUPERVISION (cont'd)	
	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
	Y. PROGRAMS AND POLICIES	
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
	Z. HAZARDOUS MATERIALS	
P/F	Z078	Identify types of preservative coatings and the surface upon which they are used

E7

Naval Standards by Functional Area

Type Change		
	A. WATCHSTANDING AND WATCH, QUARTER, AND STATION BILL	
	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		
	C. DRILL AND FORMATION	
	C009	Plan and coordinate inspections, quarters, and ceremonial events

Type Change		
	D. UNIFORMS	
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		
	O. MILITARY JUSTICE	
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		
	P. CAREER INFORMATION	
	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		
	Q. TRAINING	
	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		
	R. MANAGEMENT/ADMINISTRATION	
	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

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)

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 polices 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 Change	V. LEADERSHIP/SUPERVISION	
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 Change	Y. PROGRAMS AND POLICIES	
A	Y695	Identify controls and resources that the command can create to reduce risk to operations (reduce risk to mission)

APPENDIX A

GUIDELINES FOR PROPOSING CHANGES TO THE ENLISTED RATING STRUCTURE

A. INTRODUCTION

The Navy Enlisted Occupational Classification System (NEOCS) Board is a standing board and serves as the central monitoring and control point for system changes to ratings and overall system direction. The NEOCS Board formally reviews all proposals and supplies relevant data to the chain of command to assist in the review and approval process.

The Executive Secretary of the NEOCS Board processes all changes to the rating structure. Send proposals via your chain of command in accordance with OPNAVINST 1223 series to:

Executive Secretary NEOCS Board
Navy Manpower Analysis Center (NAVMAC)
5722 Integrity Drive
Millington TN 38054-5011

The Deputy Chief of Naval Operations (Manpower, Personnel, Training, and Education), approves policy and modifications to existing ratings including the establishment and disestablishment of service ratings. Under the authority of Title 10 U.S.C. 6013, the Secretary of the Navy approves the establishment and disestablishment of Navy ratings.

B. CRITERIA FOR NAVY RATINGS

1) The following considerations are intended for use in developing proposals to establish new ratings. All ratings:

a. must apply to the regular Navy and Naval Reserve in peacetime and wartime with no basic change in structure during mobilization;

b. must provide necessary generalization in paygrades E-4 through E-6 to ensure the availability of broadly qualified senior petty officers capable of supervising any work in their rating;

c. must provide the fleet with a rating that can, with other ratings, accomplish all necessary tasks, yet possess specific knowledge and skills different from other ratings;

d. must be useful at sea, ashore, or at an overseas activity;

e. should be composed of occupational (work) content in sufficient scope and range so that the rating comprises a family of related jobs;

f. should require essentially the same basic experience, training, techniques, abilities and physical and mental capacities;

g. should involve a sufficient number of personnel to establish the need for training programs and related administrative functions;

h. should have a skill level and qualifications structure; and

i. should provide workload equity among ratings as far as practicable.

2) The following questions highlight some of the major issues evaluated by the NEOCS Board during the rating proposal review process. Proposals should address the following questions:

a. Is the proposal for a general rating, or rating merger?

b. What are the operational requirements of the proposed rating; why is it necessary?

c. If the proposal is for a rating, what related service ratings, if any, are required?

d. If the proposed rating contains service ratings, what proportion should be assigned to each service rating?

e. What is the title of the proposed rating?

f. What tasks and duties will personnel in the proposed rating be required to perform?

g. How will the work requirements be assigned among the paygrades?

h. To what extent will the level of skill and knowledge increase with each higher paygrade?

i. What degree of formal and on-the-job training is required?

j. What special personal qualifications are needed for the new rating (mental, physical or other requirements)?

k. To what Limited Duty Officer (LDO) and Chief Warrant Officer (CWO) classifications would personnel in the rating advance?

D. CRITERIA FOR NAVY ENLISTED JOBS.

See APPENDIX C.

APPENDIX B

Occupational Communities, Career Fields, and Associated Ratings

1. **AVIATION**
   - Deck (AB, ABE, ABF, ABH, AO)
   - Squadron (AD, AE, AF**, AM, AME, AO, AT, AV**)
   - Support (AC, AN*, AS, AZ, PR)
   - Air Crew (AWF, AWO, AWR, AWS, AWV)
   - Intermediate Level / Fleet Readiness Center (AD, AE, AM, AT)

2. **EXECUTIVE SUPPORT (**LN, MC, MU, NCC, NCR, PS, RP, YN)

3. **INFORMATION WARFARE**
   - Cryptology (CTI, CTM, CTR, CTT)
   - Cyber (CTN, IT)
   - Meteorology/Oceanography (AG)
   - Intelligence (IS)

4. **MEDICAL** (HM, HN*)

5. **NUCLEAR** (EMN, ETN, MMN)

6. **SEABEES (**BU, CE, CM, CN*, CU**, EA, EO, EQ**, SW, UC**, UT)

7. **SECURITY** (MA)

8. **SPECIAL OPERATIONS** (EOD, ND)

9. **SPECIAL WARFARE** (SB, SO)

10. **SUBMARINE**
    - Mechanical (MMA, TM)
    - Service (CSS, LSS, YNS)
    - Technical (ETV, FT, ITS, MT, STS)

11. **SUPPLY** (CS, LS, RS)

12. **SURFACE**
    - Engineering (DC, EM, EN, FN*, GS, GSE, GSM, HT, MM, MR)
    - Technical (ET, FC, FCA, GM, IC, STG)
    - Operations (BM, MN, OS, QM, SN*)

'*' Indicates Apprenticeship (General Rates)
'**' Indicates Compression Ratings

APPENDIX C

NAVY ENLISTED BILLET CLASSIFICATION (NEBC) STRUCTURE

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APPENDIX C

NAVY ENLISTED BILLET CLASSIFICATION (NEBC) STRUCTURE

1. General

a. The occupational work of Navy enlisted personnel was previously only described by Rate, Rating and Navy Enlisted Classification (NEC) codes. To better support the work and mission requirements of future Navy Total Force (NTF) enlisted personnel, the NEBC was developed to provide a more comprehensive work and job description. General descriptions of the duties performed in a position, along with complete task descriptions, skills and abilities, and experience required to perform Navy work, are essential to the identification and development of flexible and transferable skill sets throughout a NTF.

b. NEBCs identify enlisted position requirements and enlisted occupational experience required to fill a position and is acquired through position experience or through a combination of education, training, and experience.

c. An NEBC provides a general description of duties performed in a position. It is not meant to cover every duty required of the job nor is every duty listed necessarily a requirement of the position. The NEBC identifies a group of enlisted positions which are similar but not necessarily identical in scope and nature of duties.

d. Each NEBC consists of a system-generated six-digit unique identifier (job code), a long title, a NAVMAC assigned 14 and 30 character short title, a job description, proficiency level, and other job specifications required to perform a job. An NEBC may contain tasks, skills, and abilities which would be documented in the enlisted Occupational Standards. NEBCs are maintained in the Master Job Code Table and can be found at http://www.public.navy.mil/bupers-npc/organization/navmac/workforceclassification/Pages/References.aspx.

e. A need exists in certain Human Resource (HR) operations for occupational information related to NEBCs. The attributes below are assigned to each NEBC to support HR operations.

(1) The Standard Occupation Classification (SOC) code identifies the group number and title in the nation's Occupation Network (O*NET) which corresponds to the NEBC. The O*NET SOC is maintained by the Department of Labor (DOL). The SOC provides a common occupational grouping and numerical coding system for classifying the nation's work in the U.S. and can be found at http://online.onetcenter.org/.

(2) The DoD Occupation Classification (DOC) code identifies the group number and title in the Department of Defense Occupational Conversion Manual (DOD 1312.1 series) which corresponds to the NEBC. The DOC provides a common occupational grouping and numerical coding system for classifying work in DoD and can be found at http://www.dtic.mil/whs/directives/corres/pdf/131201i.pdf.

(3) The Navy Occupational Classification (NOC) code represents the occupational classifications of the Navy using a common occupational grouping and numerical coding system. Each job is assigned a NOC code, which will be used to place jobs with similar work within the hierarchy. The NOC code consists of a five level hierarchy. The first level of the code identifies the major group, the second level identifies the minor group, the third in combination with the first two levels identifies job area, the fourth level is the specialty field, and the fifth level indicates a sequential job within the hierarchy. Until further notice, use of this code is temporarily suspended

2. Application. When applied to a position, the NEBC is a general statement of duties performed in accomplishing some part of an activity's mission. The paygrade distinguishes positions which differ in degree of authority or responsibility but not in essential duties performed.

3. Assignment of a job code on all positions is mandatory.

4. Justification to Establish and/or Retain NEBC(s). To establish and/or retain NEBCs, requests should meet the following criteria:

a. Must describe the qualitative requirements of existing or proposed positions in the Navy (e.g. Activity Manpower Documents (AMD)).

b. Must apply to HR planning, personnel control, career management, education and training, or manpower functions.

c. Must apply Navy-wide and does not reflect purely local conditions or organization unless it is necessary to meet the criteria stated in paragraph 4b.

d. Must not duplicate an existing NEBC.

e. Must identify positions, both regular and temporary (peacetime and mobilization), and employee experience, both active and inactive.

f. Must identify a minimum of **50** positions.

g. Job descriptions should be concise and are limited to 3000 characters, including spaces. Job descriptions should be broad enough to identify all positions with similar requirements, yet narrow enough to distinguish significant differences not identified through other codes (e.g., rating, paygrade and activity). Job descriptions stress what is done rather than how or why it is done. They should not include duties required of all employees, such as training of subordinates or preparing routine reports, unless such duties are a distinct requirement of the job.

NOTE: A Classification Element (CE) is the basic component into which a classification category is divided, such as: Rating, Navy Enlisted Classification (NEC) code, Navy Officer Billet Classification (NOBC) code, Additional Qualification Designator (AQD) code, etc. NEBCs are a new CE for the Navy Enlisted Occupational Classification System (NEOCS) and will function similar to NOBCs in the Navy Officer Occupational Classification System (NOOCS). They represent Navy jobs.

5. Recommendations to Establish, Delete, or Revise NEBC(s).

a. To ensure NEBCs reflect current technological and administrative developments, commands and employees are invited to review and evaluate these classifications and, if appropriate, submit recommendations for improvement. An activity recommending a new job should first ensure that an established job in its present form, or with some revision, would not suffice for identifying the occupational aspects of the positions involved. Commands recommending establishing, deleting, or revising a job should consider the criteria listed in paragraphs 2, 3, and 4. All recommendations should include the appropriate information as follows:

(1) Recommendations to establish NEBC(s) must include:

(a) Recommended long title. NAVMAC assigns the 14 and 30 character short titles;

(b) Recommended description (limited to 3000 characters, including spaces);

(c) Number and location of positions, by activity type, that the proposed NEBC will identify;

(d) Recommended paygrades applicable to the NEBC tasks;

(e) Information on how the requirements/qualifications are currently identified;

(f) Justification stating why the existing NEBC descriptors are insufficient without the proposed NEBC, and other historical or amplifying information necessary for prudent consideration at each level of review; and

(g) Point of Contact (include commercial and DSN telephone numbers, fax number, and e-mail address).

(2) Recommendations to delete NEBC(s) must include:

(a) Long Title and Job Code of existing NEBC(s);

(b) Reason(s) for deleting the NEBC (e.g., qualifications duplicated by another NEBC, insufficient positions to meet the criterion in paragraph 4. (f) and any other information needed for consideration at each level of review;

(c) Information on which NEBCs (include job codes), if any, will absorb the duties of the NEBC and redistribution of NEBC characteristics to identified NEBC(s) that will absorb the duties;

(d) Information on how to recode the positions and job incumbents, if appropriate, presently coded with this NEBC; and

(e) Point of contact (include commercial and DSN telephone numbers, fax number, and e-mail address).

(f) Use standard naval letter format or e-mail when submitting requests for NEBC deletions.

(3) Recommendations to revise NEBC(s) must include:

(a) Long Title and Job Code of existing NEBC(s);

(b) Proposed recoding (if applies), re-titling and/or rewording of the current NEBC and associated characteristics;

(c) Justification for the proposed revision(s); and

(d) Point of Contact (include commercial and DSN telephone numbers, fax number, and e-mail address).

(e) Use standard naval letter format or e-mail when submitting requests for NEBC revisions.

b. The NEOCS Board, per OPNAVINST 1223.1 series, serves as the central point for changes to the Navy Enlisted Occupational Classification System. Activities proposing establishment, deletion, or revision to NEBCs should send recommendations, using the following template, via the appropriate chain of command to:

Commanding Officer
Navy Manpower Analysis Center
5722 Integrity Drive
Millington, TN 38054-5011

OR

E-mail to: NAVMAC_OCCSTDS@navy.mil

(COMMAND LETTERHEAD)

TEMPLATE

1211
Ser 10/
Date

From: Submitting Organization
To: Commanding Officer, Navy Manpower Analysis Center (Code 10)
Via: Endorsements, if applicable

Subj: PROPOSAL TO ESTABLISH NAVY ENLISTED BILLET CLASSIFICATION (NEBC) FOR XXXXX (provide job title)

Ref: (a) Manual of Navy Enlisted Occupational Standards, NAVPERS 18068F, VOL I APPENDIX C
(b) OPNAVINST 1223.1 series

Encl: (1) Justification to establish NEBC XXXXXX

1. Per references (a) and (b), enclosure (1) is submitted recommending the establishment of the subject NEBC.

2. Establishment of this NEBC will improve the identification of enlisted position requirements for the XXXXX rating(s). (Any additional comments should stay high level).

3. My point of contact is, XXXXX (provide rate/rank name), who may be reached at (###) ###-####/DSN ###, or by email to: XXXXX.

J. P. JONES
Deputy Commander

Justification to establish NEBC

1. Job Title: Recommend an NEBC title (e.g. Human Intelligence Specialist).

2. Career Field: Provide rating(s) that the proposed NEBC would be associated with (e.g. IS).

3. Job Description: Supply a concise job description for the proposed NEBC (limited to 3,000 characters, including spaces).

4. Other Relationships and Rules: List related NECs or special rules.

5. Tasks and Paygrades: Include list of proposed tasks (to include task paygrade) that identifies the work to be done in the proposed NEBC.

6. Justification: Explain the purpose of the proposed NEBC, how the requirements/qualifications are currently identified, why the existing NEBC descriptors are insufficient without the proposed NEBC, and how it will impact manpower increases/decreases. Be as specific as possible.

7. Number and Location of Billets: Identify the number and location of positions/billets (by activity type) requiring the proposed NEBC.

8. Directives: Identify directives associated with the proposed NEBC (i.e. instructions, manuals, working groups, steering committees, and/or requirements boards).

9. Resource Sponsor/Technical Advisor: Provide the abbreviated activity name, along with the respective Resource Sponsor/Technical Advisor responsible for proposed NEBC (e.g. OPNAV N2N6, ISCM XXXXX).

Enclosure (1)

Navy Enlisted Billet Classification (NEBC) Table

Job Code	Occupational Classification Code	Job Title	Short Title (14 Character)
001000	3M	Preventive Maintenance Manager	MAINT MGR
002506	ABE	Arresting Gear Technician	ARST GEAR TECH
002584	ABE	Catapult Technician	CATAPULT TECH
001030	ABF	Aviation Fuels Below Deck Operations Technician	FUEL BDCK TECH
001085	ABF	Aviation Fuels Flight Deck Operations Technician	FUEL FLT DECK
001140	ABF	Aviation Fuels Shore Base Operations Technician	FUEL SHORE TEC
001555	ABH	Air Operations Technician	AIR OPS TECH
001195	ABH	Aircraft Director	ACRFT DIRECTOR
001250	ABH	Crash and Salvage Firefighter	CRASH SALV FF
001307	AC	Air Traffic Controller	AIR TRAF CNTLR
001417	AD	Aviation Machinist Mate Intermediate Level	AVENG SYS I-LV
001362	AD	Aviation Machinist Mate Organizational Level	AVENG SYS O-LV
001527	AE	Aviation Electricians Mate Organizational Level Technician	AVELX TEC O-LV
001472	AE	Aviation Electricians Mate Intermediate Level Technician	AVELX TEC I-LV
001640	AG	Master Meteorological and Oceanographic (METOC) Forecaster	MSTRMETOCFORC
001585	AG	Meteorological and Oceanographic (METOC) Forecaster	METOC FORCASTR
001695	AG	Meteorological and Oceanographic (METOC) Analyst	METOC ANALYST
001805	AM	Aviation Structural Mechanic Intermediate Level	AVSTRUMEC I-LV
001862	AM	Aviation Structural Mechanic Organizational Level	AVSTRUMEC O-LV
001955	AME	Aviation Environmental and Egress Technician	SFTY EQUI TECH
002687	AN	Airman	AIRMAN
002045	AO	Aircraft Armament Equipment Technician	I LVL AAE TECH
002093	AO	Armorer	ARMORER
002138	AO	Weapons Department Technician	WEP DEPT TECH
002183	AO	Ammunition Logistics Manager	AMMO LOG MGR
002228	AO	Squadron Ordnance Technician	SQDN ORD TECH
002273	AO	Aviation Ordnance Quality Assurance Safety Supervisor	AO QA SUPV
002000	AO	Armament Weapons Support Equipment Technician	ARM WEP SE TEC
002320	AS	Aviation Support Equipment Technician	AV SUP EQ TECH
002410	AT	Aviation Electronics Intermediate Level Technician	AV ELTRON I-LV

Job Code	Occupational Classification Code	Job Title	Short Title (14 Character)
002455	AT	Aviation Electronics Organizational Level Technician	AV ELTRON O-LV
002589	AVIATION	Maintenance and Production Chief	MPCPO
002581	AVIATION	Maintenance Master Chief	MMCPO
001595	AWF	Air Warfare Systems Engineer	NAC AW SYS ENG
002539	AWF	Aircrew Readiness Manager (Mechanical)	ARM (MECH)
002554	AWO	Tactical Aircrew Watch Officer	NAC TAC WO-AWO
002571	AWO	Electronic Systems Specialist	NAC ELX S SPEC
002742	AWO	Aircrew Readiness Manager (Operator)	ARM (OPERATOR)
002544	AWO	Acoustic Systems Specialist	NAC ACOUS SPEC
002671	AWO	Tactical/Mobile Tactical Operations Center Analyst	NAC TAC-MOB AN
002743	AWR	Aircrew Readiness Manager (Tactical Helicopter)	ARM (TAC HELO)
002748	AWR	Aircraft Carrier Tactical Support Center (CV-TSC) Operator	CV TAC SUP CTR
002747	AWR	Multi-Mission Helicopter Sensor Operator	MM SENSOR OP
001605	AWS	Helicopter Warfare Specialist	NAC HELI SPEC
002744	AWS	Aircrew Readiness Manager (Helicopter)	ARM (HELO)
001590	AWV	Airborne Communication Technician	AIR COMM TECH
002672	AWV	Unmanned Aerial Vehicle (UAV) Pilot/Maintainer	NAC UAV P-MNT
001610	AWV	In-Flight Technician	NAC INFLT TECH
002745	AWV	Aircrew Readiness Manager (Avionics)	ARM (AVIONICS)
002576	AZ	Aviation Administrator	AV ADMIN
003721	BM	Ordinary Seaman	ORD SEAMAN
003722	BM	Able Seaman	ABLE SEAMAN
003720	BM	Ship's and Boat's Mate	SB MATE
002594	BU	Builder	BUILDER
002599	CE	Construction Electricians	CONSTRUCT ELEC
002604	CM	Construction Mechanic	CONSTRUCT MECH
003708	CMC	Installation Command Master Chief	INST CMC
003710	CMC	Chief of Naval Operations-Force-Fleet Master Chief	CNO MCPO
003709	CMC	Command Master Chief	CMC
003711	CMC	Immediate Superior in Command Master Chief	ISIC CMC
003707	CMC	Flag Command Master Chief	FLAG CMC
003712	CMC	Chief of The Boat	COB
003713	CMC	Large Deck Command Master Chief	LGD CMC
002755	CMDCS	Command Senior Chief	CMDCS
002688	CN	Constructionman	CONSTRUCTMAN
001007	CS	Leading Culinary Specialist	LEAD CULY SPEC
002609	CS	Culinary Specialist	CULINARY SPEC
002768	CSS	Submarine Leading Culinary Specialist	SUB LD CUL SPC

Job Code	Occupational Classification Code	Job Title	Short Title (14 Character)
002769	CSS	Submarine Culinary Specialist	SUB CUL SPEC
002683	CTI	Cyberspace Language Analyst Operator	CYBER LANG OPR
001022	CTI	Strategic Language Analyst Operator	STRAT LANG OPR
001027	CTI	Tactical Language Analyst Operator	TAC LANG OPR
001035	CTM	Cryptologic Systems Maintenance Technician	C SYS MNT TECH
002729	CTM	Cryptologic Systems Installation Technician	C SYS INST TEC
001040	CTM	Cryptologic Systems Maintenance Director	C SYS MNT DIR
003006	CTN	Cryptologic Cyberspace Analyst	CRYPTO CYB ANL
003103	CTN	Cryptologic Cyberspace Planner	CRYPTO CYB PLN
003303	CTN	Cryptologic Cyberspace Operator	CRYPTO CYB OPR
002775	CTN	Cryptologic Cyberspace Research and Development Specialist	CRYPTO CYB R&D
001072	CTR	Analyst and Reporter	ANLYST&REPORTR
001077	CTR	Signals Analyst	SIGNALS ANLYST
002746	CTR	Collection Operator	COLL OPERATOR
002677	CTT	Information Operations Planner	INFO OPS PLNR
001090	CTT	Technical Electronic Intelligence Analyst	ELINT ANALYST
001095	CTT	Surface Electronic Warfare Operator	SURF EW OPER
002676	CTT	Surface Electronic Warfare Maintainer	SURF EW MAINT
002758	CTT	Tactical Information Operations	TACINF OP SPEC
002756	CTT	Operational Electronic Intelligence Analyst	OPELINT ANLYST
002757	CTT	Airborne/Subsurface Electronic Warfare Operator	AIR/SUB EW OP
003002	DC	Ship Survivability Systems Maintainer	SHIP SURV MNT
003021	DC	Ship Survivability Systems Technician	SHIP SURV TECH
001160	EA	Engineering Aide	ENGINEER AIDE
003699	EM	Electrical Systems Maintainer	ELEC SYS MAINT
003302	EM	Electrical Systems Technician	ELEC SYS TECH
003777	EMN	Submarine Propulsion Plant Electrical Operator	SS PPE OP
003778	EMN	Surface Propulsion Plant Electrical Operator	SW PPE OP
003785	EMN	Submarine Propulsion Plant Electrical Supervisor	SS PPE SUP
003786	EMN	Surface Propulsion Plant Electrical Supervisor	SW PPE SUP
003793	EMN	Submarine Propulsion Plant Electrical Manager	SS PPE MGR
003794	EMN	Surface Propulsion Plant Electrical Manager	SW PPE MGR
003102	EN	Diesel Engine Systems Manager	DIESEL SYS MGR
003653	EN	Diesel Engine Systems Maintainer	DIESEL SYS MNT
003179	EN	Diesel Engine Systems Technician	DIESEL SYS TEC

Job Code	Occupational Classification Code	Job Title	Short Title (14 Character)
001165	EO	Equipment Operators	EQUIP OPERATOR
001172	EOD	Senior Explosive Ordnance Disposal Technician	EOD TECH SENOR
001177	EOD	Master Explosive Ordnance Disposal Technician	EOD MASTER
002617	EOD	Basic Explosive Ordnance Disposal Technician	EOD TECH BASIC
003723	ET	Electronics Communications Technician	E COM SYS TECH
003725	ET	Electronics Radar Systems Technician	E RDR SYS TECH
003726	ET	Electronics Systems Manager	ELEC SYS MGR
003724	ET	Electronics Data Systems Technician	E DATA SYS TEC
003796	ETN	Surface Reactor Controls Manager	SW REAC CNTMGR
003787	ETN	Submarine Reactor Controls Supervisor	SS REAC CNTSUP
003788	ETN	Surface Reactor Controls Supervisor	SW REAC CNTSUP
003795	ETN	Submarine Reactor Controls Manager	SS REAC CNTMGR
003779	ETN	Submarine Reactor Controls Operator	SS REAC CNT OP
003780	ETN	Surface Reactor Controls Operator	SW REAC CNT OP
001187	ETV	Submarine Navigation Technician	SUB NAV TECH
001192	ETV	Submarine Navigation Manager	SUB NAV MGR
001182	ETV	Submarine Navigation Operator	SUB NAV OPER
003729	FC	Fire Control Administrator	FIRE CTRL ADMN
003727	FC	Fire Controlman	FIRE CNTL
002770	FCA	Aegis Fire Control Operator	AEGIS FC OPR
002771	FCA	Aegis Fire Control Technician	AEGIS FC TECH
002772	FCA	Aegis Fire Control Administrator	AEGIS FC ADMN
002689	FN	Fireman	FIREMAN
001237	FT	Combat Control Systems Technician	CMBT CTRL TECH
001232	FT	Combat Control Systems Operator	CMBT CTRL OPER
001242	FT	Combat Control Systems Manager	CMBT CTRL MGR
003731	GM	Weapons Delivery System Technician	WEPS DSYS TECH
003732	GM	Small Arms Technician	SMALL ARM TECH
003730	GM	Weapons Administrator	WEAPONS ADMN
003202	GSE	Gas Turbine Electrical Systems Maintainer	GTE SYS MAINT
003654	GSE	Gas Turbine Electrical Systems Technician	GTE SYS TECH
003698	GSM	Gas Turbine Mechanical Systems Maintainer	GT MECH MAINT
003003	GSM	Gas Turbine Mechanical Systems Technician	GT MECH TECH
002670	HM	Dental Laboratory Technician, Advanced	DENT LAB ADV
001327	HM	Submarine Force Independent Duty Corpsman	SUB FORCE IDC
003700	HM	Aerospace Medical Technician	AERO MED TECH

Job Code	Occupational Classification Code	Job Title	Short Title (14 Character)
001372	HM	Surgical Technologist	SURG TECH
003652	HM	Advanced X-Ray Technician	ADV X-RAY
003355	HM	Nuclear Medicine Technician	NUC MED TECH
001339	HM	Hemodialysis/Apheresis Technician	HEMO TECH
003501	HM	Search and Rescue Medical Technician	SAR TECH
001354	HM	Cardiovascular Technician	CV TECH
001359	HM	Histopathology Technician	HISTO TEC
001377	HM	Cytotechnologist	CYTO TEC
001382	HM	Medical Laboratory Technician	MED LAB TECH
003380	HM	Drug and Alcohol Counselor	DAC COUNSELOR
003301	HM	Dental Laboratory Technician, Maxillofacial	DEN ORALMAX
001260	HM	Field Medical Service Technician	FLD MED TECH
001289	HM	Fleet Marine Force Reconnaissance Corpsman	FMF RECON HM
003462	HM	Aerospace Physiology Technician	AERO PHYS TECH
001344	HM	Physical Therapy Technician	PT TEC
003020	HM	Medical Deep Sea Diving Technician	DIVE MED TECH
001322	HM	Pharmacy Technician	PHARM TECH
001247	HM	Deep Sea Diving Independent Duty Corpsman	DIVE IDC
001387	HM	Behavioral Health Technician	BEHAV HLTH
001265	HM	Orthopedic Cast Room Technician	CAST ROOM TECH
003055	HM	Occupational Therapy Assistant	OT TECH
001317	HM	Fleet Marine Force Reconnaissance Independent Duty Corpsman	FMF RECON IDC
003155	HM	Respiratory Therapy Technician	RES THER TECH
003401	HM	Dental Laboratory Technician, Basic	DENT LAB BASIC
003555	HM	Radiation Health Technician	RAD HLTH TECH
003455	HM	Electroneurodiagnostic Technologist	END TECH
001349	HM	Surface Force Independent Duty Corpsman	SURFACE IDC
001255	HM	Hospital Corpsman Basic	CORPSMAN
001367	HM	Preventive Medicine Technician	PREV MED TECH
003007	HM	Dental Hygienist	DENT HYGIENE
001155	HM	Dental Technician Basic	DENTAL ASST
001304	HM	Optician	OPTICIAN
001312	HM	Biomedical Equipment Technician	BIOMED EQ TECH
001394	HM	Urology Technician	UROLOGY TECH
003178	HM	Mortician	MORTICIAN
002669	HM	Advanced Dental Assistant	ADV DENT ASST
003358	HN	Hospitalman	HOSPITALMAN
003004	HT	Hull Systems Maintainer	HULL SYS MAINT
003556	HT	Hull Systems Technician	HULL SYS TECH
003733	IC	Interior Communication Operator	INT COMM OPER
003734	IC	Interior Communication Technician	INT COMM TECH
003735	IC	Interior Communication Administrator	INT COMM ADMIN
003706	INSTRUCTOR	Workspace Trainer	WK TRAINER
003704	INSTRUCTOR	Formal Instructor	FOR INST

Job Code	Occupational Classification Code	Job Title	Short Title (14 Character)
003705	INSTRUCTOR	Training Manager	TRAIN MGR
001399	IS	Strike Warfare Intelligence Analyst	STRIKE ANALYST
001404	IS	Operational Intelligence Analyst	OP INTEL ANLST
001409	IS	Geospatial Intelligence Analyst	GEOS INTEL ANL
002685	IS	Expeditionary Warfare Intelligence Analyst	EXP INTEL ANL
002780	IT	Communication Security Manager	COMSEC MANAGER
002781	IT	Cyber Defense Infrastructure Support Specialist	CD INF SUPSPEC
002782	IT	Cyber Defense Incident Responder	CD INCNT RSPND
002783	IT	Vulnerability Assessment Analyst	VULN ANALYST
002784	IT	Radio Frequency Operator	RF OPERATOR
002776	IT	Technical Support Specialist	IT TECH SPEC
002777	IT	System Administrator	SYS ADMIN
002778	IT	Systems Security Analyst	SYS SEC ANLST
002779	IT	Information Systems Security Manager	ISSM
002790	ITS	Communications Technician	COMMS TECH
002789	ITS	Communications Specialist	COMMS SPEC
002787	ITS	Electronic Warfare Manager	EW MANAGER
002786	ITS	Electronic Warfare Technician	EW TECH
002792	ITS	Electronic Warfare Specialist	EW SPEC
002791	ITS	Communications Manager	COMMS MANAGER
003803	LCAC	Landing Craft Air Cushion Deck Engineer	DECK ENG
003804	LCAC	Landing Craft Air Cushion Engineer	ENGINEER
003805	LCAC	Landing Craft Air Cushion Loadmaster	LOADMSTER
003806	LCAC	Landing Craft Air Cushion Operator/Navigator	NAVIGATOR
003716	LEADER	Primary Leader	PRI LDR
003717	LEADER	Advanced Leader	ADV LDR
003718	LEADER	Executive Leader	EXEC LDR
003719	LEADER	First Line Leader	FST LDR
003714	LEADER	Command Leader	CMD LDR
003715	LEADER	Foundational Leader	FDTN LDR
001469	LN	Senior Paralegal	SEN PARALEGAL
001482	LN	Journeyman Paralegal	JOUR PARALEGAL
001477	LN	Paralegal	PARALEGAL
001637	LS	Postal Clerk	POSTAL CLERK
001742	LS	Logistics Manager	LOGISTICS MGR
001747	LS	Logistician	LOGISTICIAN
002773	LSS	Submarine Logistics Manager	SUB LOGIST MGR
002774	LSS	Submarine Logistician	SUB LOGISTN
001487	MA	Corrections Specialist	CORRCTNS SPEC
001497	MA	Investigator-Protective Service Specialist	IN PROSRV SPEC
001514	MA	Trainer-Planner	TRAIN-PLANNER
001504	MA	Expeditionary Security Force Specialist	XPD SCTY FORCE
001509	MA	Security Force Specialist	SCTY FORC SPEC

Job Code	Occupational Classification Code	Job Title	Short Title (14 Character)
001492	MA	Independent Duty Master-At-Arms	ID MAA
002763	MC	Communication Director	COMM DIRECTOR
002764	MC	User Experience Director	USER EXP DIR
002760	MC	Content Developer	CONTENT DEV
002761	MC	Production Manager	PRODUCTION MGR
002762	MC	Creative Director	CREATIVE DIR
003177	MM	Steam Plant Auxiliary Systems Technician	STEAM SYS TECH
003651	MM	Steam Plant Auxiliary Systems Manager	STEAM SYS MGR
003005	MM	Steam Plant Auxiliary Systems Maintainer	STEAM SYS MAIN
001519	MMA	Auxiliary Equipment Technician	AUX EQUIP TECH
001524	MMA	Auxiliary Equipment Operator	AUX EQUIP OPER
001532	MMA	Auxiliary Equipment Manager	AUX EQUIP MGR
003781	MMN	Propulsion Plant Mechanical Operator	PPM OPERATOR
003789	MMN	Propulsion Plant Mechanical Supervisor	PPM SUPERVISOR
003797	MMN	Propulsion Plant Mechanical Manager	PPM MANAGER
003736	MN	Mine Warfare Specialist	MINE WAR SPEC
003737	MN	Mine Warfare Manager	MINE WAR MGR
003156	MR	Machinery Repairman Apprentice	MR APPRENTICE
003381	MR	Machinery Repairman Journeyman	MR JOURNEYMAN
001552	MT	Strategic Weapons Manager	STRAT WEP MGR
001562	MT	Strategic Weapons Technician	STRAT WEP TECH
001567	MT	Strategic Weapons Operator	STRAT WEP OPER
001572	MU	Musician	MUSICIAN
001577	MUSE	Mobile Utilities Support Equipment Technician	MUSE TEC
001622	NCC	Career Specialist	CAREER SPEC
003776	NCC	Chief Career Counselor	CHIEF CARCNSLR
001617	NCC	Command Career Counselor	CCC
001632	NCR	Recruiting Supervisor	RECRUIT SUPV
002793	NCR	Recruiter	RECRUITER
001100	ND	Second Class Diver	SCND CLASS DVR
001110	ND	Master Diver	MASTER DVR
001105	ND	First Class Diver	FRST CLASS DVR
001017	NRS (Non Rating Specific)	Special Compartmented Information Security Program Specialist	SCI SPEC
001854	NRS	Officer Candidate, Midshipman	OCS MIDSHI
003759	NRS	Human Resources Specialist	HR SPEC
003758	NRS	Hospitality Specialist	HOSP SPEC
003756	NRS	Electronics Maintenance Technician	E MAIN TEC
003752	NRS	Aviation Maintenance Technician	AVMAIN TEC
003753	NRS	Ceremonial Specialist	CEREM SPEC
003766	NRS	Recruiter	RECRUITER
001008	NRS	Equal Opportunity Advisor	EO ADVISOR
003757	NRS	Environmental Specialist	ENVIR SPEC
002648	NRS	Boat Crew Specialist	BTCRW SPEC

Job Code	Occupational Classification Code	Job Title	Short Title (14 Character)
002649	NRS	Camp/Convoy Security Specialist	CPCV SSPEC
001839	NRS	Officer Candidate, Civil Engineer	OCS CIVIL
001910	NRS	Correctional Counselor	CORRECT CO
001844	NRS	Officer Candidate, Nuclear Propulsion	OCS NUCLEAR
002650	NRS	Boarding Specialist	BOARD SPEC
003755	NRS	Disaster Preparedness Operations Specialist	DIS PREP SPEC
001800	NRS	Drug and Alcohol Counselor Intern	DAC INTERN
001830	NRS	Officer Candidate, Aviation Officer	OCS AVIATI
003754	NRS	Counselor	COUNSELOR
001872	NRS	Prisoner	PRISONER
001859	NRS	Transient	TRANSIENT
003760	NRS	Inspector	INSPECTOR
003762	NRS	Logistics Support Technician	LOGSU TEC
003763	NRS	Maintenance Technician	MAINT TEC
003764	NRS	Office Support Specialist	OFSU SPEC
003765	NRS	Operations Support Technician	OPSU TEC
001867	NRS	Patient	PATIENT
001849	NRS	Officer Candidate, School	OCS SCHOOL
003802	NRS	LCAC Craftmaster	LCAC CRAF
001877	NRS	Holdee	HOLDEE
001820	NRS	Student	STUDENT
001825	NRS	Officer Candidate, NAC	OCS NAC
003767	NRS	Security Support Specialist	SECSU SPEC
003768	NRS	Support Services Specialist	SUSRV SPEC
003769	NRS	Transportation Specialist	TRANS SPEC
003807	NRS	Limited Duty Coordinator	LIMDU COORD
003740	OS	Warfare Operator	WARFARE OPER
003741	OS	Operations Administrator	OPS ADMIN
003739	OS	Navigation and Plotting Specialist	NAV PLOT SPEC
003742	OS	Electronic Systems Operator	ELEC SYS OPER
003738	OS	Combat Air Controller	COM AIR CTRLR
001700	PR	Aviation Life Support Systems Organizational Level Technician	ALSS OLVL TECH
001692	PR	Aviation Life Support Systems Intermediate Level Technician	ALSS ILVL TECH
001705	PR	Special Operations Parachute Rigger	SPEC OP RIGGER
001687	PR	Aviation Life Support Systems Training and Acquisition Manager	ALSS TRACQ MGR
001122	PS	Pay Manager	PAY MANAGER
001682	PS	Personnel Manager	PERS MANAGER
001665	PS	Personnel Clerk	PERS CLERK
001677	PS	Personnel Supervisor	PERS SUPV
001127	PS	Pay Clerk	PAY CLERK
001117	PS	Pay Supervisor	PAY SUPERVISOR
003743	QM	Navigation Administrator	NAVIGATN ADMIN
003744	QM	Navigation Specialist	NAVIGATN SPEC
003745	QM	Navigation Manager	NAVIGATN MGR
001710	RP	Religious Program Specialist	RP SPECIALIST
001715	RP	Religious Program Supervisor	RP SUP

Job Code	Occupational Classification Code	Job Title	Short Title (14 Character)
002785	RP	Religious Program Senior Supervisor	RP SEN SUP
001732	RS	Laundry Operator	LAUNDRY OPER
001737	RS	Barber	BARBER
001727	RS	Retail Operator	RETAIL OPER
001775	SB	Special Warfare Combatant-Craft Crewman Basic	SWCC CREWMAN
001787	SB	Special Warfare Combatant-Craft Crewman Master	SWCC MASTER
001782	SB	Special Warfare Combatant-Craft Crewman Senior	SWCC BOAT CAPT
002690	SN	Seaman	SEAMAN
001720	SO	Sea Air and Land (SEAL)	SEAL
003747	STG	Anti-Submarine Warfare Operator	ASW OPERATOR
003748	STG	Anti-Submarine Warfare Technician	ASW TECHNICIAN
003746	STG	Anti-Submarine Warfare Manager	ASW MANAGER
001760	STS	Advanced Sonar Operator	ADV SONAR OPER
001765	STS	Sonar Supervisor	SONAR SUPV
001755	STS	Basic Sonar Operator	BAS SONAR OPER
001770	SW	Steelworkers	STEELWORKER
001537	TM	Tactical Weapons Operator	TACT WEP OPER
001542	TM	Tactical Weapons Manager	TACT WEP MGR
001547	TM	Tactical Weapons Technician	TACT WEP TECH
001792	UCT	Underwater Construction Technician	U CON TEC
001797	UT	Utilitiesmen	UTILITIESMAN
001802	YN	Administrative Assistant	ADMIN ASST
001815	YN	Office Manager	OFFICE MANAGER
001810	YN	Administrative Supervisor	ADMIN SUPV
002767	YNS	Submarine Administrative Office Supervisor	SUB ADMN SUPV
002765	YNS	Submarine Administrative Assistant	SUB ADMIN ASST
002766	YNS	Submarine Administrative Manager	SUB ADMIN MGR

Skills

Skills are proficiencies that are developed through training or experience. The 35 O*NET skills are located at: https://www.onetcenter.org/reports/AOSkills_ProcUpdate.html.

Skills	Description
Active Learning	Understanding the implications of new information for both current and future problem-solving and decision-making.
Active Listening	Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
Complex Problem Solving	Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
Coordination	Adjusting actions in relation to others' actions.
Critical Thinking	Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
Equipment Maintenance	Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
Equipment Selection	Determining the kind of tools and equipment needed to do a job.
Installation	Installing equipment, machines, wiring, or programs to meet specifications.
Instructing	Teaching others how to do something.
Judgment and Decision Making	Considering the relative costs and benefits of potential actions to choose the most appropriate one.
Learning Strategies	Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
Management of Financial Resources	Determining how money will be spent to get the work done, and accounting for these expenditures.
Management of Material Resources	Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
Management of Personnel Resources	Motivating, developing, and directing people as they work, identifying the best people for the job.
Mathematics	Using mathematics to solve problems.
Monitoring	Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
Negotiation	Bringing others together and trying to reconcile differences.
Operation and Control	Controlling operations of equipment or systems.
Operation Monitoring	Watching gauges, dials, or other indicators to make sure a machine is working properly.
Operations Analysis	Analyzing needs and product requirements to create a design.
Persuasion	Persuading others to change their minds or behavior.
Programming	Writing computer programs for various purposes.
Quality Control Analysis	Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
Reading Comprehension	Understanding written sentences and paragraphs in work related documents.
Repairing	Repairing machines or systems using the needed tools.
Science	Using scientific rules and methods to solve problems.
Service Orientation	Actively looking for ways to help people.
Social Perceptiveness	Being aware of others' reactions and understanding why they react as they do.
Speaking	Talking to others to convey information effectively.
Systems Analysis	Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.

Skills (cont'd)

Skills	Description
Systems Evaluation	Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
Technology Design	Generating or adapting equipment and technology to serve user needs.
Time Management	Managing one's own time and the time of others.
Troubleshooting	Determining causes of operating errors and deciding what to do about it.
Writing	Communicating effectively in writing as appropriate for the needs of the audience.

Abilities

Abilities are enduring attributes of the individual that influence performance. The 52 O*NET abilities are located at: https://www.onetcenter.org/reports/AnalystProcUpdate.html.

Abilities	Description
Arm-hand Steadiness	Keeping your hand and arm steady while moving your arm or while holding your arm and hand in one position.
Auditory Attention	Focusing on a single source of sound in the presence of other distracting sounds.
Category Flexibility	Generating or using different sets of rules for combining or grouping things in different ways.
Control Precision	Quickly and repeatedly adjusting the controls of a machine or a vehicle to exact positions.
Deductive Reasoning	Applying general rules to specific problems to produce answers that make sense.
Depth Perception	Judging which of several objects is closer or farther away from you, or to judge the distance between you and an object.
Dynamic Flexibility	Quickly and repeatedly bending, stretching, twisting, or reaching out with your body, arms, and/or legs.
Dynamic Strength	Exerting muscle force repeatedly or continuously over time. This involves muscular endurance and resistance to muscle fatigue.
Explosive Strength	Using short bursts of muscle force to propel oneself (as in jumping or sprinting) or to throw an object.
Extent Flexibility	Bending, stretching, twisting, or reaching with your body, arms, and/or legs.
Far Vision	Seeing details at a distance.
Finger Dexterity	Making precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
Flexibility of Closure	Identifying or detecting a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.
Fluency of Ideas	Coming up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).
Glare Sensitivity	Seeing objects in the presence of a glare or bright lighting.
Gross Body Coordination	Coordinating the movement of your arms, legs, and torso together when the whole body is in motion.
Gross Body Equilibrium	Keeping or regaining your body balance or stay upright when in an unstable position.
Hearing Sensitivity	Detecting or telling the differences between sounds that vary in pitch and loudness.
Inductive Reasoning	Combining pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
Information Ordering	Arranging things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
Manual Dexterity	Quickly moving your hand, your hand together with your arm, or your two hands to grasp, manipulate or assemble objects.
Mathematical Reasoning	Choosing the right mathematical methods or formulas to solve a problem.
Memorization	Remembering information such as words, numbers, pictures, and procedures.
Multi-limb Coordination	Coordinating two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.
Near Vision	Seeing details at close range (within a few feet of the observer).

Abilities (cont'd)

Abilities	Description
Night Vision	Seeing under low-light conditions.
Number Facility	Adding, subtracting, multiplying, or dividing quickly and correctly.
Oral Comprehension	Listening to and understand information and ideas presented through spoken words and sentences.
Oral Expression	Communicating information and ideas in speaking so others will understand.
Originality	Coming up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.
Perceptual Speed	Quickly and accurately comparing similarities and differences among sets of letters, numbers, objects, pictures, or patterns. The things to be compared may be presented at the same time or one after the other. This ability also includes comparing a presented object with a remembered object.
Peripheral Vision	Seeing objects or movement of objects to one's side when the eyes are looking ahead.
Problem Sensitivity	Telling when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing that there is a problem.
Rate Control	Timing your movements or the movement of a piece of equipment in anticipation of changes in the speed and/or direction of a moving object or scene.
Reaction Time	Quickly responding (with the hand, finger, or foot) to a signal (sound, light, picture) when it appears.
Response Orientation	Choosing quickly between two or more movements in response to two or more different signals (lights, sounds, pictures). It includes the speed with which the correct response is started with the hand, foot, or other body part.
Selective Attention	Concentrating on a task over a period of time without being distracted.
Sound Localization	Telling the direction from which a sound originated.
Spatial Orientation	Knowing your location in relation to the environment or to know where other objects are in relation to you.
Speech Clarity	Speaking clearly so others can understand you.
Speech Recognition	Identifying and understand the speech of another person.
Speed of Closure	Quickly making sense of, combining, and organizing information into meaningful patterns.
Speed of Limb Movement	Quickly moving the arms and legs.
Stamina	Exerting yourself physically over long periods of time without getting winded or out of breath.
Static Strength	Exerting maximum muscle force to lift, push, pull, or carry objects.
Time sharing	Shifting back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other source
Trunk Strength	Using your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without "giving out" or fatiguing.
Visual Color Discrimination	Matching or detect differences between colors, including shades of color and brightness.
Visualization	Imagining how something will look after it is moved around or when its parts are moved or rearranged.
Wrist-finger Speed	Making fast, simple, repeated movements of the fingers, hands, and wrists.
Written Comprehension	Reading and understand information and ideas presented in writing.
Written Expression	Communicating information and ideas in writing so others will understand.

APPENDIX D

SCHEDULES FOR OCCUPATIONAL STANDARD (OCCSTD) REVISIONS

OCCSTDs are reviewed on a periodic basis. OCCSTDs schedules can change based on the complexity of the rating, warfare sponsor requests, and the needs of the Navy. The OCCSTDs FY schedules are shown below. (NOTE: "X" indicates the year a rating is projected for review.)

RATINGS	PERIODICITY	2020	2021	2022	2023	TBD
ABE	5-8 or RS request				X	
ABF	5-8 or RS request				X	
ABH	5-8 or RS request				X	
AC	3 years			X		
AD	3 years		X			
AE	3 years		X			
AG	5-8 or RS request				X	
AM	3 years			X		
AME	4 years		X			
AN	5-8 or RS request	X				
AO	4 years			X		
AS	5-8 or RS request					X
AT	3 years	X			X	
AWF	4 years	X				
AWO	4 years	X				
AWR	4 years	X				
AWS	4 years	X				
AWV	4 years	X				
AZ	4 years				X	
BM	5-8 or RS request	X				
BU	3 years			X		
CE	3 years			X		
CM	3 years			X		
CN	3 years	X		X		
CS	5-8 or RS request					X
CSS	5-8 or RS request					X
CTI	2 years		X		X	
CTM	4 years		X			
CTN	2 years	X		X		
CTR	2 years	X		X		
CTT	4 years		X			

RATINGS	PERIODICITY	2020	2021	2022	2023	TBD
DC	5-8 or RS request					X
EA	3 years			X		
EM	5-8 or RS request					X
EMN	4 years		X			
EN	2 years	X		X		
EO	3 years			X		
EOD	5-8 or RS request				X	
ET	3 years			X		
ETN	4 years		X			
ETV	4 years		X			
FC	2 years		X		X	
FCA	2 years	X		X		
FN	5-8 or RS request		X			
FT	4 years	X				
GM	4 years		X			
GSE	2 years	X		X		
GSM	2 years	X		X		
HM	3 years	X			X	
HN	5-8 or RS request	X				
HT	5-8 or RS request	X				
IC	3 years				X	
IS	4 years			X		
IT	2 years		X		X	
ITS	2 years	X		X		
LN	5-8 or RS request	X				
LS	5-8 or RS request					X
LSS	5-8 or RS request					X
MA	5-8 or RS request				X	
MC	5-8 or RS request					X
MM	3 years	X			X	
MMA	5-8 or RS request				X	
MMN	4 years		X			
MN	4 years			X		
MR	5-8 or RS request	X				
MT	4 years				X	
MU	5-8 or RS request	X				
NCC	4 years		X			

RATINGS	PERIODICITY	2020	2021	2022	2023	TBD
NCR	4 years				X	
ND	5-8 or RS request					X
OS	2 years		X		X	
PR	5-8 or RS request					X
PS	5-8 or RS request			X		
QM	4 years	X				
RP	5-8 or RS request					X
RS	5-8 or RS request					X
SB	5-8 or RS request					X
SN	5-8 or RS request	X				
SO	5-8 or RS request					X
STG	3 years	X			X	
STS	3 years	X			X	
SW	3 years			X		
TM	4 years	X				
UT	3 years			X		
YN	5-8 or RS request					X
YNS	5-8 or RS request					X
NAVSTD	5-8 or RS request	X				

APPENDIX E

RATING ADVISORS

Primary and technical rating advisors from among the Deputy Chiefs of Naval Operations, Systems Commanders and heads of other offices, assist the Chief of Naval Operations and the Chief of Naval Personnel in executing their responsibilities for enlisted manpower and personnel. OPNAVINST 1223 series contains the definitions and responsibilities for enlisted rating advisors.

RATING	PRIMARY ADVISOR	TECHNICAL ADVISOR
AB	CNO (N98)	NAVAIR
AC	CNO (N98)	NAVAIR
AD	CNO (N98)	NAVAIR
AE	CNO (N98)	NAVAIR
AG	CNO (N98)	NAVMETOC
AM	CNO (N98)	NAVAIR
AO	CNO (N98)	NAVAIR
AS	CNO (N98)	NAVAIR
AT	CNO (N98)	NAVAIR
AW	CNO (N98)	NAVAIR
AZ	CNO (N98)	NAVAIR
BM	CNO (N96)	NAVSEA
BU	CNO (N95)	NAVFACENG
CE	CNO (N95)	NAVFACENG
CM	CNO (N95)	NAVFACENG
CS	CNO (N41)	NAVSUP (51,NOOB)
CSS	CNO (N97)	NAVSEA
CT	CNO (N2N6)	NETWARCOM N1B
DC	CNO (N96)	NAVSEA
EA	CNO (N44)	NAVFACENG
EM	CNO (N96)	NAVSEA
EMN	CNO (N97) via OPNAV (N133)	NAVSEA 08
EN	CNO (N96,N95)	NAVSEA, SPECWAR
EO	CNO (N95)	NAVFACENG
EOD	CNO (N95)	NAVSEA (PMS-EOD)

RATING	PRIMARY ADVISOR	TECHNICAL ADVISOR
ET	CNO (N96)	NAVAIR, NAVSEA, SPWAR
ETN	CNO (N97) via OPNAV (N133)	NAVSEA 08
ETV	CNO (N97)	NAVSEA
FC	CNO (N96)	NAVSEA (PMS-471), NAVSEA (PMS-461)
FT	CNO (N97)	NAVSEA
GM	CNO (N96)	NAVAIR, NAVSEA
GS	CNO (N96)	NAVSEA
HM	CNO (N093)	BUMED (OOHC)
HT	CNO (N96)	NAVSEA
IC	CNO (N96)	NAVSEA
IS	CNO (N2N6)	CNO (N2M), SPECWAR
IT	CNO (N2N6, N96)	NETWARCOM, SECGRU, SPAWAR
ITS	CNO (N2N6, N97)	NETWARCOM, SECGRU, SPAWAR, NAVSEA
LN	JUDGE ADVOCATE GENERAL	JUDGE ADVOCATE GENERAL
LS	CNO (N41)	NAVSUP (4B,N00B)
LSS	CNO (N97)	NAVSEA
MA	NECC	NCIS
MC	CNO (N09C)	NAVMEDIACEN
MM	CNO (N96)	NAVSEA
MMA	CNO (N97)	NAVSEA
MMN	CNO (N97) via OPNAV (N133)	NAVSEA 08
MN	CNO (N95)	NAVSEA
MR	CNO (N96)	NAVSEA
MT	CNO (N97)	DIRSSP
MU	PERS-4014	PERS-4014
NCC	DCNP	NAVPERSCOM (PERS-3)
NCR	CNRC	CNRC
ND	CNO (N95)	NAVSEA, CNO (N973)
OS	CNO (N6, N96)	NAVSEA (PMS-461), SPAWAR, AEGIS TRAREDCEN
PR	CNO (N95, N98)	NAVAIR

RATING	PRIMARY ADVISOR	TECHNICAL ADVISOR
PS	NAVPERSCOM (PERS-3)	NAVPERSCOM (PERS-405C), NAVSUP (05, 56)
QM	CNO (N96)	NAVSEA, SPAWAR
RP	CNO (N097)	NAVAL CHAPLAIN SCHOOL
RS	CNO (N41)	NAVSUP (05, 09B), NEXCOM
SB	CNO (N95)	NECC
SO	CNO (N95)	NECC
STG	CNO (N96)	NAVSEA (PMS-411), NAVSEA (PMS-490), ONI, SPAWAR
STS	CNO (N97)	NAVSEA, NAVSEA (PMS-401), ONI
SW	CNO (N95)	NAVFACENG
TM	CNO (N97)	NAVSEA
UT	CNO (N95)	NAVFACENG
YN	PERS-405C	PERS-405C
YNS	CNO (N97)	NAVSEA

APPENDIX F

CRITERIA AND GUIDELINES FOR RECOMMENDING CHANGES TO STANDARDS

A. GENERAL

1. The Navy requires a periodic review and update of enlisted Occupational Standards (OCCSTDs). Although the Navy Manpower Analysis Center (NAVMAC) conducts this review and update, all commands are urged to submit recommended changes to the OCCSTDs whenever they identify new, revised, or obsolete requirements.

2. The procedure for developing updated OCCSTDs includes a preliminary review of current OCCSTDs by rating advisors. This validates and identifies new or changing requirements. U.S. Fleet Forces Command (USFF), Type Commanders, Commander, Naval Education and Training Command (NETC), rating advisors, enlisted community managers, and other interested activities then receive these proposals for review and comment. OCCSTDs are endorsed by the Primary Advisor(s) of each rating prior to approval and promulgated by the Director, Military Personnel Plans and Policy (N13).

3. Customers should submit potential gaps in OCCSTDs identified during initiatives such as Sailor 2025 and Advancement Exam Readiness Review (AERR) events. This feedback can be submitted via formal letter or email adhering to the task criteria outlined below. This feedback will be evaluated in an expedited manner and, when appropriate, get incorporated into OCCSTDS with Rating Sponsor concurrence.

4. Forward recommended changes to OCCSTDs, via the chain of command, to:

Commanding Officer
Navy Manpower Analysis Center
5722 Integrity Drive
Millington, TN 38054-5011

OR

E-mail to: NAVMAC_OCCSTDS@navy.mil

B. CRITERIA

1. OCCSTDs should:

a. Be consistent with the approved scope of the rating.

b. Be stated as an action (i.e., a task to be done). The details of tasks are derived from task analyses and other data.

c. Be concise and understandable.

d. Reflect the paygrade level at which the task should normally be performed. Changing factors, such as existing or projected low manning levels, should not influence paygrade determination.

e. Include only those tasks which are attainable by the average incumbent of a rate.

f. Reflect skill progression among the various paygrades as appropriate for the rating.

2. OCCSTDs should not include:

a. Knowledge requirements, which are implied in the performance of a task.

b. Qualifiers, such as perform an action "in accordance with..." It is assumed that personnel comply with applicable directives and publications when performing a task.

c. Enabling tasks, such as perform a task "in order to..." The purpose of the task should be evident.

d. Subordinate tasks (i.e., tasks which are elements or sub-tasks of a task which is broadly stated).

e. Specific identification of equipment (e.g., AN, MOD or MK). Such detail is not necessary and is subject to rapid obsolescence.

f. Equipment or tool lists, such as listing of test equipment to be used. The equipment or tools to be used are inherent to the tasks to be performed. Such lists are questionable as to inclusiveness and accuracy.

g. Skills that are represented by the naval standards.

h. Security requirements applicable to all Navy personnel as specified in DoD Publication 5200.1-R, OPNAVINST 5510 series. Specific security requirements may be selectively included in those ratings where special emphasis and qualification are required.

i. Safety requirements inherent to the performance of a task. Observing safety precautions should be continually emphasized on the job and in training programs. Safety requirements may be broadly stated at the supervisory level where special emphasis is required or at the managerial level for developing safety programs.

C. GUIDELINES AND FORMAT

1. Proposed changes (additions, revisions, or deletions) of existing rating standards shall be requested using the '*Recommend Changes to OCCSTDs Feedback'* sheet which can be obtained from NAVMAC using the following address: E-mail: NAVMAC_OCCSTDS@navy.mil.

2. If the proposed change is a revision to existing OCCSTD task, use the following format:

a. Identify the OCCSTD task.

b. State the revision and the applicable change.

c. Give justification for the proposed change.

3. If the proposed change is a new OCCSTD task, use the following format:

a. State the proposed OCCSTD task and related data variables (e.g., paygrade, task type (core/non-core), jobs(s) assignment, and functional area).

b. Give justification for the proposed OCCSTD task.

4. If the proposed change is a deletion of an existing OCCSTD task, use the following format:

   a. Identify the OCCSTD task.

   b. Identify applicable job(s) i.e. if only removing from specific jobs.

   c. Give justification for deleting the OCCSTD task.

CHAPTER 1

AVIATION BOATSWAIN'S MATE (AB)

NAVPERS 18068-1D
CH-63

Updated: July 2015

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

AVIATION BOATSWAIN'S MATE (LAUNCHING AND RECOVERY EQUIPMENT) (ABE)

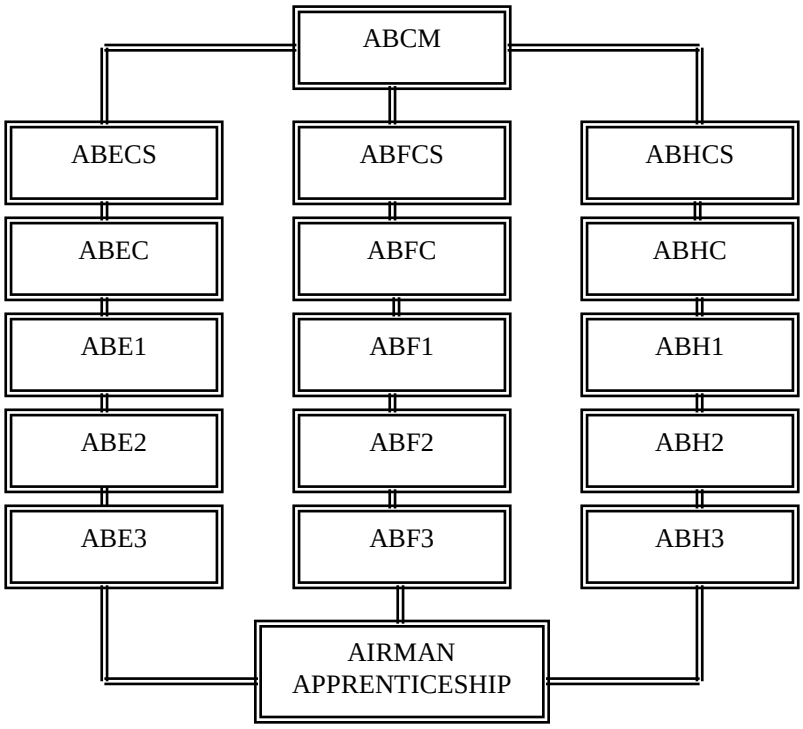
SCOPE OF RATING

Aviation Boatswain's Mates (AB) operate, maintain, and perform organizational maintenance on catapults, arresting gear, barricades, and associated flight deck launching and recovery equipment; operate and service aircraft ground-handling equipment and machinery; operate and service aircraft crash, firefighting, and rescue equipment; handle aircraft afloat and ashore; operate, maintain, and repair aviation fueling, defueling, lubricating oil, and inert gas systems; perform crash rescue, firefighting, crash removal, and damage control duties.

Aviation Boatswain's Mates (Launching and Recovery Equipment) (ABE) operate, maintain, and perform maintenance on steam catapults, barricades, arresting gear, and associated equipment ashore and afloat; operate catapult hydraulic systems, retraction engines, water brakes, jet blast deflectors, Integrated Catapult Control Stations (ICCS), and jet blast deflector control panels; arresting gear engines, sheave dampers, deckedge control stations, and associated equipment; perform aircraft handling duties related to the operation of aircraft launching and recovery equipment.

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) in Chapter 1.

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 **Job Code**

Arresting Gear Technician 002506

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Military Specific	TBD	ARRESTING GEAR TECHNICIAN	ARST GEAR TECH

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	ABE	NECs 7005, 7006

Job Description

Arresting Gear Technicians operate and maintain arresting gear and barricade equipment systems; work with pressurized hydraulic and pneumatic equipment utilizing both basic and precision tools; perform preventative and corrective maintenance on equipment; maintain the material condition of all assigned spaces; perform record keeping; and have a strong working knowledge of technical libraries and the planned maintenance system.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Aircraft Launch Equipment	160400	Aircraft Launch and Recovery Specialists	55-3012.00	Military Specific

Skills	Abilities
Management of Material Resources	*Written Comprehension*
Critical Thinking	*Oral Expression*
Complex Problem Solving	*Problem Sensitivity*
Equipment Maintenance	*Written Expression*
Management of Personnel Resources	*Dynamic Strength*
Judgment and Decision Making	*Speed of Closure*
Monitoring	*Control Precision*
Repairing	*Inductive Reasoning*
Systems Analysis	*Information Ordering*
Systems Evaluation	*Category Flexibility*

ADMINISTRATIVE/SUPPLY AND SUPPORT

Paygrade	Task Type	Task Statements
E7	CORE	Manage V2 divisional personnel, spaces, and administration
E5	CORE	Monitor arresting gear administrative procedures
E4	CORE	Perform arresting gear administrative operations
E4	CORE	Perform maintenance supply procedures
E4	CORE	Perform maintenance support procedures
E6	CORE	Supervise arresting gear administrative operations
E6	CORE	Supervise maintenance support operations

AIRCRAFT LAUNCH AND RECOVERY EQUIPMENT MAINTENANCE PROGRAM (ALREMP)

Paygrade	Task Type	Task Statements
E5	CORE	Maintain Aircraft Launch and Recovery Equipment Maintenance Program (ALREMP)
E6	CORE	Manage Aircraft Launch and Recovery Equipment Maintenance Program (ALREMP)
E7	CORE	Manage divisional maintenance support branch
E7	CORE	Manage divisional Quality Assurance (QA) branch
E6	CORE	Monitor Quality Assurance (QA) programs

RECOVERY SYSTEMS MAINTENANCE

Paygrade	Task Type	Task Statements
E4	CORE	Maintain arresting gear barricade components
E4	CORE	Maintain arresting gear below deck components
E4	CORE	Maintain arresting gear flight deck components
E4	CORE	Perform arresting gear barricade components preventive maintenance
E4	CORE	Perform arresting gear barricade equipment corrective maintenance
E4	CORE	Perform arresting gear below deck equipment corrective maintenance
E4	CORE	Perform arresting gear below deck preventive maintenance
E4	CORE	Perform arresting gear flight deck equipment corrective maintenance
E4	CORE	Perform arresting gear flight deck equipment preventive maintenance
E5	CORE	Supervise arresting gear below deck inspections
E5	CORE	Supervise arresting gear flight deck inspections
E6	CORE	Supervise arresting gear maintenance actions
E6	CORE	Supervise barricade corrective maintenance procedures

RECOVERY SYSTEMS OPERATIONS

Paygrade	Task Type	Task Statements
E5	CORE	Conduct arresting gear emergency flight deck procedures
E4	CORE	Conduct arresting gear flight deck pre and post operational inspections
E4	CORE	Conduct arresting gear functional tests
E4	CORE	Conduct arresting gear operations
E6	CORE	Conduct arresting gear portion of Air Department Training Team (ADTT) briefs
E4	CORE	Conduct barricade arresting gear pre and post operational inspections
E5	CORE	Conduct below deck arresting gear emergency operations
E4	CORE	Inspect arresting gear barricade equipment
E4	CORE	Inspect below deck arresting gear equipment
E4	CORE	Inspect flight deck arresting gear equipment
E7	CORE	Manage V2 divisional maintenance and operations
E6	CORE	Monitor arresting gear operations
E6	CORE	Monitor launch and recovery operations
E4	CORE	Operate arresting gear barricade stations
E4	CORE	Operate arresting gear below deck stations
E4	CORE	Operate arresting gear flight deck stations
E7	CORE	Supervise arresting gear crews
E6	CORE	Supervise arresting gear emergency procedures
E6	CORE	Supervise barricade rigging procedures
E5	CORE	Troubleshoot arresting gear barricade equipment
E5	CORE	Troubleshoot arresting gear below deck equipment
E5	CORE	Troubleshoot arresting gear flight deck equipment

Job Title

Catapult Technician

Job Code

002584

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Military Specific	TBD	CATAPULT TECHNICIAN	CATAPULT TECH

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	ABE	NEC's 7004, 7006

Job Description

Catapult Technicians operate and maintain catapult equipment and systems; work with pressurized hydraulic, pneumatic, and steam systems utilizing both basic and precision tools; perform preventative and corrective maintenance on equipment; maintain the material condition of all assigned spaces; perform record keeping; and have a strong working knowledge of technical libraries and the planned maintenance system.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Aircraft Launch Equipment	160400	Aircraft Launch and Recovery Specialists	55-3012.00	Military Specific

Skills	Abilities
Management of Material Resources	*Written Comprehension*
Management of Personnel Resources	*Oral Expression*
Equipment Maintenance	*Speed of Closure*
Repairing	*Deductive Reasoning*
Monitoring	*Information Ordering*
Complex Problem Solving	*Problem Sensitivity*
Critical Thinking	*Category Flexibility*
Operation and Control	*Control Precision*
Operation Monitoring	*Dynamic Strength*
Systems Analysis	*Written Expression*

ADMINISTRATIVE/SUPPLY AND SUPPORT

Paygrade	Task Type	Task Statements
E7	CORE	Manage V2 divisional personnel, spaces, and administration
E4	CORE	Perform catapult administrative procedures
E4	CORE	Perform maintenance supply procedures
E4	CORE	Perform maintenance support procedures
E6	CORE	Supervise catapult work center administrative operations
E6	CORE	Supervise maintenance support operations

AIRCRAFT LAUNCH AND RECOVERY EQUIPMENT MAINTENANCE PROGRAM (ALREMP)

Paygrade	Task Type	Task Statements
E5	CORE	Maintain Aircraft Launch and Recovery Equipment Maintenance Program (ALREMP)
E6	CORE	Manage Aircraft Launch and Recovery Equipment Maintenance Program (ALREMP)
E7	CORE	Manage divisional maintenance support branch
E7	CORE	Manage divisional Quality Assurance (QA) branch
E6	CORE	Monitor Quality Assurance (QA) programs

LAUNCHING SYSTEMS MAINTENANCE

Paygrade	Task Type	Task Statements
E4	CORE	Perform below deck catapult corrective maintenance
E4	CORE	Perform below deck catapult preventive maintenance
E4	CORE	Perform catapult below deck maintenance procedures
E4	CORE	Perform catapult flight deck maintenance procedures
E4	CORE	Perform flight deck catapult corrective maintenance
E4	CORE	Perform flight deck preventive maintenance
E6	CORE	Supervise catapult below deck inspections
E6	CORE	Supervise catapult corrective maintenance procedures
E6	CORE	Supervise catapult flight deck inspections

LAUNCHING SYSTEMS OPERATIONS

Paygrade	Task Type	Task Statements
E6	CORE	Conduct catapult portion of Air Department Training Team (ADTT) briefs
E5	CORE	Monitor catapult administrative procedures
E4	CORE	Operate catapult below deck stations
E4	CORE	Operate catapult flight deck stations
E4	CORE	Perform below deck catapult operations
E4	CORE	Perform catapult below deck pre and post operational inspections
E5	CORE	Perform catapult emergency below deck procedures
E5	CORE	Perform catapult emergency flight deck procedures
E4	CORE	Perform catapult flight deck pre and post operational inspections
E4	CORE	Perform catapult functional tests
E4	CORE	Perform flight deck catapult operations
E7	CORE	Supervise bow catapult crews
E6	CORE	Supervise catapult emergency below deck procedures
E6	CORE	Supervise catapult emergency flight deck procedures
E6	CORE	Supervise catapult flight deck operations
E6	CORE	Supervise catapult test procedures
E7	CORE	Supervise waist catapult crews
E4	CORE	Troubleshoot below deck catapult equipment
E4	CORE	Troubleshoot flight deck catapult equipment

RECOVERY SYSTEMS OPERATIONS

Paygrade	Task Type	Task Statements
E7	CORE	Manage V2 divisional maintenance and operations
E6	CORE	Monitor launch and recovery operations

CHAPTER 1

AVIATION BOATSWAIN'S MATE (AB)

NAVPERS 18068-1D
CH-63

Updated: July 2015

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

AVIATION BOATSWAIN'S MATE (FUELS) (ABF)

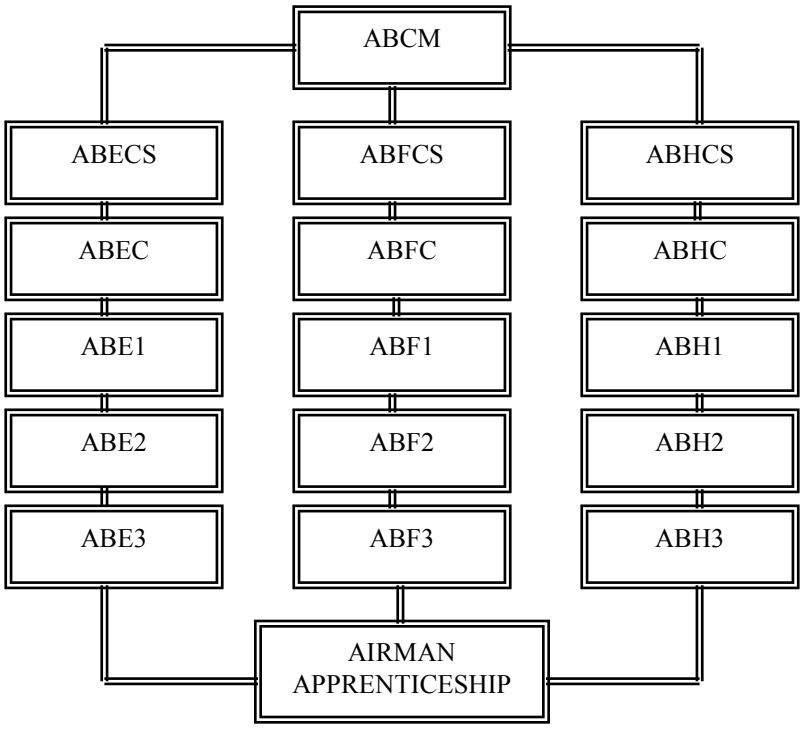
SCOPE OF RATING

Aviation Boatswain's Mates (AB) operate, maintain, and perform organizational maintenance on catapults, arresting gear, barricades, and associated flight deck launching and recovery equipment; operate and service aircraft ground-handling equipment and machinery; operate and service aircraft crash, firefighting, and rescue equipment; handle aircraft afloat and ashore; operate, maintain, and repair aviation fueling, defueling, lubricating oil, and inert gas systems; perform crash rescue, firefighting, crash removal, and damage control duties.

Aviation Boatswain's Mates, Fuels (ABF) operate, maintain, and perform organizational maintenance on aviation fueling and lubricating oil systems in CVNs, LHAs, LHDs, and LPDs, including aviation fuel and lubricating oil service stations and pump rooms, piping, valves, pumps, tanks, and portable equipment related to the fuel system; operate, maintain, and repair valves and piping of purging and protective systems within the Air Department's spaces aboard ship; supervise the operation and servicing of fuel farms and equipment associated with the fueling and defueling of aircraft ashore and afloat; operate and service motorized fueling equipment; maintain fuel quality surveillance and control in aviation fuel systems ashore and afloat; train, direct, and supervise firefighting crews, fire rescue teams, and damage control parties in assigned fuel and lubricating oil spaces; observe and enforce fuel handling safety precautions.

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) in Chapter 1.

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

Aviation Fuels Below Deck Operations Technician

Job Code

001030

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Transportation and Material Moving	TBD	AVFUELS BLWDECK OPS TECH	FUEL BDCK TECH

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	ABF	May have NEC 7022 assigned

Job Description

Aviation Fuels Below Deck Operations Technicians ensure, supervise, and manage the safe receipt, transfer, purification and issue of JP5 aviation fuel to various locations throughout the ship; take samples; sound tanks; operate auxiliary, service, transfer, and stripping systems to perform various functions; perform preventive and corrective maintenance on equipment; and maintain the material condition of assigned spaces.

DoD Relationship

Group Title	*DoD Code*
Aircraft Launch Equipment	160400

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
Automotive and Watercraft Service Attendants	53-6031.00	Transportation and Material Moving

Skills

Operation Monitoring
Equipment Selection
Troubleshooting
Mathematics
Quality Control Analysis
Equipment Maintenance
Judgment and Decision Making
Management of Personnel Resources
Complex Problem Solving
Critical Thinking

Abilities

Problem Sensitivity
Hearing Sensitivity
Depth Perception
Memorization
Multi-limb Coordination
Number Facility
Written Comprehension
Control Precision
Mathematical Reasoning
Reaction Time

FLIGHT/HANGAR DECK EQUIPMENT MAINTENANCE

Paygrade	Task Type	Task Statements
E5	CORE	Coordinate fuel system equipment repairs

FLIGHT/HANGAR DECK OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Defuel aircrafts
E5	CORE	Monitor emergency aircraft defueling operations
E4	CORE	Perform fueling operations
E6	CORE	Supervise equipment repair procedures

JP-5 BELOW DECKS SYSTEM EQUIPMENT MAINTENANCE

Paygrade	Task Type	Task Statements
E4	CORE	Detect below deck material deficiencies
E4	CORE	Detect pump room equipment deficiencies
E4	CORE	Maintain material conditions of the JP5 filter separator
E5	CORE	Supervise below deck corrective maintenance procedures

JP-5 BELOW DECKS SYSTEM OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Align Underway Replenishment (UNREP) stations
E7	CORE	Approve fuel onload charts
E7	CORE	Approve tank sequences
E5	CORE	Conduct below deck space inspections
E6	CORE	Coordinate Underway Replenishment (UNREP) stations
E7	CORE	Manage below deck fueling operations
E7	NON-CORE	Manage below deck manning requirements
E6	CORE	Manage below deck personnel routines
E7	CORE	Manage below deck training programs
E7	CORE	Manage fuel system liquid loads
E6	CORE	Monitor ballasting and de-ballasting system operations
E6	CORE	Monitor below deck fire emergency procedures
E5	CORE	Monitor below deck fuel systems auxiliary operations
E4	CORE	Monitor catapult lube oil system operations
E5	CORE	Monitor fuel transfer system operations
E5	CORE	Monitor JP5 service system operations
E5	CORE	Monitor JP5 stripping system operations
E4	CORE	Perform auxiliary system operations
E4	CORE	Perform ballasting and de-ballasting system operations
E4	CORE	Perform below deck system operations
E4	CORE	Perform catapult lube oil system operations
E4	CORE	Perform emergency filter room procedures
E4	CORE	Perform emergency pump room procedures
E4	CORE	Perform filter room operations
E4	CORE	Perform fuel transfer system operations
E4	CORE	Perform JP5 service system operations
E4	CORE	Perform JP5 stripping system operations
E4	CORE	Sound JP5 fuel tanks
E7	CORE	Verify offloading procedures
E7	CORE	Verify sounding report accuracy

QUALITY SURVEILLANCE

Paygrade	Task Type	Task Statements
E4	CORE	Conduct quality surveillance tests
E4	CORE	Determine fuel characteristics
E5	CORE	Monitor aviation fuel quality surveillance procedures

TECHNICAL ADMINISTRATION

Paygrade	Task Type	Task Statements
E5	CORE	Input Organizational Maintenance Management System (OMMS) job data
E6	CORE	Maintain aviation fuels accountability records
E7	CORE	Manage Ship Operation Management System (SOMS)
E5	CORE	Perform fuel system administrative functions
E7	CORE	Verify Current Ships Maintenance Plans (CSMP)
E6	CORE	Verify Organizational Maintenance Management System (OMMS) jobs

Job Title **Job Code**

Aviation Fuels Flight Deck Operations Technician 001085

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Installation, Maintenance, and Repair	TBD	AVFUELS FLTDECK OPS TECH	FUEL FLT DECK

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	ABF	None

Job Description

Aviation Fuels Flight Deck Operations Technicians ensure, supervise, and manage the safe receipt, transfer and issue of JP5 aviation fuel to various locations throughout the ship; take samples; perform quality surveillance of fuels; flush fuel stations; sound tanks; align flight deck fueling stations; fuel and defuel aircraft; perform preventive and corrective maintenance on equipment; and maintain the material condition of assigned spaces.

DoD Relationship

Group Title	*DoD Code*
Aircraft Launch Equipment	160400

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
Maintenance and Repair Workers, General	49-9071.00	Installation, Maintenance, and Repair

Skills	Abilities
Operation Monitoring	*Depth Perception*
Equipment Selection	*Problem Sensitivity*
Operation and Control	*Memorization*
Troubleshooting	*Control Precision*
Instructing	*Information Ordering*
Equipment Maintenance	*Peripheral Vision*
Management of Personnel Resources	*Reaction Time*
Quality Control Analysis	*Written Expression*
Judgment and Decision Making	*Hearing Sensitivity*
Repairing	*Inductive Reasoning*

FLIGHT/HANGAR DECK EQUIPMENT MAINTENANCE

Paygrade	Task Type	Task Statements
E5	CORE	Coordinate fuel system equipment repairs
E4	CORE	Perform aviation fuels flight deck equipment planned maintenance
E4	CORE	Perform flight deck equipment repairs
E5	CORE	Supervise flight deck corrective maintenance procedures

FLIGHT/HANGAR DECK OPERATIONS

Paygrade	Task Type	Task Statements
E5	CORE	Conduct inspections of flight deck stations
E4	CORE	Defuel aircrafts
E4	CORE	Detect fueling stations equipment deficiencies
E4	CORE	Detect fueling stations material deficiencies
E4	CORE	Fuel aircrafts
E7	CORE	Manage flight deck fueling operations
E7	CORE	Manage flight deck manning requirements
E6	CORE	Manage flight deck personnel routines
E4	CORE	Monitor aircraft fueling stations alignments
E5	CORE	Monitor emergency aircraft defueling operations
E5	CORE	Monitor flight deck fuel systems auxiliary operations
E4	CORE	Obtain visual sample from fueling stations

E4	CORE	Perform flight deck hot refueling operations
E4	CORE	Perform flight deck station operations
E4	CORE	Perform fuel station operations
E4	CORE	Perform fueling operations
E5	CORE	Supervise aircraft defueling operations
E7	CORE	Supervise aircraft emergency defueling operation
E6	CORE	Supervise aircraft to aircraft fuel transfers
E6	CORE	Supervise equipment repair procedures
E5	CORE	Supervise refueling crews operations

JP-5 BELOW DECKS SYSTEM OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Align Underway Replenishment (UNREP) stations
E6	CORE	Coordinate Underway Replenishment (UNREP) stations
E6	CORE	Monitor below deck fire emergency procedures
E5	CORE	Monitor below deck fuel systems auxiliary operations
E5	CORE	Monitor JP5 service system operations
E4	CORE	Obtain visual sample from sponson connection
E4	CORE	Perform auxiliary system operations
E4	CORE	Perform fuel transfer system operations
E4	CORE	Perform JP5 service system operations

QUALITY SURVEILLANCE

Paygrade	Task Type	Task Statements
E4	CORE	Conduct quality surveillance tests
E4	CORE	Determine fuel characteristics
E6	CORE	Manage fuels Quality Assurance (QA) personnel routine
E5	CORE	Monitor aviation fuel quality surveillance procedures

TECHNICAL ADMINISTRATION

Paygrade	Task Type	Task Statements
E5	CORE	Input Organizational Maintenance Management System (OMMS) job data
E6	CORE	Maintain aviation fuels accountability records
E7	CORE	Manage Ship Operation Management System (SOMS)
E5	CORE	Perform fuel system administrative functions
E7	CORE	Verify Current Ships Maintenance Plans (CSMP)
E6	CORE	Verify Organizational Maintenance Management System (OMMS) jobs

Job Title **Job Code**

Aviation Fuels Shore Base Operations Technician 001140

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Installation, Maintenance, and Repair	TBD	AVFUELS ASHORE OPS TECH	FUEL SHORE TEC

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	ABF	None

Job Description

Aviation Fuels Shore Base Operations Technicians execute, supervise, and manage the safe receipt, transfer and issue of JP5 aviation fuel to assigned and transient aircraft, as well as support equipment; take samples, sound tanks; coordinate refueling points; perform refuel and defuel operations; provide fuel for Jet Test facilities; conduct Quality Assurance (QA) checks on fuel, aligning service, operating transfer, and stripping systems to perform various functions; perform preventive and corrective maintenance on equipment; and maintain the material condition of assigned spaces.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Aircraft Launch Equipment	160400	Maintenance and Repair Workers, General	49-9071.00	Installation, Maintenance, and Repair

Skills	Abilities
Operation Monitoring	*Control Precision*
Troubleshooting	*Depth Perception*
Equipment Selection	*Multi-limb Coordination*
Operation and Control	*Problem Sensitivity*
Instructing	*Number Facility*
Equipment Maintenance	*Category Flexibility*
Quality Control Analysis	*Hearing Sensitivity*
Judgment and Decision Making	*Manual Dexterity*
Mathematics	*Mathematical Reasoning*
Science	*Memorization*

FLIGHT/HANGAR DECK EQUIPMENT MAINTENANCE

Paygrade	Task Type	Task Statements
E5	CORE	Coordinate fuel system equipment repairs

FLIGHT/HANGAR DECK OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Defuel aircrafts
E4	CORE	Detect fueling stations material deficiencies
E4	CORE	Fuel aircrafts
E4	CORE	Obtain visual sample from fueling stations
E4	CORE	Perform fuel station operations
E4	CORE	Perform fueling operations
E5	CORE	Supervise aircraft defueling operations
E7	CORE	Supervise aircraft emergency defueling operation
E6	CORE	Supervise aircraft to aircraft fuel transfers
E5	CORE	Supervise refueling crews operations

JP-5 BELOW DECKS SYSTEM OPERATIONS

Paygrade	Task Type	Task Statements
E5	CORE	Monitor JP5 stripping system operations
E4	CORE	Perform fuel transfer system operations
E4	CORE	Perform JP5 service system operations
E4	CORE	Perform JP5 stripping system operations
E4	CORE	Sound JP5 fuel tanks
E7	CORE	Verify sounding report accuracy

QUALITY SURVEILLANCE

Paygrade	Task Type	Task Statements
E4	CORE	Conduct quality surveillance tests
E4	CORE	Determine fuel characteristics
E6	CORE	Manage fuels Quality Assurance (QA) personnel routine
E5	CORE	Monitor aviation fuel quality surveillance procedures

SHORE BASED REFUELING

Paygrade	Task Type	Task Statements
E5	CORE	Monitor shore facility fuel station pressure gauges
E4	CORE	Operate mobile refuelers
E4	CORE	Perform fuel farm operator functions
E4	CORE	Perform shore base hot refueling operations

TECHNICAL ADMINISTRATION

Paygrade	Task Type	Task Statements
E6	CORE	Maintain aviation fuels accountability records
E5	CORE	Perform fuel system administrative functions

CHAPTER 1

AVIATION BOATSWAIN'S MATE (AB)

NAVPERS 18068-1D
CH-63

Updated: July 2015

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

AVIATION BOATSWAIN'S MATE (AIRCRAFT HANDLING) (ABH)

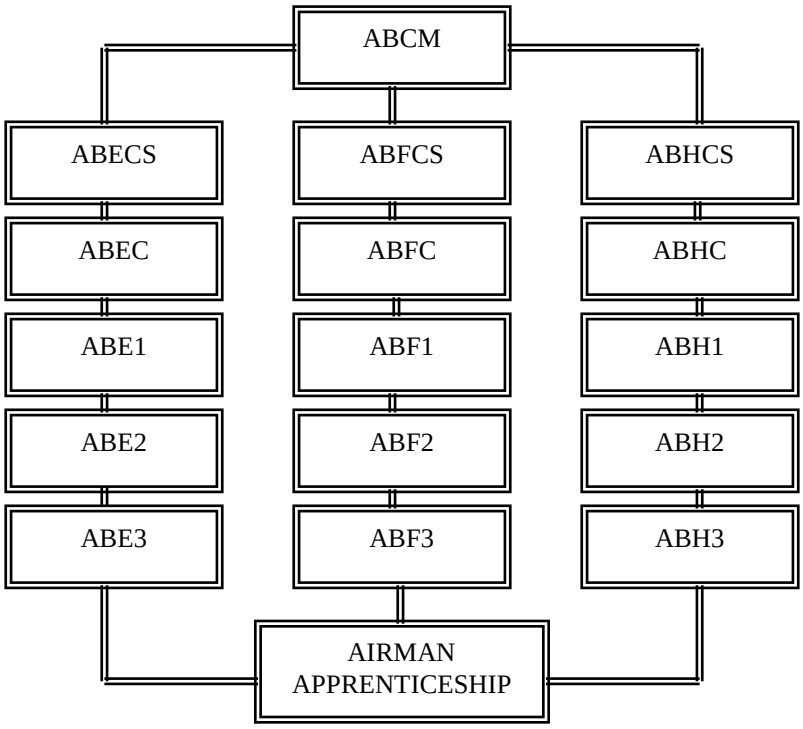
SCOPE OF RATING

Aviation Boatswain's Mates (AB) operate, maintain, and perform organizational maintenance on catapults, arresting gear, barricades, and associated flightdeck launching and recovery equipment; operate and service aircraft ground-handling equipment and machinery; operate and service aircraft crash, firefighting, and rescue equipment; handle aircraft afloat and ashore; operate, maintain, and repair aviation fueling, defueling, lubricating oil, and inert gas systems; perform crash rescue, firefighting, crash removal, and damage control duties.

Aviation Boatswain's Mates (Aircraft Handling) (ABH) direct the movement and spotting of aircraft ashore and afloat; operate, maintain, and perform organizational maintenance on ground-handling equipment used for moving and hoisting of aircraft ashore and afloat; supervise securing of aircraft and equipment; perform crash rescue, firefighting, crash removal, and damage control duties; perform duties in connection with launching and recovery of aircraft.

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) in Chapter 1.

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

Aircraft Director

Job Code

001195

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Transportation and Material Moving	TBD	AIRCRAFT DIRECTOR	ACRFT DIRECTOR

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	ABH	None

Job Description

Aircraft Directors are responsible for the safe and expeditious movement of aircraft on fight decks, hangar decks, and ashore which includes the installation and removal of chocks, tie downs, and tow bars; operate tractors, elevators, conflagration stations, ouija board spotters, and safety observers; have a working knowledge of the Planned Maintenance System (PMS), deck multiple/density, aircraft fundamentals/systems and flight/hangar deck operations; and responsible for administrative duties, training initiatives, technical publication libraries, operational readiness of equipment, and upkeep of divisional spaces.

DoD Relationship

Group Title	*DoD Code*
Aircraft Launch Equipment	160400

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
Airfield Operations Specialists	53-2022.00	Transportation and Material Moving

Skills	Abilities
Judgment and Decision Making	*Visualization*
Coordination	*Information Ordering*
Complex Problem Solving	*Multi-limb Coordination*
Equipment Selection	*Deductive Reasoning*
Operation and Control	*Written Comprehension*
Monitoring	*Static Strength*
Operation Monitoring	*Inductive Reasoning*
Installation	*Originality*
Quality Control Analysis	*Oral Expression*
Active Listening	*Manual Dexterity*

SHIPBOARD/SHORE AIRCRAFT FIREFIGHTING/CRASH AND SALVAGE

Paygrade	Task Type	Task Statements
E4	CORE	Execute hangar bay fire drills
E4	CORE	Man variable position nozzles and hose control devices (1 1/2", 2 1/2" diameter)
E4	CORE	Operate aircraft firefighting equipment in the hangar bays
E4	CORE	Operate aircraft firefighting equipment on flight decks
E4	CORE	Perform conflagration station operations
E4	CORE	Perform flight deck aircraft firefighting procedures
E4	CORE	Perform hangar bay aircraft firefighting procedures

SHIPBOARD/SHORE STATION AIRCRAFT HANDLING

Paygrade	Task Type	Task Statements
E7	CORE	Account for multiple density of flight deck (F/A-18, EA-6B, E-2C, P-25, Carrier Crash Crane (CVCC), Amphibious Crash Crane (ACC), etc.)
E4	CORE	Attach tow bars from tractors
E4	CORE	Calculate elevator loads
E7	CORE	Calculate sea states
E4	CORE	Chock aircraft with rotors (H-60, H-53, etc.)
E4	CORE	Close ballistic doors
E7	CORE	Complete damage/crunch reports

E6	CORE	Conduct Air Department Training Team (ADTT) procedures
E4	CORE	Conduct aircraft handling support equipment (spotting dolly, tow tractor, Mobile Electric Power Plant (MEPP-3)) daily inspections
E4	CORE	Conduct aircraft handling support equipment (spotting dolly, tow tractor, Mobile Electric Power Plant (MEPP-3)) post-operational checks
E6	CORE	Conduct deck caller procedures during flight deck operations
E6	CORE	Conduct flight deck personnel respot briefings
E4	CORE	Conduct flight deck post-operational inspections
E5	CORE	Conduct flight deck safety training
E4	CORE	Conduct Foreign Object Debris (FOD) walk downs
E4	CORE	Conduct hangar bay post-operational inspections
E5	CORE	Conduct hangar bay safety training
E4	CORE	Conduct hot chockman procedures
E4	CORE	Conduct pre-operational inspections of the flight deck
E4	CORE	Conduct pre-operational inspections of the hangar bays
E7	CORE	Coordinate aircraft respot via air plans
E5	CORE	Coordinate launch evolutions in fly 1 areas
E5	CORE	Coordinate launch evolutions in fly 2 areas
E5	CORE	Coordinate launch evolutions in fly 3 areas
E6	CORE	Coordinate liquid Foreign Object Debris (FOD) program
E5	CORE	Coordinate recovery evolutions in fly 1 areas
E5	CORE	Coordinate recovery evolutions in fly 2 areas
E5	CORE	Coordinate recovery evolutions in fly 3 areas
E6	CORE	Coordinate respot evolutions (flight deck, hangar bay)
E5	CORE	Coordinate turning aircraft in the hangar bays
E4	CORE	De-rig safety flag staffs
E4	CORE	De-rig safety rails
E5	CORE	Dispatch starting units positions for maintenance turns (tow tractor, Mobile Electric Power Plants (MEPP-3))
E5	CORE	Dispatch tow tractors and dollies for respots of aircraft
E4	CORE	Execute barricade drills
E4	CORE	Execute fuel station fire drills (flight deck, hangar bay)
E4	CORE	Identify primary mooring points (F/A-18, EA-6B, E-2C, etc.)
E5	CORE	Inspect aircraft elevator platforms (flight deck, hangar bay)
E5	CORE	Inspect coamings (flight deck, hangar bay)
E5	CORE	Inspect safety nets (flight deck, hangar bay)
E4	CORE	Install aircraft chains (F/A-18, EA-6B, E-2C, etc.)
E4	CORE	Install aircraft chocks (F/A-18, EA-6B, E-2C, etc.)
E4	CORE	Install aircraft tow bars (F/A-18, EA-6B, E-2C, etc.)
E4	CORE	Install barricade ramps
E4	CORE	Interpret audio signals (flight deck, hangar bay)

E4	CORE	Interpret visual signals (flight deck, hangar bay)
E4	CORE	Lower aircraft elevator in normal mode
E4	CORE	Lower aircraft elevator through lower and raise cycles in manual mode
E4	CORE	Lower safety stanchions (flight deck, hangar bay)
E4	CORE	Maintain conflagration station watch logs
E4	CORE	Manage liquid Foreign Object Debris (FOD) program
E4	CORE	Manually release spotting dolly lifting arms from aircraft
E5	NON-CORE	Monitor aircraft handling support equipment (spotting dolly, tow tractor, Mobile Electric Power Plant (MEPP-3)) maintenance and service requirements
E4	CORE	Monitor starting units positions for maintenance turns (tow tractor, Mobile Electric Power Plant (MEPP-3))
E4	CORE	Move no-brake aircraft
E4	CORE	Open ballistic doors
E4	CORE	Operate mobile support equipment
E7	CORE	Perform Aircraft Handling Officer (AHO) duties during flight operations
E4	CORE	Perform aircraft hydraulic failure emergency procedures
E5	CORE	Perform Aircraft launch/maintenance/recovery respots
E4	CORE	Perform aircraft safety observer procedures
E4	CORE	Perform airfield support operations
E4	CORE	Perform chock walker procedures for aircraft (F/A-18, EA-6B, E-2C, C-2, etc.)
E4	CORE	Perform flight deck aircraft movements
E4	CORE	Perform flight deck elevator operations
E4	CORE	Perform hangar bay aircraft movements
E4	CORE	Perform hangar bay elevator operations
E4	CORE	Perform no-brake aircraft emergency procedures
E4	CORE	Plot spotting boards (Ouija/templates) using aircraft spotting phraseology (flight deck, hangar bay)
E4	CORE	Preform liquid Foreign Object Debris (FOD) removal
E5	CORE	Prepare damage/crunch reports
E5	CORE	Provide aircraft (F/A-18, EA-6B, E-2C, etc.) electrical service via Mobile Electric Power Plants (MEPP-3)
E4	CORE	Provide aircraft flight deck start-up service (electrical, air start power, APU) auxiliary power
E4	CORE	Provide aircraft hangar bay service (electrical, air start power, APU) auxiliary power
E5	CORE	Provide start air to aircraft (EA-6B, E-2C, F/A-18, etc.)
E4	CORE	Raise aircraft elevator in normal mode
E4	CORE	Raise aircraft elevator through lower and raise cycles in manual mode
E4	CORE	Raise safety stanchions (flight deck, hangar bay)
E4	CORE	Release tow bar from tractors
E4	CORE	Remove barricade ramps

E4	CORE	Respond to audio signals (flight deck, hangar bay)
E4	CORE	Respond to visual signals (flight deck, hangar bay)
E5	CORE	Rig aircraft jettison stations
E4	CORE	Rig safety flag staffs
E4	CORE	Rig safety rails
E4	CORE	Secure aircraft handling equipment (chocks, chains, tow bars)
E4	CORE	Secure aircraft handling support equipment (spotting dolly, tow tractor, Mobile Electric Power Plant (MEPP-3))
E4	CORE	Stow aircraft handling equipment (chocks, chains, tow bars)
E4	CORE	Stow barricade ramps
E4	CORE	Stow safety flag staffs
E4	CORE	Stow safety rails
E6	CORE	Supervise aircraft traffic during recovery operations
E5	CORE	Supervise daily post-operational checks of aircraft handling support equipment (spotting dolly, tow tractor, Mobile Electric Power Plant (MEPP-3))
E5	CORE	Supervise daily pre-operational checks of aircraft handling support equipment (spotting dolly, tow tractor, Mobile Electric Power Plant (MEPP-3))
E7	CORE	Supervise flight deck operations
E6	CORE	Supervise Foreign Object Debris (FOD) walk downs
E6	CORE	Supervise liquid Foreign Object Debris (FOD) program
E6	CORE	Supervise post-operation of aircraft handling support equipment (spotting dolly, tow tractor, Mobile Electric Power Plant (MEPP-3))
E5	CORE	Supervise securing of aircraft handling support equipment (spotting dolly, tow tractor, Mobile Electric Power Plant (MEPP-3))
E4	CORE	Supervise turning aircraft in the hangar bays
E4	CORE	Support respot briefs (flight deck, hangar bay)
E4	CORE	Tie down aircraft

SHIPBOARD/SHORE STATIONS MAINTENANCE

Paygrade	Task Type	Task Statements
E5	CORE	Conduct non-skid Quality Assurance Inspector (QAI) procedures
E5	CORE	Input data to Organizational Maintenance and Material System - New Generation (OMMS-NG)
E4	CORE	Perform deck preservation in the hangar bays
E4	CORE	Perform deck preservation on flight decks

Job Title **Job Code**

Crash and Salvage Fire fighter 001250

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Healthcare Practitioners and Technical	TBD	CRASH AND SALVAGE FIRE FIGHTER	CRASH SALV FF

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	ABH	7011

Job Description

Crash and Salvage Fire Fighters respond to aircraft emergencies, conduct firefighting, and perform rescue and salvage procedures for each type of aircraft carried onboard; and coordinate aircraft jettison operations, embark squadron training, perform equipment preventive maintenance requirements, and water related salvage operations.

DoD Relationship

Group Title	*DoD Code*
Aircraft Launch Equipment	160400

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
First-Line Supervisors of Fire Fighting and Prevention Workers	33-1021	Firefighter

Skills	Abilities
Judgment and Decision Making	*Information Ordering*
Complex Problem Solving	*Visualization*
Coordination	*Multi-limb Coordination*
Equipment Selection	*Deductive Reasoning*
Installation	*Originality*
Monitoring	*Manual Dexterity*
Operation and Control	*Dynamic Strength*
Operation Monitoring	*Inductive Reasoning*
Active Listening	*Memorization*
Equipment Maintenance	*Static Strength*

SHIPBOARD/SHORE AIRCRAFT FIREFIGHTING/CRASH AND SALVAGE

Paygrade	Task Type	Task Statements
E4	CORE	Access aircraft ejection seats (F/A-18, EA-6B, E-2C, etc.)
E4	CORE	Access aircraft safety canopies (F/A-18, EA-6B, E-2C, etc.)
E4	CORE	Attach aircraft hoisting slings and belly bands (F/A-18, EA-6B, E-2C, etc.)
E4	CORE	Conduct emergency canopy jettison procedures (F/A-18, EA-6B, E-2C, etc.)
E7	CORE	Conduct fire chief procedures during airfield aircraft emergency operations
E4	CORE	Conduct flight deck rescue procedures
E4	CORE	Conduct hangar bay rescue procedures
E4	CORE	Conduct pre and post-operational checks of aircraft firefighting support equipment (P-25, Carrier Crash Crane (CVCC), Amphibious Crash Crane (ACC), etc.)
E4	CORE	Conduct rig master procedures during salvage operations
E4	CORE	Determine maximum hoisting weight (F/A-18, EA-6B, E-2C, etc.)
E4	CORE	Execute hangar bay fire drills
E4	CORE	Identify location of composite materials (F/A-18, EA-6B, E-2C, etc.)
E4	CORE	Install aircraft down locks (F/A-18, EA-6B, E-2C, etc.)
E4	CORE	Install stabilizing lines for aircraft hoisting
E4	CORE	Install tow bars on crash dollies
E4	CORE	Locate battery and Liquid Oxygen (LOX) compartments (F/A-18, EA-6B, E-2C, etc.)

E4	CORE	Maintain flight deck aircraft rescue and salvage equipment
E4	CORE	Man variable position nozzles and hose control devices (1 1/2", 2 1/2" diameter)
E5	CORE	Operate aircraft firefighting and salvage support equipment (P-25, Carrier Crash Crane (CVCC), Amphibious Crash Crane (ACC), etc.)
E4	CORE	Operate aircraft firefighting equipment in the hangar bays
E4	CORE	Operate aircraft firefighting equipment on flight decks
E4	CORE	Operate aircraft rescue equipment on flight decks
E4	CORE	Operate aircraft salvage equipment on flight decks
E4	CORE	Operate crash forklifts for aircrew rescues, collapsed nose gear incidents, and collapsed main mount incidents (F/A-18, EA-6B, E-2C, etc.)
E4	CORE	Operate taglines (F/A-18, EA-6B, E-2C, etc.)
E4	CORE	Perform flight deck aircraft firefighting procedures
E4	CORE	Perform hangar bay aircraft firefighting procedures
E4	CORE	Perform overhaul/residual fire checks (F/A-18, EA-6B, E-2C, etc.)
E4	CORE	Perform pre and pre-operational check of Personal Protective Equipment (PPE)
E4	CORE	Secure aircraft firefighting support equipment (P-25, Carrier Crash Crane (CVCC), Amphibious Crash Crane (ACC), etc.)
E4	CORE	Secure crash dolly for collapsed main mounts (F/A-18, EA-6B, E-2C, etc.)
E4	CORE	Secure crash dolly for collapsed nose gear (F/A-18, EA-6B, E-2C, etc.)
E4	CORE	Secure crash dolly for sheared main mounts (F/A-18, EA-6B, E-2C, etc.)
E4	CORE	Secure crash dolly for sheared nose gear (F/A-18, EA-6B, E-2C, etc.)
E5	CORE	Start aircraft firefighting and salvage support equipment (P-25, Carrier Crash Crane CVCC), Amphibious Crash Crane (ACC), etc.)
E6	CORE	Supervise installation of aircraft crash dollies (F/A-18, EA-6B, E-2C, etc.)
E6	CORE	Supervise installation of hoisting equipment (F/A-18, EA-6B, E-2C, etc.)
E6	CORE	Supervise operation of aircraft crash cranes
E6	CORE	Supervise positioning of crash forklifts for rescues
E6	CORE	Supervise salvage operations for helo/aircraft in the water
E6	CORE	Supervise salvage operations with composite material aircraft
E6	CORE	Supervise securing of aircraft crash dollies (F/A-18, EA-6B, E-2C, etc.)
E6	CORE	Tow aircraft

SHIPBOARD/SHORE STATION AIRCRAFT HANDLING

Paygrade	Task Type	Task Statements
E4	CORE	Attach tow bars from tractors
E6	CORE	Conduct Air Department Training Team (ADTT) procedures
E5	CORE	Conduct flight deck safety training
E6	CORE	Conduct flight deck salvage procedures
E5	CORE	Conduct hangar bay safety training
E4	CORE	Conduct hot chockman procedures
E4	CORE	Execute fuel station fire drills (flight deck, hangar bay)
E4	CORE	Identify primary mooring points (F/A-18, EA-6B, E-2C, etc.)

E4	CORE	Install aircraft chains (F/A-18, EA-6B, E-2C, etc.)
E4	CORE	Install aircraft chocks (F/A-18, EA-6B, E-2C, etc.)
E4	CORE	Install aircraft tow bars (F/A-18, EA-6B, E-2C, etc.)
E4	CORE	Interpret audio signals (flight deck, hangar bay)
E4	CORE	Interpret visual signals (flight deck, hangar bay)
E4	CORE	Operate mobile support equipment
E4	CORE	Perform aircraft hydraulic failure emergency procedures
E4	CORE	Preform flight deck salvage procedures
E4	CORE	Release tow bar from tractors
E4	CORE	Remove barricade ramps
E4	CORE	Respond to audio signals (flight deck, hangar bay)
E4	CORE	Respond to visual signals (flight deck, hangar bay)
E5	CORE	Rig aircraft jettison stations
E4	CORE	Stow barricade ramps
E7	CORE	Supervise flight deck operations

SHIPBOARD/SHORE STATIONS MAINTENANCE

Paygrade	**Task Type**	**Task Statements**
E5	CORE	Input data to Organizational Maintenance and Material System - New Generation (OMMS-NG)

Job Title

Air Operations Technician

Job Code

001555

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Transportation and Material Moving	TBD	AIR OPERATIONS TECHNICIAN	AIR OPS TECH

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	ABH	7012

Job Description

Air Operations Technicians ensure the safe operation of air fields; provide assistance to transient aircraft and aircrew personnel; perform aircraft movement, load priorities, and the servicing and maintenance of transiting aircraft; perform security and custody of cargo, mail, and hazardous materials, ensuring these items are properly packaged and palletized for aircraft; serve as firefighters; and are responsible for all firefighting and rescue operations at the immediate scene of aircraft/structural buildings on shore facilities.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Aircraft Launch Equipment	160400	Airfield Operations Specialists	53-2022.00	Transportation and Material Moving

Skills	Abilities
Equipment Maintenance	*Written Comprehension*
Coordination	*Information Ordering*
Judgment and Decision Making	*Visualization*
Management of Material Resources	*Deductive Reasoning*
Operation and Control	*Auditory Attention*
Quality Control Analysis	*Inductive Reasoning*
Complex Problem Solving	*Manual Dexterity*
Critical Thinking	*Multi-limb Coordination*
Instructing	*Written Expression*
Monitoring	*UNASSIGNED*

SHIPBOARD/SHORE AIRCRAFT FIREFIGHTING/CRASH AND SALVAGE

Paygrade	Task Type	Task Statements
E7	CORE	Conduct fire chief procedures during airfield aircraft emergency operations

SHIPBOARD/SHORE STATION AIRCRAFT HANDLING

Paygrade	Task Type	Task Statements
E5	CORE	Conduct airfield operations safety training
E4	CORE	Operate mobile support equipment
E4	CORE	Perform airfield support operations

SHIPBOARD/SHORE STATIONS MAINTENANCE

Paygrade	Task Type	Task Statements
E5	CORE	Conduct E-28 arresting gear journal inspections
E4	CORE	Conduct E-28 arresting gear post-operational inspections
E4	CORE	Conduct E-28 arresting gear pre-operational inspections
E4	CORE	Conduct E-28 engine start-up and shutdown procedures
E4	NON-CORE	Maintain Manually Operated Visual Landing Aid Systems (MOVLAS)
E4	CORE	Maintain shore based arresting gear

CHAPTER 2

AIR TRAFFIC CONTROLLER (AC)

NAVPERS 18068-2G
CH-79

Enclosure (1)

AIR TRAFFIC CONTROLLER (AC) TABLE OF CONTENTS

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

AIR TRAFFIC CONTROLLER (AC)

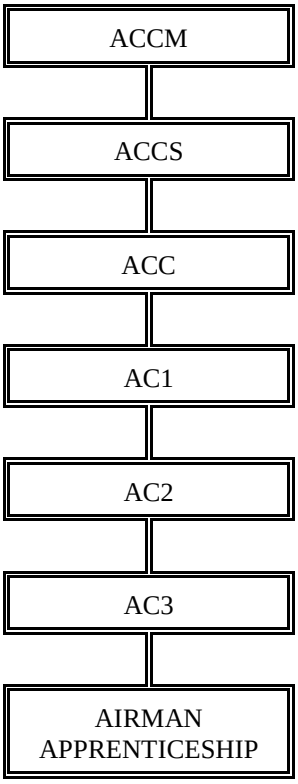
SCOPE OF RATING

Air Traffic Controllers (AC) provide air traffic control services in air traffic control towers, radar air traffic control facilities, fleet area control and surveillance facilities, and air operations offices ashore and afloat; operate radio communication systems and light signals; direct aircraft under Visual Flight Rules (VFR) and Instrument Flight Rules (IFR); operate surveillance radar, precision radar, data link approach systems, Identification Friend or Foe (IFF) equipment, and other air traffic control equipment; respond to emergency air traffic situations; maintain current flight planning information and reference material; and assist pilots in preparation and processing flight plans.

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) in Chapter 2.

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 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

Air Traffic Controller

Job Code

001307

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Transportation and Material Moving	TBD	AIR TRAFFIC CONTROLLER	AIR TRAF CNTLR

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	AC	NEC FXXX Series and other NECs as assigned

Job Description

Air Traffic Controllers play a key role in the effective use of naval airpower throughout the world in operational and training environments. Primary roles include providing separation between aircraft operating in the system; organizing and expediting the flow of traffic operating to and from airfields and the decks of Naval ships using radio, radar, and lighting systems; controlling the movement of aircraft and vehicles on airfields; and issuing instructions to pilots.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Air Traffic Control	122200	Air Traffic Controllers	53-2021.00	Transportation and Material Moving

Skills	Abilities
Coordination	*Deductive Reasoning*
Speaking	*Oral Expression*
Critical Thinking	*Written Comprehension*
Management of Material Resources	*Speech Clarity*
Monitoring	*Written Expression*
Complex Problem Solving	*Inductive Reasoning*
Management of Personnel Resources	*Time Sharing*
Writing	*Problem Sensitivity*
Judgment and Decision Making	*Manual Dexterity*
Quality Control Analysis	*Control Precision*

CONTROL TOWER OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Conduct runway visual scans
E4	CORE	Control aircraft movements on airfields
E4	CORE	Control vehicles on airfields
E4	CORE	Control visual landing aides, airport lighting, and lighting system
E4	CORE	Coordinate arresting gear operations
E4	CORE	Coordinate runway use
E5	CORE	Determine assigned runway use
E5	CORE	Log daily airfield inspections
E5	CORE	Separate aircraft in tower jurisdiction
E5	CORE	Sequence aircraft in tower jurisdiction
E5	CORE	Supervise tower watch teams

EMERGENCY OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Activate airfield emergency alarms
E5	CORE	Assist Search and Rescue (SAR) operations
E4	CORE	Control aircraft experiencing emergencies
E4	CORE	Direct vehicles to emergency sites

EMERGENCY OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Log aircraft emergencies
E4	CORE	Operate portable radio communication equipment
E4	CORE	Test emergency alarms

FLIGHT PLANNING

Paygrade	Task Type	Task Statements
E4	CORE	Coordinate Distinguished Visitor (DV) movements
E4	CORE	File squadron flight schedules
E4	CORE	Initiate overdue aircraft actions
E4	CORE	Input Notices To Airmen (NOTAM)
E4	CORE	Process aircraft movement messages
E4	CORE	Process flight plans
E4	CORE	Supervise flight planning

GENERAL OPERATING PROCEDURES

Paygrade	Task Type	Task Statements
E6	CORE	Brief pilots on local course rules
E6	CORE	Brief watch teams
E4	CORE	Comply with Electronic Emission Control (EMCON) and Hazards of Electromagnetic Radiation Ordnance (HERO) plans
E5	CORE	Comply with noise abatement procedures
E5	NON-CORE	Conduct mobile airfield site surveys
E5	CORE	Control aircraft in holding pattern
E5	CORE	Control special handling aircraft evolutions
E5	CORE	Coordinate Air Traffic Control (ATC) airspace
E6	CORE	Coordinate Air Traffic Control (ATC) issues with civil authorities
E6	CORE	Coordinate Air Traffic Control (ATC) issues with other military agencies
E4	CORE	Coordinate aircraft information with transient line
E4	CORE	Coordinate aircraft movements
E5	CORE	Coordinate flight operations
E5	CORE	Coordinate maintenance of Air Traffic Control (ATC) equipment
E5	CORE	Coordinate Medical Evacuation (MEDEVAC) movements
E7	NON-CORE	Coordinate National Aeronautics and Space Administration (NASA) operations
E6	CORE	Coordinate noise abatement procedures
E4	CORE	Display flight information
E4	CORE	Disseminate bird activity reports
E4	CORE	Disseminate Hazards of Electromagnetic Radiation Ordnance (HERO) conditions
E4	CORE	Disseminate Pilot Reports (PIREP)
E4	CORE	Disseminate weather information

GENERAL OPERATING PROCEDURES (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Instruct Air Traffic Control (ATC) trainees
E4	CORE	Interpret Air Traffic Control (ATC) communication messages
E5	CORE	Investigate Emergency Locator Transmitter (ELT) signals
E4	CORE	Issue advance non-control information to aircraft
E4	CORE	Issue advisories
E4	CORE	Issue Air Traffic Control (ATC) clearances
E4	CORE	Issue Air Traffic Control (ATC) safety alerts
E4	CORE	Issue aircraft clearance delay notices
E4	CORE	Issue aircraft control instructions
E4	CORE	Issue radio frequency changes
E4	CORE	Issue Unmanned Aerial Vehicle (UAV) pilot control instructions
E4	CORE	Maintain aeronautical charts and publications
E4	CORE	Maintain current weather reports for flight operations
E6	CORE	Monitor Air Traffic Control (ATC) training programs
E4	CORE	Monitor assigned airspace
E4	CORE	Monitor Automated Surface Observation System (ASOS) displays
E5	CORE	Monitor national security and safety of flight communications
E4	CORE	Monitor Navigation Aids (NAVAIDS) alarms
E4	CORE	Notify enroute and destination stations of aircraft requiring special handling
E4	CORE	Obtain aircraft fuel states
E4	CORE	Obtain aircraft position reports
E4	CORE	Obtain Pilot Reports (PIREP)
E4	CORE	Operate Air Traffic Control (ATC) equipment
E4	CORE	Plot position (e.g., ship, crash grid, etc.)
E6	CORE	Process facility records and reports
E4	CORE	Process flight progress strips
E4	CORE	Provide additional services to aircraft
E4	CORE	Provide assistance with missing aircraft initial search
E4	CORE	Relay aircraft ordnance handling information
E4	CORE	Report national security threats
E4	CORE	Report operational errors or deviations
E4	CORE	Report unusual occurrences
E5	CORE	Supervise aircraft evolutions
E5	NON-CORE	Supervise expeditionary watch teams
E4	CORE	Update Air Traffic Control (ATC) equipment status
E5	CORE	Update Air Traffic Control (ATC) forms and logs

RADAR (ASHORE, CARRIER, AMPHIBIOUS, TACRON, FACSFAC)

Paygrade	Task Type	Task Statements
E4	CORE	Adjust Air Traffic Control (ATC) radar consoles
E4	CORE	Brief Air Combat Elements (ACE)
E4	CORE	Collect pre-launch data
E4	CORE	Conduct radar final approaches
E4	CORE	Control aircraft in Special Use Airspace (SUA)
E5	CORE	Control aircraft refueling evolutions
E6	CORE	Coordinate air to air refueling
E4	CORE	Decode Identification Friend or Foe (IFF) Hydraulics, Electrical, Fuel, Oxygen, Engine (HEFOE) information
E4	CORE	Disseminate pre-launch data
E7	NON-CORE	Draft video map data requests
E4	CORE	Establish radar contacts
E6	CORE	Implement Severe Weather Avoidance Plans (SWAP)
E4	CORE	Monitor instrument approaches
E4	CORE	Perform tactical Air Traffic Control (ATC) assault procedures
E4	CORE	Relay mission information
E6	NON-CORE	Schedule airspace users
E5	CORE	Separate aircraft under radar jurisdiction
E5	CORE	Sequence aircraft under radar jurisdiction
E4	CORE	Supervise air operations watch teams
E6	CORE	Supervise Air Traffic Control (ATC) shipboard operations
E5	CORE	Supervise radar watch teams
E4	CORE	Transfer radar identification
E4	CORE	Update Air Traffic Control (ATC) status boards
E4	CORE	Vector aircraft

TECHNICAL ADMINISTRATION

Paygrade	Task Type	Task Statements
E7	NON-CORE	Conduct airfield site surveys
E7	CORE	Coordinate Air Traffic Control (ATC) equipment issues with In-Service Engineering Activity (ISEA)
E7	CORE	Coordinate Air Traffic Control (ATC) system upgrades
E7	CORE	Coordinate with Federal Aviation Administration (FAA) personnel
E7	NON-CORE	Evaluate Air Traffic Control (ATC) facilities for Federal Aviation Administration (FAA) and Department of the Navy (DoN) procedural compliance
E7	CORE	Evaluate Air Traffic Control (ATC) procedure change proposals
E7	CORE	Evaluate Air Traffic Control (ATC) training programs
E7	CORE	Investigate airspace issues
E6	CORE	Maintain logs and records (e.g., equipment, hot area event, tower visibility, etc.)

TECHNICAL ADMINISTRATION (CONT'D)

Paygrade	Task Type	Task Statements
E6	CORE	Maintain operational continuity of Air Traffic Control (ATC) watch teams
E5	CORE	Maintain physical security of Air Traffic Control (ATC) spaces
E7	CORE	Manage Air Traffic Control (ATC) equipment
E7	NON-CORE	Manage Air Traffic Control (ATC) expeditionary services
E7	CORE	Manage Air Traffic Control (ATC) facilities
E7	NON-CORE	Manage Air Traffic Control (ATC) facility waivers
E7	CORE	Manage Air Traffic Control (ATC) Naval Air Training and Operating Procedures Standardization (NATOPS) programs
E7	CORE	Manage Air Traffic Control (ATC) personnel
E7	CORE	Manage Air Traffic Control (ATC) procedure correspondence
E6	CORE	Manage Air Traffic Control (ATC) publications libraries
E7	CORE	Manage Air Traffic Control (ATC) specialist certificate/revocation packages
E7	CORE	Manage Air Traffic Control (ATC) training programs
E7	CORE	Manage Air Traffic Control Assigned Airspace (ATCAA)
E6	CORE	Manage airfield operations
E6	NON-CORE	Manage Airfield Vehicle Operators Course (AVOC)
E7	NON-CORE	Manage airport procedures
E7	CORE	Manage airspace
E7	CORE	Manage Department of the Navy (DoN) Air Traffic Control (ATC) program for obstruction evaluation, airport and airspace analysis
E7	NON-CORE	Manage Department of the Navy (DoN) navigational aids within the National Airspace System (NAS) and at overseas installations
E7	NON-CORE	Manage Department of the Navy (DoN) participation in the federal rule-making process
E7	NON-CORE	Manage deployment and procurement of Air Traffic Control (ATC) systems
E7	NON-CORE	Manage facility Air Installation Compatibility Use Zone (AICUZ) programs
E7	NON-CORE	Manage facility Unmanned Aerial Systems (UAS) program
E7	NON-CORE	Manage facility's Air Traffic Control (ATC) Notice To Airman (NOTAM) program
E7	CORE	Manage Terminal Instrument Procedures (TERPS)
E6	CORE	Prepare Air Traffic Control (ATC) communication messages
E7	CORE	Prepare Air Traffic Control (ATC) hazard reports
E7	CORE	Prepare Air Traffic Control (ATC) voice recording transcriptions
E7	CORE	Prepare open skies treaty messages
E7	CORE	Prepare Operational Capability Improvement Requests (OCIR)
E7	NON-CORE	Process Altitude Reservation (ALTRV) requests
E7	CORE	Process operational errors or deviations
E7	NON-CORE	Provide inputs for Air Traffic Control (ATC) systems to technicians
E7	NON-CORE	Provide technical support on airspace matters
E7	CORE	Qualify air traffic controllers

TECHNICAL ADMINISTRATION (CONT'D)

Paygrade	Task Type	Task Statements
E7	CORE	Request Federal Aviation Administration (FAA) waivers
E6	CORE	Supervise Air Traffic Control (ATC) watch team personnel
E7	CORE	Update Air Traffic Control (ATC) manuals

CHAPTER 3

AVIATION MACHINIST'S MATE (AD)

NAVPERS 18068-3G
CH-76

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

AVIATION MACHINIST'S MATE (AD)

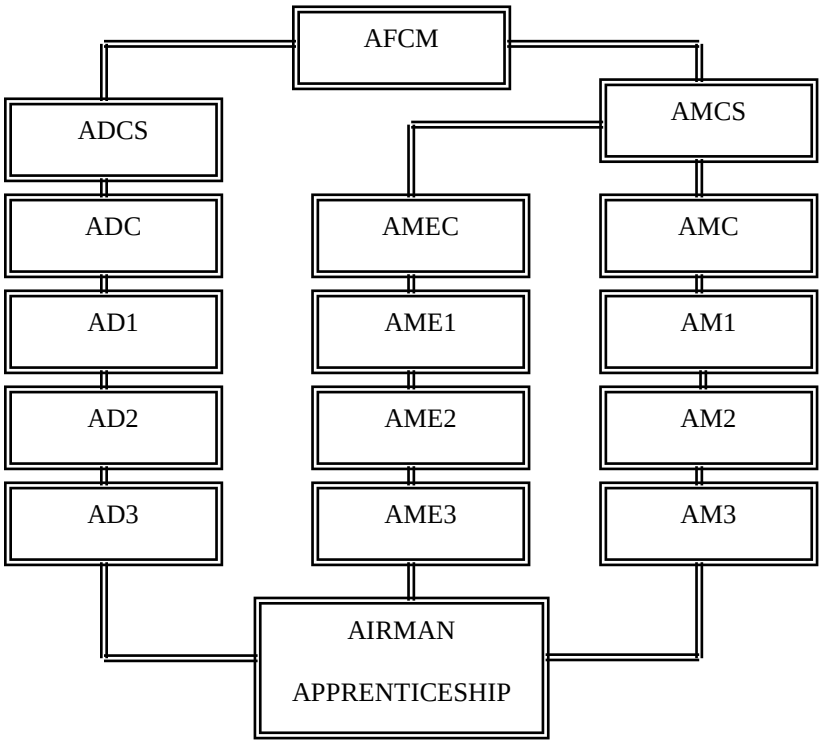
SCOPE OF RATING

Aviation Machinist's Mates (AD) maintain, inspect, troubleshoot, preserve, and de-preserve aircraft transmission systems, rotor systems, propeller systems, and engines, including fuel, lubrication, intake, compressor, combustion, turbine, exhaust, accessory gearbox, anti-ice, bleed air systems, etc.; conduct special and conditional inspections and oil analysis; perform functional checks and required adjustments on engines and related systems; and supervise and provide training to power plant work centers.

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 3.

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 **Job Code**

Aviation Machinist Mate Organizational Level 001362

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Installation, Maintenance, and Repair	TBD	AVIA MACHINIST MATE O-LEVEL	AVENG SYS O-LV

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	AD	NEC EXXX series and other NECs as assigned

Job Description

Aviation Machinist's Mate Organization Level conduct scheduled and unscheduled maintenance including inspections, removal, installation, configuring, and troubleshooting aircraft engines, transmission, rotor, propeller, fuel, and lubrication systems to facilitate daily flight operations.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Aircraft Engines	160100	Aircraft Mechanics and Service Technicians	49-3011.00	Installation, Maintenance, and Repair

Skills	Abilities
Quality Control Analysis	*Selective Attention*
Operation Monitoring	*Manual Dexterity*
Equipment Selection	*Near Vision*
Repairing	*Flexibility of Closure*
Systems Evaluation	*Inductive Reasoning*
Systems Analysis	*Perceptual Speed*
Troubleshooting	*Problem Sensitivity*
Equipment Maintenance	*Rate Control*
Operation and Monitoring	*Visualization*
Judgment and Decision Making	*Written Comprehension*

AUXILIARY POWER

Paygrade	Task Type	Task Statements
E5	CORE	Inspect Auxiliary Power Plant (APP)
E5	CORE	Inspect Auxiliary Power Units (APU)
E4	CORE	Maintain Auxiliary Power Plant (APP)
E4	CORE	Maintain Auxiliary Power Unit (APU) systems
E5	CORE	Troubleshoot Auxiliary Power Plant (APP)
E5	CORE	Troubleshoot Auxiliary Power Units (APU)

CORROSION CONTROL

Paygrade	Task Type	Task Statements
E4	CORE	Clean aircraft, support equipment, and aircraft related equipment
E4	CORE	Conduct corrosion inspections
E4	CORE	De-preserve aircraft, support equipment, and aircraft related equipment
E4	CORE	Inspect aircraft and aircraft components for corrosion
E4	CORE	Perform corrosion prevention procedures
E4	CORE	Perform emergency reclamations
E4	CORE	Preserve aircraft, support equipment, and aircraft related equipment
E4	NON-CORE	Treat Aerial Refueling Stores (ARS)
E4	CORE	Treat power plant and related systems corrosion

ENGINE SYSTEMS

Paygrade	Task Type	Task Statements
E5	CORE	Calibrate engine drive shafts
E5	CORE	Inspect combustion systems
E5	CORE	Inspect compressor systems
E5	CORE	Inspect engine anti-ice systems
E5	CORE	Inspect engine bleed air systems
E5	CORE	Inspect engine drive shafts
E5	CORE	Inspect engine exhaust systems
E5	CORE	Inspect engine fuel systems
E5	CORE	Inspect engine ignition systems
E5	CORE	Inspect internal cold sections
E5	CORE	Inspect internal hot sections
E5	CORE	Inspect power plant air inlet system
E5	CORE	Inspect turbine modules
E4	CORE	Maintain combustion systems
E4	CORE	Maintain compressor systems
E4	CORE	Maintain engine anti-ice systems
E4	CORE	Maintain engine bleed air systems
E4	CORE	Maintain engine drive shafts
E4	CORE	Maintain engine exhaust systems
E4	CORE	Maintain engine ignition systems
E4	CORE	Maintain power plant air inlet system
E4	CORE	Maintain turbine modules
E4	CORE	Preserve combustion systems
E4	CORE	Preserve compressor systems
E4	CORE	Preserve engine drive shafts
E4	CORE	Preserve engine exhaust systems
E4	CORE	Preserve power plant air inlet system
E4	CORE	Preserve turbine modules
E4	CORE	Test engine anti-ice systems
E4	CORE	Test engine bleed air systems
E4	CORE	Test engine drive shafts
E4	CORE	Test engine exhaust systems
E4	CORE	Test engine ignition systems
E4	CORE	Test turbine modules
E5	CORE	Troubleshoot combustion systems
E5	CORE	Troubleshoot compressor systems
E5	CORE	Troubleshoot engine anti-ice systems
E5	CORE	Troubleshoot engine bleed air systems
E5	CORE	Troubleshoot engine drive shafts

ENGINE SYSTEMS (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Troubleshoot engine exhaust systems
E5	CORE	Troubleshoot engine ignition systems
E5	CORE	Troubleshoot power plant air inlet system
E5	CORE	Troubleshoot turbine modules

FUEL SYSTEMS MAINTENANCE

Paygrade	Task Type	Task Statements
E5	NON-CORE	Inspect Aerial Refueling Stores (ARS)
E5	CORE	Inspect aircraft fuel systems
E4	CORE	Maintain aircraft fuel cell systems
E4	CORE	Maintain aircraft fuel systems
E4	CORE	Maintain engine fuel systems
E4	NON-CORE	Preserve Aerial Refueling Stores (ARS)
E4	CORE	Preserve aircraft fuel systems
E4	CORE	Preserve engine fuel systems
E4	NON-CORE	Repair Aerial Refueling Stores (ARS)
E4	NON-CORE	Test Aerial Refueling Stores (ARS)
E4	CORE	Test aircraft fuel systems
E4	CORE	Test engine fuel systems
E5	NON-CORE	Troubleshoot Aerial Refueling Stores (ARS)
E5	CORE	Troubleshoot aircraft fuel systems
E5	CORE	Troubleshoot engine fuel systems

HELICOPTER MAINTENANCE

Paygrade	Task Type	Task Statements
E5	CORE	Calibrate aircraft rotor systems
E5	CORE	Inspect aircraft drive transmission systems
E5	CORE	Inspect aircraft rotor systems
E5	CORE	Inspect engine fire bottles
E4	CORE	Maintain aircraft drive transmission systems
E4	CORE	Maintain aircraft rotor systems
E4	CORE	Maintain engine fire bottles
E6	CORE	Perform helicopter vibration analysis
E4	CORE	Preserve aircraft drive transmission systems
E4	CORE	Test aircraft rotor systems
E4	CORE	Test engine fire bottles
E5	CORE	Troubleshoot aircraft drive transmission systems
E5	CORE	Troubleshoot aircraft rotor system

LINE MAINTENANCE

Paygrade	Task Type	Task Statements
E4	CORE	Collect aircraft fuel samples
E4	CORE	Conduct daily inspections
E4	CORE	Conduct preoperational support equipment inspections
E4	CORE	Conduct turnaround inspections
E4	CORE	Review Aircraft Discrepancy Books (ADB)

MAINTENANCE ADMINISTRATION

Paygrade	Task Type	Task Statements
E7	CORE	Assign aircraft to missions
E7	CORE	Conduct flight crew briefs
E7	CORE	Conduct flight crew debriefs
E7	CORE	Conduct maintenance briefs
E4	CORE	Document aircraft maintenance
E7	NON-CORE	Manage aircraft component cannibalization
E6	CORE	Manage power plant administrations
E7	CORE	Prepare engine status reports
E7	CORE	Release aircraft safe for flight
E7	CORE	Report aircraft status
E7	CORE	Schedule aircraft inspections
E7	CORE	Schedule aircraft maintenance
E5	CORE	Supervise power plant and related systems maintenance operations

POWER PLANT MAINTENANCE

Paygrade	Task Type	Task Statements
E4	CORE	Collect oil samples for analysis
E5	CORE	Inspect accessory gearbox assemblies
E5	CORE	Inspect Aircraft Mounted Accessory Drive (AMAD) assemblies
E5	CORE	Inspect engine control systems
E5	CORE	Inspect engine starting systems
E5	CORE	Inspect Gas Turbine Compressor (GTC) assemblies
E5	CORE	Inspect Generator Converter Units (GCU)
E5	CORE	Inspect oil systems
E5	CORE	Inspect Quick Engine Change (QEC) assemblies
E4	CORE	Maintain accessory gearbox assemblies
E4	CORE	Maintain Aircraft Mounted Accessory Drive (AMAD) assemblies
E4	CORE	Maintain engine control systems
E4	CORE	Maintain engine starting systems
E4	CORE	Maintain Gas Turbine Compressor (GTC) assemblies
E4	CORE	Maintain Generator Converter Units (GCU)
E5	CORE	Maintain oil analysis equipment

POWER PLANT MAINTENANCE (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Maintain oil systems
E4	CORE	Maintain Quick Engine Change (QEC) assemblies
E5	CORE	Perform engine control rigging
E4	CORE	Perform engine wash
E4	CORE	Preserve oil systems
E4	CORE	Preserve Quick Engine Change (QEC) assemblies
E4	CORE	Test engine control systems
E4	CORE	Test engine starting systems
E4	CORE	Test Quick Engine Change (QEC) assemblies
E5	CORE	Troubleshoot engine control systems
E5	CORE	Troubleshoot engine starting systems
E5	CORE	Troubleshoot Generator Converter Units (GCU)
E5	CORE	Troubleshoot oil systems
E5	CORE	Troubleshoot Quick Engine Change (QEC) assemblies

PROPELLER SYSTEMS

Paygrade	Task Type	Task Statements
E5	CORE	Inspect aircraft propeller components
E5	CORE	Inspect aircraft propeller systems
E5	CORE	Inspect reduction gearbox systems
E5	CORE	Inspect torque meter assemblies
E4	CORE	Maintain aircraft propeller systems
E4	CORE	Maintain reduction gearbox systems
E4	CORE	Maintain torque meter assemblies
E6	CORE	Perform propeller vibration analysis
E5	CORE	Troubleshoot propeller systems
E5	CORE	Troubleshoot reduction gearbox systems
E5	CORE	Troubleshoot torque meter assemblies

QUALITY ASSURANCE

Paygrade	Task Type	Task Statements
E6	CORE	Conduct aircraft acceptance inspections
E6	CORE	Conduct aircraft conditional inspections
E5	CORE	Conduct aircraft maintenance turns
E5	CORE	Conduct aircraft special inspections
E6	CORE	Conduct aircraft transfer inspections
E6	CORE	Conduct engine acceptance inspections
E6	CORE	Conduct engine conditional inspections
E6	CORE	Conduct gas free inspections on fuel cells
E6	CORE	Conduct phase inspections
E6	CORE	Conduct Quality Assurance (QA) inspections

QUALITY ASSURANCE (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Conduct special engine inspections
E5	CORE	Conduct support equipment inspections
E5	CORE	Incorporate Technical Directives (TD)
E6	CORE	Manage Naval Aviation Maintenance Programs (NAMP)
E6	CORE	Monitor Naval Aviation Maintenance Programs (NAMP)

Job Title **Job Code**

Aviation Machinist Mate Intermediate Level 001417

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Installation, Maintenance, and Repair	TBD	AVIA MACHINIST MATE I-LEVEL	AVENG SYS I-LV

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	AD	NEC IXXX series and other NECs as assigned

Job Description

Aviation Machinist's Mate Intermediate Level performs complete in depth repair of engines and associated components on turboshaft, turbofan, and turboprop engines including complete engine teardown, propellers, rotors, gearboxes, and drive accessories; and evaluate turbine engines performance using engine test cells and advanced calibration equipment.

DoD Relationship

Group Title	*DoD Code*
Aircraft Engines	160100

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
Aircraft Mechanics and Service Technicians	49-3011.00	Installation, Maintenance, and Repair

Skills	Abilities
Quality Control Analysis	*Selective Attention*
Operation Monitoring	*Manual Dexterity*
Equipment Selection	*Near Vision*
Repairing	*Flexibility of Closure*
Systems Evaluation	*Inductive Reasoning*
Systems Analysis	*Perceptual Speed*
Troubleshooting	*Rate Control*
Operation and Monitoring	*Visualization*
Equipment Maintenance	*Problem Sensitivity*
Judgment and Decision Making	*Dynamic Strength*

AUXILIARY POWER

Paygrade	Task Type	Task Statements
E5	CORE	Inspect Auxiliary Power Units (APU)
E4	CORE	Repair Auxiliary Power Units (APU)
E4	CORE	Test Auxiliary Power Unit (APU)
E5	CORE	Troubleshoot Auxiliary Power Units (APU)

CORROSION CONTROL

Paygrade	Task Type	Task Statements
E4	CORE	Clean aircraft, support equipment, and aircraft related equipment
E4	CORE	Conduct corrosion inspections
E4	CORE	De-preserve aircraft, support equipment, and aircraft related equipment
E4	CORE	Inspect aircraft and aircraft components for corrosion
E4	CORE	Perform corrosion prevention procedures
E4	CORE	Perform emergency reclamations
E4	CORE	Preserve aircraft, support equipment, and aircraft related equipment
E4	CORE	Preserve engine test cell equipment
E4	NON-CORE	Treat Aerial Refueling Stores (ARS)
E4	CORE	Treat engine test cell equipment
E4	CORE	Treat power plant and related systems corrosion

ENGINE SYSTEMS

Paygrade	Task Type	Task Statements
E5	CORE	Calibrate engine drive shafts
E5	CORE	Inspect combustion systems
E5	CORE	Inspect compressor systems
E5	CORE	Inspect engine anti-ice systems
E5	CORE	Inspect engine bleed air systems
E5	CORE	Inspect engine drive shafts
E5	CORE	Inspect engine exhaust systems
E5	CORE	Inspect engine fuel systems
E5	CORE	Inspect engine ignition systems
E5	CORE	Inspect internal cold sections
E5	CORE	Inspect internal hot sections
E5	CORE	Inspect power plant air inlet system
E5	CORE	Inspect turbine modules
E4	CORE	Preserve combustion systems
E4	CORE	Preserve compressor systems
E4	CORE	Preserve engine drive shafts
E4	CORE	Preserve engine exhaust systems
E4	CORE	Preserve power plant air inlet system
E4	CORE	Preserve turbine modules
E4	CORE	Repair combustion systems
E4	CORE	Repair compressor systems
E4	CORE	Repair engine anti-ice systems
E4	CORE	Repair engine bleed air systems
E4	CORE	Repair engine drive shafts
E4	CORE	Repair engine exhaust systems
E4	CORE	Repair engine ignition systems
E4	CORE	Repair power plant air inlet system
E4	CORE	Repair turbine modules
E4	CORE	Test combustion systems
E4	CORE	Test compressor systems
E4	CORE	Test engine anti-ice systems
E4	CORE	Test engine bleed air systems
E4	CORE	Test engine drive shafts
E4	CORE	Test engine exhaust systems
E4	CORE	Test engine ignition systems
E5	CORE	Troubleshoot combustion systems
E5	CORE	Troubleshoot compressor systems
E5	CORE	Troubleshoot engine anti-ice systems
E5	CORE	Troubleshoot engine bleed air systems

ENGINE SYSTEM (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Troubleshoot engine drive shafts
E5	CORE	Troubleshoot engine exhaust systems
E5	CORE	Troubleshoot engine ignition systems
E5	CORE	Troubleshoot power plant air inlet system
E5	CORE	Troubleshoot turbine modules

FUEL SYSTEMS MAINTENANCE

Paygrade	Task Type	Task Statements
E5	NON-CORE	Inspect Aerial Refueling Stores (ARS)
E4	NON-CORE	Preserve Aerial Refueling Stores (ARS)
E4	CORE	Preserve engine fuel systems
E4	NON-CORE	Repair Aerial Refueling Stores (ARS)
E4	CORE	Repair engine fuel systems
E4	NON-CORE	Test Aerial Refueling Stores (ARS)
E4	CORE	Test engine fuel systems
E5	NON-CORE	Troubleshoot Aerial Refueling Stores (ARS)
E5	CORE	Troubleshoot engine fuel systems

HELICOPTER MAINTENANCE

Paygrade	Task Type	Task Statements
E5	CORE	Inspect aircraft drive transmission systems
E5	CORE	Inspect aircraft rotor systems
E4	CORE	Repair aircraft rotor systems
E4	CORE	Test aircraft rotor systems
E5	CORE	Troubleshoot aircraft rotor system

LINE MAINTENANCE

Paygrade	Task Type	Task Statements
E4	CORE	Conduct preoperational support equipment inspections

MAINTENANCE ADMINISTRATION

Paygrade	Task Type	Task Statements
E7	CORE	Conduct production briefs
E4	CORE	Document aircraft maintenance
E7	NON-CORE	Manage component cannibalization
E6	CORE	Manage power plant administrations
E6	NON-CORE	Prepare Broad Arrow (BA) reports
E7	CORE	Prepare engine status reports
E5	CORE	Supervise power plant and related systems maintenance operations

POWER PLANT MAINTENANCE

Paygrade	Task Type	Task Statements
E5	CORE	Calibrate engine test cell equipment
E5	NON-CORE	Calibrate oil analysis equipment
E4	CORE	Collect oil samples for analysis
E5	CORE	Inspect accessory gearbox assemblies
E5	CORE	Inspect engine control systems
E5	CORE	Inspect engine test cell equipment
E5	CORE	Inspect Gas Turbine Compressor (GTC) assemblies
E5	NON-CORE	Inspect oil analysis equipment
E5	CORE	Inspect oil systems
E5	CORE	Inspect Quick Engine Change (QEC) assemblies
E5	CORE	Perform engine control rigging
E5	CORE	Perform engine test cell operations
E4	CORE	Perform engine wash
E4	CORE	Preserve oil systems
E4	CORE	Preserve Quick Engine Change (QEC) assemblies
E4	CORE	Repair accessory gearbox assemblies
E4	CORE	Repair engine control systems
E5	CORE	Repair engine test cell equipment
E4	CORE	Repair Gas Turbine Compressor (GTC) assemblies
E5	NON-CORE	Repair oil analysis equipment
E4	CORE	Repair oil systems
E4	CORE	Repair Quick Engine Change (QEC) assemblies
E4	CORE	Test engine control systems
E5	CORE	Test engine test cell equipment
E5	NON-CORE	Test oil analysis equipment
E4	CORE	Test Quick Engine Change (QEC) assemblies
E5	CORE	Troubleshoot engine control systems
E5	CORE	Troubleshoot engine test cell equipment
E5	NON-CORE	Troubleshoot oil analysis equipment
E5	CORE	Troubleshoot oil systems
E5	CORE	Troubleshoot Quick Engine Change (QEC) assemblies

PROPELLER SYSTEMS

Paygrade	Task Type	Task Statement
E5	CORE	Inspect aircraft propeller components
E5	CORE	Inspect aircraft propeller systems
E5	CORE	Inspect reduction gearbox systems
E5	CORE	Inspect torque meter assemblies
E6	CORE	Perform propeller vibration analysis
E4	CORE	Repair aircraft propeller systems

PROPELLER SYSTEMS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Repair reduction gearbox systems
E4	CORE	Repair torque meter assemblies
E5	CORE	Troubleshoot propeller systems

QUALITY ASSURANCE

Paygrade	Task Type	Task Statements
E6	CORE	Conduct engine acceptance inspections
E6	CORE	Conduct engine conditional inspections
E6	CORE	Conduct gas free inspections on fuel cells
E6	CORE	Conduct Quality Assurance (QA) inspections
E5	CORE	Conduct special engine inspections
E5	CORE	Conduct support equipment inspections
E5	CORE	Incorporate Technical Directives (TD)
E6	CORE	Manage Naval Aviation Maintenance Programs (NAMP)
E6	CORE	Monitor Naval Aviation Maintenance Programs (NAMP)

CHAPTER 4

AVIATION ELECTRICIAN'S MATE
(AE)

NAVPERS 18068-4F
CH-76

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

AVIATION ELECTRICIAN'S MATE (AE)

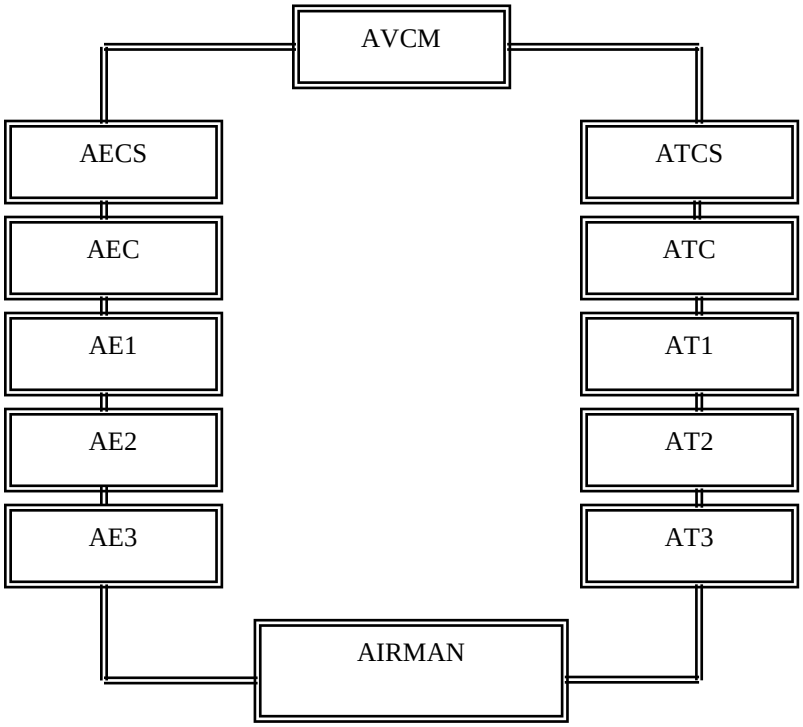
SCOPE OF RATING

Aviation Electrician's Mates (AE) maintain electrical and instrument systems, including power generation, conversion, and distribution systems, aircraft batteries, and interior and exterior lighting; and maintain electrical control of aircraft systems, including hydraulic, landing gear, flight control, utility, and power plant engine, flight and non-instrument-type indicating and warning systems, automatic flight control and stabilization systems, aircraft compass systems, attitude reference systems, inertial navigation systems, and environmental control systems.

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 4.

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 **Job Code**

Aviation Electrician's Mate Intermediate Level Technician 001472

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Installation, Maintenance, and Repair	TBD	AVIA I-LEVEL ELECTRICIAN	AVELX TEC I-LV

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	AE	NEC 1591, 4133, 4135, 4805, 6422, 71XX series (exception 7182), 8300, 8362, 8363, 8364, 8391, 84XX series, 8800, and 95XX series

Job Description

Aviation Electrician's Mate Intermediate Level Technicians communicate with Production Control and Quality Assurance work centers and operate according to the Naval Aviation Maintenance Program (NAMP); maintain and inspect a wide array of equipment including: electrical and electronic components, batteries, inertial navigation units, test sets and electronic module test consoles, aircraft instruments, generators and generator power distribution equipment, and night vision goggles; and conduct system troubleshooting procedures using critical thinking skills and deductive reasoning to interpret schematics for electrical and electronic circuits.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Aircraft Accessories	160200	Avionics Technicians	49-2091.00	Installation, Maintenance, and Repair

Skills	Abilities
Systems Evaluation	*Written Comprehension*
Equipment Maintenance	*Manual Dexterity*
Quality Control Analysis	*Problem Sensitivity*
Installation	*Deductive Reasoning*
Reading Comprehension	*Category Flexibility*
Science	*Visualization*
Coordination	*Control Precision*
Judgment and Decision Making	*Information Ordering*
Management of Material Resources	*Reaction Time*
Management of Personnel Resources	*Sound Localization*

AIRCRAFT ELECTRICAL SYSTEMS

Paygrade	Task Type	Task Statements
E4	CORE	Assemble aircraft wiring devices (e.g. cannon plugs, ground points, splice points, etc.)
E4	CORE	Assemble aircraft wiring harness system components
E4	CORE	Assemble aircraft wiring harnesses
E4	CORE	Maintain aircraft electrical and electronic emergency systems
E4	CORE	Maintain aircraft electronic system components
E4	CORE	Maintain aircraft wiring harness system components
E4	CORE	Maintain airframe electrical and electronic systems
E4	CORE	Maintain airframe subsystems electrical and electronic components
E4	NON-CORE	Maintain bladefold system components
E4	CORE	Maintain landing gear electrical and electronic components
E4	CORE	Maintain lighting system components
E4	CORE	Maintain liquid quantity system indicators (e.g. fuel, hydraulics, liquid oxygen, etc.)
E4	CORE	Maintain master caution advisory system components

AIRCRAFT INSTRUMENTS

Paygrade	Task Type	Task Statements
E4	CORE	Maintain Flight Director Indicators (FDI) (e.g. Attitude Direction Indicator (ADI), Bearing Distance Heading Indicator (BDHI), etc.)
E4	CORE	Maintain flight instrument (e.g. fuel quantity, hydraulic pressure, exhaust gas temperature, etc.) components
E4	CORE	Maintain liquid quantity system (e.g. fuel, hydraulics, liquid oxygen, etc.) components
E4	CORE	Maintain pitot static system components

AIRCRAFT POWER PLANT ELECTRICAL SYSTEMS

Paygrade	Task Type	Task Statements
E4	CORE	Maintain aircraft power plant electrical and electronic components
E4	CORE	Maintain fuel system components
E4	CORE	Maintain propeller electrical and electronic system components

AUTOMATIC FLIGHT CONTROL SYSTEMS

Paygrade	Task Type	Task Statements
E4	CORE	Maintain flight control system components
E4	CORE	Maintain flight control system wiring
E4	CORE	Maintain flight surface indicating components

COMPASS AND INERTIAL NAVIGATION SYSTEMS

Paygrade	Task Type	Task Statements
E4	CORE	Maintain aircraft Inertial Navigation System (INS) components
E4	CORE	Maintain aircraft Inertial Navigation Systems (INS)
E4	CORE	Maintain aircraft navigation system electrical and electronic components
E4	CORE	Maintain compass system components
E4	CORE	Stow aircraft Inertial Navigation System (INS)
E4	CORE	Stow aircraft Inertial Navigation System (INS) components

CORROSION CONTROL

Paygrade	Task Type	Task Statements
E4	CORE	Prevent corrosion on aircraft components
E4	CORE	Prevent corrosion on aircraft electrical and electronic components
E4	CORE	Treat corrosion on aircraft components
E4	CORE	Treat corrosion on aircraft electrical and electronic components

ELECTRICAL MAINTENANCE

Paygrade	Task Type	Task Statements
E4	CORE	Build aircraft wiring harnesses
E5	NON-CORE	Incorporate Technical Directives (TD)
E4	CORE	Maintain aircraft electrical and electronic emergency system components
E4	CORE	Maintain aircraft wiring
E4	CORE	Maintain aircraft wiring devices (e.g. cannon plugs, ground points, splice points, etc.)

ELECTRICAL MAINTENANCE (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Maintain circuit cards
E4	CORE	Maintain Environmental Control System (ECS) components (e.g. control panels, switches, control boxes, etc.)
E4	CORE	Maintain aircraft electrical and electronic system (e.g. aircraft clock, night vision, etc.) components
E4	CORE	Maintain retrograde wiring harnesses
E5	CORE	Perform acceptance inspections
E5	CORE	Perform conditional inspections
E5	CORE	Perform special inspections
E5	CORE	Perform transfer inspections
E5	CORE	Perform zonal inspections

MAINTENANCE ADMINISTRATION

Paygrade	Task Type	Task Statements
E5	CORE	Conduct maintenance operations briefs (e.g. aircraft moves, low power turns, production control, workcenter, etc.)
E5	CORE	Document aircraft system maintenance actions
E7	CORE	Manage Production Control (PC) operations
E6	CORE	Update Monthly Maintenance Plans (MMP)

POWER GENERATION AND DISTRIBUTION SYSTEMS

Paygrade	Task Type	Task Statements
E4	CORE	Maintain aircraft batteries
E4	CORE	Maintain aircraft circuit protection devices
E4	CORE	Maintain aircraft electrical and electronic power distribution components
E4	CORE	Maintain aircraft generators
E4	CORE	Maintain aircraft supervisory panels and voltage regulators
E4	CORE	Maintain aircraft transformer rectifiers, converters and inverters
E4	CORE	Maintain Bus Power Control Units (BPCU)
E4	CORE	Maintain Generator Control Units (GCU)
E4	CORE	Maintain generator system (e.g. generator control panel, contactors, bus tie contactors, relay panels, etc.) components
E4	CORE	Stow aircraft batteries
E4	CORE	Transport aircraft batteries

QUALITY ASSURANCE

Paygrade	Task Type	Task Statements
E6	CORE	Audit Naval Aviation Maintenance Programs (NAMP)
E5	CORE	Conduct Collateral Duty Inspector (CDI) inspections

QUALITY ASSURANCE (CONT'D)

Paygrade	Task Type	Task Statements
E6	CORE	Conduct Quality Assurance (QA) aircraft inspections
E5	CORE	Supervise Fleet Readiness Center (FRC) electrical and electronic maintenance operations
E6	CORE	Verify Naval Aviation Maintenance Programs (NAMP)

Job Title **Job Code**

Aviation Electrician's Mate Organizational Level Technician 001527

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Installation, Maintenance, and Repair	TBD	AVIA O-LEVEL ELECTRICIAN	AVELX TEC O-LV

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	AE	NEC 41XX series, 4805,, 7182, 83XX series, 88XX series, and 9549, and 9550

Job Description

Aviation Electrician's Mate Organizational Level Technicians communicate with Maintenance Control and Quality Assurance work centers and operate according to the Naval Aviation Maintenance Program (NAMP); maintain, troubleshoot, repair, and inspect a wide array of electrical and electronic equipment including: aircraft electrical systems, aircraft instrumentation equipment, aircraft power plants related equipment, aircraft airframe related, and aircraft lighting equipment; and conduct system troubleshooting procedures using critical thinking skills and deductive reasoning to interpret schematics for electrical and electronic circuits, and environmental systems.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Aircraft Accessories	160200	Avionics Technicians	49-2091.00	Installation, Maintenance, and Repair

Skills	Abilities
Systems Evaluation	*Written Comprehension*
Equipment Maintenance	*Deductive Reasoning*
Quality Control Analysis	*Problem Sensitivity*
Management of Personnel Resources	*Manual Dexterity*
Reading Comprehension	*Category Flexibility*
Coordination	*Selective Attention*
Judgment and Decision Making	*Finger Dexterity*
Management of Material Resources	*Inductive Reasoning*
Monitoring	*Oral Expression*
Science	*Reaction Time*

AIRCRAFT ELECTRICAL SYSTEMS

Paygrade	Task Type	Task Statements
E4	CORE	Maintain aircraft electrical and electronic emergency systems
E4	CORE	Maintain airframe electrical and electronic systems
E4	CORE	Maintain airframe subsystems electrical and electronic components
E4	NON-CORE	Maintain bladefold systems
E4	CORE	Maintain Environmental Control Systems (ECS)
E4	CORE	Maintain flight data recorders
E4	CORE	Maintain landing gear electrical and electronic systems
E4	CORE	Maintain lighting systems
E4	CORE	Maintain liquid quantity systems (e.g. fuel, hydraulics, liquid oxygen, etc.)
E4	CORE	Maintain master caution advisory systems

AIRCRAFT INSTRUMENTS

Paygrade	Task Type	Task Statements
E4	CORE	Maintain Flight Director Indicators (FDI) (e.g. Attitude Direction Indicator (ADI), Bearing Distance Heading Indicator (BDHI), etc.)
E4	CORE	Maintain flight instruments (e.g. fuel quantity, hydraulic pressure, exhaust gas temperature, etc.)
E4	CORE	Maintain pitot static systems

AIRCRAFT POWER PLANT ELECTRICAL SYSTEMS

Paygrade	Task Type	Task Statements
E4	CORE	Maintain aircraft power plant electrical and electronic systems
E4	CORE	Maintain fuel systems
E4	CORE	Maintain propeller electrical and electronic systems

AUTOMATIC FLIGHT CONTROL SYSTEMS

Paygrade	Task Type	Task Statements
E4	CORE	Maintain flight control systems
E4	CORE	Maintain flight surface indicating systems

COMPASS AND INERTIAL NAVIGATION SYSTEMS

Paygrade	Task Type	Task Statements
E4	CORE	Maintain aircraft Inertial Navigation Systems (INS)
E4	CORE	Maintain aircraft navigation electrical and electronic systems
E4	CORE	Maintain compass systems

CORROSION CONTROL

Paygrade	Task Type	Task Statements
E4	CORE	Prevent corrosion on aircraft electrical and electronic systems
E4	CORE	Prevent corrosion on aircraft systems
E4	CORE	Treat corrosion on aircraft components
E4	CORE	Treat corrosion on aircraft electrical and electronic components
E4	CORE	Treat corrosion on aircraft electrical and electronic systems

ELECTRICAL MAINTENANCE

Paygrade	Task Type	Task Statements
E4	CORE	Build aircraft wiring harnesses
E5	NON-CORE	Incorporate Technical Directives (TD)
E4	CORE	Maintain aircraft wiring
E4	CORE	Maintain aircraft wiring devices (e.g. cannon plugs, ground points, splice points, etc.)
E4	CORE	Maintain aircraft wiring harness systems
E4	NON-CORE	Maintain Joint Helmet Mount Cueing Systems (JHMCS)
E4	CORE	Maintain miscellaneous electrical and electronic systems (e.g. aircraft clock, night vision, etc.)

ELECTRICAL MAINTENANCE (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Maintain retrograde wiring harnesses
E4	CORE	Perform acceptance inspections
E4	CORE	Perform conditional inspections
E4	CORE	Perform daily inspections
E4	CORE	Perform phase inspections
E4	CORE	Perform special inspections
E4	CORE	Perform transfer inspections
E4	CORE	Perform turnaround inspections
E4	CORE	Perform zonal inspections

MAINTENANCE ADMINISTRATION

Paygrade	Task Type	Task Statements
E7	CORE	Certify aircraft Safe for Flight (SFF)
E5	CORE	Check status of aircraft maintenance actions
E5	CORE	Conduct maintenance operations briefs (e.g. aircraft moves, low power turns, production control, workcenter, etc.)
E5	CORE	Document aircraft system maintenance actions
E7	CORE	Manage Maintenance Control (MC) operations
E6	CORE	Update Monthly Maintenance Plans (MMP)
E5	CORE	Verify Maintenance Data Reports (MDR)

POWER GENERATION AND DISTRIBUTION SYSTEMS

Paygrade	Task Type	Task Statements
E4	CORE	Maintain aircraft batteries
E4	CORE	Maintain aircraft circuit protection devices
E4	CORE	Maintain aircraft electrical and electronic power distribution systems
E4	CORE	Maintain aircraft generators
E4	CORE	Maintain aircraft supervisory panels and voltage regulators
E4	CORE	Maintain aircraft transformer rectifiers, converters and inverters
E4	CORE	Maintain Bus Power Control Units (BPCU)
E4	CORE	Maintain Generator Control Units (GCU)
E4	CORE	Maintain generator systems (e.g. generator control panel, contactors, bus tie contactors, relay panels, etc.)
E4	CORE	Stow aircraft batteries
E4	CORE	Transport aircraft batteries

QUALITY ASSURANCE

Paygrade	Task Type	Task Statements
E6	CORE	Audit Naval Aviation Maintenance Programs (NAMP)
E5	CORE	Conduct Collateral Duty Inspector (CDI) inspections

QUALITY ASSURANCE (CONT'D)

Paygrade	Task Type	Task Statements
E6	CORE	Conduct Quality Assurance (QA) aircraft inspections
E6	NON-CORE	Coordinate flight deck and flight line operations
E7	NON-CORE	Manage flight deck and flight line operations
E7	CORE	Manage Functional Check Flight (FCF) inspections
E5	CORE	Supervise aircraft electrical and electronic maintenance operations
E6	CORE	Verify Naval Aviation Maintenance Programs (NAMP)

CHAPTER 5

AEROGRAPHER'S MATE
(AG)

NAVPERS 18068-5D
CH-63

Updated: July 2015

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

AEROGRAPHER'S MATE (AG)

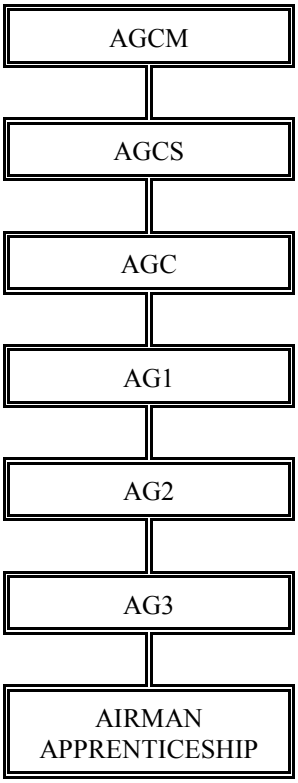
SCOPE OF RATING

Aerographer's Mates (AG) collect, measure, and analyze the elements of the physical environment (Land/Sea/Air/Space) and land/sea interface; synthesize a vast array of oceanographic, hydrographic, celestial, and meteorological data and in situ observations and measurements to produce forecasts and warnings in support of safety of flight, navigation, and naval/joint operations and missions; demonstrate expertise in METOC equipment and systems, Geospatial Information and Services (GIS), and tactical decision aids; combine knowledge of the operating environment with a thorough understanding of warfighting capabilities to assess and predict environmental impacts to friendly and enemy platforms, sensors, and weapon systems; develop actionable recommendations regarding tactics, techniques, and procedures that fully exploit environmental parameters, mitigate risk, and enable decision superiority across all warfighting areas and strategic and enabling capabilities; operate unmanned systems, small boats and expeditionary survey vehicles to collect meteorological, hydrographic and oceanographic data; and distribute data internally and externally to platforms and operational activities via communication devices, web-centric architecture, or on-scene in direct support of afloat units, fleet/joint staffs, or combatant/operational commanders.

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) in Chapter 5.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Limited Duty Officer 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 **Job Code**

Meteorological and Oceanographic (METOC) Analyst 001695

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Life, Physical, and Social Science	TBD	METOC ANALYST	METOC ANALYST

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	AG	Not Applicable

Job Description

Meteorological and Oceanographic (METOC) Analysts observe, measure, and collect atmospheric and oceanographic data, phenomena, and parameters that affect platforms, sensors, and weapon systems performance; interpret numerical prediction models and provide limited analysis of operationally significant weather data (e.g. cloud cover, freezing level, fronts and pressure centers, significant weather, and hazards to flight); conduct routine analysis of hydrographic features and elements on nautical/navigation charts and prepare routine forecasts of METOC conditions on Synoptic, Meso, and Micro scales in low risk operating areas; utilize tactical decision aids to generate graphical depictions of atmospheric refractive conditions and acoustic properties of the ocean; operate unmanned systems, small boats and expeditionary survey vehicles to collect meteorological, hydrographic and oceanographic data; process side-scan, multi-beam, and single-beam sonar imageries; brief current METOC conditions in support of Warfare Operations (e.g. Anti-Submarine Warfare (ASW), Mine Warfare (MIW), Strike Warfare (STW), Navy Special Warfare (NSW)); operate classified/unclassified software and systems; and communicate METOC information internally and externally to platforms and operational activities.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Weather, General	142000	Atmospheric and Space Scientists	19-2021.00	Life, Physical, and Social Science

Skills	Abilities
Science	*Information Ordering*
Critical Thinking	*Deductive Reasoning*
Speaking	*Oral Expression*
Operation and Control	*Written Expression*
Operations Analysis	*Flexibility of Closure*
Quality Control Analysis	*Speech Clarity*
Management of Material Resources	*Spatial Orientation*
Reading Comprehension	*Written Comprehension*
Writing	*Category Flexibility*
Coordination	*Problem Sensitivity*

ASSIMILATION, APPLICATION, AND PREDICTION

Paygrade	Task Type	Task Statements
E4	CORE	Conduct briefs of satellite derived meteorological features and elements

CHARACTERIZATION AND ANALYSIS

Paygrade	Task Type	Task Statements
E4	CORE	Analyze atmospheric refractive conditions
E4	CORE	Analyze bathythermographic data
E4	CORE	Analyze hydrographic data
E4	CORE	Analyze open ocean wave conditions (e.g. average and significant wave heights, lengths, and periods)
E4	CORE	Analyze sea ice conditions
E4	CORE	Analyze sea surface conditions (e.g. current direction and speed, ocean fronts and eddies, and sea surface temperature)

E4	CORE	Analyze Sound Speed Profile (SSP) (e.g. sonic layer depth, sound channels, best depth, cut-off frequencies, etc.)
E4	NON-CORE	Apply geospatial orientation on Meteorological and Oceanographic (METOC) products
E4	CORE	Brief basic Meteorological and Oceanographic (METOC) elements and features on climatological products and information
E4	NON-CORE	Brief hydrographic features and elements on nautical/navigation charts
E4	CORE	Brief meteorological features and elements on surface weather charts
E4	NON-CORE	Characterize hydrographic features and elements on nautical/navigation charts
E4	CORE	Characterize meteorological features and elements on constant pressure charts
E4	CORE	Characterize meteorological features and elements on surface weather charts
E4	CORE	Characterize meteorological features and elements on upper air data
E4	CORE	Characterize oceanographic features and elements on satellite imageries
E4	CORE	Characterize physical and biological properties of the oceans
E4	CORE	Characterize satellite imageries for meteorological features and elements
E4	CORE	Characterize severe weather (e.g. tornadoes, thunderstorms, hail, etc.)
E4	NON-CORE	Compile physical and biological data (e.g. bottom types, bioluminescence, etc.)
E4	NON-CORE	Conduct briefs of physical and biological properties of the ocean (e.g. bottom types, bioluminescence, etc.)
E5	NON-CORE	Conduct change detection analyses
E4	CORE	Conduct satellite derived oceanographic features and element briefs
E5	CORE	Develop tropical streamline analyses
E4	CORE	Evaluate ocean surface buoy data
E4	CORE	Evaluate ray trace diagrams
E4	NON-CORE	Generate graphical depictions of hydrographic properties of the ocean
E4	NON-CORE	Process multibeam sonar imageries
E4	NON-CORE	Process single beam sonar imageries

METEOROLOGICAL, OCEANOGRAPHIC, AND HYDROGRAPHIC DATA COLLECTION

Paygrade	Task Type	Task Statements
E4	CORE	Collect climatological data for long-range mission planning
E4	NON-CORE	Collect hydrographic data
E4	NON-CORE	Collect ocean bottom data using Unmanned Underwater Vehicles (UUV)
E4	NON-CORE	Collect satellite imagery using shipboard or shore-based satellite data terminal (e.g. SMQ-11 and FMQ-17)
E4	CORE	Compile astronomical data (e.g. solar, lunar, tidal)
E4	CORE	Measure current atmospheric conditions (e.g. land-based, shipboard, upper air, etc.)
E4	CORE	Observe surf conditions (e.g. breaker height, breaker type, breaker angle, etc.)
E4	NON-CORE	Perform small craft operations (e.g. Expeditionary Survey Vehicle (ESV), Combat Rubber Raiding Craft (CRRC), etc.)

E4	CORE	Plot ship Projected Intended Movement (PIM) and Movement Reports (MOVREP)
E4	NON-CORE	Process side-scan sonar imageries
E4	NON-CORE	Record current tidal observations
E4	CORE	Record current weather observations (e.g. land-based, shipboard, upper air, etc.)

METOC ADMINISTRATION, TRAINING, AND QUALITY CONTROL

Paygrade	Task Type	Task Statements
E4	CORE	Archive Meteorological and Oceanographic (METOC) data
E4	CORE	Conduct environmental observation quality control checks (e.g. surface, synoptic, surf, etc.)
E4	CORE	Disseminate Meteorological and Oceanographic (METOC) forecasts and products
E4	NON-CORE	Inspect Meteorological and Oceanographic (METOC) equipment
E4	CORE	Maintain Meteorological and Oceanographic (METOC) administrative files
E4	CORE	Maintain Meteorological and Oceanographic (METOC) publications and databases
E4	CORE	Maintain Tactical Decision Aid (TDA) sensor databases (e.g. Target Acquisition Weapons Software (TAWS), Advanced Refractive Effects Prediction System (AREPS), Personal Computer Interactive Multisensor Analysis Trainer (PCIMAT), etc.)
E4	CORE	Verify deployable Meteorological and Oceanographic (METOC) equipment readiness

SAFETY OF FLIGHT, NAVIGATION, AND INFRASTRUCTURE

Paygrade	Task Type	Task Statements
E4	CORE	Analyze radar data in support of flight operations (e.g. convective and nonconvective meteorological features significant to aircraft operations and safety, etc.)
E4	CORE	Assess aviation operations Meteorological and Oceanographic (METOC) support requirements
E4	CORE	Collect observed environmental conditions in the event of an aircraft mishap
E4	CORE	Conduct flight weather conditions and recommendations briefs
E4	CORE	Conduct sea ice conditions and forecasts briefs
E4	CORE	Conduct Terminal Aerodrome Forecast (TAF) briefs
E4	NON-CORE	Construct digital flight weather packages (e.g. ditch headings, satellite image, and flight level wind)
E4	NON-CORE	Create Optimum Path Aircraft Routing System (OPARS) customized flight plan predictions
E4	CORE	Develop Horizontal Weather Depictions (HWD) (e.g., cloud cover, freezing level, fronts and pressure centers, significant weather, hazards to flight)

TACTICAL/OPERATIONAL ASSESSMENTS AND RECOMMENDATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Advise Chain of Command (COC) of environmental conditions impacting operations
E4	NON-CORE	Analyze acoustic and non-acoustic contacts
E4	CORE	Brief current local weather conditions, advisories, and warnings
E4	CORE	Conduct current Meteorological and Oceanographic (METOC) conditions briefs in support of warfare operations (e.g. Undersea Warfare (USW), Mine Warfare (MIW), Strike Warfare (STW), Intelligence, Surveillance, and Reconnaissance (ISR), etc.)
E4	NON-CORE	Conduct Meteorological and Oceanographic (METOC) training
E4	CORE	Create oceanographic acoustic prediction products (e.g. three-dimensional graphics, animations, audio, and tactical visualizations)
E4	CORE	Develop electromagnetic wave propagation predictions
E4	CORE	Develop electro-optic sensor predictions
E4	NON-CORE	Develop hydrographic mission planning briefs
E4	NON-CORE	Develop mosaic mapped imageries

Job Title **Job Code**

Meteorological and Oceanographic (METOC) Forecaster 001585

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Life, Physical, and Social Science	TBD	METOC FORECASTER	METOC FORCASTR

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	AG	NEC 7412

Job Description

Meteorological and Oceanographic (METOC) Forecasters carry out a broad range of METOC forecasting activities to be performed in a wide variety of contexts, some of which are complex and non-routine; demonstrate personal autonomy and responsibility in the generation of METOC products and operational recommendations; demonstrate critical thinking and the capacity to apply scientific knowledge and skills in an integrated way; predict and assess the impact of the elements of the physical environment (Land/Sea/Air/Space) and land/sea interface on both friendly and enemy platforms, sensors and weapon system performance, safety of flight and navigation, and naval/joint operations and missions; evaluate numerical model performance to quantify the accuracy and reliability of future performance in low and moderate risk operating areas; analyze hydrographic features and elements on nautical/navigation charts and forecast METOC conditions on Synoptic, Meso, and Micro scales in moderate risk operating areas; analyze side-scan, multi-beam, and single-beam sonar imageries; collect and analyze ocean bottom data using unmanned underwater vehicles; create climatological studies supporting Naval Warfare Planning; produce forecasts and warnings; synthesize a vast array of Meteorological and Oceanographic data to characterize the operating environment and recommend courses of action to enhance the warfighters' ability to exploit the physical environment for successful mission accomplishment; brief forecasted METOC conditions in support of Warfare Operations (e.g. Anti-Submarine Warfare (ASW), Mine Warfare (MIW), Strike Warfare (STW), Navy Special Warfare (NSW)); and distribute data internally and externally to aircraft, ships, and shore activities via communication devices/web-centric architecture.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Weather, General	142000	Atmospheric and Space Scientists	19-2021.00	Life, Physical, and Social Science

Skills	Abilities
Science	*Information Ordering*
Critical Thinking	*Written Expression*
Complex Problem Solving	*Deductive Reasoning*
Speaking	*Oral Expression*
Coordination	*Speech Clarity*
Judgment and Decision Making	*Inductive Reasoning*
Writing	*Speed of Closure*
Operations Analysis	*Flexibility of Closure*
Operation and Control	*Visualization*
Quality Control Analysis	*Written Comprehension*

ASSIMILATION, APPLICATION, AND PREDICTION

Paygrade	Task Type	Task Statements
E5	CORE	Assess climatological data for long-range mission planning
E4	CORE	Conduct briefs of satellite derived meteorological features and elements
E5	CORE	Develop prognostic blend weather charts
E5	NON-CORE	Develop submarine operations forecasts
E5	CORE	Develop synoptic-scale surface weather forecasts (e.g. tropical, mid-latitude, and arctic)
E5	CORE	Evaluate numerical model performance
E5	CORE	Forecast aircraft en route weather (e.g. ditch headings, aircraft icing, flight weather winds, altimeter settings, freezing levels, etc.)
E5	CORE	Forecast electromagnetic wave propagation

E5	CORE	Forecast flight weather, visibility, and cloud ceiling conditions (e.g. Visual Flight Rules (VFR), Instrument Flight Rules (IFR), Visual Meteorological Conditions (VMC), and Instrument Meteorological Conditions (IMC))
E5	CORE	Forecast jet stream positions and intensities
E5	CORE	Forecast long wave patterns
E5	CORE	Forecast movement and intensity changes in major short wave troughs and ridges
E5	CORE	Forecast movement and intensity changes in surface pressure systems and features
E5	CORE	Forecast oceanographic near shore conditions (e.g. littoral currents, speeds, and direction, temperatures, surf, etc.)
E5	CORE	Forecast precipitation types, intensities, and durations
E5	CORE	Forecast sea surface conditions (e.g. sea states, current direction and speed, ocean fronts and eddies, sea surface temperature, etc.)
E5	CORE	Forecast severe weather (e.g. tornados, thunderstorms, hail, etc.)
E5	CORE	Forecast sky conditions (e.g. cloud types, amounts, layer heights, etc.)
E5	CORE	Forecast sound propagation (e.g. sonic layer depth, sound channels, best depth, etc.)
E5	CORE	Forecast surface air temperatures (e.g. ambient air, dew point, heat stress, wind chill, etc.)
E5	CORE	Forecast synoptic-scale meteorological features and elements (e.g. pressure systems, frontal boundaries, cloud cover, precipitation, etc.)
E5	CORE	Forecast tropical cyclone development, movement, and intensity changes
E5	CORE	Forecast visibility obstructions (e.g. fog, rain, haze, smoke, etc.)
E5	CORE	Forecast wind conditions (e.g. direction, speed, character, shifts, etc.)
E5	CORE	Forecast wind shear and turbulence (e.g. types, intensities, levels, and locations)

CHARACTERIZATION AND ANALYSIS

Paygrade	Task Type	Task Statements
E4	CORE	Analyze atmospheric refractive conditions
E4	CORE	Analyze hydrographic data
E5	NON-CORE	Analyze hydrographic features and elements on nautical/navigation charts
E5	NON-CORE	Analyze imageries for environmental Essential Elements of Information (EEI)
E5	NON-CORE	Analyze impacts of clutter density data to mission timelines
E5	NON-CORE	Analyze Meteorological and Oceanographic (METOC) features and elements on full motion videos
E5	CORE	Analyze meteorological features and elements on constant pressure charts
E5	CORE	Analyze meteorological features and elements on satellite imageries
E5	CORE	Analyze meteorological features and elements on surface weather charts
E5	CORE	Analyze meteorological features and elements on upper air data
E5	CORE	Analyze ocean bottom characteristics (e.g. topography, sediment, etc.)

E5	NON-CORE	Analyze oceanographic features and elements on satellite imageries
E4	CORE	Analyze open ocean wave conditions (e.g. average and significant wave heights, lengths, and periods)
E5	CORE	Analyze physical and biological properties of the ocean
E5	CORE	Analyze prognostic weather charts
E5	NON-CORE	Analyze riverine imageries
E4	CORE	Analyze sea surface conditions (e.g. current direction and speed, ocean fronts and eddies, and sea surface temperature)
E5	NON-CORE	Analyze sonar imageries (e.g. side-scan, multibeam and single beam)
E4	CORE	Analyze Sound Speed Profile (SSP) (e.g. sonic layer depth, sound channels, best depth, cut-off frequencies, etc.)
E5	CORE	Analyze thickness and height change charts
E5	NON-CORE	Analyze Unmanned Underwater Vehicle (UUV) data
E5	CORE	Analyze vorticity charts
E4	NON-CORE	Apply geospatial orientation on Meteorological and Oceanographic (METOC) products
E4	CORE	Brief basic Meteorological and Oceanographic (METOC) elements and features on climatological products and information
E5	NON-CORE	Brief graphical depictions of hydrographic properties of the ocean
E4	NON-CORE	Brief hydrographic features and elements on nautical/navigation charts
E4	CORE	Brief meteorological features and elements on surface weather charts
E4	NON-CORE	Compile physical and biological data (e.g. bottom types, bioluminescence, etc.)
E4	NON-CORE	Conduct briefs of physical and biological properties of the ocean (e.g. bottom types, bioluminescence, etc.)
E5	NON-CORE	Conduct change detection analysis briefs
E4	CORE	Conduct satellite derived oceanographic features and element briefs
E5	CORE	Develop tropical streamline analyses
E5	NON-CORE	Evaluate Magnetic Anomaly Detection (MAD) Operational Effectiveness (MOE) charts
E4	CORE	Evaluate ocean surface buoy data
E4	CORE	Evaluate ray trace diagrams
E5	CORE	Evaluate stability indices on upper air profiles
E5	CORE	Evaluate surf observations
E4	NON-CORE	Generate graphical depictions of hydrographic properties of the ocean
E5	CORE	Integrate bathythermographic data into oceanographic prediction products
E7	NON-CORE	Validate hydrographic features and elements on nautical/navigation charts

METEOROLOGICAL, OCEANOGRAPHIC, AND HYDROGRAPHIC DATA COLLECTION

Paygrade	Task Type	Task Statements
E4	NON-CORE	Collect hydrographic data
E4	NON-CORE	Collect ocean bottom data using Unmanned Underwater Vehicles (UUV)
E4	NON-CORE	Collect satellite imagery using shipboard or shore-based satellite data terminal (e.g. SMQ-11 and FMQ-17)

E5	NON-CORE	Conduct launch and recovery of Unmanned Underwater Vehicles (UUV)
E4	NON-CORE	Perform small craft operations (e.g. Expeditionary Survey Vehicle (ESV), Combat Rubber Raiding Craft (CRRC), etc.)

METOC ADMINISTRATION, TRAINING, AND QUALITY CONTROL

Paygrade	Task Type	Task Statements
E4	CORE	Archive Meteorological and Oceanographic (METOC) data
E7	CORE	Compose Meteorological and Oceanographic (METOC) messages (e.g. Operational Task Report (OPTASK) Meteorological and Oceanographic (METOC), ANNEX H, Meteorological and Oceanographic (METOC) Letter of Instruction (LOI), etc.)
E6	CORE	Compose post-deployment Meteorological and Oceanographic (METOC) reports (e.g. lessons learned, operational impacts, equipment performance)
E6	NON-CORE	Compose tsunami reports
E5	CORE	Conduct Meteorological and Oceanographic (METOC) forecast and quality control checks
E5	NON-CORE	Develop Meteorological and Oceanographic (METOC) information for Daily Intentions Message System (DIMS)
E4	CORE	Disseminate Meteorological and Oceanographic (METOC) forecasts and products
E4	NON-CORE	Inspect Meteorological and Oceanographic (METOC) equipment
E5	NON-CORE	Issue emergency notification warnings
E4	CORE	Maintain Meteorological and Oceanographic (METOC) administrative files
E4	CORE	Maintain Meteorological and Oceanographic (METOC) publications and databases
E4	CORE	Maintain Tactical Decision Aid (TDA) sensor databases (e.g. Target Acquisition Weapons Software (TAWS), Advanced Refractive Effects Prediction System (AREPS), Personal Computer Interactive Multisensor Analysis Trainer (PCIMAT), etc.)
E4	CORE	Verify deployable Meteorological and Oceanographic (METOC) equipment readiness

SAFETY OF FLIGHT, NAVIGATION, AND INFRASTRUCTURE

Paygrade	Task Type	Task Statements
E4	CORE	Analyze radar data in support of flight operations (e.g. convective and nonconvective meteorological features significant to aircraft operations and safety, etc.)
E4	CORE	Assess aviation operations Meteorological and Oceanographic (METOC) support requirements
E5	CORE	Assess maritime operations Meteorological and Oceanographic (METOC) support requirements
E5	CORE	Assess operational risks due to hazardous environmental conditions
E5	CORE	Compose Meteorological and Oceanographic (METOC) advisories, watches, and warnings
E6	CORE	Compose tropical cyclone Conditions of Readiness (COR) recommendations and messages

E5	CORE	Conduct aviation operations forecast and recommendation briefs (e.g. Tactical Recovery of Aircraft and Personnel (TRAP), parachute operations, in-flight refueling, etc.)
E4	CORE	Conduct flight weather conditions and recommendations briefs
E4	CORE	Conduct sea ice conditions and forecasts briefs
E4	CORE	Conduct Terminal Aerodrome Forecast (TAF) briefs
E5	CORE	Develop afloat cyclic operations forecasts and products
E5	CORE	Develop aviation operations forecasts and recommendations (e.g. Tactical Recovery of Aircraft and Personnel (TRAP), parachute operations, in-flight refueling, etc.)
E5	CORE	Develop en route Routine Weather (WEAX) forecasts and recommendations (e.g. task force, task group, submarine, ice, graphical, etc.)
E4	CORE	Develop Horizontal Weather Depictions (HWD) (e.g., cloud cover, freezing level, fronts and pressure centers, significant weather, hazards to flight)
E5	NON-CORE	Develop International Submarine Escape and Rescue Liaison Office (ISMERLO) forecasts and recommendations
E5	CORE	Develop local area forecasts and products
E5	CORE	Develop Terminal Aerodrome Forecasts (TAF)
E5	CORE	Evaluate forecasted environmental conditions in the event of an aircraft mishap
E5	CORE	Forecast flight weather take-off, en route, and terminal conditions and recommendations
E5	CORE	Forecast ice accretion conditions at-sea
E6	CORE	Provide mitigation strategies to avoid hazardous environmental conditions
E5	CORE	Update flight weather forecasts and products

TACTICAL/OPERATIONAL ASSESSMENTS AND RECOMMENDATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Advise Chain of Command (COC) of environmental conditions impacting operations
E5	NON-CORE	Analyze Meteorological and Oceanographic (METOC) impacts on Unmanned Underwater Vehicles (UUV)
E5	CORE	Assess astronomical data (e.g. solar, lunar and tidal)
E5	CORE	Brief at-sea operations forecasts, impacts, and recommendations (e.g. Underway Replenishment, Vertical Replenishment, and Visit Board, Search and Seizure, etc.)
E5	NON-CORE	Brief ballistic wind forecasts and recommendations
E6	NON-CORE	Brief chaff dispersion forecasts and recommendations
E5	CORE	Brief Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) forecasts and recommendations
E5	CORE	Brief communications forecasts, impacts, and recommendations
E4	CORE	Brief current local weather conditions, advisories, and warnings
E5	CORE	Brief forecasted atmospheric refractive conditions
E5	CORE	Brief oceanographic acoustic prediction assessments and recommendations
E5	CORE	Calculate evasion and detection depths

E5	NON-CORE	Conduct briefs of Non-combative Evacuation Operation (NEO) forecasts and recommendations
E5	CORE	Conduct forecasted Meteorological and Oceanographic (METOC) conditions briefs in support of warfare operations (e.g. Undersea Warfare (USW), Mine Warfare (MIW), Strike Warfare (STW), Intelligence, Surveillance, and Reconnaissance (ISR), etc.)
E4	NON-CORE	Conduct Meteorological and Oceanographic (METOC) training
E5	CORE	Conduct Operating Area (OPAREA) forecasts, impacts, and recommendations briefs (e.g. port operations, gas and oil platform, inner harbor, etc.)
E5	NON-CORE	Conduct riverine imagery briefs
E5	CORE	Conduct Search and Rescue (SAR) forecasts and recommendations briefs
E5	CORE	Conduct surf forecasts and recommendations briefs
E5	CORE	Conduct target area forecasts and recommendations briefs
E4	CORE	Create oceanographic acoustic prediction products (e.g. three-dimensional graphics, animations, audio, and tactical visualizations)
E5	CORE	Develop amphibious warfare operations forecasts and recommendations
E5	CORE	Develop at-sea operations forecasts, impacts, and recommendations (e.g. Underway Replenishment, Vertical Replenishment, and Visit Board, Search and Seizure)
E5	CORE	Develop aviation strike operations forecasts and recommendations
E5	NON-CORE	Develop ballistic wind forecasts and recommendations
E5	NON-CORE	Develop chaff dispersion forecasts and recommendations
E5	CORE	Develop Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) forecasts and recommendations
E5	CORE	Develop communications forecasts, impacts, and recommendations
E4	CORE	Develop electromagnetic wave propagation predictions
E5	CORE	Develop expeditionary forecasts and recommendations
E5	NON-CORE	Develop Extended Echo Ranging (EER) forecasts and recommendations
E5	NON-CORE	Develop ground operating area forecasts and recommendations (e.g. civil affairs, direct action mission, ground operations, etc.)
E4	NON-CORE	Develop hydrographic mission planning briefs
E6	NON-CORE	Develop hydrographic mission planning recommendations
E5	NON-CORE	Develop Intelligence, Surveillance, and Reconnaissance (ISR) forecasts and recommendations
E5	CORE	Develop Meteorological and Oceanographic (METOC) pre-deployment briefs
E5	NON-CORE	Develop Mine Warfare (MIW) forecasts, summaries, and recommendations (e.g. plans, bottom characteristics, etc.)
E4	NON-CORE	Develop mosaic mapped imageries
E5	NON-CORE	Develop Non-combative Evacuation Operation (NEO) forecasts and recommendations
E5	CORE	Develop Operating Area (OPAREA) forecasts, impacts and recommendations (e.g. port operations, gas and oil platform, inner harbor, etc.)

E5	NON-CORE	Develop riverine forecasts and recommendations
E5	CORE	Develop Search and Rescue (SAR) forecasts and recommendations
E5	NON-CORE	Develop special operations forecasts and recommendations (e.g. psychological, swimmer, strategic and tactical reconnaissance)
E5	NON-CORE	Develop Special Warfare (SPECWAR) mission forecasts and recommendations (e.g. SEAL Delivery Vehicle (SDV), Special Boat Team (SBT), Technical Surveillance and Reconnaissance (TSR))
E5	CORE	Develop surf forecasts and recommendations
E5	CORE	Develop Tactical Atmospheric Summaries (TAS)
E5	CORE	Develop Tactical Oceanographic Summaries (TOS)
E5	CORE	Develop tactical recommendations based on Tactical Decision Aid (TDA) output (e.g. Target Acquisition Weapons Software (TAWS), Advanced Refractive Effects Prediction System (AREPS), etc.)
E5	CORE	Develop target area forecasts and recommendations
E5	CORE	Develop Undersea Warfare (USW) forecasts and recommendations
E5	NON-CORE	Develop Unmanned Aerial Vehicle (UAV) forecasts and recommendations
E5	NON-CORE	Develop Unmanned Underwater Vehicle (UUV) forecasts and recommendations
E6	CORE	Establish Meteorological and Oceanographic (METOC) support requirements for warfare operations (e.g. Mine Warfare (MIW), Anti-Submarine Warfare (ASW), StrikeWarfare (STW), etc.)
E5	CORE	Evaluate impact of upwelling on operations
E5	CORE	Evaluate upper air profiles for meteorological impacts (e.g. freezing level, icing, inversions, turbulence, etc.)
E6	CORE	Exploit physical and biological properties of the ocean
E5	CORE	Forecast acoustic parameters and ranges (e.g. passive and active ranges, ambient noise, cutoff frequencies, etc.)
E5	CORE	Forecast atmospheric effects on electro-optic sensors and weapons
E6	CORE	Provide Meteorological and Oceanographic (METOC) impact recommendations for warfare mission plans
E5	NON-CORE	Validate acoustic and non-acoustic contacts

Job Title **Job Code**

Master Meteorological and Oceanographic (METOC) Forecaster 001640

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Life, Physical, and Social Science	TBD	MASTER METOC FORECASTER	MSTRMETOCFORC

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	AG	NEC 7412

Job Description

Master Meteorological and Oceanographic (METOC) Forecasters apply a significant range of fundamental scientific principles and complex techniques across a wide and often unpredictable variety of contexts; demonstrate substantial personal autonomy and responsibility in the generation of METOC products and operational recommendations; establish METOC support requirements to provide the most relevant products for operational and mission success; evaluate numerical model performance to quantify the accuracy and reliability of future performance in high risk operating areas; analyze hydrographic features and elements on nautical/navigation charts and the physical and biological properties of the oceans and forecast METOC conditions on Synoptic, Meso, and Micro scales in complex environments; validate side-scan, multi-beam, and single-beam sonar imageries; develop tactical recommendations based on forecasted atmospheric refractive conditions and acoustic properties of the ocean generated by tactical decision aid output; coordinate continuity of support with other METOC activities; integrate impacts of the physical environment into warfighter mission plans; manage METOC quality control and environmental impact metrics programs; ensure operational success through effective leadership of personnel, training, re-training and management of METOC assets; comply with international and governmental regulations, local procedures, and established priorities; and develop solutions to meet METOC equipment acquisition and training programs

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Weather, General	142000	Atmospheric and Space Scientists	19-2021.00	Life, Physical, and Social Science

Skills	Abilities
Science	*Oral Expression*
Critical Thinking	*Deductive Reasoning*
Complex Problem Solving	*Information Ordering*
Coordination	*Inductive Reasoning*
Speaking	*Written Expression*
Management of Material Resources	*Speech Clarity*
Systems Evaluation	*Problem Sensitivity*
Quality Control Analysis	*Oral Comprehension*
Management of Personnel Resources	*Perceptual Speed*
Judgment and Decision Making	*Speed of Closure*

ASSIMILATION, APPLICATION, AND PREDICTION

Paygrade	Task Type	Task Statements
E4	CORE	Conduct briefs of satellite derived meteorological features and elements
E7	CORE	Evaluate advanced physics-based effects (e.g. dynamics, kinematics, thermodynamics, etc.)
E5	CORE	Evaluate numerical model performance
E5	CORE	Forecast electromagnetic wave propagation
E5	CORE	Forecast severe weather (e.g. tornados, thunderstorms, hail, etc.)
E5	CORE	Forecast tropical cyclone development, movement, and intensity changes
E7	CORE	Quantify operational risks utilizing stochastic model output
E7	CORE	Synthesize performance trends of multiple numerical models
E6	CORE	Validate severe weather advisories, watches and warnings (e.g. tornadoes, thunderstorms and hail)

CHARACTERIZATION AND ANALYSIS

Paygrade	Task Type	Task Statements
E4	CORE	Analyze atmospheric refractive conditions
E5	CORE	Analyze meteorological features and elements on constant pressure charts
E5	NON-CORE	Analyze oceanographic features and elements on satellite imageries
E4	CORE	Brief basic Meteorological and Oceanographic (METOC) elements and features on climatological products and information
E5	NON-CORE	Brief graphical depictions of hydrographic properties of the ocean
E4	NON-CORE	Brief hydrographic features and elements on nautical/navigation charts
E4	CORE	Brief meteorological features and elements on surface weather charts
E7	CORE	Conduct advanced remote sensing analyses
E4	CORE	Conduct satellite derived oceanographic features and element briefs
E6	CORE	Enhance meteorological features and elements in multi-channel satellite derived imageries
E7	CORE	Evaluate stochastic model outputs
E4	NON-CORE	Generate graphical depictions of hydrographic properties of the ocean
E7	NON-CORE	Validate change detection analysis results
E7	NON-CORE	Validate hydrographic features and elements on nautical/navigation charts
E7	NON-CORE	Validate multibeam sonar imageries
E7	NON-CORE	Validate side-scan sonar imageries
E7	NON-CORE	Validate single beam sonar imageries

METEOROLOGICAL, OCEANOGRAPHIC, AND HYDROGRAPHIC DATA COLLECTION

Paygrade	Task Type	Task Statements
E7	CORE	Coordinate with mission planners and oceanographers to develop Water Sampling Plan (WSP)

METOC ADMINISTRATION, TRAINING, AND QUALITY CONTROL

Paygrade	Task Type	Task Statements
E7	NON-CORE	Advise command leadership on status of manpower and infrastructure requirements
E7	NON-CORE	Arrange travel and logistics for deployable Meteorological and Oceanographic (METOC) teams
E7	CORE	Compose Meteorological and Oceanographic (METOC) situation reports
E6	CORE	Compose post-deployment Meteorological and Oceanographic (METOC) reports (e.g. lessons learned, operational impacts, equipment performance)
E6	NON-CORE	Compose tsunami reports
E7	NON-CORE	Coordinate required support with oceanography subject matter experts (e.g. acoustics, bathymetry and hydrography)
E4	CORE	Disseminate Meteorological and Oceanographic (METOC) forecasts and products
E7	CORE	Establish Meteorological and Oceanographic (METOC) support requirements for allied and coalition forces
E7	CORE	Evaluate ship's surface weather observation programs

E4	NON-CORE	Inspect Meteorological and Oceanographic (METOC) equipment
E4	CORE	Maintain Tactical Decision Aid (TDA) sensor databases (e.g. Target Acquisition Weapons Software (TAWS), Advanced Refractive Effects Prediction System (AREPS), Personal Computer Interactive Multisensor Analysis Trainer (PCIMAT), etc.)
E7	CORE	Manage Continuity of Operations Plans (COOP) and post-disaster contingency plans
E7	CORE	Manage deployable Meteorological and Oceanographic (METOC) team operational plans, schedules, and logistics
E7	CORE	Manage Meteorological and Oceanographic (METOC) certification and assessment programs
E7	CORE	Manage Meteorological and Oceanographic (METOC) equipment maintenance (e.g. Naval Integrated Tactical Environmental Suite (NITES), Unmanned Underwater Vehicle (UUV), Expeditionary Survey Vehicle (ESV), etc.)
E7	NON-CORE	Manage Meteorological and Oceanographic (METOC) quality control programs
E7	CORE	Manage Meteorological and Oceanographic (METOC) training and qualification programs
E7	CORE	Validate Meteorological and Oceanographic (METOC) forecast and product accuracy
E4	CORE	Verify deployable Meteorological and Oceanographic (METOC) equipment readiness

SAFETY OF FLIGHT, NAVIGATION, AND INFRASTRUCTURE

Paygrade	Task Type	Task Statements
E6	CORE	Analyze radar data in support of resource protection (e.g. severe weather potential, precipitation type and intensity, storm tracking surveillance, etc.)
E5	CORE	Assess operational risks due to hazardous environmental conditions
E7	CORE	Assign level of risk associated with severe weather
E6	CORE	Compose tropical cyclone Conditions of Readiness (COR) recommendations and messages
E7	CORE	Conduct tropical cyclone aircraft sortie recommendations briefs
E7	CORE	Conduct tropical cyclone ship evasion and sortie recommendations briefs
E7	NON-CORE	Coordinate International Submarine Escape and Rescue Liaison Office (ISMERLO) support requirements
E5	NON-CORE	Develop International Submarine Escape and Rescue Liaison Office (ISMERLO) forecasts and recommendations
E7	CORE	Develop Optimum Track Ship Routing (OTSR) surveillance advisories and recommendations
E7	CORE	Develop tropical cyclone aircraft sortie recommendations
E7	CORE	Develop tropical cyclone ship evasion and sortie recommendations
E7	CORE	Maintain continuity of support with other Meteorology and Oceanography (METOC) activities
E7	CORE	Manage aviation safety Meteorological and Oceanographic (METOC) support requirements

E7	CORE	Manage maritime safety Meteorological and Oceanographic (METOC) support requirements
E7	NON-CORE	Manage mishap (aircraft, ship, infrastructure, personnel) environmental conditions reconstruction
E6	CORE	Provide mitigation strategies to avoid hazardous environmental conditions

TACTICAL/OPERATIONAL ASSESSMENTS AND RECOMMENDATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Advise Chain of Command (COC) of environmental conditions impacting operations
E7	CORE	Analyze Meteorological and Oceanographic (METOC) environmental data requests
E5	CORE	Assess astronomical data (e.g. solar, lunar and tidal)
E7	CORE	Assess environmental impacts to the Electro-Magnetic Spectrum (EMS)
E4	CORE	Brief current local weather conditions, advisories, and warnings
E7	NON-CORE	Brief impacts of clutter density data to mission timelines
E5	CORE	Calculate evasion and detection depths
E5	NON-CORE	Conduct briefs of Non-combative Evacuation Operation (NEO) forecasts and recommendations
E6	CORE	Conduct Meteorological and Oceanographic (METOC) support capabilities briefs
E4	NON-CORE	Conduct Meteorological and Oceanographic (METOC) training
E5	CORE	Conduct surf forecasts and recommendations briefs
E6	CORE	Conduct tactical Meteorological and Oceanographic (METOC) recommendations briefs in support of warfare operations (e.g. Undersea Warfare (USW), Mine Warfare (MIW), Strike Warfare (STW), Intelligence, Surveillance, and Reconnaissance (ISR), etc.)
E5	CORE	Conduct target area forecasts and recommendations briefs
E6	NON-CORE	Develop hydrographic mission planning recommendations
E5	NON-CORE	Develop Non-combative Evacuation Operation (NEO) forecasts and recommendations
E5	CORE	Develop surf forecasts and recommendations
E7	CORE	Develop tactical oceanographic acoustic prediction assessments and recommendations
E5	CORE	Develop tactical recommendations based on Tactical Decision Aid (TDA) output (e.g. Target Acquisition Weapons Software (TAWS), Advanced Refractive Effects Prediction System (AREPS), etc.)
E5	CORE	Develop target area forecasts and recommendations
E6	CORE	Establish Meteorological and Oceanographic (METOC) support requirements for warfare operations (e.g. Mine Warfare (MIW), Anti-Submarine Warfare (ASW), Strike Warfare (STW), etc.)
E5	CORE	Evaluate impact of upwelling on operations
E7	CORE	Exploit bathythermographic data
E7	CORE	Exploit climatological data for long-range mission planning

E7	CORE	Exploit meteorological features and elements on upper air data
E6	CORE	Exploit physical and biological properties of the ocean
E7	CORE	Formulate Meteorological and Oceanographic (METOC) operational risk management outcomes and recommendations (e.g. offensive and defensive).
E7	CORE	Liaise with Defense Threat Reduction Agency (DTRA) to support Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) events
E6	CORE	Provide Meteorological and Oceanographic (METOC) impact recommendations for warfare mission plans
E7	CORE	Provide recommendations for sensor and weapon employment and laydown

CHAPTER 6

SPECIAL WARFARE OPERATOR (SO)

NAVPERS 18068-6B
CH-66

Updated: April 2016

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

SPECIAL WARFARE OPERATOR (SO)

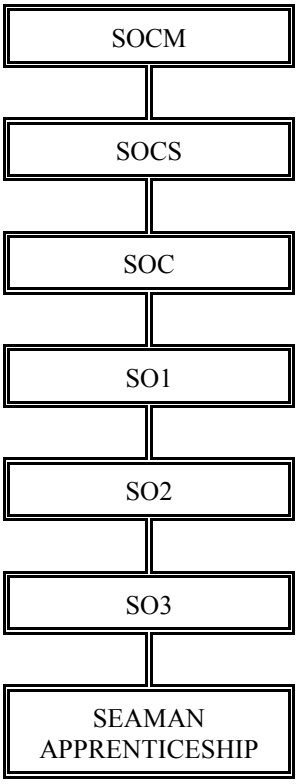
SCOPE OF RATING

Special Warfare Operators (SO) perform maritime and land-based Special Operations in urban, desert, jungle, artic, undersea, and mountain environments. Duties include combat diving, paradrop operations, small boat operations, tactical ground mobility, small arms and crew-served weapons, fast roping, rappelling, explosives, communications, trauma care, intelligence gathering and interpretation, and Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) defense measures, and counter proliferation.

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) in Chapter 6.

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 articles 1220-100, 1220-231, and 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 **Job Code**

Sea Air and Land (SEAL) 001720

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Military Specific	TBD	SEA AIR AND LAND (SEAL)	SEAL

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	SO	NECs 5320, 5323, 5326, 5392

Job Description

Sea Air and Land (SEALs) perform a multitude of duties in support of special operations missions and operate on, under, and from the sea, in the air and on land; and require skills in combat diving, paradrop and air operations, small boat operations, submarine and submersible operations, land warfare, small unit tactics, mounted and dismounted operations, small arms and crew served weapons, explosives, communications, tactical medicine, mission planning, intelligence gathering and interpretation, joint and combined operations, Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) defense measures, and counter proliferation in all environments including at sea, urban, desert, jungle, arctic, and mountain warfare.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Special Forces	101100	Special Forces	55-3018.00	Military Specific

Skills	Abilities
Critical Thinking	*Memorization*
Judgment and Decision Making	*Problem Sensitivity*
Operation and Control	*Deductive Reasoning*
Equipment Selection	*Inductive Reasoning*
Equipment Maintenance	*Originality*
Operation Monitoring	*Oral Expression*
Coordination	*Written Expression*
Monitoring	*Written Comprehension*
Repairing	*Gross Body Coordination*
Troubleshooting	*Information Ordering*

AIR INSERTION AND EXTRACTION OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Assist cargo and equipment preparations
E4	CORE	Conduct aircraft insertion and extraction operations
E4	CORE	Conduct cast/recovery of personnel and maritime equipment
E4	CORE	Conduct fast rope
E4	CORE	Conduct Helicopter Rope Suspension Training (HRST)
E4	CORE	Conduct High Altitude High Opening (HAHO) military free falls
E4	CORE	Conduct High Altitude Low Opening (HALO) military free-falls
E4	CORE	Conduct rappelling operations
E4	CORE	Conduct Special Conduct Insertion Extractions (SPIE)
E4	CORE	Conduct static-line parachuting
E4	CORE	Maintain air operations equipment
E4	CORE	Pack parachutes
E4	CORE	Perform aircraft cast and recovery operations
E4	NON-CORE	Perform parachute rigger operations
E4	NON-CORE	Perform Sea, Air, Land (SEAL) Delivery Vehicle (SDV) tactician procedures

E5	CORE	Supervise aircraft cast and recovery operations
E5	NON-CORE	Supervise aircraft insertion and extraction operations
E5	NON-CORE	Supervise cargo and equipment insertion operations
E5	NON-CORE	Supervise casts/recoveries of personnel and maritime equipment
E6	NON-CORE	Supervise drop zone operations
E5	NON-CORE	Supervise fast rope operations
E6	NON-CORE	Supervise free-fall parachute operations
E5	NON-CORE	Supervise Helicopter Rope Suspension Training (HRST) operations
E5	NON-CORE	Supervise rappelling operations
E5	NON-CORE	Supervise Special Purpose Insertion Extraction (SPIE) operations
E5	NON-CORE	Supervise static line parachute operations

CHEMICAL, BIOLOGICAL, RADIOLOGICAL, AND NUCLEAR EXPLOSIVE (CBRNE) OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Administer treatment for Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) injuries
E4	CORE	Decontaminate Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) affected personnel and equipment
E4	CORE	Deliver protective measures for Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) response
E4	CORE	Maintain Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) equipment
E5	CORE	Supervise Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) affected personnel and equipment decontamination actions

DEMOLITION OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Calculate standard explosive charges Minimum Safe Distances (MSD)
E4	CORE	Construct standard explosive charges
E4	CORE	Handle improvised explosives
E4	CORE	Handle Naval Special Warfare (NSW) pyrotechnics
E4	CORE	Handle standard explosives
E5	NON-CORE	Supervise demolition operations
E5	NON-CORE	Supervise demolition range operations
E4	CORE	Transport ordnance

DISMOUNTED OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Clear obstacles and hazards
E4	CORE	Conduct dismounted movements
E4	CORE	Conduct human transport/evacuation of casualty operations
E5	NON-CORE	Employ multi-purpose canine
E4	CORE	Maintain personal tactical equipment

E7	NON-CORE	Manage multipurpose canine
E6	CORE	Plan rural dismounted movements
E4	CORE	Plan urban dismounted movements
E6	NON-CORE	Supervise multi-purpose canine

DIVING OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Maintain diving equipment
E4	CORE	Perform closed circuit Self-Contained Underwater Breathing Apparatus (SCUBA) dives (e.g. search, insertion, extraction, demolition, etc.)
E4	NON-CORE	Perform mixed gas Self-Contained Underwater Breathing Apparatus (SCUBA) dives (e.g. search, insertion, extraction, demolition, etc.)
E4	CORE	Perform open circuit Self-Contained Underwater Breathing Apparatus (SCUBA) dives (e.g. search, insertion, extraction, demolition, etc.)
E4	CORE	Plan close circuit dives
E4	CORE	Plan open circuit dives
E5	NON-CORE	Supervise closed circuit Self-Contained Underwater Breathing Apparatus (SCUBA) dives (e.g. search, insertion, extraction, demolition, etc.)
E5	NON-CORE	Supervise mixed gas Self-Contained Underwater Breathing Apparatus (SCUBA) dives (e.g. search, insertion, extraction, demolition, etc.)
E5	NON-CORE	Supervise open circuit Self-Contained Underwater Breathing Apparatus (SCUBA) dives (e.g. search, insertion, extraction, demolition, etc.)

INTELLIGENCE OPERATIONS

Paygrade	Task Type	Task Statements
E6	NON-CORE	Conduct all source intelligence analysis/targeting
E4	CORE	Create intelligence reports
E6	NON-CORE	Direct intelligence collections
E4	CORE	Perform intelligence collections
E4	CORE	Report intelligence information
E6	CORE	Supervise intelligence collections

JOINT AND COMBINED OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Integrate with joint and multinational Special Operations Forces (SOF)/conventional forces
E6	CORE	Liaison with international agencies
E4	NON-CORE	Maintain language proficiency
E7	CORE	Plan joint and combined operations
E4	CORE	Provide agency/organization integration recommendations (e.g. Non Governmental Organizations (NGO), Other Governmental Agencies (OGA), etc.)

MOUNTED OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Conduct mounted movements
E4	CORE	Employ vehicle platforms (e.g. standard, nonstandard, etc.)
E6	CORE	Evaluate nonstandard mobility platforms
E4	NON-CORE	Maintain communication systems
E4	CORE	Maintain mounted equipment
E4	CORE	Maintain vehicle platforms
E4	CORE	Maintain weapons systems
E6	CORE	Plan mounted movements
E4	CORE	Recover vehicles
E6	CORE	Test nonstandard mobility platforms

NAVAL SPECIAL WARFARE (NSW) ADMINISTRATION, RESEARCH, AND DEVELOPMENT

Paygrade	Task Type	Task Statements
E7	CORE	Assess tactical operations for strategic effect
E6	CORE	Develop Naval Special Warfare (NSW) Tactics, Techniques, and Procedures (TTP)
E5	CORE	Develop special operations curriculum
E5	CORE	Integrate new technologies and equipment
E6	CORE	Maintain Naval Special Warfare (NSW) administrative records
E6	CORE	Maintain operational qualification records (e.g. jump, dive, demolition, etc.)
E4	CORE	Maintain operational qualifications (e.g. jump, dive, demolition, etc.)
E6	CORE	Manage intelligence programs
E6	CORE	Manage security programs
E5	CORE	Manage sensitive equipment inventories (e.g. Arms, Ammunition, and Explosives (AA&E), communications, intelligence, etc.)
E5	CORE	Manage sensitive equipment stowage and transportation (e.g. Arms, Ammunition, and Explosives (AA&E), communications, intelligence, etc.)
E5	CORE	Manage special operations acquisitions
E5	CORE	Manage special operations budget
E7	CORE	Manage special operations Operating Target (OPTAR)/Temporary Additional Duty Travel Target (TADTR) budgets
E5	CORE	Perform departmental duties (e.g. Arms, Ammunition, and Explosives (AA&E), communications, intelligence, etc.)
E5	CORE	Prepare information briefs
E5	CORE	Provide special warfare resource requirement recommendations
E6	CORE	Research new technologies and equipment
E6	CORE	Update Naval Special Warfare (NSW) Tactics, Techniques, and Procedures (TTP)
E6	CORE	Validate Naval Special Warfare (NSW) Tactics, Techniques, and Procedures (TTP)

NAVAL SPECIAL WARFARE (NSW) COMMUNICATIONS OPERATIONS

Paygrade	Task Type	Task Statements
E5	NON-CORE	Coordinate aircraft support deconfliction
E5	NON-CORE	Destroy crypto
E5	NON-CORE	Develop communication plans
E4	CORE	Employ High Frequency (HF) communication systems
E4	CORE	Employ Information Technology (IT) communication systems
E4	CORE	Employ Satellite Communication (SATCOM) systems
E4	CORE	Employ Ultra High Frequency (UHF) and Very High Frequency (VHF) communication systems
E4	NON-CORE	Maintain crypto/devices
E4	NON-CORE	Maintain High Frequency (HF) communication systems
E4	CORE	Maintain Information Technology (IT) communication systems
E4	CORE	Maintain Satellite Communication (SATCOM) systems
E4	CORE	Maintain Ultra High Frequency (UHF) and Very High Frequency (VHF) communication systems
E5	NON-CORE	Manage crypto/devices
E5	CORE	Manage Naval Special Warfare (NSW) communication systems
E5	NON-CORE	Plan concept of fires
E5	NON-CORE	Receive crypto via Over the Air Key Transfer (OTAT)/Over-The-Air Rekey (OTAR)

NAVAL SPECIAL WARFARE (NSW) FORCED ENTRY OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Conduct forced entry operations (e.g. explosive, mechanical, etc.)
E5	NON-CORE	Develop forced entry Tactics, Techniques, and Procedures (TTP)
E4	CORE	Employ ballistic breaching systems
E4	CORE	Employ exothermic breaching systems
E4	CORE	Employ explosive breaching systems
E4	CORE	Employ manual breaching systems
E4	CORE	Employ mechanical breaching systems
E5	NON-CORE	Integrate new forced entry Techniques, Tactics and Procedures (TTP)
E4	CORE	Maintain ballistic breaching systems
E4	CORE	Maintain exothermic breaching systems
E4	CORE	Maintain explosive breaching systems
E4	CORE	Maintain manual breaching systems
E4	CORE	Maintain mechanical breaching systems
E5	CORE	Manage Naval Special Warfare (NSW) forced entry systems
E6	CORE	Plan forced entry operations
E4	CORE	Prepare explosive breaching systems
E5	NON-CORE	Research new forced entry Techniques, Tactics and Procedures (TTP)
E5	CORE	Supervise forced entry operations

NAVAL SPECIAL WARFARE (NSW) HIGH RISK TRAINING PROGRAM OPERATIONS AND MANAGEMENT

Paygrade	Task Type	Task Statements
E6	CORE	Evaluate drills and exercises
E5	CORE	Implement high risk training plans
E6	CORE	Manage drills and exercises (e.g. range, dive, jump operation, etc.)
E5	CORE	Plan high risk training
E5	CORE	Plan Naval Special Warfare (NSW) drills and exercises

NAVAL SPECIAL WARFARE (NSW) OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Conduct Direct Action (DA) operations (e.g. combat enemy forces, degrade enemy infrastructure, etc.)
E4	CORE	Conduct Foreign Internal Defense (FID) operations (e.g. train Tactics, Techniques and Procedures (TTP), build partner capacity, etc.)
E4	CORE	Conduct Information Operations (IO)
E4	CORE	Conduct ladder climb ship-boarding infiltration and exfiltration operations
E4	CORE	Conduct maritime operations (e.g. Visit, Board, Search, and Seizure (VBSS), Gas & Oil Platform (GOPLAT), combat swimmer, etc.)
E4	CORE	Conduct Sea, Air, and Land (SEAL) briefs
E4	CORE	Conduct Special Reconnaissance (SR) operations
E4	CORE	Conduct Unconventional Warfare (UW) operations
E5	CORE	Develop special operations and high risk training and evolution safety briefs
E5	CORE	Develop special operations mission planning briefs
E6	CORE	Manage Direct Action (DA) operations
E6	CORE	Manage dismounted movements
E6	CORE	Manage Foreign Internal Defense (FID) operations
E6	CORE	Manage Information Operations (IO)
E6	CORE	Manage joint and combined operations
E6	CORE	Manage mounted movements
E6	CORE	Manage range operations
E6	CORE	Manage Special Reconnaissance (SR) operations
E6	CORE	Manage Unconventional Warfare (UW) operations
E6	CORE	Plan Naval Special Warfare (NSW) operations

NAVAL SPECIAL WARFARE (NSW) PHYSICAL CONDITIONING

Paygrade	Task Type	Task Statements
E4	CORE	Conduct combat simulation training
E4	CORE	Conduct endurance training
E4	CORE	Conduct nutrition training
E4	CORE	Conduct physical therapy/rehabilitation training
E4	CORE	Conduct strength training
E6	CORE	Manage Naval Special Warfare (NSW) physical conditioning training

E4	CORE	Plan Naval Special Warfare (NSW) physical conditioning training
E5	CORE	Supervise Naval Special Warfare (NSW) physical conditioning

SMALL BOAT OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Conceal small boats
E4	CORE	Conduct human transport of inflatable boats and outboard motor operations
E4	CORE	Employ small boat support equipment
E4	CORE	Employ small boats
E4	CORE	Launch small boats
E4	CORE	Maintain engineering systems
E4	CORE	Maintain navigational systems
E4	CORE	Maintain small boat support equipment
E4	CORE	Maintain small boats
E4	CORE	Recover man overboard
E4	CORE	Recover small boats
E5	CORE	Supervise small boat operations
E4	CORE	Update special operation charts
E4	CORE	Validate special operation charts

TACTICAL MEDICINE

Paygrade	Task Type	Task Statements
E4	CORE	Administer advanced first aid
E4	NON-CORE	Administer advanced life support
E4	CORE	Administer basic life support
E4	NON-CORE	Maintain records (e.g. medical, fitness, etc.)
E5	NON-CORE	Manage mass casualty treatments
E4	CORE	Perform Casualty Evacuation (CASEVAC)/Medical evacuation (MEDEVAC) procedures
E4	CORE	Perform field health and hygiene techniques
E4	CORE	Perform Tactical Combat Casualty Care (TCCC)
E4	NON-CORE	Supervise mass casualty treatments
E4	NON-CORE	Supervise sick call

TACTICAL SUPPORT EQUIPMENT OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Employ Electronic Counter Measure (ECM) systems
E4	CORE	Employ navigation equipment
E4	CORE	Employ photographic and video equipment
E5	NON-CORE	Employ Unmanned Aircraft System (UAS)
E4	CORE	Employ Visual Augmentation System (VAS) equipment
E4	CORE	Maintain tactical support equipment
E5	NON-CORE	Maintain Unmanned Aircraft System (UAS)

UNDERSEA MOBILITY OPERATIONS

Paygrade	Task Type	Task Statements
E4	NON-CORE	Conduct diver launches/recoveries
E4	CORE	Conduct dry deck shelter mass swimmer lock outs/ins
E4	NON-CORE	Conduct Sea, Air, Land (SEAL) Delivery Vehicle (SDV) Launch and Retrieval System (LRS) operations
E4	NON-CORE	Conduct Sea, Air, Land (SEAL) Delivery Vehicle (SDV) towing operations
E4	NON-CORE	Configure Sea, Air, Land (SEAL) Delivery Vehicle (SDV) load plans
E5	NON-CORE	Develop Sea, Air, Land (SEAL) Delivery Vehicle (SDV) load plans
E6	NON-CORE	Manage Dry Deck Shelter (DDS) operations
E6	NON-CORE	Manage Seal Air Land (SEAL) Delivery Vehicle (SDV) operations
E6	NON-CORE	Navigate Sea, Air, Land (SEAL) Delivery Vehicle (SDV)
E4	NON-CORE	Pilot Sea, Air, Land (SEAL) Delivery Vehicle (SDV)
E6	NON-CORE	Supervise Sea, Air, Land (SEAL) Delivery Vehicle (SDV) dives
E6	NON-CORE	Supervise Sea, Air, Land (SEAL) Delivery Vehicle (SDV) Launch and Retrieval System (LRS) operations
E6	NON-CORE	Supervise Sea, Air, Land (SEAL) Delivery Vehicle (SDV) load plans
E6	NON-CORE	Supervise Sea, Air, Land (SEAL) Delivery Vehicle (SDV) towing operations

WEAPONS OPERATIONS

Paygrade	Task Type	Task Statements
E5	CORE	Conduct weapons qualifications (e.g. small arms, crew served, etc.)
E5	CORE	Conduct weapons training (e.g. small arms, crew served, etc.)
E4	CORE	Employ crew served weapons
E4	CORE	Employ hand grenades
E4	CORE	Employ indirect fire weapons
E4	CORE	Employ small arms
E4	CORE	Employ standoff weapons systems
E4	CORE	Maintain crew served weapons
E4	CORE	Maintain crew served weapons mounts and stands
E4	CORE	Maintain indirect fire weapons
E4	CORE	Maintain small arms
E4	CORE	Maintain standoff weapons systems
E4	CORE	Perform advanced small arms techniques
E5	CORE	Supervise employment of small arms and crew served weapons
E5	NON-CORE	Supervise indirect fire weapons
E5	NON-CORE	Supervise laser ranges
E5	NON-CORE	Supervise shoot houses
E5	NON-CORE	Supervise small arms and crew served weapons ranges
E5	NON-CORE	Supervise standoff weapons system operations

CHAPTER 7

AVIATION STRUCTURAL MECHANIC (AM)

NAVPERS 18068-7I
CH-80

Updated: October 2019

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

AVIATION STRUCTURAL MECHANIC (AM)

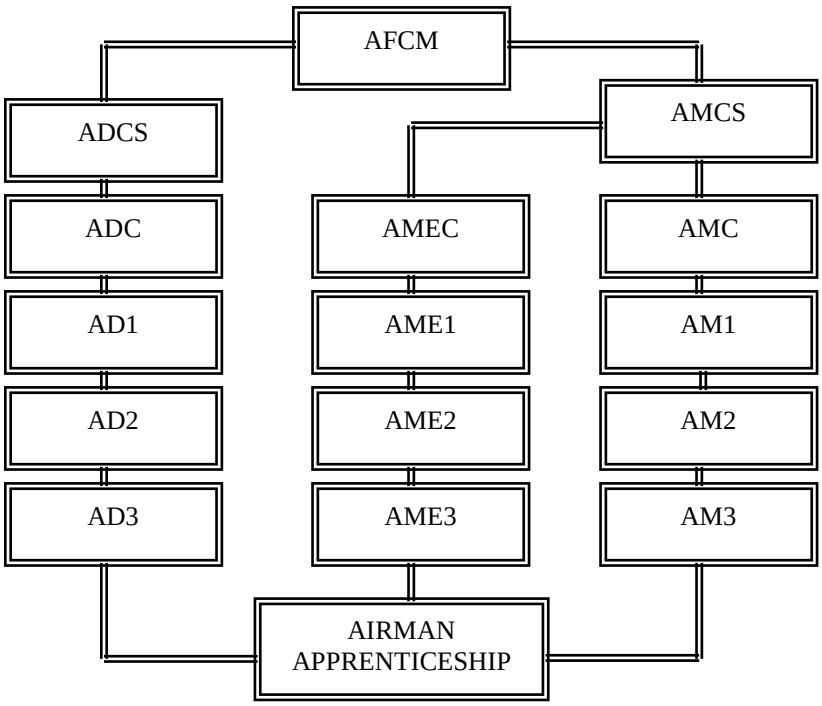
SCOPE OF RATING

Aviation Structural Mechanics (AM) maintain aircraft airframe and structural components, flight surfaces and controls, hydraulic and pneumatic control and actuating systems and mechanisms, landing gear systems, air conditioning, pressurization, visual improvement, oxygen and other utility systems, egress systems including seat and canopy ejection systems and components, fabricate and repair metallic and nonmetallic materials; supervise operation of airframe work centers; maintain aircraft metallic and non-metallic structures including fuselages, fixed and moveable flight surfaces, tail booms, doors, panels, decks, empennages, and seats (except ejection seats); maintain flight controls and related mechanisms; maintain hydraulic power storage and distribution systems including main (primary and secondary), auxiliary (utility), and emergency systems; maintain hydraulic actuating subsystems; maintain landing gear systems including wheels and tires, brakes, and emergency systems; maintain pneumatic power, storage and distribution systems; maintain hoists and winches, wing and tail fold systems; maintain launch and arresting gear systems; perform hydraulic component repair and testing; and perform aircraft daily, special, hourly, Non Destructive, and conditional inspections.

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) in Chapter 7.

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 **Job Code**

Aviation Structural Mechanic Intermediate Level 001805

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Production	TBD	AVIATION STRUCTURAL MECH I-LVL	AVSTRUMEC I-LV

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	AM	NEC IXXX series and other NEC's as assigned

Job Description

Aviation Structural Mechanics Intermediate Level are responsible for all maintenance procedures on Metallic and Non-Metallic hose and tube assemblies, Hydraulic and Pneumatic components, Landing Gear, Tire/Wheel assemblies, Utility systems, Flight Control System components, advanced composite structural repair, and corrosion prevention. This individual also performs Non-Destructive Inspections and Welding.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Aircraft Structures	160300	Aircraft Structure, Surfaces, Rigging, and Systems Assemblers	51-2011.00	Production

Skills	Abilities
Equipment Maintenance	*Selective Attention*
Equipment Selection	*Deductive Reasoning*
Quality Control Analysis	*Manual Dexterity*
Repairing	*Category Flexibility*
Critical Thinking	*Inductive Reasoning*
Operation and Control	*Control Precision*
Operation Monitoring	*Written Comprehension*
Troubleshooting	*Oral Expression*
Management of Material Resources	*Written Expression*
Judgment and Decision Making	*Problem Sensitivity*

CORROSION CONTROL

Paygrade	Task Type	Task Statements
E4	CORE	Apply aircraft coatings
E4	CORE	Clean aircraft, support equipment, and aircraft related equipment
E4	CORE	Clean composite materials and components
E4	CORE	Depreserve aircraft, support equipment, and aircraft related equipment
E4	CORE	Inspect aircraft and aircraft components for corrosion
E5	CORE	Inspect aircraft, support equipment, and related equipment
E5	CORE	Inspect components, structures, and sub-assemblies for corrosion
E5	CORE	Inspect composite materials and components
E4	CORE	Maintain aircraft coatings
E6	CORE	Manage corrosion control
E6	CORE	Manage Respirator Protection Programs (RPP)
E4	CORE	Perform corrosion prevention procedures
E4	CORE	Perform emergency reclamations
E4	CORE	Preserve aircraft, support equipment, and aircraft related equipment
E4	CORE	Treat aircraft and aircraft components for corrosion

FLIGHT CONTROL SYSTEMS

Paygrade	Task Type	Task Statements
E5	CORE	Inspect flight control systems
E5	CORE	Inspect flight controls
E4	CORE	Repair flight control systems
E4	CORE	Repair flight controls

FLIGHT CONTROL SYSTEMS (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Troubleshoot flight control systems
E5	CORE	Troubleshoot flight controls

HOSE AND TUBE REPAIR AND MANUFACTURING

Paygrade	Task Type	Task Statements
E4	CORE	Fabricate hose and tube assemblies
E5	CORE	Inspect hose and tube assemblies
E4	CORE	Install hose and tube assemblies
E4	CORE	Manufacture hose and tube assemblies
E4	CORE	Remove hose and tube assemblies
E4	CORE	Repair hose and tube assemblies
E4	CORE	Test hose and tube assemblies

HYDRAULIC AND PNEUMATIC SYSTEMS

Paygrade	Task Type	Task Statements
E4	CORE	Analyze hydraulic fluid samples
E4	CORE	Assemble aircraft hydraulic components
E4	CORE	Assemble aircraft pneumatic components
E4	CORE	Clean aircraft hydraulic components
E4	CORE	Clean aircraft hydraulic systems
E4	CORE	Collect hydraulic fluid samples
E4	CORE	Disassemble aircraft hydraulic components
E4	CORE	Disassemble aircraft pneumatic components
E5	CORE	Inspect aircraft hydraulic components
E5	CORE	Inspect aircraft hydraulic systems
E5	CORE	Inspect aircraft pneumatic components
E5	CORE	Inspect aircraft pneumatic systems
E4	CORE	Inspect hydraulic test stands
E4	CORE	Maintain aircraft hydraulic components
E4	CORE	Maintain hydraulic test stands
E6	CORE	Manage hydraulic fluid samples
E4	CORE	Repair aircraft hydraulic components
E4	CORE	Repair aircraft pneumatic components
E4	CORE	Repair in-flight refueling systems
E4	CORE	Test aircraft hydraulic components
E4	CORE	Test aircraft hydraulic systems
E4	CORE	Test aircraft pneumatic components
E4	CORE	Test aircraft pneumatic systems
E4	CORE	Test hydraulic test stands
E4	CORE	Test in-flight refueling systems
E5	CORE	Troubleshoot aircraft hydraulic components
E5	CORE	Troubleshoot aircraft hydraulic systems
E5	CORE	Troubleshoot aircraft pneumatic components

HYDRAULIC AND PNEUMATIC SYSTEMS (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Troubleshoot aircraft pneumatic systems
E5	CORE	Troubleshoot in-flight refueling systems

LANDING GEAR AND RELATED SYSTEMS

Paygrade	Task Type	Task Statements
E4	CORE	Assemble landing gear tire and wheel assemblies
E4	CORE	Disassemble landing gear tire and wheel assemblies
E5	CORE	Inspect landing gear components and related systems
E5	CORE	Inspect landing gear tire and wheel assemblies
E4	CORE	Maintain landing gear tire and wheel assemblies
E4	CORE	Repair landing gear and related systems
E4	CORE	Repair landing gear tire and wheel assemblies
E4	CORE	Test landing gear components and related systems
E5	CORE	Test landing gear tire and wheel assemblies
E5	CORE	Troubleshoot landing gear components and related systems
E5	CORE	Troubleshoot landing gear tire and wheel assemblies

MAINTENANCE ADMINISTRATION

Paygrade	Task Type	Task Statements
E5	CORE	Brief Maintenance Control (MC)/Production Control (PC)
E5	CORE	Develop workcenter maintenance plans
E4	CORE	Document maintenance actions
E7	CORE	Manage Maintenance Control (MC)/Production Control (PC) operations
E7	CORE	Prepare Broad Arrow (BA) reports
E4	CORE	Process aircraft components for Non-Destructive Inspections (NDI)
E6	CORE	Update Monthly Maintenance Plans (MMP)

QUALITY ASSURANCE

Paygrade	Task Type	Task Statements
E6	CORE	Audit Naval Aviation Maintenance Programs (NAMP)
E4	CORE	Conduct aircraft special inspections
E6	CORE	Conduct Quality Assurance (QA) inspections
E4	CORE	Conduct Support Equipment (SE) inspections (e.g., daily, preoperational, etc.)
E5	CORE	Conduct tap test inspections
E5	CORE	Inspect in-flight refueling systems
E6	CORE	Manage airframe and related systems maintenance
E6	CORE	Manage conditional inspections
E6	CORE	Manage Naval Aviation Maintenance Programs (NAMP)
E6	CORE	Manage Non-Destructive Testing and Inspection (NDT/I) programs
E5	CORE	Supervise airframe and related systems maintenance
E5	CORE	Supervise conditional inspections
E5	CORE	Supervise Support Equipment (SE) inspections (e.g., daily, preoperational, etc.)
E6	CORE	Supervise tap test inspections

STRUCTURAL REPAIR

Paygrade	Task Type	Task Statements
E4	NON-CORE	Conduct Non-Destructive Inspections (NDI)
E4	CORE	Fabricate components, structures, and sub-assemblies
E5	CORE	Inspect aircraft fuel cells
E5	CORE	Inspect aircraft structural components
E5	CORE	Inspect aircraft structures
E5	CORE	Inspect components, structures, and sub-assemblies
E5	CORE	Inspect structural repair equipment
E4	CORE	Maintain structural repair equipment
E4	CORE	Repair aircraft fuel cells
E4	CORE	Repair aircraft structural components
E4	CORE	Repair aircraft structures
E4	NON-CORE	Repair composite materials and components
E5	CORE	Repair structural repair equipment
E4	NON-CORE	Weld aircraft components
E4	NON-CORE	Weld Support Equipment (SE)

Job Title **Job Code**

Aviation Structural Mechanic Organizational Level 001862

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Installation, Maintenance, and Repair	TBD	AVIATION STRUCTURAL MECH O-LVL	AVSTRUMEC O-LV

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	AM	NEC EXXX and other NEC's as assigned

Job Description

Aviation Structural Mechanics Organizational Level are responsible for all maintenance procedures on the Metallic and Non-Metallic hose and tube assemblies, Hydraulic and Pneumatic components, Landing Gear, Tire/Wheel assemblies, Utility systems, Flight Control Systems, composite structural repair, and corrosion prevention on Naval Aircraft.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Aircraft Structures	160300	Aircraft Mechanics and Service Technicians	49-3011.00	Installation, Maintenance, and Repair

Skills	Abilities
Equipment Maintenance	*Selective Attention*
Quality Control Analysis	*Deductive Reasoning*
Equipment Selection	*Manual Dexterity*
Repairing	*Category Flexibility*
Complex Problem Solving	*Multi-limb Coordination*
Management of Material Resources	*Inductive Reasoning*
Critical Thinking	*Written Comprehension*
Management of Personnel Resources	*Oral Expression*
Installation	*Control Precision*
Troubleshooting	*Problem Sensitivity*

CORROSION CONTROL

Paygrade	Task Type	Task Statements
E4	CORE	Apply aircraft coatings
E4	CORE	Clean aircraft, support equipment, and aircraft related equipment
E4	CORE	Clean composite materials and components
E4	CORE	Depreserve aircraft, support equipment, and aircraft related equipment
E4	CORE	Inspect aircraft and aircraft components for corrosion
E5	CORE	Inspect aircraft, support equipment, and related equipment
E5	CORE	Inspect components, structures, and sub-assemblies for corrosion
E5	CORE	Inspect composite materials and components
E4	CORE	Maintain aircraft coatings
E6	CORE	Manage corrosion control
E6	CORE	Manage Respirator Protection Programs (RPP)
E4	CORE	Perform corrosion prevention procedures
E4	CORE	Perform emergency reclamations
E4	CORE	Preserve aircraft, support equipment, and aircraft related equipment
E4	CORE	Treat aircraft and aircraft components for corrosion

FLIGHT CONTROL SYSTEMS

Paygrade	Task Type	Task Statements
E5	CORE	Inspect flight control systems
E5	CORE	Inspect flight controls
E4	CORE	Install flight control systems
E4	CORE	Install flight controls

FLIGHT CONTROL SYSTEMS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Maintain flight control systems
E4	CORE	Remove flight control systems
E4	CORE	Remove flight controls
E4	CORE	Repair flight control systems
E4	CORE	Repair flight controls
E5	CORE	Troubleshoot flight control systems
E5	CORE	Troubleshoot flight controls

HOSE AND TUBE REPAIR AND MANUFACTURING

Paygrade	Task Type	Task Statements
E4	CORE	Fabricate hose and tube assemblies
E5	CORE	Inspect hose and tube assemblies
E4	CORE	Install hose and tube assemblies
E4	CORE	Manufacture hose and tube assemblies
E4	CORE	Remove hose and tube assemblies
E4	CORE	Repair hose and tube assemblies

HYDRAULIC AND PNEUMATIC SYSTEMS

Paygrade	Task Type	Task Statements
E4	CORE	Analyze hydraulic fluid samples
E4	CORE	Clean aircraft hydraulic systems
E4	CORE	Collect hydraulic fluid samples
E5	CORE	Inspect aircraft hydraulic components
E5	CORE	Inspect aircraft hydraulic systems
E5	CORE	Inspect aircraft pneumatic components
E5	CORE	Inspect aircraft pneumatic systems
E4	CORE	Inspect hydraulic test stands
E4	CORE	Install aircraft hydraulic components
E4	CORE	Install aircraft pneumatic components
E4	CORE	Install in-flight refueling systems
E4	CORE	Maintain aircraft hydraulic components
E4	CORE	Maintain aircraft hydraulic systems
E4	CORE	Maintain aircraft pneumatic systems
E4	CORE	Maintain in-flight refueling systems
E6	CORE	Manage hydraulic fluid samples
E4	CORE	Remove aircraft hydraulic components
E4	CORE	Remove aircraft pneumatic components
E4	CORE	Remove in-flight refueling systems
E4	CORE	Repair in-flight refueling systems
E4	CORE	Test aircraft hydraulic systems
E4	CORE	Test aircraft pneumatic systems
E4	CORE	Test hydraulic test stands
E4	CORE	Test in-flight refueling systems

HYDRAULIC AND PNEUMATIC SYSTEMS (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Troubleshoot aircraft hydraulic components
E5	CORE	Troubleshoot aircraft hydraulic systems
E5	CORE	Troubleshoot aircraft pneumatic components
E5	CORE	Troubleshoot aircraft pneumatic systems
E5	CORE	Troubleshoot in-flight refueling systems

LANDING GEAR AND RELATED SYSTEMS

Paygrade	Task Type	Task Statements
E5	CORE	Inspect landing gear components and related systems
E5	CORE	Inspect landing gear tire and wheel assemblies
E4	CORE	Install landing gear components and related systems
E4	CORE	Install landing gear tire and wheel assemblies
E4	CORE	Maintain landing gear components and related systems
E4	CORE	Maintain landing gear tire and wheel assemblies
E4	CORE	Remove landing gear components and related systems
E4	CORE	Remove landing gear tire and wheel assemblies
E4	CORE	Repair landing gear and related systems
E4	CORE	Test landing gear components and related systems
E5	CORE	Troubleshoot landing gear components and related systems
E5	CORE	Troubleshoot landing gear tire and wheel assemblies

MAINTENANCE ADMINISTRATION

Paygrade	Task Type	Task Statements
E7	CORE	Assign aircraft to missions
E7	CORE	Brief flight crews
E5	CORE	Brief Maintenance Control (MC)/Production Control (PC)
E7	CORE	Conduct maintenance briefs
E7	CORE	Coordinate Flight Deck (FD)/Flight Line (FL) operations
E5	CORE	Develop workcenter maintenance plans
E4	CORE	Document maintenance actions
E7	CORE	Manage Maintenance Control (MC)/Production Control (PC) operations
E4	CORE	Process aircraft components for Non-Destructive Inspections (NDI)
E7	CORE	Release aircraft safe for flight
E6	CORE	Review Aircraft Discrepancy Books (ADB)
E6	CORE	Update Monthly Maintenance Plans (MMP)
E6	CORE	Verify Functional Check Flight (FCF) requirements

QUALITY ASSURANCE

Paygrade	Task Type	Task Statements
E6	CORE	Audit Naval Aviation Maintenance Programs (NAMP)
E5	CORE	Conduct aircraft acceptance inspections
E4	CORE	Conduct aircraft daily inspections
E4	CORE	Conduct aircraft special inspections
E5	CORE	Conduct aircraft transfer inspections

QUALITY ASSURANCE (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Conduct aircraft turnaround inspections
E5	CORE	Conduct conditional inspections
E5	CORE	Conduct phase inspections
E6	CORE	Conduct Quality Assurance (QA) inspections
E4	CORE	Conduct Support Equipment (SE) inspections (e.g., daily, preoperational, etc.)
E5	CORE	Conduct tap test inspections
E5	CORE	Inspect in-flight refueling systems
E6	CORE	Manage aircraft acceptance inspections
E6	CORE	Manage aircraft special inspections
E6	CORE	Manage aircraft transfer inspections
E6	CORE	Manage airframe and related systems maintenance
E6	CORE	Manage conditional inspections
E6	CORE	Manage Naval Aviation Maintenance Programs (NAMP)
E7	CORE	Supervise aircraft acceptance inspections
E5	CORE	Supervise aircraft daily inspections
E5	CORE	Supervise aircraft special inspections
E5	CORE	Supervise aircraft transfer inspections
E5	CORE	Supervise airframe and related systems maintenance
E5	CORE	Supervise conditional inspections
E6	CORE	Supervise phase inspections
E5	CORE	Supervise Support Equipment (SE) inspections (e.g., daily, preoperational, etc.)
E6	CORE	Supervise tap test inspections

STRUCTURAL REPAIR

Paygrade	Task Type	Task Statements
E4	CORE	Fabricate components, structures, and sub-assemblies
E5	CORE	Inspect aircraft fuel cells
E5	CORE	Inspect aircraft structural components
E5	CORE	Inspect aircraft structures
E5	CORE	Inspect components, structures, and sub-assemblies
E5	CORE	Inspect structural repair equipment
E4	CORE	Install aircraft structures
E4	CORE	Maintain aircraft fuel cells
E4	CORE	Maintain aircraft structural components
E4	CORE	Maintain aircraft structures
E4	CORE	Maintain structural repair equipment
E5	CORE	Remove aircraft structures
E4	CORE	Repair aircraft fuel cells
E4	CORE	Repair aircraft structural components
E4	CORE	Repair aircraft structures
E4	NON-CORE	Repair composite materials and components
E5	CORE	Repair structural repair equipment

CHAPTER 7

AVIATION STRUCTURAL MECHANIC (AM)

NAVPERS 18068-7H
CH-68

Updated: October 2016

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

AVIATION STRUCTURAL MECHANIC (SAFETY EQUIPMENT) (AME)

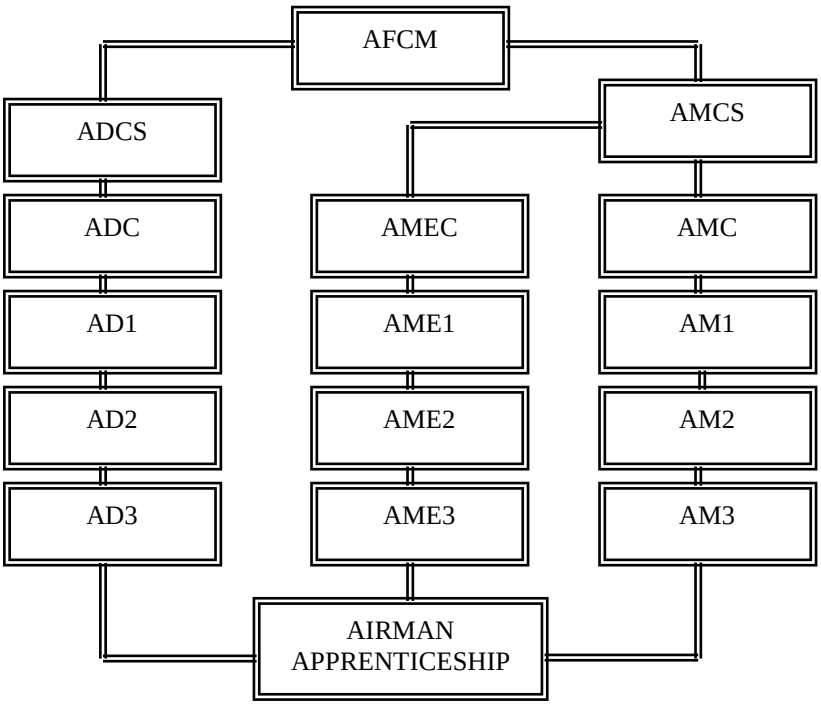
SCOPE OF RATING

Aviation Structural Mechanics (Safety Equipment) (AME) maintain ejection seats, canopy jettison components, environmental control, fire extinguishing, and associated life support systems; maintain gaseous and liquid oxygen, cockpit pressurization, heating and cooling, ventilation systems, avionics cooling, and anti-gravity and control components; maintain utility systems and associated lines, fittings, rigging, valves, control mechanisms, oxygen gauges, converters, and regulators; inspect, remove, and install ejection seats, shoulder harnesses, and lap belts; inspect, remove, and install explosive devices; adjust canopy and ejection seat firing mechanisms; operate and maintain liquid oxygen, gaseous oxygen and nitrogen support equipment; and perform daily, pre-flight, post-flight, and other periodic aircraft inspections.

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) in Chapter 7.

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 **Job Code**

Aviation Environmental And Egress Technician 001955

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Transportation and Material Moving	TBD	AVIA ENVIRONMENTAL EGRESS TEC	SFTY EQUI TECH

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	AME	NEC 83XX and 88XX Series

Job Description

Aviation Environmental and Egress Technicians maintain and repair aircraft systems such as: ejection seats, crash worthy seats, and canopy systems; maintain gaseous and liquid oxygen and nitrogen systems and environmental control systems (aircraft air-conditioning and pressurization systems); maintain ordnance and manage explosive devices (Cartridge Actuated Devices (CAD) and Propellant Actuated Devices (PAD)); configure aircraft for flight schedules; and manage scheduled and unscheduled maintenance. Technicians also perform daily, pre-flight, post-flight, and other periodic aircraft inspections.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Aircraft Structures	160300	Aviation Inspectors	53-6051.01	Transportation and Material Moving

Skills	Abilities
Equipment Maintenance	*Dynamic Flexibility*
Troubleshooting	*Extent Flexibility*
Quality Control Analysis	*Selective Attention*
Judgment and Decision Making	*Category Flexibility*
Critical Thinking	*Deductive Reasoning*
Monitoring	*Inductive Reasoning*
Reading Comprehension	*Problem Sensitivity*
Coordination	*Oral Expression*
Equipment Selection	*Flexibility of Closure*
Operation and Control	*Manual Dexterity*

CORROSION CONTROL

Paygrade	Task Type	Task Statements
E4	CORE	Clean aircraft, support equipment, and aircraft related equipment
E4	CORE	Depreserve aircraft, support equipment, and aircraft related equipment
E4	CORE	Inspect aircraft and aircraft components for corrosion
E4	CORE	Perform corrosion prevention procedures
E4	CORE	Perform emergency reclamations
E4	CORE	Preserve aircraft, support equipment, and aircraft related equipment
E4	CORE	Treat aircraft and components for corrosion

EGRESS/EMERGENCY SYSTEMS

Paygrade	Task Type	Task Statements
E6	CORE	Initiate emergency reclamations
E4	CORE	Maintain aircraft portable fire bottles
E4	CORE	Maintain Cartridge Actuated Devices (CAD)
E4	CORE	Maintain Dry Bay Fire Suppression Systems (DBFSS)
E4	CORE	Maintain ejection seat parachute systems
E4	CORE	Maintain ejection seat systems
E4	CORE	Maintain fire extinguishing systems
E4	NON-CORE	Maintain Flexible Linear Shape Charges (FLSC)

EGRESS/EMERGENCY SYSTEMS (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Maintain Propellant Actuated Devices (PAD)
E4	CORE	Maintain seat pan assemblies
E4	CORE	Maintain Shielded Mild Detonating Cords (SMDC)
E4	CORE	Maintain Thin Layer Explosives (TLX)
E6	CORE	Manage egress system checkout programs
E6	CORE	Manage explosive devices
E5	CORE	Supervise arming evolutions
E5	CORE	Supervise de-arming evolutions
E5	CORE	Supervise egress/emergency systems maintenance
E5	CORE	Supervise ordnance maintenance
E6	CORE	Verify high time components

MAINTENANCE ADMINISTRATION

Paygrade	Task Type	Task Statements
E7	CORE	Assign aircraft to flight schedules
E7	CORE	Conduct maintenance meetings
E7	CORE	Configure aircraft for flight schedules
E7	CORE	Control aircraft acceptance inspections
E7	CORE	Coordinate Flight Deck (FD)/Flight Line (FL) operations
E4	CORE	Document maintenance actions
E7	CORE	Manage Maintenance Control (MC) operations
E7	CORE	Manage scheduled maintenance
E7	CORE	Manage unscheduled maintenance
E7	CORE	Prepare Planned Maintenance Intervals (PMI) for aircraft
E7	CORE	Prepare Standard Depot Level Maintenance (SDLM) for aircraft
E7	CORE	Release aircraft safe for flight
E4	CORE	Review Aircraft Discrepancy Books (ADB)
E5	CORE	Review Monthly Maintenance Plans (MMP)
E7	CORE	Screen Visual Information Display System/Maintenance Action Forms (VIDS/MAF)
E5	CORE	Update monthly maintenance plans
E6	CORE	Verify Functional Check Flight (FCF) requirements

MECHANICAL MAINTENANCE

Paygrade	Task Type	Task Statements
E4	CORE	Maintain air conditioning systems
E4	CORE	Maintain anti-gravity systems
E4	CORE	Maintain avionics and ground equipment cooling systems
E4	CORE	Maintain avionics Liquid Cooling Systems (LCS)
E4	CORE	Maintain cabin pressurization systems
E4	CORE	Maintain canopy defog systems

MECHANICAL MAINTENANCE (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Maintain canopy seal systems
E4	CORE	Maintain cockpit furnishings
E4	CORE	Maintain crash worthy seats
E4	CORE	Maintain de-icing systems
E4	CORE	Maintain emergency canopy systems
E4	CORE	Maintain engine bleed air systems
E4	CORE	Maintain Environmental Control Systems (ECS)
E4	CORE	Maintain normal canopy systems
E4	CORE	Maintain radar pressurization systems
E4	CORE	Maintain rain removal systems
E4	CORE	Maintain ram air systems
E4	CORE	Maintain wave guide systems
E4	CORE	Maintain windshield wash systems

OXYGEN, NITROGEN, AND LIQUID OXYGEN SYSTEMS

Paygrade	Task Type	Task Statements
E4	CORE	Maintain gaseous oxygen systems
E4	CORE	Maintain Liquid Oxygen (LOX) systems
E4	NON-CORE	Maintain nitrogen systems
E4	NON-CORE	Maintain On-Board Inert Gas Generating Systems (OBIGGS)
E4	CORE	Maintain On-Board Oxygen Generating Systems (OBOGS)
E6	CORE	Manage Aviators Breathing Oxygen (ABO) programs

QUALITY ASSURANCE (QA)

Paygrade	Task Type	Task Statements
E6	CORE	Audit Naval Aviation Maintenance Programs (NAMP)
E5	NON-CORE	Comply with technical directives
E4	CORE	Comply with technical publication requirements
E5	CORE	Conduct aircraft acceptance inspections
E4	CORE	Conduct aircraft daily inspections
E5	CORE	Conduct aircraft special inspections
E5	CORE	Conduct aircraft transfer inspections
E4	CORE	Conduct aircraft turnaround inspections
E5	CORE	Conduct conditional inspections
E5	CORE	Conduct phase inspections
E5	CORE	Conduct Quality Assurance (QA) inspections
E4	CORE	Conduct Support Equipment (SE) inspections (e.g. daily, preoperational, etc.)
E5	CORE	Conduct visual inspections of aircraft internal components
E6	CORE	Coordinate phase maintenance
E6	CORE	Inspect arming evolutions
E6	CORE	Inspect de-arming evolutions

QUALITY ASSURANCE (QA) (CONT'D)

Paygrade	Task Type	Task Statements
E6	CORE	Inspect egress/emergency systems maintenance
E6	CORE	Inspect ordnance maintenance
E6	CORE	Manage Naval Aviation Maintenance Programs (NAMP)

CHAPTER 8

AIRMAN
(AN)

NAVPERS 18068-8C
CH-50

Updated: April 2012

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

AIRMAN (AN)

APPRENTICESHIP

SCOPE OF RATING

Airmen (AN) assist in the maintenance of aircraft and associated aeronautical equipment; assist in the maintenance of aircraft support equipment; service and clean aircraft; assist in aircraft handling; and perform other apprenticeship duties required in the operation of naval aviation activities afloat and ashore.

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 8.

PATHS OF ADVANCEMENT OF ENLISTED PERSONNEL
CAREER PATHS FOR THE AIRMAIN APPRENTICESHIP

RATING TITLE	E-4	E-5	E-6	E-7	E-8	E-9
AEROGRAPHER'S MATE	AG3	AG2	AG1	AGC	AGCS	AGCM
AIR TRAFFIC CONTROLLER	AC3	AC2	AC1	ACC	ACCS	ACCM
AIRCREW SURVIVAL EQUIPMENTMAN	PR3	PR2	PR1	PRC	PRCS	PRCM
NAVAL AIRCREWMAN (OPERATOR)	AWO3	AWO2	AWO1	AWOC	AWOCS	AWCM
NAVAL AIRCREWMAN (TACTICAL HELICOPTER)	AWR3	AWR2	AWR1	AWRC	AWRCS	AWCM
NAVAL AIRCREWMAN (HELICOPTER)	AWS3	AWS2	AWS1	AWSC	AWSCS	AWCM
NAVAL AIRCREWMAN (AVIONICS)	AWV3	AWV2	AWV1	AWVC	AWVCS	AWCM
NAVAL AIRCREWMAN (MECHANICAL)	AWF3	AWF2	AWF1	AWFC	AWFCS	AWCM
AVIATION BOATSWAIN'S MATE (LAUNCHING AND RECOVERY EQUIPMENT)	ABE3	ABE2	ABE1	ABEC	ABECS	ABCM
AVIATION BOATSWAIN'S MATE (FUELS)	ABF3	ABF2	ABF1	ABFC	ABFCS	ABCM
AVIATION BOATSWAIN'S MATE (AIRCRAFT HANDLING)	ABH3	ABH2	ABH1	ABHC	ABHCS	ABCM
AVIATION ELECTRICIAN'S MATE	AE3	AE2	AE1	AEC	AECS	AVCM
AVIATION ELECTRONICS TECHNICIAN	AT3	AT2	AT1	ATC	ATCS	AVCM
AVIATION MACHINIST'S MATE	AD3	AD2	AD1	ADC	ADCS	AFCM
AVIATION MAINTENANCE ADMINISTRATIONMAN	AZ3	AZ2	AZ1	AZC	AZCS	AZCM
AVIATION ORDNANCEMAN	AO3	AO2	AO1	AOC	AOCS	AOCM
AVIATION STRUCTURAL MECHANIC	AM3	AM2	AM1	AMC	AMCS	AFCM
AVIATION STRUCTURAL MECHANIC	AME3	AME2	AME1	AMEC	AMCS	AFCM
AVIATION SUPPORT EQUIPMENT TECHNICIAN	AS3	AS2	AS1	ASC	ASCS	ASCM

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
Airman

Job Code
002687

Job Family	NOC	Short Title (30 Characters)	Short Title (10 Characters)
Installation, Maintenance, and Repair	TBD	AIRMAN	AIRMAN

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	AN	N/A

Job Description
Airmen assist in the maintenance of aircraft and associated aeronautical equipment; assist in the maintenance of aircraft support equipment; service and clean aircraft; assist in aircraft handling; and perform other apprenticeship duties required in the operation of naval aviation activities afloat and ashore.

DoD Relationship

Group Title	*DoD Code*
Non-Occupational	190000

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
Maintenance and Repair Workers, General	49-9042.00	Installation, Maintenance, and Repair

Skills
Active Learning
Active Listening
Time Management
Speaking
Reading Comprehension
Writing
Coordination
Troubleshooting
Equipment Maintenance
Repairing

Abilities
Written Comprehension
Problem Sensitivity
Memorization
Deductive Reasoning
Time Sharing
Reaction Time
Auditory Attention
Mathematical Reasoning
Spatial Orientation
Response Orientation

AVIATION SUPPORT OPERATIONS

Paygrade	Task Type	Task Statements
E3	CORE	Clean, service, and lubricate aircraft handling equipment
E3	CORE	Communicate with the tower
E3	CORE	Connect and disconnect aircraft batteries
E3	CORE	Connect and disconnect external power cables for starting and servicing aircraft
E3	CORE	Direct aircraft using standard aircraft taxi signals
E3	CORE	Document aircraft maintenance
E3	CORE	Identify types of aircraft armament equipment
E3	CORE	Identify types and know the purposes of common aviation support equipment
E3	CORE	Know the color codes and markings used for aircraft lines, tubing, and hoses
E3	CORE	Know the color coding of flight deck clothing and protective equipment used aboard aircraft carriers
E3	CORE	Know the designation system for Naval aircraft
E3	CORE	Know the general methods of handling land-based and carrier aircraft
E3	CORE	Know the general purposes of aircraft cable control systems
E3	CORE	Know the general purposes of aircraft hydraulic systems
E3	CORE	Know the general purposes of aircraft pneumatic systems
E3	CORE	Know the major types of handling equipment associated with land-based and carrier aircraft
E3	CORE	Operate mobile equipment around aircraft
E3	CORE	Perform duties as member of aircraft handling crew
E3	CORE	Ride brakes of aircraft being towed or pushed

E3	CORE	Sample fuel for contaminants
E3	CORE	Secure and tie down aircraft
E3	CORE	Service aircraft servicing equipment
E3	CORE	Use aviation publications (Navy Aviation Maintenance Programs (NAMP), Naval Air Training and Operating Procedures Standardization (NATOPS), etc.)

AIRCRAFT MAINTENANCE

Paygrade	Task Type	Task Statements
E3	CORE	Collect oil samples
E3	CORE	Identify types of aircraft power plants
E3	CORE	Identify general types of aircraft electronic equipment
E3	CORE	Identify major structural components of aircraft
E3	CORE	Know the general purposes of aircraft electrical systems
E3	CORE	Knowledge of reference tools and materials (Joint Technical Data Integration (JDTI), Personal Electronic Maintenance Aids (PEMA), etc.)
E3	CORE	Read aircraft quantity, temperature, and pressure gauges and instruments
E3	CORE	Service aircraft with fuel
E3	CORE	Service aircraft with hydraulic fluid
E3	CORE	Service aircraft with nitrogen/air
E3	CORE	Service aircraft with oil
E3	CORE	Use common aircraft screws, nuts, bolts, and measuring tools

CORROSION CONTROL AND MATERIAL PRESERVATION

Paygrade	Task Type	Task Statements
E3	CORE	Clean and treat corrosion
E3	CORE	Handle, clean, and preserve aircraft tie downs
E3	CORE	Inspect aircraft for presence of corrosion, rust, and pitting

SAFETY

Paygrade	Task Type	Task Statements
E3	CORE	Arm and safe ejection seat
E3	CORE	Carry out general procedures for gaining entrance to aircraft under emergency conditions
E3	CORE	Install common aircraft safety and locking devices
E3	CORE	Know emergency light communication procedures
E3	CORE	Know flight deck hand signals
E3	CORE	Know the carrier flight deck markings and lighting systems
E3	CORE	Know the color marking system for vehicles used on airfields and flight lines
E3	CORE	Know the markings indicating dangerous areas on airfields, aircraft, and flight decks
E3	CORE	Know the procedures for extinguishing fires caused by hot brakes
E3	CORE	Know the toxic properties of aircraft cleaning materials
E3	CORE	Know when an ejection seat is armed/ safe
E3	CORE	Knowledge of how the tool control program applies to Naval aviation
E3	CORE	Perform Foreign Object Debris (FOD) walkdowns
E3	CORE	Stand fire watch during fueling, defueling, and starting of aircraft

GENERAL WATCHSTANDING

Paygrade	Task Type	Task Statements
E3	CORE	Stand aircraft security watches

NAVAL ORIENTATION AND ORGANIZATION

Paygrade	Task Type	Task Statements
E3	CORE	Define common Naval aviation terms and nomenclature
E3	CORE	Know the general functions of squadrons, departments, divisions of ashore, and or afloat aviation activities
E3	CORE	Know the organizational structure of Naval aviation

CHAPTER 9

AVIATION ORDNANCEMAN
(AO)

NAVPERS 18068-9F
CH-76

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NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

AVIATION ORDNANCEMAN (AO)

SCOPE OF RATING

Aviation Ordnancemen (AO) receive, inspect, package, store, handle, and process for shipment: airborne weapons, air launched torpedoes, aerial mines, sonobouys, pyrotechnics and ammunition; maintain, test, assemble, load, download, arm, and de-arm all airborne weapons, aircraft gun systems, targets, sonobouys, and pyrotechnics for aircraft carriage; receive, inspect, inventory, configure, test, and maintain Armament Weapons Support Equipment (AWSE), Ordnance Handling Equipment (OHE), Aircraft Armament Systems (AAS) and Materials Handling Equipment (MHE); test and maintain aircraft armament release and control systems; inspect and maintain conventional ordnance magazines and Ready Service Lockers (RSL); maintain and operate magazine sprinkler systems; maintain and operate cargo/weapons elevators; perform preventative maintenance and inventory small arms weapons; manage accounting systems, rework of airborne weapons/systems/equipment, and conventional weapons qualification/certification programs, afloat and ashore; and prepare, review, maintain, and inspect compliance with directives and reports applicable to Notice of Ammunition Reclassification (NAR), Hazards of Electromagnetic Radiation to Ordnance (HERO), weapons certification program, and explosive handling certification program.

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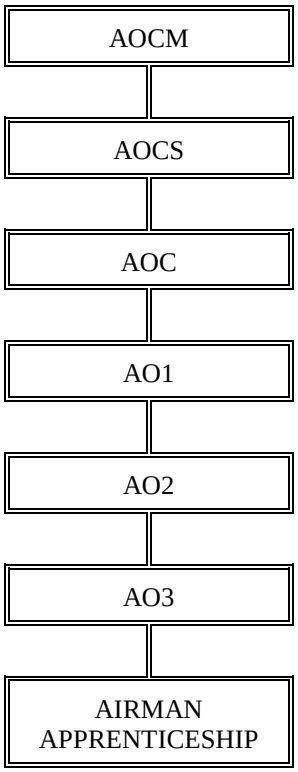
GENERAL INFORMATION

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 **Job Code**

Armament Weapons Support Equipment Technician 002000

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Installation, Maintenance, and Repair	TBD	ARM WEAPONS SUPPORT EQ TEC	ARM WEP SE TEC

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	AO	NECs D06A, D07A, and other NECs as assigned

Job Description

Armament Weapons Support Equipment Technicians perform intermediate level maintenance on both peculiar and common ordnance handling and transportation equipment; and maintain, operate, and issue/receipt of Armament Weapons Support Equipment (AWSE), Material Handling Equipment (MHE), and Ordnance Handling Equipment (OHE), to include corrosion control, deficiency reporting, misuse and abuse reporting, preservation, and tools used for canning and de-canning, magazine handling, and assembly of weapons or ordnance-related commodities; includes: hoisting beams, weapons carriers, strong backs, hand lift trucks, weapon skids, trailers, bomb trucks (non-self-powered) and their associated weapons assembly tables, maintenance stands, and other weapons-related equipment. Technicians support both air- and surface-launched weapons.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Aviation Ordnance	164600	Maintenance Workers, Machinery	49-9043.00	Installation, Maintenance, and Repair

Skills	Abilities
Monitoring	*Written Comprehension*
Quality Control Analysis	*Inductive Reasoning*
Critical Thinking	*Deductive Reasoning*
Equipment Maintenance	*Problem Sensitivity*
Management of Material Resources	*Manual Dexterity*
Operation and Control	*Information Ordering*
Reading Comprehension	*Written Expression*
Installation	*Selective Attention*
Writing	*Static Strength*
Systems Analysis	*Perceptual Speed*

MANAGEMENT AND SUPERVISION

Paygrade	Task Type	Task Statements
E5	CORE	Conduct ordnance operations and evolutions safety briefs
E7	CORE	Manage Armament Weapons Support Equipment (AWSE) maintenance operations
E7	CORE	Manage Armament Weapons Support Equipment (AWSE) status reporting process
E6	CORE	Manage Arms, Ammunition, and Explosives (AA&E) program operations
E7	CORE	Manage Arms, Ammunition, and Explosives (AA&E) programs
E7	CORE	Manage cargo/weapons elevator maintenance operations
E7	NON-CORE	Manage Consolidated Ships Maintenance Plans (CSMP)
E7	NON-CORE	Manage Coordinated Shipboard Allowance Lists (COSAL)
E7	CORE	Manage explosive handling qualification and certification boards
E7	CORE	Manage explosive safety mishaps reporting process
E6	CORE	Manage explosive safety program operations
E7	CORE	Manage explosive safety programs
E6	NON-CORE	Manage hot work evolutions
E7	NON-CORE	Manage Individual Component Repair List (ICRL) change request process
E7	NON-CORE	Manage Individual Material Readiness List (IMRL) change request process
E7	CORE	Manage magazine and locker inventory programs
E7	NON-CORE	Manage Naval Aviation Maintenance Discrepancy Reporting Program (NAMDRP) reporting process

MANAGEMENT AND SUPERVISION (CONT'D)

Paygrade	Task Type	Task Statements
E7	NON-CORE	Manage Naval Aviation Maintenance Programs (NAMP)
E7	CORE	Manage Navy Personnel Conventional Ammunition and Explosives Handling Qualification and Certification Programs
E6	CORE	Manage Ordnance Handling Equipment (OHE) program operations
E7	CORE	Manage Ordnance Handling Equipment (OHE) programs
E7	CORE	Manage ordnance operations
E7	NON-CORE	Manage Shore-based Consolidated Allowance Lists (SHORCAL)
E7	NON-CORE	Manage waiver exemption, deviation, and secretarial certification process
E7	CORE	Manage Weapons Support Equipment (WSE) maintenance operations
E6	CORE	Supervise Arms, Ammunition, and Explosives (AA&E) program operations
E5	NON-CORE	Supervise Coordinated Shipboard Allowance Lists (COSAL) inventory evolutions
E5	NON-CORE	Supervise explosive safety program operations
E6	CORE	Supervise Navy Personnel Conventional Ammunition and Explosives Handling Qualification and Certification Program operations
E4	NON-CORE	Update monthly maintenance plans
E5	CORE	Update Navy Personnel Conventional Ammunition and Explosives Handling Qualification and Certification Program records
E6	NON-CORE	Verify Coordinated Shipboard Allowance Lists (COSAL)
E6	CORE	Verify Navy Personnel Conventional Ammunition and Explosives Handling Qualification and Certification Program records

ORDNANCE MAINTENANCE: AIRBORNE WEAPONS SUPPORT EQUIPMENT (AWSE)

Paygrade	Task Type	Task Statements
E4	CORE	Issue Armament Weapons Support Equipment (AWSE)
E4	CORE	Maintain air-nitrogen systems
E4	CORE	Maintain Armament Weapons Support Equipment (AWSE)
E4	CORE	Maintain Material Handling Equipment (MHE)
E4	CORE	Maintain Ordnance Handling Equipment (OHE)
E4	CORE	Maintain Weapons Support Equipment (WSE)
E6	CORE	Manage Armament Weapons Support Equipment (AWSE) maintenance evolutions
E6	CORE	Manage Material Handling Equipment (MHE) maintenance, test, and inspection program operations
E7	CORE	Manage Material Handling Equipment (MHE) maintenance, test, and inspection programs
E6	CORE	Manage Ordnance Handling Equipment (OHE) maintenance, test and inspection program operations
E7	CORE	Manage Ordnance Handling Equipment (OHE) maintenance, test and inspection Programs
E6	CORE	Manage Weapons Support Equipment (WSE) maintenance evolutions
E4	CORE	Perform Armament Weapons Support Equipment (AWSE) pre-operational Inspections
E5	CORE	Prepare Armament Weapons Support Equipment (AWSE) status reports
E4	NON-CORE	Prepare Support Equipment (SE) misuse and abuse reports

ORDNANCE MAINTENANCE: AIRBORNE WEAPONS SUPPORT EQUIPMENT (AWSE) (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Receive Armament Weapons Support Equipment (AWSE)
E5	CORE	Supervise Armament Weapons Support Equipment (AWSE) maintenance evolutions
E5	CORE	Supervise Material Handling Equipment (MHE) maintenance, tests, and inspections
E5	CORE	Supervise Ordnance Handling Equipment (OHE) maintenance, tests and inspections
E5	CORE	Supervise Ordnance Handling Equipment (OHE) program operations
E5	CORE	Supervise Weapons Support Equipment (WSE) maintenance evolutions
E4	CORE	Transport Armament Weapons Support Equipment (AWSE)
E6	CORE	Verify Armament Weapons Support Equipment (AWSE) status reports

ORDNANCE MAINTENANCE: MAGAZINES/ELEVATORS

Paygrade	Task Type	Task Statements
E6	CORE	Manage cargo/weapons elevator maintenance evolutions
E4	CORE	Perform cargo/weapons elevator pre-operational inspections
E4	CORE	Perform command mission movement operations (e.g., cargo/weapons elevator systems)
E5	CORE	Supervise cargo/weapons elevator maintenance evolutions

QUALITY ASSURANCE

Paygrade	Task Type	Task Statements
E5	NON-CORE	Audit Naval Aviation Maintenance Programs (NAMP)
E6	CORE	Audit squadron ordnance programs
E5	NON-CORE	Conduct Collateral Duty Inspector (CDI) inspections
E6	NON-CORE	Implement Naval Ordnance Management Policy (NOMP)
E5	CORE	Perform ordnance issue and receipt inspections
E6	NON-CORE	Verify Naval Aviation Maintenance Programs (NAMP)

TECHNICAL ADMINISTRATION

Paygrade	Task Type	Task Statements
E5	NON-CORE	Incorporate Technical Directives (TD)
E4	NON-CORE	Perform Shore-based Consolidated Allowance List (SHORCAL) inventories
E5	NON-CORE	Prepare Engineering Investigation (EI) reports
E5	NON-CORE	Prepare Individual Component Repair List (ICRL) change requests
E5	NON-CORE	Prepare Individual Material Readiness List (IMRL) change requests
E6	NON-CORE	Prepare waiver exemption, deviation, and secretarial certification correspondence
E5	NON-CORE	Supervise Shore-based Consolidated Allowance Lists (SHORCAL) inventory evolutions
E6	NON-CORE	Verify Individual Component Repair List (ICRL) change requests
E5	NON-CORE	Verify Individual Material Readiness List (IMRL) change requests
E6	NON-CORE	Verify Naval Aviation Maintenance Discrepancy Reporting Program (NAMDRP) reports
E6	NON-CORE	Verify Shore-based Consolidated Allowance Lists (SHORCAL)

WEAPONS HANDLING

Paygrade	Task Type	Task Statements
E4	CORE	Inventory Arms, Ammunition and Explosives (AA&E)
E4	CORE	Inventory ordnance
E4	CORE	Maintain ordnance
E4	NON-CORE	Operate pneumatic systems
E4	NON-CORE	Operate small arms
E4	NON-CORE	Perform Crew-Served Weapons (CSW) casualty drills
E4	CORE	Perform ordnance evolutions
E5	NON-CORE	Supervise Crew-Served Weapons (CSW) casualty drill evolutions

WEAPONS SYSTEMS MAINTENANCE

Paygrade	Task Type	Task Statements
E4	NON-CORE	Maintain grounding devices
E6	NON-CORE	Schedule depot-level maintenance

Job Title **Job Code**

Aircraft Armament Equipment Technician 002045

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Architecture and Engineering	TBD	AIRCRAFT ARMAMENT EQ TEC	I LVL AAE TECH

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	AO	NECs 760B and other NECs as assigned

Job Description

Aircraft Armament System Technicians conduct intermediate level maintenance on strike Aircraft Armament Systems (AAS) including aircraft gun systems and Linkless Ammunition Loading Systems (LALS); issue and receive inventory; perform operational check-outs; perform scheduled and periodic maintenance checks (e.g. corrosion control, preservation/depreservation, troubleshooting, repair, removal, replacement, etc.) using special tools and test equipment.

DoD Relationship

Group Title	*DoD Code*
Aviation Ordnance Support	164600

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
Electro-Mechanical Technicians	17-3024.00	Architecture and Engineering

Skills	Abilities
Quality Control Analysis	*Written Comprehension*
Monitoring	*Inductive Reasoning*
Equipment Maintenance	*Problem Sensitivity*
Installation	*Information Ordering*
Management of Material Resources	*Manual Dexterity*
Critical Thinking	*Deductive Reasoning*
Troubleshooting	*Dynamic Strength*
Operation and Control	*Selective Attention*
Reading Comprehension	*Written Expression*
Writing	*Gross Body Coordination*

AIRCRAFT ARMAMENT SYSTEMS (AAS)

Paygrade	Task Type	Task Statements
E4	CORE	Inventory Aircraft Armament Systems (AAS)
E4	CORE	Maintain aircraft bomb racks
E4	CORE	Maintain aircraft pylons
E4	CORE	Maintain missile launchers
E4	CORE	Prepare Aircraft Armament Systems (AAS) materials for shipping
E4	CORE	Stow Aircraft Armament Systems (AAS)
E5	CORE	Supervise Aircraft Armament Systems (AAS) inventory evolutions
E5	CORE	Supervise Aircraft Armament Systems (AAS) maintenance evolutions
E4	CORE	Transport Aircraft Armament Systems (AAS)
E6	CORE	Verify Aircraft Armament Systems (AAS) materials for shipping reports

MANAGEMENT AND SUPERVISION

Paygrade	Task Type	Task Statements
E6	CORE	Manage Aircraft Armament Systems (AAS) inventory evolutions
E7	CORE	Manage Aircraft Armament Systems (AAS) inventory operations
E6	CORE	Manage Aircraft Armament Systems (AAS) maintenance evolutions
E7	CORE	Manage Aircraft Armament Systems (AAS) maintenance operations
E7	CORE	Manage Aircraft Armament Systems (AAS) materials shipping process
E6	CORE	Manage Arms, Ammunition, and Explosives (AA&E) program operations
E7	CORE	Manage Arms, Ammunition, and Explosives (AA&E) programs

MANAGEMENT AND SUPERVISION (CONT'D)

Paygrade	Task Type	Task Statements
E7	NON-CORE	Manage Consolidated Ships Maintenance Plans (CSMP)
E7	CORE	Manage explosive handling qualification and certification boards
E7	CORE	Manage explosive safety mishaps reporting process
E6	CORE	Manage explosive safety program operations
E7	CORE	Manage explosive safety programs
E7	CORE	Manage fleet sentencing operations
E6	NON-CORE	Manage hot work evolutions
E7	NON-CORE	Manage Individual Component Repair List (ICRL) change request process
E7	NON-CORE	Manage Individual Material Readiness List (IMRL) change request process
E7	NON-CORE	Manage Naval Aviation Maintenance Discrepancy Reporting Program (NAMDRP) reporting process
E7	NON-CORE	Manage Naval Aviation Maintenance Programs (NAMP)
E7	CORE	Manage Navy Personnel Conventional Ammunition and Explosives Handling Qualification and Certification Programs
E6	CORE	Manage ordnance evolutions
E7	CORE	Manage ordnance operations
E7	NON-CORE	Manage Shore-based Consolidated Allowance Lists (SHORCAL)
E6	CORE	Manage Single Hoist Ordnance Loading Systems (SHOLS) inventory evolutions
E7	CORE	Manage Single Hoist Ordnance Loading Systems (SHOLS) inventory operations
E6	CORE	Manage Single Hoist Ordnance Loading Systems (SHOLS) maintenance evolutions
E7	CORE	Manage Single Hoist Ordnance Loading Systems (SHOLS) maintenance operations
E7	NON-CORE	Manage waiver exemption, deviation, and secretarial certification process
E7	CORE	Manage weapon systems functional checks operations
E7	CORE	Manage weapon systems release and control checks operations
E6	CORE	Supervise Arms, Ammunition, and Explosives (AA&E) program operations
E5	NON-CORE	Supervise explosive safety program operations
E6	CORE	Supervise Navy Personnel Conventional Ammunition and Explosives Handling Qualification and Certification Program operations
E4	NON-CORE	Update monthly maintenance plans
E5	CORE	Update Navy Personnel Conventional Ammunition and Explosives Handling Qualification and Certification Program records
E6	CORE	Verify Navy Personnel Conventional Ammunition and Explosives Handling Qualification and Certification Program records
E6	CORE	Verify ordnance handling operations

ORDNANCE MAINTENANCE: AIRBORNE WEAPONS SUPPORT EQUIPMENT (AWSE)

Paygrade	Task Type	Task Statements
E4	CORE	Maintain air-nitrogen systems
E4	CORE	Maintain Linkless Ammunition Loading Systems (LALS)
E4	CORE	Maintain Single Hoist Ordnance Loading Systems (SHOLS)
E4	CORE	Maintain Weapons Support Equipment (WSE)

ORDNANCE MAINTENANCE: AIRBORNE WEAPONS SUPPORT EQUIPMENT (AWSE) (CONT'D)

Paygrade	Task Type	Task Statements
E7	CORE	Manage Material Handling Equipment (MHE) maintenance, test, and inspection programs
E6	CORE	Manage Ordnance Handling Equipment (OHE) maintenance, test and inspection program operations
E7	CORE	Manage Ordnance Handling Equipment (OHE) maintenance, test and inspection programs
E4	CORE	Perform Armament Weapons Support Equipment (AWSE) pre-operational inspections
E4	CORE	Perform Single Hoist Ordnance Loading Systems (SHOLS) inventories
E4	NON-CORE	Prepare Support Equipment (SE) misuse and abuse reports
E4	CORE	Stow Armament Weapons Support Equipment (AWSE)
E5	CORE	Supervise Material Handling Equipment (MHE) maintenance, tests, and inspections
E5	CORE	Supervise Ordnance Handling Equipment (OHE) maintenance, tests and inspections
E5	NON-CORE	Supervise pneumatic operations
E5	CORE	Supervise Single Hoist Ordnance Loading Systems (SHOLS) inventory evolutions
E5	CORE	Supervise Single Hoist Ordnance Loading Systems (SHOLS) maintenance evolutions
E4	CORE	Transport Armament Weapons Support Equipment (AWSE)

ORDNANCE MAINTENANCE: GUNS

Paygrade	Task Type	Task Statements
E4	CORE	Maintain aircraft gun systems
E6	CORE	Verify aircraft gun systems status reports

ORDNANCE MAINTENANCE: MAGAZINES/ELEVATORS

Paygrade	Task Type	Task Statements
E6	CORE	Manage magazine systems maintenance evolutions
E7	CORE	Manage magazine systems maintenance operations

QUALITY ASSURANCE

Paygrade	Task Type	Task Statements
E5	NON-CORE	Audit Naval Aviation Maintenance Programs (NAMP)
E6	CORE	Audit squadron ordnance programs
E5	NON-CORE	Conduct Collateral Duty Inspector (CDI) inspections
E5	CORE	Establish verbal communication protocol procedures for setting Hazards of Electromagnetic Radiation to Ordnance (HERO) conditions
E6	NON-CORE	Implement Naval Ordnance Management Policy (NOMP)
E5	NON-CORE	Perform aircraft transfer and acceptance inspections
E5	CORE	Perform ordnance issue and receipt inspections
E5	NON-CORE	Prepare explosive mishaps reports
E6	NON-CORE	Verify explosive mishaps reports
E6	NON-CORE	Verify Naval Aviation Maintenance Programs (NAMP)

TECHNICAL ADMINISTRATION

Paygrade	Task Type	Task Statements
E5	NON-CORE	Incorporate Technical Directives (TD)
E4	NON-CORE	Perform Shore-based Consolidated Allowance List (SHORCAL) inventories
E5	NON-CORE	Prepare Engineering Investigation (EI) reports
E5	NON-CORE	Prepare Individual Component Repair List (ICRL) change requests
E5	NON-CORE	Prepare Individual Material Readiness List (IMRL) change requests
E6	NON-CORE	Prepare waiver exemption, deviation, and secretarial certification correspondence
E5	NON-CORE	Supervise Shore-based Consolidated Allowance Lists (SHORCAL) inventory evolutions
E5	CORE	Update Airborne Weapons Information Systems (AWIS) data
E6	NON-CORE	Verify Individual Component Repair List (ICRL) change requests
E5	NON-CORE	Verify Individual Material Readiness List (IMRL) change requests
E6	NON-CORE	Verify Naval Aviation Maintenance Discrepancy Reporting Program (NAMDRP) reports
E6	NON-CORE	Verify Shore-based Consolidated Allowance Lists (SHORCAL)

WEAPONS HANDLING

Paygrade	Task Type	Task Statements
E4	CORE	Arm aircraft weapons systems
E5	CORE	Conduct weapons operational inspections
E5	CORE	Conduct weapons transfer and acceptance inspections
E4	CORE	De-arm aircraft weapons systems
E4	CORE	Inventory Arms, Ammunition and Explosives (AA&E)
E4	CORE	Inventory ordnance
E6	NON-CORE	Manage fleet sentencing evolutions
E4	NON-CORE	Operate pneumatic systems
E4	NON-CORE	Operate small arms
E4	NON-CORE	Perform Crew-Served Weapons (CSW) casualty drills
E4	NON-CORE	Perform fleet sentencing
E4	CORE	Perform ordnance evolutions
E5	NON-CORE	Supervise Crew-Served Weapons (CSW) casualty drill evolutions
E5	NON-CORE	Supervise fleet sentencing evolutions
E5	CORE	Supervise ordnance handling operations

WEAPONS SYSTEMS MAINTENANCE

Paygrade	Task Type	Task Statements
E4	CORE	Document aircraft weapon systems maintenance actions
E4	CORE	Maintain aircrafts for loading evolutions
E4	NON-CORE	Maintain grounding devices
E6	CORE	Manage weapon systems functional checks evolutions
E6	CORE	Manage weapon systems release and control checks evolutions
E4	CORE	Perform weapon systems functional checks

WEAPONS SYSTEMS MAINTENANCE (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Perform weapon systems release and control checks
E6	NON-CORE	Schedule depot-level maintenance
E5	CORE	Supervise weapon systems functional checks evolutions
E5	CORE	Supervise weapon systems release and control checks evolutions

Job Title

Armorer

Job Code

002093

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Installation, Maintenance, and Repair	TBD	ARMORER	ARMORER

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	AO	NECs 717B, 759B and other NECs as assigned

Job Description

Armorers manage and issue small arms, ammunition, explosive devices, optics, and associated equipment to qualified military personnel, working in a shipboard or shore environment; conduct maintenance on small arms, magazine sprinkler systems, and similar explosive items; replace missing or broken components while maintaining small arms and weapons inventories; and assist at range facilities and with in-service training as needed; and rebuild, inspect, and ensure weapons are in safe operating condition.

DoD Relationship

Group Title	*DoD Code*
Aviation Ordnance	164600

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
Artillery and Missile Crew Members	55-3014.00	Military Specific

Skills	Abilities
Monitoring	*Written Comprehension*
Quality Control Analysis	*Inductive Reasoning*
Critical Thinking	*Problem Sensitivity*
Equipment Maintenance	*Information Ordering*
Management of Material Resources	*Manual Dexterity*
Operation and Control	*Deductive Reasoning*
Writing	*Written Expression*
Judgment and Decision Making	*Static Strength*
Management of Personnel Resources	*Selective Attention*
Reading Comprehension	*Visualization*

AIRCRAFT ARMAMENT SYSTEMS (AAS)

Paygrade	Task Type	Task Statements
E4	CORE	Prepare Aircraft Armament Systems (AAS) reports
E6	CORE	Verify Aircraft Armament Systems (AAS) reports

MANAGEMENT AND SUPERVISION

Paygrade	Task Type	Task Statements
E7	CORE	Brief ordnance status to Explosive Ordnance Disposal (EOD) teams (e.g. mishaps, ordnance conditions, etc.)
E7	CORE	Develop explosive safety routes
E7	CORE	Manage Aircraft Armament Systems (AAS) reporting process
E7	CORE	Manage aircraft ordnance handling operations
E6	CORE	Manage ammunition inventory evolutions
E6	CORE	Manage Arms, Ammunition, and Explosives (AA&E) program operations
E7	CORE	Manage Arms, Ammunition, and Explosives (AA&E) programs
E7	NON-CORE	Manage Consolidated Ships Maintenance Plans (CSMP)
E7	NON-CORE	Manage Crew-Served gun mount maintenance operations
E6	NON-CORE	Manage Crew-Served Weapons (CSW) casualty drill evolutions
E7	NON-CORE	Manage Crew-Served Weapons (CSW) maintenance operations
E6	NON-CORE	Manage Crew-Served Weapons (CSW) range evolutions
E7	NON-CORE	Manage Crew-Served Weapons (CSW) range operations

MANAGEMENT AND SUPERVISION (CONT'D)

Paygrade	Task Type	Task Statements
E7	CORE	Manage explosive handling qualification and certification boards
E7	CORE	Manage explosive safety mishaps reporting process
E6	CORE	Manage explosive safety program operations
E7	CORE	Manage explosive safety programs
E7	CORE	Manage explosive vehicle operator training and licensing programs
E7	CORE	Manage fleet sentencing operations
E7	NON-CORE	Manage force protection operations
E7	NON-CORE	Manage forward base security requirements operations
E6	NON-CORE	Manage hot work evolutions
E7	NON-CORE	Manage Individual Component Repair List (ICRL) change request process
E7	NON-CORE	Manage Individual Material Readiness List (IMRL) change request process
E6	CORE	Manage magazine and locker inventory program operations
E7	CORE	Manage magazine and locker inventory programs
E7	NON-CORE	Manage magazine Ship Alterations (SHIPALT) request process
E7	NON-CORE	Manage Naval Aviation Maintenance Discrepancy Reporting Program (NAMDRP) reporting process
E7	CORE	Manage Navy Personnel Conventional Ammunition and Explosives Handling Qualification and Certification Programs
E6	CORE	Manage Non-Combat Expenditure Allocation (NCEA) program operations
E7	CORE	Manage Non-Combat Expenditure Allocation (NCEA) programs
E7	NON-CORE	Manage ordnance damage control operations
E7	CORE	Manage ordnance inspection operations
E6	CORE	Manage ordnance inventories
E7	CORE	Manage ordnance inventory operations
E7	NON-CORE	Manage Shore-based Consolidated Allowance Lists (SHORCAL)
E6	NON-CORE	Manage small arms range evolutions
E7	NON-CORE	Manage small arms range operations
E7	NON-CORE	Manage waiver exemption, deviation, and secretarial certification process
E7	CORE	Manage weapon systems functional checks operations
E7	NON-CORE	Plan Crew-Served Weapons (CSW) casualty drills
E7	CORE	Process ordnance requisitions
E6	CORE	Supervise Arms, Ammunition, and Explosives (AA&E) program operations
E5	NON-CORE	Supervise Crew-Served Weapons (CSW) range operations
E5	NON-CORE	Supervise explosive safety program operations
E6	NON-CORE	Supervise force protection personnel
E7	CORE	Supervise fuel systems casualty operations (OTTO FUEL II)
E6	CORE	Supervise Navy Personnel Conventional Ammunition and Explosives Handling Qualification and Certification Program operations
E5	CORE	Supervise Non-Combat Expenditure Allocation (NCEA) program operations
E6	NON-CORE	Supervise ordnance damage control personnel

MANAGEMENT AND SUPERVISION (CONT'D)

Paygrade	Task Type	Task Statements
E4	NON-CORE	Update monthly maintenance plans
E5	CORE	Update Navy Personnel Conventional Ammunition and Explosives Handling Qualification and Certification Program records
E6	CORE	Verify Navy Personnel Conventional Ammunition and Explosives Handling Qualification and Certification Program records
E6	CORE	Verify ordnance requisitions

ORDNANCE MAINTENANCE: AIRBORNE WEAPONS SUPPORT EQUIPMENT (AWSE)

Paygrade	Task Type	Task Statements
E4	CORE	Maintain Weapons Support Equipment (WSE)
E4	CORE	Perform Armament Weapons Support Equipment (AWSE) pre-operational inspections
E4	NON-CORE	Prepare Support Equipment (SE) misuse and abuse reports
E5	NON-CORE	Supervise pneumatic operations
E4	CORE	Transport Armament Weapons Support Equipment (AWSE)

ORDNANCE MAINTENANCE: GUNS

Paygrade	Task Type	Task Statements
E4	NON-CORE	Assemble Crew-Served Weapons (CSW)
E4	NON-CORE	Assemble small arms
E4	NON-CORE	Disassemble Crew-Served Weapons (CSW)
E4	NON-CORE	Disassemble small arms
E4	NON-CORE	Maintain Crew-Served Weapons (CSW)
E4	NON-CORE	Maintain Crew-Served Weapons (CSW) mounts
E6	NON-CORE	Manage Crew-Served gun mount maintenance evolutions
E6	NON-CORE	Manage Crew-Served Weapons (CSW) maintenance evolutions
E5	NON-CORE	Supervise Crew-Served gun mount maintenance evolutions
E5	NON-CORE	Supervise Crew-Served Weapons (CSW) maintenance evolutions

ORDNANCE MAINTENANCE: MAGAZINES/ELEVATORS

Paygrade	Task Type	Task Statements
E4	CORE	Inventory magazines and lockers
E4	CORE	Maintain magazine system components (e.g. safety devices, security alarm systems, sprinkler systems, etc.)
E4	CORE	Maintain magazine systems
E4	CORE	Maintain magazines and Ready Service Lockers (RSL)
E4	CORE	Maintain ordnance facilities
E6	CORE	Schedule magazine alarm systems maintenance
E7	CORE	Schedule magazine sprinkler systems maintenance
E5	CORE	Supervise magazine and locker inventory evolutions
E5	CORE	Supervise magazine systems maintenance evolutions

QUALITY ASSURANCE

Paygrade	Task Type	Task Statements
E5	NON-CORE	Audit Naval Aviation Maintenance Programs (NAMP)
E6	CORE	Audit squadron ordnance programs
E6	NON-CORE	Implement Naval Ordnance Management Policy (NOMP)
E6	CORE	Perform Airborne Weapon Changes (AWC)
E5	CORE	Perform ordnance issue and receipt inspections
E5	CORE	Perform Quality Assurance Safety Observer (QASO) functions
E5	NON-CORE	Prepare explosive mishaps reports
E6	NON-CORE	Verify explosive mishaps reports
E6	CORE	Verify explosive vehicle operator training and licensing programs

TECHNICAL ADMINISTRATION

Paygrade	Task Type	Task Statements
E7	CORE	Manage ordnance shipping and receiving process
E4	NON-CORE	Perform Shore-based Consolidated Allowance List (SHORCAL) inventories
E5	CORE	Prepare ammunition reports
E5	NON-CORE	Prepare Engineering Investigation (EI) reports
E5	NON-CORE	Prepare Individual Component Repair List (ICRL) change requests
E5	NON-CORE	Prepare Individual Material Readiness List (IMRL) change requests
E6	NON-CORE	Prepare magazine Ship Alterations (SHIPALT) requests
E7	CORE	Prepare ordnance preposition messages
E5	CORE	Prepare ordnance requisitions
E5	CORE	Prepare ordnance shipping and receiving documents
E5	CORE	Prepare ordnance status reports (e.g. load-out, serviceable, etc.)
E5	NON-CORE	Prepare small arms firings reports
E6	NON-CORE	Prepare waiver exemption, deviation, and secretarial certification correspondence
E7	NON-CORE	Process small arms firing reports
E5	NON-CORE	Provide explosive vehicle operator training and licensing
E5	NON-CORE	Supervise Shore-based Consolidated Allowance Lists (SHORCAL) inventory evolutions
E6	CORE	Update ammunition administrative documents
E6	NON-CORE	Update ordnance logs and records
E6	NON-CORE	Verify Individual Component Repair List (ICRL) change requests
E5	NON-CORE	Verify Individual Material Readiness List (IMRL) change requests
E6	NON-CORE	Verify magazine Ship Alterations (SHIPALT) requests
E6	NON-CORE	Verify Naval Aviation Maintenance Discrepancy Reporting Program (NAMDRP) reports
E6	CORE	Verify ordnance reports
E6	CORE	Verify ordnance shipping and receiving documents
E6	NON-CORE	Verify Shore-based Consolidated Allowance Lists (SHORCAL)
E6	NON-CORE	Verify small arms firing reports

WEAPONS HANDLING

Paygrade	Task Type	Task Statements
E4	CORE	Arm aircraft weapons systems
E4	CORE	Assemble torpedoes
E5	CORE	Conduct weapons operational inspections
E5	CORE	Conduct weapons transfer and acceptance inspections
E4	CORE	De-arm aircraft weapons systems
E4	CORE	Disassemble torpedoes
E4	CORE	Download ammunition
E4	CORE	Download Cartridge Actuated Devices (CAD)
E4	CORE	Download Crew-Served Weapons (CSW)
E4	CORE	Download pyrotechnics
E4	CORE	Download small arms
E4	CORE	Install Cartridge Actuated Devices (CAD)
E4	CORE	Inventory Arms, Ammunition and Explosives (AA&E)
E4	CORE	Inventory ordnance
E4	CORE	Load ammunition
E4	NON-CORE	Load Crew-Served Weapons (CSW)
E4	CORE	Load pyrotechnics
E4	NON-CORE	Load small arms
E4	CORE	Maintain Night Vision Optics (NVO) equipment
E4	CORE	Maintain ordnance
E6	NON-CORE	Manage fleet sentencing evolutions
E6	CORE	Manage ordnance inspection evolutions
E4	NON-CORE	Operate pneumatic systems
E4	NON-CORE	Operate small arms
E4	NON-CORE	Perform Crew-Served Weapons (CSW) casualty drills
E4	NON-CORE	Perform fleet sentencing
E4	CORE	Perform ordnance evolutions
E4	CORE	Perform ordnance inspections
E4	CORE	Perform ordnance strike-up/strike-down procedures
E4	CORE	Remove Cartridge Actuated Devices (CAD)
E4	CORE	Stow ammunition (Explosive Ordnance Disposal (EOD)/Other Country)
E4	CORE	Stow Cartridge Actuated Devices (CAD)
E4	NON-CORE	Stow Crew-Served Weapons (CSW)
E4	CORE	Stow pyrotechnics
E4	NON-CORE	Stow small arms
E5	CORE	Supervise ammunition inventory evolutions
E5	NON-CORE	Supervise Crew-Served Weapons (CSW) casualty drill evolutions
E5	NON-CORE	Supervise fleet sentencing evolutions
E5	CORE	Supervise ordnance evolutions

WEAPONS HANDLING (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Supervise ordnance handling operations
E5	CORE	Supervise ordnance inspection evolutions
E5	NON-CORE	Supervise small arms range evolutions
E4	NON-CORE	Transport Crew-Served Weapons (CSW)
E4	CORE	Transport pyrotechnics
E4	NON-CORE	Transport small arms
E4	CORE	Transport torpedoes

WEAPONS SYSTEMS MAINTENANCE

Paygrade	Task Type	Task Statements
E4	NON-CORE	Maintain grounding devices
E6	CORE	Manage weapon systems functional checks evolutions
E4	CORE	Perform weapon systems functional checks
E6	NON-CORE	Schedule depot-level maintenance
E5	CORE	Supervise weapon systems functional checks evolutions

Job Title **Job Code**

Weapons Department Technician 002138

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Office and Administrative Support	TBD	WEAPONS DEPARTMENT TECHNICIAN	WEP DEPT TECH

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	AO	NECs 717B, 759B and other NECs as assigned

Job Description

Weapons Department Technicians perform maintenance and testing ashore and afloat on all air-launched weapons, magazine sprinkler systems, and cargo/weapons elevators; are assigned to Shipboard and Shore Weapons Departments as conventional weapons handlers, magazine and ordnance control operators, and cargo/weapons elevator operators; issue, receive, transfer, and store conventional weapons; assemble and disassemble bombs and rockets; and load and unload flares, rocket launchers, and Linkless Ammunition Loading System.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Aviation Ordnance	164600	Artillery and Missile Crew Members	55-3014.00	Military Specific

Skills	Abilities
Monitoring	*Written Comprehension*
Quality Control Analysis	*Inductive Reasoning*
Equipment Maintenance	*Problem Sensitivity*
Management of Personnel Resources	*Manual Dexterity*
Judgment and Decision Making	*Deductive Reasoning*
Critical Thinking	*Category Flexibility*
Management of Material Resources	*Information Ordering*
Operation and Control	*Visualization*
Writing	*Selective Attention*
Installation	*Written Expression*

AIRCRAFT ARMAMENT SYSTEMS (AAS)

Paygrade	Task Type	Task Statements
E4	CORE	Inventory Aircraft Armament Systems (AAS)
E4	CORE	Maintain missile launchers
E4	CORE	Prepare Aircraft Armament Systems (AAS) reports
E6	CORE	Verify Aircraft Armament Systems (AAS) reports

MANAGEMENT AND SUPERVISION

Paygrade	Task Type	Task Statements
E7	CORE	Audit ordnance allowance accounts
E7	CORE	Brief ordnance status to Explosive Ordnance Disposal (EOD) teams (e.g. mishaps, ordnance conditions, etc.)
E5	CORE	Conduct ordnance operations and evolutions safety briefs
E7	CORE	Designate forward weapons assembly areas
E7	CORE	Develop weapons load plans
E7	CORE	Manage Aircraft Armament Systems (AAS) maintenance operations
E7	CORE	Manage Aircraft Armament Systems (AAS) reporting process
E7	CORE	Manage aircraft ordnance configuration operations
E6	CORE	Manage ammunition inventory evolutions
E6	CORE	Manage arm and de-arm evolutions
E6	CORE	Manage Arms, Ammunition, and Explosives (AA&E) program operations

MANAGEMENT AND SUPERVISION (CONT'D)

Paygrade	Task Type	Task Statements
E7	CORE	Manage Arms, Ammunition, and Explosives (AA&E) programs
E7	CORE	Manage cargo/weapons elevator license programs
E7	CORE	Manage cargo/weapons elevator maintenance operations
E7	NON-CORE	Manage Consolidated Ships Maintenance Plans (CSMP)
E7	NON-CORE	Manage Coordinated Shipboard Allowance Lists (COSAL)
E7	NON-CORE	Manage Crew-Served gun mount maintenance operations
E6	NON-CORE	Manage Crew-Served Weapons (CSW) casualty drill evolutions
E7	NON-CORE	Manage Crew-Served Weapons (CSW) maintenance operations
E6	NON-CORE	Manage Crew-Served Weapons (CSW) range evolutions
E7	NON-CORE	Manage Crew-Served Weapons (CSW) range operations
E7	CORE	Manage explosive handling qualification and certification boards
E7	CORE	Manage explosive safety mishaps reporting process
E6	CORE	Manage explosive safety program operations
E7	CORE	Manage explosive safety programs
E7	CORE	Manage explosive vehicle operator training and licensing programs
E7	CORE	Manage fleet sentencing operations
E7	NON-CORE	Manage force protection operations
E7	NON-CORE	Manage Forward Arming Refueling Point (FARP) operations
E6	NON-CORE	Manage hot work evolutions
E7	NON-CORE	Manage Individual Component Repair List (ICRL) change request process
E7	NON-CORE	Manage Individual Material Readiness List (IMRL) change request process
E6	CORE	Manage magazine and locker inventory program operations
E7	NON-CORE	Manage magazine Ship Alterations (SHIPALT) request process
E7	NON-CORE	Manage Naval Aviation Maintenance Discrepancy Reporting Program (NAMDRP) reporting process
E7	NON-CORE	Manage Naval Aviation Maintenance Programs (NAMP)
E7	CORE	Manage Navy Personnel Conventional Ammunition and Explosives Handling Qualification and Certification Programs
E6	CORE	Manage Non-Combat Expenditure Allocation (NCEA) program operations
E7	CORE	Manage Non-Combat Expenditure Allocation (NCEA) programs
E7	NON-CORE	Manage ordnance damage control operations
E6	CORE	Manage ordnance facility inspection evolutions
E7	CORE	Manage ordnance facility inspection operations
E6	CORE	Manage Ordnance Handling Equipment (OHE) program operations
E7	CORE	Manage Ordnance Handling Equipment (OHE) programs
E7	CORE	Manage ordnance inspection operations
E6	CORE	Manage ordnance inventories
E7	CORE	Manage ordnance inventory operations
E7	NON-CORE	Manage ordnance reporting process
E6	CORE	Manage ordnance reports

MANAGEMENT AND SUPERVISION (CONT'D)

Paygrade	Task Type	Task Statements
E7	NON-CORE	Manage Shore-based Consolidated Allowance Lists (SHORCAL)
E6	NON-CORE	Manage small arms range evolutions
E7	NON-CORE	Manage small arms range operations
E7	NON-CORE	Manage waiver exemption, deviation, and secretarial certification process
E7	CORE	Manage weapon systems functional checks operations
E7	CORE	Manage Weapons Support Equipment (WSE) maintenance operations
E7	NON-CORE	Plan Crew-Served Weapons (CSW) casualty drills
E7	CORE	Prepare aircraft load plans
E5	CORE	Supervise aircraft ordnance configuration board updates
E6	CORE	Supervise Arms, Ammunition, and Explosives (AA&E) program operations
E5	NON-CORE	Supervise Coordinated Shipboard Allowance Lists (COSAL) inventory evolutions
E5	NON-CORE	Supervise Crew-Served Weapons (CSW) range operations
E5	NON-CORE	Supervise explosive safety program operations
E6	NON-CORE	Supervise force protection personnel
E7	CORE	Supervise fuel systems casualty operations (OTTO FUEL II)
E6	CORE	Supervise Navy Personnel Conventional Ammunition and Explosives Handling Qualification and Certification Program operations
E5	CORE	Supervise Non-Combat Expenditure Allocation (NCEA) program operations
E6	NON-CORE	Supervise ordnance damage control personnel
E6	CORE	Supervise ordnance facility inspection evolutions
E6	CORE	Update military construction and explosive site approval requests
E4	NON-CORE	Update monthly maintenance plans
E5	CORE	Update Navy Personnel Conventional Ammunition and Explosives Handling Qualification and Certification Program records
E6	CORE	Verify aircraft ordnance configuration board updates
E6	NON-CORE	Verify Coordinated Shipboard Allowance Lists (COSAL)
E6	CORE	Verify Navy Personnel Conventional Ammunition and Explosives Handling Qualification and Certification Program records
E6	CORE	Verify ordnance requisitions
E7	CORE	Verify ordnance site approval packages

ORDNANCE MAINTENANCE: AIRBORNE WEAPONS SUPPORT EQUIPMENT (AWSE)

Paygrade	Task Type	Task Statements
E4	CORE	Issue Armament Weapons Support Equipment (AWSE)
E4	CORE	Maintain air-nitrogen systems
E4	CORE	Maintain Armament Weapons Support Equipment (AWSE)
E4	CORE	Maintain Electric Explosive (EE) forklifts
E4	CORE	Maintain Material Handling Equipment (MHE)
E4	CORE	Maintain Ordnance Handling Equipment (OHE)
E4	CORE	Maintain Weapons Support Equipment (WSE)

ORDNANCE MAINTENANCE: AIRBORNE WEAPONS SUPPORT EQUIPMENT (AWSE) (CONT'D)

Paygrade	Task Type	Task Statements
E6	CORE	Manage Material Handling Equipment (MHE) maintenance, test, and inspection program operations
E7	CORE	Manage Material Handling Equipment (MHE) maintenance, test, and inspection programs
E6	CORE	Manage Ordnance Handling Equipment (OHE) maintenance, test and inspection program operations
E7	CORE	Manage Ordnance Handling Equipment (OHE) maintenance, test and inspection programs
E6	CORE	Manage Weapons Support Equipment (WSE) maintenance evolutions
E4	CORE	Perform Armament Weapons Support Equipment (AWSE) pre-operational inspections
E4	NON-CORE	Prepare Support Equipment (SE) misuse and abuse reports
E4	CORE	Receive Armament Weapons Support Equipment (AWSE)
E4	CORE	Stow Armament Weapons Support Equipment (AWSE)
E5	CORE	Supervise Armament Weapons Support Equipment (AWSE) maintenance evolutions
E5	CORE	Supervise Material Handling Equipment (MHE) maintenance, tests, and inspections
E5	CORE	Supervise Ordnance Handling Equipment (OHE) maintenance, tests and inspections
E5	CORE	Supervise Ordnance Handling Equipment (OHE) program operations
E5	NON-CORE	Supervise pneumatic operations
E5	CORE	Supervise Weapons Support Equipment (WSE) maintenance evolutions
E4	CORE	Transport Armament Weapons Support Equipment (AWSE)

ORDNANCE MAINTENANCE: GUNS

Paygrade	Task Type	Task Statements
E4	NON-CORE	Assemble Crew-Served Weapons (CSW)
E4	NON-CORE	Assemble small arms
E4	NON-CORE	Disassemble Crew-Served Weapons (CSW)
E4	NON-CORE	Disassemble small arms
E6	NON-CORE	Manage Crew-Served gun mount maintenance evolutions
E6	NON-CORE	Manage Crew-Served Weapons (CSW) maintenance evolutions
E5	NON-CORE	Supervise Crew-Served gun mount maintenance evolutions
E5	NON-CORE	Supervise Crew-Served Weapons (CSW) maintenance evolutions

ORDNANCE MAINTENANCE: MAGAZINES/ELEVATORS

Paygrade	Task Type	Task Statements
E4	CORE	Inventory magazines and lockers
E4	CORE	Maintain cargo/weapons elevator systems
E4	CORE	Maintain magazine system components (e.g. safety devices, security alarm systems, sprinkler systems, etc.)
E4	CORE	Maintain magazine systems
E4	CORE	Maintain magazines and Ready Service Lockers (RSL)
E4	CORE	Maintain ordnance facilities
E6	CORE	Manage cargo/weapons elevator maintenance evolutions

ORDNANCE MAINTENANCE: MAGAZINES/ELEVATORS (CONT'D)

Paygrade	Task Type	Task Statements
E6	CORE	Manage magazine systems maintenance evolutions
E7	CORE	Manage magazine systems maintenance operations
E4	CORE	Perform cargo/weapons elevator pre-operational inspections
E4	CORE	Perform command mission movement operations (e.g. cargo/weapons elevator systems)
E6	CORE	Prepare ships force cargo/weapons elevator systems maintenance work packages
E6	NON-CORE	Provide cargo/weapons elevator operator training and licensing
E6	CORE	Schedule cargo/weapons elevators maintenance
E6	CORE	Schedule magazine alarm systems maintenance
E7	CORE	Schedule magazine sprinkler systems maintenance
E5	CORE	Supervise cargo/weapons elevator maintenance evolutions
E5	CORE	Supervise magazine and locker inventory evolutions
E5	CORE	Supervise magazine systems maintenance evolutions

QUALITY ASSURANCE

Paygrade	Task Type	Task Statements
E5	NON-CORE	Audit Naval Aviation Maintenance Programs (NAMP)
E6	CORE	Audit squadron ordnance programs
E5	CORE	Certify ordnance load-outs Safe for Flight (SFF)
E5	NON-CORE	Conduct Collateral Duty Inspector (CDI) inspections
E5	CORE	Establish verbal communication protocol procedures for setting Hazards of Electromagnetic Radiation to Ordnance (HERO) conditions
E6	NON-CORE	Implement Naval Ordnance Management Policy (NOMP)
E6	CORE	Perform Airborne Weapon Changes (AWC)
E5	CORE	Perform ordnance issue and receipt inspections
E5	CORE	Perform Quality Assurance Safety Observer (QASO) functions
E5	NON-CORE	Prepare explosive mishaps reports
E6	NON-CORE	Verify explosive mishaps reports
E6	CORE	Verify explosive vehicle operator training and licensing programs
E6	NON-CORE	Verify Naval Aviation Maintenance Programs (NAMP)

TECHNICAL ADMINISTRATION

Paygrade	Task Type	Task Statements
E7	CORE	Manage ordnance shipping and receiving process
E4	NON-CORE	Perform Shore-based Consolidated Allowance List (SHORCAL) inventories
E5	NON-CORE	Prepare Engineering Investigation (EI) reports
E5	NON-CORE	Prepare Individual Component Repair List (ICRL) change requests
E5	NON-CORE	Prepare Individual Material Readiness List (IMRL) change requests
E6	NON-CORE	Prepare magazine Ship Alterations (SHIPALT) requests
E5	CORE	Prepare ordnance shipping and receiving documents
E5	CORE	Prepare ordnance status reports (e.g. load-out, serviceable, etc.)
E5	NON-CORE	Prepare small arms firings reports

TECHNICAL ADMINISTRATION (CONT'D)

Paygrade	Task Type	Task Statements
E6	NON-CORE	Prepare waiver exemption, deviation, and secretarial certification correspondence
E7	NON-CORE	Process small arms firing reports
E5	NON-CORE	Provide explosive vehicle operator training and licensing
E5	NON-CORE	Supervise Shore-based Consolidated Allowance Lists (SHORCAL) inventory evolutions
E5	CORE	Update Airborne Weapons Information Systems (AWIS) data
E6	CORE	Update ammunition administrative documents
E6	NON-CORE	Update ordnance logs and records
E6	NON-CORE	Verify Individual Component Repair List (ICRL) change requests
E5	NON-CORE	Verify Individual Material Readiness List (IMRL) change requests
E6	NON-CORE	Verify magazine Ship Alterations (SHIPALT) requests
E6	NON-CORE	Verify Naval Aviation Maintenance Discrepancy Reporting Program (NAMDRP) reports
E6	CORE	Verify ordnance reports
E6	CORE	Verify ordnance shipping and receiving documents
E6	NON-CORE	Verify Shore-based Consolidated Allowance Lists (SHORCAL)
E6	NON-CORE	Verify small arms firing reports

WEAPONS HANDLING

Paygrade	Task Type	Task Statements
E4	CORE	Arm aircraft weapons systems
E4	CORE	Assemble bombs
E4	CORE	Assemble expendable countermeasures
E4	CORE	Assemble mines
E4	CORE	Assemble missiles
E4	CORE	Assemble Precision Guided Munitions (PGM)
E4	CORE	Assemble rockets
E5	CORE	Conduct weapons operational inspections
E5	CORE	Conduct weapons transfer and acceptance inspections
E4	CORE	De-arm aircraft weapons systems
E4	CORE	Disassemble bombs
E4	CORE	Disassemble expendable countermeasures
E4	CORE	Disassemble mines
E4	CORE	Disassemble missiles
E4	CORE	Disassemble Precision Guided Munitions (PGM)
E4	CORE	Disassemble rockets
E4	CORE	Download ammunition
E4	CORE	Download bombs
E4	CORE	Download Cartridge Actuated Devices (CAD)
E4	CORE	Download Crew-Served Weapons (CSW)
E4	CORE	Download expendable countermeasures

WEAPONS HANDLING (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Download Precision Guided Munitions (PGM)
E4	CORE	Install Cartridge Actuated Devices (CAD)
E4	CORE	Inventory Arms, Ammunition and Explosives (AA&E)
E4	CORE	Inventory ordnance
E4	CORE	Issue aircraft egress system explosives
E4	CORE	Issue containerized explosives
E4	CORE	Load ammunition
E4	CORE	Load bombs
E4	NON-CORE	Load Crew-Served Weapons (CSW)
E4	CORE	Load expendable countermeasures
E4	CORE	Load Precision Guided Munitions (PGM)
E4	CORE	Maintain Landing Force Operational Reserve Material (LFORM)
E4	CORE	Maintain ordnance
E6	NON-CORE	Manage fleet sentencing evolutions
E6	CORE	Manage ordnance inspection evolutions
E4	NON-CORE	Operate pneumatic systems
E4	NON-CORE	Operate small arms
E4	NON-CORE	Perform Crew-Served Weapons (CSW) casualty drills
E4	NON-CORE	Perform fleet sentencing
E4	CORE	Perform ordnance evolutions
E4	CORE	Perform ordnance inspections
E4	CORE	Perform ordnance strike-up/strike-down procedures
E4	CORE	Receive aircraft egress systems explosives
E4	CORE	Receive containerized explosives
E4	CORE	Remove Cartridge Actuated Devices (CAD)
E4	CORE	Stow aircraft egress systems explosives
E4	CORE	Stow ammunition (Explosive Ordnance Disposal (EOD)/Other Country)
E4	CORE	Stow bombs
E4	CORE	Stow Cartridge Actuated Devices (CAD)
E4	CORE	Stow containerized explosives
E4	NON-CORE	Stow Crew-Served Weapons (CSW)
E4	CORE	Stow expendable countermeasures
E4	CORE	Stow mines
E4	CORE	Stow missiles
E4	CORE	Stow Precision Guided Munitions (PGM)
E4	CORE	Stow pyrotechnics
E4	CORE	Stow rockets
E4	CORE	Stow sonobouys
E4	CORE	Stow Sound Underwater Signals (SUS)

WEAPONS HANDLING (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Stow Tactical Air Launched Decoys (TALD)
E4	CORE	Stow torpedoes
E5	CORE	Supervise ammunition inventory evolutions
E5	CORE	Supervise arm and de-arm evolutions
E5	NON-CORE	Supervise Crew-Served Weapons (CSW) casualty drill evolutions
E5	NON-CORE	Supervise fleet sentencing evolutions
E5	CORE	Supervise ordnance evolutions
E5	CORE	Supervise ordnance handling operations
E5	CORE	Supervise ordnance inspection evolutions
E5	NON-CORE	Supervise small arms range evolutions
E4	CORE	Transport bombs
E4	CORE	Transport Cartridge Actuated Devices (CAD)
E4	CORE	Transport containerized explosives
E4	NON-CORE	Transport Crew-Served Weapons (CSW)
E4	CORE	Transport expendable countermeasures
E4	CORE	Transport mines
E4	CORE	Transport missiles
E4	CORE	Transport Precision Guided Munitions (PGM)
E4	CORE	Transport pyrotechnics
E4	CORE	Transport rockets
E4	NON-CORE	Transport small arms
E4	CORE	Transport sonobouys
E4	CORE	Transport Sound Underwater Signals (SUS)
E4	CORE	Transport Tactical Air Launched Decoys (TALD)
E4	CORE	Transport torpedoes

WEAPONS SYSTEMS MAINTENANCE

Paygrade	Task Type	Task Statements
E4	NON-CORE	Maintain grounding devices
E4	CORE	Maintain jettison ramps
E6	CORE	Manage weapon systems functional checks evolutions
E4	CORE	Perform weapon systems functional checks
E6	NON-CORE	Schedule depot-level maintenance
E5	CORE	Supervise weapon systems functional checks evolutions

Job Title **Job Code**

Ammunition Logistics Manager 002183

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Management	TBD	AMMUNITION LOGISTICS MANAGER	AMMO LOG MGR

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	AO	NECs 814A and other NECs as assigned

Job Description

Ammunition Logistics Managers serve as the ammunition accountant and under limited supervision, prepare and maintain ammunition records and ammunition transaction reports.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Storage and Distribution Managers	164600	Storage and Distribution Managers	11-3071.02	Management

Skills	Abilities
Quality Control Analysis	*Written Comprehension*
Monitoring	*Inductive Reasoning*
Writing	*Problem Sensitivity*
Reading Comprehension	*Written Expression*
Critical Thinking	*Selective Attention*
Judgment and Decision Making	*Deductive Reasoning*
Operation and Control	*Memorization*
Management of Material Resources	*Information Ordering*
Troubleshooting	*Manual Dexterity*
Active Listening	*Oral Expression*

MANAGEMENT AND SUPERVISION

Paygrade	Task Type	Task Statements
E7	CORE	Audit ordnance allowance accounts
E6	CORE	Manage ammunition inventory evolutions
E6	CORE	Manage Arms, Ammunition, and Explosives (AA&E) program operations
E7	CORE	Manage Arms, Ammunition, and Explosives (AA&E) programs
E7	CORE	Manage explosive handling qualification and certification boards
E6	CORE	Manage explosive safety program operations
E7	CORE	Manage explosive safety programs
E6	CORE	Manage magazine and locker inventory program operations
E7	NON-CORE	Manage Naval Aviation Maintenance Discrepancy Reporting Program (NAMDRP) reporting process
E7	NON-CORE	Manage Naval Aviation Maintenance Programs (NAMP)
E7	CORE	Manage Navy Personnel Conventional Ammunition and Explosives Handling Qualification and Certification Programs
E6	CORE	Manage Non-Combat Expenditure Allocation (NCEA) program operations
E7	CORE	Manage Non-Combat Expenditure Allocation (NCEA) programs
E7	NON-CORE	Manage ordnance damage control operations
E7	CORE	Manage ordnance inventory operations
E7	NON-CORE	Manage ordnance reporting process
E7	NON-CORE	Manage waiver exemption, deviation, and secretarial certification process
E6	CORE	Manage ordnance inventories

MANAGEMENT AND SUPERVISION (CONT'D)

Paygrade	Task Type	Task Statements
E6	CORE	Manage ordnance reports
E7	CORE	Process ordnance requisitions
E6	CORE	Supervise Arms, Ammunition, and Explosives (AA&E) program operations
E5	NON-CORE	Supervise explosive safety program operations
E6	CORE	Supervise Navy Personnel Conventional Ammunition and Explosives Handling Qualification and Certification Program operations
E5	CORE	Supervise Non-Combat Expenditure Allocation (NCEA) program operations
E6	NON-CORE	Supervise ordnance damage control personnel
E4	NON-CORE	Update monthly maintenance plans
E5	CORE	Update Navy Personnel Conventional Ammunition and Explosives Handling Qualification and Certification Program records
E6	NON-CORE	Update Retail Ordnance Logistics Management Systems (ROLMS) databases
E6	CORE	Verify Navy Personnel Conventional Ammunition and Explosives Handling Qualification and Certification Program records
E6	CORE	Verify ordnance allowance accounts
E6	CORE	Verify ordnance requisitions

QUALITY ASSURANCE

Paygrade	Task Type	Task Statements
E6	CORE	Audit squadron ordnance programs
E6	NON-CORE	Implement Naval Ordnance Management Policy (NOMP)
E6	CORE	Perform Airborne Weapon Changes (AWC)
E5	NON-CORE	Perform aircraft transfer and acceptance inspections
E6	NON-CORE	Verify explosive mishaps reports
E6	NON-CORE	Verify Naval Aviation Maintenance Programs (NAMP)

TECHNICAL ADMINISTRATION

Paygrade	Task Type	Task Statements
E4	CORE	Document captive carry flight hours
E7	CORE	Manage ordnance shipping and receiving process
E5	CORE	Prepare ammunition reports
E7	CORE	Prepare ordnance preposition messages
E5	CORE	Prepare ordnance requisitions
E5	CORE	Prepare ordnance shipping and receiving documents
E5	CORE	Prepare ordnance status reports (e.g. load-out, serviceable, etc.)
E6	NON-CORE	Prepare waiver exemption, deviation, and secretarial certification correspondence
E6	CORE	Update ammunition administrative documents
E6	NON-CORE	Update ordnance logs and records
E6	NON-CORE	Verify Naval Aviation Maintenance Discrepancy Reporting Program (NAMDRP) reports
E6	CORE	Verify ordnance shipping and receiving documents

WEAPONS HANDLING

Paygrade	Task Type	Task Statements
E4	CORE	Inventory Arms, Ammunition and Explosives (AA&E)
E4	CORE	Inventory ordnance
E4	NON-CORE	Operate small arms
E4	NON-CORE	Perform Crew-Served Weapons (CSW) casualty drills
E5	CORE	Supervise ammunition inventory evolutions
E5	NON-CORE	Supervise Crew-Served Weapons (CSW) casualty drill evolutions

Job Title **Job Code**

Squadron Ordnance Technician 002228

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Production	TBD	SQUADRON ORDNANCE TECHNICIAN	SQDN ORD TECH

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	AO	NECs EXXX series and other NECs as assigned

Job Description

Squadron Ordnance Technicians perform organizational level maintenance and weapons loading/downloading on fixed and rotary wing aircraft; maintain and inspect airborne weapons and Armament Weapons Support Equipment (AWSE), including aircraft guns, gun accessories, aerial towed target equipment, small arms, ammunition, and weapons Aircraft Armament Systems (AAES); and load and download aircraft gun ammunition, aerial mines, air-launched torpedoes, precision-guided munitions, countermeasures, sonobouys, pyrotechnics, and air-launched guided missiles.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Aviation Ordnance	164600	Aircraft Structure, Surfaces, Rigging, and Systems Assemblers	51-2011.00	Production

Skills	Abilities
Monitoring	*Written Comprehension*
Quality Control Analysis	*Problem Sensitivity*
Equipment Maintenance	*Inductive Reasoning*
Judgment and Decision Making	*Manual Dexterity*
Management of Material Resources	*Information Ordering*
Management of Personnel Resources	*Deductive Reasoning*
Installation	*Static Strength*
Operation and Control	*Visualization*
Critical Thinking	*Category Flexibility*
Time Management	*Written Expression*

AIRCRAFT ARMAMENT SYSTEMS (AAS)

Paygrade	Task Type	Task Statements
E4	CORE	Assemble Aircraft Armament Systems (AAS)
E4	CORE	Disassemble Aircraft Armament Systems (AAS)
E4	CORE	Inventory Aircraft Armament Systems (AAS)
E4	CORE	Maintain aircraft bomb racks
E4	CORE	Maintain aircraft pylons
E4	CORE	Maintain missile launchers
E4	CORE	Prepare Aircraft Armament Systems (AAS) materials for shipping
E4	CORE	Remove Aircraft Armament Systems (AAS)
E5	CORE	Supervise Aircraft Armament Systems (AAS) inventory evolutions
E5	CORE	Supervise Aircraft Armament Systems (AAS) maintenance evolutions
E4	CORE	Transport Aircraft Armament Systems (AAS)
E6	CORE	Verify Aircraft Armament Systems (AAS) materials for shipping reports

MANAGEMENT AND SUPERVISION

Paygrade	Task Type	Task Statements
E7	CORE	Audit ordnance allowance accounts
E7	CORE	Brief ordnance status to Explosive Ordnance Disposal (EOD) teams (e.g. mishaps, ordnance conditions, etc.)
E7	NON-CORE	Coordinate forward base communications
E7	NON-CORE	Coordinate forward base mode of transportation

MANAGEMENT AND SUPERVISION (CONT'D)

Paygrade	Task Type	Task Statements
E7	CORE	Develop weapons load plans
E6	CORE	Manage Aircraft Armament Systems (AAS) inventory evolutions
E7	CORE	Manage Aircraft Armament Systems (AAS) inventory operations
E6	CORE	Manage Aircraft Armament Systems (AAS) maintenance evolutions
E7	CORE	Manage Aircraft Armament Systems (AAS) maintenance operations
E7	CORE	Manage Aircraft Armament Systems (AAS) materials shipping process
E7	CORE	Manage aircraft ordnance configuration operations
E6	CORE	Manage ammunition inventory evolutions
E6	CORE	Manage arm and de-arm evolutions
E7	CORE	Manage arm and de-arm operations
E6	CORE	Manage Arms, Ammunition, and Explosives (AA&E) program operations
E7	CORE	Manage Arms, Ammunition, and Explosives (AA&E) programs
E7	NON-CORE	Manage Crew-Served gun mount maintenance operations
E6	NON-CORE	Manage Crew-Served Weapons (CSW) casualty drill evolutions
E7	NON-CORE	Manage Crew-Served Weapons (CSW) maintenance operations
E6	NON-CORE	Manage Crew-Served Weapons (CSW) range evolutions
E7	NON-CORE	Manage Crew-Served Weapons (CSW) range operations
E7	CORE	Manage explosive handling qualification and certification boards
E7	CORE	Manage explosive safety mishaps reporting process
E6	CORE	Manage explosive safety program operations
E7	CORE	Manage explosive safety programs
E7	CORE	Manage explosive vehicle operator training and licensing programs
E7	CORE	Manage fleet sentencing operations
E7	NON-CORE	Manage force protection operations
E7	NON-CORE	Manage Forward Arming Refueling Point (FARP) operations
E7	NON-CORE	Manage forward base security requirements operations
E7	NON-CORE	Manage Individual Component Repair List (ICRL) change request process
E7	NON-CORE	Manage Individual Material Readiness List (IMRL) change request process
E6	CORE	Manage magazine and locker inventory program operations
E7	NON-CORE	Manage Naval Aviation Maintenance Discrepancy Reporting Program (NAMDRP) reporting process
E7	NON-CORE	Manage Naval Aviation Maintenance Programs (NAMP)
E7	CORE	Manage Navy Personnel Conventional Ammunition and Explosives Handling Qualification and Certification Programs
E6	CORE	Manage Non-Combat Expenditure Allocation (NCEA) program operations
E7	CORE	Manage Non-Combat Expenditure Allocation (NCEA) programs
E7	NON-CORE	Manage ordnance damage control operations
E6	CORE	Manage ordnance evolutions
E7	CORE	Manage ordnance inspection operations

MANAGEMENT AND SUPERVISION (CONT'D)

Paygrade	Task Type	Task Statements
E6	CORE	Manage ordnance inventories
E7	CORE	Manage ordnance inventory operations
E7	CORE	Manage ordnance operations
E7	NON-CORE	Manage ordnance reporting process
E6	CORE	Manage ordnance reports
E7	NON-CORE	Manage Shore-based Consolidated Allowance Lists (SHORCAL)
E6	CORE	Manage Single Hoist Ordnance Loading Systems (SHOLS) inventory evolutions
E7	CORE	Manage Single Hoist Ordnance Loading Systems (SHOLS) inventory operations
E6	CORE	Manage Single Hoist Ordnance Loading Systems (SHOLS) maintenance evolutions
E7	CORE	Manage Single Hoist Ordnance Loading Systems (SHOLS) maintenance operations
E6	NON-CORE	Manage small arms range evolutions
E7	NON-CORE	Manage small arms range operations
E7	CORE	Manage squadron ordnance programs
E7	NON-CORE	Manage waiver exemption, deviation, and secretarial certification process
E7	CORE	Manage weapon systems functional checks operations
E7	CORE	Manage weapon systems release and control checks operations
E7	CORE	Manage Weapons Support Equipment (WSE) maintenance operations
E7	NON-CORE	Plan Crew-Served Weapons (CSW) casualty drills
E7	CORE	Prepare aircraft load plans
E7	CORE	Process ordnance requisitions
E5	CORE	Supervise aircraft ordnance configuration board updates
E6	CORE	Supervise Arms, Ammunition, and Explosives (AA&E) program operations
E5	NON-CORE	Supervise Crew-Served Weapons (CSW) range operations
E5	NON-CORE	Supervise explosive safety program operations
E6	NON-CORE	Supervise force protection personnel
E7	CORE	Supervise fuel systems casualty operations (OTTO FUEL II)
E6	CORE	Supervise Navy Personnel Conventional Ammunition and Explosives Handling Qualification and Certification Program operations
E5	CORE	Supervise Non-Combat Expenditure Allocation (NCEA) program operations
E6	NON-CORE	Supervise ordnance damage control personnel
E6	CORE	Update military construction and explosive site approval requests
E4	NON-CORE	Update monthly maintenance plans
E5	CORE	Update Navy Personnel Conventional Ammunition and Explosives Handling Qualification and Certification Program records
E6	CORE	Verify aircraft ordnance configuration board updates
E6	CORE	Verify Navy Personnel Conventional Ammunition and Explosives Handling Qualification and Certification Program records
E6	CORE	Verify ordnance handling operations
E6	CORE	Verify ordnance requisitions
E7	CORE	Verify ordnance site approval packages

ORDNANCE MAINTENANCE: AIRBORNE WEAPONS SUPPORT EQUIPMENT (AWSE)

Paygrade	Task Type	Task Statements
E4	CORE	Maintain air-nitrogen systems
E4	CORE	Maintain Armament Weapons Support Equipment (AWSE)
E4	CORE	Maintain Material Handling Equipment (MHE)
E4	CORE	Maintain Ordnance Handling Equipment (OHE)
E4	CORE	Maintain Single Hoist Ordnance Loading Systems (SHOLS)
E4	CORE	Maintain Weapons Support Equipment (WSE)
E7	CORE	Manage Material Handling Equipment (MHE) maintenance, test, and inspection programs
E6	CORE	Manage Ordnance Handling Equipment (OHE) maintenance, test and inspection program operations
E7	CORE	Manage Ordnance Handling Equipment (OHE) maintenance, test and inspection programs
E6	CORE	Manage Weapons Support Equipment (WSE) maintenance evolutions
E4	CORE	Perform Armament Weapons Support Equipment (AWSE) pre-operational inspections
E4	CORE	Perform Single Hoist Ordnance Loading Systems (SHOLS) inventories
E4	NON-CORE	Prepare Support Equipment (SE) misuse and abuse reports
E4	CORE	Receive Armament Weapons Support Equipment (AWSE)
E4	CORE	Stow Armament Weapons Support Equipment (AWSE)
E5	CORE	Supervise Armament Weapons Support Equipment (AWSE) maintenance evolutions
E5	CORE	Supervise Material Handling Equipment (MHE) maintenance, tests, and inspections
E5	CORE	Supervise Ordnance Handling Equipment (OHE) maintenance, tests and inspections
E5	NON-CORE	Supervise pneumatic operations
E5	CORE	Supervise Single Hoist Ordnance Loading Systems (SHOLS) inventory evolutions
E5	CORE	Supervise Single Hoist Ordnance Loading Systems (SHOLS) maintenance evolutions
E5	CORE	Supervise Weapons Support Equipment (WSE) maintenance evolutions
E4	CORE	Transport Armament Weapons Support Equipment (AWSE)

ORDNANCE MAINTENANCE: GUNS

Paygrade	Task Type	Task Statements
E4	NON-CORE	Assemble Crew-Served Weapons (CSW)
E4	NON-CORE	Assemble small arms
E4	NON-CORE	Disassemble Crew-Served Weapons (CSW)
E4	NON-CORE	Disassemble small arms
E4	CORE	Maintain aircraft gun systems
E4	NON-CORE	Maintain Crew-Served Weapons (CSW)
E4	NON-CORE	Maintain Crew-Served Weapons (CSW) mounts
E6	NON-CORE	Manage Crew-Served gun mount maintenance evolutions
E6	NON-CORE	Manage Crew-Served Weapons (CSW) maintenance evolutions
E5	NON-CORE	Supervise Crew-Served gun mount maintenance evolutions
E5	NON-CORE	Supervise Crew-Served Weapons (CSW) maintenance evolutions

ORDNANCE MAINTENANCE: GUNS (CONT'D)

Paygrade	Task Type	Task Statements
E6	CORE	Verify aircraft gun systems status reports

ORDNANCE MAINTENANCE: MAGAZINES/ELEVATORS

Paygrade	Task Type	Task Statements
E4	CORE	Inventory magazines and lockers
E4	CORE	Maintain magazines and Ready Service Lockers (RSL)
E4	CORE	Maintain ordnance facilities
E6	CORE	Manage magazine systems maintenance evolutions
E7	CORE	Manage magazine systems maintenance operations
E5	CORE	Supervise magazine and locker inventory evolutions

QUALITY ASSURANCE

Paygrade	Task Type	Task Statements
E5	NON-CORE	Audit Naval Aviation Maintenance Programs (NAMP)
E6	CORE	Audit squadron ordnance programs
E5	CORE	Certify ordnance load-outs Safe for Flight (SFF)
E5	NON-CORE	Conduct Collateral Duty Inspector (CDI) inspections
E6	NON-CORE	Conduct Quality Assurance (QA) aircraft inspections
E5	CORE	Establish verbal communication protocol procedures for setting Hazards of Electromagnetic Radiation to Ordnance (HERO) conditions
E6	NON-CORE	Implement Naval Ordnance Management Policy (NOMP)
E6	CORE	Perform Airborne Weapon Changes (AWC)
E5	NON-CORE	Perform aircraft transfer and acceptance inspections
E5	NON-CORE	Perform aircraft turnaround inspections
E5	CORE	Perform ordnance issue and receipt inspections
E5	CORE	Perform Quality Assurance Safety Observer (QASO) functions
E5	NON-CORE	Prepare explosive mishaps reports
E6	NON-CORE	Release aircraft Safe for Flight
E6	NON-CORE	Verify explosive mishaps reports
E6	CORE	Verify explosive vehicle operator training and licensing programs
E6	NON-CORE	Verify Naval Aviation Maintenance Programs (NAMP)

TECHNICAL ADMINISTRATION

Paygrade	Task Type	Task Statements
E4	CORE	Document captive carry flight hours
E5	NON-CORE	Incorporate Technical Directives (TD)
E7	NON-CORE	Manage Crew-Served Weapons (CSW) firing reporting process
E7	CORE	Manage firing reporting process
E7	CORE	Manage ordnance shipping and receiving process
E4	NON-CORE	Perform Shore-based Consolidated Allowance List (SHORCAL) inventories
E5	CORE	Prepare ammunition reports
E5	NON-CORE	Prepare Crew-Served Weapons (CSW) fire reports

TECHNICAL ADMINISTRATION (CONT'D)

Paygrade	Task Type	Task Statements
E5	NON-CORE	Prepare Engineering Investigation (EI) reports
E6	CORE	Prepare firing reports
E5	NON-CORE	Prepare Individual Component Repair List (ICRL) change requests
E5	NON-CORE	Prepare Individual Material Readiness List (IMRL) change requests
E7	CORE	Prepare ordnance preposition messages
E5	CORE	Prepare ordnance requisitions
E5	CORE	Prepare ordnance shipping and receiving documents
E5	CORE	Prepare ordnance status reports (e.g. load-out, serviceable, etc.)
E5	NON-CORE	Prepare small arms firings reports
E6	NON-CORE	Prepare waiver exemption, deviation, and secretarial certification correspondence
E7	NON-CORE	Process small arms firing reports
E5	NON-CORE	Provide explosive vehicle operator training and licensing
E5	NON-CORE	Supervise Shore-based Consolidated Allowance Lists (SHORCAL) inventory evolutions
E5	CORE	Update Airborne Weapons Information Systems (AWIS) data
E6	CORE	Update ammunition administrative documents
E6	NON-CORE	Update ordnance logs and records
E6	NON-CORE	Verify Crew-Served Weapons (CSW) fire reports
E6	CORE	Verify firing reports
E6	NON-CORE	Verify Individual Component Repair List (ICRL) change requests
E5	NON-CORE	Verify Individual Material Readiness List (IMRL) change requests
E6	NON-CORE	Verify Naval Aviation Maintenance Discrepancy Reporting Program (NAMDRP) reports
E6	CORE	Verify ordnance reports
E6	CORE	Verify ordnance shipping and receiving documents
E6	NON-CORE	Verify Shore-based Consolidated Allowance Lists (SHORCAL)
E6	NON-CORE	Verify small arms firing reports

WEAPONS HANDLING

Paygrade	Task Type	Task Statements
E4	CORE	Arm aircraft weapons systems
E4	CORE	Assemble aerial targets
E4	CORE	Assemble bombs
E4	CORE	Assemble expendable countermeasures
E4	CORE	Assemble mines
E4	CORE	Assemble missiles
E4	CORE	Assemble pyrotechnics
E5	CORE	Conduct weapons operational inspections
E5	CORE	Conduct weapons transfer and acceptance inspections
E4	CORE	De-arm aircraft weapons systems
E4	CORE	Disassemble aerial targets

WEAPONS HANDLING (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Disassemble bombs
E4	CORE	Disassemble expendable countermeasures
E4	CORE	Disassemble mines
E4	CORE	Disassemble missiles
E4	CORE	Disassemble pyrotechnics
E4	CORE	Download aerial targets
E4	CORE	Download ammunition
E4	CORE	Download bombs
E4	CORE	Download Cartridge Actuated Devices (CAD)
E4	CORE	Download Crew-Served Weapons (CSW)
E4	CORE	Download expendable countermeasures
E4	CORE	Download mines
E4	CORE	Download missiles
E4	CORE	Download Precision Guided Munitions (PGM)
E4	CORE	Download pyrotechnics
E4	CORE	Download rockets
E4	CORE	Download small arms
E4	CORE	Download sonobouys
E4	CORE	Download Sound Underwater Signals (SUS)
E4	CORE	Download Tactical Air Launched Decoys (TALD)
E4	CORE	Download torpedoes
E4	CORE	Install Cartridge Actuated Devices (CAD)
E4	CORE	Inventory Arms, Ammunition and Explosives (AA&E)
E4	CORE	Inventory ordnance
E4	CORE	Issue aircraft egress system explosives
E4	CORE	Load aerial targets
E4	CORE	Load ammunition
E4	CORE	Load bombs
E4	NON-CORE	Load Crew-Served Weapons (CSW)
E4	CORE	Load expendable countermeasures
E4	CORE	Load mines
E4	CORE	Load missiles
E4	CORE	Load Precision Guided Munitions (PGM)
E4	CORE	Load pyrotechnics
E4	CORE	Load rockets
E4	NON-CORE	Load small arms
E4	CORE	Load sonobouys
E4	CORE	Load Sound Underwater Signals (SUS)
E4	CORE	Load Tactical Air Launched Decoys (TALD)

WEAPONS HANDLING (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Load torpedoes
E4	CORE	Maintain Night Vision Optics (NVO) equipment
E4	CORE	Maintain ordnance
E6	NON-CORE	Manage fleet sentencing evolutions
E6	CORE	Manage ordnance inspection evolutions
E4	NON-CORE	Operate pneumatic systems
E4	NON-CORE	Operate small arms
E4	NON-CORE	Perform Crew-Served Weapons (CSW) casualty drills
E4	NON-CORE	Perform fleet sentencing
E4	CORE	Perform ordnance evolutions
E4	CORE	Perform ordnance inspections
E4	CORE	Perform ordnance strike-up/strike-down procedures
E4	CORE	Receive aircraft egress systems explosives
E4	CORE	Recover aerial targets
E4	CORE	Remove Cartridge Actuated Devices (CAD)
E4	CORE	Stow aircraft egress systems explosives
E4	CORE	Stow ammunition (Explosive Ordnance Disposal (EOD)/Other Country)
E4	CORE	Stow bombs
E4	CORE	Stow Cartridge Actuated Devices (CAD)
E4	NON-CORE	Stow Crew-Served Weapons (CSW)
E4	CORE	Stow expendable countermeasures
E4	CORE	Stow pyrotechnics
E4	NON-CORE	Stow small arms
E4	CORE	Stow sonobouys
E4	CORE	Stow Sound Underwater Signals (SUS)
E5	CORE	Supervise ammunition inventory evolutions
E5	CORE	Supervise arm and de-arm evolutions
E5	NON-CORE	Supervise Crew-Served Weapons (CSW) casualty drill evolutions
E5	NON-CORE	Supervise fleet sentencing evolutions
E5	CORE	Supervise ordnance evolutions
E5	CORE	Supervise ordnance handling operations
E5	CORE	Supervise ordnance inspection evolutions
E5	NON-CORE	Supervise small arms range evolutions
E4	CORE	Transport aerial targets
E4	CORE	Transport bombs
E4	CORE	Transport Cartridge Actuated Devices (CAD)
E4	NON-CORE	Transport Crew-Served Weapons (CSW)
E4	CORE	Transport expendable countermeasures
E4	CORE	Transport mines

WEAPONS HANDLING (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Transport missiles
E4	CORE	Transport Precision Guided Munitions (PGM)
E4	CORE	Transport pyrotechnics
E4	CORE	Transport rockets
E4	NON-CORE	Transport small arms
E4	CORE	Transport sonobouys
E4	CORE	Transport Sound Underwater Signals (SUS)
E4	CORE	Transport Tactical Air Launched Decoys (TALD)
E4	CORE	Transport torpedoes

WEAPONS SYSTEMS MAINTENANCE

Paygrade	Task Type	Task Statements
E4	CORE	Document aircraft weapon systems maintenance actions
E4	CORE	Install Aircraft Armament Systems (AAS)
E4	CORE	Maintain aircrafts for loading evolutions
E4	NON-CORE	Maintain grounding devices
E6	CORE	Manage weapon systems functional checks evolutions
E6	CORE	Manage weapon systems release and control checks evolutions
E4	CORE	Perform weapon systems functional checks
E4	CORE	Perform weapon systems release and control checks
E5	CORE	Supervise weapon systems functional checks evolutions
E5	CORE	Supervise weapon systems release and control checks evolutions

Job Title **Job Code**

Aviation Ordnance Quality Assurance Safety Supervisor 002273

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Architecture and Engineering	TBD	AVIATION ORDNANCE QA SUP	AO QA SUPV

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	AO	NEC EXXX series and other NECs as assigned

Job Description

Aviation Ordnance Quality Assurance Safety Supervisors inform personnel of the hazards of ammunition, explosives, safety principles, and practices outlined in applicable governing directives; train personnel on safe operating procedures; and conduct, manage, and monitor the Quality Assurance programs and the inspection/certification of ship and shore-based weapons.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Aviation Ordnance	164600	Industrial Safety and Health Engineers	17-2111.01	Architecture and Engineering

Skills	Abilities
Monitoring	*Written Comprehension*
Quality Control Analysis	*Problem Sensitivity*
Equipment Maintenance	*Manual Dexterity*
Management of Personnel Resources	*Inductive Reasoning*
Judgment and Decision Making	*Visualization*
Critical Thinking	*Category Flexibility*
Operation and Control	*Deductive Reasoning*
Active Listening	*Information Ordering*
Installation	*Selective Attention*
Management of Material Resources	*Static Strength*

AIRCRAFT ARMAMENT SYSTEMS (AAS)

Paygrade	Task Type	Task Statements
E4	CORE	Inventory Aircraft Armament Systems (AAS)
E4	CORE	Prepare Aircraft Armament Systems (AAS) materials for shipping
E6	CORE	Verify Aircraft Armament Systems (AAS) materials for shipping reports

MANAGEMENT AND SUPERVISION

Paygrade	Task Type	Task Statements
E7	CORE	Brief ordnance status to Explosive Ordnance Disposal (EOD) teams (e.g. mishaps, ordnance conditions, etc.)
E5	CORE	Conduct ordnance operations and evolutions safety briefs
E7	NON-CORE	Coordinate forward base mode of transportation
E7	CORE	Designate forward weapons assembly areas
E7	CORE	Develop explosive safety routes
E7	CORE	Manage Aircraft Armament Systems (AAS) materials shipping process
E7	CORE	Manage aircraft ordnance handling operations
E6	CORE	Manage arm and de-arm evolutions
E7	CORE	Manage arm and de-arm operations
E6	CORE	Manage Arms, Ammunition, and Explosives (AA&E) program operations
E7	CORE	Manage Arms, Ammunition, and Explosives (AA&E) programs
E7	NON-CORE	Manage Consolidated Ships Maintenance Plans (CSMP)

MANAGEMENT AND SUPERVISION (CONT'D)

Paygrade	Task Type	Task Statements
E7	NON-CORE	Manage Crew-Served gun mount maintenance operations
E6	NON-CORE	Manage Crew-Served Weapons (CSW) casualty drill evolutions
E7	NON-CORE	Manage Crew-Served Weapons (CSW) maintenance operations
E7	CORE	Manage explosive handling qualification and certification boards
E7	CORE	Manage explosive safety mishaps reporting process
E6	CORE	Manage explosive safety program operations
E7	CORE	Manage explosive safety programs
E7	CORE	Manage explosive vehicle operator training and licensing programs
E7	CORE	Manage fleet sentencing operations
E7	NON-CORE	Manage Forward Arming Refueling Point (FARP) operations
E7	CORE	Manage magazine and locker inventory programs
E7	NON-CORE	Manage magazine Ship Alterations (SHIPALT) request process
E7	NON-CORE	Manage Naval Aviation Maintenance Discrepancy Reporting Program (NAMDRP) reporting process
E7	NON-CORE	Manage Naval Aviation Maintenance Programs (NAMP)
E7	CORE	Manage Navy Personnel Conventional Ammunition and Explosives Handling Qualification and Certification Programs
E7	NON-CORE	Manage ordnance damage control operations
E6	CORE	Manage ordnance facility inspection evolutions
E7	CORE	Manage ordnance facility inspection operations
E7	CORE	Manage ordnance inspection operations
E6	CORE	Manage ordnance reports
E6	CORE	Manage Single Hoist Ordnance Loading Systems (SHOLS) maintenance evolutions
E7	CORE	Manage Single Hoist Ordnance Loading Systems (SHOLS) maintenance operations
E7	NON-CORE	Manage waiver exemption, deviation, and secretarial certification process
E7	CORE	Manage weapon systems functional checks operations
E7	NON-CORE	Plan Crew-Served Weapons (CSW) casualty drills
E6	CORE	Supervise Arms, Ammunition, and Explosives (AA&E) program operations
E5	NON-CORE	Supervise explosive safety program operations
E7	CORE	Supervise fuel systems casualty operations (OTTO FUEL II)
E6	CORE	Supervise Navy Personnel Conventional Ammunition and Explosives Handling Qualification and Certification Program operations
E6	NON-CORE	Supervise ordnance damage control personnel
E6	CORE	Supervise ordnance facility inspection evolutions
E6	CORE	Update military construction and explosive site approval requests
E4	NON-CORE	Update monthly maintenance plans
E5	CORE	Update Navy Personnel Conventional Ammunition and Explosives Handling Qualification and Certification Program records
E6	CORE	Verify Navy Personnel Conventional Ammunition and Explosives Handling Qualification and Certification Program records
E6	CORE	Verify ordnance requisitions

ORDNANCE MAINTENANCE: AIRBORNE WEAPONS SUPPORT EQUIPMENT (AWSE)

Paygrade	Task Type	Task Statements
E7	CORE	Verify ordnance site approval packages
E4	CORE	Maintain Single Hoist Ordnance Loading Systems (SHOLS)
E4	CORE	Maintain Weapons Support Equipment (WSE)
E4	CORE	Perform Armament Weapons Support Equipment (AWSE) pre-operational inspections
E4	NON-CORE	Prepare Support Equipment (SE) misuse and abuse reports
E5	CORE	Supervise Single Hoist Ordnance Loading Systems (SHOLS) maintenance evolutions
E4	CORE	Transport Armament Weapons Support Equipment (AWSE)

ORDNANCE MAINTENANCE: GUNS

Paygrade	Task Type	Task Statements
E4	NON-CORE	Assemble small arms
E4	NON-CORE	Disassemble small arms
E4	NON-CORE	Maintain Crew-Served Weapons (CSW)
E6	NON-CORE	Manage Crew-Served gun mount maintenance evolutions
E6	NON-CORE	Manage Crew-Served Weapons (CSW) maintenance evolutions
E5	NON-CORE	Supervise Crew-Served gun mount maintenance evolutions
E5	NON-CORE	Supervise Crew-Served Weapons (CSW) maintenance evolutions

ORDNANCE MAINTENANCE: MAGAZINES/ELEVATORS

Paygrade	Task Type	Task Statements
E4	CORE	Maintain magazine system components (e.g. safety devices, security alarm systems, sprinkler systems, etc.)
E4	CORE	Maintain ordnance facilities
E4	CORE	Perform cargo/weapons elevator pre-operational inspections

QUALITY ASSURANCE

Paygrade	Task Type	Task Statements
E5	NON-CORE	Audit Naval Aviation Maintenance Programs (NAMP)
E6	CORE	Audit squadron ordnance programs
E5	CORE	Certify ordnance load-outs Safe for Flight (SFF)
E5	NON-CORE	Conduct Collateral Duty Inspector (CDI) inspections
E6	NON-CORE	Conduct Quality Assurance (QA) aircraft inspections
E6	NON-CORE	Implement Naval Ordnance Management Policy (NOMP)
E6	CORE	Perform Airborne Weapon Changes (AWC)
E5	NON-CORE	Perform aircraft transfer and acceptance inspections
E5	NON-CORE	Perform aircraft turnaround inspections
E5	CORE	Perform ordnance issue and receipt inspections
E5	CORE	Perform Quality Assurance Safety Observer (QASO) functions
E5	NON-CORE	Prepare explosive mishaps reports
E5	NON-CORE	Prepare Naval Aviation Maintenance Discrepancy Reporting Program (NAMDRP) reports
E6	NON-CORE	Release aircraft Safe for Flight

QUALITY ASSURANCE (CONT'D)

Paygrade	Task Type	Task Statements
E6	NON-CORE	Verify explosive mishaps reports
E6	CORE	Verify explosive vehicle operator training and licensing programs
E6	NON-CORE	Verify Naval Aviation Maintenance Programs (NAMP)

TECHNICAL ADMINISTRATION

Paygrade	Task Type	Task Statements
E5	NON-CORE	Prepare Engineering Investigation (EI) reports
E6	NON-CORE	Prepare magazine Ship Alterations (SHIPALT) requests
E6	NON-CORE	Prepare waiver exemption, deviation, and secretarial certification correspondence
E5	NON-CORE	Provide explosive vehicle operator training and licensing
E6	NON-CORE	Update ordnance logs and records
E6	NON-CORE	Verify magazine Ship Alterations (SHIPALT) requests
E6	NON-CORE	Verify Naval Aviation Maintenance Discrepancy Reporting Program (NAMDRP) reports
E6	CORE	Verify ordnance reports

WEAPONS HANDLING

Paygrade	Task Type	Task Statements
E4	CORE	Arm aircraft weapons systems
E4	CORE	Assemble aerial targets
E4	CORE	Assemble bombs
E4	CORE	Assemble expendable countermeasures
E4	CORE	Assemble mines
E4	CORE	Assemble missiles
E4	CORE	Assemble Precision Guided Munitions (PGM)
E4	CORE	Assemble pyrotechnics
E4	CORE	Assemble rockets
E4	CORE	Assemble torpedoes
E5	CORE	Conduct weapons operational inspections
E5	CORE	Conduct weapons transfer and acceptance inspections
E4	CORE	De-arm aircraft weapons systems
E4	CORE	Disassemble aerial targets
E4	CORE	Disassemble bombs
E4	CORE	Disassemble expendable countermeasures
E4	CORE	Disassemble mines
E4	CORE	Disassemble missiles
E4	CORE	Disassemble Precision Guided Munitions (PGM)
E4	CORE	Disassemble pyrotechnics
E4	CORE	Disassemble rockets
E4	CORE	Disassemble torpedoes
E4	CORE	Download aerial targets

WEAPONS HANDLING (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Download bombs
E4	CORE	Download expendable countermeasures
E4	CORE	Download mines
E4	CORE	Download missiles
E4	CORE	Download Precision Guided Munitions (PGM)
E4	CORE	Download pyrotechnics
E4	CORE	Download rockets
E4	CORE	Download Sound Underwater Signals (SUS)
E4	CORE	Download Tactical Air Launched Decoys (TALD)
E4	CORE	Download torpedoes
E4	CORE	Inventory Arms, Ammunition and Explosives (AA&E)
E4	CORE	Inventory ordnance
E4	CORE	Issue aircraft egress system explosives
E4	CORE	Load aerial targets
E4	CORE	Load bombs
E4	CORE	Load expendable countermeasures
E4	CORE	Load mines
E4	CORE	Load missiles
E4	CORE	Load Precision Guided Munitions (PGM)
E4	CORE	Load pyrotechnics
E4	CORE	Load rockets
E4	CORE	Load Sound Underwater Signals (SUS)
E4	CORE	Load Tactical Air Launched Decoys (TALD)
E4	CORE	Load torpedoes
E4	CORE	Maintain Landing Force Operational Reserve Material (LFORM)
E4	CORE	Maintain ordnance
E6	NON-CORE	Manage fleet sentencing evolutions
E6	CORE	Manage ordnance inspection evolutions
E4	NON-CORE	Operate pneumatic systems
E4	NON-CORE	Operate small arms
E4	NON-CORE	Perform Crew-Served Weapons (CSW) casualty drills
E4	NON-CORE	Perform fleet sentencing
E4	CORE	Perform ordnance evolutions
E4	CORE	Perform ordnance inspections
E4	CORE	Perform ordnance strike-up/strike-down procedures
E4	CORE	Receive aircraft egress systems explosives
E4	CORE	Recover aerial targets
E4	CORE	Stow aircraft egress systems explosives
E4	CORE	Stow bombs

WEAPONS HANDLING (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Stow expendable countermeasures
E4	CORE	Stow missiles
E4	CORE	Stow Precision Guided Munitions (PGM)
E4	CORE	Stow pyrotechnics
E4	CORE	Stow rockets
E4	CORE	Stow Sound Underwater Signals (SUS)
E4	CORE	Stow Tactical Air Launched Decoys (TALD)
E4	CORE	Stow torpedoes
E5	CORE	Supervise arm and de-arm evolutions
E5	NON-CORE	Supervise Crew-Served Weapons (CSW) casualty drill evolutions
E5	NON-CORE	Supervise fleet sentencing evolutions
E5	CORE	Supervise ordnance evolutions
E5	CORE	Supervise ordnance handling operations
E5	CORE	Supervise ordnance inspection evolutions
E4	CORE	Transport aerial targets
E4	CORE	Transport bombs
E4	CORE	Transport expendable countermeasures
E4	CORE	Transport missiles
E4	CORE	Transport Precision Guided Munitions (PGM)
E4	CORE	Transport pyrotechnics
E4	CORE	Transport rockets
E4	NON-CORE	Transport small arms
E4	CORE	Transport Sound Underwater Signals (SUS)
E4	CORE	Transport Tactical Air Launched Decoys (TALD)
E4	CORE	Transport torpedoes

WEAPONS SYSTEMS MAINTENANCE

Paygrade	Task Type	Task Statements
E4	CORE	Maintain aircrafts for loading evolutions
E4	NON-CORE	Maintain grounding devices
E6	CORE	Manage weapon systems functional checks evolutions
E4	CORE	Perform weapon systems functional checks
E5	CORE	Supervise weapon systems functional checks evolutions

CHAPTER 10

AVIATION SUPPORT EQUIPMENT TECHNICIAN (AS)

NAVPERS 18068-10E
CH-75

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

AVIATION SUPPORT EQUIPMENT TECHNICIAN (AS)

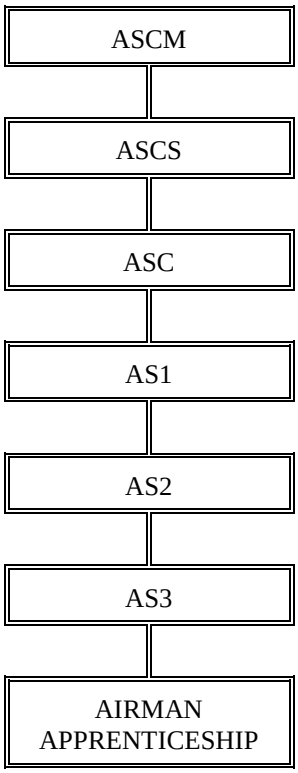
SCOPE OF RATING

Aviation Support Equipment Technicians (AS) perform preventive and corrective maintenance on aviation support equipment, aviation armament handling equipment, aviation mobile firefighting units, and associated components and systems; service, inspect, test, troubleshoot, and repair diesel engine systems, transmission systems, hydraulic, hydrostatic, and pneumatic systems, steering and suspension systems, cryogenic systems, electrical systems, gas turbine compressor units, electrical and hydraulic power generating equipment, and air-conditioning and refrigeration systems (excluding avionics support equipment); manage support equipment assets at different command levels; and provide training in operation of aviation support equipment.

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 10.

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 **Job Code**

Aviation Support Equipment Technician 002320

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Installation, Maintenance, and Repair	TBD	AVIATION SUPPORT EQUIPMENT TEC	AV SUP EQ TECH

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	AS	NEC FXXX series and other NECs as assigned

Job Description

Aviation Support Equipment Technicians perform scheduled and unscheduled maintenance on aircraft support equipment. They perform maintenance (adjust, troubleshoot, and repair) on mechanical systems (diesel engines, gas turbine compressor systems, brake systems, transmission systems, welding and structural repair equipment), air conditioning and refrigeration systems (compressors, condensers, evaporators, refrigerant reclaimer equipment and plumbing components, reclaiming of refrigerant), electrical systems (Mobile Electrical Power Plant (MEPP) systems, aircraft tow tractors electrical systems, forklift electrical systems, and numerous other support equipment electrical systems), mobile maintenance facility (electrical/structural corrosion control, mobile facility van complexing, environmental control units), cryogenic equipment (gaseous and liquid oxygen servicing systems, gaseous nitrogen servicing systems and oxygen system purge units), hydraulic/pneumatic systems (hydraulic test stands, aircraft and automotive lifting devices, maintenance platforms, various pumps, actuators and accumulators). They also perform support equipment management, training and licensing, by planning, organizing, scheduling, and implementing daily maintenance tasks and training requirements.

DoD Relationship

Group Title	*DoD Code*
Aircraft Accessories	160200

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
Automotive Master Mechanics	49-3023.01	Installation, Maintenance, and Repair

Skills

Systems Evaluation
Equipment Maintenance
Quality Control Analysis
Repairing
Complex Problem Solving
Troubleshooting
Judgment and Decision Making
Management of Material Resources
Management of Personnel Resources
Active Learning

Abilities

Problem Sensitivity
Deductive Reasoning
Inductive Reasoning
Written Comprehension
Originality
Oral Expression
Manual Dexterity
Information Ordering
Oral Comprehension
Visual Color Discrimination

CORROSION CONTROL

Paygrade	Task Type	Task Statements
E5	CORE	Determine corrosion treatment
E4	CORE	Identify corrosion types
E4	CORE	Implement corrosion control maintenance
E4	CORE	Perform preservation procedures

ELECTRO/MECHANICAL MAINTENANCE

Paygrade	Task Type	Task Statements
E4	CORE	Build power cables
E4	CORE	Maintain air conditioning and refrigeration equipment
E4	CORE	Maintain air conditioning and refrigeration reclaimer equipment
E4	CORE	Maintain aircraft tow tractors
E4	CORE	Maintain deicing equipment
E4	CORE	Maintain Environmental Control Unit (ECU)
E4	CORE	Maintain gas turbine engine
E4	CORE	Maintain Mobile Electric Power Plant (MEPP)
E4	CORE	Maintain Mobile Maintenance Facility (MMF)
E4	CORE	Maintain Mobile Maintenance Facility (MMF) generator

ELECTRO/MECHANICAL MAINTENANCE (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Maintain Weight Handling Equipment (WHE)
E4	NON-CORE	Recharge air condition and refrigeration equipment refrigerants
E4	NON-CORE	Recover air condition and refrigeration equipment refrigerants
E4	CORE	Repair air conditioning and refrigeration equipment
E4	CORE	Repair air conditioning and refrigeration reclaimer equipment
E4	CORE	Repair aircraft tow tractors
E4	CORE	Repair deicing equipment
E4	CORE	Repair Environmental Control Unit (ECU)
E4	CORE	Repair gas turbine engine
E4	CORE	Repair Mobile Electric Power Plant (MEPP)
E4	CORE	Repair Mobile Maintenance Facility (MMF)
E5	CORE	Repair Mobile Maintenance Facility (MMF) generator
E4	CORE	Repair Weight Handling Equipment (WHE)
E4	CORE	Test air conditioning and refrigeration equipment
E4	CORE	Test air conditioning and refrigeration reclaimer equipment
E4	CORE	Test aircraft tow tractors
E4	CORE	Test deicing equipment
E4	CORE	Test Environmental Control Unit (ECU)
E4	CORE	Test gas turbine engine
E4	CORE	Test Mobile Electric Power Plant (MEPP)
E4	CORE	Test Mobile Maintenance Facility (MMF)
E4	CORE	Test Mobile Maintenance Facility (MMF) generator
E4	CORE	Test Weight Handling Equipment (WHE)
E4	CORE	Troubleshoot air conditioning and refrigeration equipment
E4	CORE	Troubleshoot air conditioning and refrigeration reclaimer equipment
E4	CORE	Troubleshoot aircraft tow tractors
E4	CORE	Troubleshoot deicing equipment
E4	CORE	Troubleshoot Environmental Control Unit (ECU)
E4	CORE	Troubleshoot gas turbine engine
E4	CORE	Troubleshoot Mobile Electric Power Plant (MEPP)
E4	CORE	Troubleshoot Mobile Maintenance Facility (MMF)
E4	CORE	Troubleshoot Mobile Maintenance Facility (MMF) generator
E4	CORE	Troubleshoot Weight Handling Equipment (WHE)

GENERAL SUPPORT EQUIPMENT MAINTENANCE

Paygrade	Task Type	Task Statements
E5	CORE	Conduct flight deck troubleshooter operations
E4	CORE	Maintain aviation Peculiar Support Equipment (PSE)
E4	CORE	Maintain Common Support Equipment (CSE)
E4	CORE	Maintain support equipment tire and wheel assemblies
E4	CORE	Repair aviation Peculiar Support Equipment (PSE)

GENERAL SUPPORT EQUIPMENT MAINTENANCE (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Repair Common Support Equipment (CSE)
E4	CORE	Repair support equipment tire and wheel assemblies
E4	CORE	Test aviation Peculiar Support Equipment (PSE)
E4	CORE	Test Common Support Equipment (CSE)
E4	CORE	Test support equipment tire and wheel assemblies
E4	CORE	Troubleshoot aviation Peculiar Support Equipment (PSE)
E4	CORE	Troubleshoot Common Support Equipment (CSE)

HYDRAULIC/PNEUMATIC MAINTENANCE

Paygrade	Task Type	Task Statements
E5	CORE	Inspect support equipment Hydraulic Servicing Units (HSU)
E4	CORE	Maintain aircraft engine trailers
E4	CORE	Maintain aircraft jacks
E4	CORE	Maintain gaseous nitrogen support equipment
E4	CORE	Maintain gaseous oxygen support equipment
E5	CORE	Maintain hydraulic contamination control standards (i.e. samples, tools, logs, etc.)
E4	CORE	Maintain hydraulic purification support equipment
E4	CORE	Maintain Liquid Oxygen (LOX) support equipment
E4	CORE	Maintain Material Handling Equipment (MHE)
E4	CORE	Maintain support equipment hydraulic power supply
E4	CORE	Maintain support equipment Hydraulic Servicing Units (HSU)
E4	CORE	Perform hydraulic contamination control
E5	CORE	Perform hydraulic purification procedures
E4	NON-CORE	Recharge Environmental Control Unit (ECU) refrigerants
E4	NON-CORE	Recover Environmental Control Unit (ECU) refrigerants
E4	CORE	Repair aircraft engine trailers
E4	CORE	Repair aircraft jacks
E4	CORE	Repair gaseous nitrogen support equipment
E4	CORE	Repair gaseous oxygen support equipment
E4	CORE	Repair hydraulic purification support equipment
E4	CORE	Repair hydraulic systems
E4	CORE	Repair Liquid Oxygen (LOX) support equipment
E4	CORE	Repair Material Handling Equipment (MHE)
E4	CORE	Repair support equipment hydraulic power supply
E4	CORE	Repair support equipment Hydraulic Servicing Units (HSU)
E4	CORE	Test aircraft engine trailers
E4	CORE	Test aircraft jacks
E4	CORE	Test gaseous nitrogen support equipment
E4	CORE	Test gaseous oxygen support equipment
E4	CORE	Test hydraulic fluids for contamination
E4	CORE	Test hydraulic purification support equipment

HYDRAULIC/PNEUMATIC MAINTENANCE (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Test hydraulic systems
E4	CORE	Test Liquid Oxygen (LOX) support equipment
E4	CORE	Test Material Handling Equipment (MHE)
E4	CORE	Test support equipment hydraulic power supply
E4	CORE	Test support equipment Hydraulic Servicing Units (HSU)
E4	CORE	Troubleshoot aircraft engine trailers
E4	CORE	Troubleshoot aircraft jacks
E4	CORE	Troubleshoot gaseous nitrogen support equipment
E4	CORE	Troubleshoot gaseous oxygen support equipment
E4	CORE	Troubleshoot hydraulic purification support equipment
E4	CORE	Troubleshoot Liquid Oxygen (LOX) support equipment
E4	CORE	Troubleshoot Material Handling Equipment (MHE)
E4	CORE	Troubleshoot support equipment hydraulic power supply
E4	CORE	Troubleshoot support equipment Hydraulic Servicing Units (HSU)

MANAGEMENT

Paygrade	Task Type	Task Statements
E7	CORE	Approve depot level corrosion treatment
E6	CORE	Coordinate depot level corrosion treatment
E5	CORE	Implement work center responsibilities (e.g. programs, qualifications, etc.)
E7	CORE	Manage curriculum development for Apprentice and Journeyman schools
E7	CORE	Manage depot level maintenance requirements
E6	CORE	Manage flight deck troubleshooter operations
E7	CORE	Manage Intermediate level maintenance requirements
E5	CORE	Manage material control assets
E6	CORE	Manage production control
E5	CORE	Manage support equipment asset inventories
E5	CORE	Manage support equipment issues and receipts
E5	CORE	Manage support equipment logs and records
E5	CORE	Manage support equipment operator training and licensing program
E7	CORE	Manage support equipment tool room operations
E6	CORE	Manage technical directives compliance programs
E5	CORE	Project scheduled maintenance reports
E7	CORE	Supervise production control
E6	CORE	Supervise support equipment operator training and licensing program
E6	CORE	Supervise support equipment tool room operations
E7	CORE	Supervise technical directives compliance programs
E6	CORE	Validate material control assets
E6	CORE	Validate support equipment logs and records
E7	CORE	Verify material control assets
E7	CORE	Verify support equipment logs and records

MECHANICAL MAINTENANCE

Paygrade	Task Type	Task Statements
E4	CORE	Maintain aircraft crash and salvage equipment
E4	CORE	Maintain Armament Weapons Support Equipment (AWSE)
E5	CORE	Repair aircraft crash and salvage equipment
E4	CORE	Repair Armament Weapons Support Equipment (AWSE)
E5	CORE	Test aircraft crash and salvage equipment
E4	CORE	Test Armament Weapons Support Equipment (AWSE)
E5	CORE	Troubleshoot aircraft crash and salvage equipment
E4	CORE	Troubleshoot Armament Weapons Support Equipment (AWSE)

QUALITY ASSURANCE

Paygrade	Task Type	Task Statements
E5	CORE	Inspect air conditioning and refrigeration equipment
E5	CORE	Inspect air conditioning and refrigeration reclaimer equipment
E5	CORE	Inspect aircraft crash and salvage equipment
E5	CORE	Inspect aircraft engine trailers
E5	CORE	Inspect aircraft jacks
E5	CORE	Inspect aircraft tow tractors
E5	CORE	Inspect Armament Weapons Support Equipment (AWSE)
E5	CORE	Inspect aviation Peculiar Support Equipment (PSE)
E5	CORE	Inspect Common Support Equipment (CSE)
E5	CORE	Inspect deicing equipment
E5	CORE	Inspect Environmental Control Unit (ECU)
E5	CORE	Inspect gas turbine engine
E5	CORE	Inspect gaseous nitrogen support equipment
E5	CORE	Inspect gaseous oxygen support equipment
E5	CORE	Inspect hydraulic purification support equipment
E5	CORE	Inspect hydraulic systems
E5	CORE	Inspect Liquid Oxygen (LOX) support equipment
E5	CORE	Inspect Material Handling Equipment (MHE)
E5	CORE	Inspect Mobile Electric Power Plant (MEPP)
E5	CORE	Inspect Mobile Maintenance Facility (MMF)
E5	CORE	Inspect Mobile Maintenance Facility (MMF) generator
E5	CORE	Inspect support equipment hydraulic power supply
E5	CORE	Inspect support equipment tire and wheel assemblies
E5	CORE	Inspect Weight Handling Equipment (WHE)
E5	CORE	Locate level site for Mobile Maintenance Facility (MMF)
E6	CORE	Manage Quality Assurance (QA) program
E6	CORE	Supervise hydraulic purification procedures
E7	CORE	Supervise Quality Assurance (QA) program
E5	CORE	Validate hydraulic fluid tests

TECHNICAL ADMINISTRATION

Paygrade	Task Type	Task Statements
E4	CORE	Document maintenance actions
E5	CORE	Validate discrepancy reports
E6	CORE	Verify discrepancy reports

CHAPTER 11

AVIATION ELECTRONICS TECHNICIAN (AT)

NAVPERS 18068F-11G
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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

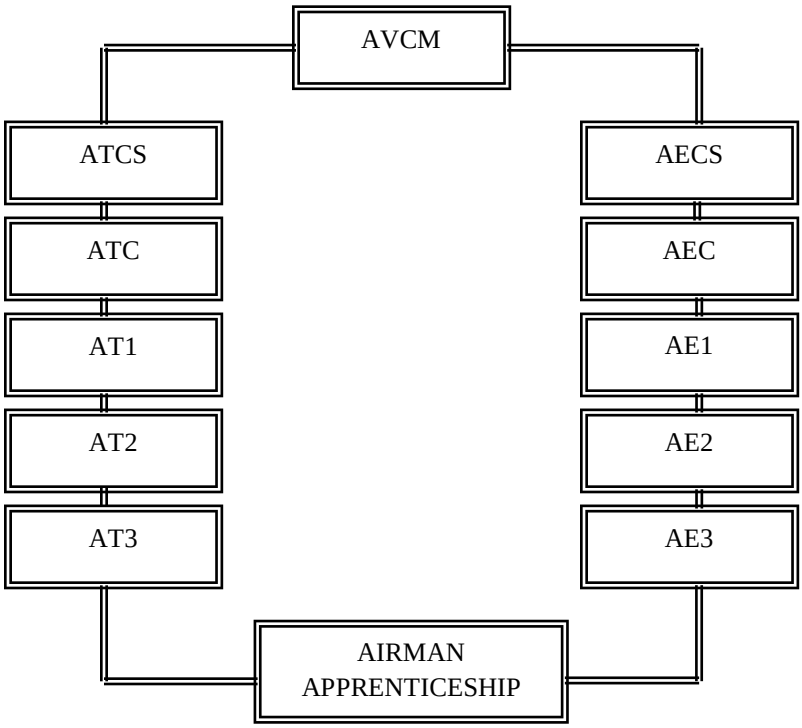
AVIATION ELECTRONICS TECHNICIAN (AT)

SCOPE OF RATING

Aviation Electronics Technicians (AT) perform intermediate level maintenance on aviation electronic components with conventional and automatic test equipment; repair Weapons Replaceable Assemblies (WRA) and Shop Replaceable Assemblies (SRA); and perform test equipment calibration/repair and associated test bench maintenance. They also perform organizational level maintenance on aircraft electronics systems to include: computers, communications, Radio Detection and Ranging (RADAR), navigation, Anti-Submarine Warfare (ASW) sensors, fiber optics, Forward Looking Infrared (FLIR), wiring, weapons systems, Light Amplification by Stimulated Emission of Radiation (LASER), electronic warfare, data link, fire control, and tactical displays with associated equipment.

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 11.

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 **Job Code**

Aviation Electronics Intermediate Level Technician 002410

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Installation, Maintenance, and Repair	TBD	AVIATION ELECTRONICS I-LVL TEC	AV ELTRON I-LV

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	AT	NEC IXXX series and other NECs as required

Job Description

Aviation Electronics Intermediate Level Technicians communicate with Production Control and Quality Assurance to ensure timely and accurate maintenance according to the Naval Aviation Maintenance Program (NAMP); inspect, troubleshoot, repair, and maintain a vast array of mission, navigation, Radio Detection and Ranging (RADAR), and communications avionics equipment; understand the operational theory of assigned equipment; possess knowledge of all levels of troubleshooting procedures; and are required to read and interpret schematics for electronics and advanced electronic test equipment.

DoD Relationship

Group Title	*DoD Code*
Navigation, Communication, and Countermeasure	110200

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
Avionics Technicians	49-2091.00	Installation, Maintenance, and Repair

Skills	Abilities
Systems Evaluation	*Deductive Reasoning*
Equipment Maintenance	*Problem Sensitivity*
Repairing	*Manual Dexterity*
Equipment Selection	*Written Comprehension*
Troubleshooting	*Selective Attention*
Quality Control Analysis	*Near Vision*
Critical Thinking	*Finger Dexterity*
Installation	*Inductive Reasoning*
Monitoring	*Information Ordering*
Management of Material Resources	*Written Expression*

AVIONICS MAINTENANCE

Paygrade	Task Type	Task Statements
E4	CORE	Analyze wiring schematics
E4	CORE	Conduct Support Equipment (SE) inspections (e.g., daily, pre-operations, etc.)
E4	CORE	Install Unit Under Test (UUT) sub-assemblies
E4	NON-CORE	Maintain carrier landing system components
E4	CORE	Maintain communication system components
E4	NON-CORE	Maintain Communications Security (COMSEC) system components
E4	CORE	Maintain computer system components
E4	CORE	Maintain display system components
E4	CORE	Maintain Identification Friend or Foe (IFF) communication system components
E4	NON-CORE	Maintain infrared system components
E4	NON-CORE	Maintain Instrument Landing System (ILS) components
E4	CORE	Maintain navigation system components
E4	CORE	Operate Consolidated Automated Support System (CASS) Family of Testers (FOT)
E4	CORE	Perform scheduled inspections
E4	CORE	Perform Technical Directive (TD) changes
E4	CORE	Remove Unit Under Test (UUT) sub-assemblies
E4	NON-CORE	Repair Anti-Submarine Warfare (ASW) system components
E4	CORE	Repair controls and indicators

AVIONICS MAINTENANCE (CON'T)

Paygrade	Task Type	Task Statements
E4	CORE	Repair countermeasures system components
E4	CORE	Repair flight control system components
E4	CORE	Repair navigation system components
E4	CORE	Repair radar system components
E4	CORE	Repair stores management system components
E4	CORE	Repair Unit Under Test (UUT) sub-assemblies
E4	CORE	Repair wiring and connectors
E4	CORE	Replace fiber optic cables
E4	NON-CORE	Test aircrew survival equipment radios
E4	NON-CORE	Test Anti-Submarine Warfare (ASW) system components
E4	CORE	Test countermeasures system components
E4	NON-CORE	Troubleshoot Anti-Submarine Warfare (ASW) system components
E4	CORE	Troubleshoot communication system components
E4	NON-CORE	Troubleshoot Communications Security (COMSEC) system components
E4	CORE	Troubleshoot computer system components
E4	CORE	Troubleshoot countermeasures system components
E4	CORE	Troubleshoot display system components
E4	CORE	Troubleshoot Identification Friend or Foe (IFF) communication system components
E4	NON-CORE	Troubleshoot infrared system components
E4	NON-CORE	Troubleshoot Instrument Landing System (ILS) components

CALIBRATION

Paygrade	Task Type	Task Statements
E4	NON-CORE	Calibrate dimensional measuring equipment
E4	NON-CORE	Calibrate electronic test equipment
E4	NON-CORE	Calibrate Precision Measuring Equipment (PME)
E4	NON-CORE	Calibrate radio frequency equipment
E4	NON-CORE	Document calibration laboratories climate standards
E4	NON-CORE	Maintain radio frequency calibration standards
E4	NON-CORE	Repair dimensional measuring equipment
E4	NON-CORE	Repair Precision Measuring Equipment (PME)

CORROSION CONTROL

Paygrade	Task Type	Task Statements
E4	CORE	Clean Support Equipment (SE) and avionics related equipment
E4	CORE	Depreserve Support Equipment (SE) and avionics related equipment
E4	CORE	Perform corrosion identification
E4	CORE	Perform corrosion inspections
E4	CORE	Perform corrosion prevention procedures
E4	CORE	Perform corrosion treatment procedures
E4	CORE	Perform emergency reclamations
E4	CORE	Preserve Support Equipment (SE) and avionics related equipment

ELECTRICAL AND ELECTRONIC MAINTENANCE

Paygrade	Task Type	Task Statements
E4	CORE	Adjust electronic equipment
E4	CORE	Install Shop Replaceable Assemblies (SRA)
E4	CORE	Load avionics related software
E4	NON-CORE	Perform Micro-Miniature (2M) repairs
E4	CORE	Remove Shop Replaceable Assemblies (SRA)
E4	CORE	Repair electronic equipment
E4	CORE	Repair radio frequency equipment

MAINTENANCE ADMINISTRATION

Paygrade	Task Type	Task Statements
E5	CORE	Brief Production Control (PC)
E7	CORE	Conduct production meetings
E4	CORE	Control classified material
E4	CORE	Document maintenance actions
E6	CORE	Manage avionics maintenance
E6	CORE	Manage Key Management Infrastructure (KMI) programs
E7	CORE	Manage Production Control (PC)
E7	CORE	Manage scheduled maintenance
E7	CORE	Manage unscheduled maintenance
E5	CORE	Prepare Broad Arrow (BA) reports
E5	CORE	Review maintenance reports
E5	CORE	Supervise scheduled maintenance
E5	CORE	Supervise unscheduled maintenance
E5	CORE	Update Monthly Maintenance Plans (MMP)

QUALITY ASSURANCE

Paygrade	Task Type	Task Statements
E5	CORE	Conduct acceptance inspections
E5	CORE	Conduct Quality Assurance (QA) inspections
E5	CORE	Conduct transfer inspections
E6	CORE	Manage Naval Aviation Maintenance Programs (NAMP)
E5	CORE	Perform Collateral Duty Inspector (CDI) functions
E6	CORE	Perform Naval Aviation Maintenance Program (NAMP) audits

TEST EQUIPMENT

Paygrade	Task Type	Task Statements
E5	NON-CORE	Inspect Consolidated Automated Support System (CASS) Family of Testers (FOT) stations
E5	CORE	Inspect test equipment
E4	CORE	Install Consolidated Automated Support System (CASS) Family of Testers (FOT) test equipment
E4	CORE	Maintain Support Equipment (SE)

TEST EQUIPMENT (CON'T)

Paygrade	Task Type	Task Statements
E4	CORE	Remove Consolidated Automated Support System (CASS) Family of Testers (FOT) test equipment
E5	CORE	Repair Consolidated Automated Support System (CASS) Family of Testers (FOT) stations
E4	CORE	Repair Operational Test Program Sets (OTPS)
E4	CORE	Repair Support Equipment (SE)
E4	CORE	Repair test equipment
E4	NON-CORE	Troubleshoot Consolidated Automated Support System (CASS) Family of Testers (FOT) stations
E4	CORE	Troubleshoot Support Equipment (SE)

Job Title **Job Code**

Aviation Electronics Organizational Level Technician 002455

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Installation, Maintenance, and Repair	TBD	AVIATION ELECTRONICS O-LVL TEC	AV ELTRON O-LV

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	AT	NEC EXXX series and other NECs as assigned

Job Description

Aviation Electronics Organizational Level Technicians communicate with Maintenance Control and Quality Assurance to ensure timely and accurate maintenance according to the Naval Aviation Maintenance Program (NAMP); inspect, troubleshoot, repair, and maintain various aircraft avionics systems; have an in-depth understanding of the operational theory of assigned equipment and knowledge of troubleshooting procedures; and are required to read and interpret schematics for aircraft and avionics systems.

DoD Relationship

Group Title	*DoD Code*
Navigation, Communication, and Countermeasure	110200

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
Avionics Technicians	49-2091.00	Installation, Maintenance, and Repair

Skills	Abilities
Systems Evaluation	*Deductive Reasoning*
Equipment Maintenance	*Selective Attention*
Troubleshooting	*Problem Sensitivity*
Quality Control Analysis	*Information Ordering*
Coordination	*Written Comprehension*
Equipment Selection	*Near Vision*
Management of Material Resources	*Perceptual Speed*
Critical Thinking	*Inductive Reasoning*
Monitoring	*Finger Dexterity*
Systems Analysis	*Oral Expression*

AVIONICS MAINTENANCE

Paygrade	Task Type	Task Statements
E4	CORE	Analyze wiring schematics
E4	CORE	Conduct Support Equipment (SE) inspections (e.g., daily, pre-operations, etc.)
E4	NON-CORE	Load aircrew survival equipment radios
E4	CORE	Load Communications Security (COMSEC) systems
E4	CORE	Maintain aircraft communication systems
E4	CORE	Maintain aircraft external stores mission equipment
E4	NON-CORE	Maintain Antisubmarine Warfare (ASW) systems
E4	CORE	Maintain armament systems
E4	CORE	Maintain carrier approach landing systems
E4	CORE	Maintain communication systems
E4	CORE	Maintain Communications Security (COMSEC) systems
E4	CORE	Maintain display systems
E4	CORE	Maintain Electronic Countermeasures (ECM) systems
E4	NON-CORE	Maintain Electronic Support Measures (ESM) systems
E4	CORE	Maintain flight recording systems
E4	CORE	Maintain Global Positioning System (GPS)
E4	CORE	Maintain Identification Friend or Foe (IFF) systems
E4	CORE	Maintain infrared systems
E4	CORE	Maintain Instrument Landing Systems (ILS)

AVIONICS MAINTENANCE (CON'T)

Paygrade	Task Type	Task Statements
E4	NON-CORE	Maintain Light Amplification by Stimulated Emission of Radiation (LASER) systems
E4	CORE	Maintain mission computer system
E4	CORE	Maintain navigation systems
E4	CORE	Maintain radar systems
E4	CORE	Maintain secure speech communication systems
E4	CORE	Maintain video and audio recording systems
E4	CORE	Perform scheduled inspections
E4	CORE	Perform Technical Directive (TD) changes
E4	CORE	Perform weapons release and control systems checks
E4	CORE	Repair wiring and connectors
E4	CORE	Replace fiber optic cables
E4	CORE	Test aircraft electronic systems
E4	CORE	Troubleshoot aircraft communication systems
E4	CORE	Troubleshoot aircraft external stores mission equipment
E4	NON-CORE	Troubleshoot Antisubmarine Warfare (ASW) systems
E4	CORE	Troubleshoot armament systems
E4	CORE	Troubleshoot carrier approach landing systems
E4	CORE	Troubleshoot Communications Security (COMSEC) systems
E4	CORE	Troubleshoot communications systems
E4	CORE	Troubleshoot display systems
E4	CORE	Troubleshoot Electronic Countermeasures (ECM) systems
E4	NON-CORE	Troubleshoot Electronic Support Measures (ESM) systems
E4	CORE	Troubleshoot flight recording systems
E4	CORE	Troubleshoot Global Positioning System (GPS)
E4	CORE	Troubleshoot Identification Friend or Foe (IFF) systems
E4	CORE	Troubleshoot infrared systems
E4	CORE	Troubleshoot Instrument Landing Systems (ILS)
E4	NON-CORE	Troubleshoot Light Amplification by Stimulated Emission of Radiation (LASER) systems
E4	CORE	Troubleshoot mission computer systems
E4	CORE	Troubleshoot navigation systems
E4	CORE	Troubleshoot radar systems
E4	CORE	Troubleshoot secure speech communication systems
E4	CORE	Troubleshoot video and audio recording systems

CORROSION CONTROL

Paygrade	Task Type	Task Statements
E4	CORE	Clean Support Equipment (SE) and avionics related equipment
E4	CORE	Perform corrosion identification
E4	CORE	Perform corrosion inspections
E4	CORE	Perform corrosion prevention procedures

CORROSION CONTROL (CON'T)

Paygrade	Task Type	Task Statements
E4	CORE	Perform corrosion treatment procedures
E4	CORE	Perform emergency reclamations

ELECTRICAL AND ELECTRONIC MAINTENANCE

Paygrade	Task Type	Task Statements
E4	CORE	Adjust electronic equipment
E4	CORE	Load avionics related software

MAINTENANCE ADMINISTRATION

Paygrade	Task Type	Task Statements
E7	CORE	Assign aircraft to flight schedules
E7	CORE	Brief flight crews
E5	CORE	Brief Maintenance Control
E7	CORE	Conduct maintenance meetings
E7	CORE	Configure aircraft for flight schedules
E4	CORE	Control classified material
E7	CORE	Coordinate flight deck and flight line operations
E6	CORE	Coordinate phase maintenance
E4	CORE	Document maintenance actions
E6	CORE	Manage Key Management Infrastructure (KMI) programs
E7	CORE	Manage Maintenance Control
E7	CORE	Manage scheduled maintenance
E7	CORE	Manage unscheduled maintenance
E7	CORE	Prepare aircraft for Planned Maintenance Intervals (PMI)
E7	CORE	Prepare aircraft for Standard Depot Level Maintenance (SDLM)
E7	CORE	Release aircraft safe for flight
E4	CORE	Review Automated Aircraft Discrepancy Book (AADB)
E5	CORE	Review maintenance reports
E5	CORE	Supervise scheduled maintenance
E5	CORE	Supervise unscheduled maintenance
E5	CORE	Update Monthly Maintenance Plans (MMP)

QUALITY ASSURANCE

Paygrade	Task Type	Task Statements
E5	CORE	Conduct acceptance inspections
E5	CORE	Conduct aircraft acceptance inspections
E5	CORE	Conduct conditional inspections
E5	CORE	Conduct phase inspections
E5	CORE	Conduct Quality Assurance (QA) inspections
E5	CORE	Conduct transfer inspections
E6	CORE	Manage Functional Check Flight (FCF) requirements
E6	CORE	Manage Naval Aviation Maintenance Programs (NAMP)

QUALITY ASSURANCE (CON'T)

Paygrade	Task Type	Task Statements
E4	CORE	Perform aircraft daily inspections
E4	CORE	Perform aircraft turnaround inspections
E5	CORE	Perform Collateral Duty Inspector (CDI) functions
E6	CORE	Perform Naval Aviation Maintenance Program (NAMP) audits
E5	NON-CORE	Supervise weapons release and control system checks

TEST EQUIPMENT

Paygrade	Task Type	Task Statements
E5	CORE	Inspect test equipment
E4	CORE	Maintain Support Equipment (SE)
E4	CORE	Repair Support Equipment (SE)
E4	CORE	Troubleshoot Support Equipment (SE)

CHAPTER 12

NAVAL AIRCREWMAN (MECHANICAL) (AWF)

NAVPERS 18068F-12H
Change 81

Updated: January 2020

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

NAVAL AIRCREWMEN (MECHANICAL) (AWF)

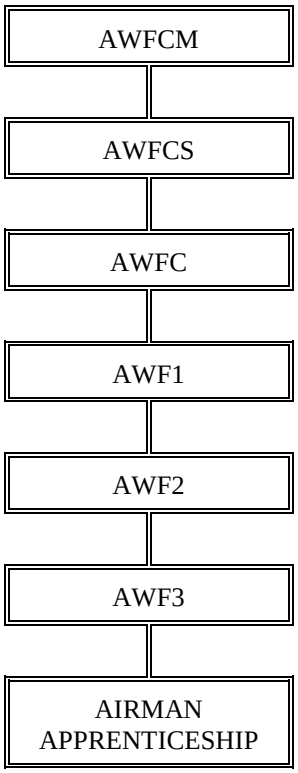
SCOPE OF RATING

Naval Aircrewmen (Mechanical) (AWF) are members of a fixed wing / tilt rotor integrated tactical crew aboard CMV-22, C-2, C-12, C-20, C-26, C-37, C-40, C-130, E-6, P-3 aircraft, and various Unmanned Aerial Vehicles (UAV); performs in-flight and ground duties as aircraft Flight Engineer/ Crew Chief, Loadmaster/Second Loadmaster, Reel Operator, Aircrew Readiness Manager, Unmanned Aircraft Systems (UAS) Operator; calculate Weight and Balance (W&B) and aircraft performance, perform aircraft system maintenance and operation, system rigging, Aircrew administration, Flight/ Ground training, Naval Air Logistics scheduling, cargo movement, Medical Evacuations (MEDEVAC), passenger transport and safety, equipment handling procedures, emergency procedures, utilize small arms, employ Dual Trailing Wire Antenna (DTWA) winch system, and support Joint Special Warfare operations; attain squadron aircrew qualifications and certifications to effectively sustain global warfare readiness.

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) in Chapter 12.

GENERAL INFORMATION

CAREER PATTERN



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

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 **Job Code**

Air Warfare Systems Engineer 001595

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Military Specific	TBD	AIR WARFARE SYSTEMS ENGINEER	NAC AW SYS ENG

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	AWF	NEC GXXX Series and other NECs as assigned

Job Description

Air Warfare Systems Engineers are members of fixed wing / tilt rotor integrated tactical crews aboard C-2, C-26, C-130, C-40, P-3, E-6 Gulfstream aircraft, or Tactical Operations Center/Mobile Tactical Operations Center (TOC/MTOC); perform primary in-flight and ground duties; perform maintenance, weight and balance (W&B), and rigging; perform aircrew administration, flight/ground training, internal/external cargo movement, Medical Evacuations (MEDEVAC), and passenger transport; conduct small arms and Naval Special Warfare (NSW) operations by using Unmanned Aerial Vehicles (UAV); perform aircrew duties that contribute directly to aircrew operations, training, and administration for the purposes of attaining and maintaining squadron aircrew qualifications and certifications; perform aircraft systems, passenger safety and equipment handling procedures in accordance with federal and military regulations for passenger transport, emergency procedures, and aircraft equipment.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Air Crew, General	105000	Air Crew Members	55-3011.00	Military Specific

Skills	Abilities
Operation and Control	*Written Comprehension*
Critical Thinking	*Deductive Reasoning*
Systems Analysis	*Near Vision*
Judgment and Decision Making	*Problem Sensitivity*
Coordination	*Written Expression*
Quality Control Analysis	*Information Ordering*
Equipment Maintenance	*Originality*
Operation Monitoring	*Manual Dexterity*
Management of Material Resources	*Multi-limb Coordination*
Complex Problem Solving	*Oral Expression*

AIRCRAFT SYSTEM OPERATIONS

Paygrade	Task Type	Task Statements
E4	NON-CORE	Adjust aircraft engine power settings
E4	NON-CORE	Adjust antenna reel length
E4	NON-CORE	Align Inertial Navigation Systems (INS)
E4	CORE	Conduct aircraft system testing
E5	CORE	Conduct Functional Check Flight (FCF)
E4	NON-CORE	Initialize Global Positioning Satellite (GPS) equipment
E4	CORE	Maintain aircraft fuel load balance
E4	CORE	Maintain aircraft pressurization
E4	CORE	Maintain environmental control systems
E4	CORE	Monitor aircraft electrical systems
E4	NON-CORE	Operate aircraft engines
E4	CORE	Operate aircraft hydraulic systems
E4	CORE	Operate aircraft pneumatic systems
E4	NON-CORE	Operate anti-icing and de-icing systems
E4	NON-CORE	Operate dual trailing wire antenna
E4	NON-CORE	Operate liquid cooling systems
E4	NON-CORE	Operate propeller systems

AIRCREW ADMINISTRATION

Paygrade	Task Type	Task Statements
E5	CORE	Administer Naval Air Training and Operating Procedures Standardization (NATOPS) programs
E6	CORE	Develop aircrew course curriculum
E6	CORE	Develop training readiness matrix
E5	CORE	Record individual flight time summaries

AIRCREW DUTIES

Paygrade	Task Type	Task Statements
E4	NON-CORE	Assign aircraft ditching stations
E4	CORE	Brief passengers on safety procedures
E4	CORE	Calculate fuel requirements
E4	NON-CORE	Communicate with cargo-loading hand-signals
E4	CORE	Compute aircraft load limitations
E4	CORE	Compute aircraft Weight and Balances (W&B)
E4	CORE	Compute take off, landing, and in-flight performance
E4	NON-CORE	Conduct Night Vision Device (NVD) operations
E4	CORE	Configure aircraft for cargo operations
E4	CORE	Inspect aircraft and personal survival equipment
E4	NON-CORE	Inspect Search and Rescue (SAR) equipment
E4	CORE	Inspect small arms
E4	NON-CORE	Jettison cargo
E4	CORE	Operate Auxiliary Power Units (APU)
E4	CORE	Operate emergency equipment
E4	CORE	Operate radios and Internal Communication Systems (ICS)
E4	CORE	Operate small arms
E4	CORE	Perform aircraft emergency procedures
E4	NON-CORE	Perform Emergency Destruction Plan (EDP) procedures
E4	NON-CORE	Perform Emergency Medical Evacuations (MEDEVAC)
E4	NON-CORE	Perform expeditious cargo offload
E4	CORE	Perform in-flight status system checks
E4	CORE	Perform pre- and post-flight aircraft inspections
E4	NON-CORE	Report visual contacts
E4	CORE	Restrain cargo and equipment

AIRCREW TRAINING

Paygrade	Task Type	Task Statements
E5	CORE	Administer aircrew training programs
E5	CORE	Conduct Naval Air Training and Operating Procedures Standardization (NATOPS) flight and ground training
E5	CORE	Develop Naval Air Training and Operating Procedures Standardization (NATOPS) training materials

AIRCREW TRAINING (CONT'D)

Paygrade	Task Type	Task Statements
E5	NON-CORE	Develop trainer and simulator scenarios
E5	CORE	Evaluate aircrew qualification and readiness programs
E5	CORE	Facilitate Crew Resource Management (CRM) programs
E5	NON-CORE	Operate Weapons Systems Trainer (WST) or Operational Flight Trainer (OFT)
E5	NON-CORE	Perform warfare training exercises
E5	CORE	Update aircrew course curriculum

MAINTENANCE ADMINISTRATION

Paygrade	Task Type	Task Statements
E6	CORE	Brief maintenance operations (maintenance control and work center)
E6	CORE	Conduct Functional Flight Check (FCF) briefs and debriefs
E6	CORE	Conduct maintenance meetings and briefs
E4	CORE	Document aircraft discrepancies
E4	CORE	Document aircraft maintenance
E7	CORE	Manage cannibalization actions
E5	CORE	Manage Naval Aviation Maintenance Programs (NAMP)
E6	CORE	Manage scheduled and unscheduled maintenance
E5	CORE	Manage workload reports
E7	CORE	Manage X-RAY reports
E7	CORE	Monitor aircraft records for compliance
E6	CORE	Monitor Naval Aviation Maintenance Programs (NAMP)
E4	CORE	Process maintenance actions with Optimized Organizational Maintenance Activity Naval Aviation Logistics Command Managed Information System (OOMA NALCOMIS)
E6	CORE	Release aircraft safe for flight
E6	CORE	Review Maintenance Data Reports (MDR)
E4	CORE	Review monthly maintenance plans
E6	CORE	Schedule aircraft for maintenance
E7	CORE	Schedule aircraft for phase/Planned Maintenance Intervals (PMI)
E6	CORE	Schedule aircraft inspections
E6	CORE	Screen Visual Information Display System/Maintenance Action Forms (VIDS/MAF)
E5	CORE	Supervise scheduled and unscheduled maintenance
E5	CORE	Update Monthly Maintenance Plans (MMP)
E6	CORE	Verify aircraft logbooks
E6	CORE	Verify Technical Directive (TD) compliance

MAINTENANCE SUPPORT

Paygrade	Task Type	Task Statements
E5	CORE	Evaluate aircraft ground performance
E4	CORE	Inspect aircraft and aircraft components for corrosion

MAINTENANCE SUPPORT (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Inventory tools
E4	NON-CORE	Maintain air refueling systems
E4	CORE	Maintain aircraft flight databases
E4	CORE	Maintain aircraft hydraulic systems
E4	CORE	Maintain aircraft ice control systems
E4	CORE	Maintain automatic flight control systems
E4	CORE	Maintain environmental systems
E4	NON-CORE	Maintain extended range fuel tanks
E4	CORE	Maintain flight control systems
E4	CORE	Maintain landing gear assemblies
E4	CORE	Maintain navigation systems
E4	CORE	Maintain pneumatic systems
E4	CORE	Maintain pressurization systems
E4	CORE	Operate Support Equipment (SE)
E4	CORE	Perform aircraft conditional inspections
E4	CORE	Perform aircraft daily inspections
E4	CORE	Perform aircraft ground handling operations
E4	CORE	Perform aircraft servicing procedures
E4	CORE	Perform aircraft special inspections
E4	CORE	Perform aircraft turnaround inspections
E4	CORE	Perform corrosion prevention procedures
E4	CORE	Perform preservation and depreservation procedures
E5	CORE	Perform Quality Assurance (QA) inspections
E4	CORE	Perform Support Equipment (SE) inspections (e.g., daily, preoperational, etc.)
E4	CORE	Supervise aircraft towing and pushback operations
E4	CORE	Treat aircraft corrosion

OPERATIONS AND LOGISTICS

Paygrade	Task Type	Task Statements
E4	NON-CORE	Conduct air logistics training
E6	CORE	Coordinate aircraft availability for long and short range planning
E4	NON-CORE	Coordinate cargo transfers
E4	CORE	Coordinate flight packet requirements
E5	NON-CORE	Coordinate Operating Areas (OPAREA) schedules with external agencies
E7	NON-CORE	Coordinate tactical exercises
E5	CORE	Determine aircrew readiness requirements for individuals and crews
E4	CORE	Document logistics flight records
E4	CORE	Perform aircrew mission briefs
E4	CORE	Perform flight and mission planning
E4	CORE	Perform pre- and post-deployment procedures

OPERATIONS AND LOGISTICS (CONT'D)

Paygrade	Task Type	Task Statements
E5	NON-CORE	Plan Night Vision Device (NVD) operations
E6	NON-CORE	Prepare country clearance messages
E5	CORE	Prepare flight hour reports
E5	CORE	Prepare flight schedules
E5	CORE	Report aircraft mission capability status
E5	NON-CORE	Submit airlift requests
E7	CORE	Submit logistics requests
E5	NON-CORE	Supervise alert aircraft procedures

SPECIAL WARFARE AND UNMANNED AERIAL VEHICLE (UAV) OPERATIONS

Paygrade	Task Type	Task Statements
E5	NON-CORE	Conduct Naval Special Warfare (NSW) training
E5	NON-CORE	Configure aircraft for Special Warfare Operations (SPECOPS)
E7	NON-CORE	Coordinate Naval Special Warfare (NSW) operations
E5	NON-CORE	Maintain Unmanned Aerial Vehicles (UAV)
E5	NON-CORE	Operate Unmanned Aerial Vehicle (UAV) camera systems
E5	NON-CORE	Operate Unmanned Aerial Vehicle (UAV) electrical systems
E5	NON-CORE	Operate Unmanned Aerial Vehicle (UAV) fuel systems
E5	NON-CORE	Operate Unmanned Aerial Vehicle (UAV) navigation systems
E5	NON-CORE	Operate Unmanned Aerial Vehicle (UAV) radar systems
E5	NON-CORE	Operate Unmanned Aerial Vehicle (UAV) radio systems
E5	NON-CORE	Perform certification inspections on aviation combat systems
E5	NON-CORE	Perform Naval Special Warfare (NSW) operations
E5	NON-CORE	Perform Unmanned Aerial Vehicle (UAV) pre and post-flight inspections
E5	NON-CORE	Pilot Unmanned Aerial Vehicles (UAV)
E6	NON-CORE	Plan Naval Special Warfare (NSW) operations

Job Title **Job Code**

Aircrew Readiness Manager (Mechanical) 002539

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Transportation and Material Moving	TBD	ACREW READINESS MGR MECH	ARM (MECH)

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	AWF	NEC GXXX Series and other NECs as assigned

Job Description

Aircrew Readiness Managers (Mechanical) are crucial and integral members of staffs, operational commands, and squadrons; coordinate the operational, administrative, and aircrew scheduling functions; administer and manage training programs and resources for naval aircrew, manage standardization of aircrew training programs to enhance proficiency and readiness, and coordinate all aspects of aircrew training; administer and direct the Naval Air Training and Operating Procedures Standardization (NATOPS) and Search and Rescue (SAR) programs; administer and direct tactics, training and readiness, ordnance and weapons, and aircrew training. As program managers they analyze training resource requirements, review and approve contract options for new training devices and programs, develop and revise curriculum, incorporate and initiate new aircrew training programs, manage student quotas, qualifications and certifications, and coordinate aircrew physical fitness and health program initiatives.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Air Crew, General	105000	Airfield Operations Specialists	53-2022.00	Transportation and Material Moving

Skills	Abilities
Critical Thinking	*Deductive Reasoning*
Instructing	*Written Comprehension*
Complex Problem Solving	*Originality*
Coordination	*Problem Sensitivity*
Judgment and Decision Making	*Written Expression*
Monitoring	*Fluency of Ideas*
Writing	*Oral Expression*
Learning Strategies	*Inductive Reasoning*
Management of Material Resources	*Memorization*
Management of Personnel Resources	*Category Flexibility*

AIRCREW ADMINISTRATION

Paygrade	Task Type	Task Statements
E5	CORE	Administer Naval Air Training and Operating Procedures Standardization (NATOPS) programs
E7	CORE	Conduct Flight Order Audit Boards (FOAB)
E7	CORE	Determine aircrew production requirements
E6	CORE	Develop aircrew course curriculum
E6	CORE	Develop training readiness matrix
E5	CORE	Record individual flight time summaries
E7	CORE	Verify training and readiness matrices

AIRCREW TRAINING

Paygrade	Task Type	Task Statements
E5	CORE	Administer aircrew training programs
E7	NON-CORE	Brief fleet aviation training requirements to upper echelon
E5	CORE	Conduct Naval Air Training and Operating Procedures Standardization (NATOPS) flight and ground training
E7	CORE	Define aircrew production requirements

AIRCREW TRAINING (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Develop Naval Air Training and Operating Procedures Standardization (NATOPS) training materials
E5	NON-CORE	Develop trainer and simulator scenarios
E5	CORE	Evaluate aircrew qualification and readiness programs
E5	CORE	Facilitate Crew Resource Management (CRM) programs
E5	NON-CORE	Perform warfare training exercises
E5	CORE	Update aircrew course curriculum

OPERATIONS AND LOGISTICS

Paygrade	Task Type	Task Statements
E7	NON-CORE	Brief fleet acquisition programs
E4	NON-CORE	Conduct air logistics training
E6	CORE	Coordinate aircraft availability for long and short range planning
E5	NON-CORE	Coordinate Operating Areas (OPAREA) schedules with external agencies
E7	NON-CORE	Coordinate tactical exercises
E7	NON-CORE	Coordinate training systems acquisition contracts
E5	CORE	Determine aircrew readiness requirements for individuals and crews
E4	CORE	Document logistics flight records
E7	NON-CORE	Manage Operational Target (OPTAR) budgets
E4	CORE	Perform aircrew mission briefs
E4	CORE	Perform flight and mission planning
E5	NON-CORE	Plan Night Vision Device (NVD) operations
E6	NON-CORE	Prepare country clearance messages
E5	CORE	Prepare flight hour reports
E5	CORE	Prepare flight schedules
E7	NON-CORE	Process temporary flight order requests
E5	CORE	Report aircraft mission capability status
E5	NON-CORE	Submit airlift requests
E7	CORE	Submit logistics requests
E5	NON-CORE	Supervise alert aircraft procedures

SPECIAL WARFARE AND UNMANNED AERIAL VEHICLE (UAV) OPERATIONS

Paygrade	Task Type	Task Statements
E6	NON-CORE	Plan Naval Special Warfare (NSW) operations

CHAPTER 12

NAVAL AIRCREWMEN (AW)

NAVPERS 18068-12H
CH-80

Enclosure (1)

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

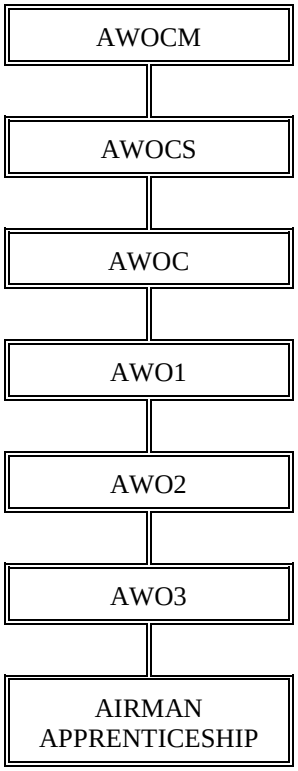
NAVAL AIRCREWMEN (OPERATOR) (AWO)

SCOPE OF RATING

Naval Aircrewmen (Operator) (AWO) operate advanced airborne tactical systems onboard Maritime Patrol and Reconnaissance Aircraft (MPRA) utilizing Mission Acoustic Subsystem (MAS), Radio Detection and Ranging (RADAR), Electronic Support Measures (ESM), Identification Friend or Foe/Selective Identification Feature (IFF/SIF), and Electro-Optic/Infrared (EO/IR) sensors to detect, analyze, classify, track, and attack surface and subsurface contacts; support mission planning, safeguard classified material, handle ordnance, collect and produce intelligence products for aircrews and theater Commanders in support of operations and tactical missions worldwide.

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) in Chapter 12.

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 **Job Code**

Acoustic Systems Specialist 002544

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Military Specific	TBD	ACOUSTIC SYSTEMS SPECIALIST	NAC ACOUS SPEC

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	AWO	NEC G06A, G07A, 709B, 712B and other NECs as assigned

Job Description

Acoustic Systems Specialists are members of an integrated Combat Aircrew aboard Maritime Patrol and Reconnaissance Aircraft (MPRA); perform aircrew duties to detect, analyze, classify, track, and attack surface and subsurface contacts utilizing state of the art acoustic technology; operate advanced tactical systems utilizing sonobuoys, acoustic and oceanographic data, and imagery devices; attain and maintain aircrew qualifications and certifications; handle ordnance; train in acoustic intelligence analysis; support mission planning, safeguard classified material, and train to conduct tactical operations worldwide.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Sonar Operator, General	121000	Radar and Sonar Technicians	55-3017.00	Military Specific

Skills	Abilities
Coordination	*Information Ordering*
Critical Thinking	*Written Expression*
Operation and Control	*Deductive Reasoning*
Complex Problem Solving	*Problem Sensitivity*
Management of Material Resources	*Oral Expression*
Monitoring	*Inductive Reasoning*
Science	*Memorization*
Judgment and Decision Making	*Mathematical Reasoning*
Mathematics	*Written Comprehension*
Systems Evaluation	*Oral Comprehension*

AIRCREW ADMINISTRATION

Paygrade	Task Type	Task Statements
E5	NON-CORE	Implement aircrew course curriculum changes
E4	CORE	Maintain aircrew flight databases
E4	CORE	Maintain tactical publication library
E6	CORE	Prepare flight hour reports
E5	CORE	Prepare flight schedules
E4	CORE	Update flight time log books
E4	CORE	Verify individual flight time summaries

AIRCREW DUTIES

Paygrade	Task Type	Task Statements
E4	CORE	Analyze mission tactical plots during on-station period
E4	CORE	Analyze threat data
E4	NON-CORE	Assign ditching stations
E4	CORE	Capture aerial hand-held photography
E4	CORE	Classify visual contacts
E5	CORE	Collect Acoustic Intelligence (ACINT)
E4	CORE	Communicate using visual signals
E4	CORE	Complete mission summary logs
E4	NON-CORE	Conduct aircraft fueling operations

AIRCREW DUTIES (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Conduct aircraft integrity inspections
E4	CORE	Conduct aircraft post-flight
E4	CORE	Conduct aircraft pre-flight
E4	CORE	Conduct aircrew mission briefs
E4	CORE	Conduct Battle Hit Assessments (BHA)
E4	CORE	Conduct drug interdiction operations
E4	NON-CORE	Conduct ground bomb bay door operations
E4	CORE	Conduct in-flight observer duties
E4	CORE	Conduct passenger safety briefs
E4	CORE	Conduct visual searches
E4	NON-CORE	Configure aircraft equipment for rescue missions
E4	CORE	Configure aircraft for internal cargo operations
E4	CORE	Document aircraft discrepancies
E4	NON-CORE	Document in-flight maintenance
E4	CORE	Execute aircraft emergency procedures
E4	CORE	Execute Search and Rescue (SAR) procedures
E4	CORE	Identify pyrotechnic communications
E4	CORE	Inspect small arms
E4	CORE	Inspect survival equipment
E4	CORE	Monitor Crew Resource Management (CRM)
E4	NON-CORE	Monitor engine start ups
E4	CORE	Monitor weapons employment
E4	CORE	Perform aircraft ground handling operations
E4	CORE	Perform aircraft security
E4	CORE	Perform Auxiliary Power Unit (APU) operations
E4	CORE	Perform mission planning
E4	NON-CORE	Perform Unmanned Aerial Vehicle (UAV) operations
E4	CORE	Plot geographical areas
E4	CORE	Plot Position of Intended Movement (PIM) tracks
E4	CORE	Plot tactical symbologies
E4	NON-CORE	Prepare aircraft for static displays
E4	CORE	Review aircraft records
E4	CORE	Safeguard Communications Security (COMSEC) classified materials
E4	CORE	Transfer Communications Security (COMSEC) materials
E4	CORE	Troubleshoot tactical systems
E5	CORE	Update tactical databases
E5	CORE	Verify attack criteria for recommended weapons release

AIRCREW TRAINING

Paygrade	Task Type	Task Statements
E5	NON-CORE	Analyze emerging technology to meet fleet training requirements
E6	CORE	Analyze monthly training and operation reports
E5	NON-CORE	Conduct fleet acquisition program briefs
E5	NON-CORE	Conduct land survival training
E5	CORE	Conduct Naval Air Training and Operating Procedures Standardization (NATOPS) evaluations
E5	NON-CORE	Conduct tactical flight and ground training
E5	NON-CORE	Coordinate weapons system designs with contract engineers
E6	CORE	Develop aircrew training plans
E5	NON-CORE	Develop tactical exams
E5	NON-CORE	Develop tactical proficiency programs
E5	NON-CORE	Develop tactical Weapons System Trainer (WST) scenarios
E6	NON-CORE	Evaluate aircrew training programs
E5	NON-CORE	Evaluate tactical equipment programs
E7	NON-CORE	Manage Aircrew Combat Training Continuum (ACTC)
E5	CORE	Manage aircrew training materials
E7	CORE	Manage aircrew training programs
E6	CORE	Manage Crew Resource Management (CRM) program
E6	CORE	Manage Naval Air Training and Operating Procedures Standardization (NATOPS) programs
E6	NON-CORE	Manage tactics evaluation programs
E5	CORE	Operate Weapons Systems Trainer (WST)
E5	NON-CORE	Perform individual and crew tactical evaluations
E5	CORE	Prepare monthly training and operation reports
E5	CORE	Prepare tactical lessons learned

COMMUNICATIONS

Paygrade	Task Type	Task Statements
E5	CORE	Interpret Naval messages
E4	CORE	Monitor radio communications
E4	CORE	Operate communications equipment
E4	CORE	Perform Intercommunication Systems (ICS) communications
E5	CORE	Perform on-station mission turnovers/swap procedures
E4	CORE	Perform Secure Internet Protocol Router Network (SIPRNET) chat operations
E4	CORE	Report contacts
E4	CORE	Report in-flight status
E4	CORE	Review card of the day
E4	CORE	Translate brevity codes

ENVIRONMENTAL

Paygrade	Task Type	Task Statements
E4	CORE	Analyze environmental data
E5	CORE	Determine optimal sonobouy depths
E4	CORE	Determine sensor effectiveness in given environmental conditions
E4	CORE	Perform environmental calculations
E4	CORE	Record on-station environmental data

OPERATIONS AND LOGISTICS MANAGEMENT

Paygrade	Task Type	Task Statements
E6	NON-CORE	Coordinate airlift support
E6	CORE	Manage flight operations
E5	NON-CORE	Prepare country clearance requests

PYROTECHNICS/STORES

Paygrade	Task Type	Task Statements
E4	CORE	Deploy search stores/pyrotechnics
E4	CORE	Inspect search stores/pyrotechnics
E4	CORE	Load aircraft search stores/pyrotechnics
E4	CORE	Monitor sonobuoy drops
E6	CORE	Track search stores expenditures

SENSOR SYSTEMS

Paygrade	Task Type	Task Statements
E4	CORE	Acquire signals for recording
E4	CORE	Analyze passive, active, and multi-static acoustic contact data
E5	CORE	Classify Electro-Optics and Infrared (EO/IR) contact information
E5	CORE	Classify passive, active, and multi-static acoustic contact data
E4	CORE	Conduct Electro-Optical and Infrared (EO/IR) surveillance
E4	CORE	Conduct multi-static searches
E4	CORE	Conduct passive acoustic searches
E4	CORE	Configure operating software
E4	NON-CORE	Coordinate positional signal detections
E5	CORE	Determine non-target data
E4	CORE	Identify sonobouy aural cues
E4	NON-CORE	Load mission software
E5	CORE	Manage mission systems
E4	CORE	Operate acoustic mission equipment
E4	CORE	Optimize sensor effectiveness
E4	CORE	Perform audio/video recording procedures
E4	CORE	Perform in-flight imagery analysis
E4	CORE	Perform in-flight mission equipment operational checks
E4	CORE	Track Target of Interest (TOI)

TACTICAL OPERATIONS CENTER (TOC)/MOBILE TACTICAL OPERATIONS CENTERS (MTOC)

Paygrade	Task Type	Task Statements
E5	NON-CORE	Coordinate operations with tactical watch officers
E6	CORE	Coordinate tactical exercises and missions
E7	CORE	Develop tactical search plan

TARGET MOTION ANALYSIS AND TACTICAL CALCULATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Calculate active and passive ranges
E4	CORE	Calculate Figure of Merit (FOM)
E4	CORE	Calculate visual search altitudes
E4	CORE	Define Area of Probability (AOP)
E4	CORE	Determine Target of Interest (TOI) datum
E4	CORE	Identify contact's Closest Point of Approach (CPA)
E4	CORE	Perform Target Motion Analysis (TMA) calculations

Job Title **Job Code**

Tactical Aircrew Watch Officer 002554

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Military Specific	TBD	TACTICAL AIRCREW WATCH OFFICER	NAC TAC WO-AWO

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	AWO	NEC G41A and other NECs as assigned

Job Description

Tactical Aircrew Watch Officers are members of an integrated, tactical and logistics worldwide intelligence network at Tactical Operations Centers (TOC) and Mobile Tactical Operations Centers (MTOCs); coordinate administrative functions; manage resources; lead the personnel of the TOC/MTOC in preparing aircrews and operational commands for tactical missions; coordinate logistics for safety of flight, communication suite , and post mission analysis and reconstruction; coordinate the dissemination of environmental data (oceanographic, electromagnetic propagation, and weather), target analysis, and mission data; monitor and train personnel in managing and maintaining operations and tactical flight intelligence databases; monitor and authorize message traffic delineating Maritime Patrol and Reconnaissance Aircraft (MPRA) missions; trained and have experience in TOC, MTOC, and air-wing operations; have a thorough knowledge of acoustic and electronic intelligence and analysis, message formatting, and the tactical employment of sensors; and are familiar with security protocols and classified handling procedures.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Sonar Operator, General	121000	First-Line Supervisors of Air Crew Members	55-2011.00	Military Specific

Skills	Abilities
Coordination	*Information Ordering*
Critical Thinking	*Written Expression*
Management of Material Resources	*Inductive Reasoning*
Complex Problem Solving	*Written Comprehension*
Monitoring	*Deductive Reasoning*
Operation and Control	*Oral Expression*
Writing	*Oral Comprehension*
Learning Strategies	*Problem Sensitivity*
Reading Comprehension	*Spatial Orientation*
Operations Analysis	*Fluency of Ideas*

AIRCREW ADMINISTRATION

Paygrade	Task Type	Task Statements
E5	NON-CORE	Implement aircrew course curriculum changes

AIRCREW DUTIES

Paygrade	Task Type	Task Statements
E4	CORE	Analyze mission tactical plots during on-station period
E4	CORE	Analyze threat data
E4	CORE	Complete mission summary logs
E4	CORE	Conduct aircrew mission briefs
E4	CORE	Conduct Battle Hit Assessments (BHA)
E4	CORE	Inspect small arms
E4	CORE	Monitor weapons employment
E4	CORE	Perform aircraft security
E4	CORE	Perform mission planning
E4	CORE	Plot geographical areas
E4	CORE	Plot Position of Intended Movement (PIM) tracks
E4	CORE	Plot tactical symbologies

AIRCREW DUTIES (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Safeguard Communications Security (COMSEC) classified materials
E4	CORE	Transfer Communications Security (COMSEC) materials
E4	CORE	Troubleshoot tactical systems
E5	CORE	Update tactical databases

AIRCREW TRAINING

Paygrade	Task Type	Task Statements
E5	NON-CORE	Analyze emerging technology to meet fleet training requirements
E6	CORE	Analyze monthly training and operation reports
E5	NON-CORE	Coordinate warfare training exercises
E5	NON-CORE	Coordinate weapons system designs with contract engineers
E5	NON-CORE	Develop tactical exams
E5	NON-CORE	Develop tactical proficiency programs
E6	NON-CORE	Evaluate aircrew training programs
E5	NON-CORE	Evaluate tactical equipment programs
E7	NON-CORE	Manage Aircrew Combat Training Continuum (ACTC)
E5	CORE	Manage aircrew training materials
E7	CORE	Manage aircrew training programs
E5	NON-CORE	Perform individual and crew tactical evaluations
E5	CORE	Prepare tactical lessons learned
E7	NON-CORE	Verify training and readiness matrices

COMMUNICATIONS

Paygrade	Task Type	Task Statements
E5	CORE	Interpret Naval messages
E4	CORE	Monitor radio communications
E4	CORE	Operate communications equipment
E7	CORE	Perform Operational Reporting (OPREP) procedures
E6	NON-CORE	Perform overdue aircraft procedures
E4	CORE	Perform Secure Internet Protocol Router Network (SIPRNET) chat operations
E4	CORE	Report contacts
E4	CORE	Report in-flight status
E4	CORE	Review card of the day
E4	CORE	Translate brevity codes

ENVIRONMENTAL

Paygrade	Task Type	Task Statements
E4	CORE	Analyze environmental data

OPERATIONS AND LOGISTICS MANAGEMENT

Paygrade	Task Type	Task Statements
E7	CORE	Conduct detachment site surveys
E6	NON-CORE	Coordinate airlift support
E7	CORE	Coordinate logistical operations
E7	CORE	Manage coordinated operation assets
E6	CORE	Organize Search and Rescue (SAR) and Combat Search and Rescue (CSAR) operations
E5	NON-CORE	Prepare country clearance requests
E6	NON-CORE	Verify hot areas and air space restrictions

SENSOR SYSTEMS

Paygrade	Task Type	Task Statements
E4	CORE	Analyze mission radar data
E4	CORE	Configure operating software
E5	CORE	Manage mission systems

TACTICAL OPERATIONS CENTER (TOC)/MOBILE TACTICAL OPERATIONS CENTERS (MTOC)

Paygrade	Task Type	Task Statements
E5	CORE	Analyze tactical missions data/Post Mission Analysis (PMA)
E5	CORE	Conduct mission debriefs
E5	NON-CORE	Conduct watch team positional training
E7	NON-CORE	Coordinate Naval Special Warfare (NSW) operations
E6	NON-CORE	Coordinate Operating Area (OPAREA) schedules with external agencies
E5	NON-CORE	Coordinate operations with tactical watch officers
E6	CORE	Coordinate tactical exercises and missions
E7	CORE	Develop tactical search plan
E5	NON-CORE	Issue mission equipment
E5	CORE	Prepare post-flight Naval messages
E6	NON-CORE	Release post mission data in Naval messages
E5	CORE	Setup tactical stations
E5	NON-CORE	Supervise Support Equipment (SE) operations

TARGET MOTION ANALYSIS AND TACTICAL CALCULATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Define Area of Probability (AOP)
E4	CORE	Determine Target of Interest (TOI) datum

Job Title **Job Code**

Electronic Systems Specialist 002571

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Military Specific	TBD	ELECTRONIC SYSTEMS SPECIALIST	NAC ELX S SPEC

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	AWO	NEC G08A, G09A and other NECs as assigned

Job Description

Electronic Systems Specialists are members of an integrated Combat Aircrew aboard Maritime Patrol and Reconnaissance Aircraft (MPRA); perform aircrew duties to detect, analyze, classify, and track, and attack surface and subsurface contacts; operate Radio Detection and Ranging (RADAR), Electronic Support Measures (ESM), Identification Friend or Foe/Selective Identification Feature (IFF/SIF), and Electro-Optic/Infrared (EO/IR) electronic warfare systems; attain and maintain aircrew qualifications and certifications; handle ordnance; train in electronic intelligence analysis; support mission planning, safeguard classified material, and train to conduct tactical operations worldwide.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Sonar Operator, General	121000	Radar and Sonar Technicians	55-3017.00	Military Specific

Skills	Abilities
Coordination	*Information Ordering*
Operation and Control	*Written Expression*
Systems Analysis	*Deductive Reasoning*
Critical Thinking	*Problem Sensitivity*
Management of Material Resources	*Oral Expression*
Monitoring	*Inductive Reasoning*
Complex Problem Solving	*Memorization*
Judgment and Decision Making	*Perceptual Speed*
Science	*Spatial Orientation*
Systems Evaluation	*Written Comprehension*

AIRCREW ADMINISTRATION

Paygrade	Task Type	Task Statements
E5	NON-CORE	Implement aircrew course curriculum changes
E4	CORE	Maintain aircrew flight databases
E4	CORE	Maintain tactical publication library
E6	CORE	Prepare flight hour reports
E5	CORE	Prepare flight schedules
E4	CORE	Update flight time log books
E4	CORE	Verify individual flight time summaries

AIRCREW DUTIES

Paygrade	Task Type	Task Statements
E4	CORE	Analyze mission tactical plots during on-station period
E4	CORE	Analyze threat data
E4	NON-CORE	Assign ditching stations
E4	CORE	Capture aerial hand-held photography
E4	CORE	Classify visual contacts
E4	CORE	Communicate using visual signals
E4	CORE	Complete mission summary logs
E4	NON-CORE	Conduct aircraft fueling operations
E4	CORE	Conduct aircraft integrity inspections

AIRCREW DUTIES (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Conduct aircraft post-flight
E4	CORE	Conduct aircraft pre-flight
E4	CORE	Conduct aircrew mission briefs
E4	CORE	Conduct Battle Hit Assessments (BHA)
E4	CORE	Conduct drug interdiction operations
E4	NON-CORE	Conduct ground bomb bay door operations
E4	CORE	Conduct in-flight observer duties
E4	CORE	Conduct passenger safety briefs
E4	CORE	Conduct visual searches
E4	NON-CORE	Configure aircraft equipment for rescue missions
E4	CORE	Configure aircraft for internal cargo operations
E4	CORE	Document aircraft discrepancies
E4	NON-CORE	Document in-flight maintenance
E4	CORE	Execute aircraft emergency procedures
E4	CORE	Execute Search and Rescue (SAR) procedures
E4	CORE	Identify pyrotechnic communications
E4	CORE	Inspect small arms
E4	CORE	Inspect survival equipment
E4	CORE	Monitor Crew Resource Management (CRM)
E4	NON-CORE	Monitor engine start ups
E4	CORE	Monitor weapons employment
E4	CORE	Perform aircraft ground handling operations
E4	CORE	Perform aircraft security
E4	CORE	Perform Auxiliary Power Unit (APU) operations
E4	CORE	Perform mission planning
E4	NON-CORE	Perform Unmanned Aerial Vehicle (UAV) operations
E4	CORE	Plot geographical areas
E4	CORE	Plot Position of Intended Movement (PIM) tracks
E4	CORE	Plot tactical symbologies
E4	NON-CORE	Prepare aircraft for static displays
E4	CORE	Program Electronic Warfare Support (ES) libraries
E4	CORE	Review aircraft records
E4	CORE	Safeguard Communications Security (COMSEC) classified materials
E4	CORE	Transfer Communications Security (COMSEC) materials
E4	CORE	Troubleshoot tactical systems
E5	CORE	Update tactical databases
E5	CORE	Verify attack criteria for recommended weapons release

AIRCREW TRAINING

Paygrade	Task Type	Task Statements
E5	NON-CORE	Analyze emerging technology to meet fleet training requirements
E6	CORE	Analyze monthly training and operation reports
E5	NON-CORE	Conduct fleet acquisition program briefs
E5	NON-CORE	Conduct land survival training
E5	CORE	Conduct Naval Air Training and Operating Procedures Standardization (NATOPS) evaluations
E5	NON-CORE	Conduct tactical flight and ground training
E5	NON-CORE	Coordinate weapons system designs with contract engineers
E6	CORE	Develop aircrew training plans
E5	NON-CORE	Develop tactical exams
E5	NON-CORE	Develop tactical proficiency programs
E5	NON-CORE	Develop tactical Weapons System Trainer (WST) scenarios
E6	NON-CORE	Evaluate aircrew training programs
E5	NON-CORE	Evaluate tactical equipment programs
E7	NON-CORE	Manage Aircrew Combat Training Continuum (ACTC)
E5	CORE	Manage aircrew training materials
E7	CORE	Manage aircrew training programs
E6	CORE	Manage Crew Resource Management (CRM) program
E6	CORE	Manage Naval Air Training and Operating Procedures Standardization (NATOPS) programs
E6	NON-CORE	Manage tactics evaluation programs
E5	CORE	Operate Weapons Systems Trainer (WST)
E5	NON-CORE	Perform individual and crew tactical evaluations
E5	CORE	Prepare monthly training and operation reports
E5	CORE	Prepare tactical lessons learned

COMMUNICATIONS

Paygrade	Task Type	Task Statements
E5	CORE	Interpret Naval messages
E4	CORE	Monitor radio communications
E4	CORE	Operate communications equipment
E4	CORE	Perform Intercommunication Systems (ICS) communications
E5	CORE	Perform on-station mission turnovers/swap procedures
E4	CORE	Perform Secure Internet Protocol Router Network (SIPRNET) chat operations
E4	CORE	Report contacts
E4	CORE	Report in-flight status
E4	CORE	Review card of the day
E4	CORE	Translate brevity codes

ENVIRONMENTAL

Paygrade	Task Type	Task Statements
E4	CORE	Analyze environmental data
E4	CORE	Determine sensor effectiveness in given environmental conditions
E4	CORE	Perform environmental calculations
E4	CORE	Record on-station environmental data

OPERATIONS AND LOGISTICS MANAGEMENT

Paygrade	Task Type	Task Statements
E6	NON-CORE	Coordinate airlift support
E6	CORE	Manage flight operations
E5	NON-CORE	Prepare country clearance requests

PYROTECHNICS/STORES

Paygrade	Task Type	Task Statements
E4	CORE	Deploy search stores/pyrotechnics
E4	CORE	Inspect search stores/pyrotechnics
E4	CORE	Load aircraft search stores/pyrotechnics
E4	CORE	Monitor sonobuoy drops
E6	CORE	Track search stores expenditures

SENSOR SYSTEMS

Paygrade	Task Type	Task Statements
E4	CORE	Acquire signals for recording
E4	CORE	Analyze Electronic Support Measures (ESM) contacts
E4	NON-CORE	Analyze Magnetic Anomaly Detection (MAD) contacts
E4	CORE	Analyze mission radar data
E4	CORE	Analyze Synthetic Aperture Radar (SAR) contact information
E5	CORE	Classify Electronic Support Measures (ESM) contact information
E5	CORE	Classify Electro-Optics and Infrared (EO/IR) contact information
E5	CORE	Classify Inverse Synthetic-Aperture Radar (ISAR) contact information
E5	NON-CORE	Classify Magnetic Anomaly Detection (MAD) contact data
E4	CORE	Collect Specific Emitter Identification (SEI) data
E4	CORE	Conduct Electronic Support Measures (ESM) searches
E4	CORE	Conduct Electro-Optical and Infrared (EO/IR) surveillance
E4	CORE	Conduct Identification Friend or Foe (IFF) and Selective Identification Feature (SIF) interrogations
E5	CORE	Conduct Over-the-Horizon Targeting (OTHT)
E4	CORE	Conduct tactical airborne radar operations
E4	NON-CORE	Configure countermeasure systems
E4	CORE	Configure operating software
E4	NON-CORE	Coordinate positional signal detections
E4	CORE	Correlate Electronic Support Measures (ESM) contact information
E5	CORE	Determine non-target data

SENSOR SYSTEMS (CONT'D)

Paygrade	Task Type	Task Statements
E4	NON-CORE	Load mission software
E5	CORE	Manage mission systems
E4	CORE	Monitor in-flight aircraft stand-offs
E4	CORE	Optimize sensor effectiveness
E4	CORE	Perform audio/video recording procedures
E4	CORE	Perform in-flight imagery analysis
E4	CORE	Perform in-flight mission equipment operational checks
E4	NON-CORE	Perform Magnetic Anomaly Detection (MAD) compensations
E4	NON-CORE	Perform off-line radar operations
E4	CORE	Perform terrain avoidance radar navigation
E4	CORE	Perform weather avoidance radar navigation
E4	CORE	Track Target of Interest (TOI)

TACTICAL OPERATIONS CENTER (TOC)/MOBILE TACTICAL OPERATIONS CENTERS (MTOC)

Paygrade	Task Type	Task Statements
E5	NON-CORE	Coordinate operations with tactical watch officers
E6	CORE	Coordinate tactical exercises and missions
E7	CORE	Develop tactical search plan

TARGET MOTION ANALYSIS AND TACTICAL CALCULATIONS

Paygrade	Task Type	Task Statements
E4	NON-CORE	Calculate Magnetic Anomaly Detection (MAD) contact course, speed, and depth
E4	CORE	Calculate visual search altitudes
E4	CORE	Compute radar contact intercepts
E4	CORE	Define Area of Probability (AOP)
E4	CORE	Determine Target of Interest (TOI) datum
E4	CORE	Identify contact's Closest Point of Approach (CPA)
E4	CORE	Perform Electronic Warfare (EW) calculations
E4	CORE	Perform Target Motion Analysis (TMA) calculations

Job Title **Job Code**

Tactical/Mobile Tactical Operations Center Analyst 002671

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Military Specific	TBD	TAC/MOB TAC OPS CTR ANLYST	NAC TAC-MOB AN

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	AWO	NEC G04A and other NECs as assigned

Job Description

Tactical Operations Center Analysts are members of an integrated, tactical, and logistics worldwide intelligence network at Tactical Operations Centers (TOCs) and Mobile Tactical Operations Centers (MTOCs); have a thorough knowledge of acoustic and electronic intelligence analysis, message formatting, and the tactical employment of sensors for mission planning; provide pre/post mission analysis and reconstruction; coordinate and disseminate environmental data (oceanographic, electromagnetic propagation, and weather), target analysis, and sensor data to appropriate agencies and provide feedback to aircrews; and must have a thorough understanding of classified handling protocols and procedures.

DoD Relationship

Group Title	*DoD Code*
Sonar Operator, General	121000

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
Command and Control Center Specialists	55-3015.00	Military Specific

Skills	Abilities
Science	*Information Ordering*
Mathematics	*Written Expression*
Coordination	*Deductive Reasoning*
Critical Thinking	*Written Comprehension*
Operation and Control	*Mathematical Reasoning*
Systems Analysis	*Inductive Reasoning*
Management of Material Resources	*Perceptual Speed*
Writing	*Problem Sensitivity*
Complex Problem Solving	*Memorization*
Judgment and Decision Making	*Oral Comprehension*

AIRCREW ADMINISTRATION

Paygrade	Task Type	Task Statements
E5	NON-CORE	Implement aircrew course curriculum changes
E4	CORE	Maintain tactical publication library

AIRCREW DUTIES

Paygrade	Task Type	Task Statements
E4	CORE	Analyze threat data
E4	CORE	Classify visual contacts
E4	CORE	Complete mission summary logs
E4	CORE	Conduct aircrew mission briefs
E4	CORE	Conduct Battle Hit Assessments (BHA)
E4	CORE	Inspect small arms
E4	CORE	Monitor weapons employment
E4	CORE	Perform aircraft security
E4	CORE	Perform mission planning
E4	NON-CORE	Perform Unmanned Aerial Vehicle (UAV) operations
E4	CORE	Plot geographical areas
E4	CORE	Plot Position of Intended Movement (PIM) tracks
E4	CORE	Plot tactical symbologies

AIRCREW DUTIES (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Program Electronic Warfare Support (ES) libraries
E4	CORE	Safeguard Communications Security (COMSEC) classified materials
E4	CORE	Transfer Communications Security (COMSEC) materials
E4	CORE	Troubleshoot tactical systems
E5	CORE	Update tactical databases

AIRCREW TRAINING

Paygrade	Task Type	Task Statements
E5	NON-CORE	Analyze emerging technology to meet fleet training requirements
E6	CORE	Analyze monthly training and operation reports
E5	NON-CORE	Coordinate warfare training exercises
E5	NON-CORE	Coordinate weapons system designs with contract engineers
E5	NON-CORE	Develop tactical exams
E5	NON-CORE	Develop tactical proficiency programs
E6	NON-CORE	Evaluate aircrew training programs
E5	NON-CORE	Evaluate tactical equipment programs
E7	NON-CORE	Manage Aircrew Combat Training Continuum (ACTC)
E5	CORE	Manage aircrew training materials
E7	CORE	Manage aircrew training programs
E5	NON-CORE	Perform individual and crew tactical evaluations
E5	CORE	Prepare monthly training and operation reports
E5	CORE	Prepare tactical lessons learned

COMMUNICATIONS

Paygrade	Task Type	Task Statements
E5	CORE	Interpret Naval messages
E4	CORE	Monitor radio communications
E4	CORE	Operate communications equipment
E4	CORE	Perform Secure Internet Protocol Router Network (SIPRNET) chat operations
E4	CORE	Report contacts
E4	CORE	Review card of the day
E4	CORE	Translate brevity codes

ENVIRONMENTAL

Paygrade	Task Type	Task Statements
E4	CORE	Analyze environmental data
E5	CORE	Determine optimal sonobouy depths
E4	CORE	Determine sensor effectiveness in given environmental conditions
E4	CORE	Perform environmental calculations

OPERATIONS AND LOGISTICS MANAGEMENT

Paygrade	Task Type	Task Statements
E6	NON-CORE	Coordinate airlift support
E5	NON-CORE	Prepare country clearance requests

SENSOR SYSTEMS

Paygrade	Task Type	Task Statements
E4	CORE	Analyze Electronic Support Measures (ESM) contacts
E4	NON-CORE	Analyze Magnetic Anomaly Detection (MAD) contacts
E4	CORE	Analyze mission radar data
E4	CORE	Analyze passive, active, and multi-static acoustic contact data
E4	CORE	Analyze Synthetic Aperture Radar (SAR) contact information
E5	CORE	Classify Electronic Support Measures (ESM) contact information
E5	CORE	Classify Electro-Optics and Infrared (EO/IR) contact information
E5	CORE	Classify Inverse Synthetic-Aperture Radar (ISAR) contact information
E5	NON-CORE	Classify Magnetic Anomaly Detection (MAD) contact data
E5	CORE	Classify passive, active, and multi-static acoustic contact data
E4	CORE	Configure operating software
E5	CORE	Determine non-target data
E4	NON-CORE	Load mission software
E5	CORE	Manage mission systems

TACTICAL OPERATIONS CENTER (TOC)/MOBILE TACTICAL OPERATIONS CENTERS (MTOC)

Paygrade	Task Type	Task Statements
E5	CORE	Analyze tactical missions data/Post Mission Analysis (PMA)
E5	CORE	Conduct mission debriefs
E5	NON-CORE	Conduct watch team positional training
E5	NON-CORE	Coordinate operations with tactical watch officers
E6	CORE	Coordinate tactical exercises and missions
E5	NON-CORE	Issue mission equipment
E5	NON-CORE	Operate analysis equipment
E4	NON-CORE	Operate Support Equipment (SE)
E5	NON-CORE	Perform Carrier, Fixed Wing Aircraft, Nuclear Tactical Operation Center (CVN-TOC) operations
E5	NON-CORE	Perform Mobile Tactical Operations Center (MTOC) loadmaster responsibilities
E5	CORE	Prepare post-flight Naval messages
E6	NON-CORE	Release post mission data in Naval messages
E5	NON-CORE	Setup communication antenna fields
E5	CORE	Setup tactical stations
E5	NON-CORE	Supervise Support Equipment (SE) operations

TARGET MOTION ANALYSIS AND TACTICAL CALCULATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Calculate active and passive ranges
E4	CORE	Calculate Figure of Merit (FOM)
E4	NON-CORE	Calculate Magnetic Anomaly Detection (MAD) contact course, speed, and depth
E4	CORE	Calculate visual search altitudes
E4	CORE	Define Area of Probability (AOP)
E4	CORE	Determine Target of Interest (TOI) datum
E4	CORE	Identify contact's Closest Point of Approach (CPA)
E4	CORE	Perform Electronic Warfare (EW) calculations
E4	CORE	Perform Target Motion Analysis (TMA) calculations

Job Title **Job Code**

Aircrew Readiness Manager (Operator) 002742

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Transportation and Material Moving	TBD	ACREW READINESS MGR OPERATOR	ARM (OPERATOR)

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	AWO	NEC G06A, G07A, G08A, G09A and other NECs as assigned

Job Description

Aircrew Readiness Managers (Operator) are crucial and integral members of staffs, operational commands, and squadrons; coordinate the operational, administrative, and aircrew scheduling functions for the organization; administer and manage training programs and resources for naval aircrew, manage standardization of aircrew training programs to enhance proficiency and readiness, and coordinate all aspects of aircrew training to meet the rigorous demands of operational commitments worldwide; administer and direct the following programs: Naval Air Training and Operating Procedures Standardization (NATOPS) and Search and Rescue (SAR) programs; and administer and direct tactics, training and readiness, ordnance and weapons, and aircrew training. As program managers, they analyze training resource requirements, review and approve contract options for new training devices and programs, develop and revise curriculum, incorporate and initiate new aircrew training programs, manage student quotas, qualifications and certifications, and coordinate aircrew physical fitness and health program initiatives.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Air Crew, General Moving	105000	Aircraft Cargo Handling Supervisors	53-1011.00	Transportation and Material

Skills	Abilities
Management of Material Resources	*Information Ordering*
Management of Personnel Resources	*Written Expression*
Coordination	*Inductive Reasoning*
Complex Problem Solving	*Problem Sensitivity*
Critical Thinking	*Written Comprehension*
Monitoring	*Fluency of Ideas*
Learning Strategies	*Oral Comprehension*
Operation and Control	*Oral Expression*
Operations Analysis	*Deductive Reasoning*
Writing	*Spatial Orientation*

AIRCREW ADMINISTRATION

Paygrade	Task Type	Task Statements
E7	CORE	Conduct flight order audit boards
E5	NON-CORE	Implement aircrew course curriculum changes
E4	CORE	Maintain aircrew flight databases
E7	CORE	Manage aircrew assignments
E6	CORE	Prepare flight hour reports
E4	CORE	Update flight time log books
E4	CORE	Verify individual flight time summaries

AIRCREW DUTIES

Paygrade	Task Type	Task Statements
E4	CORE	Perform aircraft security
E4	CORE	Safeguard Communications Security (COMSEC) classified materials
E4	CORE	Transfer Communications Security (COMSEC) materials
E5	CORE	Update tactical databases

AIRCREW TRAINING

Paygrade	Task Type	Task Statements
E6	CORE	Analyze monthly training and operation reports
E5	NON-CORE	Conduct fleet acquisition program briefs
E5	NON-CORE	Coordinate warfare training exercises
E5	NON-CORE	Coordinate weapons system designs with contract engineers
E6	CORE	Develop aircrew training plans
E5	NON-CORE	Develop tactical exams
E5	NON-CORE	Develop tactical proficiency programs
E5	NON-CORE	Develop tactical Weapons System Trainer (WST) scenarios
E6	NON-CORE	Evaluate aircrew training programs
E5	NON-CORE	Evaluate tactical equipment programs
E7	NON-CORE	Manage Aircrew Combat Training Continuum (ACTC)
E5	CORE	Manage aircrew training materials
E7	CORE	Manage aircrew training programs
E6	CORE	Manage Crew Resource Management (CRM) program
E6	CORE	Manage Naval Air Training and Operating Procedures Standardization (NATOPS) programs
E6	NON-CORE	Manage tactics evaluation programs
E7	NON-CORE	Monitor Fleet Replacement Squadron (FRS) student production
E5	CORE	Prepare tactical lessons learned
E7	NON-CORE	Verify training and readiness matrices

COMMUNICATIONS

Paygrade	Task Type	Task Statements
E5	CORE	Interpret Naval messages
E7	CORE	Perform Operational Reporting (OPREP) procedures
E6	NON-CORE	Perform overdue aircraft procedures

OPERATIONS AND LOGISTICS MANAGEMENT

Paygrade	Task Type	Task Statements
E7	CORE	Conduct detachment site surveys
E7	CORE	Coordinate aircraft assignments with maintenance control
E6	NON-CORE	Coordinate airlift support
E7	CORE	Coordinate logistical operations
E7	CORE	Coordinate long and short range aircraft availability plans
E7	CORE	Manage coordinated operation assets
E6	CORE	Manage flight operations
E7	NON-CORE	Manage temporary flight orders
E6	CORE	Organize Search and Rescue (SAR) and Combat Search and Rescue (CSAR) operations
E5	NON-CORE	Prepare country clearance requests
E6	NON-CORE	Verify hot areas and air space restrictions

SENSOR SYSTEMS

Paygrade	Task Type	Task Statements
E5	CORE	Manage mission systems

TACTICAL OPERATIONS CENTER (TOC)/MOBILE TACTICAL OPERATIONS CENTERS (MTOC)

Paygrade	Task Type	Task Statements
E7	NON-CORE	Coordinate Naval Special Warfare (NSW) operations
E6	NON-CORE	Coordinate Operating Area (OPAREA) schedules with external agencies
E6	CORE	Coordinate tactical exercises and missions

CHAPTER 12

NAVAL AIRCREWMAN
(TACTICAL HELICOPTER) (AWR)

NAVPERS 18068F-12H
Change 81

Updated: January 2020

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

NAVAL AIRCREWMEN (TACTICAL HELICOPTER) (AWR)

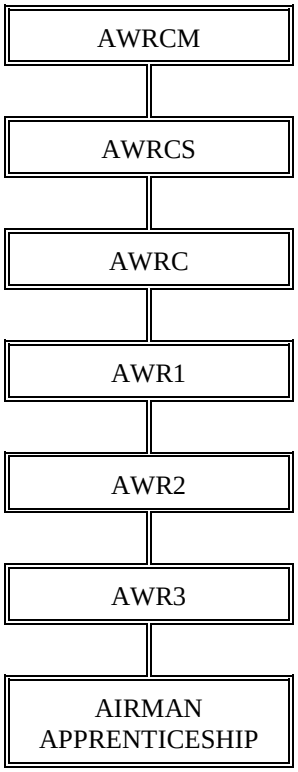
SCOPE OF RATING

Naval Aircrewmen (Tactical Helicopter) (AWR) detect, analyze, classify, and track sub-surface, surface, and air contacts; perform Sound Navigation and Ranging (SONAR), sonobuoy, Radio Detection and Ranging (RADAR), Electronic Support Measures (ESM), Electro-Optical (EO)/Infrared (IR), Inverse Synthetic Aperture Radar (ISAR) and LINK-16 operations; coordinate tactical communications relay; conduct weapons delivery in support of tactical missions; contribute to Naval Special Warfare (NSW) missions, Search and Rescue (SAR), Humanitarian Assistance and Disaster Relief (HADR), Night Vision Device (NVD) operations, navigation, passenger and cargo transport, Vertical Replenishment (VERTREP), Medical Evacuations (MEDEVAC) and crew-served weapons employment; perform observer duties for safety of flight; and contribute directly to aircrew operations, training and administration.

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) in Chapter 12.

GENERAL INFORMATION

CAREER PATTERN



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

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 **Job Code**

Aircrew Readiness Manager (Tactical Helicopter) 002743

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Transportation and Material Moving	TBD	ACREW READINESS MGR TAC HELO	ARM (TAC HELO)

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	AWR	NEC G11A and other NECs as assigned

Job Description

Aircrew Readiness Managers (Tactical Helicopter) are crucial and integral members of staffs, operational commands and squadrons; coordinate the operational, administrative and aircrew scheduling functions for the organization; administer and manage training programs and resources for naval aircrew, manage standardization of aircrew training programs to enhance proficiency and readiness and coordinate all aspects of aircrew training to meet the rigorous demands of operational commitments worldwide; administer and direct the Naval Air Training and Operating Procedures Standardization (NATOPS) and the Search and Rescue (SAR) programs; and direct tactics, training and readiness, ordnance and weapons, and aircrew training. As program managers, they analyze training resource requirements; review and approve contract options for new training devices and programs; develop and revise curriculum; incorporate and initiate new aircrew training programs; manage student quotas, qualifications and certifications; and coordinate aircrew physical fitness and health program initiatives.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Air Crew, General	10500	Airfield Operations Specialists	53-2022.00	Transportation and Material Moving

Skills	Abilities
Critical Thinking	*Deductive Reasoning*
Coordination	*Fluency of Ideas*
Management of Material Resources	*Inductive Reasoning*
Quality Control Analysis	*Information Ordering*
Management of Personnel Resources	*Visualization*
Monitoring	*Originality*
Instructing	*Written Expression*
Writing	*Oral Expression*
Systems Analysis	*Memorization*
Judgment and Decision Making	*Selective Attention*

AIRCREW ADMINISTRATION

Paygrade	Task Type	Task Statements
E5	CORE	Administer command Search and Rescue (SAR) programs
E5	CORE	Analyze training and readiness matrices
E7	CORE	Brief fleet aviation training requirements to upper echelon
E6	NON-CORE	Certify Aircrew Combat Training Continuum (ACTC) qualifications in training jackets
E5	CORE	Certify command Search and Rescue (SAR) qualifications in training jackets
E5	CORE	Certify Naval Air Training and Operating Procedures Standardization (NATOPS) qualifications in training jackets
E5	CORE	Conduct aviation Search and Rescue (SAR) evaluations
E7	NON-CORE	Conduct fleet acquisition program briefs
E7	CORE	Conduct flight order audit boards
E7	CORE	Coordinate monthly training requirements
E6	CORE	Coordinate tactical exercises and missions
E7	NON-CORE	Coordinate training systems acquisition contracts
E6	NON-CORE	Coordinate weapons system designs with contract engineers
E7	NON-CORE	Define aircrew readiness requirements for individuals and crews
E7	CORE	Evaluate aircrew qualification and readiness programs

AIRCREW ADMINISTRATION (CONT'D)

Paygrade	Task Type	Task Statements
E7	NON-CORE	Implement aircrew manpower processes from accession to fleet integration
E5	NON-CORE	Maintain Aircrew Combat Training Continuum (ACTC) training jackets
E7	CORE	Manage aircrew administration
E5	NON-CORE	Manage Aircrew Combat Training Continuum (ACTC) programs
E7	CORE	Manage temporary flight order programs
E7	CORE	Oversee aircrew qualifications, readiness programs, and evaluations
E5	CORE	Prepare administrative briefs
E5	CORE	Review Naval Air Training and Operating Procedures Standardization (NATOPS) records
E6	CORE	Supervise aircrew administration
E5	CORE	Update aircrew course curriculum

AIRCREW DUTIES

Paygrade	Task Type	Task Statements
E7	CORE	Manage aircrew duties
E6	CORE	Supervise aircrew duties

AIRCREW TRAINING

Paygrade	Task Type	Task Statements
E5	CORE	Administer aircrew training programs
E7	NON-CORE	Analyze emerging technology to meet fleet training requirements
E7	CORE	Analyze monthly reports
E4	CORE	Conduct acoustic and non-acoustic training
E5	NON-CORE	Conduct Airborne Use of Force (AUF) training
E5	NON-CORE	Conduct Airborne Use of Force (AUF) training evaluations
E7	CORE	Conduct aircrew training program evaluations
E5	CORE	Conduct Naval Air Training and Operating Procedures Standardization (NATOPS) evaluations
E5	CORE	Conduct Naval Air Training and Operating Procedures Standardization (NATOPS) ground/flight training
E6	CORE	Coordinate aircrew requirements for aerial gunnery
E6	CORE	Coordinate warfare training exercises
E7	CORE	Determine present and future fleet aviation training requirements
E6	CORE	Develop long and short range aircrew training plans
E5	CORE	Develop Naval Air Training and Operating Procedures Standardization (NATOPS) exams
E5	CORE	Develop Naval Air Training and Operating Procedures Standardization (NATOPS) lesson material
E5	CORE	Develop tactical training materials
E5	NON-CORE	Facilitate crew resource management programs
E5	NON-CORE	Manage Airborne Use of Force (AUF) programs
E5	CORE	Manage aircrew qualification and readiness programs
E6	CORE	Manage aircrew requirements and qualifications for flight and simulator events

AIRCREW TRAINING (CONT'D)

Paygrade	Task Type	Task Statements
E7	CORE	Manage aircrew systems training
E7	CORE	Manage Fleet Replacement Squadron (FRS) student productions
E7	CORE	Manage tactical training programs
E7	CORE	Monitor fleet training and readiness levels
E6	CORE	Supervise aircrew systems training

COMMUNICATIONS

Paygrade	Task Type	Task Statements
E6	CORE	Supervise aircrew communications

ENVIRONMENTAL

Paygrade	Task Type	Task Statements
E4	CORE	Obtain environmental data and products

LOGISTICS AND OPERATIONS

Paygrade	Task Type	Task Statements
E5	CORE	Coordinate flight mission priorities
E7	CORE	Coordinate long and short range aircraft operational availability plans
E7	CORE	Manage Humanitarian Assistance and Disaster Relief (HADR) mission
E7	CORE	Manage logistics operations
E7	NON-CORE	Match aircrew to mission detachment and crew requirements
E7	CORE	Plan coordinated operations
E7	CORE	Prepare country clearance messages
E7	CORE	Prioritize aircrew assignments
E7	NON-CORE	Provide Operational Target (OPTAR) budget input
E6	CORE	Request airlifts
E6	CORE	Supervise logistics operations

SENSOR SYSTEMS

Paygrade	Task Type	Task Statements
E7	CORE	Manage sensor systems operations
E6	CORE	Supervise sensor systems operations

SPECIAL WARFARE/VISUAL/PHOTOGRAPHIC OPERATIONS

Paygrade	Task Type	Task Statements
E7	NON-CORE	Plan Naval Special Warfare (NSW) operations

TACTICS/TARGET MOTION ANALYSIS

Paygrade	Task Type	Task Statements
E5	CORE	Develop tactical proficiency programs
E5	NON-CORE	Develop tactical simulator scenarios

WEAPONS, ORDNANCE AND STORES

Paygrade	Task Type	Task Statements
E7	CORE	Manage Non-Combat Expenditure Allocations (NCEA)
E5	CORE	Track ordnance allocations and inventories

Job Title **Job Code**

Multi-mission Helicopter Sensor Operator 002747

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Military Specific	TBD	MULTI-MISSION SENSOR OPERATOR	MM SENSOR OP

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	AWR	NEC G11A and other NECs as assigned

Job Description

Multi-Mission Helicopter Sensor Operators are members of integrated tactical crew aboard helicopters; coordinate communications during tactical missions at sea; conduct weapons delivery; detect, analyze, classify and track surface, subsurface and air contacts; operate electronic sensor equipment; perform ground based aircrew duties that contribute directly to aircrew operations, training and administration to maintain aircrew qualifications and certifications; perform Basic Life Support (BLS); employ crew-served weapons and ordnance; conduct passenger and cargo transport, Vertical Replenishment (VERTREP), Humanitarian Assistance and Disaster Relief (HADR), Medical Evacuations (MEDEVAC) and Search And Rescue missions (SAR).

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Sonar Operator, General	121000	Air Crew Members	55-3011.00	Military Specific

Skills	Abilities
Critical Thinking	*Deductive Reasoning*
Coordination	*Inductive Reasoning*
Operation and Control	*Fluency of Ideas*
Management of Material Resources	*Information Ordering*
Systems Analysis	*Control Precision*
Quality Control Analysis	*Visualization*
Judgment and Decision Making	*Memorization*
Operation Monitoring	*Written Expression*
Monitoring	*Originality*
Instructing	*Finger Dexterity*

AIRCREW ADMINISTRATION

Paygrade	Task Type	Task Statements
E5	CORE	Administer command Search and Rescue (SAR) programs
E5	CORE	Administer Naval Air Training and Operating Procedures Standardization (NATOPS) programs
E5	CORE	Analyze training and readiness matrices
E7	CORE	Brief fleet aviation training requirements to upper echelon
E6	NON-CORE	Certify Aircrew Combat Training Continuum (ACTC) qualifications in training jackets
E5	CORE	Certify command Search and Rescue (SAR) qualifications in training jackets
E5	CORE	Certify Naval Air Training and Operating Procedures Standardization (NATOPS) qualifications in training jackets
E5	CORE	Conduct aviation Search and Rescue (SAR) evaluations
E7	NON-CORE	Conduct fleet acquisition program briefs
E7	CORE	Conduct flight order audit boards
E7	CORE	Coordinate monthly training requirements
E6	CORE	Coordinate tactical exercises and missions
E7	NON-CORE	Coordinate training systems acquisition contracts
E6	NON-CORE	Coordinate weapons system designs with contract engineers
E7	NON-CORE	Define aircrew readiness requirements for individuals and crews
E4	CORE	Develop aircrew mission briefs

AIRCREW ADMINISTRATION (CONT'D)

Paygrade	Task Type	Task Statements
E7	CORE	Evaluate aircrew qualification and readiness programs
E7	NON-CORE	Implement aircrew manpower processes from accession to fleet integration
E5	NON-CORE	Maintain Aircrew Combat Training Continuum (ACTC) training jackets
E4	CORE	Maintain aircrew flight databases
E4	CORE	Maintain tactical publication libraries
E7	CORE	Manage aircrew administration
E5	NON-CORE	Manage Aircrew Combat Training Continuum (ACTC) programs
E7	CORE	Manage temporary flight order programs
E5	CORE	Prepare administrative briefs
E5	CORE	Prepare flight hour reports
E5	NON-CORE	Prepare mission capability briefs
E5	NON-CORE	Prepare mission summary logs
E5	NON-CORE	Prepare pre/post-exercise presentations
E5	CORE	Review Naval Air Training and Operating Procedures Standardization (NATOPS) records
E6	CORE	Supervise aircrew administration
E5	CORE	Update aircrew course curriculum
E4	CORE	Update flight time log books
E5	CORE	Update individual flight time summaries

AIRCREW DUTIES

Paygrade	Task Type	Task Statements
E4	CORE	Adjust cabin for mission configurations
E4	CORE	Arm laser systems
E4	CORE	Assist passengers into aircraft
E4	CORE	Calculate sensor formulas
E4	CORE	Calculate visual search altitudes
E4	CORE	Collect intelligence
E4	CORE	Conduct aircraft fueling operations
E4	CORE	Conduct helicopter in-flight refueling
E4	CORE	Conduct helicopter passenger safety briefs
E4	CORE	Conduct mission briefs and debriefs
E5	NON-CORE	Conduct Post Mission Analysis (PMA)
E4	CORE	Configure aircraft for Anti-Submarine Warfare (ASW) operations
E4	CORE	Configure Recovery, Assist, Securing, and Traversing (RAST) equipment for landing and take-off
E5	CORE	Coordinate Operating Area (OPAREA) schedules with external agencies
E4	CORE	Coordinate operations with tactical watch officers
E4	CORE	Disseminate intelligence data
E4	CORE	Enhance Recognized Maritime Picture (RMP) utilizing sensor systems
E5	NON-CORE	Evaluate weapons employment

AIRCREW DUTIES (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Load classified mission system data
E7	CORE	Manage aircrew duties
E4	CORE	Operate crew-served weapons and small arms
E4	CORE	Operate tactical system consoles
E4	CORE	Perform aircraft emergency procedures
E4	CORE	Perform aircraft ground handling operations
E4	CORE	Perform aircraft pre and post-flight inspections
E4	CORE	Perform aircraft vector procedures
E4	CORE	Perform Bomb Hit Assessments (BHA)
E4	CORE	Perform engine start-up procedures
E4	CORE	Perform flight mission planning
E4	CORE	Perform general aircraft servicing
E4	CORE	Perform in-flight observer duties
E4	CORE	Perform mission equipment operational checks
E4	CORE	Perform on station mission turnovers
E4	CORE	Perform pre and post-flight checks of rescue swimmer equipment
E4	CORE	Perform pre and post-flight checks of survival equipment
E4	CORE	Perform small arms and crew-served weapons functional checks
E4	NON-CORE	Perform vibration analysis during flights
E5	NON-CORE	Plot water space management areas
E4	CORE	Prepare aircraft static exhibits
E4	CORE	Report contacts
E4	CORE	Review aircraft discrepancy records
E4	NON-CORE	Review hot areas and air space restrictions
E6	CORE	Supervise aircrew duties

AIRCREW TRAINING

Paygrade	Task Type	Task Statements
E5	CORE	Administer aircrew training programs
E7	CORE	Analyze monthly reports
E4	CORE	Conduct acoustic and non-acoustic training
E5	NON-CORE	Conduct Airborne Use of Force (AUF) training
E5	NON-CORE	Conduct Airborne Use of Force (AUF) training evaluations
E4	CORE	Conduct Aircraft Survivability Equipment (ASE) training
E5	CORE	Conduct Aircrew Combat Training Continuum (ACTC) evaluations
E7	CORE	Conduct aircrew training program evaluations
E5	CORE	Conduct aviation Search and Rescue (SAR) swimmer training
E5	CORE	Conduct crew-served weapons aerial gunnery training
E4	CORE	Conduct in-flight training

AIRCREW TRAINING (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Conduct Naval Air Training and Operating Procedures Standardization (NATOPS) evaluations
E5	CORE	Conduct Naval Air Training and Operating Procedures Standardization (NATOPS) ground/flight training
E4	CORE	Conduct sensor operator proficiency training
E5	CORE	Conduct small arms classroom training
E5	CORE	Conduct small arms live fire training
E5	CORE	Conduct tactical ground/flight trainin
E4	CORE	Conduct target recognition training
E5	NON-CORE	Conduct watch positional training
E6	CORE	Coordinate aircrew requirements for aerial gunnery
E6	CORE	Coordinate warfare training exercises
E5	CORE	Determine aircrew requirements and qualifications for flight and simulator events
E7	CORE	Determine present and future fleet aviation training requirements
E6	CORE	Develop long and short range aircrew training plans
E5	CORE	Develop Naval Air Training and Operating Procedures Standardization (NATOPS) exams
E5	CORE	Develop Naval Air Training and Operating Procedures Standardization (NATOPS) lesson material
E5	CORE	Develop tactical exams
E5	CORE	Develop tactical training materials
E5	NON-CORE	Facilitate crew resource management programs
E5	NON-CORE	Manage Airborne Use of Force (AUF) programs
E5	CORE	Manage aircrew qualification and readiness programs
E6	CORE	Manage aircrew requirements and qualifications for flight and simulator events
E7	CORE	Manage aircrew systems training
E7	CORE	Manage Fleet Replacement Squadron (FRS) student productions
E7	CORE	Manage tactical training programs
E5	CORE	Operate Weapons Tactical Trainers (WTT) and Combat Systems Trainers (CST)
E6	CORE	Supervise aircrew systems training

COMMUNICATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Conduct underwater communications
E4	CORE	Deploy emergency signal devices
E4	CORE	Identify pyrotechnic communications
E4	CORE	Operate communications equipment
E4	CORE	Perform brevity code communications
E4	CORE	Perform Internal Systems (ICS) communications
E4	CORE	Perform radio communications
E6	CORE	Supervise aircrew communications

COMMUNICATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Troubleshoot communications

ENVIRONMENTAL

Paygrade	Task Type	Task Statements
E4	CORE	Analyze Bathythermograph (BT) data
E4	CORE	Analyze bottom contour charts
E4	CORE	Analyze environmental data
E4	CORE	Analyze meteorological and oceanographic conditions
E4	CORE	Analyze sound transmission paths
E5	NON-CORE	Classify sound transmission paths
E4	CORE	Determine tactical environmental considerations
E4	CORE	Obtain environmental data and products
E4	CORE	Perform on station environmental updates
E4	CORE	Perform Operational Reporting (OPREP) procedures

LOGISTICS AND OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Conduct cargo operations
E4	CORE	Conduct passenger transfers
E4	CORE	Configure aircraft for cargo operations
E6	CORE	Coordinate aircraft configurations with maintenance control
E5	CORE	Coordinate flight mission priorities
E7	CORE	Coordinate long and short range aircraft operational availability plans
E4	CORE	Load cargo into aircraft
E7	CORE	Manage Humanitarian Assistance and Disaster Relief (HADR) mission
E7	CORE	Manage logistics operations
E7	NON-CORE	Match aircrew to mission detachment and crew requirements
E4	CORE	Perform Humanitarian Assistance and Disaster Relief (HADR) duties
E7	CORE	Plan coordinated operations
E7	CORE	Prepare country clearance messages
E4	CORE	Prepare flight schedules
E7	CORE	Prioritize aircrew assignments
E7	NON-CORE	Provide Operational Target (OPTAR) budget input
E6	CORE	Request airlifts
E6	CORE	Supervise Humanitarian Assistance and Disaster Relief (HADR) duties
E6	CORE	Supervise logistics operations

SEARCH AND RESCUE (SAR)

Paygrade	Task Type	Task Statements
E4	CORE	Attach rescue devices to rescue hoist
E4	CORE	Configure aircraft for Search and Rescue (SAR)
E5	CORE	Coordinate Search and Rescue (SAR) missions

SEARCH AND RESCUE (SAR) (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Deploy rescue devices
E4	CORE	Deploy rescue swimmers
E4	CORE	Perform Basic Life Support (BLS)
E4	CORE	Perform in-water aviation rescue swimmer procedures
E4	CORE	Perform Medical Evacuations (MEDEVAC)
E4	CORE	Perform survivor assessments
E4	CORE	Plot survivor locations
E4	CORE	Recover rescue devices
E4	CORE	Recover rescue swimmers and survivors

SENSOR SYSTEMS

Paygrade	Task Type	Task Statements
E4	CORE	Analyze active and passive contact data
E5	NON-CORE	Analyze Electronic Warfare Support (ES) contacts
E4	CORE	Analyze Infrared (IR) and Electro-Optical (EO) contact data
E4	CORE	Analyze Inverse Synthetic-Aperture Radar (ISAR) contact information
E4	CORE	Analyze Magnetic Anomaly Detection (MAD) contacts
E4	CORE	Analyze mission tactical plots
E4	CORE	Analyze pre and post-flight mission data
E4	CORE	Analyze radar contact data
E4	CORE	Classify Electronic Warfare Support (ES) contacts
E4	CORE	Classify Infrared (IR) and Electro-Optical (EO) contacts
E4	CORE	Classify Inverse Synthetic-Aperture Radar (ISAR) contact information
E4	CORE	Classify Magnetic Anomaly Detection (MAD) contact data
E4	CORE	Classify non-acoustic contact data
E4	CORE	Classify passive and active contacts
E4	CORE	Collect contact information
E4	CORE	Conduct Automatic Information System (AIS) operations
E4	CORE	Conduct Electronic Warfare Support (ES) searches
E4	CORE	Conduct Identification Friend or Foe (IFF)
E4	CORE	Conduct passive acoustic searches
E4	CORE	Correlate Electronic Warfare Support (ES) contact information
E4	CORE	Deploy sonar domes
E4	CORE	Determine optimum sensor effectiveness
E4	CORE	Evaluate in-flight radar data
E4	CORE	Gather Aircraft Survivability Equipment (ASE) threat data
E4	CORE	Identify in-flight threat data
E4	CORE	Identify sonobouy aural cues
E4	CORE	Initiate mission systems
E7	CORE	Manage sensor systems operations

SENSOR SYSTEMS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Monitor Aircraft Survivability Equipment (ASE)
E4	CORE	Operate analysis equipment
E4	CORE	Operate mission data recorder system equipment
E4	CORE	Perform aircraft systems testing
E4	CORE	Perform weather avoidance radar navigation
E4	CORE	Program Aircraft Survivability Equipment (ASE)
E4	CORE	Set up tactical plots
E6	CORE	Supervise sensor systems operations
E4	CORE	Track contacts and Targets of Interest (TOI)
E4	CORE	Transmit data link information
E4	CORE	Troubleshoot mission systems

SPECIAL WARFARE/VISUAL/PHOTOGRAPHIC OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Classify visual contacts information
E4	NON-CORE	Conduct Airborne Use of Force (AUF) special operations
E4	CORE	Conduct Infrared (IR) and Electro-Optical (EO) surveillances
E4	CORE	Conduct Naval Special Warfare (NSW) missions
E4	CORE	Conduct Night Vision Device (NVD) flight operations
E4	CORE	Configure aircraft for Special Warfare Operations (SPECOPS)
E4	CORE	Configure Night Vision Devices (NVD) for environmental conditions
E4	CORE	Deploy special warfare personnel
E4	CORE	Operate vision enhancement devices in-flight
E4	CORE	Perform aerial photography
E4	CORE	Perform Night Vision Device (NVD) pre-flight checks
E4	CORE	Perform photographic riggings
E4	CORE	Perform visual searches
E7	NON-CORE	Plan Naval Special Warfare (NSW) operations
E4	CORE	Troubleshoot Night Vision Device (NVD) equipment in-flight

TACTICS/TARGET MOTION ANALYSIS

Paygrade	Task Type	Task Statements
E5	NON-CORE	Analyze tactical missions
E4	CORE	Calculate sensor ranges
E4	CORE	Conduct Over-the-Horizon Targeting (OTHT)
E4	CORE	Conduct tactical airborne radar operations
E4	CORE	Conduct Target Motion Analysis (TMA)
E4	CORE	Construct search patterns
E4	CORE	Determine acoustic sensor search depths
E4	CORE	Determine attack criteria for weapons release
E5	NON-CORE	Determine tactical intelligence considerations

TACTICS/TARGET MOTION ANALYSIS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Determine Target of Interest (TOI) datum
E5	CORE	Develop tactical proficiency programs
E5	NON-CORE	Develop tactical simulator scenarios
E5	NON-CORE	Evaluate tactical plot operations
E5	NON-CORE	Evaluate water space management
E4	CORE	Identify contacts' Closest Point of Approach (CPA)
E5	NON-CORE	Manage tactical data flow
E4	CORE	Plot Electronic Warfare Support (ES) contact intercepts
E4	CORE	Plot radar contact intercepts
E4	CORE	Verify Area of Probability (AOP)

WEAPONS, ORDNANCE AND STORES

Paygrade	Task Type	Task Statements
E4	CORE	Configure aircraft stores
E4	CORE	Deploy mission stores
E4	CORE	Deploy sonobuoy
E4	CORE	Document ordnance expenditures
E7	CORE	Manage Non-Combat Expenditure Allocations (NCEA)
E4	CORE	Program search stores
E4	CORE	Secure ordnance in aircraft
E5	CORE	Track ordnance allocations and inventories
E4	CORE	Troubleshoot crew-served weapons in-flight
E4	CORE	Verify sonobouy programmable settings

Job Title **Job Code**

Aircraft Carrier Tactical Support Center (CV-TSC) Operator 002748

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Military Specific	TBD	CARRIER SUPPORT CTR OPERATOR	CV TAC SUP CTR

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	AWR	NEC 713B and other NECs as assigned

Job Description

Aircraft Carrier Tactical Support Center Operators support the mission of the CV-TSC through utilization of the tactical and sensor functions of the AN/SQQ-34 system and supporting peripheral equipment; perform AN/SQQ-34C set-up and configuration based on mission task; support all facets of carrier based Anti-Submarine Warfare (ASW), Surface Surveillance, Search and Rescue (SAR) and operations conducted by organic (MH-60R) and inorganic (P-3/P-8/NATO/UAS) tactical aircraft by operating the AN/SQQ-34C.

DoD Relationship

Group Title	*DoD Code*
Sonar Operator, General	121

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
Military Enlisted Tactical Operations and Air/Weapons Specialists and Crew Members, All Other	55-3019.00	Military Specific

Skills	Abilities
Critical Thinking	*Deductive Reasoning*
Operation and Control	*Inductive Reasoning*
Systems Analysis	*Fluency of Ideas*
Coordination	*Information Ordering*
Monitoring	*Control Precision*
Judgment and Decision Making	*Memorization*
Operation Monitoring	*Finger Dexterity*
Management of Material Resources	*Mathematical Reasoning*
Speaking	*Visualization*
Mathematics	*Originality*

AIRCREW ADMINISTRATION

Paygrade	Task Type	Task Statements
E6	CORE	Coordinate tactical exercises and missions
E4	CORE	Develop aircrew mission briefs
E4	CORE	Maintain tactical publication libraries
E5	CORE	Prepare administrative briefs
E5	NON-CORE	Prepare mission capability briefs
E5	NON-CORE	Prepare mission summary logs
E5	NON-CORE	Prepare pre/post-exercise presentations

AIRCREW DUTIES

Paygrade	Task Type	Task Statements
E4	CORE	Calculate sensor formulas
E4	CORE	Calculate visual search altitudes
E4	CORE	Collect intelligence
E4	CORE	Conduct mission briefs and debriefs
E5	NON-CORE	Conduct Post Mission Analysis (PMA)
E5	CORE	Coordinate Operating Area (OPAREA) schedules with external agencies
E4	CORE	Coordinate operations with tactical watch officers
E4	CORE	Disseminate intelligence data

AIRCREW DUTIES (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Enhance Recognized Maritime Picture (RMP) utilizing sensor systems
E5	NON-CORE	Evaluate weapons employment
E4	CORE	Operate tactical system consoles
E4	CORE	Perform aircraft vector procedures
E4	CORE	Perform Bomb Hit Assessments (BHA)
E4	CORE	Perform flight mission planning
E4	CORE	Perform mission equipment operational checks
E4	CORE	Perform on station mission turnovers
E5	NON-CORE	Plot water space management areas
E4	CORE	Report contacts
E4	NON-CORE	Review hot areas and air space restrictions
E5	NON-CORE	Supervise tactical watch teams

AIRCREW TRAINING

Paygrade	Task Type	Task Statements
E5	CORE	Administer aircrew training programs
E4	CORE	Conduct acoustic and non-acoustic training
E4	CORE	Conduct sensor operator proficiency training
E4	CORE	Conduct target recognition training
E5	NON-CORE	Conduct watch positional training
E6	CORE	Coordinate warfare training exercises
E6	CORE	Develop long and short range aircrew training plans
E5	CORE	Develop tactical training materials
E6	CORE	Supervise aircrew systems training

COMMUNICATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Conduct underwater communications
E4	CORE	Identify pyrotechnic communications
E4	CORE	Operate communications equipment
E4	CORE	Perform brevity code communications
E4	CORE	Perform radio communications
E6	CORE	Supervise aircrew communications
E4	CORE	Troubleshoot communications

ENVIRONMENTAL

Paygrade	Task Type	Task Statements
E4	CORE	Analyze Bathythermograph (BT) data
E4	CORE	Analyze bottom contour charts
E4	CORE	Analyze environmental data
E4	CORE	Analyze meteorological and oceanographic conditions
E4	CORE	Analyze sound transmission paths

ENVIRONMENTAL (CONT'D)

Paygrade	Task Type	Task Statements
E5	NON-CORE	Classify sound transmission paths
E4	CORE	Determine tactical environmental considerations
E4	CORE	Obtain environmental data and products
E4	CORE	Perform on station environmental updates
E4	CORE	Perform Operational Reporting (OPREP) procedures

SEARCH AND RESCUE (SAR)

Paygrade	Task Type	Task Statements
E4	CORE	Plot survivor locations

SENSOR SYSTEMS

Paygrade	Task Type	Task Statements
E4	CORE	Analyze active and passive contact data
E5	NON-CORE	Analyze Electronic Warfare Support (ES) contacts
E4	CORE	Analyze Infrared (IR) and Electro-Optical (EO) contact data
E4	CORE	Analyze Inverse Synthetic-Aperture Radar (ISAR) contact information
E4	CORE	Analyze mission tactical plots
E4	CORE	Analyze pre and post-flight mission data
E4	CORE	Analyze radar contact data
E4	CORE	Classify Electronic Warfare Support (ES) contacts
E4	CORE	Classify Infrared (IR) and Electro-Optical (EO) contacts
E4	CORE	Classify Inverse Synthetic-Aperture Radar (ISAR) contact information
E4	CORE	Classify non-acoustic contact data
E4	CORE	Classify passive and active contacts
E4	CORE	Collect contact information
E4	CORE	Conduct Electronic Warfare Support (ES) searches
E4	CORE	Conduct Identification Friend or Foe (IFF)
E4	CORE	Conduct passive acoustic searches
E4	CORE	Correlate Electronic Warfare Support (ES) contact information
E4	CORE	Determine optimum sensor effectiveness
E4	CORE	Evaluate in-flight radar data
E4	CORE	Identify sonobouy aural cues
E4	CORE	Initiate mission systems
E4	CORE	Operate analysis equipment
E4	CORE	Operate mission data recorder system equipment
E5	NON-CORE	Perform Anti-Submarine Warfare (ASW) module watchstanding duties (e.g., Tactical Sensor Operator (TSO), Multi Sensor Operator (MSO), etc.)
E4	CORE	Set up tactical plots
E6	CORE	Supervise sensor systems operations
E4	CORE	Track contacts and Targets of Interest (TOI)
E4	CORE	Transmit data link information

SENSOR SYSTEMS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Troubleshoot mission systems

SPECIAL WARFARE/VISUAL/PHOTOGRAPHIC OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Classify visual contacts information

TACTICS/TARGET MOTION ANALYSIS

Paygrade	Task Type	Task Statements
E5	NON-CORE	Analyze tactical missions
E4	CORE	Calculate sensor ranges
E4	CORE	Conduct Over-the-Horizon Targeting (OTHT)
E4	CORE	Conduct Target Motion Analysis (TMA)
E4	CORE	Construct search patterns
E4	CORE	Determine acoustic sensor search depths
E4	CORE	Determine attack criteria for weapons release
E5	NON-CORE	Determine tactical intelligence considerations
E4	CORE	Determine Target of Interest (TOI) datum
E5	CORE	Develop tactical proficiency programs
E5	NON-CORE	Develop tactical simulator scenarios
E5	NON-CORE	Evaluate tactical plot operations
E5	NON-CORE	Evaluate water space management
E4	CORE	Identify contacts' Closest Point of Approach (CPA)
E5	NON-CORE	Manage tactical data flow
E4	CORE	Plot Electronic Warfare Support (ES) contact intercepts
E4	CORE	Plot radar contact intercepts
E4	CORE	Verify Area of Probability (AOP)

WEAPONS, ORDNANCE AND STORES

Paygrade	Task Type	Task Statements
E4	CORE	Deploy mission stores
E4	CORE	Deploy sonobuoy
E4	CORE	Document ordnance expenditures
E4	CORE	Program search stores
E4	CORE	Verify sonobouy programmable settings

CHAPTER 12

NAVAL AIRCREWMAN (HELICOPTER) (AWS)

NAVPERS 18068F-12I
Change 81

Updated: January 2020

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

NAVAL AIRCREWMEN (HELICOPTER) (AWS)

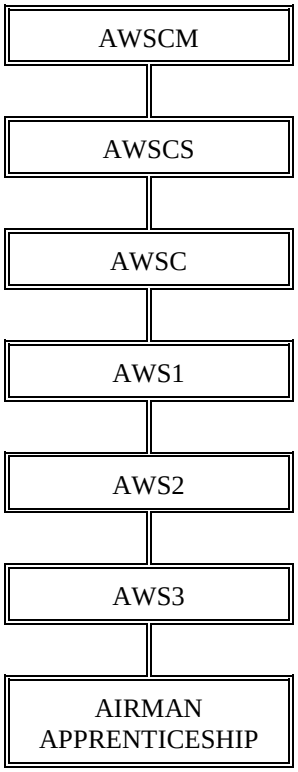
SCOPE OF RATING

Naval Aircrewmen (Helicopter) (AWS) are members of multi-mission helicopter and Unmanned Aerial Vehicle (UAV) crews operating in maritime and overland environments; perform Search and Rescue (SAR), Airborne Mine Countermeasure (AMCM) Tactical Evacuations (TACEVAC), Humanitarian Assistance and Disaster Relief (HADR), Special Operations Forces (SOF) insertion and extraction, Personnel Recovery (PR), Direct Action (DA), Anti-Surface Warfare (ASUW), Intelligence Surveillance Reconnaissance (ISR), Logistics Support (LOG), aerial firefighting operations; operating Crew Served Weapons (CSW); and conduct observer duties for safety of flight.

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) in Chapter 12.

GENERAL INFORMATION

CAREER PATTERN



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

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 **Job Code**

Helicopter Warfare Specialist 001605

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Military Specific	TBD	HELICOPTER WARFARE SPECIALIST	NAC HELI SPEC

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	AWS	NEC G01A, G02A, G13A, G34A and other NECs as assigned

Job Description

Helicopter Warfare Specialists are members of multi-mission helicopter and Unmanned Aerial Vehicle (UAV) crews operating in maritime and overland environments; operating mine hunting neutralization sweeping systems, logistics support; perform aircrew operations administration, flight/ground training, internal/external cargo movement, operating lifesaving/rescue equipment, passenger/patient transports, aerial gunnery, small arms handling, operating Night Vision Device (NVD), and observer duties for safety of flight. These duties contribute directly to aircrew operations, training, and administration for the purposes of attaining and maintaining the squadron's aircrew qualifications and certifications. Helicopter Warfare Specialists must be able to obtain a final top secret security clearance.

DoD Relationship

Group Title	*DoD Code*
Divers	143300

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
Military Enlisted Tactical Operations and Air/Weapons Specialists and Crew Members, All Other	55-3019.00	Military Specific

Skills	Abilities
Coordination	*Oral Expression*
Critical Thinking	*Deductive Reasoning*
Management of Material Resources	*Memorization*
Monitoring	*Written Comprehension*
Management of Personnel Resources	*Oral Comprehension*
Systems Analysis	*Problem Sensitivity*
Operation and Control	*Written Expression*
Quality Control Analysis	*Near Vision*
Speaking	*Response Orientation*
Reading Comprehension	*Information Ordering*

AIRCREW ADMINISTRATION

Paygrade	Task Type	Task Statements
E5	CORE	Administer Naval Air Training and Operating Procedures Standardization (NATOPS) programs
E5	CORE	Analyze training and readiness matrix
E5	CORE	Conduct standardization boards
E4	CORE	Coordinate daily flight schedule inputs
E5	CORE	Coordinate Operating Areas (OPAREA) scheduling with external agencies
E5	CORE	Determine aircrew requirements for flight events and training devices
E5	NON-CORE	Develop Naval Air Training and Operating Procedures Standardization (NATOPS) exams
E5	NON-CORE	Develop Naval Air Training and Operating Procedures Standardization (NATOPS) lesson materials
E5	CORE	Evaluate aircrew training programs
E4	CORE	Evaluate Situation Reports (SITREP) for mission analysis
E5	CORE	Maintain aircrew training jackets
E5	CORE	Maintain flight publications
E4	CORE	Maintain flight records

AIRCREW ADMINISTRATION (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Maintain Naval Air Training and Operating Procedures Standardization (NATOPS) publications
E4	NON-CORE	Maintain Naval Air Training and Operating Procedures Standardization (NATOPS) training jackets
E4	CORE	Maintain publications library
E5	CORE	Manage aircrew readiness
E5	CORE	Manage Crew Resource Management (CRM) program
E5	CORE	Manage Search and Rescue (SAR) fitness qualifications
E5	CORE	Manage Search and Rescue (SAR) program
E5	NON-CORE	Manage small arms qualifications
E5	CORE	Monitor Crew Resource Management (CRM) program
E5	CORE	Perform individual and crew mission evaluations
E5	NON-CORE	Perform Naval Air Training and Operating Procedures Standardization (NATOPS) evaluations
E4	CORE	Prepare flight hour reports
E4	CORE	Prepare flight schedules
E4	CORE	Prepare mission summary logs
E7	NON-CORE	Supervise individual and crew mission evaluations

AIRCREW DUTIES

Paygrade	Task Type	Task Statements
E4	CORE	Analyze load characteristics
E4	CORE	Analyze Meteorological and Oceanographic (METOC) conditions
E4	CORE	Analyze Missions
E4	CORE	Analyze operational environments
E4	CORE	Classify enemy aircraft
E4	CORE	Classify enemy ships
E4	CORE	Classify enemy vehicles
E4	CORE	Conduct aircraft system testing
E4	CORE	Conduct aircrew mission briefs
E4	CORE	Deploy marker locators
E4	CORE	Detect targets
E4	CORE	Document aircraft system discrepancies
E4	CORE	Employ Crew-Served Weapons (CSW)
E4	CORE	Evaluate post-flight mission data
E4	CORE	Identify targets
E4	NON-CORE	Inspect aerial firefighting equipment
E4	CORE	Inspect Aviation Life Support Systems (ALSS) equipment
E4	CORE	Inspect Helicopter In-Flight Refueling (HIFR) equipment
E4	CORE	Inspect navigational publications
E4	CORE	Inspect Night Vision Device (NVD) equipment

AIRCREW DUTIES (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Inspect ordnance equipment
E4	CORE	Inspect weapon systems
E4	CORE	Load mission software
E4	CORE	Monitor aircraft performance
E4	CORE	Monitor Helicopter Air-to-Air Refueling (HAAR)
E4	CORE	Monitor visual contacts
E4	CORE	Operate aircraft computer systems
E4	CORE	Operate hoist/winch
E4	CORE	Perform aerial navigation operations
E4	CORE	Perform aircraft emergency procedures
E4	CORE	Perform aircraft fueling
E4	CORE	Perform aircraft in-flight servicing procedures
E4	CORE	Perform aircrew mission planning
E4	CORE	Perform Basic Life Support (BLS)
E4	CORE	Perform Cardiopulmonary Resuscitation (CPR)
E4	CORE	Perform Crew Resource Management (CRM)
E4	CORE	Perform emergency equipment operations
E4	CORE	Perform general crew aircraft inspections
E4	CORE	Perform Helicopter In-Flight Refueling (HIFR) operations
E4	CORE	Perform internal and external communications
E4	CORE	Perform land survival techniques
E4	CORE	Perform mission planning
E4	CORE	Perform Night Vision Device (NVD) operations
E4	CORE	Perform pre and post flight aircraft inspections
E4	CORE	Perform visual searches
E4	CORE	Perform weapons and stores procedures
E4	CORE	Record mission data
E4	CORE	Report in-flight status
E4	CORE	Review aircraft records
E5	CORE	Supervise mission planning
E4	CORE	Verify Aircraft Weight and Balance (W&B)

AIRCREW TRAINING

Paygrade	Task Type	Task Statements
E5	CORE	Administer aircrew training programs
E5	NON-CORE	Conduct Air Combat Training Continuum (ACTC) evaluations
E4	CORE	Conduct aircraft computer system training
E4	CORE	Conduct Crew-Served Weapons (CSW) live fire training
E4	CORE	Conduct endurance training
E4	CORE	Conduct extraction force training

AIRCREW TRAINING (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Conduct flight/ground training
E4	CORE	Conduct in-flight/ground Search and Rescue (SAR) training
E4	CORE	Conduct Naval Air Training and Operating Procedures Standardization (NATOPS) flight/ground training
E4	CORE	Conduct Naval Aircrew Warfare Specialist (NAWS) training
E4	CORE	Conduct nutrition training
E5	NON-CORE	Conduct small arms live fire training
E4	CORE	Conduct strength training
E5	CORE	Develop aircrew training plans
E5	NON-CORE	Develop tactical exams
E5	NON-CORE	Develop tactical proficiency programs
E5	NON-CORE	Develop tactical training materials
E5	NON-CORE	Develop training device scenarios
E5	NON-CORE	Facilitate crew-served weapons classroom training
E5	NON-CORE	Facilitate Night Vision Device (NVD) training
E5	NON-CORE	Implement high risk training plan
E5	NON-CORE	Manage high risk drill/exercises (e.g., pool, open ocean, etc.)
E5	NON-CORE	Operate training device (i.e., simulator)
E5	NON-CORE	Plan high risk training
E4	CORE	Provide mine hunting training
E4	CORE	Provide mine neutralization training
E4	CORE	Provide mine sweeping training
E4	CORE	Provide Personnel Recovery (PR) training
E4	CORE	Provide Search and Rescue (SAR) training

PRIMARY MISSION AREAS

Paygrade	Task Type	Task Statements
E4	CORE	Analyze mine-like contacts
E4	CORE	Analyze ocean environmental data
E4	CORE	Analyze Post Mission Analysis (PMA) operations
E4	CORE	Calculate clearance percentage operations
E4	CORE	Calculate risk of ship and aircraft operations in minefields
E4	CORE	Calculate target offsets
E4	CORE	Classify mine-like contacts
E6	CORE	Communicate commanders immediate launch authority (i.e., Humanitarian Assistance and Disaster Relief (HADR), Defense Support of Civil Authorities (DSCA), etc.)
E4	CORE	Complete cargo and personnel manifests
E4	CORE	Conduct mine hunting operations
E4	CORE	Conduct mine neutralization operations
E4	CORE	Conduct mine sweeping operations

PRIMARY MISSION AREAS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Conduct Search and Rescue (SAR) operations
E4	CORE	Conduct Tactical Evacuations (TACEVAC)
E4	CORE	Configure mission equipment
E4	CORE	Inspect Airborne Mine Countermeasures (AMCM) equipment
E4	CORE	Inspect Aircraft Survivability Equipment (ASE)
E4	CORE	Inspect Vertical Onboard Delivery (VOD) and logistics equipment
E4	CORE	Load mission data
E4	CORE	Manage Mine Countermeasures (MCM) database
E4	CORE	Operate crew hover systems
E4	CORE	Perform Airborne Mine Countermeasures (AMCM) operations
E4	CORE	Perform Built-In Test (BIT)
E4	CORE	Perform cargo operations
E4	CORE	Perform crew and passenger pre-flight preparations
E4	CORE	Perform maritime Search and Rescue (SAR) swimmer operations
E4	CORE	Perform overland Search and Rescue (SAR) swimmer operations
E4	CORE	Perform Post Mission Analysis (PMA) operations
E4	CORE	Perform Vertical Onboard Delivery (VOD) and logistic operations
E5	CORE	Plan mine hunting operations
E5	CORE	Plan mine neutralization operations
E5	CORE	Plan mine sweeping operations
E4	CORE	Prepare mission data
E5	NON-CORE	Supervise Post Mission Analysis (PMA) operations
E4	CORE	Transmit data link contacts

SECONDARY MISSION AREAS

Paygrade	Task Type	Task Statements
E4	CORE	Conduct Anti-Surface Warfare (ASUW) operations
E4	CORE	Conduct cast and recovery operations
E4	CORE	Conduct Close Air Support (CAS) operations
E4	CORE	Conduct Combat Rubber Raiding Craft (CRRC) operations
E4	CORE	Conduct Direct Action (DA) in Maritime and Riverine environment
E4	CORE	Conduct fast rope operations
E4	CORE	Conduct Humanitarian Aid and Disaster Relief (HADR) operations
E4	CORE	Conduct Intelligence Surveillance Reconnaissance (ISR) operations
E4	CORE	Conduct interdiction operations
E4	CORE	Conduct Non-Combatant Evacuation Operations (NEO)
E4	CORE	Conduct Personnel Recovery (PR) operations
E4	CORE	Conduct rappel operations
E4	CORE	Conduct Special Operations Forces (SOF) operations
E4	CORE	Conduct Special Patrol Insertion/Extraction (SPIE) operations

SECONDARY MISSION AREAS (CONT'D)

Paygrade	Task Type	Task Statements
E4	NON-CORE	Conduct Unmanned Aerial Vehicle (UAV) aircraft system testing
E4	NON-CORE	Conduct Unmanned Aerial Vehicle (UAV) aircrew mission briefs
E4	NON-CORE	Conduct Unmanned Aerial Vehicle (UAV) Intelligence, Surveillance, and Reconnaissance (ISR) operations
E4	NON-CORE	Conduct Unmanned Aerial Vehicle (UAV) Surface Coordination and Reconnaissance (SCAR) operations
E4	NON-CORE	Evaluate Inverse Synthetic Aperture Radar (ISAR) data
E4	NON-CORE	Evaluate Synthetic Aperture Radar (SAR) data
E4	CORE	Inspect Functional Check Flight (FCF) equipment
E4	CORE	Inspect Special Operation Forces (SOF) equipment
E4	NON-CORE	Monitor Automatic Identification System (AIS) surface contacts
E4	NON-CORE	Operate Unmanned Aerial Vehicle (UAV) Airborne Mine Countermeasures (AMCM) equipment
E4	NON-CORE	Operate Unmanned Aerial Vehicle (UAV) Forward-Looking Infrared Radar (FLIR)
E4	NON-CORE	Operate Unmanned Aerial Vehicle (UAV) Radar
E4	CORE	Perform aerial fire fighting operations
E4	CORE	Perform Aircraft Survivability Equipment (ASE) procedures
E4	CORE	Perform Bomb Hit Assessment (BHA)
E4	CORE	Perform Emergency Destruction Plan (EDP) procedures
E4	CORE	Perform Functional Check Flight (FCF) operations
E4	CORE	Perform Surface Surveillance Coordination (SSC) operations
E4	CORE	Plan Anti-Surface Warfare (ASUW) operations
E4	CORE	Plan Close Air Support (CAS) operations
E4	CORE	Plan Direct Action (DA) in Maritime and Riverine environment
E4	CORE	Plan Humanitarian Aid and Disaster Relief (HADR) operations
E4	CORE	Plan Intelligence Surveillance Reconnaissance (ISR) operations
E4	CORE	Plan interdiction operations
E4	CORE	Plan Non-Combatant Evacuation (NEO) operations
E4	CORE	Plan Personnel Recovery (PR) operations
E4	CORE	Plan Special Operation Force (SOF) operations
E4	CORE	Plan Special Operations Forces (SOF) operations
E4	NON-CORE	Plan Unmanned Aerial Vehicle (UAV) Intelligence, Surveillance, and Reconnaissance (ISR) operations
E4	NON-CORE	Plan Unmanned Aerial Vehicle (UAV) operations
E4	NON-CORE	Plan Unmanned Aerial Vehicle (UAV) Surface Coordination and Reconnaissance (SCAR) operations

Job Title **Job Code**

Aircrew Readiness Manager (Helicopter) 002744

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Transportation and Material Moving	TBD	ACREW READINESS MGR HELO	ARM (HELO)

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	AWS	NEC G34A and other NECs as assigned

Job Description

Aircrew Readiness Managers (Helicopter) are crucial and integral members of staffs, operational commands, and squadrons; coordinate the operational, administrative, and aircrew scheduling functions for the organization; administer and manage training programs and resources for naval aircrew, manage standardization of aircrew training programs to enhance proficiency and readiness, and coordinate all aspects of aircrew training to meet the rigorous demands of operational commitments worldwide; administer and direct the Naval Air Training and Operating Procedures Standardization (NATOPS) and Search and Rescue (SAR) programs; and administer and direct tactics, training and readiness, ordnance and weapons, and aircrew training. As program managers, they analyze training resource requirements, review and approve contract options for new training devices and programs, develop and revise curriculum, incorporate and initiate new aircrew training programs, manage student quotas, qualifications and certifications, and coordinate aircrew physical fitness and health program initiatives.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Air Crew, General	105000	Airfield Operations Specialists	53-2022.00	Transportation and Material Moving

Skills	Abilities
Coordination	*Oral Expression*
Management of Material Resources	*Written Comprehension*
Monitoring	*Deductive Reasoning*
Management of Personnel Resources	*Written Expression*
Reading Comprehension	*Oral Comprehension*
Quality Control Analysis	*Problem Sensitivity*
Writing	*Inductive Reasoning*
Critical Thinking	*Memorization*
Instructing	*Speech Clarity*
Judgment and Decision Making	*Dynamic Strength*

AIRCREW ADMINISTRATION

Paygrade	Task Type	Task Statements
E5	CORE	Administer Naval Air Training and Operating Procedures Standardization (NATOPS) programs
E5	CORE	Analyze training and readiness matrix
E5	CORE	Conduct Flight Order Audit Boards (FOAB)
E5	CORE	Conduct standardization boards
E4	CORE	Coordinate daily flight schedule inputs
E5	CORE	Coordinate Operating Areas (OPAREA) scheduling with external agencies
E5	CORE	Determine aircrew requirements for flight events and training devices
E5	NON-CORE	Develop Naval Air Training and Operating Procedures Standardization (NATOPS) exams
E5	NON-CORE	Develop Naval Air Training and Operating Procedures Standardization (NATOPS) lesson materials
E5	CORE	Evaluate aircrew training programs
E4	CORE	Evaluate Situation Reports (SITREP) for mission analysis
E5	CORE	Maintain aircrew training jackets
E5	CORE	Maintain flight publications
E4	CORE	Maintain flight records

AIRCREW ADMINISTRATION (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Maintain Naval Air Training and Operating Procedures Standardization (NATOPS) publications
E4	NON-CORE	Maintain Naval Air Training and Operating Procedures Standardization (NATOPS) training jackets
E5	CORE	Manage aircrew readiness
E5	CORE	Manage Crew Resource Management (CRM) program
E5	CORE	Manage Search and Rescue (SAR) fitness qualifications
E5	CORE	Manage Search and Rescue (SAR) program
E5	NON-CORE	Manage small arms qualifications
E7	CORE	Manage Temporary Flight Orders (TFO) program
E5	CORE	Monitor Crew Resource Management (CRM) program
E7	CORE	Monitor Fleet Replacement Squadron (FRS) student production
E5	CORE	Organize Flight Order Audit Boards (FOAB)
E5	CORE	Perform individual and crew mission evaluations
E5	NON-CORE	Perform Naval Air Training and Operating Procedures Standardization (NATOPS) evaluations
E7	NON-CORE	Supervise individual and crew mission evaluations
E6	CORE	Supervise standardization boards

AIRCREW DUTIES

Paygrade	Task Type	Task Statements
E5	CORE	Supervise mission planning

AIRCREW TRAINING

Paygrade	Task Type	Task Statements
E5	CORE	Administer aircrew training programs
E5	NON-CORE	Conduct Air Combat Training Continuum (ACTC) evaluations
E5	CORE	Develop aircrew training plans
E5	NON-CORE	Develop tactical exams
E5	NON-CORE	Develop tactical proficiency programs
E5	NON-CORE	Develop tactical training materials
E5	NON-CORE	Develop training device scenarios
E5	NON-CORE	Facilitate crew-served weapons classroom training
E5	NON-CORE	Implement high risk training plan
E5	NON-CORE	Manage high risk drill/exercises (e.g., pool, open ocean, etc.)
E5	NON-CORE	Operate training device (i.e., simulator)
E5	NON-CORE	Plan high risk training
E4	CORE	Provide mine hunting training
E4	CORE	Provide mine neutralization training
E4	CORE	Provide mine sweeping training

PRIMARY MISSION AREAS

Paygrade	Task Type	Task Statements
E6	CORE	Communicate commanders immediate launch authority (i.e., Humanitarian Assistance and Disaster Relief (HADR), Defense Support of Civil Authorities (DSCA), etc.)

CHAPTER 12

NAVAL AIRCREWMAN (AVIONICS) (AWV)

NAVPERS 18068F-12I
Change 81

Updated: January 2020

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

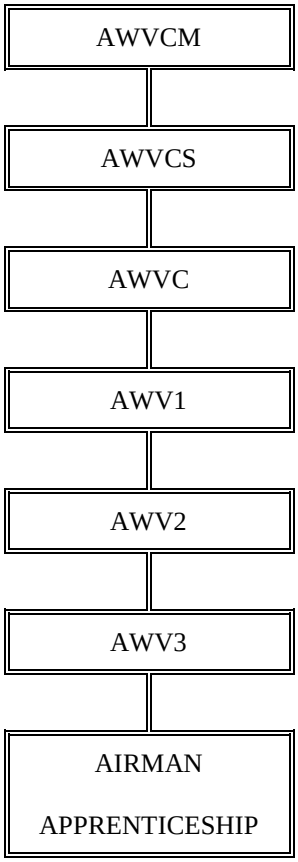
NAVAL AIRCREWMEN (AVIONICS) (AWV)

SCOPE OF RATING

Naval Aircrewmen (Avionics) (AWV) are members of a fixed wing integrated tactical aircrew aboard maritime patrol and reconnaissance and command and control aircraft; knowledgeable of all mission and flight avionics systems, safety equipment, emergency procedures and aircraft equipment; perform primary in-flight and ground duties as aircraft In-Flight Technicians and Airborne Communication Technicians who maintain and operate aircraft systems; pilot and maintain Unmanned Aerial Vehicles (UAV); operate aerial photographic equipment; maintain and operate strategic and tactical communications; handle, store and retrieve incoming and outgoing messages; build, configure, deploy, operate and maintain information technology, networks and capabilities; perform network system administration, maintenance, and training; and perform maintenance and aircrew administration, flight and ground training, ordnance handling duties, joint special warfare operations and Communications Material Security (CMS) handling.

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) in Chapter 12.

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 **Job Code**

Airborne Communication Technician 001590

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Installation, Maintenance, and Repair	TBD	AIRBORNE COMMUNICATOR TECH	AIR COMM TECH

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	AWV	NEC G19A, G62A or other NECs as assigned

Job Description

Airborne Communication Technicians are members of fixed wing integrated tactical crews aboard E-6B aircraft; perform duties as in-flight communications system operators; knowledgeable of naval communications procedures and cryptographic materials, aircraft systems, emergency procedures, maintain and operate strategic and tactical communications; handle, store, and retrieve incoming and outgoing messages; build, configure, deploy, operate, and maintain information technology, networks and capabilities; perform network system administration, maintenance, and training, fault isolation and component repair of all mission and flight avionics equipment on E-6B aircraft; contribute to aircrew operations, training, and administration; and attain and maintain the squadron's aircrew qualifications and certifications. Must be eligible for a final Top Secret security clearance, SCI and PRP.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Air Crew, General	105000	Avionics Technicians	49-2091.00	Installation, Maintenance, and Repair

Skills	Abilities
Operation and Control	*Information Ordering*
Critical Thinking	*Inductive Reasoning*
Coordination	*Written Comprehension*
Management of Material Resources	*Problem Sensitivity*
Monitoring	*Written Expression*
Equipment Maintenance	*Memorization*
Quality Control Analysis	*Oral Expression*
Judgment and Decision Making	*Selective Attention*
Systems Evaluation	*Manual Dexterity*
Management of Personnel Resources	*Deductive Reasoning*

AIRCREW ADMINISTRATION

Paygrade	Task Type	Task Statements
E6	CORE	Administer aircrew training programs
E6	CORE	Analyze monthly training trend reports
E7	CORE	Analyze training and readiness matrix
E5	CORE	Conduct Naval Air Training and Operating Procedures Standardization (NATOPS) evaluations
E4	CORE	Consolidate mission data
E5	CORE	Coordinate Naval Aircrew Warfare Specialist (NAWS) program
E5	CORE	Draft administrative briefs
E6	CORE	Draft Emergency Action Plans (EAP)
E5	CORE	Draft flight hour reports
E5	CORE	Draft individual flight time summaries
E5	NON-CORE	Draft tactical memorandums
E5	CORE	Log flight times
E4	CORE	Maintain communications publications
E4	CORE	Maintain Naval Air Training and Operating Procedures Standardization (NATOPS) Publications

AIRCREW ADMINISTRATION (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Maintain Naval Air Training and Operating Procedures Standardization (NATOPS) training jackets
E4	CORE	Maintain tactical publications library
E5	CORE	Maintain training and readiness database
E5	CORE	Manage aircrew flight database entries
E5	CORE	Manage aircrew training plans
E6	CORE	Manage Crew Resource Management (CRM) programs
E7	NON-CORE	Manage fleet acquisition programs
E6	CORE	Manage Key Management Infrastructure (KMI) program
E7	CORE	Manage Personnel Reliability Programs (PRP)
E5	CORE	Prepare monthly training trend reports

AIRCREW DUTIES

Paygrade	Task Type	Task Statements
E5	CORE	Assign ditching stations
E4	CORE	Conduct warfare exercises
E4	CORE	Draft mission logs
E4	CORE	Evaluate avionics performance
E4	CORE	Inspect Aviation Life Support Systems (ALSS) equipment
E5	CORE	Instruct passengers on safety procedures
E4	CORE	Inventory Information Systems (IS) assets
E4	CORE	Maintain mission systems
E4	CORE	Maintain small arms
E4	CORE	Monitor Crew Resource Management (CRM)
E4	CORE	Operate aircraft safety and emergency equipment
E4	CORE	Operate Support Equipment (SE)
E4	CORE	Perform aircraft emergency procedures
E4	CORE	Perform aircraft ground handling operations
E4	CORE	Perform aircraft post-flight inspection
E4	CORE	Perform aircraft pre-flight inspection
E4	CORE	Perform aircraft security
E4	CORE	Perform Communication Security (COMSEC) procedures
E4	CORE	Perform first aid
E4	CORE	Perform land and sea survival techniques
E4	CORE	Process Emergency Action Messages (EAM)
E4	CORE	Report in-flight status

COMMUNICATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Configure cryptographic equipment
E4	CORE	Configure external electronic loading devices

COMMUNICATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Configure progressive conferences
E5	NON-CORE	Direct Emergency Action Message (EAM) transmissions
E4	CORE	Maintain data circuits
E4	CORE	Maintain voice circuits
E4	CORE	Manage access to Crypto Net
E6	CORE	Manage electronic spillage
E4	CORE	Monitor broadcast channels
E4	CORE	Operate data circuits
E4	CORE	Operate data link systems
E4	CORE	Operate Internal Communication Systems (ICS)
E4	CORE	Operate Satellite Communication (SATCOM) systems
E4	CORE	Operate voice circuits
E4	CORE	Process naval messages in-flight
E4	CORE	Receive electronic keying material via Over-the-Air-Transfers (OTAT) and Over-the-Air Rekeys (OTAR)
E4	CORE	Set Emission Control (EMCON) conditions
E5	CORE	Supervise communications positions
E4	CORE	Test communication circuits

MAINTENANCE

Paygrade	Task Type	Task Statements
E5	CORE	Audit Naval Aviation Maintenance Programs (NAMP)
E7	CORE	Certify aircraft records
E4	CORE	Conduct aircraft towing operations
E4	NON-CORE	Control environmental control systems
E4	CORE	Document aircraft discrepancies
E4	CORE	Document in-flight maintenance
E4	CORE	Maintain aircraft avionics systems
E4	CORE	Maintain aircraft instrumentation systems
E4	CORE	Maintain data link systems
E4	CORE	Maintain fiber optic systems
E4	CORE	Maintain Internal Communication Systems (ICS)
E4	CORE	Maintain navigation systems
E4	CORE	Maintain Satellite Communication (SATCOM) systems
E4	CORE	Maintain wiring and connectors
E4	CORE	Maintain workstation application software
E6	CORE	Manage Naval Aviation Maintenance Programs (NAMP)
E5	CORE	Monitor Naval Aviation Maintenance Programs (NAMP)
E4	CORE	Operate test equipment
E4	CORE	Perform aircraft servicing
E5	CORE	Perform Quality Assurance (QA) inspections

MAINTENANCE (CONT'D)

Paygrade	Task Type	Task Statements
E7	CORE	Release aircraft safe for flight
E4	CORE	Review aircraft records
E5	CORE	Supervise aircraft repairs
E5	CORE	Supervise ground handling operations
E4	CORE	Supervise Support Equipment (SE) operations
E4	CORE	Troubleshoot communication systems

MISSION SYSTEMS

Paygrade	Task Type	Task Statements
E4	NON-CORE	Analyze effects of Electro Magnetic Pulse (EMP) on communications equipment
E4	CORE	Initialize Global Positioning Satellite (GPS) equipment
E4	CORE	Initialize Inertial Navigation Systems (INS)
E4	CORE	Load mission software
E4	CORE	Operate aircraft electrical systems
E4	NON-CORE	Operate aircraft radar systems
E4	CORE	Operate data processing system and software
E4	CORE	Operate mission systems with nuclear critical components onboard
E4	CORE	Operate radio systems
E4	CORE	Operate Secure Telephone Equipment (STE)

NETWORKING

Paygrade	Task Type	Task Statements
E4	CORE	Configure network hardware
E4	CORE	Configure network software
E4	CORE	Configure Voice over Internet Protocol (VoIP)
E4	CORE	Configure workstation network connectivity
E4	CORE	Inspect network components
E4	CORE	Install network components
E4	CORE	Load aircraft software
E4	CORE	Maintain data processing systems
E4	CORE	Maintain network cables
E4	CORE	Maintain onboard Local Area Network (LAN) systems
E7	CORE	Manage Information Systems Security (ISS) programs
E7	CORE	Manage network policies
E4	CORE	Manage onboard Local Area Network (LAN) systems
E4	CORE	Monitor network connectivity
E4	CORE	Operate network equipment
E5	CORE	Perform system administrator functions
E4	NON-CORE	Perform virus scans
E4	CORE	Repair Local Area Network (LAN) systems
E4	CORE	Repair workstation network connectivity

OPERATIONS PLANNING AND LOGISTICS

Paygrade	Task Type	Task Statements
E7	NON-CORE	Analyze emerging technology to meet fleet training requirements
E5	CORE	Brief tactical missions
E7	CORE	Coordinate exercises
E5	CORE	Coordinate logistics
E4	CORE	Coordinate mission requirements with battle staff and flight deck
E7	CORE	Coordinate missions
E5	NON-CORE	Coordinate Operating Area (OPAREA) schedules with external agencies
E7	NON-CORE	Coordinate weapons systems design with contract engineers
E4	CORE	Draft logistics requests
E5	CORE	Draft mission capability briefs
E5	CORE	Draft operational reports
E5	CORE	Manage operation assets
E4	CORE	Perform logistics operations
E5	CORE	Prepare aircrew mission briefs
E5	CORE	Prepare flight schedules

Job Title

In-flight Technician

Job Code

001610

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Installation, Maintenance, and Repair	TBD	IN-FLIGHT TECHNICIAN	NAC INFLT TECH

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	AWV	NEC G32A, G33A or other NECs as assigned

Job Description

In-flight Technicians are members of fixed wing integrated tactical crews aboard maritime patrol aircraft; perform in-flight duties of fault isolation and component repair of all avionics equipment; conduct in-flight duties as aerial cameramen and flight crew ordnancemen; knowledgeable of aircraft avionics systems, maintain and operate network systems and cryptographic materials, ordnance systems, weapons loading, optical equipment, maintain electro optical and infrared (EO/IR) systems, aircraft equipment, emergency procedures, and flight procedures; perform aircrew duties that contribute to aircrew operations, training, and administration; and attain and maintain the squadron's aircrew qualifications and certifications. Must be eligible for a final Top Secret SCI security clearance.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Air Crew, General	105000	Avionics Technicians	49-2091.00	Installation, Maintenance, and Repair

Skills	Abilities
Operation and Control	*Written Comprehension*
Critical Thinking	*Information Ordering*
Monitoring	*Inductive Reasoning*
Coordination	*Problem Sensitivity*
Equipment Maintenance	*Memorization*
Management of Material Resources	*Selective Attention*
Quality Control Analysis	*Written Expression*
Systems Evaluation	*Oral Expression*
Judgment and Decision Making	*Finger Dexterity*
Equipment Selection	*Manual Dexterity*

AIRCREW ADMINISTRATION

Paygrade	Task Type	Task Statements
E6	CORE	Administer aircrew training programs
E5	CORE	Conduct Naval Air Training and Operating Procedures Standardization (NATOPS) evaluations
E5	CORE	Coordinate Naval Aircrew Warfare Specialist (NAWS) program
E5	CORE	Draft flight hour reports
E5	CORE	Draft individual flight time summaries
E5	CORE	Log flight times
E4	CORE	Maintain Naval Air Training and Operating Procedures Standardization (NATOPS) publications
E5	CORE	Maintain Naval Air Training and Operating Procedures Standardization (NATOPS) training jackets
E4	CORE	Maintain tactical publications library
E5	CORE	Maintain training and readiness database
E5	CORE	Manage aircrew flight database entries
E5	CORE	Manage aircrew training plans
E6	CORE	Manage Crew Resource Management (CRM) programs
E7	NON-CORE	Manage fleet acquisition programs
E5	CORE	Prepare monthly training trend reports

AIRCREW DUTIES

Paygrade	Task Type	Task Statements
E5	CORE	Assign ditching stations
E4	NON-CORE	Conduct armament/ordnance arming/safeing
E4	CORE	Evaluate avionics performance
E4	CORE	Inspect Aviation Life Support Systems (ALSS) equipment
E5	CORE	Instruct passengers on safety procedures
E4	CORE	Inventory Information Systems (IS) assets
E4	CORE	Maintain mission systems
E4	CORE	Maintain small arms
E4	CORE	Monitor Crew Resource Management (CRM)
E4	CORE	Operate aircraft fuel systems
E4	CORE	Operate aircraft safety and emergency equipment
E4	NON-CORE	Operate Auxiliary Power Units (APU)
E4	CORE	Operate Support Equipment (SE)
E4	CORE	Perform aircraft emergency procedures
E4	CORE	Perform aircraft ground handling operations
E4	CORE	Perform aircraft post-flight inspection
E4	CORE	Perform aircraft pre-flight inspection
E4	CORE	Perform aircraft security
E4	CORE	Perform Communication Security (COMSEC) procedures
E4	CORE	Perform first aid
E4	CORE	Perform land and sea survival techniques
E4	NON-CORE	Perform ordnance checks
E4	NON-CORE	Perform ordnance inventories
E4	CORE	Report in-flight status
E4	NON-CORE	Report visual contacts

COMMUNICATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Configure cryptographic equipment
E4	CORE	Configure external electronic loading devices
E4	CORE	Maintain data circuits
E4	CORE	Maintain voice circuits
E4	CORE	Manage access to Crypto Net
E6	CORE	Manage electronic spillage
E4	CORE	Monitor broadcast channels
E4	CORE	Operate data circuits
E4	CORE	Operate data link systems
E4	CORE	Operate Internal Communication Systems (ICS)
E4	CORE	Operate Satellite Communication (SATCOM) systems
E4	CORE	Operate voice circuits

COMMUNICATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Set Emission Control (EMCON) conditions
E5	CORE	Supervise communications positions
E4	CORE	Test communication circuits

MAINTENANCE

Paygrade	Task Type	Task Statements
E5	CORE	Audit Naval Aviation Maintenance Programs (NAMP)
E7	CORE	Certify aircraft records
E4	CORE	Conduct aircraft towing operations
E4	NON-CORE	Control aircraft hydraulic systems
E4	NON-CORE	Control environmental control systems
E4	CORE	Document aircraft discrepancies
E4	CORE	Document in-flight maintenance
E4	CORE	Maintain aircraft avionics systems
E4	CORE	Maintain aircraft instrumentation systems
E4	CORE	Maintain data link systems
E4	NON-CORE	Maintain Electro-Optical and Infrared (EO/IR) systems
E4	CORE	Maintain fiber optic systems
E4	CORE	Maintain Internal Communication Systems (ICS)
E4	CORE	Maintain navigation systems
E4	CORE	Maintain Satellite Communication (SATCOM) systems
E4	NON-CORE	Maintain Specific Emitter Identification (SEI) and tracking
E4	NON-CORE	Maintain weapons and ordnance systems
E4	CORE	Maintain wiring and connectors
E4	CORE	Maintain workstation application software
E6	CORE	Manage Naval Aviation Maintenance Programs (NAMP)
E5	CORE	Monitor Naval Aviation Maintenance Programs (NAMP)
E4	CORE	Operate test equipment
E4	CORE	Perform aircraft servicing
E5	CORE	Perform Quality Assurance (QA) inspections
E7	CORE	Release aircraft safe for flight
E4	CORE	Review aircraft records
E5	CORE	Supervise aircraft repairs
E5	CORE	Supervise ground handling operations
E4	CORE	Supervise Support Equipment (SE) operations
E4	CORE	Troubleshoot communication systems

MISSION SYSTEMS

Paygrade	Task Type	Task Statements
E4	CORE	Initialize Global Positioning Satellite (GPS) equipment
E4	CORE	Initialize Inertial Navigation Systems (INS)

MISSION SYSTEMS (CONT'D)

Paygrade	Task Type	Task Statements
E4	NON-CORE	Inspect photographic equipment
E4	CORE	Load mission software
E4	NON-CORE	Load search stores
E4	CORE	Operate aircraft electrical systems
E4	NON-CORE	Operate aircraft radar systems
E4	CORE	Operate data processing system and software
E4	NON-CORE	Operate photographic equipment
E4	CORE	Operate radio systems
E4	CORE	Operate Secure Telephone Equipment (STE)

NETWORKING

Paygrade	Task Type	Task Statements
E4	CORE	Configure network hardware
E4	CORE	Configure network software
E4	CORE	Configure Voice over Internet Protocol (VoIP)
E4	CORE	Configure workstation network connectivity
E4	CORE	Inspect network components
E4	CORE	Install network components
E4	CORE	Load aircraft software
E4	CORE	Maintain data processing systems
E4	CORE	Maintain network cables
E4	CORE	Maintain onboard Local Area Network (LAN) systems
E4	CORE	Manage onboard Local Area Network (LAN) systems
E4	CORE	Monitor network connectivity
E4	CORE	Operate network equipment
E5	CORE	Perform system administrator functions
E4	CORE	Repair Local Area Network (LAN) systems
E4	CORE	Repair workstation network connectivity

OPERATIONS PLANNING AND LOGISTICS

Paygrade	Task Type	Task Statements
E7	NON-CORE	Analyze emerging technology to meet fleet training requirements
E7	NON-CORE	Coordinate weapons systems design with contract engineers
E5	NON-CORE	Draft country clearance messages
E4	CORE	Draft logistics requests
E5	CORE	Draft mission capability briefs
E5	CORE	Draft operational reports
E5	CORE	Manage operation assets
E4	CORE	Perform logistics operations
E5	CORE	Prepare aircrew mission briefs
E5	CORE	Prepare flight schedules

UNMANNED AERIAL VEHICLE (UAV) OPERATIONS

Paygrade	Task Type	Task Statements
E4	NON-CORE	Inspect Unmanned Aerial Vehicle (UAV) ordnance equipment
E4	NON-CORE	Inspect Unmanned Aerial Vehicle (UAV) ordnance loads

Job Title **Job Code**

Unmanned Aerial Vehicle (UAV) Pilot/Maintainer 002672

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Transportation and Material Moving	TBD	UAV PILOT/MAINTAINER	NAC UAV P-MNT

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	AWV	NEC 700A, 701A, 702A, 776A, G30A, G31A and other NECs as assigned

Job Description

Unmanned Aerial Vehicle (UAV) Pilots and Maintainers serve as external pilots and directly control the flight of the UAVs during launch and recovery operations by visual reference to the UAV; UAV internal pilots operate and navigate UAVs during the enroute, mission, and return phases of flight; perform organizational level maintenance on UAV systems and support equipment; operate and maintain electro-optical and infrared (EO/IR) targeting system are knowledgeable in meteorology, aerodynamics, power plants, radios, and air traffic control; and perform basic and advanced flight operations.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Aircraft, General	160000	Airline Pilots, Copilots, and Flight Engineers	53-2011.00	Transportation and Material Moving

Skills	Abilities
Operation and Control	*Information Ordering*
Critical Thinking	*Written Comprehension*
Equipment Maintenance	*Inductive Reasoning*
Monitoring	*Problem Sensitivity*
Coordination	*Written Expression*
Quality Control Analysis	*Memorization*
Operation Monitoring	*Oral Expression*
Writing	*Selective Attention*
Management of Material Resources	*Deductive Reasoning*
Management of Personnel Resources	*Finger Dexterity*

AIRCREW ADMINISTRATION

Paygrade	Task Type	Task Statements
E6	CORE	Administer aircrew training programs
E5	CORE	Conduct Naval Air Training and Operating Procedures Standardization (NATOPS) evaluations
E4	CORE	Consolidate mission data
E5	CORE	Draft administrative briefs
E5	CORE	Draft flight hour reports
E5	CORE	Draft individual flight time summaries
E5	NON-CORE	Draft tactical memorandums
E5	CORE	Log flight times
E4	CORE	Maintain Naval Air Training and Operating Procedures Standardization (NATOPS) publications
E5	CORE	Maintain Naval Air Training and Operating Procedures Standardization (NATOPS) training jackets
E4	CORE	Maintain tactical publications library
E5	CORE	Maintain training and readiness database
E5	CORE	Manage aircrew flight database entries
E5	CORE	Manage aircrew training plans
E6	CORE	Manage Crew Resource Management (CRM) programs
E7	NON-CORE	Manage fleet acquisition programs

AIRCREW ADMINISTRATION (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Prepare monthly training trend reports

AIRCREW DUTIES

Paygrade	Task Type	Task Statements
E4	NON-CORE	Conduct armament/ordnance arming/safeing
E4	CORE	Conduct warfare exercises
E4	CORE	Draft mission logs
E4	CORE	Evaluate avionics performance
E4	CORE	Maintain mission systems
E4	CORE	Monitor Crew Resource Management (CRM)
E4	CORE	Operate aircraft fuel systems
E4	CORE	Operate Support Equipment (SE)
E4	CORE	Perform aircraft emergency procedures
E4	CORE	Perform aircraft ground handling operations
E4	CORE	Perform aircraft post-flight inspection
E4	CORE	Perform aircraft pre-flight inspection
E4	CORE	Perform aircraft security
E4	CORE	Perform first aid
E4	NON-CORE	Perform ordnance checks
E4	CORE	Report in-flight status

COMMUNICATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Configure external electronic loading devices
E4	CORE	Manage access to Crypto Net
E4	CORE	Operate data circuits
E4	CORE	Operate data link systems
E4	CORE	Operate Satellite Communication (SATCOM) systems
E4	CORE	Operate voice circuits

MAINTENANCE

Paygrade	Task Type	Task Statements
E5	CORE	Audit Naval Aviation Maintenance Programs (NAMP)
E7	CORE	Certify aircraft records
E4	CORE	Conduct aircraft towing operations
E4	NON-CORE	Control aircraft hydraulic systems
E4	CORE	Document aircraft discrepancies
E4	CORE	Maintain aircraft avionics systems
E4	CORE	Maintain data link systems
E4	NON-CORE	Maintain Electro-Optical and Infrared (EO/IR) systems
E4	CORE	Maintain fiber optic systems
E4	CORE	Maintain navigation systems

MAINTENANCE (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Maintain Satellite Communication (SATCOM) systems
E4	NON-CORE	Maintain weapons and ordnance systems
E4	CORE	Maintain wiring and connectors
E4	CORE	Maintain workstation application software
E6	CORE	Manage Naval Aviation Maintenance Programs (NAMP)
E5	CORE	Monitor Naval Aviation Maintenance Programs (NAMP)
E4	CORE	Operate test equipment
E4	CORE	Perform aircraft servicing
E7	CORE	Release aircraft safe for flight
E4	CORE	Review aircraft records
E5	CORE	Supervise ground handling operations
E4	CORE	Supervise Support Equipment (SE) operations

MISSION SYSTEMS

Paygrade	Task Type	Task Statements
E4	CORE	Initialize Global Positioning Satellite (GPS) equipment
E4	CORE	Initialize Inertial Navigation Systems (INS)
E4	NON-CORE	Inspect photographic equipment
E4	NON-CORE	Operate photographic equipment
E4	CORE	Operate radio systems

NETWORKING

Paygrade	Task Type	Task Statements
E4	CORE	Maintain data processing systems
E4	CORE	Maintain network cables
E7	CORE	Manage Information Systems Security (ISS) programs
E4	CORE	Monitor network connectivity
E4	CORE	Repair workstation network connectivity

OPERATIONS PLANNING AND LOGISTICS

Paygrade	Task Type	Task Statements
E7	NON-CORE	Coordinate weapons systems design with contract engineers
E5	NON-CORE	Draft country clearance messages
E4	CORE	Draft logistics requests
E5	CORE	Draft mission capability briefs
E5	CORE	Draft operational reports
E4	CORE	Perform logistics operations
E7	NON-CORE	Plan Naval Special Warfare (NSW) operations
E5	CORE	Prepare aircrew mission briefs
E5	CORE	Prepare flight schedules
E5	NON-CORE	Control Unmanned Aerial Vehicle (UAV) fuel systems
E5	NON-CORE	Control Unmanned Aerial Vehicle (UAV) radar systems

UNMANNED AERIAL VEHICLE (UAV) OPERATIONS

Paygrade	Task Type	Task Statements
E4	NON-CORE	Inspect Unmanned Aerial Vehicle (UAV) ordnance equipment
E4	NON-CORE	Inspect Unmanned Aerial Vehicle (UAV) ordnance loads
E5	NON-CORE	Operate Unmanned Aerial Vehicle (UAV) electrical systems
E5	NON-CORE	Operate Unmanned Aerial Vehicle (UAV) navigation systems
E5	NON-CORE	Operate Unmanned Aerial Vehicle (UAV) radio systems
E5	NON-CORE	Perform Unmanned Aerial Vehicle (UAV) maintenance
E5	NON-CORE	Perform Unmanned Aerial Vehicle (UAV) pre and post-flight inspections
E5	NON-CORE	Pilot Unmanned Aerial Vehicles (UAV)
E5	NON-CORE	Position Unmanned Aerial Vehicle (UAV) camera systems

Job Title **Job Code**

Aircrew Readiness Manager (Avionics) 002745

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Transportation and Material Moving	TBD	ACREW READINESS MGR AVIONICS	ARM (AVIONICS)

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	AWV	NEC GXXX series and other NECs as assigned

Job Description

Aircrew Readiness Managers (Avionics) are crucial and integral members of staffs, operational commands, and squadrons; coordinate the operational, administrative, and aircrew scheduling functions for the organization; administer and manage training programs and resources for naval aircrew; manage standardization of aircrew training programs to enhance proficiency and readiness, and coordinate all aspects of aircrew training to meet the rigorous demands of operational commitments worldwide; administer and direct the Naval Air Training and Operating Procedures Standardization (NATOPS) and Search And Rescue (SAR) programs; administer and direct tactics, training and readiness, ordnance and weapons, and aircrew training. As program managers, they analyze training resource requirements, review and approve contract options for new training devices and programs, develop and revise curriculum, incorporate and initiate new aircrew training programs, manage student quotas, qualifications and certifications, and coordinate aircrew physical fitness and health program initiatives.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Air Crew, General	105000	Aircraft Cargo Handling Supervisors	53-1011.00	Transportation and Material Moving

Skills	Abilities
Management of Material Resources	*Information Ordering*
Critical Thinking	*Written Expression*
Coordination	*Category Flexibility*
Judgment and Decision Making	*Inductive Reasoning*
Writing	*Oral Expression*
Management of Personnel Resources	*Problem Sensitivity*
Monitoring	*Written Comprehension*
Operations Analysis	*Deductive Reasoning*
Complex Problem Solving	*Fluency of Ideas*
Instructing	*Originality*

AIRCREW ADMINISTRATION

Paygrade	Task Type	Task Statements
E6	CORE	Administer aircrew training programs
E6	CORE	Analyze monthly training trend reports
E7	CORE	Analyze training and readiness matrix
E7	CORE	Conduct Flight Order Audit Boards (FOAB) reviews
E5	CORE	Conduct Naval Air Training and Operating Procedures Standardization (NATOPS) evaluations
E5	CORE	Draft administrative briefs
E6	CORE	Draft Emergency Action Plans (EAP)
E5	CORE	Draft flight hour reports
E5	CORE	Draft individual flight time summaries
E5	NON-CORE	Draft tactical memorandums
E5	CORE	Maintain training and readiness database
E5	CORE	Manage aircrew flight database entries
E7	CORE	Manage aircrew readiness
E5	CORE	Manage aircrew training plans
E6	CORE	Manage Crew Resource Management (CRM) programs

AIRCREW ADMINISTRATION (CONT'D)

Paygrade	Task Type	Task Statements
E7	NON-CORE	Manage fleet acquisition programs
E7	CORE	Manage Naval Aircrew Warfare Specialist (NAWS) program
E7	NON-CORE	Manage temporary flight orders
E5	CORE	Prepare monthly training trend reports

AIRCREW DUTIES

Paygrade	Task Type	Task Statements
E4	CORE	Conduct warfare exercises
E4	CORE	Perform first aid

NETWORKING

Paygrade	Task Type	Task Statements
E7	CORE	Manage Information Security (INFOSEC) programs
E7	CORE	Manage Information Systems Security (ISS) programs

OPERATIONS PLANNING AND LOGISTICS

Paygrade	Task Type	Task Statements
E7	NON-CORE	Analyze emerging technology to meet fleet training requirements
E7	CORE	Coordinate aircraft availability for long and short range planning
E7	CORE	Coordinate exercises
E5	CORE	Coordinate logistics
E7	CORE	Coordinate missions
E7	NON-CORE	Coordinate weapons systems design with contract engineers
E4	CORE	Draft logistics requests
E5	CORE	Draft mission capability briefs
E7	CORE	Manage aircraft assignments
E7	CORE	Manage aircrew operations
E6	CORE	Plan logistics operations
E7	NON-CORE	Plan Naval Special Warfare (NSW) operations
E7	CORE	Plan strategic operations
E5	CORE	Prepare aircrew mission briefs
E7	NON-CORE	Submit logistics requests

CHAPTER 13

AVIATION MAINTENANCE ADMINISTRATIONMAN (AZ)

NAVPERS 18068-13F
CH-78

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

AVIATION MAINTENANCE ADMINISTRATIONMAN (AZ)

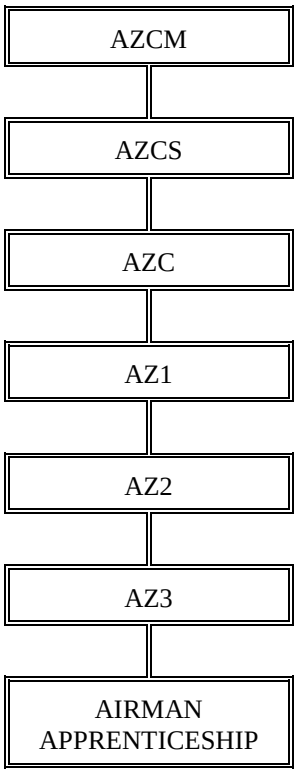
SCOPE OF RATING

Aviation Maintenance Administrationmen (AZ) perform technical, managerial, and support duties required by the Naval Aviation Maintenance Program (NAMP); prepare aircraft and maintenance related correspondence; maintain directive control and custody records, control forms and reporting requirements; maintain administrative files within the organization plan, program, and coordinate scheduled and unscheduled maintenance tasks and the incorporation of changes and modifications on/to aircraft and aeronautical equipment and support equipment; organize, maintain, and operate Navy Aeronautical Technical Publications Library (ATPL); oversee dispersed libraries; build, configure, deploy, and operate the Naval Aviation Logistics Command Management Information System (NALCOMIS) and Self-Monitoring Analysis Report Technology (SMART) servers; configuration management of Naval Aircraft, associated components and support equipment; manage NALCOMIS hardware, software upgrades, and network security and Information Assurance requirements; setup and administer basic Local Area Networks (LAN) in support of Naval operations; liaise with ship and/or shore Information Technology personnel for LAN support for NALCOMIS; and maintain data integrity between operations and maintenance departments.

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 13.

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

Aviation Administrator

Job Code

002576

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Office and Administrative Support	TBD	AVIATION ADMINISTRATOR	AV ADMIN

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	AZ	NEC F0xx series and other NECs as assigned

Job Description

Aviation Administrators perform technical, managerial, and support duties required by the Naval Aviation Maintenance Program (NAMP); prepare aircraft and maintenance related correspondence; maintain directive control and custody records, control forms, and reporting requirements; maintain files on departmental organization, manning, personnel travel and transfers, and training requirements; plan, program, and coordinate scheduled and unscheduled maintenance tasks and the incorporation of changes and modifications on/to aircraft, aeronautical equipment, and support equipment; coordinate squadron/activity maintenance reporting requirements; organize, maintain, and operate Aeronautical Technical Publications Library (ATPL) to include Aircraft Launch and Recovery Equipment (ALRE) Quality Assurance Administration, oversee dispersed libraries, and audit and train dispersed librarians; operate the Naval Aviation Logistics Command Management Information System (NALCOMIS) and associated platform specific tracking systems; input, verify, and validate data pertaining to the history, operation, maintenance, configuration, receipt, and transfer of naval aircraft, related aeronautical equipment and components; maintain operations department flight data historical files and aviator data; and provide support/assistance to organizational, intermediate, and depot maintenance staff areas.

DoD Relationship

Group Title	*DoD Code*
Aviation Maintenance Records and Reports	155500

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
Production, Planning, and Expediting Clerks	43-5061.00	Computer and Mathematical

Skills	Abilities
Monitoring	*Written Comprehension*
Reading Comprehension	*Written Expression*
Critical Thinking	*Deductive Reasoning*
Management of Material Resources	*Problem Sensitivity*
Complex Problem Solving	*Mathematical Reasoning*
Coordination	*Time Sharing*
Mathematics	*Information Ordering*
Writing	*Selective Attention*
Systems Analysis	*Inductive Reasoning*
Systems Evaluation	*Category Flexibility*

AIRCRAFT RECORDS AND REPORTS/ENGINE ACCOUNTING

Paygrade	Task Type	Task Statements
E5	CORE	Certify Engine Transaction Reports (ETR)
E5	CORE	Correct XRAY reports
E4	CORE	Document engine reporting status via Decision Knowledge Engine Transaction Reporting (DECKETR) website
E5	CORE	Maintain Engine Transaction Report (ETR) logs and worksheets
E5	CORE	Maintain XRAY reports
E6	CORE	Manage Aircraft Inventory and Readiness Reporting Systems (AIRRS)
E5	CORE	Process aircraft XRAY reports via Optimized Organizational Maintenance Activity/Naval Aviation Logistics Command Management Information Systems (OOMA/NALCOMIS)
E5	CORE	Process Change of Location (COL) XRAY
E5	CORE	Process End of Quarter (EOQ) Report
E5	CORE	Process Quarterly Hours in Life (QHIL) reports

AUTOMATED LOGISTICS ENVIRONMENT (ALE) ADMINISTRATION

Paygrade	Task Type	Task Statements
E5	NON-CORE	Configure Portable Electronic Maintenance Aids (PEMA) for Automated Logistics Environment (ALE) operations
E5	NON-CORE	Correct Aircraft Data Files (ADF)
E4	NON-CORE	Maintain Aircraft Data Files(ADF) archive
E5	NON-CORE	Maintain Self Monitoring Analysis Report Technology (SMART) interfaces
E6	NON-CORE	Maintain Service Life Management Program (SLMP) data reports
E5	NON-CORE	Manage F/A-18 Automated Maintenance Environment (FAME) data
E5	NON-CORE	Perform trend analysis on Automated Logistics Environment (ALE) reports
E4	NON-CORE	Reconcile Aircraft Data Files (ADF) with Naval Aviation Flight Record (NAVFLIR)
E5	NON-CORE	Review Maintenance Analysis and Planning Aid (MAPA) trend analysis reports
E5	NON-CORE	Verify Structural Appraisal of Fatigue Effects (SAFE) reports for upline connectivity
E5	CORE	Verify usage data is applied to all applicable components

CENTRAL TECHNICAL PUBLICATIONS LIBRARY

Paygrade	Task Type	Task Statements
E4	NON-CORE	Audit Aircraft Launch and Recovery Equipment Maintenance Program (ALREMP) dispersed libraries
E4	CORE	Audit dispersed technical libraries
E4	CORE	Conduct Portable Electronic Maintenance Aids (PEMA) and associated hardware inventories
E4	NON-CORE	Initiate routing of Technical Directives (TD)
E4	CORE	Label manual binder spines
E5	NON-CORE	Load Automated Data Processing (ADP) and Aircraft Intermediate Maintenance Department (AIMD) (Afloat) Joint Technical Data Integration (JTDI) CD updates on the Joint Knowledge Caching Server (JKCS)
E4	CORE	Load Electronic Rapid Action Changes (ERAC)
E4	NON-CORE	Maintain a training program for dispersed librarians on technical publication updates
E4	NON-CORE	Maintain Aeronautical Technical Publications Libraries (ATPL)
E4	NON-CORE	Maintain Aircraft Launch and Recovery Maintenance Program (ALREMP) central libraries
E4	NON-CORE	Maintain Automated Distribution Requirement List (ADRL)
E4	NON-CORE	Maintain Central Technical Publications Library (CTPL) transaction files
E4	NON-CORE	Maintain Change Entry Certification Record (CECR) files
E4	NON-CORE	Maintain Enhanced Library Management Systems (ELMS) database
E4	NON-CORE	Maintain internal control of the Naval Aviation Maintenance Program (NAMP) via Electronic Library Management System (ELMS)
E4	NON-CORE	Maintain Joint Technical Data Integration (JTDI) CD updates and load on the Joint Knowledge Caching Server (JKCS)
E4	NON-CORE	Maintain local Maintenance Requirement Cards (MRC)

CENTRAL TECHNICAL PUBLICATIONS LIBRARY (CONT'D)

Paygrade	Task Type	Task Statements
E4	NON-CORE	Maintain Portable Electronic Maintenance Aids (PEMA) inventory in Electronic Library Management System (ELMS)
E4	NON-CORE	Maintain Technical Directives (TD) routing and tracking sheets
E4	NON-CORE	Maintain weekly Interim Rapid Action Change (IRAC) tracker
E4	NON-CORE	Maintain weekly summaries of issued Technical Directives (TD)
E4	NON-CORE	Manage aircraft flight libraries
E4	NON-CORE	Manage Portable Electronic Maintenance Aids (PEMA)
E4	NON-CORE	Order publications
E4	NON-CORE	Perform Portable Electronic Maintenance Aids (PEMA) material condition inspections
E4	CORE	Record Interim Rapid Action Change (IRAC)
E4	NON-CORE	Update Interactive Electronic Technical Manual (IETM) software

DATA ANALYSIS AND SYSTEM ADMINISTRATION

Paygrade	Task Type	Task Statements
E5	NON-CORE	Analyze aviation maintenance data trends (e.g., ADHOC, system reports, etc.)
E4	CORE	Assign Special Maintenance Qualifications (SMQ)
E5	NON-CORE	Back-up Optimized-Organizational Maintenance Activity/Naval Aviation Logistics Command Management Information Systems (OOMA/NALCOMIS) database after aircraft mishaps
E5	NON-CORE	Conduct maintenance documentation training
E5	NON-CORE	Conduct Naval Aviation Logistics Command Management Information Systems (NALCOMIS) functionality training
E5	NON-CORE	Conduct offsite backups
E5	NON-CORE	Configure detachment workstations and laptops
E5	NON-CORE	Configure Uninterruptable Power Supply (UPS)
E5	NON-CORE	Coordinate data transfers between servers and databases
E5	NON-CORE	Coordinate system maintenance
E5	NON-CORE	Correct database and system errors
E5	NON-CORE	Create ad hoc Naval Aviation Logistics Command Maintenance Information Systems (NALCOMIS) reports
E4	NON-CORE	Create database returns
E5	NON-CORE	Create Naval Aviation Logistics Command Maintenance Information Systems (NALCOMIS) contingency training
E4	CORE	Create Naval Aviation Logistics Command Maintenance Information Systems (NALCOMIS) personnel accounts
E5	NON-CORE	Download combined Individual Component Repair List (ICRL) reports
E5	NON-CORE	Establish Optimized-Organizational Maintenance Activity/Naval Aviation Logistics Command Maintenance Information Systems (OOMA/NALCOMIS) interfaces
E4	NON-CORE	Install detachment printers
E5	NON-CORE	Install Naval Aviation Logistics Command Management Information Systems (NALCOMIS) security packages

DATA ANALYSIS AND SYSTEM ADMINISTRATION (CONT'D)

Paygrade	Task Type	Task Statements
E4	NON-CORE	Load Naval Aviation Logistics Command Management Information Systems (NALCOMIS) operating software
E5	NON-CORE	Maintain Baseline Change Reports (BCR)
E5	NON-CORE	Maintain Baseline Trouble Reports (BTR)
E5	NON-CORE	Maintain computer hardware
E4	NON-CORE	Maintain detachment pack-up lists
E5	NON-CORE	Maintain hardware inventories
E5	NON-CORE	Maintain Naval Aviation Logistics Command Management Information Systems (NALCOMIS) report files (e.g. MAINT 1-6 reports)
E5	NON-CORE	Maintain Naval Aviation Logistics Command Management Information Systems (NALCOMIS) server
E5	NON-CORE	Maintain Naval Aviation Logistics Command Management Information Systems (NALCOMIS) system history logs
E5	NON-CORE	Maintain Optimized-Organizational Maintenance Activity/Naval Aviation Logistics Command Management Information Systems (OOMA/NALCOMIS) technical advisories
E5	NON-CORE	Maintain Space and Naval Warfare Systems Command (SPAWAR) incident reports
E5	NON-CORE	Maintain system administrator binder
E5	CORE	Manage contingency process
E5	NON-CORE	Manage Intermediate Level (I-Level) maintenance databases
E4	CORE	Manage Naval Flight Record Subsystem (NAVFLIRS) for aircrews
E5	CORE	Manage Naval Flight Record Subsystem (NAVFLIRS) upline reporting
E5	NON-CORE	Manage Public Key Infrastructure (PKI) and Department of Defense (DoD) certificates
E5	NON-CORE	Manage server virtual machines
E5	NON-CORE	Manage stand alone Naval Aviation Logistics Command Management Information System (NALCOMIS) networks (e.g., peripheral cables, connections, printers, etc.)
E5	NON-CORE	Manage windows database user accounts and services
E5	NON-CORE	Monitor Naval Aviation Logistics Command Management Information Systems (NALCOMIS) system performance
E5	NON-CORE	Monitor Wide Area Network (WAN) for connectivity (e.g., O to I level connection, MIDTIER)
E5	NON-CORE	Perform Assured Compliance Assessment Solution (ACAS)
E5	NON-CORE	Perform database restores
E4	NON-CORE	Perform detachment processing
E4	CORE	Perform Naval Aviation Logistics Command Management Information Systems (NALCOMIS) system backups
E5	NON-CORE	Perform site-to-site server moves

DATA ANALYSIS AND SYSTEM ADMINISTRATION (CONT'D)

Paygrade	Task Type	Task Statements
E5	NON-CORE	Prepare Baseline Trouble Reports (BTR)
E4	CORE	Prepare incident report submissions and records
E5	CORE	Process MAINT-2 and Naval Aviation Readiness Integrated Improvement Program (NAVRIIP) data
E5	NON-CORE	Provide statistical analysis via Maintenance and Material Management (3M) summary
E4	NON-CORE	Reconcile Naval Flight Record Subsystem (NAVFLIRS) data with Sierra Hotel Aviation Readiness Program (SHARP)
E4	CORE	Respond to user trouble calls
E5	NON-CORE	Review event viewer and transaction logs
E5	NON-CORE	Troubleshoot Naval Aviation Logistics Command Management Information Systems (NALCOMIS)
E5	NON-CORE	Validate combined Individual Component Repair List (ICRL) reports
E5	NON-CORE	Verify Baseline Change Reports (BCR)

LOGS AND RECORDS

Paygrade	Task Type	Task Statements
E4	CORE	Annotate replacement due time on Aeronautical Equipment Service Record (AESR)
E4	CORE	Calculate replacement due time on all carded items
E5	CORE	Configure Support Equipment Standardization System (SESS) engine/modules
E4	CORE	Consolidate aircraft logbook forms
E4	CORE	Coordinate serial number verification
E4	CORE	Create Automated Log Set (ALS)
E4	CORE	Create new aircraft logbook forms
E4	NON-CORE	Determine engine usage ratios
E4	CORE	Document Technical Directives (TD)
E4	CORE	Forward consolidated cards to central repository or Field Support Team (FST)
E4	CORE	Maintain Aeronautical Equipment Service Record (AESR)
E4	CORE	Maintain aircraft historical files
E4	NON-CORE	Maintain Aircraft Launch and Recovery Equipment Maintenance Program (ALREMP) logs and records
E4	CORE	Maintain aircraft logbook
E4	NON-CORE	Maintain aircrew qualification databases
E4	CORE	Maintain Aviation Life Support Systems (ALSS) Auto Log-Sets (ALS)
E4	NON-CORE	Maintain aviator logbooks
E4	NON-CORE	Maintain Engine Percent Life Remaining reports
E4	CORE	Manage Auto Log-Sets (ALS)
E5	CORE	Manage Aviation Life Support System (ALSS) records

LOGS AND RECORDS (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Manage Configuration Management (CM) of Optimized-Organizational Maintenance Activity/Naval Aviation Logistics Command Management Information Systems (OOMA/NALCOMIS) assets
E6	CORE	Manage transfer and receipt of aircraft documentation
E5	CORE	Research components missing logbook documentation
E5	CORE	Review work orders for log book entries
E4	CORE	Update Aeronautical Armament Systems (AAS) records
E6	CORE	Validate logbook entries
E5	CORE	Verify aircraft inspection cycles
E5	CORE	Verify component removal due reports
E5	CORE	Verify correct documentation (e.g., Assembly Service Record (ASR), Module Service Record (MSR), Equipment History Record (HER), Schedule Removal Card (SRC))
E5	CORE	Verify engine inspection cycles
E5	CORE	Verify installed explosive devices with Cartridge Actuated Device/Propellant Actuated Device (CAD/PAD) and Optimized-Organizational Maintenance Activity (OOMA)
E5	CORE	Verify Periodic Maintenance Information Card (PMIC) against all tracked components
E5	CORE	Verify Technical Directive (TD) reports

MAINTENANCE ADMINISTRATION

Paygrade	Task Type	Task Statements
E4	NON-CORE	Create Support Equipment (SE) licenses
E4	CORE	Distribute non-technical instructions
E4	CORE	Draft aviation correspondence
E4	CORE	Issue Support Equipment (SE) licenses
E4	CORE	Maintain aviation maintenance correspondence ticklers
E4	NON-CORE	Maintain aviation maintenance department messages
E4	CORE	Maintain master instruction index
E4	CORE	Maintain Monthly Maintenance Plans (MMP)
E4	CORE	Maintain Standard Subject Identification Code (SSIC) files
E4	NON-CORE	Update Advance Skills Management (ASM) program
E4	CORE	Update organizational manpower charts
E4	NON-CORE	Update Relational Administrative Data Management (RADM) database
E6	NON-CORE	Validate aviation correspondence
E6	NON-CORE	Verify Advanced Skills Management (ASM) system

MAINTENANCE/PRODUCTION CONTROL

Paygrade	Task Type	Task Statements
E7	CORE	Certify aircraft safe for flight
E5	CORE	Conduct Naval Aviation Maintenance Program (NAMP) self-audits
E7	CORE	Coordinate Depot Level (D-Level) maintenance requirements
E5	NON-CORE	Generate Fatigue Life Expenditures (FLE) reports
E4	CORE	Initiate work orders on aircraft, Support Equipment (SE), and Aviation Life Support Systems (ALSS)
E4	CORE	Maintain Aircraft Discrepancy Books (ADB)
E4	CORE	Maintain aircraft status reports and boards
E4	CORE	Maintain Automated Aircraft Discrepancy Books (AADB)
E4	CORE	Maintain Rough Flight Logs (RFL)
E6	CORE	Manage Aviation Maintenance Supply Readiness Reporting (AMSRR) accounts
E7	NON-CORE	Manage Budget Operating Target (OPTAR) Reports (BOR) reports
E7	CORE	Manage flight hours
E7	NON-CORE	Manage purchase card program
E7	NON-CORE	Monitor Fatigue Life Expenditure (FLE) reports
E4	CORE	Perform Automated Aircraft Discrepancy Books (AADB) summary page backups
E4	CORE	Process work requests
E6	CORE	Release Aviation Maintenance Supply Readiness Reporting (AMSRR) message
E7	CORE	Verify cannibalization logs

SUPPORT EQUIPMENT PLANNED MAINTENANCE SYSTEMS

Paygrade	Task Type	Task Statements
E4	CORE	Coordinate Intermediate Maintenance Activity (IMA) inspections
E4	CORE	Document Non-Destructive Inspection (NDI) and proof load tests on Support Equipment Custody and Maintenance History Record (OPNAV 4790/51)
E4	CORE	Maintain preservation and depreservation cycle documentation
E4	CORE	Maintain Support Equipment (SE) Acceptance and Transfer checklists
E4	CORE	Maintain Support Equipment (SE) Auto Log-Sets (ALS)
E4	CORE	Maintain Support Equipment (SE) Planned Maintenance System (PMS) records
E4	CORE	Maintain Support Equipment Standardization System (SESS)
E4	CORE	Review Local Asset Management System (LAMS) reports for Planned Maintenance System (PMS) requirements
E4	CORE	Verify Support Equipment (SE) inspection cycles

TECHNICAL DIRECTIVES

Paygrade	Task Type	Task Statements
E6	CORE	Conduct Technical Directives (TD) self-audits
E6	CORE	Configure Support Equipment Standardization System (SESS) Technical Directives (TD)
E6	CORE	Coordinate Technical Directive (TD) programs
E6	CORE	Initiate Technical Directives (TD) work orders

TECHNICAL DIRECTIVES (CONT'D)

Paygrade	Task Type	Task Statements
E6	CORE	Maintain Technical Directive (TD) kits
E6	CORE	Manage outstanding Technical Directives (TD) reports
E6	CORE	Manage Technical Directive (TD) configuration files for Auto Log-Sets (ALS)
E5	CORE	Perform Technical Directive (TD) verification via applicable reports
E6	CORE	Perform Technical Directives (TD) applicability research
E6	CORE	Prepare forms to incorporate Technical Directives (TD) at the depot level
E6	CORE	Process Technical Directives (TD) deviation waivers
E6	CORE	Verify Technical Directives (TD) tasks are set on components and subcomponents

CHAPTER 14

BOATSWAIN'S MATE
(BM)

NAVPERS 18068-14D
CH-52

Updated: October 2012

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

BOATSWAIN'S MATE (BM)

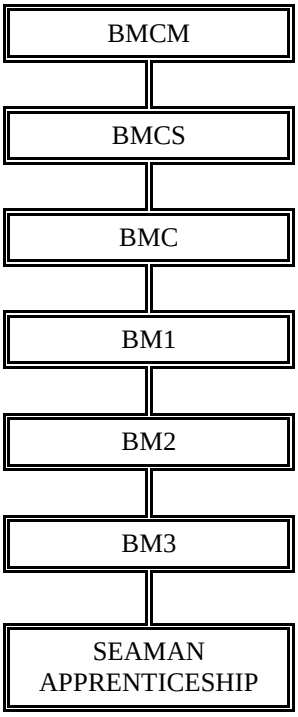
SCOPE OF RATING

Boatswain's Mates (BM) train, direct, and supervise personnel in ship's maintenance duties in all activities relating to marlinespikes, decks, boat seamanship, painting, upkeep of ship's external structure, rigging, deck equipment, and life boats; take charge of working parties; perform seamanship tasks; act as petty officer-in-charge of picket boats, self-propelled barges, tugs, and other yard and district crafts; and operate and maintain equipment used in loading and unloading cargo, ammunition, fuel, and general stores.

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) in Chapter 59.

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.

NEBC Job Title

Ships And Boats Mate

NEBC Job Code

003720

Job Family	NOC	Short Title (30 Characters)	Short Title (10 Characters)
Transportation and Material Moving	TBD	SHIPS AND BOATS MATE	SB MATE

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	BM	Not Applicable

Job Description

Ships and Boats Mates are responsible for the proper training and supervision of junior personnel, including junior officers, in naval traditions, military conduct and justice, leadership, management information, career information, training, programs and policies, military requirements, safety, and security, visual, and radio communications procedures; direct the operation and maintenance of deck machinery, firefighting, and other emergency equipment; direct the movement of non-self-propelled yard craft within the boundaries of harbors, bays and sounds; operate tugs to assist in docking, undocking, dry-docking, and cold iron moves; assist in sea/air rescue and missions of mercy operations; act as safety technicians by assisting the Safety Officer or Safety Manager in the implementation of the Navy Occupational Safety and Health (NAVOSH) program and other command safety programs; perform administrative and record keeping functions in support of the command safety organization; and identify unsafe work practices and hazardous health conditions.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Boatswains	106000	Mates - Ship, Boat, and Barge	53-5021.02	Transportation and Material Moving

Skills	Abilities
Judgment and Decision Making	*Time Sharing*
Management of Personnel Resources	*Inductive Reasoning*
Complex Problem Solving	*Oral Expression*
Time Management	*Deductive Reasoning*
Speaking	*Flexibility of Closure*
Management of Financial Resources	*Speed of Closure*
Persuasion	*Written Expression*
Quality Control Analysis	*Reaction Time*
Systems Evaluation	*Originality*
Operation and Control	*Stamina*

AMPHIBIOUS OPERATIONS

Paygrade	Task Type	Task Statements
E7	CORE	Coordinate amphibious beach operations
E6	CORE	Coordinate amphibious beach traffic
E6	CORE	Manage amphibious craft evolutions
E7	CORE	Manage beach logistics support operations
E6	CORE	Manage salvage operations
E7	CORE	Manage well deck evolutions
E6	NON-CORE	Operate amphibious craft as Craftmaster

ANCHORING, MOORING, AND TOWING

Paygrade	Task Type	Task Statements
E7	CORE	Manage anchoring evolutions
E7	CORE	Supervise towing evolutions

CARGO HANDLING, RIGGING, AND CRANES

Paygrade	Task Type	Task Statements
E7	CORE	Manage cargo handling evolutions
E6	CORE	Supervise cargo handling evolutions
E6	CORE	Supervise dynamic, static, and rated load tests

DECK SEAMANSHIP

Paygrade	Task Type	Task Statements
E6	CORE	Coordinate shipboard honors and ceremonies
E7	CORE	Manage shipboard man overboard recovery evolutions
E7	CORE	Manage small boat man overboard recovery evolutions

EQUIPMENT ADMINISTRATION

Paygrade	Task Type	Task Statements
E7	NON-CORE	Coordinate equipment certifications and recertifications
E6	CORE	Maintain equipment and test logs
E6	NON-CORE	Manage controlled equipment
E7	NON-CORE	Verify installation, testing, and alteration of equipment

FLIGHT DECK OPERATIONS

Paygrade	Task Type	Task Statements
E7	CORE	Manage helicopter launch and recovery evolutions

REPLENISHMENT AT SEA

Paygrade	Task Type	Task Statements
E7	CORE	Manage cargo replenishment evolutions
E7	CORE	Manage fueling replenishment evolutions
E7	CORE	Manage personnel transfer at sea

SMALL BOAT OPERATIONS

Paygrade	Task Type	Task Statements
E7	CORE	Manage small boat launch and recovery evolutions

NEBC Job Title

Able Seaman

NEBC Job Code

003722

Job Family	NOC	Short Title (30 Characters)	Short Title (10 Characters)
Installation, Maintenance, and Repair	TBD	ABLE SEAMAN	ABL SEAMN

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	BM	Not Applicable

Job Description

Able Seamen perform shipboard operations including stevedoring and maintenance; conduct training of junior personnel in rigging, ship security, deck seamanship, navigation, and piloting; operate and maintain small boats, deck equipment, and machinery, prepare metal and wood surfaces for the applying of primers and paints, rig cargo handling equipment for ship replenishment at sea, and handle cargo inport; direct winch and crane operators, stand watch as Boatswain's Mate of the Watch (BMOW) at sea and inport, supervise personnel performing work details, deck functions, general maintenance and upkeep of the ship, and supervise repair parties during shipboard emergencies; launch and recover amphibious craft, operate small boats as coxswains, and inspect and maintain lifeboats, life rafts, and survival equipment; and train and supervise junior personnel performing as flight deck observers, chock and chain persons, and enlisted landing signalmen for multiple helicopter flight deck operations.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Boatswains	106000	Maintenance Workers, Machinery	49-9043.00	Installation, Maintenance and Repair

Skills	Abilities
Time Management	*Information Ordering*
Management of Personnel Resources	*Time Sharing*
Instructing	*Inductive Reasoning*
Judgment and Decision Making	*Deductive Reasoning*
Writing	*Category Flexibility*
Operation and Control	*Oral Expression*
Speaking	*Oral Comprehension*
Social Perceptiveness	*Speech Clarity*
Critical Thinking	*Written Expression*
Complex Problem Solving	*Memorization*

AMPHIBIOUS OPERATIONS

Paygrade	Task Type	Task Statements
E5	CORE	Evaluate surf zone for landing
E5	CORE	Supervise amphibious craft operations
E5	CORE	Supervise amphibious evolutions
E5	CORE	Supervise vehicle placement, loading, and securing operations
E5	CORE	Supervise well deck evolutions
E5	CORE	Supervise well deck Foreign Object Damage (FOD) walk downs

ANCHORING, MOORING, AND TOWING

Paygrade	Task Type	Task Statements
E5	CORE	Supervise anchoring evolutions
E5	CORE	Supervise mooring and getting underway evolutions
E5	CORE	Supervise mooring to and getting underway from buoy
E5	CORE	Supervise rigging for tow

CARGO HANDLING, RIGGING, AND CRANES

Paygrade	Task Type	Task Statements
E5	CORE	Direct and signal cranes
E5	CORE	Operate cranes and winches
E5	CORE	Perform rigging computations

DECK SEAMANSHIP

Paygrade	Task Type	Task Statements
E5	CORE	Supervise davit evolutions
E5	CORE	Supervise shipboard man overboard recovery evolutions
E5	CORE	Supervise small boat man overboard recovery evolutions

EQUIPMENT ADMINISTRATION

Paygrade	Task Type	Task Statements
E5	CORE	Analyze blueprints and ship's drawings
E5	NON-CORE	Maintain equipment records

FLIGHT DECK OPERATIONS

Paygrade	Task Type	Task Statements
E5	CORE	Send and receive helicopter control signals
E5	CORE	Supervise flight deck Foreign Object Damage (FOD) walk downs
E5	CORE	Supervise helicopter launch and recovery evolutions

MARLINESPIKE SEAMANSHIP

Paygrade	Task Type	Task Statements
E5	CORE	Attach wire rope clips

PAINTING AND PRESERVATION

Paygrade	Task Type	Task Statements
E5	CORE	Supervise painting and preservation evolutions

REPLENISHMENT AT SEA

Paygrade	Task Type	Task Statements
E5	CORE	Supervise cargo replenishment rig evolutions
E5	CORE	Supervise fueling rig evolutions
E5	CORE	Supervise personnel transfer at sea

SMALL BOAT OPERATIONS

Paygrade	Task Type	Task Statements
E5	CORE	Supervise small boat launch and recovery evolutions

NEBC Job Title

Ordinary Seaman

NEBC Job Code

003721

Job Family	NOC	Short Title (30 Characters)	Short Title (10 Characters)
Transportation and Material Moving	TBD	ORDINARY SEAMAN	ORD SEAMN

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	BM	Not Applicable

Job Description

Ordinary Seamen perform maintenance and preservation of ship's compartments, decks, deck machinery, and equipment; stand deck watches, such as helmsman, lookout, and messenger underway; man and operate amphibious craft, small boats, booms, cranes, and winches; perform all basic seamanship functions aboard ship including knot tying and whipping and seizing lines or wire; and perform basic emergency functions including first aid treatment, hose handling, and the use carbon dioxide, dry chemical, and water portable fire extinguishers.

DoD Relationship

Group Title	*DoD Code*
Boatswains	106000

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
Sailors and Marine Oilers	53-5011.00	Transportation and Material Moving

Skills

Judgment and Decision Making
Active Learning
Active Listening
Reading Comprehension
Coordination
Equipment Selection
Equipment Maintenance
Troubleshooting
Management of Material Resources
Speaking

Abilities

Manual Dexterity
Oral Comprehension
Gross Body Coordination
Rate Control
Stamina
Memorization
Time Sharing
Depth Perception
Night Vision
Control Precision

AMPHIBIOUS OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Direct amphibious craft and vehicles in well deck
E4	CORE	Direct amphibious craft landing operations
E4	CORE	Direct beach vehicle traffic
E4	CORE	Launch amphibious craft
E4	CORE	Load amphibious vehicles
E4	CORE	Perform preventive maintenance on well deck equipment
E4	CORE	Perform well deck Foreign Object Damage (FOD) walk downs
E4	NON-CORE	Prepare amphibious beach equipment
E4	NON-CORE	Prepare amphibious craft for evolutions
E4	CORE	Prepare well deck equipment for amphibious operations
E4	CORE	Recover amphibious craft
E4	CORE	Recover amphibious vehicles
E4	CORE	Repair well deck equipment
E4	CORE	Report amphibious beach signals and flags
E4	CORE	Report amphibious craft markings and flags
E4	CORE	Report amphibious signals and markings

E4	CORE	Secure amphibious vehicles
E4	CORE	Test well deck equipment
E4	CORE	Troubleshoot well deck equipment
E4	CORE	Unload amphibious vehicles

ANCHORING, MOORING, AND TOWING

Paygrade	Task Type	Task Statements
E4	CORE	Handle ground tackle
E4	CORE	Hoist ships anchor
E4	CORE	Let go of ships anchor
E4	CORE	Lower ships anchor
E4	CORE	Perform mooring and getting underway evolutions
E4	CORE	Perform preventive maintenance on anchoring equipment
E4	CORE	Perform preventive maintenance on mooring equipment
E4	CORE	Perform preventive maintenance on towing equipment
E4	CORE	Prepare lines for mooring and getting underway evolutions
E4	CORE	Repair anchoring equipment
E4	CORE	Repair mooring equipment
E4	CORE	Repair towing equipment
E4	CORE	Report anchoring flags, day shapes, and light configurations
E4	CORE	Report position and tension of anchor chain
E4	CORE	Rig clear hawse pennants
E4	CORE	Rig dip ropes
E4	CORE	Rig for mooring to buoy
E4	CORE	Rig for tow
E4	CORE	Secure mooring lines after getting underway
E4	CORE	Test anchoring equipment
E4	CORE	Test mooring equipment
E4	CORE	Test towing equipment
E4	CORE	Troubleshoot anchoring equipment
E4	CORE	Unrig clear hawse pennants
E4	CORE	Unrig dip ropes
E4	CORE	Unrig from mooring buoy
E4	CORE	Unrig from tow

CARGO HANDLING, RIGGING, AND CRANES

Paygrade	Task Type	Task Statements
E4	CORE	Package cargo for transfer
E4	CORE	Perform cargo handling evolutions
E4	CORE	Perform preventive maintenance on cargo handling equipment
E4	CORE	Repair cargo handling equipment
E4	CORE	Rig cargo handling equipment
E4	CORE	Test cargo handling equipment
E4	CORE	Transport cargo
E4	CORE	Troubleshoot cargo handling equipment
E4	CORE	Unpack cargo for storage
E4	CORE	Unrig cargo handling equipment

DECK SEAMANSHIP

Paygrade	Task Type	Task Statements
E4	CORE	Handle lines for deck evolutions
E4	CORE	Operate ships control console
E4	CORE	Perform external communications (ship-to-ship, ship-to-shore)
E4	CORE	Perform internal communications (verbal communications, sound powered phone, and Internal Voice Communication System (IVCS))
E4	CORE	Perform preventive maintenance on abandon ship equipment
E4	CORE	Perform preventive maintenance on davits
E4	CORE	Perform preventive maintenance on lifesaving equipment
E4	CORE	Perform shipboard man overboard recovery procedures
E4	CORE	Perform small boat man overboard recovery procedures
E4	CORE	Render calls on boatswains pipe
E4	CORE	Repair abandon ship equipment
E4	CORE	Repair lifesaving equipment
E4	CORE	Report air and surface contacts
E4	CORE	Report audible signals
E4	CORE	Report man overboard
E4	CORE	Report Search And Rescue (SAR) signals
E4	CORE	Report signal flags, pennants, and flares
E4	CORE	Report water depths using lead lines
E4	CORE	Rig davits
E4	CORE	Rig deck equipment
E4	CORE	Rig life lines
E4	CORE	Rig shipboard ladders
E4	CORE	Rig ships brows and gangways
E4	CORE	Steer ship using aft steering equipment

E4	CORE	Test abandon ship equipment
E4	CORE	Test davits
E4	CORE	Test lifesaving equipment
E4	CORE	Unrig davits
E4	CORE	Unrig deck equipment
E4	CORE	Unrig life lines
E4	CORE	Unrig shipboard ladders
E4	CORE	Unrig ships brows and gangways

EQUIPMENT ADMINISTRATION

Paygrade	Task Type	Task Statements
E4	CORE	Inspect work areas, tools, and equipment
E4	NON-CORE	Inventory controlled equipment

FLIGHT DECK OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Launch helicopters
E4	CORE	Perform flight deck Foreign Object Damage (FOD) walk downs
E4	CORE	Perform preventive maintenance on flight deck equipment
E4	CORE	Prepare flight deck equipment
E4	CORE	Recover helicopters
E4	CORE	Refuel helicopters
E4	CORE	Secure helicopters to the deck
E4	CORE	Test flight deck equipment

MARLINESPIKE SEAMANSHIP

Paygrade	Task Type	Task Statements
E4	CORE	Maintain wire ropes
E4	CORE	Perform preventive maintenance on ships lines
E4	CORE	Repair synthetic and canvas products
E4	CORE	Splice ships lines
E4	CORE	Tie knots, bends, and hitches

PAINTING AND PRESERVATION

Paygrade	Task Type	Task Statements
E4	CORE	Inventory painting and preservation equipment
E4	CORE	Paint prepared surfaces using primer, paint, and non-skid
E4	CORE	Prepare primer, paint, and non-skid
E4	CORE	Prepare surfaces for primer, paint, and non-skid
E4	CORE	Repair painting and preservation equipment
E4	CORE	Test painting and preservation equipment
E4	CORE	Troubleshoot painting and preservation equipment

REPLENISHMENT AT SEA

Paygrade	Task Type	Task Statements
E4	CORE	Perform cargo replenishment evolutions
E4	CORE	Perform fueling replenishment evolutions
E4	CORE	Perform personnel transfer at sea
E4	CORE	Perform preventive maintenance on replenishment equipment
E4	CORE	Repair replenishment equipment
E4	CORE	Report position using phone and distance line
E4	CORE	Rig cargo for Vertical Replenishment (VERTREP)
E4	CORE	Rig cargo replenishment stations
E4	CORE	Rig for personnel transfer at sea
E4	CORE	Rig fueling replenishment stations
E4	CORE	Send and receive replenishment at sea signals
E4	CORE	Test replenishment equipment
E4	CORE	Troubleshoot replenishment equipment
E4	CORE	Unrig cargo from Vertical Replenishment (VERTREP)
E4	CORE	Unrig cargo replenishment stations
E4	CORE	Unrig from personnel transfer at sea
E4	CORE	Unrig fueling replenishment stations

SMALL BOAT OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Follow navigational courses during small boat operations
E4	CORE	Launch small boats
E4	CORE	Moor small boats
E4	CORE	Operate small boats
E4	CORE	Perform preventive maintenance on small boat davits
E4	CORE	Perform preventive maintenance on small boat equipment
E4	CORE	Perform preventive maintenance on small boat hulls
E4	CORE	Prepare small boats
E4	CORE	Recover small boats
E4	CORE	Refuel small boats
E4	CORE	Repair small boat equipment
E4	CORE	Repair small boat hulls
E4	CORE	Test small boat equipment
E4	CORE	Troubleshoot small boat equipment

CHAPTER 15

SPECIAL WARFARE BOAT OPERATOR (SB)

NAVPERS 18068-15B
CH-65

Updated: January 2016

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

SPECIAL WARFARE BOAT OPERATOR (SB)

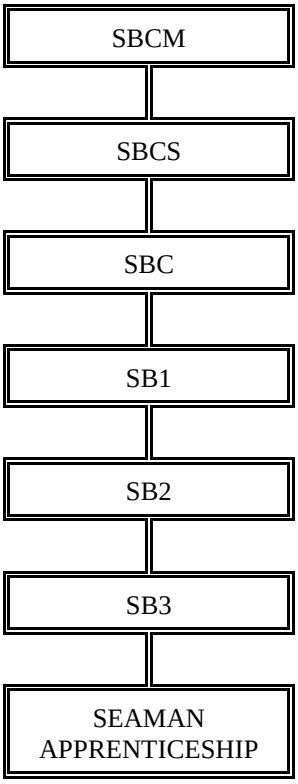
SCOPE OF RATING

Special Warfare Boat Operators (SB) conduct maritime Special Operations in open ocean, littoral, and riverine environments; provide maritime insertion and extraction of Special Operations Forces (SOF) and others; possess unique skills in the operation, maintenance, and repair of specially configured combatant/nonstandard craft; operate and maintain small arms and crew-served weapons, tactical communications equipment, Unmanned Aerial System (UAS)/Unmanned Underwater Vehicle (UUV), and use air delivery techniques to insert combatant craft. Other skills include small boat tactics, tactical ground mobility, call for fires, trauma care, intelligence gathering, interpretation, and chemical/biological/radiological/nuclear defense measures.

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) in Chapter 15.

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 articles 1220-100, 1220-340, and 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 **Job Code**

Special Warfare Combatant-Craft Crewman Basic 001775

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Transportation and Material Moving	TBD	SPEC WARFARE COMBAT BASIC	SWCC BASIC

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	SB	NEC 5352

Job Description

Special Warfare Combatant-Craft Crewmen Basic perform a multitude of duties during Special Operations missions; require skills to operate and maintain small arms and crew-served weapons, engineering systems, tactical communications equipment, Unmanned Aerial System (UAS)/Unmanned Underwater Vehicle (UUV), use air delivery techniques, tactical medicine, joint and combined operations, perform Nuclear, Biological, Chemical, and Radiological Defense (NBCRD), intelligence gathering, and interpret foreign language communications; and are experts in maritime operations.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Special Forces	101100	Mates-Ship, Boat, and Barge	53-5021.02	Transportation and Material Moving

Skills	Abilities
Monitoring	*Information Ordering*
Coordination	*Memorization*
Operation and Control	*Problem Sensitivity*
Critical Thinking	*Written Comprehension*
Reading Comprehension	*Multi-limb Coordination*
Troubleshooting	*Inductive Reasoning*
Equipment Selection	*Oral Expression*
Equipment Maintenance	*Deductive Reasoning*
Operation Monitoring	*Gross Body Coordination*
Repairing	*Selective Attention*

AIR INSERTION AND EXTRACTION OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Conduct cargo and equipment insertion operations
E4	CORE	Conduct cast operations
E4	CORE	Conduct fast rope operations
E5	CORE	Conduct maritime egress operations (e.g. helo, parachute, etc.)
E4	CORE	Conduct rappelling operations
E4	CORE	Conduct Special Purpose Insertion Extraction (SPIE) operations
E4	CORE	Employ Maritime External Air Transportation System (MEATS)/ External Air Transportation System (EATS) Tactics, Techniques, and Procedures (TTP)
E4	CORE	Insert via free-fall parachute operations
E4	CORE	Insert via static-line parachute operations
E4	CORE	Pack parachutes
E5	CORE	Perform combatant craft air deployments

CHEMICAL, BIOLOGICAL, RADIOLOGICAL, AND NUCLEAR EXPLOSIVE (CBRNE) OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Administer initial treatment for Chemical, Biological, Radiological, and Nuclear (CBRN) injuries
E4	CORE	Decontaminate Chemical, Biological, Radiological, and Nuclear (CBRN) affected personnel and equipment
E4	CORE	Deliver protective measures for Chemical, Biological, Radiological, and Nuclear (CBRN) response

CLASSIFIED MATERIAL CONTROL

Paygrade	Task Type	Task Statements
E4	CORE	Control restricted area access
E4	CORE	Destroy classified materials
E4	CORE	Inventory classified materials
E4	CORE	Store classified materials
E4	CORE	Transfer classified materials
E5	CORE	Transfer electronic keying materials via Over the Air Transfers (OTAT) and Over the Air Rekeys (OTAR)
E4	CORE	Transfer physical Communication Security (COMSEC) material from the Electronic Key Management Systems (EKMS)

ENGINEERING EVOLUTIONS

Paygrade	Task Type	Task Statements
E4	CORE	Maintain combatant craft trailers
E4	CORE	Maintain combatant/Nonstandard Maritime (NSM) crafts
E4	CORE	Maintain engineering systems
E4	CORE	Maintain outboard motors
E4	CORE	Refuel Naval Special Warfare (NSW) platforms
E4	CORE	Respond to combatant/Nonstandard Maritime (NSM) craft casualties (e.g. fire, flooding, loss of steering, etc.)

INTELLIGENCE OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Collect intelligence information
E4	CORE	Control detained individuals
E4	CORE	Maintain tactical intelligence equipment
E4	CORE	Observe contacts (e.g. surface, subsurface, air, etc.)
E4	CORE	Report contacts (e.g. surface, sub surface, air, etc.)
E4	CORE	Report intelligence information
E4	CORE	Verify theatre Order of Battle (OOB)

LAND OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Conduct land navigations
E4	CORE	Employ basic ground skills techniques
E4	CORE	Employ Survival, Evasion, Resistance, and Escape (SERE) techniques

NAVAL SPECIAL WARFARE (NSW) CRAFT MOBILITY EVOLUTIONS

Paygrade	Task Type	Task Statements
E4	CORE	Conduct armed convoys
E4	CORE	Conduct ground mobility
E4	CORE	Disembark Naval Special Warfare (NSW) crafts on Afloat Forward Staging Bases (AFSB)
E4	CORE	Embark Naval Special Warfare (NSW) crafts on Afloat Forward Staging Bases (AFSB)
E4	CORE	Prepare combatant craft onloads/offloads for aircraft transport
E4	CORE	Transport personnel/equipment

NAVAL SPECIAL WARFARE (NSW) OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Combat enemy forces
E4	CORE	Conduct Naval Special Warfare (NSW) logistic operations
E4	CORE	Conduct operational briefs (e.g. navigational, medical, communications, etc.)
E4	CORE	Develop mission planning briefs
E5	CORE	Develop safety briefs
E4	CORE	Employ camouflage, cover, and concealment procedures
E4	CORE	Employ combative techniques
E4	CORE	Employ personal operational equipment
E5	CORE	Instruct foreign forces
E4	CORE	Maintain personal equipment
E5	CORE	Set up mission support sites
E6	CORE	Supervise combative techniques
E5	NON-CORE	Support Information Operations (IO)
E5	CORE	Support Special Reconnaissance (SR)
E5	CORE	Support Unmanned Aerial System (UAS) platforms
E5	CORE	Support Unmanned Underwater Vehicle (UUV)
E4	CORE	Verify Rules of Engagement (ROE)/Laws of Armed Conflict (LOAC)

NAVIGATION OPERATIONS

Paygrade	Task Type	Task Statements
E5	CORE	Calculate constant bearing and decreasing range of combatant craft to avoid collisions
E4	CORE	Calculate latitude and longitude from plotted position
E4	CORE	Calculate relative bearing
E4	CORE	Calculate set and drift
E4	CORE	Compute combatant/Nonstandard Maritime (NSM) crafts position using electronic navigation equipment
E4	CORE	Correct nautical charts
E4	CORE	Maintain chart maintenance inventories
E4	CORE	Plot dead reckoning tracks
E4	CORE	Plot tracks on charts

ORDNANCE/DEMOLITION OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Conduct weapons qualifications (i.e. small arms, crew served, Precision Guided Munition (PGM), etc.)
E4	CORE	Deploy pyrotechnics/signaling devices
E4	CORE	Employ weapons systems and ancillary gear (e.g. crew served, small arms, Precision Guided Munition (PGM), etc.)
E4	CORE	Inventory weapons and ancillary equipment (e.g. crew served, small arms, Precision Guided Munition (PGM), etc.)
E5	CORE	Maintain ammunition records
E4	CORE	Maintain fields of fire
E4	CORE	Maintain weapon mounts
E4	CORE	Maintain weapons and ancillary gear (e.g. crew served, small arms, Precision Guided Munition (PGM), etc.)
E5	CORE	Requisition ordnance
E5	CORE	Transport ordnance (e.g. CONUS, OCONUS, etc.)

SMALL BOAT OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Anchor combatant/Nonstandard Maritime (NSM) crafts
E5	CORE	Conduct combatant/Nonstandard Maritime (NSM) crafts station keeping
E4	CORE	Coxswain small boats
E4	CORE	Employ combatant craft/Nonstandard Maritime (NSM) safety equipment
E4	CORE	Employ small boat support equipment
E4	CORE	Maintain small boat support equipment
E4	CORE	Recover man overboard
E4	CORE	Tow combatant/Nonstandard Maritime (NSM) crafts

TACTICAL COMMUNICATIONS

Paygrade	Task Type	Task Statements
E6	CORE	Conduct call for fire procedures
E4	CORE	Conduct communications equipment security evolutions
E4	CORE	Establish communications
E4	CORE	Maintain communications equipment
E4	CORE	Perform Naval Special Warfare (NSW) non-verbal communication
E5	CORE	Verify Communications Electronic Operating Instructions (CEOI)

TACTICAL MEDICINE

Paygrade	Task Type	Task Statements
E4	CORE	Employ first aid kits and equipment
E4	CORE	Maintain first aid kits and equipment
E4	CORE	Perform Tactical Combat Casualty Care (TCCC)

Job Title **Job Code**

Special Warfare Combatant-Craft Crewman Senior 001782

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Transportation and Material Moving	TBD	SPEC WARFARE COMBAT SENIOR	SWCC SENIOR

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	SB	NEC 5352

Job Description

Special Warfare Combatant-Craft Crewmen Senior are responsible for their craft, their crew, any embarked personnel, and the safe navigation of their craft during special operations missions; supervise and direct the actions of their boat crews, including maintaining and operating the craft and its engineering, navigation, weapons, and tactical communications systems; plan and coordinate missions and conduct joint and combined operations; have positional authority over all persons embarked on their craft in accordance with Navy Regulations (Article 1033); and possess weapons release authority.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Special Forces	101100	Ship and Boat Captains	53-5021.01	Transportation and Material Moving

Skills	Abilities
Monitoring	*Problem Sensitivity*
Operation and Control	*Information Ordering*
Coordination	*Memorization*
Critical Thinking	*Inductive Reasoning*
Reading Comprehension	*Written Comprehension*
Equipment Selection	*Oral Expression*
Troubleshooting	*Deductive Reasoning*
Active Listening	*Control Precision*
Operation Monitoring	*Multi-limb Coordination*
Speaking	*Selective Attention*

AIR INSERTION AND EXTRACTION OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Conduct cargo and equipment insertion operations
E4	CORE	Conduct cast operations
E4	CORE	Conduct fast rope operations
E5	CORE	Conduct maritime egress operations (e.g. helo, parachute, etc.)
E4	CORE	Conduct rappelling operations
E4	CORE	Conduct Special Purpose Insertion Extraction (SPIE) operations
E4	CORE	Employ Maritime External Air Transportation System (MEATS)/ External Air Transportation System (EATS) Tactics, Techniques, and Procedures (TTP)
E4	CORE	Insert via free-fall parachute operations
E4	CORE	Insert via static-line parachute operations
E4	CORE	Pack parachutes
E5	CORE	Perform combatant craft air deployments
E6	CORE	Supervise cargo and equipment insertion operations
E5	CORE	Supervise cast operations
E6	CORE	Supervise combatant craft for air deployments
E5	CORE	Supervise fast rope operations
E5	CORE	Supervise free-fall parachute operations
E5	CORE	Supervise land and water drop zone operations

E6	CORE	Supervise Maritime External Air Transportation System (MEATS)/External Air Transportation System (EATS) operations
E6	CORE	Supervise rappelling operations
E6	CORE	Supervise Special Purpose Insertion Extraction (SPIE) operations
E6	CORE	Supervise static-line parachuting operations

CHEMICAL, BIOLOGICAL, RADIOLOGICAL, AND NUCLEAR EXPLOSIVE (CBRNE) OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Administer initial treatment for Chemical, Biological, Radiological, and Nuclear (CBRN) injuries
E4	CORE	Decontaminate Chemical, Biological, Radiological, and Nuclear (CBRN) affected personnel and equipment
E4	CORE	Deliver protective measures for Chemical, Biological, Radiological, and Nuclear (CBRN) response
E6	CORE	Supervise Chemical, Biological, Radiological, and Nuclear (CBRN) monitoring operations

CLASSIFIED MATERIAL CONTROL

Paygrade	Task Type	Task Statements
E4	CORE	Control restricted area access
E4	CORE	Destroy classified materials
E4	CORE	Inventory classified materials
E4	CORE	Store classified materials
E4	CORE	Transfer classified materials
E5	CORE	Transfer electronic keying materials via Over the Air Transfers (OTAT) and Over the Air Rekeys (OTAR)
E4	CORE	Transfer physical Communication Security (COMSEC) material from the Electronic Key Management Systems (EKMS)

ENGINEERING EVOLUTIONS

Paygrade	Task Type	Task Statements
E7	CORE	Direct combatant/Nonstandard Maritime (NSM) craft casualties responses (e.g. fire, flooding, loss of steering, etc.)
E4	CORE	Maintain combatant craft trailers
E4	CORE	Maintain combatant/Nonstandard Maritime (NSM) crafts
E4	CORE	Maintain engineering systems
E4	CORE	Maintain outboard motors
E4	CORE	Refuel Naval Special Warfare (NSW) platforms
E4	CORE	Respond to combatant/Nonstandard Maritime (NSM) craft casualties (e.g. fire, flooding, loss of steering, etc.)
E6	CORE	Supervise combatant/Nonstandard Maritime (NSM) craft casualties responses (e.g. fire, flooding, loss of steering, etc.)
E6	CORE	Supervise combatant/Nonstandard Maritime (NSM) craft engineering system repairs
E6	CORE	Supervise combatant/Nonstandard Maritime (NSM) trailer repairs

E6	CORE	Supervise refueling
E6	CORE	Verify engineering reports

INTELLIGENCE OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Collect intelligence information
E4	CORE	Control detained individuals
E4	CORE	Maintain tactical intelligence equipment
E4	CORE	Observe contacts (e.g. surface, subsurface, air, etc.)
E4	CORE	Report contacts (e.g. surface, sub surface, air, etc.)
E4	CORE	Report intelligence information
E6	CORE	Supervise collection of classified information
E6	CORE	Verify Primary Intelligence Reports (PIR)/Navy Action Items (NAI)
E6	CORE	Verify tactical, operational, and strategic intelligence
E4	CORE	Verify theatre Order of Battle (OOB)

LAND OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Conduct land navigations
E7	CORE	Coordinate personnel recovery operations
E4	CORE	Employ basic ground skills techniques
E4	CORE	Employ Survival, Evasion, Resistance, and Escape (SERE) techniques
E7	CORE	Supervise basic ground skills techniques
E6	CORE	Supervise land navigations

NAVAL SPECIAL WARFARE (NSW) CRAFT MOBILITY EVOLUTIONS

Paygrade	Task Type	Task Statements
E4	CORE	Conduct armed convoys
E4	CORE	Conduct ground mobility
E4	CORE	Disembark Naval Special Warfare (NSW) crafts on Afloat Forward Staging Bases (AFSB)
E4	CORE	Embark Naval Special Warfare (NSW) crafts on Afloat Forward Staging Bases (AFSB)
E4	CORE	Launch combatant/Nonstandard Maritime (NSM) crafts
E4	CORE	Prepare combatant craft onloads/offloads for aircraft transport
E6	CORE	Supervise combatant craft onloads/offloads for aircraft transport
E6	CORE	Supervise embark/disembark of Naval Special Warfare (NSW) craft on Afloat Forward Staging Bases (AFSB)
E6	CORE	Supervise personnel/equipment transport
E4	CORE	Transport personnel/equipment

NAVAL SPECIAL WARFARE (NSW) OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Combat enemy forces
E4	CORE	Conduct Naval Special Warfare (NSW) logistic operations
E4	CORE	Conduct operational briefs (e.g. navigational, medical, communications, etc.)
E7	CORE	Conduct site surveys
E5	CORE	Conduct Special Operations (SO) technology and equipment research
E4	CORE	Develop mission planning briefs
E7	CORE	Develop Naval Special Warfare (NSW) Tactics, Techniques, and Procedures (TTP)
E5	CORE	Develop safety briefs
E4	CORE	Employ camouflage, cover, and concealment procedures
E4	CORE	Employ combative techniques
E4	CORE	Employ personal operational equipment
E5	CORE	Instruct foreign forces
E6	CORE	Instruct Naval Special Warfare (NSW) operations (e.g. air operations, navigation operations, etc.)
E4	CORE	Maintain personal equipment
E6	CORE	Plan Naval Special Warfare (NSW) operations
E6	CORE	Prepare mission plans
E6	CORE	Prepare operational reports (e.g. pre, post)
E5	CORE	Set up mission support sites
E6	CORE	Supervise camouflage, cover, and concealment procedures
E6	CORE	Supervise combative techniques
E6	CORE	Supervise Naval Special Warfare (NSW) logistics operations
E6	CORE	Supervise Naval Special Warfare (NSW) operations
E6	CORE	Supervise Special Operations Forces (SOF) extractions/insertions
E6	CORE	Supervise Unmanned Aerial System (UAS) missions
E6	CORE	Supervise Unmanned Underwater Vehicle (UUV) missions
E5	NON-CORE	Support Information Operations (IO)
E5	CORE	Support Special Reconnaissance (SR)
E5	CORE	Support Unmanned Aerial System (UAS) platforms
E5	CORE	Support Unmanned Underwater Vehicle (UUV)
E6	CORE	Track Naval Special Warfare (NSW) forces movements
E7	CORE	Update Naval Special Warfare (NSW) Tactics, Techniques, and Procedures (TTP)
E7	CORE	Verify Critical Command Intelligence Requirements (CCIR)
E6	CORE	Verify equipment inventories
E4	CORE	Verify Rules of Engagement (ROE)/Laws of Armed Conflict (LOAC)

NAVIGATION OPERATIONS

Paygrade	Task Type	Task Statements
E5	CORE	Calculate constant bearing and decreasing range of combatant craft to avoid collision
E4	CORE	Calculate latitude and longitude from plotted position
E4	CORE	Calculate relative bearing
E4	CORE	Calculate set and drift
E4	CORE	Compute combatant/Nonstandard Maritime (NSM) crafts position using electronic navigation equipment
E4	CORE	Correct nautical charts
E4	CORE	Maintain chart maintenance inventories
E4	CORE	Plot dead reckoning tracks
E4	CORE	Plot tracks on charts
E6	CORE	Verify nautical chart corrections

ORDNANCE/DEMOLITION OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Conduct weapons qualifications (i.e. small arms, crew served, Precision Guided Munition (PGM), etc.)
E4	CORE	Deploy pyrotechnics/signaling devices
E6	CORE	Designate fields of fire
E7	CORE	Direct weapons employment
E4	CORE	Employ weapons systems and ancillary gear (e.g. crew served, small arms, Precision Guided Munition (PGM), etc.)
E4	CORE	Inventory weapons and ancillary equipment (e.g. crew served, small arms, Precision Guided Munition (PGM), etc.)
E5	CORE	Maintain ammunition records
E4	CORE	Maintain fields of fire
E4	CORE	Maintain weapon mounts
E4	CORE	Maintain weapons and ancillary gear (e.g. crew served, small arms, Precision Guided Munition (PGM), etc.)
E5	CORE	Requisition ordnance
E6	CORE	Supervise weapons employment
E6	CORE	Supervise weapons qualifications (crew served, small arms, Precision Guided Munition (PGM), etc.)
E6	CORE	Supervise weapons range operations (e.g. static, dynamic, crew served, small arms, Precision Guided Munition (PGM), etc.)
E5	CORE	Supervise weapons systems and ancillary gear (e.g. crew served, small arms, Precision Guided Munition (PGM), etc.)
E6	CORE	Transfer custody of weapons and ancillary gear (e.g. crew served, small arms, Precision Guided Munition (PGM), etc.)
E5	CORE	Transport ordnance (e.g. CONUS, OCONUS, etc.)

SMALL BOAT OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Anchor combatant/Nonstandard Maritime (NSM) crafts
E5	CORE	Conduct combatant/Nonstandard Maritime (NSM) crafts station keeping
E5	CORE	Conduct rendezvous at sea
E4	CORE	Coxswain small boats
E6	CORE	Direct boat crews
E4	CORE	Employ combatant craft/Nonstandard Maritime (NSM) safety equipment
E4	CORE	Employ small boat support equipment
E4	CORE	Maintain small boat support equipment
E4	CORE	Recover combatant/Nonstandard Maritime (NSM) crafts
E4	CORE	Recover man overboard
E6	CORE	Supervise small boat operations
E6	CORE	Supervise towing/anchoring of combatant/Nonstandard Maritime (NSM) crafts
E4	CORE	Tow combatant/Nonstandard Maritime (NSM) crafts

TACTICAL COMMUNICATIONS

Paygrade	Task Type	Task Statements
E6	CORE	Conduct call for fire procedures
E4	CORE	Conduct communications equipment security evolutions
E6	CORE	Direct Naval Gunfire Support (NGFS) employments
E4	CORE	Establish communications
E4	CORE	Maintain communications equipment
E4	CORE	Perform Naval Special Warfare (NSW) non-verbal communication
E5	CORE	Verify Communications Electronic Operating Instructions (CEOI)

TACTICAL MEDICINE

Paygrade	Task Type	Task Statements
E6	CORE	Coordinate Casualty Evacuation (CASEVAC)/Medical Evacuations (MEDEVAC)
E6	CORE	Develop Casualty Evacuation (CASEVAC)/Medical Evacuation (MEDEVAC) plans
E4	CORE	Employ first aid kits and equipment
E4	CORE	Maintain first aid kits and equipment
E4	CORE	Perform Tactical Combat Casualty Care (TCCC)

Job Title **Job Code**

Special Warfare Combatant-Craft Crewman Master 001787

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Transportation and Material Moving	TBD	SPEC WARFARE COMBAT MASTER	SWCC MASTER

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	SB	NEC 5352

Job Description

Special Warfare Combatant-Craft Crewmen Master are responsible for all troop/detachment craft, crewmen, and embarked personnel as well as the safe navigation of the detachment during Special Operations; accountable for all detachment weapons, ammunition, and cryptographic material; plan and coordinate missions and conduct joint and combined operations; brief troop/detachment and embarked personnel prior to getting underway and direct tactical patrols; have positional authority over all persons embarked on the detachment craft in accordance with Navy Regulations (Article 1033); and possess weapons release authority.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Special Forces	101100	Ship and Boat Captains	53-5021.01	Transportation and Material Moving

Skills	Abilities
Monitoring	*Problem Sensitivity*
Operation and Control	*Inductive Reasoning*
Coordination	*Information Ordering*
Critical Thinking	*Memorization*
Reading Comprehension	*Written Comprehension*
Equipment Selection	*Deductive Reasoning*
Troubleshooting	*Oral Expression*
Management of Material Resources	*Selective Attention*
Active Listening	*Control Precision*
Operation Monitoring	*Multi-limb Coordination*

AIR INSERTION AND EXTRACTION OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Conduct cargo and equipment insertion operations
E4	CORE	Conduct cast operations
E4	CORE	Conduct fast rope operations
E5	CORE	Conduct maritime egress operations (e.g. helo, parachute, etc.)
E4	CORE	Conduct rappelling operations
E4	CORE	Conduct Special Purpose Insertion Extraction (SPIE) operations
E4	CORE	Employ Maritime External Air Transportation System (MEATS)/ External Air Transportation System (EATS) Tactics, Techniques, and Procedures (TTP)
E4	CORE	Insert via free-fall parachute operations
E4	CORE	Insert via static-line parachute operations
E4	CORE	Pack parachutes
E5	CORE	Perform combatant craft air deployments
E6	CORE	Supervise cargo and equipment insertion operations
E5	CORE	Supervise cast operations
E6	CORE	Supervise combatant craft for air deployments
E5	CORE	Supervise fast rope operations
E5	CORE	Supervise free-fall parachute operations
E5	CORE	Supervise land and water drop zone operations

E6	CORE	Supervise Maritime External Air Transportation System (MEATS)/External Air Transportation System (EATS) operations
E6	CORE	Supervise rappelling operations
E6	CORE	Supervise Special Purpose Insertion Extraction (SPIE) operations
E6	CORE	Supervise static-line parachuting operations

CHEMICAL, BIOLOGICAL, RADIOLOGICAL, AND NUCLEAR EXPLOSIVE (CBRNE) OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Administer initial treatment for Chemical, Biological, Radiological, and Nuclear (CBRN) injuries
E4	CORE	Decontaminate Chemical, Biological, Radiological, and Nuclear (CBRN) affected personnel and equipment
E4	CORE	Deliver protective measures for Chemical, Biological, Radiological, and Nuclear (CBRN) response
E7	CORE	Manage Chemical, Biological, Radiological, and Nuclear (CBRN) casualties
E6	CORE	Supervise Chemical, Biological, Radiological, and Nuclear (CBRN) monitoring operations

CLASSIFIED MATERIAL CONTROL

Paygrade	Task Type	Task Statements
E4	CORE	Control restricted area access
E4	CORE	Destroy classified materials
E4	CORE	Inventory classified materials
E4	CORE	Store classified materials
E4	CORE	Transfer classified materials
E5	CORE	Transfer electronic keying materials via Over the Air Transfers (OTAT) and Over the Air Rekeys (OTAR)
E4	CORE	Transfer physical Communication Security (COMSEC) material from the Electronic Key Management Systems (EKMS)

ENGINEERING EVOLUTIONS

Paygrade	Task Type	Task Statements
E7	CORE	Direct combatant/Nonstandard Maritime (NSM) craft casualties responses (e.g. fire, flooding, loss of steering, etc.)
E4	CORE	Maintain combatant craft trailers
E4	CORE	Maintain combatant/Nonstandard Maritime (NSM) crafts
E4	CORE	Maintain engineering systems
E4	CORE	Maintain outboard motors
E4	CORE	Refuel Naval Special Warfare (NSW) platforms
E4	CORE	Respond to combatant/Nonstandard Maritime (NSM) craft casualties (e.g. fire, flooding, loss of steering, etc.)
E6	CORE	Supervise combatant/Nonstandard Maritime (NSM) craft casualties responses (e.g. fire, flooding, loss of steering, etc.)
E6	CORE	Supervise combatant/Nonstandard Maritime (NSM) craft engineering system repairs

E6	CORE	Supervise combatant/Nonstandard Maritime (NSM) trailer repairs
E6	CORE	Supervise refueling
E7	CORE	Validate engineering reports
E6	CORE	Verify engineering reports

INTELLIGENCE OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Collect intelligence information
E4	CORE	Control detained individuals
E4	CORE	Maintain tactical intelligence equipment
E4	CORE	Observe contacts (e.g. surface, subsurface, air, etc.)
E4	CORE	Report contacts (e.g. surface, sub surface, air, etc.)
E4	CORE	Report intelligence information
E6	CORE	Supervise collection of classified information
E7	CORE	Validate intelligence debriefs
E6	CORE	Verify Primary Intelligence Reports (PIR)/Navy Action Items (NAI)
E6	CORE	Verify tactical, operational, and strategic intelligence
E4	CORE	Verify theatre Order of Battle (OOB)

LAND OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Conduct land navigations
E7	CORE	Coordinate personnel recovery operations
E4	CORE	Employ basic ground skills techniques
E4	CORE	Employ Survival, Evasion, Resistance, and Escape (SERE) techniques
E7	CORE	Supervise basic ground skills techniques
E6	CORE	Supervise land navigations

NAVAL SPECIAL WARFARE (NSW) CRAFT MOBILITY EVOLUTIONS

Paygrade	Task Type	Task Statements
E4	CORE	Conduct armed convoys
E4	CORE	Conduct ground mobility
E4	CORE	Disembark Naval Special Warfare (NSW) crafts on Afloat Forward Staging Bases (AFSB)
E4	CORE	Embark Naval Special Warfare (NSW) crafts on Afloat Forward Staging Bases (AFSB)
E4	CORE	Launch combatant/Nonstandard Maritime (NSM) crafts
E7	CORE	Manage Naval Special Warfare (NSW) combatant crafts mobility procedures
E4	CORE	Prepare combatant craft onloads/offloads for aircraft transport
E6	CORE	Supervise combatant craft onloads/offloads for aircraft transport
E6	CORE	Supervise embark/disembark of Naval Special Warfare (NSW) craft on Afloat Forward Staging Bases (AFSB)
E6	CORE	Supervise personnel/equipment transport
E4	CORE	Transport personnel/equipment

NAVAL SPECIAL WARFARE (NSW) OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Combat enemy forces
E4	CORE	Conduct Naval Special Warfare (NSW) logistic operations
E4	CORE	Conduct operational briefs (e.g. navigational, medical, communications, etc.)
E7	CORE	Conduct site surveys
E5	CORE	Conduct Special Operations (SO) technology and equipment research
E4	CORE	Develop mission planning briefs
E7	CORE	Develop Naval Special Warfare (NSW) Tactics, Techniques, and Procedures (TTP)
E5	CORE	Develop safety briefs
E7	CORE	Direct Special Operations Forces (SOF) extractions/insertions
E4	CORE	Employ camouflage, cover, and concealment procedures
E4	CORE	Employ combative techniques
E4	CORE	Employ personal operational equipment
E7	CORE	Evaluate Naval Special Warfare (NSW) mission readiness
E5	CORE	Instruct foreign forces
E6	CORE	Instruct Naval Special Warfare (NSW) operations (e.g. air operations, navigation operations, etc.)
E4	CORE	Maintain personal equipment
E7	CORE	Manage camouflage, cover, and concealment procedures
E7	CORE	Manage Naval Special Warfare (NSW) logistics
E7	CORE	Manage Naval Special Warfare (NSW) operations
E7	CORE	Manage Special Reconnaissance (SR) operations
E7	CORE	Manage Special Warfare Boat Operator (SB) resources
E7	CORE	Manage Unmanned Aerial System (UAS) missions
E7	CORE	Manage Unmanned Underwater Vehicle (UUV) missions
E6	CORE	Plan Naval Special Warfare (NSW) operations
E6	CORE	Prepare mission plans
E6	CORE	Prepare operational reports (e.g. pre, post)
E5	CORE	Set up mission support sites
E6	CORE	Supervise camouflage, cover, and concealment procedures
E6	CORE	Supervise combative techniques
E6	CORE	Supervise Naval Special Warfare (NSW) logistics operations
E6	CORE	Supervise Naval Special Warfare (NSW) operations
E6	CORE	Supervise Special Operations Forces (SOF) extractions/insertions
E6	CORE	Supervise Unmanned Aerial System (UAS) missions
E6	CORE	Supervise Unmanned Underwater Vehicle (UUV) missions
E5	NON-CORE	Support Information Operations (IO)

Paygrade	Task Type	Task Statements
E5	CORE	Support Special Reconnaissance (SR)
E5	CORE	Support Unmanned Aerial System (UAS) platforms
E5	CORE	Support Unmanned Underwater Vehicle (UUV)
E6	CORE	Track Naval Special Warfare (NSW) forces movements
E7	CORE	Update Naval Special Warfare (NSW) Tactics, Techniques, and Procedures (TTP)
E7	CORE	Verify Critical Command Intelligence Requirements (CCIR)
E6	CORE	Verify equipment inventories
E4	CORE	Verify Rules of Engagement (ROE)/Laws of Armed Conflict (LOAC)

NAVIGATION OPERATIONS

Paygrade	Task Type	Task Statements
E5	CORE	Calculate constant bearing and decreasing range of combatant craft to avoid collisions
E4	CORE	Calculate latitude and longitude from plotted position
E4	CORE	Calculate relative bearing
E4	CORE	Calculate set and drift
E4	CORE	Compute combatant/Nonstandard Maritime (NSM) crafts position using electronic navigation equipment
E4	CORE	Correct nautical charts
E4	CORE	Maintain chart maintenance inventories
E4	CORE	Plot dead reckoning tracks
E4	CORE	Plot tracks on charts
E6	CORE	Verify nautical chart corrections

ORDNANCE/DEMOLITION OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Conduct weapons qualifications (i.e. small arms, crew served, Precision Guided Munition (PGM), etc.)
E4	CORE	Deploy pyrotechnics/signaling devices
E6	CORE	Designate fields of fire
E7	CORE	Direct weapons employment
E4	CORE	Employ weapons systems and ancillary gear (e.g. crew served, small arms, Precision Guided Munition (PGM), etc.)
E4	CORE	Inventory weapons and ancillary equipment (e.g. crew served, small arms, Precision Guided Munition (PGM), etc.)
E5	CORE	Maintain ammunition records
E4	CORE	Maintain fields of fire
E4	CORE	Maintain weapon mounts
E4	CORE	Maintain weapons and ancillary gear (e.g. crew served, small arms, Precision Guided Munition (PGM), etc.)
E5	CORE	Requisition ordnance

E6	CORE	Supervise weapons employment
E6	CORE	Supervise weapons qualifications (crew served, small arms, Precision Guided Munition (PGM), etc.)
E6	CORE	Supervise weapons range operations (e.g. static, dynamic, crew served, small arms, Precision Guided Munition (PGM), etc.)
E5	CORE	Supervise weapons systems and ancillary gear (e.g. crew served, small arms, Precision Guided Munition (PGM), etc.)
E6	CORE	Transfer custody of weapons and ancillary gear (e.g. crew served, small arms, Precision Guided Munition (PGM), etc.)
E5	CORE	Transport ordnance (e.g. CONUS, OCONUS, etc.)

SMALL BOAT OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Anchor combatant/Nonstandard Maritime (NSM) crafts
E5	CORE	Conduct combatant/Nonstandard Maritime (NSM) crafts station keeping
E5	CORE	Conduct rendezvous at sea
E4	CORE	Coxswain small boats
E6	CORE	Direct boat crews
E7	CORE	Direct combatant/Nonstandard Maritime (NSM) craft detachments
E4	CORE	Employ combatant craft/Nonstandard Maritime (NSM) safety equipment
E4	CORE	Employ small boat support equipment
E4	CORE	Maintain small boat support equipment
E4	CORE	Recover combatant/Nonstandard Maritime (NSM) crafts
E4	CORE	Recover man overboard
E6	CORE	Supervise small boat operations
E6	CORE	Supervise towing/anchoring of combatant/Nonstandard Maritime (NSM) crafts
E4	CORE	Tow combatant/Nonstandard Maritime (NSM) crafts

TACTICAL COMMUNICATIONS

Paygrade	Task Type	Task Statements
E6	CORE	Conduct call for fire procedures
E4	CORE	Conduct communications equipment security evolutions
E6	CORE	Direct Naval Gunfire Support (NGFS) employments
E4	CORE	Establish communications
E4	CORE	Maintain communications equipment
E4	CORE	Perform Naval Special Warfare (NSW) non-verbal communication
E5	CORE	Verify Communications Electronic Operating Instructions (CEOI)

TACTICAL MEDICINE

Paygrade	Task Type	Task Statements
E6	CORE	Coordinate Casualty Evacuation (CASEVAC)/Medical Evacuations (MEDEVAC)
E6	CORE	Develop Casualty Evacuation (CASEVAC)/Medical Evacuation (MEDEVAC) plans

E4	CORE	Employ first aid kits and equipment
E4	CORE	Maintain first aid kits and equipment
E4	CORE	Perform Tactical Combat Casualty Care (TCCC)

CHAPTER 16

BUILDER
(BU)

NAVPERS 18068-16F
CH-77

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

BUILDER (BU)

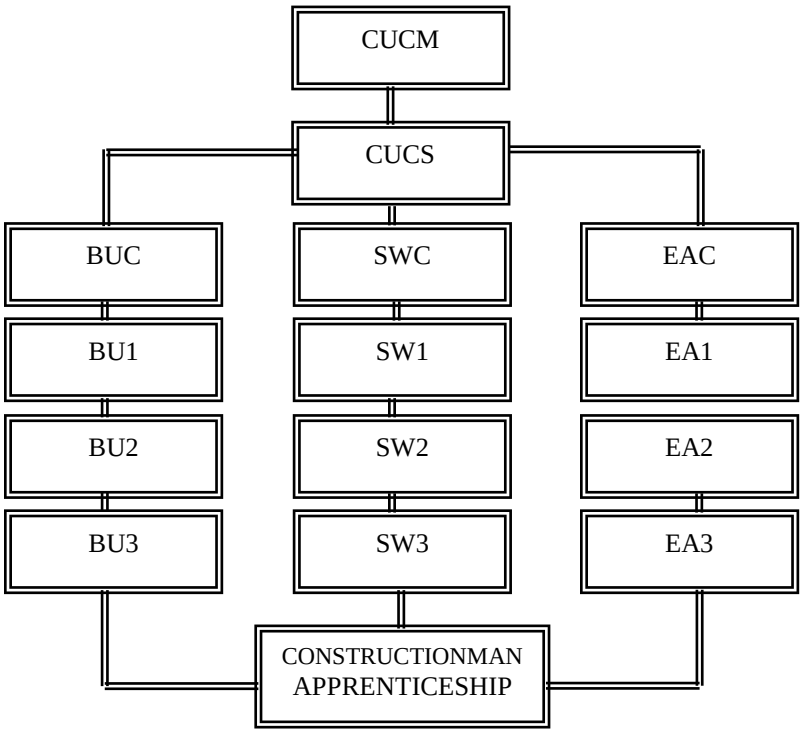
SCOPE OF RATING

Builders (BU) build and repair wood, metal, concrete and masonry structures; perform rough and finished carpentry; install interior and exterior finishes, perform paint and preservation; build forms; mix, place, and finish concrete; operate and maintain carpentry and cabinet making shops; build and repair waterfront structures; demolish existing structures; erect pre-engineered buildings and K-Spans; plan and estimate material and labor in order to execute and manage construction projects; maintain individual combat readiness; and perform tasks required in combat and Humanitarian Assistance Disaster Recovery (HADR) operations.

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 16.

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
Builder

Job Code
002594

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Construction and Extraction	TBD	BUILDER	BUILDER

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	BU	NEC BXXX series,717B, 718B, 804G, 833A and other NECs as assigned

Job Description
Builders build and repair wood, metal, concrete and masonry structures; perform rough and finished carpentry; install interior and exterior finishes, perform paint and preservation; build forms; mix, place, and finish concrete; operate and maintain carpentry and cabinet making shops; build and repair waterfront structures; demolish existing structures; erect pre-engineered buildings and K-Spans; estimate material and labor in order to execute construction projects; prepare progress reports and time records. As project managers, Builders plan, staff, direct, and control multiple construction projects to include problem solving, planning, estimating, scheduling, cost control and personnel management ensuring compliance with drawings and specifications, code requirements, and contracts; they act as project supervisors and trainers for junior personnel; maintain individual combat readiness; and perform tasks required in combat and Humanitarian Assistance Disaster Recovery (HADR) operations.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Construction, General	171000	Carpenters	47-2031.00	Construction and Extraction

Skills	Abilities
Critical Thinking	*Information Ordering*
Management of Personnel Resources	*Deductive Reasoning*
Equipment Selection	*Problem Sensitivity*
Management of Material Resources	*Oral Expression*
Mathematics	*Manual Dexterity*
Complex Problem Solving	*Visualization*
Coordination	*Inductive Reasoning*
Installation	*Written Comprehension*
Judgment and Decision Making	*Dynamic Strength*
Reading Comprehension	*Mathematical Reasoning*

CARPENTRY

Paygrade	Task Type	Task Statements
E4	NON-CORE	Demolish carpentry
E5	NON-CORE	Develop carpentry demolition plan
E4	CORE	Develop carpentry sketches and diagrams
E5	CORE	Fabricate finish carpentry
E4	CORE	Fabricate metal framing structures
E5	CORE	Fabricate millwork products
E4	CORE	Fabricate rough carpentry
E4	CORE	Interpret carpentry drawings and specifications
E5	CORE	Manage carpentry shop operations
E5	CORE	Supervise carpentry construction operations
E5	CORE	Supervise carpentry shop operations

CONCRETE CONSTRUCTION

Paygrade	Task Type	Task Statements
E5	CORE	Assemble pre-cast concrete structures
E4	CORE	Construct concrete forms
E5	CORE	Construct overhead and column forms
E4	NON-CORE	Demolish concrete construction

CONCRETE CONSTRUCTION (CONT'D)

Paygrade	Task Type	Task Statements
E5	NON-CORE	Develop concrete construction demolition plan
E4	CORE	Develop concrete construction sketches and diagrams
E5	CORE	Establish building lines and elevations
E4	CORE	Finish concrete
E4	CORE	Install concrete forms
E5	CORE	Install embedments in form work
E4	CORE	Install reinforcing steel
E4	CORE	Interpret concrete construction drawings and specifications
E7	CORE	Manage concrete operations
E4	CORE	Mix concrete
E4	CORE	Place concrete
E6	CORE	Supervise assembly of pre-cast concrete structures
E5	CORE	Supervise concrete mixing operations
E5	CORE	Supervise concrete placement and finishing
E5	CORE	Supervise construction of overhead and column forms

CONSTRUCTION MANAGEMENT

Paygrade	Task Type	Task Statements
E6	NON-CORE	Conduct three-phase quality control inspections
E5	CORE	Develop construction activities
E5	CORE	Develop construction environmental protection plans
E4	CORE	Develop construction estimates
E5	CORE	Develop construction project packages
E4	CORE	Develop construction project sketches and diagrams
E5	CORE	Develop construction safety plans
E5	CORE	Develop master activities
E5	CORE	Develop project three-phase quality control plans
E6	CORE	Establish construction site layouts
E5	CORE	Input project data into construction management software and tools
E5	CORE	Inspect construction materials
E5	CORE	Interpret construction project drawings and specifications
E4	CORE	Inventory project tools and materials
E5	CORE	Lead construction project crew
E7	CORE	Manage construction project resources
E7	CORE	Manage construction project(s)
E7	CORE	Manage construction safety plans
E7	CORE	Manage job site construction operations (e.g., quality control and safety plan implementation, job site information board, level III chart, etc.)
E7	CORE	Manage project quality control plan(s)
E7	CORE	Manage three-phase quality control process

CONSTRUCTION MANAGEMENT (CONT'D)

Paygrade	Task Type	Task Statements
E6	NON-CORE	Monitor construction project contracts
E6	CORE	Supervise construction project crew(s)
E5	CORE	Supervise construction project safety operations
E6	CORE	Supervise environmental protection plans
E6	CORE	Supervise planning and estimating operations
E6	CORE	Supervise project three-phase quality control process
E5	CORE	Turnover construction project
E6	CORE	Validate construction project packages
E5	NON-CORE	Validate project surveys and elevation data

EXTERIOR FINISHES AND MOISTURE PROTECTION

Paygrade	Task Type	Task Statements
E4	NON-CORE	Demolish exterior finishes and moisture protection
E5	NON-CORE	Develop exterior finishes and moisture protection demolition plan
E5	CORE	Develop exterior finishes and moisture protection sketches and diagrams
E4	CORE	Install building insulation materials
E4	CORE	Install exterior doors and hardware
E4	CORE	Install exterior wall coverings
E4	CORE	Install flashing
E4	CORE	Install roof specialties and accessories
E4	CORE	Install roofing systems
E4	CORE	Install windows and hardware
E5	CORE	Interpret exterior finishes and moisture protection drawings and specifications
E5	CORE	Supervise installation of roofing systems

FINISHES

Paygrade	Task Type	Task Statements
E4	CORE	Apply paints and primers
E4	NON-CORE	Demolish finishes
E5	NON-CORE	Develop finishes demolition plan
E4	CORE	Develop interior finish sketches and diagrams
E4	CORE	Finish drywall
E4	CORE	Install acoustical treatments
E4	CORE	Install building fixtures and hardware accessories
E4	CORE	Install drywall
E4	CORE	Install flooring materials
E4	CORE	Install interior doors and hardware
E4	CORE	Install interior wall coverings
E4	CORE	Interpret interior finishes drawings and specifications
E5	NON-CORE	Perform locksmith operations
E5	CORE	Supervise installation of finish materials

HEAVY CONSTRUCTION

Paygrade	Task Type	Task Statements
E5	CORE	Construct heavy timber structures
E4	NON-CORE	Demolish heavy construction
E5	NON-CORE	Develop heavy construction demolition plan
E5	CORE	Develop heavy construction sketches and diagrams
E6	NON-CORE	Direct pile driving construction
E5	NON-CORE	Erect waterfront piers
E4	CORE	Interpret heavy construction drawings and specifications
E7	CORE	Manage heavy construction operations
E6	CORE	Supervise heavy construction projects

MASONRY CONSTRUCTION

Paygrade	Task Type	Task Statements
E4	CORE	Construct brick structures
E4	CORE	Construct concrete masonry unit structures
E4	NON-CORE	Demolish masonry construction
E5	NON-CORE	Develop masonry construction demolition plan
E5	CORE	Develop masonry construction sketches and diagrams
E4	CORE	Install masonry hardware
E4	CORE	Interpret masonry construction drawings and specifications
E7	CORE	Manage masonry construction operations
E4	CORE	Mix mortar
E6	CORE	Supervise masonry construction operations

SEABEE COMMON CORE

Paygrade	Task Type	Task Statements
E4	CORE	Apply combat life saving techniques
E5	NON-CORE	Assess airfield damage
E6	NON-CORE	Assist Maritime Prepositioning Force (MPF) operations
E4	NON-CORE	Conduct convoy security operations
E4	NON-CORE	Conduct crew-served weapons operational checks
E4	CORE	Conduct field communications equipment operational checks
E7	NON-CORE	Conduct Humanitarian Assistance and Disaster Relief (HADR)
E4	CORE	Conduct personal protection and decontamination (DECON) procedures
E4	CORE	Conduct small arms operational checks
E4	CORE	Employ Advance Base Functional Component (ABFC) systems
E4	NON-CORE	Employ crew-served weapons
E4	CORE	Employ field communications equipment
E4	CORE	Employ grenades, mines, and pyrotechnics
E4	CORE	Employ land survival techniques
E4	CORE	Employ small arms

SEABEE COMMON CORE (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Maintain Personal Gear Issue (PGI)
E4	NON-CORE	Palletize cargo and equipment
E4	CORE	Patrol assigned areas
E5	NON-CORE	Perform arrival and departure airfield control group (AACG&DACG) procedures
E4	NON-CORE	Perform Chemical, Biological, Radiological, and Nuclear Defense (CBRND) reconnaissance (i.e., surveying, monitoring, and marking)
E7	CORE	Perform command and control of a company
E4	CORE	Perform command and control of a fire team
E6	CORE	Perform command and control of a platoon
E5	CORE	Perform command and control of a squad
E4	NON-CORE	Perform detailed troop and equipment decontamination (DECON)
E5	NON-CORE	Plan Advance Base Functional Component (ABFC) systems setup
E5	NON-CORE	Plan Airfield Damage Repair (ADR)
E5	NON-CORE	Plan convoy operations
E7	NON-CORE	Plan convoy security operations
E5	NON-CORE	Plan load for embarkation
E6	NON-CORE	Plan unit embarkation
E4	CORE	Prepare cargo and equipment for transport (e.g., weight, balance, and marking)
E4	NON-CORE	Prepare hazardous materials (HAZMAT) for transport
E4	NON-CORE	Repair damaged airfields
E4	CORE	Set tactical defenses
E6	NON-CORE	Supervise Advance Base Functional Component (ABFC) setup
E7	NON-CORE	Supervise Airfield Damage Repair (ADR) operations
E7	NON-CORE	Supervise Chemical, Biological, Radiological, and Nuclear Defense (CBRND) operations
E6	NON-CORE	Supervise convoy operations
E6	NON-CORE	Supervise convoy security operations
E7	NON-CORE	Supervise embarkation and debarkation operations
E4	CORE	Transport troops and equipment (i.e., convoy)

SPECIAL CONSTRUCTION

Paygrade	Task Type	Task Statements
E4	NON-CORE	Conduct launch and recovery of bridging systems (e.g., Mabey Johnson, MGB, heavy timber)
E5	NON-CORE	Construct non-standard bridging (gap crossing)
E4	NON-CORE	Demolish special construction
E5	NON-CORE	Develop special construction demolition plan
E4	CORE	Develop special structures sketches and diagrams
E5	CORE	Erect pre-engineered structures (i.e., K-Span, tension fabric, pre-engineered buildings, fabricated steel buildings, steel towers, and antennas)
E4	CORE	Erect scaffolding to support construction activities

SPECIAL CONSTRUCTION (CONT'D)

Paygrade	Task Type	Task Statements
E5	NON-CORE	Erect tension fabric structures
E4	NON-CORE	Interpret special structures drawings and specifications
E7	NON-CORE	Manage special construction assembly operations
E5	NON-CORE	Setup basic rigging to hoist loads
E6	NON-CORE	Supervise assembly of special construction operations
E5	CORE	Supervise erection of pre-engineered buildings

UNDERWATER CONSTRUCTION

Paygrade	Task Type	Task Statements
E5	NON-CORE	Conduct corrective maintenance on certified Diver's Life Support Systems (DLSS)
E5	NON-CORE	Conduct corrective maintenance on Self-Contained Underwater Breathing Apparatus (SCUBA) diving equipment
E5	NON-CORE	Conduct corrective maintenance on Surface Supplied Diving (SSD) equipment
E5	NON-CORE	Conduct corrective maintenance on underwater construction equipment and tools
E5	NON-CORE	Conduct maritime defensive operations
E5	NON-CORE	Conduct oceanographic surveys
E5	NON-CORE	Conduct preventive maintenance on cable systems
E5	NON-CORE	Conduct preventive maintenance on certified Diver's Life Support Systems (DLSS)
E5	NON-CORE	Conduct preventive maintenance on fleet moorings
E5	NON-CORE	Conduct preventive maintenance on pipelines
E5	NON-CORE	Conduct preventive maintenance on Self-Contained Underwater Breathing Apparatus (SCUBA) diving equipment
E5	NON-CORE	Conduct preventive maintenance on Surface Supplied Diving (SSD) equipment
E5	NON-CORE	Conduct preventive maintenance on underwater construction equipment and tools
E5	NON-CORE	Conduct preventive maintenance on waterfront facilities
E5	NON-CORE	Conduct terrestrial construction demolition using explosives
E5	NON-CORE	Conduct underwater construction demolition using explosives
E5	NON-CORE	Conduct underwater search and recovery operations
E5	NON-CORE	Construct cable systems
E5	NON-CORE	Construct fleet moorings
E5	NON-CORE	Construct pipelines
E5	NON-CORE	Construct waterfront facilities
E5	NON-CORE	Deploy underwater vehicles (e.g., Remotely Operated Vehicle (ROV) / Autonomous Underwater Vehicle (AUV) / Unmanned Underwater Vehicle (UUV))
E5	NON-CORE	Inspect cable systems
E5	NON-CORE	Inspect fleet moorings
E5	NON-CORE	Inspect pipelines
E5	NON-CORE	Inspect waterfront facilities
E7	NON-CORE	Manage diving emergency incidents
E7	NON-CORE	Manage diving equipment maintenance and certification (e.g., Self-Contained Underwater Breathing Apparatus (SCUBA), Surface Supplied Diving (SSD), Diver's Life Support System (DLSS))

UNDERWATER CONSTRUCTION (CONT'D)

Paygrade	Task Type	Task Statements
E7	NON-CORE	Manage light salvage operations
E7	NON-CORE	Manage Ocean Facilities inspection
E7	NON-CORE	Manage Ocean Facilities maintenance
E7	NON-CORE	Manage oceanographic survey teams
E7	NON-CORE	Manage Offshore Petroleum Distribution System (OPDS) operations
E7	NON-CORE	Manage terrestrial explosive construction demolition operations
E7	NON-CORE	Manage underwater construction equipment and tools maintenance
E7	NON-CORE	Manage underwater construction projects
E7	NON-CORE	Manage underwater explosive construction demolition operations
E7	NON-CORE	Manage underwater search and recovery operations
E7	NON-CORE	Manage watercraft program
E5	NON-CORE	Perform diving emergency procedures
E5	NON-CORE	Perform light salvage operations
E5	NON-CORE	Perform Offshore Petroleum Distribution System (OPDS) operations
E6	NON-CORE	Plan terrestrial explosive construction demolition
E6	NON-CORE	Plan underwater explosive construction demolition
E5	NON-CORE	Provide diving assistance during Maritime Prepositioning Force (MPF) operations
E5	NON-CORE	Repair cable systems
E5	NON-CORE	Repair fleet moorings
E5	NON-CORE	Repair pipelines
E5	NON-CORE	Repair waterfront facilities
E6	NON-CORE	Supervise construction of fleet moorings, waterfront facilities, pipelines, and cable systems
E6	NON-CORE	Supervise diving emergency incidents
E6	NON-CORE	Supervise diving equipment maintenance and certification (e.g., Self-Contained Underwater Breathing Apparatus (SCUBA), Surface Supplied Diving (SSD), Diver's Life Support System (DLSS))
E6	NON-CORE	Supervise hyperbaric treatments
E6	NON-CORE	Supervise inspection of fleet moorings, waterfront facilities, pipelines, and cable systems
E6	NON-CORE	Supervise light salvage operations
E6	NON-CORE	Supervise oceanographic survey team
E6	NON-CORE	Supervise Offshore Petroleum Distribution System (OPDS) operations
E6	NON-CORE	Supervise preventive maintenance of fleet moorings, waterfront facilities, pipelines, and cable systems
E6	NON-CORE	Supervise repairs of fleet moorings, waterfront facilities, pipelines, and cable systems
E6	NON-CORE	Supervise terrestrial explosive construction demolition operations
E6	NON-CORE	Supervise underwater construction equipment and tools maintenance
E6	NON-CORE	Supervise underwater explosive construction demolition operations
E6	NON-CORE	Supervise underwater search and recovery operations
E6	NON-CORE	Supervise watercraft crew during operations
E5	NON-CORE	Transport divers, personnel, and equipment using watercraft

CHAPTER 17

CONSTRUCTION ELECTRICIAN (CE)

NAVPERS 18068-17F
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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

CONSTRUCTION ELECTRICIAN (CE)

SCOPE OF RATING

Construction Electricians (CE) install and repair interior/exterior wiring and overhead and underground primary and secondary distribution systems using conduit, raceways, and direct burial cable; set up, operate, and service power generation electrical equipment; climb poles and towers utilizing lineman equipment; install and service electrical equipment; maintain individual combat readiness, and perform tasks required in contingency operations and disaster preparedness or recovery operations.

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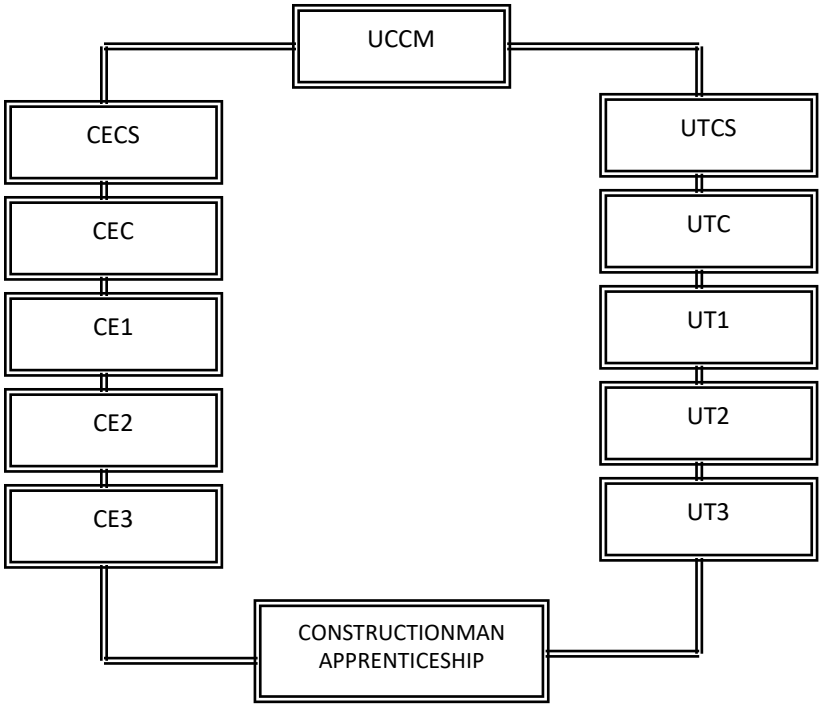
This Occupational Standard is to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 17.

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

Construction Electricians

Job Code

002599

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Construction and Extraction	TBD	CONSTRUCTION ELECTRICIAN	CONSTRUCT ELEC

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	CE	NEC BXXX series,717B, 718B, 804G, 833A and other NECs as assigned

Job Description

Construction Electricians interpret electrical plans and specifications, install and repair interior/exterior wiring and overhead and underground primary and secondary distribution systems using conduit, raceways, and direct burial cable; setup, operate, and service electrical equipment; climb poles and towers utilizing lineman equipment; install and service electrical equipment (i.e., transformers, switching equipment, protective devices, motors and controllers, conventional and alternative electrical systems, portable generators and distribution systems, Uninterruptable Power Supply (UPS), telephone/ communication systems, security and portable lighting systems); as project managers, CEs plan, staff, direct, and control multiple construction projects to include problem solving, planning, estimating, scheduling, cost control and personnel management, ensuring compliance with specifications, code requirements, plans, and contracts; prepare progress reports, time records, construction schedules, and material, labor, tool and equipment estimates for construction projects and act as project supervisors and trainers for junior personnel.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Electricians	172100	Electricians	47-2111.00	Construction and Extraction

Skills	Abilities
Equipment Selection	*Information Ordering*
Reading Comprehension	*Manual Dexterity*
Critical Thinking	*Problem Sensitivity*
Complex Problem Solving	*Deductive Reasoning*
Management of Personnel Resources	*Oral Expression*
Installation	*Written Comprehension*
Quality Control Analysis	*Visualization*
Management of Material Resources	*Spatial Orientation*
Mathematics	*Inductive Reasoning*
Repairing	*Static Strength*

CONSTRUCTION MANAGEMENT

Paygrade	Task Type	Task Statements
E6	NON-CORE	Conduct three-phase quality control inspections
E5	CORE	Develop construction activities
E5	CORE	Develop construction environmental protection plans
E4	CORE	Develop construction estimates
E5	CORE	Develop construction project packages
E4	CORE	Develop construction project sketches and diagrams
E5	CORE	Develop construction safety plans
E5	CORE	Develop master activities
E5	CORE	Develop project three-phase quality control plans
E6	CORE	Establish construction site layouts
E5	CORE	Input project data into construction management software and tools
E5	CORE	Inspect construction materials
E5	CORE	Interpret construction project drawings and specifications
E4	CORE	Inventory project tools and materials

CONSTRUCTION MANAGEMENT (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Lead construction project crew
E7	CORE	Manage construction project resources
E7	CORE	Manage construction project(s)
E7	CORE	Manage construction safety plans
E7	CORE	Manage job site construction operations (e.g., quality control and safety plan implementation, job site information board, level III chart, etc.)
E7	CORE	Manage project quality control plan(s)
E7	CORE	Manage three-phase quality control process
E6	NON-CORE	Monitor construction project contracts
E6	CORE	Supervise construction project crew(s)
E5	CORE	Supervise construction project safety operations
E6	CORE	Supervise environmental protection plans
E6	CORE	Supervise planning and estimating operations
E6	CORE	Supervise project three-phase quality control process
E5	CORE	Turnover construction project
E6	CORE	Validate construction project packages
E5	NON-CORE	Validate project surveys and elevation data

ELECTRICAL AND ELECTRONIC SYSTEM COMPONENTS

Paygrade	Task Type	Task Statements
E5	CORE	Develop electrical and electronic system component wiring diagrams
E4	CORE	Install electrical components and devices
E4	CORE	Install electronic components and devices (e.g., surge protector, Uninterrupted Power Supply (UPS), sensory equipment)
E4	CORE	Interpret electrical and electronic system component drawings and specifications
E4	CORE	Repair electrical equipment
E5	NON-CORE	Repair electronic components and devices (e.g., surge protector, Uninterrupted Power Supply (UPS), sensory equipment)
E4	CORE	Test electrical equipment
E4	CORE	Test electronic components and devices (e.g., surge protector, Uninterrupted Power Supply (UPS), sensory equipment)
E4	CORE	Troubleshoot electrical equipment
E5	CORE	Troubleshoot electronic components and devices (e.g., surge protector, Uninterrupted Power Supply (UPS), sensory equipment)

FACILITIES MANAGEMENT

Paygrade	Task Type	Task Statements
E4	CORE	Conduct facilities corrective maintenance
E4	CORE	Conduct facilities preventive maintenance
E5	CORE	Inspect facilities systems
E7	NON-CORE	Manage facilities maintenance contracts
E7	CORE	Manage facilities maintenance operations (e.g., Camp Maintenance, 3M, MAXIMO)
E6	CORE	Supervise facilities maintenance (e.g., Camp Maintenance, 3M, MAXIMO)

INTERIOR AND EXTERIOR WIRING

Paygrade	Task Type	Task Statements
E4	CORE	Calculate electrical load capacities for conductors
E4	CORE	Calculate electrical load requirements
E4	CORE	Calculate fill capacities for raceways and enclosures
E5	CORE	Develop interior and exterior sketches and wiring diagrams
E4	CORE	Install electrical conductors
E4	CORE	Install electrical conduits and raceways
E4	CORE	Install electrical fixtures and devices
E4	CORE	Install electrical power panels and enclosures
E4	CORE	Install interior/exterior electrical grounding and bonding systems
E4	CORE	Install service entrance equipment
E4	CORE	Interpret interior and exterior wiring drawings and specifications
E4	CORE	Repair interior and exterior wiring systems
E6	CORE	Supervise interior and exterior wiring operational system checks (e.g., tests, repairs, troubleshooting)
E5	CORE	Supervise interior and exterior wiring system installations
E4	CORE	Troubleshoot interior and exterior wiring systems

LIGHTING

Paygrade	Task Type	Task Statements
E5	CORE	Calculate area lighting requirements
E4	CORE	Conduct lighting systems operational checks (e.g., area, commercial, emergency, security, industrial)
E5	CORE	Develop lighting sketches and diagrams
E5	NON-CORE	Install airfield lighting systems
E4	CORE	Install area lighting systems
E4	CORE	Install portable lighting
E5	CORE	Install street lighting systems
E4	CORE	Install temporary lighting systems
E4	CORE	Interpret lighting drawings and specifications
E5	NON-CORE	Repair airfield lighting systems
E5	CORE	Repair lighting systems (e.g., area, commercial, emergency, security, industrial)
E5	CORE	Repair portable lighting
E5	CORE	Repair street lighting systems
E5	CORE	Repair temporary lighting systems
E6	CORE	Supervise lighting system installations
E6	CORE	Supervise lighting system operational system checks (e.g., tests, repairs, troubleshooting)
E5	NON-CORE	Test airfield lighting systems
E4	CORE	Test portable lighting
E5	CORE	Test street lighting system operations
E4	CORE	Test temporary lighting systems

LIGHTING (CONT'D)

Paygrade	Task Type	Task Statements
E5	NON-CORE	Troubleshoot airfield lighting systems
E5	CORE	Troubleshoot lighting systems (e.g., area, commercial, emergency, security, industrial)
E5	CORE	Troubleshoot street lighting systems
E4	CORE	Troubleshoot temporary lighting systems

MOTORS AND CONTROLLERS

Paygrade	Task Type	Task Statements
E5	CORE	Calculate motor and control requirements
E5	CORE	Develop motors and controllers wiring diagrams
E4	CORE	Install electric motor systems (e.g., motor controls, protective devices)
E4	CORE	Interpret motors and controllers drawings and specifications
E5	CORE	Repair electrical motor systems (e.g., motor controls, protective devices)
E5	CORE	Supervise electric motor system installations (e.g., motor controls, protective devices)
E6	CORE	Supervise electric motor system operational checks (e.g., tests, repairs, troubleshooting)
E4	CORE	Test electric motor systems (e.g., motor controls, protective devices)
E5	CORE	Troubleshoot electric motor systems (e.g., motor controls, protective devices)

POWER DISTRIBUTION

Paygrade	Task Type	Task Statements
E5	CORE	Calculate power distribution load requirements
E4	CORE	Climb utility poles
E5	CORE	Conduct aerial work using bucket trucks
E5	CORE	Construct electrical manholes
E5	CORE	Develop power distribution sketches and diagrams
E5	CORE	Develop power distribution system requirements
E5	CORE	Install facilities grounding systems
E4	CORE	Install overhead power distribution systems
E4	CORE	Install power distribution grounding systems
E4	CORE	Install power distribution protection system components
E5	CORE	Install power distribution switch gear
E5	CORE	Install power distribution transformers
E4	CORE	Install service drops
E4	CORE	Install underground power distribution systems
E5	CORE	Install utility poles using auger truck
E4	CORE	Interpret power distribution drawings and specifications
E4	CORE	Locate existing underground electrical utilities
E5	NON-CORE	Repair direct burial cables
E5	CORE	Repair overhead power distribution systems
E5	CORE	Repair power distribution switch gear
E5	NON-CORE	Repair underground power distribution systems
E4	CORE	Rescue personnel from aerial positions

POWER DISTRIBUTION (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Supervise overhead and underground power distribution operational system checks (e.g., tests, repairs, troubleshooting)
E5	CORE	Supervise overhead and underground power distribution systems installations
E4	CORE	Test functionality of power distribution transformers
E5	CORE	Test overhead and underground power distribution systems
E4	CORE	Test power distribution grounding systems for resistance to earth
E5	CORE	Test power distribution switch gear

POWER GENERATION

Paygrade	Task Type	Task Statements
E5	CORE	Calculate power generation load requirements
E4	CORE	Conduct power generation operational system checks
E4	NON-CORE	Install alternative power sources (e.g., solar, wind)
E4	CORE	Install power generation systems
E4	NON-CORE	Install Uninterruptable Power Supply (UPS)
E4	CORE	Provide power supply to a load using generator
E5	NON-CORE	Repair alternative power sources (e.g., solar, wind, batteries)
E5	CORE	Repair power generation systems
E5	NON-CORE	Repair Uninterruptable Power Supply (UPS)
E6	CORE	Supervise power generation installations
E6	CORE	Supervise power generation operations (e.g., tests, repairs, troubleshooting)
E4	NON-CORE	Test alternative power sources (e.g., solar, wind, batteries)
E4	NON-CORE	Test Uninterruptable Power Supply (UPS)
E5	CORE	Troubleshoot power generation systems
E5	NON-CORE	Troubleshoot Uninterruptable Power Supply (UPS)

SEABEE COMMON CORE

Paygrade	Task Type	Task Statements
E4	CORE	Apply combat life saving techniques
E5	NON-CORE	Assess airfield damage
E6	NON-CORE	Assist Maritime Prepositioning Force (MPF) operations
E4	NON-CORE	Conduct convoy security operations
E4	NON-CORE	Conduct crew-served weapons operational checks
E4	CORE	Conduct field communications equipment operational checks
E7	NON-CORE	Conduct Humanitarian Assistance and Disaster Relief (HADR)
E4	CORE	Conduct personal protection and decontamination (DECON) procedures
E4	CORE	Conduct small arms operational checks
E4	CORE	Employ Advance Base Functional Component (ABFC) systems
E4	NON-CORE	Employ crew-served weapons
E4	CORE	Employ field communications equipment
E4	CORE	Employ grenades, mines, and pyrotechnics
E4	CORE	Employ land survival techniques

SEABEE COMMON CORE (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Employ small arms
E4	CORE	Maintain Personal Gear Issue (PGI)
E4	NON-CORE	Palletize cargo and equipment
E4	CORE	Patrol assigned areas
E5	NON-CORE	Perform arrival and departure airfield control group (AACG&DACG) procedures
E4	NON-CORE	Perform Chemical, Biological, Radiological, and Nuclear Defense (CBRND) reconnaissance (i.e., surveying, monitoring, and marking)
E7	CORE	Perform command and control of a company
E4	CORE	Perform command and control of a fire team
E6	CORE	Perform command and control of a platoon
E5	CORE	Perform command and control of a squad
E4	NON-CORE	Perform detailed troop and equipment decontamination (DECON)
E5	NON-CORE	Plan Advance Base Functional Component (ABFC) systems setup
E5	NON-CORE	Plan Airfield Damage Repair (ADR)
E7	NON-CORE	Plan convoy operations
E5	NON-CORE	Plan convoy security operations
E5	NON-CORE	Plan load for embarkation
E6	NON-CORE	Plan unit embarkation
E4	CORE	Prepare cargo and equipment for transport (e.g., weight, balance, and marking)
E4	NON-CORE	Prepare hazardous materials (HAZMAT) for transport
E4	NON-CORE	Repair damaged airfields
E4	CORE	Set tactical defenses
E6	NON-CORE	Supervise Advance Base Functional Component (ABFC) setup
E7	NON-CORE	Supervise Airfield Damage Repair (ADR) operations
E7	NON-CORE	Supervise Chemical, Biological, Radiological, and Nuclear Defense (CBRND) operations
E6	NON-CORE	Supervise convoy operations
E6	NON-CORE	Supervise convoy security operations
E7	NON-CORE	Supervise embarkation and debarkation operations
E4	CORE	Transport troops and equipment (e.g., convoy)

UNDERWATER CONSTRUCTION

Paygrade	Task Type	Task Statements
E5	NON-CORE	Conduct corrective maintenance on certified Diver's Life Support Systems (DLSS)
E5	NON-CORE	Conduct corrective maintenance on Self-Contained Underwater Breathing Apparatus (SCUBA) diving equipment
E5	NON-CORE	Conduct corrective maintenance on Surface Supplied Diving (SSD) equipment
E5	NON-CORE	Conduct corrective maintenance on underwater construction equipment and tools
E5	NON-CORE	Conduct maritime defensive operations
E5	NON-CORE	Conduct oceanographic surveys
E5	NON-CORE	Conduct preventive maintenance on cable systems

UNDERWATER CONSTRUCTION (CONT'D)

Paygrade	Task Type	Task Statements
E5	NON-CORE	Conduct preventive maintenance on certified Diver's Life Support Systems (DLSS)
E5	NON-CORE	Conduct preventive maintenance on fleet moorings
E5	NON-CORE	Conduct preventive maintenance on pipelines
E5	NON-CORE	Conduct preventive maintenance on Self-Contained Underwater Breathing Apparatus (SCUBA) diving equipment
E5	NON-CORE	Conduct preventive maintenance on Surface Supplied Diving (SSD) equipment
E5	NON-CORE	Conduct preventive maintenance on underwater construction equipment and tools
E5	NON-CORE	Conduct preventive maintenance on waterfront facilities
E5	NON-CORE	Conduct terrestrial construction demolition using explosives
E5	NON-CORE	Conduct underwater construction demolition using explosives
E5	NON-CORE	Conduct underwater search and recovery operations
E5	NON-CORE	Construct cable systems
E5	NON-CORE	Construct fleet moorings
E5	NON-CORE	Construct pipelines
E5	NON-CORE	Construct waterfront facilities
E5	NON-CORE	Deploy underwater vehicles (e.g., Remotely Operated Vehicle (ROV) / Autonomous Underwater Vehicle (AUV) / Unmanned Underwater Vehicle (UUV))
E5	NON-CORE	Inspect cable systems
E5	NON-CORE	Inspect fleet moorings
E5	NON-CORE	Inspect pipelines
E5	NON-CORE	Inspect waterfront facilities
E7	NON-CORE	Manage diving emergency incidents
E7	NON-CORE	Manage diving equipment maintenance and certification (e.g., Self-Contained Underwater Breathing Apparatus (SCUBA), Surface Supplied Diving (SSD), Diver's Life Support System (DLSS))
E7	NON-CORE	Manage light salvage operations
E7	NON-CORE	Manage Ocean Facilities inspections
E7	NON-CORE	Manage Ocean Facilities maintenance
E7	NON-CORE	Manage oceanographic survey teams
E7	NON-CORE	Manage Offshore Petroleum Distribution System (OPDS) operations
E7	NON-CORE	Manage terrestrial explosive construction demolition operations
E7	NON-CORE	Manage underwater construction equipment and tools maintenance
E7	NON-CORE	Manage underwater construction projects
E7	NON-CORE	Manage underwater explosive construction demolition operations
E7	NON-CORE	Manage underwater search and recovery operations
E7	NON-CORE	Manage watercraft program
E5	NON-CORE	Perform diving emergency procedures
E5	NON-CORE	Perform light salvage operations
E5	NON-CORE	Perform Offshore Petroleum Distribution System (OPDS) operations
E6	NON-CORE	Plan terrestrial explosive construction demolition

UNDERWATER CONSTRUCTION (CONT'D)

Paygrade	Task Type	Task Statements
E6	NON-CORE	Plan underwater explosive construction demolition
E5	NON-CORE	Provide diving assistance during Maritime Prepositioning Force (MPF) operations
E5	NON-CORE	Repair cable systems
E5	NON-CORE	Repair fleet moorings
E5	NON-CORE	Repair pipelines
E5	NON-CORE	Repair waterfront facilities
E6	NON-CORE	Supervise construction of fleet moorings, waterfront facilities, pipelines, and cable systems
E6	NON-CORE	Supervise diving emergency incidents
E6	NON-CORE	Supervise diving equipment maintenance and certification (e.g., Self-Contained Underwater Breathing Apparatus (SCUBA), Surface Supplied Diving (SSD), Diver's Life Support System (DLSS))
E6	NON-CORE	Supervise hyperbaric treatments
E6	NON-CORE	Supervise inspection of fleet moorings, waterfront facilities, pipelines, and cable systems
E6	NON-CORE	Supervise light salvage operations
E6	NON-CORE	Supervise oceanographic survey team
E6	NON-CORE	Supervise Offshore Petroleum Distribution System (OPDS) operations
E6	NON-CORE	Supervise preventive maintenance of fleet moorings, waterfront facilities, pipelines, and cable systems
E6	NON-CORE	Supervise repairs of fleet moorings, waterfront facilities, pipelines, and cable systems
E6	NON-CORE	Supervise terrestrial explosive construction demolition operations
E6	NON-CORE	Supervise underwater construction equipment and tools maintenance
E6	NON-CORE	Supervise underwater explosive construction demolition operations
E6	NON-CORE	Supervise underwater search and recovery operations
E6	NON-CORE	Supervise watercraft crew during operations
E5	NON-CORE	Transport divers, personnel, and equipment using watercraft

CHAPTER 18

CONSTRUCTION MECHANIC
(CM)

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

CONSTRUCTION MECHANIC (CM)

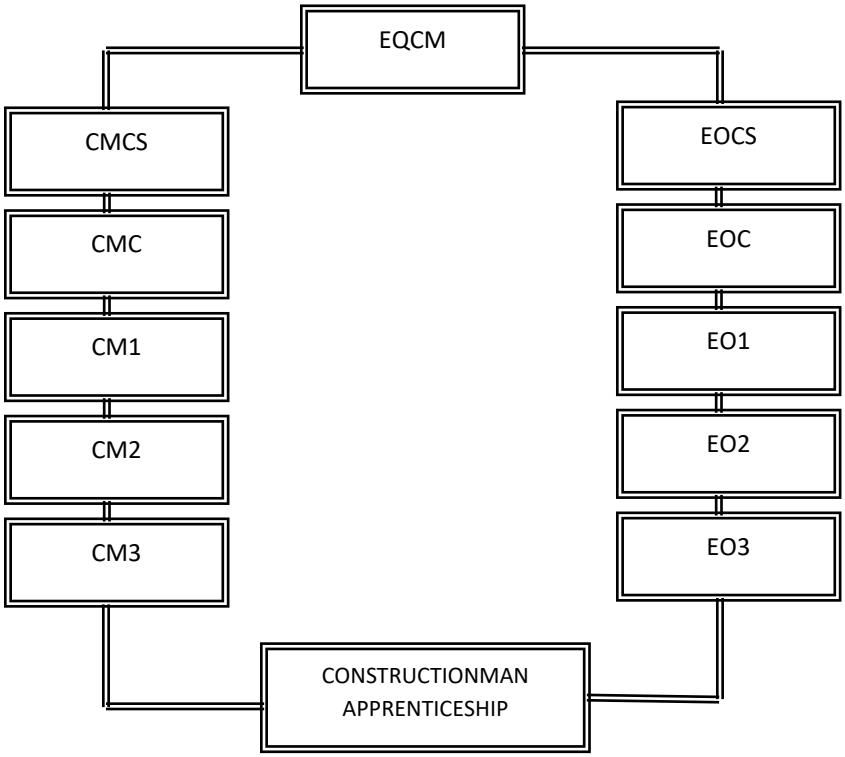
SCOPE OF RATING

Construction Mechanics (CM) perform tasks involved in diagnosis, maintenance, repair, and overhaul of automotive, material/weight handling and construction equipment; assign and supervise activities of personnel who locate, analyze, and correct malfunctions in equipment; research, order, and receive repair parts; maintain records; prepare requisitions and reports; train personnel in repair procedures and techniques; maintain individual combat and operational readiness; and perform tasks required in combat and disaster preparedness or recovery operations.

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 18.

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

Construction Mechanic

Job Code

002604

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Installation, Maintenance, and Repair	TBD	CONSTRUCTION MECHANIC	CONSTRUCT MECH

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	CM	NEC BXXX series,717B, 718B, 804G, 833A and other NECs as assigned

Job Description

Construction Mechanics perform tasks involved in diagnosis, maintenance, repair, and overhaul of automotive, material/weight handling, and construction equipment; assign and supervise activities of personnel who locate, analyze, and correct malfunctions in equipment; research, order, and receive repair parts; maintain records; prepare requisitions and reports; train personnel in repair procedures and techniques; and prepare progress reports, time records and schedules for tasking. As shop supervisors, they plan, staff, direct, and control multiple work centers to include problem solving, planning, scheduling, cost control and personnel management ensuring compliance with specifications, code requirements, plans, and contracts; and act as work center supervisors and trainers for junior personnel.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Construction Equipment	161200	Automotive Master Mechanics	49-3023.01	Installation, Maintenance, and Repair

Skills	Abilities
Systems Evaluation	*Written Comprehension*
Quality Control Analysis	*Problem Sensitivity*
Equipment Maintenance	*Multi-limb Coordination*
Management of Material Resources	*Control Precision*
Complex Problem Solving	*Written Expression*
Installation	*Information Ordering*
Repairing	*Inductive Reasoning*
Equipment Selection	*Perceptual Speed*
Operation and Control	*Manual Dexterity*
Management of Personnel Resources	*Oral Expression*

BODY SYSTEMS

Paygrade	Task Type	Task Statements
E4	CORE	Adjust body systems/components
E4	CORE	Assemble body systems/components
E4	CORE	Conduct preventive maintenance on body systems/components
E4	NON-CORE	Conduct preventive maintenance on force protection materials
E4	CORE	Inspect body systems/components
E4	NON-CORE	Inspect force protection materials on vehicles
E4	NON-CORE	Install force protection materials on vehicles
E4	NON-CORE	Paint equipment
E5	NON-CORE	Perform oxygen/gas cutting and welding
E4	NON-CORE	Prepare surfaces for painting
E4	CORE	Repair body systems/components
E4	NON-CORE	Repair vehicle body damage
E4	CORE	Replace body systems/components
E4	NON-CORE	Replace force protection materials on vehicles
E4	CORE	Troubleshoot body systems/components

BODY SYSTEMS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Validate body systems/components
E4	NON-CORE	Validate force protection materials on vehicles
E5	NON-CORE	Weld ferrous/non-ferrous metals

BRAKE SYSTEMS

Paygrade	Task Type	Task Statements
E4	CORE	Adjust brake system components (e.g., mechanical and electrical)
E4	CORE	Adjust hydraulic brake system components
E4	CORE	Adjust pneumatic brake system components
E4	CORE	Conduct preventive maintenance on anti-lock brake system components
E4	CORE	Conduct preventive maintenance on brake system components (e.g., mechanical and electrical)
E4	CORE	Conduct preventive maintenance on hydraulic brake system components
E4	CORE	Conduct preventive maintenance on pneumatic brake system components
E5	CORE	Inspect anti-lock brake system components
E5	CORE	Inspect brake system components (e.g., mechanical and electrical)
E5	CORE	Inspect hydraulic brake system components
E5	CORE	Inspect pneumatic brake system components
E4	CORE	Repair brake system components (e.g., mechanical and electrical)
E4	CORE	Repair hydraulic brake system components
E4	CORE	Repair pneumatic brake system components
E4	CORE	Replace anti-lock brake system components
E4	CORE	Replace brake system components (e.g., mechanical and electrical)
E4	CORE	Replace hydraulic brake system components
E4	CORE	Replace pneumatic brake system components
E5	CORE	Troubleshoot anti-lock brake system components
E5	CORE	Troubleshoot brake system components (e.g., mechanical and electrical)
E5	CORE	Troubleshoot hydraulic brake system components
E5	CORE	Troubleshoot pneumatic brake system components
E5	CORE	Validate anti-lock brake system components
E5	CORE	Validate brake system components (e.g., mechanical and electrical)
E5	CORE	Validate hydraulic brake system components
E5	CORE	Validate pneumatic brake system components

CHASSIS SYSTEMS

Paygrade	Task Type	Task Statements
E4	CORE	Adjust track components
E4	CORE	Adjust wheel and tire assemblies/components
E4	CORE	Assemble wheel and tire assemblies/components
E4	CORE	Balance wheel and tire assemblies/components
E4	CORE	Conduct preventive maintenance on track components

CHASSIS SYSTEMS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Conduct preventive maintenance on wheel and tire assemblies/components
E5	CORE	Inspect track components
E4	CORE	Inspect wheel and tire assemblies/components
E5	CORE	Repair track components
E4	CORE	Repair wheel and tire assemblies/components
E5	CORE	Replace track components
E4	CORE	Replace wheel and tire assemblies/components
E5	CORE	Troubleshoot track components
E4	CORE	Troubleshoot wheel and tire assemblies/components
E5	CORE	Validate track components
E4	CORE	Validate wheel and tire assemblies/components

CLIMATE CONTROL

Paygrade	Task Type	Task Statements
E4	CORE	Conduct preventive maintenance on heating systems/components
E4	CORE	Conduct preventive maintenance on ventilation systems/components
E5	CORE	Inspect air conditioning systems/components
E5	CORE	Inspect heating systems/components
E4	CORE	Inspect ventilation systems/components
E5	CORE	Repair air conditioning systems/components
E4	CORE	Repair heating systems/components
E4	CORE	Repair ventilation systems/components
E5	CORE	Replace air conditioning systems/components
E4	CORE	Replace heating systems/components
E4	CORE	Replace ventilation systems/components
E5	CORE	Troubleshoot air conditioning systems/components
E5	CORE	Troubleshoot heating systems/components
E4	CORE	Troubleshoot ventilation systems/components
E5	CORE	Validate air conditioning systems/components
E4	CORE	Validate heating systems/components
E4	CORE	Validate ventilation systems/components

COOLING SYSTEMS

Paygrade	Task Type	Task Statements
E4	CORE	Conduct preventive maintenance on cooling systems/components
E4	CORE	Inspect cooling systems/components
E4	CORE	Repair cooling systems/components
E4	CORE	Replace cooling systems/components
E5	CORE	Troubleshoot cooling systems/components
E4	CORE	Validate cooling systems/components

HYDRAULIC AND PNEUMATIC SYSTEMS

Paygrade	Task Type	Task Statements
E5	CORE	Adjust hydraulic systems/components
E5	CORE	Adjust pneumatic systems/components
E4	CORE	Conduct preventive maintenance on hydraulic systems/components
E4	CORE	Conduct preventive maintenance on pneumatic systems/components
E5	CORE	Inspect hydraulic systems/components
E5	CORE	Inspect pneumatic systems/components
E4	CORE	Repair hydraulic systems/components
E4	CORE	Repair pneumatic systems/components
E4	CORE	Replace hydraulic systems/components
E4	CORE	Replace pneumatic systems/components
E5	CORE	Troubleshoot hydraulic systems/components
E5	CORE	Troubleshoot pneumatic systems/components
E5	CORE	Validate hydraulic systems/components
E5	CORE	Validate pneumatic systems/components

INTERNAL COMBUSTION ENGINES

Paygrade	Task Type	Task Statements
E5	CORE	Adjust diesel engine components
E5	CORE	Adjust diesel engine systems
E5	CORE	Adjust gasoline engine components
E5	CORE	Adjust gasoline engine systems
E5	CORE	Adjust internal combustion engines
E4	CORE	Conduct preventive maintenance on diesel engine components
E4	CORE	Conduct preventive maintenance on diesel engine systems
E4	CORE	Conduct preventive maintenance on emission systems
E4	CORE	Conduct preventive maintenance on gasoline engine components
E4	CORE	Conduct preventive maintenance on gasoline engine systems
E4	CORE	Conduct preventive maintenance on internal combustion engines
E5	CORE	Inspect diesel engine components
E5	CORE	Inspect diesel engine systems
E5	CORE	Inspect emission systems
E5	CORE	Inspect gasoline engine components
E5	CORE	Inspect gasoline engine systems
E5	CORE	Inspect internal combustion engines
E4	CORE	Repair diesel engine components
E4	CORE	Repair diesel engine systems
E4	CORE	Repair emission systems
E4	CORE	Repair gasoline engine components
E4	CORE	Repair gasoline engine systems
E4	CORE	Repair internal combustion engines

INTERNAL COMBUSTION ENGINES (CON'T)

Paygrade	Task Type	Task Statements
E4	CORE	Replace diesel engine components
E5	CORE	Replace diesel engine systems
E4	CORE	Replace emission systems
E4	CORE	Replace gasoline engine components
E4	CORE	Replace gasoline engine systems
E5	CORE	Replace internal combustion engines
E5	CORE	Troubleshoot diesel engine systems
E5	CORE	Troubleshoot emission systems
E5	CORE	Troubleshoot gasoline engine components
E5	CORE	Troubleshoot gasoline engine systems
E5	CORE	Troubleshoot internal combustion engines
E5	CORE	Validate diesel engine components
E5	CORE	Validate diesel engine systems
E5	CORE	Validate emission systems
E5	CORE	Validate gasoline engine components
E5	CORE	Validate gasoline engine systems
E6	CORE	Validate internal combustion engines

POWER GENERATION

Paygrade	Task Type	Task Statements
E5	NON-CORE	Adjust power generation components
E5	NON-CORE	Inspect power generation components
E5	NON-CORE	Perform generator operational load tests
E4	NON-CORE	Repair power generation components
E4	NON-CORE	Replace power generation components
E5	NON-CORE	Troubleshoot power generation components
E5	NON-CORE	Validate power generation components

POWER TRAINS

Paygrade	Task Type	Task Statements
E4	CORE	Adjust auxiliary system components
E4	CORE	Adjust drive train components
E5	CORE	Assemble auxiliary system components
E4	CORE	Conduct preventive maintenance on auxiliary system components
E4	CORE	Conduct preventive maintenance on drive train components
E5	CORE	Inspect auxiliary system components
E5	CORE	Inspect drive train components
E5	CORE	Install auxiliary system components
E4	CORE	Repair auxiliary system components
E4	CORE	Repair drive train components
E4	CORE	Replace auxiliary system components

POWER TRAINS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Replace drive train components
E5	CORE	Troubleshoot auxiliary system components
E5	CORE	Troubleshoot drive train components
E5	CORE	Validate auxiliary system components
E5	CORE	Validate drive train components

SEABEE COMMON CORE

Paygrade	Task Type	Task Statements
E4	CORE	Apply combat life saving techniques
E5	NON-CORE	Assess airfield damage
E6	NON-CORE	Assist Maritime Prepositioning Force (MPF) operations
E4	NON-CORE	Conduct convoy security operations
E4	NON-CORE	Conduct crew-served weapons operational checks
E4	CORE	Conduct field communications equipment operational checks
E7	NON-CORE	Conduct Humanitarian Assistance and Disaster Relief (HADR)
E4	CORE	Conduct personal protection and decontamination (DECON) procedures
E4	CORE	Conduct small arms operational checks
E4	CORE	Employ Advance Base Functional Component (ABFC) systems
E4	NON-CORE	Employ crew-served weapons
E4	CORE	Employ field communications equipment
E4	CORE	Employ grenades, mines, and pyrotechnics
E4	CORE	Employ land survival techniques
E4	CORE	Employ small arms
E4	CORE	Maintain Personal Gear Issue (PGI)
E4	NON-CORE	Palletize cargo and equipment
E4	CORE	Patrol assigned areas
E5	NON-CORE	Perform arrival and departure airfield control group (AACG&DACG) procedures
E4	NON-CORE	Perform Chemical, Biological, Radiological, and Nuclear Defense (CBRND) reconnaissance (i.e., surveying, monitoring, and marking)
E7	CORE	Perform command and control of a company
E4	CORE	Perform command and control of a fire team
E6	CORE	Perform command and control of a platoon
E5	CORE	Perform command and control of a squad
E4	NON-CORE	Perform detailed troop and equipment decontamination (DECON)
E5	NON-CORE	Plan Advance Base Functional Component (ABFC) systems setup
E5	NON-CORE	Plan Airfield Damage Repair (ADR)
E5	NON-CORE	Plan convoy operations
E7	NON-CORE	Plan convoy security operations
E5	NON-CORE	Plan load for embarkation
E6	NON-CORE	Plan unit embarkation

SEABEE COMMON CORE (CON'T)

Paygrade	Task Type	Task Statements
E4	CORE	Prepare cargo and equipment for transport (e.g., weight, balance, and marking)
E4	NON-CORE	Prepare hazardous materials (HAZMAT) for transport
E4	NON-CORE	Repair damaged airfields
E4	CORE	Set tactical defenses
E6	NON-CORE	Supervise Advance Base Functional Component (ABFC) setup
E7	NON-CORE	Supervise Airfield Damage Repair (ADR) operations
E7	NON-CORE	Supervise Chemical, Biological, Radiological, and Nuclear Defense (CBRND) operations
E6	NON-CORE	Supervise convoy operations
E6	NON-CORE	Supervise convoy security operations
E7	NON-CORE	Supervise embarkation and debarkation operations
E4	CORE	Transport troops and equipment (e.g., convoy)

STEERING AND SUSPENSION SYSTEMS

Paygrade	Task Type	Task Statements
E5	CORE	Adjust steering systems/components
E5	CORE	Adjust suspension system components
E4	CORE	Assemble suspension system components
E4	CORE	Conduct preventive maintenance on steering systems/components
E4	CORE	Conduct preventive maintenance on suspension system components
E4	CORE	Conduct preventive maintenance on suspension systems
E5	CORE	Inspect steering systems/components
E5	CORE	Inspect suspension system components
E5	CORE	Inspect suspension systems
E4	CORE	Repair steering systems/components
E4	CORE	Repair suspension system components
E4	CORE	Replace steering systems/components
E4	CORE	Replace suspension system components
E5	CORE	Troubleshoot steering systems/components
E5	CORE	Troubleshoot suspension system components
E5	CORE	Troubleshoot suspension systems
E5	CORE	Validate steering systems/components
E5	CORE	Validate suspension system components
E5	CORE	Validate suspension systems

TABLE OF ALLOWANCE (TOA) MANAGEMENT

Paygrade	Task Type	Task Statements
E4	CORE	Calibrate tools
E6	NON-CORE	Inspect technical libraries
E6	CORE	Inspect tool room program
E4	NON-CORE	Maintain technical libraries

TABLE OF ALLOWANCE (TOA) MANAGEMENT (CON'T)

Paygrade	Task Type	Task Statements
E4	CORE	Maintain tools and tool room programs
E7	CORE	Manage Battalion Equipment Evaluation Program (BEEP)
E7	CORE	Manage equipment maintenance programs
E7	CORE	Manage tool room operations
E6	CORE	Supervise Battalion Equipment Evaluation Program (BEEP)
E6	CORE	Supervise Inactive Equipment Maintenance (IEM) program
E6	CORE	Supervise maintenance shop operations
E4	CORE	Test tools

UNDERWATER CONSTRUCTION

Paygrade	Task Type	Task Statements
E5	NON-CORE	Conduct corrective maintenance on certified Diver's Life Support Systems (DLSS)
E5	NON-CORE	Conduct corrective maintenance on Self-Contained Underwater Breathing Apparatus (SCUBA) diving equipment
E5	NON-CORE	Conduct corrective maintenance on Surface Supplied Diving (SSD) equipment
E5	NON-CORE	Conduct corrective maintenance on underwater construction equipment and tools
E5	NON-CORE	Conduct maritime defensive operations
E5	NON-CORE	Conduct oceanographic surveys
E5	NON-CORE	Conduct preventive maintenance of cable systems
E5	NON-CORE	Conduct preventive maintenance of fleet moorings
E5	NON-CORE	Conduct preventive maintenance of pipelines
E5	NON-CORE	Conduct preventive maintenance of waterfront facilities
E5	NON-CORE	Conduct preventive maintenance on certified Diver's Life Support Systems (DLSS)
E5	NON-CORE	Conduct preventive maintenance on Self-Contained Underwater Breathing Apparatus (SCUBA) diving equipment
E5	NON-CORE	Conduct preventive maintenance on Surface Supplied Diving (SSD) equipment
E5	NON-CORE	Conduct preventive maintenance on underwater construction equipment and tools
E5	NON-CORE	Conduct terrestrial construction demolition using explosives
E5	NON-CORE	Conduct underwater construction demolition using explosives
E5	NON-CORE	Conduct underwater search and recovery operations
E5	NON-CORE	Construct cable systems
E5	NON-CORE	Construct fleet moorings
E5	NON-CORE	Construct pipelines
E5	NON-CORE	Construct waterfront facilities
E5	NON-CORE	Deploy underwater vehicles (e.g., Remotely Operated Vehicle (ROV) / Autonomous Underwater Vehicle (AUV) / Unmanned Underwater Vehicle (UUV))
E5	NON-CORE	Inspect cable systems
E5	NON-CORE	Inspect fleet moorings
E5	NON-CORE	Inspect pipelines
E5	NON-CORE	Inspect waterfront facilities
E7	NON-CORE	Manage diving emergency incidents

UNDERWATER CONSTRUCTION (CON'T)

Paygrade	Task Type	Task Statements
E7	NON-CORE	Manage diving equipment maintenance and certification (e.g., SCUBA, SSD, DLSS)
E7	NON-CORE	Manage light salvage operations
E7	NON-CORE	Manage Ocean Facilities inspection
E7	NON-CORE	Manage Ocean Facilities maintenance
E7	NON-CORE	Manage oceanographic survey teams
E7	NON-CORE	Manage Offshore Petroleum Distribution System (OPDS) operations
E7	NON-CORE	Manage terrestrial explosive construction demolition operations
E7	NON-CORE	Manage underwater construction equipment and tools maintenance
E7	NON-CORE	Manage underwater construction projects
E7	NON-CORE	Manage underwater explosive construction demolition operations
E7	NON-CORE	Manage underwater search and recovery operations
E7	NON-CORE	Manage watercraft program
E5	NON-CORE	Perform diving emergency procedures
E5	NON-CORE	Perform light salvage operations
E5	NON-CORE	Perform Offshore Petroleum Distribution System (OPDS) operations
E6	NON-CORE	Plan terrestrial explosive construction demolition
E6	NON-CORE	Plan underwater explosive construction demolition
E5	NON-CORE	Provide diving assistance during Maritime Prepositioning Force (MPF) operations
E5	NON-CORE	Repair cable systems
E5	NON-CORE	Repair fleet moorings
E5	NON-CORE	Repair pipelines
E5	NON-CORE	Repair waterfront facilities
E6	NON-CORE	Supervise construction of fleet moorings, waterfront facilities, pipelines, and cable systems
E6	NON-CORE	Supervise diving emergency incidents
E6	NON-CORE	Supervise diving equipment maintenance and certification (e.g., SCUBA, SSD, DLSS)
E6	NON-CORE	Supervise hyperbaric treatments
E6	NON-CORE	Supervise inspection of fleet moorings, waterfront facilities, pipelines, and cable systems
E6	NON-CORE	Supervise light salvage operations
E6	NON-CORE	Supervise oceanographic survey team
E6	NON-CORE	Supervise Offshore Petroleum Distribution System (OPDS) operations
E6	NON-CORE	Supervise preventive maintenance of fleet moorings, waterfront facilities, pipelines, and cable systems
E6	NON-CORE	Supervise repairs of fleet moorings, waterfront facilities, pipelines, and cable systems
E6	NON-CORE	Supervise terrestrial explosive construction demolition operations
E6	NON-CORE	Supervise underwater construction equipment and tools maintenance
E6	NON-CORE	Supervise underwater explosive construction demolition operations
E6	NON-CORE	Supervise underwater search and recovery operations

UNDERWATER CONSTRUCTION (CON'T)

Paygrade	Task Type	Task Statements
E6	NON-CORE	Supervise watercraft crew during operations
E5	NON-CORE	Transport divers, personnel, and equipment using watercraft

VEHICLE/EQUIPMENT ELECTRICAL SYSTEMS

Paygrade	Task Type	Task Statements
E5	CORE	Adjust electrical components
E4	CORE	Conduct preventive maintenance on electrical components
E5	CORE	Inspect electrical components
E5	CORE	Inspect electrical systems
E4	CORE	Install electrical components
E4	NON-CORE	Install electrical systems
E4	CORE	Repair electrical components
E4	CORE	Repair electrical systems
E4	CORE	Replace electrical components
E4	CORE	Troubleshoot electrical components
E4	CORE	Troubleshoot electrical systems
E5	CORE	Validate electrical components
E5	CORE	Validate electrical systems

VEHICLE/EQUIPMENT ELECTRONIC AND DIAGNOSTIC SYSTEMS

Paygrade	Task Type	Task Statements
E5	CORE	Adjust electronic components
E5	CORE	Adjust electronic systems
E4	CORE	Conduct preventive maintenance on electronic components
E5	CORE	Inspect electronic components
E5	CORE	Inspect electronic systems
E4	CORE	Repair electronic systems
E4	CORE	Replace electronic components
E5	CORE	Replace Electronic Control Modules (ECM)
E5	CORE	Test electronic systems
E5	CORE	Troubleshoot electronic components
E5	CORE	Troubleshoot Electronic Control Module (ECM)
E5	CORE	Troubleshoot electronic systems
E5	CORE	Validate electronic components
E6	CORE	Validate Electronic Control Modules (ECM)

VEHICLE/EQUIPMENT FUEL SYSTEMS

Paygrade	Task Type	Task Statements
E5	CORE	Adjust fuel systems/components
E5	CORE	Assemble fuel systems/components
E4	CORE	Conduct preventive maintenance on fuel systems/components
E5	CORE	Inspect fuel systems/components

VEHICLE/EQUIPMENT FUEL SYSTEMS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Repair fuel systems/components
E4	CORE	Replace fuel systems/components
E5	CORE	Troubleshoot fuel systems/components
E5	CORE	Validate fuel systems/components

WEIGHT HANDLING EQUIPMENT MAINTENANCE

Paygrade	Task Type	Task Statements
E5	NON-CORE	Adjust crane systems
E5	NON-CORE	Conduct preventive maintenance on crane systems
E5	NON-CORE	Inspect crane systems
E7	CORE	Manage crane maintenance programs
E5	NON-CORE	Repair crane systems
E5	NON-CORE	Replace crane systems
E6	NON-CORE	Supervise crane maintenance program operations
E5	NON-CORE	Troubleshoot crane systems
E6	NON-CORE	Validate crane systems

CHAPTER 19

CONSTRUCTIONMAN
(CN)

NAVPERS 18068F-19D
Change 81

Updated: January 2020

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CONSTRUCTIONMAN (CN)

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NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

CONSTRUCTIONMAN (CN)

APPRENTICESHIP

SCOPE OF RATING

Constructionmen (CN) perform tasks directly related to the seven construction ratings during all phases of construction; assist in the preparation and completion of construction projects at the crew member level and support facilities maintenance and repairs; know how to apply individual and team Chemical, Biological, Radiological and Nuclear Explosive (CBRNE) protective measures; maintain individual expeditionary combat readiness at the fire team level; and stand communicator and messenger watches and assist in tasks required in combat and disaster preparedness or Humanitarian Assistance Disaster Recovery (HADR) operations.

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 19.

GENERAL INFORMATION

CAREER PATH FROM THE CONSTRUCTIONMAN APPRENTICESHIP

RATING TITLE	E-4	E-5	E-6	E-7	E-8	E-9
Builder	BU3	BU2	BU1	BUC	*CUCS	*CUCM
Construction Electrician	CE3	CE2	CE1	CEC	CECS	*UCCM
Construction Mechanic	CM3	CM2	CM1	CMC	CMCS	*EQCM
Engineering Aid	EA3	EA2	EA1	EAC	*CUCS	*CUCM
Equipment Operator	EO3	EO2	EO1	EOC	EOCS	*EQCM
Steelworker	SW3	SW2	SW1	SWC	*CUCS	*CUCM
Utilitiesman	UT3	UT2	UT1	UTC	UTCS	*UCCM

* indicates rating compression at paygrade E8/E9. Rating names change as follows:

CUCS = Senior Chief Constructionman

CUCM = Master Chief Constructionman

EQCM = Master Chief Equipmentman

UCCM = Master Chief Utilitiesman

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

Constructionman

Job Code

002688

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Construction and Extraction	TBD	CONSTRUCTIONMAN	CONSTRUCTMAN

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	CN	N/A

Job Description

Constructionmen (CN) perform tasks directly related to the seven construction ratings during all phases of construction; assist in the preparation and completion of construction projects at the crew member level and support facilities maintenance and repairs; know how to apply individual and team Chemical, Biological, Radiological and Nuclear Explosive (CBRNE) protective measures; maintain individual expeditionary combat readiness at the fire team level; and stand communicator and messenger watches and assist in tasks required in combat and disaster preparedness or Humanitarian Assistance Disaster Recovery (HADR) operations.

DoD Relationship

Group Title	*DoD Code*
Construction, General	171000

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
Helpers, Construction Trades, All Other	47-3019.00	Construction and Extraction

Skills	Abilities
Critical Thinking	*Manual Dexterity*
Judgment and Decision Making	*Reaction Time*
Coordination	*Information Ordering*
Management of Material Resources	*Written Comprehension*
Reading Comprehension	*Arm-Hand Steadiness*
Active Listening	*Fluency of Ideas*
Equipment Selection	*Inductive Reasoning*
Equipment Maintenance	*Problem Sensitivity*
Mathematics	*Deductive Reasoning*
Speaking	*Finger Dexterity*

CONSTRUCTION OPERATIONS

Paygrade	Task Type	Task Statements
E3	CORE	Apply paint and preservative coatings
E3	CORE	Convert standard U.S. weights and measures to the metric system
E3	CORE	Interpret construction sketches and diagrams
E3	CORE	Inventory tool kits, building materials, and repair parts
E3	CORE	Maintain basic hand tools
E3	NON-CORE	Prepare inspection guides and trouble reports (i.e., R1 check / prestart check)
E3	NON-CORE	Prepare trip tickets (DD Form 1970)
E3	CORE	Use basic hand tools

SAFETY

Paygrade	Task Type	Task Statements
E3	CORE	Assist in the cleanup of minor Hazardous Material (HAZMAT) spills
E3	CORE	Employ Operational Risk Management (ORM) procedures
E3	CORE	Employ Personal Protective Equipment (PPE)
E3	CORE	Handle Hazardous Materials (HAZMAT)
E3	CORE	Know how to read and identify Safety Data Sheet (SDS)
E3	CORE	Report safety hazards and violations
E3	CORE	Store Hazardous Materials (HAZMAT) as per Safety Data Sheet (SDS)

SEABEE COMBAT SKILLS

Paygrade	Task Type	Task Statements
E3	CORE	Apply individual cover and concealment measures
E3	CORE	Employ fire team level defensive tactics
E3	CORE	Employ land navigation techniques
E3	CORE	Interpret standard tactical arm and hand signals
E3	CORE	Know how to apply combat life-saving techniques
E3	CORE	Know how to apply individual and team Chemical, Biological, Radiological and Nuclear Explosive (CBRNE) protective measures
E3	CORE	Maintain organizational clothing
E3	CORE	Maintain small arms
E3	CORE	Perform duties of ammo-carrier for crew served weapons
E3	CORE	Perform duties of rifleman
E3	CORE	Receive messages via communication devices
E3	CORE	Send messages via communication devices

WATCHSTANDING

Paygrade	Task Type	Task Statements
E3	CORE	Know command's watch organization
E3	CORE	Maintain watch qualifications
E3	CORE	Maintain watch standing logs and files
E3	CORE	Stand camp maintenance watches
E3	CORE	Stand fire and security watches

CHAPTER 20

CRYPTOLOGIC TECHNICIAN (CT)

NAVPERS 18068-20D
CH-80

Updated: October 2019

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

CRYPTOLOGIC TECHNICIAN (INTERPRETIVE) (CTI)

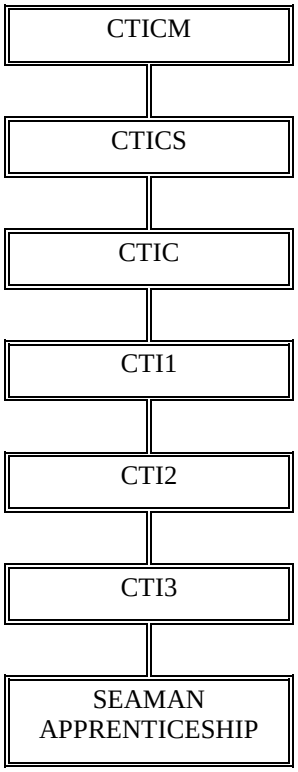
SCOPE OF RATING

Cryptologic Technicians (Interpretive) (CTI) utilize foreign language skills and advanced computer systems in support of strategic, tactical and cyber information operations; collect, process, exploit analyze and report foreign language communications, digital network information, and Signals Of Interest (SOI) to identify, locate and monitor worldwide threats; transcribe, translate and interpret foreign language materials; manage foreign language programs; provide cultural and regional guidance in support of Fleet (special operations, air, surface and subsurface), Joint, national and multi-national consumers and decision makers; and control and safeguard access to classified material and information systems.

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 20.

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

Defense Language Proficiency Test (DLPT) Requirements. All candidates competing for paygrades E-4 (CTI3) through E-9 (CTICM) must achieve a current DLPT score of L2/R2 in the language that reflects their primary duty as determined by the member's commanding officer. Minimum proficiency of L2/R2 must be attained in order to be eligible for the next higher paygrade.

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 **Job Code**

Strategic Language Analyst Operator 001022

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Arts, Design, Entertainment, Sports, and Media	TBD	STRAT LANG ANALYST OPERATOR	STRAT LANG OPR

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	CTI	NEC CXXX Series and other NECs as assigned

Job Description

Strategic Language Analyst Operators utilize signals collection, systems, to identify, collect and geolocate target communications; gist, translate, transcribe, summarize, analyze and provide Quality Assurance (QA) on target foreign language communications; supervise collection management operations; coordinate collection, analysis, processing and reporting of target foreign language communications; analyze target communications infrastructure; advise leadership on cultural and regional factors that impact mission operations; draft Signals Intelligence (SIGINT) reports; maintain cryptologic databases; and perform target development while protecting sensitive methods and sources.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Analysis	123200	Interpreters and Translators	27-3091.00	Arts, Design, Entertainment, Sports, and Media

Skills	Abilities
Critical Thinking	*Information Ordering*
Judgment and Decision Making	*Deductive Reasoning*
Reading Comprehension	*Inductive Reasoning*
Writing	*Memorization*
Active Learning	*Written Expression*
Operations Analysis	*Speed of Closure*
Complex Problem Solving	*Problem Sensitivity*
Coordination	*Category Flexibility*
Quality Control Analysis	*Flexibility of Closure*
Equipment Selection	*Perceptual Speed*

COLLECTION OPERATIONS

Paygrade	Task Type	Task Statements
E5	CORE	Assess collection gaps
E4	CORE	Configure collections systems (e.g., Radio Frequency (RF), metadata, etc.)
E4	CORE	Construct logical queries (e.g., boolean, structured, etc.)
E6	CORE	Coordinate cryptologic missions
E6	CORE	Coordinate geolocation and direction finding operations
E4	NON-CORE	Generate Request For Information (RFI)
E4	NON-CORE	Identify collection gaps
E7	NON-CORE	Manage Distributed Signals Intelligence (SIGINT) Operations (DSO)
E5	CORE	Manage selector taskings
E4	CORE	Perform Distributed Signals Intelligence (SIGINT) Operations (DSO)
E6	CORE	Process collection requirements (e.g., CRN development)
E4	CORE	Process Signals Of Interest (SOI)
E6	CORE	Provide corrective actions for collection anomalies
E4	CORE	Report collection anomalies
E4	NON-CORE	Submit selectors for tasking
E6	CORE	Supervise cryptologic missions
E6	CORE	Support Cryptologic Coverage Plans (CCP)

COLLECTION OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E5	NON-CORE	Support Unmanned Aerial Systems (UAS) operations

INTELLIGENCE DISSEMINATION AND REPORTING

Paygrade	Task Type	Task Statements
E4	CORE	Annotate special dissemination controls
E4	CORE	Brief intelligence information
E4	CORE	Collaborate with other analysts on technical information
E6	CORE	Coordinate special dissemination controls
E4	CORE	Distribute time-sensitive alerts
E6	CORE	Draft Critical Intelligence Communications (CRITIC) messages
E4	CORE	Draft Signals Intelligence (SIGINT) reports
E4	NON-CORE	Draft time-sensitive reports
E4	CORE	Identify information flow within the intelligence cycle
E4	CORE	Identify reporting criteria
E6	CORE	Manage Signals Intelligence (SIGINT) reporting
E5	CORE	Perform Quality Assurance (QA) of language-related content in reports
E5	NON-CORE	Perform Quality Assurance (QA) of SIGINT reports
E4	CORE	Provide Indications and Warnings (I&W)
E5	NON-CORE	Provide input to cyberspace operations intelligence products (e.g., threat assessments, briefings, intelligence studies, etc.)
E4	CORE	Report Critical Intelligence Communications (CRITIC) information
E4	CORE	Report Essential Elements of Information (EEI)
E4	CORE	Report potential threats
E4	CORE	Respond to Request For Information (RFI)
E7	CORE	Supervise command Critical Intelligence Communications (CRITIC) reporting programs

LANGUAGE ANALYSIS AND PROCESSING

Paygrade	Task Type	Task Statements
E6	CORE	Advise others on cultural and regional factors that impact mission operations
E5	NON-CORE	Develop language instructional materials
E4	CORE	Employ language processing tools
E5	CORE	Perform Quality Assurance (QA) of Interagency Language Roundtable (ILR) Level 2 language products
E6	CORE	Perform Quality Assurance (QA) of Interagency Language Roundtable (ILR) Level 2+ language products
E7	CORE	Perform Quality Assurance (QA) of Interagency Language Roundtable (ILR) Level 3 language products
E5	CORE	Prioritize data for processing
E4	CORE	Process Interagency Language Roundtable (ILR) level 2 target language material

LANGUAGE ANALYSIS AND PROCESSING (CONT'D)

Paygrade	Task Type	Task Statements
E6	CORE	Process Interagency Language Roundtable (ILR) level 2+ target language material
E7	CORE	Process Interagency Language Roundtable (ILR) level 3 target language material
E6	NON-CORE	Provide global language instruction
E4	CORE	Provide technical language input to mission planning (e.g., cyber, tactical, strategic, etc.)
E6	CORE	Provide technical language instruction
E4	CORE	Report non-target languages or dialects

SECURITY AND ADMINISTRATION

Paygrade	Task Type	Task Statements
E4	CORE	Control access to restricted areas
E6	CORE	Coordinate language skill maintenance
E7	CORE	Direct resources to meet mission requirements
E7	NON-CORE	Draft policies and procedures in support of Signals Intelligence (SIGINT) operations
E4	CORE	Identify basic information about the US Signals Intelligence (SIGINT) system
E4	CORE	Identify Information Assurance (IA) fundamentals
E4	CORE	Identify Information Security (INFOSEC) fundamentals
E4	CORE	Identify Intelligence Oversight (IO) fundamentals
E4	NON-CORE	Identify provisions of the Foreign Intelligence Surveillance Act (FISA) in mission operations
E4	CORE	Identify provisions of the U.S. Signals Intelligence Directives (USSIDs) system in mission operations
E4	NON-CORE	Identify roles, relationships and responsibilities of elements of the Intelligence Community (IC) worldwide
E7	CORE	Implement emergency destruct plan
E4	CORE	Maintain Sensitive Compartmented Information (SCI) material
E6	NON-CORE	Manage language training requirements
E4	CORE	Transport Sensitive Compartmented Information (SCI) material

TARGET DEVELOPMENT AND EXPLOITATION

Paygrade	Task Type	Task Statements
E4	CORE	Access software-based analysis tools
E4	CORE	Access target technical information (e.g., technical kits, databases, working aids, etc.)
E5	CORE	Analyze adversary critical capabilities and vulnerabilities
E5	CORE	Analyze communication networks
E5	CORE	Analyze communication systems characteristics
E4	CORE	Analyze content
E4	CORE	Analyze metadata
E5	CORE	Analyze target tactics and methodologies

TARGET DEVELOPMENT AND EXPLOITATION (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Analyze threat capabilities
E5	NON-CORE	Assess Information Operations (IO) effects
E5	CORE	Conduct target development
E5	CORE	Conduct trend/pattern of life analysis
E4	CORE	Determine communication network topography
E6	CORE	Determine intelligence gaps
E4	CORE	Determine location using geographic coordinates (e.g., Military Grid Reference System (MGRS), World Geographic Reference (GEOREF), etc.)
E6	NON-CORE	Develop target packages
E5	CORE	Develop target specific working aids
E5	NON-CORE	Develop target templates
E4	CORE	Evaluate target data using software-based analysis tools
E4	CORE	Identify collection sources and techniques
E4	CORE	Identify communication systems characteristics
E4	CORE	Identify digital network communications characteristics
E4	CORE	Identify network fundamentals
E5	CORE	Identify regional and cultural factors that influence target development
E4	CORE	Identify signals fundamentals and radio wave theory
E4	CORE	Identify target capabilities
E4	CORE	Identify telephony characteristics
E5	CORE	Maintain Common Operational Picture (COP)
E4	CORE	Maintain target templates
E4	CORE	Maintain technical databases
E5	CORE	Manage technical databases
E4	CORE	Map communication networks
E4	NON-CORE	Monitor Common Operational Picture (COP)
E5	CORE	Perform fusion analysis
E4	CORE	Perform geolocation and direction finding
E5	CORE	Perform Signals Development (SIGDEV)
E5	NON-CORE	Provide input to battlespace environment evaluations
E6	NON-CORE	Provide input to Intelligence Gain/Loss (IGL) assessments
E5	NON-CORE	Provide input to Signals Intelligence (SIGINT) support packages
E5	CORE	Provide intelligence support to operations
E5	NON-CORE	Provide target nomination recommendations which meet the commander's objectives
E6	CORE	Supervise target activity analysis
E5	NON-CORE	Validate intelligence sources
E7	NON-CORE	Validate Signals Intelligence (SIGINT) support packages
E7	NON-CORE	Validate target packages

Job Title **Job Code**

Tactical Language Analyst Operator 001027

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Arts, Design, Entertainment, Sports, and Media	TBD	TAC LANGUAGE ANALYST OPERATOR	TAC LANG OPR

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	CTI	NEC CXXX Series and other NECs as assigned

Job Description

Tactical Language Analyst Operators utilize signals collection equipment and systems, to provide Indications and Warning (I&W) support to Fleet and Combatant Commanders; collect, analyze, identify and geolocate target communications and infrastructure; gist, translate, transcribe, summarize and report on target foreign language communications; provide Quality Assurance (QA) on information products; advise leadership on cultural and regional factors which impact mission operations; and perform target development while protecting sensitive methods and sources.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Analysis	123200	Interpreters and Translators	27-3091.00	Arts, Design, Entertainment, Sports, and Media

Skills	Abilities
Critical Thinking	*Information Ordering*
Judgment and Decision Making	*Deductive Reasoning*
Reading Comprehension	*Inductive Reasoning*
Writing	*Written Expression*
Operations Analysis	*Memorization*
Active Learning	*Speed of Closure*
Complex Problem Solving	*Category Flexibility*
Coordination	*Problem Sensitivity*
Equipment Selection	*Flexibility of Closure*
Quality Control Analysis	*Perceptual Speed*

COLLECTION OPERATIONS

Paygrade	Task Type	Task Statements
E7	NON-CORE	Adjust collection plans
E5	CORE	Assess collection gaps
E5	NON-CORE	Conduct survey operations
E4	CORE	Configure collections systems (e.g., Radio Frequency (RF), metadata, etc.)
E4	CORE	Construct logical queries (e.g., boolean, structured, etc.)
E6	CORE	Coordinate cryptologic missions
E6	CORE	Coordinate geolocation and direction finding operations
E4	NON-CORE	Generate Request For Information (RFI)
E4	NON-CORE	Identify collection gaps
E4	CORE	Initialize collection systems
E7	NON-CORE	Manage Distributed Signals Intelligence (SIGINT) Operations (DSO)
E5	CORE	Manage selector taskings
E4	CORE	Optimize collection systems
E4	CORE	Perform Distributed Signals Intelligence (SIGINT) Operations (DSO)
E6	CORE	Process collection requirements (e.g., CRN development)
E4	CORE	Process Signals Of Interest (SOI)

COLLECTION OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E6	CORE	Provide corrective actions for collection anomalies
E4	CORE	Report collection anomalies
E4	NON-CORE	Submit selectors for tasking
E6	CORE	Supervise cryptologic missions
E6	CORE	Support Cryptologic Coverage Plans (CCP)
E5	NON-CORE	Support Unmanned Aerial Systems (UAS) operations
E7	NON-CORE	Validate Collection Management Authority (CMA) requirements in support of Intelligence, Surveillance and Reconnaissance (ISR) Concept of Operations (CONOPS)

INTELLIGENCE DISSEMINATION AND REPORTING

Paygrade	Task Type	Task Statements
E4	CORE	Annotate special dissemination controls
E4	CORE	Brief intelligence information
E4	CORE	Collaborate with other analysts on technical information
E6	CORE	Coordinate special dissemination controls
E4	CORE	Distribute time-sensitive alerts
E6	CORE	Draft Critical Intelligence Communications (CRITIC) messages
E4	CORE	Draft Signals Intelligence (SIGINT) reports
E4	NON-CORE	Draft time-sensitive reports
E4	CORE	Identify information flow within the intelligence cycle
E4	CORE	Identify reporting criteria
E6	CORE	Manage Signals Intelligence (SIGINT) reporting
E5	CORE	Perform Quality Assurance (QA) of language-related content in reports
E5	NON-CORE	Perform Quality Assurance (QA) of SIGINT reports
E4	CORE	Provide Indications and Warnings (I&W)
E5	NON-CORE	Provide input to cyberspace operations intelligence products (e.g., threat assessments briefings, intelligence studies, etc.)
E4	CORE	Report Critical Intelligence Communications (CRITIC) information
E4	CORE	Report Essential Elements of Information (EEI)
E4	CORE	Report potential threats
E4	CORE	Respond to Request For Information (RFI)
E6	NON-CORE	Submit priority recommendations to support Commanders Critical Information Requirements (CCIR)
E7	CORE	Supervise command Critical Intelligence Communications (CRITIC) reporting programs

LANGUAGE ANALYSIS AND PROCESSING

Paygrade	Task Type	Task Statements
E6	CORE	Advise others on cultural and regional factors that impact mission operations
E5	NON-CORE	Develop language instructional materials
E4	CORE	Employ language processing tools

LANGUAGE ANALYSIS AND PROCESSING (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Perform Quality Assurance (QA) of Interagency Language Roundtable (ILR) Level 2 language products
E6	CORE	Perform Quality Assurance (QA) of Interagency Language Roundtable (ILR) Level 2+ language products
E7	CORE	Perform Quality Assurance (QA) of Interagency Language Roundtable (ILR) Level 3 language products
E5	CORE	Prioritize data for processing
E4	CORE	Process Interagency Language Roundtable (ILR) level 2 target language material
E6	CORE	Process Interagency Language Roundtable (ILR) level 2+ target language material
E7	CORE	Process Interagency Language Roundtable (ILR) level 3 target language material
E6	NON-CORE	Provide global language instruction
E5	NON-CORE	Provide real-time language analysis
E4	CORE	Provide technical language input to mission planning (e.g., cyber, tactical, strategic, etc.)
E6	CORE	Provide technical language instruction
E4	CORE	Report non-target languages or dialects

SECURITY AND ADMINISTRATION

Paygrade	Task Type	Task Statements
E4	CORE	Control access to restricted areas
E7	CORE	Coordinate augmentation teams for deployment support
E6	CORE	Coordinate language skill maintenance
E7	CORE	Direct resources to meet mission requirements
E7	NON-CORE	Draft policies and procedures in support of Signals Intelligence (SIGINT) operations
E4	CORE	Identify basic information about the US Signals Intelligence (SIGINT) system
E4	CORE	Identify Information Assurance (IA) fundamentals
E4	CORE	Identify Information Security (INFOSEC) fundamentals
E4	CORE	Identify Intelligence Oversight (IO) fundamentals
E4	NON-CORE	Identify provisions of the Foreign Intelligence Surveillance Act (FISA) in mission operations
E4	CORE	Identify provisions of the U.S. Signals Intelligence Directives (USSIDs) system in mission operations
E4	NON-CORE	Identify roles, relationships and responsibilities of elements of the Intelligence Community (IC) worldwide
E7	CORE	Implement emergency destruct plan
E4	CORE	Maintain Sensitive Compartmented Information (SCI) material
E6	NON-CORE	Manage language training requirements
E4	CORE	Transport Sensitive Compartmented Information (SCI) material

TARGET DEVELOPMENT AND EXPLOITATION

Paygrade	Task Type	Task Statements
E4	CORE	Access software-based analysis tools
E4	CORE	Access target technical information (e.g., technical kits, databases, working aids, etc.)
E5	CORE	Analyze adversary critical capabilities and vulnerabilities
E5	CORE	Analyze communication networks
E5	CORE	Analyze communication systems characteristics
E4	CORE	Analyze content
E4	CORE	Analyze metadata
E5	CORE	Analyze target tactics and methodologies
E5	CORE	Analyze threat capabilities
E5	NON-CORE	Assess Information Operations (IO) effects
E5	NON-CORE	Conduct Intelligence Preparation of the Operating Environment (IPOE)
E5	CORE	Conduct target development
E5	CORE	Conduct trend/pattern of life analysis
E4	CORE	Determine communication network topography
E6	CORE	Determine intelligence gaps
E4	CORE	Determine location using geographic coordinates (e.g., Military Grid Reference System (MGRS), World Geographic Reference (GEOREF), etc.)
E6	NON-CORE	Develop target packages
E5	CORE	Develop target specific working aids
E5	NON-CORE	Develop target templates
E5	NON-CORE	Develop tools for analysis
E4	CORE	Evaluate target data using software-based analysis tools
E4	CORE	Identify collection sources and techniques
E4	CORE	Identify communication systems characteristics
E4	CORE	Identify digital network communications characteristics
E4	CORE	Identify network fundamentals
E5	CORE	Identify regional and cultural factors that influence target development
E4	CORE	Identify signals fundamentals and radio wave theory
E4	CORE	Identify target capabilities
E4	CORE	Identify telephony characteristics
E6	NON-CORE	Integrate targeting efforts with other organizations and combatant commands
E5	CORE	Maintain Common Operational Picture (COP)
E4	CORE	Maintain target templates
E4	CORE	Map communication networks
E4	NON-CORE	Monitor Common Operational Picture (COP)

TARGET DEVELOPMENT AND EXPLOITATION (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Perform fusion analysis
E4	CORE	Perform geolocation and direction finding
E5	CORE	Perform Signals Development (SIGDEV)
E5	NON-CORE	Provide input to battlespace environment evaluations
E5	NON-CORE	Provide input to Signals Intelligence (SIGINT) support packages
E5	CORE	Provide intelligence support to operations
E5	NON-CORE	Provide target nomination recommendations which meet the commander's objectives
E6	CORE	Supervise target activity analysis
E5	NON-CORE	Validate intelligence sources
E7	NON-CORE	Validate Signals Intelligence (SIGINT) support packages
E7	NON-CORE	Validate target packages

Job Title **Job Code**

Cyberspace Language Analyst Operator 002683

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Arts, Design, Entertainment, Sports, and Media	TBD	CYBER LANG ANALYST OPERATOR	CYBER LANG OPR

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	CTI	NEC CXXX Series and other NECs as assigned

Job Description

Cyberspace Language Analyst Operators conduct language analysis in support of offensive and defensive cyberspace operations to meet special operations forces, national, Fleet and Joint requirements; gist, translate, transcribe, summarize, analyze and report foreign language communications to support exploitation of target digital networks and critical infrastructure; provide Quality Assurance (QA) on information products; perform cyberspace target development and exploitation analysis, Indications and Warning (I&W), forensic analysis and discovery; while protecting sensitive methods and sources and advise leadership on cultural and regional factors which impact mission operations.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Analysis	123200	Interpreters and Translators	27-3091.00	Arts, Design, Entertainment, Sports, and Media

Skills	Abilities
Critical Thinking	*Information Ordering*
Judgment and Decision Making	*Deductive Reasoning*
Reading Comprehension	*Memorization*
Active Learning	*Inductive Reasoning*
Operations Analysis	*Written Expression*
Writing	*Speed of Closure*
Complex Problem Solving	*Flexibility of Closure*
Coordination	*Problem Sensitivity*
Quality Control Analysis	*Category Flexibility*
Management of Material Resources	*Oral Expression*

COLLECTION OPERATIONS

Paygrade	Task Type	Task Statements
E5	CORE	Assess collection gaps
E4	CORE	Construct logical queries (e.g., boolean, structured, etc.)
E6	CORE	Coordinate cryptologic missions
E6	CORE	Coordinate geolocation and direction finding operations
E4	NON-CORE	Identify collection gaps
E5	CORE	Manage selector taskings
E6	CORE	Process collection requirements (e.g., CRN development)
E6	CORE	Provide corrective actions for collection anomalies
E4	CORE	Report collection anomalies
E4	NON-CORE	Submit selectors for tasking
E6	CORE	Supervise cryptologic missions

INTELLIGENCE DISSEMINATION AND REPORTING

Paygrade	Task Type	Task Statements
E4	CORE	Annotate special dissemination controls
E4	CORE	Brief intelligence information
E4	CORE	Collaborate with other analysts on technical information

INTELLIGENCE DISSEMINATION AND REPORTING (CONT'D)

Paygrade	Task Type	Task Statements
E6	CORE	Coordinate special dissemination controls
E4	CORE	Distribute time-sensitive alerts
E6	CORE	Draft Critical Intelligence Communications (CRITIC) messages
E4	CORE	Draft Signals Intelligence (SIGINT) reports
E4	CORE	Identify information flow within the intelligence cycle
E4	CORE	Identify reporting criteria
E5	CORE	Perform Quality Assurance (QA) of language-related content in reports
E5	NON-CORE	Perform Quality Assurance (QA) of SIGINT reports
E4	CORE	Provide Indications and Warnings (I&W)
E5	NON-CORE	Provide input to cyberspace operations intelligence products (e.g., threat assessments, briefings, intelligence studies, etc.)
E4	CORE	Report Critical Intelligence Communications (CRITIC) information
E4	CORE	Report Essential Elements of Information (EEI)
E4	CORE	Report potential threats
E4	CORE	Respond to Request For Information (RFI)
E6	NON-CORE	Submit priority recommendations to support Commanders Critical Information Requirements (CCIR)
E7	CORE	Supervise command Critical Intelligence Communications (CRITIC) reporting programs

LANGUAGE ANALYSIS AND PROCESSING

Paygrade	Task Type	Task Statements
E6	CORE	Advise others on cultural and regional factors that impact mission operations
E5	NON-CORE	Develop language instructional materials
E4	CORE	Employ language processing tools
E5	CORE	Perform Quality Assurance (QA) of Interagency Language Roundtable (ILR) Level 2 language products
E6	CORE	Perform Quality Assurance (QA) of Interagency Language Roundtable (ILR) Level 2+ language products
E7	CORE	Perform Quality Assurance (QA) of Interagency Language Roundtable (ILR) Level 3 language products
E5	CORE	Prioritize data for processing
E4	CORE	Process Interagency Language Roundtable (ILR) level 2 target language material
E6	CORE	Process Interagency Language Roundtable (ILR) level 2+ target language material
E7	CORE	Process Interagency Language Roundtable (ILR) level 3 target language material
E6	NON-CORE	Provide global language instruction
E5	NON-CORE	Provide real-time language analysis
E4	CORE	Provide technical language input to mission planning (e.g., cyber, tactical, strategic, etc.)

LANGUAGE ANALYSIS AND PROCESSING (CONT'D)

Paygrade	Task Type	Task Statements
E6	CORE	Provide technical language instruction
E4	CORE	Report non-target languages or dialects

SECURITY AND ADMINISTRATION

Paygrade	Task Type	Task Statements
E4	CORE	Control access to restricted areas
E6	CORE	Coordinate language skill maintenance
E7	CORE	Direct resources to meet mission requirements
E4	CORE	Identify basic information about the US Signals Intelligence (SIGINT) system
E4	CORE	Identify Information Assurance (IA) fundamentals
E4	CORE	Identify Information Security (INFOSEC) fundamentals
E4	CORE	Identify Intelligence Oversight (IO) fundamentals
E4	NON-CORE	Identify provisions of the Foreign Intelligence Surveillance Act (FISA) in mission operations
E4	CORE	Identify provisions of the U.S. Signals Intelligence Directives (USSIDs) system in mission operations
E4	NON-CORE	Identify roles, relationships and responsibilities of elements of the Intelligence Community (IC) worldwide
E7	CORE	Implement emergency destruct plan
E4	CORE	Maintain Sensitive Compartmented Information (SCI) material
E6	NON-CORE	Manage language training requirements
E4	CORE	Transport Sensitive Compartmented Information (SCI) material

TARGET DEVELOPMENT AND EXPLOITATION

Paygrade	Task Type	Task Statements
E4	CORE	Access software-based analysis tools
E4	CORE	Access target technical information (e.g., technical kits, databases, working aids, etc.)
E5	CORE	Analyze adversary critical capabilities and vulnerabilities
E5	CORE	Analyze communication networks
E5	CORE	Analyze communication systems characteristics
E4	CORE	Analyze content
E4	CORE	Analyze metadata
E5	CORE	Analyze target tactics and methodologies
E5	CORE	Analyze threat capabilities
E5	NON-CORE	Assess Information Operations (IO) effects
E5	NON-CORE	Conduct Intelligence Preparation of the Operating Environment (IPOE)
E5	CORE	Conduct target development
E5	CORE	Conduct trend/pattern of life analysis
E4	CORE	Determine communication network topography
E6	CORE	Determine intelligence gaps

TARGET DEVELOPMENT AND EXPLOITATION (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Determine location using geographic coordinates (e.g., Military Grid Reference System (MGRS), World Geographic Reference (GEOREF), etc.)
E6	NON-CORE	Develop target packages
E5	CORE	Develop target specific working aids
E5	NON-CORE	Develop target templates
E4	CORE	Evaluate target data using software-based analysis tools
E4	CORE	Identify collection sources and techniques
E4	CORE	Identify communication systems characteristics
E5	NON-CORE	Identify computer programming concepts
E4	CORE	Identify digital network communications characteristics
E4	CORE	Identify network fundamentals
E5	CORE	Identify regional and cultural factors that influence target development
E4	CORE	Identify signals fundamentals and radio wave theory
E4	CORE	Identify target capabilities
E4	CORE	Identify telephony characteristics
E4	CORE	Maintain target templates
E4	CORE	Maintain technical databases
E5	CORE	Manage technical databases
E4	CORE	Map communication networks
E5	CORE	Perform fusion analysis
E4	CORE	Perform geolocation and direction finding
E5	CORE	Perform Signals Development (SIGDEV)
E5	NON-CORE	Provide input to battlespace environment evaluations
E6	NON-CORE	Provide input to Intelligence Gain/Loss (IGL) assessments
E5	NON-CORE	Provide input to Signals Intelligence (SIGINT) support packages
E5	CORE	Provide intelligence support to operations
E5	NON-CORE	Provide target nomination recommendations which meet the commander's objectives
E6	CORE	Supervise target activity analysis
E5	NON-CORE	Validate intelligence sources
E7	NON-CORE	Validate target packages

CHAPTER 20

CRYPTOLOGIC TECHNICIAN (CT)

NAVPERS 18068-20L
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NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

CRYPTOLOGIC TECHNICIAN (MAINTENANCE) (CTM)

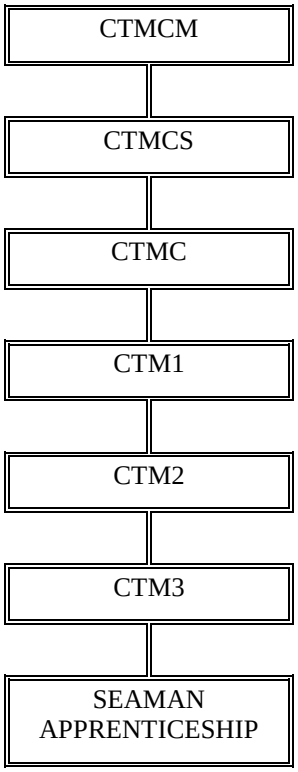
SCOPE OF RATING

Cryptologic Technicians (Maintenance) (CTM) maintain, configure, and install intelligence, tactical cryptologic and ancillary systems used to conduct Information and Cyberspace Operations; design, install, test, certify, troubleshoot, and repair or replace: tactical cryptologic systems, physical security systems, electrical and electronic equipment, antennas, computer systems, networks, and ancillary equipment; implement Information Assurance (IA) policy; manage organizational level maintenance; coordinate repair of command, control, communications, computer, intelligence, surveillance and reconnaissance systems in support of surface, subsurface, air, special warfare, and national consumers.

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 20.

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 **Job Code**

Cryptologic Systems Maintenance Technician 001035

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Installation, Maintenance, and Repair	TBD	CRYPTO SYSTEM MAINT TECHNICIAN	C SYS MNT TECH

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	CTM	NECs C26A, C27A, C28A, 728A and other NECs as assigned

Job Description

Cryptologic System Maintenance Technicians maintain and configure Tactical Cryptologic Systems (TCS) in support of Information and Cyberspace Operations worldwide to Navy, National Security Agency (NSA), and Department of Defense (DoD) for national and theater level missions; perform organizational level maintenance on cryptographic and cryptologic systems, antennas, ancillary equipment, and communication devices; install, test, and maintain servers and network components.

DoD Relationship

Group Title	*DoD Code*
Navigation, Communication, and Countermeasure, N.E.C.	110200

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
Electrical and Electronics Repairers, Commercial and Industrial Equipment	49-2094.00	Installation, Maintenance, and Repair

Skills	Abilities
Operation and Control	*Information Ordering*
Equipment Maintenance	*Written Comprehension*
Critical Thinking	*Problem Sensitivity*
Installation	*Deductive Reasoning*
Systems Analysis	*Inductive Reasoning*
Equipment Selection	*Manual Dexterity*
Systems Evaluation	*Finger Dexterity*
Repairing	*Selective Attention*
Reading Comprehension	*Extent Flexibility*
Coordination	*Oral Expression*

COMMUNICATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Configure communication circuits
E4	NON-CORE	Configure telephone switches
E5	NON-CORE	Establish communications infrastructure for data exfiltration
E4	CORE	Inspect communication systems
E4	CORE	Maintain auxiliary communication equipment
E4	CORE	Maintain communication signal cables
E4	CORE	Repair auxiliary communication equipment
E4	CORE	Repair communication circuits
E4	CORE	Repair communication signal cables
E4	NON-CORE	Repair cryptographic equipment
E4	CORE	Test communication circuits
E4	CORE	Troubleshoot auxiliary communication equipment
E4	CORE	Troubleshoot communication circuits
E4	NON-CORE	Troubleshoot cryptographic equipment

CRYPTOLOGIC ELECTRONIC MAINTENANCE

Paygrade	Task Type	Task Statements
E4	CORE	Analyze electronic schematic diagrams
E4	CORE	Analyze test equipment results
E4	CORE	Assemble computer systems hardware
E4	CORE	Clean tactical cryptologic systems
E5	CORE	Conduct Radio Frequency path optimization
E4	CORE	Configure tactical cryptologic computer systems hardware
E5	NON-CORE	Design tactical cryptologic antenna systems
E5	NON-CORE	Fabricate collection equipment (Commercial Off The Shelf/Government Off The Shelf (COTS/GOTS))
E4	CORE	Inspect antenna weatherization and bonding
E4	CORE	Inspect tactical cryptologic equipment
E4	CORE	Install field changes
E4	CORE	Isolate Electromagnetic Interference (EMI) conflicts
E4	CORE	Maintain ancillary tactical cryptologic systems
E4	CORE	Maintain antenna systems
E4	CORE	Maintain Information Operation capabilities on tactical cryptologic systems
E4	CORE	Maintain tactical cryptologic antenna systems
E4	CORE	Maintain tactical cryptologic computer equipment
E4	CORE	Maintain tactical cryptologic equipment
E4	CORE	Maintain tactical cryptologic RF distribution system
E5	CORE	Mitigate Electromagnetic Interference (EMI) conflicts
E5	CORE	Optimize collection systems
E4	CORE	Repair tactical cryptologic systems and peripheral equipment
E4	CORE	Restore tactical cryptologic systems
E4	NON-CORE	Shutdown tactical cryptologic equipment
E4	NON-CORE	Startup tactical cryptologic equipment
E4	CORE	Survey Radio Frequency (RF) Spectrum
E4	CORE	Test cryptologic equipment operations
E4	CORE	Test Radio Frequency (RF) distribution system
E4	CORE	Troubleshoot tactical cryptologic systems and peripheral equipment
E4	CORE	Verify test equipment functionality
E4	CORE	Verify test equipment requirements

CRYPTOLOGIC MAINTENANCE ADMINISTRATION

Paygrade	Task Type	Task Statements
E5	CORE	Audit onboard repair parts requirements
E4	CORE	Inventory tactical cryptologic maintenance assets
E5	CORE	Perform tactical cryptologic systems training
E5	CORE	Update station drawings

CRYPTOLOGIC MAINTENANCE ADMINISTRATION (CONT'D)

Paygrade	Task Type	Task Statements
E6	CORE	Validate maintenance documents

CRYPTOLOGIC MAINTENANCE MANAGEMENT

Paygrade	Task Type	Task Statements
E6	CORE	Coordinate cryptologic casualty training team scenarios
E6	CORE	Develop cryptologic casualty training team scenarios
E7	CORE	Manage logistic support
E5	CORE	Supervise electronic systems maintenance

CRYPTOLOGIC SYSTEMS SUPPORT

Paygrade	Task Type	Task Statements
E5	NON-CORE	Conduct Sensitive Site Exploitation (SSE) operations
E5	NON-CORE	Conduct signals collections
E5	NON-CORE	Conduct signals survey operations
E5	CORE	Optimize Precision Geolocation operations
E5	NON-CORE	Perform characterization of the electronic environment
E5	NON-CORE	Perform electronic counter-surveillance
E5	NON-CORE	Perform precision geolocation operations
E5	NON-CORE	Perform tactical Airborne Precision Geolocation (APGL) operations/Unmanned Aerial Systems (UAS) payload operations

GENERAL INSTALLATION

Paygrade	Task Type	Task Statements
E4	CORE	Fabricate cabling terminations (e.g., Radio Frequency (RF), network, power, etc.)
E4	CORE	Fabricate electronic systems cables (e.g., fiber, Radio Frequency (RF), etc.)
E6	CORE	Inspect equipment installations
E4	CORE	Install communication equipment
E4	CORE	Install communication signal cables
E4	CORE	Install electronic equipment
E4	CORE	Install minor scope projects
E4	CORE	Install tactical cryptologic antenna systems
E4	NON-CORE	Operate specialized installation tools
E4	CORE	Remove cable ducts
E4	CORE	Remove communication equipment
E4	CORE	Remove communication signal cables
E4	CORE	Remove electronic equipment
E4	CORE	Remove minor scope projects
E4	CORE	Remove network equipment
E4	CORE	Verify cable standards

INFORMATION ASSURANCE

Paygrade	Task Type	Task Statements
E5	CORE	Implement Information Assurance Vulnerability Alert (IAVA) procedures for tactical cryptologic systems
E4	CORE	Implement tactical cryptologic system Information Assurance (IA) security controls
E4	CORE	Maintain tactical cryptologic system audit logs
E5	CORE	Maintain tactical cryptologic systems accreditation requirements
E4	CORE	Perform Data Transfer Agent (DTA)/Authorized Transfer Agent (ATA) functions
E4	CORE	Perform Information Assurance Training (IAT) level 1 system Admin functions
E5	CORE	Perform Information Assurance Training (IAT) level 2 system Admin functions
E6	NON-CORE	Perform system Verification and Validation (V&V)

SECURITY AND ADMINISTRATION

Paygrade	Task Type	Task Statements
E4	CORE	Control restricted area access
E4	CORE	Destroy Sensitive Compartmented Information (SCI) materials
E4	NON-CORE	Install locking mechanisms
E4	CORE	Install physical security equipment
E4	CORE	Inventory Electronic Key Management System (EKMS)/Key Management Infrastructure(KMI) materials
E5	NON-CORE	Maintain Electronic Key Management System (EKMS)/Key Management Infrastructure (KMI) local element
E4	NON-CORE	Perform Disaster Recovery Plans (DRP)
E4	CORE	Perform Emergency Action Plans (EAP)
E4	CORE	Perform emergency destruction (e.g., hard drives, terminals, etc.)
E4	NON-CORE	Remove locking mechanisms
E4	CORE	Remove physical security equipment
E4	NON-CORE	Repair electronic security systems
E4	NON-CORE	Repair locking mechanisms
E4	CORE	Report Sensitive Compartmented Information Facility (SCIF) accreditation discrepancies
E4	CORE	Safeguard Sensitive Compartmented Information (SCI) material
E4	CORE	Store Sensitive Compartmented Information (SCI) material
E4	CORE	Transport Sensitive Compartmented Information (SCI) material
E4	NON-CORE	Troubleshoot electronic security systems
E4	NON-CORE	Troubleshoot locking mechanisms
E6	CORE	Verify Sensitive Compartmented Information Facility (SCIF) accreditation

SENSITIVE COMPARTMENTED INFORMATION (SCI) SYSTEMS/NETWORK ADMINISTRATION

Paygrade	Task Type	Task Statements
E4	CORE	Backup tactical cryptologic systems information
E4	CORE	Configure computer application software
E4	CORE	Configure computer Operating Systems (OS) software
E4	CORE	Configure network software
E4	CORE	Configure tactical cryptologic computer systems
E4	CORE	Configure tactical cryptologic systems network hardware
E4	CORE	Configure tactical cryptologic systems networks
E5	NON-CORE	Create computer shell scripts
E4	CORE	Evaluate tactical cryptologic systems network performance
E4	CORE	Install computer applications
E4	CORE	Install computer Operating Systems (OS) software
E4	CORE	Install tactical cryptologic computer systems software
E4	CORE	Install tactical cryptologic systems network software
E4	CORE	Maintain computer file systems
E4	CORE	Maintain remote computer files
E4	CORE	Maintain tactical cryptologic data routing systems
E4	CORE	Maintain tactical cryptologic system domain accounts
E5	CORE	Modify computer shell scripts
E4	CORE	Perform network systems integration
E4	CORE	Remove computer application software
E4	CORE	Remove computer Operating Systems (OS) software
E4	CORE	Remove tactical cryptologic computer systems software
E4	CORE	Remove tactical cryptologic systems network software
E4	CORE	Repair tactical cryptologic network components
E4	CORE	Restore computer data from backups
E4	CORE	Start computer shell scripts
E4	CORE	Test tactical cryptologic systems networks
E4	CORE	Troubleshoot computer applications
E4	CORE	Troubleshoot computer Operating Systems (OS) software
E4	CORE	Troubleshoot tactical cryptologic network components

Job Title **Job Code**

Cryptologic Systems Maintenance Director 001040

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Architecture and Engineering	TBD	CRYPTO SYSTEM MAINT DIRECTOR	C SYS MNT DIR

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	CTM	NEC C27A and other NECs as assigned

Job Description

Cryptologic Systems Maintenance Directors manage and coordinate the installation and maintenance of Tactical Cryptologic Systems (TCS) in support of Information and Cyberspace Operations worldwide for Navy, National Security Agency (NSA), and Department of Defense (DoD) requirements; responsible for supporting deployment schedules, installation planning, logistics support, resource allocation, and fiscal analysis associated with fleet and national operations.

DoD Relationship

Group Title	*DoD Code*
Navigation, Communication, and Countermeasure, N.E.C.	110200

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
Electronics Engineering Technicians	17-3023.01	Architecture and Engineering

Skills	Abilities
Critical Thinking	*Information Ordering*
Management of Material Resources	*Written Comprehension*
Quality Control Analysis	*Deductive Reasoning*
Coordination	*Oral Expression*
Reading Comprehension	*Problem Sensitivity*
Systems Evaluation	*Inductive Reasoning*
Monitoring	*Selective Attention*
Writing	*Written Expression*
Equipment Selection	*Category Flexibility*
Systems Analysis	*Fluency of Ideas*

COMMUNICATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Inspect communication systems

CRYPTOLOGIC ELECTRONIC MAINTENANCE

Paygrade	Task Type	Task Statements
E4	CORE	Analyze electronic schematic diagrams
E4	CORE	Analyze test equipment results
E5	NON-CORE	Design tactical cryptologic antenna systems
E4	CORE	Inspect antenna weatherization and bonding
E4	CORE	Inspect tactical cryptologic equipment

CRYPTOLOGIC MAINTENANCE ADMINISTRATION

Paygrade	Task Type	Task Statements
E5	CORE	Audit onboard repair parts requirements
E6	CORE	Audit station drawings
E4	CORE	Inventory tactical cryptologic maintenance assets
E7	CORE	Manage Electrostatic Discharge (ESD) programs
E5	CORE	Perform tactical cryptologic systems training
E7	CORE	Validate Integrated Logistic Support (ILS) documentation
E6	CORE	Validate maintenance documents

CRYPTOLOGIC MAINTENANCE MANAGEMENT

Paygrade	Task Type	Task Statements
E7	CORE	Analyze maintenance trends
E7	CORE	Determine direct support personnel augmentation
E6	CORE	Develop cryptologic casualty training team scenarios
E7	CORE	Manage cryptologic carry-on and tactical cryptologic systems training
E7	CORE	Manage cryptologic carry-on and tactical cryptologic systems
E7	CORE	Manage equipment maintenance
E7	CORE	Manage logistic support
E5	CORE	Supervise electronic systems maintenance
E7	CORE	Validate acceptance testing programs
E7	CORE	Validate equipment maintenance
E6	CORE	Validate minimum equipment requirements

GENERAL INSTALLATION

Paygrade	Task Type	Task Statements
E7	CORE	Approve installation plans
E5	CORE	Conduct installation site surveys
E6	CORE	Coordinate installation site surveys
E6	CORE	Inspect equipment installations
E7	CORE	Perform tactical cryptologic electronic equipment installation Quality Assurance (QA)

INFORMATION ASSURANCE

Paygrade	Task Type	Task Statements
E5	CORE	Maintain tactical cryptologic systems accreditation requirements
E7	CORE	Manage Information Assurance (IA) acceptance requirements
E7	CORE	Manage tactical cryptologic and ancillary systems accreditation requirements
E6	NON-CORE	Perform system Verification and Validation (V&V)
E7	CORE	Validate information systems accreditation packages

SECURITY AND ADMINISTRATION

Paygrade	Task Type	Task Statements
E4	CORE	Control restricted area access
E4	CORE	Destroy Sensitive Compartmented Information (SCI) materials
E7	CORE	Implement Disaster Recovery Plans (DRP)
E6	CORE	Implement Emergency Action Plans (EAP)
E5	NON-CORE	Maintain Electronic Key Management System (EKMS)/Key Management Infrastructure (KMI) local element
E4	CORE	Perform Emergency Action Plans (EAP)
E4	CORE	Perform emergency destruction (e.g., hard drives, terminals, etc.)
E4	CORE	Report Sensitive Compartmented Information Facility (SCIF) accreditation discrepancies
E4	CORE	Safeguard Sensitive Compartmented Information (SCI) material

SECURITY AND ADMINISTRATION (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Store Sensitive Compartmented Information (SCI) material
E4	CORE	Transport Sensitive Compartmented Information (SCI) material
E6	CORE	Verify Sensitive Compartmented Information Facility (SCIF) accreditation

SENSITIVE COMPARTMENTED INFORMATION (SCI) SYSTEMS/NETWORK ADMINISTRATION

Paygrade	Task Type	Task Statements
E4	CORE	Evaluate tactical cryptologic systems network performance
E6	CORE	Manage network systems integration

Job Title **Job Code**

Cryptologic Systems Installation Technician 002729

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Installation, Maintenance, and Repair	TBD	CRYPTO SYSTEM INSTAL TECH	C SYS INST TEC

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	CTM	NEC C26A and other NECs as assigned

Job Description

Cryptologic Systems Installation Technicians install, certify, and maintain Tactical Cryptologic Systems (TCS) in support of Information and Cyberspace Operations worldwide for Navy, National Security Agency (NSA), and Department of Defense (DoD) requirements; identify, develop, and implement architecture and infrastructure design; ensure network system integrity, and information assurance compliance; perform network configuration, network engineering, circuit design and activation; read, develop, and verify schematic drawings; install cable transport, telecommunications, electrical wiring, cables, and termination; conduct site surveys and equipment training, equipment removal/modifications, and logistical support; track equipment movement; perform operational testing and certification requirements for cryptographic, cryptologic, and SCIF physical security equipment supporting fleet and national operations.

DoD Relationship

Group Title	*DoD Code*
Navigation, Communication, and Countermeasure, N.E.C.	110200

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
Electrical and Electronics Repairers, Commercial and Industrial Equipment	49-2094.00	Installation, Maintenance, and Repair

Skills	Abilities
Installation	*Written Comprehension*
Operation and Control	*Information Ordering*
Equipment Maintenance	*Problem Sensitivity*
Systems Analysis	*Manual Dexterity*
Equipment Selection	*Deductive Reasoning*
Critical Thinking	*Inductive Reasoning*
Coordination	*Extent Flexibility*
Technology Design	*Selective Attention*
Reading Comprehension	*Dynamic Flexibility*
Systems Evaluation	*Finger Dexterity*

COMMUNICATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Configure communication circuits
E4	NON-CORE	Configure telephone switches
E5	NON-CORE	Establish communications infrastructure for data exfiltration
E4	CORE	Inspect communication systems
E4	CORE	Test communication circuits
E4	CORE	Troubleshoot auxiliary communication equipment
E4	CORE	Troubleshoot communication circuits

CRYPTOLOGIC ELECTRONIC MAINTENANCE

Paygrade	Task Type	Task Statements
E4	CORE	Analyze electronic schematic diagrams
E4	CORE	Analyze test equipment results
E4	CORE	Assemble computer systems hardware
E5	CORE	Conduct Radio Frequency path optimization
E4	CORE	Configure tactical cryptologic computer systems hardware
E5	NON-CORE	Design tactical cryptologic antenna systems

CRYPTOLOGIC ELECTRONIC MAINTENANCE (CONT'D)

Paygrade	Task Type	Task Statements
E5	NON-CORE	Fabricate collection equipment (Commercial Off The Shelf/Government Off The Shelf (COTS/GOTS))
E4	CORE	Inspect antenna weatherization and bonding
E4	CORE	Inspect tactical cryptologic equipment
E4	CORE	Isolate Electromagnetic Interference (EMI) conflicts
E5	CORE	Mitigate Electromagnetic Interference (EMI) conflicts
E5	CORE	Optimize collection systems
E4	NON-CORE	Shutdown tactical cryptologic equipment
E4	NON-CORE	Startup tactical cryptologic equipment
E4	CORE	Survey Radio Frequency (RF) Spectrum
E4	CORE	Test cryptologic equipment operations
E4	CORE	Test Radio Frequency (RF) distribution system
E4	CORE	Troubleshoot tactical cryptologic systems and peripheral equipment
E4	CORE	Verify test equipment functionality
E4	CORE	Verify test equipment requirements

CRYPTOLOGIC MAINTENANCE ADMINISTRATION

Paygrade	Task Type	Task Statements
E5	CORE	Audit onboard repair parts requirements
E4	CORE	Inventory tactical cryptologic maintenance assets
E5	CORE	Perform tactical cryptologic systems training
E5	CORE	Update station drawings
E6	CORE	Validate maintenance documents

CRYPTOLOGIC MAINTENANCE MANAGEMENT

Paygrade	Task Type	Task Statements
E7	CORE	Manage logistic support

CRYPTOLOGIC SYSTEMS SUPPORT

Paygrade	Task Type	Task Statements
E5	CORE	Optimize Precision Geolocation operations

GENERAL INSTALLATION

Paygrade	Task Type	Task Statements
E7	CORE	Approve installation plans
E5	CORE	Conduct installation site surveys
E6	CORE	Coordinate installation plans
E6	CORE	Coordinate installation site surveys
E4	CORE	Fabricate cabling terminations (e.g., Radio Frequency (RF), network, power, etc.)
E4	CORE	Fabricate electronic systems cables (e.g., fiber, Radio Frequency (RF), etc.)
E6	CORE	Inspect equipment installations
E4	CORE	Install cable ducts

GENERAL INSTALLATION (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Install communication equipment
E4	CORE	Install communication signal cables
E4	CORE	Install Cryptologic Carry-On equipment
E4	CORE	Install electrical conduits
E4	CORE	Install electronic equipment
E4	CORE	Install electronic equipment racks
E4	CORE	Install minor scope projects
E4	CORE	Install network systems
E4	CORE	Install power panels
E4	CORE	Install tactical cryptologic antenna systems
E4	NON-CORE	Operate specialized installation tools
E4	CORE	Remove cable ducts
E4	CORE	Remove communication equipment
E4	CORE	Remove communication signal cables
E4	CORE	Remove cryptologic carry-on equipment
E4	CORE	Remove electrical conduits
E4	CORE	Remove electronic equipment
E4	CORE	Remove electronic equipment racks
E4	CORE	Remove minor scope projects
E4	CORE	Remove network equipment
E4	CORE	Remove power panels
E4	CORE	Verify cable standards

INFORMATION ASSURANCE

Paygrade	Task Type	Task Statements
E5	CORE	Implement Information Assurance Vulnerability Alert (IAVA) procedures for tactical cryptologic systems
E4	CORE	Implement tactical cryptologic system Information Assurance (IA) security controls
E6	NON-CORE	Perform system Verification and Validation (V&V)

SECURITY AND ADMINISTRATION

Paygrade	Task Type	Task Statements
E4	CORE	Control restricted area access
E4	CORE	Destroy Sensitive Compartmented Information (SCI) materials
E4	NON-CORE	Install intrusion detection systems
E4	CORE	Install physical security equipment
E4	CORE	Inventory Electronic Key Management System (EKMS)/Key Management Infrastructure(KMI) materials
E4	CORE	Perform Emergency Action Plans (EAP)
E4	CORE	Perform emergency destruction (e.g., hard drives, terminals, etc.)

SECURITY AND ADMINISTRATION (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Remove physical security equipment
E4	CORE	Report Sensitive Compartmented Information Facility (SCIF) accreditation discrepancies
E4	CORE	Safeguard Sensitive Compartmented Information (SCI) material
E4	CORE	Store Sensitive Compartmented Information (SCI) material
E4	CORE	Transport Sensitive Compartmented Information (SCI) material
E6	CORE	Verify Sensitive Compartmented Information Facility (SCIF) accreditation

SENSITIVE COMPARTMENTED INFORMATION (SCI) SYSTEMS/NETWORK ADMINISTRATION

Paygrade	Task Type	Task Statements
E4	CORE	Backup tactical cryptologic systems information
E4	CORE	Configure computer application software
E4	CORE	Configure computer Operating Systems (OS) software
E4	CORE	Configure network software
E4	CORE	Configure tactical cryptologic computer systems
E4	CORE	Configure tactical cryptologic systems network hardware
E4	CORE	Configure tactical cryptologic systems networks
E5	NON-CORE	Create computer shell scripts
E4	CORE	Evaluate tactical cryptologic systems network performance
E4	CORE	Install computer applications
E4	CORE	Install computer Operating Systems (OS) software
E4	CORE	Install tactical cryptologic computer systems software
E4	CORE	Install tactical cryptologic systems network software
E5	CORE	Modify computer shell scripts
E4	CORE	Perform network systems integration
E5	CORE	Plan network systems integration
E4	CORE	Remove computer application software
E4	CORE	Remove computer Operating Systems (OS) software
E4	CORE	Remove tactical cryptologic computer systems software
E4	CORE	Start computer shell scripts
E4	CORE	Test tactical cryptologic systems networks
E4	CORE	Troubleshoot computer applications
E4	CORE	Troubleshoot computer Operating Systems (OS) software
E4	CORE	Troubleshoot tactical cryptologic network components

CHAPTER 20

CRYPTOLOGIC TECHNICIAN (CT)

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

CRYPTOLOGIC TECHNICIAN (NETWORKS) (CTN)

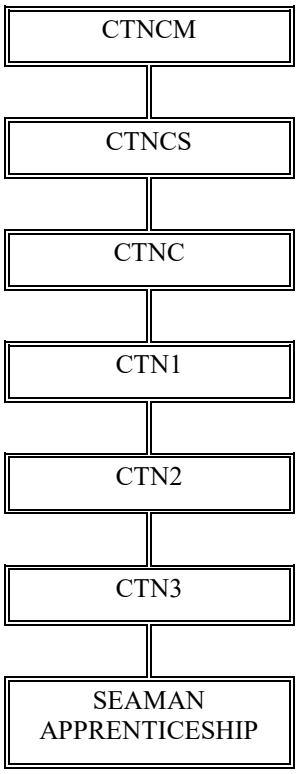
SCOPE OF RATING

Cryptologic Technicians (Networks) (CTN) employ tactical and strategic capabilities to plan, develop, and execute offensive and defensive Cyberspace Operations; perform Cyber Defense, Digital Forensics, Network Exploitation, Research and Development, and Cyber Planning; leverage tactical and strategic signals intelligence and cryptologic functions; produce and execute cyber effects; identify and report worldwide threats in support of special operations forces, and national, fleet, and joint requirements; and control and safeguard access to classified material and information systems.

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 20.

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 additional 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 **Job Code**

Cryptologic Cyberspace Research and Development Specialist 002775

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Computer and Mathematical	TBD	CRYPTOLOGIC CYBERSPACE R&D SPC	CRYPTO CYB R&D

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	CTN	NEC's as assigned

Job Description

Cryptologic Cyberspace Research and Development Specialists conduct software and systems engineering; conduct systems research to develop new capabilities in support of offensive and defensive cyber missions for special operations forces, national, fleet, and joint requirements; and conduct comprehensive technology research to evaluate potential vulnerabilities in cyberspace systems.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Analysis	123200	Computer and Information Research Scientists	15-1111.00	Computer and Mathematical

Skills	Abilities
Critical Thinking	*Written Expression*
Systems Analysis	*Selective Attention*
Complex Problem Solving	*Deductive Reasoning*
Mathematics	*Written Comprehension*
Quality Control Analysis	*Inductive Reasoning*
Judgment and Decision Making	*Information Ordering*
Programming	*Originality*
Systems Evaluation	*Mathematical Reasoning*
Reading Comprehension	*Oral Comprehension*
Operations Analysis	*Oral Expression*

CYBER DEVELOPMENT AND EVALUATION

Paygrade	Task Type	Task Statements
E6	NON-CORE	Collaborate with stakeholders for defensive cyber tools
E4	NON-CORE	Configure virtualized development environments
E5	NON-CORE	Create algorithms to solve complex problems
E5	NON-CORE	Develop capabilities using compiled and assembled languages
E4	CORE	Develop capabilities using scripting languages
E5	NON-CORE	Develop cyberspace operations tools and platforms
E5	NON-CORE	Develop defensive cyber tools
E7	NON-CORE	Evaluate cyberspace operations software tools, capabilities, and platforms
E5	NON-CORE	Interpret assembly code
E4	CORE	Interpret source code
E5	NON-CORE	Maintain cyberspace operations tools, capabilities, and platforms
E7	NON-CORE	Perform advanced reverse engineering of binaries
E5	NON-CORE	Perform basic reverse engineering of binaries
E4	CORE	Perform boolean logic
E4	CORE	Perform discrete math functions
E6	NON-CORE	Perform intermediate reverse engineering of binaries
E5	NON-CORE	Validate cyberspace operations software tools, capabilities, and platforms Operational Test and Evaluate (OTE)
E7	NON-CORE	Validate requirements for defensive cyber tools

CYBER PLANNING

Paygrade	Task Type	Task Statements
E6	CORE	Analyze data (e.g. Battle Damage Assessment (BDA), Measures of Performance (MOP), Measures of Effectiveness (MOE), etc.)
E7	CORE	Assess strategic impacts of tools and techniques on specific targets
E7	CORE	Evaluate technical aspects of organic products (e.g. reports, working aids, Concept of Operations (CONOPS), etc.)
E6	CORE	Identify Intelligence gaps
E7	CORE	Perform cyberspace assessments

CYBERSPACE OPERATIONS

Paygrade	Task Type	Task Statements
E5	NON-CORE	Analyze Signals of Interest (SOI)
E5	CORE	Assess impact of Tactics, Techniques, and Procedures (TTP) on a target
E4	CORE	Assess operational environment
E5	NON-CORE	Conduct Operation, Test, and Evaluation (OTE) of Commercial Off The Shelf (COTS)/Government Off The Shelf (GOTS)
E7	CORE	Coordinate with Offensive Cyber Operations (OCO)/Defensive Cyber Operations (DCO) partners and stakeholders
E4	CORE	Detect network vulnerabilities
E5	NON-CORE	Fabricate collection and exploitation equipment (Commercial Off The Shelf (COTS)/Government Off The Shelf (GOTS))
E5	NON-CORE	Perform Operational Test and Evaluation (OTE) of cyber tools
E5	CORE	Prepare technical aspects of organic products (e.g. reports, working aids, Concept of Operations (CONOPS), etc.)
E5	CORE	Provide technical solutions from all source data (e.g. Signals Intelligence (SIGINT), network data, etc.)
E4	CORE	Verify operational authorities

FORENSIC ANALYSIS

Paygrade	Task Type	Task Statements
E4	NON-CORE	Perform basic media forensic analysis
E5	NON-CORE	Perform behavioral malware analysis
E6	NON-CORE	Perform in-depth malware analysis and reverse engineering
E5	NON-CORE	Perform intermediate media analysis (e.g. memory, phones, physical devices, etc.)
E4	CORE	Perform triage malware analysis

SENSITIVE COMPARTMENTED INFORMATION (SCI) PROTECTION

Paygrade	Task Type	Task Statements
E6	NON-CORE	Coordinate Temporary Sensitive Compartmented Information Facility (TSCIF) accreditations
E4	CORE	Destroy Sensitive Compartmented Information (SCI) materials
E6	CORE	Document receipt of Sensitive Compartmented Information (SCI) materials
E4	CORE	Implement Emergency Action Plans (EAP)
E4	CORE	Inventory Sensitive Compartmented Information (SCI) materials

SENSITIVE COMPARTMENTED INFORMATION (SCI) PROTECTION (CONT'D)

Paygrade	Task Type	Task Statements
E7	NON-CORE	Manage Temporary Sensitive Compartmented Information Facility (TSCIF) accreditations
E4	CORE	Safeguard Sensitive Compartmented Information (SCI) materials
E4	CORE	Store Sensitive Compartmented Information (SCI) materials

SYSTEMS ANALYSIS

Paygrade	Task Type	Task Statements
E4	CORE	Analyze common system services
E4	CORE	Analyze file systems (e.g. file structures, hierarchies, management, etc.)
E4	CORE	Analyze network security architecture components
E4	CORE	Analyze Operating System (OS) characteristics
E4	CORE	Analyze raw data (e.g. Signals Intelligence (SIGINT), network, wireless, etc.)
E4	CORE	Analyze remote system environments
E4	CORE	Analyze software and hardware

TARGET DEVELOPMENT

Paygrade	Task Type	Task Statements
E4	CORE	Analyze metadata
E4	CORE	Compile multiple source data
E5	NON-CORE	Construct virtualized network based on target data
E5	NON-CORE	Develop Pattern of Life (POL) analysis
E5	NON-CORE	Perform asset validation

VULNERABILITY ANALYSIS

Paygrade	Task Type	Task Statements
E5	CORE	Assess target network vulnerabilities

Job Title **Job Code**

Cryptologic Cyberspace Analyst 003006

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Computer and Mathematical	TBD	CRYPTOLOGIC CYBERSPACE ANALYST	CRYPTO CYB ANL

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	CTN	NEC's as assigned

Job Description

Cryptologic Cyberspace Analysts conduct analysis in support of offensive and defensive cyberspace operations to meet special operations forces, national, fleet, and joint requirements; and perform cyberspace target development and exploitation analysis, Indications and Warning (I&W), Attack Sensing and Warning (AS&W), forensic analysis, discovery, and counter-infiltration.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Analysis	123200	Computer Network Support Specialists	15-1152.00	Computer and Mathematical

Skills	Abilities
Critical Thinking	*Written Expression*
Complex Problem Solving	*Deductive Reasoning*
Judgment and Decision Making	*Inductive Reasoning*
Systems Analysis	*Selective Attention*
Operations Analysis	*Information Ordering*
Reading Comprehension	*Written Comprehension*
Quality Control Analysis	*Originality*
Systems Evaluation	*Problem Sensitivity*
Mathematics	*Oral Expression*
Coordination	*Mathematical Reasoning*

CYBER DEVELOPMENT AND EVALUATION

Paygrade	Task Type	Task Statements
E4	NON-CORE	Configure virtualized development environments
E4	CORE	Develop capabilities using scripting languages
E7	NON-CORE	Evaluate cyberspace operations software tools, capabilities, and platforms
E5	NON-CORE	Interpret assembly code
E4	CORE	Interpret source code
E5	NON-CORE	Maintain cyberspace operations tools, capabilities, and platforms
E7	NON-CORE	Perform advanced reverse engineering of binaries
E5	NON-CORE	Perform basic reverse engineering of binaries
E4	CORE	Perform boolean logic
E4	CORE	Perform discrete math functions
E6	NON-CORE	Perform intermediate reverse engineering of binaries

CYBER PLANNING

Paygrade	Task Type	Task Statements
E6	CORE	Analyze data (e.g. Battle Damage Assessment (BDA), Measures of Performance (MOP), Measures of Effectiveness (MOE), etc.)
E6	CORE	Assess event data to support Commander's Critical Information Requirements (CCIR) objectives
E7	CORE	Assess strategic impacts of tools and techniques on specific targets
E6	CORE	Conduct mission analysis

CYBER PLANNING (CONT'D)

Paygrade	Task Type	Task Statements
E7	CORE	Coordinate cyberspace operations with Intelligence Community (IC) stakeholders
E7	CORE	Coordinate cyberspace operations with stakeholders
E7	CORE	Deliver target development recommendations
E7	CORE	Develop cyberspace-related plans (e.g. Operation Plan (OPLAN), Concept of Operations Plan (CONPLAN), Concept of Operations (CONOP), etc.)
E6	CORE	Develop cyberspace-related Tactics, Techniques, and Procedures (TTP)
E5	NON-CORE	Develop offensive cyber Operations Plans (OPLAN)
E7	CORE	Evaluate technical aspects of organic products (e.g. reports, working aids, Concept of Operations (CONOPS), etc.)
E6	CORE	Identify Intelligence gaps
E6	CORE	Manage collection requirements
E7	CORE	Perform cyberspace assessments
E6	NON-CORE	Perform operational and tactical deconfliction
E6	CORE	Recommend targets based on all source reporting
E7	NON-CORE	Respond to formal Requests for Information (RFI)
E7	CORE	Respond to operational and tactical deconfliction requests
E7	CORE	Validate collection requirements

CYBERSPACE OPERATIONS

Paygrade	Task Type	Task Statements
E5	NON-CORE	Analyze Signals of Interest (SOI)
E5	CORE	Assess impact of Tactics, Techniques, and Procedures (TTP) on a target
E4	CORE	Assess operational environment
E4	CORE	Collect network data
E5	CORE	Communicate with Offensive Cyber Operations (OCO)/Defensive Cyber Operations (DCO) partners and stakeholders
E4	CORE	Conduct Defensive Cyberspace Operations (DCO)
E5	CORE	Conduct network surveys
E5	NON-CORE	Conduct Operation, Test, and Evaluation (OTE) of Commercial Off The Shelf (COTS)/Government Off The Shelf (GOTS)
E7	CORE	Coordinate with Offensive Cyber Operations (OCO)/Defensive Cyber Operations (DCO) partners and stakeholders
E4	CORE	Detect network vulnerabilities
E5	CORE	Evaluate collection requirements
E5	CORE	Evaluate raw data (e.g. Signals Intelligence (SIGINT), network, wireless, etc.)
E5	CORE	Evaluate remote system environments
E5	NON-CORE	Evaluate remote targets for pre-positioning
E5	NON-CORE	Fabricate collection and exploitation equipment (Commercial Off The Shelf (COTS)/Government Off The Shelf (GOTS))
E5	NON-CORE	Perform untethered collections

CYBERSPACE OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Prepare technical aspects of organic products (e.g. reports, working aids, Concept of Operations (CONOPS), etc.)
E5	CORE	Provide technical solutions from all source data (e.g. Signals Intelligence (SIGINT), network data, etc.)
E5	NON-CORE	Provide time sensitive geolocation information.
E4	CORE	Provide time sensitive reporting information (e.g. Critical Intelligence Communication (CRITIC), Commanders Critical Information Requirements (CCIRs), voice reports, etc.)
E4	CORE	Report time sensitive information
E4	CORE	Verify operational authorities

FORENSIC ANALYSIS

Paygrade	Task Type	Task Statements
E5	CORE	Document forensic processes and evidence collection
E7	NON-CORE	Manage forensic processes
E4	NON-CORE	Perform basic media forensic analysis
E5	NON-CORE	Perform behavioral malware analysis
E4	CORE	Perform forensic data acquisition
E6	NON-CORE	Perform in-depth malware analysis and reverse engineering
E5	NON-CORE	Perform intermediate media analysis (e.g. memory, phones, physical devices, etc.)
E4	CORE	Perform triage malware analysis

SENSITIVE COMPARTMENTED INFORMATION (SCI) PROTECTION

Paygrade	Task Type	Task Statements
E4	CORE	Control access to Sensitive Compartmented Information Facility (SCIF)
E6	NON-CORE	Coordinate Temporary Sensitive Compartmented Information Facility (TSCIF) accreditations
E4	CORE	Destroy Sensitive Compartmented Information (SCI) materials
E6	CORE	Document receipt of Sensitive Compartmented Information (SCI) materials
E4	CORE	Implement Emergency Action Plans (EAP)
E4	CORE	Inventory Sensitive Compartmented Information(SCI) materials
E7	NON-CORE	Manage Temporary Sensitive Compartmented Information Facility (TSCIF) accreditations
E4	CORE	Safeguard Sensitive Compartmented Information (SCI) materials
E4	CORE	Store Sensitive Compartmented Information (SCI) materials

SYSTEMS ANALYSIS

Paygrade	Task Type	Task Statements
E4	CORE	Analyze common system services
E4	CORE	Analyze file systems (e.g. file structures, hierarchies, management, etc.)
E4	CORE	Analyze network security architecture components
E4	CORE	Analyze Operating System (OS) characteristics
E4	CORE	Analyze raw data (e.g. Signals Intelligence (SIGINT), network, wireless, etc.)

SYSTEMS ANALYSIS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Analyze remote system environments
E4	CORE	Analyze software and hardware
E4	CORE	Determine basic structure and architecture of networks (e.g. wired, wireless, cellular, etc.)
E4	CORE	Determine threat Tactics, Techniques, and Procedures (TTP)

TARGET DEVELOPMENT

Paygrade	Task Type	Task Statements
E4	CORE	Analyze metadata
E4	CORE	Analyze remote target network composition
E4	NON-CORE	Analyze remote targets for pre-positioning
E5	NON-CORE	Assess physical characteristics of the target environment
E4	CORE	Compile multiple source data
E5	NON-CORE	Construct virtualized network based on target data
E5	CORE	Determine intelligence value
E4	CORE	Develop network maps
E5	NON-CORE	Develop Pattern of Life (POL) analysis
E4	CORE	Develop target templates
E4	CORE	Gather target information
E7	NON-CORE	Manage unit priority target lists
E5	NON-CORE	Perform asset validation
E5	NON-CORE	Perform tactical Airborne Precision Geolocation (APGL) operations/Unmanned Aerial Systems (UAS) payload operations
E5	NON-CORE	Perform tactical Precision Geolocation (PGL)
E5	NON-CORE	Perform target geospatial analysis
E5	CORE	Provide cyber Concept of Operations (CONOP) input
E5	NON-CORE	Provide target Positive Identification (PID)
E4	CORE	Verify target capabilities

VULNERABILITY ANALYSIS

Paygrade	Task Type	Task Statements
E5	CORE	Analyze network intrusion global threat activity data
E5	CORE	Analyze threat Tactics, Techniques, and Procedures (TTP)
E5	CORE	Assess target network vulnerabilities
E5	CORE	Report current/emerging cyber threats, intrusions, incidents, and events
E7	CORE	Validate target network vulnerabilities

Job Title **Job Code**

Cryptologic Cyberspace Planner 003103

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Management	TBD	CRYPTOLOGIC CYBERSPACE PLANNER	CRYPTO CYB PLN

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	CTN	NEC's as assigned

Job Description

Cryptologic Cyberspace Planners perform in-depth targeting and cyber planning; conduct strategic, operational, and tactical level planning across the full range of operations for integrated information and cyberspace operations; compile information; and develop detailed plans and orders in support of special operations forces, joint, fleet, and national requirements.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Analysis	123200	Computer and Information Systems Managers	11-3021.00	Management

Skills	Abilities
Critical Thinking	*Written Expression*
Judgment and Decision Making	*Deductive Reasoning*
Coordination	*Inductive Reasoning*
Complex Problem Solving	*Oral Expression*
Reading Comprehension	*Information Ordering*
Quality Control Analysis	*Written Comprehension*
Systems Evaluation	*Selective Attention*
Monitoring	*Oral Comprehension*
Operations Analysis	*Problem Sensitivity*
Active Listening	*Originality*

CYBER DEVELOPMENT AND EVALUATION

Paygrade	Task Type	Task Statements
E6	NON-CORE	Collaborate with stakeholders for defensive cyber tools
E7	NON-CORE	Validate requirements for defensive cyber tools

CYBER PLANNING

Paygrade	Task Type	Task Statements
E6	CORE	Analyze data (e.g. Battle Damage Assessment (BDA), Measures of Performance (MOP), Measures of Effectiveness (MOE), etc.)
E6	CORE	Assess event data to support Commander's Critical Information Requirements (CCIR) objectives
E7	CORE	Assess strategic impacts of tools and techniques on specific targets
E7	NON-CORE	Conduct exercise planning
E6	CORE	Conduct mission analysis
E7	NON-CORE	Confirm authorities and Standing Rules of Engagement (SROE) for cyberspace operations planning
E7	CORE	Coordinate cyberspace Operational Preparation of Environment (OPE)
E7	CORE	Coordinate cyberspace operations with Intelligence Community (IC) stakeholders
E7	NON-CORE	Coordinate cyberspace operations with Special Access Program (SAP)/Integrated Joint Special Technical Operations (IJSTO) planners
E7	CORE	Coordinate cyberspace operations with stakeholders

CYBER PLANNING (CONT'D)

Paygrade	Task Type	Task Statements
E7	NON-CORE	Coordinate Electronic Warfare (EW)/Cyber Operations with joint/allied partners
E6	CORE	Coordinate legal compliance reviews
E5	CORE	Deconflict scheduled network operations
E7	CORE	Deliver target development recommendations
E7	CORE	Develop cyberspace-related plans (e.g. Operation Plan (OPLAN), Concept of Operations Plan (CONPLAN), Concept of Operations (CONOP), etc.)
E6	CORE	Develop cyberspace-related Tactics, Techniques, and Procedures (TTP)
E5	NON-CORE	Develop offensive cyber Operations Plans (OPLAN)
E7	CORE	Evaluate technical aspects of organic products (e.g. reports, working aids, Concept of Operations (CONOPS), etc.)
E6	CORE	Identify Intelligence gaps
E7	CORE	Integrate cyberspace planning efforts with stakeholders and combatant commands
E6	CORE	Maintain deliberate and/or crisis action plans
E6	CORE	Manage collection requirements
E7	NON-CORE	Manage Electronic Warfare (EW)/Cyber Operations exercises
E7	CORE	Perform cyberspace assessments
E6	NON-CORE	Perform operational and tactical deconfliction
E6	CORE	Recommend targets based on all source reporting
E6	CORE	Report cyberspace effects (e.g. Measures of Performance (MOP), Measures of Effectiveness (MOE), and after action reports, etc.)
E7	NON-CORE	Request supporting Electronic Warfare (EW)/Cyber Operations assets
E7	NON-CORE	Respond to formal Requests for Information (RFI)
E7	CORE	Respond to operational and tactical deconfliction requests
E7	CORE	Validate collection requirements

CYBERSPACE OPERATIONS

Paygrade	Task Type	Task Statements
E5	CORE	Assess impact of Tactics, Techniques, and Procedures (TTP) on a target
E4	CORE	Assess operational environment
E5	CORE	Communicate with Offensive Cyber Operations (OCO)/Defensive Cyber Operations (DCO) partners and stakeholders
E7	CORE	Coordinate with Offensive Cyber Operations (OCO)/Defensive Cyber Operations (DCO) partners and stakeholders
E5	CORE	Evaluate collection requirements
E5	CORE	Evaluate remote system environments
E5	NON-CORE	Evaluate remote targets for pre-positioning
E5	CORE	Prepare technical aspects of organic products (e.g. reports, working aids, Concept of Operations (CONOPS), etc.)
E5	CORE	Provide technical solutions from all source data (e.g. Signals Intelligence (SIGINT), network data, etc.)

CYBERSPACE OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Provide time sensitive reporting information (e.g. Critical Intelligence Communication (CRITIC), Commanders Critical Information Requirements (CCIRs), voice reports, etc.)
E4	CORE	Report time sensitive information
E4	CORE	Verify operational authorities

SENSITIVE COMPARTMENTED INFORMATION (SCI) PROTECTION

Paygrade	Task Type	Task Statements
E4	CORE	Control access to Sensitive Compartmented Information Facility (SCIF)
E6	NON-CORE	Coordinate Temporary Sensitive Compartmented Information Facility (TSCIF) accreditations
E4	CORE	Destroy Sensitive Compartmented Information (SCI) materials
E6	CORE	Document receipt of Sensitive Compartmented Information (SCI) materials
E4	CORE	Implement Emergency Action Plans (EAP)
E4	CORE	Inventory Sensitive Compartmented Information (SCI) materials
E7	NON-CORE	Manage Temporary Sensitive Compartmented Information Facility (TSCIF) accreditations
E4	CORE	Safeguard Sensitive Compartmented Information (SCI) materials
E4	CORE	Store Sensitive Compartmented Information (SCI) materials

SYSTEMS ANALYSIS

Paygrade	Task Type	Task Statements
E4	CORE	Determine threat Tactics, Techniques, and Procedures (TTP)

TARGET DEVELOPMENT

Paygrade	Task Type	Task Statements
E4	CORE	Compile multiple source data
E5	CORE	Determine intelligence value
E5	NON-CORE	Develop Pattern of Life (POL) analysis
E4	CORE	Gather target information
E7	NON-CORE	Manage unit priority target lists
E5	CORE	Provide cyber Concept of Operations (CONOP) input
E4	CORE	Verify target capabilities

VULNERABILITY ANALYSIS

Paygrade	Task Type	Task Statements
E5	CORE	Analyze network intrusion global threat activity data
E5	CORE	Assess target network vulnerabilities
E7	CORE	Validate target network vulnerabilities

Job Title **Job Code**

Cryptologic Cyberspace Operator 003303

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Computer and Mathematical	TBD	CRYPTOLOGIC CYBERSPACE OPR	CRYPTO CYB OPR

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	CTN	NEC's as assigned

Job Description

Cryptologic Cyberspace Operators perform operations in support of offensive and defensive missions to meet special operations forces, national, fleet, and joint requirements; and perform exploitation and attack operations, software testing and evaluation, threat emulation, and intelligence collection; and access network operations.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Analysis	123200	Computer Network Support Specialists	15-1152.00	Computer and Mathematical

Skills	Abilities
Critical Thinking	*Deductive Reasoning*
Judgment and Decision Making	*Inductive Reasoning*
Complex Problem Solving	*Written Expression*
Systems Analysis	*Selective Attention*
Systems Evaluation	*Written Comprehension*
Operations Analysis	*Information Ordering*
Quality Control Analysis	*Problem Sensitivity*
Reading Comprehension	*Originality*
Mathematics	*Oral Expression*
Equipment Selection	*Mathematical Reasoning*

CYBER DEVELOPMENT AND EVALUATION

Paygrade	Task Type	Task Statements
E6	NON-CORE	Collaborate with stakeholders for defensive cyber tools
E4	NON-CORE	Configure virtualized development environments
E5	NON-CORE	Develop capabilities using compiled and assembled languages
E4	CORE	Develop capabilities using scripting languages
E5	NON-CORE	Develop cyberspace operations tools and platforms
E7	NON-CORE	Evaluate cyberspace operations software tools, capabilities, and platforms
E5	NON-CORE	Interpret assembly code
E4	CORE	Interpret source code
E5	NON-CORE	Maintain cyberspace operations tools, capabilities, and platforms
E5	NON-CORE	Perform basic reverse engineering of binaries
E4	CORE	Perform boolean logic
E4	CORE	Perform discrete math functions
E5	NON-CORE	Validate cyberspace operations software tools, capabilities, and platforms Operational Test and Evaluate (OTE)

CYBER PLANNING

Paygrade	Task Type	Task Statements
E6	CORE	Analyze data (e.g. Battle Damage Assessment (BDA), Measures of Performance (MOP), Measures of Effectiveness (MOE), etc.)
E6	CORE	Assess event data to support Commander's Critical Information Requirements (CCIR) objectives

CYBER PLANNING (CONT'D)

Paygrade	Task Type	Task Statements
E7	CORE	Assess strategic impacts of tools and techniques on specific targets
E5	CORE	Deconflict scheduled network operations
E6	CORE	Develop cyberspace-related Tactics, Techniques, and Procedures (TTP)
E7	CORE	Evaluate technical aspects of organic products (e.g. reports, working aids, Concept of Operations (CONOPS), etc.)
E7	CORE	Perform cyberspace assessments
E6	CORE	Report cyberspace effects (e.g. Measures of Performance (MOP), Measures of Effectiveness (MOE), and after action reports, etc.)

CYBERSPACE OPERATIONS

Paygrade	Task Type	Task Statements
E5	NON-CORE	Analyze Signals of Interest (SOI)
E5	CORE	Assess impact of Tactics, Techniques, and Procedures (TTP) on a target
E4	CORE	Assess operational environment
E4	CORE	Collect network data
E5	NON-CORE	Conduct access operations
E6	NON-CORE	Conduct Computer Network Attack (CNA) operations
E5	CORE	Conduct Computer Network Exploitation (CNE) operations
E4	CORE	Conduct Defensive Cyberspace Operations (DCO)
E5	CORE	Conduct network surveys
E5	NON-CORE	Conduct Operation, Test, and Evaluation (OTE) of Commercial Off The Shelf (COTS)/Government Off The Shelf (GOTS)
E4	CORE	Detect network vulnerabilities
E5	CORE	Evaluate raw data (e.g. Signals Intelligence (SIGINT), network, wireless, etc.)
E5	CORE	Evaluate remote system environments
E5	NON-CORE	Evaluate remote targets for pre-positioning
E5	NON-CORE	Fabricate collection and exploitation equipment (Commercial Off The Shelf (COTS)/Government Off The Shelf (GOTS))
E5	CORE	Perform cyberspace Operational Preparation of Environment (OPE)
E5	NON-CORE	Perform Operational Test and Evaluation (OTE) of cyber tools
E5	NON-CORE	Perform untethered collections
E5	CORE	Prepare technical aspects of organic products (e.g. reports, working aids, Concept of Operations (CONOPS), etc.)
E5	CORE	Provide technical solutions from all source data (e.g. Signals Intelligence (SIGINT), network data, etc.)
E5	NON-CORE	Provide time sensitive geolocation information.
E4	CORE	Provide time sensitive reporting information (e.g. Critical Intelligence Communication (CRITIC), Commanders Critical Information Requirements (CCIRs), voice reports, etc.)
E4	CORE	Report time sensitive information
E4	CORE	Verify operational authorities

FORENSIC ANALYSIS

Paygrade	Task Type	Task Statements
E4	NON-CORE	Perform basic media forensic analysis
E5	NON-CORE	Perform behavioral malware analysis
E4	CORE	Perform forensic data acquisition
E6	NON-CORE	Perform live forensic incident response
E4	CORE	Perform triage malware analysis

SENSITIVE COMPARTMENTED INFORMATION (SCI) PROTECTION

Paygrade	Task Type	Task Statements
E4	CORE	Control access to Sensitive Compartmented Information Facility (SCIF)
E6	NON-CORE	Coordinate Temporary Sensitive Compartmented Information Facility (TSCIF) accreditations
E4	CORE	Destroy Sensitive Compartmented Information (SCI) materials
E6	CORE	Document receipt of Sensitive Compartmented Information (SCI) materials
E4	CORE	Implement Emergency Action Plans (EAP)
E4	CORE	Inventory Sensitive Compartmented Information (SCI) materials
E7	NON-CORE	Manage Temporary Sensitive Compartmented Information Facility (TSCIF) accreditations
E4	CORE	Safeguard Sensitive Compartmented Information (SCI) materials
E4	CORE	Store Sensitive Compartmented Information (SCI) materials

SYSTEMS ANALYSIS

Paygrade	Task Type	Task Statements
E4	CORE	Analyze common system services
E4	CORE	Analyze file systems (e.g. file structures, hierarchies, management, etc.)
E4	CORE	Analyze network security architecture components
E4	CORE	Analyze Operating System (OS) characteristics
E4	CORE	Analyze raw data (e.g. Signals Intelligence (SIGINT), network, wireless, etc.)
E4	CORE	Analyze remote system environments
E4	CORE	Analyze software and hardware
E4	CORE	Determine basic structure and architecture of networks (e.g. wired, wireless, cellular, etc.)
E4	CORE	Determine threat Tactics, Techniques, and Procedures (TTP)

TARGET DEVELOPMENT

Paygrade	Task Type	Task Statements
E4	CORE	Analyze metadata
E4	NON-CORE	Analyze remote targets for pre-positioning
E5	NON-CORE	Assess physical characteristics of the target environment
E4	CORE	Compile multiple source data
E5	NON-CORE	Construct virtualized network based on target data
E4	CORE	Develop network maps
E5	NON-CORE	Develop Pattern of Life (POL) analysis
E4	CORE	Gather target information

TARGET DEVELOPMENT (CONT'D)

Paygrade	Task Type	Task Statements
E7	NON-CORE	Manage unit priority target lists
E5	NON-CORE	Perform asset validation
E5	NON-CORE	Perform tactical Airborne Precision Geolocation (APGL) operations/Unmanned Aerial Systems (UAS) payload operations
E5	NON-CORE	Perform tactical Precision Geolocation (PGL)
E5	NON-CORE	Perform target geospatial analysis
E5	CORE	Provide cyber Concept of Operations (CONOP) input
E5	NON-CORE	Provide target Positive Identification (PID)
E4	CORE	Verify target capabilities

VULNERABILITY ANALYSIS

Paygrade	Task Type	Task Statements
E5	CORE	Analyze threat Tactics, Techniques, and Procedures (TTP)
E5	CORE	Assess target network vulnerabilities
E5	CORE	Report current/emerging cyber threats, intrusions, incidents, and events
E7	CORE	Validate target network vulnerabilities

CHAPTER 20

CRYPTOLOGIC TECHNICIAN (CT)

NAVPERS 18068-20L
CH-71

Updated: July 2017

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NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

CRYPTOLOGIC TECHNICIAN (COLLECTION) (CTR)

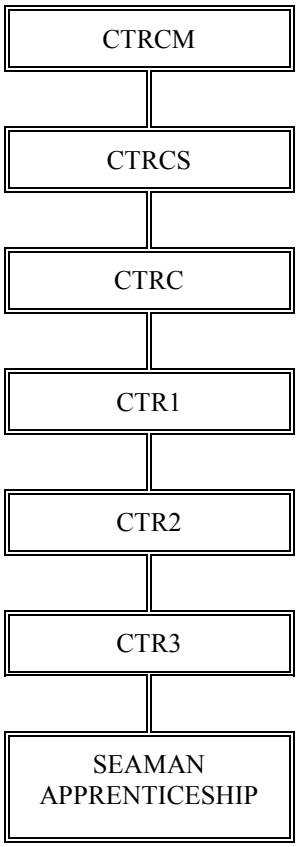
SCOPE OF RATING

Cryptologic Technicians (Collection) (CTR) operate state-of-the-art computer systems to conduct Information and Cyberspace Operations; collect, analyze and exploit Signals Of Interest (SOI) to identify, locate and report worldwide threats; control and safeguard access to classified material and information systems; provide tactical and strategic signals intelligence, technical guidance, digital network intelligence, and information warfare support to surface, subsurface, air, special warfare units, and national consumers to maintain information dominance.

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 20.

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 article 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

Analyst And Reporter

Job Code

001072

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Computer and Mathematical	TBD	ANALYST AND REPORTER	ANLYST&REPORTR

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	CTR	NECs 9138, 9105, 9187

Job Description

Analysts and Reporters develop targets in support of Information Operations (IO); collect, analyze, and fuse target communications and multiple source information identifying Essential Elements of Information (EEI) to map and develop target networks, conduct spatial and temporal geolocation analysis, execute geolocation operations and data extractions; access and manipulate databases to perform planning and fusion analysis; develop targets for communications Electronic Attack (EA) and cyberspace planning, execution, and assessment; provide Area of Responsibility (AOR) specific Signals Intelligence (SIGINT) trend and predictive analysis in support of Priority Intelligence Requirements (PIRs); draft and disseminate Signals Intelligence (SIGINT) reports, cryptologic mission reports, cryptologic and all-source assessments, sanitized product reports, and emergency action plans; conduct analysis in support of Offensive and Defensive Cyberspace Operations (OCO/DCO) to meet National, Fleet, and Joint requirements; and comply with classified information storage, transportation, and protection requirements.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Intercept Operators (Code and Non-Code)	123100	Computer Programmers	15-1131.00	Computer and Mathematical

Skills	Abilities
Critical Thinking	*Deductive Reasoning*
Reading Comprehension	*Inductive Reasoning*
Complex Problem Solving	*Written Expression*
Management of Material Resources	*Written Comprehension*
Judgment and Decision Making	*Speed of Closure*
Coordination	*Information Ordering*
Science	*Category Flexibility*
Writing	*Oral Expression*
Active Learning	*Problem Sensitivity*
Systems Analysis	*Selective Attention*

FIREPOWER EMPLOYMENT

Paygrade	Task Type	Task Statements
E5	CORE	Assess Measures of Performance (MOP)
E6	CORE	Brief post-communication Electronic Attack (EA) assessments
E5	NON-CORE	Conduct Battle Damage Assessments (BDA)
E5	NON-CORE	Conduct counter-Unmanned Aerial Systems (UAS) operations
E4	CORE	Determine current communications Electronic Warfare (EW) Rules of Engagement (ROE)
E7	NON-CORE	Develop communication Electronic Attack (EA) plans
E7	NON-CORE	Develop communications Electronic Attack (EA) Concept of Operations (CONOP)
E6	NON-CORE	Evaluate Measures of Effectiveness (MOE)
E6	NON-CORE	Maintain authorities based situational awareness
E5	NON-CORE	Perform counter-Unmanned Aerial Systems (UAS) analysis

FORCE PROTECTION

Paygrade	Task Type	Task Statements
E4	CORE	Control access to restricted areas
E4	CORE	Destroy Sensitive Compartmented Information (SCI) materials

FORCE PROTECTION (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Document receipt of classified materials
E4	CORE	Employ operations security
E5	CORE	Evaluate threat envelopes
E7	NON-CORE	Implement Disaster Recovery Plans (DRP)
E4	CORE	Implement Emergency Action Plans (EAP)
E7	CORE	Manage Sensitive Compartmented Information Facility (SCIF) accreditations
E4	CORE	Properly mark Sensitive Compartmented Information (SCI) materials
E4	CORE	Safeguard Sensitive Compartmented Information (SCI) materials
E4	CORE	Transport Sensitive Compartmented Information (SCI) materials

INFORMATION OPERATION SUPPORT

Paygrade	Task Type	Task Statements
E5	NON-CORE	Conduct Military Information Support Operations (MISO)
E7	CORE	Coordinate Information Related Capabilities (IRC)
E4	NON-CORE	Implement Military Information Support Operations (MISO)
E4	CORE	Provide Military Deception (MILDEC) support

INTELLIGENCE ANALYSIS AND PRODUCTION

Paygrade	Task Type	Task Statements
E4	CORE	Analyze collection sources
E5	NON-CORE	Analyze Command and Control Warfare (C2W) networks for critical nodes
E4	NON-CORE	Analyze common Satellite Communications (SATCOM) related elements
E4	NON-CORE	Analyze common Ultra High Frequency/Very High Frequency/Push To Talk (UHF/VHF/PTT) communication related elements
E4	NON-CORE	Analyze common unmanned vehicles communication related elements
E4	NON-CORE	Analyze common wireless communications related elements
E4	NON-CORE	Analyze communication device capabilities
E4	NON-CORE	Analyze Communication External (COMEXT) target usage
E5	NON-CORE	Analyze evolving communication technologies
E5	NON-CORE	Analyze Foreign Instrumentation Signals Intelligence (FISINT) functions
E4	CORE	Analyze intercept to identify Essential Elements of Information (EEI)
E5	NON-CORE	Analyze network intrusion global threat activity data
E5	NON-CORE	Analyze network vulnerabilities
E5	NON-CORE	Analyze PROFORMA
E4	NON-CORE	Analyze PROFORMA signal functions
E4	CORE	Analyze target locations
E4	CORE	Combine multi-source intelligence for Signals Intelligence (SIGINT) reporting
E5	NON-CORE	Conduct all-source analysis
E5	NON-CORE	Conduct Network Oriented Data Acquisition Language (NODAL) analysis
E5	NON-CORE	Conduct non-traditional targeting

INTELLIGENCE ANALYSIS AND PRODUCTION (CONT'D)

Paygrade	Task Type	Task Statements
E4	NON-CORE	Conduct Signals Intelligence (SIGINT) Geospatial Analysis (SGA)
E4	NON-CORE	Demonstrate ability to source analyze documents
E5	CORE	Develop Area of Responsibility (AOR) target data
E4	NON-CORE	Develop Communication External (COMEXT) notations
E5	NON-CORE	Develop cyber persona profiles
E5	NON-CORE	Develop pattern of life analysis
E5	CORE	Develop target packages
E5	CORE	Develop target profiles
E5	CORE	Develop targets in support of commander's intent
E4	NON-CORE	Document collateral information in support of reporting
E4	CORE	Draft fused Signals Intelligence (SIGINT) reports
E4	NON-CORE	Draft intelligence product reports
E5	CORE	Draft mission reports
E5	CORE	Draft post-mission reports
E4	CORE	Draft time sensitive reports
E6	NON-CORE	Evaluate adversary decision-making processes to identify vulnerabilities
E4	CORE	Extract data from collection and mission databases
E4	CORE	Fuse technical data to develop target communications profiles
E5	CORE	Identify adversary Tactics, Techniques, and Procedures (TTP)
E5	NON-CORE	Identify and evaluate adversary critical capabilities, requirements, and vulnerabilities
E4	CORE	Identify reporting criteria
E5	CORE	Map communications networks
E5	NON-CORE	Perform advanced characterization of the electronic environment
E5	NON-CORE	Perform advanced telephony survey analysis
E5	NON-CORE	Perform advanced untethered analysis
E5	NON-CORE	Perform asset validation
E4	CORE	Perform content analysis
E4	CORE	Perform geolocation analysis
E4	CORE	Perform metadata analysis
E5	NON-CORE	Perform Sensitive Site Exploitation (SSE) analysis
E5	CORE	Perform Signals Intelligence (SIGINT) fusion analysis
E5	NON-CORE	Perform technical target analysis
E4	CORE	Perform traffic analysis
E5	NON-CORE	Perform Unattended Ground Sensor (UGS) analysis
E5	NON-CORE	Produce all-source cyberspace operations intelligence products (e.g. threat assessment, briefings, intelligence studies, etc.)
E5	CORE	Produce target communications profiles using technical data
E5	NON-CORE	Produce Target System Analysis (TSA) products

INTELLIGENCE ANALYSIS AND PRODUCTION (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Provide Signals Intelligence (SIGINT) support to targeteering
E5	NON-CORE	Provide target Positive Identification (PID)
E4	NON-CORE	Report current/emerging cyber threats, intrusions, incidents and events
E5	NON-CORE	Report forensic processes and evidence collected
E5	CORE	Research network technologies
E4	CORE	Research Open Source Intelligence (OSINT)
E4	CORE	Respond to Request For Information (RFI)
E4	CORE	Utilize Geospatial Information System (GIS) tools
E4	CORE	Utilize Intelligence Community (IC) databases
E4	CORE	Utilize software-based analysis tools
E6	NON-CORE	Validate technical aspects of cyberspace operations products

INTELLIGENCE AND DATA COLLECTION

Paygrade	Task Type	Task Statements
E5	NON-CORE	Adjust cyberspace taskings
E4	CORE	Assess Indication & Warning (I&W) threats
E4	CORE	Assign identifiers to target platforms
E5	NON-CORE	Conduct airborne geolocation analysis
E5	NON-CORE	Conduct ground geolocation analysis
E4	NON-CORE	Conduct site exploitations
E6	NON-CORE	Develop targeting automation applications
E4	CORE	Execute commands within various operating systems
E4	CORE	Generate Request For Information (RFI)
E4	CORE	Maintain target lists (i.e. Regional Target List (RTL), Joint Target List (JTL), Combined Target List (CTL))
E6	NON-CORE	Manage cyberspace taskings
E6	CORE	Manage geolocation operations
E4	CORE	Perform geolocation of Signals Of Interest (SOI)
E4	CORE	Perform Radio Direction Findings (RDF) of Signals Of Interest (SOI)
E5	CORE	Perform Radio Frequency (RF) propagation modeling
E5	NON-CORE	Perform tactical Signals Intelligence (SIGINT) Intelligence, Surveillance, and Reconnaissance (ISR)
E4	CORE	Review equipment status
E4	CORE	Troubleshoot system equipment failures and errors
E4	CORE	Troubleshoot system software failures and errors
E5	CORE	Verify collected information meets intelligence needs

INTELLIGENCE INTEGRATION AND DISSEMINATION

Paygrade	Task Type	Task Statements
E4	CORE	Brief communication networks
E4	CORE	Brief intelligence operations
E4	CORE	Brief transmission methods
E5	CORE	Coordinate target analysis with external units
E4	NON-CORE	Disseminate Communication External (COMEXT) reports
E5	CORE	Disseminate Signals Intelligence (SIGINT) reports
E4	CORE	Disseminate time sensitive reports
E5	CORE	Evaluate analysis and reporting operations
E4	CORE	Integrate information
E7	CORE	Manage dissemination of Signals Intelligence (SIGINT) reports
E4	CORE	Monitor Common Operational Picture (COP)
E4	CORE	Provide Indications & Warnings (I&W) to tactical commanders
E5	CORE	Provide information and assessments for the purposes of informing the commander and customers
E4	CORE	Provide Signals Intelligence (SIGINT) report inputs
E5	NON-CORE	Provide Time Sensitive Target (TST) operations intelligence support
E5	CORE	Sanitize cryptologic data for dissemination
E7	NON-CORE	Verify Communication External (COMEXT) report dissemination

INTELLIGENCE PLANNING AND DIRECTION

Paygrade	Task Type	Task Statements
E6	CORE	Analyze collection metrics
E5	CORE	Assess the effects of operations
E7	CORE	Assign assets and resources to meet intelligence requirements
E5	NON-CORE	Collaborate with Intelligence Community (IC) analysts for cyberspace operations
E5	CORE	Compile collection metrics
E6	CORE	Comply with Intelligence Oversight (IO) requirements
E5	NON-CORE	Conduct Intelligence Preparation of the Operating Environment (IPOE)
E6	NON-CORE	Conduct Joint Intelligence Preparation of the Operational Environment (JIPOE)
E7	CORE	Conduct production planning and directing
E7	CORE	Construct collection matrix
E7	CORE	Construct collection plans
E5	NON-CORE	Coordinate airborne geolocation operations
E6	CORE	Coordinate available intelligence resources
E6	CORE	Coordinate communication support
E6	NON-CORE	Coordinate cyberspace operations with partners
E7	NON-CORE	Coordinate cyberspace operations with Special Access Program (SAP)/Integrated Joint Special Technical Operations (IJSTO) planners/Review and Approval Process for Cyber Operations (RAPCO)
E5	CORE	Coordinate geolocation operations

INTELLIGENCE PLANNING AND DIRECTION (CONT'D)

Paygrade	Task Type	Task Statements
E5	NON-CORE	Coordinate ground geolocation operations
E5	CORE	Coordinate mission objectives
E6	CORE	Coordinate mission operations
E7	CORE	Coordinate Signals Intelligence (SIGINT) Indications & Warnings (I&W)
E5	NON-CORE	Coordinate target vetting with appropriate partners
E6	NON-CORE	Coordinate with Defensive Cyber Operations (DCO) partners and consumers
E6	CORE	Create cryptologic tasking
E4	CORE	Deconflict frequency usage
E5	NON-CORE	Deconflict network operations
E5	CORE	Determine collection gaps
E6	CORE	Determine collection requirements
E7	CORE	Determine intelligence gaps
E7	CORE	Determine Intelligence Requirements (IR)
E5	CORE	Develop and refine objectives
E5	CORE	Develop communications Electronic Attack (EA) briefs
E5	CORE	Develop Course of Actions (COA)
E5	NON-CORE	Develop cryptologic operations and collection management support Standard Operating Procedures (SOP)
E6	CORE	Develop information requirements (e.g. essential elements job information) to answer Priority Information Requirements (PIR)
E6	NON-CORE	Develop Offensive Cyber Operations (OCO) Operations Plans (OPLAN)
E5	NON-CORE	Develop target templates
E7	CORE	Direct Signals Intelligence (SIGINT) taskings
E7	CORE	Draft Signals Intelligence (SIGINT) operations policies and procedures
E6	CORE	Engage customers to understand intelligence needs and wants
E5	NON-CORE	Establish communications infrastructure for data exfiltration
E7	CORE	Evaluate collection metrics
E6	CORE	Evaluate cryptologic operations
E4	CORE	Identify information flow within the intelligence cycle (Tasking, Collection, Processing, Exploitation, and Dissemination (TCPED))
E4	CORE	Implement United States Signals Intelligence Directives (USSID)
E7	CORE	Incorporate Commanders Critical Information Requirements (CCIRs) to include priority intelligence requirements (PIR) into collection management activities
E7	CORE	Incorporate National Intelligence Priorities Framework (NIPF) as appropriate and/or operationally relevant
E6	NON-CORE	Integrate cyberspace targeting efforts with other organization and combatant commands
E5	CORE	Maintain cryptologic or mission databases
E6	NON-CORE	Manage accesses on a Mission Correlation Table (MCT)
E7	CORE	Manage all-source analysis operations

INTELLIGENCE PLANNING AND DIRECTION (CONT'D)

Paygrade	Task Type	Task Statements
E6	CORE	Manage content and metadata analysis
E7	CORE	Manage Critical (CRITIC) message programs
E7	CORE	Manage Information Related Capability (IRC) programs
E7	CORE	Manage intelligence support solutions
E7	CORE	Manage mission database access
E6	CORE	Manage Radio Frequency (RF) propagation modeling
E7	CORE	Manage Signals Intelligence (SIGINT) and cyber mission requirement resources
E7	CORE	Manage targeting cycles
E7	CORE	Prioritize Intelligence Requirements (IR)
E4	CORE	Produce area of interest briefs
E6	NON-CORE	Provide aim point recommendations
E6	NON-CORE	Provide coordination, validation, and management assistance of intelligence collection requirements, plans, and/or activities
E6	CORE	Provide coordination, validation, and management assistance of Signals Intelligence (SIGINT) collection requirements, plans, and/or activities
E5	CORE	Provide operational planning and execution support
E5	CORE	Provide target nomination recommendations which meet commander's objectives
E5	NON-CORE	Provide technical solutions from all-source data
E4	CORE	Research military Order of Battle (OOB)
E4	CORE	Research Signals Intelligence (SIGINT) Order of Battle (OOB)
E7	CORE	Staff Concept of Operations (CONOPS) through Battleforce Stakeholders
E6	NON-CORE	Submit priority recommendations to support Commander's Critical Information Requirements (CCIR)
E7	CORE	Submit resource requirements for implementation and sustainment
E5	CORE	Supervise Intelligence, Surveillance, and Reconnaissance (ISR) operations
E7	CORE	Validate Collection Management Authority (CMA) requirements in support of Intelligence, Surveillance and Reconnaissance (ISR) Concept of Operations (CONOPS)
E5	CORE	Verify mission taskings

INTELLIGENCE PROCESSING AND EXPLOITATION

Paygrade	Task Type	Task Statements
E4	NON-CORE	Analyze communication emitter notations
E4	CORE	Analyze multiple access schemes
E4	NON-CORE	Analyze wireless communications (Global System for Mobile (GSM) Communications and 802.XX)
E5	NON-CORE	Assess collateral effects of targeting operations
E4	CORE	Conduct target exploitation
E4	CORE	Convert numbering systems

INTELLIGENCE PROCESSING AND EXPLOITATION (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Correlate case notations
E5	NON-CORE	Develop scripts and programs
E5	NON-CORE	Develop tools for analysis
E4	CORE	Perform File Transfer Protocol (FTP)
E4	NON-CORE	Perform track management and target identification
E5	CORE	Utilize computer software for intermediate analysis
E4	NON-CORE	Utilize cryptologic/Signals Intelligence (SIGINT) databases

NETWORK EXPLOITATION

Paygrade	Task Type	Task Statements
E5	NON-CORE	Analyze common system services
E4	NON-CORE	Analyze digital network communications
E5	NON-CORE	Analyze network device configurations
E5	NON-CORE	Analyze network security architecture components
E5	NON-CORE	Coordinate forensic processes
E5	NON-CORE	Detect network vulnerabilities
E5	NON-CORE	Determine basic structure and architecture of networks
E5	NON-CORE	Determine Operating System (OS) characteristics
E5	NON-CORE	Determine software and hardware vulnerabilities
E6	NON-CORE	Evaluate information networks defensive posture of target networks
E5	NON-CORE	Map digital networks
E5	NON-CORE	Perform file system analysis
E4	NON-CORE	Perform protocol analysis
E5	NON-CORE	Perform website characterizations

TRAINING

Paygrade	Task Type	Task Statements
E6	CORE	Compile Collection Management Activities (CMA) execution of mission lessons learned
E4	CORE	Conduct command designated exercises
E5	CORE	Conduct mission area training
E7	NON-CORE	Conduct operational certifications
E6	NON-CORE	Develop command designated exercises
E6	CORE	Develop methods and techniques for analysis
E5	NON-CORE	Implement Cyber Readiness Training Team (CRTT) drills
E5	CORE	Provide support to command designated exercises

Job Title

Signals Analyst

Job Code

001077

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Computer and Mathematical	TBD	SIGNALS ANALYST	SIGNALS ANLYST

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	CTR	NECs 9147, 9149

Job Description

Signals Analysts collect and conduct signals search, analysis, target identification, and reporting operations; develop, evaluate, and execute target mission plans to include exploitation and manipulation of the Electromagnetic (EM) spectrum; collect and process a Signal Of Interest (SOI) employing demodulation, demultiplexing techniques, and coding theory; perform fine grain analysis and reporting of known, new, and anomalous signals, and provide locational data; research and develop signals; perform digital communications and bit stream analysis to recover signals structures and utilize internal parameters to identify Signal Of Interest (SOI); construct waveforms in support of communication electronic attack; conduct protocol analysis; develop scripts and tools for Offensive and Defensive Cyberspace Operations (OCO/DCO) to meet National, Fleet, and Joint requirements; and comply with classified information storage, transportation, and protection requirements.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Intercept Operators (Code and Non-Code)	123100	Computer Programmers	15-1131.00	Computer and Mathematical

Skills	Abilities
science	*Deductive Reasoning*
Mathematics	*Inductive Reasoning*
Reading Comprehension	*Information Ordering*
Critical Thinking	*Written Comprehension*
Complex Problem Solving	*Written Expression*
Judgment and Decision Making	*Speed of Closure*
Operation and Control	*Category Flexibility*
Management of Material Resources	*Flexibility of Closure*
Writing	*Problem Sensitivity*
Systems Analysis	*Oral Expression*

FIREPOWER EMPLOYMENT

Paygrade	Task Type	Task Statements
E5	NON-CORE	Create Electronic Attack (EA) waveforms
E6	NON-CORE	Maintain authorities based situational awareness

FORCE PROTECTION

Paygrade	Task Type	Task Statements
E4	CORE	Control access to restricted areas
E4	CORE	Destroy Sensitive Compartmented Information (SCI) materials
E4	CORE	Document receipt of classified materials
E4	CORE	Employ operations security
E7	NON-CORE	Implement Disaster Recovery Plans (DRP)
E4	CORE	Implement Emergency Action Plans (EAP)
E7	CORE	Manage Sensitive Compartmented Information Facility (SCIF) accreditations
E5	NON-CORE	Perform electronic counter-surveillance
E4	CORE	Properly mark Sensitive Compartmented Information (SCI) materials
E4	CORE	Safeguard Sensitive Compartmented Information (SCI) materials
E4	CORE	Transport Sensitive Compartmented Information (SCI) materials

INFORMATION OPERATION SUPPORT

Paygrade	Task Type	Task Statements
E5	NON-CORE	Conduct Military Information Support Operations (MISO)
E4	NON-CORE	Implement Military Information Support Operations (MISO)
E4	CORE	Provide Military Deception (MILDEC) support

INTELLIGENCE ANALYSIS AND PRODUCTION

Paygrade	Task Type	Task Statements
E5	NON-CORE	Analyze advanced modems
E4	CORE	Analyze collection sources
E4	NON-CORE	Analyze common Satellite Communications (SATCOM) related elements
E4	NON-CORE	Analyze common Ultra High Frequency/Very High Frequency/Push To Talk (UHF/VHF/PTT) communication related elements
E4	NON-CORE	Analyze common unmanned vehicles communication related elements
E4	NON-CORE	Analyze communication device capabilities
E5	NON-CORE	Analyze evolving communication technologies
E4	NON-CORE	Analyze Foreign Instrumentation Signals Intelligence (FISINT)
E5	NON-CORE	Analyze Foreign Instrumentation Signals Intelligence (FISINT) functions
E4	CORE	Analyze intercepts to identify Essential Elements of Information (EEI)
E5	NON-CORE	Analyze network vulnerabilities
E4	NON-CORE	Analyze non-communications signals
E5	NON-CORE	Analyze PROFORMA
E4	NON-CORE	Analyze PROFORMA signal functions
E4	CORE	Analyze short duration signals
E5	NON-CORE	Analyze signal internal overhead
E5	NON-CORE	Analyze spread spectrum Signals Of Interest (SOI)
E5	CORE	Develop Area of Responsibility (AOR) target data
E5	NON-CORE	Draft advanced signals analysis reports
E5	CORE	Draft mission reports
E5	CORE	Draft post-mission reports
E4	NON-CORE	Draft signals analysis reports
E4	CORE	Extract data from collection and mission databases
E4	CORE	Identify reporting criteria
E5	NON-CORE	Perform advanced characterization of the electronic environment
E6	NON-CORE	Perform advanced internals signals analysis
E4	CORE	Perform content analysis
E4	CORE	Perform dimensional analysis
E4	CORE	Perform geolocation analysis
E5	NON-CORE	Perform intermediate bit stream analysis
E4	CORE	Perform metadata analysis

INTELLIGENCE ANALYSIS AND PRODUCTION (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Produce target communications profiles using technical data
E5	NON-CORE	Report forensic processes and evidence collected
E5	CORE	Research network technologies
E4	CORE	Research Open Source Intelligence (OSINT)
E4	CORE	Respond to Request For Information (RFI)
E4	CORE	Utilize Geospatial Information System (GIS) tools
E4	CORE	Utilize Intelligence Community (IC) databases
E4	CORE	Utilize software-based analysis tools
E6	NON-CORE	Validate technical aspects of cyberspace operations products

INTELLIGENCE AND DATA COLLECTION

Paygrade	Task Type	Task Statements
E4	CORE	Assign identifiers to target platforms
E5	NON-CORE	Create Signal Descriptor Files (SDF)
E4	CORE	Demodulate signals of interest
E6	NON-CORE	Develop targeting automation applications
E4	CORE	Execute commands within various operating systems
E4	CORE	Exploit Electromagnetic (EM) spectrums
E5	NON-CORE	Exploit modulation types
E4	CORE	Generate Request For Information (RFI)
E4	CORE	Identify Signals Of Interest (SOI)
E4	CORE	Modify Signal Descriptor Files (SDF)
E5	CORE	Optimize collection systems
E5	CORE	Provide feedback on signals collection/processing tools to mitigate existing shortfalls
E4	CORE	Review equipment status
E4	CORE	Troubleshoot system equipment failures and errors
E4	CORE	Troubleshoot system software failures and errors
E4	CORE	Utilize spectrum analyzer
E4	CORE	Utilize synthesizers/generators
E5	CORE	Validate mission plans
E5	CORE	Validate Signal Descriptor Files (SDF)
E4	CORE	Validate system Radio Frequency (RF) distribution paths
E5	CORE	Verify collected information meets intelligence needs
E5	NON-CORE	Verify Signal Descriptor Files (SDF) performance

INTELLIGENCE INTEGRATION AND DISSEMINATION

Paygrade	Task Type	Task Statements
E4	CORE	Brief communication networks

INTELLIGENCE INTEGRATION AND DISSEMINATION (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Brief intelligence operations
E4	CORE	Brief transmission methods
E4	CORE	Integrate information
E5	CORE	Provide information and assessments for the purposes of informing the commander and customers
E4	CORE	Provide Signals Intelligence (SIGINT) report inputs
E5	NON-CORE	Provide Time Sensitive Target (TST) operations intelligence support
E5	CORE	Sanitize cryptologic data for dissemination

INTELLIGENCE PLANNING AND DIRECTION

Paygrade	Task Type	Task Statements
E6	CORE	Analyze collection metrics
E7	CORE	Assign assets and resources to meet intelligence requirements
E5	CORE	Compile collection metrics
E6	CORE	Comply with Intelligence Oversight (IO) requirements
E7	CORE	Conduct production planning and directing
E5	CORE	Coordinate mission objectives
E6	CORE	Coordinate mission operations
E6	CORE	Create cryptologic tasking
E7	CORE	Determine Intelligence Requirements (IR)
E5	CORE	Develop Course of Actions (COA)
E5	NON-CORE	Develop cryptologic operations and collection management support Standard Operating Procedures (SOP)
E5	NON-CORE	Develop target templates
E7	CORE	Draft Signals Intelligence (SIGINT) operations policies and procedures
E6	CORE	Engage customers to understand intelligence needs and wants
E7	CORE	Evaluate collection metrics
E4	CORE	Identify information flow within the intelligence cycle (Tasking, Collection, Processing, Exploitation, and Dissemination (TCPED))
E4	CORE	Implement United States Signals Intelligence Directives (USSID)
E7	CORE	Incorporate Commanders Critical Information Requirements (CCIRs) to include Priority Intelligence Requirements (PIR) into collection management activities
E5	CORE	Maintain cryptologic or mission databases
E6	CORE	Manage content and metadata analysis
E7	CORE	Manage Information Related Capability (IRC) programs
E7	CORE	Manage intelligence support solutions
E7	CORE	Manage mission database access
E6	NON-CORE	Manage signals analysis
E7	CORE	Prioritize Intelligence Requirements (IR)

INTELLIGENCE PLANNING AND DIRECTION (CONT'D)

Paygrade	Task Type	Task Statements
E6	CORE	Provide coordination, validation, and management assistance of Signals Intelligence (SIGINT) collection requirements, plans, and/or activities
E5	CORE	Provide target nomination recommendations which meet commander's objectives
E6	NON-CORE	Submit priority recommendations to support Commander's Critical Information Requirements (CCIR)
E7	CORE	Submit resource requirements for implementation and sustainment

INTELLIGENCE PROCESSING AND EXPLOITATION

Paygrade	Task Type	Task Statements
E4	NON-CORE	Analyze communication emitter notations
E5	NON-CORE	Analyze digital speech
E4	CORE	Analyze modems
E4	CORE	Analyze multiple access schemes
E5	NON-CORE	Analyze pulse code formats
E4	NON-CORE	Analyze wireless communications (Global System for Mobile (GSM) Communications and 802.XX)
E4	CORE	Conduct target exploitation
E4	CORE	Convert numbering systems
E4	CORE	Correlate case notations
E4	CORE	Demodulate basic signals
E6	NON-CORE	Demultiplex advanced signals
E5	NON-CORE	Demultiplex intermediate Signals Of Interest (SOI)
E5	NON-CORE	Demultiplex known signals
E6	NON-CORE	Demultiplex unknown signals
E4	CORE	Detect bit synchronizers
E5	NON-CORE	Detect signal anomalies from signals analysis
E4	CORE	Determine communication emitter notations
E4	CORE	Determine digital line coding schemes
E4	CORE	Determine error detection and correction schemes
E4	CORE	Determine Linear Recursive Sequences (LRS)
E4	CORE	Determine short duration and non-communications signals
E5	NON-CORE	Develop scripts and programs
E5	NON-CORE	Develop tools for analysis
E4	CORE	Forward digitized signals
E4	NON-CORE	Identify communication external notations
E4	NON-CORE	Perform advanced demodulations
E4	CORE	Perform basic bit stream analysis
E4	CORE	Perform File Transfer Protocol (FTP)
E4	CORE	Perform modulation analysis
E4	CORE	Perform waveform analysis

INTELLIGENCE PROCESSING AND EXPLOITATION (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Process PROFORMA
E4	CORE	Process Signals Of Interest (SOI)
E5	CORE	Utilize computer software for intermediate analysis
E4	NON-CORE	Utilize cryptologic/Signals Intelligence (SIGINT) databases
E4	CORE	Verify internal signal structures

NETWORK EXPLOITATION

Paygrade	Task Type	Task Statements
E5	NON-CORE	Analyze common system services
E4	NON-CORE	Analyze digital network communications
E5	NON-CORE	Coordinate forensic processes
E5	NON-CORE	Detect network vulnerabilities
E5	NON-CORE	Determine basic structure and architecture of networks
E4	NON-CORE	Perform protocol analysis
E4	CORE	Process digital network communications

TRAINING

Paygrade	Task Type	Task Statements
E6	CORE	Compile Collection Management Activities (CMA) execution of mission lessons learned
E5	CORE	Conduct mission area training
E7	NON-CORE	Conduct operational certifications
E6	NON-CORE	Develop command designated exercises
E6	CORE	Develop methods and techniques for analysis

Job Title

Collection Operator

Job Code

002746

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Computer and Mathematical	TBD	COLLECTION OPERATOR	COLL OPERATOR

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	CTR	NEC's as assigned

Job Description

Collection Operators operate and manage collection systems to intercept and analyze Signals Of Interest (SOI) for the purpose of identification, exploitation, and reporting in support of community Fleet, National, and Joint intelligence requirements; identify, track, and report adversary geographic locations to support target identification and military operations; perform information operations to deceive, degrade, or deny adversaries electronic sensors; perform own force monitoring to prevent adversary from utilizing friendly force emissions; optimize Signals Intelligence (SIGINT) collection resources and prioritize tasking; develop relationships between mission requirements, resource management, operating procedures, and communications target procedural identification techniques; manage signals collection, Request for Information (RFI), analysis, reporting, special intelligence communication networks, and assigned personnel; develop and execute courses of action in response to consumer feedback; and comply with emergency action plans, sanitization and release authorities, classified information storage, transportation, and protection requirements.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Intercept Operators (Code and Non-Code)	123100	Information Security Analysts	15-1122.00	Computer and Mathematical

Skills	Abilities
Operation and Control	*Deductive Reasoning*
Reading Comprehension	*Inductive Reasoning*
Management of Material Resources	*Written Comprehension*
Critical Thinking	*Written Expression*
Coordination	*Speed of Closure*
Equipment Selection	*Information Ordering*
Judgment and Decision Making	*Category Flexibility*
Science	*Oral Expression*
Complex Problem Solving	*Problem Sensitivity*
Writing	*Spatial Orientation*

FIREPOWER EMPLOYMENT

Paygrade	Task Type	Task Statements
E5	CORE	Assess Measures of Performance (MOP)
E6	CORE	Brief post-communication Electronic Attack (EA) assessments
E4	CORE	Collect Battle Damage Indicators (BDI)
E5	NON-CORE	Conduct counter-Unmanned Aerial Systems (UAS) operations
E5	CORE	Conduct Electronic Attack (EA) missions
E5	NON-CORE	Create Electronic Attack (EA) waveforms
E4	CORE	Determine current communications Electronic Warfare (EW) Rules of Engagement (ROE)
E7	NON-CORE	Develop communication Electronic Attack (EA) plans
E7	NON-CORE	Develop communications Electronic Attack (EA) Concept of Operations (CONOP)
E6	NON-CORE	Evaluate Measures of Effectiveness (MOE)
E6	NON-CORE	Maintain authorities based situational awareness
E5	NON-CORE	Perform tactical Airborne Precision Geolocation (APGL) operations/Unmanned Aerial Systems (UAS) payload operations
E5	NON-CORE	Perform tactical Precision Geolocation (PGL)

FORCE PROTECTION

Paygrade	Task Type	Task Statements
E4	CORE	Conduct Communication Security (COMSEC) monitoring
E4	NON-CORE	Conduct Counter-Intelligence, Surveillance, and Reconnaissance (C-ISR)
E4	CORE	Control access to restricted areas
E4	CORE	Destroy Sensitive Compartmented Information (SCI) materials
E4	CORE	Document receipt of classified materials
E4	CORE	Employ operations security
E7	NON-CORE	Implement Disaster Recovery Plans (DRP)
E4	CORE	Implement Emergency Action Plans (EAP)
E6	CORE	Manage Communication Security (COMSEC) monitoring
E6	CORE	Manage Own Force Monitoring (OFM)
E7	CORE	Manage Sensitive Compartmented Information Facility (SCIF) accreditations
E5	NON-CORE	Perform electronic counter-surveillance
E4	CORE	Properly mark Sensitive Compartmented Information (SCI) materials
E4	CORE	Report Electronic Attack (EA) against friendly units, systems, links or nodes
E4	CORE	Safeguard Sensitive Compartmented Information (SCI) materials
E4	CORE	Transport Sensitive Compartmented Information (SCI) materials

INFORMATION OPERATION SUPPORT

Paygrade	Task Type	Task Statements
E4	CORE	Conduct Electronic Warfare (EW) support
E5	NON-CORE	Conduct Military Information Support Operations (MISO)
E4	CORE	Conduct own force monitoring
E7	CORE	Coordinate Information Related Capabilities (IRC)
E4	NON-CORE	Implement Military Information Support Operations (MISO)
E4	CORE	Provide Military Deception (MILDEC) support

INTELLIGENCE ANALYSIS AND PRODUCTION

Paygrade	Task Type	Task Statements
E4	CORE	Analyze collection sources
E4	NON-CORE	Analyze Communication External (COMEXT) target usage
E4	CORE	Analyze intercepts to identify Essential Elements of Information (EEI)
E4	NON-CORE	Analyze PROFORMA signal functions
E5	CORE	Develop Area of Responsibility (AOR) target data
E5	CORE	Draft mission reports
E5	CORE	Draft post-mission reports
E4	CORE	Draft time sensitive reports
E4	CORE	Extract data from collection and mission databases
E4	CORE	Identify reporting criteria
E5	NON-CORE	Perform advanced characterization of the electronic environment
E4	CORE	Perform content analysis
E4	CORE	Perform dimensional analysis

INTELLIGENCE ANALYSIS AND PRODUCTION (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Perform geolocation analysis
E4	CORE	Perform metadata analysis
E4	CORE	Perform traffic analysis
E4	CORE	Respond to Request For Information (RFI)
E4	CORE	Utilize Geospatial Information System (GIS) tools
E4	CORE	Utilize Intelligence Community (IC) databases
E4	CORE	Utilize software-based analysis tools

INTELLIGENCE AND DATA COLLECTION

Paygrade	Task Type	Task Statements
E5	NON-CORE	Adjust cyberspace taskings
E4	CORE	Allocate Signals Intelligence (SIGINT) collection resources
E4	CORE	Assess Indication & Warning (I&W) threats
E4	CORE	Collect Signals Of Interest (SOI)
E5	NON-CORE	Conduct airborne geolocation analysis
E5	NON-CORE	Conduct ground geolocation analysis
E5	NON-CORE	Conduct ground terminal guidance
E5	NON-CORE	Conduct low visibility collection operations/unconventional collections
E4	CORE	Conduct remote access operations
E5	NON-CORE	Conduct Sensitive Site Exploitation (SSE) operations
E4	NON-CORE	Conduct site exploitations
E5	NON-CORE	Conduct tactical collections
E5	NON-CORE	Conduct tactical survey operations
E5	NON-CORE	Conduct Unattended Ground Sensor (UGS) emplacements
E4	CORE	Conduct wireless surveys
E4	CORE	Configure systems for optimal signals collection
E4	CORE	Create mission plans
E5	NON-CORE	Create Signal Descriptor Files (SDF)
E4	CORE	Demodulate signals of interest
E5	NON-CORE	Establish command and control link for Unmanned Aerial Systems (UAS) payloads
E4	CORE	Execute commands within various operating systems
E4	CORE	Exploit Electromagnetic (EM) spectrums
E5	NON-CORE	Exploit modulation types
E5	NON-CORE	Fabricate collection equipment (Commercial Off The Shelf/Government Off The Shelf (COTS/GOTS))
E4	CORE	Generate Request For Information (RFI)
E4	CORE	Identify Signals Of Interest (SOI)
E4	CORE	Implement cryptologic taskings
E4	CORE	Maintain position logs

INTELLIGENCE AND DATA COLLECTION (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Maintain target lists (i.e. Regional Target List (RTL), Joint Target List (JTL), Combined Target List (CTL))
E6	CORE	Manage collection of Signals Of Interest (SOI)
E6	CORE	Manage collection system operations and configurations
E6	NON-CORE	Manage cyberspace taskings
E7	CORE	Manage exploitation of Electromagnetic (EM) spectrum
E6	CORE	Manage geolocation operations
E4	CORE	Modify Signal Descriptor Files (SDF)
E4	CORE	Monitor Signals Of Interest (SOI) frequencies
E5	CORE	Optimize collection systems
E5	NON-CORE	Perform advanced untethered collections
E4	CORE	Perform geolocation of Signals Of Interest (SOI)
E4	CORE	Perform geolocation/Direction Finding (DF) of distress signals
E4	NON-CORE	Perform Morse code operations
E4	CORE	Perform Radio Direction Findings (RDF) of Signals Of Interest (SOI)
E5	CORE	Perform Radio Frequency (RF) propagation modeling
E5	NON-CORE	Perform tactical Signals Intelligence (SIGINT) Intelligence, Surveillance, and Reconnaissance (ISR)
E5	CORE	Provide feedback on signals collection/processing tools to mitigate existing shortfalls
E4	CORE	Record signals
E4	CORE	Review equipment status
E4	CORE	Select antennas for signals exploitation
E4	CORE	Select receivers for signals exploitation
E4	CORE	Shutdown collection systems
E4	CORE	Start-up collection systems
E6	CORE	Supervise collection operations
E4	CORE	Troubleshoot system equipment failures and errors
E4	CORE	Troubleshoot system software failures and errors
E4	CORE	Utilize spectrum analyzer
E4	CORE	Utilize synthesizers/generators
E5	CORE	Validate mission plans
E4	CORE	Validate system Radio Frequency (RF) distribution paths
E5	CORE	Verify collected information meets intelligence needs
E5	NON-CORE	Verify Signal Descriptor Files (SDF) performance

INTELLIGENCE INTEGRATION AND DISSEMINATION

Paygrade	Task Type	Task Statements
E4	CORE	Brief communication networks
E4	CORE	Brief intelligence operations
E4	CORE	Brief transmission methods

INTELLIGENCE INTEGRATION AND DISSEMINATION (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Disseminate Signals Intelligence (SIGINT) reports
E4	CORE	Disseminate time sensitive reports
E4	CORE	Integrate information
E7	CORE	Manage dissemination of Signals Intelligence (SIGINT) reports
E4	CORE	Monitor Common Operational Picture (COP)
E4	CORE	Provide Indications & Warnings (I&W) to tactical commanders
E5	CORE	Provide information and assessments for the purposes of informing the commander and customers
E4	CORE	Provide Signals Intelligence (SIGINT) report inputs
E5	NON-CORE	Provide Time Sensitive Target (TST) operations intelligence support
E5	CORE	Sanitize cryptologic data for dissemination

INTELLIGENCE PLANNING AND DIRECTION

Paygrade	Task Type	Task Statements
E6	CORE	Analyze collection metrics
E5	CORE	Assess the effects of operations
E7	CORE	Assign assets and resources to meet intelligence requirements
E5	CORE	Compile collection metrics
E6	CORE	Comply with Intelligence Oversight (IO) requirements
E7	CORE	Conduct production planning and directing
E7	CORE	Construct collection matrix
E7	CORE	Construct collection plans
E5	NON-CORE	Coordinate airborne geolocation operations
E6	CORE	Coordinate available intelligence resources
E6	CORE	Coordinate communication support
E6	NON-CORE	Coordinate cyberspace operations with partners
E5	CORE	Coordinate geolocation operations
E5	NON-CORE	Coordinate ground geolocation operations
E5	CORE	Coordinate mission objectives
E6	CORE	Coordinate mission operations
E7	CORE	Coordinate Signals Intelligence (SIGINT) Indications & Warnings (I&W)
E6	CORE	Create cryptologic tasking
E4	CORE	Deconflict frequency usage
E5	CORE	Determine collection gaps
E6	CORE	Determine collection requirements
E7	CORE	Determine intelligence gaps
E7	CORE	Determine Intelligence Requirements (IR)
E5	CORE	Develop communications Electronic Attack (EA) briefs
E5	CORE	Develop Course of Actions (COA)

INTELLIGENCE PLANNING AND DIRECTION (CONT'D)

Paygrade	Task Type	Task Statements
E5	NON-CORE	Develop cryptologic operations and collection management support Standard Operating Procedures (SOP)
E6	CORE	Develop information requirements (e.g. essential elements job information) to answer Priority Information Requirements (PIR)
E7	CORE	Direct Signals Intelligence (SIGINT) taskings
E7	CORE	Draft Signals Intelligence (SIGINT) operations policies and procedures
E6	CORE	Engage customers to understand intelligence needs and wants
E7	CORE	Evaluate collection metrics
E6	CORE	Evaluate cryptologic operations
E4	CORE	Identify information flow within the intelligence cycle (Tasking, Collection, Processing, Exploitation, and Dissemination (TCPED))
E4	CORE	Implement United States Signals Intelligence Directives (USSID)
E7	CORE	Incorporate Commanders Critical Information Requirements (CCIRs) to include Priority Intelligence Requirements (PIR) into collection management activities
E7	CORE	Integrate Signals Intelligence (SIGINT) resources
E5	CORE	Maintain cryptologic or mission databases
E6	NON-CORE	Manage Afloat Direction Finding Control (ADFC)
E6	CORE	Manage content and metadata analysis
E7	CORE	Manage Critical (CRITIC) message programs
E7	CORE	Manage Cryptologic Carry-on (CCOP) systems
E5	NON-CORE	Manage Electronic Key Management System (EKMS) programs
E7	CORE	Manage Information Related Capability (IRC) programs
E7	CORE	Manage intelligence support solutions
E7	CORE	Manage mission database access
E7	NON-CORE	Manage preventive maintenance programs
E6	CORE	Manage Radio Frequency (RF) propagation modeling
E7	CORE	Manage remote access capabilities
E7	CORE	Manage Signals Intelligence (SIGINT) and cyber mission requirement resources
E7	CORE	Prioritize Intelligence Requirements (IR)
E4	CORE	Produce area of interest briefs
E6	CORE	Provide coordination, validation, and management assistance of Signals Intelligence (SIGINT) collection requirements, plans, and/or activities
E5	CORE	Provide operational planning and execution support
E5	CORE	Provide target nomination recommendations which meet commander's objectives
E4	CORE	Research military Order of Battle (OOB)
E4	CORE	Research Signals Intelligence (SIGINT) Order of Battle (OOB)
E7	CORE	Staff Concept of Operations (CONOPS) through Battleforce Stakeholders
E6	NON-CORE	Submit priority recommendations to support Commander's Critical Information Requirements (CCIR)
E7	CORE	Submit resource requirements for implementation and sustainment

INTELLIGENCE PLANNING AND DIRECTION (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Supervise Intelligence, Surveillance, and Reconnaissance (ISR) operations
E7	CORE	Validate Collection Management Authority (CMA) requirements in support of Intelligence, Surveillance and Reconnaissance (ISR) Concept of Operations (CONOPS)

INTELLIGENCE PROCESSING AND EXPLOITATION

Paygrade	Task Type	Task Statements
E5	NON-CORE	Assess collateral effects of targeting operations
E4	CORE	Convert numbering systems
E4	CORE	Correlate case notations
E4	CORE	Demodulate basic signals
E4	CORE	Detect bit synchronizers
E4	CORE	Determine communication emitter notations
E4	CORE	Determine Linear Recursive Sequences (LRS)
E4	CORE	Determine short duration and non-communications signals
E4	CORE	Forward digitized signals
E4	NON-CORE	Identify communication external notations
E4	CORE	Perform File Transfer Protocol (FTP)
E4	CORE	Perform modulation analysis
E4	NON-CORE	Perform track management and target identification
E4	CORE	Perform waveform analysis
E4	CORE	Perform wavelength to frequency conversions
E4	CORE	Process PROFORMA
E4	CORE	Process Signals Of Interest (SOI)
E4	NON-CORE	Utilize cryptologic/Signals Intelligence (SIGINT) databases
E4	CORE	Verify internal signal structures

NETWORK EXPLOITATION

Paygrade	Task Type	Task Statements
E4	CORE	Process digital network communications

TRAINING

Paygrade	Task Type	Task Statements
E6	CORE	Compile Collection Management Activities (CMA) execution of mission lessons learned
E4	CORE	Conduct command designated exercises
E5	CORE	Conduct mission area training
E7	NON-CORE	Conduct operational certifications
E6	NON-CORE	Develop command designated exercises
E5	NON-CORE	Implement Combat Systems Training Team (CSTT) drills
E5	CORE	Provide support to command designated exercises

CHAPTER 20

CRYPTOLOGIC TECHNICIAN (CT)

NAVPERS 18068-20J
CH-72

Updated: October 2017

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NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

CRYPTOLOGIC TECHNICIAN (TECHNICAL) (CTT)

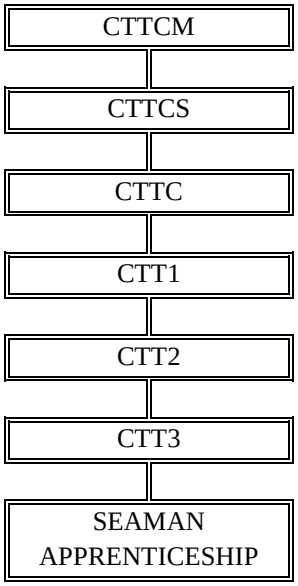
SCOPE OF RATING

Cryptologic Technicians (Technical) (CTT) conduct Electronic Warfare (EW) in support of national and commanders tasking; operate and maintain electronic sensors and computer systems; collect, analyze, exploit, and disseminate Electronic Intelligence (ELINT) in accordance with fleet and national tasking; provide safety of forces, Indications and Warning (I&W), Information Operations (IO), and Anti-Ship Missile Defense (ASMD); and provide technical and tactical guidance to Warfare Commanders and national consumers in support of surface, subsurface, air, and special warfare operations.

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 20.

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

Technical Electronic Intelligence Analyst

Job Code

001090

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Protective Service	TBD	TECH ELECTRONIC INTELL ANALYST	ELINT ANALYST

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	CTT	NEC's as assigned

Job Description

Technical Electronic Intelligence (TECHELINT) Analysts perform intermediate and advanced collection, measurement, and technical analysis of non-communication signals derived from multiple intelligence production resources; analyze and report all-source information for tactical and strategic commanders in support of fleet, theater, and national objectives; and produce assessments detailing the capabilities and vulnerabilities of foreign non-communication and weapons systems.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Intercept Operators (Code and Non-Code)	123100	Intelligence Analysts	33-3021.06	Protective Service

Skills	Abilities
Critical Thinking	*Deductive Reasoning*
Operation and Control	*Inductive Reasoning*
Judgment and Decision Making	*Information Ordering*
Writing	*Perceptual Speed*
Complex Problem Solving	*Written Expression*
Management of Material Resources	*Mathematical Reasoning*
Monitoring	*Written Comprehension*
Coordination	*Oral Expression*
Equipment Selection	*Control Precision*
Mathematics	*Problem Sensitivity*

ELECTROMAGNETIC SPECTRUM OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Identify Electromagnetic Interference (EMI)
E4	CORE	Monitor Electromagnetic (EM) spectrum
E5	CORE	Predict equipment performance characteristics based on atmospheric data
E5	CORE	Report Electromagnetic Interference (EMI)
E5	CORE	Report jamming sources
E5	CORE	Research jamming sources

ELECTRONIC INTELLIGENCE (ELINT) OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Analyze historical Signals Of Interest (SOI) data
E4	NON-CORE	Analyze record message traffic data
E4	CORE	Analyze Signals Of Interest (SOI)
E4	CORE	Annotate Radio Detection and Ranging (RADAR) affected performance (e.g. Radio Frequency (RF), interpulse modulation, intrapulse modulation, etc.)
E5	NON-CORE	Calculate blind speeds
E4	CORE	Calculate Pulse Repetition Frequency (PRF)
E4	CORE	Calculate Radio Detection and Ranging (RADAR) parameters (e.g. Pulse Repetition Intervals (PRI), Maximum Unambiguous Ranges (MUR), minimum range, etc.)
E5	NON-CORE	Classify radar performance characteristics based on parameters
E4	CORE	Conduct analysis in the frequency domain

ELECTRONIC INTELLIGENCE (ELINT) OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Conduct cryptologic and intelligence briefs
E4	CORE	Configure Electronic Intelligence (ELINT)/Electronic Warfare (EW) equipment
E5	CORE	Convert Radio Detection and Ranging (RADAR) parameters (e.g. linear to decibel, imperial to metric, etc.)
E4	CORE	Correlate national systems data to platform
E4	CORE	Correlate Signals Of Interest (SOI)
E4	CORE	Determine radar systems capabilities
E4	CORE	Determine target source utilizing Unintentional Modulation on Pulse (UMOP)
E5	CORE	Disseminate Electronic Intelligence (ELINT) data and reports (e.g. Operational Electronic Intelligence (OPELINT), Technical Electronics Intelligence (TECHELINT), etc.)
E5	CORE	Evaluate collection, analysis, and reporting
E4	NON-CORE	Evaluate signal quality
E4	CORE	Evaluate Signals Of Interest (SOI)
E4	CORE	Evaluate strategic situations (operational, tactical)
E4	CORE	Generate reports
E4	CORE	Identify interpulse modulation types (e.g. pulse constant, jitter, stagger, etc.)
E4	CORE	Identify intrapulse modulation types (e.g. unmodulated, linear frequency modulation, bi-phased shift keyed, etc.)
E4	CORE	Identify scan types
E7	CORE	Manage Electronic Intelligence (ELINT) collection, analysis, and reporting
E5	NON-CORE	Measure doppler shifts
E4	CORE	Measure Pulse Duration (PD)
E4	CORE	Measure Pulse Repetition Intervals (PRI)
E4	CORE	Measure Radio Frequency (RF) (high, low, and center tune)
E4	CORE	Measure scan times
E7	CORE	Prioritize Electronic Intelligence (ELINT) collection efforts
E4	CORE	Record Signals Of Interest (SOI)
E4	CORE	Report Signal Of Interest (SOI) (e.g. message traffic, etc.)
E4	CORE	Research Intelligence Community (IC) databases
E4	CORE	Search Electronic Intelligence (ELINT) databases
E4	CORE	Shut down Electronic Intelligence (ELINT)/Electronic Warfare (EW) equipment
E4	CORE	Startup Electronic Intelligence (ELINT) equipment
E5	CORE	Supervise Electronic Intelligence (ELINT) collections, analysis, and reporting
E5	CORE	Update national databases

ELECTRONIC WARFARE OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Conduct Electronic Support (ES) operations
E5	NON-CORE	Construct emitter libraries

ELECTRONIC WARFARE OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E7	NON-CORE	Draft Electronic Warfare (EW) operational messages (e.g. Electronic Warfare (EW) Operational Tasking (OPTASK), Information Operations (IO) Operational Tasking (OPTASK), Daily Intentions Message (DIMS), Information Operations (IO) Supplement (SUPP), etc.)
E4	NON-CORE	Maintain computer systems
E5	CORE	Manage system software updates
E4	CORE	Perform fusion analysis
E4	CORE	Startup Tactical Data Processors (TDP)
E5	CORE	Supervise construction of emitter libraries

INFORMATION OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Calculate threat detection envelopes
E5	CORE	Conduct all-source intelligence research
E5	CORE	Configure software-based analysis tools
E7	CORE	Coordinate data collection responsibilities
E6	NON-CORE	Develop Signals Intelligence (SIGINT) Concept of Operations (CONOP)
E5	NON-CORE	Implement Signals Intelligence (SIGINT) taskings
E7	CORE	Provide feedback to national systems managers (e.g. Product Verification Review (PVR), Threat Change Analysis Request (TCAR), etc.)
E5	NON-CORE	Provide Signals Intelligence (SIGINT) Concept of Operations (CONOP) input
E6	NON-CORE	Supervise Tasking, Collection, Processing, Exploitation, and Dissemination (TCPED) process

PLANNING

Paygrade	Task Type	Task Statements
E6	CORE	Assess adversary Intelligence, Surveillance, Reconnaissance, and Targeting (ISR-T) capabilities
E7	NON-CORE	Assess emerging Signals Intelligence (SIGINT) threats
E7	NON-CORE	Coordinate Electronic Warfare (EW)/Information Operations (IO) with joint/allied partners
E5	CORE	Draft Naval Messages (e.g. Product Verification Report (PVR), Tactical Electronic Intelligence (TACELINT), Electronic Attack (EA) request, etc.)
E7	CORE	Recommend Information Operations (IO)/Electronic Warfare (EW) mission objectives
E7	CORE	Request supporting Electronic Warfare (EW)/Information Operations (IO) assets
E4	CORE	Research adversary capabilities and limitations
E7	CORE	Validate adversary Intelligence, Surveillance, Reconnaissance, and Targeting (ISR-T) capabilities

SECURITY AND ADMINISTRATION

Paygrade	Task Type	Task Statements
E4	NON-CORE	Comply with Naval Cryptologic and National security requirements (e.g. physical security, Information Security (INFOSEC), Communication Security (COMSEC), Operational Security (OPSEC) and directives and instructions associated with Sensitive Compartmented Information (SCI), etc.)

SECURITY AND ADMINISTRATION (CONT'D)

Paygrade	Task Type	Task Statements
E6	CORE	Evaluate Naval and National security directives and instructions (e.g. physical security, Information Security (INFOSEC), Communication Security (COMSEC), Operations Security (OPSEC), etc.)
E7	CORE	Implement Disaster Recovery Plans (DRP)
E6	CORE	Implement Emergency Action Plans (EAP)
E6	CORE	Implement Naval and National security directives and instructions (e.g. physical security, Information Security (INFOSEC), Communication Security (COMSEC), Operations Security (OPSEC), etc.)
E7	CORE	Manage Naval and National security directives and instructions (e.g. physical security, Information Security (INFOSEC), Communication Security (COMSEC), Operations Security (OPSEC), etc.)

Job Title

Surface Electronic Warfare Operator

Job Code

001095

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Computer and Mathematical	TBD	SURFACE EW OPERATOR	SURF EW OPER

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	CTT	NEC's as assigned

Job Description

Surface Electronic Warfare Operators operate state-of-the-art electronic receivers and associated analysis and recording equipment in the collection of airborne, shipborne, land-based, subsurface Radio Detection and Ranging (RADAR), and other signals within the electromagnetic (EM) spectrum; interpret intercepted electronic signals to determine their source to support the tactical Common Operational Picture (COP); and execute tactics in accordance with doctrine and report information to tactical and strategic commanders in support of fleet, theater, and national objectives.

DoD Relationship

Group Title	*DoD Code*
Intercept Operators (Code and Non-Code)	123100

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
Network and Computer Systems Administrators	15-1142.00	Computer and Mathematical

Skills	Abilities
Critical Thinking	*Deductive Reasoning*
Management of Material Resources	*Inductive Reasoning*
Judgment and Decision Making	*Information Ordering*
Operation and Control	*Problem Sensitivity*
Coordination	*Perceptual Speed*
Monitoring	*Written Comprehension*
Complex Problem Solving	*Written Expression*
Writing	*Oral Expression*
Quality Control Analysis	*Control Precision*
Active Learning	*Flexibility of Closure*

ELECTROMAGNETIC SPECTRUM OPERATIONS

Paygrade	Task Type	Task Statements
E5	NON-CORE	Calculate satellite vulnerabilities
E5	NON-CORE	Conduct Electronic Warfare Control Ship (EWCS) procedures
E5	NON-CORE	Configure Own Force Monitoring (OFM) equipment
E6	CORE	Construct Electromagnetic (EM) Battlespace plans (e.g. Afloat Electromagnetic Spectrum Operations Program (AESOP), Emission Control (EMCON), etc.)
E5	CORE	Determine jamming sources
E5	NON-CORE	Determine space weather for Satellite Communications (SATCOM) operations
E4	CORE	Identify Electromagnetic Interference (EMI)
E7	NON-CORE	Manage spectrum plans
E5	CORE	Mitigate Electromagnetic Interference (EMI)
E4	CORE	Monitor Electromagnetic (EM) spectrum
E4	CORE	Monitor own force emissions
E5	CORE	Perform unit level Electromagnetic (EM) spectrum operations
E5	CORE	Predict equipment performance characteristics based on atmospheric data
E5	CORE	Report Electromagnetic Interference (EMI)
E5	CORE	Report jamming sources
E5	CORE	Research jamming sources
E5	NON-CORE	Shutdown Own Force Monitoring (OFM) equipment
E5	NON-CORE	Startup Own Force Monitoring (OFM) equipment

ELECTROMAGNETIC SPECTRUM OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Validate Electromagnetic (EM) spectrum documentation (e.g. Afloat Electromagnetic Spectrum Operations Program (AESOP), Hazards of Electromagnetic Radiation to Ordnance (HERO) bill, Emission Control (EMCON), etc.)

ELECTRONIC INTELLIGENCE (ELINT) OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Analyze broadcast data (e.g. national, Global Command and Control System Maritime (GCCS-M), Intelligence Broadcast System/Common Integrated Broadcast (IBS/CIB), etc.)
E4	CORE	Analyze historical Signals Of Interest (SOI) data
E4	NON-CORE	Analyze record message traffic data
E4	CORE	Analyze Signals Of Interest (SOI)
E4	CORE	Annotate Radio Detection and Ranging (RADAR) affected performance (e.g. Radio Frequency (RF), interpulse modulation, intrapulse modulation, etc.)
E4	CORE	Calculate Pulse Repetition Frequency (PRF)
E4	CORE	Calculate Radio Detection and Ranging (RADAR) parameters (e.g. Pulse Repetition Intervals (PRI), Maximum Unambiguous Ranges (MUR), minimum range, etc.)
E5	NON-CORE	Classify radar performance characteristics based on parameters
E4	CORE	Collect Signals Of Interest (SOI)
E4	CORE	Conduct analysis in the frequency domain
E4	CORE	Conduct cryptologic and intelligence briefs
E4	CORE	Configure Electronic Intelligence (ELINT)/Electronic Warfare (EW) equipment
E6	NON-CORE	Construct Electronic Intelligence (ELINT) collection plans
E4	CORE	Construct Order Of Battle (OOB)
E5	CORE	Convert Radio Detection and Ranging (RADAR) parameters (e.g. linear to decibel, imperial to metric, etc.)
E4	CORE	Correlate national systems data to platform
E4	CORE	Correlate Signals Of Interest (SOI)
E4	CORE	Crossfix Signals Of Interest (SOI) intercepts
E4	CORE	Determine radar systems capabilities
E4	CORE	Determine target source utilizing Unintentional Modulation on Pulse (UMOP)
E5	CORE	Disseminate Electronic Intelligence (ELINT) data and reports (e.g. Operational Electronic Intelligence (OPELINT), Technical Electronics Intelligence (TECHELINT), etc.)
E5	CORE	Evaluate collection, analysis, and reporting
E4	NON-CORE	Evaluate signal quality
E4	CORE	Evaluate Signals Of Interest (SOI)
E4	CORE	Evaluate strategic situations (operational, tactical)
E4	CORE	Generate reports
E4	CORE	Identify interpulse modulation types (e.g. pulse constant, jitter, stagger, etc.)
E4	CORE	Identify intrapulse modulation types (e.g. unmodulated, linear frequency modulation, bi-phased shift keyed, etc.)
E4	CORE	Identify scan types

ELECTRONIC INTELLIGENCE (ELINT) OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Input filter management plans
E7	CORE	Manage Electronic Intelligence (ELINT) collection, analysis, and reporting
E4	CORE	Measure Pulse Duration (PD)
E4	CORE	Measure Pulse Repetition Intervals (PRI)
E4	CORE	Measure Radio Frequency (RF) (high, low, and center tune)
E4	CORE	Measure scan times
E4	CORE	Perform Operational Electronic Intelligence (OPELINT) analysis (e.g. Intelligence Preparation (IPR), Maritime Domain Awareness (MDA), etc.)
E7	CORE	Prioritize Electronic Intelligence (ELINT) collection efforts
E4	CORE	Record Signals Of Interest (SOI)
E5	CORE	Report PROFORMA signals
E4	CORE	Report Signal Of Interest (SOI) (e.g. message traffic, etc.)
E4	CORE	Research Intelligence Community (IC) databases
E4	CORE	Search Electronic Intelligence (ELINT) databases
E4	CORE	Shut down Electronic Intelligence (ELINT)/Electronic Warfare (EW) equipment
E4	CORE	Startup Electronic Intelligence (ELINT) equipment
E5	CORE	Supervise Electronic Intelligence (ELINT) collections, analysis, and reporting
E5	CORE	Update national databases
E6	CORE	Validate Electronic Intelligence (ELINT) logs

ELECTRONIC WARFARE OPERATIONS

Paygrade	Task Type	Task Statements
E4	NON-CORE	Conduct decoy handling and loading operations
E4	CORE	Conduct Electronic Attacks (EA)
E4	CORE	Conduct Electronic Support (ES) operations
E5	NON-CORE	Conduct Radar Cross Section (RCS) testing
E4	NON-CORE	Configure Common Integrated Broadcast (CIB) radio receiving equipment (e.g. Joint Tactical Terminal Maritime (JTT-M), Commanders Tactical Terminal-Hybrid Receiver (CTT-HR), etc.)
E4	CORE	Configure Electronic Warfare (EW) systems
E5	NON-CORE	Construct emitter libraries
E6	NON-CORE	Coordinate Combat Systems Training Team (CSTT) drill guides
E6	NON-CORE	Coordinate Electronic Warfare (EW) equipment installation
E6	NON-CORE	Coordinate Electronic Warfare (EW) equipment removal
E7	NON-CORE	Coordinate Electronic Warfare (EW) test range runs
E4	NON-CORE	Coordinate Emission Control (EMCON) conditions
E6	NON-CORE	Coordinate System Operation Verification Testing (SOVT)
E4	CORE	Deploy Electronic Warfare (EW) countermeasures
E7	NON-CORE	Develop Electronic Warfare (EW) Pre Planned Responses (PPR)
E7	NON-CORE	Develop Electronic Warfare (EW) tactics
E5	CORE	Develop Embedded Training Device (ETD) scenarios

ELECTRONIC WARFARE OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E7	NON-CORE	Develop joint Electronic Warfare (EW) plans
E4	CORE	Disseminate tactical information (internal/ external)
E7	NON-CORE	Draft Electronic Warfare (EW) operational messages (e.g. Electronic Warfare (EW) Operational Tasking (OPTASK), Information Operations (IO) Operational Tasking (OPTASK), Daily Intentions Message (DIMS), Information Operations (IO) Supplement (SUPP), etc.)
E6	CORE	Evaluate Electronic Warfare (EW) Measure of Effectiveness (MOE)
E5	CORE	Evaluate mission threats
E5	NON-CORE	Implement Combat Systems Training Team (CSTT) drill guides
E5	NON-CORE	Install Field Change (FC) kits
E7	NON-CORE	Interpret test and evaluation range results (e.g. ULM-4, Passive Countermeasures System (PCMS), etc.)
E5	NON-CORE	Maintain blanking systems
E4	NON-CORE	Maintain cables
E4	NON-CORE	Maintain computer systems
E4	NON-CORE	Maintain cooling systems
E4	NON-CORE	Maintain decoy launcher systems
E4	NON-CORE	Maintain decoy ready service lockers/magazines
E4	NON-CORE	Maintain dry air systems
E4	CORE	Maintain Electronic Warfare (EW) status boards and logs
E5	NON-CORE	Maintain hydraulic systems
E4	NON-CORE	Maintain Joint Tactical Terminal Maritime (JTT-M)
E4	CORE	Maintain local emitter libraries
E4	NON-CORE	Maintain onboard training systems
E4	NON-CORE	Maintain Passive Countermeasure System (PCMS)
E7	NON-CORE	Manage decoy handling operations (e.g. onload, offload, inventory, etc.)
E7	CORE	Manage Electronic Warfare (EW) operations (e.g. Emission Control (EMCON), Electronic Support (ES), countermeasures deployment, etc.)
E7	CORE	Manage Passive Countermeasure System (PCMS) programs
E5	CORE	Manage system software updates
E5	CORE	Manage tactical communications (e.g. voice, chat, etc.)
E5	NON-CORE	Manage test equipment and gauge calibration
E5	NON-CORE	Modify Electronic Warfare (EW) equipment readiness conditions
E4	CORE	Perform fusion analysis
E4	CORE	Perform tactical communications (e.g. brevity codes, fleet tactical signals, etc.)
E4	CORE	Report Essential Elements of Friendly Information (EEFI) violations
E4	NON-CORE	Set Passive Countermeasure System (PCMS) conditions
E4	CORE	Startup Tactical Data Processors (TDP)
E7	CORE	Supervise chaff employment
E5	CORE	Supervise construction of emitter libraries
E6	CORE	Supervise decoy handling and loading operations

ELECTRONIC WARFARE OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E5	NON-CORE	Supervise Electronic Attack (EA) employment
E5	CORE	Supervise Pre-Planned Responses (PPR) executions
E5	NON-CORE	Update Combat System (CS) smooth logs
E4	CORE	Utilize Rapid Evaluation Guidelines (REG)
E7	NON-CORE	Validate Combat Systems Training Team (CSTT) drill guides
E6	CORE	Validate Embedded Training Device (ETD) scenarios
E4	CORE	Verify Emission Control (EMCON) conditions in effect
E4	NON-CORE	Verify Passive Countermeasure System (PCMS) conditions

INFORMATION OPERATIONS

Paygrade	Task Type	Task Statements
E5	NON-CORE	Assess Maritime Pattern of Life (POL) for specific vessel types in various Area of Responsibility (AOR)
E6	CORE	Assess Tactical Situations (TACSIT)
E4	CORE	Calculate threat detection envelopes
E4	CORE	Collect Information Operation (IO) asset capabilities and limitations
E5	CORE	Conduct all-source intelligence research
E5	NON-CORE	Conduct Battle Damage Assessment (BDA)
E4	CORE	Conduct Information Operations (IO) utilizing Tactical Data Processors (TDP)
E4	CORE	Conduct Military Deception (MILDEC) operations
E5	NON-CORE	Conduct non-standard collection operations/unconventional collection
E5	CORE	Configure software-based analysis tools
E7	CORE	Coordinate data collection responsibilities
E6	CORE	Coordinate Information Operations (IO) assets
E6	CORE	Coordinate Military Deception (MILDEC) plan support
E7	NON-CORE	Coordinate multi-unit employment of Electronic Attacks (EA
E7	CORE	Develop allied and coalition Information Operations (IO)
E6	NON-CORE	Develop intelligence products based on Pattern of Life (POL)
E7	CORE	Develop joint Information Operations (IO) plans
E7	CORE	Develop Military Deception (MILDEC) plans
E5	NON-CORE	Develop pattern of life analysis
E5	NON-CORE	Develop real time maritime trackers
E6	NON-CORE	Develop Signals Intelligence (SIGINT) Concept of Operations (CONOP)
E7	CORE	Develop strike group Information Operations (IO) directives
E7	CORE	Develop strike group Information Operations (IO) plans
E4	CORE	Disseminate Military Information Support Operations (MISO) material
E6	CORE	Evaluate Information Operations (IO) Measure of Effectiveness (MOE)
E6	CORE	Evaluate Information Operations (IO) platform capabilities and limitations
E5	NON-CORE	Implement Signals Intelligence (SIGINT) taskings
E7	CORE	Manage Electronic Warfare Control Ship (EWCS) operations
E7	CORE	Manage Information Operations (IO) readiness conditions

INFORMATION OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E7	CORE	Manage Military Deception (MILDEC) plans
E4	CORE	Perform Pre-Planned Responses (PPR)
E5	CORE	Prioritize mission threats
E7	CORE	Provide feedback to national systems managers (e.g. Product Verification Review (PVR), Threat Change Analysis Request (TCAR), etc.)
E6	CORE	Provide Information Operations (IO) input to Strike Planning Cell (SPC)
E5	NON-CORE	Provide Signals Intelligence (SIGINT) Concept of Operations (CONOP) input
E7	CORE	Provide strategic communication plan support
E6	NON-CORE	Supervise Tasking, Collection, Processing, Exploitation, and Dissemination (TCPED) process

PLANNING

Paygrade	Task Type	Task Statements
E6	CORE	Assess adversary Intelligence, Surveillance, Reconnaissance, and Targeting (ISR-T) capabilities
E7	NON-CORE	Assess emerging Signals Intelligence (SIGINT) threats
E7	NON-CORE	Coordinate Electronic Warfare (EW)/Information Operations (IO) with joint/allied partners
E7	NON-CORE	Coordinate Underway Strike Group Electronic Warfare (EW) system maintenance
E6	NON-CORE	Develop Afloat Electromagnetic Spectrum Operations Program (AESOP) plans
E5	NON-CORE	Develop Combat Systems Training Team (CSTT) technical drill guides
E7	CORE	Develop multi-unit Electronic Warfare (EW) Pre-Planned Responses (PPR)
E7	CORE	Draft Electronic Warfare (EW) doctrines and bills (e.g. Antiship Missile Defense (ASMD), Passive Countermeasures System (PCMS), Emissions Control (EMCON), etc.)
E5	CORE	Draft Naval Messages (e.g. Product Verification Report (PVR), Tactical Electronic Intelligence (TACELINT), Electronic Attack (EA) request, etc.)
E7	CORE	Manage strike group Information Operations (IO) readiness requirements
E7	CORE	Recommend Information Operations (IO)/Electronic Warfare (EW) mission objectives
E7	CORE	Request supporting Electronic Warfare (EW)/Information Operations (IO) assets
E4	CORE	Research adversary capabilities and limitations
E6	CORE	Schedule Electronic Warfare (EW)/Information Operations (IO) exercises
E7	CORE	Validate adversary Intelligence, Surveillance, Reconnaissance, and Targeting (ISR-T) capabilities
E7	NON-CORE	Validate Afloat Electromagnetic Spectrum Operations Program (AESOP) plans

SECURITY AND ADMINISTRATION

Paygrade	Task Type	Task Statements
E4	NON-CORE	Comply with Naval Cryptologic and National security requirements (e.g. physical security, Information Security (INFOSEC), Communication Security (COMSEC), Operational Security (OPSEC) and directives and instructions associated with Sensitive Compartmented Information (SCI), etc.)
E6	CORE	Evaluate Naval and National security directives and instructions (e.g. physical security, Information Security (INFOSEC), Communication Security (COMSEC), Operations Security (OPSEC), etc.)

SECURITY AND ADMINISTRATION (CONT'D)

Paygrade	Task Type	Task Statements
E7	CORE	Implement Disaster Recovery Plans (DRP)
E6	CORE	Implement Emergency Action Plans (EAP)
E6	CORE	Implement Naval and National security directives and instructions (e.g. physical security, Information Security (INFOSEC), Communication Security (COMSEC), Operations Security (OPSEC), etc.)
E7	CORE	Manage Naval and National security directives and instructions (e.g. physical security, Information Security (INFOSEC), Communication Security (COMSEC), Operations Security (OPSEC), etc.)

Job Title

Surface Electronic Warfare Maintainer

Job Code

002676

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Computer and Mathematical	TBD	SURFACE EW MAINTAINER	SURF EW MAINT

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	CTT	NEC's as assigned

Job Description

Surface Electronic Warfare Maintainers perform preventive and corrective maintenance on Electronic Warfare (EW) and ancillary systems used for analysis, monitoring, tracking, recognition, identification, and electronic attack; install, test, troubleshoot, repair, and replace Electronic Warfare (EW) networks, electronic equipment, antennas, Decoy Launching Systems (DLS), auxiliary equipment, digital and optical interfaces, and data systems; manage mission organizational level maintenance; coordinate repair of Electronic Warfare (EW) systems; and prepare reports and inventories of equipment.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Intercept Operators (Code and Non-Code)	123100	Database Administrators	15-1141.00	Computer and Mathematical

Skills	Abilities
Critical Thinking	*Deductive Reasoning*
Management of Material Resources	*Inductive Reasoning*
Judgment and Decision Making	*Information Ordering*
Operation and Control	*Problem Sensitivity*
Coordination	*Perceptual Speed*
Monitoring	*Written Comprehension*
Complex Problem Solving	*Written Expression*
Writing	*Oral Expression*
Quality Control Analysis	*Control Precision*
Active Learning	*Flexibility of Closure*

ELECTROMAGNETIC SPECTRUM OPERATIONS

Paygrade	Task Type	Task Statements
E5	NON-CORE	Calculate satellite vulnerabilities
E5	NON-CORE	Conduct Electronic Warfare Control Ship (EWCS) procedures
E5	NON-CORE	Configure Own Force Monitoring (OFM) equipment
E6	CORE	Construct Electromagnetic (EM) Battlespace plans (e.g. Afloat Electromagnetic Spectrum Operations Program (AESOP), Emission Control (EMCON), etc.)
E5	CORE	Determine jamming sources
E5	NON-CORE	Determine space weather for Satellite Communications (SATCOM) operations
E4	CORE	Identify Electromagnetic Interference (EMI)
E7	NON-CORE	Manage spectrum plans
E5	CORE	Mitigate Electromagnetic Interference (EMI)
E4	CORE	Monitor Electromagnetic (EM) spectrum
E4	CORE	Monitor own force emissions
E5	CORE	Perform unit level Electromagnetic (EM) spectrum operations
E5	CORE	Predict equipment performance characteristics based on atmospheric data
E5	CORE	Report Electromagnetic Interference (EMI)
E5	CORE	Report jamming sources
E5	CORE	Research jamming sources
E5	NON-CORE	Shutdown Own Force Monitoring (OFM) equipment
E5	NON-CORE	Startup Own Force Monitoring (OFM) equipment

ELECTROMAGNETIC SPECTRUM OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Validate Electromagnetic (EM) spectrum documentation (e.g. Afloat Electromagnetic Spectrum Operations Program (AESOP), Hazards of Electromagnetic Radiation to Ordnance (HERO) bill, Emission Control (EMCON), etc.)

ELECTRONIC INTELLIGENCE (ELINT) OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Analyze broadcast data (e.g. national, Global Command and Control System Maritime (GCCS-M), Intelligence Broadcast System/Common Integrated Broadcast (IBS/CIB), etc.)
E4	CORE	Analyze historical Signals Of Interest (SOI) data
E4	NON-CORE	Analyze record message traffic data
E4	CORE	Analyze Signals Of Interest (SOI)
E4	CORE	Annotate Radio Detection and Ranging (RADAR) affected performance (e.g. Radio Frequency (RF), interpulse modulation, intrapulse modulation, etc.)
E4	CORE	Calculate Pulse Repetition Frequency (PRF)
E4	CORE	Calculate Radio Detection and Ranging (RADAR) parameters (e.g. Pulse Repetition Intervals (PRI), Maximum Unambiguous Ranges (MUR), minimum range, etc.)
E5	NON-CORE	Classify radar performance characteristics based on parameters
E4	CORE	Collect Signals Of Interest (SOI)
E4	CORE	Conduct analysis in the frequency domain
E4	CORE	Conduct cryptologic and intelligence briefs
E4	CORE	Configure Electronic Intelligence (ELINT)/Electronic Warfare (EW) equipment
E6	NON-CORE	Construct Electronic Intelligence (ELINT) collection plans
E4	CORE	Construct Order Of Battle (OOB)
E5	CORE	Convert Radio Detection and Ranging (RADAR) parameters (e.g. linear to decibel, imperial to metric, etc.)
E4	CORE	Correlate national systems data to platform
E4	CORE	Correlate Signals Of Interest (SOI)
E4	CORE	Crossfix Signals Of Interest (SOI) intercepts
E4	CORE	Determine radar systems capabilities
E4	CORE	Determine target source utilizing Unintentional Modulation on Pulse (UMOP)
E5	CORE	Disseminate Electronic Intelligence (ELINT) data and reports (e.g. Operational Electronic Intelligence (OPELINT), Technical Electronics Intelligence (TECHELINT), etc.)
E5	CORE	Evaluate collection, analysis, and reporting
E4	NON-CORE	Evaluate signal quality
E4	CORE	Evaluate Signals Of Interest (SOI)
E4	CORE	Evaluate strategic situations (operational, tactical)
E4	CORE	Generate reports
E4	CORE	Identify interpulse modulation types (e.g. pulse constant, jitter, stagger, etc.)
E4	CORE	Identify intrapulse modulation types (e.g. unmodulated, linear frequency modulation, bi-phased shift keyed, etc.)
E4	CORE	Identify scan types

ELECTRONIC INTELLIGENCE (ELINT) OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Input filter management plans
E7	CORE	Manage Electronic Intelligence (ELINT) collection, analysis, and reporting
E4	CORE	Measure Pulse Duration (PD)
E4	CORE	Measure Pulse Repetition Intervals (PRI)
E4	CORE	Measure Radio Frequency (RF) (high, low, and center tune)
E4	CORE	Measure scan times
E4	CORE	Perform Operational Electronic Intelligence (OPELINT) analysis (e.g. Intelligence Preparation (IPR), Maritime Domain Awareness (MDA), etc.)
E7	CORE	Prioritize Electronic Intelligence (ELINT) collection efforts
E4	CORE	Record Signals Of Interest (SOI)
E5	CORE	Report PROFORMA signals
E4	CORE	Report Signal Of Interest (SOI) (e.g. message traffic, etc.)
E4	CORE	Research Intelligence Community (IC) databases
E4	CORE	Search Electronic Intelligence (ELINT) databases
E4	CORE	Shut down Electronic Intelligence (ELINT)/Electronic Warfare (EW) equipment
E4	CORE	Startup Electronic Intelligence (ELINT) equipment
E5	CORE	Supervise Electronic Intelligence (ELINT) collections, analysis, and reporting
E5	CORE	Update national databases
E6	CORE	Validate Electronic Intelligence (ELINT) logs

ELECTRONIC WARFARE OPERATIONS

Paygrade	Task Type	Task Statements
E4	NON-CORE	Conduct decoy handling and loading operations
E4	CORE	Conduct Electronic Attacks (EA)
E4	CORE	Conduct Electronic Support (ES) operations
E5	NON-CORE	Conduct Radar Cross Section (RCS) testing
E4	NON-CORE	Configure Common Integrated Broadcast (CIB) radio receiving equipment (e.g. Joint Tactical Terminal Maritime (JTT-M), Commanders Tactical Terminal-Hybrid Receiver (CTT-HR), etc.)
E4	CORE	Configure Electronic Warfare (EW) systems
E5	NON-CORE	Construct emitter libraries
E6	NON-CORE	Coordinate Combat Systems Training Team (CSTT) drill guides
E6	NON-CORE	Coordinate Electronic Warfare (EW) equipment installation
E6	NON-CORE	Coordinate Electronic Warfare (EW) equipment removal
E7	NON-CORE	Coordinate Electronic Warfare (EW) test range runs
E4	NON-CORE	Coordinate Emission Control (EMCON) conditions
E6	NON-CORE	Coordinate System Operation Verification Testing (SOVT)
E4	CORE	Deploy Electronic Warfare (EW) countermeasures
E7	NON-CORE	Develop Electronic Warfare (EW) Pre Planned Responses (PPR)
E7	NON-CORE	Develop Electronic Warfare (EW) tactics
E5	CORE	Develop Embedded Training Device (ETD) scenarios

ELECTRONIC WARFARE OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E7	NON-CORE	Develop joint Electronic Warfare (EW) plans
E4	CORE	Disseminate tactical information (internal/ external)
E7	NON-CORE	Draft Electronic Warfare (EW) operational messages (e.g. Electronic Warfare (EW) Operational Tasking (OPTASK), Information Operations (IO) Operational Tasking (OPTASK), Daily Intentions Message (DIMS), Information Operations (IO) Supplement (SUPP), etc.)
E6	CORE	Evaluate Electronic Warfare (EW) Measure of Effectiveness (MOE)
E5	CORE	Evaluate mission threats
E5	NON-CORE	Implement Combat Systems Training Team (CSTT) drill guides
E5	NON-CORE	Install Field Change (FC) kits
E7	NON-CORE	Interpret test and evaluation range results (e.g. ULM-4, Passive Countermeasures System (PCMS), etc.)
E5	NON-CORE	Maintain blanking systems
E4	NON-CORE	Maintain cables
E4	NON-CORE	Maintain computer systems
E4	NON-CORE	Maintain cooling systems
E4	NON-CORE	Maintain decoy launcher systems
E4	NON-CORE	Maintain decoy ready service lockers/magazines
E4	NON-CORE	Maintain dry air systems
E4	CORE	Maintain Electronic Warfare (EW) status boards and logs
E5	NON-CORE	Maintain hydraulic systems
E4	NON-CORE	Maintain Joint Tactical Terminal Maritime (JTT-M)
E4	CORE	Maintain local emitter libraries
E4	NON-CORE	Maintain onboard training systems
E4	NON-CORE	Maintain Passive Countermeasure System (PCMS)
E7	NON-CORE	Manage decoy handling operations (e.g. onload, offload, inventory, etc.)
E7	CORE	Manage Electronic Warfare (EW) operations (e.g. Emission Control (EMCON), Electronic Support (ES), countermeasures deployment, etc.)
E7	CORE	Manage Passive Countermeasure System (PCMS) programs
E5	CORE	Manage system software updates
E5	CORE	Manage tactical communications (e.g. voice, chat, etc.)
E5	NON-CORE	Manage test equipment and gauge calibration
E5	NON-CORE	Modify Electronic Warfare (EW) equipment readiness conditions
E4	CORE	Perform fusion analysis
E4	CORE	Perform tactical communications (e.g. brevity codes, fleet tactical signals, etc.)
E4	CORE	Report Essential Elements of Friendly Information (EEFI) violations
E4	NON-CORE	Set Passive Countermeasure System (PCMS) conditions
E4	CORE	Startup Tactical Data Processors (TDP)
E7	CORE	Supervise chaff employment
E5	CORE	Supervise construction of emitter libraries
E6	CORE	Supervise decoy handling and loading operations

ELECTRONIC WARFARE OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E5	NON-CORE	Supervise Electronic Attack (EA) employment
E5	CORE	Supervise Pre-Planned Responses (PPR) executions
E5	NON-CORE	Update Combat System (CS) smooth logs
E4	CORE	Utilize Rapid Evaluation Guidelines (REG)
E7	NON-CORE	Validate Combat Systems Training Team (CSTT) drill guides
E6	CORE	Validate Embedded Training Device (ETD) scenarios
E4	CORE	Verify Emission Control (EMCON) conditions in effect
E4	NON-CORE	Verify Passive Countermeasure System (PCMS) conditions

INFORMATION OPERATIONS

Paygrade	Task Type	Task Statements
E5	NON-CORE	Assess Maritime Pattern of Life (POL) for specific vessel types in various Area of Responsibility (AOR)
E6	CORE	Assess Tactical Situations (TACSIT)
E4	CORE	Calculate threat detection envelopes
E4	CORE	Collect Information Operation (IO) asset capabilities and limitations
E5	CORE	Conduct all-source intelligence research
E5	NON-CORE	Conduct Battle Damage Assessment (BDA)
E4	CORE	Conduct Information Operations (IO) utilizing Tactical Data Processors (TDP)
E4	CORE	Conduct Military Deception (MILDEC) operations
E5	NON-CORE	Conduct non-standard collection operations/unconventional collection
E5	CORE	Configure software-based analysis tools
E7	CORE	Coordinate data collection responsibilities
E6	CORE	Coordinate Information Operations (IO) assets
E6	CORE	Coordinate Military Deception (MILDEC) plan support
E7	NON-CORE	Coordinate multi-unit employment of Electronic Attacks (EA
E7	CORE	Develop allied and coalition Information Operations (IO)
E6	NON-CORE	Develop intelligence products based on Pattern of Life (POL)
E7	CORE	Develop joint Information Operations (IO) plans
E7	CORE	Develop Military Deception (MILDEC) plans
E5	NON-CORE	Develop pattern of life analysis
E5	NON-CORE	Develop real time maritime trackers
E6	NON-CORE	Develop Signals Intelligence (SIGINT) Concept of Operations (CONOP)
E7	CORE	Develop strike group Information Operations (IO) directives
E7	CORE	Develop strike group Information Operations (IO) plans
E4	CORE	Disseminate Military Information Support Operations (MISO) material
E6	CORE	Evaluate Information Operations (IO) Measure of Effectiveness (MOE)
E6	CORE	Evaluate Information Operations (IO) platform capabilities and limitations
E5	NON-CORE	Implement Signals Intelligence (SIGINT) taskings
E7	CORE	Manage Electronic Warfare Control Ship (EWCS) operations
E7	CORE	Manage Information Operations (IO) readiness conditions

E7	CORE	Manage Military Deception (MILDEC) plans
E4	CORE	Perform Pre-Planned Responses (PPR)
E5	CORE	Prioritize mission threats
E7	CORE	Provide feedback to national systems managers (e.g. Product Verification Review (PVR), Threat Change Analysis Request (TCAR), etc.)
E6	CORE	Provide Information Operations (IO) input to Strike Planning Cell (SPC)
E5	NON-CORE	Provide Signals Intelligence (SIGINT) Concept of Operations (CONOP) input
E7	CORE	Provide strategic communication plan support
E6	NON-CORE	Supervise Tasking, Collection, Processing, Exploitation, and Dissemination (TCPED) process

PLANNING

Paygrade	Task Type	Task Statements
E6	CORE	Assess adversary Intelligence, Surveillance, Reconnaissance, and Targeting (ISR-T) capabilities
E7	NON-CORE	Assess emerging Signals Intelligence (SIGINT) threats
E7	NON-CORE	Coordinate Electronic Warfare (EW)/Information Operations (IO) with joint/allied partners
E7	NON-CORE	Coordinate Underway Strike Group Electronic Warfare (EW) system maintenance
E6	NON-CORE	Develop Afloat Electromagnetic Spectrum Operations Program (AESOP) plans
E5	NON-CORE	Develop Combat Systems Training Team (CSTT) technical drill guides
E7	CORE	Develop multi-unit Electronic Warfare (EW) Pre-Planned Responses (PPR)
E7	CORE	Draft Electronic Warfare (EW) doctrines and bills (e.g. Antiship Missile Defense (ASMD), Passive Countermeasures System (PCMS), Emissions Control (EMCON), etc.)
E5	CORE	Draft Naval Messages (e.g. Product Verification Report (PVR), Tactical Electronic Intelligence (TACELINT), Electronic Attack (EA) request, etc.)
E7	CORE	Manage strike group Information Operations (IO) readiness requirements
E7	CORE	Recommend Information Operations (IO)/Electronic Warfare (EW) mission objectives
E7	CORE	Request supporting Electronic Warfare (EW)/Information Operations (IO) assets
E4	CORE	Research adversary capabilities and limitations
E6	CORE	Schedule Electronic Warfare (EW)/Information Operations (IO) exercises
E7	CORE	Validate adversary Intelligence, Surveillance, Reconnaissance, and Targeting (ISR-T) capabilities
E7	NON-CORE	Validate Afloat Electromagnetic Spectrum Operations Program (AESOP) plans

SECURITY AND ADMINISTRATION

Paygrade	Task Type	Task Statements
E4	NON-CORE	Comply with Naval Cryptologic and National security requirements (e.g. physical security, Information Security (INFOSEC), Communication Security (COMSEC), Operational Security (OPSEC) and directives and instructions associated with Sensitive Compartmented Information (SCI), etc.)
E6	CORE	Evaluate Naval and National security directives and instructions (e.g. physical security, Information Security (INFOSEC), Communication Security (COMSEC), Operations Security (OPSEC), etc.)
E7	CORE	Implement Disaster Recovery Plans (DRP)

SECURITY AND ADMINISTRATION (CONT'D)

Paygrade	Task Type	Task Statements
E6	CORE	Implement Emergency Action Plans (EAP)
E6	CORE	Implement Naval and National security directives and instructions (e.g. physical security, Information Security (INFOSEC), Communication Security (COMSEC), Operations Security (OPSEC), etc.)
E7	CORE	Manage Naval and National security directives and instructions (e.g. physical security, Information Security (INFOSEC), Communication Security (COMSEC), Operations Security (OPSEC), etc.)

Job Title

Information Operations Planner

Job Code

002677

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Protective Service	TBD	INFORMATION OPS PLANNER	INFO OPS PLNR

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	CTT	NEC's as assigned

Job Description

Information Operations Planners maintain Information Operations (IO)/Electronic Warfare (EW) readiness; ensure Information Operations (IO) core competency mission objectives are met; collaborate with Warfare Commanders to ensure Information Operations (IO) planning is executed as part of the overall mission; develop spectrum management plans, Military Deception (MILDEC) plans, Information Operations (IO) doctrines, Emission Control (EMCON) plans, Operations Security (OPSEC) directives, and pre-planned responses; and schedule and execute training to maintain Electronic Warfare (EW) readiness.

DoD Relationship

Group Title	*DoD Code*
Intercept Operators (Code and Non-Code)	123100

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
Intelligence Analysts	33-3021.06	Protective Service

Skills	Abilities
Critical Thinking	*Inductive Reasoning*
Judgment and Decision Making	*Deductive Reasoning*
Management of Material Resources	*Information Ordering*
Coordination	*Problem Sensitivity*
Complex Problem Solving	*Perceptual Speed*
Operations Analysis	*Written Expression*
Writing	*Written Comprehension*
Monitoring	*Oral Expression*
Quality Control Analysis	*Fluency of Ideas*
Active Learning	*Speed of Closure*

ELECTROMAGNETIC SPECTRUM OPERATIONS

Paygrade	Task Type	Task Statements
E5	NON-CORE	Calculate satellite vulnerabilities
E5	NON-CORE	Configure Own Force Monitoring (OFM) equipment
E6	CORE	Construct Electromagnetic (EM) Battlespace plans (e.g. Afloat Electromagnetic Spectrum Operations Program (AESOP), Emission Control (EMCON), etc.)
E5	CORE	Determine jamming sources
E5	NON-CORE	Determine space weather for Satellite Communications (SATCOM) operations
E4	CORE	Identify Electromagnetic Interference (EMI)
E7	NON-CORE	Manage spectrum plans
E4	CORE	Monitor own force emissions
E5	CORE	Perform unit level Electromagnetic (EM) spectrum operations
E5	CORE	Predict equipment performance characteristics based on atmospheric data
E5	CORE	Report Electromagnetic Interference (EMI)
E5	CORE	Report jamming sources
E5	NON-CORE	Shutdown Own Force Monitoring (OFM) equipment
E5	NON-CORE	Startup Own Force Monitoring (OFM) equipment
E5	CORE	Validate Electromagnetic (EM) spectrum documentation (e.g. Afloat Electromagnetic Spectrum Operations Program (AESOP), Hazards of Electromagnetic Radiation to Ordnance (HERO) bill, Emission Control (EMCON), etc.)

ELECTRONIC INTELLIGENCE (ELINT) OPERATIONS

Paygrade	Task Type	Task Statements
E4	NON-CORE	Analyze record message traffic data
E4	CORE	Analyze Signals Of Interest (SOI)
E4	CORE	Conduct cryptologic and intelligence briefs
E6	NON-CORE	Construct Electronic Intelligence (ELINT) collection plans
E4	CORE	Construct Order Of Battle (OOB)
E4	CORE	Correlate Signals Of Interest (SOI)
E4	CORE	Determine radar systems capabilities
E5	CORE	Disseminate Electronic Intelligence (ELINT) data and reports (e.g. Operational Electronic Intelligence (OPELINT), Technical Electronics Intelligence (TECHELINT), etc.)
E5	CORE	Evaluate collection, analysis, and reporting
E4	CORE	Evaluate Signals Of Interest (SOI)
E4	CORE	Evaluate strategic situations (operational, tactical)
E4	CORE	Generate reports
E5	CORE	Input filter management plans
E7	CORE	Manage Electronic Intelligence (ELINT) collection, analysis, and reporting
E4	CORE	Perform Operational Electronic Intelligence (OPELINT) analysis (e.g. Intelligence Preparation (IPR), Maritime Domain Awareness (MDA), etc.)
E7	CORE	Prioritize Electronic Intelligence (ELINT) collection efforts
E4	CORE	Report Signal Of Interest (SOI) (e.g. message traffic, etc.)
E4	CORE	Research Intelligence Community (IC) databases
E4	CORE	Search Electronic Intelligence (ELINT) databases
E5	CORE	Supervise Electronic Intelligence (ELINT) collections, analysis, and reporting

ELECTRONIC WARFARE OPERATIONS

Paygrade	Task Type	Task Statements
E4	NON-CORE	Configure Common Integrated Broadcast (CIB) radio receiving equipment (e.g. Joint Tactical Terminal Maritime (JTT-M), Commanders Tactical Terminal-Hybrid Receiver (CTT-HR), etc.)
E6	NON-CORE	Coordinate Electronic Warfare (EW) equipment installation
E6	NON-CORE	Coordinate Electronic Warfare (EW) equipment removal
E7	NON-CORE	Coordinate Electronic Warfare (EW) test range runs
E4	NON-CORE	Coordinate Emission Control (EMCON) conditions
E7	NON-CORE	Develop Electronic Warfare (EW) Pre Planned Responses (PPR)
E7	NON-CORE	Develop Electronic Warfare (EW) tactics
E7	NON-CORE	Develop joint Electronic Warfare (EW) plans
E4	CORE	Disseminate tactical information (internal/ external)
E7	NON-CORE	Draft Electronic Warfare (EW) operational messages (e.g. Electronic Warfare (EW) Operational Tasking (OPTASK), Information Operations (IO) Operational Tasking (OPTASK), Daily Intentions Message (DIMS), Information Operations (IO) Supplement (SUPP), etc.)
E6	CORE	Evaluate Electronic Warfare (EW) Measure of Effectiveness (MOE)

ELECTRONIC WARFARE OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Evaluate mission threats
E7	NON-CORE	Interpret test and evaluation range results (e.g. ULM-4, Passive Countermeasures System (PCMS), etc.)
E7	CORE	Manage Electronic Warfare (EW) operations (e.g. Emission Control (EMCON), Electronic Support (ES), countermeasures deployment, etc.)
E7	CORE	Manage Passive Countermeasure System (PCMS) programs
E5	CORE	Manage tactical communications (e.g. voice, chat, etc.)
E5	NON-CORE	Modify Electronic Warfare (EW) equipment readiness conditions
E4	CORE	Perform fusion analysis
E4	CORE	Perform tactical communications (e.g. brevity codes, fleet tactical signals, etc.)
E4	CORE	Report Essential Elements of Friendly Information (EEFI) violations
E4	CORE	Startup Tactical Data Processors (TDP)
E7	CORE	Supervise chaff employment
E5	CORE	Supervise construction of emitter libraries
E5	NON-CORE	Supervise Electronic Attack (EA) employment
E5	CORE	Supervise Pre-Planned Responses (PPR) executions
E4	CORE	Utilize Rapid Evaluation Guidelines (REG)
E7	NON-CORE	Validate Combat Systems Training Team (CSTT) drill guides
E6	CORE	Validate Embedded Training Device (ETD) scenarios
E4	CORE	Verify Emission Control (EMCON) conditions in effect
E4	NON-CORE	Verify Passive Countermeasure System (PCMS) conditions

INFORMATION OPERATIONS

Paygrade	Task Type	Task Statements
E5	NON-CORE	Assess Maritime Pattern of Life (POL) for specific vessel types in various Area of Responsibility (AOR)
E6	CORE	Assess Tactical Situations (TACSIT)
E4	CORE	Calculate threat detection envelopes
E4	CORE	Collect Information Operation (IO) asset capabilities and limitations
E5	CORE	Conduct all-source intelligence research
E5	NON-CORE	Conduct Battle Damage Assessment (BDA)
E4	CORE	Conduct Information Operations (IO) utilizing Tactical Data Processors (TDP)
E4	CORE	Conduct Military Deception (MILDEC) operations
E5	CORE	Configure software-based analysis tools
E7	CORE	Coordinate data collection responsibilities
E6	CORE	Coordinate Information Operations (IO) assets
E6	CORE	Coordinate Military Deception (MILDEC) plan support
E7	NON-CORE	Coordinate multi-unit employment of Electronic Attacks (EA
E5	NON-CORE	Coordinate target analysis
E7	CORE	Develop allied and coalition Information Operations (IO)
E7	CORE	Develop joint Information Operations (IO) plans

INFORMATION OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E7	CORE	Develop Military Deception (MILDEC) plans
E5	NON-CORE	Develop pattern of life analysis
E6	NON-CORE	Develop Signals Intelligence (SIGINT) Concept of Operations (CONOP)
E7	CORE	Develop strike group Information Operations (IO) directives
E7	CORE	Develop strike group Information Operations (IO) plans
E4	CORE	Disseminate Military Information Support Operations (MISO) material
E6	CORE	Evaluate Information Operations (IO) Measure of Effectiveness (MOE)
E6	CORE	Evaluate Information Operations (IO) platform capabilities and limitations
E7	CORE	Manage Electronic Warfare Control Ship (EWCS) operations
E7	CORE	Manage Information Operations (IO) readiness conditions
E7	CORE	Manage Military Deception (MILDEC) plans
E4	CORE	Perform Pre-Planned Responses (PPR)
E5	CORE	Prioritize mission threats
E7	CORE	Provide feedback to national systems managers (e.g. Product Verification Review (PVR), Threat Change Analysis Request (TCAR), etc.)
E6	CORE	Provide Information Operations (IO) input to Strike Planning Cell (SPC)
E5	NON-CORE	Provide Signals Intelligence (SIGINT) Concept of Operations (CONOP) input
E7	CORE	Provide strategic communication plan support
E6	NON-CORE	Supervise Tasking, Collection, Processing, Exploitation, and Dissemination (TCPED) process

PLANNING

Paygrade	Task Type	Task Statements
E6	CORE	Assess adversary Intelligence, Surveillance, Reconnaissance, and Targeting (ISR-T) capabilities
E7	NON-CORE	Assess emerging Signals Intelligence (SIGINT) threats
E7	NON-CORE	Coordinate Electronic Warfare (EW)/Information Operations (IO) with joint/allied partners
E7	NON-CORE	Coordinate Joint Signals Intelligence (SIGINT) collection plans
E7	NON-CORE	Coordinate Underway Strike Group Electronic Warfare (EW) system maintenance
E7	NON-CORE	Deconflict national target lists in a joint environment
E6	NON-CORE	Develop Afloat Electromagnetic Spectrum Operations Program (AESOP) plans
E7	CORE	Develop multi-unit Electronic Warfare (EW) Pre-Planned Responses (PPR)
E7	CORE	Draft Electronic Warfare (EW) doctrines and bills (e.g. Antiship Missile Defense (ASMD), Passive Countermeasures System (PCMS), Emissions Control (EMCON), etc.)
E5	CORE	Draft Naval Messages (e.g. Product Verification Report (PVR), Tactical Electronic Intelligence (TACELINT), Electronic Attack (EA) request, etc.)
E7	CORE	Manage strike group Information Operations (IO) readiness requirements
E7	NON-CORE	Manage unit priority target lists
E7	CORE	Recommend Information Operations (IO)/Electronic Warfare (EW) mission objectives
E7	CORE	Request supporting Electronic Warfare (EW)/Information Operations (IO) assets
E4	CORE	Research adversary capabilities and limitations

PLANNING (CONT'D)

Paygrade	Task Type	Task Statements
E6	CORE	Schedule Electronic Warfare (EW)/Information Operations (IO) exercises
E7	CORE	Validate adversary Intelligence, Surveillance, Reconnaissance, and Targeting (ISR-T) capabilities
E7	NON-CORE	Validate Afloat Electromagnetic Spectrum Operations Program (AESOP) plans

SECURITY AND ADMINISTRATION

Paygrade	Task Type	Task Statements
E4	NON-CORE	Comply with Naval Cryptologic and National security requirements (e.g. physical security, Information Security (INFOSEC), Communication Security (COMSEC), Operational Security (OPSEC) and directives and instructions associated with Sensitive Compartmented Information (SCI), etc.)
E6	CORE	Evaluate Naval and National security directives and instructions (e.g. physical security, Information Security (INFOSEC), Communication Security (COMSEC), Operations Security (OPSEC), etc.)
E7	CORE	Implement Disaster Recovery Plans (DRP)
E6	CORE	Implement Emergency Action Plans (EAP)
E6	CORE	Implement Naval and National security directives and instructions (e.g. physical security, Information Security (INFOSEC), Communication Security (COMSEC), Operations Security (OPSEC), etc.)
E7	CORE	Manage Naval and National security directives and instructions (e.g. physical security, Information Security (INFOSEC), Communication Security (COMSEC), Operations Security (OPSEC), etc.)

Job Title **Job Code**

Operational Electronic Intelligence Analyst 002756

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Protective Service	TBD	OPERATIONAL ELINT ANALYST	OPELINT ANLYST

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	CTT	NEC's as assigned

Job Description

Operational Electronic Intelligence (OPELINT) Analysts perform collection, correlation, geo-location/geo-spatial, and operational analysis of non-communication and other signals derived from multiple intelligence production resources; analyze and report all-source information for tactical and strategic commanders in support of fleet, theater, and national objectives; and produce assessments detailing the capabilities, trends, and vulnerabilities of foreign non-communication weapons systems.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Intercept Operators (Code and Non-Code)	123100	Intelligence Analysts	33-3021.06	Protective Service

Skills	Abilities
Critical Thinking	*Deductive Reasoning*
Judgment and Decision Making	*Inductive Reasoning*
Complex Problem Solving	*Information Ordering*
Operation and Control	*Perceptual Speed*
Monitoring	*Written Expression*
Writing	*Flexibility of Closure*
Management of Material Resources	*Written Comprehension*
Active Learning	*Mathematical Reasoning*
Coordination	*Problem Sensitivity*
Operations Analysis	*Speed of Closure*

ELECTROMAGNETIC SPECTRUM OPERATIONS

Paygrade	Task Type	Task Statements
E5	NON-CORE	Calculate satellite vulnerabilities
E4	CORE	Identify Electromagnetic Interference (EMI)
E4	CORE	Monitor Electromagnetic (EM) spectrum
E4	CORE	Monitor own force emissions
E5	CORE	Perform unit level Electromagnetic (EM) spectrum operations
E5	CORE	Report Electromagnetic Interference (EMI)
E5	CORE	Report jamming sources
E5	CORE	Research jamming sources

ELECTRONIC INTELLIGENCE (ELINT) OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Analyze broadcast data (e.g. national, Global Command and Control System Maritime (GCCS-M), Intelligence Broadcast System/Common Integrated Broadcast (IBS/CIB), etc.)
E4	CORE	Analyze historical Signals Of Interest (SOI) data
E4	NON-CORE	Analyze record message traffic data
E4	CORE	Analyze Signals Of Interest (SOI)
E4	CORE	Annotate Radio Detection and Ranging (RADAR) affected performance (e.g. Radio Frequency (RF), interpulse modulation, intrapulse modulation, etc.)
E4	CORE	Calculate Pulse Repetition Frequency (PRF)

ELECTRONIC INTELLIGENCE (ELINT) OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Calculate Radio Detection and Ranging (RADAR) parameters (e.g. Pulse Repetition Intervals (PRI), Maximum Unambiguous Ranges (MUR), minimum range, etc.)
E5	NON-CORE	Classify radar performance characteristics based on parameters
E4	CORE	Collect Signals Of Interest (SOI)
E4	CORE	Conduct analysis in the frequency domain
E4	CORE	Conduct cryptologic and intelligence briefs
E4	CORE	Configure Electronic Intelligence (ELINT)/Electronic Warfare (EW) equipment
E4	CORE	Construct Order Of Battle (OOB)
E5	CORE	Convert Radio Detection and Ranging (RADAR) parameters (e.g. linear to decibel, imperial to metric, etc.)
E4	CORE	Correlate national systems data to platform
E4	CORE	Correlate Signals Of Interest (SOI)
E4	CORE	Crossfix Signals Of Interest (SOI) intercepts
E4	CORE	Determine target source utilizing Unintentional Modulation on Pulse (UMOP)
E5	CORE	Disseminate Electronic Intelligence (ELINT) data and reports (e.g. Operational Electronic Intelligence (OPELINT), Technical Electronics Intelligence (TECHELINT), etc.)
E5	CORE	Evaluate collection, analysis, and reporting
E4	NON-CORE	Evaluate signal quality
E4	CORE	Evaluate Signals Of Interest (SOI)
E4	CORE	Evaluate strategic situations (operational, tactical)
E4	CORE	Generate reports
E4	CORE	Identify interpulse modulation types (e.g. pulse constant, jitter, stagger, etc.)
E4	CORE	Identify intrapulse modulation types (e.g. unmodulated, linear frequency modulation, bi-phased shift keyed, etc.)
E4	CORE	Identify scan types
E5	CORE	Input filter management plans
E7	CORE	Manage Electronic Intelligence (ELINT) collection, analysis, and reporting
E4	CORE	Measure Pulse Duration (PD)
E4	CORE	Measure Pulse Repetition Intervals (PRI)
E4	CORE	Measure Radio Frequency (RF) (high, low, and center tune)
E4	CORE	Perform Operational Electronic Intelligence (OPELINT) analysis (e.g. Intelligence Preparation (IPR), Maritime Domain Awareness (MDA), etc.)
E7	CORE	Prioritize Electronic Intelligence (ELINT) collection efforts
E4	CORE	Record Signals Of Interest (SOI)
E5	CORE	Report PROFORMA signals
E4	CORE	Report Signal Of Interest (SOI) (e.g. message traffic, etc.)
E4	CORE	Research Intelligence Community (IC) databases
E4	CORE	Search Electronic Intelligence (ELINT) databases
E4	CORE	Shut down Electronic Intelligence (ELINT)/Electronic Warfare (EW) equipment
E4	CORE	Startup Electronic Intelligence (ELINT) equipment
E5	CORE	Supervise Electronic Intelligence (ELINT) collections, analysis, and reporting

ELECTRONIC INTELLIGENCE (ELINT) OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Update national databases
E6	CORE	Validate Electronic Intelligence (ELINT) logs

ELECTRONIC WARFARE OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Conduct Electronic Support (ES) operations
E4	CORE	Disseminate tactical information (internal/ external)
E7	NON-CORE	Draft Electronic Warfare (EW) operational messages (e.g. Electronic Warfare (EW) Operational Tasking (OPTASK), Information Operations (IO) Operational Tasking (OPTASK), Daily Intentions Message (DIMS), Information Operations (IO) Supplement (SUPP), etc.)
E6	CORE	Evaluate Electronic Warfare (EW) Measure of Effectiveness (MOE)
E5	CORE	Evaluate mission threats
E4	NON-CORE	Maintain computer systems
E5	CORE	Manage system software updates
E5	CORE	Manage tactical communications (e.g. voice, chat, etc.)
E4	CORE	Perform fusion analysis
E4	CORE	Startup Tactical Data Processors (TDP)
E5	CORE	Supervise construction of emitter libraries
E4	CORE	Utilize Rapid Evaluation Guidelines (REG)
E4	CORE	Verify Emission Control (EMCON) conditions in effect

INFORMATION OPERATIONS

Paygrade	Task Type	Task Statements
E5	NON-CORE	Assess Maritime Pattern of Life (POL) for specific vessel types in various Area of Responsibility (AOR)
E6	CORE	Assess Tactical Situations (TACSIT)
E4	CORE	Calculate threat detection envelopes
E5	CORE	Conduct all-source intelligence research
E5	NON-CORE	Conduct Battle Damage Assessment (BDA)
E4	CORE	Conduct Information Operations (IO) utilizing Tactical Data Processors (TDP)
E5	CORE	Configure software-based analysis tools
E7	CORE	Coordinate data collection responsibilities
E6	CORE	Coordinate Information Operations (IO) assets
E5	NON-CORE	Coordinate target analysis
E6	NON-CORE	Develop intelligence products based on Pattern of Life (POL)
E5	NON-CORE	Develop pattern of life analysis
E5	NON-CORE	Develop real time maritime trackers
E6	NON-CORE	Develop Signals Intelligence (SIGINT) Concept of Operations (CONOP)
E6	CORE	Evaluate Information Operations (IO) Measure of Effectiveness (MOE)
E6	CORE	Evaluate Information Operations (IO) platform capabilities and limitations
E5	NON-CORE	Implement Signals Intelligence (SIGINT) taskings

INFORMATION OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Prioritize mission threats
E7	CORE	Provide feedback to national systems managers (e.g. Product Verification Review (PVR), Threat Change Analysis Request (TCAR), etc.)
E6	CORE	Provide Information Operations (IO) input to Strike Planning Cell (SPC)
E5	NON-CORE	Provide Signals Intelligence (SIGINT) Concept of Operations (CONOP) input

PLANNING

Paygrade	Task Type	Task Statements
E6	CORE	Assess adversary Intelligence, Surveillance, Reconnaissance, and Targeting (ISR-T) capabilities
E7	NON-CORE	Assess emerging Signals Intelligence (SIGINT) threats
E7	NON-CORE	Coordinate Electronic Warfare (EW)/Information Operations (IO) with joint/allied partners
E5	CORE	Draft Naval Messages (e.g. Product Verification Report (PVR), Tactical Electronic Intelligence (TACELINT), Electronic Attack (EA) request, etc.)
E7	CORE	Recommend Information Operations (IO)/Electronic Warfare (EW) mission objectives
E4	CORE	Research adversary capabilities and limitations
E7	CORE	Validate adversary Intelligence, Surveillance, Reconnaissance, and Targeting (ISR-T) capabilities

SECURITY AND ADMINISTRATION

Paygrade	Task Type	Task Statements
E4	NON-CORE	Comply with Naval Cryptologic and National security requirements (e.g. physical security, Information Security (INFOSEC), Communication Security (COMSEC), Operational Security (OPSEC) and directives and instructions associated with Sensitive Compartmented Information (SCI), etc.)
E6	CORE	Evaluate Naval and National security directives and instructions (e.g. physical security, Information Security (INFOSEC), Communication Security (COMSEC), Operations Security (OPSEC), etc.)
E7	CORE	Implement Disaster Recovery Plans (DRP)
E6	CORE	Implement Emergency Action Plans (EAP)
E6	CORE	Implement Naval and National security directives and instructions (e.g. physical security, Information Security (INFOSEC), Communication Security (COMSEC), Operations Security (OPSEC), etc.)
E7	CORE	Manage Naval and National security directives and instructions (e.g. physical security, Information Security (INFOSEC), Communication Security (COMSEC), Operations Security (OPSEC), etc.)

Job Title **Job Code**

Airborne/Subsurface Electronic Warfare Operator 002757

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Protective Service	TBD	AIRBORNE/SUBSURFACE EW OPER	AIR/SUB EW OP

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	CTT	NEC's as assigned

Job Description

Airborne/Subsurface Electronic Warfare (EW) Operators operate state-of-the-art electronic receivers and associated analysis and recording equipment in the collection of airborne, shipborne, land-based, subsurface Radio Detection and Ranging (RADAR), and other non-communication signals within the electromagnetic (EM) spectrum in tactical and strategic environments; interpret and conduct advanced analysis of intercepted electronic signals to determine their source to support fleet and national tasking; and execute tactics in accordance with doctrine and report information to tactical and strategic commanders in support of fleet, theater, and national objectives.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Intercept Operators (Code and Non-Code)	123100	Intelligence Analysts	33-3021.06	Protective Service

Skills	Abilities
Critical Thinking	*Inductive Reasoning*
Judgment and Decision Making	*Information Ordering*
Operation and Control	*Perceptual Speed*
Management of Material Resources	*Problem Sensitivity*
Complex Problem Solving	*Written Expression*
Coordination	*Written Comprehension*
Writing	*Mathematical Reasoning*
Monitoring	*Flexibility of Closure*
Quality Control Analysis	*Oral Expression*
Active Learning	*Deductive Reasoning*

ELECTROMAGNETIC SPECTRUM OPERATIONS

Paygrade	Task Type	Task Statements
E5	CORE	Determine jamming sources
E4	CORE	Identify Electromagnetic Interference (EMI)
E7	NON-CORE	Manage spectrum plans
E5	CORE	Mitigate Electromagnetic Interference (EMI)
E4	CORE	Monitor Electromagnetic (EM) spectrum
E4	CORE	Monitor own force emissions
E5	CORE	Perform unit level Electromagnetic (EM) spectrum operations
E5	CORE	Predict equipment performance characteristics based on atmospheric data
E5	CORE	Report Electromagnetic Interference (EMI)
E5	CORE	Report jamming sources
E5	CORE	Research jamming sources
E5	CORE	Validate Electromagnetic (EM) spectrum documentation (e.g. Afloat Electromagnetic Spectrum Operations Program (AESOP), Hazards of Electromagnetic Radiation to Ordnance (HERO) bill, Emission Control (EMCON), etc.)

ELECTRONIC INTELLIGENCE (ELINT) OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Analyze broadcast data (e.g. national, Global Command and Control System Maritime (GCCS-M), Intelligence Broadcast System/Common Integrated Broadcast (IBS/CIB), etc.)

ELECTRONIC INTELLIGENCE (ELINT) OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Analyze historical Signals Of Interest (SOI) data
E4	NON-CORE	Analyze record message traffic data
E4	CORE	Analyze Signals Of Interest (SOI)
E4	CORE	Annotate Radio Detection and Ranging (RADAR) affected performance (e.g. Radio Frequency (RF), interpulse modulation, intrapulse modulation, etc.)
E5	NON-CORE	Calculate blind speeds
E4	CORE	Calculate Pulse Repetition Frequency (PRF)
E4	CORE	Calculate Radio Detection and Ranging (RADAR) parameters (e.g. Pulse Repetition Intervals (PRI), Maximum Unambiguous Ranges (MUR), minimum range, etc.)
E5	NON-CORE	Classify radar performance characteristics based on parameters
E4	CORE	Collect Signals Of Interest (SOI)
E4	CORE	Conduct analysis in the frequency domain
E4	CORE	Conduct cryptologic and intelligence briefs
E4	CORE	Configure Electronic Intelligence (ELINT)/Electronic Warfare (EW) equipment
E6	NON-CORE	Construct Electronic Intelligence (ELINT) collection plans
E4	CORE	Construct Order Of Battle (OOB)
E5	CORE	Convert Radio Detection and Ranging (RADAR) parameters (e.g. linear to decibel, imperial to metric, etc.)
E4	CORE	Correlate national systems data to platform
E4	CORE	Correlate Signals Of Interest (SOI)
E4	CORE	Crossfix Signals Of Interest (SOI) intercepts
E4	CORE	Determine radar systems capabilities
E4	CORE	Determine target source utilizing Unintentional Modulation on Pulse (UMOP)
E5	CORE	Disseminate Electronic Intelligence (ELINT) data and reports (e.g. Operational Electronic Intelligence (OPELINT), Technical Electronics Intelligence (TECHELINT), etc.)
E5	CORE	Evaluate collection, analysis, and reporting
E4	NON-CORE	Evaluate signal quality
E4	CORE	Evaluate Signals Of Interest (SOI)
E4	CORE	Evaluate strategic situations (operational, tactical)
E4	CORE	Generate reports
E4	CORE	Identify interpulse modulation types (e.g. pulse constant, jitter, stagger, etc.)
E4	CORE	Identify intrapulse modulation types (e.g. unmodulated, linear frequency modulation, bi-phased shift keyed, etc.)
E4	CORE	Identify scan types
E5	CORE	Input filter management plans
E7	CORE	Manage Electronic Intelligence (ELINT) collection, analysis, and reporting
E4	CORE	Measure Pulse Duration (PD)
E4	CORE	Measure Pulse Repetition Intervals (PRI)
E4	CORE	Measure Radio Frequency (RF) (high, low, and center tune)
E4	CORE	Measure scan times

ELECTRONIC INTELLIGENCE (ELINT) OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Perform Operational Electronic Intelligence (OPELINT) analysis (e.g. Intelligence Preparation (IPR), Maritime Domain Awareness (MDA), etc.)
E7	CORE	Prioritize Electronic Intelligence (ELINT) collection efforts
E4	CORE	Record Signals Of Interest (SOI)
E5	CORE	Report PROFORMA signals
E4	CORE	Report Signal Of Interest (SOI) (e.g. message traffic, etc.)
E4	CORE	Research Intelligence Community (IC) databases
E4	CORE	Search Electronic Intelligence (ELINT) databases
E4	CORE	Shut down Electronic Intelligence (ELINT)/Electronic Warfare (EW) equipment
E4	CORE	Startup Electronic Intelligence (ELINT) equipment
E5	CORE	Supervise Electronic Intelligence (ELINT) collections, analysis, and reporting
E5	NON-CORE	Supervise technical kit construction
E5	CORE	Update national databases
E6	CORE	Validate Electronic Intelligence (ELINT) logs

ELECTRONIC WARFARE OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Conduct Electronic Attacks (EA)
E4	CORE	Conduct Electronic Support (ES) operations
E5	NON-CORE	Conduct Radar Cross Section (RCS) testing
E4	NON-CORE	Configure Common Integrated Broadcast (CIB) radio receiving equipment (e.g. Joint Tactical Terminal Maritime (JTT-M), Commanders Tactical Terminal-Hybrid Receiver (CTT-HR), etc.)
E4	CORE	Configure Electronic Warfare (EW) systems
E5	NON-CORE	Construct emitter libraries
E7	NON-CORE	Coordinate Electronic Warfare (EW) test range runs
E7	NON-CORE	Develop Electronic Warfare (EW) Pre Planned Responses (PPR)
E7	NON-CORE	Develop Electronic Warfare (EW) tactics
E7	NON-CORE	Develop joint Electronic Warfare (EW) plans
E4	CORE	Disseminate tactical information (internal/ external)
E7	NON-CORE	Draft Electronic Warfare (EW) operational messages (e.g. Electronic Warfare (EW) Operational Tasking (OPTASK), Information Operations (IO) Operational Tasking (OPTASK), Daily Intentions Message (DIMS), Information Operations (IO) Supplement (SUPP), etc.)
E6	CORE	Evaluate Electronic Warfare (EW) Measure of Effectiveness (MOE)
E5	CORE	Evaluate mission threats
E4	NON-CORE	Maintain computer systems
E4	CORE	Maintain Electronic Warfare (EW) status boards and logs
E4	CORE	Maintain local emitter libraries
E7	CORE	Manage Electronic Warfare (EW) operations (e.g. Emission Control (EMCON), Electronic Support (ES), countermeasures deployment, etc.)
E5	CORE	Manage system software updates
E5	CORE	Manage tactical communications (e.g. voice, chat, etc.)

ELECTRONIC WARFARE OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E5	NON-CORE	Modify Electronic Warfare (EW) equipment readiness conditions
E4	CORE	Perform fusion analysis
E4	CORE	Perform tactical communications (e.g. brevity codes, fleet tactical signals, etc.)
E4	NON-CORE	Review Electronic Support Measures (ESM) search plan
E4	CORE	Startup Tactical Data Processors (TDP)
E5	CORE	Supervise construction of emitter libraries
E5	NON-CORE	Supervise Electronic Attack (EA) employment
E5	CORE	Supervise Pre-Planned Responses (PPR) executions
E4	NON-CORE	Update Electronic Support Measures (ESM) search plan
E4	CORE	Utilize Rapid Evaluation Guidelines (REG)
E5	NON-CORE	Validate Electronic Support Measures (ESM) search plan
E4	CORE	Verify Emission Control (EMCON) conditions in effect

INFORMATION OPERATIONS

Paygrade	Task Type	Task Statements
E5	NON-CORE	Assess Maritime Pattern of Life (POL) for specific vessel types in various Area of Responsibility (AOR)
E6	CORE	Assess Tactical Situations (TACSIT)
E4	CORE	Calculate threat detection envelopes
E4	CORE	Collect Information Operation (IO) asset capabilities and limitations
E5	CORE	Conduct all-source intelligence research
E5	NON-CORE	Conduct Battle Damage Assessment (BDA)
E4	CORE	Conduct Information Operations (IO) utilizing Tactical Data Processors (TDP)
E4	CORE	Conduct Military Deception (MILDEC) operations
E5	NON-CORE	Conduct non-standard collection operations/unconventional collection
E5	CORE	Configure software-based analysis tools
E7	CORE	Coordinate data collection responsibilities
E6	CORE	Coordinate Information Operations (IO) assets
E6	CORE	Coordinate Military Deception (MILDEC) plan support
E7	NON-CORE	Coordinate multi-unit employment of Electronic Attacks (EA
E5	NON-CORE	Coordinate target analysis
E7	CORE	Develop allied and coalition Information Operations (IO)
E6	NON-CORE	Develop intelligence products based on Pattern of Life (POL)
E7	CORE	Develop joint Information Operations (IO) plans
E7	CORE	Develop Military Deception (MILDEC) plans
E5	NON-CORE	Develop pattern of life analysis
E6	NON-CORE	Develop Signals Intelligence (SIGINT) Concept of Operations (CONOP)
E4	CORE	Disseminate Military Information Support Operations (MISO) material
E6	CORE	Evaluate Information Operations (IO) Measure of Effectiveness (MOE)
E6	CORE	Evaluate Information Operations (IO) platform capabilities and limitations
E5	NON-CORE	Implement Signals Intelligence (SIGINT) taskings

INFORMATION OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E7	CORE	Manage Military Deception (MILDEC) plans
E4	CORE	Perform Pre-Planned Responses (PPR)
E5	CORE	Prioritize mission threats
E7	CORE	Provide feedback to national systems managers (e.g. Product Verification Review (PVR), Threat Change Analysis Request (TCAR), etc.)
E6	CORE	Provide Information Operations (IO) input to Strike Planning Cell (SPC)
E5	NON-CORE	Provide Signals Intelligence (SIGINT) Concept of Operations (CONOP) input
E7	CORE	Provide strategic communication plan support
E6	NON-CORE	Supervise Tasking, Collection, Processing, Exploitation, and Dissemination (TCPED) process

PLANNING

Paygrade	Task Type	Task Statements
E6	CORE	Assess adversary Intelligence, Surveillance, Reconnaissance, and Targeting (ISR-T) capabilities
E7	NON-CORE	Assess emerging Signals Intelligence (SIGINT) threats
E7	NON-CORE	Coordinate Electronic Warfare (EW)/Information Operations (IO) with joint/allied partners
E7	CORE	Draft Electronic Warfare (EW) doctrines and bills (e.g. Antiship Missile Defense (ASMD), Passive Countermeasures System (PCMS), Emissions Control (EMCON), etc.)
E5	CORE	Draft Naval Messages (e.g. Product Verification Report (PVR), Tactical Electronic Intelligence (TACELINT), Electronic Attack (EA) request, etc.)
E7	CORE	Recommend Information Operations (IO)/Electronic Warfare (EW) mission objectives
E7	CORE	Request supporting Electronic Warfare (EW)/Information Operations (IO) assets
E4	CORE	Research adversary capabilities and limitations
E6	CORE	Schedule Electronic Warfare (EW)/Information Operations (IO) exercises
E7	CORE	Validate adversary Intelligence, Surveillance, Reconnaissance, and Targeting (ISR-T) capabilities

SECURITY AND ADMINISTRATION

Paygrade	Task Type	Task Statements
E4	NON-CORE	Comply with Naval Cryptologic and National security requirements (e.g. physical security, Information Security (INFOSEC), Communication Security (COMSEC), Operational Security (OPSEC) and directives and instructions associated with Sensitive Compartmented Information (SCI), etc.)
E6	CORE	Evaluate Naval and National security directives and instructions (e.g. physical security, Information Security (INFOSEC), Communication Security (COMSEC), Operations Security (OPSEC), etc.)
E6	CORE	Implement Emergency Action Plans (EAP)
E6	CORE	Implement Naval and National security directives and instructions (e.g. physical security, Information Security (INFOSEC), Communication Security (COMSEC), Operations Security (OPSEC), etc.)
E7	CORE	Manage Naval and National security directives and instructions (e.g. physical security, Information Security (INFOSEC), Communication Security (COMSEC), Operations Security (OPSEC), etc.)

Job Title **Job Code**

Tactical Information Operations Specialist 002758

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Protective Service	TBD	TACTICAL INFO OPERATIONS SPEC	TACINF OP SPEC

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	CTT	NEC's as assigned

Job Description

Tactical Information Operations Specialists operate state of the art equipment to provide a wide variety of tactical information operations support including tactical Electronic Warfare (EW) and Computer Network Operations (CNO); support direct action/special reconnaissance missions in arduous combat environments; perform preventive and corrective maintenance on Naval Special Warfare (NSW) systems used for analysis, monitoring, tracking, recognition, identification, targeting, and electronic attack; coordinate repair of Electronic Warfare (EW) systems; fabricate collection equipment as needed to support mission and collection requirements; conduct unattended/unconventional collection efforts in support of Special Operations Forces (SOF); and support ground and airborne Electronic Warfare (EW) mission and collections requirements.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Intercept Operators (Code and Non-Code)	123100	Intelligence Analysts	33-3021.06	Protective Service

Skills	Abilities
Critical Thinking	*Deductive Reasoning*
Operation and Control	*Inductive Reasoning*
Complex Problem Solving	*Information Ordering*
Judgment and Decision Making	*Perceptual Speed*
Coordination	*Written Expression*
Management of Material Resources	*Written Comprehension*
Writing	*Problem Sensitivity*
Active Learning	*Originality*
Monitoring	*Flexibility of Closure*
Equipment Selection	*Mathematical Reasoning*

ELECTROMAGNETIC SPECTRUM OPERATIONS

Paygrade	Task Type	Task Statements
E5	NON-CORE	Calculate satellite vulnerabilities
E6	CORE	Construct Electromagnetic (EM) Battlespace plans (e.g. Afloat Electromagnetic Spectrum Operations Program (AESOP), Emission Control (EMCON), etc.)
E5	CORE	Determine jamming sources
E4	CORE	Identify Electromagnetic Interference (EMI)
E7	NON-CORE	Manage spectrum plans
E5	CORE	Mitigate Electromagnetic Interference (EMI)
E4	CORE	Monitor Electromagnetic (EM) spectrum
E4	CORE	Monitor own force emissions
E5	CORE	Perform unit level Electromagnetic (EM) spectrum operations
E5	CORE	Predict equipment performance characteristics based on atmospheric data
E5	CORE	Report Electromagnetic Interference (EMI)
E5	CORE	Report jamming sources
E5	CORE	Research jamming sources

ELECTRONIC INTELLIGENCE (ELINT) OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Analyze broadcast data (e.g. national, Global Command and Control System Maritime (GCCS-M), Intelligence Broadcast System/Common Integrated Broadcast (IBS/CIB), etc.)
E4	CORE	Analyze historical Signals Of Interest (SOI) data
E4	NON-CORE	Analyze record message traffic data
E4	CORE	Analyze Signals Of Interest (SOI)
E4	CORE	Annotate Radio Detection and Ranging (RADAR) affected performance (e.g. Radio Frequency (RF), interpulse modulation, intrapulse modulation, etc.)
E4	CORE	Calculate Pulse Repetition Frequency (PRF)
E4	CORE	Calculate Radio Detection and Ranging (RADAR) parameters (e.g. Pulse Repetition Intervals (PRI), Maximum Unambiguous Ranges (MUR), minimum range, etc.)
E5	NON-CORE	Classify radar performance characteristics based on parameters
E4	CORE	Collect Signals Of Interest (SOI)
E4	CORE	Conduct analysis in the frequency domain
E4	CORE	Conduct cryptologic and intelligence briefs
E4	CORE	Configure Electronic Intelligence (ELINT)/Electronic Warfare (EW) equipment
E4	CORE	Construct Order Of Battle (OOB)
E5	CORE	Convert Radio Detection and Ranging (RADAR) parameters (e.g. linear to decibel, imperial to metric, etc.)
E4	CORE	Correlate national systems data to platform
E4	CORE	Correlate Signals Of Interest (SOI)
E4	CORE	Crossfix Signals Of Interest (SOI) intercepts
E4	CORE	Determine radar systems capabilities
E4	CORE	Determine target source utilizing Unintentional Modulation on Pulse (UMOP)
E5	CORE	Disseminate Electronic Intelligence (ELINT) data and reports (e.g. Operational Electronic Intelligence (OPELINT), Technical Electronics Intelligence (TECHELINT), etc.)
E5	CORE	Evaluate collection, analysis, and reporting
E4	NON-CORE	Evaluate signal quality
E4	CORE	Evaluate Signals Of Interest (SOI)
E4	CORE	Evaluate strategic situations (operational, tactical)
E4	CORE	Generate reports
E4	CORE	Identify interpulse modulation types (e.g. pulse constant, jitter, stagger, etc.)
E4	CORE	Identify intrapulse modulation types (e.g. unmodulated, linear frequency modulation, bi-phased shift keyed, etc.)
E4	CORE	Identify scan types
E5	CORE	Input filter management plans
E7	CORE	Manage Electronic Intelligence (ELINT) collection, analysis, and reporting
E4	CORE	Measure Pulse Duration (PD)
E4	CORE	Measure Pulse Repetition Intervals (PRI)
E4	CORE	Measure Radio Frequency (RF) (high, low, and center tune)
E4	CORE	Measure scan times

ELECTRONIC INTELLIGENCE (ELINT) OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Perform Operational Electronic Intelligence (OPELINT) analysis (e.g. Intelligence Preparation (IPR), Maritime Domain Awareness (MDA), etc.)
E7	CORE	Prioritize Electronic Intelligence (ELINT) collection efforts
E4	CORE	Record Signals Of Interest (SOI)
E5	CORE	Report PROFORMA signals
E4	CORE	Report Signal Of Interest (SOI) (e.g. message traffic, etc.)
E4	CORE	Research Intelligence Community (IC) databases
E4	CORE	Search Electronic Intelligence (ELINT) databases
E4	CORE	Shut down Electronic Intelligence (ELINT)/Electronic Warfare (EW) equipment
E4	CORE	Startup Electronic Intelligence (ELINT) equipment
E5	CORE	Supervise Electronic Intelligence (ELINT) collections, analysis, and reporting
E5	CORE	Update national databases

ELECTRONIC WARFARE OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Conduct Electronic Attacks (EA)
E4	CORE	Conduct Electronic Support (ES) operations
E5	NON-CORE	Conduct Radar Cross Section (RCS) testing
E4	CORE	Configure Electronic Warfare (EW) systems
E4	NON-CORE	Coordinate Emission Control (EMCON) conditions
E7	NON-CORE	Develop Electronic Warfare (EW) Pre Planned Responses (PPR)
E7	NON-CORE	Develop joint Electronic Warfare (EW) plans
E4	CORE	Disseminate tactical information (internal/ external)
E7	NON-CORE	Draft Electronic Warfare (EW) operational messages (e.g. Electronic Warfare (EW) Operational Tasking (OPTASK), Information Operations (IO) Operational Tasking (OPTASK), Daily Intentions Message (DIMS), Information Operations (IO) Supplement (SUPP), etc.)
E5	CORE	Evaluate mission threats
E7	NON-CORE	Interpret test and evaluation range results (e.g. ULM-4, Passive Countermeasures System (PCMS), etc.)
E4	NON-CORE	Maintain computer systems
E4	CORE	Maintain local emitter libraries
E7	CORE	Manage Electronic Warfare (EW) operations (e.g. Emission Control (EMCON), Electronic Support (ES), countermeasures deployment, etc.)
E5	CORE	Manage system software updates
E5	CORE	Manage tactical communications (e.g. voice, chat, etc.)
E4	CORE	Perform fusion analysis
E4	CORE	Perform tactical communications (e.g. brevity codes, fleet tactical signals, etc.)
E4	CORE	Report Essential Elements of Friendly Information (EEFI) violations
E4	CORE	Startup Tactical Data Processors (TDP)
E5	CORE	Supervise construction of emitter libraries
E5	NON-CORE	Supervise Electronic Attack (EA) employment

ELECTRONIC WARFARE OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Supervise Pre-Planned Responses (PPR) executions
E4	CORE	Utilize Rapid Evaluation Guidelines (REG)
E4	CORE	Verify Emission Control (EMCON) conditions in effect

INFORMATION OPERATIONS

Paygrade	Task Type	Task Statements
E5	NON-CORE	Analyze digital network communications
E5	NON-CORE	Assess altitude operating ranges for Unmanned Aerial Systems (UAS) detachments
E5	NON-CORE	Assess detection ranges for Naval Special Warfare (NSW) specific platforms
E5	NON-CORE	Assess Maritime Pattern of Life (POL) for specific vessel types in various Area of Responsibility (AOR)
E6	CORE	Assess Tactical Situations (TACSIT)
E5	NON-CORE	Build target intelligence packages
E4	CORE	Calculate threat detection envelopes
E7	NON-CORE	Certify Temporary Sensitive Compartmented Information Facility (TSCIF)
E4	CORE	Collect Information Operation (IO) asset capabilities and limitations
E5	CORE	Conduct all-source intelligence research
E5	NON-CORE	Conduct Battle Damage Assessment (BDA)
E5	NON-CORE	Conduct counter-Unmanned Aerial Systems (UAS) operations
E5	NON-CORE	Conduct ground terminal guidance
E4	CORE	Conduct Information Operations (IO) utilizing Tactical Data Processors (TDP)
E4	CORE	Conduct Military Deception (MILDEC) operations
E5	NON-CORE	Conduct non-standard collection operations/unconventional collection
E5	NON-CORE	Conduct non-traditional Signals Intelligence (SIGINT) targeting
E5	NON-CORE	Conduct Sensitive Site Exploitation (SSE) operations
E5	NON-CORE	Conduct tactical wireless communication collection
E5	NON-CORE	Conduct tactical wireless communication surveys
E5	NON-CORE	Conduct Unattended Ground Sensor (UGS) emplacement
E5	NON-CORE	Configure ground and airborne active targeting equipment
E5	NON-CORE	Configure ground and airborne Signals Intelligence (SIGINT) collection equipment
E5	CORE	Configure software-based analysis tools
E7	CORE	Coordinate data collection responsibilities
E6	CORE	Coordinate Information Operations (IO) assets
E6	CORE	Coordinate Military Deception (MILDEC) plan support
E7	NON-CORE	Coordinate multi-unit employment of Electronic Attacks (EA
E5	NON-CORE	Coordinate target analysis
E6	NON-CORE	Coordinate Temporary Sensitive Compartmented Information Facility (TSCIF) accreditation
E7	CORE	Develop allied and coalition Information Operations (IO)
E6	NON-CORE	Develop altitude operating range products for Unmanned Aerial Systems (UAS) detachments

INFORMATION OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E6	NON-CORE	Develop detection range products for Naval Special Warfare (NSW) specific platforms
E6	NON-CORE	Develop intelligence products based on Pattern of Life (POL)
E7	CORE	Develop joint Information Operations (IO) plans
E7	CORE	Develop Military Deception (MILDEC) plans
E5	NON-CORE	Develop pattern of life analysis
E5	NON-CORE	Develop real time maritime trackers
E6	NON-CORE	Develop Signals Intelligence (SIGINT) Concept of Operations (CONOP)
E4	CORE	Disseminate Military Information Support Operations (MISO) material
E5	NON-CORE	Draft Tactical Intelligence Reports (Tactical Telegram (T-GRAM))
E5	NON-CORE	Establish command and control link communications for Unmanned Aerial Systems (UAS) payloads
E6	CORE	Evaluate Information Operations (IO) Measure of Effectiveness (MOE)
E6	CORE	Evaluate Information Operations (IO) platform capabilities and limitations
E5	NON-CORE	Fabricate collection equipment (Commercial Off The Shelf (COTS)/Government Off The Shelf (GOTS))
E6	NON-CORE	Identify Radio Frequency (RF) characteristics for Naval Special Warfare (NSW) specific equipment in theatre
E5	NON-CORE	Implement Signals Intelligence (SIGINT) taskings
E5	NON-CORE	Initialize ground and airborne active targeting equipment
E5	NON-CORE	Initialize ground and airborne Signals Intelligence (SIGINT) collection equipment
E7	CORE	Manage Military Deception (MILDEC) plans
E6	NON-CORE	Manage Tactical Intelligence Reports (Tactical Telegram (T-GRAM))
E7	NON-CORE	Manage Temporary Sensitive Compartmented Information Facility (TSCIF) accreditation
E5	NON-CORE	Perform asset validation
E5	NON-CORE	Perform electronic counter-surveillance
E4	CORE	Perform Pre-Planned Responses (PPR)
E5	NON-CORE	Perform Sensitive Site Exploitation (SSE) analysis
E5	NON-CORE	Perform tactical Airborne Precision Geolocation operations (APGL) / Unmanned Aerial Systems (UAS) payload operations
E5	NON-CORE	Perform tactical Precision Geolocation (PGL)
E5	NON-CORE	Perform untethered collection
E5	NON-CORE	Perform untethered signals analysis
E5	CORE	Prioritize mission threats
E7	CORE	Provide feedback to national systems managers (e.g. Product Verification Review (PVR), Threat Change Analysis Request (TCAR), etc.)
E6	CORE	Provide Information Operations (IO) input to Strike Planning Cell (SPC)
E5	NON-CORE	Provide Signals Intelligence (SIGINT) Concept of Operations (CONOP) input
E7	CORE	Provide strategic communication plan support
E5	NON-CORE	Provide target Positive Identification (PID)
E5	NON-CORE	Shut down ground and airborne active targeting equipment

INFORMATION OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E5	NON-CORE	Shut down ground and airborne Signals Intelligence (SIGINT) collection equipment
E6	NON-CORE	Supervise Tasking, Collection, Processing, Exploitation, and Dissemination (TCPED) process
E6	NON-CORE	Transmit Tactical Intelligence Reports (Tactical Telegram (T-GRAM))

PLANNING

Paygrade	Task Type	Task Statements
E6	CORE	Assess adversary Intelligence, Surveillance, Reconnaissance, and Targeting (ISR-T) capabilities
E7	NON-CORE	Assess emerging Signals Intelligence (SIGINT) threats
E7	NON-CORE	Coordinate Electronic Warfare (EW)/Information Operations (IO) with joint/allied partners
E7	NON-CORE	Coordinate Joint Signals Intelligence (SIGINT) collection plans
E7	NON-CORE	Deconflict national target lists in a joint environment
E7	CORE	Develop multi-unit Electronic Warfare (EW) Pre-Planned Responses (PPR)
E7	NON-CORE	Develop Special Operations Forces (SOF) Signals Intelligence (SIGINT) collection plans
E7	NON-CORE	Develop Special Operations Forces (SOF) Signals Intelligence (SIGINT) Tactics, Techniques, and Procedures (TTP)
E7	CORE	Draft Electronic Warfare (EW) doctrines and bills (e.g. Antiship Missile Defense (ASMD), Passive Countermeasures System (PCMS), Emissions Control (EMCON), etc.)
E5	CORE	Draft Naval Messages (e.g. Product Verification Report (PVR), Tactical Electronic Intelligence (TACELINT), Electronic Attack (EA) request, etc.)
E7	NON-CORE	Manage Signals Intelligence (SIGINT) equipment resource allocation with Joint forces and Intelligence Community (IC) partners
E7	NON-CORE	Manage unit priority target lists
E7	CORE	Recommend Information Operations (IO)/Electronic Warfare (EW) mission objectives
E7	CORE	Request supporting Electronic Warfare (EW)/Information Operations (IO) assets
E4	CORE	Research adversary capabilities and limitations
E6	CORE	Schedule Electronic Warfare (EW)/Information Operations (IO) exercises
E7	CORE	Validate adversary Intelligence, Surveillance, Reconnaissance, and Targeting (ISR-T) capabilities

SECURITY AND ADMINISTRATION

Paygrade	Task Type	Task Statements
E4	NON-CORE	Comply with Naval Cryptologic and National security requirements (e.g. physical security, Information Security (INFOSEC), Communication Security (COMSEC), Operational Security (OPSEC) and directives and instructions associated with Sensitive Compartmented Information (SCI), etc.)
E6	CORE	Evaluate Naval and National security directives and instructions (e.g. physical security, Information Security (INFOSEC), Communication Security (COMSEC), Operations Security (OPSEC), etc.)
E6	CORE	Implement Emergency Action Plans (EAP)

SECURITY AND ADMINISTRATION

Paygrade	Task Type	Task Statements
E6	CORE	Implement Naval and National security directives and instructions (e.g. physical security, Information Security (INFOSEC), Communication Security (COMSEC), Operations Security (OPSEC), etc.)
E7	CORE	Manage Naval and National security directives and instructions (e.g. physical security, Information Security (INFOSEC), Communication Security (COMSEC), Operations Security (OPSEC), etc.)

CHAPTER 21

DAMAGE CONTROLMAN
(DC)

NAVPERS 18068F-21E
Change 81

Updated: January 2020

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

DAMAGE CONTROLMAN (DC)

SCOPE OF RATING

Damage Controlmen (DC) perform organizational and intermediate level maintenance and repair of damage control equipment and systems; plan, supervise, and perform tasks necessary for damage control, ship stability, preservation of watertight integrity, fire fighting, and Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) defense; instruct and coordinate damage control parties; instruct personnel in the techniques of damage control and CBRNE defense; and prepare records and reports.

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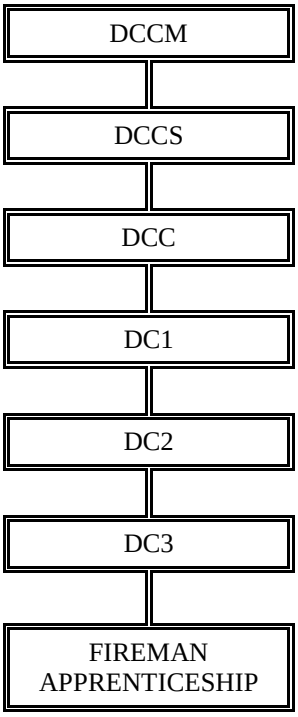
This Occupational Standard is to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) in Chapter 21.

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 **Job Code**

Ship Survivability Systems Maintainer 003002

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Management	TBD	SHIP SURVIVAL SYS MAINTAINER	SHIP SURV MNT

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	DC	NEC UXXX series or other NECs as assigned

Job Description

Ship Survivability Systems Maintainers do the work necessary for damage control, ship stability, firefighting, fire prevention, and Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) defense; instruct personnel in the methods of damage control and CBRNE defense and repair damage control equipment and systems; operate, repair, and maintain installed firefighting systems and equipment, damage control equipment, and CBRNE defense equipment; train shipboard personnel in the operation, maintenance, and repair of damage control systems and equipment, life saving devices, and various firefighting methods; perform emergency repairs to decks, structures, pipes, and hulls by using emergency patching, plugging, and shoring; maintain and repair watertight closures and assorted fittings; and act as the ships Fire Marshal and firefighting leaders and train ship's company in chemical, biological and radiological defense. Maintainers work under the supervision of a mentor while learning a trade or skill.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Firefighting and Damage Control	149500	Emergency Management Directors	11-9161.00	Management

Skills	Abilities
Equipment Maintenance	*Problem Sensitivity*
Systems Evaluation	*Manual Dexterity*
Judgment and Decision Making	*Deductive Reasoning*
Operation Monitoring	*Multi-limb Coordination*
Operation and Control	*Information Ordering*
Monitoring	*Written Comprehension*
Writing	*Written Expression*
Complex Problem Solving	*Oral Expression*
Equipment Selection	*Speech Clarity*
Management of Material Resources	*Finger Dexterity*

CHEMICAL, BIOLOGICAL, RADIOLOGICAL, AND NUCLEAR EXPLOSIVE (CBRNE) DEFENSE

Paygrade	Task Type	Task Statements
E4	CORE	Decontaminate ship
E4	CORE	Establish Contamination Control Areas (CCA)
E4	CORE	Establish Decontamination (DECON) stations
E4	CORE	Inspect chemical protective equipment
E4	CORE	Issue chemical protection equipment
E5	CORE	Repair Joint Biological Point Detection System (JBPDS) system components
E4	CORE	Test Decontamination (DECON) showers

DAMAGE CONTROL

Paygrade	Task Type	Task Statements
E4	CORE	Activate Aqueous Film Forming Foam (AFFF) stations
E4	CORE	Activate Damage Control Console (DCC) ventilation systems
E4	CORE	Actuate fire main valves from Damage Control Console (DCC)
E4	CORE	Actuate fire pumps from Damage Control Console (DCC)
E4	CORE	Actuate halon systems
E4	CORE	Dewater spaces using installed eductors

DAMAGE CONTROL (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Inspect Damage Control (DC) communication systems
E4	CORE	Inspect tanks and voids
E4	CORE	Install emergency pipe patches
E4	CORE	Install hull patches
E6	CORE	Maintain ships stability
E4	CORE	Monitor Supplied-Air Respirator/Self-Contained Breathing Apparatus (SAR/SCBA) pressure gauges
E4	CORE	Perform emergency access actions
E4	CORE	Take soundings (e.g., compartments, tanks, voids, etc.)

EQUIPMENT MAINTENANCE

Paygrade	Task Type	Task Statements
E4	CORE	Charge Self-Contained Breathing Apparatus (SCBA) bottles using the High Pressure Breathing Air Compressor (HPBAC)
E4	CORE	Conduct preventive maintenance on balance joiner doors
E4	CORE	Conduct preventive maintenance on ballast control systems
E4	CORE	Conduct preventive maintenance on installed eductor systems
E4	CORE	Conduct preventive maintenance on Self-Contained Breathing Apparatus (SCBA) charging stations (i.e., High Pressure Breathing Air Compressors (HPBAC), High Pressure Filter Assembly (HFPA)/Air Booster Pump Assembly (ABPA), Breathing Air Recirculation System)
E4	CORE	Maintain Aqueous Film Forming Foam (AFFF) systems
E4	CORE	Maintain Aqueous Potassium Carbonate (APC) systems
E4	CORE	Maintain aviation firefighting equipment
E4	CORE	Maintain battle lanterns
E4	CORE	Maintain Collective Protective Systems (CPS)
E4	CORE	Maintain Damage Control (DC) helmet lights
E4	CORE	Maintain Damage Control Repair Station (DCRS) equipment
E4	CORE	Maintain electrical submersible pumps
E4	CORE	Maintain Emergency Escape Breathing Devices (EEBD)
E4	CORE	Maintain emergency overboard discharge connections
E4	CORE	Maintain fan unit cooling coils
E4	CORE	Maintain Fire Fighting Ensembles (FFE)
E4	CORE	Maintain fire hoses
E4	CORE	Maintain fire main systems
E4	CORE	Maintain fire stations
E4	CORE	Maintain fluid strainers
E4	CORE	Maintain freshwater firefighting systems
E4	CORE	Maintain fume tight doors
E4	CORE	Maintain gas masks
E4	CORE	Maintain halon systems

EQUIPMENT MAINTENANCE (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Maintain inflatable life vests
E4	CORE	Maintain installed Carbon Dioxide (CO2) systems
E4	CORE	Maintain ladder components
E4	CORE	Maintain Manual Valve Hydraulic Control (MVHC) stations
E4	CORE	Maintain Naval Firefighter's Thermal Imagers (NFTI)
E4	CORE	Maintain portable Aqueous Film Forming Foam (AFFF) equipment
E4	CORE	Maintain portable Carbon Dioxide (CO2) fire extinguishers
E4	CORE	Maintain portable eductors
E4	CORE	Maintain portable electric de-smoking fans
E4	CORE	Maintain portable emergency access equipment
E4	CORE	Maintain portable emergency pumps
E4	CORE	Maintain Portable Exothermic Cutting Units (PECU)
E4	CORE	Maintain portable smoke generators
E4	CORE	Maintain portable water driven blowers
E4	CORE	Maintain Potassium Bicarbonate (PKP) bottles
E4	CORE	Maintain pre-heater and re-heater coils
E4	CORE	Maintain Self-Contained Breathing Apparatus (SCBA) equipment
E4	CORE	Maintain sprinkler systems
E4	CORE	Maintain Supplied-Air Respirator/Self-Contained Breathing Apparatus (SAR/SCBA)
E4	CORE	Maintain variable nozzles
E4	CORE	Maintain ventilation ducting
E4	CORE	Maintain ventilation filters
E4	CORE	Maintain ventilation weather openings
E4	CORE	Maintain water wash down systems
E4	CORE	Maintain watertight and ballistic doors, hatches, and scuttles
E4	CORE	Repair balance joiner door components
E5	CORE	Repair ballast control systems
E4	CORE	Repair installed educator systems
E5	CORE	Repair Self-Contained Breathing Apparatus (SCBA) charging stations (i.e., High Pressure Breathing Air Compressors (HPBAC), High Pressure Filter Assembly (HFPA)/Air Booster Pump Assembly (ABPA), Breathing Air Recirculation System/Breathing Air Charging Systems (BARS/BACS))
E5	CORE	Repair watermist systems
E4	CORE	Troubleshoot ballast control systems
E4	CORE	Troubleshoot installed educator systems

SHIPBOARD DAMAGE CONTROL TRAINING

Paygrade	Task Type	Task Statements
E4	CORE	Conduct installed/portable Damage Control (DC) equipment training
E4	CORE	Conduct protective clothing training

TECHNICAL ADMINISTRATION

Paygrade	Task Type	Task Statements
E4	CORE	Calculate daily draft reports
E4	CORE	Review Hazardous Material (HAZMAT) inventories
E4	CORE	Review Hazardous Material User Guides (HMUG)
E4	CORE	Review Material Safety Data Sheets (MSDS)
E5	CORE	Update Casualty Control Station (CCS) logs
E5	CORE	Update closure logs
E4	CORE	Update Damage Control Console (DCC) logs

Job Title **Job Code**

Ship Survivability Systems Technician 003021

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Protective Service	TBD	SHIP SURVIVAL SYS TECHNICIAN	SHIP SURV TECH

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	DC	NECs U46A, 756B or other NECs as assigned

Job Description

Ship Survivability Systems Technicians do the work necessary for damage control, ship stability, firefighting, fire prevention, and Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) defense; instruct personnel in the methods of damage control and CBRNE defense and repair damage control equipment and systems; operate, repair, and troubleshoot installed firefighting systems and equipment, damage control equipment, and CBRNE defense equipment; train shipboard personnel in the operation, maintenance, and repair of damage control systems and equipment, life saving devices, and various firefighting methods; perform emergency repairs to decks, structures, pipes, and hulls by using emergency patching, plugging, and shoring; maintain and repair watertight closures and assorted fittings; and act as the ships Fire Marshal and firefighting leaders and train ship's company in chemical, biological and radiological defense. Technicians are expected to work independently and mentor Ship Survivability Systems Maintainer(s) with very limited supervision.

DoD Relationship

Group Title	*DoD Code*
Firefighting and Damage Control	149500

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
First-Line Supervisors of Fire Fighting and Prevention Workers	33-1021.00	Protective Service

Skills	Abilities
Complex Problem Solving	*Manual Dexterity*
Critical Thinking	*Multi-limb Coordination*
Writing	*Problem Sensitivity*
Systems Evaluation	*Written Expression*
Monitoring	*Information Ordering*
Operation and Control	*Written Comprehension*
Operation Monitoring	*Deductive Reasoning*
Equipment Maintenance	*Mathematical Reasoning*
Learning Strategies	*Number Facility*
Mathematics	*Oral Expression*

CHEMICAL, BIOLOGICAL, RADIOLOGICAL, AND NUCLEAR EXPLOSIVE (CBRNE) DEFENSE

Paygrade	Task Type	Task Statements
E4	CORE	Collect biological agents
E4	CORE	Conduct preventive maintenance on Improved Point Detection System (IPDS)
E4	CORE	Conduct preventive maintenance on Joint Biological Point Detection System (JBPDS)
E5	CORE	Detect Alpha, Beta, Gamma radiation
E4	CORE	Detect chemical agents
E4	CORE	Inventory consumable chemical and biological items (e.g., Biological Response Kit (BRK), Hand Held Assembly (HHA), Decontamination Station Equipment (DSE), etc.)
E4	CORE	Issue chemical protection equipment
E4	CORE	Monitor installed chemical and biological systems for air contamination
E4	CORE	Set Mission Oriented Protective Posture (MOPP) levels
E5	CORE	Supervise Mission Oriented Protective Posture (MOPP) settings
E4	CORE	Troubleshoot Joint Biological Point Detection System (JBPDS)
E7	CORE	Verify Mission Oriented Protective Posture (MOPP) levels

DAMAGE CONTROL

Paygrade	Task Type	Task Statements
E4	CORE	Activate Carbon Dioxide (CO2) fixed flooding
E4	CORE	Actuate watermist systems
E5	CORE	Ballast ship
E6	CORE	Calculate effects of damage on ship's stability and buoyancy
E7	CORE	Calculate stability curves
E7	CORE	Compute effects of emergency repair on ship's stability
E5	CORE	Conduct air quality tests
E4	CORE	Conduct heat stress surveys
E7	CORE	Coordinate ballast and de-ballast evolutions
E5	CORE	Coordinate casualty scene response (e.g., flooding, ruptured pipes, toxic gas, etc.)
E5	CORE	Coordinate firefighting scene for class A, B, C, and D fires
E5	CORE	Deballast ship
E4	CORE	Inspect tanks and voids
E4	CORE	Monitor Supplied-Air Respirator/Self-Contained Breathing Apparatus (SAR/SCBA) pressure gauges
E6	CORE	Plot stability curves
E4	CORE	Supervise casualty response team (e.g., flooding, ruptured pipes, toxic gas, etc.)
E4	CORE	Supervise firefighting team for class A, B, C, and D fires
E4	CORE	Test atmosphere for hazardous materials

EQUIPMENT MAINTENANCE

Paygrade	Task Type	Task Statements
E4	CORE	Activate Aqueous Potassium Carbonate (APC) system
E4	CORE	Conduct preventive maintenance on watermist systems
E6	CORE	Maintain Damage Control (DC) directives
E4	CORE	Maintain gas-free engineering test equipment
E5	CORE	Perform casualty response actions
E4	CORE	Troubleshoot balance joiner doors
E4	CORE	Troubleshoot Self-Contained Breathing Apparatus (SCBA) charging stations (i.e., High Pressure Breathing Air Compressors (HPBAC), High Pressure Filter Assembly (HFPA)/Air Booster Pump Assembly (ABPA), Breathing Air Recirculation System/Breathing Air Charging Systems (BARS/BACS))
E4	CORE	Troubleshoot watermist systems

SHIPBOARD DAMAGE CONTROL TRAINING

Paygrade	Task Type	Task Statements
E5	CORE	Conduct casualty control team training
E5	CORE	Conduct crash and salvage training
E4	CORE	Conduct installed/portable Damage Control (DC) equipment training
E4	CORE	Conduct protective clothing training
E5	CORE	Evaluate Damage Control (DC) training drills

TECHNICAL ADMINISTRATION

Paygrade	Task Type	Task Statements
E6	CORE	Administer Damage Control (DC) training programs
E7	CORE	Approve Quality Assurance (QA) repair forms
E4	CORE	Calculate daily draft reports
E5	CORE	Draft Quality Assurance (QA) repair forms
E4	CORE	Prepare for training cycle inspections
E6	CORE	Review heat stress logs
E6	CORE	Review Quality Assurance (QA) repair forms
E7	CORE	Update battle bills
E6	CORE	Update Damage Control (DC) records
E7	CORE	Update darken ship bills
E5	CORE	Update master Compartment Check Off Lists (CCOL)
E6	CORE	Update master Damage Control (DC) books
E6	CORE	Update Quality Assurance (QA) repair forms
E7	CORE	Update rescue and assistance bills
E7	CORE	Update toxic gas bills
E4	CORE	Verify accuracy of master Damage Control (DC) book

CHAPTER 23

MASS COMMUNICATION SPECIALIST (MC)

NAVPERS 18068-23C
CH-73

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NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

MASS COMMUNICATION SPECIALIST (MC)

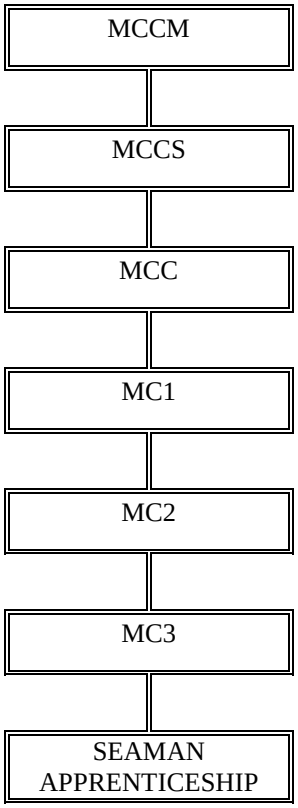
SCOPE OF RATING

Mass Communication Specialists (MC) practice human-centered design to develop creative communication solutions and align communication strategies and tactics to leadership's intent; conduct research and develop audience profiles; prepare, process, and print publications and media products; create sketches, storyboards, and graphics; design publications; produce still imagery, and written, audio, video, and multimedia information products; collect, analyze, and report media project and communication plan feedback and performance information; create media project plans; conduct community outreach, news media operations, leadership communication operations, and organizational communication operations; plan and direct communication campaigns and events and serve as communication advisors to commanders; and develop content strategies, create data stories, and ensure communication products and experiences are designed to enhance understanding and discoverability.

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 23.

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

Content Developer

Job Code

002760

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Arts, Design, Entertainment, Sports, and Media	TBD	CONTENT DEVELOPER	CONTENT DEV

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	MC	NECs as assigned by job

Job Description

Content Developers create graphics, audio, photographic, video, and written content for distribution in various communication channels; create interactive visualizations, animations, and linear and non-linear multimedia products; design publications; create sketches and storyboards; and write speeches, information stories, and data stories.

DoD Relationship

Group Title	*DoD Code*
Information and Education	157000

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
Artists and Related Workers, All Other	27-1019.00	Arts, Design, Entertainment, Sports, and Media

Skills	Abilities
Operation and Control	*Originality*
Critical Thinking	*Written Expression*
Social Perceptiveness	*Information Ordering*
Complex Problem Solving	*Visualization*
Judgment and Decision Making	*Selective Attention*
Operations Analysis	*Speed of Closure*
Coordination	*Inductive Reasoning*
Active Listening	*Control Precision*
Writing	*Oral Expression*
Equipment Maintenance	*Auditory Attention*

CONTENT AND EXPERIENCE CREATION

Paygrade	Task Type	Task Statements
E4	CORE	Acquire communication product material and components (e.g. media files, supporting datasets, etc.)
E4	CORE	Capture field/uncontrolled audio
E4	CORE	Capture studio/controlled audio
E4	CORE	Conduct background and communication product interviews
E4	CORE	Conduct media training (mock press conferences)
E5	CORE	Create animations (motion graphics)
E4	CORE	Create graphic design products
E5	CORE	Create interactive visualizations (e.g. choropleth maps, histograms, tree diagrams, etc.)
E4	CORE	Create Section 508 compliant transcripts
E5	CORE	Create special effects
E4	CORE	Design presentations (e.g. command briefs, displays, information channels, etc.)
E4	CORE	Design publications (e.g. pamphlets, booklets, digital newspapers, etc.)
E4	CORE	Maintain audio capture equipment and systems
E4	CORE	Maintain studio and lighting equipment and systems
E4	CORE	Maintain visual capture equipment and systems
E5	NON-CORE	Process uncompressed motion imagery

CONTENT AND EXPERIENCE CREATION (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Produce audio information products (e.g. stories, Public Service Announcements (PSAs), etc.)
E5	CORE	Produce feature products (e.g. non-narratives, profiles, documentaries, etc.)
E4	CORE	Produce information packages (e.g. press kits, welcome aboard kits, etc.)
E4	CORE	Produce linear multimedia products (e.g. stories, Public Service Announcements (PSAs), etc.)
E5	CORE	Produce non-linear multimedia products (e.g. digital menu screens, interactive multimedia, etc.)
E4	CORE	Produce still imagery products
E4	CORE	Produce video information products (e.g. stories, Public Service Announcements (PSAs), etc.)
E4	CORE	Produce written information products (e.g. stories, captions, social media posts, website copy, etc.)
E4	CORE	Shoot controlled-action imagery (e.g. studio, environmental portraits, scripted video, forensic imagery, etc.)
E4	CORE	Shoot uncontrolled-action imagery (e.g. Operational Documentation (OPDOC), aerial, night vision, etc.)
E4	NON-CORE	Shoot underwater imagery
E6	CORE	Write speeches

EVALUATION AND ANALYSIS

Paygrade	Task Type	Task Statements
E4	CORE	Analyze media project feedback information
E4	CORE	Collect media project feedback information
E4	CORE	Report media project feedback findings

IDEA DEVELOPMENT AND PLANNING

Paygrade	Task Type	Task Statements
E4	CORE	Create gestural drawing sketches
E4	CORE	Create media project plans
E4	CORE	Create storyboards
E4	CORE	Develop communication solution options

PROBLEM DEFINITION

Paygrade	Task Type	Task Statements
E4	CORE	Align communication strategies and tactics to leadership's intent
E5	CORE	Analyze quantitative data (e.g. statistical analysis, computation, etc.)
E4	CORE	Collect qualitative communication information
E5	CORE	Collect quantitative data (e.g. communication research, audience surveys, etc.)
E4	CORE	Conduct communication customer consultations
E4	CORE	Define target audiences
E4	CORE	Develop problem framing statements
E4	CORE	Develop target audience profiles (e.g. personas, audience journey maps, etc.)
E4	CORE	Maintain news media summaries (e.g. current events, media trends, etc.)

PROBLEM DEFINITION (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Process qualitative communication information
E4	CORE	Report qualitative communication research findings (e.g. stakeholder or constituent insights)
E5	CORE	Report quantitative data analysis findings

Job Title

Production Manager

Job Code

002761

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Arts, Design, Entertainment, Sports, and Media	TBD	PRODUCTION MANAGER	PRODUCTION MGR

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	MC	NEC 8145

Job Description

Production Managers prepare, process, and print materials; collect, analyze, and report media project feedback information; conduct user and customer interviews; upload digital content to accessioning points; design and manage digital archives and file management systems; and maintain in media network equipment and systems.

DoD Relationship

Group Title	*DoD Code*
Information and Education	157000

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
Media and Communication Equipment Workers, All Other	27-4099.00	Arts, Design, Entertainment, Sports, and Media

Skills	Abilities
Critical Thinking	*Information Ordering*
Social Perceptiveness	*Selective Attention*
Coordination	*Speed of Closure*
Management of Material Resources	*Written Expression*
Operation and Control	*Category Flexibility*
Active Listening	*Control Precision*
Equipment Maintenance	*Deductive Reasoning*
Equipment Selection	*Inductive Reasoning*
Judgment and Decision Making	*Problem Sensitivity*
Quality Control Analysis	*Oral Comprehension*

CONTENT AND EXPERIENCE CREATION

Paygrade	Task Type	Task Statements
E4	CORE	Acquire communication product material and components (e.g. media files, supporting datasets, etc.)
E4	CORE	Archive digital content (e.g. public affairs, visual information, etc.)
E4	CORE	Conduct background and communication product interviews
E6	CORE	Design digital archives and file management systems
E5	CORE	Edit written information products (e.g. stories, captions, social media posts, website copy, etc.)
E4	NON-CORE	Maintain media network equipment and systems (multimedia production system local area networks)
E4	CORE	Maintain media output equipment (printers)
E4	NON-CORE	Maintain satellite transmission equipment and systems (Defense Video and Imagery Distribution System (DVIDS))
E6	CORE	Manage digital archives and file management systems
E4	CORE	Print publications and media products
E4	CORE	Produce information packages (e.g. press kits, welcome aboard kits, etc.)
E5	CORE	Review graphic design products
E5	CORE	Review still imagery products
E4	CORE	Upload digital content to an accessioning point

EVALUATION AND ANALYSIS

Paygrade	Task Type	Task Statements
E4	CORE	Analyze media project feedback information
E4	CORE	Collect media project feedback information
E4	CORE	Report media project feedback findings

IDEA DEVELOPMENT AND PLANNING

Paygrade	Task Type	Task Statements
E4	CORE	Create media project plans
E4	CORE	Develop communication solution options
E6	CORE	Manage classified communication product development and reproductions
E5	CORE	Schedule content programming (e.g. audio and video playlists, social media, etc.)

PROBLEM DEFINITION

Paygrade	Task Type	Task Statements
E4	CORE	Align communication strategies and tactics to leadership's intent
E4	CORE	Collect qualitative communication information
E4	CORE	Conduct communication customer consultations
E4	CORE	Define target audiences
E4	CORE	Develop problem framing statements
E4	CORE	Maintain news media summaries (e.g. current events, media trends, etc.)
E4	CORE	Process media job orders
E4	CORE	Process qualitative communication information
E4	CORE	Report qualitative communication research findings (e.g. stakeholder or constituent insights)

Job Title

Creative Director

Job Code

002762

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Arts, Design, Entertainment, Sports, and Media	TBD	CREATIVE DIRECTOR	CREATIVE DIR

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	MC	NECs 3251, 8144, 8145, 8148, 8151

Job Description

Creative Directors design communication campaigns, lead creative teams, and provide communication product feedback; design branding constructs and indicators; facilitate ideation sessions; interpret digital content performance and report communication and visual information plan effectiveness; oversee Define, Ideate, Create, and Evaluate (DICE) creative processes; and provide direction and guidance to creative teams.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Information and Education	157000	Art Directors	27-1011.00	Arts, Design, Entertainment, Sports, and Media

Skills	Abilities
Social Perceptiveness	*Information Ordering*
Critical Thinking	*Speed of Closure*
Quality Control Analysis	*Inductive Reasoning*
Complex Problem Solving	*Problem Sensitivity*
Monitoring	*Originality*
Operations Analysis	*Written Expression*
Active Listening	*Oral Expression*
Coordination	*Selective Attention*
Systems Evaluation	*Deductive Reasoning*
Judgment and Decision Making	*Oral Comprehension*

CONTENT AND EXPERIENCE CREATION

Paygrade	Task Type	Task Statements
E4	CORE	Acquire communication product material and components (e.g. media files, supporting datasets, etc.)
E4	CORE	Conduct background and communication product interviews
E5	CORE	Design branding constructs and indicators
E5	CORE	Direct media production operations
E5	CORE	Edit written information products (e.g. stories, captions, social media posts, website copy, etc.)
E5	CORE	Market communication products
E5	CORE	Provide communication product development feedback (storytelling fundamentals)
E5	CORE	Review audio information products (e.g. stories, Public Service Announcements (PSAs), etc.)
E5	CORE	Review graphic design products
E5	CORE	Review linear and non-linear multimedia products (e.g. stories, Public Service Announcements (PSAs), etc.)
E5	CORE	Review still imagery products
E5	CORE	Review video information products (e.g. stories, Public Service Announcements (PSAs), etc.)
E6	CORE	Supervise use of data and statistics

EVALUATION AND ANALYSIS

Paygrade	Task Type	Task Statements
E5	CORE	Analyze communication and visual information plan performance information
E4	CORE	Analyze media project feedback information
E5	CORE	Collect communication and visual information plan performance information
E4	CORE	Collect media project feedback information
E5	CORE	Evaluate digital content performance
E6	CORE	Report communication and visual information plan effectiveness
E4	CORE	Report media project feedback findings

IDEA DEVELOPMENT AND PLANNING

Paygrade	Task Type	Task Statements
E5	CORE	Conduct ideation sessions (e.g. brainstorms, insight statements, frameworks, mashups, etc.)
E5	CORE	Create content layering plans
E4	CORE	Create gestural drawing sketches
E4	CORE	Create media project plans
E4	CORE	Create storyboards
E6	CORE	Design content workflow
E4	CORE	Develop communication solution options
E6	CORE	Manage classified communication product development and reproductions
E6	CORE	Supervise media production operations

PROBLEM DEFINITION

Paygrade	Task Type	Task Statements
E4	CORE	Align communication strategies and tactics to leadership's intent
E5	CORE	Analyze quantitative data (e.g. statistical analysis, computation, etc.)
E4	CORE	Collect qualitative communication information
E5	CORE	Collect quantitative data (e.g. communication research, audience surveys, etc.)
E4	CORE	Conduct communication customer consultations
E4	CORE	Define target audiences
E4	CORE	Develop problem framing statements
E4	CORE	Develop target audience profiles (e.g. personas, audience journey maps, etc.)
E4	CORE	Maintain news media summaries (e.g. current events, media trends, etc.)
E4	CORE	Process qualitative communication information
E4	CORE	Report qualitative communication research findings (e.g. stakeholder or constituent insights)
E5	CORE	Report quantitative data analysis findings

Job Title

Communication Director

Job Code

002763

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Arts, Design, Entertainment, Sports, and Media	TBD	COMMUNICATION DIRECTOR	COMM DIRECTOR

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	MC	NECs 3251, 8152, 8153, 8154

Job Description

Communications Directors conduct news media operations, leadership communication, community outreach, and organizational communication campaigns; arrange, coordinate, and define the employment of Navy communicators for deployments, operations, and exercises; manage operational documentation missions; collect and analyze quantitative data; report quantitative data analysis findings; and release communication products and information.

DoD Relationship

Group Title	*DoD Code*
Information and Education	157000

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
Public Relations Specialists	27-3031.00	Arts, Design, Entertainment, Sports, and Media

Skills	Abilities
Social Perceptiveness	*Speed of Closure*
Coordination	*Information Ordering*
Judgment and Decision Making	*Oral Expression*
Complex Problem Solving	*Inductive Reasoning*
Critical Thinking	*Written Expression*
Monitoring	*Deductive Reasoning*
Service Orientation	*Problem Sensitivity*
Active Listening	*Time Sharing*
Systems Analysis	*Oral Comprehension*
Management of Personnel Resources	*Originality*

CONTENT AND EXPERIENCE CREATION

Paygrade	Task Type	Task Statements
E4	CORE	Acquire communication product material and components (e.g. media files, supporting datasets, etc.)
E4	CORE	Conduct background and communication product interviews
E4	CORE	Conduct media training (mock press conferences)
E5	CORE	Conduct news media operations (e.g. media queries, coverage coordination, etc.)
E5	CORE	Coordinate community outreach operations (e.g. community events, speaking engagements, tours, etc.)
E6	CORE	Coordinate guest visits
E5	CORE	Edit written information products (e.g. stories, captions, social media posts, website copy, etc.)
E5	CORE	Market communication products
E5	CORE	Perform as spokesperson (e.g. news conferences, interviews, etc.)
E5	CORE	Provide counsel on information and communication matters
E5	CORE	Release communication products and information
E6	CORE	Supervise use of data and statistics

EVALUATION AND ANALYSIS

Paygrade	Task Type	Task Statements
E5	CORE	Analyze communication and visual information plan performance information
E4	CORE	Analyze media project feedback information

EVALUATION AND ANALYSIS (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Collect communication and visual information plan performance information
E4	CORE	Collect media project feedback information
E5	CORE	Evaluate digital content performance
E6	CORE	Report communication and visual information plan effectiveness
E4	CORE	Report media project feedback findings

IDEA DEVELOPMENT AND PLANNING

Paygrade	Task Type	Task Statements
E5	CORE	Conduct ideation sessions (e.g. brainstorms, insight statements, frameworks, mashups, etc.)
E5	CORE	Create content layering plans
E4	CORE	Create media project plans
E5	CORE	Develop communication and visual information plans (e.g. contingency plans, Concept of Operations (CONOPs), etc.)
E4	CORE	Develop communication solution options
E6	CORE	Develop crisis communication plans
E7	CORE	Manage community outreach operations (e.g. community events, speaking engagements, tours, etc.)
E7	CORE	Manage Freedom of Information Act (FOIA) requests
E7	CORE	Manage media production operations
E7	CORE	Manage news media operations
E7	CORE	Manage Operational Documentation (OPDOC) operations (e.g. intelligence, forensic, Sensitive Site Exploitation (SSE), etc.)
E7	CORE	Manage organizational communication operations
E5	CORE	Schedule content programming (e.g. audio and video playlists, social media, etc.)
E6	CORE	Supervise community outreach operations (e.g. community events, speaking engagements, tours, etc.)
E6	CORE	Supervise news media operations
E6	CORE	Supervise Operational Documentation (OPDOC) operations (e.g. intelligence, forensic, Sensitive Site Exploitation (SSE), etc.)
E6	CORE	Supervise organizational communication operations

PROBLEM DEFINITION

Paygrade	Task Type	Task Statements
E6	CORE	Align communication and visual information plans to Operational Orders (OPORDs)
E4	CORE	Align communication strategies and tactics to leadership's intent
E5	CORE	Analyze quantitative data (e.g. statistical analysis, computation, etc.)
E4	CORE	Collect qualitative communication information
E5	CORE	Collect quantitative data (e.g. communication research, audience surveys, etc.)
E4	CORE	Conduct communication customer consultations
E4	CORE	Define target audiences
E4	CORE	Develop problem framing statements
E4	CORE	Develop target audience profiles (e.g. personas, audience journey maps, etc.)

PROBLEM DEFINITION (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Maintain news media summaries (e.g. current events, media trends, etc.)
E4	CORE	Process qualitative communication information
E4	CORE	Report qualitative communication research findings (e.g. stakeholder or constituent insights)
E5	CORE	Report quantitative data analysis findings

Job Title

User Experience Director

Job Code

002764

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Business and Financial Operations	TBD	USER EXPERIENCE DIRECTOR	USER EXP DIR

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	MC	NEC 8145

Job Description

User Experience Directors practice human-centered design to develop creative communication solutions and align communication strategies and tactics to leadership's intent; conduct research; develop audience profiles; manage inclusive design programs and the usability of communication delivery systems and channels; and develop unit content strategies.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Information and Education	157000	Management Analysts	13-1111.00	Business and Financial Operations

Skills	Abilities
Social Perceptiveness	*Information Ordering*
Complex Problem Solving	*Speed of Closure*
Coordination	*Inductive Reasoning*
Critical Thinking	*Oral Expression*
Quality Control Analysis	*Written Expression*
Judgment and Decision Making	*Problem Sensitivity*
Monitoring	*Deductive Reasoning*
Service Orientation	*Oral Comprehension*
Systems Analysis	*Time Sharing*
Systems Evaluation	*Category Flexibility*

CONTENT AND EXPERIENCE CREATION

Paygrade	Task Type	Task Statements
E4	CORE	Acquire communication product material and components (e.g. media files, supporting datasets, etc.)
E4	CORE	Conduct background and communication product interviews
E5	CORE	Coordinate community outreach operations (e.g. community events, speaking engagements, tours, etc.)
E6	CORE	Coordinate guest visits
E5	CORE	Provide counsel on information and communication matters

EVALUATION AND ANALYSIS

Paygrade	Task Type	Task Statements
E5	CORE	Analyze communication and visual information plan performance information
E4	CORE	Analyze media project feedback information
E5	CORE	Collect communication and visual information plan performance information
E4	CORE	Collect media project feedback information
E7	CORE	Conduct content audits (e.g. content gaps, search optimization, etc.)
E5	CORE	Evaluate digital content performance
E7	CORE	Manage communication delivery systems and channels usability testing and solutions (design intuitiveness)
E6	CORE	Report communication and visual information plan effectiveness
E4	CORE	Report media project feedback findings

IDEA DEVELOPMENT AND PLANNING

Paygrade	Task Type	Task Statements
E7	CORE	Approve digital archive and file management system designs
E5	CORE	Conduct ideation sessions (e.g. brainstorms, insight statements, frameworks, mashups, etc.)
E5	CORE	Create content layering plans
E4	CORE	Create media project plans
E7	CORE	Develop communication product management plans (e.g. keyword schemas, content lifecycles, etc.)
E4	CORE	Develop communication solution options
E6	CORE	Develop content strategies
E7	CORE	Manage community outreach operations (e.g. community events, speaking engagements, tours, etc.)
E7	CORE	Manage organizational communication operations
E7	CORE	Manage Section 508 and inclusive design programs
E6	CORE	Supervise community outreach operations (e.g. community events, speaking engagements, tours, etc.)
E6	CORE	Supervise news media operations
E6	CORE	Supervise organizational communication operations

PROBLEM DEFINITION

Paygrade	Task Type	Task Statements
E4	CORE	Align communication strategies and tactics to leadership's intent
E5	CORE	Analyze quantitative data (e.g. statistical analysis, computation, etc.)
E4	CORE	Collect qualitative communication information
E5	CORE	Collect quantitative data (e.g. communication research, audience surveys, etc.)
E4	CORE	Conduct communication customer consultations
E4	CORE	Define target audiences
E4	CORE	Develop problem framing statements
E4	CORE	Develop target audience profiles (e.g. personas, audience journey maps, etc.)
E4	CORE	Maintain news media summaries (e.g. current events, media trends, etc.)
E4	CORE	Process qualitative communication information
E4	CORE	Report qualitative communication research findings (e.g. stakeholder or constituent insights)
E5	CORE	Report quantitative data analysis findings
E7	CORE	Supervise audience targeting

CHAPTER 28

ENGINEERING AIDE
(EA)

NAVPERS 18068-28F
CH-77

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

ENGINEERING AIDE (EA)

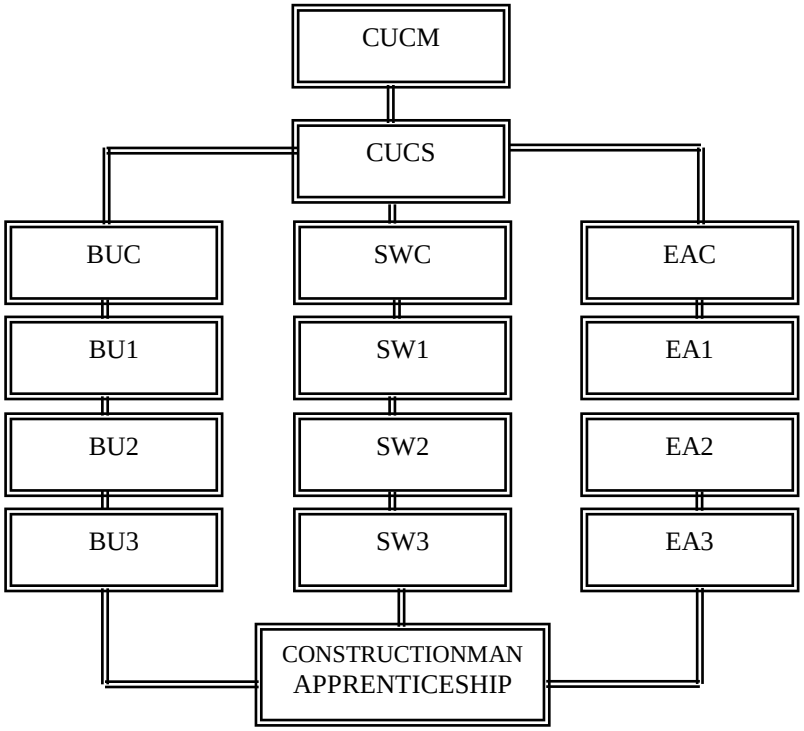
SCOPE OF RATING

Engineering Aides (EA) plan, supervise, and perform tasks required in surveying, drafting, materials testing, and construction management; establish control survey points, run and close traverses, run level circuits, create topographic maps, stake out construction projects, employing conventional and Global Navigation Survey Systems (GNSS) surveying systems; prepare, edit, and reproduce construction drawings; establish and operate systems for testing soils, concrete and other construction materials, design aggregate mixes for soil-cement, concrete, and bituminous applications; prepare timekeeping records, construction schedules, planning and estimating, quality control, and progress reports; provide facilities support; maintain individual combat readiness; and perform tasks required in combat, Defense Support of Civil Authorities (DSCA), and Humanitarian Assistance/Disaster Recovery (HA/DR) operations.

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 28.

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

Engineering Aide

Job Code

001160

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Architecture and Engineering	TBD	ENGINEERING AIDE	ENGINEER AIDE

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	EA	NEC BXXX series,717B, 718B, 804G, 833A and other NECs as assigned.

Job Description

Engineering Aides plan, supervise, and perform tasks required in surveying, drafting, materials testing, and construction management; establish control survey points, run and close traverses, run level circuits, create topographic maps, stake out construction projects, employing conventional and Global Navigation Survey Systems (GNSS) surveying systems; prepare, edit, and reproduce construction drawings; establish and operate systems for testing soils, concrete and other construction materials, design aggregate mixes for soil-cement, concrete, and bituminous applications; and prepare timekeeping records, construction schedules and planning and estimating, and quality control and progress reports. As project managers they plan, staff, direct, and control multiple construction projects to include problem solving, planning, estimating, scheduling, cost control, and personnel management ensuring compliance with specifications, code requirements, plans, and contracts; and act as project supervisors and trainers for junior personnel.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Construction, General	171000	Civil Engineering Technicians	17-3022.00	Architecture and Engineering

Skills	Abilities
Critical Thinking	*Information Ordering*
Mathematics	*Deductive Reasoning*
Management of Personnel Resources	*Problem Sensitivity*
Complex Problem Solving	*Oral Expression*
Judgment and Decision Making	*Inductive Reasoning*
Reading Comprehension	*Visualization*
Equipment Maintenance	*Mathematical Reasoning*
Quality Control Analysis	*Written Comprehension*
Management of Material Resources	*Spatial Orientation*
Monitoring	*Time Sharing*

CONSTRUCTION DESIGN

Paygrade	Task Type	Task Statements
E4	CORE	Develop architectural designs
E4	CORE	Develop civil engineering designs
E4	CORE	Develop electrical component designs
E4	CORE	Develop heavy construction designs
E4	CORE	Develop mechanical component designs
E4	CORE	Develop structural members designs

CONSTRUCTION MANAGEMENT

Paygrade	Task Type	Task Statements
E6	NON-CORE	Conduct three-phase quality control inspections
E5	CORE	Develop construction activities
E5	CORE	Develop construction environmental protection plans
E4	CORE	Develop construction estimates
E5	CORE	Develop construction project packages
E4	CORE	Develop construction project sketches and diagrams
E5	CORE	Develop construction safety plans

CONSTRUCTION MANAGEMENT (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Develop master activities
E5	CORE	Develop project three-phase quality control plans
E6	CORE	Establish construction site layouts
E5	CORE	Input project data into construction management software and tools
E5	CORE	Inspect construction materials
E5	CORE	Interpret construction project drawings and specifications
E4	CORE	Inventory project tools and materials
E5	CORE	Lead construction project crew
E6	NON-CORE	Monitor construction project contracts
E7	CORE	Manage construction project resources
E7	CORE	Manage construction project(s)
E7	CORE	Manage construction safety plans
E7	CORE	Manage job site construction operations (e.g., quality control and safety plan implementation, job site information board, level III chart, etc.)
E7	CORE	Manage project quality control plan(s)
E7	CORE	Manage three-phase quality control process
E6	CORE	Supervise construction project crew(s)
E5	CORE	Supervise construction project safety operations
E6	CORE	Supervise environmental protection plans
E6	CORE	Supervise planning and estimating operations
E6	CORE	Supervise project three-phase quality control process
E5	CORE	Turnover construction project
E6	CORE	Validate construction project packages
E5	NON-CORE	Validate project surveys and elevation data

DRAFTING

Paygrade	Task Type	Task Statements
E4	CORE	Analyze construction drawings
E4	CORE	Develop construction plans using Computer-Aided Design (CAD) software
E4	CORE	Draft architectural drawings
E4	CORE	Draft civil drawings
E4	CORE	Draft electrical drawings
E4	CORE	Draft heavy construction drawings
E4	CORE	Draft mechanical drawings
E4	CORE	Draft structural drawings
E4	CORE	Produce construction drawings
E5	CORE	Supervise drafting operations
E6	CORE	Validate construction drawings

ENGINEERING TECHNICAL SUPPORT

Paygrade	Task Type	Task Statements
E4	CORE	Calculate engineering and construction design requirements
E6	NON-CORE	Conduct building inspections
E6	NON-CORE	Consolidate construction project specifications
E5	CORE	Consolidate unit operational reports
E4	CORE	Maintain engineering technical libraries
E4	CORE	Maintain engineering tool kits
E4	CORE	Maintain technical plan files and records
E7	CORE	Manage engineering support operations
E6	CORE	Supervise engineering support operations

FACILITIES SUPPORT

Paygrade	Task Type	Task Statements
E6	NON-CORE	Administer facilities maintenance contracts
E5	NON-CORE	Administer facilities maintenance programs
E4	CORE	Coordinate facilities maintenance program requests
E7	NON-CORE	Manage facilities contract administration programs
E7	NON-CORE	Manage facilities maintenance programs

MATERIALS TESTING

Paygrade	Task Type	Task Statements
E4	CORE	Compute bituminous mix design proportions
E4	CORE	Compute concrete mix design proportions
E4	CORE	Compute soil-cement mix design proportions
E5	CORE	Develop materials testing reports
E6	NON-CORE	Supervise batch plant operations
E5	NON-CORE	Supervise batch plant quality control requirements
E6	CORE	Supervise materials testing operations
E4	CORE	Test asphalt materials
E4	CORE	Test concrete materials
E4	CORE	Test soil materials
E6	CORE	Validate material testing reports

SEABEE COMMON CORE

Paygrade	Task Type	Task Statements
E4	CORE	Apply combat life saving techniques
E5	NON-CORE	Assess airfield damage
E6	NON-CORE	Assist Maritime Prepositioning Force (MPF) operations
E4	NON-CORE	Conduct convoy security operations
E4	NON-CORE	Conduct crew-served weapons operational checks
E4	CORE	Conduct field communications equipment operational checks

SEABEE COMMON CORE (CONT'D)

Paygrade	Task Type	Task Statements
E7	NON-CORE	Conduct Humanitarian Assistance and Disaster Relief (HADR)
E4	CORE	Conduct personal protection and decontamination (DECON) procedures
E4	CORE	Conduct small arms operational checks
E4	CORE	Employ Advance Base Functional Component (ABFC) systems
E4	NON-CORE	Employ crew-served weapons
E4	CORE	Employ field communications equipment
E4	CORE	Employ grenades, mines, and pyrotechnics
E4	CORE	Employ land survival techniques
E4	CORE	Employ small arms
E4	CORE	Maintain Personal Gear Issue (PGI)
E4	NON-CORE	Palletize cargo and equipment
E4	CORE	Patrol assigned areas
E5	NON-CORE	Perform arrival and departure airfield control group (AACG&DACG) procedures
E4	NON-CORE	Perform Chemical, Biological, Radiological, and Nuclear Defense (CBRND) reconnaissance (i.e., surveying, monitoring, and marking)
E7	CORE	Perform command and control of a company
E4	CORE	Perform command and control of a fire team
E6	CORE	Perform command and control of a platoon
E5	CORE	Perform command and control of a squad
E4	NON-CORE	Perform detailed troop and equipment decontamination (DECON)
E5	NON-CORE	Plan Advance Base Functional Component (ABFC) systems setup
E5	NON-CORE	Plan Airfield Damage Repair (ADR)
E5	NON-CORE	Plan convoy operations
E7	NON-CORE	Plan convoy security operations
E5	NON-CORE	Plan load for embarkation
E6	NON-CORE	Plan unit embarkation
E4	CORE	Prepare cargo and equipment for transport (e.g., weight, balance, and marking)
E4	NON-CORE	Prepare hazardous materials (HAZMAT) for transport
E4	NON-CORE	Repair damaged airfields
E4	CORE	Set tactical defenses
E6	NON-CORE	Supervise Advance Base Functional Component (ABFC) setup
E7	NON-CORE	Supervise Airfield Damage Repair (ADR) operations
E7	NON-CORE	Supervise Chemical, Biological, Radiological, and Nuclear Defense (CBRND) operations
E6	NON-CORE	Supervise convoy operations
E6	NON-CORE	Supervise convoy security operations
E7	NON-CORE	Supervise embarkation and debarkation operations
E4	CORE	Transport troops and equipment (e.g., convoy)

SURVEYING

Paygrade	Task Type	Task Statements
E4	CORE	Conduct construction surveys
E5	CORE	Conduct engineering surveys
E4	CORE	Conduct Global Navigation Survey System (GNSS) surveys
E4	NON-CORE	Develop survey designs using Geographic Information Systems (GIS) software
E5	CORE	Interpret survey data
E4	CORE	Process survey data
E5	CORE	Supervise surveying operations
E6	CORE	Validate survey data

UNDERWATER CONSTRUCTION

Paygrade	Task Type	Task Statements
E5	NON-CORE	Conduct corrective maintenance on certified Diver's Life Support Systems (DLSS)
E5	NON-CORE	Conduct corrective maintenance on Self-Contained Underwater Breathing Apparatus (SCUBA) diving equipment
E5	NON-CORE	Conduct corrective maintenance on Surface Supplied Diving (SSD) equipment
E5	NON-CORE	Conduct corrective maintenance on underwater construction equipment and tools
E5	NON-CORE	Conduct maritime defensive operations
E5	NON-CORE	Conduct oceanographic surveys
E5	NON-CORE	Conduct preventive maintenance on cable systems
E5	NON-CORE	Conduct preventive maintenance on certified Diver's Life Support Systems (DLSS)
E5	NON-CORE	Conduct preventive maintenance on fleet moorings
E5	NON-CORE	Conduct preventive maintenance on pipelines
E5	NON-CORE	Conduct preventive maintenance on Self-Contained Underwater Breathing Apparatus (SCUBA) diving equipment
E5	NON-CORE	Conduct preventive maintenance on Surface Supplied Diving (SSD) equipment
E5	NON-CORE	Conduct preventive maintenance on underwater construction equipment and tools
E5	NON-CORE	Conduct preventive maintenance on waterfront facilities
E5	NON-CORE	Conduct terrestrial construction demolition using explosives
E5	NON-CORE	Conduct underwater construction demolition using explosives
E5	NON-CORE	Conduct underwater search and recovery operations
E5	NON-CORE	Construct cable systems
E5	NON-CORE	Construct fleet moorings
E5	NON-CORE	Construct pipelines
E5	NON-CORE	Construct waterfront facilities
E5	NON-CORE	Deploy underwater vehicles (e.g., Remotely Operated Vehicle (ROV) / Autonomous Underwater Vehicle (AUV) / Unmanned Underwater Vehicle (UUV))
E5	NON-CORE	Inspect cable systems
E5	NON-CORE	Inspect fleet moorings
E5	NON-CORE	Inspect pipelines

UNDERWATER CONSTRUCTION (CONT'D)

Paygrade	Task Type	Task Statements
E5	NON-CORE	Inspect waterfront facilities
E7	NON-CORE	Manage diving emergency incidents
E7	NON-CORE	Manage diving equipment maintenance and certification (e.g., SCUBA, SSD, DLSS)
E7	NON-CORE	Manage light salvage operations
E7	NON-CORE	Manage Ocean Facilities inspection
E7	NON-CORE	Manage Ocean Facilities maintenance
E7	NON-CORE	Manage oceanographic survey teams
E7	NON-CORE	Manage Offshore Petroleum Distribution System (OPDS) operations
E7	NON-CORE	Manage terrestrial explosive construction demolition operations
E7	NON-CORE	Manage underwater construction equipment and tools maintenance
E7	NON-CORE	Manage underwater construction projects
E7	NON-CORE	Manage underwater explosive construction demolition operations
E7	NON-CORE	Manage underwater search and recovery operations
E7	NON-CORE	Manage watercraft program
E5	NON-CORE	Perform diving emergency procedures
E5	NON-CORE	Perform light salvage operations
E5	NON-CORE	Perform Offshore Petroleum Distribution System (OPDS) operations
E6	NON-CORE	Plan terrestrial explosive construction demolition
E6	NON-CORE	Plan underwater explosive construction demolition
E5	NON-CORE	Provide diving assistance during Maritime Prepositioning Force (MPF) operations
E5	NON-CORE	Repair cable systems
E5	NON-CORE	Repair fleet moorings
E5	NON-CORE	Repair pipelines
E5	NON-CORE	Repair waterfront facilities
E6	NON-CORE	Supervise construction of fleet moorings, waterfront facilities, pipelines, and cable systems
E6	NON-CORE	Supervise diving emergency incidents
E6	NON-CORE	Supervise diving equipment maintenance and certification (e.g., SCUBA, SSD, DLSS)
E6	NON-CORE	Supervise hyperbaric treatments
E6	NON-CORE	Supervise inspection of fleet moorings, waterfront facilities, pipelines, and cable systems
E6	NON-CORE	Supervise light salvage operations
E6	NON-CORE	Supervise oceanographic survey team
E6	NON-CORE	Supervise Offshore Petroleum Distribution System (OPDS) operations
E6	NON-CORE	Supervise preventive maintenance of fleet moorings, waterfront facilities, pipelines, and cable systems
E6	NON-CORE	Supervise repairs of fleet moorings, waterfront facilities, pipelines, and cable systems
E6	NON-CORE	Supervise terrestrial explosive construction demolition operations
E6	NON-CORE	Supervise underwater construction equipment and tools maintenance

UNDERWATER CONSTRUCTION (CONT'D)

Paygrade	Task Type	Task Statements
E6	NON-CORE	Supervise underwater explosive construction demolition operations
E6	NON-CORE	Supervise underwater search and recovery operations
E6	NON-CORE	Supervise watercraft crew during operations
E5	NON-CORE	Transport divers, personnel, and equipment using watercraft

CHAPTER 29

ELECTRICIAN'S MATE
(EM)

NAVPERS 18068-29G
CH-76

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NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

ELECTRICIAN'S MATE (EM)

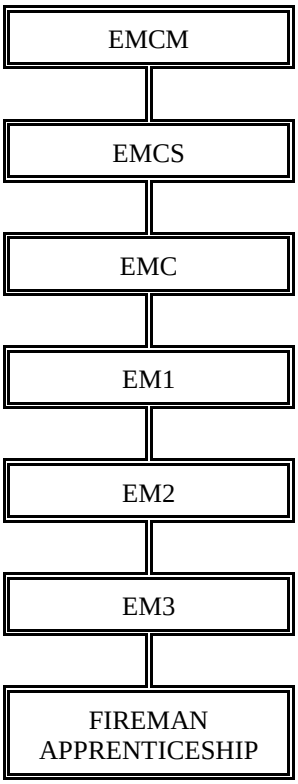
SCOPE OF RATING

Electrician's Mates (EM) operate and control generators, switchboards, control equipment, and electrical equipment associated with engineering plants; operate and perform organizational and intermediate maintenance on power and lighting circuits, electrical fixtures, motors, generators, voltage and frequency regulators, controllers, distribution switchboards and other electrical equipment; test for short circuits, grounds or other casualties; repair and/or rebuild electrical equipment, including solid state circuitry elements.

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 29.

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 **Job Code**

Electrical Systems Maintainer 003699

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Installation, Maintenance, and Repair	TBD	ELECTRICAL SYSTEMS MAINTAINER	ELEC SYS MAINT

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	EM	NEC UXXX series and other NECs as assigned

Job Description

Electrical Systems Maintainers perform operations and preventative maintenance of electrical distribution systems, motors and controllers, electrical generators, lighting systems, alarm and indicating systems, machinery vibration analysis equipment and other electrical and electronic support equipment; propulsion plant and auxiliary equipment; and other equipment essential for the movement of naval tactical forces.

DoD Relationship

Group Title	*DoD Code*
Electric Power	166200

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
Electrical and Electronics Repairers, Commercial and Industrial Equipment	49-2094.00	Installation, Maintenance, and Repair

Skills

Reading Comprehension
Equipment Maintenance
Coordination
Quality Control Analysis
Systems Evaluation
Time Management
Writing
Critical Thinking
Instructing
Management of Material Resources

Abilities

Written Comprehension
Selective Attention
Problem Sensitivity
Category Flexibility
Finger Dexterity
Information Ordering
Control Precision
Deductive Reasoning
Fluency of Ideas
Near Vision

AUXILIARY ELECTRICAL EQUIPMENT

Paygrade	Task Type	Task Statements
E4	CORE	Calibrate electronic measurement instruments (e.g. gauges, switches)
E4	CORE	Conduct preventive maintenance of heating elements
E4	CORE	Conduct preventive maintenance on air compressor electrical components
E4	CORE	Conduct preventive maintenance on air conditioning system electrical components
E4	CORE	Conduct preventive maintenance on alarm system components
E4	CORE	Conduct preventive maintenance on battery support systems
E5	CORE	Conduct preventive maintenance on boiler electrical components
E4	CORE	Conduct preventive maintenance on chilled water system components
E4	CORE	Conduct preventive maintenance on Collection, Holding, and Transfer (CHT) system electrical components
E5	CORE	Conduct preventive maintenance on degaussing system components
E4	CORE	Conduct preventive maintenance on dehydrator electrical components
E4	CORE	Conduct preventive maintenance on electrically-operated valve components
E4	CORE	Conduct preventive maintenance on engine electrical components
E5	CORE	Conduct preventive maintenance on fire protection system electrical components

AUXILIARY ELECTRICAL EQUIPMENT (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Conduct preventive maintenance on galley equipment electrical components
E5	CORE	Conduct preventive maintenance on generator governor system electrical components
E4	CORE	Conduct preventive maintenance on laundry equipment electrical components
E4	CORE	Conduct preventive maintenance on mess deck equipment electrical components
E4	CORE	Conduct preventive maintenance on potable water systems
E7	CORE	Conduct preventive maintenance on precipitator components
E4	CORE	Conduct preventive maintenance on Programmable Logic Controllers (PLC)
E4	CORE	Conduct preventive maintenance on refrigeration system electrical components
E4	CORE	Conduct preventive maintenance on salinity indicating system components
E4	CORE	Conduct preventive maintenance on scullery equipment electrical components
E5	NON-CORE	Conduct preventive maintenance on shaft speed sensing, indication, and Engine Order Telegraph (EOT) components
E4	CORE	Conduct preventive maintenance on ship's heating system electrical components
E5	CORE	Conduct preventive maintenance on steering control system electrical components
E4	CORE	Conduct preventive maintenance on storage batteries
E5	NON-CORE	Conduct preventive maintenance on ultrasonic cleaner components
E4	CORE	Conduct preventive maintenance on ventilation system electrical components
E4	CORE	Conduct preventive maintenance on welding equipment electrical components

ELECTRICAL INSTALLATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Inspect cableways

ELEVATORS AND CONVEYORS

Paygrade	Task Type	Task Statements
E4	CORE	Conduct preventive maintenance on control stations
E4	CORE	Conduct preventive maintenance on conveyor electrical components
E4	CORE	Conduct preventive maintenance on elevator and dumbwaiter electrical components

LIFTING EQUIPMENT

Paygrade	Task Type	Task Statements
E4	CORE	Conduct preventive maintenance on capstan electrical components
E4	CORE	Conduct preventive maintenance on crane electrical components
E4	CORE	Conduct preventive maintenance on electrical winch components
E4	CORE	Conduct preventive maintenance on hoist electrical components
E4	CORE	Conduct preventive maintenance on windlass electrical components

LIGHTING SYSTEMS

Paygrade	Task Type	Task Statements
E4	CORE	Conduct preventive maintenance on flight deck lighting system components
E4	CORE	Conduct preventive maintenance on general lighting system components
E4	CORE	Conduct preventive maintenance on navigation and signal lighting system components

MOTORS AND GENERATORS

Paygrade	Task Type	Task Statements
E4	CORE	Conduct preventive maintenance on Alternating Current (AC) motors
E4	CORE	Conduct preventive maintenance on Direct Current (DC) generators
E4	CORE	Conduct preventive maintenance on Direct Current (DC) motors
E4	NON-CORE	Conduct preventive maintenance on Motor Generator (MG) sets
E5	CORE	Conduct preventive maintenance on Ship's Service Generator (SSG) electrical components
E5	CORE	Conduct preventive maintenance on static converter components
E5	CORE	Conduct preventive maintenance on static inverter components

POWER DISTRIBUTION

Paygrade	Task Type	Task Statements
E4	CORE	Conduct preventive maintenance Arc Fault Detector (AFD) system components
E4	CORE	Conduct preventive maintenance on Automatic Bus Transfer (ABT) components
E4	CORE	Conduct preventive maintenance on casualty power system components
E4	CORE	Conduct preventive maintenance on circuit breakers
E5	CORE	Conduct preventive maintenance on electrical distribution switchboard components
E4	CORE	Conduct preventive maintenance on electrical power monitoring systems
E4	CORE	Conduct preventive maintenance on grounding straps
E4	CORE	Conduct preventive maintenance on magnetic controllers
E4	CORE	Conduct preventive maintenance on Manual Bus Transfer (MBT) components
E4	CORE	Conduct preventive maintenance on power distribution system components
E4	CORE	Conduct preventive maintenance on shore power components
E4	CORE	Conduct preventive maintenance on Uninterruptable Power Supplies (UPS)
E7	CORE	Validate close out of load center, switchboard, and generator

SMALL CRAFT

Paygrade	Task Type	Task Statements
E4	CORE	Conduct daily boat report for electrical components
E4	CORE	Conduct preventive maintenance on small craft electrical distribution system components
E4	CORE	Conduct preventive maintenance on small craft starter system components
E4	CORE	Repair small craft electrical distribution system components
E4	CORE	Troubleshoot small craft electrical distribution system components

TECHNICAL ADMINISTRATION

Paygrade	Task Type	Task Statements
E4	CORE	Conduct electrical checks on Master Light Off Checklist Sheet (MLOCS)
E7	CORE	Manage electrical safety programs
E7	CORE	Manage tag out program
E7	CORE	Validate working drawings
E7	CORE	Verify accuracy of administrative programs (e.g. tag out, electrical safety)

Job Title **Job Code**

Electrical Systems Technician 003302

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Installation, Maintenance, and Repair	TBD	ELECTRICAL SYSTEMS TECHNICIAN	ELEC SYS TECH

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	EM	NEC UXXX series and other NECs as assigned

Job Description

Electrical Systems Technicians perform operations, troubleshooting, and corrective maintenance of electrical distribution systems, motors and controllers, electrical generators, lighting systems, alarm and indicating systems, machinery vibration analysis equipment, other electrical and electronic support equipment and interpret electrical schematics, diagrams and blueprints associated with those systems; propulsion plant and auxiliary equipment; and other equipment essential for the movement of naval tactical forces.

DoD Relationship

Group Title	*DoD Code*
Electric Power	166200

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
Electrical and Electronics Repairers, Commercial and Industrial Equipment	49-2094.00	Installation, Maintenance, and Repair

Skills	Abilities
Systems Evaluation	*Finger Dexterity*
Systems Analysis	*Deductive Reasoning*
Repairing	*Visualization*
Time Management	*Fluency of Ideas*
Coordination	*Information Ordering*
Quality Control Analysis	*Oral Expression*
Instructing	*Problem Sensitivity*
Monitoring	*Selective Attention*
Speaking	*Manual Dexterity*
Active Learning	*Written Comprehension*

AUXILIARY ELECTRICAL EQUIPMENT

Paygrade	Task Type	Task Statements
E4	CORE	Calibrate electronic measurement instruments (e.g. gauges, switches)
E5	CORE	Repair air compressor electrical components
E5	CORE	Repair air conditioning system electrical components
E4	CORE	Repair alarm system components
E5	CORE	Repair battery support systems
E5	CORE	Repair boiler electrical components
E4	CORE	Repair chilled water system components
E5	CORE	Repair Collection, Holding, and Transfer (CHT) system electrical components
E6	CORE	Repair degaussing system components
E5	CORE	Repair dehydrator electrical components
E5	CORE	Repair electrically-operated valve components
E5	CORE	Repair engine electrical components
E5	CORE	Repair fire protection system electrical components
E4	CORE	Repair galley equipment electrical components
E6	CORE	Repair generator governor system electrical components
E4	CORE	Repair heating elements

AUXILIARY ELECTRICAL EQUIPMENT (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Repair laundry equipment electrical components
E4	CORE	Repair mess deck equipment electrical components
E4	CORE	Repair potable water systems
E7	CORE	Repair precipitator components
E4	CORE	Repair Programmable Logic Controllers (PLC)
E5	CORE	Repair refrigeration system electrical components
E5	CORE	Repair salinity indicating system components
E4	CORE	Repair scullery equipment electrical components
E5	NON-CORE	Repair shaft speed sensing, indication, and Engine Order Telegraph (EOT) components
E4	CORE	Repair ship's heating system electrical components
E5	CORE	Repair ship's steering control system electrical components
E5	NON-CORE	Repair ultrasonic cleaner components
E4	CORE	Repair ventilation system electrical components
E4	CORE	Repair welding equipment electrical components (e.g., ship force capable repairs)
E5	CORE	Troubleshoot air compressor electrical components
E5	CORE	Troubleshoot air conditioning system electrical components
E4	CORE	Troubleshoot alarm system components
E5	CORE	Troubleshoot battery support systems
E5	CORE	Troubleshoot boiler electrical components
E4	CORE	Troubleshoot chilled water system components
E4	CORE	Troubleshoot Collection, Holding, and Transfer (CHT) system electrical components
E5	CORE	Troubleshoot degaussing system components
E5	CORE	Troubleshoot dehydrator electrical components
E5	CORE	Troubleshoot electrically-operated valve components
E5	CORE	Troubleshoot engine electrical components
E5	CORE	Troubleshoot fire protection system electrical components
E4	CORE	Troubleshoot galley equipment electrical components
E5	CORE	Troubleshoot generator governor system electrical components
E4	CORE	Troubleshoot laundry equipment electrical components
E4	CORE	Troubleshoot mess deck equipment electrical components
E4	CORE	Troubleshoot preventative maintenance of heating elements
E4	CORE	Troubleshoot potable water systems
E5	CORE	Troubleshoot precipitator components
E4	CORE	Troubleshoot Programmable Logic Controllers (PLC)
E5	CORE	Troubleshoot refrigeration system electrical components
E5	CORE	Troubleshoot salinity indicating system components
E4	CORE	Troubleshoot scullery equipment electrical components

AUXILIARY ELECTRICAL EQUIPMENT

Paygrade	Task Type	Task Statements
E5	NON-CORE	Troubleshoot shaft speed sensing, indication, and Engine Order Telegraphic (EOT) components
E4	CORE	Troubleshoot ship's heating system electrical components
E5	CORE	Troubleshoot ship's steering control system electrical components
E5	NON-CORE	Troubleshoot ultrasonic cleaner components
E4	CORE	Troubleshoot ventilation system electrical components
E4	CORE	Troubleshoot welding equipment electrical components (e.g., ship force capable repairs)

ELECTRICAL INSTALLATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Disconnect electrical equipment
E4	CORE	Install electrical equipment upgrades
E4	CORE	Install hardwired electrical equipment
E4	CORE	Install permanent cables
E4	CORE	Isolate damaged electrical equipment
E4	CORE	Remove dead ended cables
E4	CORE	Repair damaged electrical equipment
E4	CORE	Solder electrical leads to equipment

ELEVATORS AND CONVEYORS

Paygrade	Task Type	Task Statements
E4	CORE	Repair control stations
E4	CORE	Repair conveyor electrical components
E4	CORE	Repair elevator and dumbwaiter electrical components
E4	CORE	Troubleshoot control stations
E4	CORE	Troubleshoot conveyor electrical components
E4	CORE	Troubleshoot elevator and dumbwaiter electrical components

LIFTING EQUIPMENT

Paygrade	Task Type	Task Statements
E4	CORE	Repair capstan electrical components
E5	CORE	Repair crane electrical components
E4	CORE	Repair electrical winch components
E5	CORE	Repair hoist electrical components
E5	CORE	Repair windlass electrical components
E4	CORE	Troubleshoot capstan electrical components
E5	CORE	Troubleshoot crane electrical components
E4	CORE	Troubleshoot electrical winch components
E5	CORE	Troubleshoot hoist electrical components
E5	CORE	Troubleshoot windlass electrical components

LIGHTING SYSTEMS

Paygrade	Task Type	Task Statements
E4	CORE	Repair flight deck lighting system components
E4	CORE	Repair general lighting system components
E4	CORE	Repair navigation and signal lighting system components
E4	CORE	Troubleshoot flight deck lighting system components
E4	CORE	Troubleshoot general lighting system components
E4	CORE	Troubleshoot navigation and signal lighting system components

MOTORS AND GENERATORS

Paygrade	Task Type	Task Statements
E7	CORE	Conduct closeout inspections on Ship's Service Generator (SSG)
E5	CORE	Repair Direct Current (DC) generators
E5	NON-CORE	Repair Motor Generator (MG) sets
E5	CORE	Repair Ship's Service Generator (SSG) electrical components
E5	CORE	Repair static converter components
E5	CORE	Repair static inverter components
E7	CORE	Supervise maintenance on Ship's Service Generator (SSG) electrical components
E5	CORE	Troubleshoot Direct Current (DC) generators
E5	NON-CORE	Troubleshoot Motor Generator (MG) sets
E5	CORE	Troubleshoot Ship's Service Generator (SSG) electrical components
E5	CORE	Troubleshoot static converter components
E5	CORE	Troubleshoot static inverter components

POWER DISTRIBUTION

Paygrade	Task Type	Task Statements
E4	CORE	Perform shore power rigging and unrigging
E5	CORE	Repair Arc Fault Detector (AFD) system components
E5	CORE	Repair Automatic Bus Transfer (ABT) components
E4	CORE	Repair casualty power system components
E4	CORE	Repair circuit breakers
E5	CORE	Repair electrical distribution switchboard components
E5	CORE	Repair electrical power monitoring systems
E4	CORE	Repair magnetic controllers
E4	CORE	Repair Manual Bus Transfer (MBT) components
E5	CORE	Repair power distribution system components
E5	CORE	Repair Uninterruptable Power Supplies (UPS)
E7	CORE	Supervise electric plant dynamic testing
E7	CORE	Supervise shore power rigging and unrigging
E7	CORE	Test casualty power system
E5	CORE	Troubleshoot Arc Fault Detector (AFD) system components
E5	CORE	Troubleshoot Automatic Bus Transfer (ABT) components
E4	CORE	Troubleshoot casualty power system components

POWER DISTRIBUTION (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Troubleshoot circuit breakers
E5	CORE	Troubleshoot electrical distribution switchboard components
E5	CORE	Troubleshoot electrical power monitoring systems
E4	CORE	Troubleshoot magnetic controllers
E4	CORE	Troubleshoot Manual Bus Transfer (MBT) components
E5	CORE	Troubleshoot power distribution system components (e.g. ground isolation)
E5	CORE	Troubleshoot Uninterruptable Power Supplies (UPS)
E7	CORE	Validate close out of load center, switchboard, and generator

SMALL CRAFT

Paygrade	Task Type	Task Statements
E4	CORE	Repair small craft starter system components
E4	CORE	Troubleshoot small craft starter system components

TECHNICAL ADMINISTRATION

Paygrade	Task Type	Task Statements
E6	NON-CORE	Authorize Quality Assurance (QA) repair forms
E7	CORE	Conduct command tag out training
E4	CORE	Conduct electrical checks on Master Light Off Checklist Sheet (MLOCS)
E4	CORE	Conduct electrical safety checks on personnel electronic equipment
E5	CORE	Conduct electrical safety training
E5	CORE	Generate working drawings
E4	CORE	Log wire removals and replacements
E7	CORE	Manage electrical safety programs
E7	CORE	Manage tag out program
E5	CORE	Train Repair Party Electricians (RPE)
E7	CORE	Validate Formal Work Packages (FWP) for motor rewind
E5	NON-CORE	Validate Quality Assurance (QA) repair forms
E7	CORE	Validate working drawings
E7	CORE	Verify completion of electrical checks on Master Light Off Checklist Sheet (MLOCS)

CHAPTER 29

ELECTRICIAN'S MATE
(EM)

NAVPERS 18068-29G
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Updated: April 2017

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NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

ELECTRICIAN'S MATE, NUCLEAR POWER (EMN)

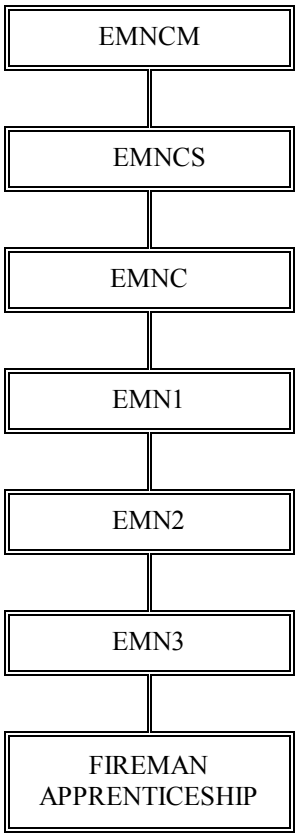
SCOPE OF RATING

Electrician's Mates, Nuclear Power (EMN) operate and control generators, switchboards, control equipment, and electrical equipment associated with reactor plants; operate and perform organizational and intermediate maintenance on power and lighting circuits, electrical fixtures, motors, generators, voltage and frequency regulators, controllers, distribution switchboards, and other electrical equipment; test for short circuits, grounds or other casualties; and repair and/or rebuild electrical equipment, including solid state circuitry elements.

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 29.

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 1306-500, 1306-502, 1306-504, and 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 **Job Code**

Submarine Propulsion Plant Electrical Operator 003777

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Production	TBD	SUB PROPULSION PLANT ELECT OP	SS PPE OP

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	EMN	NECs 3354, 3359

Job Description

Submarine Propulsion Plant Electrical Operators perform operations and basic preventative and corrective maintenance on electrical distribution systems, motors and controllers, electrical generators, lighting systems, alarm and indicating systems, machinery vibration analysis equipment, throttle control systems, and other electrical and electronic support equipment; supervise shutdown reactor plant operations; perform nuclear reactor, steam plant, and auxiliary equipment operations; and perform work critical to the movement of naval tactical and strategic forces.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Nuclear Power	166100	Nuclear Power Reactor Operators	51-8011.00	Production

Skills	Abilities
Quality Control Analysis	*Near Vision*
Operation Monitoring	*Problem Sensitivity*
Equipment Maintenance	*Finger Dexterity*
Equipment Selection	*Manual Dexterity*
Management of Material Resources	*Deductive Reasoning*
Complex Problem Solving	*Fluency of Ideas*
Repairing	*Arm-Hand Steadiness*
Systems Evaluation	*Written Comprehension*
Troubleshooting	*Control Precision*
Operation and Control	*Trunk Strength*

CASUALTY CONTROL

Paygrade	Task Type	Task Statements
E4	CORE	Correct battery abnormalities (e.g. high temperature, high voltage, loss of ventilation, etc.)
E4	CORE	Isolate damaged electrical equipment
E4	CORE	Perform corrective actions to combat reactor plant casualties

CIRCUIT BREAKERS

Paygrade	Task Type	Task Statements
E5	CORE	Adjust circuit breaker operating mechanisms
E4	CORE	Clean circuit breaker contact surfaces and operating mechanisms
E5	CORE	Inspect circuit breakers (e.g. auxiliary contacts, contact surfaces, operating mechanisms, wiring, connections, etc.)
E5	CORE	Repair circuit breakers
E5	CORE	Test circuit breakers and circuit breaker operating mechanisms

ELECTRICAL CONTROL EQUIPMENT

Paygrade	Task Type	Task Statements
E4	CORE	Adjust control panel components (e.g. interlocks, operating mechanisms, operating or alarm set points and limits, etc.)
E5	CORE	Adjust hotwell level control system set points

ELECTRICAL CONTROL EQUIPMENT (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Adjust motor controllers (e.g. operating set points and limits, standby features, etc.)
E4	CORE	Adjust salinity indicating system set points
E4	CORE	Adjust temperature monitoring system set points
E4	CORE	Analyze main engine pressure and temperature parameter trends
E4	CORE	Analyze salinity system data
E4	CORE	Clean electrical panel components and interiors (e.g. alarm and indicating panels, control panels, remote control stations, etc.)
E4	CORE	Clean electrically-operated valve components
E4	CORE	Clean electrostatic precipitators
E4	CORE	Clean galley equipment electrical components
E4	CORE	Clean hotwell level control system components
E4	CORE	Clean laundry equipment
E4	CORE	Clean lighting system components
E4	CORE	Clean motor controllers (e.g. contactor, wiring, relays, etc.)
E4	CORE	Clean Programmable Logic Controllers (PLC)
E4	CORE	Clean salinity cells and indicating panels
E4	CORE	Clean shaft speed sensing, indication, and Engine Order Telegraph (EOT) components
E4	CORE	Clean temperature monitoring panels
E4	CORE	Collect machinery and hull vibration data
E4	CORE	Inspect control panels (e.g. operating mechanisms, panel wiring, connections, etc.)
E4	CORE	Inspect electrically-operated valve components
E4	CORE	Inspect electrostatic precipitators
E4	CORE	Inspect galley equipment electrical components
E4	CORE	Inspect hotwell level control systems
E4	CORE	Inspect laundry equipment
E4	CORE	Inspect lighting system components
E4	CORE	Inspect motor controllers (e.g. contactor, wiring, relays, etc.)
E4	CORE	Inspect Programmable Logic Controllers (PLC)
E4	CORE	Inspect salinity indicating systems
E4	CORE	Inspect shaft speed sensing, indication, and Engine Order Telegraph (EOT) components
E4	CORE	Inspect temperature monitoring systems
E4	CORE	Perform main engine throttle operations
E5	CORE	Repair electrically-operated valve components
E4	CORE	Repair electrostatic precipitators
E4	CORE	Repair galley equipment
E5	CORE	Repair hotwell level control systems

ELECTRICAL CONTROL EQUIPMENT (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Repair laundry equipment
E4	CORE	Repair lighting system components
E4	CORE	Repair motor controllers (e.g. contactor, wiring, relays, etc.)
E5	CORE	Repair salinity indicating systems
E4	CORE	Repair shaft speed sensing, indication, and Engine Order Telegraph (EOT) components
E5	CORE	Repair temperature monitoring systems
E5	CORE	Replace Programmable Logic Controllers (PLC)
E5	CORE	Test control panels (e.g. alarm and indicating panels, control panels, remote control stations, etc.)
E4	CORE	Test electrically-operated valve components
E4	CORE	Test electrostatic precipitators
E5	CORE	Test hotwell level control systems
E4	CORE	Test laundry equipment
E4	CORE	Test lighting system components
E4	CORE	Test Programmable Logic Controllers (PLC)
E4	CORE	Test salinity indicating systems
E4	CORE	Test shaft speed sensing, indication, and Engine Order Telegraph (EOT) components
E4	CORE	Test temperature monitoring systems
E4	CORE	Troubleshoot electrically-operated valve components
E4	CORE	Troubleshoot electrostatic precipitators
E4	CORE	Troubleshoot galley equipment
E5	CORE	Troubleshoot hotwell level control systems
E4	CORE	Troubleshoot laundry equipment
E4	CORE	Troubleshoot lighting system components
E4	CORE	Troubleshoot Programmable Logic Controllers (PLC)
E4	CORE	Troubleshoot salinity indicating systems
E5	CORE	Troubleshoot shaft speed sensing, indication, and Engine Order Telegraph (EOT) components
E5	CORE	Troubleshoot temperature monitoring systems

ELECTRICAL INSTALLATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Clean grounding straps
E4	CORE	Conduct shore power ground checks
E4	CORE	Disconnect shore power cables
E4	CORE	Inspect grounding straps
E4	CORE	Inspect shore power cables
E4	CORE	Install permanent cables

ELECTRICAL INSTALLATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Install shore power cables
E4	CORE	Replace grounding straps
E4	CORE	Solder electrical connections
E4	CORE	Test grounding straps
E4	CORE	Test shore power cables

MOTORS AND GENERATORS

Paygrade	Task Type	Task Statements
E5	CORE	Align brush rigging heights
E4	CORE	Clean Direct Current (DC) generator and motor components
E4	CORE	Clean generator governor electrical components
E4	CORE	Inspect brush rigging assemblies
E4	CORE	Inspect Direct Current (DC) generator and motor components
E5	CORE	Inspect generator governor electrical components
E4	CORE	Perform Alternating Current (AC) generator maintenance
E4	CORE	Perform motor generator maintenance
E5	CORE	Repair Alternating Current (AC) generators
E5	CORE	Repair Alternating Current (AC) motor components
E5	CORE	Repair Direct Current (DC) generator and motor components
E5	CORE	Repair generator governor electrical components
E5	CORE	Repair motor generators
E4	CORE	Set brush spring tensions
E4	CORE	Supply propulsion using Emergency Propulsion Motor (EPM) (e.g. shift propulsion, start EPM electrically, etc.)
E4	CORE	Supply propulsion using Secondary Propulsion Motor (SPM)
E4	CORE	Test Alternating Current (AC) generators
E4	CORE	Test Alternating Current (AC) motor components
E4	CORE	Test emergency propulsion systems
E5	CORE	Test generator governor electrical components
E4	CORE	Test motor generators
E5	CORE	Troubleshoot Alternating Current (AC) motor components
E5	CORE	Troubleshoot Direct Current (DC) generator and motor components
E5	CORE	Troubleshoot generator governor electrical components
E5	CORE	Troubleshoot motor generators

POWER DISTRIBUTION

Paygrade	Task Type	Task Statements
E4	CORE	Analyze shutdown electric plant trends
E4	CORE	Clean Arc Fault Detector (AFD) components

POWER DISTRIBUTION (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Clean bus transfer devices (Automatic Bus Transfer (ABT), Static Automatic Bus Transfer (SABT), and Manual Bus Transfer (MBT))
E4	CORE	Clean circuit breaker cabinets
E4	CORE	Clean switchboard components and interiors
E4	CORE	Conduct routine battery operations (e.g. normal charge, equalizing charge, test discharge, etc.)
E5	CORE	Conduct switchboard testing
E4	CORE	Inspect Arc Fault Detector (AFD) components
E4	CORE	Inspect bus transfer devices (Automatic Bus Transfer (ABT), Static Automatic Bus Transfer (SABT), and Manual Bus Transfer (MBT))
E4	CORE	Inspect switchboard components
E5	CORE	Install submarine battery cell jumpers
E4	CORE	Maintain submarine batteries (e.g. cleaning, filling, testing, etc.)
E4	CORE	Perform casualty power system operations
E5	CORE	Repair Arc Fault Detector (AFD) components
E5	CORE	Repair bus transfer devices (Automatic Bus Transfer (ABT), Static Automatic Bus Transfer (SABT), and Manual Bus Transfer (MBT))
E4	CORE	Shift electric plant lineups from normal and alternate control stations (e.g. Electric Plant Control Panel (EPCP), Emergency Switchboard Local Control Station (ESLCS), etc.)
E5	CORE	Test Arc Fault Detector (AFD) components
E5	CORE	Test bus transfer devices (Automatic Bus Transfer (ABT), Static Automatic Bus Transfer (SABT), and Manual Bus Transfer (MBT))
E5	CORE	Test coolant pump switchgear
E5	CORE	Troubleshoot Arc Fault Detector (AFD) components
E5	CORE	Troubleshoot bus transfer devices (Automatic Bus Transfer (ABT), Static Automatic Bus Transfer (SABT), and Manual Bus Transfer (MBT))
E5	CORE	Troubleshoot submarine battery and support systems faults
E5	CORE	Troubleshoot switchboard components

REACTOR PLANT EQUIPMENT

Paygrade	Task Type	Task Statements
E5	CORE	Analyze shutdown reactor plant trends
E5	NON-CORE	Calibrate electrical meters
E4	CORE	Grant access to Radiological Controlled Areas (RCA)
E5	CORE	Inspect discharge boundary valves positions
E4	CORE	Line up reactor plant valves
E4	CORE	Maintain Radiological Controlled Area (RCA) records
E4	CORE	Survey Radiological Controlled Areas (RCA)

TECHNICAL ADMINISTRATION

Paygrade	Task Type	Task Statements
E5	CORE	Complete remote operability of key reactor plant valves checklists
E5	CORE	Record submarine battery performance data
E4	CORE	Tag out reactor plant components (e.g. instrumentation and control, mechanical, and electrical system, etc.)

Job Title **Job Code**

Surface Propulsion Plant Electrical Operator 003778

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Production	TBD	SUR PROPULSION PLANT ELECT OP	SW PPE OP

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	EMN	NECs 3384, 3389

Job Description

Surface Propulsion Plant Electrical Operators perform operations and basic preventative and corrective maintenance of electrical distribution systems, motors and controllers, electrical generators, lighting systems, alarm and indicating systems, machinery vibration analysis equipment, throttle control systems, and other electrical and electronic support equipment; supervise shutdown reactor plant operations; perform nuclear reactor, steam plant, and auxiliary equipment operations; and perform other critical work functions for movement of naval tactical forces.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Nuclear Power	166100	Nuclear Power Reactor Operators	51-8011.00	Production

Skills	Abilities
Quality Control Analysis	*Near Vision*
Operation Monitoring	*Finger Dexterity*
Equipment Maintenance	*Problem Sensitivity*
Equipment Selection	*Manual Dexterity*
Management of Material Resources	*Deductive Reasoning*
Repairing	*Fluency of Ideas*
Complex Problem Solving	*Arm-Hand Steadiness*
Systems Evaluation	*Written Comprehension*
Troubleshooting	*Information Ordering*
Judgment and Decision Making	*Trunk Strength*

CASUALTY CONTROL

Paygrade	Task Type	Task Statements
E4	CORE	Isolate damaged electrical equipment
E4	CORE	Perform corrective actions to combat reactor plant casualties

CIRCUIT BREAKERS

Paygrade	Task Type	Task Statements
E5	CORE	Adjust circuit breaker operating mechanisms
E4	CORE	Clean circuit breaker contact surfaces and operating mechanisms
E5	CORE	Inspect circuit breakers (e.g. auxiliary contacts, contact surfaces, operating mechanisms, wiring, connections, etc.)
E5	CORE	Repair circuit breakers
E5	CORE	Test circuit breakers and circuit breaker operating mechanisms

ELECTRICAL CONTROL EQUIPMENT

Paygrade	Task Type	Task Statements
E4	CORE	Adjust control panel components (e.g. interlocks, operating mechanisms, operating or alarm set points and limits, etc.)
E5	CORE	Adjust hotwell level control system set points
E5	CORE	Adjust motor controllers (e.g. operating set points and limits, standby features, etc.)
E4	CORE	Adjust salinity indicating system set points
E4	CORE	Adjust temperature monitoring system set points

ELECTRICAL CONTROL EQUIPMENT (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Analyze main engine pressure and temperature parameter trends
E4	CORE	Analyze salinity system data
E4	CORE	Clean electrical panel components and interiors (e.g. alarm and indicating panels, control panels, remote control stations, etc.)
E4	CORE	Clean electrically-operated valve components
E4	CORE	Clean electrostatic precipitators
E4	CORE	Clean hotwell level control system components
E4	CORE	Clean Interior Communications (IC) systems
E4	CORE	Clean lighting system components
E4	CORE	Clean motor controllers (e.g. contactor, wiring, relays, etc.)
E4	CORE	Clean Programmable Logic Controllers (PLC)
E4	CORE	Clean salinity cells and indicating panels
E4	CORE	Clean shaft speed sensing, indication, and Engine Order Telegraph (EOT) components
E4	CORE	Clean temperature monitoring panels
E4	CORE	Clean throttle control electrical systems
E4	CORE	Collect machinery and hull vibration data
E4	CORE	Inspect control panels (e.g. operating mechanisms, panel wiring, connections, etc.)
E4	CORE	Inspect electrically-operated valve components
E4	CORE	Inspect electrostatic precipitators
E4	CORE	Inspect hotwell level control systems
E4	CORE	Inspect lighting system components
E4	CORE	Inspect motor controllers (e.g. contactor, wiring, relays, etc.)
E4	CORE	Inspect Programmable Logic Controllers (PLC)
E4	CORE	Inspect salinity indicating systems
E4	CORE	Inspect shaft speed sensing, indication, and Engine Order Telegraph (EOT) components
E4	CORE	Inspect temperature monitoring systems
E4	CORE	Perform main engine throttle operations
E5	CORE	Repair electrically-operated valve components
E4	CORE	Repair electrostatic precipitators
E5	CORE	Repair hotwell level control systems
E4	CORE	Repair Interior Communications (IC) systems
E4	CORE	Repair lighting system components
E4	CORE	Repair motor controllers (e.g. contactor, wiring, relays, etc.)
E5	CORE	Repair salinity indicating systems
E4	CORE	Repair shaft speed sensing, indication, and Engine Order Telegraph (EOT) components

ELECTRICAL CONTROL EQUIPMENT (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Repair temperature monitoring systems
E5	CORE	Repair throttle control electrical systems
E5	CORE	Replace Programmable Logic Controllers (PLC)
E5	CORE	Test control panels (e.g. alarm and indicating panels, control panels, remote control stations, etc.)
E4	CORE	Test electrically-operated valve components
E4	CORE	Test electrostatic precipitators
E5	CORE	Test hotwell level control systems
E4	CORE	Test lighting system components
E4	CORE	Test Programmable Logic Controllers (PLC)
E4	CORE	Test salinity indicating systems
E4	CORE	Test shaft speed sensing, indication, and Engine Order Telegraph (EOT) components
E4	CORE	Test temperature monitoring systems
E4	CORE	Test throttle control electrical systems
E4	CORE	Troubleshoot electrically-operated valve components
E4	CORE	Troubleshoot electrostatic precipitators
E5	CORE	Troubleshoot hotwell level control systems
E4	CORE	Troubleshoot Interior Communications (IC) systems
E4	CORE	Troubleshoot lighting system components
E4	CORE	Troubleshoot Programmable Logic Controllers (PLC)
E4	CORE	Troubleshoot salinity indicating systems
E5	CORE	Troubleshoot shaft speed sensing, indication, and Engine Order Telegraph (EOT) components
E5	CORE	Troubleshoot temperature monitoring systems
E5	CORE	Troubleshoot throttle control electrical systems

ELECTRICAL INSTALLATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Clean grounding straps
E4	CORE	Conduct shore power ground checks
E4	CORE	Disconnect shore power cables
E4	CORE	Inspect grounding straps
E4	CORE	Inspect shore power cables
E4	CORE	Install permanent cables
E4	CORE	Install shore power cables
E4	CORE	Replace grounding straps
E4	CORE	Solder electrical connections
E4	CORE	Test grounding straps
E4	CORE	Test shore power cables

MOTORS AND GENERATORS

Paygrade	Task Type	Task Statements
E5	CORE	Align brush rigging heights
E4	CORE	Clean generator governor electrical components
E4	CORE	Inspect brush rigging assemblies
E5	CORE	Inspect generator governor electrical components
E4	CORE	Perform Alternating Current (AC) generator maintenance
E4	CORE	Perform motor generator maintenance
E5	CORE	Repair Alternating Current (AC) generators
E5	CORE	Repair Alternating Current (AC) motor components
E5	CORE	Repair generator governor electrical components
E5	CORE	Repair motor generators
E4	CORE	Set brush spring tensions
E4	CORE	Test Alternating Current (AC) generators
E4	CORE	Test Alternating Current (AC) motor components
E5	CORE	Test generator governor electrical components
E4	CORE	Test motor generators
E5	CORE	Troubleshoot Alternating Current (AC) motor components
E5	CORE	Troubleshoot generator governor electrical components
E5	CORE	Troubleshoot motor generators

POWER DISTRIBUTION

Paygrade	Task Type	Task Statements
E4	CORE	Analyze shutdown electric plant trends
E4	CORE	Clean Arc Fault Detector (AFD) components
E4	CORE	Clean bus transfer devices (Automatic Bus Transfer (ABT), Static Automatic Bus Transfer (SABT), and Manual Bus Transfer (MBT))
E4	CORE	Clean circuit breaker cabinets
E4	CORE	Clean switchboard components and interiors
E4	CORE	Conduct high voltage maintenance (greater than 1000 Volts)
E5	CORE	Conduct switchboard testing
E4	CORE	Inspect Arc Fault Detector (AFD) components
E4	CORE	Inspect bus transfer devices (Automatic Bus Transfer (ABT), Static Automatic Bus Transfer (SABT), and Manual Bus Transfer (MBT))
E4	CORE	Inspect switchboard components
E4	CORE	Perform casualty power system operations
E5	CORE	Repair Arc Fault Detector (AFD) components
E5	CORE	Repair bus transfer devices (Automatic Bus Transfer (ABT), Static Automatic Bus Transfer (SABT), and Manual Bus Transfer (MBT))
E4	CORE	Shift electric plant lineups from normal and alternate control stations (e.g. Electric Plant Control Panel (EPCP), Emergency Switchboard Local Control Station (ESLCS), etc.)

POWER DISTRIBUTION (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Test Arc Fault Detector (AFD) components
E5	CORE	Test bus transfer devices (Automatic Bus Transfer (ABT), Static Automatic Bus Transfer (SABT), and Manual Bus Transfer (MBT))
E5	CORE	Test coolant pump switchgear
E5	CORE	Troubleshoot Arc Fault Detector (AFD) components
E5	CORE	Troubleshoot bus transfer devices (Automatic Bus Transfer (ABT), Static Automatic Bus Transfer (SABT), and Manual Bus Transfer (MBT))
E5	CORE	Troubleshoot switchboard components

REACTOR PLANT EQUIPMENT

Paygrade	Task Type	Task Statements
E5	CORE	Analyze shutdown reactor plant trends
E5	NON-CORE	Calibrate electrical meters
E4	CORE	Grant access to Radiological Controlled Areas (RCA)
E4	CORE	Line up reactor plant valves
E5	NON-CORE	Maintain Propulsion Plant Local Area Network (PPLAN) network settings
E4	CORE	Maintain Radiological Controlled Area (RCA) records
E4	CORE	Survey Radiological Controlled Areas (RCA)

TECHNICAL ADMINISTRATION

Paygrade	Task Type	Task Statements
E5	CORE	Complete remote operability of key reactor plant valves checklists
E4	CORE	Tag out reactor plant components (e.g. instrumentation and control, mechanical, and electrical system, etc.)

Job Title **Job Code**

Submarine Propulsion Plant Electrical Supervisor 003785

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Production	TBD	SUB PROPULSION PLANT ELECT SUP	SS PPE SUP

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	EMN	NEC 3364

Job Description

Submarine Propulsion Plant Electrical Supervisors perform advanced electrical distribution operations and basic preventative and corrective maintenance on electrical distribution systems and electrical generators; develop electrical division administrative programs; supervise operations and training; repair and maintain equipment; train forces and personnel; perform risk management; and perform work critical to the movement of naval tactical and strategic forces.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Nuclear Power	166100	First-line Supervisors of Production and Operating Workers	51-1011.00	Production

Skills	Abilities
Complex Problem Solving	*Deductive Reasoning*
Troubleshooting	*Fluency of Ideas*
Coordination	*Oral Expression*
Critical Thinking	*Problem Sensitivity*
Equipment Maintenance	*Finger Dexterity*
Equipment Selection	*Inductive Reasoning*
Instructing	*Manual Dexterity*
Judgment and Decision Making	*Near Vision*
Management of Personnel Resources	*Selective Attention*
Monitoring	*Speed of Closure*

CASUALTY CONTROL

Paygrade	Task Type	Task Statements
E6	CORE	Direct shutdown watch section casualty operations
E6	CORE	Supervise casualty electrical distribution operations

CIRCUIT BREAKERS

Paygrade	Task Type	Task Statements
E6	CORE	Troubleshoot circuit breakers (e.g. manual, remote-operated, motor-operated, etc.)

ELECTRICAL CONTROL EQUIPMENT

Paygrade	Task Type	Task Statements
E5	CORE	Repair control panels (e.g. alarm and indicating panels, control panels, remote control stations, etc.)
E5	CORE	Test motor controllers (e.g. contactor, wiring, relays, etc.)
E5	CORE	Troubleshoot control panels and electrical components (e.g. alarm and indicating panels, control panels, remote control stations, etc.)
E5	CORE	Troubleshoot motor controllers (e.g. contactor, wiring, relays, etc.)

TECHNICAL ADMINISTRATION

Paygrade	Task Type	Task Statements
E6	NON-CORE	Conduct key reactor plant valve remote operability training
E6	CORE	Supervise division maintenance operations (e.g. electrical, mechanical, reactor control, etc.)

Job Title **Job Code**

Surface Propulsion Plant Electrical Supervisor 003786

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Production	TBD	SUR PROPULSION PLANT ELECT SUP	SW PPE SUP

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	EMN	NEC 3394

Job Description

Surface Propulsion Plant Electrical Supervisors perform advanced electrical distribution operations and apply advanced level maintenance practices to electrical distribution systems and electrical generators; develop electrical division administrative programs; supervise operations and training; and perform risk management and other critical work functions for movement of naval tactical forces.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Nuclear Power	166100	First-line Supervisors of Production and Operating Workers	51-1011.00	Production

Skills	Abilities
Complex Problem Solving	*Oral Expression*
Troubleshooting	*Deductive Reasoning*
Coordination	*Fluency of Ideas*
Monitoring	*Problem Sensitivity*
Critical Thinking	*Finger Dexterity*
Equipment Maintenance	*Inductive Reasoning*
Equipment Selection	*Manual Dexterity*
Instructing	*Near Vision*
Judgment and Decision Making	*Selective Attention*
Management of Personnel Resources	*Spatial Orientation*

CASUALTY CONTROL

Paygrade	Task Type	Task Statements
E6	CORE	Direct shutdown watch section casualty operations
E6	CORE	Supervise casualty electrical distribution operations

CIRCUIT BREAKERS

Paygrade	Task Type	Task Statements
E6	CORE	Troubleshoot circuit breakers (e.g. manual, remote-operated, motor-operated, etc.)

ELECTRICAL CONTROL EQUIPMENT

Paygrade	Task Type	Task Statements
E5	CORE	Repair control panels (e.g. alarm and indicating panels, control panels, remote control stations, etc.)
E5	CORE	Test motor controllers (e.g. contactor, wiring, relays, etc.)
E5	CORE	Troubleshoot control panels and electrical components (e.g. alarm and indicating panels, control panels, remote control stations, etc.)
E5	CORE	Troubleshoot motor controllers (e.g. contactor, wiring, relays, etc.)

POWER DISTRIBUTION

Paygrade	Task Type	Task Statements
E7	CORE	Supervise high voltage electrical safety work (greater than 1000 volts)

TECHNICAL ADMINISTRATION

Paygrade	Task Type	Task Statements
E6	NON-CORE	Conduct key reactor plant valve remote operability training
E6	CORE	Supervise division maintenance operations (e.g. electrical, mechanical, reactor control, etc.)

Job Title **Job Code**

Submarine Propulsion Plant Electrical Manager 003793

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Production	TBD	SUB PROPULSION PLANT ELECT MGR	SS PPE MGR

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	EMN	NECs 3364, 3359

Job Description

Submarine Propulsion Plant Electrical Managers manage operations, maintenance, and training for personnel assigned to electrical divisions and/or engineering departments; coordinate departmental electrical safety program; perform audits of divisional and/or departmental programs; repair and maintain equipment; perform risk management; and perform work critical to the movement of naval tactical and strategic forces.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Nuclear Power	166100	Nuclear Power Reactor Operators	51-8011.00	Production

Skills	Abilities
Coordination	*Problem Sensitivity*
Monitoring	*Selective Attention*
Reading Comprehension	*Information Ordering*
Quality Control Analysis	*Written Comprehension*
Judgment and Decision Making	*Written Expression*
Management of Material Resources	*Category Flexibility*
Operation and Control	*Deductive Reasoning*
Speaking	*Inductive Reasoning*
	Visualization

REACTOR PLANT EQUIPMENT

Paygrade	Task Type	Task Statements
E5	CORE	Control maintenance on systems affecting remote operability
E6	CORE	Verify conditions established for prevention of inadvertent discharges

TECHNICAL ADMINISTRATION

Paygrade	Task Type	Task Statements
E7	CORE	Administer continuous training exams
E6	CORE	Audit division records (e.g. electrical, mechanical, etc.)
E7	CORE	Audit engineering and reactor department records
E7	CORE	Manage department drill programs
E7	CORE	Manage department training drills
E7	CORE	Manage equipment modifications (e.g. reactor, non-reactor, etc.)
E5	CORE	Plan division maintenance schedules, equipment availability, and personnel assignments

Job Title **Job Code**

Surface Propulsion Plant Electrical Manager 003794

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Production	TBD	SUR PROPULSION PLANT ELECT MGR	SW PPE MGR

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	EMN	NECs 3394, 3389

Job Description

Surface Propulsion Plant Electrical Managers manage operations, maintenance, and training for personnel assigned to electrical divisions and/or reactor departments; coordinate the departmental electrical safety program; perform audits of divisional and/or departmental programs; and perform risk management and other critical work functions for movement of naval tactical forces.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Nuclear Power	166100	Nuclear Power Reactor Operators	51-8011.00	Production

Skills	Abilities
Coordination	*Problem Sensitivity*
Monitoring	*Selective Attention*
Reading Comprehension	*Deductive Reasoning*
Judgment and Decision Making	*Information Ordering*
Quality Control Analysis	*Written Comprehension*
Management of Material Resources	*Written Expression*
Operation and Control	*Category Flexibility*
Speaking	*Inductive Reasoning*
Systems Evaluation	*Visualization*

REACTOR PLANT EQUIPMENT

Paygrade	Task Type	Task Statements
E5	CORE	Control maintenance on systems affecting remote operability
E6	CORE	Verify conditions established for prevention of inadvertent discharges

TECHNICAL ADMINISTRATION

Paygrade	Task Type	Task Statements
E7	CORE	Administer continuous training exams
E6	CORE	Analyze machinery vibration data
E6	CORE	Audit division records (e.g. electrical, mechanical, etc.)
E7	CORE	Audit engineering and reactor department records
E7	CORE	Manage department drill programs
E7	CORE	Manage department training drills
E7	CORE	Manage equipment modifications (e.g. reactor, non-reactor, etc.)
E5	CORE	Plan division maintenance schedules, equipment availability, and personnel assignments

CHAPTER 30

ENGINEMAN
(EN)

NAVPERS 18068-30F
CH-70

Updated: April 2017

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

ENGINEMAN (EN)

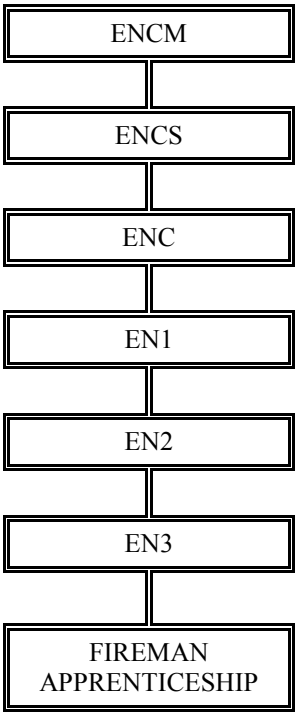
SCOPE OF RATING

Enginemen (EN) control the operation of diesel engines used for ship propulsion and to generate electrical power and align fuel, water, and air piping systems; clean, lubricate, adjust, test, and perform other preventive maintenance on diesel engines, reduction gears, air compressors, hydraulic or pneumatic clutches, steering engines, and controllable pitch propeller systems; repair or overhaul diesel engines, pumps, compressors, heat exchangers, and control devices used with diesel engines and gas turbines; and make entries into and analyze machinery operating records and reports.

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) in Chapter 30.

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 **Job Code**

Diesel Engine Systems Manager 003102

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Installation, Maintenance, and Repair Occupations	TBD	DIESEL ENGINE SYS MGR	DIESEL SYS MGR

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	EN	NECs 4206, 4202

Job Description

Diesel Engine Systems Managers provide overall management by reviewing, approving, and managing engine operations and programs aboard Navy ships; manage personnel during the operation and maintenance of main propulsion diesel engine and reduction gears used for ship propulsion and auxiliary machinery, such as: ships service diesel engine generators and oil purifiers; provide guidance and technical knowledge in the maintenance of auxiliary machinery outside of main machinery spaces, such as electro-hydraulic steering engines and elevators, refrigeration plants, air conditioning systems, desalinization plants (distilling plants), and compressed gas producing plants; manage personnel in the alignment process of piping systems for fuel, oil, water, and air; manage the operation of ship main propulsion diesel engine used for ship propulsion and service systems and the operation of ships service diesel engine generators used to produce electrical power; manage personnel responsible for cleaning, adjusting, testing, and the performance of other preventive maintenance on ships main propulsion diesel engine, ships service diesel engine generators, and other auxiliary machinery including electro-hydraulic steering units, elevators, winches, pumps and associated valves; provide guidance and technical knowledge in the repair and replacement of valves, pumps, heat exchangers, compressors, and hydraulic or pneumatic control devices; and manage and analyze machinery operating records and reports. Managers have mastered a trade or skill and are qualified to mentor Diesel Engine Systems Technicians and Diesel Engine Systems Maintainers.

DoD Relationship

Group Title	*DoD Code*
Auxiliaries	165200

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
First Line Supervisors of Mechanics, Installers, and Repairers	49-1011.00	Installation, Maintenance, and Repair Occupations

Skills	Abilities
Reading Comprehension	*Written Comprehension*
Writing	*Written Expression*
Critical Thinking	*Deductive Reasoning*
Systems Analysis	*Information Ordering*
Systems Evaluation	*Category Flexibility*
Monitoring	*Manual Dexterity*
Coordination	*Problem Sensitivity*
Equipment Maintenance	*Inductive Reasoning*
Equipment Selection	*Mathematical Reasoning*
Judgment and Decision Making	*Oral Comprehension*

ENGINEERING MANAGEMENT

Paygrade	Task Type	Task Statements
E7	CORE	Evaluate engineering management programs
E7	CORE	Maintain Diesel Readiness Systems (DRS)
E6	CORE	Maintain engineering records and logs
E7	NON-CORE	Maintain environmental pollution control programs
E5	NON-CORE	Prepare Current Ship's Maintenance Project (CSMP) input
E5	CORE	Prepare fuel, oil, and water reports
E7	CORE	Prepare shipwide full power and economy trials
E7	CORE	Validate Casualty Reports (CASREP)
E6	CORE	Validate Engineering Operational Sequencing System (EOSS) manuals
E6	CORE	Validate engineering records and logs

MECHANICAL MAINTENANCE

Paygrade	Task Type	Task Statements
E4	CORE	Perform preventative maintenance on Civil Engineering Support Equipment (CESE)
E4	CORE	Repair Civil Engineering Support Equipment (CESE)
E5	CORE	Troubleshoot Civil Engineering Support Equipment (CESE)

QUALITY ASSURANCE

Paygrade	Task Type	Task Statements
E7	CORE	Approve Quality Assurance (QA) repair forms
E6	CORE	Update Quality Assurance (QA) repair forms
E6	CORE	Verify Quality Assurance (QA) repair forms

Job Title **Job Code**

Diesel Engine Systems Technician 003179

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Installation, Maintenance, and Repair Occupations	TBD	DIESEL ENGINE SYS TEC	DIESEL SYS TEC

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	EN	NECs 4300 Series, 4540, 9534, and other NEC's assigned to the job

Job Description

Diesel Engine Systems Technicians repair, maintain, and service internal-combustion engines, machinery, and components used aboard Navy ships; provide technical knowledge during the operation and the maintenance of main propulsion diesel engine and reduction gears used for ship propulsion and auxiliary machinery, such as: ships service diesel engine generators, and oil purifiers; provide guidance and technical knowledge in the maintenance of auxiliary machinery outside of main machinery spaces, such as electro-hydraulic steering engines and elevators, refrigeration plants, air conditioning systems, desalinization plants (distilling plants), and compressed gas producing plants; align piping systems for fuel, oil, water, and air; control the operation of ships main propulsion diesel engine, service systems, and the operation of ships service diesel engine generators; clean, adjust, test, and perform other preventive maintenance on ships main propulsion diesel engine, ships service diesel engine generators, and other auxiliary machinery including electro-hydraulic steering units, elevators, winches, pumps and associated valves; maintain refrigeration plants, air conditioning systems, and galley equipment; repair or replace valves, pumps, heat exchangers, compressors, steam turbines, and hydraulic or pneumatic control devices; and make entries in and analyze machinery operating records and reports. Technicians are expected to perform work independently and mentor Diesel Engine Systems Maintainers with very limited supervision.

DoD Relationship

Group Title	*DoD Code*
Auxiliaries	165200

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
Motorboat Mechanics and Service Technicians	49-3051.00	Installation, Maintenance, and Repair Occupations

Skills	Abilities
Equipment Maintenance	*Manual Dexterity*
Equipment Selection	*Problem Sensitivity*
Judgment and Decision Making	*Written Comprehension*
Repairing	*Deductive Reasoning*
Systems Evaluation	*Information Ordering*
Troubleshooting	*Written Expression*
Reading Comprehension	*Category Flexibility*
Writing	*Mathematical Reasoning*
Critical Thinking	*Near Vision*
Quality Control Analysis	*Oral Comprehension*

ENGINEERING MANAGEMENT

Paygrade	Task Type	Task Statements
E7	CORE	Maintain Diesel Readiness Systems (DRS)
E5	NON-CORE	Prepare Current Ship's Maintenance Project (CSMP) input
E5	CORE	Prepare fuel, oil, and water reports
E7	CORE	Validate Casualty Reports (CASREP)
E6	CORE	Validate Engineering Operational Sequencing System (EOSS) manuals
E4	CORE	Verify Engineering Operational Sequencing System (EOSS) manuals (Engineering Operational Procedures (EOP) and Engineering Operational Casualty Control (EOCC) procedures)
E5	CORE	Verify engineering records and logs

MECHANICAL MAINTENANCE

Paygrade	Task Type	Task Statements
E4	CORE	Draw fluid samples
E5	CORE	Perform preventative maintenance on machinery clutches and brakes
E4	CORE	Perform preventative maintenance on air dryer systems
E4	CORE	Perform preventative maintenance on auxiliary cooling water systems
E4	CORE	Perform preventative maintenance on Civil Engineering Support Equipment (CESE)
E4	CORE	Perform preventative maintenance on compressed air systems
E4	CORE	Perform preventative maintenance on diaphragm control valves
E4	CORE	Perform preventative maintenance on diesel engines
E4	CORE	Perform preventative maintenance on emergency shutdown devices
E4	CORE	Perform preventative maintenance on engine control air systems
E5	CORE	Perform preventative maintenance on engine control systems
E4	CORE	Perform preventative maintenance on engine fuel oil systems
E4	CORE	Perform preventative maintenance on engine jacket water systems
E4	CORE	Perform preventative maintenance on engine lube oil systems
E4	CORE	Perform preventative maintenance on engine seawater systems
E4	CORE	Perform preventative maintenance on engine starting systems
E4	NON-CORE	Perform preventative maintenance on firemain systems
E4	CORE	Perform preventative maintenance on fuel oil purification systems
E5	NON-CORE	Perform preventative maintenance on fuel oil stripping systems
E4	CORE	Perform preventative maintenance on fuel oil transfer systems
E4	CORE	Perform preventative maintenance on high purity reverse osmosis systems
E4	CORE	Perform preventative maintenance on hot water plants
E5	CORE	Perform preventative maintenance on hydraulic systems (e.g. Control Pitch Propeller (CPP), steering gear, etc.)
E4	CORE	Perform preventative maintenance on jacking gears
E4	CORE	Perform preventative maintenance on lube oil purification systems
E4	CORE	Perform preventative maintenance on lube oil transfer systems
E5	CORE	Perform preventative maintenance on machinery speed limiting devices
E5	CORE	Perform preventative maintenance on machinery transmissions
E5	CORE	Perform preventative maintenance on main propulsion shafts (e.g. jet drive, outdrive, etc.)
E4	NON-CORE	Perform preventative maintenance on oily waste water systems
E4	CORE	Perform preventative maintenance on outboard engines
E4	NON-CORE	Perform preventative maintenance on piping systems (e.g. fluid, air, etc.)
E4	CORE	Perform preventative maintenance on potable water systems
E5	NON-CORE	Perform preventative maintenance on pressure/temperature alarms and set points

MECHANICAL MAINTENANCE (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Perform preventative maintenance on reducing stations
E4	CORE	Perform preventative maintenance on reverse osmosis systems
E4	NON-CORE	Perform preventative maintenance on secondary drainage systems
E4	CORE	Perform preventative maintenance on system pumps
E4	CORE	Perform preventative maintenance on system strainers (e.g. seawater, fuel oil, etc.)
E5	CORE	Perform preventative maintenance on turbo chargers
E4	CORE	Repair main propulsion shafts (e.g. jet drive, outdrive, etc.)
E5	CORE	Repair air dryer systems
E5	CORE	Repair auxiliary cooling water systems
E4	CORE	Repair Civil Engineering Support Equipment (CESE)
E5	CORE	Repair compressed air systems
E4	CORE	Repair diaphragm control valves
E5	CORE	Repair diesel engines
E4	CORE	Repair emergency shutdown devices
E4	CORE	Repair engine air systems
E5	CORE	Repair engine barring gear components
E4	CORE	Repair engine fuel oil systems
E4	CORE	Repair engine jacket water systems
E4	CORE	Repair engine lube oil systems
E4	CORE	Repair engine seawater systems
E4	CORE	Repair engine starting systems
E5	NON-CORE	Repair firemain systems
E4	CORE	Repair fuel oil purification systems
E4	CORE	Repair fuel oil transfer systems
E4	NON-CORE	Repair heat exchangers
E4	CORE	Repair high purity reverse osmosis systems
E4	CORE	Repair hot water plants
E4	CORE	Repair hydraulic systems
E4	CORE	Repair lube oil purification systems
E4	CORE	Repair lube oil transfer systems
E4	CORE	Repair outboard engines
E4	CORE	Repair potable water systems
E5	NON-CORE	Repair pressure/temperature alarms and set points
E4	CORE	Repair reducing stations
E4	CORE	Repair reverse osmosis systems

MECHANICAL MAINTENANCE (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Repair system pumps
E4	CORE	Repair system valves
E5	CORE	Repair turbo chargers
E5	NON-CORE	Test tanks and voids air quality
E5	CORE	Troubleshoot main propulsion shafts (e.g. jet drive, outdrive, etc.)
E5	CORE	Troubleshoot Civil Engineering Support Equipment (CESE)
E4	CORE	Troubleshoot compressed air systems
E5	CORE	Troubleshoot diesel engines
E5	CORE	Troubleshoot engine air systems
E5	CORE	Troubleshoot engine starting systems
E5	CORE	Troubleshoot fuel oil purification systems
E4	CORE	Troubleshoot fuel oil transfer systems
E5	CORE	Troubleshoot high purity reverse osmosis systems
E4	CORE	Troubleshoot hot water plants
E5	CORE	Troubleshoot hydraulic systems
E5	CORE	Troubleshoot lube oil purification systems
E4	CORE	Troubleshoot lube oil transfer systems
E6	NON-CORE	Troubleshoot machinery speed limiting devices
E4	CORE	Troubleshoot outboard engines
E5	NON-CORE	Troubleshoot pressure/temperature alarms and set points
E5	CORE	Troubleshoot reverse osmosis systems
E5	CORE	Troubleshoot system pumps
E4	CORE	Troubleshoot system valves
E5	CORE	Troubleshoot turbo chargers

QUALITY ASSURANCE

Paygrade	Task Type	Task Statements
E7	CORE	Approve Quality Assurance (QA) repair forms
E5	CORE	Prepare Quality Assurance (QA) repair forms
E6	CORE	Update Quality Assurance (QA) repair forms
E6	CORE	Verify Quality Assurance (QA) repair forms

Job Title **Job Code**

Diesel Engine Systems Maintainer 003653

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Installation, Maintenance, and Repair Occupations	TBD	DIESEL ENGINE SYS MAINT	DIESEL SYS MNT

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	EN	NECs 0121, 4150, 90MS

Job Description

Diesel Engine Systems Maintainers operate and maintain main propulsion diesel engines, steering systems, air compressors, and reduction gears used for ship propulsion and auxiliary machinery, such as: ships service diesel engine generators, pumps, and oil purifiers; maintain auxiliary machinery outside of main machinery spaces, such as: electro-hydraulic steering units and elevators, refrigeration plants, air conditioning systems, desalinization plants (distilling plants), and compressed gas producing plants; align piping systems for fuel, oil, water, and air; control operation of ship main propulsion diesel engine; control operation of ships service diesel engine generators; clean, adjust, test, and perform other preventive maintenance on the ship's internal-combustion engines and other auxiliary machinery including steering engines, elevators, winches, pumps, and associated valves; repair or replace valves, pumps, heat exchangers, compressors, and hydraulic or pneumatic control devices; and make entries in machinery operating records and reports. Maintainers work under the supervision of a mentor while learning a trade or skill.

DoD Relationship

Group Title	*DoD Code*
Auxiliaries	165200

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
Motorboat Mechanics and Service Technicians	49-3051.00	Installation, Maintenance, and Repair Occupations

Skills	Abilities
Equipment Maintenance	*Manual Dexterity*
Equipment Selection	*Problem Sensitivity*
Judgment and Decision Making	*Written Comprehension*
Repairing	*Deductive Reasoning*
Systems Evaluation	*Information Ordering*
Monitoring	*Written Expression*
Operation and Control	*Near Vision*
Troubleshooting	*Visual Color Discrimination*
Reading Comprehension	*Category Flexibility*
Writing	*Multi-limb Coordination*

ENGINEERING MANAGEMENT

Paygrade	Task Type	Task Statements
E7	CORE	Maintain Diesel Readiness Systems (DRS)
E5	NON-CORE	Prepare Current Ship's Maintenance Project (CSMP) input
E7	CORE	Validate Casualty Reports (CASREP)
E6	CORE	Validate Engineering Operational Sequencing System (EOSS) manuals
E4	CORE	Verify Engineering Operational Sequencing System (EOSS) manuals (Engineering Operational Procedures (EOP) and Engineering Operational Casualty Control (EOCC) procedures)
E5	CORE	Verify engineering records and logs

MECHANICAL MAINTENANCE

Paygrade	Task Type	Task Statements
E4	CORE	Draw fluid samples
E5	CORE	Inspect fluid samples
E5	CORE	Perform preventative maintenance on machinery clutches and brakes
E4	CORE	Perform preventative maintenance on air dryer systems
E4	CORE	Perform preventative maintenance on auxiliary cooling water systems
E4	CORE	Perform preventative maintenance on Civil Engineering Support Equipment (CESE)
E4	CORE	Perform preventative maintenance on compressed air systems
E4	CORE	Perform preventative maintenance on diaphragm control valves
E4	CORE	Perform preventative maintenance on diesel engines
E4	CORE	Perform preventative maintenance on emergency shutdown devices
E4	CORE	Perform preventative maintenance on engine control air systems
E5	CORE	Perform preventative maintenance on engine control systems
E4	CORE	Perform preventative maintenance on engine fuel oil systems
E4	CORE	Perform preventative maintenance on engine jacket water systems
E4	CORE	Perform preventative maintenance on engine lube oil systems
E4	CORE	Perform preventative maintenance on engine seawater systems
E4	CORE	Perform preventative maintenance on engine starting systems
E4	NON-CORE	Perform preventative maintenance on firemain systems
E4	CORE	Perform preventative maintenance on flange shields
E4	CORE	Perform preventative maintenance on fuel oil purification systems
E5	NON-CORE	Perform preventative maintenance on fuel oil stripping systems
E4	CORE	Perform preventative maintenance on fuel oil transfer systems
E4	CORE	Perform preventative maintenance on high purity reverse osmosis systems
E4	CORE	Perform preventative maintenance on hot water plants
E5	CORE	Perform preventative maintenance on hydraulic systems (e.g. Control Pitch Propeller (CPP), steering gear, etc.)
E4	CORE	Perform preventative maintenance on jacking gears
E4	CORE	Perform preventative maintenance on lube oil purification systems
E4	CORE	Perform preventative maintenance on lube oil transfer systems
E5	CORE	Perform preventative maintenance on machinery speed limiting devices
E5	CORE	Perform preventative maintenance on machinery transmissions
E5	CORE	Perform preventative maintenance on main propulsion shafts (e.g. jet drive, outdrive, etc.)
E4	NON-CORE	Perform preventative maintenance on oily waste water systems
E4	CORE	Perform preventative maintenance on outboard engines
E4	NON-CORE	Perform preventative maintenance on piping systems (e.g. fluid, air, etc.)

MECHANICAL MAINTENANCE (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Perform preventative maintenance on potable water systems
E5	NON-CORE	Perform preventative maintenance on pressure/temperature alarms and set points
E4	CORE	Perform preventative maintenance on reducing stations
E4	CORE	Perform preventative maintenance on reverse osmosis systems
E4	NON-CORE	Perform preventative maintenance on secondary drainage systems
E4	CORE	Perform preventative maintenance on system pumps
E4	CORE	Perform preventative maintenance on system strainers (e.g. seawater, fuel oil, etc.)
E4	CORE	Perform preventative maintenance on system valves
E4	NON-CORE	Perform preventative maintenance on tanks and voids
E5	CORE	Perform preventative maintenance on turbo chargers
E4	CORE	Repair main propulsion shafts (e.g. jet drive, outdrive, etc.)
E5	CORE	Repair air dryer systems
E5	CORE	Repair auxiliary cooling water systems
E4	CORE	Repair Civil Engineering Support Equipment (CESE)
E5	CORE	Repair compressed air systems
E4	CORE	Repair diaphragm control valves
E5	CORE	Repair diesel engines
E4	CORE	Repair emergency shutdown devices
E4	CORE	Repair engine air systems
E5	CORE	Repair engine barring gear components
E4	CORE	Repair engine fuel oil systems
E4	CORE	Repair engine jacket water systems
E4	CORE	Repair engine lube oil systems
E4	CORE	Repair engine seawater systems
E4	CORE	Repair engine starting systems
E5	NON-CORE	Repair firemain systems
E4	CORE	Repair fuel oil purification systems
E4	CORE	Repair fuel oil transfer systems
E4	NON-CORE	Repair heat exchangers
E4	CORE	Repair high purity reverse osmosis systems
E4	CORE	Repair hot water plants
E4	CORE	Repair hydraulic systems
E4	CORE	Repair lube oil purification systems
E4	CORE	Repair lube oil transfer systems
E4	CORE	Repair outboard engines

MECHANICAL MAINTENANCE (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Repair potable water systems
E5	NON-CORE	Repair pressure/temperature alarms and set points
E4	CORE	Repair reducing stations
E4	CORE	Repair reverse osmosis systems
E5	CORE	Repair system pumps
E4	CORE	Repair system valves
E5	CORE	Repair turbo chargers
E4	CORE	Replace flange shields
E5	NON-CORE	Test tanks and voids air quality
E5	CORE	Troubleshoot main propulsion shafts (e.g. jet drive, outdrive, etc.)
E5	CORE	Troubleshoot Civil Engineering Support Equipment (CESE)
E4	CORE	Troubleshoot compressed air systems
E5	CORE	Troubleshoot diesel engines
E5	CORE	Troubleshoot engine air systems
E5	CORE	Troubleshoot engine starting systems
E5	CORE	Troubleshoot fuel oil purification systems
E4	CORE	Troubleshoot fuel oil transfer systems
E5	CORE	Troubleshoot high purity reverse osmosis systems
E4	CORE	Troubleshoot hot water plants
E5	CORE	Troubleshoot hydraulic systems
E5	CORE	Troubleshoot lube oil purification systems
E4	CORE	Troubleshoot lube oil transfer systems
E6	NON-CORE	Troubleshoot machinery speed limiting devices
E4	CORE	Troubleshoot outboard engines
E5	NON-CORE	Troubleshoot pressure/temperature alarms and set points
E5	CORE	Troubleshoot reverse osmosis systems
E5	CORE	Troubleshoot system pumps
E4	CORE	Troubleshoot system valves
E5	CORE	Troubleshoot turbo chargers

MECHANICAL SYSTEMS OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Align air compressors
E4	CORE	Align air dryer systems
E4	CORE	Align auxiliary cooling water systems
E4	CORE	Align diesel engines
E4	CORE	Align fire pumps
E4	CORE	Align firemain systems
E4	CORE	Align Fuel Oil (FO) and Lube Oil (LO) service systems

MECHANICAL SYSTEMS OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Align heating systems
E4	CORE	Align hot water plants
E4	CORE	Align main drainage systems
E4	CORE	Align oily waste water systems
E4	CORE	Align potable water system
E4	CORE	Align reducing stations
E4	CORE	Align reverse osmosis system
E4	CORE	Align seawater service strainers
E4	CORE	Align secondary drainage systems
E4	CORE	Align stern tube cooling systems
E4	CORE	Align stripping systems
E4	CORE	Engage jacking gears

QUALITY ASSURANCE

Paygrade	Task Type	Task Statements
E7	CORE	Approve Quality Assurance (QA) repair forms
E5	CORE	Prepare Quality Assurance (QA) repair forms
E6	CORE	Update Quality Assurance (QA) repair forms
E6	CORE	Verify Quality Assurance (QA) repair forms

CHAPTER 31

EQUIPMENT OPERATOR
(EO)

NAVPERS 18068-31F
CH-77

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

EQUIPMENT OPERATOR (EO)

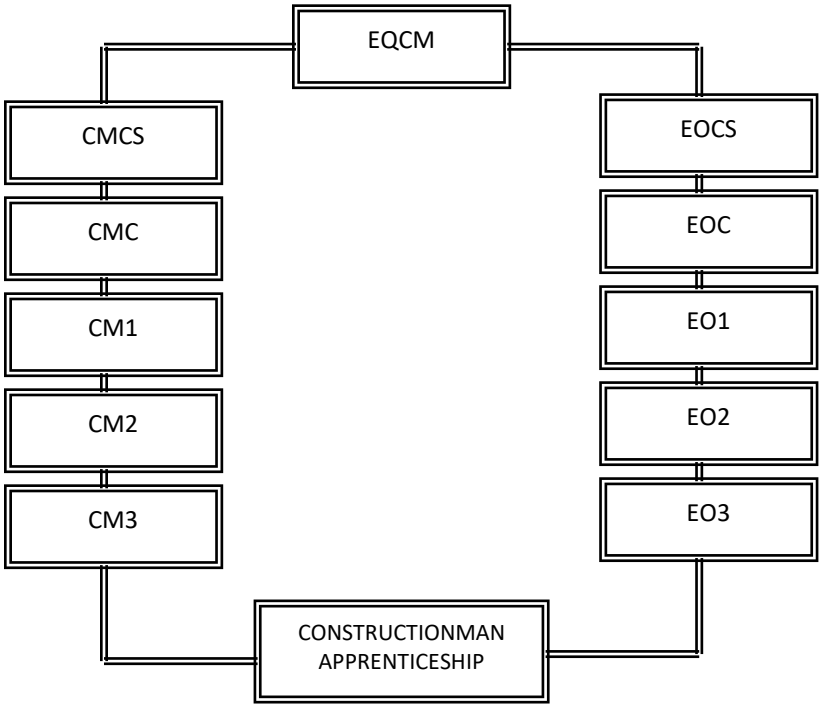
SCOPE OF RATING

Equipment Operators (EO) perform tasks involving deployment, operation, and maintenance of automotive, materials handling, weight handling, and construction equipment; direct and coordinate efforts of individuals and crews in execution of construction, earth-moving, road building, quarry operations, water well operations, asphalt paving, mineral products operations, and soil stabilization; maintain administrative requirements for mobile and stationary equipment; maintain individual combat readiness; and perform tasks required in combat and disaster preparedness and recovery operations.

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 31.

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

Equipment Operators

Job Code

001165

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Construction and Extraction	TBD	EQUIPMENT OPERATOR	EQUIP OPERATOR

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	EO	NEC BXXX series,717B, 718B, 804G, 833A and other NECs as assigned

Job Description

Equipment Operators perform tasks involving deployment, operation, and maintenance of automotive, materials handling, weight handling, and construction equipment; direct and coordinate efforts of individuals and crews in execution of construction, earth moving, road-building, blasting and quarry operations, water well operations, asphalt paving, mineral products operations, and soil stabilization; maintain administrative requirements for mobile and stationary equipment; maintain individual combat readiness; and perform tasks required in combat and disaster preparedness and recovery operations. As project managers, they plan, staff, direct, and control multiple construction projects and act as project supervisors and trainers for junior personnel.

DoD Relationship

Group Title	*DoD Code*
Construction Equipment Operation	171300

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
Operating Engineers and Other Construction Equipment Operators	47-2073.00	Construction and Extraction

Skills

Equipment Selection
Operation and Control
Critical Thinking
Management of Personnel Resources
Management of Material Resources
Reading Comprehension
Mathematics
Quality Control Analysis
Complex Problem Solving
Equipment Maintenance

Abilities

Information Ordering
Problem Sensitivity
Oral Expression
Deductive Reasoning
Visualization
Fluency of Ideas
Written Comprehension
Selective Attention
Memorization
Spatial Orientation

CONSTRUCTION MANAGEMENT

Paygrade	Task Type	Task Statements
E6	NON-CORE	Conduct three-phase quality control inspections
E5	CORE	Develop construction activities
E5	CORE	Develop construction environmental protection plans
E4	CORE	Develop construction estimates
E5	CORE	Develop construction project packages
E4	CORE	Develop construction project sketches and diagrams
E5	CORE	Develop construction safety plans
E5	CORE	Develop master activities
E5	CORE	Develop project three-phase quality control plans
E6	CORE	Establish construction site layouts
E5	CORE	Input project data into construction management software and tools
E5	CORE	Inspect construction materials
E5	CORE	Interpret construction project drawings and specifications
E4	CORE	Inventory project tools and materials
E5	CORE	Lead construction project crew
E7	CORE	Manage construction project resources

CONSTRUCTION MANAGEMENT (CONT'D)

Paygrade	Task Type	Task Statements
E7	CORE	Manage construction project(s)
E7	CORE	Manage construction safety plans
E7	CORE	Manage job site construction operations (e.g. quality control and safety plan implementation, job site information board, level III chart, etc.)
E7	CORE	Manage project quality control plan(s)
E7	CORE	Manage three-phase quality control process
E6	NON-CORE	Monitor construction project contracts
E6	CORE	Supervise construction project crew(s)
E5	CORE	Supervise construction project safety operations
E6	CORE	Supervise environmental protection plans
E6	CORE	Supervise planning and estimating operations
E6	CORE	Supervise project three-phase quality control process
E5	CORE	Turnover construction project
E6	CORE	Validate construction project packages
E5	NON-CORE	Validate project surveys and elevation data

EARTHWORK

Paygrade	Task Type	Task Statements
E5	CORE	Classify soil types
E4	CORE	Compact earthwork materials
E4	CORE	Compute earthwork mathematical equations (e.g. elevations, grade stakes, material volumes)
E4	CORE	Conduct site and elevation surveys
E5	CORE	Develop earthwork sketches and diagrams
E5	CORE	Develop site drainage plans
E4	CORE	Distribute water (i.e. water wagon, water tanker, water truck)
E4	CORE	Establish finished grade
E4	CORE	Establish rough grade
E4	CORE	Excavate ditch
E4	CORE	Excavate materials
E4	CORE	Excavate trench
E5	CORE	Interpret earthwork drawings and specifications
E4	CORE	Load soil and earth materials
E4	CORE	Prepare construction site (i.e. clearing, grubbing, stripping and pioneering)
E5	CORE	Stabilize earthwork materials
E5	CORE	Supervise scraper operations
E4	CORE	Transport soil and earth materials
E6	CORE	Validate earthwork surveys and elevation data

EQUIPMENT MANAGEMENT

Paygrade	Task Type	Task Statements
E5	CORE	Dispatch equipment
E5	CORE	Manage collateral equipage
E6	CORE	Manage equipment licensing programs
E7	CORE	Manage transportation operations
E5	CORE	Supervise equipment yard operations
E6	CORE	Supervise transportation operations

MATERIAL HANDLING EQUIPMENT (MHE)

Paygrade	Task Type	Task Statements
E4	CORE	Configure underslung loads using Material Handling Equipment (MHE) (i.e. utilizing certified rigging gear to lift load)
E4	CORE	Handle cargo and materials using Material Handling Equipment (MHE) (e.g. extended boom, rough terrain, container handling, warehouse, forklift)
E6	CORE	Manage Material Handling Equipment (MHE) licensing programs
E4	CORE	Perform aircraft loading and unloading Material Handling Equipment (MHE) operations
E4	CORE	Perform explosive ordnance Material Handling Equipment (MHE) operations

MINERAL PRODUCTS

Paygrade	Task Type	Task Statements
E5	CORE	Develop quarry layout
E7	CORE	Develop quarry plans
E4	CORE	Drill rock
E7	CORE	Manage ammunition and explosives qualification/certification programs
E7	CORE	Manage mineral products operations
E7	CORE	Manage quarry operations (e.g. mucking, sorting, transportation of blast rock)
E4	CORE	Mix concrete using transit mixer
E4	CORE	Perform quarry operations (e.g. mucking, sorting, transportation of blast rock)
E4	CORE	Produce material utilizing mineral products plant equipment (e.g. asphalt plant, concrete plant, washing/screening plant, crushers)
E6	CORE	Supervise quarry operations (e.g. mucking, sorting, transportation of blast rock)
E4	CORE	Transport concrete using transit mixer

PAVEMENTS

Paygrade	Task Type	Task Statements
E4	CORE	Apply asphalt surface treatments (e.g. chip seal, prime and tack coats, slurry coat)
E5	CORE	Develop pavement sketches and diagrams
E6	CORE	Manage asphalt placement
E4	CORE	Place asphalt
E5	CORE	Repair asphalt (e.g. patching a pothole, cold-patch)
E5	CORE	Supervise asphalt placement

SEABEE COMMON CORE

Paygrade	Task Type	Task Statements
E4	CORE	Apply combat life saving techniques
E5	NON-CORE	Assess airfield damage
E6	NON-CORE	Assist Maritime Prepositioning Force (MPF) operations
E4	NON-CORE	Conduct convoy security operations
E4	NON-CORE	Conduct crew-served weapons operational checks
E4	CORE	Conduct field communications equipment operational checks
E7	NON-CORE	Conduct Humanitarian Assistance and Disaster Relief (HADR)
E4	CORE	Conduct personal protection and decontamination (DECON) procedures
E4	CORE	Conduct small arms operational checks
E4	CORE	Employ Advance Base Functional Component (ABFC) systems
E4	NON-CORE	Employ crew-served weapons
E4	CORE	Employ field communications equipment
E4	CORE	Employ grenades, mines, and pyrotechnics
E4	CORE	Employ land survival techniques
E4	CORE	Employ small arms
E4	CORE	Maintain Personal Gear Issue (PGI)
E4	NON-CORE	Palletize cargo and equipment
E4	CORE	Patrol assigned areas
E5	NON-CORE	Perform arrival and departure airfield control group (AACG&DACG) procedures
E4	NON-CORE	Perform Chemical, Biological, Radiological, and Nuclear Defense (CBRND) reconnaissance (i.e. surveying, monitoring, and marking)
E7	CORE	Perform command and control of a company
E4	CORE	Perform command and control of a fire team
E6	CORE	Perform command and control of a platoon
E5	CORE	Perform command and control of a squad
E4	NON-CORE	Perform detailed troop and equipment decontamination (DECON)
E5	NON-CORE	Plan Advance Base Functional Component (ABFC) systems setup
E5	NON-CORE	Plan Airfield Damage Repair (ADR)
E5	NON-CORE	Plan convoy operations
E7	NON-CORE	Plan convoy security operations
E5	NON-CORE	Plan load for embarkation
E6	NON-CORE	Plan unit embarkation
E4	CORE	Prepare cargo and equipment for transport (e.g. weight, balance, and marking)
E4	NON-CORE	Prepare hazardous materials (HAZMAT) for transport
E4	NON-CORE	Repair damaged airfields
E4	CORE	Set tactical defenses
E6	NON-CORE	Supervise Advance Base Functional Component (ABFC) setup
E7	NON-CORE	Supervise Airfield Damage Repair (ADR) operations

SEABEE COMMON CORE (CONT'D)

Paygrade	Task Type	Task Statements
E7	NON-CORE	Supervise Chemical, Biological, Radiological, and Nuclear Defense (CBRND) operations
E6	NON-CORE	Supervise convoy operations
E6	NON-CORE	Supervise convoy security operations
E7	NON-CORE	Supervise embarkation and debarkation operations
E4	CORE	Transport troops and equipment (e.g. convoy)

TRANSPORTATION OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Conduct first echelon level maintenance on Civil Engineer Support Equipment (CESE)
E4	CORE	Conduct vehicle recovery operations (e.g. Medium Tactical Vehicle Replacement (MTVR), bulldozer)
E4	CORE	Configure load for transportation (i.e. proper weight and size distribution)
E4	CORE	Distribute fuel
E4	CORE	Secure equipment and materials for transportation
E4	CORE	Transport equipment and materials
E4	CORE	Transport explosive ordnance materials
E4	CORE	Transport personnel
E4	CORE	Transport water (i.e. water tank, water truck, six-con)

UNDERWATER CONSTRUCTION

Paygrade	Task Type	Task Statements
E5	NON-CORE	Conduct corrective maintenance on certified Diver's Life Support Systems (DLSS)
E5	NON-CORE	Conduct corrective maintenance on Self-Contained Underwater Breathing Apparatus (SCUBA) diving equipment
E5	NON-CORE	Conduct corrective maintenance on Surface Supplied Diving (SSD) equipment
E5	NON-CORE	Conduct corrective maintenance on underwater construction equipment and tools
E5	NON-CORE	Conduct maritime defensive operations
E5	NON-CORE	Conduct oceanographic surveys
E5	NON-CORE	Conduct preventive maintenance on cable systems
E5	NON-CORE	Conduct preventive maintenance on certified Diver's Life Support Systems (DLSS)
E5	NON-CORE	Conduct preventive maintenance on fleet moorings
E5	NON-CORE	Conduct preventive maintenance on pipelines
E5	NON-CORE	Conduct preventive maintenance on Self-Contained Underwater Breathing Apparatus (SCUBA) diving equipment
E5	NON-CORE	Conduct preventive maintenance on Surface Supplied Diving (SSD) equipment
E5	NON-CORE	Conduct preventive maintenance on underwater construction equipment and tools
E5	NON-CORE	Conduct preventive maintenance on waterfront facilities
E5	NON-CORE	Conduct terrestrial construction demolition using explosives
E5	NON-CORE	Conduct underwater construction demolition using explosives
E5	NON-CORE	Conduct underwater search and recovery operations

UNDERWATER CONSTRUCTION (CONT'D)

Paygrade	Task Type	Task Statements
E5	NON-CORE	Construct cable systems
E5	NON-CORE	Construct fleet moorings
E5	NON-CORE	Construct pipelines
E5	NON-CORE	Construct waterfront facilities
E5	NON-CORE	Deploy underwater vehicles (e.g. Remotely Operated Vehicle (ROV) / Autonomous Underwater Vehicle (AUV) / Unmanned Underwater Vehicle (UUV))
E5	NON-CORE	Inspect cable systems
E5	NON-CORE	Inspect fleet moorings
E5	NON-CORE	Inspect pipelines
E5	NON-CORE	Inspect waterfront facilities
E7	NON-CORE	Manage diving emergency incidents
E7	NON-CORE	Manage diving equipment maintenance and certification (e.g.Self-Contained Underwater Breathing Apparatus (SCUBA), Surface Supplied Diving (SSD), Diver's Life Support System (DLSS))
E7	NON-CORE	Manage light salvage operations
E7	NON-CORE	Manage Ocean Facilities inspection
E7	NON-CORE	Manage Ocean Facilities maintenance
E7	NON-CORE	Manage oceanographic survey teams
E7	NON-CORE	Manage Offshore Petroleum Distribution System (OPDS) operations
E7	NON-CORE	Manage terrestrial explosive construction demolition operations
E7	NON-CORE	Manage underwater construction equipment and tools maintenance
E7	NON-CORE	Manage underwater construction projects
E7	NON-CORE	Manage underwater explosive construction demolition operations
E7	NON-CORE	Manage underwater search and recovery operations
E7	NON-CORE	Manage watercraft program
E5	NON-CORE	Perform diving emergency procedures
E5	NON-CORE	Perform light salvage operations
E5	NON-CORE	Perform Offshore Petroleum Distribution System (OPDS) operations
E6	NON-CORE	Plan terrestrial explosive construction demolition
E6	NON-CORE	Plan underwater explosive construction demolition
E5	NON-CORE	Provide diving assistance during Maritime Prepositioning Force (MPF) operations
E5	NON-CORE	Repair cable systems
E5	NON-CORE	Repair fleet moorings
E5	NON-CORE	Repair pipelines
E5	NON-CORE	Repair waterfront facilities
E6	NON-CORE	Supervise construction of fleet moorings, waterfront facilities, pipelines, and cable Systems
E6	NON-CORE	Supervise diving emergency incidents

UNDERWATER CONSTRUCTION (CONT'D)

Paygrade	Task Type	Task Statements
E6	NON-CORE	Supervise diving equipment maintenance and certification (e.g.Self-Contained Underwater Breathing Apparatus (SCUBA), Surface Supplied Diving (SSD), Diver's Life Support System (DLSS))
E6	NON-CORE	Supervise hyperbaric treatments
E6	NON-CORE	Supervise inspection of fleet moorings, waterfront facilities, pipelines, and cable systems
E6	NON-CORE	Supervise light salvage operations
E6	NON-CORE	Supervise oceanographic survey team
E6	NON-CORE	Supervise Offshore Petroleum Distribution System (OPDS) operations
E6	NON-CORE	Supervise preventive maintenance of fleet moorings, waterfront facilities, pipelines, and cable systems
E6	NON-CORE	Supervise repairs of fleet moorings, waterfront facilities, pipelines, and cable systems
E6	NON-CORE	Supervise terrestrial explosive construction demolition operations
E6	NON-CORE	Supervise underwater construction equipment and tools maintenance
E6	NON-CORE	Supervise underwater explosive construction demolition operations
E6	NON-CORE	Supervise underwater search and recovery operations
E6	NON-CORE	Supervise watercraft crew during operations
E5	NON-CORE	Transport divers, personnel, and equipment using watercraft

WATER WELL

Paygrade	Task Type	Task Statements
E5	NON-CORE	Abandon well
E4	NON-CORE	Conduct corrective maintenance on water well equipment (e.g. rebuild mud pump, rebuild downhole hammer)
E6	NON-CORE	Determine drilling methods
E5	NON-CORE	Develop well
E5	NON-CORE	Drill well
E4	NON-CORE	Prep site for drilling
E5	NON-CORE	Repair wells
E7	NON-CORE	Select water well drilling sites
E7	NON-CORE	Submit water well closeout reports
E7	NON-CORE	Supervise water well drilling operations

WEIGHT HANDLING EQUIPMENT (WHE)

Paygrade	Task Type	Task Statements
E7	NON-CORE	Certify Weight Handling Equipment (WHE)
E5	NON-CORE	Conduct crane specialty operations (i.e. clamshell, dragline, pile driving)
E4	NON-CORE	Conduct first echelon maintenance on Weight Handling Equipment (WHE)
E5	CORE	Develop lift plan sketches and diagrams
E5	NON-CORE	Lift load using hook block (e.g. cargo handling, amphibious, shipboard)

WEIGHT HANDLING EQUIPMENT (WHE) (CONT'D)

Paygrade	Task Type	Task Statements
E5	NON-CORE	Load test Weight Handling Equipment (WHE)
E6	NON-CORE	Maintain Weight Handling Equipment (WHE) records
E6	NON-CORE	Manage Weight Handling Equipment (WHE) licensing programs
E5	NON-CORE	Perform specialized hook block operations (e.g. cargo handling, amphibious, shipboard)
E4	CORE	Rig load
E6	NON-CORE	Supervise crane crew operations
E7	NON-CORE	Supervise Weight Handling Equipment (WHE) load test
E6	NON-CORE	Supervise Weight Handling Equipment (WHE) maintenance

CHAPTER 32

ELECTRONICS TECHNICIAN
(ET)

NAVPERS 18068-32K
CH-77

Enclosure (1)

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

ELECTRONICS TECHNICIAN (ET)

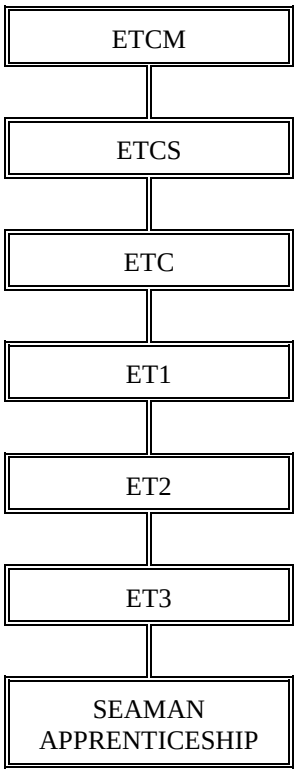
SCOPE OF RATING

Electronics Technicians (ET) perform, supervise, and manage the preventive and corrective maintenance, calibration, configuration, and alignment of cryptographic, radar, navigation, and Command, Control, Computer, Communication, and Intelligence (C4I) systems, utilizing test equipment and technical drawings.

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 32.

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 **Job Code**

Electronics Communications Technician 003723

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Installation, Maintenance, and Repair	TBD	ELECTRONICS COMMUNICATION TEC	E COM SYS TECH

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	ET	NEC VXXX series and other NECs as assigned.

Job Description

Electronic Communications Technicians maintain shore-based, ship-based, and portable communications equipment, including all associated cabling, computer, multiplexing, switching, cryptographic, recording, cooling water, and dry air systems; analyze equipment operation and align, troubleshoot, and repair equipment to the lowest replaceable unit; execute casualty control procedures, restoring operability for all assigned electronic equipment, and recognizing mission criticality and redundancies within systems; perform administrative functions that include updating casualty reporting messages, technical manuals, equipment maintenance records, and managing test equipment calibration requirements; complete fiber optic and basic soldering repair, electrical safety checks, and test equipment calibration; and supervise personnel who conduct tool and test equipment inventories, logistics support, and maintenance and testing of systems and equipment.

DoD Relationship

Group Title	*DoD Code*
Radio/Radar, General	110000

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
Telecommunications Equipment Installers and Repairers, Except Line Installers	49-2022.00	Installation, Maintenance, and Repair

Skills	Abilities
Operation Monitoring	*Deductive Reasoning*
Quality Control Analysis	*Selective Attention*
Complex Problem Solving	*Inductive Reasoning*
Operation and Control	*Problem Sensitivity*
Troubleshooting	*Time Sharing*
Equipment Selection	*Written Comprehension*
Repairing	*Manual Dexterity*
Coordination	*Written Expression*
Management of Material Resources	*Information Ordering*
Systems Analysis	*Control Precision*

AUXILIARY EQUIPMENT AND SUPPORT SYSTEMS

Paygrade	Task Type	Task Statements
E4	CORE	Configure auxiliary air and cooling water systems
E4	NON-CORE	Configure electrical, electronic, and mechanical calibration equipment
E4	CORE	Repair auxiliary air and cooling water systems
E4	NON-CORE	Repair electronic security systems
E4	CORE	Replace aloft equipment
E4	CORE	Test analog and digital General Purpose Electronic Test Equipment (GPETE)
E4	CORE	Test auxiliary air and cooling water systems
E4	NON-CORE	Test electrical, electronic, and mechanical calibration equipment
E4	NON-CORE	Test electronic security systems
E4	CORE	Troubleshoot analog and digital General Purpose Electronic Test Equipment (GPETE)
E4	CORE	Troubleshoot auxiliary air and cooling water systems
E4	NON-CORE	Troubleshoot electrical, electronic, and mechanical calibration equipment
E4	NON-CORE	Troubleshoot electronic security systems

COMMAND, CONTROL, COMPUTER, COMMUNICATION, AND INTELLIGENCE (C4I)

Paygrade	Task Type	Task Statements
E4	CORE	Configure Commercial-Off-The-Shelf (COTS) and Non-Program of Record (Non-POR) systems
E4	CORE	Configure computer and peripheral systems
E4	CORE	Configure cryptographic equipment
E4	NON-CORE	Configure Expeditionary Warfare (EXW) electronic equipment
E4	CORE	Configure high frequency radio communication systems (i.e., Extremely High Frequency (EHF), Super High Frequency (SHF), Ultra High Frequency (UHF), Very High Frequency (VHF), High Frequency (HF))
E4	NON-CORE	Configure low frequency radio communication systems (i.e., Low Frequency (LF), Very Low Frequency (VLF), and Extremely Low Frequency (ELF))
E4	NON-CORE	Configure portable communications systems
E4	CORE	Configure switching equipment (e.g., Automated Single Audio System (ASAS), Tactical Variant Switch (TVS), Automated Network Control Center (ANCC), etc.)
E4	CORE	Establish audio circuits
E4	CORE	Establish data links (dual-net multi-frequency data links and multi-frequency links)
E5	NON-CORE	Implement Communications Plans (COMPLANS)
E4	NON-CORE	Integrate Intelligence, Surveillance, and Reconnaissance (ISR) services (e.g., Global Broadcasting Systems (GBS), Communications Data Link System (CDLS), etc.)
E4	NON-CORE	Integrate portable communications systems (e.g., iridium, Portable Radio Communications (PRC), etc.)
E4	CORE	Load cryptographic keying material
E4	NON-CORE	Load image software
E4	CORE	Maintain Command, Control, Computer, Communication, and Intelligence (C4I) password accounts
E4	NON-CORE	Monitor portable communications systems (e.g., iridium, Portable Radio Communications (PRC), etc.)
E4	NON-CORE	Monitor Radio Frequency (RF) systems (e.g., Super High Frequency (SHF), Ultra High Frequency (UHF), Very High Frequency (VHF), Extremely High Frequency (EHF), High frequency (HF))
E4	NON-CORE	Monitor routing and switching devices
E4	NON-CORE	Perform End of Mission Sanitizations (EOMS)
E4	CORE	Repair audio switching systems
E4	CORE	Repair Command, Control, Computer, Communication, and Intelligence (C4I) antenna systems
E4	CORE	Repair Commercial-Off-The-Shelf (COTS) and Non-Program of Record (Non-POR) systems
E4	CORE	Repair computer and peripheral systems
E4	CORE	Repair data link systems
E4	CORE	Repair data multiplexing equipment
E4	NON-CORE	Repair Expeditionary Warfare (EXW) electronic equipment
E4	CORE	Repair Extremely High Frequency (EHF) systems
E4	NON-CORE	Repair Extremely Low Frequency (ELF) systems

COMMAND, CONTROL, COMPUTER, COMMUNICATION, AND INTELLIGENCE (C4I) (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Repair High Frequency (HF) systems
E4	NON-CORE	Repair Low Frequency (LF) systems
E4	CORE	Repair message routing systems
E4	CORE	Repair Super High Frequency (SHF) systems
E4	CORE	Repair Ultra High Frequency (UHF) systems
E4	CORE	Repair Very High Frequency (VHF) systems
E4	NON-CORE	Repair Very Low Frequency (VLF) systems
E4	CORE	Replace cryptographic equipment
E4	NON-CORE	Set up cryptographic equipment
E4	NON-CORE	Set up cryptographic networks
E4	CORE	Test audio switching systems
E4	CORE	Test Command, Control, Computer, Communication, and Intelligence (C4I) antenna systems
E4	CORE	Test Commercial-Off-The-Shelf (COTS) and Non-Program of Record (Non-POR) systems
E4	CORE	Test computer and peripheral systems
E4	CORE	Test cryptographic equipment
E4	CORE	Test data link systems
E4	CORE	Test data multiplexing equipment
E4	NON-CORE	Test Expeditionary Warfare (EXW) electronic equipment
E4	CORE	Test Extremely High Frequency (EHF) systems
E4	NON-CORE	Test Extremely Low Frequency (ELF) systems
E4	CORE	Test High Frequency (HF) systems
E4	NON-CORE	Test Low Frequency (LF) systems
E4	CORE	Test message routing systems
E4	CORE	Test Super High Frequency (SHF) systems
E4	CORE	Test Ultra High Frequency (UHF) systems
E4	CORE	Test Very High Frequency (VHF) systems
E4	NON-CORE	Test Very Low Frequency (VLF) systems
E4	CORE	Troubleshoot audio switching systems
E4	CORE	Troubleshoot Command, Control, Computer, Communication, and Intelligence (C4I) antenna systems
E4	CORE	Troubleshoot Commercial-Off-The-Shelf (COTS) and Non-Program of Record (Non-POR) systems
E4	CORE	Troubleshoot computer and peripheral systems
E4	CORE	Troubleshoot data link systems
E4	CORE	Troubleshoot data multiplexing equipment
E4	NON-CORE	Troubleshoot Expeditionary Warfare (EXW) electronic equipment
E4	CORE	Troubleshoot Extremely High Frequency (EHF) systems

COMMAND, CONTROL, COMPUTER, COMMUNICATION, AND INTELLIGENCE (C4I) (CONT'D)

Paygrade	Task Type	Task Statements
E4	NON-CORE	Troubleshoot Extremely Low Frequency (ELF) systems
E4	CORE	Troubleshoot High Frequency (HF) systems
E4	NON-CORE	Troubleshoot Low Frequency (LF) systems
E4	CORE	Troubleshoot message routing systems
E4	CORE	Troubleshoot Super High Frequency (SHF) systems
E4	CORE	Troubleshoot Ultra High Frequency (UHF) systems
E4	CORE	Troubleshoot Very High Frequency (VHF) systems
E4	NON-CORE	Troubleshoot Very Low Frequency (VLF) systems
E5	NON-CORE	Update network software and firmware

EQUIPMENT ADMINISTRATION

Paygrade	Task Type	Task Statements
E4	CORE	Collect equipment and systems status data
E4	CORE	Document equipment status
E4	CORE	Inspect work areas, tools, and electronic systems equipment
E4	CORE	Inventory controlled equipment
E4	CORE	Inventory Maintenance Assistance Modules (MAM)
E5	CORE	Maintain preventive maintenance documents
E5	CORE	Manage test equipment calibration programs
E4	CORE	Provide electronic equipment installation assistance
E5	NON-CORE	Receive Communications Security (COMSEC) materials
E5	NON-CORE	Report Electronic Key Management System (EKMS) discrepancies
E5	CORE	Review technical briefs, notices, and bulletins
E5	CORE	Supervise controlled equipment inventories
E5	CORE	Supervise Maintenance Assistance Modules (MAM) usage
E5	CORE	Supervise work center equipment and system configurations
E5	CORE	Update Combat Systems Operational Sequencing System (CSOSS)
E5	NON-CORE	Validate Communications Security (COMSEC) materials

TECHNICAL CORE FUNDAMENTALS

Paygrade	Task Type	Task Statements
E6	CORE	Analyze schematics (e.g., ship's drawings, mechanical drawings, electronic schematics, piping and valve drawings, etc.)
E4	CORE	Analyze technical manuals
E4	CORE	Conduct Emergency Action Plans (EAP) and Emergency Destruction Plans (EDP)
E4	CORE	Configure analog and digital General Purpose Electronic Test Equipment (GPETE)
E4	CORE	Configure combat systems equipment
E4	CORE	Configure electromechanical (synchro/servo) systems
E4	NON-CORE	Configure Special Purpose Electronic Test Equipment (SPETE)
E5	CORE	Control Electromagnetic Interference (EMI) and Radio Frequency Interference (RFI) effects on electronic systems

TECHNICAL CORE FUNDAMENTALS (CONT'D)

Paygrade	Task Type	Task Statements
E4	NON-CORE	Handle Communications Security (COMSEC) materials
E4	CORE	Inspect personal electronic equipment
E4	NON-CORE	Inventory Communications Security (COMSEC) materials
E4	NON-CORE	Perform basic soldering on electrical and electronic equipment
E4	CORE	Perform Combat Systems Operational Sequencing System (CSOSS) procedures (e.g., casualty responses/operations, normal operations, initialize/de-energize equipment, etc.)
E4	CORE	Perform corrosion prevention and control procedures on electronic equipment and systems
E4	CORE	Repair Alternating Current (AC) circuits
E4	CORE	Repair digital circuits
E4	CORE	Repair Direct Current (DC) circuits
E4	NON-CORE	Repair fiber optic cables and connectors
E4	CORE	Repair interconnecting cables and connectors
E4	NON-CORE	Repair power supplies
E4	NON-CORE	Repair Special Purpose Electronic Test Equipment (SPETE)
E4	CORE	Replace electromechanical (synchro/servo) systems
E6	CORE	Report electromagnetic interference
E4	CORE	Set Emission Control (EMCON) conditions
E4	CORE	Set Hazards of Electromagnetic Radiation to Ordnance (HERO)/Hazards of Electromagnetic Radiation to Personnel (HERP) conditions
E4	CORE	Test Alternating Current (AC) circuits
E4	CORE	Test digital circuits
E4	CORE	Test Direct Current (DC) circuits
E4	CORE	Test electromechanical (synchro/servo) systems
E4	CORE	Test fiber optic cables and connectors
E4	CORE	Test interconnecting cables and connectors
E4	CORE	Test power supplies
E4	NON-CORE	Test Special Purpose Electronic Test Equipment (SPETE)
E4	CORE	Troubleshoot Alternating Current (AC) circuits
E4	CORE	Troubleshoot Alternating Current and Direct Current (AC/DC) motors
E4	CORE	Troubleshoot digital circuits
E4	CORE	Troubleshoot Direct Current (DC) circuits
E4	CORE	Troubleshoot electromechanical (synchro/servo) systems
E4	CORE	Troubleshoot fiber optic cables and connectors
E4	CORE	Troubleshoot interconnecting cables and connectors
E4	CORE	Troubleshoot power supplies
E4	CORE	Troubleshoot Radio Frequency (RF) circuits
E4	NON-CORE	Troubleshoot Special Purpose Electronic Test Equipment (SPETE)

Job Title

Electronics Data Systems Technician

Job Code

003724

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Computer and Mathematical	TBD	ELECTRONICS DATA SYSTEMS TEC	E DATA SYS TEC

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	ET	NEC VXXX series and other NECs as assigned.

Job Description

Electronics Data Systems Technicians maintain data link, inertial navigation, tactical network, message routing, digital production/projection, calibration, fiber optics, micro-miniature module test and repair, computer-based, and peripheral computer systems; analyze equipment operation, establish computer and network configurations, and troubleshoot and repair computer-based equipment to the lowest replaceable unit; execute casualty control procedures, restoring operability for all assigned electronic equipment, recognizing mission criticality and redundancies within systems; perform administrative functions that include updating casualty reporting messages, technical manuals, equipment maintenance records, and managing test equipment calibration requirements; complete fiber optic and basic soldering repair, electrical safety checks, and test equipment calibration; and supervise personnel who conduct tool and test equipment inventories, logistics support, and maintenance and testing of systems and equipment.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Radio/Radar, General	110000	Network and Computer Systems Administrators	15-1142.00	Computer and Mathematical

Skills	Abilities
Operation Monitoring	*Deductive Reasoning*
Quality Control Analysis	*Selective Attention*
Operation and Control	*Inductive Reasoning*
Complex Problem Solving	*Problem Sensitivity*
Equipment Selection	*Written Comprehension*
Repairing	*Time Sharing*
Troubleshooting	*Manual Dexterity*
Coordination	*Written Expression*
Management of Material Resources	*Information Ordering*
Systems Analysis	*Control Precision*

AUXILIARY EQUIPMENT AND SUPPORT SYSTEMS

Paygrade	Task Type	Task Statements
E4	CORE	Configure auxiliary air and cooling water systems
E4	NON-CORE	Configure electrical, electronic, and mechanical calibration equipment
E4	CORE	Repair auxiliary air and cooling water systems
E4	NON-CORE	Repair electronic security systems
E4	CORE	Replace aloft equipment
E4	CORE	Test analog and digital General Purpose Electronic Test Equipment (GPETE)
E4	CORE	Test auxiliary air and cooling water systems
E4	NON-CORE	Test electrical, electronic, and mechanical calibration equipment
E4	NON-CORE	Test electronic security systems
E4	CORE	Troubleshoot analog and digital General Purpose Electronic Test Equipment (GPETE)
E4	CORE	Troubleshoot auxiliary air and cooling water systems
E4	NON-CORE	Troubleshoot electrical, electronic, and mechanical calibration equipment
E4	NON-CORE	Troubleshoot electronic security systems
E4	CORE	Configure Commercial-Off-The-Shelf (COTS) and Non-Program of Record (Non-POR) systems

COMMAND, CONTROL, COMPUTER, COMMUNICATION, AND INTELLIGENCE (C4I)

Paygrade	Task Type	Task Statements
E4	CORE	Configure computer and peripheral systems
E4	CORE	Configure cryptographic equipment
E4	NON-CORE	Configure Expeditionary Warfare (EXW) electronic equipment
E4	CORE	Configure network systems
E4	NON-CORE	Configure portable communications systems
E4	CORE	Configure switching equipment (e.g., Automated Single Audio System (ASAS), Tactical Variant Switch (TVS), Automated Network Control Center (ANCC), etc.)
E4	CORE	Establish data links (dual-net multi-frequency data links and multi-frequency links)
E5	NON-CORE	Implement Communications Plans (COMPLANS)
E4	NON-CORE	Integrate Intelligence, Surveillance, and Reconnaissance (ISR) services (e.g., Global Broadcasting Systems (GBS), Communications Data Link System (CDLS), etc.)
E4	NON-CORE	Integrate portable communications systems (e.g., iridium, Portable Radio Communications (PRC), etc.)
E4	CORE	Inventory network software and firmware
E4	CORE	Load cryptographic keying material
E4	NON-CORE	Load image software
E4	CORE	Maintain Command, Control, Computer, Communication, and Intelligence (C4I) password accounts
E4	NON-CORE	Monitor networks for vulnerabilities
E4	NON-CORE	Monitor portable communications systems (e.g., iridium, Portable Radio communications (PRC), etc.)
E4	NON-CORE	Monitor Radio Frequency (RF) systems (e.g., Super High Frequency (SHF), Ultra High Frequency (UHF), Very High Frequency (VHF), Extremely High Frequency (EHF), High frequency (HF))
E4	NON-CORE	Monitor routing and switching devices
E4	NON-CORE	Perform End of Mission Sanitizations (EOMS)
E4	NON-CORE	Perform Information Systems (IS) backups
E4	CORE	Repair Commercial-Off-The-Shelf (COTS) and Non-Program of Record (Non-POR) systems
E4	CORE	Repair computer and peripheral systems
E4	CORE	Repair data link systems
E4	CORE	Repair data multiplexing equipment
E4	NON-CORE	Repair Expeditionary Warfare (EXW) electronic equipment
E4	CORE	Repair High Frequency (HF) systems
E4	CORE	Repair message routing systems
E4	CORE	Repair network systems
E4	CORE	Repair Ultra High Frequency (UHF) systems
E4	CORE	Repair Very High Frequency (VHF) systems
E4	CORE	Replace cryptographic equipment
E4	NON-CORE	Set up cryptographic equipment

COMMAND, CONTROL, COMPUTER, COMMUNICATION, AND INTELLIGENCE (C4I) (CONT'D)

Paygrade	Task Type	Task Statements
E4	NON-CORE	Set up cryptographic networks
E4	CORE	Test audio switching systems
E4	CORE	Test Command, Control, Computer, Communication, and Intelligence (C4I) antenna systems
E4	CORE	Test Commercial-Off-The-Shelf (COTS) and Non-Program of Record (Non-POR) systems
E4	CORE	Test computer and peripheral systems
E4	CORE	Test cryptographic equipment
E4	CORE	Test data link systems
E4	CORE	Test data multiplexing equipment
E4	NON-CORE	Test Expeditionary Warfare (EXW) electronic equipment
E4	CORE	Test Extremely High Frequency (EHF) systems
E4	CORE	Test High Frequency (HF) systems
E4	CORE	Test message routing systems
E4	CORE	Test network systems
E4	CORE	Test Ultra High Frequency (UHF) systems
E4	CORE	Test Very High Frequency (VHF) systems
E4	CORE	Troubleshoot Command, Control, Computer, Communication, and Intelligence (C4I) antenna systems
E4	CORE	Troubleshoot Commercial-Off-The-Shelf (COTS) and Non-Program of Record (Non-POR) systems
E4	CORE	Troubleshoot computer and peripheral systems
E4	CORE	Troubleshoot data link systems
E4	CORE	Troubleshoot data multiplexing equipment
E4	NON-CORE	Troubleshoot Expeditionary Warfare (EXW) electronic equipment
E4	CORE	Troubleshoot Extremely High Frequency (EHF) systems
E4	CORE	Troubleshoot High Frequency (HF) systems
E4	CORE	Troubleshoot message routing systems
E4	CORE	Troubleshoot network systems
E4	CORE	Troubleshoot Ultra High Frequency (UHF) systems
E4	CORE	Troubleshoot Very High Frequency (VHF) systems
E5	NON-CORE	Update network software and firmware

EQUIPMENT ADMINISTRATION

Paygrade	Task Type	Task Statements
E4	CORE	Collect equipment and systems status data
E4	CORE	Document equipment status
E4	CORE	Inspect work areas, tools, and electronic systems equipment
E4	CORE	Inventory controlled equipment
E4	CORE	Inventory Maintenance Assistance Modules (MAM)

EQUIPMENT ADMINISTRATION (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Maintain preventive maintenance documents
E5	CORE	Manage test equipment calibration programs
E4	CORE	Provide electronic equipment installation assistance
E5	NON-CORE	Receive Communications Security (COMSEC) materials
E5	NON-CORE	Report Electronic Key Management System (EKMS) discrepancies
E5	CORE	Review technical briefs, notices, and bulletins
E5	CORE	Supervise controlled equipment inventories
E5	CORE	Supervise Maintenance Assistance Modules (MAM) usage
E5	CORE	Supervise work center equipment and system configurations
E5	CORE	Update Combat Systems Operational Sequencing System (CSOSS)
E5	NON-CORE	Validate Communications Security (COMSEC) materials

RADAR NAVIGATION AND IDENTIFICATION SYSTEMS

Paygrade	Task Type	Task Statements
E4	CORE	Configure navigation systems
E4	CORE	Extract data from navigation systems for diagnostics
E4	NON-CORE	Repair Identification Friend or Foe (IFF) systems
E4	CORE	Repair navigation systems
E4	CORE	Repair radar repeaters
E4	CORE	Repair radar systems
E4	CORE	Repair Tactical Air Navigation (TACAN) systems
E4	CORE	Test navigation systems
E4	CORE	Troubleshoot navigation systems

TECHNICAL CORE FUNDAMENTALS

Paygrade	Task Type	Task Statements
E6	CORE	Analyze schematics (e.g., ship's drawings, mechanical drawings, electronic schematics, piping and valve drawings, etc.)
E4	CORE	Analyze technical manuals
E4	CORE	Conduct Emergency Action Plans (EAP) and Emergency Destruction Plans (EDP)
E4	CORE	Configure analog and digital General Purpose Electronic Test Equipment (GPETE)
E4	CORE	Configure combat systems equipment
E4	CORE	Configure electromechanical (synchro/servo) systems
E4	NON-CORE	Configure Special Purpose Electronic Test Equipment (SPETE)
E5	CORE	Control Electromagnetic Interference (EMI) and Radio Frequency Interference (RFI) effects on electronic systems
E4	NON-CORE	Handle Communications Security (COMSEC) materials
E4	CORE	Inspect personal electronic equipment
E4	NON-CORE	Inventory Communications Security (COMSEC) materials
E4	NON-CORE	Perform basic soldering on electrical and electronic equipment

TECHNICAL CORE FUNDAMENTALS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Perform Combat Systems Operational Sequencing System (CSOSS) procedures (e.g., casualty responses/operations, normal operations, initialize/de-energize equipment, etc.)
E4	CORE	Perform corrosion prevention and control procedures on electronic equipment and systems
E4	CORE	Repair Alternating Current (AC) circuits
E4	CORE	Repair digital circuits
E4	CORE	Repair Direct Current (DC) circuits
E4	NON-CORE	Repair fiber optic cables and connectors
E4	CORE	Repair interconnecting cables and connectors
E4	NON-CORE	Repair power supplies
E4	NON-CORE	Repair Special Purpose Electronic Test Equipment (SPETE)
E4	CORE	Replace electromechanical (synchro/servo) systems
E6	CORE	Report electromagnetic interference
E4	CORE	Set Emission Control (EMCON) conditions
E4	CORE	Set Hazards of Electromagnetic Radiation to Ordnance (HERO)/Hazards of Electromagnetic Radiation to Personnel (HERP) conditions
E4	CORE	Test Alternating Current (AC) circuits
E4	CORE	Test digital circuits
E4	CORE	Test Direct Current (DC) circuits
E4	CORE	Test electromechanical (synchro/servo) systems
E4	CORE	Test fiber optic cables and connectors
E4	CORE	Test interconnecting cables and connectors
E4	CORE	Test power supplies
E4	NON-CORE	Test Special Purpose Electronic Test Equipment (SPETE)
E4	CORE	Troubleshoot Alternating Current (AC) circuits
E4	CORE	Troubleshoot Alternating Current and Direct Current (AC/DC) motors
E4	CORE	Troubleshoot digital circuits
E4	CORE	Troubleshoot Direct Current (DC) circuits
E4	CORE	Troubleshoot electromechanical (synchro/servo) systems
E4	CORE	Troubleshoot fiber optic cables and connectors
E4	CORE	Troubleshoot interconnecting cables and connectors
E4	CORE	Troubleshoot power supplies
E4	NON-CORE	Troubleshoot Special Purpose Electronic Test Equipment (SPETE)

Job Title

Electronics Radar Systems Technician

Job Code

003725

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Installation, Maintenance, and Repair	TBD	ELECTRONICS RADAR SYSTEMS TEC	E RDR SYS TECH

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	ET	NEC VXXX series and other NECs as assigned.

Job Description

Electronics Radar Systems Technicians maintain surface search, air search, and weather radar systems, radar video switchboards, synchro Identification Friend or Foe (IFF) equipment, and tactical air navigation equipment, including all associated cabling, cooling water, and dry air systems; analyze equipment operation and align, troubleshoot, and repair equipment to the lowest replaceable unit; execute casualty control procedures, restoring operability for all assigned electronic equipment, recognizing mission criticality and redundancies within systems; perform administrative functions that include updating casualty reporting messages, technical manuals, equipment maintenance records, and managing test equipment calibration requirements; complete fiber optic and basic soldering repair, electrical safety checks, and test equipment calibration; and supervise personnel who conduct tool and test equipment inventories, logistics support, and maintenance and testing of systems and equipment.

DoD Relationship

Group Title	*DoD Code*
Radio/Radar, General	110000

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
Electrical and Electronics Installers and Repairers, Transportation Equipment	49-2093.00	Installation, Maintenance, and Repair

Skills	Abilities
Operation Monitoring	*Deductive Reasoning*
Quality Control Analysis	*Selective Attention*
Operation and Control	*Inductive Reasoning*
Complex Problem Solving	*Problem Sensitivity*
Troubleshooting	*Time Sharing*
Equipment Selection	*Written Comprehension*
Repairing	*Manual Dexterity*
Management of Material Resources	*Written Expression*
Coordination	*Information Ordering*
Systems Analysis	*Control Precision*

AUXILIARY EQUIPMENT AND SUPPORT SYSTEMS

Paygrade	Task Type	Task Statements
E4	CORE	Configure auxiliary air and cooling water systems
E4	NON-CORE	Configure electrical, electronic, and mechanical calibration equipment
E4	CORE	Repair auxiliary air and cooling water systems
E4	NON-CORE	Repair electronic security systems
E4	CORE	Replace aloft equipment
E4	CORE	Test analog and digital General Purpose Electronic Test Equipment (GPETE)
E4	CORE	Test auxiliary air and cooling water systems
E4	NON-CORE	Test electrical, electronic, and mechanical calibration equipment
E4	NON-CORE	Test electronic security systems
E4	CORE	Troubleshoot analog and digital General Purpose Electronic Test Equipment (GPETE)
E4	CORE	Troubleshoot auxiliary air and cooling water systems
E4	NON-CORE	Troubleshoot electrical, electronic, and mechanical calibration equipment
E4	NON-CORE	Troubleshoot electronic security systems

COMMAND, CONTROL, COMPUTER, COMMUNICATION, AND INTELLIGENCE (C4I)

Paygrade	Task Type	Task Statements
E4	CORE	Configure Commercial-Off-The-Shelf (COTS) and Non-Program of Record (Non-POR) systems
E4	CORE	Configure computer and peripheral systems
E4	CORE	Configure cryptographic equipment
E4	NON-CORE	Configure Expeditionary Warfare (EXW) electronic equipment
E4	NON-CORE	Configure meteorological systems
E5	NON-CORE	Implement Communications Plans (COMPLANS)
E4	CORE	Load cryptographic keying material
E4	NON-CORE	Load image software
E4	CORE	Maintain Command, Control, Computer, Communication, and Intelligence (C4I) password accounts
E4	NON-CORE	Monitor Radio Frequency (RF) systems (e.g., Super High Frequency (SHF), Ultra High Frequency (UHF), Very High Frequency (VHF), Extremely High Frequency (EHF), High frequency (HF))
E4	NON-CORE	Perform End of Mission Sanitizations (EOMS)
E4	CORE	Repair Commercial-Off-The-Shelf (COTS) and Non-Program of Record (Non-POR) systems
E4	CORE	Repair computer and peripheral systems
E4	NON-CORE	Repair Expeditionary Warfare (EXW) electronic equipment
E4	NON-CORE	Repair meteorological systems
E4	CORE	Replace cryptographic equipment
E4	NON-CORE	Set up cryptographic equipment
E4	CORE	Test Commercial-Off-The-Shelf (COTS) and Non-Program of Record (Non-POR) systems
E4	CORE	Test computer and peripheral systems
E4	CORE	Test cryptographic equipment
E4	NON-CORE	Test Expeditionary Warfare (EXW) electronic equipment
E4	NON-CORE	Test meteorological systems
E4	CORE	Troubleshoot Commercial-Off-The-Shelf (COTS) and Non-Program of Record (Non-POR) systems
E4	CORE	Troubleshoot computer and peripheral systems
E4	NON-CORE	Troubleshoot Expeditionary Warfare (EXW) electronic equipment
E4	NON-CORE	Troubleshoot meteorological systems
E5	NON-CORE	Update network software and firmware

EQUIPMENT ADMINISTRATION

Paygrade	Task Type	Task Statements
E4	CORE	Collect equipment and systems status data
E4	CORE	Document equipment status
E4	CORE	Inspect work areas, tools, and electronic systems equipment

EQUIPMENT ADMINISTRATION (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Inventory controlled equipment
E4	CORE	Inventory Maintenance Assistance Modules (MAM)
E5	CORE	Maintain preventive maintenance documents
E5	CORE	Manage test equipment calibration programs
E4	CORE	Provide electronic equipment installation assistance
E5	NON-CORE	Receive Communications Security (COMSEC) materials
E5	NON-CORE	Report Electronic Key Management System (EKMS) discrepancies
E5	CORE	Review technical briefs, notices, and bulletins
E5	CORE	Supervise controlled equipment inventories
E5	CORE	Supervise Maintenance Assistance Modules (MAM) usage
E5	CORE	Supervise work center equipment and system configurations
E5	CORE	Update Combat Systems Operational Sequencing System (CSOSS)
E5	NON-CORE	Validate Communications Security (COMSEC) materials

RADAR NAVIGATION AND IDENTIFICATION SYSTEMS

Paygrade	Task Type	Task Statements
E4	CORE	Configure Commercial-Off-The-Shelf (COTS) radar systems. (e.g., furuno)
E4	NON-CORE	Configure Identification Friend or Foe (IFF) systems
E4	CORE	Configure navigation systems
E4	CORE	Configure radar repeaters
E4	CORE	Configure radar switchboards
E4	CORE	Configure radar systems
E4	CORE	Configure Tactical Air Navigation (TACAN) systems
E4	CORE	Extract data from navigation systems for diagnostics
E4	CORE	Repair Commercial-Off-The-Shelf (COTS) radar systems. (e.g., furuno)
E4	NON-CORE	Repair Identification Friend or Foe (IFF) systems
E4	CORE	Repair navigation systems
E4	CORE	Repair radar repeaters
E4	CORE	Repair radar switchboards
E4	CORE	Repair radar systems
E4	CORE	Repair Tactical Air Navigation (TACAN) systems
E4	CORE	Test Commercial-Off-The-Shelf (COTS) radar systems. (e.g., furuno)
E4	NON-CORE	Test Identification Friend or Foe (IFF) systems
E4	CORE	Test navigation systems
E4	CORE	Test radar repeaters
E4	CORE	Test radar switchboards
E4	CORE	Test radar systems
E4	CORE	Test Tactical Air Navigation (TACAN) systems
E4	CORE	Troubleshoot Commercial-Off-The-Shelf (COTS) radar systems. (e.g., furuno)

RADAR NAVIGATION AND IDENTIFICATION SYSTEMS (CONT'D)

Paygrade	Task Type	Task Statements
E4	NON-CORE	Troubleshoot Identification Friend or Foe (IFF) systems
E4	CORE	Troubleshoot navigation systems
E4	CORE	Troubleshoot radar repeaters
E4	CORE	Troubleshoot radar switchboards
E4	CORE	Troubleshoot radar systems
E4	CORE	Troubleshoot Tactical Air Navigation (TACAN) systems

TECHNICAL CORE FUNDAMENTALS

Paygrade	Task Type	Task Statements
E6	CORE	Analyze schematics (e.g., ship's drawings, mechanical drawings, electronic schematics, piping and valve drawings, etc.)
E4	CORE	Analyze technical manuals
E4	CORE	Conduct Emergency Action Plans (EAP) and Emergency Destruction Plans (EDP)
E4	CORE	Configure analog and digital General Purpose Electronic Test Equipment (GPETE)
E4	CORE	Configure combat systems equipment
E4	CORE	Configure electromechanical (synchro/servo) systems
E4	NON-CORE	Configure Special Purpose Electronic Test Equipment (SPETE)
E5	CORE	Control Electromagnetic Interference (EMI) and Radio Frequency Interference (RFI) effects on electronic systems
E4	NON-CORE	Handle Communications Security (COMSEC) materials
E4	CORE	Inspect personal electronic equipment
E4	NON-CORE	Inventory Communications Security (COMSEC) materials
E4	NON-CORE	Perform basic soldering on electrical and electronic equipment
E4	CORE	Perform Combat Systems Operational Sequencing System (CSOSS) procedures (e.g., casualty responses/operations, normal operations, initialize/de-energize equipment, etc.)
E4	CORE	Perform corrosion prevention and control procedures on electronic equipment and systems
E4	CORE	Repair Alternating Current (AC) circuits
E4	CORE	Repair digital circuits
E4	CORE	Repair Direct Current (DC) circuits
E4	NON-CORE	Repair fiber optic cables and connectors
E4	CORE	Repair interconnecting cables and connectors
E4	NON-CORE	Repair power supplies
E4	NON-CORE	Repair Special Purpose Electronic Test Equipment (SPETE)
E4	CORE	Replace electromechanical (synchro/servo) systems
E6	CORE	Report electromagnetic interference
E4	CORE	Set Emission Control (EMCON) conditions
E4	CORE	Set Hazards of Electromagnetic Radiation to Ordnance (HERO)/Hazards of Electromagnetic Radiation to Personnel (HERP) conditions
E4	CORE	Test Alternating Current (AC) circuits

TECHNICAL CORE FUNDAMENTALS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Test digital circuits
E4	CORE	Test Direct Current (DC) circuits
E4	CORE	Test electromechanical (synchro/servo) systems
E4	CORE	Test fiber optic cables and connectors
E4	CORE	Test interconnecting cables and connectors
E4	CORE	Test power supplies
E4	NON-CORE	Test Special Purpose Electronic Test Equipment (SPETE)
E4	CORE	Troubleshoot Alternating Current (AC) circuits
E4	CORE	Troubleshoot Alternating Current and Direct Current (AC/DC) motors
E4	CORE	Troubleshoot digital circuits
E4	CORE	Troubleshoot Direct Current (DC) circuits
E4	CORE	Troubleshoot electromechanical (synchro/servo) systems
E4	CORE	Troubleshoot fiber optic cables and connectors
E4	CORE	Troubleshoot interconnecting cables and connectors
E4	CORE	Troubleshoot power supplies
E4	CORE	Troubleshoot Radio Frequency (RF) circuits
E4	NON-CORE	Troubleshoot Special Purpose Electronic Test Equipment (SPETE)

Job Title

Electronics Systems Manager

Job Code

003726

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Installation, Maintenance, and Repair	TBD	ELECTRONICS SYSTEMS MANAGER	ELEC SYS MGR

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	ET	NEC VXXX series and other NECs as assigned.

Job Description

Electronics Systems Managers supervise technicians and manage equipment and systems; train junior technicians in Personnel Qualification Standards (PQS) and casualty control procedures; coordinate watchstanding, maintenance, troubleshooting, and testing efforts between work centers, divisions, departments, and contractors; report equipment capabilities, limitations, and reliability to senior personnel when there is degradation in mission capability; establish and monitor safety programs and instructions for personnel and platforms; supervise training programs; coordinate support, certifications, and inspections with outside activities; and draft and update Combat System Operational Sequence System (CSOSS) procedures, Standard Operating Procedures (SOPs), Job Qualification Requirements (JQRs), casualty reports, and technical manuals.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Radio/Radar, General	110000	First-Line Supervisors of Mechanics, Installers, and Repairers	49-1011.00	Installation, Maintenance, and Repair

Skills	Abilities
Management of Material Resources	*Written Comprehension*
Quality Control Analysis	*Written Expression*
Reading Comprehension	*Information Ordering*
Writing	*Problem Sensitivity*
Coordination	*Selective Attention*
Systems Analysis	*Inductive Reasoning*
Operation and Control	*Oral Expression*
Operation Monitoring	*Speed of Closure*
Systems Evaluation	*Category Flexibility*
Critical Thinking	*Dynamic Strength*

COMMAND, CONTROL, COMPUTER, COMMUNICATION, AND INTELLIGENCE (C4I)

Paygrade	Task Type	Task Statements
E6	CORE	Manage Command, Control, Computer, Communication, and Intelligence (C4I) password accounts
E6	CORE	Manage network software and firmware operations
E4	NON-CORE	Perform End of Mission Sanitizations (EOMS)

EQUIPMENT ADMINISTRATION

Paygrade	Task Type	Task Statements
E7	CORE	Approve equipment installations, testing, and alterations
E4	CORE	Collect equipment and systems status data
E6	NON-CORE	Collect spectrum requirements
E7	CORE	Coordinate equipment certifications and recertifications
E6	CORE	Develop Combat System Training Team (CSTT) scenarios
E6	NON-CORE	Develop Communications Plans (COMPLANS)
E6	NON-CORE	Develop Emergency Action Plans (EAP) and Emergency Destruction Plans (EDP)
E4	CORE	Document equipment status
E6	CORE	Draft Casualty Reports (CASREP)
E5	NON-CORE	Inspect security containers

EQUIPMENT ADMINISTRATION (CONT.)

Paygrade	Task Type	Task Statements
E4	CORE	Inspect work areas, tools, and electronic systems equipment
E4	CORE	Inventory controlled equipment
E6	NON-CORE	Maintain communications status boards
E5	CORE	Maintain preventive maintenance documents
E6	CORE	Manage controlled equipment
E7	CORE	Manage divisional equipment and system configurations
E7	CORE	Manage divisional maintenance operations
E7	CORE	Manage equipment Casualty Reporting (CASREP) process
E7	CORE	Manage equipment certifications and recertifications
E7	CORE	Manage safety programs and instructions (e.g., aloft, electrical equipment, etc.)
E5	CORE	Manage test equipment calibration programs
E6	CORE	Manage weapons and combat systems equipment alignment evolutions
E5	NON-CORE	Prepare local holder Electronic Key Management System (EKMS) reports
E6	NON-CORE	Prepare Satellite Access Requests (SAR), Gateway Access Request (GAR), After Action Reports (AAR), and End of Service Report (ESR)
E5	NON-CORE	Receive Communications Security (COMSEC) materials
E5	NON-CORE	Report Electronic Key Management System (EKMS) discrepancies
E5	CORE	Review technical briefs, notices, and bulletins
E5	CORE	Supervise controlled equipment inventories
E6	CORE	Supervise divisional equipment and system configurations
E6	CORE	Supervise divisional maintenance operations
E6	CORE	Supervise equipment installations, testing, and alterations
E5	CORE	Supervise work center maintenance operations
E5	CORE	Train technicians in casualty control procedures
E5	CORE	Update Combat Systems Operational Sequencing System (CSOSS)
E5	NON-CORE	Validate Communications Security (COMSEC) materials
E7	CORE	Verify equipment installations, testing, and alterations
E7	CORE	Verify procedural documents (e.g., Standard Operating Procedures (SOP), Temporary Standing Orders (TSO), Departure From Specifications (DFS), etc.)

TECHNICAL CORE FUNDAMENTALS

Paygrade	Task Type	Task Statements
E6	CORE	Analyze schematics (e.g., ship's drawings, mechanical drawings, electronic schematics, piping and valve drawings, etc.)
E4	CORE	Conduct Emergency Action Plans (EAP) and Emergency Destruction Plans (EDP)
E4	NON-CORE	Handle Communications Security (COMSEC) materials
E4	NON-CORE	Inventory Communications Security (COMSEC) materials
E4	CORE	Perform Combat Systems Operational Sequencing System (CSOSS) procedures (e.g., casualty responses/operations, normal operations, initialize/de-energize equipment, etc.)

CHAPTER 32

ELECTRONICS TECHNICIAN (ET)

NAVPERS 18068-32I
CH-70

Updated: April 2017

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

ELECTRONICS TECHNICIAN, NUCLEAR POWER (ETN)

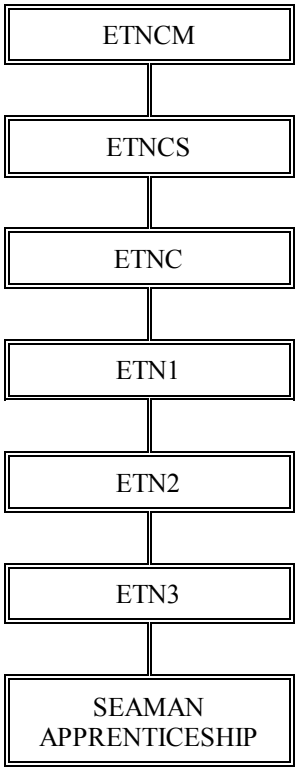
SCOPE OF RATING

Electronics Technicians, Nuclear Power (ETN) operate and maintain Naval Nuclear propulsion plants and associated equipment: supervise and administer Naval Nuclear propulsion plant operations; thoroughly understand reactor, electrical, and mechanical theory involved in the operation of the nuclear reactor, steam plant, propulsion plant, and auxiliary equipment; possess a detailed knowledge of reactor and steam plant chemistry and radiological controls; operate and perform organizational and intermediate maintenance on electronic equipment used for reactor control, instrumentation, measurement, alarm warning, power distribution, protection and airborne particulate radiation detection; operate General Purpose Test Equipment (GPTE) and auxiliary equipment; test, calibrate, maintain, and repair electronic and hydraulic-electric systems that support reactor plant operation on both surface and sub-surface ships.

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 32.

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 **Job Code**

Submarine Reactor Controls Operator 003779

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Production	TBD	SUB REACTOR CONTROLS OP	SS REAC CNT OP

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	ETN	NECs 3353, 3359

Job Description

Submarine Reactor Controls Operators perform operations and basic preventive maintenance of electronic equipment used for reactor control, rod control, protection and alarm system, primary plant instrumentation, nuclear instrumentation, primary plant control, steam generator water level control, and other electrical and electronic support equipment; possess a thorough understanding of reactor, electrical, and mechanical theory involved in the operation of nuclear reactors, steam plants, and auxiliary equipment; possess detailed knowledge of chemistry and radiological controls associated with the nuclear reactor; supervise the shutdown of the reactor plant; perform critical work functions required to repair and maintain equipment and move naval tactical forces; and work under the supervision of a mentor while learning their trade or skill.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Nuclear Power	166100	Nuclear Power Reactor Operators	51-8011.00	Production

Skills	Abilities
Operation Monitoring	*Problem Sensitivity*
Operation and Control	*Written Comprehension*
Reading Comprehension	*Deductive Reasoning*
Equipment Maintenance	*Arm-Hand Steadiness*
Systems Evaluation	*Manual Dexterity*
Complex Problem Solving	*Inductive Reasoning*
Troubleshooting	*Control Precision*
Quality Control Analysis	*Selective Attention*
Systems Analysis	*Finger Dexterity*
Writing	*Information Ordering*

INSTRUMENTATION AND CONTROLS MAINTENANCE

Paygrade	Task Type	Task Statements
E5	NON-CORE	Calibrate electrical meters
E5	NON-CORE	Calibrate mechanical gauges
E5	CORE	Conduct control rod testing
E5	CORE	Control maintenance on systems affecting remote operability
E5	CORE	Perform calorimetric calibrations
E4	CORE	Perform Feedwater Regulating Valve (FRV) preventative maintenance
E4	CORE	Perform hydraulic mechanical indicator preventative maintenance
E5	CORE	Perform preventative maintenance on Reactor Plant Instrumentation and Control Equipment (e.g. air particulate detectors, nuclear instrumentation, primary plant instrumentation, etc.)
E5	CORE	Perform static variable frequency converter preventative maintenance
E5	CORE	Repair Air Particulate Detectors (APD)
E5	CORE	Start up nuclear instrumentation systems
E5	CORE	Start up primary plant instrumentation systems
E6	CORE	Troubleshoot Air Particulate Detectors (APD)
E6	CORE	Troubleshoot hydraulic mechanical indicators
E5	CORE	Troubleshoot primary plant detectors

INSTRUMENTATION AND CONTROLS MAINTENANCE (CONT'D)

E5	CORE	Troubleshoot reactor instrumentation and control equipment (e.g. primary instrumentation, nuclear instrumentation, rod control, etc.)
E5	CORE	Troubleshoot Steam Generator Water Level Control (SGWLC) systems

RADIOLOGICAL CONTROL

Paygrade	Task Type	Task Statements
E4	CORE	Grant access to Radiological Controlled Areas (RCA)
E4	CORE	Maintain Radiological Controlled Area (RCA) records
E4	CORE	Survey primary valve radiological operations
E4	CORE	Survey Radiological Controlled Areas (RCA)

REACTOR PLANT SYSTEMS

Paygrade	Task Type	Task Statements
E4	CORE	Align reactor air systems
E4	CORE	Align reactor plant fresh water systems
E4	CORE	Analyze Air Particulate Detector (APD) indicators for trends
E4	CORE	Analyze nuclear instrumentation indicators
E4	CORE	Analyze primary plant control system parameters
E4	CORE	Analyze primary plant instrumentation indicators
E4	CORE	Analyze reactor plant trends
E4	CORE	Analyze rod control parameters
E4	CORE	Analyze shutdown electric plant trends
E4	CORE	Analyze shutdown reactor plant trends
E4	CORE	Collect samples from steam generators
E5	CORE	Conduct control rod transfer operations
E4	CORE	Conduct steam generator blowdowns
E5	CORE	Inspect discharge boundary valve positions
E4	CORE	Line up reactor plant valves
E4	CORE	Maintain reactor plant system parameters using support systems (e.g. coolant charging, discharge, coolant purification, etc.)
E5	NON-CORE	Perform infrequent nuclear instrumentation operations
E5	NON-CORE	Perform infrequent primary plant instrumentation system operations
E5	CORE	Perform maintenance on primary plant detectors
E5	NON-CORE	Remove primary plant detectors from service
E4	CORE	Shift electric plant lineups from normal and alternate control stations (e.g. Electric Plant Control Panel (EPCP), Emergency Switchboard Local Control Station (ESLCS), etc.)
E4	CORE	Shut down main steam systems
E5	CORE	Shut down reactor plant
E4	CORE	Start up main steam systems
E5	CORE	Start up reactor plant

REACTOR PLANT SYSTEMS (CONT'D)

E4	CORE	Supply propulsion using Emergency Propulsion Motor (EPM)
E4	CORE	Supply propulsion using Secondary Propulsion Motor (SPM)
E5	CORE	Verify conditions established for prevention of inadvertent discharges

TECHNICAL ADMINISTRATION

Paygrade	Task Type	Task Statements
E5	CORE	Complete remote operability of key reactor plant valves checklists
E5	CORE	Tag out reactor plant components (e.g. instrumentation and control, mechanical, and electrical system, etc.)

Job Title **Job Code**

Surface Reactor Controls Operator 003780

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Production	TBD	SUR REACTOR CONTROLS OP	SW REAC CNT OP

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	ETN	NECs 3383, 3389

Job Description

Surface Reactor Controls Operators perform operations and basic preventive maintenance of electronic equipment used for reactor control, rod control, protection and alarm system, primary plant instrumentation, nuclear instrumentation, primary plant control, steam generator water level control, and other electrical and electronic support equipment; possess a thorough understanding of reactor, electrical, and mechanical theory involved in the operation of nuclear reactors, steam plants, and auxiliary equipment; possess detailed knowledge of chemistry and radiological controls associated with the nuclear reactor; supervise the shutdown of the reactor plant; perform critical work functions required to repair and maintain equipment and move naval tactical forces; and work under the supervision of a mentor while learning their trade or skill.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Nuclear Power	166100	Nuclear Power Reactor Operators	51-8011.00	Production

Skills	Abilities
Equipment Maintenance	*Problem Sensitivity*
Reading Comprehension	*Written Comprehension*
Operation Monitoring	*Deductive Reasoning*
Operation and Control	*Inductive Reasoning*
Systems Evaluation	*Control Precision*
Complex Problem Solving	*Finger Dexterity*
Troubleshooting	*Information Ordering*
Quality Control Analysis	*Memorization*
Systems Analysis	*Oral Expression*
Writing	*Selective Attention*

INSTRUMENTATION AND CONTROLS MAINTENANCE

Paygrade	Task Type	Task Statements
E5	NON-CORE	Calibrate electrical meters
E5	NON-CORE	Calibrate mechanical gauges
E5	CORE	Conduct control rod testing
E5	CORE	Control maintenance on systems affecting remote operability
E5	CORE	Maintain continuous injection systems
E5	NON-CORE	Maintain Propulsion Plant Local Area Network (PPLAN) network settings
E4	NON-CORE	Maintain wire-free communication systems
E5	CORE	Perform automatic reactor fill initiation system preventative maintenance
E5	CORE	Perform calorimetric calibrations
E4	CORE	Perform Feedwater Regulating Valve (FRV) preventative maintenance
E4	CORE	Perform hydraulic mechanical indicator preventative maintenance
E5	CORE	Perform preventative maintenance on calorimetric calibration instrument systems
E5	CORE	Perform preventative maintenance on Reactor Plant Instrumentation and Control Equipment (e.g. air particulate detectors, nuclear instrumentation, primary plant instrumentation, etc.)
E4	CORE	Perform pump noise monitor preventative maintenance
E5	CORE	Repair Air Particulate Detectors (APD)

INSTRUMENTATION AND CONTROLS MAINTENANCE (CONT'D)

E5	CORE	Start up nuclear instrumentation systems
E5	CORE	Start up primary plant instrumentation systems
E6	CORE	Troubleshoot Air Particulate Detectors (APD)
E6	CORE	Troubleshoot hydraulic mechanical indicators
E5	CORE	Troubleshoot primary plant detectors
E5	CORE	Troubleshoot pump noise monitor systems
E5	CORE	Troubleshoot reactor instrumentation and control equipment (e.g. primary instrumentation, nuclear instrumentation, rod control, etc.)
E5	CORE	Troubleshoot Steam Generator Water Level Control (SGWLC) systems

RADIOLOGICAL CONTROL

Paygrade	Task Type	Task Statements
E4	CORE	Grant access to Radiological Controlled Areas (RCA)
E4	CORE	Maintain Radiological Controlled Area (RCA) records
E4	CORE	Survey Radiological Controlled Areas (RCA)

REACTOR PLANT SYSTEMS

Paygrade	Task Type	Task Statements
E4	CORE	Analyze Air Particulate Detector (APD) indicators for trends
E4	CORE	Analyze nuclear instrumentation indicators
E4	CORE	Analyze primary plant control system parameters
E4	CORE	Analyze primary plant instrumentation indicators
E4	CORE	Analyze reactor plant trends
E4	CORE	Analyze rod control parameters
E4	CORE	Analyze shutdown reactor plant trends
E5	CORE	Conduct control rod transfer operations
E5	NON-CORE	Perform infrequent nuclear instrumentation operations
E5	NON-CORE	Perform infrequent primary plant instrumentation system operations
E5	CORE	Perform maintenance on primary plant detectors
E5	NON-CORE	Remove primary plant detectors from service
E5	CORE	Shut down reactor plant
E5	CORE	Start up reactor plant

TECHNICAL ADMINISTRATION

Paygrade	Task Type	Task Statements
E5	CORE	Tag out reactor plant components (e.g. instrumentation and control, mechanical, and electrical system, etc.)

Job Title **Job Code**

Submarine Reactor Controls Supervisor 003787

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Production	TBD	SUB REACTOR CONTROLS SUP	SS REAC CNTSUP

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	ETN	NEC 3363

Job Description

Submarine Reactor Controls Supervisors perform advanced reactor controls operations and apply advanced level maintenance practices to reactor monitoring and control equipment; supervise operations, maintenance, and training for personnel assigned to the Reactor Controls Division; review correspondence; and perform audits of Reactor Controls Division programs; perform critical work functions required to move naval tactical forces; repair and maintain equipment; train forces and personnel; perform consequence management; work with little supervision; and serve as mentors to operators.

DoD Relationship

Group Title	*DoD Code*
Nuclear Power	166100

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
First-line Supervisors/Managers of Production and Operating Workers	51-1011.00	Production

Skills

Management of Material Resources

Repairing

Complex Problem Solving

Monitoring

Learning Strategies

Quality Control Analysis

Reading Comprehension

Speaking

Abilities

Written Comprehension

Selective Attention

Inductive Reasoning

Oral Expression

Written Expression

INSTRUMENTATION AND CONTROLS MAINTENANCE

Paygrade	Task Type	Task Statements
E5	CORE	Repair hydraulic mechanical indicators
E5	CORE	Repair reactor instrumentation and control equipment (e.g. primary instrumentation, nuclear instrumentation, rod control, etc.)
E5	CORE	Repair Steam Generator Water Level Control (SGWLC) systems
E5	CORE	Supervise division maintenance operations (e.g. electrical, mechanical, reactor control, etc.)

REACTOR PLANT SYSTEMS

Paygrade	Task Type	Task Statements
E7	NON-CORE	Supervise infrequent reactor plant operations

TECHNICAL ADMINISTRATION

Paygrade	Task Type	Task Statements
E6	NON-CORE	Conduct training on remote operability
E7	CORE	Manage Reactor Control division audit and surveillance programs

Job Title **Job Code**

Surface Reactor Controls Supervisor 003788

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Production	TBD	SUR REACTOR CONTROLS SUP	SW REAC CNTSUP

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	ETN	NEC 3393

Job Description

Surface Reactor Controls Supervisors perform advanced reactor controls operations and apply advanced level maintenance practices to reactor monitoring and control equipment; supervise operations, maintenance, and training for personnel assigned to the Reactor Controls Division; review correspondence and perform audits of Reactor Controls Division programs; perform the critical work functions required to move naval tactical forces; repair and maintain equipment; train forces and personnel; perform consequence management; work with little supervision; and serve as mentors to operators.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Nuclear Power	166100	First-line Supervisors/Managers of Production and Operating Workers	51-1011.00	Production

Skills	Abilities
Management of Material Resources	*Selective Attention*
Repairing	*Written Comprehension*
Complex Problem Solving	*Deductive Reasoning*
Critical Thinking	*Inductive Reasoning*
Monitoring	*Problem Sensitivity*
Operation Monitoring	
Troubleshooting	

INSTRUMENTATION AND CONTROLS MAINTENANCE

Paygrade	Task Type	Task Statements
E5	CORE	Repair automatic reactor fill initiation systems
E5	CORE	Repair calorimetric calibration instruments
E5	CORE	Repair continuous chemical injection systems
E5	CORE	Repair hydraulic mechanical indicators
E5	CORE	Repair reactor instrumentation and control equipment (e.g. primary instrumentation, nuclear instrumentation, rod control, etc.)
E5	CORE	Repair Steam Generator Water Level Control (SGWLC) systems
E6	CORE	Supervise automatic reactor fill initiation system maintenance
E6	CORE	Supervise calorimetric calibration instrument maintenance operations
E5	CORE	Supervise division maintenance operations (e.g. electrical, mechanical, reactor control, etc.)
E6	CORE	Troubleshoot automatic reactor fill initiation systems
E6	CORE	Troubleshoot calorimetric calibration instruments

REACTOR PLANT SYSTEMS

Paygrade	Task Type	Task Statements
E7	NON-CORE	Supervise infrequent reactor plant operations

Job Title **Job Code**

Submarine Reactor Controls Manager 003795

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Production	TBD	SUB REACTOR CONTROLS MGR	SS REAC CNTMGR

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	ETN	NECs 3359, 3363

Job Description

Submarine Reactor Controls Managers manage operations, maintenance, and training for personnel assigned to Reactor Controls Division and/or Engineering Department; review divisional and/or departmental correspondence; perform audits of divisional and/or departmental programs and training; perform critical work functions required to train forces and personnel; repair and maintain equipment; move naval tactical forces; and perform consequence management.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Nuclear Power	166100	Nuclear Power Reactor Operators	51-8011.00	Production

Skills	Abilities
Quality Control Analysis	*Written Comprehension*
Reading Comprehension	*Inductive Reasoning*
Coordination	*Written Expression*
Installation	*Deductive Reasoning*
Management of Material Resources	*Information Ordering*
Management of Personnel Resources	*Selective Attention*
Monitoring	*Visualization*

INSTRUMENTATION AND CONTROLS MAINTENANCE

Paygrade	Task Type	Task Statements
E7	CORE	Manage equipment modifications (e.g. reactor, non-reactor, etc.)
E7	CORE	Supervise Reactor Control Division testing operations

TECHNICAL ADMINISTRATION

Paygrade	Task Type	Task Statements
E6	CORE	Audit division records (e.g. electrical, mechanical, etc.)
E7	CORE	Audit engineering and reactor department records
E5	CORE	Plan division maintenance schedules, equipment availability, and personnel assignments
E6	CORE	Supervise Quality Assurance (QA) testing

Job Title **Job Code**

Surface Reactor Controls Manager 003796

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Production	TBD	SUR REACTOR CONTROLS MGR	SW REAC CNTMGR

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	ETN	NECs 3393, 3389

Job Description

Surface Reactor Controls Managers manage operations, maintenance, and training for personnel assigned to Reactor Controls Division and/or Reactor Department; review divisional and/or departmental correspondence and perform audits of divisional and/or departmental programs and training; perform critical work functions of train forces and personnel; repair and maintain equipment; move naval tactical forces; and perform consequence management.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Nuclear Power	166100	Nuclear Power Reactor Operators	51-8011.00	Production

Skills	Abilities
Quality Control Analysis	*Written Comprehension*
Reading Comprehension	*Written Expression*
Monitoring	*Inductive Reasoning*
Complex Problem Solving	*Selective Attention*
Coordination	*Deductive Reasoning*
Equipment Maintenance	*Information Ordering*
Installation	*Manual Dexterity*
Learning Strategies	*Oral Expression*
Management of Material Resources	*Visualization*
Management of Personnel Resources	

INSTRUMENTATION AND CONTROLS MAINTENANCE

Paygrade	Task Type	Task Statements
E7	CORE	Manage equipment modifications (e.g. reactor, non-reactor, etc.)
E7	CORE	Supervise Reactor Control Division testing operations

RADIOLOGICAL CONTROL

Paygrade	Task Type	Task Statements
E7	CORE	Verify discharge boundary valves prior to surface maintenance or evolutions

REACTOR PLANT SYSTEMS

Paygrade	Task Type	Task Statements
E7	CORE	Supervise surface ships casualty electrical distribution operations

TECHNICAL ADMINISTRATION

Paygrade	Task Type	Task Statements
E6	CORE	Audit division records (e.g. electrical, mechanical, etc.)
E7	CORE	Audit engineering and reactor department records
E6	NON-CORE	Conduct training on remote operability
E5	CORE	Plan division maintenance schedules, equipment availability, and personnel assignments
E6	CORE	Supervise Quality Assurance (QA) testing

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

ELECTRONICS TECHNICIAN, SUBMARINE, NAVIGATION (ETV)

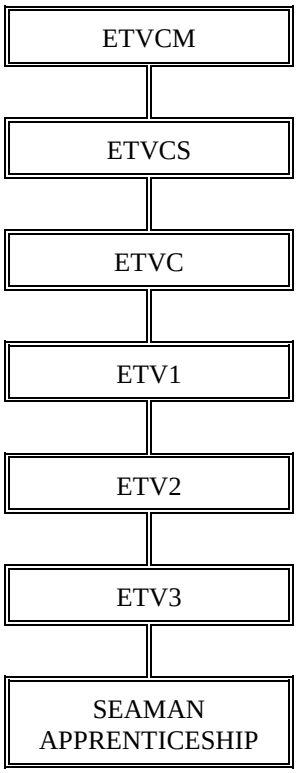
SCOPE OF RATING

Electronics Technicians, Submarine, Navigation (ETV) operate and perform maintenance on electronic equipment used for detection, tracking, recognition, and identification of maritime vessels and navigational aids; operate and perform maintenance on Interior Communications (IC), alarms, warnings and indicators, ship's control, entertainment, atmosphere control, instrumentation, and control systems; operate and maintain radar, gyrocompass, inertial navigation, and auxiliary equipment used to safely and accurately navigate all classes of submarines; maintain highly accurate navigation data for use by external systems and subsystems; develop and execute navigation plans; perform ship control, navigation, and lookout duties; procure, correct, use, and stow navigation publications and charts; and stand watch as assistants to officers of the deck and navigators.

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 32.

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 **Job Code**

Submarine Navigation Operator 001182

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Installation, Maintenance, and Repair	TBD	SUBMARINE NAVIGATION OPERATOR	SUB NAV OPER

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	ETV	NECs may include 14NO, 14XO, 14GM, 14XM, 14NM, 14NP, and 14TK

Job Description

Submarine Navigation Operators operate electronic equipment used for detection, tracking, recognition and identification of maritime vessels and aids to navigation; operate and perform basic preventive maintenance on radar systems, Interior Communications (IC) circuits, fathometers, Voyage Management Systems (VMS), alarm systems, ship's control stations, entertainment systems, gyrocompasses, Central Atmosphere Monitoring Systems (CAMS), liquid level detection and tank level indication circuits, flowmeters, pressure and temperature sensing circuits, valve position indicators, hovering systems, depth control systems, and missile compensation systems; procure, inventory, update, and correct navigation charts and publications, prepare navigation voyage plans, paper and electronic charts, and maintain navigation logs and records; and stand navigation-related watches and advise and make reports to the Officer of the Deck (OOD) on Navigation Rules and Regulations, navigation plans, and other navigation matters. Submarine Navigation Operators usually work under the Supervision of a Submarine Navigation Technician or Submarine Navigation Manager.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Navigation, Communication, and Countermeasure, N.E.C	110200	Electrical and Electronics Repairers, Commercial and Industrial Equipment	49-2094.00	Installation, Maintenance, and Repair

Skills	Abilities
Equipment Maintenance	*Deductive Reasoning*
Management of Material Resources	*Problem Sensitivity*
Critical Thinking	*Written Comprehension*
Mathematics	*Extent Flexibility*
Quality Control Analysis	*Mathematical Reasoning*
Operation and Control	*Information Ordering*
Systems Analysis	*Selective Attention*
Operation Monitoring	*Inductive Reasoning*
Complex Problem Solving	*Number Facility*
Systems Evaluation	*Finger Dexterity*

ADMINISTRATION

Paygrade	Task Type	Task Statements
E4	CORE	Compute celestial event times (e.g. sunrise/sunset, moonrise/moonset, high/low tides, etc.)
E4	CORE	Maintain navigation messages (e.g. Operational Orders (OPORD), Operations Schedules (OPSKED), Submarine Notices (SUBNOTE), etc.)
E4	CORE	Maintain navigation records (e.g. deck logs, bearing logs, position logs, etc.)
E5	CORE	Prepare navigational information data packages
E5	CORE	Update Strategic Weapons System (SWS) special publications

CHART PREPARATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Calculate turn information (e.g. slide bar, turn bearing, turn range, etc.)
E4	CORE	Correct nautical charts
E5	CORE	Create parameters for Commanding Officers Safe Operating Envelope (COSOE) (e.g. cross track error, red/yellow sounding, maximum operating depth, etc.)
E4	CORE	Establish voyage plans (e.g. Plan of Intended Movement (PIM), departure/arrival, Speed of Advance (SOA), etc.)
E5	CORE	Extract required information from navigation publications
E5	CORE	Maintain navigation chart and publication allowances (e.g. inventory, order, update, etc.)
E4	CORE	Plot anchorages
E4	CORE	Plot arc of visibility of lights
E4	CORE	Plot moving havens
E4	CORE	Plot navigational hazards (e.g. danger ranges, danger bearings, shoal water, etc.)
E5	CORE	Prepare charts for navigation (e.g. voyage plan checklists, piloting checklists)
E4	CORE	Report aids to navigation (e.g. buoy systems, natural or man-made navigation aids, navigation lights, etc.)
E5	CORE	Select required charts for proposed transits
E5	NON-CORE	Update intelligence plots

COMMUNICATIONS AND ALARM SYSTEMS

Paygrade	Task Type	Task Statements
E5	CORE	Adjust alarm switchboards
E4	CORE	Adjust amplified communication systems
E4	CORE	Align sound-powered telephone distribution matrices
E4	CORE	Clean alarm switchboards
E4	CORE	Clean amplified communication systems
E4	CORE	Clean liquid level alarm sensing devices
E4	CORE	Clean pressure alarm sensing devices
E4	CORE	Clean shore telephone systems
E4	CORE	Clean sound-powered telephone systems
E4	CORE	Derig shore telephone lines
E4	CORE	Inspect alarm switchboards
E4	CORE	Inspect amplified communication systems
E4	CORE	Inspect liquid level alarm sensing devices
E4	CORE	Inspect pressure alarm sensing devices
E4	CORE	Inspect shore telephone systems
E4	CORE	Inspect sound-powered telephone systems
E4	CORE	Install Portable Ship Control Units (PSCU)
E4	CORE	Remove Portable Ship Control Units (PSCU)

COMMUNICATIONS AND ALARM SYSTEMS (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Repair amplified communication system components (e.g. loud speakers, microphones, amplifiers, etc.)
E4	CORE	Repair shore telephone systems
E4	CORE	Repair sound-powered telephone systems
E4	CORE	Replace amplified communication system components
E4	CORE	Rig shore telephone lines
E4	CORE	Test alarm switchboards
E4	CORE	Test amplified communications system components (e.g. microphones, loudspeakers, intercommunicating stations, etc.)
E4	CORE	Test liquid level alarm sensing devices
E5	CORE	Test pressure alarm sensing devices
E5	CORE	Troubleshoot amplified communication systems components (e.g. microphones, loudspeakers, intercommunicating stations, etc.)
E4	CORE	Troubleshoot sound-powered telephone systems

ELECTRONIC NAVIGATION SYSTEMS

Paygrade	Task Type	Task Statements
E5	CORE	Calibrate Electromagnetic (EM) log indicator transmitters
E4	CORE	Clean Electromagnetic (EM) log indicator transmitters
E4	CORE	Clean gyrocompass systems
E4	CORE	Clean Inertial Navigation Systems (INS) and subsystems (e.g. Navigation Workstations (NWS), Navigation Sonar Systems (NSS), Inertial Navigation System (INS) consoles, etc.)
E4	CORE	Clean radar systems
E4	NON-CORE	Clean rodmeters
E4	CORE	Clean synchro signal amplifiers
E4	CORE	Clean Voyage Management System (VMS) components
E5	CORE	Configure navigation subsystem equipment software
E4	CORE	Establish Inertial Navigation Systems (INS) and subsystems required operating condition (e.g. startup, shut down, navigate, etc.)
E4	CORE	Establish required radar operating condition (e.g. startup, shut down, etc.)
E4	CORE	Establish required Voyage Management Systems (VMS) operating condition (e.g. start up, shutdown, etc.)
E5	CORE	Input navigation and voyage plans into the Voyage Management System (VMS)
E5	CORE	Inspect Electromagnetic (EM) log indicator transmitters
E4	CORE	Inspect gyrocompass systems
E4	CORE	Inspect Inertial Navigation Systems (INS) and subsystems (e.g. Navigation Sonar Systems (NSS), Inertial Navigation Systems (INS) consoles, Navigation Workstations (NWS), etc.)
E4	NON-CORE	Inspect rodmeters

ELECTRONIC NAVIGATION SYSTEMS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Inspect Voyage Management System (VMS) components
E4	CORE	Interpret fathometer displays
E5	CORE	Interpret Inertial Navigation System (INS) data
E4	CORE	Interpret radar displays
E4	CORE	Obtain sounding data using fathometers

GENERAL ELECTRICAL SYSTEMS

Paygrade	Task Type	Task Statements
E4	CORE	Adjust Central Atmosphere Monitoring System (CAMS) equipment
E5	CORE	Adjust mast position indication system components (e.g. limit switches, position switches, proximity magnet switches, etc.)
E4	CORE	Calibrate Central Atmosphere Monitoring System (CAMS) equipment
E4	NON-CORE	Clean aldis lamps
E4	CORE	Clean Central Atmosphere Monitoring System (CAMS) equipment
E4	CORE	Clean flow meter systems
E4	CORE	Clean mast position indication system components (e.g. limit switches, position switches, proximity magnet switches, etc.)
E4	CORE	Clean pressure sensing devices
E4	CORE	Clean ship's entertainment systems
E4	CORE	Clean synchro repeaters
E4	CORE	Clean Tank Level Indicator (TLI) systems
E4	CORE	Clean valve control system components
E4	CORE	Clean valve position indicating system components
E4	NON-CORE	Inspect aldis lamps
E4	CORE	Inspect Central Atmosphere Monitoring System (CAMS) equipment
E4	CORE	Inspect flowmeter systems
E4	CORE	Inspect mast position indication system components (e.g. limit switches, position switches, proximity magnet switches, etc.)
E4	CORE	Inspect pressure sensing devices
E4	NON-CORE	Inspect ship's entertainment systems
E4	CORE	Inspect Tank Level Indicator (TLI) systems
E4	NON-CORE	Inspect temperature monitoring systems
E4	CORE	Inspect valve control system components
E4	CORE	Inspect valve position indicating system components
E4	CORE	Maintain ship's entertainment systems
E4	CORE	Replace navigation lights
E4	CORE	Shutdown Central Atmosphere Monitoring System (CAMS) equipment
E4	CORE	Startup Central Atmosphere Monitoring System (CAMS) equipment
E4	CORE	Test ship's entertainment systems

MISCELLANEOUS

Paygrade	Task Type	Task Statements
E6	NON-CORE	Decode signals using Allied Tactical Publications (ATP)
E6	NON-CORE	Encode signals using Allied Tactical Publications (ATP)
E4	CORE	Maintain chronometers
E4	NON-CORE	Maintain entertainment media inventories
E4	CORE	Rig bridge (e.g. dive, surface, in port, etc.)
E4	NON-CORE	Supervise colors

NAVIGATION AND PILOTING

Paygrade	Task Type	Task Statements
E5	NON-CORE	Advise Officer of the Deck (OOD) of chain scope required for anchoring
E5	NON-CORE	Advise Officer of the Deck (OOD) of ocean depth and bottom (e.g. while at anchor, during piloting, submerged operations, etc.)
E4	CORE	Calculate environmental effects on ship's movements (e.g. wind, tide, set and drift, etc.)
E4	CORE	Calculate gyrocompass error
E4	CORE	Compare fathometer readings with charts
E4	CORE	Compute advance and transfer
E4	CORE	Compute azimuths
E4	CORE	Compute course and speed made good
E4	CORE	Compute position uncertainty
E5	CORE	Compute radar and visual offset
E5	NON-CORE	Conduct strike group operations
E4	CORE	Convert between Greenwich Mean Time (GMT) and Zone Time (ZT)
E4	CORE	Convert between relative bearings and true bearings
E4	CORE	Correlate speed, time, and distance
E6	CORE	Extract required information from Naval messages (e.g. Operational Orders (OPORD), Operations Schedules (OPSKED), Submarine Notices (SUBNOTE), etc.)
E4	CORE	Fix ship's position (e.g. bearing and range to single point, latitude/longitude, multiple soundings, etc.)
E4	NON-CORE	Identify reduced visibility situations
E4	NON-CORE	Identify signal flags and pennant displays
E4	CORE	Interpret navigation sound signals (e.g. bell, gong, whistle, etc.)
E4	NON-CORE	Monitor Very High Frequency (VHF) equipment while on surface
E4	CORE	Obtain visual bearings (e.g. alidade, periscope, seaman's eye, etc.)
E4	CORE	Plot ship's position
E4	CORE	Plot weather message information
E4	CORE	Provide courses for ship's positioning (e.g. precision anchoring, storm evasion, contact management, etc.)

NAVIGATION AND PILOTING (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Provide recommended actions based on Navigation Rules and Regulations
E4	NON-CORE	Report distress signals (e.g. flares, whistles, flags/pennants, etc.)

POWER GENERATION AND DISTRIBUTION SYSTEMS

Paygrade	Task Type	Task Statements
E4	CORE	Align Action Cut-Out (ACO) switchboards
E4	CORE	Align Interior Communications (IC) switchboards
E4	CORE	Clean Action Cut-Out (ACO) switchboards
E4	CORE	Clean Interior Communications (IC) switchboards
E4	CORE	Inspect Action Cut-Out (ACO) switchboard components
E4	CORE	Inspect Interior Communications (IC) switchboards
E4	CORE	Shift power sources using bus transfer devices (e.g. Automatic, Manual, etc.)

SHIP CONTROL SYSTEMS

Paygrade	Task Type	Task Statements
E4	CORE	Clean Ballast Control Panels (BCP)
E4	CORE	Clean depth control systems (e.g. hovering, forward hovering, missile compensation, etc.)
E4	CORE	Clean depth sensing systems
E4	CORE	Clean Ship's Control Panels (SCP)
E4	CORE	Clean ship's control system components (e.g. Position Control Units (PCU), feedback transmitters, display screens, etc.)
E4	CORE	Inspect depth control systems (e.g. hovering, forward hovering, missile compensation, etc.)

Job Title **Job Code**

Submarine Navigation Technician 001187

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Installation, Maintenance, and Repair	TBD	SUBMARINE NAVIGATION TEC	SUB NAV TECH

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	ETV	NECs may include 14NO, 14XO, 14GM, 14XM, 14NM, 14NP, and 14TK

Job Description

Submarine Navigation Technicians maintain, troubleshoot, and repair electronic equipment used for detection, tracking, recognition, and identification of maritime vessels; operate and maintain radar systems, Interior Communications (IC) circuits, Voyage Management Systems (VMS), alarm systems, ship's control stations, entertainment systems, gyrocompasses, Central Atmosphere Monitoring Systems (CAMS), liquid level detection and tank level indication circuits, flowmeters, pressure and temperature sensing circuits, valve position indicators, hovering systems, depth control systems, and missile compensation systems; read and interpret schematics and block diagrams; apply general working knowledge of electricity and electronics to repair equipment and interfacing devices; localize malfunctions and repair or replace faulty parts or subassemblies; align, adjust, calibrate, and perform corrective maintenance on navigation equipment; and supervise maintenance, draft naval messages, develop navigation divisional watch bills, maintain navigation division records. Submarine Navigation Technicians work independent and train Submarine Navigation Operators.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Navigation, Communication, and Countermeasure, N.E.C	110200	Electrical and Electronics Repairers, Commercial and Industrial Equipment	49-2094.00	Installation, Maintenance, and Repair

Skills	Abilities
Troubleshooting	*Deductive Reasoning*
Equipment Maintenance	*Problem Sensitivity*
Complex Problem Solving	*Inductive Reasoning*
Systems Analysis	*Selective Attention*
Operation and Control	*Multi-limb Coordination*
Critical Thinking	*Finger Dexterity*
Repairing	*Written Comprehension*
Quality Control Analysis	*Mathematical Reasoning*
Operation Monitoring	*Information Ordering*
Systems Evaluation	*Manual Dexterity*

ADMINISTRATION

Paygrade	Task Type	Task Statements
E5	NON-CORE	Create Quality Assurance (QA) packages
E4	NON-CORE	Interpret schematic diagrams
E4	CORE	Maintain navigation messages (e.g. Operational Orders (OPORD), Operations Schedules (OPSKED), Submarine Notices (SUBNOTE), etc.)
E5	CORE	Prepare navigational information data packages
E5	CORE	Prepare piloting and operations briefs
E6	CORE	Verify schematics

CHART PREPARATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Correct nautical charts
E5	CORE	Create parameters for Commanding Officers Safe Operating Envelope (COSOE) (e.g. cross track error, red/yellow sounding, maximum operating depth, etc.)
E5	CORE	Extract required information from navigation publications
E5	CORE	Maintain navigation chart and publication allowances (e.g. inventory, order, update, etc.)
E4	CORE	Plot moving havens

COMMUNICATIONS AND ALARM SYSTEMS

Paygrade	Task Type	Task Statements
E5	CORE	Adjust alarm switchboards
E4	CORE	Adjust amplified communication systems
E4	CORE	Clean pressure alarm sensing devices
E4	CORE	Clean shore telephone systems
E4	CORE	Derig shore telephone lines
E4	CORE	Inspect alarm switchboards
E4	CORE	Inspect amplified communication systems
E4	CORE	Inspect liquid level alarm sensing devices
E4	CORE	Inspect pressure alarm sensing devices
E4	CORE	Inspect shore telephone systems
E4	CORE	Inspect sound-powered telephone systems
E4	CORE	Install Portable Ship Control Units (PSCU)
E5	NON-CORE	Program shore telephone systems
E4	CORE	Remove Portable Ship Control Units (PSCU)
E5	CORE	Repair alarm switchboards
E5	CORE	Repair amplified communication system components (e.g. loud speakers, microphones, amplifiers, etc.)
E4	CORE	Repair liquid level alarm sensing devices
E5	CORE	Repair pressure alarm sensing devices
E4	CORE	Repair shore telephone systems
E4	CORE	Repair sound-powered telephone systems
E4	CORE	Replace amplified communication system components
E4	CORE	Test alarm switchboards
E4	CORE	Test amplified communications system components (e.g. microphones, loudspeakers, intercommunicating stations, etc.)
E4	CORE	Test liquid level alarm sensing devices
E5	CORE	Test pressure alarm sensing devices
E5	CORE	Troubleshoot alarm switchboards

COMMUNICATIONS AND ALARM SYSTEMS (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Troubleshoot amplified communication systems components (e.g. microphones, loudspeakers, intercommunicating stations, etc.)
E5	CORE	Troubleshoot Portable Ship Control Units (PSCU)
E5	NON-CORE	Troubleshoot pressure alarm sensing devices
E4	CORE	Troubleshoot shore telephone systems
E4	CORE	Troubleshoot sound-powered telephone systems

ELECTRONIC NAVIGATION SYSTEMS

Paygrade	Task Type	Task Statements
E5	CORE	Adjust Inertial Navigation Systems (INS) and subsystems (e.g. Global Positioning Systems (GPS), Navigation Sonar Systems (NSS), Inertial Navigation Systems (INS) Consoles, etc.)
E5	CORE	Adjust synchro signal amplifiers
E5	CORE	Calibrate Electromagnetic (EM) log indicator transmitters
E4	CORE	Calibrate gyrocompass systems
E5	CORE	Calibrate Inertial Navigation Systems (INS) and subsystems (e.g. Internal Frequency Standards (IFS), Navigation Sonar Systems (NSS), Inertial Navigation Systems (INS) Consoles, etc.)
E4	CORE	Clean Electromagnetic (EM) log indicator transmitters
E4	CORE	Clean synchro signal amplifiers
E4	CORE	Clean Voyage Management System (VMS) components
E5	CORE	Configure navigation subsystem equipment software
E4	CORE	Establish Inertial Navigation Systems (INS) and subsystems required operating condition (e.g. startup, shut down, navigate, etc.)
E4	CORE	Establish required radar operating condition (e.g. startup, shut down, etc.)
E4	CORE	Establish required Voyage Management Systems (VMS) operating condition (e.g. start up, shutdown, etc.)
E5	CORE	Evaluate Inertial Navigation Systems (INS) and subsystems performance (e.g. Global Positioning Systems (GPS), Navigation Sonar Systems (NSS), Inertial Navigation Systems (INS) Consoles, etc.)
E5	CORE	Input navigation and voyage plans into the Voyage Management System (VMS)
E5	CORE	Inspect Electromagnetic (EM) log indicator transmitters
E4	CORE	Inspect gyrocompass systems
E4	CORE	Inspect Inertial Navigation Systems (INS) and subsystems (e.g. Navigation Sonar Systems (NSS), Inertial Navigation Systems (INS) consoles, Navigation Workstations (NWS), etc.)
E4	CORE	Inspect radar system components
E4	NON-CORE	Inspect rodmeters
E5	CORE	Inspect synchro signal amplifiers
E4	CORE	Inspect Voyage Management System (VMS) components
E4	CORE	Interpret fathometer displays

ELECTRONIC NAVIGATION SYSTEMS (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Interpret Inertial Navigation System (INS) data
E4	CORE	Interpret radar displays
E4	CORE	Obtain sounding data using fathometers
E5	CORE	Repair Inertial Navigation Systems (INS) and subsystems (e.g. Navigation Workstations (NWS), Navigation Sonar Systems (NSS), Inertial Navigation System (INS) consoles, etc.)
E5	CORE	Replace Electromagnetic (EM) log indicator transmitter components
E5	CORE	Replace radar system components
E5	CORE	Replace Voyage Management System (VMS) components (e.g. drives, screens, peripheral devices, etc.)
E5	CORE	Troubleshoot Electromagnetic (EM) log indicator transmitters and rodmeters
E5	CORE	Troubleshoot gyrocompass systems
E5	CORE	Troubleshoot Inertial Navigation Systems (INS) and subsystems (e.g. Navigation Workstations (NWS), Navigation Sonar Systems (NSS), Inertial Navigation System (INS) consoles, etc.)
E5	CORE	Troubleshoot radar system components
E5	CORE	Troubleshoot synchro signal amplifiers
E5	CORE	Troubleshoot Voyage Management Systems (VMS)

GENERAL ELECTRICAL SYSTEMS

Paygrade	Task Type	Task Statements
E4	CORE	Adjust Central Atmosphere Monitoring System (CAMS) equipment
E5	NON-CORE	Adjust data transmission systems
E5	CORE	Adjust mast position indication system components (e.g. limit switches, position switches, proximity magnet switches, etc.)
E5	CORE	Adjust synchro repeater system components
E4	CORE	Adjust valve control system components
E5	CORE	Adjust valve position indicating system components
E4	CORE	Calibrate Central Atmosphere Monitoring System (CAMS) equipment
E5	NON-CORE	Calibrate pressure sensing devices
E5	NON-CORE	Calibrate temperature monitoring systems
E4	CORE	Clean Central Atmosphere Monitoring System (CAMS) equipment
E4	CORE	Clean pressure sensing devices
E4	CORE	Inspect Central Atmosphere Monitoring System (CAMS) equipment
E4	CORE	Inspect flowmeter systems
E4	CORE	Inspect mast position indication system components (e.g. limit switches, position switches, proximity magnet switches, etc.)
E4	CORE	Inspect pressure sensing devices
E5	CORE	Inspect synchro repeaters
E4	CORE	Inspect Tank Level Indicator (TLI) systems

GENERAL ELECTRICAL SYSTEMS (CONT'D)

Paygrade	Task Type	Task Statements
E4	NON-CORE	Inspect temperature monitoring systems
E4	CORE	Inspect valve control system components
E4	CORE	Inspect valve position indicating system components
E4	CORE	Maintain ship's entertainment systems
E5	CORE	Repair flowmeter systems
E5	CORE	Repair pressure sensing devices
E5	NON-CORE	Repair ship's entertainment systems
E5	CORE	Replace Central Atmosphere Monitoring System (CAMS) equipment components
E5	CORE	Replace mast position indicating system components
E4	CORE	Replace navigation lights
E4	CORE	Replace synchro repeater system components
E4	CORE	Replace valve control system components
E4	CORE	Replace valve position indicating system components
E4	CORE	Shutdown Central Atmosphere Monitoring System (CAMS) equipment
E4	CORE	Startup Central Atmosphere Monitoring System (CAMS) equipment
E4	CORE	Test ship's entertainment systems
E5	CORE	Troubleshoot mast position indication system components (e.g. limit switches, position switches, proximity magnet switches, etc.)
E5	CORE	Troubleshoot Central Atmosphere Monitoring System (CAMS) equipment
E5	CORE	Troubleshoot flowmeter system components
E5	NON-CORE	Troubleshoot pressure sensing devices
E4	NON-CORE	Troubleshoot ship's entertainment systems
E5	CORE	Troubleshoot synchro repeaters
E5	CORE	Troubleshoot Tank Level Indicator (TLI) system components
E4	CORE	Troubleshoot valve control system components
E4	CORE	Troubleshoot valve position indication system components

MISCELLANEOUS

Paygrade	Task Type	Task Statements
E6	NON-CORE	Decode signals using Allied Tactical Publications (ATP)
E6	NON-CORE	Encode signals using Allied Tactical Publications (ATP)
E4	CORE	Rig bridge (e.g. dive, surface, in port, etc.)
E4	NON-CORE	Supervise colors

NAVIGATION AND PILOTING

Paygrade	Task Type	Task Statements
E4	CORE	Calculate environmental effects on ship's movements (e.g. wind, tide, set and drift, etc.)
E4	CORE	Compare fathometer readings with charts
E4	CORE	Compare gyrocompass and inertial headings
E4	CORE	Compute advance and transfer
E4	CORE	Compute azimuths
E4	CORE	Compute position uncertainty
E5	CORE	Compute radar and visual offset
E5	NON-CORE	Conduct strike group operations
E4	CORE	Convert between relative bearings and true bearings
E4	CORE	Correlate speed, time, and distance
E5	CORE	Evaluate radar information
E6	CORE	Extract required information from Naval messages (e.g. Operational Orders (OPORD), Operations Schedules (OPSKED), Submarine Notices (SUBNOTE), etc.)
E4	CORE	Fix ship's position (e.g. bearing and range to single point, latitude/longitude, multiple soundings, etc.)
E4	NON-CORE	Identify reduced visibility situations
E4	NON-CORE	Identify signal flags and pennant displays
E4	CORE	Interpret navigation sound signals (e.g. bell, gong, whistle, etc.)
E4	NON-CORE	Monitor Very High Frequency (VHF) equipment while on surface
E4	CORE	Plot weather message information
E4	CORE	Provide courses for ship's positioning (e.g. precision anchoring, storm evasion, contact management, etc.)

POWER GENERATION AND DISTRIBUTION SYSTEMS

Paygrade	Task Type	Task Statements
E4	CORE	Align Action Cut-Out (ACO) switchboards
E4	CORE	Inspect Action Cut-Out (ACO) switchboard components
E4	CORE	Inspect Interior Communications (IC) switchboards
E5	CORE	Repair Action Cut-Out (ACO) switchboards
E5	CORE	Repair Interior Communications (IC) switchboards
E5	CORE	Troubleshoot Action Cut-Out (ACO) switchboards
E5	CORE	Troubleshoot Interior Communications (IC) switchboards

SHIP CONTROL SYSTEMS

Paygrade	Task Type	Task Statements
E5	CORE	Adjust Ballast Control Panels (BCP)
E5	CORE	Adjust depth control systems (e.g. hovering, forward hovering, missile compensation, etc.)
E5	CORE	Adjust depth sensing system components
E5	CORE	Adjust Ship's Control Panels (SCP)
E5	CORE	Adjust ship's control system components (e.g. planes angle transmitters, depth/course rate, Diagnostic and Maintenance Computer (DMAC), etc.)
E5	CORE	Calibrate depth control systems (e.g. hovering, forward hovering, missile compensation, etc.)
E5	CORE	Calibrate depth sensing system components
E4	CORE	Inspect Ballast Control Panels (BCP)
E4	CORE	Inspect depth control systems (e.g. hovering, forward hovering, missile compensation, etc.)
E4	CORE	Inspect depth sensing system components
E4	CORE	Inspect Ship's Control Panels (SCP)
E4	CORE	Inspect ship's control system components (e.g. planes angle transmitters, depth/course rate, Remote Interface Controllers (RIC), etc.)
E5	CORE	Remove depth sensing system components
E5	CORE	Repair Ballast Control Panels (BCP)
E5	CORE	Repair depth control systems (e.g. hovering, forward hovering, missile compensation, etc.)
E5	CORE	Repair Ship's Control Panel (SCP) components (e.g. Engine Order Telegraph (EOT), Diving Officers Control Panel (DOCP), Diving Officers Indicator Panel (DOIP), etc.)
E5	CORE	Repair ships control system components (e.g. Position Control Units (PCU), feedback transmitters, auxiliary indications, etc.)
E5	CORE	Replace depth sensing system components
E4	CORE	Replace ship's angle indicator system components (e.g. planes indicators, depth/course rate, depth/course error, etc.)
E5	CORE	Troubleshoot Ballast Control Panels (BCP)
E5	CORE	Troubleshoot depth control systems (e.g. hovering, forward hovering, missile compensation, etc.)
E5	CORE	Troubleshoot depth sensing systems
E4	CORE	Troubleshoot ship's angle indicator systems
E5	CORE	Troubleshoot Ship's Control Panels (SCP)
E5	CORE	Troubleshoot ship's control system components (e.g. Position Control Units (PCU), feedback transmitters, auxiliary indications, etc.)

Job Title **Job Code**

Submarine Navigation Manager 001192

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Installation, Maintenance, and Repair	TBD	SUBMARINE NAVIGATION MANAGER	SUB NAV MGR

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	ETV	NECs may include 14GM, 14NM, 14NP, 14NV, 14TK, and 14XM

Job Description

Submarine Navigation Managers develop and assess navigation training, audit division records, coordinate division maintenance, and coordinate equipment modifications; review naval correspondence, develop watch bills, and develop shipboard navigation instructions; evaluate piloting team performance; monitor maintenance quality control; supervise the repair of electronic systems and subsystems; use accounting procedures to maintain control of inventories and work flow; estimate time and support required for repair of equipment; provide technical and supervisory liaison between work centers; oversee the inventory, updating, and correcting of navigation charts and publications; develop navigation plans and voyage plans based on assigned operational tasking; stand watch as assistants to officers of the deck and navigator; train and supervise the Submarine Navigation Operators and Submarine Navigation Technicians in the performance of their assigned tasks; and advise the Officer of the Deck (OOD), Navigator, and Commanding Officer regarding the Navigation Rules and Regulations, current operations, and navigation requirements. Submarine Navigation Managers are very senior Electronics Technicians with significant navigation experience.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Navigation, Communication, and Countermeasure, N.E.C	110200	First-Line Supervisors/Managers of Mechanics, Installers, and Repairers	49-1011.00	Installation, Maintenance, and Repair

Skills	Abilities
Critical Thinking	*Mathematical Reasoning*
Mathematics	*Deductive Reasoning*
Complex Problem Solving	*Inductive Reasoning*
Judgment and Decision Making	*Problem Sensitivity*
Reading Comprehension	*Written Comprehension*
Coordination	*Information Ordering*
Management of Personnel Resources	*Selective Attention*
Monitoring	*Number Facility*
Speaking	*Written Expression*
Systems Evaluation	*Oral Expression*

ADMINISTRATION

Paygrade	Task Type	Task Statements
E7	CORE	Analyze equipment service logs (e.g. Central Atmosphere Monitoring System (CAMS), Ring Laser Gyro Navigator (RLGN), Ship's Control Station (SCS), etc.)
E6	CORE	Audit navigation records (e.g. deck logs, Voyage Management System (VMS) logs, fathometer logs, etc.)
E7	NON-CORE	Audit Quality Assurance (QA) packages
E6	CORE	Brief navigation operations and piloting requirements
E7	CORE	Evaluate navigation exercises
E4	NON-CORE	Interpret schematic diagrams
E6	CORE	Manage navigation division maintenance programs
E6	CORE	Manage Preventive Maintenance Management Programs (PMMP)
E6	CORE	Manage team training programs (e.g. piloting, strategic navigation, Interior Communication (IC), etc.)

ADMINISTRATION (CONT'D)

Paygrade	Task Type	Task Statements
E7	CORE	Plan operational missions (e.g. strategic patrols, coordinated operations, transits, etc.)
E6	CORE	Prepare local changes to navigation procedures (e.g. Standard Maintenance Procedures (SMP), Maintenance Requirements Cards (MRC), etc.)
E6	CORE	Prepare Naval messages (e.g. Operational Orders (OPORD), Operations Schedules (OPSKED), Submarine Notices (SUBNOTE), etc.)
E7	CORE	Prepare navigation exercises
E5	CORE	Prepare piloting and operations briefs
E6	NON-CORE	Review Quality Assurance (QA) packages
E5	NON-CORE	Supervise Quality Assurance (QA) testing procedures
E7	CORE	Verify local changes to navigation procedures (e.g. Standard Maintenance Procedures (SMP), Maintenance Requirements Cards (MRC), etc.)
E6	CORE	Verify schematics

CHART PREPARATIONS

Paygrade	Task Type	Task Statements
E5	CORE	Create parameters for Commanding Officers Safe Operating Envelope (COSOE) (e.g. cross track error, red/yellow sounding, maximum operating depth, etc.)
E4	CORE	Establish voyage plans (e.g. Plan of Intended Movement (PIM), departure/arrival, Speed of Advance (SOA), etc.)
E5	CORE	Extract required information from navigation publications
E5	CORE	Maintain navigation chart and publication allowances (e.g. inventory, order, update, etc.)
E4	CORE	Plot moving havens
E4	CORE	Plot navigational hazards (e.g. danger ranges, danger bearings, shoal water, etc.)
E6	CORE	Review navigation charts
E5	CORE	Select required charts for proposed transits

ELECTRONIC NAVIGATION SYSTEMS

Paygrade	Task Type	Task Statements
E5	CORE	Calibrate Inertial Navigation Systems (INS) and subsystems (e.g. Internal Frequency Standards (IFS), Navigation Sonar Systems (NSS), Inertial Navigation Systems (INS) Consoles, etc.)
E4	CORE	Establish required Voyage Management Systems (VMS) operating condition (e.g. start up, shutdown, etc.)
E5	CORE	Evaluate Inertial Navigation Systems (INS) and subsystems performance (e.g. Global Positioning Systems (GPS), Navigation Sonar Systems (NSS), Inertial Navigation Systems (INS) Consoles, etc.)
E4	CORE	Interpret fathometer displays
E5	CORE	Interpret Inertial Navigation System (INS) data
E5	CORE	Troubleshoot Voyage Management Systems (VMS)

MISCELLANEOUS

Paygrade	Task Type	Task Statements
E6	NON-CORE	Decode signals using Allied Tactical Publications (ATP)
E6	NON-CORE	Encode signals using Allied Tactical Publications (ATP)
E4	NON-CORE	Supervise colors

NAVIGATION AND PILOTING

Paygrade	Task Type	Task Statements
E5	NON-CORE	Advise Officer of the Deck (OOD) of chain scope required for anchoring
E5	NON-CORE	Advise Officer of the Deck (OOD) of ocean depth and bottom (e.g. while at anchor, during piloting, submerged operations, etc.)
E4	CORE	Calculate environmental effects on ship's movements (e.g. wind, tide, set and drift, etc.)
E4	CORE	Compare fathometer readings with charts
E4	CORE	Compare gyrocompass and inertial headings
E4	CORE	Compute advance and transfer
E4	CORE	Compute azimuths
E4	CORE	Compute position uncertainty
E5	CORE	Compute radar and visual offset
E5	NON-CORE	Conduct strike group operations
E4	CORE	Convert between relative bearings and true bearings
E4	CORE	Correlate speed, time, and distance
E6	CORE	Evaluate piloting team performance
E5	CORE	Evaluate radar information
E7	CORE	Evaluate ship's navigation and piloting information
E6	CORE	Extract required information from Naval messages (e.g. Operational Orders (OPORD), Operations Schedules (OPSKED), Submarine Notices (SUBNOTE), etc.)
E4	CORE	Fix ship's position (e.g. bearing and range to single point, latitude/longitude, multiple soundings, etc.)
E4	NON-CORE	Identify reduced visibility situations
E4	NON-CORE	Identify signal flags and pennant displays
E4	CORE	Interpret navigation sound signals (e.g. bell, gong, whistle, etc.)
E4	NON-CORE	Monitor Very High Frequency (VHF) equipment while on surface
E4	CORE	Obtain visual bearings (e.g. alidade, periscope, seaman's eye, etc.)
E4	CORE	Plot weather message information
E4	CORE	Provide courses for ship's positioning (e.g. precision anchoring, storm evasion, contact management, etc.)
E4	CORE	Provide recommended actions based on Navigation Rules and Regulations
E6	CORE	Supervise navigation teams

CHAPTER 34

FIRE CONTROLMAN
(FC)

NAVPERS 18068-34H
CH-77

Updated: January 2019

Enclosure (1)

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

FIRE CONTROLMAN (FC)

SCOPE OF RATING

Fire Controlmen (FC) provide weapon direction systems employment recommendations; perform organizational and intermediate maintenance on digital computer equipment, subsystems, and systems; operate and maintain combat and weapons direction systems, radar systems, surface-to-air and surface-to-surface missile systems, and gun fire control systems at the organizational and intermediate level; inspect, test, align, and repair micro/minicomputers and associated peripheral equipment, network systems, data conversion units, data display equipment, data link terminal equipment, print devices, and system related equipment; perform analyses for detailed systems, computer programs, electronics, and electronic casualty control and operate associated built-in and external test equipment; and load, initialize, and run preprogrammed diagnostics, performance and testing routines for digital computer equipment, digital systems, digital subsystems, and overall combat systems.

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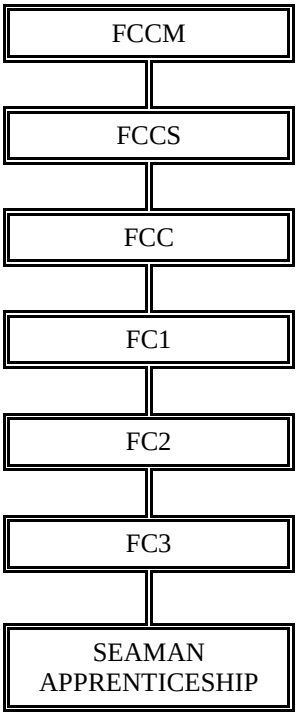
This Occupational Standard is to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) in Chapter 34.

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

Fire Controlman

Job Code

003727

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Military Specific	TBD	FIRE CONTROLMAN	FIRE CNTL

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	FC	NEC VXXX series and other NECs as assigned

Job Description

Fire Controlmen maintain, troubleshoot, repair, and collect data for auxiliary equipment, network systems, computers, computer peripherals, displays, radar systems, shipboard optics, weapon and weapon delivery systems, Micro-Miniature (2M), and fiber optics at the organizational and intermediate maintenance level; load and unload ordnance; operate and maintain Ordnance Handling Equipment (OHE); review and maintain system logs and records; initialize, configure, operate, and collect data for weapons direction systems, radar systems, displays, and weapon consoles in both tactical and training environments; have a comprehensive knowledge of warfare fundamentals and the fire control problem; must be aware of the tactical and training environments in which they are operating; and provide weapon system employment recommendations.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Missile Guidance and Control	112100	Artillery and Missile Crew Members	55-3014.00	Military Specific

Skills	Abilities
Quality Control Analysis	*Problem Sensitivity*
Operation Monitoring	*Inductive Reasoning*
Complex Problem Solving	*Deductive Reasoning*
Operation and Control	*Oral Expression*
Systems Evaluation	*Written Comprehension*
Troubleshooting	*Information Ordering*
Repairing	*Manual Dexterity*
Monitoring	*Control Precision*
Judgment and Decision Making	*Written Expression*
Management of Material Resources	*Dynamic Strength*

AIR WARFARE (AW) OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Analyze air contacts
E4	CORE	Analyze Air Defense (AD) intelligence data
E7	CORE	Assign air contact priorities
E4	CORE	Assign symbology to air contacts
E6	CORE	Classify air contacts
E4	CORE	Conduct shipboard defense against airborne threats
E4	CORE	Engage air targets with anti-air weapons
E4	CORE	Evaluate air contact information
E4	CORE	Input Air Defense (AD) fire control parameters
E7	CORE	Manage battle group Air Defense (AD) operations
E6	CORE	Manage shipboard Air Defense (AD) operations
E4	CORE	Recommend air contact classifications
E6	CORE	Recommend air contact priorities
E4	CORE	Recommend Air Defense (AD) engagement tactics
E4	CORE	Report air contacts
E4	CORE	Report air engagement Battle Damage Assessments (BDA)
E4	CORE	Track air contacts
E4	CORE	Update air contact information

AUXILIARY AND SUPPORT SYSTEMS

Paygrade	Task Type	Task Statements
E4	CORE	Configure auxiliary air and cooling water systems
E4	CORE	Configure power conversion and distribution systems
E4	CORE	Repair auxiliary air and cooling water systems
E4	CORE	Repair power conversion and distribution systems
E4	CORE	Test auxiliary air and cooling water systems
E4	CORE	Test power conversion and distribution systems
E4	CORE	Troubleshoot auxiliary air and cooling water systems
E4	CORE	Troubleshoot power conversion and distribution systems

CREW-SERVED WEAPONS, SMALL ARMS, AND SECURITY

Paygrade	Task Type	Task Statements
E5	NON-CORE	Conduct Visit Board Search and Seizure (VBSS) operations
E4	CORE	Engage targets with crew-served weapons
E7	NON-CORE	Manage Visit Board Search and Seizure (VBSS) operations
E4	CORE	Mount crew-served weapons
E4	NON-CORE	Repair crew-served weapons
E4	NON-CORE	Repair small arms
E6	NON-CORE	Supervise Visit Board Search and Seizure (VBSS) operations
E4	CORE	Test crew-served weapons
E4	CORE	Test small arms
E5	NON-CORE	Train personnel in crew-served weapons
E5	NON-CORE	Train personnel in small arms
E4	NON-CORE	Troubleshoot crew-served weapons
E4	NON-CORE	Troubleshoot small arms

EQUIPMENT ADMINISTRATION

Paygrade	Task Type	Task Statements
E4	CORE	Collect equipment and system status data
E5	CORE	Conduct Combat Systems Alignments (CSA)
E4	CORE	Conduct equipment validations
E4	CORE	Document equipment status
E6	CORE	Draft Casualty Reports (CASREP)
E5	CORE	Draft procedural documents (e.g., Standard Operating Procedures (SOP), Temporary Standing Orders (TSO), Departure From Specifications (DFS), etc.)
E5	CORE	Implement technical briefs, notices, and bulletins
E4	CORE	Inspect work areas, tools, and equipment
E4	CORE	Inventory controlled equipment
E4	CORE	Inventory fire control system software and firmware
E4	CORE	Inventory fire control test equipment
E4	NON-CORE	Inventory Maintenance Assistance Modules (MAM)
E5	CORE	Maintain fire control system password accounts
E4	CORE	Provide equipment installation and alteration assistance

EQUIPMENT ADMINISTRATION (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Provide fire control system software and firmware update assistance
E5	CORE	Supervise controlled equipment inventories
E5	CORE	Supervise equipment installations, testing, and alterations
E5	CORE	Supervise fire control system software and firmware installations and updates
E5	CORE	Supervise fire control test equipment inventories
E5	CORE	Supervise Maintenance Assistance Modules (MAM) usage
E5	CORE	Supervise work center equipment and system configurations
E5	CORE	Supervise work center maintenance operations
E6	CORE	Verify equipment installations, testing, and alterations

FIRE CONTROL SYSTEMS

Paygrade	Task Type	Task Statements
E5	CORE	Analyze fire control systems data
E4	CORE	Conduct Emergency Action Plans (EAP) and Emergency Destruction Plans (EDP)
E4	CORE	Configure alarm, safety, and warning systems
E4	CORE	Configure computer and peripheral systems
E4	CORE	Configure gun weapons systems
E4	CORE	Configure informational display systems
E4	CORE	Configure missile delivery systems
E4	CORE	Configure network systems
E4	CORE	Configure radar systems
E4	CORE	Configure Tactical Display Systems (TDS)
E4	CORE	Configure weapons systems optics
E4	CORE	Repair alarm, safety, and warning systems
E4	CORE	Repair computer and peripheral systems
E4	CORE	Repair gun weapons systems
E4	CORE	Repair informational display systems
E4	CORE	Repair missile delivery systems
E4	CORE	Repair network systems
E4	CORE	Repair radar systems
E4	CORE	Repair Tactical Display Systems (TDS)
E4	CORE	Repair weapons systems optics
E4	CORE	Test alarm, safety, and warning systems
E4	CORE	Test computer and peripheral systems
E4	CORE	Test gun weapons systems
E4	CORE	Test informational display systems
E4	CORE	Test missile delivery systems
E4	CORE	Test network systems
E4	CORE	Test radar systems
E4	CORE	Test Tactical Display Systems (TDS)
E4	CORE	Test weapons systems optics

FIRE CONTROL SYSTEMS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Troubleshoot alarm, safety, and warning systems
E4	CORE	Troubleshoot computer and peripheral systems
E4	CORE	Troubleshoot gun weapons systems
E4	CORE	Troubleshoot informational display systems
E4	CORE	Troubleshoot missile delivery systems
E4	CORE	Troubleshoot network systems
E4	CORE	Troubleshoot radar systems
E4	CORE	Troubleshoot Tactical Display Systems (TDS)
E4	CORE	Troubleshoot weapons systems optics

NAVAL SURFACE FIRE SUPPORT (NSFS) OPERATIONS

Paygrade	Task Type	Task Statements
E4	NON-CORE	Deliver Naval Surface Fire Support (NSFS) using Surface Warfare (SUW) weapons
E4	NON-CORE	Maintain Naval Surface Fire Support (NSFS) plots
E4	NON-CORE	Perform Naval Surface Fire Support (NSFS) pre-fire system tests
E4	NON-CORE	Review operational orders and pre-assigned fire mission messages
E5	NON-CORE	Supervise Naval Surface Fire Support (NSFS) plot teams

ORDNANCE EVOLUTIONS AND MAGAZINE SYSTEMS

Paygrade	Task Type	Task Statements
E5	NON-CORE	Configure magazine equipment (e.g., battens, stanchions, alarms, etc.)
E4	CORE	Download gun weapons systems
E4	CORE	Inspect ordnance
E4	CORE	Inspect ordnance containers
E4	CORE	Inspect ordnance magazines and lockers
E4	CORE	Inventory ordnance
E4	CORE	Load missile delivery systems
E6	CORE	Manage gun weapons systems uploading and downloading
E4	CORE	Perform Material Handling Equipment (MHE) operations
E4	CORE	Perform Ordnance Handling Equipment (OHE) operations
E4	CORE	Perform weapons casualty procedures
E4	CORE	Perform weapons hoist operations
E4	CORE	Prepare ordnance for transporting
E4	NON-CORE	Repair magazine equipment (e.g., battens, stanchions, alarms, etc.)
E5	NON-CORE	Repair magazine sprinkler systems
E4	NON-CORE	Repair Material Handling Equipment (MHE)
E4	NON-CORE	Repair Ordnance Handling Equipment (OHE)
E5	NON-CORE	Repair weapons hoists
E4	CORE	Stow naval ordnance
E5	CORE	Supervise gun weapons systems uploading and downloading
E5	NON-CORE	Supervise magazine and locker inspections
E5	CORE	Supervise Material Handling Equipment (MHE) testing

ORDNANCE EVOLUTIONS AND MAGAZINE SYSTEMS (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Supervise missile delivery systems loading and unloading
E5	CORE	Supervise Ordnance Handling Equipment (OHE) testing
E5	CORE	Supervise ordnance handling evolutions
E5	CORE	Supervise ordnance inspections
E5	CORE	Supervise ordnance stowage
E5	CORE	Supervise weapons casualty evolutions
E4	NON-CORE	Test magazine equipment (e.g., battens, stanchions, alarms, etc.)
E5	NON-CORE	Test magazine sprinkler systems
E4	CORE	Test Material Handling Equipment (MHE)
E4	CORE	Test Ordnance Handling Equipment (OHE)
E5	NON-CORE	Test weapons hoists
E4	CORE	Transport naval ordnance
E4	NON-CORE	Troubleshoot magazine equipment (e.g., battens, stanchions, alarms, etc.)
E5	NON-CORE	Troubleshoot magazine sprinkler systems
E4	NON-CORE	Troubleshoot Material Handling Equipment (MHE)
E4	NON-CORE	Troubleshoot Ordnance Handling Equipment (OHE)
E5	NON-CORE	Troubleshoot weapons hoists
E4	CORE	Unload missile delivery systems
E4	CORE	Unpack naval ordnance
E4	CORE	Upload gun weapons systems

SURFACE WARFARE (SUW) OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Analyze surface contacts
E5	CORE	Analyze Surface Warfare (SUW) intelligence data
E6	CORE	Assign surface contact priorities
E5	CORE	Assign symbology to surface contacts
E6	CORE	Classify surface contacts
E6	CORE	Compare surface weapons targeting solutions
E4	CORE	Conduct shipboard defense against surface threats
E6	CORE	Coordinate inorganic Surface Warfare (SUW) assets
E4	CORE	Correlate Surface Warfare (SUW) targeting data
E4	CORE	Engage surface targets with anti-surface weapon systems
E4	CORE	Evaluate surface contact information
E4	CORE	Input Surface Warfare (SUW) fire control parameters
E7	CORE	Manage battle group Surface Warfare (SUW) operations
E6	CORE	Manage shipboard Surface Warfare (SUW) operations
E4	CORE	Recommend surface contact classifications
E5	CORE	Recommend surface contact priorities
E4	CORE	Recommend Surface Warfare (SUW) engagement tactics
E4	CORE	Report surface contacts

SURFACE WARFARE (SUW) OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Report surface engagement Battle Damage Assessments (BDA)
E4	CORE	Track surface contacts
E4	CORE	Update surface contact information

TECHNICAL CORE FUNDAMENTALS

Paygrade	Task Type	Task Statements
E4	CORE	Analyze schematics (e.g., ship's drawings and blueprints, mechanical drawings, electronic schematics, piping and valve drawings, etc.)
E4	CORE	Analyze technical manuals
E4	CORE	Configure combat systems equipment
E4	CORE	Control Electromagnetic Interference (EMI) and Radio Frequency Interference (RFI) effects on electronic systems
E5	CORE	Make operational and situational reports
E4	CORE	Perform basic soldering on electrical and electronic equipment
E4	CORE	Perform Combat Systems Operational Sequencing System (CSOSS) procedures (e.g., casualty responses/operations, normal operations, energize/de-energize equipment, etc.)
E4	CORE	Perform corrosion prevention and control procedures on fire control systems
E4	CORE	Repair Alternating Current (AC) circuits
E4	CORE	Repair digital circuits
E4	CORE	Repair Direct Current (DC) circuits
E4	CORE	Repair electromechanical (synchro/servo) systems
E4	NON-CORE	Repair fiber optic cables and connectors
E4	CORE	Repair interconnecting cables and connectors
E4	NON-CORE	Repair power supplies
E4	CORE	Repair Radio Frequency (RF) circuits
E4	CORE	Repair valves
E4	CORE	Replace Alternating Current and Direct Current (AC/DC) motors
E4	CORE	Replace power supplies
E4	CORE	Test Alternating Current (AC) circuits
E4	CORE	Test Alternating Current and Direct Current (AC/DC) motors
E4	CORE	Test communication systems
E4	CORE	Test digital circuits
E4	CORE	Test Direct Current (DC) circuits
E4	CORE	Test electromechanical (synchro/servo) systems
E4	CORE	Test fiber optic cables and connectors
E4	CORE	Test interconnecting cables and connectors
E4	CORE	Test power supplies
E4	CORE	Test Radio Frequency (RF) circuits
E4	CORE	Test valves
E4	CORE	Troubleshoot Alternating Current (AC) circuits
E4	CORE	Troubleshoot Alternating Current and Direct Current (AC/DC) motors
E4	CORE	Troubleshoot digital circuits

TECHNICAL CORE FUNDAMENTALS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Troubleshoot Direct Current (DC) circuits
E4	CORE	Troubleshoot electromechanical (synchro/servo) systems
E4	NON-CORE	Troubleshoot fiber optic cables and connectors
E4	CORE	Troubleshoot interconnecting cables and connectors
E4	CORE	Troubleshoot power supplies
E4	CORE	Troubleshoot Radio Frequency (RF) circuits
E4	CORE	Troubleshoot valves
E5	CORE	Update Combat Systems Operational Sequencing System (CSOSS)

WATCH TEAM OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Analyze combat systems equipment status
E4	CORE	Analyze tactical operations data
E4	CORE	Analyze threat weapons data
E4	NON-CORE	Calculate environmental range predictions
E4	CORE	Configure Combat Information Center (CIC)/Combat Direction Center (CDC) systems for special evolutions
E4	CORE	Configure systems to Commanding Officer's (CO) battle orders
E6	CORE	Direct execution of warfare commanders intentions
E4	CORE	Execute Combat Information Center (CIC)/Combat Direction Center (CDC) doctrines
E4	NON-CORE	Manage database information
E4	CORE	Report assignment and engagement status of own ships weapons systems
E4	CORE	Set Emission Control (EMCON) conditions
E4	CORE	Set Hazards of Electromagnetic Radiation to Ordnance (HERO), Hazards of Electromagnetic Radiation to Personnel (HERP), and Hazards of Electromagnetic Radiation to Fuel (HERF) conditions
E4	CORE	Transition own ships weapons systems between conditions of readiness
E5	CORE	Update plotting and status boards
E5	CORE	Verify Emission Control (EMCON) status
E5	CORE	Verify Hazards of Electromagnetic Radiation to Ordnance (HERO), Hazards of Electromagnetic Radiation to Personnel (HERP), and Hazards of Electromagnetic Radiation to Fuel (HERF) conditions
E5	CORE	Verify systems configurations to Commanding Officer's (CO) battle orders

Job Title

Fire Control Administrator

Job Code

003729

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Military Specific	TBD	FIRE CONTROL ADMINISTRATOR	FIRE CTRL ADMN

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	FC	NEC VXXX series and other NECs as assigned

Job Description

Fire Control Administrators manage and supervise the operation and maintenance of weapons systems in both tactical and training environments; collect administrative data from various shipboard systems to maintain combat readiness; plan and evaluate weapon system exercises/engagements; manage personnel and training operations; and develop and conduct briefs/debriefs for Combat System evolutions.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Missile Guidance and Control	112100	Artillery and Missile Officers	55-1014.00	Military Specific

Skills	Abilities
Management of Material Resources	*Oral Expression*
Management of Personnel Resources	*Problem Sensitivity*
Quality Control Analysis	*Written Comprehension*
Monitoring	*Written Expression*
Coordination	*Inductive Reasoning*
Reading Comprehension	*Information Ordering*
Writing	*Originality*
Complex Problem Solving	*Deductive Reasoning*
Judgment and Decision Making	*Number Facility*
Systems Analysis	*Selective Attention*

AIR WARFARE (AW) OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Analyze Air Defense (AD) intelligence data
E7	CORE	Assign air contact priorities
E7	CORE	Manage battle group Air Defense (AD) operations
E6	CORE	Manage shipboard Air Defense (AD) operations
E7	CORE	Recommend Air Defense (AD) search and engagement plans

CREW-SERVED WEAPONS, SMALL ARMS, AND SECURITY

Paygrade	Task Type	Task Statements
E6	NON-CORE	Conduct Anti-Terrorism (AT) assessments
E7	NON-CORE	Coordinate Anti-Terrorism (AT) assessments
E4	NON-CORE	Inventory Anti-Terrorism Force Protection (ATFP) equipment
E4	CORE	Inventory crew-served weapons
E4	CORE	Inventory small arms
E4	NON-CORE	Inventory Visit Board Search and Seizure (VBSS) equipment
E5	CORE	Manage crew-served weapons qualification programs
E6	NON-CORE	Manage small arms and crew-served weapons inventory programs (e.g., schedule, validate, etc.)
E5	CORE	Manage small arms qualification programs
E7	NON-CORE	Manage Visit Board Search and Seizure (VBSS) operations
E6	NON-CORE	Supervise crew-served weapons evolutions (safety observer)
E6	NON-CORE	Supervise Visit Board Search and Seizure (VBSS) operations
E5	NON-CORE	Train personnel in crew-served weapons

CREW-SERVED WEAPONS, SMALL ARMS, AND SECURITY (CONT'D)

Paygrade	Task Type	Task Statements
E5	NON-CORE	Train personnel in small arms
E7	NON-CORE	Transfer custody of small arms

EQUIPMENT ADMINISTRATION

Paygrade	Task Type	Task Statements
E7	CORE	Approve equipment installations, testing, and alterations
E6	NON-CORE	Audit fire control system password accounts
E7	CORE	Coordinate Combat Systems Alignment (CSA) evolutions
E7	CORE	Coordinate equipment installations, testing, and alterations
E7	CORE	Coordinate fire control system software and firmware operations
E4	CORE	Document equipment status
E6	CORE	Draft Casualty Reports (CASREP)
E5	CORE	Draft procedural documents (e.g., Standard Operating Procedures (SOP), Temporary Standing Orders (TSO), Departure From Specifications (DFS), etc.)
E5	CORE	Implement technical briefs, notices, and bulletins
E4	CORE	Inventory controlled equipment
E4	CORE	Inventory fire control system software and firmware
E4	CORE	Inventory fire control test equipment
E4	NON-CORE	Inventory Maintenance Assistance Modules (MAM)
E5	CORE	Maintain fire control system password accounts
E6	CORE	Manage Combat Systems Alignment (CSA) evolutions
E6	CORE	Manage controlled equipment
E7	CORE	Manage divisional equipment and system configurations
E7	CORE	Manage divisional maintenance operations
E7	CORE	Manage equipment Casualty Reporting (CASREP) process
E7	CORE	Manage equipment certifications and recertifications
E7	NON-CORE	Manage fire control system password accounts
E6	CORE	Manage fire control system software and firmware operations
E6	CORE	Manage fire control test equipment
E7	CORE	Manage Maintenance Assistance Modules (MAM) usage
E5	CORE	Manage test equipment calibration programs
E5	CORE	Process equipment validations
E5	CORE	Supervise controlled equipment inventories
E6	CORE	Supervise divisional equipment and system configurations
E6	CORE	Supervise divisional maintenance operations
E5	CORE	Supervise equipment installations, testing, and alterations
E5	CORE	Supervise fire control system software and firmware installations and updates
E5	CORE	Supervise fire control test equipment inventories
E5	CORE	Supervise Maintenance Assistance Modules (MAM) usage
E5	CORE	Supervise work center equipment and system configurations
E5	CORE	Supervise work center maintenance operations

EQUIPMENT ADMINISTRATION (CONT'D)

Paygrade	Task Type	Task Statements
E6	CORE	Verify equipment installations, testing, and alterations
E7	CORE	Verify procedural documents (e.g., Standard Operating Procedures (SOP), Temporary Standing Orders (TSO), Departure From Specifications (DFS), etc.)

FIRE CONTROL SYSTEMS

Paygrade	Task Type	Task Statements
E5	CORE	Analyze fire control systems data

NAVAL SURFACE FIRE SUPPORT (NSFS) OPERATIONS

Paygrade	Task Type	Task Statements
E6	NON-CORE	Analyze operational orders and pre-assigned fire mission messages
E6	NON-CORE	Coordinate Naval Surface Fire Support (NSFS) engagements
E6	NON-CORE	Plan Naval Surface Fire Support (NSFS) engagements

ORDNANCE EVOLUTIONS AND MAGAZINE SYSTEMS

Paygrade	Task Type	Task Statements
E7	CORE	Coordinate gun weapons systems uploading and downloading
E6	CORE	Coordinate Material Handling Equipment (MHE) testing
E7	CORE	Coordinate missile delivery systems loading and unloading operations
E6	CORE	Coordinate Ordnance Handling Equipment (OHE) testing
E7	CORE	Coordinate ordnance handling evolutions
E7	CORE	Coordinate ordnance stowage
E6	CORE	Coordinate weapons casualty evolutions
E4	CORE	Inventory ordnance
E6	CORE	Manage gun weapons systems uploading and downloading
E6	CORE	Manage magazine and locker inspections
E6	CORE	Manage ordnance handling evolutions
E5	CORE	Manage ordnance handling qualification programs
E6	CORE	Manage ordnance stowage
E7	CORE	Monitor ordnance handling evolutions (Quality Assurance Safety Observer (QASO))
E6	NON-CORE	Sentence Arms, Ammunition, and Explosives (AA&E) assets
E7	CORE	Supervise magazine sprinkler systems testing
E5	CORE	Supervise Material Handling Equipment (MHE) testing
E5	CORE	Supervise Ordnance Handling Equipment (OHE) testing
E7	CORE	Transfer custody of ordnance

SURFACE WARFARE (SUW) OPERATIONS

Paygrade	Task Type	Task Statements
E5	CORE	Analyze Surface Warfare (SUW) intelligence data
E6	CORE	Assign surface contact priorities
E6	CORE	Coordinate inorganic Surface Warfare (SUW) assets
E7	CORE	Manage battle group Surface Warfare (SUW) operations
E6	CORE	Manage shipboard Surface Warfare (SUW) operations
E7	CORE	Recommend Surface Warfare (SUW) search and engagement plans

TECHNICAL CORE FUNDAMENTALS

Paygrade	Task Type	Task Statements
E5	CORE	Make operational and situational reports
E7	CORE	Manage safety programs and instructions (e.g., aloft, electrical equipment, etc.)
E5	CORE	Update Combat Systems Operational Sequencing System (CSOSS)

WATCH TEAM OPERATIONS

Paygrade	Task Type	Task Statements
E7	CORE	Coordinate Combat Information Center (CIC)/Combat Direction Center (CDC) during special evolutions (e.g., Pre-action Aim Calibration (PAC) fire, missile exercises, etc.)
E7	CORE	Coordinate Combat Information Center (CIC)/Combat Direction Center (CDC) watch team performance (Combat Systems Training Team (CSTT))
E6	CORE	Direct transition of Combat Information Center (CIC)/Combat Direction Center (CDC) between conditions of readiness
E6	CORE	Evaluate Combat Information Center (CIC)/Combat Direction Center (CDC) doctrines
E6	CORE	Interpret Naval messages
E7	CORE	Manage Combat Information Center (CIC)/Combat Direction Center (CDC) doctrines
E6	CORE	Manage Combat Information Center (CIC)/Combat Direction Center (CDC) during casualty conditions
E6	CORE	Manage Combat Information Center (CIC)/Combat Direction Center (CDC) during special evolutions (e.g., Pre-action Aim Calibration (PAC) fire, missile exercises, etc.)
E6	CORE	Manage Combat Information Center (CIC)/Combat Direction Center (CDC) watch team performance (Combat Systems Training Team (CSTT))
E6	CORE	Perform external communications (ship-to-ship, ship-to-shore)
E5	CORE	Supervise Combat Information Center (CIC)/Combat Direction Center (CDC) during special evolutions (e.g., Pre-action Aim Calibration (PAC) fire, missile exercises, etc.)
E5	CORE	Supervise Combat Information Center (CIC)/Combat Direction Center (CDC) watch team performance (Combat Systems Training Team (CSTT))
E7	CORE	Supervise Overall Combat Systems Operability Testing (OCSOT)
E5	CORE	Verify systems configurations to Commanding Officer's (CO) battle orders

CHAPTER 34

FIRE CONTROLMAN (FC)

NAVPERS 18068-34A
CH-73

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

FIRE CONTROLMAN (AEGIS) (FCA)

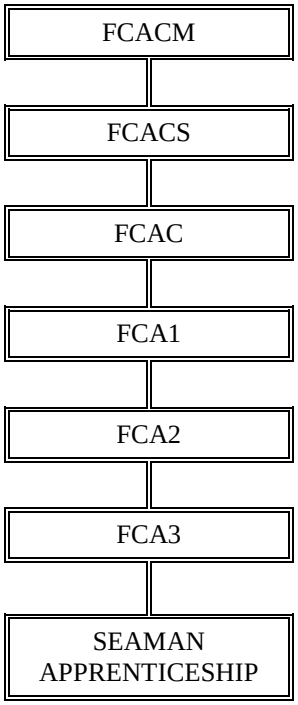
SCOPE OF RATING

Fire Controlmen (Aegis) (FCA) operate and maintain the Aegis Weapon System (AWS) and subsystems to include 3D radar, fire control systems, digital computer equipment and networking systems; provide weapon direction and system employment recommendations for anti-air, anti-surface, and ballistic missile defense; inspect, test, align, and repair Radio Frequency (RF) circuits, digital circuits, micro/minicomputers, peripheral equipment, network systems, data conversion units, data display equipment, data link terminal equipment, power conversion and auxiliary systems; perform detailed system analysis of computer programs, electronics, and electronic casualty control; operate built-in and associated external test equipment; load, initialize, and run diagnostics and testing routines for digital computer equipment, digital and analog systems and subsystems; and support the operation and maintenance of surface-to-air, surface-to-surface, and ballistic missile defense systems at the organizational and intermediate level.

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) in Chapter 34.

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

Aegis Fire Control Operator

Job Code

002770

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Military Specific	TBD	AEGIS FIRE CONTROL OPERATOR	AEGIS FC OPR

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	FCA	As assigned by job

Job Description

Aegis Fire Control Operators initialize, configure, operate, and collect data for weapons direction systems, radar systems, displays, and weapon consoles in both tactical and training environments; have a comprehensive knowledge of warfare fundamentals and the fire control problem; must be aware of the tactical and training environments in which they are operating; and provide weapon system employment.

DoD Relationship

Group Title	*DoD Code*
Missile Guidance and Control	112100

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
Artillery and Missile Crew Members	55-3014.00	Military Specific

Skills	Abilities
Operation and Control	*Deductive Reasoning*
Judgment and Decision Making	*Control Precision*
Critical Thinking	*Inductive Reasoning*
Operation Monitoring	*Written Comprehension*
Complex Problem Solving	*Information Ordering*
Coordination	*Problem Sensitivity*
Active Learning	*Oral Expression*
Quality Control Analysis	*Speed of Closure*
Reading Comprehension	*Selective Attention*
Monitoring	*Speech Clarity*

AIR WARFARE (AW) OPERATIONS

Paygrade	Task Type	Task Statements
E5	CORE	Analyze Air Defense (AD) intelligence data
E7	CORE	Assign air contact priorities
E6	CORE	Conduct Battle Damage Assessments (BDA) for air engagements
E7	CORE	Determine air contact classifications
E4	CORE	Evaluate air contact information
E4	CORE	Input Air Defense (AD) fire control parameters
E7	CORE	Manage battle group Air Defense (AD) operations
E4	CORE	Recommend Air Defense (AD) engagement tactics
E4	CORE	Report air contacts
E4	CORE	Report air engagement Battle Damage Assessments (BDA)
E4	CORE	Track air contacts
E4	CORE	Update air contact information

AUXILIARY AND SUPPORT SYSTEMS

Paygrade	Task Type	Task Statements
E4	CORE	Configure auxiliary air and cooling water systems
E4	CORE	Configure power conversion and distribution systems

BALLISTIC MISSILE DEFENSE (BMD) OPERATIONS

Paygrade	Task Type	Task Statements
E4	NON-CORE	Analyze Ballistic Missile Defense (BMD) intelligence data
E7	NON-CORE	Assign space contact priorities
E7	NON-CORE	Classify space or ballistic contacts
E7	NON-CORE	Conduct Battle Damage Assessments (BDA) for Ballistic Missile Defense (BMD)
E7	NON-CORE	Coordinate Ballistic Missile Defense System (BMDS) asset implementation
E7	NON-CORE	Engage space contacts with Aegis Weapons System (AWS)
E4	NON-CORE	Evaluate space or ballistic contact information
E4	NON-CORE	Input Ballistic Missile Defense (BMD) fire control parameters
E4	NON-CORE	Input space contact priorities
E4	NON-CORE	Plan Ballistic Missile Defense (BMD) engagements
E4	NON-CORE	Report Ballistic Missile Defense (BMD) engagement Battle Damage Assessments (BDA)
E4	NON-CORE	Report space or ballistic contacts
E4	NON-CORE	Track space or ballistic contacts
E4	NON-CORE	Update space or ballistic contact information

EQUIPMENT ADMINISTRATION

Paygrade	Task Type	Task Statements
E6	CORE	Analyze combat systems equipment status
E4	CORE	Maintain system status logs
E4	CORE	Safeguard classified material
E5	CORE	Verify installation, testing, and alterations of equipment

FIRE CONTROL SYSTEMS

Paygrade	Task Type	Task Statements
E4	CORE	Align radar system
E4	CORE	Configure internal communications network
E4	CORE	Configure missile delivery systems
E4	CORE	Configure network systems
E4	CORE	Configure radar systems
E5	CORE	Manage tactical data recordings (e.g., data extraction, data reduction)
E4	CORE	Record tactical data (e.g., digital media)
E4	CORE	Test synchros and servos
E4	CORE	Troubleshoot data links

NETWORK MANAGEMENT AND SECURITY

Paygrade	Task Type	Task Statements
E4	NON-CORE	Configure Line of Sight (LOS) tactical network
E4	CORE	Maintain network security
E4	NON-CORE	Test Line of Sight (LOS) tactical network

ORDNANCE EVOLUTIONS AND MAGAZINE SYSTEMS

Paygrade	Task Type	Task Statements
E7	CORE	Supervise missile delivery systems loading and unloading

TACTICAL OPERATIONS

Paygrade	Task Type	Task Statements
E6	CORE	Analyze Surface Warfare (SUW) intelligence data
E6	CORE	Analyze tactical operations data
E7	CORE	Assign surface contact priorities
E4	NON-CORE	Calculate environmental range predictions
E4	CORE	Conduct ship self-defense with Aegis Weapons System (AWS)
E4	CORE	Configure systems to Commanding Officer's (CO) tactical orders
E7	CORE	Coordinate Combat Information Center (CIC) for special evolutions
E7	CORE	Direct execution of warfare commander’s intentions
E7	CORE	Engage air/surface contacts with Aegis Weapons System (AWS)
E4	CORE	Evaluate surface contact information
E4	CORE	Execute Combat Information Center (CIC) doctrines
E4	CORE	Execute Commanding Officer's (CO) tactical orders
E7	CORE	Input weapons doctrine
E4	CORE	Recommend Air Defense (AD) search plans
E4	CORE	Recommend course corrections in support of tactical operations
E4	CORE	Set Emission Control (EMCON) conditions
E6	CORE	Supervise transition of Combat Systems (CS) between conditions of readiness
E4	CORE	Transition Aegis Weapons System (AWS) between conditions of readiness
E4	CORE	Validate engagement
E4	CORE	Verify assignment and engagement status of own ship’s weapons systems

TECHNICAL CORE FUNDAMENTALS

Paygrade	Task Type	Task Statements
E4	CORE	Configure computer and peripheral systems
E4	CORE	Configure informational display systems
E4	CORE	Manage database information
E4	CORE	Test digital circuits
E4	CORE	Test Radio Frequency (RF) circuits

WATCH TEAM OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Analyze surface contacts
E4	CORE	Analyze threat weapons data
E5	CORE	Assign symbology to surface contacts
E4	CORE	Configure Combat Information Center (CIC) systems for special evolutions
E6	CORE	Coordinate Combat Systems (CS) training evolutions
E4	CORE	Interpret Naval messages
E4	CORE	Review watch-related operational references (e.g. Radar System Controller (RSC) handbook)
E4	CORE	Update plotting and status boards

Job Title

Aegis Fire Control Technician

Job Code

002771

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Military Specific	TBD	AEGIS FIRE CONTROL TECHNICIAN	AEGIS FC TECH

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	FCA	As assigned by job

Job Description

Aegis Fire Control Technicians maintain, troubleshoot, repair, and collect data for auxiliary equipment, network systems, computers, computer peripherals, displays, radar systems, shipboard optics, weapon and weapon delivery systems, and Micro-Miniature (2M) and fiber optics repair at the organizational and intermediate maintenance level; load and unload ordnance; operate and maintain ordnance handling equipment; and review and maintain system logs and records.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Missile Guidance and Control	112100	Artillery and Missile Crew Members	55-3014.00	Military Specific

Skills	Abilities
Quality Control Analysis	*Problem Sensitivity*
Operation Monitoring	*Deductive Reasoning*
Complex Problem Solving	*Inductive Reasoning*
Troubleshooting	*Manual Dexterity*
Systems Evaluation	*Written Comprehension*
Repairing	*Information Ordering*
Management of Material Resources	*Control Precision*
Operation and Control	*Written Expression*
Monitoring	*Oral Expression*
Reading Comprehension	*Arm-Hand Steadiness*

AUXILIARY AND SUPPORT SYSTEMS

Paygrade	Task Type	Task Statements
E4	CORE	Configure auxiliary air and cooling water systems
E4	CORE	Configure power conversion and distribution systems
E4	CORE	Repair auxiliary air and cooling water systems
E4	CORE	Repair power conversion and distribution systems
E4	CORE	Test auxiliary air and cooling water systems
E4	CORE	Test power conversion and distribution systems
E4	CORE	Troubleshoot auxiliary air and cooling water systems
E4	CORE	Troubleshoot power conversion and distribution systems
E4	CORE	Troubleshoot valves

EQUIPMENT ADMINISTRATION

Paygrade	Task Type	Task Statements
E7	NON-CORE	Analyze blueprints and ships drawings
E4	CORE	Assess network for vulnerabilities
E4	NON-CORE	Calibrate gauges (e.g., temperature and pressure)
E4	CORE	Calibrate test equipment (e.g., power meter)
E4	CORE	Collect equipment and system status data
E4	CORE	Conduct Combat Systems Alignments (CSA)
E4	CORE	Conduct emergency destruction
E4	CORE	Document equipment status

EQUIPMENT ADMINISTRATION (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Implement technical briefs, notices, and bulletins
E4	CORE	Inspect work areas, tools, and equipment
E4	CORE	Install equipment and alterations
E4	CORE	Inventory controlled equipment
E4	CORE	Inventory fire control system software and firmware
E4	CORE	Inventory fire control test equipment
E4	CORE	Inventory Maintenance Assistance Modules (MAM)
E5	CORE	Maintain fire control system password accounts
E5	CORE	Manage Maintenance Assistance Modules (MAM) usage
E4	CORE	Safeguard classified material
E5	CORE	Supervise controlled equipment inventories
E4	CORE	Supervise equipment installations, testing, and alterations
E5	CORE	Supervise fire control system software and firmware installations and updates
E5	CORE	Supervise fire control test equipment inventories
E5	CORE	Supervise work center equipment and system configuration
E4	CORE	Update fire control system software and firmware
E5	CORE	Verify installation, testing, and alterations of equipment

FIRE CONTROL SYSTEMS

Paygrade	Task Type	Task Statements
E4	CORE	Align radar system
E5	CORE	Manage tactical data recordings (e.g., data extraction, data reduction)
E4	CORE	Record tactical data (e.g., digital media)
E4	CORE	Repair computer and peripheral systems
E4	CORE	Repair internal communications network
E4	CORE	Repair network systems
E4	CORE	Repair radar systems
E4	CORE	Repair Tactical Display Systems (TDS)
E4	CORE	Test computer and peripheral systems
E4	CORE	Test internal communications network
E4	CORE	Test missile delivery systems
E4	CORE	Test network systems
E4	CORE	Test radar systems
E4	CORE	Test synchros and servos
E4	CORE	Test Tactical Display Systems (TDS)
E4	CORE	Troubleshoot computer and peripheral systems
E4	CORE	Troubleshoot data links
E4	CORE	Troubleshoot electromechanical (synchros/servos) systems
E4	CORE	Troubleshoot internal communications network
E4	CORE	Troubleshoot missile delivery systems
E4	CORE	Troubleshoot network systems

FIRE CONTROL SYSTEMS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Troubleshoot radar systems
E4	CORE	Troubleshoot Tactical Display Systems (TDS)

NETWORK MANAGEMENT AND SECURITY

Paygrade	Task Type	Task Statements
E4	NON-CORE	Configure Line of Sight (LOS) tactical network
E4	CORE	Maintain network security
E4	NON-CORE	Repair Line of Sight (LOS) tactical network
E4	NON-CORE	Test Line of Sight (LOS) tactical network
E4	NON-CORE	Troubleshoot Line of Sight (LOS) tactical network
E4	NON-CORE	Update Line of Sight (LOS) tactical network software and firmware

ORDNANCE EVOLUTIONS AND MAGAZINE SYSTEMS

Paygrade	Task Type	Task Statements
E5	NON-CORE	Inspect ordnance
E7	CORE	Inspect ordnance containers
E7	CORE	Inspect ordnance magazines and lockers
E4	NON-CORE	Perform Material Handling Equipment (MHE) operations
E4	NON-CORE	Prepare ordnance for transporting
E7	CORE	Supervise ordnance inspections
E5	CORE	Supervise weapons casualty evolutions
E4	CORE	Unpack naval ordnance

TACTICAL OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Set Emission Control (EMCON) conditions
E4	CORE	Transition Aegis Weapons System (AWS) between conditions of readiness

TECHNICAL CORE FUNDAMENTALS

Paygrade	Task Type	Task Statements
E4	CORE	Analyze schematics (i.e., ship's drawings, mechanical drawings, electronic schematics, etc.)
E4	CORE	Configure combat systems equipment
E4	CORE	Configure equipment to minimize Electromagnetic Interference (EMI)/Radio Frequency Interference (RFI)
E4	CORE	Interpret technical manuals
E4	CORE	Perform Combat Systems Operational Sequencing System (CSOSS) procedures (e.g., casualty responses/operations, normal operations, energize/de-energize equipment, etc.)
E4	CORE	Perform corrosion prevention and control procedures on fire control systems
E4	CORE	Provide technical support
E4	CORE	Repair Alternating Current and Direct Current (AC/DC) motors
E4	CORE	Repair digital circuits

TECHNICAL CORE FUNDAMENTALS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Repair fiber optic cables and connectors
E4	CORE	Repair interconnecting cables and connectors
E4	CORE	Repair power supplies
E4	CORE	Repair Radio Frequency (RF) circuits
E4	CORE	Repair valves
E4	CORE	Solder electrical and electronic equipment
E4	CORE	Test Alternating Current and Direct Current (AC/DC) motors
E4	CORE	Test communication systems
E4	CORE	Test digital circuits
E4	CORE	Test fiber optic cables and connectors
E4	CORE	Test interconnecting cables and connectors
E4	CORE	Test power supplies
E4	CORE	Test Radio Frequency (RF) circuits
E4	CORE	Test valves
E4	CORE	Troubleshoot Alternating Current (AC) circuits
E4	CORE	Troubleshoot Alternating Current and Direct Current (AC/DC) motors
E4	CORE	Troubleshoot digital circuits
E4	CORE	Troubleshoot Direct Current (DC) circuits
E4	CORE	Troubleshoot fiber optic cables and connectors
E4	CORE	Troubleshoot interconnecting cables and connectors
E4	CORE	Troubleshoot power supplies
E4	CORE	Troubleshoot Radio Frequency (RF) circuits
E5	CORE	Update Combat Systems Operational Sequencing System (CSOSS)

Job Title **Job Code**

Aegis Fire Control Administrator 002772

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Military Specific	TBD	AEGIS FIRE CONTROL ADMINSTRATR	AEGIS FC ADMN

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	FCA	As assigned by job.

Job Description

Aegis Fire Control Administrators manage and supervise the operation and maintenance of weapons systems in both tactical and training environments; collect administrative data from various shipboard systems to maintain combat readiness; plan and evaluate weapon system exercises/engagements; manage personnel and training operations; and develop and conduct briefs/debriefs for Combat System evolutions.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Missile Guidance and Control	112100	Artillery and Missile Officers	55-1014.00	Military Specific

Skills	Abilities
Operation and Control	*Written Comprehension*
Management of Material Resources	*Information Ordering*
Management of Personnel Resources	*Oral Expression*
Systems Analysis	*Written Expression*
Critical Thinking	*Problem Sensitivity*
Quality Control Analysis	*Inductive Reasoning*
Complex Problem Solving	*Deductive Reasoning*
Coordination	*Selective Attention*
Reading Comprehension	*Originality*
Active Learning	*Fluency of Ideas*

AIR WARFARE (AW) OPERATIONS

Paygrade	Task Type	Task Statements
E5	CORE	Analyze Air Defense (AD) intelligence data
E7	CORE	Assign air contact priorities
E7	CORE	Manage battle group Air Defense (AD) operations
E7	CORE	Manage shipboard Air Defense (AD) operations
E4	CORE	Plan Air Defense (AD) engagements
E4	CORE	Recommend Air Defense (AD) search and engagement plans

BALLISTIC MISSILE DEFENSE (BMD) OPERATIONS

Paygrade	Task Type	Task Statements
E7	NON-CORE	Coordinate Ballistic Missile Defense System (BMDS) asset implementation
E7	NON-CORE	Manage Ballistic Missile Defense (BMD) operations
E7	NON-CORE	Manage battle group Ballistic Missile Defense (BMD) operations
E4	NON-CORE	Plan Ballistic Missile Defense (BMD) engagements
E4	NON-CORE	Recommend Ballistic Missile Defense (BMD) engagement tactics
E4	NON-CORE	Recommend Ballistic Missile Defense (BMD) search and engagement plans

EQUIPMENT ADMINISTRATION

Paygrade	Task Type	Task Statements
E7	CORE	Approve equipment installations, testing, and alterations
E7	CORE	Approve installation, testing, and alterations of equipment
E5	NON-CORE	Audit fire control system password accounts
E5	CORE	Brief operational and situational status reports
E4	CORE	Conduct emergency destruction
E4	CORE	Document equipment status
E5	CORE	Draft procedural documents (i.e., Standard Operating Procedures (SOP), Temporary Standing Orders (TSO), and Departure From Specifications (DFS))
E4	CORE	Inventory controlled equipment
E4	CORE	Inventory fire control system software and firmware
E4	CORE	Inventory fire control test equipment
E4	CORE	Inventory Maintenance Assistance Modules (MAM)
E4	CORE	Maintain system status logs
E7	CORE	Manage Combat Systems Alignment (CSA) evolutions
E5	CORE	Manage controlled equipment
E7	CORE	Manage divisional equipment and system configuration
E7	CORE	Manage divisional maintenance operations
E6	CORE	Manage equipment Casualty Reporting (CASREP) process
E7	CORE	Manage equipment certifications and recertifications
E7	CORE	Manage fire control system password accounts
E7	CORE	Manage fire control system software and firmware operations
E5	CORE	Manage fire control test equipment
E4	CORE	Safeguard classified material
E5	CORE	Supervise controlled equipment inventories
E6	CORE	Supervise divisional equipment and system configuration
E6	CORE	Supervise divisional maintenance operations
E4	CORE	Supervise equipment installations, testing, and alterations
E5	CORE	Supervise fire control test equipment inventories
E5	CORE	Supervise work center equipment and system configuration
E5	CORE	Supervise work center maintenance operations
E5	CORE	Verify installation, testing, and alterations of equipment
E6	CORE	Verify procedural documents (i.e., Standard Operating Procedures (SOP), Temporary Standing Orders (TSO), and Departure From Specifications (DFS))

FIRE CONTROL SYSTEMS

Paygrade	Task Type	Task Statements
E6	CORE	Analyze fire control systems data
E5	CORE	Manage tactical data recordings (e.g., data extraction, data reduction)
E4	CORE	Record tactical data (e.g., digital media)

NETWORK MANAGEMENT AND SECURITY

Paygrade	Task Type	Task Statements
E4	CORE	Maintain network security
E7	CORE	Manage network security
E5	CORE	Supervise network security maintenance

ORDNANCE EVOLUTIONS AND MAGAZINE SYSTEMS

Paygrade	Task Type	Task Statements
E6	CORE	Coordinate weapons casualty evolutions
E4	CORE	Support missile delivery systems loading and unloading

TACTICAL OPERATIONS

Paygrade	Task Type	Task Statements
E6	CORE	Analyze Surface Warfare (SUW) intelligence data
E7	CORE	Assign surface contact priorities
E4	CORE	Brief tactical information
E7	CORE	Coordinate Combat Information Center (CIC) for special evolutions
E7	CORE	Coordinate transition of Combat Systems (CS) between conditions of readiness
E7	CORE	Draft Combat Information Center (CIC) doctrine
E7	CORE	Input weapons doctrine
E4	CORE	Research tactical information
E4	CORE	Review Combat Information Center (CIC) doctrine
E6	CORE	Supervise transition of Combat Systems (CS) between conditions of readiness
E5	CORE	Verify system configuration

TECHNICAL CORE FUNDAMENTALS

Paygrade	Task Type	Task Statements
E6	CORE	Manage safety programs and instructions (e.g., aloft, electrical equipment, etc.)
E5	CORE	Update Combat Systems Operational Sequencing System (CSOSS)

WATCH TEAM OPERATIONS

Paygrade	Task Type	Task Statements
E6	NON-CORE	Analyze operational orders and pre-assigned fire mission messages
E7	CORE	Coordinate Combat Systems (CS) during casualty conditions
E6	CORE	Coordinate Combat Systems (CS) operations in port
E6	CORE	Coordinate Combat Systems (CS) training evolutions
E7	CORE	Manage Combat Information Center (CIC) doctrine statements
E7	CORE	Perform external communications (ship-to-ship, ship-to-shore)
E6	CORE	Supervise Combat Systems (CS) during casualty conditions
E6	CORE	Supervise Combat Systems (CS) technicians during special evolutions
E6	CORE	Supervise Combat Systems (CS) watch team
E6	CORE	Supervise Overall Combat Systems Operability Testing (OCSOT)

CHAPTER 35

FIREMAN
(FN)

NAVPERS 18068-35A
CH-52

Updated: October 2012

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NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

FIREMAN (FN)

APPRENTICESHIP

SCOPE OF RATING

Firemen (FN) stand engineering watches; clean, paint, and preserve engineering spaces and equipment; perform minor maintenance and repairs to engineering equipment; operate tools and test equipment; record readings of gages; and read and use engineering drawings.

This Occupational Standard is to be incorporated in Chapter 35, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 35.

PATHS OF ADVANCEMENT OF ENLISTED PERSONNEL

CAREER PATHS FOR THE FIREMAN (FN) APPRENTICESHIP

RATING TITLE	E-4	E-5	E-6	E-7	E-8	E-9
DAMAGE CONTROLMAN	DC3	DC2	DC1	DCC	DCCS	DCCM
ELECTRICIAN'S MATE	EM3	EM2	EM1	EMC	EMCS	EMCM
ENGINEMAN	EN3	EN2	EN1	ENC	ENCS	ENCM
GAS TURBINE SYSTEM TECHNICIAN	GSE3 GSM3	GSE2 GSM2	GSE1 GSM1	GSEC GSMC	GSCS	GSCM
HULL MAINTENANCE TECHNICIAN	HT3	HT2	HT1	HTC	HTCS	HTCM
MACHINERY REPAIRMAN	MR3	MR2	MR1	MRC	MRCS	MRCM
MACHINIST'S MATE	MM3	MM2	MM1	MMC	MMCS	MMCM

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

Fireman

NEBC Job Code

002689

Job Family	NOC	Short Title (30 Characters)	Short Title (10 Characters)
Installation, Maintenance, and Repair	TBD	FIREMAN	FIREMAN

Pay Plan	Career Field	Other Relationships and Rules
ENLISTED	FN	N/A

Job Description

Firemen (FN) stand engineering watches; clean, paint, and preserve engineering spaces and equipment; perform minor maintenance and repairs to engineering equipment; operate tools and test equipment; record readings of gages; and read and use engineering drawings.

DoD Relationship

Group Title	*DoD Code*
Non-Occupational	190000

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
Maintenance and Repair Workers, General	49-9042.00	Installation, Maintenance, and Repair General

Skills

Active Learning
Equipment Maintenance
Equipment Selection
Installation
Operation and Control
Operation Monitoring
Reading Comprehension
Repairing
Social Perceptiveness
Speaking

Abilities

Deductive Reasoning
Dynamic Strength
Information Ordering
Memorization
Oral Comprehension
Oral Expression
Spatial Orientation
Speech Clarity
Visual Color Discrimination
Written Comprehension

ELECTRICAL SYSTEMS OPERATIONS

Paygrade	Task Type	Task Statements
E3	CORE	Identify functions and characteristics of electrical equipment associated with engineering plants (fuses, circuit breakers, switches, controllers, panels and boxes, switchboards, and distribution)

ENGINEERING DRAWINGS ANALYSIS

Paygrade	Task Type	Task Statements
E3	CORE	Know damage control symbology, methods, and procedures of plotting
E3	CORE	Read and use Damage Control (DC) and Engineering Operating Sequencing System (EOSS) drawings
E3	CORE	Read multi-view working drawings

MECHANICAL MAINTENANCE

Paygrade	Task Type	Task Statements
E3	CORE	Identify basic types and component parts of ship propulsion systems
E3	CORE	Identify basic types and functions of valves
E3	CORE	Identify drive train components including clutch, controllable pitch propeller system, reduction gear, and brake
E3	CORE	Inspect and maintain strainers

E3	CORE	Interpret basic principles of: mass, weight and inertia, force, energy and power, speed, velocity and acceleration, pressure and vacuum, hydraulics and pneumatics, combustion, heat, and temperature
E3	CORE	Interpret principles of main and auxiliary steam cycles
E3	CORE	Perform minor engine maintenance
E3	CORE	Take soundings (compartments, tanks, voids, etc.)
E3	CORE	Read and interpret gages, indicators, and thermometers
E3	CORE	Replace gaskets and repack valves in low pressure systems
E3	CORE	Test tanks and voids for presence of water
E3	CORE	Trace path of air and fuel through gas engines naming essential components through which they pass
E3	CORE	Trace path of main steam from boiler to engine and back to boiler, naming essential fittings, piping, and main machinery through which it passes
E3	CORE	Use and maintain hand tools
E3	CORE	Use chain hoists and jacks
E3	CORE	Use electric and pneumatic power tools
E3	CORE	Use lubricating oils and greases

MECHANICAL SYSTEMS OPERATIONS

Paygrade	Task Type	Task Statements
E3	CORE	Identify functions and characteristics of mechanical systems (refrigeration equipment, anchor windlasses, distilling plants, compressors, steering, cranes, elevators, winches, fire main and flushing, and fresh water)
E3	CORE	Identify functions of auxiliary equipment (air compressors, distilling plants, refrigeration plants, lube oil coolers, main and auxiliary condensers, air ejector condenser assembly, AC and DC generators and motors, pumps, line shaft bearings, stern tube, sytron seal, strut bearing, thrust bearing, jacking gear, and electro-hydraulic gear)
E3	CORE	Know ship's ventilation systems (supply, exhaust, and recirculation)
E3	CORE	Locate auxiliary equipment (air compressors, distilling plants, refrigeration plants, lube oil coolers, main and auxiliary condensers, air ejector condenser assembly, AC and DC generators and motors, pumps, line shaft bearings, stern tube, sytron seal, strut bearing, thrust bearing, jacking gear, and electro-hydraulic gear)
E3	CORE	Locate mechanical systems (refrigeration equipment, anchor windlasses, distilling plants, compressors, steering, cranes, elevators, winches, fire main and flushing, and fresh water)
E3	CORE	Operate centrifugal, reciprocating, and rotary pumps

NAVAL ORIENTATION AND ORGANIZATION

Paygrade	Task Type	Task Statements
E3	CORE	Identify organizational structure of the engineering department

WATCHSTANDING

Paygrade	Task Type	Task Statements
E3	CORE	Stand engineering watches

CHAPTER 36

EXPLOSIVE ORDNANCE DISPOSAL (EOD)

NAVPERS 18068-36 A
CH-62

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NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

EXPLOSIVE ORDNANCE DISPOSAL (EOD)

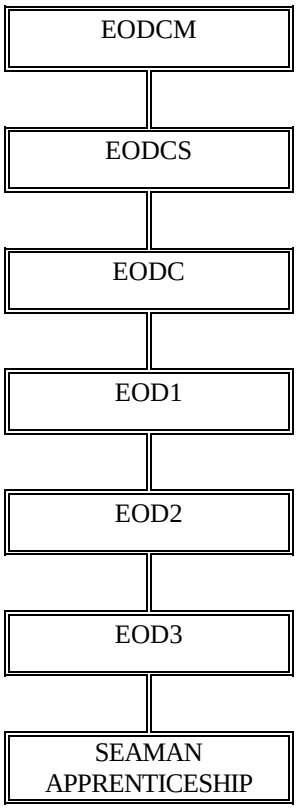
SCOPE OF RATING

Explosive Ordnance Disposal (EOD) Technicians locate, identify, render safe, and explosively dispose of foreign and domestic ordnance including conventional, chemical, biological, nuclear, underwater, and terrorist-type devices, enabling access during military operations in support of Carrier and Expeditionary Strike Groups, Mine Countermeasures, Naval Special Warfare, and Army Special Forces; provide training and assistance for military, federal, state, and local civilian law enforcement agencies in Anti-Terrorism/Force Protection procedures; support and conduct ordnance-related intelligence collection and counter-terrorism operations; operate, maintain, and repair specialized EOD and combat equipment; and maintain required forms, records, correspondence, and files. Duties include performing and supervising open and closed-circuit diving, explosive demolition, parachuting, small arms proficiency, and tactical delivery and extraction by unconventional insertion methods.

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 36.

GENERAL INFORMATION

CAREER PATTERN



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

SPECIAL PHYSICAL REQUIREMENTS

Must meet special physical requirements and pass the EOD physical screening test. Refer to MILPERSMAN 1220-200 for complete program details. Normal color perception and vision, not worse than 20/20, correctable in each eye to 20/20, are required. Refer to Chapter 15 of the Manual of the Medical Department, U.S. Navy for details on these requirements.

CITIZENSHIP/SECURITY REQUIREMENTS

Must have U.S. citizenship and must be eligible for access to classified information. Additionally, applicants must meet reliability standards for assignment to the Personnel Reliability Program (PRP).

OTHER REQUIREMENTS

History of drug abuse is disqualifying.

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 **Job Code**

Basic Explosive Ordnance Disposal Technician 002617

Job Family	NOC	Short Title (30 Characters)	Short Title (10 Characters)
Construction and Extraction	TBD	BASIC EXPLOSIVE ORD DISPO TEC	EOD TECH BASIC

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	EOD	Not applicable, based upon the NEC assigned to the job (if any).

Job Description

Basic Explosive Ordnance Disposal (EOD) Technicians perform duties to eliminate ordnance hazards which jeopardize operations conducted in support of the national military strategy; conduct most phases of EOD operations under the guidance of Masters or Senior EOD Technicians; detect, locate, access, identify, render safe, recover, conduct sensitive site exploitation, and final disposal of explosive ordnance; perform diving, parachute insertion, Helicopter Rope Suspension Technique (HRST)/cast; and train in advanced Tactics, Techniques and Procedures (TTPs) for front-line combat operations, the neutralization of Improvised Explosive Devices (IEDs), team mobility, and incident site access.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
EOD/UDT	143100	Explosive Workers, Ordnance Handling Experts, and Blasters	47-5031.00	Construction and Extraction

Skills	Abilities
Critical Thinking	*Deductive Reasoning*
Complex Problem Solving	*Spatial Orientation*
Operation and Control	*Inductive Reasoning*
Operation Monitoring	*Problem Sensitivity*
Equipment Selection	*Written Comprehension*
Management of Material Resources	*Manual Dexterity*
Equipment Maintenance	*Oral Expression*
Judgment and Decision Making	*Visualization*
Coordination	*Information Ordering*
Active Listening	*Control Precision*

ADMINISTRATION

Paygrade	Task Type	Task Statements
E4	CORE	Conduct security program procedures
E4	CORE	Conduct Sensitive Site Exploitation (SSE)
E4	CORE	Maintain Explosive Ordnance Disposal (EOD) publications and instructions (e.g. Special Weapons Operation Publication (SWOPS), Automated EOD Publication Systems (AEODPS), etc.)
E5	NON-CORE	Perform supply program duties and responsibilities
E4	CORE	Research information on Explosive Ordnance Disposal (EOD) databases (e.g. Special Weapons Operation Publication (SWOPS), Automated EOD Publication Systems (AEODPS), etc.)

ARMS, AMMUNITION, AND EXPLOSIVES (AA&E)

Paygrade	Task Type	Task Statements
E4	CORE	Conduct burn operations
E4	NON-CORE	Conduct crew served weapons training
E4	CORE	Conduct demolition operations
E4	NON-CORE	Maintain crew served weapon mounts and stands
E4	CORE	Maintain crew served weapons
E4	CORE	Maintain small arms
E4	CORE	Neutralize potential area hostile targets (long range)
E4	CORE	Neutralize potential point hostile targets (close range)
E4	NON-CORE	Perform advanced small arms techniques
E4	CORE	Store demolition materials
E5	CORE	Supervise burn operations
E5	CORE	Supervise demolition operations
E4	CORE	Transport Arms, Ammunition and Explosives (AA&E)

CHEMICAL, BIOLOGICAL, RADIOLOGICAL, NUCLEAR EXPLOSIVE (CBRNE) RESPONSE OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Assess hazards during Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) response
E4	CORE	Collect Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) ordnance response data
E4	CORE	Conduct continuation of Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) response after initial entry
E4	CORE	Conduct initial response for Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) ordnance
E4	CORE	Decontaminate personnel and equipment (e.g. Emergency Personnel Decontamination Station (EPDS), field expedient, etc.)
E4	CORE	Dispose of chemical and biological ordnance
E4	CORE	Establish protective measures for Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) response
E4	CORE	Manage Nuclear, Biological, Chemical (NBC) casualties

CONVENTIONAL ORDNANCE OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Assess hazards during conventional ordnance response
E4	CORE	Collect conventional ordnance response data
E4	CORE	Conduct disposition of grenades and mines
E4	CORE	Conduct final disposition of hazard for conventional response
E4	CORE	Conduct on-site reconnaissance for conventional ordnance response
E4	CORE	Conduct range sweep operations
E4	CORE	Disable hazards during conventional ordnance response

E4	CORE	Establish protective measures for conventional response
E4	CORE	Mitigate flight deck explosive hazards

IMPROVISED EXPLOSIVE DEVICE OPERATIONS

Paygrade	Task Type	Task Statements
E5	CORE	Access hazardous device during Improvised Explosive Devices (IED) response
E4	CORE	Assess Improvised Explosive Devices (IED) hazards
E4	CORE	Clear obstacles and explosive hazards
E4	CORE	Collect Improvised Explosive Devices (IED) response data
E4	CORE	Conduct on-site reconnaissance for Improvised Explosive Devices (IED) response
E5	CORE	Dispose of hazards for Improvised Explosive Devices (IED) response
E4	CORE	Establish protective measures for Improvised Explosive Devices (IED) response
E4	CORE	Render safe hazards during Improvised Explosive Devices (IED) response

LIFE SAVING

Paygrade	Task Type	Task Statements
E4	CORE	Administer combat life-saving medical treatments
E4	CORE	Administer diving medical treatments
E4	CORE	Administer first aid
E4	CORE	Maintain first aid equipment

MOBILITY

Paygrade	Task Type	Task Statements
E4	NON-CORE	Conduct cargo and equipment air insertion operations
E4	CORE	Conduct cast operations
E4	CORE	Conduct dismounted tactical movements
E4	CORE	Conduct fast rope operations
E4	CORE	Conduct mounted tactical movements
E4	CORE	Conduct rappelling operations
E4	CORE	Conduct small boat operations
E4	CORE	Conduct Special Purpose Insertion Extraction (SPIE) operations
E4	CORE	Conduct static line parachute operations
E4	NON-CORE	Launch small boats
E4	CORE	Maintain air operations equipment
E4	NON-CORE	Maintain small boat support equipment
E4	NON-CORE	Maintain small boats
E4	NON-CORE	Perform freefall parachute operations
E4	NON-CORE	Perform parachute packing
E5	CORE	Supervise cast operations
E5	CORE	Supervise fast rope operations
E5	CORE	Supervise rappelling operations
E5	CORE	Supervise Special Purpose Insertion Extraction (SPIE) operations
E6	NON-CORE	Supervise static-line parachute operations

TABLE OF ALLOWANCE (TOA)

Paygrade	Task Type	Task Statements
E4	CORE	Conduct long range reconnaissance
E4	CORE	Conduct remote disruption with explosive tools and equipment
E4	CORE	Conduct remote procedures using Remotely Operated Vehicle (ROV)
E4	CORE	Don mission specific personnel protective equipment for associated hazards
E4	CORE	Establish downrange communications
E4	CORE	Initiate Electronic Countermeasures (ECM)
E4	CORE	Locate ordnance
E4	NON-CORE	Maintain personal equipment
E4	NON-CORE	Operate audio visual equipment
E4	NON-CORE	Operate electronic diagnostic equipment

UNDERWATER ORDNANCE OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Assess hazards during underwater hazard response
E4	CORE	Collect data for underwater hazard response
E4	CORE	Conduct closed circuit Underwater Breathing Apparatus (UBA) dives
E4	CORE	Conduct exploitation procedures
E4	CORE	Conduct final disposition of hazards for underwater response
E4	CORE	Conduct on-site reconnaissance for underwater hazard response
E4	CORE	Conduct open circuit Self-Contained Underwater Breathing Apparatus (SCUBA) dive operations
E4	CORE	Establish protective measures during underwater response
E4	CORE	Maintain diving equipment
E4	NON-CORE	Operate Unmanned Underwater Vehicles (UUVs)
E4	CORE	Prosecute underwater ordnance
E4	CORE	Render safe hazards during underwater hazards response
E5	CORE	Supervise open circuit Self-Contained Underwater Breathing Apparatus (SCUBA) dive operations

Job Title **Job Code**

Senior Explosive Ordnance Disposal Technician 001172

Job Family	NOC	Short Title (30 Characters)	Short Title (10 Characters)
Construction and Extraction	TBD	SENIOR EXPLOSIVE ORD DISPO TEC	EOD TECH SENOR

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	EOD	Not applicable, based upon the NEC assigned to the job (if any).

Job Description

Senior Explosive Ordnance Disposal Technicians eliminate hazards from ordnance that jeopardize operations conducted in support of national military strategy; conduct and supervise most phases of EOD operations under the guidance of Master EOD Technicians; detect, locate, access, identify, render safe, recover, conduct sensitive site exploitation, and final disposal of explosive ordnance; perform diving, parachute insertion, Helicopter Rope Suspension Technique (HRST)/cast; train in advanced Tactics, Techniques and Procedures (TTPs) for front-line combat operations, the neutralization of Improvised Explosive Devices (IEDs), team mobility, and incident site access; and assist Master EOD Technicians in the planning and execution of all EOD operations.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
EOD/UDT	143100	Explosive Workers, Ordnance Handling Experts, and Blasters	47-5031.00	Construction and Extraction

Skills	Abilities
Critical Thinking	*Spatial Orientation*
Operation and Control	*Deductive Reasoning*
Operation Monitoring	*Inductive Reasoning*
Complex Problem Solving	*Oral Expression*
Management of Material Resources	*Written Comprehension*
Equipment Selection	*Problem Sensitivity*
Management of Personnel Resources	*Manual Dexterity*
Judgment and Decision Making	*Oral Comprehension*
Monitoring	*Information Ordering*
Equipment Maintenance	*Visualization*

ADMINISTRATION

Paygrade	Task Type	Task Statements
E6	NON-CORE	Assist Master Explosive Ordnance Disposal (EOD) Technician implement training plans
E6	NON-CORE	Assist Master Explosive Ordnance Disposal (EOD) Technician with drill and exercise evaluations
E6	NON-CORE	Assist Master Explosive Ordnance Disposal (EOD) Technician with drill and exercise set-up
E6	NON-CORE	Assist Master Explosive Ordnance Disposal (EOD) Technician with Operational Risk Management (ORM) and safety monitoring
E6	CORE	Collect intelligence information
E4	CORE	Conduct security program procedures
E4	CORE	Conduct Sensitive Site Exploitation (SSE)
E6	CORE	Create intelligence reports
E6	CORE	Evaluate Explosive Ordnance Disposal (EOD) executed drills and exercise
E4	CORE	Maintain Explosive Ordnance Disposal (EOD) publications and instructions (e.g. Special Weapons Operation Publication (SWOPS), Automated EOD Publication Systems (AEODPS), etc.)
E6	CORE	Maintain Explosive Ordnance Disposal (EOD) administrative records

E6	CORE	Manage Operational Risk Management (ORM) and safety programs
E5	NON-CORE	Perform supply program duties and responsibilities
E6	CORE	Report intelligence information
E4	CORE	Research information on Explosive Ordnance Disposal (EOD) databases (e.g. Special Weapons Operation Publication (SWOPS), Automated EOD Publication Systems (AEODPS), etc.)
E6	CORE	Research newly-developed Explosive Ordnance Disposal (EOD) technology and equipment (e.g. exploitation, etc.)

ARMS, AMMUNITION, AND EXPLOSIVES (AA&E)

Paygrade	Task Type	Task Statements
E4	CORE	Conduct burn operations
E4	NON-CORE	Conduct crew served weapons training
E4	CORE	Conduct demolition operations
E5	NON-CORE	Conduct small arms qualifications
E5	NON-CORE	Conduct small arms training
E4	NON-CORE	Maintain crew served weapon mounts and stands
E4	CORE	Maintain crew served weapons
E6	NON-CORE	Maintain explosive safety programs
E6	NON-CORE	Maintain range facilities
E4	CORE	Maintain small arms
E4	CORE	Neutralize potential area hostile targets (long range)
E4	CORE	Neutralize potential point hostile targets (close range)
E6	NON-CORE	Operate shoot house
E6	NON-CORE	Operate small arms and crew served weapons ranges
E4	NON-CORE	Perform advanced small arms techniques
E5	NON-CORE	Perform Arms, Ammunition, and Explosives (AA&E) program duties and responsibilities
E5	NON-CORE	Perform explosive breeching
E4	CORE	Store demolition materials
E5	CORE	Supervise burn operations
E5	CORE	Supervise demolition operations
E6	CORE	Supervise employment of small arms
E4	CORE	Transport Arms, Ammunition, and Explosives (AA&E)

CHEMICAL, BIOLOGICAL, RADIOLOGICAL, NUCLEAR EXPLOSIVE (CBRNE) RESPONSE OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Assess hazards during Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) response
E4	CORE	Collect Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) ordnance response data
E4	CORE	Conduct continuation of Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) response after initial entry

E4	CORE	Conduct initial response for Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) ordnance
E4	CORE	Decontaminate personnel and equipment (e.g. Emergency Personnel Decontamination Station (EPDS), field expedient, etc.)
E4	CORE	Dispose of chemical and biological ordnance
E6	CORE	Establish command posts for Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) ordnance response
E4	CORE	Establish protective measures for Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) response
E6	CORE	Manage Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) response
E4	CORE	Manage Nuclear, Biological, Chemical (NBC) casualties
E6	CORE	Provide recommendations for assets during Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) ordnance response
E6	CORE	Supervise data collection for Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) response
E6	NON-CORE	Supervise response assets for Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) devices response

CONVENTIONAL ORDNANCE OPERATIONS

Paygrade	Task Type	Task Statements
E6	NON-CORE	Coordinate assets during conventional ordnance response
E4	CORE	Assess hazards during conventional ordnance response
E4	CORE	Collect conventional ordnance response data
E4	CORE	Conduct disposition of grenades and mines
E4	CORE	Conduct final disposition of hazard for conventional response
E4	CORE	Conduct on-site reconnaissance for conventional ordnance response
E4	CORE	Conduct range sweep operations
E6	NON-CORE	Coordinate response assets for conventional ordnance response
E4	CORE	Disable hazards during conventional ordnance response
E6	CORE	Establish command posts for conventional ordnance response
E4	CORE	Establish protective measures for conventional response
E6	NON-CORE	Manage command and control for conventional ordnance response
E6	CORE	Manage conventional ordnance response
E6	CORE	Manage range operations
E4	CORE	Mitigate flight deck explosive hazards
E6	CORE	Supervise data collection for conventional ordnance response
E6	CORE	Supervise range sweep operations
E6	CORE	Supervise response assets for conventional ordnance response

IMPROVISED EXPLOSIVE DEVICE OPERATIONS

Paygrade	Task Type	Task Statements
E5	CORE	Access hazardous device during Improvised Explosive Devices (IED) response
E4	CORE	Assess Improvised Explosive Devices (IED) hazards

E4	CORE	Clear obstacles and explosive hazards
E4	CORE	Collect Improvised Explosive Devices (IED) response data
E4	CORE	Conduct on-site reconnaissance for Improvised Explosive Devices (IED) response
E6	NON-CORE	Coordinate response assets for Improvised Explosive Devices (IED) response
E6	CORE	Develop Render Safe Procedures (RSP)
E5	CORE	Dispose of hazards for Improvised Explosive Devices (IED) response
E6	CORE	Establish command posts for Improvised Explosive Devices (IED) response
E4	CORE	Establish protective measures for Improvised Explosive Devices (IED) response
E6	NON-CORE	Exercise command and control for Improvised Explosive Devices (IED) response
E4	CORE	Render safe hazards during Improvised Explosive Devices (IED) response
E6	CORE	Supervise access procedures during Improvised Explosive Device (IED) response
E6	CORE	Supervise data collection for Improvised Explosive Devices (IED) response
E6	NON-CORE	Supervise response assets for Improvised Explosive Devices (IED) response

LIFE SAVING

Paygrade	Task Type	Task Statements
E4	CORE	Administer combat life-saving medical treatments
E4	CORE	Administer diving medical treatments
E4	CORE	Administer first aid
E4	CORE	Maintain first aid equipment

MOBILITY

Paygrade	Task Type	Task Statements
E4	NON-CORE	Conduct cargo and equipment air insertion operations
E4	CORE	Conduct cast operations
E4	CORE	Conduct dismounted tactical movements
E4	CORE	Conduct fast rope operations
E4	CORE	Conduct mounted tactical movements
E4	CORE	Conduct rappelling operations
E4	CORE	Conduct small boat operations
E4	CORE	Conduct Special Purpose Insertion Extraction (SPIE) operations
E4	CORE	Conduct static line parachute operations
E4	NON-CORE	Launch small boats
E4	CORE	Maintain air operations equipment
E4	NON-CORE	Maintain small boat support equipment
E4	NON-CORE	Maintain small boats
E4	NON-CORE	Perform freefall parachute operations
E4	NON-CORE	Perform parachute packing
E5	NON-CORE	Perform parachute rigger operations
E6	CORE	Plan mounted movements

E6	NON-CORE	Supervise cargo and equipment air insertion operations
E5	CORE	Supervise cast operations
E6	CORE	Supervise Explosive Ordnance Disposal (EOD) dismounted movements
E6	CORE	Supervise Explosive Ordnance Disposal (EOD) mounted movements
E5	CORE	Supervise fast rope operations
E6	NON-CORE	Supervise free fall parachute operations
E5	CORE	Supervise rappelling operations
E6	CORE	Supervise small boat operations
E5	CORE	Supervise Special Purpose Insertion Extraction (SPIE) operations
E6	NON-CORE	Supervise static-line parachute operations

TABLE OF ALLOWANCE (TOA)

Paygrade	Task Type	Task Statements
E4	CORE	Conduct long range reconnaissance
E4	CORE	Conduct remote disruption with explosive tools and equipment
E4	CORE	Conduct remote procedures using Remotely Operated Vehicle (ROV)
E4	CORE	Don mission specific personnel protective equipment for associated hazards
E4	CORE	Establish downrange communications
E4	CORE	Initiate Electronic Countermeasures (ECM)
E4	CORE	Locate ordnance
E4	NON-CORE	Maintain personal equipment
E4	NON-CORE	Operate audio visual equipment
E4	NON-CORE	Operate electronic diagnostic equipment
E6	CORE	Supervise Remotely Operated Vehicle (ROV) operations

UNDERWATER ORDNANCE OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Assess hazards during underwater hazard response
E4	CORE	Collect data for underwater hazard response
E4	CORE	Conduct closed circuit Underwater Breathing Apparatus (UBA) dives
E4	CORE	Conduct exploitation procedures
E4	CORE	Conduct final disposition of hazards for underwater response
E4	CORE	Conduct on-site reconnaissance for underwater hazard response
E4	CORE	Conduct open circuit Self-Contained Underwater Breathing Apparatus (SCUBA) dive operations
E6	NON-CORE	Coordinate response assets for underwater hazard response
E6	CORE	Establish command posts for underwater hazard response
E4	CORE	Establish protective measures during underwater response
E4	CORE	Maintain diving equipment
E6	CORE	Manage command and control for underwater hazard response
E6	CORE	Manage limpet response
E6	CORE	Manage Mine Countermeasures (MCM) response
E6	CORE	Manage search and recovery operations

E4	NON-CORE	Operate Unmanned Underwater Vehicles (UUV)
E4	CORE	Prosecute underwater ordnance
E4	CORE	Render safe hazards during underwater hazards response
E6	CORE	Supervise closed circuit Underwater Breathing Apparatus (UBA) dive operations
E6	CORE	Supervise data collection for underwater hazard response
E5	CORE	Supervise open circuit Self-Contained Underwater Breathing Apparatus (SCUBA) dive operations
E6	CORE	Supervise Unmanned Underwater Vehicle (UUV) operations

Job Title **Job Code**

Master Explosive Ordnance Disposal Technician 001177

Job Family	NOC	Short Title (30 Characters)	Short Title (10 Characters)
Construction and Extraction	TBD	EXPLOSIVE ORD DISPOSAL MASTER	EOD MASTER

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	EOD	Not applicable, based upon the NEC assigned to the job (if any).

Job Description

Master Explosive Ordnance Disposal Technicians are responsible for eliminating ordnance hazards which jeopardize operations conducted in support of the national military strategy; manage and administer certification and quality assurance programs on EOD and diving systems and equipment to include Research, Development, Test, and Evaluation (RDT&E); responsible for training and readiness assessments of the EOD and diving forces; plan, conduct, and supervise all aspects of EOD operations; integrate EOD forces with joint/foreign military and other local/state/federal agencies; assess manpower and resource requirements; and conduct long-range mission planning in support of EOD operations.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
EOD/UDT	143100	Explosive Workers, Ordnance Handling Experts, and Blasters	47-5031.00	Construction and Extraction

Skills	Abilities
Critical Thinking	*Spatial Orientation*
Operation and Control	*Deductive Reasoning*
Operation Monitoring	*Oral Expression*
Management of Material Resources	*Written Comprehension*
Complex Problem Solving	*Inductive Reasoning*
Monitoring	*Problem Sensitivity*
Equipment Selection	*Manual Dexterity*
Management of Personnel Resources	*Information Ordering*
Judgment and Decision Making	*Oral Comprehension*
Coordination	*Visualization*

ADMINISTRATION

Paygrade	Task Type	Task Statements
E6	CORE	Collect intelligence information
E4	CORE	Conduct security program procedures
E4	CORE	Conduct Sensitive Site Exploitation (SSE)
E6	CORE	Create intelligence reports
E6	CORE	Evaluate Explosive Ordnance Disposal (EOD) executed drills and exercise
E7	NON-CORE	Identify resource requirements
E4	CORE	Maintain Explosive Ordnance Disposal (EOD) publications and instructions (e.g. Special Weapons Operation Publication (SWOPS), Automated EOD Publication Systems (AEODPS), etc.)
E6	CORE	Maintain Explosive Ordnance Disposal (EOD) administrative records
E7	CORE	Manage Explosive Ordnance Disposal (EOD) administrative programs
E7	NON-CORE	Manage intelligence programs
E7	NON-CORE	Manage manpower resources
E6	CORE	Manage Operational Risk Management (ORM) and safety programs
E7	NON-CORE	Manage safety programs
E7	NON-CORE	Manage security programs
E7	NON-CORE	Manage supply programs
E5	NON-CORE	Perform supply program duties and responsibilities

E7	NON-CORE	Prepare information briefs
E7	NON-CORE	Provide feedback to exercise participants
E6	CORE	Report intelligence information
E4	CORE	Research information on Explosive Ordnance Disposal (EOD) databases (e.g. Special Weapons Operation Publication (SWOPS), Automated EOD Publication Systems (AEODPS), etc.)
E6	CORE	Research newly-developed Explosive Ordnance Disposal (EOD) technology and equipment (e.g. exploitation, etc.)
E7	NON-CORE	Review newly developed technology and equipment
E7	NON-CORE	Set-up drills and exercises
E7	NON-CORE	Track material readiness

ARMS, AMMUNITION, AND EXPLOSIVES (AA&E)

Paygrade	Task Type	Task Statements
E4	CORE	Conduct burn operations
E4	NON-CORE	Conduct crew served weapons training
E4	CORE	Conduct demolition operations
E5	NON-CORE	Conduct small arms qualifications
E5	NON-CORE	Conduct small arms training
E4	NON-CORE	Maintain crew served weapon mounts and stands
E4	CORE	Maintain crew served weapons
E6	NON-CORE	Maintain explosive safety programs
E6	NON-CORE	Maintain range facilities
E4	CORE	Maintain small arms
E7	CORE	Manage Arms, Ammunition, and Explosives (AA&E) database programs
E7	CORE	Manage Arms, Ammunition, and Explosives (AA&E) inventories
E7	CORE	Manage personnel qualification and certification programs for Arms, Ammunition and Explosives (AA&E)
E7	CORE	Manage transportation and storage of Arms, Ammunition, and Explosives (AA&E)
E4	CORE	Neutralize potential area hostile targets (long range)
E4	CORE	Neutralize potential point hostile targets (close range)
E6	NON-CORE	Operate shoot house
E6	NON-CORE	Operate small arms and crew served weapons ranges
E4	NON-CORE	Perform advanced small arms techniques
E5	NON-CORE	Perform Arms, Ammunition, and Explosives (AA&E) program duties and responsibilities
E5	NON-CORE	Perform explosive breeching
E4	CORE	Store demolition materials
E5	CORE	Supervise burn operations
E5	CORE	Supervise demolition operations
E6	CORE	Supervise employment of small arms
E4	CORE	Transport Arms, Ammunition, and Explosives (AA&E)

CHEMICAL, BIOLOGICAL, RADIOLOGICAL, NUCLEAR EXPLOSIVE (CBRNE) RESPONSE OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Assess hazards during Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) response
E4	CORE	Collect Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) ordnance response data
E4	CORE	Conduct continuation of Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) response after initial entry
E4	CORE	Conduct initial response for Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) ordnance
E4	CORE	Decontaminate personnel and equipment (e.g. Emergency Personnel Decontamination Station (EPDS), field expedient, etc.)
E4	CORE	Dispose of chemical and biological ordnance
E6	CORE	Establish command posts for Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) ordnance response
E4	CORE	Establish protective measures for Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) response
E6	CORE	Manage Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) response
E4	CORE	Manage Nuclear, Biological, Chemical (NBC) casualties
E6	CORE	Provide recommendations for assets during Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) ordnance response
E6	CORE	Supervise data collection for Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) response
E6	NON-CORE	Supervise response assets for Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) devices response

CONVENTIONAL ORDNANCE OPERATIONS

Paygrade	Task Type	Task Statements
E6	NON-CORE	Coordinate assets during conventional ordnance response
E4	CORE	Assess hazards during conventional ordnance response
E4	CORE	Collect conventional ordnance response data
E4	CORE	Conduct disposition of grenades and mines
E4	CORE	Conduct final disposition of hazard for conventional response
E4	CORE	Conduct on-site reconnaissance for conventional ordnance response
E4	CORE	Conduct range sweep operations
E6	NON-CORE	Coordinate response assets for conventional ordnance response
E4	CORE	Disable hazards during conventional ordnance response
E6	CORE	Establish command posts for conventional ordnance response
E4	CORE	Establish protective measures for conventional response
E6	NON-CORE	Manage command and control for conventional ordnance response
E6	CORE	Manage conventional ordnance response
E6	CORE	Manage range operations

E4	CORE	Mitigate flight deck explosive hazards
E6	CORE	Supervise data collection for conventional ordnance response
E6	CORE	Supervise range sweep operations
E6	CORE	Supervise response assets for conventional ordnance response

IMPROVISED EXPLOSIVE DEVICE OPERATIONS

Paygrade	Task Type	Task Statements
E5	CORE	Access hazardous device during Improvised Explosive Devices (IED) response
E4	CORE	Assess Improvised Explosive Devices (IED) hazards
E4	CORE	Clear obstacles and explosive hazards
E4	CORE	Collect Improvised Explosive Devices (IED) response data
E4	CORE	Conduct on-site reconnaissance for Improvised Explosive Devices (IED) response
E6	NON-CORE	Coordinate response assets for Improvised Explosive Devices (IED) response
E6	CORE	Develop Render Safe Procedures (RSP)
E5	CORE	Dispose of hazards for Improvised Explosive Devices (IED) response
E6	CORE	Establish command posts for Improvised Explosive Devices (IED) response
E4	CORE	Establish protective measures for Improvised Explosive Devices (IED) response
E6	NON-CORE	Exercise command and control for Improvised Explosive Devices (IED) response
E7	CORE	Manage Improvised Explosive Device (IED) response
E4	CORE	Render safe hazards during Improvised Explosive Devices (IED) response
E6	CORE	Supervise access procedures during Improvised Explosive Device (IED) response
E6	CORE	Supervise data collection for Improvised Explosive Devices (IED) response
E6	NON-CORE	Supervise response assets for Improvised Explosive Devices (IED) response

LIFE SAVING

Paygrade	Task Type	Task Statements
E4	CORE	Administer combat life-saving medical treatments
E4	CORE	Administer diving medical treatments
E4	CORE	Administer first aid
E4	CORE	Maintain first aid equipment

MOBILITY

Paygrade	Task Type	Task Statements
E4	NON-CORE	Conduct cargo and equipment air insertion operations
E4	CORE	Conduct cast operations
E4	CORE	Conduct dismounted tactical movements
E4	CORE	Conduct fast rope operations
E4	CORE	Conduct mounted tactical movements
E4	CORE	Conduct rappelling operations
E4	CORE	Conduct small boat operations
E4	CORE	Conduct Special Purpose Insertion Extraction (SPIE) operations
E4	CORE	Conduct static line parachute operations

E4	NON-CORE	Launch small boats
E4	CORE	Maintain air operations equipment
E4	NON-CORE	Maintain small boat support equipment
E4	NON-CORE	Maintain small boats
E4	NON-CORE	Perform freefall parachute operations
E4	NON-CORE	Perform parachute packing
E5	NON-CORE	Perform parachute rigger operations
E6	CORE	Plan mounted movements
E6	NON-CORE	Supervise cargo and equipment air insertion operations
E5	CORE	Supervise cast operations
E6	CORE	Supervise Explosive Ordnance Disposal (EOD) dismounted movements
E6	CORE	Supervise Explosive Ordnance Disposal (EOD) mounted movements
E5	CORE	Supervise fast rope operations
E6	NON-CORE	Supervise free fall parachute operations
E5	CORE	Supervise rappelling operations
E6	CORE	Supervise small boat operations
E5	CORE	Supervise Special Purpose Insertion Extraction (SPIE) operations
E6	NON-CORE	Supervise static-line parachute operations

TABLE OF ALLOWANCE (TOA)

Paygrade	Task Type	Task Statements
E4	CORE	Conduct long range reconnaissance
E4	CORE	Conduct remote disruption with explosive tools and equipment
E4	CORE	Conduct remote procedures using Remotely Operated Vehicle (ROV)
E4	CORE	Don mission specific personnel protective equipment for associated hazards
E4	CORE	Establish downrange communications
E4	CORE	Initiate Electronic Countermeasures (ECM)
E4	CORE	Locate ordnance
E4	NON-CORE	Maintain personal equipment
E7	NON-CORE	Maintain tactical support equipment
E4	NON-CORE	Operate audio visual equipment
E4	NON-CORE	Operate electronic diagnostic equipment
E6	CORE	Supervise Remotely Operated Vehicle (ROV) operations

UNDERWATER ORDNANCE OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Assess hazards during underwater hazard response
E4	CORE	Collect data for underwater hazard response
E4	CORE	Conduct closed circuit Underwater Breathing Apparatus (UBA) dives
E4	CORE	Conduct exploitation procedures
E4	CORE	Conduct final disposition of hazards for underwater response
E4	CORE	Conduct on-site reconnaissance for underwater hazard response

E4	CORE	Conduct open circuit Self-Contained Underwater Breathing Apparatus (SCUBA) dive operations
E6	NON-CORE	Coordinate response assets for underwater hazard response
E6	CORE	Establish command posts for underwater hazard response
E4	CORE	Establish protective measures during underwater response
E4	CORE	Maintain diving equipment
E6	CORE	Manage command and control for underwater hazard response
E6	CORE	Manage limpet response
E6	CORE	Manage Mine Countermeasures (MCM) response
E6	CORE	Manage search and recovery operations
E4	NON-CORE	Operate Unmanned Underwater Vehicles (UUV)
E4	CORE	Prosecute underwater ordnance
E4	CORE	Render safe hazards during underwater hazards response
E6	CORE	Supervise closed circuit Underwater Breathing Apparatus (UBA) dive operations
E6	CORE	Supervise data collection for underwater hazard response
E5	CORE	Supervise open circuit Self-Contained Underwater Breathing Apparatus (SCUBA) dive operations
E6	NON-CORE	Supervise response assets for underwater hazard response
E6	CORE	Supervise Unmanned Underwater Vehicle (UUV) operations

CHAPTER 37

FIRE CONTROL TECHNICIAN (FT)

NAVPERS 18068F-37F
Change 83

Updated: July 2020

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

FIRE CONTROL TECHNICIAN (FT)

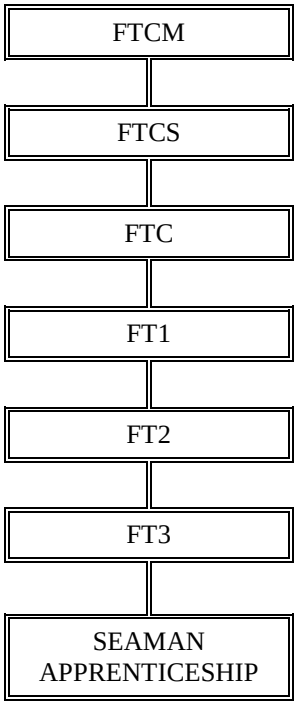
SCOPE OF RATING

Fire Control Technicians (FT) perform organizational and intermediate level maintenance on submarine combat control systems equipment; operate submarine combat control systems; test submarine combat control systems; operate and maintain combat control systems associated systems; participate in weapons handling functions; and operate and maintain non-tactical computer systems and peripherals.

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) in Chapter 37.

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 **Job Code**

Combat Control Systems Operator 001232

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Military Specific	TBD	COMBAT CONTROL SYSTEMS OP	CMBT CTRL OPER

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	FT	NEC TXXX series and other NECs as assigned

Job Description

Combat control systems operators perform operations and basic preventive level maintenance on complex electronic, electrical, and mechanical submarine combat control equipment and associated systems; operate Submarine Warfare Federated Tactical System (SWFTS) systems and peripherals; and participate in weapons handling functions.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Missile Guidance and Control	112100	Military Enlisted Tactical Operations and Air/Weapons Specialists Crew Members, All Other	55-3019.00	Military Specific

Skills	Abilities
Operation and Control	*Problem Sensitivity*
Complex Problem Solving	*Inductive Reasoning*
Equipment Maintenance	*Deductive Reasoning*
Equipment Selection	*Information Ordering*
Technology Design	*Extent Flexibility*
Critical Thinking	*Finger Dexterity*
Judgment and Decision Making	*Written Comprehension*
Quality Control Analysis	*Mathematical Reasoning*
Systems Analysis	*Response Orientation*
Troubleshooting	*Control Precision*

COMBAT CONTROL SYSTEM MAINTENANCE

Paygrade	Task Type	Task Statements
E4	CORE	Adjust Combat Control Systems (CCS)
E4	CORE	Maintain Combat Control Systems (CCS)
E4	CORE	Maintain Combat Control Systems (CCS) software

COMBAT CONTROL SYSTEM OPERATIONS AND EMPLOYMENT

Paygrade	Task Type	Task Statements
E4	CORE	Employ Combat Control Systems (CCS)
E4	CORE	Initialize Combat Control Systems (CCS)
E4	CORE	Maintain countermeasure systems
E4	CORE	Operate Global Command and Control System-Maritime (GCCS-M)
E4	NON-CORE	Operate sound silencing monitoring equipment
E4	CORE	Verify operation of combat control recording equipment

CONTACT MANAGEMENT

Paygrade	Task Type	Task Statements
E4	CORE	Analyze real-time oceanographic data
E4	CORE	Calculate contact geometries
E4	CORE	Correlate contacts across all ship sensors
E4	CORE	Develop contact solutions
E4	CORE	Employ Combat Control Systems (CCS) algorithms
E4	CORE	Interpret threat characteristics
E4	CORE	Manage Over-the-Horizon Targeting (OTH-T) data for contact management
E4	CORE	Manage plots (i.e., fusion/GEO, time frequency, time range, etc.)
E4	CORE	Perform required contact reports

INFORMATION SYSTEMS

Paygrade	Task Type	Task Statements
E4	CORE	Inventory removable media
E4	CORE	Maintain Information Assurance (IA) components
E4	CORE	Operate Information Assurance (IA) systems
E4	CORE	Report Information Assurance (IA) incidents

SUBMARINE-LAUNCHED WEAPONS EMPLOYMENT

Paygrade	Task Type	Task Statements
E4	CORE	Combat submarine weapons casualties
E5	CORE	Compute torpedo presets
E4	NON-CORE	Conduct submarine-launched mine operations
E4	CORE	Conduct submarine-launched missile operations
E4	CORE	Conduct submarine-launched torpedo operations
E4	CORE	Operate weapons delivery systems
E4	CORE	Perform weapons emergency procedures

SUBMARINE-LAUNCHED WEAPONS HANDLING

Paygrade	Task Type	Task Statements
E4	CORE	Perform weapons handling operations
E4	CORE	Test weapons handling systems

WEAPONS LAUNCH EQUIPMENT MAINTENANCE

Paygrade	Task Type	Task Statements
E4	CORE	Conduct submarine-launched countermeasure operations
E4	CORE	Maintain three inch launcher systems
E4	CORE	Maintain weapons handling systems
E4	CORE	Maintain weapons launch equipment
E4	CORE	Test countermeasure systems
E4	CORE	Test weapons launch equipment

Job Title **Job Code**

Combat Control Systems Technician 001237

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Installation, Maintenance, and Repair	TBD	COMBAT CONTROL SYSTEMS TEC	CMBT CTRL TECH

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	FT	NEC TXXX series and other NECs as assigned

Job Description

Combat control systems technicians perform advanced combat control system operations as well as apply advanced level maintenance practices to locate and correct malfunctions that are beyond organizational diagnostic routines on complex electronic, electrical, and mechanical submarine combat control equipment and multiple system interfaces; maintain Submarine Warfare Federated Tactical System (SWFTS) systems and peripherals; supervise operations, maintenance, and training for personnel within the combat control system division; and participate and/or lead in weapons handling functions.

DoD Relationship

Group Title	*DoD Code*
Missile Guidance and Control	112100

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
Electrical and Electronics Repairers, Commercial and Industrial Equipment	49-2094.00	Installation, Maintenance, and Repair

Skills	Abilities
Troubleshooting	*Problem Sensitivity*
Equipment Maintenance	*Deductive Reasoning*
Operation and Control	*Inductive Reasoning*
Repairing	*Finger Dexterity*
Equipment Selection	*Written Comprehension*
Management of Material Resources	*Control Precision*
Quality Control Analysis	*Extent Flexibility*
Installation	*Information Ordering*
Complex Problem Solving	
Coordination	

COMBAT CONTROL SYSTEM MAINTENANCE

Paygrade	Task Type	Task Statements
E4	CORE	Adjust Combat Control Systems (CCS)
E6	CORE	Coordinate Combat Control System (CCS) maintenance
E4	CORE	Maintain Combat Control Systems (CCS)
E4	CORE	Maintain Combat Control Systems (CCS) software
E5	CORE	Repair Combat Control Systems (CCS)
E5	CORE	Troubleshoot Combat Control Systems (CCS)

COMBAT CONTROL SYSTEM OPERATIONS AND EMPLOYMENT

Paygrade	Task Type	Task Statements
E4	CORE	Employ Combat Control Systems (CCS)
E4	CORE	Initialize Combat Control Systems (CCS)
E4	CORE	Maintain countermeasure systems

INFORMATION SYSTEMS

Paygrade	Task Type	Task Statements
E5	CORE	Audit Information Assurance (IA) systems
E5	CORE	Conduct Information Assurance (IA) posture shift operations
E5	CORE	Configure Information Assurance (IA) software
E5	CORE	Configure Information Assurance (IA) systems
E6	CORE	Coordinate Information Assurance (IA) systems maintenance
E4	CORE	Install network components
E5	CORE	Repair Information Assurance (IA) systems
E4	CORE	Report Information Assurance (IA) incidents
E5	CORE	Troubleshoot Information Assurance (IA) systems

SUBMARINE-LAUNCHED WEAPONS HANDLING

Paygrade	Task Type	Task Statements
E5	CORE	Repair weapons handling systems
E5	CORE	Troubleshoot weapons handling systems

WEAPONS LAUNCH EQUIPMENT MAINTENANCE

Paygrade	Task Type	Task Statements
E4	CORE	Adjust countermeasure systems
E4	CORE	Adjust weapons handling systems
E4	CORE	Adjust weapons launch equipment
E6	CORE	Coordinate Weapons Launch Equipment (WLE) maintenance
E4	CORE	Maintain three inch launcher systems
E4	CORE	Maintain weapons handling systems
E4	CORE	Maintain weapons launch equipment
E5	CORE	Repair countermeasure systems
E5	CORE	Repair weapons launch equipment
E4	CORE	Test countermeasure systems
E4	CORE	Test weapons launch equipment
E5	CORE	Troubleshoot countermeasure systems
E5	CORE	Troubleshoot weapons launch equipment

Job Title **Job Code**

Combat Control Systems Manager 001242

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Military Specific	TBD	COMBAT CONTROL SYSTEMS MGR	CMBT CTRL MGR

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	FT	NEC TXXX series and other NECs as assigned

Job Description

Combat Control Systems Managers manage Combat Systems division and department-level operations, maintenance, and training and supervise weapons employment and handling functions.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Missile Guidance and Control	112100	First-Line Supervisors of All Other Tactical Operations Specialists	55-2013.00	Military Specific

Skills	Abilities
Management of Personnel Resources	*Problem Sensitivity*
Monitoring	*Oral Expression*
Operation and Control	*Inductive Reasoning*
Coordination	*Category Flexibility*
Management of Material Resources	*Deductive Reasoning*
Quality Control Analysis	*Information Ordering*
Judgment and Decision Making	*Written Comprehension*
Complex Problem Solving	*Finger Dexterity*
Equipment Maintenance	*Memorization*
Equipment Selection	*Oral Comprehension*

COMBAT CONTROL SYSTEM MAINTENANCE

Paygrade	Task Type	Task Statements
E6	CORE	Coordinate Combat Control System (CCS) maintenance
E7	CORE	Coordinate Combat Control Systems (CCS) equipment modifications
E6	CORE	Manage Combat Control System (CCS) operational logs

COMBAT CONTROL SYSTEM OPERATIONS AND EMPLOYMENT

Paygrade	Task Type	Task Statements
E4	CORE	Employ Combat Control Systems (CCS)
E7	CORE	Manage data collection systems

CONTACT MANAGEMENT

Paygrade	Task Type	Task Statements
E7	CORE	Manage contact management teams

INFORMATION SYSTEMS

Paygrade	Task Type	Task Statements
E7	CORE	Coordinate Information Assurance (IA) system posture transitions
E6	CORE	Coordinate Information Assurance (IA) systems maintenance
E7	CORE	Establish network system profiles and credentials
E7	CORE	Implement Information Assurance (IA) policies
E7	CORE	Implement security requirements for fire control systems and spaces
E7	CORE	Manage Information Assurance (IA) records
E7	CORE	Manage Information Assurance (IA) systems
E4	CORE	Report Information Assurance (IA) incidents

SUBMARINE-LAUNCHED WEAPONS EMPLOYMENT

Paygrade	Task Type	Task Statements
E7	NON-CORE	Manage submarine-launched mine operations
E7	CORE	Manage submarine-launched missile operations
E7	CORE	Manage submarine-launched torpedo operations
E7	CORE	Supervise weapons emergency procedures

SUBMARINE-LAUNCHED WEAPONS HANDLING

Paygrade	Task Type	Task Statements
E6	CORE	Direct weapons handling operations
E7	CORE	Review torpedo and missile record books
E7	NON-CORE	Supervise ammunition and countermeasure transfers
E7	CORE	Supervise weapons handling operations

WEAPONS LAUNCH EQUIPMENT MAINTENANCE

Paygrade	Task Type	Task Statements
E6	CORE	Coordinate Weapons Launch Equipment (WLE) maintenance

CHAPTER 38

GUNNER'S MATE
(GM)

NAVPERS 18068-38G
CH-70

Updated: April 2017

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

GUNNER'S MATE (GM)

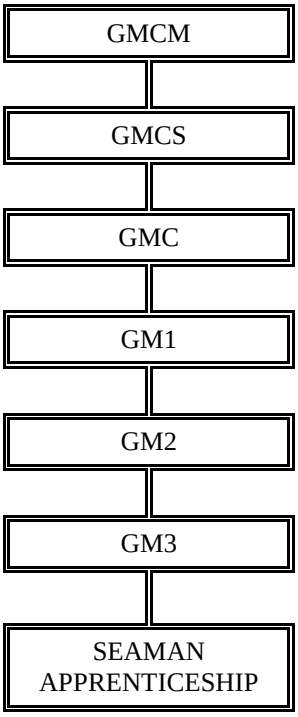
SCOPE OF RATING

Gunner's Mates (GM) operate, perform, and coordinate organizational and intermediate maintenance on guided missile launching systems, missile launching groups, guns, gun mounts, small arms, torpedoes, and associated handling equipment; make detailed electrical, electronic, hydraulic, and mechanical casualty analyses; inspect, test, analyze, and direct repair of electric, electronic, hydraulic, mechanical, and servo systems; test and inspect ammunition, missiles, and their components; prepare torpedoes and torpedo launching equipment for checkout and firing; prepare missiles and launching equipment for checkout and firing; test, inspect, and repair magazine sprinkler systems; supervise personnel in handling and stowing of ammunition, missiles, and their components; supervise personnel in small arms qualifications; inspect and direct repair of magazines and ammunition stowage spaces; inspect and repair ordnance and weapons handling equipment; and supervise crews assigned to ordnance equipment.

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) in Chapter 38.

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

Weapons Administrator

Job Code

003730

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Military Specific	TBD	WEAPONS ADMINISTRATOR	WEAPONS ADMN

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	GM	NEC 9525 or as assigned by job

Job Description

Weapons Administrators maintain the programs that report the utilization and expenditures of explosives and the ordering of ammunition and weapons; track personnel qualifications and certifications; coordinate ammunition load and off-load plans; receive, inspect, sentence, segregate, and issue ordnance; inspect ordnance stowage spaces; and test and maintain fire suppression systems.

DoD Relationship

Group Title	*DoD Code*
Artillery and Gunnery	104100

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
First-Line Supervisors of Weapons Specialists/Crew Members	55-2012.00	Military Specific

Skills	Abilities
Coordination	*Written Comprehension*
Quality Control Analysis	*Category Flexibility*
Operation and Control	*Oral Expression*
Management of Material Resources	*Problem Sensitivity*
Management of Personnel Resources	*Written Expression*
Monitoring	*Deductive Reasoning*
Systems Analysis	*Inductive Reasoning*
Systems Evaluation	*Speech Clarity*
Equipment Selection	*Control Precision*
Judgment and Decision Making	*Information Ordering*

AUXILIARY EQUIPMENT AND SUPPORT SYSTEMS

Paygrade	Task Type	Task Statements
E5	CORE	Perform external communications (e.g. ship-to-ship, ship-to-shore)
E6	CORE	Transfer custody of vision enhancement equipment

CREW-SERVED WEAPONS AND SMALL ARMS

Paygrade	Task Type	Task Statements
E4	CORE	Inventory small arms
E5	NON-CORE	Manage crew-served weapons qualification programs
E6	CORE	Manage small arms and crew-served weapons inventory programs (e.g. schedule, validate, etc.)
E5	NON-CORE	Manage small arms qualification programs
E5	NON-CORE	Perform duties of Range Safety Officer (RSO)
E5	NON-CORE	Qualify personnel in the use of crew-served weapons
E5	NON-CORE	Qualify personnel in the use of small arms
E6	CORE	Transfer custody of weapons, mounts, and associated equipment

EQUIPMENT ADMINISTRATION

Paygrade	Task Type	Task Statements
E7	CORE	Approve equipment installations, testing, and alterations
E4	CORE	Collect equipment and systems status data
E7	CORE	Coordinate equipment certifications and recertifications

EQUIPMENT ADMINISTRATION (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Document equipment status
E6	CORE	Draft Arms, Ammunition, and Explosives (AA&E) Standard Operating Procedures (SOP), Temporary Standing Orders (TSO), and equipment Departure From Specifications (DFS)
E5	CORE	Draft deficiency reports (e.g. maintenance, equipment, ordnance, etc.)
E4	CORE	Inventory controlled equipment
E5	CORE	Maintain Arms, Ammunition, and Explosives (AA&E) programs
E5	NON-CORE	Maintain ordnance management systems databases
E6	CORE	Manage Arms, Ammunition, and Explosives (AA&E) assets
E6	CORE	Manage Arms, Ammunition, and Explosives (AA&E) programs
E6	CORE	Manage controlled equipment
E7	CORE	Manage divisional equipment and system configuration and maintenance operations
E6	CORE	Manage safety programs and instructions (e.g. ordnance, Shipboard Explosive Safety Inspection (SESI), etc.)
E4	CORE	Provide equipment installation and alteration assistance
E6	CORE	Supervise divisional equipment and system configuration and maintenance operations
E4	CORE	Supervise equipment installations, testing, and alterations
E6	CORE	Transfer custody of Arms, Ammunition, and Explosives (AA&E)
E7	CORE	Validate Arms, Ammunition, and Explosives (AA&E) Standard Operating Procedures (SOP), Temporary Standing Orders (TSO), and equipment Departure From Specifications (DFS)
E5	CORE	Validate Combat Systems Operational Sequencing System (CSOSS)
E7	CORE	Validate deficiency reports (e.g. maintenance, equipment, ordnance, etc.)

ORDNANCE EVOLUTIONS AND MAGAZINE SYSTEMS

Paygrade	Task Type	Task Statements
E4	CORE	Configure ordnance containers
E6	CORE	Coordinate Material Handling Equipment (MHE) operations
E7	CORE	Coordinate ordnance handling evolutions
E7	CORE	Coordinate ordnance stowage operations
E6	CORE	Coordinate weapon deliveries and ordnance transportation
E5	CORE	Direct cranes
E6	CORE	Manage ordnance handling evolutions
E6	CORE	Manage ordnance inspections
E6	CORE	Manage ordnance magazine and locker inspections
E6	CORE	Manage ordnance stowage operations
E7	CORE	Monitor ordnance handling evolutions (safety observer)
E7	CORE	Monitor weapons casualty evolutions (safety observer)
E4	CORE	Prepare weapons and ordnance for transportation

ORDNANCE EVOLUTIONS AND MAGAZINE SYSTEMS (CONT'D)

Paygrade	Task Type	Task Statements
E7	CORE	Supervise magazine sprinkler systems testing
E5	CORE	Supervise Weight Handling Equipment (WHE) operations
E6	CORE	Test magazine sprinkler systems

SECURITY OPERATIONS

Paygrade	Task Type	Task Statements
E7	NON-CORE	Coordinate landing force operations
E6	CORE	Coordinate Visit Board Search and Seizure (VBSS) and Anti-terrorism Force Protection (ATFP) exercises and certification operations
E7	CORE	Coordinate Visit Board Search and Seizure (VBSS) operations
E6	CORE	Develop Anti-Terrorism (AT) plans
E6	NON-CORE	Provide Navy Security Forces (NSF) group-paced classroom and laboratory instruction
E6	CORE	Transfer custody of security gear and equipment (e.g. Ships Reaction Force (SRF) equipment, screening and detection equipment, etc.)
E4	CORE	Verify identification credentials, documents, and biometric data

TECHNICAL CORE FUNDAMENTALS

Paygrade	Task Type	Task Statements
E4	CORE	Control the effects of Hazards of Electromagnetic Radiation to Ordnance (HERO) and Radio Frequency Interference (RFI)

WEAPONS SYSTEMS

Paygrade	Task Type	Task Statements
E7	CORE	Analyze gun weapons systems data
E7	CORE	Analyze missile delivery systems data
E7	CORE	Analyze torpedo delivery systems data
E4	CORE	Configure computer and peripheral equipment
E7	CORE	Coordinate gun weapons systems uploading and downloading
E7	CORE	Coordinate missile delivery systems on-loading and off-loading
E7	CORE	Coordinate recovery of Recoverable Exercise Torpedoes (REXTORP)/ Exercise Torpedoes (EXTORP)
E7	CORE	Coordinate torpedo delivery systems uploading and downloading
E7	CORE	Coordinate weapon system exercises and certification operations
E6	CORE	Manage gun weapons systems uploading and downloading
E6	CORE	Manage missile delivery systems on-loading and off-loading
E6	CORE	Manage recovery of Recoverable Exercise Torpedoes (REXTORP)/ Exercise Torpedoes (EXTORP)
E6	CORE	Manage torpedo delivery systems uploading and downloading
E4	CORE	Perform preventive maintenance on computer and peripheral equipment
E4	CORE	Repair computer and peripheral equipment
E5	CORE	Supervise installation of torpedo flight accessories
E5	CORE	Supervise missile delivery systems on-loading and off-loading

WEAPONS SYSTEMS (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Supervise recovery of Recoverable Exercise Torpedoes (REXTORP)/ Exercise Torpedoes (EXTORP)
E5	CORE	Supervise torpedo delivery systems uploading and downloading
E5	CORE	Supervise torpedo launch operations
E4	CORE	Test computer and peripheral equipment
E4	CORE	Troubleshoot computer and peripheral equipment

Job Title **Job Code**

Weapons Delivery System Technician 003731

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Military Specific	TBD	WEAPONS DELIVERY SYSTEM TEC	WEPS DSYS TECH

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	GM	NECs as assigned by job

Job Description

Weapons Delivery System Technicians are responsible for major caliber weapons systems, which include: Vertical Launching Systems (VLS), 5 inch 54/62 caliber lightweight gun mounts, 30MM lightweight gun mounts, 57MM lightweight gun mounts, and Surface Vessel Torpedo Tubes (SVTT); conduct mechanical, electrical, and electronic casualty analysis using technical publications, circuit diagrams, and blueprints; repair, maintain, test, and calibrate ordnance equipment and micro-processing equipment; service and repair hydraulic and pneumatic systems; and maintain and repair magazine sprinkler and deluge systems.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Artillery and Gunnery	104100	Artillery and Missile Crew Members	55-3014.00	Military Specific

Skills	Abilities
Equipment Selection	*Written Comprehension*
Coordination	*Oral Expression*
Operation and Control	*Deductive Reasoning*
Equipment Maintenance	*Category Flexibility*
Systems Evaluation	*Fluency of Ideas*
Complex Problem Solving	*Problem Sensitivity*
Quality Control Analysis	*Spatial Orientation*
Operations Analysis	*Manual Dexterity*
Repairing	*Oral Comprehension*
Troubleshooting	*Inductive Reasoning*

AUXILIARY EQUIPMENT AND SUPPORT SYSTEMS

Paygrade	Task Type	Task Statements
E4	CORE	Configure auxiliary air and cooling water systems
E4	CORE	Configure vision enhancement equipment
E5	CORE	Perform external communications (e.g. ship-to-ship, ship-to-shore)
E4	CORE	Perform preventive maintenance on auxiliary air and cooling water systems
E4	CORE	Perform preventive maintenance on vision enhancement equipment
E4	CORE	Repair auxiliary air and cooling water systems
E4	CORE	Test auxiliary air and cooling water systems
E4	CORE	Test vision enhancement equipment
E6	CORE	Transfer custody of vision enhancement equipment
E4	CORE	Troubleshoot auxiliary air and cooling water systems
E4	CORE	Troubleshoot vision enhancement equipment

CREW-SERVED WEAPONS AND SMALL ARMS

Paygrade	Task Type	Task Statements
E4	CORE	Coach personnel in the use of small arms
E4	CORE	Configure crew-served weapon mounts and stands

CREW-SERVED WEAPONS AND SMALL ARMS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Configure crew-served weapons
E4	CORE	Configure small arms (e.g. grenade, line throwing, etc.)
E7	CORE	Coordinate crew-served weapons evolutions
E4	CORE	Deploy pyrotechnics
E4	CORE	Engage contacts with crew-served weapons
E4	CORE	Engage contacts with grenades
E4	CORE	Engage contacts with small arms
E4	CORE	Inventory small arms
E6	CORE	Manage crew-served weapons evolutions
E5	NON-CORE	Manage crew-served weapons qualification programs
E6	CORE	Manage small arms and crew-served weapons inventory programs (e.g. schedule, validate, etc.)
E5	NON-CORE	Manage small arms qualification programs
E5	NON-CORE	Perform duties of Range Safety Officer (RSO)
E4	CORE	Perform preventive maintenance on crew-served weapon mounts and stands
E4	CORE	Perform preventive maintenance on crew-served weapons
E4	CORE	Perform preventive maintenance on small arms
E5	NON-CORE	Qualify personnel in the use of crew-served weapons
E5	CORE	Qualify personnel in the use of pyrotechnics
E5	NON-CORE	Qualify personnel in the use of small arms
E4	CORE	Repair crew-served weapon mounts and stands
E4	CORE	Repair crew-served weapons
E4	CORE	Repair small arms
E5	CORE	Supervise crew-served weapons evolutions (safety observer)
E4	CORE	Test crew-served weapon mounts and stands
E4	CORE	Test crew-served weapons
E4	CORE	Test small arms
E5	CORE	Train personnel in crew-served weapons
E5	CORE	Train personnel in pyrotechnics
E5	CORE	Train personnel in small arms
E5	CORE	Train personnel in the use of grenades
E6	CORE	Transfer custody of weapons, mounts, and associated equipment
E4	CORE	Troubleshoot crew-served weapon mounts and stands
E4	CORE	Troubleshoot crew-served weapons
E4	CORE	Troubleshoot small arms

EQUIPMENT ADMINISTRATION

Paygrade	Task Type	Task Statements
E4	CORE	Collect equipment and systems status data

EQUIPMENT ADMINISTRATION (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Conduct quality assurance inspections on Arms, Ammunition, and Explosives (AA&E) assets
E7	CORE	Coordinate equipment certifications and recertifications
E4	CORE	Document equipment status
E6	CORE	Draft Arms, Ammunition, and Explosives (AA&E) Standard Operating Procedures (SOP), Temporary Standing Orders (TSO), and equipment Departure From Specifications (DFS)
E5	CORE	Draft deficiency reports (e.g. maintenance, equipment, ordnance, etc.)
E4	CORE	Inspect work areas, tools, and electronic systems equipment
E4	CORE	Inventory controlled equipment
E4	NON-CORE	Inventory Maintenance Assistance Modules (MAM)
E4	CORE	Issue Arms, Ammunition, and Explosives (AA&E) assets
E5	CORE	Maintain Arms, Ammunition, and Explosives (AA&E) programs
E6	CORE	Manage Arms, Ammunition, and Explosives (AA&E) assets
E6	CORE	Manage controlled equipment
E7	CORE	Manage divisional equipment and system configuration and maintenance operations
E6	CORE	Manage safety programs and instructions (e.g. ordnance, Shipboard Explosive Safety Inspection (SESI), etc.)
E7	CORE	Manage weapons and combat systems equipment alignments
E4	CORE	Process technical briefs, notices, and bulletins
E4	CORE	Receive custody of Arms, Ammunition, and Explosives (AA&E) assets
E4	CORE	Sentence Arms, Ammunition, and Explosives (AA&E) assets
E5	CORE	Supervise controlled equipment inventories
E6	CORE	Supervise divisional equipment and system configuration and maintenance operations
E5	NON-CORE	Supervise Maintenance Assistance Modules (MAM) usage
E5	CORE	Supervise work center equipment and system configuration and maintenance operations
E6	CORE	Transfer custody of Arms, Ammunition, and Explosives (AA&E)
E7	CORE	Validate Arms, Ammunition, and Explosives (AA&E) Standard Operating Procedures (SOP), Temporary Standing Orders (TSO), and equipment Departure From Specifications (DFS)
E5	CORE	Validate Combat Systems Operational Sequencing System (CSOSS)
E7	CORE	Validate deficiency reports (e.g. maintenance, equipment, ordnance, etc.)
E5	CORE	Verify equipment installations, testing, and alterations

ORDNANCE EVOLUTIONS AND MAGAZINE SYSTEMS

Paygrade	Task Type	Task Statements
E4	CORE	Activate magazine sprinkler systems
E4	CORE	Conduct Material Handling Equipment (MHE) operations
E4	CORE	Conduct ordnance handling evolutions

ORDNANCE EVOLUTIONS AND MAGAZINE SYSTEMS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Conduct weapons elevator and hoist operations
E4	CORE	Conduct Weight Handling Equipment (WHE) operations
E4	CORE	Configure magazine equipment (e.g. battens, stanchions, alarms, etc.)
E4	CORE	Configure magazine sprinkler systems
E4	CORE	Configure Material Handling Equipment (MHE)
E4	CORE	Configure ordnance containers
E4	CORE	Configure Ordnance Handling Equipment (OHE)
E4	CORE	Configure ordnance magazines and lockers
E4	CORE	Configure weapons casualty equipment
E4	CORE	Configure weapons elevators and hoists
E4	CORE	Configure Weight Handling Equipment (WHE)
E6	CORE	Coordinate Material Handling Equipment (MHE) operations
E7	CORE	Coordinate ordnance handling evolutions
E7	CORE	Coordinate ordnance stowage operations
E6	CORE	Coordinate weapon deliveries and ordnance transportation
E5	CORE	Direct cranes
E4	CORE	Inspect ordnance
E4	CORE	Inspect ordnance containers
E4	CORE	Inspect ordnance magazines and lockers
E4	CORE	Inventory weapons casualty equipment
E6	CORE	Manage ordnance handling evolutions
E6	CORE	Manage ordnance magazine and locker inspections
E6	CORE	Manage ordnance stowage operations
E7	CORE	Monitor ordnance handling evolutions (safety observer)
E7	CORE	Monitor weapons casualty evolutions (safety observer)
E4	CORE	Pack ordnance
E4	CORE	Perform ordnance spill decontamination procedures
E4	CORE	Perform preventive maintenance on magazine equipment (e.g. battens, stanchions, alarms, etc.)
E4	CORE	Perform preventive maintenance on magazine sprinkler systems
E4	CORE	Perform preventive maintenance on Material Handling Equipment (MHE)
E4	CORE	Perform preventive maintenance on ordnance containers
E4	CORE	Perform preventive maintenance on Ordnance Handling Equipment (OHE)
E4	CORE	Perform preventive maintenance on ordnance magazines and lockers
E4	CORE	Perform preventive maintenance on weapons casualty equipment
E4	CORE	Perform preventive maintenance on weapons elevators and hoists
E4	CORE	Perform preventive maintenance on Weight Handling Equipment (WHE)
E4	CORE	Perform weapons casualty procedures
E4	CORE	Prepare ordnance for operational use

ORDNANCE EVOLUTIONS AND MAGAZINE SYSTEMS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Prepare weapons and ordnance for transportation
E4	CORE	Repair magazine equipment (e.g. battens, stanchions, alarms, etc.)
E4	CORE	Repair magazine sprinkler systems
E4	CORE	Repair Material Handling Equipment (MHE)
E4	CORE	Repair ordnance containers
E4	CORE	Repair Ordnance Handling Equipment (OHE)
E4	CORE	Repair ordnance magazines and lockers
E4	CORE	Repair weapons casualty equipment
E4	CORE	Repair weapons elevators and hoists
E4	CORE	Repair Weight Handling Equipment (WHE)
E4	CORE	Stow ordnance
E7	CORE	Supervise magazine sprinkler systems testing
E5	CORE	Supervise Material Handling Equipment (MHE) operations
E5	CORE	Supervise ordnance handling evolutions
E5	CORE	Supervise ordnance inspections
E5	CORE	Supervise ordnance magazine and locker inspections
E5	CORE	Supervise ordnance spill decontaminations
E5	CORE	Supervise ordnance stowage operations
E5	CORE	Supervise weapons casualty evolutions
E5	CORE	Supervise weapons elevator and hoist operations
E5	CORE	Supervise Weight Handling Equipment (WHE) operations
E4	CORE	Test magazine equipment (e.g. battens, stanchions, alarms, etc.)
E6	CORE	Test magazine sprinkler systems
E4	CORE	Test Material Handling Equipment (MHE)
E4	CORE	Test Ordnance Handling Equipment (OHE)
E4	CORE	Test weapons casualty equipment
E5	CORE	Test weapons elevators and hoists
E4	CORE	Test Weight Handling Equipment (WHE)
E4	CORE	Transport ordnance
E4	CORE	Troubleshoot magazine equipment (e.g. battens, stanchions, alarms, etc.)
E4	CORE	Troubleshoot magazine sprinkler systems
E4	CORE	Troubleshoot Material Handling Equipment (MHE)
E4	CORE	Troubleshoot Ordnance Handling Equipment (OHE)
E4	CORE	Troubleshoot weapons casualty equipment
E4	CORE	Troubleshoot weapons elevators and hoists
E4	CORE	Troubleshoot Weight Handling Equipment (WHE)
E4	CORE	Unpack ordnance

SECURITY OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Apply restraint devices
E6	CORE	Conduct Anti-Terrorism (AT) assessments
E4	CORE	Conduct guard mount (e.g. weapons issue, duty section turnover, etc.)
E4	CORE	Conduct inspections and searches (e.g. vehicles, personnel, etc.)
E4	NON-CORE	Conduct landing force operations
E4	CORE	Conduct screening and detection operations (e.g. personnel, vehicles, etc.)
E4	CORE	Conduct security patrols and roves
E4	CORE	Conduct security post turnovers
E4	CORE	Conduct tactical entries and movements
E4	CORE	Conduct Visit Board Search and Seizure (VBSS) operations
E4	CORE	Configure less-than-lethal weapons (e.g. acoustic devices, lasers, expandable batons, etc.)
E4	CORE	Configure security gear and equipment (e.g. Ships Reaction Force (SRF) equipment, screening and detection equipment, etc.)
E4	CORE	Configure Visit Board Search and Seizure (VBSS) equipment
E7	CORE	Coordinate Anti-Terrorism (AT) assessments
E6	CORE	Coordinate inspections and searches (e.g. vehicles, personnel, etc.)
E7	NON-CORE	Coordinate landing force operations
E6	CORE	Coordinate screening and detection operations (e.g. personnel, vehicles, etc.)
E6	CORE	Coordinate tactical entries and movements
E6	CORE	Coordinate Visit Board Search and Seizure (VBSS) and Anti-terrorism Force Protection (ATFP) exercises and certification operations
E7	CORE	Coordinate Visit Board Search and Seizure (VBSS) operations
E6	CORE	Develop Anti-Terrorism (AT) plans
E4	CORE	Engage contacts with less-than-lethal weapons (e.g. acoustic devices, lasers, expandable batons, etc.)
E4	CORE	Establish security perimeters
E4	CORE	Inventory security gear and equipment (e.g. Ships Reaction Force (SRF) equipment, screening and detection equipment, etc.)
E4	CORE	Inventory Visit Board Search and Seizure (VBSS) equipment
E6	NON-CORE	Manage landing force operations
E6	CORE	Manage Visit Board Search and Seizure (VBSS) operations
E4	CORE	Perform preventive maintenance on less-than-lethal weapons (e.g. acoustic devices, lasers, expandable batons, etc.)
E4	CORE	Perform preventive maintenance on security gear and equipment (e.g. Ships Reaction Force (SRF) equipment, screening and detection equipment, etc.)
E4	CORE	Perform preventive maintenance on Visit Board Search and Seizure (VBSS) equipment
E6	NON-CORE	Provide Navy Security Forces (NSF) group-paced classroom and laboratory instruction

SECURITY OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Repair less-than-lethal weapons (e.g. acoustic devices, lasers, expandable batons, etc.)
E4	CORE	Repair security gear and equipment (e.g. Ships Reaction Force (SRF) equipment, screening and detection equipment, etc.)
E4	CORE	Repair Visit Board Search and Seizure (VBSS) equipment
E5	CORE	Supervise guard mounts (e.g. weapons issue, duty section turnover, etc.)
E5	CORE	Supervise inspections and searches (e.g. vehicles, personnel, etc.)
E5	NON-CORE	Supervise landing force operations
E5	CORE	Supervise screening and detection operations (e.g. personnel, vehicles, etc.)
E5	CORE	Supervise security patrols and roves
E5	CORE	Supervise Visit Board Search and Seizure (VBSS) operations
E4	CORE	Test less-than-lethal weapons (e.g. acoustic devices, lasers, expandable batons, etc.)
E4	CORE	Test security gear and equipment (e.g. Ships Reaction Force (SRF) equipment, screening and detection equipment, etc.)
E4	CORE	Test Visit Board Search and Seizure (VBSS) equipment
E5	CORE	Train personnel in Visit Board Search and Seizure (VBSS) and Anti-terrorism Force Protection (ATFP)
E6	CORE	Transfer custody of security gear and equipment (e.g. Ships Reaction Force (SRF) equipment, screening and detection equipment, etc.)
E4	CORE	Troubleshoot less-than-lethal weapons (e.g. acoustic devices, lasers, expandable batons, etc.)
E4	CORE	Troubleshoot security gear and equipment (e.g. Ships Reaction Force (SRF) equipment, screening and detection equipment, etc.)
E4	CORE	Troubleshoot Visit Board Search and Seizure (VBSS) equipment
E4	CORE	Verify identification credentials, documents, and biometric data

TECHNICAL CORE FUNDAMENTALS

Paygrade	Task Type	Task Statements
E4	CORE	Analyze blueprints and ships drawings
E4	CORE	Analyze electronic schematics
E4	CORE	Analyze mechanical drawings
E4	CORE	Analyze plumbing and valve drawings
E4	CORE	Analyze technical manuals
E4	CORE	Configure Alternating Current (AC) circuits
E4	NON-CORE	Configure fiber optic cables and connectors
E4	CORE	Configure General Purpose Test Equipment (GPTE)
E4	CORE	Configure hydraulic or pneumatic systems
E4	CORE	Configure interconnecting cables and connectors
E4	CORE	Configure power supplies
E4	CORE	Configure Special Purpose Test Equipment (SPTE)
E4	CORE	Configure valves

TECHNICAL CORE FUNDAMENTALS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Configure weapons and combat systems equipment
E4	CORE	Control the effects of Hazards of Electromagnetic Radiation to Ordnance (HERO) and Radio Frequency Interference (RFI)
E5	NON-CORE	Perform basic soldering on electrical and electronic equipment
E4	CORE	Perform Combat Systems Operational Sequencing System (CSOSS) procedures (e.g. casualty responses/operations, normal operations, energize/de-energize equipment, etc.)
E4	CORE	Perform corrosion prevention and control procedures
E4	NON-CORE	Perform digital logic numeric conversions
E4	CORE	Perform preventive maintenance on Alternating Current (AC) circuits
E4	CORE	Perform preventive maintenance on Alternating Current and Direct Current (AC/DC) motors
E4	NON-CORE	Perform preventive maintenance on fiber optic cables and connectors
E4	CORE	Perform preventive maintenance on hydraulic or pneumatic systems
E4	CORE	Perform preventive maintenance on interconnecting cables and connectors
E4	CORE	Perform preventive maintenance on power supplies
E4	CORE	Perform preventive maintenance on valves
E4	CORE	Repair Alternating Current (AC) circuits
E4	NON-CORE	Repair digital circuits
E4	CORE	Repair hydraulic or pneumatic systems
E5	CORE	Repair interconnecting cables and connectors
E4	CORE	Repair valves
E4	CORE	Replace power supplies
E4	CORE	Test Alternating Current (AC) circuits
E4	CORE	Test digital circuits
E4	NON-CORE	Test fiber optic cables and connectors
E4	CORE	Test hydraulic or pneumatic systems
E4	CORE	Test interconnecting cables and connectors
E4	CORE	Test power supplies
E4	CORE	Test valves
E4	CORE	Troubleshoot Alternating Current (AC) circuits
E4	CORE	Troubleshoot Alternating Current and Direct Current (AC/DC) motors
E4	CORE	Troubleshoot digital circuits
E4	CORE	Troubleshoot Direct Current (DC) circuits
E4	NON-CORE	Troubleshoot electromechanical (synchro/servo) systems
E4	NON-CORE	Troubleshoot fiber optic cables and connectors
E4	CORE	Troubleshoot hydraulic or pneumatic systems
E4	CORE	Troubleshoot interconnecting cables and connectors
E4	CORE	Troubleshoot power supplies
E4	CORE	Troubleshoot valves

WEAPONS SYSTEMS

Paygrade	Task Type	Task Statements
E7	CORE	Analyze gun weapons systems data
E7	CORE	Analyze missile delivery systems data
E7	CORE	Analyze torpedo delivery systems data
E4	CORE	Configure computer and peripheral equipment
E4	CORE	Configure gun weapons systems
E4	NON-CORE	Configure missile delivery systems
E4	CORE	Configure Recoverable Exercise Torpedoes (REXTORP)/ Exercise Torpedoes (EXTORP)
E4	CORE	Configure torpedo delivery systems
E4	CORE	Configure torpedoes
E7	CORE	Coordinate gun weapons systems operations
E7	CORE	Coordinate gun weapons systems uploading and downloading
E7	CORE	Coordinate missile delivery systems on-loading and off-loading
E7	CORE	Coordinate recovery of Recoverable Exercise Torpedoes (REXTORP)/ Exercise Torpedoes (EXTORP)
E7	CORE	Coordinate torpedo delivery systems uploading and downloading
E7	CORE	Coordinate weapon system exercises and certification operations
E4	CORE	Download gun weapons systems
E4	CORE	Download torpedo delivery systems
E4	CORE	Engage contacts with gun weapons systems (e.g. Mark 38, Mark 45, Mark 46, etc.)
E4	CORE	Install torpedo flight accessories
E4	CORE	Launch torpedoes
E6	CORE	Manage gun weapons systems operations
E6	CORE	Manage gun weapons systems uploading and downloading
E6	CORE	Manage missile delivery systems on-loading and off-loading
E6	CORE	Manage recovery of Recoverable Exercise Torpedoes (REXTORP)/ Exercise Torpedoes (EXTORP)
E6	CORE	Manage torpedo delivery systems uploading and downloading
E4	CORE	Off-load missile delivery systems
E4	CORE	On-load missile delivery systems
E4	CORE	Perform preventive maintenance on computer and peripheral equipment
E4	CORE	Perform preventive maintenance on gun weapons systems
E4	NON-CORE	Perform preventive maintenance on missile delivery systems
E4	CORE	Perform preventive maintenance on torpedo delivery systems
E4	CORE	Perform preventive maintenance on torpedoes
E4	CORE	Perform torpedo pre-fire tests
E4	CORE	Recover Recoverable Exercise Torpedoes (REXTORP)/ Exercise Torpedoes (EXTORP)
E4	CORE	Repair computer and peripheral equipment

WEAPONS SYSTEMS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Repair gun weapons systems
E4	NON-CORE	Repair missile delivery systems
E4	CORE	Repair torpedo delivery systems
E4	CORE	Repair torpedoes
E4	CORE	Report Battle Damage Assessments (BDA)
E5	CORE	Supervise gun weapons systems operations
E5	CORE	Supervise gun weapons systems uploading and downloading
E5	CORE	Supervise installation of torpedo flight accessories
E5	CORE	Supervise missile delivery systems on-loading and off-loading
E5	CORE	Supervise recovery of Recoverable Exercise Torpedoes (REXTORP)/ Exercise Torpedoes (EXTORP)
E5	CORE	Supervise torpedo delivery systems uploading and downloading
E5	CORE	Supervise torpedo launch operations
E4	CORE	Test computer and peripheral equipment
E4	CORE	Test gun weapons systems
E4	NON-CORE	Test missile delivery systems
E4	CORE	Test torpedo delivery systems
E4	CORE	Test torpedoes
E5	CORE	Train technicians in casualty control procedures
E4	CORE	Troubleshoot computer and peripheral equipment
E4	CORE	Troubleshoot gun weapons systems
E4	NON-CORE	Troubleshoot missile delivery systems
E4	CORE	Troubleshoot torpedo delivery systems
E4	CORE	Upload gun weapons systems
E4	CORE	Upload torpedo delivery systems

Job Title

Small Arms Technician

Job Code

003732

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Military Specific	TBD	SMALL ARMS TECHNICIAN	SMALL ARM TECH

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	GM	0812, 0814, 0857, 9536 or as assigned by job.

Job Description

Small Arms Technicians operate a wide variety of weapons and equipment, to include: M9, M500, M14, M16, M2HB, M240, 25MM to 40MM small arms, and crew-served weapons; operate and maintain magazine flooding and sprinkler systems; operate and maintain night optical devices; conduct mechanical, electrical, and electronic casualty analysis using technical publications, circuit diagrams, and blueprints; train gun crews; and manage operations for the armory, ordnance, magazines, and lockers associated with these weapons.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Artillery and Gunnery	104100	Artillery and Missile Crew Members	55-3014.00	Military Specific

Skills	Abilities
Equipment Selection	*Written Comprehension*
Coordination	*Oral Expression*
Operation and Control	*Deductive Reasoning*
Equipment Maintenance	*Category Flexibility*
Systems Evaluation	*Fluency of Ideas*
Quality Control Analysis	*Problem Sensitivity*
Complex Problem Solving	*Spatial Orientation*
Repairing	*Manual Dexterity*
Monitoring	*Oral Comprehension*
Operations Analysis	*Inductive Reasoning*

AUXILIARY EQUIPMENT AND SUPPORT SYSTEMS

Paygrade	Task Type	Task Statements
E4	CORE	Configure auxiliary air and cooling water systems
E4	CORE	Configure vision enhancement equipment
E5	CORE	Perform external communications (e.g. ship-to-ship, ship-to-shore)
E4	CORE	Perform preventive maintenance on auxiliary air and cooling water systems
E4	CORE	Perform preventive maintenance on vision enhancement equipment
E4	CORE	Repair auxiliary air and cooling water systems
E4	CORE	Test auxiliary air and cooling water systems
E4	CORE	Test vision enhancement equipment
E6	CORE	Transfer custody of vision enhancement equipment
E4	CORE	Troubleshoot auxiliary air and cooling water systems
E4	CORE	Troubleshoot vision enhancement equipment

CREW-SERVED WEAPONS AND SMALL ARMS

Paygrade	Task Type	Task Statements
E4	CORE	Coach personnel in the use of small arms
E4	CORE	Configure crew-served weapon mounts and stands
E4	CORE	Configure crew-served weapons
E4	CORE	Configure small arms (e.g. grenade, line throwing, etc.)
E7	CORE	Coordinate crew-served weapons evolutions

CREW-SERVED WEAPONS AND SMALL ARMS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Deploy pyrotechnics
E4	CORE	Engage contacts with crew-served weapons
E4	CORE	Engage contacts with grenades
E4	CORE	Engage contacts with small arms
E4	CORE	Inventory small arms
E6	CORE	Manage crew-served weapons evolutions
E5	NON-CORE	Manage crew-served weapons qualification programs
E6	CORE	Manage small arms and crew-served weapons inventory programs (e.g. schedule, validate, etc.)
E5	NON-CORE	Manage small arms qualification programs
E5	NON-CORE	Perform duties of Range Safety Officer (RSO)
E4	CORE	Perform preventive maintenance on crew-served weapon mounts and stands
E4	CORE	Perform preventive maintenance on crew-served weapons
E4	CORE	Perform preventive maintenance on small arms
E5	NON-CORE	Qualify personnel in the use of crew-served weapons
E5	CORE	Qualify personnel in the use of pyrotechnics
E5	NON-CORE	Qualify personnel in the use of small arms
E4	CORE	Repair crew-served weapon mounts and stands
E4	CORE	Repair crew-served weapons
E4	CORE	Repair small arms
E5	CORE	Supervise crew-served weapons evolutions (safety observer)
E4	CORE	Test crew-served weapon mounts and stands
E4	CORE	Test crew-served weapons
E4	CORE	Test small arms
E5	CORE	Train personnel in crew-served weapons
E5	CORE	Train personnel in pyrotechnics
E5	CORE	Train personnel in small arms
E5	CORE	Train personnel in the use of grenades
E6	CORE	Transfer custody of weapons, mounts, and associated equipment
E4	CORE	Troubleshoot crew-served weapon mounts and stands
E4	CORE	Troubleshoot crew-served weapons
E4	CORE	Troubleshoot small arms

EQUIPMENT ADMINISTRATION

Paygrade	Task Type	Task Statements
E4	CORE	Collect equipment and systems status data
E5	CORE	Conduct quality assurance inspections on Arms, Ammunition, and Explosives (AA&E) assets
E7	CORE	Coordinate equipment certifications and recertifications
E4	CORE	Document equipment status

EQUIPMENT ADMINISTRATION (CONT'D)

Paygrade	Task Type	Task Statements
E6	CORE	Draft Arms, Ammunition, and Explosives (AA&E) Standard Operating Procedures (SOP), Temporary Standing Orders (TSO), and equipment Departure From Specifications (DFS)
E5	CORE	Draft deficiency reports (e.g. maintenance, equipment, ordnance, etc.)
E4	CORE	Inspect work areas, tools, and electronic systems equipment
E4	CORE	Inventory controlled equipment
E4	CORE	Issue Arms, Ammunition, and Explosives (AA&E) assets
E5	CORE	Maintain Arms, Ammunition, and Explosives (AA&E) programs
E6	CORE	Manage Arms, Ammunition, and Explosives (AA&E) assets
E6	CORE	Manage controlled equipment
E7	CORE	Manage divisional equipment and system configuration and maintenance operations
E6	CORE	Manage safety programs and instructions (e.g. ordnance, Shipboard Explosive Safety Inspection (SESI), etc.)
E4	CORE	Process technical briefs, notices, and bulletins
E4	CORE	Receive custody of Arms, Ammunition, and Explosives (AA&E) assets
E4	CORE	Sentence Arms, Ammunition, and Explosives (AA&E) assets
E5	CORE	Supervise controlled equipment inventories
E6	CORE	Supervise divisional equipment and system configuration and maintenance operations
E5	CORE	Supervise work center equipment and system configuration and maintenance operations
E6	CORE	Transfer custody of Arms, Ammunition, and Explosives (AA&E)
E7	CORE	Validate Arms, Ammunition, and Explosives (AA&E) Standard Operating Procedures (SOP), Temporary Standing Orders (TSO), and equipment Departure From Specifications (DFS)
E5	CORE	Validate Combat Systems Operational Sequencing System (CSOSS)
E7	CORE	Validate deficiency reports (e.g. maintenance, equipment, ordnance, etc.)
E5	CORE	Verify equipment installations, testing, and alterations

ORDNANCE EVOLUTIONS AND MAGAZINE SYSTEMS

Paygrade	Task Type	Task Statements
E4	CORE	Activate magazine sprinkler systems
E4	CORE	Conduct Material Handling Equipment (MHE) operations
E4	CORE	Conduct ordnance handling evolutions
E4	CORE	Conduct weapons elevator and hoist operations
E4	CORE	Conduct Weight Handling Equipment (WHE) operations
E4	CORE	Configure magazine equipment (e.g. battens, stanchions, alarms, etc.)
E4	CORE	Configure magazine sprinkler systems
E4	CORE	Configure Material Handling Equipment (MHE)
E4	CORE	Configure ordnance containers
E4	CORE	Configure Ordnance Handling Equipment (OHE)

ORDNANCE EVOLUTIONS AND MAGAZINE SYSTEMS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Configure ordnance magazines and lockers
E4	CORE	Configure weapons casualty equipment
E4	CORE	Configure weapons elevators and hoists
E4	CORE	Configure Weight Handling Equipment (WHE)
E6	CORE	Coordinate Material Handling Equipment (MHE) operations
E7	CORE	Coordinate ordnance handling evolutions
E7	CORE	Coordinate ordnance stowage operations
E6	CORE	Coordinate weapon deliveries and ordnance transportation
E5	CORE	Direct cranes
E4	CORE	Inspect ordnance
E4	CORE	Inspect ordnance containers
E4	CORE	Inspect ordnance magazines and lockers
E4	CORE	Inventory weapons casualty equipment
E6	CORE	Manage ordnance handling evolutions
E6	CORE	Manage ordnance magazine and locker inspections
E6	CORE	Manage ordnance stowage operations
E7	CORE	Monitor ordnance handling evolutions (safety observer)
E7	CORE	Monitor weapons casualty evolutions (safety observer)
E4	CORE	Pack ordnance
E4	CORE	Perform ordnance spill decontamination procedures
E4	CORE	Perform preventive maintenance on magazine equipment (e.g. battens, stanchions, alarms, etc.)
E4	CORE	Perform preventive maintenance on magazine sprinkler systems
E4	CORE	Perform preventive maintenance on Material Handling Equipment (MHE)
E4	CORE	Perform preventive maintenance on ordnance containers
E4	CORE	Perform preventive maintenance on Ordnance Handling Equipment (OHE)
E4	CORE	Perform preventive maintenance on ordnance magazines and lockers
E4	CORE	Perform preventive maintenance on weapons casualty equipment
E4	CORE	Perform preventive maintenance on weapons elevators and hoists
E4	CORE	Perform preventive maintenance on Weight Handling Equipment (WHE)
E4	CORE	Perform weapons casualty procedures
E4	CORE	Prepare ordnance for operational use
E4	CORE	Prepare weapons and ordnance for transportation
E4	CORE	Repair magazine equipment (e.g. battens, stanchions, alarms, etc.)
E4	CORE	Repair magazine sprinkler systems
E4	CORE	Repair Material Handling Equipment (MHE)
E4	CORE	Repair ordnance containers
E4	CORE	Repair Ordnance Handling Equipment (OHE)
E4	CORE	Repair ordnance magazines and lockers

ORDNANCE EVOLUTIONS AND MAGAZINE SYSTEMS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Repair weapons casualty equipment
E4	CORE	Repair weapons elevators and hoists
E4	CORE	Repair Weight Handling Equipment (WHE)
E4	CORE	Stow ordnance
E7	CORE	Supervise magazine sprinkler systems testing
E5	CORE	Supervise Material Handling Equipment (MHE) operations
E5	CORE	Supervise ordnance handling evolutions
E5	CORE	Supervise ordnance inspections
E5	CORE	Supervise ordnance magazine and locker inspections
E5	CORE	Supervise ordnance spill decontaminations
E5	CORE	Supervise ordnance stowage operations
E5	CORE	Supervise weapons casualty evolutions
E5	CORE	Supervise weapons elevator and hoist operations
E5	CORE	Supervise Weight Handling Equipment (WHE) operations
E4	CORE	Test magazine equipment (e.g. battens, stanchions, alarms, etc.)
E6	CORE	Test magazine sprinkler systems
E4	CORE	Test Material Handling Equipment (MHE)
E4	CORE	Test Ordnance Handling Equipment (OHE)
E4	CORE	Test weapons casualty equipment
E5	CORE	Test weapons elevators and hoists
E4	CORE	Test Weight Handling Equipment (WHE)
E4	CORE	Transport ordnance
E4	CORE	Troubleshoot magazine equipment (e.g. battens, stanchions, alarms, etc.)
E4	CORE	Troubleshoot magazine sprinkler systems
E4	CORE	Troubleshoot Material Handling Equipment (MHE)
E4	CORE	Troubleshoot Ordnance Handling Equipment (OHE)
E4	CORE	Troubleshoot weapons casualty equipment
E4	CORE	Troubleshoot weapons elevators and hoists
E4	CORE	Troubleshoot Weight Handling Equipment (WHE)
E4	CORE	Unpack ordnance

SECURITY OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Apply restraint devices
E6	CORE	Conduct Anti-Terrorism (AT) assessments
E4	CORE	Conduct guard mount (e.g. weapons issue, duty section turnover, etc.)
E4	CORE	Conduct inspections and searches (e.g. vehicles, personnel, etc.)
E4	NON-CORE	Conduct landing force operations
E4	CORE	Conduct screening and detection operations (e.g. personnel, vehicles, etc.)
E4	CORE	Conduct security patrols and roves

SECURITY OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Conduct security post turnovers
E4	CORE	Conduct tactical entries and movements
E4	CORE	Conduct Visit Board Search and Seizure (VBSS) operations
E4	CORE	Configure less-than-lethal weapons (e.g. acoustic devices, lasers, expandable batons, etc.)
E4	CORE	Configure security gear and equipment (e.g. Ships Reaction Force (SRF) equipment, screening and detection equipment, etc.)
E4	CORE	Configure Visit Board Search and Seizure (VBSS) equipment
E7	CORE	Coordinate Anti-Terrorism (AT) assessments
E6	CORE	Coordinate inspections and searches (e.g. vehicles, personnel, etc.)
E7	NON-CORE	Coordinate landing force operations
E6	CORE	Coordinate screening and detection operations (e.g. personnel, vehicles, etc.)
E6	CORE	Coordinate tactical entries and movements
E6	CORE	Coordinate Visit Board Search and Seizure (VBSS) and Anti-terrorism Force Protection (ATFP) exercises and certification operations
E7	CORE	Coordinate Visit Board Search and Seizure (VBSS) operations
E6	CORE	Develop Anti-Terrorism (AT) plans
E4	CORE	Engage contacts with less-than-lethal weapons (e.g. acoustic devices, lasers, expandable batons, etc.)
E4	CORE	Establish security perimeters
E4	CORE	Inventory security gear and equipment (e.g. Ships Reaction Force (SRF) equipment, screening and detection equipment, etc.)
E4	CORE	Inventory Visit Board Search and Seizure (VBSS) equipment
E6	NON-CORE	Manage landing force operations
E6	CORE	Manage Visit Board Search and Seizure (VBSS) operations
E4	CORE	Perform preventive maintenance on less-than-lethal weapons (e.g. acoustic devices, lasers, expandable batons, etc.)
E4	CORE	Perform preventive maintenance on security gear and equipment (e.g. Ships Reaction Force (SRF) equipment, screening and detection equipment, etc.)
E4	CORE	Perform preventive maintenance on Visit Board Search and Seizure (VBSS) equipment
E6	NON-CORE	Provide Navy Security Forces (NSF) group-paced classroom and laboratory instruction
E4	CORE	Repair less-than-lethal weapons (e.g. acoustic devices, lasers, expandable batons, etc.)
E4	CORE	Repair security gear and equipment (e.g. Ships Reaction Force (SRF) equipment, screening and detection equipment, etc.)
E4	CORE	Repair Visit Board Search and Seizure (VBSS) equipment
E5	CORE	Supervise guard mounts (e.g. weapons issue, duty section turnover, etc.)
E5	CORE	Supervise inspections and searches (e.g. vehicles, personnel, etc.)
E5	NON-CORE	Supervise landing force operations
E5	CORE	Supervise screening and detection operations (e.g. personnel, vehicles, etc.)

SECURITY OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Supervise security patrols and roves
E5	CORE	Supervise Visit Board Search and Seizure (VBSS) operations
E4	CORE	Test less-than-lethal weapons (e.g. acoustic devices, lasers, expandable batons, etc.)
E4	CORE	Test security gear and equipment (e.g. Ships Reaction Force (SRF) equipment, screening and detection equipment, etc.)
E4	CORE	Test Visit Board Search and Seizure (VBSS) equipment
E5	CORE	Train personnel in Visit Board Search and Seizure (VBSS) and Anti-terrorism Force Protection (ATFP)
E6	CORE	Transfer custody of security gear and equipment (e.g. Ships Reaction Force (SRF) equipment, screening and detection equipment, etc.)
E4	CORE	Troubleshoot less-than-lethal weapons (e.g. acoustic devices, lasers, expandable batons, etc.)
E4	CORE	Troubleshoot security gear and equipment (e.g. Ships Reaction Force (SRF) equipment, screening and detection equipment, etc.)
E4	CORE	Troubleshoot Visit Board Search and Seizure (VBSS) equipment
E4	CORE	Verify identification credentials, documents, and biometric data

TECHNICAL CORE FUNDAMENTALS

Paygrade	Task Type	Task Statements
E4	CORE	Analyze blueprints and ships drawings
E4	CORE	Analyze electronic schematics
E4	CORE	Analyze mechanical drawings
E4	CORE	Analyze plumbing and valve drawings
E4	CORE	Analyze technical manuals
E4	CORE	Configure Alternating Current (AC) circuits
E4	CORE	Configure General Purpose Test Equipment (GPTE)
E4	CORE	Configure hydraulic or pneumatic systems
E4	CORE	Configure interconnecting cables and connectors
E4	CORE	Configure power supplies
E4	CORE	Configure Special Purpose Test Equipment (SPTE)
E4	CORE	Configure valves
E4	CORE	Configure weapons and combat systems equipment
E4	CORE	Control the effects of Hazards of Electromagnetic Radiation to Ordnance (HERO) and Radio Frequency Interference (RFI)
E5	NON-CORE	Perform basic soldering on electrical and electronic equipment
E4	CORE	Perform Combat Systems Operational Sequencing System (CSOSS) procedures (e.g. casualty responses/operations, normal operations, energize/de-energize equipment, etc.)
E4	CORE	Perform corrosion prevention and control procedures
E4	CORE	Perform preventive maintenance on Alternating Current (AC) circuits
E4	CORE	Perform preventive maintenance on hydraulic or pneumatic systems

TECHNICAL CORE FUNDAMENTALS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Perform preventive maintenance on interconnecting cables and connectors
E4	CORE	Perform preventive maintenance on power supplies
E4	CORE	Perform preventive maintenance on valves
E4	CORE	Repair Alternating Current (AC) circuits
E4	CORE	Repair hydraulic or pneumatic systems
E5	CORE	Repair interconnecting cables and connectors
E4	CORE	Repair valves
E4	CORE	Replace power supplies
E4	CORE	Test Alternating Current (AC) circuits
E4	CORE	Test hydraulic or pneumatic systems
E4	CORE	Test interconnecting cables and connectors
E4	CORE	Test power supplies
E4	CORE	Test valves
E4	CORE	Troubleshoot Alternating Current (AC) circuits
E4	CORE	Troubleshoot Alternating Current and Direct Current (AC/DC) motors
E4	CORE	Troubleshoot digital circuits
E4	CORE	Troubleshoot Direct Current (DC) circuits
E4	CORE	Troubleshoot hydraulic or pneumatic systems
E4	CORE	Troubleshoot interconnecting cables and connectors
E4	CORE	Troubleshoot power supplies
E4	CORE	Troubleshoot valves

WEAPONS SYSTEMS

Paygrade	Task Type	Task Statements
E7	CORE	Analyze gun weapons systems data
E7	CORE	Analyze torpedo delivery systems data
E4	CORE	Configure computer and peripheral equipment
E4	CORE	Configure gun weapons systems
E4	CORE	Configure Recoverable Exercise Torpedoes (REXTORP)/ Exercise Torpedoes (EXTORP)
E4	CORE	Configure torpedo delivery systems
E4	CORE	Configure torpedoes
E7	CORE	Coordinate gun weapons systems operations
E7	CORE	Coordinate gun weapons systems uploading and downloading
E7	CORE	Coordinate recovery of Recoverable Exercise Torpedoes (REXTORP)/ Exercise Torpedoes (EXTORP)
E7	CORE	Coordinate torpedo delivery systems uploading and downloading
E7	CORE	Coordinate weapon system exercises and certification operations
E4	CORE	Download gun weapons systems
E4	CORE	Download torpedo delivery systems

WEAPONS SYSTEMS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Engage contacts with gun weapons systems (e.g. Mark 38, Mark 45, Mark 46, etc.)
E4	CORE	Install torpedo flight accessories
E4	CORE	Launch torpedoes
E6	CORE	Manage gun weapons systems operations
E6	CORE	Manage gun weapons systems uploading and downloading
E6	CORE	Manage recovery of Recoverable Exercise Torpedoes (REXTORP)/ Exercise Torpedoes (EXTORP)
E6	CORE	Manage torpedo delivery systems uploading and downloading
E4	CORE	Off-load missile delivery systems
E4	CORE	On-load missile delivery systems
E4	CORE	Perform preventive maintenance on computer and peripheral equipment
E4	CORE	Perform preventive maintenance on gun weapons systems
E4	CORE	Perform preventive maintenance on torpedo delivery systems
E4	CORE	Perform preventive maintenance on torpedoes
E4	CORE	Perform torpedo pre-fire tests
E4	CORE	Recover Recoverable Exercise Torpedoes (REXTORP)/ Exercise Torpedoes (EXTORP)
E4	CORE	Repair computer and peripheral equipment
E4	CORE	Repair gun weapons systems
E4	CORE	Repair torpedo delivery systems
E4	CORE	Repair torpedoes
E4	CORE	Report Battle Damage Assessments (BDA)
E5	CORE	Supervise gun weapons systems operations
E5	CORE	Supervise gun weapons systems uploading and downloading
E5	CORE	Supervise installation of torpedo flight accessories
E5	CORE	Supervise missile delivery systems on-loading and off-loading
E5	CORE	Supervise recovery of Recoverable Exercise Torpedoes (REXTORP)/ Exercise Torpedoes (EXTORP)
E5	CORE	Supervise torpedo delivery systems uploading and downloading
E5	CORE	Supervise torpedo launch operations
E4	CORE	Test computer and peripheral equipment
E4	CORE	Test gun weapons systems
E4	CORE	Test torpedo delivery systems
E4	CORE	Test torpedoes
E5	CORE	Train technicians in casualty control procedures
E4	CORE	Troubleshoot computer and peripheral equipment
E4	CORE	Troubleshoot gun weapons systems
E4	CORE	Troubleshoot torpedo delivery systems
E4	CORE	Upload gun weapons systems

WEAPONS SYSTEMS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Upload torpedo delivery systems

CHAPTER 39

GAS TURBINE SYSTEMS TECHNICIAN (MECHANICAL) (GSM)

NAVPERS 18068F-39G
CH-82

Updated: April 2020

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NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

GAS TURBINE SYSTEMS TECHNICIAN (MECHANICAL) (GSM)

SCOPE OF RATING

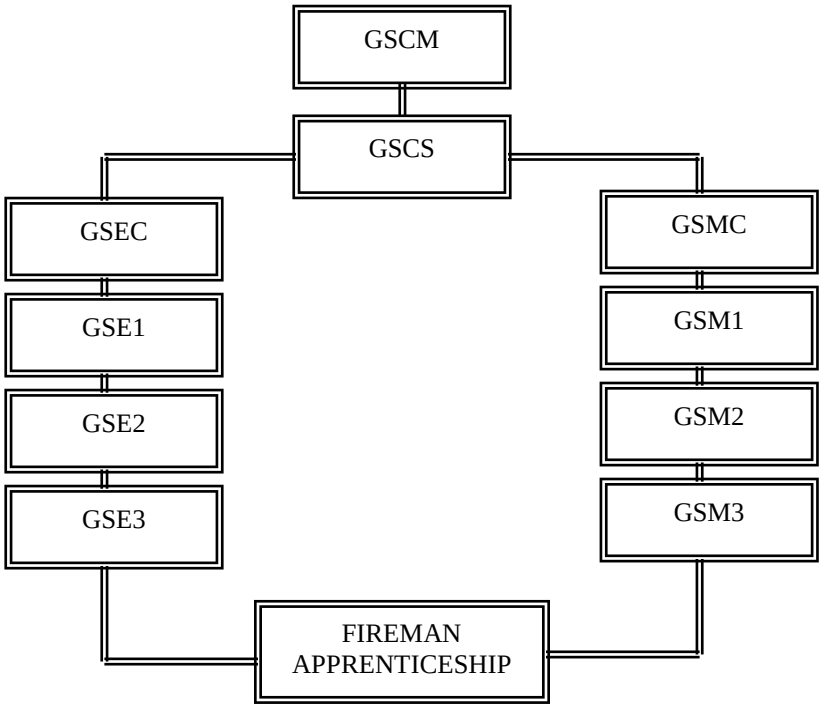
Gas Turbine Systems Technicians (GS) operate, repair, and perform organizational and intermediate maintenance on ship's propulsion Gas Turbine Engines (GTE), Ships Service Gas Turbine Generators (SSGTG), main propulsion machinery (including gears, shafting, and Controllable Pitch Propellers (CPP)), assigned auxiliary equipment (including fuel and lube oil systems), machinery control systems (including consoles and Programmed Logic Controllers (PLC)), assigned electrical and electronic equipment up to the printed circuit boards, and alarm and warning circuitry.

Gas Turbine Systems Technicians (Mechanical) (GSM) operate, repair, and perform organizational and intermediate maintenance on mechanical components of Gas Turbine Engines (GTE), main propulsion machinery (including gears, shafting, and Controllable Pitch/Reversible Propellers (CPP/CRP), assigned auxiliary equipment, and propulsion control systems.

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 39.

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 **Job Code**

Gas Turbine Mechanical Systems Technician 003003

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Production	TBD	GAS TURBINE M SYSTEM TEC	GT MECH TECH

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	GSM	NEC UXXX series or other NECs as assigned

Job Description

Gas Turbine Mechanical Systems Technicians maintain and operate Ship's Service Gas Turbine Generators (SSGTG) and support systems; maintain Controllable Reversible/Pitch Propeller (CRP/CPP) systems; operate electric plant controls and main propulsion equipment, pumps, turning gears, air compressors, oil purification systems, low pressure air dehydrators, and engineering control systems; work with blueprints, schematics, and charts to maintain and repair Gas Turbine Engines (GTE) and auxiliary equipment; perform preventive maintenance on ship's fuel systems and air systems, Sea Water Service Systems (SWSS), waste drain systems, oil purification systems, and manually operated valves; perform work area inspections, operate standard test equipment, and test lubricating oil and distillate fuels for contamination, neutralization, and precipitation; conduct engine checks to verify performance and replace and/or adjust operating tolerance of contacts, micro-switches, relay switches, pressure switches, and temperature switches; and perform all administrative procedures related to gas turbine propulsion system operation and maintenance. Technicians are expected to perform work independently and mentor Gas Turbine Mechanical Systems Maintainers with very limited supervision.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Auxiliaries	165200	Power Plant Operators	51-8013.00	Production

Skills	Abilities
Quality Control Analysis	*Written Comprehension*
Equipment Maintenance	*Problem Sensitivity*
Troubleshooting	*Manual Dexterity*
Operation and Control	*Deductive Reasoning*
Operation Monitoring	*Inductive Reasoning*
Complex Problem Solving	*Information Ordering*
Repairing	*Written Expression*
Coordination	*Time Sharing*
Reading Comprehension	*Mathematical Reasoning*
Active Learning	*Arm-Hand Steadiness*

AUXILIARY EQUIPMENT

Paygrade	Task Type	Task Statements
E4	CORE	Align bleed air systems (i.e., start air, prairie, masker, anti-icing)
E4	CORE	Align Fuel Oil (FO) purifiers
E4	CORE	Align JP-5 systems
E4	CORE	Align Low Pressure Air Compressors (LPAC)
E4	CORE	Align Low Pressure Air Dehydrator (LPAD)
E4	CORE	Align oily waste systems
E4	CORE	Align waste oil systems
E5	CORE	Analyze Fuel Oil (FO) samples
E5	CORE	Analyze Lube Oil (LO) samples
E4	CORE	Conduct preventive maintenance on Low Pressure Air Dehydrator (LPAD)
E4	CORE	Conduct preventive maintenance on auxiliary lube oil filters
E4	CORE	Conduct preventive maintenance on bleed air systems (i.e., start air, prairie, masker, anti-icing)
E4	CORE	Conduct preventive maintenance on Fuel Oil (FO) system
E5	CORE	Conduct preventive maintenance on heat exchangers

AUXILIARY EQUIPMENT (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Conduct preventive maintenance on hydraulic systems
E4	CORE	Conduct preventive maintenance on JP-5 systems
E4	CORE	Conduct preventive maintenance on Low Pressure Air Compressors (LPAC)
E5	CORE	Conduct preventive maintenance on oily waste systems
E4	CORE	Conduct preventive maintenance on Seawater Systems (SWS)
E4	CORE	Conduct preventive maintenance on system valves
E4	CORE	Conduct preventive maintenance on systems pumps
E4	CORE	Conduct preventive maintenance on temperature regulating valves
E4	CORE	Measure fuel tank levels
E5	CORE	Repair bleed air systems (i.e., start air, prairie, masker, anti-icing)
E5	CORE	Repair Fuel Oil (FO) transfer system
E5	CORE	Repair JP-5 systems
E5	CORE	Repair Low Pressure Air Compressors (LPAC)
E4	CORE	Repair Low Pressure Air Dehydrator (LPAD)
E5	CORE	Repair Seawater Systems (SWS)
E5	CORE	Repair Systems Pumps
E4	CORE	Repair temperature regulating valves
E4	CORE	Sample fluids
E5	CORE	Troubleshoot Low Pressure Air Dehydrator (LPAD)
E5	CORE	Troubleshoot bleed air systems (i.e., start air, prairie, masker, anti-icing)
E5	CORE	Troubleshoot Fuel Oil (FO) transfer system
E5	CORE	Troubleshoot JP-5 systems
E5	CORE	Troubleshoot Low Pressure Air Compressors (LPAC)
E5	CORE	Troubleshoot Seawater Systems (SWS)
E5	CORE	Troubleshoot Systems Pumps
E5	CORE	Troubleshoot temperature regulating valves

GAS TURBINE

Paygrade	Task Type	Task Statements
E4	CORE	Align Gas Turbine Generator (GTG) locally and remotely
E4	CORE	Align Gas Turbine Generator (GTG) support systems
E4	CORE	Align Gas Turbine Module (GTM) synthetic Lube Oil (LO) systems
E5	CORE	Conduct Gas Turbine Engine (GTE) pre-operational checks
E4	CORE	Conduct Gas Turbine Module (GTM) support system alignment checks
E4	CORE	Conduct inlet preservations
E4	CORE	Conduct preventive maintenance on blow-in doors
E4	CORE	Conduct preventive maintenance on Foreign Object Damage (FOD) screens
E5	CORE	Conduct preventive maintenance on Gas Turbine Engine (GTE) assembly Components
E4	CORE	Conduct preventive maintenance on Gas Turbine Engine (GTE) base enclosures

GAS TURBINE (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Conduct preventive maintenance on Gas Turbine Engine (GTE) combustion chamber components
E5	CORE	Conduct preventive maintenance on Gas Turbine Engine (GTE) fuel systems
E4	CORE	Conduct preventive maintenance on Gas Turbine Engine (GTE) inlet and exhaust systems
E4	CORE	Conduct preventive maintenance on Gas Turbine Engine (GTE) Lube Oil (LO) system components
E5	CORE	Conduct preventive maintenance on Gas Turbine Engine (GTE) mechanical linkages
E4	CORE	Conduct preventive maintenance on Gas Turbine Engine (GTE) water wash systems
E4	CORE	Conduct preventive maintenance on Gas Turbine Generator (GTG) set
E5	CORE	Conduct preventive maintenance on Gas Turbine Module (GTM) power turbine components
E5	CORE	Inspect shock mounts (i.e., Gas Turbine Module (GTM), Gas Turbine Generator (GTG))
E5	CORE	Repair blow-in doors
E5	CORE	Repair Gas Turbine Engine (GTE) inlet and exhaust systems
E5	CORE	Repair Gas Turbine Generator (GTG) set
E5	CORE	Repair Gas Turbine Module (GTM)
E5	CORE	Troubleshoot blow-in doors
E5	CORE	Troubleshoot Gas Turbine Engine (GTE) inlet and exhaust systems
E6	CORE	Troubleshoot Gas Turbine Generator (GTG) set
E6	CORE	Troubleshoot Gas Turbine Module (GTM)

MAIN PROPULSION

Paygrade	Task Type	Task Statements
E4	CORE	Align Controllable Pitch Propeller (CPP) or Controllable Reversible Pitch (CRP) systems
E4	CORE	Align Fuel Oil (FO) coalescer
E4	CORE	Align High Pressure (HP) start air systems
E4	CORE	Align Lube Oil (LO) purifiers
E4	CORE	Align main Lube Oil (LO) service systems
E4	CORE	Align Main Reduction Gear (MRG) Lube Oil (LO) pumps
E6	CORE	Calculate fuel load requirements
E6	CORE	Calculate Lube Oil (LO) load requirements
E5	CORE	Calibrate fuel pump logics
E5	CORE	Calibrate Lube Oil (LO) pump logics
E5	CORE	Calibrate mechanical propeller pitch controls
E4	CORE	Conduct preventive maintenance on Controllable Pitch Propeller (CPP) or Controllable Reversible Pitch (CRP) systems
E4	CORE	Conduct preventive maintenance on Fuel Oil (FO) coalescers

MAIN PROPULSION (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Conduct preventive maintenance on Fuel Oil (FO) service system
E5	CORE	Conduct preventive maintenance on Gas Turbine Module (GTM) power turbine brakes
E5	CORE	Conduct preventive maintenance on jacking or turning gears
E5	CORE	Conduct preventive maintenance on Main Reduction Gear (MRG)
E4	CORE	Conduct preventive maintenance on Main Reduction Gear (MRG) Lube Oil (LO) strainers
E4	CORE	Conduct preventive maintenance on systems valves
E5	CORE	Conduct Propulsion and Auxiliary Control Console (PACC) operations
E4	CORE	Conduct Propulsion Local Control Console (PLCC) operations
E4	CORE	Conduct Shaft Control Unit (SCU) operations
E5	CORE	Conduct Universal Control Console (UCC) operations
E4	CORE	Fabricate sealing gaskets
E4	CORE	Maintain Fuel Oil (FO) pre-filter components
E6	CORE	Manage bearing Logs
E7	CORE	Manage Marine Gas Turbine Service Records (MGTSR)
E5	CORE	Repair Controllable Pitch Propeller (CPP) or Controllable Reversible Pitch (CRP) systems
E4	CORE	Repair Fuel Oil (FO) coalescer
E5	CORE	Repair Fuel Oil (FO) service system
E5	CORE	Repair Gas Turbine Module (GTM) power turbine brakes
E5	CORE	Repair jacking or turning gears
E6	CORE	Repair Main Reduction Gear (MRG)
E6	CORE	Troubleshoot Controllable Pitch Propeller (CPP) or Controllable Reversible Pitch (CRP) systems
E5	CORE	Troubleshoot Fuel Oil (FO) coalescer
E5	CORE	Troubleshoot Fuel Oil (FO) service system
E6	CORE	Troubleshoot Gas Turbine Module (GTM) power turbine brakes
E6	CORE	Troubleshoot jacking or turning gears
E6	CORE	Troubleshoot Main Reduction Gear (MRG)

TECHNICAL ADMINISTRATION

Paygrade	Task Type	Task Statements
E4	CORE	Annotate automated alarm data logs
E5	CORE	Maintain bearing Logs
E7	CORE	Maintain Marine Gas Turbine Service Records (MGTSR)
E6	CORE	Manage Engineering Operational Sequencing Systems (EOSS) program
E6	CORE	Manage equipment operating logs
E7	CORE	Manage Fuel Oil Quality Management (FOQM) program
E6	CORE	Manage Lube Oil Quality Management (LOQM) program

TECHNICAL ADMINISTRATION (CONT'D)

Paygrade	Task Type	Task Statements
E6	CORE	Manage Oily Waste Management (OWM) program
E4	CORE	Prepare fuel and water reports
E7	CORE	Prepare full power and economy trial reports
E5	CORE	Prepare Quality Assurance (QA) packages
E5	CORE	Prepare Quality Assurance (QA) repair forms
E4	CORE	Record dry bulb temperature readings
E4	CORE	Record meter readings
E5	CORE	Review automated alarm data logs
E6	CORE	Review Quality Assurance (QA) packages
E7	CORE	Review Quality Assurance (QA) repair forms
E6	CORE	Update Engineering Operational Sequencing System (EOSS) publications
E4	CORE	Update fuel logs
E4	CORE	Update Lube Oil (LO) logs
E5	CORE	Validate Engineering Operational Sequencing System (EOSS) publications changes
E6	CORE	Verify engineering bulletins and changes
E7	CORE	Verify fuel and water reports
E7	CORE	Verify fuel logs
E7	CORE	Verify Lube Oil (LO) logs

Job Title **Job Code**

Gas Turbine Mechanical Systems Maintainer 003698

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Production	TBD	GAS TURBINE M SYSTEM MAINT	GT MECH MAINT

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	GSM	NEC UXXX series or other NECs as assigned

Job Description

Gas Turbine Mechanical Systems Maintainers maintain and operate Ship's Service Gas Turbine Generators (SSGTG) and support systems; maintain Controllable Reversible/Pitch Propeller (CRP/CPP) systems; operate electric plant controls and main propulsion equipment, pumps, turning gears, air compressors, oil purification systems, low pressure air dehydrators, and engineering control systems; work with blueprints, schematics, and charts to maintain and repair Gas Turbine Engines (GTE) and auxiliary equipment; perform preventive maintenance on ship's fuel systems and air systems, Sea Water Service Systems (SWSS), waste drain systems, oil purification systems, and manually operated valves; perform work area inspections; operate standard test equipment; test lubricating oil and distillate fuels for contamination, neutralization, and precipitation; conduct engine checks to verify performance and replace and/or adjust operating tolerance of contacts, micro-switches, relay switches, pressure switches and temperature switches; and perform all administrative procedures related to gas turbine propulsion system operation and maintenance. Maintainers work under the supervision of a mentor while learning the trade or skill.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Auxiliaries	165200	Power Plant Operators	51-8013.00	Production

Skills	Abilities
Equipment Maintenance	*Written Comprehension*
Quality Control Analysis	*Problem Sensitivity*
Operation and Control	*Manual Dexterity*
Operation Monitoring	*Deductive Reasoning*
Coordination	*Written Expression*
Reading Comprehension	*Arm-Hand Steadiness*
Equipment Selection	*Finger Dexterity*
Writing	*Mathematical Reasoning*
Active Learning	*Control Precision*
Management of Material Resources	*Extent Flexibility*

AUXILIARY EQUIPMENT

Paygrade	Task Type	Task Statements
E4	CORE	Align bleed air systems (i.e., start air, prairie, masker, anti-icing)
E4	CORE	Align Fuel Oil (FO) purifiers
E4	CORE	Align JP-5 systems
E4	CORE	Align Low Pressure Air Compressors (LPAC)
E4	CORE	Align Low Pressure Air Dehydrator (LPAD)
E4	CORE	Align oily waste systems
E4	CORE	Align waste oil systems
E4	CORE	Conduct preventive maintenance on Low Pressure Air Dehydrator (LPAD)
E4	CORE	Conduct preventive maintenance on auxiliary lube oil filters
E4	CORE	Conduct preventive maintenance on bleed air systems (i.e., start air, prairie, masker, anti-icing)
E4	CORE	Conduct preventive maintenance on Fuel Oil (FO) system
E4	CORE	Conduct preventive maintenance on JP-5 systems
E4	CORE	Conduct preventive maintenance on Seawater Systems (SWS)
E4	CORE	Conduct preventive maintenance on system valves
E4	CORE	Conduct preventive maintenance on temperature regulating valves

AUXILIARY EQUIPMENT (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Measure fuel tank levels
E4	CORE	Sample fluids

GAS TURBINE

Paygrade	Task Type	Task Statements
E4	CORE	Align Gas Turbine Generator (GTG) locally and remotely
E4	CORE	Align Gas Turbine Generator (GTG) support systems
E4	CORE	Align Gas Turbine Module (GTM) synthetic Lube Oil (LO) systems
E4	CORE	Conduct Gas Turbine Module (GTM) support system alignment checks
E4	CORE	Conduct inlet preservations
E4	CORE	Conduct preventive maintenance on blow-in doors
E4	CORE	Conduct preventive maintenance on Foreign Object Damage (FOD) screens
E4	CORE	Conduct preventive maintenance on Gas Turbine Engine (GTE) base enclosures
E4	CORE	Conduct preventive maintenance on Gas Turbine Engine (GTE) inlet and exhaust systems
E4	CORE	Conduct preventive maintenance on Gas Turbine Engine (GTE) Lube Oil (LO) system components
E4	CORE	Conduct preventive maintenance on Gas Turbine Engine (GTE) water wash systems
E4	CORE	Conduct preventive maintenance on Gas Turbine Generator (GTG) set

MAIN PROPULSION

Paygrade	Task Type	Task Statements
E4	CORE	Align Controllable Pitch Propeller (CPP) or Controllable Reversible Pitch (CRP) systems
E4	CORE	Align Fuel Oil (FO) coalescer
E4	CORE	Align High Pressure (HP) start air systems
E4	CORE	Align Lube Oil (LO) purifiers
E4	CORE	Align main Lube Oil (LO) service systems
E4	CORE	Align Main Reduction Gear (MRG) Lube Oil (LO) pumps
E4	CORE	Conduct preventive maintenance on Controllable Pitch Propeller (CPP) or Controllable Reversible Pitch (CRP) systems
E4	CORE	Conduct preventive maintenance on Fuel Oil (FO) coalescers
E4	CORE	Conduct preventive maintenance on Fuel Oil (FO) service system
E4	CORE	Conduct preventive maintenance on Main Reduction Gear (MRG) Lube Oil (LO) strainers
E4	CORE	Conduct Propulsion Local Control Console (PLCC) operations
E4	CORE	Conduct Shaft Control Unit (SCU) operations
E4	CORE	Fabricate sealing gaskets
E4	CORE	Maintain Fuel Oil (FO) pre-filter components

TECHNICAL ADMINISTRATION

Paygrade	Task Type	Task Statements
E4	CORE	Annotate automated alarm data logs
E4	CORE	Prepare fuel and water reports
E4	CORE	Record dry bulb temperature readings
E4	CORE	Record meter readings
E4	CORE	Update fuel logs
E4	CORE	Update Lube Oil (LO) logs

CHAPTER 40

HOSPITAL CORPSMAN
(HM)

NAVPERS 18068-40E
CH-70

Updated: April 2017

HOSPITAL CORPSMAN (HM)
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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

HOSPITAL CORPSMAN (HM)

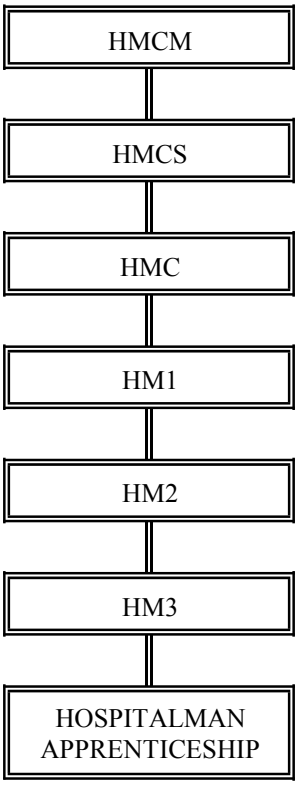
SCOPE OF RATING

Hospital Corpsmen (HM) assist in the prevention and treatment of disease, disability, and injury using first aid and preventive medicine procedures; assist in the prevention and treatment of dental conditions; assist with physical examinations; provide patient care and assist in the administration of medicinal and parenteral solutions; perform general laboratory, pharmacy, and other patient support services; assist in the administrative supply and accounting procedures within medical departments ashore, afloat, Marine Corps, and with Joint Services; instruct medical and non-medical personnel in first aid, self-aid, personal hygiene, and medical records maintenance; assist in the transportation of the sick and injured; and provide assistance in the maintenance of environmental and occupational health standards and in Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) casualties and other contingencies. Senior Hospital Corpsmen perform supervisory, technical, planning, and management functions in support of medical readiness and quality healthcare delivery. In addition to their general assignments, Hospital Corpsmen, trained as technicians, perform specialized functions within the operational forces, clinical specialties, and administrative departments and may be assigned independent of a Medical Officer.

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 40.

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

Hospital Corpsman Basic

Job Code

001255

Job Family	NOC	Short Title (30 Characters)	Short Title (10 Characters)
Healthcare Support	TBD	HOSPITAL CORPSMAN BASIC	CORPSMAN

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	HM	None

Job Description

Hospital Corpsmen function as clinical or specialty technicians, administrative personnel, and healthcare providers, assisting health care professionals in providing medical care to Navy, Marine Corps, and Joint Services personnel of the operational forces, shore activities, and other beneficiaries; assist in the prevention, education, and treatment of disease and injury; and serve as battlefield Corpsmen with Marine Corps and Naval Construction Forces, rendering emergency medical treatment to include initial treatment in a combat environment.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Medical Care and Treatment, General	130000	Nursing Assistants	31-1014.00	Healthcare Support

Skills	Abilities
Critical Thinking	*Information Ordering*
Management of Material Resources	*Inductive Reasoning*
Judgment and Decision Making	*Manual Dexterity*
Service Orientation	*Deductive Reasoning*
Complex Problem Solving	*Oral Expression*
Operations Analysis	*Problem Sensitivity*
Operation and Control	*Written Comprehension*
Coordination	*Finger Dexterity*
Writing	*Written Expression*
Speaking	*Arm-Hand Steadiness*

ANCILLARY SERVICES

Paygrade	Task Type	Task Statements
E4	CORE	Analyze potable water test results
E4	CORE	Coordinate health services appointment requirements
E4	CORE	Maintain medical and dental equipment
E4	CORE	Perform basic laboratory diagnostic tests
E4	NON-CORE	Remove temporary fillings
E4	CORE	Review lab results

EMERGENCY AND OPERATIONAL TREATMENT

Paygrade	Task Type	Task Statements
E4	CORE	Apply patient restraints
E4	CORE	Assess burns
E4	CORE	Assess for dental emergencies
E4	CORE	Assess proper placement of tourniquet
E5	CORE	De-escalate emotionally unstable patients
E5	CORE	Direct personnel in triage procedures
E4	CORE	Execute medical evacuations (emergent, non-emergent)
E5	CORE	Insert advanced airways (endotracheal, laryngeal mask airway)
E4	CORE	Perform emergency triage

EMERGENCY AND OPERATIONAL TREATMENT (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Treat Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) contaminated patients

PATIENT CARE

Paygrade	Task Type	Task Statements
E4	CORE	Administer endotracheal medications
E4	CORE	Administer nasal medications
E4	CORE	Administer oral medications
E4	CORE	Administer topical medications
E7	NON-CORE	Advise patients on ethical issues
E7	NON-CORE	Advise patients on medico-legal issues
E4	CORE	Advocate for patient health care needs
E4	CORE	Assess for drug contraindications
E4	CORE	Assess for Gastrointestinal (GI) symptoms
E4	CORE	Assess intradermal skin tests
E4	CORE	Assist health care providers with treatment of patients
E4	CORE	Assist in treatment of post-operative pain
E4	CORE	Assist patients in utilization of Dynamic Medical Equipment (DME)
E4	CORE	Calculate medication dosages
E4	CORE	Close lacerations with medical adhesive
E4	CORE	Close lacerations with staples
E4	CORE	Close lacerations with sutures
E4	CORE	Develop recommended treatment plans
E4	CORE	Examine wounds (e.g. infection, healing signs, etc.)
E4	CORE	Identify drug interactions in patients
E4	CORE	Insert nasogastric tubes
E4	CORE	Maintain open airways
E4	CORE	Maintain sterile fields
E4	CORE	Obtain blood specimens
E4	CORE	Perform clinical triage procedures
E4	CORE	Perform physical examinations
E4	CORE	Perform post-operative care
E4	CORE	Perform pre-operative procedures
E4	CORE	Perform suction utilizing advanced airway devices
E4	CORE	Perform wound management
E4	CORE	Provide customer service
E4	CORE	Remove basic artificial airways (Oropharyngeal, Nasopharyngeal)
E4	CORE	Remove gastric tubes
E4	CORE	Remove nasogastric tubes
E4	CORE	Remove restraints from patients

PATIENT CARE (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Remove sutures
E4	CORE	Screen patients
E4	CORE	Set-up humidifiers
E4	CORE	Set-up oxygen equipment
E4	CORE	Set-up suction equipment
E4	CORE	Set-up vaporizers
E4	CORE	Treat non-emergent oral conditions
E4	CORE	Treat soft tissue injuries
E4	CORE	Treat surgical or traumatic wounds

PREVENTIVE OCCUPATIONAL MEDICINE

Paygrade	Task Type	Task Statements
E5	CORE	Conduct habitability inspections
E5	CORE	Conduct health and comfort inspections
E5	CORE	Conduct medical workspace safety inspections
E4	CORE	Conduct preliminary interviews of personnel exposed to communicable diseases
E4	CORE	Conduct preliminary investigations of food borne illnesses
E4	CORE	Dispose of expired medical consumables
E4	CORE	Dispose of expired medications
E4	CORE	Dispose of hazardous medical waste
E6	CORE	Enforce sharps safe handling precautions
E4	CORE	Inspect Food Service Attendants (FSA) for personal hygiene
E4	CORE	Inspect Food Service Attendants (FSA) for proper food handling procedures
E4	CORE	Inspect food storage and service areas
E4	CORE	Inspect messing and food service facilities
E5	CORE	Inspect sterilization procedures
E4	CORE	Issue hearing protection devices
E4	CORE	Maintain non-surgical universal precautions
E4	CORE	Maintain surgical universal precautions
E5	CORE	Manage biomedical waste programs
E4	CORE	Measure hearing acuity
E4	CORE	Organize medical workspace areas to prevent injuries
E4	CORE	Package biomedical waste
E4	CORE	Perform heat stress monitoring procedures
E4	CORE	Perform non-surgical universal precautions
E4	CORE	Perform pest control inspections
E4	CORE	Perform sterilization procedures
E4	CORE	Perform surgical universal precautions
E5	CORE	Prepare heat casualty reports

PREVENTIVE OCCUPATIONAL MEDICINE (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Process biomedical hazardous waste
E5	CORE	Report potable water test results
E6	CORE	Review disease alert reports
E5	CORE	Review heat casualty reports
E4	CORE	Sanitize treatment rooms
E4	CORE	Sort biomedical waste
E5	CORE	Submit sharp instrument stick reports
E4	CORE	Test water for bacteria
E4	CORE	Test water for halogen residuals
E4	CORE	Tie surgical gowns on surgical team members

TRAINING, ADMINISTRATION, AND LOGISTICS

Paygrade	Task Type	Task Statements
E4	CORE	Acquire patient data (past medical history and history of present illness)
E6	CORE	Advise beneficiaries on Primary Care Manager (PCM) selection process
E5	CORE	Advise patients on Health Insurance Portability and Accountability Act (HIPAA)
E7	CORE	Advise staff on ethical issues
E7	CORE	Advise staff on medico-legal issues
E4	CORE	Analyze dental readiness data
E4	CORE	Analyze medical readiness data
E4	CORE	Analyze patient data (past medical history and history of present illness)
E4	CORE	Archive medical and dental records
E5	CORE	Assess command medical training requirements
E6	CORE	Assist in coordination of joint medical operational plans
E6	CORE	Assist in drafting joint medical operational plans
E5	CORE	Audit annual verification of medical and dental records
E4	CORE	Conduct command medical training
E6	CORE	Conduct health benefits counseling
E4	CORE	Conduct health promotions education training
E7	CORE	Coordinate health service support elements
E7	CORE	Coordinate health service support manpower requirements
E7	CORE	Coordinate health services support logistics
E7	CORE	Coordinate joint medical operational plans
E6	CORE	Coordinate medical evacuation plans (emergent, non-emergent)
E7	CORE	Coordinate medical organization performance improvement programs
E4	CORE	Counsel Privacy Act statements
E4	CORE	Create patient care encounters
E4	CORE	Document dental emergencies
E4	CORE	Document intradermal skin test results
E4	CORE	Document lab results

TRAINING, ADMINISTRATION, AND LOGISTICS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Document patient care
E4	CORE	Document physical exams
E7	CORE	Draft joint medical operational readiness plans
E4	CORE	Enforce Health Insurance Portability and Accountability Act (HIPAA) compliance
E4	CORE	Enforce Joint Commission on Accreditation of Healthcare Organization (JCAHO) standards
E4	CORE	Enforce Medical Inspector General (MEDIG) standards
E6	CORE	Evaluate command Quality Assurance (QA) programs
E6	CORE	Evaluate medical training
E4	NON-CORE	Execute joint medical operational plans
E4	CORE	Implement command medical readiness plans
E5	CORE	Implement command medical training
E5	CORE	Inspect Authorized Minimal Medical Allowance Lists (AMMAL)
E6	CORE	Inspect Battle Dressing Stations (BDS)
E4	CORE	Inspect decontamination stations
E4	CORE	Inspect medical and dental equipment
E5	CORE	Instruct medical personnel on triage procedures
E4	CORE	Instruct patients on proper use of Dynamic Medical Equipment (DME)
E4	CORE	Instruct personnel on Basic Life Support (BLS)
E4	CORE	Instruct personnel on Combat Lifesaver Skills (CLS)
E6	CORE	Instruct personnel on Hospital Corpsman Skills Basic (HMSB) subjects
E5	CORE	Instruct personnel on Tactical Combat Casualty Care (TCCC)
E4	CORE	Inventory Authorized Minimal Medical Allowance Lists (AMMAL)
E6	CORE	Inventory controlled substances
E4	CORE	Inventory decontamination stations
E4	CORE	Maintain departmental training jackets
E4	CORE	Maintain medical and dental consumables
E4	CORE	Maintain medical and dental records
E5	CORE	Manage Battalion Aid Stations (BAS)
E4	CORE	Manage Battle Dressing Stations (BDS)
E6	CORE	Manage clinical schedules
E5	CORE	Manage command medical readiness plans
E5	CORE	Manage medical and dental training programs
E5	CORE	Manage medical readiness database programs
E4	CORE	Perform annual verification of medical and dental records
E4	CORE	Perform patient record screenings
E5	CORE	Prepare Accident and Injury (A & I) reports
E6	CORE	Prepare decedent affairs forms
E6	CORE	Prepare health services augmentation program requests

TRAINING, ADMINISTRATION, AND LOGISTICS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Prepare laboratory request forms
E4	CORE	Prepare medical reports
E4	CORE	Prepare monthly morbidity reports
E4	CORE	Prepare patient profiles
E4	CORE	Process consultation forms
E4	CORE	Provide birth certificate data
E4	CORE	Provide death certificate data
E6	CORE	Review Accident and Injury (A & I) reports
E7	CORE	Review decedent affairs message traffic
E4	CORE	Stock Authorized Medical Allowance Lists (AMAL) supplies
E4	CORE	Stock medical and dental supplies
E4	NON-CORE	Stock medical response vehicles with supplies
E7	CORE	Submit monthly morbidity reports
E4	CORE	Translate medical terminology for patients
E4	CORE	Update dental readiness data
E4	CORE	Validate joint medical operational plans
E6	CORE	Validate monthly morbidity reports
E5	CORE	Verify healthcare professional's certifications (e.g. Basic Life Support (BLS), Tactical Combat Casualty Care (TCCC), Hospital Corpsman Skills Basic (HMSB))
E4	CORE	Verify laboratory request forms
E6	CORE	Verify medical documents for Quality Assurance (QA)

CHAPTER 41

HOSPITALMAN
(HN)

NAVPERS 18068-41A
CH-58

Updated: April 2014

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NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

Hospitalman (HN)
APPRENTICESHIP

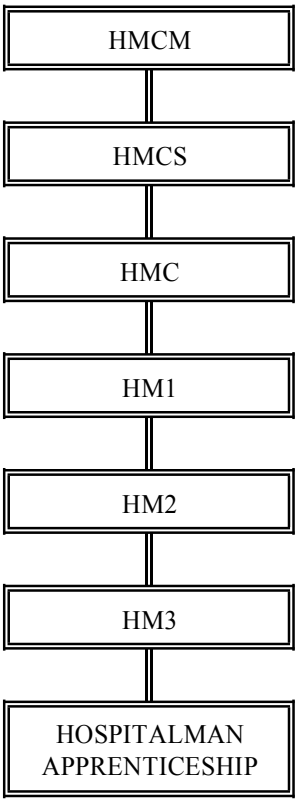
SCOPE OF RATING

Hospitalmen (HN) perform duties as assistants in the prevention and treatment of disease and injury; including first aid and preventive medicine procedures; assist with physical examinations; provide patient care and the administration of medicinals and parenteral solutions; perform general laboratory, pharmacy, and other patient support services; assist in the administrative supply and accounting procedures within medical departments ashore, afloat, and with the Marine Corps; instruct medical and non-medical personnel in first aid, self aid, personal hygiene, and medical records maintenance and assist in the transportation of the sick and injured; assist in the maintenance of environmental health standards; and are prepared to assist in the prevention and treatment of Chemical, Biological, and Radiological (CBR) casualties and other contingencies.

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 41.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Physician's Assistant can be found in OPNAVINST 1420.1; to medical Service Corps in SECNAVINST 1120.8; and to Nurse Corps through the Medical Enlisted Commissioning Program in MILPERSMAN 1131-050.

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

Hospitalman

Job Code

003358

Job Family	NOC	Short Title (30 Characters)	Short Title (10 Characters)
Healthcare Support	TBD	HOSPITALMAN	HOSPMAN

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	HN	None

Job Description

Hospitalmen perform duties as assistants in the prevention and treatment of medical and dental disease and injury and assist health care professionals in providing care to Navy and Marine Corps personnel of the operational forces, shore activities, and other authorized beneficiaries; function as clinical or specialty technicians and administrative personnel; and serve as battlefield corpsmen with the Marine Corps and Naval Construction Forces, rendering emergency medical treatment to include initial treatment in a combat environment.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Non Occupational	190000	Medical Assistants	31-9092.00	Healthcare Support

Skills	Abilities
Complex Problem Solving	*Deductive Reasoning*
Critical Thinking	*Manual Dexterity*
Operation and Control	*Problem Sensitivity*
Service Orientation	*Inductive Reasoning*
Management of Material Resources	*Finger Dexterity*
Judgment and Decision Making	*Information Ordering*
Equipment Selection	*Speed of Closure*
Operations Analysis	*Arm-Hand Steadiness*
Monitoring	*Reaction Time*
Coordination	*Flexibility of Closure*

EMERGENCY AND FIELD TREATMENT

Paygrade	Task Type	Task Statements
E3	CORE	Administer charcoal via nasogastric route
E3	CORE	Administer emergency medications
E3	CORE	Apply tourniquets
E3	CORE	Assess bites and stings (human, animal, insect)
E3	CORE	Assess cold casualties
E3	CORE	Assess heat casualties
E3	CORE	Assess patients for adverse drug effects
E3	CORE	Assess patients for cardiopulmonary emergencies
E3	CORE	Assess patients for Chemical, Biological, Radiological, Nuclear, and high-yield Explosive (CBRNE) exposed patients
E3	CORE	Assess patients for external hemorrhages
E3	CORE	Assess patients for eye injuries
E3	CORE	Assess patients for head and neck injuries
E3	CORE	Assess patients for internal hemorrhages
E3	CORE	Assess patients for intoxication, poisonings, or hazardous material exposures
E3	CORE	Assess patients for orthopedic injuries
E3	CORE	Assess patients for respiratory emergencies
E3	CORE	Assess patients for shock
E3	CORE	Assess patients for thermal burns or injuries
E3	CORE	Assess patients for thoracic injuries
E3	CORE	Assess placement of tourniquet
E3	CORE	Assess scene safety
E3	CORE	Assist in treatment of acute drug and chemical intoxications or poisonings

E3	CORE	Assist in treatment of chemical burns or injuries
E3	CORE	Assist in treatment of internal hemorrhages
E3	CORE	Assist triage officer during mass casualties
E3	CORE	Assist with childbirth procedures
E3	CORE	Establish patient airway
E3	CORE	Insert artificial airways
E3	CORE	Monitor anaphylactic reactions
E3	CORE	Perform artificial respiration
E3	CORE	Perform healthcare provider Basic Life Support (BLS)
E3	CORE	Prepare patients for evacuations
E3	CORE	Remove superficial foreign bodies
E3	CORE	Treat patients for shock

PATIENT CARE

Paygrade	Task Type	Task Statements
E3	CORE	Administer enemas
E3	CORE	Administer immunizations
E3	CORE	Administer intradermal skin tests
E3	CORE	Administer Intramuscular (IM) and subcutaneous injections
E3	CORE	Administer Intravenous (IV) therapies
E3	CORE	Administer local anesthesia
E3	CORE	Administer oxygen therapies
E3	CORE	Administer rectal medications
E3	CORE	Administer sublingual medications
E3	CORE	Aid ill and disabled patients in daily activities
E3	CORE	Aid patients with seizure disorders
E3	CORE	Ambulate patients using parallel bars, walkers, cane, or crutches
E3	CORE	Analyze intradermal skin tests
E3	CORE	Apply orthopedic devices
E3	CORE	Assess airway
E3	CORE	Assess breathing
E3	CORE	Assess circulation
E3	CORE	Assess dressing sites for hemorrhage
E3	CORE	Assess external parasite infestations (lice, crabs, scabies, etc.)
E3	CORE	Assess general appearance of patients
E3	CORE	Assess patients for abdominal injuries
E3	CORE	Assess patients for consciousness
E3	CORE	Assess patients for diabetic symptoms
E3	CORE	Assess patients for Ear, Nose and Throat (ENT) injuries
E3	CORE	Assess patients for Gastrointestinal (GI) symptoms
E3	CORE	Assess patients for genitourinary symptoms
E3	CORE	Assess patients for mental stability
E3	CORE	Assess patients for pain
E3	CORE	Assess patients for seizures
E3	CORE	Assess patients for side effects of treatments
E3	CORE	Assess patients neurological status

E3	CORE	Assist in opening and draining infected areas
E3	CORE	Assist in the treatment for pain
E3	CORE	Assist in treatment of abdominal and thoracic conditions
E3	CORE	Assist in treatment of cardiovascular conditions
E3	CORE	Assist in treatment of diabetic conditions
E3	CORE	Assist in treatment of Ear, Nose and Throat (ENT) conditions
E3	CORE	Assist in treatment of eye conditions
E3	CORE	Assist in treatment of food borne illnesses
E3	CORE	Assist in treatment of Gastrointestinal (GI) conditions
E3	CORE	Assist in treatment of genitourinary conditions
E3	CORE	Assist in treatment of head and neck conditions
E3	CORE	Assist in treatment of orthopedic conditions
E3	CORE	Assist in treatment of respiratory conditions
E3	CORE	Assist in treatment of soft tissue disorders
E3	CORE	Assist in treatment of spinal cord injuries
E3	CORE	Assist in treatment of thermal burns or injuries
E3	CORE	Assist in treatment of unconscious patients
E3	CORE	Assist patients with postural drainage
E3	CORE	Assist patients with respiration therapies
E3	CORE	Assist with removal of urinary catheters
E3	CORE	Assist with the removal of artificial airways
E3	CORE	Clean wounds
E3	CORE	Close lacerations with dressing materials
E3	CORE	Close lacerations with staples or sutures
E3	CORE	Collect laboratory samples
E3	CORE	Conduct range of motion exercises
E3	CORE	Counsel patients regarding treatment plans
E3	CORE	Debride wounds
E3	CORE	Discontinue Intravenous (IV) lines
E3	CORE	Dispense patient medications
E3	CORE	Dress wounds
E3	CORE	Evacuate fluid and debris
E3	CORE	Identify abnormal laboratory results
E3	CORE	Identify anatomical structures
E3	CORE	Identify gross anatomical structures of human anatomy
E3	CORE	Instruct patients in self-care (equipment, medication, etc.)
E3	CORE	Interview patients to obtain medical histories
E3	CORE	Irrigate infected areas
E3	CORE	Isolate infectious patients
E3	CORE	Maintain artificial airways
E3	CORE	Monitor fluid intake and output
E3	CORE	Monitor Intravenous (IV) hyperalimenation administration
E3	CORE	Monitor Intravenous (IV) medications or therapies
E3	CORE	Monitor prescribed diets
E3	CORE	Monitor side effects of treatments

E3	CORE	Monitor sitz baths
E3	CORE	Monitor vital signs
E3	CORE	Obtain cultures
E3	CORE	Obtain vital signs
E3	CORE	Participate in patient rounds
E3	CORE	Perform basic neurological checks
E3	CORE	Perform circulatory checks
E3	CORE	Perform cryotherapy treatments
E3	CORE	Perform finger sticks for capillary blood specimens
E3	CORE	Perform nebulizer treatments
E3	CORE	Perform patient escorts
E3	CORE	Perform venipuncture
E3	CORE	Prepare patients for medical procedures
E3	CORE	Prepare patients for transport
E3	CORE	Prepare sitz baths
E3	CORE	Provide discharge instructions to patients
E3	CORE	Provide urinary catheter care
E3	CORE	Reconstitute medications for administration
E3	CORE	Reinforce dressings
E3	CORE	Remove external sutures
E3	CORE	Remove orthopedic devices
E3	CORE	Report abnormal laboratory results
E3	CORE	Report abnormal vital sign values
E3	CORE	Report side effects to medications
E3	CORE	Report side effects to treatments
E3	CORE	Shave patients for surgery
E3	CORE	Stabilize patients for transport
E3	CORE	Treat patient burns

PREVENTIVE OCCUPATIONAL MEDICINE

Paygrade	Task Type	Task Statements
E3	CORE	Analyze potable water test results
E3	CORE	Clean sterilizers and sanitizers
E3	CORE	Collect biohazardous waste
E3	CORE	Deliver contaminated items to Central Sterilization Room (CSR)
E3	CORE	Demonstrate universal precautions
E3	CORE	Disinfect medical and dental equipment and instruments
E3	CORE	Disinfect medical and Dental Treatment Rooms (DTR)
E3	CORE	Doff sterile surgical gowns and gloves
E3	CORE	Don sterile surgical gowns and gloves
E3	CORE	Drape equipment for sterile procedures
E3	CORE	Fit noise protection devices
E3	CORE	Identify contaminated disposables and non-disposables
E3	CORE	Maintain sterile fields
E3	CORE	Measure visual acuity
E3	CORE	Open sterile trays and packs
E3	CORE	Perform color perception tests

E3	CORE	Perform infection control procedures
E3	CORE	Perform patient carrying techniques (transport, lift, etc.)
E3	CORE	Perform refrigerator temperature checks
E3	CORE	Prepare items for sterilization
E3	CORE	Process biohazardous waste
E3	CORE	Set-up sterile fields
E3	CORE	Sort biohazardous waste
E3	CORE	Transport biohazardous waste for disposal

TRAINING, ADMINISTRATION, AND LOGISTICS

Paygrade	Task Type	Task Statements
E3	CORE	Analyze patient chart data for continuity
E3	CORE	Assist customers with filling out medical forms
E3	CORE	Assist with development of treatment plans
E3	CORE	Conduct first aid and health training for non-medical personnel
E3	CORE	Conduct medical and dental training
E3	CORE	Convert weights and measures
E3	CORE	Create medical or dental records
E3	CORE	Document data in medical and dental records
E3	CORE	Document disposal of biohazardous waste
E3	CORE	File medical and dental treatment records
E3	CORE	Inspect medical and dental equipment
E3	CORE	Inventory Battle Dressing Stations (BDS)
E3	CORE	Inventory medical equipment and supplies
E3	CORE	Maintain medical equipment
E3	CORE	Maintain patient privacy
E3	CORE	Prepare hospital beds
E3	CORE	Prepare laboratory requests
E3	CORE	Prepare Medication Administration Records (MAR)
E3	CORE	Record sterilization and biological data
E3	CORE	Schedule appointments
E3	CORE	Verify specimen labels

CHAPTER 42

HULL MAINTENANCE TECHNICIAN (HT)

NAVPERS 18068F-42E
Change 81

Updated: January 2020

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

HULL MAINTENANCE TECHNICIAN (HT)

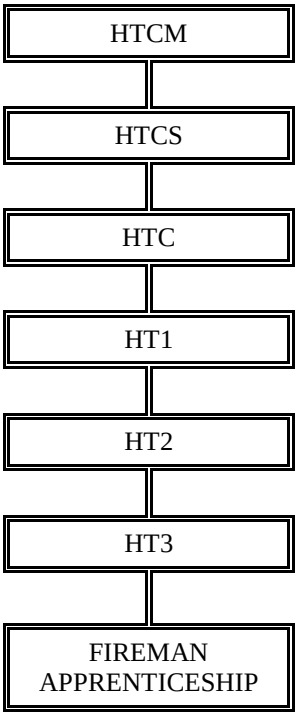
SCOPE OF RATING

Hull Maintenance Technicians (HT) plan, supervise, and perform tasks necessary for fabrication, installation, maintenance, repair, and inspection of shipboard structures, plumbing, sewage, and piping systems; organize and supervise personnel in maintenance and hull repairs; instruct personnel; enforce safety and security procedures; and prepare records and reports.

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) in Chapter 42.

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
HULL SYSTEMS MAINTAINER

Job Code
003004

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Installation, Maintenance, and Repair	TBD	HULL SYSTEMS MAINTAINER	HULL SYS MAINT

Pay Plan	Career Field	Other Relationships and Rules
ENLISTED	HT	NEC Uxxx series or other NECs as assigned

Job Description
Hull Systems Maintainers perform the work necessary to keep shipboard structures and surfaces in good condition; maintain and operate shipboard plumbing systems, marine sanitation systems, and ballast control systems; fabricate structures from light and heavy gauge metal such as aluminum, stainless steel, copper, brass, steel, and corrugated iron; inspect and test various shipboard structures and systems using radiological, ultrasonic, and magnetic particle testing equipment; conduct repairs to marine sanitation systems, decks, structures, and hulls by welding, brazing, and riveting; install, maintain, and repair valves, piping and plumbing system fittings and fixtures, perform pipe cutting, threading and assembly, repair ventilation ducting, and install and repair insulation and lagging; and repair metal, wood, and fiberglass boats. Maintainers utilize the Quality Assurance Program and work under the supervision of a Hull System Technician.

DoD Relationship

Group Title	*DoD Code*
Other Craftsworkers, N.E.C., General	179000

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
Maintenance and Repair Workers, General	49-9042.00	Installation, Maintenance, and Repair

Skills	Abilities
Equipment Selection	*Arm-Hand Steadiness*
Operation and Control	*Memorization*
Management of Material Resources	*Control Precision*
Quality Control Analysis	*Manual Dexterity*
Equipment Maintenance	*Information Ordering*
Reading Comprehension	*Finger Dexterity*
Installation	*Visualization*
Monitoring	*Written Comprehension*
Mathematics	*Multi-limb Coordination*
Coordination	*Extent Flexibility*

GENERAL SHOP OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Bend material using brake press
E4	CORE	Bend material using sheet metal brake
E4	CORE	Don proper personal protective equipment (PPE) (e.g., cutting, welding, and oxyacytelene operations)
E4	CORE	Dress grinding wheels
E4	CORE	Drill holes in material (e.g., drill press, electric hand trill, portable drill)
E4	CORE	Grind material using pedestal grinder
E4	NON-CORE	Identify tools requiring calibration
E4	CORE	Maintain hand tools
E4	CORE	Punch material using turret punch
E4	CORE	Replace saw blades, belts, bits, and disks
E4	CORE	Set up ventilation equipment
E4	CORE	Verify proper ventilation

METAL LAYOUT, FABRICATION, AND INSTALLATION

Paygrade	Task Type	Task Statements
E4	CORE	Cut ferrous and non-ferrous metals
E4	CORE	Cut material using bandsaw
E4	CORE	Cut material using plasma cutting equipment
E4	CORE	Cut material using power hack saw
E4	CORE	Cut material using threading and cutting machine
E4	CORE	Cut materials using shear
E4	CORE	Cut sheet metal using beverly shear

METAL LAYOUT, FABRICATION, AND INSTALLATION (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Fabricate sheet metal products
E4	CORE	Form material using notching, punching shearing machine
E4	CORE	Form material using slip roll
E4	CORE	Install sheet metal products
E4	CORE	Layout sheet metal products
E4	CORE	Manufacture equipment templates
E4	CORE	Manufacture metal and non-metal deck plates
E4	CORE	Perform carbon-arc cutting
E4	CORE	Perform shop mathematics
E4	CORE	Replace equipment flanges
E4	CORE	Set up carbon-arc cutting
E4	CORE	Tap material
E4	CORE	Thread material
E4	CORE	Verify piping fitups
E4	CORE	Verify structural metal fitups

OXYACYTELENE OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Clean braze joints
E4	CORE	Inspect compressed gas cylinders for proper storage
E4	CORE	Perform oxyacytelene brazing operations
E4	CORE	Perform oxyacytelene cutting operations
E4	CORE	Perform oxyacytelene welding operations
E4	CORE	Set up brazing equipment
E4	CORE	Set up oxyacytelene cutting equipment

PLUMBING AND PIPING SYSTEMS REPAIR

Paygrade	Task Type	Task Statements
E4	CORE	Bend metal piping
E4	CORE	Clear clogged piping
E4	CORE	Fabricate blank flanges
E4	CORE	Fabricate sealing gaskets
E4	CORE	Fabricate templates to aid in the repair and replacement of piping
E4	CORE	Identify piping systems material and fittings by markings
E4	CORE	Install Mechanical Attached Fittings (MAF)
E4	CORE	Install metal and non-metal sinks
E4	CORE	Layout metal flanges
E4	CORE	Manufacture gauge lines
E4	CORE	Repair piping system components
E4	CORE	Repair showers, faucets, and flushometers
E4	CORE	Replace flexible hoses and connections
E4	CORE	Replace piping system components
E4	CORE	Replace valve components
E4	CORE	Target piping systems

SEWAGE SYSTEMS MAINTENANCE AND REPAIR

Paygrade	Task Type	Task Statements
E4	CORE	Align Collection Holding and Transfer (CHT)/Vacuum Collection Holding and Transfer (VCHT) system for at-sea mode
E4	CORE	Align Collection Holding and Transfer (CHT)/Vacuum Collection Holding and Transfer (VCHT) system for in-port mode

SEWAGE SYSTEMS MAINTENANCE AND REPAIR (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Align Collection Holding and Transfer (CHT)/Vacuum Collection Holding and Transfer (VCHT) system for transit mode
E4	CORE	Clean sewage contaminated compartments
E4	CORE	Conduct sewage spill containment
E4	CORE	Disinfect sewage contaminated compartments
E4	CORE	Doff Supplied-Air Respirator/Self-Contained Breathing Apparatus (SAR/SCBA)
E4	CORE	Don Supplied-Air Respirator/Self-Contained Breathing Apparatus (SAR/SCBA)
E4	CORE	Maintain sewage spill lockers
E4	CORE	Replace commodes and urinals
E4	CORE	Set up Supplied-Air Respirator (SAR)

TECHNICAL ADMINISTRATION

Paygrade	Task Type	Task Statements
E4	NON-CORE	Document information on Quality Assurance (QA) forms
E4	CORE	Interpret technical drawings and blueprints
E4	NON-CORE	Prepare Quality Assurance (QA) forms
E5	NON-CORE	Review Quality Assurance (QA) forms

TESTS AND INSPECTIONS

Paygrade	Task Type	Task Statements
E5	NON-CORE	Conduct non-destructive visual liquid penetrate tests
E4	CORE	Identify metals
E4	CORE	Take precision feeler gauge clearance readings
E4	CORE	Take precision micrometer measurement readings

WELDING OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Clean welds
E4	CORE	Interpret welding symbols and standards from drawings and specifications
E4	CORE	Perform Gas Metal Arc Welding (GMAW) for ferrous and non-ferrous metals in all positions
E4	CORE	Perform Gas Tungsten Arc Welding (GTAW) for ferrous and non-ferrous metals in all positions
E4	CORE	Perform Shielded Metal Arc Welding (SMAW) for ferrous and non-ferrous metals in all positions
E4	CORE	Prepare surfaces for welding
E4	CORE	Set up welding equipment for Gas Metal Arc Welding (GMAW)
E4	CORE	Set up welding equipment for Gas Tungsten Arc Welding (GTAW)
E4	CORE	Set up welding equipment for Shielded Metal Arc Welding (SMAW)
E4	CORE	Set up welding equipment for stud welder

Job Title
HULL SYSTEMS TECHNICIAN

Job Code
003556

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Production	TBD	HULL SYSTEMS TECHNICIAN	HULL SYS TECH

Pay Plan	Career Field	Other Relationships and Rules
ENLISTED	HT	NEC Uxxx series or other NECs as assigned

Job Description
Hull Systems Technicians perform the work necessary to keep shipboard structures and surfaces in good condition; maintain and operate shipboard plumbing systems, marine sanitation systems, and ballast control systems, and manage the Quality Assurance Program; fabricate structures from light and heavy gauge metal such as aluminum, stainless steel, copper, brass, steel, and corrugated iron; inspect and test various shipboard structures and systems using radiological, ultrasonic, magnetic particle, and liquid penetrant testing equipment; conduct repairs to marine sanitation systems, decks, structures, and hulls by welding, brazing, and riveting; install, maintain, and repair valves, piping and plumbing system fittings and fixtures; perform pipe cutting, bending, threading and assembly, repair ventilation ducting, and install and repair insulation and lagging; and repair metal, wood, and fiberglass boats. Technicians are expected to work independently and mentor Hull Systems Maintainer(s) with very limited supervision.

DoD Relationship

Group Title	*DoD Code*
Other Craftsworkers, N.E.C., General	179000

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
Inspectors, Testers, Sorters, Samplers, and Weighers	51-9061.00	Production

Skills	Abilities
Equipment Selection	*Information Ordering*
Quality Control Analysis	*Arm-Hand Steadiness*
Operation and Control	*Manual Dexterity*
Monitoring	*Deductive Reasoning*
Management of Material Resources	*Memorization*
Reading Comprehension	*Control Precision*
Coordination	*Problem Sensitivity*
Equipment Maintenance	*Finger Dexterity*
Systems Evaluation	*Written Comprehension*
Writing	*Extent Flexibility*

GENERAL SHOP OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Bend material using hossfeld bending machine
E4	CORE	Don proper personal protective equipment (PPE) (e.g., cutting, welding, and oxyacytelene operations)
E4	NON-CORE	Identify tools calibration requirements
E4	NON-CORE	Identify tools requiring calibration
E4	CORE	Maintain hand tools
E7	CORE	Manage cutting, welding, and oxyacytelene operations
E4	CORE	Replace saw blades, belts, bits, and disks
E4	CORE	Set up ventilation equipment
E6	CORE	Supervise cutting, welding, and oxyacytelene operations
E4	CORE	Verify proper ventilation

METAL LAYOUT, FABRICATION, AND INSTALLATION

Paygrade	Task Type	Task Statements
E4	CORE	Conduct metal repairs
E4	CORE	Cut ferrous and non-ferrous metals
E5	CORE	Form materials using pull max
E4	CORE	Manufacture equipment templates
E4	CORE	Manufacture metal and non-metal deck plates
E5	CORE	Manufacture metal cofferdams
E4	CORE	Perform carbon-arc cutting
E4	CORE	Perform shop mathematics
E4	CORE	Set up carbon-arc cutting
E4	CORE	Verify piping fitups
E4	CORE	Verify structural metal fitups

OXYACYTELENE OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Clean braze joints
E4	CORE	Inspect compressed gas cylinders for proper storage
E4	CORE	Perform oxyacytelene brazing operations
E4	CORE	Perform oxyacytelene cutting operations
E4	CORE	Perform oxyacytelene welding operations
E4	CORE	Set up brazing equipment
E4	CORE	Set up oxyacytelene cutting equipment
E5	CORE	Stress relieve metal

PLUMBING AND PIPING SYSTEMS REPAIR

Paygrade	Task Type	Task Statements
E4	CORE	Fabricate templates to aid in the repair and replacement of piping
E4	CORE	Identify piping systems material and fittings by markings
E4	CORE	Inspect piping systems, tubing, and components
E4	CORE	Interpret piping diagrams
E4	CORE	Layout metal flanges
E4	CORE	Manufacture gauge lines
E4	CORE	Repair piping system components
E4	CORE	Replace flexible hoses and connections
E4	CORE	Replace piping system components
E5	CORE	Test repaired piping systems, tubing, and components

SEWAGE SYSTEMS MAINTENANCE AND REPAIR

Paygrade	Task Type	Task Statements
E4	CORE	Align Collection Holding and Transfer (CHT)/Vacuum Collection Holding and Transfer (VCHT) system for at-sea mode
E4	CORE	Align Collection Holding and Transfer (CHT)/Vacuum Collection Holding and Transfer (VCHT) system for in-port mode
E4	CORE	Align Collection Holding and Transfer (CHT)/Vacuum Collection Holding and Transfer (VCHT) system for transit mode
E4	CORE	Clean sewage contaminated compartments
E4	CORE	Conduct sewage spill containment
E5	CORE	Coordinate Collection Holding and Transfer (CHT) disposal evolutions
E6	CORE	Coordinate sewage spill containment and clean up
E4	CORE	Disinfect sewage contaminated compartments
E4	CORE	Doff Supplied-Air Respirator/Self-Contained Breathing Apparatus (SAR/SCBA)
E4	CORE	Don Supplied-Air Respirator/Self-Contained Breathing Apparatus (SAR/SCBA)
E5	CORE	Monitor Supplied-Air Respirator/Self-Contained Breathing Apparatus (SAR/SCBA)
E4	CORE	Set up Supplied-Air Respirator (SAR)
E7	CORE	Supervise personnel safety and rescue control procedures

TECHNICAL ADMINISTRATION

Paygrade	Task Type	Task Statements
E4	CORE	Approve Engineering Operational Sequencing System (EOSS) manual update
E4	NON-CORE	Document information on Quality Assurance (QA) forms
E4	CORE	Interpret technical drawings and blueprints
E5	CORE	Manage trouble call database
E4	NON-CORE	Prepare Quality Assurance (QA) forms
E5	NON-CORE	Recertify a space safe for entry
E5	NON-CORE	Review Quality Assurance (QA) forms
E6	NON-CORE	Review Quality Assurance (QA) packages
E4	NON-CORE	Update calibration records

TECHNICAL ADMINISTRATION (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Validate Engineering Operational Sequencing System (EOSS) manuals
E6	CORE	Verify accuracy of technical publications, blueprints, and drawings
E4	NON-CORE	Verify Immediately Dangerous to Life or Health (IDLH) space safe for entry
E5	NON-CORE	Verify space safe for coldwork
E7	NON-CORE	Verify space safe for entry and re-entry
E5	NON-CORE	Verify space safe for hotwork

TESTS AND INSPECTIONS

Paygrade	Task Type	Task Statements
E5	NON-CORE	Conduct non-destructive visual liquid penetrate tests
E5	NON-CORE	Document Non-Destructive Test (NDT) results
E4	CORE	Identify metals
E4	CORE	Take precision feeler gauge clearance readings
E4	CORE	Take precision micrometer measurement readings
E5	NON-CORE	Test repairs using hydro test stand

WELDING OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Clean welds
E4	CORE	Perform Gas Metal Arc Welding (GMAW) for ferrous and non-ferrous metals in all positions
E4	CORE	Perform Gas Tungsten Arc Welding (GTAW) for ferrous and non-ferrous metals in all positions
E4	CORE	Perform Shielded Metal Arc Welding (SMAW) for ferrous and non-ferrous metals in all positions
E4	CORE	Set up welding equipment for Gas Metal Arc Welding (GMAW)
E4	CORE	Set up welding equipment for Gas Tungsten Arc Welding (GTAW)
E4	CORE	Set up welding equipment for Shielded Metal Arc Welding (SMAW)
E4	CORE	Set up welding equipment for stud welder

CHAPTER 43

INTERIOR COMMUNICATIONS ELECTRICIAN (IC)

NAVPERS 18068-43F
CH-77

Updated: January 2019

Enclosure (1)

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NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

INTERIOR COMMUNICATIONS ELECTRICIAN (IC)

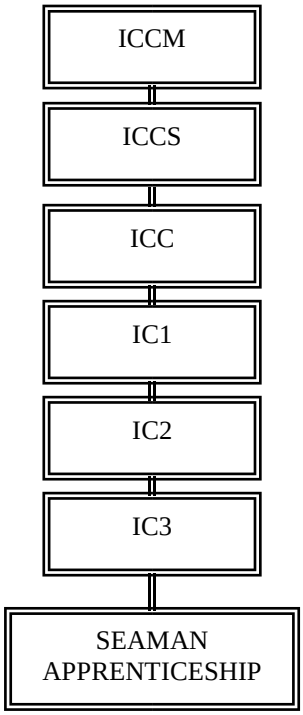
SCOPE OF RATING

Interior Communications Electricians (IC) configure and perform organizational and intermediate maintenance on alarm, safety, and warning systems, auxiliary and support systems, data conversion and distribution systems, indicating, metering, and ordering systems, Interior Communication (IC) systems, phone systems, video entertainment, video broadcast, video communication, and video monitoring systems, navigation systems, environmental systems, and visual landing aids; interpret and analyze ships blueprints and system interface diagrams; inspect, test, and make detailed casualty analyses; and direct maintenance and repair of electrical, electronic, fiber optic, electrohydraulic, electromechanical, and synchro/servo systems.

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 43.

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

Interior Communication Operator

Job Code

003733

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Installation, Maintenance, and Repair	TBD	INTERIOR COMMUNICATION OP	INT COMM OPER

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	IC	NEC VXXX series and other NECs as assigned

Job Description

Interior Communication Operators broadcast video communications, video entertainment, and video monitoring feeds; perform, coordinate, and direct the installation, configuration, maintenance, and repair of Interior Communication (IC) equipment and systems; and perform Interior Communication (IC) watchstanding.

DoD Relationship

Group Title	*DoD Code*
Interior Communications	162300

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
Telecommunications Equipment Installers and Repairers, Except Line Installers	49-2022.00	Installation, Maintenance, and Repair

Skills	Abilities
Systems Analysis	*Selective Attention*
Quality Control Analysis	*Written Comprehension*
Operation Monitoring	*Deductive Reasoning*
Equipment Selection	*Fluency of Ideas*
Troubleshooting	*Inductive Reasoning*
Operation and Control	*Originality*
Repairing	*Oral Expression*
Instructing	*Information Ordering*
Monitoring	*Written Expression*
Management of Material Resources	*Problem Sensitivity*

AUXILIARY AND SUPPORT SYSTEMS

Paygrade	Task Type	Task Statements
E4	CORE	Replace auxiliary backup power systems and components
E4	CORE	Test auxiliary backup power systems and components
E4	CORE	Troubleshoot auxiliary backup power systems and components
E5	CORE	Verify auxiliary backup power system configurations

DATA CONVERSION AND DISTRIBUTION

Paygrade	Task Type	Task Statements
E4	CORE	Configure computer and peripheral systems
E4	CORE	Configure data conversion and distribution systems
E5	NON-CORE	Maintain network security
E5	CORE	Maintain system password accounts
E6	CORE	Manage network software and firmware operations
E6	CORE	Manage system password accounts
E4	CORE	Repair computer and peripheral systems
E4	CORE	Test computer and peripheral systems
E4	CORE	Test data conversion and distribution systems
E4	CORE	Test network systems
E4	CORE	Troubleshoot computer and peripheral systems
E4	CORE	Troubleshoot data conversion and distribution systems
E5	CORE	Troubleshoot network systems

DATA CONVERSION AND DISTRIBUTION (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Update network software and firmware
E5	CORE	Verify data conversion and distribution system configurations
E6	CORE	Verify network system configurations

EQUIPMENT ADMINISTRATION

Paygrade	Task Type	Task Statements
E7	CORE	Approve equipment installations, testing, and alterations
E4	CORE	Collect equipment and system status data
E7	CORE	Coordinate equipment certifications and recertifications
E4	CORE	Document equipment status
E5	CORE	Draft procedural documents (e.g., Standard Operating Procedures (SOP), Temporary Standing Orders (TSO), Departure From Specifications (DFS), etc.)
E4	CORE	Inspect work areas, tools, and equipment
E4	CORE	Install Interior Communication (IC) equipment
E4	CORE	Inventory controlled equipment
E6	CORE	Manage equipment certifications and recertifications
E6	CORE	Supervise divisional equipment and system configurations
E6	CORE	Supervise divisional maintenance operations
E5	CORE	Supervise equipment installations, testing, and alterations
E5	CORE	Supervise work center equipment and system configurations
E5	CORE	Supervise work center maintenance operations
E6	CORE	Verify equipment installations, testing, and alterations

INTERIOR COMMUNICATIONS

Paygrade	Task Type	Task Statements
E6	CORE	Approve public address system designs
E4	CORE	Configure public address systems
E4	CORE	Configure sound powered phone systems
E4	CORE	Repair sound powered phone systems
E4	CORE	Test sound powered phone systems
E4	CORE	Troubleshoot sound powered phone systems

MULTIMEDIA ENTERTAINMENT, COMMUNICATION, AND VIDEO MONITORING SYSTEMS

Paygrade	Task Type	Task Statements
E7	CORE	Approve multimedia content
E5	NON-CORE	Broadcast video communications
E4	CORE	Broadcast video entertainment
E4	CORE	Broadcast video monitoring feeds
E6	CORE	Configure centralized video distribution systems
E5	CORE	Configure video communication systems
E4	CORE	Configure video entertainment systems
E4	CORE	Configure video monitoring systems
E5	CORE	Manage Defense Media Activity (DMA) assets

MULTIMEDIA ENTERTAINMENT, COMMUNICATION, AND VIDEO MONITORING SYSTEMS (CONT'D)

Paygrade	Task Type	Task Statements
E4	NON-CORE	Produce multimedia content
E4	CORE	Repair centralized video distribution systems
E6	NON-CORE	Repair video communication systems
E5	CORE	Repair video entertainment systems
E5	CORE	Repair video monitoring systems
E7	CORE	Supervise video communication broadcasts
E7	CORE	Supervise video entertainment broadcasts
E4	CORE	Test centralized video distribution systems
E5	CORE	Test video communication systems
E4	CORE	Test video entertainment systems
E4	CORE	Test video monitoring systems
E4	CORE	Troubleshoot centralized video distribution systems
E6	NON-CORE	Troubleshoot video communication systems
E5	CORE	Troubleshoot video entertainment systems
E5	CORE	Troubleshoot video monitoring systems
E6	CORE	Verify multimedia content

TECHNICAL CORE FUNDAMENTALS

Paygrade	Task Type	Task Statements
E4	CORE	Analyze schematics (e.g., ship's drawings, mechanical drawings, electronic schematics, piping and valve drawings, etc.)
E7	CORE	Assess Combat Information Center (CIC)/Combat Direction Center (CDC) systems operations and tactical impact
E5	CORE	Conduct watchstander briefs
E4	CORE	Configure Alternating Current (AC) circuits
E4	CORE	Configure combat systems equipment
E4	CORE	Configure Commercial-Off-The-Shelf (COTS) and Non-Program of Record (Non-POR) systems (e.g., video, audio, communication, etc.)
E5	NON-CORE	Control Electromagnetic Interference (EMI) and Radio Frequency Interference (RFI) effects on electronic systems
E5	NON-CORE	Load image software
E4	CORE	Perform basic soldering on electrical and electronic equipment
E4	CORE	Perform corrosion prevention and control procedures on Interior Communication (IC) equipment and systems
E4	CORE	Provide technical support
E4	CORE	Repair Alternating Current (AC) circuits
E5	NON-CORE	Repair Commercial-Off-The-Shelf (COTS) and Non-Program of Record (Non- POR) systems (e.g., video, audio, communication, etc.)
E4	CORE	Repair digital circuits
E4	CORE	Repair Direct Current (DC) circuits
E5	NON-CORE	Repair fiber optic cables and connectors
E4	CORE	Repair interconnecting cables and connectors
E4	CORE	Repair Radio Frequency (RF) circuits

TECHNICAL CORE FUNDAMENTALS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Replace Commercial-Off-The-Shelf (COTS) and Non-Program of Record (Non- POR) systems (e.g., video, audio, communication, etc.)
E5	CORE	Safeguard classified material
E4	CORE	Set Emission Control (EMCON) conditions
E4	CORE	Test Alternating Current (AC) circuits
E4	CORE	Test Commercial-Off-The-Shelf (COTS) and Non-Program of Record (Non-POR) systems (e.g., video, audio, communication, etc.)
E4	CORE	Test digital circuits
E4	CORE	Test Direct Current (DC) circuits
E4	CORE	Test fiber optic cables and connectors
E4	CORE	Test interconnecting cables and connectors
E4	CORE	Test Radio Frequency (RF) circuits
E4	CORE	Test valves
E4	CORE	Troubleshoot Alternating Current (AC) circuits
E4	CORE	Troubleshoot Commercial-Off-The-Shelf (COTS) and Non-Program of Record (Non-POR) systems (e.g., video, audio, communication, etc.)
E4	CORE	Troubleshoot digital circuits
E4	CORE	Troubleshoot Direct Current (DC) circuits
E4	CORE	Troubleshoot fiber optic cables and connectors
E4	CORE	Troubleshoot interconnecting cables and connectors
E4	CORE	Troubleshoot Radio Frequency (RF) circuits
E4	CORE	Troubleshoot valves

VISUAL LANDING AIDS

Paygrade	Task Type	Task Statements
E4	CORE	Configure visual landing aid systems
E5	NON-CORE	Repair visual landing aid systems
E6	NON-CORE	Supervise visual landing aid system corrective maintenance
E4	CORE	Test visual landing aid systems
E4	CORE	Troubleshoot visual landing aid systems

Job Title **Job Code**

Interior Communication Technician 003734

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Installation, Maintenance, and Repair	TBD	INTERIOR COMMUNICATION TEC	INT COMM TECH

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	IC	NEC VXXX series and other NECs as assigned

Job Description

Interior Communication Technicians perform, coordinate, and direct the installation, configuration, maintenance, and repair of electrical, electronic, fiber optic, electrohydraulic, electromechanical, and synchro/servo systems on ships and at shore facilities including alarm, safety, and warning systems, auxiliary and support systems, data conversion and distribution systems, indicating, metering, and ordering systems, Interior Communication (IC) systems, video entertainment, video communication, and video monitoring systems, navigation systems, environmental systems, and visual landing aids; and perform Interior Communication (IC) watchstanding.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Interior Communications	162300	Telecommunications Line Installers and Repairers	49-9052.00	Installation, Maintenance, and Repair

Skills	Abilities
Systems Analysis	*Selective Attention*
Quality Control Analysis	*Written Comprehension*
Operation Monitoring	*Deductive Reasoning*
Equipment Selection	*Fluency of Ideas*
Troubleshooting	*Originality*
Operation and Control	*Inductive Reasoning*
Repairing	*Information Ordering*
Reading Comprehension	*Oral Expression*
Instructing	*Written Expression*
Monitoring	*Control Precision*

ALARM, SAFETY, AND WARNING SYSTEMS

Paygrade	Task Type	Task Statements
E4	CORE	Configure alarm, safety, and warning systems
E5	NON-CORE	Configure Damage Control Consoles (DCC)
E4	CORE	Repair alarm, safety, and warning systems
E5	NON-CORE	Repair Damage Control Consoles (DCC)
E4	CORE	Test alarm, safety, and warning systems
E5	CORE	Test Damage Control Consoles (DCC)
E4	CORE	Troubleshoot alarm, safety, and warning systems
E5	NON-CORE	Troubleshoot Damage Control Consoles (DCC)
E5	CORE	Verify alarm, safety, and warning system configurations
E6	CORE	Verify Damage Control Consoles (DCC) configurations

AUXILIARY AND SUPPORT SYSTEMS

Paygrade	Task Type	Task Statements
E4	CORE	Configure auxiliary backup power systems
E4	CORE	Configure cathodic protection systems
E5	CORE	Repair cathodic protection systems
E4	CORE	Replace auxiliary backup power systems and components
E4	CORE	Test auxiliary backup power systems and components
E4	CORE	Test cathodic protection systems
E4	CORE	Troubleshoot auxiliary backup power systems and components

AUXILIARY AND SUPPORT SYSTEMS (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Troubleshoot cathodic protection systems
E5	CORE	Verify auxiliary backup power system configurations
E5	CORE	Verify cathodic protection system configurations

DATA CONVERSION AND DISTRIBUTION

Paygrade	Task Type	Task Statements
E4	CORE	Configure computer and peripheral systems
E4	CORE	Configure data conversion and distribution systems
E5	NON-CORE	Configure network systems
E5	NON-CORE	Maintain network security
E5	CORE	Maintain system password accounts
E6	CORE	Manage network software and firmware operations
E6	CORE	Manage system password accounts
E4	CORE	Repair computer and peripheral systems
E5	NON-CORE	Repair data conversion and distribution systems
E5	CORE	Repair network systems
E4	CORE	Repair programmable logic controller systems
E4	CORE	Test computer and peripheral systems
E4	CORE	Test data conversion and distribution systems
E4	CORE	Test network systems
E4	CORE	Test programmable logic controller systems
E4	CORE	Troubleshoot computer and peripheral systems
E4	CORE	Troubleshoot data conversion and distribution systems
E5	CORE	Troubleshoot network systems
E4	CORE	Troubleshoot programmable logic controller systems
E5	CORE	Update network software and firmware
E5	CORE	Verify data conversion and distribution system configurations

EQUIPMENT ADMINISTRATION

Paygrade	Task Type	Task Statements
E5	NON-CORE	Calibrate gauges (e.g., temperature and pressure)
E5	NON-CORE	Calibrate test equipment (e.g., power meter)
E4	CORE	Collect equipment and system status data
E4	CORE	Conduct Emergency Action Plans (EAP) and Emergency Destruction Plans (EDP)
E4	CORE	Document equipment status
E5	CORE	Draft procedural documents (e.g., Standard Operating Procedures (SOP), Temporary Standing Orders (TSO), Departure From Specifications (DFS), etc.)
E4	CORE	Inspect work areas, tools, and equipment
E4	CORE	Install Interior Communication (IC) equipment
E4	CORE	Inventory controlled equipment
E6	CORE	Manage combat systems equipment configurations
E6	CORE	Manage equipment certifications and recertifications

EQUIPMENT ADMINISTRATION (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Manage test equipment calibration programs
E6	CORE	Supervise divisional equipment and system configurations
E6	CORE	Supervise divisional maintenance operations
E5	CORE	Supervise equipment installations, testing, and alterations
E5	CORE	Supervise work center equipment and system configurations
E5	CORE	Supervise work center maintenance operations
E6	CORE	Verify equipment installations, testing, and alterations

INDICATING, METERING, AND ORDERING

Paygrade	Task Type	Task Statements
E4	NON-CORE	Configure Ballast Control Console (BCC) systems
E4	CORE	Configure salinity indicating systems
E4	CORE	Configure Tank Level Indicators (TLI)
E4	NON-CORE	Repair Ballast Control Console (BCC) systems
E4	CORE	Repair salinity indicating systems
E4	CORE	Repair Tank Level Indicators (TLI)
E4	NON-CORE	Test Ballast Control Console (BCC) systems
E4	CORE	Test salinity indicating systems
E4	CORE	Test Tank Level Indicators (TLI)
E4	NON-CORE	Troubleshoot Ballast Control Console (BCC) systems
E4	CORE	Troubleshoot salinity indicating systems
E4	CORE	Troubleshoot Tank Level Indicators (TLI)

INTERIOR COMMUNICATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Configure amplified voice communication systems
E4	CORE	Configure Interior Communication (IC) switchboards
E4	CORE	Configure public address systems
E4	CORE	Configure ships announcing systems
E4	CORE	Configure ships service telephone peripherals (e.g., handsets, biscuit boxes, shore connections, etc.)
E4	CORE	Configure sound powered phone systems
E5	CORE	Design public address systems
E4	CORE	Repair amplified voice communication systems
E5	CORE	Repair Interior Communication (IC) switchboards
E4	CORE	Repair ships announcing systems
E4	CORE	Repair ships service telephone peripherals (e.g., handsets, biscuit boxes, shore connections, etc.)
E4	CORE	Repair sound powered phone systems
E4	CORE	Test amplified voice communication systems
E4	CORE	Test Interior Communication (IC) switchboards
E4	CORE	Test ships announcing systems

INTERIOR COMMUNICATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Test ships service telephone peripherals (e.g., handsets, biscuit boxes, shore connections, etc.)
E4	CORE	Test sound powered phone systems
E4	CORE	Troubleshoot amplified voice communication systems
E5	CORE	Troubleshoot Interior Communication (IC) switchboards
E4	CORE	Troubleshoot ships announcing systems
E4	CORE	Troubleshoot ships service telephone peripherals (e.g., handsets, biscuit boxes, shore connections, etc.)
E4	CORE	Troubleshoot sound powered phone systems

MULTIMEDIA ENTERTAINMENT, COMMUNICATION, AND VIDEO MONITORING SYSTEMS

Paygrade	Task Type	Task Statements
E5	NON-CORE	Broadcast video communications
E4	CORE	Broadcast video entertainment
E6	CORE	Configure centralized video distribution systems
E5	CORE	Configure video communication systems
E4	CORE	Configure video entertainment systems
E4	CORE	Configure video monitoring systems
E6	CORE	Design centralized video distribution systems
E4	NON-CORE	Produce multimedia content
E4	CORE	Repair centralized video distribution systems
E6	NON-CORE	Repair video communication systems
E5	CORE	Repair video entertainment systems
E5	CORE	Repair video monitoring systems
E4	CORE	Test centralized video distribution systems
E5	CORE	Test video communication systems
E4	CORE	Test video entertainment systems
E4	CORE	Test video monitoring systems
E4	CORE	Troubleshoot centralized video distribution systems
E6	NON-CORE	Troubleshoot video communication systems
E5	CORE	Troubleshoot video entertainment systems
E5	CORE	Troubleshoot video monitoring systems

NAVIGATION SYSTEMS

Paygrade	Task Type	Task Statements
E4	CORE	Configure navigation systems
E4	NON-CORE	Configure radar systems
E5	CORE	Configure ships control console systems
E4	CORE	Configure ships speed systems
E5	CORE	Configure steering control systems
E4	CORE	Configure wind speed and direction systems
E4	CORE	Extract data from navigation systems for diagnostics
E4	CORE	Manage aft steering input to rudder

NAVIGATION SYSTEMS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Repair navigation systems
E5	CORE	Repair ships control console systems
E5	CORE	Repair ships speed systems
E5	CORE	Repair steering control systems
E4	CORE	Repair wind speed and direction systems
E5	CORE	Supervise wind speed and direction system corrective maintenance
E4	CORE	Test navigation systems
E4	CORE	Test ships control console systems
E4	CORE	Test ships speed systems
E4	CORE	Test steering control systems
E4	CORE	Test wind speed and direction systems
E4	CORE	Troubleshoot navigation systems
E4	NON-CORE	Troubleshoot radar systems
E4	CORE	Troubleshoot ships control console systems
E5	CORE	Troubleshoot ships speed systems
E5	CORE	Troubleshoot steering control systems
E4	CORE	Troubleshoot wind speed and direction systems

TECHNICAL CORE FUNDAMENTALS

Paygrade	Task Type	Task Statements
E4	CORE	Analyze schematics (e.g., ship's drawings, mechanical drawings, electronic schematics, piping and valve drawings, etc.)
E7	CORE	Assess Combat Information Center (CIC)/Combat Direction Center (CDC) systems operations and tactical impact
E4	CORE	Conduct Combat Systems Alignments (CSA)
E5	CORE	Conduct watchstander briefs
E4	CORE	Configure Alternating Current (AC) circuits
E4	CORE	Configure combat systems equipment
E4	CORE	Configure Commercial-Off-The-Shelf (COTS) and Non-Program of Record (Non-POR) systems (e.g., video, audio, communication, etc.)
E4	CORE	Configure electromechanical (synchro/servo) systems
E5	NON-CORE	Control Electromagnetic Interference (EMI) and Radio Frequency Interference (RFI) effects on electronic systems
E6	CORE	Coordinate training evolutions (e.g., Combat Systems Training Teams (CSTT), etc.)
E4	NON-CORE	Establish data links (dual-net multi-frequency data links and multi-frequency links)
E4	NON-CORE	Initiate link communications
E4	CORE	Perform basic soldering on electrical and electronic equipment
E4	CORE	Perform Combat Systems Operational Sequencing System (CSOSS) procedures (e.g., casualty responses/operations, normal operations, energize/de-energize equipment, etc.)
E4	CORE	Perform corrosion prevention and control procedures on Interior Communication (IC) equipment and systems
E4	CORE	Provide technical support

TECHNICAL CORE FUNDAMENTALS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Repair Alternating Current (AC) circuits
E5	NON-CORE	Repair Commercial-Off-The-Shelf (COTS) and Non-Program of Record (Non- POR) systems (e.g., video, audio, communication, etc.)
E4	NON-CORE	Repair data link systems
E4	CORE	Repair digital circuits
E4	CORE	Repair Direct Current (DC) circuits
E4	CORE	Repair electromechanical (synchro/servo) systems
E5	NON-CORE	Repair fiber optic cables and connectors
E4	CORE	Repair interconnecting cables and connectors
E4	CORE	Repair power supplies
E4	CORE	Repair Radio Frequency (RF) circuits
E4	CORE	Replace Commercial-Off-The-Shelf (COTS) and Non-Program of Record (Non- POR) systems (e.g., video, audio, communication, etc.)
E4	NON-CORE	Replace valves
E5	CORE	Safeguard classified material
E4	CORE	Set Emission Control (EMCON) conditions
E4	CORE	Set Hazards of Electromagnetic Radiation to Ordnance (HERO)/Hazards of Electromagnetic Radiation to Personnel (HERP) conditions
E5	CORE	Supervise Combat Systems (CS) during casualty conditions
E4	CORE	Test Alternating Current (AC) circuits
E5	CORE	Test Alternating Current and Direct Current (AC/DC) motors
E4	CORE	Test Commercial-Off-The-Shelf (COTS) and Non-Program of Record (Non-POR) systems (e.g., video, audio, communication, etc.)
E4	NON-CORE	Test data link systems
E4	CORE	Test digital circuits
E4	CORE	Test Direct Current (DC) circuits
E4	CORE	Test electromechanical (synchro/servo) systems
E4	CORE	Test fiber optic cables and connectors
E4	CORE	Test interconnecting cables and connectors
E4	CORE	Test power supplies
E4	CORE	Test Radio Frequency (RF) circuits
E4	CORE	Test valves
E5	CORE	Train technicians in casualty control procedures
E4	CORE	Troubleshoot Alternating Current (AC) circuits
E5	NON-CORE	Troubleshoot Alternating Current and Direct Current (AC/DC) motors
E4	CORE	Troubleshoot Commercial-Off-The-Shelf (COTS) and Non-Program of Record (Non-POR) systems (e.g., video, audio, communication, etc.)
E4	NON-CORE	Troubleshoot data links
E4	CORE	Troubleshoot digital circuits
E4	CORE	Troubleshoot Direct Current (DC) circuits
E4	CORE	Troubleshoot electromechanical (synchro/servo) systems
E4	CORE	Troubleshoot fiber optic cables and connectors

TECHNICAL CORE FUNDAMENTALS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Troubleshoot interconnecting cables and connectors
E4	CORE	Troubleshoot power supplies
E4	CORE	Troubleshoot Radio Frequency (RF) circuits
E4	CORE	Troubleshoot valves

VISUAL LANDING AIDS

Paygrade	Task Type	Task Statements
E4	CORE	Align hydraulic systems
E4	NON-CORE	Configure Tactical Air Navigation (TACAN) systems
E4	CORE	Configure visual landing aid systems
E4	CORE	Repair hydraulic systems
E5	NON-CORE	Repair visual landing aid systems
E6	NON-CORE	Supervise visual landing aid system corrective maintenance
E4	CORE	Test hydraulic systems
E4	CORE	Test visual landing aid systems
E4	CORE	Troubleshoot hydraulic systems
E4	CORE	Troubleshoot visual landing aid systems

Job Title **Job Code**

Interior Communication Administrator 003735

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Installation, Maintenance, and Repair	TBD	INTERIOR COMMUNICATION ADMIN	INT COMM ADMIN

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	IC	NEC VXXX series and other NECs as assigned

Job Description

Interior Communication Administrators manage large projects and provide mentorship to develop junior personnel; prepare progress reports and maintenance schedules for Interior Communication (IC) systems for and during overhaul periods; plan, staff, direct, and control multiple projects; and mentor technicians and operators.

DoD Relationship

Group Title	*DoD Code*
Interior Communications	162300

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
First-Line Supervisors of Mechanics, Installers, and Repairers	49-1011.00	Installation, Maintenance, and Repair

Skills	Abilities
Quality Control Analysis	*Written Comprehension*
Systems Analysis	*Inductive Reasoning*
Management of Material Resources	*Information Ordering*
Instructing	*Written Expression*
Monitoring	*Oral Expression*
Reading Comprehension	*Visualization*
Writing	*Control Precision*
Systems Evaluation	*Fluency of Ideas*
Equipment Maintenance	*Mathematical Reasoning*
Operation and Control	*Problem Sensitivity*

ALARM, SAFETY, AND WARNING SYSTEMS

Paygrade	Task Type	Task Statements
E5	CORE	Verify alarm, safety, and warning system configurations
E6	CORE	Verify Damage Control Consoles (DCC) configurations

AUXILIARY AND SUPPORT SYSTEMS

Paygrade	Task Type	Task Statements
E5	CORE	Verify auxiliary backup power system configurations
E5	CORE	Verify cathodic protection system configurations

DATA CONVERSION AND DISTRIBUTION

Paygrade	Task Type	Task Statements
E6	CORE	Inventory network software and firmware
E5	NON-CORE	Maintain network security
E5	CORE	Maintain system password accounts
E6	CORE	Manage network software and firmware operations
E6	CORE	Manage system password accounts
E5	CORE	Update network software and firmware
E5	CORE	Verify data conversion and distribution system configurations
E6	CORE	Verify network system configurations

EQUIPMENT ADMINISTRATION

Paygrade	Task Type	Task Statements
E7	CORE	Approve equipment installations, testing, and alterations
E5	NON-CORE	Calibrate gauges (e.g., temperature and pressure)

EQUIPMENT ADMINISTRATION (CONT'D)

Paygrade	Task Type	Task Statements
E5	NON-CORE	Calibrate test equipment (e.g., power meter)
E4	CORE	Collect equipment and system status data
E7	CORE	Coordinate equipment certifications and recertifications
E4	CORE	Document equipment status
E5	CORE	Draft procedural documents (e.g., Standard Operating Procedures (SOP), Temporary Standing Orders (TSO), Departure From Specifications (DFS), etc.)
E5	CORE	Inventory Maintenance Assistance Modules (MAM)
E4	CORE	Maintain Interior Communication (IC) equipment calibration records
E5	CORE	Maintain preventive maintenance documents
E6	CORE	Manage combat systems equipment configurations
E7	CORE	Manage divisional equipment and system configurations
E7	CORE	Manage divisional maintenance operations
E6	CORE	Manage equipment certifications and recertifications
E6	CORE	Manage procedural document updates
E7	CORE	Manage safety programs and instructions (e.g., aloft, electrical equipment, etc.)
E5	CORE	Manage test equipment calibration programs
E5	CORE	Review technical briefs, notices, and bulletins
E6	CORE	Supervise divisional equipment and system configurations
E6	CORE	Supervise divisional maintenance operations
E5	CORE	Supervise electronic test equipment inventories
E5	CORE	Supervise equipment installations, testing, and alterations
E7	CORE	Supervise Maintenance Assistance Modules (MAM) usage
E5	CORE	Supervise work center equipment and system configurations
E5	CORE	Supervise work center maintenance operations
E6	CORE	Verify equipment installations, testing, and alterations
E6	CORE	Verify procedural documents (e.g., Standard Operating Procedures (SOP), Temporary Standing Orders (TSO), Departure From Specifications (DFS), etc.)

INTERIOR COMMUNICATIONS

Paygrade	Task Type	Task Statements
E6	CORE	Approve public address system designs
E5	CORE	Design public address systems
E6	CORE	Manage telecommunication plans
E5	CORE	Verify Interior Communication (IC) switchboard configurations
E5	CORE	Verify ships service telephone system configurations

MULTIMEDIA ENTERTAINMENT, COMMUNICATION, AND VIDEO MONITORING SYSTEMS

Paygrade	Task Type	Task Statements
E7	CORE	Approve centralized video distribution system designs
E7	CORE	Approve multimedia content
E6	CORE	Design centralized video distribution systems
E5	CORE	Manage Defense Media Activity (DMA) assets
E7	CORE	Supervise video communication broadcasts

MULTIMEDIA ENTERTAINMENT, COMMUNICATION, AND VIDEO MONITORING SYSTEMS (CONT'D)

Paygrade	Task Type	Task Statements
E7	CORE	Supervise video entertainment broadcasts
E6	CORE	Verify multimedia content

NAVIGATION SYSTEMS

Paygrade	Task Type	Task Statements
E6	CORE	Supervise navigation system corrective maintenance
E6	CORE	Supervise steering control system corrective maintenance
E5	CORE	Verify navigation system configurations
E5	CORE	Verify ships speed system configurations

TECHNICAL CORE FUNDAMENTALS

Paygrade	Task Type	Task Statements
E7	CORE	Assess Combat Information Center (CIC)/Combat Direction Center (CDC) systems operations and tactical impact
E5	CORE	Conduct watchstander briefs
E5	CORE	Coordinate personnel qualification and certification programs
E6	CORE	Coordinate training evolutions (e.g., Combat Systems Training Teams (CSTT), etc.)
E6	CORE	Draft Casualty Reports (CASREP)
E7	CORE	Manage equipment Casualty Reporting (CASREP) process
E5	CORE	Manage Interior Communication (IC) watchstander qualification process
E5	CORE	Safeguard classified material
E5	CORE	Train technicians in casualty control procedures
E5	CORE	Update Combat Systems Operational Sequencing System (CSOSS)
E6	CORE	Validate Combat Systems Operational Sequencing System (CSOSS)

VISUAL LANDING AIDS

Paygrade	Task Type	Task Statements
E6	CORE	Verify visual landing aid system configurations

CHAPTER 44

NAVY DIVER
(ND)

NAVPERS 18068-44A
CH-70

Updated: April 2017

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NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

NAVY DIVER (ND)

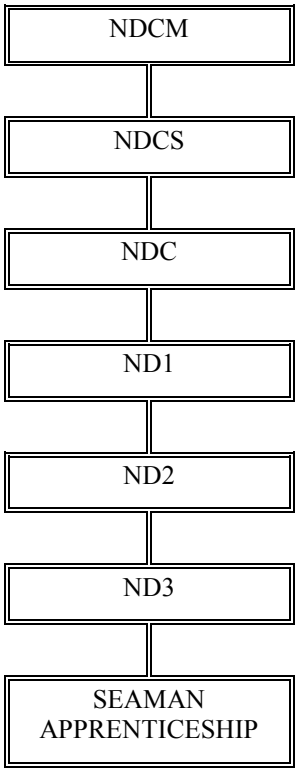
SCOPE OF RATING

Navy Divers (ND) perform underwater salvage, recovery, repair, and maintenance on ships and submarines; search for and recover downed aircraft; conduct harbor clearance operations; provide assistance to military, federal, state, and local civilian law enforcement agencies in diving operations and procedures; maintain and repair diving equipment and systems; research and develop new diving techniques and procedures; conduct submarine rescue operations; maintain forms, records, correspondence, and files; and perform and supervise recompression chamber operations, hyperbaric treatment for diving and non-diving illnesses, open and closed-circuit Underwater Breathing Apparatus (UBA) diving, surface-supplied air and mixed-gas diving operations, demolition operations, and small arms proficiency.

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 44.

GENERAL INFORMATION

CAREER PATTERN



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

SPECIAL PHYSICAL REQUIREMENTS
Applicants must meet medical standards as specified in NAVMED P-117, Article 15-102, Diving Duty. Normal color perception and vision 20/100 correctable in each eye to 20/20 (refer to Chapter 15 of the Manual of the Medical Department, U.S. Navy for details on these requirements).

CITIZENSHIP/SECURITY REQUIREMENTS
Must have U.S. citizenship and must be eligible for access to classified information.

OTHER REQUIREMENTS
History of drug abuse is disqualifying.

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

Second Class Diver

Job Code

001100

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Installation, Maintenance, and Repair	TBD	SECOND CLASS DIVER	SCND CLASS DVR

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	ND	5343

Job Description

Second Class Divers perform diving operations utilizing all air and mixed gas United States Navy (USN) diving apparatus; operate, test, repair, and adjust all USN diving equipment, systems, and support equipment to include recompression chambers; perform underwater harbor/port/ship security inspections including ordnance searching and ship/submarine repair; perform salvage, expeditionary salvage and littoral combat, submarine rescue, and Special Warfare (SPECWAR) operations; perform underwater cutting and welding, demolition operations and small boat operations; operate Dry Deck Shelter (DDS) and submarine lock-in/lock-out systems; and are able to recognize symptoms and assist in treatment of diving and non-diving related injuries.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Divers	143300	Commercial Divers	49-9092.00	Installation, Maintenance, and Repair

Skills	Abilities
Operation and Control	*Information Ordering*
Critical Thinking	*Problem Sensitivity*
Judgment and Decision Making	*Spatial Orientation*
Quality Control Analysis	*Multi-limb Coordination*
Repairing	*Control Precision*
Monitoring	*Manual Dexterity*
Equipment Selection	*Written Comprehension*
Operation Monitoring	*Gross Body Coordination*
Active Listening	*Inductive Reasoning*
Equipment Maintenance	*Oral Comprehension*

CUTTING, WELDING AND ANCILLARY EQUIPMENT OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Conduct surface communications
E4	CORE	Employ electrical diving equipment
E4	CORE	Employ electronic diving equipment
E4	CORE	Employ hydraulic equipment
E4	CORE	Employ pneumatic tools
E4	CORE	Perform Diving Weight Handling Systems (DWHS) operations
E4	CORE	Perform underwater cutting
E4	CORE	Perform underwater recording operations (e.g. audiovisual equipment, boroscope, etc.)
E4	CORE	Perform underwater welding operations

DIVING ADMINISTRATION, RESOURCES, RELATIONS AND MANAGEMENT

Paygrade	Task Type	Task Statements
E5	CORE	Conduct diving assessments and inspections (e.g. safety survey checklists, supervisor drills, etc.)
E5	CORE	Draft diving administration documentation
E5	CORE	Maintain diving administrative records
E4	CORE	Perform Diver Life Support Systems (DLSS) re-entry control procedures

DIVING ADMINISTRATION, RESOURCES, RELATIONS AND MANAGEMENT (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Prepare diving resources and requirements (e.g. equipment, paperwork, etc.)
E4	CORE	Validate diver-related blueprints

DIVING MEDICINE AND RECOMPRESSION CHAMBER OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Administer basic diving medicine
E4	CORE	Administer basic first aid
E4	CORE	Align recompression chamber systems
E4	CORE	Employ hyperbaric chamber support equipment
E5	CORE	Evaluate patients after hyperbaric treatments
E5	CORE	Evaluate patients during hyperbaric treatments

DIVING OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Conduct aviation egress survival training
E4	CORE	Conduct submarine egress survival training
E4	CORE	Conduct submarine rescue operations
E4	CORE	Conduct underwater communications
E4	CORE	Employ air Surface-Supplied Diving Systems (SSDS)
E5	NON-CORE	Employ atmospheric diving systems (Pressurized Rescue Module (PRM), Submarine Rescue Chamber (SRC), and Atmospheric Diving Systems Suit (ADS))
E4	CORE	Employ Diver Life Support Equipment (DLSE)
E4	CORE	Employ Gas Transfer Systems (GTS)
E4	CORE	Navigate small boats
E4	CORE	Perform closed-circuit Underwater Breathing Apparatus (UBA) dives
E5	CORE	Perform maintenance on certified diving systems
E4	CORE	Perform open-circuit Self-Contained Underwater Breathing Apparatus (SCUBA) dives
E5	CORE	Perform saturation dives
E4	CORE	Perform surface-supplied diving operations
E5	CORE	Supervise small boat operations

EXPEDITIONARY OPERATIONS

Paygrade	Task Type	Task Statements
E4	NON-CORE	Administer combat life-saving medical treatments
E4	NON-CORE	Conduct mounted tactical movements
E4	NON-CORE	Maintain crew served weapons
E4	NON-CORE	Maintain small arms
E4	NON-CORE	Perform advanced small arms techniques

SALVAGE OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Conduct salvage surveys
E4	CORE	Maintain salvage equipment
E4	CORE	Perform mooring operations
E4	CORE	Perform rigging operations (e.g. towing, heavy lifting, etc.)

SPECIAL WARFARE OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Perform Dry Deck Shelter (DDS) operations
E4	CORE	Perform Lock Out Chamber (LOC) operations
E4	CORE	Perform Lock Out Trunk (LOT) operations

UNDERWATER SEARCH AND RECOVERY AND DEMOLITION OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Perform demolition evolutions
E4	CORE	Perform ordnance searches (e.g. Antiterrorism Force Protection (ATFP), Mine Exercise (MineX), etc.)
E5	NON-CORE	Perform Remote Operation Vehicle (ROV) operations
E5	NON-CORE	Perform side scan sonar searches
E4	CORE	Perform underwater recovery of light items (e.g. ordnance, bodes, weapons, equipment, etc.)
E4	CORE	Perform underwater searches
E4	CORE	Perform underwater sound transmitter receiver operations
E4	NON-CORE	Store demolition materials
E4	NON-CORE	Transport Arms, Ammunition and Explosives (AA&E)

UNDERWATER SHIP AND SUBMARINE MAINTENANCE AND REPAIR

Paygrade	Task Type	Task Statements
E4	CORE	Inspect submarine underwater hulls
E4	CORE	Inspect surface ship underwater hulls
E4	CORE	Install cofferdams (submarine and surface ship)
E4	CORE	Repair enclosed-space components (submarine and surface ship)
E4	CORE	Repair hull penetrations
E4	CORE	Repair submarine hull and mechanical systems
E4	CORE	Repair submarine propulsion and steering systems
E4	CORE	Repair submarine sensor systems
E4	CORE	Repair submarine weapon systems
E4	CORE	Repair surface ship hull and mechanical systems
E4	CORE	Repair surface ship masking systems
E4	CORE	Repair surface ship propulsion and steering systems
E4	CORE	Repair surface ship sensor systems
E4	NON-CORE	Repair underwater facilities (e.g. caisson door, degaussing range, electrical cables, etc.)

Job Title

First Class Diver

Job Code

001105

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Installation, Maintenance, and Repair	TBD	FIRST CLASS DIVER	FRST CLASS DVR

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	ND	5342

Job Description

First Class Divers supervise diving operations utilizing all air and mixed gas United States Navy (USN) diving apparatus; supervise the test, repair, and maintenance of all USN Diving equipment, systems, and support equipment to include recompression chambers; supervise underwater harbor/port/ship security inspections including ordnance searching and ship/submarine repairs; supervise salvage, expeditionary salvage and littoral combat, submarine rescue, and Special Warfare (SPECWAR) operations; supervise underwater cutting and welding, demolition operations, and small boat operations; supervise Dry Deck Shelter (DDS), submarine lock-in/lock-out systems, and submarine rescue chambers; able to diagnose and administer treatment of diving and non-diving related injuries; train USN Department of Defense (DoD) military and other personnel in diving procedures, equipment, and systems; and operate, maintain, and support saturation/deep dive systems and equipment.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Divers	143300	Commercial Divers	49-9092.00	Installation, Maintenance, and Repair

Skills	Abilities
Operation and Control	*Information Ordering*
Judgment and Decision Making	*Problem Sensitivity*
Critical Thinking	*Inductive Reasoning*
Management of Personnel Resources	*Written Comprehension*
Monitoring	*Oral Expression*
Coordination	*Deductive Reasoning*
Quality Control Analysis	*Control Precision*
Equipment Selection	*Spatial Orientation*
Repairing	*Manual Dexterity*
Operation Monitoring	*Multi-limb Coordination*

CUTTING, WELDING AND ANCILLARY EQUIPMENT OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Conduct surface communications
E4	CORE	Employ electrical diving equipment
E4	CORE	Employ electronic diving equipment
E4	CORE	Employ hydraulic equipment
E4	CORE	Employ pneumatic tools
E4	CORE	Perform Diving Weight Handling Systems (DWHS) operations
E4	CORE	Perform underwater cutting
E4	CORE	Perform underwater recording operations (e.g. audiovisual equipment, boroscope, etc.)
E4	CORE	Perform underwater welding operations
E6	CORE	Supervise underwater cutting operations
E6	CORE	Supervise underwater welding operations

DIVING ADMINISTRATION, RESOURCES, RELATIONS AND MANAGEMENT

Paygrade	Task Type	Task Statements
E5	CORE	Approve diving administrative documentation
E5	CORE	Brief diving jobs
E6	CORE	Brief diving missions
E5	CORE	Conduct diving assessments and inspections (e.g. safety survey checklists, supervisor drills, etc.)
E5	CORE	Draft diving administration documentation
E5	CORE	Maintain diving administrative records
E7	NON-CORE	Manage financial resources
E4	CORE	Perform Diver Life Support Systems (DLSS) re-entry control procedures
E4	CORE	Prepare diving resources and requirements (e.g. equipment, paperwork, etc.)
E7	CORE	Supervise diving assessments and inspections
E4	CORE	Validate diver-related blueprints

DIVING AND SALVAGE MANAGEMENT

Paygrade	Task Type	Task Statements
E5	CORE	Coordinate repairs with ships' schedules
E7	CORE	Manage Controlled Work Procedures (CWP)
E7	CORE	Manage dive site surveys
E7	CORE	Manage diving safety programs
E6	CORE	Manage diving systems certifications
E6	CORE	Manage equipment loadouts
E6	CORE	Manage Formal Work Procedures (FWP)
E7	NON-CORE	Manage Hazardous Material (HAZMAT) certification programs
E6	CORE	Plan ship repair operations
E6	CORE	Plan submarine repair operations
E6	CORE	Supervise Radiological Control (RADCON) procedures
E7	CORE	Supervise salvage operations
E7	CORE	Supervise saturation diving operations

DIVING MEDICINE AND RECOMPRESSION CHAMBER OPERATIONS

Paygrade	Task Type	Task Statements
E6	CORE	Administer advanced diving medicine
E4	CORE	Administer basic diving medicine
E4	CORE	Administer basic first aid
E4	CORE	Align recompression chamber systems
E5	CORE	Conduct manned testing
E5	CORE	Conduct unmanned testing
E4	CORE	Employ hyperbaric chamber support equipment

DIVING MEDICINE AND RECOMPRESSION CHAMBER OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Evaluate patients after hyperbaric treatments
E5	CORE	Evaluate patients during hyperbaric treatments
E6	CORE	Manage treatment of diving-related injuries
E6	CORE	Supervise hyperbaric recompression chamber operations

DIVING OPERATIONS

Paygrade	Task Type	Task Statements
E5	CORE	Assess saturation diving life support system operations
E4	CORE	Conduct aviation egress survival training
E4	CORE	Conduct submarine egress survival training
E4	CORE	Conduct submarine rescue operations
E4	CORE	Conduct underwater communications
E7	NON-CORE	Coordinate joint diving operations with governmental agencies and international militaries
E7	CORE	Direct saturation diving operations
E4	CORE	Employ air Surface-Supplied Diving Systems (SSDS)
E5	NON-CORE	Employ atmospheric diving systems (Pressurized Rescue Module (PRM), Submarine Rescue Chamber (SRC), and Atmospheric Diving Systems Suit (ADS))
E4	CORE	Employ Diver Life Support Equipment (DLSE)
E4	CORE	Employ Gas Transfer Systems (GTS)
E5	CORE	Employ mixed-gas Surface-Supplied Diving Systems (SSDS)
E5	CORE	Employ navigation equipment
E5	CORE	Maintain saturation diving life support systems
E4	CORE	Navigate small boats
E4	CORE	Perform closed-circuit Underwater Breathing Apparatus (UBA) dives
E5	CORE	Perform maintenance on certified diving systems
E4	CORE	Perform open-circuit Self-Contained Underwater Breathing Apparatus (SCUBA) dives
E5	CORE	Perform saturation dives
E4	CORE	Perform surface-supplied diving operations
E7	CORE	Plan aviation egress survival training
E7	CORE	Plan submarine egress survival training
E7	CORE	Plan submarine rescue operations
E6	CORE	Supervise air surface-supplied dives
E6	NON-CORE	Supervise atmospheric diving system operations (e.g. Pressurized Rescue Module (PRM), Submarine Rescue Chamber (SRC), Atmospheric Diving Systems Suit (ADS), etc.)
E6	NON-CORE	Supervise aviation egress survival training

DIVING OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E6	CORE	Supervise closed-circuit Underwater Breathing Apparatus (UBA) dives
E6	NON-CORE	Supervise manned and unmanned testing of Diver's Life Support Systems (DLSS) (i.e. Research Development Testing and Evaluation (RDT&E))
E6	CORE	Supervise mixed-gas surface-supplied dives
E6	CORE	Supervise open-circuit Self-Contained Underwater Breathing Apparatus (SCUBA) dives
E5	CORE	Supervise small boat operations
E6	NON-CORE	Supervise submarine egress survival training
E7	CORE	Supervise submarine rescue operations
E6	CORE	Supervise underwater searches

EXPEDITIONARY OPERATIONS

Paygrade	Task Type	Task Statements
E4	NON-CORE	Administer combat life-saving medical treatments
E5	NON-CORE	Conduct crew served weapons training
E6	NON-CORE	Conduct dismounted tactical movements
E4	NON-CORE	Conduct mounted tactical movements
E4	NON-CORE	Maintain crew served weapons
E4	NON-CORE	Maintain small arms
E4	NON-CORE	Perform advanced small arms techniques
E6	NON-CORE	Plan mounted movements
E6	NON-CORE	Supervise employment of small arms

SALVAGE OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Conduct salvage surveys
E4	CORE	Maintain salvage equipment
E4	CORE	Perform mooring operations
E4	CORE	Perform rigging operations (e.g. towing, heavy lifting, etc.)
E6	CORE	Supervise mooring operations
E6	CORE	Supervise rigging equipment operations (e.g. towing, heavy lifting, etc.)
E6	CORE	Supervise salvage equipment operations

SPECIAL WARFARE OPERATIONS

Paygrade	Task Type	Task Statements
E6	CORE	Manage Lock Out Chamber (LOC) operations
E6	CORE	Manage Lock Out Trunk (LOT) operations
E4	CORE	Perform Dry Deck Shelter (DDS) operations
E4	CORE	Perform Lock Out Chamber (LOC) operations
E4	CORE	Perform Lock Out Trunk (LOT) operations
E6	CORE	Supervise Dry Deck Shelter (DDS) operations

UNDERWATER SEARCH AND RECOVERY AND DEMOLITION OPERATIONS

Paygrade	Task Type	Task Statements
E7	NON-CORE	Manage Arms, Ammunition, and Explosives (AA&E) programs
E4	CORE	Perform demolition evolutions
E4	CORE	Perform ordnance searches (e.g. Antiterrorism Force Protection (ATFP), Mine Exercise (MineX), etc.)
E5	NON-CORE	Perform Remote Operation Vehicle (ROV) operations
E5	NON-CORE	Perform side scan sonar searches
E4	CORE	Perform underwater recovery of light items (e.g. ordnance, bodes, weapons, equipment, etc.)
E4	CORE	Perform underwater searches
E4	CORE	Perform underwater sound transmitter receiver operations
E4	NON-CORE	Store demolition materials
E6	CORE	Supervise demolition operations
E6	CORE	Supervise underwater recovery of light items (e.g. ordnance, bodies, weapons, equipment, etc.)
E4	NON-CORE	Transport Arms, Ammunition and Explosives (AA&E)

UNDERWATER SHIP AND SUBMARINE MAINTENANCE AND REPAIR

Paygrade	Task Type	Task Statements
E4	CORE	Inspect submarine underwater hulls
E4	CORE	Inspect surface ship underwater hulls
E4	CORE	Install cofferdams (submarine and surface ship)
E7	CORE	Manage ship and submarine repairs
E4	CORE	Repair enclosed-space components (submarine and surface ship)
E4	CORE	Repair hull penetrations
E4	CORE	Repair submarine hull and mechanical systems
E4	CORE	Repair submarine propulsion and steering systems
E4	CORE	Repair submarine weapon systems
E4	CORE	Repair surface ship hull and mechanical systems
E4	CORE	Repair surface ship masking systems
E4	CORE	Repair surface ship propulsion and steering systems
E4	CORE	Repair surface ship sensor systems
E4	NON-CORE	Repair underwater facilities (e.g. caisson door, degaussing range, electrical cables, etc.)
E6	CORE	Supervise cofferdam installations
E6	CORE	Supervise enclosed-space diving waterborne repairs
E6	CORE	Supervise hull inspections
E6	CORE	Supervise hull repairs
E6	CORE	Supervise repair of hull penetrations
E6	CORE	Supervise running gear repairs
E6	CORE	Supervise submarine ship propulsion and steering system repairs

UNDERWATER SHIP AND SUBMARINE MAINTENANCE AND REPAIR (CONT'D)

Paygrade	Task Type	Task Statements
E6	NON-CORE	Supervise underwater facilities repairs (e.g. caisson door, degaussing range, electrical cables, etc.)
E6	CORE	Supervise underwater ship repairs
E6	CORE	Supervise underwater submarine repairs
E6	CORE	Supervise waterborne dry dock operations

Job Title

Master Diver

Job Code

001110

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Installation, Maintenance, and Repair	TBD	MASTER DIVER	MASTER DVR

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	ND	5341

Job Description

Master Divers are experts in all operational and emergency procedures involving diving and salvage; possess a thorough knowledge of mixing and analysis of gases, computation of diver gas requirements and consumptions, salvage theory and methods, submarine rescue operations, towing, and underwater ship husbandry; manage preventive and corrective maintenance on diving equipment, support systems, salvage machinery, handling systems, and submarine rescue systems; manage and administer certification and quality assurance programs on diving systems and equipment to include Research, Deployment, Test, and Evaluation (RDT&E); and are responsible for all training and readiness assessments of the diving force.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Divers	143300	Commercial Divers	49-9092.00	Installation, Maintenance, and Repair

Skills	Abilities
Operation and Control	*Information Ordering*
Judgment and Decision Making	*Inductive Reasoning*
Critical Thinking	*Problem Sensitivity*
Management of Personnel Resources	*Written Comprehension*
Monitoring	*Oral Expression*
Coordination	*Deductive Reasoning*
Quality Control Analysis	*Control Precision*
Equipment Selection	*Spatial Orientation*
Repairing	*Manual Dexterity*
Operation Monitoring	*Multi-limb Coordination*

CUTTING, WELDING AND ANCILLARY EQUIPMENT OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Conduct surface communications
E4	CORE	Employ electrical diving equipment
E4	CORE	Employ electronic diving equipment
E4	CORE	Employ hydraulic equipment
E4	CORE	Employ pneumatic tools
E4	CORE	Perform Diving Weight Handling Systems (DWHS) operations
E4	CORE	Perform underwater cutting
E4	CORE	Perform underwater recording operations (e.g. audiovisual equipment, boroscope, etc.)
E4	CORE	Perform underwater welding operations
E6	CORE	Supervise underwater cutting operations
E6	CORE	Supervise underwater welding operations

DIVING ADMINISTRATION, RESOURCES, RELATIONS AND MANAGEMENT

Paygrade	Task Type	Task Statements
E5	CORE	Approve diving administrative documentation
E5	CORE	Brief diving jobs
E6	CORE	Brief diving missions

DIVING ADMINISTRATION, RESOURCES, RELATIONS AND MANAGEMENT (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Conduct diving assessments and inspections (e.g. safety survey checklists, supervisor drills, etc.)
E5	CORE	Draft diving administration documentation
E5	CORE	Maintain diving administrative records
E7	NON-CORE	Manage financial resources
E7	NON-CORE	Manage manpower resources
E4	CORE	Perform Diver Life Support Systems (DLSS) re-entry control procedures
E4	CORE	Prepare diving resources and requirements (e.g. equipment, paperwork, etc.)
E7	CORE	Supervise diving assessments and inspections
E4	CORE	Validate diver-related blueprints

DIVING AND SALVAGE MANAGEMENT

Paygrade	Task Type	Task Statements
E5	CORE	Coordinate repairs with ships' schedules
E7	CORE	Manage Controlled Work Procedures (CWP)
E7	CORE	Manage dive site surveys
E7	CORE	Manage diving safety programs
E6	CORE	Manage diving systems certifications
E6	CORE	Manage equipment loadouts
E6	CORE	Manage Formal Work Procedures (FWP)
E7	NON-CORE	Manage Hazardous Material (HAZMAT) certification programs
E7	NON-CORE	Manage Navy diving programs
E6	CORE	Plan ship repair operations
E6	CORE	Plan submarine repair operations
E6	CORE	Supervise Radiological Control (RADCON) procedures
E7	CORE	Supervise salvage operations
E7	CORE	Supervise saturation diving operations

DIVING MEDICINE AND RECOMPRESSION CHAMBER OPERATIONS

Paygrade	Task Type	Task Statements
E6	CORE	Administer advanced diving medicine
E4	CORE	Administer basic diving medicine
E4	CORE	Administer basic first aid
E4	CORE	Align recompression chamber systems
E5	CORE	Conduct manned testing
E5	CORE	Conduct unmanned testing
E4	CORE	Employ hyperbaric chamber support equipment

DIVING MEDICINE AND RECOMPRESSION CHAMBER OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Evaluate patients after hyperbaric treatments
E5	CORE	Evaluate patients during hyperbaric treatments
E6	CORE	Manage treatment of diving-related injuries
E6	CORE	Supervise hyperbaric recompression chamber operations

DIVING OPERATIONS

Paygrade	Task Type	Task Statements
E5	CORE	Assess saturation diving life support system operations
E4	CORE	Conduct aviation egress survival training
E4	CORE	Conduct submarine egress survival training
E4	CORE	Conduct submarine rescue operations
E4	CORE	Conduct underwater communications
E7	NON-CORE	Coordinate joint diving operations with governmental agencies and international militaries
E7	CORE	Direct saturation diving operations
E4	CORE	Employ air Surface-Supplied Diving Systems (SSDS)
E5	NON-CORE	Employ atmospheric diving systems (Pressurized Rescue Module (PRM), Submarine Rescue Chamber (SRC), and Atmospheric Diving Systems Suit (ADS))
E4	CORE	Employ Diver Life Support Equipment (DLSE)
E4	CORE	Employ Gas Transfer Systems (GTS)
E5	CORE	Employ mixed-gas Surface-Supplied Diving Systems (SSDS)
E5	CORE	Employ navigation equipment
E5	CORE	Maintain saturation diving life support systems
E4	CORE	Navigate small boats
E4	CORE	Perform closed-circuit Underwater Breathing Apparatus (UBA) dives
E5	CORE	Perform maintenance on certified diving systems
E4	CORE	Perform open-circuit Self-Contained Underwater Breathing Apparatus (SCUBA) dives
E5	CORE	Perform saturation dives
E4	CORE	Perform surface-supplied diving operations
E7	CORE	Plan aviation egress survival training
E7	CORE	Plan submarine egress survival training
E7	CORE	Plan submarine rescue operations
E6	CORE	Supervise air surface-supplied dives

DIVING OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E6	NON-CORE	Supervise atmospheric diving system operations (e.g. Pressurized Rescue Module (PRM), Submarine Rescue Chamber (SRC), Atmospheric Diving Systems Suit (ADS), etc.)
E6	NON-CORE	Supervise aviation egress survival training
E6	CORE	Supervise closed-circuit Underwater Breathing Apparatus (UBA) dives
E6	NON-CORE	Supervise manned and unmanned testing of Diver's Life Support Systems (DLSS) (i.e. Research Development Testing and Evaluation (RDT&E))
E6	CORE	Supervise mixed-gas surface-supplied dives
E6	CORE	Supervise open-circuit Self-Contained Underwater Breathing Apparatus (SCUBA) dives
E5	CORE	Supervise small boat operations
E6	NON-CORE	Supervise submarine egress survival training
E7	CORE	Supervise submarine rescue operations
E6	CORE	Supervise underwater searches

EXPEDITIONARY OPERATIONS

Paygrade	Task Type	Task Statements
E4	NON-CORE	Administer combat life-saving medical treatments
E5	NON-CORE	Conduct crew served weapons training
E6	NON-CORE	Conduct dismounted tactical movements
E4	NON-CORE	Conduct mounted tactical movements
E4	NON-CORE	Maintain crew served weapons
E4	NON-CORE	Maintain small arms
E4	NON-CORE	Perform advanced small arms techniques
E6	NON-CORE	Plan mounted movements
E6	NON-CORE	Supervise employment of small arms

SALVAGE OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Conduct salvage surveys
E4	CORE	Maintain salvage equipment
E4	CORE	Perform mooring operations
E4	CORE	Perform rigging operations (e.g. towing, heavy lifting, etc.)
E6	CORE	Supervise mooring operations
E6	CORE	Supervise rigging equipment operations (e.g. towing, heavy lifting, etc.)
E6	CORE	Supervise salvage equipment operations

SPECIAL WARFARE OPERATIONS

Paygrade	Task Type	Task Statements
E7	CORE	Manage Dry Deck Shelter (DDS) operations
E6	CORE	Manage Lock Out Chamber (LOC) operations
E6	CORE	Manage Lock Out Trunk (LOT) operations
E4	CORE	Perform Dry Deck Shelter (DDS) operations
E4	CORE	Perform Lock Out Chamber (LOC) operations
E4	CORE	Perform Lock Out Trunk (LOT) operations
E6	CORE	Supervise Dry Deck Shelter (DDS) operations
E7	CORE	Supervise Lock Out Chamber (LOC) operations
E7	CORE	Supervise Lock Out Trunk (LOT) operations

UNDERWATER SEARCH AND RECOVERY AND DEMOLITION OPERATIONS

Paygrade	Task Type	Task Statements
E7	NON-CORE	Manage Arms, Ammunition, and Explosives (AA&E) programs
E4	CORE	Perform demolition evolutions
E4	CORE	Perform ordnance searches (e.g. Antiterrorism Force Protection (ATFP), Mine Exercise (MineX), etc.)
E5	NON-CORE	Perform Remote Operation Vehicle (ROV) operations
E5	NON-CORE	Perform side scan sonar searches
E4	CORE	Perform underwater recovery of light items (e.g. ordnance, bodes, weapons, equipment, etc.)
E4	CORE	Perform underwater searches
E4	CORE	Perform underwater sound transmitter receiver operations
E4	NON-CORE	Store demolition materials
E6	CORE	Supervise demolition operations
E6	CORE	Supervise underwater recovery of light items (e.g. ordnance, bodies, weapons, equipment, etc.)
E4	NON-CORE	Transport Arms, Ammunition and Explosives (AA&E)

UNDERWATER SHIP AND SUBMARINE MAINTENANCE AND REPAIR

Paygrade	Task Type	Task Statements
E4	CORE	Inspect submarine underwater hulls
E4	CORE	Inspect surface ship underwater hulls
E4	CORE	Install cofferdams (submarine and surface ship)
E7	CORE	Manage ship and submarine repairs
E7	CORE	Manage underwater repair facilities
E4	CORE	Repair enclosed-space components (submarine and surface ship)
E4	CORE	Repair hull penetrations
E4	CORE	Repair submarine hull and mechanical systems

UNDERWATER SHIP AND SUBMARINE MAINTENANCE AND REPAIR (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Repair submarine propulsion and steering systems
E4	CORE	Repair submarine weapon systems
E4	CORE	Repair surface ship hull and mechanical systems
E4	CORE	Repair surface ship masking system
E4	CORE	Repair surface ship propulsion and steering systems
E4	CORE	Repair surface ship sensor systems
E4	NON-CORE	Repair underwater facilities (e.g. caisson door, degaussing range, electrical cables, etc.)
E6	CORE	Supervise cofferdam installations
E6	CORE	Supervise enclosed-space diving waterborne repairs
E6	CORE	Supervise hull inspections
E6	CORE	Supervise hull repairs
E6	CORE	Supervise repair of hull penetrations
E6	CORE	Supervise running gear repairs
E6	CORE	Supervise submarine ship propulsion and steering system repairs
E6	NON-CORE	Supervise underwater facilities repairs (e.g. caisson door, degaussing range, electrical cables, etc.)
E6	CORE	Supervise underwater ship repairs
E6	CORE	Supervise underwater submarine repairs
E6	CORE	Supervise waterborne dry dock operations

CHAPTER 45

INTELLIGENCE SPECIALIST
(IS)

NAVPERS 18068-45H
CH-78

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

INTELLIGENCE SPECIALIST (IS)

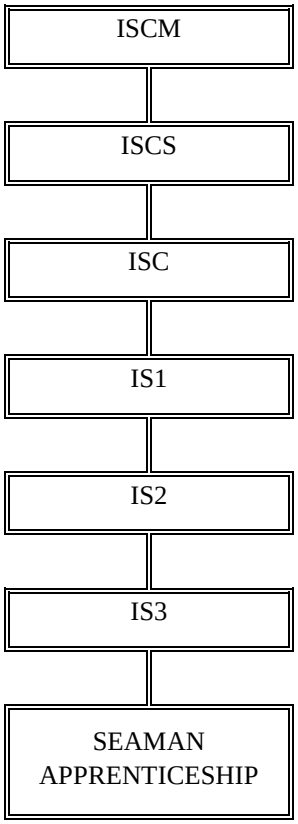
SCOPE OF RATING

Intelligence Specialists (IS) assist in every phase of the planning, collection, processing, analysis, and dissemination of intelligence in support of all warfare domains, both ashore and afloat; prepare and present intelligence products; provide input to and receive data from organic and non-organic sources; maintain files, libraries, and databases.

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 45.

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 **Job Code**

Strike Warfare Intelligence Analyst 001399

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Architecture and Engineering	TBD	STRIKE WARFARE INTEL ANALYST	STRIKE ANALYST

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	IS	NEC K23A and other NECs as assigned

Job Description

Strike Warfare Intelligence Analysts perform Tasking, Collection, Processing, Exploitation, and Dissemination (TCPED) of all-source tactical intelligence; perform tactical and operational level research and analysis; assist in the management of Joint/Afloat targeting process; assist in parsing the Air Tasking Order (ATO), Air Combat Operations (ACO), Carrier Air Wing (CVW); flight schedules and Special Instructions (SPINS); conduct analysis of force disposition, capabilities, tactics, and training in support of strike mission planning; provide support of Suppression of Enemy Air Defense (SEAD), identify adversary critical nodes and centers of gravity to maximize force employment; conduct target development, dynamic and deliberate targeting, and precise geopositioning and mensuration; conduct Battle Damage Assessment (BDA), Bomb Hit Assessment (BHA), Collateral Damage Estimates (CDEs); produce precise navigational aids and products for Precision Guided Munitions (PGMs); use various tactical databases/systems, tools, and applications to produce textual and graphical representations of the operational area, Target Folders, Kneeboard Products, and tactical intelligence reports and briefings; maintain and update local/unit target deck/list; perform imagery ingest and screening; maintain local image library of National Geospatial-Intelligence Agency (NGA) approved imagery for geopositioning and mensuration use; and assist in Combat Search and Rescue (CSAR) and Close Air Support (CAS) operations.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Image Interpretation	124200	Cartographers and Photogrammetrists	17-1021.00	Architecture and Engineering

Skills	Abilities
Critical Thinking	*Deductive Reasoning*
Operations Analysis	*Written Expression*
Quality Control Analysis	*Written Comprehension*
Equipment Selection	*Oral Expression*
Complex Problem Solving	*Inductive Reasoning*
Monitoring	*Information Ordering*
Active Learning	*Speed of Closure*
Writing	*Problem Sensitivity*
Reading Comprehension	*Category Flexibility*
Judgment and Decision Making	*Oral Comprehension*

ANALYSIS

Paygrade	Task Type	Task Statements
E4	CORE	Analyze all-source information
E4	CORE	Analyze all-source intelligence (e.g., threats, Non-combatant Evacuation Operations (NEO), Humanitarian Assistance and Disaster Relief (HADR), etc.)
E4	CORE	Analyze collection results
E4	CORE	Analyze Indications and Warnings (I&W)
E4	CORE	Analyze strike mission threats
E4	CORE	Apply geographic positioning data from a map, image or geospatial data
E4	CORE	Apply structured analytic techniques and tools
E4	CORE	Assess adversary activities across all warfare domains
E4	CORE	Build pattern analysis
E4	CORE	Collate threat reporting
E4	CORE	Compile data from multiple intelligence disciplines
E4	CORE	Conduct Joint Intelligence Preparation of the Operational Environment (JIPOE)
E4	CORE	Determine intelligence gaps

ANALYSIS (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Determine warfare threats
E4	CORE	Develop predictive analysis
E5	CORE	Evaluate collection results
E4	CORE	Examine friendly and adversary Order Of Battle (OOB) characteristics
E7	CORE	Manage intelligence analysis
E5	CORE	Supervise intelligence analysis
E6	CORE	Validate intelligence analysis
E5	CORE	Validate intelligence products

COLLECTION

Paygrade	Task Type	Task Statements
E4	CORE	Analyze imagery platform capabilities and limitations
E4	CORE	Apply Essential Elements of Information (EEI)
E4	CORE	Collect full motion video
E4	CORE	Conduct mission debriefs
E5	CORE	Employ Tasking, Collection, Processing, Exploitation, and Dissemination (TCPED)
E6	CORE	Implement Intelligence Collection Plans (ICP)
E7	CORE	Perform collection manager duties
E4	CORE	Perform Operational Tasking (OPTASK) directed intelligence collections

CYBER ANALYSIS

Paygrade	Task Type	Task Statements
E5	NON-CORE	Construct Cyber Readiness Training Team (CRTT) drills
E7	NON-CORE	Coordinate cyberspace operations with Special Access Program (SAP)/Review and Approval Process for Cyber Operations (RAPCO)
E4	NON-CORE	Develop cyber persona profiles

DISSEMINATION

Paygrade	Task Type	Task Statements
E4	CORE	Brief intelligence products
E4	CORE	Disseminate intelligence products
E4	CORE	Provide threat Indications and Warnings (I&W)
E4	CORE	Upload imagery products

GEOSPATIAL INTERPRETATION

Paygrade	Task Type	Task Statements
E5	NON-CORE	Analyze Digital Terrain Elevation Data (DTED)
E4	CORE	Annotate imagery targeting materials
E4	CORE	Assess image interpretability
E4	NON-CORE	Conduct geopositioning and mensuration
E4	NON-CORE	Conduct Training, Qualification, Certification, and Proficiency (TQCP) standards for Precision Point Munitions (PPM) analysts

GEOSPATIAL INTERPRETATION (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Demonstrate imagery based funneling
E4	CORE	Employ imagery system architecture
E4	CORE	Exploit full motion video
E4	CORE	Exploit imagery
E4	NON-CORE	Interpret stereo images
E4	NON-CORE	Locate target of interest on a graphic
E4	CORE	Make use of geospatial data
E4	CORE	Order an image manually (i.e., adhoc)
E4	NON-CORE	Troubleshoot imagery systems

INTELLIGENCE PRODUCTION

Paygrade	Task Type	Task Statements
E4	CORE	Build imagery-based intelligence products
E4	CORE	Build intelligence products (e.g., briefs, messages, point papers, etc.)
E4	CORE	Build strike support graphics
E4	CORE	Build target packages
E4	CORE	Compile data into intelligence support systems (e.g., strike and intelligence processing systems)
E4	NON-CORE	Construct Collateral Damage Estimate (CDE) products
E4	CORE	Create Geospatial Information and Services (GI&S) products
E4	CORE	Create intelligence briefings
E4	CORE	Develop intelligence reports
E4	CORE	Develop link analysis diagrams
E5	NON-CORE	Develop node analysis
E7	CORE	Manage intelligence production
E5	CORE	Supervise intelligence production
E6	CORE	Validate intelligence production
E5	NON-CORE	Validate intelligence reports

MAPS AND CHARTS

Paygrade	Task Type	Task Statements
E4	CORE	Annotate maps and charts
E4	CORE	Explain various types of maps and charts
E4	CORE	Interpret maps and charts

MISSION PLANNING AND OPERATIONS

Paygrade	Task Type	Task Statements
E6	CORE	Coordinate collection requirements
E6	NON-CORE	Create exercise scenarios
E7	CORE	Develop intelligence training plans
E6	NON-CORE	Draft exercise support messages (scripting)

MISSION PLANNING AND OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E6	CORE	Employ all-source intelligence analysis to enable cross-queuing of multiple intelligence sources
E4	NON-CORE	Employ communications equipment
E4	CORE	Employ imagery-based intelligence products
E4	CORE	Employ targeting support data
E4	CORE	Explain the Law of Armed Conflict (LOAC) in regards to intelligence operations
E6	CORE	Interpret theater intelligence doctrine
E4	CORE	Maintain intelligence plots
E5	NON-CORE	Prepare collection plans
E4	NON-CORE	Provide intelligence support to Military Operations Other Than War (MOOTW)
E5	CORE	Recommend targets based on all source reporting
E4	CORE	Review Battle Damage Assessment (BDA)
E6	CORE	Supervise Tasking, Collection, Processing, Exploitation, and Dissemination (TCPED)
E6	CORE	Support operational orders and plans development
E4	NON-CORE	Support Time-Sensitive Targeting (TST) and Time-Critical Targeting (TCT)
E5	CORE	Validate Joint Intelligence Preparation of the Operational Environment (JIPOE) data
E7	CORE	Validate Training, Qualification, Certification, and Proficiency (TQCP) standard

SECURITY AND ADMINISTRATION

Paygrade	Task Type	Task Statements
E4	CORE	Apply information security policies and procedures
E4	CORE	Apply personnel security policies and procedures
E4	CORE	Apply physical security procedures
E4	CORE	Apply Sensitive Compartmented Information (SCI) security classification markings
E7	CORE	Coordinate installation of intelligence systems
E4	CORE	Destroy Sensitive Compartmented Information (SCI) material
E4	CORE	Determine Sensitive Compartmented Information (SCI) classified material releasability
E7	NON-CORE	Evaluate intelligence exercise performance
E4	CORE	Explain intelligence systems architecture
E4	CORE	Explain Sensitive Compartmented Information Facilities (SCIF) policies
E4	CORE	Maintain Sensitive Compartmented Information (SCI) holdings
E6	NON-CORE	Manage intelligence oversight programs
E4	CORE	Query imagery databases
E4	CORE	Sanitize Sensitive Compartmented Information (SCI)

Job Title **Job Code**

Operational Intelligence Analyst 001404

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Protective Services	TBD	OPERATIONAL INTEL ANALYST	OP INTEL ANLST

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	IS	NEC K24A and other NECs as assigned

Job Description

Operational Intelligence (OPINTEL) analysts perform Tasking, Collection, Processing, Exploitation, and Dissemination (TCPED) of information to produce relevant and timely intelligence in support of operations; provide Indications and Warnings (I&W); perform OPINTEL watch standing; conduct human information collection; conduct threat assessments; generate intelligence reports, briefs, assessments, and summaries; perform Joint Intelligence Preparation of the Operational Environment (JIPOE) and all-source fusion analysis; perform predictive analysis; review data for accuracy and reliability of sources; use and protect Command, Control, Communications, Computers, Collection, Intelligence, Surveillance and Reconnaissance (C5ISR) systems; maintain an all-source intelligence plot; serve as Independent Duty Intelligence Specialists (IDIS); and conduct counterintelligence operations.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Image Interpretation	124300	Intelligence Analysts	33-3021.06	Protective Services

Skills	Abilities
Critical Thinking	*Deductive Reasoning*
Complex Problem Solving	*Written Expression*
Operations Analysis	*Written Comprehension*
Active Learning	*Oral Expression*
Quality Control Analysis	*Inductive Reasoning*
Writing	*Information Ordering*
Monitoring	*Problem Sensitivity*
Equipment Selection	*Speed of Closure*
Judgment and Decision Making	*Category Flexibility*
Reading Comprehension	*Oral Comprehension*

ANALYSIS

Paygrade	Task Type	Task Statements
E4	CORE	Analyze all-source information
E4	CORE	Analyze all-source intelligence (e.g., threats, Non-combatant Evacuation Operations (NEO), Humanitarian Assistance and Disaster Relief (HADR), etc.)
E4	CORE	Analyze collection results
E4	CORE	Analyze Indications and Warnings (I&W)
E4	CORE	Analyze Maritime Security Operations (MSO) intelligence
E4	CORE	Analyze strike mission threats
E4	CORE	Apply geographic positioning data from a map, image or geospatial data
E4	CORE	Apply structured analytic techniques and tools
E4	CORE	Assess adversary activities across all warfare domains
E4	CORE	Build pattern analysis
E4	CORE	Collate threat reporting
E4	CORE	Compile data from multiple intelligence disciplines
E4	CORE	Conduct Joint Intelligence Preparation of the Operational Environment (JIPOE)
E4	CORE	Demonstrate merchant ship's rigging/classification
E4	CORE	Determine intelligence gaps
E5	CORE	Determine warfare threats

ANALYSIS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Develop predictive analysis
E5	CORE	Evaluate collection results
E4	CORE	Examine friendly and adversary Order Of Battle (OOB) characteristics
E4	CORE	Explain CI/HUMINT Architecture
E4	CORE	Explain Counterintelligence Operations
E4	CORE	Explain Interrogation
E4	CORE	Explain Military Source Operations
E7	CORE	Manage intelligence analysis
E5	CORE	Supervise intelligence analysis
E6	CORE	Validate intelligence analysis
E5	CORE	Validate intelligence products

COLLECTION

Paygrade	Task Type	Task Statements
E4	CORE	Analyze imagery platform capabilities and limitations
E4	CORE	Apply Essential Elements of Information (EEI)
E4	NON-CORE	Collect biographical data
E4	CORE	Collect full motion video
E5	NON-CORE	Conduct Counterintelligence Operations
E4	NON-CORE	Conduct Foreign Military Intelligence Collection Activities (FORMICA)
E5	NON-CORE	Conduct Interrogations
E5	NON-CORE	Conduct Military Source Operations
E4	CORE	Conduct mission debriefs
E4	NON-CORE	Coordinate Document and Media Exploitation (DOMEX)
E5	CORE	Employ Tasking, Collection, Processing, Exploitation, and Dissemination (TCPED)
E6	CORE	Implement Intelligence Collection Plans (ICP)
E7	CORE	Perform collection manager duties
E4	CORE	Perform Operational Tasking (OPTASK) directed intelligence collections

CYBER ANALYSIS

Paygrade	Task Type	Task Statements
E4	NON-CORE	Assess physical characteristics of the target environment
E4	NON-CORE	Collate cyberspace-related Tactics, Techniques, and Procedures (TTP)
E5	NON-CORE	Communicate with Offensive Cyber Operations (OCO)/Defensive Cyber Operations (DCO) partners and stakeholders
E4	NON-CORE	Confirm authorities and Standing Rules of Engagement (SROE) for cyberspace operations planning
E5	NON-CORE	Construct Cyber Readiness Training Team (CRTT) drills
E5	NON-CORE	Coordinate cyberspace operations with Intelligence Community (IC) stakeholders

CYBER ANALYSIS (CONT'D)

Paygrade	Task Type	Task Statements
E7	NON-CORE	Coordinate cyberspace operations with Special Access Program (SAP)/Review and Approval Process for Cyber Operations (RAPCO)
E4	NON-CORE	Develop cyber persona profiles
E6	NON-CORE	Develop cyberspace-related plans (e.g., Operation Plan (OPLAN), Concept of Operations Plan (CONPLAN), Concept of Operations (CONOP), etc.)
E4	CORE	Explain computer network operations
E4	CORE	Explain Cyber Mission Force (CMF) structure
E4	NON-CORE	Perform cyberspace Operational Preparation of Environment (OPE)
E5	NON-CORE	Report cyberspace effects (e.g., Measures of Performance (MOP), Measures of Effectiveness (MOE), and after action reports, etc.)

DISSEMINATION

Paygrade	Task Type	Task Statements
E4	CORE	Brief intelligence products
E4	CORE	Disseminate intelligence products
E4	CORE	Provide threat Indications and Warnings (I&W)

GEOSPATIAL INTERPRETATION

Paygrade	Task Type	Task Statements
E4	CORE	Exploit full motion video
E4	CORE	Exploit imagery
E4	NON-CORE	Locate target of interest on a graphic
E4	CORE	Make use of geospatial data

INTELLIGENCE PRODUCTION

Paygrade	Task Type	Task Statements
E4	CORE	Build intelligence products (e.g., briefs, messages, point papers, etc.)
E4	CORE	Build target packages
E4	CORE	Compile data into intelligence support systems (e.g., strike and intelligence processing systems)
E4	NON-CORE	Construct Collateral Damage Estimate (CDE) products
E4	CORE	Create Geospatial Information and Services (GI&S) products
E4	CORE	Create intelligence briefings
E4	CORE	Develop intelligence reports
E4	CORE	Develop link analysis diagrams
E5	NON-CORE	Develop node analysis
E7	CORE	Manage intelligence production
E5	NON-CORE	Prepare Notice of Intelligence Potential (NIP)
E5	CORE	Supervise intelligence production
E6	CORE	Validate intelligence production
E5	NON-CORE	Validate intelligence reports

MAPS AND CHARTS

Paygrade	Task Type	Task Statements
E4	CORE	Annotate maps and charts
E4	CORE	Explain various types of maps and charts
E4	CORE	Interpret maps and charts

MISSION PLANNING AND OPERATIONS

Paygrade	Task Type	Task Statements
E6	CORE	Coordinate collection requirements
E6	NON-CORE	Create exercise scenarios
E7	CORE	Develop intelligence training plans
E6	NON-CORE	Draft exercise support messages (scripting)
E6	CORE	Employ all-source intelligence analysis to enable cross-queuing of multiple intelligence sources
E4	NON-CORE	Employ communications equipment
E4	CORE	Employ imagery-based intelligence products
E4	CORE	Employ targeting support data
E4	CORE	Explain the Law of Armed Conflict (LOAC) in regards to intelligence operations
E6	CORE	Interpret theater intelligence doctrine
E4	CORE	Maintain intelligence plots
E5	NON-CORE	Prepare collection plans
E4	NON-CORE	Provide intelligence support to Military Operations Other Than War (MOOTW)
E5	CORE	Recommend targets based on all source reporting
E4	CORE	Review Battle Damage Assessment (BDA)
E6	NON-CORE	Supervise Counterintelligence Operations
E6	NON-CORE	Supervise Interrogations
E6	NON-CORE	Supervise Military Source Operations
E6	CORE	Supervise Tasking, Collection, Processing, Exploitation, and Dissemination (TCPED)
E4	NON-CORE	Support Maritime Security Operations (MSO)
E6	CORE	Support operational orders and plans development
E4	NON-CORE	Support Time-Sensitive Targeting (TST) and Time-Critical Targeting (TCT)
E5	CORE	Validate Joint Intelligence Preparation of the Operational Environment (JIPOE) data
E7	CORE	Validate Training, Qualification, Certification, and Proficiency (TQCP) standard

SECURITY AND ADMINISTRATION

Paygrade	Task Type	Task Statements
E4	CORE	Apply information security policies and procedures
E4	CORE	Apply personnel security policies and procedures
E4	CORE	Apply physical security procedures
E4	CORE	Apply Sensitive Compartmented Information (SCI) security classification markings
E7	CORE	Coordinate installation of intelligence systems
E4	CORE	Destroy Sensitive Compartmented Information (SCI) material

SECURITY AND ADMINISTRATION (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Determine Sensitive Compartmented Information (SCI) classified material releasability
E7	NON-CORE	Evaluate intelligence exercise performance
E4	CORE	Explain intelligence systems architecture
E4	CORE	Explain Sensitive Compartmented Information Facilities (SCIF) policies
E4	CORE	Maintain Sensitive Compartmented Information (SCI) holdings
E7	NON-CORE	Manage Counterintelligence Operations
E6	NON-CORE	Manage intelligence oversight programs
E7	NON-CORE	Manage Interrogation Operations
E7	NON-CORE	Manage Military Source Operations
E7	NON-CORE	Manage N2X Functions
E7	NON-CORE	Manage TFCICA Functions
E4	CORE	Query imagery databases
E4	CORE	Sanitize Sensitive Compartmented Information (SCI)

Job Title **Job Code**

Geospatial Intelligence Analyst 001409

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Architecture and Engineering	TBD	GEOSPAT INTEL ANALYST	GEOS INTEL ANL

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	IS	NEC K10A and other NECs as assigned

Job Description

Geospatial intelligence analysts perform Tasking, Collection, Processing, Exploitation, and Dissemination (TCPED) of imagery and geospatial information to describe, assess and identify physical features and geographically referenced activities on the earth; detect and report on observed image activities that are of military, civilian, industrial, infrastructure, and environmental importance; use imagery interpretation and manipulation skills to identify adversary disposition and location; observe adversary Order of Battle (OOB) to include Tactics, Techniques, and Procedures (TTP); identify employment of Camouflage, Concealment, and Deception (CC&D) and identification of emerging capabilities, and research and development; exploitation of Lines of Communications (LOC), strategic industries, military and civilian infrastructure, Helicopter Landing Zones (HLZ), beach studies, and terrain classification in support of Joint Intelligence Preparation of the Operational Environment (JIPOE); contribute to the Common Operational Picture (COP) by precisely locating activities and objects, assessing and discerning the significance of activities and events observed on imagery, and by providing a context for warfighters and decision makers through the production and dissemination of imagery products; utilize all aspects of Geospatial Intelligence (GEOINT), literal or non-literal, to provide tailored GEOINT products; play an important part in Battle Damage Assessment (BDA) or Bomb Hit Assessment (BHA), Humanitarian Assistance and Disaster Relief (HADR), and Non-combatant Evacuation Operations (NEO).

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Image Interpretation	124200	Cartographers and Photogrammetrists	17-1021.00	Architecture and Engineering

Skills	Abilities
Critical Thinking	*Deductive Reasoning*
Operations Analysis	*Written Expression*
Quality Control Analysis	*Written Comprehension*
Equipment Selection	*Oral Expression*
Complex Problem Solving	*Inductive Reasoning*
Monitoring	*Information Ordering*
Writing	*Problem Sensitivity*
Active Learning	*Speed of Closure*
Reading Comprehension	*Category Flexibility*
Operation and Control	*Perceptual Speed*

ANALYSIS

Paygrade	Task Type	Task Statements
E4	CORE	Analyze all-source information
E4	CORE	Analyze all-source intelligence (e.g., threats, Non-combatant Evacuation Operations (NEO), Humanitarian Assistance and Disaster Relief (HADR), etc.)
E4	CORE	Analyze collection results
E4	CORE	Analyze Indications and Warnings (I&W)
E4	CORE	Analyze Maritime Security Operations (MSO) intelligence
E4	CORE	Analyze strike mission threats
E4	CORE	Apply geographic positioning data from a map, image or geospatial data
E4	CORE	Apply structured analytic techniques and tools
E4	CORE	Assess adversary activities across all warfare domains
E4	CORE	Build pattern analysis
E4	CORE	Compile data from multiple intelligence disciplines
E4	CORE	Conduct Joint Intelligence Preparation of the Operational Environment (JIPOE)
E4	CORE	Demonstrate merchant ship's rigging/classification

ANALYSIS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Determine intelligence gaps
E5	CORE	Determine warfare threats
E4	CORE	Develop predictive analysis
E5	CORE	Evaluate collection results
E4	CORE	Examine friendly and adversary Order Of Battle (OOB) characteristics
E7	CORE	Manage intelligence analysis
E5	CORE	Supervise intelligence analysis
E6	CORE	Validate intelligence analysis
E5	CORE	Validate intelligence products

COLLECTION

Paygrade	Task Type	Task Statements
E4	CORE	Analyze imagery platform capabilities and limitations
E4	CORE	Apply Essential Elements of Information (EEI)
E4	CORE	Collect full motion video
E5	CORE	Employ Tasking, Collection, Processing, Exploitation, and Dissemination (TCPED)
E6	CORE	Implement Intelligence Collection Plans (ICP)
E7	CORE	Perform collection manager duties
E4	CORE	Perform Operational Tasking (OPTASK) directed intelligence collections

DISSEMINATION

Paygrade	Task Type	Task Statements
E4	CORE	Brief intelligence products
E4	CORE	Disseminate intelligence products
E4	CORE	Provide threat Indications and Warnings (I&W)
E4	CORE	Upload imagery products

GEOSPATIAL INTERPRETATION

Paygrade	Task Type	Task Statements
E5	NON-CORE	Analyze Digital Terrain Elevation Data (DTED)
E4	CORE	Annotate imagery targeting materials
E4	CORE	Assess image interpretability
E4	NON-CORE	Conduct geopositioning and mensuration
E4	CORE	Demonstrate imagery based funneling
E4	CORE	Employ imagery system architecture
E4	CORE	Exploit full motion video
E4	CORE	Exploit imagery
E4	NON-CORE	Formulate intelligence using Moving Target Indicator (MTI) data
E4	NON-CORE	Locate target of interest on a graphic
E4	CORE	Make use of geospatial data

INTELLIGENCE PRODUCTION

Paygrade	Task Type	Task Statements
E4	CORE	Order an image manually (i.e., adhoc)
E4	NON-CORE	Troubleshoot imagery systems
E4	CORE	Build imagery-based intelligence products
E4	CORE	Build intelligence products (e.g., briefs, messages, point papers, etc.)
E4	CORE	Build strike support graphics
E4	CORE	Compile data into intelligence support systems (e.g., strike and intelligence processing systems)
E4	NON-CORE	Construct Collateral Damage Estimate (CDE) products
E4	CORE	Create Geospatial Information and Services (GI&S) products
E4	CORE	Create intelligence briefings
E4	CORE	Develop intelligence reports
E5	NON-CORE	Develop node analysis
E7	CORE	Manage intelligence production
E4	NON-CORE	Prepare a Supplemental Intelligence Report (SUPIR)
E4	NON-CORE	Prepare an Initial Phase Interpretation Report (IPIR)
E5	CORE	Supervise intelligence production
E6	CORE	Validate intelligence production
E5	NON-CORE	Validate intelligence reports

MAPS AND CHARTS

Paygrade	Task Type	Task Statements
E4	CORE	Annotate maps and charts
E4	CORE	Explain various types of maps and charts
E4	CORE	Interpret maps and charts

MISSION PLANNING AND OPERATIONS

Paygrade	Task Type	Task Statements
E6	CORE	Coordinate collection requirements
E6	NON-CORE	Create exercise scenarios
E7	CORE	Develop intelligence training plans
E6	NON-CORE	Draft exercise support messages (scripting)
E6	CORE	Employ all-source intelligence analysis to enable cross-queuing of multiple intelligence sources
E4	NON-CORE	Employ communications equipment
E4	CORE	Employ imagery-based intelligence products
E4	CORE	Employ targeting support data
E6	CORE	Interpret theater intelligence doctrine
E4	CORE	Maintain intelligence plots
E5	NON-CORE	Prepare collection plans
E4	NON-CORE	Provide intelligence support to Military Operations Other Than War (MOOTW)
E5	CORE	Recommend targets based on all source reporting

MISSION PLANNING AND OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Review Battle Damage Assessment (BDA)
E6	CORE	Supervise Tasking, Collection, Processing, Exploitation, and Dissemination (TCPED)
E4	NON-CORE	Support Maritime Security Operations (MSO)
E6	CORE	Support operational orders and plans development
E4	NON-CORE	Support Time-Sensitive Targeting (TST) and Time-Critical Targeting (TCT)
E5	CORE	Validate Joint Intelligence Preparation of the Operational Environment (JIPOE) data
E7	CORE	Validate Training, Qualification, Certification, and Proficiency (TQCP) standard

SECURITY AND ADMINISTRATION

Paygrade	Task Type	Task Statements
E4	CORE	Apply information security policies and procedures
E4	CORE	Apply personnel security policies and procedures
E4	CORE	Apply physical security procedures
E4	CORE	Apply Sensitive Compartmented Information (SCI) security classification markings
E7	CORE	Coordinate installation of intelligence systems
E4	CORE	Destroy Sensitive Compartmented Information (SCI) material
E4	CORE	Determine Sensitive Compartmented Information (SCI) classified material releasability
E7	NON-CORE	Evaluate intelligence exercise performance
E4	CORE	Explain intelligence systems architecture
E4	CORE	Explain Sensitive Compartmented Information Facilities (SCIF) policies
E4	CORE	Maintain Sensitive Compartmented Information (SCI) holdings
E6	NON-CORE	Manage intelligence oversight programs
E4	CORE	Query imagery databases
E4	CORE	Sanitize Sensitive Compartmented Information (SCI)

Job Title **Job Code**

Expeditionary Warfare Intelligence Analyst 002685

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Protective Services	TBD	EXPEDITIONARY INTEL ANALYST	EXP INTEL ANL

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	IS	NEC K12A and other NECs as assigned

Job Description

Expeditionary warfare intelligence analysts perform Tasking, Collection, Processing, Exploitation, and Dissemination (TCPED) of intelligence to produce relevant and timely tactical operations support; provide Indications and Warnings (I&W); conduct threat assessments; generate intelligence products; perform Joint Intelligence Preparation of the Operational Environment (JIPOE) and all-source fusion analysis; perform analysis utilizing correlated trends and patterns; conduct debriefings; perform target systems analysis and target development; support Sensitive Site Exploitation (SSE); review data for accuracy and reliability of sources; Support Counterintelligence (CI) functions; use Command, Control, Communications, Computer, Collection, Intelligence, Surveillance and Reconnaissance (C5ISR) systems; and maintain a Common Intelligence Picture (CIP).

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Image Interpretation	124200	Intelligence Analysts	33-3021.06	Protective Services

Skills	Abilities
Critical Thinking	*Deductive Reasoning*
Operations Analysis	*Written Expression*
Quality Control Analysis	*Written Comprehension*
Complex Problem Solving	*Oral Expression*
Equipment Selection	*Inductive Reasoning*
Active Learning	*Information Ordering*
Monitoring	*Speed of Closure*
Writing	*Problem Sensitivity*
Reading Comprehension	*Category Flexibility*
Judgment and Decision Making	*Oral Comprehension*

ANALYSIS

Paygrade	Task Type	Task Statements
E4	CORE	Analyze all-source information
E4	CORE	Analyze all-source intelligence (e.g., threats, Non-combatant Evacuation Operations (NEO), Humanitarian Assistance and Disaster Relief (HADR), etc.)
E4	CORE	Analyze collection results
E4	CORE	Analyze Indications and Warnings (I&W)
E4	CORE	Analyze Maritime Security Operations (MSO) intelligence
E4	CORE	Analyze strike mission threats
E4	CORE	Apply geographic positioning data from a map, image or geospatial data
E4	CORE	Apply structured analytic techniques and tools
E4	CORE	Assess adversary activities across all warfare domains
E4	CORE	Build pattern analysis
E4	CORE	Collate threat reporting
E4	CORE	Compile data from multiple intelligence disciplines
E4	CORE	Conduct Joint Intelligence Preparation of the Operational Environment (JIPOE)
E4	CORE	Demonstrate merchant ship's rigging/classification
E4	CORE	Determine Intelligence gaps
E5	CORE	Determine warfare threats

ANALYSIS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Develop predictive analysis
E5	CORE	Evaluate collection results
E4	CORE	Examine friendly and adversary Order Of Battle (OOB) characteristics
E4	CORE	Explain CI/HUMINT Architecture
E4	CORE	Explain Counterintelligence Operations
E4	CORE	Explain Interrogation
E4	CORE	Explain Military Source Operations
E7	CORE	Manage intelligence analysis
E5	CORE	Supervise intelligence analysis
E6	CORE	Validate intelligence analysis
E5	CORE	Validate intelligence products

COLLECTION

Paygrade	Task Type	Task Statements
E4	CORE	Analyze imagery platform capabilities and limitations
E4	CORE	Apply Essential Elements of Information (EEI)
E4	NON-CORE	Collect biographical data
E4	CORE	Collect full motion video
E4	NON-CORE	Conduct Foreign Military Intelligence Collection Activities (FORMICA)
E5	NON-CORE	Conduct Military Source Operations
E4	CORE	Conduct mission debriefs
E4	NON-CORE	Coordinate Document and Media Exploitation (DOMEX)
E5	CORE	Employ Tasking, Collection, Processing, Exploitation, and Dissemination (TCPED)
E6	CORE	Implement Intelligence Collection Plans (ICP)
E7	CORE	Perform collection manager duties
E4	CORE	Perform Operational Tasking (OPTASK) directed intelligence collections

CYBER ANALYSIS

Paygrade	Task Type	Task Statements
E5	NON-CORE	Coordinate cyberspace operations with Intelligence Community (IC) stakeholders
E7	NON-CORE	Coordinate cyberspace operations with Special Access Program (SAP)/Review and Approval Process for Cyber Operations (RAPCO)

DISSEMINATION

Paygrade	Task Type	Task Statements
E4	CORE	Brief intelligence products
E4	CORE	Disseminate intelligence products
E4	CORE	Provide threat Indications and Warnings (I&W)

GEOSPATIAL INTERPRETATION

Paygrade	Task Type	Task Statements
E5	NON-CORE	Analyze Digital Terrain Elevation Data (DTED)
E4	CORE	Demonstrate imagery based funneling
E4	CORE	Exploit full motion video
E4	CORE	Exploit imagery
E4	NON-CORE	Locate target of interest on a graphic
E4	CORE	Make use of geospatial data

INTELLIGENCE PRODUCTION

Paygrade	Task Type	Task Statements
E4	CORE	Build imagery-based intelligence products
E4	CORE	Build intelligence products (e.g., briefs, messages, point papers, etc.)
E4	CORE	Build strike support graphics
E4	CORE	Build target packages
E4	CORE	Compile data into intelligence support systems (e.g., strike and intelligence processing systems)
E4	NON-CORE	Construct Collateral Damage Estimate (CDE) products
E4	CORE	Create Geospatial Information and Services (GI&S) products
E4	CORE	Create intelligence briefings
E4	CORE	Develop intelligence reports
E4	CORE	Develop link analysis diagrams
E5	NON-CORE	Develop node analysis
E7	CORE	Manage intelligence production
E5	NON-CORE	Prepare Notice of Intelligence Potential (NIP)
E5	CORE	Supervise intelligence production
E6	CORE	Validate Intelligence production
E5	NON-CORE	Validate intelligence reports

MAPS AND CHARTS

Paygrade	Task Type	Task Statements
E4	CORE	Annotate maps and charts
E4	CORE	Explain various types of maps and charts
E4	CORE	Interpret maps and charts

MISSION PLANNING AND OPERATIONS

Paygrade	Task Type	Task Statements
E6	CORE	Coordinate collection requirements
E6	NON-CORE	Create exercise scenarios
E7	CORE	Develop intelligence training plans
E6	NON-CORE	Draft exercise support messages (scripting)
E6	CORE	Employ all-source intelligence analysis to enable cross-queuing of multiple intelligence sources

MISSION PLANNING AND OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E4	NON-CORE	Employ communications equipment
E4	CORE	Employ imagery-based intelligence products
E4	CORE	Employ targeting support data
E4	CORE	Explain the Law of Armed Conflict (LOAC) in regards to intelligence operations
E6	CORE	Interpret theater intelligence doctrine
E4	CORE	Maintain intelligence plots
E5	NON-CORE	Prepare collection plans
E4	NON-CORE	Provide intelligence support to Military Operations Other Than War (MOOTW)
E5	CORE	Recommend targets based on all source reporting
E4	CORE	Review Battle Damage Assessment (BDA)
E6	CORE	Supervise Tasking, Collection, Processing, Exploitation, and Dissemination (TCPED)
E4	NON-CORE	Support Maritime Security Operations (MSO)
E6	CORE	Support operational orders and plans development
E4	NON-CORE	Support Time-Sensitive Targeting (TST) and Time-Critical Targeting (TCT)
E5	CORE	Validate Joint Intelligence Preparation of the Operational Environment (JIPOE) data
E7	CORE	Validate Training, Qualification, Certification, and Proficiency (TQCP) standard

SECURITY AND ADMINISTRATION

Paygrade	Task Type	Task Statements
E4	CORE	Apply information security policies and procedures
E4	CORE	Apply personnel security policies and procedures
E4	CORE	Apply physical security procedures
E4	CORE	Apply Sensitive Compartmented Information (SCI) security classification markings
E7	CORE	Coordinate installation of intelligence systems
E4	CORE	Destroy Sensitive Compartmented Information (SCI) material
E4	CORE	Determine Sensitive Compartmented Information (SCI) classified material releasability
E7	NON-CORE	Evaluate intelligence exercise performance
E4	CORE	Explain intelligence systems architecture
E4	CORE	Explain Sensitive Compartmented Information Facilities (SCIF) policies
E4	CORE	Maintain Sensitive Compartmented Information (SCI) holdings
E6	NON-CORE	Manage intelligence oversight programs
E4	CORE	Query imagery databases
E4	CORE	Sanitize Sensitive Compartmented Information (SCI)

CHAPTER 47

LOGISTICS SPECIALIST
(LS)

NAVPERS 18068-47B
CH-73

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

LOGISTICS SPECIALIST (LS)

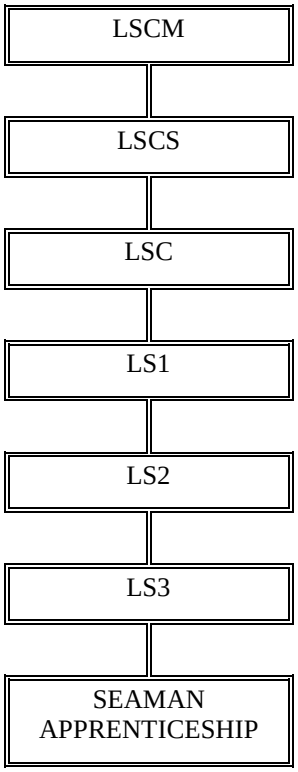
SCOPE OF RATING

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	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Office and Administrative Support	TBD	POSTAL CLERK	POSTAL CLERK

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	LS	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		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Postal	155400	Mail Clerks and Mail Machine Operators, Except Postal Service	43-9051.00	Office and Administrative Support

Skills	Abilities
Judgment and Decision Making	*Deductive Reasoning*
Monitoring	*Inductive Reasoning*
Quality Control Analysis	*Written Comprehension*
Service Orientation	*Problem Sensitivity*
Complex Problem Solving	*Written Expression*
Mathematics	*Information Ordering*
Operation and Control	*Number Facility*
Critical Thinking	*Speed of Closure*
Management of Material Resources	*Mathematical Reasoning*
Reading Comprehension	*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)

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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

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

SECURITY

Paygrade	Task Type	Task Statements
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	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Management	TBD	LOGISTICS MANAGER	LOGISTICS MGR

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	LS	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*	*Job Family*
Administrative Services Managers	11-3011.00	Management

Skills	Abilities
Quality Control Analysis	*Written Comprehension*
Monitoring	*Problem Sensitivity*
Judgment and Decision Making	*Deductive Reasoning*
Management of Material Resources	*Inductive Reasoning*
Critical Thinking	*Speed of Closure*
Reading Comprehension	*Written Expression*
Management of Financial Resources	*Information Ordering*
Coordination	*Oral Expression*
Complex Problem Solving	*Mathematical Reasoning*
Operation and Control	*Number Facility*

ADMINISTRATION

Paygrade	Task Type	Task Statements
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)

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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)

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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)

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Office and Administrative Support	TBD	LOGISTICIAN	LOGISTICIAN

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	LS	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		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Supply Administration	155100	Procurement Clerks	43-3061.00	Office and Administrative Support

Skills	Abilities
Quality Control Analysis	*Written Comprehension*
Management of Material Resources	*Problem Sensitivity*
Monitoring	*Inductive Reasoning*
Coordination	*Deductive Reasoning*
Reading Comprehension	*Speed of Closure*
Critical Thinking	*Information Ordering*
Judgment and Decision Making	*Written Expression*
Management of Financial Resources	*Category Flexibility*
Complex Problem Solving	*Number Facility*
Operation and Control	*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)

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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)

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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)

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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)

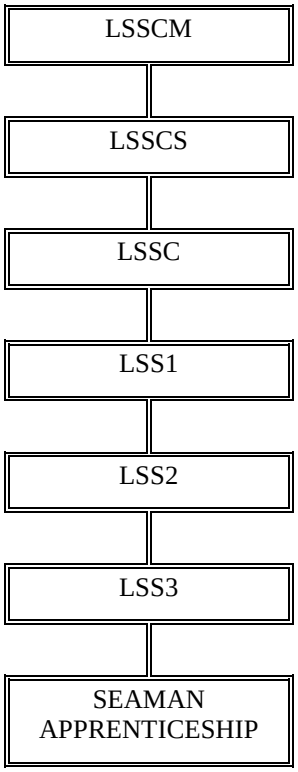
SCOPE OF RATING

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 **Job Code**

Submarine Logistics Manager 002773

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Management	TBD	SUBMARINE LOGISTICS MANAGER	SUB LOGIST MGR

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	LSS	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		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Supply Administration	155100	Administrative Services Managers	11-3011.00	Management

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

ADMINISTRATION

Paygrade	Task Type	Task Statements
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)

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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)

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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)

Paygrade	Task Type	Task Statements
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	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Office and Administrative Support	TBD	SUBMARINE LOGISTICIAN	SUB LOGISTN

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	LSS	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		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Supply Administration	155100	Procurement Clerks	43-3061.00	Office and Administrative Support

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

ADMINISTRATION

Paygrade	Task Type	Task Statements
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
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

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

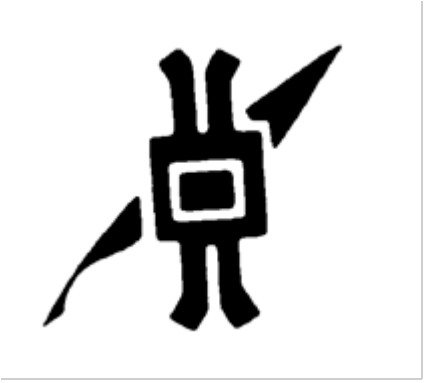
LOGISTICS

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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 48



LEGALMAN
(LN)

NAVPERS 18068F-48E
Change 81

Updated: January 2020

LEGALMAN (LN)
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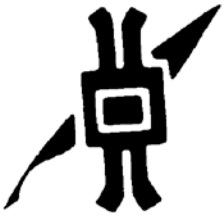
NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

LEGALMAN (LN)



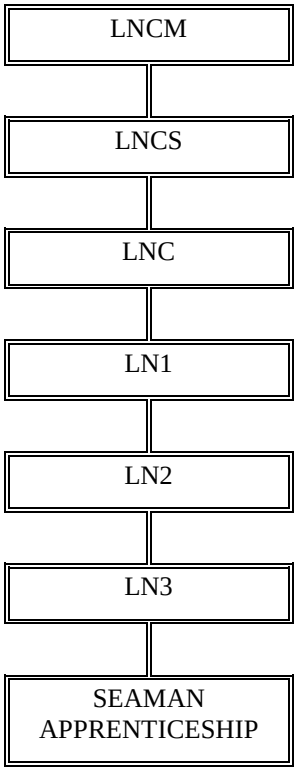
SCOPE OF RATING

Legalmen (LN) perform paralegal duties under the direction and supervision of Judge Advocates to provide and administer legal services in support of military justice matters, administrative discharges, claims, admiralty law, and legal assistance; record and transcribe proceedings of Courts-Martial (CMs), Courts of Inquiry (COIs), investigations, and military commissions, and prepare and submit necessary records and reports; prepare legal correspondence; draft charges and associated documents required for Non-Judicial Punishment (NJP) and Courts-Martial (CMs); conduct interviews; perform legal research; provide trial and defense paralegal support; and provide advice and assistance to personnel and commands on matters of legal administration.

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 48.

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

Senior Paralegal

Job Code

001469

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Legal	TBD	SENIOR PARALEGAL	SEN PARALEGAL

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	LN	NEC AXXX series or other NECs as assigned.

Job Description

Senior Paralegals work under the direct supervision of an attorney, or independently, to investigate the facts of cases and ensure that all relevant information is considered; identify appropriate laws, judicial decisions, legal articles, and other materials that are relevant to assigned cases; analyze and organize the information and prepare written reports that attorneys use in determining how cases should be handled; help prepare legal arguments, draft pleadings and motions to be filed with the court, obtain affidavits, and assist attorneys during trials; organize and track files of all important case documents and make them available and easily accessible to attorneys; draft trust instruments, wills, and estate planning documents; provide timely and accurate advice to commanders in an international environment and support operational law activities; and serve as managers, providing training and supervision to junior personnel and maintaining office budgets.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Legal	151200	Paralegals and Legal Assistants	23-2011.00	Legal

Skills	Abilities
Critical Thinking	*Written Expression*
Writing	*Inductive Reasoning*
Reading Comprehension	*Problem Sensitivity*
Speaking	*Deductive Reasoning*
Complex Problem Solving	*Written Comprehension*
Time Management	*Oral Expression*
Monitoring	*Oral Comprehension*
Active Listening	*Information Ordering*
Coordination	*Category Flexibility*
Management of Material Resources	*Speed of Closure*

ADMINISTRATIVE AND CIVIL LAW

Paygrade	Task Type	Task Statements
E5	CORE	Advocate for command interests at Administrative Separation (ADSEP) boards
E4	CORE	Conduct administrative research
E4	CORE	Conduct Administrative Separation (ADSEP) processing and counseling
E5	CORE	Conduct ethics research (e.g., standards of conduct, fundraising, post-government employment, etc.)
E6	CORE	Conduct Freedom of Information Act (FOIA) research (e.g., legal, procedural, historical, etc.)
E6	CORE	Conduct legal professional development training (e.g., mock boards, mock trials, computer-based, etc.)
E6	CORE	Conduct Line of Duty Investigations (LODIs)
E7	NON-CORE	Conduct Manual of the Judge Advocate General (JAGMAN) investigations (e.g., dual-purpose investigations, command investigations, preliminary investigations, etc.)
E6	NON-CORE	Conduct Operational Law (OPLAW) research
E6	CORE	Coordinate Complaints of Wrongs adjudications and responses
E7	CORE	Coordinate delivery of personnel to foreign authorities
E7	CORE	Coordinate sexual assault accountability and response (e.g., Situational Reports (SITREPs), required reports, etc.)
E6	CORE	Coordinate ships' return to home port customs clearance

ADMINISTRATIVE AND CIVIL LAW (CONT'D)

Paygrade	Task Type	Task Statements
E6	NON-CORE	Develop Operational Law (OPLAW) briefings
E5	CORE	Draft Administrative Separation (ADSEP) board opening statements and closing arguments
E6	CORE	Draft ethics documents and correspondences (e.g., gift acceptance letters, Official Representation Funds (ORF), Widely Attended Gatherings (WAGs), cautionary letters, etc.)
E6	CORE	Draft Freedom of Information Act (FOIA) responses
E4	CORE	Draft legal memoranda (e.g., legal memoranda for the records, Letters of Instruction (LOIs), etc.)
E4	CORE	Draft letters of indebtedness
E6	CORE	Ensure procedural compliance and legal sufficiency of administrative investigation reports
E4	CORE	Mail serialized correspondence
E4	CORE	Maintain inventories of legal directives and publications
E4	CORE	Maintain legal databases
E4	CORE	Maintain legal files
E7	CORE	Maintain senior leadership weekly reports (e.g., high-visibility, Moreno, speedy trial reports, etc.)
E7	CORE	Manage administrative and civil law programs, products, and personnel
E7	CORE	Manage command Freedom of Information Act (FOIA) programs
E7	CORE	Manage command Privacy Act programs
E7	CORE	Manage law office administration
E7	CORE	Manage Legalman (LN) rating conversion processes
E7	CORE	Manage Legalman Paralegal Education Program (LPEP)
E7	CORE	Manage liberty risk program
E4	CORE	Organize evidentiary support for Administrative Separation (ADSEP) boards
E5	CORE	Prepare administrative investigation endorsements
E5	CORE	Prepare administrative investigation letters of report
E4	CORE	Prepare Administrative Separation (ADSEP) documents (e.g., Letter of Notification (LON), Letter of Transmittal (LOT), etc.)
E6	CORE	Prepare Board of Inquiry (BOI) and Court of Inquiry (COI) documents
E6	CORE	Prepare delivery of personnel agreements
E6	CORE	Prepare Detachment for Cause (DFC) requests
E4	CORE	Prepare legal statistical/data reports (e.g., Quarterly Criminal Activity, Disciplinary Infractions, and Courts-Martial Reports (QCARs), Victim and Witness Assistance Program (VWAP), etc.)
E4	CORE	Prepare liberty risk program documents
E5	CORE	Prepare Separation in Lieu of Trial (SILT) by Court-Martial (CM) endorsements and approvals
E5	CORE	Prepare voir dire questions for Administrative Separation (ADSEP) board members
E5	CORE	Process Complaints of Wrongs
E5	CORE	Process Congressional Inquiries

ADMINISTRATIVE AND CIVIL LAW (CONT'D)

Paygrade	Task Type	Task Statements
E6	CORE	Process Freedom of Information Act (FOIA) requests and responses
E5	CORE	Process Line of Duty Investigation (LODI) reports
E5	CORE	Process Privacy Act requests
E4	CORE	Provide Board for Correction of Naval Records (BCNR) and Naval Discharge Review Board (NDRB) guidance
E6	CORE	Provide guidance to Convening Authority (CA) regarding Administrative Separation (ADSEP) board member selection
E6	CORE	Provide procedural and regulatory guidance to command leadership
E6	CORE	Recommend actions and responses to formal grievances (e.g., sexual harassment, Command Managed Equal Opportunity (CMEO), Inspector General (IG), etc.)
E6	CORE	Recommend actions and responses to Privacy Act requests
E5	CORE	Support claims investigations (e.g., admiralty, litigation reports, Foreign Claims Act, etc.)
E5	CORE	Support Manual of the Judge Advocate General (JAGMAN) investigations (e.g., legal memoranda, guidance, templates, etc.)
E5	CORE	Support State Department operations and programs (e.g., passports, embassy coordination, visits, etc.)
E4	CORE	Transcribe Records of Proceedings (ROPs) for Administrative Separation (ADSEP) boards

LEGAL ASSISTANCE

Paygrade	Task Type	Task Statements
E4	CORE	Assemble estate planning documents (e.g., wills, trusts, etc.)
E4	CORE	Conduct legal assistance conflict checks
E4	CORE	Conduct legal assistance research (e.g., family law, divorce, adoption, landlord/tenant, contract, etc.)
E4	CORE	Conduct legal assistance screening interviews
E6	CORE	Conduct legal outreach services (e.g., waterfront briefs, pre-deployment briefs, indoctrinations, etc.)
E6	CORE	Coordinate legal outreach services (e.g., waterfront briefs, pre-deployment briefs, indoctrinations, preventive law, etc.)
E6	CORE	Coordinate remote legal assistance services
E7	CORE	Determine legal readiness requirements
E5	CORE	Develop materials to promote legal readiness
E5	CORE	Develop preventive law program materials
E4	CORE	Draft estate planning documents (e.g., wills, trusts, etc.)
E4	CORE	Draft Powers of Attorney (POAs)
E7	CORE	Manage legal assistance programs, products, and personnel
E4	CORE	Perform federal notary duties
E4	CORE	Prepare legal assistance affidavits
E5	CORE	Provide guidance on family support obligations
E6	NON-CORE	Provide immigration and naturalization process guidance

MILITARY JUSTICE

Paygrade	Task Type	Task Statements
E4	CORE	Triage emergency legal services (e.g., major disaster claims operations, complex legal assistance issues, etc.)
E5	CORE	Validate dependent complaints of non-support
E6	CORE	Administer legal services to confined personnel (e.g., brig visits, civilian confinements, foreign detentions, etc.)
E4	CORE	Advise suspects of Uniform Code of Military Justice (UCMJ) Article 31 (Compulsory Self-Incrimination Prohibited) rights
E5	CORE	Analyze discovery requests
E5	CORE	Assemble Special Courts-Martial (SPCMs) and General Courts-Martial (GCMs) Records of Trial (ROTs)
E5	CORE	Assemble Summary Courts-Martial (SCMs) Records of Trial (ROTs)
E4	CORE	Calculate maximum sentences for charged offenses
E5	CORE	Collect documentary or electronic evidence
E4	CORE	Communicate Defense Counsel (DC) assignments
E4	CORE	Conduct case law research
E4	CORE	Conduct discovery research
E7	CORE	Conduct inquiries into reports of offenses
E4	CORE	Conduct litigation research
E4	CORE	Conduct military justice conflict checks
E4	CORE	Conduct military justice research
E4	CORE	Conduct Personal Representation (PERSREP) screening interviews
E5	CORE	Conduct proof matrix research
E4	CORE	Conduct victim and witness interviews
E5	CORE	Coordinate courtroom security
E4	CORE	Coordinate logistical support for Non-Judicial Punishments (NJPs)
E6	CORE	Coordinate remote defense legal services
E5	CORE	Coordinate transcriptions of witness testimony
E5	CORE	Coordinate travel of witnesses, accused, and counsel for formal hearings
E6	CORE	Coordinate Victim and Witness Assistance Program (VWAP)
E5	CORE	Dispose of evidence after Courts-Martial (CMs)
E4	CORE	Distribute Records of Trial (ROTs)
E4	CORE	Draft charge sheets
E5	CORE	Draft Military Protective Orders (MPOs)
E6	CORE	Draft orders to testify and grants of immunity
E5	CORE	Draft proof matrices
E5	CORE	Draft Prosecutorial Merit Reviews (PMRs)
E4	CORE	Draft subpoenas and warrants
E4	CORE	Draft trial scripts
E5	CORE	Draft warrants of attachment
E6	CORE	Evaluate evidentiary support and strategies for Administrative Separation (ADSEP) boards

MILITARY JUSTICE (CONT'D)

Paygrade	Task Type	Task Statements
E6	CORE	File court documents
E4	CORE	Identify missing evidence
E4	CORE	Inform victims and witnesses regarding legal rights and resources available
E4	CORE	Inspect digital evidence for malicious software
E5	CORE	Interview suspects
E4	CORE	Locate civilian and military witnesses
E7	CORE	Maintain chain of custody of physical evidence
E4	CORE	Maintain counsel appointment schedules
E4	CORE	Maintain discovery logs
E6	NON-CORE	Maintain security permissions on digital files and systems
E4	CORE	Maintain Unit Punishment Books (UPBs)
E6	CORE	Manage courtroom schedules
E7	CORE	Manage military justice programs, products, and personnel
E7	CORE	Manage Military Protective Order (MPO) processes
E4	CORE	Manage smart court room technology and equipment
E4	CORE	Mark exhibits
E5	CORE	Monitor voice recording equipment that produce official recordings of formal proceedings
E4	CORE	Notify personnel of trial information
E7	CORE	Notify senior enlisted and officer personnel of adverse paperwork (e.g., Letters of Instruction (LOIs), Punitive Letters of Reprimand (PLORs), etc.)
E4	CORE	Notify service members of Court-Martial (CM) charges
E4	CORE	Prepare appointing and convening orders
E4	CORE	Prepare confinement orders
E5	CORE	Prepare Convening Authority (CA) actions
E4	CORE	Prepare courtrooms for trials and hearings
E4	CORE	Prepare desertion documents
E5	CORE	Prepare docket requests
E4	CORE	Prepare drug laboratory report requests
E6	NON-CORE	Prepare entry of judgement
E4	CORE	Prepare findings and sentencing worksheets
E5	CORE	Prepare legal briefs
E4	CORE	Prepare military justice affidavits
E4	CORE	Prepare motions and pleadings
E5	CORE	Prepare Non-Judicial Punishment (NJP) appeal endorsements
E4	CORE	Prepare Non-Judicial Punishment (NJP) packages
E5	CORE	Prepare plea agreements
E4	CORE	Prepare post Non-Judicial Punishment (NJP) documents (e.g., appeal rights, restrictions and extra duty orders, etc.)
E4	CORE	Prepare Report and Disposition of Offense(s) (NAVPERS 1626/7) forms

MILITARY JUSTICE (CONT'D)

Paygrade	Task Type	Task Statements
E6	CORE	Prepare reports of misconduct (e.g., Non-Judicial Punishment (NJP), Final Civil Action Report (FCAR), Courts-Martial (CMs), etc.)
E6	CORE	Prepare search and seizure documents
E5	CORE	Prepare sentencing materials
E5	CORE	Prepare statement of trial results
E5	CORE	Prepare Summary Courts-Martial (SCMs) documents
E4	CORE	Prepare Uniform Code of Military Justice (UCMJ) Article 31 (Compulsory Self-Incrimination Prohibited) warnings
E5	CORE	Prepare Uniform Code of Military Justice (UCMJ) Article 64 (Review by a Judge Advocate) letters
E5	CORE	Prepare voir dire questions for Court-Martial (CM) members
E4	CORE	Process counsel requests
E6	CORE	Process legal holds
E4	CORE	Process Unauthorized Absentee (UA) documents
E4	CORE	Produce official recordings of Courts-Martial (CMs)
E4	CORE	Provide discovery to victims and defense
E6	CORE	Provide guidance to Convening Authority (CA) regarding Court-Martial (CM) member selection
E5	CORE	Provide input and feedback on Court-Martial (CM) opening statements and closing arguments
E4	CORE	Provide post-trial confinement support (e.g., Victim and Witness Assistance Program (VWAP), legal assistance, appellate rights, etc.)
E5	CORE	Provide pre-trial confinement support (e.g., 48-Hour Letter, 72-Hour Letter, Initial Review Officer (IRO) hearing, etc.)
E5	CORE	Provide support for remote testimonies (e.g., video, web-based, etc.)
E4	CORE	Recommend criminal investigation dispositions
E4	CORE	Redact audio and video evidence for use in formal hearings
E4	CORE	Redact electronic documentary evidence
E4	CORE	Report Sailors' disciplinary findings for service record entries (e.g., Administrative Remarks form (NAVPERS 1070/613))
E6	CORE	Represent command at pre-trial confinement hearings
E4	CORE	Respond to motions and pleadings
E4	CORE	Retrieve pay and personnel information for use in legal proceedings
E5	CORE	Review charge sheets for procedural compliance and legal sufficiency
E5	CORE	Review evidence to determine relevancy and authenticity
E6	CORE	Review preliminary hearing reports for procedural compliance and legal sufficiency
E6	CORE	Review Records of Trial (ROTs) for procedural compliance and legal sufficiency
E4	CORE	Serve Court-Martial (CM) charges
E5	CORE	Serve subpoenas and warrants
E4	CORE	Summarize witness interview notes
E7	CORE	Supervise paralegal teams assisting attorneys with trial preparations
E7	CORE	Support Admiral's Masts

MILITARY JUSTICE (CONT'D)

Paygrade	Task Type	Task Statements
E5	NON-CORE	Support Court-Martial (CM) remandings and rehearings
E7	CORE	Support Disciplinary Review Boards (DRBs)
E5	NON-CORE	Support vacation hearings (e.g., Courts-Martial (CMs))
E6	CORE	Transmit Gun Control Act information to Naval Criminal Investigative Service (NCIS)
E6	CORE	Verify Unit Punishment Books (UPBs)

Job Title

Paralegal

Job Code

001477

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Legal	TBD	PARALEGAL	PARALEGAL

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	LN	NEC AXXX series or other NECs as assigned.

Job Description

Paralegals work under the supervision of attorneys and Senior Paralegals to draft legal documents and papers, such as appeals, motions, pleadings, pretrial agreements, legal briefs, routine legal assistance documents, and legal correspondence; provide routine assistance to Legal Assistance, Personal Representation, and Defense clients; prepare vouchers for witness fees; conduct advanced legal research and compile statistics for submission of required reports; provide routine advice to commanders on military justice and administrative measures; respond to complaints and conduct client and witness interviews; perform notarial acts; draft Powers of Attorney (POAs), trust instruments, wills, and estate planning documents; and serve as supervisors, providing training and supervision to junior personnel.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Legal	151200	Paralegals and Legal Assistants	23-2011.00	Legal

Skills	Abilities
Critical Thinking	*Written Expression*
Writing	*Inductive Reasoning*
Reading Comprehension	*Deductive Reasoning*
Speaking	*Problem Sensitivity*
Complex Problem Solving	*Written Comprehension*
Time Management	*Oral Expression*
Active Listening	*Category Flexibility*
Coordination	*Information Ordering*
Judgment and Decision Making	*Speed of Closure*
Management of Material Resources	*Oral Comprehension*

ADMINISTRATIVE AND CIVIL LAW

Paygrade	Task Type	Task Statements
E5	CORE	Advocate for command interests at Administrative Separation (ADSEP) boards
E4	CORE	Conduct administrative research
E4	CORE	Conduct Administrative Separation (ADSEP) processing and counseling
E5	CORE	Conduct ethics research (e.g., standards of conduct, fundraising, post-government employment, etc.)
E6	CORE	Conduct Freedom of Information Act (FOIA) research (e.g., legal, procedural, historical, etc.)
E6	CORE	Conduct legal professional development training (e.g., mock boards, mock trials, computer-based, etc.)
E6	CORE	Conduct Line of Duty Investigations (LODIs)
E6	NON-CORE	Conduct Operational Law (OPLAW) research
E6	CORE	Coordinate Complaints of Wrongs adjudications and responses
E7	CORE	Coordinate sexual assault accountability and response (e.g., Situational Reports (SITREPs), required reports, etc.)
E6	CORE	Coordinate ships' return to home port customs clearance
E6	NON-CORE	Develop Operational Law (OPLAW) briefings
E5	CORE	Draft Administrative Separation (ADSEP) board opening statements and closing arguments

ADMINISTRATIVE AND CIVIL LAW (CONT'D)

Paygrade	Task Type	Task Statements
E6	CORE	Draft ethics documents and correspondences (e.g., gift acceptance letters, Official Representation Funds (ORF), Widely Attended Gatherings (WAGs), cautionary letters, etc.)
E6	CORE	Draft Freedom of Information Act (FOIA) responses
E4	CORE	Draft legal memoranda (e.g., legal memoranda for the records, Letters of Instruction (LOIs), etc.)
E4	CORE	Draft letters of indebtedness
E6	CORE	Ensure procedural compliance and legal sufficiency of administrative investigation reports
E4	CORE	Mail serialized correspondence
E4	CORE	Maintain inventories of legal directives and publications
E4	CORE	Maintain legal databases
E4	CORE	Maintain legal files
E7	CORE	Maintain senior leadership weekly reports (e.g., high-visibility, Moreno, speedy trial reports, etc.)
E7	CORE	Manage law office administration
E4	CORE	Organize evidentiary support for Administrative Separation (ADSEP) boards
E5	CORE	Prepare administrative investigation endorsements
E5	CORE	Prepare administrative investigation letters of report
E4	CORE	Prepare Administrative Separation (ADSEP) documents (e.g., Letter of Notification (LON), Letter of Transmittal (LOT), etc.)
E6	CORE	Prepare Board of Inquiry (BOI) and Court of Inquiry (COI) documents
E6	CORE	Prepare delivery of personnel agreements
E6	CORE	Prepare Detachment for Cause (DFC) requests
E4	CORE	Prepare legal statistical/data reports (e.g., Quarterly Criminal Activity, Disciplinary Infractions, and Courts-Martial Reports (QCARs), Victim and Witness Assistance Program (VWAP), etc.)
E4	CORE	Prepare liberty risk program documents
E5	CORE	Prepare Separation in Lieu of Trial (SILT) by Court-Martial (CM) endorsements and approvals
E5	CORE	Prepare voir dire questions for Administrative Separation (ADSEP) board members
E5	CORE	Process Complaints of Wrongs
E5	CORE	Process Congressional Inquiries
E6	CORE	Process Freedom of Information Act (FOIA) requests and responses
E5	CORE	Process Line of Duty Investigation (LODI) reports
E5	CORE	Process Privacy Act requests
E4	CORE	Provide Board for Correction of Naval Records (BCNR) and Naval Discharge Review Board (NDRB) guidance
E6	CORE	Provide guidance to Convening Authority (CA) regarding Administrative Separation (ADSEP) board member selection
E6	CORE	Provide procedural and regulatory guidance to command leadership
E6	CORE	Recommend actions and responses to formal grievances (e.g., sexual harassment, Command Managed Equal Opportunity (CMEO), Inspector General (IG), etc.)

ADMINISTRATIVE AND CIVIL LAW (CONT'D)

Paygrade	Task Type	Task Statements
E6	CORE	Recommend actions and responses to Privacy Act requests
E5	CORE	Support claims investigations (e.g., admiralty, litigation reports, Foreign Claims Act, etc.)
E5	CORE	Support Manual of the Judge Advocate General (JAGMAN) investigations (e.g., legal memoranda, guidance, templates, etc.)
E5	CORE	Support State Department operations and programs (e.g., passports, embassy coordination, visits, etc.)
E4	CORE	Transcribe Records of Proceedings (ROPs) for Administrative Separation (ADSEP) boards

LEGAL ASSISTANCE

Paygrade	Task Type	Task Statements
E4	CORE	Assemble estate planning documents (e.g., wills, trusts, etc.)
E4	CORE	Conduct legal assistance conflict checks
E4	CORE	Conduct legal assistance research (e.g., family law, divorce, adoption, landlord/tenant, contract, etc.)
E4	CORE	Conduct legal assistance screening interviews
E6	CORE	Conduct legal outreach services (e.g., waterfront briefs, pre-deployment briefs, indoctrinations, etc.)
E6	CORE	Coordinate legal outreach services (e.g., waterfront briefs, pre-deployment briefs, indoctrinations, preventive law, etc.)
E6	CORE	Coordinate remote legal assistance services
E7	CORE	Determine legal readiness requirements
E5	CORE	Develop materials to promote legal readiness
E5	CORE	Develop preventive law program materials
E4	CORE	Draft estate planning documents (e.g., wills, trusts, etc.)
E4	CORE	Draft Powers of Attorney (POAs)
E4	CORE	Perform federal notary duties
E4	CORE	Prepare legal assistance affidavits
E5	CORE	Provide guidance on family support obligations
E6	NON-CORE	Provide immigration and naturalization process guidance
E4	CORE	Triage emergency legal services (e.g., major disaster claims operations, complex legal assistance issues, etc.)
E5	CORE	Validate dependent complaints of non-support

MILITARY JUSTICE

Paygrade	Task Type	Task Statements
E6	CORE	Administer legal services to confined personnel (e.g., brig visits, civilian confinements, foreign detentions, etc.)
E4	CORE	Advise suspects of Uniform Code of Military Justice (UCMJ) Article 31 (Compulsory Self-Incrimination Prohibited) rights
E5	CORE	Analyze discovery requests
E5	CORE	Assemble Special Courts-Martial (SPCMs) and General Courts-Martial (GCMs) Records of Trial (ROTs)

MILITARY JUSTICE (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Assemble Summary Courts-Martial (SCMs) Records of Trial (ROTs)
E4	CORE	Calculate maximum sentences for charged offenses
E5	CORE	Collect documentary or electronic evidence
E4	CORE	Communicate Defense Counsel (DC) assignments
E4	CORE	Conduct case law research
E4	CORE	Conduct discovery research
E7	CORE	Conduct inquiries into reports of offenses
E4	CORE	Conduct litigation research
E4	CORE	Conduct military justice conflict checks
E4	CORE	Conduct military justice research
E4	CORE	Conduct Personal Representation (PERSREP) screening interviews
E5	CORE	Conduct proof matrix research
E4	CORE	Conduct victim and witness interviews
E5	CORE	Coordinate courtroom security
E4	CORE	Coordinate logistical support for Non-Judicial Punishments (NJPs)
E6	CORE	Coordinate remote defense legal services
E5	CORE	Coordinate transcriptions of witness testimony
E5	CORE	Coordinate travel of witnesses, accused, and counsel for formal hearings
E6	CORE	Coordinate Victim and Witness Assistance Program (VWAP)
E5	CORE	Dispose of evidence after Courts-Martial (CMs)
E4	CORE	Distribute Records of Trial (ROTs)
E4	CORE	Draft charge sheets
E5	CORE	Draft Military Protective Orders (MPOs)
E6	CORE	Draft orders to testify and grants of immunity
E5	CORE	Draft proof matrices
E5	CORE	Draft Prosecutorial Merit Reviews (PMRs)
E4	CORE	Draft subpoenas and warrants
E4	CORE	Draft trial scripts
E5	CORE	Draft warrants of attachment
E6	CORE	Evaluate evidentiary support and strategies for Administrative Separation (ADSEP) boards
E6	CORE	File court documents
E4	CORE	Identify missing evidence
E4	CORE	Inform victims and witnesses regarding legal rights and resources available
E4	CORE	Inspect digital evidence for malicious software
E5	CORE	Interview suspects
E4	CORE	Locate civilian and military witnesses
E4	CORE	Maintain counsel appointment schedules
E4	CORE	Maintain discovery logs
E6	NON-CORE	Maintain security permissions on digital files and systems

MILITARY JUSTICE (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Maintain Unit Punishment Books (UPBs)
E6	CORE	Manage courtroom schedules
E4	CORE	Manage smart court room technology and equipment
E4	CORE	Mark exhibits
E5	CORE	Monitor voice recording equipment that produce official recordings of formal proceedings
E4	CORE	Notify personnel of trial information
E7	CORE	Notify senior enlisted and officer personnel of adverse paperwork (e.g., Letters of Instruction (LOIs), Punitive Letters of Reprimand (PLORs), etc.)
E4	CORE	Notify service members of Court-Martial (CM) charges
E4	CORE	Prepare appointing and convening orders
E4	CORE	Prepare confinement orders
E5	CORE	Prepare Convening Authority (CA) actions
E4	CORE	Prepare courtrooms for trials and hearings
E4	CORE	Prepare desertion documents
E5	CORE	Prepare docket requests
E4	CORE	Prepare drug laboratory report requests
E6	NON-CORE	Prepare entry of judgement
E4	CORE	Prepare findings and sentencing worksheets
E5	CORE	Prepare legal briefs
E4	CORE	Prepare military justice affidavits
E4	CORE	Prepare motions and pleadings
E5	CORE	Prepare Non-Judicial Punishment (NJP) appeal endorsements
E4	CORE	Prepare Non-Judicial Punishment (NJP) packages
E5	CORE	Prepare plea agreements
E4	CORE	Prepare post Non-Judicial Punishment (NJP) documents (e.g., appeal rights, restrictions and extra duty orders, etc.)
E4	CORE	Prepare Report and Disposition of Offense(s) (NAVPERS 1626/7) forms
E6	CORE	Prepare reports of misconduct (e.g., Non-Judicial Punishment (NJP), Final Civil Action Report (FCAR), Courts-Martial (CMs), etc.)
E6	CORE	Prepare search and seizure documents
E5	CORE	Prepare sentencing materials
E5	CORE	Prepare statement of trial results
E5	CORE	Prepare Summary Courts-Martial (SCMs) documents
E4	CORE	Prepare Uniform Code of Military Justice (UCMJ) Article 31 (Compulsory Self-Incrimination Prohibited) warnings
E5	CORE	Prepare Uniform Code of Military Justice (UCMJ) Article 64 (Review by a Judge Advocate) letters
E5	CORE	Prepare voir dire questions for Court-Martial (CM) members
E4	CORE	Process counsel requests
E6	CORE	Process legal holds

MILITARY JUSTICE (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Process Unauthorized Absentee (UA) documents
E4	CORE	Produce official recordings of Courts-Martial (CMs)
E4	CORE	Provide discovery to victims and defense
E6	CORE	Provide guidance to Convening Authority (CA) regarding Court-Martial (CM) member selection
E5	CORE	Provide input and feedback on Court-Martial (CM) opening statements and closing arguments
E4	CORE	Provide post-trial confinement support (e.g., Victim and Witness Assistance Program (VWAP), legal assistance, appellate rights, etc.)
E5	CORE	Provide pre-trial confinement support (e.g., 48-Hour Letter, 72-Hour Letter, Initial Review Officer (IRO) hearing, etc.)
E5	CORE	Provide support for remote testimonies (e.g., video, web-based, etc.)
E4	CORE	Recommend criminal investigation dispositions
E4	CORE	Redact audio and video evidence for use in formal hearings
E4	CORE	Redact electronic documentary evidence
E4	CORE	Report Sailors' disciplinary findings for service record entries (e.g., Administrative Remarks form (NAVPERS 1070/613))
E6	CORE	Represent command at pre-trial confinement hearings
E4	CORE	Respond to motions and pleadings
E4	CORE	Retrieve pay and personnel information for use in legal proceedings
E5	CORE	Review charge sheets for procedural compliance and legal sufficiency
E5	CORE	Review evidence to determine relevancy and authenticity
E6	CORE	Review preliminary hearing reports for procedural compliance and legal sufficiency
E6	CORE	Review Records of Trial (ROTs) for procedural compliance and legal sufficiency
E4	CORE	Serve Court-Martial (CM) charges
E5	CORE	Serve subpoenas and warrants
E4	CORE	Summarize witness interview notes
E7	CORE	Support Admiral's Masts
E5	NON-CORE	Support Court-Martial (CM) remandings and rehearings
E5	NON-CORE	Support vacation hearings (e.g., Courts-Martial (CMs))
E6	CORE	Transmit Gun Control Act information to Naval Criminal Investigative Service (NCIS)
E6	CORE	Verify Unit Punishment Books (UPBs)

Job Title

Journeyman Paralegal

Job Code

001482

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Office and Administrative Support	TBD	JOURNEYMAN PARALEGAL	JOUR PARALEGAL

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	LN	NEC AXXX series or other NECs as assigned.

Job Description

Journeyman Paralegals work under the supervision of attorneys and paralegals to prepare and process legal documents and papers, such as legal assistance documents, summonses, subpoenas, complaints, appeals, motions, pleadings, and pretrial agreements; serve as court reporters and provide clerical support for the conduct of administrative investigations; mail, electronically transmit, or arrange for delivery of legal correspondence to clients, witnesses, and court officials; receive and place telephone calls, schedule and make appointments, and make copies of correspondence, documents, and other printed matter; organize and maintain law libraries, correspondence, and case files; assist attorneys in collecting information such as employment, medical, and other records; attend legal meetings, such as client interviews, hearings, or depositions and take notes; draft and type office memos; review legal publications; perform notarial acts; draft Powers of Attorney (POAs), trust instruments, wills, and estate planning documents; and perform database searches to identify laws and court decisions relevant to pending cases

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Administration	151000	Legal Secretaries	43-6012.00	Office and Administrative Support

Skills	Abilities
Critical Thinking	*Written Expression*
Writing	*Deductive Reasoning*
Speaking	*Inductive Reasoning*
Reading Comprehension	*Problem Sensitivity*
Active Listening	*Written Comprehension*
Time Management	*Oral Expression*
Complex Problem Solving	*Information Ordering*
Coordination	*Category Flexibility*
Management of Material Resources	*Oral Comprehension*
Judgment and Decision Making	*Speed of Closure*

ADMINISTRATIVE AND CIVIL LAW

Paygrade	Task Type	Task Statements
E5	CORE	Advocate for command interests at Administrative Separation (ADSEP) boards
E4	CORE	Conduct administrative research
E4	CORE	Conduct Administrative Separation (ADSEP) processing and counseling
E6	CORE	Draft Freedom of Information Act (FOIA) responses
E4	CORE	Draft legal memoranda (e.g., legal memoranda for the records, Letters of Instruction (LOIs), etc.)
E4	CORE	Draft letters of indebtedness
E4	CORE	Mail serialized correspondence
E4	CORE	Maintain inventories of legal directives and publications
E4	CORE	Maintain legal databases
E4	CORE	Maintain legal files
E4	CORE	Organize evidentiary support for Administrative Separation (ADSEP) boards
E4	CORE	Prepare Administrative Separation (ADSEP) documents (e.g., Letter of Notification (LON), Letter of Transmittal (LOT), etc.)
E4	CORE	Prepare legal statistical/data reports (e.g., Quarterly Criminal Activity, Disciplinary Infractions, and Courts-Martial Reports (QCARs), Victim and Witness Assistance Program (VWAP), etc.)

ADMINISTRATIVE AND CIVIL LAW (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Prepare liberty risk program documents
E5	CORE	Process Privacy Act requests
E4	CORE	Provide Board for Correction of Naval Records (BCNR) and Naval Discharge Review Board (NDRB) guidance
E4	CORE	Transcribe Records of Proceedings (ROPs) for Administrative Separation (ADSEP) boards

LEGAL ASSISTANCE

Paygrade	Task Type	Task Statements
E4	CORE	Assemble estate planning documents (e.g., wills, trusts, etc.)
E4	CORE	Conduct legal assistance conflict checks
E4	CORE	Conduct legal assistance research (e.g., family law, divorce, adoption, landlord/tenant, contract, etc.)
E4	CORE	Conduct legal assistance screening interviews
E6	CORE	Coordinate legal outreach services (e.g., waterfront briefs, pre-deployment briefs, indoctrinations, preventive law, etc.)
E4	CORE	Draft estate planning documents (e.g., wills, trusts, etc.)
E4	CORE	Draft Powers of Attorney (POAs)
E4	CORE	Perform federal notary duties
E4	CORE	Prepare legal assistance affidavits
E5	CORE	Provide guidance on family support obligations
E6	NON-CORE	Provide immigration and naturalization process guidance
E4	CORE	Triage emergency legal services (e.g., major disaster claims operations, complex legal assistance issues, etc.)

MILITARY JUSTICE

Paygrade	Task Type	Task Statements
E4	CORE	Advise suspects of Uniform Code of Military Justice (UCMJ) Article 31 (Compulsory Self-Incrimination Prohibited) rights
E5	CORE	Assemble Special Courts-Martial (SPCMs) and General Courts-Martial (GCMs) Records of Trial (ROTs)
E5	CORE	Assemble Summary Courts-Martial (SCMs) Records of Trial (ROTs)
E4	CORE	Calculate maximum sentences for charged offenses
E4	CORE	Communicate Defense Counsel (DC) assignments
E4	CORE	Conduct case law research
E4	CORE	Conduct discovery research
E4	CORE	Conduct litigation research
E4	CORE	Conduct military justice conflict checks
E4	CORE	Conduct military justice research
E4	CORE	Conduct Personal Representation (PERSREP) screening interviews
E4	CORE	Conduct victim and witness interviews
E4	CORE	Coordinate logistical support for Non-Judicial Punishments (NJPs)
E4	CORE	Distribute Records of Trial (ROTs)

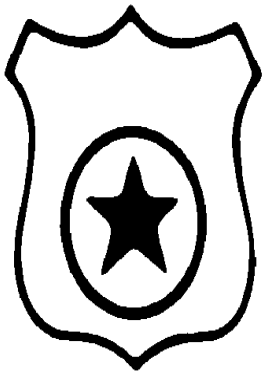
MILITARY JUSTICE (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Draft charge sheets
E4	CORE	Draft subpoenas and warrants
E4	CORE	Draft trial scripts
E4	CORE	Identify missing evidence
E4	CORE	Inform victims and witnesses regarding legal rights and resources available
E4	CORE	Inspect digital evidence for malicious software
E4	CORE	Locate civilian and military witnesses
E4	CORE	Maintain counsel appointment schedules
E4	CORE	Maintain discovery logs
E4	CORE	Maintain Unit Punishment Books (UPBs)
E4	CORE	Manage smart court room technology and equipment
E4	CORE	Mark exhibits
E4	CORE	Notify personnel of trial information
E4	CORE	Notify service members of Court-Martial (CM) charges
E4	CORE	Prepare appointing and convening orders
E4	CORE	Prepare confinement orders
E5	CORE	Prepare Convening Authority (CA) actions
E4	CORE	Prepare courtrooms for trials and hearings
E4	CORE	Prepare desertion documents
E4	CORE	Prepare drug laboratory report requests
E4	CORE	Prepare findings and sentencing worksheets
E4	CORE	Prepare military justice affidavits
E4	CORE	Prepare motions and pleadings
E5	CORE	Prepare Non-Judicial Punishment (NJP) appeal endorsements
E4	CORE	Prepare Non-Judicial Punishment (NJP) packages
E4	CORE	Prepare post Non-Judicial Punishment (NJP) documents (e.g., appeal rights, restrictions and extra duty orders, etc.)
E4	CORE	Prepare Report and Disposition of Offense(s) (NAVPERS 1626/7) forms
E4	CORE	Prepare Uniform Code of Military Justice (UCMJ) Article 31 (Compulsory Self-Incrimination Prohibited) warnings
E4	CORE	Process counsel requests
E4	CORE	Process Unauthorized Absentee (UA) documents
E4	CORE	Produce official recordings of Courts-Martial (CMs)
E4	CORE	Provide discovery to victims and defense
E4	CORE	Provide post-trial confinement support (e.g., Victim and Witness Assistance Program (VWAP), legal assistance, appellate rights, etc.)
E4	CORE	Recommend criminal investigation dispositions
E4	CORE	Redact audio and video evidence for use in formal hearings
E4	CORE	Redact electronic documentary evidence

MILITARY JUSTICE (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Report Sailors' disciplinary findings for service record entries (e.g., Administrative Remarks form (NAVPERS 1070/613))
E4	CORE	Respond to motions and pleadings
E4	CORE	Retrieve pay and personnel information for use in legal proceedings
E4	CORE	Serve Court-Martial (CM) charges
E4	CORE	Summarize witness interview notes
E5	NON-CORE	Support Court-Martial (CM) remandings and rehearings
E5	NON-CORE	Support vacation hearings (e.g., Courts-Martial (CMs))
E6	CORE	Transmit Gun Control Act information to Naval Criminal Investigative Service (NCIS)

CHAPTER 49



MASTER-AT-ARMS
(MA)

NAVPERS 18068-49D
CH-67

Updated: July 2016

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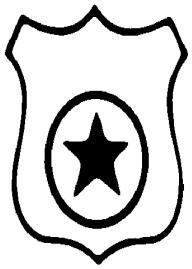
NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

MASTER-AT-ARMS (MA)



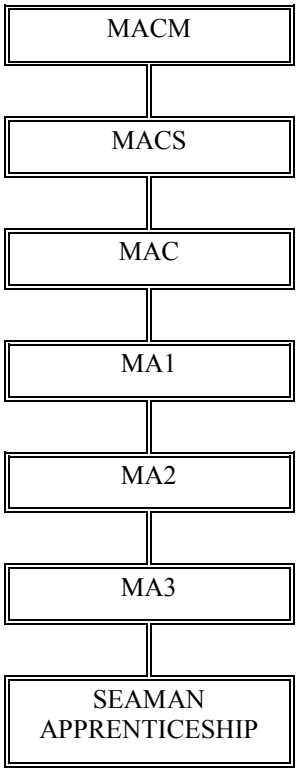
SCOPE OF RATING

Master-At-Arms (MA) provide waterborne and land security, aircraft and flight line security, strategic weapons and cargo security, maritime security and platform protection; conduct customs operations, corrections operations, detainee operations, and protective service operations; perform force protection, physical security and law enforcement; organize and train personnel in force protection, physical security, law enforcement, and weapons proficiency; develop plans for physical security and force protection enhancement of Navy bases, installations, property, and personnel; and assist commands in conducting terrorist threat analysis and implementing defensive measures.

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 49.

GENERAL INFORMATION

CAREER PATTERN



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

SPECIAL PHYSICAL REQUIREMENTS
Currently have passed last two PRT cycles; have normal color perception, vision correction to 20/20 and normal hearing; no history of mental impairment or disorder, emotional instability, alcoholism, drug abuse, or other physical condition that impairs the performance of law enforcement and security duties.

CITIZENSHIP/SECURITY REQUIREMENTS
Must be eligible for access to classified information; must be a U.S. Citizen or Naturalized Citizen; must obtain a secret clearance; must be world wide assignable IAW MILPERSMAN 1440-010

OTHER REQUIREMENTS
Must have valid U.S. Driver license; must not have any domestic violence convictions (non-waiverable).

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 **Job Code**

Corrections Specialist 001487

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Protective Service	TBD	CORRECTIONS SPECIALIST	CORRCTNS SPEC

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	MA	NEC 2008

Job Description

Corrections Specialists complete and review applicable forms and reports; process awardees, detainees, and prisoners; process and manage enemy prisoners of war; counsel awardees/prisoners; conduct searches and inspections; utilize weapons and equipment; manage personnel; work with other agencies; plan and conduct security force drills; train security forces; conduct preliminary investigations; collect and process evidence; respond to alarms and incidents; manage prisoner work details and daily routines; test and monitor security systems; manage physical security operations; operate control center; release personnel; submit reports; and enforce all applicable rules, regulations, and laws within jurisdiction.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Corrections	183100	Correctional Officers and Jailers	33-3012.00	Protective Service

Skills	Abilities
Speaking	*Oral Expression*
Coordination	*Deductive Reasoning*
Monitoring	*Spatial Orientation*
Judgment and Decision Making	*Inductive Reasoning*
Social Perceptiveness	*Problem Sensitivity*
Active Listening	*Finger Dexterity*
Equipment Selection	*Manual Dexterity*
Management of Personnel Resources	*Oral Comprehension*
Management of Material Resources	*Information Ordering*
Operation and Control	*Written Expression*

ANTI-TERRORISM/PHYSICAL SECURITY

Paygrade	Task Type	Task Statements
E6	CORE	Conduct Anti-Terrorism (AT) assessments
E4	CORE	Conduct surveillance detection
E4	CORE	Control security lighting equipment
E4	CORE	Detect Improvised Explosive Devices (IED)
E4	CORE	Perform biometric data collection

CORRECTIONS AND DETAINEE OPERATIONS

Paygrade	Task Type	Task Statements
E5	NON-CORE	Conduct case presentations
E5	NON-CORE	Conduct corrections and detainee guard training
E4	NON-CORE	Conduct inspections and shakedowns of prison and detention areas
E4	NON-CORE	Conduct prisoner and detainee cell extractions
E5	NON-CORE	Conduct prisoner or detainee interview and counseling
E5	NON-CORE	Lead prisoner physical fitness training program
E6	NON-CORE	Manage corrections and detainee unit programs
E4	NON-CORE	Perform prisoner and detainee control center functions
E4	NON-CORE	Perform prisoner and detainee riot control

CORRECTIONS AND DETAINEE OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Perform prisoner counts
E4	NON-CORE	Process prisoners and detainees for confinement, detention, and release
E5	NON-CORE	Select prisoner behavior profile managing strategy
E5	NON-CORE	Supervise prisoner and detainee movements and activities

LAW ENFORCEMENT OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Advise suspects of acknowledgement and waiver of rights
E4	CORE	Apprehend military suspects
E4	CORE	Conduct suspect interviews and interrogations
E4	CORE	Conduct suspect pursuits
E4	CORE	Conduct victim and witness interviews
E6	CORE	Coordinate inter-agency responses
E4	CORE	Perform crowd control
E4	CORE	Perform personnel searches
E4	CORE	Preserve crime scenes
E4	CORE	Process evidence and contraband
E4	CORE	Provide testimonies for official proceedings

SECURITY OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Administer first aid and basic life support
E5	CORE	Advise forces on implementation of the Standing Rules for the Use of Force (SRUF)
E4	CORE	Apply restraint devices
E4	CORE	Apply use of force continuum
E6	CORE	Approve security reports and documents
E4	CORE	Complete security reports and documents
E4	CORE	Conduct craft, vehicle, personnel, aircraft, and baggage inspections
E5	CORE	Conduct guardmount
E6	CORE	Conduct Navy Security Forces (NSF) group-paced classroom and laboratory instruction
E6	CORE	Conduct physical security surveys
E4	CORE	Conduct prisoner and detainee escorts and transports
E4	CORE	Conduct radio communications
E5	CORE	Conduct security briefs and debriefs
E5	CORE	Conduct security drills
E4	CORE	Conduct security escorts and transports
E6	CORE	Conduct security exercises
E4	CORE	Conduct security inspections and searches

SECURITY OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Conduct security inventories
E4	CORE	Conduct security patrols
E4	CORE	Conduct security perimeter inspections
E7	CORE	Conduct security post requirements and manning assessments
E4	CORE	Conduct security post turnovers
E5	CORE	Conduct security training
E5	CORE	Conduct small arms training
E4	CORE	Conduct tactical entries
E4	CORE	Conduct traffic control
E4	CORE	Deploy non-lethal weapons
E4	CORE	Deploy screening and detection equipment
E4	CORE	Detain personnel
E6	CORE	Develop security supporting policy and guidance
E4	CORE	Direct Reactionary Force (RF) members to fields of fire
E5	CORE	Establish entry control points
E7	CORE	Establish post orders
E4	CORE	Establish security perimeters
E5	CORE	Evaluate security programs
E5	CORE	Evaluate security training
E4	CORE	Lead Reactionary Force (RF) team movements
E4	CORE	Make description of a person, vehicle, watercraft, or aircraft
E5	CORE	Manage qualification programs
E7	CORE	Manage security programs
E4	CORE	Operate crew served weapons
E4	CORE	Operate small arms
E4	CORE	Perform equipment pre/post operational checks
E4	CORE	Perform security communications
E4	CORE	Perform tactical team operations
E4	CORE	Perform threat detection via Electronic Security System (ESS) equipment
E4	CORE	Respond to external and internal threats
E4	CORE	Verify identification credentials and documents

Job Title **Job Code**

Independent Duty Master-at-Arms 001492

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Protective Service	TBD	INDEPENDENT DUTY MASTER-AT-ARM	ID MAA

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	MA	NECs 2001, 9501

Job Description

Independent Duty Master-At-Arms serve as primary assistant to the Command Antiterrorism Officer; train and conduct assessment of command sentries and security reaction force personnel; assist the Commanding Officer in maintaining good order and discipline within the command; manage security force training plans; review, analyze, and plan security and antiterrorism requirements; utilize weapons and equipment; complete applicable forms and reports; manage personnel; work with other agencies; maintain training records; conduct vulnerability assessments; conduct briefings; analyze intelligence; tactically deploy security assets to neutralize threats; conduct investigations, process crime scenes; conduct interviews and interrogations; process and preserve evidence; process suspects; conduct bailiff duties; write force protection plans, instructions, post orders, and standard operating procedures; manage command physical security programs; manage command law enforcement programs; manage command antiterrorism; manage military customs inspection programs; and transport prisoners and detainees.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Law Enforcement, General	183000	Detectives and Criminal Investigators	33-3021.00	Protective Service

Skills	Abilities
Speaking	*Deductive Reasoning*
Coordination	*Oral Expression*
Monitoring	*Spatial Orientation*
Judgment and Decision Making	*Inductive Reasoning*
Management of Material Resources	*Written Expression*
Management of Personnel Resources	*Manual Dexterity*
Operation and Control	*Problem Sensitivity*
Social Perceptiveness	*Written Comprehension*
Active Listening	*Finger Dexterity*
Equipment Selection	*Information Ordering*

ANTI-TERRORISM/PHYSICAL SECURITY

Paygrade	Task Type	Task Statements
E6	CORE	Conduct Anti-Terrorism (AT) assessments
E4	CORE	Conduct surveillance detection
E4	CORE	Control security lighting equipment
E4	CORE	Detect Improvised Explosive Devices (IED)
E7	NON-CORE	Develop Anti-Terrorism (AT) plans
E7	NON-CORE	Manage Anti-Terrorism (AT) programs
E4	CORE	Perform biometric data collection

CORRECTIONS AND DETAINEE OPERATIONS

Paygrade	Task Type	Task Statements
E5	NON-CORE	Conduct corrections and detainee guard training
E4	NON-CORE	Conduct inspections and shakedowns of prison and detention areas
E6	NON-CORE	Manage corrections and detainee unit programs
E4	CORE	Perform prisoner counts
E4	NON-CORE	Process prisoners and detainees for confinement, detention, and release
E5	NON-CORE	Supervise prisoner and detainee movements and activities

LAW ENFORCEMENT OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Administer breathalyzer tests
E4	CORE	Advise suspects of acknowledgement and waiver of rights
E4	CORE	Apprehend military suspects
E4	NON-CORE	Conduct criminal investigations
E5	NON-CORE	Conduct subject lineups
E4	CORE	Conduct suspect interviews and interrogations
E4	CORE	Conduct suspect pursuits
E4	CORE	Conduct victim and witness interviews
E6	CORE	Coordinate inter-agency responses
E4	CORE	Perform crowd control
E4	CORE	Perform personnel searches
E4	CORE	Preserve crime scenes
E4	CORE	Process evidence and contraband
E4	CORE	Provide testimonies for official proceedings
E4	CORE	Supervise restricted, extra duty, and Restriction in Lieu of Arrest (RILA) personnel

SECURITY OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Administer first aid and basic life support
E5	CORE	Advise forces on implementation of the Standing Rules for the Use of Force (SRUF)
E4	CORE	Apply restraint devices
E4	CORE	Apply use of force continuum
E6	CORE	Approve security reports and documents
E4	CORE	Complete security reports and documents
E4	NON-CORE	Conduct approach and visit boardings
E4	CORE	Conduct craft, vehicle, personnel, aircraft, and baggage inspections
E5	CORE	Conduct crew served weapons training
E5	CORE	Conduct guardmount
E6	CORE	Conduct Navy Security Forces (NSF) group-paced classroom and laboratory instruction
E6	CORE	Conduct physical security surveys
E4	CORE	Conduct prisoner and detainee escorts and transports
E4	CORE	Conduct radio communications
E5	CORE	Conduct security briefs and debriefs
E5	CORE	Conduct security drills
E4	CORE	Conduct security escorts and transports
E6	CORE	Conduct security exercises

SECURITY OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Conduct security inspections and searches
E4	CORE	Conduct security inventories
E4	CORE	Conduct security patrols
E4	CORE	Conduct security perimeter inspections
E7	CORE	Conduct security post requirements and manning assessments
E4	CORE	Conduct security post turnovers
E5	CORE	Conduct security training
E5	CORE	Conduct small arms training
E4	CORE	Conduct tactical entries
E4	CORE	Conduct tactical movements
E4	CORE	Conduct traffic control
E4	CORE	Deploy non-lethal weapons
E4	CORE	Deploy screening and detection equipment
E4	CORE	Detain personnel
E6	CORE	Develop security supporting policy and guidance
E4	CORE	Direct Reactionary Force (RF) members to fields of fire
E5	CORE	Establish entry control points
E7	CORE	Establish post orders
E4	CORE	Establish security perimeters
E5	CORE	Evaluate security programs
E5	CORE	Evaluate security training
E4	CORE	Lead Reactionary Force (RF) team movements
E4	CORE	Make description of a person, vehicle, watercraft, or aircraft
E5	CORE	Manage qualification programs
E7	CORE	Manage security programs
E4	CORE	Operate crew served weapons
E4	CORE	Operate small arms
E4	CORE	Perform equipment pre/post operational checks
E4	CORE	Perform security communications
E4	CORE	Perform tactical team operations
E4	CORE	Pilot security boats
E4	CORE	Respond to external and internal threats
E4	CORE	Verify identification credentials and documents

Job Title **Job Code**

Investigator-Protective Service Specialist 001497

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Protective Service	TBD	INVEST-PROTECT SERV SPECIALIST	IN PROSRV SPEC

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	MA	NECs 2002, 2009

Job Description

Investigator-Protective Service Specialists review and analyze reports; secure crime scenes and conduct crime scene analysis; collect, analyze, process and store evidence; respond to crimes; conduct interviews and interrogations; work with other agencies; manage and utilize confidential informants; complete applicable forms; test suspected narcotics; submit evidence for forensic tests; conduct surveillance and counter surveillance operations; conduct plain clothes operations; plan and perform investigative raids; utilize weapons and equipment; store investigative forms, notes, and reports; test and monitor security systems; review, plan, and analyze security and crises management capability of an activity; conduct mission planning and briefings, conduct entry control inspections; provide testimony at official proceedings; inspect buildings and travel routes; operate vehicles; direct security personnel; provide security for assets during transit in high threat/combat environments; protect assigned personnel; conduct proactive mounted and dismounted non-tactical patrols; act as a visible deterrent; and respond to emergency and non-emergency situations to include preliminary responses.

DoD Relationship

Group Title	*DoD Code*
Law Enforcement, General	183000

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
Detectives and Criminal Investigators	33-3021.00	Protective Service

Skills	Abilities
Coordination	*Oral Expression*
Speaking	*Deductive Reasoning*
Judgment and Decision Making	*Spatial Orientation*
Monitoring	*Control Precision*
Equipment Selection	*Manual Dexterity*
Operation and Control	*Oral Comprehension*
Active Listening	*Finger Dexterity*
Management of Personnel Resources	*Inductive Reasoning*
Social Perceptiveness	*Information Ordering*
Management of Material Resources	*Problem Sensitivity*

ANTI-TERRORISM/PHYSICAL SECURITY

Paygrade	Task Type	Task Statements
E6	CORE	Conduct Anti-Terrorism (AT) assessments
E5	NON-CORE	Conduct personnel Protective Service Detail (PSD) convoy operations
E4	CORE	Conduct surveillance detection
E4	CORE	Control security lighting equipment
E5	NON-CORE	Coordinate Protective Service Detail (PSD) assignments
E4	CORE	Detect Improvised Explosive Devices (IED)
E4	CORE	Perform biometric data collection
E4	NON-CORE	Perform surveillance operations
E5	NON-CORE	Survey travel routes for Protective Service Details (PSD)

LAW ENFORCEMENT OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Advise suspects of acknowledgement and waiver of rights
E4	CORE	Apprehend military suspects
E4	NON-CORE	Conduct criminal investigations
E5	NON-CORE	Conduct subject lineups
E4	CORE	Conduct suspect interviews and interrogations
E4	CORE	Conduct suspect pursuits
E4	CORE	Conduct victim and witness interviews
E6	CORE	Coordinate inter-agency responses
E4	CORE	Drive emergency vehicles
E4	CORE	Perform crowd control
E4	CORE	Perform personnel searches
E4	CORE	Preserve crime scenes
E4	CORE	Process evidence and contraband
E4	CORE	Provide testimonies for official proceedings

SECURITY OPERATIONS

Paygrade	Task Type	Task Statements
E4	NON-CORE	Administer combat first aid
E4	CORE	Administer first aid and basic life support
E5	CORE	Advise forces on implementation of the Standing Rules for the Use of Force (SRUF)
E4	CORE	Apply restraint devices
E4	CORE	Apply use of force continuum
E6	CORE	Approve security reports and documents
E4	CORE	Complete security reports and documents
E4	CORE	Conduct craft, vehicle, personnel, aircraft, and baggage inspections
E5	CORE	Conduct crew served weapons training
E5	CORE	Conduct guardmount
E6	CORE	Conduct Navy Security Forces (NSF) group-paced classroom and laboratory instruction
E6	CORE	Conduct physical security surveys
E4	CORE	Conduct prisoner and detainee escorts and transports
E4	CORE	Conduct radio communications
E5	CORE	Conduct security briefs and debriefs
E5	CORE	Conduct security drills

SECURITY OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Conduct security escorts and transports
E6	CORE	Conduct security exercises
E4	CORE	Conduct security inspections and searches
E4	CORE	Conduct security inventories
E4	CORE	Conduct security patrols
E4	CORE	Conduct security perimeter inspections
E7	CORE	Conduct security post requirements and manning assessments
E4	CORE	Conduct security post turnovers
E5	CORE	Conduct security training
E5	CORE	Conduct small arms training
E4	CORE	Conduct tactical entries
E4	CORE	Conduct tactical movements
E4	CORE	Conduct traffic control
E4	CORE	Deploy non-lethal weapons
E4	CORE	Deploy screening and detection equipment
E4	CORE	Detain personnel
E6	CORE	Develop security supporting policy and guidance
E4	CORE	Direct Reactionary Force (RF) members to fields of fire
E7	CORE	Establish post orders
E4	CORE	Establish security perimeters
E5	CORE	Evaluate security programs
E5	CORE	Evaluate security training
E4	CORE	Lead Reactionary Force (RF) team movements
E4	CORE	Make description of a person, vehicle, watercraft, or aircraft
E5	CORE	Manage qualification programs
E7	CORE	Manage security programs
E4	CORE	Operate crew served weapons
E4	CORE	Operate small arms
E4	CORE	Perform equipment pre/post operational checks
E4	NON-CORE	Perform land navigations
E4	CORE	Perform security communications
E4	NON-CORE	Perform Survival, Evasion, Resistance and Escape (SERE)
E4	CORE	Perform tactical team operations
E4	CORE	Perform threat detection via Electronic Security System (ESS) equipment
E4	CORE	Respond to external and internal threats
E4	CORE	Verify identification credentials and documents

Job Title **Job Code**

Expeditionary Security Force Specialist 001504

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Protective Service	TBD	EXPEDTONRY SCTY FORCE SPECIAL	XPD SCTY FORCE

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	MA	NECs 0190, 0812, 0814, 2003, 2004, 90CS, 90IE, 90IF, 90MS, 9501

Job Description

Expeditionary Security Force Specialists provide, develop, and implement security plans and measures for deploying units to include entry control points and perimeter security; provide security for assets during military transits in high threat/combat environments; provide waterborne vessel screening and security for insertion and extractions to include sensitive site exploitation, cache sweeps, combat patrols, and Visit, Board, Search and Seizures (VBSS); conduct proactive mounted and dismounted tactical patrols; provide maritime security for aircraft carriers and submarines in ports and in restricted waterways as well as for Embarked Security Teams (ESTs) onboard Military Sealift Command (MSC) vessels and other high value merchant ships; conduct patrols, inspections, and searches; defend personnel and physical assets within an installation perimeter; detect and deter all potential threats within a jurisdiction; control access of personnel and vehicles; provide worldwide point defense security operations in areas where organic security is deficient to include airfields and air assets ("Raven"); maintain the Arms Ammunition & Explosives (AA&E) programs; train, qualify, and operate weapons in a safe and effective manner; perform surveillance detection to ascertain possible covert surveillance conducted on assets; handle, process, move, and house personnel classified by higher authority as enemy combatants; properly receive and release detainees and prisoners within the brig and correctional custody environments; and maintain positive control and security of all detainees and prisoners during movements while housed.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Law Enforcement, General	183000	Security Guards	33-9032.00	Protective Service

Skills	Abilities
Coordination	*Deductive Reasoning*
Speaking	*Oral Expression*
Monitoring	*Control Precision*
Judgment and Decision Making	*Spatial Orientation*
Operation and Control	*Inductive Reasoning*
Equipment Selection	*Problem Sensitivity*
Social Perceptiveness	*Finger Dexterity*
Active Listening	*Information Ordering*
Critical Thinking	*Manual Dexterity*
Management of Personnel Resources	*Time Sharing*

ANTI-TERRORISM/PHYSICAL SECURITY

Paygrade	Task Type	Task Statements
E6	CORE	Conduct Anti-Terrorism (AT) assessments
E4	CORE	Conduct surveillance detection
E4	CORE	Control security lighting equipment
E4	CORE	Detect Improvised Explosive Devices (IED)
E4	CORE	Perform biometric data collection
E4	NON-CORE	Perform surveillance operations

CORRECTIONS AND DETAINEE OPERATIONS

Paygrade	Task Type	Task Statements
E5	NON-CORE	Conduct corrections and detainee guard training
E4	NON-CORE	Conduct inspections and shakedowns of prison and detention areas
E4	CORE	Perform prisoner counts
E4	NON-CORE	Process prisoners and detainees for confinement, detention, and release
E5	NON-CORE	Supervise prisoner and detainee movements and activities

LAW ENFORCEMENT OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Advise suspects of acknowledgement and waiver of rights
E4	CORE	Apprehend military suspects
E4	CORE	Conduct suspect interviews and interrogations
E4	CORE	Conduct suspect pursuits
E4	CORE	Conduct victim and witness interviews
E6	CORE	Coordinate inter-agency responses
E4	CORE	Drive emergency vehicles
E4	CORE	Perform crowd control
E4	CORE	Perform personnel searches
E4	CORE	Preserve crime scenes
E4	CORE	Process evidence and contraband
E4	CORE	Provide testimonies for official proceedings

SECURITY OPERATIONS

Paygrade	Task Type	Task Statements
E4	NON-CORE	Administer combat first aid
E4	CORE	Administer first aid and basic life support
E5	CORE	Advise forces on implementation of the Standing Rules for the Use of Force (SRUF)
E4	CORE	Apply restraint devices
E4	CORE	Apply use of force continuum
E6	CORE	Approve security reports and documents
E4	CORE	Complete security reports and documents
E4	NON-CORE	Conduct approach and visit boardings
E4	NON-CORE	Conduct craft towing
E4	CORE	Conduct craft, vehicle, personnel, aircraft, and baggage inspections
E5	CORE	Conduct crew served weapons training
E4	NON-CORE	Conduct expeditionary convoy operations
E5	CORE	Conduct guardmount
E6	CORE	Conduct Navy Security Forces (NSF) group-paced classroom and laboratory instruction
E6	CORE	Conduct physical security surveys
E4	CORE	Conduct prisoner and detainee escorts and transports
E4	CORE	Conduct radio communications
E5	CORE	Conduct security briefs and debriefs
E5	CORE	Conduct security drills
E4	CORE	Conduct security escorts and transports
E6	CORE	Conduct security exercises
E4	CORE	Conduct security inspections and searches

SECURITY OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Conduct security inventories
E4	CORE	Conduct security patrols
E4	CORE	Conduct security perimeter inspections
E7	CORE	Conduct security post requirements and manning assessments
E4	CORE	Conduct security post turnovers
E5	CORE	Conduct security training
E5	CORE	Conduct small arms training
E4	CORE	Conduct tactical entries
E4	NON-CORE	Conduct Tactical Evacuations (TACEVAC)
E4	CORE	Conduct tactical movements
E4	CORE	Conduct traffic control
E4	NON-CORE	Conduct waterborne barrier operations
E4	NON-CORE	Deploy field combat equipment
E4	CORE	Deploy non-lethal weapons
E4	CORE	Deploy screening and detection equipment
E4	CORE	Detain personnel
E6	CORE	Develop security supporting policy and guidance
E4	CORE	Direct Reactionary Force (RF) members to fields of fire
E4	NON-CORE	Employ grenades and other explosives
E4	NON-CORE	Employ Military Working Dog (MWD)
E4	NON-CORE	Enforce Limited Access Areas (LAA)
E5	CORE	Establish entry control points
E7	CORE	Establish post orders
E4	CORE	Establish security perimeters
E5	CORE	Evaluate security programs
E5	CORE	Evaluate security training
E4	CORE	Lead Reactionary Force (RF) team movements
E4	CORE	Make description of a person, vehicle, watercraft, or aircraft
E5	CORE	Manage qualification programs
E7	NON-CORE	Manage security personnel and resources in the Emergency Operation Center (EOC)
E7	CORE	Manage security programs
E4	CORE	Operate crew served weapons
E4	CORE	Operate small arms
E4	CORE	Perform afloat navigation
E4	NON-CORE	Perform craft launches and recoveries
E4	CORE	Perform equipment pre/post operational checks

SECURITY OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E4	NON-CORE	Perform land navigations
E4	NON-CORE	Perform screen and reaction vessel duties
E4	CORE	Perform security communications
E4	NON-CORE	Perform Survival, Evasion, Resistance and Escape (SERE)
E4	CORE	Perform tactical team operations
E4	CORE	Perform threat detection via Electronic Security System (ESS) equipment
E4	CORE	Pilot security boats
E4	NON-CORE	Protect High Value Assets (HVA)
E4	CORE	Respond to external and internal threats
E4	CORE	Verify identification credentials and documents

Job Title **Job Code**

Security Force Specialist 001509

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Protective Service	TBD	SECURITY FORCE SPECIALIST	SCTY FORC SPEC

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	MA	NECs 0190, 0812, 0814, 2003, 2004, 2005, 2006, 9501

Job Description

Security Force Specialists establish entry control points; conduct access control inspections; review, analyze, and plan security capabilities; conduct assessments; conduct patrols; conduct vessel escorts; utilize weapons and equipment; complete applicable forms and reports; manage personnel; work with other agencies; plan operations; conduct preliminary investigations; collect and process evidence; plan and conduct assault operations; plan and tactically deploy security assets to defeat threats; manage and utilize Military Working Dogs (MWD); operate security vehicles and boats; conduct physical security operations; conduct law enforcement operations; provide testimony at official proceedings; respond to calls for service; identify and establish physical security in domestic and foreign ports for strategic weapons, Naval assets, and facilities; and provide ashore, afloat, and waterborne protection of all personnel, assets, and facilities.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Law Enforcement, General	183000	Police Patrol Officers	33-3051.01	Protective Service

Skills	Abilities
Coordination	*Deductive Reasoning*
Speaking	*Oral Expression*
Monitoring	*Control Precision*
Judgment and Decision Making	*Inductive Reasoning*
Operation and Control	*Spatial Orientation*
Active Listening	*Finger Dexterity*
Equipment Selection	*Manual Dexterity*
Management of Material Resources	*Written Expression*
Complex Problem Solving	*Time Sharing*
Management of Personnel Resources	*Written Comprehension*

ANTI-TERRORISM/PHYSICAL SECURITY

Paygrade	Task Type	Task Statements
E6	CORE	Conduct Anti-Terrorism (AT) assessments
E4	CORE	Conduct surveillance detection
E4	CORE	Control security lighting equipment
E4	CORE	Detect Improvised Explosive Devices (IED)
E7	NON-CORE	Develop Anti-Terrorism (AT) plans
E7	NON-CORE	Manage Anti-Terrorism (AT) programs
E4	CORE	Perform biometric data collection
E4	NON-CORE	Perform surveillance operations

CORRECTIONS AND DETAINEE OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Perform prisoner counts

LAW ENFORCEMENT OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Administer breathalyzer tests
E4	NON-CORE	Administer field sobriety tests
E4	CORE	Advise suspects of acknowledgement and waiver of rights
E4	CORE	Apprehend military suspects
E4	NON-CORE	Conduct criminal investigations
E4	CORE	Conduct suspect interviews and interrogations
E4	CORE	Conduct suspect pursuits
E4	NON-CORE	Conduct traffic accident investigations
E4	CORE	Conduct vehicle stops
E4	CORE	Conduct vehicle suspect extractions
E4	CORE	Conduct victim and witness interviews
E6	CORE	Coordinate inter-agency responses
E4	NON-CORE	Deploy vehicle speed measuring equipment
E4	CORE	Drive emergency vehicles
E6	NON-CORE	Evaluate Military Working Dog (MWD) performance
E4	CORE	Perform crowd control
E4	CORE	Perform personnel searches
E4	CORE	Preserve crime scenes
E4	CORE	Process evidence and contraband
E4	CORE	Provide testimonies for official proceedings
E4	CORE	Supervise restricted, extra duty, and Restriction in Lieu of Arrest (RILA) personnel

SECURITY OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Administer first aid and basic life support
E5	CORE	Advise forces on implementation of the Standing Rules for the Use of Force (SRUF)
E4	CORE	Apply restraint devices
E4	CORE	Apply use of force continuum
E6	CORE	Approve security reports and documents
E4	CORE	Complete security reports and documents
E4	NON-CORE	Conduct approach and visit boardings
E4	NON-CORE	Conduct craft towing
E4	CORE	Conduct craft, vehicle, personnel, aircraft, and baggage inspections
E5	CORE	Conduct crew served weapons training
E5	CORE	Conduct guardmount
E6	CORE	Conduct Navy Security Forces (NSF) group-paced classroom and laboratory instruction

SECURITY OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E6	CORE	Conduct physical security surveys
E4	CORE	Conduct prisoner and detainee escorts and transports
E4	CORE	Conduct radio communications
E5	CORE	Conduct security briefs and debriefs
E5	CORE	Conduct security drills
E4	CORE	Conduct security escorts and transports
E6	CORE	Conduct security exercises
E4	CORE	Conduct security inspections and searches
E4	CORE	Conduct security inventories
E4	CORE	Conduct security patrols
E4	CORE	Conduct security perimeter inspections
E7	CORE	Conduct security post requirements and manning assessments
E4	CORE	Conduct security post turnovers
E5	CORE	Conduct security training
E5	CORE	Conduct small arms training
E4	CORE	Conduct tactical entries
E4	CORE	Conduct tactical movements
E4	CORE	Conduct traffic control
E4	NON-CORE	Conduct waterborne barrier operations
E4	CORE	Deploy non-lethal weapons
E4	CORE	Deploy screening and detection equipment
E4	CORE	Detain personnel
E6	CORE	Develop security supporting policy and guidance
E4	CORE	Direct Reactionary Force (RF) members to fields of fire
E4	NON-CORE	Employ grenades and other explosives
E4	NON-CORE	Employ Military Working Dog (MWD)
E4	NON-CORE	Enforce Limited Access Areas (LAA)
E5	CORE	Establish entry control points
E7	CORE	Establish post orders
E4	CORE	Establish security perimeters
E5	CORE	Evaluate security programs
E5	CORE	Evaluate security training
E4	CORE	Lead Reactionary Force (RF) team movements
E4	CORE	Make description of a person, vehicle, watercraft, or aircraft
E5	NON-CORE	Manage Military Working Dog (MWD) teams
E5	CORE	Manage qualification programs

SECURITY OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E7	NON-CORE	Manage security personnel and resources in the Emergency Operation Center (EOC)
E7	CORE	Manage security programs
E4	CORE	Operate crew served weapons
E4	CORE	Operate small arms
E4	CORE	Perform afloat navigation
E4	NON-CORE	Perform as a decoy in patrol dog training
E4	NON-CORE	Perform craft launches and recoveries
E4	CORE	Perform equipment pre/post operational checks
E4	NON-CORE	Perform first aid to Military Working Dogs (MWD)
E4	NON-CORE	Perform screen and reaction vessel duties
E4	CORE	Perform security communications
E4	NON-CORE	Perform Survival, Evasion, Resistance and Escape (SERE)
E4	CORE	Perform tactical team operations
E4	CORE	Perform threat detection via Electronic Security System (ESS) equipment
E4	CORE	Pilot security boats
E4	NON-CORE	Protect High Value Assets (HVA)
E4	CORE	Respond to external and internal threats
E4	CORE	Verify identification credentials and documents

Job Title
Trainer-Planner

Job Code
001514

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Management	TBD	TRAINER-PLANNER	TRAIN-PLANNER

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	MA	NECs 0812, 0814, 2001, 2004, 9501, 9502

Job Description
Trainer-Planners manage training plans; develop, update, and manage curriculum; manage field training officer program; manage Personnel Qualification System (PQS) program; plan, conduct, and assess security force drills; evaluate student progress; train forces in use of weapons and equipment; coordinate training and security planning with other services and agencies; train security forces; submit reports; conduct security planning and briefings; manage security force training records; manage antiterrorism training team and participate in integrated training team; administer tests; monitor unit exercises; inspect command security and antiterrorism programs; review, plan, and analyze security and crises management capabilities of an activity; plan and develop entry control inspections; plan surveillance detection procedures; analyze intelligence; conduct assessments; operate budgets; evaluate security requirements for new construction; develop standard operating procedures, post orders, and memoranda of agreement/understanding; and manage manpower and equipment requirements.

DoD Relationship

Group Title	*DoD Code*
Law Enforcement, General	183000

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
Training and Development Managers	11-3131.00	Management

Skills	Abilities
Speaking	*Deductive Reasoning*
Coordination	*Oral Expression*
Monitoring	*Spatial Orientation*
Judgment and Decision Making	*Control Precision*
Equipment Selection	*Inductive Reasoning*
Operation and Control	*Oral Comprehension*
Active Listening	*Finger Dexterity*
Management of Material Resources	*Problem Sensitivity*
Management of Personnel Resources	*Manual Dexterity*
Complex Problem Solving	*Written Expression*

ANTI-TERRORISM/PHYSICAL SECURITY

Paygrade	Task Type	Task Statements
E6	CORE	Conduct Anti-Terrorism (AT) assessments
E5	NON-CORE	Conduct personnel Protective Service Detail (PSD) convoy operations
E4	CORE	Conduct surveillance detection
E4	CORE	Control security lighting equipment
E5	NON-CORE	Coordinate Protective Service Detail (PSD) assignments
E4	CORE	Detect Improvised Explosive Devices (IED)
E7	NON-CORE	Develop Anti-Terrorism (AT) plans
E7	NON-CORE	Manage Anti-Terrorism (AT) programs
E4	CORE	Perform biometric data collection
E4	NON-CORE	Perform surveillance operations
E5	NON-CORE	Survey travel routes for Protective Service Details (PSD)

CORRECTIONS AND DETAINEE OPERATIONS

Paygrade	Task Type	Task Statements
E5	NON-CORE	Conduct case presentations
E5	NON-CORE	Conduct corrections and detainee guard training
E4	NON-CORE	Conduct inspections and shakedowns of prison and detention areas
E4	NON-CORE	Conduct prisoner and detainee cell extractions
E5	NON-CORE	Conduct prisoner or detainee interview and counseling
E5	NON-CORE	Lead prisoner physical fitness training program
E6	NON-CORE	Manage corrections and detainee unit programs
E4	NON-CORE	Perform prisoner and detainee control center functions
E4	NON-CORE	Perform prisoner and detainee riot control
E4	CORE	Perform prisoner counts
E4	NON-CORE	Process prisoners and detainees for confinement, detention, and release
E5	NON-CORE	Select prisoner behavior profile managing strategy
E5	NON-CORE	Supervise prisoner and detainee movements and activities

LAW ENFORCEMENT OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Administer breathalyzer tests
E4	NON-CORE	Administer field sobriety tests
E4	CORE	Advise suspects of acknowledgement and waiver of rights
E4	CORE	Apprehend military suspects
E4	NON-CORE	Conduct criminal investigations
E5	NON-CORE	Conduct subject lineups
E4	CORE	Conduct suspect interviews and interrogations
E4	CORE	Conduct suspect pursuits
E4	NON-CORE	Conduct traffic accident investigations
E4	CORE	Conduct vehicle stops
E4	CORE	Conduct vehicle suspect extractions
E4	CORE	Conduct victim and witness interviews
E6	CORE	Coordinate inter-agency responses
E4	NON-CORE	Deploy vehicle speed measuring equipment
E4	CORE	Drive emergency vehicles
E6	NON-CORE	Evaluate Military Working Dog (MWD) performance
E4	CORE	Perform crowd control
E4	CORE	Perform personnel searches
E4	CORE	Preserve crime scenes
E4	CORE	Process evidence and contraband
E4	CORE	Provide testimonies for official proceedings

LAW ENFORCEMENT OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Supervise restricted, extra duty, and Restriction in Lieu of Arrest (RILA) personnel

SECURITY OPERATIONS

Paygrade	Task Type	Task Statements
E4	NON-CORE	Administer combat first aid
E4	CORE	Administer first aid and basic life support
E5	CORE	Advise forces on implementation of the Standing Rules for the Use of Force (SRUF)
E4	CORE	Apply restraint devices
E4	CORE	Apply use of force continuum
E6	CORE	Approve security reports and documents
E4	CORE	Complete security reports and documents
E4	NON-CORE	Conduct approach and visit boardings
E4	NON-CORE	Conduct craft towing
E4	CORE	Conduct craft, vehicle, personnel, aircraft, and baggage inspections
E5	CORE	Conduct crew served weapons training
E4	NON-CORE	Conduct expeditionary convoy operations
E5	CORE	Conduct guardmount
E6	CORE	Conduct Navy Security Forces (NSF) group-paced classroom and laboratory instruction
E6	CORE	Conduct physical security surveys
E4	CORE	Conduct prisoner and detainee escorts and transports
E4	CORE	Conduct radio communications
E5	CORE	Conduct security briefs and debriefs
E5	CORE	Conduct security drills
E4	CORE	Conduct security escorts and transports
E6	CORE	Conduct security exercises
E4	CORE	Conduct security inspections and searches
E4	CORE	Conduct security inventories
E4	CORE	Conduct security patrols
E4	CORE	Conduct security perimeter inspections
E7	CORE	Conduct security post requirements and manning assessments
E4	CORE	Conduct security post turnovers
E5	CORE	Conduct security training
E5	CORE	Conduct small arms training
E4	CORE	Conduct tactical entries
E4	NON-CORE	Conduct Tactical Evacuations (TACEVAC)

SECURITY OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Conduct tactical movements
E4	CORE	Conduct traffic control
E4	NON-CORE	Conduct waterborne barrier operations
E4	NON-CORE	Deploy field combat equipment
E4	CORE	Deploy non-lethal weapons
E4	CORE	Deploy screening and detection equipment
E4	CORE	Detain personnel
E6	CORE	Develop security supporting policy and guidance
E4	CORE	Direct Reactionary Force (RF) members to fields of fire
E4	NON-CORE	Employ grenades and other explosives
E4	NON-CORE	Employ Military Working Dog (MWD)
E4	NON-CORE	Enforce Limited Access Areas (LAA)
E5	CORE	Establish entry control points
E7	CORE	Establish post orders
E4	CORE	Establish security perimeters
E5	CORE	Evaluate security programs
E5	CORE	Evaluate security training
E4	CORE	Lead Reactionary Force (RF) team movements
E4	CORE	Make description of a person, vehicle, watercraft, or aircraft
E5	NON-CORE	Manage Military Working Dog (MWD) teams
E5	CORE	Manage qualification programs
E7	NON-CORE	Manage security personnel and resources in the Emergency Operation Center (EOC)
E7	CORE	Manage security programs
E4	CORE	Operate crew served weapons
E4	CORE	Operate small arms
E4	CORE	Perform afloat navigation
E4	NON-CORE	Perform as a decoy in patrol dog training
E4	NON-CORE	Perform craft launches and recoveries
E4	CORE	Perform equipment pre/post operational checks
E4	NON-CORE	Perform first aid to Military Working Dogs (MWD)
E4	NON-CORE	Perform land navigations
E4	NON-CORE	Perform screen and reaction vessel duties
E4	CORE	Perform security communications
E4	NON-CORE	Perform Survival, Evasion, Resistance and Escape (SERE)
E4	CORE	Perform tactical team operations
E4	CORE	Perform threat detection via Electronic Security System (ESS) equipment

SECURITY OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Pilot security boats
E4	NON-CORE	Protect High Value Assets (HVA)
E4	CORE	Respond to external and internal threats
E4	CORE	Verify identification credentials and documents

CHAPTER 51

MACHINIST'S MATE
(MM)

NAVPERS 18068F-51H
Change 81

Updated: January 2020

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

MACHINIST'S MATE (MM)

SCOPE OF RATING

Machinist's Mates (MM) operate, maintain, and repair (organizational and intermediate level) ship propulsion machinery, auxiliary equipment, and outside machinery, such as: steering engine, hoisting machinery, food preparation equipment, refrigeration and air conditioning equipment, windlasses, elevators, and laundry equipment; operate and maintain (organizational and intermediate level) marine boilers, pumps, forced draft blowers, and heat exchangers; perform tests, transfers, and inventory of lubricating oils, fuels, and water; maintain records and reports; and generate and stow industrial gases.

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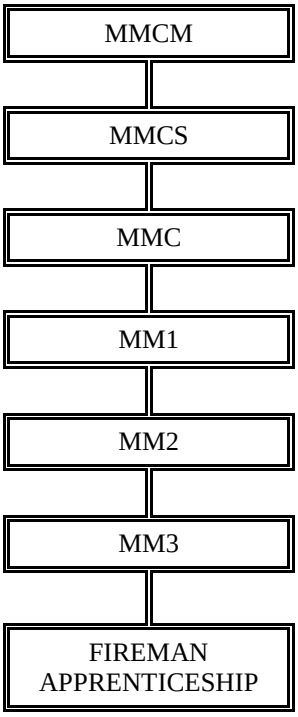
This Occupational Standard is to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) in Chapter 51.

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 **Job Code**

Steam Plant Auxiliary Systems Maintainer 003005

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Production	TBD	STEAM PLANT/AUX SYS MAINTAINER	STEAM SYS MAIN

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	MM	NEC UXXX series or other NECs as assigned

Job Description

Steam Plant Auxiliary Systems Maintainers operate and maintain steam turbines and reduction gears used for ship propulsion and auxiliary machinery such as turbo-generators, pumps, and oil purifiers; maintain auxiliary machinery outside of main machinery spaces, such as electro-hydraulic steering gears, elevators, refrigeration plants, air conditioning systems, desalinization plants (distilling plants), and compressed gas producing plants; align piping systems for oil, water, air, and steam; control the operation of ship boilers and steam turbines used for ship propulsion and service systems; control operation of turbo-generators used to produce electrical power; clean, adjust, test, and perform other preventive maintenance on the ship's boilers, main engines, turbo-generators and other auxiliary machinery including steering engines, elevators, winches, pumps, and associated valves; operate and maintain desalinization plants; maintain refrigeration plants, air conditioning systems, and galley equipment; repair or replacing valves, pumps, heat exchangers, compressors, steam turbines, and hydraulic or pneumatic control devices; and make entries in and analyze machinery operating records and reports. Maintainers work under the supervision of a mentor while learning a trade or skill.

DoD Relationship

Group Title	*DoD Code*
Main Propulsion	165100

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
Stationary Engineers and Boiler Operators	51-8021.00	Production

Skills	Abilities
Operation and Control	*Manual Dexterity*
Judgment and Decision Making	*Written Comprehension*
Management of Material Resources	*Control Precision*
Repairing	*Information Ordering*
Operation Monitoring	*Multi-limb Coordination*
Systems Analysis	*Flexibility of Closure*
Troubleshooting	*Problem Sensitivity*
Equipment Maintenance	*Arm-Hand Steadiness*
Equipment Selection	*Category Flexibility*
Systems Evaluation	*Deductive Reasoning*

LABORATORY MANAGEMENT

Paygrade	Task Type	Task Statements
E5	CORE	Align boiler layups
E4	CORE	Conduct salinity and conductivity indicator comparison tests
E4	CORE	Inventory oil lab test equipment and chemicals
E4	CORE	Prepare fuel, oil, and water reports
E4	CORE	Prepare reagents and chemicals
E4	CORE	Test feedwater
E4	CORE	Test Fuel Oil (FO) and Lube Oil (LO)

MECHANICAL SYSTEMS MAINTENANCE

Paygrade	Task Type	Task Statements
E4	CORE	Fabricate sealing gaskets
E4	CORE	Repair fire and flushing pump components
E4	CORE	Repair air casings
E4	CORE	Repair air compressors system components
E4	CORE	Repair air conditioning system components
E4	CORE	Repair air dryer system components

MECHANICAL SYSTEMS MAINTENANCE (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Repair air ejector system components
E4	CORE	Repair air system components
E4	CORE	Repair ameroyal injection systems
E4	CORE	Repair anchor windlasses system components
E4	CORE	Repair auxiliary cooling water systems components
E4	CORE	Repair auxiliary exhaust system components
E4	CORE	Repair auxiliary seawater circulating system components
E4	CORE	Repair auxiliary steam system components
E4	CORE	Repair ballasting and de-ballasting systems
E4	CORE	Repair bilge and stripping pump components
E4	CORE	Repair bilge and tank stripping system components
E4	CORE	Repair blowdown system components
E4	CORE	Repair boat davit system components
E4	CORE	Repair bow and stern ramp and door machinery components
E4	CORE	Repair capstan equipment components
E4	CORE	Repair catapult system components
E4	CORE	Repair Chill Water (CW) systems
E4	CORE	Repair condensate system pumps
E4	CORE	Repair conveyor system components
E4	CORE	Repair crane equipment components
E4	CORE	Repair diaphragm control valves
E4	CORE	Repair distillate transfer systems components
E4	CORE	Repair distilling plants components
E4	CORE	Repair dumbwaiter equipment components
E4	CORE	Repair elevator systems components
E4	CORE	Repair emergency feed pump system components
E4	CORE	Repair emergency shutdown equipment components
E4	CORE	Repair engine air system components
E4	CORE	Repair fasteners
E4	CORE	Repair feed booster pumps
E4	CORE	Repair Feedwater Control (FWC) system components
E4	CORE	Repair firemain system components
E4	CORE	Repair flange shields
E4	CORE	Repair Forced Draft Blower (FDB) equipment components
E4	CORE	Repair Fresh Water Drain Collecting Tank (FWDCT) pump components
E4	CORE	Repair fresh water drain system components
E4	CORE	Repair Fuel Oil (FO) compensating system components
E4	CORE	Repair Fuel Oil (FO) purifier system components
E4	CORE	Repair Fuel Oil (FO) quick closing valve components

MECHANICAL SYSTEMS MAINTENANCE (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Repair Fuel Oil (FO) service pumps components
E4	CORE	Repair Fuel Oil (FO) transfer system components
E4	CORE	Repair galley equipment components
E4	CORE	Repair gland seal components
E4	CORE	Repair heat exchangers components
E4	CORE	Repair heating system components
E4	CORE	Repair hydraulic cargo hatch cover equipment components
E4	CORE	Repair hydraulic system components
E4	CORE	Repair hydrostatic test pumps components
E4	CORE	Repair jacking gear components
E4	CORE	Repair laundry equipment components
E4	CORE	Repair line shaft bearings components
E4	CORE	Repair Low Pressure (LP) steam drain system components
E4	CORE	Repair Lube Oil (LO) transfer system components
E4	CORE	Repair lube oil service pump components
E4	CORE	Repair main boiler component
E4	CORE	Repair main circulating pump components
E4	CORE	Repair main drain system components
E4	CORE	Repair main feed pump components
E4	CORE	Repair main feed system components
E4	CORE	Repair main Lube Oil (LO) system components
E4	CORE	Repair mechanical and hydraulic steering gear system components
E4	CORE	Repair mess deck equipment components
E4	CORE	Repair monorail equipment components
E4	CORE	Repair oil and water separator system components
E4	CORE	Repair oil purification system components
E4	CORE	Repair oily waste water system components
E4	CORE	Repair piping system components
E4	CORE	Repair potable water brominators
E4	CORE	Repair potable water pump component
E4	CORE	Repair potable water systems
E4	CORE	Repair reducing station components
E4	CORE	Repair refrigerant recovery unit components
E4	CORE	Repair refrigeration system components
E4	CORE	Repair scullery equipment components
E4	CORE	Repair Ships Service Turbine Generators (SSTG) components
E4	CORE	Repair ships whistle components
E4	CORE	Repair stern tube components
E4	CORE	Repair system pump components

MECHANICAL SYSTEMS MAINTENANCE (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Repair system valve components
E4	CORE	Repair trash room disposal and processing equipment components
E4	CORE	Repair water heater components
E4	CORE	Repair winch equipment components
E4	CORE	Replace flexible couplings
E5	CORE	Troubleshoot air compressors systems
E5	CORE	Troubleshoot air conditioning systems
E5	CORE	Troubleshoot air dryer systems
E5	CORE	Troubleshoot air ejector systems
E5	CORE	Troubleshoot air systems
E5	CORE	Troubleshoot ameroyal injection systems
E5	CORE	Troubleshoot anchor windlasses systems
E5	CORE	Troubleshoot galley equipment

MECHANICAL SYSTEMS OPERATION

Paygrade	Task Type	Task Statements
E4	CORE	Align reserve feedwater systems
E4	CORE	Align seawater service strainers
E4	CORE	Align shore steam systems
E4	CORE	Align ventilation systems
E4	CORE	Control operations of Fuel Oil (FO) transfer systems
E4	CORE	Control operations of heat exchangers
E4	CORE	Control operations of air compressors
E4	CORE	Control operations of air conditioning systems
E4	CORE	Control operations of air dryer systems
E4	CORE	Control operations of air ejector systems
E4	CORE	Control operations of air systems
E4	CORE	Control operations of ameroyal injection systems
E4	CORE	Control operations of anchor windlasses systems
E4	CORE	Control operations of auxiliary cooling water systems
E4	CORE	Control operations of auxiliary exhaust systems
E4	CORE	Control operations of auxiliary steam systems
E4	CORE	Control operations of bilge and stripping pumps
E4	CORE	Control operations of bilge and tank stripping systems
E4	CORE	Control operations of boat davit systems
E4	CORE	Control operations of bow and stern ramp and door machinery systems
E4	CORE	Control operations of capstan equipment
E4	CORE	Control operations of catapult systems
E4	CORE	Control operations of condensate systems
E4	CORE	Control operations of conveyor systems

MECHANICAL SYSTEMS OPERATION (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Control operations of crane equipment
E4	CORE	Control operations of diaphragm control valves
E4	CORE	Control operations of distillate transfer systems
E4	CORE	Control operations of distilling plants
E4	CORE	Control operations of dumbwaiter equipment
E4	CORE	Control operations of elevator systems
E4	CORE	Control operations of emergency feed pump systems
E4	CORE	Control operations of emergency shutdown equipment
E4	CORE	Control operations of engine air systems
E4	CORE	Control operations of Feedwater Control (FWC) systems
E4	CORE	Control operations of Forced Draft Blower (FDB) equipment
E4	CORE	Control operations of fresh water drain systems
E4	CORE	Control operations of Fuel Oil (FO) purifier systems
E4	CORE	Control operations of Fuel Oil (FO) quick closing valves
E4	CORE	Control operations of Fuel Oil (FO) service pumps
E4	CORE	Control operations of galley equipment
E4	CORE	Control operations of gland seal systems
E4	CORE	Control operations of heating systems
E4	CORE	Control operations of hydraulic cargo hatch covers
E4	CORE	Control operations of hydraulic systems
E4	CORE	Control operations of hydrostatic test pump
E4	CORE	Control operations of jacking gear
E4	CORE	Control operations of laundry equipment
E4	CORE	Control operations of line shaft bearings
E4	CORE	Control operations of Low Pressure (LP) steam drain systems
E4	CORE	Control operations of Lube Oil (LO) service pumps
E4	CORE	Control operations of Lube Oil (LO) transfer systems
E4	CORE	Control operations of main boilers
E4	CORE	Control operations of main circulating pumps
E4	CORE	Control operations of main drain systems
E4	CORE	Control operations of main feed pumps
E4	CORE	Control operations of main feed systems
E4	CORE	Control operations of main lube oil system
E4	CORE	Control operations of mechanical and hydraulic steering gear systems
E4	CORE	Control operations of mess deck equipment
E4	CORE	Control operations of monorail equipment
E4	CORE	Control operations of oil purification systems
E4	CORE	Control operations of piping systems
E4	CORE	Control operations of potable water brominators

MECHANICAL SYSTEMS OPERATION (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Control operations of potable water pumps
E4	CORE	Control operations of potable water systems
E4	CORE	Control operations of reducing stations
E4	NON-CORE	Control operations of refrigerant recovery units
E4	CORE	Control operations of refrigeration systems
E4	CORE	Control operations of scullery equipment
E4	CORE	Control operations of Ships Service Turbine Generators (SSTG)
E4	CORE	Control operations of ships whistles
E4	CORE	Control operations of stern tube components
E4	CORE	Control operations of system pumps
E4	CORE	Control operations of system valves
E4	CORE	Control operations of trash room disposal and processing equipment
E4	CORE	Control operations of water heaters
E4	CORE	Control operations of winch equipment
E4	CORE	Control operations on auxiliary seawater circulating systems
E4	CORE	Control operations on ballasting and de-ballasting systems
E4	CORE	Control operations on blowdown systems
E4	CORE	Control operations on Chill Water (CW) systems
E4	CORE	Control operations on fire and flushing pumps
E4	CORE	Control operations on Fresh Water Drain Collecting Tank (FWDCT) pumps
E4	CORE	Control operations on main feed booster pumps
E4	CORE	Control operations on oily waste water systems
E4	CORE	Draw fluid samples
E4	CORE	Inspect fluid samples
E4	CORE	Prepare continuous treatment solutions

POLLUTION CONTROL

Paygrade	Task Type	Task Statements
E4	CORE	Control operations on oil and water separator systems
E4	NON-CORE	Dispose of Hazardous Material (HAZMAT)
E4	NON-CORE	Store Hazardous Materials (HAZMAT)

Job Title **Job Code**

Steam Plant Auxiliary Systems Technician 003177

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Installation, Maintenance, and Repair	TBD	STEAM PLANT/AUX SYS TECHNICIAN	STEAM SYS TECH

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	MM	NEC UXXX series or other NECs as assigned

Job Description

Steam Plant Auxiliary Systems Technicians operate and maintain steam turbines and reduction gears used for ship propulsion and auxiliary machinery, such as turbo-generators, pumps, and oil purifiers; maintain auxiliary machinery outside of main machinery spaces, such as electro-hydraulic gears, refrigeration plants, air conditioning systems, desalinization plants (distilling plants), and compressed gas producing plants; align piping systems for oil, water, air, and steam; control the operation of ship boilers and steam turbines used for ship propulsion and service systems; control operation of turbo-generators used to produce electrical power; clean, adjust, test, and perform other preventive maintenance on a ship's boilers, main engines, turbo-generators, and other auxiliary machinery including steering engines, elevators, winches, pumps and associated valves; operate and maintain desalinization plants; maintain refrigeration plants, air conditioning systems, and galley equipment; repair or replace valves, pumps, heat exchangers, compressors, steam turbines, and hydraulic or pneumatic control devices; and make entries in and analyze machinery operating records and reports. Technicians are expected to perform work independently and mentor Steam Plant Auxiliary Systems Maintainers with very limited supervision.

DoD Relationship

Group Title	*DoD Code*
Main Propulsion	165100

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
Maintenance and Repair Workers, General	49-9071.00	Installation, Maintenance, and Repair

Skills	Abilities
Troubleshooting	*Problem Sensitivity*
Systems Analysis	*Flexibility of Closure*
Management of Material Resources	*Manual Dexterity*
Repairing	*Information Ordering*
Systems Evaluation	*Multi-limb Coordination*
Equipment Maintenance	*Selective Attention*
Operation and Control	*Written Comprehension*
Complex Problem Solving	*Deductive Reasoning*
Equipment Selection	*Control Precision*
Judgment and Decision Making	*Category Flexibility*

LABORATORY MANAGEMENT

Paygrade	Task Type	Task Statements
E5	CORE	Align boiler layups

MECHANICAL SYSTEMS MAINTENANCE

Paygrade	Task Type	Task Statements
E5	CORE	Inspect fasteners
E5	CORE	Repair air register assemblies
E5	CORE	Repair boiler firesides
E5	CORE	Repair boiler fronts
E5	CORE	Repair boiler internal fittings
E5	CORE	Repair boiler sliding feet
E5	CORE	Repair boiler sprayer plates
E5	CORE	Repair boiler watersides
E5	CORE	Repair burner Safety Shut-off Devices (SSD)
E5	CORE	Repair Deaerating Feedwater Tanks (DFT)
E5	CORE	Repair manhole and hand-hole seat gaskets
E5	CORE	Repair Oxygen/Nitrogen (O2N2) system components

MECHANICAL SYSTEMS MAINTENANCE (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Repair safety valves
E5	CORE	Repair soot blower components
E5	CORE	Repair steam smothering systems
E5	CORE	Troubleshoot auxiliary cooling water systems
E5	CORE	Troubleshoot auxiliary exhaust systems
E5	CORE	Troubleshoot auxiliary seawater circulating systems
E5	CORE	Troubleshoot ballasting and de-ballasting systems
E5	CORE	Troubleshoot bilge and stripping pump systems
E5	CORE	Troubleshoot bilge and tank stripping systems
E5	CORE	Troubleshoot blowdown systems
E5	CORE	Troubleshoot boat davit systems
E5	CORE	Troubleshoot bow and stern ramp and door machinery systems
E5	CORE	Troubleshoot capstan equipment
E5	CORE	Troubleshoot catapult systems
E5	CORE	Troubleshoot Chill Water (CW) systems
E5	CORE	Troubleshoot condensate systems
E5	CORE	Troubleshoot conveyor systems
E5	CORE	Troubleshoot crane equipment
E5	CORE	Troubleshoot diaphragm control valves
E5	CORE	Troubleshoot distillate transfer systems
E5	CORE	Troubleshoot distilling plants
E5	CORE	Troubleshoot dumbwaiter equipment
E5	CORE	Troubleshoot elevator systems
E5	CORE	Troubleshoot emergency feed pump systems
E5	CORE	Troubleshoot emergency shutdown equipment
E5	CORE	Troubleshoot engine air systems
E5	CORE	Troubleshoot Feedwater Control (FWC) systems
E5	CORE	Troubleshoot fire and flushing pumps
E5	CORE	Troubleshoot Forced Draft Blower (FDB) equipment
E5	CORE	Troubleshoot Forced Draft Blowers (FDB)
E5	CORE	Troubleshoot Fresh Water Drain Collecting Tank (FWDCT) pumps
E5	CORE	Troubleshoot fresh water drain systems
E5	CORE	Troubleshoot Fuel Oil (FO) compensating system
E5	CORE	Troubleshoot Fuel Oil (FO) fuel oil service pumps
E5	CORE	Troubleshoot Fuel Oil (FO) purifier systems
E5	CORE	Troubleshoot Fuel Oil (FO) quick closing valves
E5	CORE	Troubleshoot Fuel Oil (FO) transfer systems
E5	CORE	Troubleshoot gland seals
E5	CORE	Troubleshoot heat exchangers

MECHANICAL SYSTEMS MAINTENANCE (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Troubleshoot heating systems
E5	CORE	Troubleshoot hydraulic cargo hatch cover equipment
E5	CORE	Troubleshoot hydraulic systems
E5	CORE	Troubleshoot hydrostatic test pumps
E5	CORE	Troubleshoot jacking gears
E5	CORE	Troubleshoot laundry equipment
E5	CORE	Troubleshoot line shaft bearings
E5	CORE	Troubleshoot Low Pressure (LP) steam drain systems
E5	CORE	Troubleshoot Lube Oil (LO) service pumps
E5	CORE	Troubleshoot Lube Oil (LO) transfer systems
E5	CORE	Troubleshoot main boilers
E5	CORE	Troubleshoot main circulating pumps
E5	CORE	Troubleshoot main drain systems
E5	CORE	Troubleshoot main feed booster pumps
E5	CORE	Troubleshoot main feed pumps
E5	CORE	Troubleshoot main feed systems
E5	CORE	Troubleshoot main Lube Oil (LO) systems
E5	CORE	Troubleshoot mechanical and hydraulic steering gear systems
E5	CORE	Troubleshoot mess deck equipment
E5	CORE	Troubleshoot monorail equipment
E5	CORE	Troubleshoot oil and water separator systems
E5	CORE	Troubleshoot oil purification systems
E5	CORE	Troubleshoot oily waste water systems
E5	CORE	Troubleshoot Oxygen/Nitrogen (O2N2) systems
E5	CORE	Troubleshoot piping systems
E5	CORE	Troubleshoot potable water brominators
E5	CORE	Troubleshoot potable water pumps
E5	CORE	Troubleshoot potable water systems
E5	CORE	Troubleshoot reducing stations
E5	CORE	Troubleshoot refrigerant recovery units
E5	CORE	Troubleshoot refrigeration systems
E5	CORE	Troubleshoot scullery equipment
E5	CORE	Troubleshoot Ships Service Turbine Generator (SSTG) systems
E5	CORE	Troubleshoot ships whistles
E5	CORE	Troubleshoot stern tube components
E5	CORE	Troubleshoot system pumps
E5	CORE	Troubleshoot system valves
E5	CORE	Troubleshoot trash room disposal and processing equipment
E5	CORE	Troubleshoot water heaters
E5	CORE	Troubleshoot winch equipment

MECHANICAL SYSTEMS OPERATION

Paygrade	Task Type	Task Statements
E5	CORE	Align transfer systems for receiving fuels
E5	CORE	Control operations of Oxygen/Nitrogen (O2N2) systems
E5	CORE	Troubleshoot auxiliary steam systems

POLLUTION CONTROL

Paygrade	Task Type	Task Statements
E5	NON-CORE	Clean Hazardous Material (HAZMAT) containers
E5	NON-CORE	Conduct Hazardous Material (HAZMAT) inventories
E5	NON-CORE	Conduct spill containments and clean ups
E5	NON-CORE	Inspect Hazardous Material (HAZMAT) containers

TECHNICAL ADMINISTRATION

Paygrade	Task Type	Task Statements
E5	CORE	Prepare Quality Assurance (QA) repair forms
E5	CORE	Update Quality Assurance (QA) repair forms

Job Title **Job Code**

Steam Plant Auxiliary Systems Manager 003651

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Installation, Maintenance, and Repair	TBD	STEAM PLANT/AUX SYS MANAGER	STEAM SYS MGR

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	MM	NEC UXXX series or other NECs as assigned

Job Description

Steam Plant Auxiliary Systems Managers operate and maintain steam turbines and reduction gears used for ship propulsion and auxiliary machinery, such as turbo-generators, pumps, and oil purifiers; maintain auxiliary machinery outside of main machinery spaces, such as electro-hydraulic gears. refrigeration plants, air conditioning systems, desalinization plants (distilling plants), and compressed gas producing plants; align piping systems for oil, water, air, and steam; control the operation of ship boilers and steam turbines used for ship propulsion and service systems; control operation of turbo-generators used to produce electrical power; clean, adjust, test, and perform other preventive maintenance on a ship's boilers, main engines, turbo-generators and other auxiliary machinery including steering engines, elevators, winches, pumps, and associated valves; operate and maintain desalinization plants; maintain refrigeration plants, air conditioning systems, and galley equipment; repair or replace valves, pumps, heat exchangers, compressors, steam turbines, and hydraulic or pneumatic control devices; and make entries in and analyze machinery operating records and reports. These managers have mastered a trade or skill and are qualified to mentor Steam Plant Auxiliary Systems Technicians and Steam Plant Auxiliary Systems Maintainers and carry on the craft independently.

DoD Relationship

Group Title	*DoD Code*
Main Propulsion	165100

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
First-Line Supervisors/Managers of Mechanics, Installers, and Repairers	49-1011.00	Installation, Maintenance, and Repair

Skills	Abilities
Equipment Maintenance	*Manual Dexterity*
Management of Material Resources	*Multi-limb Coordination*
Quality Control Analysis	*Problem Sensitivity*
Systems Evaluation	*Deductive Reasoning*
Complex Problem Solving	*Information Ordering*
Monitoring	*Flexibility of Closure*
Reading Comprehension	*Written Comprehension*
Equipment Selection	*Perceptual Speed*
Operation Monitoring	*Selective Attention*
Systems Analysis	*Inductive Reasoning*

ENGINEERING MANAGEMENT

Paygrade	Task Type	Task Statements
E7	CORE	Conduct preliminary boiler closeout inspections
E6	CORE	Coordinate boiler flexibility tests
E7	CORE	Coordinate full power and economy trials
E6	CORE	Coordinate propulsion plant operations
E7	CORE	Evaluate engineering management programs
E6	CORE	Evaluate equipment capabilities and performances
E7	CORE	Inspect boiler firesides
E7	CORE	Inspect boiler watersides
E6	CORE	Inspect Electronic Automatic Boiler Controls (EABC) systems
E6	CORE	Inspect Forced Draft Blower (FDB) components
E7	CORE	Review Boiler Inspection and Repair Management Information Systems (BIRMIS) reports
E7	CORE	Verify ships trial reports

LABORATORY MANAGEMENT

Paygrade	Task Type	Task Statements
E5	CORE	Align boiler layups
E6	CORE	Estimate fuel, oil, and water requirements

MECHANICAL SYSTEMS MAINTENANCE

Paygrade	Task Type	Task Statements
E7	CORE	Coordinate Main Reduction Gear (MRG) inspections
E6	CORE	Inspect air casings
E6	CORE	Inspect air register assemblies
E6	CORE	Inspect boiler fronts
E7	CORE	Inspect boiler internal fittings
E6	CORE	Inspect boiler sliding feet
E6	CORE	Inspect boiler sprayer plates
E6	CORE	Inspect boiler structural components
E6	CORE	Inspect burner Safety Shut-off Devices (SSD)
E6	CORE	Inspect Deaerating Feedwater Tanks (DFT)
E6	CORE	Inspect flange shields
E6	CORE	Inspect manhole and hand-hole seat gasket
E7	CORE	Inspect potable water tank
E6	CORE	Inspect safety valves
E6	CORE	Inspect soot blower
E6	CORE	Inspect steam smothering systems
E6	CORE	Repair machinery speed limiting devices
E7	CORE	Review Steam Catapult Inspection and Repair Management Information Systems (SCIRMIS) reports
E6	CORE	Troubleshoot machinery speed limiting devices

POLLUTION CONTROL

Paygrade	Task Type	Task Statements
E7	NON-CORE	Coordinate spill containments and clean ups
E6	NON-CORE	Inspect Hazardous Material (HAZMAT) storage areas

TECHNICAL ADMINISTRATION

Paygrade	Task Type	Task Statements
E7	CORE	Approve Quality Assurance (QA) repair forms
E6	CORE	Review Quality Assurance (QA) repair forms
E6	CORE	Validate Engineering Operational Sequencing System (EOSS) manuals
E6	CORE	Verify ships systems technical drawings

CHAPTER 51

MACHINIST'S MATE
(MM)

NAVPERS 18068-51G
CH-64

Updated: October 2015

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

MACHINIST'S MATE, NON-NUCLEAR, SUBMARINE AUXILIARY (MMA)

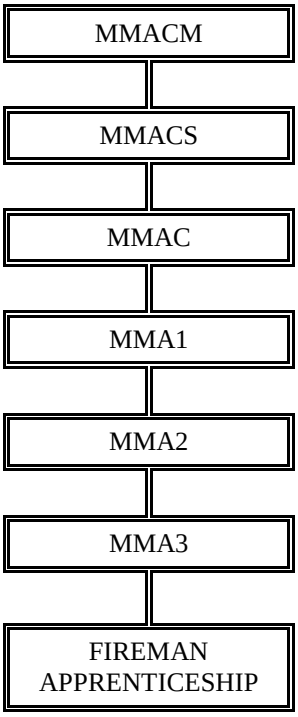
SCOPE OF RATING

Machinist's Mate, Non-Nuclear, Submarine Auxiliary (MMA) operate, maintain, and repair (at the organizational and intermediate level) damage control equipment and systems, internal combustion diesel engines and diesel engine support systems, hydraulic systems, atmosphere control and oxygen-generating equipment, refrigeration systems, compressed air and gas systems, potable water system, seawater systems, and sanitary and plumbing systems.

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) in Chapter 51.

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

Auxiliary Equipment Technician

Job Code

001519

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Installation, Maintenance, and Repair	TBD	AUXILIARY EQUIPMENT TECHNICIAN	AUX EQUIP TECH

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	MMA	NEC's may include 42XX series

Job Description

Auxiliary Equipment Technicians perform organizational and intermediate maintenance as well as advanced systems operations of hydraulic power plants and hydraulic system components, emergency diesel engines, compressed gas systems (air, oxygen, hydrogen, and nitrogen), sanitation systems, seawater systems, freshwater systems, oxygen-generating equipment, atmosphere control equipment, and submarine salvage equipment (watertight hatches and doors) and supervise operations and maintenance performed by Auxiliary Equipment Operators.

DoD Relationship

Group Title	*DoD Code*
Shipboard Propulsion	165000

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
Maintenance and Repair Workers, General	49-9071.00	Installation, Maintenance and Repair

Skills

Equipment Maintenance
Operation and Control
Operation Monitoring
Reading Comprehension
Troubleshooting
Quality Control Analysis
Systems Evaluation
Management of Material Resources
Monitoring

Abilities

Manual Dexterity
Written Comprehension
Multi-limb Coordination
Problem Sensitivity
Deductive Reasoning
Control Precision
Inductive Reasoning

MECHANICAL MAINTENANCE

Paygrade	Task Type	Task Statements
E4	CORE	Lubricate components
E4	CORE	Maintain air system components
E4	CORE	Maintain atmosphere control equipment
E4	CORE	Maintain auxiliary drain systems
E4	CORE	Maintain damage control equipment
E4	CORE	Maintain demineralized water systems
E4	CORE	Maintain depth sensing systems
E5	CORE	Maintain diesel engine support systems
E5	CORE	Maintain diesel engines
E4	CORE	Maintain drain systems
E5	NON-CORE	Maintain dry deck shelter systems
E4	CORE	Maintain escape trunks
E4	CORE	Maintain fresh water cooling systems
E4	CORE	Maintain habitability systems
E4	CORE	Maintain hydraulic system components
E4	CORE	Maintain oxygen and nitrogen systems
E5	CORE	Maintain oxygen-generating equipment

E4	CORE	Maintain potable water system components
E4	CORE	Maintain refrigeration system components
E4	CORE	Maintain salvage components
E4	CORE	Maintain ship service hydraulic plants
E5	CORE	Maintain steering and diving control systems
E4	CORE	Maintain steering and diving hydraulic plants
E4	CORE	Maintain submarine lubrication system
E4	CORE	Maintain trim system components
E4	CORE	Maintain variable ballast system components
E4	CORE	Maintain ventilation system components
E4	CORE	Maintain watertight doors and hatches
E4	CORE	Perform corrective maintenance on air system components
E5	CORE	Perform corrective maintenance on atmosphere control equipment
E4	CORE	Perform corrective maintenance on auxiliary drain system components
E4	CORE	Perform corrective maintenance on damage control equipment
E4	CORE	Perform corrective maintenance on demineralized water system
E5	CORE	Perform corrective maintenance on depth sensing system
E5	CORE	Perform corrective maintenance on diesel engine and support systems
E4	CORE	Perform corrective maintenance on drain system components
E5	CORE	Perform corrective maintenance on dry deck shelter systems
E4	CORE	Perform corrective maintenance on escape trunks
E4	CORE	Perform corrective maintenance on fresh water cooling systems
E4	CORE	Perform corrective maintenance on habitability systems
E4	CORE	Perform corrective maintenance on hydraulic system components
E5	CORE	Perform corrective maintenance on main ballast tank vent components
E5	CORE	Perform corrective maintenance on oxygen and nitrogen systems
E5	CORE	Perform corrective maintenance on oxygen-generating equipment
E4	CORE	Perform corrective maintenance on potable water system
E4	CORE	Perform corrective maintenance on refrigeration systems
E4	CORE	Perform corrective maintenance on salvage components
E4	CORE	Perform corrective maintenance on shipboard pumps
E4	CORE	Perform corrective maintenance on shipboard valves
E5	CORE	Perform corrective maintenance on steering and diving control systems
E4	CORE	Perform corrective maintenance on submarine lubrication systems
E4	CORE	Perform corrective maintenance on trim systems
E4	CORE	Perform corrective maintenance on ventilation systems
E4	CORE	Perform corrective maintenance on water tight doors and hatches
E5	CORE	Perform preventive maintenance on air system components
E5	CORE	Perform preventive maintenance on atmosphere control equipment
E4	CORE	Perform preventive maintenance on auxiliary drain system components
E4	CORE	Perform preventive maintenance on damage control equipment

E4	CORE	Perform preventive maintenance on demineralized water system
E4	CORE	Perform preventive maintenance on depth sensing system
E4	CORE	Perform preventive maintenance on diesel engine and support systems
E4	CORE	Perform preventive maintenance on drain system components
E5	NON-CORE	Perform preventive maintenance on dry deck shelter systems
E5	CORE	Perform preventive maintenance on escape trunks
E4	CORE	Perform preventive maintenance on fresh water cooling systems
E4	CORE	Perform preventive maintenance on habitability systems
E4	CORE	Perform preventive maintenance on hydraulic system components
E5	CORE	Perform preventive maintenance on oxygen and nitrogen systems
E5	CORE	Perform preventive maintenance on oxygen-generating equipment
E4	CORE	Perform preventive maintenance on potable water system
E5	CORE	Perform preventive maintenance on refrigeration systems
E5	CORE	Perform preventive maintenance on salvage components
E4	CORE	Perform preventive maintenance on shipboard pumps
E4	CORE	Perform preventive maintenance on shipboard valves
E6	CORE	Perform preventive maintenance on steering and diving control systems
E4	CORE	Perform preventive maintenance on submarine lubrication systems
E4	CORE	Perform preventive maintenance on trim systems
E5	CORE	Perform preventive maintenance on variable ballast systems
E4	CORE	Perform preventive maintenance on ventilation systems
E5	CORE	Perform preventive maintenance on water tight doors and hatches
E7	CORE	Supervise diesel inspections

MECHANICAL SYSTEMS OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Adjust air system components
E4	CORE	Adjust hydraulic system components
E5	CORE	Adjust refrigeration system components
E5	CORE	Adjust steering and diving control systems
E4	CORE	Maintain shipboard pumps
E4	CORE	Operate air system components
E5	CORE	Operate atmosphere control equipment
E4	CORE	Operate auxiliary drain systems
E4	CORE	Operate depth sensing systems
E4	CORE	Operate diesel engines and support systems
E4	CORE	Operate drain systems
E5	NON-CORE	Operate dry deck shelter systems
E4	CORE	Operate external hydraulic plants
E4	CORE	Operate fresh water cooling systems
E4	CORE	Operate hydraulic system components
E4	CORE	Operate main ballast tank vent components

E4	CORE	Operate oxygen and nitrogen systems
E5	CORE	Operate oxygen-generating equipment
E4	CORE	Operate potable water systems
E4	CORE	Operate refrigeration systems
E4	CORE	Operate ships service hydraulic plants
E4	CORE	Operate steering and diving control systems
E4	CORE	Operate stern diving plants
E4	CORE	Operate submarine emergency life support systems
E4	CORE	Operate submarine habitability systems
E4	CORE	Operate submarine salvage systems
E4	CORE	Operate trim systems
E4	CORE	Operate ventilation systems

QUALITY ASSURANCE

Paygrade	**Task Type**	**Task Statements**
E5	CORE	Perform Quality Assurance (QA) inspections

Job Title

Auxiliary Equipment Operator

Job Code

001524

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Installation, Maintenance, and Repair	TBD	AUXILIARY EQUIPMENT OPERATOR	AUX EQUIP OPER

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	MMA	NEC's may include 42XX series

Job Description

Auxiliary Equipment Operators perform operations and basic preventive maintenance of hydraulic power plants and hydraulic system components, emergency diesel engines, compressed gas systems (air, oxygen, hydrogen, and nitrogen), sanitation systems, seawater systems, freshwater systems, submarine firefighting, and emergency dewatering and damage control equipment.

DoD Relationship

Group Title	*DoD Code*
Shipboard Propulsion	165000

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
Maintenance and Repair Workers, General	49-9071.00	Installation, Maintenance and Repair

Skills

Operation and Control

Operation Monitoring

Equipment Maintenance

Troubleshooting

Monitoring

Quality Control Analysis

Abilities

Manual Dexterity

Deductive Reasoning

Problem Sensitivity

Written Comprehension

Control Precision

Multi-limb Coordination

Information Ordering

MECHANICAL MAINTENANCE

Paygrade	Task Type	Task Statements
E4	CORE	Lubricate components
E4	CORE	Maintain ship service hydraulic plants
E4	CORE	Perform corrective maintenance on air system components
E5	CORE	Perform corrective maintenance on atmosphere control equipment
E4	CORE	Perform corrective maintenance on auxiliary drain system components
E4	CORE	Perform corrective maintenance on damage control equipment
E4	CORE	Perform corrective maintenance on demineralized water system
E5	CORE	Perform corrective maintenance on depth sensing system
E5	CORE	Perform corrective maintenance on diesel engine and support systems
E4	CORE	Perform corrective maintenance on drain system components
E5	CORE	Perform corrective maintenance on dry deck shelter systems
E4	CORE	Perform corrective maintenance on escape trunks
E4	CORE	Perform corrective maintenance on fresh water cooling systems
E4	CORE	Perform corrective maintenance on habitability systems
E4	CORE	Perform corrective maintenance on hydraulic system components
E5	CORE	Perform corrective maintenance on main ballast tank vent components
E5	CORE	Perform corrective maintenance on oxygen and nitrogen systems
E5	CORE	Perform corrective maintenance on oxygen-generating equipment
E4	CORE	Perform corrective maintenance on potable water system
E4	CORE	Perform corrective maintenance on refrigeration systems
E4	CORE	Perform corrective maintenance on salvage components

E5	CORE	Perform corrective maintenance on steering and diving control systems
E4	CORE	Perform corrective maintenance on submarine lubrication systems
E4	CORE	Perform corrective maintenance on trim systems
E4	CORE	Perform corrective maintenance on water tight doors and hatches

MECHANICAL SYSTEMS OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Adjust air system components
E4	CORE	Adjust hydraulic system components
E5	CORE	Adjust refrigeration system components
E5	CORE	Adjust steering and diving control systems
E4	CORE	Maintain shipboard pumps
E4	CORE	Operate air system components
E5	CORE	Operate atmosphere control equipment
E4	CORE	Operate auxiliary drain systems
E4	CORE	Operate depth sensing systems
E4	CORE	Operate diesel engines and support systems
E4	CORE	Operate drain systems
E5	NON-CORE	Operate dry deck shelter systems
E4	CORE	Operate external hydraulic plants
E4	CORE	Operate fresh water cooling systems
E4	CORE	Operate hydraulic system components
E4	CORE	Operate main ballast tank vent components
E4	CORE	Operate oxygen and nitrogen systems
E5	CORE	Operate oxygen-generating equipment
E4	CORE	Operate potable water systems
E4	CORE	Operate refrigeration systems
E4	CORE	Operate ships service hydraulic plants
E4	CORE	Operate steering and diving control systems
E4	CORE	Operate stern diving plants
E4	CORE	Operate submarine emergency life support systems
E4	CORE	Operate submarine habitability systems
E4	CORE	Operate submarine salvage systems
E4	CORE	Operate trim systems
E4	CORE	Operate ventilation systems

QUALITY ASSURANCE

Paygrade	Task Type	Task Statements
E4	CORE	Perform Quality Assurance (QA) maintenance

Job Title

Auxiliary Equipment Manager

Job Code

001532

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Production	TBD	AUXILIARY EQUIPMENT MANAGER	AUX EQUIP MGR

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	MMA	NEC's may include 42XX series

Job Description

Auxiliary Equipment Managers manage auxiliary division operations, maintenance, and training of hydraulic power plants and hydraulic system components, emergency diesel engines, compressed gas systems (such as air, oxygen, hydrogen, and nitrogen), sanitation systems, seawater systems, freshwater systems, oxygen-generating equipment, atmosphere control equipment, and submarine salvage equipment such as watertight hatches and doors. They also train, mentor, and supervise the operations and maintenance performed by Auxiliary Equipment Technicians and Operators.

DoD Relationship

Group Title	*DoD Code*
Shipboard Propulsion	165000

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
First-Line Supervisors of Managers, Mechanics, Installers, and Repairers	49-1011.00	Installation, Maintenance and Repair

Skills	Abilities
Management of Material Resources	*Inductive Reasoning*
Management of Personnel Resources	*Oral Expression*
Monitoring	*Deductive Reasoning*
Quality Control Analysis	*Information Ordering*

MECHANICAL MAINTENANCE

Paygrade	Task Type	Task Statements
E7	CORE	Supervise diesel engine corrective maintenance
E7	CORE	Supervise diesel inspections
E6	CORE	Supervise hydraulic corrective maintenance
E7	CORE	Supervise oxygen-generating plant corrective maintenance
E6	CORE	Supervise oxygen-generating plant operation
E7	CORE	Supervise steering and diving control system maintenance

MECHANICAL SYSTEMS OPERATIONS

Paygrade	Task Type	Task Statements
E7	CORE	Supervise diesel engine operations
E6	CORE	Supervise habitability and sanitation operations
E6	CORE	Supervise hydraulic system operations
E6	CORE	Supervise oxygen and nitrogen systems maintenance
E6	CORE	Supervise oxygen and nitrogen systems operations

QUALITY ASSURANCE

Paygrade	Task Type	Task Statements
E5	CORE	Develop Quality Assurance (QA) packages
E4	CORE	Perform Quality Assurance (QA) maintenance
E7	CORE	Review Quality Assurance (QA) packages

CHAPTER 51

MACHINIST'S MATE
(MM)

NAVPERS 18068-51F
CH-70

Updated: April 2017

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

MACHINIST'S MATE, NUCLEAR POWER (MMN)

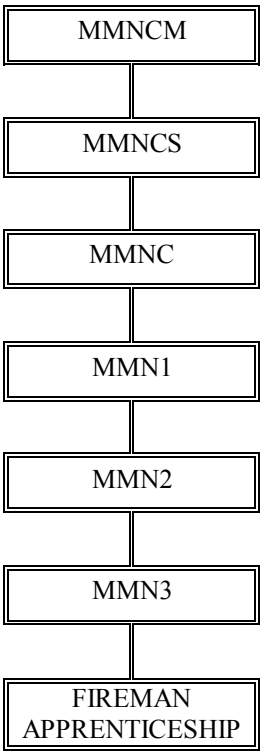
SCOPE OF RATING

Machinist's Mates, Nuclear Power (MMN) operate and maintain Naval Nuclear propulsion plants and associated equipment; supervise and administer naval nuclear propulsion plant operations; thoroughly understand reactor, electrical, and mechanical theory involved in the operation of the nuclear reactor, steam plant, propulsion plant, and auxiliary equipment; operate and repair systems associated with reactor plants, propulsion plants, and auxiliary support systems (e.g. air compressors, distilling plants, propulsion turbines, electric power generation turbines, shaft line components, air conditioning equipment, feed and condensate, steam, hydraulic, seawater systems, air, potable water, lubricating oil and oil purification, reactor auxiliary and support systems pumps, valves, and heat exchangers); perform tests, transfers, and inventories of lubricating oils, fuels, and water; and maintain records and reports on both surface and sub-surface ships.

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) in Chapter 51.

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 **Job Code**

Propulsion Plant Mechanical Operator 003781

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Production	TBD	PROPULSION PLANT MECH OP	PPM OPERATOR

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	MMN	NECs 3355, 3359, 3389

Job Description

Propulsion Plant Mechanical Operators operate and perform basic preventive maintenance on propulsion plant mechanical systems, support systems, turbines, pumps, and valves; operate reactor plants, propulsion plants, and auxiliary support systems; monitor operations of the shutdown reactor and propulsion plant; repair and maintain equipment; and perform work critical to the movement of naval tactical and strategic forces.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Nuclear Power	166100	Nuclear Power Reactor Operators	51-8011.00	Production

Skills	Abilities
Operation Monitoring	*Written Comprehension*
Operation and Control	*Manual Dexterity*
Equipment Maintenance	*Problem Sensitivity*
Quality Control Analysis	*Written Expression*
Systems Analysis	*Arm-Hand Steadiness*
Management of Material Resources	*Visual Color Discrimination*
Reading Comprehension	*Oral Expression*
Writing	*Extent Flexibility*
Coordination	*Flexibility of Closure*
Speaking	*Number Facility*

ENGINEERING MANAGEMENT

Paygrade	Task Type	Task Statements
E4	CORE	Maintain small valve maintenance documentation

LABORATORY MANAGEMENT

Paygrade	Task Type	Task Statements
E5	NON-CORE	Analyze coolant discharge system samples
E4	NON-CORE	Analyze primary plant water (e.g. charging, discharge, reactor plant fresh water, steam generator, etc.)
E4	CORE	Analyze steam plant makeup water sources (e.g. distilling unit distillate, demineralized, potable, etc.)
E5	NON-CORE	Disestablish Radiological Controlled Areas (RCA)
E5	NON-CORE	Establish Radiological Controlled Areas (RCA)
E4	NON-CORE	Grant access to Radiological Controlled Areas (RCA)
E6	CORE	Maintain Radiological Controlled Area (RCA) records
E4	CORE	Sample lube oil systems (e.g. main, propulsion, shaft, turbine, etc.)
E5	CORE	Survey Radiologically Controlled Areas (RCA)

MECHANICAL MAINTENANCE

Paygrade	Task Type	Task Statements
E4	CORE	Adjust pump packing
E4	CORE	Adjust reducing valve set points
E4	CORE	Adjust relief valve set points
E4	CORE	Adjust valve packing
E5	NON-CORE	Calibrate mechanical gauges
E4	CORE	Clean reactor plant system and system components (e.g. main coolant systems, steam generator components, reactor plant fresh water systems, etc.)
E4	CORE	Clean secondary plant system and system components (e.g. sea water systems, main steam systems, condensate systems, etc.)
E4	CORE	Complete remote operability of key reactor plant valves checklists
E4	CORE	Lubricate reactor plant system, and system components (e.g. main coolant systems, steam generator components, reactor plant fresh water systems, etc.)
E4	CORE	Lubricate secondary plant system and system components (e.g. sea water systems, main steam systems, condensate systems, etc.)
E5	NON-CORE	Maintain Propulsion Plant Local Area Network (PPLAN) network settings
E5	CORE	Repair secondary plant system and system components (e.g. sea water systems, main steam systems, condensate systems, etc.)
E5	CORE	Tag out reactor plant components (e.g. instrumentation and control, mechanical, electrical, etc.)
E6	CORE	Troubleshoot mechanical components (e.g. compressors, turbines, pumps, valves, etc.)

MECHANICAL SYSTEMS OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Align air compressors (e.g. startups, shutdowns, etc.)
E4	CORE	Align air systems (e.g. change reducer settings, system lineup alterations, etc.)
E4	CORE	Align auxiliary feed systems (e.g. startups, shutdowns, etc.)
E4	CORE	Align auxiliary seawater systems (e.g. startups, shutdowns, cross-connects, etc.)
E4	CORE	Align bilge and oily water systems
E4	CORE	Align condensate and feed systems
E4	CORE	Align coolant support systems (e.g. charging, discharging, sampling, etc.)
E4	CORE	Align demineralized water systems (e.g. startups, shutdowns, tank fills, etc.)
E4	CORE	Align distilling units (e.g. startups, shutdowns, etc.)
E4	NON-CORE	Align hydraulic systems
E4	CORE	Align lube oil purification systems (e.g. purifier startups, purifier shutdowns, line ups to purify, etc.)
E4	CORE	Align main lube oil systems (e.g. startups, shutdowns, samplings, etc.)
E4	CORE	Align main seawater systems (e.g. startups, shutdowns, cross-connects, etc.)
E4	CORE	Align main steam systems (e.g. startups, shutdowns, cross-connects, etc.)
E4	CORE	Align potable water systems (e.g. startups, shutdowns, tank fills, etc.)

MECHANICAL SYSTEMS OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E4	NON-CORE	Align primary shield water systems
E4	CORE	Align propulsion lube oil systems (e.g. startups, shutdowns, samplings, etc.)
E4	CORE	Align reactor air systems (e.g. air flask refills, pressure control, blowdowns, etc.)
E4	CORE	Align reactor fill systems (e.g. startups, shutdowns, flow adjustments, shifting of water sources, etc.)
E4	CORE	Align reactor plant fresh water systems (e.g. startups, shutdowns, cooling adjustments, etc.)
E4	CORE	Align reactor plant sea water systems (e.g. startups, shutdowns, shifting of coolers, etc.)
E4	CORE	Align reboiler systems (e.g. startups, shutdowns, blowdowns, etc.)
E4	CORE	Align reserve and makeup feed systems (e.g. startups, shutdowns, tank fills, etc.)
E4	CORE	Align steam drain systems (e.g. fresh water, high pressure, low pressure, etc.)
E4	CORE	Align steam driven pumps (e.g. main feed, main circulate, turbine driven fire, etc.)
E4	CORE	Align steam generating systems (e.g. startups, shutdowns, samplings, blowdowns, etc.)
E4	CORE	Align steam plant auxiliary systems (e.g. steam, gland seal, gland exhaust, etc.)
E4	CORE	Align turbine generator lube oil systems (e.g. startups, shutdowns, samplings, etc.)
E4	CORE	Align valve operating systems (e.g. lineup changes, tank fills, manual operations, etc.)
E4	CORE	Analyze reactor plant system and system component pressure, temperature, and chemistry parameters (e.g. main coolant systems, steam generator components, reactor plant fresh water systems, etc.)
E4	CORE	Analyze secondary plant system parameters and system pressure, temperature, and levels (e.g. sea water systems, main steam systems, condensate systems, etc.)
E5	CORE	Perform main engine throttle operations
E4	NON-CORE	Survey primary valve radiological operations

QUALITY ASSURANCE

Paygrade	Task Type	Task Statements
E5	CORE	Test lube oil systems
E5	CORE	Test pneumatic systems (e.g. sea water, condensate and feed, fresh water, etc.)
E5	CORE	Test reactor systems
E5	CORE	Test secondary water systems (e.g. sea water, condensate and feed, fresh water, etc.)
E5	CORE	Test steam systems

Job Title **Job Code**

Propulsion Plant Mechanical Supervisor 003789

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Production	TBD	PROPULSION PLANT MECH SUP	PPM SUPERVISOR

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	MMN	NEC 3365

Job Description

Propulsion Plant Mechanical Supervisors perform advanced mechanical systems operations; apply advanced level maintenance practices to propulsion plant mechanical systems, support systems, turbines, pumps, and valves; supervise operations, advanced maintenance, advanced testing, and training for personnel assigned to machinery divisions; draft correspondence; develop administrative programs; perform risk management; repair and maintain equipment; and perform work critical to the movement of naval tactical and strategic forces.

DoD Relationship

Group Title	*DoD Code*
Nuclear Power	166100

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
First-Line Supervisors/Managers of Production and Operating Workers	51-1011.00	Production

Skills

Operation Monitoring
Coordination
Management of Personnel Resources
Systems Evaluation
Complex Problem Solving
Installation
Instructing
Repairing
Speaking

Abilities

Oral Expression
Problem Sensitivity
Written Comprehension
Near Vision
Control Precision
Information Ordering
Written Expression

ENGINEERING MANAGEMENT

Paygrade	Task Type	Task Statements
E7	NON-CORE	Conduct remote operability of key reactor plant valves training
E6	CORE	Supervise division maintenance operations (e.g. electrical, mechanical, reactor control, etc.)
E6	CORE	Supervise shutdown and critical watch section operations

MECHANICAL MAINTENANCE

Paygrade	Task Type	Task Statements
E5	CORE	Repair reactor plant system and system components (e.g. main coolant systems, steam generator components, reactor plant fresh water systems, etc.)

MECHANICAL SYSTEMS OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Inspect reactor plant system and system component pressure, temperature, and chemistry parameters (e.g. main coolant systems, steam generator components, reactor plant fresh water systems, etc.)
E4	CORE	Inspect secondary plant system parameters and system pressure, temperature, and levels (e.g. sea water systems, main steam systems, condensate systems, etc.)
E6	CORE	Offload lube oil tanks
E6	CORE	Onload lube oil tanks

Job Title **Job Code**

Propulsion Plant Mechanical Manager 003797

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Production	TBD	PROPULSION PLANT MECH MGR	PPM MANAGER

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	MMN	NECs 3365, 3359, 3389

Job Description

Propulsion Plant Mechanical Managers manage operations, maintenance, and training for personnel assigned to machinery divisions and engineering and reactor departments; review divisional and departmental administrative correspondence; perform divisional/departmental program and training audits; perform risk management; repair and maintain equipment; and perform work critical to the movement of naval tactical and strategic forces.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Nuclear Power	166100	Nuclear Power Reactor Operators	51-8011.00	Production

Skills	Abilities
Coordination	*Problem Sensitivity*
Management of Personnel Resources	*Selective Attention*
Monitoring	*Deductive Reasoning*
Systems Evaluation	*Oral Expression*
Judgment and Decision Making	*Information Ordering*
Management of Material Resources	*Visualization*
Quality Control Analysis	*Written Comprehension*

ENGINEERING MANAGEMENT

Paygrade	Task Type	Task Statements
E7	CORE	Administer continuous training exams
E7	CORE	Audit engineering and reactor department records
E7	CORE	Manage department drill programs
E7	CORE	Manage department training drills
E7	CORE	Manage equipment modifications (e.g. reactor, non-reactor, etc.)
E6	NON-CORE	Manage reactor fill system repair programs
E6	NON-CORE	Manage reactor fill system testing programs
E5	CORE	Plan division maintenance schedules, equipment availability, and personnel assignments

CHAPTER 51

MACHINIST'S MATE
(MM)

NAVPERS 18068-51G
CH-64

Updated: October 2015

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

MACHINIST'S MATE (WEAPONS) MM(W)

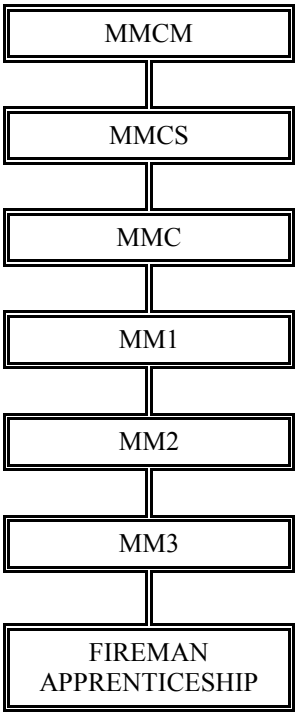
SCOPE OF RATING

Machinist's Mates (Weapons) (MMW) perform organizational and intermediate level maintenance on test equipment, launching/firing systems, and stowage facilities associated with underwater ordnance, to include hydraulic systems, air systems, and seawater systems associated with launching/firing systems; perform organizational maintenance on underwater ordnance, small arms, and ammunition; prepare underwater ordnance for launching to include conducting post fire and post run routines; and perform operations and organizational maintenance on submarine anchoring systems.

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) in Chapter 51.

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 **Job Code**

Tactical Weapons Operator 001537

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Military Specific	TBD	TACTICAL WEAPONS OPERATOR	TACT WEP OPER

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	MMW	NECs 4233, 4235, 4247

Job Description

Tactical Weapons Operators perform operations and basic-level maintenance of submarine anchor systems, Arms, Ammunition, and Explosives (AA&E), weapons shipping and handling systems, submarine-launched mines, missiles, and torpedoes, weapons delivery systems, Vertical Launch Systems (VLS), and countermeasure systems; participate in weapons handling evolutions; support the processing and attack of targets; provide munitions to weapon systems and security for operational forces; and repair and maintain weapons system equipment.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Torpedo Repair	112300	Military Enlisted Tactical Operations and Air/Weapons Specialists and Crew Members, All Others	55-3019.00	Military Specific

Skills	Abilities
Operation and Control	*Written Comprehension*
Operation Monitoring	*Problem Sensitivity*
Equipment Maintenance	*Manual Dexterity*
Management of Material Resources	*Finger Dexterity*
Quality Control Analysis	*Multi-limb Coordination*
Systems Evaluation	*Oral Comprehension*
Reading Comprehension	*Fluency of Ideas*
Speaking	*Speed of Closure*
Writing	*Written Expression*
Active Listening	*Control Precision*

ARMS, AMMUNITION, AND EXPLOSIVES (AA&E)

Paygrade	Task Type	Task Statements
E4	CORE	Inspect Arms, Ammunition, and Explosives (AA&E)
E4	CORE	Inventory Arms, Ammunition, and Explosives (AA&E)
E4	CORE	Maintain magazines and lockers
E4	CORE	Maintain security force equipment
E4	CORE	Maintain small arms and crew served weapons
E4	CORE	Perform ammunition and countermeasure transfers
E4	CORE	Repair magazines and lockers
E4	CORE	Test Arms, Ammunition, and Explosives (AA&E)

DAMAGE CONTROL

Paygrade	Task Type	Task Statements
E4	CORE	Combat torpedo room casualties
E4	CORE	Combat weapons casualties

ORDNANCE MAINTENANCE AND OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Handle submarine ordnance
E4	CORE	Launch submarine ordnance
E4	CORE	Maintain submarine launched ordnance
E4	CORE	Operate general purpose electronic test equipment
E4	CORE	Test Torpedo Tube Launched (TTL) tomahawk cruise missiles
E4	CORE	Test Vertical Launch System (VLS) tomahawk cruise missiles

SIGNAL EJECTOR SYSTEM MAINTENANCE AND OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Adjust countermeasure launcher systems
E4	CORE	Maintain countermeasure launcher systems
E4	NON-CORE	Operate internal auxiliary launcher in all modes
E4	CORE	Operate internal countermeasure launcher in all modes
E4	CORE	Test countermeasure launcher systems

SUPPORT SYSTEMS MAINTENANCE AND OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Coordinate tube draining operations
E4	CORE	Inspect seals, gaskets, and O-rings
E5	CORE	Inspect tanks and voids
E4	CORE	Maintain air system components
E4	CORE	Maintain anchor systems
E4	CORE	Maintain shipboard valves
E4	CORE	Operate air system components
E4	CORE	Operate anchor system
E4	CORE	Operate hydraulic system components
E4	CORE	Operate manually controlled valves
E4	CORE	Operate weapons monitoring equipment
E4	CORE	Replace seals, gaskets, and O-rings

TECHNICAL ADMINISTRATION

Paygrade	Task Type	Task Statements
E5	CORE	Maintain Arms, Ammunition, and Explosives (AA&E) records
E5	CORE	Maintain torpedo and missile record books
E4	CORE	Maintain weight test and calibration records

TORPEDO TUBE SYSTEM MAINTENANCE AND OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Maintain weapons delivery systems
E4	CORE	Operate nitrogen systems
E4	CORE	Operate weapons delivery systems

VERTICAL LAUNCH SYSTEM MAINTENANCE AND OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Maintain Vertical Launch Systems (VLS)
E4	CORE	Operate Vertical Launch Systems (VLS)
E6	CORE	Perform Vertical Launch System (VLS) evolutions

WEAPONS HANDLING / SHIPPING SYSTEMS MAINTENANCE AND OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Clean weapons handling systems
E4	CORE	Clean weapons shipping systems
E4	CORE	Maintain weapons handling systems
E4	CORE	Maintain weapons shipping systems
E4	CORE	Operate weapons handling systems
E4	CORE	Operate weapons shipping systems
E4	CORE	Perform rigging operations
E4	CORE	Perform weapons delivery system evolutions
E4	CORE	Perform weapons handling evolutions
E4	CORE	Perform weapons shipping evolutions

Job Title

Tactical Weapons Manager

Job Code

001542

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Production	TBD	TACTICAL WEAPONS MANAGER	TACT WEP MGR

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	MMW	NECs 0812, 0814, 4233, 4235, 4236, 4247

Job Description

Tactical Weapons Managers manage the operations of submarine anchor systems, Arms, Ammunition, and Explosives (AA&E), weapons shipping and handling systems, submarine-launched mines, missiles, and torpedoes, weapons delivery systems, Vertical Launch Systems (VLS), and countermeasure systems; supervise the employment of weapons systems and weapons handling evolutions; coordinate communications; and oversee divisional and departmental operations, maintenance, and training.

DoD Relationship

Group Title	*DoD Code*
Torpedo Repair	112300

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
First-Line Supervisors/Managers of Production and Operating Workers	51-1011.00	Production

Skills	Abilities
Management of Personnel Resources	*Problem Sensitivity*
Management of Material Resources	*Information Ordering*
Coordination	*Written Comprehension*
Reading Comprehension	*Inductive Reasoning*
Writing	*Selective Attention*
Operation and Control	*Visualization*
Complex Problem Solving	*Oral Expression*
Critical Thinking	*Written Expression*
Instructing	*Fluency of Ideas*
Monitoring	*Speech Clarity*

ARMS, AMMUNITION, AND EXPLOSIVES (AA&E)

Paygrade	Task Type	Task Statements
E5	CORE	Conduct force protection training
E5	CORE	Conduct small arms range
E6	CORE	Manage ammunition and countermeasure transfers

DAMAGE CONTROL

Paygrade	Task Type	Task Statements
E6	CORE	Direct torpedo room casualty procedures
E5	CORE	Direct weapons casualty procedures
E6	CORE	Manage weapons casualty procedures

QUALITY ASSURANCE

Paygrade	Task Type	Task Statements
E7	CORE	Audit Quality Assurance (QA) packages
E5	CORE	Create Quality Assurance (QA) packages
E6	CORE	Review Quality Assurance (QA) packages
E5	CORE	Supervise Quality Assurance (QA) testing

SUPPORT SYSTEMS MAINTENANCE AND OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Coordinate tube draining operations
E5	CORE	Direct weapons monitoring equipment operations

TECHNICAL ADMINISTRATION

Paygrade	Task Type	Task Statements
E6	CORE	Audit Arms, Ammunition, and Explosives (AA&E) records
E6	CORE	Audit weight test and calibration records
E6	CORE	Coordinate departmental maintenance
E5	CORE	Coordinate divisional maintenance
E6	CORE	Coordinate equipment alterations and modifications
E7	CORE	Maintain ordnance handling certification records
E7	CORE	Manage Arms, Ammunition, and Explosives (AA&E) records
E6	CORE	Review torpedo and missile record books
E5	CORE	Review weight test and calibration records

TORPEDO TUBE SYSTEM MAINTENANCE AND OPERATIONS

Paygrade	Task Type	Task Statements
E6	CORE	Conduct weapons delivery systems evolutions
E7	CORE	Supervise weapons delivery system operations

VERTICAL LAUNCH SYSTEM MAINTENANCE AND OPERATIONS

Paygrade	Task Type	Task Statements
E6	CORE	Conduct Vertical Launch System (VLS) evolutions
E7	CORE	Supervise Vertical Launch System (VLS) operations

WEAPONS HANDLING / SHIPPING SYSTEMS MAINTENANCE AND OPERATIONS

Paygrade	Task Type	Task Statements
E5	CORE	Direct rigging operations
E5	CORE	Direct weapons handling operations
E5	CORE	Direct weapons shipping operations
E7	CORE	Supervise weapons shipping operations
E7	CORE	Supervise weapons handling operations

Job Title

Tactical Weapons Technician

Job Code

001547

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Installation, Maintenance, and Repair	TBD	TACTICAL WEAPONS TECHNICIAN	TACT WEP TECH

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	MMW	NECs 0812, 0814, 4233, 4235, 4236, 4247

Job Description

Tactical Weapons Technicians perform organizational maintenance, intermediate maintenance, and advanced systems operations of submarine anchor systems, Arms, Ammunition, and Explosives (AA&E), weapons shipping and handling systems, submarine-launched mines, missiles, and torpedoes, weapons delivery systems, Vertical Launch Systems (VLS), and countermeasure systems; supervise divisional operations, maintenance, and training; supervise and participate in weapons handling evolutions; support the processing and attack of targets; provide munitions to weapon systems and security for operational forces; and repair and maintain weapons system equipment.

DoD Relationship

Group Title	*DoD Code*
Torpedo Repair	112300

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
Control and Valve Installers and Repairers, Except Mechanical	49-9012.00	Installation, Maintenance, and Repair

Skills	Abilities
Operation and Control	*Written Comprehension*
Operation Monitoring	*Problem Sensitivity*
Equipment Maintenance	*Manual Dexterity*
Management of Material Resources	*Finger Dexterity*
Reading Comprehension	*Multi-limb Coordination*
Quality Control Analysis	*Control Precision*
Systems Evaluation	*Written Expression*
Writing	*Oral Comprehension*
Speaking	*Fluency of Ideas*
Active Listening	*Selective Attention*

ARMS, AMMUNITION, AND EXPLOSIVES (AA&E)

Paygrade	Task Type	Task Statements
E5	CORE	Conduct force protection training
E5	CORE	Conduct small arms range
E4	CORE	Inspect Arms, Ammunition, and Explosives (AA&E)
E4	CORE	Inventory Arms, Ammunition, and Explosives (AA&E)
E4	CORE	Maintain magazines and lockers
E4	CORE	Maintain security force equipment
E4	CORE	Maintain small arms and crew served weapons
E4	CORE	Perform ammunition and countermeasure transfers
E4	CORE	Repair magazines and lockers
E4	CORE	Test Arms, Ammunition, and Explosives (AA&E)

DAMAGE CONTROL

Paygrade	Task Type	Task Statements
E4	CORE	Combat torpedo room casualties
E4	CORE	Combat weapons casualties

ORDNANCE MAINTENANCE AND OPERATIONS

Paygrade	Task Type	Task Statements
E5	CORE	Conduct receipt or transfer inspections
E4	CORE	Handle submarine ordnance
E4	CORE	Launch submarine ordnance
E4	CORE	Maintain submarine launched ordnance
E4	CORE	Operate general purpose electronic test equipment
E4	CORE	Test Torpedo Tube Launched (TTL) tomahawk cruise missiles
E4	CORE	Test torpedoes
E4	CORE	Test Vertical Launch System (VLS) tomahawk cruise missiles

QUALITY ASSURANCE

Paygrade	Task Type	Task Statements
E5	CORE	Create Quality Assurance (QA) packages
E4	CORE	Perform Quality Assurance (QA) testing

SIGNAL EJECTOR SYSTEM MAINTENANCE AND OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Adjust countermeasure launcher systems
E4	CORE	Maintain countermeasure launcher systems
E4	NON-CORE	Operate internal auxiliary launcher in all modes
E4	CORE	Operate internal countermeasure launcher in all modes
E4	CORE	Repair countermeasure launcher systems
E4	CORE	Test countermeasure launcher systems

SUPPORT SYSTEMS MAINTENANCE AND OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Coordinate tube draining operations
E4	CORE	Inspect seals, gaskets, and O-rings
E5	CORE	Inspect tanks and voids
E4	CORE	Maintain air system components
E4	CORE	Maintain anchor systems
E5	CORE	Maintain hydraulic system components
E4	CORE	Maintain shipboard valves
E4	CORE	Operate air system components
E4	CORE	Operate anchor system
E4	CORE	Operate hydraulic system components

E4	CORE	Operate manually controlled valves
E4	CORE	Operate weapons monitoring equipment
E4	CORE	Repair air system components
E4	CORE	Repair anchor systems
E4	CORE	Repair hydraulic system components
E4	CORE	Repair shipboard valves
E4	CORE	Replace seals, gaskets, and O-rings

TECHNICAL ADMINISTRATION

Paygrade	Task Type	Task Statements
E6	CORE	Audit Arms, Ammunition, and Explosives (AA&E) records
E5	CORE	Maintain Arms, Ammunition, and Explosives (AA&E) records
E7	CORE	Maintain ordnance handling certification records
E5	CORE	Maintain torpedo and missile record books
E4	CORE	Maintain weight test and calibration records

TORPEDO TUBE SYSTEM MAINTENANCE AND OPERATIONS

Paygrade	Task Type	Task Statements
E5	CORE	Conduct corrective maintenance on weapons delivery systems
E4	CORE	Maintain weapons delivery systems
E4	CORE	Operate nitrogen systems
E4	CORE	Operate weapons delivery systems

VERTICAL LAUNCH SYSTEM MAINTENANCE AND OPERATIONS

Paygrade	Task Type	Task Statements
E5	CORE	Conduct corrective maintenance on Vertical Launch Systems (VLS)
E4	CORE	Maintain Vertical Launch Systems (VLS)
E4	CORE	Operate Vertical Launch Systems (VLS)
E6	CORE	Perform Vertical Launch System (VLS) evolutions

WEAPONS HANDLING / SHIPPING SYSTEMS MAINTENANCE AND OPERATIONS

Paygrade	Task Type	Task Statements
E5	CORE	Adjust weapons handling systems
E5	CORE	Adjust weapons shipping systems
E4	CORE	Clean weapons handling systems
E4	CORE	Clean weapons shipping systems
E4	CORE	Conduct corrective maintenance on weapons handling systems
E4	CORE	Conduct corrective maintenance on weapons shipping systems
E5	CORE	Direct rigging operations

E4	CORE	Maintain weapons handling systems
E4	CORE	Maintain weapons shipping systems
E4	CORE	Operate weapons handling systems
E4	CORE	Operate weapons shipping systems
E4	CORE	Perform rigging operations
E4	CORE	Perform weapons delivery system evolutions
E4	CORE	Perform weapons handling evolutions
E4	CORE	Perform weapons shipping evolutions

CHAPTER 52

MINEMAN
(MN)

NAVPERS 18068-52F
CH-73

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

MINEMAN (MN)

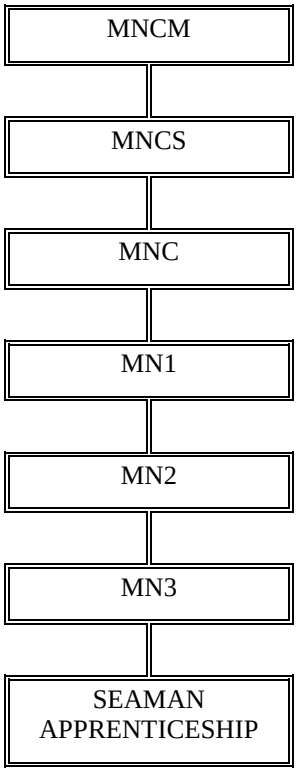
SCOPE OF RATING

Minemen (MN) are experts in all aspects of tactical and operational Mine Warfare (MIW), including mining and mine countermeasures operations; perform tactical and operational MIW planning, coordination, and execution; plan tactical employment of surface, airborne and underwater mine countermeasure systems; perform, manage, and supervise organizational and intermediate maintenance on service mine systems, exercise and training mine systems, and underwater targets; operate and maintain underwater mine countermeasures systems, sonar systems, MIW tactical decision aids, and environmental sensor systems; coordinate and supervise MIW operations and deck seamanship evolutions such as navigation, fueling, replenishment at sea, search and rescue, towing, anchoring, mooring, and small boat navigation; perform and manage organizational and intermediate maintenance of small arms, magazine sprinkler systems, and small boats; train, qualify, direct, and supervise personnel in the handling and stowing of ordnance, and the operation and maintenance of small arms and crew-served weapons.

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 52.

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 additional 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 **Job Code**

Mine Warfare Specialist 003736

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Construction and Extraction	TBD	MINE WARFARE SPECIALIST	MINE WAR SPEC

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	MN	As assigned to billet

Job Description

Mine Warfare Specialists perform maintenance on service mine systems, exercise and training mine systems, and underwater targets; perform exercise and training and service mine upgrades/downgrades; operate ordnance handling and mine equipment, perform issue/turn-ins of logistics material, and maintain magazines, ready service lockers, and inert storage areas; support ship's tactical operations utilizing sophisticated computer, sensor, and communications systems, and conduct precision navigation and chart maintenance; operate and maintain Mine Countermeasures (MCM) systems to locate and neutralize sea mines; utilize basic understanding of physical oceanography and bathymetric measuring devices; employ internal and external communication devices and circuits; perform various log keeping and administrative functions associated with Combat Systems employment; assemble, disassemble, rig, and unrig deck equipment in support of MCM, Underway Replenishment (UNREP), towing, salvage, Search and Rescue (SAR), and ship navigation operations; perform basic marlinspike seamanship; operate and maintain deck equipment; perform shipboard preservation; possess a basic knowledge of electronics theory and Mine Warfare (MIW) operations; and must be proficient with various hand and electronic tools.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Mines and Degaussing	164700	Explosives Workers, Ordnance Handling Experts, and Blasters	47-5031.00	Construction and Extraction

Skills	Abilities
Operation and Control	*Deductive Reasoning*
Critical Thinking	*Manual Dexterity*
Judgment and Decision Making	*Problem Sensitivity*
Complex Problem Solving	*Written Comprehension*
Operation Monitoring	*Oral Expression*
Monitoring	*Arm-Hand Steadiness*
Quality Control Analysis	*Inductive Reasoning*
Coordination	*Control Precision*
Equipment Selection	*Information Ordering*
Repairing	*Written Expression*

ANCHORING, MOORING, AND TOWING

Paygrade	Task Type	Task Statements
E5	CORE	Direct anchoring evolutions
E5	CORE	Direct mooring and getting underway evolutions
E5	CORE	Direct mooring to and getting underway from buoys
E5	CORE	Direct towing evolutions
E4	CORE	Get underway from buoys
E4	CORE	Handle ground tackle
E4	CORE	Lower ship's anchor
E7	CORE	Manage mooring and getting underway evolutions
E7	CORE	Manage towing evolutions
E4	CORE	Moor to buoys
E4	CORE	Raise ship's anchor
E4	CORE	Repair anchoring equipment
E4	CORE	Repair mooring equipment
E4	CORE	Repair towing equipment
E4	CORE	Report anchor chain positions and tensions

ANCHORING, MOORING, AND TOWING (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Report mooring and getting underway signals
E4	CORE	Report Navigation Rules and Regulations signals
E4	CORE	Rig clear hawse pennants
E4	CORE	Rig dip ropes
E4	CORE	Rig ship for tow
E4	CORE	Test anchoring equipment
E4	CORE	Test mooring equipment
E4	CORE	Test towing equipment
E4	CORE	Troubleshoot anchoring equipment
E4	CORE	Troubleshoot towing equipment
E4	CORE	Unrig clear hawse pennants
E4	CORE	Unrig dip ropes
E4	CORE	Unrig ship from tow

CREW-SERVED WEAPONS AND SMALL ARMS

Paygrade	Task Type	Task Statements
E4	CORE	Configure crew-served weapons, mounts, and stands
E4	CORE	Configure small arms (e.g. grenade, line throwing, etc.)
E4	CORE	Deploy pyrotechnics
E4	CORE	Engage contacts with crew-served weapons
E4	CORE	Inventory small arms
E4	CORE	Mount crew-served weapons
E4	CORE	Repair crew-served weapon mounts and stands
E5	CORE	Repair crew-served weapons
E4	NON-CORE	Repair small arms
E4	CORE	Test crew-served weapon mounts and stands
E5	CORE	Test crew-served weapons
E4	CORE	Test small arms
E7	CORE	Transfer custody of small arms
E4	CORE	Troubleshoot crew-served weapon mounts and stands
E5	CORE	Troubleshoot crew-served weapons
E4	CORE	Troubleshoot small arms

DECK SEAMANSHIP

Paygrade	Task Type	Task Statements
E4	CORE	Conduct crane evolutions
E4	CORE	Conduct helmsman operations
E4	CORE	Configure aft steering equipment
E7	CORE	Coordinate Search and Rescue (SAR) teams
E4	CORE	Deploy exercise and training mines
E5	CORE	Direct cranes

DECK SEAMANSHIP (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Direct deck evolutions
E6	CORE	Direct painting, refurbishment, and preservation evolutions
E5	CORE	Direct Search and Rescue (SAR) teams
E6	CORE	Direct shipboard man overboard recovery evolutions
E6	CORE	Direct small boat man overboard recovery evolutions
E4	CORE	Handle lines for deck seamanship evolutions
E4	CORE	Inventory Mine Warfare (MIW) painting and preservation equipment
E4	CORE	Issue painting and preservation equipment
E4	CORE	Issue primer, paint, and non-skid
E7	CORE	Manage crane evolutions
E7	CORE	Manage deck evolutions
E6	CORE	Manage Search and Rescue (SAR) teams
E4	CORE	Perform corrosion prevention and control procedures
E4	CORE	Perform winch operations
E4	CORE	Plot man overboard positions
E5	CORE	Plot search areas for maritime Search and Rescue (SAR) operations
E5	CORE	Plot shipboard search patterns
E4	CORE	Provide aft steering input to rudder
E4	CORE	Recover exercise and training mines
E4	NON-CORE	Render calls on boatswain's pipe
E4	CORE	Repair deck equipment
E4	CORE	Repair painting, refurbishment, and preservation equipment
E4	CORE	Repair synthetic and canvas products
E4	CORE	Repair wire ropes
E4	CORE	Replace abandon ship equipment components
E4	CORE	Replace davit components
E4	CORE	Replace lifesaving equipment components
E5	CORE	Replace wire ropes
E4	CORE	Report contacts (air, surface)
E4	CORE	Report distress signals, bearings, and ranges
E4	CORE	Report man overboard
E4	CORE	Report search and rescue signals
E4	CORE	Report signal flags, pennants, and flares
E4	CORE	Rig boat booms
E4	CORE	Rig davits
E4	CORE	Rig deck equipment
E4	CORE	Rig life lines
E4	CORE	Rig shipboard ladders
E4	CORE	Rig ship's brows and gangways

DECK SEAMANSHIP (CONT'D)

Paygrade	Task Type	Task Statements
E6	CORE	Supervise crane evolutions
E6	CORE	Supervise deck evolutions
E5	CORE	Supervise painting and preservation evolutions
E4	CORE	Test abandon ship equipment
E4	CORE	Test davits
E4	CORE	Test deck equipment
E4	CORE	Test lifesaving equipment
E4	CORE	Test painting, refurbishment, and preservation equipment
E4	CORE	Troubleshoot deck equipment
E4	CORE	Troubleshoot painting, refurbishment, and preservation equipment
E4	CORE	Unrig boat booms
E4	CORE	Unrig davits
E4	CORE	Unrig deck equipment
E4	CORE	Unrig life lines
E4	CORE	Unrig shipboard ladders
E4	CORE	Unrig ship's brows and gangways
E5	CORE	Verify painting, refurbishment, and preservation evolutions

EQUIPMENT ADMINISTRATION

Paygrade	Task Type	Task Statements
E4	CORE	Collect equipment and system status data
E5	CORE	Conduct quality assurance inspections on Arms, Ammunition, and Explosives (AA&E) assets
E4	CORE	Inspect work areas, tools, and systems equipment
E4	CORE	Inventory controlled equipment
E5	NON-CORE	Inventory Maintenance Assistance Modules (MAM)
E4	CORE	Issue Arms, Ammunition, and Explosives (AA&E) assets
E6	CORE	Maintain equipment and test logs
E5	CORE	Maintain preventive maintenance documents
E5	CORE	Manage Arms, Ammunition, and Explosives (AA&E) assets
E6	CORE	Manage controlled equipment
E6	CORE	Manage safety programs (e.g. ordnance, Shipboard Explosive Safety Inspection (SESI), etc.)
E5	CORE	Process technical briefs, notices, and bulletins
E5	CORE	Receive custody of Arms, Ammunition, and Explosives (AA&E) assets
E4	CORE	Sentence Arms, Ammunition, and Explosives (AA&E) assets
E5	CORE	Supervise controlled equipment inventories
E6	CORE	Supervise divisional equipment and system configurations
E6	CORE	Supervise divisional maintenance operations
E4	CORE	Supervise equipment installations, testing, and alterations

EQUIPMENT ADMINISTRATION (CONT'D)

Paygrade	Task Type	Task Statements
E6	CORE	Supervise Maintenance Assistance Modules (MAM) usage
E5	CORE	Supervise work center equipment and system configurations
E5	CORE	Supervise work center maintenance operations
E6	CORE	Verify equipment installations, testing, and alterations
E5	CORE	Verify weapons and combat systems equipment alignments

MINE ASSEMBLY, DISASSEMBLY, AND MAINTENANCE

Paygrade	Task Type	Task Statements
E4	CORE	Assemble exercise and training mines
E4	CORE	Assemble service mines
E4	CORE	Assemble underwater targets
E4	CORE	Disassemble exercise and training mines
E4	CORE	Disassemble service mines
E4	CORE	Disassemble underwater targets
E4	CORE	Refurbish exercise and training mines and components
E4	CORE	Refurbish underwater targets and components
E4	CORE	Repair exercise and training mines and components
E4	CORE	Repair underwater targets and components
E5	CORE	Supervise exercise and training mine assemblies and disassemblies
E5	CORE	Supervise service mine assemblies and disassemblies
E5	CORE	Supervise underwater target assemblies and disassemblies
E4	CORE	Test exercise and training mines and components
E4	CORE	Test service mines and components
E4	CORE	Test underwater targets and components
E6	CORE	Verify exercise and training mine assemblies and disassemblies
E6	CORE	Verify service mine assemblies and disassemblies
E6	CORE	Verify underwater target assemblies and disassemblies

MINE WARFARE (MIW) DECK OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Assemble minesweeping cutters
E4	CORE	Conduct Mine Warfare (MIW) buoy laying and recovery operations
E4	CORE	Configure hydraulic and pneumatic systems
E5	CORE	Direct Mine Warfare (MIW) buoy laying and recovery operations
E5	CORE	Direct minesweeping evolutions
E4	CORE	Disassemble minesweeping cutters
E4	CORE	Install minesweeping cutters
E4	CORE	Launch minesweeping gear
E6	CORE	Manage minesweeping evolutions
E4	CORE	Recover minesweeping gear
E4	CORE	Remove minesweeping cutters

MINE WARFARE (MIW) DECK OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Repair minesweeping gear
E4	CORE	Rig minesweeping gear
E6	CORE	Supervise Mine Warfare (MIW) buoy laying and recovery operations
E4	CORE	Test minesweeping gear
E4	CORE	Troubleshoot minesweeping gear
E4	CORE	Unrig minesweeping gear

MINE WARFARE (MIW) OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Activate mission packages
E4	CORE	Calculate environmental predictions
E4	CORE	Classify Mine Neutralization Vehicles (MNV) pinged objects
E4	CORE	Conduct Vehicle Handling System (VHS) operations
E4	CORE	Configure auxiliary air and cooling water systems
E4	CORE	Configure Tactical Display Systems (TDS)
E4	CORE	Control power and tension to Mine Neutralization Vehicles (MNV)
E4	CORE	Deploy mission packages
E4	CORE	Detonate mission packages
E5	CORE	Develop Mine Warfare (MIW) plans
E5	CORE	Direct Mine Countermeasures (MCM) evolutions
E6	CORE	Evaluate Mine Warfare (MIW) plans
E4	CORE	Initialize databases (e.g. Mine Warfare Environmental Decision Aids Library (MEDAL), link, Global Command and Control System (GCCS), etc.)
E4	CORE	Launch Mine Neutralization Vehicles (MNV)
E4	CORE	Manage contact databases
E4	CORE	Pilot Mine Neutralization Vehicles (MNV)
E4	CORE	Plot Mine Warfare (MIW) symbologies
E4	CORE	Recover Mine Neutralization Vehicles (MNV)
E4	CORE	Repair Mine Neutralization Systems (MNS)
E4	CORE	Report biological and environmental data
E4	CORE	Report findings from Mine Warfare (MIW) messages
E4	CORE	Report radar contacts
E5	CORE	Supervise Mine Countermeasures (MCM) evolutions
E4	CORE	Test auxiliary air and cooling water systems
E4	CORE	Test Mine Neutralization Systems (MNS)
E4	CORE	Troubleshoot Mine Neutralization Systems (MNS)

NAVIGATION

Paygrade	Task Type	Task Statements
E4	CORE	Calculate basic maneuvering board solutions (e.g. avoidance courses, closest point of approach (CPA), course/speed, etc.)
E4	CORE	Calculate compensating and correcting courses and speeds
E4	CORE	Calculate ship's position relative to Plan of Intended Movement (PIM)
E4	CORE	Compare lookout information with fix data and navigation plots
E4	CORE	Compare radar scope presentations with electronic charts
E4	CORE	Compute advance and transfer for turns
E4	CORE	Compute course and speed made good
E4	CORE	Configure radar scope presentations
E4	CORE	Correlate lookout information with radar presentations
E4	CORE	Determine ship's position electronically
E4	CORE	Determine variations on electronic charts
E4	CORE	Load waypoints and tracks into electronic charting systems
E4	CORE	Maintain chart inventories
E4	CORE	Maintain ship's navigation logs
E4	CORE	Plot approved tracks
E4	CORE	Plot Dead Reckoning (DR) tracks
E4	CORE	Plot diversion points for transit routes
E4	CORE	Plot navigation hazards
E4	CORE	Plot navigation requirements (e.g. Operational Orders (OPORD), Operational Plans (OPPLAN), Operational Taskings (OPTASK), etc.)
E4	CORE	Plot Plan of Intended Movement (PIM) tracks
E4	CORE	Plot ship's advance and transfer
E4	CORE	Plot swept channels
E4	CORE	Plot Temporary Flight Restrictions (TFR)
E4	CORE	Recommend actions based on Navigation Rules and Regulations
E4	CORE	Report fathometer readings
E4	CORE	Report gyrocompass errors
E4	CORE	Report latitude and longitude from plotted positions on nautical charts
E4	CORE	Report navigation aids
E4	CORE	Report water depths for safe navigation
E4	CORE	Review deviations and variations
E5	CORE	Verify Temporary Flight Restrictions (TFR)

ORDNANCE EVOLUTIONS AND MAGAZINE SYSTEMS

Paygrade	Task Type	Task Statements
E4	CORE	Conduct Material Handling Equipment (MHE) operations
E4	CORE	Conduct Ordnance Handling Equipment (OHE) operations
E4	CORE	Configure magazine equipment (e.g. battens, stanchions, alarms, etc.)
E4	CORE	Configure magazine sprinkler systems
E4	CORE	Configure ordnance containers
E4	CORE	Configure weapons elevators and hoists
E5	CORE	Direct magazine and locker inspections
E5	CORE	Direct ordnance handling evolutions
E4	CORE	Inspect ordnance
E5	CORE	Inspect ordnance containers
E4	CORE	Inspect ordnance magazines and lockers
E6	CORE	Manage magazine and locker inspections
E6	CORE	Manage Material Handling Equipment (MHE) programs
E4	CORE	Pack ordnance
E4	CORE	Perform weapons casualty procedures
E4	CORE	Prepare weapons and ordnance for transportation
E5	CORE	Repair magazine equipment (e.g. battens, stanchions, alarms, etc.)
E5	CORE	Repair magazine sprinkler systems
E4	CORE	Repair Material Handling Equipment (MHE)
E4	CORE	Repair Ordnance Handling Equipment (OHE)
E4	CORE	Repair ordnance magazines and lockers
E4	CORE	Replace ordnance containers and components
E4	CORE	Stow ordnance
E5	CORE	Supervise Material Handling Equipment (MHE) operations
E5	CORE	Supervise Ordnance Handling Equipment (OHE) operations
E6	CORE	Supervise ordnance handling evolutions
E5	CORE	Supervise ordnance inspections
E5	CORE	Supervise ordnance stowage
E5	CORE	Supervise testing of Material Handling Equipment (MHE)
E5	CORE	Supervise testing of Ordnance Handling Equipment (OHE)
E5	CORE	Supervise weapons casualty evolutions
E4	CORE	Test magazine equipment (e.g. battens, stanchions, alarms, etc.)
E4	CORE	Test magazine sprinkler systems
E4	CORE	Test Material Handling Equipment (MHE)
E4	CORE	Test Ordnance Handling Equipment (OHE)

ORDNANCE EVOLUTIONS AND MAGAZINE SYSTEMS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Transfer ordnance
E4	CORE	Transport ordnance
E5	CORE	Troubleshoot magazine equipment (e.g. battens, stanchions, alarms, etc.)
E5	CORE	Troubleshoot magazine sprinkler systems
E4	CORE	Troubleshoot Material Handling Equipment (MHE)
E4	CORE	Troubleshoot Ordnance Handling Equipment (OHE)
E4	CORE	Unpack ordnance

SECURITY OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Apply restraint devices
E6	CORE	Conduct Anti-Terrorism (AT) assessments
E4	CORE	Conduct guard mounts (e.g. weapons issue, duty section turnover, etc.)
E4	CORE	Conduct inspections and searches (e.g. vehicles, personnel, etc.)
E4	CORE	Conduct screening and detection operations (e.g. personnel, vehicles, etc.)
E4	CORE	Conduct tactical entries and movements
E5	NON-CORE	Conduct Visit Board Search and Seizure (VBSS) operations
E4	CORE	Configure less-than-lethal weapons (e.g. acoustic devices, lasers, expandable batons, etc.)
E4	CORE	Configure security gear and equipment (e.g. Ship Reaction Force (SRF) equipment, screening and detection equipment, etc.)
E6	CORE	Coordinate screening and detection operations (e.g. personnel, vehicles, etc.)
E6	CORE	Coordinate tactical entries and movements
E6	CORE	Develop Anti-Terrorism (AT) plans
E5	CORE	Draft Arms, Ammunition, and Explosives (AA&E) Standard Operating Procedures (SOP), Temporary Standing Orders (TSO), and equipment Departure From Specifications (DFS)
E4	CORE	Engage contacts with less-than-lethal weapons (e.g. acoustic devices, lasers, expandable batons, etc.)
E4	CORE	Establish security perimeters
E4	CORE	Inventory security gear and equipment (e.g. Ship Reaction Force (SRF) equipment, screening and detection equipment, etc.)
E4	CORE	Replace less-than-lethal weapon components (e.g. acoustic devices, lasers, expandable batons, etc.)
E4	CORE	Replace security gear and equipment components (e.g. Ship Reaction Force (SRF) equipment, screening and detection equipment, etc.)
E5	CORE	Supervise guard mount operations (e.g. weapons issue, duty section turnover, etc.)
E5	CORE	Supervise inspections and searches (e.g. vehicles, personnel, etc.)
E5	CORE	Supervise screening and detection operations (e.g. personnel, vehicles, etc.)
E5	CORE	Supervise security patrols and roves

SECURITY OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Test less-than-lethal weapons (e.g. acoustic devices, lasers, expandable batons, etc.)
E4	CORE	Test security gear and equipment (e.g. Ship Reaction Force (SRF) equipment, screening and detection equipment, etc.)
E6	NON-CORE	Train personnel in Anti-terrorism Force Protection (ATFP)
E6	CORE	Transfer custody of security gear and equipment (e.g. Ship Reaction Force (SRF) equipment, screening and detection equipment, etc.)
E4	CORE	Troubleshoot less-than-lethal weapons (e.g. acoustic devices, lasers, expandable batons, etc.)
E4	CORE	Troubleshoot security gear and equipment (e.g. Ship Reaction Force (SRF) equipment, screening and detection equipment, etc.)
E4	CORE	Verify identification credentials and documents

SMALL BOAT OPERATIONS

Paygrade	Task Type	Task Statements
E5	CORE	Configure Unmanned Underwater Vehicles (UUV)
E5	CORE	Direct small boat operations
E4	CORE	Inventory small boat equipment
E4	CORE	Launch small boats
E5	CORE	Launch Unmanned Underwater Vehicles (UUV)
E4	CORE	Pilot small boats
E5	CORE	Pilot Unmanned Underwater Vehicles (UUV)
E4	CORE	Prepare small boats
E4	CORE	Recover small boats
E5	CORE	Recover Unmanned Underwater Vehicles (UUV)
E4	CORE	Repair small boat equipment
E4	CORE	Repair small boat sponsons
E6	CORE	Supervise Unmanned Underwater Vehicle (UUV) operations
E4	CORE	Test small boat equipment
E4	CORE	Troubleshoot small boat equipment

SONAR SYSTEMS

Paygrade	Task Type	Task Statements
E4	CORE	Conduct sonar operations
E4	CORE	Configure range prediction equipment
E4	CORE	Configure sonar systems
E4	CORE	Configure underwater communication systems
E5	CORE	Repair fathometer systems
E5	CORE	Repair range prediction equipment
E5	CORE	Repair Side Scan Sonar (SSS) systems
E5	CORE	Repair sonar winch systems
E5	CORE	Repair underwater communication systems

SONAR SYSTEMS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Report sonar contacts
E4	CORE	Test fathometer systems
E4	CORE	Test range prediction equipment
E4	CORE	Test Side Scan Sonar (SSS) systems
E4	CORE	Test sonar winch systems
E4	CORE	Test underwater communication systems
E5	CORE	Troubleshoot fathometer systems
E5	CORE	Troubleshoot range prediction equipment
E5	CORE	Troubleshoot Side Scan Sonar (SSS) systems
E5	CORE	Troubleshoot sonar winch systems
E5	CORE	Troubleshoot underwater communication systems

TECHNICAL CORE FUNDAMENTALS

Paygrade	Task Type	Task Statements
E4	CORE	Align valves
E4	CORE	Analyze blueprints and ship's drawings
E4	CORE	Analyze electronic schematics
E4	CORE	Analyze mechanical drawings
E4	CORE	Configure electrical circuits
E4	CORE	Configure General Purpose Test Equipment (GPTE)
E4	CORE	Configure Radio Frequency (RF) circuits
E4	CORE	Configure Special Purpose Test Equipment (SPTE)
E4	CORE	Configure weapons and combat systems equipment
E4	CORE	Determine requirements from technical manuals and schematics
E5	CORE	Maintain personnel qualification and certification programs
E6	CORE	Manage personnel qualification and certification programs
E4	CORE	Minimize the effects of Hazards of Electromagnetic Radiation to Ordnance (HERO) and Radio Frequency Interference (RFI)
E4	NON-CORE	Perform basic soldering on electrical and electronic equipment
E4	CORE	Perform Combat Systems Operational Sequencing System (CSOSS) procedures (e.g. casualty responses/operations, normal operations, energize/de-energize equipment, etc.)
E5	CORE	Repair fiber optic cables and connectors
E5	CORE	Repair interconnecting cables and connectors
E5	CORE	Repair power supplies
E4	CORE	Repair valves
E4	CORE	Test fiber optic cables and connectors
E4	CORE	Test interconnecting cables and connectors
E4	CORE	Test power supplies
E4	CORE	Test valves
E5	CORE	Troubleshoot Alternating Current (AC) circuits

TECHNICAL CORE FUNDAMENTALS (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Troubleshoot digital circuits
E5	CORE	Troubleshoot Direct Current (DC) circuits
E5	CORE	Troubleshoot fiber optic cables and connectors
E5	CORE	Troubleshoot interconnecting cables and connectors
E5	CORE	Troubleshoot power supplies
E4	CORE	Troubleshoot test equipment, tools, and gauges
E4	CORE	Troubleshoot valves
E4	CORE	Update Combat Systems Operational Sequencing System (CSOSS)

UNDERWAY REPLENISHMENT (UNREP)

Paygrade	Task Type	Task Statements
E5	CORE	Direct personnel transfer at sea
E5	CORE	Direct replenishment evolutions
E6	CORE	Manage personnel transfer at sea
E6	CORE	Manage replenishment evolutions
E4	CORE	Perform personnel transfer at sea
E4	CORE	Perform replenishment evolutions
E4	CORE	Receive personnel transfer at sea signals
E4	CORE	Repair highline transfer equipment
E4	CORE	Repair replenishment equipment
E4	CORE	Report positions using phones and distance lines
E4	CORE	Rig for personnel transfer at sea
E4	CORE	Send personnel transfer at sea signals
E4	CORE	Test highline transfer equipment
E4	CORE	Test replenishment equipment
E4	CORE	Troubleshoot highline transfer equipment
E4	CORE	Troubleshoot replenishment equipment
E4	CORE	Unrig from personnel transfer at sea

WATCH TEAM OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Adjust operating mode of systems (e.g. training, normal operation, etc.)
E4	CORE	Analyze tactical operations data
E4	CORE	Analyze threat weapons data
E4	CORE	Conduct Common Post Mission Analysis (CPMA) operations
E4	CORE	Configure systems to Commanding Officer's (CO) tactical orders
E4	CORE	Decode tactical signals
E5	CORE	Direct Combat Information Center (CIC) during casualty conditions
E5	CORE	Direct Combat Information Center (CIC) during special evolutions
E5	CORE	Disseminate tactical information
E4	CORE	Document external communications

WATCH TEAM OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Draft operational and situational reports
E4	CORE	Encode tactical signals
E6	CORE	Manage Combat Information Center (CIC) during casualty conditions
E6	CORE	Manage Combat Information Center (CIC) during special evolutions
E4	CORE	Perform external communications (ship-to-ship, ship-to-shore, and ship-to-air)
E4	CORE	Report combat systems equipment status
E5	CORE	Supervise Common Post Mission Analysis (CPMA) operations
E4	CORE	Test communication systems
E4	CORE	Transition Combat Information Center (CIC) between conditions of readiness
E4	CORE	Update plotting and status boards

Job Title **Job Code**

Mine Warfare Manager 003737

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Military Specific	TBD	MINE WARFARE MANAGER	MINE WAR MGR

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	MN	As assigned to billet

Job Description

Mine Warfare Managers supervise maintenance on service mine systems, exercise and training mine systems, and underwater targets; perform exercise and training and service mine upgrades/downgrades; supervise ordnance handling and mine equipment; monitor issue/turn-ins of logistics material, and control maintenance of magazines, ready service lockers, and inert storage areas; support ship's tactical operations utilizing sophisticated computer, sensor, and communications systems; conduct precision navigation and chart maintenance; operate and maintain Mine Countermeasures (MCM) systems to locate and neutralize sea mines; utilize basic understanding of physical oceanography and bathymetric measuring devices; employ internal and external communication devices and circuits; review various log keeping and administrative functions associated with Combat Systems employment; manage the assembly, disassembly, rigging, and unrigging of deck equipment in support of MCM, Underway Replenishment (UNREP), towing, salvage, Search and Rescue (SAR), and ship navigation operations; teach basic marlinspike seamanship; supervise operations and maintenance of deck equipment; and oversee shipboard preservation.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Mines and Degaussing	164700	Military Officer Special and Tactical Operations Leaders, All Other	55-1019.00	Military Specific

Skills	Abilities
Operation and Control	*Deductive Reasoning*
Time Management	*Problem Sensitivity*
Complex Problem Solving	*Speed of Closure*
Critical Thinking	*Oral Expression*
Monitoring	*Information Ordering*
Judgment and Decision Making	*Written Expression*
Coordination	*Written Comprehension*
Management of Personnel Resources	*Inductive Reasoning*
Operations Analysis	*Arm-Hand Steadiness*
Reading Comprehension	*Finger Dexterity*

ANCHORING, MOORING, AND TOWING

Paygrade	Task Type	Task Statements
E5	CORE	Direct anchoring evolutions
E5	CORE	Direct mooring to and getting underway from buoys
E7	CORE	Manage anchoring evolutions
E7	CORE	Manage mooring and getting underway evolutions
E7	CORE	Manage mooring to and getting underway from buoys
E7	CORE	Manage towing evolutions
E6	CORE	Report required scope of anchor chain

CREW-SERVED WEAPONS AND SMALL ARMS

Paygrade	Task Type	Task Statements
E6	CORE	Manage small arms and crew-served weapons inventories (e.g. schedule, validate, etc.)
E6	NON-CORE	Train personnel in the use of crew-served weapons
E6	NON-CORE	Train personnel in the use of pyrotechnics
E6	NON-CORE	Train personnel in the use of small arms
E7	CORE	Transfer custody of small arms

DECK SEAMANSHIP

Paygrade	Task Type	Task Statements
E7	CORE	Coordinate Search and Rescue (SAR) teams
E6	CORE	Coordinate shipboard honors and ceremonies
E7	CORE	Direct helmsman operations
E6	CORE	Direct painting, refurbishment, and preservation evolutions
E7	CORE	Manage crane evolutions
E7	CORE	Manage deck evolutions
E7	CORE	Manage painting, refurbishment, and preservation evolutions
E6	CORE	Manage Search and Rescue (SAR) teams
E7	CORE	Manage shipboard man overboard recovery evolutions
E7	CORE	Manage small boat man overboard recovery evolutions
E6	CORE	Supervise deck evolutions
E5	CORE	Verify painting, refurbishment, and preservation evolutions

EQUIPMENT ADMINISTRATION

Paygrade	Task Type	Task Statements
E7	CORE	Approve equipment installations, testing, and alterations
E7	CORE	Coordinate equipment certifications and recertifications
E6	CORE	Maintain equipment and test logs
E6	CORE	Manage Arms, Ammunition, and Explosives (AA&E) programs
E6	CORE	Manage controlled equipment
E7	CORE	Manage divisional equipment and system configurations
E7	CORE	Manage divisional maintenance operations
E6	CORE	Manage safety programs (e.g. ordnance, Shipboard Explosive Safety Inspection (SESI), etc.)
E6	CORE	Manage weapons and combat systems equipment alignments
E6	CORE	Supervise divisional equipment and system configurations
E6	CORE	Supervise divisional maintenance operations
E6	CORE	Verify equipment installations, testing, and alterations

MINE ASSEMBLY, DISASSEMBLY, AND MAINTENANCE

Paygrade	Task Type	Task Statements
E7	CORE	Coordinate exercise and training mine assemblies and disassemblies
E7	CORE	Coordinate service mine assemblies and disassemblies
E7	CORE	Coordinate underwater target assemblies and disassemblies
E6	CORE	Manage exercise and training mine assemblies and disassemblies
E6	CORE	Manage service mine assemblies and disassemblies
E6	CORE	Manage underwater target assemblies and disassemblies
E5	CORE	Supervise exercise and training mine assemblies and disassemblies
E5	CORE	Supervise service mine assemblies and disassemblies
E5	CORE	Supervise underwater target assemblies and disassemblies

MINE WARFARE (MIW) DECK OPERATIONS

Paygrade	Task Type	Task Statements
E7	CORE	Coordinate minesweeping evolutions
E6	CORE	Manage minesweeping evolutions

MINE WARFARE (MIW) OPERATIONS

Paygrade	Task Type	Task Statements
E7	CORE	Coordinate Mine Countermeasures (MCM) evolutions and plans
E5	CORE	Direct Mine Countermeasures (MCM) evolutions
E6	CORE	Evaluate Mine Warfare (MIW) plans
E6	CORE	Evaluate undersea contact information
E6	CORE	Manage Mine Countermeasures (MCM) evolutions and plans
E7	CORE	Provide Mine Warfare (MIW) recommendations
E5	CORE	Supervise Mine Countermeasures (MCM) evolutions
E6	CORE	Verify extracted information from operational tasking (e.g. Operational Orders (OPORD), Operations Schedules (OPSKED), Operational Taskings (OPTASK), etc.)

NAVIGATION

Paygrade	Task Type	Task Statements
E7	CORE	Evaluate plotting of swept channels
E7	CORE	Manage navigation details (e.g. restricted waters, man overboard, straits transits, etc.)
E6	CORE	Supervise navigation team details (e.g. restricted waters, man overboard, straits transits, etc.)
E6	CORE	Verify plotting of swept channels
E5	CORE	Verify Temporary Flight Restrictions (TFR)

ORDNANCE EVOLUTIONS AND MAGAZINE SYSTEMS

Paygrade	Task Type	Task Statements
E7	CORE	Coordinate magazine and locker inspections
E7	CORE	Coordinate ordnance handling evolutions
E6	CORE	Coordinate weapon deliveries and ordnance transportation
E5	CORE	Direct magazine and locker inspections
E6	CORE	Maintain ammunition administration programs (Ordnance Information System (OIS))
E6	CORE	Manage magazine and locker inspections
E6	CORE	Manage Ordnance Handling Equipment (OHE) programs
E7	CORE	Manage ordnance handling evolutions
E7	CORE	Manage ordnance stowage
E6	CORE	Monitor weapons casualty evolutions (safety observer)
E6	CORE	Supervise ordnance handling evolutions
E6	CORE	Supervise testing of magazine sprinkler systems

SECURITY OPERATIONS

Paygrade	Task Type	Task Statements
E7	CORE	Coordinate Anti-Terrorism (AT) assessments
E7	CORE	Coordinate Anti-terrorism Force Protection (ATFP) exercises and certification operations
E6	CORE	Coordinate inspections and searches (e.g. vehicles, personnel, etc.)
E6	CORE	Coordinate screening and detection operations (e.g. personnel, vehicles, etc.)
E6	CORE	Coordinate tactical entries and movements
E6	CORE	Develop Anti-Terrorism (AT) plans
E6	NON-CORE	Train personnel in Anti-terrorism Force Protection (ATFP)

SMALL BOAT OPERATIONS

Paygrade	Task Type	Task Statements
E7	CORE	Manage small boat operations
E7	CORE	Monitor Unmanned Underwater Vehicle (UUV) evolutions
E6	CORE	Supervise Unmanned Underwater Vehicle (UUV) operations

TECHNICAL CORE FUNDAMENTALS

Paygrade	Task Type	Task Statements
E7	CORE	Coordinate personnel qualification and certification programs
E6	CORE	Manage personnel qualification and certification programs
E7	CORE	Verify Mine Countermeasures (MCM) Standard Operating Procedures (SOP)

UNDERWAY REPLENISHMENT (UNREP)

Paygrade	Task Type	Task Statements
E7	CORE	Coordinate personnel transfer at sea
E7	CORE	Coordinate replenishment evolutions
E6	CORE	Manage personnel transfer at sea
E6	CORE	Manage replenishment evolutions

WATCH TEAM OPERATIONS

Paygrade	Task Type	Task Statements
E7	CORE	Coordinate Combat Information Center (CIC) during casualty conditions
E7	CORE	Coordinate Combat Information Center (CIC) during special evolutions
E6	CORE	Direct transition of Combat Information Center (CIC) between conditions of readiness
E5	CORE	Disseminate tactical information
E7	CORE	Evaluate Common Post Mission Analysis (CPMA) data
E6	CORE	Manage Combat Information Center (CIC) during casualty conditions
E6	CORE	Manage Combat Information Center (CIC) during special evolutions
E7	CORE	Transmit operational and situational reports
E6	CORE	Verify system alignments to Commanding Officer's (CO) tactical orders

CHAPTER 53

MACHINERY REPAIRMAN (MR)

NAVPERS 18068F-53F
Change 83

Updated: July 2020

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NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

MACHINERY REPAIRMAN (MR)

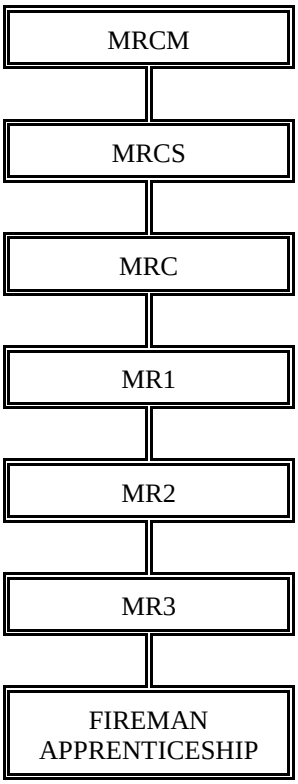
SCOPE OF RATING

Machinery Repairmen (MR) are skilled machinists; manufacture replacement parts to enable repairs or overhaul to engines, propulsion and auxiliary systems on ships, aircraft, submarines, and various equipment; perform organizational and intermediate maintenance on assigned equipment; skilled in use of Computer Numerically Controlled (CNC) machines, Computer-Aided Design (CAD), lathes, milling machines, boring mills, grinders, power saws, drill presses, and other machine tools required to fabricate and manufacture parts and equipment; and utilize portable machinery, hand tools, and measuring instruments to perform work outside the shop.

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 53.

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 **Job Code**

Machinery Repairman Apprentice 003156

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Production	TBD	MACHINERY REPAIRMAN APPRENTICE	MR APPRENTICE

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	MR	NEC UXXX series or other NECs as assigned

Job Description

Machinery Repairman Apprentices manufacture replacement parts, repair or overhaul engines, propulsion and auxiliary systems on ships, aircraft, submarines, and various equipment; work on deck equipment; perform machine shop and repair duties utilizing machine shop equipment, such as lathes, drill presses, bench grinders, milling machines, and power saws; calculate time and material needed for machine shop work; produce replacement parts by interpreting blueprints; draw sketches, prepare specifications, and select material utilizing basic metallurgy for replacement parts; work with precision measuring instruments such as micrometers, depth gauges, dial calipers, gauge blocks, protractors, and dial indicators; operate engravers; and work under the supervision of a journeyman machinist.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Machinists	170200	Machinists	51-4041.00	Production

Skills	Abilities
Equipment Selection	*Information Ordering*
Management of Material Resources	*Mathematical Reasoning*
Repairing	*Control Precision*
Operation and Control	*Arm-Hand Steadiness*
Quality Control Analysis	*Deductive Reasoning*
Operations Analysis	*Written Comprehension*
Installation	*Finger Dexterity*
Mathematics	*Inductive Reasoning*
Critical Thinking	*Manual Dexterity*
Operation Monitoring	*Perceptual Speed*

FABRICATIONS AND MANUFACTURING

Paygrade	Task Type	Task Statements
E4	CORE	Grind machine shop single point tools
E4	CORE	Machine bearing surfaces
E4	CORE	Machine couplings from castings
E5	CORE	Machine impellers from castings
E5	CORE	Machine pump casing rings
E5	CORE	Machine pump shaft sleeves
E4	CORE	Machine pump shafts
E4	CORE	Machine system zincs
E4	CORE	Machine threads
E4	CORE	Machine valve disks
E4	CORE	Machine valve hand wheels from castings
E4	CORE	Machine valve seats
E4	CORE	Manufacture brackets and supports
E4	CORE	Manufacture deck bolts
E4	CORE	Manufacture deck plugs
E4	CORE	Manufacture deck sockets
E4	CORE	Manufacture equipment and system bushings

FABRICATIONS AND MANUFACTURING (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Manufacture equipment and system fittings
E4	CORE	Manufacture equipment mandrels
E4	CORE	Manufacture equipment wearing rings
E4	CORE	Manufacture gauge plugs
E4	CORE	Manufacture hatch dogs
E4	CORE	Manufacture machinery pulleys
E4	CORE	Manufacture machinery shafts
E4	CORE	Manufacture machinery shims
E4	CORE	Manufacture machinery spacers
E4	CORE	Manufacture machinery splines
E4	CORE	Manufacture metal and non-metal pins
E4	CORE	Manufacture pad eyes
E4	CORE	Manufacture shaft keys
E4	CORE	Manufacture spur gears
E4	CORE	Manufacture stanchion bolts
E4	CORE	Manufacture strainer plugs
E4	CORE	Manufacture system flanges
E5	CORE	Repair end bell housings

MACHINE OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Assemble components utilizing hydraulic or arbor presses
E4	CORE	Cut materials using a vertical or horizontal band saw
E4	CORE	Determine surface finishes using surface roughness scales
E4	CORE	Dial in bores using dial fingers
E4	CORE	Dial in pump casings on horizontal boring mills
E4	CORE	Dial in shafts on lathes
E4	CORE	Dial in shafts on mills
E4	CORE	Disassemble components utilizing hydraulic or arbor presses
E4	CORE	Disintegrate metal parts
E4	CORE	Drill out system parts
E4	CORE	Machine out-of-round surfaces
E4	CORE	Machine square and hexagonal holes
E4	CORE	Perform broaching procedures
E4	CORE	Perform draw filing
E4	CORE	Perform fly cutting
E4	CORE	Perform indexing procedures
E4	CORE	Perform precision measurements
E4	CORE	Straighten bent components

PRE-MANUFACTURING PREPARATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Balance grinding wheels
E4	CORE	Calculate areas and volumes
E4	CORE	Conduct equipment pre-operational checks
E4	CORE	Design special tools and adapters
E4	CORE	Draft manufacturing blueprints from sample parts
E4	CORE	Interpret blueprints to manufacture parts
E4	CORE	Layout equipment templates
E4	CORE	Layout geometric construction work
E4	CORE	Layout valve flange bolt holes
E4	CORE	Measure clearances
E4	CORE	Select carbide tools for machining applications
E4	CORE	Select plastics for intended use
E4	CORE	Set up drilling machines
E4	CORE	Set up flange refacing machines

PUMPS AND VALVES

Paygrade	Task Type	Task Statements
E4	CORE	Conduct blue checks
E4	CORE	Repair bearing surfaces
E4	CORE	Repair couplings
E4	CORE	Repair impellers
E4	CORE	Repair pump casing and casing rings
E4	CORE	Repair pump housing surfaces
E4	CORE	Repair pump shafts and sleeves
E4	CORE	Repair pump wearing rings
E4	CORE	Repair strainer bodies
E4	CORE	Repair threads
E4	CORE	Repair valve disks
E4	CORE	Repair valve hand wheels
E4	CORE	Repair valve seats
E4	CORE	Replace damaged or broken studs

QUALITY ASSURANCE

Paygrade	Task Type	Task Statements
E4	CORE	Document Quality Assurance (QA) repair form findings
E5	CORE	Prepare Quality Assurance (QA) repair forms
E5	CORE	Store controlled materials
E5	CORE	Update Quality Assurance (QA) repair forms
E4	CORE	Validate controlled materials for controlled work

SHOP OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Check surfaces for squareness
E4	CORE	Conduct metal hardness tests
E4	CORE	Conduct metal identification tests
E4	CORE	Control Oxyacetylene Torch (OAT) equipment
E4	CORE	Determine surface roughness
E4	CORE	Engrave miscellaneous equipage
E4	CORE	Maintain specialty tools and calibrated instruments
E4	CORE	Perform layout and bench work
E4	CORE	Perform machine shop calculations
E5	CORE	Repair shop equipment
E4	CORE	Sandblast miscellaneous equipage
E4	CORE	Setup Oxyacetylene Torch (OAT) equipment
E4	CORE	Sharpen drill bits

Job Title **Job Code**

Machinery Repairman Journeyman 003381

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Production	TBD	MACHINERY REPAIR JOURNEYMAN	MR JOURNEYMAN

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	MR	NEC U31A, U32A, U33A or other NECs as assigned

Job Description

Machinery Repairmen Journeymen manufacture replacement parts, repair or overhaul engines, propulsion and auxiliary systems on ships, aircraft, submarines, and various equipment; work on deck equipment; perform machine shop and repair duties utilizing machine shop equipment, such as lathes, drill presses, bench grinders, milling machines, power saws, Computer-Aided Design (CAD) software, Computer Numerically Controlled (CNC) machinery, vertical turret lathes, boring mills, precision grinders, metal buildup equipment, and heat treating equipment; calculate time and material needed for machine shop work; produce replacement parts by interpreting blueprints; draw sketches, prepare specifications, and select material utilizing advanced metallurgy for replacement parts; work with precision measuring instruments such as micrometers, depth gauges, dial calipers, gauge blocks, protractors, dial indicators, gear tooth veneers, and hardness testing equipment; operate engravers; and are expected to perform work independently and supervise apprentice machinists.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Machinists	170200	Tool and Dye Makers	51-4111.00	Production

Skills	Abilities
Equipment Selection	*Information Ordering*
Management of Material Resources	*Control Precision*
Operation and Control	*Arm-Hand Steadiness*
Repairing	*Mathematical Reasoning*
Quality Control Analysis	*Written Comprehension*
Operations Analysis	*Deductive Reasoning*
Mathematics	*Manual Dexterity*
Critical Thinking	*Written Expression*
Reading Comprehension	*Finger Dexterity*
Installation	*Inductive Reasoning*

FABRICATIONS AND MANUFACTURING

Paygrade	Task Type	Task Statements
E4	CORE	Grind machine shop single point tools
E4	CORE	Machine bearing surfaces
E4	CORE	Machine couplings from castings
E5	CORE	Machine end bell housing surfaces
E5	CORE	Machine impellers from castings
E5	CORE	Machine pump casing rings
E5	CORE	Machine pump casings
E5	CORE	Machine pump housing surfaces
E5	CORE	Machine pump shaft sleeves
E4	CORE	Machine pump shafts
E5	CORE	Machine strainer bodies
E4	CORE	Machine system zincs
E4	CORE	Machine threads
E4	CORE	Machine valve disks
E5	CORE	Machine valve flange surfaces
E4	CORE	Machine valve hand wheels from castings

FABRICATIONS AND MANUFACTURING (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Machine valve seats
E5	CORE	Manufacture bevel gears
E4	CORE	Manufacture brackets and supports
E4	CORE	Manufacture deck bolts
E4	CORE	Manufacture deck plugs
E4	CORE	Manufacture deck sockets
E4	CORE	Manufacture equipment and system bushings
E4	CORE	Manufacture equipment and system fittings
E4	CORE	Manufacture equipment mandrels
E4	CORE	Manufacture equipment wearing rings
E4	CORE	Manufacture gauge plugs
E4	CORE	Manufacture hatch dogs
E5	CORE	Manufacture helical gears
E4	CORE	Manufacture machinery pulleys
E4	CORE	Manufacture machinery shafts
E4	CORE	Manufacture machinery shims
E4	CORE	Manufacture machinery spacers
E4	CORE	Manufacture machinery splines
E5	CORE	Manufacture machinery sprockets
E4	CORE	Manufacture metal and non-metal pins
E4	CORE	Manufacture pad eyes
E4	CORE	Manufacture shaft keys
E4	CORE	Manufacture spur gears
E4	CORE	Manufacture stanchion bolts
E4	CORE	Manufacture strainer plugs
E5	CORE	Manufacture stub tooth gears
E4	CORE	Manufacture system flanges
E5	CORE	Manufacture worm gears
E5	CORE	Manufacture worm wheels
E5	CORE	Repair end bell housings

MACHINE OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Assemble components utilizing hydraulic or arbor presses
E4	CORE	Cut materials using a vertical or horizontal band saw
E4	CORE	Determine surface finishes using surface roughness scales
E4	CORE	Dial in bores using dial fingers
E4	CORE	Dial in pump casings on horizontal boring mills
E4	CORE	Dial in shafts on lathes

MACHINE OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Dial in shafts on mills
E4	CORE	Disassemble components utilizing hydraulic or arbor presses
E4	CORE	Disintegrate metal parts
E4	CORE	Drill out system parts
E5	CORE	Finish surfaces utilizing honing equipment
E5	CORE	Machine angles on vertical turret lathes
E4	CORE	Machine out-of-round surfaces
E5	CORE	Machine parts using Computer Numerically Controlled (CNC) machines
E5	CORE	Machine parts using milling operations on lathes
E4	CORE	Machine square and hexagonal holes
E4	CORE	Perform broaching procedures
E5	CORE	Perform Computer-Aided Design (CAD)/Computer Automated Machining (CAM)
E4	CORE	Perform draw filing
E4	CORE	Perform fly cutting
E4	CORE	Perform indexing procedures
E4	CORE	Perform precision measurements
E4	CORE	Straighten bent components

PRE-MANUFACTURING PREPARATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Balance grinding wheels
E4	CORE	Calculate areas and volumes
E4	CORE	Conduct equipment pre-operational checks
E4	CORE	Design special tools and adapters
E4	CORE	Draft manufacturing blueprints from sample parts
E4	CORE	Interpret blueprints to manufacture parts
E4	CORE	Layout equipment templates
E4	CORE	Layout geometric construction work
E4	CORE	Layout valve flange bolt holes
E4	CORE	Measure clearances
E4	CORE	Select carbide tools for machining applications
E4	CORE	Select plastics for intended use
E5	CORE	Set up Computer Numerically Controlled (CNC) machines
E5	CORE	Set up cylindrical grinders
E4	CORE	Set up drilling machines
E5	NON-CORE	Set up electroplating equipment
E4	CORE	Set up flange refacing machines
E5	CORE	Set up surface grinders
E5	CORE	Set up tool and cutter grinders

PUMPS AND VALVES

Paygrade	Task Type	Task Statements
E4	CORE	Conduct blue checks
E4	CORE	Repair bearing surfaces
E4	CORE	Repair couplings
E4	CORE	Repair impellers
E4	CORE	Repair pump casing and casing rings
E4	CORE	Repair pump housing surfaces
E4	CORE	Repair pump shafts and sleeves
E4	CORE	Repair pump wearing rings
E4	CORE	Repair strainer bodies
E4	CORE	Repair threads
E4	CORE	Repair valve disks
E4	CORE	Repair valve hand wheels
E4	CORE	Repair valve seats
E4	CORE	Replace damaged or broken studs

QUALITY ASSURANCE

Paygrade	Task Type	Task Statements
E6	CORE	Develop Controlled Work Packages (CWP)
E6	CORE	Develop Formal Work Packages (FWP)
E4	CORE	Document Quality Assurance (QA) repair form findings
E5	CORE	Prepare Quality Assurance (QA) repair forms
E5	CORE	Store controlled materials
E5	CORE	Update Quality Assurance (QA) repair forms
E4	CORE	Validate controlled materials for controlled work
E7	CORE	Verify accuracy of Controlled Work Packages (CWP)
E7	CORE	Verify accuracy of Formal Work Packages (FWP)
E7	CORE	Verify accuracy of Quality Assurance (QA) repair forms

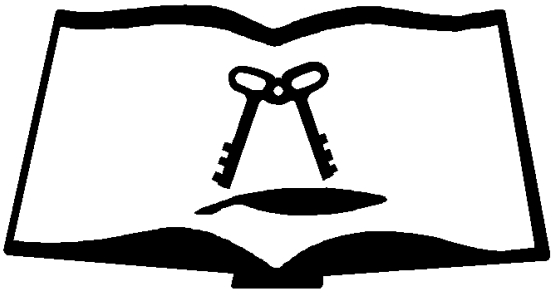
SHOP OPERATIONS

Paygrade	Task Type	Task Statements
E5	CORE	Analyze equipment malfunctions
E4	CORE	Check surfaces for squareness
E6	NON-CORE	Conduct machine operation training
E4	CORE	Conduct metal hardness tests
E4	CORE	Conduct metal identification tests
E4	CORE	Control Oxyacetylene Torch (OAT) equipment
E4	CORE	Determine surface roughness
E5	CORE	Develop computer-aided machining programs
E6	CORE	Draft production schedules
E7	CORE	Draft shop policies

SHOP OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Engrave miscellaneous equipage
E5	CORE	Heat treat metals using ovens
E4	CORE	Maintain specialty tools and calibrated instruments
E7	CORE	Manage production schedules
E4	CORE	Perform layout and bench work
E4	CORE	Perform machine shop calculations
E5	CORE	Repair shop equipment
E4	CORE	Sandblast miscellaneous equipage

CHAPTER 54



CULINARY SPECIALIST
(CS)

NAVPERS 18068F-54G
CH-74

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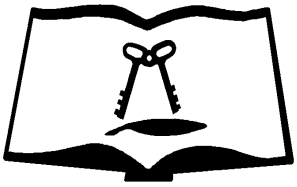
NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

CULINARY SPECIALIST (CS)



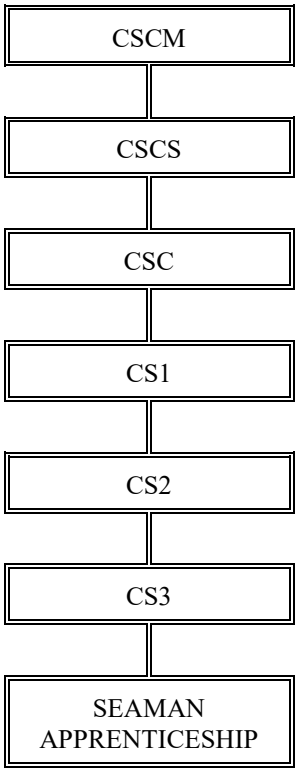
SCOPE OF RATING

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	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Food Preparation and Serving Related	TBD	LEADING CULINARY SPECIALIST	LEAD CULY SPEC

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	CS	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	*DoD Code*
Food Service, General	180000

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
Chefs and Head Cooks	35-1011.00	Food Preparation and Serving Related

Skills	Abilities
Management of Material Resources	*Deductive Reasoning*
Monitoring	*Information Ordering*
Quality Control Analysis	*Problem Sensitivity*
Critical Thinking	*Written Comprehension*
Management of Personnel Resources	*Mathematical Reasoning*
Management of Financial Resources	*Oral Expression*
Systems Analysis	*Written Expression*
Coordination	*Number Facility*
Judgment and Decision Making	*Inductive Reasoning*
Active Listening	*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)

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Food Preparation and Serving Related	TBD	CULINARY SPECIALIST	CULINARY SPEC

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	CS	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		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Food Service, General	180000	Cooks, Institution and Cafeteria	35-2012.00	Food Preparation and Serving Related

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

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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)

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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)

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

TECHNICAL MANAGEMENT

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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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NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

CULINARY SPECIALIST (SUBMARINE) (CSS)

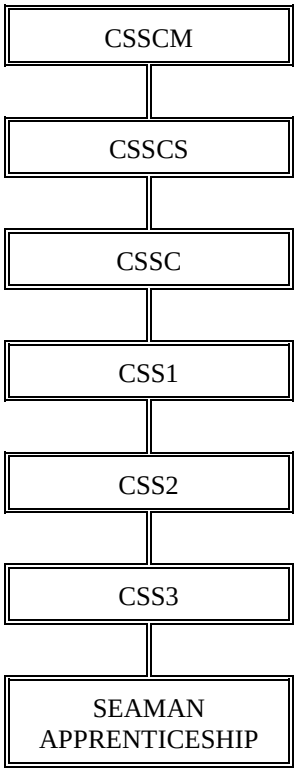
SCOPE OF RATING

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 **Job Code**

Submarine Leading Culinary Specialist 002768

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Food Preparation and Serving Related	TBD	SUB LEAD CULINARY SPECIALIST	SUB LD CUL SPC

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	CSS	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	*DoD Code*
Food Service, General	180000

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
Food Service Managers	11-9051.00	Food Preparation and Serving Related

Skills	Abilities
Monitoring	*Deductive Reasoning*
Quality Control Analysis	*Problem Sensitivity*
Management of Material Resources	*Written Comprehension*
Critical Thinking	*Information Ordering*
Management of Personnel Resources	*Written Expression*
Systems Analysis	*Inductive Reasoning*
Management of Financial Resources	*Mathematical Reasoning*
Service Orientation	*Number Facility*
Systems Evaluation	*Fluency of Ideas*
Coordination	*Selective Attention*

DINING FACILITY MANAGEMENT

Paygrade	Task Type	Task Statements
E4	CORE	Monitor serving line food temperatures

FOOD PREPARATION

Paygrade	Task Type	Task Statements
E4	CORE	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	Task Type	Task Statements
E4	CORE	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)

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
E6	CORE	Accept food service inventories
E7	CORE	Audit financial records

TECHNICAL MANAGEMENT (CONT'D)

Paygrade	Task Type	Task Statements
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 **Job Code**

Submarine Culinary Specialist 002769

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Food Preparation and Serving Related	TBD	SUBMARINE CULINARY SPECIALIST	SUB CUL SPEC

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	CSS	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		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Food Service, General	180000	Cooks, Institution and Cafeteria	35-2012.00	Food Preparation and Serving Related

Skills	Abilities
Management of Material Resources	*Written Comprehension*
Monitoring	*Manual Dexterity*
Operation and Control	*Problem Sensitivity*
Quality Control Analysis	*Deductive Reasoning*
Reading Comprehension	*Written Expression*
Service Orientation	*Information Ordering*
Equipment Selection	*Time Sharing*
Critical Thinking	*Category Flexibility*
Mathematics	*Inductive Reasoning*
Judgment and Decision Making	*Mathematical Reasoning*

DINING FACILITY MANAGEMENT

Paygrade	Task Type	Task Statements
E4	CORE	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	Task Type	Task Statements
E4	CORE	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)

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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)

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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

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

CHAPTER 55

MISSILE TECHNICIAN
(MT)

NAVPERS 18068-55F
CH-79

Enclosure (1)

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

MISSILE TECHNICIAN (MT)

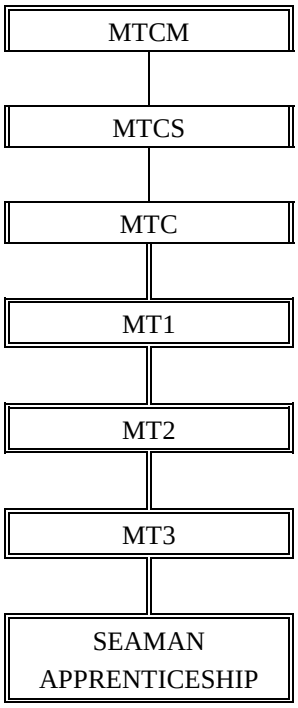
SCOPE OF RATING

Missile Technicians (MT) perform organizational and intermediate level maintenance on the Strategic Weapons System (SWS) on Ballistic Missile Submarines (SSBN) or the Attack Weapons System (AWS) on Guided Missile Submarines (SSGN); operate and maintain TRIDENT and Attack Weapons Systems, Fire Control Systems (FCS), missile systems, launcher systems, and associated support and test equipment; perform operational readiness tests of systems adhering to safety precautions applicable to missile explosive devices, missile hydraulics and missile testing; participate in missile handling evolutions.

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 55.

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 **Job Code**

Strategic Weapons Manager 001552

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Installation, Maintenance, and Repair	TBD	STRATEGIC WEAPONS MANAGER	STRAT WEP MGR

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	MT	NECs T33A, T37A, T38A, T50A and other NECs as assigned

Job Description

Strategic Weapons Managers manage divisional operations, maintenance, training, and administrative aspects associated with the assembly, maintenance, and repair of nuclear-capable ballistic missiles and their associated missile and launcher systems, advanced electronics and electro-mechanical navigation and targeting systems carried on submarines; and perform critical work functions supporting the training of assigned personnel, repair and maintenance of equipment, and employment of Strategic Weapons Systems (SWS).

DoD Relationship

Group Title	*DoD Code*
Missile Guidance and Control	112100

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
First-Line Supervisors/Managers of Mechanics, Installers, and Repairers	49-1011.00	Installation, Maintenance, and Repair

Skills	Abilities
Monitoring	*Problem Sensitivity*
Coordination	*Information Ordering*
Quality Control Analysis	*Written Comprehension*
Critical Thinking	*Selective Attention*
Management of Personnel Resources	*Auditory Attention*
Systems Evaluation	*Inductive Reasoning*
Reading Comprehension	*Written Expression*
Instructing	*Speech Recognition*
Judgment and Decision Making	*Oral Expression*
Management of Material Resources	*Deductive Reasoning*

COUNTDOWN OPERATIONS

Paygrade	Task Type	Task Statements
E5	CORE	Administer Strategic Weapons System (SWS) training countdown scenarios
E5	CORE	Create Strategic Weapons System (SWS) training countdown scenarios
E5	CORE	Direct Strategic Weapons System (SWS) training countdown evolutions
E7	CORE	Evaluate Strategic Weapons System (SWS) training countdowns
E6	CORE	Manage Strategic Weapons System (SWS) training countdown evolutions
E7	CORE	Manage Strategic Weapons System (SWS) training countdown operations
E6	CORE	Perform Control and Monitoring Panel (CAMP) countdown operations
E7	CORE	Perform Strategic Weapons System (SWS) Announcer watchstation countdown operations

DATA OPERATIONS

Paygrade	Task Type	Task Statements
E5	CORE	Direct targeting evolutions
E6	CORE	Manage Fire Control System (FCS) data management evolutions
E6	CORE	Manage targeting evolutions
E6	CORE	Manage weapons system media evolutions
E7	CORE	Manage weapons system media operations

DATA OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E7	CORE	Supervise Fire Control System (FCS) data management operations
E7	CORE	Supervise targeting operations

MAINTENANCE

Paygrade	Task Type	Task Statements
E5	CORE	Direct Strategic Weapons System (SWS) manual troubleshooting evolutions
E7	CORE	Evaluate Strategic Weapons System (SWS) maintenance personnel performance
E6	CORE	Manage Strategic Weapons System (SWS) manual troubleshooting evolutions
E7	CORE	Manage Strategic Weapons System (SWS) manual troubleshooting operations
E7	CORE	Monitor Strategic Weapons Systems (SWS) maintenance operations
E7	CORE	Monitor Strategic Weapons Systems (SWS) operations
E6	CORE	Sequence Strategic Weapons System (SWS) operations and maintenance evolutions

NUCLEAR WEAPONS SAFETY AND SECURITY

Paygrade	Task Type	Task Statements
E7	CORE	Direct nuclear weapons accidents or incidents control and recovery operations
E5	CORE	Manage nuclear weapons security programs
E6	CORE	Manage submarine weapons casualty recovery evolutions
E7	CORE	Manage submarine weapons casualty recovery operations
E6	CORE	Train nuclear weapons security teams
E6	CORE	Verify nuclear weapons security practices

TECHNICAL ADMINISTRATION

Paygrade	Task Type	Task Statements
E7	NON-CORE	Approve Maintenance and Material Management (3-M) Program plans
E7	CORE	Approve Preventive Maintenance Management Program (PMMP) plans
E7	CORE	Approve weapons system availability plans
E7	CORE	Approve weapons system log entries
E7	CORE	Approve weapons system pre-deployment training schedules
E7	CORE	Approve weapons system Trouble and Failure Reports (TFR)
E6	CORE	Audit missile service logs
E6	CORE	Audit Preventive Maintenance Management Programs (PMMP)
E6	CORE	Audit Special Weapons Ordnance Pamphlet (SWOP) program
E6	CORE	Create simulator training scenarios
E5	CORE	Develop in-port Strategic Weapons System (SWS) maintenance schedules
E7	CORE	Develop weapons system manual troubleshooting plans
E5	CORE	Direct Preventive Maintenance Management Program (PMMP) activities
E7	CORE	Establish nuclear weapons security practice and performance standards
E7	CORE	Evaluate ship-wide conditions effects on Strategic Weapons System (SWS) readiness
E7	CORE	Evaluate ship-wide evolution effects on Strategic Weapons System (SWS) operations and maintenance

TECHNICAL ADMINISTRATION (CONT'D)

Paygrade	Task Type	Task Statements
E7	NON-CORE	Manage Continuing Training and Qualification Software (CTQS) Programs
E6	NON-CORE	Manage Maintenance and Material Management (3-M) Program
E5	CORE	Manage nuclear weapons safety administration programs
E6	CORE	Manage Preventive Maintenance Management Programs (PMMP)
E6	CORE	Manage Strategic Weapons System (SWS) conventional ordnance weapons programs
E6	CORE	Manage Strategic Weapons System (SWS) support activities for upgrades, maintenance, training, and testing evolutions
E7	CORE	Manage Strategic Weapons System (SWS) support activities for upgrades, maintenance, training, and testing operations
E7	CORE	Plan Strategic Weapons System (SWS) patrol evolutions
E6	CORE	Plan weapons system pre-deployment training periods
E6	CORE	Prepare Strategic Weapons System (SWS) manual troubleshooting plans
E6	CORE	Prepare Strategic Weapons System (SWS) reports
E6	CORE	Verify Strategic Weapons System (SWS) paper and electronic documentation changes
E6	CORE	Verify weapons system maintenance activity work plans

TECHNICAL OPERATIONS

Paygrade	Task Type	Task Statements
E6	CORE	Conduct missile loads (offloads, onloads)
E6	CORE	Direct conventional ordnance events in Strategic Weapons System (SWS)
E7	CORE	Evaluate Strategic Weapons System (SWS) operations personnel performance
E7	CORE	Manage Explosive Handling Wharf (EHW) operations
E6	CORE	Manage missile tube entry evolutions
E7	CORE	Manage missile tube entry operations
E6	CORE	Manage non-ordnance missile component handling evolutions (installations, removals)
E7	CORE	Manage non-ordnance missile component handling operations (installations, removals)
E6	CORE	Manage Strategic Weapons System (SWS) conventional ordnance handling evolutions (installations, removals)
E7	CORE	Manage Strategic Weapons System (SWS) conventional ordnance handling operations (installations, removals)

Job Title

Strategic Weapons Technician

Job Code

001562

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Installation, Maintenance, and Repair	TBD	STRATEGIC WEAPONS TECHNICIAN	STRAT WEP TECH

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	MT	NECs T33A, T34A, T37A, T50A and other NECs as assigned

Job Description

Strategic Weapons Technicians supervise divisional operations, maintenance, training, and administrative aspects associated with the assembly, maintenance, and repair of nuclear-capable ballistic missiles and their associated missile and launcher systems, advanced electronics and electro-mechanical navigation and targeting systems carried on submarines; and perform critical work functions supporting the training of assigned personnel, repair and maintenance of equipment, and employment of Strategic Weapons Systems (SWS).

DoD Relationship

Group Title	*DoD Code*
Missile Guidance and Control	112100

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
Electrical and Electronics Repairers, Commercial and Industrial Equipment	49-2094.00	Installation, Maintenance, and Repair

Skills

Operation and Control
Equipment Maintenance
Systems Analysis
Monitoring
Installation
Reading Comprehension
Judgment and Decision Making
Coordination
Quality Control Analysis
Troubleshooting

Abilities

Written Comprehension
Manual Dexterity
Problem Sensitivity
Selective Attention
Speech Recognition
Information Ordering
Memorization
Auditory Attention
Oral Expression
Time Sharing

CONFIGURATION

Paygrade	Task Type	Task Statement
E4	CORE	Configure Fire Control (FC) power equipment
E4	CORE	Configure Missile Control Center (MCC) equipment cooling systems
E4	CORE	Configure missile tube hydraulic system
E4	CORE	Configure Strategic Weapons System (SWS) Fire Control (FC) subsystems
E4	CORE	Inspect Missile Compartment (MC) maintenance areas
E4	NON-CORE	Operate air system components
E4	NON-CORE	Operate hydraulic system components
E4	NON-CORE	Operate manually-controlled valves
E4	NON-CORE	Operate Missile Compartment (MC) Launcher equipment
E4	NON-CORE	Operate pneumatically-controlled valves
E4	NON-CORE	Operate submarine emergency life support systems
E4	NON-CORE	Operate submarine habitability systems
E4	NON-CORE	Override hydraulically-controlled valves
E4	CORE	Set Strategic Weapons System (SWS) conditions of readiness

CONFIGURATION (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Verify Missile Gas (MG) system conditions (e.g., nitrogen charge, readiness, portable flask charging, etc.)
E4	CORE	Verify Strategic Weapons System (SWS) conditions of readiness

COUNTDOWN OPERATIONS

Paygrade	Task Type	Task Statements
E6	CORE	Perform Control and Monitoring Panel (CAMP) countdown operations
E5	CORE	Perform Fire Control (FC) supervisor countdown operations
E6	CORE	Perform Launcher watchstation countdown operations
E4	CORE	Perform Missile Compartment (MC) countdown operations (Guidance, Second Level)
E4	CORE	Perform Missile Control Center (MCC) countdown operations

DATA OPERATIONS

Paygrade	Task Type	Task Statements
E4	NON-CORE	Assist in data management operations
E5	CORE	Direct Fire Control System (FCS) data collection evolutions
E5	CORE	Direct weapons system media evolutions
E6	CORE	Manage Fire Control System (FCS) data management evolutions
E6	CORE	Manage targeting evolutions
E6	CORE	Manage weapons system media evolutions
E7	CORE	Manage weapons system media operations
E4	CORE	Perform Fire Control System (FCS) data entry procedures
E4	CORE	Perform Fire Control System (FCS) data printing functions
E4	CORE	Perform targeting operations procedures
E7	CORE	Supervise Fire Control System (FCS) data management operations
E7	CORE	Supervise targeting operations
E4	CORE	Verify Fire Control System (FCS) data printouts

MAINTENANCE

Paygrade	Task Type	Task Statements
E4	CORE	Adjust Strategic Weapons Systems (SWS) electrical components
E5	CORE	Adjust Strategic Weapons Systems (SWS) mechanical components (e.g., shipboard valves, pumps, actuators, Missile Heating and Cooling (MHC), Missile Dehumidification and Drying (MDD), Missile Gas (MG), Missile Hydraulics (HML), etc.)
E4	NON-CORE	Assist in Strategic Weapons System (SWS) corrective maintenance
E4	NON-CORE	Assist in Strategic Weapons System (SWS) troubleshooting
E5	NON-CORE	Direct Maintenance and Material Management (3-M) Program
E5	CORE	Direct Strategic Weapons System (SWS) maintenance operations
E5	CORE	Direct Strategic Weapons System (SWS) manual troubleshooting evolutions
E4	CORE	Inspect Strategic Weapons Systems (SWS) electrical components

MAINTENANCE (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Inspect Strategic Weapons Systems (SWS) mechanical components (e.g., shipboard valves, pumps, actuators, Missile Heating and Cooling (MHC), Missile Dehumidification and Drying (MDD), Missile Gas (MG), Missile Hydraulics (HML), etc.)
E4	CORE	Lubricate Strategic Weapons Systems (SWS) electrical components
E4	CORE	Lubricate Strategic Weapons Systems (SWS) mechanical components (e.g., shipboard valves, pumps, actuators, Missile Heating and Cooling (MHC), Missile Dehumidification and Drying (MDD), Missile Gas (MG), Missile Hydraulics (HML), etc.)
E4	CORE	Maintain fiber optic system components
E4	CORE	Preserve Strategic Weapons Systems (SWS) electrical components
E4	CORE	Preserve Strategic Weapons Systems (SWS) mechanical components (e.g., shipboard valves, pumps, actuators, Missile Heating and Cooling (MHC), Missile Dehumidification and Drying (MDD), Missile Gas (MG), Missile Hydraulics (HML), etc.)
E5	CORE	Repair Strategic Weapons System (SWS) component cables
E5	CORE	Repair Strategic Weapons Systems (SWS) electrical components
E5	CORE	Repair Strategic Weapons Systems (SWS) mechanical components (e.g., shipboard valves, pumps, actuators, Missile Heating and Cooling (MHC), Missile Dehumidification and Drying (MDD), Missile Gas (MG), Missile Hydraulics (HML), etc.)
E4	CORE	Replace Strategic Weapons System (SWS) electronic modules
E5	CORE	Replace Strategic Weapons Systems (SWS) electrical components
E5	CORE	Replace Strategic Weapons Systems (SWS) mechanical components (e.g., shipboard valves, pumps, actuators, Missile Heating and Cooling (MHC), Missile Dehumidification and Drying (MDD), Missile Gas (MG), Missile Hydraulics (HML), etc.)
E5	CORE	Test Strategic Weapons Systems (SWS) electrical components
E5	CORE	Test Strategic Weapons Systems (SWS) mechanical components (e.g., shipboard valves, pumps, actuators, Missile Heating and Cooling (MHC), Missile Dehumidification and Drying (MDD), Missile Gas (MG), Missile Hydraulics (HML), etc.)
E5	CORE	Troubleshoot Strategic Weapons System (SWS) (e.g., Launcher, Fire Control System (FCS), etc.)
E5	CORE	Troubleshoot Strategic Weapons Systems (SWS) electrical components
E5	CORE	Troubleshoot Strategic Weapons Systems (SWS) mechanical components (e.g., shipboard valves, pumps, actuators, Missile Heating and Cooling (MHC), Missile Dehumidification and Drying (MDD), Missile Gas (MG), Missile Hydraulics (HML), etc.)

NUCLEAR WEAPONS SAFETY AND SECURITY

Paygrade	Task Type	Task Statements
E5	CORE	Analyze nuclear weapons accident and incident drill data
E5	CORE	Develop nuclear weapons accident and incident drill reports
E5	CORE	Develop nuclear weapons accident and incident drill scenarios

NUCLEAR WEAPONS SAFETY AND SECURITY (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Direct nuclear weapons accidents or incidents drills
E5	CORE	Direct submarine weapons casualty recovery evolutions
E6	CORE	Manage submarine weapons casualty recovery evolutions
E7	CORE	Manage submarine weapons casualty recovery operations
E4	NON-CORE	Operate emergency atmosphere control equipment
E4	CORE	Perform radiological surveys

OPERATIONAL TESTS

Paygrade	Task Type	Task Statements
E5	CORE	Conduct at-sea missile testing
E5	CORE	Conduct closure detonator circuit testing
E5	CORE	Conduct fire control diagnostic tests
E5	CORE	Conduct in-port missile testing
E5	CORE	Conduct Missile Compartment (MC) performance checks
E5	CORE	Conduct missile tube tightness tests
E5	CORE	Conduct operational sequence tests
E4	CORE	Establish equipment configuration conditions in Guidance to support missile testing
E4	CORE	Perform Missile Heating and Cooling (MHC) hot water heater operation verification Procedures

TECHNICAL ADMINISTRATION

Paygrade	Task Type	Task Statements
E5	CORE	Inventory Strategic Weapons System (SWS) equipage
E4	CORE	Locate electronic system operations and maintenance resources (e.g., Fire Control Systems (FCS), Strategic Weapons System Maintenance Information Network (SWSMIN), etc.)
E5	CORE	Manage weapons system documentation programs
E6	CORE	Prepare Strategic Weapons System (SWS) reports
E6	NON-CORE	Schedule simulator/lab training sessions
E5	CORE	Update Strategic Weapons System (SWS) maintenance records
E4	NON-CORE	Utilize weapons system training products

TECHNICAL OPERATIONS

Paygrade	Task Type	Task Statements
E6	CORE	Conduct missile loads (offloads, onloads)
E5	CORE	Direct missile tube entry evolutions
E5	CORE	Direct non-ordnance missile component handling evolutions (installations, removals)
E5	CORE	Direct Strategic Weapons System (SWS) conventional ordnance handling evolutions (installations, removals)
E4	CORE	Install non-ordnance missile components
E4	CORE	Install Strategic Weapons System (SWS) conventional ordnance components
E6	CORE	Manage missile tube entry evolutions

TECHNICAL OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E7	CORE	Manage missile tube entry operations
E6	CORE	Manage non-ordnance missile component handling evolutions (installations, removals)
E7	CORE	Manage non-ordnance missile component handling operations (installations, removals)
E6	CORE	Manage Strategic Weapons System (SWS) conventional ordnance handling evolutions (installations, removals)
E7	CORE	Manage Strategic Weapons System (SWS) conventional ordnance handling operations (installations, removals)
E5	CORE	Perform Fire Control System (FCS) timing procedures
E5	CORE	Perform missile inspection reader procedures
E4	CORE	Perform missile tube entries
E4	CORE	Remove non-ordnance missile components
E4	CORE	Remove Strategic Weapons System (SWS) conventional ordnance

Job Title **Job Code**

Strategic Weapons Operator 001567

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Installation, Maintenance, and Repair	TBD	STRATEGIC WEAPONS OPERATOR	STRAT WEP OPER

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	MT	NECs T33A, T37A, T48A, T50A and other NECs as assigned

Job Description

Strategic Weapons Operators perform organizational and intermediate maintenance operations and administrative aspects associated with the assembly, maintenance, and repair of nuclear-capable ballistic missiles and their associated missile and launcher systems, electronics and electro-mechanical navigation and targeting systems carried on submarines; and perform critical work functions supporting the training of assigned personnel, repair and maintenance of equipment, and employment of Strategic Weapons Systems (SWS).

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Missile Guidance and Control	112100	Maintenance Workers, Machinery	49-9043.00	Installation, Maintenance, and Repair

Skills	Abilities
Operation and Control	*Written Comprehension*
Equipment Maintenance	*Manual Dexterity*
Systems Analysis	*Speech Recognition*
Judgment and Decision Making	*Selective Attention*
Reading Comprehension	*Problem Sensitivity*
Installation	*Memorization*
Coordination	*Oral Comprehension*
Quality Control Analysis	*Time Sharing*
Troubleshooting	*Extent Flexibility*
Active Listening	*Finger Dexterity*

CONFIGURATION

Paygrade	Task Type	Task Statements
E4	CORE	Adjust missile tube heating and cooling systems
E4	CORE	Configure electrical power to weapons systems and Strategic Weapons System (SWS) ship support system equipment
E4	CORE	Configure Fire Control (FC) power equipment
E4	CORE	Configure Missile Control Center (MCC) equipment cooling systems
E4	CORE	Configure missile tube hydraulic system
E4	CORE	Configure Strategic Weapons System (SWS) Fire Control (FC) subsystems
E4	CORE	Inspect Missile Compartment (MC) maintenance areas
E4	NON-CORE	Operate air system components
E4	NON-CORE	Operate hydraulic system components
E4	NON-CORE	Operate manually-controlled valves
E4	NON-CORE	Operate Missile Compartment (MC) Launcher equipment
E4	NON-CORE	Operate pneumatically-controlled valves
E4	NON-CORE	Operate submarine emergency life support systems
E4	NON-CORE	Operate submarine habitability systems
E4	NON-CORE	Override hydraulically-controlled valves
E5	CORE	Override hydraulically-controlled valves from Missile Control Center (MCC)

CONFIGURATION (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Set Strategic Weapons System (SWS) conditions of readiness
E4	CORE	Verify Missile Gas (MG) system conditions (e.g., nitrogen charge, readiness, portable flask charging, etc.)
E4	CORE	Verify Strategic Weapons System (SWS) conditions of readiness

COUNTDOWN OPERATIONS

Paygrade	Task Type	Task Statements
E5	CORE	Perform Fire Control (FC) supervisor countdown operations
E6	CORE	Perform Launcher watchstation countdown operations
E4	CORE	Perform Missile Compartment (MC) countdown operations (Guidance, Second Level)
E5	CORE	Perform Missile Compartment (MC) troubleshooter countdown operations
E4	CORE	Perform Missile Control Center (MCC) countdown operations

DATA OPERATIONS

Paygrade	Task Type	Task Statements
E4	NON-CORE	Assist in data management operations
E4	CORE	Conduct media receipts, transfers, and verifications
E4	CORE	Perform Fire Control System (FCS) data entry procedures
E4	CORE	Perform Fire Control System (FCS) data printing functions
E4	CORE	Perform targeting operations procedures
E4	CORE	Perform weapons system media loads

MAINTENANCE

Paygrade	Task Type	Task Statements
E4	CORE	Adjust Strategic Weapons Systems (SWS) electrical components
E5	CORE	Adjust Strategic Weapons Systems (SWS) mechanical components (e.g., shipboard valves, pumps, actuators, Missile Heating and Cooling (MHC), Missile Dehumidification and Drying (MDD), Missile Gas (MG), Missile Hydraulics (HML), etc.)
E4	NON-CORE	Assist in Strategic Weapons System (SWS) corrective maintenance
E4	NON-CORE	Assist in Strategic Weapons System (SWS) troubleshooting
E4	CORE	Clean Strategic Weapons Systems (SWS) electrical components
E5	CORE	Clean Strategic Weapons Systems (SWS) mechanical components (e.g., shipboard valves, pumps, actuators, Missile Heating and Cooling (MHC), Missile Dehumidification and Drying (MDD), Missile Gas (MG), Missile Hydraulics (HML), etc.)
E4	CORE	Conduct Missile tube Dry and Dehumidification (MDD) operations
E4	CORE	Inspect Strategic Weapons Systems (SWS) electrical components
E4	CORE	Inspect Strategic Weapons Systems (SWS) mechanical components (e.g., shipboard valves, pumps, actuators, Missile Heating and Cooling (MHC), Missile Dehumidification and Drying (MDD), Missile Gas (MG), Missile Hydraulics (HML), etc.)
E4	CORE	Lubricate Strategic Weapons Systems (SWS) electrical components

MAINTENANCE (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Lubricate Strategic Weapons Systems (SWS) mechanical components (e.g., shipboard valves, pumps, actuators, Missile Heating and Cooling (MHC), Missile Dehumidification and Drying (MDD), Missile Gas (MG), Missile Hydraulics (HML), etc.)
E4	CORE	Maintain fiber optic system components
E4	CORE	Preserve Strategic Weapons Systems (SWS) electrical components
E4	CORE	Preserve Strategic Weapons Systems (SWS) mechanical components (e.g., shipboard valves, pumps, actuators, Missile Heating and Cooling (MHC), Missile Dehumidification and Drying (MDD), Missile Gas (MG), Missile Hydraulics (HML), etc.)
E5	CORE	Repair Strategic Weapons Systems (SWS) electrical components
E5	CORE	Repair Strategic Weapons Systems (SWS) mechanical components (e.g., shipboard valves, pumps, actuators, Missile Heating and Cooling (MHC), Missile Dehumidification and Drying (MDD), Missile Gas (MG), Missile Hydraulics (HML), etc.)
E4	CORE	Replace Strategic Weapons System (SWS) electronic modules
E5	CORE	Replace Strategic Weapons Systems (SWS) electrical components
E5	CORE	Replace Strategic Weapons Systems (SWS) mechanical components (e.g., shipboard valves, pumps, actuators, Missile Heating and Cooling (MHC), Missile Dehumidification and Drying (MDD), Missile Gas (MG), Missile Hydraulics (HML), etc.)
E5	CORE	Test Strategic Weapons Systems (SWS) electrical components
E5	CORE	Test Strategic Weapons Systems (SWS) mechanical components (e.g., shipboard valves, pumps, actuators, Missile Heating and Cooling (MHC), Missile Dehumidification and Drying (MDD), Missile Gas (MG), Missile Hydraulics (HML), etc.)

NUCLEAR WEAPONS SAFETY AND SECURITY

Paygrade	Task Type	Task Statements
E4	CORE	Combat nuclear weapons security violations
E4	CORE	Combat submarine weapons casualties
E4	CORE	Conduct nuclear weapons accidents or incidents casualty controls and recoveries
E4	NON-CORE	Operate emergency atmosphere control equipment
E4	CORE	Perform radiological surveys
E4	CORE	Perform Strategic Weapons System (SWS) reader-worker routines
E4	CORE	Perform two-person control during Strategic Weapons System (SWS) operations
E4	CORE	Perform two-person rule during Strategic Weapons System (SWS) operations
E4	NON-CORE	Safeguard nuclear weapons security areas

OPERATIONAL TESTS

Paygrade	Task Type	Task Statements
E5	CORE	Conduct at-sea missile testing
E5	CORE	Conduct closure detonator circuit testing
E5	CORE	Conduct fire control diagnostic tests

OPERATIONAL TESTS (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Conduct in-port missile testing
E5	CORE	Conduct Missile Compartment (MC) performance checks
E5	CORE	Conduct missile tube tightness tests
E5	CORE	Conduct operational sequence tests
E4	CORE	Establish equipment configuration conditions in Guidance to support missile testing
E4	CORE	Perform Missile Heating and Cooling (MHC) hot water heater operation verification procedures

TECHNICAL ADMINISTRATION

Paygrade	Task Type	Task Statements
E4	CORE	Locate electronic system operations and maintenance resources (e.g., Fire Control Systems (FCS), Strategic Weapons System Maintenance Information Network (SWSMIN), etc.)
E4	CORE	Perform Strategic Weapons System (SWS) paper-based and electronic publication change procedures
E4	CORE	Prepare Strategic Weapons System (SWS) Trouble and Failure Reports (TFR)
E4	NON-CORE	Utilize weapons system training products

TECHNICAL OPERATIONS

Paygrade	Task Type	Task Statements
E6	CORE	Conduct missile loads (offloads, onloads)
E4	CORE	Install non-ordnance missile components
E4	CORE	Install Strategic Weapons System (SWS) conventional ordnance components
E5	CORE	Perform Fire Control System (FCS) timing procedures
E4	CORE	Perform missile inspection worker procedures
E4	CORE	Perform missile tube entries
E4	CORE	Remove non-ordnance missile components
E4	CORE	Remove Strategic Weapons System (SWS) conventional ordnance

CHAPTER 56

MUSICIAN
(MU)

NAVPERS 18068F-56D
Change 81

Updated: January 2020

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MUSICIAN (MU)

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NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

MUSICIAN (MU)

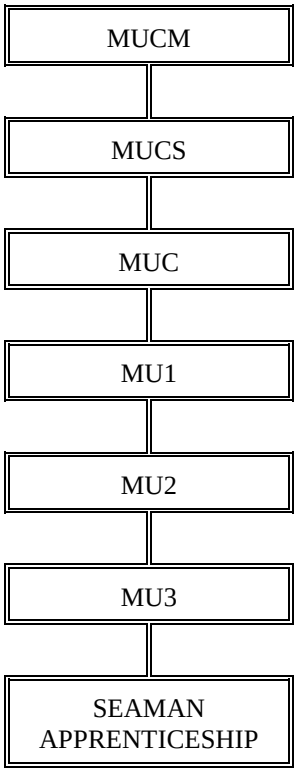
SCOPE OF RATING

Musicians (MU) perform, rehearse, conduct, and arrange music; plan and provide performance production enhancement and support; manage and support Navy bands, performing units, and production teams; provide live music for ceremonial, public affairs, and entertainment missions, afloat and ashore, as a strategic and diplomatic asset to maximize naval presence and coalition building initiatives; project a positive United States and Navy image both at home and abroad; support Navy recruiting objectives; inspire patriotism; elevate esprit de corps, retention, and pride in naval service; and enhance community awareness and public relations.

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 56.

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
Musician

Job Code
001572

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Arts, Design, Entertainment, Sports, and Media	TBD	MUSICIAN	MUSICIAN

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	MU	NEC AXXX series or other NECs as assigned

Job Description

Musicians (MU) perform, rehearse, conduct, and arrange music; plan and provide performance production enhancement and support; manage and support Navy bands, performing units, and production teams; provide live music for ceremonial, public affairs, and entertainment missions, afloat and ashore, as a strategic and diplomatic asset to maximize naval presence and coalition building initiatives; project a positive United States and Navy image both at home and abroad; support Navy recruiting objectives; inspire patriotism; elevate esprit de corps, retention, and pride in naval service; and enhance community awareness and public relations.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Musicians, General	145000	Musicians, Instrumental	27-2042.02	Arts, Design, Entertainment, Sports, and Media

Skills	Abilities
Active Listening	*Information Ordering*
Critical Thinking	*Selective Attention*
Coordination	*Originality*
Judgment and Decision Making	*Deductive Reasoning*
Management of Personnel Resources	*Oral Expression*
Troubleshooting	*Hearing Sensitivity*
Monitoring	*Time Sharing*
Time Management	*Written Expression*
Operation and Control	*Category Flexibility*
Equipment Selection	*Inductive Reasoning*

MUSIC PERFORMANCE

Paygrade	Task Type	Task Statements
E6	CORE	Conduct ceremonial bands (e.g., tempo, phrasing, volume, etc.)
E7	CORE	Conduct concert bands (e.g., tempo, phrasing, volume, etc.)
E6	CORE	Conduct marching bands (e.g., tempo, phrasing, volume, etc.)
E4	CORE	Direct music performances of specialty ensembles (e.g., chamber groups, commercial groups, etc.)
E4	CORE	Engage band audiences
E4	NON-CORE	Improvise music
E6	CORE	Issue non-verbal commands to marching bands (e.g., instrument movement, march, etc.)
E6	CORE	Issue verbal commands to ceremonial bands
E7	CORE	Issue verbal commands to concert bands
E6	CORE	Issue verbal commands to marching bands
E5	CORE	Issue verbal commands to specialty ensembles (e.g., chamber groups)
E4	CORE	Lead instrumental sections
E6	CORE	Manage sequence and timing of ceremonial band events
E7	CORE	Manage sequence and timing of concert band events
E6	CORE	Manage sequence and timing of marching band events
E5	CORE	Manage sequence and timing of specialty ensemble events (e.g., chamber groups, commercial groups, etc.)

MUSIC PERFORMANCE (CONT'D)

Paygrade	Task Type	Task Statements
E4	NON-CORE	Perform as soloist
E4	CORE	Perform assigned music from memory
E4	CORE	Perform in ceremonial bands
E4	CORE	Perform in concert bands
E4	CORE	Perform in marching bands
E4	CORE	Perform in specialty ensembles (e.g., chamber groups, commercial groups, etc.)
E4	CORE	Perform music at sight
E4	CORE	Transpose music at sight

PRODUCTION SUPPORT

Paygrade	Task Type	Task Statements
E5	NON-CORE	Control sequence and timing of lighting and light shows
E5	NON-CORE	Coordinate with host production teams (e.g., television stations)
E5	NON-CORE	Design light shows
E5	NON-CORE	Design stage lighting plots
E5	NON-CORE	Design stage sound plots
E6	NON-CORE	Edit music performance recordings
E4	CORE	Load production equipment
E5	NON-CORE	Manage production equipment maintenance
E5	NON-CORE	Manage production power source requirements and usage
E5	NON-CORE	Mix sound inputs and feeds
E5	NON-CORE	Perform preventive maintenance on production equipment
E7	NON-CORE	Produce master recordings
E5	NON-CORE	Produce music enhancements (e.g., delay, reverberation, compression, noise gate, etc.)
E5	NON-CORE	Produce performance media content (e.g., projection graphics)
E5	NON-CORE	Program lighting equipment
E5	NON-CORE	Record music performances (e.g., live, studio, etc.)
E5	NON-CORE	Reinforce sound of music performances
E5	NON-CORE	Repair production equipment
E4	CORE	Set up production equipment
E5	NON-CORE	Supervise production teams
E4	CORE	Tear down production equipment
E5	NON-CORE	Test production equipment
E5	NON-CORE	Troubleshoot production equipment
E4	CORE	Unload production equipment
E5	NON-CORE	Verify production equipment set-ups (e.g., sound checks, equipment location, etc.)

REHEARSAL AND PREPARATION

Paygrade	Task Type	Task Statements
E7	CORE	Analyze advanced compositions
E6	CORE	Analyze intermediate compositions
E5	NON-CORE	Arrange music for ceremonial bands

REHEARSAL AND PREPARATION (CONT'D)

Paygrade	Task Type	Task Statements
E6	NON-CORE	Arrange music for concert bands
E5	NON-CORE	Arrange music for marching bands
E5	NON-CORE	Arrange music for specialty ensembles (e.g., chamber groups, commercial groups, etc.)
E4	CORE	Configure musical instruments (e.g., tune, tone production, etc.)
E7	CORE	Coordinate production requirements for performances (e.g., music selection, lighting, scripts, etc.)
E4	CORE	Copy sheet music using standard notation
E4	CORE	Develop instrumental performance proficiency and techniques
E5	NON-CORE	Guide musicians and conductors on arrangement interpretations
E4	CORE	Load musical instruments
E5	CORE	Manage production requirements for performances (e.g., music selection, lighting, scripts, etc.)
E4	CORE	Perform preventive maintenance on musical instruments
E6	CORE	Plan ceremonial band rehearsals
E7	CORE	Plan concert band rehearsals
E4	CORE	Plan instrumental section rehearsals
E6	CORE	Plan marching band rehearsals
E5	CORE	Plan specialty ensemble (e.g., chamber groups, commercial groups, etc.) rehearsals
E4	CORE	Prepare assigned music for rehearsals (e.g., transcribe, analyze, practice, etc.)
E6	CORE	Rehearse ceremonial bands
E7	CORE	Rehearse concert bands
E4	CORE	Rehearse instrumental sections
E6	CORE	Rehearse marching bands
E5	CORE	Rehearse soloists
E5	CORE	Rehearse specialty ensembles (e.g., chamber groups, commercial groups, etc.)
E4	CORE	Test musical instruments
E6	NON-CORE	Transcribe advanced music
E4	CORE	Troubleshoot musical instruments
E4	CORE	Unload musical instruments

SUPERVISION AND MANAGEMENT

Paygrade	Task Type	Task Statements
E7	CORE	Coordinate logistical support of performing units (e.g., transportation and lodging, site requirements and visits, personnel requirements, etc.)
E7	CORE	Coordinate operations of Navy bands (e.g., bookings, assignments, schedules, legal, etc.)
E7	CORE	Coordinate public affairs activities (e.g., social media, internet content, print media, advertising, etc.)
E5	CORE	Draft procedural documents (e.g., Standard Operating Procedures (SOPs))
E4	CORE	Evaluate auditions
E5	CORE	Maintain band inventories (e.g., equipment, consumables, etc.)
E4	CORE	Maintain music libraries
E7	CORE	Manage administrative functions of Navy bands

SUPERVISION AND MANAGEMENT (CONT'D)

Paygrade	Task Type	Task Statements
E7	CORE	Manage auditions
E7	CORE	Manage band inventories (e.g., equipment, consumables, etc.)
E5	CORE	Manage logistical support of performing units (e.g., transportation and lodging, site requirements and visits, personnel requirements, etc.)
E7	CORE	Manage music libraries
E6	CORE	Manage operations of Navy bands (e.g., bookings, assignments, schedules, legal, etc.)
E5	CORE	Manage public affairs activities (e.g., social media, internet content, print media, advertising, etc.)
E4	CORE	Produce public affairs material (e.g., social media, internet content, print media, advertising, etc.)
E4	CORE	Release public affairs material (e.g., social media, internet content, print media, advertising, etc.)
E5	CORE	Supervise daily operations of performing units
E4	CORE	Support administrative functions of Navy bands
E7	CORE	Verify procedural documents (e.g., Standard Operating Procedures (SOPs))

CHAPTER 57

NAVY COUNSELOR
(NC)

NAVPERS 18068-57H
CH-69

Updated: January 2017

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CAREER DEVELOPMENT PROGRAM MANAGEMENT	NC-9 (C)
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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

NAVY COUNSELOR (COUNSELOR) (NCC)

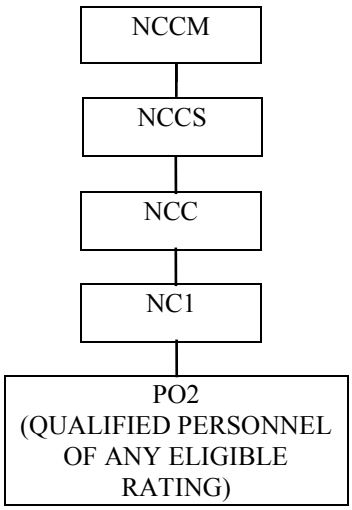
SCOPE OF RATING

Navy Counselors (Counselor) (NCC) assist commands in organizing and implementing aggressive enlisted retention and career information programs; evaluate enlisted career development programs within their own command and/or subordinate commands, as applicable; coordinate and supervise counseling efforts; counsel individuals and their family members (as applicable) on the advantages of career opportunities in the Navy, and give command level presentations on career programs.

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 57.

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 NCC service rating entry requirements refer to MILPERSMAN articles 1306-618 and 1440-020.

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 **Job Code**

Command Career Counselor 001617

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Business and Financial Operations	TBD	COMMAND CAREER COUNSELOR	CCC

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	NCC	Not applicable

Job Description

Command Career Counselors provide career information guidance and assistance to help Sailors explore and evaluate their education, training, interests, and capabilities; assist commands in organizing and implementing aggressive career information programs; coordinate with other command program coordinators in making sure career and personnel specific programs are being implemented in accordance with current Navy policies; assist Sailors in setting goals based on sound career decisions and identifying opportunities to develop their careers to the fullest potential; coordinate interviewing and counseling efforts; and provide additional career counseling for Sailors who are transitioning or retiring.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Recruiting and Counseling	150100	Human Resources Specialists	13-1071.00	Business and Financial Operations

Skills	Abilities
Monitoring	*Deductive Reasoning*
Coordination	*Oral Expression*
Speaking	*Information Ordering*
Time Management	*Time Sharing*
Active Listening	*Inductive Reasoning*
Management of Personnel Resources	*Written Expression*
Quality Control Analysis	*Written Comprehension*
Judgment and Decision Making	*Mathematical Reasoning*
Critical Thinking	*Category Flexibility*
Writing	*Oral Comprehension*

CAREER COUNSELING

Paygrade	Task Type	Task Statements
E6	CORE	Advise personnel on retirement or Fleet Reserve (FR) eligibility
E6	CORE	Advise personnel on service school eligibility
E6	CORE	Advise personnel on special programs
E6	CORE	Advise personnel on the Survivors Benefit Plan (SBP)
E6	CORE	Advise Sailors in enlisted assignment process
E6	CORE	Advise Sailors on career information programs
E6	NON-CORE	Assist with special program screenings
E6	CORE	Complete pre-separation counseling
E6	CORE	Coordinate Career Development Boards (CDB) (e.g. military lifecycle, etc.)
E6	CORE	Coordinate Navy Reserve (NR) pre-separation briefings
E6	CORE	Counsel personnel on Career Waypoints (CWAY) program eligibility
E6	NON-CORE	Counsel personnel on enlisted advancement programs
E6	CORE	Counsel personnel on professional growth (e.g. High Year Tenure (HYT), Physical Fitness Assessment (PFA), evaluations, etc.)
E6	CORE	Counsel personnel on reenlistment incentive programs (e.g. Selective Training and Reenlistment (STAR), Senior Enlisted Retention Bonus (SERB), Selective Retention Bonus (SRB), etc.)
E6	NON-CORE	Counsel personnel on the Joint Service Transcript (JST)
E6	NON-CORE	Provide education program referrals

CAREER COUNSELING (CONT'D)

Paygrade	Task Type	Task Statements
E6	NON-CORE	Provide local service agency referrals
E6	CORE	Verify Selective Reenlistment Bonus (SRB) eligibility

CAREER DEVELOPMENT PROGRAM MANAGEMENT

Paygrade	Task Type	Task Statements
E6	CORE	Analyze career development data (e.g. NRMS, CIMS, Career Navigator, etc.)
E6	CORE	Audit Career Development Programs (CDP)
E6	CORE	Coordinate assist visits
E6	CORE	Maintain Career Development Programs (CDP)
E6	NON-CORE	Maintain command retention recognition programs
E6	CORE	Prepare Career Development Program (CDP) training plans

CAREER DEVELOPMENT TEAM MANAGEMENT

Paygrade	Task Type	Task Statements
E6	CORE	Brief Career Development Teams (CDT)
E6	CORE	Coordinate Career Development Boards (CDB)
E6	NON-CORE	Coordinate Career Development Team (CDT) meetings
E6	CORE	Coordinate career development training
E6	NON-CORE	Determine Career Development Team (CDT) member eligibility
E6	CORE	Maintain client-to-counselor ratio

COMMUNICATIONS

Paygrade	Task Type	Task Statements
E6	NON-CORE	Assist special ceremonies coordinators
E6	NON-CORE	Coordinate career fairs
E6	NON-CORE	Coordinate officer applicant testing
E6	CORE	Coordinate reenlistment ceremonies
E6	NON-CORE	Coordinate with command program managers (e.g. EFM, sponsor coordinator, indoctrination coordinator, etc.)
E6	NON-CORE	Coordinate with service providing agencies
E6	CORE	Deliver career information briefs
E6	NON-CORE	Deliver career information pre-deployment briefs
E6	CORE	Deliver enlisted assignment briefs
E6	NON-CORE	Disseminate outside activity visits (e.g. detailers, NRC, FET, etc.)
E6	CORE	Prepare career development documents (e.g. reports, graphs, charts, etc.)
E6	CORE	Schedule career development events

PERSONNEL TRACKING

Paygrade	Task Type	Task Statements
E6	CORE	Compile reenlistment and attrition data
E6	CORE	Maintain career information training records
E6	CORE	Maintain Transition Assistance Management Program (TAMP) files

PERSONNEL TRACKING (CONT'D)

Paygrade	Task Type	Task Statements
E6	NON-CORE	Review manpower documents
E6	NON-CORE	Review reenlistment contracts
E6	CORE	Submit Enlisted Personnel Action Requests
E6	CORE	Submit Selective Reenlistment Bonus (SRB) authorization requests
E6	NON-CORE	Verify Fleet Reserve (FR) and retirement statements of service
E6	NON-CORE	Verify reserve drilling status and retirement eligibility

PROGRAM EVALUATION

Paygrade	Task Type	Task Statements
E6	CORE	Analyze reenlistment and attrition data
E6	NON-CORE	Assess command advancement trends
E6	CORE	Conduct Career Information Program (CIPR) reviews
E6	CORE	Prepare Career Development Program (CDP) Plan of Action and Milestones (POA&M)
E6	CORE	Provide Career Development Program (CDP) feedback reports
E6	CORE	Verify Career Development Team (CDT) training
E6	CORE	Verify client-to-counselor ratios
E6	NON-CORE	Verify command programs (e.g. sponsor, EFM, indoctrination, etc.)
E6	CORE	Verify Transition Assistance Management Program (TAMP) compliance

Job Title

Career Specialist

Job Code

001622

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Business and Financial Operations	TBD	CAREER SPECIALIST	CAREER SPEC

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	NCC	Not applicable

Job Description

Career Specialists develop, coordinate, and implement career information programs and policies within the Navy; oversee regional, battle group, and command training and development; establish rating and staffing requirements; collect and examine retention and attrition data and provide trend analysis; provide executive guidance in all aspects of interviewing and counseling efforts regarding career opportunities and professional development in the Navy; monitor compliance with changing laws and regulations; provide instructional leadership, monitor retention and attrition trends, interview and advise Sailors of Navy policies and requirements; and identify job skills and training opportunities which enhance skills and boost Sailors' satisfaction with their jobs.

DoD Relationship

Group Title	*DoD Code*
Recruiting and Counseling	150100

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
Human Resources Specialists	13-1071.00	Business and Financial Operations

Skills	Abilities
Monitoring	*Deductive Reasoning*
Coordination	*Information Ordering*
Time Management	*Oral Expression*
Management of Personnel Resources	*Inductive Reasoning*
Quality Control Analysis	*Time Sharing*
Speaking	*Written Comprehension*
Active Listening	*Written Expression*
Judgment and Decision Making	*Mathematical Reasoning*
Critical Thinking	*Category Flexibility*
Writing	*Problem Sensitivity*

CAREER COUNSELING

Paygrade	Task Type	Task Statements
E6	CORE	Advise personnel on retirement or Fleet Reserve (FR) eligibility
E6	CORE	Advise personnel on service school eligibility
E6	CORE	Advise personnel on special programs
E6	CORE	Advise personnel on the Survivors Benefit Plan (SBP)
E6	CORE	Advise Sailors in enlisted assignment process
E6	CORE	Advise Sailors on career information programs
E6	NON-CORE	Assist with special program screenings
E6	CORE	Complete pre-separation counseling
E6	CORE	Coordinate Career Development Boards (CDB) (e.g. military lifecycle, etc.)
E6	CORE	Coordinate Navy Reserve (NR) pre-separation briefings
E6	CORE	Counsel personnel on Career Waypoints (CWAY) program eligibility
E6	NON-CORE	Counsel personnel on enlisted advancement programs
E6	CORE	Counsel personnel on professional growth (e.g. High Year Tenure (HYT), Physical Fitness Assessment (PFA), evaluations, etc.)
E6	CORE	Counsel personnel on reenlistment incentive programs (e.g. Selective Training and Reenlistment (STAR), Senior Enlisted Retention Bonus (SERB), Selective Retention Bonus (SRB), etc.)
E6	NON-CORE	Counsel personnel on the Joint Service Transcript (JST)

CAREER COUNSELING (CONT'D)

Paygrade	Task Type	Task Statements
E6	NON-CORE	Provide education program referrals
E6	NON-CORE	Provide local service agency referrals
E6	CORE	Verify Selective Reenlistment Bonus (SRB) eligibility

CAREER DEVELOPMENT PROGRAM MANAGEMENT

Paygrade	Task Type	Task Statements
E6	CORE	Analyze career development data (e.g. NRMS, CIMS, Career Navigator, etc.)
E6	CORE	Audit Career Development Programs (CDP)
E6	CORE	Coordinate assist visits
E7	CORE	Coordinate subordinate command Career Development Programs (CDP) implementations
E7	CORE	Coordinate with Immediate Superiors In Command (ISIC) or Type Commander (TYCOM) Career Counselors (CC)
E6	CORE	Maintain Career Development Programs (CDP)
E6	NON-CORE	Maintain command retention recognition programs
E6	CORE	Prepare Career Development Program (CDP) training plans

CAREER DEVELOPMENT TEAM MANAGEMENT

Paygrade	Task Type	Task Statements
E6	CORE	Brief Career Development Teams (CDT)
E6	CORE	Coordinate Career Development Boards (CDB)
E6	NON-CORE	Coordinate Career Development Team (CDT) meetings
E6	CORE	Coordinate career development training
E6	NON-CORE	Determine Career Development Team (CDT) member eligibility
E6	CORE	Maintain client-to-counselor ratio

COMMUNICATIONS

Paygrade	Task Type	Task Statements
E6	NON-CORE	Assist special ceremonies coordinators
E6	NON-CORE	Coordinate career fairs
E6	NON-CORE	Coordinate officer applicant testing
E6	CORE	Coordinate reenlistment ceremonies
E6	NON-CORE	Coordinate with command program managers (e.g. EFM, sponsor coordinator, indoctrination coordinator, etc.)
E6	NON-CORE	Coordinate with service providing agencies
E6	CORE	Deliver career information briefs
E6	NON-CORE	Deliver career information pre-deployment briefs
E6	CORE	Deliver enlisted assignment briefs
E6	NON-CORE	Disseminate outside activity visits (e.g. detailers, NRC, FET, etc.)
E6	CORE	Prepare career development documents (e.g. reports, graphs, charts, etc.)
E6	CORE	Schedule career development events

PERSONNEL TRACKING

Paygrade	Task Type	Task Statements
E6	CORE	Compile reenlistment and attrition data
E6	CORE	Maintain career information training records
E6	CORE	Maintain Transition Assistance Management Program (TAMP) files
E6	NON-CORE	Review manpower documents
E6	NON-CORE	Review reenlistment contracts
E6	CORE	Submit Enlisted Personnel Action Requests
E6	CORE	Submit Selective Reenlistment Bonus (SRB) authorization requests
E6	NON-CORE	Verify Fleet Reserve (FR) and retirement statements of service
E6	NON-CORE	Verify reserve drilling status and retirement eligibility

PROGRAM EVALUATION

Paygrade	Task Type	Task Statements
E7	CORE	Analyze Fleet or Force Career Development Program (CDP)
E7	CORE	Analyze Fleet or Force career development statistical data
E7	CORE	Analyze Immediate Superior In Command (ISIC) Career Development Program (CDP) reports
E6	CORE	Analyze reenlistment and attrition data
E7	CORE	Analyze subordinate command career development statistical data
E6	NON-CORE	Assess command advancement trends
E6	CORE	Conduct Career Information Program (CIPR) reviews
E7	CORE	Conduct Career Information Program Reviews (CIPR) for subordinate Immediate Superiors In Command (ISIC)
E6	CORE	Prepare Career Development Program (CDP) Plan of Action and Milestones (POA&M)
E7	CORE	Prepare Career Development Program (CDP) reports (e.g. Fleet, Force, or Immediate Superiors In Command (ISIC)
E6	CORE	Provide Career Development Program (CDP) feedback reports
E6	CORE	Verify Career Development Team (CDT) training
E6	CORE	Verify client-to-counselor ratios
E7	CORE	Verify Command Career Counselors (CCC) billet alignments
E6	NON-CORE	Verify command programs (e.g. sponsor, EFM, indoctrination, etc.)
E6	CORE	Verify Transition Assistance Management Program (TAMP) compliance

Job Title **Job Code**

Chief Career Counselor 003776

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Management	TBD	CHIEF CAREER COUNSELOR	CHIEF CARCNSLR

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	NCC	Not Applicable

Job Description

Chief Career Counselors plan, develop, coordinate, and implement career information, programs and policies in the Navy; oversee regional, battle group, and command training and development; motivate and manage aggressive career information and training programs; establish rating and staffing requirements; provide oversight and management of retention and attrition management programs; provide review and analysis of Fleet and Force Career Development and Transition Assistance Management Programs; collect and examine retention and attrition data and provide trend analysis; review career information surveys and provide recommendations and feedback; and provide executive guidance in all aspects of career counseling and ensure compliance with changing laws and regulations.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Recruiting and Counseling	150100	Training and Development Managers	11-3131.00	Management

Skills	Abilities
Monitoring	*Deductive Reasoning*
Coordination	*Information Ordering*
Time Management	*Inductive Reasoning*
Quality Control Analysis	*Oral expression*
Management of Personnel Resources	*Time Sharing*
Complex Problem Solving	*Written Expression*
Judgment and Decision Making	*Mathematical Reasoning*
Speaking	*Problem Sensitivity*
Systems Evaluation	*Written Comprehension*
Writing	*Category Flexibility*

CAREER COUNSELING

Paygrade	Task Type	Task Statements
E6	CORE	Advise Sailors in enlisted assignment process
E6	CORE	Coordinate Career Development Boards (CDB) (e.g. military lifecycle, etc.)
E6	CORE	Counsel personnel on Career Waypoints (CWAY) program eligibility
E6	NON-CORE	Provide local service agency referrals

CAREER DEVELOPMENT PROGRAM MANAGEMENT

Paygrade	Task Type	Task Statements
E6	CORE	Analyze career development data (e.g. NRMS, CIMS, Career Navigator, etc.)
E6	CORE	Audit Career Development Programs (CDP)
E6	CORE	Coordinate assist visits
E7	CORE	Coordinate subordinate command Career Development Programs (CDP) implementations
E7	CORE	Coordinate with Immediate Superiors In Command (ISIC) or Type Commander (TYCOM) Career Counselors (CC)
E6	CORE	Maintain Career Development Programs (CDP)
E6	NON-CORE	Maintain command retention recognition programs
E6	CORE	Prepare Career Development Program (CDP) training plans

CAREER DEVELOPMENT TEAM MANAGEMENT

Paygrade	Task Type	Task Statements
E6	CORE	Brief Career Development Teams (CDT)
E6	NON-CORE	Coordinate Career Development Team (CDT) meetings
E6	CORE	Coordinate career development training

COMMUNICATIONS

Paygrade	Task Type	Task Statements
E6	NON-CORE	Assist special ceremonies coordinators
E6	NON-CORE	Coordinate career fairs
E6	NON-CORE	Coordinate with command program managers (e.g. EFM, sponsor coordinator, indoctrination coordinator, etc.)
E6	NON-CORE	Coordinate with service providing agencies
E6	CORE	Deliver career information briefs
E6	CORE	Deliver enlisted assignment briefs
E6	NON-CORE	Disseminate outside activity visits (e.g. detailers, NRC, FET, etc.)
E6	CORE	Prepare career development documents (e.g. reports, graphs, charts, etc.)
E6	CORE	Schedule career development events

PERSONNEL TRACKING

Paygrade	Task Type	Task Statements
E6	CORE	Compile reenlistment and attrition data
E6	CORE	Maintain career information training records
E6	NON-CORE	Review manpower documents

PROGRAM EVALUATION

Paygrade	Task Type	Task Statements
E7	CORE	Analyze Fleet or Force Career Development Program (CDP)
E7	CORE	Analyze Fleet or Force career development statistical data
E7	CORE	Analyze Immediate Superior In Command (ISIC) Career Development Program (CDP) reports
E6	CORE	Analyze reenlistment and attrition data
E7	CORE	Analyze subordinate command career development statistical data
E6	NON-CORE	Assess command advancement trends
E6	CORE	Conduct Career Information Program (CIPR) reviews
E7	CORE	Conduct Career Information Program Reviews (CIPR) for subordinate Immediate Superiors In Command (ISIC)
E6	CORE	Prepare Career Development Program (CDP) Plan of Action and Milestones (POA&M)
E7	CORE	Prepare Career Development Program (CDP) reports (e.g. Fleet, Force, or Immediate Superiors In Command (ISIC)
E6	CORE	Provide Career Development Program (CDP) feedback reports
E6	CORE	Verify Career Development Team (CDT) training
E6	CORE	Verify client-to-counselor ratios

PROGRAM EVALUATION (CONT'D)

Paygrade	Task Type	Task Statements
E7	CORE	Verify Command Career Counselors (CCC) billet alignments
E6	NON-CORE	Verify command programs (e.g. sponsor, EFM, indoctrination, etc.)
E6	CORE	Verify Transition Assistance Management Program (TAMP) compliance

CHAPTER 57

NAVY COUNSELOR
(NC)

NAVPERS 18068-57J
CH-80

Updated: October 2019

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

NAVY COUNSELOR (RECRUITER) (NCR)

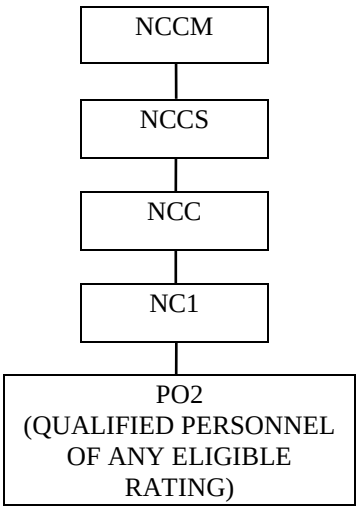
SCOPE OF RATING

Navy Counselors (Recruiter) (NCR) develop and implement effective recruiting plans to achieve assigned missions; analyze market trends and recruiting efforts to make adjustments; supervise and coordinate marketing, prospecting, interviewing, processing, classification, and onboarding activities; give presentations to civic groups, workshops, seminars, and targeted populations and their family members on career opportunities in the Navy; provide leadership, career information, mentoring, training, and coaching to assigned personnel, including Future Sailors and Collegiates; network with media, educators, civil officials, and community leaders to foster Navy awareness; manage available resources; and enforce policies, programs, and best business practices to ensure compliance.

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 57.

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 NCR service rating entry requirements, refer to BUPERSINST 1133.29 series and MILPERSMAN 1306-965.

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

Recruiting Supervisor

Job Code

001632

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Sales and Related	TBD	RECRUITING SUPERVISOR	RECRUIT SUPV

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	NCR	800R and other NECs as assigned

Job Description

Recruiting Supervisors directly supervise and coordinate activities of Navy recruiters in Officer and Enlisted disciplines (i.e., Talent Scouting, Assessing, and Onboarding); provide assigned personnel with supervision and guidance on recruitment of qualified individuals for accession into the United States Navy; conduct training on recruiting systems, techniques, and procedures; supervise and evaluate individual recruiter activity to facilitate goal achievement; analyze demographic and geographic markets to target the most qualified individuals for accession into the Navy; ensure personnel are in compliance with Navy Recruiting Command and Navy policies; mentor, train, and develop Future Sailors and Collegiates; and monitor the Delayed Entry Program (DEP), identify potential problems, and take corrective actions.

DoD Relationship

Group Title	*DoD Code*
Recruiting and Counseling	150100

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
First-Line Supervisors of Non-Retail Sales Workers	41-1012.00	Sales and Related

Skills	Abilities
Monitoring	*Oral Expression*
Quality Control Analysis	*Written Expression*
Systems Evaluation	*Inductive Reasoning*
Critical Thinking	*Problem Sensitivity*
Complex Problem Solving	*Written Comprehension*
Speaking	*Oral Comprehension*
Management of Personnel Resources	*Originality*
Coordination	*Information Ordering*
Writing	*Deductive Reasoning*
Active Listening	*Fluency of Ideas*

ASSESSING

Paygrade	Task Type	Task Statements
E6	CORE	Analyze applicant kit processing data
E7	CORE	Coordinate removal of applicants from Military Entrance Processing Station (MEPS) processing
E7	CORE	Establish talent acquisition detachment processing guidelines
E6	CORE	Evaluate Military Entrance Processing Station (MEPS) conversion ratios
E6	NON-CORE	Track central classification of applicants
E6	CORE	Validate active and reserve enlisted application kits
E6	CORE	Validate applicant waiver requests (e.g., moral, mental, physical, etc.)
E6	CORE	Verify attained not drilled reports
E6	CORE	Verify Military Entrance Processing Station (MEPS) applicants
E6	CORE	Verify prior service applicants are scheduled for enlistment

ONBOARDING

Paygrade	Task Type	Task Statements
E7	CORE	Analyze Delayed Entry Program (DEP) attrition data
E7	CORE	Assign Delayed Entry Program (DEP) referral goals
E7	CORE	Audit recruiting referral recognition program requests
E7	CORE	Conduct collegiate audits
E7	CORE	Conduct Delayed Entry Program (DEP) audits

ONBOARDING (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Conduct Delayed Entry Program (DEP) custody turnovers
E6	CORE	Conduct Future Sailor (FS) executive screenings
E6	CORE	Conduct mega Delayed Entry Program (DEP) meetings
E5	CORE	Conduct officer and enlisted Delayed Entry Program (DEP)-Out briefings
E5	CORE	Counsel potential Delayed Entry Program (DEP) attrites
E7	CORE	Determine Delayed Entry Program (DEP) Slope Target (DST) posture deficiencies
E7	CORE	Develop Delayed Entry Program (DEP) attrition reduction plans
E6	CORE	Develop Delayed Entry Program (DEP) meeting improvement plans
E7	CORE	Direct mega Delayed Entry Program (DEP) meeting improvement actions
E7	CORE	Evaluate Delayed Entry Program (DEP) meetings
E6	CORE	Evaluate Delayed Entry Program (DEP) referral goal attainment
E7	CORE	Evaluate Delayed Entry Program (DEP) team building evolutions
E7	CORE	Evaluate mega Delayed Entry Program (DEP) meetings
E5	CORE	Identify potential Delayed Entry Program (DEP) attrites
E5	CORE	Initiate Delayed Entry Program (DEP) Slope Target (DST) roll-ins and reclassifications
E7	CORE	Maintain Delayed Entry Program (DEP) problem lists
E7	CORE	Manage Future Sailor (FS) status changes (e.g., Delayed Entry Program Action Requests (DARs))
E7	CORE	Manage officer and enlisted Delayed Entry Programs (DEPs)
E6	CORE	Plan Delayed Entry Program (DEP) team building evolutions
E5	CORE	Report Future Sailor (FS) status changes (e.g., Delayed Entry Program Action Requests (DARs))
E6	CORE	Submit Delayed Entry Program (DEP) problem lists
E7	CORE	Track Delayed Entry Program (DEP) problem resolutions
E6	CORE	Track Delayed Entry Program (DEP) referral dispositions
E6	CORE	Validate recruiting referral recognition program requests
E6	CORE	Verify collection of program and rating-specific shipping documentation (e.g., Hospital Corpsman (HM) transcripts)
E6	CORE	Verify Delayed Entry Program (DEP) indoctrination and meeting requirements compliance
E6	CORE	Verify Delayed Entry Program (DEP) run assessments
E6	CORE	Verify Future Sailor (FS) and collegiate Physical Readiness Tests (PRTs) and Body Composition Assessments (BCAs)
E7	CORE	Verify Future Sailor (FS) executive screenings
E6	CORE	Verify Future Sailor (FS) status changes (e.g., Delayed Entry Program Action Requests (DARs))
E6	CORE	Verify Naval Special Warfare (NSW) and Naval Special Operations (NSO) Physical Screening Tests (PSTs)

OPERATIONS AND ADMINISTRATION

Paygrade	Task Type	Task Statements
E7	CORE	Analyze recruiting Key Performance Indicators (KPIs)
E6	CORE	Conduct Daily Production Reviews (DPRs)
E6	CORE	Conduct new recruiter indoctrinations
E6	CORE	Conduct Recruiter Development Board (RDB) remediations
E5	CORE	Conduct recruiting sales conversations
E6	CORE	Conduct sales labs
E6	CORE	Conduct turnover inspections
E7	CORE	Enforce recruiting customer service standards
E7	CORE	Establish recruiting customer service standards
E6	CORE	Evaluate recruiting activity planners
E6	CORE	Evaluate recruiting sales conversations
E7	CORE	Evaluate recruiting systems
E5	CORE	Generate recruiting referrals
E7	CORE	Maintain domicile-to-duty government vehicle logs
E5	CORE	Maintain recruiting trackers
E6	CORE	Manage recruiter assistance programs (e.g., Recruiter Assistance Program (RAP), Officer Hometown Area Recruiting Program (OHARP), Senior Minority Assistance to Recruiting Program (SEMINAR), etc.)
E6	CORE	Manage recruiting process and performance improvement
E7	CORE	Manage recruiting systems
E6	CORE	Provide input to Recruiter Development Boards (RDBs)
E7	CORE	Provide recruiter transfer recommendations (i.e., fault, no fault, and incompatible)
E5	CORE	Request recruiting funding (e.g., Internal Request Documents (IRDs))
E6	CORE	Resolve recruiting Key Performance Indicators (KPIs) deficiencies
E6	CORE	Track recruiting Key Performance Indicators (KPIs)
E5	CORE	Update recruiting customer records (e.g., profiles)
E7	CORE	Verify customer transitions in recruiting pipeline
E6	CORE	Verify recruiting customer records (e.g., profiles)
E7	CORE	Verify turnover inspections

RECRUITING COMMAND ASSESSMENT

Paygrade	Task Type	Task Statements
E7	CORE	Conduct on-site recruiting assessments
E7	CORE	Coordinate preparation for recruiting administrative, material, and/or operational readiness assessments and inspections
E7	CORE	Define recruiting best practices
E7	NON-CORE	Develop annual recruiting assessment schedules
E7	NON-CORE	Develop recruiting assessment checklists
E7	NON-CORE	Develop recruiting assessment plans
E7	NON-CORE	Recommend on-site recruiting assessment locations
E7	NON-CORE	Write recruiting assessment reports

TALENT SCOUTING

Paygrade	Task Type	Task Statements
E6	CORE	Analyze All Service Accession Data (ASAD)
E6	CORE	Analyze applicant logs (qualified and unqualified)
E6	CORE	Assess Local Effective Accession Delivery System (LEADS) feedback data
E6	CORE	Assign recruiter Areas of Responsibility (AORs)
E6	CORE	Assign Schools of Area Responsibility (SOARs)
E7	CORE	Assign talent acquisition goals
E7	CORE	Calculate talent acquisition goals
E7	CORE	Conduct applicant executive screenings
E6	CORE	Conduct Local Effective Accession Delivery System (LEADS) executive calls
E6	CORE	Conduct ride-alongs with recruiters (e.g., 72-hour indoctrinations, presentations, school visits, School of Area of Responsibility (SOAR), interviews, etc.)
E6	CORE	Coordinate collection of high school and college lists
E7	CORE	Coordinate national and local diversity conference participation
E6	NON-CORE	Design recruitment advertisements
E6	CORE	Determine lead-generating recruitment initiatives
E7	CORE	Develop recruiting plans of action to target diverse markets (e.g., females, Naval Special Warfare (NSW), Naval Special Operations (NSO), nuclear engineers, etc.)
E7	CORE	Develop recruitment advertising plans
E7	CORE	Develop school visit plans
E5	CORE	Develop strategic partnerships and Centers of Influence (COIs)
E7	CORE	Enforce execution of command school canvassing plan
E6	CORE	Ensure school lists are entered into recruiting systems (e.g., high school lists, college lists, etc.)
E6	NON-CORE	Enter school lists into recruiting systems (e.g., high school lists, college lists, etc.)
E6	CORE	Establish Schools of Area Responsibility (SOARs)
E6	CORE	Evaluate new recruiters on developing strategic partnerships and Centers of Influence (COIs)
E7	CORE	Evaluate officer recruiting marketing and prospecting activities
E6	CORE	Evaluate prospecting plans
E6	CORE	Evaluate recruiter Areas of Responsibility (AORs)
E7	CORE	Evaluate recruiting presentations (i.e., enlisted, officer, and special programs)
E6	CORE	Evaluate recruiting production (e.g., appointments, interviews, physicals, contracts, etc.)
E6	CORE	Evaluate recruitment advertising feedback
E6	CORE	Evaluate social networking activities
E7	CORE	Evaluate Target Market Centers (TMCs)
E7	CORE	Maintain applicant logs of Qualified Interviews (QIs)
E7	CORE	Manage recruitment advertising
E6	CORE	Manage social networking enhancement tools
E6	CORE	Publish Local Effective Accession Delivery System Production Team (LPT) reports

TALENT SCOUTING (CONT'D)

Paygrade	Task Type	Task Statements
E7	CORE	Recommend Navy recruiting office locations
E7	CORE	Recommend updates to recruiting fair market distributions
E5	CORE	Report daily production information (e.g., acquisition data)
E6	CORE	Review goal recap sheets
E6	CORE	Screen recruitment advertising initiative responses
E7	CORE	Track diversity recruiting trends
E6	CORE	Track Local Effective Accession Delivery System (LEADS) ratios
E6	CORE	Update Station Market Analysis Review Technique (SMART) systems
E6	CORE	Validate Navy Advertising and Leads Tracking System (NALTS) data
E6	CORE	Verify follow-up of local and national Local Effective Accession Delivery Systems (LEADSs)
E7	CORE	Verify recruiters canvass assigned Areas of Responsibility (AORs) using all modes of prospecting

Job Title

Recruiter

Job Code

002793

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Business and Financial Operations	TBD	RECRUITER	RECRUITER

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	NCR	800R, 801R, 803R, 805R, and other NECs as assigned

Job Description

Recruiters include those working in Officer and Enlisted disciplines (i.e., Talent Scouting, Assessing, and Onboarding). Recruiters seek out, interview, and screen applicants to fill existing and future job openings and promote career opportunities within organizations; build and submit applications for enlistment and commissioning in the Navy; and train and mentor Future Sailors and Collegiates.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Recruiting and Counseling	150100	Human Resources Specialists	13-1071.00	Business and Financial Operations

Skills	Abilities
Speaking	*Oral Expression*
Coordination	*Oral Comprehension*
Active Listening	*Inductive Reasoning*
Monitoring	*Written Expression*
Writing	*Originality*
Instructing	*Information Ordering*
Management of Personnel Resources	*Written Comprehension*
Operation and Control	*Speed of Closure*
Quality Control Analysis	*Problem Sensitivity*
Time Management	*Spatial Orientation*

ASSESSING

Paygrade	Task Type	Task Statements
E6	CORE	Collect active and reserve officer application kit documents
E5	CORE	Conduct Military Entrance Processing Station (MEPS) briefs
E5	NON-CORE	Coordinate central classification of applicants
E5	CORE	Coordinate enlistment, commissioning, and remote swear-in ceremonies
E5	CORE	Coordinate interest and aptitude survey submissions (i.e., Job Opportunities in the Navy (JOIN))
E5	CORE	Coordinate medical screening and testing of applicants (e.g., Armed Services Vocational Aptitude Battery (ASVAB), Aviation Selection Test Battery (ASTB), Navy Advanced Programs Test (NAPT), Defense Language Aptitude Battery (DLAB), Officer Aptitude Rating (OAR), etc.)
E5	CORE	Counsel applicants on the rating compatibility process
E5	CORE	Counsel rejected applicants
E5	CORE	Prepare enlistment documents
E5	CORE	Schedule Military Entrance Processing Station (MEPS) applicants
E5	CORE	Submit active and reserve enlisted application kits
E5	CORE	Submit applicant security requests (e.g., Personnel Security Investigation (PSI))
E5	CORE	Submit applicant waiver requests (e.g., moral, mental, physical, etc.)
E5	CORE	Transition Future Sailors (FSs) to onboarding
E5	CORE	Validate applicant eligibility

ONBOARDING

Paygrade	Task Type	Task Statements
E5	CORE	Assemble prior service Reserve Component (RC) residual records
E5	CORE	Collect program and rating-specific shipping documentation (e.g., Hospital Corpsman (HM) transcripts)
E5	CORE	Conduct Delayed Entry Program (DEP) custody turnovers
E5	CORE	Conduct Delayed Entry Program (DEP) meetings
E5	CORE	Conduct Delayed Entry Program (DEP) team building evolutions
E5	CORE	Conduct Future Sailor (FS) advancement ceremonies
E5	CORE	Conduct Future Sailor (FS) and collegiate indoctrinations (e.g., Delayed Entry Program (DEP), 72-hour indoctrinations, etc.)
E5	CORE	Conduct Future Sailor (FS) and collegiate Physical Readiness Tests (PRTs) and Body Composition Assessments (BCAs)
E5	CORE	Conduct Naval Special Warfare (NSW) and Naval Special Operations (NSO) candidate screenings
E5	CORE	Conduct officer and enlisted Delayed Entry Program (DEP) recertifications
E5	CORE	Conduct officer and enlisted Delayed Entry Program (DEP)-Out briefings
E5	CORE	Conduct phone contacts with Future Sailors (FSs) and collegiates
E5	CORE	Conduct Physical Training (PT) sessions
E5	CORE	Coordinate Delayed Entry Program (DEP) meetings
E5	CORE	Coordinate Initial Fitness Assessments (IFAs)
E5	CORE	Coordinate Naval Special Warfare (NSW) and Naval Special Operations (NSO) Physical Screening Tests (PSTs)
E5	CORE	Counsel potential Delayed Entry Program (DEP) attrites
E5	CORE	Identify potential Delayed Entry Program (DEP) attrites
E5	CORE	Initiate Delayed Entry Program (DEP) Slope Target (DST) roll-ins and reclassifications
E5	CORE	Mentor Future Sailors (FSs) and collegiates
E5	CORE	Report Future Sailor (FS) status changes (e.g., Delayed Entry Program Action Requests (DARs))
E6	CORE	Report issues negatively impacting collegiate shipping (i.e., adverse Collegiate Management Reports (CMRs))
E5	CORE	Submit recruiting referral recognition program requests
E6	CORE	Verify collegiates meet basic eligibility, service agreement, and program-specific requirements (i.e., Collegiate Management Reports (CMRs))
E5	CORE	Verify completion of Delayed Entry Program (DEP) Personnel Qualification Standards (PQSs)
E5	CORE	Verify possession of hold harmless agreements and release from liability certificates

OPERATIONS AND ADMINISTRATION

Paygrade	Task Type	Task Statements
E5	CORE	Conduct recruiting sales conversations
E5	CORE	Generate recruiting referrals
E5	CORE	Maintain recruiting activity planners

OPERATIONS AND ADMINISTRATION (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Maintain recruiting trackers
E6	CORE	Manage recruiting process and performance improvement
E5	CORE	Proctor Armed Services Vocational Aptitude Battery (ASVAB) tests
E5	CORE	Request recruiting funding (e.g., Internal Request Documents (IRDs))
E5	CORE	Transport recruiting customers (e.g., applicants, Future Sailors (FSs), collegiates, etc.)
E5	CORE	Update recruiting customer records (e.g., profiles)

TALENT SCOUTING

Paygrade	Task Type	Task Statements
E5	CORE	Administer screening tests (e.g., Prescreen Internet Based Computerized Adaptive Testing (PiCAT))
E5	CORE	Blueprint applicants
E5	CORE	Calculate recruiting production (e.g., appointments, interviews, physicals, contracts, etc.)
E5	CORE	Canvass Areas of Responsibility (AORs)
E5	CORE	Collect high school and college lists
E5	CORE	Conduct enlisted applicant interviews (e.g., active duty, New Accession Training (NAT), prior service, etc.)
E5	CORE	Conduct enlisted program presentations (e.g., active duty, New Accession Training (NAT), prior service, etc.)
E5	CORE	Conduct follow-up with Qualified Not Enlisted (QNE) applicants
E6	CORE	Conduct officer applicant interviews (e.g., General Officer (GENOFF) active and reserve, medical officer active and reserve, etc.)
E6	CORE	Conduct officer program presentations (e.g., General Officer (GENOFF) active and reserve, medical officer active and reserve, etc.)
E5	CORE	Conduct prospecting (e.g., Personally Developed Contacts (PDCs), telephone, referrals, leads, online applicants, social networking, etc.)
E5	CORE	Conduct school visits
E5	CORE	Conduct special program applicant interviews (e.g., Naval Special Warfare (NSW), Naval Special Operations (NSO), Nuclear, priority ratings, Navy Reserve Officer Training Corps (NROTC), etc.)
E5	CORE	Conduct special program presentations (e.g., Naval Special Warfare (NSW), Naval Special Operations (NSO), Nuclear, priority ratings, Navy Reserve Officer Training Corps (NROTC), etc.)
E6	CORE	Coordinate Navy work experiences and interviews for officer applicants (e.g., Medical Very Important Prospects (MEDVIPs), Nuclear Very Important Prospects (NUCVIPs), chaplain applicants, etc.)
E5	CORE	Coordinate Navy work experiences for Centers of Influence (COIs) (e.g., Educator Orientation Visits (EOVs))
E5	CORE	Create recruiting customer records (e.g., profiles)
E5	CORE	Develop prospecting plans
E5	CORE	Develop strategic partnerships and Centers of Influence (COIs)
E6	CORE	Document officer recruiting marketing and prospecting activities

TALENT SCOUTING (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Generate Navy awareness at community events (e.g., swarms, fund raising drives, blood donor drives, patriotic holidays, professional organization events, etc.)
E5	CORE	Identify potential Target Market Centers (TMCs) (e.g., schools, clubs, professional organizations, etc.)
E5	CORE	Maintain applicant logs (qualified and unqualified)
E5	CORE	Manage Recruiting Aid Devices (RADs) inventory
E5	CORE	Manage social networking accounts
E5	CORE	Order Recruiting Aid Devices (RADs)
E5	CORE	Perform follow-up screenings on all no-show appointments
E5	CORE	Plan enlisted program presentations (e.g., active duty, New Accession Training (NAT), prior service, etc.)
E6	CORE	Plan officer program presentations (e.g., General Officer (GENOFF) active and reserve, medical officer active and reserve, etc.)
E5	CORE	Plan special program presentations (e.g., Naval Special Warfare (NSW), Naval Special Operations (NSO), Nuclear, priority ratings, Navy Reserve Officer Training Corps (NROTC), etc.)
E6	CORE	Provide input to officer recruiting marketing and prospecting plans
E5	CORE	Provide Local Effective Accession Delivery System (LEADS) feedback
E6	CORE	Provide officer recruiting marketing and prospecting plan feedback
E5	CORE	Recruit at prospect-generating events (e.g., job fairs, career fairs, etc.)
E5	CORE	Report daily production information (e.g., acquisition data)
E5	CORE	Set prospective applicant appointments
E5	CORE	Transition applicants to assessing

CHAPTER 59

OPERATIONS SPECIALIST
(OS)

NAVPERS 18068-59H
CH-76

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

OPERATIONS SPECIALIST (OS)

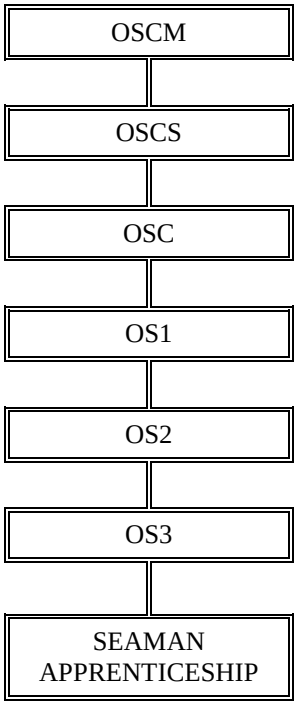
SCOPE OF RATING

Operations Specialists (OS) advise on shipboard warfare operations and navigation; maintain Combat Information Center (CIC)/Combat Direction Center (CDC) displays and provide strategic plotting for warfare areas, weapons control and navigation; operate surveillance radars, identification equipment, communications equipment, and associated Command and Control equipment; interpret and evaluate radar presentations and tactical situations and make recommendations to senior leadership; apply current procedures and doctrine to CIC/CDC operations as specified by Joint/Allied/U.S. Navy publications and instructions; and display and disseminate tactical information during Surface Warfare (SUW), Air Warfare (AW), Undersea Warfare (USW), Amphibious Warfare (AMW), Mine Warfare (MIW), Littoral Warfare (LW), Naval Surface Fire Support (NSFS), Ballistic Missile Defense (BMD), and Search and Rescue (SAR) operations.

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) in Chapter 59.

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 **Job Code**

Combat Air Controller 003738

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Military Specific	TBD	COMBAT AIR CONTROLLER	COM AIR CTRLR

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	OS	NEC WXXX series and other NECs as assigned

Job Description

Combat Air Controllers control assigned aircraft in simple or multiple warfare environments by using radios, radars, and other means; control fixed wing and/or rotary aircraft from land, carrier-based, or own ship's assets; provide safety of flight, passing of information, directions, and necessary assistance to aircraft in the event of emergencies; and utilize assigned aircraft as an extension of own ship's weapons.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Radar	122100	Command and Control Center Specialists	55-3015.00	Military Specific

Skills	Abilities
Complex Problem Solving	*Information Ordering*
Critical Thinking	*Inductive Reasoning*
Operation and Control	*Deductive Reasoning*
Judgment and Decision Making	*Speech Clarity*
Equipment Selection	*Problem Sensitivity*
Monitoring	*Control Precision*
Coordination	*Written Comprehension*
Operation Monitoring	*Finger Dexterity*
Reading Comprehension	*Reaction Time*
Speaking	*Category Flexibility*

AIR WARFARE (AW) OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Analyze air contacts
E4	CORE	Assess air contact priorities
E5	CORE	Authenticate return to force procedures
E6	CORE	Conduct shipboard defense against airborne threats
E4	CORE	Determine air contact classifications (e.g. checkprints, hails/queries, warnings, etc.)
E4	CORE	Evaluate air contacts
E5	NON-CORE	Input Air Defense (AD) fire control parameters
E4	CORE	Maintain aeronautical charts and publications
E7	CORE	Make battle group operation requirement recommendations (e.g. Air Defense (AD), Ballistic Missile Defense (BMD), Surface Warfare (SUW), etc.)
E7	CORE	Manage aircraft emergency situations
E5	NON-CORE	Manage aircraft mission plans
E6	CORE	Manage shipboard Air Defense (AD) operations
E7	CORE	Plan Air Defense (AD) operations
E5	NON-CORE	Provide tactical information to aircraft (e.g. weapons condition and status, Fleet Air Defense Identification Zone (FADIZ), waypoints, etc.)
E4	CORE	Recommend air contact classifications

AIR WARFARE (AW) OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E5	NON-CORE	Recommend Air Defense (AD) engagement tactics
E7	CORE	Recommend Air Defense (AD) plans
E4	CORE	Relay aircraft status
E4	CORE	Report air contacts (e.g. Contacts of Interest (COI), Critical Contacts of Interest (CCOI), etc.)
E4	CORE	Report air engagement Battle Damage Assessments (BDA)
E5	CORE	Report return to force assets
E6	NON-CORE	Supervise air control operations
E5	CORE	Supervise aircraft emergency situations
E4	CORE	Track air contacts
E4	CORE	Update air contact information
E5	NON-CORE	Update controlled aircraft status

AMPHIBIOUS WARFARE (AMW) OPERATIONS

Paygrade	Task Type	Task Statements
E4	NON-CORE	Provide support information to aircraft (e.g. safety of flight, advisory control, amphibious mission support, etc.)

COMMUNICATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Authenticate tactical signals
E4	CORE	Decode tactical signals
E4	CORE	Encode tactical signals
E4	CORE	Log external tactical communications
E6	NON-CORE	Make operational and situational reports (e.g. Air Defense (AD), Ballistic Missile Defense (BMD), Sea Combat Commander (SCC), etc.)
E4	CORE	Perform external communications (ship-to-ship, ship-to-shore, ship-to-air)
E5	CORE	Record tactical communications (internal, external)
E4	CORE	Test Combat Information Center (CIC)/Combat Direction Center (CDC) communication systems

ELECTRONIC SYSTEMS OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Configure automatic tracking features
E4	CORE	Configure Command, Control, Computer, Communication, and Intelligence (C4I) systems for operations (watch, prosecution, weapons employment)
E4	CORE	Configure Identification Friend or Foe (IFF) equipment
E4	CORE	Configure informational display systems
E4	CORE	Configure radar repeaters
E4	CORE	Configure Tactical Air Navigation (TACAN)
E4	CORE	Configure Tactical Display System (TDS) for operations

ELECTRONIC SYSTEMS OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E5	NON-CORE	Establish data links (dual-net multi-frequency data links and multi-frequency links)
E4	CORE	Evaluate radar performance
E4	CORE	Evaluate systems status (e.g. Tactical Display System (TDS), radar, Identification Friend or Foe (IFF), etc.)
E5	NON-CORE	Initiate link communications
E4	CORE	Input data into electronic charting systems (e.g. navigational, geographical, emergent, etc.)
E4	NON-CORE	Manage databases (e.g. Global Command and Control System (GCCS), Air Defense Systems Integrator (ADSI), etc.)
E6	CORE	Manage Tactical Display System (TDS) operations
E4	CORE	Perform link track correlations
E4	CORE	Process emergency signals
E4	CORE	Resolve identification conflicts
E5	CORE	Supervise Tactical Display System (TDS) operations
E4	CORE	Verify Identification Friend or Foe (IFF) information
E4	CORE	Verify track identification information

NAVAL SURFACE FIRE SUPPORT (NSFS) OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Convert plotting units of measure (e.g. grid, polar, degrees, etc.)

NAVIGATION

Paygrade	Task Type	Task Statements
E4	CORE	Compute magnetic variation
E4	CORE	Correlate lookout information with radar presentations

SEARCH AND RESCUE (SAR) OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Calculate datums
E4	CORE	Plot distress signals, bearings, and ranges
E4	CORE	Plot search areas for maritime Search and Rescue (SAR) operations
E5	NON-CORE	Provide Search and Rescue (SAR) approaches for aircraft
E5	CORE	Provide Search and Rescue (SAR) operation recommendations

SURFACE WARFARE (SUW) OPERATIONS

Paygrade	Task Type	Task Statements
E7	CORE	Assign surface contact priorities
E4	CORE	Classify surface contacts
E6	CORE	Compare surface weapons targeting solutions
E6	CORE	Conduct shipboard defense against surface threats
E4	NON-CORE	Direct air assets (Surface Warfare (SUW), Undersea Warfare (USW))

SURFACE WARFARE (SUW) OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E4	NON-CORE	Engage surface targets with anti-surface weapon systems (Harpoon)
E4	CORE	Evaluate surface contacts
E7	CORE	Manage battle group Surface Warfare (SUW) operations
E4	CORE	Plot surface contacts
E4	CORE	Provide intercept recommendations for surface contacts
E6	CORE	Recommend Surface Warfare (SUW) engagement tactics
E6	CORE	Recommend Surface Warfare (SUW) search and attack plans
E4	CORE	Report surface contacts (e.g. Contacts of Interest (COI), Critical Contacts of Interest (CCOI), etc.)
E4	CORE	Report surface engagement Battle Damage Assessments (BDA)
E4	CORE	Track surface contacts
E4	CORE	Update surface contact information
E5	CORE	Verify surface contact classifications
E6	CORE	Verify Surface Warfare (SUW) targeting data

TACTICAL SUPPORT OPERATIONS

Paygrade	Task Type	Task Statements
E6	CORE	Verify extracted information from operational tasking (e.g. Operational Orders (OPORDS), Operations Schedules (OPSKED), Operational Taskings (OPTASK), etc.)

TECHNICAL ADMINISTRATION

Paygrade	Task Type	Task Statements
E4	CORE	Draft operational messages
E4	CORE	Extract required information from Naval messages
E5	CORE	Input magnetic variations
E5	CORE	Inventory Communications Security Material System (CMS) classified material
E4	CORE	Maintain Combat Information Center (CIC)/Combat Direction Center (CDC) watch logs

UNDERSEA WARFARE (USW) OPERATIONS

Paygrade	Task Type	Task Statements
E5	CORE	Evaluate undersea contacts
E7	CORE	Evaluate Undersea Warfare (USW) plots
E5	CORE	Recommend Undersea Warfare (USW) search and attack plans
E5	CORE	Review Undersea Warfare (USW) plots
E5	NON-CORE	Utilize air assets for Undersea Warfare (USW) search and attack plans

WATCH TEAM OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Analyze threat weapons data
E5	CORE	Conduct watchstander briefs

WATCH TEAM OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Configure operating mode of systems (training, normal operations)
E4	CORE	Disseminate tactical information
E4	CORE	Prepare Combat Information Center (CIC)/Combat Direction Center (CDC) for special evolutions
E6	CORE	Review Combat Information Center (CIC)/Combat Direction Center (CDC) doctrines
E4	NON-CORE	Review tactical operations data (tactical data link)
E4	CORE	Transition Combat Information Center (CIC)/Combat Direction Center (CDC) between conditions of readiness
E5	CORE	Verify Emission Control (EMCON) status

Job Title **Job Code**

Navigation And Plotting Specialist 003739

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Military Specific	TBD	NAVIGATION AND PLOTTING SPEC	NAV PLOT SPEC

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	OS	NEC WXXX series and other NECs as assigned

Job Description

Navigation and Plotting Specialists provide assistance to the Navigation Officer ensuring the safe navigation of the ship for inland and open ocean navigation; calculate and compute maneuvering boards for safe navigation around shipping contacts; and maintain various displays and plots to include, but not limited to Search and Rescue (SAR) operations, Amphibious Warfare (AMW), Undersea Warfare (USW), Naval Surface Fire Support (NSFS), and Surface Warfare (SUW) plots, navigation, weather, and anchoring operations.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Radar	122100	Command and Control Center Specialists	55-3015.00	Military Specific

Skills	Abilities
Mathematics	*Information Ordering*
Writing	*Inductive Reasoning*
Complex Problem Solving	*Problem Sensitivity*
Coordination	*Manual Dexterity*
Reading Comprehension	*Deductive Reasoning*
Critical Thinking	*Mathematical Reasoning*
Quality Control Analysis	*Rate Control*
Active Learning	*Written Comprehension*
Operation and Control	*Finger Dexterity*
Monitoring	*Speech Clarity*

AMPHIBIOUS WARFARE (AMW) OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Determine amphibious craft positions
E7	CORE	Manage ship-to-shore movements
E4	CORE	Plot Amphibious Objective Area (AOA) information
E4	CORE	Report ship-to-shore movements
E5	CORE	Supervise Amphibious Objective Area (AOA) plots
E5	CORE	Supervise ship-to-shore movements

COMMUNICATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Authenticate tactical signals
E4	CORE	Decode tactical signals
E4	CORE	Encode tactical signals
E4	CORE	Log external tactical communications
E6	NON-CORE	Make operational and situational reports (e.g. Air Defense (AD), Ballistic Missile Defense (BMD), Sea Combat Commander (SCC), etc.)
E4	CORE	Perform external communications (ship-to-ship, ship-to-shore, ship-to-air)
E5	CORE	Record tactical communications (internal, external)
E4	CORE	Test Combat Information Center (CIC)/Combat Direction Center (CDC) communication systems

ELECTRONIC SYSTEMS OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Configure Command, Control, Computer, Communication, and Intelligence (C4I) systems for operations (watch, prosecution, weapons employment)
E4	CORE	Configure informational display systems
E4	CORE	Configure navigation systems
E4	CORE	Configure radar repeaters
E4	CORE	Configure Tactical Display System (TDS) for operations
E4	CORE	Evaluate Automatic Identification Systems (AIS) information
E4	CORE	Evaluate radar performance
E4	CORE	Evaluate systems status (e.g. Tactical Display System (TDS), radar, Identification Friend or Foe (IFF), etc.)
E4	CORE	Initialize radar repeaters
E4	CORE	Input data into electronic charting systems (e.g. navigational, geographical, emergent, etc.)
E4	NON-CORE	Manage databases (e.g. Global Command and Control System (GCCS), Air Defense Systems Integrator (ADSI), etc.)
E6	CORE	Manage Tactical Display System (TDS) operations
E4	CORE	Process emergency signals
E4	CORE	Resolve identification conflicts
E5	CORE	Supervise Tactical Display System (TDS) operations
E4	CORE	Verify Identification Friend or Foe (IFF) information
E4	CORE	Verify track identification information

NAVAL SURFACE FIRE SUPPORT (NSFS) OPERATIONS

Paygrade	Task Type	Task Statements
E5	CORE	Compute Time on Target (TOT)
E5	CORE	Compute Time to Target (TTT)
E4	CORE	Convert plotting units of measure (e.g. grid, polar, degrees, etc.)
E6	CORE	Coordinate Naval Surface Fire Support (NSFS) engagements
E7	CORE	Manage Naval Surface Fire Support (NSFS) teams
E4	CORE	Plot targets (e.g. grid method, polar method, geodetic, etc.)
E4	CORE	Prepare Naval Surface Fire Support (NSFS) plots
E5	CORE	Supervise Naval Surface Fire Support (NSFS) plot teams

NAVIGATION

Paygrade	Task Type	Task Statements
E5	CORE	Calculate compensating and correcting courses and speeds
E4	CORE	Calculate Plan of Intended Movement (PIM)
E4	CORE	Calculate set and drift
E4	CORE	Compare radar scope presentations with charts
E5	CORE	Compare ship's plotted position to secondary plots
E4	CORE	Compute course and speed made good

NAVIGATION (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Compute magnetic variation
E4	CORE	Compute swing and drag circle radii
E4	CORE	Correlate lookout information with radar presentations
E4	CORE	Develop gazetteers
E4	CORE	Maintain chart inventories
E7	CORE	Manage navigation teams during special evolutions (e.g. restricted waters, man overboard, straits transits, etc.)
E4	CORE	Plot anchorages
E4	CORE	Plot Dead Reckoning (DR) tracks
E4	CORE	Plot ship's advance and transfer
E4	CORE	Plot ship's position (e.g. radar, Global Positioning System (GPS), visual, etc.)
E5	CORE	Plot ship's position during special evolutions (e.g. restricted waters, man overboard, straits transit, etc.)
E4	CORE	Plot ship's track
E4	CORE	Plot swept channels
E4	CORE	Plot swing and drag circles
E5	CORE	Provide collision avoidance recommendations
E4	CORE	Report aids and hazards to navigation
E5	CORE	Report gyrocompass errors
E5	CORE	Supervise Combat Information Center (CIC)/Combat Direction Center (CDC) anchoring evolutions
E4	CORE	Validate charted depth
E4	CORE	Validate fix data
E4	CORE	Validate navigation plots
E5	CORE	Verify plotting of swept channels

SEARCH AND RESCUE (SAR) OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Calculate aerospace drift for water entry points
E4	CORE	Calculate datums
E4	CORE	Plot distress signals, bearings, and ranges
E4	CORE	Plot search areas for maritime Search and Rescue (SAR) operations
E4	CORE	Plot search patterns
E4	CORE	Provide man overboard information (e.g. bearing, distance, recovery options, etc.)
E5	NON-CORE	Provide Search and Rescue (SAR) approaches for aircraft
E5	CORE	Provide Search and Rescue (SAR) operation recommendations

SURFACE WARFARE (SUW) OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Evaluate surface contacts
E4	CORE	Plot surface contacts
E4	CORE	Plot Surface Warfare (SUW) engagements
E4	CORE	Provide intercept recommendations for surface contacts
E5	CORE	Supervise surface plotting teams
E4	CORE	Track surface contacts
E4	CORE	Update surface contact information

TACTICAL SUPPORT OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Calculate maneuvering board solutions
E4	CORE	Plot Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) areas
E4	CORE	Plot Electronic Warfare (EW) information
E4	CORE	Plot environmental conditions (e.g. true wind, weather, sea temperature, etc.)
E4	NON-CORE	Plot Mine Warfare (MIW) information
E4	CORE	Plot operational requirements (e.g. Operational Orders (OPORDS), Operational Plans (OPLAN), Operational Taskings (OPTASK), etc.)
E4	CORE	Report lookout (e.g. distress signals, whistles, bells, etc.)
E7	CORE	Review plotted navigation requirements
E4	CORE	Update charts
E6	CORE	Validate plotted navigation requirements
E6	CORE	Verify extracted information from operational tasking (e.g. Operational Orders (OPORDS), Operations Schedules (OPSKED), Operational Taskings (OPTASK), etc.)

TECHNICAL ADMINISTRATION

Paygrade	Task Type	Task Statements
E4	CORE	Draft operational messages
E4	CORE	Extract required information from Naval messages
E5	CORE	Input magnetic variations
E4	CORE	Maintain Combat Information Center (CIC)/Combat Direction Center (CDC) watch logs
E4	CORE	Record magnetic variations

UNDERSEA WARFARE (USW) OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Compute Target Motion Analysis (TMA) solutions
E5	CORE	Evaluate undersea contacts
E7	CORE	Evaluate Undersea Warfare (USW) plots
E4	CORE	Plot Target Motion Analysis (TMA) data
E5	CORE	Recommend evasive steering actions

UNDERSEA WARFARE (USW) OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Recommend torpedo evasion actions
E5	CORE	Recommend Undersea Warfare (USW) search and attack plans
E5	CORE	Review Undersea Warfare (USW) plots
E5	NON-CORE	Utilize air assets for Undersea Warfare (USW) search and attack plans
E7	CORE	Validate Water Space Management (WSM) plans

WATCH TEAM OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Analyze threat weapons data
E5	CORE	Conduct watchstander briefs
E4	CORE	Configure operating mode of systems (training, normal operations)
E6	CORE	Direct transition of Combat Information Center (CIC)/Combat Direction Center (CDC) between conditions of readiness
E4	CORE	Disseminate tactical information
E4	CORE	Prepare Combat Information Center (CIC)/Combat Direction Center (CDC) for special evolutions
E6	CORE	Review Combat Information Center (CIC)/Combat Direction Center (CDC) doctrines
E4	NON-CORE	Review tactical operations data (tactical data link)
E6	CORE	Supervise Combat Information Center (CIC)/Combat Direction Center (CDC) during special evolutions
E5	CORE	Supervise Combat Information Center (CIC)/Combat Direction Center (CDC) watch team performance
E4	CORE	Transition Combat Information Center (CIC)/Combat Direction Center (CDC) between conditions of readiness
E4	CORE	Update plotting and status boards
E5	CORE	Verify Emission Control (EMCON) status

Job Title

Warfare Operator

Job Code

003740

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Military Specific	TBD	WARFARE OPERATOR	WARFARE OPER

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	OS	NEC WXXX series and other NECs as assigned

Job Description

Warfare Operators recommend defensive and offensive actions against air, surface, and subsurface threats to concerned command and control watch stations; coordinate data link operations, internal and external communications equipment; plot and report contact information; interpret and evaluate geographical, strategic and summary plots, and procedures to make recommendations to supervisors during watch conditions; gather, process, and disseminate information to various ship control stations; and operate up-to-date tactical and strategic warfare systems while coordinating warfare area situational awareness.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Radar	122100	Command and Control Center Specialists	55-3015.00	Military Specific

Skills	Abilities
Critical Thinking	*Information Ordering*
Complex Problem Solving	*Deductive Reasoning*
Operation and Control	*Inductive Reasoning*
Coordination	*Problem Sensitivity*
Monitoring	*Speech Clarity*
Judgment and Decision Making	*Control Precision*
Reading Comprehension	*Finger Dexterity*
Speaking	*Written Comprehension*
Operation Monitoring	*Manual Dexterity*
Writing	*Oral Expression*

AIR WARFARE (AW) OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Analyze air contacts
E4	CORE	Assess air contact priorities
E5	CORE	Assign air contact priorities
E5	CORE	Authenticate return to force procedures
E5	CORE	Classify air contacts
E6	CORE	Conduct shipboard defense against airborne threats
E4	CORE	Determine air contact classifications (e.g. checkprints, hails/queries, warnings, etc.)
E4	CORE	Evaluate air contacts
E5	NON-CORE	Input Air Defense (AD) fire control parameters
E7	CORE	Make battle group operation requirement recommendations (e.g. Air Defense (AD), Ballistic Missile Defense (BMD), Surface Warfare (SUW), etc.)
E7	CORE	Manage aircraft emergency situations
E5	NON-CORE	Manage aircraft mission plans
E6	CORE	Manage shipboard Air Defense (AD) operations
E7	CORE	Plan Air Defense (AD) operations

AIR WARFARE (AW) OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E5	NON-CORE	Provide tactical information to aircraft (e.g. weapons condition and status, Fleet Air Defense Identification Zone (FADIZ), waypoints, etc.)
E4	CORE	Recommend air contact classifications
E5	NON-CORE	Recommend Air Defense (AD) engagement tactics
E7	CORE	Recommend Air Defense (AD) plans
E4	CORE	Relay aircraft status
E4	CORE	Report air contacts (e.g. Contacts of Interest (COI), Critical Contacts of Interest (CCOI), etc.)
E4	CORE	Report air engagement Battle Damage Assessments (BDA)
E5	CORE	Report return to force assets
E4	CORE	Request illumination on targets
E6	NON-CORE	Supervise air control operations
E5	CORE	Supervise aircraft emergency situations
E4	CORE	Track air contacts
E4	CORE	Update air contact information
E5	NON-CORE	Update controlled aircraft status

AMPHIBIOUS WARFARE (AMW) OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Determine amphibious craft positions
E7	CORE	Manage ship-to-shore movements
E7	CORE	Plan amphibious operations
E4	CORE	Plot Amphibious Objective Area (AOA) information
E4	NON-CORE	Provide support information to aircraft (e.g. safety of flight, advisory control, amphibious mission support, etc.)
E4	CORE	Report ship-to-shore movements
E5	CORE	Supervise Amphibious Objective Area (AOA) plots
E5	CORE	Supervise ship-to-shore movements

BALLISTIC MISSILE DEFENSE (BMD) OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Analyze space or ballistic contacts
E4	CORE	Classify space or ballistic contacts
E5	CORE	Develop watchstander briefs
E4	CORE	Evaluate space or ballistic contact information
E6	CORE	Manage Ballistic Missile Defense (BMD) operations
E5	CORE	Report space or ballistic contacts
E4	CORE	Track space or ballistic contacts
E4	CORE	Update space or ballistic contact information

COMMUNICATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Authenticate tactical signals
E4	CORE	Decode tactical signals
E4	CORE	Encode tactical signals
E4	CORE	Log external tactical communications
E6	NON-CORE	Make operational and situational reports (e.g. Air Defense (AD), Ballistic Missile Defense (BMD), Sea Combat Commander (SCC), etc.)
E5	CORE	Manage communication plans
E4	CORE	Perform external communications (ship-to-ship, ship-to-shore, ship-to-air)
E5	CORE	Record tactical communications (internal, external)
E4	CORE	Test Combat Information Center (CIC)/Combat Direction Center (CDC) communication systems

ELECTRONIC SYSTEMS OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Configure Command, Control, Computer, Communication, and Intelligence (C4I) systems for operations (watch, prosecution, weapons employment)
E4	CORE	Configure Identification Friend or Foe (IFF) equipment
E4	CORE	Configure informational display systems
E4	CORE	Configure navigation systems
E4	CORE	Configure radar repeaters
E4	CORE	Configure radar settings remotely
E4	CORE	Configure Tactical Air Navigation (TACAN)
E4	CORE	Configure Tactical Display System (TDS) for operations
E4	CORE	Coordinate data link operations
E5	NON-CORE	Establish data links (dual-net multi-frequency data links and multi-frequency links)
E4	CORE	Evaluate Automatic Identification Systems (AIS) information
E4	CORE	Evaluate radar performance
E4	CORE	Evaluate systems status (e.g. Tactical Display System (TDS), radar, Identification Friend or Foe (IFF), etc.)
E4	NON-CORE	Initialize Data Terminal Sets (DTS)
E4	NON-CORE	Initialize database management systems (e.g. Global Command and Control System (GCCS), Air Defense Systems Integrator (ADSI), etc.)
E4	CORE	Initialize radar repeaters
E5	NON-CORE	Initiate link communications
E4	CORE	Input data into electronic charting systems (e.g. navigational, geographical, emergent, etc.)
E4	NON-CORE	Manage databases (e.g. Global Command and Control System (GCCS), Air Defense Systems Integrator (ADSI), etc.)
E5	NON-CORE	Manage link interfaces
E6	CORE	Manage Tactical Display System (TDS) operations

ELECTRONIC SYSTEMS OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Perform link track correlations
E4	CORE	Process emergency signals
E4	NON-CORE	Report Tactical Display System (TDS) interface issues
E4	CORE	Resolve identification conflicts
E5	CORE	Supervise Tactical Display System (TDS) operations
E4	CORE	Verify Identification Friend or Foe (IFF) information
E4	CORE	Verify track identification information

NAVAL SURFACE FIRE SUPPORT (NSFS) OPERATIONS

Paygrade	Task Type	Task Statements
E5	CORE	Compute Time on Target (TOT)
E5	CORE	Compute Time to Target (TTT)
E4	CORE	Convert plotting units of measure (e.g. grid, polar, degrees, etc.)
E6	CORE	Coordinate Naval Surface Fire Support (NSFS) engagements
E7	CORE	Manage Naval Surface Fire Support (NSFS) teams
E4	CORE	Plot targets (e.g. grid method, polar method, geodetic, etc.)
E4	CORE	Prepare Naval Surface Fire Support (NSFS) plots
E5	CORE	Supervise Naval Surface Fire Support (NSFS) plot teams

NAVIGATION

Paygrade	Task Type	Task Statements
E4	CORE	Calculate Plan of Intended Movement (PIM)
E5	CORE	Compare ship's plotted position to secondary plots
E4	CORE	Correlate lookout information with radar presentations
E4	CORE	Plot ship's position (e.g. radar, Global Positioning System (GPS), visual, etc.)
E5	CORE	Provide collision avoidance recommendations
E4	CORE	Report aids and hazards to navigation
E4	CORE	Validate navigation plots
E5	CORE	Verify plotting of swept channels

SEARCH AND RESCUE (SAR) OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Plot distress signals, bearings, and ranges
E4	CORE	Plot search areas for maritime Search and Rescue (SAR) operations
E4	CORE	Plot search patterns
E5	CORE	Provide Search and Rescue (SAR) operation recommendations

SURFACE WARFARE (SUW) OPERATIONS

Paygrade	Task Type	Task Statements
E7	CORE	Assign surface contact priorities
E4	CORE	Classify surface contacts

SURFACE WARFARE (SUW) OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E6	CORE	Compare surface weapons targeting solutions
E6	CORE	Conduct shipboard defense against surface threats
E4	NON-CORE	Direct air assets (Surface Warfare (SUW), Undersea Warfare (USW))
E4	NON-CORE	Engage surface targets with anti-surface weapon systems (Harpoon)
E4	CORE	Evaluate surface contacts
E7	CORE	Manage battle group Surface Warfare (SUW) operations
E6	CORE	Manage shipboard Surface Warfare (SUW) operations
E4	CORE	Plot surface contacts
E4	CORE	Plot Surface Warfare (SUW) engagements
E4	CORE	Provide intercept recommendations for surface contacts
E6	CORE	Recommend Surface Warfare (SUW) engagement tactics
E6	CORE	Recommend Surface Warfare (SUW) search and attack plans
E4	CORE	Report surface contacts (e.g. Contacts of Interest (COI), Critical Contacts of Interest (CCOI), etc.)
E4	CORE	Report surface engagement Battle Damage Assessments (BDA)
E5	CORE	Supervise surface plotting teams
E4	CORE	Track surface contacts
E4	CORE	Update surface contact information
E5	CORE	Verify surface contact classifications
E6	CORE	Verify Surface Warfare (SUW) targeting data

TACTICAL SUPPORT OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Plot Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) areas
E4	CORE	Plot Electronic Warfare (EW) information
E4	NON-CORE	Plot Mine Warfare (MIW) information
E4	CORE	Report lookout (e.g. distress signals, whistles, bells, etc.)
E6	CORE	Verify extracted information from operational tasking (e.g. Operational Orders (OPORDS), Operations Schedules (OPSKED), Operational Taskings (OPTASK), etc.)

TECHNICAL ADMINISTRATION

Paygrade	Task Type	Task Statements
E4	CORE	Draft operational messages
E4	CORE	Extract required information from Naval messages
E5	CORE	Input magnetic variations
E5	CORE	Inventory Communications Security Material System (CMS) classified material
E4	CORE	Maintain Combat Information Center (CIC)/Combat Direction Center (CDC) watch logs

UNDERSEA WARFARE (USW) OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Compute Target Motion Analysis (TMA) solutions
E6	CORE	Correlate Target Motion Analysis (TMA) information
E5	CORE	Evaluate undersea contacts
E7	CORE	Evaluate Undersea Warfare (USW) plots
E4	CORE	Plot Target Motion Analysis (TMA) data
E5	CORE	Recommend evasive steering actions
E5	CORE	Recommend torpedo evasion actions
E5	CORE	Recommend Undersea Warfare (USW) search and attack plans
E5	CORE	Review Undersea Warfare (USW) plots
E5	NON-CORE	Utilize air assets for Undersea Warfare (USW) search and attack plans
E7	CORE	Validate Water Space Management (WSM) plans

WATCH TEAM OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Analyze threat weapons data
E5	CORE	Conduct watchstander briefs
E4	CORE	Configure operating mode of systems (training, normal operations)
E6	CORE	Direct transition of Combat Information Center (CIC)/Combat Direction Center (CDC) between conditions of readiness
E4	CORE	Disseminate tactical information
E7	CORE	Manage Combat Information Center (CIC)/Combat Direction Center (CDC) during casualty conditions
E4	CORE	Prepare Combat Information Center (CIC)/Combat Direction Center (CDC) for special evolutions
E6	CORE	Review Combat Information Center (CIC)/Combat Direction Center (CDC) doctrines
E4	NON-CORE	Review tactical operations data (tactical data link)
E6	CORE	Supervise Combat Information Center (CIC)/Combat Direction Center (CDC) during special evolutions
E5	CORE	Supervise Combat Information Center (CIC)/Combat Direction Center (CDC) watch team performance
E4	CORE	Transition Combat Information Center (CIC)/Combat Direction Center (CDC) between conditions of readiness
E4	CORE	Update plotting and status boards
E5	CORE	Verify Emission Control (EMCON) status

Job Title

Operations Administrator

Job Code

003741

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Military Specific	TBD	OPERATIONS ADMINISTRATOR	OPS ADMIN

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	OS	NEC WXXX series and other NECs as assigned

Job Description

Operations Administrators develop and execute shipboard communications plans and unit Search and Rescue (SAR) efforts; administer chart maintenance; draft messages; control classified material; maintain and review various watch stations logs and records; conduct briefs and debriefs; and assist in the coordination of combat systems training scenarios and special evolutions preparations.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Radar	122100	Computer and Control Center Specialists	55-3015.00	Military Specific

Skills	Abilities
Reading Comprehension	*Information Ordering*
Critical Thinking	*Written Comprehension*
Quality Control Analysis	*Deductive Reasoning*
Complex Problem Solving	*Inductive Reasoning*
Coordination	*Problem Sensitivity*
Active Learning	*Written Expression*
Monitoring	*Speech Clarity*
Writing	*Category Flexibility*
Operation and Control	*Auditory Attention*
Equipment Selection	*Control Precision*

AIR WARFARE (AW) OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Assess air contact priorities
E4	CORE	Maintain aeronautical charts and publications
E5	NON-CORE	Manage aircraft mission plans
E7	CORE	Plan Air Defense (AD) operations

AMPHIBIOUS WARFARE (AMW) OPERATIONS

Paygrade	Task Type	Task Statements
E7	CORE	Plan amphibious operations
E4	CORE	Plot Amphibious Objective Area (AOA) information
E5	CORE	Supervise Amphibious Objective Area (AOA) plots
E5	CORE	Supervise ship-to-shore movements

BALLISTIC MISSILE DEFENSE (BMD) OPERATIONS

Paygrade	Task Type	Task Statements
E5	CORE	Develop watchstander briefs
E6	CORE	Manage Ballistic Missile Defense (BMD) operations

COMMUNICATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Authenticate tactical signals

COMMUNICATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Decode tactical signals
E4	CORE	Encode tactical signals
E4	CORE	Log external tactical communications
E6	NON-CORE	Make operational and situational reports (e.g. Air Defense (AD), Ballistic Missile Defense (BMD), Sea Combat Commander (SCC), etc.)
E5	CORE	Manage communication plans
E4	CORE	Perform external communications (ship-to-ship, ship-to-shore, ship-to-air)
E5	CORE	Record tactical communications (internal, external)
E4	CORE	Test Combat Information Center (CIC)/Combat Direction Center (CDC) communication systems

ELECTRONIC SYSTEMS OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Configure Command, Control, Computer, Communication, and Intelligence (C4I) systems for operations (watch, prosecution, weapons employment)
E4	CORE	Configure Tactical Display System (TDS) for operations
E4	CORE	Coordinate data link operations
E4	NON-CORE	Initialize database management systems (e.g. Global Command and Control System (GCCS), Air Defense Systems Integrator (ADSI), etc.)
E4	NON-CORE	Manage databases (e.g. Global Command and Control System (GCCS), Air Defense Systems Integrator (ADSI), etc.)
E4	CORE	Verify Identification Friend or Foe (IFF) information

NAVAL SURFACE FIRE SUPPORT (NSFS) OPERATIONS

Paygrade	Task Type	Task Statements
E6	CORE	Coordinate Naval Surface Fire Support (NSFS) engagements
E7	CORE	Manage Naval Surface Fire Support (NSFS) teams
E5	CORE	Supervise Naval Surface Fire Support (NSFS) plot teams

NAVIGATION

Paygrade	Task Type	Task Statements
E4	CORE	Develop gazetteers
E4	CORE	Maintain chart inventories
E5	CORE	Provide collision avoidance recommendations
E5	CORE	Verify plotting of swept channels

SEARCH AND RESCUE (SAR) OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Calculate aerospace drift for water entry points
E4	CORE	Calculate datums
E7	CORE	Coordinate Search and Rescue (SAR) teams
E4	CORE	Plot search areas for maritime Search and Rescue (SAR) operations
E5	CORE	Provide Search and Rescue (SAR) operation recommendations

SURFACE WARFARE (SUW) OPERATIONS

Paygrade	Task Type	Task Statements
E7	CORE	Assign surface contact priorities
E4	CORE	Evaluate surface contacts
E7	CORE	Manage battle group Surface Warfare (SUW) operations
E6	CORE	Manage shipboard Surface Warfare (SUW) operations
E6	CORE	Recommend Surface Warfare (SUW) engagement tactics

TACTICAL SUPPORT OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Plot operational requirements (e.g. Operational Orders (OPORDS), Operational Plans (OPLAN), Operational Taskings (OPTASK), etc.)
E7	CORE	Review plotted navigation requirements
E4	CORE	Update charts
E6	CORE	Validate plotted navigation requirements
E6	CORE	Verify extracted information from operational tasking (e.g. Operational Orders (OPORDS), Operations Schedules (OPSKED), Operational Taskings (OPTASK), etc.)

TECHNICAL ADMINISTRATION

Paygrade	Task Type	Task Statements
E4	CORE	Draft operational messages
E4	CORE	Extract required information from Naval messages
E5	CORE	Input magnetic variations
E5	CORE	Inventory Communications Security Material System (CMS) classified material
E5	CORE	Inventory ready publications
E4	CORE	Maintain Combat Information Center (CIC)/Combat Direction Center (CDC) watch logs
E4	CORE	Record magnetic variations
E5	CORE	Review drafted operational messages
E4	CORE	Validate Casualty Reports (CASREP)
E4	CORE	Verify cryptographic keying material loaded

UNDERSEA WARFARE (USW) OPERATIONS

Paygrade	Task Type	Task Statements
E6	CORE	Correlate Target Motion Analysis (TMA) information
E7	CORE	Validate Water Space Management (WSM) plans

WATCH TEAM OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Analyze threat weapons data
E5	CORE	Conduct watchstander briefs
E4	CORE	Configure operating mode of systems (training, normal operations)
E6	CORE	Direct transition of Combat Information Center (CIC)/Combat Direction Center (CDC) between conditions of readiness

WATCH TEAM OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Disseminate tactical information
E4	CORE	Prepare Combat Information Center (CIC)/Combat Direction Center (CDC) for special evolutions
E6	CORE	Review Combat Information Center (CIC)/Combat Direction Center (CDC) doctrines
E4	NON-CORE	Review tactical operations data (tactical data link)
E7	CORE	Review watchstander briefs
E6	CORE	Supervise Combat Information Center (CIC)/Combat Direction Center (CDC) during special evolutions
E5	CORE	Supervise Combat Information Center (CIC)/Combat Direction Center (CDC) watch team performance
E4	CORE	Transition Combat Information Center (CIC)/Combat Direction Center (CDC) between conditions of readiness
E4	CORE	Update plotting and status boards
E5	CORE	Verify Emission Control (EMCON) status

Job Title **Job Code**

Electronic Systems Operator 003742

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Military Specific	TBD	ELECTRONIC SYSTEMS OPERATOR	ELEC SYS OPER

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	OS	NEC WXXX series and other NECs as assigned

Job Description

Electronic Systems Operators initialize, configure, operate, and monitor the functions of various electronics and Command and Control systems to include, but not limited to, the operations of consoles, computers, radars, and radar display equipment and systems; and operate Identification Friend or Foe (IFF) equipment, various data link systems, communication equipment, and electronic charting systems.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Radar	122100	Command and Control Center Specialists	55-3015.00	Military Specific

Skills	Abilities
Complex Problem Solving	*Information Ordering*
Critical Thinking	*Deductive Reasoning*
Operation and Control	*Inductive Reasoning*
Coordination	*Problem Sensitivity*
Writing	*Manual Dexterity*
Mathematics	*Speech Clarity*
Monitoring	*Written Comprehension*
Judgment and Decision Making	*Control Precision*
Reading Comprehension	*Finger Dexterity*
Speaking	*Rate Control*

AIR WARFARE (AW) OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Analyze air contacts
E4	CORE	Assess air contact priorities
E5	CORE	Assign air contact priorities
E5	CORE	Authenticate return to force procedures
E5	CORE	Classify air contacts
E6	CORE	Conduct shipboard defense against airborne threats
E4	CORE	Determine air contact classifications (e.g. checkprints, hails/queries, warnings, etc.)
E4	CORE	Evaluate air contacts
E5	NON-CORE	Input Air Defense (AD) fire control parameters
E7	CORE	Make battle group operation requirement recommendations (e.g. Air Defense (AD), Ballistic Missile Defense (BMD), Surface Warfare (SUW), etc.)
E7	CORE	Manage aircraft emergency situations
E6	CORE	Manage shipboard Air Defense (AD) operations
E7	CORE	Plan Air Defense (AD) operations
E5	NON-CORE	Provide tactical information to aircraft (e.g. weapons condition and status, Fleet Air Defense Identification Zone (FADIZ), waypoints, etc.)
E4	CORE	Recommend air contact classifications
E5	NON-CORE	Recommend Air Defense (AD) engagement tactics

AIR WARFARE (AW) OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E7	CORE	Recommend Air Defense (AD) plans
E4	CORE	Relay aircraft status
E4	CORE	Report air contacts (e.g. Contacts of Interest (COI), Critical Contacts of Interest (CCOI), etc.)
E4	CORE	Report air engagement Battle Damage Assessments (BDA)
E5	CORE	Report return to force assets
E4	CORE	Request illumination on targets
E6	NON-CORE	Supervise air control operations
E5	CORE	Supervise aircraft emergency situations
E4	CORE	Track air contacts
E4	CORE	Update air contact information
E5	NON-CORE	Update controlled aircraft status

AMPHIBIOUS WARFARE (AMW) OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Determine amphibious craft positions
E7	CORE	Manage ship-to-shore movements
E4	CORE	Plot Amphibious Objective Area (AOA) information
E4	NON-CORE	Provide support information to aircraft (e.g. safety of flight, advisory control, amphibious mission support, etc.)
E4	CORE	Report ship-to-shore movements
E5	CORE	Supervise Amphibious Objective Area (AOA) plots
E5	CORE	Supervise ship-to-shore movements

BALLISTIC MISSILE DEFENSE (BMD) OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Analyze space or ballistic contacts
E4	CORE	Classify space or ballistic contacts
E5	CORE	Develop watchstander briefs
E4	CORE	Evaluate space or ballistic contact information
E5	CORE	Report space or ballistic contacts
E4	CORE	Track space or ballistic contacts
E4	CORE	Update space or ballistic contact information

COMMUNICATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Authenticate tactical signals
E4	CORE	Decode tactical signals
E4	CORE	Encode tactical signals
E4	CORE	Log external tactical communications

COMMUNICATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E6	NON-CORE	Make operational and situational reports (e.g. Air Defense (AD), Ballistic Missile Defense (BMD), Sea Combat Commander (SCC), etc.)
E4	CORE	Perform external communications (ship-to-ship, ship-to-shore, ship-to-air)
E5	CORE	Record tactical communications (internal, external)
E4	CORE	Test Combat Information Center (CIC)/Combat Direction Center (CDC) communication systems

ELECTRONIC SYSTEMS OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Configure automatic tracking features
E4	CORE	Configure Command, Control, Computer, Communication, and Intelligence (C4I) systems for operations (watch, prosecution, weapons employment)
E4	CORE	Configure Identification Friend or Foe (IFF) equipment
E4	CORE	Configure informational display systems
E4	CORE	Configure navigation systems
E4	CORE	Configure radar repeaters
E4	CORE	Configure radar settings remotely
E4	CORE	Configure Tactical Air Navigation (TACAN)
E4	CORE	Configure Tactical Display System (TDS) for operations
E4	CORE	Coordinate data link operations
E5	NON-CORE	Establish data links (dual-net multi-frequency data links and multi-frequency links)
E4	CORE	Evaluate Automatic Identification Systems (AIS) information
E4	CORE	Evaluate radar performance
E4	CORE	Evaluate systems status (e.g. Tactical Display System (TDS), radar, Identification Friend or Foe (IFF), etc.)
E4	NON-CORE	Initialize Data Terminal Sets (DTS)
E4	NON-CORE	Initialize database management systems (e.g. Global Command and Control System (GCCS), Air Defense Systems Integrator (ADSI), etc.)
E4	CORE	Initialize radar repeaters
E5	NON-CORE	Initiate link communications
E4	CORE	Input data into electronic charting systems (e.g. navigational, geographical, emergent, etc.)
E4	NON-CORE	Manage databases (e.g. Global Command and Control System (GCCS), Air Defense Systems Integrator (ADSI), etc.)
E5	NON-CORE	Manage link interfaces
E6	CORE	Manage Tactical Display System (TDS) operations
E4	CORE	Perform link track correlations
E4	CORE	Process emergency signals
E4	NON-CORE	Report Tactical Display System (TDS) interface issues
E4	CORE	Resolve identification conflicts

ELECTRONIC SYSTEMS OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Supervise Tactical Display System (TDS) operations
E4	NON-CORE	Troubleshoot Global Command and Control System (GCCS)
E4	CORE	Verify Identification Friend or Foe (IFF) information
E4	CORE	Verify track identification information

NAVAL SURFACE FIRE SUPPORT (NSFS) OPERATIONS

Paygrade	Task Type	Task Statements
E5	CORE	Compute Time on Target (TOT)
E5	CORE	Compute Time to Target (TTT)
E6	CORE	Coordinate Naval Surface Fire Support (NSFS) engagements
E7	CORE	Manage Naval Surface Fire Support (NSFS) teams
E4	CORE	Plot targets (e.g. grid method, polar method, geodetic, etc.)
E4	CORE	Prepare Naval Surface Fire Support (NSFS) plots
E5	CORE	Supervise Naval Surface Fire Support (NSFS) plot teams

NAVIGATION

Paygrade	Task Type	Task Statements
E5	CORE	Calculate compensating and correcting courses and speeds
E4	CORE	Calculate Plan of Intended Movement (PIM)
E4	CORE	Calculate set and drift
E4	CORE	Compare radar scope presentations with charts
E4	CORE	Compute course and speed made good
E4	CORE	Compute magnetic variation
E4	CORE	Compute swing and drag circle radii
E4	CORE	Correlate lookout information with radar presentations
E7	CORE	Manage navigation teams during special evolutions (e.g. restricted waters, man overboard, straits transits, etc.)
E4	CORE	Plot anchorages
E4	CORE	Plot Dead Reckoning (DR) tracks
E4	CORE	Plot ship's advance and transfer
E4	CORE	Plot ship's position (e.g. radar, Global Positioning System (GPS), visual, etc.)
E5	CORE	Plot ship's position during special evolutions (e.g. restricted waters, man overboard, straits transit, etc.)
E4	CORE	Plot ship's track
E4	CORE	Plot swept channels
E4	CORE	Plot swing and drag circles
E5	CORE	Provide collision avoidance recommendations
E4	CORE	Report aids and hazards to navigation
E5	CORE	Report gyrocompass errors
E5	CORE	Supervise Combat Information Center (CIC)/Combat Direction Center (CDC) anchoring evolutions

NAVIGATION (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Validate charted depth
E4	CORE	Validate fix data
E4	CORE	Validate navigation plots
E5	CORE	Verify plotting of swept channels

SEARCH AND RESCUE (SAR) OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Plot distress signals, bearings, and ranges
E4	CORE	Plot search areas for maritime Search and Rescue (SAR) operations
E4	CORE	Plot search patterns
E4	CORE	Provide man overboard information (e.g. bearing, distance, recovery options, etc.)
E5	CORE	Provide Search and Rescue (SAR) operation recommendations

SURFACE WARFARE (SUW) OPERATIONS

Paygrade	Task Type	Task Statements
E7	CORE	Assign surface contact priorities
E4	CORE	Classify surface contacts
E6	CORE	Compare surface weapons targeting solutions
E6	CORE	Conduct shipboard defense against surface threats
E4	NON-CORE	Engage surface targets with anti-surface weapon systems (Harpoon)
E4	CORE	Evaluate surface contacts
E6	CORE	Manage shipboard Surface Warfare (SUW) operations
E4	CORE	Plot surface contacts
E4	CORE	Plot Surface Warfare (SUW) engagements
E4	CORE	Provide intercept recommendations for surface contacts
E6	CORE	Recommend Surface Warfare (SUW) engagement tactics
E6	CORE	Recommend Surface Warfare (SUW) search and attack plans
E4	CORE	Report surface contacts (e.g. Contacts of Interest (COI), Critical Contacts of Interest (CCOI), etc.)
E4	CORE	Report surface engagement Battle Damage Assessments (BDA)
E5	CORE	Supervise surface plotting teams
E4	CORE	Track surface contacts
E4	CORE	Update surface contact information
E5	CORE	Verify surface contact classifications
E6	CORE	Verify Surface Warfare (SUW) targeting data

TACTICAL SUPPORT OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Calculate maneuvering board solutions
E4	CORE	Plot Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) areas

TACTICAL SUPPORT OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Plot Electronic Warfare (EW) information
E4	CORE	Plot environmental conditions (e.g. true wind, weather, sea temperature, etc.)
E4	NON-CORE	Plot Mine Warfare (MIW) information
E4	CORE	Plot operational requirements (e.g. Operational Orders (OPORDS), Operational Plans (OPLAN), Operational Taskings (OPTASK), etc.)
E4	CORE	Report lookout (e.g. distress signals, whistles, bells, etc.)
E4	CORE	Update charts
E6	CORE	Verify extracted information from operational tasking (e.g. Operational Orders (OPORDS), Operations Schedules (OPSKED), Operational Taskings (OPTASK), etc.)

TECHNICAL ADMINISTRATION

Paygrade	Task Type	Task Statements
E4	CORE	Draft operational messages
E4	CORE	Extract required information from Naval messages
E5	CORE	Input magnetic variations
E5	CORE	Inventory Communications Security Material System (CMS) classified material
E4	CORE	Maintain Combat Information Center (CIC)/Combat Direction Center (CDC) watch logs
E4	CORE	Record magnetic variations
E4	CORE	Verify cryptographic keying material loaded

UNDERSEA WARFARE (USW) OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Compute Target Motion Analysis (TMA) solutions
E6	CORE	Correlate Target Motion Analysis (TMA) information
E5	CORE	Evaluate undersea contacts
E7	CORE	Evaluate Undersea Warfare (USW) plots
E4	CORE	Plot Target Motion Analysis (TMA) data
E5	CORE	Recommend evasive steering actions
E5	CORE	Recommend torpedo evasion actions
E5	CORE	Recommend Undersea Warfare (USW) search and attack plans
E5	CORE	Review Undersea Warfare (USW) plots
E5	NON-CORE	Utilize air assets for Undersea Warfare (USW) search and attack plans
E7	CORE	Validate Water Space Management (WSM) plans

WATCH TEAM OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Analyze threat weapons data
E5	CORE	Conduct watchstander briefs
E4	CORE	Configure operating mode of systems (training, normal operations)

WATCH TEAM OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E6	CORE	Direct transition of Combat Information Center (CIC)/Combat Direction Center (CDC) between conditions of readiness
E4	CORE	Disseminate tactical information
E7	CORE	Manage Combat Information Center (CIC)/Combat Direction Center (CDC) during casualty conditions
E4	CORE	Prepare Combat Information Center (CIC)/Combat Direction Center (CDC) for special evolutions
E6	CORE	Review Combat Information Center (CIC)/Combat Direction Center (CDC) doctrines
E4	NON-CORE	Review tactical operations data (tactical data link)
E6	CORE	Supervise Combat Information Center (CIC)/Combat Direction Center (CDC) during special evolutions
E5	CORE	Supervise Combat Information Center (CIC)/Combat Direction Center (CDC) watch team performance
E4	CORE	Transition Combat Information Center (CIC)/Combat Direction Center (CDC) between conditions of readiness
E4	CORE	Update plotting and status boards
E5	CORE	Verify Emission Control (EMCON) status

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)

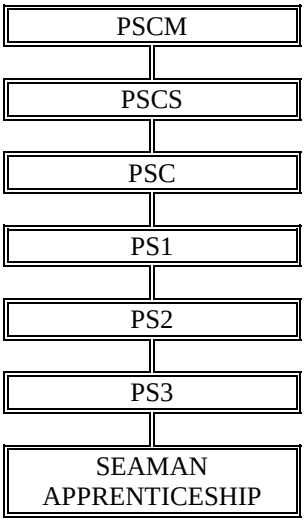
SCOPE OF RATING

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	NOC	Short Title (30 Characters)	Short Title (10 Characters)
Office and Administrative Support	TBD	PAY CLERK	PAY CLERK

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	PS	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		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Combined Personnel and Administration, General	152000	Bookkeeping, Accounting, and Auditing Clerks	43-3031.00	Office and Administrative Support

Skills	Abilities
Complex Problem Solving	*Deductive Reasoning*
Judgment and Decision Making	*Information Ordering*
Reading Comprehension	*Inductive Reasoning*
Critical Thinking	*Written Comprehension*
Management of Personnel Resources	*Mathematical Reasoning*
Mathematics	*Number Facility*
Coordination	*Oral Expression*
Management of Material Resources	*Memorization*
Monitoring	*Oral Comprehension*
Management of Financial Resources	*Perceptual Speed*

AUTOMATED DATA PROCESSING (ADP) OPERATIONS

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

CORRESPONDENCE

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

ELECTRONIC SERVICE RECORDS

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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

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

NAVY CASH

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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

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

RESERVES

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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	NOC	Short Title (30 Characters)	Short Title (10 Characters)
Business and Financial Operations	TBD	PAY SUPERVISOR	PAY SUPV

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	PS	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		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Combined Personnel and Administration, General	152000	Accountants and Auditors	13-2011.00	Business and Financial Operations

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

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	NON-CORE	Assign Transaction Online Processing System (TOPS) pay transactions

CORRESPONDENCE

Paygrade	Task Type	Task Statements
E5	CORE	Certify pay transaction ticklers

FINANCIAL RECORDS AND REPORTS

Paygrade	Task Type	Task Statements
E4	CORE	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

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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

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

REENLISTMENTS AND EXTENSIONS

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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

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

TRAVEL AND TRANSPORTATION

Paygrade	Task Type	Task Statements
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	NOC	Short Title (30 Characters)	Short Title (10 Characters)
Business and Financial Operations	TBD	PAY MANAGER	PAY MGR

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	PS	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		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Combined Personnel and Administration, General	152000	Auditors	13-2011.02	Business and Financial Operations

Skills	Abilities
Judgment and Decision Making	*Information Ordering*
Complex Problem Solving	*Deductive Reasoning*
Critical Thinking	*Number Facility*
Mathematics	*Mathematical Reasoning*
Management of Financial Resources	*Written Comprehension*
Monitoring	*Written Expression*
Management of Material Resources	*Inductive Reasoning*
Quality Control Analysis	*Perceptual Speed*
Reading Comprehension	*Selective Attention*
Coordination	*UNASSIGNED*

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	Certify pay correspondence
E5	NON-CORE	Prepare letters of authority

FINANCIAL RECORDS AND REPORTS

Paygrade	Task Type	Task Statements
E4	CORE	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

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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

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

RESERVES

Paygrade	Task Type	Task Statements
E6	CORE	Authorize Individual Duty Training (IDT) entitlements

SEPARATIONS AND RETIREMENTS

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

TRAVEL AND TRANSPORTATION

Paygrade	Task Type	Task Statements
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	NOC	Short Title (30 Characters)	Short Title (10 Characters)
Office and Administrative Support	TBD	PERSONNEL CLERK	PERS CLK

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	PS	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		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Combined Personnel and Administration, General	152000	Office Clerks, General	43-9061.00	Office and Administrative Support

Skills	Abilities
Reading Comprehension	*Deductive Reasoning*
Judgment and Decision Making	*Information Ordering*
Complex Problem Solving	*Written Comprehension*
Management of Personnel Resources	*Inductive Reasoning*
Critical Thinking	*Oral Expression*
Writing	*Memorization*
Speaking	*Written Expression*
Coordination	*Mathematical Reasoning*
Active Learning	*Number Facility*
Management of Material Resources	*Category Flexibility*

AUTOMATED DATA PROCESSING (ADP) OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Process Transaction Online Processing System (TOPS) personnel transactions

CORRESPONDENCE

Paygrade	Task Type	Task Statements
E4	CORE	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	Task Type	Task Statements
E4	CORE	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	Task Type	Task Statements
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)
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

Paygrade	Task Type	Task Statements
E4	CORE	Assist on-site audits and cash verification teams

IDENTIFICATION DATA (ID) CARDS

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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

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

PAYS AND ALLOWANCES

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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	NOC	Short Title (30 Characters)	Short Title (10 Characters)
Office and Administrative Support	TBD	PERSONNEL SUPERVISOR	PERS SUP

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	PS	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	*DoD Code*
Combined Personnel and Administration, General	152000

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
First-Line Supervisors/Managers of Office and Administrative Support Workers	43-1011.00	Office and Administrative Support

Skills	Abilities
Judgment and Decision Making	*Deductive Reasoning*
Complex Problem Solving	*Information Ordering*
Critical Thinking	*Written Comprehension*
Reading Comprehension	*Written Expression*
Coordination	*Inductive Reasoning*
Management of Material Resources	*Mathematical Reasoning*
Active Learning	*Number Facility*
Management of Personnel Resources	*Oral Expression*
Speaking	*Problem Sensitivity*
Time Management	*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

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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

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

IDENTIFICATION DATA (ID) CARDS

Paygrade	Task Type	Task Statements
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

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

MANNING AND MANPOWER

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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

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

REENLISTMENTS AND EXTENSIONS

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
E5	NON-CORE	Validate overseas assignment screenings
E6	CORE	Validate special duty screenings

TRAVEL AND TRANSPORTATION

Paygrade	Task Type	Task Statements
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	NOC	Short Title (30 Characters)	Short Title (10 Characters)
Office and Administrative Support	TBD	PERSONNEL MANAGER	PERS MGR

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	PS	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	*DoD Code*
Combined Personnel and Administration, General	152000

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
First-Line Supervisors/Managers of Office and Administrative Support Workers	43-1011.00	Office and Administrative Support

Skills	Abilities
Judgment and Decision Making	*Deductive Reasoning*
Critical Thinking	*Information Ordering*
Complex Problem Solving	*Written Comprehension*
Management of Material Resources	*Inductive Reasoning*
Monitoring	*Written Expression*
Reading Comprehension	*Selective Attention*
Coordination	*Mathematical Reasoning*
Management of Personnel Resources	*Perceptual Speed*
Time Management	*Number Facility*
Writing	*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

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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

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

RESERVES

Paygrade	Task Type	Task Statements
E6	CORE	Manage reserve program accessions

SEPARATIONS AND RETIREMENTS

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

TRAVEL AND TRANSPORTATION

Paygrade	Task Type	Task Statements
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 65

AIRCREW SURVIVAL EQUIPMENTMAN (PR)

NAVPERS 18068-65E
CH-65

Updated: January 2016

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

AIRCREW SURVIVAL EQUIPMENTMAN (PR)

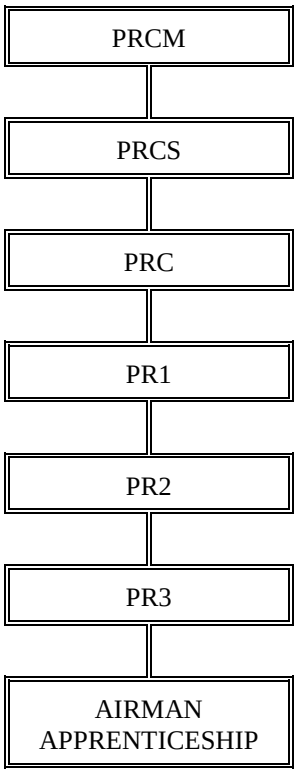
SCOPE OF RATING

Aircrew Survival Equipmentmen (PR) inspect, maintain, and repair parachutes, seat pans, survival equipment, and flight and protective clothing and equipment; pack and rig parachutes; pack and equip life rafts; troubleshoot oxygen systems; repair and test oxygen regulators and liquid oxygen converters removed from aircraft; fit and maintain oxygen masks, flight clothing, anti-exposure suits, and anti-G suits; operate and maintain carbon dioxide transfer and recharge equipment; operate and repair sewing machines; conduct special calendar/periodic inspections of survival equipment; and supervise operation of parachute lofts and survival equipment work centers.

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 65.

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 **Job Code**

Aviation Life Support Systems Training and Acquisition Manager 001687

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Management	TBD	ALSS TRAINING ACQUISITION MGR	ALSS TRACQ MGR

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	PR	NEC 9549

Job Description

Aviation Life Support Systems Training and Acquisitions Managers interpret, monitor, and evaluate compliance with related directives and instructions; correlate and disseminate technical information and prepare reports regarding assigned equipment and processes; plan, organize, and coordinate equipment evaluations and distribution to ensure maximum utilization of personnel and materials; and provide input and make recommendations for engineering design, development, and change proposals.

DoD Relationship

Group Title	*DoD Code*
Forward Area Equipment Support, General	186000

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
Training and Development Managers	11-3131.00	Management

Skills

Judgment and Decision Making

Complex Problem Solving

Installation

Learning Strategies

Management of Financial Resources

Monitoring

Quality Control Analysis

Systems Analysis

Systems Evaluation

Abilities

Written Comprehension

Oral Expression

Written Expression

MAINTENANCE ADMINISTRATION

Paygrade	Task Type	Task Statements
E7	CORE	Coordinate engineering requirement for Aviation Life Support System (ALSS) equipment in accordance with Naval Air Technical Data and Engineering Services Command (NATEC) direction
E7	CORE	Coordinate Fleet Air Introduction Liaison Survival Aircrew Flight Equipment (FAILSAFE) programs
E7	CORE	Manage Aviation Life Support System (ALSS) fleet support programs
E7	CORE	Validate Aviation Life Support System (ALSS) acquisitions

QUALITY ASSURANCE (QA)

Paygrade	Task Type	Task Statements
E7	CORE	Develop Aviation Life Support System (ALSS) programs

Job Title **Job Code**

Aviation Life Support Systems Intermediate Level Technician 001692

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Installation, Maintenance, and Repair	TBD	ALSS INTERMEDIATE LEVEL TEC	ALSS ILVL TECH

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	PR	NEC 7356

Job Description

Aviation Life Support Systems Intermediate Level Technicians supervise and perform maintenance/repairs/rigging for aircraft and man-mounted systems including emergency parachutes, seat survival kits, life rafts, life preservers, anti-exposure assemblies, Search and Rescue (SAR) equipment, oxygen systems, and liquid oxygen converters; operate and maintain oxygen system test stands, liquid oxygen converter test stands, On-Board Oxygen Generating System (OBOGS) test sets, and carbon dioxide recharge equipment; analyze Aviators Breathing Oxygen (ABO); operate and maintain sewing machines including adjustment and lubrication; perform pre-op periodic inspections on related support equipment; and qualify/certify in ordnance handling functions.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Forward Area Equipment Support, General	186000	Fabric Menders, Except Garment	49-9093.00	Installation, Maintenance, and Repair

Skills	Abilities
Equipment Maintenance	*Written Comprehension*
Repairing	*Oral Expression*
Management of Material Resources	*Multi-limb Coordination*
Reading Comprehension	*Wrist-Finger Speed*
Monitoring	*Speech Clarity*
Quality Control Analysis	*Deductive Reasoning*
Installation	*Originality*
Instructing	*Visual Color Discrimination*
Management of Personnel Resources	*Information Ordering*
Systems Evaluation	*Problem Sensitivity*

AIRCREW PERSONAL PROTECTIVE GEAR

Paygrade	Task Type	Task Statements
E4	CORE	Conduct Personal Protective Equipment (PPE) training
E4	CORE	Maintain aircrew Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) systems
E4	CORE	Maintain aircrew survival equipment
E4	CORE	Maintain anti-exposure assemblies

FABRICATION AND MANUFACTURING

Paygrade	Task Type	Task Statements
E4	CORE	Design fabrication patterns
E4	CORE	Maintain fabrication hardware and materials
E4	CORE	Manufacture products for support equipment
E4	CORE	Manufacture templates for patterns

GENERAL MAINTENANCE

Paygrade	Task Type	Task Statements
E4	CORE	Maintain Aviation Life Support System (ALSS) equipment
E4	CORE	Maintain emergency breathing devices
E4	CORE	Maintain Mobile Refill Stations (MRS III)

MAINTENANCE ADMINISTRATION

Paygrade	Task Type	Task Statements
E6	CORE	Audit Naval Aviation Maintenance Programs (NAMP)
E6	CORE	Coordinate technical directives compliance programs
E4	CORE	Maintain Aviation Life Support Equipment (ALSE) maintenance records
E6	CORE	Manage Aviation Life Support System (ALSS) programs
E6	CORE	Manage breathable air program for Life Support Systems
E6	CORE	Manage Joint Search and Rescue Satellite-aided Tracking (SARSAT) Electronic Tracking Systems, Cosmicheskaya Sistyema Poiska Avariynich Sudov (COSPAS), and Search and Rescue Satellite-aided Tracking (SARSAT) accounts for survival radios
E6	CORE	Manage technical Aviation Life Support System (ALSS) documents
E6	CORE	Manage technical directives compliance
E7	CORE	Validate Aviation Life Support System (ALSS) acquisitions
E5	NON-CORE	Verify emergency reclamation procedures
E5	NON-CORE	Verify equipment status reports
E5	NON-CORE	Verify Individual Component Repair Lists (ICRL)
E5	NON-CORE	Verify Individual Material Readiness Lists (IMRL)

MECHANICAL MAINTENANCE

Paygrade	Task Type	Task Statements
E4	CORE	Maintain industrial sewing machines
E4	CORE	Maintain parachute systems

ORDNANCE MAINTENANCE

Paygrade	Task Type	Task Statements
E5	CORE	Conduct explosive devices training
E4	CORE	Maintain aviation life support pyrotechnics
E4	CORE	Maintain Cartridge Actuated Device (CAD) systems
E6	CORE	Manage Aviation Life Support System (ALSS) ordnance certifications

OXYGEN, NITROGEN, AND LIQUID OXYGEN SYSTEMS

Paygrade	Task Type	Task Statements
E4	CORE	Maintain Aviators Breathing Oxygen (ABO) systems
E4	CORE	Maintain emergency oxygen equipment
E4	CORE	Maintain gaseous oxygen equipment
E4	CORE	Maintain Liquid Oxygen (LOX) equipment
E4	NON-CORE	Maintain oxygen systems (e.g. concentrators, converters, regulators, etc.)

QUALITY ASSURANCE (QA)

Paygrade	Task Type	Task Statements
E5	CORE	Conduct Aviation Life Support System (ALSS) tests and evaluations
E5	CORE	Conduct Quality Assurance (QA) inspections
E7	CORE	Develop Aviation Life Support System (ALSS) programs
E4	CORE	Inspect Aviation Life Support Systems (ALSS)

E6	CORE	Manage support equipment Planned Maintenance System (PMS) programs
E6	CORE	Validate installed service life cycle of explosive ordnance (Cartridge Actuated Device (CAD)/Propellant Actuated Device (PAD))
E6	CORE	Verify Naval Aviation Maintenance Programs (NAMP)
E6	CORE	Verify Naval Aviation Metrology and Calibration (METCAL) programs
E6	CORE	Verify Support Equipment Standardization Systems (SESS)
E6	CORE	Verify support equipment unscheduled maintenance
E6	CORE	Verify technical directives

SURVIVAL AND RESCUE GEAR

Paygrade	Task Type	Task Statements
E4	CORE	Conduct installed life support equipment training
E4	CORE	Conduct survival equipment training
E4	CORE	Maintain drogue parachute assemblies
E4	CORE	Maintain flotation equipment (e.g. life preserver, life rafts, etc.)
E4	CORE	Maintain Search and Rescue (SAR) personnel equipment
E4	CORE	Maintain seat pans
E4	CORE	Maintain seat survival kits
E4	CORE	Maintain survival items (e.g. medical kits, mirrors, sea dye, etc.)
E4	CORE	Maintain survival radios

Job Title **Job Code**

Aviation Life Support Systems Organizational Level Technician 001700

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Installation, Maintenance, and Repair	TBD	ALSS ORGANIZATION LEVEL TEC	ALSS OLVL TECH

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	PR	None

Job Description

Aviation Life Support Systems Organizational Level Technicians maintain and repair emergency parachutes, aircraft restraint systems, life rafts, Search and Rescue (SAR) equipment, aircraft firefighting equipment, and first aid kits; maintain and repair man mounted (Pilot/Aircrewman) survival equipment including flight gear, protective clothing, survival vests, anti-exposure assemblies, anti-gravity systems, body armor systems, oxygen systems, and personnel SAR equipment; operate and maintain sewing machines including adjustment and lubrication; perform daily, pre-flight, post-flight, and other periodic aircraft inspections; and qualify/certify in ordnance handling

DoD Relationship

Group Title	*DoD Code*
Forward Area Equipment Support, General	186000

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
Fabric Menders, Except Garment	49-9093.00	Installation, Maintenance, and Repair

Skills

Equipment Maintenance
Repairing
Installation
Management of Material Resources
Instructing
Reading Comprehension
Quality Control Analysis
Technology Design
Monitoring
Equipment Selection

Abilities

Multi-limb Coordination
Wrist-Finger Speed
Written Comprehension
Oral Expression
Speech Clarity
Deductive Reasoning
Manual Dexterity
Arm-Hand Steadiness
Dynamic Flexibility
Originality

AIRCREW PERSONAL PROTECTIVE GEAR

Paygrade	Task Type	Task Statements
E4	CORE	Conduct Personal Protective Equipment (PPE) training
E4	CORE	Maintain aircrew Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) systems
E4	CORE	Maintain aircrew oxygen masks
E4	CORE	Maintain aircrew survival equipment
E4	CORE	Maintain anti-exposure assemblies
E4	CORE	Maintain anti-gravity systems
E4	CORE	Maintain auxiliary personnel equipment
E4	CORE	Maintain body armor systems

FABRICATION AND MANUFACTURING

Paygrade	Task Type	Task Statements
E4	CORE	Design fabrication patterns
E4	CORE	Maintain fabrication hardware and materials
E4	CORE	Manufacture products for aircraft
E4	CORE	Manufacture products for aircrews

E4	CORE	Manufacture products for parachutists
E4	CORE	Manufacture products for support equipment
E4	CORE	Manufacture templates for patterns

GENERAL MAINTENANCE

Paygrade	Task Type	Task Statements
E4	CORE	Maintain aircraft furnishings
E4	CORE	Maintain aircraft restraint systems
E4	CORE	Maintain aircraft Search and Rescue (SAR) equipment
E4	CORE	Maintain aircraft-installed life support equipment
E4	CORE	Maintain aircraft-installed parachute systems
E4	CORE	Maintain aircraft-mounted fire fighting equipment
E4	CORE	Maintain Aviation Life Support System (ALSS) equipment
E4	CORE	Maintain cargo parachute systems
E4	CORE	Maintain emergency breathing devices
E4	CORE	Maintain general purpose flight clothing
E4	CORE	Maintain Mobile Refill Stations (MRS III)
E4	CORE	Maintain Night Vision Devices (NVD)

MAINTENANCE ADMINISTRATION

Paygrade	Task Type	Task Statements
E6	CORE	Audit Naval Aviation Maintenance Programs (NAMP)
E5	CORE	Brief flight crews
E6	CORE	Coordinate technical directives compliance programs
E5	CORE	Debrief flight crews
E4	CORE	Maintain Aviation Life Support Equipment (ALSE) maintenance records
E6	CORE	Manage Aviation Life Support System (ALSS) programs
E6	CORE	Manage breathable air program for Life Support Systems
E6	CORE	Manage Joint Search and Rescue Satellite-aided Tracking (SARSAT) Electronic Tracking Systems, Cosmicheskaya Sistyema Poiska Avariynich Sudov (COSPAS), and Search and Rescue Satellite-aided Tracking (SARSAT) accounts for survival radios
E6	CORE	Manage technical Aviation Life Support System (ALSS) documents
E6	CORE	Manage technical directives compliance
E5	NON-CORE	Verify emergency reclamation procedures
E5	NON-CORE	Verify equipment status reports
E5	NON-CORE	Verify Individual Material Readiness Lists (IMRL)

MECHANICAL MAINTENANCE

Paygrade	Task Type	Task Statements
E4	CORE	Maintain aircraft crash worthy non-ejection seats
E4	CORE	Maintain flight helmets
E4	CORE	Maintain industrial sewing machines
E4	CORE	Maintain parachute systems

ORDNANCE MAINTENANCE

Paygrade	Task Type	Task Statements
E5	CORE	Conduct explosive devices training
E4	CORE	Maintain aviation life support pyrotechnics
E4	CORE	Maintain Cartridge Actuated Device (CAD) systems
E6	CORE	Manage Aviation Life Support System (ALSS) ordnance certifications

OXYGEN, NITROGEN, AND LIQUID OXYGEN SYSTEMS

Paygrade	Task Type	Task Statements
E4	CORE	Maintain Aviators Breathing Oxygen (ABO) systems
E4	CORE	Maintain emergency oxygen equipment
E4	CORE	Maintain gaseous oxygen equipment
E4	CORE	Maintain Liquid Oxygen (LOX) equipment
E4	NON-CORE	Maintain oxygen systems (e.g. concentrators, converters, regulators, etc.)

QUALITY ASSURANCE (QA)

Paygrade	Task Type	Task Statements
E5	CORE	Conduct Aviation Life Support System (ALSS) tests and evaluations
E5	CORE	Conduct Quality Assurance (QA) inspections
E4	CORE	Inspect Aviation Life Support Systems (ALSS)
E4	CORE	Maintain air operations equipment
E6	CORE	Manage support equipment Planned Maintenance System (PMS) programs
E6	CORE	Validate installed service life cycle of explosive ordnance (Cartridge Actuated Device (CAD)/Propellant Actuated Device (PAD))
E6	CORE	Verify Naval Aviation Maintenance Programs (NAMP)
E6	CORE	Verify Naval Aviation Metrology and Calibration (METCAL) programs
E6	CORE	Verify technical directives

SURVIVAL AND RESCUE GEAR

Paygrade	Task Type	Task Statements
E4	CORE	Conduct installed life support equipment training
E4	CORE	Conduct parachutist survival equipment training
E4	CORE	Conduct Search and Rescue (SAR) equipment training
E4	CORE	Conduct survival equipment training
E4	CORE	Maintain flotation equipment (e.g. life preserver, life rafts, etc.)
E4	CORE	Maintain Search and Rescue (SAR) personnel equipment
E4	CORE	Maintain seat pans
E4	CORE	Maintain seat survival kits
E4	CORE	Maintain survival items (e.g. medical kits, mirrors, sea dye, etc.)
E4	CORE	Maintain survival radios
E4	CORE	Maintain survival vests

Job Title **Job Code**

Special Operations Parachute Rigger 001705

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Installation, Maintenance, and Repair	TBD	SPECIAL OP PARACHUTE RIGGER	SPEC OP RIGGER

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	PR	NEC 7353

Job Description

Special Operations Parachute Riggers work with Naval Special Warfare (NSW) and Explosive Ordnance Disposal (EOD) units throughout the world; inspect, maintain, pack, and use specialized premeditated personnel static-line and free-fall parachute systems; use and maintain specialized aerial delivery and re-supply systems and helicopter insertion and extraction systems unique to NSW and EOD units; function as Parachute Jump (PJ) and Helicopter Rope Suspension Techniques (HRST) masters; perform paraloft management, administrative functions, ordnance handling functions, and Quality Assurance (QA) inspections; and operate and maintain sewing machines including adjustment and lubrication.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Forward Area Equipment Support, General	186000	Fabric Menders, Except Garment	49-9093.00	Installation, Maintenance, and Repair

Skills	Abilities
Equipment Maintenance	*Oral Expression*
Instructing	*Multi-limb Coordination*
Repairing	*Wrist-Finger Speed*
Installation	*Speech Clarity*
Equipment Selection	*Written Comprehension*
Management of Material Resources	*Information Ordering*
Judgment and Decision Making	*Originality*
Quality Control Analysis	*Selective Attention*
Reading Comprehension	*Deductive Reasoning*
Coordination	*Oral Comprehension*

AIRCREW PERSONAL PROTECTIVE GEAR

Paygrade	Task Type	Task Statements
E4	CORE	Conduct Personal Protective Equipment (PPE) training

FABRICATION AND MANUFACTURING

Paygrade	Task Type	Task Statements
E4	CORE	Design fabrication patterns
E4	CORE	Maintain fabrication hardware and materials
E4	CORE	Manufacture products for parachutists
E4	CORE	Manufacture templates for patterns

GENERAL MAINTENANCE

Paygrade	Task Type	Task Statements
E4	CORE	Maintain cargo parachute systems
E4	NON-CORE	Maintain Premeditated Personnel Parachuting (P3) support equipment
E5	NON-CORE	Rig helicopter insertion and extraction equipment
E5	NON-CORE	Rig special operations platforms

MAINTENANCE ADMINISTRATION

Paygrade	Task Type	Task Statements
E6	CORE	Audit Naval Aviation Maintenance Programs (NAMP)
E5	CORE	Brief flight crews
E4	NON-CORE	Conduct Premeditated Personnel Parachuting (P3) system training
E5	CORE	Debrief flight crews
E7	CORE	Ensure compliance of Weight and Balance (W & B) programs
E4	CORE	Maintain Aviation Life Support Equipment (ALSE) maintenance records
E4	NON-CORE	Maintain Premeditated Personnel Parachuting (P3) parts inventories
E6	NON-CORE	Manage Dive Jump Reporting Systems (DJRS)
E7	CORE	Validate Aviation Life Support System (ALSS) acquisitions
E5	NON-CORE	Verify equipment status reports

MECHANICAL MAINTENANCE

Paygrade	Task Type	Task Statements
E4	CORE	Maintain flight helmets
E4	CORE	Maintain industrial sewing machines
E4	CORE	Maintain parachute systems

ORDNANCE MAINTENANCE

Paygrade	Task Type	Task Statements
E5	CORE	Conduct explosive devices training
E4	CORE	Maintain aviation life support pyrotechnics
E4	CORE	Maintain Cartridge Actuated Device (CAD) systems
E6	CORE	Manage Aviation Life Support System (ALSS) ordnance certifications

QUALITY ASSURANCE (QA)

Paygrade	Task Type	Task Statements
E5	NON-CORE	Conduct air operations (e.g. static line parachuting, military free fall, fast rope, rappel, etc.)
E5	NON-CORE	Conduct Premeditated Personnel Parachuting (P3) systems Quality Assurance (QA) training
E5	CORE	Conduct Quality Assurance (QA) inspections
E5	CORE	Conduct tests and evaluations on Premeditated Personnel Parachuting (P3) systems
E7	CORE	Develop Aviation Life Support System (ALSS) programs
E4	CORE	Inspect Aviation Life Support Systems (ALSS)
E4	NON-CORE	Inspect Premeditated Personnel Parachuting (P3)
E4	CORE	Maintain air operations equipment
E7	NON-CORE	Manage Naval Special Warfare (NSW) and Explosive Ordnance Disposal (EOD) training programs
E6	CORE	Manage support equipment Planned Maintenance System (PMS) programs

SURVIVAL AND RESCUE GEAR

Paygrade	Task Type	Task Statements
E4	CORE	Conduct installed life support equipment training
E4	CORE	Conduct parachutist survival equipment training
E5	NON-CORE	Conduct parachutists training on aircraft-installed life support equipment training
E4	CORE	Conduct survival equipment training
E4	CORE	Maintain drogue parachute assemblies
E4	CORE	Maintain flotation equipment (e.g. life preserver, life rafts, etc.)
E4	NON-CORE	Maintain Premeditated Personnel Parachuting (P3) assemblies and equipment

CHAPTER 66

QUARTERMASTER
(QM)

NAVPERS 18068-66E
CH-67

Updated: July 2016

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NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

QUARTERMASTER (QM)

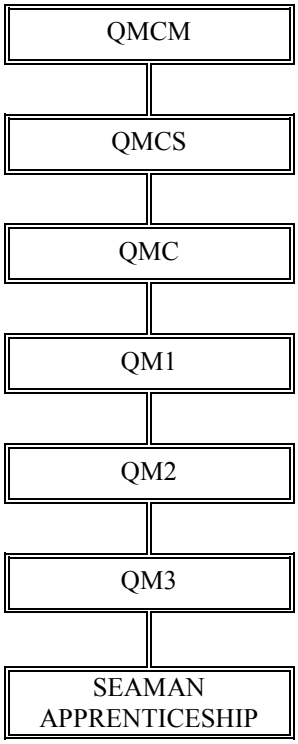
SCOPE OF RATING

Quartermasters (QM) stand watch as assistants to the Officer of the Deck (OOD) and the Navigator; serve as Helmsman; perform ship control, navigation, and bridge watch duties; procure, correct, use, and stow navigational and oceanographic publications and charts; maintain navigational instruments and keep correct navigational time; perform weather data observations and data encoding; perform tactical communications using visual, audible, and electronic methods; and render honors and ceremonies in accordance with national observances and foreign customs.

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) in Chapter 66.

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 **Job Code**

Navigation Administrator 003743

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Transportation and Material Moving	TBD	NAVIGATION ADMINISTRATOR	NAVIGATN ADMIN

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	QM	As assigned to Job

Job Description

Navigation Administrators provide navigation expertise to shipboard personnel and advise during unusual navigational conditions in accordance with fleet directives; use all charted visual aids to navigation and tides and current data; select, use and correct nautical charts; maintain chart allowance inventories; prepare synoptic observation messages; maintain and review equipment and navigation logs; extract and record maintenance data from appropriate navigation publications; prepare weekly and quarterly schedules of preventive maintenance ensuring they are implemented; and coordinate shipboard honors and ceremonies and execute sunrise, morning, and evening colors.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Navigators	106100	Pilots, Ship	53-5021.03	Transportation and Material Moving

Skills	Abilities
Mathematics	*Deductive Reasoning*
Science	*Mathematical Reasoning*
Operation and Control	*Information Ordering*
Reading Comprehension	*Finger Dexterity*
Complex Problem Solving	*Problem Sensitivity*
Coordination	*Written Comprehension*
Judgment and Decision Making	*Written Expression*
Writing	*Manual Dexterity*
Critical Thinking	*Category Flexibility*
Systems Evaluation	*Speed of Closure*

COMMUNICATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Perform communications using tactical signals
E4	NON-CORE	Perform external communications (ship-to-ship, ship-to-shore)

ELECTRONIC SYSTEMS OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Maintain electronic navigation systems
E4	CORE	Navigate ship using electronic navigation systems
E4	CORE	Prepare electronic navigation systems
E4	CORE	Shutdown electronic navigation systems
E4	CORE	Startup electronic navigation systems
E4	CORE	Verify helm and lee helm operations
E4	CORE	Verify ship's position data between sources (radar, paper, Voyage Management System (VMS))

EQUIPMENT ADMINISTRATION

Paygrade	Task Type	Task Statements
E4	NON-CORE	Inventory controlled equipment
E6	NON-CORE	Manage controlled equipment inventories
E4	CORE	Perform preventive maintenance on navigation equipment

LOOKOUT AND SIGNALING OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Identify lights and beacons using stopwatch
E4	CORE	Maintain halyards, halyard blocks, and tie downs
E4	NON-CORE	Perform man overboard procedures
E4	CORE	Prepare weather observation reports
E4	CORE	Report audible and visual information (e.g. sound signals, lights, flags, etc.)
E4	CORE	Report flags (country flags, signal flags)

NAVIGATION

Paygrade	Task Type	Task Statements
E4	CORE	Adjust radar scope presentation to align with navigation charts
E6	CORE	Calculate advanced maneuvering board solutions (e.g. station changes, avoidance courses, etc.)
E4	CORE	Calculate basic maneuvering board solutions (e.g. winds, Closest Point of Approach (CPA), etc.)
E4	CORE	Calculate celestial event times (e.g. sunrise/sunset, moonrise/moonset, twilight, etc.)
E4	CORE	Calculate compensating and correcting courses and speeds
E4	CORE	Calculate set and drift
E4	CORE	Compare fathometer readings to charted depth
E4	CORE	Compute course and speed made good
E4	CORE	Compute expected times of radar landfall
E4	CORE	Compute gyro error
E4	CORE	Compute tides and currents
E5	CORE	Compute visibility of lights and expected times of sighting
E4	CORE	Compute Zone Time (ZT) using Zone Description (ZD)
E4	CORE	Convert arc to time and time to arc
E4	CORE	Correlate lookout information with radar presentations
E4	CORE	Determine latitude and longitude from plotted positions on navigational charts
E4	CORE	Determine magnetic compass errors using gyrocompass
E4	CORE	Determine required Speed Of Advance (SOA)
E4	CORE	Determine ship's position (e.g. electronic, visual, radar, etc.)
E4	CORE	Determine ship's position relative to Plan of Intended Movement (PIM)
E4	CORE	Determine variation on charts
E4	CORE	Graph tides and currents

NAVIGATION (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Incorporate lookout information with navigation plot
E4	CORE	Make Movement Reports (MOVREP)
E4	CORE	Make position reports
E4	CORE	Make weather reports
E4	CORE	Measure distances on navigational charts
E4	CORE	Navigate ship during reduced visibility
E4	CORE	Plot Dead Reckoning (DR) tracks
E4	CORE	Plot ship's position during navigation detail
E4	CORE	Plot ship's position using visual bearings
E4	CORE	Prepare bridge for special evolutions
E4	CORE	Report aids to navigation
E4	CORE	Report Navigation Rules and Regulations signals (e.g. task lights, day shapes, sound signals, etc.)
E4	CORE	Shift navigation control to secondary location
E4	NON-CORE	Steer ship using aft steering
E6	CORE	Supervise shift of navigation control from bridge to secondary location
E4	CORE	Verify ship's position data in the Combat Information Center (CIC)

PLOTTING

Paygrade	Task Type	Task Statements
E4	CORE	Calculate danger bearings and ranges
E4	CORE	Calculate relative bearings
E4	CORE	Compute advance and transfer
E4	CORE	Compute anchor chain scopes
E4	CORE	Compute Estimated Time of Arrival (ETA)
E4	CORE	Plan anchorage areas
E4	CORE	Plot advance and transfer
E4	CORE	Plot great circle sailing routes
E4	CORE	Plot man overboard positions
E4	CORE	Plot mine warfare information
E4	CORE	Plot Plan of Intended Movement (PIM) tracks
E4	CORE	Plot weather message information
E4	CORE	Prepare restricted water tracks
E5	CORE	Recommend great circle sailing routes
E5	CORE	Review navigational charts
E4	CORE	Verify water depth is safe for navigation

TECHNICAL ADMINISTRATION

Paygrade	Task Type	Task Statements
E5	CORE	Analyze environmental hazards utilizing Protective Measures Assessment Protocol (PMAP) program
E5	CORE	Archive electronic navigation data
E5	CORE	Coordinate shipboard honors and ceremonies
E4	CORE	Correct navigational charts (paper, electronic)
E4	CORE	Execute sunrise, morning and evening colors
E4	CORE	Extract information from Naval and navigation publications, technical briefs, notices, and bulletins
E4	CORE	Maintain administrative records (i.e. deck logs, position logs, bearing books, etc.)
E4	CORE	Maintain chart and publication allowances
E5	NON-CORE	Manage administrative programs
E4	NON-CORE	Prepare navigation briefs
E6	CORE	Verify navigational charts

Job Title

Navigation Specialist

Job Code

003744

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Transportation and Material Moving	TBD	NAVIGATION SPECIALIST	NAVIGATN SPEC

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	QM	As assigned to Job

Job Description

Navigation Specialists stand watch as assistants to the Officer of the Deck (OOD) and the Navigator; perform ship control, navigation, and bridge watch duties; select charts for voyage planning; determine danger angles and danger bearings; use and update sailing directions, light lists, coastal pilots, and related publications and navigation charts; use Coast Guard publications concerning nautical rules and regulations; use basic course plotting instruments, lead lines, depth sounders, and compasses; maintain the compass book; determine ship's position by celestial observations; identify aids to navigation; serve as weather observers; recognize the significance of dew point, relative humidity, temperature, atmospheric pressure, wind force and direction, cloud formation, and sea state in general weather forecasting, and maintain the weather observation sheet; and handle plain language radio communications and visual communications. Experienced Navigation Specialists supervise bridge personnel.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Navigators	106100	Pilots, Ship	53-5021.03	Transportation and Material Moving

Skills	Abilities
Mathematics	*Deductive Reasoning*
Science	*Mathematical Reasoning*
Operation and Control	*Finger Dexterity*
Critical Thinking	*Information Ordering*
Reading Comprehension	*Manual Dexterity*
Coordination	*Problem Sensitivity*
Complex Problem Solving	*Written Comprehension*
Writing	*Written Expression*
Judgment and Decision Making	*Category Flexibility*
Systems Evaluation	*Perceptual Speed*

COMMUNICATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Perform communications using tactical signals
E4	NON-CORE	Perform external communications (ship-to-ship, ship-to-shore)
E4	CORE	Signal water craft or boats (visually, audibly)
E4	NON-CORE	Test internal and external communications systems (visual, audible, electronic)

ELECTRONIC SYSTEMS OPERATIONS

Paygrade	Task Type	Task Statements
E4	NON-CORE	Adjust ship's lighting for night operations
E4	CORE	Configure navigation and task lights
E4	CORE	Maintain electronic navigation systems
E4	CORE	Navigate ship using electronic navigation systems
E4	CORE	Prepare electronic navigation systems
E4	CORE	Shutdown electronic navigation systems
E4	CORE	Startup electronic navigation systems
E4	CORE	Verify helm and lee helm operations
E4	CORE	Verify ship's position data between sources (radar, paper, Voyage Management System (VMS))

EQUIPMENT ADMINISTRATION

Paygrade	Task Type	Task Statements
E4	NON-CORE	Inventory controlled equipment
E4	CORE	Perform preventive maintenance on navigation equipment

LOOKOUT AND SIGNALING OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Identify lights and beacons using stopwatch
E4	CORE	Maintain halyards, halyard blocks, and tie downs
E4	NON-CORE	Perform man overboard procedures
E4	CORE	Prepare weather observation reports
E4	CORE	Report audible and visual information (e.g. sound signals, lights, flags, etc.)
E4	CORE	Report contacts (air, surface)
E4	CORE	Report flags (country flags, signal flags)

NAVIGATION

Paygrade	Task Type	Task Statements
E4	CORE	Adjust radar scope presentation to align with navigation charts
E4	CORE	Calculate basic maneuvering board solutions (e.g. winds, Closest Point of Approach (CPA), etc.)
E4	CORE	Calculate celestial event times (e.g. sunrise/sunset, moonrise/moonset, twilight, etc.)
E4	CORE	Calculate compensating and correcting courses and speeds
E4	CORE	Calculate set and drift
E4	CORE	Compare fathometer readings to charted depth
E4	CORE	Compute course and speed made good
E4	CORE	Compute expected times of radar landfall
E4	CORE	Compute gyro error
E4	CORE	Compute tides and currents
E5	CORE	Compute visibility of lights and expected times of sighting
E4	CORE	Compute Zone Time (ZT) using Zone Description (ZD)
E4	CORE	Convert arc to time and time to arc
E4	CORE	Correlate lookout information with radar presentations
E4	CORE	Determine latitude and longitude from plotted positions on navigational charts
E4	CORE	Determine magnetic compass errors using gyrocompass
E4	CORE	Determine required Speed Of Advance (SOA)
E4	CORE	Determine ship's position (e.g. electronic, visual, radar, etc.)
E4	CORE	Determine ship's position relative to Plan of Intended Movement (PIM)
E4	CORE	Determine variation on charts
E4	CORE	Graph tides and currents
E4	CORE	Incorporate lookout information with navigation plot
E4	CORE	Make Movement Reports (MOVREP)

NAVIGATION (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Make position reports
E4	CORE	Make weather reports
E4	CORE	Measure distances on navigational charts
E4	CORE	Navigate ship during reduced visibility
E4	CORE	Obtain visual bearings using alidades
E4	CORE	Plot Dead Reckoning (DR) tracks
E4	CORE	Plot ship's position during navigation detail
E4	CORE	Plot ship's position using visual bearings
E4	CORE	Prepare bridge for special evolutions
E4	CORE	Report aids to navigation
E4	CORE	Report Navigation Rules and Regulations signals (e.g. task lights, day shapes, sound signals, etc.)
E4	CORE	Shift navigation control to secondary location
E4	NON-CORE	Steer ship using aft steering
E4	CORE	Verify ship's position data in the Combat Information Center (CIC)

PLOTTING

Paygrade	Task Type	Task Statements
E4	CORE	Calculate danger bearings and ranges
E4	CORE	Calculate relative bearings
E4	CORE	Compute advance and transfer
E4	CORE	Compute anchor chain scopes
E4	CORE	Compute Estimated Time of Arrival (ETA)
E4	CORE	Determine type of ocean bottom
E4	CORE	Plan anchorage areas
E4	CORE	Plot advance and transfer
E4	CORE	Plot anchorage area
E4	CORE	Plot danger bearings and ranges
E4	CORE	Plot distress signals, bearings, and ranges
E4	CORE	Plot great circle sailing routes
E4	CORE	Plot man overboard positions
E4	CORE	Plot mine warfare information
E4	CORE	Plot navigation hazards
E4	CORE	Plot navigation points
E4	CORE	Plot pickup and drop-off points
E4	CORE	Plot Plan of Intended Movement (PIM) tracks
E4	CORE	Plot relative bearings
E4	CORE	Plot surface contact information

PLOTTING (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Plot swept channels
E4	CORE	Plot weather message information
E4	CORE	Prepare restricted water tracks
E5	CORE	Recommend great circle sailing routes
E5	CORE	Review navigational charts
E4	CORE	Verify water depth is safe for navigation

TECHNICAL ADMINISTRATION

Paygrade	Task Type	Task Statements
E4	CORE	Correct navigational charts (paper, electronic)
E4	CORE	Execute sunrise, morning and evening colors
E4	CORE	Extract information from Naval and navigation publications, technical briefs, notices, and bulletins
E4	CORE	Maintain chart and publication allowances
E4	NON-CORE	Prepare navigation briefs

Job Title

Navigation Manager

Job Code

003745

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Transportation and Material Moving	TBD	NAVIGATION MANAGER	NAVIGATN MGR

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	QM	As assigned to Job

Job Description

Navigation Managers provide navigation and piloting expertise to bridge personnel; advise during unusual navigational conditions in accordance with fleet directives and conduct navigation briefs; select and use appropriate nautical charts; select anchorages; employ appropriate electronic navigation systems; plan emergency drills; and evaluate personnel in the Navigation department.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Navigators	106100	Pilots, Ship	53-5021.03	Transportation and Material Moving

Skills	Abilities
Mathematics	*Deductive Reasoning*
Operation and Control	*Problem Sensitivity*
Coordination	*Information Ordering*
Judgment and Decision Making	*Manual Dexterity*
Science	*Mathematical Reasoning*
Systems Evaluation	*Written Comprehension*
Quality Control Analysis	*Perceptual Speed*
Writing	*Written Expression*
Complex Problem Solving	*Category Flexibility*
Monitoring	*Inductive Reasoning*

ELECTRONIC SYSTEMS OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Maintain electronic navigation systems
E4	CORE	Navigate ship using electronic navigation systems
E4	CORE	Prepare electronic navigation systems
E4	CORE	Shutdown electronic navigation systems
E4	CORE	Startup electronic navigation systems
E4	CORE	Verify helm and lee helm operations
E4	CORE	Verify ship's position data between sources (radar, paper, Voyage Management System (VMS))

EQUIPMENT ADMINISTRATION

Paygrade	Task Type	Task Statements
E6	NON-CORE	Manage controlled equipment inventories
E7	CORE	Manage equipment certifications and recertifications
E7	NON-CORE	Verify equipment installation, testing, and alterations

LOOKOUT AND SIGNALING OPERATIONS

Paygrade	Task Type	Task Statements
E4	NON-CORE	Perform man overboard procedures

NAVIGATION

Paygrade	Task Type	Task Statements
E4	CORE	Adjust radar scope presentation to align with navigation charts
E6	CORE	Calculate advanced maneuvering board solutions (e.g. station changes, avoidance courses, etc.)
E4	CORE	Calculate basic maneuvering board solutions (e.g. winds, Closest Point of Approach (CPA), etc.)
E4	CORE	Calculate celestial event times (e.g. sunrise/sunset, moonrise/moonset, twilight, etc.)
E4	CORE	Calculate compensating and correcting courses and speeds
E4	CORE	Correlate lookout information with radar presentations
E4	CORE	Determine required Speed Of Advance (SOA)
E4	CORE	Determine ship's position relative to Plan of Intended Movement (PIM)
E4	CORE	Incorporate lookout information with navigation plot
E4	CORE	Make Movement Reports (MOVREP)
E4	CORE	Make position reports
E4	CORE	Make weather reports
E4	CORE	Navigate ship during reduced visibility
E4	CORE	Plot ship's position during navigation detail
E6	CORE	Supervise bridge team during special evolutions (e.g. Underway Replenishments (UNREP), sea and anchor details, navigation details, etc.)
E6	CORE	Supervise shift of navigation control from bridge to secondary location
E4	CORE	Verify ship's position data in the Combat Information Center (CIC)

PLOTTING

Paygrade	Task Type	Task Statements
E4	CORE	Compute advance and transfer
E4	CORE	Plan anchorage areas
E5	CORE	Recommend great circle sailing routes
E5	CORE	Review navigational charts
E4	CORE	Verify water depth is safe for navigation

TECHNICAL ADMINISTRATION

Paygrade	Task Type	Task Statements
E5	CORE	Analyze environmental hazards utilizing Protective Measures Assessment Protocol (PMAP) program
E5	CORE	Archive electronic navigation data
E5	CORE	Coordinate shipboard honors and ceremonies
E4	CORE	Extract information from Naval and navigation publications, technical briefs, notices, and bulletins
E5	NON-CORE	Manage administrative programs
E4	NON-CORE	Prepare navigation briefs
E6	CORE	Verify navigational charts

CHAPTER 67

INFORMATION SYSTEMS TECHNICIAN (IT)

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NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

INFORMATION SYSTEMS TECHNICIAN (IT)

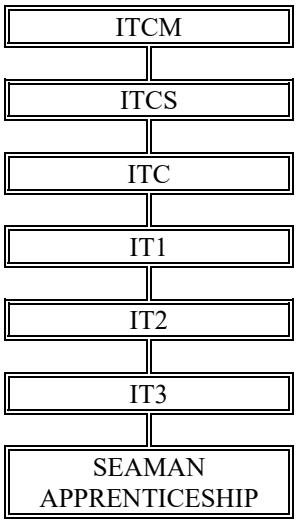
SCOPE OF RATING

Information Systems Technicians (IT) perform core and specialty functions of communications operations, message processing, network administration, and cybersecurity; secure, defend and preserve data, networks, net-centric capabilities, and other designated systems; implement security controls and defensive counter-measures; establish, monitor, and maintain Radio Frequency (RF) communications systems; perform spectrum management to support Joint, Fleet, and tactical communications; handle, store, and retrieve incoming and outgoing messages; build, configure, deploy, operate, and maintain information technology, networks and capabilities; perform network system administration, maintenance and training; manage, plan and coordinate unit-level Information Systems Security (ISS) and integration across platforms, fleets, and services; and ensure the proper security, handling, accounting, reporting, and control of Communications Security (COMSEC) materials, systems, and equipment.

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 67.

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

Technical Support Specialist

Job Code

002776

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Computer and Mathematical	TBD	IT TECH SPECIALIST	IT TECH SPEC

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	IT	NEC 745A and other NECs as assigned

Job Description

Technical Support Specialists provide end users tiered-level customer support by coordinating software, hardware, and network. May install, configure, troubleshoot, and provide maintenance and training.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
ADP Computers, General	115000	Computer User Support Specialists	15-1151.00	Computer and Mathematical

Skills	Abilities
Operation and Control	*Deductive Reasoning*
Technology Design	*Information Ordering*
Critical Thinking	*Control Precision*
Complex Problem Solving	*Problem Sensitivity*
Management of Material Resources	*Inductive Reasoning*
Monitoring	*Written Comprehension*
Systems Analysis	*Written Expression*
Troubleshooting	*Flexibility of Closure*
Repairing	*Reaction Time*
Writing	*Category Flexibility*

COMMUNICATIONS SECURITY

Paygrade	Task Type	Task Statements
E5	NON-CORE	Administer client platform securities
E4	CORE	Conduct Emergency Action Plans (EAP)
E4	CORE	Destroy Communication Security (COMSEC) material
E4	NON-CORE	Destroy Key Management Infrastructure (KMI) products
E4	CORE	Handle Communications Security (COMSEC) material
E6	CORE	Implement Emergency Action Plans (EAP)
E4	CORE	Inspect security containers
E4	CORE	Inventory Communications Security (COMSEC) materials
E4	CORE	Load Communications Security (COMSEC) equipment
E4	CORE	Maintain Crypto Ignition Keys (CIK)
E4	CORE	Maintain cryptographic equipment
E4	CORE	Maintain physical security of Sensitive Compartmented Information (SCI) Information Systems (IS)
E4	CORE	Receive Communications Security (COMSEC) material
E4	CORE	Report Communications Security (COMSEC) discrepancies
E4	CORE	Set up cryptographic equipment
E4	CORE	Set up cryptographic networks
E4	CORE	Validate Communications Security (COMSEC) material
E4	CORE	Verify cryptographic equipment settings

COMMUNICATIONS SYSTEM OPERATIONS

Paygrade	Task Type	Task Statements
E5	NON-CORE	Configure router and switching devices
E5	CORE	Coordinate restoral with off site technicians
E6	CORE	Develop Combat System Training Team (CSTT) scenarios
E5	NON-CORE	Integrate flight and squadron media
E4	CORE	Load image software
E4	CORE	Load magnetic tape
E4	CORE	Maintain magnetic tape drives
E4	CORE	Monitor routing and switching devices
E4	CORE	Restore computer Information Systems (IS)
E5	CORE	Restore loss of Facilities Control (FACCON)

CYBERSPACE OPERATIONS

Paygrade	Task Type	Task Statements
E7	CORE	Determine patterns of non-compliance (e.g., risk levels, Information Assurance (IA) program effectiveness, etc.)
E4	CORE	Identify Information Systems Security (ISS) violations and vulnerabilities
E4	CORE	Identify security issues (i.e., protection, aggregation, inter-connectivity)
E5	NON-CORE	Implement Information Assurance Vulnerability Alerts (IAVA)
E5	NON-CORE	Implement Information Assurance Vulnerability Bulletins (IAVB)
E5	CORE	Implement security actions
E5	CORE	Maintain Information Systems (IS) logs
E5	NON-CORE	Perform real-time cyber defense incident handling tasks (e.g., forensic collections, intrusion correlation and tracking, threat analysis, and direct system remediation, etc.)
E4	NON-CORE	Provide technical support to resolve cyber incidents
E4	NON-CORE	Remove system viruses
E7	NON-CORE	Report Information Systems Security (ISS) incidents
E4	CORE	Update computer Information Systems (IS) antivirus definitions
E6	NON-CORE	Validate migration/installation computer software

MESSAGE SYSTEM OPERATIONS

Paygrade	Task Type	Task Statements
E5	CORE	Establish Command, Control, Communications, Computers, Combat Systems and Intelligence (C5I) system interconnectivity
E4	NON-CORE	Install certificates (e.g., security, system, etc.)
E4	CORE	Maintain local media and technical libraries
E5	CORE	Manage messaging systems
E4	CORE	Monitor message queues
E4	CORE	Monitor message systems
E7	NON-CORE	Validate unit and command certificates

NETWORK ADMINISTRATION

Paygrade	Task Type	Task Statements
E4	NON-CORE	Administer Information Systems (IS) accounts
E5	CORE	Analyze logs
E4	CORE	Back up Information Systems (IS)
E4	CORE	Configure computer application software
E4	NON-CORE	Configure network hardware
E5	NON-CORE	Configure network services
E4	CORE	Configure peripherals
E5	NON-CORE	Configure virus scanners
E4	NON-CORE	Configure workstation network connectivity
E4	CORE	Configure workstation Operating System (OS) software
E5	CORE	Develop Information Systems (IS) Standard Operating Procedures (SOP)
E5	CORE	Document Information Systems (IS) errors
E4	CORE	Document network outages
E5	CORE	Document off-site technical support actions
E5	CORE	Document server outages
E6	CORE	Implement remediation plans for identified vulnerabilities
E4	NON-CORE	Implement River City conditions on Information Systems (IS)
E4	NON-CORE	Install network components
E4	CORE	Install network peripherals
E4	NON-CORE	Install network software
E4	CORE	Install Operating Systems (OS)
E4	CORE	Install peripherals
E4	CORE	Isolate infected systems
E6	CORE	Maintain network documentation
E4	CORE	Maintain network printers
E5	NON-CORE	Manage file and folder access
E5	NON-CORE	Manage network monitoring software
E4	CORE	Monitor network equipment status
E4	CORE	Patch Information Systems (IS)
E4	CORE	Perform disk administration
E4	CORE	Perform file system maintenance
E4	CORE	Perform File Transfer Protocol (FTP) functions
E4	CORE	Perform start up/shut down procedures
E5	NON-CORE	Perform trend analysis (hardware, software, or network)
E5	CORE	Prepare network status reports
E4	CORE	Respond to customer trouble calls
E4	CORE	Review logs
E4	CORE	Scan for viruses

NETWORK ADMINISTRATION (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Test computer Information Systems (IS)
E4	CORE	Troubleshoot client Operating Systems (OS)
E4	CORE	Troubleshoot file and folder access problems
E4	CORE	Troubleshoot network hardware
E4	CORE	Troubleshoot peripherals
E5	CORE	Troubleshoot storage devices
E4	CORE	Troubleshoot workstation application software
E4	CORE	Troubleshoot workstation network connectivity
E5	CORE	Verify network system operations

NETWORK MANAGEMENT

Paygrade	Task Type	Task Statements
E5	NON-CORE	Conduct computer software migration
E7	CORE	Implement Information Systems (IS) equipment and media disposition requirements (e.g., destruction, disposal, transfer, etc.)
E5	CORE	Restore from backups
E4	CORE	Troubleshoot network cabling
E5	NON-CORE	Troubleshoot Wide Area Network (WAN)
E4	CORE	Verify backups

NETWORK SYSTEM OPERATIONS

Paygrade	Task Type	Task Statements
E5	NON-CORE	Administer network system databases
E6	NON-CORE	Coordinate Information Systems (IS) backup
E5	NON-CORE	Identify Information Systems (IS) anomalies
E7	CORE	Implement network operating procedures
E4	CORE	Inspect Information Systems (IS) (e.g., network components, system hardware, etc.)
E4	CORE	Install Information Systems (IS) components (e.g., system hardware, storage devices, etc.)
E4	CORE	Inventory Information Systems (IS) assets
E7	CORE	Maintain Information Systems (IS) (e.g., Program of Record (POR), authorized, etc.)
E5	CORE	Perform data transfers
E5	CORE	Process customer trouble calls
E5	NON-CORE	Troubleshoot networks (e.g., Integrated Shipboard Network Systems (ISNS), Consolidated Afloat Networks and Enterprise Services (CANES), virtual, etc.)
E4	NON-CORE	Troubleshoot virtual environments

Job Title

System Administrator

Job Code

002777

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Computer and Mathematical	TBD	SYSTEM ADMINISTRATOR	SYS ADMIN

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	IT	NEC 746A and other NECs as assigned

Job Description

System Administrators install, configure, troubleshoot, and maintain server and systems configurations (hardware and software) to ensure their confidentiality, integrity, and availability. Administers server-based systems, security devices, distributed applications, network storage, messaging, and performs systems monitoring. Consults on network, application, and customer service issues to support computer systems' security and sustainability.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
ADP Computers, General	115000	Network and Computer Systems Administrators	15-1142.00	Computer and Mathematical

Skills	Abilities
Operation and Control	*Deductive Reasoning*
Technology Design	*Information Ordering*
Critical Thinking	*Control Precision*
Management of Material Resources	*Problem Sensitivity*
Complex Problem Solving	*Inductive Reasoning*
Systems Analysis	*Written Comprehension*
Troubleshooting	*Written Expression*
Monitoring	*Flexibility of Closure*
Repairing	*Oral Expression*
Writing	*Reaction Time*

COMMUNICATIONS SECURITY

Paygrade	Task Type	Task Statements
E5	NON-CORE	Administer client platform securities
E4	CORE	Conduct Emergency Action Plans (EAP)
E4	CORE	Destroy Communication Security (COMSEC) material
E4	NON-CORE	Destroy Key Management Infrastructure (KMI) products
E6	CORE	Develop Emergency Action Plans (EAP)
E4	CORE	Handle Communications Security (COMSEC) material
E4	CORE	Identify Communications Security (COMSEC) discrepancies
E6	CORE	Implement Communications Security (COMSEC) changes
E6	CORE	Implement Emergency Action Plans (EAP)
E4	CORE	Inspect security containers
E4	CORE	Inventory Communications Security (COMSEC) materials
E4	CORE	Load Communications Security (COMSEC) equipment
E4	CORE	Maintain Crypto Ignition Keys (CIK)
E4	CORE	Maintain cryptographic equipment
E4	CORE	Maintain physical security of Sensitive Compartmented Information (SCI) Information Systems (IS)
E5	CORE	Prepare local element Communication Security (COMSEC) reports
E4	CORE	Receive Communications Security (COMSEC) material

COMMUNICATIONS SECURITY (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Report Communications Security (COMSEC) discrepancies
E4	CORE	Set up cryptographic equipment
E4	CORE	Set up cryptographic networks
E6	NON-CORE	Transfer custody of Communications Security (COMSEC) material
E4	CORE	Validate Communications Security (COMSEC) material
E4	CORE	Verify cryptographic equipment settings

COMMUNICATIONS SYSTEM OPERATIONS

Paygrade	Task Type	Task Statements
E5	NON-CORE	Configure router and switching devices
E5	CORE	Coordinate restoral with off site technicians
E5	NON-CORE	Determine system configuration requirements
E6	CORE	Develop Combat System Training Team (CSTT) scenarios
E4	CORE	Forecast service demands
E4	NON-CORE	Initialize magnetic tapes drives
E5	NON-CORE	Integrate flight and squadron media
E5	NON-CORE	Integrate Intelligence, Surveillance, and Reconnaissance (ISR) services (e.g., Global Broadcasting Systems (GBS), Communications Data Link System (CDLS), etc.)
E5	CORE	Investigate loss of Facilities Control (FACCON)
E4	CORE	Load image software
E4	CORE	Load magnetic tape
E4	CORE	Maintain magnetic tape drives
E4	CORE	Monitor routing and switching devices
E4	CORE	Perform End of Mission Sanitizations (EOMS)
E4	NON-CORE	Perform Information Systems (IS) backups
E5	NON-CORE	Perform Internet Protocol (IP) shift
E4	CORE	Restore computer Information Systems (IS)
E5	CORE	Restore loss of Facilities Control (FACCON)
E4	CORE	Set Emission Control (EMCON) conditions
E5	NON-CORE	Troubleshoot router and switching devices

CYBERSPACE OPERATIONS

Paygrade	Task Type	Task Statements
E6	CORE	Complete network security assessment checklists
E5	NON-CORE	Configure network firewalls
E7	CORE	Determine patterns of non-compliance (e.g., risk levels, Information Assurance (IA) program effectiveness, etc.)
E7	NON-CORE	Ensure procedures and guidelines comply with cybersecurity policies
E6	NON-CORE	Evaluate Information Systems Security (ISS)
E7	CORE	Forecast service demands

CYBERSPACE OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Identify Information Systems Security (ISS) violations and vulnerabilities
E4	CORE	Identify security issues (i.e., protection, aggregation, inter-connectivity)
E5	NON-CORE	Implement Information Assurance Vulnerability Alerts (IAVA)
E5	NON-CORE	Implement Information Assurance Vulnerability Bulletins (IAVB)
E6	NON-CORE	Implement Information Systems Security (ISS) policies
E6	CORE	Implement network security applications
E5	NON-CORE	Implement policies and procedures to ensure protection of critical infrastructure
E5	CORE	Implement security actions
E5	CORE	Maintain Information Systems (IS) logs
E5	NON-CORE	Perform cybersecurity assessments
E5	NON-CORE	Perform real-time cyber defense incident handling tasks (e.g., forensic collections, intrusion correlation and tracking, threat analysis, and direct system remediation, etc.)
E4	NON-CORE	Provide technical support to resolve cyber incidents
E7	CORE	Recommend new information technology security requirements
E4	NON-CORE	Remove system viruses
E6	NON-CORE	Report Information Security (INFOSEC) compliance
E7	NON-CORE	Report Information Systems Security (ISS) incidents
E7	CORE	Review Information Systems Security (ISS) requirements
E6	NON-CORE	Track audit findings for mitigation actions
E4	CORE	Update computer Information Systems (IS) antivirus definitions
E6	NON-CORE	Validate migration/installation computer software
E6	NON-CORE	Validate network security improvement actions

MESSAGE SYSTEM OPERATIONS

Paygrade	Task Type	Task Statements
E5	CORE	Configure message processing systems
E4	CORE	Download naval messages via automated systems
E5	CORE	Establish Command, Control, Communications, Computers, Combat Systems and Intelligence (C5I) system interconnectivity
E5	CORE	Implement non-repudiation controls
E4	NON-CORE	Install certificates (e.g., security, system, etc.)
E4	CORE	Maintain local media and technical libraries
E5	CORE	Manage messaging systems
E4	CORE	Monitor message queues
E4	CORE	Monitor message systems
E4	CORE	Perform minimize condition procedures
E7	NON-CORE	Validate unit and command certificates

NETWORK ADMINISTRATION

Paygrade	Task Type	Task Statements
E4	NON-CORE	Administer Information Systems (IS) accounts
E5	CORE	Analyze logs
E4	CORE	Back up Information Systems (IS)
E4	CORE	Configure computer application software
E5	CORE	Configure logs
E4	NON-CORE	Configure network hardware
E5	NON-CORE	Configure network services
E4	CORE	Configure peripherals
E5	NON-CORE	Configure router Access Control Lists (ACL)
E5	NON-CORE	Configure server Operating System (OS) software
E5	NON-CORE	Configure virus scanners
E4	NON-CORE	Configure workstation network connectivity
E4	CORE	Configure workstation Operating System (OS) software
E4	NON-CORE	Construct networks
E5	CORE	Develop Information Systems (IS) Standard Operating Procedures (SOP)
E5	CORE	Document Information Systems (IS) errors
E4	CORE	Document network outages
E5	CORE	Document off-site technical support actions
E5	CORE	Document server outages
E6	CORE	Implement remediation plans for identified vulnerabilities
E4	NON-CORE	Implement River City conditions on Information Systems (IS)
E5	NON-CORE	Initialize network servers
E4	NON-CORE	Install network components
E4	CORE	Install network peripherals
E4	NON-CORE	Install network software
E4	CORE	Install Operating Systems (OS)
E4	CORE	Install peripherals
E4	CORE	Isolate infected systems
E5	NON-CORE	Maintain Information Systems (IS) servers
E6	CORE	Maintain network documentation
E4	CORE	Maintain network printers
E7	CORE	Manage audit data
E5	NON-CORE	Manage file and folder access
E5	NON-CORE	Manage Information Systems (IS) queues
E5	NON-CORE	Manage Information Systems (IS) servers
E5	NON-CORE	Manage network monitoring software
E6	NON-CORE	Manage network system configurations
E6	NON-CORE	Manage network system updates

NETWORK ADMINISTRATION (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Monitor network equipment status
E4	CORE	Patch Information Systems (IS)
E4	CORE	Perform disk administration
E4	CORE	Perform file system maintenance
E4	CORE	Perform File Transfer Protocol (FTP) functions
E4	CORE	Perform start up/shut down procedures
E5	NON-CORE	Perform trend analysis (hardware, software, or network)
E7	NON-CORE	Plan network restorations
E5	CORE	Prepare network status reports
E4	CORE	Respond to customer trouble calls
E4	CORE	Review logs
E4	CORE	Scan for viruses
E4	CORE	Test computer Information Systems (IS)
E4	CORE	Troubleshoot client Operating Systems (OS)
E4	CORE	Troubleshoot file and folder access problems
E4	CORE	Troubleshoot network hardware
E4	CORE	Troubleshoot peripherals
E5	NON-CORE	Troubleshoot server Operating Systems (OS)
E5	CORE	Troubleshoot storage devices
E4	CORE	Troubleshoot workstation application software
E4	CORE	Troubleshoot workstation network connectivity
E5	NON-CORE	Update network policies
E5	CORE	Verify network system operations

NETWORK MANAGEMENT

Paygrade	Task Type	Task Statements
E5	NON-CORE	Conduct computer software migration
E5	NON-CORE	Configure domain system policies
E7	NON-CORE	Determine network migration and installation potential problems
E7	CORE	Develop disaster recovery contingency plans
E7	NON-CORE	Develop system life cycle plans
E6	NON-CORE	Draft network topologies
E7	NON-CORE	Estimate network migration or installation costs
E6	NON-CORE	Implement domain policies
E7	CORE	Implement Information Systems (IS) equipment and media disposition requirements (e.g., destruction, disposal, transfer, etc.)
E6	NON-CORE	Implement network policies
E5	NON-CORE	Maintain network topologies
E7	NON-CORE	Manage Local Area Network (LAN) architecture

NETWORK MANAGEMENT (CONT'D)

Paygrade	Task Type	Task Statements
E6	NON-CORE	Manage network system databases
E7	NON-CORE	Manage networking solutions
E7	NON-CORE	Plan network upgrades
E7	NON-CORE	Provide incident details to external organizations (e.g., law enforcement personnel)
E5	CORE	Restore from backups
E4	CORE	Troubleshoot network cabling
E5	NON-CORE	Troubleshoot Wide Area Network (WAN)
E7	CORE	Validate baseline security safeguard installation
E4	CORE	Verify backups

NETWORK SYSTEM OPERATIONS

Paygrade	Task Type	Task Statements
E5	NON-CORE	Administer network system databases
E5	NON-CORE	Configure virtual environments
E4	CORE	Configure workstation core components
E6	NON-CORE	Coordinate Information Systems (IS) backup
E5	NON-CORE	Develop web pages
E5	NON-CORE	Identify Information Systems (IS) anomalies
E7	CORE	Implement network operating procedures
E4	CORE	Inspect Information Systems (IS) (e.g., network components, system hardware, etc.)
E4	CORE	Install Information Systems (IS) components (e.g., system hardware, storage devices, etc.)
E5	NON-CORE	Install servers
E4	CORE	Inventory Information System (IS) assets
E5	NON-CORE	Maintain Cross-Domain solutions
E7	CORE	Maintain Information Systems (IS) (e.g., Program of Record (POR), authorized, etc.)
E5	CORE	Maintain network system databases
E5	CORE	Maintain software application scripts
E5	NON-CORE	Maintain websites
E5	CORE	Perform data transfers
E5	CORE	Process customer trouble calls
E5	NON-CORE	Troubleshoot networks (e.g., Integrated Shipboard Network Systems (ISNS), Consolidated Afloat Networks and Enterprise Services (CANES), virtual, etc.)
E4	NON-CORE	Troubleshoot virtual environments
E6	NON-CORE	Write software application scripts

Job Title

Systems Security Analyst

Job Code

002778

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Computer and Mathematical	TBD	SYSTEMS SECURITY ANALYST	SYS SEC ANAL

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	IT	NEC 742A and other NECs as assigned

Job Description

Systems Security Analysts conduct the integration/testing, operation, and maintenance of systems security.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
ADP Computers, General	115000	Information Security Analysts	15-1122.00	Computer and Mathematical

Skills	Abilities
Operation and Control	*Deductive Reasoning*
Critical Thinking	*Information Ordering*
Complex Problem Solving	*Inductive Reasoning*
Management of Material Resources	*Control Precision*
Technology Design	*Problem Sensitivity*
Monitoring	*Written Comprehension*
Writing	*Written Expression*
Operations Analysis	*Perceptual Speed*
Systems Evaluation	*Flexibility of Closure*
Quality Control Analysis	*Oral Expression*

COMMUNICATIONS SECURITY

Paygrade	Task Type	Task Statements
E5	NON-CORE	Administer client platform securities
E4	CORE	Conduct Emergency Action Plans (EAP)
E4	CORE	Destroy Communication Security (COMSEC) material
E4	NON-CORE	Destroy Key Management Infrastructure (KMI) products
E6	NON-CORE	Develop system security certification and accreditation documents
E4	CORE	Handle Communications Security (COMSEC) material
E4	CORE	Inspect security containers
E4	CORE	Maintain physical security of Sensitive Compartmented Information (SCI) Information Systems (IS)
E4	CORE	Report Communications Security (COMSEC) discrepancies

COMMUNICATIONS SYSTEM OPERATIONS

Paygrade	Task Type	Task Statements
E5	CORE	Coordinate restoral with off-site technicians
E6	CORE	Develop Combat System Training Team (CSTT) scenarios

CYBERSPACE OPERATIONS

Paygrade	Task Type	Task Statements
E5	NON-CORE	Analyze Information Systems Security (ISS) posture trends
E5	NON-CORE	Analyze malicious activity
E5	NON-CORE	Analyze metadata in network traffic
E6	CORE	Complete network security assessment checklists

CYBERSPACE OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E5	NON-CORE	Configure network firewalls
E7	CORE	Determine patterns of non-compliance (e.g., risk levels, Information Assurance (IA) program effectiveness, etc.)
E6	NON-CORE	Evaluate Information Systems Security (ISS)
E7	NON-CORE	Evaluate Information Systems Security (ISS) incidents
E7	CORE	Evaluate security improvement actions
E5	NON-CORE	Identify applications and Operating Systems (OS) of a network device based on network traffic
E4	CORE	Identify Information Systems Security (ISS) violations and vulnerabilities
E5	NON-CORE	Identify network mapping and Operating System (OS) fingerprinting activities
E4	CORE	Identify security issues (i.e., protection, aggregation, inter-connectivity)
E6	NON-CORE	Implement alternative Information Security (INFOSEC) strategies
E5	NON-CORE	Implement Information Assurance Vulnerability Alerts (IAVA)
E5	NON-CORE	Implement Information Assurance Vulnerability Bulletins (IAVB)
E6	NON-CORE	Implement Information Systems Security (ISS) policies
E6	CORE	Implement network security applications
E5	NON-CORE	Implement policies and procedures to ensure protection of critical infrastructure
E5	CORE	Implement security actions
E5	NON-CORE	Isolate malicious code
E5	NON-CORE	Maintain deployable cyber defense audit toolkit (e.g., specialized cyber defense software and hardware)
E5	CORE	Maintain Information Systems (IS) logs
E5	NON-CORE	Perform cybersecurity assessments
E5	NON-CORE	Perform real-time cyber defense incident handling tasks (e.g., forensic collections, intrusion correlation and tracking, threat analysis, and direct system remediation, etc.)
E4	NON-CORE	Provide technical support to resolve cyber incidents
E5	NON-CORE	Reconstruct a malicious attack or activity based off network traffic
E4	NON-CORE	Remove system viruses
E7	NON-CORE	Report Information Systems Security (ISS) incidents
E5	NON-CORE	Report organizational security posture trends
E7	CORE	Review Information Systems Security (ISS) requirements
E6	NON-CORE	Track audit findings for mitigation actions
E4	CORE	Update computer Information Systems (IS) antivirus definitions
E5	NON-CORE	Validate Intrusion Detection System (IDS) alerts
E6	NON-CORE	Validate network security improvement actions

MESSAGE SYSTEM OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Maintain local media and technical libraries

NETWORK ADMINISTRATION

Paygrade	Task Type	Task Statements
E5	CORE	Analyze logs
E5	CORE	Document Information Systems (IS) errors
E5	CORE	Document off-site technical support actions
E6	CORE	Implement remediation plans for identified vulnerabilities
E4	NON-CORE	Implement River City conditions on Information Systems (IS)
E4	CORE	Isolate infected systems
E6	CORE	Maintain network documentation
E7	CORE	Manage audit data
E5	NON-CORE	Manage network monitoring software
E4	CORE	Monitor network equipment status
E4	CORE	Perform start up/shut down procedures
E5	NON-CORE	Perform trend analysis (hardware, software, or network)
E5	CORE	Prepare network status reports
E4	CORE	Review logs
E4	CORE	Scan for viruses
E4	CORE	Test computer Information Systems (IS)
E4	CORE	Troubleshoot client Operating Systems (OS)

NETWORK MANAGEMENT

Paygrade	Task Type	Task Statements
E7	NON-CORE	Provide incident details to external organizations (e.g., law enforcement personnel)
E5	NON-CORE	Report Information Systems (IS) security posture trends
E5	NON-CORE	Troubleshoot Wide Area Network (WAN)
E7	CORE	Validate baseline security safeguard installation

NETWORK SYSTEM OPERATIONS

Paygrade	Task Type	Task Statements
E5	NON-CORE	Administer network system databases
E5	NON-CORE	Identify Information Systems (IS) anomalies
E4	CORE	Inventory Information System (IS) assets
E7	CORE	Maintain Information Systems (IS) (e.g., Program of Record (POR), authorized, etc.)
E5	CORE	Maintain software application scripts

Job Title **Job Code**

Information Systems Security Manager 002779

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Computer and Mathematical	TBD	INFO SYSTEMS SECURITY MANAGER	ISSM

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	IT	NEC 741A and other NECs as assigned

Job Description

Information Systems Security Managers oversee the cybersecurity program of an information system or network; including managing information security implications within the organization, specific program, or other area of responsibility, to include strategic, personnel, infrastructure, requirements, policy enforcement, emergency planning, security awareness, and other resources.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
ADP Computers, General	115000	Network and Computer Systems Administrators	15-1142.00	Computer and Mathematical

Skills	Abilities
Operation and Control	*Deductive Reasoning*
Critical Thinking	*Information Ordering*
Management of Material Resources	*Inductive Reasoning*
Complex Problem Solving	*Written Expression*
Writing	*Problem Sensitivity*
Technology Design	*Written Comprehension*
Coordination	*Control Precision*
Quality Control Analysis	*Oral Expression*
Monitoring	*Flexibility of Closure*
Operations Analysis	*Perceptual Speed*

COMMUNICATIONS SECURITY

Paygrade	Task Type	Task Statements
E5	NON-CORE	Administer client platform securities
E5	NON-CORE	Administer token securities
E4	CORE	Conduct Emergency Action Plans (EAP)
E4	CORE	Destroy Communication Security (COMSEC) material
E4	NON-CORE	Destroy Key Management Infrastructure (KMI) products
E6	CORE	Develop Emergency Action Plans (EAP)
E6	NON-CORE	Develop Information Systems Security (ISS) plans
E6	NON-CORE	Develop network security instructions
E6	NON-CORE	Develop system security certification and accreditation documents
E4	CORE	Inspect security containers
E4	CORE	Maintain physical security of Sensitive Compartmented Information (SCI) Information Systems (IS)
E4	CORE	Report Communications Security (COMSEC) discrepancies

COMMUNICATIONS SYSTEM OPERATIONS

Paygrade	Task Type	Task Statements
E5	CORE	Coordinate restoral with off-site technicians
E5	NON-CORE	Determine system configuration requirements
E6	CORE	Develop Combat System Training Team (CSTT) scenarios

COMMUNICATIONS SYSTEM OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E7	NON-CORE	Verify system certifications

CYBERSPACE OPERATIONS

Paygrade	Task Type	Task Statements
E7	CORE	Advise leadership of changes affecting the organization's cybersecurity posture
E5	NON-CORE	Analyze Information Systems Security (ISS) posture trends
E5	NON-CORE	Analyze organizational security posture trends
E6	NON-CORE	Assess the impact of implementing and sustaining a dedicated cyber defense infrastructure
E6	CORE	Complete network security assessment checklists
E7	NON-CORE	Coordinate the protection of critical cyber defense infrastructure and key resources
E7	CORE	Determine patterns of non-compliance (e.g., risk levels, Information Assurance (IA) program effectiveness, etc.)
E6	NON-CORE	Determine potential conflicts with implementation of any cyber defense tools (e.g., tools and signature, testing and optimization)
E7	NON-CORE	Develop critical infrastructure protection policies and procedures
E7	NON-CORE	Develop domain policies
E7	NON-CORE	Develop Information Systems Security (ISS) policies
E5	NON-CORE	Disseminate cyber defense techniques and guidance (e.g., Time Compliance Network Orders [TCNO], concept of operations, net analyst reports, etc.) for the organization
E5	CORE	Disseminate technical documents, incident reports, findings from computer examinations, summaries, and other situational awareness information to higher headquarters
E7	CORE	Draft Continuity of Operations Program (COOP)
E7	NON-CORE	Ensure procedures and guidelines comply with cybersecurity policies
E6	NON-CORE	Evaluate Information Systems Security (ISS)
E7	CORE	Evaluate security improvement actions
E7	NON-CORE	Identify critical cyber defense infrastructure and key resources
E4	CORE	Identify Information Systems Security (ISS) violations and vulnerabilities
E7	NON-CORE	Identify Information Technology (IT) security program implications of new technologies or technology upgrades
E4	CORE	Identify security issues (i.e., protection, aggregation, inter-connectivity)
E6	NON-CORE	Implement alternative Information Security (INFOSEC) strategies
E6	NON-CORE	Implement Information Systems Security (ISS) policies
E6	CORE	Implement network security applications
E5	NON-CORE	Implement policies and procedures to ensure protection of critical infrastructure
E5	CORE	Implement security actions
E5	NON-CORE	Maintain deployable cyber defense audit toolkit (e.g., specialized cyber defense software and hardware, etc.)
E7	NON-CORE	Maintain Information Systems Security (ISS) certification and accreditation documentation

CYBERSPACE OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E7	CORE	Manage cybersecurity workforce programs
E7	NON-CORE	Manage electronic spillage process
E7	NON-CORE	Manage Information Security (INFOSEC) incident reporting processes
E7	CORE	Manage Information Security (INFOSEC) training and awareness programs
E7	NON-CORE	Manage Information Systems Security (ISS) programs
E7	CORE	Manage Information Technology (IT) resources and security personnel
E7	CORE	Manage Information Technology (IT) security priorities
E7	NON-CORE	Manage intranet/Department of Defense Information Network (DODIN) security policies
E5	NON-CORE	Perform cybersecurity assessments
E5	NON-CORE	Perform real-time cyber defense incident handling tasks (e.g., forensic collections, intrusion correlation and tracking, threat analysis, and direct system remediation, etc.)
E4	NON-CORE	Provide technical support to resolve cyber incidents
E7	CORE	Recommend new information technology security requirements
E5	NON-CORE	Reconstruct a malicious attack or activity based off network traffic
E6	NON-CORE	Report Information Security (INFOSEC) compliance
E7	NON-CORE	Report Information Systems Security (ISS) incidents
E5	NON-CORE	Report organizational security posture trends
E7	CORE	Review Information Systems Security (ISS) requirements
E7	CORE	Review security risk assumption
E6	NON-CORE	Track audit findings for mitigation actions
E5	NON-CORE	Validate Intrusion Detection System (IDS) alerts
E6	NON-CORE	Validate migration/installation computer software
E6	NON-CORE	Validate network security improvement actions
E7	NON-CORE	Verify acquisitions, procurements, and outsourcing efforts of Information Security (INFOSEC) requirements

MESSAGE SYSTEM OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Maintain local media and technical libraries

NETWORK ADMINISTRATION

Paygrade	Task Type	Task Statements
E5	CORE	Analyze logs
E5	CORE	Develop Information System (IS) Standard Operating Procedures (SOP)
E5	CORE	Document Information Systems (IS) errors
E5	CORE	Document off-site technical support actions
E6	CORE	Implement remediation plans for identified vulnerabilities
E6	CORE	Maintain network documentation
E7	CORE	Manage audit data

NETWORK ADMINISTRATION (CONT'D)

Paygrade	Task Type	Task Statements
E5	NON-CORE	Manage Information Systems (IS) servers
E5	NON-CORE	Manage network monitoring software
E6	NON-CORE	Manage network system configurations
E6	NON-CORE	Manage network system updates
E5	NON-CORE	Perform trend analysis (hardware, software, or network)
E7	NON-CORE	Plan network restorations
E5	CORE	Prepare network status reports
E4	CORE	Review logs
E5	NON-CORE	Update network policies

NETWORK MANAGEMENT

Paygrade	Task Type	Task Statements
E7	NON-CORE	Advise senior management (i.e., CIO) on cost/benefit analysis of Information Security (INFOSEC) programs, policies, processes, systems, and elements
E5	NON-CORE	Conduct computer software migration
E7	CORE	Coordinate cybersecurity inspections, tests, and reviews
E7	NON-CORE	Determine network migration and installation potential problems
E7	NON-CORE	Determine network migrations and installation time requirements
E7	CORE	Develop disaster recovery contingency plans
E7	NON-CORE	Develop network plans and policies
E7	CORE	Develop remediation plans for identified vulnerabilities
E7	NON-CORE	Develop system life cycle plans
E6	NON-CORE	Draft network topologies
E7	NON-CORE	Estimate network migration or installation costs
E7	NON-CORE	Evaluate cost-benefit, economic, and risk analysis in decision-making process
E6	NON-CORE	Implement domain policies
E7	CORE	Implement Information Systems (IS) equipment and media disposition requirements (e.g., destruction, disposal, transfer, etc.)
E6	NON-CORE	Implement network policies
E7	NON-CORE	Maintain Information Technology (IT) security requirements in all phases of the System Life Cycle
E5	NON-CORE	Maintain network topologies
E7	NON-CORE	Maintain Risk Management Framework (RMF)/Security Assessment and Authorization (SA&A) requirements for dedicated cyber defense systems
E7	NON-CORE	Manage Local Area Network (LAN) architecture
E7	NON-CORE	Manage networking solutions
E7	NON-CORE	Oversee Information Security (INFOSEC) budget, staffing, and contracting
E7	NON-CORE	Provide incident details to external organizations (e.g., law enforcement personnel)
E5	NON-CORE	Report Information Systems Security (ISS) posture trends
E7	CORE	Validate baseline security safeguard installation

NETWORK SYSTEM OPERATIONS

Paygrade	Task Type	Task Statements
E7	CORE	Implement network operating procedures
E4	CORE	Inspect Information Systems (IS) (e.g., network components, system hardware, etc.)
E4	CORE	Inventory Information Systems (IS) assets
E5	NON-CORE	Maintain Cross-Domain solutions
E5	CORE	Perform data transfers

Job Title **Job Code**

Communication Security Manager 002780

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Management	TBD	COMMUNICATION SECURITY	COMSEC MANAGER

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	IT	NEC H04A and other NECs as assigned

Job Description

Communication Security Managers oversee the cybersecurity program of an information system or network; including managing information security implications within the organization, specific program, or other area of responsibility, to include strategic, personnel, infrastructure, requirements, policy enforcement, emergency planning, security awareness, and other resources.

DoD Relationship

Group Title	*DoD Code*
ADP Computers, General	115000

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
Computer and Information Systems Managers	11-3021.00	Management

Skills	Abilities
Operation and Control	*Information Ordering*
Critical Thinking	*Deductive Reasoning*
Management of Material Resources	*Inductive Reasoning*
Technology Design	*Control Precision*
Systems Analysis	*Written Comprehension*
Writing	*Problem Sensitivity*
Complex Problem Solving	*Written Expression*
Monitoring	*Category Flexibility*
Installation	*Oral Expression*
Systems Evaluation	*Flexibility of Closure*

COMMUNICATIONS SECURITY

Paygrade	Task Type	Task Statements
E6	NON-CORE	Administer access to symmetric Crypto Net Key Management Infrastructure (KMI)
E5	NON-CORE	Administer client platform securities
E6	NON-CORE	Administer client platforms Key Management Infrastructure (KMI)
E5	NON-CORE	Administer deployed cryptologic tactical systems Key Management Infrastructure (KMI)
E6	NON-CORE	Administer High Assurance Platform (HAP) securities
E6	NON-CORE	Administer High Assurance Platforms (HAP)
E6	NON-CORE	Administer Key Management Infrastructure (KMI) Key Operating Accounts (KOA)
E5	NON-CORE	Administer Key Management Infrastructure (KMI) user accounts
E5	NON-CORE	Administer token securities
E6	NON-CORE	Assign product requestors
E6	NON-CORE	Audit Key Management Infrastructure (KMI) management data
E5	NON-CORE	Back up Key Management Infrastructure (KMI) accounts
E6	CORE	Brief communications security roles, responsibilities, obligations, and liabilities
E4	CORE	Conduct Emergency Action Plans (EAP)
E6	NON-CORE	Deregister Key Management Infrastructure (KMI) devices
E4	CORE	Destroy Communication Security (COMSEC) material
E4	NON-CORE	Destroy Key Management Infrastructure (KMI) products

COMMUNICATIONS SECURITY (CONT'D)

Paygrade	Task Type	Task Statements
E6	CORE	Develop Emergency Action Plans (EAP)
E6	NON-CORE	Develop local Communications Security (COMSEC) handling instructions
E6	NON-CORE	Endorse Key Management Infrastructure (KMI) devices
E6	NON-CORE	Establish Key Management Infrastructure (KMI) new product requirements
E6	NON-CORE	Generate Key Management Infrastructure (KMI) cryptologic product requests
E5	NON-CORE	Generate Key Management Infrastructure (KMI) local electronic keys
E5	NON-CORE	Generate local keys
E4	CORE	Handle Communications Security (COMSEC) material
E4	CORE	Identify Communications Security (COMSEC) discrepancies
E6	CORE	Implement Communications Security (COMSEC) changes
E6	CORE	Implement Emergency Action Plans (EAP)
E6	NON-CORE	Initialize access to asymmetric cryptologic network
E5	NON-CORE	Initialize Key Management Infrastructure (KMI) devices
E4	CORE	Inspect security containers
E4	CORE	Inventory Communications Security (COMSEC) materials
E5	NON-CORE	Issue Communication Security (COMSEC) material
E5	NON-CORE	Issue Key Management Infrastructure (KMI) materials
E4	CORE	Load Communications Security (COMSEC) equipment
E4	CORE	Maintain Crypto Ignition Keys (CIK)
E4	CORE	Maintain cryptographic equipment
E5	NON-CORE	Maintain Communications Security (COMSEC) databases
E6	NON-CORE	Maintain Key Management Infrastructure (KMI) databases
E4	CORE	Maintain physical security of Sensitive Compartmented Information (SCI) Information Systems (IS)
E6	CORE	Manage Communications Security (COMSEC) training programs
E6	NON-CORE	Manage Key Management Infrastructure (KMI) Device Distribution Profiles (DDP)
E5	NON-CORE	Manage Key Management Infrastructure (KMI) network connectivity
E6	NON-CORE	Manage Key Management Infrastructure (KMI) production
E5	NON-CORE	Manage Key Management Infrastructure (KMI) system configuration
E5	NON-CORE	Manage Key Management Infrastructure (KMI) system reports
E5	NON-CORE	Manage Key Management Infrastructure (KMI) tokens
E6	CORE	Monitor Communications Security (COMSEC) platform security
E6	NON-CORE	Order Communications Security (COMSEC) products
E5	NON-CORE	Perform personalization of type 1 tokens
E5	CORE	Prepare local element Communication Security (COMSEC) reports
E4	CORE	Process Communications Security (COMSEC) changes
E4	CORE	Receive Communications Security (COMSEC) material
E6	NON-CORE	Register Communications Security (COMSEC) users

COMMUNICATIONS SECURITY (CONT'D)

Paygrade	Task Type	Task Statements
E6	NON-CORE	Register Key Management Infrastructure (KMI) Key Operating Account (KOA) agents
E5	NON-CORE	Register Key Management Infrastructure (KMI) users
E6	NON-CORE	Register local Communications Security (COMSEC) elements
E6	CORE	Report Communications Security (COMSEC) compliance
E4	CORE	Report Communications Security (COMSEC) discrepancies
E5	NON-CORE	Review Key Management Infrastructure (KMI) databases
E4	CORE	Set up cryptographic equipment
E4	CORE	Set up cryptographic networks
E6	NON-CORE	Transfer custody of Communications Security (COMSEC) material
E6	NON-CORE	Troubleshoot Key Processors (KP)
E6	NON-CORE	Update Device Distribution Profiles (DDP)
E4	CORE	Validate Communications Security (COMSEC) material
E4	CORE	Verify cryptographic equipment settings

COMMUNICATIONS SYSTEM OPERATIONS

Paygrade	Task Type	Task Statements
E5	CORE	Coordinate restoral with off-site technicians
E6	CORE	Develop Combat System Training Team (CSTT) scenarios
E5	NON-CORE	Integrate Intelligence, Surveillance, and Reconnaissance (ISR) services (e.g., Global Broadcasting Systems (GBS), Communications Data Link System (CDLS), etc.)
E4	CORE	Load magnetic tape
E4	CORE	Maintain magnetic tape drives
E4	NON-CORE	Perform Information Systems (IS) backups
E4	CORE	Restore computer Information Systems (IS)
E5	CORE	Restore loss of Facilities Control (FACCON)
E6	CORE	Verify communications security policies

CYBERSPACE OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Identify security issues (i.e., protection, aggregation, inter-connectivity)
E5	CORE	Implement security actions

MESSAGE SYSTEM OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Maintain local media and technical libraries

NETWORK ADMINISTRATION

Paygrade	Task Type	Task Statements
E5	CORE	Analyze logs
E4	CORE	Back up Information Systems (IS)

NETWORK ADMINISTRATION (CONT'D)

Paygrade	Task Type	Task Statements
E5	NON-CORE	Configure network services
E4	CORE	Configure peripherals
E4	CORE	Configure workstation Operating System (OS) software
E5	CORE	Document Information Systems (IS) errors
E4	CORE	Document network outages
E5	CORE	Document off-site technical support actions
E4	CORE	Install network peripherals
E4	NON-CORE	Install network software
E4	CORE	Install Operating Systems (OS)
E4	CORE	Install peripherals
E6	CORE	Maintain network documentation
E7	CORE	Manage audit data
E6	NON-CORE	Manage network system configurations
E6	NON-CORE	Manage network system updates
E4	CORE	Perform disk administration
E4	CORE	Perform file system maintenance
E4	CORE	Perform start up/shut down procedures
E5	NON-CORE	Perform trend analysis (hardware, software, or network)
E4	CORE	Review logs
E4	CORE	Troubleshoot client Operating Systems (OS)
E4	CORE	Troubleshoot workstation application software
E5	NON-CORE	Update network policies
E5	CORE	Verify network system operations

NETWORK MANAGEMENT

Paygrade	Task Type	Task Statements
E7	CORE	Develop disaster recovery contingency plans
E5	CORE	Restore from backups
E4	CORE	Verify backups

NETWORK SYSTEM OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Inventory Information Systems (IS) assets
E5	CORE	Maintain network system databases
E5	CORE	Perform data transfers

Job Title **Job Code**

Cyber Defense Infrastructure Support Specialist 002781

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Computer and Mathematical	TBD	CYBER DEF INFRA SUP SPEC	CD INF SUPSPEC

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	IT	NEC 746A and other NECs as assigned

Job Description

Cyber Defense Infrastructure Support Specialists test, implement, deploy, maintain, review, and administer the infrastructure hardware, software, and documentation that are required to effectively manage network defense resources.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
ADP Computers, General	115000	Computer Systems Analysts	15-1121.00	Computer and Mathematical

Skills	Abilities
Operation and Control	*Deductive Reasoning*
Technology Design	*Information Ordering*
Management of Material Resources	*Control Precision*
Critical Thinking	*Problem Sensitivity*
Complex Problem Solving	*Inductive Reasoning*
Systems Analysis	*Written Comprehension*
Repairing	*Written Expression*
Troubleshooting	*Category Flexibility*
Writing	*Flexibility of Closure*
Monitoring	*Manual Dexterity*

COMMUNICATIONS SECURITY

Paygrade	Task Type	Task Statements
E5	NON-CORE	Administer client platform securities
E4	CORE	Conduct Emergency Action Plans (EAP)
E4	CORE	Destroy Communication Security (COMSEC) material
E4	NON-CORE	Destroy Key Management Infrastructure (KMI) products
E4	CORE	Handle Communications Security (COMSEC) material
E4	CORE	Inspect security containers
E4	CORE	Maintain physical security of Sensitive Compartmented Information (SCI) Information Systems (IS)
E4	CORE	Report Communications Security (COMSEC) discrepancies

COMMUNICATIONS SYSTEM OPERATIONS

Paygrade	Task Type	Task Statements
E5	NON-CORE	Configure router and switching devices
E5	CORE	Investigate loss of Facilities Control (FACCON)
E4	CORE	Load image software
E4	CORE	Monitor routing and switching devices
E4	NON-CORE	Perform Information Systems (IS) backups
E4	CORE	Restore computer Information Systems (IS)
E5	CORE	Restore loss of Facilities Control (FACCON)
E5	NON-CORE	Troubleshoot router and switching devices

CYBERSPACE OPERATIONS

Paygrade	Task Type	Task Statements
E5	NON-CORE	Analyze organizational security posture trends
E6	NON-CORE	Assess the impact of implementing and sustaining a dedicated cyber defense infrastructure
E5	NON-CORE	Build dedicated cyber defense systems
E6	CORE	Complete network security assessment checklists
E5	NON-CORE	Configure dedicated cyber defense systems
E5	NON-CORE	Configure network firewalls
E7	CORE	Determine patterns of non-compliance (e.g., risk levels, Information Assurance (IA) program effectiveness, etc.)
E6	NON-CORE	Determine potential conflicts with implementation of any cyber defense tools (e.g., tools and signature, testing and optimization)
E5	NON-CORE	Disseminate cyber event information
E5	CORE	Disseminate technical documents, incident reports, findings from computer examinations, summaries, and other situational awareness information to higher headquarters
E7	NON-CORE	Ensure procedures and guidelines comply with cybersecurity policies
E6	NON-CORE	Evaluate Information Systems Security (ISS)
E7	NON-CORE	Identify critical cyber defense infrastructure and key resources
E4	CORE	Identify Information Systems Security (ISS) violations and vulnerabilities
E7	NON-CORE	Identify Information Technology (IT) security program implications of new technologies or technology upgrades
E4	CORE	Identify security issues (i.e., protection, aggregation, inter-connectivity)
E5	NON-CORE	Implement Information Assurance Vulnerability Alerts (IAVA)
E5	NON-CORE	Implement Information Assurance Vulnerability Bulletins (IAVB)
E6	NON-CORE	Implement Information Systems Security (ISS) policies
E6	CORE	Implement network security applications
E5	NON-CORE	Implement policies and procedures to ensure protection of critical infrastructure
E5	CORE	Implement security actions
E5	NON-CORE	Install dedicated cyber defense systems
E5	NON-CORE	Maintain deployable cyber defense audit toolkit (e.g., specialized cyber defense software and hardware)
E5	CORE	Maintain Information Systems (IS) logs
E4	NON-CORE	Provide technical support to resolve cyber incidents
E7	CORE	Recommend new information technology security requirements
E4	NON-CORE	Remove system viruses
E7	NON-CORE	Report Information Systems Security (ISS) incidents
E7	CORE	Review Information Systems Security (ISS) requirements
E5	NON-CORE	Test dedicated cyber defense systems
E6	NON-CORE	Track audit findings for mitigation actions
E4	CORE	Update computer Information Systems (IS) antivirus definitions

CYBERSPACE OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E6	NON-CORE	Validate migration/installation computer software
E6	NON-CORE	Validate network security improvement actions

MESSAGE SYSTEM OPERATIONS

Paygrade	Task Type	Task Statements
E5	CORE	Establish Command, Control, Communications, Computers, Combat Systems and Intelligence (C5I) system interconnectivity
E5	CORE	Implement non-repudiation controls
E4	NON-CORE	Install certificates (e.g., security, system, etc.)
E4	CORE	Maintain local media and technical libraries
E7	NON-CORE	Validate unit and command certificates

NETWORK ADMINISTRATION

Paygrade	Task Type	Task Statements
E4	NON-CORE	Administer Information Systems (IS) accounts
E5	CORE	Analyze logs
E4	CORE	Back up Information Systems (IS)
E4	CORE	Configure computer application software
E5	CORE	Configure logs
E4	NON-CORE	Configure network hardware
E5	NON-CORE	Configure network services
E4	CORE	Configure peripherals
E5	NON-CORE	Configure router Access Control Lists (ACL)
E5	NON-CORE	Configure server Operating System (OS) software
E5	NON-CORE	Configure virus scanners
E4	NON-CORE	Configure workstation network connectivity
E4	CORE	Configure workstation Operating System (OS) software
E4	NON-CORE	Construct networks
E5	CORE	Develop Information Systems (IS) Standard Operating Procedures (SOP)
E5	CORE	Document Information Systems (IS) errors
E4	CORE	Document network outages
E5	CORE	Document off-site technical support actions
E5	CORE	Document server outages
E5	NON-CORE	Initialize network servers
E4	NON-CORE	Install network components
E4	CORE	Install network peripherals
E4	NON-CORE	Install network software
E4	CORE	Install Operating Systems (OS)
E4	CORE	Install peripherals
E4	CORE	Isolate infected systems

NETWORK ADMINISTRATION (CONT'D)

Paygrade	Task Type	Task Statements
E5	NON-CORE	Maintain Information Systems (IS) servers
E6	CORE	Maintain network documentation
E4	CORE	Maintain network printers
E7	CORE	Manage audit data
E5	NON-CORE	Manage file and folder access
E5	NON-CORE	Manage Information Systems (IS) queues
E5	NON-CORE	Manage Information Systems (IS) servers
E5	NON-CORE	Manage network monitoring software
E6	NON-CORE	Manage network system configurations
E6	NON-CORE	Manage network system updates
E4	CORE	Monitor network equipment status
E4	CORE	Patch information systems
E4	CORE	Perform disk administration
E4	CORE	Perform file system maintenance
E4	CORE	Perform File Transfer Protocol (FTP) functions
E4	CORE	Perform start up/shut down procedures
E5	NON-CORE	Perform trend analysis (hardware, software, or network)
E7	NON-CORE	Plan network restorations
E5	CORE	Prepare network status reports
E4	CORE	Review logs
E4	CORE	Scan for viruses
E4	CORE	Test computer Information Systems (IS)
E4	CORE	Troubleshoot client Operating Systems (OS)
E4	CORE	Troubleshoot file and folder access problems
E4	CORE	Troubleshoot network hardware
E4	CORE	Troubleshoot peripherals
E5	NON-CORE	Troubleshoot server Operating Systems (OS)
E5	CORE	Troubleshoot storage devices
E4	CORE	Troubleshoot workstation application software
E5	NON-CORE	Update network policies
E5	CORE	Verify network system operations

NETWORK MANAGEMENT

Paygrade	Task Type	Task Statements
E5	NON-CORE	Conduct computer software migration
E5	NON-CORE	Configure domain system policies
E7	NON-CORE	Determine network migration and installation potential problems
E7	NON-CORE	Determine network migrations and installation time requirements
E7	CORE	Develop disaster recovery contingency plans

NETWORK MANAGEMENT (CONT'D)

Paygrade	Task Type	Task Statements
E7	NON-CORE	Develop system life cycle plans
E6	NON-CORE	Draft network topologies
E7	NON-CORE	Estimate network migration or installation costs
E6	NON-CORE	Implement domain policies
E7	CORE	Implement Information Systems (IS) equipment and media disposition requirements (e.g., destruction, disposal, transfer, etc.)
E6	NON-CORE	Implement network policies
E5	NON-CORE	Maintain network topologies
E7	NON-CORE	Manage Local Area Network (LAN) architecture
E6	NON-CORE	Manage network system databases
E7	NON-CORE	Manage networking solutions
E7	NON-CORE	Plan network upgrades
E7	NON-CORE	Provide incident details to external organizations (e.g., law enforcement personnel)
E5	CORE	Restore from backups
E4	CORE	Troubleshoot network cabling
E5	NON-CORE	Troubleshoot Wide Area Network (WAN)
E7	CORE	Validate baseline security safeguard installation
E4	CORE	Verify backups

NETWORK SYSTEM OPERATIONS

Paygrade	Task Type	Task Statements
E5	NON-CORE	Administer network system databases
E5	NON-CORE	Configure virtual environments
E5	NON-CORE	Identify Information Systems anomalies
E7	CORE	Implement network operating procedures
E4	CORE	Inspect Information Systems (IS) (e.g., network components, system hardware, etc.)
E4	CORE	Install Information Systems (IS) components (e.g., system hardware, storage devices, etc.)
E5	NON-CORE	Install servers
E4	CORE	Inventory Information Systems (IS) assets
E7	CORE	Maintain Information Systems (IS) (e.g., Program of Record (POR), authorized, etc.)
E5	CORE	Maintain software application scripts
E5	CORE	Perform data transfer
E5	NON-CORE	Troubleshoot networks (e.g., Integrated Shipboard Network Systems (ISNS), Consolidated Afloat Networks and Enterprise Services (CANES), virtual, etc.)
E4	NON-CORE	Troubleshoot virtual environments
E6	NON-CORE	Write software application scripts

Job Title **Job Code**

Cyber Defense Incident Responder 002782

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Computer and Mathematical	TBD	CYBER DEF INCIDENT RESPONDER	CD INCNT RSPND

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	IT	NEC 742A and other NECs as assigned

Job Description

Cyber Defense Incident Responders respond to disruptions within the pertinent domain to mitigate immediate and potential threats. Uses mitigation, preparedness, and response and recovery approaches to maximize survival of life, preservation of property, and information security. Investigates and analyzes relevant response activities and evaluates the effectiveness of and improvements to existing practices.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
ADP Computers, General	115000	Computer Network Support Specialists	15-1152.00	Computer and Mathematical

Skills	Abilities
Operation and Control	*Deductive Reasoning*
Technology Design	*Information Ordering*
Critical Thinking	*Control Precision*
Complex Problem Solving	*Problem Sensitivity*
Systems Analysis	*Inductive Reasoning*
Management of Material Resources	*Written Comprehension*
Writing	*Written Expression*
Repairing	*Flexibility of Closure*
Monitoring	*Oral Expression*
Troubleshooting	*Reaction Time*

COMMUNICATIONS SECURITY

Paygrade	Task Type	Task Statements
E5	NON-CORE	Administer client platform securities
E4	CORE	Conduct Emergency Action Plans (EAP)
E4	CORE	Destroy Communication Security (COMSEC) material
E4	NON-CORE	Destroy Key Management Infrastructure (KMI) products
E4	CORE	Handle Communications Security (COMSEC) material
E4	CORE	Inspect security containers
E4	CORE	Maintain physical security of Sensitive Compartmented Information (SCI) Information Systems (IS)
E4	CORE	Report Communications Security (COMSEC) discrepancies

COMMUNICATIONS SYSTEM OPERATIONS

Paygrade	Task Type	Task Statements
E5	NON-CORE	Configure router and switching devices
E4	CORE	Load image software
E4	CORE	Monitor routing and switching devices
E4	NON-CORE	Perform Information Systems (IS) backups
E5	CORE	Restore loss of Facilities Control (FACCON)
E5	NON-CORE	Troubleshoot router and switching devices

CYBERSPACE OPERATIONS

Paygrade	Task Type	Task Statements
E7	CORE	Advise leadership of changes affecting the organization's cybersecurity posture
E5	NON-CORE	Analyze Information Systems Security (ISS) posture trends
E5	NON-CORE	Analyze malicious activity
E6	NON-CORE	Assess the impact of implementing and sustaining a dedicated cyber defense infrastructure
E5	NON-CORE	Configure dedicated cyber defense systems
E5	NON-CORE	Configure network firewalls
E7	CORE	Determine patterns of non-compliance (e.g., risk levels, Information Assurance (IA) program effectiveness, etc.)
E5	NON-CORE	Disseminate cyber defense techniques and guidance (e.g., Time Compliance Network Orders (TCNO), concept of operations, net analyst reports, etc.) for the organization
E5	NON-CORE	Disseminate cyber event information
E5	CORE	Disseminate technical documents, incident reports, findings from computer examinations, summaries, and other situational awareness information to higher headquarters
E7	NON-CORE	Ensure procedures and guidelines comply with cybersecurity policies
E6	NON-CORE	Evaluate Information Systems Security (ISS)
E7	NON-CORE	Evaluate Information Systems Security (ISS) incidents
E7	CORE	Evaluate security improvement actions
E5	NON-CORE	Identify applications and Operating Systems (OS) of a network device based on network traffic
E7	NON-CORE	Identify critical cyber defense infrastructure and key resources
E4	CORE	Identify Information Systems Security (ISS) violations and vulnerabilities
E4	CORE	Identify security issues (i.e., protection, aggregation, inter-connectivity)
E5	NON-CORE	Implement Information Assurance Vulnerability Alerts (IAVA)
E5	NON-CORE	Implement Information Assurance Vulnerability Bulletins (IAVB)
E6	NON-CORE	Implement Information Systems Security (ISS) policies
E6	CORE	Implement network security applications
E5	NON-CORE	Implement policies and procedures to ensure protection of critical infrastructure
E5	CORE	Implement security actions
E5	NON-CORE	Maintain deployable cyber defense audit toolkit (e.g., specialized cyber defense software and hardware)
E5	CORE	Maintain Information Systems (IS) logs
E5	NON-CORE	Perform real-time cyber defense incident handling tasks (e.g., forensic collections, intrusion correlation and tracking, threat analysis, and direct system remediation, etc.)
E4	NON-CORE	Provide technical support to resolve cyber incidents
E7	CORE	Recommend new information technology security requirements
E4	NON-CORE	Remove system viruses
E7	NON-CORE	Report Information Systems Security (ISS) incidents
E7	CORE	Review Information Systems Security (ISS) requirements

CYBERSPACE OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E5	NON-CORE	Test dedicated cyber defense systems
E6	NON-CORE	Track audit findings for mitigation actions
E4	CORE	Update computer Information Systems (IS) antivirus definitions
E5	NON-CORE	Validate Intrusion Detection System (IDS) alerts

MESSAGE SYSTEM OPERATIONS

Paygrade	Task Type	Task Statements
E5	CORE	Establish Command, Control, Communications, Computers, Combat Systems and Intelligence (C5I) system interconnectivity
E5	CORE	Implement non-repudiation controls
E4	NON-CORE	Install certificates (e.g., security, system, etc.)
E4	CORE	Maintain local media and technical libraries
E7	NON-CORE	Validate unit and command certificates

NETWORK ADMINISTRATION

Paygrade	Task Type	Task Statements
E5	CORE	Analyze logs
E4	CORE	Back up Information Systems (IS)
E4	CORE	Configure computer application software
E5	CORE	Configure logs
E4	NON-CORE	Configure network hardware
E5	NON-CORE	Configure network services
E4	CORE	Configure peripherals
E5	NON-CORE	Configure router Access Control Lists (ACL)
E5	NON-CORE	Configure server Operating System (OS) software
E5	NON-CORE	Configure virus scanners
E4	NON-CORE	Configure workstation network connectivity
E4	CORE	Configure workstation Operating System (OS) software
E5	CORE	Develop Information Systems (IS) Standard Operating Procedures (SOP)
E5	CORE	Document Information Systems (IS) errors
E4	CORE	Document network outages
E5	CORE	Document off-site technical support actions
E5	CORE	Document server outages
E6	CORE	Implement remediation plans for identified vulnerabilities
E5	NON-CORE	Initialize network servers
E4	NON-CORE	Install network components
E4	CORE	Install network peripherals
E4	NON-CORE	Install network software
E4	CORE	Install Operating Systems (OS)
E4	CORE	Install peripherals

NETWORK ADMINISTRATION (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Isolate infected systems
E6	CORE	Maintain network documentation
E7	CORE	Manage audit data
E5	NON-CORE	Manage file and folder access
E5	NON-CORE	Manage network monitoring software
E6	NON-CORE	Manage network system configurations
E6	NON-CORE	Manage network system updates
E4	CORE	Monitor network equipment status
E4	CORE	Patch Information Systems (IS)
E4	CORE	Perform disk administration
E4	CORE	Perform File Transfer Protocol (FTP) functions
E4	CORE	Perform start up/shut down procedures
E5	NON-CORE	Perform trend analysis (hardware, software, or network)
E7	NON-CORE	Plan network restorations
E5	CORE	Prepare network status reports
E4	CORE	Review logs
E4	CORE	Scan for viruses
E4	CORE	Test computer Information Systems (IS)
E4	CORE	Troubleshoot client Operating Systems (OS)
E4	CORE	Troubleshoot file and folder access problems
E4	CORE	Troubleshoot network hardware
E4	CORE	Troubleshoot peripherals
E5	NON-CORE	Troubleshoot server Operating Systems (OS)
E5	CORE	Troubleshoot storage devices
E4	CORE	Troubleshoot workstation application software
E5	NON-CORE	Update network policies
E5	CORE	Verify network system operations

NETWORK MANAGEMENT

Paygrade	Task Type	Task Statements
E7	CORE	Develop disaster recovery contingency plans
E7	CORE	Develop remediation plans for identified vulnerabilities
E6	NON-CORE	Draft network topologies
E6	NON-CORE	Implement domain policies
E6	NON-CORE	Implement network policies
E5	NON-CORE	Maintain network topologies
E7	NON-CORE	Provide incident details to external organizations (e.g., law enforcement personnel)
E5	NON-CORE	Report Information Systems Security (ISS) posture trends

NETWORK MANAGEMENT (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Restore from backups
E5	NON-CORE	Troubleshoot Wide Area Network (WAN)
E4	CORE	Verify backups

NETWORK SYSTEM OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Inventory Information Systems (IS) assets
E5	CORE	Perform data transfers

Job Title

Vulnerability Assessment Analyst

Job Code

002783

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Computer and Mathematical	TBD	VULN ASSESSMENT ANALYST	VULN ANALYST

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	IT	NEC 742A and other NECs as assigned

Job Description

Vulnerability Assessment Analysts conduct threat and vulnerability assessments and determine deviations from acceptable configurations or policies. Assesses the level of risk and develops and/or recommends appropriate mitigation countermeasures in operational and non-operational situations.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
ADP Computers, General	115000	Computer Systems Analysts	15-1121.00	Computer and Mathematical

Skills	Abilities
Operation and Control	*Deductive Reasoning*
Critical Thinking	*Information Ordering*
Management of Material Resources	*Inductive Reasoning*
Complex Problem Solving	*Problem Sensitivity*
Monitoring	*Control Precision*
Writing	*Written Expression*
Quality Control Analysis	*Written Comprehension*
Systems Evaluation	*Flexibility of Closure*
Operations Analysis	*Perceptual Speed*
Systems Analysis	*Oral Expression*

COMMUNICATIONS SECURITY

Paygrade	Task Type	Task Statements
E5	NON-CORE	Administer client platform securities
E4	CORE	Conduct Emergency Action Plans (EAP)
E4	CORE	Destroy Communication Security (COMSEC) material
E4	NON-CORE	Destroy Key Management Infrastructure (KMI) products
E6	NON-CORE	Develop Information Systems Security (ISS) plans
E6	NON-CORE	Develop system security certification and accreditation documents
E4	CORE	Handle Communications Security (COMSEC) material
E4	CORE	Inspect security containers
E4	CORE	Maintain physical security of Sensitive Compartmented Information (SCI) Information Systems (IS)
E4	CORE	Report Communications Security (COMSEC) discrepancies

COMMUNICATIONS SYSTEM OPERATIONS

Paygrade	Task Type	Task Statements
E5	NON-CORE	Configure router and switching devices

CYBERSPACE OPERATIONS

Paygrade	Task Type	Task Statements
E5	NON-CORE	Analyze Information Systems Security (ISS) posture trends
E5	NON-CORE	Analyze malicious activity
E5	NON-CORE	Analyze metadata in network traffic

CYBERSPACE OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E5	NON-CORE	Analyze organizational security posture trends
E6	NON-CORE	Assess the impact of implementing and sustaining a dedicated cyber defense infrastructure
E6	CORE	Complete network security assessment checklists
E5	NON-CORE	Conduct authorized penetration testing on DoD network assets
E7	NON-CORE	Coordinate the protection of critical cyber defense infrastructure and key resources
E7	CORE	Determine patterns of non-compliance (e.g., risk levels, Information Assurance (IA) program effectiveness, etc.)
E6	NON-CORE	Evaluate Information Systems Security (ISS)
E7	NON-CORE	Evaluate Information Systems Security (ISS) incidents
E7	CORE	Evaluate security improvement actions
E5	NON-CORE	Identify applications and Operating Systems (OS) of a network device based on network traffic
E7	NON-CORE	Identify critical cyber defense infrastructure and key resources
E4	CORE	Identify Information Systems Security (ISS) violations and vulnerabilities
E5	NON-CORE	Identify network mapping and Operating System (OS) fingerprinting activities
E4	CORE	Identify security issues (i.e., protection, aggregation, inter-connectivity)
E6	NON-CORE	Implement alternative Information Security (INFOSEC) strategies
E5	NON-CORE	Implement policies and procedures to ensure protection of critical infrastructure
E5	CORE	Implement security actions
E5	NON-CORE	Isolate malicious code
E5	NON-CORE	Maintain deployable cyber defense audit toolkit (e.g., specialized cyber defense software and hardware)
E5	CORE	Maintain Information Systems (IS) logs
E7	NON-CORE	Manage threat or target analysis of adversary's cyber activity information and production of threat information
E5	NON-CORE	Perform cybersecurity assessments
E5	NON-CORE	Perform real-time cyber defense incident handling tasks (e.g., forensic collections, intrusion correlation and tracking, threat analysis, and direct system remediation, etc.)
E4	NON-CORE	Provide technical support to resolve cyber incidents
E5	NON-CORE	Reconstruct a malicious attack or activity based off network traffic
E7	NON-CORE	Report Information Systems Security (ISS) incidents
E5	NON-CORE	Report organizational security posture trends
E7	CORE	Review Information Systems Security (ISS) requirements
E5	NON-CORE	Test dedicated cyber defense systems
E6	NON-CORE	Track audit findings for mitigation actions
E5	NON-CORE	Validate Intrusion Detection System (IDS) alerts
E6	NON-CORE	Validate network security improvement actions

MESSAGE SYSTEM OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Maintain local media and technical libraries

NETWORK ADMINISTRATION

Paygrade	Task Type	Task Statements
E5	CORE	Analyze logs
E5	CORE	Document Information Systems (IS) errors
E4	CORE	Document network outages
E5	CORE	Document off-site technical support actions
E5	CORE	Document server outages
E6	CORE	Implement remediation plans for identified vulnerabilities
E4	CORE	Isolate infected systems
E6	CORE	Maintain network documentation
E7	CORE	Manage audit data
E5	NON-CORE	Manage Information Systems (IS) servers
E5	NON-CORE	Manage network monitoring software
E6	NON-CORE	Manage network system configurations
E6	NON-CORE	Manage network system updates
E4	CORE	Monitor network equipment status
E4	CORE	Perform start up/shut down procedures
E5	NON-CORE	Perform trend analysis (hardware, software, or network)
E5	CORE	Prepare network status reports
E4	CORE	Review logs
E4	CORE	Scan for viruses
E4	CORE	Troubleshoot client Operating Systems (OS)
E5	CORE	Verify network system operations

NETWORK MANAGEMENT

Paygrade	Task Type	Task Statements
E7	CORE	Develop remediation plans for identified vulnerabilities
E5	NON-CORE	Maintain network topologies
E7	NON-CORE	Provide incident details to external organizations (e.g., law enforcement personnel)
E5	NON-CORE	Report Information Systems Security (ISS) posture trends
E5	NON-CORE	Troubleshoot Wide Area Network (WAN)
E7	CORE	Validate baseline security safeguard installation

NETWORK SYSTEM OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Inventory Information Systems (IS) assets
E7	CORE	Maintain Information Systems (IS) (e.g., Program of Record (POR), authorized, etc.)
E5	CORE	Maintain software application scripts

NETWORK SYSTEM OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Perform data transfers
E6	NON-CORE	Write software application scripts

Job Title

Radio Frequency Operator

Job Code

002784

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Installation, Maintenance, and Repair	TBD	RADIO FREQUENCY OPERATOR	RF OPERATOR

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	IT	NEC H04A and other NECs as assigned

Job Description

Radio Frequency Operators operate and perform system monitoring, fault isolation and circuit restoration of communications suites in the High Frequency (HF), Ultra High Frequency (UHF), Super High Frequency (SHF), and Extra High Frequency (EHF) frequency spectrums afloat and ashore message centers to include; communication transmission paths, input/output devices, cryptographic devices, interface equipment and patch panels, familiarization with signals, multiplexers, modulators/demodulators, and applicable system transmitters, receivers, couplers and antenna subsystems. Maintains signal quality through the use of circuit and system performance tests, determines point of signal distortion and identifies preventive or corrective action as required. Prepares and maintains all necessary circuit, watch to watch, operational and administrative logs, and ensures accountability of cryptographic publications and associated materials.

DoD Relationship

Group Title	*DoD Code*
ADP Computers, General	115000

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
Telecommunications Equipment Installers and Repairs, Except Line Installers	49-2022.00	Installation, Maintenance, and Repair

Skills	Abilities
Operation and Control	*Deductive Reasoning*
Critical Thinking	*Information Ordering*
Management of Material Resources	*Control Precision*
Technology Design	*Inductive Reasoning*
Writing	*Written Comprehension*
Complex Problem Solving	*Written Expression*
Monitoring	*Problem Sensitivity*
Systems Evaluation	*Category Flexibility*
Systems Analysis	*Flexibility of Closure*
Troubleshooting	*Oral Expression*

COMMUNICATIONS SECURITY

Paygrade	Task Type	Task Statements
E5	NON-CORE	Administer client platform securities
E6	CORE	Brief communications security roles, responsibilities, obligations, and liabilities
E4	CORE	Conduct Emergency Action Plans (EAP)
E4	CORE	Destroy Communication Security (COMSEC) material
E4	NON-CORE	Destroy Key Management Infrastructure (KMI) products
E6	CORE	Develop Emergency Action Plans (EAP)
E6	NON-CORE	Develop local Communications Security (COMSEC) handling instructions
E5	NON-CORE	Generate local keys
E4	CORE	Handle Communications Security (COMSEC) material
E4	CORE	Identify Communications Security (COMSEC) discrepancies
E6	CORE	Implement Communications Security (COMSEC) changes
E6	CORE	Implement Emergency Action Plans (EAP)
E4	CORE	Inspect security containers
E4	CORE	Inventory Communications Security (COMSEC) materials
E4	CORE	Load Communications Security (COMSEC) equipment

COMMUNICATIONS SECURITY (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Maintain Crypto Ignition Keys (CIK)
E4	CORE	Maintain cryptographic equipment
E4	CORE	Maintain physical security of Sensitive Compartmented Information (SCI) Information Systems (IS)
E5	CORE	Prepare local element Communication Security (COMSEC) reports
E4	CORE	Process Communications Security (COMSEC) changes
E4	CORE	Receive Communications Security (COMSEC) material
E4	CORE	Report Communications Security (COMSEC) discrepancies
E4	CORE	Set up cryptographic equipment
E4	CORE	Set up cryptographic networks
E6	NON-CORE	Transfer custody of Communications Security (COMSEC) material
E4	CORE	Validate Communications Security (COMSEC) material
E4	CORE	Verify cryptographic equipment settings

COMMUNICATIONS SYSTEM OPERATIONS

Paygrade	Task Type	Task Statements
E6	NON-CORE	Collect spectrum requirements
E4	CORE	Conduct communications checks
E4	CORE	Conduct Over-The-Air-Rekey (OTAR)
E4	CORE	Conduct Over-The-Air-Transmission (OTAT)
E4	CORE	Configure portable communications systems
E4	CORE	Configure Radio Frequency (RF) systems (e.g., Super High Frequency (SHF), Ultra High Frequency (UHF), Very High Frequency (VHF), Extremely High Frequency (EHF), High Frequency (HF), etc.)
E5	NON-CORE	Configure router and switching devices
E5	NON-CORE	Configure shipboard data rate allocations
E4	CORE	Configure switching equipment (e.g., Automated Single Audio System (ASAS), Automated Network Control Center (ANCC), Tactical Varian Switch (TVS), etc.)
E4	NON-CORE	Configure test equipment (e.g., Spectrum Analyzer, Oscilloscope, Firebird, etc.)
E4	CORE	Connect data links
E5	CORE	Coordinate restoral with off-site technicians
E7	NON-CORE	Deconflict Electromagnetic Interference (EMI)
E6	NON-CORE	Designate circuit frequency assignments
E7	NON-CORE	Determine Joint restricted frequencies
E5	NON-CORE	Determine system configuration requirements
E6	CORE	Develop Combat System Training Team (CSTT) scenarios
E7	NON-CORE	Develop communications policies
E7	NON-CORE	Develop Joint communications electronics operation instructions
E6	NON-CORE	Develop spectrum management plans
E6	NON-CORE	Develop spectrum requirements data call messages
E6	NON-CORE	Develop spectrum requirements summaries

COMMUNICATIONS SYSTEM OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Disconnect data links
E6	NON-CORE	Disseminate spectrum management plans
E5	CORE	Document communication reports (e.g., master station log, Communications Spot (COMSPOT), etc.)
E5	CORE	Draft Communications Plans (COMPLANS)
E6	NON-CORE	Draft Operational Task Communications (OPTASK COMMS)
E4	CORE	Ensure proper system operation of Radio Frequency (RF) systems (e.g., Super High Frequency (SHF), Ultra High Frequency (UHF), Very High Frequency (VHF), Extremely High Frequency (EHF), High frequency (HF))
E7	CORE	Evaluate Radio Frequency (RF) communications policies
E4	CORE	Forecast service demands
E5	CORE	Identify electromagnetic interference
E5	CORE	Implement communications plans
E4	NON-CORE	Initialize magnetic tapes drives
E4	CORE	Inspect terminal processors (e.g., Naval Modular Automated Communications System (NAVMACS), Navy Order Wire (NOW), etc.)
E4	NON-CORE	Install electronic Communication Plans (COMPLAN)
E5	NON-CORE	Integrate flight and squadron media
E5	NON-CORE	Integrate Intelligence, Surveillance, and Reconnaissance (ISR) services (e.g., Global Broadcasting Systems (GBS), Communications Data Link System (CDLS), etc.)
E4	NON-CORE	Integrate portable communications systems
E5	CORE	Investigate loss of Facilities Control (FACCON)
E6	NON-CORE	Issue frequency assignments
E4	CORE	Load image software
E4	CORE	Load magnetic tape
E4	CORE	Maintain communication publications
E5	CORE	Maintain communications status boards
E4	CORE	Maintain magnetic tape drives
E4	CORE	Maintain portable communications systems
E5	NON-CORE	Maintain Radio Frequency (RF) circuit configuration files
E4	CORE	Maintain static antennas
E4	CORE	Monitor routing and switching devices
E4	CORE	Perform End of Mission Sanitizations (EOMS)
E4	NON-CORE	Perform Information Systems (IS) backups
E5	NON-CORE	Perform Internet Protocol (IP) shift
E5	NON-CORE	Prepare Satellite Access Requests (SAR)/Gateway Access Request (GAR)/After Action Reports (AAR)/End of Service Report (ESR)
E7	NON-CORE	Report Electromagnetic Interference (EMI)
E4	CORE	Report high priority voice communications
E6	NON-CORE	Resolve Electromagnetic Interference (EMI)

COMMUNICATIONS SYSTEM OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Restore computer Information Systems (IS)
E5	CORE	Restore loss of Facilities Control (FACCON)
E4	CORE	Set Emission Control (EMCON) conditions
E4	CORE	Set Hazards of Electromagnetic Radiation (Hazards of Electromagnetic Radiation to Ordnance (HERO)/Hazards of Electromagnetic Radiation to Personnel (HERP)) conditions
E5	NON-CORE	Shift message system communication
E4	CORE	Troubleshoot data links
E4	CORE	Troubleshoot portable communications systems
E4	CORE	Troubleshoot Radio Frequency (RF) systems (e.g., Super High Frequency (SHF), Ultra High Frequency (UHF), Very High Frequency (VHF), Extremely High Frequency (EHF), High Frequency (HF), etc.)
E5	NON-CORE	Troubleshoot router and switching devices
E6	NON-CORE	Update spectrum use databases
E6	CORE	Verify communications security policies
E7	NON-CORE	Verify system certifications

CYBERSPACE OPERATIONS

Paygrade	Task Type	Task Statements
E7	CORE	Develop bandwidth management instructions
E7	CORE	Draft Continuity of Operations Program (COOP)
E7	CORE	Forecast service demands
E4	CORE	Identify security issues (i.e., protection, aggregation, inter-connectivity)
E5	NON-CORE	Implement Information Assurance Vulnerability Alerts (IAVA)
E5	NON-CORE	Implement Information Assurance Vulnerability Bulletins (IAVB)
E6	NON-CORE	Implement Information Systems Security (ISS) policies
E5	CORE	Implement security actions
E5	CORE	Maintain Information Systems (IS) logs
E7	NON-CORE	Report Information Systems Security (ISS) incidents
E4	CORE	Update computer Information Systems (IS) antivirus definitions
E6	NON-CORE	Validate migration/installation computer software

MESSAGE SYSTEM OPERATIONS

Paygrade	Task Type	Task Statements
E7	CORE	Complete communication certification checklists
E5	CORE	Configure message processing systems
E4	CORE	Download naval messages via automated systems
E5	CORE	Draft communications spot reports
E5	CORE	Establish Command, Control, Communications, Computers, Combat Systems and Intelligence (C5I) system interconnectivity
E5	CORE	Establish services with communications center

MESSAGE SYSTEM OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E5	NON-CORE	Establish unit and command certificates
E4	NON-CORE	Install certificates (e.g., security, system, etc.)
E4	CORE	Maintain communication logs
E4	CORE	Maintain communications archives
E4	CORE	Maintain general message files
E4	CORE	Maintain local media and technical libraries
E5	CORE	Manage messaging systems
E5	CORE	Manage operational communications messages
E4	CORE	Monitor message queues
E4	CORE	Monitor message systems
E5	CORE	Perform communications guard shift
E5	CORE	Perform communications shifts
E4	CORE	Perform minimize condition procedures
E4	CORE	Prepare message system status reports
E4	CORE	Process messages (e.g., special handling, American Red Cross (AMCROSS), Situation Reports (SITREPS), etc.)
E5	CORE	Respond to communications spot reports
E4	CORE	Sanitize communication centers
E4	CORE	Validate Naval message formatting
E7	NON-CORE	Validate unit and command certificates

NETWORK ADMINISTRATION

Paygrade	Task Type	Task Statements
E5	CORE	Analyze logs
E4	CORE	Back up Information Systems (IS)
E5	CORE	Configure logs
E5	NON-CORE	Configure router Access Control Lists (ACL)
E5	NON-CORE	Configure server Operating System (OS) software
E5	CORE	Develop Information Systems (IS) Standard Operating Procedures (SOP)
E5	CORE	Document Information Systems (IS) errors
E4	CORE	Document network outages
E5	CORE	Document off-site technical support actions
E6	CORE	Implement remediation plans for identified vulnerabilities
E4	NON-CORE	Implement River City conditions on Information Systems (IS)
E4	CORE	Install Operating Systems (OS)
E5	NON-CORE	Maintain Information Systems (IS) servers
E5	NON-CORE	Manage network monitoring software
E4	CORE	Monitor network equipment status
E4	CORE	Patch Information Systems (IS)

NETWORK ADMINISTRATION (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Perform disk administration
E4	CORE	Perform File Transfer Protocol (FTP) functions
E4	CORE	Perform start up/shut down procedures
E5	NON-CORE	Perform trend analysis (hardware, software, or network)
E4	CORE	Respond to customer trouble calls
E4	CORE	Review logs
E4	CORE	Scan for viruses
E4	CORE	Troubleshoot network hardware
E4	CORE	Troubleshoot workstation application software
E5	CORE	Verify network system operations

NETWORK MANAGEMENT

Paygrade	Task Type	Task Statements
E5	NON-CORE	Conduct computer software migration
E7	CORE	Implement Information Systems (IS) equipment and media disposition requirements (e.g., destruction, disposal, transfer, etc.)
E5	CORE	Restore from backups
E4	CORE	Troubleshoot network cabling
E5	NON-CORE	Troubleshoot Wide Area Network (WAN)
E4	CORE	Verify backups

NETWORK SYSTEM OPERATIONS

Paygrade	Task Type	Task Statements
E6	NON-CORE	Coordinate Information Systems (IS) backup
E5	CORE	Perform data transfers
E5	CORE	Process customer trouble calls

CHAPTER 67

INFORMATION SYSTEMS TECHNICIAN SUBMARINES (ITS)

NAVPERS 18068F-67J

Change 83

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NETWORK OPERATIONS	ITS-35

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

INFORMATION SYSTEMS TECHNICIAN SUBMARINES (ITS)

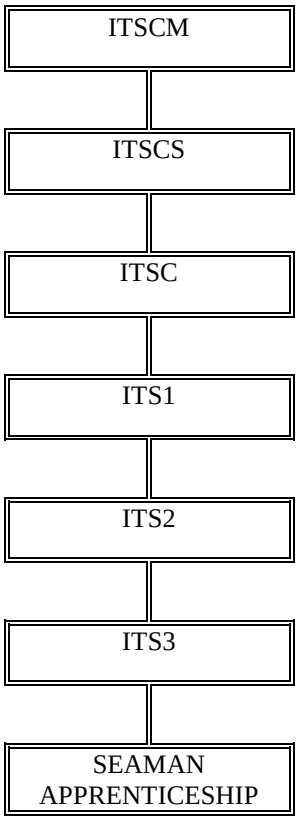
SCOPE OF RATING

Information System Technician Submarines (ITS) perform core and specialty functions of communications operations, message processing, network administration, and cybersecurity; secure, defend and preserve data, networks, net-centric capabilities, and other designated systems; implement security controls and defensive counter-measures; establish, monitor, and maintain Radio Frequency (RF) communications systems; perform spectrum management to support Joint, Fleet, and tactical communications; handle, store, and retrieve incoming and outgoing messages; build, configure, deploy, operate, and maintain information technology, networks and capabilities; perform network system administration, maintenance and training; manage, plan and coordinate unit-level Information Systems Security (ISS) and integration across platforms, fleets, and services; operate and maintain electronic equipment used for detection, tracking, recognition and identification, communications, cryptographic operations, communication security, and Electronic Warfare Systems (EW); operate and maintain General Purpose Test Equipment (GPTE) and auxiliary equipment; and ensure the proper security, handling, accounting, reporting, and control of Communications Security (COMSEC) materials, systems, and equipment.

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 67.

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

Communications Specialist

Job Code

002789

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Computer and Mathematical	TBD	COMMUNICATIONS SPECIALIST	COMMS SPEC

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	ITS	NEC TXXX series and other NECs as assigned

Job Description

Communications Specialists perform core and specialty functions of network administration within physical and virtual environments; troubleshoot and assist with the use of computer hardware and software including printers and software applications; conduct system backups and restores; install applications and peripherals; monitor and protect network computer systems by detecting and reporting threats of network intrusion and unauthorized access; protect information from and recover information after loss or damage using backups, virus detection, and recovery software procedures; utilize Information Assurance (IA) and Computer Network Defense (CND) programs; and perform network accreditations and certifications; operate communications equipment for routing voice and data Internet Protocol (IP) communications to and from external sources; generate, transmit, and account for naval messages; and auxiliary equipment; operate, monitor, and control Information Systems (IS) in support of the world-wide telecommunications network; and stand watch on related equipment.

DoD Relationship

Group Title	*DoD Code*
ADP Computers, General	115000

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
Computer Network Support Specialists	15-1152.00	Computer and Mathematical

Skills	Abilities
Operation and Control	*Information Ordering*
Equipment Maintenance	*Written Comprehension*
Troubleshooting	*Deductive Reasoning*
Operation Monitoring	*Problem Sensitivity*
Repairing	*Inductive Reasoning*
Systems Analysis	*Finger Dexterity*
Systems Evaluation	*Written Expression*
Reading Comprehension	*Flexibility of Closure*
Complex Problem Solving	*Oral Expression*
Installation	*Selective Attention*

COMMUNICATIONS SYSTEM OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Communicate information on in-port circuits
E5	CORE	Configure radio workstations
E4	CORE	Control access to cryptographic usage areas
E4	CORE	Destroy cryptographic keying materials
E4	CORE	Inventory cryptographic keying materials
E4	CORE	Load cryptographic keying materials
E4	CORE	Receive cryptographic keying materials
E4	CORE	Receive information using deployable antenna systems
E4	CORE	Store Communications Security (COMSEC) material
E4	CORE	Transmit information using emergency antenna systems
E4	CORE	Transmit information using Extremely High Frequency (EHF) system
E4	CORE	Transmit information using Low Frequency/Medium Frequency/High Frequency (LF/MF/HF) system
E4	CORE	Transmit information using Super High Frequency (SHF) system
E4	CORE	Transmit information using Ultra High Frequency (UHF) system
E4	CORE	Transmit information using Very High Frequency (VHF) system

EQUIPMENT MAINTENANCE

Paygrade	Task Type	Task Statements
E4	CORE	Transmit information using Very Low Frequency (VLF) system
E4	CORE	Maintain antenna systems
E5	CORE	Maintain Extremely High Frequency (EHF) systems
E5	CORE	Maintain Low Frequency/Medium Frequency/High Frequency (LF/MF/HF) systems
E4	CORE	Maintain Super High Frequency (SHF) systems
E5	CORE	Maintain Ultra High Frequency (UHF) systems
E4	CORE	Maintain Very High Frequency (VHF) systems
E5	CORE	Maintain Very Low Frequency (VLF) systems
E5	CORE	Recover systems using Disaster Recovery Plan (DRP)
E5	CORE	Troubleshoot antenna systems
E5	CORE	Troubleshoot Extremely High Frequency (EHF) systems
E5	CORE	Troubleshoot Low Frequency/Medium Frequency/High Frequency (LF/MF/HF) systems
E5	CORE	Troubleshoot Super High Frequency (SHF) systems
E5	CORE	Troubleshoot Ultra High Frequency (UHF) systems
E5	CORE	Troubleshoot Very High Frequency (VHF) systems
E5	CORE	Troubleshoot Very Low Frequency (VLF) systems

INFORMATION ASSURANCE

Paygrade	Task Type	Task Statements
E4	CORE	Analyze Information Systems Security (ISS) requirements
E5	CORE	Implement system vulnerability patches
E4	CORE	Inventory Communications Security (COMSEC) equipment
E5	CORE	Inventory Top Secret (TS) / Sensitive Compartmented Information (SCI) materials
E4	CORE	Maintain Information Systems Security (ISS) logs
E4	CORE	Report Information Systems Security (ISS) incidents
E4	CORE	Report Information Systems Security (ISS) violations
E4	CORE	Report Information Systems Security (ISS) vulnerabilities
E4	CORE	Scan Information Systems (IS) for vulnerabilities
E4	CORE	Verify Information Systems Security (ISS) software programs

NETWORK ADMINISTRATION

Paygrade	Task Type	Task Statements
E4	CORE	Administer computer Information System (IS) user accounts
E5	CORE	Analyze Information System (IS) trends (e.g., hardware, software, network, etc.)
E4	CORE	Back up Information Systems (IS)
E4	CORE	Draft Naval messages
E4	CORE	Maintain domain system accounts
E4	CORE	Maintain Information Systems (IS) assets
E4	CORE	Maintain intranet websites

NETWORK ADMINISTRATION (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Maintain network databases
E4	CORE	Maintain Program of Record (POR) applications (e.g., Electronic Shift Operations Management System (ESOMS), Web Advanced Technical Information Support System (WeBATIS), etc.)
E5	CORE	Maintain Virtual Private Networks (VPN)
E5	CORE	Perform system file maintenance
E4	CORE	Prepare network status reports
E4	CORE	Update computer Information System (IS) anti-virus definitions
E5	CORE	Update local media and technical libraries (e.g., Submarine on Board Training (SOBT), Advanced Technical Information System (ATIS), etc.)
E5	NON-CORE	Update network security tools
E4	CORE	Update Program of Record (POR) systems

NETWORK MANAGEMENT

Paygrade	Task Type	Task Statements
E4	CORE	Analyze audit logs
E4	CORE	Archive computer Information System (IS) logs
E4	CORE	Establish Information System (IS) off-hull connectivity
E4	CORE	Inventory computer Information System (IS) assets
E7	CORE	Maintain network documentation (e.g., Systems Authorization Access Request-Navy (SAAR-N), Privileged Access Agreement (PAA), etc.)
E6	CORE	Manage Information Systems (IS) file and folder permissions
E4	CORE	Update trouble tickets

NETWORK OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Configure anti-virus software
E4	CORE	Configure Information Systems (IS) application software
E4	CORE	Configure Information Systems (IS) network hardware
E4	CORE	Configure peripherals
E4	CORE	Configure print services
E5	CORE	Configure server Operating System (OS) software
E4	CORE	Configure storage devices
E4	CORE	Configure workstation network connectivity
E4	CORE	Configure workstation Operating System (OS) software
E4	CORE	Create workstation images
E4	CORE	Document server Operating System (OS) errors
E4	CORE	Document trouble tickets
E5	CORE	Install network components
E4	CORE	Install network software
E4	CORE	Install Operating Systems (OS)

NETWORK OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Install peripherals
E4	CORE	Install storage devices
E5	CORE	Install virtual network environments
E4	CORE	Load image software
E4	CORE	Recover computer Information Systems (IS)
E4	CORE	Remove storage devices
E4	CORE	Repair client software
E4	CORE	Repair computer Information Systems (IS)
E4	CORE	Repair intranet websites
E4	CORE	Repair network components (e.g., Local Area Network (LAN) cables, modules, etc.)
E4	NON-CORE	Repair peripherals
E5	CORE	Repair Program of Record (POR) applications (e.g., Electronic Shift Operations Management System (ESOMS), Web Advanced Technical Information Support System (WeBATIS), etc.)
E5	CORE	Repair virtual network environments
E5	NON-CORE	Set up Channel Service Units/Data Service Units (CSU/DSU) for Fiber Distributed Data Interface (FDDI) operations
E4	CORE	Shut down computer Information Systems (IS)
E4	CORE	Start up computer Information Systems (IS)
E4	CORE	Transfer files (e.g., Trivial File Transfer Protocol (TFTP), Secure Shell Protocol (SSP), etc.)
E4	CORE	Troubleshoot client applications
E4	CORE	Troubleshoot computer Information Systems (IS)
E4	CORE	Troubleshoot file and folder access problems
E4	CORE	Troubleshoot intranet websites
E5	CORE	Troubleshoot network components
E4	CORE	Troubleshoot networks
E4	CORE	Troubleshoot Operating Systems (OS)
E4	CORE	Troubleshoot peripherals
E5	CORE	Troubleshoot Program of Record (POR) applications (e.g., Electronic Shift Operations Management System (ESOMS), Web Advanced Technical Information Support System (WeBATIS), etc.)
E4	CORE	Troubleshoot storage devices
E5	CORE	Troubleshoot system hardware
E5	CORE	Troubleshoot virtual network environments
E4	CORE	Troubleshoot workstation network connectivity
E5	CORE	Update virtual network environments
E5	CORE	Verify delivered Information Systems (IS) functionality
E5	CORE	Verify delivered network components functionality
E5	CORE	Verify delivered system hardware functionality

Job Title **Job Code**

Communications Technician 002790

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Computer and Mathematical	TBD	COMMUNICATIONS TECHNICIAN	COMMS TECH

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	ITS	NEC TXXX series and other NECs as assigned

Job Description

Communications Technicians perform core and specialty functions of network administration within physical and virtual environments; troubleshoot and assist with the use of computer hardware and software including printers and software applications; conduct system backups and restores; install applications and peripherals; monitor and protect network computer systems by detecting and reporting threats of network intrusion and unauthorized access; protect information from and recover information after loss or damage using backups, virus detection, and recovery software procedures; utilize Information Assurance (IA) and Computer Network Defense (CND) programs; conduct threat and vulnerability assessments; and perform network accreditations and certifications; operate communications equipment for routing voice and data Internet Protocol (IP) communications to and from external sources; generate, transmit, and account for naval messages; and auxiliary equipment; operate, maintain, monitor, and control Information Systems (IS) in support of the world-wide telecommunications network; and stand watch on related equipment.

DoD Relationship

Group Title	*DoD Code*
ADP Computers, General	115000

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
Network and Computer Systems Administrators	15-1142.00	Computer and Mathematical

Skills	Abilities
Operation and Control	*Information Ordering*
Equipment Maintenance	*Written Comprehension*
Repairing	*Deductive Reasoning*
Systems Analysis	*Problem Sensitivity*
Troubleshooting	*Inductive Reasoning*
Operation Monitoring	*Finger Dexterity*
Reading Comprehension	*Written Expression*
Systems Evaluation	*Selective Attention*
Critical Thinking	*Oral Expression*
Management of Material Resources	*Flexibility of Closure*

COMMUNICATIONS SYSTEM OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Communicate information on in-port circuits
E5	CORE	Configure radio workstations
E4	CORE	Control access to cryptographic usage areas
E4	CORE	Destroy cryptographic keying materials
E5	CORE	Develop communication employment plans
E4	CORE	Inventory cryptographic keying materials
E4	CORE	Load cryptographic keying materials
E6	CORE	Manage Electronic Key Management System (EKMS) accounts
E4	CORE	Receive cryptographic keying materials
E4	CORE	Receive information using deployable antenna systems
E4	CORE	Store Communications Security (COMSEC) material
E6	CORE	Supervise Electronic Key Management System (EKMS) users
E4	CORE	Transmit information using emergency antenna systems
E4	CORE	Transmit information using Extremely High Frequency (EHF) system

COMMUNICATIONS SYSTEM OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Transmit information using Low Frequency/Medium Frequency/High Frequency (LF/MF/HF) system
E4	CORE	Transmit information using Super High Frequency (SHF) system
E4	CORE	Transmit information using Ultra High Frequency (UHF) system
E4	CORE	Transmit information using Very High Frequency (VHF) system
E4	CORE	Transmit information using Very Low Frequency (VLF) system

EQUIPMENT MAINTENANCE

Paygrade	Task Type	Task Statements
E4	CORE	Maintain antenna systems
E5	CORE	Maintain Extremely High Frequency (EHF) systems
E5	CORE	Maintain Low Frequency/Medium Frequency/High Frequency (LF/MF/HF) systems
E4	CORE	Maintain Super High Frequency (SHF) systems
E5	CORE	Maintain Ultra High Frequency (UHF) systems
E4	CORE	Maintain Very High Frequency (VHF) systems
E5	CORE	Maintain Very Low Frequency (VLF) systems
E5	CORE	Recover systems using Disaster Recovery Plan (DRP)
E5	CORE	Repair antenna systems
E5	CORE	Repair Extremely High Frequency (EHF) systems
E5	CORE	Repair Low Frequency/Medium Frequency/High Frequency (LF/MF/HF) systems
E5	CORE	Repair Super High Frequency (SHF) systems
E5	CORE	Repair Ultra High Frequency (UHF) systems
E5	CORE	Repair Very High Frequency (VHF) systems
E5	CORE	Repair Very Low Frequency (VLF) systems
E6	CORE	Supervise mast and antenna maintenance
E5	CORE	Troubleshoot antenna systems
E5	CORE	Troubleshoot Extremely High Frequency (EHF) systems
E5	CORE	Troubleshoot Low Frequency/Medium Frequency/High Frequency (LF/MF/HF) systems
E5	CORE	Troubleshoot Super High Frequency (SHF) systems
E5	CORE	Troubleshoot Ultra High Frequency (UHF) systems
E5	CORE	Troubleshoot Very High Frequency (VHF) systems
E5	CORE	Troubleshoot Very Low Frequency (VLF) systems

INFORMATION ASSURANCE

Paygrade	Task Type	Task Statements
E4	CORE	Analyze Information Systems Security (ISS) requirements
E5	CORE	Implement system vulnerability patches
E4	CORE	Inventory Communications Security (COMSEC) equipment
E5	CORE	Inventory Top Secret (TS) / Sensitive Compartmented Information (SCI) materials

INFORMATION ASSURANCE (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Maintain Information Systems Security (ISS) logs
E4	CORE	Report Information Systems Security (ISS) incidents
E4	CORE	Report Information Systems Security (ISS) violations
E4	CORE	Report Information Systems Security (ISS) vulnerabilities
E4	CORE	Scan Information Systems (IS) for vulnerabilities
E4	CORE	Verify Information Systems Security (ISS) software programs

NETWORK ADMINISTRATION

Paygrade	Task Type	Task Statements
E4	CORE	Administer computer Information System (IS) user accounts
E5	CORE	Analyze Information System (IS) trends (e.g., hardware, software, network, etc.)
E7	CORE	Approve network topology plans
E4	CORE	Back up Information Systems (IS)
E6	CORE	Develop Emergency Action Plans (EAP)
E6	CORE	Develop Emergency Destruction Plans (EDP)
E4	CORE	Draft Naval messages
E4	CORE	Maintain domain system accounts
E4	CORE	Maintain Information Systems (IS) assets
E4	CORE	Maintain intranet websites
E4	CORE	Maintain network databases
E4	CORE	Maintain Program of Record (POR) applications (e.g., Electronic Shift Operations Management System (ESOMS), Web Advanced Technical Information Support System (WeBATIS), etc.)
E5	CORE	Maintain Top Secret (TS) / Sensitive Compartmented Information (SCI) inventories
E5	CORE	Maintain Virtual Private Networks (VPN)
E5	CORE	Perform system file maintenance
E4	CORE	Prepare network status reports
E6	CORE	Update computer configuration documentation
E4	CORE	Update computer Information System (IS) anti-virus definitions
E5	CORE	Update local media and technical libraries (e.g., Submarine on Board Training (SOBT), Advanced Technical Information System (ATIS), etc.)
E5	NON-CORE	Update network security tools
E4	CORE	Update Program of Record (POR) systems

NETWORK MANAGEMENT

Paygrade	Task Type	Task Statements
E4	CORE	Analyze audit logs
E5	CORE	Apply router Access Control Lists (ACL)
E4	CORE	Archive computer Information System (IS) logs
E5	NON-CORE	Design intranet websites
E5	CORE	Draft network topology diagrams

NETWORK MANAGEMENT (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Establish Information System (IS) off-hull connectivity
E4	CORE	Inventory computer Information System (IS) assets
E6	CORE	Maintain domain backup policies
E7	CORE	Maintain network documentation (e.g., Systems Authorization Access Request-Navy (SAAR-N), Privileged Access Agreement (PAA), etc.)
E6	CORE	Manage Information Systems (IS) file and folder permissions
E6	CORE	Manage network databases
E6	CORE	Manage network firewall policies
E6	CORE	Prepare disaster recovery contingency plans
E4	CORE	Update trouble tickets

NETWORK OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Configure anti-virus software
E6	CORE	Configure group policy objects
E4	CORE	Configure Information Systems (IS) application software
E4	CORE	Configure Information Systems (IS) network hardware
E5	CORE	Configure network audit logs
E4	CORE	Configure peripherals
E4	CORE	Configure print services
E5	CORE	Configure server based applications (e.g., Threat Management Gateway (TMG), Electronic Shift Operations Management System (ESOMS), etc.)
E5	CORE	Configure server Operating System (OS) software
E4	CORE	Configure storage devices
E4	CORE	Configure workstation network connectivity
E4	CORE	Configure workstation Operating System (OS) software
E5	CORE	Construct networks
E4	CORE	Create workstation images
E4	CORE	Document server Operating System (OS) errors
E4	CORE	Document trouble tickets
E5	CORE	Install network components
E4	CORE	Install network software
E4	CORE	Install Operating Systems (OS)
E4	CORE	Install peripherals
E4	CORE	Install storage devices
E5	CORE	Install virtual network environments
E4	CORE	Load image software
E4	CORE	Recover computer Information Systems (IS)
E4	CORE	Remove storage devices
E4	CORE	Repair client software

NETWORK OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Repair computer Information Systems (IS)
E6	CORE	Repair databases
E4	CORE	Repair intranet websites
E4	CORE	Repair network components (e.g., Local Area Network (LAN) cables, modules, etc.)
E4	NON-CORE	Repair peripherals
E5	CORE	Repair Program of Record (POR) applications (e.g., Electronic Shift Operations Management System (ESOMS), Web Advanced Technical Information Support System (WeBATIS), etc.)
E5	CORE	Repair virtual network environments
E5	NON-CORE	Set up Channel Service Units/Data Service Units (CSU/DSU) for Fiber Distributed Data Interface (FDDI) operations
E4	CORE	Shut down computer Information Systems (IS)
E4	CORE	Start up computer Information Systems (IS)
E4	CORE	Transfer files (e.g., Trivial File Transfer Protocol (TFTP), Secure Shell Protocol (SSP), etc.)
E4	CORE	Troubleshoot client applications
E4	CORE	Troubleshoot computer Information Systems (IS)
E6	CORE	Troubleshoot databases
E4	CORE	Troubleshoot file and folder access problems
E4	CORE	Troubleshoot intranet websites
E5	CORE	Troubleshoot network components
E4	CORE	Troubleshoot networks
E4	CORE	Troubleshoot Operating Systems (OS)
E4	CORE	Troubleshoot peripherals
E5	CORE	Troubleshoot Program of Record (POR) applications (e.g., Electronic Shift Operations Management System (ESOMS), Web Advanced Technical Information Support System (WeBATIS), etc.)
E4	CORE	Troubleshoot storage devices
E5	CORE	Troubleshoot system hardware
E5	CORE	Troubleshoot virtual network environments
E4	CORE	Troubleshoot workstation network connectivity
E5	CORE	Update virtual network environments
E5	CORE	Verify delivered Information Systems (IS) functionality
E5	CORE	Verify delivered network components functionality
E5	CORE	Verify delivered system hardware functionality

Job Title **Job Code**

Communications Manager 002791

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Management	TBD	COMMUNICATIONS MANAGER	COMMS MANAGER

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	ITS	NEC TXXX series and other NECs as assigned

Job Description

Communications Managers assess communication training, audit communication records, and coordinate communication maintenance; account for all transmitted and received message traffic; coordinate communication equipment modifications; review naval correspondence; develop communications system employment plans and shipboard instructions; prepare communications emergency destruction plans; perform Communication Security (COMSEC) managerial operations; verify communication plans; monitor maintenance quality control; they may also plan, coordinate, and manage unit-level Information Systems (IS) security and integration across platforms, fleets, and services; approve policies for and direct Information Assurance (IA) programs; manage and implement IS security countermeasures and network security programs; develop and review IS security assessment and authorization packages; plan and prepare for network expansions and upgrades; manage administrative functions and security procedures governing the special security program; may serve as unit Information Systems Security Manager (ISSM) or unit Systems Administrator (SYSADMIN).

DoD Relationship

Group Title	*DoD Code*
ADP Computers, General	115000

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
Computer and Information Systems Managers	11-3021.00	Management

Skills	Abilities
Operation and Control	*Information Ordering*
Critical Thinking	*Deductive Reasoning*
Writing	*Written Comprehension*
Management of Material Resources	*Problem Sensitivity*
Reading Comprehension	*Inductive Reasoning*
Systems Evaluation	*Written Expression*
Judgment and Decision Making	*Category Flexibility*
Complex Problem Solving	*Flexibility of Closure*
Quality Control Analysis	*Selective Attention*
Coordination	*Auditory Attention*

COMMUNICATIONS SYSTEM OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Control access to cryptographic usage areas
E4	CORE	Destroy cryptographic keying materials
E5	CORE	Develop communication employment plans
E4	CORE	Inventory cryptographic keying materials
E4	CORE	Load cryptographic keying materials
E6	CORE	Manage Electronic Key Management System (EKMS) accounts
E4	CORE	Receive cryptographic keying materials
E4	CORE	Store Communications Security (COMSEC) material
E6	CORE	Supervise Electronic Key Management System (EKMS) users

EQUIPMENT MAINTENANCE

Paygrade	Task Type	Task Statements
E5	CORE	Recover systems using Disaster Recovery Plan (DRP)
E6	CORE	Supervise mast and antenna maintenance

INFORMATION ASSURANCE

Paygrade	Task Type	Task Statements
E4	CORE	Analyze Information Systems Security (ISS) requirements
E7	CORE	Draft electronic spillage response reports
E6	CORE	Draft Information Systems Security (ISS) directives (e.g., policies, plans, instructions, Standard Operating Procedures (SOP), etc.)
E7	CORE	Evaluate Information Systems Security (ISS) incidents
E7	CORE	Evaluate Information Systems Security (ISS) violations
E7	CORE	Evaluate Information Systems Security (ISS) vulnerabilities
E7	CORE	Evaluate system vulnerabilities
E7	CORE	Implement Information Systems Security (ISS) directives (e.g., policies, plans, instructions, Standard Operating Procedures (SOP), etc.)
E4	CORE	Inventory Communications Security (COMSEC) equipment
E5	CORE	Inventory Top Secret (TS) / Sensitive Compartmented Information (SCI) materials
E7	CORE	Maintain Information Systems Security (ISS) assessment and authorization documentation
E7	CORE	Manage electronic spillage response operations
E7	CORE	Manage Information Security (INFOSEC) incident reporting processes
E7	CORE	Manage Information Security Systems (ISS) programs
E7	CORE	Report Information Security (INFOSEC) compliance
E6	CORE	Update Information Systems Security (ISS) directives (e.g., policies, plans, instructions, Standard Operating Procedures (SOP), etc.)

NETWORK ADMINISTRATION

Paygrade	Task Type	Task Statements
E5	CORE	Analyze Information System (IS) trends (e.g., hardware, software, network, etc.)
E7	CORE	Approve Information Systems (IS) Standard Operating Procedures (SOP)
E6	CORE	Develop Emergency Action Plans (EAP)
E6	CORE	Develop Emergency Destruction Plans (EDP)
E4	CORE	Draft Naval messages
E5	CORE	Maintain Top Secret (TS) / Sensitive Compartmented Information (SCI) inventories
E5	CORE	Maintain Virtual Private Networks (VPN)
E6	CORE	Prepare system security assessment and authorization documentation packages
E5	NON-CORE	Update network security tools
E6	CORE	Validate network status reports

NETWORK MANAGEMENT

Paygrade	Task Type	Task Statements
E4	CORE	Analyze audit logs
E5	CORE	Apply router Access Control Lists (ACL)
E7	CORE	Coordinate catastrophic disaster recoveries
E7	CORE	Coordinate network migrations and installations

NETWORK MANAGEMENT (CONT'D)

Paygrade	Task Type	Task Statements
E7	CORE	Maintain network documentation (e.g., Systems Authorization Access Request-Navy (SAAR-N), Privileged Access Agreement (PAA), etc.)
E6	CORE	Manage network databases
E6	CORE	Manage network firewall policies
E7	CORE	Plan network restorations
E6	CORE	Prepare disaster recovery contingency plans

NETWORK OPERATIONS

Paygrade	Task Type	Task Statements
E6	CORE	Configure group policy objects
E5	CORE	Construct networks
E6	CORE	Repair databases
E6	CORE	Troubleshoot databases
E5	CORE	Troubleshoot virtual network environments
E5	CORE	Verify delivered Information Systems (IS) functionality
E5	CORE	Verify delivered network components functionality
E5	CORE	Verify delivered system hardware functionality

Job Title **Job Code**

Electronic Warfare Specialist 002792

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Computer and Mathematical	TBD	ELECTRONIC WARFARE SPECIALIST	EW SPEC

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	ITS	NEC TXXX series and other NECs as assigned

Job Description

Electronic Warfare Specialists perform core and specialty functions of network administration within physical and virtual environments; troubleshoot and assist with the use of computer hardware and software including printers and software applications; conduct system backups and restores; install applications and peripherals; monitor and protect network computer systems by detecting and reporting threats of network intrusion and unauthorized access; protect information from and recover information after loss or damage using backups, virus detection, and recovery software procedures; utilize Information Assurance (IA) and Computer Network Defense (CND) programs; and perform network accreditations and certifications; operate Electronic Warfare System (EW) equipment to analyze and exploit Signals of Interest (SOI) to identify, locate and report hazards and threat platforms.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
ADP Computers, General	115000	Computer Network Support Specialists	15-1152.00	Computer and Mathematical

Skills	Abilities
Operation and Control	*Information Ordering*
Critical Thinking	*Deductive Reasoning*
Equipment Maintenance	*Written Comprehension*
Complex Problem Solving	*Problem Sensitivity*
Systems Analysis	*Inductive Reasoning*
Repairing	*Perceptual Speed*
Troubleshooting	*Written Expression*
Reading Comprehension	*Oral Expression*
Operation Monitoring	*Flexibility of Closure*
Writing	*Selective Attention*

COMMUNICATIONS SYSTEM OPERATIONS

Paygrade	Task Type	Task Statements
E4	NON-CORE	Analyze record message traffic data
E4	CORE	Control access to cryptographic usage areas
E4	CORE	Inventory cryptographic keying materials
E4	CORE	Load cryptographic keying materials
E4	CORE	Receive cryptographic keying materials
E4	CORE	Store Communications Security (COMSEC) material

ELECTRONIC WARFARE SYSTEM OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Analyze historical Signals of Interest (SOI) data
E4	CORE	Analyze national systems broadcast data (e.g., Integrated Broadcast System/Common Integrated Broadcast (IBS/CIB), etc.)
E4	CORE	Analyze Signals of Interest (SOI)
E4	CORE	Analyze signals using Electronic Warfare Support (ES) systems
E4	CORE	Assess Indication & Warning (I&W) threats
E5	NON-CORE	Assess Maritime Patten of Life (POL) for specific vessel types in various Area of Responsibility (AOR)

ELECTRONIC WARFARE SYSTEM OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Calculate Radar parameters (e.g., Pulse Repetition Intervals (PRI), Maximum Unambiguous Ranges (MUR), minimum range, etc.)
E4	CORE	Conduct Electronic Warfare (EW) operations
E4	CORE	Conduct Electronic Warfare Support (ES)
E4	CORE	Conduct evolution briefs
E4	CORE	Conduct pattern of life analysis
E4	CORE	Conduct RF propagation modeling
E4	CORE	Conduct Specific Emitter Identification (SEI) (Unintentional Modulation on Pulse (UMOP)) collection
E4	NON-CORE	Configure Common Integrated Broadcast (CIB) radio receiving equipment
E4	CORE	Configure Electronic Warfare Support (ES) systems
E5	CORE	Configure software-based analysis tools
E4	CORE	Configure systems for optimal signals reception
E5	NON-CORE	Construct emitter libraries
E4	CORE	Construct Order of Battle (OOB)
E4	CORE	Correlate national systems data to platform
E4	CORE	Correlate Signals of Interest (SOI)
E5	CORE	Create mission plans (i.e., ICADF mission plan)
E4	CORE	Crossfix Signals of Interest (SOI) intercepts
E5	CORE	Demodulate basic signals
E5	CORE	Determine jamming sources
E4	CORE	Determine radar systems capabilities
E4	CORE	Determine short duration and non-communications signals
E4	CORE	Determine target source utilizing Unintentional Modulation on Pulse (UMOP)
E4	CORE	Develop Electronic Warfare Support (ES) search plans (radar, communications)
E5	CORE	Disseminate Electronic Warfare Support (ES) data and reports
E4	CORE	Disseminate tactical information (internal/external)
E4	CORE	Employ Electronic Warfare Support (ES) search plans (radar, communications)
E4	CORE	Employ fixed radar systems
E4	CORE	Employ Identification, Friend or Foe (IFF) systems
E4	NON-CORE	Employ portable radar systems
E5	CORE	Evaluate mission threats
E4	NON-CORE	Evaluate signal quality
E4	CORE	Evaluate Signals of Interest (SOI)
E4	CORE	Evaluate tactical situations (operational)
E4	CORE	Generate Request For Information (RFI)
E4	CORE	Identify Electromagnetic Interference (EMI)
E5	CORE	Input filter management plans
E4	CORE	Maintain local emitter libraries

ELECTRONIC WARFARE SYSTEM OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Mitigate Electromagnetic Interference (EMI)
E4	CORE	Monitor Electromagnetic (EM) spectrum
E4	CORE	Monitor own force emissions
E4	CORE	Monitor Signals of Interest (SOI) frequencies
E4	CORE	Perform Direction Finding (DF) of distress signals
E4	CORE	Perform fusion analysis
E4	CORE	Perform modulation analysis
E4	CORE	Perform Operational Electronic Intelligence (OPELINT) analysis (e.g., situational Awareness, etc.)
E4	CORE	Perform Pre-Planned Responses (PPR)
E4	CORE	Perform Radio Direction Findings (RDF) of Signals of Interest (SOI)
E4	CORE	Perform waveform analysis
E4	CORE	Perform wavelength to frequency conversions
E5	CORE	Predict equipment performance characteristics based on atmospheric data
E5	CORE	Prioritize mission threats
E4	CORE	Process Signals of Interest (SOI)
E4	CORE	Provide tactical communication support
E5	CORE	Report Electromagnetic Interference (EMI)
E4	CORE	Report Signal of Interest (SOI)
E4	CORE	Research adversary capabilities and limitations
E4	CORE	Research Intelligence Community (IC) databases
E4	CORE	Review equipment status
E4	CORE	Search Electronic Intelligence (ELINT) databases
E4	CORE	Select antennas for signals exploitation
E4	CORE	Select receivers for signals exploitation
E4	CORE	Store Signals of Interest (SOI)
E4	CORE	Update Electronic Warfare Support (ES) search plans (radar, communications)
E4	CORE	Utilize Rapid Evaluation Guidelines (REG) (radar rules of thumb)
E4	CORE	Verify Emission Control (EMCON) conditions in effect

EQUIPMENT MAINTENANCE

Paygrade	Task Type	Task Statements
E4	CORE	Maintain antenna systems
E4	CORE	Maintain Electronic Warfare Support (ES) systems
E4	CORE	Maintain Identification, Friend or Foe (IFF) systems
E4	CORE	Maintain periscope and imaging systems
E5	CORE	Recover systems using Disaster Recovery Plan (DRP)
E5	CORE	Troubleshoot antenna systems
E5	CORE	Troubleshoot Electronic Warfare Support (ES) systems

EQUIPMENT MAINTENANCE (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Troubleshoot Identification, Friend or Foe (IFF) systems
E5	CORE	Troubleshoot periscope and imaging systems

INFORMATION ASSURANCE

Paygrade	Task Type	Task Statements
E4	CORE	Analyze Information Systems Security (ISS) requirements
E5	CORE	Implement system vulnerability patches
E4	CORE	Inventory Communications Security (COMSEC) equipment
E5	CORE	Inventory Top Secret (TS) / Sensitive Compartmented Information (SCI) materials
E4	CORE	Maintain Information Systems Security (ISS) logs
E4	CORE	Report Information Systems Security (ISS) incidents
E4	CORE	Report Information Systems Security (ISS) violations
E4	CORE	Report Information Systems Security (ISS) vulnerabilities
E4	CORE	Scan Information Systems (IS) for vulnerabilities
E4	CORE	Verify Information Systems Security (ISS) software programs

NETWORK ADMINISTRATION

Paygrade	Task Type	Task Statements
E4	CORE	Administer computer Information System (IS) user accounts
E5	CORE	Analyze Information System (IS) trends (e.g., hardware, software, network, etc.)
E4	CORE	Back up Information Systems (IS)
E4	CORE	Maintain domain system accounts
E4	CORE	Maintain Information Systems (IS) assets
E4	CORE	Maintain intranet websites
E4	CORE	Maintain network databases
E4	CORE	Maintain Program of Record (POR) applications (e.g., Electronic Shift Operations Management System (ESOMS), Web Advanced Technical Information Support System (WeBATIS), etc.)
E5	CORE	Maintain Virtual Private Networks (VPN)
E5	CORE	Perform system file maintenance
E4	CORE	Prepare network status reports
E4	CORE	Update computer Information System (IS) anti-virus definitions
E5	CORE	Update local media and technical libraries (e.g., Submarine on Board Training (SOBT), Advanced Technical Information System (ATIS), etc.)
E5	NON-CORE	Update network security tools
E4	CORE	Update Program of Record (POR) systems

NETWORK MANAGEMENT

Paygrade	Task Type	Task Statements
E4	CORE	Analyze audit logs
E4	CORE	Archive computer Information System (IS) logs
E4	CORE	Inventory computer Information System (IS) assets

NETWORK MANAGEMENT (CONT'D)

Paygrade	Task Type	Task Statements
E7	CORE	Maintain network documentation (e.g., Systems Authorization Access Request-Navy (SAAR-N), Priveledged Access Agreement (PAA), etc.)
E6	CORE	Manage Information Systems (IS) file and folder permissions
E4	CORE	Update trouble tickets

NETWORK OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Configure anti-virus software
E4	CORE	Configure Information Systems (IS) application software
E4	CORE	Configure Information Systems (IS) network hardware
E4	CORE	Configure peripherals
E4	CORE	Configure print services
E5	CORE	Configure server Operating System (OS) software
E4	CORE	Configure storage devices
E4	CORE	Configure workstation network connectivity
E4	CORE	Configure workstation Operating System (OS) software
E4	CORE	Create workstation images
E4	CORE	Document server Operating System (OS) errors
E4	CORE	Document trouble tickets
E5	CORE	Install network components
E4	CORE	Install network software
E4	CORE	Install Operating Systems (OS)
E4	CORE	Install peripherals
E4	CORE	Install storage devices
E5	CORE	Install virtual network environments
E4	CORE	Load image software
E4	CORE	Recover computer Information Systems (IS)
E4	CORE	Remove storage devices
E4	CORE	Repair client software
E4	CORE	Repair computer Information Systems (IS)
E4	CORE	Repair intranet websites
E4	CORE	Repair network components (e.g., Local Area Network (LAN) cables, modules, etc.)
E4	NON-CORE	Repair peripherals
E5	CORE	Repair Program of Record (POR) applications (e.g., Electronic Shift Operations Management System (ESOMS), Web Advanced Technical Information Support System (WeBATIS), etc.)
E5	CORE	Repair virtual network environments
E5	NON-CORE	Set up Channel Service Units/Data Service Units (CSU/DSU) for Fiber Distributed Data Interface (FDDI) operations
E4	CORE	Shut down computer Information Systems (IS)

NETWORK OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Start up computer Information Systems (IS)
E4	CORE	Transfer files (e.g., Trivial File Transfer Protocol (TFTP), Secure Shell Protocol (SSP), etc.)
E4	CORE	Troubleshoot client applications
E4	CORE	Troubleshoot computer Information Systems (IS)
E4	CORE	Troubleshoot file and folder access problems
E4	CORE	Troubleshoot intranet websites
E5	CORE	Troubleshoot network components
E4	CORE	Troubleshoot networks
E4	CORE	Troubleshoot Operating Systems (OS)
E4	CORE	Troubleshoot peripherals
E5	CORE	Troubleshoot Program of Record (POR) applications (e.g., Electronic Shift Operations Management System (ESOMS), Web Advanced Technical Information Support System (WeBATIS), etc.)
E4	CORE	Troubleshoot storage devices
E5	CORE	Troubleshoot system hardware
E5	CORE	Troubleshoot virtual network environments
E4	CORE	Troubleshoot workstation network connectivity
E5	CORE	Update virtual network environments
E5	CORE	Verify delivered Information Systems (IS) functionality
E5	CORE	Verify delivered network components functionality
E5	CORE	Verify delivered system hardware functionality

Job Title **Job Code**

Electronic Warfare Technician 002786

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Computer and Mathematical	TBD	ELECTRONIC WARFARE TECHNICIAN	EW TECH

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	ITS	NEC TXXX series and other NECs as assigned

Job Description

Electronic Warfare Technicians perform core and specialty functions of network administration within physical and virtual environments; troubleshoot and assist with the use of computer hardware and software including printers and software applications; conduct system backups and restores; install applications and peripherals; monitor and protect network computer systems by detecting and reporting threats of network intrusion and unauthorized access; protect information from and recover information after loss or damage using backups, virus detection, and recovery software procedures; utilize Information Assurance (IA) and Computer Network Defense (CND) programs; conduct threat and vulnerability assessments; and perform network accreditations and certifications; operate and maintain Electronic Warfare System (EW) equipment to analyze and exploit Signals of Interest (SOI) to identify, locate and report hazards and threat platforms.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
ADP Computers, General	115000	Network and Computer Systems Administrators	15-1142.00	Computer and Mathematical

Skills	Abilities
Operation and Control	*Information Ordering*
Critical Thinking	*Deductive Reasoning*
Equipment Maintenance	*Written Comprehension*
Systems Analysis	*Problem Sensitivity*
Complex Problem Solving	*Inductive Reasoning*
Repairing	*Perceptual Speed*
Writing	*Written Expression*
Management of Material Resources	*Oral Expression*
Reading Comprehension	*Selective Attention*
Troubleshooting	*Flexibility of Closure*

COMMUNICATIONS SYSTEM OPERATIONS

Paygrade	Task Type	Task Statements
E4	NON-CORE	Analyze record message traffic data
E4	CORE	Control access to cryptographic usage areas
E4	CORE	Inventory cryptographic keying materials
E4	CORE	Load cryptographic keying materials
E4	CORE	Receive cryptographic keying materials
E4	CORE	Store Communications Security (COMSEC) material

ELECTRONIC WARFARE SYSTEM OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Analyze historical Signals of Interest (SOI) data
E4	CORE	Analyze national systems broadcast data (e.g., Integrated Broadcast System/Common Integrated Broadcast (IBS/CIB), etc.)
E4	CORE	Analyze Signals of Interest (SOI)
E4	CORE	Analyze signals using Electronic Warfare Support (ES) systems
E4	CORE	Assess Indication & Warning (I&W) threats
E5	NON-CORE	Assess Maritime Patten of Life (POL) for specific vessel types in various Area of Responsibility (AOR)

ELECTRONIC WARFARE SYSTEM OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Calculate Radar parameters (e.g., Pulse Repetition Intervals (PRI), Maximum Unambiguous Ranges (MUR), minimum range, etc.)
E4	CORE	Conduct Electronic Warfare (EW) operations
E4	CORE	Conduct Electronic Warfare Support (ES)
E4	CORE	Conduct evolution briefs
E4	CORE	Conduct pattern of life analysis
E4	CORE	Conduct RF propagation modeling
E4	CORE	Conduct Specific Emitter Identification (SEI) (Unintentional Modulation on Pulse (UMOP)) collection
E4	NON-CORE	Configure Common Integrated Broadcast (CIB) radio receiving equipment
E4	CORE	Configure Electronic Warfare Support (ES) systems
E5	CORE	Configure software-based analysis tools
E4	CORE	Configure systems for optimal signals reception
E5	NON-CORE	Construct emitter libraries
E4	CORE	Construct Order of Battle (OOB)
E4	CORE	Correlate national systems data to platform
E4	CORE	Correlate Signals of Interest (SOI)
E5	CORE	Create mission plans (i.e., ICADF mission plan)
E4	CORE	Crossfix Signals of Interest (SOI) intercepts
E5	CORE	Demodulate basic signals
E5	CORE	Determine jamming sources
E4	CORE	Determine radar systems capabilities
E4	CORE	Determine short duration and non-communications signals
E4	CORE	Determine target source utilizing Unintentional Modulation on Pulse (UMOP)
E4	CORE	Develop Electronic Warfare Support (ES) search plans (radar, communications)
E5	NON-CORE	Develop operational products based on Pattern of Life (POL)
E5	CORE	Disseminate Electronic Warfare Support (ES) data and reports
E4	CORE	Disseminate tactical information (internal/external)
E4	CORE	Employ Electronic Warfare Support (ES) search plans (radar, communications)
E4	CORE	Employ fixed radar systems
E4	CORE	Employ Identification, Friend or Foe (IFF) systems
E4	NON-CORE	Employ portable radar systems
E5	CORE	Evaluate mission threats
E4	NON-CORE	Evaluate signal quality
E4	CORE	Evaluate Signals of Interest (SOI)
E4	CORE	Evaluate tactical situations (operational)
E4	CORE	Generate Request For Information (RFI)
E4	CORE	Identify Electromagnetic Interference (EMI)
E5	CORE	Input filter management plans

ELECTRONIC WARFARE SYSTEM OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Maintain local emitter libraries
E5	CORE	Mitigate Electromagnetic Interference (EMI)
E4	CORE	Monitor Electromagnetic (EM) spectrum
E4	CORE	Monitor own force emissions
E4	CORE	Monitor Signals of Interest (SOI) frequencies
E4	CORE	Perform Direction Finding (DF) of distress signals
E4	CORE	Perform fusion analysis
E4	CORE	Perform modulation analysis
E4	CORE	Perform Operational Electronic Intelligence (OPELINT) analysis (e.g., situational Awareness, etc.)
E4	CORE	Perform Pre-Planned Responses (PPR)
E4	CORE	Perform Radio Direction Findings (RDF) of Signals of Interest (SOI)
E4	CORE	Perform waveform analysis
E4	CORE	Perform wavelength to frequency conversions
E5	CORE	Predict equipment performance characteristics based on atmospheric data
E5	CORE	Prioritize mission threats
E4	CORE	Process Signals of Interest (SOI)
E4	CORE	Provide tactical communication support
E5	CORE	Report Electromagnetic Interference (EMI)
E5	CORE	Report jamming sources
E4	CORE	Report Signal of Interest (SOI)
E4	CORE	Research adversary capabilities and limitations
E4	CORE	Research Intelligence Community (IC) databases
E5	CORE	Research jamming sources
E4	CORE	Review equipment status
E4	CORE	Search Electronic Intelligence (ELINT) databases
E4	CORE	Select antennas for signals exploitation
E4	CORE	Select receivers for signals exploitation
E4	CORE	Store Signals of Interest (SOI)
E6	CORE	Supervise signals analysis and reporting
E4	CORE	Update Electronic Warfare Support (ES) search plans (radar, communications)
E4	CORE	Utilize Rapid Evaluation Guidelines (REG) (radar rules of thumb)
E6	CORE	Validate Electronic Warfare Support (ES) logs
E5	CORE	Validate Electronic Warfare Support (ES) search plans (radar, communications)
E5	CORE	Validate system Radio Frequency (RF) distribution paths
E4	CORE	Verify Emission Control (EMCON) conditions in effect

EQUIPMENT MAINTENANCE

Paygrade	Task Type	Task Statements
E5	CORE	Coordinate sail maintenance
E4	CORE	Maintain antenna systems
E4	CORE	Maintain Electronic Warfare Support (ES) systems
E4	CORE	Maintain Identification, Friend or Foe (IFF) systems
E4	CORE	Maintain periscope and imaging systems
E5	NON-CORE	Manage test equipment
E5	CORE	Recover systems using Disaster Recovery Plan (DRP)
E5	CORE	Repair antenna systems
E5	CORE	Repair Electronic Warfare Support (ES) systems
E5	CORE	Repair Identification, Friend or Foe (IFF) systems
E5	CORE	Repair periscope and imaging systems
E6	CORE	Supervise mast and antenna maintenance
E5	CORE	Troubleshoot antenna systems
E5	CORE	Troubleshoot Electronic Warfare Support (ES) systems
E5	CORE	Troubleshoot Identification, Friend or Foe (IFF) systems
E5	CORE	Troubleshoot periscope and imaging systems

INFORMATION ASSURANCE

Paygrade	Task Type	Task Statements
E4	CORE	Analyze Information Systems Security (ISS) requirements
E5	CORE	Implement system vulnerability patches
E4	CORE	Inventory Communications Security (COMSEC) equipment
E5	CORE	Inventory Top Secret (TS) / Sensitive Compartmented Information (SCI) materials
E4	CORE	Maintain Information Systems Security (ISS) logs
E4	CORE	Report Information Systems Security (ISS) incidents
E4	CORE	Report Information Systems Security (ISS) violations
E4	CORE	Report Information Systems Security (ISS) vulnerabilities
E4	CORE	Scan Information Systems (IS) for vulnerabilities
E4	CORE	Verify Information Systems Security (ISS) software programs

NETWORK ADMINISTRATION

Paygrade	Task Type	Task Statements
E4	CORE	Administer computer Information System (IS) user accounts
E5	CORE	Analyze Information System (IS) trends (e.g., hardware, software, network, etc.)
E7	CORE	Approve network topology plans
E4	CORE	Back up Information Systems (IS)
E4	CORE	Maintain domain system accounts
E4	CORE	Maintain Information Systems (IS) assets
E4	CORE	Maintain intranet websites
E4	CORE	Maintain network databases

NETWORK ADMINISTRATION (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Maintain Program of Record (POR) applications (e.g., Electronic Shift Operations Management System (ESOMS), Web Advanced Technical Information Support System (WeBATIS), etc.)
E5	CORE	Maintain Top Secret (TS) / Sensitive Compartmented Information (SCI) inventories
E5	CORE	Maintain Virtual Private Networks (VPN)
E5	CORE	Perform system file maintenance
E4	CORE	Prepare network status reports
E6	CORE	Update computer configuration documentation
E4	CORE	Update computer Information System (IS) anti-virus definitions
E5	CORE	Update local media and technical libraries (e.g., Submarine on Board Training (SOBT), Advanced Technical Information System (ATIS), etc.)
E5	NON-CORE	Update network security tools
E4	CORE	Update Program of Record (POR) systems

NETWORK MANAGEMENT

Paygrade	Task Type	Task Statements
E4	CORE	Analyze audit logs
E5	CORE	Apply router Access Control Lists (ACL)
E4	CORE	Archive computer Information System (IS) logs
E5	NON-CORE	Design intranet websites
E5	CORE	Draft network topology diagrams
E4	CORE	Inventory computer Information System (IS) assets
E6	CORE	Maintain domain backup policies
E7	CORE	Maintain network documentation (e.g., Systems Authorization Access Request-Navy (SAAR-N), Privileged Access Agreement (PAA), etc.)
E6	CORE	Manage Information Systems (IS) file and folder permissions
E6	CORE	Manage network databases
E6	CORE	Manage network firewall policies
E6	CORE	Prepare disaster recovery contingency plans
E4	CORE	Update trouble tickets

NETWORK OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Configure anti-virus software
E6	CORE	Configure group policy objects
E4	CORE	Configure Information Systems (IS) application software
E4	CORE	Configure Information Systems (IS) network hardware
E5	CORE	Configure network audit logs
E4	CORE	Configure peripherals
E4	CORE	Configure print services
E5	CORE	Configure server based applications (e.g., Threat Management Gateway (TMG), Electronic Shift Operations Management System (ESOMS), etc.)

NETWORK OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Configure server Operating System (OS) software
E4	CORE	Configure storage devices
E4	CORE	Configure workstation network connectivity
E4	CORE	Configure workstation Operating System (OS) software
E5	CORE	Construct networks
E4	CORE	Create workstation images
E4	CORE	Document server Operating System (OS) errors
E4	CORE	Document trouble tickets
E5	CORE	Install network components
E4	CORE	Install network software
E4	CORE	Install Operating Systems (OS)
E4	CORE	Install peripherals
E4	CORE	Install storage devices
E5	CORE	Install virtual network environments
E4	CORE	Load image software
E4	CORE	Recover computer Information Systems (IS)
E4	CORE	Remove storage devices
E4	CORE	Repair client software
E4	CORE	Repair computer Information Systems (IS)
E6	CORE	Repair databases
E4	CORE	Repair intranet websites
E4	CORE	Repair network components (e.g., Local Area Network (LAN) cables, modules, etc.)
E4	NON-CORE	Repair peripherals
E5	CORE	Repair Program of Record (POR) applications (e.g., Electronic Shift Operations Management System (ESOMS), Web Advanced Technical Information Support System (WeBATIS), etc.)
E5	CORE	Repair virtual network environments
E5	NON-CORE	Set up Channel Service Units/Data Service Units (CSU/DSU) for Fiber Distributed Data Interface (FDDI) operations
E4	CORE	Shut down computer Information Systems (IS)
E4	CORE	Start up computer Information Systems (IS)
E4	CORE	Transfer files (e.g., Trivial File Transfer Protocol (TFTP), Secure Shell Protocol (SSP), etc.)
E4	CORE	Troubleshoot client applications
E4	CORE	Troubleshoot computer Information Systems (IS)
E6	CORE	Troubleshoot databases
E4	CORE	Troubleshoot file and folder access problems
E4	CORE	Troubleshoot intranet websites
E5	CORE	Troubleshoot network components

NETWORK OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Troubleshoot networks
E4	CORE	Troubleshoot Operating Systems (OS)
E4	CORE	Troubleshoot peripherals
E5	CORE	Troubleshoot Program of Record (POR) applications (e.g., Electronic Shift Operations Management System (ESOMS), Web Advanced Technical Information Support System (WeBATIS), etc.)
E4	CORE	Troubleshoot storage devices
E5	CORE	Troubleshoot system hardware
E5	CORE	Troubleshoot virtual network environments
E4	CORE	Troubleshoot workstation network connectivity
E5	CORE	Update virtual network environments
E5	CORE	Verify delivered Information Systems (IS) functionality
E5	CORE	Verify delivered network components functionality
E5	CORE	Verify delivered system hardware functionality

Job Title **Job Code**

Electronic Warfare Manager 002787

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Management	TBD	ELECTRONIC WARFARE MANAGER	EW MANAGER

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	ITS	NEC TXXX series and other NECs as assigned

Job Description

Electronic Warfare Managers assess Electronic Warfare System (EW) training, audit EW records, and coordinate EW maintenance; coordinate EW equipment modifications; develop EW employment plans and shipboard instructions; prepare EW emergency destruction plans; perform Communication Security (COMSEC) managerial operations; monitor maintenance quality control; they may also plan, coordinate, and manage unit-level Information Systems (IS) security and integration across platforms, fleets, and services; approve policies for and direct Information Assurance (IA) programs; manage and implement IS security countermeasures and network security programs; develop and review IS security assessment and authorization packages; plan and prepare for network expansions and upgrades; manage administrative functions and security procedures governing the special security program; may serve as unit Information Systems Security Manager (ISSM) or unit Systems Administrator (SYSADMIN).

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
ADP Computers, General	115000	Computer and Information Managers	11-3021.00	Management

Skills	Abilities
Critical Thinking	*Deductive Reasoning*
Operation and Control	*Information Ordering*
Management of Material Resources	*Inductive Reasoning*
Complex Problem Solving	*Written Comprehension*
Judgment and Decision Making	*Problem Sensitivity*
Writing	*Perceptual Speed*
Systems Evaluation	*Written Expression*
Coordination	*Flexibility of Closure*
Mathematics	*Category Flexibility*
Quality Control Analysis	*Selective Attention*

COMMUNICATIONS SYSTEM OPERATIONS

Paygrade	Task Type	Task Statements
E4	NON-CORE	Analyze record message traffic data
E4	CORE	Control access to cryptographic usage areas
E4	CORE	Inventory cryptographic keying materials
E4	CORE	Load cryptographic keying materials
E4	CORE	Receive cryptographic keying materials
E4	CORE	Store Communications Security (COMSEC) material

ELECTRONIC WARFARE SYSTEM OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Analyze historical Signals of Interest (SOI) data
E4	CORE	Analyze national systems broadcast data (e.g., Integrated Broadcast System/Common Integrated Broadcast (IBS/CIB), etc.)
E4	CORE	Analyze Signals of Interest (SOI)
E4	CORE	Assess Indication & Warning (I&W) threats
E5	NON-CORE	Assess Maritime Patten of Life (POL) for specific vessel types in various Area of Responsibility (AOR)

ELECTRONIC WARFARE SYSTEM OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Calculate Radar parameters (e.g., Pulse Repetition Intervals (PRI), Maximum Unambiguous Ranges (MUR), minimum range, etc.)
E4	CORE	Conduct Electronic Warfare (EW) operations
E4	CORE	Conduct Electronic Warfare Support (ES)
E4	CORE	Conduct pattern of life analysis
E4	CORE	Conduct RF propagation modeling
E4	CORE	Conduct Specific Emitter Identification (SEI) (Unintentional Modulation on Pulse (UMOP)) collection
E5	CORE	Configure software-based analysis tools
E4	CORE	Correlate national systems data to platform
E4	CORE	Correlate Signals of Interest (SOI)
E4	CORE	Crossfix Signals of Interest (SOI) intercepts
E5	CORE	Demodulate basic signals
E5	CORE	Determine jamming sources
E4	CORE	Determine radar systems capabilities
E4	CORE	Determine short duration and non-communications signals
E4	CORE	Determine target source utilizing Unintentional Modulation on Pulse (UMOP)
E7	NON-CORE	Develop Electronic Warfare (EW) tactics
E7	NON-CORE	Develop Electronic Warfare Support (ES) Pre Planned Responses (PPR)
E6	CORE	Develop Embedded Training Device (ETD) scenarios
E7	NON-CORE	Develop joint Electronic Warfare (EW) plans
E5	NON-CORE	Develop operational products based on Pattern of Life (POL)
E5	CORE	Disseminate Electronic Warfare Support (ES) data and reports
E4	CORE	Disseminate tactical information (internal/external)
E6	CORE	Evaluate Electronic Warfare (EW) Measure of Effectiveness (MOE)
E5	CORE	Evaluate mission threats
E4	NON-CORE	Evaluate signal quality
E4	CORE	Evaluate Signals of Interest (SOI)
E4	CORE	Evaluate tactical situations (operational)
E4	CORE	Generate Request For Information (RFI)
E4	CORE	Identify Electromagnetic Interference (EMI)
E6	NON-CORE	Interpret test and evaluation range results
E4	CORE	Maintain local emitter libraries
E6	CORE	Manage Electronic Warfare (EW) operations (e.g., Emission Control (EMCON), Electronic Warfare Support (ES), etc.)
E6	CORE	Manage Electronic Warfare Support (ES) analysis and reporting
E5	CORE	Mitigate Electromagnetic Interference (EMI)
E4	CORE	Monitor Electromagnetic (EM) spectrum
E4	CORE	Monitor own force emissions

ELECTRONIC WARFARE SYSTEM OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Monitor Signals of Interest (SOI) frequencies
E4	CORE	Perform Direction Finding (DF) of distress signals
E4	CORE	Perform fusion analysis
E4	CORE	Perform modulation analysis
E4	CORE	Perform Operational Electronic Intelligence (OPELINT) analysis (e.g., situational Awareness, etc.)
E4	CORE	Perform Pre-Planned Responses (PPR)
E4	CORE	Perform Radio Direction Findings (RDF) of Signals of Interest (SOI)
E4	CORE	Perform waveform analysis
E4	CORE	Perform wavelength to frequency conversions
E5	CORE	Predict equipment performance characteristics based on atmospheric data
E5	CORE	Prioritize mission threats
E4	CORE	Process Signals of Interest (SOI)
E4	CORE	Provide tactical communication support
E7	CORE	Recommend Electronic Warfare (EW) mission objectives
E5	CORE	Report Electromagnetic Interference (EMI)
E5	CORE	Report jamming sources
E4	CORE	Report Signal of Interest (SOI)
E4	CORE	Research adversary capabilities and limitations
E4	CORE	Research Intelligence Community (IC) databases
E5	CORE	Research jamming sources
E4	CORE	Review equipment status
E4	CORE	Search Electronic Intelligence (ELINT) databases
E4	CORE	Select antennas for signals exploitation
E4	CORE	Select receivers for signals exploitation
E4	CORE	Store Signals of Interest (SOI)
E5	CORE	Supervise construction of emitter libraries
E5	CORE	Supervise Pre-Planned Responses (PPR) executions
E6	CORE	Supervise signals analysis and reporting
E4	CORE	Utilize Rapid Evaluation Guidelines (REG) (radar rules of thumb)
E6	CORE	Validate Electronic Warfare Support (ES) logs
E5	CORE	Validate Electronic Warfare Support (ES) search plans (radar, communications)
E6	CORE	Validate Embedded Training Device (ETD) scenarios
E6	CORE	Validate mission plans (i.e., ICADF mission plan)
E4	CORE	Verify Emission Control (EMCON) conditions in effect

EQUIPMENT MAINTENANCE

Paygrade	Task Type	Task Statements
E6	NON-CORE	Coordinate Electronic Warfare (EW) equipment installation
E6	NON-CORE	Coordinate Electronic Warfare (EW) equipment removal
E6	NON-CORE	Coordinate Electronic Warfare (EW) test range runs
E5	CORE	Coordinate sail maintenance
E6	NON-CORE	Coordinate System Operation Verification Testing (SOVT)
E4	CORE	Maintain onboard training systems
E5	CORE	Recover systems using Disaster Recovery Plan (DRP)
E6	CORE	Supervise mast and antenna maintenance

INFORMATION ASSURANCE

Paygrade	Task Type	Task Statements
E4	CORE	Analyze Information Systems Security (ISS) requirements
E6	CORE	Draft Information Systems Security (ISS) directives (e.g., policies, plans, instructions, Standard Operating Procedures (SOP), etc.)
E7	CORE	Evaluate Information Systems Security (ISS) incidents
E7	CORE	Evaluate Information Systems Security (ISS) violations
E7	CORE	Evaluate Information Systems Security (ISS) vulnerabilities
E7	CORE	Evaluate system vulnerabilities
E7	CORE	Implement Information Systems Security (ISS) directives (e.g., policies, plans, instructions, Standard Operating Procedures (SOP), etc.)
E4	CORE	Inventory Communications Security (COMSEC) equipment
E5	CORE	Inventory Top Secret (TS) / Sensitive Compartmented Information (SCI) materials
E7	CORE	Maintain Information Systems Security (ISS) assessment and authorization documentation
E7	CORE	Manage electronic spillage response operations
E7	CORE	Manage Information Security Systems (ISS) programs
E7	CORE	Report Information Security (INFOSEC) compliance
E6	CORE	Update Information Systems Security (ISS) directives (e.g., policies, plans, instructions, Standard Operating Procedures (SOP), etc.)

NETWORK ADMINISTRATION

Paygrade	Task Type	Task Statements
E5	CORE	Analyze Information System (IS) trends (e.g., hardware, software, network, etc.)
E7	CORE	Approve Information Systems (IS) Standard Operating Procedures (SOP)
E5	CORE	Maintain Top Secret (TS) / Sensitive Compartmented Information (SCI) inventories
E5	CORE	Maintain Virtual Private Networks (VPN)
E6	CORE	Prepare system security assessment and authorization documentation packages
E5	NON-CORE	Update network security tools
E6	CORE	Validate network status reports

NETWORK MANAGEMENT

Paygrade	Task Type	Task Statements
E4	CORE	Analyze audit logs
E5	CORE	Apply router Access Control Lists (ACL)
E7	CORE	Coordinate catastrophic disaster recoveries
E7	CORE	Coordinate network migrations and installations
E7	CORE	Maintain network documentation (e.g., Systems Authorization Access Request-Navy (SAAR-N), Privileged Access Agreement (PAA), etc.)
E6	CORE	Manage network databases
E6	CORE	Manage network firewall policies
E7	CORE	Plan network restorations
E6	CORE	Prepare disaster recovery contingency plans

NETWORK OPERATIONS

Paygrade	Task Type	Task Statements
E6	CORE	Configure group policy objects
E5	CORE	Construct networks
E6	CORE	Repair databases
E6	CORE	Troubleshoot databases
E5	CORE	Troubleshoot virtual network environments
E5	CORE	Verify delivered Information Systems (IS) functionality
E5	CORE	Verify delivered network components functionality
E5	CORE	Verify delivered system hardware functionality

CHAPTER 68

RELIGIOUS PROGRAM SPECIALIST (RP)

NAVPERS 18068-68D
CH-79

Updated: July 2019

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NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

RELIGIOUS PROGRAM SPECIALIST (RP)

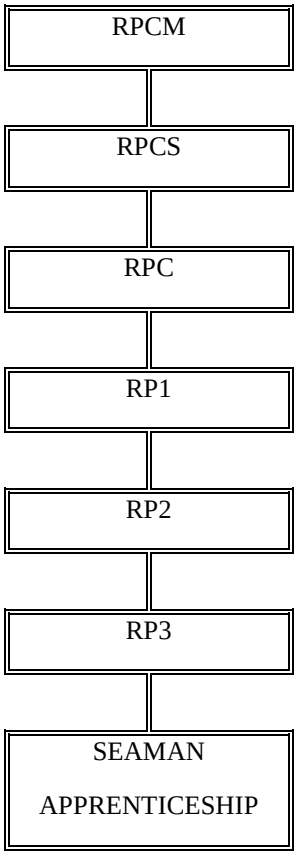
SCOPE OF RATING

Religious Program Specialists (RP) support Professional Naval Chaplaincy (PNC); support the provision and facilitation of Religious Ministry (RM); support the care of Navy and Marine Corps personnel and their families of all faith groups; advise leadership on program planning and execution; support the Command Religious Program (CRP) with data collection, research, and analysis; and provide technical expertise on force protection requirements for Religious Ministry Teams (RMT) in expeditionary and combat environments.

These Occupational Standards are to be incorporated as Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 68.

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 **Job Code**

Religious Program Specialist 001710

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Management	TBD	RELIGIOUS PROGRAM SPECIALIST	RP SPECIALIST

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	RP	NEC AXXX series and other NECs as assigned.

Job Description

Religious Program Specialists support Professional Naval Chaplaincy (PNC); assist in the provision and facilitation of Religious Ministry (RM); support the care of service members and their families; advise the chaplain on morale, program planning and execution; support the Command Religious Program (CRP) with data collection, research, and analysis; and provide technical expertise on force protection requirements for Religious Ministry Teams (RMT) in expeditionary and combat environments.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Chaplain's Assistants	156100	Administrative Services Managers	11-3011.00	Management

Skills	Abilities
Judgment and Decision Making	*Deductive Reasoning*
Critical Thinking	*Problem Sensitivity*
Management of Material Resources	*Oral Expression*
Operation and Control	*Written Expression*
Coordination	*Reaction Time*
Equipment Selection	*Spatial Orientation*
Writing	*Inductive Reasoning*
Speaking	*Information Ordering*
Monitoring	*Category Flexibility*
Quality Control Analysis	*Written Comprehension*

ADMINISTRATION

Paygrade	Task Type	Task Statements
E4	CORE	Compile Command Religious Program (CRP) data
E4	CORE	Compile Command Religious Program (CRP) mailing lists
E4	CORE	Configure Command Religious Program (CRP) electronic communications tools (e.g., marquees, websites, collaborative software platforms, etc.)
E5	NON-CORE	Design Command Religious Program (CRP) audio-visual multi-media presentations and databases (e.g., projected images and information, data spreadsheets, etc.)
E5	CORE	Design Command Religious Program (CRP) data collection tools (e.g., periodic, check out, etc.)
E5	CORE	Design Command Religious Program (CRP) literature, informational materials, and request forms (e.g., publicity, religious campaign communications, worship bulletins, chapel usage, etc.)
E4	CORE	Dispose of Command Religious Program (CRP) religious items
E4	CORE	Draft Command Religious Program (CRP) literature, informational materials, and request forms (e.g., publicity, religious campaign communications, worship bulletins, chapel usage, etc.)
E4	CORE	Draft Command Religious Program (CRP) tickler systems
E4	CORE	Draft Religious Ministry (RM) After Action Reports (AAR) and lessons learned
E4	NON-CORE	Draft supply requests to meet Table of Organization and Equipment (T/O&E) requirements
E4	CORE	Enter Command Religious Program (CRP) data in analytics tools
E4	NON-CORE	File administrative documents

ADMINISTRATION (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Maintain Command Religious Program (CRP) electronic communications tools (e.g., marquees, websites, collaborative software platforms, etc.)
E4	CORE	Maintain Command Religious Program (CRP) files
E5	CORE	Maintain Command Religious Program (CRP) inventory control measures (e.g., spreadsheets, alcohol log, religious items supply list, etc.)
E4	CORE	Manage Religious Ministry (RM) facilities and spaces (e.g., scheduling, maintenance, force protection, etc.)
E4	NON-CORE	Populate Command Religious Program (CRP) electronic communications tools (e.g., marquees, websites, collaborative software platforms, etc.)
E4	NON-CORE	Prepare 9 Line Casualty Evacuation (CASEVAC) messages
E4	CORE	Prepare Command Religious Program (CRP) religious documents (e.g., baptismal certificates, wedding certificates, confirmation, etc.)
E4	CORE	Prepare Command Religious Program (CRP) rosters and schedules
E4	NON-CORE	Prepare correspondence
E4	CORE	Prepare upcoming religious, humanitarian, and cultural events materials
E4	NON-CORE	Process correspondence
E5	NON-CORE	Process religious accommodation requests
E4	CORE	Safeguard written and verbal confidential information
E4	CORE	Secure Command Religious Program (CRP) alcohol inventory
E4	NON-CORE	Transmit 9 Line Casualty Evacuation (CASEVAC) messages
E4	CORE	Update Command Religious Program (CRP) literature, informational materials, and request forms (e.g., publicity, religious campaign communications, worship bulletins, chapel usage, etc.)
E4	CORE	Update Command Religious Program (CRP) tickler systems
E4	NON-CORE	Validate Command Religious Program (CRP) mailing lists (e.g., email, social media, postal, etc.)

EXPEDITIONARY MINISTRY SUPPORT

Paygrade	Task Type	Task Statements
E6	CORE	Assess Religious Ministry Team (RMT) Area of Operations (AO) embarkation requirements
E4	CORE	Assess security threat impact to Religious Ministry Team (RMT) and Command Religious Program (CRP)
E4	CORE	Brief Religious Ministry Team (RMT) force protection requirements
E4	NON-CORE	Communicate using hand and arm signals
E4	NON-CORE	Describe principles of overcoming fear
E4	NON-CORE	Describe the elements of combat
E4	NON-CORE	Develop force protection plan for Religious Ministry Team (RMT) mission
E4	CORE	Document Religious Ministry Team (RMT) force protection requirements
E4	NON-CORE	Employ camouflage, cover, and concealment procedures
E4	NON-CORE	Employ Chemical, Biological, Radiological, Neurological (CBRN) protective gear
E4	NON-CORE	Employ Table of Organization and Equipment (T/O&E) weapons
E4	NON-CORE	Gather security threat data

EXPEDITIONARY MINISTRY SUPPORT (CONT'D)

Paygrade	Task Type	Task Statements
E4	NON-CORE	Identify combat-related stress factors
E4	NON-CORE	Identify indicators of Improvised Explosive Devices (IED)
E4	NON-CORE	Implement Religious Ministry Team (RMT) force protection measures
E4	CORE	Maintain expeditionary religious gear (e.g., chaplain kit, mount-out box, etc.)
E4	NON-CORE	Maintain Table of Organization and Equipment (T/O&E) weapons
E4	CORE	Manage field worship services and programs
E4	NON-CORE	Operate communication devices (e.g., Very High Frequency (VHF) radio, satellite phone, closed circuit radio, etc.)
E4	NON-CORE	Operate tactical vehicles
E4	NON-CORE	Perform field health and hygiene techniques
E4	NON-CORE	Perform land navigation techniques (e.g., compass navigation, geographical mapping, compass and map intersection analysis/compass in interaction with map, etc.)
E4	CORE	Perform preventive maintenance on small arms
E4	CORE	Plan Religious Ministry (RM) security arrangements in conjunction with unit
E4	CORE	Provide force protection and individual security for chaplains
E4	CORE	Provide Religious Ministry (RM) stability operations support
E4	CORE	Provide Religious Ministry (RM) support in an expeditionary environment
E4	CORE	Provide Religious Ministry (RM) support to detainees
E4	CORE	Provide Religious Ministry Team (RMT) protective security
E4	NON-CORE	Provide Tactical Combat Casualty Care (TCCC)
E4	NON-CORE	Qualify in the assigned Table of Organization and Equipment (TO&E) weapons
E4	NON-CORE	Reconcile Table of Organization and Equipment (T/O&E) assets
E4	NON-CORE	Report indicators of Improvised Explosive Devices (IED)

LIBRARY SERVICES AND OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Catalog shipboard Learning Media Resource Center (LMRC) materials
E4	CORE	Design shipboard Learning Media Resource Center (LMRC) displays (e.g., library use, resources, new additions, etc.)
E4	CORE	Dispose of library materials (e.g., language audio books, music Compact Discs (CD), etc.)
E4	CORE	Inventory shipboard Learning Media Resource Center (LMRC) materials and equipment
E4	CORE	Manage Learning Media Resource Center (LMRC) media/resource usage schedules
E4	CORE	Prepare overdue book lists
E4	CORE	Prepare shipboard Learning Media Resource Center (LMRC) material requisitions (e.g., books, periodicals, etc.)
E4	CORE	Prepare shipboard Learning Media Resource Center (LMRC) materials for circulation
E4	CORE	Prepare shipboard Learning Media Resource Center (LMRC) volunteer work schedules
E4	CORE	Procure shipboard Learning Media Resource Center (LMRC) materials

LIBRARY SERVICES AND OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Provide shipboard Learning Media Resource Center (LMRC) volunteer instructional training

MINISTRY SUPPORT AND ACCOMMODATION

Paygrade	Task Type	Task Statements
E4	CORE	Advise chain of command on need for volunteers
E4	CORE	Advise chaplains in the conduct of memorial service honors
E4	CORE	Advise chaplains on combat stress-related reactions
E4	CORE	Advise chaplains on operational stress-related reactions
E4	CORE	Advise patrons on religious ceremony requirements (e.g., wedding, baptisms, funerals, memorial services, etc.)
E4	CORE	Assess referral requirements (e.g., chaplain, external or internal resources, etc.)
E4	CORE	Authenticate local civilian religious resources and schedules
E4	NON-CORE	Calibrate amplified Voice Communications Systems (VCS)
E4	NON-CORE	Calibrate Public Address (PA) systems
E4	NON-CORE	Calibrate video communication systems
E4	NON-CORE	Calibrate video entertainment systems
E4	NON-CORE	Calibrate video monitoring systems
E4	CORE	Compile local civilian religious resource lists
E4	CORE	Conduct Religious Needs Assessments (RNA)
E4	NON-CORE	Configure amplified Voice Communications Systems (VCS)
E4	NON-CORE	Configure Public Address (PA) systems
E4	NON-CORE	Configure video communication systems
E4	NON-CORE	Configure video entertainment systems
E4	NON-CORE	Configure video monitoring systems
E4	CORE	Coordinate Religious Ministry Team (RMT) movements
E4	CORE	Document evacuee, expellee, migrant, refugee, and displaced persons Religious Ministry (RM) support requirements
E4	CORE	Document ministrations data on wounded and deceased personnel
E4	CORE	Establish liaison with local civilian religious agencies and organizations
E4	NON-CORE	Identify combat stress-related reactions
E4	NON-CORE	Identify operational stress-related reactions
E4	NON-CORE	Initialize amplified Voice Communications Systems (VCS)
E4	NON-CORE	Initialize Public Address (PA) systems
E4	NON-CORE	Initialize video communication systems
E4	NON-CORE	Initialize video entertainment systems
E4	NON-CORE	Initialize video monitoring systems
E4	CORE	Inventory Command Religious Program (CRP) controlled equipage (e.g., chapel furniture, grand pianos, pipe organs, etc.)
E4	CORE	Maintain chapel facilities
E4	CORE	Maintain Command Religious Program (CRP) reference materials

MINISTRY SUPPORT AND ACCOMMODATION (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Maintain Command Religious Program (CRP) religious gear (e.g., vestments, furniture, etc.)
E4	CORE	Maintain Command Religious Program (CRP) supply inventories (e.g., consumables, non-consumables, etc.)
E4	CORE	Maintain Religious Education (RE) resource libraries
E4	CORE	Make confidential referrals to chaplains
E4	CORE	Manage Command Religious Program (CRP) resource sharing operations (e.g., wine custody transfers, chaplain kits, religious gear, etc.)
E4	CORE	Manage worship services and programs (e.g., chapels, ships, etc.)
E5	CORE	Organize Command Religious Program (CRP) volunteer and outreach programs
E4	CORE	Organize Religious Education (RE) program operations (e.g., support, enrollment, etc.)
E4	CORE	Organize Religious Ministry (RM) multi-media support teams
E5	CORE	Prepare Command Religious Program (CRP) facilities schedules
E4	CORE	Prepare communications and messages (e.g., American Red Cross (AMCROSS), health comfort, etc.)
E4	NON-CORE	Present subject matter using audio-visual multi-media equipment (e.g., video communication systems, video entertainment systems, video monitoring systems, etc.)
E5	CORE	Procure Command Religious Program (CRP) non-consumables (e.g., equipment, vestments, furniture, etc.)
E4	CORE	Procure Command Religious Program (CRP) supplies (e.g., wine, hosts, office supplies, linens, Religious Education (RE) materials, etc.)
E4	CORE	Procure religious and spiritual literature
E4	NON-CORE	Provide customer service
E4	CORE	Provide listing of local civilian religious resources and schedules
E4	CORE	Provide resources to religious lay leaders
E4	CORE	Provide service member and family readiness programs assistance (e.g., information, appointment scheduling, etc.)
E4	CORE	Publish holy days and worship requirements of world religions
E4	CORE	Report combat stress-related reactions to chaplains
E4	CORE	Report operational stress-related reactions to chaplains
E4	CORE	Relay confidential communications policies
E5	CORE	Resolve Command Religious Program (CRP) equipment discrepancies
E4	CORE	Schedule Command Religious Program (CRP) controlled equipage maintenance (e.g., grand pianos, pipe organs, etc.)
E4	CORE	Schedule pastoral visits (e.g., brig, hospital, daily binnacle, etc.)
E4	NON-CORE	Test amplified Voice Communications Systems (VCS)
E4	NON-CORE	Test video communication systems
E4	NON-CORE	Test video entertainment systems
E4	NON-CORE	Test video monitoring systems
E4	CORE	Train religious lay leaders on Command Religious Program (CRP) policy and procedures
E4	NON-CORE	Troubleshoot amplified Voice Communications Systems (VCS)

MINISTRY SUPPORT AND ACCOMMODATION (CONT'D)

Paygrade	Task Type	Task Statements
E4	NON-CORE	Troubleshoot video communication systems
E4	NON-CORE	Troubleshoot video entertainment systems
E4	NON-CORE	Troubleshoot video monitoring systems

PASTORAL CARE SUPPORT

Paygrade	Task Type	Task Statements
E5	CORE	Advise chaplains on the satisfaction with/perceptions of Command Religious Program (CRP) counseling
E5	CORE	Advise chaplains on the satisfaction with/perceptions of Command Religious Program (CRP) training
E4	NON-CORE	Identify first response procedures in suicide-related cases
E4	NON-CORE	Identify indicators of family member/friend support or non-support (e.g., personal items, visitor's log, distress, etc.)
E4	CORE	Make routine service member/family resource agency referrals (e.g., American Red Cross (AMCROSS), Navy-Marine Corps Relief Society (NMCRS), health comfort, etc.)
E5	CORE	Observe counselees to identify progress in hospital settings
E5	CORE	Organize tasks associated with the care capability (e.g., stress, sexual assault, grief counseling, etc.)
E4	CORE	Perform Religious Ministry (RM) triage in crisis situations
E4	CORE	Provide local religious leader support to ensure faith group coverage for free exercise of religion (e.g., logistics, screening, training, etc.)
E5	CORE	Record Religious Ministry (RM) patient visits in a hospital setting
E4	CORE	Screen personnel requiring routine assistance
E4	CORE	Triage Religious Ministry (RM) support requirements on wounded, injured, or ill service members
E5	CORE	Update chaplains on patient interactions in a hospital setting

RELIGIOUS ADVISEMENT

Paygrade	Task Type	Task Statements
E4	CORE	Advise chaplains on morale and well-being
E4	CORE	Advise chaplains on religious climate
E5	CORE	Advise chaplains on Religious Ministry (RM) accommodation requests
E4	CORE	Advise chaplains on upcoming religious, humanitarian, and cultural events and materials requirements
E4	CORE	Advise personnel on religious observances
E4	NON-CORE	Identify conscientious objection requirements
E4	CORE	Provide faith-based dietary requirements information
E4	CORE	Research upcoming religious, humanitarian, and cultural events

Job Title **Job Code**

Religious Program Supervisor 001715

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Office and Administrative Support	TBD	RELIGIOUS PROGRAM SUPERV	RP SUP

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	RP	NEC AXXX series and other NECs as assigned.

Job Description

Religious Program Supervisors administer the Professional Naval Chaplaincy (PNC); assist in the facilitation of Religious Ministry (RM); support the care of service members and their families; advise the chaplain; advise leadership on morale, program planning and execution; support the Command Religious Program (CRP) with data collection, research, and analysis; and provide technical expertise on force protection requirements for Religious Ministry Teams (RMT) in expeditionary and combat environments.

DoD Relationship

Group Title	*DoD Code*
Chaplain's Assistants	156100

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
First-Line Supervisors of Office and Administrative Support Workers	43-1011.00	Office and Administrative Support

Skills	Abilities
Critical Thinking	*Deductive Reasoning*
Coordination	*Number Facility*
Management of Financial Resources	*Inductive Reasoning*
Writing	*Problem Sensitivity*
Management of Material Resources	*Oral Expression*
Judgment and Decision Making	*Written Expression*
Mathematics	*Mathematical Reasoning*
Operation and Control	*Written Comprehension*
Service Orientation	*Information Ordering*
Speaking	*Fluency of Ideas*

ADMINISTRATION

Paygrade	Task Type	Task Statements
E4	CORE	Advise chaplain on religious accommodation support requirements (e.g., dietary, supplies, spaces, etc.)
E4	CORE	Conduct Command Religious Program (CRP) alcohol inventories
E5	CORE	Determine Command Religious Program (CRP) publicity requirements
E6	CORE	Develop Command Religious Program (CRP) data collection criteria/format (e.g., periodic, check out, etc.)
E5	CORE	Evaluate Command Religious Program (CRP) (e.g., periodic, check out, etc.)
E5	CORE	Manage Command Religious Program (CRP) meetings and conferences coordination
E6	CORE	Prepare Command Religious Program (CRP) personnel training plans and materials
E6	CORE	Prepare Command Religious Program (CRP) reports using analytics
E6	CORE	Prepare Operational Orders (OPORD) (e.g., warning, fragmentation, Marine Corps Five (5) Paragraph Order, etc.)
E6	CORE	Prepare Religious Ministry (RM) business plans
E6	CORE	Prepare Religious Ministry (RM) volunteer scopes of responsibilities and descriptions of duties
E5	CORE	Proofread Command Religious Program (CRP) audio-visual multi-media presentations and databases (e.g., projected images and information, data spreadsheets, etc.)
E5	CORE	Proofread Command Religious Program (CRP) literature, informational materials, and request forms (e.g., publicity, worship bulletins, chapel usage, etc.)

ADMINISTRATION (CONT'D)

Paygrade	Task Type	Task Statements
E6	CORE	Research upcoming religious, humanitarian, and cultural events and materials requirements
E4	CORE	Resolve Command Religious Program (CRP) alcohol audit discrepancies
E5	CORE	Screen religious accommodation request packages
E5	CORE	Update Command Religious Program (CRP) personnel training plans and materials
E5	CORE	Verify Command Religious Program (CRP) religious documents dissemination (e.g., baptismal certificates, wedding certificates, confirmation, etc.)
E5	CORE	Verify Command Religious Program (CRP) request form criteria/format (e.g., chapel usage, chaplain/officiant, etc.)
E4	CORE	Verify Command Religious Program (CRP) rosters and schedules
E5	CORE	Verify internal Command Religious Program (CRP) alcohol reports (e.g., inventory, audits, discrepancy resolution, etc.)
E4	NON-CORE	Verify Table of Organization and Equipment (T/O&E) assets

EXPEDITIONARY MINISTRY SUPPORT

Paygrade	Task Type	Task Statements
E6	CORE	Organize Religious Ministry (RM) stability operations support
E6	CORE	Organize Religious Ministry (RM) support in an expeditionary environment
E6	CORE	Organize Religious Ministry (RM) support to detainees
E4	CORE	Schedule field and garrison worship area assignments

FINANCE AND ACCOUNTING

Paygrade	Task Type	Task Statements
E4	CORE	Calculate Religious Offering Fund (ROF) sub-account percentages
E4	CORE	Certify Religious Offering Fund (ROF) receipts
E4	CORE	Correct Religious Offering Fund (ROF) audit discrepancies
E4	CORE	Deposit Religious Offering Fund (ROF) monies
E4	CORE	Disburse Religious Offering Fund (ROF) sub-account fair share monies
E4	CORE	Establish Religious Offering Fund (ROF) bank accounts
E5	CORE	Manage Command Religious Program (CRP) supply expenditures
E6	CORE	Prepare Command Religious Program (CRP) budget requirements proposals
E5	CORE	Prepare Command Religious Program (CRP) budget spending plans
E4	CORE	Prepare Religious Offering Fund (ROF) financial statements and documents (e.g., faith group disbursement requests, net worth and consolidated operations statements, etc.)
E4	CORE	Prepare Religious Offering Fund (ROF) reconciliation forms
E5	CORE	Record Command Religious Program (CRP) appropriated funds financial transactions
E4	CORE	Record Religious Offering Fund (ROF) financial transactions
E4	CORE	Safeguard Religious Offering Fund (ROF) bank account materials
E4	CORE	Safeguard Religious Offering Fund (ROF) monies
E5	CORE	Update Command Religious Program (CRP) budgets spending plans
E4	CORE	Verify Religious Offering Fund (ROF) financial statements and documents (e.g., accounting ledgers, designated offering request letters, etc.)

LIBRARY SERVICES AND OPERATIONS

Paygrade	Task Type	Task Statements
E5	NON-CORE	Determine shipboard library requirements (e.g., space, policy for checking-out books, usage, etc.)
E6	CORE	Manage shipboard Learning Media Resource Center (LMRC) operations
E5	CORE	Prepare shipboard Learning Media Resource Center (LMRC) directives
E5	CORE	Update shipboard Learning Media Resource Center (LMRC) directives

MINISTRY SUPPORT AND ACCOMMODATION

Paygrade	Task Type	Task Statements
E5	CORE	Advise chain of command on Command Religious Program (CRP)
E5	CORE	Advise chain of command on volunteer requirements
E5	CORE	Analyze Command Religious Program (CRP) Religious Needs Assessments (RNA) data (e.g., outreach, worship needs, etc.)
E5	CORE	Conduct Command Religious Program (CRP) personnel training (e.g., Religious Ministry (RM) professional duties, providing for religious needs, advising the command, etc.)
E5	CORE	Conduct Command Religious Program (CRP) training (e.g., planning, budgeting, etc.)
E5	NON-CORE	Coordinate Humanitarian Assistance (HA) supply distributions with local organizations
E6	CORE	Direct Command Religious Program (CRP) volunteers
E6	CORE	Direct Religious Education (RE) program operations
E5	CORE	Evaluate Command Religious Program (CRP) personnel training (e.g., Religious Ministry (RM) professional duties, providing for religious needs, advising the command, etc.)
E5	CORE	Inspect Command Religious Program (CRP) religious items inventories (e.g., vestments, altars, menorahs, etc.)
E5	NON-CORE	Liaise with local faith-based organizations for outreach opportunities
E6	CORE	Manage communications and messages evolutions (e.g., American Red Cross (AMCROSS), health comfort, etc.)
E6	CORE	Manage Religious Education (RE) program events
E6	CORE	Manage Religious Education (RE) programs
E6	CORE	Manage Religious Ministries (RM) facilities operations
E5	CORE	Organize command burials at sea
E6	CORE	Organize evacuee, expellee, migrant, refugee, and displaced persons Religious Ministry (RM) support operations
E5	CORE	Organize religious lay leader programs
E5	CORE	Plan Religious Ministry (RM) support efforts with medical personnel during mass Casualty
E5	CORE	Prepare Command Religious Program (CRP) personnel training (e.g., Religious Ministry (RM) professional duties, providing for religious needs, advising the command, etc.)
E6	CORE	Screen religious lay leader applications
E5	CORE	Update Command Religious Program (CRP) personnel training (e.g., Religious Ministry (RM) professional duties, providing for religious needs, advising the command, etc.)
E5	CORE	Verify Command Religious Program (CRP) inventories (e.g., equipment, consumables, non-consumables, etc.)

PASTORAL CARE SUPPORT

Paygrade	Task Type	Task Statements
E5	CORE	Interface with patient healthcare providers in a hospital setting
E6	CORE	Liaise with local religious leader support to ensure faith group coverage for free exercise of religion (e.g., logistics, screening, training, etc.)
E6	CORE	Make non-routine member/family resource agency referrals in coordination with a chaplain (e.g., international, sexual assault, family advocacy, etc.)
E6	CORE	Manage Religious Ministry (RM) component of the command's Combat Stress Programs (CSP) (e.g., psychological first aid, informational referrals, etc.)
E6	CORE	Manage Religious Ministry (RM) support programs for wounded, ill, and injured service members
E5	CORE	Organize support for religious needs and practices
E5	CORE	Prepare Command Religious Program (CRP) crisis response plans
E5	CORE	Prepare Command Religious Program (CRP) training (e.g., planning, budgeting, local procedures and policies, etc.)
E6	CORE	Provide personnel readiness council support (e.g., force preservation, wellness, peer review, etc.)
E6	CORE	Update Command Religious Program (CRP) crisis response plans

RELIGIOUS ADVISEMENT

Paygrade	Task Type	Task Statements
E5	CORE	Advise chaplains on Area of Operations (AO) religious culture
E5	CORE	Advise chaplains on Quality of Life (QOL) issues
E5	CORE	Analyze Command Religious Program (CRP) statistical data
E5	CORE	Conduct Command Religious Program (CRP) briefings (e.g., religious climate, religious culture, etc.)
E5	CORE	Develop Command Religious Program (CRP) briefings (e.g., religious climate, religious culture, etc.)
E5	CORE	Evaluate Command Religious Program (CRP) statistical trends

Job Title

Religious Program Senior Supervisor

Job Code

002785

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Office and Administrative Support	TBD	RELIGIOUS PROGRAM SEN SUPERV	RP SEN SUP

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	RP	NEC AXXX series and other NECs as assigned.

Job Description

Religious Program Senior Supervisors serve as advisors of Professional Naval Chaplaincy (PNC); assist and supervise the support of provision and facilitation of Religious Ministry (RM); support the care of service members and their families; advise chaplains and leadership on morale, program planning and execution; support the Command Religious Program (CRP) with data collection, research, and analysis; provide technical expertise on force protection requirements for Religious Ministry Teams (RMT) in expeditionary and combat environments; assess RMTs on the delivery of RM; advise the Chaplain Corps on manpower, personnel, training and education, policy, and programs.

DoD Relationship

Group Title	*DoD Code*
Chaplain's Assistants	15600

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
Executive Secretaries and Executive Administrative Assistants	43-6011.00	Office and Administrative Support

Skills	Abilities
Management of Personnel Resources	*Deductive Reasoning*
Writing	*Oral Expression*
Quality Control Analysis	*Problem Sensitivity*
Coordination	*Inductive Reasoning*
Management of Material Resources	*Written Comprehension*
Time Management	*Written Expression*
Monitoring	*Flexibility of Closure*
Instructing	*Fluency of Ideas*
Management of Financial Resources	*Oral Comprehension*
Operation and Control	*Information Ordering*

ADMINISTRATION

Paygrade	Task Type	Task Statements
E6	CORE	Advise command leadership on religious accommodation support requirements (e.g., dietary, supplies, spaces, etc.)
E7	CORE	Assess Religious Ministry (RM) Master Scenario Event List (MSEL) exercise injects
E7	CORE	Assess Religious Ministry (RM) readiness against standardized missions and tasks through computer-based systems (e.g., Defense Readiness Reporting System-Strategic (DRRS-S))
E7	CORE	Assess Religious Ministry (RM) Request for Forces (RFF)
E7	CORE	Audit internal Command Religious Program (CRP) alcohol inventories
E7	CORE	Conduct Religious Ministry (RM) operational readiness training and certification inspections
E6	NON-CORE	Determine Religious Ministry (RM) information technology requirements
E7	CORE	Develop faith-based religious observances Religious Ministry (RM) support plans
E6	CORE	Draft Position Descriptions (PD) for civilian Command Religious Program (CRP) staff
E6	NON-CORE	Draft Table of Organization and Equipment (T/O&E) change requests
E7	CORE	Enter Religious Ministry (RM) data and information in computer-based analysis systems (e.g., Navy Marine Corps Joint Lessons Learned Systems)
E7	CORE	Enter Religious Ministry (RM) data and information into computer-based systems (e.g., Defense Readiness Reporting System-Strategic (DRRS-S))
E7	CORE	Establish Command Religious Program (CRP) inventory control measures (e.g., spreadsheets, alcohol log, religious items supply list, etc.)

ADMINISTRATION (CONT'D)

Paygrade	Task Type	Task Statements
E7	CORE	Evaluate Religious Ministry (RM) data and information in computer-based analysis systems (e.g., Navy Marine Corps Joint Lessons Learned Systems)
E7	CORE	Evaluate Religious Ministry (RM) readiness and capability through computer-based systems (e.g., Defense Readiness Reporting System-Strategic (DRRS-S))
E7	CORE	Evaluate Religious Ministry Team (RMT) operational readiness training and certifications
E7	CORE	Generate Religious Ministry (RM) Request for Forces (RFF)
E7	CORE	Identify authorized recipients of Religious Ministry (RM) for situations involving evacuees, detainees, refugees, prisoners of war, and displaced personnel
E6	CORE	Interview Religious Program Specialist (RP) applicants
E7	NON-CORE	Plan Religious Ministry Team (RMT) reserve mobilizations with Reserve Liaison Officers (RLO)
E6	CORE	Prepare Flag Officer/General Officer briefs on emerging religious, humanitarian, and cultural events
E7	NON-CORE	Prepare Enlisted Manning Inquiry Reports (EMIR)
E7	NON-CORE	Prepare Operational Hold (OPHOLD) requests
E6	CORE	Prepare religious estimates for Course of Action (COA) development
E6	CORE	Prepare religious estimates to support the Commander's decision-making process
E7	CORE	Prepare Religious Ministry (RM) Flag Officer/General Officer briefs
E6	CORE	Prepare Religious Ministry Team (RMT) force laydown
E6	CORE	Prepare Religious Ministry Training and Readiness Manual (RM T&R) training material
E7	CORE	Provide input on chapel facility designs and renovations
E7	NON-CORE	Reconcile Billet Based Distribution (BBD) discrepancies
E7	NON-CORE	Reconcile Total Force Structure Management System (TFSMS) with Total Force Manpower Management System (TFMMS)
E6	CORE	Screen Religious Ministry (RM) volunteer applications
E6	CORE	Validate Command Religious Program (CRP) administrative requirements (e.g., Command Religious Program (CRP) volunteer status, religious lay leader appointments, religious assessments, etc.)
E6	CORE	Verify Command Religious Program (CRP) data reporting
E6	CORE	Verify Command Religious Program (CRP) inventory control measures (e.g., spreadsheets, alcohol log, religious items supply list, etc.)
E6	CORE	Verify Command Religious Program (CRP) literature, informational materials, and request forms (e.g., publicity, religious campaign communications, worship bulletins, chapel usage, etc.)
E6	CORE	Verify Command Religious Program (CRP) publicity requirements and materials
E6	NON-CORE	Verify Command Religious Program (CRP) request forms (e.g., chapel, usage, chaplain/officiant, etc.)
E6	CORE	Verify Command Religious Program (CRP) tickler systems
E6	CORE	Verify Religious Ministry (RM) After Action Reports (AAR) and lessons learned
E7	CORE	Verify Religious Ministry (RM) information technology requirements
E7	CORE	Verify Religious Ministry Team (RMT) operational readiness training and certifications

ADMINISTRATION (CONT'D)

Paygrade	Task Type	Task Statements
E6	CORE	Write Religious Ministry (RM) annexes to Operational Plans (OPLAN)
E6	CORE	Write Religious Ministry (RM) Master Scenario Event List (MSEL) exercise injects

EXPEDITIONARY MINISTRY SUPPORT

Paygrade	Task Type	Task StatementsInje
E7	CORE	Advise commanders on Religious Ministry (RM) affecting operational areas
E6	CORE	Conduct Religious Ministry Team (RMT) combat operations readiness inspections (e.g., weapon qualifications, personal security operations, etc.)
E7	CORE	Establish Religious Ministry Team (RMT) liaisons in Area of Operations (AO)
E6	CORE	Evaluate Religious Ministry Team (RMT) combat operations readiness (e.g., weapons qualifications, personal security operations, etc.)
E7	NON-CORE	Reconcile Navy Activity Manning Document (AMD) discrepancies
E7	CORE	Reconcile Table of Organization and Equipment (T/O&E) with Navy Activity Manning Documents (AMD)
E7	NON-CORE	Support engagement with host nations' religious leaders to promote cooperation, understanding, and support
E6	CORE	Verify Religious Ministry Team (RMT) combat operations readiness (e.g., weapons qualifications, personal security operations, etc.)
E6	CORE	Verify Table of Organization and Equipment (T/O&E) Religious Ministry (RM) assets

FINANCE AND ACCOUNTING

Paygrade	Task Type	Task Statements
E6	CORE	Conduct internal Religious Offering Fund (ROF) audits
E6	CORE	Conduct Religious Offering Fund (ROF) vulnerability assessments
E6	CORE	Draft Command Religious Program (CRP) Statements of Work (SOW)
E6	CORE	Evaluate Command Religious Program (CRP) budgets
E6	CORE	Prepare Command Religious Program (CRP) contracts
E6	CORE	Update Position Descriptions (PD) for civilian Command Religious Program (CRP) staff
E6	CORE	Verify Command Religious Program (CRP) contracts and invoices
E6	CORE	Verify Command Religious Program (CRP) financial documents (e.g., budget bookkeeping, budget spending, etc.)

LIBRARY SERVICES AND OPERATIONS

Paygrade	Task Type	Task Statements
E7	CORE	Design shipboard Learning Media Resource Center (LMRC) spaces (e.g., retrofit, Refueling and Complex Overhaul (RCOH), structural, angering, etc.)
E6	CORE	Verify shipboard Learning Media Resource Center (LMRC) directives

MINISTRY SUPPORT AND ACCOMMODATION

Paygrade	Task Type	Task Statements
E6	CORE	Advise chaplain on Command Religious Program (CRP) operational requirements
E6	CORE	Advise command leadership in the conduct of memorial service honors
E6	CORE	Advise command leadership on confidential communications policies

MINISTRY SUPPORT AND ACCOMMODATION (CONT'D)

Paygrade	Task Type	Task Statements
E7	CORE	Brief host nation coordination plans (e.g., joint training, Religious Ministry (RM) support, cooperative solutions, etc.)
E7	CORE	Brief Religious Ministry (RM) plans with Non-Governmental Organizations (NGO), private volunteer organizations, and faith-based organizations
E7	CORE	Coordinate Religious Ministry (RM) plans with Non-Governmental Organizations (NGO), private volunteer organizations, and faith-based organizations
E6	NON-CORE	Determine Command Religious Program (CRP) operational requirements
E7	CORE	Develop Religious Ministry (RM) plans with Non-Governmental Organizations (NGO), private volunteer organizations, and faith-based organizations
E6	CORE	Develop Religious Ministry (RM) support plans to ensure faith group coverage for free exercise of religion
E6	CORE	Establish command-endorsed partnerships with local civilian religious agencies and organizations
E6	CORE	Evaluate Command Religious Program (CRP) outreach programs (e.g., relief services, Vacation Bible School, (VBS), Chaplain Religious Enrichment Development Operation (CREDO)), etc.)
E6	CORE	Evaluate Command Religious Program (CRP) training (e.g., planning, budgeting, etc.)
E7	CORE	Evaluate evacuee, expellee, migrant, refugee, and displaced persons Religious Ministry (RM) support operations
E7	CORE	Plan host nation coordination (e.g., joint training, Religious Ministry (RM) support, cooperative solutions, etc.)
E7	CORE	Plan Religious Ministry (RM) for evacuees at point of embarkation and debarkation
E7	CORE	Plan Religious Ministry (RM) for recovered personnel and immediate families
E7	CORE	Prepare host nation coordination plans (e.g., joint training, Religious Ministry (RM) support, cooperative solutions, etc.)
E7	CORE	Prepare Humanitarian Assistance (HA) supply requests for procurement
E7	CORE	Prepare Religious Ministry (RM) plans with Non-Governmental Organizations (NGO), private volunteer organizations, and faith-based organizations
E7	CORE	Provide actionable Religious Ministry (RM) theater engagement recommendations
E6	CORE	Verify Command Religious Program (CRP) supply support requirements
E6	CORE	Verify fulfillment of religious ceremonial requirements (e.g., weddings, baptisms, funerals, memorial services, etc.)

PASTORAL CARE SUPPORT

Paygrade	Task Type	Task Statements
E7	CORE	Evaluate Command Religious Program (CRP) crisis response plans

RELIGIOUS ADVISEMENT

Paygrade	Task Type	Task Statements
E6	CORE	Advise chain of command on Command Religious Program (CRP) statistical trends (e.g., religious climate, religious culture, morale, moral and ethical decision-making, cross-cultural awareness, conflict resolution, and quality of life issues, etc.)
E7	CORE	Advise chain of command on Religious Ministry (RM) capability to meet Request for Forces (RFF)
E6	CORE	Advise command leadership on free exercise of religion and religious accommodation issues

RELIGIOUS ADVISEMENT (CONT'D)

Paygrade	Task Type	Task Statements
E6	CORE	Advise command leadership on morale and well-being
E6	CORE	Advise command leadership on religious climate
E6	CORE	Advise command leadership on Religious Ministry (RM) instructions
E6	CORE	Advise command leadership on religious observances requirements
E6	NON-CORE	Advise command leadership on standards of exemplary conduct, and moral decision-making training requirements
E7	CORE	Advise leadership on appropriate culture and religious factors as they relate to operations
E6	CORE	Advise leadership on religious accommodation requests
E7	CORE	Advise planners on appropriate culture and religious factors as they relate to operations
E6	CORE	Brief chain of command on Command Religious Program (CRP) statistical trends (e.g., religious climate, religious culture, morale, moral and ethical decision-making, cross-cultural awareness, conflict resolution, and quality of life issues, etc.)

CHAPTER 69

RETAIL SERVICES SPECIALIST (RS)

NAVADMIN 226/19 announced the Ship's Serviceman (SH) rating name was changing to Retail Services Specialist (RS) effective on 1 October 2019. The underlying tasks in this OCCSTD remain unchanged and were last validated by the resource sponsor in April 2019.

NAVPERS 18068F-69E
Change 81

Updated: January 2020

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

RETAIL SERVICES SPECIALIST (RS)

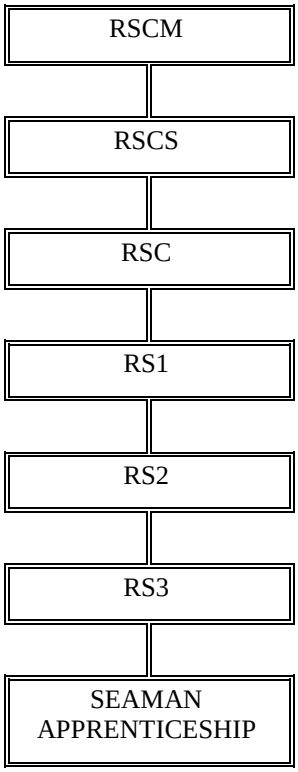
SCOPE OF RATING

Retail Services Specialists (RS) provide direct personal services by operating and managing retail and service activities to include: ship stores, coffee bars, vending and Electronic Point of Sale (EPOS) machines, shipboard barbershop, laundry operations, and hotel services. Managers perform administrative and automated stock control functions for all activities operated.

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 69.

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

Retail Operator

Job Code

001727

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Sales and Related	TBD	RETAIL OPERATOR	RETAIL OPER

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	RS	NEC S00A and other NECs as assigned

Job Description

Retail Operators manage all shipboard retail activities; maintain vending and Electronic Point of Sale (EPOS) machines; operate ship stores afloat; receive, check, store, and inventory merchandise and materials; track items entering or leaving the storeroom and report damaged or spoiled goods; use hand-held scanners to track inventories; sustain material condition of storerooms; process orders, receipts, inventory adjustments, etc.; use financial and inventory software applications; develop marketing strategies for ship stores; oversee sales and service operations; ensure cleanliness is maintained in all ships store spaces; conduct and manage hotel services; and provide quality customer service.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Sales Store	182300	First-Line Supervisors of Retail Sales Workers	41-1011.00	Sales and Related

Skills	Abilities
Management of Material Resources	*Visualization*
Coordination	*Problem Sensitivity*
Monitoring	*Written Comprehension*
Systems Evaluation	*Deductive Reasoning*
Operation and Control	*Selective Attention*
Operations Analysis	*Number Facility*
Judgment and Decision Making	*Oral Expression*
Mathematics	*Written Expression*
Quality Control Analysis	*Manual Dexterity*
Management of Financial Resources	*Information Ordering*

HOTEL SERVICES

Paygrade	Task Type	Task Statements
E7	NON-CORE	Approve stateroom and key card access
E6	NON-CORE	Assign stateroom and barracks room key cards
E5	NON-CORE	Conduct furniture inventories
E6	NON-CORE	Conduct stateroom and barrack room vacancy inspections
E5	NON-CORE	Inventory Very Important Person (VIP) stateroom and barrack consumables (e.g., sheets, robes, towels, etc.)
E7	NON-CORE	Log stateroom and key card assignments
E4	NON-CORE	Maintain hotel services financial reports
E4	NON-CORE	Organize supply storerooms
E4	NON-CORE	Perform preventive maintenance on linen lockers
E4	NON-CORE	Requisition consumables
E6	NON-CORE	Validate key control logs
E6	NON-CORE	Verify furniture inventories
E7	NON-CORE	Verify hotel services financial reports
E6	NON-CORE	Verify Very Important Person (VIP) stateroom and barrack consumables (e.g., sheets, robes, towels, etc.)

MANAGEMENT AND SUPERVISION

Paygrade	Task Type	Task Statements
E6	CORE	Analyze customer survey data
E6	CORE	Analyze outgoing financial report data
E5	CORE	Analyze retail and sale profit margins
E6	CORE	Analyze Retail Operation Management (ROM) data
E6	CORE	Analyze stock sales for trends
E7	CORE	Approve retail special orders
E5	CORE	Assemble ship store returns
E7	CORE	Assess retail and service operations
E7	CORE	Audit quarterly retain returns
E6	CORE	Audit receipt and expenditure documents
E6	CORE	Audit ship store records and returns
E6	CORE	Audit the verification and updates of Universal Product Codes (UPC)
E6	CORE	Conduct itemized merchandise inventories
E6	NON-CORE	Conduct material stowage inspections (e.g., secure for sea, deck grating, etc.)
E5	CORE	Coordinate logistical support for retail operations (e.g., ship store merchandise, etc.)
E7	CORE	Coordinate retail and service systems updates
E7	CORE	Coordinate retail and service visits and training events
E6	CORE	Coordinate sanitation inspections
E6	CORE	Determine authorized inventory
E6	CORE	Determine markdown prices
E6	CORE	Develop operational budgets (e.g., load out plans)
E7	CORE	Enforce retail and service policies and procedures (e.g., Standard Operating Procedures (SOPs), publications, etc.)
E5	CORE	Enforce security procedure compliance for retail activity spaces, merchandise, and funds
E6	CORE	Evaluate customer service
E4	CORE	Inspect product quality
E5	CORE	Make future stock recommendations
E7	CORE	Manage cost control cards (e.g., coffee bar)
E7	NON-CORE	Manage hotel services administrative staff (civilian and military)
E7	NON-CORE	Manage hotel services maintenance personnel
E7	CORE	Manage job completion of retail and services managers
E6	CORE	Manage logistical support for retail operations (e.g., ship store merchandise, etc.)
E7	CORE	Manage retail and service policies and procedures (e.g., Standard Operating Procedures(SOPs), publications, etc.)
E7	NON-CORE	Manage stateroom and barrack room vacancy inspections
E5	CORE	Organize ship store files
E5	CORE	Perform end of month close-outs
E5	CORE	Prepare public vouchers for purchases and services other than personal

MANAGEMENT AND SUPERVISION (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Prepare requisition and invoice/shipping documents (i.e., Other Supply Officers (OSO), issues to other appropriations)
E7	CORE	Project retail and service operational needs (e.g., parts, supplies, etc.)
E7	CORE	Provide technical guidance and support to ship store afloat
E5	CORE	Reconcile unmatched expenditure listings
E5	CORE	Report Electronic Point of Sale (EPOS) or non-Electronic Point of Sale (EPOS) overages and shortages
E6	CORE	Report financial differences for retail operations
E4	CORE	Report insect and pest infestations
E6	CORE	Resolve customer complaints
E6	CORE	Review locally-generated logs
E4	CORE	Stow merchandise and supplies
E6	NON-CORE	Supervise hotel services administrative staff (civilian and military)
E6	NON-CORE	Supervise hotel services maintenance personnel
E5	CORE	Survey crew to identify desired merchandise and services
E4	CORE	Transport material to storerooms and activities
E5	CORE	Update Universal Product Codes (UPC)
E7	CORE	Validate Coordinated Shipboard Allowance List (COSAL)
E6	CORE	Validate Navy Cash and Retail Operation Management (ROM) cash reports
E7	CORE	Validate operational budgets (e.g., load out plans)
E6	CORE	Validate reconciliation of funds received (e.g., contributions, rebates, etc.)
E6	CORE	Validate surveys for lost or damaged merchandise (DD Form 200)
E5	CORE	Verify Card Access Device (CAD) replacements
E6	CORE	Verify completion of bulk storeroom validity checks
E6	CORE	Verify end of month close-outs
E5	CORE	Verify Navy Cash Point of Sale (POS) equipment and component replacements
E6	CORE	Verify orders for supplies or services
E5	CORE	Verify price validity checks
E6	CORE	Verify public vouchers for purchases and services other than personal
E6	CORE	Verify requisition and invoice/shipping documents (i.e., Other Supply Officers (OSO), issues to other appropriations)
E6	CORE	Verify retail and sale profit margins
E6	CORE	Verify unmatched expenditure listings

RETAIL OPERATIONS

Paygrade	Task Type	Task Statements
E5	CORE	Accept change funds from disbursing
E4	CORE	Accept change funds in retail outlets
E4	CORE	Arrange retail merchandise items
E4	CORE	Arrange visual merchandise displays
E5	CORE	Balance cash collected from retail outlets

RETAIL OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Close register sessions
E5	CORE	Collect cash from retail outlets
E5	CORE	Conduct bulk storeroom validity checks
E4	CORE	Conduct Electronic Point of Sale (EPOS) operations
E5	CORE	Conduct physical merchandise inventories
E4	CORE	Conduct price validity checks
E5	CORE	Conduct special sales events (e.g., hangar bay sales, pier sales, etc.)
E5	CORE	Count cash collected from retail outlets
E4	NON-CORE	Create new menu items
E5	CORE	Deposit cash collected from retail outlets
E4	CORE	Determine operational condition of retail machines and equipment
E4	CORE	Display product prices
E4	CORE	Enter retail information (e.g., inventory, breakout, receipts, etc.) into retail operations systems (e.g., handheld devices)
E5	CORE	Generate returned merchandise documentation (e.g., credit memorandums)
E6	CORE	Implement emergency fall back procedures for retail
E4	CORE	Initiate intra-store transfer documentation (i.e., breakout requirements)
E6	CORE	Issue Navy Cash refund vouchers
E5	CORE	Maintain cash logs
E5	CORE	Maintain expenditure, requisition, and purchase order logs
E5	CORE	Maintain retail and policy signage
E5	CORE	Maintain stock record cards (e.g., retail price, cost price, amounts, locations, etc.)
E4	CORE	Open register sessions
E4	CORE	Perform Electronic Point of Sale (EPOS) end of day procedures
E4	CORE	Perform non-Electronic Point of Sale (EPOS) end of day procedures
E4	CORE	Perform preventive maintenance on vending machines
E5	CORE	Post store receipts in retail database
E6	CORE	Prepare assumed liabilities estimates and projections (e.g., surveys, markdowns, etc.)
E4	CORE	Prepare beverages (e.g., standard recipes, special orders, etc.)
E5	CORE	Prepare intra-store transfer documentation (i.e., breakout requirements)
E5	CORE	Prepare orders for supplies or services
E4	CORE	Prepare storeroom layout
E5	CORE	Prepare surveys for lost or damaged merchandise (DD Form 200)
E4	CORE	Receive retail merchandise
E4	CORE	Receive storeroom stock
E5	CORE	Reconcile funds received (e.g., contributions, rebates, etc.)
E4	CORE	Replace Navy Cash Point of Sale (POS) equipment and components
E4	CORE	Replace Navy Cash system Card Access Devices (CAD)
E4	CORE	Replace vending machines and components

RETAIL OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Replenish ship store merchandise
E4	CORE	Replenish vending machines
E4	CORE	Report lost or damaged merchandise
E5	CORE	Retain daily Navy Cash transaction reports
E4	CORE	Return merchandise to vendor
E4	CORE	Rotate store stock
E4	CORE	Rotate storeroom stock
E4	CORE	Sanitize beverage machines (e.g., coffee machines)
E4	CORE	Sanitize beverage preparation areas
E4	CORE	Sanitize beverage service areas
E4	CORE	Sanitize deep sinks
E4	CORE	Sanitize refrigerated spaces
E4	CORE	Sanitize storerooms
E4	CORE	Sanitize utensils
E4	CORE	Sanitize vending machines and components
E4	CORE	Secure Group III spaces and merchandise (e.g., ship store, storeroom, vending, etc.)
E6	CORE	Submit Continuous Monitoring Program (CMP) reports
E5	CORE	Submit Navy Cash trouble calls
E5	CORE	Submit Navy Electronic Commerce Online (NECO) system procurement orders
E5	CORE	Submit Retail Operation Management (ROM) system trouble calls
E6	CORE	Verify cash collected from retail outlets
E6	CORE	Verify retail operations system assignments
E6	CORE	Verify stock record cards (e.g., retail price, cost price, amounts, locations, etc.)
E4	CORE	Verify Universal Product Codes (UPC)
E6	CORE	Verify vendor credits

Job Title

Laundry Operator

Job Code

001732

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Production	TBD	LAUNDRY OPERATOR	LAUNDRY OPER

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	RS	NEC SXXX series and other NECs as assigned

Job Description

Laundry Operators receive, process, and issue shipboard laundry; operate washing machines to clean shipboard linen and uniform articles; maintain sanitation requirements; and provide quality customer service.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Laundry and Personal Service, General	184000	Laundry and Dry-Cleaning Workers	51-6011.00	Production

Skills	Abilities
Management of Material Resources	*Oral Expression*
Coordination	*Written Comprehension*
Judgment and Decision Making	*Deductive Reasoning*
Monitoring	*Visualization*
Quality Control Analysis	*Problem Sensitivity*
Service Orientation	*Written Expression*
Management of Personnel Resources	*Inductive Reasoning*
Operation and Control	*Information Ordering*
Systems Evaluation	*Number Facility*
Critical Thinking	*Selective Attention*

HOTEL SERVICES

Paygrade	Task Type	Task Statements
E7	NON-CORE	Approve stateroom and key card access
E6	NON-CORE	Assign stateroom and barracks room key cards
E5	NON-CORE	Conduct furniture inventories
E6	NON-CORE	Conduct stateroom and barrack room vacancy inspections
E5	NON-CORE	Inventory Very Important Person (VIP) stateroom and barrack consumables (e.g., sheets, robes, towels, etc.)
E7	NON-CORE	Log stateroom and key card assignments
E4	NON-CORE	Maintain hotel services financial reports
E4	NON-CORE	Organize supply storerooms
E4	NON-CORE	Perform preventive maintenance on linen lockers
E4	NON-CORE	Requisition consumables
E6	NON-CORE	Validate key control logs
E6	NON-CORE	Verify furniture inventories
E7	NON-CORE	Verify hotel services financial reports
E6	NON-CORE	Verify Very Important Person (VIP) stateroom and barrack consumables (e.g., sheets, robes, towels, etc.)

LAUNDRY AND BARBER SERVICES

Paygrade	Task Type	Task Statements
E4	CORE	Clean primary and secondary lint traps
E4	CORE	Document receipt of laundry

LAUNDRY AND BARBER SERVICES (CONT'D)

Paygrade	Task Type	Task Statements
E6	CORE	Inspect services work spaces
E5	CORE	Investigate lost or damaged laundry
E4	CORE	Issue processed laundry items
E4	CORE	Maintain laundry logs (e.g., bulk, press deck, heat stress, maintenance, etc.)
E6	CORE	Manage stock items
E4	NON-CORE	Monitor pickup and delivery of Very Important Person (VIP) laundry
E4	CORE	Organize laundry items
E4	CORE	Prepare requirements for laundry or barber supplies
E6	CORE	Process laundry claims
E4	CORE	Process ship laundry (e.g., wash, dry, press, etc.)
E4	CORE	Receive laundry supplies
E4	CORE	Replace laundry press pads and covers
E4	CORE	Secure Group IV spaces
E7	CORE	Validate laundry claims
E5	CORE	Validate requirements for laundry or barber supplies

MANAGEMENT AND SUPERVISION

Paygrade	Task Type	Task Statements
E6	CORE	Analyze customer survey data
E7	CORE	Approve retail special orders
E7	CORE	Assess retail and service operations
E6	NON-CORE	Conduct material stowage inspections (e.g., secure for sea, deck grating, etc.)
E5	CORE	Coordinate logistical support for laundry operations (e.g., parts, supplies, washers, contract work, etc.)
E7	CORE	Coordinate retail and service systems updates
E7	CORE	Coordinate retail and service visits and training events
E6	CORE	Coordinate sanitation inspections
E6	CORE	Determine authorized inventory
E6	CORE	Develop operational budgets (e.g., load out plans)
E7	CORE	Enforce retail and service policies and procedures (e.g., Standard Operating Procedures (SOPs), publications, etc.)
E4	CORE	Enforce security procedure compliance for service activity spaces
E6	CORE	Evaluate customer service
E4	CORE	Inspect product quality
E7	NON-CORE	Manage hotel services administrative staff (civilian and military)
E7	NON-CORE	Manage hotel services maintenance personnel
E7	CORE	Manage job completion of retail and services managers
E6	CORE	Manage logistical support for laundry operations (e.g., parts, supplies, washers, contract work, etc.)
E7	CORE	Manage retail and service policies and procedures (e.g., Standard Operating Procedures (SOPs), publications, etc.)

MANAGEMENT AND SUPERVISION (CONT'D)

Paygrade	Task Type	Task Statements
E7	NON-CORE	Manage stateroom and barrack room vacancy inspections
E7	CORE	Project retail and service operational needs (e.g., parts, supplies, etc.)
E7	CORE	Provide technical guidance and support to ship store afloat
E6	CORE	Recommend laundry schedules
E4	CORE	Report insect and pest infestations
E6	CORE	Resolve customer complaints
E6	CORE	Review locally-generated logs
E4	CORE	Stow merchandise and supplies
E6	NON-CORE	Supervise hotel services administrative staff (civilian and military)
E6	NON-CORE	Supervise hotel services maintenance personnel
E5	CORE	Survey crew to identify desired merchandise and services
E4	CORE	Transport material to storerooms and activities
E7	CORE	Validate Coordinated Shipboard Allowance List (COSAL)
E7	CORE	Validate laundry schedules
E7	CORE	Validate operational budgets (e.g., load out plans)

Job Title
Barber

Job Code
001737

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Personal Care and Service	TBD	BARBER	BARBER

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	RS	NEC 756A and other NECs as assigned

Job Description
Barbers provide military basic haircuts; maintain sanitation requirements; and provide quality customer service

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Laundry and Personal Service, General	184000	Barbers	39-5011.00	Personal Care and Service

Skills	Abilities
Coordination	*Oral Expression*
Management of Material Resources	*Written Comprehension*
Judgment and Decision Making	*Deductive Reasoning*
Monitoring	*Visualization*
Quality Control Analysis	*Problem Sensitivity*
Service Orientation	*Inductive Reasoning*
Management of Personnel Resources	*Written Expression*
Systems Evaluation	*Information Ordering*
Operation and Control	*Number Facility*
Active Listening	*Selective Attention*

HOTEL SERVICES

Paygrade	Task Type	Task Statements
E7	NON-CORE	Approve stateroom and key card access
E6	NON-CORE	Assign stateroom and barracks room key cards
E5	NON-CORE	Conduct furniture inventories
E6	NON-CORE	Conduct stateroom and barrack room vacancy inspections
E5	NON-CORE	Inventory Very Important Person (VIP) stateroom and barrack consumables (e.g., sheets, robes, towels, etc.)
E7	NON-CORE	Log stateroom and key card assignments
E4	NON-CORE	Maintain hotel services financial reports
E4	NON-CORE	Organize supply storerooms
E4	NON-CORE	Perform preventive maintenance on linen lockers
E4	NON-CORE	Requisition consumables
E6	NON-CORE	Validate key control logs
E6	NON-CORE	Verify furniture inventories
E7	NON-CORE	Verify hotel services financial reports
E6	NON-CORE	Verify Very Important Person (VIP) stateroom and barrack consumables (e.g., sheets, robes, towels, etc.)

LAUNDRY AND BARBER SERVICES

Paygrade	Task Type	Task Statements
E4	CORE	Clean barber stations
E6	CORE	Inspect services work spaces
E4	CORE	Maintain appointment lists

LAUNDRY AND BARBER SERVICES (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Maintain barber signage (e.g., policy, Safety Data Sheets (SDS), sanitation, etc.)
E4	CORE	Maintain haircut logs
E6	CORE	Manage stock items
E4	CORE	Perform preventive maintenance on barber equipment
E4	CORE	Prepare requirements for laundry or barber supplies
E4	CORE	Provide barber and cosmetology services
E4	CORE	Sanitize barber equipment
E4	CORE	Secure Group IV spaces
E5	CORE	Validate requirements for laundry or barber supplies

MANAGEMENT AND SUPERVISION

Paygrade	Task Type	Task Statements
E6	CORE	Analyze customer survey data
E7	CORE	Approve retail special orders
E7	CORE	Assess retail and service operations
E6	NON-CORE	Conduct material stowage inspections (e.g., secure for sea, deck grating, etc.)
E4	CORE	Coordinate logistical support for barber operations (e.g., supplies, equipment, etc.)
E7	CORE	Coordinate retail and service systems updates
E7	CORE	Coordinate retail and service visits and training events
E6	CORE	Coordinate sanitation inspections
E6	CORE	Determine authorized inventory
E6	CORE	Develop operational budgets (e.g., load out plans)
E7	CORE	Enforce retail and service policies and procedures (e.g., Standard Operating Procedures (SOPs), publications, etc.)
E4	CORE	Enforce security procedure compliance for service activity spaces
E6	CORE	Evaluate customer service
E4	CORE	Inspect product quality
E7	NON-CORE	Manage hotel services administrative staff (civilian and military)
E7	NON-CORE	Manage hotel services maintenance personnel
E7	CORE	Manage job completion of retail and services managers
E5	CORE	Manage logistical support for barber operations (e.g., supplies, equipment, etc.)
E7	CORE	Manage retail and service policies and procedures (e.g., Standard Operating Procedures (SOPs), publications, etc.)
E7	NON-CORE	Manage stateroom and barrack room vacancy inspections
E7	CORE	Project retail and service operational needs (e.g., parts, supplies, etc.)
E7	CORE	Provide technical guidance and support to ship store afloat
E4	CORE	Report insect and pest infestations
E6	CORE	Resolve customer complaints
E6	CORE	Review locally-generated logs
E4	CORE	Stow merchandise and supplies
E6	NON-CORE	Supervise hotel services administrative staff (civilian and military)

MANAGEMENT AND SUPERVISION (CONT'D)

Paygrade	Task Type	Task Statements
E6	NON-CORE	Supervise hotel services maintenance personnel
E5	CORE	Survey crew to identify desired merchandise and services
E4	CORE	Transport material to storerooms and activities
E7	CORE	Validate Coordinated Shipboard Allowance List (COSAL)
E7	CORE	Validate operational budgets (e.g., load out plans)

CHAPTER 72

SEAMAN
(SN)

NAVPERS 18068-72F
CH-52

Updated: October 2012

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

SEAMAN (SN)
APPRENTICESHIP

SCOPE OF RATING

SEAMEN (SN) maintain ship's compartments, decks, deck machinery, equipment, external structure, lines, and riggings; stand underway deck watches, such as: helmsman, lookout, and messenger; stand pier sentry, fire security, anchor, and other special watches inport; and man and operate small boats, booms, cranes, and winches.

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 72.

PATHS OF ADVANCEMENT FOR ENLISTED PERSONNEL
CAREER PATH FROM THE SEAMAN APPRENTICESHIP

RATING TITLE	E-4	E-5	E-6	E-7	E-8	E-9
Boatswain's Mate	BM3	BM2	BM1	BMC	BMCS	BMCM
Cryptologic Technician	CTI3 CTM3 CTN3 CTR3 CTT3	CTI2 CTM2 CTN2 CTR2 CTT2	CTI1 CTM1 CTN1 CTR1 CTT1	CTIC CTMC CTNC CTRC CTTC	CTICS CTMCS CTNCS CTRCS CTTCS	CTICM CTMCM CTNCM CTRCM CTTCM
Culinary Specialist	CS3	CS2	CS1	CSC	CSCS	CSCM
Electronics Technician	ET3	ET2	ET1	ETC	ETCS	ETCM
Explosive Ordnance Disposal	EOD1	EOD2	EOD3	EODC	EODCS	EODCM
Fire Controlman	FC3	FC2	FC1	FCC	FCCS	FCCM
Gunner's Mate	GM3	GM2	GM1	GMC	GMCS	GMCM
Information Systems Technician	IT3	IT2	IT1	ITC	ITCS	ITCM
Intelligence Specialist	IS3	IS2	IS1	ISC	ISCS	ISMC
Interior Communication Technician	IC3	IC2	IC1	ICS	ICCS	ICCM
Legalman	LN3	LN2	LN1	LNC	LNCS	LNCM
Logistics Specialist	LS3	LS2	LS1	LSC	LSCS	LSCM
Mass Communication Specialist	MC3	MC2	MC1	MCC	MCCS	MCCM
Master-At-Arms	MA3	MA2	MA1	MAC	MACS	MACM
Mineman	MN3	MN2	MN1	MNC	MNCS	MNCM
Missile Technician	MT3	MT2	MT1	MTC	MTCS	MTCM
Musician	MU3	MU2	MU1	MUC	MUCS	MUCM
Navy Diver	ND3	ND2	ND1	NDC	NDCS	NDCM
Operations Specialist	OS3	OS2	OS1	OSC	OSCS	OSCM
Personnel Specialist	PS3	PS2	PS1	PSC	PSCS	PSCM
Quartermaster	QM3	QM2	QM1	QMC	QMCS	QMCM
Religious Program Specialist	RP3	RP2	RP1	RPC	RPCS	RPCM
Ship's Serviceman	SH3	SH2	SH1	SHC	SHCS	SHCM
Special Warfare Operator	SO3	SO2	SO1	SOC	SOCS	SOCM
Sonar Technician	STG3 STS3	STG2 STS2	STG1 STS1	STGC STSC	STGCS STSCS	STGCM STSCM
Special Warfare Boat Operator	SB3	SB2	SB1	SBC	SBCS	SBCM
Yeoman	YN3	YN2	YN1	YNC	YNCS	YNCM

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
Seaman

NEBC Job Code
002690

Job Family	NOC	Short Title (30 Characters)	Short Title (10 Characters)
Production	TBD	SEAMAN	SEAMAN

Pay Plan	Career Field	Other Relationships and Rules
ENLISTED	SN	N/A

Job Description
Seamen maintain ship's compartments, decks, deck machinery, equipment, external structure, lines, and riggings; stand underway deck watches, such as: helmsman, lookout, and messenger; stand pier sentry, fire security, anchor, and other special watches inport; and man and operate small boats, booms, cranes, and winches.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Non Occupational	190000	Helpers--Production Workers	51-9198.00	Production

Skills	***Abilities***
Active Learning	*Oral Comprehension*
Judgment and Decision Making	*Manual Dexterity*
Active Listening	*Gross Body Coordination*
Reading Comprehension	*Stamina*
Equipment Maintenance	*Rate Control*
Coordination	*Memorization*
Equipment Selection	*Time Sharing*
Troubleshooting	*Control Precision*
Management of Material Resources	*Depth Perception*
Speaking	*Night Vision*

BOAT SEAMANSHIP

Paygrade	Task Type	Task Statements
E3	CORE	Anchor and moor boats
E3	CORE	Assist in hoisting and lowering boats
E3	CORE	Assist small boat man overboard recovery
E3	CORE	Conduct daily boat reports
E3	CORE	Handle lines for small boats
E3	CORE	Identify basic rules of the road for safety of navigation
E3	CORE	Identify equipment used in hoisting and lowering small boats
E3	CORE	Identify ship to boat and boat to ship signals
E3	CORE	Identify the equipment used for a small boat man overboard recovery
E3	CORE	Identify the types, purposes, and characteristics of boats and small craft
E3	CORE	Recognize boat hails, recalls, and salutes
E3	CORE	Relay contacts and bearings to boat coxswain
E3	CORE	State the procedures and safety precautions for hoisting and lowering small boats
E3	CORE	State the terms, equipment, and safety precautions associated with small boats
E3	CORE	Understand the use of a Global Positioning System (GPS) in navigating a small boat

CARE OF SHIPS

Paygrade	Task Type	Task Statements
E3	CORE	Determine maintenance assignments using weekly schedule
E3	CORE	Identify and discuss the use of Maintenance and Material Management (3M) job aides (Maintenance Requirement Card (MRC), Equipment Guide List (EGL), Maintenance Index Page (MIP), List of Effective Pages (LOEP), and instruction 43P10)
E3	CORE	Identify hazardous material labels and Material Safety Data Sheets (MSDS)
E3	CORE	Identify the personnel and their duties within the Maintenance and Material Management (3M) organization
E3	CORE	Identify the purpose of the Maintenance and Material Management (3M) system
E3	CORE	Identify the types, usages, and storage of paint brushes and rollers
E3	CORE	Identify tools and requirements for surface preservation
E3	CORE	Identify types and purposes of respirators
E3	CORE	Identify types of paints and primers associated with preservation of ships
E3	CORE	Maintain canvas
E3	CORE	Paint prepared surfaces using primer, paint, and non-skid
E3	CORE	Perform preventive maintenance on lifesaving equipment
E3	CORE	Perform preventive maintenance on standing rigging, blocks, pelican hooks, turn buckles, falls, and weather deck equipment
E3	CORE	Perform situational maintenance requirement checks on safety harnesses
E3	CORE	State proper transfer and stowage of hazardous materials
E3	CORE	State the safety precautions associated with painting
E3	CORE	Use hand and power tools

DECK SEAMANSHIP

Paygrade	Task Type	Task Statements
E3	CORE	Assist in anchor chain wash down
E3	CORE	Assist in hoisting and lowering ships anchor
E3	CORE	Belay line to deck fittings
E3	CORE	Define line handling commands
E3	CORE	Describe line handling procedures for getting underway and mooring pierside
E3	CORE	Identify anchor chain markings
E3	CORE	Identify bitts, chocks, cleats, padeyes, and bollards
E3	CORE	Identify components and rigging procedures for accommodation ladders
E3	CORE	Identify equipment used for a foc'sle man overboard recovery
E3	CORE	Identify functions of anchor windlasses, boat booms, accommodation ladders, winches, cranes, capstans, and davits
E3	CORE	Identify the duties of the anchor detail
E3	NON-CORE	Identify the meanings of signal flags and pennants

E3	CORE	Identify the parts and purposes of detachable links and chain swivels
E3	CORE	Identify the parts, purposes, and locations of riding, housing, and towing chain stoppers
E3	CORE	Identify the procedures and safety precautions for letting go and weighing anchor
E3	CORE	Identify the purpose and location of mooring lines and safety precautions for line handling
E3	CORE	Identify types of anchors
E3	CORE	Identify types of boat davits and associated components and safety devices
E3	CORE	Operate capstans and break controls
E3	CORE	Pass and remove anchor chain stopper
E3	CORE	Perform highline personnel transfer
E3	CORE	Rig a stage and a boatswain's chair
E3	CORE	Rig pilot ladders

MARLINESPIKE SEAMANSHIP

Paygrade	Task Type	Task Statements
E3	CORE	Apply seizings on wire ropes
E3	CORE	Apply temporary and permanent whippings on lines
E3	CORE	Coil, fake, and flemish lines
E3	CORE	Identify safety precautions for handling, maintaining, and stowing wire ropes
E3	CORE	Identify the characteristics of lines
E3	CORE	Identify the characteristics of wire ropes
E3	CORE	Identify types, parts, characteristics and uses of blocks
E3	CORE	Identify types, parts, characteristics and uses of tackle
E3	CORE	Maintain natural and synthetic fiber lines and wire ropes
E3	CORE	Make eye splice in 3 and 4 strand lines
E3	CORE	Make up and pass heaving lines
E3	CORE	Tie a bowline, single bowline on a bight, square knot, becket bends, clove hitch, and rolling hitch

REPLENISHMENT

Paygrade	Task Type	Task Statements
E3	CORE	Handle lines during underway replenishment
E3	CORE	Identify common equipment used in stream method of transfer
E3	CORE	Identify the common equipment used in fueling at sea
E3	CORE	Identify the duties for connected replenishment operations
E3	CORE	Identify types of underway replenishment operations
E3	CORE	Know emergency breakaway signals and procedures
E3	CORE	Pass and receive replenishment signals
E3	CORE	Rig cargo for transfer

E3	CORE	Rig replenishment stations
E3	CORE	State the safety precautions associated with replenishment operations
E3	CORE	Unrig cargo for transfer
E3	CORE	Unrig replenishment stations

WATCHSTANDER'S EQUIPMENT

Paygrade	Task Type	Task Statements
E3	CORE	Identify ship distress, man overboard, and breakdown signals
E3	CORE	Identify ship's interior communication circuits located on the bridge and quarterdecks
E3	CORE	Identify ship's interior communication systems located on the bridge and quarterdecks
E3	CORE	Identify the characteristics of navigational lights (inport, anchored, and underway)
E3	CORE	Identify the parts and usage of the ship's steering and control equipment
E3	CORE	Identify types, colors, markings, and uses of navigational buoys
E3	CORE	Use and care for binoculars

WATCHSTANDING

Paygrade	Task Type	Task Statements
E3	CORE	Identify signal for man overboard and procedure for reporting man overboard
E3	CORE	Identify the roles and responsibilities of inport watches
E3	CORE	Identify the roles and responsibilities of the members of the bridge watch team
E3	CORE	Identify visual communication methods used by ships
E3	CORE	Know and use proper watch turnover procedures
E3	CORE	Know and use relative and true bearing, position angles, target angles, distance judgment, and marine life identification
E3	CORE	Know shipboard communication terminology
E3	CORE	Perform helmsman watchstanding procedures
E3	CORE	Perform lee helmsman watchstanding procedures
E3	CORE	Perform lookout watchstanding procedures
E3	CORE	Perform the duties associated with anchor watch
E3	CORE	Perform the duties associated with boat watch
E3	CORE	Perform the duties of a phone talker
E3	CORE	Perform the duties of messenger of the watch inport
E3	CORE	Perform the duties of messenger of the watch underway
E3	CORE	Perform the duties of pier sentry inport

CHAPTER 73

SONAR TECHNICIAN (SURFACE) (STG)

NAVPERS 18068-73G
CH-82

Updated: April 2020

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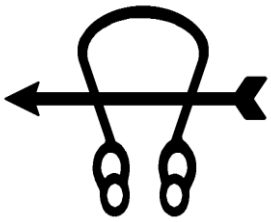
NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

SONAR TECHNICIAN (SURFACE) (STG)



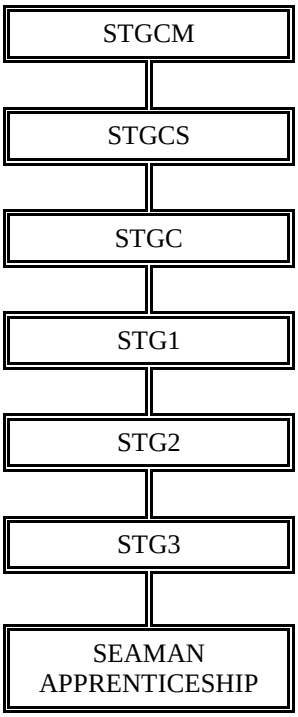
SCOPE OF RATING

Sonar Technicians (Surface) (STG) operate surface sonar and other oceanographic systems; collect, analyze, and interpret sonar and oceanographic data; operate surface ship underwater fire control systems (with associated equipment) for the solution of Anti-Submarine Warfare (ASW) problems; conduct ordnance evolutions; and perform organizational and intermediate maintenance on surface sonar and allied equipment.

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) in Chapter 73.

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 **Job Code**

Anti-submarine Warfare Manager 003746

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Management	TBD	ASW MANAGER	ASW MANAGER

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	STG	7XXX, VXXX (series), and other NECs as assigned

Job Description

Anti-Submarine Warfare Managers manage the employment of Undersea Warfare (USW)/Anti-Submarine Warfare (ASW) equipment; evaluate, disseminate, and make tactical Undersea Warfare (USW)/Anti-Submarine Warfare (ASW) decisions; coordinate communications; manage equipment maintenance; conduct ordnance oversight; manage training programs; and monitor watch team.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Sonar, General	113000	Computer and Information Systems Managers	11-3021.00	Management

Skills	Abilities
Quality Control Analysis	*Deductive Reasoning*
Judgment and Decision Making	*Written Comprehension*
Management of Material Resources	*Problem Sensitivity*
Critical Thinking	*Inductive Reasoning*
Monitoring	*Time Sharing*
Reading Comprehension	*Control Precision*
Complex Problem Solving	*Information Ordering*
Coordination	*Manual Dexterity*
Operation and Control	*Mathematical Reasoning*
Active Learning	*Written Expression*

AUXILIARY AND SUPPORT SYSTEMS

Paygrade	Task Type	Task Statements
E4	CORE	Collect acoustic data media recordings
E4	CORE	Configure auxiliary air and cooling water systems
E4	CORE	Configure depth sounding systems
E4	CORE	Configure sonar dome pressurization systems
E5	CORE	Configure torpedo countermeasure systems
E4	CORE	Configure underwater communication systems equipment
E7	CORE	Manage sonar dome pressurization system operations
E4	CORE	Perform preventive maintenance on auxiliary air and cooling water systems
E4	CORE	Perform preventive maintenance on depth sounding systems
E4	CORE	Perform preventive maintenance on environmental range prediction systems
E4	CORE	Perform preventive maintenance on Expendable Bathythermograph (XBT) equipment
E4	CORE	Perform preventive maintenance on sonar dome pressurization systems
E4	CORE	Perform preventive maintenance on torpedo countermeasure systems
E4	CORE	Perform preventive maintenance on underwater communication systems
E4	CORE	Perform preventive maintenance on valves
E4	CORE	Repair auxiliary air and cooling water systems
E4	CORE	Repair environmental range prediction systems

AUXILIARY AND SUPPORT SYSTEMS (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Supervise sonar dome pressurization system operations
E4	CORE	Test auxiliary air and cooling water systems
E4	CORE	Test depth sounding systems
E4	CORE	Test environmental range prediction systems
E4	CORE	Test Expendable Bathythermograph (XBT) equipment
E4	CORE	Test sonar dome pressurization systems
E4	CORE	Test torpedo countermeasure systems
E4	CORE	Test valves

EQUIPMENT ADMINISTRATION

Paygrade	Task Type	Task Statements
E7	CORE	Approve equipment installations, testing, and alterations
E7	CORE	Coordinate equipment certifications and recertifications
E7	CORE	Coordinate external agency support for major sonar equipment and evolutions
E6	CORE	Coordinate sound silencing procedures
E6	CORE	Draft Casualty Reports (CASREP)
E4	CORE	Interpret blueprints and ship drawings
E4	CORE	Interpret electronic schematics
E4	CORE	Interpret mechanical drawings
E4	CORE	Interpret technical manuals
E4	CORE	Inventory network software and firmware
E4	CORE	Maintain underwater system password accounts
E6	CORE	Manage Combat Systems Operational Sequencing System (CSOSS) operations
E6	CORE	Manage controlled equipment
E6	CORE	Manage divisional equipment and system configuration and maintenance operations
E6	CORE	Manage network software and firmware operations
E7	CORE	Manage ships' sound silencing program
E7	CORE	Manage sonar administration
E6	CORE	Manage underwater system password accounts
E4	CORE	Prepare acoustic data media for shipment
E4	NON-CORE	Supervise contractor installations
E5	CORE	Supervise controlled equipment inventories
E6	CORE	Supervise divisional equipment and system configuration and maintenance operations
E5	CORE	Supervise equipment installations, testing, and alterations
E5	CORE	Supervise Maintenance Assistance Modules (MAM) usage
E5	CORE	Supervise work center equipment and system configuration and maintenance operations
E5	CORE	Update Combat Systems Operational Sequencing Systems (CSOSS)

EQUIPMENT ADMINISTRATION (CONT'D)

Paygrade	Task Type	Task Statements
E7	CORE	Verify Anti-Submarine Warfare (ASW) systems Standard Operating Procedures (SOP)
E7	CORE	Verify Casualty Reports (CASREP)
E7	CORE	Verify equipment installations, testing, and alterations

ORDNANCE EVOLUTIONS AND MAGAZINE SYSTEMS

Paygrade	Task Type	Task Statements
E7	CORE	Coordinate ordnance handling evolutions
E7	CORE	Coordinate ordnance stowage
E7	CORE	Inspect ordnance containers
E7	CORE	Inspect ordnance magazines and lockers
E5	CORE	Inventory ordnance
E7	CORE	Manage ordnance fuel spill decontaminations
E7	CORE	Manage ordnance handling evolutions
E7	CORE	Manage ordnance stowage evolutions
E7	CORE	Monitor ordnance handling evolutions
E7	CORE	Monitor ordnance inspections
E6	CORE	Supervise ordnance fuel spill decontaminations
E6	CORE	Supervise Ordnance Handling Equipment (OHE) testing
E6	CORE	Supervise ordnance handling evolutions
E6	CORE	Supervise ordnance inspections
E6	CORE	Supervise ordnance stowage evolutions

SONAR SYSTEMS

Paygrade	Task Type	Task Statements
E5	CORE	Supervise Anti-Submarine Warfare (ASW) system alignment evolutions

UNDERWATER ANALYSIS

Paygrade	Task Type	Task Statements
E4	CORE	Analyze active acoustic data
E4	CORE	Analyze Expendable Bathythermograph (XBT) data
E4	CORE	Analyze passive acoustic data
E4	CORE	Analyze tactical oceanographic data
E7	CORE	Assign Battle Damage Assessments (BDA)
E4	CORE	Calculate best depth for submarine to avoid detection
E4	CORE	Calculate bottom loss
E4	CORE	Calculate real time sound propagation changes
E4	CORE	Calculate turn counts and Shaft Revolutions Per Minute (SRPM)
E4	CORE	Evaluate contact information
E5	CORE	Mitigate biological and environmental effects on acoustic data
E4	CORE	Perform Battle Damage Assessments (BDA)
E5	CORE	Supervise tactical oceanographic analysis operations

WATCH TEAM OPERATIONS

Paygrade	Task Type	Task Statements
E5	CORE	Assign contact priorities
E5	CORE	Calculate contact ranges
E5	CORE	Calculate maneuvering board solutions
E4	CORE	Compute contact course and speed
E6	CORE	Conduct acoustic and non-acoustic training
E6	CORE	Conduct sensor operator proficiency training
E5	CORE	Conduct shipboard Anti-Submarine Warfare (ASW) attack operations
E5	CORE	Conduct Target Motion Analysis (TMA)
E5	CORE	Configure systems for training operations
E7	CORE	Coordinate Anti-Submarine Warfare (ASW) missions
E7	CORE	Coordinate multi-force prosecutions (e.g., air, surface, and subsurface)
E7	CORE	Coordinate Surface Action Unit (SAU) procedures
E5	CORE	Correlate acoustic intelligence data
E5	CORE	Correlate multi-sensor data
E7	CORE	Develop Anti-Submarine Warfare (ASW) plans
E7	CORE	Develop Prevention of Mutual Interference (PMI) plans
E5	CORE	Develop sonar Tactical Decison Aid (TDA) plans
E4	CORE	Develop threat briefs
E7	CORE	Develop Water Space Management (WSM) plans
E5	CORE	Direct execution of warfare Commander's messages and intentions
E4	CORE	Draft messages
E6	CORE	Ensure compliance with warfare Commander's messages and intentions
E5	CORE	Evaluate Anti-Submarine Warfare (ASW) plots
E7	CORE	Evaluate Anti-Submarine Warfare (ASW) search and attack plans
E7	CORE	Evaluate sonar Tactical Decision Aid (TDA) plans
E5	CORE	Evaluate Target Motion Analysis (TMA)
E7	CORE	Finalize Target Motion Analysis (TMA)
E4	CORE	Inpute sonar Tactical Decisision Aids (TDA) data
E4	CORE	Interpret contact symbologies
E4	CORE	Interpret Naval messages
E4	CORE	Make operational and situational reports
E5	CORE	Manage Anti-Submarine Warfare (ASW) doctrine statements
E7	CORE	Manage Anti-Submarine Warfare (ASW) safety programs and instructions
E6	CORE	Manage Anti-Submarine Warfare (ASW) system alignment evolutions
E6	CORE	Manage Anti-Submarine Warfare (ASW) watchstander qualification processes
E7	CORE	Manage battle group Anti-Submarine Warfare (ASW) operations
E7	CORE	Manage Integrated Undersea Surveillance System (IUSS) operations
E6	CORE	Manage shipboard Anti-Submarine Warfare (ASW) operations
E4	CORE	Manage system databases

WATCH TEAM OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E6	CORE	Manage tactical oceanographic analysis operations
E5	NON-CORE	Monitor assignment and engagement status of own ships weapon systems
E4	CORE	Perform Combat Systems Operational Sequencing System (CSOSS) procedures (e.g., casualty responses/operations, normal operations, energize/de-energize equipment, etc.)
E5	CORE	Perform external communications (e.g., ship-to-ship, ship-to-shore, ship-to-air, and ship-to-sub)
E4	CORE	Perform internal communications (e.g., amplified voice communications, sound powered phone, and ships service telephone)
E5	CORE	Recommend actions to reduce own ships detectability
E5	CORE	Recommend evasive steering actions
E4	CORE	Recommend own ships course and speed changes
E5	CORE	Recommend torpedo evasion tactics
E4	CORE	Report break point and ambient limited speeds
E4	CORE	Report Contacts of Interest (COI)
E4	CORE	Resolve towed array ambiguities
E4	CORE	Review Anti-Submarine Warfare (ASW) doctrines
E4	CORE	Review combat systems equipment status
E4	CORE	Review Rules of Engagement (ROE)
E4	CORE	Review technical briefs, notices, and bulletins
E6	CORE	Supervise Integrated Undersea Surveillance System (IUSS) operations
E5	CORE	Supervise shipboard Anti-Submarine Warfare (ASW) operations
E5	CORE	Supervise small object avoidance operations
E5	CORE	Supervise sonar control during casualty conditions
E5	CORE	Supervise sonar control during special evolutions
E5	CORE	Supervise sonar watch team performance
E7	CORE	Supervise towed systems handling operations
E5	CORE	Train technicians in casualty control procedures
E5	CORE	Transition sonar control between conditions of readiness
E4	CORE	Update contact information
E7	CORE	Validate contact classification
E7	CORE	Validate contact priorities
E7	CORE	Verify message formats

Job Title **Job Code**

Anti-submarine Warfare Operator 003747

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Military Specific	TBD	ASW OPERATOR	ASW OPERATOR

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	STG	7XXX, VXXX (series), and other NECs as assigned

Job Description

Anti-Submarine Warfare Operators operate/maintain sonar systems, underwater fire control systems, and support equipment on combatant surface ships and fixed shore stations; conduct undersea surveillance/Anti-Submarine Warfare and aid in safe navigation; use shipboard equipment and fixed shore equipment to detect, analyze, and locate targets of interest; conduct ordnance handling.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Sonar, General	113000	Radar and Sonar Technicians	55-3017.00	Military Specific

Skills	Abilities
Complex Problem Solving	*Deductive Reasoning*
Critical Thinking	*Written Comprehension*
Reading Comprehension	*Manual Dexterity*
Coordination	*Control Precision*
Operation and Control	*Problem Sensitivity*
Judgment and Decision Making	*Information Ordering*
Quality Control Analysis	*Written Expression*
Speaking	*Inductive Reasoning*
Active Learning	*Mathematical Reasoning*
Operation Monitoring	*Selective Attention*

AUXILIARY AND SUPPORT SYSTEMS

Paygrade	Task Type	Task Statements
E4	CORE	Collect acoustic data media recordings
E4	CORE	Configure auxiliary air and cooling water systems
E4	CORE	Configure depth sounding systems
E4	NON-CORE	Configure Expendable Mobile Anti-Submarine Training Targets (EMATT)
E4	CORE	Configure General Purpose Electronic Test Equipment (GPETE)
E4	CORE	Configure sonar dome pressurization systems
E4	CORE	Configure sonobuoys
E5	CORE	Configure torpedo countermeasure systems
E4	CORE	Configure underwater communication systems equipment
E4	CORE	Deploy Expendable Mobile Anti-Submarine Training Targets (EMATT)
E4	CORE	Perform corrosion prevention and control procedures on Anti-Submarine Warfare (ASW) systems
E4	CORE	Perform preventive maintenance on auxiliary air and cooling water systems
E4	CORE	Perform preventive maintenance on depth sounding systems
E4	CORE	Perform preventive maintenance on environmental range prediction systems
E4	CORE	Perform preventive maintenance on Expendable Bathythermograph (XBT) equipment
E4	CORE	Perform preventive maintenance on interconnecting cables and connectors
E4	CORE	Perform preventive maintenance on sonar dome pressurization systems
E4	CORE	Perform preventive maintenance on torpedo countermeasure systems

AUXILIARY AND SUPPORT SYSTEMS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Perform preventive maintenance on underwater communication systems
E4	CORE	Perform preventive maintenance on valves
E4	CORE	Perform torpedo countermeasure stream and recovery operations
E4	CORE	Perform underwater communications
E4	CORE	Repair auxiliary air and cooling water systems
E4	CORE	Repair depth sounding systems
E4	CORE	Repair environmental range prediction systems
E4	CORE	Repair Expendable Bathythermograph (XBT) equipment
E4	CORE	Repair sonar dome pressurization systems
E4	CORE	Repair torpedo countermeasure systems
E4	CORE	Repair underwater communication systems
E4	CORE	Repair valves
E4	CORE	Test auxiliary air and cooling water systems
E4	CORE	Test depth sounding systems
E4	CORE	Test environmental range prediction systems
E4	CORE	Test Expendable Bathythermograph (XBT) equipment
E4	CORE	Test shipboard communication systems
E4	CORE	Test sonar dome pressurization systems
E4	CORE	Test torpedo countermeasure systems
E4	CORE	Test underwater communication systems
E4	CORE	Test valves
E4	NON-CORE	Troubleshoot auxiliary air and cooling water systems
E4	NON-CORE	Troubleshoot depth sounding systems
E4	NON-CORE	Troubleshoot environmental range prediction systems
E4	NON-CORE	Troubleshoot Expendable Bathythermograph (XBT) equipment
E4	NON-CORE	Troubleshoot sonar dome pressurization systems
E4	NON-CORE	Troubleshoot torpedo countermeasure systems
E4	NON-CORE	Troubleshoot underwater communication systems
E4	CORE	Troubleshoot valves

EQUIPMENT ADMINISTRATION

Paygrade	Task Type	Task Statements
E4	CORE	Conduct sound isolation surveys
E4	CORE	Correct sound isolation deficiencies
E4	CORE	Interpret blueprints and ship drawings
E4	CORE	Inventory controlled equipment
E5	CORE	Maintain preventive maintenance documents
E4	CORE	Maintain underwater system password accounts
E4	CORE	Prepare acoustic data media for shipment

EQUIPMENT ADMINISTRATION (CONT'D)

Paygrade	Task Type	Task Statements
E4	NON-CORE	Supervise contractor installations
E5	CORE	Supervise controlled equipment inventories
E5	CORE	Supervise work center equipment and system configuration and maintenance operations

ORDNANCE EVOLUTIONS AND MAGAZINE SYSTEMS

Paygrade	Task Type	Task Statements
E4	CORE	Install torpedo flight accessories
E5	CORE	Inventory ordnance
E4	CORE	Pack naval ordnance
E4	CORE	Perform ordnance fuel spill decontamination procedures
E4	CORE	Perform Ordnance Handling Equipment (OHE) operations
E4	CORE	Perform ordnance inspections
E4	CORE	Perform torpedo pre-fire tests
E5	CORE	Prepare ordnance for transporting
E4	CORE	Stow naval ordnance
E4	CORE	Test Ordnance Handling Equipment (OHE)
E4	CORE	Transfer naval ordnance
E4	CORE	Transport naval ordnance
E4	CORE	Unpack naval ordnance

SONAR SYSTEMS

Paygrade	Task Type	Task Statements
E5	CORE	Assess Electromagnetic Interference (EMI) and Radio Frequency Interference (RFI) effects on sonobuoy systems
E4	CORE	Configure computer and peripheral systems
E4	CORE	Configure environmental range prediction systems
E4	CORE	Configure tactical display systems
E4	CORE	Perform preventive maintenance on active sonar systems
E4	CORE	Perform preventive maintenance on Anti-Submarine Warfare (ASW) fire control systems
E4	CORE	Perform preventive maintenance on computer and peripheral systems
E4	CORE	Perform preventive maintenance on network systems
E4	CORE	Perform preventive maintenance on passive sonar systems
E4	CORE	Perform preventive maintenance on tactical display systems
E4	CORE	Perform preventive maintenance on towed array and handling equipment
E4	CORE	Test active sonar systems
E4	CORE	Test computer and peripheral systems
E4	CORE	Test network systems
E4	CORE	Test passive sonar systems

SONAR SYSTEMS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Test tactical display systems
E4	CORE	Test towed array and handling equipment

UNDERWATER ANALYSIS

Paygrade	Task Type	Task Statements
E4	CORE	Analyze active acoustic data
E4	CORE	Analyze Contacts of Interest (COI)
E4	CORE	Analyze Expendable Bathythermograph (XBT) data
E4	CORE	Analyze passive acoustic data
E4	CORE	Analyze tactical oceanographic data
E4	CORE	Calculate best depth for submarine to avoid detection
E4	CORE	Calculate bottom loss
E4	CORE	Calculate real time sound propagation changes
E4	CORE	Calculate turn counts and Shaft Revolutions Per Minute (SRPM)
E4	CORE	Evaluate contact information
E4	CORE	Identify contact Closest Point of Approach (CPA)
E4	CORE	Identify contact geometry
E5	CORE	Mitigate biological and environmental effects on acoustic data
E4	CORE	Perform Battle Damage Assessments (BDA)

WATCH TEAM OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Align Anti-Submarine Warfare (ASW) systems
E5	CORE	Assign contact priorities
E4	CORE	Assign symbology to contacts
E5	CORE	Calculate contact ranges
E4	CORE	Calculate environmental range predictions
E5	CORE	Calculate maneuvering board solutions
E4	CORE	Collect acoustic intelligence data
E4	CORE	Collect equipment and system status data
E4	CORE	Compute contact course and speed
E6	CORE	Conduct acoustic and non-acoustic training
E4	CORE	Conduct active sonar searches
E4	CORE	Conduct Integrated Undersea Surveillance System (IUSS) operations
E4	CORE	Conduct passive sonar searches
E6	CORE	Conduct sensor operator proficiency training
E5	CORE	Conduct shipboard Anti-Submarine Warfare (ASW) attack operations
E5	CORE	Conduct Target Motion Analysis (TMA)
E5	CORE	Configure Anti-Submarine Warfare (ASW) fire control systems
E5	CORE	Configure systems for training operations
E5	CORE	Correlate acoustic intelligence data

WATCH TEAM OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Correlate multi-sensor data
E4	CORE	Deploy emergency signal devices
E4	CORE	Deploy sonobuoys
E4	CORE	Develop threat briefs
E5	CORE	Direct execution of warfare Commander's messages and intentions
E4	CORE	Document equipment status
E4	CORE	Document underwater communications
E4	CORE	Draft messages
E5	NON-CORE	Engage underwater contacts with anti-submarine weapons
E6	CORE	Ensure compliance with warfare Commander's messages and intentions
E5	CORE	Input Anti-Submarine Warfare (ASW) fire control parameters
E4	CORE	Inpute sonar Tactical Decisision Aids (TDA) data
E4	CORE	Inspect work areas, tools, and equipment
E4	CORE	Interpret contact symbologies
E4	CORE	Interpret Naval messages
E4	CORE	Launch Expendable Bathythermographs (XBT)
E4	CORE	Log amplifying Contact of Interest (COI) data
E4	CORE	Make operational and situational reports
E4	CORE	Make tow point changes
E4	CORE	Manage system databases
E5	NON-CORE	Monitor assignment and engagement status of own ships weapon systems
E4	CORE	Perform Combat Systems Operational Sequencing System (CSOSS) procedures (e.g., casualty responses/operations, normal operations, energize/de-energize equipment, etc.)
E4	CORE	Perform internal communications (e.g., amplified voice communications, sound powered phone, and ships service telephone)
E4	CORE	Perform towed array stream and recovery operations
E4	CORE	Plot Water Space Management (WSM) areas
E4	CORE	Prepare towed array and handling equipment for deployment and recovery operations
E5	CORE	Recommend actions to reduce own ships detectability
E5	CORE	Recommend Anti-Submarine Warfare (ASW) search and attack plans
E5	CORE	Recommend evasive steering actions
E4	CORE	Recommend own ships course and speed changes
E5	CORE	Recommend torpedo evasion tactics
E4	CORE	Report biological effects on acoustic data
E4	CORE	Report bottom depth
E4	CORE	Report break point and ambient limited speeds
E4	CORE	Report contact bearing
E4	CORE	Report Contacts of Interest (COI)

WATCH TEAM OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Report environmental effects on acoustic data
E4	CORE	Report evasion devices and acoustic jamming
E4	CORE	Report initial contact classifications
E4	CORE	Report sources of self noise
E4	CORE	Resolve towed array ambiguities
E4	CORE	Review Anti-Submarine Warfare (ASW) doctrines
E4	CORE	Review combat systems equipment status
E4	CORE	Review Rules of Engagement (ROE)
E4	CORE	Review technical briefs, notices, and bulletins
E4	CORE	Track Contacts of Interest (COI)
E5	CORE	Transition sonar control between conditions of readiness
E4	CORE	Update contact information
E4	CORE	Update plotting and status boards

Job Title **Job Code**

Anti-submarine Warfare Technician 003748

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Installation, Maintenance, and Repair	TBD	ASW TECHNICIAN	ASW TECHNICIAN

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	STG	7XXX, VXXX (series), and other NECs as assigned

Job Description

Anti-Submarine Warfare Technicians maintain, troubleshoot, and repair sonar systems, underwater fire control systems, and support equipment on combatant surface ships and fixed shore stations.

DoD Relationship

Group Title	*DoD Code*
Sonar, General	113000

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
Electrical and Electronics Repairers, Commercial and Industrial Equipment	49-2094.00	Installation, Maintenance, and Repair

Skills	Abilities
Reading Comprehension	*Deductive Reasoning*
Complex Problem Solving	*Problem Sensitivity*
Quality Control Analysis	*Manual Dexterity*
Troubleshooting	*Written Comprehension*
Systems Evaluation	*Control Precision*
Operation Monitoring	*Information Ordering*
Repairing	*Inductive Reasoning*
Equipment Maintenance	*Written Expression*
Operation and Control	*Time Sharing*
Management of Material Resources	*Fluency of Ideas*

AUXILIARY AND SUPPORT SYSTEMS

Paygrade	Task Type	Task Statements
E4	CORE	Configure General Purpose Electronic Test Equipment (GPETE)
E4	CORE	Configure Special Purpose Electronic Test Equipment (SPETE)
E4	CORE	Perform corrosion prevention and control procedures on Anti-Submarine Warfare (ASW) systems
E4	CORE	Perform preventive maintenance on auxiliary air and cooling water systems
E4	CORE	Perform preventive maintenance on depth sounding systems
E4	CORE	Perform preventive maintenance on environmental range prediction systems
E4	CORE	Perform preventive maintenance on Expendable Bathythermograph (XBT) equipment
E4	CORE	Perform preventive maintenance on fiber optic cables and connectors
E4	CORE	Perform preventive maintenance on interconnecting cables and connectors
E4	CORE	Perform preventive maintenance on sonar dome pressurization systems
E4	CORE	Perform preventive maintenance on torpedo countermeasure systems
E4	CORE	Perform preventive maintenance on underwater communication systems
E4	CORE	Perform preventive maintenance on valves
E4	CORE	Perform torpedo countermeasure stream and recovery operations
E4	CORE	Repair auxiliary air and cooling water systems
E4	CORE	Repair depth sounding systems
E4	CORE	Repair environmental range prediction systems

AUXILIARY AND SUPPORT SYSTEMS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Repair Expendable Bathythermograph (XBT) equipment
E4	CORE	Repair fiber optic cables and connectors
E4	CORE	Repair interconnecting cables and connectors
E4	CORE	Repair sonar dome pressurization systems
E4	CORE	Repair torpedo countermeasure systems
E4	CORE	Repair underwater communication systems
E4	CORE	Repair valves
E4	CORE	Test auxiliary air and cooling water systems
E4	CORE	Test depth sounding systems
E4	CORE	Test environmental range prediction systems
E4	CORE	Test Expendable Bathythermograph (XBT) equipment
E4	CORE	Test fiber optic cables and connectors
E4	CORE	Test interconnecting cables and connectors
E4	CORE	Test shipboard communication systems
E4	CORE	Test sonar dome pressurization systems
E4	CORE	Test torpedo countermeasure systems
E4	CORE	Test underwater communication systems
E4	CORE	Test valves
E4	CORE	Troubleshoot Alternating Current (AC) circuits
E4	NON-CORE	Troubleshoot auxiliary air and cooling water systems
E4	CORE	Troubleshoot computer and peripheral systems
E4	NON-CORE	Troubleshoot depth sounding systems
E4	CORE	Troubleshoot digital circuits
E4	CORE	Troubleshoot Direct Current (DC) circuits
E4	NON-CORE	Troubleshoot environmental range prediction systems
E4	NON-CORE	Troubleshoot Expendable Bathythermograph (XBT) equipment
E4	CORE	Troubleshoot fiber optic cables and connectors
E4	CORE	Troubleshoot interconnecting cables and connectors
E4	NON-CORE	Troubleshoot sonar dome pressurization systems
E4	NON-CORE	Troubleshoot torpedo countermeasure systems
E4	NON-CORE	Troubleshoot underwater communication systems
E4	CORE	Troubleshoot valves

EQUIPMENT ADMINISTRATION

Paygrade	Task Type	Task Statements
E4	CORE	Correct sound isolation deficiencies
E4	CORE	Interpret blueprints and ship drawings
E4	CORE	Interpret electronic schematics
E4	CORE	Interpret mechanical drawings
E4	CORE	Interpret technical manuals

EQUIPMENT ADMINISTRATION (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Inventory controlled equipment
E4	CORE	Inventory network software and firmware
E5	CORE	Maintain preventive maintenance documents
E4	CORE	Maintain underwater system password accounts
E6	CORE	Manage Combat Systems Operational Sequencing System (CSOSS) operations
E6	CORE	Manage network software and firmware operations
E6	CORE	Manage underwater system password accounts
E4	NON-CORE	Supervise contractor installations
E5	CORE	Supervise equipment installations, testing, and alterations
E5	CORE	Supervise Maintenance Assistance Modules (MAM) usage
E5	CORE	Supervise work center equipment and system configuration and maintenance operations
E5	CORE	Update Combat Systems Operational Sequencing Systems (CSOSS)

SONAR SYSTEMS

Paygrade	Task Type	Task Statements
E4	CORE	Configure computer and peripheral systems
E4	CORE	Configure environmental range prediction systems
E4	CORE	Configure network systems
E4	CORE	Perform preventive maintenance on active sonar systems
E4	CORE	Perform preventive maintenance on Anti-Submarine Warfare (ASW) fire control systems
E4	CORE	Perform preventive maintenance on computer and peripheral systems
E4	CORE	Perform preventive maintenance on network systems
E4	CORE	Perform preventive maintenance on passive sonar systems
E4	CORE	Perform preventive maintenance on tactical display systems
E4	CORE	Perform preventive maintenance on towed array and handling equipment
E4	CORE	Repair active sonar systems
E4	CORE	Repair Anti-Submarine Warfare (ASW) fire control systems
E4	CORE	Repair computer and peripheral systems
E4	CORE	Repair network systems
E4	CORE	Repair passive sonar systems
E4	CORE	Repair tactical display systems
E4	CORE	Repair towed array and handling equipment
E4	CORE	Test active sonar systems
E4	CORE	Test computer and peripheral systems
E4	CORE	Test network systems
E4	CORE	Test passive sonar systems
E4	CORE	Test tactical display systems
E4	CORE	Test towed array and handling equipment

SONAR SYSTEMS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Troubleshoot active sonar systems
E4	CORE	Troubleshoot Anti-Submarine Warfare (ASW) fire control systems
E4	CORE	Troubleshoot network systems
E4	CORE	Troubleshoot passive sonar systems
E4	CORE	Troubleshoot tactical display systems
E4	CORE	Troubleshoot towed array and handling equipment
E4	CORE	Update network software and firmware

WATCH TEAM OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Align Anti-Submarine Warfare (ASW) systems
E4	CORE	Collect equipment and system status data
E5	CORE	Configure systems for training operations
E4	CORE	Document equipment status
E4	CORE	Inspect work areas, tools, and equipment
E4	CORE	Manage system databases
E4	CORE	Perform Combat Systems Operational Sequencing System (CSOSS) procedures (e.g., casualty responses/operations, normal operations, energize/de-energize equipment, etc.)
E4	CORE	Perform internal communications (e.g., amplified voice communications, sound powered phone, and ships service telephone)
E4	CORE	Prepare towed array and handling equipment for deployment and recovery operations
E4	CORE	Review technical briefs, notices, and bulletins
E5	CORE	Train technicians in casualty control procedures

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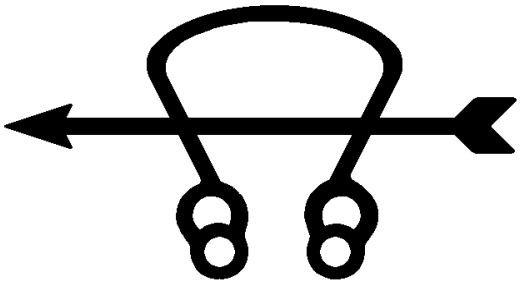

SONAR TECHNICIAN (SUBMARINE) (STS)

NAVPERS 18068-74F
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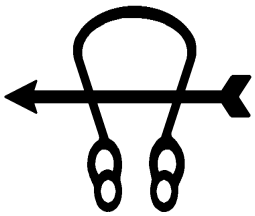
NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

SONAR TECHNICIAN (SUBMARINE) (STS)



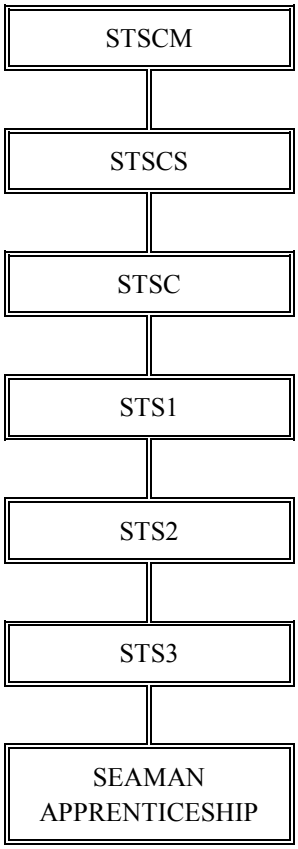
SCOPE OF RATING

Sonar Technicians, Submarine (STS) operate submarine sonar mainframe and auxiliary equipment to include controlling, evaluating and intercepting sonar data from oceanographic equipment; coordinate submarine sonar and underwater fire control interface; and perform organizational and intermediate maintenance.

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 74.

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 article 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

Basic Sonar Operator

Job Code

001755

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Military Specific	TBD	BASIC SONAR OPERATOR	BAS SONAR OPER

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	STS	NECs as assigned

Job Description

Basic Sonar Operators detect, track, and classify surface and sub-surface contacts; conduct minor maintenance on and operate mainframe sonar systems, depth sounding equipment, and other auxiliary equipment; and perform towed array handling and expendable bathythermograph evolutions.

DoD Relationship

Group Title	*DoD Code*
Sonar, General	113000

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
Radar and Sonar Technicians	55-3017.00	Military Specific

Skills	Abilities
Complex Problem Solving	*Information Ordering*
Operation and Control	*Deductive Reasoning*
Critical Thinking	*Flexibility of Closure*
Mathematics	*Problem Sensitivity*
Operation Monitoring	*Auditory Attention*
Equipment Selection	*Inductive Reasoning*
Systems Evaluation	*Written Comprehension*
Equipment Maintenance	*Mathematical Reasoning*
Management of Material Resources	*Speed of Closure*
Active Learning	*Static Strength*

ACOUSTIC INTELLIGENCE

Paygrade	Task Type	Task Statements
E4	CORE	Analyze Acoustic Intelligence (ACINT) references and documentation
E5	CORE	Analyze contact data to determine tactical intelligence
E4	CORE	Calculate acoustic source relationships
E4	CORE	Calculate prime mover characteristics and component relationships

ADMINISTRATION

Paygrade	Task Type	Task Statements
E4	CORE	Prepare Acoustic Intelligence (ACINT) recording packages

MAINTENANCE

Paygrade	Task Type	Task Statements
E4	CORE	Align sonar equipment for system maintenance
E4	CORE	Conduct preventive maintenance on sonar equipment
E4	CORE	Conduct sound isolation surveys
E4	CORE	Correct sound isolation deficiencies
E4	CORE	Isolate electrical and hydraulic sonar equipment

OCEANOGRAPHY

Paygrade	Task Type	Task Statements
E5	CORE	Analyze real-time oceanographic data

SONAR EMPLOYMENT

Paygrade	Task Type	Task Statements
E4	CORE	Analyze plots (e.g. contact evaluation plot (CEP), time-frequency plot, etc.)
E5	CORE	Analyze tactical security conditions on sonar operations
E4	CORE	Classify sonar contacts (e.g. spherical, towed, etc.)
E4	CORE	Perform post watch reconstruction for data collection and analysis
E4	CORE	Provide contact management recommendations

SONAR EQUIPMENT OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Analyze contact data using sonar equipment
E4	CORE	Analyze contact transient emissions
E4	CORE	Calculate contact ranges using available ranging techniques
E4	CORE	Configure workstation for system employment
E4	CORE	Correlate contacts using multiple sensors (spherical array, towed array, and other hull sensors)
E4	CORE	Detect navigation hazards using sonar equipment (active and passive)
E4	CORE	Track contact data using sonar equipment

SONAR FUNDAMENTALS

Paygrade	Task Type	Task Statements
E4	CORE	Analyze own ship noise offenders
E4	CORE	Analyze relative motion for contact management
E4	CORE	Analyze self-noise data to determine ship's signature
E4	CORE	Calculate shaft Revolutions Per Minute (RPMs) by aural or system employment
E4	CORE	Detect contacts using passive sensors
E4	CORE	Maintain acoustic data logs

WEAPONS HANDLING

Paygrade	Task Type	Task Statements
E4	NON-CORE	Conduct weapon shipping and handling evolutions
E4	NON-CORE	Prepare weapons shipping equipment for use
E4	NON-CORE	Transfer ammunition and countermeasure

Job Title **Job Code**

Advanced Sonar Operator 001760

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Military Specific	TBD	SONAR OPERATOR	ADV SONAR OPER

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	STS	NECs as assigned

Job Description

Advanced Sonar Operators maintain, troubleshoot, and repair sonar systems and support equipment; operate mainframe sonar systems and auxiliary equipment to detect, track, and classify acoustic contacts; and perform towed array handling, tactical oceanography employment, and expendable bathythermograph evolutions

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Sonar, General	113000	Radar and Sonar Technicians	55-3017.00	Military Specific

Skills	Abilities
Complex Problem Solving	*Information Ordering*
Critical Thinking	*Deductive Reasoning*
Operation and Control	*Flexibility of Closure*
Operation Monitoring	*Inductive Reasoning*
Coordination	*Problem Sensitivity*
Mathematics	*Speed of Closure*
Systems Evaluation	*Auditory Attention*
Reading Comprehension	*Mathematical Reasoning*
Active Learning	*Written Comprehension*
Equipment Selection	*Perceptual Speed*

ACOUSTIC INTELLIGENCE

Paygrade	Task Type	Task Statements
E4	CORE	Analyze Acoustic Intelligence (ACINT) references and documentation
E5	CORE	Analyze contact data to determine tactical intelligence
E4	CORE	Calculate acoustic source relationships
E4	CORE	Calculate prime mover characteristics and component relationships

ADMINISTRATION

Paygrade	Task Type	Task Statements
E5	CORE	Manage Acoustic Signature Maintenance Log (ASML) entries
E4	CORE	Prepare Acoustic Intelligence (ACINT) recording packages
E4	CORE	Record towed array handling data

MAINTENANCE

Paygrade	Task Type	Task Statements
E4	CORE	Align sonar equipment for system maintenance
E4	CORE	Conduct preventive maintenance on sonar equipment
E4	CORE	Conduct sound isolation surveys
E6	CORE	Coordinate equipment modifications
E4	CORE	Correct sound isolation deficiencies
E4	CORE	Isolate electrical and hydraulic sonar equipment

MAINTENANCE (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Prepare sonar dome for entry
E4	CORE	Troubleshoot auxiliary sonar equipment

OCEANOGRAPHY

Paygrade	Task Type	Task Statements
E5	CORE	Analyze data from tactical decision aids
E4	CORE	Analyze effects of environment on sonar operations
E5	CORE	Analyze real-time oceanographic data
E5	CORE	Develop recommendations based on real-time oceanographic data
E5	CORE	Develop sonar search plans

SONAR EMPLOYMENT

Paygrade	Task Type	Task Statements
E4	CORE	Analyze plots (e.g. contact evaluation plot (CEP), time-frequency plot, etc.)
E5	CORE	Analyze tactical security conditions on sonar operations
E4	CORE	Classify sonar contacts (e.g. spherical, towed, etc.)
E4	CORE	Perform post watch reconstruction for data collection and analysis
E4	CORE	Provide contact management recommendations
E5	CORE	Verify conditions for towed array employment

SONAR EQUIPMENT OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Analyze active return characteristics for solution of contact
E4	CORE	Analyze contact data using sonar equipment
E4	CORE	Analyze contact transient emissions
E4	CORE	Calculate contact ranges using available ranging techniques
E4	CORE	Calculate range rates
E5	CORE	Collect Acoustic Intelligence (ACINT) data
E4	CORE	Conduct towed array handling evolutions
E4	CORE	Configure workstation for system employment
E4	CORE	Correlate contacts using multiple sensors (spherical array, towed array, and other hull sensors)
E4	CORE	Detect navigation hazards using sonar equipment (active and passive)
E4	CORE	Track contact data using sonar equipment
E5	CORE	Verify sonar system status

SONAR FUNDAMENTALS

Paygrade	Task Type	Task Statements
E4	CORE	Analyze own ship noise offenders
E4	CORE	Analyze relative motion for contact management
E4	CORE	Analyze self-noise data to determine ship's signature
E4	CORE	Calculate base frequencies

SONAR FUNDAMENTALS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Calculate shaft Revolutions Per Minute (RPMs) by aural or system employment
E5	CORE	Coordinate sound silencing procedures (e.g. housekeeping surveys, Level of Sound (LOS) cuts, etc.)
E4	CORE	Detect contacts using passive sensors
E4	CORE	Detect contacts utilizing own ship's active sonar
E4	CORE	Maintain acoustic data logs

WEAPONS HANDLING

Paygrade	Task Type	Task Statements
E4	NON-CORE	Conduct weapon shipping and handling evolutions
E4	NON-CORE	Prepare weapons shipping equipment for use
E4	NON-CORE	Transfer ammunition and countermeasure

Job Title

Sonar Supervisor

Job Code

001765

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Installation, Maintenance, and Repair	TBD	SONAR SUPERVISOR	SONAR SUPV

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	STS	NECs as assigned

Job Description

Sonar Supervisors manage the employment of undersea warfare equipment; evaluate, disseminate, and make tactical undersea warfare decisions; coordinate communications; oversee divisional and departmental operations, maintenance, training, tactical oceanography employment, and decision making; and conduct critical work functions to support producing intelligence, processing and attacking targets, repairing and maintaining equipment, and providing personnel support.

DoD Relationship

Group Title	*DoD Code*
Sonar, General	113000

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
First-Line Supervisors of Mechanics, Installers, and Repairers	49-1011.00	Installation, Maintenance, and Repair

Skills	Abilities
Critical Thinking	*Information Ordering*
Complex Problem Solving	*Problem Sensitivity*
Coordination	*Deductive Reasoning*
Operation and Control	*Flexibility of Closure*
Operation Monitoring	*Inductive Reasoning*
Mathematics	*Speed of Closure*
Reading Comprehension	*Auditory Attention*
Management of Material Resources	*Mathematical Reasoning*
Speaking	*Written Comprehension*
Systems Evaluation	*Perceptual Speed*

ACOUSTIC INTELLIGENCE

Paygrade	Task Type	Task Statements
E4	CORE	Analyze Acoustic Intelligence (ACINT) references and documentation
E5	CORE	Analyze contact data to determine tactical intelligence
E4	CORE	Calculate acoustic source relationships
E4	CORE	Calculate prime mover characteristics and component relationships
E5	CORE	Validate contact classification

ADMINISTRATION

Paygrade	Task Type	Task Statements
E5	CORE	Manage Acoustic Signature Maintenance Log (ASML) entries
E7	CORE	Manage sonar division administrative requirements (e.g. tactical decision aids, search plans, etc.)
E4	CORE	Prepare Acoustic Intelligence (ACINT) recording packages
E7	NON-CORE	Prepare sonar dome for ships evolutions
E4	CORE	Record towed array handling data

MAINTENANCE

Paygrade	Task Type	Task Statements
E4	CORE	Align sonar equipment for system maintenance
E5	CORE	Conduct corrective maintenance on sonar equipment

MAINTENANCE (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Conduct preventive maintenance on sonar equipment
E4	CORE	Conduct sound isolation surveys
E6	CORE	Coordinate equipment modifications
E7	CORE	Coordinate external agency support for major sonar equipment
E4	CORE	Correct sound isolation deficiencies
E4	CORE	Isolate electrical and hydraulic sonar equipment
E5	CORE	Prepare sonar dome for entry
E7	CORE	Supervise sonar corrective maintenance
E6	CORE	Supervise sonar preventive maintenance
E4	CORE	Troubleshoot auxiliary sonar equipment

OCEANOGRAPHY

Paygrade	Task Type	Task Statements
E5	CORE	Analyze data from tactical decision aids
E4	CORE	Analyze effects of environment on sonar operations
E5	CORE	Analyze real-time oceanographic data
E5	CORE	Develop recommendations based on real-time oceanographic data
E5	CORE	Develop sonar search plans

SONAR EMPLOYMENT

Paygrade	Task Type	Task Statements
E4	CORE	Analyze plots (e.g. contact evaluation plot (CEP), time-frequency plot, etc.)
E5	CORE	Analyze tactical security conditions on sonar operations
E4	CORE	Classify sonar contacts (e.g. spherical, towed, etc.)
E5	CORE	Conduct acoustic briefings (i.e. environmental conditions, expected frequencies, ship equipment characteristics, etc.)
E4	CORE	Perform post watch reconstruction for data collection and analysis
E4	CORE	Provide contact management recommendations
E5	CORE	Supervise sonar system employment
E5	CORE	Verify conditions for towed array employment

SONAR EQUIPMENT OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Analyze active return characteristics for solution of contact
E4	CORE	Analyze contact data using sonar equipment
E4	CORE	Analyze contact transient emissions
E4	CORE	Calculate contact ranges using available ranging techniques
E4	CORE	Calculate range rates
E5	CORE	Collect Acoustic Intelligence (ACINT) data
E4	CORE	Conduct towed array handling evolutions
E4	CORE	Configure workstation for system employment

SONAR EQUIPMENT OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Correlate contacts using multiple sensors (spherical array, towed array, and other hull sensors)
E4	CORE	Detect navigation hazards using sonar equipment (active and passive)
E5	CORE	Supervise towed array handling operations
E4	CORE	Track contact data using sonar equipment
E5	CORE	Verify sonar system status

SONAR FUNDAMENTALS

Paygrade	Task Type	Task Statements
E4	CORE	Analyze own ship noise offenders
E4	CORE	Analyze relative motion for contact management
E4	CORE	Analyze self-noise data to determine ship's signature
E4	CORE	Calculate base frequencies
E4	CORE	Calculate shaft Revolutions Per Minute (RPMs) by aural or system employment
E5	CORE	Coordinate sound silencing procedures (e.g. housekeeping surveys, Level of Sound (LOS) cuts, etc.)
E4	CORE	Detect contacts using passive sensors
E4	CORE	Detect contacts utilizing own ship's active sonar
E4	CORE	Maintain acoustic data logs

WEAPONS HANDLING

Paygrade	Task Type	Task Statements
E4	NON-CORE	Conduct weapon shipping and handling evolutions
E4	NON-CORE	Prepare weapons shipping equipment for use
E6	NON-CORE	Supervise ammunition and countermeasure transfers
E6	NON-CORE	Supervise weapon shipping and handling evolutions
E6	NON-CORE	Supervise weapons shipping equipment setup and break down
E4	NON-CORE	Transfer ammunition and countermeasure

CHAPTER 75

STEELWORKER
(SW)

NAVPERS 18068-75F
CH-77

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STEELWORKER (SW)

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

STEELWORKER (SW)

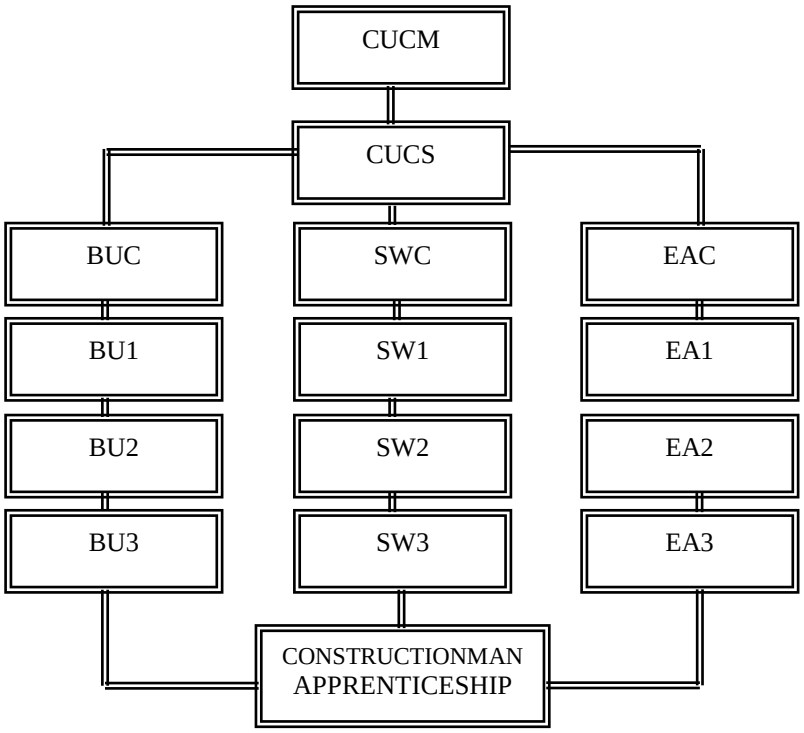
SCOPE OF RATING

Steelworkers (SW) perform tasks directly related to fabrication and erection of pre-engineered structures, including steel reinforcement; manage construction operations, deploy materials and equipment; direct and coordinate the composition of training and efforts of crews who fabricate, assemble, erect, position, and join structural members and fabricated sections; perform various welding and cutting operations; maintain individual combat readiness; and perform tasks required in combat and Defense Support of Civil Authorities (DSCA) and Humanitarian Assistance/Disaster Recovery (HADR) operations.

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 75.

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

Steelworkers

Job Code

001770

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Construction and Extraction	TBD	STEELWORKER	STEELWORKER

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	SW	NEC BXXX series, 717B, 718B, 804G, 833A and other NECs as assigned

Job Description

Steelworkers perform tasks directly related to fabrication and erection of pre-engineered structures, including steel reinforcement; manage construction operations, deploy materials and equipment; direct and coordinate the composition of training and efforts of crews who fabricate, assemble, erect, position, and join structural members and fabricated sections; perform various welding and cutting operations; and prepare progress reports, time records, construction schedules, material, labor, and tool and equipment estimates for construction projects. As project managers, they plan, staff, direct, and control multiple construction projects to include problem solving, planning, estimating, scheduling, cost control, and personnel management ensuring compliance with specifications, code requirements, plans, and contracts; and act as project supervisors and trainers for junior personnel.

DoD Relationship

Group Title	*DoD Code*
Steelworking	171100

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
Welders, Cutters, Solderers, and Brazers	51-4121.00	Construction and Extraction

Skills

Critical Thinking
Complex Problem Solving
Quality Control Analysis
Equipment Selection
Equipment Maintenance
Management of Personnel Resources
Reading Comprehension
Coordination
Monitoring
Mathematics

Abilities

Information Ordering
Problem Sensitivity
Deductive Reasoning
Oral Expression
Visualization
Written Comprehension
Inductive Reasoning
Manual Dexterity
Near Vision
Spatial Orientation

ARC WELDING AND CUTTING

Paygrade	Task Type	Task Statements
E4	CORE	Conduct hardfacing operations
E4	CORE	Cut ferrous and nonferrous metals using Plasma Arc Cutting (PAC) process
E4	CORE	Fabricate metal components
E4	CORE	Interpret welding symbols and standards from drawings and specifications
E4	CORE	Maintain arc welding and cutting equipment
E4	CORE	Perform arc welding operations in all positions
E4	CORE	Perform maintenance welding operations
E4	CORE	Perform metal stress relieving measures
E5	CORE	Perform nondestructive metal tests
E4	CORE	Prepare surfaces for welding
E6	CORE	Supervise arc welding and cutting operations
E5	CORE	Supervise metal component fabrications
E6	CORE	Validate arc welding and cutting operations
E4	CORE	Weld ferrous and nonferrous metals using Gas Metal Arc Welding (GMAW) process
E4	CORE	Weld ferrous and nonferrous metals using Gas Tungsten Arc Welding (GTAW) process
E4	CORE	Weld ferrous and nonferrous metals using Shielded Metal Arc Welding (SMAW) process

CONSTRUCTION MANAGEMENT

Paygrade	Task Type	Task Statements
E6	NON-CORE	Conduct three-phase quality control inspections
E5	CORE	Develop construction activities
E5	CORE	Develop construction environmental protection plans
E4	CORE	Develop construction estimates
E5	CORE	Develop construction project packages
E4	CORE	Develop construction project sketches and diagrams
E5	CORE	Develop construction safety plans
E5	CORE	Develop master activities
E5	CORE	Develop project three-phase quality control plans
E6	CORE	Establish construction site layouts
E5	CORE	Input project data into construction management software and tools
E5	CORE	Inspect construction materials
E5	CORE	Interpret construction project drawings and specifications
E4	CORE	Inventory project tools and materials
E5	CORE	Lead construction project crew
E7	CORE	Manage construction project resources
E7	CORE	Manage construction project(s)
E7	CORE	Manage construction safety plans
E7	CORE	Manage job site construction operations (e.g., quality control and safety plan implementation, job site information board, level III chart, etc.)
E7	CORE	Manage project quality control plan(s)
E7	CORE	Manage three-phase quality control process
E6	NON-CORE	Monitor construction project contracts
E6	CORE	Supervise construction project crew(s)
E5	CORE	Supervise construction project safety operations
E6	CORE	Supervise environmental protection plans
E6	CORE	Supervise planning and estimating operations
E6	CORE	Supervise project three-phase quality control process
E5	CORE	Turnover construction project
E6	CORE	Validate construction project packages
E5	NON-CORE	Validate project surveys and elevation data

OXYFUEL GAS CUTTING AND WELDING

Paygrade	Task Type	Task Statements
E4	CORE	Bend pipes
E4	CORE	Conduct brazing operations
E4	CORE	Cut ferrous metals using oxyfuel gas cutting equipment
E4	CORE	Interpret oxyfuel gas cutting and welding symbols and standards from drawings and specifications
E4	CORE	Join metal using Brazing (B) process
E4	CORE	Maintain oxyfuel gas cutting and welding equipment

OXYFUEL GAS CUTTING AND WELDING (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Prepare metal joints for Oxyfuel Gas Welding (OFW) and Brazing (B) processes
E4	CORE	Prepare oxyfuel gas equipment for cutting and welding
E4	CORE	Solder metals
E6	CORE	Supervise oxyfuel gas cutting and welding operations
E6	CORE	Validate oxyfuel gas cutting and welding operations
E4	CORE	Weld metal joints using Oxyfuel Gas Welding (OFW) process

REINFORCING STEEL (RST)

Paygrade	Task Type	Task Statements
E4	CORE	Bend reinforcing steel (RST)
E4	CORE	Develop reinforcing steel (RST) bending schedules
E4	CORE	Fabricate reinforcing steel (RST) components
E4	CORE	Interpret reinforcing steel (RST) bending schedules
E4	CORE	Place reinforcing steel (RST) components
E5	CORE	Supervise reinforcing steel (RST) component fabrication and placement
E5	CORE	Validate reinforcing steel (RST) component fabrication and placement

SEABEE COMMON CORE

Paygrade	Task Type	Task Statements
E4	CORE	Apply combat life saving techniques
E5	NON-CORE	Assess airfield damage
E6	NON-CORE	Assist Maritime Prepositioning Force (MPF) operations
E4	NON-CORE	Conduct convoy security operations
E4	NON-CORE	Conduct crew-served weapons operational checks
E4	CORE	Conduct field communications equipment operational checks
E7	NON-CORE	Conduct Humanitarian Assistance and Disaster Relief (HADR)
E4	CORE	Conduct personal protection and decontamination (DECON) procedures
E4	CORE	Conduct small arms operational checks
E4	CORE	Employ Advance Base Functional Component (ABFC) systems
E4	NON-CORE	Employ crew-served weapons
E4	CORE	Employ field communications equipment
E4	CORE	Employ grenades, mines, and pyrotechnics
E4	CORE	Employ land survival techniques
E4	CORE	Employ small arms
E4	CORE	Maintain Personal Gear Issue (PGI)
E4	NON-CORE	Palletize cargo and equipment
E4	CORE	Patrol assigned areas
E5	NON-CORE	Perform arrival and departure airfield control group (AACG&DACG) procedures
E4	NON-CORE	Perform Chemical, Biological, Radiological, and Nuclear Defense (CBRND) reconnaissance (i.e., surveying, monitoring, and marking)
E7	CORE	Perform command and control of a company

SEABEE COMMON CORE (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Perform command and control of a fire team
E6	CORE	Perform command and control of a platoon
E5	CORE	Perform command and control of a squad
E4	NON-CORE	Perform detailed troop and equipment decontamination (DECON)
E5	NON-CORE	Plan Advance Base Functional Component (ABFC) systems setup
E5	NON-CORE	Plan Airfield Damage Repair (ARD)
E5	NON-CORE	Plan convoy operations
E7	NON-CORE	Plan convoy security operations
E5	NON-CORE	Plan load for embarkation
E6	NON-CORE	Plan unit embarkation
E4	CORE	Prepare cargo and equipment for transport (e.g., weight, balance, and marking)
E4	NON-CORE	Prepare hazardous materials (HAZMAT) for transport
E4	NON-CORE	Repair damaged airfields
E4	CORE	Set tactical defenses
E6	NON-CORE	Supervise Advance Base Functional Component (ABFC) setup
E7	NON-CORE	Supervise Airfield Damage Repair (ADR) operations
E7	NON-CORE	Supervise Chemical, Biological, Radiological, and Nuclear Defense (CBRND) operations
E6	NON-CORE	Supervise convoy operations
E6	NON-CORE	Supervise convoy security operations
E7	NON-CORE	Supervise embarkation and debarkation operations
E4	CORE	Transport troops and equipment (e.g., convoy)

SHEET METAL

Paygrade	Task Type	Task Statements
E5	CORE	Assemble advanced duct systems
E4	CORE	Assemble duct components
E4	CORE	Develop sheet metal patterns
E4	CORE	Develop sheet metal sketches and diagrams
E4	CORE	Fabricate sheet metal components
E4	CORE	Interpret sheet metal drawings and specifications
E4	CORE	Maintain sheet metal tools and equipment
E6	CORE	Supervise sheet metal component fabrication
E6	CORE	Validate sheet metal component installation

SPECIAL CONSTRUCTION

Paygrade	Task Type	Task Statements
E4	NON-CORE	Conduct launch and recovery bridging systems operations (e.g., Mabey Johnson, MGB, heavy timber)
E5	NON-CORE	Construct non-standard bridging (gap crossing)
E5	CORE	Erect pre-engineered structures (i.e., K-Span, tension fabric, pre-engineered buildings, fabricated steel buildings, steel towers, and antennas)

SPECIAL CONSTRUCTION (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Interpret special construction drawings and specifications
E7	CORE	Manage special construction assembly operations
E6	CORE	Supervise assembly of special construction operations

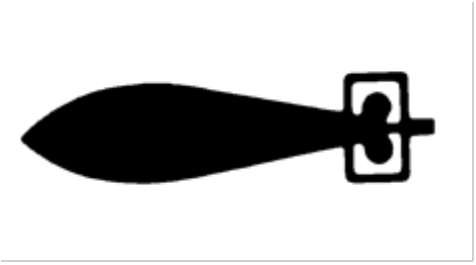
UNDERWATER CONSTRUCTION

Paygrade	Task Type	Task Statements
E5	NON-CORE	Conduct corrective maintenance on certified Diver's Life Support Systems (DLSS)
E5	NON-CORE	Conduct corrective maintenance on Self-Contained Underwater Breathing Apparatus (SCUBA) diving equipment
E5	NON-CORE	Conduct corrective maintenance on Surface Supplied Diving (SSD) equipment
E5	NON-CORE	Conduct corrective maintenance on underwater construction equipment and tools
E5	NON-CORE	Conduct maritime defensive operations
E5	NON-CORE	Conduct oceanographic surveys
E5	NON-CORE	Conduct preventive maintenance on cable systems
E5	NON-CORE	Conduct preventive maintenance on certified Diver's Life Support Systems (DLSS)
E5	NON-CORE	Conduct preventive maintenance on fleet moorings
E5	NON-CORE	Conduct preventive maintenance on pipelines
E5	NON-CORE	Conduct preventive maintenance on Self-Contained Underwater Breathing Apparatus (SCUBA) diving equipment
E5	NON-CORE	Conduct preventive maintenance on Surface Supplied Diving (SSD) equipment
E5	NON-CORE	Conduct preventive maintenance on underwater construction equipment and tools
E5	NON-CORE	Conduct preventive maintenance on waterfront facilities
E5	NON-CORE	Conduct terrestrial construction demolition using explosives
E5	NON-CORE	Conduct underwater construction demolition using explosives
E5	NON-CORE	Conduct underwater search and recovery operations
E5	NON-CORE	Construct cable systems
E5	NON-CORE	Construct fleet moorings
E5	NON-CORE	Construct pipelines
E5	NON-CORE	Construct waterfront facilities
E5	NON-CORE	Deploy underwater vehicles (e.g., Remotely Operated Vehicle (ROV) / Autonomous Underwater Vehicle (AUV) / Unmanned Underwater Vehicle (UUV))
E5	NON-CORE	Inspect cable systems
E5	NON-CORE	Inspect fleet moorings
E5	NON-CORE	Inspect pipelines
E5	NON-CORE	Inspect waterfront facilities
E7	NON-CORE	Manage diving emergency incidents
E7	NON-CORE	Manage diving equipment maintenance and certification (e.g., Self-Contained Underwater Breathing Apparatus (SCUBA), Surface Supplied Diving (SSD), Diver's Life Support System (DLSS))
E7	NON-CORE	Manage light salvage operations
E7	NON-CORE	Manage Ocean Facilities inspection

UNDERWATER CONSTRUCTION (CONT'D)

Paygrade	Task Type	Task Statements
E7	NON-CORE	Manage Ocean Facilities maintenance
E7	NON-CORE	Manage oceanographic survey teams
E7	NON-CORE	Manage Offshore Petroleum Distribution System (OPDS) operations
E7	NON-CORE	Manage terrestrial explosive construction demolition operations
E7	NON-CORE	Manage underwater construction equipment and tools maintenance
E7	NON-CORE	Manage underwater construction projects
E7	NON-CORE	Manage underwater explosive construction demolition operations
E7	NON-CORE	Manage underwater search and recovery operations
E7	NON-CORE	Manage watercraft program
E5	NON-CORE	Perform diving emergency procedures
E5	NON-CORE	Perform light salvage operations
E5	NON-CORE	Perform Offshore Petroleum Distribution System (OPDS) operations
E6	NON-CORE	Plan terrestrial explosive construction demolition
E6	NON-CORE	Plan underwater explosive construction demolition
E5	NON-CORE	Provide diving assistance during Maritime Prepositioning Force (MPF) operations
E5	NON-CORE	Repair cable systems
E5	NON-CORE	Repair fleet moorings
E5	NON-CORE	Repair pipelines
E5	NON-CORE	Repair waterfront facilities
E6	NON-CORE	Supervise construction of fleet moorings, waterfront facilities, pipelines, and cable systems
E6	NON-CORE	Supervise diving emergency incidents
E6	NON-CORE	Supervise diving equipment maintenance and certification (e.g., Self-Contained Underwater Breathing Apparatus (SCUBA), Surface Supplied Diving (SSD), Diver's Life Support System (DLSS))
E6	NON-CORE	Supervise hyperbaric treatments
E6	NON-CORE	Supervise inspection of fleet moorings, waterfront facilities, pipelines, and cable systems
E6	NON-CORE	Supervise light salvage operations
E6	NON-CORE	Supervise oceanographic survey team
E6	NON-CORE	Supervise Offshore Petroleum Distribution System (OPDS) operations
E6	NON-CORE	Supervise preventive maintenance of fleet moorings, waterfront facilities, pipelines, and cable systems
E6	NON-CORE	Supervise repairs of fleet moorings, waterfront facilities, pipelines, and cable systems
E6	NON-CORE	Supervise terrestrial explosive construction demolition operations
E6	NON-CORE	Supervise underwater construction equipment and tools maintenance
E6	NON-CORE	Supervise underwater explosive construction demolition operations
E6	NON-CORE	Supervise underwater search and recovery operations
E6	NON-CORE	Supervise watercraft crew during operations
E5	NON-CORE	Transport divers, personnel, and equipment using watercraft

CHAPTER 76



TORPEDOMAN'S MATE (TM)

NAVPERS 18068F-76H
Change 84

Updated: October 2020

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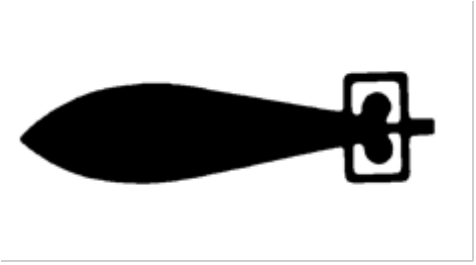
NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

TORPEDOMAN'S MATE (TM)



SCOPE OF RATING

Torpedoman's Mate (TM) perform organizational and intermediate level maintenance on test equipment, launching/firing systems, and stowage facilities associated with underwater ordnance, to include hydraulic systems, air systems, and seawater systems associated with launching/firing systems; perform organizational maintenance on underwater ordnance, small arms, and ammunition; prepare underwater ordnance for launching to include conducting pre-launch and post-launch routines; and perform operations and organizational maintenance on submarine anchoring systems.

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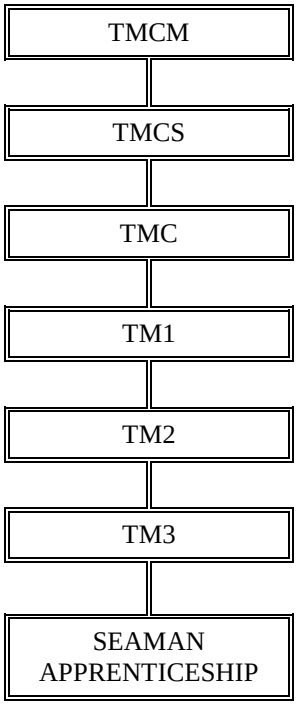
This Occupational Standard is to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) in Chapter 76.

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

Tactical Weapons Operator

Job Code

001537

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Military Specific	TBD	TACTICAL WEAPONS OPERATOR	TACT WEP OPER

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	TM	NEC Q33A and other NECs as assigned

Job Description

Tactical Weapons Operators perform operations and basic-level maintenance of submarine anchor systems, Arms, Ammunition, and Explosives (AA&E), weapons shipping and handling systems, submarine-launched mines, missiles, and torpedoes, weapons delivery systems, Vertical Launch Systems (VLS)/Virginia Payload Tubes (VPT), and countermeasure systems; participate in weapons handling evolutions; support the processing and attack of targets; provide munitions to weapon systems and security for operational forces; and repair and maintain weapons system equipment.

DoD Relationship

Group Title	*DoD Code*
Torpedo Repair	112300

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
Military Enlisted Tactical Operations and Air/Weapons Specialists and Crew Members, All Others	55-3019.00	Military Specific

Skills	Abilities
Operation and Control	*Written Comprehension*
Operation Monitoring	*Problem Sensitivity*
Equipment Maintenance	*Manual Dexterity*
Management of Material Resources	*Multi-limb Coordination*
Reading Comprehension	*Finger Dexterity*
Quality Control Analysis	*Control Precision*
Active Listening	*Oral Comprehension*
Repairing	*Written Expression*
Systems Evaluation	*Near Vision*
Writing	*Selective Attention*

ARMS, AMMUNITION, AND EXPLOSIVES (AA&E)

Paygrade	Task Type	Task Statements
E4	CORE	Inspect Arms, Ammunition, and Explosives (AA&E)
E4	CORE	Inventory Arms, Ammunition, and Explosives (AA&E)
E4	CORE	Maintain magazines and lockers
E4	CORE	Maintain security force equipment
E4	CORE	Maintain small arms and crew served weapons
E4	CORE	Perform ammunition and countermeasure transfers
E4	CORE	Test Arms, Ammunition, and Explosives (AA&E)

DAMAGE CONTROL

Paygrade	Task Type	Task Statements
E4	CORE	Combat torpedo room casualties
E4	CORE	Combat weapons casualties

ORDNANCE MAINTENANCE AND OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Conduct receipt or transfer inspections
E4	CORE	Handle submarine ordnance
E4	CORE	Launch submarine ordnance
E4	CORE	Maintain submarine launched ordnance
E4	CORE	Operate general purpose electronic test equipment
E4	CORE	Test Torpedo Tube Launched (TTL) tomahawk cruise missiles
E4	CORE	Test torpedoes
E4	CORE	Test Vertical Launch System (VLS)/Virginia Payload Tube (VPT) tomahawk cruise missiles

QUALITY ASSURANCE

Paygrade	Task Type	Task Statements
E4	CORE	Perform Quality Assurance (QA) testing

SIGNAL EJECTOR SYSTEM MAINTENANCE AND OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Adjust countermeasure launcher systems
E4	CORE	Maintain countermeasure launcher systems
E4	NON-CORE	Operate internal auxiliary launcher in all modes
E4	CORE	Operate internal countermeasure launcher in all modes
E5	CORE	Repair countermeasure launcher systems
E4	CORE	Test countermeasure launcher systems

SUPPORT SYSTEMS MAINTENANCE AND OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Inspect seals, gaskets, and O-rings
E5	CORE	Inspect tanks and voids
E4	CORE	Maintain air system components
E4	CORE	Maintain anchor systems
E4	CORE	Maintain hydraulic system components
E4	CORE	Maintain shipboard valves
E4	CORE	Operate air system components
E4	CORE	Operate anchor system
E4	CORE	Operate hydraulic system components
E4	CORE	Operate manually controlled valves
E4	CORE	Operate weapons monitoring equipment
E5	CORE	Repair air system components
E5	CORE	Repair anchor systems
E5	CORE	Repair hydraulic system components
E5	CORE	Repair shipboard valves
E4	CORE	Replace seals, gaskets, and O-rings

TECHNICAL ADMINISTRATION

Paygrade	Task Type	Task Statements
E5	CORE	Maintain Arms, Ammunition, and Explosives (AA&E) records
E5	CORE	Maintain torpedo and missile record books
E4	CORE	Maintain weight test and calibration records

TORPEDO TUBE SYSTEM MAINTENANCE AND OPERATIONS

Paygrade	Task Type	Task Statements
E5	CORE	Conduct corrective maintenance on weapons delivery systems
E4	CORE	Maintain weapons delivery systems
E4	CORE	Operate nitrogen systems
E4	CORE	Operate weapons delivery systems

EXTERNAL LAUNCH SYSTEM MAINTENANCE AND OPERATIONS

Paygrade	Task Type	Task Statements
E5	CORE	Conduct corrective maintenance on Vertical Launch Systems (VLS)/Virginia Payload Tubes (VPT)
E4	CORE	Maintain Vertical Launch Systems (VLS)/Virginia Payload Tubes (VPT)
E4	CORE	Operate Vertical Launch Systems (VLS)/Virginia Payload Tubes (VPT)

WEAPONS HANDLING / SHIPPING SYSTEMS MAINTENANCE AND OPERATIONS

Paygrade	Task Type	Task Statements
E5	CORE	Adjust weapons handling systems
E5	CORE	Adjust weapons shipping systems
E4	CORE	Clean weapons handling systems
E4	CORE	Clean weapons shipping systems
E5	CORE	Conduct corrective maintenance on weapons handling systems
E5	CORE	Conduct corrective maintenance on weapons shipping systems
E4	CORE	Maintain weapons handling systems
E4	CORE	Maintain weapons shipping systems
E4	CORE	Operate weapons handling systems
E4	CORE	Operate weapons shipping systems
E4	CORE	Perform rigging operations
E4	CORE	Perform weapons delivery system evolutions
E4	CORE	Perform weapons handling evolutions
E4	CORE	Perform weapons shipping evolutions

Job Title

Tactical Weapons Technician

Job Code

001547

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Installation, Maintenance, and Repair	TBD	TACTICAL WEAPONS TECHNICIAN	TACT WEP TECH

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	TM	NEC Q33A and other NECs as assigned

Job Description

Tactical Weapons Technicians perform organizational maintenance, intermediate maintenance, and advanced systems operations of submarine anchor systems, Arms, Ammunition, and Explosives (AA&E), weapons shipping and handling systems, submarine-launched mines, missiles, and torpedoes, weapons delivery systems, Vertical Launch Systems (VLS)/Virginia Payload Tubes (VPT), and countermeasure systems; supervise divisional operations, maintenance, and training; supervise and participate in weapons handling evolutions; support the processing and attack of targets; provide munitions to weapon systems and security for operational forces; and repair and maintain weapons system equipment.

DoD Relationship

Group Title	*DoD Code*
Torpedo Repair	112300

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
Control and Valve Installers and Repairers, Except Mechanical Door	49-9012.00	Installation, Maintenance, and Repair

Skills	Abilities
Operation and Control	*Written Comprehension*
Operation Monitoring	*Problem Sensitivity*
Equipment Maintenance	*Manual Dexterity*
Management of Material Resources	*Multi-limb Coordination*
Reading Comprehension	*Finger Dexterity*
Management of Personnel Resources	*Information Ordering*
Quality Control Analysis	*Control Precision*
Coordination	*Oral Comprehension*
Active Listening	*Selective Attention*
Repairing	*Oral Expression*

ARMS, AMMUNITION, AND EXPLOSIVES (AA&E)

Paygrade	Task Type	Task Statements
E5	CORE	Conduct force protection training
E5	NON-CORE	Conduct small arms range
E4	CORE	Inspect Arms, Ammunition, and Explosives (AA&E)
E4	CORE	Inventory Arms, Ammunition, and Explosives (AA&E)
E4	CORE	Maintain magazines and lockers
E4	CORE	Maintain security force equipment
E4	CORE	Maintain small arms and crew served weapons
E6	CORE	Manage ammunition and countermeasure transfers
E4	CORE	Perform ammunition and countermeasure transfers
E4	CORE	Test Arms, Ammunition, and Explosives (AA&E)

DAMAGE CONTROL

Paygrade	Task Type	Task Statements
E4	CORE	Combat torpedo room casualties
E4	CORE	Combat weapons casualties
E5	CORE	Direct weapons casualty procedures

ORDNANCE MAINTENANCE AND OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Conduct receipt or transfer inspections
E4	CORE	Handle submarine ordnance
E4	CORE	Launch submarine ordnance
E4	CORE	Maintain submarine launched ordnance
E4	CORE	Operate general purpose electronic test equipment
E4	CORE	Test Torpedo Tube Launched (TTL) tomahawk cruise missiles
E4	CORE	Test torpedoes
E4	CORE	Test Vertical Launch System (VLS)/Virginia Payload Tube (VPT) tomahawk cruise missiles

QUALITY ASSURANCE

Paygrade	Task Type	Task Statements
E5	CORE	Create Quality Assurance (QA) packages
E4	CORE	Perform Quality Assurance (QA) testing

SIGNAL EJECTOR SYSTEM MAINTENANCE AND OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Adjust countermeasure launcher systems
E4	CORE	Maintain countermeasure launcher systems
E4	NON-CORE	Operate internal auxiliary launcher in all modes
E4	CORE	Operate internal countermeasure launcher in all modes
E5	CORE	Repair countermeasure launcher systems
E4	CORE	Test countermeasure launcher systems

SUPPORT SYSTEMS MAINTENANCE AND OPERATIONS

Paygrade	Task Type	Task Statements
E4	CORE	Coordinate tube draining operations
E5	CORE	Direct weapons monitoring equipment operations
E4	CORE	Inspect seals, gaskets, and O-rings
E5	CORE	Inspect tanks and voids
E4	CORE	Maintain air system components
E4	CORE	Maintain anchor systems
E4	CORE	Maintain hydraulic system components
E4	CORE	Maintain shipboard valves
E4	CORE	Operate air system components
E4	CORE	Operate anchor system
E4	CORE	Operate hydraulic system components
E4	CORE	Operate manually controlled valves
E4	CORE	Operate weapons monitoring equipment
E5	CORE	Repair air system components
E5	CORE	Repair anchor systems
E5	CORE	Repair hydraulic system components

SUPPORT SYSTEMS MAINTENANCE AND OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Repair shipboard valves
E4	CORE	Replace seals, gaskets, and O-rings

TECHNICAL ADMINISTRATION

Paygrade	Task Type	Task Statements
E5	CORE	Coordinate divisional maintenance
E5	CORE	Maintain Arms, Ammunition, and Explosives (AA&E) records
E5	CORE	Maintain torpedo and missile record books
E4	CORE	Maintain weight test and calibration records
E6	CORE	Review torpedo and missile record books
E5	CORE	Review weight test and calibration records

TORPEDO TUBE SYSTEM MAINTENANCE AND OPERATIONS

Paygrade	Task Type	Task Statements
E5	CORE	Conduct corrective maintenance on weapons delivery systems
E6	CORE	Conduct weapons delivery systems evolutions
E4	CORE	Maintain weapons delivery systems
E4	CORE	Operate nitrogen systems
E4	CORE	Operate weapons delivery systems

EXTERNAL LAUNCH SYSTEM MAINTENANCE AND OPERATIONS

Paygrade	Task Type	Task Statements
E5	CORE	Conduct corrective maintenance on Vertical Launch Systems (VLS)/Virginia Payload Tubes (VPT)
E6	CORE	Conduct Vertical Launch System (VLS)/Virginia Payload Tube (VPT) evolutions
E4	CORE	Maintain Vertical Launch Systems (VLS)/Virginia Payload Tubes (VPT)
E4	CORE	Operate Vertical Launch Systems (VLS)/Virginia Payload Tubes (VPT)

WEAPONS HANDLING / SHIPPING SYSTEMS MAINTENANCE AND OPERATIONS

Paygrade	Task Type	Task Statements
E5	CORE	Adjust weapons handling systems
E5	CORE	Adjust weapons shipping systems
E4	CORE	Clean weapons handling systems
E4	CORE	Clean weapons shipping systems
E5	CORE	Conduct corrective maintenance on weapons handling systems
E5	CORE	Conduct corrective maintenance on weapons shipping systems
E5	CORE	Direct rigging operations
E5	CORE	Direct weapons handling operations
E5	CORE	Direct weapons shipping operations
E4	CORE	Maintain weapons handling systems
E4	CORE	Maintain weapons shipping systems
E4	CORE	Operate weapons handling systems
E4	CORE	Operate weapons shipping systems

WEAPONS HANDLING / SHIPPING SYSTEMS MAINTENANCE AND OPERATIONS (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Perform rigging operations
E4	CORE	Perform weapons delivery system evolutions
E4	CORE	Perform weapons handling evolutions
E4	CORE	Perform weapons shipping evolutions
E6	CORE	Supervise rigging operations
E6	CORE	Supervise weapons handling operations

Job Title

Tactical Weapons Manager

Job Code

001542

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Production	TBD	TACTICAL WEAPONS MANAGER	TACT WEP MGR

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	TM	NEC Q33A and other NECs as assigned

Job Description

Tactical Weapons Managers manage the operations of submarine anchor systems, Arms, Ammunition, and Explosives (AA&E), weapons shipping and handling systems, submarine-launched mines, missiles, and torpedoes, weapons delivery systems, Vertical Launch Systems (VLS)/Virginia Payload Tubes (VPT), and countermeasure systems; supervise the employment of weapons systems and weapons handling evolutions; coordinate communications; and oversee divisional and departmental operations, maintenance, and training.

DoD Relationship

Group Title	*DoD Code*
Torpedo Repair	112300

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
First-Line Supervisors of Production and Operating Workers	51-1011.00	Production

Skills	Abilities
Management of Personnel Resources	*Problem Sensitivity*
Coordination	*Written Comprehension*
Management of Material Resources	*Information Ordering*
Monitoring	*Selective Attention*
Reading Comprehension	*Inductive Reasoning*
Operation and Control	*Oral Expression*
Quality Control Analysis	*Visualization*
Complex Problem Solving	*Time Sharing*
Instructing	*Speech Clarity*
Writing	*Written Expression*

ARMS, AMMUNITION, AND EXPLOSIVES (AA&E)

Paygrade	Task Type	Task Statements
E5	CORE	Conduct force protection training
E5	NON-CORE	Conduct small arms range
E6	CORE	Manage ammunition and countermeasure transfers

DAMAGE CONTROL

Paygrade	Task Type	Task Statements
E6	CORE	Direct torpedo room casualty procedures
E5	CORE	Direct weapons casualty procedures
E6	CORE	Manage weapons casualty procedures

QUALITY ASSURANCE

Paygrade	Task Type	Task Statements
E7	CORE	Audit Quality Assurance (QA) packages
E5	CORE	Create Quality Assurance (QA) packages
E6	CORE	Review Quality Assurance (QA) packages
E6	CORE	Supervise Quality Assurance (QA) testing

SUPPORT SYSTEMS MAINTENANCE AND OPERATIONS

Paygrade	Task Type	Task Statements
E5	CORE	Direct weapons monitoring equipment operations

TECHNICAL ADMINISTRATION

Paygrade	Task Type	Task Statements
E7	CORE	Audit Arms, Ammunition, and Explosives (AA&E) records
E7	CORE	Audit ordnance certification records
E6	CORE	Audit weight test and calibration records
E6	CORE	Coordinate departmental maintenance
E5	CORE	Coordinate divisional maintenance
E6	CORE	Coordinate equipment alterations and modifications
E7	NON-CORE	Develop ship's Anti-Terrorism/Force Protection (AT/FP) preplanned responses
E6	CORE	Maintain ordnance handling certification records
E7	NON-CORE	Review Anti-Terrorism/Force Protection (AT/FP) security plans
E7	NON-CORE	Review ship's Anti-Terrorism/Force Protection (AT/FP) preplanned responses
E6	CORE	Review torpedo and missile record books
E5	CORE	Review weight test and calibration records
E6	CORE	Validate Arms, Ammunition, and Explosives (AA&E) records

TORPEDO TUBE SYSTEM MAINTENANCE AND OPERATIONS

Paygrade	Task Type	Task Statements
E6	CORE	Conduct weapons delivery systems evolutions
E7	CORE	Supervise weapons delivery system operations

EXTERNAL LAUNCH SYSTEM MAINTENANCE AND OPERATIONS

Paygrade	Task Type	Task Statements
E6	CORE	Conduct Vertical Launch System (VLS)/Virginia Payload Tube (VPT) evolutions
E7	CORE	Supervise Vertical Launch System (VLS)/Virginia Payload Tube (VPT) operations

WEAPONS HANDLING / SHIPPING SYSTEMS MAINTENANCE AND OPERATIONS

Paygrade	Task Type	Task Statements
E5	CORE	Direct rigging operations
E5	CORE	Direct weapons handling operations
E5	CORE	Direct weapons shipping operations
E6	CORE	Supervise rigging operations
E6	CORE	Supervise weapons handling operations
E7	CORE	Supervise weapons shipping operations

CHAPTER 77

UTILITIESMAN
(UT)

NAVPERS 18068-77F
CH-77

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

UTILITIESMAN (UT)

SCOPE OF RATING

Utilitiesmen (UT) plan, supervise, manage, and perform tasks involved in installation, maintenance, and repair of plumbing, heating, steam, compressed air, fuel storage and distribution systems, water treatment and distribution systems, air conditioning and refrigeration equipment, and septic systems, as prescribed by drawings and specifications; schedule and evaluate installation and operational tasks; prepare records and reports; maintain individual combat readiness; and perform tasks required in combat and disaster preparedness or recovery operations.

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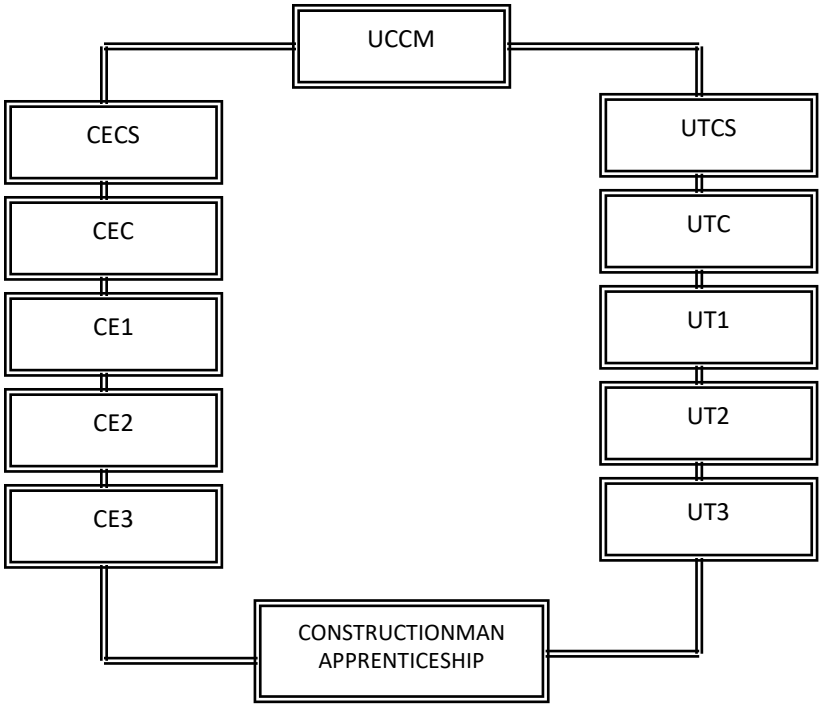
This Occupational Standard is to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 77.

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
Utilitiesmen

Job Code
001797

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Construction and Extraction	TBD	UTILITIESMAN	UTILITIESMAN

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	UT	NEC BXXX series, 717B, 718B, 804G, 833A and other NECs as assigned

Job Description
Utilitiesmen plan, supervise, manage, and perform tasks involved in installation, maintenance, and repair of plumbing, heating, steam, compressed air, fuel storage and distribution systems, water treatment and distribution systems, air conditioning and refrigeration equipment, and septic systems, as prescribed by drawings and specifications; schedule and evaluate installation and operational tasks; and prepare time records, progress reports, construction schedules, and material, labor, tool and equipment estimates for construction projects. As project managers, they plan, staff, direct, and control multiple construction projects to include problem solving, planning, estimating, scheduling, cost control, and personnel management ensuring compliance with specifications, code requirements, plans, and contracts; and function as a project supervisor and subject matter expert.

DoD Relationship

Group Title	*DoD Code*
Utilities, General	172000

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
Plumbers, Pipefitters, and Steamfitters	47-2152.00	Construction and Extraction

Skills	Abilities
Management of Personnel Resources	*Deductive Reasoning*
Management of Material Resources	*Information Ordering*
Equipment Maintenance	*Oral Expression*
Critical Thinking	*Problem Sensitivity*
Operation Monitoring	*Visualization*
Equipment Selection	*Written Comprehension*
Reading Comprehension	*Manual Dexterity*
Complex Problem Solving	*Spatial Orientation*
Repairing	*Inductive Reasoning*
Troubleshooting	*Gross Body Coordination*

BOILERS

Paygrade	Task Type	Task Statements
E4	CORE	Conduct boiler system operational checks
E5	CORE	Conduct corrective maintenance on boiler systems
E4	CORE	Conduct preventive maintenance on boiler systems
E6	NON-CORE	Develop sketches and diagrams for boiler supply and return systems
E5	NON-CORE	Install boiler systems
E4	CORE	Interpret boiler drawings and specifications
E7	CORE	Manage boiler installation and maintenance
E6	CORE	Supervise boiler installation and maintenance

CONSTRUCTION MANAGEMENT

Paygrade	Task Type	Task Statements
E6	NON-CORE	Conduct three-phase quality control inspections
E5	CORE	Develop construction activities
E5	CORE	Develop construction environmental protection plans
E4	CORE	Develop construction estimates
E5	CORE	Develop construction project packages
E4	CORE	Develop construction project sketches and diagrams
E5	CORE	Develop construction safety plans

CONSTRUCTION MANAGEMENT (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Develop master activities
E5	CORE	Develop project three-phase quality control plans
E6	CORE	Establish construction site layouts
E5	CORE	Input project data into construction management software and tools
E5	CORE	Inspect construction materials
E5	CORE	Interpret construction project drawings and specifications
E4	CORE	Inventory project tools and materials
E5	CORE	Lead construction project crew
E7	CORE	Manage construction project resources
E7	CORE	Manage construction project(s)
E7	CORE	Manage construction safety plans
E7	CORE	Manage job site construction operations (e.g., quality control and safety plan implementation, job site information board, level III chart, etc.)
E7	CORE	Manage project quality control plan(s)
E7	CORE	Manage three-phase quality control process
E6	NON-CORE	Monitor construction project contracts
E6	CORE	Supervise construction project crew(s)
E5	CORE	Supervise construction project safety operations
E6	CORE	Supervise environmental protection plans
E6	CORE	Supervise planning and estimating operations
E6	CORE	Supervise project three-phase quality control process
E5	CORE	Turnover construction project
E6	CORE	Validate construction project packages
E5	NON-CORE	Validate project surveys and elevation data

FACILITIES MANAGEMENT

Paygrade	Task Type	Task Statements
E4	CORE	Conduct facilities corrective maintenance
E4	CORE	Conduct facilities preventive maintenance
E5	CORE	Inspect facilities systems
E7	NON-CORE	Manage facilities maintenance contracts
E7	CORE	Manage facilities maintenance operations (e.g., Camp Maintenance, 3M, MAXIMO)
E6	CORE	Supervise facilities maintenance (e.g., Camp Maintenance, 3M, MAXIMO)

HEATING, VENTILATING, AIR CONDITIONING, AND REFRIGERATION (HVAC/R)

Paygrade	Task Type	Task Statements
E5	CORE	Conduct corrective maintenance on Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC/R) systems
E4	CORE	Conduct Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC/R) system operational checks
E4	CORE	Conduct preventive maintenance on Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC/R) systems

HEATING, VENTILATING, AIR CONDITIONING, AND REFRIGERATION (HVAC/R) (CONT'D)

Paygrade	Task Type	Task Statements
E6	NON-CORE	Develop sketches and diagrams for heating, ventilating, air conditioning, and refrigeration (HVAC/R)
E5	CORE	Install Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC/R) systems
E5	CORE	Interpret heating, ventilating, air conditioning, and refrigeration (HVAC/R) drawings and specifications
E7	CORE	Manage Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC/R) installation and maintenance
E6	CORE	Supervise Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC/R) installation and maintenance

PLUMBING

Paygrade	Task Type	Task Statements
E4	CORE	Conduct corrective maintenance on Drain Waste Vent (DWV) systems
E4	CORE	Conduct corrective maintenance on sewer systems
E4	CORE	Conduct corrective maintenance on storm water drainage systems
E4	CORE	Conduct corrective maintenance on water distribution systems
E4	CORE	Conduct preventive maintenance on sewer systems
E4	CORE	Conduct preventive maintenance on storm water drainage systems
E4	CORE	Conduct preventive maintenance on water distribution systems
E4	CORE	Develop sketches and diagrams for plumbing systems
E5	CORE	Establish plumbing system elevations
E4	CORE	Install Drain Waste Vent (DWV) systems
E5	CORE	Install sewer systems
E4	CORE	Install storm water drainage systems
E4	CORE	Install water distribution systems and components
E4	CORE	Interpret plumbing drawings and specifications
E7	CORE	Manage plumbing systems installation and maintenance
E6	CORE	Supervise plumbing system installation and maintenance

PUMPS AND COMPRESSED AIR SYSTEMS

Paygrade	Task Type	Task Statements
E5	CORE	Conduct corrective maintenance on compressed air systems
E5	CORE	Conduct corrective maintenance on pumps
E4	CORE	Conduct preventive maintenance on compressed air systems
E4	CORE	Conduct preventive maintenance on pumps
E5	CORE	Develop sketches and diagrams for compressed air systems
E5	NON-CORE	Install compressed air systems
E5	CORE	Install pumps
E4	CORE	Interpret compressed air system drawings and specifications
E7	CORE	Manage compressed air systems installation and maintenance
E7	CORE	Manage pump installation and maintenance
E6	CORE	Supervise compressed air systems installation and maintenance
E6	CORE	Supervise pump installation and maintenance

SEABEE COMMON CORE

Paygrade	Task Type	Task Statements
E4	CORE	Apply combat life saving techniques
E5	NON-CORE	Assess airfield damage
E6	NON-CORE	Assist Maritime Prepositioning Force (MPF) operations
E4	NON-CORE	Conduct convoy security operations
E4	NON-CORE	Conduct crew-served weapons operational checks
E4	CORE	Conduct field communications equipment operational checks
E7	NON-CORE	Conduct Humanitarian Assistance and Disaster Relief (HADR)
E4	CORE	Conduct personal protection and decontamination (DECON) procedures
E4	CORE	Conduct small arms operational checks
E4	CORE	Employ Advance Base Functional Component (ABFC) systems
E4	NON-CORE	Employ crew-served weapons
E4	CORE	Employ field communications equipment
E4	CORE	Employ grenades, mines, and pyrotechnics
E4	CORE	Employ land survival techniques
E4	CORE	Employ small arms
E4	CORE	Maintain Personal Gear Issue (PGI)
E4	NON-CORE	Palletize cargo and equipment
E4	CORE	Patrol assigned areas
E5	NON-CORE	Perform arrival and departure airfield control group (AACG&DACG) procedures
E4	NON-CORE	Perform Chemical, Biological, Radiological, and Nuclear Defense (CBRND) reconnaissance (i.e., surveying, monitoring, and marking)
E7	CORE	Perform command and control of a company
E4	CORE	Perform command and control of a fire team
E6	CORE	Perform command and control of a platoon
E5	CORE	Perform command and control of a squad
E4	NON-CORE	Perform detailed troop and equipment decontamination (DECON)
E5	NON-CORE	Plan Advance Base Functional Component (ABFC) systems setup
E5	NON-CORE	Plan Airfield Damage Repair (ADR)
E5	NON-CORE	Plan convoy operations
E7	NON-CORE	Plan convoy security operations
E5	NON-CORE	Plan load for embarkation
E6	NON-CORE	Plan unit embarkation
E4	CORE	Prepare cargo and equipment for transport (e.g., weight, balance, and marking)
E4	NON-CORE	Prepare hazardous materials (HAZMAT) for transport
E4	NON-CORE	Repair damaged airfields
E4	CORE	Set tactical defenses
E6	NON-CORE	Supervise Advance Base Functional Component (ABFC) setup
E7	NON-CORE	Supervise Airfield Damage Repair (ADR) operations
E7	NON-CORE	Supervise Chemical, Biological, Radiological, and Nuclear Defense (CBRND) operations

SEABEE COMMON CORE(CONT'D)

Paygrade	Task Type	Task Statements
E6	NON-CORE	Supervise convoy operations
E6	NON-CORE	Supervise convoy security operations
E7	NON-CORE	Supervise embarkation and debarkation operations
E4	CORE	Transport troops and equipment (e.g., convoy)

UNDERWATER CONSTRUCTION

Paygrade	Task Type	Task Statements
E5	NON-CORE	Conduct corrective maintenance on certified Diver's Life Support Systems (DLSS)
E5	NON-CORE	Conduct corrective maintenance on Self-Contained Underwater Breathing Apparatus (SCUBA) diving equipment
E5	NON-CORE	Conduct corrective maintenance on Surface Supplied Diving (SSD) equipment
E5	NON-CORE	Conduct corrective maintenance on underwater construction equipment and tools
E5	NON-CORE	Conduct maritime defensive operations
E5	NON-CORE	Conduct oceanographic surveys
E5	NON-CORE	Conduct preventive maintenance on cable systems
E5	NON-CORE	Conduct preventive maintenance on certified Diver's Life Support Systems (DLSS)
E5	NON-CORE	Conduct preventive maintenance on fleet moorings
E5	NON-CORE	Conduct preventive maintenance on pipelines
E5	NON-CORE	Conduct preventive maintenance on Self-Contained Underwater Breathing Apparatus (SCUBA) diving equipment
E5	NON-CORE	Conduct preventive maintenance on Surface Supplied Diving (SSD) equipment
E5	NON-CORE	Conduct preventive maintenance on underwater construction equipment and tools
E5	NON-CORE	Conduct preventive maintenance on waterfront facilities
E5	NON-CORE	Conduct terrestrial construction demolition using explosives
E5	NON-CORE	Conduct underwater construction demolition using explosives
E5	NON-CORE	Conduct underwater search and recovery operations
E5	NON-CORE	Construct cable systems
E5	NON-CORE	Construct fleet moorings
E5	NON-CORE	Construct pipelines
E5	NON-CORE	Construct waterfront facilities
E5	NON-CORE	Deploy underwater vehicles (e.g., Remotely Operated Vehicle (ROV) / Autonomous Underwater Vehicle (AUV) / Unmanned Underwater Vehicle (UUV))
E5	NON-CORE	Inspect cable systems
E5	NON-CORE	Inspect fleet moorings
E5	NON-CORE	Inspect pipelines
E5	NON-CORE	Inspect waterfront facilities
E7	NON-CORE	Manage diving emergency incidents
E7	NON-CORE	Manage diving equipment maintenance and certification (e.g., Self-Contained Underwater Breathing Apparatus (SCUBA), Surface Supplied Diving (SSD), Diver's Life Support System (DLSS))
E7	NON-CORE	Manage light salvage operations
E7	NON-CORE	Manage Ocean Facilities inspection

UNDERWATER CONSTRUCTION (CONT'D)

Paygrade	Task Type	Task Statements
E7	NON-CORE	Manage Ocean Facilities maintenance
E7	NON-CORE	Manage oceanographic survey teams
E7	NON-CORE	Manage Offshore Petroleum Distribution System (OPDS) operations
E7	NON-CORE	Manage terrestrial explosive construction demolition operations
E7	NON-CORE	Manage underwater construction equipment and tools maintenance
E7	NON-CORE	Manage underwater construction projects
E7	NON-CORE	Manage underwater explosive construction demolition operations
E7	NON-CORE	Manage underwater search and recovery operations
E7	NON-CORE	Manage watercraft program
E5	NON-CORE	Perform diving emergency procedures
E5	NON-CORE	Perform light salvage operations
E5	NON-CORE	Perform Offshore Petroleum Distribution System (OPDS) operations
E6	NON-CORE	Plan terrestrial explosive construction demolition
E6	NON-CORE	Plan underwater explosive construction demolition
E5	NON-CORE	Provide diving assistance during Maritime Prepositioning Force (MPF) operations
E5	NON-CORE	Repair cable systems
E5	NON-CORE	Repair fleet moorings
E5	NON-CORE	Repair pipelines
E5	NON-CORE	Repair waterfront facilities
E6	NON-CORE	Supervise construction of fleet moorings, waterfront facilities, pipelines, and cable systems
E6	NON-CORE	Supervise diving emergency incidents
E6	NON-CORE	Supervise diving equipment maintenance and certification (e.g., Self-Contained Underwater Breathing Apparatus (SCUBA), Surface Supplied Diving (SSD), Diver's Life Support System (DLSS))
E6	NON-CORE	Supervise hyperbaric treatments
E6	NON-CORE	Supervise inspection of fleet moorings, waterfront facilities, pipelines, and cable systems
E6	NON-CORE	Supervise light salvage operations
E6	NON-CORE	Supervise oceanographic survey team
E6	NON-CORE	Supervise Offshore Petroleum Distribution System (OPDS) operations
E6	NON-CORE	Supervise preventive maintenance of fleet moorings, waterfront facilities, pipelines, and cable systems
E6	NON-CORE	Supervise repairs of fleet moorings, waterfront facilities, pipelines, and cable systems
E6	NON-CORE	Supervise terrestrial explosive construction demolition operations
E6	NON-CORE	Supervise underwater construction equipment and tools maintenance
E6	NON-CORE	Supervise underwater explosive construction demolition operations
E6	NON-CORE	Supervise underwater search and recovery operations
E6	NON-CORE	Supervise watercraft crew during operations
E5	NON-CORE	Transport divers, personnel, and equipment using watercraft

UTILITIES EQUIPMENT

Paygrade	Task Type	Task Statements
E5	NON-CORE	Conduct bulk fuel storage system operational checks
E5	NON-CORE	Conduct corrective maintenance on galley equipment
E5	CORE	Conduct corrective maintenance on laundry equipment
E4	CORE	Conduct corrective maintenance on shower systems
E4	NON-CORE	Conduct preventive maintenance on galley equipment
E4	CORE	Conduct preventive maintenance on laundry equipment
E4	CORE	Conduct preventive maintenance on shower systems
E5	NON-CORE	Install bulk fuel storage systems
E4	NON-CORE	Install galley equipment
E4	CORE	Install laundry equipment
E4	CORE	Install shower systems
E7	NON-CORE	Manage bulk fuel storage installation and maintenance
E7	CORE	Manage utilities equipment installation and maintenance
E5	NON-CORE	Perform corrective maintenance on bulk fuel storage systems
E4	NON-CORE	Perform preventive maintenance on bulk fuel storage systems
E6	NON-CORE	Supervise bulk fuel storage installation and maintenance
E6	CORE	Supervise utilities equipment installation and maintenance

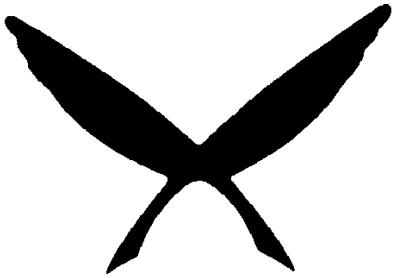
WASTE WATER SYSTEMS

Paygrade	Task Type	Task Statements
E5	CORE	Conduct corrective maintenance on waste water treatment systems
E5	CORE	Conduct preventive maintenance on waste water treatment systems
E5	CORE	Conduct waste water treatment system operational checks
E4	CORE	Develop sketches and diagrams for Drain Waste Vent (DWV) systems
E5	CORE	Develop sketches and diagrams for waste water systems
E5	NON-CORE	Install waste water treatment systems
E4	CORE	Interpret waste water system drawings and specifications
E7	CORE	Manage waste water treatment system installation and maintenance
E6	CORE	Supervise waste water treatment system installation and maintenance

WATER TREATMENT

Paygrade	Task Type	Task Statements
E5	CORE	Conduct corrective maintenance on water treatment systems
E4	CORE	Conduct preventive maintenance on water treatment systems
E5	CORE	Conduct water treatment systems operational checks
E5	CORE	Install water treatment systems
E7	CORE	Manage water treatment system installation and maintenance
E5	CORE	Select water source locations
E6	CORE	Supervise water treatment system installation and maintenance

CHAPTER 79



YEOMAN
(YN)

NAVPERS 18068-79F
CH-74

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

YEOMAN (YN)

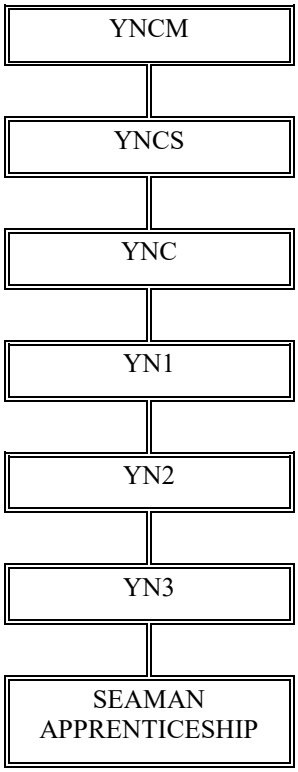
SCOPE OF RATING

Yeomen (YN) perform clerical, customer service, personnel/physical security, and general administrative duties, including typing and filing; prepare and route correspondence, reports and electronic service record entries; maintain records and publications; counsel office personnel on administrative matters; perform administrative support for shipboard legal proceedings and maintain shipboard legal files; conduct reporting and detaching procedures and required retention and transition counseling; prepare and maintain personnel security documents; perform other personnel related functions; provide guidance on protocol matters, and serve as executive office managers.

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 79.

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

Administrative Assistant

Job Code

001802

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Office and Administrative Support	TBD	ADMINISTRATIVE ASSISTANT	ADMIN ASST

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	YN	None

Job Description

Administrative Assistants assist in daily operations of office; prepare, type, and route correspondence and reports; and operate personal computers, reproduction machines, audio-recording devices, and other office machines.

DoD Relationship		O*NET Relationship		
Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Administrators, General	270100	Executive Secretaries and Administrative Assistants	43-6011.00	Office and Administrative Support

Skills	Abilities
Reading Comprehension	*Written Comprehension*
Writing	*Written Expression*
Coordination	*Information Ordering*
Monitoring	*Inductive Reasoning*
Critical Thinking	*Oral Expression*
Systems Evaluation	*Oral Comprehension*
Management of Material Resources	*Wrist-Finger Speed*
Service Orientation	*Category Flexibility*
Mathematics	*Deductive Reasoning*
Speaking	*Problem Sensitivity*

CORRESPONDENCE

Paygrade	Task Type	Task Statements
E4	CORE	Create North American Treaty Organization (NATO) travel orders
E4	CORE	Distribute message traffic
E4	CORE	Draft classification markings on correspondence and directives
E4	CORE	Draft dependent entry approval messages
E4	CORE	File administrative documents
E4	CORE	Maintain command directive case files
E4	CORE	Prepare award recommendations (personal, unit)
E4	CORE	Prepare command muster reports
E4	CORE	Prepare correspondence
E4	CORE	Prepare letters of authority (e.g. by direction, designation letters, etc.)
E4	CORE	Prepare naval messages (e.g. special duty assignment, overseas screening, delay reporting, etc.)
E4	CORE	Prepare personal award citations
E4	CORE	Prepare statement of service documents
E4	CORE	Process annual directive reviews
E4	CORE	Process correspondence
E4	CORE	Process official mail
E4	CORE	Update ticklers

LEGAL

Paygrade	Task Type	Task Statements
E4	CORE	Prepare administrative separation packages
E4	CORE	Prepare Charge Sheets (DD-458)
E4	CORE	Record disciplinary proceedings actions

SECURITY

Paygrade	Task Type	Task Statements
E4	CORE	Administer inadvertent disclosure oaths
E4	CORE	Assist personnel in completing security clearance paperwork (e.g. JPAS, EQIP, etc.)
E5	NON-CORE	Brief Department of Defense Central Adjudication Facility (DODCAF) Letter of Intent (LOI) procedures
E5	NON-CORE	Conduct security briefings
E5	NON-CORE	Conduct Sensitive Compartmented Information (SCI) eligibility pre-screens
E4	NON-CORE	Distribute materials to Defense Courier Service (DCS) stations
E4	CORE	Initiate security clearances (Tier 3, Tier 5)
E4	CORE	Input data into Joint Personnel Adjudication System (JPAS)
E4	NON-CORE	Inventory classified material
E4	NON-CORE	Issue Sensitive Compartmented Information Facility (SCIF) security badges
E4	CORE	Prepare classified materials (e.g. mailing and hand carry)
E4	NON-CORE	Prepare foreign exception packages
E4	NON-CORE	Prepare inbound/outbound Defense Courier Service (DCS) inventories
E4	NON-CORE	Process security termination statements
E4	CORE	Verify Sensitive Compartmented Information Facility (SCIF) security badge system access requirements

TECHNICAL ADMINISTRATION

Paygrade	Task Type	Task Statements
E4	CORE	Archive awards documents
E5	CORE	Compute Pay Entry Base Dates (PEBD) and Active Duty Service Dates (ADSD)
E5	CORE	Counsel personnel on pay, allowances and entitlements
E5	CORE	Create Enlisted Manning Inquiry Reports (EMIRS)
E5	CORE	Create formal invitations (electronic, paper)
E5	CORE	Create pay and entitlement allowance documents
E5	CORE	Create Personnel and Manning Activity Reports (PERSMAR)
E4	CORE	Create records management files
E4	CORE	Create social rosters
E4	CORE	Draft failed to report messages
E4	CORE	File separation documents
E4	CORE	File Servicemembers' Group Life Insurance (SGLI)/Family Servicemembers' Group Life Insurance (FSGLI) documents
E4	CORE	Initiate Transaction Online Processing System (TOPS) transactions

TECHNICAL ADMINISTRATION (CONT'D)

Paygrade	Task Type	Task Statements
E4	NON-CORE	Maintain Leave Control Number (LCN) logs
E4	CORE	Prepare directives (e.g. instructions, notices, publications, manuals, etc.)
E4	CORE	Prepare Electronic Service Record (ESR) entries
E4	CORE	Prepare Identification Card Applications (DD-1172-2)
E4	CORE	Prepare personnel documents (e.g. personnel receipts, Permanent Change of station (PCS) notifications, etc.)
E4	CORE	Prepare Plan of the Day (POD)/Plan of the Week (POW)
E4	CORE	Prepare sailing lists
E5	CORE	Prepare seating charts
E4	CORE	Prepare Transfer Information Sheets (TIS)
E4	CORE	Process classified mail
E4	CORE	Process Family Servicemembers' Group Life Insurance (FSGLI) documents
E4	CORE	Process name change requests
E4	CORE	Process special duty screenings
E5	CORE	Track formal invitation responses
E4	CORE	Track travel claim submissions and liquidations
E4	CORE	Update Dependency Application and Record of Emergency Data (NAVPERS FORM 1070/602)
E5	CORE	Update Individual Personnel Tempo (ITEMPO) records
E4	CORE	Update Navy Family Accountability and Assessment System (NFAAS) data (personnel, dependents)
E6	NON-CORE	Verify interviewers' appraisal sheets
E4	CORE	Verify leave balances

TRAVEL

Paygrade	Task Type	Task Statements
E5	CORE	Prepare Medical Evacuation (MEDEVAC) orders
E5	CORE	Prepare Request and Authorization for TDY Travel of DoD Personnel (DD FORM 1610)
E5	CORE	Prepare Temporary Additional Duty Target (TADTAR) funding budget reports
E4	CORE	Process funded emergency leave requests
E5	CORE	Process Government Travel Credit Card (GTCC) applications
E4	CORE	Review Defense Travel System (DTS) authorizations and vouchers

Job Title

Administrative Supervisor

Job Code

001810

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Office and Administrative Support	TBD	ADMINISTRATIVE SUPERVISOR	ADMIN SUPV

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	YN	NEC 2514

Job Description

Administrative Supervisors train and supervise administrative personnel; organize and maintain files, records and official publications; perform administrative daily operations; and support legal proceedings.

DoD Relationship

Group Title	*DoD Code*
Administration, General	151000

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
First-Line Supervisors/Managers of Office and Administrative Support Workers	43-1011.00	Office and Administrative Support

Skills	Abilities
Reading Comprehension	*Written Comprehension*
Monitoring	*Written Expression*
Writing	*Information Ordering*
Coordination	*Inductive Reasoning*
Critical Thinking	*Oral Comprehension*
Systems Evaluation	*Oral Expression*
Management of Material Resources	*Category Flexibility*
Mathematics	*Wrist-Finger Speed*
Instructing	*Deductive Reasoning*
Learning Strategies	*Problem Sensitivity*

CORRESPONDENCE

Paygrade	Task Type	Task Statements
E4	CORE	Distribute message traffic
E4	CORE	Draft classification markings on correspondence and directives
E4	CORE	File administrative documents
E6	NON-CORE	Format inquiry replies (congressional, executive)
E4	CORE	Maintain command directive case files
E5	CORE	Manage forms control programs
E6	CORE	Manage official mail control programs
E6	CORE	Manage reports (e.g. action, control, recurring, etc.)
E4	CORE	Prepare award recommendations (personal, unit)
E5	CORE	Prepare command investigation reports
E4	CORE	Prepare command muster reports
E4	CORE	Prepare correspondence
E4	CORE	Prepare letters of authority (e.g. by direction, designation letters, etc.)
E6	CORE	Prepare letters of reprimand or admonishment
E4	CORE	Prepare naval messages (e.g. special duty assignment, overseas screening, delay reporting, etc.)
E4	CORE	Prepare personal award citations
E4	CORE	Process annual directive reviews

CORRESPONDENCE (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Process correspondence
E4	CORE	Update ticklers

LEGAL

Paygrade	Task Type	Task Statements
E5	CORE	Adjust Court Memorandums (NAVPERS FORM 1070/607)
E6	CORE	Authenticate Deserter or Absentee Wanted by Armed Forces (DD FORM 553) data
E5	CORE	Maintain Unit Punishment Books (UPB)
E6	CORE	Prepare administrative board documents
E4	CORE	Prepare administrative separation packages
E4	CORE	Prepare Charge Sheets (DD-458)
E4	CORE	Prepare Non-Judicial Punishment (NJP) documents
E5	CORE	Prepare Record of Unauthorized Absence (NAVPERS FORM 1070/606)
E4	CORE	Prepare Report and Disposition of Offense (NAVPERS 1626/7) forms
E5	CORE	Process Court Memorandums (NAVPERS FORM 1070/607)
E4	CORE	Record disciplinary proceedings actions
E6	CORE	Verify administrative separation correspondence
E7	CORE	Verify command investigation records
E5	CORE	Verify Non-Judicial Punishment (NJP) actions
E6	CORE	Verify Non-Judicial Punishment (NJP) documents

SECURITY

Paygrade	Task Type	Task Statements
E4	CORE	Administer inadvertent disclosure oaths
E7	NON-CORE	Assist personnel with Sensitive Compartmented Information (SCI) access ineligibility appeals
E5	NON-CORE	Brief Department of Defense Central Adjudication Facility (DODCAF) Letter of Intent (LOI) procedures
E5	NON-CORE	Change combination lock codes
E6	NON-CORE	Conduct Emergency Action Plan (EAP) training
E5	NON-CORE	Conduct security briefings
E5	NON-CORE	Conduct Sensitive Compartmented Information (SCI) eligibility pre-screens
E5	NON-CORE	Conduct Special Security Representative (SSR) training
E7	NON-CORE	Coordinate construction of Sensitive Compartmented Information Facility (SCIF) (creation, modification, disestablishment)
E6	NON-CORE	Coordinate with Department of Defense Central Adjudication Facility (DODCAF) and Office of Personnel Management (OPM) on personnel security issues
E4	NON-CORE	Distribute materials to Defense Courier Service (DCS) stations
E6	NON-CORE	Implement Emergency Action Plans (EAP)
E4	CORE	Initiate security clearances (Tier 3, Tier 5)

SECURITY (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Input data into Joint Personnel Adjudication System (JPAS)
E6	NON-CORE	Inspect Sensitive Compartmented Information Facilities (SCIF)
E4	NON-CORE	Inventory classified material
E4	NON-CORE	Issue Sensitive Compartmented Information Facility (SCIF) security badges
E6	NON-CORE	Maintain physical and personnel security awareness programs
E5	NON-CORE	Monitor Joint Personnel Adjudication System (JPAS) personnel security notification process
E4	CORE	Prepare classified materials (e.g. mailing and hand carry)
E4	NON-CORE	Prepare foreign exception packages
E4	NON-CORE	Prepare inbound/outbound Defense Courier Service (DCS) inventories
E5	NON-CORE	Prepare monthly Sensitive Compartmented Information (SCI) personnel security violation reports
E5	NON-CORE	Prepare Security Access Eligibility Reports (SAER)
E5	NON-CORE	Process Defense Courier Service (DCS) Authorization Records (USTRANSCOM IMT 10)
E4	NON-CORE	Process security termination statements
E5	NON-CORE	Request Sensitive Compartmented Information (SCI) access upgrades
E4	NON-CORE	Review Electronic Questionnaires for Investigations Processing (E-QIP)
E5	NON-CORE	Update Emergency Action Plans (EAP)
E6	CORE	Verify personnel security investigation requests (EQIP)
E4	CORE	Verify Sensitive Compartmented Information Facility (SCIF) security badge system access requirements

TECHNICAL ADMINISTRATION

Paygrade	Task Type	Task Statements
E6	CORE	Certify Special Duty Assignment Pay (SDAP)
E5	CORE	Compute Pay Entry Base Dates (PEBD) and Active Duty Service Dates (ADSD)
E6	CORE	Coordinate formal command ceremonies
E5	CORE	Counsel personnel on pay, allowances and entitlements
E5	CORE	Create Enlisted Manning Inquiry Reports (EMIRS)
E5	CORE	Create formal invitations (electronic, paper)
E5	CORE	Create pay and entitlement allowance documents
E5	CORE	Create Personnel and Manning Activity Reports (PERSMAR)
E4	CORE	Create records management files
E5	CORE	Create routing organizations in E-Leave
E4	CORE	Initiate Transaction Online Processing System (TOPS) transactions
E6	NON-CORE	Maintain command biographies
E4	NON-CORE	Maintain Leave Control Number (LCN) logs
E6	CORE	Manage command fitness report and evaluation programs
E6	CORE	Manage directives review programs

TECHNICAL ADMINISTRATION (CONT'D)

Paygrade	Task Type	Task Statements
E6	CORE	Manage Navy Standard Integrated Personnel and Pay System (NSIPS) accounts (afloat, web)
E6	NON-CORE	Manage personal correspondence of executive level personnel
E7	CORE	Manage records management programs
E4	CORE	Prepare directives (e.g. instructions, notices, publications, manuals, etc.)
E4	CORE	Prepare Electronic Service Record (ESR) entries
E6	NON-CORE	Prepare executive speeches
E4	CORE	Prepare Identification Card Applications (DD-1172-2)
E4	CORE	Prepare personnel documents (e.g. personnel receipts, Permanent Change of Station (PCS) notifications, etc.)
E5	CORE	Prepare seating charts
E4	CORE	Process awards
E4	CORE	Process classified mail
E5	CORE	Process fitness reports and enlisted performance evaluations
E5	NON-CORE	Process foreign area clearance requests
E5	CORE	Process Navy Enlisted Classification (NEC) code change requests
E7	CORE	Process Navy-wide examination answer sheets
E5	CORE	Process overseas assignment screenings
E5	CORE	Process pay documents
E7	CORE	Release Naval messages
E5	CORE	Request Officer Distribution Control Reports (ODCR)
E5	CORE	Track formal invitation responses
E4	CORE	Update Dependency Application and Record of Emergency Data (NAVPERS FORM 1070/602)
E5	CORE	Update Individual Personnel Tempo (ITEMPO) records
E6	CORE	Verify command muster reports
E7	CORE	Verify completion of enlisted advancement worksheets
E6	NON-CORE	Verify electronic service record entries
E6	CORE	Verify expired gain and loss events
E6	NON-CORE	Verify interviewers' appraisal sheets
E6	CORE	Verify Leave Requests Authorizations (NAVCOMPT Form 3065)
E5	CORE	Verify passenger reservation requests
E6	CORE	Verify Special Duty Assignment Pay (SDAP) recertifications

TRAVEL

Paygrade	Task Type	Task Statements
E7	CORE	Approve Defense Travel System (DTS) authorizations and vouchers
E7	CORE	Manage command's Defense Travel System (DTS) program
E7	CORE	Manage Government Travel Credit Card (GTCC) programs
E6	CORE	Manage Temporary Additional Duty (TAD) programs

E5	CORE	Prepare Medical Evacuation (MEDEVAC) orders

TRAVEL (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Prepare Request and Authorization for TDY Travel of DoD Personnel (DD FORM 1610)
E5	CORE	Process Government Travel Credit Card (GTCC) applications
E4	CORE	Review Defense Travel System (DTS) authorizations and vouchers
E5	CORE	Verify Permanent Change of Station (PCS) receipt documents
E5	CORE	Verify Permanent Change of Station (PCS) travel liquidation forms
E5	CORE	Verify Temporary Additional Duty Target (TADTAR) funding budget reports
E5	CORE	Verify transfer travel document submissions (e.g. Permanent Change of Station (PCS), Temporary Lodging Expense (TLE), Temporary Lodging Allowance (TLA), etc.)

Job Title

Office Manager

Job Code

001815

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Office and Administrative Support	TBD	OFFICE MANAGER	OFFICE MANAGER

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	YN	NEC 2514

Job Description

Office Managers supervise office personnel administration; communicate work procedures and policies to staff; supervise the work of office, administrative, or customer service personnel to ensure adherence to quality standards, deadlines and proper procedures, correcting errors or problems; evaluate job performance and compliance with regulations and recommend appropriate personnel action; interface and advise executive level personnel; and prepare and issue work schedules, deadlines, and duty assignments of office personnel.

DoD Relationship

Group Title	*DoD Code*
Administration, General	151000

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
First-Line Supervisors/Managers of Office and Administrative Support Workers	43-1011.00	Office and Administrative Support

Skills	Abilities
Reading Comprehension	*Written Comprehension*
Monitoring	*Written Expression*
Writing	*Inductive Reasoning*
Coordination	*Information Ordering*
Critical Thinking	*Oral Expression*
Systems Evaluation	*Oral Comprehension*
Management of Material Resources	*Category Flexibility*
Mathematics	*Problem Sensitivity*
Instructing	*Visualization*
Learning Strategies	*Deductive Reasoning*

CORRESPONDENCE

Paygrade	Task Type	Task Statements
E4	CORE	Distribute message traffic
E4	CORE	Draft classification markings on correspondence and directives
E4	CORE	File administrative documents
E6	NON-CORE	Format inquiry replies (congressional, executive)
E4	CORE	Maintain command directive case files
E5	CORE	Manage forms control programs
E6	CORE	Manage official mail control programs
E6	CORE	Manage reports (e.g. action, control, recurring, etc.)
E4	CORE	Prepare award recommendations (personal, unit)
E5	CORE	Prepare command investigation reports
E4	CORE	Prepare command muster reports
E4	CORE	Prepare correspondence
E6	CORE	Prepare letters of reprimand or admonishment
E4	CORE	Prepare naval messages (e.g. special duty assignment, overseas screening, delay reporting, etc.)
E4	CORE	Prepare personal award citations
E4	CORE	Process annual directive reviews

CORRESPONDENCE (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Process correspondence
E4	CORE	Update ticklers

LEGAL

Paygrade	Task Type	Task Statements
E6	CORE	Authenticate Deserter or Absentee Wanted by Armed Forces (DD FORM 553) data
E5	CORE	Maintain Unit Punishment Books (UPB)
E6	CORE	Prepare administrative board documents
E4	CORE	Prepare administrative separation packages
E4	CORE	Prepare Charge Sheets (DD-458)
E4	CORE	Prepare Non-Judicial Punishment (NJP) documents
E4	CORE	Prepare Report and Disposition of Offense (NAVPERS 1626/7) forms
E4	CORE	Record disciplinary proceedings actions
E6	CORE	Verify administrative separation correspondence
E7	CORE	Verify command investigation records
E6	CORE	Verify Non-Judicial Punishment (NJP) documents

SECURITY

Paygrade	Task Type	Task Statements
E4	CORE	Administer inadvertent disclosure oaths
E7	NON-CORE	Assist personnel with Sensitive Compartmented Information (SCI) access ineligibility appeals
E5	NON-CORE	Brief Department of Defense Central Adjudication Facility (DODCAF) Letter of Intent (LOI) procedures
E5	NON-CORE	Change combination lock codes
E6	NON-CORE	Conduct Emergency Action Plan (EAP) training
E5	NON-CORE	Conduct security briefings
E5	NON-CORE	Conduct Sensitive Compartmented Information (SCI) eligibility pre-screens
E5	NON-CORE	Conduct Special Security Representative (SSR) training
E7	NON-CORE	Coordinate construction of Sensitive Compartmented Information Facility (SCIF) (creation, modification, disestablishment)
E6	NON-CORE	Coordinate with Department of Defense Central Adjudication Facility (DODCAF) and Office of Personnel Management (OPM) on personnel security issues
E4	NON-CORE	Distribute materials to Defense Courier Service (DCS) stations
E6	NON-CORE	Implement Emergency Action Plans (EAP)
E4	CORE	Initiate security clearances (Tier 3, Tier 5)
E4	CORE	Input data into Joint Personnel Adjudication System (JPAS)
E6	NON-CORE	Inspect Sensitive Compartmented Information Facilities (SCIF)
E4	NON-CORE	Inventory classified material
E4	NON-CORE	Issue Sensitive Compartmented Information Facility (SCIF) security badges

SECURITY (CONT'D)

Paygrade	Task Type	Task Statements
E6	NON-CORE	Maintain physical and personnel security awareness programs
E5	NON-CORE	Monitor Joint Personnel Adjudication System (JPAS) personnel security notification process
E4	CORE	Prepare classified materials (e.g. mailing and hand carry)
E4	NON-CORE	Prepare foreign exception packages
E4	NON-CORE	Prepare inbound/outbound Defense Courier Service (DCS) inventories
E5	NON-CORE	Prepare monthly Sensitive Compartmented Information (SCI) personnel security violation reports
E5	NON-CORE	Prepare Security Access Eligibility Reports (SAER)
E5	NON-CORE	Process Defense Courier Service (DCS) Authorization Records (USTRANSCOM IMT 10)
E4	NON-CORE	Process security termination statements
E5	NON-CORE	Request Sensitive Compartmented Information (SCI) access upgrades
E4	NON-CORE	Review Electronic Questionnaires for Investigations Processing (E-QIP)
E5	NON-CORE	Update Emergency Action Plans (EAP)
E6	CORE	Verify personnel security investigation requests (EQIP)
E4	CORE	Verify Sensitive Compartmented Information Facility (SCIF) security badge system access requirements

TECHNICAL ADMINISTRATION

Paygrade	Task Type	Task Statements
E7	CORE	Audit leave accounting records and reports
E7	CORE	Certify separation and retirement documentation
E6	CORE	Certify Special Duty Assignment Pay (SDAP)
E6	CORE	Coordinate formal command ceremonies
E5	CORE	Counsel personnel on pay, allowances and entitlements
E4	CORE	Create records management files
E5	CORE	Create routing organizations in E-Leave
E4	CORE	Initiate Transaction Online Processing System (TOPS) transactions
E6	NON-CORE	Maintain command biographies
E4	NON-CORE	Maintain Leave Control Number (LCN) logs
E6	CORE	Manage command fitness report and evaluation programs
E6	CORE	Manage directives review programs
E7	CORE	Manage Navy Family Accountability and Assessment System (NFAAS) command data
E6	NON-CORE	Manage personal correspondence of executive level personnel
E7	CORE	Manage records management programs
E4	CORE	Prepare directives (e.g. instructions, notices, publications, manuals, etc.)
E4	CORE	Prepare Electronic Service Record (ESR) entries
E6	NON-CORE	Prepare executive speeches

TECHNICAL ADMINISTRATION (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Prepare Identification Card Applications (DD-1172-2)
E4	CORE	Prepare personnel documents (e.g. personnel receipts, Permanent Change of Station (PCS) notifications, etc.)
E4	CORE	Process awards
E4	CORE	Process classified mail
E5	CORE	Process fitness reports and enlisted performance evaluations
E5	NON-CORE	Process foreign area clearance requests
E5	CORE	Process Navy Enlisted Classification (NEC) code change requests
E7	CORE	Process Navy-wide examination answer sheets
E5	CORE	Process pay documents
E7	CORE	Process Personnel and Manning Activity Reports (PERSMAR)
E7	CORE	Release Naval messages
E5	CORE	Request Officer Distribution Control Reports (ODCR)
E4	CORE	Update Dependency Application and Record of Emergency Data (NAVPERS FORM 1070/602)
E5	CORE	Update Individual Personnel Tempo (ITEMPO) records
E7	CORE	Validate Billet Sequence Code (BSC) change requests
E7	CORE	Validate Duty Navy Enlisted Code (DNEC) change requests
E7	CORE	Validate Enlisted Manning Inquiry Reports (EMIRS)
E6	CORE	Verify command muster reports
E7	CORE	Verify completion of enlisted advancement worksheets
E6	NON-CORE	Verify electronic service record entries
E6	CORE	Verify expired gain and loss events
E6	NON-CORE	Verify interviewers' appraisal sheets
E6	CORE	Verify Leave Requests Authorizations (NAVCOMPT Form 3065)
E5	CORE	Verify passenger reservation requests
E6	CORE	Verify Special Duty Assignment Pay (SDAP) recertifications

TRAVEL

Paygrade	Task Type	Task Statements
E7	CORE	Approve Defense Travel System (DTS) authorizations and vouchers
E7	CORE	Manage command's Defense Travel System (DTS) program
E7	CORE	Manage Government Travel Credit Card (GTCC) programs
E6	CORE	Manage Temporary Additional Duty (TAD) programs
E5	CORE	Prepare Request and Authorization for TDY Travel of DoD Personnel (DD FORM 1610)
E4	CORE	Review Defense Travel System (DTS) authorizations and vouchers
E7	CORE	Verify collection of Defense Travel System (DTS) travel claim overpayments
E5	CORE	Verify Permanent Change of Station (PCS) receipt documents
E5	CORE	Verify Permanent Change of Station (PCS) travel liquidation forms

TRAVEL (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Verify Temporary Additional Duty Target (TADTAR) funding budget reports
E5	CORE	Verify transfer travel document submissions (e.g. Permanent Change of Station (PCS), Temporary Lodging Expense (TLE), Temporary Lodging Allowance (TLA), etc.)

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

YEOMAN (SUBMARINE) (YNS)

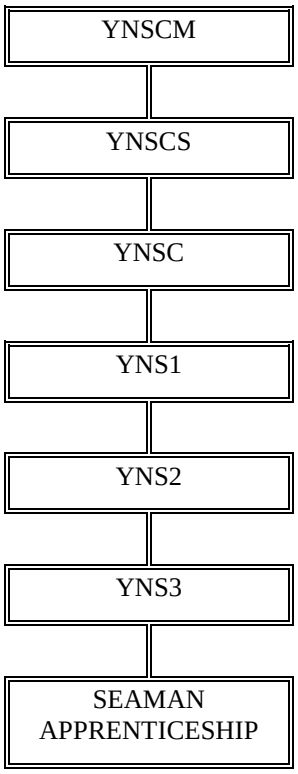
SCOPE OF RATING

Yeomen (Submarine) (YNS) perform clerical, customer service, personnel/physical security, and general administrative duties, including typing and filing; prepare and route correspondence, reports and electronic service record entries; maintain records and publications; counsel office personnel on administrative matters; perform administrative support for shipboard legal proceedings and maintain shipboard legal files; conduct reporting and detaching procedures and required retention and transition counseling; manage, arrange, review, and approve personnel travel; process and dispatch all classes of mail and parcel post; prepare and maintain personnel security documents; perform other personnel related functions; and serve as executive office managers.

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 79.

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 Administrative Assistant

Job Code

002765

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Office and Administrative Support	TBD	SUB ADMINISTRATIVE ASSISTANT	SUB ADMIN ASST

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	YNS	None

Job Description

Submarine Administrative Assistants assist in daily operations of administrative offices onboard submarines and at shore facilities; prepare, type, and route correspondence and reports; and operate personal computers, reproduction machines, audio-recording devices, and other office systems.

DoD Relationship

Group Title	*DoD Code*
Administrators, General	270100

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
Executive Secretaries and Executive Administrative Assistants	43-6011.00	Office and Administrative Support

Skills	Abilities
Writing	*Written Comprehension*
Monitoring	*Written Expression*
Reading Comprehension	*Problem Sensitivity*
Coordination	*Information Ordering*
Management of Personnel Resources	*Deductive Reasoning*
Critical Thinking	*Inductive Reasoning*
Management of Material Resources	*Oral Comprehension*
Systems Evaluation	*Oral Expression*
Mathematics	*Number Facility*
Quality Control Analysis	*Wrist-Finger Speed*

CORRESPONDENCE

Paygrade	Task Type	Task Statements
E4	CORE	Draft classification markings on correspondence and directives
E4	CORE	File administrative material
E4	CORE	Maintain award ticklers
E4	CORE	Maintain command directive case files
E4	CORE	Maintain reports control systems
E4	CORE	Prepare command muster reports
E4	CORE	Prepare correspondence
E4	CORE	Prepare naval messages
E4	CORE	Prepare personal award citations
E4	CORE	Prepare Personal Awards Recommendation (OPNAV 1650/3)
E4	CORE	Process annual directive reviews
E4	CORE	Process official mail
E4	CORE	Review message traffic
E4	CORE	Route correspondence

LEGAL

Paygrade	Task Type	Task Statements
E4	CORE	Maintain legal directives and publications
E4	CORE	Prepare administrative separation packages

LEGAL (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Prepare Record of Unauthorized Absence (NAVPERS FORM 1070/606)
E4	CORE	Process Court Memorandums (NAVPERS FORM 1070/607)
E4	CORE	Record disciplinary proceedings actions
E4	CORE	Report Sailors' disciplinary findings

SECURITY

Paygrade	Task Type	Task Statements
E4	NON-CORE	Assist personnel in completing security clearance paperwork
E4	CORE	Distribute materials to Defense Courier Service (DCS) stations
E4	CORE	Draft clearance adjudications
E4	CORE	Draft inadvertent disclosure oaths
E4	CORE	Generate classified mail receipt tracers
E4	CORE	Input data into Joint Personnel Adjudication System (JPAS)
E4	NON-CORE	Issue Sensitive Compartmented Information Facility (SCIF) security badges
E4	NON-CORE	Prepare inbound and outbound Defense Courier Service (DCS) inventories
E4	CORE	Prepare classified material (mailing and hand carry)
E4	NON-CORE	Prepare foreign exception packages
E4	CORE	Process Defense Courier Service (DCS) Authorization Records (USTRANSCOM IMT 10)
E4	NON-CORE	Process security termination statements
E4	CORE	Process Single Scope Background Investigation (SSBI) documents
E4	NON-CORE	Review Electronic Questionnaires for Investigations Processing (E-QIP)
E4	CORE	Verify Sensitive Compartmented Information Facility (SCIF) security badge system access requirements

TECHNICAL ADMINISTRATION

Paygrade	Task Type	Task Statements
E4	CORE	Compute Pay Entry Base Dates (PEBD) or Active Duty Service Dates (ADSD)
E4	CORE	Create records management files
E4	CORE	Create routing organizations in E-Leave
E4	CORE	Draft dependent and family entry request messages
E4	CORE	Draft failed to report messages
E4	CORE	Draft special duty assignment messages
E4	CORE	File separation documents
E4	NON-CORE	Maintain Command Biographies for CPOs and Wardroom
E4	NON-CORE	Prepare Command Biographies for CPOs and Wardroom
E4	CORE	Prepare directives (e.g. instructions, notices, publications, manuals, etc.)
E4	NON-CORE	Prepare discharge and fleet reserve certificates
E4	CORE	Prepare electronic service record entries
E4	CORE	Prepare health records for mailing
E4	CORE	Prepare interviewers' appraisal sheets
E4	CORE	Prepare Medical Evacuation (MEDIVAC) orders

TECHNICAL ADMINISTRATION (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Prepare Navy Standard Integrated Personnel System (NSIPS) service record entries
E4	CORE	Prepare Page 13 (Administrative Remarks, NAVPERS FORM 1070/613)
E4	CORE	Prepare pay entitlement and allowances documents (e.g. Career Sea Pay Premium (CSPP), Special Duty Incentive Pay (SDIP), special pay, etc.)
E4	CORE	Prepare personnel documents (e.g. personnel receipts, Permanent Change of Station (PCS) notifications, command ceremonies, etc.)
E4	CORE	Prepare receipt pay transactions
E4	CORE	Prepare sailing diaries
E4	NON-CORE	Prepare statement of service documents
E4	CORE	Prepare Transfer Information Sheets (TIS)
E4	CORE	Process awards
E4	CORE	Process change of station passenger reservation requests
E4	CORE	Process Dependency Application and Record of Emergency Data (NAVPERS FORM 1070/602)
E4	CORE	Process Electronic Funds Transfer (EFT) forms
E4	CORE	Process Electronic Service Record (ESR) entries
E4	CORE	Process evacuation orders
E4	CORE	Process fitness reports and enlisted performance evaluations
E4	CORE	Process funded emergency leave requests
E4	CORE	Process pay documents
E4	CORE	Process pay entitlements and allowances (e.g. Career Sea Pay Premium (CSPP), Sea Duty Incentive Pay (SDIP), special pay, etc.)
E4	CORE	Process Servicemembers' Group Life Insurance (SGLI) (SGLV 8286)/Family Servicemembers' Group Life Insurance (FSGLI) (SGLV 8286A) documents
E4	CORE	Process Temporary Additional Duty (TEMADD) requests and orders
E4	CORE	Process Transaction Online Processing System (TOPS) pay and personnel transactions
E4	CORE	Reconcile leave balances
E4	CORE	Track classified mail
E4	CORE	Update member's enlisted service records
E4	CORE	Verify Electronic Funds Transfer (EFT) information
E4	CORE	Verify leave balances

TRAVEL

Paygrade	Task Type	Task Statements
E4	CORE	Prepare advance travel of dependents
E4	CORE	Prepare dependent transportation requests
E4	CORE	Prepare Request and Authorization for TDY Travel of DoD Personnel (DD FORM 1610)
E4	CORE	Prepare requests for delayed travel of dependents
E4	CORE	Process North American Treaty Organization (NATO) travel orders

TRAVEL (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Process Passenger Reservation Requests (PRR)
E4	CORE	Process Temporary Lodging Allowances (TLA) forms
E4	CORE	Process Temporary Lodging Expense (TLE) forms
E5	CORE	Review Defense Travel System (DTS) authorizations and vouchers
E4	CORE	Verify travel payment posting disbursements

Job Title **Job Code**

Submarine Administrative Manager 002766

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Office and Administrative Support	TBD	SUB ADMINISTRATIVE MANAGER	SUB ADMIN MGR

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	YNS	2514

Job Description

Submarine Administrative Managers train and lead administrative personnel; organize and maintain files, records, and official publications; manage travel programs; perform administrative daily operations; and support legal proceedings.

DoD Relationship

Group Title	*DoD Code*
Administration, General	151000

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
First-Line Supervisors of Office and Administrative Support Workers	43-1011.00	Office and Administrative Support

Skills	Abilities
Monitoring	*Written Comprehension*
Writing	*Written Expression*
Reading Comprehension	*Problem Sensitivity*
Coordination	*Information Ordering*
Critical Thinking	*Inductive Reasoning*
Management of Personnel Resources	*Deductive Reasoning*
Quality Control Analysis	*Oral Expression*
Systems Evaluation	*Oral Comprehension*
Management of Material Resources	*Category Flexibility*
Mathematics	*Number Facility*

CORRESPONDENCE

Paygrade	Task Type	Task Statements
E4	CORE	Draft classification markings on correspondence and directives
E5	NON-CORE	Draft congressional inquiry replies
E4	CORE	File administrative material
E4	CORE	Maintain award ticklers
E4	CORE	Maintain command directive case files
E4	CORE	Maintain reports control systems
E5	CORE	Manage forms control programs
E5	CORE	Manage official mail control programs
E7	CORE	Manage recurring reports
E5	CORE	Prepare command investigation reports
E4	CORE	Prepare command muster reports
E4	CORE	Prepare correspondence
E5	CORE	Prepare letters of reprimand or admonishment
E4	CORE	Prepare naval messages
E4	CORE	Prepare personal award citations
E4	CORE	Prepare Personal Awards Recommendation (OPNAV 1650/3)
E4	CORE	Process annual directive reviews

CORRESPONDENCE (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Process official mail
E4	CORE	Review message traffic
E4	CORE	Route correspondence

LEGAL

Paygrade	Task Type	Task Statements
E7	CORE	Authenticate Deserter or Absentee Wanted by Armed Forces (DD FORM 553) data
E4	CORE	Maintain legal directives and publications
E5	CORE	Maintain Unit Punishment Books (UPB)
E5	CORE	Prepare administrative board documents
E4	CORE	Prepare administrative separation packages
E5	CORE	Prepare Non-Judicial Punishment (NJP) documents
E4	CORE	Prepare Record of Unauthorized Absence (NAVPERS FORM 1070/606)
E5	CORE	Process Court Memorandum (NAVPERS 1070/607) adjustments
E4	CORE	Process Court Memorandums (NAVPERS FORM 1070/607)
E6	CORE	Process formal grievances
E6	CORE	Process Freedom of Information Act (FOIA) requests
E4	CORE	Record disciplinary proceedings actions
E4	CORE	Report Sailors' disciplinary findings
E6	CORE	Verify administrative separation correspondence
E7	CORE	Verify command investigation records
E7	CORE	Verify Non-Judicial Punishment (NJP) actions
E6	CORE	Verify Non-Judicial Punishment (NJP) documents

SECURITY

Paygrade	Task Type	Task Statements
E4	NON-CORE	Assist personnel in completing security clearance paperwork
E5	CORE	Assist personnel with Sensitive Compartmented Information (SCI) access ineligibility appeals
E6	NON-CORE	Brief Department of Navy Central Adjudication Facility (DONCAF) Letter of Intent (LOI) procedures
E5	NON-CORE	Change codes to combination locks
E6	NON-CORE	Conduct Emergency Action Plan (EAP) training
E5	NON-CORE	Conduct security briefings
E5	NON-CORE	Conduct Sensitive Compartmented Information (SCI) eligibility pre-screens
E6	NON-CORE	Conduct Special Security Representative (SSR) training
E7	NON-CORE	Coordinate design and construct Sensitive Compartmented Information Facility (SCIF)
E6	NON-CORE	Coordinate with Department of Navy Central Adjudication Facility (DONCAF) and Office of Personnel Management (OPM) on personnel access issues
E4	CORE	Distribute materials to Defense Courier Service (DCS) stations

SECURITY (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Draft clearance adjudications
E4	CORE	Draft inadvertent disclosure oaths
E4	CORE	Generate classified mail receipt tracers
E6	NON-CORE	Implement Emergency Action Plans (EAP)
E4	CORE	Input data into Joint Personnel Adjudication System (JPAS)
E5	NON-CORE	Inspect Sensitive Compartmented Information Facilities (SCIF)
E4	NON-CORE	Issue Sensitive Compartmented Information Facility (SCIF) security badges
E6	NON-CORE	Maintain physical and personnel security awareness programs
E6	CORE	Maintain security administration
E5	NON-CORE	Monitor personnel security notification process
E4	NON-CORE	Prepare inbound and outbound Defense Courier Service (DCS) inventories
E4	CORE	Prepare classified material (mailing and hand carry)
E4	NON-CORE	Prepare foreign exception packages
E5	CORE	Prepare monthly Sensitive Compartmented Information (SCI) personnel security violation reports
E5	CORE	Prepare Security Access Eligibility Reports (SAER)
E7	NON-CORE	Prepare Sensitive Compartmented Information Facility (SCIF) modification documents
E4	CORE	Process Defense Courier Service (DCS) Authorization Records (USTRANSCOM IMT 10)
E4	NON-CORE	Process security termination statements
E4	CORE	Process Single Scope Background Investigation (SSBI) documents
E5	NON-CORE	Request Sensitive Compartmented Information (SCI) access upgrades
E4	NON-CORE	Review Electronic Questionnaires for Investigations Processing (E-QIP)
E7	NON-CORE	Review Sensitive Compartmented Information Facility (SCIF) construction for accreditation
E5	NON-CORE	Update Emergency Action Plans (EAP)
E5	NON-CORE	Verify classified receipt records
E5	CORE	Verify personnel security investigation requests
E4	CORE	Verify Sensitive Compartmented Information Facility (SCIF) security badge system access requirements

TECHNICAL ADMINISTRATION

Paygrade	Task Type	Task Statements
E4	CORE	Assign Transaction Online Processing System (TOPS) pay and personnel transactions
E5	CORE	Audit leave accounting records and reports
E7	CORE	Authenticate leave accounting records and reports
E7	CORE	Authenticate Medical Evacuation (MEDIVAC) orders
E7	CORE	Certify advance pay
E6	CORE	Certify Authorization To Apply For A "No-Fee" Passport and/or Request for Visa (DD FORM 1056) applications

TECHNICAL ADMINISTRATION (CONT'D)

Paygrade	Task Type	Task Statements
E7	CORE	Certify pay correspondence
E5	CORE	Certify pay transaction ticklers
E7	CORE	Certify separation and retirement documentation
E7	CORE	Certify Special Duty Assignment Pay (SDAP)
E5	CORE	Compile command history inputs
E4	CORE	Compute Pay Entry Base Dates (PEBD) or Active Duty Service Dates (ADSD)
E5	CORE	Coordinate formal command ceremonies
E5	CORE	Correct sea duty and shore duty commencement dates
E5	CORE	Counsel personnel on pay, allowances and entitlements
E5	CORE	Create Personnel and Manning Activity Reports (PERSMAR)
E4	CORE	Create records management files
E4	CORE	Create routing organizations in E-Leave
E4	CORE	Draft dependent and family entry request messages
E4	CORE	Draft failed to report messages
E4	CORE	Draft special duty assignment messages
E5	CORE	Establish command-view access to Electronic Service Records (ESR)
E5	CORE	Establish command-view access to Navy Standard Integrated Personnel System (NSIPS)
E4	CORE	File separation documents
E4	NON-CORE	Maintain Command Biographies for CPOs and Wardroom
E7	CORE	Maintain Defense Travel System (DTS) account access security forms
E5	CORE	Maintain pay and personnel transaction ticklers
E6	CORE	Manage command fitness report and evaluation programs
E6	CORE	Manage directives review programs
E7	CORE	Manage Navy Standard Integrated Personnel and Pay System (NSIPS) accounts (afloat, web)
E6	CORE	Manage personal correspondence of executive level personnel
E6	CORE	Manage records management programs
E7	CORE	Perform counseling on Permanent Change of Station (PCS) transfers
E5	CORE	Prepare Advance Pay Requests (DD FORM 2560)
E4	NON-CORE	Prepare Command Biographies for CPOs and Wardroom
E4	CORE	Prepare directives (e.g. instructions, notices, publications, manuals, etc.)
E4	NON-CORE	Prepare discharge and fleet reserve certificates
E4	CORE	Prepare electronic service record entries
E5	NON-CORE	Prepare executive speeches
E4	CORE	Prepare health records for mailing
E4	CORE	Prepare interviewers' appraisal sheets
E5	NON-CORE	Prepare letters of authority
E4	CORE	Prepare Medical Evacuation (MEDIVAC) orders

TECHNICAL ADMINISTRATION (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Prepare Navy Standard Integrated Personnel System (NSIPS) service record entries
E5	CORE	Prepare Overseas Tour Extension Incentive Program (OTEIP) requests
E4	CORE	Prepare Page 13 (Administrative Remarks, NAVPERS FORM 1070/613)
E5	CORE	Prepare Pay Adjustment Authorizations (DD FORM 139)
E4	CORE	Prepare pay entitlement and allowances documents (e.g. Career Sea Pay Premium (CSPP), Special Duty Incentive Pay (SDIP), special pay, etc.)
E4	CORE	Prepare personnel documents (e.g. personnel receipts, Permanent Change of Station (PCS) notifications, command ceremonies, etc.)
E4	CORE	Prepare receipt pay transactions
E4	CORE	Prepare sailing diaries
E5	CORE	Prepare separation worksheets
E4	NON-CORE	Prepare statement of service documents
E4	CORE	Prepare Transfer Information Sheets (TIS)
E5	CORE	Prepare Unplanned Loss documentation (e.g. TAB A, Electronic Personnel Deficiency Report (EPDR), etc.)
E4	CORE	Process awards
E4	CORE	Process change of station passenger reservation requests
E4	CORE	Process Dependency Application and Record of Emergency Data (NAVPERS FORM 1070/602)
E4	CORE	Process Electronic Funds Transfer (EFT) forms
E4	CORE	Process Electronic Service Record (ESR) entries
E4	CORE	Process evacuation orders
E4	CORE	Process fitness reports and enlisted performance evaluations
E5	NON-CORE	Process foreign area clearance requests
E4	CORE	Process funded emergency leave requests
E5	NON-CORE	Process name change requests
E5	CORE	Process Navy Enlisted Classification (NEC) code change requests
E7	NON-CORE	Process Navy-wide examination answer sheets
E4	CORE	Process pay documents
E4	CORE	Process pay entitlements and allowances (e.g. Career Sea Pay Premium (CSPP), Sea Duty Incentive Pay (SDIP), special pay, etc.)
E6	CORE	Process Personnel and Manning Activity Reports (PERSMAR)
E6	CORE	Process Personnel Routing Instructions (PRI)
E4	CORE	Process Servicemembers' Group Life Insurance (SGLI) (SGLV 8286)/Family Servicemembers' Group Life Insurance (FSGLI) (SGLV 8286A) documents
E5	CORE	Process special duty screenings
E4	CORE	Process Temporary Additional Duty (TEMADD) requests and orders
E4	CORE	Process Transaction Online Processing System (TOPS) pay and personnel transactions
E4	CORE	Reconcile leave balances

TECHNICAL ADMINISTRATION (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Request Officer Distribution Control Report (ODCR) updates
E6	CORE	Request update to Activity Manpower Documents (AMD)
E7	NON-CORE	Respond to official inquiries (DFAS, advise of errors, IG, BCNR, etc.)
E4	CORE	Track classified mail
E5	CORE	Update Individual Personnel Tempo (ITEMPO) records
E4	CORE	Update member's enlisted service records
E5	CORE	Validate Dependency Application and Record of Emergency Data (NAVPERS FORM 1070/602)
E5	CORE	Validate Duty Navy Enlisted Code (DNEC) change requests
E5	CORE	Validate Electronic Service Record (ESR) entries
E7	NON-CORE	Validate overseas assignment screenings
E7	CORE	Validate Personnel and Manning Activity Reports (PERSMAR)
E7	CORE	Validate Record of Unauthorized Absence (NAVPERS FORM 1070/606)
E7	CORE	Validate special duty screenings
E5	CORE	Verify command muster reports
E6	CORE	Verify dual military member spouse enrollment in Defense Enrollment Eligibility Reporting System (DEERS)
E4	CORE	Verify Electronic Funds Transfer (EFT) information
E6	CORE	Verify electronic service record entries
E7	CORE	Verify enlisted advancement worksheets
E5	CORE	Verify enlisted programs eligibility requirements
E6	CORE	Verify expired loss and gain events
E6	CORE	Verify involuntary separation pay eligibility and entitlements
E4	CORE	Verify leave balances
E5	CORE	Verify lump sum leave and correct days paid
E5	CORE	Verify member Career Sea Pay Premium (CSPP) eligibility
E6	CORE	Verify obligated service for transfer to fleet reserve
E6	CORE	Verify passenger reservation requests
E5	CORE	Verify pay and allowance entitlements
E6	CORE	Verify Special Duty Assignment Pay (SDAP) recertifications
E5	CORE	Verify suspended debts
E5	CORE	Verify transfer document submissions

TRAVEL

Paygrade	Task Type	Task Statements
E7	CORE	Approve Defense Travel System (DTS) authorizations and vouchers
E5	CORE	Audit travel vouchers
E5	CORE	Authenticate advance travel of dependents
E7	CORE	Certify official travel documents
E7	CORE	Certify travel advances
E7	CORE	Manage Government Travel Charge Card (GTCC) programs

TRAVEL (CONT'D)

Paygrade	Task Type	Task Statements
E6	CORE	Manage Temporary Additional Duty (TAD) programs
E6	CORE	Monitor commands Defense Travel System (DTS) program
E4	CORE	Prepare advance travel of dependents
E4	CORE	Prepare dependent transportation requests
E4	CORE	Prepare Request and Authorization for TDY Travel of DoD Personnel (DD FORM 1610)
E4	CORE	Prepare requests for delayed travel of dependents
E5	CORE	Prepare Temporary Additional Duty Target (TADTAR) funding budget reports
E5	CORE	Process delayed travel of dependents
E5	NON-CORE	Process non-Government Travel Charge Card (GTCC) travel advances
E4	CORE	Process North American Treaty Organization (NATO) travel orders
E4	CORE	Process Passenger Reservation Requests (PRR)
E4	CORE	Process Temporary Lodging Allowances (TLA) forms
E4	CORE	Process Temporary Lodging Expense (TLE) forms
E5	CORE	Process travel advance requests
E5	CORE	Review Defense Travel System (DTS) authorizations and vouchers
E5	CORE	Review travel advances
E5	CORE	Review travel liquidation forms
E6	CORE	Track travel claim submissions and liquidations
E6	CORE	Verify Defense Travel System (DTS) authorizations and vouchers
E5	CORE	Verify receipt documents
E6	CORE	Verify Temporary Additional Duty Target (TADTAR) funding budget reports
E5	CORE	Verify travel claim overpayment collections
E4	CORE	Verify travel payment posting disbursements
E7	CORE	Verify waiver claims for erroneous travel payments

Job Title **Job Code**

Submarine Administrative Office Supervisor 002767

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Office and Administrative Support	TBD	SUB ADMIN OFFICE SUPERVISOR	SUB ADMN SUPV

Pay Plan	Career Field	Other Relationships and Rules
Enlisted	YNS	2514

Job Description

Submarine Administrative Office Supervisors direct the work of office and administrative personnel; communicate work procedures and policies to staff; provide customer service to ensure adherence to quality standards, deadlines, and proper procedures, correcting errors or problems; evaluate job performance and compliance with regulations and recommend appropriate personnel action; interface with and advise executive level personnel; and prepare and issue work schedules, deadlines, and duty assignments of office personnel.

DoD Relationship

Group Title	*DoD Code*
Administration, General	151000

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
First-Line Supervisors of Office and Administrative Support Workers	43-1011.00	Office and Administrative Support

Skills	Abilities
Monitoring	*Written Comprehension*
Writing	*Written Expression*
Reading Comprehension	*Problem Sensitivity*
Coordination	*Information Ordering*
Management of Personnel Resources	*Inductive Reasoning*
Critical Thinking	*Deductive Reasoning*
Systems Evaluation	*Oral Expression*
Quality Control Analysis	*Oral Comprehension*
Management of Material Resources	*Category Flexibility*
Mathematics	*Finger Dexterity*

CORRESPONDENCE

Paygrade	Task Type	Task Statements
E4	CORE	Draft classification markings on correspondence and directives
E5	NON-CORE	Draft congressional inquiry replies
E4	CORE	File administrative material
E4	CORE	Maintain award ticklers
E4	CORE	Maintain command directive case files
E4	CORE	Maintain reports control systems
E5	CORE	Manage forms control programs
E5	CORE	Manage official mail control programs
E5	CORE	Prepare command investigation reports
E4	CORE	Prepare command muster reports
E4	CORE	Prepare correspondence
E5	CORE	Prepare letters of reprimand or admonishment
E4	CORE	Prepare naval messages
E4	CORE	Prepare personal award citations
E4	CORE	Prepare Personal Awards Recommendation (OPNAV 1650/3)
E4	CORE	Process annual directive reviews

CORRESPONDENCE (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Process official mail
E4	CORE	Review message traffic
E4	CORE	Route correspondence

LEGAL

Paygrade	Task Type	Task Statements
E4	CORE	Maintain legal directives and publications
E5	CORE	Maintain Unit Punishment Books (UPB)
E5	CORE	Prepare administrative board documents
E4	CORE	Prepare administrative separation packages
E5	CORE	Prepare Non-Judicial Punishment (NJP) documents
E4	CORE	Prepare Record of Unauthorized Absence (NAVPERS FORM 1070/606)
E5	CORE	Process Court Memorandum (NAVPERS 1070/607) adjustments
E4	CORE	Process Court Memorandums (NAVPERS FORM 1070/607)
E4	CORE	Record disciplinary proceedings actions
E4	CORE	Report Sailors' disciplinary findings
E6	CORE	Verify administrative separation correspondence
E6	CORE	Verify Non-Judicial Punishment (NJP) documents

SECURITY

Paygrade	Task Type	Task Statements
E4	NON-CORE	Assist personnel in completing security clearance paperwork
E5	CORE	Assist personnel with Sensitive Compartmented Information (SCI) access ineligibility appeals
E6	NON-CORE	Brief Department of Navy Central Adjudication Facility (DONCAF) Letter of Intent (LOI) procedures
E5	NON-CORE	Change codes to combination locks
E6	NON-CORE	Conduct Emergency Action Plan (EAP) training
E5	NON-CORE	Conduct security briefings
E5	NON-CORE	Conduct Sensitive Compartmented Information (SCI) eligibility pre-screens
E6	NON-CORE	Conduct Special Security Representative (SSR) training
E6	NON-CORE	Coordinate with Department of Navy Central Adjudication Facility (DONCAF) and Office of Personnel Management (OPM) on personnel access issues
E4	CORE	Distribute materials to Defense Courier Service (DCS) stations
E4	CORE	Draft clearance adjudications
E4	CORE	Draft inadvertent disclosure oaths
E4	CORE	Generate classified mail receipt tracers
E4	CORE	Input data into Joint Personnel Adjudication System (JPAS)
E5	NON-CORE	Inspect Sensitive Compartmented Information Facilities (SCIF)
E4	NON-CORE	Issue Sensitive Compartmented Information Facility (SCIF) security badges
E5	NON-CORE	Monitor personnel security notification process
E4	NON-CORE	Prepare inbound and outbound Defense Courier Service (DCS) inventories

SECURITY (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Prepare classified material (mailing and hand carry)
E4	NON-CORE	Prepare foreign exception packages
E5	CORE	Prepare monthly Sensitive Compartmented Information (SCI) personnel security violation reports
E5	CORE	Prepare Security Access Eligibility Reports (SAER)
E4	CORE	Process Defense Courier Service (DCS) Authorization Records (USTRANSCOM IMT 10)
E4	NON-CORE	Process security termination statements
E4	CORE	Process Single Scope Background Investigation (SSBI) documents
E5	NON-CORE	Request Sensitive Compartmented Information (SCI) access upgrades
E4	NON-CORE	Review Electronic Questionnaires for Investigations Processing (E-QIP)
E5	NON-CORE	Update Emergency Action Plans (EAP)
E5	NON-CORE	Verify classified receipt records
E5	CORE	Verify personnel security investigation requests
E4	CORE	Verify Sensitive Compartmented Information Facility (SCIF) security badge system access requirements

TECHNICAL ADMINISTRATION

Paygrade	Task Type	Task Statements
E4	CORE	Assign Transaction Online Processing System (TOPS) pay and personnel transactions
E5	CORE	Audit leave accounting records and reports
E6	CORE	Certify Authorization To Apply For A "No-Fee" Passport and/or Request for Visa (DD FORM 1056) applications
E5	CORE	Certify pay transaction ticklers
E5	CORE	Compile command history inputs
E4	CORE	Compute Pay Entry Base Dates (PEBD) or Active Duty Service Dates (ADSD)
E5	CORE	Coordinate formal command ceremonies
E5	CORE	Correct sea duty and shore duty commencement dates
E5	CORE	Counsel personnel on pay, allowances and entitlements
E5	CORE	Create Personnel and Manning Activity Reports (PERSMAR)
E4	CORE	Create records management files
E4	CORE	Create routing organizations in E-Leave
E4	CORE	Draft dependent and family entry request messages
E4	CORE	Draft failed to report messages
E4	CORE	Draft special duty assignment messages
E5	CORE	Establish command-view access to Electronic Service Records (ESR)
E5	CORE	Establish command-view access to Navy Standard Integrated Personnel System (NSIPS)
E4	CORE	File separation documents
E4	NON-CORE	Maintain Command Biographies for CPOs and Wardroom
E5	CORE	Maintain pay and personnel transaction ticklers

TECHNICAL ADMINISTRATION (CONT'D)

Paygrade	Task Type	Task Statements
E6	CORE	Manage directives review programs
E6	CORE	Manage personal correspondence of executive level personnel
E6	CORE	Manage records management programs
E7	CORE	Perform counseling on Permanent Change of Station (PCS) transfers
E5	CORE	Prepare Advance Pay Requests (DD FORM 2560)
E4	NON-CORE	Prepare Command Biographies for CPOs and Wardroom
E4	CORE	Prepare directives (e.g. instructions, notices, publications, manuals, etc.)
E4	NON-CORE	Prepare discharge and fleet reserve certificates
E4	CORE	Prepare electronic service record entries
E5	NON-CORE	Prepare executive speeches
E4	CORE	Prepare health records for mailing
E4	CORE	Prepare interviewers' appraisal sheets
E5	NON-CORE	Prepare letters of authority
E4	CORE	Prepare Medical Evacuation (MEDIVAC) orders
E4	CORE	Prepare Navy Standard Integrated Personnel System (NSIPS) service record entries
E5	CORE	Prepare Overseas Tour Extension Incentive Program (OTEIP) requests
E4	CORE	Prepare Page 13 (Administrative Remarks, NAVPERS FORM 1070/613)
E5	CORE	Prepare Pay Adjustment Authorizations (DD FORM 139)
E4	CORE	Prepare pay entitlement and allowances documents (e.g. Career Sea Pay Premium (CSPP), Special Duty Incentive Pay (SDIP), special pay, etc.)
E4	CORE	Prepare personnel documents (e.g. personnel receipts, Permanent Change of Station (PCS) notifications, command ceremonies, etc.)
E4	CORE	Prepare receipt pay transactions
E4	CORE	Prepare sailing diaries
E5	CORE	Prepare separation worksheets
E4	NON-CORE	Prepare statement of service documents
E4	CORE	Prepare Transfer Information Sheets (TIS)
E5	CORE	Prepare Unplanned Loss documentation (e.g. TAB A, Electronic Personnel Deficiency Report (EPDR), etc.)
E4	CORE	Process awards
E4	CORE	Process change of station passenger reservation requests
E4	CORE	Process Dependency Application and Record of Emergency Data (NAVPERS FORM 1070/602)
E4	CORE	Process Electronic Funds Transfer (EFT) forms
E4	CORE	Process Electronic Service Record (ESR) entries
E4	CORE	Process evacuation orders
E4	CORE	Process fitness reports and enlisted performance evaluations
E5	NON-CORE	Process foreign area clearance requests
E4	CORE	Process funded emergency leave requests
E5	NON-CORE	Process name change requests

TECHNICAL ADMINISTRATION (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Process Navy Enlisted Classification (NEC) code change requests
E4	CORE	Process pay documents
E4	CORE	Process pay entitlements and allowances (e.g. Career Sea Pay Premium (CSPP), Sea Duty Incentive Pay (SDIP), special pay, etc.)
E4	CORE	Process Servicemembers' Group Life Insurance (SGLI) (SGLV 8286)/Family Servicemembers' Group Life Insurance (FSGLI) (SGLV 8286A) documents
E5	CORE	Process special duty screenings
E4	CORE	Process Temporary Additional Duty (TEMADD) requests and orders
E4	CORE	Process Transaction Online Processing System (TOPS) pay and personnel transactions
E4	CORE	Reconcile leave balances
E5	CORE	Request Officer Distribution Control Report (ODCR) updates
E6	CORE	Request update to Activity Manpower Documents (AMD)
E4	CORE	Track classified mail
E5	CORE	Update Individual Personnel Tempo (ITEMPO) records
E4	CORE	Update member's enlisted service records
E5	CORE	Validate Dependency Application and Record of Emergency Data (NAVPERS FORM 1070/602)
E5	CORE	Validate Duty Navy Enlisted Code (DNEC) change requests
E5	CORE	Validate Electronic Service Record (ESR) entries
E5	CORE	Verify command muster reports
E4	CORE	Verify Electronic Funds Transfer (EFT) information
E6	CORE	Verify electronic service record entries
E5	CORE	Verify enlisted programs eligibility requirements
E4	CORE	Verify leave balances
E5	CORE	Verify lump sum leave and correct days paid
E5	CORE	Verify member Career Sea Pay Premium (CSPP) eligibility
E6	CORE	Verify obligated service for transfer to fleet reserve
E6	CORE	Verify passenger reservation requests
E5	CORE	Verify pay and allowance entitlements
E5	CORE	Verify suspended debts
E5	CORE	Verify transfer document submissions

TRAVEL

Paygrade	Task Type	Task Statements
E5	CORE	Audit travel vouchers
E5	CORE	Authenticate advance travel of dependents
E6	CORE	Manage Temporary Additional Duty (TAD) programs
E6	CORE	Monitor commands Defense Travel System (DTS) program
E4	CORE	Prepare advance travel of dependents
E4	CORE	Prepare dependent transportation requests

TRAVEL (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Prepare Request and Authorization for TDY Travel of DoD Personnel (DD FORM 1610)
E4	CORE	Prepare requests for delayed travel of dependents
E5	CORE	Prepare Temporary Additional Duty Target (TADTAR) funding budget reports
E5	CORE	Process delayed travel of dependents
E5	NON-CORE	Process non-Government Travel Charge Card (GTCC) travel advances
E4	CORE	Process North American Treaty Organization (NATO) travel orders
E4	CORE	Process Passenger Reservation Requests (PRR)
E4	CORE	Process Temporary Lodging Allowances (TLA) forms
E4	CORE	Process Temporary Lodging Expense (TLE) forms
E5	CORE	Process travel advance requests
E5	CORE	Review Defense Travel System (DTS) authorizations and vouchers
E5	CORE	Review travel advances
E5	CORE	Review travel liquidation forms
E6	CORE	Track travel claim submissions and liquidations
E6	CORE	Verify Defense Travel System (DTS) authorizations and vouchers
E5	CORE	Verify receipt documents
E6	CORE	Verify Temporary Additional Duty Target (TADTAR) funding budget reports
E5	CORE	Verify travel claim overpayment collections
E4	CORE	Verify travel payment posting disbursements