

# CHAPTER 67



## INFORMATION SYSTEMS TECHNICIANS, SUBMARINES, COMMUNICATIONS (ITR)

NAVPERS 18068F-67A  
Change 102

Updated: April 2025

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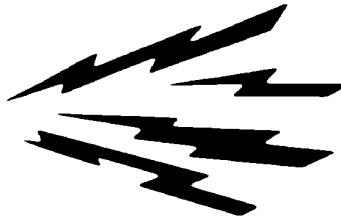
## INFORMATION SYSTEMS TECHNICIANS, SUBMARINES, COMMUNICATIONS (ITR)

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## NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

INFORMATION SYSTEMS TECHNICIANS, SUBMARINES, COMMUNICATIONS (ITR)



### SCOPE OF RATING

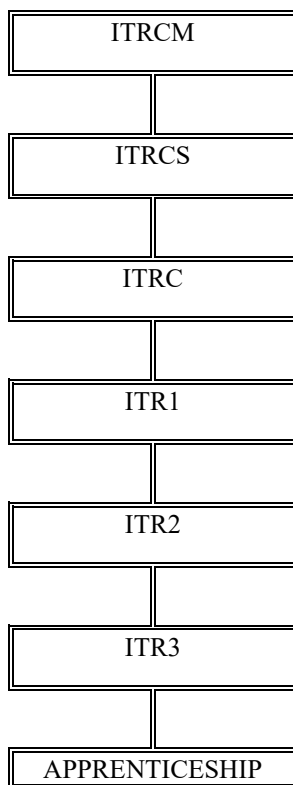
Information System Technicians, Submarines, Communications (ITR) operate and maintain the equipment used for communications, cryptographic operations, and communications security; operate and maintain General Purpose Test Equipment (GPTE) and auxiliary equipment to perform assigned mission organization level maintenance and repair for Command, Control, Communications, Computers, and Intelligence (C4I) systems while standing watch on associated equipment; apply general working knowledge of electricity and electronics repair to electronics and electronic cables and connectors; localize malfunctions and repair/replace faulty parts or subassemblies; align, adjust, calibrate, and perform corrective maintenance on communications equipment; generate, transmit, and account for Naval messages; perform specialty functions on communication-based network systems; manage Common Submarine Radio Room (CSRR) routers, switches, and network equipment; assist with and operate carry-on equipment; and ensure the proper security, handling, accounting, reporting, and control of Communications Security (COMSEC) materials, systems, and equipment.

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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 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**

Computer and Mathematical

**NOC**

TBD

**Short Title (30 Characters)**

COMMUNICATIONS SPECIALIST

**Short Title (14 Characters)**

COMMS SPEC

**Pay Plan**

Enlisted

**Career Field**

ITR

**Other Relationships and Rules**

NEC TXXX series and other NECs as assigned

**Job Description**

Communications Specialists operate and maintain Common Submarine Radio Room (CSRR) equipment for routing voice and data Internet Protocol (IP) communications to and from external sources; generate, transmit, and account for Naval messages; operate, maintain, monitor, and control Information Systems (IS) in support of the world-wide telecommunications network while standing watch on related equipment; 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 networked 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; maintain cybersecurity; and receive, inventory, load, and destroy Communications Security (COMSEC) material.

**DoD Relationship****Group Title**

ADP Computers, General

**DoD Code**

115000

**O\*NET Relationship****Occupation Title**Computer Network Support  
Specialists**SOC Code**

15-1231.00

**Job Family**

Computer and Mathematical

**Skills***Operation and Control**Equipment Maintenance**Technology Design**Management of Material Resources**Repairing**Troubleshooting**Quality Control Analysis**Systems Evaluation**Installation**Operation Monitoring***Abilities***Information Ordering**Written Comprehension**Deductive Reasoning**Problem Sensitivity**Inductive Reasoning**Written Expression**Category Flexibility**Flexibility of Closure**Selective Attention**Control Precision***ADMINISTRATION****Paygrade****Task Type****Task Statements**

E4

CORE

Conduct controlled evolution briefs

E4

CORE

Draft Naval messages

E4

CORE

Inventory computer Information Systems (IS) assets

E4

CORE

Inventory Top Secret (TS)/Sensitive Compartmented Information (SCI) materials

E4

CORE

Maintain General Message Files (GMF)

E6

CORE

Maintain network documentation (e.g., Systems Authorization Access Request-Navy (SAAR-N), Privileged Access Agreement (PAA), etc.)

E4

CORE

Prepare network status reports

**COMMUNICATIONS SECURITY (COMSEC)****Paygrade****Task Type****Task Statements**

E4

CORE

Control access to Communications Security (COMSEC) usage areas

E4

CORE

Destroy Communication Security (COMSEC) materials

E4

CORE

Identify Communications Security (COMSEC) discrepancies

E4

CORE

Inventory Communications Security (COMSEC) materials

E4

CORE

Load Communications Security (COMSEC) equipment

E4

CORE

Load Communications Security (COMSEC) materials

### **COMMUNICATIONS SECURITY (COMSEC) (CONT'D)**

<b><u>Paygrade</u></b>	<b><u>Task Type</u></b>	<b><u>Task Statements</u></b>
E4	CORE	Prepare local element Communication Security (COMSEC) reports
E4	CORE	Receive Communications Security (COMSEC) materials
E4	CORE	Store Communications Security (COMSEC) material
E4	CORE	Validate Communications Security (COMSEC) materials

### **COMMUNICATIONS SYSTEM OPERATIONS**

<b><u>Paygrade</u></b>	<b><u>Task Type</u></b>	<b><u>Task Statements</u></b>
E4	CORE	Analyze record message traffic data
E4	CORE	Communicate information on in-port circuits
E4	CORE	Communicate information using Radio Frequency (RF) systems
E4	CORE	Configure radio workstations
E4	CORE	Employ Identification, Friend or Foe (IFF) systems
E4	CORE	Establish Information Systems (IS) off-hull connectivity
E5	CORE	Implement Emissions Control (EMCON)
E4	CORE	Perform Pre-Planned Responses (PPR)
E4	CORE	Provide tactical communication support
E5	CORE	Recover systems using Disaster Recovery Plan (DRP)
E4	NON-CORE	Report Electromagnetic Interference (EMI)
E4	CORE	Review equipment status for proper operation
E4	NON-CORE	Set up Channel Service Units/Data Service Units (CSU/DSU) for Fiber Distributed Data Interface (FDDI) operations
E4	CORE	Transmit information using emergency antenna systems
E5	CORE	Troubleshoot Identification, Friend or Foe (IFF) systems
E5	CORE	Troubleshoot mast and antenna systems
E5	CORE	Troubleshoot Radio Frequency (RF)/communications systems
E4	CORE	Update Program of Record (POR) systems
E5	CORE	Validate system Radio Frequency (RF) distribution paths
E4	CORE	Verify Emissions Control (EMCON) conditions are in effect

### **CYBER SECURITY**

<b><u>Paygrade</u></b>	<b><u>Task Type</u></b>	<b><u>Task Statements</u></b>
E4	CORE	Analyze Information Systems Security (ISS) requirements
E4	CORE	Configure anti-virus software
E4	CORE	Maintain Information Systems (IS) assets
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	Update computer Information System (IS) anti-virus definitions
E5	NON-CORE	Update network security tools

### **EQUIPMENT MAINTENANCE**

<b><u>Paygrade</u></b>	<b><u>Task Type</u></b>	<b><u>Task Statements</u></b>
E4	CORE	Analyze network audit logs
E4	CORE	Archive computer Information System (IS) logs
E4	CORE	Backup Information Systems (IS)
E4	CORE	Maintain Identification, Friend or Foe (IFF) systems
E4	CORE	Maintain mast and antenna systems
E5	CORE	Maintain Radio Frequency (RF)/communications systems
E5	NON-CORE	Manage test equipment
E4	CORE	Perform system file maintenance
E4	CORE	Repair network components (e.g., Local Area Network (LAN) cables, modules, etc.)
E4	NON-CORE	Repair peripherals
E4	CORE	Troubleshoot system hardware

### **NETWORK MANAGEMENT**

<b><u>Paygrade</u></b>	<b><u>Task Type</u></b>	<b><u>Task Statements</u></b>
E4	CORE	Apply Information Systems (IS) file and folder permissions
E5	CORE	Configure Information Systems (IS) application software
E5	CORE	Configure server Operating System (OS) software
E4	CORE	Maintain domain system accounts
E4	NON-CORE	Maintain intranet websites
E4	CORE	Maintain network databases
E4	NON-CORE	Maintain Program of Record (POR) applications (e.g., eTagout, Non-Tactical Data Processing System (NOSIS), etc.)
E4	NON-CORE	Maintain Virtual Private Networks (VPN)
E6	CORE	Manage Information Systems (IS) file and folder permissions
E4	CORE	Repair client software
E4	CORE	Repair computer Information Systems (IS)
E4	NON-CORE	Repair intranet websites
E5	CORE	Repair virtual network environments
E5	CORE	Troubleshoot virtual network environments
E5	CORE	Update virtual network environments
E4	CORE	Verify Information Systems Security (ISS) software programs operations

### **NETWORK OPERATIONS**

<b><u>Paygrade</u></b>	<b><u>Task Type</u></b>	<b><u>Task Statements</u></b>
E4	CORE	Administer computer Information System (IS) user accounts
E4	CORE	Analyze Information System (IS) trends (e.g., hardware, software, network, etc.)
E5	CORE	Configure Information Systems (IS) network hardware
E4	CORE	Configure peripherals
E4	CORE	Configure print services
E4	CORE	Configure software-based analysis tools
E4	CORE	Configure storage devices

## NETWORK OPERATIONS (CONT'D)

<b><u>Paygrade</u></b>	<b><u>Task Type</u></b>	<b><u>Task Statements</u></b>
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	NON-CORE	Implement system vulnerability patches
E5	CORE	Install network components
E5	CORE	Install network software
E5	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	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 network components
E4	CORE	Troubleshoot networks
E4	CORE	Troubleshoot Operating Systems (OS)
E4	CORE	Troubleshoot peripherals
E4	CORE	Troubleshoot Program of Record (POR) applications (e.g., eTagout, Non-Tactical Data Processing System (NOSIS), etc.)
E4	CORE	Troubleshoot storage devices
E4	CORE	Troubleshoot workstation network connectivity
E5	CORE	Verify delivered Information Systems (IS) functionality
E5	CORE	Verify delivered network components functionality
E5	CORE	Verify delivered system hardware functionality



**Job Title****Communications Technician****Job Code****002790****Job Family**

Computer and Mathematical

**NOC**

TBD

**Short Title (30 Characters)**

COMMUNICATIONS TECHNICIAN

**Short Title (14 Characters)**

COMMS TECH

**Pay Plan**

Enlisted

**Career Field**

ITR

**Other Relationships and Rules**

NEC TXXX series and other NECs as assigned

**Job Description**

Communications Technicians perform organizational level maintenance on Common Submarine Radio Room (CSRR) equipment for routing voice and data Internet Protocol (IP) communications to and from external sources; perform Information Systems (IS) administration on unit-level equipment for world-wide telecommunications networks, General Purpose Test Equipment (GPTE), and auxiliary support equipment; interpret schematics and block diagrams; apply general working knowledge of electricity and electronics in order to repair electronics and electronic cables and connectors; localize malfunctions and repairs; replace faulty parts or subassemblies; generate, transmit, and account for Naval messages; develop communication division training; coordinate and supervise communication division maintenance; collect communication equipment performance data; maintain communication division records; and receive, inventory, load, and destroy Communications Security (COMSEC) material.

**DoD Relationship****Group Title**

ADP Computers, General

**DoD Code**

115000

**O\*NET Relationship****Occupation Title**

Telecommunications Engineering Specialists

**SOC Code**

15-1241.01

**Job Family**

Computer and Mathematical

**Skills***Operation and Control**Equipment Maintenance**Technology Design**Management of Material Resources**Repairing**Troubleshooting**Quality Control Analysis**Systems Evaluation**Installation**Operation Monitoring***Abilities***Information Ordering**Written Comprehension**Deductive Reasoning**Problem Sensitivity**Inductive Reasoning**Written Expression**Category Flexibility**Selective Attention**Oral Expression**Flexibility of Closure***ADMINISTRATION****Paygrade****Task Type****Task Statements**

E4

CORE

Conduct controlled evolution briefs

E6

CORE

Coordinate System Operation Verification Testing (SOVT)

E4

CORE

Draft Naval messages

E5

CORE

Generate Requests For Information (RFI)

E4

CORE

Inventory computer Information Systems (IS) assets

E4

CORE

Inventory Top Secret (TS)/Sensitive Compartmented Information (SCI) materials

E4

CORE

Maintain General Message Files (GMF)

E6

CORE

Maintain network documentation (e.g., Systems Authorization Access Request-Navy (SAAR-N), Privileged Access Agreement (PAA), etc.)

E5

CORE

Maintain Top Secret (TS)/Sensitive Compartmented Information (SCI) inventories

E6

CORE

Prepare disaster recovery contingency plans

E4

CORE

Prepare network status reports

E6

CORE

Update computer configuration documentation

**COMMUNICATIONS SECURITY (COMSEC)****Paygrade****Task Type****Task Statements**

E4

CORE

Control access to Communications Security (COMSEC) usage areas

## **COMMUNICATIONS SECURITY (COMSEC) (CONT'D)**

<b><u>Paygrade</u></b>	<b><u>Task Type</u></b>	<b><u>Task Statements</u></b>
E4	CORE	Destroy Communication Security (COMSEC) materials
E6	CORE	Develop Emergency Action Plans (EAP)
E6	CORE	Develop Emergency Destruction Plans (EDP)
E4	CORE	Identify Communications Security (COMSEC) discrepancies
E4	CORE	Inventory Communications Security (COMSEC) materials
E4	CORE	Load Communications Security (COMSEC) equipment
E4	CORE	Load Communications Security (COMSEC) materials
E6	CORE	Manage Communications Security (COMSEC) training programs
E6	CORE	Manage Key Management Infrastructure (KMI) system accounts
E6	CORE	Monitor Communications Security (COMSEC) platform security
E4	CORE	Prepare local element Communication Security (COMSEC) reports
E4	CORE	Receive Communications Security (COMSEC) materials
E4	CORE	Store Communications Security (COMSEC) material
E6	CORE	Supervise Key Management Infrastructure (KMI) system users
E4	CORE	Validate Communications Security (COMSEC) materials

## **COMMUNICATIONS SYSTEM OPERATIONS**

<b><u>Paygrade</u></b>	<b><u>Task Type</u></b>	<b><u>Task Statements</u></b>
E4	CORE	Analyze record message traffic data
E4	CORE	Communicate information on in-port circuits
E4	CORE	Communicate information using Radio Frequency (RF) systems
E4	CORE	Configure radio workstations
E5	CORE	Develop communication employment plans
E4	CORE	Employ Identification, Friend or Foe (IFF) systems
E4	CORE	Establish Information Systems (IS) off-hull connectivity
E5	CORE	Implement Emissions Control (EMCON)
E4	CORE	Perform Pre-Planned Responses (PPR)
E4	CORE	Provide tactical communication support
E5	CORE	Recover systems using Disaster Recovery Plan (DRP)
E4	NON-CORE	Report Electromagnetic Interference (EMI)
E4	CORE	Review equipment status for proper operation
E4	NON-CORE	Set up Channel Service Units/Data Service Units (CSU/DSU) for Fiber Distributed Data Interface (FDDI) operations
E6	CORE	Supervise Pre-Planned Responses (PPR) executions
E4	CORE	Transmit information using emergency antenna systems
E5	CORE	Troubleshoot Identification, Friend or Foe (IFF) systems
E5	CORE	Troubleshoot mast and antenna systems
E5	CORE	Troubleshoot Radio Frequency (RF)/communications systems
E4	CORE	Update Program of Record (POR) systems
E5	CORE	Validate system Radio Frequency (RF) distribution paths
E4	CORE	Verify Emissions Control (EMCON) conditions are in effect

## CYBER SECURITY

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze Information Systems Security (ISS) requirements
E4	CORE	Configure anti-virus software
E4	CORE	Maintain Information Systems (IS) assets
E4	CORE	Maintain Information Systems Security (ISS) logs
E6	CORE	Manage network firewall policies
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	Update computer Information System (IS) anti-virus definitions
E5	NON-CORE	Update network security tools

## EQUIPMENT MAINTENANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze network audit logs
E4	CORE	Archive computer Information System (IS) logs
E4	CORE	Backup Information Systems (IS)
E4	CORE	Maintain Identification, Friend or Foe (IFF) systems
E4	CORE	Maintain mast and antenna systems
E5	CORE	Maintain Radio Frequency (RF)/communications systems
E5	NON-CORE	Manage test equipment
E4	CORE	Perform system file maintenance
E5	CORE	Repair Identification, Friend or Foe (IFF) systems
E5	CORE	Repair mast and antenna systems
E4	CORE	Repair network components (e.g., Local Area Network (LAN) cables, modules, etc.)
E4	NON-CORE	Repair peripherals
E5	CORE	Repair Radio Frequency (RF)/communications systems
E4	CORE	Troubleshoot system hardware

## NETWORK MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Apply Information Systems (IS) file and folder permissions
E6	CORE	Configure group policy objects
E5	CORE	Configure Information Systems (IS) application software
E6	CORE	Configure router Access Control Lists (ACL)
E5	CORE	Configure server Operating System (OS) software
E6	NON-CORE	Maintain domain backup policies
E4	CORE	Maintain domain system accounts
E4	NON-CORE	Maintain intranet websites
E4	CORE	Maintain network databases

### **NETWORK MANAGEMENT (CONT'D)**

<b><u>Paygrade</u></b>	<b><u>Task Type</u></b>	<b><u>Task Statements</u></b>
E4	NON-CORE	Maintain Program of Record (POR) applications (e.g., eTagout, Non-Tactical Data Processing System (NOSIS), etc.)
E4	NON-CORE	Maintain Virtual Private Networks (VPN)
E6	CORE	Manage Information Systems (IS) file and folder permissions
E6	CORE	Manage network databases (e.g., SQL, Oracle, Microsoft (MS) Access, etc.)
E4	CORE	Repair client software
E4	CORE	Repair computer Information Systems (IS)
E5	CORE	Repair databases (e.g., SQL, Oracle, Microsoft (MS) Access, etc.)
E4	NON-CORE	Repair intranet websites
E5	CORE	Repair virtual network environments
E5	CORE	Troubleshoot virtual network environments
E5	CORE	Update virtual network environments
E4	CORE	Verify Information Systems Security (ISS) software programs operations

### **NETWORK OPERATIONS**

<b><u>Paygrade</u></b>	<b><u>Task Type</u></b>	<b><u>Task Statements</u></b>
E4	CORE	Administer computer Information System (IS) user accounts
E4	CORE	Analyze Information System (IS) trends (e.g., hardware, software, network, etc.)
E5	CORE	Configure Information Systems (IS) network hardware
E4	CORE	Configure peripherals
E4	CORE	Configure print services
E4	CORE	Configure software-based analysis tools
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	NON-CORE	Implement system vulnerability patches
E5	CORE	Install network components
E5	CORE	Install network software
E5	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	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.)

### **NETWORK OPERATIONS (CONT'D)**

<b><u>Paygrade</u></b>	<b><u>Task Type</u></b>	<b><u>Task Statements</u></b>
E4	CORE	Troubleshoot client applications
E4	CORE	Troubleshoot computer Information Systems (IS)
E5	CORE	Troubleshoot databases (e.g., SQL, Oracle, Microsoft (MS) Access, etc.)
E4	CORE	Troubleshoot file and folder access problems
E4	CORE	Troubleshoot network components
E4	CORE	Troubleshoot networks
E4	CORE	Troubleshoot Operating Systems (OS)
E4	CORE	Troubleshoot peripherals
E4	CORE	Troubleshoot Program of Record (POR) applications (e.g., eTagout, Non-Tactical Data Processing System (NOSIS), etc.)
E4	CORE	Troubleshoot storage devices
E4	CORE	Troubleshoot workstation network connectivity
E5	CORE	Verify delivered Information Systems (IS) functionality
E5	CORE	Verify delivered network components functionality
E5	CORE	Verify delivered system hardware functionality

**Job Title****Communications Manager****Job Code****002791****Job Family**  
Management**NOC**  
TBD**Short Title (30 Characters)**  
COMMUNICATIONS MANAGER**Short Title (14 Characters)**  
COMMS MANAGER**Pay Plan**  
Enlisted**Career Field**  
ITR**Other Relationships and Rules**  
NEC TXXX series and other NECs as assigned**Job Description**

Communications Managers assess communication division training, audit communication division records, and manage communication division maintenance quality control; account for all transmitted and received message traffic; review Naval correspondence; coordinate communication division equipment modifications; develop communications system employment plans and shipboard instructions; prepare Emergency Action Plans (EAP) and Emergency Destruct Plans (EDP); plan, coordinate, and manage unit-level Information Systems (IS) security and integration across platforms, fleets, and services; perform Key Management Infrastructure (KMI) Operating Account Manager (KOAM) and Communications Security (COMSEC) Account Manager (CAM) duties and responsibilities; verify communication plans; validate preventive maintenance schedules; review completed maintenance data forms; 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; and implement and administer maintenance and repair programs.

**DoD Relationship**

<b><u>Group Title</u></b>	<b><u>DoD Code</u></b>
ADP Computers, General	115000

**O\*NET Relationship**

<b><u>Occupation Title</u></b>	<b><u>SOC Code</u></b>	<b><u>Job Family</u></b>
Computer and Information Systems Managers	11-3021.00	Management

**Skills***Management of Material Resources**Operation and Control**Quality Control Analysis**Reading Comprehension**Management of Personnel Resources**Systems Evaluation**Coordination**Equipment Maintenance**Judgment and Decision Making**Writing***Abilities***Information Ordering**Written Comprehension**Problem Sensitivity**Deductive Reasoning**Inductive Reasoning**Written Expression**Oral Expression**Flexibility of Closure**Selective Attention**Category Flexibility***ADMINISTRATION****Paygrade****Task Type****Task Statements**

E7	CORE	Approve Information Systems (IS) Standard Operating Procedures (SOP)
E4	CORE	Conduct controlled evolution briefs
E6	CORE	Coordinate System Operation Verification Testing (SOVT)
E4	CORE	Draft Naval messages
E5	CORE	Generate Requests For Information (RFI)
E4	CORE	Inventory Top Secret (TS)/Sensitive Compartmented Information (SCI) materials
E6	NON-CORE	Maintain Information Systems Security (ISS) assessment and authorization documentation
E6	CORE	Maintain network documentation (e.g., Systems Authorization Access Request-Navy (SAAR-N), Privileged Access Agreement (PAA), etc.)
E5	CORE	Maintain Top Secret (TS)/Sensitive Compartmented Information (SCI) inventories
E6	CORE	Prepare disaster recovery contingency plans
E6	CORE	Update computer configuration documentation

**COMMUNICATIONS SECURITY (COMSEC)****Paygrade****Task Type****Task Statements**

E4	CORE	Control access to Communications Security (COMSEC) usage areas
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### **COMMUNICATIONS SECURITY (COMSEC) (CONT'D)**

<b><u>Paygrade</u></b>	<b><u>Task Type</u></b>	<b><u>Task Statements</u></b>
E4	CORE	Destroy Communication Security (COMSEC) materials
E6	CORE	Develop Emergency Action Plans (EAP)
E6	CORE	Develop Emergency Destruction Plans (EDP)
E6	CORE	Develop local Communications Security (COMSEC) handling instructions
E4	CORE	Identify Communications Security (COMSEC) discrepancies
E6	CORE	Implement Communications Security (COMSEC) changes
E4	CORE	Inventory Communications Security (COMSEC) materials
E6	CORE	Issue Communication Security (COMSEC) materials
E4	CORE	Load Communications Security (COMSEC) equipment
E4	CORE	Load Communications Security (COMSEC) materials
E6	CORE	Manage Communications Security (COMSEC) training programs
E6	CORE	Manage Key Management Infrastructure (KMI) system accounts
E6	CORE	Monitor Communications Security (COMSEC) platform security
E6	CORE	Order Communications Security (COMSEC) products
E4	CORE	Receive Communications Security (COMSEC) materials
E4	CORE	Store Communications Security (COMSEC) material
E6	CORE	Supervise Key Management Infrastructure (KMI) system users
E6	CORE	Transfer custody of Communications Security (COMSEC) materials
E6	CORE	Update Key Management Infrastructure (KMI) trouble tickets
E4	CORE	Validate Communications Security (COMSEC) materials

### **COMMUNICATIONS SYSTEM OPERATIONS**

<b><u>Paygrade</u></b>	<b><u>Task Type</u></b>	<b><u>Task Statements</u></b>
E4	CORE	Analyze record message traffic data
E5	CORE	Develop communication employment plans
E5	CORE	Implement Emissions Control (EMCON)
E4	CORE	Perform Pre-Planned Responses (PPR)
E4	CORE	Provide tactical communication support
E5	CORE	Recover systems using Disaster Recovery Plan (DRP)
E4	NON-CORE	Report Electromagnetic Interference (EMI)
E4	CORE	Review equipment status for proper operation
E6	CORE	Supervise Pre-Planned Responses (PPR) executions
E4	CORE	Verify Emissions Control (EMCON) conditions are in effect

### **CYBER SECURITY**

<b><u>Paygrade</u></b>	<b><u>Task Type</u></b>	<b><u>Task Statements</u></b>
E4	CORE	Analyze Information Systems Security (ISS) requirements
E6	CORE	Evaluate Information Systems Security (ISS) incidents
E6	CORE	Evaluate Information Systems Security (ISS) violations
E6	CORE	Evaluate Information Systems Security (ISS) vulnerabilities

### **CYBER SECURITY (CONT'D)**

<b><u>Paygrade</u></b>	<b><u>Task Type</u></b>	<b><u>Task Statements</u></b>
E6	CORE	Evaluate system vulnerabilities (e.g., network managers, various enclaves of Unclass, Top Secret, SCI, etc.)
E7	CORE	Implement Information Systems Security (ISS) directives (e.g., policies, plans, instructions, Standard Operating Procedures (SOP), etc.)
E4	CORE	Maintain Information Systems (IS) assets
E7	CORE	Manage Information Security (INFOSEC) system programs
E6	CORE	Manage network firewall policies
E7	CORE	Report Information Security (INFOSEC) compliance
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	Update computer Information System (IS) anti-virus definitions
E5	NON-CORE	Update network security tools

### **EQUIPMENT MAINTENANCE**

<b><u>Paygrade</u></b>	<b><u>Task Type</u></b>	<b><u>Task Statements</u></b>
E4	CORE	Analyze network audit logs
E6	CORE	Supervise mast and antenna maintenance

### **NETWORK MANAGEMENT**

<b><u>Paygrade</u></b>	<b><u>Task Type</u></b>	<b><u>Task Statements</u></b>
E6	CORE	Configure group policy objects
E6	CORE	Configure router Access Control Lists (ACL)
E6	CORE	Coordinate catastrophic disaster recoveries
E7	CORE	Coordinate network migrations and installations
E6	NON-CORE	Maintain domain backup policies
E4	CORE	Maintain domain system accounts
E4	NON-CORE	Maintain Virtual Private Networks (VPN)
E6	CORE	Manage network databases (e.g., SQL, Oracle, Microsoft (MS) Access, etc.)
E6	CORE	Plan network restorations
E5	CORE	Repair databases (e.g., SQL, Oracle, Microsoft (MS) Access, etc.)
E4	CORE	Verify Information Systems Security (ISS) software programs operations

### **NETWORK OPERATIONS**

<b><u>Paygrade</u></b>	<b><u>Task Type</u></b>	<b><u>Task Statements</u></b>
E4	CORE	Administer computer Information System (IS) user accounts
E4	CORE	Analyze Information System (IS) trends (e.g., hardware, software, network, etc.)
E6	CORE	Document Key Management Infrastructure (KMI) trouble tickets
E5	CORE	Troubleshoot databases (e.g., SQL, Oracle, Microsoft (MS) Access, etc.)
E5	CORE	Verify delivered Information Systems (IS) functionality
E5	CORE	Verify delivered network components functionality
E5	CORE	Verify delivered system hardware functionality