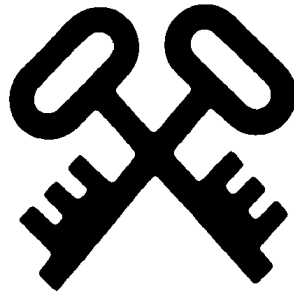


CHAPTER 47



LOGISTICS SPECIALIST (SUBMARINE) (LSS)

NAVPERS 18068F-47A
CH-73

Updated: January 2018

TABLE OF CONTENTS
LOGISTICS SPECIALIST (SUBMARINE) (LSS)

SCOPE OF RATING	LSS-3
GENERAL INFORMATION	LSS-4
SUBMARINE LOGISTICS MANAGER	LSS-5
ADMINISTRATION	LSS-5
FINANCIAL	LSS-6
LOGISTICS	LSS-6
MANAGEMENT	LSS-7
SUBMARINE LOGISTICIAN	LSS-9
ADMINISTRATION	LSS-9
FINANCIAL	LSS-10
LOGISTICS	LSS-10
MANAGEMENT	LSS-11

NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

LOGISTICS SPECIALIST (SUBMARINE) (LSS)



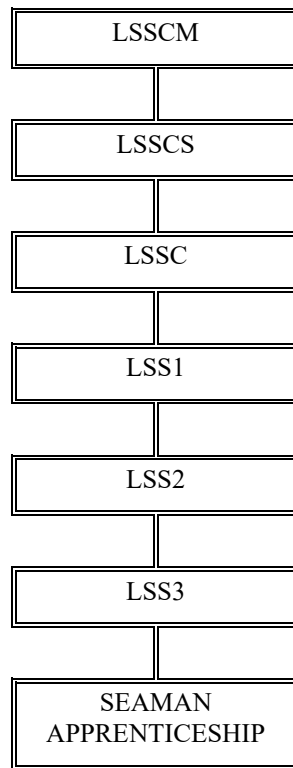
SCOPE OF RATING

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

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

GENERAL INFORMATION

CAREER PATTERN



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

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

SAFETY

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

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

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

DoD Relationship

Group Title **DoD Code**
Supply Administration 155100

O*NET Relationship

Occupation Title **SOC Code** **Job Family**
Administrative Services Managers 11-3011.00 Management

Skills

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

Abilities

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

ADMINISTRATION

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

ADMINISTRATION (CONT'D)

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

FINANCIAL

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

LOGISTICS

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

LOGISTICS (CONT'D)

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

MANAGEMENT

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

MANAGEMENT (CONT'D)

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

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

Office and Administrative Support

NOC

TBD

Short Title (30 Characters)

SUBMARINE LOGISTICIAN

Short Title (14 Characters)

SUB LOGISTN

Pay Plan

Enlisted

Career Field

LSS

Other Relationships and Rules

NEC's as assigned.

Job Description

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

DoD Relationship**Group Title**

Supply Administration

DoD Code

155100

O*NET Relationship**Occupation Title**

Procurement Clerks

SOC Code

43-3061.00

Job Family

Office and Administrative Support

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

E4

Task Type

CORE

Task Statements

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

E5

CORE

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

E5

CORE

Maintain Maintenance Assistance Modules (MAM) inventories

E4

CORE

Maintain receipt files

E4

CORE

Maintain supply or transportation discrepancy reports

E5

CORE

Process incoming requisition status reports

E6

CORE

Process Material Outstanding Files (MOF)

E4

CORE

Process receipt files

E6

CORE

Process Submarine Logistics Database (SLDB) reconciliations

E5

CORE

Process supply systems management reports

E6

CORE

Research financial liability of property loss

E6

CORE

Research inventory discrepancies

E5

CORE

Submit non-standard requisitions

E5

CORE

Submit standard requisitions

E4

CORE

Validate Individual Component Repair Lists (ICRL)

E5

CORE

Validate stock control review listings

E6

CORE

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

FINANCIAL

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

LOGISTICS

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

MANAGEMENT

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