

CHAPTER 47



LOGISTICS SPECIALIST (SUBMARINE) (LSS)

NAVPERS 18068F-47B
Change 105

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

LOGISTICS SPECIALIST (SUBMARINE) (LSS)



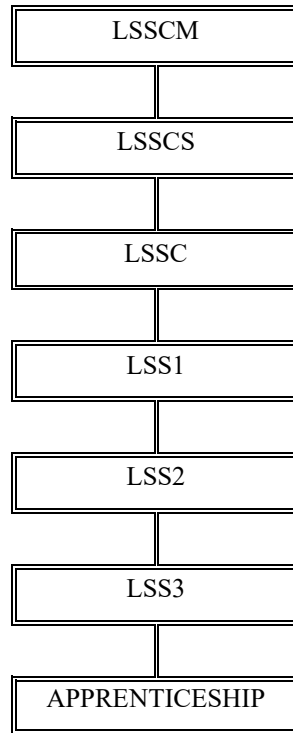
SCOPE OF RATING

Logistics Specialists (Submarine) (LSS) provide diverse logistics and accounting support in a global setting to submarine and submarine support forces; forecast, 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.

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 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 RXXX, SXXX, and 7XXX series and other NECs as assigned.**Job Description**

Submarine Logistics Managers perform functions related to forecasting, 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

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

O*NET Relationship

<i>Occupation Title</i>	<i>SOC Code</i>	<i>Job Family</i>
Supply Chain Managers	11-3071.04	Management

Skills

Quality Control Analysis
Management of Material Resources
Operation and Control
Coordination
Judgment and Decision Making
Management of Financial Resources
Monitoring
Critical Thinking
Troubleshooting
Writing

Abilities

Written Comprehension
Information Ordering
Inductive Reasoning
Written Expression
Deductive Reasoning
Mathematical Reasoning
Number Facility
Category Flexibility
Problem Sensitivity
Oral Expression

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

E6	CORE	Adjust stock levels
E6	CORE	Analyze supply ad-hoc query data
E5	CORE	Initiate causative research on inventory discrepancies (e.g., Gain By Inventory (GBI), Loss By Inventory (LBI), etc.)
E4	CORE	Maintain files (e.g., expenditure invoices, inventory records, etc.)
E5	CORE	Maintain Maintenance Assistance Modules (MAM) inventories
E6	CORE	Maintain Segregation of Duties (SOD) functions
E5	CORE	Prepare Financial Liability Investigation of Property Loss (DD FORM 200) forms and supporting documents
E4	CORE	Prepare non-standard requisitions (e.g., Government Purchase Card (GPC), Money Value Only (MVO), etc.)
E5	CORE	Prepare standard requisitions
E7	CORE	Prepare supply messages (e.g., Military Standard Requisitioning and Issue Procedures (MILSTRIP), Casualty Report (CASREP), Document Receipt Acknowledgement (DRA), etc.)
E4	CORE	Process completed material receipts
E5	CORE	Process incoming requisition status reports
E7	CORE	Process personal effects
E6	CORE	Process Submarine Logistics Database (SLDB) reconciliations

ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Process supply systems management reports (e.g., Expenditure Control Log, Pending Issue Listing, Gain By Inventory (GBI), Loss By Inventory (LBI) Report, etc.)
E5	CORE	Submit non-standard requisitions (e.g., Government Purchase Card (GPC), Money Value Only (MVO), etc.)
E5	CORE	Submit standard requisitions
E4	CORE	Update incoming requisition status reports
E6	CORE	Validate Financial Liability Investigation of Property Loss (DD FORM 200) forms and supporting documents
E6	CORE	Validate Material Obligation Validations (MOV)
E6	CORE	Validate Material Outstanding Files (MOF)
E6	CORE	Validate materials not in physical custody of supply officers
E6	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.)
E4	CORE	Verify Consolidated Remain-in-Place Lists (CRIPL)
E6	CORE	Verify Financial Liability Investigation of Property Loss (DD FORM 200) forms and supporting documents
E6	CORE	Verify Material Obligation Validations (MOV)
E6	CORE	Verify Material Outstanding Files (MOF)
E6	CORE	Verify materials not in physical custody of supply officers
E6	CORE	Verify stock control review listings
E6	CORE	Verify stock reorder review listings
E6	CORE	Verify supply management reports (e.g., logistics, financial, inventory, etc.)

FINANCIAL

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Certify invoices for payment (e.g., Government Purchase Card (GPC), contracts, etc.)
E7	CORE	Establish continuing services and accounts
E5	CORE	Maintain continuing services and accounts
E7	CORE	Maintain Operating Target (OPTAR)
E7	CORE	Process Difference Listings (DL)
E6	CORE	Process end of fiscal year closeouts
E6	CORE	Process live Operating Target (OPTAR) Transmittal Letter (TL) reports
E6	CORE	Process Monthly Change Notices (MCN)
E7	CORE	Process Operating Target (OPTAR) augment requests and grants
E7	CORE	Submit Operating Target (OPTAR) augment requests
E7	CORE	Validate Budget Operating Reports (BOR)
E6	CORE	Validate end of fiscal year closeouts

FINANCIAL (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Validate Financial and Audit Readiness (FIAR) for all applicable records
E6	CORE	Validate invoices and bills
E6	CORE	Validate Monthly Change Notices (MCN)
E6	CORE	Validate non-standard requisitions (e.g., Government Purchase Card (GPC), Money Value Only (MVO), etc.)
E6	CORE	Validate standard requisitions
E6	CORE	Verify end of fiscal year closeouts
E6	CORE	Verify Monthly Change Notices (MCN)
E6	CORE	Verify non-standard requisitions (e.g., Government Purchase Card (GPC), Money Value Only (MVO), etc.)
E6	CORE	Verify standard requisitions

LOGISTICS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Distribute customer materials
E4	CORE	Inventory Hazardous Materials (HAZMAT)
E4	CORE	Inventory stock materials and supplies
E4	CORE	Issue Depot Level Repairable (DLR) materials
E4	CORE	Issue Hazardous Materials (HAZMAT)
E4	CORE	Issue organizational clothing (e.g., Two-Piece Organizational Clothing (2POC), Fire Retardant Variant (FRV), etc.)
E6	CORE	Prepare Configuration Change Requests (CCR) and Reactor Plant Configuration Change Requests (RPCCR)
E5	NON-CORE	Prepare documents for contractor and vendor transactions
E6	CORE	Prepare Fleet Coordinated Shipboard Allowance List (COSAL) Feedback Reports (FCFBR)
E6	CORE	Process Allowance Change Requests (ACR)
E5	CORE	Process carcasses for turn-in
E6	CORE	Process Fleet Coordinated Shipboard Allowance List (COSAL) Feedback Reports (FCFBR)
E4	CORE	Process Hazardous Materials (HAZMAT) for offload
E5	CORE	Process inventory discrepancies (e.g., Gain By Inventory (GBI), Loss By Inventory (LBI), etc.)
E4	CORE	Process material issues from stock
E5	CORE	Process Material Support Problem Identification Sheets (MSPIS)
E5	CORE	Process materials for shipment
E4	CORE	Process Nuclear Defective Material Summaries (QDMS) and non-nuclear Defective Material Summaries (DMS)
E5	CORE	Process stock materials for offload (e.g., Defense Logistics Agency (DLA) Disposition Services, Material Turned Into Store (MTIS), Other Supply Officer (OSO), etc.)
E4	CORE	Process warehouse refusals

LOGISTICS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Provide customer service
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 materials to storeroom stock
E4	CORE	Stow Hazardous Materials (HAZMAT)
E4	CORE	Stow materials
E4	CORE	Stow special category materials
E5	CORE	Submit Casualty Report (CASREP) requisitions
E5	CORE	Submit discrepancy reports in Product Data Reporting and Evaluation Program (PDREP) (e.g., Supply Discrepancy Reports (SDR), Product Quality Deficiency Reports (PQDR)), etc.)
E6	CORE	Supervise the expediting of materials
E4	CORE	Transfer stock materials for offload (e.g., Defense Logistics Agency (DLA) Disposition Services, Material Turned Into Store (MTIS), Other Supply Officer (OSO), etc.)
E4	CORE	Update stowage locations Logistics Marking and Reading (LOGMAR) symbols (e.g., Hazardous Materials (HAZMAT), Depot Level Repairable (DLR), etc.)
E6	CORE	Update supply database tables (e.g., Local Management Code (LMC), Fund Code, Unit Identification Code (UIC), etc.)
E6	CORE	Validate Automatic Reorder Restriction Code (ARRC) listings
E6	CORE	Validate Cannibalization (CANNAB) requests
E7	CORE	Validate inventory discrepancies (e.g., Gain By Inventory (GBI), Loss By Inventory (LBI), etc.)
E6	CORE	Validate issues pending listings
E6	CORE	Validate Material Support Problem Identification Sheets (MSPIS)
E6	CORE	Validate Stock Item Maintenance (SIM)/Demand Based Items (DBI) parameters
E7	CORE	Validate stock levels
E5	CORE	Validate Submarine Hazardous Material Inventory and Management System (SHIMS) information
E7	CORE	Validate supply database tables (e.g., Local Management Code (LMC), Fund Code, Unit Identification Code (UIC), etc.)
E6	CORE	Validate supply portion of Casualty Reports (CASREP)
E6	CORE	Validate warehouse refusals
E7	CORE	Verify inventory discrepancies (e.g., Gain By Inventory (GBI), Loss By Inventory (LBI), etc.)
E6	CORE	Verify warehouse refusals

MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Audit Hazardous Materials (HAZMAT) programs
E7	CORE	Brief statuses of supply operations
E5	CORE	Conduct material stowage inspections (e.g., Hazardous Materials (HAZMAT), Depot Level Repairable (DLR) lockers, etc.)
E7	CORE	Coordinate Hazardous Materials (HAZMAT) programs
E7	CORE	Maintain Coordinated Shipboard Allowance List (COSAL) maintenance logs
E5	CORE	Maintain Depot Level Repairable (DLR) programs (e.g., inventory, issue, receive, etc.)
E6	CORE	Manage Automated Information System (AIS) user accounts
E6	CORE	Manage carcass tracking programs
E6	CORE	Manage Shelf-Life Program
E7	CORE	Prepare annual physical inventory schedules
E7	CORE	Validate Automated Shore Interfaces (ASI)
E7	CORE	Validate completed material receipts
E6	CORE	Validate Continuous Monitoring Program (CMP) submission requirements
E7	CORE	Validate Coordinated Shipboard Allowance Lists (COSAL)
E6	CORE	Validate Depot Level Repairable (DLR) inventories
E7	CORE	Validate Depot Level Repairable (DLR) programs (e.g., inventory, issue, receive, etc.)
E7	CORE	Validate incoming requisition status reports
E6	CORE	Validate stock materials for offload (e.g., Defense Logistics Agency (DLA) Disposition Services, Material Turned Into Store (MTIS), Other Supply Officer (OSO), etc.)
E6	CORE	Validate stowage locations Logistics Marking and Reading (LOGMAR) symbols (e.g., Hazardous Materials (HAZMAT), Depot Level Repairable (DLR), etc.)
E7	CORE	Validate Submarine Escape and Immersion Equipment (SEIE) inventories
E7	CORE	Verify completed material receipts
E7	CORE	Verify Depot Level Repairable (DLR) programs (e.g., inventory, issue, receive, etc.)
E7	CORE	Verify incoming requisition status reports
E7	CORE	Verify Internal Supply Management Reports (ISMR)
E6	CORE	Verify stock materials for offload (e.g., Defense Logistics Agency (DLA) Disposition Services, Material Turned Into Store (MTIS), Other Supply Officer (OSO), etc.)

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 RXXX, SXXX, and 7XXX series and other NECs as assigned.

Job Description

Submarine Logisticians manage all supply functions; forecast, 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**

Supply Administration

DoD Code

155100

Occupation Title

Procurement Clerks

SOC Code

43-3061.00

Job Family

Office and Administrative Support

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

E5

CORE

Initiate causative research on inventory discrepancies (e.g., Gain By Inventory (GBI), Loss By Inventory (LBI), etc.)

E4

CORE

Maintain completed material receipts

E4

CORE

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

E4

CORE

Maintain Government Purchase Card (GPC) program and contract files

E5

CORE

Maintain Maintenance Assistance Modules (MAM) inventories

E4

CORE

Maintain supply or transportation discrepancy reports

E5

CORE

Prepare Financial Liability Investigation of Property Loss (DD FORM 200) forms and supporting documents

E4

CORE

Prepare non-standard requisitions (e.g., Government Purchase Card (GPC), Money Value Only (MVO), etc.)

E5

CORE

Prepare standard requisitions

E4

CORE

Process completed material receipts

E5

CORE

Process incoming requisition status reports

E5

CORE

Process Material Obligation Validations (MOV)

E5

CORE

Process Material Outstanding Files (MOF)

E5

CORE

Process stock reorder review listings

E6

CORE

Process Submarine Logistics Database (SLDB) reconciliations

E5

CORE

Process supply systems management reports (e.g., Expenditure Control Log, Pending Issue Listing, Gain By Inventory (GBI), Loss By Inventory (LBI) Report, etc.)

ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Submit non-standard requisitions (e.g., Government Purchase Card (GPC), Money Value Only (MVO), etc.)
E5	CORE	Submit standard requisitions
E4	CORE	Update incoming requisition status reports
E6	CORE	Validate stock control review listings
E6	CORE	Validate supply management reports (e.g., logistics, financial, inventory, etc.)
E4	CORE	Verify Consolidated Remain-in-Place Lists (CRIPL)
E6	CORE	Verify stock control review listings
E6	CORE	Verify supply management reports (e.g., logistics, financial, inventory, etc.)

FINANCIAL

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

LOGISTICS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Distribute customer materials
E4	CORE	Inventory Hazardous Materials (HAZMAT)
E4	CORE	Inventory stock materials and supplies
E4	CORE	Issue Depot Level Repairable (DLR) materials
E4	CORE	Issue Hazardous Materials (HAZMAT)
E4	CORE	Issue organizational clothing (e.g., Two-Piece Organizational Clothing (2POC), Fire Retardant Variant (FRV), etc.)
E5	CORE	Perform Cannibalization (CANNAB) requests
E4	CORE	Perform the expediting of materials
E6	CORE	Prepare Configuration Change Requests (CCR) and Reactor Plant Configuration Change Requests (RPCCR)
E5	NON-CORE	Prepare documents for contractor and vendor transactions
E6	CORE	Prepare Fleet Coordinated Shipboard Allowance List (COSAL) Feedback Reports (FCFBR)
E4	CORE	Process Cancel Excess Stock Dues
E5	CORE	Process carcasses for turn-in
E4	CORE	Process daily suspense listings
E4	CORE	Process Force Inventory Transmission System Download Listings (FITS-DL)
E4	CORE	Process Hazardous Materials (HAZMAT) for offload
E4	CORE	Process material issues from stock
E5	CORE	Process Material Support Problem Identification Sheets (MSPIS)
E5	CORE	Process materials for shipment
E4	CORE	Process Nuclear Defective Material Summaries (QDMS) and non-nuclear Defective Material Summaries (DMS)

LOGISTICS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Process stock materials for offload (e.g., Defense Logistics Agency (DLA) Disposition Services, Material Turned Into Store (MTIS), Other Supply Officer (OSO), etc.)
E4	CORE	Process warehouse refusals
E4	CORE	Provide customer service
E5	CORE	Provide management data for Internal Supply Management Reports (ISMR)
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 materials to storeroom stock
E4	CORE	Stow Hazardous Materials (HAZMAT)
E4	CORE	Stow materials
E4	CORE	Stow special category materials
E5	CORE	Submit discrepancy reports in Product Data Reporting and Evaluation Program (PDREP) (e.g., Supply Discrepancy Reports (SDR), Product Quality Deficiency Reports (PQDR)), etc.)
E6	CORE	Supervise the expediting of materials
E4	CORE	Transfer stock materials for offload (e.g., Defense Logistics Agency (DLA) Disposition Services, Material Turned Into Store (MTIS), Other Supply Officer (OSO), etc.)
E6	CORE	Validate Automatic Reorder Restriction Code (ARRC) listings
E6	CORE	Validate Cannibalization (CANNAB) requests
E6	CORE	Validate issues pending listings
E4	CORE	Validate Not-Carried requests
E5	CORE	Validate Submarine Hazardous Material Inventory and Management System (SHIMS) information
E7	CORE	Validate supply database tables (e.g., Local Management Code (LMC), Fund Code, Unit Identification Code (UIC), etc.)
E6	CORE	Validate warehouse refusals
E6	CORE	Verify warehouse refusals

MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Audit Hazardous Materials (HAZMAT) programs
E5	CORE	Conduct material stowage inspections (e.g., Hazardous Materials (HAZMAT), Depot Level Repairable (DLR) lockers, etc.)
E7	CORE	Coordinate Hazardous Materials (HAZMAT) programs
E5	CORE	Maintain Depot Level Repairable (DLR) programs (e.g., inventory, issue, receive, etc.)
E7	CORE	Validate completed material receipts
E7	CORE	Validate incoming requisition status reports

MANAGEMENT (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Validate stock materials for offload (e.g., Defense Logistics Agency (DLA) Disposition Services, Material Turned Into Store (MTIS), Other Supply Officer (OSO), etc.)
E6	CORE	Validate stowage locations Logistics Marking and Reading (LOGMAR) symbols (e.g., Hazardous Materials (HAZMAT), Depot Level Repairable (DLR), etc.)
E7	CORE	Verify completed material receipts
E7	CORE	Verify incoming requisition status reports
E6	CORE	Verify stock materials for offload (e.g., Defense Logistics Agency (DLA) Disposition Services, Material Turned Into Store (MTIS), Other Supply Officer (OSO), etc.)