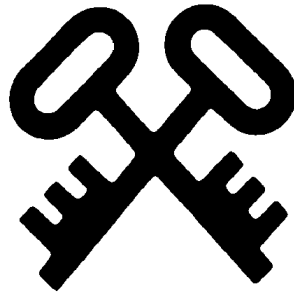


# CHAPTER 47



## LOGISTICS SPECIALIST (SUBMARINE) (LSS)

NAVPERS 18068-47A  
**CH-73**

Updated: January 2018

Enclosure (1)

TABLE OF CONTENTS  
LOGISTICS SPECIALIST (SUBMARINE) (LSS)

|                                    |        |
|------------------------------------|--------|
| <b>SCOPE OF RATING</b>             | LSS-3  |
| <b>GENERAL INFORMATION</b>         | LSS-4  |
| <b>SUBMARINE LOGISTICS MANAGER</b> | LSS-5  |
| ADMINISTRATION                     | LSS-5  |
| FINANCIAL                          | LSS-6  |
| LOGISTICS                          | LSS-6  |
| MANAGEMENT                         | LSS-7  |
| <b>SUBMARINE LOGISTICIAN</b>       | 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

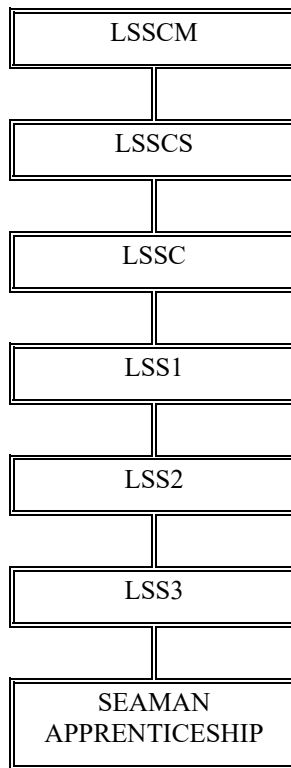
Logistics Specialists (Submarine) (LSS) provide diverse logistics and accounting support in a global setting to submarine and submarine support forces; order, receive, inventory, inspect, stow, preserve, package, ship, and issue material; account for government material; prepare, maintain, and audit 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**

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

**O\*NET Relationship**

|                                  |                 |                   |
|----------------------------------|-----------------|-------------------|
| <u>Occupation Title</u>          | <u>SOC Code</u> | <u>Job Family</u> |
| 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**

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

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

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

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

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