CHAPTER 47

LOGISTICS SPECIALIST
(LS)

TABLE OF CONTENTS
LOGISTICS SPECIALIST (LS)

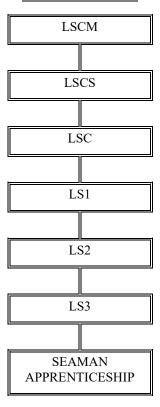NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

LOGISTICS SPECIALIST (LS)

SCOPE OF RATING

<u>Logistics Specialists (LS)</u> 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

```
┌─────────────────────┐
│        LSCM         │
└─────────────────────┘
           │
┌─────────────────────┐
│        LSCS         │
└─────────────────────┘
           │
┌─────────────────────┐
│        LSC          │
└─────────────────────┘
           │
┌─────────────────────┐
│        LS1          │
└─────────────────────┘
           │
┌─────────────────────┐
│        LS2          │
└─────────────────────┘
           │
┌─────────────────────┐
│        LS3          │
└─────────────────────┘
           │
┌─────────────────────┐
│       SEAMAN        │
│   APPRENTICESHIP    │
└─────────────────────┘
```

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**

Postal Clerk

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

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**
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

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 | **Job Code**

Logistician | 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

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