

CHAPTER 47



LOGISTICS SPECIALIST (LS)

NAVPERS 18068F-47C
Change 105

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LOGISTICS SPECIALIST (LS)

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NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

LOGISTICS SPECIALIST (LS)



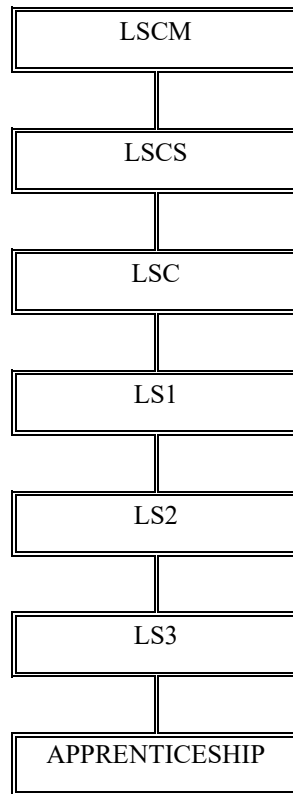
SCOPE OF RATING

Logistics Specialists (LS) provide diverse logistics and accounting support in a global setting to aviation, surface, subsurface, and expeditionary forces; forecast, order, receive, inventory, inspect, stow, preserve, package, ship, and issue materials and cargo; account for government materials; 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) in 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**Logistics Manager****Job Code****001742****Job Family**
Management**NOC**
TBD**Short Title (30 Characters)**
LOGISTICS MANAGER**Short Title (14 Characters)**
LOGISTICS MGR**Pay Plan**
Enlisted**Career Field**
LS**Other Relationships and Rules**
NEC SXXX, 7XXX series and other NECs as assigned**Job Description**

Logistic Managers perform functions related to forecasting, 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.

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

Abilities

Written Comprehension
Problem Sensitivity
Speed of Closure
Inductive Reasoning
Information Ordering
Deductive Reasoning
Mathematical Reasoning
Written Expression
Oral Expression
Number Facility

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

E5	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.)
E4	CORE	Maintain flight packets
E4	CORE	Maintain key control
E5	CORE	Maintain Repair Parts Petty Officer (RPPO) programs
E6	CORE	Manage Repair Parts Petty Officer (RPPO) programs
E5	CORE	Process Automated Shore Interface (ASI) files
E5	CORE	Process Monthly Change Notices (MCN)
E7	CORE	Process personal effects
E4	CORE	Provide customer service
E5	CORE	Reconcile Stock-in-Transit or Material-in-Transit (SIT/MIT) reports
E5	CORE	Update supply database tables (e.g., Local Management Code (LMC), Fund Code, Unit Identification Code (UIC), etc.)
E6	CORE	Validate completed material receipts
E5	NON-CORE	Validate Component Control Section (CCS) report data
E6	CORE	Validate incoming requisition status reports
E5	CORE	Validate Material Obligation Validations (MOV)
E5	CORE	Validate Material Outstanding Files (MOF)

ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Validate materials not in physical custody of supply officers
E6	CORE	Validate Monthly Change Notices (MCN)
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
E5	CORE	Validate supply database tables (e.g., Local Management Code (LMC), Fund Code, Unit Identification Code (UIC), etc.)
E6	CORE	Validate supply management reports (e.g., logistics, financial, inventory, etc.)
E6	CORE	Validate supply portion of Casualty Reports (CASREP)
E6	NON-CORE	Verify Component Control Section (CCS) report data
E5	CORE	Verify fuel transactions
E5	NON-CORE	Verify Individual Component Repair Lists (ICRL)
E6	CORE	Verify Material Outstanding Files (MOF)
E7	CORE	Verify Monthly Change Notices (MCN)
E7	CORE	Verify stock control review listings
E7	CORE	Verify supply management reports (e.g., logistics, financial, inventory, etc.)

FINANCIAL

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Adjust stock levels
E7	CORE	Certify invoices for payment (e.g., air fuel card, sea fuel card, Government Purchase Card (GPC), 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	Process end of fiscal year closeouts
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
E5	CORE	Process Operating Target (OPTAR) augment requests and grants
E7	CORE	Review contract documents (e.g., Husbanding Service Provider (HSP) services, Port Visit Checklist, etc.)
E6	CORE	Submit Operating Target (OPTAR) augment requests
E7	CORE	Validate Budget Operating Reports (BOR)
E6	CORE	Validate end of fiscal year closeouts
E6	CORE	Validate inventory discrepancies (e.g., Gain By Inventory (GBI), Loss By Inventory (LBI), etc.)
E6	CORE	Validate non-standard requisitions (e.g., Government Purchase Card (GPC), Money Value Only (MVO), etc.)
E6	CORE	Validate standard requisitions
E7	CORE	Verify end of fiscal year closeouts

INSPECTION AND EVALUATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Audit Hazardous Materials (HAZMAT) programs
E5	CORE	Conduct material stowage inspections (e.g., Hazardous Materials (HAZMAT), Depot Level Repairable (DLR) lockers, etc.)
E5	CORE	Inventory materials not in physical custody of supply officers
E5	CORE	Inventory presentation silver and other valuable gifts
E5	CORE	Maintain Maintenance Assistance Modules (MAM) inventories
E5	NON-CORE	Reconcile Table of Allowances (TOA) for expeditionary forces
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 warehouse refusals
E7	CORE	Verify security of spaces (e.g., Storeroom, Hazardous Materials (HAZMAT), controlled spaces, etc.)

LOGISTICS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Maintain Depot Level Repairable (DLR) programs (e.g., inventory, issue, receive, etc.)
E5	CORE	Maintain Pack-Up Kit (PUK) program (e.g., issue, receive, inventory, etc.)
E5	CORE	Manage Shelf-Life Program
E6	CORE	Prepare for materials onload (e.g., Replenishment at Sea (RAS), stores onload, etc.)
E5	CORE	Process Hazardous Materials (HAZMAT) for offload
E5	NON-CORE	Validate Awaiting Parts (AWP) reports
E6	CORE	Validate Cannibalization (CANNAB) requests
E5	CORE	Validate stock control review listings

MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Brief statuses of supply operations (e.g., Commanding Officer's (CO) monthly report, Eight O' Clock, etc.)
E7	CORE	Forecast financial and material requirements
E5	NON-CORE	Manage Automated Information System (AIS) user accounts
E7	NON-CORE	Manage controlled equipage (e.g., issue, receiving, inventory, etc.)
E6	NON-CORE	Manage Tool Control Program (TCP)
E6	CORE	Prepare annual physical inventory schedules
E7	CORE	Submit non-standard requisitions (e.g., Government Purchase Card (GPC), Money Value Only (MVO), etc.)
E5	CORE	Submit standard requisitions
E6	CORE	Validate Depot Level Repairable (DLR) programs (e.g., inventory, issue, receive, etc.)
E6	CORE	Validate Financial Liability Investigation of Property Loss (DD FORM 200) forms and supporting documents
E7	CORE	Verify completed material receipts
E7	CORE	Verify Depot Level Repairable (DLR) programs (e.g., inventory, issue, receive, etc.)

MANAGEMENT (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Verify Financial Liability Investigation of Property Loss (DD FORM 200) forms and supporting documents
E7	CORE	Verify incoming requisition status reports
E7	CORE	Verify inventory discrepancies (e.g., Gain By Inventory (GBI), Loss By Inventory (LBI), etc.)
E7	CORE	Verify Material Obligation Validations (MOV)
E7	CORE	Verify materials not in physical custody of supply officers
E7	CORE	Verify non-standard requisitions (e.g., Government Purchase Card (GPC), Money Value Only (MVO), etc.)
E7	CORE	Verify standard requisitions
E7	CORE	Verify stock materials for offload (e.g., Defense Logistics Agency (DLA) Disposition Services, Material Turned Into Store (MTIS), Other Supply Officer (OSO), etc.)
E7	CORE	Verify stock reorder review listings
E7	CORE	Verify Stock-in-Transit or Material-in-Transit (SIT/MIT) reports
E6	CORE	Verify supply readiness data
E7	CORE	Verify warehouse refusals

Job Title**Logistician****Job Code****001747****Job Family**

Business and Financial Operations

NOC

TBD

Short Title (30 Characters)

LOGISTICIAN

Short Title (14 Characters)

LOGISTICIAN

Pay Plan

Enlisted

Career Field

LS

Other Relationships and Rules

NEC SXXX, 7XXX series and other NECs as assigned

Job Description

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

Logisticians

SOC Code

13-1081.00

Job Family

Business and Financial Operations

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

E4

CORE

Cross-check requisition 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.)

E4

CORE

Maintain flight packets

E4

CORE

Maintain key control

E5

CORE

Maintain Repair Parts Petty Officer (RPPO) programs

E5

CORE

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

E5

CORE

Process Automated Shore Interface (ASI) files

E4

CORE

Process completed material receipts

E4

NON-CORE

Process Component Control Section (CCS) report data

E4

CORE

Process Defective Material Summaries (DMS) (i.e., nuclear and non-nuclear)

E4

CORE

Process incoming requisition status reports

E4

CORE

Process Material Outstanding Files (MOF)

E5

CORE

Process Monthly Change Notices (MCN)

E7

CORE

Process personal effects

E4

CORE

Provide customer service

E5

CORE

Reconcile outstanding carcass tracking data

E5

CORE

Reconcile Stock-in-Transit or Material-in-Transit (SIT/MIT) reports

ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Record receipt files
E4	CORE	Submit Casualty Report (CASREP) requisitions
E5	CORE	Submit Material Review Control (MRC) data
E4	CORE	Update incoming requisition status reports
E4	CORE	Update receipt files
E5	CORE	Update supply database tables (e.g., Local Management Code (LMC), Fund Code, Unit Identification Code (UIC), etc.)
E6	CORE	Validate completed material receipts
E5	NON-CORE	Validate Component Control Section (CCS) report data
E6	CORE	Validate incoming requisition status reports
E5	CORE	Validate Material Obligation Validations (MOV)
E5	CORE	Validate Material Outstanding Files (MOF)
E6	CORE	Validate materials not in physical custody of supply officers
E6	CORE	Validate stock reorder review listings
E6	CORE	Validate Stock-in-Transit or Material-in-Transit (SIT/MIT) reports
E5	CORE	Validate supply database tables (e.g., Local Management Code (LMC), Fund Code, Unit Identification Code (UIC), etc.)
E6	CORE	Validate supply management reports (e.g., logistics, financial, inventory, etc.)
E6	CORE	Validate supply portion of Casualty Reports (CASREP)
E6	NON-CORE	Verify Component Control Section (CCS) report data
E5	CORE	Verify fuel transactions
E5	NON-CORE	Verify Individual Component Repair Lists (ICRL)
E4	CORE	Verify maintenance forms (e.g., Ship's Maintenance Action Form (OPNAV 4790/2K), Visual Information Display System Maintenance Action Form (OPNAV 4790/60), etc.)
E6	CORE	Verify Material Outstanding Files (MOF)
E7	CORE	Verify stock control review listings

FINANCIAL

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Establish continuing services and accounts
E5	CORE	Maintain continuing services and accounts
E5	CORE	Maintain Government Purchase Card (GPC) program and contract files
E5	CORE	Maintain Operating Target (OPTAR)
E5	CORE	Manage financial systems
E4	CORE	Prepare non-standard requisitions (e.g., Government Purchase Card (GPC), Money Value Only (MVO), etc.)
E4	CORE	Prepare standard requisitions
E5	CORE	Process Difference Listings (DL)
E5	CORE	Process end of fiscal year closeouts
E5	CORE	Process inventory discrepancies (e.g., Gain By Inventory (GBI), Loss By Inventory (LBI), etc.)

FINANCIAL (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Process live Operating Target (OPTAR) Transmittal Letter (TL) reports
E4	CORE	Process Material Obligation Validations (MOV)
E5	CORE	Process Operating Target (OPTAR) augment requests and grants
E4	CORE	Process 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 inventory discrepancies (e.g., Gain By Inventory (GBI), Loss By Inventory (LBI), etc.)
E5	CORE	Validate invoices and bills
E6	CORE	Validate non-standard requisitions (e.g., Government Purchase Card (GPC), Money Value Only (MVO), etc.)
E6	CORE	Validate standard requisitions

INSPECTION AND EVALUATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Audit Hazardous Materials (HAZMAT) programs
E4	CORE	Conduct Location Audit Program (LAP) inventories
E5	CORE	Conduct material stowage inspections (e.g., Hazardous Materials (HAZMAT), Depot Level Repairable (DLR) lockers, etc.)
E4	NON-CORE	Inventory aircraft equipment and materials
E5	CORE	Inventory materials not in physical custody of supply officers
E4	CORE	Inventory stock materials and supplies
E5	CORE	Maintain Maintenance Assistance Modules (MAM) inventories
E4	CORE	Perform preventive maintenance on valves
E4	CORE	Perform preventive maintenance on ventilation systems
E5	NON-CORE	Reconcile Table of Allowances (TOA) for expeditionary forces
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 warehouse refusals

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	Issue Hazardous Materials (HAZMAT)
E4	CORE	Issue organizational clothing (e.g., Two-Piece Organizational Clothing (2POC), Fire Retardant Variant (FRV), etc.)
E5	NON-CORE	Maintain controlled equipage (e.g., issue, receiving, inventory, etc.)
E5	CORE	Maintain Depot Level Repairable (DLR) programs (e.g., inventory, issue, receive, etc.)
E5	CORE	Maintain Pack-Up Kit (PUK) program (e.g., issue, receive, inventory, etc.)
E4	NON-CORE	Maintain Phase Kits
E4	NON-CORE	Maintain Pre-Expended Bin (PEB) material

LOGISTICS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Maintain Tool Control Program (TCP)
E5	CORE	Manage Shelf-Life Program
E5	CORE	Perform Cannibalization (CANNAB) requests
E5	CORE	Process Hazardous Materials (HAZMAT) for offload
E4	CORE	Process material issues from stock
E4	CORE	Process materials for shipment
E5	CORE	Process warehouse refusals
E4	CORE	Receive Hazardous Materials (HAZMAT)
E4	CORE	Reconcile issues pending listings
E4	CORE	Return materials to storeroom stock
E4	CORE	Stow Hazardous Materials (HAZMAT)
E4	CORE	Stow 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.)
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.)
E5	CORE	Validate issues pending listings
E5	CORE	Validate stock control review listings

MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Prepare annual physical inventory schedules
E4	CORE	Process stock reorder review listings
E7	CORE	Submit non-standard requisitions (e.g., Government Purchase Card (GPC), Money Value Only (MVO), etc.)
E5	CORE	Submit standard requisitions
E6	CORE	Validate Depot Level Repairable (DLR) programs (e.g., inventory, issue, receive, etc.)
E7	CORE	Verify completed material receipts
E7	CORE	Verify incoming requisition status reports
E7	CORE	Verify inventory discrepancies (e.g., Gain By Inventory (GBI), Loss By Inventory (LBI), etc.)
E7	CORE	Verify materials not in physical custody of supply officers
E7	CORE	Verify non-standard requisitions (e.g., Government Purchase Card (GPC), Money Value Only (MVO), etc.)
E7	CORE	Verify standard requisitions
E7	CORE	Verify stock materials for offload (e.g., Defense Logistics Agency (DLA) Disposition Services, Material Turned Into Store (MTIS), Other Supply Officer (OSO), etc.)
E7	CORE	Verify Stock-in-Transit or Material-in-Transit (SIT/MIT) reports