

# NAVAL STANDARDS

## E1 through E9

Naval Standards (NAVSTDs) are skills and knowledges, other than those defined by Occupational Standards (OCCSTDs), which are essential to the overall effectiveness of enlisted personnel in the performance of duty; NAVSTDs encompass military requirements; essential virtues of pride of service in support of oath of enlistment; maintenance of good order and discipline; and basic skills and knowledges, pertaining to the well-being of Navy personnel, which directly contribute to the mission of the Navy.

**TABLE OF CONTENTS**  
**NAVAL STANDARDS (NAVSTDS)**

<b>NAVAL STANDARDS (NAVSTDS) FUNCTIONAL AREAS</b>	NAVSTDS-3
<b>PAYGRADE</b>	
APPRENTICE (E-1)	NAVSTDS-4
APPRENTICE (E-2)	NAVSTDS-16
APPRENTICE (E-3)	NAVSTDS-17
PETTY OFFICER THIRD CLASS (E-4)	NAVSTDS-18
PETTY OFFICER SECOND CLASS (E-5)	NAVSTDS-20
PETTY OFFICER FIRST CLASS (E-6)	NAVSTDS-22
CHIEF PETTY OFFICER (E-7)	NAVSTDS-25
SENIOR CHIEF PETTY OFFICER (E-8)	NAVSTDS-28
MASTER CHIEF PETTY OFFICER (E-9)	NAVSTDS-29

## NAVAL STANDARDS (NAVSTDs) FUNCTIONAL AREAS

- A. WATCHSTANDING AND WATCH, QUARTER, AND STATION BILL
- B. SEAMANSHIP (DELETED; TASKS ABSORBED IN OTHER FAs)
- C. DRILL AND FORMATION
- D. UNIFORMS
- E. FORCE PROTECTION
- F. WATCHSTANDING (DELETED; TASKS ABSORBED INTO FA 'A')
- G. COMMUNICATIONS
- H. SHIPS & AIRCRAFT CHARACTERISTICS
- I. SAFETY
- J. FIRST AID & HEALTH
- K. SURVIVAL
- L. CHEMICAL, BIOLOGICAL, RADIOLOGICAL, NUCLEAR AND HIGH-YIELD EXPLOSIVES (CBRNE)
- M. DAMAGE CONTROL
- N. MATERIAL PRESERVATION AND MAINTENANCE
- O. MILITARY JUSTICE
- P. CAREER INFORMATION
- Q. TRAINING
- R. MANAGEMENT/ADMINISTRATION
- S. SEA POWER AND INTERNATIONAL AGREEMENTS
- T. CUSTOMS, TRADITIONS AND COURTESIES
- U. ORGANIZATION
- V. LEADERSHIP/SUPERVISION
- W. INTERNATIONAL AGREEMENTS (DELETED, TASKS ABSORBED INTO FA 'S')
- X. SECURITY REQUIREMENTS
- Y. PROGRAMS AND POLICIES
- Z. HAZARDOUS MATERIALS

# **E1**

## Naval Standards by Functional Area

### **A**      **WATCHSTANDING AND WATCH, QUARTER, AND STATION BILL**

- A003 Define command-specific watch organization guidelines and procedures
- A004 Describe the purpose and content of watch, quarter, and station bills
- A009 Stand inport watches
- A012 State the duties and responsibilities of an Armed Sentry
- A013 State the eleven general orders of the sentry

### **C**      **DRILL AND FORMATION**

- C016 Execute individual positions and facing movements
- C017 Execute procedures for close order drill

### **D**      **UNIFORMS**

- D022 Define organizational clothing
- D023 Define the terms complementary appearance, professional military appearance, and uniform distraction as they apply to Navy uniforms
- D025 Describe the requirements for maintaining a seabag
- D026 Describe the uniform requirements while traveling
- D027 Explain and demonstrate how to wear Navy enlisted uniforms
- D028 Explain how to wear Petty Officer (PO) insignias
- D029 Explain the purpose of and qualifications required to earn and wear the service stripes
- D030 Explain the regulations concerning Department of Defense (DoD) Common Access Card (CAC) military identification and ID tags (i.e., dog tags)
- D031 Explain the regulations concerning Navy's grooming standards
- D032 Explain the regulations for upkeep, wearing, and marking of organizational and special clothing
- D033 Explain the regulations for wearing authorized military awards and breast insignias
- D034 Explain the rules for wearing uniforms to political activities, commercial interest, public speeches or rallies
- D035 Identify rank insignias and collar devices of Navy enlisted ratings
- D036 Identify rank insignias and collar devices of Navy Officers
- D037 Identify rank insignias and collar devices of other Armed Services
- D038 Identify uniform inventory requirements for seabag inspections
- D039 Maintain a seabag
- D040 Maintain Navy grooming standards
- D042 Properly wear and maintain Navy enlisted uniforms

### **E**      **FORCE PROTECTION**

- E044 Define and perform responsibilities specific to each Force Protection Condition (FPCON)
- E045 Demonstrate proper operation of service pistol and shotgun

## **E1**

### Naval Standards by Functional Area

#### **E**      **FORCE PROTECTION (CONT'D)**

- E046 Describe the basic requirements and procedures pertaining to a bomb threat
- E047 Describe the safeguards against acts of terrorism and victimizations
- E048 Describe the safeguards against terrorism while traveling and in foreign countries
- E049 State basic procedure to clear and safe a weapon
- E050 State required Personal Protective Equipment (PPE) when firing small arms or in the vicinity of personnel who are firing small arms

#### **G**      **COMMUNICATIONS**

- G053 Break-out, man, test, and secure communications equipment
- G054 Pronounce numbers and phonetic alphabet
- G055 Understand and employ Communications Security (COMSEC)
- G056 Understand responsible use of social media
- G057 Use standard procedures and phraseology on interior communications equipment

#### **H**      **SHIPS & AIRCRAFT CHARACTERISTICS**

- H061 Describe the purpose and locations of Navy ship lifeboats
- H062 Describe the purpose of and safety locations around Navy ships and aircraft
- H065 Locate decks and compartments using ship compartment lettering and numbering systems
- H066 Use deck and boat seamanship terminology

#### **I**      **SAFETY**

- I068 Demonstrate general weapons safety
- I069 Demonstrate standard issue Personal Protective Equipment (PPE) donning and doffing procedures (less damage control/firefighting equipment)
- I070 Describe and adhere to the safety precautions when working with or in the vicinity of personnel aloft or over the side
- I071 Describe and demonstrate Navy tag-out procedures
- I072 Describe and perform basic/seamanship line handling procedures, observing appropriate safety precautions
- I073 Describe and perform procedures for reporting safety hazards and violations
- I074 Describe and perform safety precautions when divers are operating in the vicinity of a ship
- I075 Describe and perform safety precautions/actions when suspicious mail is encountered
- I076 Describe and perform the safety precautions when operating motor vehicles and motorcycles
- I077 Describe and perform the safety precautions when working with or in the vicinity of acids, bases, and flammable liquids
- I078 Describe and perform the safety precautions when working with or in the vicinity of aircraft
- I079 Describe and perform the safety precautions when working with or in the vicinity of antennas

## E1

### Naval Standards by Functional Area

- I SAFETY (CONT'D)**
- I080 Describe and perform the safety precautions when working with or in the vicinity of compressed air
- I081 Describe and perform the safety precautions when working with or in the vicinity of compressed gases
- I082 Describe and perform the safety precautions when working with or in the vicinity of cutting and welding operations
- I083 Describe and perform the safety precautions when working with or in the vicinity of electrical and electronic equipment
- I084 Describe and perform the safety precautions when working with or in the vicinity of Electromagnetic Radiation (EMR)
- I085 Describe and perform the safety precautions when working with or in the vicinity of fiberglass and asbestos
- I086 Describe and perform the safety precautions when working with or in the vicinity of heavy weight and moving equipment
- I087 Describe and perform the safety precautions when working with or in the vicinity of high noise levels
- I088 Describe and perform the safety precautions when working with or in the vicinity of lifelines, ladders, and scaffolding
- I089 Describe and perform the safety precautions when working with or in the vicinity of liquids under pressure
- I090 Describe and perform the safety precautions when working with or in the vicinity of power tools
- I091 Describe and perform the safety precautions when working with or in the vicinity of pyrotechnics
- I092 Describe and perform the safety precautions when working with or in the vicinity of rotating machinery
- I093 Describe and perform the safety precautions when working with or in the vicinity of shipyards and dry docks
- I094 Describe and perform the safety precautions when working with or in the vicinity of steam
- I095 Describe and perform the safety precautions when working with or in the vicinity of suspended loads
- I096 Describe and perform the safety precautions when working with or in the vicinity of voids, tanks, and closed compartments
- I097 Describe the basic duties of a divisional Safety Petty Officer (SPO)
- I098 Describe the dangers involved when handling a charged fire hose
- I099 Describe the dangers of and perform the safety precautions when energizing and using electrical equipment in a space filled with explosive vapors
- I100 Describe the hazards of and demonstrate the procedures for using fire extinguishing agents (e.g., Carbon Dioxide (CO<sub>2</sub>), Potassium Bicarbonate (Purple-K Powder (PKP)), Halon, etc.) while wearing breathing protection
- I101 Describe the hazards of and perform the safety precautions when working in the vicinity of flight deck operations

## **E1**

### Naval Standards by Functional Area

#### **I SAFETY (CONT'D)**

- I102 Describe the precautions when handling and stowing fire extinguishers
- I103 Describe the purpose and function of the command's safety council and safety committee
- I104 Describe the purpose of the Navy Safety and Occupational Health Program
- I106 Explain the safety precautions to be used when involved in sporting and recreational events
- I108 Identify Operational Risk Management (ORM) concepts
- I110 Identify the safety precautions to be used when embarked in small boats
- I112 Know the basic safety rules in handling fire arms
- I113 Maintain standard issue Personal Protective Equipment (PPE) (less damage control/firefighting equipment)
- I114 Perform levels of readiness for chemical/biological agent attack utilizing the chemical, biological, and radiological defense procedures

#### **J FIRST AID & HEALTH**

- J117 Adhere to Perform Health Protection Condition (HPCON) level-specific responsibilities
- J118 Control external bleeding with direct pressure
- J119 Define responsibilities of each Health Protection Condition (HPCON) level
- J120 Demonstrate procedures for controlling massive hemorrhaging with a tourniquet
- J122 Demonstrate procedures for treating burns
- J123 Describe and perform the procedures for rescuing a person in contact with an energized source
- J124 Follow prescribed procedures for preventing Sexually Transmitted Disease (STD) infections
- J125 Identify activities that maintain personal hygiene, health, and fitness
- J126 Identify injuries requiring battle dressing applications
- J127 Identify signs of a person suffering from an altered mental status (e.g., disorientation, dizziness, imbalance, incoordination, etc.)
- J128 Identify signs of and state proper procedures for responding to suicidal-related behaviors
- J129 Identify the principles of and perform basic first aid (e.g., burns, non-electrical shock, choking, bleeding, poison, cold/heat injuries, etc.)
- J130 Identify the signs and symptoms of heat injuries
- J131 Maintain good dental (oral) hygiene
- J132 Maintain personal hygiene, health, and fitness
- J133 Maintain sanitary conditions in and around living and working spaces
- J134 Perform injury-related battle dressing applications
- J135 Perform required procedures when transporting injured persons
- J136 Recognize the signs and symptoms of and follow procedures for reporting Sexually Transmitted Disease (STD) infections
- J137 Recognize the symptoms of drug and alcohol abuse

## **E1**

### Naval Standards by Functional Area

#### **J      FIRST AID & HEALTH (CONT'D)**

- J138 Report instances of drug and alcohol misuse
- J139 Report instances of suicidal thoughts or actions in others and self
- J140 State the benefits of abstinence and barrier devices for reproductive health
- J141 Treat heat injuries
- J121 Demonstrate procedures for treating a person for electrical shock

#### **K      SURVIVAL**

- K142 Demonstrate how to care for and use personal floatation devices
- K143 Demonstrate how to use clothing and buoyant objects to stay afloat
- K144 Demonstrate technique for swimming through burning fuel, oil, and debris
- K145 Describe and demonstrate how to don and adjust standard issue Carbon Dioxide (CO<sub>2</sub>) inflatable and inherently buoyant life preservers
- K146 Describe functional characteristics of Carbon Dioxide (CO<sub>2</sub>) inflatable life preserver
- K147 Describe the methods and procedures for abandoning ship
- K148 Describe the responsibilities and authority of the senior person in a survival situation
- K149 Egress from working, berthing, and General Quarters (GQ) spaces
- K150 Enter water from a height of ten feet using abandon ship procedures
- K151 Perform floating technique using buoyant debris such as shoring and buckets
- K152 Perform third class swimmer qualifications
- K153 State how to use lifeboats and associated survival gear

#### **L      CHEMICAL, BIOLOGICAL, RADIOLOGICAL, NUCLEAR AND HIGH-YIELD EXPLOSIVES (CBRNE)**

- L154 Define the markers used to indicate Chemical, Biological, Radiological, Nuclear and High-Yield Explosives (CBRNE) contamination
- L155 Define the terms: radiation dose, radiation dose rate, and material condition of "Circle William"
- L156 Demonstrate the use of standard issue equipment and clothing to protect against Chemical, Biological, Radiological, Nuclear and High-Yield Explosive (CBRNE)
- L157 Describe how to maintain and use standard issue Chemical, Biological, Radiological, Nuclear and High-Yield Explosive (CBRNE) protective equipment
- L158 Describe the symptoms of Chemical, Biological, Radiological, Nuclear and High-Yield Explosive (CBRNE) exposure
- L159 Perform self-aid methods for Chemical, Biological, Radiological, Nuclear and High-Yield Explosive (CBRNE) in the event of exposure
- L160 State how to perform self-aid methods for Chemical, Biological, Radiological, Nuclear and High-Yield Explosive (CBRNE) exposure
- L161 State the dissemination methods of decontamination procedures for chemical and biological agents
- L162 State the procedures for personnel decontamination
- L163 State the procedures for protection afforded by each level of Mission Oriented Protective Posture (MOPP)

## **E1**

### Naval Standards by Functional Area

#### **M**      **DAMAGE CONTROL**

- M164 Define the duties and responsibilities of a repair party
- M165 Define the fire triangle and fire tetrahedron in terms of fire prevention and firefighting
- M166 Define the purpose of Fire Team leaders
- M168 Demonstrate how to stow damage control equipment
- M169 Demonstrate the function and use of standard issue Self-Contained Breathing Apparatus (SCBA)

#### **M**      **DAMAGE CONTROL (CONT'D)**

- M170 Describe the conditions that cause spontaneous combustion
- M171 Describe the functions and purposes of the Damage Control (DC) organization
- M172 Describe the number and location of Damage Control (DC) repair stations on assigned Navy ship
- M173 Explain the purpose for compartmentation and its use in maintaining watertight integrity
- M174 Extinguish fires using portable and installed shipboard fire extinguishing systems and equipment
- M175 Identify location of damage control fittings and equipment within compartments using compartment check-off lists
- M176 Identify the recommended extinguishing agents for each class of fire
- M178 Properly don and operate standard issue Self-contained Breathing Apparatus (SCBA)
- M179 Set and maintain primary and secondary fire, smoke and flooding boundaries
- M180 State and demonstrate how to use and stow standard issue Emergency Escape Breathing Devices (EEBD) and/or Emergency Air Breathing (EAB) devices
- M181 State how to determine the four classes of fire
- M182 State how to prevent fires through housekeeping practices
- M183 State how to report a fire or other casualties
- M184 State procedures for establishing safe routes during casualty situations
- M185 State the actions to take when emergency alarms are sounded
- M186 State the contents and proper use of items in a shipboard Damage Control (DC) locker
- M187 State the duties and responsibilities of a damage control emergency party
- M188 State the hazards associated with firefighting
- M189 State the meanings and reasons for setting Navy material conditions of readiness (e.g., X-ray, Yoke, Zebra, Dog Zebra, Circle William, etc.)
- M190 State the methods and procedures for communications in a damage control situation
- M191 State the procedures for breaking watertight integrity and darken ship
- M192 State the procedures for operation of portable and installed dewatering equipment
- M193 State the procedures for using portable or installed fire extinguishing systems
- M194 State the purpose of general shipboard emergency alarms

## **E1**

### Naval Standards by Functional Area

#### **N MATERIAL PRESERVATION AND MAINTENANCE**

- N195 Clean, paint, and/or preserve required surfaces onboard Navy vessels and at shore facilities
- N196 Identify fixtures, devices and surfaces to which paint or liquid cleaners should not be applied
- N197 Maintain preservation material inventories (e.g., paint, paint removers/strippers, metal cleaners and polishing compounds, etc.)
- N198 State the purposes of cleaning and preservation

#### **O MILITARY JUSTICE**

- O200 Define the content and responsibilities stated in Article (i) through (vi) of the Code of Conduct for members of the Armed Forces of the United States
- O202 Define the procedures for redress of grievances
- O203 Describe the concepts of Navy Core Values
- O204 Describe the purpose of the liberty risk program
- O206 Describe the requirements for and the benefits and consequences of various types of military discharges
- O207 Explain the general content of Navy Regulations, Chapter 8 (Articles 0801-0803, 0810-0816, 0825-0826, 0829-0830, 0834 and 0835) and Chapter 10
- O208 Explain the general content of Uniform Code of Military Justice (UCMJ) Articles 2, 3, 7-15, 25, 27, 31(b), 37, 55, 77-134, 137-138
- O210 Explain the purpose of good order and military discipline
- O211 Inform Chain of Command (CoC) on matters pertaining to good order and discipline
- O215 State the types of courts-martial

#### **P CAREER INFORMATION**

- P216 Apply financial management practices
- P220 Define importance of managing personal finances
- P221 Define the purpose of the enlisted personnel performance evaluation system
- P224 Describe how to prepare and route liberty requests (NAVPERS 1336 series)
- P225 Describe how to prepare leave requests via the Navy Standard Integrated Personnel System (NSIPS)
- P226 Describe military pay entitlements and the contents of leave and earning statements
- P227 Describe the benefits of Department of Defense government insurance (e.g., Servicemembers' Group Life Insurance (SGLI))
- P231 Describe the function of the Command Career Counselor (CCC)
- P234 Describe the options for special programs and/or assignments
- P235 Describe the policy regarding personal responsibilities and consequences of drug and alcohol abuse

## **E1**

### Naval Standards by Functional Area

#### **P**

#### **CAREER INFORMATION (CONT'D)**

- P237 Describe the programs that lead to Navy Officer commissions
- P238 Describe the purpose and components of the Navy's primary personnel and online training websites (e.g., Navy Standard Integrated Personnel System (NSIPS), Navy E-Learning (NeL), MyPay, etc.)
- P239 Describe the purpose and procedures of a Career Development Board (CDB)
- P240 Describe the purpose and procedures of the Navy Career Waypoints (C-WAY) program
- P243 Describe the requirements for the good conduct medal
- P244 Describe the rights, privileges, and benefits afforded to Sailors and their family members
- P245 Describe the roles and functions of the Chief Petty Officer (CPO), Senior Chief Petty Officer (SCPO), and Master Chief Petty Officer (MCPO)
- P252 Maintain Navy Standard Integrated Personnel System (NSIPS) account
- P255 Prepare and route leave requests via the Navy Standard Integrated Personnel System (NSIPS)
- P256 Prepare and route liberty requests (NAVPERS 1336 series)
- P265 State the procedures and regulations governing leave and liberty requests
- P267 Understand the roles and functions of Master Chief Petty Officer of the Navy (MCPON), Fleet/Force Master Chief (FLTCM/FORCM), Command Master Chief (CMDCM), and Command Senior Chief (CMDCS)

#### **Q**

#### **TRAINING**

- Q269 Describe the function of the departmental and division Training Petty Officer (TPO)
- Q270 Describe the function of the Educational Services Officer (ESO)
- Q271 Describe the function of the Personnel Qualification Standard (PQS) system
- Q272 Describe the procedures for accessing personal military experience and training information portals (e.g., Joint Service Transcript (JST), Electronic Service Record (ESR), Electronic Training Jacket (ETJ), etc.)
- Q273 Describe the procedures for accessing rating-specific Learning and Development Roadmap (LaDR) documents
- Q275 Describe the purpose for and utilization of the Navy's Learning and Development Roadmap (LaDR)
- Q276 Describe the role of Coalition of Sailors Against Destructive Decisions (CSADD) in the command's training program
- Q279 Explain the procedures for submitting personal military experience and training history information (e.g., Joint Service Transcript (JST), Electronic Service Record (ESR), Electronic Training Jacket (ETJ), etc.)
- Q280 Explain the purpose of General Military Training (GMT)
- Q281 Identify opportunities to reach education and career goals through the Navy Voluntary Education (VolEd) program
- Q284 Participate in scenario-based/hands-on training
- Q291 Understand the increased risk of "high risk" training

# E1

## Naval Standards by Functional Area

### **Q**      **TRAINING (CONT'D)**

- Q292 Utilize basic computer applications (e.g., word processors, spreadsheets, desktop publishing, electronic mail, electronic calendars, etc.)
- Q293 Utilize online Navy information service portals (e.g., Navy Standard Integrated Personnel System (NSIPS), Navy E-Learning (NeL), MyPay, etc.)
- Q294 Verify personal qualification records

### **R**      **MANAGEMENT/ADMINISTRATION**

- R305 Maintain logs and files
- R308 Perform basic maintenance procedures (e.g., maintenance actions documentation, schedule reviews, etc.)
- R314 Prepare Temporary Assigned Duty (TAD) travel requests/orders and vouchers (e.g., Defense Travel System (DTS), Navy Reserve Order Writing System (NROWS))

### **S**      **SEAPOWER AND INTERNATIONAL AGREEMENTS**

- S327 Describe the components of United States sea power: Navy, Merchant Marine, Coast Guard, and Military Sealift Command
- S328 Describe the general provisions of the Geneva Convention concerning treatment and rights of Prisoners of War
- S329 Describe the general provisions of the Law of Armed Conflict
- S330 Describe the Navy's peacetime and wartime roles, missions, responsibilities, and challenges
- S331 Discuss general Naval history and the evolution of today's Navy

### **T**      **CUSTOMS, TRADITIONS AND COURTESIES**

- T332 Describe ensign and jack handling procedures
- T333 Describe how, when, and to whom the hand salute is rendered
- T334 Describe national ensign etiquette
- T336 Describe the procedures for conducting colors
- T338 Describe the traditions related to uniforms and Navy jargon (e.g., scuttlebutt, head, etc.)
- T339 Know and recite the National Anthem
- T340 Know and recite the Pledge of Allegiance
- T341 Know and recite the Sailor's Creed
- T342 Perform courtesies afforded junior, midgrade, and senior enlisted/officers
- T343 Perform military courtesies when a Foreign National Anthem is played
- T344 Perform military courtesies when boarding and leaving a Naval vessel
- T345 Perform military courtesies when crossing or being in the vicinity of the quarterdeck
- T346 Perform military courtesies when honors are being rendered
- T347 Perform military courtesies when the national ensign passes and/or when the National 8 Anthem or Navy Service song is played
- T348 Tie four basic knots: bowline, clove hitch, square knot, and bowline on a bight

# E1

## Naval Standards by Functional Area

### **U**            **ORGANIZATION**

- U351 Describe the purpose, roles, and duties of the Work Center Supervisor
- U352 Explain the purpose and function of the Chain of Command (CoC)
- U356 Summarize scope and purpose of the Navy's Standard Organization and Regulations Manual (SORM)
- U357 Summarize the content of the command's Standard Organization and Regulations Manual (SORM)

### **V**            **LEADERSHIP/SUPERVISION**

- V381 Define the role and responsibility of the Navy's Substance Abuse Rehabilitation Program/Drug And Alcohol Programs (SARP/DAPA)
- V384 Describe Command Managed Equal Opportunity (CMEO) program and policies
- V386 Describe the authority and responsibility of a Petty Officer (PO), Chief Petty Officer (CPO), and Officer
- V387 Describe the benefits of pride, professionalism, personal excellence and community support programs
- V388 Describe the purpose of followership and leadership
- V405 Know the command's Substance Abuse Rehabilitation Program/Drug And Alcohol Programs advisors (SARP/DAPA)
- V411 Participate in process improvement activities (e.g., Lean Six Sigma, Four Disciplines of Execution (4DX), etc.)

### **X**            **SECURITY REQUIREMENTS**

- X450 Define security requirements regarding visitors with and without visit clearances
- X451 Define the basic security policies, requirements and procedures for handling classified material and information
- X452 Define the basic security requirements and procedures pertaining to Information Systems (IS)
- X453 Define the difference between official and unofficial Internet-based Capability (IbC) posts
- X455 Describe the responsibilities in handling command critical information
- X456 Explain the basic requirements and procedures pertaining to telephone security

### **Y**            **PROGRAMS AND POLICIES**

- Y460 Cite the reporting procedures for sexual assault
- Y461 Define how to communicate with elected officials
- Y463 Define the Department of Defense (DoD) policy for trafficking in persons
- Y465 Define the function of the command's Equal Opportunity Advisor (EOA)
- Y466 Define the Navy Equal Opportunity (EO) policy (OPNAVINST 5354.1 series)
- Y467 Define the Navy's fraternization policy (OPNAVINST 5370.2 series)
- Y468 Define the Navy's zero tolerance policy
- Y469 Define the process for requesting an immunization or Deoxyribonucleic Acid (DNA) waiver based on a Sailor's religious objection

# E1

## Naval Standards by Functional Area

### **Y**                    **PROGRAMS AND POLICIES**

- Y471 Describe how an individual's role in Operations Risk Management (ORM) is vital to mission success
- Y472 Describe Navy regulations on tattoos, body art, and brands
- Y473 Describe the basic fundamentals of Quality Assurance (QA)
- Y477 Describe the meaning of risk-to-mission, risk-to-force, and risk-to-self
- Y479 Describe the procedures for state and national voting
- Y480 Describe the provisions of the Navy Family Ombudsman Program
- Y481 Describe the provisions of the Navy Pride and Professional (NP&P) program (e.g., fraud, waste, abuse; Navy Core Values; equal opportunity, etc.)
- Y482 Describe the provisions of the Privacy Act of 1974
- Y483 Describe the purpose of the Department of Defense (DoD) Family Advocacy Program (FAP)
- Y484 Describe the purpose of the Department of Defense (DoD) Victim/Witness Assistance Program (VWAP)
- Y485 Describe the purpose of the Navy Physical Readiness Program (PRP) (OPNAVINST 6110.1 series)
- Y486 Describe the purpose of the Navy's energy conservation program
- Y487 Describe the purpose of the Navy's Mentorship Program
- Y488 Describe the purpose of the Navy's Sexual Assault Prevention and Response (SAPR) program
- Y490 Describe the sources of services available to Sailors and their family members
- Y491 Describe the standards of conduct and professional ethics
- Y492 Explain the Navy's policy on hazing (SECNAVINST 1610.2 series)
- Y495 Explain the purpose of the Navy's Sponsorship Program
- Y496 Identify command response procedures of sexual assault incidents
- Y500 Identify the controls for environmental conditions and pollution (e.g., plastics-at-sea, ozone depletions, etc.)
- Y502 Identify the most prevalent factors in perpetration of sexual assault incidents
- Y503 Know whom in the command to communicate religious accommodation requests
- Y506 State the definition of and policies pertaining to sexual harassment
- Y508 Understand the Navy's Brilliant on the Basics component programs

### **Z**                    **HAZARDOUS MATERIALS**

- Z509 Clean Hazardous Material (HAZMAT) associated containers
- Z510 Define the proper procedures for and associated safety precautions when working with Hazardous Material (HAZMAT)
- Z511 Describe the purpose of a Ships Hazardous Materials List (SHML)
- Z512 Dispose of used absorbents (e.g., speedy dry, rags, etc.)
- Z513 Dispose of used, excess, or spilled Hazardous Material (HAZMAT)

## **E1**

### Naval Standards by Functional Area

#### **Z      HAZARDOUS MATERIALS (CONT'D)**

- Z514 Explain how to clean and stow painting equipment
- Z515 Identify types of preservative coatings and the surfaces upon which they are used
- Z516 State the proper procedures for and associated safety precautions when in the vicinity of the removal, handling, or stowage of Hazardous Material (HAZMAT)
- Z517 Utilize the Safety Data Sheet (SDS), labels, signs, and symbols to identify Hazardous Material (HAZMAT)

## **E2**

### Naval Standards by Functional Area

#### **H**            **SHIPS & AIRCRAFT CHARACTERISTICS**

- H059 Describe the capabilities and limitations of assigned Navy ships and aircraft
- H060 Describe the difference between the primary and support functions of the repair locker
- H063 Identify Navy ship hull nomenclatures, superstructures, and components
- H064 Identify types of Navy ships and aircraft

#### **P**            **CAREER INFORMATION**

- P241 Describe the purpose of various force shaping programs (e.g., Sailor 2025)
- P242 Describe the requirements for advancement of Professional Apprentice Career Track (PACT) personnel
- P259 Provide evaluation input sheet (e.g., brag sheet)

#### **R**            **MANAGEMENT/ADMINISTRATION**

- R301 Describe the purpose of maintenance programs (e.g., Personnel Qualification Standard (PQS) 301, Collateral Duty Inspection (CDI), Quality Assurance Representative (QAR), etc.)
- R321 Qualify to perform maintenance (e.g., Personnel Qualification Standard (PQS) 301, Collateral Duty Inspection (CDI), Quality Assurance Representative (QAR), etc.)

#### **U**            **ORGANIZATION**

- U349 Describe Navy ship watch stations and functions

#### **X**            **SECURITY REQUIREMENTS**

- X457 Summarize the authority and function of Military Police, Shore Patrol, and Armed Sentries
- X459 Understand and employ Operations Security (OPSEC)

#### **Y**            **PROGRAMS AND POLICIES**

- Y489 Describe the requirements for records management

## **E3**

### Naval Standards by Functional Area

#### **P**      **CAREER INFORMATION**

- P222 Define the requirements for advancement in rate and selection of Petty Officers (PO)
- P230 Describe the function and use of Navy Enlisted Classification (NEC) codes
- P233 Describe the incentives for reenlistment and special duty
- P257 Prepare commissioning program application
- P263 Research Limited Duty Officer (LDO) and Chief Warrant Officer (CWO) commissioning eligibility requirements

#### **Q**      **TRAINING**

- Q274 Describe the purpose and benefits of the Navy College Program (NCP)
- Q282 Identify the requirements for Tuition Assistance (TA)

#### **R**      **MANAGEMENT/ADMINISTRATION**

- R322 Requisition supplies and materials through the Navy supply system

## E4

### Naval Standards by Functional Area

<b><u>A</u></b>	<b><u>WATCHSTANDING AND WATCH, QUARTER, AND STATION BILL</u></b>
A010	Stand Petty Officer (PO) military watches (e.g., Petty Officer of the Watch (POOW), Master-at-Arms (MAA), Shore Patrol, etc.)
<b><u>I</u></b>	<b><u>SAFETY</u></b>
I111	Instruct personnel in work-related hazards, safety precautions, and in the use and maintenance of Personal Protective Equipment (PPE) and clothing
<b><u>M</u></b>	<b><u>DAMAGE CONTROL</u></b>
M167	Define the shipboard piping identification coding system
M177	Make damage control closure log entries
<b><u>O</u></b>	<b><u>MILITARY JUSTICE</u></b>
O209	Explain the proceedings leading to Captain's Mast
<b><u>P</u></b>	<b><u>CAREER INFORMATION</u></b>
P217	Apply for requisitions (e.g., Permanent Change of Station (PCS) via MyNavy Assignment)
P218	Assist in indoctrinating newly reporting personnel (e.g., active/reserve junior personnel, civilian familiarization with Navy culture, etc.)
P223	Define the types of duty classification codes
P229	Describe the contents of and how to access the Official Military Personnel File (OMPF)
P236	Describe the programs for awards, commendations, and personnel recognition
P250	Explain the purpose and scope of the Department of Defense/Navy (DoD/DON) fleet reserve, High Year Tenure (HYT), and retirement programs (e.g., traditional, Blended Retirement System (BRS))
P262	Provide Navy career information to junior personnel
P264	State the opportunities for rating-/military-specific education and training
<b><u>R</u></b>	<b><u>MANAGEMENT/ADMINISTRATION</u></b>
R302	Explain the responsibility of signature (by direction) authority
R304	Identify the components of a Naval message
R306	Maintain manuals, publications, and directives
R312	Prepare Naval correspondence
<b><u>T</u></b>	<b><u>CUSTOMS, TRADITIONS AND COURTESIES</u></b>
T337	Describe the traditions related to ceremonies and honors
<b><u>U</u></b>	<b><u>ORGANIZATION</u></b>
U353	Identify names, abbreviations, and associated missions of Navy commands

## **E4**

### Naval Standards by Functional Area

#### **V**

#### **LEADERSHIP/SUPERVISION**

- V361 Apprise immediate supervisors of subordinates' performance
- V365 Assess progress of and provide immediate feedback on subordinates' job performance
- V385 Describe Navy process improvement strategies such as just-in-time training, Continuous Process Improvement (CPI), and human resource management (e.g., Sailor 2025, Airspeed, MyNavy HR, etc.)
- V390 Determine availability of supplies, equipment, and tools required by subordinates
- V397 Evaluate completed assignments of subordinates for quality, completeness, and timeliness
- V400 Evaluate subordinates' suggestions to improve job performance and make appropriate recommendations to immediate supervisor
- V403 Identify the fundamentals of leadership
- V428 Provide rating-specific expertise to subordinates
- V433 Report job progress to immediate supervisor
- V434 Resolve conflicts or differences between subordinates
- V441 Translate assignments from the immediate supervisor into specific tasks for subordinates (e.g., repair team, work party, watch, etc.)
- V448 Verify subordinates are using Operational Risk Management (ORM) while accomplishing tasks

#### **Y**

#### **PROGRAMS AND POLICIES**

- Y504 Provide information services available to Sailors and their families (e.g., financial literacy, marriage and family counseling, religious services, etc.)

## **E5**

### Naval Standards by Functional Area

#### **A WATCHSTANDING AND WATCH, QUARTER, AND STATION BILL**

- A008 Stand duty as a Section Leader
- A011 Stand watch as a departmental representative

#### **C DRILL AND FORMATION**

- C018 Perform military courtesies as a formation leader

#### **E FORCE PROTECTION**

- E051 Train personnel in procedures pertaining to bomb threats
- E052 Train personnel in the safeguards against acts of terrorism and victimization

#### **I SAFETY**

- I067 Conduct safety awareness training
- I105 Explain the four principles of Operational Risk Management (ORM)
- I107 Explain the three levels of Operational Risk Management (ORM)
- I109 Identify the five steps in the deliberate Operational Risk Management (ORM) process
- I115 State the Navy Safety and Occupational Health Program maintenance procedures to divisions/departments
- I116 Supervise work center and job site safety operations

#### **P CAREER INFORMATION**

- P219 Define and perform sponsorship duties
- P228 Describe the Chief Petty Officer (CPO), Senior Chief Petty Officer (SCPO), and Master Chief Petty Officer (MCPO) advancement and selection procedures
- P254 Perform the duties and responsibilities of a mentor
- P266 State the requirements for Navy Enlisted Warfare Specialist designations

#### **Q TRAINING**

- Q283 Identify the resources for obtaining training quotas for Navy courses
- Q285 Perform the duties and responsibilities of a Training Petty Officer (TPO)
- Q288 Provide input to command indoctrination and training programs
- Q290 Train personnel using demonstration, discussion, and lecture methods
- Q295 Verify the progress and quality of command's indoctrination programs

#### **R MANAGEMENT/ADMINISTRATION**

- R297 Conduct Planned Maintenance System (PMS) Spot Checks
- R300 Describe the duties of the Leading Petty Officer (LPO)
- R303 Identify person/s authorized to sign official Navy documents
- R310 Prepare and present briefings
- R323 Supervise maintenance actions
- R326 Verify maintenance documentation

#### **T CUSTOMS, TRADITIONS AND COURTESIES**

- T335 Describe the procedures for ceremonial events (e.g., Change of Command (CoC), retirements, commissioning, burials-at-sea, etc.)

## **E5**

### Naval Standards by Functional Area

#### **U**

#### **ORGANIZATION**

U350 Describe the mission and function of: the President, Secretary of Defense, Secretaries of the Military departments, Chairman and Joint Chiefs of Staff, unified and specified commands of the U.S. Armed Forces

#### **V**

#### **LEADERSHIP/SUPERVISION**

V362 Assess and report material and personnel readiness for shifts, offices, or work centers

V371 Conduct functions within quarters (e.g., muster, plan of the day/week (POD/POW), inspections, Sailor's Creed review, etc.)

V376 Coordinate availability of tools, supplies, equipment, and parts to perform tasks

V379 Counsel subordinates on personal performance

V393 Direct daily work center assignments

V394 Document progress of subordinates' job performance

V396 Establish and publish daily work schedules for shifts, offices, or work centers

V399 Evaluate subordinates' qualifications to perform tasks

V413 Prepare for command inspections

V424 Provide informal counsel to senior personnel (e.g., department/division-related programs, processes and procedures, etc.)

V429 Recommend formal reward or recognition for subordinates

V431 Recommend, administer and/or evaluate implementation of policy statements, operation orders, and directives

V437 Supervise individuals assigned extra military instruction, extension of working hours, and withholding of privileges

V438 Supervise the divisional Job Qualification Requirements (JQR) and Personnel Qualification Standards (PQS) programs

V443 Translate daily work requirements from immediate supervisor into specific assignments for work centers

#### **X**

#### **SECURITY REQUIREMENTS**

X458 Train personnel in the security policies, requirements, and procedures for handling classified material and information

#### **Y**

#### **PROGRAMS AND POLICIES**

Y470 Define the supervisor's role in managing risk

Y474 Describe the Command Resilience Team (CRT) process

Y475 Describe the Command Training Team (CTT) process

Y478 Describe the methods for making informed risk decisions, including understanding risk control types, the effects of controls, and the understanding of residual risk

Y493 Explain the Navy's policy on suicide prevention (OPNAVINST 1720.4 series)

Y501 Identify the key personnel and their responsibilities in integrating risk management within the unit

Y507 Supervise implementation of the Navy's Pride and Professional (NP&P) program (e.g., fraud, waste, abuse; Navy Core Values; equal opportunity, etc.)

## E6

### Naval Standards by Functional Area

<b><u>A</u></b>	<b><u>WATCHSTANDING AND WATCH, QUARTER, AND STATION BILL</u></b>
A005	Monitor watch, quarter, and station bill assignments/activities to ensure personnel assignments are in accordance with specific watch/station requirements or professional assignment goals (e.g., Sailor expertise, physical standards, need for collateral duty opportunities, etc.)
A006	Prepare, maintain, and assign personnel to watch, quarter, and station bills
A007	Provide enlisted watchbill recommendations
A014	Verify assignment of personnel to watch, quarter, and station bills
<b><u>C</u></b>	<b><u>DRILL AND FORMATION</u></b>
C015	Conduct personnel inspections
C020	Prepare and present personnel for presentation at inspections, quarters, and ceremonial events
<b><u>D</u></b>	<b><u>UNIFORMS</u></b>
D021	Conduct seabag inspections
D024	Describe the history/heritage of Navy uniforms
D041	Perform uniform inspections
D043	State the authority to prescribe uniforms
<b><u>H</u></b>	<b><u>SHIPS &amp; AIRCRAFT CHARACTERISTICS</u></b>
H058	Assist with locker leader operations
<b><u>O</u></b>	<b><u>MILITARY JUSTICE</u></b>
O205	Describe the purpose of the report of disposition and offense
<b><u>P</u></b>	<b><u>CAREER INFORMATION</u></b>
P248	Explain how to apply for Limited Duty Officer (LDO) and Chief Warrant Officer (CWO) commissioning programs
P249	Explain the purpose and procedures of the enlisted retention board
P253	Participate on Career Development Boards (CDB)
P258	Provide career management program information to junior personnel (e.g., First Term Success Workshop (FTSW), Career Development Boards (CDB), continuation boards, etc.)
P260	Provide financial management information and referrals to junior personnel
<b><u>Q</u></b>	<b><u>TRAINING</u></b>
Q268	Administer training programs (e.g., organize, schedule, evaluate, etc.)
Q277	Develop and verify the progress and quality of command's training programs
Q278	Explain Sailors' Learning and Development Roadmap (LaDR) prior to Career Development Boards (CDB)
Q286	Perform training program operations (e.g., plan, coordinate, direct, etc.)
Q287	Plan and direct personnel training

## E6

### Naval Standards by Functional Area

<b><u>R</u></b>	<b><u>MANAGEMENT/ADMINISTRATION</u></b>
R299	Coordinate taskers with departments, services, and government agencies
R309	Perform the duties of the Leading Petty Officer (LPO)
R311	Prepare enlisted personnel performance evaluations
R324	Validate maintenance documents
<b><u>U</u></b>	<b><u>ORGANIZATION</u></b>
U354	Provide recommendations to command's Standard Organization and Regulations Manual (SORM)
<b><u>V</u></b>	<b><u>LEADERSHIP/SUPERVISION</u></b>
V367	Assess, report, and track division material and personnel readiness
V373	Conduct semi-annual performance counseling to enlisted personnel
V378	Counsel enlisted personnel on personal and professional matters/performance
V380	Define the procedures for conducting Career Development Boards (CDB)
V383	Delegate authority to subordinates to perform division functions
V389	Describe the purpose of the Casualty Assistance Calls Officer (CACO)
V391	Develop Plan of Action and Milestones (POA&M)
V395	Draft formal award or recognition recommendations for assigned subordinates for division and/or department level review
V398	Evaluate specific assignments to determine timelines and required resources
V401	Explain the Navy's primary strategy for improving mission readiness
V402	Identify inter-departmental differences
V407	Manage implementation of divisional policies
V412	Prepare evaluations for junior personnel
V415	Prioritize overall division tasking
V416	Prioritize overall job tasks for shifts, offices or work centers
V417	Provide career counsel and supervision to division/department personnel (i.e., Career Waypoints (C-Way))
V425	Provide leadership in support of command management policies (e.g., Sailor of the Year (SOY), Navy Morale Welfare and Recreation (MWR), Navy Command Managed Equal Opportunity (CMEO), Navy Sexual Assault Prevention and Response (SAPR), etc.)
V430	Recommend subordinates for assignment to command or departmental collateral duties
V432	Refer personnel with problems beyond the capability of the command to appropriate resources
V436	Review operational schedules to build division work schedules and timelines
V439	Track progress of departmental programs (e.g., Quality Assurance (QA), training, safety, etc.)
V442	Translate command or departmental instructions and documents into division work requirements

## **E6**

### Naval Standards by Functional Area

#### **X**

X449

#### **SECURITY REQUIREMENTS**

Assess communications vulnerabilities to critical information and make recommendations for countermeasures

#### **Y**

Y462

#### **PROGRAMS AND POLICIES**

Define procedures for conducting zone inspections

Y497

Identify controls and resources that the command can create and use to reduce risk to personnel (reduce risk-to-force)

## **E7**

### Naval Standards by Functional Area

#### **A**      **WATCHSTANDING AND WATCH, QUARTER, AND STATION BILL**

- A001 Advise the Chain of Command (CoC) on the currency of the command's watch, quarter, and station bills
- A002 Coordinate the preparation and assignment of personnel to departmental watch, quarter, and station bills

#### **C**      **DRILL AND FORMATION**

- C019 Plan and coordinate inspections, quarters, and ceremonial events

#### **O**      **MILITARY JUSTICE**

- O199 Advise Chain of Command (CoC) on matters of good order and discipline affecting the command
- O201 Define the procedures for conducting Captain's Mast
- O212 Perform the duties as a member of a Disciplinary Review Board (DRB)
- O214 Perform the duties of a Preliminary Investigation Officer (PIO)

#### **P**      **CAREER INFORMATION**

- P232 Describe the importance of the Standards of Conduct boards
- P246 Describe the roles and functions of the Command Senior Enlisted Leadership (CSEL) Program
- P247 Describe the roles and functions of the Master Chief Petty Officer of the Navy (MCPON), Fleet/Force Master Chief (FLTCM/FORCM), Command Master Chief (CMDCM), and Command Senior Chief (CMDCS)
- P251 Explain the purposes and benefits of the Command Senior Enlisted Academy (CSEA) and service academies and provide the eligibility requirements information to personnel
- P261 Provide Fleet or Force and Command Master Chief (CMC) programs information to junior personnel

#### **Q**      **TRAINING**

- Q289 Train junior officers

#### **R**      **MANAGEMENT/ADMINISTRATION**

- R296 Assess enlisted personnel performance evaluations
- R298 Coordinate administrative, material and/or operational readiness inspections and/or inspections preparations
- R307 Manage force structure and readiness via the Navy's career management systems (e.g., MyNavy Assignment (MNA), Billet Based Distribution (BBD))
- R313 Prepare point papers, instructions, and directives
- R316 Provide actionable departmental manning recommendations based on department documents and processes
- R317 Provide divisional budget input
- R318 Provide guidance to enlisted personnel in the preparation of performance evaluations

## **E7**

### Naval Standards by Functional Area

#### **R**                    **MANAGEMENT/ADMINISTRATION (CONT'D)**

- R319            Provide inputs to manpower change requests
- R320            Provide Temporary Assigned Duty (TAD) travel after action reports
- R325            Verify leave and liberty schedules are within policy

#### **U**                    **ORGANIZATION**

- U355            Review and submit changes to command's Standard Organization and Regulations Manual (SORM)

#### **V**                    **LEADERSHIP/SUPERVISION**

- V358            Advise Chain of Command (CoC) on enlisted personnel matters
- V360            Advise personnel on standards of performance and conduct
- V363            Assess and report command or unit material and personnel readiness
- V364            Assess division material and personnel readiness
- V366            Assess, report, and track department material and personnel readiness
- V368            Assist the branch or division officer in the development of policy
- V375            Coordinate and evaluate status and impact of division work with other divisions
- V377            Coordinate departmental level work schedules
- V392            Develop policy statements, operations orders, and directives
- V404            Incorporate key components of Naval history and heritage in training plans and Sailor development programs
- V406            Manage departmental programs (e.g., Quality Assurance (QA), training, safety, etc.)
- V408            Mediate identified inter-departmental differences
- V409            Monitor and provide process improvement input to command programs (e.g., Sailor of the Year (SOY), Navy Sponsorship, etc.)
- V418            Provide draft of formal award or special recognition recommendations for Chain of Command (CoC) review
- V421            Provide guidance to junior officers in developing leadership skills
- V423            Provide guidance to the Leading Petty Officer (LPO) on job task performance
- V427            Provide program and technical direction at the departmental level
- V435            Review operational schedules to build department work schedules and timelines
- V444            Translate Navy and command-specific policies into organizational requirements
- V445            Verify basic and traditional communication practices (e.g., Sailor-led General Military Training (GMT), quarters for muster, instructions, inspections, etc.)
- V447            Verify implementation of divisional policies

#### **X**                    **SECURITY REQUIREMENTS**

- X454            Describe the basic policies of the Navy's information and personnel security program (as provided via the Senior Enlisted Joint Professional Military Education (SEJPME))

## **E7**

### Naval Standards by Functional Area

#### **Y**

#### **PROGRAMS AND POLICIES**

Y464 Define the duties of Casualty Assistance Calls Officer (CACO)

Y499 Identify external resources to support the command's integration and implementation of risk management concepts and processes

Y505 Specify the five factors that Commanders consider when approving a request for religious accommodation

## **E8**

### Naval Standards by Functional Area

#### **O**

#### **MILITARY JUSTICE**

O213 Perform the duties as Chairman of a Disciplinary Review Board (DRB)

#### **V**

#### **LEADERSHIP/SUPERVISION**

V374 Coordinate and evaluate status and impact of department work on other departments

V382 Delegate authority for department functions

V410 Monitor assignment and utilization of department personnel

V414 Prioritize overall department work

V420 Provide guidance on job performance to division Chief Petty Officers (CPO)

V440 Track progress of overall department work efforts

V446 Verify division supervisor submissions of formal award or recognition recommendations

#### **Y**

#### **PROGRAMS AND POLICIES**

Y476 Describe the importance of measuring the effectiveness of risk management within assigned command

Y494 Explain the prioritization and utilization of limited resources in managing risk to ensure mission success

## E9

### Naval Standards by Functional Area

#### **R**            **MANAGEMENT/ADMINISTRATION**

R315            Provide actionable command-level manning recommendations based on command documents and processes

#### **V**            **LEADERSHIP/SUPERVISION**

V359            Advise Commanding Officer (CO) on formulation and implementation changes in policy affecting the enlisted force

V369            Assist the Department Head (DH) with policy development

V370            Brief commanders on controls and resources that can be created and used to reduce risk to personnel (reduce risk-to-force) and operations (risk-to mission)

V372            Conduct midterm evaluations on senior enlisted leadership

V419            Provide formal counsel to senior personnel (e.g., Drug and Alcohol Program Adviser (DAPA) screenings, Command Managed Equal Opportunity (CMEO), Physical Fitness Assessment (PFA) failures, etc.)

V422            Provide guidance to senior enlisted in developing leadership skills (e.g., experienced/personal perspective, crew perspective, leadership style considerations/principles, etc.)

V426            Provide leadership in the Chief Petty Officer's (CPO) mess

#### **Y**            **PROGRAMS AND POLICIES**

Y498            Identify controls and resources that the command can create and use to reduce risk to operations (reduce risk-to-mission)