



MANUAL OF

NAVY ENLISTED

MANPOWER AND PERSONNEL

CLASSIFICATIONS

AND

OCCUPATIONAL STANDARDS



VOLUME I

OCCUPATIONAL STANDARDS

(STANDARDS)



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Navy Enlisted Occupational Standards

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PART B

Occupational Standards (OCCSTDs), Chapters 1-80



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON DC 20350-2000

1221
17 Jul 25

From: Director, Military Personnel Plans and Policy Division (N13)
To: All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)

Subj: PROMULGATION OF VOLUMES I AND II OF THE MANUAL OF NAVY
ENLISTED MANPOWER AND PERSONNEL CLASSIFICATIONS AND
OCCUPATIONAL STANDARDS (NAVPERS 18068F) FOR JULY 2025

Ref: (a) OPNAVINST 1223.1 (series)
(b) NAVPERS 18068F

1. In line with reference (a), Volume I of reference (b) is the official manual of Navy Occupational Standards and Volume II of reference (b) is the official manual of Navy Enlisted Classifications. This edition includes the latest information available at the time of revision.

2. The manual's objective is to define the work performed by enlisted personnel and provide correct and timely identification of skilled personnel and requirements dependent upon the interactive support of all command echelons. Commands are encouraged to forward recommendations for establishments, revisions or disestablishments in line with reference (b) (Appendix-A).

3. Changes to these volumes are updated quarterly. All changes should be coordinated through Navy Manpower Analysis Center.

A handwritten signature in black ink, appearing to read "S. R. MORAN", is positioned above the printed name.

S. R. MORAN
By direction

SUMMARY OF CHANGES

NAVPERS 18068F is published quarterly (JAN, APR, JUL, and OCT) to provide updated standards information in a timely manner. Specific revisions within Part A are identified by yellow shaded print within the manual. In Part B, rating chapter cover pages are annotated with a specified change number (e.g., CH-88) if the rating was updated.

PART A **CONTENTS**

ADDITIONS

- None

REVISIONS

- Listing of Publication Dates, pages vi – vii

DELETIONS

- None

PART B **OCCUPATIONAL STANDARDS (OCCSTDs)**

RATING / SERVICE RATING UPDATES

Chapter	ShortTitle	LongTitle
3H	AD	Aviation Machinist's Mate
7J	AME	Aviation Structural Mechanic (Safety Equipment)
30H	EN	Engineman
34J	FC	Fire Controlman
39I	GSM	Gas Turbine Systems Technician (Mechanical)
57J	NCC	Navy Counselor (Counselor)
67J	IT	Information Systems Technician
67A	SO	Special Warfare Operator

Navy Enlisted Billet Classification (NEBC) Structure

RATING / SERVICE RATING DISESTABLISHMENTS

Deleted			Absorbed by	
Chapter	ShortTitle	Title	Chapter	ShortTitle

RATING / SERVICE RATING ESTABLISHMENTS

Chapter	ShortTitle	LongTitle

PART B (CONT'D)

NEBC NAME CHANGES

Rating	Job Code	FROM	TO
AD	001362	Aviation Machinist Mate Organizational Level	Aviation Machinist's Mate Organizational Level
AD	001417	Aviation Machinist Mate Intermediate Level	Aviation Machinist's Mate Intermediate Level
IT	002780	Communication Security Manager	Communications Security (COMSEC) Account Manager (CAM)
SO	001720	Sea Air and Land (SEAL)	Seal, Air, and Land (SEAL)

NEBC ESTABLISHMENTS

Rating	Job Code	Title(s)

PART B (CONT'D)

NEBC DISESTABLISHMENTS

Rating	Job Code	Title(s)
IT	002778	Systems Security Analyst Specialist
IT	002781	Cyber Defense Infrastructure Support Specialist
IT	002782	Cyber Defense Incident Responder

Change 103

LISTING OF PUBLICATION DATES

<u>CHAPTER</u>	<u>RATING</u>	<u>REVISION NUMBER</u>	<u>PUBLICATION DATE</u>
1E	ABE	CH-96	OCT 23
1E	ABF	CH-96	OCT 23
1E	ABH	CH-96	OCT 23
2I	AC	CH-101	JAN 25**
3H	AD	CH-103	JUL 25
4G	AE	CH-102	APR 25
5E	AG	CH-95	JUL 23
6C	SO	CH-103	JUL 25
7K	AM	CH-102	APR 25**
7J	AME	CH-103	JUL 25
8C	AN	CH-90	APR 22
9H	AO	CH-102	APR 25**
10F	AS	CH-101	JAN 25**
11H	AT	CH-94	APR 23
12I	AWF	CH-100	OCT 24
12J	AWO	CH-100	OCT 24
12I	AWR	CH-100	OCT 24
12J	AWS	CH-100	OCT 24
12J	AWV	CH-100	OCT 24
13G	AZ	CH-94	APR 23
14D	BM	CH-88	OCT 21
15C	SB	CH-102	APR 25
16H	BU	CH-100	OCT 24
17H	CE	CH-100	OCT 24
18H	CM	CH-100	OCT 24
19E	CN	CH-96	OCT 23
20F	CTI	CH-101	JAN 25
20M	CTM	CH-93	JAN 23
20O	CWT(CTN)	CH-101	JAN 25
20N		CH-101	JAN 25
20L		CH-101	JAN 25
21F		CH-102	APR 25
23D	MC	CH-100	OCT 24
28H	EA	CH-100	OCT 24
29G	EM	CH-76	OCT 18
29H	EMN	CH-92	OCT 22
30H	EN	CH-103	JUL 25
31H	EO	CH-100	OCT 24
32L	ET	CH-92	OCT 22
32J	ETN	CH-92	OCT 22
32H	ETV	CH-92	OCT 22
34J	FC	CH-103	JUL 25
34C	FCA	CH-96	OCT 23
35B	FN	CH-90	APR 22

Change 103

<u>CHAPTER</u>	<u>RATING</u>	<u>REVISION NUMBER</u>	<u>PUBLICATION DATE</u>
36C	EOD	CH-85	JAN 21*
37G	FT	CH-102	APR 25
38H	GM	CH-90	APR 22
39H	GSE	CH-96	OCT 23
39I	GSM	CH-103	JUL 25
40G	HM	CH-100	OCT 24
41C	HN	CH-100	OCT 24
42E	HT	CH-81	JAN 20
43G	IC	CH-96	OCT 23
44B	ND	CH-87	JUL 21
45J	IS	CH-101	JAN 25
47B	LS	CH-73	JAN18
47A	LSS	CH-73	JAN18
48E	LN	CH-81	JAN 20
49F	MA	CH-99	JUL 24
51I	MM	CH-100	OCT 24
51H	MMA	CH-96	OCT 23
51G	MMN	CH-92	OCT 22
52G	MN	CH-92	OCT 22
53F	MR	CH-83	JUL 20
54G	CS	CH-74	APR 18
54A	CSS	CH-73	JAN 18
55G	MT	CH-98	APR 24
56D	MU	CH-81	JAN 20
57J	NCC	CH-103	JUL 25
57K	NCR	CH-100	OCT 24
59J	OS	CH-97	JAN 24
64B	PS	CH-94	APR 23
65F	PR	CH-102	APR 25
66G	QM	CH-102	APR 25**
67J	IT	CH-103	JUL 25
67A	ITS(ITE)	CH-102	APR 25
67A	ITS(ITN)	CH-102	APR 25
67A	ITS(ITR)	CH-102	APR 25
68D	RP	CH-79	JUL 19
69F	RS	CH-86	APR 21
72G	SN	CH-90	APR 22
73H	STG	CH-97	JAN 24
74H	STS	CH-103	JUL 25
75H	SW	CH-100	OCT 24
76I	TM	CH-99	JUL 24
77H	UT	CH-100	OCT 24
79F	YN	CH-74	APR 18
79A	YNS	CH-73	JAN 18
80A	RW	CH-98	APR 24*
---	NAVSTDs	CH-93	JAN 23

*Administrative Updates

**Event-Based Reviews

Change 103

INTRODUCTION

THE ENLISTED RATING STRUCTURE, NAVAL STANDARDS AND OCCUPATIONAL STANDARDS

The Navy Enlisted Occupational Classification System (NEOCS) provides the means by which all Navy enlisted personnel are classified. To support enlisted personnel planning, procurement, training, promotion, distribution, assignment, and mobilization within that classification system, the Navy has established specific standards. The standards define minimum skill and knowledge requirements for enlisted personnel at each paygrade and within each career field.

1. Volume I, Part A of this manual contains an introductory overview of NEOCS, an explanation of Naval Standards (NAVSTDs) and Occupational Standards (OCCSTDs), and pertinent appendixes.
2. Volume I, Part B of this manual contains individual chapters with the OCCSTDs for each rating. Refer to Volume I, Part B, Cover Page for a listing of current chapters and revisions.
3. Volume II of this manual contains an explanation of the Navy Enlisted Classification (NEC) structure, a listing of those NECs and related appendixes.
4. The standards and classifications in Volume I and II are important to all Navy personnel and commands. Familiarity with these standards and classifications will provide enlisted personnel and commands with a better understanding of an important part of the training, advancement, and distribution systems.

NEOCS OVERVIEW

The Navy Enlisted Occupational Classification System (NEOCS) consists of (1) the enlisted rating structure and (2) its supplement, the NEC structure. Special qualifications further complement both the enlisted rating structure and NEC structure. These special qualifications, found in the *Naval Military Personnel Manual, NAVPERS 15560 series*, identify and define requirements for specialized mission areas which cross broad occupational fields (e.g., submarine qualifications).

1. The enlisted rating structure consists of occupational fields (i.e., broad groupings of similar occupations), ratings (i.e., occupational specialties) and rates (i.e., a paygrade within a rating). This structure provides a framework for enlisted career development and advancement, and is the primary administrative means for classifying and identifying enlisted personnel.

a. The enlisted rating structure provides:

(1) A single, integrated structure for the Navy (Active and Reserve). This structure serves both peacetime and wartime needs and eliminates the need for extensive expansion and conversion of the classification system upon mobilization.

(2) Specialization at appropriate petty officer levels to meet expanding technology, reduce training time, and improve the utilization of first enlistment personnel.

(3) Senior petty officers with broad military and technical qualifications.

b. The Secretary of the Navy approves the establishment and disestablishment of general and emergency ratings and general rates under the authority of Title 10 USC 6013. The Deputy Chief of Naval Operations (Manpower, Personnel, Training, and Education), approves policy and modifications to existing ratings, including the establishment or disestablishment of service ratings. A NEOCS Board assists in the management of the NEOCS and serves as the central point for changes in rates, ratings, jobs, and NEC classifications. OPNAVINST 1223.1 series establishes the NEOCS Board and outlines its objectives, authority, and composition. Volume I, Part A, Appendix A of this manual contains the criteria and guidelines for proposing changes to the enlisted rating structure.

c. The following paragraphs provide a brief description of major components of the enlisted rating structure:

(1) Occupational fields are broad groupings of similar occupations used by manpower, personnel, and training managers to organize the analysis, management, and administration of Navy ratings. Occupational fields are also used to organize career guides and conversion manuals for use by counselors and Department of Defense managers. A listing of the occupational fields and their associated ratings are listed in Appendix B of this manual.

(2) Ratings (general, service, and emergency) are broad enlisted career fields. They identify occupational specialties that encompass related aptitude, training, experience, knowledge, and skills for the purpose of career development and advancement.

(a) General ratings identify personnel from paygrades E-4 through E-9. They provide the primary means of identifying billet requirements and personnel qualifications. Some ratings are combined at paygrade E-8 or E-9 to form broader career fields when the occupational content is similar. This provides for progressively higher levels and scopes of authority and responsibility (e.g., combination of Senior Chief Utilitiesman (UTCS) and Senior Chief Construction Electrician (CECS) to form the Master Chief Utilitiesman (UCCM)).

(b) Service ratings are subdivisions of certain general ratings. They identify required specialization and specific areas of qualifications in the utilization and training of personnel. Service ratings permit optimum utilization of personnel and economy of training.

(c) Emergency ratings are career fields encompassing skills or qualifications which do not require identification by a rating during peacetime, but are required in time of war. Currently, there are no emergency ratings.

(3) Rates identify personnel occupationally by paygrades E-1 through E-9 and they reflect levels of aptitude, training, experience, knowledge, skill, and responsibility. Enlisted rates are divided into three groups: general rates (E-1 through E-3 apprenticeships), petty officers (E-4

through E-6), and chief petty officers (E-7 through E-9).

(a) General rates are apprenticeships assigned to personnel at paygrades E-1 through E-3 to indicate their eligibility for entry into various ratings. These apprenticeships are: Airman (AN), Fireman (FN), Hospitalman (HN), and Seaman (SN). These Sailors are members of the Professional Apprenticeship Career Track (PACT) program.

1. Non-designated Sailors are personnel in paygrades E-1 through E-3 who are not selected to enter a specific rating.

2. Designated Sailors are personnel in paygrades E-1 through E-3 who are identified as apprentices for a specific rating. Designation identifies the rating in which an apprentice has significant skills as a result of on-the-job experience or formal classroom training, and indicates basic occupational skills on a par with the minimum skills for paygrade E-4 in the rating for which identified. A rating abbreviation is added to an apprentice's general rate abbreviation to indicate the rating for which the individual is designated (e.g., a SN who demonstrates significant skills in the Electronics Technician (ET) rating would be designated by the rating abbreviation, ETSN). Details for PACT program are in *Naval Military Personnel Manual, NAVPERS 15560 Article 1306-611*.

(b) Petty Officers (paygrades E-4, E-5, and E-6) are the technicians and work managers within ratings who possess increasing degrees of skill responsibility and authority as they advance in paygrade. Petty officers are capable of accomplishing tasks normal to their rating and paygrade and they provide the "hands on" skills required to maintain, repair, and operate systems and subsystems.

(c) The Chief Petty Officers (CPO) (paygrades E-7, E-8, and E-9).

1. The Chief Petty Officers (CPO) (paygrades E-7) is the technical authority, expert, and supervisor within a rating. The CPO is capable of accomplishing all tasks normal to a rating using technical supervision, instruction, and training of lower rated personnel.

2. The Senior Chief Petty Officer (SCPO) (paygrade E-8) is the senior technical supervisor within a rating or occupational field with primary responsibilities for supervising and training enlisted personnel oriented to system and subsystem maintenance, repair, and operation. Based on wide ranging experience and specialized training, the SCPO provides the command with a higher level of technical and managerial expertise than is expected at the E-7 level.

3. The Master Chief Petty Officer (MCPO) (paygrade E-9) is the senior enlisted petty officer in the United States Navy. As such, the MCPO is vested with special command trust and confidence extending to administrative and managerial functions involving enlisted personnel. Based upon experience, proven performance, and technical knowledge necessary for advancement to the grade of MCPO, individuals of that rate within a command hold the senior enlisted positions

and contribute to forming as well as implementing policy within their occupational field or across the full Navy rating spectrum.

(d) The Command Master Chief (CMDCM) or Command Senior Chief (CMDCS) ratings do not reflect a paygrade higher than E-9/E-8 but does identify the MCPO/SCPO who serves as the senior enlisted advisor to the command in formulating and implementing policies pertaining to the morale, utilization, and training of all enlisted personnel. As such, the CMDCM/CMDCS has direct access to the Commanding Officer. Additionally, the CMDCM/CMDCS is responsible for carrying out established command policy in specific areas as directed by the Commanding Officer and Executive Officer. The CMDCM/CMDCS takes precedence over all enlisted members within a command.

2. The Navy Enlisted Classification (NEC) Structure supplements the enlisted rating structure by identifying a non-rating wide skill/knowledge/aptitude/qualification that must be documented to identify both people and billets for management purposes. Volume II of this manual contains a more detailed explanation of the NEC structure.

3. Enlisted management communities encompass both Navy ratings and NEC codes that individually or as a group form a Navy "community" for management purposes. These communities are used by managers for issues such as the distribution, retention or advancement of personnel. The career paths presented may also serve as a useful guidance tool for individuals planning career decisions.

STANDARDS

The term Standards as used in this manual is defined as the systematic listing of those minimum capabilities which the Navy expects and requires of individuals with each rating. Standards are generally expressed in terms of task statements (duties and responsibilities) and they represent the abilities, skills, and knowledge needed to accomplish those tasks, duties, and responsibilities. Within the Navy, these standards are divided into two categories: Naval Standards (NAVSTDs) and Occupational Standards (OCCSTDs).

Collectively, these standards occupationally define the work performed by enlisted personnel. Both NAVSTDs and OCCSTDs are developed, revised, and maintained by the Navy Manpower Analysis Center (NAVMAC). NAVMAC coordinates standards revisions Navy-wide. Appendix E is the list of Rating Advisors responsible for reviewing and approving of OCCSTDs. Appendix F of this manual contains the criteria and guidelines for recommending changes to the standards.

1. Naval Standards (NAVSTDs) are standards that generally express the non-rating specific skill and knowledge requirements for enlisted personnel in paygrades E-1 through E-9 (e.g., all E-6 personnel must know how to write enlisted performance evaluations).

a. NAVSTDs together with occupational standards form the basis for implementing and supporting actions for enlisted manning, distribution, recruit training, military requirements training, and advancement.

b. NAVSTDs are stated in the form of skill or knowledge statements to assist enlisted personnel, commanding officers, and personnel managers in identifying the basic military requirements for all enlisted personnel, paygrades E-1 through E-9.

c. NAVSTDs express requirements for skill or knowledge and abilities which individuals must be proficient in even though their present duty assignment may not require the use of that skill or knowledge. Enlisted personnel are required to demonstrate the capability to perform a skill or their attainment of knowledge described by a Naval Standard as part of their advancement process.

d. The more routine skill or knowledge requirements described by NAVSTDs are at the lower paygrades. Those skill or knowledge statements requiring additional experience or involving leadership or supervision are at progressively higher paygrades.

e. NAVSTDs include, at the appropriate paygrades, specific knowledge requirements in the areas of security and safety.

f. The following NAVSTDs format is used in this manual:

(1) They are grouped under Apprentices (paygrades E-2 and E-3) and Petty Officer Third Class (paygrade E-4) through Master Chief Petty Officer (paygrade E-9).

(2) Functional areas are used to provide a standardized grouping of similar NAVSTDs for the various paygrades.

2. Occupational Standards (OCCSTDs) express the Navy's minimum requirements for enlisted occupational skills established by manpower and personnel managers. They, along with NAVSTDs, form the basis for implementing and supporting actions for enlisted manning, distribution, training, and advancement. OCCSTD tasks are referred to as "CORE" tasks in the chapters published in this manual. NON-CORE tasks are also included in some updated Occupational Rating Standards in order to better define the work being performed by the fleet which is not required of all rating personnel (e.g., NEC, collateral duties, watches, etc.).

a. OCCSTD skills required of rates and ratings are stated in the form of task statements to assist enlisted personnel, commanding officers, manpower managers, and personnel managers in identifying the basic occupational content of rates and ratings. Some OCCSTDs require successful completion of specific skills tests.

b. OCCSTDs state what enlisted personnel must do in their rate or rating. The knowledge required to perform a task is inherent to the proper performance of the task. Development of specific knowledge to support OCCSTDs falls under the purview of Navy training commands.

c. OCCSTDs are minimum essential tasks and general responsibility levels required of a majority of personnel in a rate. Although they may not be performed by the majority of personnel in a rate at any given time, they are still applied to all members of a rate. The more routine tasks are at the lower paygrades. The more difficult tasks and tasks requiring additional experience or involving leadership and supervision are at progressively higher paygrades.

d. OCCSTDs do not limit the utilization of personnel or ratings as to performance of duty. Personnel of any rate or rating may be required by higher authority to perform any task or duty, depending on local circumstance.

e. OCCSTDs generally exclude the broad area of security. All Navy personnel are responsible for the security regulations in DoD Publication 5200.1-R, OPNAVINST 5510 series, and items on security which are described by the NAVSTDs in this manual. Specific security related OCCSTDs are included in those ratings requiring special emphasis on security.

f. OCCSTDs contain no specific reference to safety or Operational Risk Management (ORM) in the performance of required tasks. Observing safety precautions and practicing risk management is inherent to the satisfactory performance of a task.

g. The following OCCSTDs format is used in this manual:

(1) Title, abbreviation, and specialty mark identified with the rating.

(2) Rating Scope is a brief statement of the occupational content of general and service ratings. The scope is all encompassing and includes responsibilities normal to the rating.

(3) Career Pattern is a diagram of the normal advancement path from apprentice to master chief petty officer.

(4) Directives information on Chief Warrant Officer and Limited Duty Officer categories.

(5) Rating entry requirements (MILPERSMAN 1306-618) describe the special physical, citizenship, security, and other requirements for the rating, if applicable.

(6) Safety Statement is a universal self-explanatory statement for all ratings.

h. OCCSTDs, together with NAVSTDs, are patterned to present the total career progression from paygrades E-4 through E-9 for general ratings and service ratings. For example:

(1) The general rating of Boatswain's Mate (BM) has no service ratings. The BM OCCSTDs commence at paygrade E-4 and progress through paygrade E-9.

(2) The general rating of Aviation Boatswain's Mate (AB) and its three service ratings, ABE, ABF, and ABH have individual OCCSTDs at paygrades E-4 through E-8 and common AB OCCSTDs at paygrade E-9.

3. Job specific tasks (NON-CORE) express additional requirements for enlisted occupational skills expected from a sailor performing in a specific job or billet. They, along with NEC specific tasks, form the basis for implementing and supporting actions for enlisted manning, distribution, training, and advancement.

Change 99
Administrative Change (NAVADMIN 016/25)

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.

NAVPERS 18068F

Update: January 2023

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NAVAL STANDARDS (NAVSTDs)

NAVAL STANDARDS (NAVSTDs) FUNCTIONAL AREAS	NAVSTDS-3
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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
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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 in port 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

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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

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Naval Standards by Functional Area

I	<u>SAFETY (CONT'D)</u>
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 ₂), 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

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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

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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 (CO₂) inflatable and inherently buoyant life preservers
- K146 Describe functional characteristics of Carbon Dioxide (CO₂) 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)

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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

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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

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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

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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 **SEAPOWERS 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 Anthem or Navy Service song is played
- T348 Tie four basic knots: bowline, clove hitch, square knot, and bowline on a bight

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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

A WATCHSTANDING AND WATCH, QUARTER, AND STATION BILL

A010 Stand Petty Officer (PO) military watches (e.g., Petty Officer of the Watch (POOW), Master-at-Arms (MAA), Shore Patrol, etc.)

I SAFETY

I111 Instruct personnel in work-related hazards, safety precautions, and in the use and maintenance of Personal Protective Equipment (PPE) and clothing

M DAMAGE CONTROL

M167 Define the shipboard piping identification coding system

M177 Make damage control closure log entries

O MILITARY JUSTICE

O209 Explain the proceedings leading to Captain's Mast

P CAREER INFORMATION

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

R MANAGEMENT/ADMINISTRATION

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

T CUSTOMS, TRADITIONS AND COURTESIES

T337 Describe the traditions related to ceremonies and honors

U ORGANIZATION

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

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

- 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

C **DRILL AND FORMATION**

- C015 Conduct personnel inspections
- C020 Prepare and present personnel for presentation at inspections, quarters, and ceremonial events

D **UNIFORMS**

- D021 Conduct seabag inspections
- D024 Describe the history/heritage of Navy uniforms
- D041 Perform uniform inspections
- D043 State the authority to prescribe uniforms

H **SHIPS & AIRCRAFT CHARACTERISTICS**

- H058 Assist with locker leader operations

O **MILITARY JUSTICE**

- O205 Describe the purpose of the report of disposition and offense

P **CAREER INFORMATION**

- 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

Q **TRAINING**

- 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

R **MANAGEMENT/ADMINISTRATION**

- 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

U **ORGANIZATION**

- U354 Provide recommendations to command's Standard Organization and Regulations Manual (SORM)

V **LEADERSHIP/SUPERVISION**

- 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 (CMEQ), 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)

APPENDIX A

GUIDELINES FOR PROPOSING CHANGES TO THE ENLISTED RATING STRUCTURE

Refer to NAVPERS 18068F Volume II Appendix B for detailed guidance, procedures and templates for enlisted rating structure changes.

APPENDIX B
Occupational Communities, Career Fields, and Associated Ratings

1. AVIATION

- Deck (AB, ABE, ABF, ABH, AO)
- Squadron (AD, AE, AF**, AM, AME, AO, AT, AV**)
- Support (AC, AN*, AS, AZ, PR)
- Air Crew (AWF, AWO, AWR, AWS, AWV)
- Intermediate Level / Fleet Readiness Center (AD, AE, AM, AT)

2. EXECUTIVE SUPPORT (LN, MC, MU, NCC, NCR, PS, RP, YN)

3. INFORMATION WARFARE

- Cryptology (CTI, CTM, CTR, CTT)
- Cyber (CWT, IT)
- Meteorology/Oceanography (AG)
- Intelligence (IS)

4. MEDICAL (HM, HN*)

5. NUCLEAR (EMN, ETN, MMN)

6. SEABEES (BU, CB, CE, CM, CN*, CU**, EA, EO, SW, UT)**

7. SECURITY (MA)

8. SPECIAL OPERATIONS (EOD, ND)

9. SPECIAL WARFARE (SB, SO)

10. SUBMARINE

- Mechanical (MMA, TM)
- Service (CSS, LSS, YNS)
- Technical (ETR, ETV, FT, ITE, ITN, ITR, MT, STS)

11. SUPPLY (CS, LS, RS)

12. SURFACE

- Engineering (DC, EM, EN, FN*, GS, GSE, GSM, HT, MM, MR)
- Technivals (ET, FC, FCA, GM, IC, STG)
- Operations (BM, MN, OS, QM, SN*)

13. ARTIFICIAL INTELLIGENCE

- Robotics (RW)

*' Indicates Apprenticeship (General Rates)

**' Indicates Compression Ratings

APPENDIX C

NAVY ENLISTED BILLET CLASSIFICATION (NEBC) STRUCTURE

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APPENDIX C

NAVY ENLISTED BILLET CLASSIFICATION (NEBC) STRUCTURE

1. General

a. The occupational work of Navy enlisted personnel was previously only described by Rate, Rating and Navy Enlisted Classification (NEC) codes. To better support the work and mission requirements of future Navy Total Force (NTF) enlisted personnel, the NEBC was developed to provide a more comprehensive work and job description. General descriptions of the duties performed in a position, along with complete task descriptions, skills and abilities, and experience required to perform Navy work, are essential to the identification and development of flexible and transferable skill sets throughout a NTF.

b. NEBCs identify enlisted position requirements and enlisted occupational experience required to fill a position and is acquired through position experience or through a combination of education, training, and experience.

c. An NEBC provides a general description of duties performed in a position. It is not meant to cover every duty required of the job nor is every duty listed necessarily a requirement of the position. The NEBC identifies a group of enlisted positions which are similar but not necessarily identical in scope and nature of duties.

d. Each NEBC consists of a system-generated six-digit unique identifier (job code), a long title, a NAVMAC assigned 14 and 30 character short title, a job description, proficiency level, and other job specifications required to perform a job. An NEBC may contain tasks, skills, and abilities which would be documented in the enlisted Occupational Standards. NEBCs are maintained in the Master Job Code Table and can be found at

<http://www.public.navy.mil/bupers-npc/organization/navmac/workforceclassification/Pages/References.aspx>.

e. A need exists in certain Human Resource (HR) operations for occupational information related to NEBCs. The attributes below are assigned to each NEBC to support HR operations.

(1) The Standard Occupation Classification (SOC) code identifies the group number and title in the nation's Occupation Network (O*NET) which corresponds to the NEBC. The O*NET SOC is maintained by the Department of Labor (DOL). The SOC provides a common occupational grouping and numerical coding system for classifying the nation's work in the U.S. and can be found at <http://online.onetcenter.org/>.

(2) The DoD Occupation Classification (DOC) code identifies the group number and title in the Department of Defense Occupational Conversion Manual (DOD 1312.1 series) which corresponds to the NEBC. The DOC provides a common occupational grouping and numerical coding system for classifying work in DoD and can be found at <http://www.dtic.mil/whs/directives/corres/pdf/131201i.pdf>.

(3) The Navy Occupational Classification (NOC) code represents the occupational classifications of the Navy using a common occupational grouping and numerical coding system. Each job is assigned a NOC code, which will be used to place jobs with similar work within the hierarchy. The NOC code consists of a five level hierarchy. The first level of the code identifies the major group, the second level identifies the minor group, the third in combination with the first two levels identifies job area, the fourth level is the specialty field, and the fifth level indicates a sequential job within the hierarchy. Until further notice, use of this code is temporarily suspended.

2. Application. When applied to a position, the NEBC is a general statement of duties performed in accomplishing some part of an activity's mission. The paygrade distinguishes positions which differ in degree of authority or responsibility but not in essential duties performed.

3. Assignment of a job code on all positions is mandatory.

4. Justification to Establish and/or Retain NEBC(s). To establish and/or retain NEBCs, requests should meet the following criteria:

a. Must describe the qualitative requirements of existing or proposed positions in the Navy (e.g. Activity Manpower Documents (AMD)).

b. Must apply to HR planning, personnel control, career management, education and training, or manpower functions.

c. Must apply Navy-wide and does not reflect purely local conditions or organization unless it is necessary to meet the criteria stated in paragraph 4b.

d. Must not duplicate an existing NEBC.

e. Must identify positions, both regular and temporary (peacetime and mobilization), and employee experience, both active and inactive.

f. Must identify a minimum of **50** positions.

g. Job descriptions should be concise and are limited to 3000 characters, including spaces. Job descriptions should be broad enough to identify all positions with similar requirements, yet narrow enough to distinguish significant differences not identified through other codes (e.g., rating, paygrade and activity). Job descriptions stress what is done rather than how or why it is done. They should not include duties required of all employees, such as training of subordinates or preparing routine reports, unless such duties are a distinct requirement of the job.

NOTE: A Classification Element (CE) is the basic component into which a classification category is divided, such as: Rating, Navy Enlisted Classification (NEC) code, Navy Officer Billet Classification (NOBC) code, Additional Qualification Designator (AQD) code, etc. NEBCs are a new CE for the Navy Enlisted Occupational Classification System (NEOCS) and will function similar to NOBCs in the Navy Officer Occupational Classification System (NOOCS). They represent Navy jobs.

5. Recommendations to Establish, Delete, or Revise NEBC(s).

a. To ensure NEBCs reflect current technological and administrative developments, commands and employees are invited to review and evaluate these classifications and, if appropriate, submit recommendations for improvement. An activity recommending a new job should first ensure that an established job in its present form, or with some revision, would not suffice for identifying the occupational aspects of the positions involved. Commands recommending establishing, deleting, or revising a job should consider the criteria listed in paragraphs 2, 3, and 4. All recommendations should include the appropriate information as follows:

(1) Recommendations to establish NEBC(s) must include:

(a) Recommended long title. NAVMAC assigns the 14 and 30 character short titles;

(b) Recommended description (limited to 3000 characters, including spaces);

(c) Number and location of positions, by activity type, that the proposed NEBC will identify;

(d) Recommended paygrades applicable to the NEBC tasks;

(e) Information on how the requirements/qualifications are currently identified;

(f) Justification stating why the existing NEBC descriptors are insufficient without the proposed NEBC, and other historical or amplifying information necessary for prudent consideration at each level of review; and

(g) Point of Contact (include commercial and DSN telephone numbers, fax number, and e-mail address).

(2) Recommendations to delete NEBC(s) must include:

(a) Long Title and Job Code of existing NEBC(s);

(b) Reason(s) for deleting the NEBC (e.g., qualifications duplicated by another NEBC, insufficient positions to meet the criterion in paragraph 4. (f) and any other information needed for consideration at each level of review;

(c) Information on which NEBCs (include job codes), if any, will absorb the duties of the NEBC and redistribution of NEBC characteristics to identified NEBC(s) that will absorb the duties;

(d) Information on how to recode the positions and job incumbents, if appropriate, presently coded with this NEBC; and

(e) Point of contact (include commercial and DSN telephone numbers, fax number, and e-mail address).

(f) Use standard naval letter format or e-mail when submitting requests for NEBC deletions.

(3) Recommendations to revise NEBC(s) must include:

(a) Long Title and Job Code of existing NEBC(s);

(b) Proposed recoding (if applies), re-titling and/or rewording of the current NEBC and associated characteristics;

(c) Justification for the proposed revision(s); and

(d) Point of Contact (include commercial and DSN telephone numbers, fax number, and e-mail address).

(e) Use standard naval letter format or e-mail when submitting requests for NEBC revisions.

b. The NEOCS Board, per OPNAVINST 1223.1 series, serves as the central point for changes to the Navy Enlisted Occupational Classification System. Activities proposing establishment, deletion, or revision to NEBCs should send recommendations, using the following template, via the appropriate chain of command to:

Commanding Officer
Navy Manpower Analysis Center
5722 Integrity Drive
Millington, TN 38054-5011

OR

E-mail to: NAVMAC_OCCSTDS@navy.mil

(COMMAND LETTERHEAD)

TEMPLATE

1211
Ser 10/
Date

From: Submitting Organization
To: Commanding Officer, Navy Manpower Analysis Center
(Code 10)

Via: Endorsements, if applicable

Subj: PROPOSAL TO ESTABLISH NAVY ENLISTED BILLET
CLASSIFICATION (NEBC) FOR XXXXX (provide job title)

Ref: (a) Manual of Navy Enlisted Occupational Standards,
NAVPERS 18068F, VOL I APPENDIX C
(b) OPNAVINST 1223.1 series

Encl: (1) Justification to establish NEBC XXXXXX

1. Per references (a) and (b), enclosure (1) is submitted recommending the establishment of the subject NEBC.
2. Establishment of this NEBC will improve the identification of enlisted position requirements for the XXXXX rating(s). (Any additional comments should stay high level).
3. My point of contact is, XXXXX (provide rate/rank name), who may be reached at (###) ###-####/DSN ###, or by email to: XXXXX.

J. P. JONES
Deputy Commander

Justification to establish NEBC

1. Job Title: Recommend an NEBC title (e.g. Human Intelligence Specialist).
2. Career Field: Provide rating(s) that the proposed NEBC would be associated with (e.g. IS).
3. Job Description: Supply a concise job description for the proposed NEBC (limited to 3,000 characters, including spaces).
4. Other Relationships and Rules: List related NECs or special rules.
5. Tasks and Paygrades: Include list of proposed tasks (to include task paygrade) that identifies the work to be done in the proposed NEBC.
6. Justification: Explain the purpose of the proposed NEBC, how the requirements/qualifications are currently identified, why the existing NEBC descriptors are insufficient without the proposed NEBC, and how it will impact manpower increases/decreases. Be as specific as possible.
7. Number and Location of Billets: Identify the number and location of positions/billets (by activity type) requiring the proposed NEBC.
8. Directives: Identify directives associated with the proposed NEBC (i.e. instructions, manuals, working groups, steering committees, and/or requirements boards).
9. Resource Sponsor/Technical Advisor: Provide the abbreviated activity name, along with the respective Resource Sponsor/Technical Advisor responsible for proposed NEBC (e.g. OPNAV N2N6, ISCM XXXXX).

Enclosure (1)

Navy Enlisted Billet Classification (NEBC) Table

Job Code	Occupational Classification Code	Job Title	Short Title (14 Character)
001000	3M	Preventive Maintenance Manager	MAINT MGR
002506	ABE	Arresting Gear Technician	ARST GEAR TECH
002584	ABE	Catapult Technician	CATAPULT TECH
001030	ABF	Aviation Fuels Below Deck Operations Technician	FUEL BDCK TECH
001085	ABF	Aviation Fuels Flight Deck Operations Technician	FUEL FLT DECK
001140	ABF	Aviation Fuels Shore Base Operations Technician	FUEL SHORE TEC
001555	ABH	Air Operations Technician	AIR OPS TECH
001195	ABH	Aircraft Director	ACRFT DIRECTOR
001250	ABH	Crash and Salvage Firefighter	CRASH SALV FF
001307	AC	Air Traffic Controller	AIR TRAF CNTLR
001417	AD	Aviation Machinist's Mate Intermediate Level	AVENG SYS I-LV
001362**	AD	Aviation Machinist's Mate Organizational Level	AVENG SYS O-LV
001527**	AE	Aviation Electricians Mate Organizational Level Technician	AVELX TEC O-LV
001472	AE	Aviation Electricians Mate Intermediate Level Technician	AVELX TEC I-LV
001640	AG	Master Meteorological and Oceanographic (METOC) Forecaster	MSTRMETOCFORC
001585	AG	Meteorological and Oceanographic (METOC) Forecaster	METOC FORCASTR
001695	AG	Meteorological and Oceanographic (METOC) Analyst	METOC ANALYST
001805	AM	Aviation Structural Mechanic Intermediate Level	AVSTRUMEC I-LV
001862	AM	Aviation Structural Mechanic Organizational Level	AVSTRUMEC O-LV
001955	AME	Aviation Environmental and Egress Technician	SFTY EQUI TECH
002687	AN	Airman	AIRMAN
002045	AO	Aircraft Armament Equipment Technician	I LVL AAE TECH
002093	AO	Armorer	ARMORER
002138	AO	Weapons Department Technician	WEP DEPT TECH
002183	AO	Ammunition Logistics Manager	AMMO LOG MGR
002228	AO	Squadron Ordnance Technician	SQDN ORD TECH
002273	AO	Aviation Ordnance Quality Assurance Safety Supervisor	AO QA SUPV
002000	AO	Armament Weapons Support Equipment Technician	ARM WEP SE TEC
002320	AS	Aviation Support Equipment Technician	AV SUP EQ TECH
002410	AT	Aviation Electronics Intermediate Level Technician	AV ELTRON I-LV

Job Code	Occupational Classification Code	Job Title	Short Title (14 Character)
002455	AT	Aviation Electronics Organizational Level Technician	AV ELTRON O-LV
002589	AVIATION	Maintenance and Production Chief	MPCPO
002581	AVIATION	Maintenance Master Chief	MMCPO
001595**	AWF	Flight Engineer	FLIGHT ENG
002788	AWF	Logistics Aircrewman	LOG AIRCRWMN
002810	AWF	Operations, Training, and Readiness Specialist (Mechanical)	OT&R SPC MEC
002825	AWF	Reel Operator	REEL OP
002826	AWF	Unmanned Aerial Vehicle (UAV) Operator/Maintainer	UAV OP/MAIN
002571*	AWO	Electronic Warfare Systems Specialist	EW SYS SPEC
002544	AWO	Acoustic Systems Specialist	NAC ACOUS SPEC
002827	AWO	Operations, Training, and Readiness Specialist (Operator)	OT&R SPEC OP
002747	AWR	Multi-Mission Helicopter Sensor Operator	MM SENSOR OP
002748	AWR	Aircraft Carrier Tactical Support Center (CV-TSC) Operator	CV TAC SUP CTR
002828	AWR	Operations, Training, and Readiness Specialist (Tactical Helicopter)	OT&R SPEC THEL
002829	AWR	Unmanned Aerial Systems (UAS) Operator	UAS OPERATOR
001605**	AWS	Helicopter Utility Aircrewman	NAC HELI ARCMN
002830	AWS	Multipurpose Helicopter (MH)-53 Utility Aircrewman	MH53 UTIL ACMN
002831	AWS	Operations, Training, and Readiness Specialist (Helicopter)	OT&R SPEC HELI
002832	AWS	Unmanned Aerial Vehicle (UAV) Mission Payload Operator (MPO)	NAC UAV MPO
001590	AWV	Airborne Communication Technician	AIR COMM TECH
002672	AWV	Unmanned Aerial Vehicle (UAV) Pilot/Maintainer	NAC UAV P-MNT
001610	AWV	In-Flight Technician	NAC INFLT TECH
002833	AWV	Operations, Training, and Readiness Specialist (Avionics)	OT&R SPEC AVIO
002576	AZ	Aviation Administrator	AV ADMIN
003721	BM	Ordinary Seaman	ORD SEAMAN
003722	BM	Able Seaman	ABLE SEAMAN
003720	BM	Ship's and Boat's Mate	SB MATE
002594	BU	Builder	BUILDER
002599*	CE	Construction Electrician	CONSTRUCT ELEC
002604	CM	Construction Mechanic	CONSTRUCT MECH
003708	CMC	Installation Command Master Chief	INST CMC

Job Code	Occupational Classification Code	Job Title	Short Title (14 Character)
003710	CMC	Chief of Naval Operations-Force-Fleet Master Chief	CNO MCPO
003709	CMC	Command Master Chief	CMC
003711	CMC	Immediate Superior in Command Master Chief	ISIC CMC
003707	CMC	Flag Command Master Chief	FLAG CMC
003712	CMC	Chief of The Boat	COB
003713	CMC	Large Deck Command Master Chief	LGD CMC
002755	CMDCS	Command Senior Chief	CMDCS
002688	CN	Constructionman	CONSTRUCTMAN
001007	CS	Leading Culinary Specialist	LEAD CULY SPEC
002609	CS	Culinary Specialist	CULINARY SPEC
002768	CSS	Submarine Leading Culinary Specialist	SUB LD CUL SPC
002769	CSS	Submarine Culinary Specialist	SUB CUL SPEC
002683**	CTI	Cyber Language Analyst	CYB LANG ANLST
001022**	CTI	Strategic Language Analyst	STRAT LNGANLST
001027**	CTI	Tactical Language Operator	TAC LANG OPR
001035	CTM	Cryptologic Systems Maintenance Technician	C SYS MNT TECH
002729	CTM	Cryptologic Systems Installation Technician	C SYS INST TEC
001040	CTM	Cryptologic Systems Maintenance Director	C SYS MNT DIR
002811*	CTM	Cryptologic Systems Infrastructure Technician	C SYS INFR TEC
003103**	CWT	Cyber Operations Planner	CYB OPS PLAN
003104**	CWT	Cyber Defense Analyst	CYB DEF ANLST
003106	CWT	Cyber Exploitation Analyst	EXPLOIT ANLST
003107**	CWT	Expeditionary Cyberspace Operator	EXP CYBR OPR
003108**	CWT	Cyberspace Operator	CYBR OPR
003109**	CWT	Offensive Cyberspace Analyst	OFF CYBR ANLST
002775**	CWT	Cyber Research and Development Specialist	CYB R&D SPEC
001072	CTR	Analyst and Reporter	ANLYST&REPORTR
001077	CTR	Signals Analyst	SIGNALS ANLYST
002746	CTR	Collection Operator	COLL OPERATOR
002834	CTR	Non-Traditional Collector and Analyst	NONTRADITIONAL
002677	CTT	Information Operations Planner	INFO OPS PLNR
002677	CTT	Information Operations Planner	INFO OPS PLNR
001090	CTT	Technical Electronic Intelligence Analyst	ELINT ANALYST
001095**	CTT	Surface Electromagnetic Warfare (EW) Operator	SURF EW OPER
002676**	CTT	Surface Electromagnetic Warfare (EW) Maintainer	SURF EW MAINT

Job Code	Occupational Classification Code	Job Title	Short Title (14 Character)
002758	CTT	Tactical Information Operations Specialist	TACINF OP SPEC
002756	CTT	Operational Electronic Intelligence Analyst	OPELINT ANALYST
003002	DC	Ship Survivability Systems Maintainer	SHIP SURV MNT
003021	DC	Ship Survivability Systems Technician	SHIP SURV TECH
001160	EA	Engineering Aide	ENGINEER AIDE
003699	EM	Electrical Systems Maintainer	ELEC SYS MAINT
003302	EM	Electrical Systems Technician	ELEC SYS TECH
003777	EMN	Submarine Propulsion Plant Electrical Operator	SS PPE OP
003778	EMN	Surface Propulsion Plant Electrical Operator	SW PPE OP
003785	EMN	Submarine Propulsion Plant Electrical Supervisor	SS PPE SUP
003786	EMN	Surface Propulsion Plant Electrical Supervisor	SW PPE SUP
003793	EMN	Submarine Propulsion Plant Electrical Manager	SS PPE MGR
003794	EMN	Surface Propulsion Plant Electrical Manager	SW PPE MGR
003102	EN	Diesel Engine Systems Manager	DIESEL SYS MGR
003653	EN	Diesel Engine Systems Maintainer	DIESEL SYS MNT
003179	EN	Diesel Engine Systems Technician	DIESEL SYS TEC
001165*	EO	Equipment Operator	EQUIP OPERATOR
001172	EOD	Senior Explosive Ordnance Disposal Technician	EOD TECH SENOR
001177	EOD	Master Explosive Ordnance Disposal Technician	EOD MASTER
002617	EOD	Basic Explosive Ordnance Disposal Technician	EOD TECH BASIC
003723	ET	Electronics Communications Technician	E COM SYS TECH
003725	ET	Electronics Radar Systems Technician	E RDR SYS TECH
003726	ET	Electronics Systems Manager	ELEC SYS MGR
003724	ET	Electronics Data Systems Technician	E DATA SYS TEC
003796*	ETN	Surface Reactor Control Manager	SW REAC CNTMGR
003787*	ETN	Submarine Reactor Control Supervisor	SS REAC CNTSUP
003788*	ETN	Surface Reactor Control Supervisor	SW REAC CNTSUP
003795*	ETN	Submarine Reactor Control Manager	SS REAC CNTMGR
003779*	ETN	Submarine Reactor Control Operator	SS REAC CNT OP
003780*	ETN	Surface Reactor Control Operator	SW REAC CNT OP
001187	ETV	Submarine Navigation Technician	SUB NAV TECH
001192	ETV	Submarine Navigation Manager	SUB NAV MGR
001182	ETV	Submarine Navigation Operator	SUB NAV OPER
003729	FC	Fire Control Administrator	FIRE CTRL ADMN

Job Code	Occupational Classification Code	Job Title	Short Title (14 Character)
003727	FC	Fire Controlman	FIRE CNTL
002770*	FCA	Aegis Fire Control Operator Technician	AEGIS FC OPTEC
002772	FCA	Aegis Fire Control Supervisor	AEGIS FC SUP
002689	FN	Fireman	FIREMAN
001237	FT	Combat Control Systems Technician	CMBT CTRL TECH
001232	FT	Combat Control Systems Operator	CMBT CTRL OPER
001242	FT	Combat Control Systems Manager	CMBT CTRL MGR
003731	GM	Weapons Delivery System Technician	WEPS DSYS TECH
003732	GM	Small Arms Technician	SMALL ARM TECH
003730	GM	Weapons Administrator	WEAPONS ADMN
003202	GSE	Gas Turbine Electrical Systems Maintainer	GTE SYS MAINT
003654	GSE	Gas Turbine Electrical Systems Technician	GTE SYS TECH
003698	GSM	Gas Turbine Mechanical Systems Maintainer	GT MECH MAINT
003003	GSM	Gas Turbine Mechanical Systems Technician	GT MECH TECH
002670	HM	Dental Laboratory Technician, Advanced	DENT LAB ADV
001327	HM	Submarine Force Independent Duty Corpsman	SUB FORCE IDC
003700	HM	Aerospace Medical Technician	AERO MED TECH
001372	HM	Surgical Technologist	SURG TECH
003652	HM	Advanced X-Ray Technician	ADV X-RAY
003355	HM	Nuclear Medicine Technician	NUC MED TECH
001339	HM	Hemodialysis/Apheresis Technician	HEMO TECH
003501	HM	Search and Rescue Medical Technician	SAR TECH
001354	HM	Cardiovascular Technician	CV TECH
001359	HM	Histopathology Technician	HISTO TECH
001377	HM	Cytotechnologist	CYTO TEC
001382	HM	Medical Laboratory Technician	MED LAB TECH
003380	HM	Drug and Alcohol Counselor	DAC COUNSELOR
003301	HM	Dental Laboratory Technician, Maxillofacial	DEN ORALMAX
001260	HM	Field Medical Service Technician	FLD MED TECH
001289	HM	Fleet Marine Force Reconnaissance Corpsman	FMF RECON HM
003462	HM	Aerospace Physiology Technician	AERO PHYS TECH
001344	HM	Physical Therapy Technician	PT TECH
003020	HM	Medical Deep Sea Diving Technician	DIVE MED TECH
001322	HM	Pharmacy Technician	PHARM TECH
001247	HM	Deep Sea Diving Independent Duty Corpsman	DIVE IDC
001387	HM	Behavioral Health Technician	BEHAV HLTH
001265	HM	Orthopedic Cast Room Technician	CAST ROOM TECH

Job Code	Occupational Classification Code	Job Title	Short Title (14 Character)
003055	HM	Occupational Therapy Assistant	OT TECH
001317	HM	Fleet Marine Force Reconnaissance Independent Duty Corpsman	FMF RECON IDC
003155	HM	Respiratory Therapy Technician	RES THER TECH
003401	HM	Dental Laboratory Technician, Basic	DENT LAB BASIC
003555	HM	Radiation Health Technician	RAD HLTH TECH
003455	HM	Electroneurodiagnostic Technologist	END TECH
001349	HM	Surface Force Independent Duty Corpsman	SURFACE IDC
001255	HM	Hospital Corpsman Basic	CORPSMAN
001367	HM	Preventive Medicine Technician	PREV MED TECH
003007	HM	Dental Hygienist	DENT HYGIENE
001155	HM	Dental Technician Basic	DENTAL ASST
001304	HM	Optician	OPTICIAN
001312	HM	Biomedical Equipment Technician	BIOMED EQ TECH
001394	HM	Urology Technician	UROLOGY TECH
003178	HM	Mortician	MORTICIAN
002669	HM	Advanced Dental Assistant	ADV DENT ASST
003358	HN	Hospitalman	HOSPITALMAN
003004	HT	Hull Systems Maintainer	HULL SYS MAINT
003556	HT	Hull Systems Technician	HULL SYS TECH
003733*	IC	Interior Communications Operator	INT COMMS OPER
003734*	IC	Interior Communications Technician	INT COMMS TECH
003735*	IC	Interior Communications Administrator	INT COMMS ADMN
003706	INSTRUCTOR	Workspace Trainer	WK TRAINER
003704	INSTRUCTOR	Formal Instructor	FOR INST
003705	INSTRUCTOR	Training Manager	TRAIN MGR
001399	IS	Strike Warfare Intelligence Analyst	STRIKE ANALYST
001404	IS	Operational Intelligence Analyst	OP INTEL ANLST
001409	IS	Geospatial Intelligence Analyst	GEOS INTEL ANL
002805**	IS	Cyber Threat Intelligence Analyst (CTIA)	CYB INT ANALYST
002835	IS	Tactical Counter-Intelligence and Human Intelligence (CI/HUMINT) Specialist	N CI HUMT SPEC
002780**	IT	Communications Security (COMSEC) Account Manager (CAM)	COMSEC ACCTMGR
002783	IT	Vulnerability Assessment Analyst	VULN ANALYST
002784	IT	Radio Frequency Operator	RF OPERATOR
002776	IT	Technical Support Specialist	IT TECH SPEC
002777	IT	System Administrator	SYS ADMIN

Job Code	Occupational Classification Code	Job Title	Short Title (14 Character)
002779	IT	Information Systems Security Manager	ISSM
002786**	ITS(ITE)	Electronic Warfare Technician	EW TECH
002787**	ITS(ITE)	Electronic Warfare Manager	EW MANAGER
002792**	ITS(ITE)	Electronic Warfare Specialist	EW SPEC
002836**	ITS(ITN)	Information Technology Network (ITN) Specialist	IT NET SPEC
002837**	ITS(ITN)	Information Technology Network (ITN) Technician	IT NET TECH
002838**	ITS(ITN)	Information Technology Network (ITN) Manager	IT NET MANAGER
002789**	ITS(ITR)	Communications Specialist	COMMS SPEC
002790**	ITS(ITR)	Communications Technician	COMMS TECH
002791**	ITS(ITR)	Communications Manager	COMMS MANAGER
003803	LCAC	Landing Craft Air Cushion Deck Engineer	DECK ENG
003804	LCAC	Landing Craft Air Cushion Engineer	ENGINEER
003805	LCAC	Landing Craft Air Cushion Loadmaster	LOADMASTER
003806	LCAC	Landing Craft Air Cushion Operator/Navigator	NAVIGATOR
003716	LEADER	Primary Leader	PRI LDR
003717	LEADER	Advanced Leader	ADV LDR
003718	LEADER	Executive Leader	EXEC LDR
003719	LEADER	First Line Leader	FST LDR
003714	LEADER	Command Leader	CMD LDR
003715	LEADER	Foundational Leader	FDTN LDR
001469	LN	Senior Paralegal	SEN PARALEGAL
001482	LN	Journeyman Paralegal	JOUR PARALEGAL
001477	LN	Paralegal	PARALEGAL
001637	LS	Postal Clerk	POSTAL CLERK
001742	LS	Logistics Manager	LOGISTICS MGR
001747	LS	Logistician	LOGISTICIAN
002773	LSS	Submarine Logistics Manager	SUB LOGIST MGR
002774	LSS	Submarine Logistician	SUB LOGISTN
001487*	MA	Installation Security Specialist	INST SEC SPEC
001497*	MA	Naval Criminal Investigative (NCIS) Operations Specialist	NCIS OPS SPEC
001514*	MA	Navy Security Force (NSF) Trainer/Planner	NSF TRAIN PLAN
001504*	MA	Expeditionary Security Specialist	EXPD SEC SPEC
001509*	MA	Strategic Asset Security Specialist	STRAT SEC SPEC
001492*	MA	Afloat Security Specialist	AFLOAT SEC SPC
002763	MC	Communication Director	COMM DIRECTOR
002760	MC	Content Developer	CONTENT DEV
002761	MC	Production Manager	PRODUCTION MGR
002762	MC	Creative Director	CREATIVE DIR

Job Code	Occupational Classification Code	Job Title	Short Title (14 Character)
003177**	MM	Propulsion Plant and Auxiliary Systems Technician	PROPU SYS TECH
003651**	MM	Propulsion Plant and Auxiliary Systems Manager	PROPU SYS MGR
003005**	MM	Propulsion Plant and Auxiliary Systems Maintainer	PROPU SYS MAIN
001519	MMA	Auxiliary Equipment Technician	AUX EQUIP TECH
001524	MMA	Auxiliary Equipment Operator	AUX EQUIP OPER
001532	MMA	Auxiliary Equipment Manager	AUX EQUIP MGR
003781	MMN	Propulsion Plant Mechanical Operator	PPM OPERATOR
003789	MMN	Propulsion Plant Mechanical Supervisor	PPM SUPERVISOR
003797	MMN	Propulsion Plant Mechanical Manager	PPM MANAGER
003736	MN	Mine Warfare Specialist	MINE WAR SPEC
003737	MN	Mine Warfare Manager	MINE WAR MGR
003156	MR	Machinery Repairman Apprentice	MR APPRENTICE
003381	MR	Machinery Repairman Journeyman	MR JOURNEYMAN
001552	MT	Strategic Weapons Manager	STRAT WEP MGR
001562	MT	Strategic Weapons Technician	STRAT WEP TECH
001567	MT	Strategic Weapons Operator	STRAT WEP OPER
001572	MU	Musician	MUSICIAN
001577	MUSE	Mobile Utilities Support Equipment Technician	MUSE TEC
001622	NCC	Career Specialist	CAREER SPEC
003776	NCC	Chief Career Counselor	CHIEF CARCNSLR
001617	NCC	Command Career Counselor	CCC
002793**	NCR	Career Recruiter (Enlisted)	RECRUITER ENL
002821	NCR	Career Recruiter (Officer)	RECRUITER OFF
001632	NCR	Recruiting Supervisor	RECRUIT SUPV
001100	ND	Second Class Diver	SCND CLASS DVR
001110	ND	Master Diver	MASTER DVR
001105	ND	First Class Diver	FRST CLASS DVR
003740	OS	Warfare Operator	WARFARE OPER
003741	OS	Operations Administrator	OPS ADMIN
003739	OS	Navigation and Plotting Specialist	NAV PLOT SPEC
003742	OS	Electronic Systems Operator	ELEC SYS OPER
003738	OS	Combat Air Controller	COM AIR CTRLR
001700	PR	Aviation Life Support Systems Organizational Level Technician	ALSS OLVL TECH
001692	PR	Aviation Life Support Systems Intermediate Level Technician	ALSS ILVL TECH
001705	PR	Special Operations Parachute Rigger	SPEC OP RIGGER
001687	PR	Aviation Life Support Systems Training and Acquisition Manager	ALSS TRACQ MGR
001122	PS	Pay Manager	PAY MANAGER
001682	PS	Personnel Manager	PERS MANAGER
001665	PS	Personnel Clerk	PERS CLERK
001677	PS	Personnel Supervisor	PERS SUPV

Job Code	Occupational Classification Code	Job Title	Short Title (14 Character)
001127	PS	Pay Clerk	PAY CLERK
001117	PS	Pay Supervisor	PAY SUPERVISOR
003743	QM	Navigation Administrator	NAVIGATN ADMIN
003744	QM	Navigation Specialist	NAVIGATN SPEC
003745	QM	Navigation Manager	NAVIGATN MGR
001710	RP	Religious Program Specialist	RP SPECIALIST
001715	RP	Religious Program Supervisor	RP SUP
002785	RP	Religious Program Senior Supervisor	RP SEN SUP
001732	RS	Laundry Operator	LAUNDRY OPER
001737	RS	Barber	BARBER
001727	RS	Retail Operator	RETAIL OPER
002806*	RS	Postal Clerk	POSTAL CLERK
002822	RW	Robotics Systems Specialist	ROBOT SYS SPEC
002823	RW	Robotics Systems Manager	ROBOT SYS MGR
002822	RW	Robotics Systems Specialist	ROBOT SYS SPEC
002823	RW	Robotics Systems Manager	ROBOT SYS MGR
001775**	SB	Special Warfare Combat Crewman Basic	SWCC BASIC
001782**	SB	Special Warfare Combat Crewman Senior	SWCC SENIOR
001787**	SB	Special Warfare Combat Crewman Master	SWCC MASTER
002690	SN	Seaman	SEAMAN
001720**	SO	Sea, Air, and Land (SEAL)	SEAL
003747	STG	Anti-Submarine Warfare Operator	ASW OPERATOR
003748	STG	Anti-Submarine Warfare Technician	ASW TECHNICIAN
003746	STG	Anti-Submarine Warfare Manager	ASW MANAGER
001760	STS	Advanced Sonar Operator	ADV SONAR OPER
001765	STS	Sonar Supervisor	SONAR SUPV
001755	STS	Basic Sonar Operator	BAS SONAR OPER
001770*	SW	Steelworker	STEELWORKER
001537	TM	Tactical Weapons Operator	TACT WEP OPER
001542	TM	Tactical Weapons Manager	TACT WEP MGR
001547	TM	Tactical Weapons Technician	TACT WEP TECH
001792	UCT	Underwater Construction Technician	U CON TEC
001797	UT	Utilitiesmen	UTILITIESMAN
001802	YN	Administrative Assistant	ADMIN ASST
001815	YN	Office Manager	OFFICE MANAGER
001810	YN	Administrative Supervisor	ADMIN SUPV
002767	YNS	Submarine Administrative Office Supervisor	SUB ADMN SUPV
002765	YNS	Submarine Administrative Assistant	SUB ADMIN ASST
002766	YNS	Submarine Administrative Manager	SUB ADMIN MGR

Job Code	Occupational Classification Code	Job Title	Short Title (14 Character)
001017	NRS (Non-Rating Specific)	Special Compartmented Information Security Program Specialist	SCI SPEC
001854	NRS	Officer Candidate, Midshipman	OCS MIDSHI
003759	NRS	Human Resources Specialist	HR SPEC
003758	NRS	Hospitality Specialist	HOSP SPEC
003756	NRS	Electronics Maintenance Technician	E MAIN TEC
003752	NRS	Aviation Maintenance Technician	AVMAIN TEC
003753	NRS	Ceremonial Specialist	CEREM SPEC
003766	NRS	Recruiter	RECRUITER
001008	NRS	Equal Opportunity Advisor	EO ADVISOR
003757	NRS	Environmental Specialist	ENVIR SPEC
002648	NRS	Boat Crew Specialist	BTCRW SPEC
002649	NRS	Camp/Convoy Security Specialist	CPCV SSPEC
001839	NRS	Officer Candidate, Civil Engineer	OCS CIVIL
001910	NRS	Correctional Counselor	CORRECT CO
001844	NRS	Officer Candidate, Nuclear Propulsion	OCS NUCLEAR
002650	NRS	Boarding Specialist	BOARD SPEC
003755	NRS	Disaster Preparedness Operations Specialist	DIS PREP SPEC
001800	NRS	Drug and Alcohol Counselor Intern	DAC INTERN
001830	NRS	Officer Candidate, Aviation Officer	OCS AVIATI
003754	NRS	Counselor	COUNSELOR
001872	NRS	Prisoner	PRISONER
001859	NRS	Transient	TRANSIENT
003760	NRS	Inspector	INSPECTOR
003762	NRS	Logistics Support Technician	LOGSU TEC
003763	NRS	Maintenance Technician	MAINT TEC
003764	NRS	Office Support Specialist	OFSU SPEC
003765	NRS	Operations Support Technician	OPSU TEC
001867	NRS	Patient	PATIENT
001849	NRS	Officer Candidate, School	OCS SCHOOL
003802	NRS	LCAC Craftmaster	LCAC CRAF
001877	NRS	Holdee	HOLDEE
001820	NRS	Student	STUDENT
001825	NRS	Officer Candidate, NAC	OCS NAC
003767	NRS	Security Support Specialist	SECSU SPEC
003768	NRS	Support Services Specialist	SUSRV SPEC
003769	NRS	Transportation Specialist	TRANS SPEC
003807	NRS	Limited Duty Coordinator	LIMDU COORD

*Administrative Changes

**Community-Directed Job/Short Title Revisions
NEBC Table, Change 103

Skills

Skills are proficiencies that are developed through training or experience. The 35 O*NET skills are located at: https://www.onetcenter.org/reports/AOSkills_ProcUpdate.html.

Skills	Description
<i>Active Learning</i>	Understanding the implications of new information for both current and future problem-solving and decision-making.
<i>Active Listening</i>	Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
<i>Complex Problem Solving</i>	Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
<i>Coordination</i>	Adjusting actions in relation to others' actions.
<i>Critical Thinking</i>	Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
<i>Equipment Maintenance</i>	Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
<i>Equipment Selection</i>	Determining the kind of tools and equipment needed to do a job.
<i>Installation</i>	Installing equipment, machines, wiring, or programs to meet specifications.
<i>Instructing</i>	Teaching others how to do something.
<i>Judgment and Decision Making</i>	Considering the relative costs and benefits of potential actions to choose the most appropriate one.
<i>Learning Strategies</i>	Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
<i>Management of Financial Resources</i>	Determining how money will be spent to get the work done, and accounting for these expenditures.
<i>Management of Material Resources</i>	Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
<i>Management of Personnel Resources</i>	Motivating, developing, and directing people as they work, identifying the best people for the job.
<i>Mathematics</i>	Using mathematics to solve problems.
<i>Monitoring</i>	Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
<i>Negotiation</i>	Bringing others together and trying to reconcile differences.
<i>Operation and Control</i>	Controlling operations of equipment or systems.
<i>Operation Monitoring</i>	Watching gauges, dials, or other indicators to make sure a machine is working properly.
<i>Operations Analysis</i>	Analyzing needs and product requirements to create a design.
<i>Persuasion</i>	Persuading others to change their minds or behavior.
<i>Programming</i>	Writing computer programs for various purposes.
<i>Quality Control Analysis</i>	Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
<i>Reading Comprehension</i>	Understanding written sentences and paragraphs in work related documents.
<i>Repairing</i>	Repairing machines or systems using the needed tools.
<i>Science</i>	Using scientific rules and methods to solve problems.
<i>Service Orientation</i>	Actively looking for ways to help people.
<i>Social Perceptiveness</i>	Being aware of others' reactions and understanding why they react as they do.
<i>Speaking</i>	Talking to others to convey information effectively.
<i>Systems Analysis</i>	Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.

Skills (Cont'd)

Skills	Description
<i>Systems Evaluation</i>	Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
<i>Technology Design</i>	Generating or adapting equipment and technology to serve user needs.
<i>Time Management</i>	Managing one's own time and the time of others.
<i>Troubleshooting</i>	Determining causes of operating errors and deciding what to do about it.
<i>Writing</i>	Communicating effectively in writing as appropriate for the needs of the audience.

Abilities

Abilities are enduring attributes of the individual that influence performance. The 52 O*NET abilities are located at: <https://www.onetcenter.org/reports/AnalystProcUpdate.html>.

Abilities	Description
<i>Arm-hand Steadiness</i>	Keeping your hand and arm steady while moving your arm or while holding your arm and hand in one position.
<i>Auditory Attention</i>	Focusing on a single source of sound in the presence of other distracting sounds.
<i>Category Flexibility</i>	Generating or using different sets of rules for combining or grouping things in different ways.
<i>Control Precision</i>	Quickly and repeatedly adjusting the controls of a machine or a vehicle to exact positions.
<i>Deductive Reasoning</i>	Applying general rules to specific problems to produce answers that make sense.
<i>Depth Perception</i>	Judging which of several objects is closer or farther away from you, or to judge the distance between you and an object.
<i>Dynamic Flexibility</i>	Quickly and repeatedly bending, stretching, twisting, or reaching out with your body, arms, and/or legs.
<i>Dynamic Strength</i>	Exerting muscle force repeatedly or continuously over time. This involves muscular endurance and resistance to muscle fatigue.
<i>Explosive Strength</i>	Using short bursts of muscle force to propel oneself (as in jumping or sprinting) or to throw an object.
<i>Extent Flexibility</i>	Bending, stretching, twisting, or reaching with your body, arms, and/or legs.
<i>Far Vision</i>	Seeing details at a distance.
<i>Finger Dexterity</i>	Making precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
<i>Flexibility of Closure</i>	Identifying or detecting a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.
<i>Fluency of Ideas</i>	Coming up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).
<i>Glare Sensitivity</i>	Seeing objects in the presence of a glare or bright lighting.
<i>Gross Body Coordination</i>	Coordinating the movement of your arms, legs, and torso together when the whole body is in motion.
<i>Gross Body Equilibrium</i>	Keeping or regaining your body balance or stay upright when in an unstable position.
<i>Hearing Sensitivity</i>	Detecting or telling the differences between sounds that vary in pitch and loudness.
<i>Inductive Reasoning</i>	Combining pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
<i>Information Ordering</i>	Arranging things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
<i>Manual Dexterity</i>	Quickly moving your hand, your hand together with your arm, or your two hands to grasp, manipulate or assemble objects.
<i>Mathematical Reasoning</i>	Choosing the right mathematical methods or formulas to solve a problem.
<i>Memorization</i>	Remembering information such as words, numbers, pictures, and procedures.
<i>Multi-limb Coordination</i>	Coordinating two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.
<i>Near Vision</i>	Seeing details at close range (within a few feet of the observer).

Abilities (Cont'd)

Abilities	Description
<i>Night Vision</i>	Seeing under low-light conditions.
<i>Number Facility</i>	Adding, subtracting, multiplying, or dividing quickly and correctly.
<i>Oral Comprehension</i>	Listening to and understand information and ideas presented through spoken words and sentences.
<i>Oral Expression</i>	Communicating information and ideas in speaking so others will understand.
<i>Originality</i>	Coming up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.
<i>Perceptual Speed</i>	Quickly and accurately comparing similarities and differences among sets of letters, numbers, objects, pictures, or patterns. The things to be compared may be presented at the same time or one after the other. This ability also includes comparing a presented object with a remembered object.
<i>Peripheral Vision</i>	Seeing objects or movement of objects to one's side when the eyes are looking ahead.
<i>Problem Sensitivity</i>	Telling when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing that there is a problem.
<i>Rate Control</i>	Timing your movements or the movement of a piece of equipment in anticipation of changes in the speed and/or direction of a moving object or scene.
<i>Reaction Time</i>	Quickly responding (with the hand, finger, or foot) to a signal (sound, light, picture) when it appears.
<i>Response Orientation</i>	Choosing quickly between two or more movements in response to two or more different signals (lights, sounds, pictures). It includes the speed with which the correct response is started with the hand, foot, or other body part.
<i>Selective Attention</i>	Concentrating on a task over a period of time without being distracted.
<i>Sound Localization</i>	Telling the direction from which a sound originated.
<i>Spatial Orientation</i>	Knowing your location in relation to the environment or to know where other objects are in relation to you.
<i>Speech Clarity</i>	Speaking clearly so others can understand you.
<i>Speech Recognition</i>	Identifying and understand the speech of another person.
<i>Speed of Closure</i>	Quickly making sense of, combining, and organizing information into meaningful patterns.
<i>Speed of Limb Movement</i>	Quickly moving the arms and legs.
<i>Stamina</i>	Exerting yourself physically over long periods of time without getting winded or out of breath.
<i>Static Strength</i>	Exerting maximum muscle force to lift, push, pull, or carry objects.
<i>Time sharing</i>	Shifting back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other source
<i>Trunk Strength</i>	Using your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without "giving out" or fatiguing.
<i>Visual Color Discrimination</i>	Matching or detect differences between colors, including shades of color and brightness.
<i>Visualization</i>	Imagining how something will look after it is moved around or when its parts are moved or rearranged.
<i>Wrist-finger Speed</i>	Making fast, simple, repeated movements of the fingers, hands, and wrists.
<i>Written Comprehension</i>	Reading and understand information and ideas presented in writing.
<i>Written Expression</i>	Communicating information and ideas in writing so others will understand.

APPENDIX D

SCHEDULES FOR OCCUPATIONAL STANDARD (OCCSTD) REVISIONS

OCCSTDs are reviewed on a periodic basis. OCCSTD revision schedules can change based on the complexity of the rating, warfare sponsor requests, and the needs of the Navy. The OCCSTD revision schedules are shown below. (NOTE: “X” indicates the year a rating is projected for Periodic Review (PR); “(**)” indicates in progress; “●” indicates PR completion; “EBR(**)” indicates Event Based Review (EBR) (i.e., an out-of-cycle review) in progress; and “EBR(●)” indicates EBR completion. ITE, ITN, and ITR rating leads have requested 2-year periodicities for 3 consecutive cycles before transitioning to 3-year periodicities.

RATINGS	PERIODICITY	2022	2023	2024	2025	2026	2027	2028	2029	2030
♦♦ABE	5 years		●					X		
♦♦ABF	5 years		●					X		
♦♦ABH	5 years		●					X		
AC	3 years		●	EBR(●)	(**)	X			X	
AD	3 years	●		(**)	●			X		
AE	3 years	●		(**)	●			X		
AG	5-8 or RS request		●					X		
AM	3 years		●	EBR(**)	EBR(●)	X			X	
AME	4 years			(**)	●				X	
AN	5-8 or RS request	●								X
♦AO	4 years		●	EBR(**)	EBR(●)		X			
AS	5-8 or RS request			EBR(●)		X				
AT	3 years		●		(**)	X			X	
AWF	4 years			●				X		
AWO	4 years			●				X		
AWR	4 years			●				X		
AWS	4 years			●				X		
AWV	4 years			●				X		
AZ	4 years		●				X			
♦♦BM	5 years					X				
BU	3 years			●			X			X
CE	3 years			●			X			X
CM	3 years			●			X			X
♦♦CN	5-8 or RS request		●					X		
CS	5-8 or RS request					X				
CSS	5-8 or RS request				(**)	X				
CTI	2 years	●		X	●		X		X	
CTM	4 years		●				X			
♦♦CWT(CTN)	2 years		●	X(**)	●		X		X	
CTR	2 years	●		X(**)	●	X		X		X
CTT	2 years	●		X(**)	●	X		X		X

RATINGS	PERIODICITY	2022	2023	2024	2025	2026	2027	2028	2029	2030
♦DC	4 years			(**)	●				X	
EA	3 years			●			X			X
♦♦EM	4 years				X(**)				X	
EMN	4 years	●				X				X
EN	4 years			(**)	●				X	
EO	3 years			●			X			X
♦♦EOD	3-5 or RS request			(**)	X			X		
ET	3 years	●			X(**)			X		
ETN	4 years	●				X				X
ETV	4 years	●				X				X
FC	2 years		●	(**)	●		X		X	
FCA	2 years		●		X(**)		X		X	
FN	5-8 or RS request	●								X
♦♦FT	4 years			X(**)	●				X	
GM	4 years	●				X				X
GSE	2 years		●		X(**)		X		X	
GSM	2 years		●	(**)	●		X		X	
HM	3 years			●			X			X
♦♦HN	3 years			●			X			X
♦♦HT	6 years					X				
IC	3 years		●			X			X	
IS	2 years	●	X(**)		●		X		X	
IT	2 years		●	(**)	●		X		X	
♦♦ITE (ITS Rate Split)	2 years			X(**)	●		X		X	
♦♦ITN (ITS Rate Split)	2 years			X(**)	●		X		X	
♦♦ITR (ITS Rate Split)	2 years			X(**)	●		X		X	
LN	5-8 or RS request							X		
LS	5-8 or RS request				(**)	X				
LSS	5-8 or RS request				(**)	X				
MA	3 years			●			X			X
MC	5-8 or RS request			●					X	
♦MM	3 years			●			X			X
MMA	5-8 or RS request		●					X		
MMN	4 years	●				X				X
MN	4 years	●				X				X
♦♦MR	6 years					X				
MT	4 years		●				X			
MU	5-8 or RS request							X		
NCC	4 years			(**)	●				X	
♦NCR	4 years			●				X		

RATINGS	PERIODICITY	2022	2023	2024	2025	2026	2027	2028	2029	2030
ND	5-8 or RS request			EBR(**)					X	
OS	2 years		•		X		X		X	
♦♦PR	4 years			X(**)	•				X	
♦♦PS	4 years		•				X			
QM	4 years			EBR(**)	EBR(•) X(**)				X	
RP	5-8 or RS request						X			
RS	5-8 or RS request			On Hold EBR(**)					X	
RW	2 years			•	(**)	X		X		X
♦♦SB	3 years			X(**)	•			X		
SN	5-8 or RS request	•								X
♦♦SO	3 years			X(**)	•			X		
STG	3 years			•			X			X
STS	3 years	•		(**)	•			X		
SW	3 years			•			X			X
TM	4 years			•				X		
UT	3 years			•			X			X
YN	5-8 or RS request				(**)	X				
YNS	5-8 or RS request				(**)	X				
NAVSTDs	5-8 or RS request	•							X	

APPENDIX E

RATING ADVISORS

Primary and technical rating advisors from among the Deputy Chiefs of Naval Operations, Systems Commanders, and heads of other offices, assist the Chief of Naval Operations and the Chief of Naval Personnel in executing their responsibilities for enlisted manpower and personnel. OPNAVINST 1223 series contains the definitions and responsibilities for enlisted rating advisors. This appendix will be reviewed every 3 years.

RATING	PRIMARY ADVISOR	TECHNICAL ADVISOR
AB	OPNAV N98	NAVAIR
AC	OPNAV N98	NAVAIR
AD	OPNAV N98	NAVAIR
AE	OPNAV N98	NAVAIR
AG	OPNAV N98	NAVIFOR, CNMOC
AM	OPNAV N98	NAVAIR
AO	OPNAV N98	NAVAIR
AS	OPNAV N98	NAVAIR
AT	OPNAV N98	NAVAIR
AW	OPNAV N98	NAVAIR
AZ	OPNAV N98	NAVAIR
BM	OPNAV N96	NAVSEA
BU	OPNAV N95	NAVFACENG
CE	OPNAV N95	NAVFACENG
CM	OPNAV N95	NAVFACENG
CS	NAVSUP	NAVSUP
CSS	OPNAV N97	NAVSEA
CT	OPNAV N2N6	NAVIFOR
DC	OPNAV N96	NAVSEA
EA	OPNAV N44	NAVFACENG
EM	OPNAV N96	NAVSEA
EMN	OPNAV N97 via OPNAV N133	NAVSEA 08
EN	OPNAV N96, N95	NAVSEA, SPECWAR
EO	OPNAV N95	NAVFACENG
EOD	OPNAV N95	NAVSEA (PMS-EOD)

Change 103

RATING	PRIMARY ADVISOR	TECHNICAL ADVISOR
ET	OPNAV N96	NAVAIR, NAVSEA, SPWAR
ETN	OPNAV N97 via OPNAV N133	NAVSEA 08
ETV	OPNAV N97	NAVSEA
FC	OPNAV N96	NAVSEA (PMS-471), NAVSEA (PMS-461)
FT	OPNAV N97	NAVSEA
GM	OPNAV N96	NAVAIR, NAVSEA
GS	OPNAV N96	NAVSEA
HM	OPNAV N09	BUMED (OOHC)
HT	OPNAV N96	NAVSEA
IC	OPNAV N96	NAVSEA
IS	OPNAV N2N6	NAVIFOR, SPECWAR
IT	OPNAV N2N6	NAVIFOR
ITS	OPNAV N2N6, N97	NETWARCOM, SECGRU, SPAWAR, NAVSEA
LN	JUDGE ADVOCATE GENERAL	JUDGE ADVOCATE GENERAL
LS	NAVSUP	NAVSUP
LSS	OPNAV N97	NAVSEA
MA	NECC	NCIS
MC	OPNAV N09C	NAVMEDIACEN
MM	OPNAV N96	NAVSEA
MMA	OPNAV N97	NAVSEA
MMN	OPNAV via OPNAV N133	NAVSEA 08
MN	OPNAV N95	NAVSEA
MR	OPNAV N96	NAVSEA
MT	OPNAV N97	DIRSSP
MU	PERS-4014	PERS-4014
NCC	DCNP	NAVPERSCOM (PERS-3)
NCR	CNRC	CNRC
ND	OPNAV N95	NAVSEA, OPNAV N973
OS	OPNAV N6, N96	NAVSEA (PMS-461), SPAWAR, AEGIS TRAREDCEN
PR	OPNAV N95, N98	NAVAIR

Change 103

RATING	PRIMARY ADVISOR	TECHNICAL ADVISOR
PS	NAVPERSCOM (PERS-3)	NAVPERSCOM (PERS-405C), NAVSUP (05, 56)
QM	OPNAV N96	NAVSEA, SPAWAR
RP	OPNAV N097	NAVAL CHAPLAIN SCHOOL
RS	NAVSUP	NAVSUP, NEXCOM
RW	OPNAV N95	OPNAV N95
SB	OPNAV N95	NECC
SO	OPNAV N95	NECC
STG	OPNAV N96	NAVSEA (PMS-411), NAVSEA (PMS-490), ONI, SPAWAR
STS	OPNAV N97	NAVSEA, NAVSEA (PMS-401), ONI
SW	OPNAV N95	NAVFACENG
TM	OPNAV N97	NAVSEA
UT	OPNAV N95	NAVFACENG
YN	PERS-405C	PERS-405C
YNS	OPNAV N97	NAVSEA

APPENDIX F

CRITERIA AND GUIDELINES FOR RECOMMENDING CHANGES TO STANDARDS

A. GENERAL

1. The Navy requires a periodic review and update of enlisted Occupational Standards (OCCSTDs). Although the Navy Manpower Analysis Center (NAVMAC) conducts this review and update, all commands are urged to submit recommended changes to the OCCSTDs whenever they identify new, revised, or obsolete requirements.

2. The procedure for developing updated OCCSTDs includes a preliminary review of current OCCSTDs by rating advisors. This validates and identifies new or changing requirements. U.S. Fleet Forces Command (USFF), Type Commanders, Commander, Naval Education and Training Command (NETC), rating advisors, enlisted community managers, and other interested activities then receive these proposals for review and comment. OCCSTDs are endorsed by the Primary Advisor(s) of each rating prior to approval and promulgated by the Director, Military Personnel Plans and Policy Division (N13).

3. Customers should submit potential gaps in OCCSTDs identified during initiatives such as Sailor 2025 and Advancement Exam Readiness Review (AERR) events. This feedback can be submitted via formal letter or email adhering to the task criteria outlined below. This feedback will be evaluated in an expedited manner and, when appropriate, get incorporated into OCCSTDs with Rating Sponsor concurrence

4. Forward recommended changes to OCCSTDs, via the chain of command, to:

Commanding Officer
Navy Manpower Analysis Center
5722 Integrity Drive
Millington, TN 38054-5011

OR

E-mail to: NAVMAC_OCCSTDs@navy.mil

B. CRITERIA

1. OCCSTDs should:
 - a. Be consistent with the approved scope of the rating.
 - b. Be stated as an action (i.e., a task to be done). The details of tasks are derived from task analyses and other data.
 - c. Be concise and understandable.
 - d. Reflect the paygrade level at which the task should normally be performed. Changing factors, such as existing or projected low manning levels, should not influence paygrade determination.
 - e. Include only those tasks which are attainable by the average incumbent of a rate.
 - f. Reflect skill progression among the various paygrades as appropriate for the rating.

2. OCCSTDs should not include:
 - a. Knowledge requirements, which are implied in the performance of a task.
 - b. Qualifiers, such as perform an action "in accordance with..." It is assumed that personnel comply with applicable directives and publications when performing a task.
 - c. Enabling tasks, such as perform a task "in order to..." The purpose of the task should be evident.
 - d. Subordinate tasks (i.e., tasks which are elements or sub-tasks of a task which is broadly stated).
 - e. Specific identification of equipment (e.g., AN, MOD or MK). Such detail is not necessary and is subject to rapid obsolescence.
 - f. Equipment or tool lists, such as listing of test equipment to be used. The equipment or tools to be used are inherent to the tasks to be performed. Such lists are questionable as to inclusiveness and accuracy.
 - g. Skills that are represented by the naval standards.
 - h. Security requirements applicable to all Navy personnel as specified in DoD Publication 5200.1-R, OPNAVINST 5510 series. Specific security requirements may be selectively included in those ratings where special emphasis and qualification are required.
 - i. Safety requirements inherent to the performance of a task. Observing safety precautions should be continually emphasized on the job and in training programs. Safety requirements may be broadly stated at the supervisory level where special emphasis is required or at the managerial level for developing safety programs.

C. GUIDELINES AND FORMAT

1. Proposed changes (additions, revisions, or deletions) of existing rating standards shall be requested using the '*Recommend Changes to OCCSTDs Feedback*' sheet which can be obtained from NAVMAC using the following address: E-mail: NAVMAC_OCCSTDs@navy.mil.
2. If the proposed change is a revision to existing OCCSTD task, use the following format:
 - a. Identify the OCCSTD task.
 - b. State the revision and the applicable change.
 - c. Give justification for the proposed change.
3. If the proposed change is a new OCCSTD task, use the following format:
 - a. State the proposed OCCSTD task and related data variables (e.g., paygrade, task type (core/non-core), jobs(s) assignment, and functional area).
 - b. Give justification for the proposed OCCSTD task.

4. If the proposed change is a deletion of an existing OCCSTD task, use the following format:
 - a. Identify the OCCSTD task.
 - b. Identify applicable job(s) i.e. if only removing from specific jobs.
 - c. Give justification for deleting the OCCSTD task.

CHAPTER 1



AVIATION BOATSWAIN'S MATE (EQUIPMENT) (ABE)

NAVPERS 18068F-1E
Change 96

Updated: October 2023

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

AVIATION BOATSWAIN'S MATE (LAUNCHING AND RECOVERY EQUIPMENT) (ABE)



SCOPE OF RATING

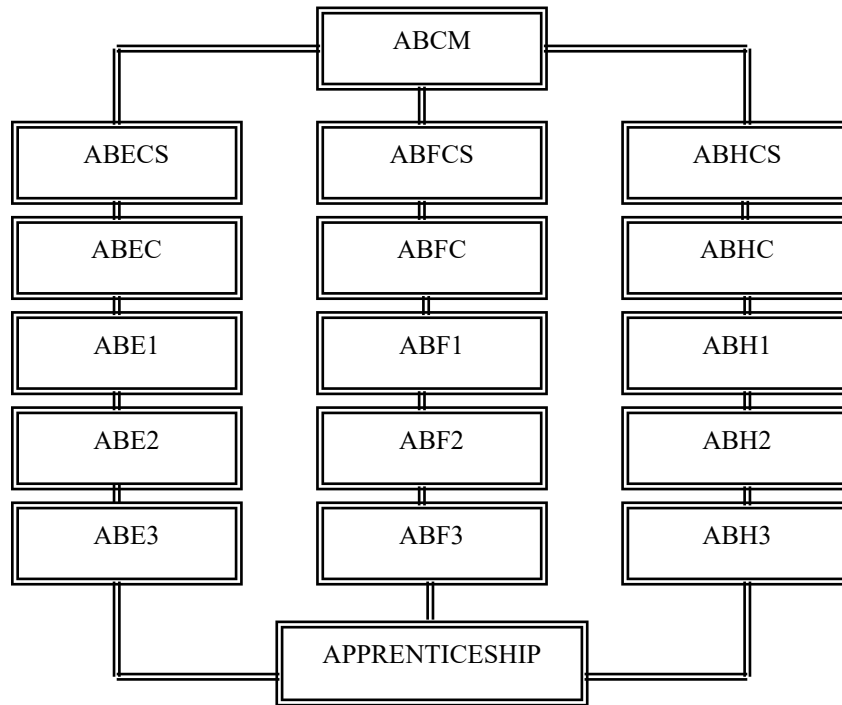
Aviation Boatswain's Mates (AB) operate, maintain, and perform organizational maintenance on catapults, arresting gear, barricades, and associated flight deck launching and recovery equipment; operate and service aircraft ground-handling equipment and machinery; operate and service aircraft crash, firefighting, and rescue equipment; handle aircraft afloat and ashore; operate, maintain, and repair aviation fueling, defueling, lubricating oil, and inert gas systems; perform crash rescue, firefighting, crash removal, and damage control duties; and perform administrative duties, implement training initiatives, and oversee/maintain divisional spaces.

Aviation Boatswain's Mates (Launching and Recovery Equipment) (ABE) operate, maintain, and perform maintenance on steam catapults, Electro-Magnetic Aircraft Launching Systems (EMALS), barricades, arresting gear, Advanced Arresting Gear (AAG), and associated equipment ashore and afloat; operate catapult hydraulic systems, retraction engines, water brakes, jet blast deflectors, Central Charging Panels (CCP), and Integrated Catapult Control Stations (ICCS), arresting gear engines, Uninterruptable Power Supply (UPS), sheave dampers, deckedge control stations, and associated equipment; and perform flight deck aircraft handling duties related to the operation of aircraft launching and recovery equipment.

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 1.

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**Arresting Gear Technician****Job Code****002506****Job Family**

Military Specific

NOC

TBD

Short Title (30 Characters)

ARRESTING GEAR TECHNICIAN

Short Title (14 Characters)

ARST GEAR TECH

Pay Plan

Enlisted

Career Field

ABE

Other Relationships and Rules

NECs DXXX and 7XXX series and other NECs as assigned

Job Description

Arresting Gear Technicians operate and maintain arresting gear, Advanced Arresting Gear (AAG), and barricade equipment systems; work with pressurized hydraulic and pneumatic equipment utilizing both basic and precision tools; perform preventative and corrective maintenance on equipment; maintain the material condition of all assigned spaces; perform recordkeeping; and demonstrate working knowledge of technical libraries and the Planned Maintenance System (PMS).

DoD Relationship**Group Title**

Aircraft Launch Equipment

DoD Code

160400

O*NET Relationship**Occupation Title**

Aircraft Launch and Recovery Specialists

SOC Code

55-3012.00

Job Family

Military Specific

Skills*Management of Material Resources**Critical Thinking**Complex Problem Solving**Management of Personnel Resources**Systems Analysis**Equipment Maintenance**Judgment and Decision Making**Monitoring**Operation Monitoring**Operation and Control***Abilities***Written Comprehension**Oral Expression**Inductive Reasoning**Problem Sensitivity**Time Sharing**Dynamic Strength**Information Ordering**Control Precision**Speed of Closure**Deductive Reasoning***ADMINISTRATION/SUPPLY AND SUPPORT****Paygrade****Task Type****Task Statements**

E7

CORE

Manage V2 divisional personnel, spaces, and administration

E5

CORE

Monitor arresting gear administrative operations

E4

CORE

Perform arresting gear administrative operations

E4

CORE

Perform material control operations

E6

CORE

Supervise arresting gear administrative operations

E6

CORE

Supervise V2 divisional personnel, spaces, and administration

AIRCRAFT LAUNCH AND RECOVERY EQUIPMENT MAINTENANCE PROGRAM (ALREMP)**Paygrade****Task Type****Task Statements**

E6

CORE

Maintain Aircraft Launch and Recovery Equipment Maintenance Program (ALREMP)

E7

CORE

Manage air department divisional (V2) maintenance and operations

E7

CORE

Manage Aircraft Launch and Recovery Equipment (ALRE) Quality Assurance (QA) branch

E7

CORE

Manage Aircraft Launch and Recovery Equipment Maintenance Program (ALREMP)

E7

CORE

Manage maintenance support branch

AIRCRAFT LAUNCH AND RECOVERY EQUIPMENT MAINTENANCE PROGRAM (ALREMP) (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Monitor Aircraft Launch and Recovery Equipment (ALRE) Quality Assurance (QA) programs
E5	CORE	Monitor maintenance support operations
E4	CORE	Perform maintenance support operations
E6	CORE	Supervise maintenance support operations

RECOVERY SYSTEMS OPERATIONS AND MAINTENANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Conduct arresting gear Air Department Training Team (ADTT) briefs
E4	CORE	Conduct arresting gear barricade pre and post operational inspections
E4	CORE	Conduct arresting gear below deck operations
E4	CORE	Conduct arresting gear flight deck operations
E4	CORE	Conduct arresting gear flight deck pre and post operational inspections
E4	CORE	Conduct arresting gear functional tests
E5	CORE	Inspect arresting gear barricade equipment
E4	CORE	Inspect arresting gear below deck equipment
E4	CORE	Inspect arresting gear flight deck equipment
E7	CORE	Manage arresting gear maintenance and operations
E5	CORE	Monitor arresting gear for below deck emergencies (i.e., hydraulic leakage, erratic engine jerking/bounce back, low battery indicator, etc.)
E5	CORE	Monitor arresting gear for flight deck emergencies (i.e., sheave smoking excessively, stuck anchors, engine not retracting, etc.)
E4	CORE	Operate arresting gear barricade stations
E4	CORE	Operate arresting gear below deck stations
E4	CORE	Operate arresting gear flight deck stations
E4	CORE	Perform arresting gear barricade components preventive maintenance
E4	CORE	Perform arresting gear barricade equipment corrective maintenance
E4	CORE	Perform arresting gear below deck equipment corrective maintenance
E4	CORE	Perform arresting gear below deck preventive maintenance
E4	CORE	Perform arresting gear emergency response below deck
E4	CORE	Perform arresting gear emergency response on the flight deck
E4	CORE	Perform arresting gear flight deck equipment corrective maintenance
E4	CORE	Perform arresting gear flight deck equipment preventive maintenance
E5	CORE	Supervise arresting gear below deck inspections
E6	CORE	Supervise arresting gear below deck operations
E6	CORE	Supervise arresting gear crews
E6	CORE	Supervise arresting gear emergency below deck response
E6	CORE	Supervise arresting gear emergency flight deck response
E5	CORE	Supervise arresting gear flight deck inspections

RECOVERY SYSTEMS OPERATIONS AND MAINTENANCE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Supervise arresting gear flight deck operations
E6	CORE	Supervise arresting gear maintenance actions
E6	CORE	Supervise barricade corrective maintenance
E6	CORE	Supervise barricade rigging
E5	CORE	Troubleshoot arresting gear barricade equipment
E5	CORE	Troubleshoot arresting gear below deck equipment
E5	CORE	Troubleshoot arresting gear flight deck equipment

Job Title**Catapult Technician****Job Code****002584****Job Family**

Military Specific

NOC

TBD

Short Title (30 Characters)

CATAPULT TECHNICIAN

Short Title (14 Characters)

CATAPULT TECH

Pay Plan

Enlisted

Career Field

ABE

Other Relationships and Rules

NECs DXXX and 7XXX series and other NECs as assigned

Job Description

Catapult Technicians operate and maintain catapult equipment and systems; work with pressurized hydraulic, pneumatic, electro-magnetic, and steam systems utilizing both basic and precision tools; perform preventative and corrective maintenance on equipment; maintain the material condition of all assigned spaces; perform recordkeeping; and demonstrate a strong working knowledge of technical libraries and the Planned Maintenance System (PMS).

DoD Relationship**Group Title**

Aircraft Launch Equipment

DoD Code

160400

O*NET Relationship**Occupation Title**

Aircraft Launch and Recovery Specialists

SOC Code

55-3012.00

Job Family

Military Specific

Skills*Management of Material Resources**Management of Personnel Resources**Equipment Maintenance**Repairing**Critical Thinking**Complex Problem Solving**Judgment and Decision Making**Monitoring**Systems Analysis**Troubleshooting***Abilities***Written Comprehension**Oral Expression**Time Sharing**Deductive Reasoning**Information Ordering**Problem Sensitivity**Inductive Reasoning**Category Flexibility**Control Precision**Multi-limb Coordination***ADMINISTRATION/SUPPLY AND SUPPORT****Paygrade****Task Type****Task Statements**

E7

CORE

Manage V2 divisional personnel, spaces, and administration

E5

CORE

Monitor catapult administrative operations

E4

CORE

Perform catapult administrative operations

E4

CORE

Perform material control operations

E6

CORE

Supervise V2 divisional personnel, spaces, and administration

AIRCRAFT LAUNCH AND RECOVERY EQUIPMENT MAINTENANCE PROGRAM (ALREMP)**Paygrade****Task Type****Task Statements**

E6

CORE

Maintain Aircraft Launch and Recovery Equipment Maintenance Program (ALREMP)

E7

CORE

Manage air department divisional (V2) maintenance and operations

E7

CORE

Manage Aircraft Launch and Recovery Equipment (ALRE) Quality Assurance (QA) branch

E7

CORE

Manage Aircraft Launch and Recovery Equipment Maintenance Program (ALREMP)

E7

CORE

Manage maintenance support branch

E6

CORE

Monitor Aircraft Launch and Recovery Equipment (ALRE) Quality Assurance (QA) programs

E5

CORE

Monitor maintenance support operations

AIRCRAFT LAUNCH AND RECOVERY EQUIPMENT MAINTENANCE PROGRAM (ALREMP) (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform maintenance support operations
E6	CORE	Supervise maintenance support operations

LAUNCHING SYSTEMS OPERATIONS AND MAINTENANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Conduct catapult Air Department Training Team (ADTT) briefs
E7	CORE	Manage catapult maintenance and operations
E6	CORE	Monitor catapult for below deck emergencies (i.e., sheave smoking excessively, stuck anchors, engine not retracting, etc.)
E6	CORE	Monitor catapult for flight deck emergencies (i.e., sheave smoking excessively, stuck anchors, engine not retracting, etc.)
E4	CORE	Operate catapult below deck stations
E4	CORE	Operate catapult flight deck stations
E4	CORE	Perform catapult below deck corrective maintenance
E4	CORE	Perform catapult below deck maintenance procedures
E4	CORE	Perform catapult below deck pre and post operational inspections
E4	CORE	Perform catapult below deck preventive maintenance
E5	CORE	Perform catapult emergency response below deck
E4	CORE	Perform catapult emergency response on the flight deck
E4	CORE	Perform catapult flight deck corrective maintenance
E4	CORE	Perform catapult flight deck maintenance procedures
E4	CORE	Perform catapult flight deck operations
E4	CORE	Perform catapult flight deck pre and post operational inspections
E4	CORE	Perform catapult flight deck preventive maintenance
E4	CORE	Perform catapult functional tests
E6	CORE	Supervise bow catapult crews
E6	CORE	Supervise catapult administrative operations
E6	CORE	Supervise catapult below deck inspections
E6	CORE	Supervise catapult emergency below deck response
E6	CORE	Supervise catapult emergency flight deck response
E6	CORE	Supervise catapult flight deck corrective maintenance
E6	CORE	Supervise catapult flight deck inspections
E6	CORE	Supervise catapult flight deck operations
E6	CORE	Supervise catapult test procedures
E6	CORE	Supervise execution of catapult below deck corrective maintenance procedures
E6	CORE	Supervise waist catapult crews
E4	CORE	Troubleshoot catapult below deck equipment
E4	CORE	Troubleshoot catapult flight deck equipment

CHAPTER 1



AVIATION BOATSWAIN'S MATE (FUELS) (ABF)

NAVPERS 18068F-1E
Change 96

Updated: October 2023

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

AVIATION BOATSWAIN'S MATE (FUELS) (ABF)



SCOPE OF RATING

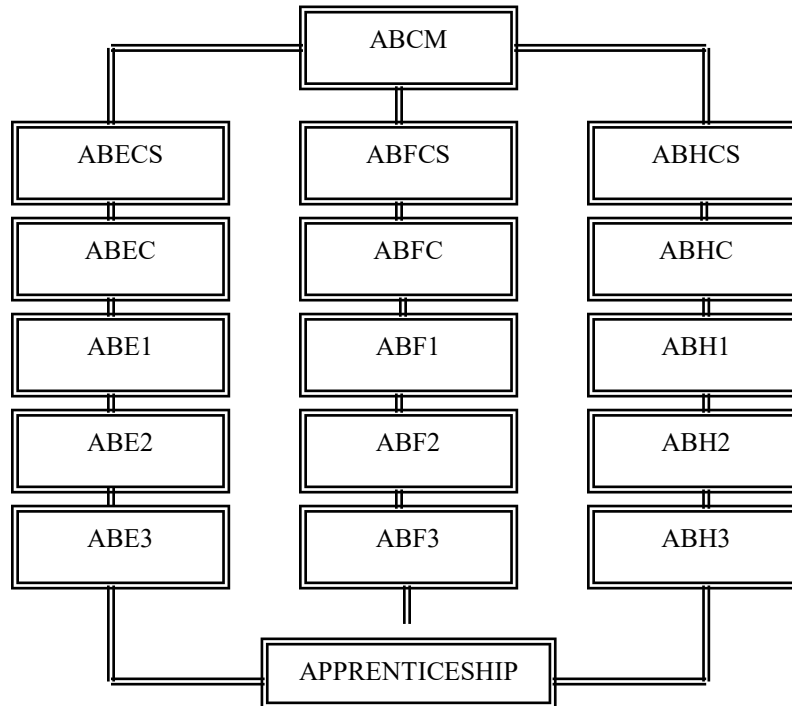
Aviation Boatswain's Mates (AB) operate, maintain, and perform organizational maintenance on catapults, arresting gear, barricades, and associated flight deck launching and recovery equipment; operate and service aircraft ground-handling equipment and machinery; operate and service aircraft crash, firefighting, and rescue equipment; handle aircraft afloat and ashore; operate, maintain, and repair aviation fueling, defueling, lubricating oil, and inert gas systems; perform crash rescue, firefighting, crash removal, and damage control duties; and perform administrative duties, implement training initiatives, and oversee/maintain divisional spaces.

Aviation Boatswain's Mates (Fuels) (ABF) operate, maintain, and perform organizational maintenance on aviation fueling and lubricating oil systems within Carrier, Volplane, Nuclear (CVN), Landing Helicopter Assault (LHA), Landing Helicopter Dock (LHD), Landing Platform Dock (LPD), and air capable platforms including aviation fuel and lubricating oil service stations and pump rooms, piping, valves, pumps, tanks, and portable equipment related to the fuel system; operate, maintain, and repair valves and piping of purging and protective systems within the air department's spaces aboard ship; supervise the operation and servicing of fuel farms and equipment associated with the fueling and defueling of aircraft ashore and afloat; operate and service motorized fueling equipment; maintain fuel quality surveillance and control in aviation fuel systems ashore and afloat; train, direct, and supervise firefighting crews, fire rescue teams, and damage control parties in assigned fuel and lubricating oil spaces; and observe and enforce fuel handling safety precautions.

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 1.

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**Aviation Fuels Below Decks Operations Technician****Job Code****001030****Job Family**

Transportation and Material Moving

NOC

TBD

Short Title (30 Characters)

AVFUELS BLWDECK OPS TECH

Short Title (14 Characters)

FUEL BDCK TECH

Pay Plan

Enlisted

Career Field

ABF

Other Relationships and Rules

NEC DXXX and 7XXX series and other NECs as assigned

Job Description

Aviation Fuels Below Decks Operations Technicians ensure, supervise, and manage the safe receipt, transfer, purification and issue of JP-5 aviation fuel to various locations throughout the ship; take samples; sound tanks; operate auxiliary, service, transfer, and stripping systems to perform various functions; perform preventive and corrective maintenance on equipment; and maintain the material condition of assigned spaces.

DoD Relationship**Group Title**

Missile Fuel and Petroleum

DoD Code

182100

O*NET Relationship**Occupation Title**

Pump Operators, Except Wellhead Pumps

SOC Code

53-7072.00

Job Family

Transportation and Material Moving

Skills

Equipment Selection

Monitoring

Operation Monitoring

Critical Thinking

Judgment and Decision Making

Management of Material Resources

Quality Control Analysis

Writing

Mathematics

Management of Personnel Resources

Abilities

Problem Sensitivity

Written Comprehension

Response Orientation

Control Precision

Memorization

Hearing Sensitivity

Information Ordering

Near Vision

Number Facility

Finger Dexterity

BELOW DECKS SYSTEM EQUIPMENT MAINTENANCE**Paygrade****Task Type****Task Statements**

E5

CORE

Coordinate below decks systems equipment repairs

E4

CORE

Perform below decks systems equipment planned maintenance

E4

CORE

Perform below decks systems equipment repairs

E4

CORE

Perform below decks systems preventive/corrective maintenance using procedures

E6

CORE

Supervise below decks systems equipment repair

E5

CORE

Supervise below decks systems preventive/corrective maintenance using procedures

BELOW DECKS SYSTEM OPERATIONS**Paygrade****Task Type****Task Statements**

E4

CORE

Align JP-5 transfer system for Underway Replenishment (UNREP)

E7

CORE

Approve tank sequences

E5

CORE

Conduct below decks systems space inspections

E6

CORE

Coordinate Underway Replenishment (UNREP) stations

E4

CORE

Detect below decks systems material deficiencies

E4

CORE

Detect pump room equipment deficiencies

BELOW DECKS SYSTEM OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Manage below decks personnel routines
E7	CORE	Manage below decks systems operations
E7	CORE	Manage fuel system liquid loads
E5	CORE	Monitor ballasting and de-ballasting system operations
E4	CORE	Monitor catapult lube oil system operations
E5	CORE	Monitor fuel transfer system operations
E5	CORE	Monitor JP-5 auxiliary fuel systems operations
E5	CORE	Monitor JP-5 reclamation system operations
E5	CORE	Monitor JP-5 service system operations
E5	CORE	Monitor JP-5 stripping system operations
E5	CORE	Monitor JP-5 transfer system for Underway Replenishment (UNREP)
E4	CORE	Perform ballasting and de-ballasting system operations
E4	CORE	Perform below decks systems casualty/emergency drills
E4	CORE	Perform catapult lube oil system operations
E4	CORE	Perform filter room operations
E4	CORE	Perform JP-5 below decks auxiliary fuel systems operations
E4	CORE	Perform JP-5 reclamation system operations
E4	CORE	Perform JP-5 service system operations
E4	CORE	Perform JP-5 stripping system operations
E4	CORE	Perform JP-5 transfer system operations
E4	CORE	Perform tank sounding
E5	CORE	Prepare fuel sounding reports
E4	CORE	Prepare sponson for Underway Replenishment (UNREP)
E6	CORE	Supervise below decks systems casualty/emergency drills
E7	CORE	Supervise fuel offload
E6	CORE	Supervise fuel system liquid loads
E6	CORE	Supervise sponson status of Underway Replenishment (UNREP)
E7	CORE	Verify sounding report accuracy

FLIGHT/HANGAR DECK OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform flight/hangar deck fuel system casualty/emergency drills

QUALITY SURVEILLANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Determine fuel characteristics
E4	CORE	Obtain appropriate sample for below decks fueling systems
E4	CORE	Perform Quality Surveillance (QS) tests
E5	CORE	Supervise aviation fuel Quality Surveillance (QS) tests

TECHNICAL ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Input Organizational Maintenance Management System (OMMS) job data
E6	CORE	Maintain aviation fuels accountability logs and records
E7	NON-CORE	Manage below decks manning requirements
E6	CORE	Manage below decks training programs
E7	CORE	Manage Ship Operation Management System (SOMS)
E7	CORE	Verify Current Ships Maintenance Plans (CSMP)
E6	CORE	Verify Organizational Maintenance Management System (OMMS) jobs

Job Title**Aviation Fuels Flight Deck Operations Technician****Job Code****001085****Job Family**

Installation, Maintenance, and Repair

NOC

TBD

Short Title (30 Characters)

AVFUELS FLTDECK OPS TECH

Short Title (14 Characters)

FUEL FLT DECK

Pay Plan

Enlisted

Career Field

ABF

Other Relationships and Rules

NEC DXXX and 7XXX series and other NECs as assigned

Job Description

Aviation Fuels Flight Deck Operations Technicians ensure, supervise, and manage the safe receipt, transfer and issue of JP-5 aviation fuel to various locations throughout the ship; take samples; perform Quality Surveillance (QS) of fuels; sound tanks; align and operate flight deck fueling stations; fuel and defuel aircraft and Support Equipment (SE); perform preventive and corrective maintenance on equipment; and maintain the material condition of assigned spaces.

DoD Relationship**Group Title**

Missile Fuel and Petroleum

DoD Code

182100

O*NET Relationship**Occupation Title**

Maintenance Workers, Machinery

SOC Code

49-9043.00

Job Family

Installation, Maintenance, and Repair

Skills

Monitoring

Operation and Control

Equipment Selection

Operation Monitoring

Critical Thinking

Management of Personnel Resources

Judgment and Decision Making

Management of Material Resources

Quality Control Analysis

Reading Comprehension

Abilities

Problem Sensitivity

Reaction Time

Written Comprehension

Memorization

Inductive Reasoning

Information Ordering

Hearing Sensitivity

Near Vision

Selective Attention

Finger Dexterity

BELOW DECKS SYSTEM OPERATIONS**Paygrade****Task Type****Task Statements**

E6

CORE

Coordinate Underway Replenishment (UNREP) stations

E5

CORE

Monitor JP-5 auxiliary fuel systems operations

E5

CORE

Monitor JP-5 service system operations

E4

CORE

Perform tank sounding

E4

CORE

Prepare sponson for Underway Replenishment (UNREP)

E7

CORE

Supervise fuel offload

E6

CORE

Supervise fuel system liquid loads

E6

CORE

Supervise sponson status of Underway Replenishment (UNREP)

E7

CORE

Verify sounding report accuracy

FLIGHT/HANGAR DECK EQUIPMENT MAINTENANCE**Paygrade****Task Type****Task Statements**

E5

CORE

Coordinate flight/hangar deck fuel system equipment repairs

E4

CORE

Perform aviation fuels flight/hangar deck equipment planned maintenance

E4

CORE

Perform flight/hangar deck equipment repairs

E4

CORE

Perform flight/hangar deck preventive/corrective maintenance using procedures

E6

CORE

Supervise flight/hangar deck equipment repair using procedures

FLIGHT/HANGAR DECK EQUIPMENT MAINTENANCE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Supervise flight/hangar deck fuel system casualty/emergency drills
E5	CORE	Supervise flight/hangar deck preventive/corrective maintenance using procedures

FLIGHT/HANGAR DECK OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Conduct flight/hangar deck station inspections
E4	CORE	Defuel aircraft
E4	CORE	Detect fueling stations equipment deficiencies
E4	CORE	Detect fueling stations material deficiencies
E7	CORE	Manage aircraft emergency defueling operations
E6	CORE	Manage flight deck personnel routines
E7	CORE	Manage flight/hangar deck fueling operations
E4	CORE	Monitor aircraft fueling stations alignments
E4	CORE	Perform flight deck hot refueling operations
E4	CORE	Perform flight/hangar deck cold refueling operations
E4	CORE	Perform flight/hangar deck fuel system casualty/emergency drills
E4	CORE	Perform flight/hangar deck fuel systems auxiliary operations
E4	CORE	Perform flight/hangar deck station operations
E4	CORE	Perform Motor Gasoline (MOGAS) issue
E5	CORE	Perform Motor Gasoline (MOGAS) onloading/offloading
E5	CORE	Supervise aircraft defueling operations
E5	CORE	Supervise aircraft-to-aircraft fuel transfers
E5	CORE	Supervise emergency aircraft defueling using procedures
E5	CORE	Supervise flight deck hot refueling operations
E5	CORE	Supervise flight/hangar deck cold refueling operations
E5	CORE	Supervise Motor Gasoline (MOGAS) issue
E7	CORE	Supervise Motor Gasoline (MOGAS) onloading/offloading
E5	CORE	Supervise refueling crews operations

QUALITY SURVEILLANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Determine fuel characteristics
E6	CORE	Manage fuels Quality Surveillance (QS) team routine
E4	CORE	Obtain appropriate sample for laboratory analysis from fueling stations/sponsons
E4	CORE	Perform Quality Surveillance (QS) tests
E5	CORE	Supervise aviation fuel Quality Surveillance (QS) tests

TECHNICAL ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Input Organizational Maintenance Management System (OMMS) job data
E6	CORE	Maintain aviation fuels accountability logs and records

TECHNICAL ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Manage flight deck manning requirements
E6	CORE	Manage flight/hangar deck training programs
E7	CORE	Manage Ship Operation Management System (SOMS)
E7	CORE	Validate accuracy of Quality Surveillance (QS) logs
E7	CORE	Verify Current Ships Maintenance Plans (CSMP)
E6	CORE	Verify Organizational Maintenance Management System (OMMS) jobs

Job Title**Aviation Fuels Shore Based Operations Technician****Job Code****001140****Job Family**

Transportation and Material Moving

NOC

TBD

Short Title (30 Characters)

AVFUELS ASHORE OPS TECH

Short Title (14 Characters)

FUEL SHORE TEC

Pay Plan

Enlisted

Career Field

ABF

Other Relationships and Rules

NEC DXXX and 7XXX series and other NECs as assigned

Job Description

Aviation Fuels Shore Based Operations Technicians ensure, supervise, and manage the safe receipt, transfer and issue of JP-5 aviation fuel to assigned and transient aircraft, as well as support equipment; take samples; sound tanks; coordinate refueling points; perform refuel and defuel operations; provide fuel for Jet Test facilities; conduct Quality Surveillance (QS) checks on fuel, aligning service, operating transfer, and stripping systems to perform various functions; perform preventive and corrective maintenance on equipment; and maintain the material condition of assigned spaces.

DoD Relationship**Group Title**

Missile Fuel and Petroleum

DoD Code

182100

O*NET Relationship**Occupation Title**

Pump Operators, Except Wellhead Pumps

SOC Code

53-7072.00

Job Family

Transportation and Material Moving

Skills

Operation and Control

Monitoring

Equipment Selection

Operation Monitoring

Equipment Maintenance

Quality Control Analysis

Reading Comprehension

Writing

Critical Thinking

Mathematics

Abilities

Problem Sensitivity

Reaction Time

Selective Attention

Memorization

Near Vision

Written Comprehension

Arm-Hand Steadiness

Finger Dexterity

Number Facility

Category Flexibility

BELOW DECKS SYSTEM OPERATIONS**Paygrade****Task Type****Task Statements**

E4

CORE

Perform tank sounding

E5

CORE

Prepare fuel sounding reports

E6

CORE

Supervise fuel system liquid loads

E7

CORE

Verify sounding report accuracy

FLIGHT/HANGAR DECK OPERATIONS**Paygrade****Task Type****Task Statements**

E4

CORE

Detect fueling stations equipment deficiencies

E4

CORE

Detect fueling stations material deficiencies

E7

CORE

Manage aircraft emergency defueling operations

E4

CORE

Monitor aircraft fueling stations alignments

E5

CORE

Supervise aircraft-to-aircraft fuel transfers

E5

CORE

Supervise emergency aircraft defueling using procedures

E5

CORE

Supervise refueling crews operations

QUALITY SURVEILLANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Determine fuel characteristics
E6	CORE	Manage fuels Quality Surveillance (QS) team routine
E4	CORE	Obtain appropriate sample for laboratory analysis from fueling stations/sponsons
E4	CORE	Perform Quality Surveillance (QS) tests
E5	CORE	Supervise aviation fuel Quality Surveillance (QS) tests

SHORE BASED REFUELING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform shore based defueling operations
E4	CORE	Perform shore based direct refueling operations
E4	CORE	Perform shore based equipment maintenance
E4	CORE	Perform shore based equipment planned maintenance
E4	CORE	Perform shore based mobile refueling operations
E5	CORE	Supervise shore based defueling operations
E5	CORE	Supervise shore based direct refueling operations
E5	CORE	Supervise shore based mobile refueling operations
E5	CORE	Supervise shore based preventative/corrective maintenance using procedures
E5	CORE	Verify shore facility fuel station pressure gauges

TECHNICAL ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Maintain aviation fuels accountability logs and records
E7	CORE	Validate accuracy of Quality Surveillance (QS) logs

CHAPTER 1



AVIATION BOATSWAIN'S MATE (HANDLING) (ABH)

NAVPERS 18068F-1E
Change 96

Updated: October 2023

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NAVY ENLISTED OCCUPATIONAL STANDARD
FOR
AVIATION BOATSWAIN'S MATE (AIRCRAFT HANDLING) (ABH)



SCOPE OF RATING

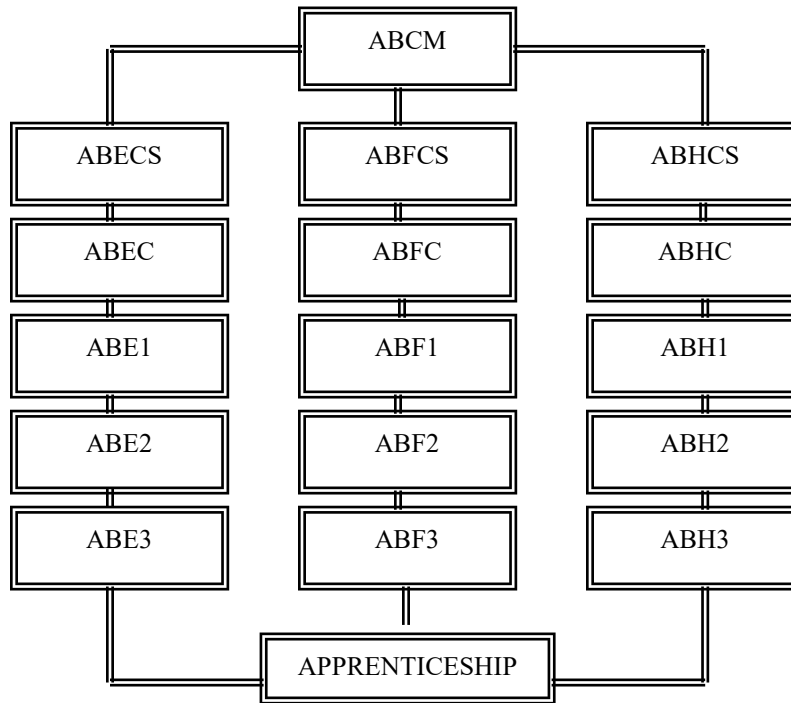
Aviation Boatswain's Mates (AB) operate, maintain, and perform organizational maintenance on catapults, arresting gear, barricades, and associated flight deck launching and recovery equipment; operate and service aircraft ground-handling equipment and machinery; operate and service aircraft crash, firefighting, and rescue equipment; handle aircraft afloat and ashore; operate, maintain, and repair aviation fueling, defueling, lubricating oil, and inert gas systems; perform crash rescue, firefighting, crash removal, and damage control duties; and perform administrative duties, implement training initiatives, and oversee/maintain divisional spaces.

Aviation Boatswain's Mates (Aircraft Handling) (ABH) direct the movement and spotting of aircraft ashore and afloat; operate, maintain, and perform organizational maintenance on ground-handling equipment used for moving and hoisting of aircraft ashore and afloat; perform administrative duties, implement training initiatives, and oversee/maintain divisional spaces; demonstrate a working knowledge of the Planned Maintenance System (PMS); supervise securing of aircraft and equipment; perform crash rescue, firefighting, crash removal, and damage control duties; and perform duties in connection with launching and recovery of aircraft.

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 1.

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**Aircraft Director****Job Code****001195****Job Family**

Transportation and Material Moving

NOC

TBD

Short Title (30 Characters)

AIRCRAFT DIRECTOR

Short Title (14 Characters)

ACRFT DIRECTOR

Pay Plan

Enlisted

Career Field

ABH

Other Relationships and Rules

NEC DXXX and 7XXX series and other NECs as assigned

Job Description

Aircraft Directors are responsible for the safe and expeditious movement of aircraft on flight decks, hangar decks, and shore which includes the installation and removal of chocks, tie downs, and tow bars; operate ground Support Equipment (SE), elevators, conflagration stations, Ouija board spotters, and safety observers; demonstrate a working knowledge of deck multiple/density and aircraft fundamentals/systems; perform flight/hangar deck operations; implement training initiatives; and ensure operational readiness of equipment.

DoD Relationship**Group Title**

Aircraft Launch Equipment 160400

DoD Code**O*NET Relationship****Occupation Title**

Airfield Operations Specialists

SOC Code

53-2022.00

Job Family

Transportation and Material Moving

Skills

Coordination

Judgment and Decision Making

Equipment Selection

Operation and Control

Complex Problem Solving

Installation

Monitoring

Active Listening

Quality Control Analysis

Instructing

Abilities

Visualization

Information Ordering

Deductive Reasoning

Multi-limb Coordination

Oral Expression

Static Strength

Manual Dexterity

Problem Sensitivity

Inductive Reasoning

Spatial Orientation

SHIPBOARD/SHORE AIRCRAFT FIREFIGHTING/CRASH AND SALVAGE**Paygrade****Task Type****Task Statements**

E6	CORE	Brief Air Department Training Team (ADTT) drill procedures
E6	CORE	Build flight deck and hangar bay drill package
E4	CORE	Conduct hot chockman procedures
E4	CORE	Execute flight deck fire drills
E4	CORE	Execute fuel station fire drills (i.e., flight deck, hangar bay)
E4	CORE	Execute hangar bay fire drills
E4	CORE	Identify location of aircraft composite materials
E4	CORE	Man variable position nozzles and hose control devices (1 1/2", 2 1/2" diameter)
E4	CORE	Operate aircraft firefighting equipment in the hangar bays
E4	CORE	Operate aircraft firefighting equipment on flight decks
E4	CORE	Perform aircraft hydraulic failure emergency procedures
E4	CORE	Perform conflagration station operations
E4	CORE	Perform flight deck aircraft firefighting procedures
E4	CORE	Perform hangar bay aircraft firefighting procedures
E5	CORE	Prepare aircraft elevator for jettison operations
E4	CORE	Secure aircraft firefighting Support Equipment (SE)

SHIPBOARD/SHORE STATION AIRCRAFT HANDLING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Account for deck density/deck multiple
E4	CORE	Calculate elevator loads
E4	CORE	Chock aircraft with rotors
E4	CORE	Close ballistic doors
E7	CORE	Compile information for damage/crunch reports
E4	CORE	Conduct aircraft handling Support Equipment (SE) preoperational and post operational inspections
E6	CORE	Conduct aircraft respot briefings
E6	CORE	Conduct deck caller procedures during flight deck operations
E5	CORE	Conduct flight deck safety training
E4	CORE	Conduct flight deck/hangar bay preoperational and post operational inspections
E4	CORE	Conduct Foreign Object Damage (FOD) walk downs
E5	CORE	Conduct hangar bay safety training
E4	CORE	Coordinate aircraft handling Support Equipment (SE) maintenance and service requirements
E7	CORE	Coordinate aircraft respot via air plans
E5	CORE	Coordinate launch evolutions in fly 1 areas
E5	CORE	Coordinate launch evolutions in fly 2 areas
E5	CORE	Coordinate launch evolutions in fly 3 areas
E5	CORE	Coordinate recovery evolutions in fly 1 areas
E5	CORE	Coordinate recovery evolutions in fly 2 areas
E5	CORE	Coordinate recovery evolutions in fly 3 areas
E5	CORE	Coordinate turning aircraft in the hangar bays
E4	CORE	De-rig flag staffs
E4	CORE	De-rig safety rails
E4	CORE	Dispatch starting units for maintenance turns
E4	CORE	Dispatch tow tractors and dollies for respots of aircraft
E4	CORE	Execute barricade drills
E4	CORE	Identify primary mooring points
E4	CORE	Inspect aircraft elevator platforms
E4	CORE	Inspect coamings (i.e., flight deck, hangar bay)
E4	CORE	Inspect safety nets (i.e., flight deck, hangar bay)
E4	CORE	Install aircraft chocks
E4	CORE	Install aircraft tie down chains
E4	CORE	Install aircraft tow bars

SHIPBOARD/SHORE STATION AIRCRAFT HANDLING (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Install barricade ramps
E4	CORE	Interpret audio signals
E4	CORE	Interpret visual signals
E4	CORE	Lower safety stanchions (i.e., flight deck, hangar bay)
E4	CORE	Maintain conflagration station watch logs
E7	CORE	Manage liquid Foreign Object Damage (FOD) program
E4	CORE	Manually release spotting dolly lifting arms from aircraft
E7	CORE	Monitor sea states
E4	CORE	Monitor Support Equipment (SE) starting units positions for maintenance turns
E4	CORE	Monitor turning aircraft in the hangar bays
E4	CORE	Move no-brake aircraft
E4	CORE	Open ballistic doors
E4	CORE	Operate aircraft elevator in normal mode
E4	CORE	Operate aircraft elevator through lower and raise cycles in manual mode
E4	CORE	Operate mobile Support Equipment (SE)
E4	CORE	Operate starting units to provide aircraft auxiliary power (e.g., electrical, air start power, Auxiliary Power Unit (APU), etc.)
E7	CORE	Perform Aircraft Handling Officer (ACHO) duties during flight operations
E4	CORE	Perform aircraft launch/maintenance/recovery respots
E4	CORE	Perform aircraft safety observer procedures
E4	CORE	Perform aircraft towing
E4	CORE	Perform airfield support operations
E4	CORE	Perform chock walker procedures for aircraft
E4	CORE	Perform flight deck aircraft movements
E4	CORE	Perform flight deck elevator operations
E4	CORE	Perform hangar bay aircraft movements
E4	CORE	Perform hangar bay elevator operations
E4	CORE	Perform liquid Foreign Object Damage (FOD) removal
E4	CORE	Perform no-brake aircraft emergency procedures
E4	CORE	Perform preoperational and post operational inspections of Personal Protective Equipment (PPE)
E4	CORE	Plot spotting boards (Ouija/templates) using aircraft spotting phraseology (i.e., flight deck, hangar bay)
E5	CORE	Provide aircraft electrical service via Mobile Electric Power Plants (MEPP-3) and Shipboard Mobile Electric Power Plants (SMEPP-4)

SHIPBOARD/SHORE STATION AIRCRAFT HANDLING (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Raise safety stanchions (i.e., flight deck, hangar bay)
E4	CORE	Remove aircraft tow bars
E4	CORE	Remove barricade ramps
E4	CORE	Respond to audio signals
E4	CORE	Respond to visual signals
E4	CORE	Rig flag staffs
E4	CORE	Rig safety rails
E4	CORE	Secure aircraft handling equipment (i.e., chocks, chains, tow bars)
E4	CORE	Secure aircraft handling Support Equipment (SE)
E4	CORE	Stow aircraft handling equipment (i.e., chocks, chains, tow bars)
E4	CORE	Stow barricade ramps
E4	CORE	Stow flag staffs
E4	CORE	Stow safety rails
E5	CORE	Supervise daily preoperational and post operational inspections of aircraft handling Support Equipment (SE)
E7	CORE	Supervise flight deck operations
E6	CORE	Supervise Foreign Object Damage (FOD) walk downs
E6	CORE	Supervise liquid Foreign Object Damage (FOD) program
E4	CORE	Supervise securing of aircraft handling Support Equipment (SE)

SHIPBOARD/SHORE STATIONS MAINTENANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Conduct non-skid Quality Assurance Inspector (QAI) procedures
E5	CORE	Input data to Organizational Maintenance and Material System - New Generation (OMMS-NG)
E4	CORE	Perform deck preservation in the hangar bays
E4	CORE	Perform deck preservation on flight decks

Job Title**Crash and Salvage Firefighter****Job Code****001250****Job Family**

Protective Service

NOC

TBD

Short Title (30 Characters)

CRASH AND SALVAGE FIREFIGHTER

Short Title (14 Characters)

CRASH SALV FF

Pay Plan

Enlisted

Career Field

ABH

Other Relationships and Rules

NEC DXXX and 7XXX series and other NECs as assigned

Job Description

Crash and Salvage Firefighters respond to aircraft emergencies, conduct firefighting, and perform rescue and salvage procedures for each type of aircraft carried onboard; coordinate aircraft jettison operations; train embarked squadron personnel; and perform equipment preventive maintenance requirements, and water related salvage operations.

DoD Relationship**Group Title**

Aircraft Launch Equipment 160400

DoD Code**O*NET Relationship****Occupation Title**

First-Line Supervisors of Fire Fighting and Prevention Workers

SOC Code

33-1021.00

Job Family

Protective Service

Skills*Judgment and Decision Making**Operation and Control**Coordination**Equipment Selection**Monitoring**Installation**Active Listening**Complex Problem Solving**Equipment Maintenance**Instructing***Abilities***Information Ordering**Visualization**Multi-limb Coordination**Deductive Reasoning**Originality**Manual Dexterity**Dynamic Flexibility**Written Comprehension**Extent Flexibility**Memorization***SHIPBOARD/SHORE AIRCRAFT FIREFIGHTING/CRASH AND SALVAGE****Paygrade**

E4

Task Type

CORE

Task Statements

Access aircraft canopies

E4

CORE

Access aircraft hoist points

E4

CORE

Attach aircraft hoisting slings and belly bands

E6

CORE

Brief Air Department Training Team (ADTT) drill procedures

E6

CORE

Build flight deck and hangar bay drill package

E4

CORE

Conduct emergency canopy jettison procedures on aircraft

E7

NON-CORE

Conduct fire chief procedures during airfield emergency operations

E4

CORE

Conduct flight deck rescue procedures

E4

CORE

Conduct hangar bay rescue procedures

E4

CORE

Conduct hot chockman procedures

E4

CORE

Conduct preoperational and post operational inspections of aircraft firefighting Support Equipment (SE)

E4

CORE

Conduct rig master procedures during salvage operations

E4

CORE

Determine maximum hoisting weight

E4

CORE

Execute flight deck fire drills

E4

CORE

Execute fuel station fire drills (i.e., flight deck, hangar bay)

E4

CORE

Execute hangar bay fire drills

E4

CORE

Identify aircraft hoist points

SHIPBOARD/SHORE AIRCRAFT FIREFIGHTING/CRASH AND SALVAGE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Identify location of aircraft composite materials
E4	CORE	Install aircraft down locks
E4	CORE	Install stabilizing lines and tag lines for aircraft hoisting
E4	CORE	Install tow bars on crash dollies
E4	CORE	Locate battery and Liquid Oxygen (LOX) compartments on aircraft
E4	CORE	Maintain flight deck aircraft rescue and salvage equipment
E4	CORE	Man variable position nozzles and hose control devices (1 1/2", 2 1/2" diameter)
E4	CORE	Operate aircraft firefighting and salvage Support Equipment (SE) (e.g., P-25, Carrier Crash Crane (CVCC), Amphibious Crash Crane (ACC), etc.)
E4	CORE	Operate aircraft firefighting equipment in the hangar bays
E4	CORE	Operate aircraft firefighting equipment on flight decks
E4	CORE	Operate aircraft rescue equipment on flight decks
E4	CORE	Operate aircraft salvage equipment on flight decks (e.g., rescue basket, proximity suits, emergency entry tools, belly bands, etc.)
E4	CORE	Perform aircraft hydraulic failure emergency procedures
E4	CORE	Perform flight deck aircraft firefighting procedures
E4	CORE	Perform flight deck salvage procedures
E4	CORE	Perform hangar bay aircraft firefighting procedures
E4	CORE	Perform overhaul/residual fire checks
E5	CORE	Prepare aircraft elevator for jettison operations
E4	CORE	Secure aircraft ejection seats
E4	CORE	Secure aircraft firefighting Support Equipment (SE)
E4	CORE	Secure crash dolly for collapsed landing gear
E4	CORE	Secure crash dolly for sheared landing gear
E6	CORE	Supervise flight deck salvage procedures
E6	CORE	Supervise installation of aircraft crash dollies
E6	CORE	Supervise installation of hoisting equipment
E6	CORE	Supervise operation of aircraft crash cranes
E6	CORE	Supervise positioning of crash forklifts for rescues
E5	CORE	Supervise preoperational and post operational inspections of aircraft firefighting Support Equipment (SE)
E6	CORE	Supervise salvage operations for helo/aircraft in the water
E6	CORE	Supervise salvage operations with composite material aircraft
E6	CORE	Supervise securing of aircraft crash dollies

SHIPBOARD/SHORE STATION AIRCRAFT HANDLING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Chock aircraft with rotors
E7	CORE	Compile information for damage/crunch reports
E4	CORE	Conduct aircraft handling Support Equipment (SE) preoperational and post operational inspections
E5	CORE	Conduct flight deck safety training
E4	CORE	Conduct Foreign Object Damage (FOD) walk downs
E5	CORE	Conduct hangar bay safety training
E4	CORE	Identify primary mooring points
E4	CORE	Install aircraft chocks
E4	CORE	Install aircraft tie down chains
E4	CORE	Install aircraft tow bars
E4	CORE	Interpret audio signals
E4	CORE	Interpret visual signals
E4	CORE	Operate mobile Support Equipment (SE)
E4	CORE	Perform aircraft towing
E4	CORE	Perform chock walker procedures for aircraft
E4	CORE	Perform liquid Foreign Object Damage (FOD) removal
E4	CORE	Perform preoperational and post operational inspections of Personal Protective Equipment (PPE)
E4	CORE	Remove aircraft tow bars
E4	CORE	Remove barricade ramps
E4	CORE	Respond to audio signals
E4	CORE	Respond to visual signals
E4	CORE	Secure aircraft handling equipment (i.e., chocks, chains, tow bars)
E4	CORE	Secure aircraft handling Support Equipment (SE)
E4	CORE	Stow aircraft handling equipment (i.e., chocks, chains, tow bars)
E4	CORE	Stow barricade ramps
E5	CORE	Supervise daily preoperational and post operational inspections of aircraft handling Support Equipment (SE)
E7	CORE	Supervise flight deck operations
E6	CORE	Supervise Foreign Object Damage (FOD) walk downs
E6	CORE	Supervise liquid Foreign Object Damage (FOD) program
E4	CORE	Supervise securing of aircraft handling Support Equipment (SE)

SHIPBOARD/SHORE STATIONS MAINTENANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Conduct non-skid Quality Assurance Inspector (QAI) procedures
E5	CORE	Input data to Organizational Maintenance and Material System - New Generation (OMMS-NG)

Job Title**Air Operations Technician****Job Code****001555****Job Family**

Transportation and Material Moving

NOC

TBD

Short Title (30 Characters)

AIR OPERATIONS TECHNICIAN

Short Title (14 Characters)

AIR OPS TECH

Pay Plan

Enlisted

Career Field

ABH

Other Relationships and Rules

NEC DXXX and 7XXX series and other NECs as assigned

Job Description

Air Operations Technicians ensure the safe operation and maintenance of air fields and E-28 equipment; provide assistance to aircraft and aircrew personnel; perform aircraft movement, load priorities, and the servicing and maintenance of transiting aircraft; perform security and custody of cargo, mail, and hazardous materials, ensuring these items are properly packaged and palletized for aircraft; serve as firefighters; perform/direct all firefighting and rescue operations at the immediate scene of aircraft/structural buildings on shore facilities.

DoD Relationship**Group Title**

Aircraft Launch Equipment

DoD Code

160400

O*NET Relationship**Occupation Title**

Airfield Operations Specialists

SOC Code

53-2022.00

Job Family

Transportation and Material Moving

Skills

Judgment and Decision Making

Coordination

Equipment Selection

Monitoring

Operation and Control

Active Listening

Complex Problem Solving

Installation

Quality Control Analysis

Equipment Maintenance

Abilities

Visualization

Deductive Reasoning

Information Ordering

Written Comprehension

Multi-limb Coordination

Oral Expression

Spatial Orientation

Auditory Attention

Dynamic Flexibility

Memorization

SHIPBOARD/SHORE AIRCRAFT FIREFIGHTING/CRASH AND SALVAGE**Paygrade**

E7

Task Type

NON-CORE

Task Statements

Conduct fire chief procedures during airfield emergency operations

E4

CORE

Identify location of aircraft composite materials

E4

CORE

Man variable position nozzles and hose control devices (1 1/2", 2 1/2" diameter)

E4

CORE

Operate aircraft firefighting and salvage Support Equipment (SE) (e.g., P-25, Carrier Crash Crane (CVCC), Amphibious Crash Crane (ACC), etc.)

E4

CORE

Secure aircraft firefighting Support Equipment (SE)

SHIPBOARD/SHORE STATION AIRCRAFT HANDLING**Paygrade**

E4

Task Type

CORE

Task Statements

Chock aircraft with rotors

E7

CORE

Compile information for damage/crunch reports

E4

CORE

Conduct aircraft handling Support Equipment (SE) preoperational and post operational inspections

E6

CORE

Conduct aircraft respot briefings

E5

CORE

Conduct airfield operations safety training

E4

CORE

Conduct Foreign Object Damage (FOD) walk downs

E4

CORE

Coordinate aircraft handling Support Equipment (SE) maintenance and service requirements

E7

CORE

Coordinate aircraft respot via air plans

E4

CORE

Identify primary mooring points

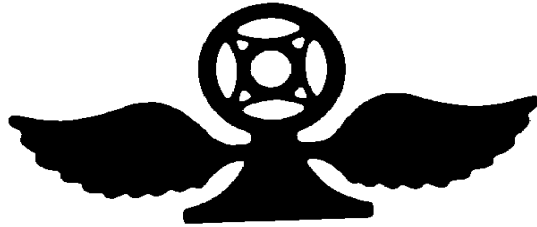
SHIPBOARD/SHORE STATION AIRCRAFT HANDLING (CONT')

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Interpret audio signals
E4	CORE	Interpret visual signals
E7	CORE	Manage liquid Foreign Object Damage (FOD) program
E4	CORE	Operate mobile Support Equipment (SE)
E4	CORE	Operate starting units to provide aircraft auxiliary power (e.g., electrical, air start power, Auxiliary Power Unit (APU), etc.)
E4	CORE	Perform aircraft towing
E4	CORE	Perform airfield support operations
E4	CORE	Perform chock walker procedures for aircraft
E4	CORE	Perform flight deck aircraft movements
E4	CORE	Perform liquid Foreign Object Damage (FOD) removal
E4	CORE	Perform no-brake aircraft emergency procedures
E4	CORE	Perform preoperational and post operational inspections of Personal Protective Equipment (PPE)
E5	CORE	Provide aircraft electrical service via Mobile Electric Power Plants (MEPP-3) and Shipboard Mobile Electric Power Plants (SMEPP-4)
E4	CORE	Remove aircraft tow bars
E4	CORE	Respond to audio signals
E4	CORE	Respond to visual signals
E4	CORE	Secure aircraft handling equipment (i.e., chocks, chains, tow bars)
E4	CORE	Secure aircraft handling Support Equipment (SE)
E4	CORE	Stow aircraft handling equipment (i.e., chocks, chains, tow bars)
E5	CORE	Supervise daily preoperational and post operational inspections of aircraft handling Support Equipment (SE)
E7	CORE	Supervise flight deck operations
E6	CORE	Supervise Foreign Object Damage (FOD) walk downs
E6	CORE	Supervise liquid Foreign Object Damage (FOD) program
E4	CORE	Supervise securing of aircraft handling Support Equipment (SE)

SHIPBOARD/SHORE STATIONS MAINTENANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Conduct E-28 arresting gear journal inspections
E4	CORE	Conduct E-28 arresting gear preoperational and post operational inspections
E4	CORE	Conduct E-28 engine start-up and shutdown procedures
E4	CORE	Maintain E-28 shore based arresting gear

CHAPTER 2



AIR TRAFFIC CONTROLLER (AC)

NAVPERS 18068F-2H
Change 101

Updated: January 2025
Interim Review

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AIR TRAFFIC CONTROLLER (AC)

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

AIR TRAFFIC CONTROLLER (AC)



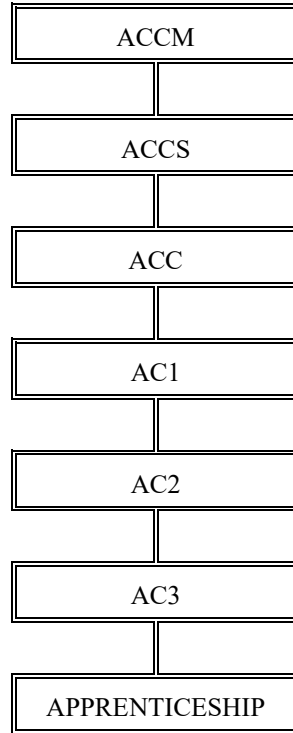
SCOPE OF RATING

Air Traffic Controllers (AC) provide Air Traffic Control (ATC) services at aviation towers, ashore and fleet radar facilities, and air operations offices world-wide; operate radio communication systems, and visual landing aids; direct aircraft under Visual Flight Rules (VFR) and Instrument Flight Rules (IFR); operate surveillance radar, precision radar, data link approach systems, Identification Friend or Foe (IFF) equipment, and other ATC gear; respond to emergency air traffic situations; maintain current flight planning information and reference materials; and assist pilots in the preparation and processing of flight plans.

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 2.

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**Air Traffic Controller****Job Code****001307****Job Family**

Transportation and Material Moving

NOC

TBD

Short Title (30 Characters)

AIR TRAFFIC CONTROLLER

Short Title (14 Characters)

AIR TRAF CNTLR

Pay Plan

Enlisted

Career Field

AC

Other Relationships and Rules

NEC FXXX Series and other NECs as assigned

Job Description

Air Traffic Controllers (AC) play a key role in the effective use of Naval airpower throughout the world in operational and training environments; provide separation between aircraft operating in the traffic control system; organize and expedite the flow of traffic operating to and from airfields and the decks of Naval ships using radio, radar, and lighting systems; control the movement of aircraft and vehicles on airfields; and issue instructions to pilots.

DoD Relationship**O*NET Relationship****Group Title**

Air Traffic Control

DoD Code

122200

Occupation Title

Air Traffic Controllers

SOC Code

53-2021.00

Job Family

Transportation and Material

Skills

Coordination

Speaking

Critical Thinking

Management of Material Resources

Monitoring

Complex Problem Solving

Judgment and Decision Making

Writing

Management of Personnel Resources

Quality Control Analysis

Abilities

Deductive Reasoning

Oral Expression

Written Comprehension

Speech Clarity

Inductive Reasoning

Written Expression

Problem Sensitivity

Time Sharing

Manual Dexterity

Control Precision

CONTROL TOWER OPERATIONS**Paygrade****Task Type****Task Statements**

E4

CORE

Conduct runway visual scans

E4

CORE

Control aircraft movements on airfields

E4

CORE

Control vehicles on airfields

E4

CORE

Control visual landing aides, airport lighting, and lighting systems

E4

CORE

Coordinate arresting gear operations

E4

CORE

Coordinate runway use

E5

CORE

Determine assigned runway use

E5

CORE

Log daily airfield inspections

E4

CORE

Perform tower visibility observation

E5

CORE

Separate aircraft in tower jurisdiction

E5

CORE

Sequence aircraft in tower jurisdiction

EMERGENCY OPERATIONS**Paygrade****Task Type****Task Statements**

E4

CORE

Activate airfield emergency alarms

E5

CORE

Assist Search and Rescue (SAR) operations

E4

CORE

Control aircraft experiencing emergencies

E4

CORE

Direct vehicles to emergency sites

E5

CORE

Log aircraft emergencies

EMERGENCY OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Operate portable radio communication equipment
E4	CORE	Test emergency alarms

FLIGHT PLANNING AND OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Coordinate Distinguished Visitor (DV) movements
E4	CORE	File squadron flight schedules
E4	CORE	Initiate overdue aircraft actions
E4	CORE	Input Notices To Air Mission (NOTAM)
E4	CORE	Process aircraft movement messages
E4	CORE	Process flight plans
E4	CORE	Supervise flight planning

GENERAL OPERATING PROCEDURES

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Brief pilots on local course rules
E6	CORE	Brief watch teams
E4	CORE	Comply with Electronic Emission Control (EMCON) and Hazards of Electromagnetic Radiation to Ordnance (HERO) plans
E4	CORE	Control aircraft in holding pattern
E5	CORE	Control special handling aircraft evolutions
E7	CORE	Coordinate Air Traffic Control (ATC) issues with civil authorities
E7	CORE	Coordinate Air Traffic Control (ATC) issues with other military agencies
E4	CORE	Coordinate aircraft information with transient line
E4	CORE	Coordinate aircraft movements
E5	CORE	Coordinate flight operations
E5	CORE	Coordinate maintenance of Air Traffic Control (ATC) equipment
E5	CORE	Coordinate Medical Evacuation (MEDEVAC) movements
E4	CORE	Display flight information
E4	CORE	Disseminate bird activity reports
E4	CORE	Disseminate Hazards of Electromagnetic Radiation to Ordnance (HERO) conditions
E4	CORE	Disseminate Pilot Reports (PIREP)
E4	CORE	Disseminate weather information
E4	CORE	Instruct Air Traffic Control (ATC) trainees
E4	CORE	Interpret Air Traffic Control (ATC) communication messages (e.g., airspace request, Notice of Intent (NOI), etc.)
E5	CORE	Investigate Emergency Locator Transmitter (ELT) signals
E4	CORE	Issue advance non-control information to aircraft
E4	CORE	Issue advisories
E4	CORE	Issue Air Traffic Control (ATC) clearances
E4	CORE	Issue Air Traffic Control (ATC) safety alerts
E4	CORE	Issue aircraft clearance delay notices

GENERAL OPERATING PROCEDURES (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Issue aircraft control instructions
E4	CORE	Issue radio frequency changes
E4	CORE	Issue Unmanned Aerial Vehicle (UAV) pilot control instructions
E4	CORE	Maintain aeronautical charts and publications
E4	CORE	Maintain current weather reports for flight operations
E5	CORE	Maintain physical security of Air Traffic Control (ATC) spaces
E4	CORE	Monitor assigned airspace
E4	CORE	Monitor Automated Surface Observation System (ASOS) displays
E5	CORE	Monitor national security and safety of flight communications
E4	CORE	Monitor Navigation Aids (NAVAIDS) alarms
E4	CORE	Notify enroute and destination stations of aircraft requiring special handling
E4	CORE	Obtain aircraft fuel states
E4	CORE	Obtain aircraft position reports
E4	CORE	Obtain Pilot Reports (PIREP)
E4	CORE	Operate Air Traffic Control (ATC) equipment
E5	CORE	Perform noise abatement procedures
E4	CORE	Plot position (e.g., ship, crash grid, etc.)
E4	CORE	Process flight progress strips
E4	CORE	Provide additional services to aircraft
E4	CORE	Provide assistance with missing aircraft initial search
E4	CORE	Relay aircraft ordnance handling information
E4	CORE	Report national security threats
E4	CORE	Report operational errors or deviations
E4	CORE	Report unusual occurrences
E4	CORE	Supervise Air Traffic Control (ATC) watch teams
E5	CORE	Supervise aircraft evolutions
E4	CORE	Update Air Traffic Control (ATC) equipment status
E4	CORE	Update Air Traffic Control (ATC) forms and logs
E4	CORE	Update Air Traffic Control (ATC) status boards

RADAR (ASHORE, CARRIER, AMPHIBIOUS, TACRON, FACSFAC)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Adjust Air Traffic Control (ATC) radar consoles
E4	CORE	Brief Air Combat Elements (ACE)
E4	CORE	Collect pre-launch data
E4	CORE	Conduct radar final approaches
E4	CORE	Control aircraft in Special Use Airspace (SUA)
E5	CORE	Control aircraft refueling evolutions
E5	CORE	Coordinate air to air refueling
E5	CORE	Coordinate Air Traffic Control (ATC) airspace

RADAR (ASHORE, CARRIER, AMPHIBIOUS, TACRON, FACSAC) (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Decode Identification Friend or Foe (IFF) Hydraulics, Electrical, Fuel, Oxygen, Engine (HEFOE) information
E4	CORE	Disseminate pre-launch data
E4	CORE	Establish radar contacts
E6	CORE	Implement Severe Weather Avoidance Plans (SWAP)
E7	NON-CORE	Manage Air Traffic Control (ATC) expeditionary services
E4	CORE	Monitor instrument approaches
E4	CORE	Perform tactical Air Traffic Control (ATC) assault procedures
E4	CORE	Relay mission information
E5	CORE	Separate aircraft under radar jurisdiction
E5	CORE	Sequence aircraft under radar jurisdiction
E6	CORE	Supervise Air Traffic Control (ATC) shipboard operations
E5	NON-CORE	Supervise expeditionary watch teams
E4	CORE	Transfer radar identification
E4	CORE	Vector aircraft

TECHNICAL ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	NON-CORE	Conduct airfield site surveys
E7	CORE	Coordinate Air Traffic Control (ATC) equipment issues with In-Service Engineering Activity (ISEA)
E7	CORE	Coordinate Air Traffic Control (ATC) system upgrades
E7	NON-CORE	Coordinate National Aeronautics and Space Administration (NASA) operations
E6	CORE	Coordinate noise abatement procedures
E7	CORE	Coordinate with Federal Aviation Administration (FAA) personnel
E7	CORE	Draft video map data requests
E7	NON-CORE	Evaluate Air Traffic Control (ATC) facilities for Federal Aviation Administration (FAA) and Department of the Navy (DoN) procedural compliance
E7	CORE	Evaluate Air Traffic Control (ATC) procedure change proposals
E7	CORE	Evaluate Air Traffic Control (ATC) training programs
E7	CORE	Investigate airspace issues
E6	CORE	Maintain logs and records (e.g., equipment, hot area event, tower visibility, etc.)
E6	CORE	Maintain operational continuity of Air Traffic Control (ATC) watch teams
E7	CORE	Manage Air Traffic Control (ATC) equipment
E7	CORE	Manage Air Traffic Control (ATC) facilities
E7	NON-CORE	Manage Air Traffic Control (ATC) facility waivers
E7	CORE	Manage Air Traffic Control (ATC) Naval Air Training and Operating Procedures Standardization (NATOPS) programs
E7	CORE	Manage Air Traffic Control (ATC) personnel
E7	CORE	Manage Air Traffic Control (ATC) procedure correspondence
E6	CORE	Manage Air Traffic Control (ATC) publications libraries

TECHNICAL ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Manage Air Traffic Control (ATC) specialist certificate/revocation packages
E7	CORE	Manage Air Traffic Control (ATC) training programs
E7	CORE	Manage Air Traffic Control Assigned Airspace (ATCAA)
E6	CORE	Manage airfield operations
E7	NON-CORE	Manage airport procedures
E7	CORE	Manage airspace
E7	CORE	Manage Department of the Navy (DoN) Air Traffic Control (ATC) program for obstruction evaluation, airport and airspace analysis
E7	NON-CORE	Manage Department of the Navy (DoN) navigational aids within the National Airspace System (NAS) and at overseas installations
E7	NON-CORE	Manage Department of the Navy (DoN) participation in the federal rule-making process
E7	CORE	Manage deployment and procurement of Air Traffic Control (ATC) systems
E7	CORE	Manage facility Air Installation Compatibility Use Zone (AICUZ) programs
E7	CORE	Manage facility Unmanned Aerial Systems (UAS) program
E7	CORE	Manage facility's Air Traffic Control (ATC) Notice To Air Mission (NOTAM) program
E7	CORE	Manage Terminal Instrument Procedures (TERPS)
E6	CORE	Monitor Air Traffic Control (ATC) training programs
E6	CORE	Prepare Air Traffic Control (ATC) communication messages (e.g., airspace request, Notice of Intent (NOI), etc.)
E7	CORE	Prepare Air Traffic Control (ATC) hazard reports
E7	CORE	Prepare Air Traffic Control (ATC) voice recording transcriptions
E7	CORE	Prepare Operational Capability Improvement Requests (OCIR)
E7	NON-CORE	Process Altitude Reservation (ALTRV) requests
E6	CORE	Process facility records and reports
E7	CORE	Process operational errors or deviations
E7	NON-CORE	Provide inputs for Air Traffic Control (ATC) systems to technicians
E7	NON-CORE	Provide technical support on airspace matters
E7	CORE	Qualify air traffic controllers
E7	CORE	Request Federal Aviation Administration (FAA) waivers
E7	CORE	Update Air Traffic Control (ATC) manuals
E5	CORE	Verify log and records (e.g., equipment, hot area event, tower visibility, etc.)

CHAPTER 3



AVIATION MACHINIST'S MATE (AD)

NAVPERS 18068F-3H
Change 103

Updated: July 2025

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

AVIATION MACHINIST'S MATE (AD)



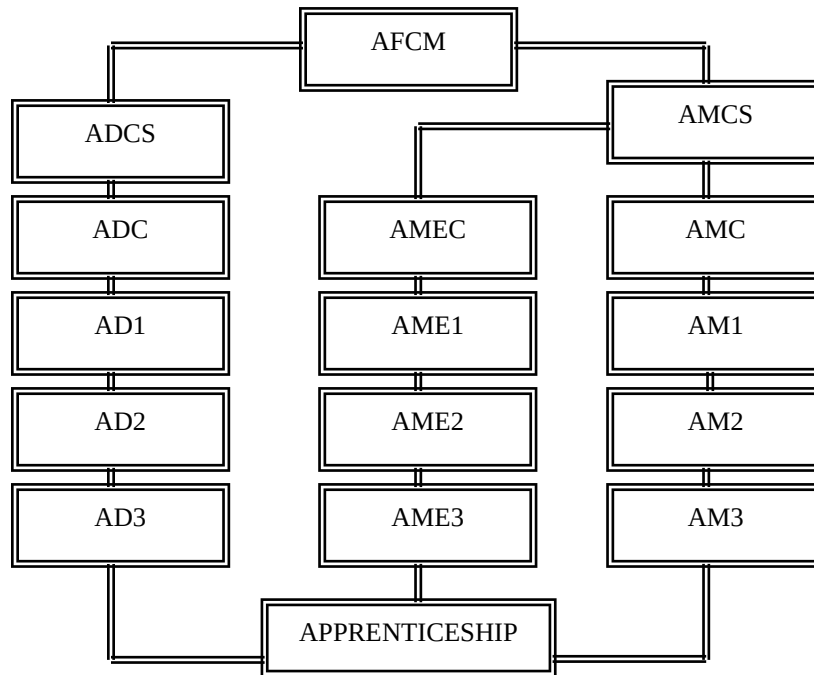
SCOPE OF RATING

Aviation Machinist's Mates (AD) maintain, inspect, troubleshoot, and preserve aircraft transmission systems, aircraft fuel systems, rotor systems, propeller systems, auxiliary power units, and engine and subsystems including fuel, lubrication, intake, compressor, combustion, turbine, exhaust, accessory gearbox, anti-ice, bleed air systems, etc.; conduct special and conditional inspections, oil analysis, and gas free inspections; perform functional checks and required adjustments on engines, propellers, rotors, and related systems; conduct Quality Assurance (QA) inspections; and supervise and provide training to power plant work centers.

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 3.

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**Aviation Machinist's Mate Organizational Level****Job Code****001362****Job Family**

Installation, Maintenance, and Repair

NOC

TBD

Short Title (30 Characters)

AVIA MACHINIST MATE O-LEVEL

Short Title (14 Characters)

AVENG SYS O-LV

Pay Plan

Enlisted

Career Field

AD

Other Relationships and Rules

EXXX and IXXX series and other NECs as assigned

Job Description

Aviation Machinist's Mates Organization Level conduct scheduled and unscheduled maintenance operations including engine operations and inspections, removals, installations, configurations and troubleshooting of engines and engine transmissions, rotors, propellers, and fuel and lubrications systems to facilitate daily flight operations and mission requirements.

DoD Relationship**O*NET Relationship****Group Title**

Aircraft Engines

DoD Code

160100

Occupation Title

Aircraft Mechanics and Service Technicians

SOC Code

49-3011.00

Job Family

Installation, Maintenance, and Repair

Skills

Systems Evaluation

Quality Control Analysis

Equipment Maintenance

Repairing

Operation Monitoring

Equipment Selection

Troubleshooting

Management of Material Resources

Monitoring

Coordination

Abilities

Selective Attention

Manual Dexterity

Near Vision

Inductive Reasoning

Flexibility of Closure

Perceptual Speed

Rate Control

Problem Sensitivity

Multi-limb Coordination

Written Comprehension

AUXILIARY POWER SYSTEMS MAINTENANCE**Paygrade****Task Type****Task Statements**

E4

CORE

Inspect Auxiliary Power Plant (APP)/Auxiliary Power Units (APU) systems

E4

CORE

Repair Auxiliary Power Plant (APP)/Auxiliary Power Unit (APU) systems and components

E4

CORE

Replace Auxiliary Power Plant (APP)/Auxiliary Power Unit (APU) system components

E4

CORE

Replace Auxiliary Power Plant (APP)/Auxiliary Power Units (APU)

E4

CORE

Replace Auxiliary Power Plant (APP)/Auxiliary Power Units (APU) systems and components

E4

CORE

Test Auxiliary Power Plant (APP)/Auxiliary Power Unit (APU) systems

E4

CORE

Troubleshoot Auxiliary Power Plant (APP)/Auxiliary Power Units (APU) systems

CORROSION CONTROL**Paygrade****Task Type****Task Statements**

E4

CORE

Conduct corrosion inspections

E4

CORE

Inspect aircraft components for corrosion

E4

CORE

Perform aircraft, Support Equipment (SE), and aircraft related equipment preservation/de-preservation

E4

CORE

Perform corrosion prevention procedures

E4

CORE

Perform emergency reclamations

E4

CORE

Perform preventive maintenance on aircraft, Support Equipment (SE), and aircraft related equipment

CORROSION CONTROL (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Treat power plant and related systems for corrosion

ENGINE SYSTEMS MAINTENANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Inspect combustion systems
E4	CORE	Inspect engine anti-ice systems and components
E4	CORE	Inspect engine bleed air systems
E4	CORE	Inspect engine compressor assemblies
E4	CORE	Inspect engine compressor components
E4	CORE	Inspect engine control system components
E5	CORE	Inspect engine control systems
E4	CORE	Inspect engine exhaust systems
E4	CORE	Inspect engine ignition systems
E5	CORE	Inspect engine starting systems
E4	CORE	Inspect internal cold sections
E4	CORE	Inspect internal hot sections
E4	CORE	Inspect oil systems
E4	CORE	Inspect oil systems components
E4	CORE	Inspect power plant air inlet systems
E4	CORE	Inspect reduction gearbox systems and components
E5	CORE	Inspect torque meter assemblies
E4	CORE	Inspect turbine modules
E4	CORE	Maintain oil systems
E4	CORE	Perform engine exhaust system preservation/de-preservation
E4	CORE	Repair engine anti-ice systems
E4	CORE	Repair engine bleed air systems
E4	CORE	Repair engine exhaust systems
E4	CORE	Repair engine ignition systems
E4	CORE	Repair oil systems and components
E4	CORE	Repair power plant air inlet systems
E4	CORE	Repair reduction gearbox systems and components
E4	CORE	Repair torque meter assemblies
E4	CORE	Replace engine anti-ice system components
E4	CORE	Replace engine bleed air system components
E4	CORE	Replace engine control system components
E4	CORE	Replace engine exhaust system components
E4	CORE	Replace engine fuel system components
E4	CORE	Replace engine ignition system components
E4	CORE	Replace engine starting system components
E4	CORE	Replace oil system components

ENGINE SYSTEMS MAINTENANCE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Replace power plant air inlet system components
E4	CORE	Replace reduction gearbox systems and components
E4	CORE	Replace turbine modules
E5	CORE	Test combustion systems
E4	CORE	Test compressor systems
E4	CORE	Test engine anti-ice systems and components
E4	CORE	Test engine bleed air systems
E4	CORE	Test engine control system components
E4	CORE	Test engine control systems
E4	CORE	Test engine exhaust systems
E4	CORE	Test engine ignition systems
E4	CORE	Test engine starting systems
E4	CORE	Test oil systems and components
E4	CORE	Test power plant air inlet systems
E5	CORE	Test reduction gearbox systems
E5	CORE	Test torque meter assemblies
E4	CORE	Test turbine modules
E4	CORE	Troubleshoot combustion systems
E4	CORE	Troubleshoot compressor systems
E4	CORE	Troubleshoot engine anti-ice systems
E4	CORE	Troubleshoot engine bleed air systems
E4	CORE	Troubleshoot engine control systems
E4	CORE	Troubleshoot engine exhaust systems
E4	CORE	Troubleshoot engine ignition systems
E4	CORE	Troubleshoot engine starting systems
E4	CORE	Troubleshoot oil systems
E4	CORE	Troubleshoot power plant air inlet system
E4	CORE	Troubleshoot reduction gearbox systems and components
E4	CORE	Troubleshoot torque meter assemblies
E4	CORE	Troubleshoot turbine modules

FUEL SYSTEMS MAINTENANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Inspect Aerial Refueling Stores (ARS)
E4	CORE	Inspect aircraft fuel systems
E4	CORE	Inspect engine fuel systems
E4	CORE	Inspect external fuel stores
E4	CORE	Perform Aerial Refueling Stores (ARS) preservation/de-preservation
E4	CORE	Perform fuel systems and related components preservation/de-preservation
E4	CORE	Repair Aerial Refueling Stores (ARS)

FUEL SYSTEMS MAINTENANCE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Repair engine fuel systems
E4	CORE	Repair external fuel stores
E4	CORE	Replace aircraft fuel system components
E4	CORE	Replace external fuel stores
E4	CORE	Test Aerial Refueling Stores (ARS)
E4	CORE	Test aircraft fuel systems
E4	CORE	Test engine fuel systems
E4	CORE	Test external fuel stores
E4	CORE	Troubleshoot Aerial Refueling Stores (ARS)
E4	CORE	Troubleshoot aircraft fuel systems
E4	CORE	Troubleshoot engine fuel systems
E4	CORE	Troubleshoot external fuel stores

HELICOPTER MAINTENANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Inspect aircraft drive transmission systems
E4	CORE	Inspect aircraft rotor systems
E5	CORE	Inspect engine fire bottles
E5	CORE	Perform helicopter vibration analysis
E4	CORE	Repair aircraft drive transmission system components
E4	CORE	Repair aircraft rotor systems
E4	CORE	Replace aircraft drive transmission system components
E4	CORE	Replace aircraft rotor system components
E5	CORE	Replace engine fire bottles
E4	CORE	Test aircraft drive transmission systems
E5	CORE	Test aircraft rotor systems
E5	CORE	Test engine fire bottles
E4	CORE	Troubleshoot aircraft drive transmission systems
E4	CORE	Troubleshoot aircraft rotor systems
E4	CORE	Troubleshoot engine fire bottles

LINE MAINTENANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Collect fuel samples
E4	CORE	Conduct daily inspections
E4	CORE	Conduct preoperational Support Equipment (SE) inspections
E4	CORE	Conduct turnaround inspections
E4	CORE	Perform oil servicing
E4	CORE	Review Automated Aircraft Discrepancy Books (AADB)

MAINTENANCE ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Assign aircraft to missions
E6	CORE	Conduct flight crew briefs
E6	CORE	Conduct flight crew debriefs
E7	CORE	Conduct maintenance briefs
E4	CORE	Document maintenance actions
E7	CORE	Manage component cannibalization
E6	CORE	Manage scheduled maintenance
E6	CORE	Manage unscheduled maintenance
E7	CORE	Prepare aircraft status reports
E6	CORE	Prepare engine status reports
E7	CORE	Release aircraft safe for flight
E7	CORE	Schedule aircraft inspections
E7	CORE	Schedule aircraft maintenance

POWER PLANT MAINTENANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Collect oil samples for analysis
E5	CORE	Conduct aircraft maintenance turns
E4	CORE	Inspect accessory gearbox assemblies
E5	CORE	Inspect Aircraft Mounted Accessory Drive (AMAD) assemblies
E5	CORE	Inspect drive shafts
E5	CORE	Inspect Gas Turbine Compressor (GTC) assemblies
E5	CORE	Inspect Generator Converter Units (GCU)
E5	CORE	Inspect Quick Engine Change (QEC) assemblies
E4	CORE	Perform component cannibalization
E4	CORE	Perform engine and related components preservation/de-preservation
E4	CORE	Perform engine wash
E4	CORE	Repair accessory gearbox assemblies
E4	CORE	Repair drive shafts
E4	CORE	Replace accessory gearbox assemblies
E4	CORE	Replace Aircraft Mounted Accessory Drive (AMAD) assemblies
E4	CORE	Replace drive shafts
E4	CORE	Replace Generator Converter Units (GCU)
E4	CORE	Replace Quick Engine Change (QEC) assemblies
E4	CORE	Test accessory gearbox assemblies
E4	CORE	Test drive shafts
E4	CORE	Test Gas Turbine Compressor (GTC)
E4	CORE	Test Quick Engine Change (QEC) assemblies
E4	CORE	Troubleshoot accessory gearbox assemblies
E4	CORE	Troubleshoot drive shafts

POWER PLANT MAINTENANCE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Troubleshoot Gas Turbine Compressor (GTC)
E4	CORE	Troubleshoot Generator Converter Units (GCU)
E4	CORE	Troubleshoot Quick Engine Change (QEC) assemblies

PROPELLER SYSTEMS MAINTENANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Inspect aircraft propeller systems and components
E4	CORE	Perform preventive maintenance on aircraft propeller systems
E5	CORE	Perform propeller vibration analysis
E4	CORE	Repair aircraft propeller systems and components
E4	CORE	Replace aircraft propeller system components
E5	CORE	Replace aircraft propeller systems
E4	CORE	Test aircraft propeller systems and components
E4	CORE	Troubleshoot aircraft propeller systems and components

QUALITY ASSURANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct aircraft acceptance inspections
E4	CORE	Conduct aircraft conditional inspections
E4	CORE	Conduct aircraft special inspections
E4	CORE	Conduct aircraft transfer inspections
E4	CORE	Conduct Collateral Duty Inspector (CDI) inspections
E5	CORE	Conduct Collateral Duty Quality Assurance Representative (CDQAR) inspections
E4	CORE	Conduct engine acceptance inspections
E4	CORE	Conduct engine conditional inspections
E4	CORE	Conduct engine transfer inspections
E6	CORE	Conduct gas free inspections
E5	CORE	Conduct phase inspections
E6	CORE	Conduct Quality Assurance (QA) inspections
E4	CORE	Conduct special engine inspections
E4	CORE	Incorporate Technical Directives (TD)
E6	CORE	Manage Naval Aviation Maintenance Programs (NAMP)
E6	CORE	Monitor Naval Aviation Maintenance Programs (NAMP)
E5	CORE	Perform engine control rigging
E5	NON-CORE	Validate engine control rigging

Job Title**Aviation Machinist's Mate Intermediate Level****Job Code****001417****Job Family**

Installation, Maintenance, and Repair

NOC

TBD

Short Title (30 Characters)

AVIA MACHINIST MATE I-LEVEL

Short Title (14 Characters)

AVENG SYS I-LV

Pay Plan

Enlisted

Career Field

AD

Other Relationships and Rules

EXXX and IXXX series and other NECs as assigned

Job Description

Aviation Machinist's Mates Intermediate Level perform in-depth repairs of engines, including complete engine teardowns, turboshaft, turbofan, turboprop, and gas turbine compressor engine components repairs, and propeller, rotor, gearbox, and drive accessory repairs; evaluate turbine engine performance using engine test cells and advanced calibration equipment; and maintain, troubleshoot and repair test benches and Support Equipment (SE) as required.

DoD Relationship**O*NET Relationship****Group Title**

Aircraft Engines

DoD Code

160100

Occupation Title

Aircraft Mechanics and Service Technicians

SOC Code

49-3011.00

Job Family

Installation, Maintenance, and Repair

Skills

Systems Evaluation

Repairing

Quality Control Analysis

Equipment Maintenance

Equipment Selection

Operation Monitoring

Troubleshooting

Management of Material Resources

Monitoring

Judgment and Decision Making

Abilities

Selective Attention

Manual Dexterity

Near Vision

Flexibility of Closure

Inductive Reasoning

Perceptual Speed

Rate Control

Multi-limb Coordination

Dynamic Strength

Problem Sensitivity

AUXILIARY POWER SYSTEMS MAINTENANCE**Paygrade****Task Type****Task Statements**

E4

CORE

Inspect Auxiliary Power Plant (APP)/Auxiliary Power Units (APU) systems

E4

CORE

Repair Auxiliary Power Plant (APP)/Auxiliary Power Unit (APU) systems and components

E4

CORE

Replace Auxiliary Power Plant (APP)/Auxiliary Power Unit (APU) system components

E4

CORE

Replace Auxiliary Power Plant (APP)/Auxiliary Power Units (APU) systems and components

E4

CORE

Test Auxiliary Power Plant (APP)/Auxiliary Power Unit (APU) systems

E4

CORE

Troubleshoot Auxiliary Power Plant (APP)/Auxiliary Power Units (APU) systems

CORROSION CONTROL**Paygrade****Task Type****Task Statements**

E4

CORE

Conduct corrosion inspections

E4

CORE

Inspect aircraft components for corrosion

E4

CORE

Perform aircraft, Support Equipment (SE), and aircraft related equipment preservation/de-preservation

E4

CORE

Perform corrosion prevention procedures

E4

CORE

Perform emergency reclamations

E4

NON-CORE

Perform engine test cell equipment preservation/de-preservation

E4

CORE

Perform preventive maintenance on aircraft, Support Equipment (SE), and aircraft related equipment

CORROSION CONTROL (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Treat power plant and related systems for corrosion

ENGINE SYSTEMS MAINTENANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Inspect combustion systems
E4	CORE	Inspect engine anti-ice systems and components
E4	CORE	Inspect engine bleed air systems
E4	CORE	Inspect engine compressor assemblies
E4	CORE	Inspect engine compressor components
E4	CORE	Inspect engine control system components
E5	CORE	Inspect engine control systems
E4	CORE	Inspect engine exhaust systems
E4	CORE	Inspect engine ignition systems
E4	CORE	Inspect internal cold sections
E4	CORE	Inspect internal hot sections
E4	CORE	Inspect oil systems
E4	CORE	Inspect oil systems components
E4	CORE	Inspect power plant air inlet systems
E4	CORE	Inspect reduction gearbox systems and components
E5	CORE	Inspect torque meter assemblies
E4	CORE	Inspect turbine modules
E4	CORE	Maintain oil systems
E4	CORE	Perform engine exhaust system preservation/de-preservation
E4	CORE	Repair combustion systems
E4	CORE	Repair compressor systems
E4	CORE	Repair engine anti-ice systems
E4	CORE	Repair engine bleed air systems
E4	CORE	Repair engine control system components
E4	CORE	Repair engine control systems
E4	CORE	Repair engine exhaust systems
E4	CORE	Repair engine ignition systems
E4	CORE	Repair engine starting system components
E4	CORE	Repair oil systems and components
E4	CORE	Repair power plant air inlet systems
E4	CORE	Repair reduction gearbox systems and components
E4	CORE	Repair torque meter assemblies
E4	CORE	Repair turbine modules
E4	CORE	Replace engine anti-ice system components
E4	CORE	Replace engine bleed air system components
E4	CORE	Replace engine control system components

ENGINE SYSTEMS MAINTENANCE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Replace engine exhaust system components
E4	CORE	Replace engine fuel system components
E4	CORE	Replace engine ignition system components
E4	CORE	Replace engine starting system components
E4	CORE	Replace oil system components
E4	CORE	Replace power plant air inlet system components
E4	CORE	Replace reduction gearbox systems and components
E4	CORE	Replace torque meter assemblies
E4	CORE	Replace turbine modules
E5	CORE	Test combustion systems
E4	CORE	Test compressor systems
E4	CORE	Test engine anti-ice systems and components
E4	CORE	Test engine bleed air systems
E4	CORE	Test engine control system components
E4	CORE	Test engine control systems
E4	CORE	Test engine exhaust systems
E4	CORE	Test engine ignition systems
E4	CORE	Test engine starting systems
E4	CORE	Test oil systems and components
E4	CORE	Test power plant air inlet systems
E5	CORE	Test reduction gearbox systems
E5	CORE	Test torque meter assemblies
E4	CORE	Test turbine modules
E4	CORE	Troubleshoot combustion systems
E4	CORE	Troubleshoot compressor systems
E4	CORE	Troubleshoot engine anti-ice systems
E4	CORE	Troubleshoot engine bleed air systems
E4	CORE	Troubleshoot engine control systems
E4	CORE	Troubleshoot engine exhaust systems
E4	CORE	Troubleshoot engine ignition systems
E4	CORE	Troubleshoot engine starting systems
E4	CORE	Troubleshoot oil systems
E4	CORE	Troubleshoot power plant air inlet system
E4	CORE	Troubleshoot reduction gearbox systems and components
E4	CORE	Troubleshoot torque meter assemblies
E4	CORE	Troubleshoot turbine modules

FUEL SYSTEMS MAINTENANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Inspect Aerial Refueling Stores (ARS)
E4	CORE	Inspect engine fuel systems
E4	CORE	Inspect external fuel stores
E4	CORE	Perform Aerial Refueling Stores (ARS) preservation/de-preservation
E4	CORE	Perform fuel systems and related components preservation/de-preservation
E4	CORE	Repair Aerial Refueling Stores (ARS)
E4	CORE	Repair aircraft fuel system components
E4	CORE	Repair engine fuel systems
E4	CORE	Repair external fuel stores
E4	CORE	Replace aircraft fuel system components
E4	CORE	Test Aerial Refueling Stores (ARS)
E4	CORE	Test engine fuel systems
E4	CORE	Test external fuel stores
E4	CORE	Troubleshoot Aerial Refueling Stores (ARS)
E4	CORE	Troubleshoot engine fuel systems
E4	CORE	Troubleshoot external fuel stores

HELICOPTER MAINTENANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Repair aircraft drive transmission system components
E4	CORE	Replace aircraft drive transmission system components
E4	CORE	Replace aircraft rotor system components
E4	CORE	Test aircraft drive transmission systems

LINE MAINTENANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Collect fuel samples
E4	CORE	Conduct preoperational Support Equipment (SE) inspections
E4	CORE	Perform oil servicing

MAINTENANCE ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Conduct maintenance briefs
E7	CORE	Conduct production briefs
E4	CORE	Document maintenance actions
E7	CORE	Manage component cannibalization
E6	CORE	Manage scheduled maintenance
E6	CORE	Manage unscheduled maintenance
E6	CORE	Prepare Broad Arrow (BA) reports
E6	CORE	Prepare engine status reports

POWER PLANT MAINTENANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Collect oil samples for analysis
E4	NON-CORE	Configure engine test cell equipment for testing
E4	CORE	Inspect accessory gearbox assemblies
E5	NON-CORE	Inspect engine test cell equipment
E5	CORE	Inspect Gas Turbine Compressor (GTC) assemblies
E5	NON-CORE	Inspect oil analysis equipment
E5	CORE	Inspect Quick Engine Change (QEC) assemblies
E5	NON-CORE	Maintain oil analysis equipment
E4	CORE	Perform component cannibalization
E4	CORE	Perform engine and related components preservation/de-preservation
E5	NON-CORE	Perform engine test cell operations
E4	CORE	Perform engine wash
E5	NON-CORE	Perform oil analysis equipment standardization
E4	CORE	Repair accessory gearbox assemblies
E4	CORE	Repair drive shafts
E4	NON-CORE	Repair engine test cell equipment
E4	CORE	Repair Gas Turbine Compressor (GTC) assemblies
E5	NON-CORE	Repair oil analysis equipment
E4	CORE	Repair Quick Engine Change (QEC) assemblies
E4	CORE	Replace accessory gearbox assemblies
E4	CORE	Replace combustion system components
E4	CORE	Replace compressor system components
E4	CORE	Replace Gas Turbine Compressors (GTC)
E4	CORE	Replace Quick Engine Change (QEC) assemblies
E4	CORE	Test accessory gearbox assemblies
E4	CORE	Test drive shafts
E5	NON-CORE	Test engine test cell equipment
E4	CORE	Test Gas Turbine Compressor (GTC)
E5	NON-CORE	Test oil analysis equipment
E4	CORE	Test Quick Engine Change (QEC) assemblies
E4	CORE	Troubleshoot accessory gearbox assemblies
E5	NON-CORE	Troubleshoot engine test cell equipment
E4	CORE	Troubleshoot Gas Turbine Compressor (GTC)
E5	NON-CORE	Troubleshoot oil analysis equipment
E4	CORE	Troubleshoot Quick Engine Change (QEC) assemblies

PROPELLER SYSTEMS MAINTENANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Inspect aircraft propeller systems and components
E4	CORE	Perform preventive maintenance on aircraft propeller systems

PROPELLER SYSTEMS MAINTENANCE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Repair aircraft propeller systems and components
E4	CORE	Replace aircraft propeller system components
E5	CORE	Replace aircraft propeller systems
E4	CORE	Test aircraft propeller systems and components
E4	CORE	Troubleshoot aircraft propeller systems and components

QUALITY ASSURANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct Collateral Duty Inspector (CDI) inspections
E5	CORE	Conduct Collateral Duty Quality Assurance Representative (CDQAR) inspections
E4	CORE	Conduct engine acceptance inspections
E4	CORE	Conduct engine conditional inspections
E4	CORE	Conduct engine transfer inspections
E6	CORE	Conduct gas free inspections
E6	CORE	Conduct Quality Assurance (QA) inspections
E4	CORE	Conduct special engine inspections
E4	CORE	Incorporate Technical Directives (TD)
E6	CORE	Manage Naval Aviation Maintenance Programs (NAMP)
E6	CORE	Monitor Naval Aviation Maintenance Programs (NAMP)
E5	CORE	Perform engine control rigging
E5	NON-CORE	Validate engine control rigging

CHAPTER 4



AVIATION ELECTRICIAN'S MATE (AE)

NAVPERS 18068F-4G
Change 102

Updated: April 2025

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

AVIATION ELECTRICIAN'S MATE (AE)



SCOPE OF RATING

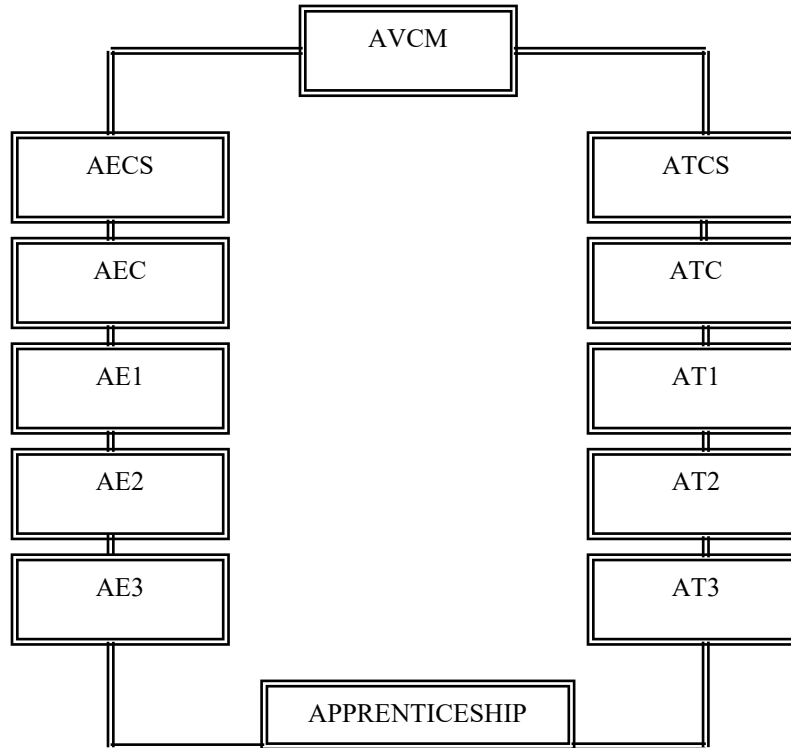
Aviation Electrician's Mates (AE) maintain electrical and instrument systems, including power generation, conversion and distribution systems, aircraft batteries, and interior and exterior lighting; and maintain electrical control of aircraft systems, including hydraulic, landing gear, flight control, utility, and power plant engine, flight and non-instrument-type indicating and warning systems, automatic flight control and stabilization systems, aircraft compass systems, attitude reference systems, inertial navigation systems, and environmental control systems.



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 4.

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**Aviation Electricians Mate Intermediate Level Technician****Job Code****001472****Job Family**

Installation, Maintenance, and Repair

NOC

TBD

Short Title (30 Characters)

AVIA I-LEVEL ELECTRICIAN

Short Title (14 Characters)

AVELX TEC I-LV

Pay Plan

Enlisted

Career Field

AE

Other Relationships and Rules

NEC EXXX, IXXX, 7XXX series and other NECs as assigned

Job Description

Aviation Electrician's Mate Intermediate Level Technicians communicate with Production Control and Quality Assurance work centers and operate according to the Naval Aviation Maintenance Program (NAMP); maintain and inspect a wide array of equipment including: electrical and electronic components, batteries, inertial navigation units, test sets and electronic module test consoles, aircraft instruments, generators and generator power distribution equipment, and night vision goggles; and conduct system troubleshooting procedures using critical thinking skills and deductive reasoning to interpret schematics for electrical and electronic circuits.

DoD Relationship**Group Title**

Aircraft Accessories

DoD Code

160200

O*NET Relationship**Occupation Title**

Avionics Technicians

SOC Code

49-2091.00

Job Family

Installation, Maintenance, and Repair

Skills*Equipment Maintenance**Systems Evaluation**Quality Control Analysis**Monitoring**Management of Material Resources**Reading Comprehension**Installation**Judgment and Decision Making**Management of Personnel Resources**Systems Analysis***Abilities***Written Comprehension**Manual Dexterity**Deductive Reasoning**Finger Dexterity**Information Ordering**Problem Sensitivity**Flexibility of Closure**Inductive Reasoning**Trunk Strength**Visual Color Discrimination***AIRCRAFT ELECTRICAL SYSTEMS AND COMPONENTS****Paygrade**

E4

Task Type

CORE

Task Statements

Perform corrective maintenance on aircraft electrical and electronic emergency systems and components

E4

CORE

Perform corrective maintenance on blade fold/wing fold systems and components

E4

NON-CORE

Perform corrective maintenance on circuit cards

E4

CORE

Perform corrective maintenance on Environmental Control Systems (ECS) and components (e.g., control panels, switches, control boxes, etc.)

E4

CORE

Perform corrective maintenance on lighting systems and components

E4

CORE

Perform corrective maintenance on master caution, warning, and advisory systems and components

E4

CORE

Perform corrective maintenance on miscellaneous electrical and electronic systems and components (e.g., aircraft clock, night vision, etc.)

E4

CORE

Perform handling of Electrostatic Discharge Sensitive (ESDS) components

E4

CORE

Perform preventive maintenance on aircraft electrical and electronic emergency systems and components

E4

CORE

Perform preventive maintenance on blade fold/wing fold systems and components

E4

NON-CORE

Perform preventive maintenance on circuit cards

E4

CORE

Perform preventive maintenance on Environmental Control Systems (ECS) and components (e.g., control panels, switches, control boxes, etc.)

E4

CORE

Perform preventive maintenance on lighting systems and components

AIRCRAFT ELECTRICAL SYSTEMS AND COMPONENTS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform preventive maintenance on master caution, warning and advisory systems and components
E4	CORE	Perform preventive maintenance on miscellaneous electrical and electronic systems and components (e.g., aircraft clock, night vision, etc.)

AIRCRAFT INSTRUMENTS AND NAVIGATION SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform corrective maintenance on aircraft compass systems and components
E4	CORE	Perform corrective maintenance on aircraft navigation electrical and electronic systems and components
E4	CORE	Perform corrective maintenance on fire warning indicating systems and components
E4	CORE	Perform corrective maintenance on liquid quantity systems and indicators (e.g., fuel, hydraulics, liquid oxygen, etc.)
E4	CORE	Perform corrective maintenance on pitot static systems and components
E4	CORE	Perform preventive maintenance on aircraft compass systems and components
E4	CORE	Perform preventive maintenance on aircraft navigation electrical and electronic systems and components
E4	CORE	Perform preventive maintenance on fire warning indicating systems and components
E4	CORE	Perform preventive maintenance on liquid quantity systems and indicators (e.g., fuel, hydraulics, liquid oxygen, etc.)
E4	CORE	Perform preventive maintenance on pitot static systems and components

AIRCRAFT POWER PLANT ELECTRICAL SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform corrective maintenance on aircraft power plant electrical and electronic systems and components
E4	CORE	Perform corrective maintenance on electrical fuel distribution, transfer, and dump systems
E4	CORE	Perform corrective maintenance on engine temperature monitoring systems and components
E4	CORE	Perform corrective maintenance on fuel system electrical components
E4	NON-CORE	Perform corrective maintenance on propeller electrical and electronic systems and components
E4	CORE	Perform preventive maintenance on aircraft power plant electrical and electronic systems and components
E4	CORE	Perform preventive maintenance on electrical fuel distribution, transfer, and dump systems
E4	CORE	Perform preventive maintenance on engine temperature monitoring systems and components
E4	CORE	Perform preventive maintenance on fuel system electrical components
E4	NON-CORE	Perform preventive maintenance on propeller electrical and electronic systems and components

AIRFRAME ELECTRICAL SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform corrective maintenance on airframe electrical and electronic systems and components
E4	CORE	Perform corrective maintenance on airframe subsystems electrical and electronic systems and components
E4	CORE	Perform corrective maintenance on landing gear electrical and electronic systems and components
E4	CORE	Perform preventive maintenance on airframe electrical and electronic systems and components
E4	CORE	Perform preventive maintenance on airframe subsystems electrical and electronic systems and components
E4	CORE	Perform preventive maintenance on landing gear electrical and electronic systems and components

AUTOMATIC FLIGHT CONTROL SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform corrective maintenance on Automatic Flight Control Systems (AFCS) and components
E4	NON-CORE	Perform corrective maintenance on Automatic Throttle Control (ATC) systems and components
E4	CORE	Perform corrective maintenance on flight surface indicating systems and components
E4	CORE	Perform preventive maintenance on Automatic Flight Control Systems (AFCS) and components
E4	NON-CORE	Perform preventive maintenance on Automatic Throttle Control systems (ATC) and components
E4	CORE	Perform preventive maintenance on flight surface indicating systems and components

CORROSION CONTROL

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform corrosion prevention on aircraft electrical and electronic systems and components
E4	CORE	Perform corrosion prevention on aircraft systems and components
E4	CORE	Perform corrosion prevention on support equipment (SE) and Individual Material Readiness List (IMRL) assets and related equipment
E4	CORE	Perform corrosion treatment on aircraft electrical and electronic systems and components
E4	CORE	Perform corrosion treatment on aircraft systems and components
E4	CORE	Perform corrosion treatment on support equipment (SE) and Individual Material Readiness List (IMRL) assets and related equipment

ELECTRICAL WIRING MAINTENANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Assemble aircraft wiring devices (e.g., cannon plugs, ground points, splice points, etc.)
E4	CORE	Assemble aircraft wiring harness system components
E4	CORE	Build aircraft wiring harnesses
E4	CORE	Perform corrective maintenance on aircraft wiring and associated devices (e.g., cannon plugs, ground points, splice points, etc.)
E4	CORE	Perform corrective maintenance on aircraft wiring harness systems and components
E4	CORE	Perform preventive maintenance on aircraft wiring and associated devices (e.g., cannon plugs, ground points, splice points, etc.)
E4	CORE	Perform preventive maintenance on aircraft wiring harness systems and components

GENERAL AIRCRAFT INSPECTION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Incorporate Technical Directives (TD)
E4	CORE	Perform conditional inspections
E4	CORE	Perform preoperational inspections
E4	CORE	Perform special inspections
E4	CORE	Perform zonal inspections

MAINTENANCE ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Brief maintenance operations (e.g., aircraft moves, low power turns, production control, work center, etc.)
E4	CORE	Document aviation maintenance actions
E7	CORE	Manage Production Control (PC) operations
E5	CORE	Update Monthly Maintenance Plans (MMP)
E5	CORE	Validate maintenance workload status
E5	CORE	Verify Maintenance Data Reports (MDR)

POWER GENERATION AND DISTRIBUTION SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform corrective maintenance on aircraft circuit protection systems and devices
E4	CORE	Perform corrective maintenance on aircraft electrical and electronic power distribution systems and components
E4	CORE	Perform corrective maintenance on aircraft generators
E4	CORE	Perform corrective maintenance on aircraft supervisory panels and voltage regulators
E4	CORE	Perform corrective maintenance on aircraft transformer rectifiers, converters, and inverters
E4	CORE	Perform corrective maintenance on Bus Power Control Units (BPCU)
E4	CORE	Perform corrective maintenance on Generator Control Units (GCU)

POWER GENERATION AND DISTRIBUTION SYSTEMS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform corrective maintenance on generator systems and components (e.g., generator control panel, contactors, bus tie contactors, relay panels, etc.)
E4	CORE	Perform corrective maintenance on main aircraft batteries
E4	CORE	Perform preventive maintenance on aircraft circuit protection systems and devices
E4	CORE	Perform preventive maintenance on aircraft electrical and electronic power distribution systems and components
E4	CORE	Perform preventive maintenance on aircraft generators
E4	CORE	Perform preventive maintenance on aircraft supervisory panels and voltage regulators
E4	CORE	Perform preventive maintenance on aircraft transformer rectifiers, converters, and inverters
E4	CORE	Perform preventive maintenance on Bus Power Control Units (BPCU)
E4	CORE	Perform preventive maintenance on Generator Control Units (GCU)
E4	CORE	Perform preventive maintenance on generator systems and components (e.g., generator control panel, contactors, bus tie contactors, relay panels, etc.)
E4	CORE	Perform preventive maintenance on main aircraft batteries
E4	CORE	Stow aircraft batteries
E4	CORE	Transport aircraft batteries

QUALITY ASSURANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Audit Naval Aviation Maintenance Programs (NAMP)
E4	CORE	Conduct Collateral Duty Inspector (CDI) inspections
E5	CORE	Conduct Quality Assurance (QA) inspections
E6	CORE	Manage Naval Aviation Maintenance Programs (NAMP)
E6	CORE	Monitor Naval Aviation Maintenance Programs (NAMP)
E4	CORE	Perform acceptance inspections
E4	CORE	Perform transfer inspections
E4	CORE	Supervise electrical and electronic maintenance tasks

Job Title**Aviation Electricians Mate Organizational Level Technician****Job Code****001527****Job Family**

Installation, Maintenance, and Repair

NOC

TBD

Short Title (30 Characters)

AVIA O-LEVEL ELECTRICIAN

Short Title (14 Characters)

AVELX TEC O-LV

Pay Plan

Enlisted

Career Field

AE

Other Relationships and Rules

NEC EXXX, IXXX, 7XXX series and other NECs as assigned

Job Description

Aviation Electrician's Mate Organizational Level Technicians communicate with Maintenance Control and Quality Assurance work centers and operate according to the Naval Aviation Maintenance Program (NAMP); maintain, troubleshoot, repair, and inspect a wide array of electrical and electronic equipment including: aircraft electrical systems, aircraft instrumentation equipment, aircraft power plant- and airframe-related equipment, and aircraft lighting equipment; and conduct system troubleshooting procedures using critical thinking skills and deductive reasoning to interpret schematics for electrical and electronic circuits, and environmental systems

DoD Relationship**Group Title**

Aircraft Accessories

DoD Code

160200

O*NET Relationship**Occupation Title**

Avionics Technicians

SOC Code

49-2091.00

Job Family

Installation, Maintenance, and Repair

Skills*Equipment Maintenance**Systems Evaluation**Quality Control Analysis**Monitoring**Judgment and Decision Making**Management of Material Resources**Reading Comprehension**Management of Personnel Resources**Time Management**Complex Problem Solving***Abilities***Written Comprehension**Deductive Reasoning**Manual Dexterity**Information Ordering**Problem Sensitivity**Finger Dexterity**Oral Expression**Inductive Reasoning**Flexibility of Closure**Time Sharing***AIRCRAFT ELECTRICAL SYSTEMS AND COMPONENTS****Paygrade**

E4

Task Type

CORE

Task Statements

Perform corrective maintenance on aircraft electrical and electronic emergency systems and components

E4

CORE

Perform corrective maintenance on blade fold/wing fold systems and components

E4

CORE

Perform corrective maintenance on data bus systems and components

E4

CORE

Perform corrective maintenance on Environmental Control Systems (ECS) and components (e.g., control panels, switches, control boxes, etc.)

E4

CORE

Perform corrective maintenance on flight data recording systems

E4

CORE

Perform corrective maintenance on Health Monitoring Systems (HMS) and components

E4

NON-CORE

Perform corrective maintenance on integrated helmet electronic systems

E4

CORE

Perform corrective maintenance on lighting systems and components

E4

CORE

Perform corrective maintenance on master caution, warning, and advisory systems and components

E4

CORE

Perform corrective maintenance on miscellaneous electrical and electronic systems and components (e.g., aircraft clock, night vision, etc.)

E4

NON-CORE

Perform corrective maintenance on vapor purge warning systems and components

E4

CORE

Perform handling of Electrostatic Discharge Sensitive (ESDS) components

E4

CORE

Perform preventive maintenance on aircraft electrical and electronic emergency systems and components

AE-10

AIRCRAFT ELECTRICAL SYSTEMS AND COMPONENTS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform preventive maintenance on blade fold/wing fold systems and components
E4	CORE	Perform preventive maintenance on data bus systems and components
E4	CORE	Perform preventive maintenance on Environmental Control Systems (ECS) and components (e.g., control panels, switches, control boxes, etc.)
E4	CORE	Perform preventive maintenance on flight data recording systems
E4	CORE	Perform preventive maintenance on Health Monitoring Systems (HMS) and components
E4	NON-CORE	Perform preventive maintenance on integrated helmet electronic systems
E4	CORE	Perform preventive maintenance on lighting systems and components
E4	CORE	Perform preventive maintenance on master caution, warning and advisory systems and components
E4	CORE	Perform preventive maintenance on miscellaneous electrical and electronic systems and components (e.g., aircraft clock, night vision, etc.)
E4	NON-CORE	Perform preventive maintenance on vapor purge warning systems and components

AIRCRAFT INSTRUMENTS AND NAVIGATION SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform corrective maintenance on aircraft compass systems and components
E4	CORE	Perform corrective maintenance on aircraft navigation electrical and electronic systems and components
E4	CORE	Perform corrective maintenance on fire warning indicating systems and components
E4	CORE	Perform corrective maintenance on Flight Director Indicators (FDI) (e.g., Attitude Direction Indicator (ADI), Bearing Distance Heading Indicator (BDHI), etc.)
E4	CORE	Perform corrective maintenance on flight instruments system and components (e.g., oil pressure, hydraulic pressure, etc.)
E4	CORE	Perform corrective maintenance on liquid quantity systems and indicators (e.g., fuel, hydraulics, liquid oxygen, etc.)
E4	CORE	Perform corrective maintenance on pitot static systems and components
E4	CORE	Perform preventive maintenance on aircraft compass systems and components
E4	CORE	Perform preventive maintenance on aircraft navigation electrical and electronic systems and components
E4	CORE	Perform preventive maintenance on fire warning indicating systems and components
E4	CORE	Perform preventive maintenance on Flight Director Indicators (FDI) (e.g., Attitude Direction Indicator (ADI), Bearing Distance Heading Indicator (BDHI), etc.)
E4	CORE	Perform preventive maintenance on flight instruments system and components (e.g., oil pressure, hydraulic pressure, etc.)
E4	CORE	Perform preventive maintenance on liquid quantity systems and indicators (e.g., fuel, hydraulics, liquid oxygen, etc.)
E4	CORE	Perform preventive maintenance on pitot static systems and components

AIRCRAFT POWER PLANT ELECTRICAL SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform corrective maintenance on aircraft power plant electrical and electronic systems and components
E4	CORE	Perform corrective maintenance on electrical fuel distribution, transfer, and dump systems
E4	CORE	Perform corrective maintenance on engine temperature monitoring systems and components
E4	CORE	Perform corrective maintenance on fuel system electrical components
E4	NON-CORE	Perform corrective maintenance on propeller electrical and electronic systems and components
E4	CORE	Perform preventive maintenance on aircraft power plant electrical and electronic systems and components
E4	CORE	Perform preventive maintenance on electrical fuel distribution, transfer, and dump systems
E4	CORE	Perform preventive maintenance on engine temperature monitoring systems and components
E4	CORE	Perform preventive maintenance on fuel system electrical components
E4	NON-CORE	Perform preventive maintenance on propeller electrical and electronic systems and components

AIRFRAME ELECTRICAL SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform corrective maintenance on airframe electrical and electronic systems and components
E4	CORE	Perform corrective maintenance on airframe subsystems electrical and electronic systems and components
E4	CORE	Perform corrective maintenance on landing gear electrical and electronic systems and components
E4	CORE	Perform preventive maintenance on airframe electrical and electronic systems and components
E4	CORE	Perform preventive maintenance on airframe subsystems electrical and electronic systems and components
E4	CORE	Perform preventive maintenance on landing gear electrical and electronic systems and components

AUTOMATIC FLIGHT CONTROL SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform corrective maintenance on Automatic Flight Control Systems (AFCS) and components
E4	NON-CORE	Perform corrective maintenance on Automatic Throttle Control (ATC) systems and components
E4	CORE	Perform corrective maintenance on flight surface indicating systems and components
E4	CORE	Perform preventive maintenance on Automatic Flight Control Systems (AFCS) and components

AUTOMATIC FLIGHT CONTROL SYSTEMS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Perform preventive maintenance on Automatic Throttle Control systems (ATC) and components
E4	CORE	Perform preventive maintenance on flight surface indicating systems and components

CORROSION CONTROL

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform corrosion prevention on aircraft electrical and electronic systems and components
E4	CORE	Perform corrosion prevention on aircraft systems and components
E4	CORE	Perform corrosion prevention on support equipment (SE) and Individual Material Readiness List (IMRL) assets and related equipment
E4	CORE	Perform corrosion treatment on aircraft electrical and electronic systems and components
E4	CORE	Perform corrosion treatment on aircraft systems and components
E4	CORE	Perform corrosion treatment on support equipment (SE) and Individual Material Readiness List (IMRL) assets and related equipment

ELECTRICAL WIRING MAINTENANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Assemble aircraft wiring devices (e.g., cannon plugs, ground points, splice points, etc.)
E4	CORE	Build aircraft wiring harnesses
E4	CORE	Perform corrective maintenance on aircraft wiring and associated devices (e.g., cannon plugs, ground points, splice points, etc.)
E4	CORE	Perform corrective maintenance on aircraft wiring harness systems and components
E4	CORE	Perform preventive maintenance on aircraft wiring and associated devices (e.g., cannon plugs, ground points, splice points, etc.)
E4	CORE	Perform preventive maintenance on aircraft wiring harness systems and components
E4	CORE	Perform preventive maintenance on Electrical Wiring Interconnect System (EWIS)

GENERAL AIRCRAFT INSPECTION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Incorporate Technical Directives (TD)
E4	CORE	Perform conditional inspections
E4	CORE	Perform daily inspections
E4	CORE	Perform phase inspections
E4	CORE	Perform preoperational inspections
E4	CORE	Perform special inspections
E4	CORE	Perform turnaround inspections
E4	CORE	Perform zonal inspections

MAINTENANCE ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Brief maintenance operations (e.g., aircraft moves, low power turns, production control, work center, etc.)
E7	CORE	Certify aircraft Safe for Flight (SFF)
E4	CORE	Document aviation maintenance actions
E7	CORE	Manage Maintenance Control (MC) operations
E5	CORE	Perform duties as Aircraft Crew Lead (ACL)
E5	CORE	Update Monthly Maintenance Plans (MMP)
E5	CORE	Validate maintenance workload status
E5	CORE	Verify Maintenance Data Reports (MDR)

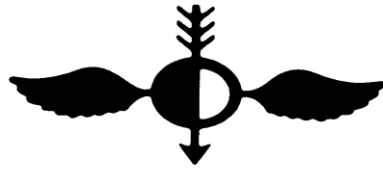
POWER GENERATION AND DISTRIBUTION SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform corrective maintenance on aircraft circuit protection systems and devices
E4	CORE	Perform corrective maintenance on aircraft electrical and electronic power distribution systems and components
E4	CORE	Perform corrective maintenance on aircraft generators
E4	CORE	Perform corrective maintenance on aircraft supervisory panels and voltage regulators
E4	CORE	Perform corrective maintenance on aircraft transformer rectifiers, converters, and inverters
E4	CORE	Perform corrective maintenance on Bus Power Control Units (BPCU)
E4	CORE	Perform corrective maintenance on Generator Control Units (GCU)
E4	CORE	Perform corrective maintenance on generator systems and components (e.g., generator control panel, contactors, bus tie contactors, relay panels, etc.)
E4	CORE	Perform corrective maintenance on main aircraft batteries
E4	CORE	Perform preventive maintenance on aircraft circuit protection systems and devices
E4	CORE	Perform preventive maintenance on aircraft electrical and electronic power distribution systems and components
E4	CORE	Perform preventive maintenance on aircraft generators
E4	CORE	Perform preventive maintenance on aircraft supervisory panels and voltage regulators
E4	CORE	Perform preventive maintenance on aircraft transformer rectifiers, converters, and inverters
E4	CORE	Perform preventive maintenance on Bus Power Control Units (BPCU)
E4	CORE	Perform preventive maintenance on Generator Control Units (GCU)
E4	CORE	Perform preventive maintenance on generator systems and components (e.g., generator control panel, contactors, bus tie contactors, relay panels, etc.)
E4	CORE	Perform preventive maintenance on main aircraft batteries
E4	CORE	Stow aircraft batteries
E4	CORE	Transport aircraft batteries

QUALITY ASSURANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Audit Naval Aviation Maintenance Programs (NAMP)
E4	CORE	Conduct Collateral Duty Inspector (CDI) inspections
E5	CORE	Conduct Quality Assurance (QA) inspections
E6	NON-CORE	Coordinate flight deck and flight line operations
E7	CORE	Manage flight deck and flight line operations
E7	CORE	Manage hangar and flight line aircraft maintenance operations
E6	CORE	Manage Naval Aviation Maintenance Programs (NAMP)
E6	CORE	Monitor Naval Aviation Maintenance Programs (NAMP)
E4	CORE	Perform acceptance inspections
E4	CORE	Perform transfer inspections
E4	CORE	Supervise electrical and electronic maintenance tasks

CHAPTER 5



AEROGRAPHER'S MATE (AG)

NAVPERS 18068F-5E
Change 95

Updated: July 2023

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

AEROGRAPHER'S MATE (AG)



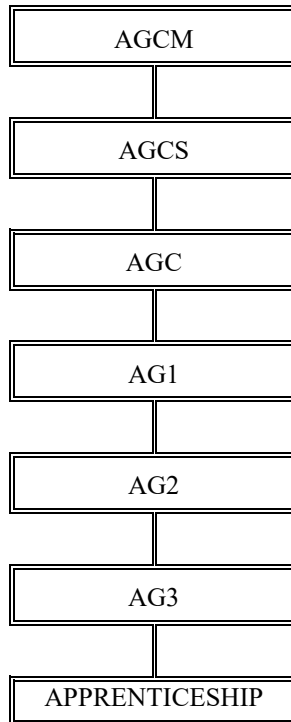
SCOPE OF RATING

Aerographer's Mates (AG) collect, measure, and analyze the elements of the physical environment (Land/Sea/Air/Space) and land/sea interface; synthesize a vast array of oceanographic, hydrographic, celestial, and meteorological data and in situ observations and measurements to produce forecasts and warnings in support of safety of flight, navigation, and Naval/Joint operations and missions; demonstrate expertise in Meteorological and Oceanographic (METOC) equipment and systems, Geospatial Information and Services (GIS), and Tactical Decision Aids (TDA); combine knowledge of the operating environment with a thorough understanding of warfighting capabilities to assess and predict environmental impacts to friendly and enemy platforms, sensors, and weapon systems; develop actionable recommendations regarding tactics, techniques, and procedures that fully exploit environmental parameters, mitigate risks, and enable decision superiority across all warfighting areas and strategic and enabling capabilities; operate Unmanned Systems (UxS), small boats and expeditionary survey vehicles to collect meteorological, hydrographic and oceanographic data; and distribute data internally and externally to platforms and operational activities via communication devices, web-centric architecture, or on-scene in direct support of afloat units, Fleet/Joint staffs, or Combatant/Operational Commanders.

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 5.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer 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**Meteorological And Oceanographic (METOC) Analyst****Job Code****001695****Job Family**

Life, Physical, and Social Science

NOC

TBD

Short Title (30 Characters)

METOC ANALYST

Short Title (14 Characters)

METOC ANALYST

Pay Plan

ENLISTED

Career Field

AG

Other Relationships and Rules

NEC JXXX and 7XXX series and other NECs as assigned

Job Description

Meteorological and Oceanographic (METOC) Analysts observe, measure, and collect atmospheric and oceanographic data, phenomena, and parameters that affect platforms, sensors, and weapon systems performance; interpret numerical prediction models and provide limited analysis of operationally significant weather data (e.g., cloud cover, freezing level, fronts and pressure centers, significant weather, and hazards to flight, etc.); conduct routine analysis of hydrographic features and elements on nautical/navigation charts and prepare routine forecasts of METOC conditions on synoptic, meso, and micro scales in low risk operating areas; utilize Tactical Decision Aids (TDA) to generate graphical depictions of atmospheric refractive conditions and acoustic properties of the ocean; operate Unmanned Systems (UxS), small boats and expeditionary survey vehicles to collect meteorological, hydrographic and oceanographic data; process side-scan, multi-beam, and single-beam sonar imageries; brief current METOC conditions in support of warfare operations (e.g., Anti-Submarine Warfare (ASW), Mine Warfare (MIW), Strike Warfare (STW), Amphibious Warfare (AMW), Electromagnetic Maneuver Warfare (EMW)); operate classified/unclassified software and systems; and communicate METOC information internally and externally to platforms and operational activities.

DoD Relationship**Group Title**

Weather, General

DoD Code

142000

O*NET Relationship**Occupation Title**

Atmospheric and Space Scientists

SOC Code

19-2021.00

Job Family

Life, Physical, and Social Science

Skills

Science

Critical Thinking

Speaking

Operation and Control

Operations Analysis

Coordination

Quality Control Analysis

Judgment and Decision Making

Writing

Management of Material Resources

Abilities

Information Ordering

Deductive Reasoning

Oral Expression

Flexibility of Closure

Speech Clarity

Written Expression

Spatial Orientation

Written Comprehension

Category Flexibility

Problem Sensitivity

ASSIMILATION, APPLICATION, AND PREDICTION**Paygrade**

E5

Task Type

CORE

Task Statements

Assess climatological data for long-range mission planning

E4

CORE

Brief satellite derived meteorological features and elements

CHARACTERIZATION AND ANALYSIS**Paygrade**

E4

Task Type

CORE

Task Statements

Analyze atmospheric refractive conditions

E4

CORE

Analyze bathythermograph data

E4

CORE

Analyze hydrographic data

E4

NON-CORE

Analyze impacts of clutter density data to mission timelines

E4

CORE

Analyze ocean surface buoy data

E4

CORE

Analyze open ocean wave conditions (i.e., average and significant wave heights, lengths, and periods)

E4

CORE

Analyze ray trace diagrams

E4

CORE

Analyze sea ice conditions

E4

CORE

Analyze sea surface conditions (i.e., current direction and speed, ocean fronts and eddies, and sea surface temperature)

E4

NON-CORE

Analyze sonar imagery (i.e., side-scan, multi-beam and single beam)

CHARACTERIZATION AND ANALYSIS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze Sound Speed Profile (SSP) (e.g., sonic layer depth, sound channels, best depth, cut-off frequencies, etc.)
E5	NON-CORE	Analyze Unmanned Underwater Vehicle (UUV) data
E4	NON-CORE	Apply geospatial orientation on Meteorological and Oceanographic (METOC) products
E4	CORE	Brief basic Meteorological and Oceanographic (METOC) elements and features on climatological products and information
E4	NON-CORE	Brief hydrographic features and elements on nautical/navigation charts
E4	CORE	Brief meteorological features and elements on surface weather charts
E4	CORE	Brief oceanographic and biological properties of the oceans (e.g., bottom types, bioluminescence, etc.)
E4	CORE	Brief satellite derived oceanographic features and elements
E4	NON-CORE	Characterize hydrographic features and elements on nautical/navigation charts
E4	CORE	Characterize meteorological features and elements on constant pressure charts
E4	CORE	Characterize meteorological features and elements on satellite imagery
E4	CORE	Characterize meteorological features and elements on surface weather charts
E4	CORE	Characterize meteorological features and elements on upper air data
E4	CORE	Characterize oceanographic features and elements on satellite imagery
E4	CORE	Characterize physical and biological properties of the oceans
E4	CORE	Characterize severe weather (e.g., tornadoes, thunderstorms, hail, etc.)
E4	CORE	Compile oceanographic and biological data (e.g., bottom types, bioluminescence, etc.)
E5	CORE	Develop tropical streamline analyses
E4	CORE	Evaluate ocean surface buoy data
E4	CORE	Evaluate ray trace diagrams
E4	NON-CORE	Generate graphical depictions of hydrographic properties of the ocean
E4	CORE	Integrate bathythermograph data into oceanographic prediction products
E4	NON-CORE	Perform change detection and contact fusion analyses
E4	NON-CORE	Process multi-beam sonar imagery
E4	NON-CORE	Process single beam sonar imagery

METEOROLOGICAL, OCEANOGRAPHIC, AND HYDROGRAPHIC DATA COLLECTION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Collect climatological data for long-range mission planning
E4	NON-CORE	Collect hydrographic data
E4	NON-CORE	Collect ocean bottom data using Unmanned Underwater Vehicles (UUV)
E4	CORE	Collect satellite imagery using shipboard or shore-based satellite data terminal (i.e., SMQ-11 and FMQ-17)
E4	CORE	Compile astronomical data (e.g., solar, lunar, tidal, etc.)
E4	CORE	Document observed surf conditions (e.g., breaker height, breaker type, breaker angle, etc.)
E4	NON-CORE	Launch oceanographic buoys

METEOROLOGICAL, OCEANOGRAPHIC, AND HYDROGRAPHIC DATA COLLECTION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Measure current atmospheric conditions (e.g., land-based, shipboard, upper air, etc.)
E4	CORE	Observe surf conditions (e.g., breaker height, breaker type, breaker angle, etc.)
E4	NON-CORE	Perform launch and recovery of Unmanned Underwater Vehicles (UUV)
E4	NON-CORE	Perform small craft operations (e.g., Expeditionary Survey Vehicle (ESV), Combat Rubber Raiding Craft (CRRC), etc.)
E4	NON-CORE	Process side-scan sonar imagery
E4	NON-CORE	Record current tidal observations
E4	CORE	Record current weather observations (e.g., land-based, shipboard, upper air, etc.)
E4	NON-CORE	Recover oceanographic buoys

METOC ADMINISTRATION, TRAINING, AND QUALITY CONTROL

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Archive Meteorological and Oceanographic (METOC) data
E4	NON-CORE	Conduct Meteorological and Oceanographic (METOC) training
E4	CORE	Disseminate Meteorological and Oceanographic (METOC) forecasts and products
E4	NON-CORE	Inspect Meteorological and Oceanographic (METOC) equipment
E4	CORE	Maintain Meteorological and Oceanographic (METOC) administrative files
E4	CORE	Maintain Meteorological and Oceanographic (METOC) publications and databases
E4	CORE	Maintain Tactical Decision Aid (TDA) sensor databases
E4	CORE	Perform environmental observation quality control checks (e.g., surface, synoptic, surf, etc.)
E5	NON-CORE	Provide Meteorological and Oceanographic (METOC) information for Daily Intentions Message System (DIMS)
E4	CORE	Verify deployable Meteorological and Oceanographic (METOC) equipment readiness

SAFETY OF FLIGHT, NAVIGATION, AND INFRASTRUCTURE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze radar data in support of flight operations (i.e., convective and non-convective meteorological features significant to aircraft operations and safety)
E4	CORE	Brief flight weather conditions and recommendations
E4	CORE	Brief sea ice conditions and forecasts
E4	CORE	Brief Terminal Aerodrome Forecast (TAF)
E4	CORE	Collect observed environmental conditions in the event of a mishap (e.g., aircraft, ship, infrastructure, personnel, etc.)
E4	NON-CORE	Construct digital flight weather packages (i.e., ditch headings, satellite image, and flight level wind)
E4	NON-CORE	Create Optimum Path Aircraft Routing System (OPARS) customized flight plan predictions
E4	CORE	Develop Horizontal Weather Depictions (HWD) (e.g., cloud cover, freezing level, fronts and pressure centers, significant weather, hazards to flight, etc.)
E4	CORE	Plot ship Projected Intended Movement (PIM) and Movement Reports (MOVREP)

TACTICAL/OPERATIONAL ASSESSMENTS AND RECOMMENDATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Analyze acoustic and non-acoustic contacts
E4	CORE	Assess astronomical data (e.g., solar, lunar, tidal, etc.)
E4	CORE	Brief Chain of Command (COC) of environmental conditions impacting operations
E4	NON-CORE	Brief change detection and contact fusion analyses
E4	CORE	Brief communications forecasts, impacts, and recommendations
E4	CORE	Brief current local weather conditions, advisories, and warnings
E4	CORE	Brief current/forecasted Meteorological and Oceanographic (METOC) conditions in support of warfare operations (e.g., Undersea Warfare (USW), Mine Warfare (MIW), Strike Warfare (STW), Intelligence, Surveillance, and Reconnaissance (ISR), etc.)
E4	CORE	Brief forecasted atmospheric refractive conditions
E5	NON-CORE	Brief Humanitarian Assistance and Disaster Relief (HADR) forecasts and recommendations
E4	NON-CORE	Brief impacts of clutter density data to mission timelines
E4	CORE	Brief oceanographic acoustic prediction assessments and recommendations
E5	CORE	Brief Search and Rescue (SAR) forecasts and recommendations
E5	CORE	Brief surf forecasts and recommendations
E4	CORE	Create oceanographic acoustic prediction products (i.e., three-dimensional graphics, animations, audio, and tactical visualizations)
E4	CORE	Develop electromagnetic wave propagation predictions
E4	CORE	Develop electro-optic sensor predictions
E4	NON-CORE	Develop hydrographic mission planning briefs
E4	NON-CORE	Develop mosaic mapped imagery

Job Title**Meteorological And Oceanographic (METOC) Forecaster****Job Code****001585****Job Family**

Life, Physical, and Social Science

NOC

TBD

Short Title (30 Characters)

METOC FORECASTER

Short Title (14 Characters)

METOC FORCASTR

Pay Plan

ENLISTED

Career Field

AG

Other Relationships and Rules

NEC JXXX and 7XXX series and other NECs as assigned

Job Description

Meteorological and Oceanographic (METOC) Forecasters carry out a broad range of METOC forecasting activities to be performed in a wide variety of contexts, some of which are complex and non-routine; demonstrate personal autonomy and responsibility in the generation of METOC products and operational recommendations; demonstrate critical thinking and the capacity to apply scientific knowledge and skills in an integrated way; predict and assess the impact of the elements of the physical environment (Land/Sea/Air/Space) and land/sea interface on both friendly and enemy platforms, sensors and weapon system performance, safety of flight and navigation, and Naval/Joint operations and missions; evaluate numerical model performance to quantify the accuracy and reliability of future performance in low and moderate risk operating areas; analyze hydrographic features and elements on nautical/navigation charts and forecast METOC conditions on synoptic, meso, and micro scales in moderate risk operating areas; analyze side-scan, multi-beam, and single-beam sonar imagery; collect and analyze ocean bottom data using unmanned underwater vehicles; create climatological studies supporting Naval warfare planning; produce forecasts and warnings; synthesize a vast array of METOC data to characterize the operating environment and recommend Courses of Actions (COA) to enhance the warfighter's ability to exploit the physical environment for successful mission accomplishment; brief forecasted METOC conditions in support of warfare operations (e.g., Anti-Submarine Warfare (ASW), Mine Warfare (MIW), Strike Warfare (STW), Amphibious Warfare (AMW), Electromagnetic Maneuver Warfare (EMW), Navy Special Warfare (NSW)); and distribute data internally and externally to aircraft, ships, and shore activities via communication devices/web-centric architecture.

DoD Relationship**Group Title**

Weather, General

DoD Code

142000

O*NET Relationship**Occupation Title**

Atmospheric and Space Scientists

SOC Code

19-2021.00

Job Family

Life, Physical, and Social Science

Skills

Science

Critical Thinking

Complex Problem Solving

Speaking

Judgment and Decision Making

Coordination

Systems Analysis

Writing

Operations Analysis

Operation and Control

Abilities

Information Ordering

Deductive Reasoning

Written Expression

Oral Expression

Speech Clarity

Flexibility of Closure

Inductive Reasoning

Speed of Closure

Visualization

Written Comprehension

ASSIMILATION, APPLICATION, AND PREDICTION**Paygrade****Task Type****Task Statements**

E5

CORE

Analyze numerical model performance

E5

CORE

Assess climatological data for long-range mission planning

E4

CORE

Brief satellite derived meteorological features and elements

E5

CORE

Develop prognostic blend weather charts

E5

NON-CORE

Develop submarine operations forecasts

E5

CORE

Develop synoptic-scale surface weather forecasts (i.e., tropical, mid-latitude, and arctic)

E5

CORE

Evaluate numerical model performance

E5

CORE

Forecast aircraft en route weather (e.g., ditch headings, aircraft icing, flight weather winds, altimeter settings, freezing levels, etc.)

E5

CORE

Forecast electromagnetic wave propagation

E5

CORE

Forecast flight weather, visibility, and cloud ceiling conditions (i.e., Visual Flight Rules (VFR), Instrument Flight Rules (IFR), Visual Meteorological Conditions (VMC), and Instrument Meteorological Conditions (IMC))

ASSIMILATION, APPLICATION, AND PREDICTION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Forecast jet stream positions and intensities
E5	CORE	Forecast long wave patterns
E5	CORE	Forecast movement and intensity changes in major short wave troughs and ridges
E5	CORE	Forecast movement and intensity changes in surface pressure systems and features
E5	CORE	Forecast oceanographic near shore conditions (e.g., littoral currents, speeds, and direction, temperatures, surf, etc.)
E5	CORE	Forecast precipitation types, intensities, and durations
E5	CORE	Forecast sea surface conditions (e.g., sea states, current direction and speed, ocean fronts and eddies, sea surface temperature, etc.)
E5	CORE	Forecast severe weather (e.g., tornados, thunderstorms, hail, etc.)
E5	CORE	Forecast sky conditions (e.g., cloud types, amounts, layer heights, etc.)
E5	CORE	Forecast sound propagation (e.g., sonic layer depth, sound channels, best depth, etc.)
E5	CORE	Forecast surface air temperatures (e.g., ambient air, dew point, heat stress, wind chill, etc.)
E5	CORE	Forecast synoptic-scale meteorological features and elements (e.g., pressure systems, frontal boundaries, cloud cover, precipitation, etc.)
E5	CORE	Forecast tropical cyclone development, movement, and intensity changes
E5	CORE	Forecast visibility obstructions (e.g., fog, rain, haze, smoke, etc.)
E5	CORE	Forecast wind conditions (e.g., direction, speed, character, shifts, etc.)
E5	CORE	Forecast wind shear and turbulence (e.g., types, intensities, levels, and locations, etc.)
E6	CORE	Synthesize performance trends of multiple numerical models
E5	CORE	Validate severe weather advisories, watches and warnings (e.g., tornadoes, thunderstorms, hail, etc.)

CHARACTERIZATION AND ANALYSIS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Analyze advanced physics-based effects (e.g., dynamics, kinematics, thermodynamics, etc.)
E4	CORE	Analyze atmospheric refractive conditions
E4	CORE	Analyze bathythermograph data
E4	CORE	Analyze hydrographic data
E4	NON-CORE	Analyze hydrographic features and elements on nautical/navigation charts
E5	NON-CORE	Analyze imageries for environmental Essential Elements of Information (EEI)
E4	NON-CORE	Analyze impacts of clutter density data to mission timelines
E5	NON-CORE	Analyze Magnetic Anomaly Detection (MAD) Magnetic Operational Effectiveness (MOE) charts
E5	NON-CORE	Analyze Meteorological and Oceanographic (METOC) features and elements on full motion videos
E5	CORE	Analyze meteorological features and elements on constant pressure charts
E5	CORE	Analyze meteorological features and elements on satellite imagery
E5	CORE	Analyze meteorological features and elements on surface weather charts

CHARACTERIZATION AND ANALYSIS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Analyze meteorological features and elements on upper air data
E5	CORE	Analyze ocean bottom characteristics (e.g., topography, sediment, etc.)
E4	CORE	Analyze ocean surface buoy data
E5	NON-CORE	Analyze oceanographic features and elements on satellite imagery
E4	CORE	Analyze open ocean wave conditions (i.e., average and significant wave heights, lengths, and periods)
E5	CORE	Analyze physical and biological properties of the oceans
E5	CORE	Analyze prognostic weather charts
E4	CORE	Analyze ray trace diagrams
E5	NON-CORE	Analyze riverine imagery
E4	CORE	Analyze sea surface conditions (i.e., current direction and speed, ocean fronts and eddies, and sea surface temperature)
E4	NON-CORE	Analyze sonar imagery (i.e., side-scan, multi-beam and single beam)
E4	CORE	Analyze Sound Speed Profile (SSP) (e.g., sonic layer depth, sound channels, best depth, cut-off frequencies, etc.)
E5	CORE	Analyze thickness and height change charts
E5	NON-CORE	Analyze Unmanned Underwater Vehicle (UUV) data
E5	CORE	Analyze vorticity charts
E4	NON-CORE	Apply geospatial orientation on Meteorological and Oceanographic (METOC) products
E4	CORE	Brief basic Meteorological and Oceanographic (METOC) elements and features on climatological products and information
E5	NON-CORE	Brief graphical depictions of hydrographic properties of the ocean
E4	NON-CORE	Brief hydrographic features and elements on nautical/navigation charts
E4	CORE	Brief meteorological features and elements on surface weather charts
E4	CORE	Brief oceanographic and biological properties of the oceans (e.g., bottom types, bioluminescence, etc.)
E4	CORE	Brief satellite derived oceanographic features and elements
E4	CORE	Characterize meteorological features and elements on constant pressure charts
E4	CORE	Characterize meteorological features and elements on satellite imagery
E4	CORE	Characterize meteorological features and elements on surface weather charts
E4	CORE	Characterize meteorological features and elements on upper air data
E4	CORE	Characterize oceanographic features and elements on satellite imagery
E4	CORE	Characterize physical and biological properties of the oceans
E4	CORE	Characterize severe weather (e.g., tornadoes, thunderstorms, hail, etc.)
E4	CORE	Compile oceanographic and biological data (e.g., bottom types, bioluminescence, etc.)
E5	CORE	Develop tropical streamline analyses
E5	CORE	Enhance meteorological features and elements in multi-channel satellite derived imagery
E4	CORE	Evaluate ocean surface buoy data

CHARACTERIZATION AND ANALYSIS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Evaluate ray trace diagrams
E5	CORE	Evaluate stability indices on upper air profiles
E5	CORE	Evaluate surf conditions (e.g., breaker height, breaker type, breaker angle, etc.)
E4	NON-CORE	Generate graphical depictions of hydrographic properties of the ocean
E4	CORE	Integrate bathythermograph data into oceanographic prediction products
E4	NON-CORE	Perform change detection and contact fusion analyses
E4	NON-CORE	Process multi-beam sonar imagery
E4	NON-CORE	Process single beam sonar imagery
E7	NON-CORE	Validate hydrographic features and elements on nautical/navigation charts

METEOROLOGICAL, OCEANOGRAPHIC, AND HYDROGRAPHIC DATA COLLECTION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Collect hydrographic data
E4	NON-CORE	Collect ocean bottom data using Unmanned Underwater Vehicles (UUV)
E4	CORE	Compile astronomical data (e.g., solar, lunar, tidal, etc.)
E4	NON-CORE	Launch oceanographic buoys
E4	NON-CORE	Perform launch and recovery of Unmanned Underwater Vehicles (UUV)
E4	NON-CORE	Perform small craft operations (e.g., Expeditionary Survey Vehicle (ESV), Combat Rubber Raiding Craft (CRRC), etc.)
E4	NON-CORE	Process side-scan sonar imagery
E4	NON-CORE	Recover oceanographic buoys

METOC ADMINISTRATION, TRAINING, AND QUALITY CONTROL

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Archive Meteorological and Oceanographic (METOC) data
E7	CORE	Compose Meteorological and Oceanographic (METOC) messages (e.g., Operational Task Report (OPTASK) Meteorological and Oceanographic (METOC), ANNEX H, Meteorological and Oceanographic (METOC) Letter of Instruction (LOI), etc.)
E7	CORE	Compose post-deployment Meteorological and Oceanographic (METOC) reports (e.g., lessons learned, operational impacts, equipment performance, etc.)
E5	NON-CORE	Compose tsunami reports
E5	CORE	Conduct Meteorological and Oceanographic (METOC) forecast and quality control checks
E4	NON-CORE	Conduct Meteorological and Oceanographic (METOC) training
E4	CORE	Disseminate Meteorological and Oceanographic (METOC) forecasts and products
E6	CORE	Establish Meteorological and Oceanographic (METOC) support requirements for warfare operations (e.g., Mine Warfare (MIW), Anti-Submarine Warfare (ASW)/Undersea Warfare (USW), Strike Warfare (STW), etc.)
E4	NON-CORE	Inspect Meteorological and Oceanographic (METOC) equipment
E5	NON-CORE	Issue environmental emergency notification warnings
E4	CORE	Maintain Meteorological and Oceanographic (METOC) administrative files

METOC ADMINISTRATION, TRAINING, AND QUALITY CONTROL (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Maintain Meteorological and Oceanographic (METOC) publications and databases
E4	CORE	Maintain Tactical Decision Aid (TDA) sensor databases
E4	CORE	Perform environmental observation quality control checks (e.g., surface, synoptic, surf, etc.)
E5	NON-CORE	Provide Meteorological and Oceanographic (METOC) information for Daily Intentions Message System (DIMS)
E4	CORE	Verify deployable Meteorological and Oceanographic (METOC) equipment readiness

SAFETY OF FLIGHT, NAVIGATION, AND INFRASTRUCTURE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze radar data in support of flight operations (i.e., convective and non-convective meteorological features significant to aircraft operations and safety)
E5	CORE	Analyze radar data in support of resource protection (e.g., severe weather potential, precipitation type and intensity, storm tracking surveillance, etc.)
E5	CORE	Assess aviation operations Meteorological and Oceanographic (METOC) support requirements
E5	CORE	Assess maritime operations Meteorological and Oceanographic (METOC) support requirements
E5	CORE	Assess operational risks due to hazardous environmental conditions
E5	CORE	Brief aviation operations forecast and recommendations (e.g., Tactical Recovery of Aircraft and Personnel (TRAP), parachute operations, in-flight refueling, etc.)
E4	CORE	Brief flight weather conditions and recommendations
E4	CORE	Brief sea ice conditions and forecasts
E4	CORE	Brief Terminal Aerodrome Forecast (TAF)
E5	CORE	Compose Meteorological and Oceanographic (METOC) advisories, watches, and warnings
E6	CORE	Compose tropical cyclone Conditions of Readiness (COR) recommendations and messages
E4	NON-CORE	Construct digital flight weather packages (i.e., ditch headings, satellite image, and flight level wind)
E4	NON-CORE	Create Optimum Path Aircraft Routing System (OPARS) customized flight plan predictions
E5	CORE	Develop afloat cyclic operations forecasts and products
E5	CORE	Develop aviation operations forecasts and recommendations (e.g., Tactical Recovery of Aircraft and Personnel (TRAP), parachute operations, in-flight refueling, etc.)
E5	CORE	Develop en route Routine Weather (WEAX) forecasts and recommendations (e.g., task force, task group, submarine, ice, graphical, etc.)
E4	CORE	Develop Horizontal Weather Depictions (HWD) (e.g., cloud cover, freezing level, fronts and pressure centers, significant weather, hazards to flight, etc.)
E5	NON-CORE	Develop International Submarine Escape and Rescue Liaison Office (ISMERLO) forecasts and recommendations

SAFETY OF FLIGHT, NAVIGATION, AND INFRASTRUCTURE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Develop local area forecasts and products
E5	CORE	Develop Terminal Aerodrome Forecasts (TAF)
E5	CORE	Evaluate forecasted environmental conditions in the event of a mishap (e.g., aircraft, ship, infrastructure, personnel, etc.)
E5	CORE	Forecast flight weather take-off, en route, and terminal conditions
E5	CORE	Forecast ice accretion conditions at-sea
E6	CORE	Provide mitigation strategies to avoid hazardous environmental conditions
E5	CORE	Update flight weather forecasts and products

TACTICAL/OPERATIONAL ASSESSMENTS AND RECOMMENDATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Analyze acoustic and non-acoustic contacts
E5	NON-CORE	Analyze Meteorological and Oceanographic (METOC) impacts on Unmanned Systems (UxS)
E5	CORE	Analyze upper air profiles for meteorological impacts (e.g., freezing level, icing, inversions, turbulence, etc.)
E4	CORE	Assess astronomical data (e.g., solar, lunar, tidal, etc.)
E5	CORE	Assess environmental impacts to the Electromagnetic Spectrum (EMS)
E5	CORE	Brief at-sea operations forecasts, impacts, and recommendations (e.g., Underway Replenishment (UNREP), Vertical Replenishment (VERTREP), and Visit, Board, Search, and Seizure (VBSS), etc.)
E5	NON-CORE	Brief ballistic wind forecasts and recommendations
E6	NON-CORE	Brief chaff dispersion forecasts and recommendations
E4	CORE	Brief Chain of Command (COC) of environmental conditions impacting operations
E4	NON-CORE	Brief change detection and contact fusion analyses
E5	CORE	Brief Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) forecasts and recommendations
E4	CORE	Brief communications forecasts, impacts, and recommendations
E4	CORE	Brief current local weather conditions, advisories, and warnings
E4	CORE	Brief current/forecasted Meteorological and Oceanographic (METOC) conditions in support of warfare operations (e.g., Undersea Warfare (USW), Mine Warfare (MIW), Strike Warfare (STW), Intelligence, Surveillance, and Reconnaissance (ISR), etc.)
E5	CORE	Brief current/forecasted tactical Meteorological and Oceanographic (METOC) recommendations in support of warfare operations (e.g., Undersea Warfare (USW), Mine Warfare (MIW), Strike Warfare (STW), Intelligence, Surveillance, and Reconnaissance (ISR), etc.)
E4	CORE	Brief forecasted atmospheric refractive conditions
E5	NON-CORE	Brief Humanitarian Assistance and Disaster Relief (HADR) forecasts and recommendations
E4	NON-CORE	Brief impacts of clutter density data to mission timelines
E6	CORE	Brief Meteorological and Oceanographic (METOC) support capabilities

TACTICAL/OPERATIONAL ASSESSMENTS AND RECOMMENDATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Brief Non-combative Evacuation Operation (NEO) forecasts and recommendations
E4	CORE	Brief oceanographic acoustic prediction assessments and recommendations
E5	CORE	Brief Operating Area (OPAREA) forecasts, impacts, and recommendations (e.g., port operations, gas and oil platform, inner harbor, etc.)
E5	NON-CORE	Brief riverine imagery
E5	CORE	Brief Search and Rescue (SAR) forecasts and recommendations
E5	CORE	Brief surf forecasts and recommendations
E5	CORE	Brief target area forecasts and recommendations
E5	CORE	Calculate evasion and detection depths
E4	CORE	Create oceanographic acoustic prediction products (i.e., three-dimensional graphics, animations, audio, and tactical visualizations)
E5	CORE	Develop amphibious warfare operations forecasts and recommendations
E5	CORE	Develop at-sea operations forecasts, impacts, and recommendations (e.g., Underway Replenishment (UNREP), Vertical Replenishment (VERTREP), and Visit, Board, Search, and Seizure (VBSS), etc.)
E5	CORE	Develop aviation strike operations forecasts and recommendations
E5	NON-CORE	Develop ballistic wind forecasts and recommendations
E5	NON-CORE	Develop chaff dispersion forecasts and recommendations
E5	CORE	Develop Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) forecasts and recommendations
E5	CORE	Develop communications forecasts, impacts, and recommendations
E4	CORE	Develop electromagnetic wave propagation predictions
E4	CORE	Develop electro-optic sensor predictions
E5	CORE	Develop expeditionary forecasts and recommendations
E5	NON-CORE	Develop Extended Echo Ranging (EER) forecasts and recommendations
E5	NON-CORE	Develop ground operating area forecasts and recommendations (e.g., civil affairs, direct action mission, ground operations, etc.)
E5	NON-CORE	Develop Humanitarian Assistance and Disaster Relief (HADR) forecasts and recommendations
E4	NON-CORE	Develop hydrographic mission planning briefs
E6	NON-CORE	Develop hydrographic mission planning recommendations
E5	NON-CORE	Develop Intelligence, Surveillance, and Reconnaissance (ISR) forecasts and recommendations
E5	CORE	Develop Meteorological and Oceanographic (METOC) pre-deployment briefs
E5	NON-CORE	Develop Mine Warfare (MIW) forecasts, summaries, and recommendations (e.g., dive plans, bottom characteristics, etc.)
E4	NON-CORE	Develop mosaic mapped imagery
E5	NON-CORE	Develop Non-combative Evacuation Operation (NEO) forecasts and recommendations
E5	CORE	Develop Operating Area (OPAREA) forecasts, impacts and recommendations (e.g., port operations, gas and oil platform, inner harbor, etc.)

TACTICAL/OPERATIONAL ASSESSMENTS AND RECOMMENDATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Develop riverine forecasts and recommendations
E5	CORE	Develop Search and Rescue (SAR) forecasts and recommendations
E5	NON-CORE	Develop special operations forecasts and recommendations (e.g., psychological, swimmer, strategic and tactical reconnaissance, etc.)
E5	NON-CORE	Develop Special Warfare (SPECWAR) mission forecasts and recommendations (e.g., Sea, Air, and Land (SEAL) Delivery Vehicle (SDV), Special Boat Team (SBT), technical operations (tech ops), etc.)
E5	CORE	Develop surf forecasts and recommendations
E5	CORE	Develop Tactical Atmospheric Summaries (TAS)
E5	CORE	Develop Tactical Oceanographic Summaries (TOS)
E5	CORE	Develop tactical recommendations based on Tactical Decision Aid (TDA) output
E5	CORE	Develop target area forecasts and recommendations
E5	CORE	Develop Undersea Warfare (USW) forecasts and recommendations
E5	NON-CORE	Develop Unmanned Systems (UxS) forecasts and recommendations
E5	CORE	Evaluate impact of upwelling on operations
E5	CORE	Evaluate upper air profiles for meteorological impacts (e.g., freezing level, icing, inversions, turbulence, etc.)
E6	CORE	Exploit bathythermograph data
E6	CORE	Exploit climatological data for long-range mission planning
E6	CORE	Exploit meteorological features and elements on upper air data
E6	CORE	Exploit physical and biological properties of the oceans
E5	CORE	Forecast acoustic parameters and ranges (e.g., passive and active ranges, ambient noise, cutoff frequencies, etc.)
E5	CORE	Forecast atmospheric effects on electro-optic sensors and weapons
E6	CORE	Provide Meteorological and Oceanographic (METOC) impact recommendations for warfare mission plans
E5	NON-CORE	Validate acoustic and non-acoustic contacts

Job Title**Master Meteorological And Oceanographic (METOC) Forecaster****Job Code****001640****Job Family**

Life, Physical, and Social Science

NOC

TBD

Short Title (30 Characters)

MASTER METOC FORECASTER

Short Title (14 Characters)

MSTRMETOCFORC

Pay Plan

ENLISTED

Career Field

AG

Other Relationships and Rules

NEC JXXX and 7XXX series and other NECs as assigned

Job Description

Master Meteorological and Oceanographic (METOC) Forecasters apply a significant range of fundamental scientific principles and complex techniques across a wide and often unpredictable variety of contexts; demonstrate substantial personal autonomy and responsibility in the generation of METOC products and operational recommendations; establish METOC support requirements to provide the most relevant products for operational and mission success; evaluate numerical model performance and stochastic model output to quantify the accuracy and reliability of future performance in high risk operating areas; analyze hydrographic features and elements on nautical/navigation charts and the physical and biological properties of the oceans; forecast METOC conditions on synoptic, meso, and micro scales in complex environments; validate side-scan, multi-beam, and single-beam sonar imagery; develop tactical recommendations based on forecasted atmospheric refractive conditions and acoustic properties of the ocean generated by Tactical Decision Aid (TDA) output; coordinate continuity of support with other METOC activities; integrate impacts of the physical environment into warfighter mission plans; manage METOC quality control and environmental impact metrics programs; ensure operational success through effective leadership of personnel, training, re-training and management of METOC assets; comply with international and governmental regulations, local procedures, and established priorities; and develop solutions to meet METOC equipment acquisition and training programs.

DoD Relationship**Group Title**

Weather, General

DoD Code

142000

O*NET Relationship**Occupation Title**

Atmospheric and Space Scientists

SOC Code

19-2021.00

Job Family

Life, Physical, and Social Science

Skills

Science

Complex Problem Solving

Speaking

Critical Thinking

Coordination

Management of Material Resources

Systems Evaluation

Writing

Quality Control Analysis

Judgment and Decision Making

Abilities

Oral Expression

Information Ordering

Written Expression

Speech Clarity

Deductive Reasoning

Inductive Reasoning

Problem Sensitivity

Written Comprehension

Mathematical Reasoning

Oral Comprehension

ASSIMILATION, APPLICATION, AND PREDICTION**Paygrade****Task Type****Task Statements**

E5

CORE

Analyze numerical model performance

E4

CORE

Brief satellite derived meteorological features and elements

E5

CORE

Evaluate numerical model performance

E5

CORE

Forecast electromagnetic wave propagation

E5

CORE

Forecast severe weather (e.g., tornados, thunderstorms, hail, etc.)

E5

CORE

Forecast tropical cyclone development, movement, and intensity changes

E7

CORE

Quantify operational risks utilizing stochastic model output

E6

CORE

Synthesize performance trends of multiple numerical models

E5

CORE

Validate severe weather advisories, watches and warnings (e.g., tornadoes, thunderstorms, hail, etc.)

CHARACTERIZATION AND ANALYSIS**Paygrade****Task Type****Task Statements**

E6

CORE

Analyze advanced physics-based effects (e.g., dynamics, kinematics, thermodynamics, etc.)

E4

CORE

Analyze atmospheric refractive conditions

CHARACTERIZATION AND ANALYSIS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Analyze oceanographic features and elements on satellite imagery
E4	CORE	Brief basic Meteorological and Oceanographic (METOC) elements and features on climatological products and information
E5	NON-CORE	Brief graphical depictions of hydrographic properties of the ocean
E4	NON-CORE	Brief hydrographic features and elements on nautical/navigation charts
E4	CORE	Brief meteorological features and elements on surface weather charts
E4	CORE	Brief oceanographic and biological properties of the oceans (e.g., bottom types, bioluminescence, etc.)
E4	CORE	Brief satellite derived oceanographic features and elements
E7	CORE	Conduct advanced remote sensing analyses
E5	CORE	Enhance meteorological features and elements in multi-channel satellite derived imagery
E7	CORE	Evaluate stochastic model outputs
E4	NON-CORE	Generate graphical depictions of hydrographic properties of the ocean
E7	NON-CORE	Validate change detection and contact fusion analysis results
E7	NON-CORE	Validate hydrographic features and elements on nautical/navigation charts
E7	NON-CORE	Validate multi-beam sonar imagery
E7	NON-CORE	Validate side-scan sonar imagery
E7	NON-CORE	Validate single beam sonar imagery

METEOROLOGICAL, OCEANOGRAPHIC, AND HYDROGRAPHIC DATA COLLECTION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Collect ocean bottom data using Unmanned Underwater Vehicles (UUV)
E7	CORE	Coordinate with mission planners and oceanographers to develop Water Sampling Plan (WSP)

METOC ADMINISTRATION, TRAINING, AND QUALITY CONTROL

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Analyze Meteorological and Oceanographic (METOC) environmental data requests
E7	NON-CORE	Arrange travel and logistics for deployable Meteorological and Oceanographic (METOC) teams
E7	CORE	Compose Meteorological and Oceanographic (METOC) messages (e.g., Operational Task Report (OPTASK) Meteorological and Oceanographic (METOC), ANNEX H, Meteorological and Oceanographic (METOC) Letter of Instruction (LOI), etc.)
E7	CORE	Compose Meteorological and Oceanographic (METOC) situation reports
E7	CORE	Compose post-deployment Meteorological and Oceanographic (METOC) reports (e.g., lessons learned, operational impacts, equipment performance, etc.)
E5	NON-CORE	Compose tsunami reports
E5	CORE	Conduct Meteorological and Oceanographic (METOC) forecast and quality control checks

METOC ADMINISTRATION, TRAINING, AND QUALITY CONTROL (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Conduct Meteorological and Oceanographic (METOC) training
E7	NON-CORE	Coordinate support with oceanography subject matter experts (e.g., acoustics, bathymetry and hydrography, etc.)
E4	CORE	Disseminate Meteorological and Oceanographic (METOC) forecasts and products
E7	CORE	Establish Meteorological and Oceanographic (METOC) support requirements for allied and coalition forces
E6	CORE	Establish Meteorological and Oceanographic (METOC) support requirements for warfare operations (e.g., Mine Warfare (MIW), Anti-Submarine Warfare (ASW)/Undersea Warfare (USW), Strike Warfare (STW), etc.)
E7	CORE	Evaluate ship's surface weather observation programs
E4	NON-CORE	Inspect Meteorological and Oceanographic (METOC) equipment
E5	NON-CORE	Issue environmental emergency notification warnings
E4	CORE	Maintain Tactical Decision Aid (TDA) sensor databases
E7	CORE	Manage Continuity of Operations Plans (COOP) and post-disaster contingency plans
E7	CORE	Manage deployable Meteorological and Oceanographic (METOC) team operational plans, schedules, and logistics
E7	CORE	Manage Meteorological and Oceanographic (METOC) certification and assessment programs
E7	CORE	Manage Meteorological and Oceanographic (METOC) equipment maintenance (e.g., Naval Integrated Tactical Environmental Suite (NITES), Unmanned Underwater Vehicle (UUV), Expeditionary Survey Vehicle (ESV), etc.)
E7	NON-CORE	Manage Meteorological and Oceanographic (METOC) quality control programs
E7	CORE	Manage Meteorological and Oceanographic (METOC) training and qualification programs
E7	CORE	Review Meteorological and Oceanographic (METOC) environmental data requests
E7	CORE	Validate Meteorological and Oceanographic (METOC) forecast and product accuracy
E4	CORE	Verify deployable Meteorological and Oceanographic (METOC) equipment readiness

SAFETY OF FLIGHT, NAVIGATION, AND INFRASTRUCTURE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Analyze radar data in support of resource protection (e.g., severe weather potential, precipitation type and intensity, storm tracking surveillance, etc.)
E5	CORE	Assess aviation operations Meteorological and Oceanographic (METOC) support requirements
E5	CORE	Assess maritime operations Meteorological and Oceanographic (METOC) support requirements
E5	CORE	Assess operational risks due to hazardous environmental conditions
E7	CORE	Assign level of risk associated with severe weather
E7	CORE	Brief tropical cyclone aircraft sortie recommendations
E7	CORE	Brief tropical cyclone ship evasion and sortie recommendations

SAFETY OF FLIGHT, NAVIGATION, AND INFRASTRUCTURE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Compose tropical cyclone Conditions of Readiness (COR) recommendations and messages
E7	NON-CORE	Coordinate International Submarine Escape and Rescue Liaison Office (ISMERLO) support requirements
E5	NON-CORE	Develop International Submarine Escape and Rescue Liaison Office (ISMERLO) forecasts and recommendations
E7	CORE	Develop Optimum Track Ship Routing (OTSR) surveillance advisories and recommendations
E7	CORE	Develop tropical cyclone aircraft sortie recommendations
E7	CORE	Develop tropical cyclone ship evasion and sortie recommendations
E5	CORE	Evaluate forecasted environmental conditions in the event of a mishap (e.g., aircraft, ship, infrastructure, personnel, etc.)
E7	CORE	Maintain continuity of support with other Meteorology and Oceanography (METOC) activities
E7	CORE	Manage aviation safety Meteorological and Oceanographic (METOC) support requirements
E7	CORE	Manage environmental mishap reconstruction (e.g., aircraft, ship, infrastructure, personnel, etc.)
E7	CORE	Manage maritime safety Meteorological and Oceanographic (METOC) support requirements
E6	CORE	Provide mitigation strategies to avoid hazardous environmental conditions

TACTICAL/OPERATIONAL ASSESSMENTS AND RECOMMENDATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Assess environmental impacts to the Electromagnetic Spectrum (EMS)
E5	NON-CORE	Brief ballistic wind forecasts and recommendations
E6	NON-CORE	Brief chaff dispersion forecasts and recommendations
E4	CORE	Brief Chain of Command (COC) of environmental conditions impacting operations
E4	NON-CORE	Brief change detection and contact fusion analyses
E5	CORE	Brief Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) forecasts and recommendations
E4	CORE	Brief communications forecasts, impacts, and recommendations
E4	CORE	Brief current local weather conditions, advisories, and warnings
E4	CORE	Brief current/forecasted Meteorological and Oceanographic (METOC) conditions in support of warfare operations (e.g., Undersea Warfare (USW), Mine Warfare (MIW), Strike Warfare (STW), Intelligence, Surveillance, and Reconnaissance (ISR), etc.)

TACTICAL/OPERATIONAL ASSESSMENTS AND RECOMMENDATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Brief current/forecasted tactical Meteorological and Oceanographic (METOC) recommendations in support of warfare operations (e.g., Undersea Warfare (USW), Mine Warfare (MIW), Strike Warfare (STW), Intelligence, Surveillance, and Reconnaissance (ISR), etc.)
E4	CORE	Brief forecasted atmospheric refractive conditions
E5	NON-CORE	Brief Humanitarian Assistance and Disaster Relief (HADR) forecasts and recommendations
E4	NON-CORE	Brief impacts of clutter density data to mission timelines
E6	CORE	Brief Meteorological and Oceanographic (METOC) support capabilities
E5	NON-CORE	Brief Non-combative Evacuation Operation (NEO) forecasts and recommendations
E4	CORE	Brief oceanographic acoustic prediction assessments and recommendations
E5	CORE	Brief Operating Area (OPAREA) forecasts, impacts, and recommendations (e.g., port operations, gas and oil platform, inner harbor, etc.)
E5	CORE	Brief Search and Rescue (SAR) forecasts and recommendations
E5	CORE	Brief surf forecasts and recommendations
E5	CORE	Brief target area forecasts and recommendations
E5	CORE	Calculate evasion and detection depths
E5	CORE	Develop Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) forecasts and recommendations
E5	NON-CORE	Develop ground operating area forecasts and recommendations (e.g., civil affairs, direct action mission, ground operations, etc.)
E5	NON-CORE	Develop Humanitarian Assistance and Disaster Relief (HADR) forecasts and recommendations
E6	NON-CORE	Develop hydrographic mission planning recommendations
E5	CORE	Develop Meteorological and Oceanographic (METOC) pre-deployment briefs
E5	NON-CORE	Develop Non-combative Evacuation Operation (NEO) forecasts and recommendations
E5	CORE	Develop Search and Rescue (SAR) forecasts and recommendations
E5	NON-CORE	Develop special operations forecasts and recommendations (e.g., psychological, swimmer, strategic and tactical reconnaissance, etc.)
E5	NON-CORE	Develop Special Warfare (SPECWAR) mission forecasts and recommendations (e.g., Sea, Air, and Land (SEAL) Delivery Vehicle (SDV), Special Boat Team (SBT), technical operations (tech ops), etc.)
E5	CORE	Develop surf forecasts and recommendations
E5	CORE	Develop tactical oceanographic acoustic prediction assessments and recommendations
E5	CORE	Develop tactical recommendations based on Tactical Decision Aid (TDA) output
E5	CORE	Develop target area forecasts and recommendations
E5	NON-CORE	Develop Unmanned Systems (UxS) forecasts and recommendations
E5	CORE	Evaluate impact of upwelling on operations

TACTICAL/OPERATIONAL ASSESSMENTS AND RECOMMENDATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Exploit bathythermograph data
E6	CORE	Exploit climatological data for long-range mission planning
E6	CORE	Exploit meteorological features and elements on upper air data
E6	CORE	Exploit physical and biological properties of the oceans
E5	CORE	Forecast atmospheric effects on electro-optic sensors and weapons
E7	CORE	Formulate Meteorological and Oceanographic (METOC) Operational Risk Management (ORM) outcomes and recommendations (i.e., offensive and defensive)
E7	CORE	Liaise with Defense Threat Reduction Agency (DTRA) to support Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) events
E6	CORE	Provide Meteorological and Oceanographic (METOC) impact recommendations for warfare mission plans
E7	CORE	Provide recommendations for sensor and weapon employment and laydown

CHAPTER 6



SPECIAL WARFARE OPERATOR (SO)

NAVPERS 18068F-6C
Change 103

Updated: July 2025

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

SPECIAL WARFARE OPERATOR (SO)



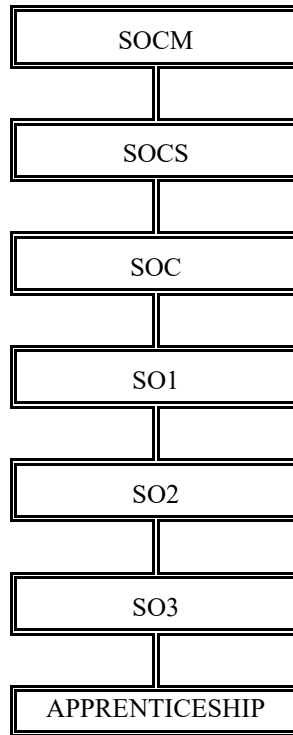
SCOPE OF RATING

Special Warfare Operators (SO) perform maritime, land, and airborne special operations in urban, desert, jungle, arctic, undersea, and mountain environments; duties include: direct action, counterterrorism, special reconnaissance, foreign internal defense, counter insurgency, security force assistance, countering weapons of mass destruction, unconventional warfare, hostage rescue and recovery, and foreign humanitarian assistance.

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 6.

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 articles 1220-100, 1220-231, and 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**Sea, Air, and Land (SEAL)****Job Code****001720****Job Family**

Military Specific

NOC

TBD

Short Title (30 Characters)

SEA AIR AND LAND (SEAL)

Short Title (14 Characters)

SEAL

Pay Plan

Enlisted

Career Field

SO

Other Relationships and Rules

NEC OXXX and 7XXX series and other NECs as assigned

Job Description

Sea, Air, and Land (SEAL) teams perform a range of duties in support of special operations missions and operate on, under, and from the sea, air, and land, required skills include: combat diving, maritime operations, paradrop operations, air operations, land warfare, small unit tactics, and close-quarters combat; conduct Special Operations Urban Combat (SOUC) and tactical mounted and dismounted operations; employ small arms, Crew-Served Weapons (CSW), stand-off and indirect weapons, explosives, communications equipment; implement new technological innovations into operations; perform tactical medicine, mission planning, intelligence-gathering; support joint and combined operations; operate in Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) environments; and conduct counter-proliferation operations globally.

DoD Relationship**Group Title**

Special Forces

DoD Code

101100

O*NET Relationship**Occupation Title**

Special Forces

SOC Code

55-3018.00

Job Family

Military Specific

Skills*Critical Thinking**Operation and Control**Judgment and Decision Making**Equipment Selection**Operation Monitoring**Management of Material Resources**Coordination**Equipment Maintenance**Management of Personnel Resources**Troubleshooting***Abilities***Problem Sensitivity**Memorization**Deductive Reasoning**Inductive Reasoning**Originality**Spatial Orientation**Oral Expression**Information Ordering**Written Expression**Manual Dexterity***AIR INSERTION AND EXTRACTION OPERATIONS****Paygrade****Task Type****Task Statements**

E4

CORE

Assist with cargo and equipment preparations

E6

NON-CORE

Conduct Military Free-Fall (MFF) tandem/bundle operations

E5

NON-CORE

Inspect air operations equipment

E4

CORE

Pack parachutes

E4

CORE

Perform aircraft cast and recovery operations

E4

CORE

Perform aircraft insertion and extraction operations

E4

CORE

Perform cast and recovery of personnel and maritime equipment

E4

CORE

Perform fast rope operations

E4

CORE

Perform Helicopter Rope Suspension Techniques (HRST) operations

E4

CORE

Perform High-Altitude High-Opening (HAHO) Military Free-Fall (MFF) operations

E4

CORE

Perform High-Altitude Low-Opening (HALO) Military Free-Fall (MFF) operations

E5

NON-CORE

Perform parachute rigger operations

E4

CORE

Perform rappelling operations

E5

NON-CORE

Perform Sea, Air, and Land (SEAL) Delivery Vehicle (SDV) Maritime External Air Transport System (MEATS) operations

E4

CORE

Perform Special Patrol Insertion Extractions (SPIE) operations

AIR INSERTION AND EXTRACTION OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform static-line parachute operations
E5	NON-CORE	Supervise aircraft cast and recovery operations
E5	NON-CORE	Supervise aircraft insertion and extraction operations
E5	NON-CORE	Supervise cargo and equipment insertion operations
E5	NON-CORE	Supervise casts and recoveries of personnel and maritime equipment
E6	NON-CORE	Supervise drop zone operations
E5	NON-CORE	Supervise fast rope operations
E6	NON-CORE	Supervise free-fall parachute operations
E5	NON-CORE	Supervise Helicopter Rope Suspension Techniques (HRST) operations
E5	NON-CORE	Supervise rappelling operations
E5	NON-CORE	Supervise Special Patrol Insertion Extraction (SPIE) operations
E5	NON-CORE	Supervise static-line parachute operations

CHEMICAL, BIOLOGICAL, RADIOLOGICAL, AND NUCLEAR EXPLOSIVE (CBRNE) OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Administer initial treatment for Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) injuries
E4	CORE	Decontaminate Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) affected personnel and equipment
E4	CORE	Deploy protective measures for Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) response
E4	CORE	Inspect Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) equipment
E5	CORE	Supervise Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) affected personnel and equipment decontamination actions

DEMOLITION OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Calculate standard explosive charges Minimum Safe Distances (MSD)
E5	NON-CORE	Construct improvised explosives
E4	CORE	Construct non-standard explosives
E4	CORE	Construct standard explosive charges
E5	NON-CORE	Employ improvised explosives
E4	CORE	Employ Naval Special Warfare (NSW) pyrotechnics
E4	CORE	Employ non-standard explosives
E4	CORE	Employ standard explosives
E5	NON-CORE	Supervise demolition operations
E4	NON-CORE	Transport ordnance

DISMOUNTED OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Clear obstacles and hazards
E5	CORE	Employ multi-purpose canine (MPC)

DISMOUNTED OPERATIONS (CONT'D)

<u>Pavgrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Maintain personal tactical equipment
E6	CORE	Manage dismounted movements
E7	NON-CORE	Manage multipurpose canine (MPC)
E4	CORE	Perform dismounted movements
E4	CORE	Perform human transport/evacuation of casualty operations
E5	CORE	Plan rural dismounted movements
E5	CORE	Plan urban dismounted movements
E5	NON-CORE	Supervise multi-purpose canine (MPC)

DIVING OPERATIONS

<u>Pavgrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Employ diver propulsion devices
E4	CORE	Inspect diving equipment
E4	CORE	Perform closed circuit Self-Contained Underwater Breathing Apparatus (SCUBA) dives (e.g., insertion, extraction, demolition, etc.)
E4	NON-CORE	Perform mixed gas Self-Contained Underwater Breathing Apparatus (SCUBA) dives (e.g., insertion, extraction, demolition, etc.)
E4	CORE	Perform open circuit Self-Contained Underwater Breathing Apparatus (SCUBA) dives (e.g., insertion, extraction, demolition, etc.)
E4	CORE	Plan closed circuit Self-Contained Underwater Breathing Apparatus (SCUBA) dives (e.g., insertion, extraction, demolition, etc.)
E4	NON-CORE	Plan mixed gas Self-Contained Underwater Breathing Apparatus (SCUBA) dives (e.g., insertion, extraction, demolition, etc.)
E4	CORE	Plan open circuit Self-Contained Underwater Breathing Apparatus (SCUBA) dives (e.g., insertion, extraction, demolition, etc.)
E5	NON-CORE	Supervise closed circuit Self-Contained Underwater Breathing Apparatus (SCUBA) dives (e.g., insertion, extraction, demolition, etc.)
E5	NON-CORE	Supervise mixed gas Self-Contained Underwater Breathing Apparatus (SCUBA) dives (e.g., insertion, extraction, demolition, etc.)
E5	NON-CORE	Supervise open circuit Self-Contained Underwater Breathing Apparatus (SCUBA) dives (e.g., insertion, extraction, demolition, etc.)

INTELLIGENCE OPERATIONS

<u>Pavgrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Conduct Advanced Special Operations Techniques (ASOT) Operations
E5	NON-CORE	Conduct advanced Special Reconnaissance (SR)
E6	NON-CORE	Conduct all-source intelligence analysis/targeting
E5	NON-CORE	Conduct clandestine medical intel infrastructure assessments and care
E5	NON-CORE	Conduct clandestine supply and logistics procurement and network set up
E5	NON-CORE	Conduct Operational Preparation of the Environment (OPE)
E5	NON-CORE	Conduct Technical Intercept Operations (TIO)
E5	NON-CORE	Conduct Technical Surveillance Operations (TSO)
E4	CORE	Create intelligence information reports

INTELLIGENCE OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	NON-CORE	Direct intelligence collections
E5	NON-CORE	Employ advanced High Frequency (HF) communications
E5	NON-CORE	Employ clandestine communications
E5	NON-CORE	Establish clandestine communications
E6	NON-CORE	Manage intelligence programs
E4	CORE	Perform intelligence collections
E4	CORE	Report intelligence information
E6	CORE	Supervise intelligence collections

JOINT AND COMBINED OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Integrate with joint and combined Special Operations Forces (SOF)/conventional forces
E6	CORE	Liaison with international agencies
E4	NON-CORE	Maintain language proficiency
E6	CORE	Manage joint and combined operations
E7	CORE	Plan joint and combined operations
E6	CORE	Provide agency/organization integration recommendations (e.g., Non-Governmental Organizations (NGO), Other Governmental Agencies (OGA), other units, etc.)

MOUNTED OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Evaluate non-standard mobility platforms
E4	NON-CORE	Maintain communication systems
E4	CORE	Maintain mounted equipment
E4	CORE	Maintain vehicle platforms
E4	CORE	Maintain weapons systems
E6	CORE	Manage mounted movements
E4	CORE	Perform mounted movements (i.e., standard, non-standard)
E5	CORE	Plan mounted movements
E4	CORE	Recover vehicles
E6	CORE	Test non-standard mobility platforms

NAVAL SPECIAL WARFARE (NSW) ADMINISTRATION, RESEARCH, AND DEVELOPMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Assess tactical operations for strategic effect
E7	CORE	Develop Naval Special Warfare (NSW) Tactics, Techniques, and Procedures (TTP)
E7	CORE	Develop special operations curriculum
E5	NON-CORE	Integrate new technologies and equipment

**NAVAL SPECIAL WARFARE (NSW) ADMINISTRATION, RESEARCH, AND DEVELOPMENT
(CONT'D)**

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Maintain Naval Special Warfare (NSW) administrative records
E5	CORE	Maintain operational qualification records (e.g., jump, dive, demolition, etc.)
E4	CORE	Maintain operational qualifications (e.g., jump, dive, demolition, etc.)
E5	CORE	Manage operational funds
E5	CORE	Manage sensitive equipment inventories (e.g., Arms, Ammunition, and Explosives (AA&E), communications, intelligence, etc.)
E5	CORE	Manage sensitive equipment stowage and transportation (e.g., Arms, Ammunition, and Explosives (AA&E), communications, intelligence, etc.)
E5	CORE	Manage special operations acquisitions
E7	CORE	Manage special operations Operating Target (OPTAR)/Temporary Additional Duty Travel Target (TADTR) budgets
E4	CORE	Perform departmental duties (e.g., Arms, Ammunition, and Explosives (AA&E), communications, intelligence, etc.)
E5	CORE	Prepare information briefs
E5	CORE	Provide special warfare resource requirement recommendations
E6	CORE	Research new technologies and equipment
E6	NON-CORE	Test new technologies and equipment
E6	CORE	Update Naval Special Warfare (NSW) Tactics, Techniques, and Procedures (TTP)
E7	CORE	Validate Naval Special Warfare (NSW) Tactics, Techniques, and Procedures (TTP)

NAVAL SPECIAL WARFARE (NSW) COMMUNICATIONS OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Destroy crypto
E5	NON-CORE	Develop communication plans
E4	CORE	Employ High Frequency (HF) communication systems
E4	NON-CORE	Employ Information Technology (IT) communication systems
E4	NON-CORE	Employ Satellite Communication (SATCOM) systems
E4	CORE	Employ Ultra High Frequency (UHF) and Very High Frequency (VHF) communication systems
E4	NON-CORE	Maintain crypto/devices
E4	NON-CORE	Maintain High Frequency (HF) communication systems
E4	NON-CORE	Maintain Information Technology (IT) communication systems
E4	NON-CORE	Maintain Satellite Communication (SATCOM) systems
E4	NON-CORE	Maintain Ultra High Frequency (UHF) and Very High Frequency (VHF) communication systems
E5	NON-CORE	Manage crypto/devices
E5	NON-CORE	Manage Naval Special Warfare (NSW) communication systems
E4	NON-CORE	Perform electronic transfer of electronic keying materials (i.e., Over the Air Transfers (OTAT) and Over the Air Rekeys (OTAR))

NAVAL SPECIAL WARFARE (NSW) COMMUNICATIONS OPERATIONS (CONT'D)

<u>Pavgrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Plan concept of fires
E5	NON-CORE	Provide Terminal Attack Control (TAC) with supported Commander's approval

NAVAL SPECIAL WARFARE (NSW) FORCED ENTRY OPERATIONS

<u>Pavgrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Develop forced entry Tactics, Techniques, and Procedures (TTP)
E4	NON-CORE	Inspect exothermic breaching systems
E5	NON-CORE	Integrate new forced entry Techniques, Tactics and Procedures (TTP)
E4	CORE	Maintain ballistic breaching systems
E4	CORE	Maintain explosive breaching systems
E4	CORE	Maintain manual breaching systems
E4	NON-CORE	Maintain mechanical breaching systems
E5	NON-CORE	Manage Naval Special Warfare (NSW) forced entry systems
E4	CORE	Perform forced entry operations (e.g., explosive, mechanical, manual, etc.)
E5	NON-CORE	Plan forced entry operations (e.g., explosive, mechanical, manual, etc.)
E4	CORE	Prepare explosive breaching systems
E5	NON-CORE	Research new forced entry Techniques, Tactics and Procedures (TTP)
E5	NON-CORE	Supervise Naval Special Warfare (NSW) forced entry operations (e.g., explosive, mechanical, manual, etc.)

NAVAL SPECIAL WARFARE (NSW) HIGH RISK TRAINING PROGRAM OPERATIONS AND MANAGEMENT

<u>Pavgrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Develop high-risk training and evolution safety briefs
E6	CORE	Evaluate drills and exercises (e.g., range, dive, jump operation, etc.)
E5	CORE	Implement high-risk training plans
E6	CORE	Manage drills and exercises (e.g., range, dive, jump operation, etc.)
E4	CORE	Perform high-risk training (e.g., range, dive, jump operation, etc.)
E4	CORE	Perform high-risk training and evolution safety briefs
E5	CORE	Plan drills and exercises (e.g., range, dive, jump operation, etc.)
E5	CORE	Plan high-risk training
E5	NON-CORE	Supervise range operations

NAVAL SPECIAL WARFARE (NSW) OPERATIONS

<u>Pavgrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Conduct sabotage operations below the water line, hinterlands, and on land
E6	CORE	Develop special operations mission briefs
E6	CORE	Manage Direct Action (DA) operations
E6	CORE	Manage Foreign Internal Defense (FID) operations (e.g., train Tactics, Techniques and Procedures (TTP), build partner capacity, enhanced interoperability, etc.)
E6	CORE	Manage Information Operations (IO)
E6	CORE	Manage Special Reconnaissance (SR) operations

NAVAL SPECIAL WARFARE (NSW) OPERATIONS (CONT'D)

<u>Pavgrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Manage Unconventional Warfare (UW) operations
E4	CORE	Perform Direct Action (DA) operations (e.g., combat enemy forces, degrade enemy infrastructure, etc.)
E4	CORE	Perform Foreign Internal Defense (FID) operations (e.g., train Tactics, Techniques and Procedures (TTP), build partner capacity, enhanced interoperability, etc.)
E4	CORE	Perform Information Operations (IO)
E4	CORE	Perform ladder climb ship-boarding infiltration and exfiltration operations
E4	CORE	Perform maritime operations (e.g., Visit, Board, Search, and Seizure (VBSS), Gas & Oil Platform (GOPLAT), combat swimmer, etc.)
E5	CORE	Perform special operations mission briefs
E4	CORE	Perform Special Reconnaissance (SR) operations
E4	CORE	Perform Unconventional Warfare (UW) operations
E6	CORE	Plan Naval Special Warfare (NSW) operations

NAVAL SPECIAL WARFARE (NSW) PHYSICAL CONDITIONING

<u>Pavgrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform combat simulation training
E4	CORE	Perform endurance training
E4	CORE	Perform nutrition training
E4	CORE	Perform physical therapy/rehabilitation training
E4	CORE	Perform strength training

SMALL BOAT OPERATIONS

<u>Pavgrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conceal small boats
E4	CORE	Conduct human transport of inflatable boats and outboard motor operations
E4	CORE	Employ small boat support equipment
E4	CORE	Employ small boats
E4	CORE	Launch small boats
E4	CORE	Maintain engineering systems
E4	CORE	Maintain navigational systems
E4	CORE	Maintain small boat support equipment
E4	CORE	Maintain small boats
E4	CORE	Perform hydrographic reconnaissance
E4	CORE	Plan maritime navigational routes
E4	CORE	Recover man overboard
E4	CORE	Recover small boats
E5	CORE	Supervise small boat operations
E4	CORE	Update special operation charts
E4	CORE	Validate special operation charts

TACTICAL MEDICINE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Administer advanced first aid
E5	NON-CORE	Administer advanced life support
E4	CORE	Administer basic life support
E4	NON-CORE	Maintain records (e.g., medical, fitness, dental, etc.)
E5	NON-CORE	Manage mass casualty treatments
E4	CORE	Perform Casualty Evacuation (CASEVAC)/Medical evacuation (MEDEVAC) procedures
E4	CORE	Perform field health and hygiene techniques
E4	CORE	Perform Tactical Combat Casualty Care (TCCC)
E5	NON-CORE	Supervise mass casualty treatments
E5	NON-CORE	Supervise sick calls

TACTICAL SUPPORT EQUIPMENT OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Conduct Counter-Unmanned Aircraft Systems (C-UAS)
E4	CORE	Employ Electronic Counter Measure (ECM) systems
E4	CORE	Employ navigation equipment
E4	CORE	Employ photographic and video equipment
E4	NON-CORE	Employ Unmanned Aircraft System (UAS)
E4	CORE	Employ Visual Augmentation System (VAS) equipment
E4	CORE	Maintain tactical support equipment
E4	NON-CORE	Maintain Unmanned Aircraft System (UAS)
E6	NON-CORE	Supervise Unmanned Aircraft System (UAS)

UNDERSEA MOBILITY OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Conduct Sea, Air, and Land (SEAL) Delivery Vehicle (SDV) mission specialist operations
E5	NON-CORE	Configure Sea, Air, and Land (SEAL) Delivery Vehicle (SDV) load plans
E5	NON-CORE	Develop Sea, Air, and Land (SEAL) Delivery Vehicle (SDV) load plans
E7	NON-CORE	Navigate Sea, Air, and Land (SEAL) Delivery Vehicle (SDV)
E4	CORE	Perform diver launches/recoveries
E4	CORE	Perform dry deck shelter mass swimmer lock outs/ins
E4	NON-CORE	Perform Sea, Air, and Land (SEAL) Delivery Vehicle (SDV) Launch and Retrieval System (LRS) operations
E4	NON-CORE	Perform Sea, Air, and Land (SEAL) Delivery Vehicle (SDV) towing operations
E4	NON-CORE	Pilot Sea, Air, and Land (SEAL) Delivery Vehicle (SDV)
E5	NON-CORE	Supervise Dry Deck Shelter (DDS) operations
E5	NON-CORE	Supervise Sea, Air, and Land (SEAL) Delivery Vehicle (SDV) dives
E5	NON-CORE	Supervise Sea, Air, and Land (SEAL) Delivery Vehicle (SDV) Launch and Retrieval System (LRS) operations

UNDERSEA MOBILITY OPERATIONS (CONT'D)

<u>Pavgrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Supervise Sea, Air, and Land (SEAL) Delivery Vehicle (SDV) load plans
E5	NON-CORE	Supervise Sea, Air, and Land (SEAL) Delivery Vehicle (SDV) operations

WEAPONS OPERATIONS

<u>Pavgrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Conduct weapons qualifications (e.g., small arms, crew-served, stand-off, etc.)
E5	CORE	Conduct weapons training (e.g., small arms, crew-served, stand-off, etc.)
E4	CORE	Employ crew-served weapons
E4	CORE	Employ hand grenades
E4	CORE	Employ indirect fire weapons
E4	CORE	Employ small arms
E4	CORE	Employ stand-off weapons systems
E4	CORE	Maintain crew-served weapons and systems
E4	CORE	Maintain indirect fire weapons
E4	CORE	Maintain small arms
E4	CORE	Maintain stand-off weapons systems
E4	CORE	Perform advanced small arms techniques
E5	CORE	Supervise employment of small arms and crew-served weapons
E5	NON-CORE	Supervise indirect fire weapons
E5	NON-CORE	Supervise laser range operations
E5	NON-CORE	Supervise shoot house operations
E5	NON-CORE	Supervise small arms and crew-served weapons ranges
E5	NON-CORE	Supervise stand-off weapons system operations

CHAPTER 7



AVIATION STRUCTURAL MECHANIC (AM)

NAVPERS 18068F-7K
Change 102

Updated: April 2025
Event-Based Review

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

AVIATION STRUCTURAL MECHANIC (AM)



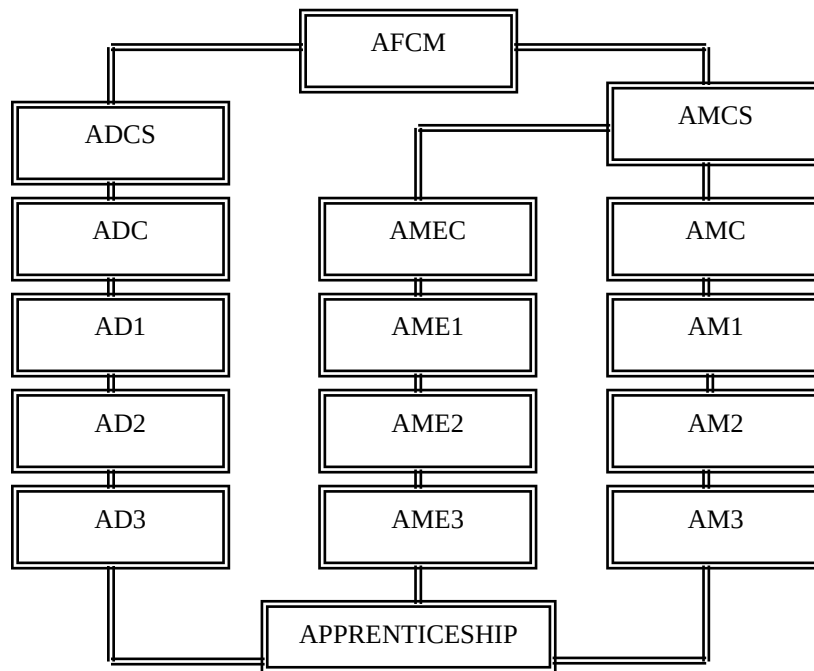
SCOPE OF RATING

Aviation Structural Mechanics (AM) maintain aircraft airframe and structural components, flight surfaces and controls, hydraulic and pneumatic control and actuating systems and mechanisms, landing gear systems, air conditioning, pressurization, visual improvement, and utility systems; fabricate and repair metallic and nonmetallic materials; supervise operation of airframe work centers; maintain aircraft metallic and non-metallic structures including fuselages, fixed and moveable flight surfaces, tail booms, doors, panels, decks, empennages, and seats (except ejection seats); maintain flight controls and related mechanisms; maintain hydraulic power storage and distribution systems including main (primary and secondary), auxiliary (utility), and emergency systems; maintain hydraulic actuating subsystems; maintain landing gear systems including wheels and tires, brakes, and emergency systems; maintain pneumatic power, storage and distribution systems; maintain hoists and winches, wing and tail fold systems; maintain launch and arresting gear systems; perform hydraulic component repair and testing; and perform aircraft daily, special, hourly, Non-Destructive, and conditional inspections.

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 7.

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**Aviation Structural Mechanic Intermediate Level****Job Code****001805****Job Family**
Production**NOC**
TBD**Short Title (30 Characters)**
AVIATION STRUCTURAL MECH I-LVL**Short Title (14 Characters)**
AVSTRUMEC I-LV**Pay Plan**
Enlisted**Career Field**
AM**Other Relationships and Rules**
EXXX and IXXX series and other NECs as assigned**Job Description**

Aviation Structural Mechanics - Intermediate Level, perform maintenance on metallic and non-metallic hose and tube assemblies, hydraulic and pneumatic components, landing gear, tire/wheel assemblies, utility systems, and flight control system components; conduct advanced composite structural repairs, corrosion prevention/treatment, painting applications, Non-Destructive Inspections (NDI), and welding.

DoD Relationship**O*NET Relationship****Group Title****DoD Code****Occupation Title****SOC Code****Job Family**

Aircraft Structures

160300

Aircraft Structure, Surfaces,
Rigging; and Systems Assemblers

51-2011.00

Production

Skills*Equipment Selection**Equipment Maintenance**Quality Control Analysis**Repairing**Critical Thinking**Operation and Control**Operation Monitoring**Troubleshooting**Installation**Judgment and Decision Making***Abilities***Selective Attention**Deductive Reasoning**Manual Dexterity**Category Flexibility**Inductive Reasoning**Control Precision**Written Comprehension**Oral Expression**Written Expression**Mathematical Reasoning***CORROSION CONTROL****Paygrade****Task Type****Task Statements**

E4

CORE

Apply aircraft coatings

E4

CORE

Clean aircraft, support equipment, and aircraft related equipment

E4

CORE

Clean composite materials and components

E4

CORE

Depreserve aircraft, support equipment, and aircraft related equipment

E4

CORE

Inspect aircraft, support equipment (SE), components, and related systems for corrosion

E4

CORE

Inspect components, structures, and sub-assemblies for corrosion

E5

CORE

Inspect composite materials and components

E4

CORE

Maintain aircraft coatings

E6

CORE

Manage corrosion control programs

E6

CORE

Manage Respirator Protection Programs (RPP)

E4

CORE

Perform corrosion prevention procedures

E4

CORE

Perform emergency reclamations

E4

CORE

Preserve aircraft, support equipment, and aircraft related equipment

E4

CORE

Treat aircraft and aircraft components for corrosion

FLIGHT CONTROL SYSTEMS**Paygrade****Task Type****Task Statements**

E5

CORE

Inspect flight control systems

E5

CORE

Inspect flight controls

FLIGHT CONTROL SYSTEMS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Maintain flight control systems
E4	CORE	Repair flight control systems
E4	CORE	Repair flight controls
E5	CORE	Troubleshoot flight control systems
E5	CORE	Troubleshoot flight controls

HOSE AND TUBE REPAIR AND MANUFACTURING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Fabricate hose and tube assemblies
E4	CORE	Inspect hose and tube assemblies
E4	CORE	Install hose and tube assemblies
E4	CORE	Manufacture hose and tube assemblies
E4	CORE	Remove hose and tube assemblies
E4	CORE	Repair hose and tube assemblies
E4	CORE	Test hose and tube assemblies

HYDRAULIC AND PNEUMATIC SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze hydraulic fluid samples
E4	CORE	Assemble aircraft hydraulic components
E4	CORE	Assemble aircraft pneumatic components
E4	CORE	Clean aircraft hydraulic components
E4	CORE	Clean aircraft hydraulic systems
E4	CORE	Collect hydraulic fluid samples
E4	CORE	Disassemble aircraft hydraulic components
E4	CORE	Disassemble aircraft pneumatic components
E4	CORE	Inspect aircraft hydraulic components
E4	CORE	Inspect aircraft hydraulic systems
E4	CORE	Inspect aircraft pneumatic components
E4	CORE	Inspect aircraft pneumatic systems
E4	CORE	Inspect hydraulic test stands
E5	CORE	Inspect In-Flight Refueling (IFR) systems
E4	CORE	Maintain aircraft hydraulic components
E4	CORE	Maintain hydraulic test stands
E4	CORE	Maintain in-flight refueling systems
E5	CORE	Manage hydraulic fluid program
E4	CORE	Repair aircraft hydraulic components
E4	CORE	Repair aircraft pneumatic components
E4	CORE	Repair In-Flight Refueling (IFR) systems
E4	CORE	Test aircraft hydraulic components
E4	CORE	Test aircraft hydraulic systems

HYDRAULIC AND PNEUMATIC SYSTEMS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Test aircraft pneumatic components
E4	CORE	Test aircraft pneumatic systems
E4	CORE	Test hydraulic test stands
E4	CORE	Test In-Flight Refueling (IFR) systems
E5	CORE	Troubleshoot aircraft hydraulic components
E5	CORE	Troubleshoot aircraft hydraulic systems
E5	CORE	Troubleshoot aircraft pneumatic components
E5	CORE	Troubleshoot aircraft pneumatic systems
E5	CORE	Troubleshoot In-Flight Refueling (IFR) systems

LANDING GEAR AND RELATED SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Assemble landing gear tire and wheel assemblies
E4	CORE	Disassemble landing gear tire and wheel assemblies
E5	CORE	Inspect landing gear components and related systems
E5	CORE	Inspect landing gear tire and wheel assemblies
E4	CORE	Maintain landing gear tire and wheel assemblies
E4	CORE	Repair landing gear and related systems
E4	CORE	Repair landing gear tire and wheel assemblies
E4	CORE	Test landing gear components and related systems
E5	CORE	Test landing gear tire and wheel assemblies
E5	CORE	Troubleshoot landing gear components and related systems
E5	CORE	Troubleshoot landing gear tire and wheel assemblies

MAINTENANCE ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Brief Maintenance Control (MC)/Production Control (PC)
E5	CORE	Develop workcenter maintenance plans
E4	CORE	Document maintenance actions
E4	CORE	Incorporate Technical Directives (TD)
E7	CORE	Manage Maintenance Control (MC)/Production Control (PC) operations
E6	CORE	Prepare Broad Arrow (BA) reports
E4	CORE	Process aircraft components for Non-Destructive Inspections (NDI)
E5	CORE	Update Monthly Maintenance Plans (MMP) / Monthly Personnel Plan (MPP)
E6	CORE	Validate Monthly Maintenance Plans (MMP) / Monthly Personnel Plan (MPP)

QUALITY ASSURANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Audit Naval Aviation Maintenance Programs (NAMP)
E4	CORE	Conduct aircraft special inspections
E5	CORE	Conduct Collateral Duty Inspector (CDI) inspections
E5	CORE	Conduct Collateral Duty Quality Assurance Representative (CDQAR) inspections

QUALITY ASSURANCE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Conduct conditional inspections
E6	CORE	Conduct Quality Assurance (QA) inspections
E4	CORE	Conduct Support Equipment (SE) inspections (e.g., daily, preoperational, etc.)
E4	CORE	Conduct tap test inspections
E6	CORE	Manage airframe and related systems maintenance
E6	CORE	Manage conditional inspections
E6	CORE	Manage Naval Aviation Maintenance Programs (NAMP)
E6	CORE	Manage Non-Destructive Testing and Inspection (NDT/I) programs
E6	CORE	Monitor Naval Aviation Maintenance Programs (NAMP)
E5	CORE	Supervise airframe and related systems maintenance
E5	CORE	Supervise conditional inspections
E5	CORE	Supervise Support Equipment (SE) inspections (e.g., daily, preoperational, etc.)
E5	CORE	Supervise tap test inspections

STRUCTURAL MAINTENANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Conduct Non-Destructive Inspections (NDI)
E4	CORE	Fabricate components, structures, and sub-assemblies
E5	CORE	Inspect components, structures, and sub-assemblies
E4	CORE	Inspect structural repair tooling
E4	CORE	Maintain structural repair tooling
E4	CORE	Repair aircraft structural components
E4	CORE	Repair aircraft structures
E4	CORE	Repair composite materials and components
E4	CORE	Repair structural repair tooling
E4	NON-CORE	Weld aircraft components
E4	NON-CORE	Weld Support Equipment (SE)

Job Title**Aviation Structural Mechanic Organizational Level****Job Code****001862****Job Family**

Installation, Maintenance, and Repair

NOC

TBD

Short Title (30 Characters)

AVIATION STRUCTURAL MECH O-LVL

Short Title (14 Characters)

AVSTRUMEC O-LV

Pay Plan

Enlisted

Career Field

AM

Other Relationships and Rules

EXXX and IXXX series and other NECs as assigned

Job Description

Aviation Structural Mechanics - Organizational Level, perform maintenance procedures and troubleshooting on metallic and non-metallic components, hose and tube assemblies, hydraulic and pneumatic systems, landing gear, tire/wheel assemblies, utility systems, flight control systems, composite structural repair, corrosion prevention/treatment; upkeep tactical paint schemes on Naval aircraft; perform daily, special, phase, conditional, Quality Assurance (QA), acceptance and transfer inspections on aircraft.

DoD Relationship**Group Title**

Aircraft Structures

DoD Code

160300

O*NET Relationship**Occupation Title**

Aircraft Mechanics and Service Technicians

SOC Code

49-3011.00

Job Family

Installation, Maintenance, and Repair

Skills*Equipment Maintenance**Equipment Selection**Quality Control Analysis**Repairing**Management of Material Resources**Critical Thinking**Management of Personnel Resources**Installation**Complex Problem Solving**Troubleshooting***Abilities***Selective Attention**Deductive Reasoning**Manual Dexterity**Category Flexibility**Multi-limb Coordination**Inductive Reasoning**Written Comprehension**Oral Expression**Control Precision**Written Expression***CORROSION CONTROL****Paygrade****Task Type****Task Statements**

E4

CORE

Apply aircraft coatings

E4

CORE

Clean aircraft, support equipment, and aircraft related equipment

E4

CORE

Clean composite materials and components

E4

CORE

Depreserve aircraft, support equipment, and aircraft related equipment

E4

CORE

Inspect aircraft, support equipment (SE), components, and related systems for corrosion

E4

CORE

Inspect components, structures, and sub-assemblies for corrosion

E5

CORE

Inspect composite materials and components

E4

CORE

Maintain aircraft coatings

E6

CORE

Manage corrosion control programs

E6

CORE

Manage Respirator Protection Programs (RPP)

E4

CORE

Perform corrosion prevention procedures

E4

CORE

Perform emergency reclamations

E4

CORE

Preserve aircraft, support equipment, and aircraft related equipment

E4

CORE

Treat aircraft and aircraft components for corrosion

FLIGHT CONTROL SYSTEMS**Paygrade****Task Type****Task Statements**

E5

CORE

Inspect flight control systems

E5

CORE

Inspect flight controls

FLIGHT CONTROL SYSTEMS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Install flight control systems
E4	CORE	Install flight controls
E4	CORE	Maintain flight control systems
E4	CORE	Remove flight control systems
E4	CORE	Remove flight controls
E4	CORE	Repair flight control systems
E4	CORE	Repair flight controls
E5	CORE	Rig flight control systems
E5	CORE	Troubleshoot flight control systems
E5	CORE	Troubleshoot flight controls

HOSE AND TUBE REPAIR AND MANUFACTURING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Inspect hose and tube assemblies
E4	CORE	Install hose and tube assemblies
E4	CORE	Remove hose and tube assemblies
E4	CORE	Repair hose and tube assemblies

HYDRAULIC AND PNEUMATIC SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze hydraulic fluid samples
E4	CORE	Assemble aircraft hydraulic components
E4	CORE	Clean aircraft hydraulic components
E4	CORE	Clean aircraft hydraulic systems
E4	CORE	Collect hydraulic fluid samples
E4	CORE	Inspect aircraft hydraulic components
E4	CORE	Inspect aircraft hydraulic systems
E4	CORE	Inspect aircraft pneumatic components
E4	CORE	Inspect aircraft pneumatic systems
E4	CORE	Inspect hydraulic test stands
E5	CORE	Inspect In-Flight Refueling (IFR) systems
E4	CORE	Install aircraft hydraulic components
E4	CORE	Install aircraft pneumatic components
E4	CORE	Install In-Flight Refueling (IFR) systems
E4	CORE	Maintain aircraft hydraulic components
E4	CORE	Maintain aircraft hydraulic systems
E4	CORE	Maintain aircraft pneumatic systems
E4	CORE	Maintain in-flight refueling systems
E5	CORE	Manage hydraulic fluid program
E4	CORE	Remove aircraft hydraulic components
E4	CORE	Remove aircraft pneumatic components

HYDRAULIC AND PNEUMATIC SYSTEMS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Remove In-Flight Refueling (IFR) systems
E4	CORE	Repair In-Flight Refueling (IFR) systems
E4	CORE	Test aircraft hydraulic systems
E4	CORE	Test aircraft pneumatic systems
E4	CORE	Test hydraulic test stands
E4	CORE	Test In-Flight Refueling (IFR) systems
E5	CORE	Troubleshoot aircraft hydraulic components
E5	CORE	Troubleshoot aircraft hydraulic systems
E5	CORE	Troubleshoot aircraft pneumatic components
E5	CORE	Troubleshoot aircraft pneumatic systems
E5	CORE	Troubleshoot In-Flight Refueling (IFR) systems

LANDING GEAR AND RELATED SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Inspect landing gear components and related systems
E5	CORE	Inspect landing gear tire and wheel assemblies
E4	CORE	Install landing gear components and related systems
E4	CORE	Install landing gear tire and wheel assemblies
E4	CORE	Maintain landing gear components and related systems
E4	CORE	Maintain landing gear tire and wheel assemblies
E4	CORE	Remove landing gear components and related systems
E4	CORE	Remove landing gear tire and wheel assemblies
E4	CORE	Repair landing gear and related systems
E4	CORE	Service landing gear and related systems
E4	CORE	Service landing gear tire and wheel assemblies
E4	CORE	Test landing gear components and related systems
E5	CORE	Troubleshoot landing gear components and related systems
E5	CORE	Troubleshoot landing gear tire and wheel assemblies

MAINTENANCE ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Assign aircraft to missions
E6	CORE	Brief flight crews
E5	CORE	Brief Maintenance Control (MC)/Production Control (PC)
E6	CORE	Conduct maintenance briefs
E6	CORE	Coordinate Flight Deck (FD), Flight Line (FL) and Hangar Bay (HB) operations
E5	CORE	Develop workcenter maintenance plans
E4	CORE	Document maintenance actions
E4	CORE	Incorporate Technical Directives (TD)
E7	CORE	Manage Maintenance Control (MC)/Production Control (PC) operations
E7	CORE	Prepare Aviation Maintenance Supply Readiness Reports (AMSRR)

MAINTENANCE ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Process aircraft components for Non-Destructive Inspections (NDI)
E7	CORE	Release aircraft Safe For Flight (SFF)
E4	CORE	Review Aircraft Discrepancy Books (ADB)
E5	CORE	Update Monthly Maintenance Plans (MMP) / Monthly Personnel Plan (MPP)
E6	CORE	Validate Monthly Maintenance Plans (MMP) / Monthly Personnel Plan (MPP)
E6	CORE	Verify Functional Check Flight (FCF) requirements

QUALITY ASSURANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Audit Naval Aviation Maintenance Programs (NAMP)
E5	CORE	Conduct aircraft acceptance inspections
E4	CORE	Conduct aircraft daily inspections
E4	CORE	Conduct aircraft special inspections
E5	CORE	Conduct aircraft transfer inspections
E4	CORE	Conduct aircraft turnaround inspections
E5	CORE	Conduct Collateral Duty Inspector (CDI) inspections
E5	CORE	Conduct Collateral Duty Quality Assurance Representative (CDQAR) inspections
E5	CORE	Conduct conditional inspections
E5	CORE	Conduct phase inspections
E6	CORE	Conduct Quality Assurance (QA) inspections
E4	CORE	Conduct Support Equipment (SE) inspections (e.g., daily, preoperational, etc.)
E4	CORE	Conduct tap test inspections
E6	CORE	Manage aircraft acceptance inspections
E6	CORE	Manage aircraft special inspections
E6	CORE	Manage aircraft transfer inspections
E6	CORE	Manage airframe and related systems maintenance
E6	CORE	Manage conditional inspections
E6	CORE	Manage Naval Aviation Maintenance Programs (NAMP)
E6	CORE	Monitor Naval Aviation Maintenance Programs (NAMP)
E7	CORE	Supervise aircraft acceptance inspections
E4	CORE	Supervise aircraft daily inspections
E5	CORE	Supervise aircraft special inspections
E5	CORE	Supervise aircraft transfer inspections
E5	CORE	Supervise airframe and related systems maintenance
E5	CORE	Supervise conditional inspections
E6	CORE	Supervise phase inspections
E5	CORE	Supervise Support Equipment (SE) inspections (e.g., daily, preoperational, etc.)
E5	CORE	Supervise tap test inspections

STRUCTURAL MAINTENANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Fabricate components, structures, and sub-assemblies
E5	CORE	Inspect components, structures, and sub-assemblies
E4	CORE	Inspect structural repair tooling
E4	CORE	Install aircraft structures
E4	CORE	Maintain aircraft structural components
E4	CORE	Maintain aircraft structures
E4	CORE	Maintain structural repair tooling
E4	CORE	Perform aircraft jacking procedures
E4	CORE	Remove aircraft structures
E4	CORE	Repair aircraft structural components
E4	CORE	Repair aircraft structures
E4	CORE	Repair composite materials and components
E4	CORE	Repair structural repair tooling
E5	CORE	Supervise aircraft jacking evolutions

CHAPTER 7



AVIATION STRUCTURAL MECHANIC (SAFETY EQUIPMENT) (AME)

NAVPERS 18068F-7J
Change 103

Updated: July 2025

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NAVY ENLISTED OCCUPATIONAL STANDARD
FOR
AVIATION STRUCTURAL MECHANIC (SAFETY EQUIPMENT) (AME)



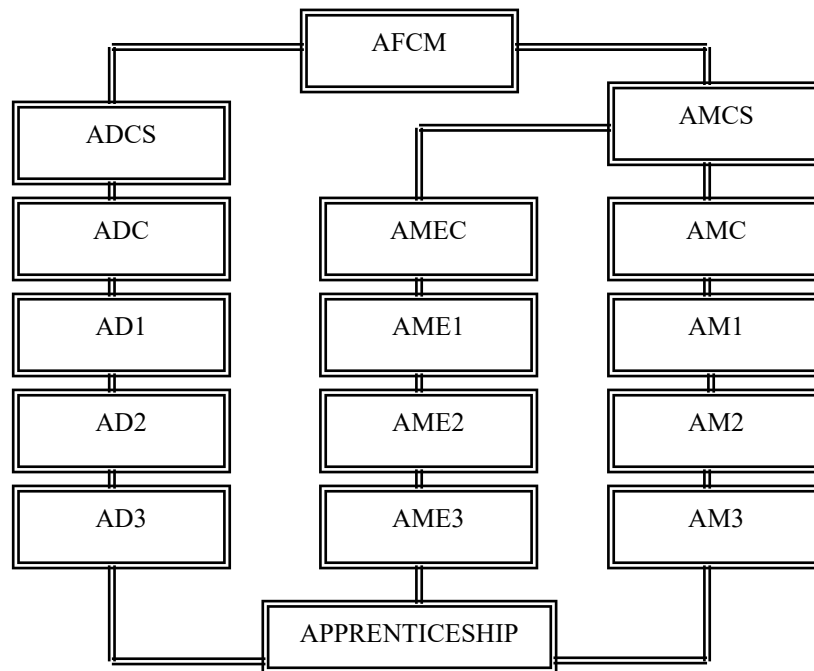
SCOPE OF RATING

Aviation Structural Mechanics (Safety Equipment) (AME) maintain ejection seats, canopy jettison components, and environmental control, fire extinguishing, and associated life support systems; maintain gaseous and liquid oxygen, cockpit/cabin pressurization, heating and cooling, and ventilation systems, and avionics cooling, and anti-gravity components; maintain utility systems and associated lines, fittings, valves, control mechanisms, oxygen gauges, converters, and regulators; inspect, remove, and install ejection seats and associated components; inspect, remove, and install explosive devices; rig and adjust canopy assemblies; operate and maintain Liquid Oxygen (LOX), gaseous oxygen and nitrogen systems, and Support Equipment (SE); and perform daily, pre-flight, post-flight, conditional and other periodic aircraft inspections.

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 7.

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**Aviation Environmental and Egress Technician****Job Code****001955****Job Family**

Transportation and Material Moving

NOC

TBD

Short Title (30 Characters)

AVIA ENVIRONMENTAL EGRESS TEC

Short Title (14 Characters)

SFTY EQUI TECH

Pay Plan

Enlisted

Career Field

AME

Other Relationships and Rules

NEC EXXX series and other NECs as assigned

Job Description

Aviation Environmental and Egress Technicians maintain and repair aircraft systems such as: ejection seats, crash worthy seats, utility systems, furnishings, and canopy systems; maintain gaseous and Liquid Oxygen (LOX) and nitrogen systems and Environmental Control Systems (ECS) and subsystems; maintain ordnance and manage explosive devices (i.e., Cartridge Actuated Devices (CAD) and Propellant Actuated Devices (PAD) etc.); configure aircraft for flight schedules; manage scheduled and unscheduled maintenance; and perform daily, pre-flight, post-flight, conditional and other periodic aircraft inspections.

DoD Relationship**Group Title**

Aircraft Structures

DoD Code

160300

O*NET Relationship**Occupation Title**

Aviation Inspectors

SOC Code

53-6051.01

Job Family

Transportation and Material Moving

Skills*Reading Comprehension**Equipment Maintenance**Quality Control Analysis**Equipment Selection**Complex Problem Solving**Systems Analysis**Troubleshooting**Operation and Control**Operation Monitoring**Management of Material Resources***Abilities***Manual Dexterity**Originality**Problem Sensitivity**Selective Attention**Inductive Reasoning**Speed of Closure**Perceptual Speed**Time Sharing**Written Comprehension**Category Flexibility***CORROSION CONTROL****Paygrade**

E4

Task Type

CORE

Task Statements

Clean aircraft, Support Equipment (SE), and aircraft related equipment

E4

CORE

Inspect aircraft and aircraft components for corrosion

E4

NON-CORE

Perform aircraft, Support Equipment (SE), and aircraft related equipment preservation/de-preservation

E4

CORE

Perform corrosion prevention procedures

E4

NON-CORE

Perform emergency reclamations

E4

CORE

Treat aircraft and components for corrosion

EGRESS/EMERGENCY SYSTEMS**Paygrade**

E4

Task Type

CORE

Task Statements

Arm Deployable Flight Incident Recorder Set (DFIRS) panels

E4

CORE

Arm emergency canopy system components

E4

CORE

Arm fire bottles

E4

CORE

De-arm Deployable Flight Incident Recorder Set (DFIRS) panels

E4

CORE

De-arm emergency canopy system components

E4

CORE

De-arm fire bottles

E5

CORE

Inspect Deployable Flight Incident Recorder Set (DFIRS) panels

E5

CORE

Inspect Dry Bay Fire Suppression Systems (DBFSS) and components

EGRESS/EMERGENCY SYSTEMS (CONT'D)

<u>Pavgrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Inspect ejection seat assembly components
E5	CORE	Inspect emergency canopy system components
E5	CORE	Inspect explosive system components
E5	CORE	Inspect fire extinguishing system components
E4	CORE	Inspect portable fire extinguishers
E5	CORE	Inspect seat pan assemblies
E4	CORE	Install Cartridge Actuated Devices/Propellant Actuated Devices (CAD/PADs)
E4	CORE	Install Deployable Flight Incident Recorder Set (DFIRS) panels
E4	CORE	Install Dry Bay Fire Suppression Systems (DBFSS) and components
E4	CORE	Install ejection seat assembly components
E4	CORE	Install emergency canopy system components
E4	CORE	Install explosive system components
E4	CORE	Install fire extinguishing system components
E4	CORE	Install portable fire extinguishers
E4	CORE	Install portable water Carbon Dioxide (CO2) cartridges
E4	CORE	Install seat pan assemblies
E5	CORE	Manage egress system checkout programs
E6	CORE	Manage explosive devices
E6	CORE	Manage explosive handling personnel qualification and certification programs
E4	CORE	Perform Dry Bay Fire Suppression Systems (DBFSS) operational checks
E4	CORE	Perform ejection seat systems maintenance (e.g., consumable part replacements, gaskets, screws, etc.)
E5	CORE	Perform fire extinguishing systems operational checks
E4	CORE	Remove Cartridge Actuated Devices/Propellant Actuated Devices (CAD/PAD)
E4	CORE	Remove Deployable Flight Incident Recorder Set (DFIRS) panels
E4	CORE	Remove Dry Bay Fire Suppression Systems (DBFSS) and components
E4	CORE	Remove ejection seat assembly components
E4	CORE	Remove emergency canopy system components
E4	CORE	Remove explosive system components
E4	CORE	Remove fire extinguishing system components
E4	CORE	Remove portable fire extinguishers
E4	CORE	Remove portable water Carbon Dioxide (CO2) cartridges
E4	CORE	Remove seat pan assemblies
E5	CORE	Supervise arming evolutions
E5	CORE	Supervise de-arming evolutions
E5	CORE	Supervise egress/emergency systems maintenance
E5	NON-CORE	Supervise emergency reclamations
E5	CORE	Supervise ordnance maintenance
E5	CORE	Test ejection seat assembly components

EGRESS/EMERGENCY SYSTEMS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Troubleshoot Dry Bay Fire Suppression Systems (DBFSS)
E5	CORE	Troubleshoot ejection seat assembly components
E5	CORE	Troubleshoot fire extinguishing systems

MAINTENANCE CONTROL/ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	NON-CORE	Assign aircraft to flight schedules
E6	NON-CORE	Certify aircraft Safe For Flight (SFF)
E5	CORE	Certify Cartridge Actuated Devices/Propellant Actuated Devices (CAD/PAD) fleet returns
E6	NON-CORE	Conduct maintenance meetings
E6	NON-CORE	Configure aircraft for flight schedules
E6	NON-CORE	Control aircraft acceptance inspections
E6	NON-CORE	Coordinate Flight Deck (FD)/Flight Line (FL) operations
E5	CORE	Create explosive components in configuration management (i.e., Cartridge Actuated Devices/Propellant Actuated Devices (CAD/PAD), Optimized Organized Maintenance Activity (OOMA))
E4	CORE	Document maintenance actions
E5	CORE	Generate Cartridge Actuated Devices/Propellant Actuated Devices (CAD/PADs) reports, web orders, and Service Life Extensions (SLE)
E6	NON-CORE	Manage Maintenance Control (MC) operations
E6	CORE	Manage scheduled maintenance
E4	CORE	Manage unscheduled maintenance
E7	NON-CORE	Prepare Planned Maintenance Intervals (PMI) for aircraft
E7	NON-CORE	Prepare Standard Depot Level Maintenance (SDLM) for aircraft
E4	CORE	Review Aircraft Discrepancy Books (ADB)
E6	CORE	Review Monthly Maintenance Plans (MMP)/Monthly Personnel Plans (MPP)
E6	CORE	Screen Visual Information Display System/Maintenance Action Forms (VIDS/MAF)
E5	CORE	Update Monthly Maintenance Plans (MMP)/Monthly Personnel Plans (MPP)
E5	CORE	Validate Cartridge Actuated Devices/Propellant Actuated Devices (CAD/PAD) virtual Ready Service Lockers (RSL)
E6	CORE	Verify Functional Check Flight (FCF) requirements
E5	CORE	Verify high time components
E5	CORE	Verify ordnance utilizing Cartridge Actuated Devices/Propellant Actuated Devices (CAD/PAD) program

MECHANICAL MAINTENANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Inspect air conditioning components
E4	CORE	Inspect aircraft defog system components
E5	CORE	Inspect aircraft fire detection system components

MECHANICAL MAINTENANCE (CONT'D)

<u>Pavgrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Inspect anti-gravity system components
E4	CORE	Inspect anti-ice removal system components
E4	CORE	Inspect avionics ground cooling system components
E4	CORE	Inspect avionics Liquid Cooling Systems (LCS) and components
E4	CORE	Inspect cabin pressurization system components
E4	CORE	Inspect cabin seal system components
E4	CORE	Inspect canopy seal system components
E4	CORE	Inspect cockpit/cabin furnishings
E4	CORE	Inspect crash worthy seats
E4	CORE	Inspect crew relief systems
E4	CORE	Inspect de-icing system components
E4	CORE	Inspect engine bleed air leak detection system components
E4	CORE	Inspect engine bleed air system components
E4	CORE	Inspect Environmental Control Systems (ECS) components
E4	CORE	Inspect galley systems
E4	CORE	Inspect normal canopy system components
E4	CORE	Inspect potable water systems and components
E4	CORE	Inspect rain removal system components
E4	CORE	Inspect ram air system components
E4	CORE	Inspect smoke detection systems
E4	CORE	Inspect warm air system components
E4	CORE	Inspect wave guide system components
E4	CORE	Inspect weapons bay heat systems components
E4	CORE	Inspect windshield wash system components
E4	CORE	Install air conditioning components
E4	CORE	Install aircraft defog system components
E4	CORE	Install aircraft fire detection system components
E4	CORE	Install anti-gravity system components
E4	CORE	Install anti-ice removal system components
E4	CORE	Install avionics ground cooling system components
E4	CORE	Install avionics Liquid Cooling Systems (LCS) and components
E4	CORE	Install cabin pressurization system components
E4	CORE	Install cabin seal system components
E4	CORE	Install canopy seal system components
E4	CORE	Install cockpit/cabin furnishings
E4	CORE	Install crash worthy seats
E4	CORE	Install crew relief system components
E4	CORE	Install de-icing system components
E4	CORE	Install engine bleed air leak detection system components

MECHANICAL MAINTENANCE (CONT'D)

<u>Pavgrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Install engine bleed air system components
E4	CORE	Install Environmental Control Systems (ECS) components
E4	CORE	Install galley systems
E4	CORE	Install normal canopy system components
E4	CORE	Install potable water system components
E4	CORE	Install rain removal system components
E4	CORE	Install ram air system components
E5	CORE	Install shaft driven compressors
E4	CORE	Install smoke detection systems
E4	CORE	Install warm air system components
E4	CORE	Install wave guide system components
E4	CORE	Install weapons bay heat systems components
E4	CORE	Install windshield wash system components
E4	CORE	Perform air conditioning operational checks
E4	CORE	Perform aircraft defog system operational checks
E5	CORE	Perform aircraft fire detection system operational checks
E5	CORE	Perform anti-gravity system operational checks
E4	CORE	Perform anti-ice removal systems operational checks
E4	CORE	Perform avionics ground cooling systems operational checks
E4	CORE	Perform avionics Liquid Cooling Systems (LCS) operational checks
E4	CORE	Perform cabin pressurization system operational checks
E4	CORE	Perform cabin seal systems operational checks
E4	CORE	Perform canopy seal systems operational checks
E4	CORE	Perform cockpit/cabin furnishings operational checks
E4	CORE	Perform crash worthy seat operational checks
E4	CORE	Perform crew relief systems operational checks
E4	CORE	Perform de-icing systems operational checks
E4	CORE	Perform engine bleed air leak detection system operational checks
E4	CORE	Perform engine bleed air systems operational checks
E4	CORE	Perform Environmental Control Systems (ECS) operational checks
E4	CORE	Perform galley systems operational checks
E4	CORE	Perform normal canopy system operational checks
E4	CORE	Perform potable water systems operational checks
E4	CORE	Perform rain removal systems operational checks
E4	CORE	Perform ram air systems operational checks
E5	CORE	Perform shaft driven compressor operational checks
E4	CORE	Perform smoke detection system operational checks
E4	CORE	Perform warm air system operational checks
E4	CORE	Perform wave guide systems operational checks

MECHANICAL MAINTENANCE (CONT'D)

<u>Pavgrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform weapons bay heat systems operational checks
E4	CORE	Perform windshield wash systems operational checks
E4	CORE	Remove air conditioning components
E4	CORE	Remove aircraft defog system components
E4	CORE	Remove aircraft fire detection system components
E4	CORE	Remove anti-gravity system components
E4	CORE	Remove anti-ice removal system components
E4	CORE	Remove avionics ground cooling system components
E4	CORE	Remove avionics Liquid Cooling Systems (LCS) and components
E4	CORE	Remove cabin pressurization system components
E4	CORE	Remove cabin seal system components
E4	CORE	Remove canopy seal system components
E4	CORE	Remove cockpit/cabin furnishings
E4	CORE	Remove crash worthy seats
E4	CORE	Remove crew relief system components
E4	CORE	Remove de-icing system components
E4	CORE	Remove engine bleed air leak detection system components
E4	CORE	Remove engine bleed air system components
E4	CORE	Remove Environmental Control Systems (ECS) components
E4	CORE	Remove galley systems
E4	CORE	Remove normal canopy system components
E4	CORE	Remove potable water system components
E4	CORE	Remove rain removal system components
E4	CORE	Remove ram air system components
E4	CORE	Remove shaft driven compressors
E4	CORE	Remove smoke detection systems
E4	CORE	Remove warm air system components
E4	CORE	Remove wave guide system components
E4	CORE	Remove weapons bay heat systems components
E4	CORE	Remove windshield wash system components
E4	CORE	Repair cockpit/cabin furnishings
E4	CORE	Repair de-icing system components
E4	CORE	Rig aircraft defog system components
E5	CORE	Rig normal canopy systems
E5	CORE	Rig ram air system components
E4	CORE	Service shaft driven compressor with engine oil
E4	CORE	Test anti-gravity system components
E4	CORE	Test avionics ground cooling system
E4	CORE	Test avionics Liquid Cooling Systems (LCS) and components

MECHANICAL MAINTENANCE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Test cabin pressurization systems
E5	CORE	Troubleshoot air conditioning systems
E5	CORE	Troubleshoot aircraft defog systems
E5	CORE	Troubleshoot aircraft fire detection systems
E5	CORE	Troubleshoot anti-gravity systems
E5	CORE	Troubleshoot anti-ice removal system and components
E5	CORE	Troubleshoot avionics ground cooling systems
E5	CORE	Troubleshoot avionics Liquid Cooling Systems (LCS)
E5	CORE	Troubleshoot cabin pressurization systems
E5	CORE	Troubleshoot cabin seal systems
E5	CORE	Troubleshoot canopy seal systems
E5	CORE	Troubleshoot cockpit/cabin furnishings
E5	CORE	Troubleshoot crash worthy seats
E5	CORE	Troubleshoot crew relief systems
E5	CORE	Troubleshoot de-icing systems components
E5	CORE	Troubleshoot engine bleed air leak detection systems
E5	CORE	Troubleshoot engine bleed air systems
E5	CORE	Troubleshoot Environmental Control Systems (ECS)
E5	CORE	Troubleshoot galley systems
E5	CORE	Troubleshoot normal canopy systems
E5	CORE	Troubleshoot potable water systems
E5	CORE	Troubleshoot rain removal systems
E5	CORE	Troubleshoot ram air systems
E5	CORE	Troubleshoot shaft driven compressors
E5	CORE	Troubleshoot smoke detection systems
E5	CORE	Troubleshoot warm air systems
E5	CORE	Troubleshoot wave guide systems
E5	CORE	Troubleshoot weapons bay heat systems
E5	CORE	Troubleshoot windshield wash systems

OXYGEN, NITROGEN, AND LIQUID OXYGEN SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Inspect Cabin Pressure and Onboard Oxygen Generation System Monitoring System (CPOMS) components
E4	CORE	Inspect gaseous oxygen systems
E4	NON-CORE	Inspect Liquid Oxygen (LOX) systems and components
E5	CORE	Inspect nitrogen systems
E4	CORE	Inspect On-Board Oxygen Generating Systems (OBOGS)
E4	NON-CORE	Install Cabin Pressure and Onboard Oxygen Generation System Monitoring System (CPOMS) components

OXYGEN, NITROGEN, AND LIQUID OXYGEN SYSTEMS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Install gaseous oxygen system components
E4	NON-CORE	Install Liquid Oxygen (LOX) components
E4	CORE	Install nitrogen system components
E4	CORE	Install On-Board Oxygen Generating Systems (OBOGS) components
E4	CORE	Perform gaseous oxygen system operational checks
E4	NON-CORE	Perform Liquid Oxygen (LOX) system operational checks
E5	CORE	Perform nitrogen system operational checks
E4	CORE	Perform On-board Oxygen Generating Systems (OBOGS) operational checks
E4	NON-CORE	Remove Cabin Pressure and Onboard Oxygen Generation System Monitoring System (CPOMS) components
E4	CORE	Remove gaseous oxygen system components
E4	NON-CORE	Remove Liquid Oxygen (LOX) components
E4	CORE	Remove nitrogen system components
E4	CORE	Remove On-Board Oxygen Generating Systems (OBOGS) components
E4	CORE	Service nitrogen systems with nitrogen
E4	CORE	Service seat pan with oxygen
E4	NON-CORE	Test Cabin Pressure and Onboard Oxygen Generation System Monitoring System (CPOMS)
E5	NON-CORE	Troubleshoot Cabin Pressure and Onboard Oxygen Generation System Monitoring System (CPOMS)
E5	CORE	Troubleshoot gaseous oxygen systems
E5	NON-CORE	Troubleshoot Liquid Oxygen (LOX) systems
E5	CORE	Troubleshoot nitrogen systems
E5	CORE	Troubleshoot On-Board Oxygen Generating Systems (OBOGS)

QUALITY ASSURANCE (QA)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Audit Naval Aviation Maintenance Programs (NAMP)
E5	NON-CORE	Compile Technical Directives (TD)
E4	CORE	Comply with technical publication requirements
E5	CORE	Conduct aircraft acceptance inspections
E4	CORE	Conduct aircraft daily inspections
E4	CORE	Conduct aircraft special inspections
E4	CORE	Conduct aircraft transfer inspections
E4	CORE	Conduct aircraft turnaround inspections
E4	CORE	Conduct Collateral Duty Inspector (CDI) inspections
E5	CORE	Conduct Collateral Duty Quality Assurance Representative (CDQAR) inspections
E4	CORE	Conduct conditional inspections
E4	CORE	Conduct phase inspections
E6	CORE	Conduct Quality Assurance (QA) inspections

QUALITY ASSURANCE (QA) (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct Support Equipment (SE) inspections (e.g., daily, weekly, preoperational, etc.)
E4	CORE	Conduct visual inspections of aircraft internal components
E6	CORE	Coordinate phase maintenance
E5	CORE	Inspect egress/emergency systems maintenance
E5	CORE	Manage Aviators Breathing Oxygen (ABO) programs
E6	CORE	Manage Naval Aviation Maintenance Programs (NAMP)
E6	CORE	Monitor egress system checkout programs

CHAPTER 8

AIRMAN (AN)

NAVPERS 18068F-8D
Change 90

Updated: April 2022

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AIRMAN (AN)

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

AIRMAN (AN)

APPRENTICESHIP

SCOPE OF RATING

Airmen (AN) assist in the maintenance of aircraft and associated aeronautical equipment; assist in the maintenance of aircraft support equipment; service and clean aircraft; assist in aircraft handling; and perform other apprenticeship duties required in the operation of naval aviation activities afloat and ashore.

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 8.

PATHS OF ADVANCEMENT

Per NAVADMIN 275/19, Professional Career Apprenticeship Track (PACT) Sailors will receive rating designating based upon the billet for which they are selected in MyNavy Assignment (MNA).

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**Airman****Job Code****002687****Job Family**

Installation, Maintenance, and Repair

NOC

TBD

Short Title (30 Characters)

AIRMAN

Short Title (14 Characters)

AIRMAN

Pay Plan

ENLISTED

Career Field

AN

Other Relationships and Rules

N/A

Job Description

Airmen assist in the maintenance of aircraft and associated aeronautical equipment; assist in the maintenance of aircraft Support Equipment (SE); service and clean aircraft; assist in aircraft handling; and perform other apprenticeship duties required in the operation of naval aviation activities afloat and ashore.

DoD Relationship**Group Title****DoD Code**

190000

O*NET Relationship**Occupation Title**

Maintenance and Repair Workers,
General

SOC Code

49-9042.00

Job Family

Installation, Maintenance, and
Repair

Skills*Active Learning**Reading Comprehension**Equipment Selection**Equipment Maintenance**Quality Control Analysis**Repairing**Coordination**Monitoring**Operation and Control**Speaking***Abilities***Written Comprehension**Deductive Reasoning**Manual Dexterity**Memorization**Response Orientation**Spatial Orientation**Rate Control**Near Vision**Auditory Attention**Far Vision***AIRCRAFT MAINTENANCE****Paygrade****Task Type****Task Statements**

E3

CORE

Explain the general purposes of aircraft electrical systems

E3

CORE

Identify general types of aircraft electronic equipment

E3

CORE

Identify major structural components of aircraft

E3

CORE

Identify types of aircraft power plants

E3

CORE

Read aircraft quantity, temperature, pressure gauges and instruments

E3

CORE

Service aircraft with fuel

E3

CORE

Service aircraft with hydraulic fluid

E3

CORE

Service aircraft with nitrogen/air

E3

CORE

Service aircraft with oil

E3

CORE

Use common aircraft screws, nuts, bolts, and tools

E3

CORE

Utilize reference tools and materials (e.g., Joint Technical Data Integration (JTDI),
Personal Electronic Maintenance Aids (PEMA), etc.)

AVIATION SUPPORT OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E3	CORE	Clean aircraft handling equipment
E3	CORE	Communicate with the tower
E3	CORE	Connect external power cables for starting and servicing aircraft
E3	CORE	Demonstrate the general methods of handling land-based and carrier aircraft
E3	CORE	Describe the designation system for Naval aircraft
E3	CORE	Direct aircraft using standard aircraft taxi signals
E3	CORE	Disconnect external power cables for starting and servicing aircraft
E3	CORE	Discuss the purposes of common aviation Support Equipment (SE)
E3	CORE	Document aircraft maintenance
E3	CORE	Explain the general purposes of aircraft cable control systems
E3	CORE	Explain the general purposes of aircraft hydraulic systems
E3	CORE	Explain the general purposes of aircraft pneumatic systems
E3	CORE	Identify the color codes and markings used for aircraft lines, tubing, and hoses
E3	CORE	Identify the color coding of flight deck clothing and protective equipment used aboard aircraft capable ships/vessels
E3	CORE	Identify the major types of handling equipment associated with land-based and carrier aircraft
E3	CORE	Identify types of aircraft armament equipment
E3	CORE	Identify types of common aviation support equipment
E3	CORE	Lubricate aircraft handling equipment
E3	CORE	Operate mobile equipment around aircraft
E3	CORE	Perform duties as member of aircraft handling crew
E3	CORE	Ride brakes of aircraft being towed or pushed
E3	CORE	Sample fuel for contaminants
E3	CORE	Secure and tie down aircraft
E3	CORE	Service aircraft handling equipment
E3	CORE	Service aircraft servicing equipment
E3	CORE	Stand aircraft integrity watches
E3	CORE	Use aviation publications (e.g., Navy Aviation Maintenance Programs (NAMP), Naval Air Training and Operating Procedures Standardization (NATOPS), etc.)

CORROSION CONTROL AND MATERIAL PRESERVATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E3	CORE	Clean and preserve aircraft tie downs
E3	CORE	Identify the different types of corrosion
E3	CORE	Inspect aircraft and support equipment (SE) for presence of corrosion
E3	CORE	Perform corrosion prevention techniques
E3	CORE	Perform corrosion treatment techniques

NAVAL ORIENTATION AND ORGANIZATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E3	CORE	Define common Naval aviation terms and nomenclature
E3	CORE	Describe the general functions of aviation activities (e.g., ashore/afloat, squadrons, departments, etc.)
E3	CORE	Describe the organizational structure of Naval aviation

SAFETY

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E3	CORE	Carry out general procedures for gaining entrance to aircraft under emergency conditions
E3	CORE	Describe and practice Naval aviation tool control program procedures
E3	CORE	Describe emergency light communication procedures
E3	CORE	Describe the procedures for extinguishing fires caused by hot brakes
E3	CORE	Identify the color marking system for vehicles used on airfields and flight lines
E3	CORE	Identify the flight deck markings and lighting systems
E3	CORE	Identify the hazards associated with the use of hazardous materials
E3	CORE	Identify when an ejection seat is armed/safe
E3	CORE	Install common aircraft safety and locking devices
E3	CORE	Maintain personal protective equipment (e.g., float coat, cranial, etc.)
E3	CORE	Perform Foreign Object Debris (FOD) walkdowns
E3	CORE	Recognize flight deck hand signals
E3	CORE	Recognize the markings indicating dangerous areas on airfields, aircraft, and flight decks
E3	CORE	Stand fire watch during fueling, defueling, and starting of aircraft

CHAPTER 9



AVIATION ORDNANCEMAN (AO)

NAVPERS 18068F-9H
Change-102

Updated: April 2025
Event-Based Review

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

AVIATION ORDNANCEMAN (AO)



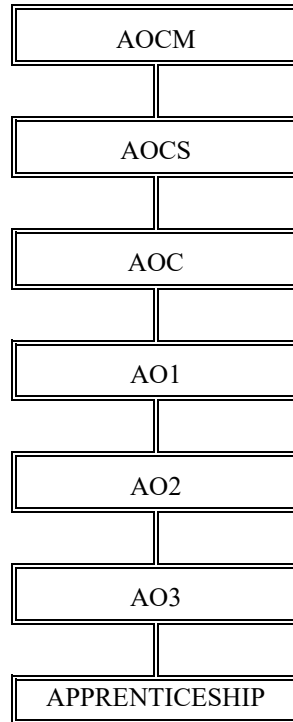
SCOPE OF RATING

Aviation Ordnancemen (AO) receive, inspect, package, store, handle, and process for shipment: airborne weapons, air launched torpedoes, aerial mines, sonobouys, pyrotechnics and ammunition; maintain, test, assemble, load, download, arm, and de-arm all airborne weapons, aircraft gun systems, targets, sonobouys, and pyrotechnics for aircraft carriage; receive, inspect, inventory, configure, test, and maintain Armament Weapons Support Equipment (AWSE), Ordnance Handling Equipment (OHE), Aircraft Armament Systems (AAS) and Materials Handling Equipment (MHE); test and maintain aircraft armament release and control systems; inspect and maintain conventional ordnance magazines and Ready Service Lockers (RSL); maintain and operate magazine sprinkler systems; maintain and operate cargo/weapons elevators; perform preventative maintenance on and inventory of small arms weapons; manage accounting systems, rework of airborne weapons/systems/equipment, and conventional weapons qualification/certification programs, afloat and ashore; and prepare, review, maintain, and inspect compliance with directives and reports applicable to Notice of Ammunition Reclassification (NAR), Hazards of Electromagnetic Radiation to Ordnance (HERO), and weapons and explosive handling certification programs.

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 9.

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**Armament Weapons Support Equipment Technician****Job Code****002000****Job Family**

Installation, Maintenance, and Repair

NOC

TBD

Short Title (30 Characters)

ARM WEAPONS SUPPORT EQ TEC

Short Title (14 Characters)

ARM WEP SE TEC

Pay Plan

Enlisted

Career Field

AO

Other Relationships and Rules

NEC DXXX, EXXX, 7XXX series and other NECs as assigned

Job Description

Armament Weapons Support Equipment Technicians support both air- and surface-launched weapons: perform intermediate level maintenance on both peculiar and common ordnance handling and transportation equipment; and maintain, operate, and issue/receive Armament Weapons Support Equipment (AWSE), Material Handling Equipment (MHE), and Ordnance Handling Equipment (OHE) to include corrosion control, deficiency reporting, misuse and abuse reporting, preservation, and tools used for canning and de-canning, magazine handling, and assembly of weapons or ordnance-related commodities (e.g., hoisting beams, weapons carriers, strong backs, hand lift trucks, weapon skids, trailers, bomb trucks (non-self-powered) and their associated weapons assembly tables, maintenance stands, and other weapons-related equipment).

DoD Relationship**Group Title**

Aviation Ordnance

DoD Code

164600

O*NET Relationship**Occupation Title**

Maintenance Workers, Machinery

SOC Code

49-9043.00

Job Family

Installation, Maintenance, and Repair

Skills*Monitoring**Quality Control Analysis**Critical Thinking**Equipment Maintenance**Management of Material Resources**Operation and Control**Installation**Reading Comprehension**Writing**Judgment and Decision Making***Abilities***Written Comprehension**Inductive Reasoning**Deductive Reasoning**Information Ordering**Manual Dexterity**Problem Sensitivity**Selective Attention**Written Expression**Static Strength**Perceptual Speed***MANAGEMENT AND SUPERVISION****Paygrade****Task Type****Task Statements**

E5

CORE

Conduct ordnance operations and evolutions safety briefs

E6

CORE

Manage Armament Weapons Support Equipment (AWSE) maintenance operations

E7

CORE

Manage Armament Weapons Support Equipment (AWSE) status reporting process

E7

CORE

Manage Arms, Ammunition, and Explosives (AA&E) programs

E6

CORE

Manage cargo/weapons elevator maintenance operations

E7

NON-CORE

Manage Consolidated Ships Maintenance Plans (CSMP)

E7

NON-CORE

Manage Coordinated Shipboard Allowance Lists (COSAL)

E7

CORE

Manage explosive safety mishaps reporting process

E6

CORE

Manage explosive safety program operations

E7

CORE

Manage explosive safety programs

E6

NON-CORE

Manage Individual Component Repair List (ICRL) change request process

E6

NON-CORE

Manage Individual Material Readiness List (IMRL) change request process

E7

CORE

Manage magazine and locker inventory programs

E7

CORE

Manage Naval Aviation Maintenance Discrepancy Reporting Program (NAMDRP) reporting process

E7

CORE

Manage Naval Aviation Maintenance Programs (NAMP)

E7

CORE

Manage Ordnance Handling Equipment (OHE) operations, maintenance, test and inspection programs

E6

CORE

Manage ordnance handling operations

MANAGEMENT AND SUPERVISION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Manage ordnance operations
E7	CORE	Manage ordnance programs
E6	NON-CORE	Manage Shore-based Consolidated Allowance Lists (SHORCAL)
E5	CORE	Manage Single Hoist Ordnance Loading Systems (SHOLS) inventory evolutions
E6	CORE	Manage Single Hoist Ordnance Loading Systems (SHOLS) inventory operations
E5	CORE	Manage Single Hoist Ordnance Loading Systems (SHOLS) maintenance evolutions
E7	CORE	Manage Single Hoist Ordnance Loading Systems (SHOLS) maintenance operations
E7	NON-CORE	Manage waiver exemption, deviation, and secretarial certification process
E5	CORE	Manage Weapons Support Equipment (WSE) maintenance operations
E7	NON-CORE	Oversee explosive handling qualification and certification boards
E5	CORE	Supervise Arms, Ammunition, and Explosives (AA&E) program operations
E5	NON-CORE	Supervise Coordinated Shipboard Allowance Lists (COSAL) inventory evolutions
E5	NON-CORE	Supervise explosive safety program operations
E7	CORE	Supervise Navy personnel conventional Ammunition (ammo) and Explosives (AE) handling Qualifications and Certifications (QUAL/CERT) program operations
E5	CORE	Update Monthly Maintenance Plans (MMP) / Monthly Personnel Plan (MPP)
E6	CORE	Validate Monthly Maintenance Plans (MMP) / Monthly Personnel Plan (MPP)
E6	NON-CORE	Verify Coordinated Shipboard Allowance Lists (COSAL)
E6	CORE	Verify Navy personnel conventional ammunition (ammo) and explosives (AE) handling Qualifications and Certifications (QUAL/CERT) program records
E6	CORE	Verify Ordnance Handling Equipment (OHE) operations, maintenance, test and inspection program
E7	CORE	Verify ordnance handling operations

ORDNANCE MAINTENANCE: AIRBORNE WEAPONS SUPPORT EQUIPMENT (AWSE)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Issue Armament Weapons Support Equipment (AWSE)
E4	CORE	Maintain air-nitrogen systems
E4	CORE	Maintain Armament Weapons Support Equipment (AWSE)
E4	CORE	Maintain Material Handling Equipment (MHE)
E4	CORE	Maintain Ordnance Handling Equipment (OHE)
E4	CORE	Maintain Single Hoist Ordnance Loading Systems (SHOLS)
E4	CORE	Maintain Weapons Support Equipment (WSE)
E6	CORE	Manage Armament Weapons Support Equipment (AWSE) maintenance evolutions
E6	CORE	Manage Material Handling Equipment (MHE) maintenance, test, and inspection program operations
E7	CORE	Manage Material Handling Equipment (MHE) maintenance, test, and inspection programs
E6	CORE	Manage Weapons Support Equipment (WSE) maintenance evolutions
E4	CORE	Perform Armament Weapons Support Equipment (AWSE) pre-operational inspections
E4	CORE	Perform Single Hoist Ordnance Loading Systems (SHOLS) inventories
E5	CORE	Prepare Armament Weapons Support Equipment (AWSE) status reports

ORDNANCE MAINTENANCE: AIRBORNE WEAPONS SUPPORT EQUIPMENT (AWSE) (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Receive Armament Weapons Support Equipment (AWSE)
E5	CORE	Supervise Armament Weapons Support Equipment (AWSE) maintenance evolutions
E5	CORE	Supervise Material Handling Equipment (MHE) maintenance, tests, and inspections
E5	CORE	Supervise Ordnance Handling Equipment (OHE) operations, maintenance, tests and inspections programs
E5	CORE	Supervise Single Hoist Ordnance Loading Systems (SHOLS) inventory evolutions
E5	CORE	Supervise Single Hoist Ordnance Loading Systems (SHOLS) maintenance evolutions
E5	CORE	Supervise Weapons Support Equipment (WSE) maintenance evolutions
E4	CORE	Transport Armament Weapons Support Equipment (AWSE)
E6	CORE	Verify Armament Weapons Support Equipment (AWSE) status reports

ORDNANCE MAINTENANCE: MAGAZINES/ELEVATORS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Manage cargo/weapons elevator maintenance evolutions
E4	CORE	Perform cargo/weapons elevator pre-operational inspections
E4	CORE	Perform command movement operations (e.g., cargo/weapons elevator systems)
E5	CORE	Supervise cargo/weapons elevator maintenance evolutions
E5	CORE	Supervise command movement operations (e.g., cargo/weapons elevator systems)

QUALITY ASSURANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Audit Naval Aviation Maintenance Programs (NAMP)
E6	CORE	Audit ordnance programs
E5	CORE	Conduct Collateral Duty Inspector (CDI) inspections
E6	CORE	Manage Naval Ordnance Management Policy (NOMP)
E5	CORE	Perform ordnance issue and receipt inspections
E5	CORE	Prepare Engineering Investigation (EI) reports
E5	CORE	Prepare Naval Aviation Maintenance Discrepancy Reporting Program (NAMDRP) reports
E5	CORE	Prepare Support Equipment (SE) misuse and abuse reports
E6	CORE	Verify Naval Aviation Maintenance Programs (NAMP)

TECHNICAL ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Incorporate Technical Directives (TD)
E4	NON-CORE	Perform Coordinated Shipboard Allowance Lists (COSAL) inventories
E4	NON-CORE	Perform Shore-based Consolidated Allowance List (SHORCAL) inventories
E5	NON-CORE	Prepare Individual Component Repair List (ICRL) change requests
E5	NON-CORE	Prepare Individual Material Readiness List (IMRL) change requests
E7	CORE	Prepare waiver exemption, deviation, and secretarial certification correspondence
E5	NON-CORE	Supervise Shore-based Consolidated Allowance Lists (SHORCAL) inventory evolutions
E5	CORE	Update Navy personnel conventional ammunition (ammo) and explosives (AE) handling Qualifications and Certifications (QUAL/CERT) program records

TECHNICAL ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	NON-CORE	Verify Individual Component Repair List (ICRL) change requests
E6	NON-CORE	Verify Individual Material Readiness List (IMRL) change requests
E6	CORE	Verify Naval Aviation Maintenance Discrepancy Reporting Program (NAMDRP) reports
E6	NON-CORE	Verify Shore-based Consolidated Allowance Lists (SHORCAL)

WEAPONS HANDLING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Inventory Arms, Ammunition and Explosives (AA&E)
E4	CORE	Inventory ordnance
E4	CORE	Maintain ordnance
E4	CORE	Operate pneumatic systems
E4	CORE	Operate small arms
E4	NON-CORE	Perform Crew-Served Weapons (CSW) casualty drills
E4	CORE	Perform ordnance evolutions
E5	NON-CORE	Supervise Crew-Served Weapons (CSW) casualty drill evolutions
E5	CORE	Supervise ordnance evolutions
E5	CORE	Supervise ordnance handling operations

WEAPONS SYSTEMS MAINTENANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Maintain grounding devices
E7	NON-CORE	Schedule depot-level maintenance

Job Title**Aircraft Armament Equipment Technician****Job Code****002045****Job Family**

Architecture and Engineering

NOC

TBD

Short Title (30 Characters)

AIRCRAFT ARMAMENT EQ TEC

Short Title (14 Characters)

I LVL AAE TECH

Pay Plan

Enlisted

Career Field

AO

Other Relationships and Rules

NEC DXXX, EXXX, 7XXX series and other NECs as assigned

Job Description

Aircraft Armament Equipment Technicians conduct intermediate level maintenance on Aircraft Armament Systems (AAS) including aircraft gun systems and Linkless Ammunition Loading Systems (LALS); issue and receive inventory; perform operational check-outs; perform scheduled, unscheduled, and periodic maintenance (e.g., corrosion control, preservation/depreservation, troubleshooting, repair, removal, replacement, etc.) using special tools and test equipment.

DoD Relationship**Group Title**

Aviation Ordnance

DoD Code

164600

O*NET Relationship**Occupation Title**Electro-Mechanical and
Mechatronics Technologists
and Technicians**SOC Code**

17-3024.00

Job Family

Architecture and Engineering

Skills*Quality Control Analysis**Monitoring**Equipment Maintenance**Installation**Management of Material Resources**Critical Thinking**Troubleshooting**Operation and Control**Reading Comprehension**Equipment Selection***Abilities***Written Comprehension**Inductive Reasoning**Problem Sensitivity**Information Ordering**Manual Dexterity**Deductive Reasoning**Selective Attention**Written Expression**Dynamic Strength**Static Strength***AIRCRAFT ARMAMENT SYSTEMS (AAS)****Paygrade****Task Type****Task Statements**

E4

CORE

Assemble Aircraft Armament Systems (AAS)

E4

CORE

Disassemble Aircraft Armament Systems (AAS)

E4

CORE

Inventory Aircraft Armament Systems (AAS)

E4

CORE

Maintain aircraft bomb racks

E4

CORE

Maintain aircraft pylons

E4

CORE

Maintain missile launchers

E4

CORE

Prepare Aircraft Armament Systems (AAS) materials for shipping

E4

CORE

Prepare Aircraft Armament Systems (AAS) reports

E4

CORE

Stow Aircraft Armament Systems (AAS)

E5

CORE

Supervise Aircraft Armament Systems (AAS) inventory evolutions

E5

CORE

Supervise Aircraft Armament Systems (AAS) maintenance evolutions

E4

CORE

Transport Aircraft Armament Systems (AAS)

E6

CORE

Verify Aircraft Armament Systems (AAS) materials for shipping reports

E6

CORE

Verify Aircraft Armament Systems (AAS) reports

MANAGEMENT AND SUPERVISION**Paygrade****Task Type****Task Statements**

E6

CORE

Manage Aircraft Armament Systems (AAS) inventory evolutions

E6

CORE

Manage Aircraft Armament Systems (AAS) inventory operations

MANAGEMENT AND SUPERVISION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Manage Aircraft Armament Systems (AAS) maintenance evolutions
E7	CORE	Manage Aircraft Armament Systems (AAS) maintenance operations
E6	CORE	Manage Aircraft Armament Systems (AAS) materials shipping process
E7	CORE	Manage Arms, Ammunition, and Explosives (AA&E) programs
E7	NON-CORE	Manage Consolidated Ships Maintenance Plans (CSMP)
E7	CORE	Manage explosive safety mishaps reporting process
E6	CORE	Manage explosive safety program operations
E7	CORE	Manage explosive safety programs
E6	NON-CORE	Manage Individual Component Repair List (ICRL) change request process
E6	NON-CORE	Manage Individual Material Readiness List (IMRL) change request process
E7	CORE	Manage Naval Aviation Maintenance Discrepancy Reporting Program (NAMDRP) reporting process
E7	CORE	Manage Naval Aviation Maintenance Programs (NAMP)
E6	CORE	Manage ordnance evolutions
E7	CORE	Manage Ordnance Handling Equipment (OHE) operations, maintenance, test and inspection programs
E6	CORE	Manage ordnance handling operations
E7	CORE	Manage ordnance operations
E7	CORE	Manage ordnance programs
E6	NON-CORE	Manage Shore-based Consolidated Allowance Lists (SHORCAL)
E5	CORE	Manage Single Hoist Ordnance Loading Systems (SHOLS) inventory evolutions
E6	CORE	Manage Single Hoist Ordnance Loading Systems (SHOLS) inventory operations
E5	CORE	Manage Single Hoist Ordnance Loading Systems (SHOLS) maintenance evolutions
E7	CORE	Manage Single Hoist Ordnance Loading Systems (SHOLS) maintenance operations
E7	NON-CORE	Manage waiver exemption, deviation, and secretarial certification process
E6	CORE	Manage weapon systems functional checks operations
E7	CORE	Manage weapon systems Release and Control (R&C) checks program
E7	NON-CORE	Oversee explosive handling qualification and certification boards
E5	CORE	Supervise Arms, Ammunition, and Explosives (AA&E) program operations
E5	NON-CORE	Supervise explosive safety program operations
E7	CORE	Supervise Navy personnel conventional Ammunition (ammo) and Explosives (AE) handling Qualifications and Certifications (QUAL/CERT) program operations
E5	CORE	Update Monthly Maintenance Plans (MMP) / Monthly Personnel Plan (MPP)
E6	CORE	Validate Monthly Maintenance Plans (MMP) / Monthly Personnel Plan (MPP)
E6	CORE	Verify Navy personnel conventional ammunition (ammo) and explosives (AE) handling Qualifications and Certifications (QUAL/CERT) program records
E6	CORE	Verify Ordnance Handling Equipment (OHE) operations, maintenance, test and inspection program
E7	CORE	Verify ordnance handling operations

ORDNANCE MAINTENANCE: AIRBORNE WEAPONS SUPPORT EQUIPMENT (AWSE)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Maintain air-nitrogen systems
E4	CORE	Maintain Linkless Ammunition Loading Systems (LALS)
E4	CORE	Maintain Ordnance Handling Equipment (OHE)
E4	CORE	Maintain Single Hoist Ordnance Loading Systems (SHOLS)
E4	CORE	Maintain Weapons Support Equipment (WSE)
E7	CORE	Manage Material Handling Equipment (MHE) maintenance, test, and inspection programs
E4	CORE	Perform Armament Weapons Support Equipment (AWSE) pre-operational inspections
E4	CORE	Perform Single Hoist Ordnance Loading Systems (SHOLS) inventories
E4	CORE	Stow Armament Weapons Support Equipment (AWSE)
E5	CORE	Supervise Material Handling Equipment (MHE) maintenance, tests, and inspections
E5	CORE	Supervise Ordnance Handling Equipment (OHE) operations, maintenance, tests and inspections programs
E5	NON-CORE	Supervise pneumatic operations
E5	CORE	Supervise Single Hoist Ordnance Loading Systems (SHOLS) inventory evolutions
E5	CORE	Supervise Single Hoist Ordnance Loading Systems (SHOLS) maintenance evolutions
E4	CORE	Transport Armament Weapons Support Equipment (AWSE)

ORDNANCE MAINTENANCE: GUNS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Maintain aircraft gun systems
E6	CORE	Verify aircraft gun systems status reports

ORDNANCE MAINTENANCE: MAGAZINES/ELEVATORS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Manage magazine systems maintenance evolutions
E7	CORE	Manage magazine systems maintenance operations

QUALITY ASSURANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Audit Naval Aviation Maintenance Programs (NAMP)
E6	CORE	Audit ordnance programs
E5	CORE	Conduct Collateral Duty Inspector (CDI) inspections
E6	CORE	Manage Naval Ordnance Management Policy (NOMP)
E5	NON-CORE	Perform aircraft transfer and acceptance inspections
E5	CORE	Perform ordnance issue and receipt inspections
E5	CORE	Perform procedures for setting Hazards of Electromagnetic Radiation to Ordnance (HERO) conditions
E5	CORE	Prepare Engineering Investigation (EI) reports
E5	CORE	Prepare explosive mishaps reports
E5	CORE	Prepare Naval Aviation Maintenance Discrepancy Reporting Program (NAMDRP) reports
E5	CORE	Prepare Support Equipment (SE) misuse and abuse reports

QUALITY ASSURANCE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Verify explosive mishaps reports
E6	CORE	Verify Naval Aviation Maintenance Programs (NAMP)

TECHNICAL ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Incorporate Technical Directives (TD)
E6	CORE	Manage Airborne Weapons Information Systems (AWIS) program
E4	NON-CORE	Perform Coordinated Shipboard Allowance Lists (COSAL) inventories
E4	NON-CORE	Perform Shore-based Consolidated Allowance List (SHORCAL) inventories
E5	NON-CORE	Prepare Individual Component Repair List (ICRL) change requests
E5	NON-CORE	Prepare Individual Material Readiness List (IMRL) change requests
E7	CORE	Prepare waiver exemption, deviation, and secretarial certification correspondence
E5	NON-CORE	Supervise Shore-based Consolidated Allowance Lists (SHORCAL) inventory evolutions
E5	CORE	Update Airborne Weapons Information Systems (AWIS) data
E5	CORE	Update Navy personnel conventional ammunition (ammo) and explosives (AE) handling Qualifications and Certifications (QUAL/CERT) program records
E6	NON-CORE	Verify Individual Component Repair List (ICRL) change requests
E6	NON-CORE	Verify Individual Material Readiness List (IMRL) change requests
E6	CORE	Verify Naval Aviation Maintenance Discrepancy Reporting Program (NAMDRP) reports
E6	NON-CORE	Verify Shore-based Consolidated Allowance Lists (SHORCAL)

WEAPONS HANDLING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Arm aircraft weapons systems
E5	CORE	Conduct weapons operational inspections
E5	CORE	Conduct weapons transfer and acceptance inspections
E4	CORE	De-arm weapons systems
E4	CORE	Inventory Arms, Ammunition and Explosives (AA&E)
E4	CORE	Inventory ordnance
E4	CORE	Operate pneumatic systems
E4	CORE	Operate small arms
E4	NON-CORE	Perform Crew-Served Weapons (CSW) casualty drills
E4	CORE	Perform ordnance evolutions
E5	NON-CORE	Supervise Crew-Served Weapons (CSW) casualty drill evolutions
E5	CORE	Supervise ordnance evolutions
E5	CORE	Supervise ordnance handling operations
E5	CORE	Supervise ordnance inspection evolutions

WEAPONS SYSTEMS MAINTENANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Document maintenance actions
E4	CORE	Maintain aircrafts for loading evolutions

WEAPONS SYSTEMS MAINTENANCE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Maintain grounding devices
E6	CORE	Manage weapon systems functional checks evolutions
E6	CORE	Manage weapon systems release and control checks evolutions
E4	CORE	Perform weapon systems functional checks
E4	CORE	Perform weapon systems release and control checks
E7	NON-CORE	Schedule depot-level maintenance
E5	CORE	Supervise weapon systems functional checks evolutions
E5	CORE	Supervise weapon systems release and control checks evolutions

Job Title**Armorer****Job Code****002093****Job Family**

Installation, Maintenance, and Repair

NOC

TBD

Short Title (30 Characters)

ARMORER

Short Title (14 Characters)

ARMORER

Pay Plan

Enlisted

Career Field

AO

Other Relationships and Rules

NEC DXXX, EXXX, 7XXX series and other NECs as assigned

Job Description

Armorers manage Crew Served Weapons (CSW); issue small arms, ammunition, explosive devices, optics, and associated equipment to qualified military personnel, working in a shipboard or shore environment; conduct maintenance and repairs on small arms, magazine sprinkler systems, and similar explosive items; conduct and maintain small arms and weapons inventories; assist at range facilities and within in-service training; and rebuild, inspect, and ensure weapons are in safe operating condition.

DoD Relationship**Group Title**

Aviation Ordnance

DoD Code

164600

O*NET Relationship**Occupation Title**Maintenance and Repair Workers,
General**SOC Code**

49-9071.00

Job Family

Installation, Maintenance, and Repair

Skills

Monitoring

Quality Control Analysis

Critical Thinking

Equipment Maintenance

Management of Material Resources

Judgment and Decision Making

Management of Personnel Resources

Operation and Control

Writing

Reading Comprehension

Abilities

Written Comprehension

Problem Sensitivity

Inductive Reasoning

Information Ordering

Deductive Reasoning

Manual Dexterity

Written Expression

Selective Attention

Static Strength

Visualization

AIRCRAFT ARMAMENT SYSTEMS (AAS)**Paygrade**

E4

Task Type

CORE

Task Statements

Prepare Aircraft Armament Systems (AAS) reports

E6

CORE

Verify Aircraft Armament Systems (AAS) reports

MANAGEMENT AND SUPERVISION**Paygrade**

E7

Task Type

CORE

Task Statements

Brief ordnance status to Explosive Ordnance Disposal (EOD) teams (e.g., mishaps, ordnance conditions, etc.)

E5

CORE

Conduct ordnance operations and evolutions safety briefs

E7

CORE

Develop explosive safety routes

E7

CORE

Manage Aircraft Armament Systems (AAS) reporting process

E6

CORE

Manage ammunition inventory evolutions

E7

CORE

Manage Arms, Ammunition, and Explosives (AA&E) programs

E7

NON-CORE

Manage Consolidated Ships Maintenance Plans (CSMP)

E6

NON-CORE

Manage Crew-Served gun mount maintenance operations

E6

NON-CORE

Manage Crew-Served Weapons (CSW) casualty drill evolutions

E6

NON-CORE

Manage Crew-Served Weapons (CSW) maintenance operations

E6

NON-CORE

Manage Crew-Served Weapons (CSW) range evolutions

E7

NON-CORE

Manage Crew-Served Weapons (CSW) range operations

E7

CORE

Manage explosive safety mishaps reporting process

E6

CORE

Manage explosive safety program operations

MANAGEMENT AND SUPERVISION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Manage explosive safety programs
E6	NON-CORE	Manage explosive vehicle operator training and licensing programs
E6	CORE	Manage fleet sentencing operations
E7	NON-CORE	Manage force protection operations
E7	NON-CORE	Manage forward base security requirements operations
E6	NON-CORE	Manage Individual Material Readiness List (IMRL) change request process
E6	CORE	Manage magazine and locker inventory program operations
E7	CORE	Manage magazine and locker inventory programs
E7	NON-CORE	Manage magazine Ship Alterations (SHIPALT) request process
E7	CORE	Manage Naval Aviation Maintenance Discrepancy Reporting Program (NAMDRP) reporting process
E7	CORE	Manage Naval Aviation Maintenance Programs (NAMP)
E6	CORE	Manage Non-Combat Expenditure Allocation (NCEA) program operations
E7	CORE	Manage Non-Combat Expenditure Allocation (NCEA) programs
E7	NON-CORE	Manage ordnance damage control operations
E6	CORE	Manage ordnance evolutions
E7	CORE	Manage ordnance facility inspection operations
E6	CORE	Manage ordnance handling operations
E6	CORE	Manage ordnance inspection operations
E6	CORE	Manage ordnance inventories
E7	CORE	Manage ordnance inventory operations
E7	CORE	Manage ordnance operations
E7	CORE	Manage ordnance programs
E7	CORE	Manage ordnance reporting process
E6	CORE	Manage ordnance reports
E6	NON-CORE	Manage Shore-based Consolidated Allowance Lists (SHORCAL)
E6	NON-CORE	Manage small arms range evolutions
E7	NON-CORE	Manage small arms range operations
E7	NON-CORE	Manage waiver exemption, deviation, and secretarial certification process
E6	CORE	Manage weapon systems functional checks operations
E7	NON-CORE	Oversee explosive handling qualification and certification boards
E7	NON-CORE	Plan Crew-Served Weapons (CSW) casualty drills
E5	CORE	Supervise Arms, Ammunition, and Explosives (AA&E) program operations
E6	NON-CORE	Supervise Crew-Served Weapons (CSW) range operations
E5	NON-CORE	Supervise explosive safety program operations
E6	NON-CORE	Supervise force protection personnel
E7	CORE	Supervise fuel systems casualty operations (OTTO FUEL II)
E7	CORE	Supervise Navy personnel conventional Ammunition (ammo) and Explosives (AE) handling Qualifications and Certifications (QUAL/CERT) program operations

MANAGEMENT AND SUPERVISION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Supervise Non-Combat Expenditure Allocation (NCEA) program operations
E6	NON-CORE	Supervise ordnance damage control personnel
E6	CORE	Supervise ordnance facility inspection evolutions
E5	CORE	Update Monthly Maintenance Plans (MMP) / Monthly Personnel Plan (MPP)
E6	CORE	Validate Monthly Maintenance Plans (MMP) / Monthly Personnel Plan (MPP)
E6	CORE	Verify Navy personnel conventional ammunition (ammo) and explosives (AE) handling Qualifications and Certifications (QUAL/CERT) program records
E7	CORE	Verify ordnance handling operations
E7	CORE	Verify ordnance requisitions

ORDNANCE MAINTENANCE: AIRBORNE WEAPONS SUPPORT EQUIPMENT (AWSE)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Maintain Weapons Support Equipment (WSE)
E4	CORE	Perform Armament Weapons Support Equipment (AWSE) pre-operational inspections
E5	NON-CORE	Supervise pneumatic operations
E4	CORE	Transport Armament Weapons Support Equipment (AWSE)

ORDNANCE MAINTENANCE: GUNS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Assemble Crew-Served Weapons (CSW)
E4	NON-CORE	Assemble small arms
E4	NON-CORE	Disassemble Crew-Served Weapons (CSW)
E4	NON-CORE	Disassemble small arms
E4	NON-CORE	Maintain Crew-Served Weapons (CSW)
E4	NON-CORE	Maintain Crew-Served Weapons (CSW) mounts
E6	NON-CORE	Manage Crew-Served gun mount maintenance evolutions
E6	NON-CORE	Manage Crew-Served Weapons (CSW) maintenance evolutions
E5	NON-CORE	Supervise Crew-Served gun mount maintenance evolutions
E5	CORE	Supervise Crew-Served Weapons (CSW) maintenance evolutions

ORDNANCE MAINTENANCE: MAGAZINES/ELEVATORS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Inventory magazines and lockers
E4	CORE	Maintain magazine system components (e.g., safety devices, security alarm systems, sprinkler systems, etc.)
E4	CORE	Maintain magazine systems
E4	CORE	Maintain magazines and Ready Service Lockers (RSL)
E4	CORE	Maintain ordnance facilities
E6	CORE	Manage magazine systems maintenance evolutions
E7	CORE	Manage magazine systems maintenance operations
E6	CORE	Schedule magazine alarm systems maintenance
E7	CORE	Schedule magazine sprinkler systems maintenance

ORDNANCE MAINTENANCE: MAGAZINES/ELEVATORS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Supervise magazine and locker inventory evolutions
E5	CORE	Supervise magazine systems maintenance evolutions

QUALITY ASSURANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Audit Naval Aviation Maintenance Programs (NAMP)
E6	CORE	Audit ordnance programs
E6	CORE	Manage Naval Ordnance Management Policy (NOMP)
E6	CORE	Perform Airborne Weapon Changes (AWC)
E5	CORE	Perform ordnance issue and receipt inspections
E5	CORE	Perform Quality Assurance Safety Observer (QASO) functions
E5	CORE	Prepare Engineering Investigation (EI) reports
E5	CORE	Prepare explosive mishaps reports
E5	CORE	Prepare Support Equipment (SE) misuse and abuse reports
E6	CORE	Verify explosive mishaps reports
E6	NON-CORE	Verify explosive vehicle operator training and licensing programs
E6	CORE	Verify Naval Aviation Maintenance Programs (NAMP)

TECHNICAL ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Manage ordnance shipping and receiving process
E4	NON-CORE	Perform Coordinated Shipboard Allowance Lists (COSAL) inventories
E4	NON-CORE	Perform Shore-based Consolidated Allowance List (SHORCAL) inventories
E5	CORE	Prepare ammunition reports
E5	NON-CORE	Prepare Individual Component Repair List (ICRL) change requests
E5	NON-CORE	Prepare Individual Material Readiness List (IMRL) change requests
E6	CORE	Prepare ordnance preposition messages
E5	CORE	Prepare ordnance requisitions
E5	CORE	Prepare ordnance shipping and receiving documents
E5	CORE	Prepare ordnance status reports (e.g., load-out, serviceable, etc.)
E5	CORE	Prepare small arms firings reports
E7	CORE	Prepare waiver exemption, deviation, and secretarial certification correspondence
E6	CORE	Process ordnance requisitions
E7	NON-CORE	Process small arms firing reports
E5	NON-CORE	Provide explosive vehicle operator training and licensing
E5	NON-CORE	Supervise Shore-based Consolidated Allowance Lists (SHORCAL) inventory evolutions
E5	CORE	Update Navy personnel conventional ammunition (ammo) and explosives (AE) handling Qualifications and Certifications (QUAL/CERT) program records
E6	CORE	Update ordnance administrative documents
E6	NON-CORE	Verify Crew-Served Weapons (CSW) fire reports
E6	NON-CORE	Verify Individual Component Repair List (ICRL) change requests

TECHNICAL ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	NON-CORE	Verify Individual Material Readiness List (IMRL) change requests
E7	NON-CORE	Verify magazine Ship Alterations (SHIPALT) requests
E6	CORE	Verify Naval Aviation Maintenance Discrepancy Reporting Program (NAMDRP) reports
E6	CORE	Verify ordnance reports
E6	CORE	Verify ordnance shipping and receiving documents
E6	NON-CORE	Verify Shore-based Consolidated Allowance Lists (SHORCAL)
E6	NON-CORE	Verify small arms firing reports

WEAPONS HANDLING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Arm aircraft weapons systems
E4	CORE	Assemble torpedoes
E5	CORE	Conduct weapons operational inspections
E5	CORE	Conduct weapons transfer and acceptance inspections
E4	CORE	De-arm weapons systems
E4	CORE	Disassemble torpedoes
E4	CORE	Download ammunition
E4	CORE	Download Cartridge Actuated Devices (CAD)
E4	CORE	Download Crew-Served Weapons (CSW)
E4	CORE	Download pyrotechnics
E4	CORE	Download small arms
E4	CORE	Install Cartridge Actuated Devices (CAD)
E4	CORE	Inventory Arms, Ammunition and Explosives (AA&E)
E4	CORE	Inventory ordnance
E4	CORE	Load ammunition
E4	CORE	Load Crew-Served Weapons (CSW)
E4	CORE	Load pyrotechnics
E4	CORE	Load small arms
E4	CORE	Maintain Night Vision Optics (NVO) equipment
E4	CORE	Maintain ordnance
E6	CORE	Manage fleet sentencing evolutions
E6	CORE	Manage ordnance inspection evolutions
E4	CORE	Operate pneumatic systems
E4	CORE	Operate small arms
E4	NON-CORE	Perform Crew-Served Weapons (CSW) casualty drills
E5	NON-CORE	Perform fleet sentencing
E4	CORE	Perform ordnance evolutions
E4	CORE	Perform ordnance inspections
E4	CORE	Perform ordnance strike-up/strike-down procedures
E4	CORE	Remove Cartridge Actuated Devices (CAD)

WEAPONS HANDLING (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Stow ammunition (Explosive Ordnance Disposal (EOD)/Other Country)
E4	CORE	Stow Cartridge Actuated Devices (CAD)
E4	NON-CORE	Stow Crew-Served Weapons (CSW)
E4	CORE	Stow pyrotechnics
E4	CORE	Stow small arms
E4	CORE	Stow Tactical Air Launched Decoys (TALD)
E4	CORE	Stow torpedoes
E5	CORE	Supervise ammunition inventory evolutions
E5	NON-CORE	Supervise Crew-Served Weapons (CSW) casualty drill evolutions
E6	NON-CORE	Supervise fleet sentencing evolutions
E5	CORE	Supervise ordnance evolutions
E5	CORE	Supervise ordnance handling operations
E5	CORE	Supervise ordnance inspection evolutions
E5	NON-CORE	Supervise small arms range evolutions
E4	CORE	Transport Cartridge Actuated Devices (CAD)
E4	CORE	Transport Crew-Served Weapons (CSW)
E4	CORE	Transport pyrotechnics
E4	CORE	Transport small arms
E4	CORE	Transport torpedoes

WEAPONS SYSTEMS MAINTENANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Maintain grounding devices
E6	CORE	Manage weapon systems functional checks evolutions
E4	CORE	Perform weapon systems functional checks
E7	NON-CORE	Schedule depot-level maintenance
E5	CORE	Supervise weapon systems functional checks evolutions

Job Title**Weapons Department Technician****Job Code****002138****Job Family**

Transportation and Material Moving

NOC

TBD

Short Title (30 Characters)

WEAPONS DEPARTMENT TECHNICIAN

Short Title (14 Characters)

WEP DEPT TECH

Pay Plan

Enlisted

Career Field

AO

Other Relationships and Rules

NEC DXXX, EXXX, 7XXX series and other NECs as assigned

Job Description

Weapons Department Technicians perform maintenance and testing, ashore and afloat, on all air-launched weapons, magazine sprinkler systems, and cargo/weapons elevators; are assigned to Shipboard and Shore Weapons Departments as conventional weapons handlers, magazine and ordnance control operators, and cargo/weapons elevator operators; issue, receive, transfer, and store conventional weapons; assemble and disassemble bombs and rockets; and load and unload flares, rocket launchers, and Linkless Ammunition Loading System (LALS).

DoD Relationship**Group Title**

Aviation Ordnance

DoD Code

164600

O*NET Relationship**Occupation Title**

Stockers and Order Fillers

SOC Code

53-7065.00

Job Family

Transportation and Material Moving

Skills

Monitoring

Quality Control Analysis

Equipment Maintenance

Judgment and Decision Making

Management of Personnel Resources

Critical Thinking

Management of Material Resources

Operation and Control

Writing

Installation

Abilities

Written Comprehension

Inductive Reasoning

Problem Sensitivity

Manual Dexterity

Information Ordering

Deductive Reasoning

Category Flexibility

Visualization

Static Strength

Written Expression

AIRCRAFT ARMAMENT SYSTEMS (AAS)**Paygrade**

E4

Task Type

CORE

Task Statements

Maintain missile launchers

E4

CORE

Prepare Aircraft Armament Systems (AAS) reports

E4

CORE

Transport Aircraft Armament Systems (AAS)

MANAGEMENT AND SUPERVISION**Paygrade**

E7

Task Type

CORE

Task Statements

Brief ordnance status to Explosive Ordnance Disposal (EOD) teams (e.g., mishaps, ordnance conditions, etc.)

E5

CORE

Conduct ordnance operations and evolutions safety briefs

E7

CORE

Designate forward weapons assembly areas

E7

CORE

Develop explosive safety routes

E7

CORE

Develop weapons load plans

E7

CORE

Manage Aircraft Armament Systems (AAS) reporting process

E6

CORE

Manage ammunition inventory evolutions

E5

NON-CORE

Manage arm and de-arm evolutions

E7

CORE

Manage Arms, Ammunition, and Explosives (AA&E) programs

E7

CORE

Manage cargo/weapons elevator license programs

E6

CORE

Manage cargo/weapons elevator maintenance operations

E7

NON-CORE

Manage Consolidated Ships Maintenance Plans (CSMP)

E7

NON-CORE

Manage Coordinated Shipboard Allowance Lists (COSAL)

E6

NON-CORE

Manage Crew-Served gun mount maintenance operations

MANAGEMENT AND SUPERVISION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	NON-CORE	Manage Crew-Served Weapons (CSW) casualty drill evolutions
E6	NON-CORE	Manage Crew-Served Weapons (CSW) maintenance operations
E6	NON-CORE	Manage Crew-Served Weapons (CSW) range evolutions
E7	NON-CORE	Manage Crew-Served Weapons (CSW) range operations
E7	CORE	Manage explosive safety mishaps reporting process
E6	CORE	Manage explosive safety program operations
E7	CORE	Manage explosive safety programs
E6	NON-CORE	Manage explosive vehicle operator training and licensing programs
E6	CORE	Manage fleet sentencing operations
E7	NON-CORE	Manage force protection operations
E7	NON-CORE	Manage Forward Arming Refueling Point (FARP) operations
E7	NON-CORE	Manage hot work evolutions
E6	NON-CORE	Manage Individual Component Repair List (ICRL) change request process
E6	NON-CORE	Manage Individual Material Readiness List (IMRL) change request process
E6	CORE	Manage magazine and locker inventory program operations
E7	CORE	Manage magazine and locker inventory programs
E7	NON-CORE	Manage magazine Ship Alterations (SHIPALT) request process
E7	CORE	Manage Naval Aviation Maintenance Discrepancy Reporting Program (NAMDRP) reporting process
E7	CORE	Manage Naval Aviation Maintenance Programs (NAMP)
E6	CORE	Manage Non-Combat Expenditure Allocation (NCEA) program operations
E7	CORE	Manage Non-Combat Expenditure Allocation (NCEA) programs
E7	NON-CORE	Manage ordnance damage control operations
E6	CORE	Manage ordnance evolutions
E7	CORE	Manage ordnance facility inspection operations
E7	CORE	Manage Ordnance Handling Equipment (OHE) operations, maintenance, test and inspection programs
E6	CORE	Manage ordnance handling operations
E6	CORE	Manage ordnance inspection operations
E6	CORE	Manage ordnance inventories
E7	CORE	Manage ordnance inventory operations
E7	CORE	Manage ordnance operations
E7	CORE	Manage ordnance programs
E7	CORE	Manage ordnance reporting process
E6	CORE	Manage ordnance reports
E6	NON-CORE	Manage Shore-based Consolidated Allowance Lists (SHORCAL)
E6	NON-CORE	Manage small arms range evolutions
E7	NON-CORE	Manage small arms range operations
E7	NON-CORE	Manage waiver exemption, deviation, and secretarial certification process
E6	CORE	Manage weapon systems functional checks operations
E5	CORE	Manage Weapons Support Equipment (WSE) maintenance operations

MANAGEMENT AND SUPERVISION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	NON-CORE	Oversee explosive handling qualification and certification boards
E7	NON-CORE	Plan Crew-Served Weapons (CSW) casualty drills
E7	CORE	Prepare aircraft load plans
E5	CORE	Supervise Arms, Ammunition, and Explosives (AA&E) program operations
E5	NON-CORE	Supervise Coordinated Shipboard Allowance Lists (COSAL) inventory evolutions
E6	NON-CORE	Supervise Crew-Served Weapons (CSW) range operations
E5	NON-CORE	Supervise explosive safety program operations
E6	NON-CORE	Supervise force protection personnel
E7	CORE	Supervise fuel systems casualty operations (OTTO FUEL II)
E7	CORE	Supervise Navy personnel conventional Ammunition (ammo) and Explosives (AE) handling Qualifications and Certifications (QUAL/CERT) program operations
E5	CORE	Supervise Non-Combat Expenditure Allocation (NCEA) program operations
E6	NON-CORE	Supervise ordnance damage control personnel
E6	CORE	Supervise ordnance facility inspection evolutions
E5	CORE	Update Monthly Maintenance Plans (MMP) / Monthly Personnel Plan (MPP)
E6	CORE	Validate Monthly Maintenance Plans (MMP) / Monthly Personnel Plan (MPP)
E6	NON-CORE	Verify Coordinated Shipboard Allowance Lists (COSAL)
E6	CORE	Verify Navy personnel conventional ammunition (ammo) and explosives (AE) handling Qualifications and Certifications (QUAL/CERT) program records
E6	CORE	Verify Ordnance Handling Equipment (OHE) operations, maintenance, test and inspection program
E7	CORE	Verify ordnance handling operations

ORDNANCE MAINTENANCE: AIRBORNE WEAPONS SUPPORT EQUIPMENT (AWSE)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Issue Armament Weapons Support Equipment (AWSE)
E4	CORE	Maintain air-nitrogen systems
E4	CORE	Maintain Armament Weapons Support Equipment (AWSE)
E4	CORE	Maintain Electric Explosive (EE) forklifts
E4	CORE	Maintain Material Handling Equipment (MHE)
E4	CORE	Maintain Ordnance Handling Equipment (OHE)
E4	CORE	Maintain Weapons Support Equipment (WSE)
E6	CORE	Manage Material Handling Equipment (MHE) maintenance, test, and inspection program operations
E7	CORE	Manage Material Handling Equipment (MHE) maintenance, test, and inspection programs
E6	CORE	Manage Weapons Support Equipment (WSE) maintenance evolutions
E4	CORE	Perform Armament Weapons Support Equipment (AWSE) pre-operational inspections
E4	CORE	Receive Armament Weapons Support Equipment (AWSE)
E4	CORE	Stow Armament Weapons Support Equipment (AWSE)
E5	CORE	Supervise Armament Weapons Support Equipment (AWSE) maintenance evolutions
E5	CORE	Supervise Material Handling Equipment (MHE) maintenance, tests, and inspections

ORDNANCE MAINTENANCE: AIRBORNE WEAPONS SUPPORT EQUIPMENT (AWSE) (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Supervise Ordnance Handling Equipment (OHE) operations, maintenance, tests and inspections programs
E5	NON-CORE	Supervise pneumatic operations
E5	CORE	Supervise Weapons Support Equipment (WSE) maintenance evolutions
E4	CORE	Transport Armament Weapons Support Equipment (AWSE)

ORDNANCE MAINTENANCE: GUNS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Assemble Crew-Served Weapons (CSW)
E4	NON-CORE	Assemble small arms
E4	NON-CORE	Disassemble Crew-Served Weapons (CSW)
E4	NON-CORE	Disassemble small arms
E6	NON-CORE	Manage Crew-Served gun mount maintenance evolutions
E6	NON-CORE	Manage Crew-Served Weapons (CSW) maintenance evolutions
E5	NON-CORE	Supervise Crew-Served gun mount maintenance evolutions
E5	CORE	Supervise Crew-Served Weapons (CSW) maintenance evolutions

ORDNANCE MAINTENANCE: MAGAZINES/ELEVATORS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Inventory magazines and lockers
E4	CORE	Maintain cargo/weapons elevator systems
E4	CORE	Maintain magazine system components (e.g., safety devices, security alarm systems, sprinkler systems, etc.)
E4	CORE	Maintain magazine systems
E4	CORE	Maintain magazines and Ready Service Lockers (RSL)
E4	CORE	Maintain ordnance facilities
E6	CORE	Manage cargo/weapons elevator maintenance evolutions
E6	CORE	Manage magazine systems maintenance evolutions
E7	CORE	Manage magazine systems maintenance operations
E4	CORE	Perform cargo/weapons elevator pre-operational inspections
E4	CORE	Perform command movement operations (e.g., cargo/weapons elevator systems)
E6	CORE	Prepare ships force cargo/weapons elevator systems maintenance work packages
E6	NON-CORE	Provide cargo/weapons elevator operator training and licensing
E6	CORE	Schedule cargo/weapons elevators maintenance
E6	CORE	Schedule magazine alarm systems maintenance
E7	CORE	Schedule magazine sprinkler systems maintenance
E5	CORE	Supervise cargo/weapons elevator maintenance evolutions
E5	CORE	Supervise command movement operations (e.g., cargo/weapons elevator systems)
E5	CORE	Supervise magazine and locker inventory evolutions
E5	CORE	Supervise magazine systems maintenance evolutions

QUALITY ASSURANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Audit Naval Aviation Maintenance Programs (NAMP)
E6	CORE	Audit ordnance programs
E5	CORE	Conduct Collateral Duty Inspector (CDI) inspections
E6	CORE	Manage Naval Ordnance Management Policy (NOMP)
E6	CORE	Perform Airborne Weapon Changes (AWC)
E5	CORE	Perform ordnance issue and receipt inspections
E5	CORE	Perform procedures for setting Hazards of Electromagnetic Radiation to Ordnance (HERO) conditions
E5	CORE	Perform Quality Assurance Safety Observer (QASO) functions
E5	CORE	Prepare Engineering Investigation (EI) reports
E5	CORE	Prepare explosive mishaps reports
E5	CORE	Prepare Support Equipment (SE) misuse and abuse reports
E6	CORE	Verify explosive mishaps reports
E6	NON-CORE	Verify explosive vehicle operator training and licensing programs
E6	CORE	Verify Naval Aviation Maintenance Programs (NAMP)

TECHNICAL ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Incorporate Technical Directives (TD)
E6	CORE	Manage Airborne Weapons Information Systems (AWIS) program
E7	CORE	Manage ordnance shipping and receiving process
E4	NON-CORE	Perform Coordinated Shipboard Allowance Lists (COSAL) inventories
E4	NON-CORE	Perform Shore-based Consolidated Allowance List (SHORCAL) inventories
E5	NON-CORE	Prepare Individual Component Repair List (ICRL) change requests
E5	NON-CORE	Prepare Individual Material Readiness List (IMRL) change requests
E7	NON-CORE	Prepare magazine Ship Alterations (SHIPALT) requests
E5	CORE	Prepare ordnance shipping and receiving documents
E5	CORE	Prepare ordnance status reports (e.g., load-out, serviceable, etc.)
E5	CORE	Prepare small arms firings reports
E7	CORE	Prepare waiver exemption, deviation, and secretarial certification correspondence
E7	NON-CORE	Process small arms firing reports
E5	NON-CORE	Provide explosive vehicle operator training and licensing
E5	NON-CORE	Supervise Shore-based Consolidated Allowance Lists (SHORCAL) inventory evolutions
E5	CORE	Update Airborne Weapons Information Systems (AWIS) data
E5	CORE	Update Navy personnel conventional ammunition (ammo) and explosives (AE) handling Qualifications and Certifications (QUAL/CERT) program records
E6	CORE	Update ordnance administrative documents
E6	NON-CORE	Verify Individual Component Repair List (ICRL) change requests
E6	NON-CORE	Verify Individual Material Readiness List (IMRL) change requests
E7	NON-CORE	Verify magazine Ship Alterations (SHIPALT) requests

TECHNICAL ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Verify Naval Aviation Maintenance Discrepancy Reporting Program (NAMDRP) reports
E6	CORE	Verify ordnance reports
E6	CORE	Verify ordnance shipping and receiving documents
E6	NON-CORE	Verify Shore-based Consolidated Allowance Lists (SHORCAL)
E6	NON-CORE	Verify small arms firing reports

WEAPONS HANDLING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Arm aircraft weapons systems
E4	CORE	Assemble bombs
E4	CORE	Assemble expendable countermeasures
E4	CORE	Assemble mines
E4	CORE	Assemble missiles
E4	CORE	Assemble Precision Guided Munitions (PGM)
E4	CORE	Assemble rockets
E4	CORE	Assemble torpedoes
E5	CORE	Conduct weapons operational inspections
E5	CORE	Conduct weapons transfer and acceptance inspections
E4	CORE	Disassemble bombs
E4	CORE	Disassemble expendable countermeasures
E4	CORE	Disassemble mines
E4	CORE	Disassemble missiles
E4	CORE	Disassemble Precision Guided Munitions (PGM)
E4	CORE	Disassemble rockets
E4	CORE	Disassemble torpedoes
E4	CORE	Download ammunition
E4	CORE	Download Crew-Served Weapons (CSW)
E4	CORE	Download expendable countermeasures
E4	CORE	Download Precision Guided Munitions (PGM)
E4	CORE	Download rockets
E4	CORE	Download small arms
E4	CORE	Install Cartridge Actuated Devices (CAD)
E4	CORE	Inventory Arms, Ammunition and Explosives (AA&E)
E4	CORE	Inventory ordnance
E5	CORE	Issue aircraft egress system explosives
E5	CORE	Issue containerized explosives
E4	CORE	Load ammunition
E4	CORE	Load Crew-Served Weapons (CSW)
E4	CORE	Load expendable countermeasures
E4	CORE	Load Precision Guided Munitions (PGM)

WEAPONS HANDLING (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Load rockets
E4	CORE	Load small arms
E4	CORE	Maintain Landing Force Operational Reserve Material (LFORM)
E4	CORE	Maintain ordnance
E6	CORE	Manage fleet sentencing evolutions
E6	CORE	Manage ordnance inspection evolutions
E4	CORE	Operate pneumatic systems
E4	CORE	Operate small arms
E4	NON-CORE	Perform Crew-Served Weapons (CSW) casualty drills
E5	NON-CORE	Perform fleet sentencing
E4	CORE	Perform ordnance evolutions
E4	CORE	Perform ordnance inspections
E4	CORE	Perform ordnance strike-up/strike-down procedures
E4	CORE	Receive aircraft egress systems explosives
E4	CORE	Receive containerized explosives
E4	CORE	Remove Cartridge Actuated Devices (CAD)
E4	CORE	Stow aircraft egress systems explosives
E4	CORE	Stow ammunition (Explosive Ordnance Disposal (EOD)/Other Country)
E4	CORE	Stow bombs
E4	CORE	Stow Cartridge Actuated Devices (CAD)
E4	CORE	Stow containerized explosives
E4	NON-CORE	Stow Crew-Served Weapons (CSW)
E4	CORE	Stow expendable countermeasures
E4	CORE	Stow mines
E4	CORE	Stow missiles
E4	CORE	Stow Precision Guided Munitions (PGM)
E4	CORE	Stow pyrotechnics
E4	CORE	Stow rockets
E4	CORE	Stow small arms
E4	CORE	Stow sonobuoys
E4	CORE	Stow Sound Underwater Signals (SUS)
E4	CORE	Stow Tactical Air Launched Decoys (TALD)
E4	CORE	Stow torpedoes
E5	CORE	Supervise ammunition inventory evolutions
E5	CORE	Supervise arm and de-arm evolutions
E5	NON-CORE	Supervise Crew-Served Weapons (CSW) casualty drill evolutions
E6	NON-CORE	Supervise fleet sentencing evolutions
E5	CORE	Supervise ordnance evolutions

WEAPONS HANDLING (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Supervise ordnance handling operations
E5	CORE	Supervise ordnance inspection evolutions
E5	NON-CORE	Supervise small arms range evolutions
E4	CORE	Transport bombs
E4	CORE	Transport Cartridge Actuated Devices (CAD)
E4	CORE	Transport containerized explosives
E4	CORE	Transport Crew-Served Weapons (CSW)
E4	CORE	Transport expendable countermeasures
E4	CORE	Transport mines
E4	CORE	Transport missiles
E4	CORE	Transport Precision Guided Munitions (PGM)
E4	CORE	Transport pyrotechnics
E4	CORE	Transport rockets
E4	CORE	Transport small arms
E4	CORE	Transport sonobuoys
E4	CORE	Transport Sound Underwater Signals (SUS)
E4	CORE	Transport Tactical Air Launched Decoys (TALD)
E4	CORE	Transport torpedoes

WEAPONS SYSTEMS MAINTENANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Maintain grounding devices
E4	CORE	Maintain jettison ramps
E6	CORE	Manage weapon systems functional checks evolutions
E4	CORE	Perform weapon systems functional checks
E7	NON-CORE	Schedule depot-level maintenance
E5	CORE	Supervise weapon systems functional checks evolutions

Job Title**Ammunition Logistics Manager****Job Code****002183****Job Family**
Management**NOC**
TBD**Short Title (30 Characters)**
AMMUNITION LOGISTICS MANAGER**Short Title (14 Characters)**
AMMO LOG MGR**Pay Plan**
Enlisted**Career Field**
AO**Other Relationships and Rules**
NEC DXXX, EXXX, 7XXX series and other NECs as assigned**Job Description**

Ammunition Logistics Managers serve as the ammunition accountant and under limited supervision, prepare and maintain ammunition records and ammunition transaction reports; receive, inspect, store, and issue ammunition; and conduct inventories.

DoD Relationship**O*NET Relationship****Group Title**
Aviation Ordnance**DoD Code**
164600**Occupation Title**
Transportation, Storage, and
Distribution Managers**SOC Code**
11-3071.00**Job Family**
Management**Skills***Quality Control Analysis**Monitoring**Critical Thinking**Writing**Reading Comprehension**Judgment and Decision Making**Management of Material Resources**Operation and Control**Troubleshooting**Active Listening***Abilities***Written Comprehension**Inductive Reasoning**Written Expression**Problem Sensitivity**Deductive Reasoning**Information Ordering**Selective Attention**Manual Dexterity**Memorization**Oral Expression***MANAGEMENT AND SUPERVISION****Paygrade****Task Type****Task Statements**

E7	CORE	Audit ordnance allowance accounts
E6	CORE	Manage ammunition inventory evolutions
E7	CORE	Manage Arms, Ammunition, and Explosives (AA&E) programs
E6	CORE	Manage explosive safety program operations
E7	CORE	Manage explosive safety programs
E6	CORE	Manage magazine and locker inventory program operations
E7	CORE	Manage magazine and locker inventory programs
E7	CORE	Manage Naval Aviation Maintenance Discrepancy Reporting Program (NAMDRP) reporting process
E6	CORE	Manage Non-Combat Expenditure Allocation (NCEA) program operations
E7	CORE	Manage Non-Combat Expenditure Allocation (NCEA) programs
E7	NON-CORE	Manage ordnance damage control operations
E6	CORE	Manage ordnance inventories
E7	CORE	Manage ordnance inventory operations
E7	CORE	Manage ordnance programs
E7	CORE	Manage ordnance reporting process
E6	CORE	Manage ordnance reports
E7	NON-CORE	Manage waiver exemption, deviation, and secretarial certification process
E7	NON-CORE	Oversee explosive handling qualification and certification boards
E5	CORE	Supervise Arms, Ammunition, and Explosives (AA&E) program operations
E5	NON-CORE	Supervise explosive safety program operations

MANAGEMENT AND SUPERVISION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Supervise Navy personnel conventional Ammunition (ammo) and Explosives (AE) handling Qualifications and Certifications (QUAL/CERT) program operations
E5	CORE	Supervise Non-Combat Expenditure Allocation (NCEA) program operations
E6	NON-CORE	Supervise ordnance damage control personnel
E6	CORE	Verify Navy personnel conventional ammunition (ammo) and explosives (AE) handling Qualifications and Certifications (QUAL/CERT) program records
E6	CORE	Verify ordnance allowance accounts
E7	CORE	Verify ordnance requisitions

ORDNANCE MAINTENANCE: MAGAZINES/ELEVATORS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Supervise magazine and locker inventory evolutions

QUALITY ASSURANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Audit ordnance programs
E6	CORE	Manage Naval Ordnance Management Policy (NOMP)
E6	CORE	Perform Airborne Weapon Changes (AWC)
E5	NON-CORE	Perform aircraft transfer and acceptance inspections
E6	CORE	Verify explosive mishaps reports

TECHNICAL ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Document captive carry flight hours
E7	CORE	Manage ordnance shipping and receiving process
E5	CORE	Prepare ammunition reports
E6	CORE	Prepare ordnance preposition messages
E5	CORE	Prepare ordnance requisitions
E5	CORE	Prepare ordnance shipping and receiving documents
E5	CORE	Prepare ordnance status reports (e.g., load-out, serviceable, etc.)
E7	CORE	Prepare waiver exemption, deviation, and secretarial certification correspondence
E6	CORE	Process ordnance requisitions
E5	CORE	Update Navy personnel conventional ammunition (ammo) and explosives (AE) handling Qualifications and Certifications (QUAL/CERT) program records
E6	CORE	Update ordnance administrative documents
E6	CORE	Verify Naval Aviation Maintenance Discrepancy Reporting Program (NAMDRP) reports
E6	CORE	Verify ordnance reports
E6	CORE	Verify ordnance shipping and receiving documents
E6	NON-CORE	Verify small arms firing reports

WEAPONS HANDLING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Inventory Arms, Ammunition and Explosives (AA&E)
E4	CORE	Inventory ordnance

WEAPONS HANDLING (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Operate small arms
E4	NON-CORE	Perform Crew-Served Weapons (CSW) casualty drills
E5	CORE	Supervise ammunition inventory evolutions
E5	NON-CORE	Supervise Crew-Served Weapons (CSW) casualty drill evolutions

Job Title**Squadron Ordnance Technician****Job Code****002228****Job Family**

Production

NOC

TBD

Short Title (30 Characters)

SQUADRON ORDNANCE TECHNICIAN

Short Title (14 Characters)

SQDN ORD TECH

Pay Plan

Enlisted

Career Field

AO

Other Relationships and Rules

NEC DXXX, EXXX, 7XXX series and other NECs as assigned

Job Description

Squadron Ordnance Technicians perform organizational level maintenance and weapons loading/downloading on fixed and rotary wing aircraft; maintain and inspect airborne weapons and Armament Weapons Support Equipment (AWSE), including aircraft guns, gun accessories, aerial towed target equipment, small arms, ammunition, and weapons Aircraft Armament Systems (AAS); and load and download aircraft gun ammunition, aerial mines, air-launched torpedoes, precision-guided munitions, countermeasures, sonobuoys, pyrotechnics, and air-launched guided missiles.

DoD Relationship**Group Title**

Aviation Ordnance

DoD Code

164600

O*NET Relationship**Occupation Title**Aircraft Structure, Surfaces,
Rigging, and Systems Assemblers**SOC Code**

51-2011.00

Job Family

Production

Skills*Monitoring**Quality Control Analysis**Equipment Maintenance**Judgment and Decision Making**Management of Personnel Resources**Management of Material Resources**Operation and Control**Installation**Critical Thinking**Reading Comprehension***Abilities***Written Comprehension**Problem Sensitivity**Inductive Reasoning**Manual Dexterity**Information Ordering**Category Flexibility**Deductive Reasoning**Visualization**Static Strength**Written Expression***AIRCRAFT ARMAMENT SYSTEMS (AAS)****Paygrade****Task Type****Task Statements**

E4

CORE

Assemble Aircraft Armament Systems (AAS)

E4

CORE

Disassemble Aircraft Armament Systems (AAS)

E4

CORE

Inventory Aircraft Armament Systems (AAS)

E4

CORE

Maintain aircraft bomb racks

E4

CORE

Maintain aircraft pylons

E4

CORE

Maintain missile launchers

E4

CORE

Prepare Aircraft Armament Systems (AAS) materials for shipping

E4

CORE

Prepare Aircraft Armament Systems (AAS) reports

E4

CORE

Remove Aircraft Armament Systems (AAS)

E5

CORE

Supervise Aircraft Armament Systems (AAS) inventory evolutions

E5

CORE

Supervise Aircraft Armament Systems (AAS) maintenance evolutions

E4

CORE

Transport Aircraft Armament Systems (AAS)

E6

CORE

Verify Aircraft Armament Systems (AAS) materials for shipping reports

E6

CORE

Verify Aircraft Armament Systems (AAS) reports

MANAGEMENT AND SUPERVISION**Paygrade****Task Type****Task Statements**

E7

CORE

Audit ordnance allowance accounts

E7

CORE

Brief ordnance status to Explosive Ordnance Disposal (EOD) teams (e.g., mishaps, ordnance conditions, etc.)

MANAGEMENT AND SUPERVISION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Conduct ordnance operations and evolutions safety briefs
E7	NON-CORE	Coordinate forward base communications
E7	NON-CORE	Coordinate forward base mode of transportation
E7	CORE	Develop weapons load plans
E6	CORE	Manage Aircraft Armament Systems (AAS) inventory evolutions
E6	CORE	Manage Aircraft Armament Systems (AAS) inventory operations
E6	CORE	Manage Aircraft Armament Systems (AAS) maintenance evolutions
E7	CORE	Manage Aircraft Armament Systems (AAS) maintenance operations
E6	CORE	Manage Aircraft Armament Systems (AAS) materials shipping process
E7	CORE	Manage Aircraft Armament Systems (AAS) reporting process
E7	CORE	Manage aircraft ordnance configuration operations
E6	CORE	Manage ammunition inventory evolutions
E5	NON-CORE	Manage arm and de-arm evolutions
E6	CORE	Manage arm and de-arm operations
E7	CORE	Manage Arms, Ammunition, and Explosives (AA&E) programs
E6	NON-CORE	Manage Crew-Served gun mount maintenance operations
E6	NON-CORE	Manage Crew-Served Weapons (CSW) casualty drill evolutions
E6	NON-CORE	Manage Crew-Served Weapons (CSW) maintenance operations
E6	NON-CORE	Manage Crew-Served Weapons (CSW) range evolutions
E7	NON-CORE	Manage Crew-Served Weapons (CSW) range operations
E7	CORE	Manage explosive safety mishaps reporting process
E6	CORE	Manage explosive safety program operations
E7	CORE	Manage explosive safety programs
E6	NON-CORE	Manage explosive vehicle operator training and licensing programs
E7	NON-CORE	Manage force protection operations
E7	NON-CORE	Manage Forward Arming Refueling Point (FARP) operations
E7	NON-CORE	Manage forward base security requirements operations
E6	NON-CORE	Manage Individual Material Readiness List (IMRL) change request process
E6	CORE	Manage magazine and locker inventory program operations
E7	CORE	Manage magazine and locker inventory programs
E7	CORE	Manage Naval Aviation Maintenance Discrepancy Reporting Program (NAMDRP) reporting process
E7	CORE	Manage Naval Aviation Maintenance Programs (NAMP)
E6	CORE	Manage Non-Combat Expenditure Allocation (NCEA) program operations
E7	CORE	Manage Non-Combat Expenditure Allocation (NCEA) programs
E7	NON-CORE	Manage ordnance damage control operations
E6	CORE	Manage ordnance evolutions
E7	CORE	Manage ordnance facility inspection operations
E7	CORE	Manage Ordnance Handling Equipment (OHE) operations, maintenance, test and inspection programs
E6	CORE	Manage ordnance handling operations

MANAGEMENT AND SUPERVISION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Manage ordnance inspection operations
E6	CORE	Manage ordnance inventories
E7	CORE	Manage ordnance inventory operations
E7	CORE	Manage ordnance operations
E7	CORE	Manage ordnance reporting process
E6	CORE	Manage ordnance reports
E6	NON-CORE	Manage Shore-based Consolidated Allowance Lists (SHORCAL)
E5	CORE	Manage Single Hoist Ordnance Loading Systems (SHOLS) inventory evolutions
E6	CORE	Manage Single Hoist Ordnance Loading Systems (SHOLS) inventory operations
E5	CORE	Manage Single Hoist Ordnance Loading Systems (SHOLS) maintenance evolutions
E7	CORE	Manage Single Hoist Ordnance Loading Systems (SHOLS) maintenance operations
E6	NON-CORE	Manage small arms range evolutions
E7	NON-CORE	Manage small arms range operations
E7	NON-CORE	Manage waiver exemption, deviation, and secretarial certification process
E6	CORE	Manage weapon systems functional checks operations
E7	CORE	Manage weapon systems Release and Control (R&C) checks program
E5	CORE	Manage Weapons Support Equipment (WSE) maintenance operations
E7	NON-CORE	Oversee explosive handling qualification and certification boards
E7	NON-CORE	Plan Crew-Served Weapons (CSW) casualty drills
E7	CORE	Prepare aircraft load plans
E5	CORE	Supervise aircraft ordnance configuration board updates
E5	CORE	Supervise Arms, Ammunition, and Explosives (AA&E) program operations
E6	NON-CORE	Supervise Crew-Served Weapons (CSW) range operations
E5	NON-CORE	Supervise explosive safety program operations
E6	NON-CORE	Supervise force protection personnel
E7	CORE	Supervise fuel systems casualty operations (OTTO FUEL II)
E7	CORE	Supervise Navy personnel conventional Ammunition (ammo) and Explosives (AE) handling Qualifications and Certifications (QUAL/CERT) program operations
E5	CORE	Supervise Non-Combat Expenditure Allocation (NCEA) program operations
E6	NON-CORE	Supervise ordnance damage control personnel
E6	CORE	Supervise ordnance facility inspection evolutions
E5	CORE	Update Monthly Maintenance Plans (MMP) / Monthly Personnel Plan (MPP)
E6	CORE	Validate Monthly Maintenance Plans (MMP) / Monthly Personnel Plan (MPP)
E6	CORE	Verify aircraft ordnance configuration board updates
E6	CORE	Verify Navy personnel conventional ammunition (ammo) and explosives (AE) handling Qualifications and Certifications (QUAL/CERT) program records
E6	CORE	Verify ordnance allowance accounts
E6	CORE	Verify Ordnance Handling Equipment (OHE) operations, maintenance, test and inspection program
E7	CORE	Verify ordnance handling operations
E7	CORE	Verify ordnance requisitions

ORDNANCE MAINTENANCE: AIRBORNE WEAPONS SUPPORT EQUIPMENT (AWSE)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Maintain air-nitrogen systems
E4	CORE	Maintain Armament Weapons Support Equipment (AWSE)
E4	CORE	Maintain Material Handling Equipment (MHE)
E4	CORE	Maintain Ordnance Handling Equipment (OHE)
E4	CORE	Maintain Single Hoist Ordnance Loading Systems (SHOLS)
E4	CORE	Maintain Weapons Support Equipment (WSE)
E7	CORE	Manage Material Handling Equipment (MHE) maintenance, test, and inspection programs
E6	CORE	Manage Weapons Support Equipment (WSE) maintenance evolutions
E4	CORE	Perform Armament Weapons Support Equipment (AWSE) pre-operational inspections
E4	CORE	Perform Single Hoist Ordnance Loading Systems (SHOLS) inventories
E4	CORE	Receive Armament Weapons Support Equipment (AWSE)
E4	CORE	Stow Armament Weapons Support Equipment (AWSE)
E5	CORE	Supervise Armament Weapons Support Equipment (AWSE) maintenance evolutions
E5	CORE	Supervise Material Handling Equipment (MHE) maintenance, tests, and inspections
E5	CORE	Supervise Ordnance Handling Equipment (OHE) operations, maintenance, tests and inspections programs
E5	NON-CORE	Supervise pneumatic operations
E5	CORE	Supervise Single Hoist Ordnance Loading Systems (SHOLS) inventory evolutions
E5	CORE	Supervise Single Hoist Ordnance Loading Systems (SHOLS) maintenance evolutions
E5	CORE	Supervise Weapons Support Equipment (WSE) maintenance evolutions
E4	CORE	Transport Armament Weapons Support Equipment (AWSE)

ORDNANCE MAINTENANCE: GUNS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Assemble Crew-Served Weapons (CSW)
E4	NON-CORE	Assemble small arms
E4	NON-CORE	Disassemble Crew-Served Weapons (CSW)
E4	NON-CORE	Disassemble small arms
E4	CORE	Maintain aircraft gun systems
E4	NON-CORE	Maintain Crew-Served Weapons (CSW)
E4	NON-CORE	Maintain Crew-Served Weapons (CSW) mounts
E6	NON-CORE	Manage Crew-Served gun mount maintenance evolutions
E6	NON-CORE	Manage Crew-Served Weapons (CSW) maintenance evolutions
E5	NON-CORE	Supervise Crew-Served gun mount maintenance evolutions
E5	CORE	Supervise Crew-Served Weapons (CSW) maintenance evolutions
E6	CORE	Verify aircraft gun systems status reports

ORDNANCE MAINTENANCE: MAGAZINES/ELEVATORS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Inventory magazines and lockers
E4	CORE	Maintain magazines and Ready Service Lockers (RSL)

ORDNANCE MAINTENANCE: MAGAZINES/ELEVATORS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Maintain ordnance facilities
E5	CORE	Supervise magazine and locker inventory evolutions

QUALITY ASSURANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Audit Naval Aviation Maintenance Programs (NAMP)
E6	CORE	Audit ordnance programs
E5	CORE	Certify ordnance load-outs Safe for Flight (SFF)
E5	CORE	Conduct Collateral Duty Inspector (CDI) inspections
E6	CORE	Conduct Quality Assurance (QA) aircraft inspections
E6	CORE	Manage Naval Ordnance Management Policy (NOMP)
E6	CORE	Perform Airborne Weapon Changes (AWC)
E5	NON-CORE	Perform aircraft transfer and acceptance inspections
E4	CORE	Perform aircraft turnaround inspections
E5	CORE	Perform ordnance issue and receipt inspections
E5	CORE	Perform procedures for setting Hazards of Electromagnetic Radiation to Ordnance (HERO) conditions
E5	CORE	Perform Quality Assurance Safety Observer (QASO) functions
E5	CORE	Prepare Engineering Investigation (EI) reports
E5	CORE	Prepare explosive mishaps reports
E5	CORE	Prepare Support Equipment (SE) misuse and abuse reports
E7	NON-CORE	Release aircraft Safe for Flight
E6	CORE	Verify explosive mishaps reports
E6	NON-CORE	Verify explosive vehicle operator training and licensing programs
E6	CORE	Verify Naval Aviation Maintenance Programs (NAMP)

TECHNICAL ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Document captive carry flight hours
E4	CORE	Incorporate Technical Directives (TD)
E6	CORE	Manage Airborne Weapons Information Systems (AWIS) program
E7	NON-CORE	Manage Crew-Served Weapons (CSW) firing reporting process
E7	CORE	Manage firing reporting process
E7	CORE	Manage ordnance shipping and receiving process
E4	NON-CORE	Perform Shore-based Consolidated Allowance List (SHORCAL) inventories
E5	CORE	Prepare ammunition reports
E5	NON-CORE	Prepare Crew-Served Weapons (CSW) fire reports
E6	CORE	Prepare firing reports
E5	NON-CORE	Prepare Individual Component Repair List (ICRL) change requests
E5	NON-CORE	Prepare Individual Material Readiness List (IMRL) change requests
E6	CORE	Prepare ordnance preposition messages
E5	CORE	Prepare ordnance requisitions

TECHNICAL ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Prepare ordnance shipping and receiving documents
E5	CORE	Prepare ordnance status reports (e.g., load-out, serviceable, etc.)
E5	CORE	Prepare small arms firings reports
E7	CORE	Prepare waiver exemption, deviation, and secretarial certification correspondence
E6	CORE	Process ordnance requisitions
E7	NON-CORE	Process small arms firing reports
E5	NON-CORE	Provide explosive vehicle operator training and licensing
E5	NON-CORE	Supervise Shore-based Consolidated Allowance Lists (SHORCAL) inventory evolutions
E5	CORE	Update Airborne Weapons Information Systems (AWIS) data
E5	CORE	Update Navy personnel conventional ammunition (ammo) and explosives (AE) handling Qualifications and Certifications (QUAL/CERT) program records
E6	CORE	Update ordnance administrative documents
E6	NON-CORE	Verify Crew-Served Weapons (CSW) fire reports
E6	CORE	Verify firing reports
E6	NON-CORE	Verify Individual Component Repair List (ICRL) change requests
E6	NON-CORE	Verify Individual Material Readiness List (IMRL) change requests
E6	CORE	Verify Naval Aviation Maintenance Discrepancy Reporting Program (NAMDRP) reports
E6	CORE	Verify ordnance reports
E6	CORE	Verify ordnance shipping and receiving documents
E6	NON-CORE	Verify Shore-based Consolidated Allowance Lists (SHORCAL)
E6	NON-CORE	Verify small arms firing reports

WEAPONS HANDLING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Arm aircraft weapons systems
E4	CORE	Assemble aerial targets
E4	CORE	Assemble bombs
E4	CORE	Assemble expendable countermeasures
E4	CORE	Assemble missiles
E4	CORE	Assemble pyrotechnics
E5	CORE	Conduct weapons operational inspections
E5	CORE	Conduct weapons transfer and acceptance inspections
E4	CORE	De-arm weapons systems
E4	CORE	Disassemble aerial targets
E4	CORE	Disassemble bombs
E4	CORE	Disassemble expendable countermeasures
E4	CORE	Disassemble missiles
E4	CORE	Disassemble pyrotechnics
E4	CORE	Download aerial targets
E4	CORE	Download ammunition

WEAPONS HANDLING (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Download bombs
E4	CORE	Download Cartridge Actuated Devices (CAD)
E4	CORE	Download Crew-Served Weapons (CSW)
E4	CORE	Download expendable countermeasures
E4	CORE	Download mines
E4	CORE	Download missiles
E4	CORE	Download Precision Guided Munitions (PGM)
E4	CORE	Download pyrotechnics
E4	CORE	Download rockets
E4	CORE	Download small arms
E4	CORE	Download sonobuoys
E4	CORE	Download Sound Underwater Signals (SUS)
E4	CORE	Download Tactical Air Launched Decoys (TALD)
E4	CORE	Download torpedoes
E4	CORE	Install Cartridge Actuated Devices (CAD)
E4	CORE	Inventory Arms, Ammunition and Explosives (AA&E)
E4	CORE	Inventory ordnance
E5	CORE	Issue aircraft egress system explosives
E4	CORE	Load aerial targets
E4	CORE	Load ammunition
E4	CORE	Load bombs
E4	CORE	Load Crew-Served Weapons (CSW)
E4	CORE	Load expendable countermeasures
E4	CORE	Load mines
E4	CORE	Load missiles
E4	CORE	Load Precision Guided Munitions (PGM)
E4	CORE	Load pyrotechnics
E4	CORE	Load rockets
E4	CORE	Load small arms
E4	CORE	Load sonobuoys
E4	CORE	Load Sound Underwater Signals (SUS)
E4	CORE	Load Tactical Air Launched Decoys (TALD)
E4	CORE	Load torpedoes
E4	CORE	Maintain Night Vision Optics (NVO) equipment
E4	CORE	Maintain ordnance
E6	CORE	Manage ordnance inspection evolutions
E4	CORE	Operate pneumatic systems
E4	CORE	Operate small arms
E4	NON-CORE	Perform Crew-Served Weapons (CSW) casualty drills
E4	CORE	Perform ordnance evolutions

WEAPONS HANDLING (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform ordnance inspections
E4	CORE	Perform ordnance strike-up/strike-down procedures
E4	CORE	Receive aircraft egress systems explosives
E4	CORE	Receive containerized explosives
E4	CORE	Recover aerial targets
E4	CORE	Remove Cartridge Actuated Devices (CAD)
E4	CORE	Stow aircraft egress systems explosives
E4	CORE	Stow ammunition (Explosive Ordnance Disposal (EOD)/Other Country)
E4	CORE	Stow bombs
E4	CORE	Stow Cartridge Actuated Devices (CAD)
E4	CORE	Stow containerized explosives
E4	NON-CORE	Stow Crew-Served Weapons (CSW)
E4	CORE	Stow expendable countermeasures
E4	CORE	Stow mines
E4	CORE	Stow missiles
E4	CORE	Stow Precision Guided Munitions (PGM)
E4	CORE	Stow pyrotechnics
E4	CORE	Stow rockets
E4	CORE	Stow small arms
E4	CORE	Stow sonobuoys
E4	CORE	Stow Sound Underwater Signals (SUS)
E4	CORE	Stow Tactical Air Launched Decoys (TALD)
E4	CORE	Stow torpedoes
E5	CORE	Supervise ammunition inventory evolutions
E5	CORE	Supervise arm and de-arm evolutions
E5	NON-CORE	Supervise Crew-Served Weapons (CSW) casualty drill evolutions
E5	CORE	Supervise ordnance evolutions
E5	CORE	Supervise ordnance handling operations
E5	CORE	Supervise ordnance inspection evolutions
E5	NON-CORE	Supervise small arms range evolutions
E4	CORE	Transport aerial targets
E4	CORE	Transport bombs
E4	CORE	Transport Cartridge Actuated Devices (CAD)
E4	CORE	Transport containerized explosives
E4	CORE	Transport Crew-Served Weapons (CSW)
E4	CORE	Transport expendable countermeasures
E4	CORE	Transport mines
E4	CORE	Transport missiles
E4	CORE	Transport Precision Guided Munitions (PGM)
E4	CORE	Transport pyrotechnics

WEAPONS HANDLING (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Transport rockets
E4	CORE	Transport small arms
E4	CORE	Transport sonobuoys
E4	CORE	Transport Sound Underwater Signals (SUS)
E4	CORE	Transport Tactical Air Launched Decoys (TALD)
E4	CORE	Transport torpedoes

WEAPONS SYSTEMS MAINTENANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Document maintenance actions
E4	CORE	Install Aircraft Armament Systems (AAS)
E4	CORE	Maintain aircrafts for loading evolutions
E4	CORE	Maintain grounding devices
E6	CORE	Manage weapon systems functional checks evolutions
E6	CORE	Manage weapon systems release and control checks evolutions
E4	CORE	Perform weapon systems functional checks
E4	CORE	Perform weapon systems release and control checks
E5	CORE	Supervise weapon systems functional checks evolutions
E5	CORE	Supervise weapon systems release and control checks evolutions

Job Title**Aviation Ordnance Quality Assurance Safety Supervisor****Job Code****002273****Job Family**

Architecture and Engineering

NOC

TBD

Short Title (30 Characters)

AVIATION ORDNANCE QA SUP

Short Title (14 Characters)

AO QA SUPV

Pay Plan

Enlisted

Career Field

AO

Other Relationships and Rules

NEC DXXX, EXXX, 7XXX series and other NECs as assigned

Job Description

Aviation Ordnance Quality Assurance Safety Supervisors inform personnel of the hazards of ammunition, explosives, safety principles, and practices outlined in applicable governing directives; train personnel on safe operating procedures; and conduct, manage, and monitor the Quality Assurance (QA) programs and the inspection/certification of ship and shore-based weapons.

DoD Relationship**Group Title**

Aviation Ordnance

DoD Code

164600

O*NET Relationship**Occupation Title**

Health and Safety Engineers,
Except Mining Safety Engineers
and Inspectors

SOC Code

17-2111.00

Job Family

Architecture and Engineering

Skills*Monitoring**Quality Control Analysis**Equipment Maintenance**Judgment and Decision Making**Management of Personnel Resources**Management of Material Resources**Time Management**Operation and Control**Active Listening**Critical Thinking***Abilities***Written Comprehension**Problem Sensitivity**Manual Dexterity**Category Flexibility**Visualization**Inductive Reasoning**Information Ordering**Deductive Reasoning**Static Strength**Selective Attention***AIRCRAFT ARMAMENT SYSTEMS (AAS)****Paygrade**

E4

Task Type

CORE

Task Statements

Prepare Aircraft Armament Systems (AAS) materials for shipping

MANAGEMENT AND SUPERVISION**Paygrade**

E7

Task Type

CORE

Task Statements

Brief ordnance status to Explosive Ordnance Disposal (EOD) teams (e.g., mishaps, ordnance conditions, etc.)

E5

CORE

Conduct ordnance operations and evolutions safety briefs

E7

NON-CORE

Coordinate forward base mode of transportation

E7

CORE

Designate forward weapons assembly areas

E7

CORE

Develop explosive safety routes

E6

CORE

Manage Aircraft Armament Systems (AAS) materials shipping process

E7

CORE

Manage aircraft ordnance configuration operations

E6

CORE

Manage ammunition inventory evolutions

E5

NON-CORE

Manage arm and de-arm evolutions

E6

CORE

Manage arm and de-arm operations

E7

CORE

Manage Arms, Ammunition, and Explosives (AA&E) programs

E6

NON-CORE

Manage Crew-Served gun mount maintenance operations

E6

NON-CORE

Manage Crew-Served Weapons (CSW) casualty drill evolutions

E6

NON-CORE

Manage Crew-Served Weapons (CSW) maintenance operations

E7

CORE

Manage explosive safety mishaps reporting process

E6

CORE

Manage explosive safety program operations

MANAGEMENT AND SUPERVISION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Manage explosive safety programs
E6	NON-CORE	Manage explosive vehicle operator training and licensing programs
E6	CORE	Manage fleet sentencing operations
E7	NON-CORE	Manage Forward Arming Refueling Point (FARP) operations
E6	CORE	Manage magazine and locker inventory program operations
E7	CORE	Manage magazine and locker inventory programs
E7	CORE	Manage Naval Aviation Maintenance Discrepancy Reporting Program (NAMDRP) reporting process
E7	CORE	Manage Naval Aviation Maintenance Programs (NAMP)
E7	NON-CORE	Manage ordnance damage control operations
E6	CORE	Manage ordnance evolutions
E7	CORE	Manage ordnance facility inspection operations
E7	CORE	Manage Ordnance Handling Equipment (OHE) operations, maintenance, test and inspection programs
E6	CORE	Manage ordnance handling operations
E6	CORE	Manage ordnance inspection operations
E6	CORE	Manage ordnance inventories
E7	CORE	Manage ordnance inventory operations
E7	CORE	Manage ordnance operations
E7	CORE	Manage ordnance programs
E7	CORE	Manage ordnance reporting process
E6	CORE	Manage ordnance reports
E5	CORE	Manage Single Hoist Ordnance Loading Systems (SHOLS) maintenance evolutions
E7	CORE	Manage Single Hoist Ordnance Loading Systems (SHOLS) maintenance operations
E7	NON-CORE	Manage waiver exemption, deviation, and secretarial certification process
E6	CORE	Manage weapon systems functional checks operations
E7	NON-CORE	Oversee explosive handling qualification and certification boards
E7	NON-CORE	Plan Crew-Served Weapons (CSW) casualty drills
E5	CORE	Supervise aircraft ordnance configuration board updates
E5	CORE	Supervise Arms, Ammunition, and Explosives (AA&E) program operations
E5	NON-CORE	Supervise explosive safety program operations
E7	CORE	Supervise fuel systems casualty operations (OTTO FUEL II)
E7	CORE	Supervise Navy personnel conventional Ammunition (ammo) and Explosives (AE) handling Qualifications and Certifications (QUAL/CERT) program operations
E6	NON-CORE	Supervise ordnance damage control personnel
E6	CORE	Supervise ordnance facility inspection evolutions
E5	CORE	Update Monthly Maintenance Plans (MMP) / Monthly Personnel Plan (MPP)
E6	CORE	Validate Monthly Maintenance Plans (MMP) / Monthly Personnel Plan (MPP)
E6	CORE	Verify aircraft ordnance configuration board updates
E6	CORE	Verify Navy personnel conventional ammunition (ammo) and explosives (AE) handling Qualifications and Certifications (QUAL/CERT) program records

MANAGEMENT AND SUPERVISION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Verify Ordnance Handling Equipment (OHE) operations, maintenance, test and inspection program
E7	CORE	Verify ordnance handling operations

ORDNANCE MAINTENANCE: AIRBORNE WEAPONS SUPPORT EQUIPMENT (AWSE)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform Armament Weapons Support Equipment (AWSE) pre-operational inspections
E5	NON-CORE	Supervise pneumatic operations
E4	CORE	Transport Armament Weapons Support Equipment (AWSE)

ORDNANCE MAINTENANCE: GUNS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Assemble small arms
E4	NON-CORE	Disassemble small arms
E4	NON-CORE	Maintain Crew-Served Weapons (CSW)
E6	NON-CORE	Manage Crew-Served gun mount maintenance evolutions
E6	NON-CORE	Manage Crew-Served Weapons (CSW) maintenance evolutions
E5	NON-CORE	Supervise Crew-Served gun mount maintenance evolutions
E5	CORE	Supervise Crew-Served Weapons (CSW) maintenance evolutions

ORDNANCE MAINTENANCE: MAGAZINES/ELEVATORS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Supervise magazine and locker inventory evolutions

QUALITY ASSURANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Audit Naval Aviation Maintenance Programs (NAMP)
E6	CORE	Audit ordnance programs
E5	CORE	Certify ordnance load-outs Safe for Flight (SFF)
E5	CORE	Conduct Collateral Duty Inspector (CDI) inspections
E6	CORE	Conduct Quality Assurance (QA) aircraft inspections
E6	CORE	Manage Naval Ordnance Management Policy (NOMP)
E6	CORE	Perform Airborne Weapon Changes (AWC)
E5	NON-CORE	Perform aircraft transfer and acceptance inspections
E4	CORE	Perform aircraft turnaround inspections
E5	CORE	Perform ordnance issue and receipt inspections
E5	CORE	Perform Quality Assurance Safety Observer (QASO) functions
E5	CORE	Prepare Engineering Investigation (EI) reports
E5	CORE	Prepare explosive mishaps reports
E5	CORE	Prepare Naval Aviation Maintenance Discrepancy Reporting Program (NAMDRP) reports
E5	CORE	Prepare Support Equipment (SE) misuse and abuse reports
E7	NON-CORE	Release aircraft Safe for Flight
E6	CORE	Verify explosive mishaps reports

QUALITY ASSURANCE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	NON-CORE	Verify explosive vehicle operator training and licensing programs
E6	CORE	Verify Naval Aviation Maintenance Programs (NAMP)

TECHNICAL ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Manage Airborne Weapons Information Systems (AWIS) program
E5	CORE	Prepare ordnance status reports (e.g., load-out, serviceable, etc.)
E5	CORE	Prepare small arms firings reports
E7	CORE	Prepare waiver exemption, deviation, and secretarial certification correspondence
E5	NON-CORE	Provide explosive vehicle operator training and licensing
E5	CORE	Update Navy personnel conventional ammunition (ammo) and explosives (AE) handling Qualifications and Certifications (QUAL/CERT) program records
E6	CORE	Update ordnance administrative documents
E6	CORE	Verify Naval Aviation Maintenance Discrepancy Reporting Program (NAMDRP) reports
E6	CORE	Verify ordnance reports
E6	CORE	Verify ordnance shipping and receiving documents

WEAPONS HANDLING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Arm aircraft weapons systems
E4	CORE	Assemble aerial targets
E4	CORE	Assemble bombs
E4	CORE	Assemble expendable countermeasures
E4	CORE	Assemble mines
E4	CORE	Assemble missiles
E4	CORE	Assemble Precision Guided Munitions (PGM)
E4	CORE	Assemble pyrotechnics
E4	CORE	Assemble rockets
E4	CORE	Assemble torpedoes
E5	CORE	Conduct weapons operational inspections
E5	CORE	Conduct weapons transfer and acceptance inspections
E4	CORE	De-arm weapons systems
E4	CORE	Disassemble aerial targets
E4	CORE	Disassemble bombs
E4	CORE	Disassemble expendable countermeasures
E4	CORE	Disassemble mines
E4	CORE	Disassemble missiles
E4	CORE	Disassemble Precision Guided Munitions (PGM)
E4	CORE	Disassemble pyrotechnics
E4	CORE	Disassemble rockets
E4	CORE	Disassemble torpedoes
E4	CORE	Download aerial targets

WEAPONS HANDLING (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Download ammunition
E4	CORE	Download bombs
E4	CORE	Download Cartridge Actuated Devices (CAD)
E4	CORE	Download Crew-Served Weapons (CSW)
E4	CORE	Download expendable countermeasures
E4	CORE	Download mines
E4	CORE	Download missiles
E4	CORE	Download Precision Guided Munitions (PGM)
E4	CORE	Download pyrotechnics
E4	CORE	Download rockets
E4	CORE	Download small arms
E4	CORE	Download sonobuoys
E4	CORE	Download Sound Underwater Signals (SUS)
E4	CORE	Download Tactical Air Launched Decoys (TALD)
E4	CORE	Download torpedoes
E4	CORE	Install Cartridge Actuated Devices (CAD)
E4	CORE	Inventory Arms, Ammunition and Explosives (AA&E)
E4	CORE	Inventory ordnance
E5	CORE	Issue aircraft egress system explosives
E5	CORE	Issue containerized explosives
E4	CORE	Load aerial targets
E4	CORE	Load bombs
E4	CORE	Load Crew-Served Weapons (CSW)
E4	CORE	Load expendable countermeasures
E4	CORE	Load mines
E4	CORE	Load missiles
E4	CORE	Load Precision Guided Munitions (PGM)
E4	CORE	Load pyrotechnics
E4	CORE	Load rockets
E4	CORE	Load small arms
E4	CORE	Load sonobuoys
E4	CORE	Load Sound Underwater Signals (SUS)
E4	CORE	Load Tactical Air Launched Decoys (TALD)
E4	CORE	Load torpedoes
E4	CORE	Maintain Landing Force Operational Reserve Material (LFORM)
E4	CORE	Maintain ordnance
E6	CORE	Manage fleet sentencing evolutions
E6	CORE	Manage ordnance inspection evolutions
E4	CORE	Operate pneumatic systems
E4	CORE	Operate small arms

WEAPONS HANDLING (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Perform Crew-Served Weapons (CSW) casualty drills
E5	NON-CORE	Perform fleet sentencing
E4	CORE	Perform ordnance evolutions
E4	CORE	Perform ordnance inspections
E4	CORE	Perform ordnance strike-up/strike-down procedures
E4	CORE	Receive aircraft egress systems explosives
E4	CORE	Receive containerized explosives
E4	CORE	Recover aerial targets
E4	CORE	Remove Cartridge Actuated Devices (CAD)
E4	CORE	Stow aircraft egress systems explosives
E4	CORE	Stow ammunition (Explosive Ordnance Disposal (EOD)/Other Country)
E4	CORE	Stow bombs
E4	CORE	Stow Cartridge Actuated Devices (CAD)
E4	CORE	Stow containerized explosives
E4	NON-CORE	Stow Crew-Served Weapons (CSW)
E4	CORE	Stow expendable countermeasures
E4	CORE	Stow mines
E4	CORE	Stow missiles
E4	CORE	Stow Precision Guided Munitions (PGM)
E4	CORE	Stow pyrotechnics
E4	CORE	Stow rockets
E4	CORE	Stow small arms
E4	CORE	Stow sonobuoys
E4	CORE	Stow Sound Underwater Signals (SUS)
E4	CORE	Stow Tactical Air Launched Decoys (TALD)
E4	CORE	Stow torpedoes
E5	CORE	Supervise ammunition inventory evolutions
E5	CORE	Supervise arm and de-arm evolutions
E5	NON-CORE	Supervise Crew-Served Weapons (CSW) casualty drill evolutions
E6	NON-CORE	Supervise fleet sentencing evolutions
E5	CORE	Supervise ordnance evolutions
E5	CORE	Supervise ordnance handling operations
E5	CORE	Supervise ordnance inspection evolutions
E4	CORE	Transport aerial targets
E4	CORE	Transport bombs
E4	CORE	Transport Cartridge Actuated Devices (CAD)
E4	CORE	Transport containerized explosives
E4	CORE	Transport Crew-Served Weapons (CSW)
E4	CORE	Transport expendable countermeasures
E4	CORE	Transport mines

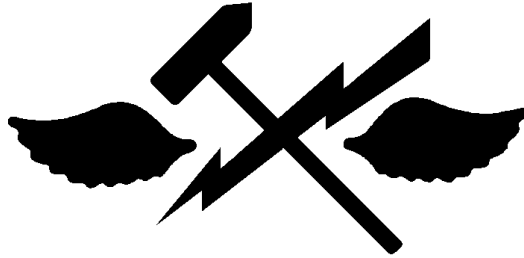
WEAPONS HANDLING (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Transport missiles
E4	CORE	Transport Precision Guided Munitions (PGM)
E4	CORE	Transport pyrotechnics
E4	CORE	Transport rockets
E4	CORE	Transport small arms
E4	CORE	Transport sonobuoys
E4	CORE	Transport Sound Underwater Signals (SUS)
E4	CORE	Transport Tactical Air Launched Decoys (TALD)
E4	CORE	Transport torpedoes

WEAPONS SYSTEMS MAINTENANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Maintain aircrafts for loading evolutions
E4	CORE	Maintain grounding devices
E6	CORE	Manage weapon systems functional checks evolutions
E4	CORE	Perform weapon systems functional checks
E5	CORE	Supervise weapon systems functional checks evolutions

CHAPTER 10



AVIATION SUPPORT EQUIPMENT TECHNICIAN (AS)

NAVPERS 18068F-10F
Change 100

Updated: October 2024

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NAVY ENLISTED OCCUPATIONAL STANDARD
FOR
AVIATION SUPPORT EQUIPMENT TECHNICIAN (AS)



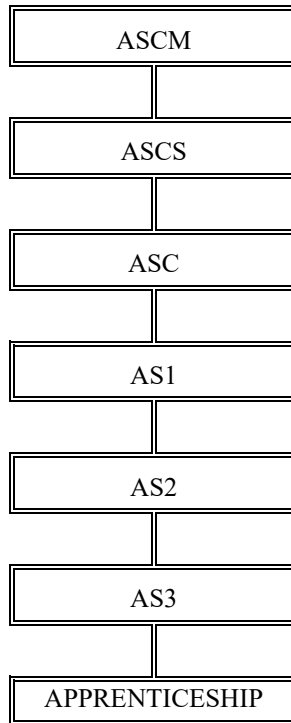
SCOPE OF RATING

Aviation Support Equipment Technicians (AS) perform preventive and corrective maintenance on aviation support equipment, aviation armament handling equipment, aviation mobile firefighting units, and associated components and systems; service, inspect, test, troubleshoot, and repair diesel engine systems, transmission systems, hydraulic, hydrostatic, and pneumatic systems, steering and suspension systems, cryogenic systems, electrical systems, gas turbine compressor units, electrical and hydraulic power generating equipment, and air-conditioning and refrigeration systems (excluding avionics support equipment); manage support equipment assets at different command levels; and provide training in operation of aviation support equipment.

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 10.

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**Aviation Support Equipment Technician****Job Code****002320****Job Family**

Installation, Maintenance, and Repair

NOC

TBD

Short Title (30 Characters)

AVIATION SUPPORT EQUIPMENT TEC

Short Title (14 Characters)

AV SUP EQ TECH

Pay Plan

Enlisted

Career Field

AS

Other Relationships and Rules

NEC FXXX Series and other NECs as assigned

Job Description

Aviation Support Equipment Technicians perform scheduled and unscheduled maintenance on aircraft Support Equipment (SE); perform maintenance (adjust, troubleshoot, and repair) on mechanical systems (diesel engines, gas turbine compressor systems, brake systems, transmission systems, welding and structural repair equipment), air conditioning and refrigeration systems (compressors, condensers, evaporators, refrigerant reclaiming equipment and plumbing components, reclaiming of refrigerant), electrical systems (Mobile Electrical Power Plant (MEPP) systems, aircraft tow tractors electrical systems, forklift electrical systems, and numerous other SE electrical systems), mobile maintenance facility (electrical/structural corrosion control, mobile facility van complexing, environmental control units), cryogenic equipment (gaseous and liquid oxygen servicing systems, gaseous nitrogen servicing systems and oxygen system purge units), hydraulic/pneumatic systems (hydraulic test stands, aircraft and automotive lifting devices, maintenance platforms, various pumps, actuators and accumulators); and perform SE management, training and licensing, by planning, organizing, scheduling, and implementing daily maintenance tasks and training requirements.

DoD Relationship**Group Title**

Aircraft Accessories

DoD Code

160200

O*NET Relationship**Occupation Title**Automotive Service Technicians
and Mechanics**SOC Code**

49-3023.00

Job FamilyInstallation, Maintenance, and
Repair**Skills***Systems Evaluation**Equipment Maintenance**Quality Control Analysis**Repairing**Complex Problem Solving**Troubleshooting**Judgment and Decision Making**Management of Material Resources**Management of Personnel Resources**Active Learning***Abilities***Problem Sensitivity**Deductive Reasoning**Inductive Reasoning**Written Comprehension**Originality**Oral Expression**Manual Dexterity**Information Ordering**Oral Comprehension**Visual Color Discrimination***CORROSION CONTROL****Paygrade**

E4

Task Type

CORE

Task Statements

Determine corrosion treatment

E4

CORE

Identify corrosion types

E4

CORE

Implement corrosion control maintenance

E4

CORE

Perform preservation procedures

ELECTRO/MECHANICAL MAINTENANCE**Paygrade**

E4

Task Type

CORE

Task Statements

Build power cables

E4

CORE

Maintain air conditioning and refrigeration equipment

E4

CORE

Maintain air conditioning and refrigeration reclaiming equipment

E4

CORE

Maintain aircraft tow tractors

E4

CORE

Maintain deicing equipment

E4

CORE

Maintain Environmental Control Unit (ECU)

E4

CORE

Maintain gas turbine engine

E4

CORE

Maintain Mobile Electric Power Plant (MEPP)

E4

CORE

Maintain Mobile Maintenance Facility (MMF)

ELECTRO/MECHANICAL MAINTENANCE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Maintain Mobile Maintenance Facility (MMF) generator
E4	CORE	Maintain Weight Handling Equipment (WHE)
E4	NON-CORE	Recharge air condition and refrigeration equipment refrigerants
E4	NON-CORE	Recover air condition and refrigeration equipment refrigerants
E4	CORE	Repair air conditioning and refrigeration equipment
E4	CORE	Repair air conditioning and refrigeration reclaimer equipment
E4	CORE	Repair aircraft tow tractors
E4	CORE	Repair deicing equipment
E4	CORE	Repair Environmental Control Unit (ECU)
E4	CORE	Repair gas turbine engine
E4	CORE	Repair Mobile Electric Power Plant (MEPP)
E4	CORE	Repair Mobile Maintenance Facility (MMF)
E4	CORE	Repair Mobile Maintenance Facility (MMF) generator
E4	CORE	Repair Weight Handling Equipment (WHE)
E4	CORE	Test air conditioning and refrigeration equipment
E4	CORE	Test air conditioning and refrigeration reclaimer equipment
E4	CORE	Test aircraft tow tractors
E4	CORE	Test deicing equipment
E4	CORE	Test Environmental Control Unit (ECU)
E4	CORE	Test gas turbine engine
E4	CORE	Test Mobile Electric Power Plant (MEPP)
E4	CORE	Test Mobile Maintenance Facility (MMF)
E4	CORE	Test Mobile Maintenance Facility (MMF) generator
E4	CORE	Test Weight Handling Equipment (WHE)
E4	CORE	Troubleshoot air conditioning and refrigeration equipment
E4	CORE	Troubleshoot air conditioning and refrigeration reclaimer equipment
E4	CORE	Troubleshoot aircraft tow tractors
E4	CORE	Troubleshoot deicing equipment
E4	CORE	Troubleshoot Environmental Control Unit (ECU)
E4	CORE	Troubleshoot gas turbine engine
E4	CORE	Troubleshoot Mobile Electric Power Plant (MEPP)
E4	CORE	Troubleshoot Mobile Maintenance Facility (MMF)
E4	CORE	Troubleshoot Mobile Maintenance Facility (MMF) generator
E4	CORE	Troubleshoot Weight Handling Equipment (WHE)

GENERAL SUPPORT EQUIPMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct flight deck troubleshooter operations
E4	CORE	Maintain aviation Peculiar Support Equipment (PSE)

GENERAL SUPPORT EQUIPMENT (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Maintain Common Support Equipment (CSE)
E4	CORE	Maintain support equipment tire and wheel assemblies
E4	CORE	Repair aviation Peculiar Support Equipment (PSE)
E4	CORE	Repair Common Support Equipment (CSE)
E4	CORE	Repair support equipment tire and wheel assemblies
E4	CORE	Test aviation Peculiar Support Equipment (PSE)
E4	CORE	Test Common Support Equipment (CSE)
E4	CORE	Test support equipment tire and wheel assemblies
E4	CORE	Troubleshoot aviation Peculiar Support Equipment (PSE)
E4	CORE	Troubleshoot Common Support Equipment (CSE)

HYDRAULIC/PNEUMATIC MAINTENANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Inspect support equipment Hydraulic Servicing Units (HSU)
E4	CORE	Maintain aircraft engine trailers
E4	CORE	Maintain aircraft jacks
E4	CORE	Maintain gaseous nitrogen support equipment
E4	CORE	Maintain gaseous oxygen support equipment
E5	CORE	Maintain hydraulic contamination control standards (i.e. samples, tools, logs, etc.)
E4	CORE	Maintain hydraulic purification support equipment
E4	CORE	Maintain Liquid Oxygen (LOX) support equipment
E4	CORE	Maintain Material Handling Equipment (MHE)
E4	CORE	Maintain support equipment hydraulic power supply
E4	CORE	Maintain support equipment Hydraulic Servicing Units (HSU)
E4	CORE	Perform hydraulic contamination control
E4	CORE	Perform hydraulic purification procedures
E4	NON-CORE	Recharge Environmental Control Unit (ECU) refrigerants
E4	NON-CORE	Recover Environmental Control Unit (ECU) refrigerants
E4	CORE	Repair aircraft engine trailers
E4	CORE	Repair aircraft jacks
E4	CORE	Repair gaseous nitrogen support equipment
E4	CORE	Repair gaseous oxygen support equipment
E4	CORE	Repair hydraulic purification support equipment
E4	CORE	Repair hydraulic systems
E4	CORE	Repair Liquid Oxygen (LOX) support equipment
E4	CORE	Repair Material Handling Equipment (MHE)
E4	CORE	Repair support equipment hydraulic power supply
E4	CORE	Repair support equipment Hydraulic Servicing Units (HSU)
E4	CORE	Test aircraft engine trailers

HYDRAULIC/PNEUMATIC MAINTENANCE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Test aircraft jacks
E4	CORE	Test gaseous nitrogen support equipment
E4	CORE	Test gaseous oxygen support equipment
E4	CORE	Test hydraulic fluids for contamination
E4	CORE	Test hydraulic purification support equipment
E4	CORE	Test hydraulic systems
E4	CORE	Test Liquid Oxygen (LOX) support equipment
E4	CORE	Test Material Handling Equipment (MHE)
E4	CORE	Test support equipment hydraulic power supply
E4	CORE	Test support equipment Hydraulic Servicing Units (HSU)
E4	CORE	Troubleshoot aircraft engine trailers
E4	CORE	Troubleshoot aircraft jacks
E4	CORE	Troubleshoot gaseous nitrogen support equipment
E4	CORE	Troubleshoot gaseous oxygen support equipment
E4	CORE	Troubleshoot hydraulic purification support equipment
E4	CORE	Troubleshoot Liquid Oxygen (LOX) support equipment
E4	CORE	Troubleshoot Material Handling Equipment (MHE)
E4	CORE	Troubleshoot support equipment hydraulic power supply
E4	CORE	Troubleshoot support equipment Hydraulic Servicing Units (HSU)

MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Approve depot level corrosion treatment
E6	CORE	Coordinate depot level corrosion treatment
E5	CORE	Implement work center responsibilities (e.g. programs, qualifications, etc.)
E7	CORE	Manage curriculum development for Apprentice and Journeyman schools
E7	CORE	Manage depot level maintenance requirements
E6	CORE	Manage flight deck troubleshooter operations
E7	CORE	Manage Intermediate level maintenance requirements
E5	CORE	Manage material control assets
E6	CORE	Manage production control
E5	CORE	Manage support equipment asset inventories
E5	CORE	Manage support equipment issues and receipts
E5	CORE	Manage support equipment logs and records
E5	CORE	Manage support equipment operator training and licensing program
E7	CORE	Manage support equipment tool room operations
E6	CORE	Manage technical directives compliance programs
E5	CORE	Project scheduled maintenance reports
E7	CORE	Supervise production control
E6	CORE	Supervise support equipment operator training and licensing program

MANAGEMENT (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Supervise support equipment tool room operations
E7	CORE	Supervise technical directives compliance programs
E6	CORE	Validate material control assets
E6	CORE	Validate support equipment logs and records
E7	CORE	Verify material control assets
E7	CORE	Verify support equipment logs and records

MECHANICAL MAINTENANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Maintain aircraft crash and salvage equipment
E4	CORE	Maintain Armament Weapons Support Equipment (AWSE)
E5	CORE	Repair aircraft crash and salvage equipment
E4	CORE	Repair Armament Weapons Support Equipment (AWSE)
E5	CORE	Test aircraft crash and salvage equipment
E4	CORE	Test Armament Weapons Support Equipment (AWSE)
E5	CORE	Troubleshoot aircraft crash and salvage equipment
E4	CORE	Troubleshoot Armament Weapons Support Equipment (AWSE)

QUALITY ASSURANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Inspect air conditioning and refrigeration equipment
E5	CORE	Inspect air conditioning and refrigeration reclaimer equipment
E5	CORE	Inspect aircraft crash and salvage equipment
E5	CORE	Inspect aircraft engine trailers
E5	CORE	Inspect aircraft jacks
E5	CORE	Inspect aircraft tow tractors
E5	CORE	Inspect Armament Weapons Support Equipment (AWSE)
E5	CORE	Inspect aviation Peculiar Support Equipment (PSE)
E5	CORE	Inspect Common Support Equipment (CSE)
E5	CORE	Inspect deicing equipment
E5	CORE	Inspect Environmental Control Unit (ECU)
E5	CORE	Inspect gas turbine engine
E5	CORE	Inspect gaseous nitrogen support equipment
E5	CORE	Inspect gaseous oxygen support equipment
E5	CORE	Inspect hydraulic purification support equipment
E5	CORE	Inspect hydraulic systems
E5	CORE	Inspect Liquid Oxygen (LOX) support equipment
E5	CORE	Inspect Material Handling Equipment (MHE)
E5	CORE	Inspect Mobile Electric Power Plant (MEPP)
E5	CORE	Inspect Mobile Maintenance Facility (MMF)
E5	CORE	Inspect Mobile Maintenance Facility (MMF) generator

QUALITY ASSURANCE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Inspect support equipment hydraulic power supply
E5	CORE	Inspect support equipment tire and wheel assemblies
E5	CORE	Inspect Weight Handling Equipment (WHE)
E5	CORE	Locate level site for Mobile Maintenance Facility (MMF)
E6	CORE	Manage Quality Assurance (QA) program
E6	CORE	Supervise hydraulic purification procedures
E7	CORE	Supervise Quality Assurance (QA) program
E5	CORE	Validate hydraulic fluid tests

TECHNICAL ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Document maintenance actions
E5	CORE	Validate discrepancy reports
E6	CORE	Verify discrepancy reports

CHAPTER 11



AVIATION ELECTRONICS TECHNICIAN (AT)

NAVPERS 18068F-11H
Change 94

Updated: April 2023

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NAVY ENLISTED OCCUPATIONAL STANDARD
FOR
AVIATION ELECTRONICS TECHNICIAN (AT)

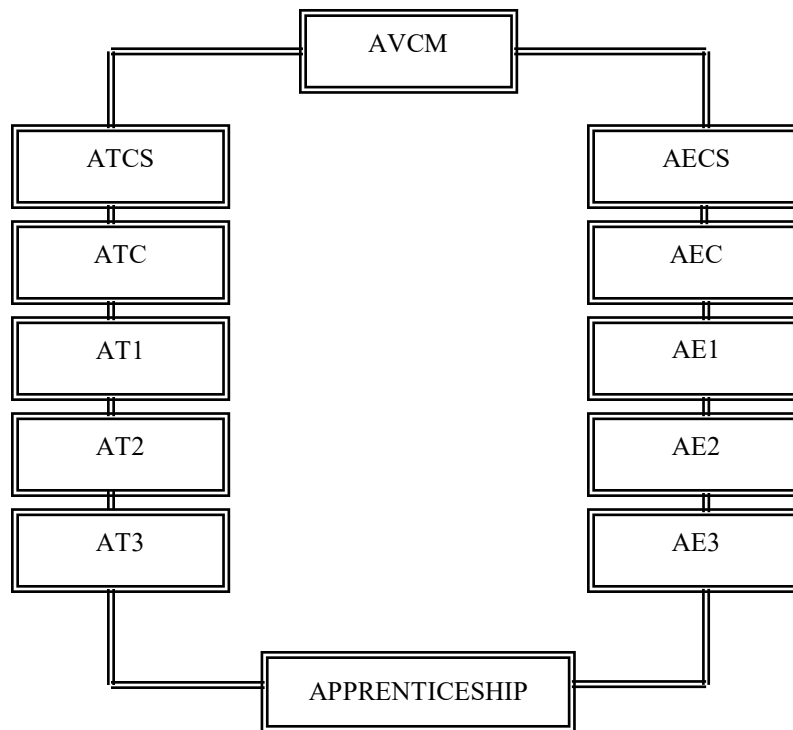


SCOPE OF RATING

Aviation Electronics Technicians (AT) perform intermediate level maintenance on aviation electronic components with conventional and automatic test equipment; repair Weapons Replaceable Assemblies (WRA) and Shop Replaceable Assemblies (SRA); perform test equipment calibration/repair and associated test bench maintenance; and perform organizational level maintenance on aircraft electronics systems to include: computers, communications, Radio Detection and Ranging (RADAR), navigation, Anti-Submarine Warfare (ASW) sensors, fiber optics, Forward Looking Infrared (FLIR), wiring, weapons systems, Light Amplification by Stimulated Emission of Radiation (LASER), electronic warfare, data link, fire control, and tactical displays with associated equipment.

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 11.

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**Aviation Electronics Intermediate Level Technician****Job Code****002410****Job Family**

Installation, Maintenance, and Repair

NOC

TBD

Short Title (30 Characters)

AVIATION ELECTRONICS I-LVL TEC

Short Title (14 Characters)

AV ELTRON I-LV

Pay Plan

Enlisted

Career Field

AT

Other Relationships and Rules

NEC EXXX, IXXX, 7XXX series and other NECs as assigned

Job Description

Aviation Electronics Intermediate Level Technicians communicate with Production Control (PC) and Quality Assurance (QA) to ensure timely and accurate maintenance according to the Naval Aviation Maintenance Program (NAMP); inspect, troubleshoot, repair, and maintain a vast array of mission, navigation, Radio Detection and Ranging (RADAR), communications, and other avionics equipment; demonstrate knowledge of operational theory of assigned equipment and all levels of troubleshooting procedures; and interpret schematics for electronics and advanced electronic test equipment.

DoD Relationship**Group Title**

Navigation, Communication, I10200 and Countermeasure, N.E.C.

DoD Code**O*NET Relationship****Occupation Title**

Avionics Technicians

SOC Code

49-2091.00

Job Family

Installation, Maintenance, and Repair

Skills

Systems Evaluation

Equipment Maintenance

Troubleshooting

Quality Control Analysis

Repairing

Systems Analysis

Management of Material Resources

Installation

Coordination

Monitoring

Abilities

Deductive Reasoning

Problem Sensitivity

Written Comprehension

Selective Attention

Manual Dexterity

Finger Dexterity

Near Vision

Inductive Reasoning

Information Ordering

Written Expression

AVIONICS MAINTENANCE**Paygrade****Task Type****Task Statements**

E4

CORE

Adjust electronic equipment

E4

CORE

Analyze wiring schematics

E5

CORE

Conduct scheduled inspections

E5

CORE

Conduct Technical Directive (TD) changes

E4

CORE

Configure Unit Under Test (UUT) with testing equipment

E4

CORE

Deconfigure Unit Under Test (UUT) from testing equipment

E4

CORE

Install Shop Replaceable Assemblies (SRA)

E4

CORE

Load avionics related software

E4

NON-CORE

Maintain carrier landing system components

E4

CORE

Maintain communication system components

E4

NON-CORE

Maintain Communications Security (COMSEC) system components

E4

CORE

Maintain computer system components

E4

CORE

Maintain display, indicator, and control system components

E4

NON-CORE

Maintain Electronic Countermeasures (ECM) system components

E4

NON-CORE

Maintain Electronic Support Measures (ESM) system components

E4

NON-CORE

Maintain flight recording system components

E4

NON-CORE

Maintain Global Positioning System (GPS) components

E4

CORE

Maintain Identification Friend or Foe (IFF) communication system components

AVIONICS MAINTENANCE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Maintain infrared system components
E4	NON-CORE	Maintain Instrument Landing System (ILS) components
E4	CORE	Maintain navigation system components
E4	NON-CORE	Maintain video and audio recording system components
E4	CORE	Perform acceptance inspections
E4	CORE	Perform conditional inspections
E4	NON-CORE	Perform Micro-Miniature (2M) repairs
E4	CORE	Perform phase inspections
E4	CORE	Perform scheduled inspections
E4	CORE	Perform Support Equipment (SE) inspections (e.g., daily, preoperations, etc.)
E4	CORE	Perform Technical Directive (TD) changes
E4	CORE	Perform transfer inspections
E4	CORE	Remove Shop Replaceable Assemblies (SRA)
E4	NON-CORE	Repair Anti-Submarine Warfare (ASW) system components
E4	CORE	Repair countermeasures system components
E4	CORE	Repair display, indicator, and control system components
E4	CORE	Repair electronic equipment
E4	CORE	Repair Radio Detection and Ranging (RADAR) system components
E4	CORE	Repair radio frequency equipment
E4	CORE	Repair Stores Management System (SMS) components
E4	CORE	Repair Unit Under Test (UUT) sub-assemblies
E4	CORE	Repair wiring and connectors
E4	NON-CORE	Replace fiber optic cables
E4	NON-CORE	Test aircrew survival equipment radios
E4	NON-CORE	Test Anti-Submarine Warfare (ASW) system components
E4	CORE	Test countermeasures system components
E4	NON-CORE	Troubleshoot Anti-Submarine Warfare (ASW) system components
E4	CORE	Troubleshoot communication system components
E4	NON-CORE	Troubleshoot Communications Security (COMSEC) system components
E4	CORE	Troubleshoot computer system components
E4	CORE	Troubleshoot countermeasures system components
E4	CORE	Troubleshoot display, indicator, and control system components
E4	NON-CORE	Troubleshoot Electronic Countermeasures (ECM) system components
E4	NON-CORE	Troubleshoot Electronic Support Measures (ESM) system components
E4	NON-CORE	Troubleshoot flight recording system components
E4	NON-CORE	Troubleshoot Global Positioning System (GPS) components
E4	CORE	Troubleshoot Identification Friend or Foe (IFF) communication system components
E4	NON-CORE	Troubleshoot infrared system components
E4	NON-CORE	Troubleshoot Instrument Landing System (ILS) components

AVIONICS MAINTENANCE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Troubleshoot navigation system components
E4	NON-CORE	Troubleshoot Radio Detection and Ranging (RADAR) system components
E4	CORE	Troubleshoot radio frequency equipment
E4	CORE	Troubleshoot Shop Replaceable Assemblies (SRA)
E4	NON-CORE	Troubleshoot Stores Management System (SMS) components
E4	CORE	Troubleshoot Unit Under Test (UUT) sub-assemblies
E4	NON-CORE	Troubleshoot Unit Under Test (UUT) using Consolidated Automated Support System (CASS) Family of Testers (FOT)
E4	NON-CORE	Troubleshoot video and audio recording system components
E4	CORE	Troubleshoot wiring and connectors

CORROSION CONTROL

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Clean Support Equipment (SE) and avionics related equipment
E4	CORE	Depreserve Support Equipment (SE) and avionics related equipment
E4	CORE	Perform corrosion identification
E4	CORE	Perform corrosion inspections
E4	CORE	Perform corrosion prevention procedures
E4	CORE	Perform corrosion treatment procedures
E4	CORE	Perform emergency reclamations
E4	CORE	Preserve Support Equipment (SE) and avionics related equipment

MAINTENANCE ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Brief Production Control (PC)
E7	CORE	Conduct production meetings
E4	CORE	Control classified material
E4	CORE	Document maintenance actions
E5	CORE	Maintain Key Management Infrastructure (KMI) programs
E5	CORE	Manage avionics maintenance
E7	CORE	Manage Key Management Infrastructure (KMI) programs
E7	CORE	Manage Production Control (PC)
E7	CORE	Manage scheduled maintenance
E7	CORE	Manage unscheduled maintenance
E5	CORE	Prepare Broad Arrow (BA) reports
E5	CORE	Review maintenance reports
E5	CORE	Supervise scheduled maintenance
E5	CORE	Supervise unscheduled maintenance
E5	CORE	Update Monthly Maintenance Plans (MMP) / Monthly Personnel Plan (MPP)
E6	CORE	Validate Monthly Maintenance Plans (MMP) / Monthly Personnel Plan (MPP)

QUALITY ASSURANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Conduct acceptance inspections
E5	CORE	Conduct Collateral Duty Inspector (CDI) functions
E5	CORE	Conduct conditional inspections
E5	CORE	Conduct phase inspections
E5	CORE	Conduct Quality Assurance (QA) inspections
E5	CORE	Conduct transfer inspections
E6	CORE	Manage Naval Aviation Maintenance Programs (NAMP)
E6	CORE	Perform Naval Aviation Maintenance Program (NAMP) audits
E4	CORE	Perform Quality Assurance (QA) inspections
E5	CORE	Verify scheduled inspections
E5	CORE	Verify Technical Directive (TD) changes

TEST EQUIPMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Adjust electronic test equipment
E4	CORE	Adjust radio frequency equipment
E5	NON-CORE	Inspect Consolidated Automated Support System (CASS) Family of Testers (FOT) stations
E5	CORE	Inspect test equipment
E4	NON-CORE	Install Consolidated Automated Support System (CASS) Family of Testers (FOT) test equipment
E4	CORE	Maintain Operational Test Program Sets (OTPS)
E4	CORE	Maintain Support Equipment (SE)
E4	NON-CORE	Remove Consolidated Automated Support System (CASS) Family of Testers (FOT) test equipment
E5	NON-CORE	Repair Consolidated Automated Support System (CASS) Family of Testers (FOT) stations
E4	CORE	Repair Operational Test Program Sets (OTPS)
E4	CORE	Repair Support Equipment (SE)
E4	CORE	Repair test equipment
E4	NON-CORE	Troubleshoot Consolidated Automated Support System (CASS) Family of Testers (FOT) stations
E4	CORE	Troubleshoot Operational Test Program Sets (OTPS)
E4	CORE	Troubleshoot Support Equipment (SE)

Job Title**Aviation Electronics Organizational Level Technician****Job Code****002455****Job Family**

Installation, Maintenance, and Repair

NOC

TBD

Short Title (30 Characters)

AVIATION ELECTRONICS O-LVL TEC

Short Title (14 Characters)

AV ELTRON O-LV

Pay Plan

Enlisted

Career Field

AT

Other Relationships and Rules

NEC EXXX, IXXX, 7XXX series and other NECs as assigned

Job Description

Aviation Electronics Organizational Level Technicians communicate with maintenance control and Quality Assurance (QA) to ensure timely and accurate maintenance according to the Naval Aviation Maintenance Program (NAMP); inspect, troubleshoot, repair, and maintain various aircraft avionics systems; demonstrate in-depth knowledge of operational theory of assigned equipment and all troubleshooting procedures; and interpret schematics for aircraft and avionics systems.

DoD Relationship**Group Title**Navigation, Communication, 110200
and Countermeasure, N.E.C.**DoD Code****O*NET Relationship****Occupation Title**

Avionics Technicians

SOC Code

49-2091.00

Job FamilyInstallation, Maintenance, and
Repair**Skills**

Systems Evaluation

Equipment Maintenance

Quality Control Analysis

Troubleshooting

Coordination

Management of Material Resources

Monitoring

Reading Comprehension

Operation and Control

Systems Analysis

Abilities

Deductive Reasoning

Selective Attention

Written Comprehension

Problem Sensitivity

Information Ordering

Near Vision

Inductive Reasoning

Finger Dexterity

Oral Expression

Written Expression

AVIONICS MAINTENANCE**Paygrade****Task Type****Task Statements**

E4

CORE

Adjust electronic equipment

E4

CORE

Analyze wiring schematics

E5

CORE

Conduct scheduled inspections

E5

CORE

Conduct Technical Directive (TD) changes

E4

CORE

Load avionics related software

E4

CORE

Load Communications Security (COMSEC) on aircrew survival equipment radios

E4

CORE

Load Communications Security (COMSEC) systems

E4

NON-CORE

Maintain Anti-Submarine Warfare (ASW) systems

E4

NON-CORE

Maintain carrier approach landing systems

E4

CORE

Maintain communication systems

E4

CORE

Maintain Communications Security (COMSEC) systems

E4

CORE

Maintain computer systems

E4

CORE

Maintain display, indicator, and control systems

E4

CORE

Maintain Electronic Countermeasures (ECM) systems

E4

NON-CORE

Maintain Electronic Support Measures (ESM) systems

E4

CORE

Maintain flight recording systems

E4

CORE

Maintain Global Positioning System (GPS)

E4

CORE

Maintain Identification Friend or Foe (IFF) communication systems

E4

CORE

Maintain infrared systems

AT-9

AVIONICS MAINTENANCE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Maintain Instrument Landing Systems (ILS)
E4	NON-CORE	Maintain Light Amplification by Stimulated Emission of Radiation (LASER) systems
E4	CORE	Maintain navigation systems
E4	CORE	Maintain Radio Detection and Ranging (RADAR) systems
E4	CORE	Maintain secure speech communication systems
E4	CORE	Maintain Stores Management System (SMS)
E4	CORE	Maintain video and audio recording systems
E4	CORE	Perform acceptance inspections
E4	CORE	Perform aircraft acceptance inspections
E4	CORE	Perform conditional inspections
E4	CORE	Perform phase inspections
E4	CORE	Perform scheduled inspections
E4	NON-CORE	Perform solder repairs
E4	CORE	Perform Support Equipment (SE) inspections (e.g., daily, preoperations, etc.)
E4	CORE	Perform Technical Directive (TD) changes
E4	CORE	Perform transfer inspections
E4	CORE	Perform weapons release and control systems checks
E4	CORE	Repair display, indicator, and control system components
E4	CORE	Repair electronic equipment
E4	CORE	Repair wiring and connectors
E4	NON-CORE	Replace fiber optic cables
E4	NON-CORE	Troubleshoot Anti-Submarine Warfare (ASW) systems
E4	NON-CORE	Troubleshoot carrier approach landing systems
E4	CORE	Troubleshoot Communications Security (COMSEC) systems
E4	CORE	Troubleshoot communications systems
E4	CORE	Troubleshoot computer systems
E4	CORE	Troubleshoot display, indicator, and control systems
E4	CORE	Troubleshoot Electronic Countermeasures (ECM) systems
E4	NON-CORE	Troubleshoot Electronic Support Measures (ESM) systems
E4	CORE	Troubleshoot fiber optic cables
E4	CORE	Troubleshoot flight recording systems
E4	CORE	Troubleshoot Global Positioning System (GPS)
E4	CORE	Troubleshoot Identification Friend or Foe (IFF) communication systems
E4	CORE	Troubleshoot infrared systems
E4	CORE	Troubleshoot Instrument Landing Systems (ILS)
E4	NON-CORE	Troubleshoot Light Amplification by Stimulated Emission of Radiation (LASER) systems
E4	CORE	Troubleshoot navigation systems
E4	CORE	Troubleshoot Radio Detection and Ranging (RADAR) systems

AVIONICS MAINTENANCE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Troubleshoot secure speech communication systems
E4	CORE	Troubleshoot Stores Management System (SMS)
E4	CORE	Troubleshoot video and audio recording systems
E4	CORE	Troubleshoot wiring and connectors

CORROSION CONTROL

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Clean Support Equipment (SE) and avionics related equipment
E4	CORE	Depreserve Support Equipment (SE) and avionics related equipment
E4	CORE	Perform corrosion identification
E4	CORE	Perform corrosion inspections
E4	CORE	Perform corrosion prevention procedures
E4	CORE	Perform corrosion treatment procedures
E4	CORE	Perform emergency reclamations
E4	CORE	Preserve Support Equipment (SE) and avionics related equipment

MAINTENANCE ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Assign aircraft to flight schedules
E7	CORE	Brief flight crews
E5	CORE	Brief maintenance control
E7	CORE	Conduct maintenance meetings
E7	CORE	Configure aircraft for flight schedules
E4	CORE	Control classified material
E7	CORE	Coordinate flight deck and flight line operations
E6	CORE	Coordinate phase maintenance
E4	CORE	Document maintenance actions
E5	CORE	Maintain Key Management Infrastructure (KMI) programs
E5	CORE	Manage avionics maintenance
E7	CORE	Manage Key Management Infrastructure (KMI) programs
E7	CORE	Manage maintenance control
E7	CORE	Manage scheduled maintenance
E7	CORE	Manage unscheduled maintenance
E7	CORE	Prepare aircraft for Planned Maintenance Intervals (PMI)
E7	CORE	Prepare aircraft for Standard Depot Level Maintenance (SDLM)
E7	CORE	Release aircraft safe for flight
E4	CORE	Review Automated Aircraft Discrepancy Book (AADB)
E5	CORE	Review maintenance reports
E5	CORE	Supervise scheduled maintenance
E5	CORE	Supervise unscheduled maintenance

MAINTENANCE ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Update Monthly Maintenance Plans (MMP) / Monthly Personnel Plan (MPP)
E6	CORE	Validate Monthly Maintenance Plans (MMP) / Monthly Personnel Plan (MPP)

QUALITY ASSURANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Conduct acceptance inspections
E5	CORE	Conduct aircraft acceptance inspections
E5	CORE	Conduct Collateral Duty Inspector (CDI) functions
E5	CORE	Conduct conditional inspections
E5	CORE	Conduct phase inspections
E5	CORE	Conduct Quality Assurance (QA) inspections
E5	CORE	Conduct transfer inspections
E6	CORE	Manage Functional Check Flight (FCF) requirements
E6	CORE	Manage Naval Aviation Maintenance Programs (NAMP)
E4	CORE	Perform aircraft daily inspections
E4	CORE	Perform aircraft turnaround inspections
E6	CORE	Perform Naval Aviation Maintenance Program (NAMP) audits
E4	CORE	Perform Quality Assurance (QA) inspections
E5	CORE	Supervise weapons release and control system checks
E5	CORE	Verify scheduled inspections
E5	CORE	Verify Technical Directive (TD) changes

TEST EQUIPMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Inspect test equipment
E4	CORE	Maintain Support Equipment (SE)

CHAPTER 12



NAVAL AIRCREWMAN (MECHANICAL) (AWF)

NAVPERS 18068F-12I
Change 100

Updated: October 2024

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

NAVAL AIRCREWMEN (MECHANICAL) (AWF)



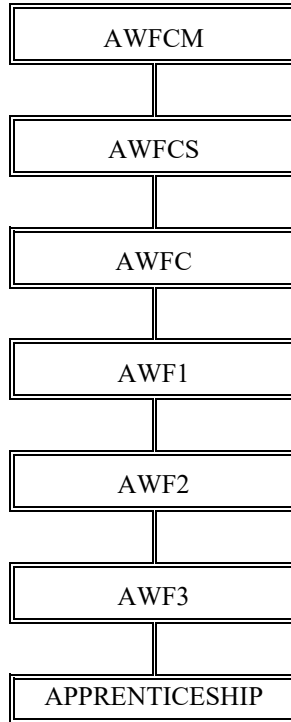
SCOPE OF RATING

Naval Aircrewmen Mechanical (AWF) are members of fixed wing / tilt rotor integrated tactical crews aboard CMV-22, C-2, C-12, C-26, C-37, C-40, C-130, E-6, P-3, EP-3 aircraft, and various Unmanned Aerial Vehicles (UAV): perform in-flight and ground duties; calculate Weight and Balance (W&B) and aircraft performance; perform aircraft system maintenance and operations; perform flight control system rigging; perform aircrew administration; perform Naval Air Logistics scheduling; perform passenger transport and safety; conduct cargo movement; conduct Medical Evacuations (MEDEVAC); conduct Flight/Ground training; execute equipment handling and emergency procedures; utilize small arms; employ Dual Trailing Wire Antenna (DTWA) winch system; and support Joint Special Warfare operations.

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 12.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer 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**Flight Engineer****Job Code****001595****Job Family**

Transportation and Military Moving

NOC

TBD

Short Title (30 Characters)

FLIGHT ENGINEER

Short Title (14 Characters)

FLIGHT ENG

Pay Plan

Enlisted

Career Field

AWF

Other Relationships and Rules

NEC GXXX and 7XXX series and other NECs as assigned

Job Description

Flight Engineers are members of fixed wing/tilt rotor integrated tactical crews aboard P-3/EP-3/E-6/C-130 aircraft; perform primary in-flight and ground duties; operate and maintain aircraft systems; verify rigging according to maintenance publications; generate weight and balance; calculate performance data; perform aircrew administration; conduct flight/ground training; conduct passenger safety briefings; perform passenger transports; execute equipment handling and emergency procedures; maintain the P-3/EP-3/E-6/C-130 aircraft while independently deployed; and implement Top Secret (TS) security clearance and Personnel Reliability Program (PRP) requirements.

DoD Relationship**Group Title**

Air Crew, General

DoD Code

105000

O*NET Relationship**Occupation Title**

Airline Pilots, Copilots, & Flight Engineers

SOC Code

53-2011.00

Job Family

Transportation and Military Moving

Skills

Critical Thinking

Operation and Control

Systems Analysis

Coordination

Judgment and Decision Making

Complex Problem Solving

Instructing

Operation Monitoring

Quality Control Analysis

Management of Material Resources

Abilities

Written Comprehension

Deductive Reasoning

Problem Sensitivity

Near Vision

Written Expression

Information Ordering

Oral Expression

Manual Dexterity

Category Flexibility

Control Precision

AIRCRAFT SYSTEM OPERATIONS**Paygrade****Task Type****Task Statements**

E4

NON-CORE

Adjust aircraft engine power settings

E4

CORE

Communicate information using radios and Internal Communication Systems (ICS)

E4

CORE

Conduct aircraft systems testing

E4

CORE

Conduct Functional Check Flight (FCF)

E4

CORE

Control environmental systems

E4

NON-CORE

Control operations of aircraft engines

E4

CORE

Control operations of aircraft hydraulic systems

E4

CORE

Control operations of aircraft pneumatic systems

E4

NON-CORE

Control operations of anti-icing and de-icing systems

E4

NON-CORE

Control operations of liquid cooling systems

E4

NON-CORE

Initialize Global Positioning Satellite (GPS) equipment

E4

CORE

Maintain aircraft electrical systems

E4

CORE

Maintain aircraft fuel load balance

E4

CORE

Maintain aircraft pressurization

E4

NON-CORE

Operate propeller systems

E4

CORE

Perform aircraft electrical systems operations

E4

CORE

Perform aircraft radar system operations

AIRCRAFT SYSTEM OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform Auxiliary Power Unit (APU) operations
E4	NON-CORE	Perform camera systems operations
E4	CORE	Perform fuel systems operations
E5	CORE	Perform navigation systems operations
E4	CORE	Perform radio system operations

AIRCREW ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Administer Naval Air Training and Operating Procedures Standardization (NATOPS) programs
E6	NON-CORE	Develop aircrew course curriculum
E6	NON-CORE	Develop training and readiness matrices
E6	NON-CORE	Evaluate aircrew training programs
E5	NON-CORE	Maintain Air Combat Training Continuum (ACTC) training jackets
E5	CORE	Maintain aircrew training jackets
E5	CORE	Maintain training and readiness matrices
E6	CORE	Manage aircrew training programs
E6	CORE	Manage Crew Resource Management (CRM) programs
E5	CORE	Record individual flight time summaries
E5	CORE	Verify Air Combat Training Continuum (ACTC) qualifications in training jackets

AIRCREW DUTIES

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Assign aircraft ditching stations
E4	CORE	Calculate fuel requirements
E4	CORE	Compute aircraft load limitations
E4	CORE	Compute aircraft weight and balances
E4	CORE	Compute takeoff, landing, and in-flight performance
E5	CORE	Coordinate logistical operations
E4	CORE	Inspect aircraft and personal survival equipment
E4	NON-CORE	Inspect Search And Rescue (SAR) equipment
E4	NON-CORE	Jettison cargo
E4	CORE	Perform aircraft emergency procedures
E4	CORE	Perform aircraft fueling
E4	CORE	Perform aircraft safety and emergency equipment operations
E4	CORE	Perform Crew Resource Management (CRM)
E4	NON-CORE	Perform Emergency Destruction Plan (EDP) procedures
E4	CORE	Perform hand-signals to communicate
E4	CORE	Perform in-flight status system checks
E4	CORE	Perform land and sea survival techniques
E4	NON-CORE	Perform Medical Evacuations (MEDEVAC)

AIRCREW DUTIES (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Perform Night Vision Device (NVD) operations
E4	CORE	Perform passenger safety briefs
E4	CORE	Perform pre-flight and post-flight aircraft inspections
E4	CORE	Prepare aircraft for static displays
E5	CORE	Prepare mission capability briefs
E4	NON-CORE	Report contacts
E4	CORE	Secure cargo and equipment

AIRCREW TRAINING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Administer aircrew training programs
E5	CORE	Conduct Air Combat Training Continuum (ACTC) evaluations
E5	CORE	Conduct Naval Air Training and Operating Procedures Standardization (NATOPS) flight/ground training
E5	CORE	Conduct training utilizing Weapons Systems Trainer (WST) or Operational Flight Trainer (OFT)
E5	CORE	Develop Naval Air Training and Operating Procedures Standardization (NATOPS) lesson materials
E5	NON-CORE	Develop training device scenarios
E5	CORE	Evaluate aircrew qualification and readiness programs
E5	CORE	Facilitate Air Combat Training Continuum (ACTC) flight/ground training
E5	CORE	Facilitate Crew Resource Management (CRM) training

MAINTENANCE ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Brief maintenance operations (i.e., maintenance control and work center)
E4	CORE	Conduct Functional Check Flight (FCF) briefs and debriefs
E4	CORE	Document aircraft discrepancies
E4	CORE	Document aircraft maintenance
E4	CORE	Initiate maintenance actions with Optimized Organizational Maintenance Activity Naval Aviation Logistics Command Managed Information System (OOMA NALCOMIS)
E5	CORE	Manage aircraft and personnel readiness databases
E7	CORE	Manage cannibalization actions
E6	CORE	Manage Naval Aviation Maintenance Programs (NAMP)
E6	CORE	Manage scheduled and unscheduled maintenance
E5	CORE	Manage workload reports
E6	CORE	Release aircraft Safe For Flight (SFF)
E7	CORE	Schedule aircraft for maintenance
E7	CORE	Schedule aircraft for phase/Planned Maintenance Intervals (PMI)
E7	CORE	Schedule aircraft inspections
E5	CORE	Screen Visual Information Display System/Maintenance Action Forms (VIDS/MAF)

MAINTENANCE ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Supervise scheduled and unscheduled maintenance
E5	CORE	Update Monthly Maintenance Plans (MMP)/Monthly Personnel Plans (MPP)
E6	CORE	Verify aircraft logbooks
E7	CORE	Verify aircraft records for compliance
E6	CORE	Verify Maintenance Data Reporting (MDR)
E4	CORE	Verify Monthly Maintenance Plans (MMP)/Monthly Personnel Plans (MPP)
E4	CORE	Verify Naval Aviation Maintenance Programs (NAMP) compliance
E6	CORE	Verify Technical Directive (TD) compliance

MAINTENANCE SUPPORT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Inspect aircraft and aircraft components for corrosion
E4	CORE	Inventory tools
E4	CORE	Maintain air refueling systems
E4	CORE	Maintain aircraft communication systems
E4	CORE	Maintain aircraft hydraulic systems
E4	CORE	Maintain anti-ice systems
E4	CORE	Maintain automatic flight control systems
E4	CORE	Maintain environmental systems
E4	NON-CORE	Maintain extended range fuel tanks
E4	CORE	Maintain flight control systems
E4	CORE	Maintain landing gear assemblies
E4	CORE	Maintain navigation systems
E4	CORE	Maintain pneumatic systems
E4	CORE	Maintain pressurization systems
E4	CORE	Perform aircraft conditional inspections
E4	CORE	Perform aircraft daily inspections
E4	CORE	Perform aircraft ground handling operations
E4	CORE	Perform aircraft servicing procedures
E4	CORE	Perform aircraft special inspections
E4	CORE	Perform aircraft turnaround inspections
E5	NON-CORE	Perform certification inspections on aviation combat systems
E4	CORE	Perform corrosion prevention procedures
E4	CORE	Perform preservation and depreservation procedures
E5	CORE	Perform Quality Assurance (QA) inspections
E4	CORE	Perform Support Equipment (SE) inspections (e.g., daily, preoperational, etc.)
E4	CORE	Perform Support Equipment (SE) operations
E4	CORE	Supervise aircraft towing and pushback operations
E4	CORE	Treat aircraft corrosion

OPERATIONS AND LOGISTICS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Conduct air logistics
E4	CORE	Conduct aircrew mission briefs and debriefs
E4	CORE	Conduct passenger transports
E4	CORE	Configure aircraft for mission requirements
E6	CORE	Coordinate aircraft availability for long and short range planning
E5	NON-CORE	Coordinate airlift support
E4	NON-CORE	Coordinate cargo transports
E5	NON-CORE	Coordinate Operating Area (OPAREA) schedules with external agencies
E5	CORE	Coordinate operations per mission requirements
E7	NON-CORE	Coordinate tactical exercises and missions
E4	CORE	Document logistics flight records
E4	NON-CORE	Perform expeditious cargo offload
E4	CORE	Perform flight and mission planning
E4	CORE	Perform pre-deployment and post-deployment procedures
E4	CORE	Perform warfare exercises
E4	CORE	Prepare flight hour reports
E4	CORE	Prepare flight schedules
E5	CORE	Report aircraft mission capability status
E5	NON-CORE	Supervise alert aircraft procedures
E4	NON-CORE	Support Naval Special Warfare (NSW) operations
E4	CORE	Verify flight packet contents

Job Title**Operations, Training, And Readiness Specialist (Mechanical)****Job Code****002810****Job Family**

Management

NOC

TBD

Short Title (30 Characters)

OPS, TRNG, & RDNS SPEC MECH

Short Title (14 Characters)

OT&R SPEC MECH

Pay Plan

Enlisted

Career Field

AWF

Other Relationships and Rules

NEC GXXX and 7XXX series and other NECs as assigned

Job Description

Operations, Training, and Readiness Specialists (Mechanical) are integral members of aviation commands: coordinate operational, administrative, and aircrew scheduling functions; administer and manage aircrew training programs and resources; analyze training resource requirements; review proposed training devices and programs; develop and revise curriculum; manage standardization of aircrew training to enhance proficiency and readiness; manage student quotas, qualifications and certifications; coordinate aircrew physical fitness and health program initiatives; track all aspects of aircrew performance data to support the rigorous demands of operational commitments worldwide; administer and direct the Naval Air Training and Operating Procedures Standardization (NATOPS) programs; and support tactics, training and readiness, weapons safety, Search and Rescue (SAR), and various other aircrew training/missions.

DoD Relationship**Group Title**

Air Crew, General

DoD Code

105000

O*NET Relationship**Occupation Title**

Training and Development Managers

SOC Code

11-3131.00

Job Family

Management

Skills*Critical Thinking**Instructing**Complex Problem Solving**Coordination**Management of Personnel Resources**Monitoring**Learning Strategies**Management of Material Resources**Systems Analysis**Operation and Control***Abilities***Written Comprehension**Written Expression**Deductive Reasoning**Category Flexibility**Problem Sensitivity**Information Ordering**Oral Expression**Inductive Reasoning**Originality**Fluency of Ideas***AIRCREW ADMINISTRATION****Paygrade**

E5

Task Type

CORE

Task Statements

Administer Naval Air Training and Operating Procedures Standardization (NATOPS) programs

E6

NON-CORE

Conduct Flight Order Audit Boards (FOAB)

E7

CORE

Define aircrew readiness requirements for individuals and crews

E7

NON-CORE

Determine aircrew production requirements

E7

CORE

Determine aircrew requirements for flight events and training devices

E6

NON-CORE

Develop aircrew course curriculum

E6

NON-CORE

Develop training and readiness matrices

E6

NON-CORE

Evaluate aircrew training programs

E5

NON-CORE

Maintain Air Combat Training Continuum (ACTC) training jackets

E5

CORE

Maintain aircrew training jackets

E5

CORE

Maintain training and readiness matrices

E6

CORE

Manage Air Combat Training Continuum (ACTC) programs

E7

NON-CORE

Manage aircrew assignments

E5

CORE

Manage aircrew requirements for flight events and training devices

E6

CORE

Manage aircrew training programs

E6

CORE

Manage Crew Resource Management (CRM) programs

AIRCREW ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Record individual flight time summaries
E5	CORE	Validate aircrew readiness requirements for individuals and crews
E5	CORE	Verify Air Combat Training Continuum (ACTC) qualifications in training jackets
E7	CORE	Verify training and readiness matrices

AIRCREW DUTIES

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Coordinate logistical operations
E4	CORE	Perform Crew Resource Management (CRM)
E4	CORE	Perform land and sea survival techniques
E5	CORE	Prepare mission capability briefs

AIRCREW TRAINING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Administer aircrew training programs
E7	CORE	Brief fleet aviation training requirements to upper echelon
E5	CORE	Conduct Air Combat Training Continuum (ACTC) evaluations
E5	CORE	Conduct Naval Air Training and Operating Procedures Standardization (NATOPS) flight/ground training
E5	CORE	Conduct training utilizing Weapons Systems Trainer (WST) or Operational Flight Trainer (OFT)
E5	CORE	Develop aircrew training plans
E5	CORE	Develop Naval Air Training and Operating Procedures Standardization (NATOPS) lesson materials
E5	NON-CORE	Develop training device scenarios
E5	CORE	Evaluate aircrew qualification and readiness programs
E5	CORE	Facilitate Air Combat Training Continuum (ACTC) flight/ground training
E5	CORE	Facilitate Crew Resource Management (CRM) training

MAINTENANCE ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Manage aircraft and personnel readiness databases

MAINTENANCE SUPPORT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Perform certification inspections on aviation combat systems

OPERATIONS AND LOGISTICS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Conduct air logistics
E4	CORE	Conduct aircrew mission briefs and debriefs
E4	NON-CORE	Conduct Humanitarian Assistance and Disaster Relief (HADR) operations
E6	CORE	Coordinate aircraft availability for long and short range planning
E5	NON-CORE	Coordinate airlift support

OPERATIONS AND LOGISTICS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Coordinate cargo transports
E5	NON-CORE	Coordinate Operating Area (OPAREA) schedules with external agencies
E5	CORE	Coordinate operations per mission requirements
E7	NON-CORE	Coordinate tactical exercises and missions
E4	CORE	Document logistics flight records
E4	CORE	Perform flight and mission planning
E4	CORE	Perform pre-deployment and post-deployment procedures
E4	CORE	Perform warfare exercises
E4	CORE	Prepare flight hour reports
E4	CORE	Prepare flight schedules
E7	NON-CORE	Process Temporary Flight Order (TFO) requests
E5	CORE	Report aircraft mission capability status
E5	NON-CORE	Supervise alert aircraft procedures
E4	NON-CORE	Support Naval Special Warfare (NSW) operations

Job Title**Reel Operator****Job Code****002825****Job Family**

Installation, Maintenance, and Repair

NOC

TBD

Short Title (30 Characters)

REEL OPERATOR

Short Title (14 Characters)

REEL OP

Pay Plan

Enlisted

Career Field

AWF

Other Relationships and Rules

NEC GXXX and 7XXX series and other NECs as assigned

Job Description

Reel Operators perform in-flight and maintenance operations of the E-6 Dual Trailing Wire Antenna (DTWA) system; perform primary in-flight and ground duties; operate and maintain aircraft systems; verify rigging according to maintenance publications; perform aircrew administration; conduct flight/ground training; perform passenger safety briefs; perform passenger transports; execute equipment handling procedures; maintain the E-6 aircraft while independently deployed; and implement Top Secret (TS) security clearance and Personnel Reliability Program (PRP) requirements.

DoD Relationship**Group Title**

Air Crew, General

DoD Code

105000

O*NET Relationship**Occupation Title**Aircraft Mechanics & Service
Technician**SOC Code**

49-3011.00

Job Family

Installation, Maintenance, and Repair

Skills*Critical Thinking**Operation and Control**Systems Analysis**Coordination**Judgment and Decision Making**Monitoring**Complex Problem Solving**Instructing**Quality Control Analysis**Operation Monitoring***Abilities***Written Comprehension**Deductive Reasoning**Problem Sensitivity**Near Vision**Written Expression**Information Ordering**Oral Expression**Manual Dexterity**Category Flexibility**Inductive Reasoning***AIRCRAFT SYSTEM OPERATIONS****Paygrade****Task Type****Task Statements**

E4	CORE	Communicate information using radios and Internal Communication Systems (ICS)
E4	CORE	Conduct aircraft systems testing
E4	CORE	Conduct Functional Check Flight (FCF)
E4	CORE	Control environmental systems
E4	NON-CORE	Control operations of aircraft engines
E4	CORE	Control operations of aircraft hydraulic systems
E4	CORE	Control operations of aircraft pneumatic systems
E4	NON-CORE	Control operations of anti-icing and de-icing systems
E4	NON-CORE	Control operations of dual trailing wire antenna
E4	NON-CORE	Control operations of liquid cooling systems
E4	NON-CORE	Initialize Global Positioning Satellite (GPS) equipment
E4	CORE	Maintain aircraft electrical systems
E4	CORE	Maintain aircraft fuel load balance
E4	CORE	Maintain aircraft pressurization
E4	CORE	Perform aircraft electrical systems operations
E4	CORE	Perform Auxiliary Power Unit (APU) operations
E4	NON-CORE	Perform camera systems operations

AIRCRAFT SYSTEM OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform fuel systems operations
E5	CORE	Perform navigation systems operations
E4	CORE	Perform radio system operations
E4	NON-CORE	Perform winch operations

AIRCREW ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Administer Naval Air Training and Operating Procedures Standardization (NATOPS) programs
E6	NON-CORE	Develop aircrew course curriculum
E6	NON-CORE	Develop training and readiness matrices
E6	NON-CORE	Evaluate aircrew training programs
E5	NON-CORE	Maintain Air Combat Training Continuum (ACTC) training jackets
E5	CORE	Maintain aircrew training jackets
E5	CORE	Maintain training and readiness matrices
E6	CORE	Manage aircrew training programs
E6	CORE	Manage Crew Resource Management (CRM) programs
E5	CORE	Record individual flight time summaries
E5	CORE	Verify Air Combat Training Continuum (ACTC) qualifications in training jackets

AIRCREW DUTIES

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Assign aircraft ditching stations
E4	CORE	Calculate fuel requirements
E4	CORE	Compute aircraft load limitations
E5	CORE	Coordinate logistical operations
E4	CORE	Inspect aircraft and personal survival equipment
E4	CORE	Perform aircraft emergency procedures
E4	CORE	Perform aircraft fueling
E4	CORE	Perform aircraft safety and emergency equipment operations
E4	CORE	Perform Crew Resource Management (CRM)
E4	NON-CORE	Perform Emergency Destruction Plan (EDP) procedures
E4	CORE	Perform hand-signals to communicate
E4	CORE	Perform in-flight status system checks
E4	CORE	Perform land and sea survival techniques
E4	CORE	Perform passenger safety briefs
E4	CORE	Perform pre-flight and post-flight aircraft inspections
E4	CORE	Prepare aircraft for static displays
E5	CORE	Prepare mission capability briefs
E4	NON-CORE	Report contacts
E4	CORE	Secure cargo and equipment

AIRCREW TRAINING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Administer aircrew training programs
E5	CORE	Conduct Air Combat Training Continuum (ACTC) evaluations
E5	CORE	Conduct Naval Air Training and Operating Procedures Standardization (NATOPS) flight/ground training
E5	CORE	Conduct training utilizing Weapons Systems Trainer (WST) or Operational Flight Trainer (OFT)
E5	CORE	Develop Naval Air Training and Operating Procedures Standardization (NATOPS) lesson materials
E5	NON-CORE	Develop training device scenarios
E5	CORE	Evaluate aircrew qualification and readiness programs
E5	CORE	Facilitate Air Combat Training Continuum (ACTC) flight/ground training
E5	CORE	Facilitate Crew Resource Management (CRM) training

MAINTENANCE ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Brief maintenance operations (i.e., maintenance control and work center)
E4	CORE	Conduct Functional Check Flight (FCF) briefs and debriefs
E4	CORE	Document aircraft discrepancies
E4	CORE	Document aircraft maintenance
E4	CORE	Initiate maintenance actions with Optimized Organizational Maintenance Activity Naval Aviation Logistics Command Managed Information System (OOMA NALCOMIS)
E5	CORE	Manage aircraft and personnel readiness databases
E7	CORE	Manage cannibalization actions
E6	CORE	Manage Naval Aviation Maintenance Programs (NAMP)
E6	CORE	Manage scheduled and unscheduled maintenance
E5	CORE	Manage workload reports
E6	CORE	Release aircraft Safe For Flight (SFF)
E7	CORE	Schedule aircraft for maintenance
E7	CORE	Schedule aircraft for phase/Planned Maintenance Intervals (PMI)
E7	CORE	Schedule aircraft inspections
E5	CORE	Screen Visual Information Display System/Maintenance Action Forms (VIDS/MAF)
E5	CORE	Supervise scheduled and unscheduled maintenance
E5	CORE	Update Monthly Maintenance Plans (MMP)/Monthly Personnel Plans (MPP)
E6	CORE	Verify aircraft logbooks
E7	CORE	Verify aircraft records for compliance
E6	CORE	Verify Maintenance Data Reporting (MDR)
E4	CORE	Verify Monthly Maintenance Plans (MMP)/Monthly Personnel Plans (MPP)
E4	CORE	Verify Naval Aviation Maintenance Programs (NAMP) compliance
E6	CORE	Verify Technical Directive (TD) compliance

MAINTENANCE SUPPORT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Inspect aircraft and aircraft components for corrosion
E4	CORE	Inventory tools
E4	CORE	Maintain air refueling systems
E4	CORE	Maintain aircraft communication systems
E4	CORE	Maintain aircraft hydraulic systems
E4	CORE	Maintain anti-ice systems
E4	CORE	Maintain automatic flight control systems
E4	CORE	Maintain environmental systems
E4	NON-CORE	Maintain extended range fuel tanks
E4	CORE	Maintain flight control systems
E4	CORE	Maintain landing gear assemblies
E4	CORE	Maintain navigation systems
E4	CORE	Maintain pneumatic systems
E4	CORE	Maintain pressurization systems
E4	CORE	Perform aircraft conditional inspections
E4	CORE	Perform aircraft daily inspections
E4	CORE	Perform aircraft ground handling operations
E4	CORE	Perform aircraft servicing procedures
E4	CORE	Perform aircraft special inspections
E4	CORE	Perform aircraft turnaround inspections
E5	NON-CORE	Perform certification inspections on aviation combat systems
E4	CORE	Perform corrosion prevention procedures
E4	CORE	Perform preservation and depreservation procedures
E5	CORE	Perform Quality Assurance (QA) inspections
E4	CORE	Perform Support Equipment (SE) inspections (e.g., daily, preoperational, etc.)
E4	CORE	Perform Support Equipment (SE) operations
E4	CORE	Supervise aircraft towing and pushback operations
E4	CORE	Treat aircraft corrosion

OPERATIONS AND LOGISTICS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct aircrew mission briefs and debriefs
E4	CORE	Conduct passenger transports
E4	CORE	Configure aircraft for mission requirements
E6	CORE	Coordinate aircraft availability for long and short range planning
E5	NON-CORE	Coordinate Operating Area (OPAREA) schedules with external agencies
E5	CORE	Coordinate operations per mission requirements
E7	NON-CORE	Coordinate tactical exercises and missions
E4	CORE	Document logistics flight records
E4	CORE	Perform flight and mission planning

OPERATIONS AND LOGISTICS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform pre-deployment and post-deployment procedures
E4	CORE	Perform warfare exercises
E4	CORE	Prepare flight hour reports
E4	CORE	Prepare flight schedules
E5	CORE	Report aircraft mission capability status
E5	NON-CORE	Supervise alert aircraft procedures
E4	CORE	Verify flight packet contents

Job Title**Logistics Aircrewman****Job Code****002788****Job Family**

Transportation and Military Moving

NOC

TBD

Short Title (30 Characters)

LOGISTICS AIRCREWMAN

Short Title (14 Characters)

LOG AIRCRWMN

Pay Plan

Enlisted

Career Field

AWF

Other Relationships and Rules

NEC GXXX and 7XXX series and other NECs as assigned

Job Description

Logistics Aircrewmen perform in-flight duties as a Loadmaster, Crew Chief, or Transport Aircrewmen in C-2/C-12/C-26/C-37/C-40/CMV-22/C-130 aircraft: perform and supervise the loading, rigging, and weight and balance calculations for internal cargo and passenger handling; demonstrate understanding of all aircraft systems, emergency procedures, flight and safety equipment, and hazardous material transport procedures; perform routine to advanced level maintenance, aircraft servicing, and ground handling operations; knowledgeable in overseas flight missions, country clearance processes, and secondary mission support capabilities (i.e., Medical Evacuations (MEDEVAC), Search and Rescue, and Naval Special Warfare); and maintain C-2/C-40/CMV-22/C-130 aircraft while independently deployed.

DoD Relationship**Group Title**

Air Crew, General

DoD Code

105000

O*NET Relationship**Occupation Title**

Aircraft Cargo Handling Supervisor

SOC Code

53-1041.00

Job Family

Transportation and Military Moving

Skills*Critical Thinking**Operation and Control**Systems Analysis**Coordination**Judgment and Decision Making**Complex Problem Solving**Instructing**Management of Material Resources**Operation Monitoring**Quality Control Analysis***Abilities***Written Comprehension**Deductive Reasoning**Problem Sensitivity**Written Expression**Near Vision**Information Ordering**Oral Expression**Manual Dexterity**Category Flexibility**Inductive Reasoning***AIRCRAFT SYSTEM OPERATIONS****Paygrade****Task Type****Task Statements**

E4

NON-CORE

Adjust aircraft engine power settings

E4

CORE

Communicate information using radios and Internal Communication Systems (ICS)

E4

CORE

Conduct aircraft systems testing

E4

CORE

Conduct Functional Check Flight (FCF)

E4

CORE

Control environmental systems

E4

NON-CORE

Control operations of aircraft engines

E4

CORE

Control operations of aircraft hydraulic systems

E4

CORE

Control operations of aircraft pneumatic systems

E4

NON-CORE

Control operations of anti-icing and de-icing systems

E4

NON-CORE

Control operations of liquid cooling systems

E4

NON-CORE

Initialize Global Positioning Satellite (GPS) equipment

E4

CORE

Maintain aircraft electrical systems

E4

CORE

Maintain aircraft fuel load balance

E4

CORE

Maintain aircraft pressurization

E4

CORE

Perform aircraft electrical systems operations

E4

CORE

Perform aircraft radar system operations

E4

CORE

Perform Auxiliary Power Unit (APU) operations

AIRCRAFT SYSTEM OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform fuel systems operations
E5	CORE	Perform navigation systems operations
E4	CORE	Perform radio system operations
E4	NON-CORE	Perform winch operations

AIRCREW ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Administer Naval Air Training and Operating Procedures Standardization (NATOPS) programs
E6	NON-CORE	Develop aircrew course curriculum
E6	NON-CORE	Develop training and readiness matrices
E6	NON-CORE	Evaluate aircrew training programs
E5	NON-CORE	Maintain Air Combat Training Continuum (ACTC) training jackets
E5	CORE	Maintain aircrew training jackets
E5	CORE	Maintain training and readiness matrices
E6	CORE	Manage aircrew training programs
E6	CORE	Manage Crew Resource Management (CRM) programs
E5	CORE	Record individual flight time summaries
E5	CORE	Verify Air Combat Training Continuum (ACTC) qualifications in training jackets

AIRCREW DUTIES

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Assign aircraft ditching stations
E4	CORE	Calculate fuel requirements
E4	CORE	Compute aircraft load limitations
E4	CORE	Compute aircraft weight and balances
E4	CORE	Compute takeoff, landing, and in-flight performance
E5	CORE	Coordinate logistical operations
E4	CORE	Inspect aircraft and personal survival equipment
E4	NON-CORE	Inspect Search And Rescue (SAR) equipment
E4	NON-CORE	Jettison cargo
E4	CORE	Perform aircraft emergency procedures
E4	CORE	Perform aircraft fueling
E4	CORE	Perform aircraft safety and emergency equipment operations
E4	CORE	Perform Crew Resource Management (CRM)
E4	NON-CORE	Perform Emergency Destruction Plan (EDP) procedures
E4	CORE	Perform hand-signals to communicate
E4	CORE	Perform in-flight status system checks
E4	CORE	Perform land and sea survival techniques
E4	NON-CORE	Perform Medical Evacuations (MEDEVAC)
E4	NON-CORE	Perform Night Vision Device (NVD) operations

AIRCREW DUTIES (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform passenger safety briefs
E4	CORE	Perform pre-flight and post-flight aircraft inspections
E4	CORE	Prepare aircraft for static displays
E5	CORE	Prepare mission capability briefs
E4	NON-CORE	Report contacts
E4	CORE	Secure cargo and equipment

AIRCREW TRAINING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Administer aircrew training programs
E5	CORE	Conduct Air Combat Training Continuum (ACTC) evaluations
E5	CORE	Conduct Naval Air Training and Operating Procedures Standardization (NATOPS) flight/ground training
E5	CORE	Conduct training utilizing Weapons Systems Trainer (WST) or Operational Flight Trainer (OFT)
E5	CORE	Develop Naval Air Training and Operating Procedures Standardization (NATOPS) lesson materials
E5	NON-CORE	Develop training device scenarios
E5	CORE	Evaluate aircrew qualification and readiness programs
E5	CORE	Facilitate Air Combat Training Continuum (ACTC) flight/ground training
E5	CORE	Facilitate Crew Resource Management (CRM) training

MAINTENANCE ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Brief maintenance operations (i.e., maintenance control and work center)
E4	CORE	Conduct Functional Check Flight (FCF) briefs and debriefs
E4	CORE	Document aircraft discrepancies
E4	CORE	Document aircraft maintenance
E4	CORE	Initiate maintenance actions with Optimized Organizational Maintenance Activity Naval Aviation Logistics Command Managed Information System (OOMA NALCOMIS)
E5	CORE	Manage aircraft and personnel readiness databases
E7	CORE	Manage cannibalization actions
E6	CORE	Manage Naval Aviation Maintenance Programs (NAMP)
E6	CORE	Manage scheduled and unscheduled maintenance
E5	CORE	Manage workload reports
E6	CORE	Release aircraft Safe For Flight (SFF)
E7	CORE	Schedule aircraft for maintenance
E7	CORE	Schedule aircraft for phase/Planned Maintenance Intervals (PMI)
E7	CORE	Schedule aircraft inspections
E5	CORE	Screen Visual Information Display System/Maintenance Action Forms (VIDS/MAF)
E5	CORE	Supervise scheduled and unscheduled maintenance

MAINTENANCE ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Update Monthly Maintenance Plans (MMP)/Monthly Personnel Plans (MPP)
E6	CORE	Verify aircraft logbooks
E7	CORE	Verify aircraft records for compliance
E6	CORE	Verify Maintenance Data Reporting (MDR)
E4	CORE	Verify Monthly Maintenance Plans (MMP)/Monthly Personnel Plans (MPP)
E4	CORE	Verify Naval Aviation Maintenance Programs (NAMP) compliance
E6	CORE	Verify Technical Directive (TD) compliance

MAINTENANCE SUPPORT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Inspect aircraft and aircraft components for corrosion
E4	CORE	Inventory tools
E4	CORE	Maintain air refueling systems
E4	CORE	Maintain aircraft communication systems
E4	CORE	Maintain aircraft hydraulic systems
E4	CORE	Maintain anti-ice systems
E4	CORE	Maintain automatic flight control systems
E4	CORE	Maintain environmental systems
E4	NON-CORE	Maintain extended range fuel tanks
E4	CORE	Maintain flight control systems
E4	CORE	Maintain landing gear assemblies
E4	CORE	Maintain navigation systems
E4	CORE	Maintain pneumatic systems
E4	CORE	Maintain pressurization systems
E4	CORE	Perform aircraft conditional inspections
E4	CORE	Perform aircraft daily inspections
E4	CORE	Perform aircraft ground handling operations
E4	CORE	Perform aircraft servicing procedures
E4	CORE	Perform aircraft special inspections
E4	CORE	Perform aircraft turnaround inspections
E5	NON-CORE	Perform certification inspections on aviation combat systems
E4	CORE	Perform corrosion prevention procedures
E4	CORE	Perform preservation and depreservation procedures
E5	CORE	Perform Quality Assurance (QA) inspections
E4	CORE	Perform Support Equipment (SE) inspections (e.g., daily, preoperational, etc.)
E4	CORE	Perform Support Equipment (SE) operations
E4	CORE	Supervise aircraft towing and pushback operations
E4	CORE	Treat aircraft corrosion

OPERATIONS AND LOGISTICS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Conduct air logistics
E4	CORE	Conduct aircrew mission briefs and debriefs
E4	NON-CORE	Conduct Humanitarian Assistance and Disaster Relief (HADR) operations
E4	CORE	Conduct passenger transports
E4	CORE	Configure aircraft for mission requirements
E6	CORE	Coordinate aircraft availability for long and short range planning
E5	NON-CORE	Coordinate airlift support
E4	NON-CORE	Coordinate cargo transports
E4	NON-CORE	Coordinate Humanitarian Assistance and Disaster Relief (HADR) operations
E5	NON-CORE	Coordinate Operating Area (OPAREA) schedules with external agencies
E5	CORE	Coordinate operations per mission requirements
E7	NON-CORE	Coordinate tactical exercises and missions
E4	CORE	Document logistics flight records
E7	NON-CORE	Manage Humanitarian Assistance and Disaster Relief (HADR) operations
E4	NON-CORE	Perform expeditious cargo offload
E4	CORE	Perform flight and mission planning
E4	CORE	Perform pre-deployment and post-deployment procedures
E4	CORE	Perform warfare exercises
E4	CORE	Prepare flight hour reports
E4	CORE	Prepare flight schedules
E5	CORE	Report aircraft mission capability status
E5	NON-CORE	Supervise alert aircraft procedures
E4	NON-CORE	Supervise Humanitarian Assistance and Disaster Relief (HADR) operations
E4	NON-CORE	Support Naval Special Warfare (NSW) operations
E4	CORE	Verify flight packet contents

Job Title**Unmanned Aerial Vehicle (UAV) Operator/Maintainer****Job Code****002826****Job Family**

Transportation and Material Moving

NOC

TBD

Short Title (30 Characters)

UAV OPERATOR/MAINTAINER

Short Title (14 Characters)

UAV OP/MAIN

Pay Plan

Enlisted

Career Field

AWF

Other Relationships and Rules

NEC GXXX and 7XXX series and other NECs as assigned

Job Description

Unmanned Aerial Vehicle (UAV) Operator/Maintainers directly control the flight of the UAVs during launch and recovery operations by visual reference to the UAV: operate and navigate UAVs during en route, mission, and return phases of flight; perform organizational level maintenance on UAV systems and Support Equipment (SE); operate and maintain Electro-Optical and Infrared (EO/IR) targeting systems; demonstrate knowledge in meteorology, aerodynamics, power plants, radios, and air traffic control; and perform basic and advanced support operations.

DoD Relationship**Group Title**

Air Crew, General

DoD Code

105000

O*NET Relationship**Occupation Title**

Airline Pilots, Copilots, and Flight Engineers

SOC Code

53-2011.00

Job Family

Transportation and Material Moving

Skills

Critical Thinking

Operation and Control

Systems Analysis

Coordination

Judgment and Decision Making

Complex Problem Solving

Operation Monitoring

Instructing

Monitoring

Quality Control Analysis

Abilities

Written Comprehension

Deductive Reasoning

Written Expression

Problem Sensitivity

Information Ordering

Near Vision

Oral Expression

Manual Dexterity

Category Flexibility

Control Precision

AIRCRAFT SYSTEM OPERATIONS**Paygrade****Task Type****Task Statements**

E4

NON-CORE

Adjust aircraft engine power settings

E4

CORE

Communicate information using radios and Internal Communication Systems (ICS)

E4

CORE

Conduct aircraft systems testing

E4

CORE

Conduct Functional Check Flight (FCF)

E4

CORE

Control environmental systems

E4

NON-CORE

Control operations of aircraft engines

E4

CORE

Control operations of aircraft hydraulic systems

E4

CORE

Control operations of aircraft pneumatic systems

E4

NON-CORE

Control operations of anti-icing and de-icing systems

E4

NON-CORE

Control operations of liquid cooling systems

E4

NON-CORE

Initialize Global Positioning Satellite (GPS) equipment

E4

CORE

Maintain aircraft electrical systems

E4

CORE

Maintain aircraft fuel load balance

E4

CORE

Maintain aircraft pressurization

E4

NON-CORE

Operate propeller systems

E4

CORE

Perform aircraft electrical systems operations

E4

CORE

Perform aircraft radar system operations

AIRCRAFT SYSTEM OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Perform camera systems operations
E4	CORE	Perform fuel systems operations
E5	CORE	Perform navigation systems operations
E4	CORE	Perform radio system operations

AIRCREW ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Administer Naval Air Training and Operating Procedures Standardization (NATOPS) programs
E6	NON-CORE	Develop aircrew course curriculum
E6	NON-CORE	Develop training and readiness matrices
E6	NON-CORE	Evaluate aircrew training programs
E5	NON-CORE	Maintain Air Combat Training Continuum (ACTC) training jackets
E5	CORE	Maintain aircrew training jackets
E5	CORE	Maintain training and readiness matrices
E6	CORE	Manage aircrew training programs
E6	CORE	Manage Crew Resource Management (CRM) programs
E5	CORE	Record individual flight time summaries
E5	CORE	Verify Air Combat Training Continuum (ACTC) qualifications in training jackets

AIRCREW DUTIES

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Calculate fuel requirements
E4	CORE	Compute aircraft load limitations
E4	CORE	Compute aircraft weight and balances
E4	CORE	Compute takeoff, landing, and in-flight performance
E5	CORE	Coordinate logistical operations
E4	CORE	Perform aircraft emergency procedures
E4	CORE	Perform aircraft fueling
E4	CORE	Perform aircraft safety and emergency equipment operations
E4	CORE	Perform Crew Resource Management (CRM)
E4	NON-CORE	Perform Emergency Destruction Plan (EDP) procedures
E4	CORE	Perform hand-signals to communicate
E4	CORE	Perform in-flight status system checks
E4	CORE	Perform land and sea survival techniques
E4	NON-CORE	Perform Night Vision Device (NVD) operations
E4	CORE	Perform pre-flight and post-flight aircraft inspections
E5	NON-CORE	Pilot Unmanned Aerial Vehicles (UAV)
E4	CORE	Prepare aircraft for static displays
E5	CORE	Prepare mission capability briefs
E4	NON-CORE	Report contacts

AIRCREW TRAINING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Administer aircrew training programs
E5	CORE	Conduct Air Combat Training Continuum (ACTC) evaluations
E5	CORE	Conduct Naval Air Training and Operating Procedures Standardization (NATOPS) flight/ground training
E5	CORE	Conduct training utilizing Weapons Systems Trainer (WST) or Operational Flight Trainer (OFT)
E5	CORE	Develop Naval Air Training and Operating Procedures Standardization (NATOPS) lesson materials
E5	NON-CORE	Develop training device scenarios
E5	CORE	Evaluate aircrew qualification and readiness programs
E5	CORE	Facilitate Air Combat Training Continuum (ACTC) flight/ground training
E5	CORE	Facilitate Crew Resource Management (CRM) training

MAINTENANCE ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Brief maintenance operations (i.e., maintenance control and work center)
E4	CORE	Conduct Functional Check Flight (FCF) briefs and debriefs
E4	CORE	Document aircraft discrepancies
E4	CORE	Document aircraft maintenance
E4	CORE	Initiate maintenance actions with Optimized Organizational Maintenance Activity Naval Aviation Logistics Command Managed Information System (OOMA NALCOMIS)
E5	CORE	Manage aircraft and personnel readiness databases
E7	CORE	Manage cannibalization actions
E6	CORE	Manage Naval Aviation Maintenance Programs (NAMP)
E6	CORE	Manage scheduled and unscheduled maintenance
E5	CORE	Manage workload reports
E6	CORE	Release aircraft Safe For Flight (SFF)
E7	CORE	Schedule aircraft for maintenance
E7	CORE	Schedule aircraft for phase/Planned Maintenance Intervals (PMI)
E7	CORE	Schedule aircraft inspections
E5	CORE	Screen Visual Information Display System/Maintenance Action Forms (VIDS/MAF)
E5	CORE	Supervise scheduled and unscheduled maintenance
E5	CORE	Update Monthly Maintenance Plans (MMP)/Monthly Personnel Plans (MPP)
E6	CORE	Verify aircraft logbooks
E7	CORE	Verify aircraft records for compliance
E6	CORE	Verify Maintenance Data Reporting (MDR)
E4	CORE	Verify Monthly Maintenance Plans (MMP)/Monthly Personnel Plans (MPP)
E4	CORE	Verify Naval Aviation Maintenance Programs (NAMP) compliance
E6	CORE	Verify Technical Directive (TD) compliance

MAINTENANCE SUPPORT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Inspect aircraft and aircraft components for corrosion
E4	CORE	Inventory tools
E4	CORE	Maintain air refueling systems
E4	CORE	Maintain aircraft hydraulic systems
E4	CORE	Maintain anti-ice systems
E4	CORE	Maintain automatic flight control systems
E4	CORE	Maintain environmental systems
E4	NON-CORE	Maintain extended range fuel tanks
E4	CORE	Maintain flight control systems
E4	CORE	Maintain landing gear assemblies
E4	CORE	Maintain navigation systems
E4	CORE	Maintain pneumatic systems
E4	CORE	Maintain pressurization systems
E4	CORE	Perform aircraft conditional inspections
E4	CORE	Perform aircraft daily inspections
E4	CORE	Perform aircraft ground handling operations
E4	CORE	Perform aircraft servicing procedures
E4	CORE	Perform aircraft special inspections
E4	CORE	Perform aircraft turnaround inspections
E5	NON-CORE	Perform certification inspections on aviation combat systems
E4	CORE	Perform corrosion prevention procedures
E4	CORE	Perform preservation and depreservation procedures
E5	CORE	Perform Quality Assurance (QA) inspections
E4	CORE	Perform Support Equipment (SE) inspections (e.g., daily, preoperational, etc.)
E4	CORE	Perform Support Equipment (SE) operations
E4	CORE	Supervise aircraft towing and pushback operations
E4	CORE	Treat aircraft corrosion

OPERATIONS AND LOGISTICS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct aircrew mission briefs and debriefs
E4	NON-CORE	Conduct Humanitarian Assistance and Disaster Relief (HADR) operations
E4	CORE	Configure aircraft for mission requirements
E6	CORE	Coordinate aircraft availability for long and short range planning
E5	NON-CORE	Coordinate airlift support
E4	NON-CORE	Coordinate Humanitarian Assistance and Disaster Relief (HADR) operations
E5	NON-CORE	Coordinate Operating Area (OPAREA) schedules with external agencies
E5	CORE	Coordinate operations per mission requirements
E7	NON-CORE	Coordinate tactical exercises and missions
E4	CORE	Document logistics flight records

OPERATIONS AND LOGISTICS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	NON-CORE	Manage Humanitarian Assistance and Disaster Relief (HADR) operations
E4	CORE	Perform flight and mission planning
E4	CORE	Perform pre-deployment and post-deployment procedures
E4	CORE	Perform warfare exercises
E4	CORE	Prepare flight hour reports
E4	CORE	Prepare flight schedules
E5	CORE	Report aircraft mission capability status
E5	NON-CORE	Supervise alert aircraft procedures
E4	NON-CORE	Supervise Humanitarian Assistance and Disaster Relief (HADR) operations
E4	NON-CORE	Support Naval Special Warfare (NSW) operations
E4	CORE	Verify flight packet contents

CHAPTER 12



NAVAL AIRCREWMAN (OPERATOR) (AWO)

NAVPERS 18068F-12J
Change 100

Updated: October 2024

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

NAVAL AIRCREWMEN (OPERATOR) (AWO)



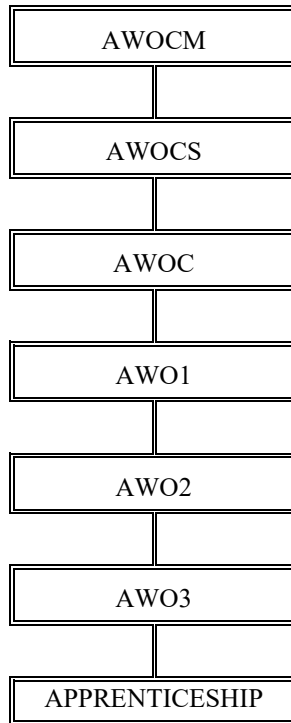
SCOPE OF RATING

Naval Aircrewmens (Operator) (AWO) operate advanced airborne tactical systems onboard Maritime Patrol and Reconnaissance Aircraft (MPRA) and Unmanned Aerial Systems (UAS) utilizing Mission Acoustic Subsystem (MAS), Radio Detection and Ranging (RADAR), Electronic Support Measures (ESM), Identification Friend or Foe/Selective Identification Feature (IFF/SIF), Multi-Static Active Coherent system, active, passive, and special sonobuoy, Advanced Airborne Sensor (AAS), Electronic Intelligence (ELINT), and Electro-Optic/Infrared (EO/IR) sensors to detect, analyze, classify, track, and attack surface, subsurface, land, and airborne contacts; support mission planning, safeguard classified material, handle ordnance, collect and produce intelligence products for aircrews and theater Commanders in support of operations and tactical missions worldwide.

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 12.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer 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**Acoustic Systems Specialist****Job Code****002544****Job Family**

Military Specific

NOC

TBD

Short Title (30 Characters)

ACOUSTIC SYSTEMS SPECIALIST

Short Title (14 Characters)

NAC ACOUS SPEC

Pay Plan

Enlisted

Career Field

AWO

Other Relationships and Rules

NEC GXXX and 7XXX series and other NECs as assigned

Job Description

Acoustic Systems Specialists are members of an integrated Combat Aircrew aboard Maritime Patrol and Reconnaissance Aircraft (MPRA); perform aircrew duties to detect, analyze, classify, track, and attack surface and subsurface contacts utilizing state of the art acoustic technology; operate advanced tactical systems utilizing sonobuoys, acoustic and oceanographic data, hand-held imagery devices, Electro-Optic/Infrared (EO/IR) and Advanced Airborne Sensor (AAS); attain and maintain aircrew qualifications and certifications; handle ordnance; train in acoustic intelligence analysis; support mission planning, safeguard classified material, and train to conduct tactical operations worldwide.

DoD Relationship**Group Title**

Sonar Operator, General

DoD Code

121000

O*NET Relationship**Occupation Title**

Air Crew Members

SOC Code

55-3011.00

Job Family

Military Specific

Skills

Coordination

Operation and Control

Management of Material Resources

Critical Thinking

Complex Problem Solving

Monitoring

Judgment and Decision Making

Speaking

Learning Strategies

Writing

Abilities

Information Ordering

Deductive Reasoning

Written Expression

Inductive Reasoning

Oral Expression

Problem Sensitivity

Written Comprehension

Memorization

Oral Comprehension

Spatial Orientation

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

E6

NON-CORE

Brief fleet acquisition programs

E7

NON-CORE

Brief fleet aviation training requirements to upper echelon

E6

NON-CORE

Conduct Flight Order Audit Boards (FOAB)

E4

CORE

Maintain tactical publication library

E7

CORE

Manage aircrew assignments

E7

NON-CORE

Manage fleet acquisition programs

E5

CORE

Manage Naval Air Training and Operating Procedures Standardization (NATOPS) programs

E7

CORE

Manage Temporary Flight Orders (TFO) program

E6

CORE

Prepare flight hour reports

E5

CORE

Prepare flight schedules

E5

CORE

Prepare mission capability briefs

E4

CORE

Update flight time logbooks

E4

CORE

Verify individual flight time summaries

AIRCREW DUTIES**Paygrade****Task Type****Task Statements**

E4

CORE

Analyze mission tactical plots during on-station period

E4

CORE

Analyze threat data

E4

NON-CORE

Assign aircraft ditching stations

AWO-5

AIRCREW DUTIES (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Capture aerial hand-held photography
E4	CORE	Classify visual contacts
E4	CORE	Collect Acoustic Intelligence (ACINT)
E5	CORE	Conduct aircraft integrity inspections
E5	NON-CORE	Conduct Unmanned Aerial Vehicle (UAV) operations
E5	CORE	Conduct visual searches
E5	NON-CORE	Conduct weapons bay door operations
E4	CORE	Configure aircraft equipment for rescue missions
E4	CORE	Configure aircraft for internal cargo operations
E5	CORE	Develop tactical search plan
E4	CORE	Document aircraft discrepancies
E4	CORE	Document in-flight maintenance
E4	CORE	Identify stores/pyrotechnic communications
E4	CORE	Monitor Automatic Identification System (AIS) surface contacts
E4	CORE	Monitor engine start-ups
E4	CORE	Monitor weapons employment
E4	CORE	Perform Advanced Airborne Sensor (AAS) operations
E4	CORE	Perform aircraft emergency procedures
E4	CORE	Perform aircraft ground handling operations
E5	NON-CORE	Perform aircraft loss communication procedures
E4	CORE	Perform aircraft pre-flight and post-flight inspections
E4	CORE	Perform aircraft safety and emergency equipment operations
E4	CORE	Perform aircraft security
E4	CORE	Perform Air-to-Air Refueling (AAR) procedures
E4	CORE	Perform Auxiliary Power Unit (APU) operations
E4	CORE	Perform Bomb Hit Assessments (BHA)
E4	CORE	Perform Crew Resource Management (CRM)
E4	CORE	Perform drug interdiction operations
E4	CORE	Perform individual aircrew mission briefs
E4	CORE	Perform in-flight observer duties
E4	CORE	Perform mission planning
E4	CORE	Perform passenger safety briefs
E4	CORE	Perform pre-flight and post-flight checks of survival equipment
E4	NON-CORE	Perform preservation and depreservation procedures
E4	CORE	Perform Search And Rescue (SAR) procedures
E4	CORE	Plot geographical areas
E4	CORE	Plot Position of Intended Movement (PIM) tracks
E4	CORE	Plot tactical symbologies
E4	NON-CORE	Prepare aircraft for static displays

AIRCREW DUTIES (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Prepare mission summary logs
E4	CORE	Review aircraft records
E4	CORE	Troubleshoot tactical systems
E4	CORE	Update tactical databases
E4	CORE	Verify attack criteria for recommended weapons release

AIRCREW TRAINING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Analyze emerging technology to meet fleet aviation training requirements
E6	CORE	Analyze monthly training and operation reports
E5	CORE	Conduct Air Combat Training Continuum (ACTC) evaluations
E5	CORE	Conduct individual and crew tactical evaluations
E5	NON-CORE	Conduct land survival training
E5	NON-CORE	Conduct Naval Air Training and Operating Procedures Standardization (NATOPS) evaluations
E5	CORE	Control operations of Weapons Systems Trainer (WST)
E6	NON-CORE	Coordinate warfare exercises
E5	NON-CORE	Coordinate weapons systems designs with contract engineers
E5	CORE	Determine aircrew requirements for flight events and training devices
E5	CORE	Develop aircrew training plans
E5	NON-CORE	Develop tactical exams
E5	NON-CORE	Develop tactical proficiency programs
E5	NON-CORE	Develop tactical Weapons Systems Trainer (WST) scenarios
E5	CORE	Evaluate aircrew qualification and readiness programs
E5	NON-CORE	Evaluate aircrew training programs
E5	NON-CORE	Evaluate tactical equipment programs
E5	NON-CORE	Implement aircrew course curriculum changes
E6	CORE	Manage Air Combat Training Continuum (ACTC) programs
E5	CORE	Manage aircrew training materials
E6	CORE	Manage aircrew training programs
E5	CORE	Manage Crew Resource Management (CRM) programs
E6	NON-CORE	Manage readiness evaluation programs
E7	NON-CORE	Monitor Fleet Replacement Squadron (FRS) student production
E5	CORE	Prepare monthly training and operation reports
E5	CORE	Prepare tactical lessons learned
E7	CORE	Verify training and readiness matrix

COMMUNICATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Conduct communication through visual/hand signals
E4	CORE	Control operations of communications equipment

COMMUNICATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Interpret tactical messages
E4	CORE	Monitor radio communications
E4	CORE	Perform brevity code communications
E4	CORE	Perform on-station mission turnovers/swaps
E7	CORE	Perform Operational Reporting (OPREP) procedures
E4	CORE	Report contacts
E4	CORE	Report in-flight status
E4	CORE	Report Targets of Interest (TOI)
E4	CORE	Review card of the day
E4	CORE	Safeguard Communications Security (COMSEC) classified materials
E4	CORE	Transfer Communications Security (COMSEC) materials

ENVIRONMENTAL

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze environmental data
E4	CORE	Determine optimal sonobuoy depths
E4	CORE	Determine sensor effectiveness/placement in given environmental conditions
E4	CORE	Perform environmental calculations
E4	CORE	Record on-station environmental data

OPERATIONS AND LOGISTICS MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	NON-CORE	Conduct detachment site surveys
E6	NON-CORE	Coordinate aircraft assignments with maintenance control
E7	CORE	Coordinate aircraft availability for long and short range planning
E6	NON-CORE	Coordinate airlift support
E7	CORE	Coordinate logistical operations
E6	NON-CORE	Manage flight operations
E7	CORE	Manage Humanitarian Assistance and Disaster Relief (HADR) mission
E7	CORE	Manage operation assets
E6	CORE	Organize Search And Rescue (SAR) and Combat Search And Rescue (CSAR) operations
E4	CORE	Perform Humanitarian Assistance and Disaster Relief (HADR) operations
E4	CORE	Perform passenger transports
E6	NON-CORE	Prepare country clearance requests
E5	NON-CORE	Verify hot areas and air space restrictions

PYROTECHNICS/STORES

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Deploy search stores/pyrotechnics
E4	CORE	Identify capabilities and limitations of search stores
E4	CORE	Inspect search stores/pyrotechnics

PYROTECHNICS/STORES (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Load search stores/pyrotechnics
E4	CORE	Monitor sonobuoy deployment
E4	CORE	Track search stores/pyrotechnics expenditures

SENSOR SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Acquire signals for recording
E4	CORE	Analyze passive, active, and multi-static acoustic contact data
E4	CORE	Classify Electro-Optical (EO) and Infrared (IR) contact information
E4	CORE	Classify passive, active, and multi-static acoustic contact data
E5	NON-CORE	Conduct aircraft systems testing
E5	CORE	Conduct Electro-Optical (EO) and Infrared (IR) surveillance
E4	CORE	Configure operating software
E4	CORE	Coordinate positional signal detections
E4	CORE	Determine non-target data
E4	CORE	Identify sonobuoy aural cues
E4	NON-CORE	Load mission software
E4	CORE	Manage acoustic mission equipment
E4	CORE	Manage mission systems
E4	CORE	Monitor in-flight aircraft stand-offs
E4	CORE	Optimize sensor effectiveness
E4	CORE	Perform audio/video recording procedures
E4	CORE	Perform in-flight imagery analysis
E5	CORE	Perform mission equipment operational checks
E4	CORE	Perform multi-static searches
E4	CORE	Perform passive acoustic searches
E4	CORE	Track Target of Interest (TOI)

TACTICAL OPERATIONS CENTER (TOC)/MOBILE TACTICAL OPERATIONS CENTERS (MTOC)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Analyze tactical missions data/Post Mission Analysis (PMA)
E5	NON-CORE	Conduct Carrier, Fixed Wing Aircraft, Nuclear Tactical Operation Center (CVN-TOC) operations
E5	CORE	Conduct crew mission briefs and debriefs
E5	NON-CORE	Conduct Mobile Tactical Operations Center (MTOC) loadmaster responsibilities
E5	NON-CORE	Conduct watch team positional training
E5	NON-CORE	Control operations of analysis equipment
E7	NON-CORE	Coordinate Naval Special Warfare (NSW) operations
E6	NON-CORE	Coordinate Operating Area (OPAREA) schedules with external agencies
E5	NON-CORE	Coordinate operations with tactical watch officers
E6	CORE	Coordinate tactical exercises and missions

**TACTICAL OPERATIONS CENTER (TOC)/MOBILE TACTICAL OPERATIONS CENTERS (MTOC)
(CONT'D)**

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Issue mission equipment
E4	NON-CORE	Perform Support Equipment (SE) operations
E5	NON-CORE	Prepare post-flight Naval messages
E7	NON-CORE	Release post-mission data in Naval messages
E5	NON-CORE	Setup communication antenna fields
E5	CORE	Setup tactical stations
E5	NON-CORE	Supervise Support Equipment (SE) operations

TARGET MOTION ANALYSIS AND TACTICAL CALCULATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Calculate active and passive ranges
E4	CORE	Calculate Figure of Merit (FOM)
E4	CORE	Calculate visual search altitudes
E4	CORE	Define Area of Probability (AOP)
E4	CORE	Determine Target of Interest (TOI) datum
E4	CORE	Identify contact's Closest Point of Approach (CPA)
E4	CORE	Perform Target Motion Analysis (TMA) calculations

Job Title**Electronic Warfare Systems Specialist****Job Code****002571****Job Family**

Military Specific

NOC

TBD

Short Title (30 Characters)

ELECTRONIC WARFARE SYS SPEC

Short Title (14 Characters)

EW SYS SPEC

Pay Plan

Enlisted

Career Field

AWO

Other Relationships and Rules

NEC GXXX and 7XXX series and other NECs as assigned

Job Description

Electronic Warfare Systems Specialists are members of an integrated Combat Aircrew aboard Maritime Patrol and Reconnaissance Aircraft (MPRA) and Unmanned Aircraft Systems (UAS); perform aircrew duties to detect, analyze, classify, localize, track, and attack surface, subsurface, land, and airborne contacts; operate radar, Electronic Support Systems (ES), Identification Friend or Foe/Selective Identification Feature (IFF/SIF), and Electro-Optic/Infrared (EO/IR) systems; coordinate with surface, ground and air assets; attain and maintain aircrew qualifications and certifications; handle ordnance; train in Electronic Intelligence (ELINT) analysis; support mission planning, safeguard classified material, and train to conduct tactical operations worldwide.

DoD Relationship**Group Title**

Sonar Operator, General

DoD Code

121000

O*NET Relationship**Occupation Title**

Air Crew Members

SOC Code

55-3011.00

Job Family

Military Specific

Skills*Operation and Control**Coordination**Management of Material Resources**Critical Thinking**Complex Problem Solving**Monitoring**Systems Analysis**Judgment and Decision Making**Speaking**Learning Strategies***Abilities***Information Ordering**Deductive Reasoning**Written Expression**Inductive Reasoning**Oral Expression**Problem Sensitivity**Memorization**Written Comprehension**Spatial Orientation**Oral Comprehension***AIRCREW ADMINISTRATION****Paygrade****Task Type****Task Statements**

E6

NON-CORE

Brief fleet acquisition programs

E7

NON-CORE

Brief fleet aviation training requirements to upper echelon

E6

NON-CORE

Conduct Flight Order Audit Boards (FOAB)

E4

CORE

Maintain tactical publication library

E7

CORE

Manage aircrew assignments

E7

NON-CORE

Manage fleet acquisition programs

E5

CORE

Manage Naval Air Training and Operating Procedures Standardization (NATOPS) programs

E7

CORE

Manage Temporary Flight Orders (TFO) program

E6

CORE

Prepare flight hour reports

E5

CORE

Prepare flight schedules

E5

CORE

Prepare mission capability briefs

E4

CORE

Update flight time logbooks

E4

CORE

Verify individual flight time summaries

AIRCREW DUTIES**Paygrade****Task Type****Task Statements**

E4

CORE

Analyze mission tactical plots during on-station period

E4

CORE

Analyze threat data

AIRCREW DUTIES (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Assign aircraft ditching stations
E4	CORE	Classify visual contacts
E5	CORE	Conduct aircraft integrity inspections
E5	NON-CORE	Conduct Unmanned Aerial Vehicle (UAV) operations
E5	CORE	Conduct visual searches
E5	NON-CORE	Conduct weapons bay door operations
E4	CORE	Configure aircraft equipment for rescue missions
E4	CORE	Configure aircraft for internal cargo operations
E5	CORE	Develop tactical search plan
E4	CORE	Document aircraft discrepancies
E4	CORE	Document in-flight maintenance
E4	CORE	Identify stores/pyrotechnic communications
E4	CORE	Monitor Automatic Identification System (AIS) surface contacts
E4	CORE	Monitor engine start-ups
E4	CORE	Monitor weapons employment
E4	CORE	Perform aircraft emergency procedures
E5	NON-CORE	Perform aircraft fueling
E4	CORE	Perform aircraft ground handling operations
E5	NON-CORE	Perform aircraft loss communication procedures
E4	CORE	Perform aircraft pre-flight and post-flight inspections
E4	CORE	Perform aircraft safety and emergency equipment operations
E4	CORE	Perform aircraft security
E4	CORE	Perform Air-to-Air Refueling (AAR) procedures
E4	CORE	Perform Auxiliary Power Unit (APU) operations
E4	CORE	Perform Bomb Hit Assessments (BHA)
E4	CORE	Perform Crew Resource Management (CRM)
E4	CORE	Perform drug interdiction operations
E4	CORE	Perform individual aircrew mission briefs
E4	CORE	Perform in-flight observer duties
E4	CORE	Perform mission planning
E4	CORE	Perform passenger safety briefs
E4	CORE	Perform pre-flight and post-flight checks of survival equipment
E4	NON-CORE	Perform preservation and depreservation procedures
E4	CORE	Perform Search And Rescue (SAR) procedures
E4	CORE	Plot geographical areas
E4	CORE	Plot Position of Intended Movement (PIM) tracks
E4	CORE	Plot tactical symbologies

AIRCREW DUTIES (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Prepare aircraft for static displays
E4	CORE	Prepare mission summary logs
E4	CORE	Program Electronic Warfare Support (ES) libraries
E4	CORE	Review aircraft records
E4	CORE	Troubleshoot tactical systems
E4	CORE	Update tactical databases
E4	CORE	Verify attack criteria for recommended weapons release

AIRCREW TRAINING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Analyze emerging technology to meet fleet aviation training requirements
E6	CORE	Analyze monthly training and operation reports
E5	CORE	Conduct Air Combat Training Continuum (ACTC) evaluations
E5	CORE	Conduct individual and crew tactical evaluations
E5	NON-CORE	Conduct land survival training
E5	NON-CORE	Conduct Naval Air Training and Operating Procedures Standardization (NATOPS) evaluations
E5	CORE	Control operations of Weapons Systems Trainer (WST)
E6	NON-CORE	Coordinate warfare exercises
E5	NON-CORE	Coordinate weapons systems designs with contract engineers
E5	CORE	Determine aircrew requirements for flight events and training devices
E5	CORE	Develop aircrew training plans
E5	NON-CORE	Develop tactical exams
E5	NON-CORE	Develop tactical proficiency programs
E5	NON-CORE	Develop tactical Weapons Systems Trainer (WST) scenarios
E5	CORE	Evaluate aircrew qualification and readiness programs
E5	NON-CORE	Evaluate aircrew training programs
E5	NON-CORE	Evaluate tactical equipment programs
E5	NON-CORE	Implement aircrew course curriculum changes
E6	CORE	Manage Air Combat Training Continuum (ACTC) programs
E5	CORE	Manage aircrew training materials
E6	CORE	Manage aircrew training programs
E5	CORE	Manage Crew Resource Management (CRM) programs
E6	NON-CORE	Manage readiness evaluation programs
E7	NON-CORE	Monitor Fleet Replacement Squadron (FRS) student production
E5	CORE	Prepare monthly training and operation reports
E5	CORE	Prepare tactical lessons learned
E7	CORE	Verify training and readiness matrix

COMMUNICATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Conduct communication through visual/hand signals
E4	CORE	Control operations of communications equipment
E4	CORE	Interpret tactical messages
E4	CORE	Monitor radio communications
E4	CORE	Perform brevity code communications
E4	CORE	Perform on-station mission turnovers/swaps
E7	CORE	Perform Operational Reporting (OPREP) procedures
E4	CORE	Report contacts
E4	CORE	Report in-flight status
E4	CORE	Report Targets of Interest (TOI)
E4	CORE	Review card of the day
E4	CORE	Safeguard Communications Security (COMSEC) classified materials
E4	CORE	Transfer Communications Security (COMSEC) materials

ENVIRONMENTAL

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze environmental data
E4	CORE	Determine sensor effectiveness/placement in given environmental conditions
E4	CORE	Perform environmental calculations
E4	CORE	Record on-station environmental data

OPERATIONS AND LOGISTICS MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	NON-CORE	Conduct detachment site surveys
E6	NON-CORE	Coordinate aircraft assignments with maintenance control
E7	CORE	Coordinate aircraft availability for long and short range planning
E6	NON-CORE	Coordinate airlift support
E7	CORE	Coordinate logistical operations
E6	NON-CORE	Manage flight operations
E7	CORE	Manage Humanitarian Assistance and Disaster Relief (HADR) mission
E7	CORE	Manage operation assets
E6	CORE	Organize Search And Rescue (SAR) and Combat Search And Rescue (CSAR) operations
E4	CORE	Perform Humanitarian Assistance and Disaster Relief (HADR) operations
E4	CORE	Perform passenger transports
E6	NON-CORE	Prepare country clearance requests
E5	NON-CORE	Verify hot areas and air space restrictions

PYROTECHNICS/STORES

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Deploy search stores/pyrotechnics
E4	CORE	Identify capabilities and limitations of search stores

PYROTECHNICS/STORES (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Inspect search stores/pyrotechnics
E4	CORE	Load search stores/pyrotechnics
E4	CORE	Monitor sonobuoy deployment
E4	CORE	Track search stores/pyrotechnics expenditures

SENSOR SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Acquire signals for recording
E4	CORE	Analyze Electronic Support Measures (ESM) contacts
E4	CORE	Analyze mission radar data
E4	CORE	Analyze Synthetic Aperture Radar (SAR) contact information
E4	CORE	Classify Electronic Support Measures (ESM) contact information
E4	CORE	Classify Electro-Optical (EO) and Infrared (IR) contact information
E4	CORE	Classify Inverse Synthetic-Aperture Radar (ISAR) contact information
E4	CORE	Collect Specific Emitter Identification (SEI) data
E5	NON-CORE	Conduct aircraft systems testing
E5	CORE	Conduct Electronic Support Measures (ESM) searches
E5	CORE	Conduct Electro-Optical (EO) and Infrared (IR) surveillance
E5	CORE	Conduct Identification Friend or Foe (IFF) and Selective Identification Feature (SIF) interrogations
E5	CORE	Conduct Over-The-Horizon Targeting (OTHT)
E5	CORE	Conduct tactical airborne radar operations
E4	CORE	Configure operating software
E4	CORE	Coordinate positional signal detections
E4	CORE	Correlate Electronic Support Measures (ESM) contact information
E4	CORE	Determine non-target data
E4	NON-CORE	Load mission software
E4	CORE	Manage mission systems
E4	CORE	Monitor in-flight aircraft stand-offs
E4	CORE	Optimize sensor effectiveness
E4	CORE	Perform audio/video recording procedures
E4	CORE	Perform in-flight imagery analysis
E5	CORE	Perform mission equipment operational checks
E4	NON-CORE	Perform off-line radar operations
E4	CORE	Perform terrain avoidance radar navigation
E4	CORE	Perform weather avoidance radar navigation
E4	CORE	Track Target of Interest (TOI)

TACTICAL OPERATIONS CENTER (TOC)/MOBILE TACTICAL OPERATIONS CENTERS (MTOC)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Analyze tactical missions data/Post Mission Analysis (PMA)
E5	NON-CORE	Conduct Carrier, Fixed Wing Aircraft, Nuclear Tactical Operation Center (CVN-TOC) operations
E5	CORE	Conduct crew mission briefs and debriefs
E5	NON-CORE	Conduct Mobile Tactical Operations Center (MTOC) loadmaster responsibilities
E5	NON-CORE	Conduct watch team positional training
E5	NON-CORE	Control operations of analysis equipment
E7	NON-CORE	Coordinate Naval Special Warfare (NSW) operations
E6	NON-CORE	Coordinate Operating Area (OPAREA) schedules with external agencies
E5	NON-CORE	Coordinate operations with tactical watch officers
E6	CORE	Coordinate tactical exercises and missions
E5	NON-CORE	Issue mission equipment
E4	NON-CORE	Perform Support Equipment (SE) operations
E5	NON-CORE	Prepare post-flight Naval messages
E7	NON-CORE	Release post-mission data in Naval messages
E5	NON-CORE	Setup communication antenna fields
E5	CORE	Setup tactical stations
E5	NON-CORE	Supervise Support Equipment (SE) operations

TARGET MOTION ANALYSIS AND TACTICAL CALCULATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Calculate Figure of Merit (FOM)
E4	CORE	Calculate visual search altitudes
E4	CORE	Compute radar contact intercepts
E4	CORE	Define Area of Probability (AOP)
E4	CORE	Determine Target of Interest (TOI) datum
E4	CORE	Identify contact's Closest Point of Approach (CPA)
E4	CORE	Perform Electronic Warfare (EW) calculations
E4	CORE	Perform Target Motion Analysis (TMA) calculations

Job Title**Operations, Training, And Readiness Specialist (Operator)****Job Code****002827****Job Family**

Management

NOC

TBD

Short Title (30 Characters)

OPS, TRNG, & RDNS SPEC OP

Short Title (14 Characters)

OT&R SPEC OP

Pay Plan

Enlisted

Career Field

AWO

Other Relationships and Rules

NEC GXXX and 7XXX series and other NECs as assigned

Job Description

Operations, Training, and Readiness Specialists (Operator) are integral members of aviation commands: coordinate operational, administrative, and aircrew scheduling functions; administer and manage aircrew training programs and resources; analyze training resource requirements; review proposed training devices and programs; develop and revise curriculum; manage standardization of aircrew training to enhance proficiency and readiness; manage student quotas, qualifications and certifications; coordinate aircrew physical fitness and health program initiatives; track all aspects of aircrew performance data to support the rigorous demands of operational commitments worldwide; administer and direct the Naval Air Training and Operating Procedures Standardization (NATOPS) programs; and support tactics, training and readiness, weapons safety, Search and Rescue (SAR), and various other aircrew training/missions.

DoD Relationship**Group Title**

Air Crew, General

DoD Code

105000

O*NET Relationship**Occupation Title**

Training and Development Manager

SOC Code

11-3131.00

Job Family

Management

Skills

Management of Material Resources

Coordination

Critical Thinking

Complex Problem Solving

Learning Strategies

Monitoring

Operation and Control

Management of Personnel Resources

Writing

Quality Control Analysis

Abilities

Information Ordering

Written Expression

Inductive Reasoning

Written Comprehension

Deductive Reasoning

Oral Expression

Oral Comprehension

Problem Sensitivity

Fluency of Ideas

Spatial Orientation

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

E6

NON-CORE

Brief fleet acquisition programs

E7

NON-CORE

Brief fleet aviation training requirements to upper echelon

E6

NON-CORE

Conduct Flight Order Audit Boards (FOAB)

E4

CORE

Maintain tactical publication library

E7

CORE

Manage aircrew assignments

E7

NON-CORE

Manage fleet acquisition programs

E5

CORE

Manage Naval Air Training and Operating Procedures Standardization (NATOPS) programs

E7

CORE

Manage Temporary Flight Orders (TFO) program

E6

CORE

Prepare flight hour reports

E5

CORE

Prepare flight schedules

E5

CORE

Prepare mission capability briefs

E4

CORE

Update flight time logbooks

E4

CORE

Verify individual flight time summaries

AIRCREW DUTIES**Paygrade****Task Type****Task Statements**

E5

CORE

Develop tactical search plan

E4

CORE

Document aircraft discrepancies

AWO-17

AIRCREW DUTIES (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Document in-flight maintenance
E5	NON-CORE	Perform aircraft loss communication procedures
E4	CORE	Perform aircraft security
E4	CORE	Perform Crew Resource Management (CRM)
E4	CORE	Perform individual aircrew mission briefs
E4	CORE	Perform mission planning
E4	CORE	Plot geographical areas
E4	CORE	Plot Position of Intended Movement (PIM) tracks
E4	NON-CORE	Prepare aircraft for static displays
E4	CORE	Program Electronic Warfare Support (ES) libraries
E4	CORE	Review aircraft records
E4	CORE	Update tactical databases

AIRCREW TRAINING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Analyze emerging technology to meet fleet aviation training requirements
E6	CORE	Analyze monthly training and operation reports
E5	CORE	Conduct Air Combat Training Continuum (ACTC) evaluations
E5	CORE	Conduct individual and crew tactical evaluations
E5	NON-CORE	Conduct land survival training
E5	NON-CORE	Conduct Naval Air Training and Operating Procedures Standardization (NATOPS) evaluations
E5	CORE	Control operations of Weapons Systems Trainer (WST)
E6	NON-CORE	Coordinate warfare exercises
E5	NON-CORE	Coordinate weapons systems designs with contract engineers
E5	CORE	Determine aircrew requirements for flight events and training devices
E5	CORE	Develop aircrew training plans
E5	NON-CORE	Develop tactical exams
E5	NON-CORE	Develop tactical proficiency programs
E5	NON-CORE	Develop tactical Weapons Systems Trainer (WST) scenarios
E5	CORE	Evaluate aircrew qualification and readiness programs
E5	NON-CORE	Evaluate aircrew training programs
E5	NON-CORE	Evaluate tactical equipment programs
E5	NON-CORE	Implement aircrew course curriculum changes
E6	CORE	Manage Air Combat Training Continuum (ACTC) programs
E5	CORE	Manage aircrew training materials
E6	CORE	Manage aircrew training programs
E5	CORE	Manage Crew Resource Management (CRM) programs
E6	NON-CORE	Manage readiness evaluation programs
E7	NON-CORE	Monitor Fleet Replacement Squadron (FRS) student production

AIRCREW TRAINING (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Prepare monthly training and operation reports
E5	CORE	Prepare tactical lessons learned
E7	CORE	Verify training and readiness matrix

COMMUNICATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Interpret tactical messages
E7	CORE	Perform Operational Reporting (OPREP) procedures
E4	CORE	Safeguard Communications Security (COMSEC) classified materials
E4	CORE	Transfer Communications Security (COMSEC) materials

ENVIRONMENTAL

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze environmental data
E4	CORE	Determine sensor effectiveness/placement in given environmental conditions

OPERATIONS AND LOGISTICS MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	NON-CORE	Conduct detachment site surveys
E6	NON-CORE	Coordinate aircraft assignments with maintenance control
E7	CORE	Coordinate aircraft availability for long and short range planning
E6	NON-CORE	Coordinate airlift support
E7	CORE	Coordinate logistical operations
E6	NON-CORE	Manage flight operations
E7	CORE	Manage Humanitarian Assistance and Disaster Relief (HADR) mission
E7	CORE	Manage operation assets
E6	CORE	Organize Search And Rescue (SAR) and Combat Search And Rescue (CSAR) operations
E6	NON-CORE	Prepare country clearance requests
E5	NON-CORE	Verify hot areas and air space restrictions

PYROTECHNICS/STORES

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Track search stores/pyrotechnics expenditures

SENSOR SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze passive, active, and multi-static acoustic contact data
E4	CORE	Analyze Synthetic Aperture Radar (SAR) contact information
E4	CORE	Classify Electro-Optical (EO) and Infrared (IR) contact information
E4	CORE	Classify Inverse Synthetic-Aperture Radar (ISAR) contact information
E4	CORE	Classify passive, active, and multi-static acoustic contact data
E4	CORE	Optimize sensor effectiveness

TACTICAL OPERATIONS CENTER (TOC)/MOBILE TACTICAL OPERATIONS CENTERS (MTOC)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Analyze tactical missions data/Post Mission Analysis (PMA)
E5	CORE	Conduct crew mission briefs and debriefs
E5	NON-CORE	Conduct Mobile Tactical Operations Center (MTOC) loadmaster responsibilities
E5	NON-CORE	Conduct watch team positional training
E7	NON-CORE	Coordinate Naval Special Warfare (NSW) operations
E6	NON-CORE	Coordinate Operating Area (OPAREA) schedules with external agencies
E5	NON-CORE	Coordinate operations with tactical watch officers
E6	CORE	Coordinate tactical exercises and missions
E5	NON-CORE	Issue mission equipment
E4	NON-CORE	Perform Support Equipment (SE) operations
E5	NON-CORE	Prepare post-flight Naval messages
E7	NON-CORE	Release post-mission data in Naval messages

TARGET MOTION ANALYSIS AND TACTICAL CALCULATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Calculate active and passive ranges
E4	CORE	Calculate visual search altitudes
E4	CORE	Define Area of Probability (AOP)
E4	CORE	Determine Target of Interest (TOI) datum

CHAPTER 12



NAVAL AIRCREWMAN (TACTICAL HELICOPTER) (AWR)

NAVPERS 18068F-12I
Change 100

Updated: October 2024

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

NAVAL AIRCREWMEN (TACTICAL HELICOPTER) (AWR)



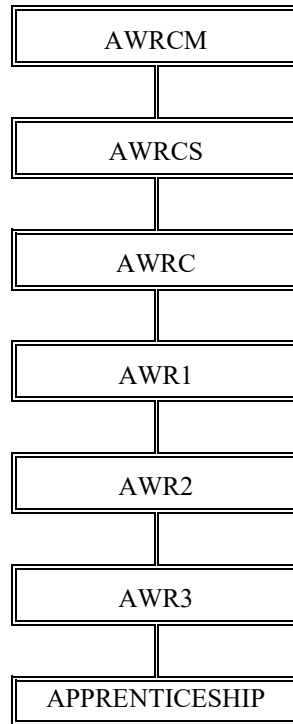
SCOPE OF RATING

Naval Aircrewmens (Tactical Helicopter) (AWR) detect, analyze, classify, track, and engage sub-surface, surface, and air contacts; perform Sound Navigation and Ranging (SONAR), sonobuoy, Radio Detection and Ranging (RADAR), Intelligence Surveillance Reconnaissance and Targeting (ISR-T), Electronic Warfare (EW), Electro-Optical (EO)/Infrared (IR), Inverse Synthetic Aperture Radar (ISAR) and LINK-16 operations; coordinate tactical communications relay; conduct weapons delivery in support of tactical missions; conduct Command and Control (C2); execute Long Range Maritime Strike (MARSTK) missions; support Special Operations Forces (SOF) missions, Search and Rescue (SAR) missions, Humanitarian Assistance and Disaster Relief (HADR) missions, Night Vision Device (NVD) operations, navigation, passenger and cargo transports, Vertical Replenishment (VERTREP) operations, Medical Evacuations (MEDEVAC), Helicopter Visit Board Search and Seizure (HVBSS) operations, and Crew-Served Weapons (CSW) employment; perform observer duties and Crew Resource Management (CRM) for safety of flight; and contribute directly to aircrew operations, training, and administration.

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 12.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer 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**Multi-Mission Helicopter Sensor Operator****Job Code****002747****Job Family**

Military Specific

NOC

TBD

Short Title (30 Characters)

MULTI-MISSION SENSOR OPERATOR

Short Title (14 Characters)

MM SENSOR OP

Pay Plan

Enlisted

Career Field

AWR

Other Relationships and Rules

NEC GXXX and 7XXX series and other NECs as assigned

Job Description

Multi-Mission Helicopter Sensor Operators detect, analyze, classify, track, and engage sub-surface, surface, and air contacts: perform Sound Navigation and Ranging (SONAR), sonobuoy, Radio Detection and Ranging (RADAR), Intelligence Surveillance Reconnaissance and Targeting (ISR-T), Electronic Warfare (EW), Electro-Optical and Infrared (EO/IR), Inverse Synthetic Aperture Radar (ISAR) and LINK-16 operations; coordinate tactical communications relay; conduct weapons delivery in support of tactical missions; conduct Command and Control (C2); execute Long Range Maritime Strike (MARSTK) missions, support Special Operations Forces (SOF) missions, Search and Rescue (SAR) missions, Humanitarian Assistance and Disaster Relief (HADR) missions, Night Vision Device (NVD) operations, navigation, passenger and cargo transports, Vertical Replenishment (VERTREP) operations, Medical Evacuations (MEDEVAC), Helicopter Visit Board Search and Seizure (HVBSS) operations, and Crew-Served Weapons (CSW) employment; perform Basic Life Support (BLS) and Tactical Combat Casualty Care (TCCC); perform observer duties and Crew Resource Management (CRM) for safety of flight; and contribute directly to aircrew operations, training and administration.

DoD Relationship**Group Title**

Sonar Operator, General

DoD Code

121000

O*NET Relationship**Occupation Title**

Air Crew Members

SOC Code

55-3011.00

Job Family

Military Specific

Skills*Critical Thinking**Coordination**Operation and Control**Management of Material Resources**Systems Analysis**Monitoring**Quality Control Analysis**Complex Problem Solving**Instructing**Speaking***Abilities***Deductive Reasoning**Inductive Reasoning**Information Ordering**Fluency of Ideas**Memorization**Visualization**Written Expression**Oral Expression**Control Precision**Mathematical Reasoning***AIRCREW ADMINISTRATION****Paygrade****Task Type****Task Statements**

E5

NON-CORE

Administer command Search and Rescue (SAR) programs

E5

NON-CORE

Administer Naval Air Training and Operating Procedures Standardization (NATOPS) programs

E7

CORE

Analyze monthly reports

E5

CORE

Analyze training and readiness matrices

E7

NON-CORE

Brief fleet acquisition programs

E7

NON-CORE

Brief fleet aviation qualification and training requirements to upper echelon

E5

NON-CORE

Certify Air Combat Training Continuum (ACTC) qualifications in training jackets

E5

CORE

Certify command Search and Rescue (SAR) qualifications in Naval Air Training and Operating Procedures Standardization (NATOPS) training jackets

E5

CORE

Certify Naval Air Training and Operating Procedures Standardization (NATOPS) qualifications in training jackets

E5

NON-CORE

Conduct Flight Order Audit Boards (FOAB)

E4

CORE

Conduct Post Mission Analysis (PMA)

E6

CORE

Coordinate aircrew requirements for aerial gunnery

E6

CORE

Coordinate monthly training requirements

E5

CORE

Coordinate Operating Area (OPAREA) schedules with external agencies

AIRCREW ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Coordinate operations with tactical watch officers
E6	NON-CORE	Coordinate tactical exercises and missions
E7	NON-CORE	Coordinate training systems acquisition contracts
E6	CORE	Coordinate warfare exercises
E6	NON-CORE	Coordinate weapons system designs with contract engineers
E7	NON-CORE	Define aircrew readiness requirements for individuals and crews
E5	CORE	Determine aircrew requirements for flight events and training devices
E4	CORE	Develop aircrew mission briefs
E5	CORE	Develop Naval Air Training and Operating Procedures Standardization (NATOPS) lesson materials
E4	CORE	Disseminate intelligence data
E4	NON-CORE	Document ordnance expenditures
E7	NON-CORE	Evaluate aircrew qualification and readiness programs
E5	CORE	Facilitate aviation Search and Rescue (SAR) evaluations
E7	NON-CORE	Implement aircrew manpower processes from accession to fleet integration
E4	CORE	Maintain Air Combat Training Continuum (ACTC) training jackets
E4	CORE	Maintain aircrew publication libraries
E4	CORE	Maintain Naval Air Training and Operating Procedures Standardization (NATOPS) qualifications in training jackets
E5	NON-CORE	Manage Air Combat Training Continuum (ACTC) programs
E5	NON-CORE	Manage Airborne Use of Force (AUF) programs
E7	CORE	Manage aircrew administration
E5	CORE	Manage aircrew qualification and readiness programs
E6	CORE	Manage aircrew requirements for flight events and training devices
E5	NON-CORE	Manage Crew Resource Management (CRM) programs
E7	CORE	Manage Fleet Replacement Squadron (FRS) student productions
E7	NON-CORE	Manage Non-Combat Expenditure Allocations (NCEA)
E5	NON-CORE	Manage Temporary Flight Orders (TFO) program
E7	CORE	Match aircrew to mission detachment and crew requirements
E4	CORE	Perform flight mission planning
E4	CORE	Perform Operational Reporting (OPREP) procedures
E5	CORE	Prepare flight hour reports
E5	CORE	Prepare mission capability briefs
E4	CORE	Prepare mission summary logs
E6	CORE	Supervise aircrew administration
E6	CORE	Supervise aircrew duties
E5	NON-CORE	Track ordnance allocations and inventories
E5	NON-CORE	Update aircrew course curriculum
E4	CORE	Update flight time logbooks
E5	CORE	Update individual flight time summaries

AIRCREW ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Verify aircraft discrepancy records
E7	CORE	Verify Flight Order Audit Boards (FOAB)
E4	CORE	Verify hot areas and air space restrictions
E5	CORE	Verify Naval Air Training and Operating Procedures Standardization (NATOPS) records

AIRCREW DUTIES

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Adjust cabin for mission configurations
E4	CORE	Assist passengers into aircraft
E4	CORE	Calculate sensor formulas
E4	CORE	Calculate visual search altitudes
E4	CORE	Collect intelligence
E4	CORE	Conduct mission briefs and debriefs
E4	CORE	Conduct Night Vision Device (NVD) flight operations
E4	CORE	Configure Night Vision Devices (NVD) for environmental conditions
E4	CORE	Configure Recovery, Assist, Securing, and Traversing (RAST) equipment for landing and take-off
E4	CORE	Employ hydraulic and electric rescue hoist system
E5	NON-CORE	Maintain Unmanned Aerial Systems (UAS)
E7	CORE	Manage aircrew duties
E4	CORE	Operate aircraft safety and emergency equipment
E4	CORE	Perform aircraft emergency procedures
E4	CORE	Perform aircraft fueling
E4	CORE	Perform aircraft ground handling operations
E4	CORE	Perform aircraft pre-flight and post-flight inspections
E4	CORE	Perform aircraft servicing procedures
E4	CORE	Perform aircraft vector procedures
E4	CORE	Perform Basic Life Support (BLS)
E4	CORE	Perform Bomb Hit Assessments (BHA)
E4	CORE	Perform Crew Resource Management (CRM)
E4	CORE	Perform Helicopter In-Flight Refueling operations
E4	CORE	Perform in-flight lookout procedures
E4	CORE	Perform land and sea survival techniques
E4	CORE	Perform Night Vision Device (NVD) pre-flight checks
E4	CORE	Perform passenger safety briefs
E4	CORE	Perform pre-flight and post-flight checks of rescue swimmer equipment
E4	CORE	Perform pre-flight and post-flight checks of survival equipment
E4	CORE	Perform Tactical Combat Casualty Care (TCCC)
E4	CORE	Plot water space management areas
E4	CORE	Prepare aircraft for static displays

AIRCREW DUTIES (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Secure ordnance in aircraft
E4	CORE	Troubleshoot communication systems
E4	CORE	Troubleshoot mission systems
E4	CORE	Troubleshoot Night Vision Device (NVD) equipment in-flight

AIRCREW TRAINING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Administer aircrew training programs
E7	NON-CORE	Analyze emerging technology to meet fleet aviation training requirements
E4	CORE	Conduct acoustic and non-acoustic training
E5	CORE	Conduct Air Combat Training Continuum (ACTC) evaluations
E4	CORE	Conduct Air Combat Training Continuum (ACTC) flight/ground training
E5	NON-CORE	Conduct Airborne Use of Force (AUF) training
E5	NON-CORE	Conduct Airborne Use of Force (AUF) training evaluations
E4	CORE	Conduct Aircraft Survivability Equipment (ASE) training
E5	CORE	Conduct Crew-Served Weapons (CSW) aerial gunnery training
E4	CORE	Conduct in-flight training
E5	CORE	Conduct Naval Air Training and Operating Procedures Standardization (NATOPS) evaluations
E5	CORE	Conduct Naval Air Training and Operating Procedures Standardization (NATOPS) flight/ground training
E4	CORE	Conduct sensor operator proficiency training
E5	CORE	Conduct small arms classroom training
E5	CORE	Conduct small arms live fire training
E4	CORE	Conduct target recognition training
E5	NON-CORE	Conduct watch positional training
E7	CORE	Determine present and future fleet aviation training requirements
E6	CORE	Develop aircrew training plans
E5	CORE	Develop Naval Air Training and Operating Procedures Standardization (NATOPS) exams
E5	CORE	Develop tactical exams
E5	CORE	Develop tactical training materials
E7	CORE	Evaluate aircrew training programs
E5	CORE	Facilitate aviation Search and Rescue (SAR) swimmer training
E5	CORE	Facilitate Basic Life Support (BLS) training
E5	NON-CORE	Facilitate Crew Resource Management (CRM) programs
E5	CORE	Facilitate Tactical Combat Casualty Care (TCCC) training
E5	NON-CORE	Instruct Crew Resource Management (CRM) programs
E7	CORE	Manage aircrew systems training
E5	CORE	Manage aircrew training materials
E7	CORE	Manage aircrew training programs

AIRCREW TRAINING (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Monitor fleet training and readiness levels
E5	NON-CORE	Operate Weapons Tactical Trainers (WTT) and Combat Systems Trainers (CST)
E6	CORE	Supervise aircrew systems training

COMMUNICATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Communicate information using radios and Internal Communication Systems (ICS)
E4	CORE	Conduct underwater communications
E4	CORE	Control operations of communications equipment
E4	CORE	Identify pyrotechnic communications
E4	CORE	Perform brevity code communications
E4	CORE	Perform on-station mission turnovers/swaps
E4	CORE	Perform radio communications
E4	CORE	Report contacts
E4	CORE	Report Targets of Interest (TOI)

ENVIRONMENTAL

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze Bathythermograph (BT) data
E4	CORE	Analyze bottom contour charts
E4	CORE	Analyze environmental data
E4	CORE	Analyze Meteorological and Oceanographic (METOC) conditions
E4	CORE	Analyze sound transmission paths
E4	CORE	Classify sound transmission paths
E4	CORE	Determine tactical environmental considerations
E4	CORE	Obtain environmental data and products
E4	CORE	Perform on-station environmental updates

LOGISTICS AND OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct cargo operations
E4	CORE	Conduct Humanitarian Assistance and Disaster Relief (HADR) operations
E4	CORE	Conduct passenger transfers
E7	CORE	Coordinate aircraft availability for long and short range planning
E6	CORE	Coordinate aircraft configurations with maintenance control
E5	CORE	Coordinate flight mission priorities
E4	CORE	Coordinate Non-Combat Operations (NCO)
E4	CORE	Load cargo into aircraft
E7	CORE	Manage aircrew assignments
E7	CORE	Manage Humanitarian Assistance and Disaster Relief (HADR) missions
E7	CORE	Manage logistics operations
E7	CORE	Plan coordinated operations

LOGISTICS AND OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Plan Humanitarian Assistance and Disaster Relief (HADR) operations
E7	NON-CORE	Prepare country clearance messages
E4	CORE	Prepare flight schedules
E7	NON-CORE	Provide Operational Target (OPTAR) budget input
E6	NON-CORE	Supervise Humanitarian Assistance and Disaster Relief (HADR) operations
E6	CORE	Supervise logistics operations

SEARCH AND RESCUE (SAR)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Attach rescue devices to rescue hoist
E4	CORE	Complete individual aviation Search and Rescue (SAR) evaluations
E4	CORE	Complete individual aviation Search and Rescue (SAR) swimmer training
E4	CORE	Coordinate Search and Rescue (SAR) missions
E4	CORE	Deploy rescue devices
E4	CORE	Deploy rescue swimmers
E4	CORE	Perform in-water aviation rescue swimmer procedures
E4	CORE	Perform Medical Evacuations (MEDEVAC)
E4	CORE	Perform survivor assessments
E4	CORE	Plot survivor locations
E4	CORE	Recover rescue devices
E4	CORE	Recover rescue swimmers and survivors

SENSOR SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze active and passive contact data
E4	CORE	Analyze data link information (e.g., LINK-16, Minotaur, etc.)
E4	CORE	Analyze Electronic Warfare Support (ES) contacts
E4	CORE	Analyze Electro-Optical (EO) and Infrared (IR) contact data
E4	CORE	Analyze Inverse Synthetic-Aperture Radar (ISAR)/Automatic Radar Periscope Detection and Discrimination (ARPDD) contact information
E4	CORE	Analyze Magnetic Anomaly Detection (MAD) contact data
E4	CORE	Analyze mission tactical plots
E4	CORE	Analyze pre-flight and post-flight mission data
E4	CORE	Analyze radar contact data
E4	CORE	Calculate sensor ranges
E4	CORE	Classify Electronic Warfare Support (ES) contacts
E4	CORE	Classify Electro-Optical (EO) and Infrared (IR) contacts
E4	CORE	Classify Inverse Synthetic-Aperture Radar (ISAR)/Automatic RADAR Periscope Detection and Discrimination (ARPDD) contact information
E4	CORE	Classify Magnetic Anomaly Detection (MAD) contact data
E4	CORE	Classify non-acoustic contact data
E4	CORE	Classify passive and active acoustic contacts

SENSOR SYSTEMS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Collect contact information
E4	CORE	Conduct Automatic Information System (AIS) operations
E4	CORE	Conduct Electronic Warfare Support (ES) searches
E4	CORE	Conduct Electro-Optical (EO) and Infrared (IR) surveillance
E4	CORE	Conduct Identification Friend or Foe (IFF) operations
E4	CORE	Conduct passive acoustic searches
E4	CORE	Control operations of analysis equipment
E4	CORE	Control operations of mission data recorder system equipment
E4	CORE	Control operations of tactical system consoles
E4	CORE	Correlate Electronic Warfare Support (ES) contact information
E4	CORE	Determine optimum sensor effectiveness
E4	CORE	Employ dipping sonar
E4	CORE	Enhance Recognized Maritime Picture (RMP) utilizing sensor systems
E4	CORE	Evaluate in-flight radar data
E4	CORE	Gather Aircraft Survivability Equipment (ASE) threat data
E4	CORE	Identify in-flight threat data
E4	CORE	Identify sonobuoy aural cues
E4	CORE	Initiate mission systems
E4	CORE	Load classified mission system data
E4	CORE	Maintain Specific Emitter Identification (SEI) and tracking
E4	CORE	Monitor Aircraft Survivability Equipment (ASE)
E4	CORE	Optimize sensor effectiveness
E4	CORE	Optimize sensor placement
E4	CORE	Perform aircraft systems testing
E5	NON-CORE	Perform Integrated Undersea Surveillance System (IUSS) watchstanding duties
E4	CORE	Perform mission equipment operational checks
E4	CORE	Perform weather avoidance radar navigation
E4	CORE	Program Aircraft Survivability Equipment (ASE)
E4	CORE	Receive data link information (e.g., LINK-16, Minotaur, etc.)
E4	CORE	Set up tactical plots
E4	CORE	Track contacts and Targets of Interest (TOI)
E4	CORE	Transmit data link information (e.g., LINK-16, Minotaur, etc.)
E4	CORE	Verify sonobuoy programmable settings

SPECIAL WARFARE/VISUAL/PHOTOGRAPHIC OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Classify visual contacts
E4	NON-CORE	Conduct Airborne Use of Force (AUF) special operations
E4	CORE	Conduct Naval Special Warfare (NSW) and Special Operations Force (SOF) missions
E4	CORE	Deploy Special Operations Forces (SOF) personnel

SPECIAL WARFARE/VISUAL/PHOTOGRAPHIC OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Monitor Unmanned Aerial Systems (UAS) fuel systems
E4	CORE	Operate vision enhancement devices in-flight (e.g., Infrared Zoom Laser Illuminator Designator (IZLID), Laser Range Designator (LRD), Laser Target Marker (LTM), etc.)
E4	CORE	Perform aerial photography/rigging
E6	NON-CORE	Perform Maritime Intelligence Surveillance and Reconnaissance (MISR) duties
E4	CORE	Perform Maritime Interdiction Operations (MIO)
E5	NON-CORE	Perform Unmanned Aerial Systems (UAS) payload operations
E4	CORE	Perform visual searches
E5	NON-CORE	Pilot Unmanned Aerial Systems (UAS)
E5	NON-CORE	Plan Maritime Interdiction Operations (MIO)
E7	NON-CORE	Plan Special Operations Forces (SOF) operations
E5	NON-CORE	Plan Unmanned Aerial Systems (UAS) operations

TACTICS/TARGET MOTION ANALYSIS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze tactical missions
E4	CORE	Conduct Over-The-Horizon Targeting (OTHT)
E4	CORE	Conduct tactical airborne radar operations
E4	CORE	Conduct Target Motion Analysis (TMA)
E4	CORE	Construct search patterns
E4	CORE	Determine acoustic sensor search depths
E4	CORE	Determine Area Of Probability (AOP)
E4	CORE	Determine attack criteria for weapons release
E4	CORE	Determine tactical intelligence considerations
E4	CORE	Determine Target of Interest (TOI) datum
E5	CORE	Develop tactical proficiency programs
E5	NON-CORE	Develop tactical simulator scenarios
E5	NON-CORE	Evaluate tactical plot operations
E4	CORE	Evaluate water space management
E4	CORE	Identify contact's Closest Point of Approach (CPA)
E4	CORE	Manage tactical data flow
E4	CORE	Plot Electronic Warfare Support (ES) contact intercepts
E4	CORE	Plot radar contact intercepts

WEAPONS, ORDNANCE, AND STORES

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Arm laser systems
E4	CORE	Configure aircraft stores
E4	CORE	Deploy emergency signal devices
E4	CORE	Deploy mission stores
E4	CORE	Deploy sonobuoy

WEAPONS, ORDNANCE, AND STORES (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Employ Crew-Served Weapons (CSW) and small arms
E4	CORE	Evaluate weapons employment
E4	CORE	Perform Crew-Served Weapons (CSW) and small arms functional checks
E4	CORE	Program search stores
E4	CORE	Troubleshoot Crew-Served Weapons (CSW) in-flight

Job Title**Aircraft Carrier Tactical Support Center (CV-TSC) Operator****Job Code****002748****Job Family**

Life, Physical, and Social Science

NOC

TBD

Short Title (30 Characters)

CARRIER SUPPORT CTR OPERATOR

Short Title (14 Characters)

CV TAC SUP CTR

Pay Plan

Enlisted

Career Field

AWR

Other Relationships and Rules

NEC GXXX and 7XXX series and other NECs as assigned

Job Description

Aircraft Carrier Tactical Support Center (CV-TSC) Operators support the mission of the CV-TSC through direct integration of the MH-60R for the Composite Warfare Commander (CWC); utilize tactical and sensor functions of the CV-TSC module and support peripheral equipment; perform CV-TSC module setup and configuration based on mission task; support all facets of carrier-based Anti-Submarine Warfare (ASW), Surface Warfare (SUW), Electronic Warfare (EW), Intelligence Surveillance and Reconnaissance (ISR), Search and Rescue (SAR) operations conducted by organic (MH-60) and inorganic (P-3/P-8/NATO/UAS) tactical aircraft by operating the CV-TSC module; and perform duties as Tactical Sensor Operator (TSO), Multi Sensor Operator (MSO), Tactical Console Operator (TaCo) and watch supervisor.

DoD Relationship**Group Title**

Sonar Operator, General

DoD Code

121000

O*NET Relationship**Occupation Title**

Remote Sensing Scientists & Technologists

SOC Code

19-2099.01

Job Family

Life, Physical, and Social Science

Skills*Critical Thinking**Systems Analysis**Operation and Control**Coordination**Monitoring**Management of Material Resources**Judgment and Decision Making**Complex Problem Solving**Speaking**Quality Control Analysis***Abilities***Deductive Reasoning**Inductive Reasoning**Information Ordering**Fluency of Ideas**Visualization**Control Precision**Oral Expression**Memorization**Mathematical Reasoning**Written Comprehension***AIRCREW ADMINISTRATION****Paygrade****Task Type****Task Statements**

E5

CORE

Analyze training and readiness matrices

E7

NON-CORE

Brief fleet aviation qualification and training requirements to upper echelon

E4

CORE

Conduct Post Mission Analysis (PMA)

E6

CORE

Coordinate monthly training requirements

E5

CORE

Coordinate Operating Area (OPAREA) schedules with external agencies

E5

CORE

Coordinate operations with tactical watch officers

E6

NON-CORE

Coordinate tactical exercises and missions

E6

CORE

Coordinate warfare exercises

E4

CORE

Develop aircrew mission briefs

E4

CORE

Disseminate intelligence data

E4

NON-CORE

Document ordnance expenditures

E7

NON-CORE

Evaluate aircrew qualification and readiness programs

E7

NON-CORE

Implement aircrew manpower processes from accession to fleet integration

E4

CORE

Maintain aircrew publication libraries

E7

CORE

Manage aircrew administration

E5

CORE

Manage aircrew qualification and readiness programs

E4

CORE

Perform flight mission planning

AIRCREW ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform Operational Reporting (OPREP) procedures
E5	CORE	Prepare mission capability briefs
E4	CORE	Prepare mission summary logs
E6	CORE	Supervise aircrew administration
E6	CORE	Supervise aircrew duties
E5	NON-CORE	Supervise tactical watch teams
E4	CORE	Verify hot areas and air space restrictions

AIRCREW DUTIES

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Calculate sensor formulas
E4	CORE	Calculate visual search altitudes
E4	CORE	Collect intelligence
E4	CORE	Conduct mission briefs and debriefs
E5	NON-CORE	Perform Aircraft Carrier Tactical Support Center (CV-TSC) watchstanding duties
E4	CORE	Perform aircraft vector procedures
E4	CORE	Perform Bomb Hit Assessments (BHA)
E4	CORE	Perform Tactical Combat Casualty Care (TCCC)
E4	CORE	Plot water space management areas
E4	CORE	Troubleshoot communication systems
E4	CORE	Troubleshoot mission systems

AIRCREW TRAINING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Administer aircrew training programs
E7	NON-CORE	Analyze emerging technology to meet fleet aviation training requirements
E4	CORE	Conduct acoustic and non-acoustic training
E5	CORE	Conduct Naval Air Training and Operating Procedures Standardization (NATOPS) evaluations
E5	CORE	Conduct Naval Air Training and Operating Procedures Standardization (NATOPS) flight/ground training
E4	CORE	Conduct sensor operator proficiency training
E4	CORE	Conduct target recognition training
E5	NON-CORE	Conduct watch positional training
E6	CORE	Develop aircrew training plans
E5	CORE	Develop tactical training materials
E5	CORE	Facilitate aviation Search and Rescue (SAR) swimmer training
E5	CORE	Facilitate Basic Life Support (BLS) training
E5	CORE	Facilitate Tactical Combat Casualty Care (TCCC) training
E7	CORE	Manage aircrew training programs

AIRCREW TRAINING (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Monitor fleet training and readiness levels
E6	CORE	Supervise aircrew systems training

COMMUNICATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct underwater communications
E4	CORE	Control operations of communications equipment
E4	CORE	Identify pyrotechnic communications
E4	CORE	Perform brevity code communications
E4	CORE	Perform on-station mission turnovers/swaps
E4	CORE	Perform radio communications
E4	CORE	Report contacts
E4	CORE	Report Targets of Interest (TOI)

ENVIRONMENTAL

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze Bathythermograph (BT) data
E4	CORE	Analyze bottom contour charts
E4	CORE	Analyze environmental data
E4	CORE	Analyze Meteorological and Oceanographic (METOC) conditions
E4	CORE	Analyze sound transmission paths
E4	CORE	Classify sound transmission paths
E4	CORE	Determine tactical environmental considerations
E4	CORE	Obtain environmental data and products
E4	CORE	Perform on-station environmental updates

LOGISTICS AND OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Coordinate flight mission priorities
E4	CORE	Coordinate Non-Combat Operations (NCO)
E7	CORE	Manage aircrew assignments
E7	CORE	Manage logistics operations
E7	CORE	Plan coordinated operations

SEARCH AND RESCUE (SAR)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Complete individual aviation Search and Rescue (SAR) evaluations
E4	CORE	Complete individual aviation Search and Rescue (SAR) swimmer training
E4	CORE	Coordinate Search and Rescue (SAR) missions
E4	CORE	Plot survivor locations

SENSOR SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze active and passive contact data
E4	CORE	Analyze data link information (e.g., LINK-16, Minotaur, etc.)
E4	CORE	Analyze Electronic Warfare Support (ES) contacts
E4	CORE	Analyze Electro-Optical (EO) and Infrared (IR) contact data
E4	CORE	Analyze Inverse Synthetic-Aperture Radar (ISAR)/Automatic Radar Periscope Detection and Discrimination (ARPDD) contact information
E4	CORE	Analyze mission tactical plots
E4	CORE	Analyze pre-flight and post-flight mission data
E4	CORE	Analyze radar contact data
E4	CORE	Calculate sensor ranges
E4	CORE	Classify Electronic Warfare Support (ES) contacts
E4	CORE	Classify Electro-Optical (EO) and Infrared (IR) contacts
E4	CORE	Classify Inverse Synthetic-Aperture Radar (ISAR)/Automatic RADAR Periscope Detection and Discrimination (ARPD) contact information
E4	CORE	Classify non-acoustic contact data
E4	CORE	Classify passive and active acoustic contacts
E4	CORE	Collect contact information
E4	CORE	Conduct Automatic Information System (AIS) operations
E4	CORE	Conduct Electronic Warfare Support (ES) searches
E4	CORE	Conduct Electro-Optical (EO) and Infrared (IR) surveillance
E4	CORE	Conduct Identification Friend or Foe (IFF) operations
E4	CORE	Conduct passive acoustic searches
E4	CORE	Control operations of analysis equipment
E4	CORE	Control operations of mission data recorder system equipment
E4	CORE	Control operations of tactical system consoles
E4	CORE	Correlate Electronic Warfare Support (ES) contact information
E4	CORE	Determine optimum sensor effectiveness
E4	CORE	Enhance Recognized Maritime Picture (RMP) utilizing sensor systems
E4	CORE	Evaluate in-flight radar data
E4	CORE	Gather Aircraft Survivability Equipment (ASE) threat data
E4	CORE	Identify in-flight threat data
E4	CORE	Identify sonobuoy aural cues
E4	CORE	Initiate mission systems
E4	CORE	Load classified mission system data
E4	CORE	Maintain Specific Emitter Identification (SEI) and tracking
E4	CORE	Optimize sensor effectiveness
E4	CORE	Optimize sensor placement
E4	CORE	Perform aircraft systems testing
E4	CORE	Perform mission equipment operational checks
E4	CORE	Perform weather avoidance radar navigation

SENSOR SYSTEMS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Receive data link information (e.g., LINK-16, Minotaur, etc.)
E4	CORE	Set up tactical plots
E4	CORE	Track contacts and Targets of Interest (TOI)
E4	CORE	Transmit data link information (e.g., LINK-16, Minotaur, etc.)

SPECIAL WARFARE/VISUAL/PHOTOGRAPHIC OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Classify visual contacts
E4	CORE	Perform Maritime Interdiction Operations (MIO)
E4	CORE	Perform visual searches
E5	NON-CORE	Plan Maritime Interdiction Operations (MIO)

TACTICS/TARGET MOTION ANALYSIS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze tactical missions
E4	CORE	Conduct Over-The-Horizon Targeting (OTHT)
E4	CORE	Conduct tactical airborne radar operations
E4	CORE	Conduct Target Motion Analysis (TMA)
E4	CORE	Construct search patterns
E4	CORE	Determine acoustic sensor search depths
E4	CORE	Determine Area Of Probability (AOP)
E4	CORE	Determine attack criteria for weapons release
E4	CORE	Determine tactical intelligence considerations
E4	CORE	Determine Target of Interest (TOI) datum
E5	NON-CORE	Evaluate tactical plot operations
E4	CORE	Evaluate water space management
E4	CORE	Identify contact's Closest Point of Approach (CPA)
E4	CORE	Manage tactical data flow
E4	CORE	Plot Electronic Warfare Support (ES) contact intercepts
E4	CORE	Plot radar contact intercepts

WEAPONS, ORDNANCE, AND STORES

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Evaluate weapons employment

Job Title **Job Code**
Operations, Training, And Readiness Specialist (Tactical Helicopter) 002828

Job Family **NOC** **Short Title (30 Characters)** **Short Title (14 Characters)**
 Management TBD OPS, TRNG, & RDNS SPEC THEL OT&R SPEC THEL

Pay Plan **Career Field** **Other Relationships and Rules**
 Enlisted AWR NEC GXXX and 7XXX series and other NECs as assigned

Job Description

Operations, Training, and Readiness Specialists (Tactical Helicopter) are integral members of aviation commands: coordinate operational, administrative, and aircrew scheduling functions; administer and manage aircrew training programs and resources; analyze training resource requirements; review proposed training devices and programs; develop and revise curricula; manage standardization of aircrew training to enhance proficiency and readiness; manage student quotas, qualifications and certifications; coordinate aircrew physical fitness and health program initiatives; track all aspects of aircrew performance data to support the rigorous demands of operational commitments worldwide; administer and direct the Naval Air Training and Operating Procedures Standardization (NATOPS) programs; and support tactics, training and readiness, weapons safety, Search and Rescue (SAR), and various other aircrew training/missions.

DoD Relationship

Group Title **DoD Code**
 Air Crew, General 105000

O*NET Relationship

Occupation Title **SOC Code** **Job Family**
 Training and Development Managers 11-3131.00 Management

Skills

Coordination
 Management of Material Resources
 Monitoring
 Critical Thinking
 Quality Control Analysis
 Instructing
 Management of Personnel Resources
 Systems Analysis
 Writing
 Speaking

Abilities

Deductive Reasoning
 Information Ordering
 Fluency of Ideas
 Written Expression
 Inductive Reasoning
 Oral Expression
 Visualization
 Written Comprehension
 Memorization
 Originality

AIRCREW ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Administer command Search and Rescue (SAR) programs
E5	NON-CORE	Administer Naval Air Training and Operating Procedures Standardization (NATOPS) programs
E7	CORE	Analyze monthly reports
E5	CORE	Analyze training and readiness matrices
E7	NON-CORE	Brief fleet acquisition programs
E7	NON-CORE	Brief fleet aviation qualification and training requirements to upper echelon
E5	NON-CORE	Certify Air Combat Training Continuum (ACTC) qualifications in training jackets
E5	CORE	Certify command Search and Rescue (SAR) qualifications in Naval Air Training and Operating Procedures Standardization (NATOPS) training jackets
E5	CORE	Certify Naval Air Training and Operating Procedures Standardization (NATOPS) qualifications in training jackets
E5	NON-CORE	Conduct Flight Order Audit Boards (FOAB)
E6	CORE	Coordinate aircrew requirements for aerial gunnery
E6	CORE	Coordinate monthly training requirements
E5	CORE	Coordinate Operating Area (OPAREA) schedules with external agencies
E5	CORE	Coordinate operations with tactical watch officers
E6	NON-CORE	Coordinate tactical exercises and missions

AIRCREW ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	NON-CORE	Coordinate training systems acquisition contracts
E6	CORE	Coordinate warfare exercises
E6	NON-CORE	Coordinate weapons system designs with contract engineers
E7	NON-CORE	Define aircrew readiness requirements for individuals and crews
E5	CORE	Determine aircrew requirements for flight events and training devices
E4	CORE	Develop aircrew mission briefs
E5	CORE	Develop Naval Air Training and Operating Procedures Standardization (NATOPS) lesson materials
E4	CORE	Disseminate intelligence data
E4	NON-CORE	Document ordnance expenditures
E7	NON-CORE	Evaluate aircrew qualification and readiness programs
E5	CORE	Facilitate aviation Search and Rescue (SAR) evaluations
E7	NON-CORE	Implement aircrew manpower processes from accession to fleet integration
E4	CORE	Maintain Air Combat Training Continuum (ACTC) training jackets
E4	CORE	Maintain aircrew publication libraries
E4	CORE	Maintain Naval Air Training and Operating Procedures Standardization (NATOPS) qualifications in training jackets
E5	NON-CORE	Manage Air Combat Training Continuum (ACTC) programs
E5	NON-CORE	Manage Airborne Use of Force (AUF) programs
E7	CORE	Manage aircrew administration
E5	CORE	Manage aircrew qualification and readiness programs
E6	CORE	Manage aircrew requirements for flight events and training devices
E5	NON-CORE	Manage Crew Resource Management (CRM) programs
E7	CORE	Manage Fleet Replacement Squadron (FRS) student productions
E7	NON-CORE	Manage Non-Combat Expenditure Allocations (NCEA)
E5	NON-CORE	Manage Temporary Flight Orders (TFO) program
E7	CORE	Match aircrew to mission detachment and crew requirements
E4	CORE	Perform flight mission planning
E4	CORE	Perform Operational Reporting (OPREP) procedures
E5	CORE	Prepare flight hour reports
E5	CORE	Prepare mission capability briefs
E4	CORE	Prepare mission summary logs
E6	CORE	Supervise aircrew administration
E6	CORE	Supervise aircrew duties
E5	NON-CORE	Supervise tactical watch teams
E5	NON-CORE	Track ordnance allocations and inventories
E5	NON-CORE	Update aircrew course curriculum
E4	CORE	Update flight time logbooks
E5	CORE	Update individual flight time summaries

AIRCREW ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Verify aircraft discrepancy records
E7	CORE	Verify Flight Order Audit Boards (FOAB)
E4	CORE	Verify hot areas and air space restrictions
E5	CORE	Verify Naval Air Training and Operating Procedures Standardization (NATOPS) records

AIRCREW DUTIES

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Manage aircrew duties
E5	NON-CORE	Perform Aircraft Carrier Tactical Support Center (CV-TSC) watchstanding duties
E4	CORE	Perform Tactical Combat Casualty Care (TCCC)
E4	CORE	Prepare aircraft for static displays

AIRCREW TRAINING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Administer aircrew training programs
E7	NON-CORE	Analyze emerging technology to meet fleet aviation training requirements
E4	CORE	Conduct acoustic and non-acoustic training
E5	CORE	Conduct Air Combat Training Continuum (ACTC) evaluations
E4	CORE	Conduct Air Combat Training Continuum (ACTC) flight/ground training
E5	NON-CORE	Conduct Airborne Use of Force (AUF) training
E5	NON-CORE	Conduct Airborne Use of Force (AUF) training evaluations
E4	CORE	Conduct Aircraft Survivability Equipment (ASE) training
E5	CORE	Conduct Crew-Served Weapons (CSW) aerial gunnery training
E4	CORE	Conduct in-flight training
E5	CORE	Conduct Naval Air Training and Operating Procedures Standardization (NATOPS) evaluations
E5	CORE	Conduct Naval Air Training and Operating Procedures Standardization (NATOPS) flight/ground training
E4	CORE	Conduct sensor operator proficiency training
E5	CORE	Conduct small arms classroom training
E5	CORE	Conduct small arms live fire training
E4	CORE	Conduct target recognition training
E5	NON-CORE	Conduct watch positional training
E7	CORE	Determine present and future fleet aviation training requirements
E6	CORE	Develop aircrew training plans
E5	CORE	Develop Naval Air Training and Operating Procedures Standardization (NATOPS) exams
E5	CORE	Develop tactical exams
E5	CORE	Develop tactical training materials
E7	CORE	Evaluate aircrew training programs
E5	CORE	Facilitate aviation Search and Rescue (SAR) swimmer training

AIRCREW TRAINING (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statement</u>
E5	CORE	Facilitate Basic Life Support (BLS) training
E5	NON-CORE	Facilitate Crew Resource Management (CRM) programs
E5	CORE	Facilitate Tactical Combat Casualty Care (TCCC) training
E5	NON-CORE	Instruct Crew Resource Management (CRM) programs
E7	CORE	Manage aircrew systems training
E5	CORE	Manage aircrew training materials
E7	CORE	Manage aircrew training programs
E7	CORE	Monitor fleet training and readiness levels
E5	NON-CORE	Operate Weapons Tactical Trainers (WTT) and Combat Systems Trainers (CST)
E6	CORE	Supervise aircrew systems training

ENVIRONMENTAL

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Determine tactical environmental considerations
E4	CORE	Obtain environmental data and products

LOGISTICS AND OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Coordinate aircraft availability for long and short range planning
E6	CORE	Coordinate aircraft configurations with maintenance control
E6	NON-CORE	Coordinate airlift support
E5	CORE	Coordinate flight mission priorities
E4	CORE	Coordinate Non-Combat Operations (NCO)
E7	CORE	Manage aircrew assignments
E7	CORE	Manage Humanitarian Assistance and Disaster Relief (HADR) missions
E7	CORE	Manage logistics operations
E7	CORE	Plan coordinated operations
E5	NON-CORE	Plan Humanitarian Assistance and Disaster Relief (HADR) operations
E7	NON-CORE	Prepare country clearance messages
E4	CORE	Prepare flight schedules
E7	NON-CORE	Provide Operational Target (OPSTAR) budget input
E6	NON-CORE	Supervise Humanitarian Assistance and Disaster Relief (HADR) operations
E6	CORE	Supervise logistics operations

SEARCH AND RESCUE (SAR)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Coordinate Search and Rescue (SAR) missions

SENSOR SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Maintain Specific Emitter Identification (SEI) and tracking

SPECIAL WARFARE/VISUAL/PHOTOGRAPHIC OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	NON-CORE	Perform Maritime Intelligence Surveillance and Reconnaissance (MISR) duties
E5	NON-CORE	Plan Maritime Interdiction Operations (MIO)
E7	NON-CORE	Plan Special Operations Forces (SOF) operations
E5	NON-CORE	Plan Unmanned Aerial Systems (UAS) operations

TACTICS/TARGET MOTION ANALYSIS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze tactical missions
E5	CORE	Develop tactical proficiency programs
E5	NON-CORE	Develop tactical simulator scenarios
E5	NON-CORE	Evaluate tactical plot operations
E4	CORE	Evaluate water space management

Job Title**Unmanned Aerial Systems (UAS) Operator****Job Code****002829****Job Family**

Transportation and Material Moving

NOC

TBD

Short Title (30 Characters)

UNMANNED AERIAL SYS OP

Short Title (14 Characters)

UAS OPERATOR

Pay Plan

Enlisted

Career Field

AWR

Other Relationships and Rules

NEC GXXX and 7XXX series and other NECs as assigned

Job Description

Unmanned Aerial Systems (UAS) Operators serve as external pilots and directly control the flight of the UASs during launch and recovery operations by visual reference to the UAS: UAS internal pilots operate and navigate UASs during the en route, mission, and return phases of flight; perform organizational level maintenance on UAS systems and Support Equipment (SE); operate and maintain Electro-Optical and Infrared (EO/IR) targeting systems; demonstrate knowledge in meteorology, aerodynamics, power plants, radios, and air traffic control; and perform basic and advanced flight operations.

DoD Relationship**Group Title**

Sonar Operator, General

DoD Code

121000

O*NET Relationship**Occupation Title**

Airline Pilots, Copilots, and Flight Engineers

SOC Code

53-2011.00

Job Family

Transportation and Material Moving

Skills

Critical Thinking

Coordination

Operation and Control

Systems Analysis

Management of Material Resources

Monitoring

Quality Control Analysis

Speaking

Complex Problem Solving

Instructing

Abilities

Deductive Reasoning

Inductive Reasoning

Information Ordering

Fluency of Ideas

Memorization

Written Expression

Oral Expression

Visualization

Control Precision

Written Comprehension

AIRCREW ADMINISTRATION**Paygrade**

E5

Task Type

NON-CORE

Task Statements

Administer Naval Air Training and Operating Procedures Standardization (NATOPS) programs

E7

CORE

Analyze monthly reports

E5

CORE

Analyze training and readiness matrices

E7

NON-CORE

Brief fleet acquisition programs

E7

NON-CORE

Brief fleet aviation qualification and training requirements to upper echelon

E5

CORE

Certify command Search and Rescue (SAR) qualifications in Naval Air Training and Operating Procedures Standardization (NATOPS) training jackets

E5

CORE

Certify Naval Air Training and Operating Procedures Standardization (NATOPS) qualifications in training jackets

E5

NON-CORE

Conduct Flight Order Audit Boards (FOAB)

E4

CORE

Conduct Post Mission Analysis (PMA)

E6

CORE

Coordinate monthly training requirements

E5

CORE

Coordinate Operating Area (OPAREA) schedules with external agencies

E6

NON-CORE

Coordinate tactical exercises and missions

E7

NON-CORE

Coordinate training systems acquisition contracts

E6

CORE

Coordinate warfare exercises

E7

NON-CORE

Define aircrew readiness requirements for individuals and crews

E5

CORE

Determine aircrew requirements for flight events and training devices

AIRCREW ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Develop aircrew mission briefs
E5	CORE	Develop Naval Air Training and Operating Procedures Standardization (NATOPS) lesson materials
E4	CORE	Disseminate intelligence data
E7	NON-CORE	Evaluate aircrew qualification and readiness programs
E7	NON-CORE	Implement aircrew manpower processes from accession to fleet integration
E4	CORE	Maintain aircrew publication libraries
E4	CORE	Maintain Naval Air Training and Operating Procedures Standardization (NATOPS) qualifications in training jackets
E7	CORE	Manage aircrew administration
E5	CORE	Manage aircrew qualification and readiness programs
E6	CORE	Manage aircrew requirements for flight events and training devices
E5	NON-CORE	Manage Crew Resource Management (CRM) programs
E7	CORE	Match aircrew to mission detachment and crew requirements
E4	CORE	Perform flight mission planning
E4	CORE	Perform Operational Reporting (OPREP) procedures
E5	CORE	Prepare flight hour reports
E5	CORE	Prepare mission capability briefs
E4	CORE	Prepare mission summary logs
E6	CORE	Supervise aircrew administration
E6	CORE	Supervise aircrew duties
E5	NON-CORE	Update aircrew course curriculum
E4	CORE	Update flight time logbooks
E5	CORE	Update individual flight time summaries
E4	CORE	Verify aircraft discrepancy records
E7	CORE	Verify Flight Order Audit Boards (FOAB)
E4	CORE	Verify hot areas and air space restrictions
E5	CORE	Verify Naval Air Training and Operating Procedures Standardization (NATOPS) records

AIRCREW DUTIES

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Calculate sensor formulas
E4	CORE	Calculate visual search altitudes
E4	CORE	Collect intelligence
E4	CORE	Conduct mission briefs and debriefs
E4	CORE	Configure Night Vision Devices (NVD) for environmental conditions
E5	NON-CORE	Maintain Unmanned Aerial Systems (UAS)
E7	CORE	Manage aircrew duties
E4	CORE	Perform aircraft emergency procedures

AIRCREW DUTIES (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform aircraft fueling
E4	CORE	Perform aircraft ground handling operations
E4	CORE	Perform aircraft pre-flight and post-flight inspections
E4	CORE	Perform aircraft servicing procedures
E4	CORE	Perform aircraft vector procedures
E4	CORE	Perform Bomb Hit Assessments (BHA)
E4	CORE	Perform Crew Resource Management (CRM)
E4	CORE	Perform in-flight lookout procedures
E4	CORE	Perform Night Vision Device (NVD) pre-flight checks
E4	CORE	Perform Tactical Combat Casualty Care (TCCC)
E4	CORE	Plot water space management areas
E4	CORE	Prepare aircraft for static displays
E4	CORE	Troubleshoot communication systems
E4	CORE	Troubleshoot mission systems

AIRCREW TRAINING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Administer aircrew training programs
E7	NON-CORE	Analyze emerging technology to meet fleet aviation training requirements
E5	CORE	Conduct Crew-Served Weapons (CSW) aerial gunnery training
E4	CORE	Conduct in-flight training
E5	CORE	Conduct Naval Air Training and Operating Procedures Standardization (NATOPS) evaluations
E5	CORE	Conduct Naval Air Training and Operating Procedures Standardization (NATOPS) flight/ground training
E4	CORE	Conduct sensor operator proficiency training
E5	CORE	Conduct small arms classroom training
E5	CORE	Conduct small arms live fire training
E4	CORE	Conduct target recognition training
E5	NON-CORE	Conduct watch positional training
E7	CORE	Determine present and future fleet aviation training requirements
E6	CORE	Develop aircrew training plans
E5	CORE	Develop Naval Air Training and Operating Procedures Standardization (NATOPS) exams
E5	CORE	Develop tactical training materials
E5	CORE	Facilitate Basic Life Support (BLS) training
E5	NON-CORE	Facilitate Crew Resource Management (CRM) programs
E5	CORE	Facilitate Tactical Combat Casualty Care (TCCC) training
E7	CORE	Manage aircrew systems training
E5	CORE	Manage aircrew training materials

AIRCREW TRAINING (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Manage aircrew training programs
E6	CORE	Supervise aircrew systems training

COMMUNICATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Control operations of communications equipment
E4	CORE	Identify pyrotechnic communications
E4	CORE	Perform brevity code communications
E4	CORE	Perform on-station mission turnovers/swaps
E4	CORE	Perform radio communications
E4	CORE	Report contacts
E4	CORE	Report Targets of Interest (TOI)

ENVIRONMENTAL

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze environmental data
E4	CORE	Analyze Meteorological and Oceanographic (METOC) conditions
E4	CORE	Determine tactical environmental considerations
E4	CORE	Obtain environmental data and products
E4	CORE	Perform on-station environmental updates

LOGISTICS AND OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct Humanitarian Assistance and Disaster Relief (HADR) operations
E7	CORE	Coordinate aircraft availability for long and short range planning
E6	CORE	Coordinate aircraft configurations with maintenance control
E6	NON-CORE	Coordinate airlift support
E5	CORE	Coordinate flight mission priorities
E4	CORE	Coordinate Non-Combat Operations (NCO)
E7	CORE	Manage aircrew assignments
E7	CORE	Manage Humanitarian Assistance and Disaster Relief (HADR) missions
E7	CORE	Manage logistics operations
E7	CORE	Plan coordinated operations
E5	NON-CORE	Plan Humanitarian Assistance and Disaster Relief (HADR) operations
E7	NON-CORE	Prepare country clearance messages
E4	CORE	Prepare flight schedules
E7	NON-CORE	Provide Operational Target (OPTAR) budget input
E6	NON-CORE	Supervise Humanitarian Assistance and Disaster Relief (HADR) operations
E6	CORE	Supervise logistics operations

SENSOR SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze data link information (e.g., LINK-16, Minotaur, etc.)
E4	CORE	Analyze Electronic Warfare Support (ES) contacts
E4	CORE	Analyze Electro-Optical (EO) and Infrared (IR) contact data
E4	CORE	Analyze mission tactical plots
E4	CORE	Analyze pre-flight and post-flight mission data
E4	CORE	Analyze radar contact data
E4	CORE	Calculate sensor ranges
E4	CORE	Classify Electronic Warfare Support (ES) contacts
E4	CORE	Classify Electro-Optical (EO) and Infrared (IR) contacts
E4	CORE	Collect contact information
E4	CORE	Conduct Electronic Warfare Support (ES) searches
E4	CORE	Conduct Electro-Optical (EO) and Infrared (IR) surveillance
E4	CORE	Control operations of analysis equipment
E4	CORE	Control operations of mission data recorder system equipment
E4	CORE	Control operations of tactical system consoles
E4	CORE	Correlate Electronic Warfare Support (ES) contact information
E4	CORE	Determine optimum sensor effectiveness
E4	CORE	Evaluate in-flight radar data
E4	CORE	Identify in-flight threat data
E4	CORE	Initiate mission systems
E4	CORE	Load classified mission system data
E4	CORE	Maintain Specific Emitter Identification (SEI) and tracking
E4	CORE	Optimize sensor effectiveness
E4	CORE	Optimize sensor placement
E4	CORE	Perform aircraft systems testing
E4	CORE	Perform mission equipment operational checks
E4	CORE	Receive data link information (e.g., LINK-16, Minotaur, etc.)
E4	CORE	Set up tactical plots
E4	CORE	Track contacts and Targets of Interest (TOI)
E4	CORE	Transmit data link information (e.g., LINK-16, Minotaur, etc.)

SPECIAL WARFARE/VISUAL/PHOTOGRAPHIC OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Classify visual contacts
E4	NON-CORE	Conduct Airborne Use of Force (AUF) special operations
E4	CORE	Conduct Naval Special Warfare (NSW) and Special Operations Force (SOF) missions
E5	NON-CORE	Monitor Unmanned Aerial Systems (UAS) fuel systems
E4	CORE	Operate vision enhancement devices in-flight (e.g., Infrared Zoom Laser Illuminator Designator (IZLID), Laser Range Designator (LRD), Laser Target Marker (LTM), etc.)
E4	CORE	Perform aerial photography/rigging

SPECIAL WARFARE/VISUAL/PHOTOGRAPHIC OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	NON-CORE	Perform Maritime Intelligence Surveillance and Reconnaissance (MISR) duties
E4	CORE	Perform Maritime Interdiction Operations (MIO)
E5	NON-CORE	Perform Unmanned Aerial Systems (UAS) payload operations
E4	CORE	Perform visual searches
E5	NON-CORE	Pilot Unmanned Aerial Systems (UAS)
E5	NON-CORE	Plan Maritime Interdiction Operations (MIO)
E7	NON-CORE	Plan Special Operations Forces (SOF) operations

SPECIAL WARFARE/VISUAL/PHOTOGRAPHIC OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Plan Unmanned Aerial Systems (UAS) operations

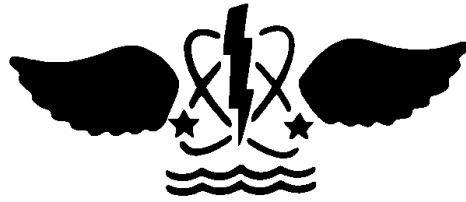
TACTICS/TARGET MOTION ANALYSIS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze tactical missions
E4	CORE	Conduct Over-The-Horizon Targeting (OTHT)
E4	CORE	Conduct tactical airborne radar operations
E4	CORE	Conduct Target Motion Analysis (TMA)
E4	CORE	Construct search patterns
E4	CORE	Determine Area Of Probability (AOP)
E4	CORE	Determine attack criteria for weapons release
E4	CORE	Determine tactical intelligence considerations
E4	CORE	Determine Target of Interest (TOI) datum
E5	CORE	Develop tactical proficiency programs
E5	NON-CORE	Develop tactical simulator scenarios
E5	NON-CORE	Evaluate tactical plot operations
E4	CORE	Identify contact's Closest Point of Approach (CPA)
E4	CORE	Manage tactical data flow
E4	CORE	Plot Electronic Warfare Support (ES) contact intercepts
E4	CORE	Plot radar contact intercepts

WEAPONS, ORDNANCE, AND STORES

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Arm laser systems
E4	CORE	Configure aircraft stores
E4	CORE	Deploy emergency signal devices
E4	CORE	Deploy mission stores
E4	CORE	Employ Crew-Served Weapons (CSW) and small arms
E4	CORE	Evaluate weapons employment
E4	CORE	Perform Crew-Served Weapons (CSW) and small arms functional checks

CHAPTER 12



NAVAL AIRCREWMAN (HELICOPTER) (AWS)

NAVPERS 18068F-12J
Change 100

Updated: October 2024

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

NAVAL AIRCREWMEN (HELICOPTER) (AWS)



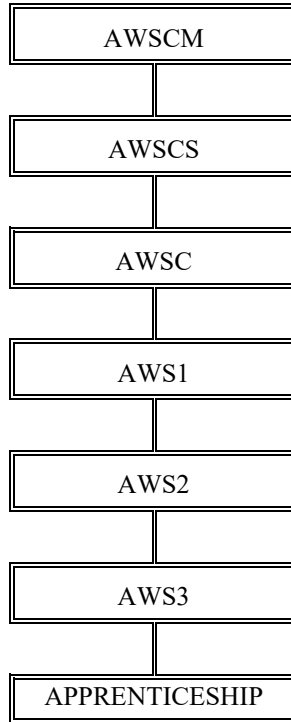
SCOPE OF RATING

Naval Aircrewmens (Helicopter) (AWS) are members of multi-mission helicopter and Unmanned Aerial Vehicle (UAV) crews operating in maritime and overland environments: perform Search and Rescue (SAR) missions, Airborne Mine Countermeasure (AMCM) Tactical Evacuations (TACEVAC), Humanitarian Assistance and Disaster Relief (HADR) missions, Special Operations Forces (SOF) insertion and extraction missions, Personnel Recovery (PR) operations, Direct Action (DA) operations, Anti-Surface Warfare (ASUW) operations, Intelligence Surveillance Reconnaissance (ISR) operations, Logistics Support (LOG) operations, and aerial firefighting operations; conduct aerial gunnery; and conduct observer duties for safety of flight.

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 12.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer 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**Helicopter Utility Aircrewman****Job Code****001605****Job Family**

Military Specific

NOC

TBD

Short Title (30 Characters)

HELICOPTER UTILITY AIRCREWMAN

Short Title (14 Characters)

NAC HELI ARCMN

Pay Plan

Enlisted

Career Field

AWS

Other Relationships and Rules

NEC GXXX and 7XXX series and other NECs as assigned

Job Description

Helicopter Utility Aircrewmembers serve as members of multi-mission helicopters operating in maritime and overland environments: provide logistics support; perform aircrew operations administration; conduct internal/external cargo movement; perform passenger/patient transports; perform aerial gunnery; perform small arms handling; operate Night Vision Devices (NVD); conduct flight/ground training; operate lifesaving/rescue equipment; perform observer duties for safety of flight; conduct Personnel Recovery (PR) in all geographic and environmental conditions; employ specialized equipment to locate, access, and recover personnel and/or equipment from austere environments to include avalanche, alpine, confined space/structural, high angle, swift water and open ocean settings; plan, coordinate, and conduct emergency medical care; and employ specialized equipment to assess, diagnose, treat, stabilize, and transport patients with minor to immediate life-threatening illnesses and/or injuries.

DoD Relationship**Group Title**

Air Crew, General

DoD Code

105000

O*NET Relationship**Occupation Title**

Aircrew Members

SOC Code

55-3011.00

Job Family

Military Specific

Skills*Operation and Control**Critical Thinking**Complex Problem Solving**Management of Personnel Resources**Instructing**Systems Analysis**Management of Material Resources**Quality Control Analysis**Coordination**Speaking***Abilities***Oral Expression**Deductive Reasoning**Problem Sensitivity**Memorization**Written Comprehension**Response Orientation**Information Ordering**Near Vision**Oral Comprehension**Written Expression***AIRCREW ADMINISTRATION****Paygrade**

E5

Task Type

NON-CORE

Task Statements

Administer Naval Air Training and Operating Procedures Standardization (NATOPS) programs

E5

NON-CORE

Analyze emerging technology to meet fleet aviation training requirements

E5

NON-CORE

Conduct Air Combat Training Continuum (ACTC) evaluations

AIRCREW DUTIES**Paygrade**

E4

Task Type

CORE

Task Statements

Analyze internal/external load characteristics

E4

CORE

Analyze Meteorological and Oceanographic (METOC) conditions

E4

CORE

Analyze missions

E5

CORE

Analyze Situation Reports (SITREP)

E4

CORE

Assist aerial navigation operations

E4

CORE

Assist in aircraft defensive maneuver procedures

E4

CORE

Assist mission planning

E4

NON-CORE

Check aerial firefighting equipment

E4

CORE

Check Aircraft Survivability Equipment (ASE)

E4

CORE

Check aircraft systems

E4

CORE

Check Aviation Life Support Systems (ALSS) equipment

E4

CORE

Check cargo hook and hydraulic mechanical reel systems

AWS-5

AIRCREW DUTIES (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Check Functional Check Flight (FCF) equipment
E4	CORE	Check Helicopter In-Flight Refueling (HIFR) equipment
E4	CORE	Check Night Vision Device (NVD) equipment
E4	CORE	Classify enemy aircraft, ships, and vehicles
E4	CORE	Conduct aircrew mission briefs and debriefs
E4	CORE	Conduct Anti-Surface Warfare (ASUW) operations
E4	CORE	Conduct Humanitarian Assistance and Disaster Relief (HADR) and Defense Support of Civilian Authorities (DSCA) operations
E4	CORE	Configure mission equipment
E4	CORE	Deploy marker locators
E4	CORE	Detect targets
E4	CORE	Document aircraft system discrepancies
E4	CORE	Employ cargo hook and hydraulic mechanical reel systems
E4	CORE	Employ crew hover systems
E4	CORE	Identify targets
E4	NON-CORE	Input information into aircraft computer systems to control in-flight systems and mission peripherals
E4	CORE	Load mission data
E4	CORE	Load mission software
E4	NON-CORE	Monitor aircraft computer systems to control in-flight systems and mission peripherals
E4	CORE	Monitor aircraft performance
E4	CORE	Monitor contacts
E4	NON-CORE	Perform aerial firefighting operations
E4	CORE	Perform aircraft emergency procedures
E4	CORE	Perform aircraft fueling
E4	CORE	Perform Crew Resource Management (CRM)
E4	CORE	Perform Emergency Destruction Plan (EDP) procedures
E4	CORE	Perform Functional Check Flight (FCF) operations
E4	CORE	Perform Helicopter In-Flight Refueling (HIFR) operations
E4	CORE	Perform internal and external communications
E4	CORE	Perform land and sea survival techniques
E4	CORE	Perform Night Vision Device (NVD) operations
E4	CORE	Perform pre-flight and post-flight aircraft inspections
E4	CORE	Perform Surface Surveillance Coordination (SSC) operations
E4	CORE	Perform visual searches
E4	CORE	Prepare mission data
E4	NON-CORE	Process post-flight mission data
E4	CORE	Record mission data
E4	CORE	Report in-flight status
E4	CORE	Review aircraft records

AIRCREW DUTIES (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Troubleshoot cargo hook and hydraulic mechanical reel systems
E4	CORE	Troubleshoot communications systems

AIRCREW TRAINING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Administer aircrew training programs
E5	CORE	Conduct aircraft computer system training
E4	CORE	Conduct endurance training
E4	CORE	Conduct flight/ground training
E5	CORE	Conduct in-flight/ground Search and Rescue (SAR) training
E5	NON-CORE	Conduct mine neutralization training
E5	NON-CORE	Conduct minehunting training
E5	NON-CORE	Conduct minesweeping training
E4	CORE	Conduct Naval Air Training and Operating Procedures Standardization (NATOPS) flight/ground training
E4	CORE	Conduct Naval Aircrew Warfare Specialist (NAWS) training
E4	CORE	Conduct nutrition training
E4	CORE	Conduct strength training
E5	NON-CORE	Conduct training in simulator
E5	NON-CORE	Develop aircrew training plans
E5	NON-CORE	Develop tactical training materials
E5	NON-CORE	Develop training device scenarios
E5	NON-CORE	Facilitate Basic Life Support (BLS) training
E5	NON-CORE	Facilitate Night Vision Device (NVD) training
E5	NON-CORE	Facilitate Tactical Combat Casualty Care (TCCC) training
E5	NON-CORE	Implement high-risk training plan
E5	NON-CORE	Manage high-risk drill/exercises (e.g. pool, open ocean, etc.)
E6	NON-CORE	Manage tactical proficiency plans
E5	NON-CORE	Plan high-risk training

MINE WARFARE (MIW)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Analyze mine-like contacts
E4	NON-CORE	Analyze ocean environmental data
E4	NON-CORE	Analyze Post Mission Analysis (PMA) operations
E4	NON-CORE	Calculate risk of ship and aircraft operations in minefields
E4	NON-CORE	Check Airborne Mine Countermeasures (AMCM) equipment
E4	NON-CORE	Classify mine-like contacts
E4	NON-CORE	Conduct mine neutralization operations
E4	NON-CORE	Conduct minehunting operations
E4	NON-CORE	Conduct minesweeping operations

MINE WARFARE (MIW) (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Conduct Post Mission Analysis (PMA)
E5	NON-CORE	Manage Mine Countermeasures (MCM) database
E4	NON-CORE	Perform Airborne Mine Countermeasures (AMCM) operations
E4	NON-CORE	Perform Built-In Test (BIT) on Airborne Mine Countermeasures (AMCM) equipment
E6	NON-CORE	Supervise Post Mission Analysis (PMA) operations

OPERATIONS, PLANNING, AND LOGISTICS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	NON-CORE	Communicate commander's immediate launch authority (i.e., Humanitarian Assistance and Disaster Relief (HADR), Defense Support of Civil Authorities (DSCA), etc.)
E4	CORE	Complete cargo and personnel manifests
E4	CORE	Conduct Non-Combatant Evacuation Operations (NEO)
E4	CORE	Perform logistical operations
E4	CORE	Perform passenger transfer operations
E6	NON-CORE	Verify restricted/non-restricted areas

PERSONNEL RECOVERY (PR)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct Personnel Recovery (PR) operations
E4	CORE	Conduct Personnel Recovery (PR) training
E4	CORE	Conduct Tactical Evacuations (TACEVAC)
E4	CORE	Perform Basic Life Support (BLS)
E4	CORE	Perform Tactical Combat Casualty Care (TCCC)
E5	CORE	Plan Personnel Recovery (PR) operations

SPECIAL OPERATIONS SUPPORT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Assist Intelligence Surveillance Reconnaissance (ISR) operations
E4	CORE	Conduct cast and recovery operations
E5	NON-CORE	Conduct Close Air Support (CAS) operations
E4	CORE	Conduct Combat Rubber Raiding Craft (CRRC) operations
E4	CORE	Conduct fast rope operations
E4	CORE	Conduct interdiction operations
E4	CORE	Conduct rappel operations
E4	CORE	Conduct Special Operations Forces (SOF) support
E4	CORE	Conduct Special Patrol Insertion/Extraction (SPIE) operations
E4	CORE	Plan interdiction operations

WEAPONS AND STORES

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Check aircraft ordnance equipment
E4	CORE	Check Crew-Served Weapons (CSW)
E4	CORE	Check weapon systems

WEAPONS AND STORES (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Conduct Crew-Served Weapons (CSW) live fire training (i.e., airborne and on-ground separate from aircraft)
E4	CORE	Employ Crew-Served Weapons (CSW) (i.e., airborne and on-ground separate from aircraft)
E4	CORE	Employ Individual Service Weapons (ISW)
E5	NON-CORE	Facilitate Crew-Served Weapons (CSW) ground training
E4	CORE	Perform arm/de-arm of Countermeasure Dispense Systems (CMDS)
E4	CORE	Perform Individual Service Weapons (ISW) live fire training
E4	CORE	Troubleshoot Crew-Served Weapons (CSW)

Job Title**Operations, Training, And Readiness Specialist (Helicopter)****Job Code****002831****Job Family**

Management

NOC

TBD

Short Title (30 Characters)

OPS, TRNG, & RDNS SPEC HELI

Short Title (14 Characters)

OT&R SPEC HELI

Pay Plan

Enlisted

Career Field

AWS

Other Relationships and Rules

NEC GXXX and 7XXX series and other NECs as assigned

Job Description

Operations, Training, and Readiness Specialists (Helicopter) are integral members of aviation commands: coordinate operational, administrative, and aircrew scheduling functions; administer and manage aircrew training programs and resources; analyze training resource requirements; review proposed training devices and programs; develop and revise curriculum; manage standardization of aircrew training to enhance proficiency and readiness; manage student quotas, qualifications and certifications; coordinate aircrew physical fitness and health program initiatives; track all aspects of aircrew performance data to support the rigorous demands of operational commitments worldwide; administer and direct the Naval Air Training and Operating Procedures Standardization (NATOPS) programs; and support tactics, training and readiness, weapons safety, Search and Rescue (SAR), and various other aircrew training/missions.

DoD Relationship**Group Title**

Air Crew, General

DoD Code

105000

O*NET Relationship**Occupation Title**

Training and Development Managers

SOC Code

11-3131.00

Job Family

Management

Skills

Management of Material Resources

Management of Personnel Resources

Critical Thinking

Complex Problem Solving

Reading Comprehension

Instructing

Learning Strategies

Operation and Control

Quality Control Analysis

Writing

Abilities

Oral Expression

Deductive Reasoning

Written Comprehension

Problem Sensitivity

Oral Comprehension

Inductive Reasoning

Written Expression

Information Ordering

Selective Attention

Arm-Hand Steadiness

AIRCREW ADMINISTRATION**Paygrade**

E5

Task Type

NON-CORE

Task Statements

Administer Naval Air Training and Operating Procedures Standardization (NATOPS) programs

E6

NON-CORE

Analyze training and readiness matrices

E7

CORE

Brief fleet aviation training requirements to upper echelon

E5

NON-CORE

Conduct Air Combat Training Continuum (ACTC) evaluations

E5

NON-CORE

Conduct Flight Order Audit Boards (FOAB)

E5

NON-CORE

Conduct Naval Air Training and Operating Procedures Standardization (NATOPS) evaluations

E5

NON-CORE

Conduct Search and Rescue (SAR) evaluations

E5

NON-CORE

Conduct standardization boards

E4

CORE

Coordinate daily flight schedule inputs

E7

CORE

Define aircrew readiness requirements for individuals and crews

E5

NON-CORE

Evaluate aircrew qualification and readiness programs

E7

NON-CORE

Evaluate aircrew training programs

E4

CORE

Maintain aircrew publication libraries

E4

CORE

Maintain flight publications

E4

CORE

Maintain flight records

AIRCREW ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Maintain Naval Air Training and Operating Procedures Standardization (NATOPS) publications
E5	NON-CORE	Maintain training and readiness databases
E5	NON-CORE	Manage Crew Resource Management (CRM) programs
E7	CORE	Manage personnel in accordance with the training and readiness matrices
E5	NON-CORE	Manage Search and Rescue (SAR) programs
E5	NON-CORE	Manage Temporary Flight Orders (TFO) program
E7	CORE	Monitor fleet training and readiness levels
E6	NON-CORE	Prepare flight hour reports
E4	CORE	Prepare flight schedules
E4	NON-CORE	Prepare mission summary logs
E7	CORE	Supervise standardization boards
E7	CORE	Verify training and readiness matrices

AIRCREW DUTIES

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Analyze Situation Reports (SITREP)
E4	CORE	Load mission data
E4	CORE	Prepare mission data

AIRCREW TRAINING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Administer aircrew training programs
E5	NON-CORE	Conduct mine neutralization training
E5	NON-CORE	Conduct minehunting training
E5	NON-CORE	Conduct minesweeping training
E5	NON-CORE	Conduct training in simulator
E5	NON-CORE	Develop aircrew training plans
E5	NON-CORE	Develop tactical training materials
E5	NON-CORE	Develop training device scenarios
E5	NON-CORE	Facilitate Basic Life Support (BLS) training
E5	NON-CORE	Facilitate Tactical Combat Casualty Care (TCCC) training
E5	NON-CORE	Implement high-risk training plan
E5	NON-CORE	Manage high-risk drill/exercises (e.g. pool, open ocean, etc.)
E6	NON-CORE	Manage tactical proficiency plans
E5	NON-CORE	Plan high-risk training

OPERATIONS, PLANNING, AND LOGISTICS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	NON-CORE	Communicate commander's immediate launch authority (i.e., Humanitarian Assistance and Disaster Relief (HADR), Defense Support of Civil Authorities (DSCA), etc.)
E5	NON-CORE	Coordinate airlift support
E5	NON-CORE	Coordinate joint and bilateral exercises

OPERATIONS, PLANNING, AND LOGISTICS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Coordinate Operating Area (OPAREA) schedules with external agencies
E5	NON-CORE	Determine aircrew requirements for flight events and training devices
E7	CORE	Manage Humanitarian Assistance and Disaster Relief (HADR) and Defense Support of Civilian Authorities (DSCA) mission
E6	CORE	Supervise Humanitarian Assistance and Disaster Relief (HADR) and Defense Support of Civilian Authorities (DSCA) operations

UNMANNED AERIAL VEHICLE (UAV) OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Maintain Unmanned Aerial Vehicles (UAV)

Job Title**Job Code****Unmanned Aerial Vehicle (UAV) Mission Payload Operator (MPO) 002832****Job Family**

Military Specific

NOC

TBD

Short Title (30 Characters)

UNMAN AERIAL VEH MIS PAY OP

Short Title (14 Characters)

NAC UAV MPO

Pay Plan

Enlisted

Career Field

AWS

Other Relationships and Rules

NEC GXXX and 7XXX series and other NECs as assigned

Job Description

Unmanned Aerial Vehicle (UAV) Mission Payload Operators (MPO) serve UAV sensor operators to include Electro-Optical and Infrared (EO/IR) targeting system, Radio Detection and Ranging (RADAR), Electronic Warfare (EW), and Signals Intelligence (SIGINT); provide real time situational awareness of the battle space to Area Commanders; and play a pivotal role in the Intelligence Surveillance and Reconnaissance (ISR) and aerial fire support and precision targeting missions.

DoD Relationship**Group Title**

Unmanned Vehicle System
(UVS) Operators, General

DoD Code

108000

O*NET Relationship**Occupation Title**

Command and Control Center
Specialists

SOC Code

55-3015.00

Job Family

Military Specific

Skills

Operation and Control

Critical Thinking

Complex Problem Solving

Speaking

Management of Material Resources

Operation Monitoring

Management of Personnel Resources

Coordination

Systems Analysis

Quality Control Analysis

Abilities

Oral Expression

Deductive Reasoning

Information Ordering

Memorization

Written Comprehension

Problem Sensitivity

Fluency of Ideas

Written Expression

Finger Dexterity

Originality

AIRCREW ADMINISTRATION**Paygrade**

E5

Task Type

NON-CORE

Task Statements

Administer Naval Air Training and Operating Procedures Standardization (NATOPS) programs

E5

NON-CORE

Analyze emerging technology to meet fleet aviation training requirements

E5

NON-CORE

Conduct Air Combat Training Continuum (ACTC) evaluations

AIRCREW DUTIES**Paygrade**

E4

Task Type

CORE

Task Statements

Analyze Meteorological and Oceanographic (METOC) conditions

E4

CORE

Analyze missions

E5

CORE

Analyze Situation Reports (SITREP)

E4

CORE

Assist aerial navigation operations

E4

CORE

Assist in aircraft defensive maneuver procedures

E4

CORE

Assist mission planning

E4

CORE

Check aircraft systems

E4

CORE

Classify enemy aircraft, ships, and vehicles

E4

CORE

Conduct aircrew mission briefs and debriefs

E4

CORE

Conduct Anti-Surface Warfare (ASUW) operations

E4

CORE

Conduct Humanitarian Assistance and Disaster Relief (HADR) and Defense Support of Civilian Authorities (DSCA) operations

E4

CORE

Configure mission equipment

AIRCREW DUTIES (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Detect targets
E4	CORE	Document aircraft system discrepancies
E4	CORE	Identify targets
E4	NON-CORE	Input information into aircraft computer systems to control in-flight systems and mission peripherals
E4	CORE	Load mission data
E4	CORE	Load mission software
E4	NON-CORE	Monitor aircraft computer systems to control in-flight systems and mission peripherals
E4	CORE	Monitor aircraft performance
E4	CORE	Monitor contacts
E4	CORE	Perform aircraft emergency procedures
E4	CORE	Perform Crew Resource Management (CRM)
E4	CORE	Perform Emergency Destruction Plan (EDP) procedures
E4	CORE	Perform Functional Check Flight (FCF) operations
E4	CORE	Perform internal and external communications
E4	CORE	Perform pre-flight and post-flight aircraft inspections
E4	CORE	Perform Surface Surveillance Coordination (SSC) operations
E4	CORE	Prepare mission data
E4	NON-CORE	Process post-flight mission data
E4	CORE	Record mission data
E4	CORE	Report in-flight status
E4	CORE	Review aircraft records
E4	CORE	Troubleshoot communications systems

AIRCREW TRAINING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct flight/ground training
E4	CORE	Conduct Naval Air Training and Operating Procedures Standardization (NATOPS) flight/ground training
E5	NON-CORE	Conduct training in simulator
E5	NON-CORE	Develop aircrew training plans
E5	NON-CORE	Develop training device scenarios

MINE WARFARE (MIW)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Analyze Post Mission Analysis (PMA) operations
E6	NON-CORE	Supervise Post Mission Analysis (PMA) operations

OPERATIONS, PLANNING, AND LOGISTICS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	NON-CORE	Communicate commander's immediate launch authority (i.e., Humanitarian Assistance and Disaster Relief (HADR), Defense Support of Civil Authorities (DSCA), etc.)
E4	CORE	Conduct Non-Combatant Evacuation Operations (NEO)

OPERATIONS, PLANNING, AND LOGISTICS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	NON-CORE	Verify restricted/non-restricted areas

SPECIAL OPERATIONS SUPPORT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Assist Intelligence Surveillance Reconnaissance (ISR) operations
E5	NON-CORE	Conduct Close Air Support (CAS) operations
E4	CORE	Conduct interdiction operations
E4	CORE	Conduct Special Operations Forces (SOF) support
E4	CORE	Plan interdiction operations

UNMANNED AERIAL VEHICLE (UAV) OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Conduct Unmanned Aerial Vehicle (UAV) aircraft system testing
E4	NON-CORE	Conduct Unmanned Aerial Vehicle (UAV) aircrew mission briefs
E4	NON-CORE	Conduct Unmanned Aerial Vehicle (UAV) Intelligence, Surveillance, and Reconnaissance (ISR) operations
E4	NON-CORE	Conduct Unmanned Aerial Vehicle (UAV) Surface Coordination and Reconnaissance (SCAR) operations
E4	NON-CORE	Evaluate Inverse Synthetic Aperture Radar (ISAR) data
E4	NON-CORE	Evaluate Synthetic Aperture Radar (SAR) data
E5	NON-CORE	Maintain Unmanned Aerial Vehicles (UAV)
E4	NON-CORE	Monitor Automatic Identification System (AIS) surface contacts
E4	NON-CORE	Operate Unmanned Aerial Vehicle (UAV) Airborne Mine Countermeasures (AMCM) equipment
E4	NON-CORE	Operate Unmanned Aerial Vehicle (UAV) Forward-Looking Infrared Radar (FLIR)
E4	NON-CORE	Operate Unmanned Aerial Vehicle (UAV) navigation systems
E4	NON-CORE	Operate Unmanned Aerial Vehicle (UAV) radar systems
E4	NON-CORE	Operate Unmanned Aerial Vehicle (UAV) radio systems
E4	NON-CORE	Plan Unmanned Aerial Vehicle (UAV) Intelligence, Surveillance, and Reconnaissance (ISR) operations
E4	NON-CORE	Plan Unmanned Aerial Vehicle (UAV) operations
E4	NON-CORE	Plan Unmanned Aerial Vehicle (UAV) Surface Coordination and Reconnaissance (SCAR) operations
E4	NON-CORE	Transmit data link contact information

Job Title**Multipurpose Helicopter (MH)-53 Utility Aircrewman****Job Code****002830****Job Family**

Military Specific

NOC

TBD

Short Title (30 Characters)

MH-53 UTILITY AIRCREWMAN

Short Title (14 Characters)

MH53 UTIL ACMN

Pay Plan

Enlisted

Career Field

AWS

Other Relationships and Rules

NEC GXXX and 7XXX series and other NECs as assigned

Job Description

Multipurpose Helicopter (MH)-53 Utility Aircrewmen are members of multi-mission helicopters operating in maritime and overland environments; provide logistics support; perform aircrew operations administration; conduct internal/external cargo movement; perform passenger/patient transports; perform aerial gunnery; handle small arms; operate Night Vision Devices (NVD); conduct flight/ground training; operate lifesaving/rescue equipment; perform observer duties for safety of flight; operate sensor systems; deploy mine countermeasure equipment; plan tactics; operate the post mission systems; and operate mine hunting neutralization sweeping systems.

DoD Relationship**Group Title**

Air Crew, General

DoD Code

105000

O*NET Relationship**Occupation Title**

Air Crew Members

SOC Code

55-3011.00

Job Family

Military Specific

Skills*Operation and Control**Critical Thinking**Complex Problem Solving**Systems Analysis**Instructing**Management of Material Resources**Management of Personnel Resources**Quality Control Analysis**Coordination**Operation Monitoring***Abilities***Oral Expression**Deductive Reasoning**Problem Sensitivity**Memorization**Written Comprehension**Response Orientation**Near Vision**Oral Comprehension**Information Ordering**Written Expression***AIRCREW ADMINISTRATION****Paygrade**

E5

Task Type

NON-CORE

Task Statements

Administer Naval Air Training and Operating Procedures Standardization (NATOPS) programs

E5

NON-CORE

Analyze emerging technology to meet fleet aviation training requirements

E5

NON-CORE

Conduct Air Combat Training Continuum (ACTC) evaluations

AIRCREW DUTIES**Paygrade**

E4

Task Type

CORE

Task Statements

Analyze internal/external load characteristics

E4

CORE

Analyze Meteorological and Oceanographic (METOC) conditions

E4

CORE

Analyze missions

E5

CORE

Analyze Situation Reports (SITREP)

E4

CORE

Assist aerial navigation operations

E4

CORE

Assist in aircraft defensive maneuver procedures

E4

CORE

Assist mission planning

E4

NON-CORE

Check aerial firefighting equipment

E4

CORE

Check Aircraft Survivability Equipment (ASE)

E4

CORE

Check aircraft systems

E4

CORE

Check Aviation Life Support Systems (ALSS) equipment

E4

CORE

Check cargo hook and hydraulic mechanical reel systems

E4

CORE

Check Functional Check Flight (FCF) equipment

AIRCREW DUTIES (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Check Helicopter In-Flight Refueling (HIFR) equipment
E4	CORE	Check Night Vision Device (NVD) equipment
E4	CORE	Classify enemy aircraft, ships, and vehicles
E4	CORE	Conduct aircrew mission briefs and debriefs
E4	CORE	Conduct Anti-Surface Warfare (ASUW) operations
E4	CORE	Conduct Humanitarian Assistance and Disaster Relief (HADR) and Defense Support of Civilian Authorities (DSCA) operations
E4	CORE	Configure mission equipment
E4	CORE	Deploy marker locators
E4	CORE	Detect targets
E4	CORE	Document aircraft system discrepancies
E4	CORE	Employ cargo hook and hydraulic mechanical reel systems
E4	CORE	Employ crew hover systems
E4	CORE	Identify targets
E4	NON-CORE	Input information into aircraft computer systems to control in-flight systems and mission peripherals
E4	CORE	Load mission data
E4	CORE	Load mission software
E4	NON-CORE	Monitor aircraft computer systems to control in-flight systems and mission peripherals
E4	CORE	Monitor aircraft performance
E4	CORE	Monitor contacts
E4	NON-CORE	Monitor Helicopter Air-to-Air Refueling (HAAR)
E4	NON-CORE	Perform aerial firefighting operations
E4	CORE	Perform aircraft emergency procedures
E4	CORE	Perform aircraft fueling
E4	NON-CORE	Perform aircraft in-flight servicing procedures
E4	CORE	Perform Crew Resource Management (CRM)
E4	CORE	Perform Emergency Destruction Plan (EDP) procedures
E4	CORE	Perform Functional Check Flight (FCF) operations
E4	CORE	Perform Helicopter In-Flight Refueling (HIFR) operations
E4	CORE	Perform internal and external communications
E4	CORE	Perform land and sea survival techniques
E4	CORE	Perform Night Vision Device (NVD) operations
E4	CORE	Perform pre-flight and post-flight aircraft inspections
E4	CORE	Perform Surface Surveillance Coordination (SSC) operations
E4	CORE	Perform visual searches
E4	CORE	Prepare mission data
E4	NON-CORE	Process post-flight mission data
E4	CORE	Record mission data
E4	CORE	Report in-flight status

AIRCREW DUTIES (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Review aircraft records
E4	CORE	Troubleshoot cargo hook and hydraulic mechanical reel systems
E4	CORE	Troubleshoot communications systems

AIRCREW TRAINING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Administer aircrew training programs
E5	CORE	Conduct aircraft computer system training
E4	CORE	Conduct endurance training
E4	CORE	Conduct flight/ground training
E5	CORE	Conduct in-flight/ground Search and Rescue (SAR) training
E5	NON-CORE	Conduct mine neutralization training
E5	NON-CORE	Conduct minehunting training
E5	NON-CORE	Conduct minesweeping training
E4	CORE	Conduct Naval Air Training and Operating Procedures Standardization (NATOPS) flight/ground training
E4	CORE	Conduct Naval Aircrew Warfare Specialist (NAWS) training
E5	NON-CORE	Conduct training in simulator
E5	NON-CORE	Develop aircrew training plans
E5	NON-CORE	Develop tactical training materials
E5	NON-CORE	Develop training device scenarios
E5	NON-CORE	Facilitate Basic Life Support (BLS) training
E5	NON-CORE	Facilitate Night Vision Device (NVD) training
E5	NON-CORE	Facilitate Tactical Combat Casualty Care (TCCC) training
E5	NON-CORE	Implement high-risk training plan
E6	NON-CORE	Manage tactical proficiency plans

MINE WARFARE (MIW)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Analyze mine-like contacts
E4	NON-CORE	Analyze ocean environmental data
E4	NON-CORE	Analyze Post Mission Analysis (PMA) operations
E4	NON-CORE	Calculate risk of ship and aircraft operations in minefields
E4	NON-CORE	Check Airborne Mine Countermeasures (AMCM) equipment
E4	NON-CORE	Classify mine-like contacts
E4	NON-CORE	Conduct mine neutralization operations
E4	NON-CORE	Conduct minehunting operations
E4	NON-CORE	Conduct minesweeping operations
E5	NON-CORE	Conduct Post Mission Analysis (PMA)
E4	NON-CORE	Control operations of dual cable winch
E5	NON-CORE	Manage Mine Countermeasures (MCM) database

MINE WARFARE (MIW) (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Perform Airborne Mine Countermeasures (AMCM) operations
E4	NON-CORE	Perform Built-In Test (BIT) on Airborne Mine Countermeasures (AMCM) equipment
E6	NON-CORE	Supervise Post Mission Analysis (PMA) operations

OPERATIONS, PLANNING, AND LOGISTICS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	NON-CORE	Communicate commander's immediate launch authority (i.e., Humanitarian Assistance and Disaster Relief (HADR), Defense Support of Civil Authorities (DSCA), etc.)
E4	CORE	Complete cargo and personnel manifests
E4	CORE	Conduct Non-Combatant Evacuation Operations (NEO)
E4	CORE	Perform logistical operations
E4	CORE	Perform passenger transfer operations
E6	NON-CORE	Verify restricted/non-restricted areas

PERSONNEL RECOVERY (PR)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct Tactical Evacuations (TACEVAC)
E4	CORE	Perform Tactical Combat Casualty Care (TCCC)
E5	CORE	Plan Personnel Recovery (PR) operations

SPECIAL OPERATIONS SUPPORT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Assist Intelligence Surveillance Reconnaissance (ISR) operations
E4	CORE	Conduct cast and recovery operations
E5	NON-CORE	Conduct Close Air Support (CAS) operations
E4	CORE	Conduct Combat Rubber Raiding Craft (CRRC) operations
E4	CORE	Conduct fast rope operations
E4	CORE	Conduct interdiction operations
E4	CORE	Conduct rappel operations
E4	CORE	Conduct Special Operations Forces (SOF) support

UNMANNED AERIAL VEHICLE (UAV) OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Transmit data link contact information

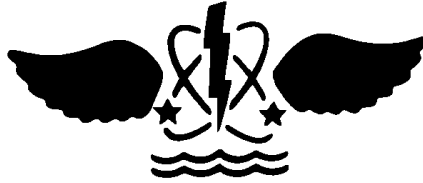
WEAPONS AND STORES

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Check aircraft ordnance equipment
E4	CORE	Check Crew-Served Weapons (CSW)
E4	CORE	Check weapon systems
E5	CORE	Conduct Crew-Served Weapons (CSW) live fire training (i.e., airborne and on-ground separate from aircraft)

WEAPONS AND STORES (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Employ Crew-Served Weapons (CSW) (i.e., airborne and on-ground separate from aircraft)
E4	CORE	Employ Individual Service Weapons (ISW)
E5	NON-CORE	Facilitate Crew-Served Weapons (CSW) ground training
E4	CORE	Perform arm/de-arm of Countermeasure Dispense Systems (CMDS)
E4	CORE	Perform Individual Service Weapons (ISW) live fire training
E4	CORE	Troubleshoot Crew-Served Weapons (CSW)

CHAPTER 12



NAVAL AIRCREWMAN (AVIONICS) (AWV)

NAVPERS 18068F-12J
Change 100

Updated: October 2024

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

NAVAL AIRCREWMEN (AVIONICS) (AWV)



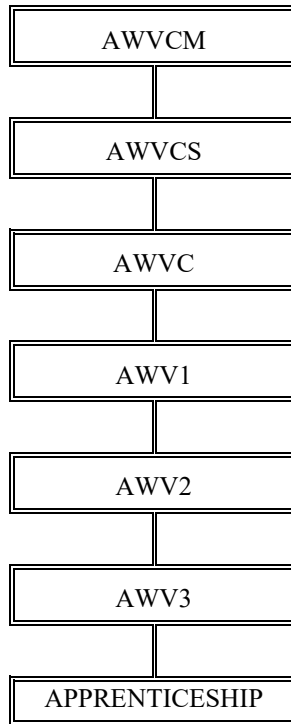
SCOPE OF RATING

Naval Aircrewmens (Avionics) (AWV) perform primary in-flight and ground duties as members of a fixed wing integrated tactical aircrew aboard special reconnaissance, command and control, and logistics aircraft: pilot and maintain Unmanned Aerial Vehicles (UAV); operate aerial photographic equipment; transport critical cargo and passengers; maintain and operate strategic and tactical communications; handle, store and retrieve incoming and outgoing messages; build, configure, deploy, operate, maintain, and repair Information Technology (IT) such as fiber optics, networks and capabilities; perform network system administration, maintenance, and training; perform maintenance and aircrew administration; conduct flight and ground training; perform Joint Special Warfare Operations (JSWO) and Communications Material Security (CMS) handling; and demonstrate understanding of mission and flight avionics systems, safety equipment, emergency procedures and aircraft equipment.

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 12.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer 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**Airborne Communication Technician****Job Code****001590****Job Family**

Installation, Maintenance, and Repair

NOC

TBD

Short Title (30 Characters)

AIRBORNE COMMUNICATION TECH

Short Title (14 Characters)

AIR COMM TECH

Pay Plan

Enlisted

Career Field

AWV

Other Relationships and Rules

NEC GXXX and 7XXX series and other NECs as assigned

Job Description

Airborne Communication Technicians perform in-flight communications system operator duties as members of fixed wing integrated tactical crews aboard E-6B aircraft: maintain and operate strategic and tactical communications; handle, store, and retrieve incoming and outgoing messages; build, configure, deploy, operate, maintain, and repair Information Technology (IT) such as fiber optics, networks and capabilities; perform network system administration, maintenance, and training; perform fault isolation and component repair of mission and flight avionics equipment on E-6B aircraft; perform aircrew duties that contribute to aircrew operations, training, and administration; attain and maintain the squadron's aircrew qualifications and certifications; demonstrate knowledge of Naval communications procedures and cryptographic materials, aircraft systems, and emergency procedures; and implement Top Secret (TS) security clearance and Personnel Reliability Program (PRP) requirements.

DoD Relationship**O*NET Relationship****Group Title**

Air Crew, General

DoD Code

105000

Occupation Title

Avionics Technicians

SOC Code

49-2091.00

Job Family

Installation, Maintenance, and Repair

Skills

Coordination

Operation and Control

Equipment Maintenance

Critical Thinking

Monitoring

Management of Material Resources

Repairing

Complex Problem Solving

Reading Comprehension

Management of Personnel Resources

Abilities

Problem Sensitivity

Information Ordering

Written Comprehension

Manual Dexterity

Oral Expression

Written Expression

Inductive Reasoning

Selective Attention

Deductive Reasoning

Oral Comprehension

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

E5

CORE

Administer aircrew training programs

E5

NON-CORE

Administer Naval Air Training and Operating Procedures Standardization (NATOPS) programs

E5

CORE

Administer Naval Aircrew Warfare Specialist (NAWS) programs

E5

NON-CORE

Conduct Naval Air Training and Operating Procedures Standardization (NATOPS) evaluations

E6

NON-CORE

Develop tactical simulator scenarios

E5

NON-CORE

Instruct Crew Resource Management (CRM) programs

E4

CORE

Maintain aircrew publication libraries

E4

CORE

Maintain communications publications

E4

CORE

Maintain Naval Air Training and Operating Procedures Standardization (NATOPS) publications

E5

NON-CORE

Maintain Personnel Reliability Program (PRP) records

E5

CORE

Manage aircrew training materials

E6

CORE

Manage Key Management Infrastructure (KMI) program

E6

NON-CORE

Manage Personnel Reliability Programs (PRP)

E5

CORE

Prepare administrative briefs

E6

CORE

Prepare Emergency Action Plans (EAP)

AIRCREW ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Prepare tactical memorandums

AIRCREW DUTIES

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Assign aircraft ditching stations
E5	NON-CORE	Conduct Air Combat Training Continuum (ACTC) evaluations
E4	CORE	Conduct Air Combat Training Continuum (ACTC) flight/ground training
E4	NON-CORE	Conduct Humanitarian Assistance and Disaster Relief (HADR) operations
E4	NON-CORE	Conduct passenger transports
E5	NON-CORE	Conduct testing of newly developed aircraft systems
E4	CORE	Consolidate mission data
E4	CORE	Coordinate mission requirements with battle staff and flight deck
E4	CORE	Draft mission logs
E4	CORE	Inspect Aviation Life Support Systems (ALSS) equipment
E4	CORE	Inventory Information Systems (IS) assets
E4	CORE	Monitor avionics performance
E4	CORE	Monitor contacts
E5	CORE	Monitor Crew Resource Management (CRM)
E4	CORE	Monitor environmental control systems
E4	NON-CORE	Perform advanced level first aid (e.g., Emergency Medical Responder (EMR) duties, in-flight first aid, Tactical Combat Casualty Care (TCCC) tier 2, etc.)
E4	CORE	Perform aircraft emergency procedures
E4	CORE	Perform aircraft ground handling operations
E4	CORE	Perform aircraft pre-flight and post-flight inspections
E4	CORE	Perform aircraft safety and emergency equipment operations
E4	CORE	Perform aircraft security
E4	CORE	Perform Communication Security (COMSEC) procedures
E4	CORE	Perform Crew Resource Management (CRM)
E4	CORE	Perform land and sea survival techniques
E4	CORE	Perform logistical operations
E4	NON-CORE	Perform Medical Evacuations (MEDEVAC)
E5	CORE	Perform Operational Reporting (OPREP) procedures
E4	NON-CORE	Perform passenger safety briefs
E4	CORE	Perform Support Equipment (SE) operations
E4	CORE	Perform warfare exercises
E4	CORE	Prepare aircraft for static displays
E4	CORE	Process Emergency Action Messages (EAM)
E4	NON-CORE	Report contacts

AIRCREW DUTIES (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Report in-flight status
E4	CORE	Review aircraft maintenance records
E5	CORE	Supervise ground handling operations
E4	CORE	Supervise Support Equipment (SE) operations

COMMUNICATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Communicate information using radios and Internal Communication Systems (ICS)
E4	CORE	Configure cryptographic equipment
E4	CORE	Configure data link systems
E4	CORE	Configure external electronic loading devices
E4	CORE	Configure progressive conferences
E4	CORE	Configure Satellite Communication (SATCOM) systems
E4	CORE	Manage access to network resources
E4	CORE	Manage data circuits
E5	CORE	Manage electronic spillage
E4	CORE	Manage voice circuits
E4	CORE	Monitor broadcast channels
E4	CORE	Process data circuit traffic
E4	CORE	Process Naval messages in-flight
E4	CORE	Process voice circuit traffic
E4	CORE	Receive electronic keying material via Over-the-Air-Transfers (OTAT) and Over-The-Air Rekeys (OTAR)
E4	CORE	Set Emission Control (EMCON) conditions
E5	CORE	Supervise communications positions
E4	CORE	Test communication circuits
E4	CORE	Transmit Emergency Action Messages (EAM)

MAINTENANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Audit Naval Aviation Maintenance Programs (NAMP)
E7	NON-CORE	Certify aircraft maintenance records
E4	CORE	Conduct aircraft towing operations
E4	CORE	Document aircraft discrepancies
E4	CORE	Document in-flight maintenance
E4	CORE	Maintain aircraft avionics systems
E4	CORE	Maintain aircraft instrumentation systems
E4	CORE	Maintain aircraft systems using test equipment
E4	CORE	Maintain data link systems
E4	CORE	Maintain data processing systems
E4	CORE	Maintain environmental systems

MAINTENANCE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Maintain fiber optic systems
E4	CORE	Maintain Identification Friend or Foe (IFF) systems
E4	CORE	Maintain Internal Communication Systems (ICS)
E4	CORE	Maintain mission systems
E4	CORE	Maintain navigation systems
E4	CORE	Maintain network cables
E4	CORE	Maintain network components
E4	CORE	Maintain radar systems
E4	CORE	Maintain Satellite Communication (SATCOM) systems
E4	CORE	Maintain wiring and connectors
E4	CORE	Maintain workstation application software
E6	NON-CORE	Manage Naval Aviation Maintenance Programs (NAMP)
E6	NON-CORE	Monitor Naval Aviation Maintenance Programs (NAMP)
E4	CORE	Perform aircraft servicing procedures
E4	CORE	Perform preservation and depreservation procedures
E5	NON-CORE	Perform Quality Assurance (QA) inspections
E7	NON-CORE	Release aircraft Safe For Flight (SFF)
E5	CORE	Supervise aircraft repairs
E4	CORE	Troubleshoot communications systems
E4	CORE	Troubleshoot workstation network connectivity

MISSION SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Analyze effects of electromagnetic pulse (EMP) on communications equipment
E4	CORE	Initialize Global Positioning Satellite (GPS) equipment
E4	CORE	Initialize Inertial Navigation Systems (INS)
E4	CORE	Load mission software
E4	CORE	Perform aircraft electrical systems operations
E4	CORE	Perform data processing for system and software operations
E4	CORE	Perform mission system operations with nuclear critical components onboard
E4	CORE	Perform Secure Telephone Equipment (STE) operations
E4	CORE	Perform weather analysis using aircraft radar system operations

NETWORKING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Configure network hardware
E4	CORE	Configure network software
E4	CORE	Configure Voice over Internet Protocol (VoIP)
E4	CORE	Establish network connectivity using aircraft systems
E4	CORE	Inspect network components
E4	CORE	Load aircraft software

NETWORKING (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	NON-CORE	Manage Information Systems Security (ISS) programs
E4	CORE	Manage onboard Local Area Network (LAN) systems
E4	CORE	Monitor network connectivity
E5	NON-CORE	Perform system administrator functions
E4	CORE	Verify adherence to network policies
E4	CORE	Verify workstation network connectivity

OPERATIONS PLANNING AND LOGISTICS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	NON-CORE	Analyze emerging technology to meet fleet aviation training requirements
E5	CORE	Brief tactical missions
E6	NON-CORE	Coordinate airlift support
E5	CORE	Coordinate logistical operations
E7	CORE	Coordinate missions
E5	NON-CORE	Coordinate Operating Area (OPAREA) schedules with external agencies
E7	NON-CORE	Coordinate weapons system designs with contract engineers
E5	CORE	Prepare aircrew mission briefs and debriefs
E5	CORE	Prepare mission capability briefs

Job Title**In-Flight Technician****Job Code****001610****Job Family**

Installation, Maintenance, and Repair

NOC

TBD

Short Title (30 Characters)

IN-FLIGHT TECHNICIAN

Short Title (14 Characters)

NAC INFLT TECH

Pay Plan

Enlisted

Career Field

AWV

Other Relationships and Rules

NEC GXXX and 7XXX series and other NECs as assigned

Job Description

In-Flight Technicians serve as members of fixed wing integrated tactical crews aboard special reconnaissance aircraft: perform in-flight duties of fault isolation; repair component avionics equipment; operate sensor systems and aerial cameras; perform aircrew duties that contribute to aircrew operations, training, and administration; attain and maintain the squadron's aircrew qualifications and certifications; maintain and operate aircraft avionics, network systems, cryptographic equipment, optical equipment, Electro-Optical and Infrared (EO/IR) systems, aircraft equipment; demonstrate knowledge of flight and emergency procedures; and implement Top Secret (TS) security clearance and Personnel Reliability Program (PRP) requirements.

DoD Relationship**Group Title**

Air Crew, General

DoD Code

105000

O*NET Relationship**Occupation Title**

Avionics Technicians

SOC Code

49-2091.00

Job Family

Installation, Maintenance, and Repair

Skills

Operation and Control

Coordination

Equipment Maintenance

Monitoring

Critical Thinking

Repairing

Complex Problem Solving

Management of Material Resources

Reading Comprehension

Management of Personnel Resources

Abilities

Problem Sensitivity

Written Comprehension

Information Ordering

Manual Dexterity

Oral Expression

Inductive Reasoning

Selective Attention

Written Expression

Deductive Reasoning

Finger Dexterity

AIRCREW ADMINISTRATION**Paygrade**

E5

Task Type

CORE

Task Statements

Administer aircrew training programs

E5

NON-CORE

Administer Naval Air Training and Operating Procedures Standardization (NATOPS) programs

E5

CORE

Administer Naval Aircrew Warfare Specialist (NAWS) programs

E5

NON-CORE

Conduct Naval Air Training and Operating Procedures Standardization (NATOPS) evaluations

E5

NON-CORE

Instruct Crew Resource Management (CRM) programs

E4

CORE

Maintain aircrew publication libraries

E4

CORE

Maintain Naval Air Training and Operating Procedures Standardization (NATOPS) publications

E5

CORE

Manage aircrew training materials

E6

CORE

Prepare Emergency Action Plans (EAP)

AIRCREW DUTIES**Paygrade**

E5

Task Type

CORE

Task Statements

Assign aircraft ditching stations

E5

NON-CORE

Conduct Air Combat Training Continuum (ACTC) evaluations

E4

CORE

Conduct Air Combat Training Continuum (ACTC) flight/ground training

E4

NON-CORE

Conduct Humanitarian Assistance and Disaster Relief (HADR) operations

E4

NON-CORE

Conduct passenger transports

AIRCREW DUTIES (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Conduct testing of newly developed aircraft systems
E5	NON-CORE	Employ aircraft laser systems
E4	CORE	Inspect Aviation Life Support Systems (ALSS) equipment
E4	CORE	Inventory Information Systems (IS) assets
E4	CORE	Monitor avionics performance
E4	CORE	Monitor contacts
E5	CORE	Monitor Crew Resource Management (CRM)
E4	CORE	Monitor environmental control systems
E5	NON-CORE	Monitor tracks and Targets of Interest (TOI)
E4	NON-CORE	Perform advanced level first aid (e.g., Emergency Medical Responder (EMR) duties, in-flight first aid, Tactical Combat Casualty Care (TCCC) tier 2, etc.)
E4	CORE	Perform aircraft emergency procedures
E4	NON-CORE	Perform aircraft fueling
E4	CORE	Perform aircraft ground handling operations
E4	CORE	Perform aircraft pre-flight and post-flight inspections
E4	CORE	Perform aircraft safety and emergency equipment operations
E4	CORE	Perform aircraft security
E4	NON-CORE	Perform Auxiliary Power Unit (APU) operations
E4	CORE	Perform Communication Security (COMSEC) procedures
E4	CORE	Perform Crew Resource Management (CRM)
E4	CORE	Perform land and sea survival techniques
E4	CORE	Perform logistical operations
E4	NON-CORE	Perform Medical Evacuations (MEDEVAC)
E5	CORE	Perform Operational Reporting (OPREP) procedures
E4	NON-CORE	Perform passenger safety briefs
E4	CORE	Perform Support Equipment (SE) operations
E4	CORE	Perform warfare exercises
E4	CORE	Prepare aircraft for static displays
E4	NON-CORE	Report contacts
E4	CORE	Report in-flight status
E5	NON-CORE	Report Targets of Interest (TOI)
E4	CORE	Review aircraft maintenance records
E5	CORE	Supervise ground handling operations
E4	CORE	Supervise Support Equipment (SE) operations

COMMUNICATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Communicate information using radios and Internal Communication Systems (ICS)
E4	CORE	Configure cryptographic equipment
E4	CORE	Configure data link systems
E4	CORE	Configure external electronic loading devices

COMMUNICATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Configure Satellite Communication (SATCOM) systems
E4	CORE	Manage access to network resources
E4	CORE	Manage data circuits
E5	CORE	Manage electronic spillage
E4	CORE	Manage voice circuits
E4	CORE	Monitor broadcast channels
E4	CORE	Process data circuit traffic
E4	CORE	Process voice circuit traffic
E4	CORE	Set Emission Control (EMCON) conditions
E5	CORE	Supervise communications positions
E4	CORE	Test communication circuits

MAINTENANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Audit Naval Aviation Maintenance Programs (NAMP)
E7	NON-CORE	Certify aircraft maintenance records
E4	CORE	Conduct aircraft towing operations
E4	CORE	Document aircraft discrepancies
E4	CORE	Document in-flight maintenance
E4	CORE	Maintain aircraft avionics systems
E4	CORE	Maintain aircraft instrumentation systems
E4	CORE	Maintain aircraft systems using test equipment
E4	CORE	Maintain data link systems
E4	CORE	Maintain data processing systems
E5	NON-CORE	Maintain Electro-Optical (EO) and Infrared (IR) systems
E4	CORE	Maintain environmental systems
E4	CORE	Maintain fiber optic systems
E4	CORE	Maintain Identification Friend or Foe (IFF) systems
E4	CORE	Maintain Internal Communication Systems (ICS)
E4	CORE	Maintain mission systems
E4	CORE	Maintain navigation systems
E4	CORE	Maintain network cables
E4	CORE	Maintain network components
E4	CORE	Maintain radar systems
E4	CORE	Maintain Satellite Communication (SATCOM) systems
E4	CORE	Maintain wiring and connectors
E4	CORE	Maintain workstation application software
E6	NON-CORE	Manage Naval Aviation Maintenance Programs (NAMP)
E6	NON-CORE	Monitor Naval Aviation Maintenance Programs (NAMP)
E4	CORE	Perform aircraft servicing procedures

MAINTENANCE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform preservation and depreservation procedures
E5	NON-CORE	Perform Quality Assurance (QA) inspections
E7	NON-CORE	Release aircraft Safe For Flight (SFF)
E5	CORE	Supervise aircraft repairs
E4	CORE	Troubleshoot communications systems
E4	CORE	Troubleshoot workstation network connectivity

MISSION SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Initialize Global Positioning Satellite (GPS) equipment
E4	CORE	Initialize Inertial Navigation Systems (INS)
E5	NON-CORE	Inspect photographic equipment
E4	CORE	Load mission software
E4	NON-CORE	Operate photographic equipment
E4	CORE	Perform aircraft electrical systems operations
E4	CORE	Perform data processing for system and software operations
E4	CORE	Perform Secure Telephone Equipment (STE) operations
E4	CORE	Perform weather analysis using aircraft radar system operations

NETWORKING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Configure network hardware
E4	CORE	Configure network software
E4	CORE	Configure Voice over Internet Protocol (VoIP)
E4	CORE	Establish network connectivity using aircraft systems
E4	CORE	Inspect network components
E4	CORE	Load aircraft software
E4	CORE	Manage onboard Local Area Network (LAN) systems
E4	CORE	Monitor network connectivity
E5	NON-CORE	Perform system administrator functions
E4	CORE	Verify workstation network connectivity

OPERATIONS PLANNING AND LOGISTICS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	NON-CORE	Analyze emerging technology to meet fleet aviation training requirements
E6	NON-CORE	Coordinate airlift support
E7	CORE	Coordinate missions
E7	NON-CORE	Coordinate weapons system designs with contract engineers
E5	CORE	Prepare aircrew mission briefs and debriefs
E6	CORE	Prepare country clearance messages
E5	CORE	Prepare mission capability briefs

Job Title**Unmanned Aerial Vehicle (UAV) Pilot/Maintainer****Job Code****002672****Job Family**

Transportation and Material Moving

NOC

TBD

Short Title (30 Characters)

UAV PILOT/MAINTAINER

Short Title (14 Characters)

NAC UAV P-MNT

Pay Plan

Enlisted

Career Field

AWV

Other Relationships and Rules

NEC GXXX and 7XXX series and other NECs as assigned

Job Description

Unmanned Aerial Vehicle (UAV) Pilots and Maintainers serve as external pilots directly controlling the flight of UAVs during launch and recovery operations by visual reference to the UAV; serve as internal pilots operating and navigating UAVs during the en route, mission, and return phases of flight; perform organizational level maintenance on UAV systems and Support Equipment (SE); operate and maintain Electro-Optical and Infrared (EO/IR) targeting systems; demonstrate knowledge in meteorology, aerodynamics, power plants, radios, and air traffic control; and perform basic and advanced flight operations.

DoD Relationship**Group Title**

Aircraft, General

DoD Code

160000

O*NET Relationship**Occupation Title**

Airline Pilots, Copilots, and Flight Engineers

SOC Code

53-2011.00

Job Family

Transportation and Material Moving

Skills

Operation and Control

Equipment Maintenance

Coordination

Critical Thinking

Monitoring

Repairing

Complex Problem Solving

Management of Material Resources

Judgment and Decision Making

Operation Monitoring

Abilities

Problem Sensitivity

Information Ordering

Written Comprehension

Manual Dexterity

Oral Expression

Written Expression

Inductive Reasoning

Selective Attention

Deductive Reasoning

Finger Dexterity

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

E5

CORE

Administer aircrew training programs

E5

NON-CORE

Administer Naval Air Training and Operating Procedures Standardization (NATOPS) programs

E5

NON-CORE

Conduct Naval Air Training and Operating Procedures Standardization (NATOPS) evaluations

E6

NON-CORE

Develop tactical simulator scenarios

E5

NON-CORE

Instruct Crew Resource Management (CRM) programs

E4

CORE

Maintain aircrew publication libraries

E4

CORE

Maintain Naval Air Training and Operating Procedures Standardization (NATOPS) publications

E5

CORE

Manage aircrew training materials

E5

CORE

Prepare administrative briefs

E5

NON-CORE

Prepare tactical memorandums

AIRCREW DUTIES**Paygrade****Task Type****Task Statements**

E4

NON-CORE

Compute aircraft load limitations

E5

NON-CORE

Conduct Air Combat Training Continuum (ACTC) evaluations

E4

CORE

Conduct Air Combat Training Continuum (ACTC) flight/ground training

E4

NON-CORE

Conduct Humanitarian Assistance and Disaster Relief (HADR) operations

AIRCREW DUTIES (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Conduct testing of newly developed aircraft systems
E4	CORE	Consolidate mission data
E4	CORE	Draft mission logs
E5	NON-CORE	Employ aircraft laser systems
E4	CORE	Monitor avionics performance
E4	CORE	Monitor contacts
E5	CORE	Monitor Crew Resource Management (CRM)
E5	NON-CORE	Monitor tracks and Targets of Interest (TOI)
E4	NON-CORE	Perform advanced level first aid (e.g., Emergency Medical Responder (EMR) duties, in-flight first aid, Tactical Combat Casualty Care (TCCC) tier 2, etc.)
E4	CORE	Perform aircraft emergency procedures
E4	NON-CORE	Perform aircraft fueling
E4	CORE	Perform aircraft ground handling operations
E4	CORE	Perform aircraft pre-flight and post-flight inspections
E4	CORE	Perform aircraft security
E4	CORE	Perform Crew Resource Management (CRM)
E4	CORE	Perform logistical operations
E5	CORE	Perform Operational Reporting (OPREP) procedures
E4	CORE	Perform Support Equipment (SE) operations
E4	CORE	Perform warfare exercises
E4	CORE	Prepare aircraft for static displays
E4	NON-CORE	Report contacts
E4	CORE	Report in-flight status
E5	NON-CORE	Report Targets of Interest (TOI)
E4	CORE	Review aircraft maintenance records
E5	CORE	Supervise ground handling operations
E4	CORE	Supervise Support Equipment (SE) operations

COMMUNICATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Configure data link systems
E4	CORE	Configure external electronic loading devices
E4	CORE	Configure Satellite Communication (SATCOM) systems
E4	CORE	Manage access to network resources
E4	CORE	Process data circuit traffic
E4	CORE	Process voice circuit traffic

MAINTENANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Audit Naval Aviation Maintenance Programs (NAMP)
E7	NON-CORE	Certify aircraft maintenance records

MAINTENANCE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct aircraft towing operations
E4	CORE	Document aircraft discrepancies
E4	CORE	Maintain aircraft avionics systems
E4	CORE	Maintain aircraft instrumentation systems
E4	CORE	Maintain aircraft systems using test equipment
E4	CORE	Maintain data link systems
E4	CORE	Maintain data processing systems
E5	NON-CORE	Maintain Electro-Optical (EO) and Infrared (IR) systems
E4	CORE	Maintain fiber optic systems
E5	NON-CORE	Maintain laser systems
E4	CORE	Maintain mission systems
E4	CORE	Maintain navigation systems
E4	CORE	Maintain network cables
E4	CORE	Maintain network components
E4	CORE	Maintain radar systems
E4	CORE	Maintain Satellite Communication (SATCOM) systems
E4	CORE	Maintain wiring and connectors
E4	CORE	Maintain workstation application software
E6	NON-CORE	Manage Naval Aviation Maintenance Programs (NAMP)
E5	NON-CORE	Monitor aircraft hydraulic systems
E6	NON-CORE	Monitor Naval Aviation Maintenance Programs (NAMP)
E4	CORE	Perform aircraft servicing procedures
E5	NON-CORE	Perform Quality Assurance (QA) inspections
E7	NON-CORE	Release aircraft Safe For Flight (SFF)
E5	CORE	Supervise aircraft repairs
E4	CORE	Troubleshoot workstation network connectivity

MISSION SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Initialize Global Positioning Satellite (GPS) equipment
E4	CORE	Initialize Inertial Navigation Systems (INS)
E5	NON-CORE	Inspect photographic equipment
E4	CORE	Load mission software
E4	NON-CORE	Operate photographic equipment
E4	CORE	Perform aircraft electrical systems operations
E4	CORE	Perform data processing for system and software operations
E4	CORE	Perform Secure Telephone Equipment (STE) operations
E4	CORE	Perform weather analysis using aircraft radar system operations

NETWORKING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Configure network hardware
E4	CORE	Configure network software
E4	CORE	Configure Voice over Internet Protocol (VoIP)
E4	CORE	Establish network connectivity using aircraft systems
E4	CORE	Inspect network components
E6	NON-CORE	Manage Information Systems Security (ISS) programs
E4	CORE	Manage onboard Local Area Network (LAN) systems
E4	CORE	Monitor network connectivity
E4	CORE	Verify adherence to network policies
E4	CORE	Verify workstation network connectivity

OPERATIONS PLANNING AND LOGISTICS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	NON-CORE	Analyze emerging technology to meet fleet aviation training requirements
E5	CORE	Brief tactical missions
E6	NON-CORE	Coordinate airlift support
E7	CORE	Coordinate missions
E5	NON-CORE	Coordinate Operating Area (OPAREA) schedules with external agencies
E7	NON-CORE	Coordinate weapons system designs with contract engineers
E5	CORE	Prepare aircrew mission briefs and debriefs
E6	CORE	Prepare country clearance messages
E5	CORE	Prepare mission capability briefs
E5	NON-CORE	Support Naval Special Warfare (NSW) operations

UNMANNED AERIAL VEHICLE (UAV) OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Adjust aircraft engine power settings
E5	NON-CORE	Control Unmanned Aerial Vehicle (UAV) radar systems
E5	NON-CORE	Maintain Unmanned Aerial Vehicles (UAV)
E5	NON-CORE	Monitor Unmanned Aerial Vehicle (UAV) fuel systems
E5	NON-CORE	Operate Unmanned Aerial Vehicle (UAV) camera systems
E5	NON-CORE	Operate Unmanned Aerial Vehicle (UAV) navigation systems
E5	NON-CORE	Operate Unmanned Aerial Vehicle (UAV) radio systems
E5	NON-CORE	Perform Unmanned Aerial Vehicle (UAV) operations
E5	NON-CORE	Pilot Unmanned Aerial Vehicles (UAV)
E5	NON-CORE	Plan Unmanned Aerial Vehicle (UAV) operations
E5	NON-CORE	Power payload using Unmanned Aerial Vehicle (UAV) electrical systems

Job Title**Operations, Training, And Readiness Specialist (Avionics)****Job Code****002833****Job Family**

Management

NOC

TBD

Short Title (30 Characters)

OPS TRNG & RDNS AVIONICS

Short Title (14 Characters)

OT&R SPEC AVIO

Pay Plan

Enlisted

Career Field

AWV

Other Relationships and Rules

NEC GXXX and 7XXX series and other NECs as assigned

Job Description

Operations, Training, and Readiness Specialists (Avionics) are integral members of aviation commands: coordinate operational, administrative, and aircrew scheduling functions; administer and manage aircrew training programs and resources; analyze training resource requirements; review proposed training devices and programs; develop and revise curricula; manage standardization of aircrew training to enhance proficiency and readiness; manage student quotas, qualifications and certifications; coordinate aircrew physical fitness and health program initiatives; track all aspects of aircrew performance data to support the rigorous demands of operational commitments worldwide; administer and direct the Naval Air Training and Operating Procedures Standardization (NATOPS) programs; and support tactics, training and readiness, weapons safety, Search and Rescue (SAR), and various other aircrew training/missions.

DoD Relationship**Group Title**

Air Crew, General

DoD Code

105000

O*NET Relationship**Occupation Title**

Training and Development Manager

SOC Code

11-3131.00

Job Family

Management

Skills*Management of Personnel Resources**Critical Thinking**Management of Material Resources**Judgment and Decision Making**Coordination**Monitoring**Complex Problem Solving**Quality Control Analysis**Writing**Operations Analysis***Abilities***Information Ordering**Written Expression**Oral Expression**Written Comprehension**Inductive Reasoning**Problem Sensitivity**Deductive Reasoning**Category Flexibility**Originality**Fluency of Ideas***AIRCREW ADMINISTRATION****Paygrade****Task Type****Task Statements**

E5

CORE

Administer aircrew training programs

E5

NON-CORE

Administer Naval Air Training and Operating Procedures Standardization (NATOPS) programs

E5

CORE

Administer Naval Aircrew Warfare Specialist (NAWS) programs

E6

CORE

Analyze monthly training trend reports

E7

CORE

Analyze training and readiness matrices

E5

NON-CORE

Certify Air Combat Training Continuum (ACTC) qualifications in training jackets

E6

CORE

Conduct Flight Order Audit Boards (FOAB)

E5

NON-CORE

Conduct Naval Air Training and Operating Procedures Standardization (NATOPS) evaluations

E6

CORE

Define aircrew readiness requirements for individuals and crews

E5

CORE

Determine aircrew requirements for flight events and training devices

E6

NON-CORE

Develop Air Combat Training Continuum (ACTC)

E5

CORE

Develop aircrew training plans

E5

NON-CORE

Develop Naval Air Training and Operating Procedures Standardization (NATOPS) lesson materials

E7

NON-CORE

Evaluate aircrew qualification and readiness programs

E5

CORE

Evaluate aircrew training programs

AIRCREW ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Maintain Naval Air Training and Operating Procedures Standardization (NATOPS) publications
E5	CORE	Maintain Naval Air Training and Operating Procedures Standardization (NATOPS) training jackets
E5	NON-CORE	Maintain Personnel Reliability Program (PRP) records
E5	NON-CORE	Maintain training and readiness databases
E7	CORE	Manage Air Combat Training Continuum (ACTC) programs
E7	CORE	Manage aircrew qualification and readiness programs
E5	CORE	Manage aircrew training materials
E7	CORE	Manage aircrew training programs
E6	NON-CORE	Manage Crew Resource Management (CRM) programs
E7	NON-CORE	Manage fleet acquisition programs
E7	CORE	Manage Naval Aircrew Warfare Specialist (NAWS) programs
E6	NON-CORE	Manage Personnel Reliability Programs (PRP)
E7	NON-CORE	Manage Temporary Flight Orders (TFO) programs
E5	CORE	Prepare administrative briefs
E6	CORE	Prepare Emergency Action Plans (EAP)
E5	CORE	Prepare flight hour reports
E5	NON-CORE	Prepare monthly training trend reports
E5	CORE	Record individual flight time summaries (e.g., logbook, Sierra Hotel Aircrew Readiness Program (SHARP), etc.)
E5	NON-CORE	Update aircrew course curriculum

AIRCREW DUTIES

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Monitor Crew Resource Management (CRM)
E4	NON-CORE	Perform advanced level first aid (e.g., Emergency Medical Responder (EMR) duties, in-flight first aid, Tactical Combat Casualty Care (TCCC) tier 2, etc.)
E4	CORE	Perform warfare exercises

NETWORKING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	NON-CORE	Manage Information Security (INFOSEC) programs
E6	NON-CORE	Manage Information Systems Security (ISS) programs

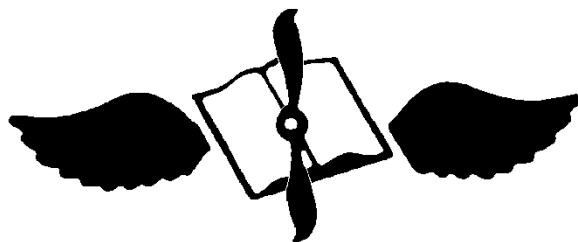
OPERATIONS PLANNING AND LOGISTICS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	NON-CORE	Analyze emerging technology to meet fleet aviation training requirements
E7	NON-CORE	Brief fleet aviation training requirements to upper echelon
E7	CORE	Coordinate aircraft assignments with maintenance control
E7	CORE	Coordinate aircraft availability for long and short range planning

OPERATIONS PLANNING AND LOGISTICS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Coordinate logistical operations
E7	CORE	Coordinate missions
E5	NON-CORE	Coordinate Operating Area (OPAREA) schedules with external agencies
E7	CORE	Coordinate warfare exercises
E7	NON-CORE	Coordinate weapons system designs with contract engineers
E7	NON-CORE	Define aircrew production requirements
E7	CORE	Manage aircrew operations
E5	CORE	Manage operational crew assignments
E7	NON-CORE	Monitor Fleet Replacement Squadron (FRS) student production
E7	CORE	Monitor fleet training and readiness levels
E7	CORE	Plan strategic operations
E5	NON-CORE	Prepare flight schedules
E5	CORE	Prepare mission capability briefs
E5	NON-CORE	Support Naval Special Warfare (NSW) operations

CHAPTER 13



AVIATION MAINTENANCE ADMINISTRATIONMAN (AZ)

NAVPERS 18068F-13G
Change 94

Updated: April 2023

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

AVIATION MAINTENANCE ADMINISTRATIONMAN (AZ)



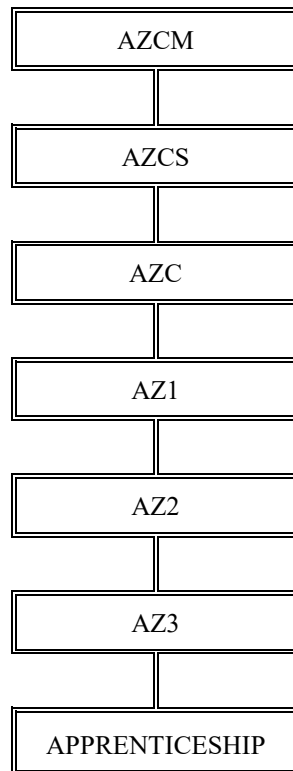
SCOPE OF RATING

Aviation Maintenance Administrationmen (AZ) perform technical, managerial, and support duties required by the Naval Aviation Maintenance Program (NAMP); prepare aircraft and maintenance related correspondence; maintain directive control and custody records, control forms and reporting requirements; maintain administrative files within the organization plan and program; coordinate scheduled and unscheduled maintenance tasks and the incorporation of changes and modifications on/to Naval aircraft and aeronautical equipment and support equipment; organize, maintain, and operate Navy Aeronautical Technical Publications Library (ATPL); oversee dispersed libraries; build, configure, deploy, and operate the Naval Aviation Logistics Command Management Information System (NALCOMIS) and Self-Monitoring Analysis Report Technology (SMART) servers; perform configuration management of Naval aircraft, associated components and support equipment; manage NALCOMIS hardware, software upgrades, and network security and Information Assurance (IA) requirements; set up and administer basic Local Area Networks (LAN) in support of Naval operations; liaise with ship and/or shore Information Technology (IT) personnel for NALCOMIS Local Area Network (LAN) support; and maintain data integrity between operations and maintenance departments.

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 13.

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**Aviation Administrator****Job Code****002576****Job Family**

Office and Administrative Support

NOC

TBD

Short Title (30 Characters)

AVIATION ADMINISTRATOR

Short Title (14 Characters)

AV ADMIN

Pay Plan

Enlisted

Career Field

AZ

Other Relationships and Rules

NEC FXXX and 7XXX series and other NECs as assigned

Job Description

Aviation Administrators perform technical, managerial, and support duties required by the Naval Aviation Maintenance Program (NAMP); prepare aircraft and maintenance related correspondence; maintain directive control and custody records, control forms, and reporting requirements; maintain files on departmental organization, manning, personnel travel and transfers, and training requirements; plan, program, and coordinate scheduled and unscheduled maintenance tasks and the incorporation of changes and modifications on/to Naval aircraft and aeronautical equipment and support equipment; coordinate squadron/activity maintenance reporting requirements; organize, maintain, and operate Navy Aeronautical Technical Publications Library (ATPL) to include Aircraft Launch and Recovery Equipment (ALRE) Quality Assurance (QA) administration; oversee dispersed libraries, and audit and train dispersed librarians; operate the Naval Aviation Logistics Command Management Information System (NALCOMIS) and associated platform-specific tracking systems; input, verify, and validate data pertaining to the history, operation, maintenance, configuration, receipt, and transfer of Naval aircraft, related aeronautical equipment and components; maintain operations department flight data historical files and aviator data; and provide support/assistance to organizational, intermediate, and depot maintenance staff areas.

DoD Relationship**Group Title**Aviation Maintenance
Records and Reports**DoD Code**

155500

O*NET Relationship**Occupation Title**Production, Planning, and
Expediting Clerks**SOC Code**

43-5061.00

Job Family

Office and Administrative Support

Skills

Management of Material Resources

Monitoring

Coordination

Reading Comprehension

Mathematics

Active Learning

Systems Analysis

Complex Problem Solving

Critical Thinking

Equipment Maintenance

Abilities

Written Comprehension

Written Expression

Problem Sensitivity

Deductive Reasoning

Information Ordering

Mathematical Reasoning

Selective Attention

Number Facility

Inductive Reasoning

Time Sharing

AIRCRAFT LAUNCH AND RECOVERY EQUIPMENT (ALRE) QUALITY ASSURANCE**Paygrade**

E4

Task Type

NON-CORE

Task Statements

Audit Aircraft Launch and Recovery Equipment Maintenance Program (ALREMP) dispersed libraries

E4

NON-CORE

Maintain Aircraft Launch and Recovery Maintenance Program (ALREMP) central libraries

E4

NON-CORE

Maintain Aircraft Launch and Recovery Maintenance Program (ALREMP) logs and records

E6

NON-CORE

Maintain Naval Aviation Maintenance Discrepancy Reporting Program (NAMDRP) procedures

E4

NON-CORE

Track arresting gear and catapult maintenance inspection requirements in Maintenance and Material Management (3M) system

E4

NON-CORE

Track holdback bar inspection requirements

AUTOMATED LOGISTICS ENVIRONMENT (ALE) ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Configure Portable Electronic Maintenance Aids (PEMA) for Automated Logistics Environment (ALE) operations
E5	CORE	Correct Aircraft Data Files (ADF)
E5	CORE	Determine engine usage ratios
E4	CORE	Maintain Aircraft Data Files (ADF)
E5	CORE	Maintain Automated Logistics Environment (ALE) module interface requirements for the F/A-18-E/F, V-22, H-53, E-2D and H-60 aircraft
E5	CORE	Maintain engine percent life remaining reports
E5	CORE	Maintain Service Life Management Program (SLMP) data reports
E5	CORE	Manage F/A-18 Automated Maintenance Environment (FAME) data
E5	CORE	Migrate data from legacy systems to newer databases
E5	CORE	Perform trend analysis on Automated Logistics Environment (ALE) reports
E4	CORE	Process Aircraft Data Files (ADF) in stand-alone mode
E4	CORE	Reconcile Aircraft Data Files (ADF) with Naval Aviation Flight Record (NAVFLIR)
E5	CORE	Review Automated Trending and Analysis (ATA) reports
E5	CORE	Verify Structural Appraisal of Fatigue Effects (SAFE) reports for upline connectivity
E5	CORE	Verify usage data is applied to all applicable components

CENTRAL TECHNICAL PUBLICATIONS LIBRARY

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Audit dispersed technical libraries
E5	CORE	Conduct Portable Electronic Maintenance Aids (PEMA) and associated hardware inventories
E5	CORE	Develop procedures for classified materials
E5	CORE	Initiate routing of Technical Directives (TD)
E5	CORE	Label manual binder spines
E5	CORE	Load Automated Data Processing (ADP) and Aircraft Intermediate Maintenance Department (AIMD) (Afloat) Joint Technical Data Integration (JTDI) Compact Disk (CD) updates on the Joint Knowledge Caching Server (JKCS)
E5	CORE	Load Electronic Rapid Action Changes (ERAC)
E5	CORE	Load Joint Technical Data Integration (JTDI) Compact Disk (CD) updates on the Joint Knowledge Caching Server (JKCS)
E5	CORE	Maintain a training program for dispersed librarians on technical publication updates
E5	CORE	Maintain Automated Technical Publications Libraries (ATPL)
E5	CORE	Maintain Central Technical Publications Library (CTPL) transaction files
E5	CORE	Maintain change entry certification record files
E5	CORE	Maintain classified material containers and access lists
E5	CORE	Maintain Enhanced Library Management Systems (ELMS)
E5	CORE	Maintain internal control of the Naval Aviation Maintenance Program (NAMP) via Electronic Library Management System (ELMS)

CENTRAL TECHNICAL PUBLICATIONS LIBRARY (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Maintain Joint Technical Data Integration (JTDI) Compact Disk (CD) updates on the Joint Knowledge Caching Server (JKCS)
E5	CORE	Maintain local Maintenance Requirement Cards (MRC)
E5	CORE	Maintain Naval Air publications via Naval Air Technical Data and Engineering Service Command (NATEC) website
E5	CORE	Maintain Naval Air Training and Operations Procedures Standardization (NATOPS)
E5	CORE	Maintain Portable Electronic Maintenance Aids (PEMA) in Electronic Library Management System (ELMS)
E5	CORE	Maintain technical manuals
E5	CORE	Maintain weekly Interim Rapid Action Change (IRAC) summaries
E5	CORE	Maintain weekly summaries of issued Technical Directives (TD)
E5	CORE	Manage Portable Electronic Maintenance Aids (PEMA)
E5	CORE	Order publications
E5	CORE	Perform Portable Electronic Maintenance Aids (PEMA) material condition inspections
E5	CORE	Track Technical Directives (TD) in Electronic Library Management System (ELMS) database
E5	CORE	Update Interactive Electronic Technical Manual (IETM) software
E5	CORE	Update publications and publication master files
E5	CORE	Verify Joint Technical Data Integration (JTDI) Compact Disk (CD) updates are loaded on the Joint Knowledge Caching Server (JKCS)

DATA ANALYSIS AND SYSTEM ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Analyze aviation maintenance data trends
E5	CORE	Assign Special Maintenance Qualifications (SMQ)
E5	CORE	Conduct maintenance documentation training
E5	CORE	Conduct Naval Aviation Logistics Command Management Information Systems (NALCOMIS) functionality training
E5	CORE	Configure detachment workstations and laptops
E5	CORE	Configure Uninterruptable Power Supply (UPS)
E5	CORE	Coordinate data transfers between servers and databases
E5	CORE	Coordinate system maintenance
E5	CORE	Correct database and system errors
E5	CORE	Create ad hoc Naval Aviation Logistics Command Maintenance Information Systems (NALCOMIS) reports
E5	CORE	Create database returns
E5	CORE	Create Naval Aviation Logistics Command Maintenance Information Systems (NALCOMIS) contingency training
E5	CORE	Create Naval Aviation Logistics Command Maintenance Information Systems (NALCOMIS) personnel accounts

DATA ANALYSIS AND SYSTEM ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Establish Optimized-Organizational Maintenance Activity Naval Aviation Logistics Command Maintenance Information Systems (OOMA NALCOMIS) interfaces
E5	CORE	Install detachment printers
E5	CORE	Install Naval Aviation Logistics Command Management Information Systems (NALCOMIS) security packages
E5	CORE	Load Naval Aviation Logistics Command Management Information Systems (NALCOMIS) operating software
E5	CORE	Lockout Optimized-Organizational Maintenance Activity Naval Aviation Logistics Command Management Information Systems (OOMA NALCOMIS) datasets after aircraft mishaps
E5	CORE	Maintain baseline change reports
E5	CORE	Maintain baseline trouble reports
E5	CORE	Maintain computer hardware
E5	CORE	Maintain detachment pack-up lists
E5	CORE	Maintain hardware inventories
E5	CORE	Maintain Naval Aviation Logistics Command Management Information Systems (NALCOMIS)
E5	CORE	Maintain Naval Aviation Logistics Command Management Information Systems (NALCOMIS) report files (e.g. MAINT 1-6 reports)
E5	CORE	Maintain Naval Aviation Logistics Command Management Information Systems (NALCOMIS) system history logs
E5	CORE	Maintain offsite backups
E5	CORE	Maintain Optimized-Organizational Maintenance Activity Naval Aviation Logistics Command Management Information Systems (OOMA NALCOMIS) technical advisories
E5	CORE	Maintain system administrator logbooks
E5	CORE	Maintain trouble call submissions and records
E5	CORE	Manage computer naming conventions
E5	CORE	Manage database user accounts and processes
E5	CORE	Manage Intermediate Level (I-Level) maintenance databases
E5	CORE	Manage Naval Aviation Logistics Command Management Information System (NALCOMIS) networks (e.g., peripheral cables, connections, printers, etc.)
E5	CORE	Manage Naval Flight Record Subsystem (NAVFLIRS) for aircrews
E5	CORE	Manage Naval Flight Record Subsystem (NAVFLIRS) upline reporting
E5	CORE	Manage network properties and local area connections
E5	CORE	Manage Public Key Infrastructure (PKI) and Department of Defense (DoD) certificates
E5	CORE	Manage server virtual machines
E5	CORE	Manage system servers and workstations
E5	CORE	Monitor database log spaces
E5	CORE	Monitor event viewer and transaction logs

DATA ANALYSIS AND SYSTEM ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Monitor Naval Aviation Logistics Command Management Information Systems (NALCOMIS) replication status
E5	CORE	Monitor Naval Aviation Logistics Command Management Information Systems (NALCOMIS) system performance
E5	CORE	Monitor scheduled system jobs
E5	CORE	Perform Assured Compliance Assessment Solution (ACAS)
E5	CORE	Perform database restores
E5	CORE	Perform detachment processing
E5	CORE	Perform Naval Aviation Logistics Command Management Information Systems (NALCOMIS) system backups
E5	CORE	Perform site-to-site server moves
E5	CORE	Prepare baseline trouble reports
E4	CORE	Prepare trouble call submissions and records (e.g., IT Service Management (ITSM))
E5	CORE	Process MAINT-2 and Naval Aviation Readiness Integrated Improvement Program (NAVRIIP) data
E5	CORE	Provide statistical analysis via Maintenance and Material Management (3M) summary
E5	CORE	Reconcile Naval Flight Record Subsystem (NAVFLIRS) data with Sierra Hotel Aviation Readiness Program (SHARP)
E5	CORE	Record system downtime and trouble calls
E5	CORE	Respond to user trouble calls
E5	CORE	Schedule database down time
E5	CORE	Troubleshoot Naval Aviation Logistics Command Management Information Systems (NALCOMIS)
E5	CORE	Update Information Assurance (IA) vulnerability alerts
E5	CORE	Update software configurations
E5	CORE	Verify baseline change reports
E5	CORE	Verify Sybase server status
E5	CORE	Verify Wide Area Network (WAN) for connectivity (e.g., O- to I-Level connection, MIDTIER)

LOGS AND RECORDS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Annotate replacement due-time on Aeronautical Equipment Service Record (AESR)
E5	CORE	Calculate replacement due-time on all carded items
E5	CORE	Close out outdated aircraft logbook forms
E5	CORE	Correct X-ray reports
E5	CORE	Create electronic log set components
E5	CORE	Create logbook records
E5	CORE	Create new aircraft logbook forms

LOGS AND RECORDS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Document engine reporting status via Decision Knowledge Engine Transaction Reporting (DECKETR) website
E5	CORE	Document Technical Directives (TD)
E5	CORE	Forward consolidated cards to central repository or Field Support Team (FST)
E5	CORE	Maintain aircraft historical files
E5	CORE	Maintain aircraft logbook pages
E4	CORE	Maintain Aviation Life Support Systems (ALSS) Auto Log-Sets (ALS)
E5	CORE	Maintain Engine Transaction Report (ETR) logs and worksheets
E5	CORE	Maintain X-ray reports
E4	CORE	Manage Aeronautical Armament Equipment (AAE) records
E5	CORE	Manage aircraft equipment service records
E6	CORE	Manage Aircraft Inventory Readiness Reporting Systems (AIRRS)
E5	CORE	Manage Auto Log-Sets (ALS)
E5	CORE	Manage Aviation Life Support System (ALSS) records
E5	CORE	Manage Configuration Management (CM) of Optimized-Organizational Maintenance Activity Naval Aviation Logistics Command Management Information Systems (OOMA NALCOMIS) assets
E5	CORE	Manage master flight files
E6	CORE	Manage transfer and receipt of aircraft documentation
E5	CORE	Prepare Engine Transaction Reports (ETR)
E5	CORE	Process aircraft X-ray reports via Optimized Organizational Maintenance Activity Naval Aviation Logistics Command Management Information Systems (OOMA NALCOMIS)
E5	CORE	Process Change of Location (COL) X-rays
E5	CORE	Process End of Quarter (EOQ) reports
E5	CORE	Process Engine Transaction Reports (ETR)
E5	CORE	Process Quarterly Hours in Life (QHIL) reports
E4	CORE	Research components missing logbook documentation
E5	CORE	Screen work orders for logbook entries
E6	CORE	Validate logbook entries
E5	CORE	Verify aircraft flight summary page
E5	CORE	Verify aircraft inspection cycles
E5	CORE	Verify component removal due reports
E5	CORE	Verify correct documentation on Assembly Service Record, Module Service Record, Equipment History Record, Schedule Removal Card (ASR/MSR/EHR/SRC)
E5	CORE	Verify engine inspection cycles
E4	CORE	Verify installed explosive devices with Cartridge Actuated Device / Propellant Actuated Device (CAD/PAD) and Optimized-Organizational Maintenance Activity (OOMA)
E5	CORE	Verify Naval Aviation Logistics Command Management Information Systems (NALCOMIS) engine management reports

LOGS AND RECORDS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Verify Periodic Maintenance Information Card (PMIC) against all tracked components
E5	CORE	Verify quarterly list 02 and list 04 Technical Directive (TD) reports
E5	CORE	Verify X-ray reporting via Aircraft Inventory Readiness Reporting Systems (AIRRS)

MAINTENANCE ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Create Support Equipment (SE) licenses
E4	CORE	Distribute Monthly Maintenance Plans (MMP)
E4	CORE	Distribute Monthly Personnel Plans (MPP)
E4	CORE	Distribute nontechnical information and publications
E4	CORE	Draft aviation messages
E4	CORE	Issue Support Equipment (SE) licenses
E4	CORE	Maintain a master file of nontechnical instructions
E4	CORE	Maintain Advance Skills Management (ASM) program
E4	CORE	Maintain aviation maintenance correspondence ticklers
E4	CORE	Maintain aviation maintenance department message boards
E4	CORE	Maintain Monthly Maintenance Plans (MMP)
E4	CORE	Maintain Monthly Personnel Plans (MPP)
E4	CORE	Maintain organizational manpower charts
E4	CORE	Maintain Relational Administrative Data Management (RADM) database
E4	CORE	Maintain Standard Subject Identification Code (SSIC) files
E6	CORE	Manage Advanced Skills Management (ASM) system
E5	NON-CORE	Prepare awards
E4	NON-CORE	Prepare departmental muster reports
E4	CORE	Prepare Monthly Maintenance Plans (MMP)
E4	CORE	Prepare Monthly Personnel Plans (MPP)
E4	CORE	Process Support Equipment (SE) licenses and renewals
E5	CORE	Safeguard classified aviation maintenance documents
E5	CORE	Track maintenance action reports

MAINTENANCE/PRODUCTION CONTROL

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Certify aircraft safe for flight
E6	CORE	Conduct Naval Aviation Maintenance Program (NAMP) self-audits
E6	CORE	Coordinate Depot-Level (D-Level) maintenance requirements
E4	CORE	Issue aircraft inspections
E4	CORE	Maintain Aircraft Discrepancy Books (ADB) and Automated Aircraft Discrepancy Books (AADB)

MAINTENANCE/PRODUCTION CONTROL (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Maintain aircraft status reports and boards
E4	CORE	Maintain historical flight schedules
E4	CORE	Maintain Rough Flight Logs (RFL)
E6	NON-CORE	Manage Aviation Maintenance Supply Readiness Reporting (AMSRR) accounts
E7	NON-CORE	Manage Budget Operating Target (OPTAR) Reports (BOR) reports
E6	CORE	Manage Fatigue Life Expenditures (FLE)
E7	CORE	Manage flight hours
E7	NON-CORE	Manage purchase card programs
E5	CORE	Manage Structural Life Limit (SLL) programs
E6	CORE	Monitor Fatigue Life Expenditure (FLE) reports
E4	CORE	Perform Automated Aircraft Discrepancy Books (AADB) summary page backups
E4	CORE	Prepare administrative work orders on aircraft, Support Equipment (SE), and Aviation Life Support Systems (ALSS)
E4	CORE	Process work orders on Aviation Life Support Systems (ALSS) inspections
E4	CORE	Process work requests
E4	CORE	Validate aircrew flight reports
E6	CORE	Verify cannibalization logs
E5	CORE	Verify Rough Flight Logs (RFL)

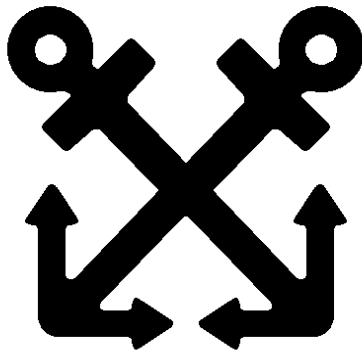
SUPPORT EQUIPMENT PLANNED MAINTENANCE SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Coordinate Intermediate Maintenance Activity (IMA) inspections
E4	CORE	Document Non-Destructive Inspection (NDI) and proof load tests on Support Equipment (SE) Custody and Maintenance History Record (OPNAV 4790/51)
E4	CORE	File Support Equipment (SE) Planned Maintenance System (PMS) records
E4	CORE	Maintain preservation and depreservation cycle documentation
E4	CORE	Maintain Support Equipment (SE) Acceptance and Transfer checklists
E4	CORE	Maintain Support Equipment (SE) Auto Log-Sets (ALS)
E4	CORE	Review Local Asset Management System (LAMS) reports for Planned Maintenance System (PMS) requirements
E4	CORE	Store current and historical Support Equipment (SE) Planned Maintenance System (PMS) documentation
E4	CORE	Verify NAT02 Technical Directives (TD)
E4	CORE	Verify Support Equipment (SE) inspection cycles

TECHNICAL DIRECTIVES

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Conduct Technical Directives (TD) self-audits
E5	CORE	Initiate Technical Directives (TD) work orders
E6	CORE	Maintain Technical Directives (TD) kits
E5	CORE	Maintain Technical Directives (TD) routing and tracking sheets
E6	CORE	Manage outstanding Technical Directives (TD) reports
E6	CORE	Manage Technical Directives (TD) configuration files for Auto Log-Sets (ALS)
E6	CORE	Manage Technical Directives (TD) programs
E5	CORE	Perform Technical Directives (TD) verification via applicable reports
E6	CORE	Prepare forms to incorporate Technical Directives (TD) at the depot-level
E6	CORE	Process Technical Directives (TD) deviation waivers
E6	CORE	Procure Technical Directives (TD) kits
E5	CORE	Screen aircraft, engine, Support Equipment (SE), and all applicable records for Technical Directives (TD) compliance
E5	CORE	Verify Technical Directives (TD) tasks are set on components and subcomponents

CHAPTER 14



BOATSWAIN'S MATE (BM)

NAVPERS 18068F-14E
Change 88

Updated: October 2021

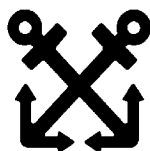
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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

BOATSWAIN'S MATE (BM)



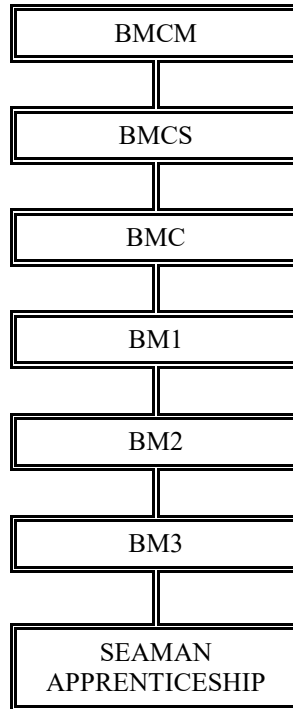
SCOPE OF RATING

Boatswain's Mates (BM) conduct, direct, supervise, and train ship handling, anchoring, mooring and towing operations, small boat operations, underway replenishment, amphibious operations, flight deck operations, crane operations, cargo handling, lifesaving equipment handling, rigging, deck seamanship, painting and preservation, marlinespike seamanship, and related equipment maintenance and administration.

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 14.

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**Ship's And Boat's Mate****Job Code****003720****Job Family**

Transportation and Material Moving

NOC

TBD

Short Title (30 Characters)

SHIPS AND BOATS MATE

Short Title (14 Characters)

SB MATE

Pay Plan

ENLISTED

Career Field

BM

Other Relationships and Rules

NEC WXXX series or other NECs as assigned

Job Description

Ship's and Boat's Mates are responsible for the proper training and supervision of junior personnel, including junior officers, in naval traditions, military conduct and justice, leadership, management information, career information, training, programs and policies, military requirements, safety, and security, visual, and radio communications procedures; direct the operation and maintenance of deck machinery, damage control, and other emergency equipment; direct the movement of non-self-propelled yard craft within the boundaries of harbors, bays, and sounds; operate tugs to assist in docking, undocking, dry-docking, and cold iron moves; assist in sea/air rescue and missions of mercy operations; manage the movement of control rotary aircraft and crane operation administration; act as safety technicians by assisting the Safety Officer or Safety Manager in the implementation of the Navy Occupational Safety and Health (NAVOSH) program and other command safety programs; perform administrative and record keeping functions in support of the command safety organization; and identify unsafe work practices and hazardous health conditions.

DoD RelationshipGroup Title

Boatswains

DoD Code

106000

O*NET RelationshipOccupation TitleCaptains, Mates, and Pilots of
Water VesselsSOC Code

53-5021.00

Job FamilyTransportation and Material
Moving**Skills**

Monitoring

Operation and Control

Quality Control Analysis

Equipment Maintenance

Reading Comprehension

Management of Material Resources

Management of Personnel Resources

Coordination

Active Learning

Equipment Selection

Abilities

Deductive Reasoning

Spatial Orientation

Oral Expression

Written Comprehension

Information Ordering

Time Sharing

Manual Dexterity

Problem Sensitivity

Written Expression

Arm-Hand Steadiness

AMPHIBIOUS OPERATIONS**Paygrade****Task Type****Task Statements**

E7

CORE

Control amphibious craft steering and speed

E6

NON-CORE

Coordinate amphibious beach traffic

E7

CORE

Coordinate repairs of well deck equipment

E7

NON-CORE

Manage beach logistics support operations

E7

NON-CORE

Manage salvage operations

E7

CORE

Manage ship to shore evolutions

E7

CORE

Manage well deck evolutions

E6

CORE

Supervise vehicle placement, loading, and securing operations

E6

CORE

Supervise well deck evolutions

ANCHORING, MOORING, AND TOWING**Paygrade****Task Type****Task Statements**

E7

CORE

Coordinate repairs of anchoring, mooring, and towing equipment

E7

CORE

Manage anchoring evolutions

E7

CORE

Manage mooring and getting underway evolutions

E7

CORE

Manage mooring to and getting underway from buoys

E7

CORE

Manage towing evolutions

E6

CORE

Supervise anchoring evolutions

E6

CORE

Supervise mooring and getting underway evolutions

ANCHORING, MOORING, AND TOWING (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Supervise mooring configurations (e.g., heavy weather, tidal range, etc.)
E6	CORE	Supervise mooring to and getting underway from buoys
E6	CORE	Supervise towing evolutions

CARGO HANDLING, RIGGING, AND CRANES

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Coordinate repairs of cargo handling equipment (e.g., cranes, Material Handling Equipment (MHE), Weight Handling Equipment (WHE), etc.)
E7	CORE	Maintain crane programs
E7	CORE	Manage cargo handling evolutions
E6	CORE	Plan cargo handling evolutions
E6	CORE	Supervise cargo handling evolutions

DECK SEAMANSHIP

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Coordinate repairs of davits
E6	CORE	Manage ladder, brows, and gangway evolutions
E6	CORE	Manage line handling operations
E7	CORE	Manage shipboard man overboard recovery evolutions

EQUIPMENT ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Coordinate equipment certifications and recertifications
E7	CORE	Coordinate readiness evaluations
E7	CORE	Coordinate weight tests
E7	CORE	Draft procedural documents (e.g., Standard Operating Procedures (SOP), Temporary Standing Orders (TSO), Departure From Specifications (DFS), etc.)
E7	CORE	Maintain Afloat Self-Assessment (ASA) programs
E6	CORE	Maintain equipment and test logs
E7	CORE	Maintain shipboard bills (e.g., boat, helicopter, abandon ship, etc.)
E6	CORE	Maintain technical publications
E6	CORE	Manage readiness evaluation preparations
E6	CORE	Manage safety programs and instructions (e.g., Respiratory Protection Program Manager (RPPM))
E7	CORE	Manage weight test programs
E6	CORE	Supervise equipment installations, testing, and alterations
E6	CORE	Supervise weight tests
E7	CORE	Verify equipment installations, testing, and alterations
E7	CORE	Verify procedural documents (e.g., Standard Operating Procedures (SOP), Temporary Standing Orders (TSO), Departure From Specifications (DFS), etc.)

FLIGHT DECK OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Coordinate repairs of flight decks (e.g., non-skid, Visual Landing Aids (VLA), padeyes, etc.)
E7	CORE	Inspect flight decks (e.g., non-skid, Visual Landing Aids (VLA), padeyes, etc.)

FLIGHT DECK OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Manage helicopter flight deck operations
E6	CORE	Supervise helicopter launch and recovery evolutions

PAINTING AND PRESERVATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Coordinate deck painting and preservation plans and equipment (e.g., man lifts, barges, etc.)

SMALL BOAT OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Coordinate repairs of small boat davits
E7	CORE	Coordinate repairs of small boats and equipment
E7	CORE	Manage small boat evolutions
E7	CORE	Manage small boat man overboard recovery evolutions
E6	CORE	Supervise small boat evolutions
E6	CORE	Supervise small boat man overboard recovery evolutions

UNDERWAY REPLENISHMENT (UNREP)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Manage cargo replenishment evolutions
E7	CORE	Manage fueling replenishment evolutions
E7	CORE	Manage personnel transfer at sea
E7	CORE	Manage Vertical Replenishment (VERTREP) evolutions
E6	CORE	Supervise cargo replenishment evolutions
E6	CORE	Supervise fueling replenishment evolutions
E6	CORE	Supervise personnel transfer at sea
E6	CORE	Supervise Vertical Replenishment (VERTREP) evolutions

Job Title**Ordinary Seaman****Job Code****003721****Job Family**

Transportation and Material Moving

NOC

TBD

Short Title (30 Characters)

ORDINARY SEAMAN

Short Title (14 Characters)

ORD SEAMAN

Pay Plan

ENLISTED

Career Field

BM

Other Relationships and Rules

NEC WXXX series or other NECs as assigned.

Job Description

Ordinary Seamen perform maintenance and preservation of ship's metal and wood surfaces, compartments, deck machinery, and equipment; stand deck watches that include helmsman, lee helmsman, lookout, Boatswain's Mate of the Watch, and messenger of the watch underway; man and operate amphibious crafts and small boats; assist in flight deck operations, underway replenishment, and crane and winch operations; perform all basic seamanship functions aboard ship including knot tying and whipping and seizing lines or wire; and perform basic emergency functions including first aid treatment and damage control.

DoD Relationship**Group Title**

Boatswains

DoD Code

106000

O*NET Relationship**Occupation Title**

Sailors and Marine Oilers

SOC Code

53-5011.00

Job Family

Transportation and Material Moving

Skills

Coordination

Management of Material Resources

Operation and Control

Quality Control Analysis

Equipment Selection

Equipment Maintenance

Operation Monitoring

Critical Thinking

Speaking

Troubleshooting

Abilities

Manual Dexterity

Deductive Reasoning

Problem Sensitivity

Spatial Orientation

Oral Expression

Information Ordering

Far Vision

Control Precision

Glare Sensitivity

Arm-Hand Steadiness

AMPHIBIOUS OPERATIONS**Paygrade****Task Type****Task Statements**

E4

CORE

Direct amphibious craft landing operations

E4

CORE

Direct amphibious crafts and vehicles

E4

NON-CORE

Direct beach vehicle traffic

E4

CORE

Launch amphibious crafts (e.g., Landing Craft Air Cushion (LCAC), Landing Craft Utility (LCU), Landing Craft Mechanized (LCM), Combat Rubber Raiding Craft (CRRC), etc.)

E4

CORE

Launch amphibious vehicles (e.g., assault vehicles, Lighter Amphibious Resupply Cargo (LARC) vehicles, etc.)

E4

CORE

Load amphibious crafts (e.g., Landing Craft Air Cushion (LCAC), Landing Craft Utility (LCU), Landing Craft Mechanized (LCM), Combat Rubber Raiding Craft (CRRC), etc.)

E4

CORE

Load amphibious vehicles (e.g., assault vehicles, Lighter Amphibious Resupply Cargo (LARC) vehicles, etc.)

E4

CORE

Perform well deck Foreign Object Damage (FOD) walk downs

E4

NON-CORE

Prepare amphibious beach equipment

E4

CORE

Prepare crafts

E4

CORE

Prepare vehicles

E4

CORE

Prepare well deck equipment (e.g., capstans, lines, tie-downs, ventilations, padeyes, staples, etc.)

E4

CORE

Recover amphibious crafts (e.g., Landing Craft Air Cushion (LCAC), Landing Craft Utility (LCU), Landing Craft Mechanized (LCM), Combat Rubber Raiding Craft (CRRC), etc.)

AMPHIBIOUS OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Recover amphibious vehicles (e.g., assault vehicles, Lighter Amphibious Resupply Cargo (LARC) vehicles, etc.)
E4	CORE	Repair well deck equipment (e.g., lines, tie-downs, chains, etc.)
E4	CORE	Report amphibious beach signals and flags
E4	CORE	Report amphibious craft markings and flags
E4	CORE	Report amphibious signals and markings
E4	CORE	Report corrective maintenance needs for well deck equipment (e.g., capstans, lines, tie-downs, ventilations, padeyes, staples, etc.)
E4	CORE	Secure crafts
E4	CORE	Secure vehicles
E4	CORE	Test well deck equipment (e.g., capstans, lines, tie-downs, ventilations, padeyes, staples, etc.)
E4	CORE	Troubleshoot well deck equipment (e.g., capstans, lines, tie-downs, ventilations, padeyes, staples, etc.)
E4	CORE	Unload amphibious crafts (e.g., Landing Craft Air Cushion (LCAC), Landing Craft Utility (LCU), Landing Craft Mechanized (LCM), Combat Rubber Raiding Craft (CRRC), etc.)
E4	CORE	Unload amphibious vehicles (e.g., assault vehicles, Lighter Amphibious Resupply Cargo (LARC) vehicles, etc.)

ANCHORING, MOORING, AND TOWING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Handle ground tackle (e.g., stoppers, shackles, etc.)
E4	CORE	Hoist ship's anchor
E4	CORE	Inspect anchoring equipment
E4	CORE	Inspect mooring equipment
E4	CORE	Inspect towing equipment
E4	CORE	Let go of ship's anchor
E4	CORE	Lower ship's anchor
E4	CORE	Maintain mooring configurations (e.g., heavy weather, tidal range, etc.)
E4	CORE	Pass heaving lines
E4	CORE	Perform mooring and getting underway evolutions
E4	CORE	Prepare lines for mooring and getting underway evolutions
E4	CORE	Repair mooring equipment
E4	CORE	Replace anchoring equipment
E4	CORE	Replace towing equipment
E4	CORE	Report corrective maintenance needs for anchoring equipment
E4	CORE	Report corrective maintenance needs for mooring equipment
E4	CORE	Report corrective maintenance needs for towing equipment
E4	CORE	Report positions and tensions of anchor chains
E4	CORE	Rig for mooring to buoy
E4	CORE	Rig for towing
E4	CORE	Rig to be towed
E4	CORE	Secure mooring lines after getting underway

ANCHORING, MOORING, AND TOWING (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Test anchoring equipment (e.g., windlasses, communications, etc.)
E4	CORE	Test mooring equipment (e.g., capstans, communications, etc.)
E4	CORE	Test towing equipment (e.g., capstans, windlasses, communications, etc.)
E4	CORE	Unrig from mooring buoy
E4	CORE	Unrig from tow

CARGO HANDLING, RIGGING, AND CRANES

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Inspect cargo handling equipment
E4	CORE	Package cargo for transfer
E4	CORE	Perform Material Handling Equipment (MHE) evolutions
E4	CORE	Perform rigging evolutions
E4	CORE	Perform shipboard crane evolutions (e.g., line handling, rigger, etc.)
E4	CORE	Perform Weight Handling Equipment (WHE) evolutions (e.g., chain hoist, block and tackle, etc.)
E4	CORE	Replace cargo handling equipment
E4	CORE	Report corrective maintenance needs for cargo handling equipment
E4	CORE	Rig cargo handling equipment
E4	CORE	Unrig cargo handling equipment

DECK SEAMANSHIP

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Apply whippings on lines
E4	CORE	Belay lines to deck fittings
E4	CORE	Control ship steering and speed
E4	CORE	Execute boat hails, recalls, and salutes
E4	CORE	Handle lines for deck operations
E4	CORE	Inspect abandon ship equipment
E4	CORE	Inspect lifesaving equipment
E4	CORE	Make up lines (i.e., coil, fake, and flemish)
E4	CORE	Perform shipboard man overboard recovery procedures
E4	CORE	Render calls on boatswains pipe
E4	CORE	Replace abandon ship equipment
E4	CORE	Replace lifesaving equipment
E4	CORE	Report air contacts
E4	CORE	Report corrective maintenance needs for davits
E4	CORE	Report flags, day shapes, and light configurations
E4	CORE	Report man overboard
E4	CORE	Report Search And Rescue (SAR) signals
E4	CORE	Report signal flags, pennants, and flares
E4	CORE	Report sound signals
E4	CORE	Report surface contacts
E4	CORE	Report water depths using lead lines

DECK SEAMANSHIP (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Rig brows and gangways
E4	CORE	Rig deck equipment
E4	CORE	Rig for davit operations
E4	CORE	Rig life lines
E4	CORE	Rig shipboard ladders
E4	CORE	Rig stages and boatswain's chairs
E4	CORE	Steer ships using aft steering equipment
E4	CORE	Stow lines
E4	CORE	Test abandon ship equipment (e.g., life preservers)
E4	CORE	Test lifesaving equipment
E4	CORE	Unrig brows and gangways
E4	CORE	Unrig deck equipment
E4	CORE	Unrig from davit operations
E4	CORE	Unrig life lines
E4	CORE	Unrig shipboard ladders
E4	CORE	Unrig stages and boatswain's chairs

EQUIPMENT ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Inspect work areas, tools, and equipment
E4	CORE	Inventory equipment (e.g., painting and preservation, flight deck, crash and salvage, etc.)

FLIGHT DECK OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Direct aircraft during Vertical Replenishment (VERTREP) and Helicopter In-Flight Refueling (HIFR)
E4	CORE	Inspect flight deck equipment
E4	CORE	Launch helicopters
E4	CORE	Perform flight deck Foreign Object Damage (FOD) walk downs
E4	CORE	Prepare flight deck equipment
E4	CORE	Recover helicopters
E4	CORE	Refuel helicopters
E4	CORE	Replace flight deck equipment
E4	CORE	Rig for Helicopter In-Flight Refueling (HIFR)
E4	CORE	Secure helicopters to flight decks
E4	CORE	Test flight deck equipment (e.g., communications, night wands, grounding rods, etc.)
E4	CORE	Unrig from Helicopter In-Flight Refueling (HIFR)

MARLINESPIKE SEAMANSHIP

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Inspect lines (e.g., natural, synthetic, etc.)
E4	CORE	Inspect wire ropes
E4	CORE	Repair lines (e.g., natural, synthetic, etc.)

MARLINESPIKE SEAMANSHIP (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Repair synthetic and canvas products
E4	CORE	Replace lines (e.g., natural, synthetic, etc.)
E4	CORE	Replace synthetic and canvas products
E4	CORE	Replace wire ropes
E4	CORE	Splice lines
E4	CORE	Tie knots, bends, and hitches

PAINTING AND PRESERVATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Control aerial man lift vehicles
E4	CORE	Inventory primer, paint, and non-skid
E4	CORE	Paint prepared surfaces using primer, paint, and non-skid
E4	CORE	Prepare primer, paint, and non-skid
E4	CORE	Prepare surfaces for primer, paint, and non-skid
E4	CORE	Repair painting and preservation equipment
E4	CORE	Replace painting and preservation equipment
E4	CORE	Test painting and preservation equipment
E4	CORE	Troubleshoot painting and preservation equipment

SMALL BOAT OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Anchor small boats
E4	CORE	Conduct small boat safety evolutions
E4	CORE	Conduct small boat security evolutions
E4	CORE	Conduct Visit Board Search and Seizure (VBSS) operations
E4	CORE	Control small boat steering and speed
E4	CORE	Follow navigational aids and rules of the road during small boat operations
E4	CORE	Inspect small boat davits
E4	CORE	Inspect small boat equipment
E4	CORE	Inspect small boat hulls and sponsons
E4	CORE	Launch small boats
E4	CORE	Load small boats (e.g., equipment, passengers, etc.)
E4	CORE	Moor small boats
E4	CORE	Navigate small boats
E4	CORE	Perform small boat man overboard recovery procedures
E4	CORE	Prepare small boats
E4	CORE	Recover small boats
E4	CORE	Refuel small boats
E4	CORE	Repair small boat equipment (e.g., lines, floatation devices, etc.)
E4	CORE	Repair small boat hulls and sponsons
E4	CORE	Replace small boat davit components (e.g., man ropes, shackles, wire ropes, etc.)
E4	CORE	Report corrective maintenance needs for small boat davits
E4	CORE	Report corrective maintenance needs for small boats and equipment

SMALL BOAT OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Test small boat davits
E4	CORE	Test small boat equipment
E4	CORE	Test small boat sponsons
E4	CORE	Troubleshoot small boat sponsons
E4	CORE	Unload small boats (e.g., equipment, passengers, etc.)

UNDERWAY REPLENISHMENT (UNREP)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Inspect replenishment equipment
E4	CORE	Perform cargo replenishment evolutions
E4	CORE	Perform external communications (ship-to-ship)
E4	CORE	Perform fueling replenishment evolutions
E4	CORE	Repair replenishment equipment
E4	CORE	Replace replenishment equipment
E4	CORE	Report positions using phones and distance lines
E4	CORE	Rig cargo for Vertical Replenishment (VERTREP)
E4	CORE	Rig cargo replenishment stations
E4	CORE	Rig for personnel transfer at sea
E4	CORE	Rig fueling replenishment stations
E4	CORE	Send and receive replenishment at sea signals
E4	CORE	Test replenishment equipment
E4	CORE	Troubleshoot replenishment equipment
E4	CORE	Unrig cargo from Vertical Replenishment (VERTREP)
E4	CORE	Unrig cargo replenishment stations
E4	CORE	Unrig from personnel transfer at sea
E4	CORE	Unrig fueling replenishment stations

Job Title**Able Seaman****Job Code****003722****Job Family**

Installation, Maintenance, and Repair

NOC

TBD

Short Title (30 Characters)

ABLE SEAMAN

Short Title (14 Characters)

ABLE SEAMAN

Pay Plan

ENLISTED

Career Field

BM

Other Relationships and Rules

NEC WXXX series or other NECs as assigned.

Job Description

Able Seamen perform shipboard operations including maintenance and upkeep of the ship; assist in ship security, deck seamanship, navigation, and piloting; operate and maintain small boats, deck equipment, and machinery; prepare metal and wood surfaces by applying primers and paints; rig cargo handling equipment for ship replenishment at sea, handle cargo, direct winch and crane operators, perform work details, and assist with repair parties during shipboard emergencies; launch and recover amphibious crafts, operate small boats as coxswains, and inspect and maintain lifeboats, life rafts, and survival equipment; and train junior personnel performing flight deck observer, chock and chain personnel, and enlisted landing signalmen for multiple helicopter flight deck operations.

DoD Relationship**Group Title**

Boatswains

DoD Code

106000

O*NET Relationship**Occupation Title**

Maintenance Workers, Machinery

SOC Code

49-9043.00

Job Family

Installation, Maintenance, and Repair

Skills

Monitoring

Management of Personnel Resources

Operation and Control

Equipment Maintenance

Quality Control Analysis

Operation Monitoring

Equipment Selection

Management of Material Resources

Reading Comprehension

Coordination

Abilities

Time Sharing

Spatial Orientation

Information Ordering

Deductive Reasoning

Problem Sensitivity

Manual Dexterity

Written Comprehension

Depth Perception

Oral Expression

Far Vision

AMPHIBIOUS OPERATIONS**Paygrade**

E5

Task Type

NON-CORE

Task Statements

Evaluate surf zones for landings

E5

CORE

Inspect well deck equipment (e.g., capstans, lines, tie-downs, ventilations, padeyes, staples, etc.)

E5

CORE

Supervise well deck Foreign Object Damage (FOD) walk downs

CARGO HANDLING, RIGGING, AND CRANES**Paygrade**

E5

Task Type

CORE

Task Statements

Control shipboard cranes

E5

CORE

Direct shipboard cranes

DECK SEAMANSHIP**Paygrade**

E5

Task Type

CORE

Task Statements

Coordinate shipboard honors and ceremonies

E5

CORE

Inspect davits

E5

CORE

Supervise davit evolutions

E5

CORE

Supervise ladder, brows, and gangway evolutions

E5

CORE

Supervise line handling operations

E5

CORE

Supervise shipboard man overboard recovery evolutions

E5

CORE

Test davits

EQUIPMENT ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Analyze schematics (e.g., mechanical drawings, electrical schematics, piping and valve drawings, etc.)
E5	CORE	Maintain equipment records
E5	CORE	Manage equipment (e.g., painting and preservation, flight deck, crash and salvage, etc.)

FLIGHT DECK OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Supervise flight deck Foreign Object Damage (FOD) walk downs

MARLINE SPIKE SEAMANSHIP

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Attach wire rope clips
E5	CORE	Supervise line repairs and replacements
E5	CORE	Supervise wire rope replacements

PAINTING AND PRESERVATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Supervise painting and preservation evolutions

SMALL BOAT OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Supervise small boat hull and sponson repairs

UNDERWAY REPLENISHMENT (UNREP)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Perform personnel transfer at sea
E5	CORE	Perform Vertical Replenishment (VERTREP) evolutions

CHAPTER 15



SPECIAL WARFARE BOAT OPERATOR (SB)

NAVPERS 18068F-15C
Change 102

Updated: April 2025

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

SPECIAL WARFARE BOAT OPERATOR (SB)



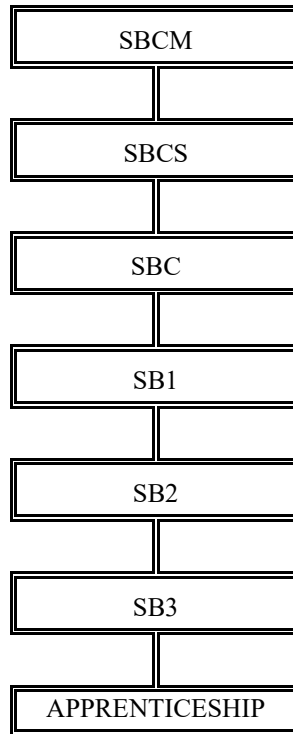
SCOPE OF RATING

Special Warfare Boat Operators (SB) conduct maritime Special Operations in contested open ocean, littoral, and riverine environments; provide maritime insertion and extraction of Special Operations Forces (SOF) and others; possess unique skills in the operation, maintenance, and repair of specially configured Naval Special Warfare (NSW) Maritime Craft; operate and maintain various scalable weapons systems, tactical communications equipment, Unmanned Systems (UxS), and use of Joint Force mobility techniques to insert NSW Maritime Craft. Other skills include small boat tactics, ground mobility, call for fires, trauma care, intelligence gathering, and Chemical, Biological, Radiological, Nuclear (CBRN) measures.

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 15.

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 articles 1220-100, 1220-340, and 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**Special Warfare Combat Crewman Basic****Job Code****001775****Job Family**

Military Specific

NOC

TBD

Short Title (30 Characters)

SPEC WARFARE COMBAT SWCC BASIC

Short Title (14 Characters)

SWCC Basic

Pay Plan

Enlisted

Career Field

SB

Other Relationships and Rules

5352

Job Description

Special Warfare Combat Crewmen Basic personnel perform a multitude of duties during Special Operations missions; operate and maintain various scalable weapon systems, engineering systems, tactical communications equipment, Unmanned Systems (UxS); implement Joint Force mobility techniques, tactical medicine, joint and combined operations; perform Nuclear, Biological, Chemical, and Radiological (CBRN) operations, intelligence gathering; and are experts in maritime operations.

DoD Relationship**Group Title**

Special Forces

DoD Code

101100

O*NET Relationship**Occupation Title**

Special Forces

SOC Code

55-3018.00

Job Family

Military Specific

Skills*Operation and Control**Monitoring**Critical Thinking**Coordination**Reading Comprehension**Equipment Maintenance**Judgment and Decision Making**Active Listening**Equipment Selection**Troubleshooting***Abilities***Information Ordering**Problem Sensitivity**Oral Expression**Spatial Orientation**Inductive Reasoning**Written Comprehension**Gross Body Coordination**Memorization**Multi-limb Coordination**Deductive Reasoning***AIR INSERTION AND EXTRACTION OPERATIONS****Paygrade****Task Type****Task Statements**

E4

CORE

Pack free-fall parachutes

E4

CORE

Perform cargo and equipment insertion operations (e.g., Individual Storage Unit (ISU), Hazardous Material (HAZMAT), required operational gear, etc.)

E4

CORE

Perform cast operations

E5

NON-CORE

Perform combatant craft air deployments (i.e., Low Velocity Air Drop System (LVADS))

E4

CORE

Perform fast-rope operations

E4

CORE

Perform free-fall parachute operations

E4

CORE

Perform helo-hoist recovery

E4

NON-CORE

Perform Maritime External Air Transportation System (MEATS) / External Air Transportation System (EATS) Tactics, Techniques, and Procedures (TTP)

E4

CORE

Perform rappelling operations

E4

NON-CORE

Perform Special Purpose Insertion Extraction (SPIE) operations

E4

CORE

Perform static-line parachute operations

E5

NON-CORE

Supervise cast operations

E5

NON-CORE

Supervise fast-rope operations

E5

NON-CORE

Supervise free-fall parachute operations

E5

NON-CORE

Supervise land and water drop-zone operations

E5

NON-CORE

Supervise Maritime External Air Transportation System (MEATS)/External Air Transportation System (EATS) operations

AIR INSERTION AND EXTRACTION OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Supervise rappelling operations
E5	NON-CORE	Supervise Special Purpose Insertion Extraction (SPIE) operations
E5	NON-CORE	Supervise static-line parachuting operations

CHEMICAL, BIOLOGICAL, RADIOLOGICAL, AND NUCLEAR (CBRN) OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Administer initial treatment for Chemical, Biological, Radiological, and Nuclear (CBRN) injuries
E4	CORE	Decontaminate Chemical, Biological, Radiological, and Nuclear (CBRN) affected personnel and equipment
E4	CORE	Deliver protective measures for Chemical, Biological, Radiological, and Nuclear (CBRN) response

CLASSIFIED MATERIAL CONTROL

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Control restricted area access
E4	CORE	Destroy classified materials
E4	CORE	Inventory classified materials
E4	CORE	Perform auditing of Communications Security (COMSEC) materials
E4	CORE	Perform electronic transfer of electronic keying materials (i.e., Over the Air Transfers (OTAT) and Over the Air Rekeys (OTAR))
E4	CORE	Perform physical transfer of electronic keying materials
E4	CORE	Store classified materials
E4	CORE	Transfer custody of classified materials

ENGINEERING EVOLUTIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Inventory Naval Special Warfare (NSW) Maritime Craft and ancillary equipment
E4	CORE	Maintain Naval Special Warfare (NSW) Maritime Craft
E4	CORE	Maintain Naval Special Warfare (NSW) Maritime Craft engineering systems
E4	CORE	Maintain Naval Special Warfare (NSW) Maritime Craft trailers
E4	CORE	Refuel Naval Special Warfare (NSW) Maritime Craft (e.g., at sea, land-based, pier-side, etc.)
E4	CORE	Respond to Naval Special Warfare (NSW) Maritime Craft casualty (e.g., fire, flooding, loss of steering, etc.)
E5	CORE	Supervise Naval Special Warfare (NSW) Maritime Craft engineering system repairs
E5	CORE	Supervise Naval Special Warfare (NSW) Maritime Craft trailer repairs
E5	CORE	Supervise refueling of Naval Special Warfare (NSW) Maritime Craft (e.g., at sea, land-based, pier-side, etc.)

INTELLIGENCE OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Collect intelligence information
E4	CORE	Detect contacts (e.g., surface, subsurface, air, etc.)

INTELLIGENCE OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Inventory tactical intelligence equipment
E4	CORE	Report contacts (e.g., surface, sub surface, air, etc.)
E4	CORE	Report intelligence information

LAND OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct land navigations
E4	CORE	Perform basic ground skills techniques
E4	CORE	Perform Survival, Evasion, Resistance, and Escape (SERE) techniques

NAVAL SPECIAL WARFARE (NSW) CRAFT MOBILITY EVOLUTIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Disembark Naval Special Warfare (NSW) Maritime Crafts on Afloat Forward Staging Bases (AFSB)
E5	CORE	Embark Naval Special Warfare (NSW) Maritime Crafts on Afloat Forward Staging Bases (AFSB)
E4	CORE	Launch Naval Special Warfare (NSW) Maritime Crafts (e.g., well-deck, craning, land-based, etc.)
E4	CORE	Perform ground mobility (e.g., armed convoy, soft-skin, Over the Road (OTR), etc.)
E4	CORE	Perform in armed convoys
E5	CORE	Prepare Naval Special Warfare (NSW) Maritime Craft onload/offload for aircraft transport
E4	CORE	Recover Naval Special Warfare (NSW) Maritime Crafts (e.g., well-deck, craning, land-based, etc.)
E4	CORE	Transport personnel/equipment

NAVAL SPECIAL WARFARE (NSW) OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Combat enemy forces
E5	CORE	Conduct Foreign Internal Defense (FID) and Security Force Assistance (SFA)
E4	CORE	Conduct Naval Special Warfare (NSW) logistical operations in support of Military Decision Making Process (MDMP)
E4	CORE	Conduct operational briefs (e.g., navigational, medical, communications, etc.)
E5	CORE	Conduct site surveys
E4	CORE	Control detained individuals
E4	CORE	Develop operational briefs (e.g., navigational, medical, communications, etc.)
E6	CORE	Develop safety briefs (e.g., Operational Risk Management (ORM), Mission Approval Worksheet (MAW), sail plan, etc.)
E4	CORE	Employ camouflage, cover, and concealment procedures
E4	CORE	Employ combative techniques (i.e., armed/unarmed hand-to-hand)
E4	CORE	Employ personal operational equipment (e.g., First through Third Line Gear, Detachment Gear, Team Gear, etc.)

NAVAL SPECIAL WARFARE (NSW) OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Maintain personal equipment (e.g., First through Third Line Gear, Detachment Gear, Team Gear, etc.)
E4	CORE	Perform personal and craft signature management
E4	CORE	Support Naval Special Warfare (NSW) operations (e.g., Maritime Interception Operations (MIO), Direct Action (DA), insertion and extraction, etc.)
E4	CORE	Support Special Reconnaissance (SR) operations (e.g., Unmanned Systems (UxS), craft survivability, Small Craft Strike Warfare (SCSW), etc.)
E5	NON-CORE	Test and Evaluate (T&E) new technologies
E5	NON-CORE	Test technology and equipment

NAVIGATION OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Calculate latitude and longitude from plotted position
E4	CORE	Calculate relative bearing
E4	CORE	Calculate set and drift
E4	CORE	Maintain safe navigation (e.g., constant bearing and decreasing range, radar, and rules of the road, etc.)
E4	CORE	Plot dead reckoning tracks
E4	CORE	Plot Naval Special Warfare (NSW) Maritime Craft position using navigation equipment
E4	CORE	Plot tracks on charts
E4	CORE	Verify currency of nautical charts

ORDNANCE/DEMOLITION OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Deploy pyrotechnics/signaling devices
E4	CORE	Engage with weapons systems and ancillary gear (e.g., crew served, small arms, Precision Guided Munition (PGM), etc.)
E4	CORE	Inventory weapons and ancillary equipment (e.g., crew served, small arms, Precision Guided Munition (PGM), etc.)
E4	CORE	Maintain fields of fire
E5	CORE	Maintain ordnance records
E4	CORE	Maintain weapons and ancillary gear (e.g., crew served, small arms, Precision Guided Munition (PGM), etc.)
E4	CORE	Perform small arms operator standards qualification
E5	CORE	Supervise weapons range operations (e.g., static, dynamic, crew served, small arms, Precision Guided Munition (PGM), etc.)
E5	CORE	Transport ordnance (e.g. Continental United States (CONUS), Outside the Continental U.S. (OCONUS), etc.)

SMALL BOAT OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Anchor Naval Special Warfare (NSW) Maritime Craft
E4	CORE	Coxswain Naval Special Warfare (NSW) Maritime Craft (e.g., station-keeping, rendezvous, piloting, etc.)

SMALL BOAT OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Employ Combatant Craft Light (CCL) and ancillary equipment
E4	CORE	Employ Naval Special Warfare (NSW) Maritime Craft safety equipment
E4	CORE	Employ Survival of Life at Sea (SOLAS) Tactics, Techniques and Procedures (TTP)
E5	CORE	Maintain Combatant Craft Light (CCL) and ancillary equipment

TACTICAL COMMUNICATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Conduct communications (e.g., voice, data, brevity, etc.)
E4	CORE	Establish communications (e.g., voice, data, brevity, etc.)
E4	CORE	Inventory communications equipment
E4	CORE	Perform Emission Control (EMCON) procedures
E4	CORE	Perform preventative maintenance on communications equipment
E6	CORE	Support Close Air Support (CAS) procedures
E5	CORE	Verify Communications Electronic Operating Instructions (CEOI)

TACTICAL MEDICINE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Coordinate Casualty Evacuation (CASEVAC)/Medical Evacuation (MEDEVAC) operations
E4	CORE	Employ first aid kits and equipment
E5	NON-CORE	Inventory medical equipment and ancillary gear
E4	CORE	Maintain first aid kits and equipment
E4	CORE	Perform Casualty Evacuation (CASEVAC)/Medical Evacuation (MEDEVAC) operations
E4	CORE	Perform Tactical Combat Casualty Care (TCCC)

Job Title**Special Warfare Combat Crewman Senior****Job Code****001782****Job Family**

Military Specific

NOC

TBD

Short Title (30 Characters)

SPEC WARFARE COMBAT SWCC SENIOR

Short Title (14 Characters)

SWCC Senior

Pay Plan

Enlisted

Career Field

SB

Other Relationships and Rules

5352

Job Description

Special Warfare Combat Crewmen Seniors are responsible for their craft, their crew, any embarked personnel, and for the safe navigation of their craft during Special Operations missions; supervise and direct the actions of their boat crews, including maintaining and operating the craft and its engineering, navigation, weapons, and tactical communications systems; plan and coordinate missions and conduct joint and combined operations; and have positional authority over all persons embarked on their craft in accordance with Navy Regulations (Article 1033).

DoD Relationship**Group Title**

Special Forces

DoD Code

101100

O*NET Relationship**Occupation Title**

Ship and Boat Captains

SOC Code

55-3018.00

Job Family

Military Specific

Skills

Monitoring

Operation and Control

Coordination

Reading Comprehension

Critical Thinking

Active Listening

Judgment and Decision Making

Equipment Maintenance

Equipment Selection

Complex Problem Solving

Abilities

Oral Expression

Information Ordering

Problem Sensitivity

Inductive Reasoning

Spatial Orientation

Written Comprehension

Memorization

Gross Body Coordination

Deductive Reasoning

Speed of Closure

AIR INSERTION AND EXTRACTION OPERATIONS**Paygrade****Task Type****Task Statements**

E4

CORE

Pack free-fall parachutes

E4

CORE

Perform cargo and equipment insertion operations (e.g., Individual Storage Unit (ISU), Hazardous Material (HAZMAT), required operational gear, etc.)

E4

CORE

Perform cast operations

E5

NON-CORE

Perform combatant craft air deployments (i.e., Low Velocity Air Drop System (LVADS))

E4

CORE

Perform fast-rope operations

E4

CORE

Perform free-fall parachute operations

E4

CORE

Perform helo-hoist recovery

E4

NON-CORE

Perform Maritime External Air Transportation System (MEATS) / External Air Transportation System (EATS) Tactics, Techniques, and Procedures (TTP)

E4

CORE

Perform rappelling operations

E4

NON-CORE

Perform Special Purpose Insertion Extraction (SPIE) operations

E4

CORE

Perform static-line parachute operations

E6

CORE

Supervise cargo and equipment insertion operations (e.g., Individual Storage Unit (ISU), Hazardous Material (HAZMAT), required operational gear, etc.)

E5

NON-CORE

Supervise cast operations

AIR INSERTION AND EXTRACTION OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	NON-CORE	Supervise combatant craft for air deployments (i.e., Low Velocity Air Drop System (LVADS))
E5	NON-CORE	Supervise fast-rope operations
E5	NON-CORE	Supervise free-fall parachute operations
E5	NON-CORE	Supervise land and water drop-zone operations
E5	NON-CORE	Supervise Maritime External Air Transportation System (MEATS)/External Air Transportation System (EATS) operations
E5	NON-CORE	Supervise rappelling operations
E5	NON-CORE	Supervise Special Purpose Insertion Extraction (SPIE) operations
E5	NON-CORE	Supervise static-line parachuting operations

CHEMICAL, BIOLOGICAL, RADIOLOGICAL, AND NUCLEAR (CBRN) OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Administer initial treatment for Chemical, Biological, Radiological, and Nuclear (CBRN) injuries
E4	CORE	Decontaminate Chemical, Biological, Radiological, and Nuclear (CBRN) affected personnel and equipment
E4	CORE	Deliver protective measures for Chemical, Biological, Radiological, and Nuclear (CBRN) response
E6	CORE	Manage Chemical, Biological, Radiological, and Nuclear (CBRN) casualties
E7	CORE	Supervise Chemical, Biological, Radiological, and Nuclear (CBRN) operations

CLASSIFIED MATERIAL CONTROL

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Control restricted area access
E4	CORE	Destroy classified materials
E4	CORE	Inventory classified materials
E4	CORE	Perform auditing of Communications Security (COMSEC) materials
E4	CORE	Perform electronic transfer of electronic keying materials (i.e., Over the Air Transfers (OTAT) and Over the Air Rekeys (OTAR))
E4	CORE	Perform physical transfer of electronic keying materials
E4	CORE	Store classified materials
E7	CORE	Supervise auditing of Communications Security (COMSEC) materials
E4	CORE	Transfer custody of classified materials

ENGINEERING EVOLUTIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Direct Naval Special Warfare (NSW) Maritime Craft casualty responses (e.g., fire, flooding, loss of steering, etc.)
E4	CORE	Inventory Naval Special Warfare (NSW) Maritime Craft and ancillary equipment
E4	CORE	Maintain Naval Special Warfare (NSW) Maritime Craft
E4	CORE	Maintain Naval Special Warfare (NSW) Maritime Craft engineering systems
E4	CORE	Maintain Naval Special Warfare (NSW) Maritime Craft trailers

ENGINEERING EVOLUTIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Refuel Naval Special Warfare (NSW) Maritime Craft (e.g., at sea, land-based, pier-side, etc.)
E4	CORE	Respond to Naval Special Warfare (NSW) Maritime Craft casualty (e.g., fire, flooding, loss of steering, etc.)
E6	CORE	Supervise Naval Special Warfare (NSW) Maritime Craft casualty responses (e.g., fire, flooding, loss of steering, etc.)
E5	CORE	Supervise Naval Special Warfare (NSW) Maritime Craft engineering system repairs
E5	CORE	Supervise Naval Special Warfare (NSW) Maritime Craft trailer repairs
E5	CORE	Supervise refueling of Naval Special Warfare (NSW) Maritime Craft (e.g., at sea, land-based, pier-side, etc.)
E7	CORE	Validate engineering reports
E6	CORE	Verify engineering reports

INTELLIGENCE OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Collect intelligence information
E4	CORE	Detect contacts (e.g., surface, subsurface, air, etc.)
E4	CORE	Inventory tactical intelligence equipment
E4	CORE	Report contacts (e.g., surface, sub surface, air, etc.)
E4	CORE	Report intelligence information
E7	CORE	Supervise collection of intelligence information
E7	NON-CORE	Validate intelligence debriefs
E7	CORE	Verify tactical, operational, and strategic intelligence (e.g., Priority Intelligence Requirements (PIR), Named Area of Interest (NAI), Lines of Effort (LOE) etc.)
E7	CORE	Verify theatre Order of Battle (OOB)
E7	CORE	Verify theatre requirements (e.g., Foreign Clearance Guide (FCG), After Action Reports (AAR), Situational Report (SITREP) etc.)

LAND OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct land navigations
E7	CORE	Direct basic ground skills techniques
E4	CORE	Perform basic ground skills techniques
E4	CORE	Perform Survival, Evasion, Resistance, and Escape (SERE) techniques
E6	CORE	Supervise basic ground skills techniques
E6	CORE	Supervise land navigations

NAVAL SPECIAL WARFARE (NSW) CRAFT MOBILITY EVOLUTIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Direct ground mobility (e.g., armed convoy, soft-skin, Over the Road (OTR), etc.)
E7	CORE	Direct movement of Naval Special Warfare (NSW) Maritime Crafts (e.g., crane, well-deck, Roll-On/Roll-Off (RORO), etc.)
E5	CORE	Disembark Naval Special Warfare (NSW) Maritime Crafts on Afloat Forward Staging Bases (AFSB)

NAVAL SPECIAL WARFARE (NSW) CRAFT MOBILITY EVOLUTIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Embark Naval Special Warfare (NSW) Maritime Crafts on Afloat Forward Staging Bases (AFSB)
E4	CORE	Launch Naval Special Warfare (NSW) Maritime Crafts (e.g., well-deck, craning, land-based, etc.)
E4	CORE	Perform ground mobility (e.g., armed convoy, soft-skin, Over the Road (OTR), etc.)
E4	CORE	Perform in armed convoys
E5	CORE	Prepare Naval Special Warfare (NSW) Maritime Craft onload/offload for aircraft transport
E4	CORE	Recover Naval Special Warfare (NSW) Maritime Crafts (e.g., well-deck, craning, land-based, etc.)
E6	CORE	Supervise movement of Naval Special Warfare (NSW) Maritime Crafts (e.g., crane, well-deck, Roll-On/Roll-Off (RORO), etc.)
E6	CORE	Supervise Naval Special Warfare (NSW) Maritime Craft onload/offload for aircraft transport
E6	CORE	Supervise personnel/equipment transport
E4	CORE	Transport personnel/equipment

NAVAL SPECIAL WARFARE (NSW) OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Combat enemy forces
E5	CORE	Conduct Foreign Internal Defense (FID) and Security Force Assistance (SFA)
E4	CORE	Conduct Naval Special Warfare (NSW) logistical operations in support of Military Decision Making Process (MDMP)
E4	CORE	Conduct operational briefs (e.g., navigational, medical, communications, etc.)
E5	CORE	Conduct site surveys
E4	CORE	Control detained individuals
E7	CORE	Coordinate personnel recovery
E7	CORE	Develop Naval Special Warfare (NSW) Tactics, Techniques, and Procedures (TTP)
E4	CORE	Develop operational briefs (e.g., navigational, medical, communications, etc.)
E6	CORE	Develop safety briefs (e.g., Operational Risk Management (ORM), Mission Approval Worksheet (MAW), sail plan, etc.)
E7	CORE	Direct operational briefs (e.g., navigational, medical, communications, etc.)
E7	CORE	Direct personal and craft signature management
E4	CORE	Employ camouflage, cover, and concealment procedures
E4	CORE	Employ combative techniques (i.e., armed/unarmed hand-to-hand)
E4	CORE	Employ personal operational equipment (e.g., First through Third Line Gear, Detachment Gear, Team Gear, etc.)
E7	CORE	Evaluate Naval Special Warfare (NSW) mission readiness
E6	CORE	Instruct Naval Special Warfare (NSW) operations (e.g., air operations, navigation operations, weapons operations, etc.)
E4	CORE	Maintain personal equipment (e.g., First through Third Line Gear, Detachment Gear, Team Gear, etc.)

NAVAL SPECIAL WARFARE (NSW) OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Manage camouflage, cover, and concealment procedures
E4	CORE	Perform personal and craft signature management
E6	CORE	Plan Naval Special Warfare (NSW) operations and Special Reconnaissance (SR)
E6	CORE	Prepare operational reports (e.g., Casualty Reports (CASREP), Situational Report (SITREP), After Action Report (AAR), etc.)
E6	CORE	Supervise camouflage, cover, and concealment procedures
E6	CORE	Supervise engagement of enemy forces
E6	CORE	Supervise Naval Special Warfare (NSW) logistical operations in support of Military Decision Making Process (MDMP)
E6	CORE	Supervise Naval Special Warfare (NSW) operations (e.g., Maritime Interception Operations (MIO), Direct Action (DA), insertion and extraction, etc.)
E6	CORE	Supervise personal and craft signature management
E6	CORE	Supervise Special Reconnaissance (SR) operations (e.g., Unmanned Systems (UxS), craft survivability, Small Craft Strike Warfare (SCSW), etc.)
E4	CORE	Support Naval Special Warfare (NSW) operations (e.g., Maritime Interception Operations (MIO), Direct Action (DA), insertion and extraction, etc.)
E4	CORE	Support Special Reconnaissance (SR) operations (e.g., Unmanned Systems (UxS), craft survivability, Small Craft Strike Warfare (SCSW), etc.)
E5	NON-CORE	Test and Evaluate (T&E) new technologies
E5	NON-CORE	Test technology and equipment
E7	CORE	Track Naval Special Warfare (NSW) forces movements
E7	CORE	Update Naval Special Warfare (NSW) Tactics, Techniques, and Procedures (TTP)
E7	CORE	Verify detachment and troop inventories
E7	CORE	Verify Rules of Engagement (ROE)/Laws of Armed Conflict (LOAC)
E7	CORE	Verify safety briefs (e.g., Operational Risk Management (ORM), Mission Approval Worksheet (MAW), sail plan, etc.)

NAVIGATION OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Authenticate the Navigational Checklist
E4	CORE	Calculate latitude and longitude from plotted position
E4	CORE	Calculate relative bearing
E4	CORE	Calculate set and drift
E4	CORE	Maintain safe navigation (e.g., constant bearing and decreasing range, radar, and rules of the road, etc.)
E4	CORE	Plot dead reckoning tracks
E4	CORE	Plot Naval Special Warfare (NSW) Maritime Craft position using navigation equipment
E4	CORE	Plot tracks on charts
E4	CORE	Verify currency of nautical charts
E6	CORE	Verify the Navigational Checklist

ORDNANCE/DEMOLITION OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Deploy pyrotechnics/signaling devices
E5	CORE	Designate fields of fire
E7	CORE	Direct weapons employment
E4	CORE	Engage with weapons systems and ancillary gear (e.g., crew served, small arms, Precision Guided Munition (PGM), etc.)
E4	CORE	Inventory weapons and ancillary equipment (e.g., crew served, small arms, Precision Guided Munition (PGM), etc.)
E4	CORE	Maintain fields of fire
E5	CORE	Maintain ordnance records
E4	CORE	Maintain weapons and ancillary gear (e.g., crew served, small arms, Precision Guided Munition (PGM), etc.)
E4	CORE	Perform small arms operator standards qualification
E7	CORE	Requisition ordnance
E7	CORE	Supervise acquisition, transport, storage and expenditure of ordnance
E5	CORE	Supervise small arms operator standards qualification
E6	CORE	Supervise weapons employment
E5	CORE	Supervise weapons range operations (e.g., static, dynamic, crew served, small arms, Precision Guided Munition (PGM), etc.)
E7	CORE	Transfer custody of weapons and ancillary gear (e.g., crew served, small arms, Precision Guided Munition (PGM), etc.)
E5	CORE	Transport ordnance (e.g. Continental United States (CONUS), Outside the Continental U.S. (OCONUS), etc.)

SMALL BOAT OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Anchor Naval Special Warfare (NSW) Maritime Craft
E4	CORE	Coxswain Naval Special Warfare (NSW) Maritime Craft (e.g., station-keeping, rendezvous, piloting, etc.)
E6	CORE	Direct boat crew
E7	CORE	Direct Naval Special Warfare (NSW) Maritime Craft detachment
E7	CORE	Direct Survival of Life at Sea (SOLAS) Tactics, Techniques and Procedures (TTP)
E5	CORE	Employ Combatant Craft Light (CCL) and ancillary equipment
E4	CORE	Employ Naval Special Warfare (NSW) Maritime Craft safety equipment
E4	CORE	Employ Survival of Life at Sea (SOLAS) Tactics, Techniques and Procedures (TTP)
E5	CORE	Maintain Combatant Craft Light (CCL) and ancillary equipment

TACTICAL COMMUNICATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Conduct communications (e.g., voice, data, brevity, etc.)
E7	CORE	Direct communications (e.g., voice, data, brevity, etc.)
E7	CORE	Direct Emission Control (EMCON) procedures
E4	CORE	Establish communications (e.g., voice, data, brevity, etc.)

TACTICAL COMMUNICATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Inventory communications equipment
E4	CORE	Perform Emission Control (EMCON) procedures
E4	CORE	Perform preventative maintenance on communications equipment
E6	CORE	Support Close Air Support (CAS) procedures
E7	CORE	Support Joint Fires (e.g., Close Air Support (CAS), Naval Surface Fires (NSF), In-Direct Fires (IDF), etc.)
E5	CORE	Verify Communications Electronic Operating Instructions (CEOI)

TACTICAL MEDICINE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Communicate Casualty Evacuation (CASEVAC)/Medical Evacuation (MEDEVAC) to higher headquarters
E6	CORE	Coordinate Casualty Evacuation (CASEVAC)/Medical Evacuation (MEDEVAC) operations
E4	CORE	Employ first aid kits and equipment
E5	NON-CORE	Inventory medical equipment and ancillary gear
E4	CORE	Maintain first aid kits and equipment
E4	CORE	Perform Casualty Evacuation (CASEVAC)/Medical Evacuation (MEDEVAC) operations
E4	CORE	Perform Tactical Combat Casualty Care (TCCC)
E7	CORE	Supervise Casualty Evacuation (CASEVAC)/Medical Evacuation (MEDEVAC) operations

Job Title**Special Warfare Combat Crewman Master****Job Code****001787****Job Family**

Military Specific

NOC

TBD

Short Title (30 Characters)

SPEC WARFARE COMBAT SWCC MASTERSWCC Master

Short Title (14 Characters)**Pay Plan**

Enlisted

Career Field

SB

Other Relationships and Rules

5352

Job Description

Special Warfare Combat Crewmen Masters are responsible for all detachment/troop craft, crewmen, and embarked personnel as well as for the safe navigation of the detachment during Special Operations missions; are accountable for all detachment weapons, ammunition, and cryptographic material; plan and coordinate missions and conduct joint and combined operations; brief detachment/troop and embarked personnel prior to getting underway and direct tactical patrols; have positional authority over all persons embarked on the detachment craft in accordance with Navy Regulations (Article 1033); and possess weapons release authority.

DoD Relationship**Group Title**

Special Forces

DoD Code

101100

O*NET Relationship**Occupation Title**

Special Forces

SOC Code

55-3018.00

Job Family

Military Specific

Skills*Monitoring**Operation and Control**Coordination**Critical Thinking**Reading Comprehension**Active Listening**Judgment and Decision Making**Equipment Maintenance**Complex Problem Solving**Equipment Selection***Abilities***Oral Expression**Information Ordering**Problem Sensitivity**Inductive Reasoning**Spatial Orientation**Written Comprehension**Memorization**Deductive Reasoning**Gross Body Coordination**Speed of Closure***AIR INSERTION AND EXTRACTION OPERATIONS****Paygrade****Task Type****Task Statements**

E4

CORE

Pack free-fall parachutes

E4

CORE

Perform cargo and equipment insertion operations (e.g., Individual Storage Unit (ISU), Hazardous Material (HAZMAT), required operational gear, etc.)

E4

CORE

Perform cast operations

E5

NON-CORE

Perform combatant craft air deployments (i.e., Low Velocity Air Drop System (LVADS))

E4

CORE

Perform fast-rope operations

E4

CORE

Perform free-fall parachute operations

E4

CORE

Perform helo-hoist recovery

E4

NON-CORE

Perform Maritime External Air Transportation System (MEATS) / External Air Transportation System (EATS) Tactics, Techniques, and Procedures (TTP)

E4

CORE

Perform rappelling operations

E4

NON-CORE

Perform Special Purpose Insertion Extraction (SPIE) operations

E4

CORE

Perform static-line parachute operations

E6

CORE

Supervise cargo and equipment insertion operations (e.g., Individual Storage Unit (ISU), Hazardous Material (HAZMAT), required operational gear, etc.)

E5

NON-CORE

Supervise cast operations

E6

NON-CORE

Supervise combatant craft for air deployments (i.e., Low Velocity Air Drop System (LVADS))

AIR INSERTION AND EXTRACTION OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Supervise fast-rope operations
E5	NON-CORE	Supervise free-fall parachute operations
E5	NON-CORE	Supervise land and water drop-zone operations
E5	NON-CORE	Supervise Maritime External Air Transportation System (MEATS)/External Air Transportation System (EATS) operations
E5	NON-CORE	Supervise rappelling operations
E5	NON-CORE	Supervise Special Purpose Insertion Extraction (SPIE) operations
E5	NON-CORE	Supervise static-line parachuting operations

CHEMICAL, BIOLOGICAL, RADIOLOGICAL, AND NUCLEAR (CBRN) OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Administer initial treatment for Chemical, Biological, Radiological, and Nuclear (CBRN) injuries
E4	CORE	Decontaminate Chemical, Biological, Radiological, and Nuclear (CBRN) affected personnel and equipment
E4	CORE	Deliver protective measures for Chemical, Biological, Radiological, and Nuclear (CBRN) response
E6	CORE	Manage Chemical, Biological, Radiological, and Nuclear (CBRN) casualties
E7	CORE	Supervise Chemical, Biological, Radiological, and Nuclear (CBRN) operations

CLASSIFIED MATERIAL CONTROL

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Control restricted area access
E4	CORE	Destroy classified materials
E4	CORE	Inventory classified materials
E4	CORE	Perform auditing of Communications Security (COMSEC) materials
E4	CORE	Perform electronic transfer of electronic keying materials (i.e., Over the Air Transfers (OTAT) and Over the Air Rekeys (OTAR))
E4	CORE	Perform physical transfer of electronic keying materials
E4	CORE	Store classified materials
E7	CORE	Supervise auditing of Communications Security (COMSEC) materials
E4	CORE	Transfer custody of classified materials

ENGINEERING EVOLUTIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Direct Naval Special Warfare (NSW) Maritime Craft casualty responses (e.g., fire, flooding, loss of steering, etc.)
E4	CORE	Inventory Naval Special Warfare (NSW) Maritime Craft and ancillary equipment
E4	CORE	Maintain Naval Special Warfare (NSW) Maritime Craft
E4	CORE	Maintain Naval Special Warfare (NSW) Maritime Craft engineering systems
E4	CORE	Maintain Naval Special Warfare (NSW) Maritime Craft trailers

ENGINEERING EVOLUTIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Refuel Naval Special Warfare (NSW) Maritime Craft (e.g., at sea, land-based, pier-side, etc.)
E4	CORE	Respond to Naval Special Warfare (NSW) Maritime Craft casualty (e.g., fire, flooding, loss of steering, etc.)
E6	CORE	Supervise Naval Special Warfare (NSW) Maritime Craft casualty responses (e.g., fire, flooding, loss of steering, etc.)
E5	CORE	Supervise Naval Special Warfare (NSW) Maritime Craft engineering system repairs
E5	CORE	Supervise Naval Special Warfare (NSW) Maritime Craft trailer repairs
E5	CORE	Supervise refueling of Naval Special Warfare (NSW) Maritime Craft (e.g., at sea, land-based, pier-side, etc.)
E7	CORE	Validate engineering reports
E6	CORE	Verify engineering reports

INTELLIGENCE OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Collect intelligence information
E4	CORE	Detect contacts (e.g., surface, subsurface, air, etc.)
E4	CORE	Inventory tactical intelligence equipment
E4	CORE	Report contacts (e.g., surface, sub surface, air, etc.)
E4	CORE	Report intelligence information
E7	CORE	Supervise collection of intelligence information
E7	NON-CORE	Validate intelligence debriefs
E7	CORE	Verify tactical, operational, and strategic intelligence (e.g., Priority Intelligence Requirements (PIR), Named Area of Interest (NAI), Lines of Effort (LOE) etc.)
E7	CORE	Verify theatre Order of Battle (OOB)
E7	CORE	Verify theatre requirements (e.g., Foreign Clearance Guide (FCG), After Action Reports (AAR), Situational Report (SITREP) etc.)

LAND OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct land navigations
E7	CORE	Direct basic ground skills techniques
E4	CORE	Perform basic ground skills techniques
E4	CORE	Perform Survival, Evasion, Resistance, and Escape (SERE) techniques
E6	CORE	Supervise basic ground skills techniques
E6	CORE	Supervise land navigations

NAVAL SPECIAL WARFARE (NSW) CRAFT MOBILITY EVOLUTIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Direct ground mobility (e.g., armed convoy, soft-skin, Over the Road (OTR), etc.)
E7	CORE	Direct movement of Naval Special Warfare (NSW) Maritime Crafts (e.g., crane, well-deck, Roll-On/Roll-Off (RORO), etc.)
E5	CORE	Disembark Naval Special Warfare (NSW) Maritime Crafts on Afloat Forward Staging Bases (AFSB)

NAVAL SPECIAL WARFARE (NSW) CRAFT MOBILITY EVOLUTIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Embark Naval Special Warfare (NSW) Maritime Crafts on Afloat Forward Staging Bases (AFSB)
E4	CORE	Launch Naval Special Warfare (NSW) Maritime Crafts (e.g., well-deck, craning, land-based, etc.)
E4	CORE	Perform ground mobility (e.g., armed convoy, soft-skin, Over the Road (OTR), etc.)
E4	CORE	Perform in armed convoys
E5	CORE	Prepare Naval Special Warfare (NSW) Maritime Craft onload/offload for aircraft transport
E4	CORE	Recover Naval Special Warfare (NSW) Maritime Crafts (e.g., well-deck, craning, land-based, etc.)
E6	CORE	Supervise movement of Naval Special Warfare (NSW) Maritime Crafts (e.g., crane, well-deck, Roll-On/Roll-Off (RORO), etc.)
E6	CORE	Supervise Naval Special Warfare (NSW) Maritime Craft onload/offload for aircraft transport
E6	CORE	Supervise personnel/equipment transport
E4	CORE	Transport personnel/equipment

NAVAL SPECIAL WARFARE (NSW) OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Combat enemy forces
E5	CORE	Conduct Foreign Internal Defense (FID) and Security Force Assistance (SFA)
E4	CORE	Conduct Naval Special Warfare (NSW) logistical operations in support of Military Decision Making Process (MDMP)
E4	CORE	Conduct operational briefs (e.g., navigational, medical, communications, etc.)
E5	CORE	Conduct site surveys
E4	CORE	Control detained individuals
E7	CORE	Coordinate personnel recovery
E7	CORE	Develop Naval Special Warfare (NSW) Tactics, Techniques, and Procedures (TTP)
E4	CORE	Develop operational briefs (e.g., navigational, medical, communications, etc.)
E6	CORE	Develop safety briefs (e.g., Operational Risk Management (ORM), Mission Approval Worksheet (MAW), sail plan, etc.)
E7	CORE	Direct engagement of enemy forces
E7	CORE	Direct Naval Special Warfare (NSW) logistical operations in support of Military Decision Making Process (MDMP)
E7	CORE	Direct operational briefs (e.g., navigational, medical, communications, etc.)
E7	CORE	Direct personal and craft signature management
E4	CORE	Employ camouflage, cover, and concealment procedures
E4	CORE	Employ combative techniques (i.e., armed/unarmed hand-to-hand)
E4	CORE	Employ personal operational equipment (e.g., First through Third Line Gear, Detachment Gear, Team Gear, etc.)
E7	CORE	Evaluate Naval Special Warfare (NSW) mission readiness
E6	CORE	Instruct Naval Special Warfare (NSW) operations (e.g., air operations, navigation operations, weapons operations, etc.)

NAVAL SPECIAL WARFARE (NSW) OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Maintain personal equipment (e.g., First through Third Line Gear, Detachment Gear, Team Gear, etc.)
E7	CORE	Manage camouflage, cover, and concealment procedures
E7	CORE	Manage Naval Special Warfare (NSW) operations (e.g., Maritime Interception Operations (MIO), Direct Action (DA), insertion and extraction, etc.)
E7	CORE	Manage Special Reconnaissance (SR) operations (e.g., Unmanned Systems (UxS), craft survivability, Small Craft Strike Warfare (SCSW), etc.)
E4	CORE	Perform personal and craft signature management
E6	CORE	Plan Naval Special Warfare (NSW) operations and Special Reconnaissance (SR)
E6	CORE	Prepare operational reports (e.g., Casualty Reports (CASREP), Situational Report (SITREP), After Action Report (AAR), etc.)
E6	CORE	Supervise camouflage, cover, and concealment procedures
E6	CORE	Supervise engagement of enemy forces
E6	CORE	Supervise Naval Special Warfare (NSW) logistical operations in support of Military Decision Making Process (MDMP)
E6	CORE	Supervise Naval Special Warfare (NSW) operations (e.g., Maritime Interception Operations (MIO), Direct Action (DA), insertion and extraction, etc.)
E6	CORE	Supervise personal and craft signature management
E6	CORE	Supervise Special Reconnaissance (SR) operations (e.g., Unmanned Systems (UxS), craft survivability, Small Craft Strike Warfare (SCSW), etc.)
E4	CORE	Support Naval Special Warfare (NSW) operations (e.g., Maritime Interception Operations (MIO), Direct Action (DA), insertion and extraction, etc.)
E4	CORE	Support Special Reconnaissance (SR) operations (e.g., Unmanned Systems (UxS), craft survivability, Small Craft Strike Warfare (SCSW), etc.)
E5	NON-CORE	Test and Evaluate (T&E) new technologies
E5	NON-CORE	Test technology and equipment
E7	CORE	Track Naval Special Warfare (NSW) forces movements
E7	CORE	Update Naval Special Warfare (NSW) Tactics, Techniques, and Procedures (TTP)
E7	CORE	Verify detachment and troop inventories
E7	CORE	Verify Rules of Engagement (ROE)/Laws of Armed Conflict (LOAC)
E7	CORE	Verify safety briefs (e.g., Operational Risk Management (ORM), Mission Approval Worksheet (MAW), sail plan, etc.)

NAVIGATION OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Authenticate the Navigational Checklist
E4	CORE	Calculate latitude and longitude from plotted position
E4	CORE	Calculate relative bearing
E4	CORE	Calculate set and drift
E4	CORE	Maintain safe navigation (e.g., constant bearing and decreasing range, radar, and rules of the road, etc.)
E4	CORE	Plot dead reckoning tracks
E4	CORE	Plot Naval Special Warfare (NSW) Maritime Craft position using navigation Equipment

NAVIGATION OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Plot tracks on charts
E4	CORE	Verify currency of nautical charts
E6	CORE	Verify the Navigational Checklist

ORDNANCE/DEMOLITION OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Deploy pyrotechnics/signaling devices
E5	CORE	Designate fields of fire
E7	CORE	Direct weapons employment
E4	CORE	Engage with weapons systems and ancillary gear (e.g., crew served, small arms, Precision Guided Munition (PGM), etc.)
E4	CORE	Inventory weapons and ancillary equipment (e.g., crew served, small arms, Precision Guided Munition (PGM), etc.)
E4	CORE	Maintain fields of fire
E5	CORE	Maintain ordnance records
E4	CORE	Maintain weapons and ancillary gear (e.g., crew served, small arms, Precision Guided Munition (PGM), etc.)
E4	CORE	Perform small arms operator standards qualification
E7	CORE	Requisition ordnance
E7	CORE	Supervise acquisition, transport, storage and expenditure of ordnance
E5	CORE	Supervise small arms operator standards qualification
E6	CORE	Supervise weapons employment
E5	CORE	Supervise weapons range operations (e.g., static, dynamic, crew served, small arms, Precision Guided Munition (PGM), etc.)
E7	CORE	Transfer custody of weapons and ancillary gear (e.g., crew served, small arms, Precision Guided Munition (PGM), etc.)
E5	CORE	Transport ordnance (e.g. Continental United States (CONUS), Outside the Continental U.S. (OCONUS), etc.)

SMALL BOAT OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Anchor Naval Special Warfare (NSW) Maritime Craft
E4	CORE	Coxswain Naval Special Warfare (NSW) Maritime Craft (e.g., station-keeping, rendezvous, piloting, etc.)
E6	CORE	Direct boat crew
E7	CORE	Direct Naval Special Warfare (NSW) Maritime Craft detachment
E7	CORE	Direct Survival of Life at Sea (SOLAS) Tactics, Techniques and Procedures (TTP)
E5	CORE	Employ Combatant Craft Light (CCL) and ancillary equipment
E4	CORE	Employ Naval Special Warfare (NSW) Maritime Craft safety equipment
E4	CORE	Employ Survival of Life at Sea (SOLAS) Tactics, Techniques and Procedures (TTP)
E5	CORE	Maintain Combatant Craft Light (CCL) and ancillary equipment

TACTICAL COMMUNICATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Conduct communications (e.g., voice, data, brevity, etc.)
E7	CORE	Direct communications (e.g., voice, data, brevity, etc.)
E7	CORE	Direct Emission Control (EMCON) procedures
E4	CORE	Establish communications (e.g., voice, data, brevity, etc.)
E4	CORE	Inventory communications equipment
E4	CORE	Perform Emission Control (EMCON) procedures
E4	CORE	Perform preventative maintenance on communications equipment
E6	CORE	Support Close Air Support (CAS) procedures
E7	CORE	Support Joint Fires (e.g., Close Air Support (CAS), Naval Surface Fires (NSF), In-Direct Fires (IDF), etc.)
E5	CORE	Verify Communications Electronic Operating Instructions (CEOI)

TACTICAL MEDICINE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Communicate Casualty Evacuation (CASEVAC)/Medical Evacuation (MEDEVAC) to higher headquarters
E6	CORE	Coordinate Casualty Evacuation (CASEVAC)/Medical Evacuation (MEDEVAC) operations
E4	CORE	Employ first aid kits and equipment
E5	NON-CORE	Inventory medical equipment and ancillary gear
E4	CORE	Maintain first aid kits and equipment
E4	CORE	Perform Casualty Evacuation (CASEVAC)/Medical Evacuation (MEDEVAC) operations
E4	CORE	Perform Tactical Combat Casualty Care (TCCC)
E7	CORE	Supervise Casualty Evacuation (CASEVAC)/Medical Evacuation (MEDEVAC) operations

CHAPTER 16



BUILDER
(BU)

NAVPERS 18068F-16H
Change 100

Updated: October 2024

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BUILDER (BU)

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

BUILDER (BU)



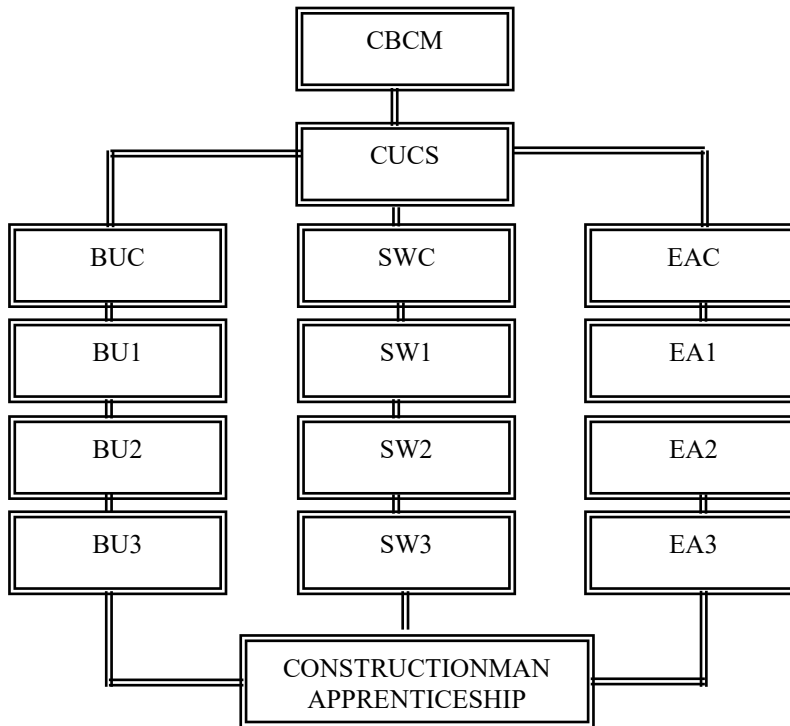
SCOPE OF RATING

Builders (BU) build and repair wood, metal, concrete and masonry structures; perform rough and finished carpentry; install interior and exterior finishes, perform paint and preservation; build and place forms; mix, place, and finish concrete; operate and maintain carpentry shops; build and repair airfields and waterfront structures; demolish existing structures; erect pre-engineered structures; plan and estimate material and labor in order to execute and manage construction projects; individual combat readiness; and perform tasks required in combat and Humanitarian Assistance Disaster Recovery (HADR) operations.

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 16.

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.

*Career path updated to reflect rating name change to Seabee Master Chief (CBCM) – NAVADMIN 054/21 refers

Job Title**Builder****Job Code****002594****Job Family**

Construction and Extraction

NOC

TBD

Short Title (30 Characters)

BUILDER

Short Title (14 Characters)

BUILDER

Pay Plan

Enlisted

Career Field

BU

Other Relationships and Rules

NEC BXXX series and other NECs as assigned

Job Description

Builders (BU) build and repair wood, metal, concrete and masonry structures; perform rough and finished carpentry; install interior and exterior finishes; perform paint and preservation; build and place forms; mix, place, and finish concrete; operate and maintain carpentry shops; build and repair airfields and waterfront structures; demolish existing structures; erect pre-engineered structures; estimate material and labor in order to execute construction projects; prepare progress reports and time records; act as project managers while planning, staffing, directing, and controlling multiple construction projects to include problem solving, planning, estimating, scheduling, controlling cost, evaluating quality, and managing personnel; ensure compliance with drawings, drawing specifications, code requirements, and contracts; act as project supervisors and trainers for junior personnel; maintain combat readiness; and perform tasks required in combat and Humanitarian Assistance Disaster Recovery (HADR) operations.

DoD Relationship**Group Title**

Construction, General

DoD Code

171000

O*NET Relationship**Occupation Title**

Carpenters

SOC Code

47-2031.00

Job Family

Construction and Extraction

Skills*Critical Thinking**Quality Control Analysis**Management of Personnel Resources**Equipment Selection**Coordination**Management of Material Resources**Operations Analysis**Complex Problem Solving**Reading Comprehension**Installation***Abilities***Information Ordering**Deductive Reasoning**Oral Expression**Problem Sensitivity**Inductive Reasoning**Manual Dexterity**Time Sharing**Spatial Orientation**Selective Attention**Written Comprehension***CARPENTRY****Paygrade****Task Type****Task Statements**

E4

NON-CORE

Demolish carpentry

E5

NON-CORE

Develop carpentry demolition plans

E4

CORE

Develop carpentry shop drawings

E5

CORE

Fabricate finish carpentry

E4

CORE

Fabricate metal framing structures

E4

CORE

Fabricate rough carpentry

E4

CORE

Install finish carpentry

E4

CORE

Install metal framing structures

E5

CORE

Manage carpentry shop operations

E5

CORE

Supervise carpentry construction operations

E5

CORE

Supervise carpentry shop operations

CONCRETE CONSTRUCTION**Paygrade****Task Type****Task Statements**

E4

CORE

Construct concrete forms

E5

CORE

Construct overhead and column forms

E4

NON-CORE

Demolish concrete construction

CONCRETE CONSTRUCTION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Develop concrete construction shop drawings
E5	NON-CORE	Develop concrete demolition plans
E4	CORE	Establish building lines and elevations
E4	CORE	Fabricate Reinforcing Steel (RST)
E4	CORE	Finish concrete
E4	CORE	Install concrete forms
E4	CORE	Install embedment in form work
E5	CORE	Install pre-cast concrete structures (e.g., columns, retaining walls, grade beams, etc.)
E4	CORE	Install Reinforcing Steel (RST)
E6	CORE	Manage concrete operations
E4	CORE	Mix concrete
E4	CORE	Place concrete
E5	CORE	Supervise concrete mixing operations
E5	CORE	Supervise concrete placement and finishing
E5	CORE	Supervise overhead and column form construction
E6	NON-CORE	Supervise pre-cast concrete structure assembly operations

CONSTRUCTION MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Conduct construction project turnovers
E6	NON-CORE	Conduct Three-Phase Quality Control inspections
E6	NON-CORE	Determine construction project contracts are executed in accordance with requirements
E4	CORE	Develop construction activity summary sheets
E4	CORE	Develop construction estimates
E5	CORE	Develop construction project packages
E4	CORE	Develop construction project shop drawings
E4	CORE	Develop construction safety plans
E4	CORE	Develop environmental protection plans
E5	CORE	Develop master activities listing
E5	CORE	Develop project Three-Phase Quality Control plans
E5	CORE	Establish construction site layouts
E4	NON-CORE	Input project data into construction management software and tools
E4	CORE	Inspect construction materials
E4	CORE	Interpret construction project drawings and specifications
E4	CORE	Inventory project tools and materials
E4	CORE	Lead construction project crews
E7	CORE	Manage construction project logistics and resources (i.e., tools, manpower, material, etc.)
E7	CORE	Manage construction projects
E7	NON-CORE	Manage construction safety plans

CONSTRUCTION MANAGEMENT (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Manage job site construction operations (e.g., Quality Control (QC) and safety plan implementation, job site information board, level III chart, etc.)
E7	NON-CORE	Manage project Quality Control (QC) plans
E7	NON-CORE	Manage Three-Phase Quality Control process (i.e., operations level)
E6	CORE	Supervise construction project crews
E5	NON-CORE	Supervise construction project safety operations
E5	NON-CORE	Supervise demolition operations
E5	NON-CORE	Supervise environmental protection plans
E5	NON-CORE	Supervise erection of scaffolding to support construction activities
E5	CORE	Supervise planning and estimating operations
E6	CORE	Supervise project Three-Phase Quality Control process
E6	CORE	Validate construction project packages
E6	CORE	Validate project surveys and elevation data

EXTERIOR FINISHES AND MOISTURE PROTECTION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Demolish exterior finishes and moisture protection
E4	NON-CORE	Develop exterior finishes and moisture protection demolition plans
E4	CORE	Install building insulation materials
E4	CORE	Install exterior doors and hardware
E4	CORE	Install exterior wall finishes
E4	CORE	Install flashing
E4	CORE	Install roof specialties and accessories (e.g., ridge vents, penetrations, sky lights, etc.)
E4	CORE	Install roofing systems (i.e., metal roofing, rolled seamed roofing, architectural/asphalt shingles)
E4	CORE	Install windows and hardware
E5	CORE	Supervise roofing system installations

FINISHES

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Demolish finishes
E4	NON-CORE	Develop finishes demolition plans
E4	CORE	Develop interior finish shop drawings
E4	CORE	Finish drywall
E4	CORE	Install acoustical treatments
E4	CORE	Install building fixtures and hardware accessories
E4	CORE	Install drywall
E4	CORE	Install flooring materials
E4	CORE	Install interior doors and hardware
E4	CORE	Install interior wall finishes
E5	CORE	Supervise finish material installations

HEAVY CONSTRUCTION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Construct heavy timber structures
E4	NON-CORE	Demolish heavy construction
E5	NON-CORE	Develop heavy construction demolition plans
E7	NON-CORE	Manage heavy construction operations
E6	NON-CORE	Supervise heavy construction projects

MASONRY CONSTRUCTION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Construct masonry structures
E4	NON-CORE	Demolish masonry construction
E4	NON-CORE	Develop masonry construction demolition plans
E4	CORE	Develop masonry construction shop drawings
E4	CORE	Install masonry hardware
E4	CORE	Mix mortar
E5	CORE	Supervise masonry construction operations

SPECIAL CONSTRUCTION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Assess airfield damages
E4	NON-CORE	Construct bridging systems (i.e., Mabey Johnson, Medium Girder Bridge (MGB), heavy timber)
E5	NON-CORE	Construct non-standard bridging (i.e., gap crossing)
E4	NON-CORE	Demolish special construction
E4	NON-CORE	Develop special construction demolition plans
E4	NON-CORE	Erect K-Span structures
E4	CORE	Erect pre-engineered structures (i.e., tension fabric, pre-engineered buildings (PEB), fabricated steel buildings, steel towers, and antennas)
E4	CORE	Erect scaffolding to support construction activities
E4	NON-CORE	Erect waterfront piers
E4	NON-CORE	Fabricate cold-formed steel floor, wall, and roof assemblies
E4	NON-CORE	Install cold-formed steel framing components and prefabricated assemblies
E4	NON-CORE	Install cold-formed steel wall and roof sheathing
E5	NON-CORE	Launch bridging systems (i.e., Mabey Johnson, Medium Girder Bridge (MGB), heavy timber)
E7	NON-CORE	Manage Airfield Damage Repair (ADR) operations
E7	NON-CORE	Manage special construction assembly operations (i.e., tension fabric, pre-engineered buildings (PEB), fabricated steel buildings, steel towers, and antennas)
E7	NON-CORE	Manage waterfront pier construction operations
E5	NON-CORE	Perform locksmith operations
E6	NON-CORE	Plan Airfield Damage Repairs (ADR)
E5	NON-CORE	Plan Pier Damage Repairs (PDR)
E5	NON-CORE	Recover bridging systems (i.e., Mabey Johnson, Medium Girder Bridge (MGB), heavy timber)

SPECIAL CONSTRUCTION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Repair damaged airfields
E4	NON-CORE	Repair damaged piers
E6	NON-CORE	Supervise Airfield Damage Repair (ADR) operations
E6	NON-CORE	Supervise assembly and erection operations (i.e., tension fabric, pre-engineered buildings (PEB), fabricated steel buildings, steel towers, and antennas)
E6	NON-CORE	Supervise K-span erection operations
E6	NON-CORE	Supervise Pier Damage Repair (PDR) operations
E6	NON-CORE	Supervise pile driving construction operations
E6	NON-CORE	Supervise waterfront pier construction operations

CHAPTER 17



CONSTRUCTION ELECTRICIAN (CE)

NAVPERS 18068F-17H
Change 100

Updated: October 2024

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

CONSTRUCTION ELECTRICIAN (CE)



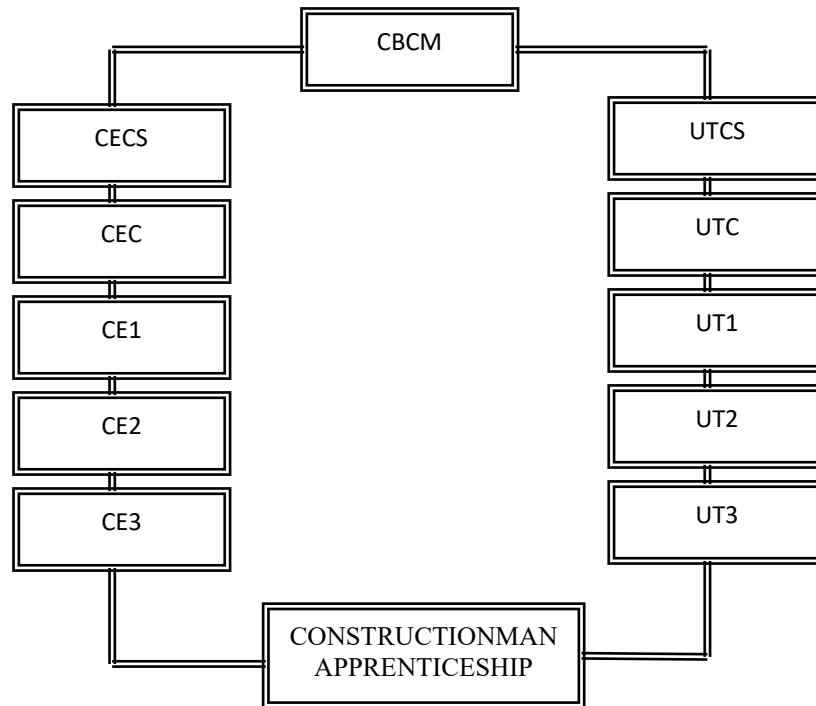
SCOPE OF RATING

Construction Electricians (CE) install and repair interior/exterior wiring and overhead and underground primary and secondary distribution systems using conduit, raceways, and direct burial cables; set up, operate, and service power generation electrical equipment; climb poles and towers utilizing lineman equipment; install and service electrical equipment; maintain individual combat readiness, and perform tasks required in contingency operations and disaster preparedness or Humanitarian Assistance Disaster Recovery (HADR) operations.

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 17.

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.

*Career path updated to reflect rating name change to Seabee Master Chief (CBCM) – NAVADMIN 054/21 refers

Job Title**Construction Electrician****Job Code****002599****Job Family**

Construction and Extraction

NOC

TBD

Short Title (30 Characters)

CONSTRUCTION ELECTRICIAN

Short Title (14 Characters)

CONSTRUCT ELEC

Pay Plan

Enlisted

Career Field

CE

Other Relationships and Rules

NEC BXXX series and other NECs as assigned

Job Description

Construction Electricians (CE) interpret electrical plans and specifications, install and repair interior/exterior wiring and overhead and underground primary and secondary distribution systems using conduit, raceways, and direct burial cables; set up, operate, and service electrical equipment; climb poles and towers utilizing lineman equipment; install and service electrical equipment (e.g., transformers, switching equipment, protective devices, motors and controllers, conventional and alternative electrical systems, portable generators and distribution systems, Uninterruptable Power Supply (UPS) devices, telephone/communication systems, security and portable lighting systems, etc.); act as project managers, planning, staffing, directing, and controlling multiple construction projects to include problem solving, planning, estimating, scheduling, controlling cost, and managing personnel; ensure compliance with specifications, code requirements, plans, and contracts; prepare progress reports, time records, construction schedules, and material, labor, tool and equipment estimates for construction projects; and act as project supervisors and trainers for junior personnel.

DoD Relationship**O*NET Relationship****Group Title**

Electricians

DoD Code

172100

Occupation Title

Electricians

SOC Code

47-2111.00

Job Family

Construction and Extraction

Skills*Equipment Selection**Installation**Complex Problem Solving**Management of Personnel Resources**Quality Control Analysis**Management of Material Resources**Systems Evaluation**Critical Thinking**Repairing**Judgment and Decision Making***Abilities***Deductive Reasoning**Problem Sensitivity**Manual Dexterity**Oral Expression**Visualization**Information Ordering**Inductive Reasoning**Written Expression**Written Comprehension**Selective Attention***CONSTRUCTION MANAGEMENT****Paygrade****Task Type****Task Statements**

E5

CORE

Conduct construction project turnovers

E6

NON-CORE

Conduct Three-Phase Quality Control inspections

E4

CORE

Develop construction activity summary sheets

E4

CORE

Develop construction estimates

E5

CORE

Develop construction project packages

E4

CORE

Develop construction project safety plans

E4

CORE

Develop construction project sketches, diagrams, and shop drawings

E4

CORE

Develop environmental protection plans

E4

CORE

Develop master activities listing

E4

CORE

Develop project Three-Phase Quality Control plans

E5

CORE

Establish construction site layouts

E5

CORE

Input project data into construction management software and tools

E4

CORE

Inspect construction materials

E4

CORE

Interpret construction project sketches, diagrams, and shop drawings

E4

CORE

Inventory project tools and materials

E5

CORE

Lead construction project crews

E6

CORE

Manage construction project resources

CONSTRUCTION MANAGEMENT (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Manage construction project safety plans
E6	CORE	Manage construction projects
E5	CORE	Manage job site construction operations (e.g., Quality Control (QC) and safety plan implementation, job site information board, level III chart, etc.)
E6	CORE	Manage project Quality Control (QC) plans
E6	CORE	Manage Three-Phase Quality Control process
E6	NON-CORE	Monitor construction project contracts
E5	CORE	Supervise construction project crews
E5	CORE	Supervise construction project safety operations
E5	CORE	Supervise environmental protection plans
E5	CORE	Supervise planning and estimating operations
E5	CORE	Supervise project Three-Phase Quality Control process
E6	CORE	Validate construction project packages
E5	NON-CORE	Validate project surveys and elevation data

ELECTRICAL AND ELECTRONIC SYSTEM COMPONENTS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Install electrical components and devices
E4	CORE	Install electronic components and devices (e.g., surge protector, sensory equipment, etc.)
E4	NON-CORE	Install Uninterruptable Power Supplies (UPS)
E4	CORE	Interpret electrical and electronic system component drawings and specifications
E5	NON-CORE	Maintain Uninterruptable Power Supplies (UPS)
E4	CORE	Repair electrical equipment
E5	CORE	Repair electronic components and devices (e.g., surge protector, sensory equipment, etc.)
E5	NON-CORE	Repair Uninterruptable Power Supplies (UPS)
E4	NON-CORE	Replace electronic components and devices (e.g., surge protector, sensory equipment, etc.)
E4	CORE	Test electrical equipment
E4	CORE	Test electronic components and devices (e.g., surge protector, sensory equipment, etc.)
E4	NON-CORE	Test Uninterruptable Power Supplies (UPS)
E4	CORE	Troubleshoot electrical equipment
E4	CORE	Troubleshoot electronic components and devices (e.g., surge protector, sensory equipment, etc.)
E5	NON-CORE	Troubleshoot Uninterruptable Power Supplies (UPS)

EXPEDITIONARY CONSTRUCTION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Assess airfield damages
E6	NON-CORE	Assess pier damages
E4	NON-CORE	Install airfield lighting systems

EXPEDITIONARY CONSTRUCTION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	NON-CORE	Plan Airfield Damage Repairs (ADR)
E6	NON-CORE	Plan Pier Damage Repairs (PDR)
E4	NON-CORE	Repair airfield lighting systems
E4	NON-CORE	Repair damaged airfields
E4	NON-CORE	Repair damaged piers
E7	NON-CORE	Supervise Airfield Damage Repair (ADR) operations
E7	NON-CORE	Supervise Pier Damage Repair (PDR) operations
E4	NON-CORE	Test airfield lighting systems
E5	NON-CORE	Troubleshoot airfield lighting systems

FACILITIES MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Inspect facility utility systems
E7	NON-CORE	Manage facility maintenance contracts
E7	CORE	Manage facility maintenance operations (i.e., Camp Maintenance)
E4	CORE	Perform facility corrective maintenance
E4	CORE	Perform facility preventive maintenance
E6	CORE	Supervise facility maintenance operations (i.e., Camp Maintenance)

INTERIOR AND EXTERIOR WIRING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Calculate electrical load capacities for conductors
E4	CORE	Calculate electrical load requirements
E4	CORE	Calculate fill capacities for raceways and enclosures
E5	CORE	Develop electrical wiring diagrams
E5	CORE	Implement interior and exterior sketches, schematics, and wiring diagrams (e.g., branch circuits, panel schedules, etc.)
E4	CORE	Install electrical conductors
E4	CORE	Install electrical conduits and raceways
E4	CORE	Install electrical fixtures and devices
E4	CORE	Install electrical power panels and enclosures
E4	CORE	Install interior and exterior electrical grounding and bonding systems
E4	CORE	Install service entrance equipment
E4	CORE	Interpret interior and exterior wiring drawings and specifications
E4	CORE	Repair interior and exterior wiring systems
E5	CORE	Supervise interior and exterior wiring operational system checks (e.g., tests, repairs, troubleshooting, etc.)
E5	CORE	Supervise interior and exterior wiring system installations
E4	CORE	Troubleshoot interior and exterior wiring systems

LIGHTING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Calculate area lighting requirements
E4	CORE	Conduct lighting systems operational checks (e.g., area, commercial, emergency, security, industrial, etc.)
E4	CORE	Develop lighting sketches and diagrams
E4	CORE	Install area lighting systems
E4	CORE	Install portable lighting
E4	CORE	Install street lighting systems
E4	CORE	Install temporary lighting systems
E4	CORE	Interpret lighting drawings and specifications
E4	CORE	Repair lighting systems (e.g., area, commercial, emergency, security, industrial, etc.)
E5	CORE	Repair portable lighting (i.e., light plants, temporary lighting)
E4	CORE	Repair street lighting systems
E5	CORE	Supervise lighting system installations
E5	CORE	Supervise lighting system operational system checks (i.e., tests, repairs, troubleshooting)
E4	CORE	Test lighting systems (e.g., area, commercial, emergency, security, industrial, etc.)
E4	CORE	Test portable lighting (i.e., light plants, temporary lighting)
E4	CORE	Test street lighting system operations
E4	CORE	Troubleshoot lighting systems (e.g., area, commercial, emergency, security, industrial, etc.)
E4	CORE	Troubleshoot portable lighting (i.e., light plants, temporary lighting)
E5	CORE	Troubleshoot street lighting systems

MOTORS AND CONTROLLERS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Calculate motors and controllers requirements
E4	CORE	Install electric motor systems (e.g., motor controls, protective devices, etc.)
E4	CORE	Interpret motors and controllers drawings and specifications
E4	CORE	Repair electrical motor systems (e.g., motor controls, protective devices, etc.)
E5	CORE	Supervise electric motor system installations (e.g., motor controls, protective devices, etc.)
E5	CORE	Supervise electric motor system operational checks (e.g., tests, repairs, troubleshooting, etc.)
E4	CORE	Test electric motor systems (e.g., motor controls, protective devices, etc.)
E4	CORE	Troubleshoot electric motor systems (e.g., motor controls, protective devices, etc.)

POWER DISTRIBUTION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Calculate power distribution load requirements
E4	CORE	Climb utility poles
E5	CORE	Conduct aerial work (e.g., lifts, bucket truck, platforms, etc.)
E5	CORE	Develop power distribution system requirements

POWER DISTRIBUTION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Implement power distribution sketches and diagrams (e.g., camp/expeditionary layout, project site, etc.)
E4	NON-CORE	Install electrical manholes
E4	CORE	Install facilities grounding systems
E4	CORE	Install overhead power distribution systems
E4	CORE	Install power distribution grounding systems
E4	CORE	Install power distribution protection system components
E5	NON-CORE	Install power distribution switchgear (e.g., expeditionary construction sites, facilities, etc.)
E4	CORE	Install power distribution transformers
E4	CORE	Install service drops
E4	CORE	Install underground power distribution systems
E4	NON-CORE	Install utility poles using auger trucks
E5	CORE	Interpret power distribution drawings and specifications
E4	CORE	Locate existing underground electrical utilities
E4	CORE	Maintain electrical manholes
E4	CORE	Maintain facility grounding systems
E4	CORE	Maintain overhead and underground power distribution systems
E4	CORE	Maintain power distribution grounding systems
E5	NON-CORE	Repair direct burial cables
E5	NON-CORE	Repair power distribution switchgear (e.g., expeditionary construction sites, facilities, etc.)
E5	CORE	Repair underground power distribution systems
E4	CORE	Replace overhead power distribution systems
E4	CORE	Rescue personnel from aerial positions
E5	CORE	Supervise electrical manhole operations
E5	CORE	Supervise facility grounding system operations
E5	CORE	Supervise overhead and underground power distribution operational system checks (i.e., tests, repairs, troubleshooting)
E5	CORE	Supervise overhead and underground power distribution systems installations
E7	CORE	Supervise overhead and underground power distribution systems operations
E5	NON-CORE	Supervise power distribution switchgear (e.g., expeditionary construction sites, facilities, etc.)
E5	CORE	Supervise power distribution transformer installations
E5	NON-CORE	Supervise utility pole installations using auger truck
E4	CORE	Test overhead and underground power distribution systems
E4	CORE	Test power distribution grounding systems
E4	CORE	Test power distribution grounding systems for resistance to earth
E4	NON-CORE	Test power distribution switchgear (e.g., expeditionary construction sites, facilities, etc.)

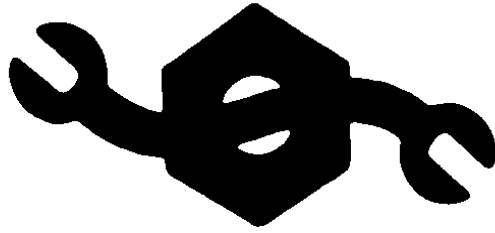
POWER DISTRIBUTION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Test power distribution transformer functionality
E5	CORE	Troubleshoot overhead and underground power distribution systems

POWER GENERATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Calculate power generation load requirements
E4	CORE	Conduct power generation operational system checks
E4	NON-CORE	Install alternative power sources (e.g., solar, wind power, etc.)
E4	CORE	Install power generation systems
E4	CORE	Provide power supplies to loads using generators
E5	NON-CORE	Repair alternative power sources (e.g., solar, wind power, etc.)
E5	CORE	Repair power generation systems
E5	CORE	Supervise power generation installations
E5	CORE	Supervise power generation operations (e.g., tests, repairs, troubleshooting, etc.)
E4	NON-CORE	Test alternative power sources (e.g., solar, wind power, etc.)
E4	CORE	Troubleshoot power generation systems

CHAPTER 18



CONSTRUCTION MECHANIC (CM)

NAVPERS 18068F-18H
Change 100

Updated: October 2024

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NAVY ENLISTED OCCUPATIONAL STANDARD
FOR
CONSTRUCTION MECHANIC (CM)



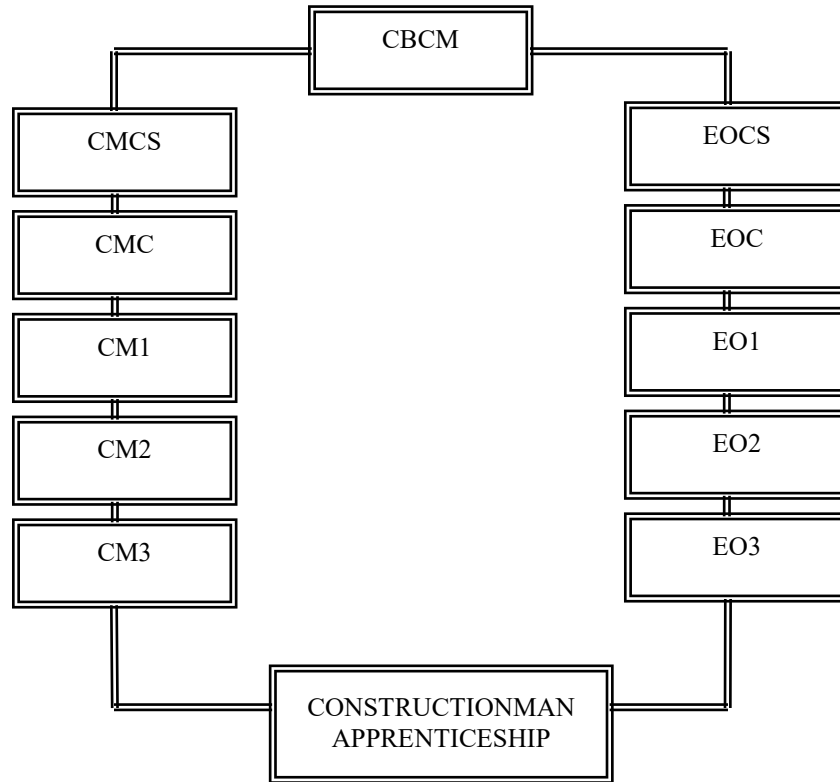
SCOPE OF RATING

Construction Mechanics (CM) perform, supervise, and document tasks involved in maintenance, diagnosis, repair, and overhaul of automotive, material/weight handling and construction equipment; research and manage of repair parts program; maintain records; train personnel in repair procedures; and maintain individual and equipment readiness.

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 18.

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.

*Career path updated to reflect rating name change to Seabee Master Chief (CBCM) – NAVADMIN 054/21 refers

Job Title**Construction Mechanic****Job Code****002604****Job Family**

Installation, Maintenance, and Repair

NOC

TBD

Short Title (30 Characters)

CONSTRUCTION MECHANIC

Short Title (14 Characters)

CONSTRUCT MECH

Pay Plan

Enlisted

Career Field

CM

Other Relationships and Rules

NECs BXXX series and other NECs as assigned

Job Description

Construction Mechanics (CM) perform, supervise, and document tasks involved in maintenance, diagnosis, repair, and overhaul of automotive, material/weight handling and construction equipment; research and manage repair parts program; maintain records; train personnel in repair procedures; maintain equipment and combat readiness; act as shop supervisors, planning, staffing, directing, and controlling multiple work centers to include problem-solving, planning, scheduling, and managing personnel while ensuring compliance with specifications, code requirements, plans, and contracts.

DoD Relationship**Group Title**

Construction Equipment

DoD Code

161200

O*NET Relationship**Occupation Title**Automotive Service Technicians
and Mechanics**SOC Code**

49-3023.01

Job FamilyInstallation, Maintenance, and
Repair**Skills***Systems Evaluation**Repairing**Troubleshooting**Equipment Selection**Installation**Equipment Maintenance**Systems Analysis**Operation Monitoring**Management of Material Resources**Management of Personnel Resources***Abilities***Written Comprehension**Multi-limb Coordination**Problem Sensitivity**Written Expression**Inductive Reasoning**Control Precision**Perceptual Speed**Manual Dexterity**Oral Expression**Finger Dexterity***BODY SYSTEMS****Paygrade****Task Type****Task Statements**

E4

CORE

Adjust body system components

E4

CORE

Conduct corrosion prevention and control procedures

E4

CORE

Conduct preventive maintenance on body systems

E4

NON-CORE

Conduct preventive maintenance on force protection materials

E5

CORE

Inspect body systems/components

E5

NON-CORE

Inspect force protection materials on vehicles

E4

NON-CORE

Install force protection materials on vehicles

E5

NON-CORE

Paint body components

E4

CORE

Perform oxygen/gas cutting and heat treatment

E4

NON-CORE

Prepare surfaces for painting

E4

CORE

Repair body systems/components

E5

NON-CORE

Repair equipment body damages

E4

CORE

Replace body system components

E4

NON-CORE

Replace force protection materials on vehicles

E4

CORE

Research body system/component repair parts

E4

CORE

Troubleshoot body systems/components

E5

CORE

Verify replacement of force protection materials

E4

NON-CORE

Weld ferrous/non-ferrous metals

BRAKE SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Adjust electrical brake system components
E4	CORE	Adjust hydraulic brake system components
E4	CORE	Adjust mechanical brake system components
E4	CORE	Adjust pneumatic brake system components
E4	CORE	Conduct preventive maintenance on anti-lock brake systems
E4	CORE	Conduct preventive maintenance on electrical brake system components
E4	CORE	Conduct preventive maintenance on hydraulic brake systems
E4	CORE	Conduct preventive maintenance on mechanical brake systems
E4	CORE	Conduct preventive maintenance on pneumatic brake systems
E5	CORE	Inspect anti-lock brake systems/components
E5	CORE	Inspect electrical brake system components
E5	CORE	Inspect hydraulic brake systems/components
E5	CORE	Inspect mechanical brake systems/components
E5	CORE	Inspect pneumatic brake systems/components
E4	CORE	Repair anti-lock brake system components
E4	CORE	Repair electrical brake system components
E4	CORE	Repair hydraulic brake systems/components
E4	CORE	Repair mechanical brake systems/components
E4	CORE	Repair pneumatic brake systems/components
E4	CORE	Replace anti-lock brake system components
E4	CORE	Replace electrical brake system components
E4	CORE	Replace hydraulic brake system components
E4	CORE	Replace mechanical brake system components
E4	CORE	Replace pneumatic brake system components
E4	CORE	Research brake system/component repair parts
E5	CORE	Troubleshoot anti-lock brake systems/components
E4	CORE	Troubleshoot electrical brake system components
E4	CORE	Troubleshoot hydraulic brake systems/components
E4	CORE	Troubleshoot mechanical brake systems/components
E4	CORE	Troubleshoot pneumatic brake systems/components

CHASSIS SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Adjust track components
E4	CORE	Assemble wheel and tire assemblies/components
E4	CORE	Balance wheel and tire assemblies/components
E4	CORE	Conduct preventive maintenance on track components
E4	CORE	Conduct preventive maintenance on wheel and tire assemblies/components
E5	CORE	Inspect track components
E5	CORE	Inspect wheel and tire assemblies/components

CHASSIS SYSTEMS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Repair track components
E4	CORE	Repair wheel and tire assemblies/components
E5	CORE	Replace track components
E4	CORE	Replace wheel and tire assemblies/components
E4	CORE	Research chassis system/component repair parts
E5	CORE	Troubleshoot track components
E4	CORE	Troubleshoot wheel and tire assemblies/components

CLIMATE CONTROL

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct preventive maintenance on heating systems
E4	CORE	Conduct preventive maintenance on ventilation systems
E5	CORE	Inspect air conditioning systems/components
E5	CORE	Inspect heating systems/components
E5	CORE	Inspect ventilation systems/components
E5	CORE	Repair air conditioning systems/components
E4	CORE	Repair heating systems/components
E4	CORE	Repair ventilation system components
E4	CORE	Repair ventilation systems/components
E5	CORE	Replace air conditioning system components
E4	CORE	Replace heating system components
E4	CORE	Replace ventilation system components
E5	CORE	Troubleshoot air conditioning systems/components
E4	CORE	Troubleshoot heating systems/components
E4	CORE	Troubleshoot ventilation systems/components

COOLING SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct preventive maintenance on cooling systems
E5	CORE	Inspect cooling systems/components
E4	CORE	Repair cooling systems/components
E4	CORE	Replace cooling system components
E4	CORE	Research cooling system/component repair parts
E4	CORE	Troubleshoot cooling systems/components

EXPEDITIONARY CONSTRUCTION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Assess airfield damages
E5	NON-CORE	Assess pier damages
E4	NON-CORE	Construct expeditionary medical facilities
E6	NON-CORE	Maintain expeditionary medical facilities
E5	NON-CORE	Plan Airfield Damage Repairs (ADR)

EXPEDITIONARY CONSTRUCTION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Plan Pier Damage Repairs (PDR)
E4	NON-CORE	Repair damaged airfields
E4	NON-CORE	Repair damaged piers
E7	NON-CORE	Supervise Airfield Damage Repair (ADR) operations
E7	NON-CORE	Supervise Pier Damage Repair (PDR) operations

HYDRAULIC AND PNEUMATIC SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Adjust hydraulic system components
E5	CORE	Adjust pneumatic system components
E4	CORE	Conduct preventive maintenance on hydraulic systems
E4	CORE	Conduct preventive maintenance on pneumatic systems
E5	CORE	Inspect hydraulic systems/components
E5	CORE	Inspect pneumatic systems/components
E4	CORE	Repair hydraulic systems/components
E4	CORE	Repair pneumatic systems/components
E4	CORE	Replace hydraulic system components
E4	CORE	Replace pneumatic system components
E4	CORE	Research hydraulic and pneumatic system/component repair parts
E5	CORE	Troubleshoot hydraulic systems/components
E5	CORE	Troubleshoot pneumatic systems/components

INTERNAL COMBUSTION ENGINES

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Adjust Internal Combustion Engine (ICE) system components
E4	CORE	Conduct preventive maintenance on emission systems
E4	CORE	Conduct preventive maintenance on Internal Combustion Engine (ICE) systems
E5	CORE	Inspect emission systems/components
E5	CORE	Inspect Internal Combustion Engine (ICE) systems/components
E4	CORE	Repair emission systems/components
E4	CORE	Repair Internal Combustion Engine (ICE) systems/components
E4	CORE	Replace emission system components
E4	CORE	Replace Internal Combustion Engine (ICE) system components
E4	CORE	Research Internal Combustion Engine (ICE) repair parts
E5	CORE	Troubleshoot emission systems/components
E5	CORE	Troubleshoot Internal Combustion Engine (ICE) systems/components

POWER GENERATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Adjust power generation components
E5	CORE	Inspect power generation components
E5	CORE	Perform generator operational load tests

POWER GENERATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Repair power generation components
E4	CORE	Replace power generation components
E4	CORE	Research power generation system/component repair parts
E5	CORE	Troubleshoot power generation systems/components

POWER TRAIN

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Adjust auxiliary system components
E4	CORE	Adjust drivetrain systems/components
E4	CORE	Conduct preventive maintenance on auxiliary systems
E4	CORE	Conduct preventive maintenance on drivetrain systems
E5	CORE	Inspect auxiliary systems/components
E5	CORE	Inspect drivetrain systems/components
E4	CORE	Install auxiliary system components
E4	CORE	Repair auxiliary system components
E4	CORE	Repair drivetrain systems/components
E4	CORE	Replace auxiliary system components
E4	CORE	Replace drivetrain components
E4	CORE	Research powertrain system/component repair parts
E5	CORE	Troubleshoot auxiliary systems/components
E5	CORE	Troubleshoot drivetrain systems/components

STEERING AND SUSPENSION SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Adjust steering system components
E4	CORE	Adjust suspension system components
E4	CORE	Conduct preventive maintenance on automotive suspension systems
E4	CORE	Conduct preventive maintenance on heavy equipment suspension systems
E4	CORE	Conduct preventive maintenance on steering systems
E5	CORE	Inspect steering systems/components
E5	CORE	Inspect suspension system/components
E4	CORE	Repair steering systems/components
E4	CORE	Repair suspension system/components
E4	CORE	Replace steering system components
E4	CORE	Replace suspension system components
E4	CORE	Research steering and suspension system/component repair parts
E4	CORE	Troubleshoot steering systems/components
E4	CORE	Troubleshoot suspension systems/components

TABLE OF ALLOWANCE (TOA) MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Conduct maintenance administration operations
E4	CORE	Document maintenance actions
E6	CORE	Inspect technical libraries
E6	CORE	Inspect tool room programs
E4	CORE	Inspect tools
E4	CORE	Maintain technical libraries
E4	CORE	Maintain tools and tool room programs
E7	CORE	Manage equipment maintenance programs
E4	CORE	Manage equipment parts acquisitions, inventories, and distributions
E7	CORE	Manage equipment turnover process
E6	CORE	Manage equipment work center programs
E7	CORE	Manage tool room operations
E6	CORE	Review equipment Table of Allowance (TOA) items
E6	CORE	Supervise equipment turnover process
E5	CORE	Supervise equipment work center operations
E6	CORE	Supervise maintenance shop operations

VEHICLE/EQUIPMENT ELECTRICAL SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct preventive maintenance on electrical components
E5	CORE	Inspect electrical systems/components
E4	CORE	Install electrical systems/components
E4	CORE	Repair electrical systems/components
E4	CORE	Research equipment electrical system/component repair parts
E4	CORE	Troubleshoot electrical systems/components

VEHICLE/EQUIPMENT ELECTRONIC AND DIAGNOSTIC SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Calibrate electronic system parameters and components (e.g., Throttle Position Sensor (TPS), arranging sensors, articulation angle sensors, injection systems, etc.)
E4	CORE	Conduct preventive maintenance on electronic components
E5	CORE	Inspect electronic systems/components
E5	CORE	Program Electronic Control Modules (ECM)
E5	CORE	Repair electronic systems/components
E4	CORE	Replace electronic components
E5	CORE	Replace Electronic Control Modules (ECM)
E4	CORE	Research electronic and diagnostic system/component repair parts
E5	CORE	Test Electronic Control Modules (ECM)
E4	CORE	Test electronic systems/components
E4	CORE	Troubleshoot Electronic Control Modules (ECM)
E5	CORE	Troubleshoot electronic systems/components

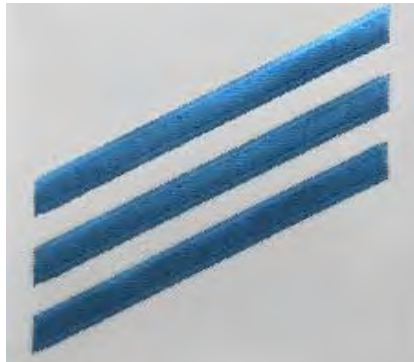
VEHICLE/EQUIPMENT FUEL SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Adjust fuel system components
E4	CORE	Conduct preventive maintenance on fuel systems
E5	CORE	Inspect fuel systems/components
E4	CORE	Repair fuel systems/components
E4	CORE	Replace fuel system components
E4	CORE	Research equipment fuel system/component repair parts
E5	CORE	Troubleshoot fuel systems/components

WEIGHT HANDLING EQUIPMENT MAINTENANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Adjust crane systems
E5	NON-CORE	Conduct preventive maintenance on crane systems
E5	NON-CORE	Inspect crane systems
E7	CORE	Manage crane maintenance programs
E5	NON-CORE	Repair crane systems
E5	NON-CORE	Replace crane systems
E6	CORE	Supervise crane maintenance program operations
E5	NON-CORE	Troubleshoot crane systems

CHAPTER 19



CONSTRUCTIONMAN (CN)

NAVPERS 18068F-19E
Change 96

Updated: October 2023

TABLE OF CONTENTS

CONSTRUCTIONMAN (CN)

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

CONSTRUCTIONMAN (CN)
APPRENTICESHIP

SCOPE OF RATING

Constructionmen (CN) perform tasks directly related to the seven construction ratings during all phases of construction; assist in the preparation and completion of construction projects at the crew member level and support facilities/equipment maintenance and repairs; maintain individual expeditionary combat readiness at the fire team level; and assist in tasks required in combat and disaster preparedness or Humanitarian Assistance Disaster Recovery (HADR) operations.

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 19.

GENERAL INFORMATION

CAREER PATH FROM THE CONSTRUCTIONMAN APPRENTICESHIP

RATING TITLE	E-4	E-5	E-6	E-7	E-8	E-9
Builder	BU3	BU2	BU1	BUC	*CUCS	*CUCM
Construction Electrician	CE3	CE2	CE1	CEC	CECS	*UCCM
Construction Mechanic	CM3	CM2	CM1	CMC	CMCS	*EQCM
Engineering Aid	EA3	EA2	EA1	EAC	*CUCS	*CUCM
Equipment Operator	EO3	EO2	EO1	EOC	EOCS	*EQCM
Steelworker	SW3	SW2	SW1	SWC	*CUCS	*CUCM
Utilitiesman	UT3	UT2	UT1	UTC	UTCS	*UCCM

* indicates rating compression at paygrade E8/E9. Rating names change as follows:

CUCS = Senior Chief Constructionman

CUCM = Master Chief Constructionman

EQCM = Master Chief Equipmentman

UCCM = Master Chief Utilitiesman

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**Constructionman****Job Code****002688****Job Family**

Construction and Extraction

NOC

TBD

Short Title (30 Characters)

CONSTRUCTIONMAN

Short Title (14 Characters)

CONSTRUCTMAN

Pay Plan

Enlisted

Career Field

CN

Other Relationships and Rules

N/A

Job Description

Constructionmen (CN) perform tasks directly related to the seven construction ratings during all phases of construction; assist in the preparation and completion of construction projects at the crew member level and support facilities/equipment maintenance and repairs; maintain individual expeditionary combat readiness at the fire team level; and assist in tasks required in combat and disaster preparedness or Humanitarian Assistance Disaster Recovery (HADR) operations.

DoD Relationship**Group Title**

Construction General

DoD Code

171000

O*NET Relationship**Occupation Title**Helpers, Construction Trades, All
Other**SOC Code**

47-3019.00

Job Family

Construction and Extraction

Skills*Critical Thinking**Management of Material Resources**Judgment and Decision Making**Reading Comprehension**Active Learning**Equipment Selection**Writing**Active Listening**Complex Problem Solving**Mathematics***Abilities***Written Comprehension**Inductive Reasoning**Problem Sensitivity**Manual Dexterity**Information Ordering**Written Expression**Category Flexibility**Deductive Reasoning**Dynamic Strength**Finger Dexterity***CONSTRUCTION OPERATIONS****Paygrade****Task Type****Task Statements**

E3

CORE

Convert standard U.S. weights and measures to the metric system

E3

CORE

Interpret construction sketches and diagrams

E3

CORE

Inventory tool kits, building materials, and repair parts

E3

NON-CORE

Perform required maintenance (R1) and prestart check inspections

E3

NON-CORE

Record discrepancies on trouble reports

E3

CORE

Use basic hand tools

E3

NON-CORE

Utilize trip tickets (Motor Vehicle Utilization Record, DD Form 1970)

SAFETY**Paygrade****Task Type****Task Statements**

E3

CORE

Assist in the cleanup of minor Hazardous Material (HAZMAT) spills

E3

CORE

Employ Operational Risk Management (ORM) procedures

E3

CORE

Employ Personal Protective Equipment (PPE)

E3

CORE

Handle Hazardous Materials (HAZMAT)

E3

CORE

Know how to read and identify Safety Data Sheet (SDS)

SAFETY (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E3	CORE	Report safety hazards and violations
E3	CORE	Store Hazardous Materials (HAZMAT) as per Safety Data Sheet (SDS)

SEABEE COMBAT SKILLS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E3	NON-CORE	Perform duties of ammunition carrier for Crew-Served Weapons (CSW)

CHAPTER 20



CRYPTOLOGIC TECHNICIAN (INTERPRETIVE) (CTI)

NAVPERS 18068F-20F
Change 101

Updated: January 2025

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NAVY ENLISTED OCCUPATIONAL STANDARD
FOR
CRYPTOLOGIC TECHNICIAN (INTERPRETIVE) (CTI)



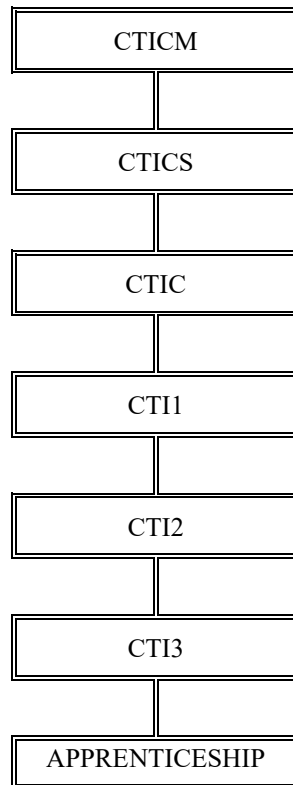
SCOPE OF RATING

Cryptologic Technicians (Interpretive) (CTI) specialize in foreign language, regional and cultural expertise, and advanced computer systems to support strategic, tactical, and cyberspace operations; collect, process, exploit, and analyze foreign language communications, digital network information, and Signals of Interest (SOI) to identify, monitor, and report global threats; translate and interpret foreign language materials; manage foreign language programs; provide regional and cultural guidance in support of National, Joint, Fleet (special operations, air, surface, and subsurface), and multi-national consumers and decision-makers; and control and safeguard access to classified material and information systems.

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 18068E) as Chapter 20.

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.

Defense Language Proficiency Test (DLPT) Requirements. All candidates competing for paygrades E-4 (CTI3) through E-9 (CTICM) must achieve a current DLPT score of L2/R2 in the language that reflects their primary duty as determined by the member's commanding officer. Minimum proficiency of L2/R2 must be attained in order to be eligible for the next higher paygrade

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**Strategic Language Analyst****Job Code****001022****Job Family**

Protective Service

NOC

TBD

Short Title (30 Characters)

STRATEGIC LANGUAGE ANALYST

Short Title (14 Characters)

STRAT LNGANLST

Pay Plan

Enlisted

Career Field

CTI

Other Relationships and Rules

NEC CXXX and 7XXX series and other NECs as assigned

Job Description

Strategic Language Analysts utilize and supervise the use of signals collection systems to identify, collect, and monitor foreign communications and geolocate targets; gist, transcribe, translate, analyze, summarize, and provide Quality Assurance (QA) on target foreign language communications; supervise collection management operations; coordinate collection, analysis, processing, exploitation, and reporting of target foreign intelligence; analyze target communications infrastructure; advise leadership on regional and cultural factors that impact mission operations; draft, validate, and release Signals Intelligence (SIGINT) reports; maintain cryptologic databases; perform target development; and protect sensitive methods and sources.

DoD Relationship O*NET Relationship**Group Title**

Analysis

DoD Code

123200

Occupation Title

Intelligence Analysts

SOC Code

33-3021.00

Job Family

Protective Service

Skills*Critical Thinking**Judgment and Decision Making**Active Learning**Complex Problem Solving**Writing**Operations Analysis**Coordination**Reading Comprehension**Quality Control Analysis**Systems Analysis***Abilities***Information Ordering**Deductive Reasoning**Inductive Reasoning**Problem Sensitivity**Written Expression**Memorization**Speed of Closure**Category Flexibility**Perceptual Speed**Oral Expression***COLLECTION OPERATIONS****Paygrade****Task Type****Task Statements**

E4

CORE

Analyze signal fundamentals and radio wave theory

E4

CORE

Apply collection sources and techniques

E4

CORE

Assess collection gaps

E5

NON-CORE

Assist in Unmanned Systems (UxS) operations

E4

CORE

Detect collection anomalies

E5

CORE

Manage selector taskings

E4

CORE

Perform remote sensor operations

E6

CORE

Process collection requirements (i.e., Collection Requirement Number (CRN) development)

E6

CORE

Provide corrective actions for collection anomalies

E4

CORE

Report collection anomalies

E4

CORE

Submit selectors for tasking

E6

CORE

Supervise cryptologic missions

INTELLIGENCE DISSEMINATION AND REPORTING**Paygrade****Task Type****Task Statements**

E4

CORE

Annotate special dissemination controls

E4

CORE

Brief intelligence information

E4

CORE

Collaborate with other analysts on end products

INTELLIGENCE DISSEMINATION AND REPORTING (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Communicate Critical Intelligence Communications (CRITIC) information
E6	CORE	Coordinate special dissemination controls
E6	CORE	Coordinate with foreign entities (e.g., intelligence agencies, law enforcement, government institutions, corporations, etc.)
E4	CORE	Distribute time-sensitive alerts
E5	CORE	Draft Critical Intelligence Communications (CRITIC) messages
E4	CORE	Draft Signals Intelligence (SIGINT) reports
E4	CORE	Draft time-sensitive reports
E5	NON-CORE	Maintain Common Operational Picture (COP)
E6	CORE	Manage Signals Intelligence (SIGINT) reporting
E4	CORE	Map information flow within the Intelligence Cycle
E5	CORE	Perform Quality Assurance (QA) of Signals Intelligence (SIGINT) reports
E4	CORE	Provide Indications and Warning (I&W)
E5	CORE	Provide input to operational intelligence products (e.g., threat assessments, briefings, intelligence studies, etc.)
E4	CORE	Provide input to Requests for Information (RFI) responses
E4	CORE	Report Essential Elements of Information (EEI)
E4	CORE	Report potential threats
E7	CORE	Supervise Critical Intelligence Communications (CRITIC) reporting programs
E6	CORE	Validate Critical Intelligence Communications (CRITIC) messages

LANGUAGE ANALYSIS AND PROCESSING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze content
E4	CORE	Articulate fundamental concepts related to Human Language Technologies (HLT)
E5	CORE	Assess regional and cultural factors that impact mission operations
E5	CORE	Conduct intelligence analysis within Target Office of Primary Interest (TOPI)
E4	CORE	Determine regional and cultural factors that impact mission operations
E4	CORE	Determine reporting criteria (e.g., geopolitical relevance, strategic relevance, anomalous activity, threat levels, etc.)
E5	NON-CORE	Develop language instructional materials
E4	CORE	Employ language processing tools
E4	CORE	Evaluate Signals of Interest (SOI)
E5	CORE	Integrate Human Language Technology (HLT) into language analysis workflow
E5	CORE	Perform historical analysis to answer strategic priorities
E5	CORE	Perform Quality Assurance (QA) of Interagency Language Roundtable (ILR) Level 2 language products
E6	CORE	Perform Quality Assurance (QA) of Interagency Language Roundtable (ILR) Level 2+ language products
E7	CORE	Perform Quality Assurance (QA) of Interagency Language Roundtable (ILR) Level 3 language products
E5	CORE	Perform Quality Assurance (QA) of language-related content in reports
E5	CORE	Prioritize data for processing

LANGUAGE ANALYSIS AND PROCESSING (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Process Interagency Language Roundtable (ILR) Level 2 target language material
E5	CORE	Process Interagency Language Roundtable (ILR) Level 2+ target language material
E6	CORE	Process Interagency Language Roundtable (ILR) Level 3 target language material
E6	NON-CORE	Provide global language instruction
E6	CORE	Provide input to Battle Damage Assessments (BDA)
E4	CORE	Provide near real-time/real-time language analysis
E4	CORE	Provide technical language input to mission planning
E6	CORE	Provide technical language instruction
E4	CORE	Report non-target languages or dialects
E4	CORE	Select software-based analysis tools

SECURITY AND ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze roles, relationships, and responsibilities of elements of the Intelligence Community (IC)
E4	CORE	Apply Information Assurance (IA) fundamentals (i.e., confidentiality, integrity, availability, authentication, non-repudiation)
E4	CORE	Apply Information Security (INFOSEC) fundamentals (i.e., classifying and safeguarding classified National security information)
E4	CORE	Apply Intelligence Oversight (IO) fundamentals (e.g., protection of United States (U.S.) persons, Executive Order 12333, reporting, training, etc.)
E4	CORE	Apply provisions of the Foreign Intelligence Surveillance Act (FISA)
E4	CORE	Apply provisions of the United States Signals Intelligence Directives (USSID)
E6	CORE	Audit logical queries (e.g., Boolean, structured, etc.)
E6	CORE	Conduct cryptologic training exercises
E4	CORE	Control access to restricted areas
E6	CORE	Coordinate cryptologic missions
E5	CORE	Coordinate language skill maintenance
E4	CORE	Determine relevant information about the United States Signals Intelligence (SIGINT) System (USSS)
E7	CORE	Direct resources to meet mission requirements
E7	NON-CORE	Draft cryptologic operational policies and procedures
E7	CORE	Implement Emergency Destruction Plan (EDP)
E6	NON-CORE	Instruct courses within National Cryptologic University (NCU)
E6	NON-CORE	Manage Intelligence Oversight (IO)
E6	NON-CORE	Manage language training requirements
E7	CORE	Manage national cryptologic missions
E7	CORE	Manage operational assessment programs
E4	CORE	Perform pre-targeting compliance checks
E4	CORE	Protect Sensitive Compartmented Information (SCI) material
E5	CORE	Submit incident reports
E4	CORE	Transport Sensitive Compartmented Information (SCI) material

TARGET DEVELOPMENT AND EXPLOITATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Access target technical information (e.g., technical kits, databases, working aids, etc.)
E5	NON-CORE	Analyze Command, Control, Communications, Computers, Combat Systems, Intelligence, Surveillance, Reconnaissance, and Target (C5ISRT) networks for critical nodes
E4	CORE	Analyze communication networks
E4	CORE	Analyze communication systems characteristics
E4	CORE	Analyze metadata
E5	CORE	Analyze target critical capabilities and vulnerabilities
E5	CORE	Analyze target tactics and methodologies (i.e., Tactics, Techniques, and Procedures (TTP))
E5	CORE	Analyze target threat capabilities
E4	CORE	Apply target tactics and methodologies (e.g., Tactics, Techniques, and Procedures (TTP), etc.)
E5	CORE	Assess computer network exploitation opportunities
E6	NON-CORE	Assess effectiveness of analysis tools
E5	NON-CORE	Assess effects of Operations in the Information Environment (OIE)
E4	NON-CORE	Assess situational data from Common Operational Picture (COP)
E4	CORE	Collaborate with other analysts on technical information
E5	CORE	Conduct Intelligence Preparation of the Operational Environment (IPOE)
E4	CORE	Construct logical queries (e.g., Boolean, structured, etc.)
E4	CORE	Determine communication network topography (e.g., hierarchy, base station, out station, etc.)
E4	CORE	Determine communication systems characteristics
E4	CORE	Determine digital network communications characteristics
E6	CORE	Determine intelligence gaps
E4	CORE	Determine location using geographic coordinates (e.g., Military Grid Reference System (MGRS), World Geographic Reference (GEOREF), etc.)
E5	CORE	Determine regional and cultural factors that influence target development
E4	CORE	Determine target capabilities
E4	CORE	Determine target location (e.g., geolocation, Direction Finding (DF), etc.)
E4	CORE	Determine telephony characteristics
E6	NON-CORE	Develop target packages (e.g., kinetic strikes, cyber effects, etc.)
E5	CORE	Develop target profiles
E5	CORE	Develop target technical information (e.g., technical kits, databases, working aids, etc.)
E5	NON-CORE	Draft Requests for Information (RFI)
E4	CORE	Evaluate target data using software-based analysis tools

TARGET DEVELOPMENT AND EXPLOITATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Implement principles of Signals Intelligence (SIGINT) Development (SIGDEV)
E6	NON-CORE	Integrate targeting efforts with other organizations and combatant commands
E4	CORE	Maintain target profiles
E5	CORE	Maintain technical databases
E4	CORE	Map communication networks
E5	CORE	Perform all-source research
E5	CORE	Perform digital network analysis
E5	CORE	Perform fusion analysis
E5	CORE	Perform Signals Intelligence (SIGINT) Development (SIGDEV)
E4	NON-CORE	Perform Signals Intelligence (SIGINT) Geospatial Analysis (SGA)
E5	CORE	Perform target development
E5	CORE	Perform trend/Pattern of Life (POL) analysis
E5	CORE	Provide input to battlespace environment evaluations
E6	NON-CORE	Provide input to Intelligence Gain/Loss (IGL) assessments
E5	NON-CORE	Provide input to Signals Intelligence (SIGINT) support packages
E4	CORE	Provide intelligence support to operations
E5	NON-CORE	Provide target nomination recommendations
E6	CORE	Supervise digital network analysis
E6	CORE	Supervise national cryptologic missions
E6	CORE	Supervise target activity analysis
E4	CORE	Update technical databases
E5	CORE	Validate intelligence sources
E7	NON-CORE	Validate Signals Intelligence (SIGINT) support packages

Job Title**Tactical Language Operator****Job Code****001027****Job Family**

Protective Service

NOC

TBD

Short Title (30 Characters)

TACTICAL LANGUAGE OPERATOR

Short Title (14 Characters)

TAC LANG OPR

Pay Plan

Enlisted

Career Field

CTI

Other Relationships and Rules

NEC CXXX and 7XXX series and other NECs as assigned

Job Description

Tactical Language Operators utilize and supervise the use of signals collection equipment and systems to provide Indications and Warning (I&W) support to Fleet and Combatant Commanders; collect, analyze, identify and geolocate target communications and infrastructure; gist, translate, transcribe, summarize and report on target foreign language communications in real-time; provide Quality Assurance (QA) on information products; advise leadership on regional and cultural factors that impact mission operations; perform target development; and protect sensitive methods and sources.

DoD Relationship O*NET Relationship**Group Title**

Analysis

DoD Code

123200

Occupation Title

Intelligence Analysts

SOC Code

33-3021.00

Job Family

Protective Service

Skills*Critical Thinking**Judgment and Decision Making**Active Learning**Operations Analysis**Writing**Complex Problem Solving**Coordination**Quality Control Analysis**Reading Comprehension**Systems Analysis***Abilities***Information Ordering**Deductive Reasoning**Inductive Reasoning**Problem Sensitivity**Written Expression**Speed of Closure**Category Flexibility**Memorization**Oral Expression**Perceptual Speed***COLLECTION OPERATIONS****Paygrade**

E7

Task Type

NON-CORE

Task Statements

Adjust collection plans (e.g., Direct Support Element (DSE) supervisor, Tactical Information Operations (TIO) Analyst, etc.)

E6

CORE

Advise platform commanders on Courses of Action (COA)

E4

CORE

Analyze signal fundamentals and radio wave theory

E4

CORE

Apply collection sources and techniques

E4

CORE

Assess collection gaps

E5

NON-CORE

Assist in Unmanned Systems (UxS) operations

E6

CORE

Conduct pre-operational checks of organic collection equipment

E4

CORE

Configure collection systems (e.g., Radio Frequency (RF), metadata, etc.)

E7

CORE

Construct technical mission plans compatible with onboard collection systems

E5

CORE

Coordinate target location operations (e.g., geolocation, Direction Finding (DF), etc.)

E6

CORE

Deliver organic collection data from platform to United States Signals Intelligence (SIGINT) System (USSS)

E4

CORE

Detect collection anomalies

E4

CORE

Initialize collection systems

E7

CORE

Manage Distributed Signals Intelligence (SIGINT) Operations (DSO)

E5

CORE

Manage selector taskings

E5

CORE

Operate platform-specific collection equipment

COLLECTION OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Optimize collection systems
E4	CORE	Perform Distributed Signals Intelligence (SIGINT) Operations (DSO)
E4	CORE	Perform remote sensor operations
E5	CORE	Perform survey operations
E6	CORE	Process collection requirements (i.e., Collection Requirement Number (CRN) development)
E6	CORE	Provide corrective actions for collection anomalies
E6	CORE	Provide input to Cryptologic Coverage Plans (CCP)
E6	CORE	Recommend platform disposition to optimize Signals Intelligence (SIGINT) collection
E4	CORE	Report collection anomalies
E4	CORE	Submit selectors for tasking
E6	CORE	Supervise cryptologic missions
E6	CORE	Troubleshoot organic collection equipment
E7	CORE	Validate Collection Management Authority (CMA) requirements

INTELLIGENCE DISSEMINATION AND REPORTING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Annotate special dissemination controls
E4	CORE	Brief intelligence information
E4	CORE	Collaborate with other analysts on end products
E4	CORE	Communicate Critical Intelligence Communications (CRITIC) information
E6	CORE	Coordinate special dissemination controls
E6	CORE	Coordinate with foreign entities (e.g., intelligence agencies, law enforcement, government institutions, corporations, etc.)
E4	CORE	Distribute time-sensitive alerts
E5	CORE	Draft Critical Intelligence Communications (CRITIC) messages
E5	NON-CORE	Draft post-mission products
E4	CORE	Draft Signals Intelligence (SIGINT) reports
E4	CORE	Draft time-sensitive reports
E5	NON-CORE	Maintain Common Operational Picture (COP)
E6	CORE	Manage Signals Intelligence (SIGINT) reporting
E4	CORE	Map information flow within the Intelligence Cycle
E5	CORE	Perform Quality Assurance (QA) of Signals Intelligence (SIGINT) reports
E4	CORE	Provide Indications and Warning (I&W)
E5	CORE	Provide input to operational intelligence products (e.g., threat assessments, briefings, intelligence studies, etc.)
E4	CORE	Provide input to Requests for Information (RFI) responses
E4	CORE	Report Essential Elements of Information (EEI)
E4	CORE	Report potential threats
E6	NON-CORE	Submit priority recommendations to support Commanders Critical Information Requirements (CCIR)
E7	CORE	Supervise Critical Intelligence Communications (CRITIC) reporting programs

INTELLIGENCE DISSEMINATION AND REPORTING (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Validate Critical Intelligence Communications (CRITIC) messages

LANGUAGE ANALYSIS AND PROCESSING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze content
E4	CORE	Articulate fundamental concepts related to Human Language Technologies (HLT)
E5	CORE	Assess regional and cultural factors that impact mission operations
E4	CORE	Determine regional and cultural factors that impact mission operations
E4	CORE	Determine reporting criteria (e.g., geopolitical relevance, strategic relevance, anomalous activity, threat levels, etc.)
E5	NON-CORE	Develop language instructional materials
E4	CORE	Employ language processing tools
E4	CORE	Evaluate Signals of Interest (SOI)
E5	CORE	Integrate Human Language Technology (HLT) into language analysis workflow
E5	CORE	Perform Quality Assurance (QA) of Interagency Language Roundtable (ILR) Level 2 language products
E6	CORE	Perform Quality Assurance (QA) of Interagency Language Roundtable (ILR) Level 2+ language products
E7	CORE	Perform Quality Assurance (QA) of Interagency Language Roundtable (ILR) Level 3 language products
E5	CORE	Perform Quality Assurance (QA) of language-related content in reports
E5	CORE	Prioritize data for processing
E4	CORE	Process Interagency Language Roundtable (ILR) Level 2 target language material
E5	CORE	Process Interagency Language Roundtable (ILR) Level 2+ target language material
E6	CORE	Process Interagency Language Roundtable (ILR) Level 3 target language material
E6	NON-CORE	Provide global language instruction
E6	CORE	Provide input to Battle Damage Assessments (BDA)
E4	CORE	Provide near real-time/real-time language analysis
E4	CORE	Provide technical language input to mission planning
E6	CORE	Provide technical language instruction
E4	CORE	Report non-target languages or dialects
E4	CORE	Select software-based analysis tools

SECURITY AND ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze roles, relationships, and responsibilities of elements of the Intelligence Community (IC)
E4	CORE	Apply Information Assurance (IA) fundamentals (i.e., confidentiality, integrity, availability, authentication, non-repudiation)
E4	CORE	Apply Information Security (INFOSEC) fundamentals (i.e., classifying and safeguarding classified National security information)
E4	CORE	Apply Intelligence Oversight (IO) fundamentals (e.g., protection of United States (U.S.) persons, Executive Order 12333, reporting, training, etc.)
E4	CORE	Apply provisions of the Foreign Intelligence Surveillance Act (FISA)

SECURITY AND ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Apply provisions of the United States Signals Intelligence Directives (USSID)
E6	CORE	Audit logical queries (e.g., Boolean, structured, etc.)
E6	CORE	Conduct cryptologic training exercises
E4	CORE	Control access to restricted areas
E7	CORE	Coordinate augmentation teams for deployment support
E6	CORE	Coordinate cryptologic missions
E5	CORE	Coordinate language skill maintenance
E4	CORE	Determine relevant information about the United States Signals Intelligence (SIGINT) System (USSS)
E7	CORE	Direct resources to meet mission requirements
E7	NON-CORE	Draft cryptologic operational policies and procedures
E7	CORE	Implement Emergency Destruction Plan (EDP)
E6	NON-CORE	Manage Intelligence Oversight (IO)
E6	NON-CORE	Manage language training requirements
E7	CORE	Manage operational assessment programs
E4	CORE	Perform pre-targeting compliance checks
E4	CORE	Protect Sensitive Compartmented Information (SCI) material
E5	CORE	Submit incident reports
E4	CORE	Transport Sensitive Compartmented Information (SCI) material

TARGET DEVELOPMENT AND EXPLOITATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Access target technical information (e.g., technical kits, databases, working aids, etc.)
E5	NON-CORE	Analyze Command, Control, Communications, Computers, Combat Systems, Intelligence, Surveillance, Reconnaissance, and Target (C5ISRT) networks for critical nodes
E4	CORE	Analyze communication networks
E4	CORE	Analyze communication systems characteristics
E4	CORE	Analyze metadata
E5	CORE	Analyze target critical capabilities and vulnerabilities
E5	CORE	Analyze target tactics and methodologies (i.e., Tactics, Techniques, and Procedures (TTP))
E5	CORE	Analyze target threat capabilities
E4	CORE	Apply target tactics and methodologies (e.g., Tactics, Techniques, and Procedures (TTP), etc.)
E6	NON-CORE	Assess effectiveness of analysis tools
E5	NON-CORE	Assess effects of Operations in the Information Environment (OIE)
E4	NON-CORE	Assess situational data from Common Operational Picture (COP)
E4	CORE	Collaborate with other analysts on technical information
E5	CORE	Conduct Intelligence Preparation of the Operational Environment (IPOE)
E4	CORE	Construct logical queries (e.g., Boolean, structured, etc.)

TARGET DEVELOPMENT AND EXPLOITATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Determine communication network topography (e.g., hierarchy, base station, out station, etc.)
E4	CORE	Determine communication systems characteristics
E4	CORE	Determine digital network communications characteristics
E6	CORE	Determine intelligence gaps
E4	CORE	Determine location using geographic coordinates (e.g., Military Grid Reference System (MGRS), World Geographic Reference (GEOREF), etc.)
E5	CORE	Determine regional and cultural factors that influence target development
E4	CORE	Determine target capabilities
E4	CORE	Determine target location (e.g., geolocation, Direction Finding (DF), etc.)
E4	CORE	Determine telephony characteristics
E6	NON-CORE	Develop target packages (e.g., kinetic strikes, cyber effects, etc.)
E5	CORE	Develop target profiles
E5	CORE	Develop target technical information (e.g., technical kits, databases, working aids, etc.)
E5	NON-CORE	Draft Requests for Information (RFI)
E4	CORE	Evaluate target data using software-based analysis tools
E4	CORE	Implement principles of Signals Intelligence (SIGINT) Development (SIGDEV)
E6	NON-CORE	Integrate targeting efforts with other organizations and combatant commands
E4	CORE	Maintain target profiles
E5	CORE	Maintain technical databases
E4	CORE	Map communication networks
E5	CORE	Perform all-source research
E5	CORE	Perform fusion analysis
E5	CORE	Perform Signals Intelligence (SIGINT) Development (SIGDEV)
E4	NON-CORE	Perform Signals Intelligence (SIGINT) Geospatial Analysis (SGA)
E5	CORE	Perform target development
E5	CORE	Perform trend/Pattern of Life (POL) analysis
E5	CORE	Provide input to battlespace environment evaluations
E6	NON-CORE	Provide input to Intelligence Gain/Loss (IGL) assessments
E5	NON-CORE	Provide input to Signals Intelligence (SIGINT) support packages
E4	CORE	Provide intelligence support to operations
E5	NON-CORE	Provide target nomination recommendations
E6	CORE	Supervise target activity analysis
E5	NON-CORE	Support remote access operations
E4	CORE	Update technical databases
E5	CORE	Validate intelligence sources
E7	NON-CORE	Validate Signals Intelligence (SIGINT) support packages
E7	NON-CORE	Validate target packages (e.g., kinetic strikes, cyber effects, etc.)

Job Title**Cyber Language Analyst****Job Code****002683****Job Family**

Protective Service

NOC

TBD

Short Title (30 Characters)

CYBER LANGUAGE ANALYST

Short Title (14 Characters)

CYB LANG ANLST

Pay Plan

Enlisted

Career Field

CTI

Other Relationships and Rules

NEC CXXX and 7XXX series and other NECs as assigned

Job Description

Cyber Language Analysts conduct and supervise language analysis in support of offensive and defensive cyberspace operations to meet National, Joint, Fleet, and Combatant Commander requirements; gist, transcribe, translate, summarize, analyze, and report foreign language communications and digital network information to support exploitation of target networks and critical infrastructure; provide Quality Assurance (QA) on intelligence products; perform cyberspace target development, exploitation analysis, network mapping, forensic analysis, and discovery; advise leadership on regional and cultural factors that impact cyberspace operations; and protect sensitive methods and sources.

DoD Relationship**Group Title**

Analysis

DoD Code

123200

O*NET Relationship**Occupation Title**

Intelligence Analysts

SOC Code

33-3021.06

Job Family

Protective Service

Skills*Critical Thinking**Judgment and Decision Making**Active Learning**Operations Analysis**Writing**Complex Problem Solving**Coordination**Quality Control Analysis**Reading Comprehension**Systems Analysis***Abilities***Information Ordering**Deductive Reasoning**Inductive Reasoning**Problem Sensitivity**Written Expression**Speed of Closure**Category Flexibility**Memorization**Oral Expression**Perceptual Speed***COLLECTION OPERATIONS****Paygrade****Task Type****Task Statements**

E4

CORE

Analyze signal fundamentals and radio wave theory

E4

CORE

Apply collection sources and techniques

E5

CORE

Assess collection gaps

E4

CORE

Detect collection anomalies

E5

CORE

Manage selector taskings

E5

CORE

Perform survey operations

E6

CORE

Process collection requirements (i.e., Collection Requirement Number (CRN) development)

E6

CORE

Provide corrective actions for collection anomalies

E4

CORE

Report collection anomalies

E4

CORE

Submit selectors for tasking

INTELLIGENCE DISSEMINATION AND REPORTING**Paygrade****Task Type****Task Statements**

E4

CORE

Annotate special dissemination controls

E4

CORE

Brief intelligence information

E4

CORE

Collaborate with other analysts on end products

E4

CORE

Communicate Critical Intelligence Communications (CRITIC) information

E6

CORE

Coordinate special dissemination controls

INTELLIGENCE DISSEMINATION AND REPORTING (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Coordinate with foreign entities (e.g., intelligence agencies, law enforcement, government institutions, corporations, etc.)
E5	CORE	Draft Critical Intelligence Communications (CRITIC) messages
E5	NON-CORE	Draft post-mission products
E4	CORE	Draft Signals Intelligence (SIGINT) reports
E6	CORE	Manage Signals Intelligence (SIGINT) reporting
E4	CORE	Map information flow within the Intelligence Cycle
E5	CORE	Perform Quality Assurance (QA) of Signals Intelligence (SIGINT) reports
E6	CORE	Provide input into cyberspace operations reporting
E5	CORE	Provide input to operational intelligence products (e.g., threat assessments, briefings, intelligence studies, etc.)
E4	CORE	Provide input to Requests for Information (RFI) responses
E4	CORE	Report Essential Elements of Information (EEI)
E4	CORE	Report potential threats
E6	NON-CORE	Submit priority recommendations to support Commanders Critical Information Requirements (CCIR)
E7	CORE	Supervise Critical Intelligence Communications (CRITIC) reporting programs
E6	CORE	Validate Critical Intelligence Communications (CRITIC) messages

LANGUAGE ANALYSIS AND PROCESSING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Advise on cyber adversary defense posture
E4	CORE	Analyze content
E4	CORE	Articulate fundamental concepts related to Human Language Technologies (HLT)
E5	CORE	Assess regional and cultural factors that impact mission operations
E4	CORE	Determine regional and cultural factors that impact mission operations
E4	CORE	Determine reporting criteria (e.g., geopolitical relevance, strategic relevance, anomalous activity, threat levels, etc.)
E5	NON-CORE	Develop language instructional materials
E4	CORE	Employ language processing tools
E4	CORE	Evaluate Signals of Interest (SOI)
E5	CORE	Integrate Human Language Technology (HLT) into language analysis workflow
E5	CORE	Perform Quality Assurance (QA) of Interagency Language Roundtable (ILR) Level 2 language products
E6	CORE	Perform Quality Assurance (QA) of Interagency Language Roundtable (ILR) Level 2+ language products
E7	CORE	Perform Quality Assurance (QA) of Interagency Language Roundtable (ILR) Level 3 language products
E5	CORE	Perform Quality Assurance (QA) of language-related content in reports
E5	CORE	Prioritize data for processing
E4	CORE	Process Interagency Language Roundtable (ILR) Level 2 target language material
E5	CORE	Process Interagency Language Roundtable (ILR) Level 2+ target language material
E6	CORE	Process Interagency Language Roundtable (ILR) Level 3 target language material

LANGUAGE ANALYSIS AND PROCESSING (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	NON-CORE	Provide global language instruction
E6	CORE	Provide input to Battle Damage Assessments (BDA)
E4	CORE	Provide near real-time/real-time language analysis
E4	CORE	Provide technical language input to mission planning
E6	CORE	Provide technical language instruction
E4	CORE	Report non-target languages or dialects
E4	CORE	Select software-based analysis tools
E6	CORE	Validate cyber adversary defense posture

SECURITY AND ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze roles, relationships, and responsibilities of elements of the Intelligence Community (IC)
E4	CORE	Apply Information Assurance (IA) fundamentals (i.e., confidentiality, integrity, availability, authentication, non-repudiation)
E4	CORE	Apply Information Security (INFOSEC) fundamentals (i.e., classifying and safeguarding classified National security information)
E4	CORE	Apply Intelligence Oversight (IO) fundamentals (e.g., protection of United States (U.S.) persons, Executive Order 12333, reporting, training, etc.)
E4	CORE	Apply provisions of the Foreign Intelligence Surveillance Act (FISA)
E4	CORE	Apply provisions of the United States Signals Intelligence Directives (USSID)
E6	CORE	Audit logical queries (e.g., Boolean, structured, etc.)
E6	CORE	Conduct cryptologic training exercises
E4	CORE	Control access to restricted areas
E6	CORE	Coordinate cryptologic missions
E5	CORE	Coordinate language skill maintenance
E4	CORE	Determine relevant information about the United States Signals Intelligence (SIGINT) System (USSS)
E7	CORE	Direct resources to meet mission requirements
E7	NON-CORE	Draft cyberspace operations policies and procedures
E7	NON-CORE	Draft policies and procedures in support of cyberspace operations
E7	CORE	Implement Emergency Destruction Plan (EDP)
E6	NON-CORE	Manage Intelligence Oversight (IO)
E6	NON-CORE	Manage language training requirements
E7	CORE	Manage operational assessment programs
E4	CORE	Perform pre-targeting compliance checks
E4	CORE	Protect Sensitive Compartmented Information (SCI) material
E5	CORE	Submit incident reports
E4	CORE	Transport Sensitive Compartmented Information (SCI) material

TARGET DEVELOPMENT AND EXPLOITATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Access target technical information (e.g., technical kits, databases, working aids, etc.)
E5	NON-CORE	Analyze Command, Control, Communications, Computers, Combat Systems, Intelligence, Surveillance, Reconnaissance, and Target (C5ISRT) networks for critical nodes
E4	CORE	Analyze communication networks
E4	CORE	Analyze communication systems characteristics
E4	CORE	Analyze metadata
E5	CORE	Analyze target critical capabilities and vulnerabilities
E5	CORE	Analyze target tactics and methodologies (i.e., Tactics, Techniques, and Procedures (TTP))
E5	CORE	Analyze target threat capabilities
E4	CORE	Apply target tactics and methodologies (e.g., Tactics, Techniques, and Procedures (TTP), etc.)
E5	CORE	Assess computer network exploitation opportunities
E6	NON-CORE	Assess effectiveness of analysis tools
E5	NON-CORE	Assess effects of Operations in the Information Environment (OIE)
E4	CORE	Collaborate with other analysts on technical information
E5	CORE	Conduct Intelligence Preparation of the Operational Environment (IPOE)
E4	CORE	Construct logical queries (e.g., Boolean, structured, etc.)
E5	CORE	Coordinate cyberspace missions
E6	CORE	Coordinate exploitation of access vectors for networks of interest
E6	NON-CORE	Determine capabilities of cyber assets relevant to specific target area
E4	CORE	Determine communication network topography (e.g., hierarchy, base station, out station, etc.)
E4	CORE	Determine communication systems characteristics
E4	CORE	Determine digital network communications characteristics
E6	CORE	Determine intelligence gaps
E4	CORE	Determine location using geographic coordinates (e.g., Military Grid Reference System (MGRS), World Geographic Reference (GEOREF), etc.)
E5	CORE	Determine regional and cultural factors that influence target development
E5	NON-CORE	Determine software and hardware vulnerabilities
E4	CORE	Determine target capabilities
E4	CORE	Determine target location (e.g., geolocation, Direction Finding (DF), etc.)
E4	CORE	Determine telephony characteristics
E6	NON-CORE	Develop target packages (e.g., kinetic strikes, cyber effects, etc.)
E5	CORE	Develop target profiles
E5	CORE	Develop target technical information (e.g., technical kits, databases, working aids, etc.)
E5	NON-CORE	Draft Requests for Information (RFI)
E5	CORE	Enable cyberspace exploitation operations
E4	CORE	Evaluate target data using software-based analysis tools

TARGET DEVELOPMENT AND EXPLOITATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Implement principles of Signals Intelligence (SIGINT) Development (SIGDEV)
E6	CORE	Initialize cyberspace exploitation operations
E6	NON-CORE	Integrate targeting efforts with other organizations and combatant commands
E4	CORE	Maintain target profiles
E5	CORE	Maintain technical databases
E4	CORE	Map communication networks
E5	CORE	Perform all-source research
E5	CORE	Perform digital network analysis
E5	CORE	Perform fusion analysis
E5	CORE	Perform logical network analysis
E5	CORE	Perform Signals Intelligence (SIGINT) Development (SIGDEV)
E4	NON-CORE	Perform Signals Intelligence (SIGINT) Geospatial Analysis (SGA)
E5	CORE	Perform target development
E5	CORE	Perform trend/Pattern of Life (POL) analysis
E6	CORE	Produce reconstruction of logical networks
E6	NON-CORE	Provide input to Intelligence Gain/Loss (IGL) assessments
E5	NON-CORE	Provide input to Signals Intelligence (SIGINT) support packages
E4	CORE	Provide intelligence support to operations
E5	NON-CORE	Provide target nomination recommendations
E6	NON-CORE	Supervise cyberspace missions
E6	CORE	Supervise digital network analysis
E6	CORE	Supervise logical network analysis
E6	CORE	Supervise target activity analysis
E5	NON-CORE	Support remote access operations
E4	CORE	Update technical databases
E5	CORE	Validate intelligence sources
E7	NON-CORE	Validate target packages (e.g., kinetic strikes, cyber effects, etc.)

CHAPTER 20



CRYPTOLOGIC TECHNICIAN (MAINTENANCE) (CTM)

NAVPERS 18068-20M
Change 93

Updated: January 2023

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

CRYPTOLOGIC TECHNICIAN (MAINTENANCE) (CTM)



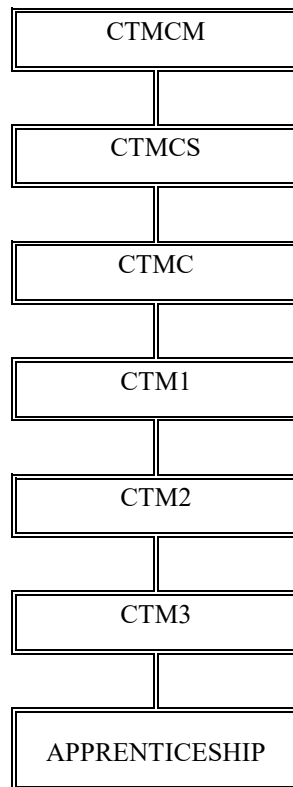
SCOPE OF RATING

Cryptologic Technicians (Maintenance) (CTM) maintain, configure, and install intelligence, tactical cryptologic and ancillary systems used to conduct Information and Cyberspace Operations; design, install, test, certify, troubleshoot, and repair or replace: tactical cryptologic systems, physical security systems, electrical and electronic equipment, antennas, computer systems, networks, and ancillary equipment; implement Information Assurance (IA) policy; manage organizational level maintenance; coordinate repair of command, control, communications, computer, intelligence, surveillance and reconnaissance systems in support of surface, subsurface, air, special warfare, and national consumers.

This Occupational Standard is being incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 20.

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**Cryptologic Systems Maintenance Technician****Job Code****001035****Job Family**

Installation, Maintenance, and Repair

NOC

TBD

Short Title (30 Characters)

CRYPTO SYSTEM MAINT TECHNICIAN

Short Title (14 Characters)

C SYS MNT TECH

Pay Plan

Enlisted

Career Field

CTM

Other Relationships and Rules

NEC CXXX Series and other NECs as assigned

Job Description

Cryptologic Systems Maintenance Technicians maintain and configure Tactical Cryptologic Systems (TCS) in support of Information and Cyberspace Operations worldwide to Navy, National Security Agency (NSA), and Department of Defense (DoD) for National and theater level missions; perform organizational level maintenance on cryptographic and cryptologic systems, antennas, ancillary equipment, and communication devices; configure, test, and maintain servers and network components; perform operational testing and certification requirements for cryptographic, cryptologic, and Sensitive Compartmented Information Facility (SCIF) physical security equipment supporting Fleet and National operations.

DoD Relationship**Group Title**

Navigation,
Communication, and
Countermeasure, N.E.C.

DoD Code

110200

O*NET Relationship**Occupation Title**

Electrical and Electronics
Repairers, Commercial and
Industrial Equipment

SOC Code

49-2094.00

Job Family

Installation, Maintenance,
and Repair

Skills*Operation and Control**Equipment Maintenance**Systems Analysis**Equipment Selection**Critical Thinking**Installation**Systems Evaluation**Repairing**Reading Comprehension**Operation Monitoring***Abilities***Problem Sensitivity**Information Ordering**Written Comprehension**Deductive Reasoning**Inductive Reasoning**Manual Dexterity**Finger Dexterity**Selective Attention**Extent Flexibility**Oral Expression***COMMUNICATIONS****Paygrade****Task Type****Task Statements**

E4

CORE

Configure communication circuits

E4

NON-CORE

Configure telephone switches

E4

CORE

Inspect communication systems

E4

CORE

Maintain communication signal cables

E4

CORE

Maintain communications infrastructure for data exfiltration

E4

CORE

Repair communication circuits

E4

CORE

Repair communication signal cables

E4

NON-CORE

Repair cryptographic equipment

E4

CORE

Test communication circuits

E4

CORE

Troubleshoot communication circuits

E4

NON-CORE

Troubleshoot cryptographic equipment

CRYPTOLOGIC ELECTRONIC MAINTENANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze test equipment results
E4	CORE	Configure Tactical Cryptologic Systems (TCS) hardware
E4	CORE	Detect Electromagnetic Interference (EMI)
E5	CORE	Groom collection systems
E5	CORE	Groom Radio Frequency (RF) path
E4	CORE	Initialize cryptologic equipment
E4	CORE	Inspect antenna weatherization and bonding
E4	CORE	Inspect tactical cryptologic equipment
E4	CORE	Install field changes
E4	CORE	Maintain ancillary Tactical Cryptologic Systems (TCS)
E4	CORE	Maintain antenna systems
E4	CORE	Maintain cryptologic carry-on systems
E4	CORE	Maintain cryptologic computer equipment
E4	CORE	Maintain Information Operation (IO) antenna systems
E4	CORE	Maintain Information Operation (IO) capabilities on Tactical Cryptologic Systems (TCS)
E4	CORE	Maintain tactical cryptologic Radio Frequency (RF) distribution system
E5	CORE	Mitigate Electromagnetic Interference (EMI)
E5	CORE	Repair antenna systems
E4	CORE	Repair cryptologic carry-on systems and peripheral equipment
E4	CORE	Repair Tactical Cryptologic Systems (TCS) and peripheral equipment
E4	CORE	Restore Tactical Cryptologic Systems (TCS)
E4	CORE	Shutdown cryptologic equipment
E4	CORE	Survey Radio Frequency (RF) Spectrum
E4	CORE	Test cryptologic equipment operations
E4	CORE	Test Radio Frequency (RF) distribution system
E4	CORE	Troubleshoot cryptologic carry-on systems and peripheral equipment
E4	CORE	Troubleshoot Tactical Cryptologic Systems (TCS) and peripheral equipment
E4	CORE	Validate test equipment functionality
E4	CORE	Validate test equipment requirements

CRYPTOLOGIC MAINTENANCE ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Audit onboard repair parts requirements
E4	CORE	Inventory cryptologic carry-on maintenance assets
E5	CORE	Update station drawings
E6	CORE	Validate maintenance documents

CRYPTOLOGIC MAINTENANCE MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Coordinate Combat Systems Training Team (CSTT) scenarios
E6	CORE	Develop Combat Systems Training Team (CSTT) scenarios
E6	CORE	Manage logistic support
E6	CORE	Supervise electronic systems maintenance

CRYPTOLOGIC SYSTEMS SUPPORT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Optimize precision geolocation operations
E4	CORE	Perform characterization of the electronic environment
E5	NON-CORE	Perform signals collections

GENERAL INSTALLATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze schematic diagrams
E4	CORE	Fabricate cabling terminations (e.g., Radio Frequency (RF), network, power, etc.)
E4	CORE	Fabricate electronic systems cables (e.g., fiber, Radio Frequency (RF), etc.)
E6	CORE	Inspect equipment installations
E4	NON-CORE	Install minor scope projects
E4	CORE	Install tactical cryptologic antenna systems
E4	NON-CORE	Remove minor scope projects
E4	CORE	Validate cable standards

INFORMATION ASSURANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Implement Information Assurance (IA) security controls
E5	CORE	Implement Information Assurance Vulnerability Alert (IAVA) procedures
E4	CORE	Maintain audit logs
E5	CORE	Perform Data Transfer Agent (DTA)/Authorized Transfer Agent (ATA) functions
E4	CORE	Perform Information Assurance Training (IAT) level 1 system Admin functions
E5	CORE	Perform Information Assurance Training (IAT) level 2 system Admin functions
E6	CORE	Perform System Operation Verification Test (SOVT)

SECURITY AND ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Control restricted area access
E4	CORE	Destroy Sensitive Compartmented Information (SCI) materials
E6	CORE	Implement Emergency Action Plans (EAP)
E4	NON-CORE	Install locking mechanisms
E4	CORE	Install physical security equipment
E4	CORE	Perform Emergency Action Plans (EAP)

SECURITY AND ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Protect Crypto Management System (CMS)/Key Management Infrastructure (KMI) materials
E4	CORE	Protect Sensitive Compartmented Information (SCI) material
E4	NON-CORE	Remove locking mechanisms
E4	CORE	Remove physical security equipment
E4	NON-CORE	Repair electronic security systems
E4	NON-CORE	Repair locking mechanisms
E4	CORE	Report Sensitive Compartmented Information Facility (SCIF) accreditation discrepancies
E4	CORE	Store Sensitive Compartmented Information (SCI) material
E4	CORE	Transport Sensitive Compartmented Information (SCI) material
E4	NON-CORE	Troubleshoot electronic security systems
E4	NON-CORE	Troubleshoot locking mechanisms
E6	CORE	Verify Sensitive Compartmented Information Facility (SCIF) accreditation

SENSITIVE COMPARTMENTED INFORMATION (SCI) SYSTEMS/NETWORK ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Backup cryptologic systems information
E4	CORE	Configure computer applications
E4	CORE	Configure computer Operating Systems (OS) software
E4	CORE	Configure network hardware
E4	CORE	Configure network software
E5	CORE	Cross-check network performance
E4	CORE	Install certificates (e.g., security, system, etc.)
E4	CORE	Install computer applications
E4	CORE	Install computer Operating Systems (OS) software
E4	CORE	Install network software
E4	CORE	Maintain computer file systems
E4	CORE	Maintain network systems
E4	CORE	Maintain remote computer files
E4	CORE	Maintain system domain accounts
E5	CORE	Modify computer shell scripts
E4	CORE	Perform network systems integration
E4	CORE	Remove computer applications
E4	CORE	Remove computer Operating Systems (OS) software
E4	CORE	Remove network software
E4	CORE	Repair network components
E4	CORE	Restore computer data from backups
E4	CORE	Start computer shell scripts
E4	CORE	Test systems networks

**SENSITIVE COMPARTMENTED INFORMATION (SCI) SYSTEMS/NETWORK ADMINISTRATION
(CONT'D)**

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Troubleshoot computer applications
E4	CORE	Troubleshoot computer Operating Systems (OS) software
E4	CORE	Troubleshoot network components

Job Title**Cryptologic Systems Maintenance Director****Job Code****001040****Job Family**

Installation, Maintenance, and Repair

NOC

TBD

Short Title (30 Characters)

CRYPTO SYSTEM MAINT DIRECTOR

Short Title (14 Characters)

C SYS MNT DIR

Pay Plan

Enlisted

Career Field

CTM

Other Relationships and Rules

NEC CXXX Series and other NECs as assigned

Job Description

Cryptologic Systems Maintenance Directors manage and coordinate the installation and maintenance of Tactical Cryptologic Systems (TCS), cryptologic carry-on systems, and cryptologic network systems in support of Information and Cyberspace Operations worldwide for Navy, National Security Agency (NSA), and Department of Defense (DoD) requirements; and support deployment schedules, installation planning, logistics, resource allocation, and fiscal analysis associated with Fleet and National operations.

DoD Relationship**Group Title**

Navigation,
Communication, and
Countermeasure, N.E.C.

DoD Code

110200

O*NET Relationship**Occupation Title**

First-Line Supervisors of
Mechanics, Installers,
and Repairers

SOC Code

49-1011.00

Job Family

Installation, Maintenance,
and Repair

Skills

Management of Material Resources

Quality Control Analysis

Critical Thinking

Reading Comprehension

Systems Evaluation

Coordination

Monitoring

Equipment Selection

Writing

Installation

Abilities

Information Ordering

Written Comprehension

Oral Expression

Problem Sensitivity

Inductive Reasoning

Deductive Reasoning

Selective Attention

Written Expression

Fluency of Ideas

Time Sharing

COMMUNICATIONS**Paygrade**

E4

Task Type

CORE

Task Statements

Inspect communication systems

CRYPTOLOGIC ELECTRONIC MAINTENANCE**Paygrade**

E4

Task Type

CORE

Task Statements

Analyze test equipment results

E5

NON-CORE

Fabricate tactical antenna systems

E4

CORE

Inspect antenna weatherization and bonding

E4

CORE

Inspect tactical cryptologic equipment

CRYPTOLOGIC MAINTENANCE ADMINISTRATION**Paygrade**

E6

Task Type

CORE

Task Statements

Audit onboard repair parts requirements

E6

CORE

Audit station drawings

E7

CORE

Manage Electrostatic Discharge (ESD) programs

E5

CORE

Perform cryptologic carry-on systems training

E7

CORE

Validate Integrated Logistic Support (ILS) documentation

E6

CORE

Validate maintenance documents

CRYPTOLOGIC MAINTENANCE MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Analyze maintenance trends
E7	CORE	Determine direct support personnel augmentation
E7	CORE	Manage cryptologic carry-on and Tactical Cryptologic Systems (TCS)
E7	CORE	Manage cryptologic carry-on and Tactical Cryptologic Systems (TCS) training
E7	CORE	Manage equipment maintenance
E6	CORE	Manage logistic support
E6	CORE	Supervise electronic systems maintenance
E7	CORE	Validate acceptance testing programs
E7	CORE	Validate equipment maintenance
E6	CORE	Validate minimum equipment requirements

GENERAL INSTALLATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze schematic diagrams
E7	CORE	Approve installation plans
E5	CORE	Conduct installation site surveys
E6	CORE	Coordinate installation plans
E6	CORE	Coordinate installation site surveys
E6	CORE	Inspect equipment installations
E7	CORE	Perform tactical cryptologic electronic equipment installation Quality Assurance (QA)

INFORMATION ASSURANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Maintain Information Assurance (IA) accreditation requirements
E7	NON-CORE	Manage Information Assurance (IA) acceptance requirements
E6	CORE	Perform System Operation Verification Test (SOVT)
E7	CORE	Validate information systems accreditation packages

SECURITY AND ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Control restricted area access
E4	CORE	Destroy Sensitive Compartmented Information (SCI) materials
E6	CORE	Implement Emergency Action Plans (EAP)
E4	CORE	Perform Emergency Action Plans (EAP)
E4	CORE	Protect Sensitive Compartmented Information (SCI) material
E4	CORE	Report Sensitive Compartmented Information Facility (SCIF) accreditation discrepancies
E4	CORE	Store Sensitive Compartmented Information (SCI) material
E4	CORE	Transport Sensitive Compartmented Information (SCI) material
E6	CORE	Verify Sensitive Compartmented Information Facility (SCIF) accreditation

SENSITIVE COMPARTMENTED INFORMATION (SCI) SYSTEMS/NETWORK ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Cross-check network performance
E4	CORE	Install certificates (e.g., security, system, etc.)
E6	CORE	Manage network systems integration

Job Title**Cryptologic Systems Installation Technician****Job Code****002729****Job Family**

Installation, Maintenance, and Repair

NOC

TBD

Short Title (30 Characters)

CRYPTO SYSTEM INSTAL TECH

Short Title (14 Characters)

C SYS INST TEC

Pay Plan

Enlisted

Career Field

CTM

Other Relationships and Rules

NEC CXXX Series and other NECs as assigned

Job Description

Cryptologic Systems Installation Technicians install, certify, and maintain cryptologic carry-on systems and cryptologic network systems in support of Information and Cyberspace Operations worldwide for Navy, National Security Agency (NSA), and Department of Defense (DoD) requirements; identify, develop, and implement architecture and infrastructure design; ensure network system integrity, and information assurance compliance; perform network configuration, network engineering, Radio Frequency (RF) grooming, antenna maintenance, circuit design and activation; read, develop, and verify schematic drawings; install cable transport, telecommunications, electrical wiring, cables, and termination; conduct site surveys and equipment training, equipment removal/modifications, and logistical support; track equipment movement; perform operational testing and certification requirements for cryptographic, cryptologic, and Sensitive Compartmented Information Facility (SCIF) physical security equipment supporting Fleet and National operations.

DoD Relationship**Group Title**Navigation,
Communication, and
Countermeasure, N.E.C.**DoD Code**

110200

O*NET Relationship**Occupation Title**Electrical and Electronics
Repairers, Commercial and
Industrial Equipment**SOC Code**

49-2094.00

Job FamilyInstallation, Maintenance,
and Repair**Skills**

Operation and Control
Equipment Maintenance
Installation
Critical Thinking
Systems Analysis
Equipment Selection
Systems Evaluation
Coordination
Reading Comprehension
Operation Monitoring

Abilities

Information Ordering
Written Comprehension
Problem Sensitivity
Deductive Reasoning
Manual Dexterity
Inductive Reasoning
Extent Flexibility
Selective Attention
Finger Dexterity
Dynamic Flexibility

COMMUNICATIONS**Paygrade****Task Type****Task Statements**

E4	CORE	Configure communication circuits
E4	NON-CORE	Configure telephone switches
E5	CORE	Establish communications infrastructure for data exfiltration
E4	CORE	Inspect communication systems
E4	CORE	Maintain communication signal cables
E4	CORE	Maintain communications infrastructure for data exfiltration
E4	CORE	Repair communication circuits
E4	CORE	Repair communication signal cables
E4	CORE	Test communication circuits
E4	CORE	Troubleshoot communication circuits
E4	NON-CORE	Troubleshoot cryptographic equipment

CRYPTOLOGIC ELECTRONIC MAINTENANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze test equipment results
E5	NON-CORE	Assemble collection equipment (Commercial Off The Shelf/Government Off The Shelf (COTS/GOTS))
E4	CORE	Detect Electromagnetic Interference (EMI)
E5	NON-CORE	Fabricate tactical antenna systems
E5	CORE	Groom collection systems
E5	CORE	Groom Radio Frequency (RF) path
E4	CORE	Initialize cryptologic equipment
E4	CORE	Inspect antenna weatherization and bonding
E4	CORE	Inspect tactical cryptologic equipment
E4	CORE	Install field changes
E4	CORE	Maintain cryptologic carry-on systems
E4	CORE	Maintain cryptologic computer equipment
E5	CORE	Mitigate Electromagnetic Interference (EMI)
E5	CORE	Repair antenna systems
E4	CORE	Repair cryptologic carry-on systems and peripheral equipment
E4	CORE	Shutdown cryptologic equipment
E4	CORE	Survey Radio Frequency (RF) Spectrum
E4	CORE	Test cryptologic equipment operations
E4	CORE	Test Radio Frequency (RF) distribution system
E4	CORE	Troubleshoot cryptologic carry-on systems and peripheral equipment
E4	CORE	Validate test equipment functionality
E4	CORE	Validate test equipment requirements

CRYPTOLOGIC MAINTENANCE ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Audit onboard repair parts requirements
E4	CORE	Inventory cryptologic carry-on maintenance assets
E5	CORE	Perform cryptologic carry-on systems training
E5	CORE	Update station drawings
E6	CORE	Validate maintenance documents

CRYPTOLOGIC MAINTENANCE MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Manage logistic support
E6	CORE	Supervise electronic systems maintenance

CRYPTOLOGIC SYSTEMS SUPPORT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Optimize precision geolocation operations
E4	CORE	Perform characterization of the electronic environment
E5	NON-CORE	Perform electronic counter-surveillance
E5	NON-CORE	Perform precision geolocation operations
E5	NON-CORE	Perform Sensitive Site Exploitation (SSE) operations
E5	NON-CORE	Perform signals collections
E5	NON-CORE	Perform signals survey operations
E5	NON-CORE	Perform tactical Airborne Precision Geolocation (APGL) operations/Unmanned Aerial Systems (UAS) payload operations

GENERAL INSTALLATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze schematic diagrams
E5	CORE	Conduct installation site surveys
E6	CORE	Coordinate installation plans
E6	CORE	Coordinate installation site surveys
E4	CORE	Fabricate cabling terminations (e.g., Radio Frequency (RF), network, power, etc.)
E4	CORE	Fabricate electronic systems cables (e.g., fiber, Radio Frequency (RF), etc.)
E6	CORE	Inspect equipment installations
E4	NON-CORE	Install cable ducts
E4	CORE	Install communication equipment
E4	CORE	Install communication signal cables
E4	CORE	Install cryptologic carry-on equipment
E4	NON-CORE	Install electrical conduits
E4	CORE	Install electronic equipment
E4	CORE	Install electronic equipment racks
E4	NON-CORE	Install minor scope projects
E4	CORE	Install network equipment
E5	CORE	Install power panels
E4	CORE	Install tactical cryptologic antenna systems
E4	NON-CORE	Operate specialized installation tools
E4	NON-CORE	Remove cable ducts
E4	CORE	Remove communication equipment
E4	CORE	Remove communication signal cables
E4	CORE	Remove cryptologic carry-on equipment
E4	NON-CORE	Remove electrical conduits
E4	CORE	Remove electronic equipment
E4	CORE	Remove electronic equipment racks
E4	NON-CORE	Remove minor scope projects

GENERAL INSTALLATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Remove network equipment
E5	CORE	Remove power panels
E4	CORE	Validate cable standards

INFORMATION ASSURANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Implement Information Assurance (IA) security controls
E5	CORE	Implement Information Assurance Vulnerability Alert (IAVA) procedures
E4	CORE	Maintain audit logs
E5	CORE	Maintain Information Assurance (IA) accreditation requirements
E5	CORE	Perform Data Transfer Agent (DTA)/Authorized Transfer Agent (ATA) functions
E4	CORE	Perform Information Assurance Training (IAT) level 1 system Admin functions
E5	CORE	Perform Information Assurance Training (IAT) level 2 system Admin functions
E6	CORE	Perform System Operation Verification Test (SOVT)

SECURITY AND ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Control restricted area access
E4	CORE	Destroy Sensitive Compartmented Information (SCI) materials
E6	CORE	Implement Emergency Action Plans (EAP)
E4	NON-CORE	Install intrusion detection systems
E4	NON-CORE	Install locking mechanisms
E4	CORE	Install physical security equipment
E4	CORE	Perform Emergency Action Plans (EAP)
E4	CORE	Protect Crypto Management System (CMS)/Key Management Infrastructure (KMI) materials
E4	CORE	Protect Sensitive Compartmented Information (SCI) material
E4	NON-CORE	Remove locking mechanisms
E4	CORE	Remove physical security equipment
E4	NON-CORE	Repair electronic security systems
E4	NON-CORE	Repair locking mechanisms
E4	CORE	Report Sensitive Compartmented Information Facility (SCIF) accreditation discrepancies
E4	CORE	Store Sensitive Compartmented Information (SCI) material
E4	CORE	Transport Sensitive Compartmented Information (SCI) material
E4	NON-CORE	Troubleshoot electronic security systems
E4	NON-CORE	Troubleshoot locking mechanisms
E6	CORE	Verify Sensitive Compartmented Information Facility (SCIF) accreditation

SENSITIVE COMPARTMENTED INFORMATION (SCI) SYSTEMS/NETWORK ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Backup cryptologic systems information
E4	CORE	Configure computer applications
E4	CORE	Configure computer Operating Systems (OS) software
E4	CORE	Configure network hardware
E4	CORE	Configure network software
E5	NON-CORE	Create computer shell scripts
E5	CORE	Cross-check network performance
E4	CORE	Install certificates (e.g., security, system, etc.)
E4	CORE	Install computer applications
E4	CORE	Install computer Operating Systems (OS) software
E4	CORE	Install network software
E4	CORE	Maintain computer file systems
E4	CORE	Maintain network systems
E4	CORE	Maintain remote computer files
E4	CORE	Maintain system domain accounts
E5	CORE	Modify computer shell scripts
E4	CORE	Perform network systems integration
E6	CORE	Plan network systems integration
E4	CORE	Remove computer applications
E4	CORE	Remove computer Operating Systems (OS) software
E4	CORE	Remove network software
E4	CORE	Repair network components
E4	CORE	Restore computer data from backups
E4	CORE	Start computer shell scripts
E4	CORE	Test systems networks
E4	CORE	Troubleshoot computer applications
E4	CORE	Troubleshoot computer Operating Systems (OS) software
E4	CORE	Troubleshoot network components

Job Title**Cryptologic Systems Infrastructure Technician****Job Code****002811****Job Family**

Computer and Mathematical

NOC

TBD

Short Title (30 Characters)

CRYPTO SYSTEM INFRA TECH

Short Title (14 Characters)

C SYS INFR TEC

Pay Plan

Enlisted

Career Field

CTM

Other Relationships and Rules

NEC CXXX Series and other NECs as assigned

Job Description

Cryptologic Systems Infrastructure Technicians install, certify, and maintain cryptologic network systems in support of Information and Cyberspace Operations worldwide for Navy, National Security Agency (NSA), Defense Intelligence Agency (DIA), and Department of Defense (DoD) requirements; identify, develop, and implement architecture and infrastructure design; ensure network system integrity, and information assurance compliance; perform network configuration, network engineering, circuit design and activation; read, develop, and verify schematic drawings; install cable transport, telecommunications, electrical wiring, cables, and termination; conduct site surveys and equipment training, equipment removal/modifications, and logistical support; track equipment movement; perform operational testing and certification requirements for cryptographic, cryptologic, and Sensitive Compartmented Information Facility (SCIF) physical security equipment supporting Fleet and National operations.

DoD Relationship**Group Title**

Navigation,
Communication, and
Countermeasure, N.E.C.

DoD Code

110200

O*NET Relationship**Occupation Title**

Network and Computer
Systems Administrators

SOC Code

15-1244.00

Job Family

Computer and Mathematical

Skills*Operation and Control**Equipment Maintenance**Installation**Systems Analysis**Equipment Selection**Critical Thinking**Reading Comprehension**Coordination**Complex Problem Solving**Management of Material Resources***Abilities***Written Comprehension**Information Ordering**Deductive Reasoning**Manual Dexterity**Problem Sensitivity**Inductive Reasoning**Finger Dexterity**Selective Attention**Extent Flexibility**Oral Expression***COMMUNICATIONS****Paygrade****Task Type****Task Statements**

E4

CORE

Configure communication circuits

E4

NON-CORE

Configure telephone switches

E5

CORE

Establish communications infrastructure for data exfiltration

E4

CORE

Inspect communication systems

E4

CORE

Maintain communication signal cables

E4

CORE

Maintain communications infrastructure for data exfiltration

E4

CORE

Repair communication circuits

E4

CORE

Repair communication signal cables

E4

NON-CORE

Repair cryptographic equipment

E4

CORE

Test communication circuits

E4

CORE

Troubleshoot communication circuits

E4

NON-CORE

Troubleshoot cryptographic equipment

CRYPTOLOGIC ELECTRONIC MAINTENANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze test equipment results
E4	CORE	Detect Electromagnetic Interference (EMI)
E4	CORE	Initialize cryptologic equipment
E4	CORE	Install field changes
E4	CORE	Maintain antenna systems
E4	CORE	Maintain cryptologic computer equipment
E5	CORE	Mitigate Electromagnetic Interference (EMI)
E4	CORE	Shutdown cryptologic equipment
E4	CORE	Validate test equipment functionality
E4	CORE	Validate test equipment requirements

CRYPTOLOGIC MAINTENANCE ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Update station drawings
E6	CORE	Validate maintenance documents

CRYPTOLOGIC MAINTENANCE MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Manage logistic support
E6	CORE	Supervise electronic systems maintenance

CRYPTOLOGIC SYSTEMS SUPPORT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Process customer trouble calls

GENERAL INSTALLATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze schematic diagrams
E5	CORE	Conduct installation site surveys
E6	CORE	Coordinate installation plans
E6	CORE	Coordinate installation site surveys
E4	CORE	Fabricate cabling terminations (e.g., Radio Frequency (RF), network, power, etc.)
E4	CORE	Fabricate electronic systems cables (e.g., fiber, Radio Frequency (RF), etc.)
E6	CORE	Inspect equipment installations
E4	NON-CORE	Install cable ducts
E4	CORE	Install communication equipment
E4	CORE	Install communication signal cables
E4	NON-CORE	Install electrical conduits
E4	CORE	Install electronic equipment
E4	CORE	Install electronic equipment racks
E4	CORE	Install network equipment
E4	NON-CORE	Operate specialized installation tools

GENERAL INSTALLATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Remove cable ducts
E4	CORE	Remove communication equipment
E4	CORE	Remove communication signal cables
E4	NON-CORE	Remove electrical conduits
E4	CORE	Remove electronic equipment
E4	CORE	Remove electronic equipment racks
E4	CORE	Remove network equipment
E4	CORE	Validate cable standards

INFORMATION ASSURANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Identify Information Systems Security (ISS) violations and vulnerabilities
E4	CORE	Implement Information Assurance (IA) security controls
E5	CORE	Implement Information Assurance Vulnerability Alert (IAVA) procedures
E4	CORE	Maintain audit logs
E5	CORE	Maintain Information Assurance (IA) accreditation requirements
E5	CORE	Perform Data Transfer Agent (DTA)/Authorized Transfer Agent (ATA) functions
E4	CORE	Perform Information Assurance Training (IAT) level 1 system Admin functions
E5	CORE	Perform Information Assurance Training (IAT) level 2 system Admin functions
E6	CORE	Perform System Operation Verification Test (SOVT)
E4	NON-CORE	Provide technical support to resolve cyber incidents
E4	NON-CORE	Remove system viruses
E7	NON-CORE	Report Information Systems Security (ISS) incidents
E5	NON-CORE	Update computer Information Systems (IS) antivirus definitions

SECURITY AND ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Control restricted area access
E4	CORE	Destroy Sensitive Compartmented Information (SCI) materials
E6	CORE	Implement Emergency Action Plans (EAP)
E4	NON-CORE	Install intrusion detection systems
E4	NON-CORE	Install locking mechanisms
E4	CORE	Install physical security equipment
E4	CORE	Perform Emergency Action Plans (EAP)
E4	CORE	Protect Crypto Management System (CMS)/Key Management Infrastructure (KMI) materials
E4	CORE	Protect Sensitive Compartmented Information (SCI) material
E4	NON-CORE	Remove locking mechanisms
E4	CORE	Remove physical security equipment
E4	NON-CORE	Repair electronic security systems
E4	NON-CORE	Repair locking mechanisms

SECURITY AND ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Report Sensitive Compartmented Information Facility (SCIF) accreditation discrepancies
E4	CORE	Store Sensitive Compartmented Information (SCI) material
E4	CORE	Transport Sensitive Compartmented Information (SCI) material
E4	NON-CORE	Troubleshoot electronic security systems
E4	NON-CORE	Troubleshoot locking mechanisms
E6	CORE	Verify Sensitive Compartmented Information Facility (SCIF) accreditation

SENSITIVE COMPARTMENTED INFORMATION (SCI) SYSTEMS/NETWORK ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Backup cryptologic systems information
E4	CORE	Configure computer applications
E4	CORE	Configure computer Operating Systems (OS) software
E4	CORE	Configure network hardware
E4	CORE	Configure network software
E5	NON-CORE	Create computer shell scripts
E7	NON-CORE	Create Continuity of Operations (COOP) Procedures
E5	NON-CORE	Create web pages
E5	CORE	Cross-check network performance
E6	NON-CORE	Establish Command, Control, Communications, Computers, Combat Systems and Intelligence (C5I) system interconnectivity
E4	CORE	Install certificates (e.g., security, system, etc.)
E4	CORE	Install computer applications
E4	CORE	Install computer Operating Systems (OS) software
E4	CORE	Install network software
E4	CORE	Maintain computer file systems
E4	CORE	Maintain network systems
E4	CORE	Maintain remote computer files
E4	CORE	Maintain system domain accounts
E5	NON-CORE	Maintain websites
E5	CORE	Modify computer shell scripts
E7	NON-CORE	Perform Information Assurance Management (IAM) functions
E4	CORE	Perform network systems integration
E6	CORE	Plan network systems integration
E4	CORE	Remove computer applications
E4	CORE	Remove computer Operating Systems (OS) software
E4	CORE	Remove network software
E4	CORE	Repair network components
E4	CORE	Restore computer data from backups
E4	CORE	Start computer shell scripts

**SENSITIVE COMPARTMENTED INFORMATION (SCI) SYSTEMS/NETWORK ADMINISTRATION
(CONT'D)**

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Test systems networks
E4	CORE	Troubleshoot computer applications
E4	CORE	Troubleshoot computer Operating Systems (OS) software
E4	CORE	Troubleshoot network components
E6	NON-CORE	Validate migration/installation computer software

CHAPTER 20



CRYPTOLOGIC TECHNICIAN (COLLECTION) (CTR)

NAVPERS 18068F-20N
Change 101

Updated: January 2025

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NAVY ENLISTED OCCUPATIONAL STANDARD
FOR
CRYPTOLOGIC TECHNICIAN (COLLECTION) (CTR)



SCOPE OF RATING

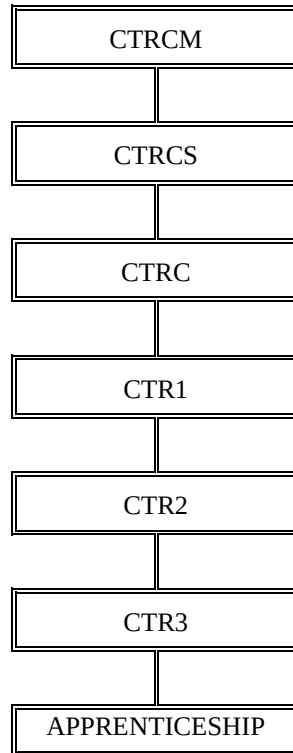
Cryptologic Technicians (Collection) (CTR) operate advanced computer systems to conduct Operations in the Information Environment (OIE) and support Cyberspace Operations; and collect, analyze, and exploit Signals of Interest (SOI) throughout the Radio Frequency (RF) spectrum to identify, locate, and report worldwide threats to provide Signals Intelligence (SIGINT), Counter Command, Control, Communications, Computer, and Cyber, Intelligence, Surveillance, Reconnaissance, and Targeting (C-C5ISR), Indications and Warning (I&W), Counter Unmanned Systems (C-UxS), targeting, tactical, and digital network support to Warfare Commanders and National consumers supporting surface, subsurface, air, space, and special operations forces to maintain information superiority.

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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 18068M) as Chapter 20.

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**Analyst and Reporter****Job Code****001072****Job Family**

Protective Service

NOC

TBD

Short Title (30 Characters)

ANALYST AND REPORTER

Short Title (14 Characters)

ANLYST&REPORTR

Pay Plan

Enlisted

Career Field

CTR

Other Relationships and Rules

NEC CXXX series and other NECs as assigned

Job Description

Analysts and Reporters develop targets and plans in support of Operations in the Information Environment (OIE); collect, analyze, and fuse target communications and multiple source information to identify Essential Elements of Information (EEI) in order to map and develop target networks, and conduct geospatial analysis; access and manipulate databases; perform mission planning and fusion analysis; provide Signals Intelligence (SIGINT) trend analysis; and draft, disseminate, and sanitize SIGINT reports, cryptologic mission reports, and cryptologic and multiple source assessments to meet Fleet, Joint, and National requirements.

DoD Relationship**Group Title**

Intercept Operators (Code and Non-Code)

DoD Code

123100

O*NET Relationship**Occupation Title**

Intelligence Analysts

SOC Code

33-3021.06

Job Family

Protective Service

Skills*Critical Thinking**Judgment and Decision Making**Reading Comprehension**Complex Problem Solving**Coordination**Management of Material Resources**Science**Mathematics**Systems Analysis**Operation and Control***Abilities***Deductive Reasoning**Inductive Reasoning**Written Comprehension**Written Expression**Information Ordering**Speed of Closure**Category Flexibility**Oral Expression**Problem Sensitivity**Perceptual Speed***FIREPOWER EMPLOYMENT****Paygrade****Task Type****Task Statements**

E4

CORE

Analyze Unmanned Systems (UxS) communications for targeting

E5

NON-CORE

Assess collateral effects of operations

E5

CORE

Assess Measures of Performance (MOP)

E4

CORE

Comply with Rules of Engagement (ROE)

E5

CORE

Conduct Counter-Unmanned Systems (C-UxS) operations

E5

CORE

Conduct Electronic Attack (EA) missions

E5

CORE

Develop communications Electronic Attack (EA) Concept of Operations (CONOPS)

E7

CORE

Develop communications Electronic Attack (EA) plans

E5

CORE

Evaluate Measures of Effectiveness (MOE)

E6

NON-CORE

Identify windows of opportunity for strikes

E6

NON-CORE

Inform effects-sequencing recommendations

E5

NON-CORE

Provide Signals Intelligence (SIGINT) support to targeting

E5

CORE

Support Battle Damage Assessments (BDA)

FORCE PROTECTION**Paygrade****Task Type****Task Statements**

E5

CORE

Conduct Counter-Intelligence Surveillance Reconnaissance Targeting (C-ISRT)

FORCE PROTECTION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Control access to restricted areas
E4	CORE	Destroy Sensitive Compartmented Information (SCI) materials
E5	NON-CORE	Determine jamming sources
E5	CORE	Determine satellite vulnerabilities
E4	CORE	Document receipt of classified materials
E7	CORE	Enforce Operations Security (OPSEC)
E4	CORE	Implement Emergency Action Plans (EAP)
E7	CORE	Manage Sensitive Compartmented Information Facility (SCIF) accreditations
E4	CORE	Monitor Electromagnetic (EM) spectrum
E4	CORE	Perform Counter-Intelligence, Surveillance, and Reconnaissance and Targeting (C-ISRT)
E4	CORE	Properly mark Sensitive Compartmented Information (SCI) materials
E4	CORE	Provide Military Deception (MILDEC) support
E4	CORE	Report Electronic Attack (EA) against friendly units, systems, links or nodes
E4	CORE	Safeguard Sensitive Compartmented Information (SCI) materials
E5	CORE	Supervise Emergency Action Plan (EAP) operations
E4	CORE	Transport Sensitive Compartmented Information (SCI) materials

INFORMATION OPERATION SUPPORT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Conduct Military Information Support Operations (MISO)
E7	CORE	Coordinate Operations in the Information Environment (OIE)
E7	CORE	Manage Operations in the Information Environment (OIE) efforts
E4	CORE	Provide Indications and Warnings (I&W) to tactical commanders
E6	NON-CORE	Provide input to Counter-Command, Control, Communications, Computers, Cyber, Intelligence, Surveillance, Reconnaissance, and Target (C-C5ISR) planning process

INTEGRATED TARGETING CAPABILITY

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Advise target vectoring
E5	NON-CORE	Analyze adversary critical capabilities, requirements, and vulnerabilities
E5	CORE	Develop targets in support of Commander's intent
E5	NON-CORE	Evaluate threat envelopes
E5	NON-CORE	Identify adversary critical capabilities, requirements, and vulnerabilities
E5	CORE	Identify adversary Tactics, Techniques, and Procedures (TTP)
E4	NON-CORE	Identify target from multiple intelligence sources
E4	CORE	Identify traffic source for targeting
E6	CORE	Integrate targeting efforts with other organization and combatant commands
E5	NON-CORE	Perform non-traditional targeting
E5	CORE	Provide target nomination recommendations which meet Commander's objectives

INTEGRATED TARGETING CAPABILITY (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Provide target Positive Identification (PID)
E5	CORE	Provide targeting Combat Identification (CID) recommendations
E5	NON-CORE	Provide Time Sensitive Target (TST) operations intelligence support
E4	NON-CORE	Support track management and target identification

INTELLIGENCE ANALYSIS AND PRODUCTION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Analyze Command and Control (C2) networks for critical nodes
E5	NON-CORE	Analyze Command, Control, Communications, Computers, Cyber, Intelligence, Surveillance, Reconnaissance, and Target (C5ISRT) networks for critical nodes
E4	CORE	Analyze communication device capabilities
E4	CORE	Analyze Communication External (COMEXT)
E4	CORE	Analyze intercept of Essential Elements of Information (EEI)
E4	CORE	Analyze Satellite Communications (SATCOM) elements
E4	CORE	Assign identifiers to target platforms
E5	NON-CORE	Conduct nodal analysis
E5	NON-CORE	Conduct Sensitive Site Exploitation (SSE) analysis
E4	CORE	Construct Order of Battle (OOB)
E4	CORE	Determine intelligence document source
E5	CORE	Develop Area of Responsibility (AOR) target data
E5	NON-CORE	Develop network maps
E5	NON-CORE	Develop Pattern-of-Life (POL) analysis profile
E5	CORE	Develop target packages
E5	CORE	Develop target profiles
E4	CORE	Draft fused Signals Intelligence (SIGINT) reports
E4	CORE	Draft intelligence product reports
E5	CORE	Draft post-mission products
E4	CORE	Draft time-sensitive reports
E5	CORE	Edit serialized intelligence reports for dissemination
E4	NON-CORE	Fuse technical data to develop target communications profiles
E4	CORE	Generate Request for Information (RFI)
E4	NON-CORE	Identify target communications within the global network
E4	NON-CORE	Identify the functions of a target's network elements
E6	NON-CORE	Manage Radio Frequency (RF) propagation modeling
E5	CORE	Map communications networks
E5	NON-CORE	Perform advanced characterization of the electronic environment
E5	NON-CORE	Perform asset source validation
E4	CORE	Perform content analysis
E4	CORE	Perform geolocation analysis

INTELLIGENCE ANALYSIS AND PRODUCTION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform metadata analysis
E4	CORE	Perform multi-source analysis
E6	NON-CORE	Perform predictive assessment of adversary actions
E5	NON-CORE	Perform Radio Frequency (RF) propagation modeling
E5	CORE	Perform Signals Intelligence (SIGINT) fusion analysis
E4	NON-CORE	Perform Signals Intelligence (SIGINT) Geospatial Analysis (SGA)
E4	CORE	Perform Signals Intelligence (SIGINT) research using Intelligence Community (IC) databases
E4	CORE	Perform traffic analysis
E5	NON-CORE	Perform unattended sensor analysis
E5	NON-CORE	Perform untethered analysis
E4	CORE	Produce area of interest briefs
E5	CORE	Produce target communications profiles using technical data
E4	CORE	Provide response to Request for Information (RFI)
E5	CORE	Research network technologies
E4	CORE	Research Open Source Intelligence (OSINT)
E5	CORE	Review time-sensitive reports
E5	NON-CORE	Support development of persona profiles
E6	CORE	Validate Signals Intelligence (SIGINT) product reports
E5	CORE	Verify collected information meets intelligence needs

INTELLIGENCE AND DATA COLLECTION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Analyze Electromagnetic (EM) spectrum for targeting
E5	CORE	Analyze system, event, and network logs
E4	CORE	Assess Indication & Warning (I&W) threats
E4	CORE	Execute commands within various Operating Systems (OS)
E5	NON-CORE	Input information to mission databases and collection repositories
E6	CORE	Maintain target lists (e.g., Regional Target List (RTL), Joint Target List (JTL), Combined Target List (CTL), etc.)
E6	CORE	Manage geolocation operations
E5	NON-CORE	Nominate unique identifiers
E4	CORE	Perform Boolean and Lucene logic
E4	CORE	Perform Direction Finding (DF) of Signals of Interest (SOI)
E4	CORE	Perform geolocation of Signals of Interest (SOI)
E5	CORE	Perform packet capture (PCAP)
E5	CORE	Provide feedback to developers on signals collection, processing, and analysis tools
E4	CORE	Review equipment status for operability
E6	CORE	Supervise Intelligence, Surveillance, and Reconnaissance (ISR) operations

INTELLIGENCE AND DATA COLLECTION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Supervise Signals Intelligence (SIGINT) Intelligence, Surveillance, and Reconnaissance (ISR)
E4	CORE	Troubleshoot system equipment failures and errors
E4	CORE	Troubleshoot system software failures and errors
E5	CORE	Validate mission plans

INTELLIGENCE INTEGRATION AND DISSEMINATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Brief cryptologic and intelligence products
E4	CORE	Brief Signal Intelligence (SIGINT) operations and capabilities
E6	NON-CORE	Conduct Knowledge Management (KM)
E5	CORE	Coordinate target analysis with external units
E4	CORE	Disseminate time-sensitive reports
E6	CORE	Enforce compliance with Intelligence Oversight (IO) requirements
E6	CORE	Evaluate analysis and reporting operations
E7	CORE	Manage dataflow
E7	CORE	Manage dissemination of Signals Intelligence (SIGINT) reports
E7	CORE	Manage Signals Intelligence (SIGINT) Indications and Warnings (I&W)
E4	CORE	Perform dataflow
E6	NON-CORE	Release serialized intelligence reports for dissemination
E5	CORE	Sanitize cryptologic data for dissemination
E6	CORE	Supervise dataflow

INTELLIGENCE PLANNING AND DIRECTION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Align tasking to mission requirements
E6	CORE	Analyze collection metrics
E4	CORE	Analyze collection sources
E7	CORE	Assign assets and resources to meet intelligence requirements
E5	CORE	Collaborate with Intelligence Community (IC) analysts
E5	CORE	Compile collection metrics
E5	NON-CORE	Conduct Intelligence Preparation of the Operating Environment (IPOE)
E5	NON-CORE	Conduct Joint Intelligence Preparation of the Operational Environment (JIPOE)
E7	NON-CORE	Construct collection matrix
E7	CORE	Construct collection plans
E4	CORE	Construct Signals Intelligence (SIGINT) Order of Battle (OOB)
E6	CORE	Coordinate available intelligence resources
E7	CORE	Coordinate Concept of Operations (CONOPS) through Stakeholders
E5	CORE	Coordinate geolocation operations
E7	CORE	Coordinate mission operations

INTELLIGENCE PLANNING AND DIRECTION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Coordinate pre/post deployment briefs
E6	CORE	Coordinate pre/post deployment checklist
E5	NON-CORE	Coordinate target vetting with appropriate partners
E7	NON-CORE	Coordinate with Special Access Program (SAP)/Integrated Joint Special Technical Operations (IJSTO) planners/Review and Approval Process (RAP)
E7	CORE	Create cryptologic tasking for mission requirements
E7	CORE	Cross-check Intelligence Requirements (IR)
E5	NON-CORE	Deconflict frequency usage
E5	NON-CORE	Deconflict network operations
E5	CORE	Determine collection gaps
E7	NON-CORE	Determine intelligence gaps
E6	CORE	Determine requirements for collection
E6	NON-CORE	Determine Signals Intelligence (SIGINT) capabilities of assets relevant to specific target area
E5	NON-CORE	Develop communications Electronic Attack (EA) briefs
E7	CORE	Develop mission tasking in accordance with the National Intelligence Priorities Framework (NIPF)
E7	NON-CORE	Develop Signals Intelligence (SIGINT)/Electronic Warfare (EW) plans
E5	NON-CORE	Develop target templates
E7	CORE	Direct Signals Intelligence (SIGINT) taskings
E7	CORE	Draft Signals Intelligence (SIGINT) operations policies and procedures
E5	NON-CORE	Establish communications infrastructure for data exfiltration
E7	CORE	Evaluate collection metrics
E4	CORE	Identify information flow within the intelligence cycle (Tasking, Collection, Processing, Exploitation, and Dissemination (TCPED))
E4	CORE	Identify limitations of tools, techniques, and analytics
E4	CORE	Implement United States Signals Intelligence Directives (USSID)
E7	CORE	Incorporate Commander's Critical Information Requirements (CCIR) to include priority intelligence requirements (PIR) into collection management activities
E6	NON-CORE	Manage accesses on a Mission Correlation Table (MCT)
E7	CORE	Manage Critical (CRITIC) message programs
E7	CORE	Manage cryptologic material condition readiness
E7	CORE	Manage Signals Intelligence (SIGINT) and mission requirement resources
E5	NON-CORE	Perform database auditing
E5	NON-CORE	Predict equipment performance characteristics based on atmospheric data
E7	CORE	Prioritize Intelligence Requirements (IR)
E6	NON-CORE	Provide coordination, validation, and management assistance of intelligence collection requirements, plans, and/or activities

INTELLIGENCE PLANNING AND DIRECTION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Provide coordination, validation, and management assistance of Signals Intelligence (SIGINT) collection requirements, plans, and/or activities
E4	NON-CORE	Provide input to Concept of Operations (CONOPS)
E7	CORE	Submit cryptologic capabilities requirements for implementation and mission sustainment
E6	NON-CORE	Submit priority recommendations to support Commander's Critical Information Requirements (CCIR)
E7	CORE	Validate Collection Management Authority (CMA) requirements
E7	NON-CORE	Validate Collection Management Authority (CMA) requirements in support of Intelligence, Surveillance and Reconnaissance (ISR) Concept of Operations (CONOPS)
E5	CORE	Verify mission taskings

INTELLIGENCE PROCESSING AND EXPLOITATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Analyze digital speech
E4	CORE	Analyze Foreign Instrumentation Signals Intelligence (FISINT)
E4	CORE	Analyze modems
E4	CORE	Analyze multiple access schemes
E4	CORE	Analyze non-communications signals
E4	CORE	Analyze PROFORMA
E4	CORE	Analyze short duration signals
E4	CORE	Analyze Unmanned Systems (UxS) communications for exploitation
E4	CORE	Analyze Very High Frequency/Ultra High Frequency/Push To Talk (V/UHF/PTT) communications for exploitation
E4	NON-CORE	Analyze wireless communications for targeting
E5	CORE	Conduct analysis with Counter-Unmanned Systems (C-UxS)
E5	NON-CORE	Construct tools for analysis
E4	CORE	Convert numbering systems
E4	CORE	Correlate case notations
E4	CORE	Determine Communication Emitter Notations (CENOT)
E5	NON-CORE	Develop automation processes
E5	NON-CORE	Develop scripts and programs
E5	NON-CORE	Perform bulk-data manipulation
E5	NON-CORE	Perform media analysis (e.g., memory, phones, physical devices, etc.)
E4	NON-CORE	Perform protocol analysis
E4	CORE	Perform target exploitation operations
E5	NON-CORE	Perform technical Signals Intelligence (SIGINT) target analysis

NETWORK EXPLOITATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze digital network communications
E5	NON-CORE	Analyze network device configurations
E5	NON-CORE	Analyze network traffic to identify anomalous activity and potential threats
E5	NON-CORE	Analyze network vulnerabilities
E5	NON-CORE	Conduct mid-point analysis
E5	NON-CORE	Determine basic structure and architecture of networks
E5	NON-CORE	Determine Operating System (OS) characteristics
E5	NON-CORE	Determine software and hardware vulnerabilities
E5	NON-CORE	Evaluate information networks defensive posture of target networks
E5	NON-CORE	Identify access vectors for networks of interest

TRAINING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Conduct cryptologic certifications
E6	CORE	Conduct training evolutions (e.g., Combat Systems Training Team (CSTT), Command Readiness Training Team (CRTT), Culmination Exercise (CULEX), etc.)
E7	CORE	Coordinate pre-deployment training requirements
E7	CORE	Coordinate training evolutions (e.g., Combat Systems Training Team (CSTT), Command Readiness Training Team (CRTT), Culmination Exercise (CULEX), etc.)
E6	CORE	Develop training evolutions (e.g., Combat Systems Training Team (CSTT), Command Readiness Training Team (CRTT), Culmination Exercise (CULEX), Outlaw in a Box (OiaB), Signals Intelligence (SIGINT) Processing, Analysis, and Reporting Course (SPARC), etc.)
E6	CORE	Evaluate training evolutions (e.g., Combat Systems Training Team (CSTT), Command Readiness Training Team (CRTT), Culmination Exercise (CULEX), etc.)
E5	CORE	Maintain awareness of advancements in hardware and software technologies and their potential vulnerabilities
E7	NON-CORE	Manage Command Readiness Training Team (CRTT)
E7	CORE	Manage fleet training requirements for Operations in the Information Environment (OIE)
E7	NON-CORE	Support wargaming

Job Title**Signals Analyst****Job Code****001077****Job Family**

Computer and Mathematical

NOC

TBD

Short Title (30 Characters)

SIGNALS ANALYST

Short Title (14 Characters)

SIGNALS ANALYST

Pay Plan

Enlisted

Career Field

CTR

Other Relationships and Rules

NECs CXXX series and other any NECs as assigned

Job Description

Signals Analysts conduct signals search, analysis, target identification, and reporting operations; develop, evaluate, and execute target mission plans to include exploitation, manipulation, and management of the Electromagnetic (EM) spectrum; collect and process Signals of Interest (SOI) employing demodulation, demultiplexing techniques, and coding theory; perform in-depth analysis of waveform propagation, theory, reporting of signals, and provide locational data; research and develop signals; perform digital communications and bit stream analysis; construct waveforms in support of Operations in the Information Environment (OIE) and integrated fires; conduct protocol analysis; and develop automated processes to meet Fleet, Joint, and National requirements.

DoD Relationship**Group Title**

Intercept Operators (Code and Non-Code)

DoD Code

123100

O*NET Relationship**Occupation Title**

Mathematicians

SOC Code

15-2021.00

Job Family

Computer and Mathematical

Skills

Science

Mathematics

Critical Thinking

Reading Comprehension

Complex Problem Solving

Judgment and Decision Making

Operation and Control

Management of Material Resources

Coordination

Writing

Abilities

Deductive Reasoning

Information Ordering

Inductive Reasoning

Written Comprehension

Written Expression

Speed of Closure

Flexibility of Closure

Category Flexibility

Problem Sensitivity

Oral Expression

FIREPOWER EMPLOYMENT**Paygrade**

E5

Task Type

CORE

Task Statements

Create Electronic Attack (EA) waveforms

E5

CORE

Support Battle Damage Assessments (BDA)

FORCE PROTECTION**Paygrade**

E4

Task Type

CORE

Task Statements

Control access to restricted areas

E4

CORE

Destroy Sensitive Compartmented Information (SCI) materials

E5

CORE

Determine satellite vulnerabilities

E4

CORE

Document receipt of classified materials

E7

CORE

Enforce Operations Security (OPSEC)

E4

CORE

Implement Emergency Action Plans (EAP)

E7

CORE

Manage Sensitive Compartmented Information Facility (SCIF) accreditations

E4

CORE

Monitor Electromagnetic (EM) spectrum

E4

CORE

Properly mark Sensitive Compartmented Information (SCI) materials

E4

CORE

Provide Military Deception (MILDEC) support

E4

CORE

Safeguard Sensitive Compartmented Information (SCI) materials

FORCE PROTECTION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Supervise Emergency Action Plan (EAP) operations
E4	CORE	Transport Sensitive Compartmented Information (SCI) materials

INFORMATION OPERATION SUPPORT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Manage Operations in the Information Environment (OIE) efforts

INTEGRATED TARGETING CAPABILITY

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Provide target nomination recommendations which meet Commander's objectives

INTELLIGENCE ANALYSIS AND PRODUCTION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze communication device capabilities
E4	CORE	Analyze intercept of Essential Elements of Information (EEI)
E4	CORE	Analyze Satellite Communications (SATCOM) elements
E4	CORE	Assign identifiers to target platforms
E4	CORE	Construct Order of Battle (OOB)
E4	CORE	Determine intelligence document source
E5	CORE	Develop Area of Responsibility (AOR) target data
E5	CORE	Draft post-mission products
E5	NON-CORE	Draft signals analysis briefs
E5	CORE	Draft signals analysis reports
E4	CORE	Generate Request for Information (RFI)
E6	NON-CORE	Perform advanced bit stream analysis
E5	NON-CORE	Perform advanced characterization of the electronic environment
E4	CORE	Perform content analysis
E4	CORE	Perform geolocation analysis
E5	NON-CORE	Perform intermediate bit stream analysis
E4	CORE	Perform metadata analysis
E4	CORE	Perform Signals Intelligence (SIGINT) research using Intelligence Community (IC) databases
E5	NON-CORE	Perform unattended sensor analysis
E5	CORE	Produce target communications profiles using technical data
E4	CORE	Provide response to Request for Information (RFI)
E5	CORE	Research network technologies
E4	CORE	Research Open Source Intelligence (OSINT)
E5	CORE	Review time-sensitive reports
E5	CORE	Verify collected information meets intelligence needs

INTELLIGENCE AND DATA COLLECTION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze Electromagnetic (EM) spectrum for exploitation
E5	CORE	Analyze system, event, and network logs
E5	NON-CORE	Check Signal Descriptor Files (SDF) performance
E4	CORE	Collect Signals of Interest (SOI)
E5	NON-CORE	Create Signal Descriptor Files (SDF)
E4	CORE	Demodulate Signals of Interest (SOI)
E4	CORE	Execute commands within various Operating Systems (OS)
E5	NON-CORE	Exploit modulation types
E4	CORE	Identify Signals of Interest (SOI)
E5	NON-CORE	Input information to mission databases and collection repositories
E4	CORE	Modify Signal Descriptor Files (SDF)
E5	CORE	Optimize collection systems
E4	CORE	Perform Boolean and Lucene logic
E4	NON-CORE	Perform remote access operations
E5	NON-CORE	Perform Signal Research Technical Development (SRTD) operations
E4	CORE	Perform Signals Research and Target Development (SRTD)
E4	CORE	Perform wireless surveys
E5	CORE	Provide feedback to developers on signals collection, processing, and analysis tools
E4	CORE	Review equipment status for operability
E4	CORE	Troubleshoot system equipment failures and errors
E4	CORE	Troubleshoot system software failures and errors
E5	CORE	Validate mission plans
E5	NON-CORE	Validate Signal Descriptor Files (SDF)
E4	CORE	Validate system Radio Frequency (RF) distribution paths

INTELLIGENCE INTEGRATION AND DISSEMINATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Brief cryptologic and intelligence products
E4	CORE	Brief Signal Intelligence (SIGINT) operations and capabilities
E6	NON-CORE	Conduct Knowledge Management (KM)
E6	CORE	Enforce compliance with Intelligence Oversight (IO) requirements
E4	CORE	Forward digitized signals
E7	CORE	Manage dataflow
E4	CORE	Perform dataflow
E5	CORE	Sanitize cryptologic data for dissemination
E6	CORE	Supervise dataflow

INTELLIGENCE PLANNING AND DIRECTION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Align tasking to mission requirements

INTELLIGENCE PLANNING AND DIRECTION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Analyze collection metrics
E4	CORE	Analyze collection sources
E7	CORE	Assign assets and resources to meet intelligence requirements
E5	CORE	Collaborate with Intelligence Community (IC) analysts
E5	CORE	Compile collection metrics
E4	CORE	Construct Signals Intelligence (SIGINT) Order of Battle (OOB)
E7	CORE	Coordinate mission operations
E6	CORE	Coordinate pre/post deployment briefs
E6	CORE	Coordinate pre/post deployment checklist
E7	NON-CORE	Coordinate with Special Access Program (SAP)/Integrated Joint Special Technical Operations (IJSTO) planners/Review and Approval Process (RAP)
E7	CORE	Create cryptologic tasking for mission requirements
E7	CORE	Cross-check Intelligence Requirements (IR)
E6	CORE	Determine requirements for collection
E7	CORE	Draft Signals Intelligence (SIGINT) operations policies and procedures
E7	CORE	Evaluate collection metrics
E4	CORE	Identify information flow within the intelligence cycle (Tasking, Collection, Processing, Exploitation, and Dissemination (TCPED))
E4	CORE	Identify limitations of tools, techniques, and analytics
E4	CORE	Implement United States Signals Intelligence Directives (USSID)
E7	CORE	Incorporate Commander's Critical Information Requirements (CCIR) to include priority intelligence requirements (PIR) into collection management activities
E6	NON-CORE	Manage accesses on a Mission Correlation Table (MCT)
E7	CORE	Manage Critical (CRITIC) message programs
E7	CORE	Manage cryptologic material condition readiness
E7	CORE	Manage System Operational Verification Tests (SOVT)
E5	NON-CORE	Perform database auditing
E7	CORE	Prioritize Intelligence Requirements (IR)
E6	CORE	Provide coordination, validation, and management assistance of Signals Intelligence (SIGINT) collection requirements, plans, and/or activities
E4	NON-CORE	Provide input to Concept of Operations (CONOPS)
E7	CORE	Submit cryptologic capabilities requirements for implementation and mission sustainment
E6	NON-CORE	Submit priority recommendations to support Commander's Critical Information Requirements (CCIR)

INTELLIGENCE PROCESSING AND EXPLOITATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Analyze digital speech
E4	CORE	Analyze Foreign Instrumentation Signals Intelligence (FISINT)
E4	CORE	Analyze modems

INTELLIGENCE PROCESSING AND EXPLOITATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze multiple access schemes
E4	CORE	Analyze non-communications signals
E4	CORE	Analyze PROFORMA
E5	NON-CORE	Analyze pulse code formats
E4	CORE	Analyze short duration signals
E5	CORE	Analyze signal internal non-information bits
E5	NON-CORE	Analyze spread spectrum Signals of Interest (SOI)
E4	CORE	Analyze Unmanned Systems (UxS) communications for exploitation
E5	CORE	Analyze Unmanned Systems (UxS) technical communications elements
E4	CORE	Analyze Very High Frequency/Ultra High Frequency/Push To Talk (V/UHF/PTT) communications for exploitation
E4	CORE	Analyze wireless communications for exploitation
E5	NON-CORE	Construct tools for analysis
E4	CORE	Convert numbering systems
E4	CORE	Correlate case notations
E4	CORE	Demodulate basic signals
E5	NON-CORE	Demultiplex intermediate signals
E5	NON-CORE	Demultiplex known signals
E6	NON-CORE	Demultiplex unknown signals
E5	NON-CORE	Detect anomalies through signals analysis
E4	CORE	Detect bit synchronizers
E4	CORE	Determine Communication Emitter Notations (CENOT)
E4	NON-CORE	Determine digital line coding schemes
E4	CORE	Determine error detection and correction schemes
E4	CORE	Determine Linear Recursive Sequences (LRS)
E4	CORE	Determine short duration and non-communications signals
E5	NON-CORE	Develop automation processes
E5	NON-CORE	Develop scripts and programs
E4	CORE	Identify Communication External (COMEXT)
E4	CORE	Identify Foreign Instrumentation Signals Intelligence (FISINT)
E4	CORE	Identify PROFORMA
E6	NON-CORE	Perform advanced demodulations
E4	CORE	Perform basic bit stream analysis
E4	NON-CORE	Perform protocol analysis
E5	NON-CORE	Perform signal internal decryption
E5	NON-CORE	Perform signal-encryption analysis
E5	NON-CORE	Perform technical Signals Intelligence (SIGINT) target analysis
E4	CORE	Perform waveform analysis

INTELLIGENCE PROCESSING AND EXPLOITATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform wavelength to frequency conversions
E4	CORE	Process digital network communications
E4	CORE	Process Signals of Interest (SOI)
E4	CORE	Verify internal signal structures

NETWORK EXPLOITATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze digital network communications
E5	NON-CORE	Analyze network vulnerabilities
E5	NON-CORE	Analyze standard and non-standard protocols
E6	NON-CORE	Analyze unknown protocols
E5	NON-CORE	Conduct proximal access network operations
E5	NON-CORE	Determine basic structure and architecture of networks

TRAINING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Conduct cryptologic certifications
E6	CORE	Conduct training evolutions (e.g., Combat Systems Training Team (CSTT), Command Readiness Training Team (CRTT), Culmination Exercise (CULEX), etc.)
E7	CORE	Coordinate pre-deployment training requirements
E7	CORE	Coordinate training evolutions (e.g., Combat Systems Training Team (CSTT), Command Readiness Training Team (CRTT), Culmination Exercise (CULEX), etc.)
E6	CORE	Develop training evolutions (e.g., Combat Systems Training Team (CSTT), Command Readiness Training Team (CRTT), Culmination Exercise (CULEX), Outlaw in a Box (OiaB), Signals Intelligence (SIGINT) Processing, Analysis, and Reporting Course (SPARC), etc.)
E6	CORE	Evaluate training evolutions (e.g., Combat Systems Training Team (CSTT), Command Readiness Training Team (CRTT), Culmination Exercise (CULEX), etc.)
E5	CORE	Maintain awareness of advancements in hardware and software technologies and their potential vulnerabilities
E7	NON-CORE	Manage Command Readiness Training Team (CRTT)
E7	NON-CORE	Support wargaming

Job Title**Collection Operator****Job Code****002746****Job Family**

Computer and Mathematical

NOC

TBD

Short Title (30 Characters)

COLLECTION OPERATOR

Short Title (14 Characters)

COLL OPERATOR

Pay Plan

Enlisted

Career Field

CTR

Other Relationships and Rules

NEC CXXX series and other NECs as assigned

Job Description

Collection Operators operate and manage collection systems to intercept and analyze Signals of Interests (SOI) for the purpose of identification, exploitation, and reporting; identify, track, and report adversary geospatial locations to support target identification, military operations, and Indications and Warning (I&W); perform Operations in the Information Environment (OIE); perform own force monitoring; optimize Signals Intelligence (SIGINT) collection resources; and prioritize tasking in support of Fleet, Joint, and National requirements.

DoD Relationship**Group Title**

Intercept Operators (Code and Non-Code)

DoD Code

123100

O*NET Relationship**Occupation Title**

Information Security Analysts

SOC Code

15-1212.00

Job Family

Computer and Mathematical

Skills*Critical Thinking**Operation and Control**Reading Comprehension**Management of Material Resources**Coordination**Judgment and Decision Making**Science**Complex Problem Solving**Equipment Selection**Mathematics***Abilities***Deductive Reasoning**Inductive Reasoning**Written Comprehension**Information Ordering**Written Expression**Speed of Closure**Category Flexibility**Problem Sensitivity**Oral Expression**Spatial Orientation***FIREPOWER EMPLOYMENT****Paygrade****Task Type****Task Statements**

E4

CORE

Analyze Unmanned Systems (UxS) communications for targeting

E5

NON-CORE

Assess collateral effects of operations

E5

CORE

Assess Measures of Performance (MOP)

E4

CORE

Collect Battle Damage Indicators (BDI)

E4

CORE

Comply with Rules of Engagement (ROE)

E5

CORE

Conduct Counter-Unmanned Systems (C-UxS) operations

E5

CORE

Conduct Electronic Attack (EA) missions

E5

NON-CORE

Conduct ground terminal guidance operations

E5

CORE

Create Electronic Attack (EA) waveforms

E5

CORE

Develop communications Electronic Attack (EA) Concept of Operations (CONOPS)

E7

CORE

Develop communications Electronic Attack (EA) plans

E5

CORE

Evaluate Measures of Effectiveness (MOE)

E6

NON-CORE

Identify windows of opportunity for strikes

E5

CORE

Support Battle Damage Assessments (BDA)

FORCE PROTECTION**Paygrade****Task Type****Task Statements**

E5

CORE

Conduct Counter-Intelligence Surveillance Reconnaissance Targeting (C-ISRT)

FORCE PROTECTION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Control access to restricted areas
E4	CORE	Destroy Sensitive Compartmented Information (SCI) materials
E5	NON-CORE	Determine jamming sources
E5	CORE	Determine satellite vulnerabilities
E4	CORE	Document receipt of classified materials
E7	CORE	Enforce Operations Security (OPSEC)
E5	NON-CORE	Establish Temporary-Sensitive Compartmented Information Facility (T-SCIF)
E4	CORE	Identify Electromagnetic Interference (EMI)
E4	CORE	Implement Emergency Action Plans (EAP)
E6	CORE	Manage Own Force Monitoring (OFM)
E7	CORE	Manage Sensitive Compartmented Information Facility (SCIF) accreditations
E4	CORE	Monitor Electromagnetic (EM) spectrum
E4	CORE	Perform Counter-Intelligence, Surveillance, and Reconnaissance and Targeting (C-ISRT)
E4	CORE	Perform Own Force Monitoring (OFM)
E4	CORE	Properly mark Sensitive Compartmented Information (SCI) materials
E4	CORE	Provide Military Deception (MILDEC) support
E4	CORE	Report Electronic Attack (EA) against friendly units, systems, links or nodes
E4	CORE	Safeguard Sensitive Compartmented Information (SCI) materials
E5	CORE	Supervise Emergency Action Plan (EAP) operations
E5	NON-CORE	Support Keyed Material Inventory (KMI) Operations
E4	CORE	Transport Sensitive Compartmented Information (SCI) materials

INFORMATION OPERATION SUPPORT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Conduct Military Information Support Operations (MISO)
E7	CORE	Coordinate Operations in the Information Environment (OIE)
E5	NON-CORE	Establish Command and Control (C2) link for Unmanned Systems (UxS) payloads
E4	CORE	Maintain position logs
E7	CORE	Manage Operations in the Information Environment (OIE) efforts
E5	NON-CORE	Manage system software updates
E4	CORE	Perform Electronic Warfare (EW) support
E4	CORE	Provide Indications and Warnings (I&W) to tactical commanders
E6	NON-CORE	Provide input to Counter-Command, Control, Communications, Computers, Cyber, Intelligence, Surveillance, Reconnaissance, and Target (C-C5ISR) planning process

INTEGRATED TARGETING CAPABILITY

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Advise target vectoring
E5	NON-CORE	Analyze adversary critical capabilities, requirements, and vulnerabilities
E5	NON-CORE	Evaluate threat envelopes

INTEGRATED TARGETING CAPABILITY (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Identify adversary critical capabilities, requirements, and vulnerabilities
E5	CORE	Identify adversary Tactics, Techniques, and Procedures (TTP)
E4	NON-CORE	Identify target from multiple intelligence sources
E6	CORE	Integrate targeting efforts with other organization and combatant commands
E5	CORE	Provide target nomination recommendations which meet Commander's objectives
E5	CORE	Provide targeting Combat Identification (CID) recommendations
E4	NON-CORE	Support track management and target identification

INTELLIGENCE ANALYSIS AND PRODUCTION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze communication device capabilities
E4	CORE	Analyze Communication External (COMEXT)
E4	CORE	Analyze intercept of Essential Elements of Information (EEI)
E4	CORE	Analyze Satellite Communications (SATCOM) elements
E4	CORE	Assign identifiers to target platforms
E5	NON-CORE	Conduct Sensitive Site Exploitation (SSE) analysis
E4	CORE	Construct Order of Battle (OOB)
E4	CORE	Determine intelligence document source
E5	CORE	Develop Area of Responsibility (AOR) target data
E5	NON-CORE	Develop Pattern-of-Life (POL) analysis profile
E5	CORE	Draft post-mission products
E4	CORE	Draft time-sensitive reports
E4	CORE	Generate Request for Information (RFI)
E6	NON-CORE	Manage Radio Frequency (RF) propagation modeling
E5	NON-CORE	Perform advanced characterization of the electronic environment
E4	CORE	Perform content analysis
E4	CORE	Perform geolocation analysis
E4	CORE	Perform metadata analysis
E5	NON-CORE	Perform Radio Frequency (RF) propagation modeling
E4	CORE	Perform Signals Intelligence (SIGINT) research using Intelligence Community (IC) databases
E4	CORE	Perform traffic analysis
E5	NON-CORE	Perform untethered analysis
E4	CORE	Produce area of interest briefs
E4	CORE	Provide response to Request for Information (RFI)
E5	CORE	Research network technologies
E4	CORE	Research Open Source Intelligence (OSINT)
E5	CORE	Review time-sensitive reports
E6	CORE	Validate Signals Intelligence (SIGINT) product reports

INTELLIGENCE AND DATA COLLECTION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Verify collected information meets intelligence needs
E4	CORE	Allocate Signals Intelligence (SIGINT) collection resources to assigned tasking
E4	CORE	Analyze Electromagnetic (EM) spectrum for exploitation
E5	CORE	Analyze system, event, and network logs
E4	CORE	Assess Indication & Warning (I&W) threats
E5	NON-CORE	Check Signal Descriptor Files (SDF) performance
E4	CORE	Collect Signals of Interest (SOI)
E5	NON-CORE	Conduct low visibility collection operations/unconventional collections
E5	NON-CORE	Conduct tactical survey operations
E4	CORE	Configure systems for signals collection
E4	CORE	Create mission plans
E4	CORE	Demodulate Signals of Interest (SOI)
E4	CORE	Employ antennae for signals exploitation
E4	CORE	Employ receivers for signals exploitation
E4	CORE	Execute commands within various Operating Systems (OS)
E5	NON-CORE	Exploit modulation types
E5	NON-CORE	Fabricate collection equipment (Commercial Off The Shelf/Government Off The Shelf (COTS/GOTS))
E4	CORE	Identify Signals of Interest (SOI)
E4	CORE	Implement cryptologic tasking
E5	NON-CORE	Input information to mission databases and collection repositories
E6	CORE	Maintain target lists (e.g., Regional Target List (RTL), Joint Target List (JTL), Combined Target List (CTL), etc.)
E7	CORE	Manage collection of Signals of Interest (SOI)
E7	CORE	Manage collection system operations and configurations
E7	CORE	Manage exploitation of Electromagnetic (EM) spectrum
E6	CORE	Manage geolocation operations
E4	CORE	Modify Signal Descriptor Files (SDF)
E4	CORE	Monitor Signals of Interest (SOI) frequencies
E5	NON-CORE	Nominate unique identifiers
E5	NON-CORE	Operate Blue Force Unmanned Systems (UxS) sensors
E5	CORE	Optimize collection systems
E4	CORE	Perform Boolean and Lucene logic
E4	CORE	Perform Direction Finding (DF) of distress signals
E4	CORE	Perform Direction Finding (DF) of Signals of Interest (SOI)
E4	CORE	Perform geolocation of distress signals
E4	CORE	Perform geolocation of Signals of Interest (SOI)
E4	NON-CORE	Perform Morse Code operations
E5	CORE	Perform packet capture (PCAP)

INTELLIGENCE AND DATA COLLECTION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Perform remote access operations
E4	NON-CORE	Perform shutdown procedures for collection systems
E5	NON-CORE	Perform Signal Research Technical Development (SRTD) operations
E5	CORE	Perform Signals Intelligence (SIGINT) Intelligence, Surveillance, and Reconnaissance (ISR)
E4	CORE	Perform Signals Research and Target Development (SRTD)
E4	NON-CORE	Perform startup procedures for collection systems
E5	NON-CORE	Perform tactical collection operations
E5	NON-CORE	Perform unattended sensor emplacement operations
E5	NON-CORE	Perform untethered collections
E4	CORE	Perform wireless surveys
E5	CORE	Provide feedback to developers on signals collection, processing, and analysis tools
E4	CORE	Record signals for post collection analysis
E4	CORE	Review equipment status for operability
E6	CORE	Supervise collection operations
E6	CORE	Supervise collection system operations and configurations
E6	CORE	Supervise collections of Signals of Interest (SOI)
E6	CORE	Supervise Intelligence, Surveillance, and Reconnaissance (ISR) operations
E6	CORE	Supervise Signals Intelligence (SIGINT) Intelligence, Surveillance, and Reconnaissance (ISR)
E4	CORE	Troubleshoot system equipment failures and errors
E4	CORE	Troubleshoot system software failures and errors
E5	CORE	Validate mission plans
E4	CORE	Validate system Radio Frequency (RF) distribution paths

INTELLIGENCE INTEGRATION AND DISSEMINATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Brief cryptologic and intelligence products
E4	CORE	Brief Signal Intelligence (SIGINT) operations and capabilities
E6	NON-CORE	Conduct Knowledge Management (KM)
E5	CORE	Coordinate target analysis with external units
E4	CORE	Disseminate time-sensitive reports
E6	CORE	Enforce compliance with Intelligence Oversight (IO) requirements
E4	CORE	Forward digitized signals
E7	CORE	Manage dataflow
E7	CORE	Manage dissemination of Signals Intelligence (SIGINT) reports
E7	CORE	Manage Signals Intelligence (SIGINT) Indications and Warnings (I&W)
E4	CORE	Perform dataflow
E5	CORE	Sanitize cryptologic data for dissemination
E6	CORE	Supervise dataflow

INTELLIGENCE PLANNING AND DIRECTION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Align tasking to mission requirements
E6	CORE	Analyze collection metrics
E4	CORE	Analyze collection sources
E7	CORE	Assign assets and resources to meet intelligence requirements
E5	CORE	Collaborate with Intelligence Community (IC) analysts
E5	CORE	Compile collection metrics
E5	NON-CORE	Conduct Intelligence Preparation of the Operating Environment (IPOE)
E5	NON-CORE	Conduct Joint Intelligence Preparation of the Operational Environment (JIPOE)
E7	NON-CORE	Construct collection matrix
E7	CORE	Construct collection plans
E4	CORE	Construct Signals Intelligence (SIGINT) Order of Battle (OOB)
E6	CORE	Coordinate available intelligence resources
E7	CORE	Coordinate Concept of Operations (CONOPS) through Stakeholders
E5	CORE	Coordinate geolocation operations
E7	CORE	Coordinate mission operations
E6	CORE	Coordinate pre/post deployment briefs
E6	CORE	Coordinate pre/post deployment checklist
E7	CORE	Create cryptologic tasking for mission requirements
E7	CORE	Cross-check Intelligence Requirements (IR)
E5	NON-CORE	Deconflict frequency usage
E5	CORE	Determine collection gaps
E7	NON-CORE	Determine intelligence gaps
E6	CORE	Determine requirements for collection
E6	NON-CORE	Determine Signals Intelligence (SIGINT) capabilities of assets relevant to specific target area
E5	NON-CORE	Develop communications Electronic Attack (EA) briefs
E7	CORE	Develop mission tasking in accordance with the National Intelligence Priorities Framework (NIPF)
E7	CORE	Direct Signals Intelligence (SIGINT) taskings
E7	CORE	Draft Signals Intelligence (SIGINT) operations policies and procedures
E5	NON-CORE	Establish communications infrastructure for data exfiltration
E7	CORE	Evaluate collection metrics
E4	CORE	Identify information flow within the intelligence cycle (Tasking, Collection, Processing, Exploitation, and Dissemination (TCPED))
E4	CORE	Identify limitations of tools, techniques, and analytics
E4	CORE	Implement United States Signals Intelligence Directives (USSID)
E7	CORE	Incorporate Commander's Critical Information Requirements (CCIR) to include priority intelligence requirements (PIR) into collection management activities
E7	CORE	Integrate Signals Intelligence (SIGINT) resources

INTELLIGENCE PLANNING AND DIRECTION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	NON-CORE	Manage accesses on a Mission Correlation Table (MCT)
E6	NON-CORE	Manage Afloat Direction Finding Control (ADFC)
E7	CORE	Manage Critical (CRITIC) message programs
E7	CORE	Manage Cryptologic Authority to Operate (ATO)
E7	CORE	Manage Cryptologic Carry-on Program (CCOP) systems/Mission Modules (MM)
E7	CORE	Manage cryptologic material condition readiness
E7	CORE	Manage remote access capabilities
E7	CORE	Manage Signals Intelligence (SIGINT) and mission requirement resources
E7	CORE	Manage System Operational Verification Tests (SOVT)
E5	NON-CORE	Perform database auditing
E7	CORE	Prioritize Intelligence Requirements (IR)
E6	NON-CORE	Provide coordination, validation, and management assistance of intelligence collection requirements, plans, and/or activities
E6	CORE	Provide coordination, validation, and management assistance of Signals Intelligence (SIGINT) collection requirements, plans, and/or activities
E4	NON-CORE	Provide input to Concept of Operations (CONOPS)
E7	CORE	Submit cryptologic capabilities requirements for implementation and mission sustainment
E6	NON-CORE	Submit priority recommendations to support Commander's Critical Information Requirements (CCIR)
E7	CORE	Validate Collection Management Authority (CMA) requirements
E7	NON-CORE	Validate Collection Management Authority (CMA) requirements in support of Intelligence, Surveillance and Reconnaissance (ISR) Concept of Operations (CONOPS)
E5	CORE	Verify mission taskings

INTELLIGENCE PROCESSING AND EXPLOITATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Analyze digital speech
E4	CORE	Analyze modems
E4	CORE	Analyze multiple access schemes
E4	CORE	Analyze Unmanned Systems (UxS) communications for exploitation
E5	CORE	Analyze Unmanned Systems (UxS) technical communications elements
E4	CORE	Analyze wireless communications for exploitation
E5	CORE	Conduct analysis with Counter-Unmanned Systems (C-UxS)
E4	CORE	Convert numbering systems
E4	NON-CORE	Coordinate reach back support
E4	CORE	Correlate case notations
E4	CORE	Demodulate basic signals
E4	CORE	Detect bit synchronizers
E4	CORE	Determine Communication Emitter Notations (CENOT)

INTELLIGENCE PROCESSING AND EXPLOITATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Determine Linear Recursive Sequences (LRS)
E4	CORE	Determine short duration and non-communications signals
E5	NON-CORE	Develop automation processes
E4	CORE	Identify Communication External (COMEXT)
E4	CORE	Identify Foreign Instrumentation Signals Intelligence (FISINT)
E4	CORE	Identify PROFORMA
E4	CORE	Perform basic bit stream analysis
E5	NON-CORE	Perform technical Signals Intelligence (SIGINT) target analysis
E4	CORE	Perform waveform analysis
E4	CORE	Perform wavelength to frequency conversions
E4	CORE	Process digital network communications
E4	CORE	Process Signals of Interest (SOI)
E4	CORE	Verify internal signal structures

NETWORK EXPLOITATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Conduct proximal access network operations

TRAINING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Conduct cryptologic certifications
E6	CORE	Conduct training evolutions (e.g., Combat Systems Training Team (CSTT), Command Readiness Training Team (CRTT), Culmination Exercise (CULEX), etc.)
E5	CORE	Configure systems for training and testing evolutions
E7	CORE	Coordinate pre-deployment training requirements
E7	CORE	Coordinate systems testing evolutions
E7	CORE	Coordinate training evolutions (e.g., Combat Systems Training Team (CSTT), Command Readiness Training Team (CRTT), Culmination Exercise (CULEX), etc.)
E6	CORE	Develop training evolutions (e.g., Combat Systems Training Team (CSTT), Command Readiness Training Team (CRTT), Culmination Exercise (CULEX), Outlaw in a Box (OiaB), Signals Intelligence (SIGINT) Processing, Analysis, and Reporting Course (SPARC), etc.)
E6	CORE	Evaluate training evolutions (e.g., Combat Systems Training Team (CSTT), Command Readiness Training Team (CRTT), Culmination Exercise (CULEX), etc.)
E5	CORE	Maintain awareness of advancements in hardware and software technologies and their potential vulnerabilities
E7	NON-CORE	Manage Command Readiness Training Team (CRTT)
E7	CORE	Manage fleet training requirements for Operations in the Information Environment (OIE)
E5	NON-CORE	Operate embedded training system
E7	NON-CORE	Support wargaming

Job Title**Non-Traditional Collector and Analyst****Job Code****002834****Job Family**

Protective Service

NOC

TBD

Short Title (30 Characters)

NONTRAD COLLECTION&ANALYST

Short Title (14 Characters)

NONTRADITIONAL

Pay Plan

Enlisted

Career Field

CTR

Other Relationships and Rules

NEC CXXX series and other NECs as assigned

Job Description

Non-Traditional Collectors and Analysts work independently as Subject Matter Experts (SME) in radio frequency (RF) spectrum operations, functioning as critical liaisons for Signals Intelligence (SIGINT) equities, and fulfilling critical roles within special programs; operate state-of-the-art equipment in order to provide a wide variety of special collections support including tactical SIGINT and cyberspace operations; support direct action/special reconnaissance missions in arduous combat, near-peer, and low-visibility environments; perform preventive and corrective maintenance on Naval Special Warfare (NSW) and non-traditional collection systems used for analysis, monitoring, tracking, recognition, identification, targeting, and electronic attack; coordinate repair of special collection systems; fabricate collection equipment as needed in order to support mission and collection requirements; conduct unattended/unconventional collection efforts in support of Special Operations Forces (SOF) and key stakeholders within the Intelligence Community (IC); and perform SIGINT, direction finding, and precision geolocation operations in support of ground, airborne, and maritime Cyber, SIGINT, and Electronic Warfare (EW) mission and collections requirements.

DoD Relationship**Group Title**

Analysis

DoD Code

123200

O*NET Relationship**Occupation Title**

Intelligence Analysts

SOC Code

33-3021.06

Job Family

Protective Service

Skills*Critical Thinking**Judgment and Decision Making**Complex Problem Solving**Reading Comprehension**Coordination**Operation and Control**Management of Material Resources**Science**Equipment Selection**Systems Analysis***Abilities***Deductive Reasoning**Inductive Reasoning**Information Ordering**Written Comprehension**Written Expression**Speed of Closure**Category Flexibility**Oral Expression**Problem Sensitivity**Perceptual Speed***FIREPOWER EMPLOYMENT****Paygrade****Task Type****Task Statements**

E4

CORE

Analyze Unmanned Systems (UxS) communications for targeting

E5

NON-CORE

Assess collateral effects of operations

E5

CORE

Assess Measures of Performance (MOP)

E5

NON-CORE

Brief post-communication Electronic Attack (EA) assessments

E4

CORE

Collect Battle Damage Indicators (BDI)

E4

CORE

Comply with Rules of Engagement (ROE)

E5

CORE

Conduct Counter-Unmanned Systems (C-UxS) operations

E5

CORE

Conduct Electronic Attack (EA) missions

E5

NON-CORE

Conduct ground terminal guidance operations

E5

NON-CORE

Develop communications Electronic Attack (EA) plans

E5

CORE

Evaluate Measures of Effectiveness (MOE)

E6

NON-CORE

Identify windows of opportunity for strikes

E6

NON-CORE

Inform effects-sequencing recommendations

E5

NON-CORE

Provide Signals Intelligence (SIGINT) support to targeting

E5

NON-CORE

Supervise Electronic Attack (EA) employment

FIREPOWER EMPLOYMENT (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Support Battle Damage Assessments (BDA)

FIRE PROTECTION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Conduct Counter-Intelligence Surveillance Reconnaissance Targeting (C-ISRT)
E5	NON-CORE	Conduct Keyed Material Inventory (KMI) Operations
E4	CORE	Control access to restricted areas
E6	NON-CORE	Coordinate Emission Control (EMCON) conditions
E4	CORE	Destroy Sensitive Compartmented Information (SCI) materials
E4	NON-CORE	Determine current tactical picture
E5	NON-CORE	Determine jamming sources
E5	CORE	Determine satellite vulnerabilities
E4	CORE	Document receipt of classified materials
E7	CORE	Enforce Operations Security (OPSEC)
E5	NON-CORE	Establish Temporary-Sensitive Compartmented Information Facility (T-SCIF)
E4	CORE	Identify Electromagnetic Interference (EMI)
E4	CORE	Implement Emergency Action Plans (EAP)
E6	CORE	Manage Own Force Monitoring (OFM)
E7	NON-CORE	Manage spectrum plans
E4	CORE	Monitor Electromagnetic (EM) spectrum
E4	CORE	Perform Counter-Intelligence, Surveillance, and Reconnaissance and Targeting (C-ISRT)
E4	CORE	Perform Own Force Monitoring (OFM)
E4	CORE	Properly mark Sensitive Compartmented Information (SCI) materials
E4	CORE	Provide Military Deception (MILDEC) support
E4	CORE	Report Electronic Attack (EA) against friendly units, systems, links or nodes
E4	CORE	Safeguard Sensitive Compartmented Information (SCI) materials
E5	CORE	Supervise Emergency Action Plan (EAP) operations
E5	NON-CORE	Support Keyed Material Inventory (KMI) Operations
E4	CORE	Transport Sensitive Compartmented Information (SCI) materials

INFORMATION OPERATION SUPPORT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Calculate detection ranges for Naval Special Warfare (NSW) specific platforms
E5	CORE	Conduct Military Information Support Operations (MISO)
E6	NON-CORE	Coordinate Operations in the Information Environment (OIE) assets
E5	NON-CORE	Coordinate overwatch support
E5	NON-CORE	Establish Command and Control (C2) link for Unmanned Systems (UxS) payloads
E5	NON-CORE	Manage system software updates
E4	CORE	Perform Electronic Warfare (EW) support

INFORMATION OPERATION SUPPORT (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Provide Indications and Warnings (I&W) to tactical commanders
E6	NON-CORE	Provide input to Counter-Command, Control, Communications, Computers, Cyber, Intelligence, Surveillance, Reconnaissance, and Target (C-C5ISR) planning process
E6	NON-CORE	Supervise Tasking, Collection, Processing, Exploitation, and Dissemination (TCPED) process

INTEGRATED TARGETING CAPABILITY

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Advise target vectoring
E5	NON-CORE	Analyze adversary critical capabilities, requirements, and vulnerabilities
E5	CORE	Develop targets in support of Commander's intent
E5	NON-CORE	Evaluate threat envelopes
E5	NON-CORE	Identify adversary critical capabilities, requirements, and vulnerabilities
E5	CORE	Identify adversary Tactics, Techniques, and Procedures (TTP)
E4	NON-CORE	Identify target from multiple intelligence sources
E4	CORE	Identify traffic source for targeting
E5	NON-CORE	Integrate targeting efforts with other organization and combatant commands
E5	NON-CORE	Perform non-traditional targeting
E5	CORE	Provide target nomination recommendations which meet Commander's objectives
E5	NON-CORE	Provide target Positive Identification (PID)
E5	CORE	Provide targeting Combat Identification (CID) recommendations
E5	NON-CORE	Provide Time Sensitive Target (TST) operations intelligence support
E4	NON-CORE	Support track management and target identification

INTELLIGENCE ANALYSIS AND PRODUCTION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Analyze Command and Control (C2) networks for critical nodes
E5	NON-CORE	Analyze Command, Control, Communications, Computers, Cyber, Intelligence, Surveillance, Reconnaissance, and Target (C5ISR) networks for critical nodes
E4	CORE	Analyze communication device capabilities
E4	CORE	Analyze intercept of Essential Elements of Information (EEI)
E5	NON-CORE	Analyze network intrusion global threat activity data
E4	CORE	Analyze Satellite Communications (SATCOM) elements
E6	NON-CORE	Assess adversary Intelligence, Surveillance, and Reconnaissance and Targeting (ISR) capabilities
E4	CORE	Assign identifiers to target platforms
E5	NON-CORE	Conduct Sensitive Site Exploitation (SSE) analysis
E4	CORE	Construct Order of Battle (OOB)
E4	CORE	Determine intelligence document source
E5	CORE	Develop Area of Responsibility (AOR) target data
E5	NON-CORE	Develop cyber-persona profiles

INTELLIGENCE ANALYSIS AND PRODUCTION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Develop network maps
E5	NON-CORE	Develop Pattern-of-Life (POL) analysis profile
E5	CORE	Develop target packages
E5	CORE	Develop target profiles
E4	CORE	Draft fused Signals Intelligence (SIGINT) reports
E4	CORE	Draft intelligence product reports
E5	CORE	Draft post-mission products
E5	NON-CORE	Draft signals analysis briefs
E4	CORE	Draft time-sensitive reports
E5	CORE	Edit serialized intelligence reports for dissemination
E4	NON-CORE	Fuse technical data to develop target communications profiles
E4	CORE	Generate Request for Information (RFI)
E6	NON-CORE	Identify Radio Frequency (RF) characteristics for Naval Special Warfare (NSW) specific equipment
E4	NON-CORE	Identify target communications within the global network
E4	NON-CORE	Identify the functions of a target's network elements
E5	NON-CORE	Maintain post-mission logs
E5	NON-CORE	Manage Radio Frequency (RF) propagation modeling
E5	CORE	Map communications networks
E5	NON-CORE	Perform advanced characterization of the electronic environment
E5	NON-CORE	Perform asset source validation
E4	CORE	Perform content analysis
E4	CORE	Perform geolocation analysis
E4	CORE	Perform metadata analysis
E4	CORE	Perform multi-source analysis
E5	CORE	Perform Signals Intelligence (SIGINT) fusion analysis
E4	NON-CORE	Perform Signals Intelligence (SIGINT) Geospatial Analysis (SGA)
E4	CORE	Perform Signals Intelligence (SIGINT) research using Intelligence Community (IC) databases
E4	CORE	Perform traffic analysis
E5	NON-CORE	Perform unattended sensor analysis
E5	NON-CORE	Perform untethered analysis
E4	CORE	Produce area of interest briefs
E5	CORE	Produce target communications profiles using technical data
E4	CORE	Provide response to Request for Information (RFI)
E5	CORE	Research network technologies
E4	CORE	Research Open Source Intelligence (OSINT)
E5	CORE	Review time-sensitive reports
E5	NON-CORE	Support development of persona profiles

INTELLIGENCE AND DATA COLLECTION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Validate Signals Intelligence (SIGINT) product reports
E5	CORE	Verify collected information meets intelligence needs
E4	CORE	Allocate Signals Intelligence (SIGINT) collection resources to assigned tasking
E5	NON-CORE	Analyze common system services
E4	CORE	Analyze Electromagnetic (EM) spectrum for exploitation
E4	NON-CORE	Analyze Electromagnetic (EM) spectrum for targeting
E5	CORE	Analyze system, event, and network logs
E4	CORE	Assess Indication & Warning (I&W) threats
E4	CORE	Collect Signals of Interest (SOI)
E5	NON-CORE	Conduct low visibility collection operations/unconventional collections
E5	NON-CORE	Conduct non-standard collection operations/unconventional collection
E5	NON-CORE	Conduct non-traditional Signals Intelligence (SIGINT) targeting
E5	NON-CORE	Conduct Sensitive Site Exploitation (SSE) operations
E5	NON-CORE	Conduct tactical survey operations
E4	CORE	Configure systems for signals collection
E4	CORE	Demodulate Signals of Interest (SOI)
E4	CORE	Employ antennae for signals exploitation
E4	CORE	Employ receivers for signals exploitation
E4	CORE	Execute commands within various Operating Systems (OS)
E5	NON-CORE	Exploit modulation types
E5	NON-CORE	Fabricate collection equipment (Commercial Off The Shelf/Government Off The Shelf (COTS/GOTS))
E4	CORE	Identify Signals of Interest (SOI)
E5	NON-CORE	Implement digital collection expertise to enable intelligence gathering operations
E5	NON-CORE	Input information to mission databases and collection repositories
E6	CORE	Maintain target lists (e.g., Regional Target List (RTL), Joint Target List (JTL), Combined Target List (CTL), etc.)
E7	CORE	Manage collection of Signals of Interest (SOI)
E7	CORE	Manage collection system operations and configurations
E7	CORE	Manage exploitation of Electromagnetic (EM) spectrum
E6	CORE	Manage geolocation operations
E4	CORE	Monitor Signals of Interest (SOI) frequencies
E5	NON-CORE	Nominate unique identifiers
E5	NON-CORE	Operate Blue Force Unmanned Systems (UxS) sensors
E5	CORE	Optimize collection systems
E4	CORE	Perform Boolean and Lucene logic
E4	CORE	Perform Direction Finding (DF) of distress signals
E4	CORE	Perform Direction Finding (DF) of Signals of Interest (SOI)
E5	NON-CORE	Perform Electronic Surveillance (ES)

INTELLIGENCE AND DATA COLLECTION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform geolocation of distress signals
E4	CORE	Perform geolocation of Signals of Interest (SOI)
E4	NON-CORE	Perform Operations in the Information Environment (OIE) utilizing Tactical Data Processors (TDP)
E5	CORE	Perform packet capture (PCAP)
E4	NON-CORE	Perform remote access operations
E4	NON-CORE	Perform shutdown procedures for collection systems
E5	CORE	Perform Signals Intelligence (SIGINT) Intelligence, Surveillance, and Reconnaissance (ISR)
E4	NON-CORE	Perform startup procedures for collection systems
E5	NON-CORE	Perform survey in support of cyberspace operations
E5	NON-CORE	Perform tactical Airborne Precision Geolocation operations (APGL)/Unmanned Systems (UxS) payload operations
E5	NON-CORE	Perform tactical collection operations
E5	NON-CORE	Perform unattended sensor emplacement operations
E5	NON-CORE	Perform untethered collections
E4	CORE	Perform wireless surveys
E5	CORE	Provide feedback to developers on signals collection, processing, and analysis tools
E4	CORE	Record signals for post collection analysis
E4	CORE	Review equipment status for operability
E6	CORE	Supervise collection operations
E6	CORE	Supervise collection system operations and configurations
E6	CORE	Supervise collections of Signals of Interest (SOI)
E6	CORE	Supervise Intelligence, Surveillance, and Reconnaissance (ISR) operations
E6	CORE	Supervise Signals Intelligence (SIGINT) Intelligence, Surveillance, and Reconnaissance (ISR)
E4	CORE	Troubleshoot system equipment failures and errors
E4	CORE	Troubleshoot system software failures and errors
E4	CORE	Validate system Radio Frequency (RF) distribution paths

INTELLIGENCE INTEGRATION AND DISSEMINATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Brief cryptologic and intelligence products
E4	CORE	Brief Signal Intelligence (SIGINT) operations and capabilities
E6	NON-CORE	Conduct Knowledge Management (KM)
E5	CORE	Coordinate target analysis with external units
E4	CORE	Disseminate time-sensitive reports
E6	CORE	Enforce compliance with Intelligence Oversight (IO) requirements
E6	CORE	Evaluate analysis and reporting operations
E7	CORE	Manage dataflow

INTELLIGENCE INTEGRATION AND DISSEMINATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Manage dissemination of Signals Intelligence (SIGINT) reports
E7	CORE	Manage Signals Intelligence (SIGINT) Indications and Warnings (I&W)
E4	CORE	Perform dataflow
E7	NON-CORE	Provide process feedback to national systems managers
E6	NON-CORE	Release serialized intelligence reports for dissemination
E5	CORE	Sanitize cryptologic data for dissemination
E6	CORE	Supervise dataflow

INTELLIGENCE PLANNING AND DIRECTION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Align tasking to mission requirements
E6	CORE	Analyze collection metrics
E4	CORE	Analyze collection sources
E7	CORE	Assign assets and resources to meet intelligence requirements
E5	CORE	Collaborate with Intelligence Community (IC) analysts
E5	CORE	Compile collection metrics
E5	NON-CORE	Conduct Intelligence Preparation of the Operating Environment (IPOE)
E5	NON-CORE	Conduct Joint Intelligence Preparation of the Operational Environment (JIPOE)
E7	NON-CORE	Construct collection matrix
E7	CORE	Construct collection plans
E4	CORE	Construct Signals Intelligence (SIGINT) Order of Battle (OOB)
E6	CORE	Coordinate available intelligence resources
E7	CORE	Coordinate Concept of Operations (CONOPS) through Stakeholders
E7	NON-CORE	Coordinate data collection responsibilities
E5	CORE	Coordinate geolocation operations
E7	CORE	Coordinate mission operations
E6	CORE	Coordinate pre/post deployment briefs
E6	CORE	Coordinate pre/post deployment checklist
E6	NON-CORE	Coordinate Request to Transmit (RTT)
E5	NON-CORE	Coordinate target vetting with appropriate partners
E5	NON-CORE	Coordinate with foreign entities to complete mission objectives
E7	NON-CORE	Coordinate with Special Access Program (SAP)/Integrated Joint Special Technical Operations (IJSTO) planners/Review and Approval Process (RAP)
E7	CORE	Create cryptologic tasking for mission requirements
E7	CORE	Cross-check Intelligence Requirements (IR)
E5	NON-CORE	Deconflict frequency usage
E7	NON-CORE	Deconflict national target lists
E5	NON-CORE	Deconflict network operations
E5	NON-CORE	Deconflict Signals Intelligence (SIGINT) operations

INTELLIGENCE PLANNING AND DIRECTION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Determine collection gaps
E7	NON-CORE	Determine intelligence gaps
E6	CORE	Determine requirements for collection
E5	NON-CORE	Develop communications Electronic Attack (EA) briefs
E6	NON-CORE	Develop detection range products for Naval Special Warfare (NSW) specific platforms
E7	CORE	Develop mission tasking in accordance with the National Intelligence Priorities Framework (NIPF)
E7	NON-CORE	Develop Signals Intelligence (SIGINT)/Electronic Warfare (EW) plans
E7	CORE	Direct Signals Intelligence (SIGINT) taskings
E5	NON-CORE	Draft Request to Transmit (RTT)
E7	CORE	Draft Signals Intelligence (SIGINT) operations policies and procedures
E5	NON-CORE	Establish communications infrastructure for data exfiltration
E7	CORE	Evaluate collection metrics
E4	CORE	Identify information flow within the intelligence cycle (Tasking, Collection, Processing, Exploitation, and Dissemination (TCPED))
E4	CORE	Identify limitations of tools, techniques, and analytics
E4	CORE	Implement United States Signals Intelligence Directives (USSID)
E7	CORE	Incorporate Commander's Critical Information Requirements (CCIR) to include priority intelligence requirements (PIR) into collection management activities
E5	NON-CORE	Integrate remote systems
E7	CORE	Integrate Signals Intelligence (SIGINT) resources
E6	NON-CORE	Maintain targeting cycles
E6	NON-CORE	Manage accesses on a Mission Correlation Table (MCT)
E5	NON-CORE	Manage Command and Control (C2) equipment (e.g. Secure Data Network (SDN), etc.)
E7	CORE	Manage Critical (CRITIC) message programs
E7	CORE	Manage Cryptologic Authority to Operate (ATO)
E7	CORE	Manage cryptologic material condition readiness
E7	CORE	Manage remote access capabilities
E7	CORE	Manage Signals Intelligence (SIGINT) and mission requirement resources
E7	NON-CORE	Manage Signals Intelligence (SIGINT) equipment resource allocation with Joint Forces and Intelligence Community (IC) partners
E5	NON-CORE	Perform database auditing
E5	NON-CORE	Perform predictive assessment of adversary action
E5	NON-CORE	Predict equipment performance characteristics based on atmospheric data
E7	CORE	Prioritize Intelligence Requirements (IR)
E5	NON-CORE	Provide coordination, validation, and management assistance of intelligence collection requirements, plans, and/or activities

INTELLIGENCE PLANNING AND DIRECTION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Provide coordination, validation, and management assistance of Signals Intelligence (SIGINT) collection requirements, plans, and/or activities
E4	NON-CORE	Provide input to Concept of Operations (CONOPS)
E7	NON-CORE	Recommend Electronic Warfare (EW)/Signals Intelligence (SIGINT) mission objectives
E7	NON-CORE	Request Electronic Warfare (EW)/Signals Intelligence (SIGINT) supporting assets
E7	CORE	Submit cryptologic capabilities requirements for implementation and mission sustainment
E6	NON-CORE	Submit priority recommendations to support Commander's Critical Information Requirements (CCIR)
E7	CORE	Validate Collection Management Authority (CMA) requirements
E7	NON-CORE	Validate Collection Management Authority (CMA) requirements in support of Intelligence, Surveillance and Reconnaissance (ISR) Concept of Operations (CONOPS)
E7	NON-CORE	Validate higher authority directives
E5	CORE	Verify mission taskings

INTELLIGENCE PROCESSING AND EXPLOITATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Analyze digital speech
E4	CORE	Analyze Foreign Instrumentation Signals Intelligence (FISINT)
E4	CORE	Analyze modems
E4	CORE	Analyze multiple access schemes
E4	CORE	Analyze non-communications signals
E4	CORE	Analyze PROFORMA
E4	CORE	Analyze Unmanned Systems (UxS) communications for exploitation
E5	CORE	Analyze Unmanned Systems (UxS) technical communications elements
E4	CORE	Analyze Very High Frequency/Ultra High Frequency/Push To Talk (V/UHF/PTT) communications for exploitation
E4	CORE	Analyze wireless communications for exploitation
E4	NON-CORE	Analyze wireless communications for targeting
E5	CORE	Conduct analysis with Counter-Unmanned Systems (C-UxS)
E5	NON-CORE	Configure software-based analysis tools
E5	NON-CORE	Construct tools for analysis
E4	NON-CORE	Coordinate reach back support
E4	CORE	Correlate case notations
E5	NON-CORE	Detect anomalies through signals analysis
E4	CORE	Determine short duration and non-communications signals
E4	CORE	Identify Foreign Instrumentation Signals Intelligence (FISINT)
E4	CORE	Identify PROFORMA
E6	NON-CORE	Manage database auditing

INTELLIGENCE PROCESSING AND EXPLOITATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Perform bulk-data manipulation
E5	NON-CORE	Perform media analysis (e.g., memory, phones, physical devices, etc.)
E4	NON-CORE	Perform protocol analysis
E4	CORE	Perform target exploitation operations
E5	NON-CORE	Perform technical Signals Intelligence (SIGINT) target analysis
E4	CORE	Perform wavelength to frequency conversions
E4	CORE	Process digital network communications
E4	CORE	Process Signals of Interest (SOI)
E5	NON-CORE	Validate target network capabilities and vulnerabilities

NETWORK EXPLOITATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze digital network communications
E5	NON-CORE	Analyze network device configurations
E5	NON-CORE	Analyze network security architecture components
E5	NON-CORE	Analyze network traffic to identify anomalous activity and potential threats
E5	NON-CORE	Analyze network vulnerabilities
E4	NON-CORE	Analyze Operating System (OS) characteristics
E4	NON-CORE	Analyze software and hardware
E5	NON-CORE	Analyze standard and non-standard protocols
E5	NON-CORE	Analyze target digital technologies and network systems
E4	NON-CORE	Analyze target implementation of digital network technologies and systems
E6	NON-CORE	Analyze unknown protocols
E5	NON-CORE	Assess physical characteristics of the target environment
E6	NON-CORE	Collaborate with stakeholders in support of cyber operations and tools
E5	NON-CORE	Conduct mid-point analysis
E5	NON-CORE	Conduct proximal access network operations
E5	NON-CORE	Detect network vulnerabilities
E5	NON-CORE	Determine basic structure and architecture of networks
E5	NON-CORE	Determine Operating System (OS) characteristics
E5	NON-CORE	Determine software and hardware vulnerabilities
E5	NON-CORE	Evaluate information networks defensive posture of target networks
E5	NON-CORE	Identify access vectors for networks of interest
E5	NON-CORE	Perform file system analysis
E5	NON-CORE	Perform website characterizations

TRAINING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Conduct cryptologic certifications

TRAINING (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Conduct training evolutions (e.g., Combat Systems Training Team (CSTT), Command Readiness Training Team (CRTT), Culmination Exercise (CULEX), etc.)
E5	CORE	Configure systems for training and testing evolutions
E5	NON-CORE	Construct target environments for training, testing, and assessing
E7	CORE	Coordinate pre-deployment training requirements
E7	CORE	Coordinate systems testing evolutions
E7	CORE	Coordinate training evolutions (e.g., Combat Systems Training Team (CSTT), Command Readiness Training Team (CRTT), Culmination Exercise (CULEX), etc.)
E6	CORE	Develop training evolutions (e.g., Combat Systems Training Team (CSTT), Command Readiness Training Team (CRTT), Culmination Exercise (CULEX), Outlaw in a Box (OiaB), Signals Intelligence (SIGINT) Processing, Analysis, and Reporting Course (SPARC), etc.)
E6	CORE	Evaluate training evolutions (e.g., Combat Systems Training Team (CSTT), Command Readiness Training Team (CRTT), Culmination Exercise (CULEX), etc.)
E7	NON-CORE	Interpret test and evaluation range results
E5	CORE	Maintain awareness of advancements in hardware and software technologies and their potential vulnerabilities
E5	NON-CORE	Perform operational certifications
E5	NON-CORE	Support wargaming

CHAPTER 20



CRYPTOLOGIC TECHNICIAN (TECHNICAL) (CTT)

NAVPERS 18068F-20L
Change 101

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NAVY ENLISTED OCCUPATIONAL STANDARD
FOR
CRYPTOLOGIC TECHNICIAN (TECHNICAL) (CTT)



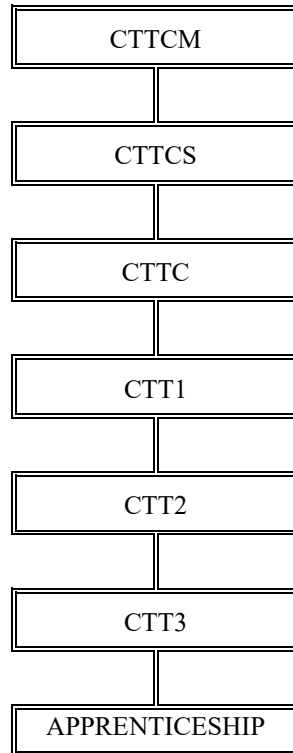
SCOPE OF RATING

Cryptologic Technicians (Technical) (CTT) conduct Electromagnetic Warfare (EW) in support of National and Commander's tasking; operate and maintain electronic sensors and computer systems; collect, analyze, exploit, and disseminate Electronic Intelligence (ELINT) in accordance with National and Fleet tasking; provide safety of forces, Indications and Warning (I&W), Information Operations (IO), and Anti-Ship Missile Defense (ASMD); and provide technical and tactical guidance to Warfare Commanders and National consumers in support of surface, subsurface, air, information, strike, and special warfare operations.

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 20.

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**Technical Electronic Intelligence Analyst****Job Code****001090****Job Family**

Protective Service

NOC

TBD

Short Title (30 Characters)

TECH ELECTRONIC INTELL ANALYST

Short Title (14 Characters)

ELINT ANALYST

Pay Plan

Enlisted

Career Field

CTT

Other Relationships and Rules

NEC CXXX series and other NECs as assigned

Job Description

Technical Electronic Intelligence (TechELINT) Analysts perform intermediate and advanced collection, measurement, and technical analysis of non-communication signals derived from multiple intelligence production resources; analyze and report all-source information for tactical and strategic commanders in support of Fleet, Theater, and National objectives; and produce assessments detailing the capabilities and vulnerabilities of foreign non-communication and weapons systems.

DoD Relationship**Group Title**Intercept Operators
(Code and Non-Code)**DoD Code**

123100

O*NET Relationship**Occupation Title**

Intelligence Analysts

SOC Code

33-3021.06

Job Family

Protective Service

Skills*Critical Thinking**Coordination**Management of Material Resources**Judgment and Decision Making**Operation and Control**Complex Problem Solving**Quality Control Analysis**Reading Comprehension**Systems Analysis**Writing***Abilities***Deductive Reasoning**Written Comprehension**Inductive Reasoning**Written Expression**Information Ordering**Oral Expression**Control Precision**Perceptual Speed**Time Sharing**Problem Sensitivity***ELECTROMAGNETIC WARFARE (EW) SYSTEMS MAINTENANCE AND ADMINISTRATION****Paygrade****Task Type****Task Statements**

E4

CORE

Align Electromagnetic Warfare (EW) systems

E4

CORE

Analyze blueprints and platform/unit drawings

E4

CORE

Analyze equipment and system status data (e.g., Emission Control (EMCON) Tactical Situation (TACSIT), Military Deception (MILDEC), etc.)

E4

CORE

Analyze schematics (e.g., mechanical drawings, electronic schematics, piping and valve drawings, etc.)

E4

CORE

Collect equipment and system status data (e.g., Emission Control (EMCON), Tactical Situation (TACSIT), Military Deception (MILDEC), etc.)

E4

CORE

Configure display systems

E4

CORE

Configure internal communications networks

E4

CORE

Configure network systems

E7

CORE

Coordinate Electromagnetic Warfare (EW) test range runs

E4

CORE

Document equipment and system status data (e.g., Regional Maintenance Center (RMC), Destroyer Squadron (DESRON), Amphibious Squadron (PHIBRON), etc.)

E6

CORE

Draft procedural documents (e.g., Standard Operating Procedures (SOP), Temporary Standing Orders (TSO), Departure From Specifications (DFS), etc.)

ELECTROMAGNETIC WARFARE (EW) SYSTEMS MAINTENANCE AND ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Inspect work areas, tools, and equipment
E6	CORE	Interpret test and evaluation range results (e.g., ULM-4, Passive Countermeasures System (PCMS), etc.)
E4	CORE	Maintain local emitter libraries
E5	CORE	Manage system software updates
E4	CORE	Perform Electronic Intelligence (ELINT)/Electromagnetic Warfare (EW) equipment shutdown procedures
E4	CORE	Perform Electronic Intelligence (ELINT)/Electromagnetic Warfare (EW) equipment startup procedures
E4	CORE	Perform Tactical Data Processors (TDP) startup procedures
E5	CORE	Supervise Electromagnetic Warfare (EW) systems during casualty conditions
E4	CORE	Test display systems
E6	CORE	Verify procedural documents (e.g., Standard Operating Procedures (SOP), Temporary Standing Orders (TSO), Departure From Specifications (DFS), etc.)

ELECTROMAGNETIC SPECTRUM OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Determine jamming sources
E5	CORE	Determine satellite vulnerabilities
E4	CORE	Identify Electromagnetic Interference (EMI)
E7	CORE	Manage spectrum plans
E5	CORE	Mitigate Electromagnetic Interference (EMI)
E4	CORE	Monitor Electromagnetic (EM) spectrum
E4	CORE	Monitor own force emissions
E5	CORE	Perform unit level Electromagnetic Spectrum Operations (EMSO)
E5	CORE	Predict friendly and/or adversary equipment performance characteristics based on propagation modeling utilizing parametric and atmospheric data (e.g., BUILDER, Realtime Spectrum Operations (RTSO), etc.)
E5	CORE	Report Electromagnetic Interference (EMI)
E5	CORE	Report jamming sources
E5	CORE	Research jamming sources

ELECTROMAGNETIC WARFARE OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Calculate threat detection envelopes
E5	NON-CORE	Conduct Counter-Unmanned Systems (C-UxS) operations
E4	CORE	Configure Electromagnetic Warfare (EW) systems
E4	CORE	Construct local emitter libraries
E5	CORE	Evaluate Electromagnetic Warfare (EW) Measures of Effectiveness (MOE)
E5	CORE	Evaluate mission threats
E4	CORE	Implement Rapid Evaluation Guidelines (REG)

ELECTROMAGNETIC WARFARE OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Lead Electromagnetic Warfare (EW) operations (e.g., Emission Control (EMCON), Electromagnetic Warfare Support (ES), countermeasures deployment, etc.)
E4	CORE	Maintain Electromagnetic Warfare (EW) status boards and logs
E7	CORE	Manage divisional equipment and system configurations
E6	CORE	Manage Electromagnetic Warfare (EW) system operations
E6	CORE	Manage Electromagnetic Warfare (EW) systems during casualty conditions
E4	CORE	Perform Electromagnetic Support (ES) operations
E4	CORE	Perform tactical communications (e.g., brevity codes, fleet tactical signals, etc.)
E5	CORE	Recommend course corrections in support of tactical operations
E4	CORE	Report Essential Elements of Friendly Information (EEFI) violations
E4	CORE	Report systems equipment status
E6	CORE	Supervise construction of local emitter libraries
E6	CORE	Supervise divisional equipment and system configurations
E5	CORE	Supervise Pre-Planned Responses (PPR) executions
E5	CORE	Supervise tactical communications (e.g., voice, chat, etc.)

ELECTRONIC INTELLIGENCE (ELINT) OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze historical Signals of Interest (SOI) data
E4	CORE	Analyze Signals of Interest (SOI)
E5	NON-CORE	Assemble technical kits
E4	CORE	Brief cryptologic and intelligence products
E4	NON-CORE	Calculate blind speeds
E4	CORE	Calculate Radio Detection and Ranging (RADAR) parameters
E4	CORE	Compute Radio Detection and Ranging (RADAR) performance characteristics based on parameters
E4	CORE	Configure Signals Intelligence (SIGINT) and other non-communication systems
E4	NON-CORE	Construct Order of Battle (OOB)
E4	CORE	Convert Radio Detection and Ranging (RADAR) parameters
E6	CORE	Coordinate pre/post deployment briefs
E6	CORE	Coordinate pre/post deployment checklists
E5	CORE	Coordinate reachback support
E4	CORE	Coordinate with respective consumer(s)
E5	NON-CORE	Coordinate within Global Signals Analysis Laboratory (GSAL) structure
E4	CORE	Correlate national systems data to platform
E4	CORE	Crossfix Signals of Interest (SOI) intercepts
E4	CORE	Determine current tactical picture
E4	CORE	Determine modulation types (i.e., intrapulse, interpulse)

ELECTRONIC INTELLIGENCE (ELINT) OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Determine target source utilizing Unintentional Modulation on Pulse (UMOP)
E5	CORE	Disseminate Electronic Intelligence (ELINT) data and reports (e.g., Operational Electronic Intelligence (OpELINT), Technical Electronics Intelligence (TechELINT), etc.)
E4	CORE	Draft reports (i.e., UNIFORM, Electronic Intelligence Technical Reports (ELT), Tactical Reports (TACREP))
E4	CORE	Evaluate signal quality
E4	CORE	Identify Radio Detection and Ranging (RADAR) systems capabilities
E4	CORE	Implement Electronic Intelligence (ELINT) collection plans
E5	CORE	Input filter management plans
E4	CORE	Interpret message traffic data in support of operations
E7	CORE	Manage Electronic Intelligence (ELINT) collection, analysis, and reporting
E5	NON-CORE	Measure Doppler shifts
E4	CORE	Obtain Order of Battle (OOB)
E4	NON-CORE	Perform frequency domain analysis
E4	CORE	Provide source of overhead systems data (e.g., ephemeris data, collector diagram, etc.)
E5	CORE	Report PROFORMA signals
E4	CORE	Research Intelligence Community (IC) databases
E6	NON-CORE	Review post mission processing for accuracy and follow-on tasking
E4	CORE	Search Electronic Intelligence (ELINT) databases in support of mission planning and execution
E5	CORE	Supervise Electronic Intelligence (ELINT) collections, analysis, and reporting
E4	CORE	Transfer data between systems (e.g., Data Transfer Agent (DTA), Department of Defense (DoD) Secure Access File Exchange (SAFE), DoD Intelligence Information System (DODIIS) One-Way Transfer Tool (DOTS), etc.)
E5	CORE	Update National databases (i.e., provide UNIFORM reports and input to National Operational Electronic Intelligence (OPELINT) Integration Database (NIODB) via the Naval Information Warfighting Development Center (NIWDC) and Navy Information Operations Command (NIOC) Pacific or NIOC Norfolk)
E5	CORE	Validate Electronic Intelligence (ELINT) logs
E7	CORE	Validate reports (i.e., UNIFORM, Tactical Reports (TACREP))
E5	CORE	Verify collection, analysis, and reporting

INFORMATION OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct all-source intelligence research
E4	CORE	Conduct Battle Damage Assessment (BDA)
E5	NON-CORE	Conduct non-standard collection operations/unconventional collection
E4	CORE	Configure software-based analysis tools
E5	NON-CORE	Construct target intelligence packages
E6	CORE	Coordinate data collection responsibilities
E6	CORE	Coordinate Information Operations (IO) assets

INFORMATION OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Coordinate target analysis
E4	CORE	Correlate Information Operation (IO) asset capabilities and limitations
E5	CORE	Develop intelligence products based on Pattern of Life (PoL)
E7	CORE	Develop joint, allied, and coalition Information Operations (IO) plans
E6	NON-CORE	Develop Signals Intelligence (SIGINT) Concept of Operations (CONOP)
E6	CORE	Evaluate Information Operations (IO) platform capabilities and limitations
E4	CORE	Implement Pre-Planned Responses (PPR)
E4	CORE	Implement Signals Intelligence (SIGINT) tasking
E7	NON-CORE	Manage Signals Intelligence (SIGINT) equipment resource allocation with joint forces and Intelligence Community (IC) partners
E6	CORE	Manage watch teams
E4	CORE	Perform all-source fusion analysis
E4	CORE	Perform geolocation analysis
E4	CORE	Perform Pattern of Life (PoL) analysis
E5	CORE	Prioritize mission threats
E7	CORE	Process fleet Information Operations (IO) requirements
E6	CORE	Provide Counter Intelligence Surveillance Reconnaissance Targeting (CISRT) solutions in support of operations
E6	NON-CORE	Provide Information Operations (IO) input to Strike Planning Cell (SPC)
E5	NON-CORE	Provide process feedback to national systems managers
E5	NON-CORE	Provide Signals Intelligence (SIGINT) Concept of Operations (CONOP) input
E5	CORE	Provide target Positive Identification (PID) recommendations
E5	NON-CORE	Recommend collection assets and windows of opportunity
E7	CORE	Recommend Information Operations (IO)/Electromagnetic Warfare (EW) mission objectives
E5	CORE	Recommend Tactical Situations (TACSIT)
E6	CORE	Supervise Tasking, Collection, Processing, Exploitation, and Dissemination (TCPED) process

MOBILE DISTRIBUTED SIGNALS INTELLIGENCE (SIGINT) OPERATIONS (DSO)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Initialize ground and airborne Signals Intelligence (SIGINT) collection equipment
E5	NON-CORE	Maintain mission logs
E6	NON-CORE	Nominate unique identifiers
E4	NON-CORE	Perform end-of-mission pack and wrap
E5	NON-CORE	Perform ground and airborne active targeting equipment shutdown procedures
E5	NON-CORE	Perform ground and airborne Signals Intelligence (SIGINT) collection equipment shutdown procedures
E4	NON-CORE	Review Electronic Support Measures (ESM) search plan

MOBILE DISTRIBUTED SIGNALS INTELLIGENCE (SIGINT) OPERATIONS (DSO) (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	NON-CORE	Supervise end-of-mission pack and wrap
E6	NON-CORE	Update Electronic Support Measures (ESM) search plan
E7	NON-CORE	Validate Electronic Support Measures (ESM) search plan
E6	NON-CORE	Validate technical kits

NON-MOBILE DISTRIBUTED SIGNALS INTELLIGENCE (SIGINT) OPERATIONS (DSO)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Construct mission collection plans
E5	NON-CORE	Determine collection gaps
E6	NON-CORE	Determine collection requirements
E7	NON-CORE	Direct Signals Intelligence (SIGINT) taskings
E5	CORE	Evaluate threat envelopes
E7	NON-CORE	Manage accesses on a Mission Correlation Table (MCT)
E5	NON-CORE	Perform first phase initial Electronic Intelligence (ELINT) analysis and feedback
E7	NON-CORE	Request assets and resources to meet intelligence requirements
E5	NON-CORE	Update mission collection plans

PLANNING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Assess adversary Intelligence, Surveillance, Reconnaissance, and Targeting (ISRT) capabilities
E6	CORE	Assess emergent Signals Intelligence (SIGINT) threats
E7	CORE	Coordinate Information Operations (IO) experimentation and advanced capabilities initiatives
E7	CORE	Coordinate Information Operations (IO) integration across all disciplines and warfare areas
E6	CORE	Coordinate joint fires tasking
E7	NON-CORE	Coordinate joint Signals Intelligence (SIGINT) collection plans
E5	NON-CORE	Coordinate target analysis with external units
E5	NON-CORE	Coordinate with customer entities for mission and training requirements (e.g., intelligence requirements, cryptologic carry-on program (CCOP) equipment, etc.)
E6	CORE	Develop Concept of Operations (CONOP)
E7	CORE	Develop Electromagnetic Warfare (EW) Pre-Planned Responses (PPR)
E7	NON-CORE	Develop Electromagnetic Warfare (EW) tactics
E7	CORE	Develop joint Electromagnetic Warfare (EW) plans
E7	CORE	Develop multi-unit Electromagnetic Warfare (EW) Pre-Planned Responses (PPR)
E7	CORE	Draft Electromagnetic Warfare (EW) operational messages (e.g., Electromagnetic Warfare (EW) Operational Tasking (OPTASK), Information Operations (IO) Operational Tasking (OPTASK), Daily Intentions Message (DIMS), Information Operations (IO) Supplement (SUPP), etc.)
E6	CORE	Draft Naval Messages (e.g., Electromagnetic Attack (EA) request, Daily Intentions Messages (DIMS), etc.)
E4	CORE	Identify adversary Tactics, Techniques, and Procedures (TTP)

PLANNING (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Manage unit priority target lists
E7	CORE	Request supporting Electromagnetic Warfare (EW)/Information Operations (IO) assets
E4	CORE	Research adversary capabilities and limitations
E6	CORE	Validate adversary Intelligence, Surveillance, Reconnaissance, and Targeting (ISRT) capabilities

SECURITY AND ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Audit Electromagnetic Warfare (EW) system password accounts
E6	CORE	Enforce naval and National security directives and instructions (e.g., physical security, Information Security (INFOSEC), Communication Security (COMSEC), Operations Security (OPSEC), etc.)
E4	CORE	Implement naval cryptologic and national security requirements (e.g., physical security, Information Security (INFOSEC), Communication Security (COMSEC), Operational Security (OPSEC) and directives and instructions associated with Sensitive Compartmented Information (SCI), etc.)
E4	CORE	Inventory controlled equipment
E4	CORE	Maintain Electromagnetic Warfare (EW) systems password accounts
E5	CORE	Manage controlled equipment
E5	CORE	Sanitize data for dissemination
E6	CORE	Supervise Emergency Action Plan (EAP) operations
E5	CORE	Supervise watch teams
E4	CORE	Support Emergency Action Plans (EAP)

TRAINING AND CERTIFICATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Conduct training evolutions (e.g., Combat Systems Training Teams (CSTT), etc.)
E7	CORE	Coordinate Electromagnetic Warfare (EW) systems testing evolutions
E6	CORE	Coordinate equipment certifications and recertifications
E7	CORE	Coordinate training evolutions (e.g., Combat Systems Training Teams (CSTT), etc.)
E6	CORE	Develop training evolutions (e.g., Combat Systems Training Teams (CSTT), etc.)
E5	CORE	Develop training scenarios (e.g., Embedded Training Device (ETD), lab-simulated, etc.)
E6	CORE	Evaluate training evolutions (e.g., Combat Systems Training Teams (CSTT), etc.)
E5	CORE	Supervise Electromagnetic Warfare (EW) systems testing evolutions

Job Title**Surface Electromagnetic Warfare (EW) Operator****Job Code****001095****Job Family**

Computer and Mathematical

NOC

TBD

Short Title (30 Characters)

SURFACE EW OPERATOR

Short Title (14 Characters)

SURF EW OPER

Pay Plan

Enlisted

Career Field

CTT

Other Relationships and Rules

NEC CXXX series and other NECs as assigned

Job Description

Surface Electromagnetic Warfare (EW) Operators employ electronic receivers and associated analysis and recording equipment in the collection of Radio Detection and Ranging (RADAR), and other signals within the electromagnetic (EM) spectrum; interpret intercepted electronic signals to determine their source to support the tactical Common Operational Picture (COP); execute tactics in accordance with doctrine; and report information to tactical and strategic commanders in support of Fleet, Theater, and National requirements.

DoD Relationship**Group Title**

Intercept Operators (Code and Non-Code)

DoD Code

123100

O*NET Relationship**Occupation Title**

Network and Computer Systems Administrators

SOC Code

15-1244.00

Job Family

Computer and Mathematical

Skills*Critical Thinking**Management of Material Resources**Coordination**Quality Control Analysis**Judgment and Decision Making**Operation and Control**Complex Problem Solving**Systems Analysis**Reading Comprehension**Writing***Abilities***Deductive Reasoning**Written Comprehension**Inductive Reasoning**Written Expression**Information Ordering**Oral Expression**Control Precision**Problem Sensitivity**Perceptual Speed**Time Sharing***ELECTROMAGNETIC WARFARE (EW) SYSTEMS MAINTENANCE AND ADMINISTRATION****Paygrade****Task Type****Task Statements**

E4

CORE

Align Electromagnetic Warfare (EW) systems

E4

CORE

Analyze blueprints and platform/unit drawings

E4

CORE

Analyze equipment and system status data (e.g., Emission Control (EMCON), Tactical Situation (TACSIT), Military Deception (MILDEC), etc.)

E4

CORE

Analyze schematics (e.g., mechanical drawings, electronic schematics, piping and valve drawings, etc.)

E7

CORE

Approve equipment installations, testing, and alterations

E4

CORE

Collect equipment and system status data (e.g., Emission Control (EMCON), Tactical Situation (TACSIT), Military Deception (MILDEC), etc.)

E5

CORE

Conduct Radio Detection and Ranging (RADAR) Cross Section (RCS) testing

E4

CORE

Configure auxiliary air and cooling water systems

E4

CORE

Configure display systems

E4

CORE

Configure General Purpose Electronic Test Equipment (GPETE)

E4

CORE

Configure internal communications networks

E4

CORE

Configure network systems

E4

CORE

Configure power conversion and distribution systems

E4

CORE

Configure Special Purpose Electronic Test Equipment (SPETE)

E6

CORE

Coordinate Combat Systems Alignment (CSA) evolutions

E6

NON-CORE

Coordinate Electromagnetic Warfare (EW) equipment installations

ELECTROMAGNETIC WARFARE (EW) SYSTEMS MAINTENANCE AND ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	NON-CORE	Coordinate Electromagnetic Warfare (EW) equipment removals
E6	CORE	Coordinate Electromagnetic Warfare (EW) systems software, firmware installations and updates
E7	CORE	Coordinate Electromagnetic Warfare (EW) test range runs
E6	CORE	Direct weapons casualty evolutions
E4	CORE	Document equipment and system status data (e.g., Regional Maintenance Center (RMC), Destroyer Squadron (DESRON), Amphibious Squadron (PHIBRON), etc.)
E6	CORE	Draft equipment casualty reports
E6	CORE	Draft procedural documents (e.g., Standard Operating Procedures (SOP), Temporary Standing Orders (TSO), Departure From Specifications (DFS), etc.)
E4	CORE	Inspect work areas, tools, and equipment
E4	NON-CORE	Install Field Change (FC) kits
E4	CORE	Inventory General Purpose Electronic Test Equipment (GPETE)
E4	CORE	Inventory Special Purpose Electronic Test Equipment (SPETE)
E4	CORE	Maintain alarm, safety, and warning systems
E4	CORE	Maintain Joint Tactical Terminal-Maritime/Joint Tactical Terminal-Maritime Embedded National Tactical Receiver (JTT-M/JTT-ME)
E4	CORE	Maintain local emitter libraries
E4	CORE	Maintain onboard training systems (e.g., Ship's Electronic Warfare Tactical Training (SEWTT), Battle Force Electronic Warfare Trainer (BEWT), etc.)
E4	CORE	Maintain Passive Countermeasure System (PCMS)
E7	CORE	Manage Passive Countermeasure System (PCMS) programs
E4	CORE	Perform Combat Systems Alignments (CSA)
E4	CORE	Perform corrosion prevention and control procedures on Electromagnetic Warfare (EW) systems
E4	CORE	Perform Electronic Intelligence (ELINT)/Electromagnetic Warfare (EW) equipment shutdown procedures
E4	CORE	Perform Electronic Intelligence (ELINT)/Electromagnetic Warfare (EW) equipment startup procedures
E4	CORE	Perform equipment validations
E4	CORE	Perform Tactical Data Processors (TDP) startup procedures
E5	CORE	Supervise Electromagnetic Warfare (EW) systems during casualty conditions
E6	CORE	Supervise System Operation Verification Testing (SOVT)
E7	CORE	Supervise weapons casualty evolutions
E4	CORE	Test alarm, safety, and warning systems
E4	CORE	Test auxiliary air and cooling water systems
E4	CORE	Test computer and peripheral systems
E4	CORE	Test data links
E4	CORE	Test display systems

ELECTROMAGNETIC WARFARE (EW) SYSTEMS MAINTENANCE AND ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Test Electromagnetic Warfare (EW) systems
E4	CORE	Test internal communications networks
E4	CORE	Test network systems
E4	CORE	Test power conversion and distribution systems
E5	CORE	Update Combat System (CS) smooth logs
E5	CORE	Update Combat Systems Operational Sequencing System (CSOSS)
E6	CORE	Validate Combat System (CS) smooth logs
E4	CORE	Validate Combat Systems Operational Sequencing System (CSOSS)
E6	CORE	Verify procedural documents (e.g., Standard Operating Procedures (SOP), Temporary Standing Orders (TSO), Departure From Specifications (DFS), etc.)
E7	CORE	Verify System Operability Verification Test (SOVT)

ELECTROMAGNETIC SPECTRUM OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Configure Own-Force Monitoring (OFM) equipment
E6	CORE	Construct Electromagnetic (EM) Battlespace plans (e.g., Real-Time Spectrum Operations (RTSO), Emission Control (EMCON), etc.)
E5	CORE	Determine jamming sources
E5	CORE	Determine satellite vulnerabilities
E4	CORE	Identify Electromagnetic Interference (EMI)
E7	CORE	Integrate into Joint Restricted Frequency List (JRFL) process
E7	CORE	Manage spectrum plans
E5	CORE	Mitigate Electromagnetic Interference (EMI)
E4	CORE	Monitor Electromagnetic (EM) spectrum
E4	CORE	Monitor own force emissions
E5	CORE	Obtain space weather reports for Electromagnetic Spectrum Operations (EMSO)
E4	CORE	Perform Own-Force Monitoring (OFM) equipment shutdown procedures
E4	CORE	Perform Own-Force Monitoring (OFM) equipment startup procedures
E5	CORE	Perform unit level Electromagnetic Spectrum Operations (EMSO)
E5	CORE	Predict friendly and/or adversary equipment performance characteristics based on propagation modeling utilizing parametric and atmospheric data (e.g., BUILDER, Realtime Spectrum Operations (RTSO), etc.)
E5	CORE	Report Electromagnetic Interference (EMI)
E5	CORE	Report jamming sources
E5	CORE	Research jamming sources
E6	CORE	Validate Electromagnetic Spectrum Operations (EMSO) documentation (e.g., Real-Time Spectrum Operations (RTSO), Hazards of Electromagnetic Radiation to Ordnance (HERO), Emission Control (EMCON), etc.)

ELECTROMAGNETIC WARFARE OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Calculate threat detection envelopes
E5	CORE	Conduct Counter-Intelligence Surveillance Reconnaissance Targeting (CISRT)
E5	NON-CORE	Conduct Counter-Unmanned Systems (C-UxS) operations
E5	CORE	Conduct Electromagnetic Warfare Control Ship (EWCS) procedures
E4	CORE	Configure Common Integrated Broadcast (CIB) radio receiving equipment
E4	CORE	Configure Electromagnetic Warfare (EW) systems
E4	CORE	Configure Electromagnetic Warfare (EW) systems for conditions of Hazards of Electromagnetic Radiation to Ordnance (HERO), Hazards of Electromagnetic Radiation to Personnel (HERP), and Hazards of Electromagnetic Radiation to Fuel (HERF)
E4	CORE	Construct local emitter libraries
E4	CORE	Coordinate Emission Control (EMCON) conditions
E4	CORE	Deploy Electromagnetic Warfare (EW) countermeasures
E5	CORE	Evaluate Electromagnetic Warfare (EW) Measures of Effectiveness (MOE)
E5	CORE	Evaluate mission threats
E4	CORE	Implement Rapid Evaluation Guidelines (REG)
E6	CORE	Lead Electromagnetic Warfare (EW) operations (e.g., Emission Control (EMCON), Electromagnetic Warfare Support (ES), countermeasures deployment, etc.)
E4	CORE	Maintain Electromagnetic Warfare (EW) status boards and logs
E7	CORE	Manage configuration of Electromagnetic Warfare (EW) systems for conditions of Hazards of Electromagnetic Radiation to Ordnance (HERO), Hazards of Electromagnetic Radiation to Personnel (HERP), and Hazards of Electromagnetic Radiation to Fuel (HERF)
E7	CORE	Manage decoy handling operations (e.g., onload, offload, inventory, etc.)
E7	CORE	Manage divisional equipment and system configurations
E6	CORE	Manage Electromagnetic Warfare (EW) system operations
E6	CORE	Manage Electromagnetic Warfare (EW) systems during casualty conditions
E5	CORE	Manage transition of Electromagnetic Warfare (EW) systems between conditions of readiness
E4	CORE	Modify Electromagnetic Warfare (EW) equipment readiness conditions
E4	CORE	Modify Radio Detection and Ranging (RADAR) Signature Reduction System (RSRS) conditions
E4	CORE	Perform Combat Systems Operational Sequencing System (CSOSS) procedures (e.g., casualty responses/operations, normal operations, energize/de-energize equipment, etc.)
E4	CORE	Perform decoy handling operations (e.g., onload, offload, inventory, etc.)
E4	CORE	Perform Electromagnetic Attack (EA)
E4	CORE	Perform Electromagnetic Support (ES) operations
E4	CORE	Perform tactical communications (e.g., brevity codes, fleet tactical signals, etc.)

ELECTROMAGNETIC WARFARE OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform weapons casualty procedures
E5	CORE	Recommend course corrections in support of tactical operations
E4	CORE	Report Essential Elements of Friendly Information (EEFI) violations
E4	CORE	Report systems equipment status
E5	CORE	Supervise Combat Systems Operational Sequencing System (CSOSS) operations
E5	CORE	Supervise configuration of Electromagnetic Warfare (EW) systems for conditions of Hazards of Electromagnetic Radiation to Ordnance (HERO), Hazards of Electromagnetic Radiation to Personnel (HERP), and Hazards of Electromagnetic Radiation to Fuel (HERF)
E6	CORE	Supervise construction of local emitter libraries
E6	CORE	Supervise decoy handling operations (e.g., onload, offload, inventory, etc.)
E6	CORE	Supervise divisional equipment and system configurations
E5	CORE	Supervise Electromagnetic Attack (EA) employment
E5	CORE	Supervise Electromagnetic Warfare (EW) countermeasure deployment
E5	CORE	Supervise Emission Control (EMCON) conditions
E5	NON-CORE	Supervise modification of doctrine status
E5	CORE	Supervise Pre-Planned Responses (PPR) executions
E5	CORE	Supervise tactical communications (e.g., voice, chat, etc.)
E5	CORE	Supervise transition of Electromagnetic Warfare (EW) systems between conditions of readiness
E4	CORE	Verify Emission Control (EMCON) conditions
E5	CORE	Verify Radio Detection and Ranging (RADAR) Signature Reduction System (RSRS) conditions

ELECTRONIC INTELLIGENCE (ELINT) OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze broadcast data (e.g., national, Global Command and Control System Maritime (GCCS-M), Intelligence Broadcast System/Common Integrated Broadcast (IBS/CIB), etc.)
E4	CORE	Analyze historical Signals of Interest (SOI) data
E4	CORE	Analyze Signals of Interest (SOI)
E4	CORE	Brief cryptologic and intelligence products
E4	CORE	Calculate Radio Detection and Ranging (RADAR) parameters
E4	CORE	Compute Radio Detection and Ranging (RADAR) performance characteristics based on parameters
E4	CORE	Configure Signals Intelligence (SIGINT) and other non-communication systems
E4	CORE	Convert Radio Detection and Ranging (RADAR) parameters
E6	CORE	Coordinate pre/post deployment briefs
E6	CORE	Coordinate pre/post deployment checklists
E5	CORE	Coordinate reachback support
E4	CORE	Correlate national systems data to platform
E4	CORE	Crossfix Signals of Interest (SOI) intercepts

ELECTRONIC INTELLIGENCE (ELINT) OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Determine current tactical picture
E4	CORE	Determine modulation types (i.e., intrapulse, interpulse)
E4	CORE	Determine target source utilizing Unintentional Modulation on Pulse (UMOP)
E5	CORE	Disseminate Electronic Intelligence (ELINT) data and reports (e.g., Operational Electronic Intelligence (OpELINT), Technical Electronics Intelligence (TechELINT), etc.)
E4	CORE	Draft reports (i.e., UNIFORM, Electronic Intelligence Technical Reports (ELT), Tactical Reports (TACREP))
E4	CORE	Evaluate signal quality
E4	CORE	Identify Radio Detection and Ranging (RADAR) systems capabilities
E4	CORE	Implement Electronic Intelligence (ELINT) collection plans
E5	CORE	Input filter management plans
E4	CORE	Interpret message traffic data in support of operations
E7	CORE	Manage Electronic Intelligence (ELINT) collection, analysis, and reporting
E4	CORE	Obtain Order of Battle (OOB)
E4	CORE	Perform Operational Electronic Intelligence (OpELINT) analysis (e.g., Intelligence Preparation (IPR), Maritime Domain Awareness (MDA), etc.)
E4	CORE	Provide source of overhead systems data (e.g., ephemeris data, collector diagram, etc.)
E5	CORE	Report PROFORMA signals
E4	CORE	Research Intelligence Community (IC) databases
E4	CORE	Search Electronic Intelligence (ELINT) databases in support of mission planning and execution
E5	CORE	Supervise Electronic Intelligence (ELINT) collections, analysis, and reporting
E4	CORE	Transfer data between systems (e.g., Data Transfer Agent (DTA), Department of Defense (DoD) Secure Access File Exchange (SAFE), DoD Intelligence Information System (DODIIS) One-Way Transfer Tool (DOTS), etc.)
E5	CORE	Update National databases (i.e., provide UNIFORM reports and input to National Operational Electronic Intelligence (OPELINT) Integration Database (NIODB) via the Naval Information Warfighting Development Center (NIWDC) and Navy Information Operations Command (NIOC) Pacific or NIOC Norfolk)
E5	CORE	Validate Electronic Intelligence (ELINT) logs
E7	CORE	Validate reports (i.e., UNIFORM, Tactical Reports (TACREP))
E5	CORE	Verify collection, analysis, and reporting

INFORMATION OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct all-source intelligence research
E4	CORE	Conduct Battle Damage Assessment (BDA)
E5	NON-CORE	Conduct non-standard collection operations/unconventional collection
E4	CORE	Configure software-based analysis tools

INFORMATION OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Construct target intelligence packages
E6	CORE	Coordinate data collection responsibilities
E6	CORE	Coordinate Information Operations (IO) assets
E6	CORE	Coordinate Military Deception (MILDEC) plan support
E7	CORE	Coordinate multi-unit employment of Electromagnetic Attacks (EA)
E4	CORE	Correlate Information Operation (IO) asset capabilities and limitations
E5	CORE	Develop intelligence products based on Pattern of Life (PoL)
E7	CORE	Develop joint, allied, and coalition Information Operations (IO) plans
E6	NON-CORE	Develop Signals Intelligence (SIGINT) Concept of Operations (CONOP)
E7	CORE	Develop strike group Information Operations (IO) directives
E4	CORE	Disseminate Military Information Support Operations (MISO) material
E6	CORE	Evaluate Information Operations (IO) Measures of Effectiveness (MOE)
E6	CORE	Evaluate Information Operations (IO) platform capabilities and limitations
E4	CORE	Implement Pre-Planned Responses (PPR)
E4	CORE	Implement Signals Intelligence (SIGINT) tasking
E7	CORE	Manage Electromagnetic Warfare Control Ship (EWCS) operations
E7	CORE	Manage Information Operations (IO) postures
E7	CORE	Manage Military Deception (MILDEC) plans
E7	CORE	Manage strike group Information Operations (IO) readiness requirements
E6	CORE	Manage watch teams
E4	CORE	Perform all-source fusion analysis
E4	CORE	Perform geolocation analysis
E4	CORE	Perform Information Operations (IO) utilizing Tactical Data Processors (TDP)
E4	CORE	Perform Military Deception (MILDEC) operations
E4	CORE	Perform Pattern of Life (PoL) analysis
E5	CORE	Prioritize mission threats
E7	CORE	Process fleet Information Operations (IO) requirements
E6	CORE	Provide Counter Intelligence Surveillance Reconnaissance Targeting (CISRT) solutions in support of operations
E6	NON-CORE	Provide Information Operations (IO) input to Strike Planning Cell (SPC)
E5	NON-CORE	Provide process feedback to national systems managers
E5	NON-CORE	Provide Signals Intelligence (SIGINT) Concept of Operations (CONOP) input
E5	CORE	Provide target Positive Identification (PID) recommendations
E7	CORE	Recommend Information Operations (IO)/Electromagnetic Warfare (EW) mission objectives
E5	CORE	Recommend Tactical Situations (TACSIT)
E6	CORE	Supervise Tasking, Collection, Processing, Exploitation, and Dissemination (TCPED) process

MOBILE DISTRIBUTED SIGNALS INTELLIGENCE (SIGINT) OPERATIONS (DSO)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Review Electronic Support Measures (ESM) search plan
E6	NON-CORE	Update Electronic Support Measures (ESM) search plan
E7	NON-CORE	Validate Electronic Support Measures (ESM) search plan
E5	CORE	Evaluate threat envelopes

PLANNING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Assess adversary Intelligence, Surveillance, Reconnaissance, and Targeting (ISRT) capabilities
E6	CORE	Assess emergent Signals Intelligence (SIGINT) threats
E6	CORE	Coordinate Electromagnetic Warfare (EW)/Information Operations (IO) exercises
E7	NON-CORE	Coordinate Electromagnetic Warfare (EW)/Information Operations (IO) with joint/allied partners
E7	CORE	Coordinate Information Operations (IO) experimentation and advanced capabilities initiatives
E7	CORE	Coordinate Information Operations (IO) integration across all disciplines and warfare areas
E6	CORE	Coordinate joint fires tasking
E7	NON-CORE	Coordinate Underway Strike Group Electromagnetic Warfare (EW) system maintenance
E6	CORE	Develop Concept of Operations (CONOP)
E6	CORE	Develop data for Electromagnetic Warfare (EW) Doctrine Review Board (DRB)
E7	CORE	Develop Electromagnetic Warfare (EW) Pre-Planned Responses (PPR)
E7	NON-CORE	Develop Electromagnetic Warfare (EW) tactics
E7	CORE	Develop joint Electromagnetic Warfare (EW) plans
E7	CORE	Develop multi-unit Electromagnetic Warfare (EW) Pre-Planned Responses (PPR)
E6	CORE	Develop Real-Time Spectrum Operations (RTSO) plans
E7	CORE	Develop Signals Intelligence (SIGINT)/Electromagnetic Warfare (EW) plans
E7	CORE	Develop Signals Intelligence (SIGINT)/Electromagnetic Warfare (EW) tactics
E6	CORE	Draft Electromagnetic Warfare (EW) doctrines and bills (e.g., Anti-ship Missile Defense (ASMD), Passive Countermeasures System (PCMS), Emissions Control (EMCON), etc.)
E7	CORE	Draft Electromagnetic Warfare (EW) operational messages (e.g., Electromagnetic Warfare (EW) Operational Tasking (OPTASK), Information Operations (IO) Operational Tasking (OPTASK), Daily Intentions Message (DIMS), Information Operations (IO) Supplement (SUPP), etc.)
E6	CORE	Draft Naval Messages (e.g., Electromagnetic Attack (EA) request, Daily Intentions Messages (DIMS), etc.)
E4	CORE	Identify adversary Tactics, Techniques, and Procedures (TTP)
E7	CORE	Manage unit priority target lists

PLANNING (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Request supporting Electromagnetic Warfare (EW)/Information Operations (IO) assets
E4	CORE	Research adversary capabilities and limitations
E6	CORE	Validate adversary Intelligence, Surveillance, Reconnaissance, and Targeting (ISRT) capabilities
E7	CORE	Validate data for Electromagnetic Warfare (EW) Doctrine Review Board (DRB)
E7	CORE	Validate Real-Time Spectrum Operations (RTSO) plans

SECURITY AND ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Audit Electromagnetic Warfare (EW) system password accounts
E6	CORE	Enforce naval and National security directives and instructions (e.g., physical security, Information Security (INFOSEC), Communication Security (COMSEC), Operations Security (OPSEC), etc.)
E4	CORE	Implement naval cryptologic and national security requirements (e.g., physical security, Information Security (INFOSEC), Communication Security (COMSEC), Operational Security (OPSEC) and directives and instructions associated with Sensitive Compartmented Information (SCI), etc.)
E4	CORE	Inventory controlled equipment
E4	CORE	Inventory Electromagnetic Warfare (EW) system software and firmware
E4	CORE	Maintain Electromagnetic Warfare (EW) systems password accounts
E5	CORE	Manage controlled equipment
E5	CORE	Sanitize data for dissemination
E6	CORE	Supervise Emergency Action Plan (EAP) operations
E5	CORE	Supervise watch teams
E4	CORE	Support Emergency Action Plans (EAP)

TRAINING AND CERTIFICATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Conduct training evolutions (e.g., Combat Systems Training Teams (CSTT), etc.)
E5	CORE	Configure Electromagnetic Warfare (EW) systems for training and testing evolutions
E6	CORE	Coordinate Combat Systems Training Team (CSTT) drills
E7	CORE	Coordinate Electromagnetic Warfare (EW) systems testing evolutions
E6	CORE	Coordinate equipment certifications and recertifications
E7	CORE	Coordinate training evolutions (e.g., Combat Systems Training Teams (CSTT), etc.)
E6	CORE	Develop training evolutions (e.g., Combat Systems Training Teams (CSTT), etc.)
E5	CORE	Develop training scenarios (e.g., Embedded Training Device (ETD), lab-simulated, etc.)
E6	CORE	Draft Combat Systems Training Team (CSTT) drill guides
E6	CORE	Evaluate training evolutions (e.g., Combat Systems Training Teams (CSTT), etc.)
E5	CORE	Implement Combat Systems Training Team (CSTT) drills
E7	CORE	Manage Information Operations (IO) training requirements

TRAINING AND CERTIFICATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Supervise Electromagnetic Warfare (EW) systems testing evolutions
E7	CORE	Validate Combat Systems Training Team (CSTT) drill guides
E6	CORE	Validate training scenarios (e.g., Embedded Training Device (ETD), lab-simulated, etc.)
E7	CORE	Verify Integrated and advanced phase training requirements (e.g., Naval Mission Essential Task List (NMETL), Naval Task (NTA), Advanced Pre-Deployment Training (APDT), etc.)

Job Title**Surface Electromagnetic Warfare (EW) Maintainer****Job Code****002676****Job Family**

Computer and Mathematical

NOC

TBD

Short Title (30 Characters)

SURFACE EW MAINTAINER

Short Title (14 Characters)

SURF EW MAINT

Pay Plan

Enlisted

Career Field

CTT

Other Relationships and Rules

NEC CXXX series and other NECs as assigned

Job Description

Surface Electromagnetic Warfare (EW) Maintainers operate and perform preventive and corrective maintenance on EW and ancillary systems used for analysis, monitoring, tracking, recognition, identification, and electronic attack; install, test, troubleshoot, repair, and replace EW broadcast networks, electronic equipment, antennas, countermeasures, auxiliary equipment, digital and optical interfaces, and data systems; manage mission organizational level maintenance; coordinate repair of EW systems; and prepare reports and inventories of equipment.

DoD Relationship**Group Title**Intercept Operators
and Mathematical Non-Code)**DoD Code**

123100

O*NET Relationship**Occupation Title**Network and Computer Systems
Administrators**SOC Code**

15-1244.00

Job Family

Code and Computer

Skills*Critical Thinking**Management of Material Resources**Coordination**Quality Control Analysis**Judgment and Decision Making**Operation and Control**Complex Problem Solving**Systems Evaluation**Equipment Maintenance**Systems Analysis***Abilities***Deductive Reasoning**Written Comprehension**Inductive Reasoning**Written Expression**Control Precision**Information Ordering**Oral Expression**Problem Sensitivity**Perceptual Speed**Time Sharing***ELECTROMAGNETIC WARFARE (EW) SYSTEMS MAINTENANCE AND ADMINISTRATION****Paygrade****Task Type****Task Statements**

E4

CORE

Align Electromagnetic Warfare (EW) systems

E4

CORE

Analyze blueprints and platform/unit drawings

E4

CORE

Analyze equipment and system status data (e.g., Emission Control (EMCON), Tactical Situation (TACSIT), Military Deception (MILDEC), etc.)

E4

CORE

Analyze schematics (e.g., mechanical drawings, electronic schematics, piping and valve drawings, etc.)

E7

CORE

Approve equipment installations, testing, and alterations

E4

CORE

Collect equipment and system status data (e.g., Emission Control (EMCON), Tactical Situation (TACSIT), Military Deception (MILDEC), etc.)

E5

CORE

Conduct Radio Detection and Ranging (RADAR) Cross Section (RCS) testing

E4

CORE

Configure auxiliary air and cooling water systems

E4

CORE

Configure display systems

E4

CORE

Configure General Purpose Electronic Test Equipment (GPETE)

E4

CORE

Configure internal communications networks

E4

CORE

Configure network systems

E4

CORE

Configure power conversion and distribution systems

E4

CORE

Configure Special Purpose Electronic Test Equipment (SPETE)

E6

CORE

Coordinate Combat Systems Alignment (CSA) evolutions

E6

NON-CORE

Coordinate Electromagnetic Warfare (EW) equipment installations

ELECTROMAGNETIC WARFARE (EW) SYSTEMS MAINTENANCE AND ADMINISTRATION(CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	NON-CORE	Coordinate Electromagnetic Warfare (EW) equipment removals
E6	CORE	Coordinate Electromagnetic Warfare (EW) systems software, firmware installations and updates
E7	CORE	Coordinate Electromagnetic Warfare (EW) test range runs
E6	CORE	Direct weapons casualty evolutions
E4	CORE	Document equipment and system status data (e.g., Regional Maintenance Center (RMC), Destroyer Squadron (DESRON), Amphibious Squadron (PHIBRON), etc.)
E6	CORE	Draft equipment casualty reports
E6	CORE	Draft procedural documents (e.g., Standard Operating Procedures (SOP), Temporary Standing Orders (TSO), Departure From Specifications (DFS), etc.)
E4	CORE	Inspect work areas, tools, and equipment
E5	CORE	Install equipment and alterations
E4	NON-CORE	Install Field Change (FC) kits
E6	CORE	Interpret test and evaluation range results (e.g., ULM-4, Passive Countermeasures System (PCMS), etc.)
E4	CORE	Inventory General Purpose Electronic Test Equipment (GPETE)
E4	CORE	Inventory Special Purpose Electronic Test Equipment (SPETE)
E4	CORE	Maintain alarm, safety, and warning systems
E4	CORE	Maintain Joint Tactical Terminal-Maritime/Joint Tactical Terminal-Maritime Embedded National Tactical Receiver (JTT-M/JTT-ME)
E4	CORE	Maintain local emitter libraries
E4	CORE	Maintain network systems
E4	CORE	Maintain onboard training systems (e.g., Ship's Electronic Warfare Tactical Training (SEWTT), Battle Force Electronic Warfare Trainer (BEWT), etc.)
E4	CORE	Maintain Passive Countermeasure System (PCMS)
E7	CORE	Manage Passive Countermeasure System (PCMS) programs
E5	CORE	Manage system software updates
E4	CORE	Perform Combat Systems Alignments (CSA)
E4	CORE	Perform corrosion prevention and control procedures on Electromagnetic Warfare (EW) systems
E4	CORE	Perform Electromagnetic Warfare (EW) systems software, firmware installations and updates
E4	CORE	Perform Electronic Intelligence (ELINT)/Electromagnetic Warfare (EW) equipment shutdown procedures
E4	CORE	Perform Electronic Intelligence (ELINT)/Electromagnetic Warfare (EW) equipment startup procedures
E4	CORE	Perform equipment validations
E4	CORE	Perform Tactical Data Processors (TDP) startup procedures
E4	CORE	Repair Alternating Current (AC) circuits

ELECTROMAGNETIC WARFARE (EW) SYSTEMS MAINTENANCE AND ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Repair auxiliary air and cooling water systems
E4	CORE	Repair computer and peripheral systems
E4	CORE	Repair Direct Current (DC) circuits
E4	CORE	Repair display systems
E4	CORE	Repair Electromagnetic Warfare (EW) systems
E5	NON-CORE	Repair fiber optic cables and connectors
E5	NON-CORE	Repair interconnecting cables and connectors
E4	NON-CORE	Repair network systems
E4	CORE	Repair power conversion and distribution systems
E4	CORE	Replace computer and peripheral systems
E4	CORE	Replace digital circuits
E4	CORE	Replace electromechanical (synchro/servo) systems
E4	NON-CORE	Replace fiber optic cables and connectors
E4	CORE	Replace power supplies
E4	CORE	Replace Radio Frequency (RF) components
E5	CORE	Supervise Electromagnetic Warfare (EW) systems during casualty conditions
E5	CORE	Supervise Electromagnetic Warfare (EW) systems software, firmware installations, and updates
E5	CORE	Supervise equipment installations, testing, and alterations
E6	CORE	Supervise System Operation Verification Testing (SOVT)
E7	CORE	Supervise weapons casualty evolutions
E5	CORE	Supervise work center equipment and system configurations
E5	CORE	Supervise work center maintenance operations
E4	CORE	Test alarm, safety, and warning systems
E4	CORE	Test Alternating Current (AC) circuits
E4	CORE	Test auxiliary air and cooling water systems
E4	CORE	Test computer and peripheral systems
E4	CORE	Test data links
E4	CORE	Test digital circuits
E4	CORE	Test Direct Current (DC) circuits
E4	CORE	Test display systems
E4	CORE	Test Electromagnetic Warfare (EW) systems
E4	CORE	Test electromechanical (synchro/servo) systems
E4	NON-CORE	Test fiber optic cables and connectors
E4	CORE	Test interconnecting cables and connectors
E4	CORE	Test internal communications networks
E4	CORE	Test network systems
E4	CORE	Test power conversion and distribution systems

ELECTROMAGNETIC WARFARE (EW) SYSTEMS MAINTENANCE AND ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Test power supplies
E4	CORE	Test Radio Frequency (RF) components
E4	CORE	Troubleshoot Alternating Current (AC) circuits
E4	CORE	Troubleshoot auxiliary air and cooling water systems
E4	CORE	Troubleshoot computer and peripheral systems
E4	CORE	Troubleshoot digital circuits
E4	CORE	Troubleshoot Direct Current (DC) circuits
E4	CORE	Troubleshoot display systems
E4	CORE	Troubleshoot Electromagnetic Warfare (EW) systems
E4	CORE	Troubleshoot electromechanical (synchro/servo) systems
E4	NON-CORE	Troubleshoot fiber optic cables and connectors
E4	CORE	Troubleshoot interconnecting cables and connectors
E4	CORE	Troubleshoot internal communications networks
E4	CORE	Troubleshoot network systems
E4	CORE	Troubleshoot power conversion and distribution systems
E4	CORE	Troubleshoot power supplies
E4	CORE	Troubleshoot Radio Frequency (RF) components
E5	CORE	Update Combat System (CS) smooth logs
E5	CORE	Update Combat Systems Operational Sequencing System (CSOSS)
E6	CORE	Validate Combat System (CS) smooth logs
E4	CORE	Validate Combat Systems Operational Sequencing System (CSOSS)
E6	CORE	Verify procedural documents (e.g., Standard Operating Procedures (SOP), Temporary Standing Orders (TSO), Departure from Specifications (DFS), etc.)
E7	CORE	Verify System Operability Verification Test (SOVT)

ELECTROMAGNETIC SPECTRUM OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Configure Own-Force Monitoring (OFM) equipment
E6	CORE	Construct Electromagnetic (EM) Battlespace plans (e.g., Real-Time Spectrum Operations (RTSO), Emission Control (EMCON), etc.)
E5	CORE	Determine jamming sources
E5	CORE	Determine satellite vulnerabilities
E4	CORE	Identify Electromagnetic Interference (EMI)
E7	CORE	Integrate into Joint Restricted Frequency List (JRFL) process
E7	CORE	Manage spectrum plans
E5	CORE	Mitigate Electromagnetic Interference (EMI)
E4	CORE	Monitor Electromagnetic (EM) spectrum
E4	CORE	Monitor own force emissions
E5	CORE	Obtain space weather reports for Electromagnetic Spectrum Operations (EMSO)

ELECTROMAGNETIC SPECTRUM OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform Own-Force Monitoring (OFM) equipment shutdown procedures
E4	CORE	Perform Own-Force Monitoring (OFM) equipment startup procedures
E5	CORE	Perform unit level Electromagnetic Spectrum Operations (EMSO)
E5	CORE	Predict friendly and/or adversary equipment performance characteristics based on propagation modeling utilizing parametric and atmospheric data (e.g., BUILDER, Realtime Spectrum Operations (RTSO), etc.)
E5	CORE	Report Electromagnetic Interference (EMI)
E5	CORE	Report jamming sources
E5	CORE	Research jamming sources
E6	CORE	Validate Electromagnetic Spectrum Operations (EMSO) documentation (e.g., Real-Time Spectrum Operations (RTSO), Hazards of Electromagnetic Radiation to Ordnance (HERO), Emission Control (EMCON), etc.)

ELECTROMAGNETIC WARFARE OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Calculate threat detection envelopes
E5	CORE	Conduct Counter-Intelligence Surveillance Reconnaissance Targeting (CISRT)
E5	NON-CORE	Conduct Counter-Unmanned Systems (C-UxS) operations
E5	CORE	Conduct Electromagnetic Warfare Control Ship (EWCS) procedures
E4	CORE	Configure Common Integrated Broadcast (CIB) radio receiving equipment
E4	CORE	Configure Electromagnetic Warfare (EW) systems
E4	CORE	Configure Electromagnetic Warfare (EW) systems for conditions of Hazards of Electromagnetic Radiation to Ordnance (HERO), Hazards of Electromagnetic Radiation to Personnel (HERP), and Hazards of Electromagnetic Radiation to Fuel (HERF)
E4	CORE	Construct local emitter libraries
E4	CORE	Coordinate Emission Control (EMCON) conditions
E4	CORE	Deploy Electromagnetic Warfare (EW) countermeasures
E5	CORE	Evaluate Electromagnetic Warfare (EW) Measures of Effectiveness (MOE)
E5	CORE	Evaluate mission threats
E4	CORE	Implement Rapid Evaluation Guidelines (REG)
E6	CORE	Lead Electromagnetic Warfare (EW) operations (e.g., Emission Control (EMCON), Electromagnetic Warfare Support (ES), countermeasures deployment, etc.)
E4	CORE	Maintain Electromagnetic Warfare (EW) status boards and logs
E7	CORE	Manage configuration of Electromagnetic Warfare (EW) systems for conditions of Hazards of Electromagnetic Radiation to Ordnance (HERO), Hazards of Electromagnetic Radiation to Personnel (HERP), and Hazards of Electromagnetic Radiation to Fuel (HERF)
E7	CORE	Manage decoy handling operations (e.g., onload, offload, inventory, etc.)
E7	CORE	Manage divisional equipment and system configurations
E6	CORE	Manage Electromagnetic Warfare (EW) system operations
E6	CORE	Manage Electromagnetic Warfare (EW) systems during casualty conditions

ELECTROMAGNETIC WARFARE OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Manage transition of Electromagnetic Warfare (EW) systems between conditions of readiness
E4	CORE	Modify Electromagnetic Warfare (EW) equipment readiness conditions
E4	CORE	Modify Radio Detection and Ranging (RADAR) Signature Reduction System (RSRS) conditions
E4	CORE	Perform Combat Systems Operational Sequencing System (CSOSS) procedures (e.g., casualty responses/operations, normal operations, energize/de-energize equipment, etc.)
E4	CORE	Perform decoy handling operations (e.g., onload, offload, inventory, etc.)
E4	CORE	Perform Electromagnetic Attack (EA)
E4	CORE	Perform Electromagnetic Support (ES) operations
E4	CORE	Perform tactical communications (e.g., brevity codes, fleet tactical signals, etc.)
E4	CORE	Perform weapons casualty procedures
E5	CORE	Recommend course corrections in support of tactical operations
E4	CORE	Report Essential Elements of Friendly Information (EEFI) violations
E4	CORE	Report systems equipment status
E5	CORE	Supervise Combat Systems Operational Sequencing System (CSOSS) operations
E5	CORE	Supervise configuration of Electromagnetic Warfare (EW) systems for conditions of Hazards of Electromagnetic Radiation to Ordnance (HERO), Hazards of Electromagnetic Radiation to Personnel (HERP), and Hazards of Electromagnetic Radiation to Fuel (HERF)
E6	CORE	Supervise construction of local emitter libraries
E6	CORE	Supervise decoy handling operations (e.g., onload, offload, inventory, etc.)
E6	CORE	Supervise divisional equipment and system configurations
E5	CORE	Supervise Electromagnetic Attack (EA) employment
E5	CORE	Supervise Electromagnetic Warfare (EW) countermeasure deployment
E5	CORE	Supervise Emission Control (EMCON) conditions
E5	NON-CORE	Supervise modification of doctrine status
E5	CORE	Supervise Pre-Planned Responses (PPR) executions
E5	CORE	Supervise tactical communications (e.g., voice, chat, etc.)
E5	CORE	Supervise transition of Electromagnetic Warfare (EW) systems between conditions of readiness
E4	CORE	Verify Emission Control (EMCON) conditions
E5	CORE	Verify Radio Detection and Ranging (RADAR) Signature Reduction System (RSRS) conditions

ELECTRONIC INTELLIGENCE (ELINT) OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze broadcast data (e.g., national, Global Command and Control System Maritime (GCCS-M), Intelligence Broadcast System/Common Integrated Broadcast (IBS/CIB), etc.)
E4	CORE	Analyze historical Signals of Interest (SOI) data
E4	CORE	Analyze Signals of Interest (SOI)
E4	CORE	Brief cryptologic and intelligence products
E4	CORE	Calculate Radio Detection and Ranging (RADAR) parameters
E4	CORE	Compute Radio Detection and Ranging (RADAR) performance characteristics based on parameters
E4	CORE	Configure Signals Intelligence (SIGINT) and other non-communication systems
E4	CORE	Convert Radio Detection and Ranging (RADAR) parameters
E6	CORE	Coordinate pre/post deployment briefs
E6	CORE	Coordinate pre/post deployment checklists
E5	CORE	Coordinate reachback support
E4	CORE	Correlate national systems data to platform
E4	CORE	Crossfix Signals of Interest (SOI) intercepts
E4	CORE	Determine current tactical picture
E4	CORE	Determine modulation types (i.e., intrapulse, interpulse)
E4	CORE	Determine target source utilizing Unintentional Modulation on Pulse (UMOP)
E5	CORE	Disseminate Electronic Intelligence (ELINT) data and reports (e.g., Operational Electronic Intelligence (OpELINT), Technical Electronics Intelligence (TechELINT), etc.)
E4	CORE	Draft reports (i.e., UNIFORM, Electronic Intelligence Technical Reports (ELT), Tactical Reports (TACREP))
E4	CORE	Evaluate signal quality
E4	CORE	Identify Radio Detection and Ranging (RADAR) systems capabilities
E4	CORE	Implement Electronic Intelligence (ELINT) collection plans
E5	CORE	Input filter management plans
E4	CORE	Interpret message traffic data in support of operations
E7	CORE	Manage Electronic Intelligence (ELINT) collection, analysis, and reporting
E4	CORE	Obtain Order of Battle (OOB)
E4	CORE	Perform Operational Electronic Intelligence (OpELINT) analysis (e.g., Intelligence Preparation (IPR), Maritime Domain Awareness (MDA), etc.)
E4	CORE	Provide source of overhead systems data (e.g., ephemeris data, collector diagram, etc.)
E5	CORE	Report PROFORMA signals
E4	CORE	Research Intelligence Community (IC) databases

ELECTRONIC INTELLIGENCE (ELINT) OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Search Electronic Intelligence (ELINT) databases in support of mission planning and execution
E5	CORE	Supervise Electronic Intelligence (ELINT) collections, analysis, and reporting
E4	CORE	Transfer data between systems (e.g., Data Transfer Agent (DTA), Department of Defense (DoD) Secure Access File Exchange (SAFE), DoD Intelligence Information System (DODIIS) One-Way Transfer Tool (DOTS), etc.)
E5	CORE	Update National databases (i.e., provide UNIFORM reports and input to National Operational Electronic Intelligence (OPELINT) Integration Database (NIODB) via the Naval Information Warfighting Development Center (NIWDC) and Navy Information Operations Command (NIOC) Pacific or NIOC Norfolk)
E5	CORE	Validate Electronic Intelligence (ELINT) logs
E7	CORE	Validate reports (i.e., UNIFORM, Tactical Reports (TACREP))
E5	CORE	Verify collection, analysis, and reporting

INFORMATION OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct all-source intelligence research
E4	CORE	Conduct Battle Damage Assessment (BDA)
E5	NON-CORE	Conduct non-standard collection operations/unconventional collection
E4	CORE	Configure software-based analysis tools
E5	NON-CORE	Construct target intelligence packages
E6	CORE	Coordinate data collection responsibilities
E6	CORE	Coordinate Information Operations (IO) assets
E6	CORE	Coordinate Military Deception (MILDEC) plan support
E7	CORE	Coordinate multi-unit employment of Electromagnetic Attacks (EA)
E4	CORE	Correlate Information Operation (IO) asset capabilities and limitations
E5	CORE	Develop intelligence products based on Pattern of Life (PoL)
E7	CORE	Develop joint, allied, and coalition Information Operations (IO) plans
E6	NON-CORE	Develop Signals Intelligence (SIGINT) Concept of Operations (CONOP)
E7	CORE	Develop strike group Information Operations (IO) directives
E4	CORE	Disseminate Military Information Support Operations (MISO) material
E6	CORE	Evaluate Information Operations (IO) Measures of Effectiveness (MOE)
E6	CORE	Evaluate Information Operations (IO) platform capabilities and limitations
E4	CORE	Implement Pre-Planned Responses (PPR)
E4	CORE	Implement Signals Intelligence (SIGINT) tasking
E7	CORE	Manage Electromagnetic Warfare Control Ship (EWCS) operations
E7	CORE	Manage Information Operations (IO) postures
E7	CORE	Manage Military Deception (MILDEC) plans
E7	CORE	Manage strike group Information Operations (IO) readiness requirements
E6	CORE	Manage watch teams
E4	CORE	Perform all-source fusion analysis
E4	CORE	Perform geolocation analysis

INFORMATION OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform Information Operations (IO) utilizing Tactical Data Processors (TDP)
E4	CORE	Perform Military Deception (MILDEC) operations
E4	CORE	Perform Pattern of Life (PoL) analysis
E5	CORE	Prioritize mission threats
E7	CORE	Process fleet Information Operations (IO) requirements
E6	CORE	Provide Counter Intelligence Surveillance Reconnaissance Targeting (CISRT) solutions in support of operations
E6	NON-CORE	Provide Information Operations (IO) input to Strike Planning Cell (SPC)
E5	NON-CORE	Provide process feedback to national systems managers
E5	NON-CORE	Provide Signals Intelligence (SIGINT) Concept of Operations (CONOP) input
E5	CORE	Provide target Positive Identification (PID) recommendations
E7	CORE	Recommend Information Operations (IO)/Electromagnetic Warfare (EW) mission objectives
E5	CORE	Recommend Tactical Situations (TACSIT)
E6	CORE	Supervise Tasking, Collection, Processing, Exploitation, and Dissemination (TCPED) process

MOBILE DISTRIBUTED SIGNALS INTELLIGENCE (SIGINT) OPERATIONS (DSO)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Review Electronic Support Measures (ESM) search plan
E6	NON-CORE	Update Electronic Support Measures (ESM) search plan
E7	NON-CORE	Validate Electronic Support Measures (ESM) search plan

NON-MOBILE DISTRIBUTED SIGNALS INTELLIGENCE (SIGINT) OPERATIONS (DSO)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Evaluate threat envelopes

PLANNING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Assess adversary Intelligence, Surveillance, Reconnaissance, and Targeting (ISRT) capabilities
E6	CORE	Assess emergent Signals Intelligence (SIGINT) threats
E6	CORE	Coordinate Electromagnetic Warfare (EW)/Information Operations (IO) exercises
E7	NON-CORE	Coordinate Electromagnetic Warfare (EW)/Information Operations (IO) with joint/allied partners
E7	CORE	Coordinate Information Operations (IO) experimentation and advanced capabilities initiatives
E7	CORE	Coordinate Information Operations (IO) integration across all disciplines and warfare areas
E6	CORE	Coordinate joint fires tasking
E7	NON-CORE	Coordinate Underway Strike Group Electromagnetic Warfare (EW) system maintenance

PLANNING (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Develop Concept of Operations (CONOP)
E6	CORE	Develop data for Electromagnetic Warfare (EW) Doctrine Review Board (DRB)
E7	CORE	Develop Electromagnetic Warfare (EW) Pre-Planned Responses (PPR)
E7	NON-CORE	Develop Electromagnetic Warfare (EW) tactics
E7	CORE	Develop joint Electromagnetic Warfare (EW) plans
E7	CORE	Develop multi-unit Electromagnetic Warfare (EW) Pre-Planned Responses (PPR)
E6	CORE	Develop Real-Time Spectrum Operations (RTSO) plans
E7	CORE	Develop Signals Intelligence (SIGINT)/Electromagnetic Warfare (EW) plans
E7	CORE	Develop Signals Intelligence (SIGINT)/Electromagnetic Warfare (EW) tactics
E6	CORE	Draft Electromagnetic Warfare (EW) doctrines and bills (e.g., Anti-ship Missile Defense (ASMD), Passive Countermeasures System (PCMS), Emissions Control (EMCON), etc.)
E7	CORE	Draft Electromagnetic Warfare (EW) operational messages (e.g., Electromagnetic Warfare (EW) Operational Tasking (OPTASK), Information Operations (IO) Operational Tasking (OPTASK), Daily Intentions Message (DIMS), Information Operations (IO) Supplement (SUPP), etc.)
E6	CORE	Draft Naval Messages (e.g., Electromagnetic Attack (EA) request, Daily Intentions Messages (DIMS), etc.)
E4	CORE	Identify adversary Tactics, Techniques, and Procedures (TTP)
E7	CORE	Manage unit priority target lists
E7	CORE	Request supporting Electromagnetic Warfare (EW)/Information Operations (IO) assets
E4	CORE	Research adversary capabilities and limitations
E6	CORE	Validate adversary Intelligence, Surveillance, Reconnaissance, and Targeting (ISRT) capabilities
E7	CORE	Validate data for Electromagnetic Warfare (EW) Doctrine Review Board (DRB)
E7	CORE	Validate Real-Time Spectrum Operations (RTSO) plans

SECURITY AND ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Audit Electromagnetic Warfare (EW) system password accounts
E6	CORE	Enforce naval and National security directives and instructions (e.g., physical security, Information Security (INFOSEC), Communication Security (COMSEC), Operations Security (OPSEC), etc.)
E4	CORE	Implement naval cryptologic and national security requirements (e.g., physical security, Information Security (INFOSEC), Communication Security (COMSEC), Operational Security (OPSEC) and directives and instructions associated with Sensitive Compartmented Information (SCI), etc.)
E4	CORE	Inventory controlled equipment
E4	CORE	Inventory Electromagnetic Warfare (EW) system software and firmware
E4	CORE	Maintain Electromagnetic Warfare (EW) systems password accounts
E5	CORE	Manage controlled equipment
E5	CORE	Sanitize data for dissemination

SECURITY AND ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Supervise Emergency Action Plan (EAP) operations
E5	CORE	Supervise watch teams
E4	CORE	Support Emergency Action Plans (EAP)

TRAINING AND CERTIFICATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Conduct training evolutions (e.g., Combat Systems Training Teams (CSTT), etc.)
E5	CORE	Configure Electromagnetic Warfare (EW) systems for training and testing evolutions
E6	CORE	Coordinate Combat Systems Training Team (CSTT) drills
E7	CORE	Coordinate Electromagnetic Warfare (EW) systems testing evolutions
E6	CORE	Coordinate equipment certifications and recertifications
E7	CORE	Coordinate training evolutions (e.g., Combat Systems Training Teams (CSTT), etc.)
E6	CORE	Develop training evolutions (e.g., Combat Systems Training Teams (CSTT), etc.)
E5	CORE	Develop training scenarios (e.g., Embedded Training Device (ETD), lab-simulated, etc.)
E6	CORE	Draft Combat Systems Training Team (CSTT) drill guides
E6	CORE	Evaluate training evolutions (e.g., Combat Systems Training Teams (CSTT), etc.)
E5	CORE	Implement Combat Systems Training Team (CSTT) drills
E7	CORE	Manage Information Operations (IO) training requirements
E5	CORE	Supervise Electromagnetic Warfare (EW) systems testing evolutions
E7	CORE	Validate Combat Systems Training Team (CSTT) drill guides
E6	CORE	Validate training scenarios (e.g., Embedded Training Device (ETD), lab-simulated, etc.)
E7	CORE	Verify Integrated and advanced phase training requirements (e.g., Naval Mission Essential Task List (NMETL), Naval Task (NTA), Advanced Pre-Deployment Training (APDT), etc.)

Job Title**Information Operations Planner****Job Code****002677****Job Family**

Protective Service

NOC

TBD

Short Title (30 Characters)

INFORMATION OPS PLANNER

Short Title (14 Characters)

INFO OPS PLNR

Pay Plan

Enlisted

Career Field

CTT

Other Relationships and Rules

NEC CXXX series and other NECs as assigned

Job Description

Information Operations Planners maintain Information Operations (IO)/Electromagnetic Warfare (EW) readiness; ensure IO core competency mission objectives are met; collaborate with Warfare Commanders to ensure IO planning is executed as part of the overall mission; develop spectrum management plans, Military Deception (MILDEC) plans, IO doctrine, Emission Control (EMCON) plans, Operations Security (OPSEC) directives, Military Information Support Operations (MISO), integrated fires, battlespace awareness, Assured Command and Control (C2), and Pre-Planned Responses (PPR); and schedule and execute training to maintain IO/EW readiness.

DoD Relationship**Group Title**

Intercept Operators

(Code and Non-Code)

DoD Code

123100

O*NET Relationship**Occupation Title**

Intelligence Analysts

SOC Code

33-3021.06

Job Family

Protective Service

Skills*Critical Thinking**Coordination**Management of Material Resources**Judgment and Decision Making**Complex Problem Solving**Quality Control Analysis**Operation and Control**Reading Comprehension**Writing**Monitoring***Abilities***Deductive Reasoning**Inductive Reasoning**Written Expression**Written Comprehension**Information Ordering**Oral Expression**Perceptual Speed**Time Sharing**Problem Sensitivity**Originality***ELECTROMAGNETIC WARFARE (EW) SYSTEMS MAINTENANCE AND ADMINISTRATION****Paygrade**

E4

Task Type

CORE

Task Statements

Analyze equipment and system status data (e.g., Emission Control (EMCON), Tactical Situation (TACSIT), Military Deception (MILDEC), etc.)

E4

CORE

Collect equipment and system status data (e.g., Emission Control (EMCON), Tactical Situation (TACSIT), Military Deception (MILDEC), etc.)

E4

CORE

Configure display systems

E6

NON-CORE

Coordinate Electromagnetic Warfare (EW) equipment installations

E6

NON-CORE

Coordinate Electromagnetic Warfare (EW) equipment removals

E7

CORE

Coordinate Electromagnetic Warfare (EW) test range runs

E4

CORE

Document equipment and system status data (e.g., Regional Maintenance Center (RMC), Destroyer Squadron (DESRON), Amphibious Squadron (PHIBRON), etc.)

E6

CORE

Draft procedural documents (e.g., Standard Operating Procedures (SOP), Temporary Standing Orders (TSO), Departure From Specifications (DFS), etc.)

E4

CORE

Inspect work areas, tools, and equipment

E6

CORE

Interpret test and evaluation range results (e.g., ULM-4, Passive Countermeasures System (PCMS), etc.)

E7

CORE

Manage Passive Countermeasure System (PCMS) programs

E4

CORE

Perform Tactical Data Processors (TDP) startup procedures

E5

CORE

Supervise Electromagnetic Warfare (EW) systems during casualty conditions

E4

CORE

Test display systems

ELECTROMAGNETIC WARFARE (EW) SYSTEMS MAINTENANCE AND ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Verify procedural documents (e.g., Standard Operating Procedures (SOP), Temporary Standing Orders (TSO), Departure from Specifications (DFS), etc.)

ELECTROMAGNETIC SPECTRUM OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Configure Own-Force Monitoring (OFM) equipment
E6	CORE	Construct Electromagnetic (EM) Battlespace plans (e.g., Real-Time Spectrum Operations (RTSO), Emission Control (EMCON), etc.)
E5	CORE	Determine jamming sources
E5	CORE	Determine satellite vulnerabilities
E4	CORE	Identify Electromagnetic Interference (EMI)
E7	CORE	Integrate into Joint Restricted Frequency List (JRFL) process
E7	CORE	Manage spectrum plans
E5	CORE	Mitigate Electromagnetic Interference (EMI)
E4	CORE	Monitor Electromagnetic (EM) spectrum
E4	CORE	Monitor own force emissions
E5	CORE	Obtain space weather reports for Electromagnetic Spectrum Operations (EMSO)
E4	CORE	Perform Own-Force Monitoring (OFM) equipment shutdown procedures
E4	CORE	Perform Own-Force Monitoring (OFM) equipment startup procedures
E5	CORE	Predict friendly and/or adversary equipment performance characteristics based on propagation modeling utilizing parametric and atmospheric data (e.g., BUILDER, Realtime Spectrum Operations (RTSO), etc.)
E5	CORE	Report Electromagnetic Interference (EMI)
E5	CORE	Report jamming sources
E5	CORE	Research jamming sources
E6	CORE	Validate Electromagnetic Spectrum Operations (EMSO) documentation (e.g., Real-Time Spectrum Operations (RTSO), Hazards of Electromagnetic Radiation to Ordnance (HERO), Emission Control (EMCON), etc.)

ELECTROMAGNETIC WARFARE OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Calculate threat detection envelopes
E5	CORE	Conduct Counter-Intelligence Surveillance Reconnaissance Targeting (CISRT)
E5	NON-CORE	Conduct Counter-Unmanned Systems (C-UxS) operations
E4	CORE	Coordinate Emission Control (EMCON) conditions
E5	CORE	Evaluate Electromagnetic Warfare (EW) Measures of Effectiveness (MOE)
E5	CORE	Evaluate mission threats
E4	CORE	Implement Rapid Evaluation Guidelines (REG)
E6	CORE	Lead Electromagnetic Warfare (EW) operations (e.g., Emission Control (EMCON), Electromagnetic Warfare Support (ES), countermeasures deployment, etc.)
E4	CORE	Maintain Electromagnetic Warfare (EW) status boards and logs
E7	CORE	Manage divisional equipment and system configurations
E6	CORE	Manage Electromagnetic Warfare (EW) system operations

ELECTROMAGNETIC WARFARE OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Manage Electromagnetic Warfare (EW) systems during casualty conditions
E5	CORE	Manage transition of Electromagnetic Warfare (EW) systems between conditions of readiness
E4	CORE	Modify Electromagnetic Warfare (EW) equipment readiness conditions
E4	CORE	Perform Electromagnetic Support (ES) operations
E4	CORE	Perform tactical communications (e.g., brevity codes, fleet tactical signals, etc.)
E5	CORE	Recommend course corrections in support of tactical operations
E4	CORE	Report Essential Elements of Friendly Information (EEFI) violations
E4	CORE	Report systems equipment status
E6	CORE	Supervise construction of local emitter libraries
E6	CORE	Supervise divisional equipment and system configurations
E5	CORE	Supervise Electromagnetic Attack (EA) employment
E5	CORE	Supervise Electromagnetic Warfare (EW) countermeasure deployment
E5	CORE	Supervise Emission Control (EMCON) conditions
E5	NON-CORE	Supervise modification of doctrine status
E5	CORE	Supervise Pre-Planned Responses (PPR) executions
E5	CORE	Supervise tactical communications (e.g., voice, chat, etc.)
E5	CORE	Supervise transition of Electromagnetic Warfare (EW) systems between conditions of readiness
E4	CORE	Verify Emission Control (EMCON) conditions
E5	CORE	Verify Radio Detection and Ranging (RADAR) Signature Reduction System (RSRS) conditions

ELECTRONIC INTELLIGENCE (ELINT) OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze historical Signals of Interest (SOI) data
E4	CORE	Analyze Signals of Interest (SOI)
E4	CORE	Brief cryptologic and intelligence products
E4	CORE	Configure Signals Intelligence (SIGINT) and other non-communication systems
E6	CORE	Coordinate pre/post deployment briefs
E6	CORE	Coordinate pre/post deployment checklists
E5	CORE	Coordinate reachback support
E4	CORE	Coordinate with respective consumer(s)
E4	CORE	Crossfix Signals of Interest (SOI) intercepts
E4	CORE	Determine current tactical picture
E5	CORE	Disseminate Electronic Intelligence (ELINT) data and reports (e.g., Operational Electronic Intelligence (OpELINT), Technical Electronics Intelligence (TechELINT), etc.)
E4	CORE	Draft reports (i.e., UNIFORM, Electronic Intelligence Technical Reports (ELT), Tactical Reports (TACREP))
E4	CORE	Identify Radio Detection and Ranging (RADAR) systems capabilities
E4	CORE	Implement Electronic Intelligence (ELINT) collection plans

ELECTRONIC INTELLIGENCE (ELINT) OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Input filter management plans
E4	CORE	Interpret message traffic data in support of operations
E7	CORE	Manage Electronic Intelligence (ELINT) collection, analysis, and reporting
E4	CORE	Obtain Order of Battle (OOB)
E4	CORE	Perform Operational Electronic Intelligence (OpELINT) analysis (e.g., Intelligence Preparation (IPR), Maritime Domain Awareness (MDA), etc.)
E4	CORE	Research Intelligence Community (IC) databases
E4	CORE	Search Electronic Intelligence (ELINT) databases in support of mission planning and execution
E5	CORE	Supervise Electronic Intelligence (ELINT) collections, analysis, and reporting
E5	CORE	Validate Electronic Intelligence (ELINT) logs
E7	CORE	Validate reports (i.e., UNIFORM, Tactical Reports (TACREP))
E5	CORE	Verify collection, analysis, and reporting

INFORMATION OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct all-source intelligence research
E4	CORE	Conduct Battle Damage Assessment (BDA)
E4	CORE	Configure software-based analysis tools
E5	NON-CORE	Construct target intelligence packages
E6	CORE	Coordinate data collection responsibilities
E6	CORE	Coordinate Information Operations (IO) assets
E6	CORE	Coordinate Military Deception (MILDEC) plan support
E7	CORE	Coordinate multi-unit employment of Electromagnetic Attacks (EA)
E5	CORE	Coordinate target analysis
E4	CORE	Correlate Information Operation (IO) asset capabilities and limitations
E5	CORE	Develop intelligence products based on Pattern of Life (PoL)
E7	CORE	Develop joint, allied, and coalition Information Operations (IO) plans
E6	NON-CORE	Develop Signals Intelligence (SIGINT) Concept of Operations (CONOP)
E7	CORE	Develop strike group Information Operations (IO) directives
E4	CORE	Disseminate Military Information Support Operations (MISO) material
E6	CORE	Evaluate Information Operations (IO) Measures of Effectiveness (MOE)
E6	CORE	Evaluate Information Operations (IO) platform capabilities and limitations
E4	CORE	Implement Pre-Planned Responses (PPR)
E4	CORE	Implement Signals Intelligence (SIGINT) tasking
E7	CORE	Manage Electromagnetic Warfare Control Ship (EWCS) operations
E7	CORE	Manage Information Operations (IO) postures
E7	CORE	Manage Military Deception (MILDEC) plans
E7	NON-CORE	Manage Signals Intelligence (SIGINT) equipment resource allocation with joint forces and Intelligence Community (IC) partners
E7	CORE	Manage strike group Information Operations (IO) readiness requirements

INFORMATION OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Manage watch teams
E4	CORE	Perform all-source fusion analysis
E4	CORE	Perform geolocation analysis
E4	CORE	Perform Information Operations (IO) utilizing Tactical Data Processors (TDP)
E4	CORE	Perform Military Deception (MILDEC) operations
E4	CORE	Perform Pattern of Life (PoL) analysis
E5	CORE	Prioritize mission threats
E7	CORE	Process fleet Information Operations (IO) requirements
E6	CORE	Provide Counter Intelligence Surveillance Reconnaissance Targeting (CISRT) solutions in support of operations
E6	NON-CORE	Provide Information Operations (IO) input to Strike Planning Cell (SPC)
E5	NON-CORE	Provide process feedback to national systems managers
E5	NON-CORE	Provide Signals Intelligence (SIGINT) Concept of Operations (CONOP) input
E5	NON-CORE	Recommend collection assets and windows of opportunity
E7	CORE	Recommend Information Operations (IO)/Electromagnetic Warfare (EW) mission objectives
E5	CORE	Recommend Tactical Situations (TACSIT)
E6	CORE	Supervise Tasking, Collection, Processing, Exploitation, and Dissemination (TCPED) process

MOBILE DISTRIBUTED SIGNALS INTELLIGENCE (SIGINT) OPERATIONS (DSO)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	NON-CORE	Deconflict Signals Intelligence (SIGINT) operations
E7	NON-CORE	Request Electromagnetic warfare (EW)/Signals Intelligence (SIGINT) supporting assets
E6	NON-CORE	Update Electronic Support Measures (ESM) search plan
E7	NON-CORE	Validate Electronic Support Measures (ESM) search plan

NON-MOBILE DISTRIBUTED SIGNALS INTELLIGENCE (SIGINT) OPERATIONS (DSO)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	NON-CORE	Direct Signals Intelligence (SIGINT) taskings
E5	CORE	Evaluate threat envelopes
E7	NON-CORE	Manage targeting cycles
E7	NON-CORE	Request assets and resources to meet intelligence requirements

PLANNING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Assess adversary Intelligence, Surveillance, Reconnaissance, and Targeting (ISRT) capabilities
E6	CORE	Assess emergent Signals Intelligence (SIGINT) threats
E6	CORE	Coordinate Electromagnetic Warfare (EW)/Information Operations (IO) exercises
E7	NON-CORE	Coordinate Electromagnetic Warfare (EW)/Information Operations (IO) with joint/allied partners
E7	CORE	Coordinate Information Operations (IO) experimentation and advanced capabilities initiatives
E7	CORE	Coordinate Information Operations (IO) integration across all disciplines and warfare areas
E6	CORE	Coordinate joint fires tasking
E7	NON-CORE	Coordinate joint Signals Intelligence (SIGINT) collection plans
E7	NON-CORE	Coordinate support to Air Tasking Order (ATO)
E7	NON-CORE	Coordinate Underway Strike Group Electromagnetic Warfare (EW) system maintenance
E7	NON-CORE	Deconflict national target lists
E7	NON-CORE	Develop allied/coalition Information Operations (IO) Directives
E7	CORE	Develop communications Electromagnetic Attack (EA) plans
E6	CORE	Develop Concept of Operations (CONOP)
E6	CORE	Develop data for Electromagnetic Warfare (EW) Doctrine Review Board (DRB)
E7	CORE	Develop Electromagnetic Warfare (EW) Pre-Planned Responses (PPR)
E7	NON-CORE	Develop Electromagnetic Warfare (EW) tactics
E7	CORE	Develop joint Electromagnetic Warfare (EW) plans
E7	NON-CORE	Develop joint Information Operations (IO) Directives
E7	CORE	Develop multi-unit Electromagnetic Warfare (EW) Pre-Planned Responses (PPR)
E6	CORE	Develop Real-Time Spectrum Operations (RTSO) plans
E7	CORE	Develop Signals Intelligence (SIGINT)/Electromagnetic Warfare (EW) plans
E7	CORE	Develop Signals Intelligence (SIGINT)/Electromagnetic Warfare (EW) tactics
E6	CORE	Draft Electromagnetic Warfare (EW) doctrines and bills (e.g., Anti-ship Missile Defense (ASMD), Passive Countermeasures System (PCMS), Emissions Control (EMCON), etc.)
E7	CORE	Draft Electromagnetic Warfare (EW) operational messages (e.g., Electromagnetic Warfare (EW) Operational Tasking (OPTASK), Information Operations (IO) Operational Tasking (OPTASK), Daily Intentions Message (DIMS), Information Operations (IO) Supplement (SUPP), etc.)
E6	CORE	Draft Naval Messages (e.g., Electromagnetic Attack (EA) request, Daily Intentions Messages (DIMS), etc.)
E7	CORE	Enforce higher authority directives (e.g., Operational Tasking (OPTASK) Operational Order (OPORD) Operational Plan (OPLAN), etc.)
E4	CORE	Identify adversary Tactics, Techniques, and Procedures (TTP)

PLANNING (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Manage unit priority target lists
E7	CORE	Request supporting Electromagnetic Warfare (EW)/Information Operations (IO) assets
E4	CORE	Research adversary capabilities and limitations
E6	CORE	Validate adversary Intelligence, Surveillance, Reconnaissance, and Targeting (ISRT) capabilities
E7	CORE	Validate Real-Time Spectrum Operations (RTSO) plans

SECURITY AND ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Audit Electromagnetic Warfare (EW) system password accounts
E6	CORE	Enforce naval and National security directives and instructions (e.g., physical security, Information Security (INFOSEC), Communication Security (COMSEC), Operations Security (OPSEC), etc.)
E4	CORE	Implement naval cryptologic and national security requirements (e.g., physical security, Information Security (INFOSEC), Communication Security (COMSEC), Operational Security (OPSEC) and directives and instructions associated with Sensitive Compartmented Information (SCI), etc.)
E4	CORE	Inventory controlled equipment
E4	CORE	Maintain Electromagnetic Warfare (EW) systems password accounts
E5	CORE	Manage controlled equipment
E5	CORE	Sanitize data for dissemination
E6	CORE	Supervise Emergency Action Plan (EAP) operations
E5	CORE	Supervise watch teams
E4	CORE	Support Emergency Action Plans (EAP)

TRAINING AND CERTIFICATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Conduct training evolutions (e.g., Combat Systems Training Teams (CSTT), etc.)
E7	CORE	Coordinate Electromagnetic Warfare (EW) systems testing evolutions
E6	CORE	Coordinate equipment certifications and recertifications
E7	CORE	Coordinate training evolutions (e.g., Combat Systems Training Teams (CSTT), etc.)
E6	CORE	Develop training evolutions (e.g., Combat Systems Training Teams (CSTT), etc.)
E5	CORE	Develop training scenarios (e.g., Embedded Training Device (ETD), lab-simulated, etc.)
E6	CORE	Evaluate training evolutions (e.g., Combat Systems Training Teams (CSTT), etc.)
E7	CORE	Manage Information Operations (IO) training requirements
E6	CORE	Validate training scenarios (e.g., Embedded Training Device (ETD), lab-simulated, etc.)
E7	CORE	Verify Integrated and advanced phase training requirements (e.g., Naval Mission Essential Task List (NMETL), Naval Task (NTA), Advanced Pre-Deployment Training (APDT), etc.)

Job Title**Operational Electronic Intelligence Analyst****Job Code****002756****Job Family**

Protective Service

NOC

TBD

Short Title (30 Characters)

OPERATIONAL ELINT ANALYST

Short Title (14 Characters)

OpELINT ANALYST

Pay Plan

Enlisted

Career Field

CTT

Other Relationships and Rules

NEC CXXX series and other NECs as assigned

Job Description

Operational Electronic Intelligence (OpELINT) Analysts perform collection, correlation, geo-location/geo-spatial, and operational analysis of non-communication and other signals derived from multiple intelligence production resources; analyze and report all-source information for tactical and strategic commanders in support of Fleet, Theater, and National objectives; and produce assessments detailing the capabilities, trends, and vulnerabilities of foreign non-communication and weapons systems.

DoD Relationship**Group Title**Intercept Operators
(Code and Non-Code)**DoD Code**

123100

O*NET Relationship**Occupation Title**

Intelligence Analysts

SOC Code

33-3021.06

Job Family

Protective Service

Skills*Critical Thinking**Coordination**Judgment and Decision Making**Management of Material Resources**Operation and Control**Complex Problem Solving**Quality Control Analysis**Reading Comprehension**Writing**Systems Analysis***Abilities***Deductive Reasoning**Inductive Reasoning**Written Comprehension**Written Expression**Information Ordering**Oral Expression**Perceptual Speed**Control Precision**Time Sharing**Problem Sensitivity***ELECTROMAGNETIC WARFARE (EW) SYSTEMS MAINTENANCE AND ADMINISTRATION****Paygrade****Task Type****Task Statements**

E4

CORE

Align Electromagnetic Warfare (EW) systems

E4

CORE

Analyze equipment and system status data (e.g., Emission Control (EMCON), Tactical Situation (TACSIT), Military Deception (MILDEC), etc.)

E7

CORE

Approve equipment installations, testing, and alterations

E4

CORE

Collect equipment and system status data (e.g., Emission Control (EMCON), Tactical Situation (TACSIT), Military Deception (MILDEC), etc.)

E4

CORE

Configure display systems

E4

CORE

Configure internal communications networks

E4

CORE

Configure network systems

E6

CORE

Coordinate Electromagnetic Warfare (EW) systems software, firmware installations and updates

E4

CORE

Document equipment and system status data (e.g., Regional Maintenance Center (RMC), Destroyer Squadron (DESRON), Amphibious Squadron (PHIBRON), etc.)

E6

CORE

Draft procedural documents (e.g., Standard Operating Procedures (SOP), Temporary Standing Orders (TSO), Departure from Specifications (DFS), etc.)

E4

CORE

Inspect work areas, tools, and equipment

E4

CORE

Maintain local emitter libraries

E5

CORE

Manage system software updates

E4

CORE

Perform Electronic Intelligence (ELINT)/Electromagnetic Warfare (EW) equipment shutdown procedures

ELECTROMAGNETIC WARFARE (EW) SYSTEMS MAINTENANCE AND ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform Electronic Intelligence (ELINT)/Electromagnetic Warfare (EW) equipment startup procedures
E4	CORE	Perform Tactical Data Processors (TDP) startup procedures
E4	CORE	Test display systems
E6	CORE	Verify procedural documents (e.g., Standard Operating Procedures (SOP), Temporary Standing Orders (TSO), Departure from Specifications (DFS), etc.)

ELECTROMAGNETIC SPECTRUM OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Configure Own-Force Monitoring (OFM) equipment
E5	CORE	Determine jamming sources
E5	CORE	Determine satellite vulnerabilities
E4	CORE	Identify Electromagnetic Interference (EMI)
E4	CORE	Monitor Electromagnetic (EM) spectrum
E4	CORE	Monitor own force emissions
E5	CORE	Obtain space weather reports for Electromagnetic Spectrum Operations (EMSO)
E4	CORE	Perform Own-Force Monitoring (OFM) equipment shutdown procedures
E4	CORE	Perform Own-Force Monitoring (OFM) equipment startup procedures
E5	CORE	Perform unit level Electromagnetic Spectrum Operations (EMSO)
E5	CORE	Predict friendly and/or adversary equipment performance characteristics based on propagation modeling utilizing parametric and atmospheric data (e.g., BUILDER, Realtime Spectrum Operations (RTSO), etc.)
E5	CORE	Report Electromagnetic Interference (EMI)
E5	CORE	Report jamming sources
E5	CORE	Research jamming sources

ELECTROMAGNETIC WARFARE OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Calculate detection ranges for Naval Special Warfare (NSW) specific platforms
E4	CORE	Calculate threat detection envelopes
E5	CORE	Conduct Counter-Intelligence Surveillance Reconnaissance Targeting (CISRT)
E5	NON-CORE	Conduct Counter-Unmanned Systems (C-UxS) operations
E4	CORE	Configure Common Integrated Broadcast (CIB) radio receiving equipment
E4	CORE	Construct local emitter libraries
E5	CORE	Evaluate Electromagnetic Warfare (EW) Measures of Effectiveness (MOE)
E5	CORE	Evaluate mission threats
E4	CORE	Implement Rapid Evaluation Guidelines (REG)
E4	CORE	Maintain Electromagnetic Warfare (EW) status boards and logs
E7	CORE	Manage divisional equipment and system configurations
E6	CORE	Manage Electromagnetic Warfare (EW) system operations
E6	CORE	Manage Electromagnetic Warfare (EW) systems during casualty conditions
E4	CORE	Perform Electromagnetic Support (ES) operations

ELECTROMAGNETIC WARFARE OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform tactical communications (e.g., brevity codes, fleet tactical signals, etc.)
E5	CORE	Recommend course corrections in support of tactical operations
E4	CORE	Report Essential Elements of Friendly Information (EEFI) violations
E4	CORE	Report systems equipment status
E6	CORE	Supervise construction of local emitter libraries
E6	CORE	Supervise divisional equipment and system configurations
E5	CORE	Supervise Pre-Planned Responses (PPR) executions
E5	CORE	Supervise tactical communications (e.g., voice, chat, etc.)
E4	CORE	Verify Emission Control (EMCON) conditions

ELECTRONIC INTELLIGENCE (ELINT) OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze broadcast data (e.g., national, Global Command and Control System Maritime (GCCS-M), Intelligence Broadcast System/Common Integrated Broadcast (IBS/CIB), etc.)
E4	CORE	Analyze historical Signals of Interest (SOI) data
E4	CORE	Analyze Signals of Interest (SOI)
E4	CORE	Brief cryptologic and intelligence products
E4	CORE	Calculate Radio Detection and Ranging (RADAR) parameters
E4	CORE	Compute Radio Detection and Ranging (RADAR) performance characteristics based on parameters
E4	CORE	Configure Signals Intelligence (SIGINT) and other non-communication systems
E4	CORE	Convert Radio Detection and Ranging (RADAR) parameters
E6	CORE	Coordinate pre/post deployment briefs
E6	CORE	Coordinate pre/post deployment checklists
E5	CORE	Coordinate reachback support
E4	CORE	Coordinate with respective consumer(s)
E4	CORE	Correlate national systems data to platform
E4	CORE	Crossfix Signals of Interest (SOI) intercepts
E4	CORE	Determine current tactical picture
E4	CORE	Determine modulation types (i.e., intrapulse, interpulse)
E4	CORE	Determine target source utilizing Unintentional Modulation on Pulse (UMOP)
E5	CORE	Disseminate Electronic Intelligence (ELINT) data and reports (e.g., Operational Electronic Intelligence (OpELINT), Technical Electronics Intelligence (TechELINT), etc.)
E4	CORE	Draft reports (i.e., UNIFORM, Electronic Intelligence Technical Reports (ELT), Tactical Reports (TACREP))
E4	CORE	Evaluate signal quality
E4	NON-CORE	Identify PROFORMA signals
E4	CORE	Identify Radio Detection and Ranging (RADAR) systems capabilities
E4	CORE	Implement Electronic Intelligence (ELINT) collection plans
E5	CORE	Input filter management plans

ELECTRONIC INTELLIGENCE (ELINT) OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Interpret message traffic data in support of operations
E7	CORE	Manage Electronic Intelligence (ELINT) collection, analysis, and reporting
E4	CORE	Obtain Order of Battle (OOB)
E4	CORE	Perform Operational Electronic Intelligence (OpELINT) analysis (e.g., Intelligence Preparation (IPR), Maritime Domain Awareness (MDA), etc.)
E4	CORE	Provide source of overhead systems data (e.g., ephemeris data, collector diagram, etc.)
E5	CORE	Report PROFORMA signals
E4	CORE	Research Intelligence Community (IC) databases
E6	NON-CORE	Review post mission processing for accuracy and follow-on tasking
E4	CORE	Search Electronic Intelligence (ELINT) databases in support of mission planning and execution
E5	CORE	Supervise Electronic Intelligence (ELINT) collections, analysis, and reporting
E4	CORE	Transfer data between systems (e.g., Data Transfer Agent (DTA), Department of Defense (DoD) Secure Access File Exchange (SAFE), DoD Intelligence Information System (DODIIS) One-Way Transfer Tool (DOTS), etc.)
E5	CORE	Update National databases (i.e., provide UNIFORM reports and input to National Operational Electronic Intelligence (OPELINT) Integration Database (NIODB) via the Naval Information Warfighting Development Center (NIWDC) and Navy Information Operations Command (NIOC) Pacific or NIOC Norfolk)
E5	CORE	Validate Electronic Intelligence (ELINT) logs
E7	CORE	Validate reports (i.e., UNIFORM, Tactical Reports (TACREP))
E5	CORE	Verify collection, analysis, and reporting

INFORMATION OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct all-source intelligence research
E4	CORE	Conduct Battle Damage Assessment (BDA)
E5	NON-CORE	Conduct non-standard collection operations/unconventional collection
E4	CORE	Configure software-based analysis tools
E5	NON-CORE	Construct target intelligence packages
E6	CORE	Coordinate data collection responsibilities
E6	CORE	Coordinate Information Operations (IO) assets
E6	CORE	Coordinate Military Deception (MILDEC) plan support
E5	CORE	Coordinate target analysis
E4	CORE	Correlate Information Operation (IO) asset capabilities and limitations
E5	CORE	Develop intelligence products based on Pattern of Life (PoL)
E7	CORE	Develop joint, allied, and coalition Information Operations (IO) plans
E6	NON-CORE	Develop Signals Intelligence (SIGINT) Concept of Operations (CONOP)
E7	CORE	Develop strike group Information Operations (IO) directives

INFORMATION OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Evaluate Information Operations (IO) Measures of Effectiveness (MOE)
E6	CORE	Evaluate Information Operations (IO) platform capabilities and limitations
E4	CORE	Implement Signals Intelligence (SIGINT) tasking
E7	NON-CORE	Manage Signals Intelligence (SIGINT) equipment resource allocation with joint forces and Intelligence Community (IC) partners
E6	CORE	Manage watch teams
E4	CORE	Perform all-source fusion analysis
E4	CORE	Perform geolocation analysis
E4	CORE	Perform Information Operations (IO) utilizing Tactical Data Processors (TDP)
E4	CORE	Perform Pattern of Life (PoL) analysis
E5	CORE	Prioritize mission threats
E7	CORE	Process fleet Information Operations (IO) requirements
E6	CORE	Provide Counter Intelligence Surveillance Reconnaissance Targeting (CISRT) solutions in support of operations
E6	NON-CORE	Provide Information Operations (IO) input to Strike Planning Cell (SPC)
E5	NON-CORE	Provide process feedback to national systems managers
E5	NON-CORE	Provide Signals Intelligence (SIGINT) Concept of Operations (CONOP) input
E5	CORE	Provide target Positive Identification (PID) recommendations
E5	NON-CORE	Recommend collection assets and windows of opportunity
E7	CORE	Recommend Information Operations (IO)/Electromagnetic Warfare (EW) mission objectives
E5	CORE	Recommend Tactical Situations (TACSIT)
E6	CORE	Supervise Tasking, Collection, Processing, Exploitation, and Dissemination (TCPED) process

MOBILE DISTRIBUTED SIGNALS INTELLIGENCE (SIGINT) OPERATIONS (DSO)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Analyze Unmanned Systems (UxS) communications signals
E6	NON-CORE	Develop detection range products for Naval Special Warfare (NSW) specific platforms
E6	NON-CORE	Identify Radio Frequency (RF) characteristics for Naval Special Warfare (NSW) specific equipment in theatre
E5	NON-CORE	Maintain mission logs
E4	NON-CORE	Perform end-of-mission pack and wrap
E5	NON-CORE	Perform tactical Airborne Precision Geolocation operations (APGL)/Unmanned Systems (UxS) payload operations
E5	NON-CORE	Perform tactical Precision Geo-location (PGL)
E5	NON-CORE	Provide target Combat Identification (CID) recommendations
E5	NON-CORE	Provide Time-Sensitive Target (TST) operations intelligence support
E7	NON-CORE	Request Electromagnetic Warfare (EW)/Signals Intelligence (SIGINT) supporting assets

MOBILE DISTRIBUTED SIGNALS INTELLIGENCE (SIGINT) OPERATIONS (DSO) (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Review Electronic Support Measures (ESM) search plan
E6	NON-CORE	Supervise end-of-mission pack and wrap
E6	NON-CORE	Update Electronic Support Measures (ESM) search plan
E7	NON-CORE	Validate Electronic Support Measures (ESM) search plan

NON-MOBILE DISTRIBUTED SIGNALS INTELLIGENCE (SIGINT) OPERATIONS (DSO)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze collection sources
E5	NON-CORE	Construct mission collection plans
E7	NON-CORE	Coordinate overwatch support
E5	NON-CORE	Determine collection gaps
E6	NON-CORE	Determine collection requirements
E5	NON-CORE	Develop targets in support of commander's intent
E7	NON-CORE	Direct Signals Intelligence (SIGINT) taskings
E5	NON-CORE	Disseminate time-sensitive reports
E4	NON-CORE	Draft time-sensitive reports
E5	CORE	Evaluate threat envelopes
E4	NON-CORE	Identify traffic source for targeting
E7	NON-CORE	Manage targeting cycles
E6	NON-CORE	Perform bulk data manipulation
E5	NON-CORE	Perform first phase initial Electronic Intelligence (ELINT) analysis and feedback
E7	NON-CORE	Request assets and resources to meet intelligence requirements
E5	NON-CORE	Update mission collection plans

PLANNING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Assess adversary Intelligence, Surveillance, Reconnaissance, and Targeting (ISRT) capabilities
E6	CORE	Assess emergent Signals Intelligence (SIGINT) threats
E6	CORE	Coordinate Electromagnetic Warfare (EW)/Information Operations (IO) exercises
E7	NON-CORE	Coordinate Electromagnetic Warfare (EW)/Information Operations (IO) with joint/allied partners
E7	CORE	Coordinate Information Operations (IO) experimentation and advanced capabilities initiatives
E7	CORE	Coordinate Information Operations (IO) integration across all disciplines and warfare areas
E6	CORE	Coordinate joint fires tasking
E7	NON-CORE	Coordinate joint Signals Intelligence (SIGINT) collection plans
E5	NON-CORE	Coordinate target analysis with external units
E5	NON-CORE	Coordinate with customer entities for mission and training requirements (e.g., intelligence requirements, cryptologic carry-on program (CCOP) equipment, etc.)
E7	NON-CORE	Deconflict national target lists
E6	CORE	Develop Concept of Operations (CONOP)

PLANNING (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Develop Electromagnetic Warfare (EW) Pre-Planned Responses (PPR)
E7	NON-CORE	Develop Electromagnetic Warfare (EW) tactics
E7	CORE	Develop joint Electromagnetic Warfare (EW) plans
E7	CORE	Develop multi-unit Electromagnetic Warfare (EW) Pre-Planned Responses (PPR)
E7	CORE	Draft Electromagnetic Warfare (EW) operational messages (e.g., Electromagnetic Warfare (EW) Operational Tasking (OPTASK), Information Operations (IO) Operational Tasking (OPTASK), Daily Intentions Message (DIMS), Information Operations (IO) Supplement (SUPP), etc.)
E6	CORE	Draft Naval Messages (e.g., Electromagnetic Attack (EA) request, Daily Intentions Messages (DIMS), etc.)
E4	CORE	Identify adversary Tactics, Techniques, and Procedures (TTP)
E7	CORE	Manage unit priority target lists
E7	CORE	Request supporting Electromagnetic Warfare (EW)/Information Operations (IO) assets
E4	CORE	Research adversary capabilities and limitations
E6	CORE	Validate adversary Intelligence, Surveillance, Reconnaissance, and Targeting (ISRT) capabilities

SECURITY AND ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Audit Electromagnetic Warfare (EW) system password accounts
E6	CORE	Enforce naval and National security directives and instructions (e.g., physical security, Information Security (INFOSEC), Communication Security (COMSEC), Operations Security (OPSEC), etc.)
E4	CORE	Implement naval cryptologic and national security requirements (e.g., physical security, Information Security (INFOSEC), Communication Security (COMSEC), Operational Security (OPSEC) and directives and instructions associated with Sensitive Compartmented Information (SCI), etc.)
E4	CORE	Inventory controlled equipment
E4	CORE	Maintain Electromagnetic Warfare (EW) systems password accounts
E5	CORE	Manage controlled equipment
E5	CORE	Sanitize data for dissemination
E6	CORE	Supervise Emergency Action Plan (EAP) operations
E5	CORE	Supervise watch teams
E4	CORE	Support Emergency Action Plans (EAP)

TRAINING AND CERTIFICATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Conduct training evolutions (e.g., Combat Systems Training Teams (CSTT), etc.)
E5	CORE	Configure Electromagnetic Warfare (EW) systems for training and testing evolutions
E7	CORE	Coordinate Electromagnetic Warfare (EW) systems testing evolutions
E7	CORE	Coordinate training evolutions (e.g., Combat Systems Training Teams (CSTT), etc.)
E6	CORE	Develop training evolutions (e.g., Combat Systems Training Teams (CSTT), etc.)

TRAINING AND CERTIFICATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Develop training scenarios (e.g., Embedded Training Device (ETD), lab-simulated, etc.)
E6	CORE	Evaluate training evolutions (e.g., Combat Systems Training Teams (CSTT), etc.)
E5	CORE	Supervise Electromagnetic Warfare (EW) systems testing evolutions
E7	CORE	Verify Integrated and advanced phase training requirements (e.g., Naval Mission Essential Task List (NMETL), Naval Task (NTA), Advanced Pre-Deployment Training (APDT), etc.)

Job Title**Tactical Information Operations Specialist****Job Code****002758****Job Family**

Protective Service

NOC

TBD

Short Title (30 Characters)

TACTICAL INFO OPERATIONS SPEC

Short Title (14 Characters)

TACINF OP SPEC

Pay Plan

Enlisted

Career Field

CTT

Other Relationships and Rules

NEC CXXX and 7XXX series and other NECs assigned

Job Description

Tactical Information Operations Specialists operate equipment to provide a wide variety of tactical information operations support including tactical Electromagnetic Warfare (EW), Operational Electronic Intelligence (OpELINT), and Computer Network Operations (CNO); support direct action/special reconnaissance missions in contested environments against near-peer and non-state actors; perform preventive and corrective maintenance on Naval Special Warfare (NSW) systems used for analysis, monitoring, tracking, recognition, identification, targeting, and electronic attack; coordinate repair of Electromagnetic Warfare (EW) systems; fabricate collection equipment as needed to support mission and collection requirements; conduct unattended/ unconventional collection efforts in support of Special Operations Forces (SOF) and support ground and airborne Electromagnetic Warfare (EW) mission and collections requirements.

DoD Relationship**Group Title**Intercept Operators
(Code and Non-Code)**DoD Code**

123100

O*NET Relationship**Occupation Title**

Intelligence Analysts

SOC Code

33-3021.06

Job Family

Protective Service

Skills*Critical Thinking**Management of Material Resources**Coordination**Judgment and Decision Making**Operation and Control**Complex Problem Solving**Quality Control Analysis**Reading Comprehension**Systems Analysis**Systems Evaluation***Abilities***Deductive Reasoning**Written Comprehension**Inductive Reasoning**Written Expression**Information Ordering**Control Precision**Oral Expression**Problem Sensitivity**Perceptual Speed**Time Sharing***COMPUTER NETWORK OPERATIONS (CNO)****Paygrade****Task Type****Task Statements**

E5

NON-CORE

Analyze digital network communications

E5

NON-CORE

Analyze remote system environments

E5

NON-CORE

Analyze target digital technologies and network systems

E5

NON-CORE

Apply cyber collection principles to enable intelligence gathering operations

E5

NON-CORE

Assess physical characteristics of the target environment

E5

NON-CORE

Assess target network vulnerabilities

E6

NON-CORE

Collaborate with stakeholders for cyber operations and tools

E5

NON-CORE

Construct target environments for training, testing, and assessing

E5

NON-CORE

Develop network maps

E5

NON-CORE

Integrate remote systems into computer network operations.

E5

NON-CORE

Perform basic triage and media forensic analysis

E5

NON-CORE

Perform packet and protocol analysis

E5

NON-CORE

Perform packet capture (PCAP) analysis

E5

NON-CORE

Validate target network capabilities and vulnerabilities

ELECTROMAGNETIC WARFARE (EW) SYSTEMS MAINTENANCE AND ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Align Electromagnetic Warfare (EW) systems
E4	CORE	Analyze blueprints and platform/unit drawings
E4	CORE	Analyze equipment and system status data (e.g., Emission Control (EMCON), Tactical Situation (TACSIT), Military Deception (MILDEC), etc.)
E4	CORE	Analyze schematics (e.g., mechanical drawings, electronic schematics, piping and valve drawings, etc.)
E7	CORE	Approve equipment installations, testing, and alterations
E4	CORE	Collect equipment and system status data (e.g., Emission Control (EMCON), Tactical Situation (TACSIT), Military Deception (MILDEC), etc.)
E5	CORE	Conduct Radio Detection and Ranging (RADAR) Cross Section (RCS) testing
E4	CORE	Configure display systems
E4	CORE	Configure internal communications networks
E4	CORE	Configure network systems
E4	CORE	Configure power conversion and distribution systems
E4	CORE	Configure Special Purpose Electronic Test Equipment (SPETE)
E6	NON-CORE	Coordinate Electromagnetic Warfare (EW) equipment installations
E6	NON-CORE	Coordinate Electromagnetic Warfare (EW) equipment removals
E6	CORE	Coordinate Electromagnetic Warfare (EW) systems software, firmware installations and updates
E7	CORE	Coordinate Electromagnetic Warfare (EW) test range runs
E4	CORE	Document equipment and system status data (e.g., Regional Maintenance Center (RMC), Destroyer Squadron (DESRON), Amphibious Squadron (PHIBRON), etc.)
E6	CORE	Draft procedural documents (e.g., Standard Operating Procedures (SOP), Temporary Standing Orders (TSO), Departure from Specifications (DFS), etc.)
E4	CORE	Inspect work areas, tools, and equipment
E5	CORE	Install equipment and alterations
E6	CORE	Interpret test and evaluation range results (e.g., ULM-4, Passive Countermeasures System (PCMS), etc.)
E4	CORE	Inventory Special Purpose Electronic Test Equipment (SPETE)
E4	CORE	Maintain local emitter libraries
E4	CORE	Maintain network systems
E5	CORE	Manage system software updates
E4	CORE	Perform Electromagnetic Warfare (EW) systems software, firmware installations and updates
E4	CORE	Perform Electronic Intelligence (ELINT)/Electromagnetic Warfare (EW) equipment shutdown procedures
E4	CORE	Perform Electronic Intelligence (ELINT)/Electromagnetic Warfare (EW) equipment startup procedures
E4	CORE	Perform equipment validations

ELECTROMAGNETIC WARFARE (EW) SYSTEMS MAINTENANCE AND ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform Tactical Data Processors (TDP) startup procedures
E4	CORE	Repair Alternating Current (AC) circuits
E4	CORE	Repair computer and peripheral systems
E4	CORE	Repair Direct Current (DC) circuits
E4	CORE	Repair display systems
E4	CORE	Repair Electromagnetic Warfare (EW) systems
E5	NON-CORE	Repair interconnecting cables and connectors
E4	NON-CORE	Repair network systems
E4	CORE	Repair power conversion and distribution systems
E4	CORE	Replace computer and peripheral systems
E4	CORE	Replace digital circuits
E4	CORE	Replace power supplies
E4	CORE	Replace Radio Frequency (RF) components
E5	CORE	Supervise Electromagnetic Warfare (EW) systems software, firmware installations, and updates
E5	CORE	Supervise equipment installations, testing, and alterations
E6	CORE	Supervise System Operation Verification Testing (SOVT)
E5	CORE	Supervise work center equipment and system configurations
E5	CORE	Supervise work center maintenance operations
E4	CORE	Test Alternating Current (AC) circuits
E4	CORE	Test computer and peripheral systems
E4	CORE	Test data links
E4	CORE	Test digital circuits
E4	CORE	Test Direct Current (DC) circuits
E4	CORE	Test display systems
E4	CORE	Test Electromagnetic Warfare (EW) systems
E4	CORE	Test interconnecting cables and connectors
E4	CORE	Test internal communications networks
E4	CORE	Test network systems
E4	CORE	Test power conversion and distribution systems
E4	CORE	Test power supplies
E4	CORE	Test Radio Frequency (RF) components
E4	CORE	Troubleshoot Alternating Current (AC) circuits
E4	CORE	Troubleshoot computer and peripheral systems
E4	CORE	Troubleshoot digital circuits
E4	CORE	Troubleshoot Direct Current (DC) circuits

ELECTROMAGNETIC WARFARE (EW) SYSTEMS MAINTENANCE AND ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Troubleshoot display systems
E4	CORE	Troubleshoot Electromagnetic Warfare (EW) systems
E4	CORE	Troubleshoot interconnecting cables and connectors
E4	CORE	Troubleshoot internal communications networks
E4	CORE	Troubleshoot network systems
E4	CORE	Troubleshoot power conversion and distribution systems
E4	CORE	Troubleshoot power supplies
E4	CORE	Troubleshoot Radio Frequency (RF) components
E6	CORE	Verify procedural documents (e.g., Standard Operating Procedures (SOP), Temporary Standing Orders (TSO), Departure From Specifications (DFS), etc.)
E7	CORE	Verify System Operability Verification Test (SOVT)

ELECTROMAGNETIC SPECTRUM OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Configure Own-Force Monitoring (OFM) equipment
E6	CORE	Construct Electromagnetic (EM) Battlespace plans (e.g., Real-Time Spectrum Operations (RTSO), Emission Control (EMCON), etc.)
E5	CORE	Determine jamming sources
E5	CORE	Determine satellite vulnerabilities
E4	CORE	Identify Electromagnetic Interference (EMI)
E7	CORE	Integrate into Joint Restricted Frequency List (JRFL) process
E7	CORE	Manage spectrum plans
E5	CORE	Mitigate Electromagnetic Interference (EMI)
E4	CORE	Monitor Electromagnetic (EM) spectrum
E4	CORE	Monitor own force emissions
E5	CORE	Obtain space weather reports for Electromagnetic Spectrum Operations (EMSO)
E4	CORE	Perform Own-Force Monitoring (OFM) equipment shutdown procedures
E4	CORE	Perform Own-Force Monitoring (OFM) equipment startup procedures
E5	CORE	Perform unit level Electromagnetic Spectrum Operations (EMSO)
E5	CORE	Predict friendly and/or adversary equipment performance characteristics based on propagation modeling utilizing parametric and atmospheric data (e.g., BUILDER, Realtime Spectrum Operations (RTSO), etc.)
E5	CORE	Report Electromagnetic Interference (EMI)
E5	CORE	Report jamming sources
E5	CORE	Research jamming sources

ELECTROMAGNETIC WARFARE OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Calculate detection ranges for Naval Special Warfare (NSW) specific platforms
E5	NON-CORE	Calculate operating ranges for Unmanned Systems (UxS) detachments
E4	CORE	Calculate threat detection envelopes
E5	CORE	Conduct Counter-Intelligence Surveillance Reconnaissance Targeting (CISRT)

ELECTROMAGNETIC WARFARE OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Conduct Counter-Unmanned Systems (C-UxS) operations
E4	CORE	Configure Common Integrated Broadcast (CIB) radio receiving equipment
E4	CORE	Configure Electromagnetic Warfare (EW) systems
E4	CORE	Construct local emitter libraries
E4	CORE	Coordinate Emission Control (EMCON) conditions
E5	CORE	Evaluate Electromagnetic Warfare (EW) Measures of Effectiveness (MOE)
E5	CORE	Evaluate mission threats
E4	CORE	Implement Rapid Evaluation Guidelines (REG)
E6	CORE	Lead Electromagnetic Warfare (EW) operations (e.g., Emission Control (EMCON), Electromagnetic Warfare Support (ES), countermeasures deployment, etc.)
E4	CORE	Maintain Electromagnetic Warfare (EW) status boards and logs
E7	CORE	Manage divisional equipment and system configurations
E6	CORE	Manage Electromagnetic Warfare (EW) system operations
E6	CORE	Manage Electromagnetic Warfare (EW) systems during casualty conditions
E4	CORE	Perform Electromagnetic Attack (EA)
E4	CORE	Perform Electromagnetic Support (ES) operations
E4	CORE	Perform tactical communications (e.g., brevity codes, fleet tactical signals, etc.)
E5	CORE	Recommend course corrections in support of tactical operations
E4	CORE	Report Essential Elements of Friendly Information (EEFI) violations
E4	CORE	Report systems equipment status
E6	CORE	Supervise construction of local emitter libraries
E6	CORE	Supervise divisional equipment and system configurations
E5	CORE	Supervise Electromagnetic Attack (EA) employment
E5	CORE	Supervise Emission Control (EMCON) conditions
E5	CORE	Supervise Pre-Planned Responses (PPR) executions
E5	CORE	Supervise tactical communications (e.g., voice, chat, etc.)
E4	CORE	Verify Emission Control (EMCON) conditions

ELECTRONIC INTELLIGENCE (ELINT) OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze broadcast data (e.g., national, Global Command and Control System Maritime (GCCS-M), Intelligence Broadcast System/Common Integrated Broadcast (IBS/CIB), etc.)
E4	CORE	Analyze historical Signals of Interest (SOI) data
E4	CORE	Analyze Signals of Interest (SOI)
E5	NON-CORE	Assemble technical kits
E4	CORE	Brief cryptologic and intelligence products
E4	CORE	Calculate Radio Detection and Ranging (RADAR) parameters
E4	CORE	Compute Radio Detection and Ranging (RADAR) performance characteristics based on parameters
E4	CORE	Configure Signals Intelligence (SIGINT) and other non-communication systems

ELECTRONIC INTELLIGENCE (ELINT) OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Convert Radio Detection and Ranging (RADAR) parameters
E6	CORE	Coordinate pre/post deployment briefs
E6	CORE	Coordinate pre/post deployment checklists
E5	CORE	Coordinate reachback support
E4	CORE	Coordinate with respective consumer(s)
E4	CORE	Correlate national systems data to platform
E4	CORE	Crossfix Signals of Interest (SOI) intercepts
E4	CORE	Determine current tactical picture
E4	CORE	Determine modulation types (i.e., intrapulse, interpulse)
E4	CORE	Determine target source utilizing Unintentional Modulation on Pulse (UMOP)
E5	CORE	Disseminate Electronic Intelligence (ELINT) data and reports (e.g., Operational Electronic Intelligence (OpELINT), Technical Electronics Intelligence (TechELINT), etc.)
E4	CORE	Draft reports (i.e., UNIFORM, Electronic Intelligence Technical Reports (ELT), Tactical Reports (TACREP))
E4	CORE	Evaluate signal quality
E4	NON-CORE	Identify PROFORMA signals
E4	CORE	Identify Radio Detection and Ranging (RADAR) systems capabilities
E4	CORE	Implement Electronic Intelligence (ELINT) collection plans
E5	CORE	Input filter management plans
E4	CORE	Interpret message traffic data in support of operations
E7	CORE	Manage Electronic Intelligence (ELINT) collection, analysis, and reporting
E4	CORE	Obtain Order of Battle (OOB)
E4	NON-CORE	Perform frequency domain analysis
E4	CORE	Perform Operational Electronic Intelligence (OpELINT) analysis (e.g., Intelligence Preparation (IPR), Maritime Domain Awareness (MDA), etc.)
E4	CORE	Provide source of overhead systems data (e.g., ephemeris data, collector diagraph, etc.)
E5	CORE	Report PROFORMA signals
E4	CORE	Research Intelligence Community (IC) databases
E6	NON-CORE	Review post mission processing for accuracy and follow-on tasking
E4	CORE	Search Electronic Intelligence (ELINT) databases in support of mission planning and execution
E5	CORE	Supervise Electronic Intelligence (ELINT) collections, analysis, and reporting
E4	CORE	Transfer data between systems (e.g., Data Transfer Agent (DTA), Department of Defense (DoD) Secure Access File Exchange (SAFE), DoD Intelligence Information System (DODIIS) One-Way Transfer Tool (DOTS), etc.)

ELECTRONIC INTELLIGENCE (ELINT) OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Update National databases (i.e., provide UNIFORM reports and input to National Operational Electronic Intelligence (OPELINT) Integration Database (NIODB) via the Naval Information Warfighting Development Center (NIWDC) and Navy Information Operations Command (NIOC) Pacific or NIOC Norfolk)
E5	CORE	Validate Electronic Intelligence (ELINT) logs
E7	CORE	Validate reports (i.e., UNIFORM, Tactical Reports (TACREP))
E5	CORE	Verify collection, analysis, and reporting

INFORMATION OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct all-source intelligence research
E4	CORE	Conduct Battle Damage Assessment (BDA)
E5	NON-CORE	Conduct non-standard collection operations/unconventional collection
E4	CORE	Configure software-based analysis tools
E5	NON-CORE	Construct target intelligence packages
E6	CORE	Coordinate data collection responsibilities
E6	CORE	Coordinate Information Operations (IO) assets
E6	CORE	Coordinate Military Deception (MILDEC) plan support
E7	CORE	Coordinate multi-unit employment of Electromagnetic Attacks (EA)
E5	CORE	Coordinate target analysis
E4	CORE	Correlate Information Operation (IO) asset capabilities and limitations
E5	CORE	Develop intelligence products based on Pattern of Life (PoL)
E7	CORE	Develop joint, allied, and coalition Information Operations (IO) plans
E6	NON-CORE	Develop Signals Intelligence (SIGINT) Concept of Operations (CONOP)
E4	CORE	Disseminate Military Information Support Operations (MISO) material
E5	NON-CORE	Draft Tactical Intelligence Reports (Tactical Telegram (T-GRAM))
E6	CORE	Evaluate Information Operations (IO) Measures of Effectiveness (MOE)
E6	CORE	Evaluate Information Operations (IO) platform capabilities and limitations
E4	CORE	Implement Pre-Planned Responses (PPR)
E4	CORE	Implement Signals Intelligence (SIGINT) tasking
E6	NON-CORE	Manage database auditing
E7	CORE	Manage Military Deception (MILDEC) plans
E7	NON-CORE	Manage Signals Intelligence (SIGINT) equipment resource allocation with joint forces and Intelligence Community (IC) partners
E6	CORE	Manage watch teams
E4	CORE	Perform all-source fusion analysis
E4	CORE	Perform geolocation analysis
E4	CORE	Perform Information Operations (IO) utilizing Tactical Data Processors (TDP)
E4	CORE	Perform Military Deception (MILDEC) operations
E4	CORE	Perform Pattern of Life (PoL) analysis
E5	CORE	Prioritize mission threats

INFORMATION OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Process fleet Information Operations (IO) requirements
E6	CORE	Provide Counterintelligence Surveillance Reconnaissance Targeting (CISRT) solutions in support of operations
E6	NON-CORE	Provide Information Operations (IO) input to Strike Planning Cell (SPC)
E5	NON-CORE	Provide process feedback to national systems managers
E5	NON-CORE	Provide Signals Intelligence (SIGINT) Concept of Operations (CONOP) input
E5	CORE	Provide target Positive Identification (PID) recommendations
E5	NON-CORE	Recommend collection assets and windows of opportunity
E7	CORE	Recommend Information Operations (IO)/Electromagnetic Warfare (EW) mission objectives
E5	CORE	Recommend Tactical Situations (TACSIT)
E6	CORE	Supervise Tasking, Collection, Processing, Exploitation, and Dissemination (TCPED) process

MOBILE DISTRIBUTED SIGNALS INTELLIGENCE (SIGINT) OPERATIONS (DSO)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Analyze Unmanned Systems (UxS) communications signals
E5	NON-CORE	Conduct ground terminal guidance
E5	NON-CORE	Conduct non-traditional Signals Intelligence (SIGINT) targeting
E5	NON-CORE	Conduct Sensitive Site Exploitation (SSE) operations
E5	NON-CORE	Conduct tactical wireless communication collection
E5	NON-CORE	Conduct tactical wireless communication surveys
E5	NON-CORE	Conduct Unattended Ground Sensor (UGS) emplacement
E5	NON-CORE	Configure ground and airborne active targeting equipment
E5	NON-CORE	Configure ground and airborne Signals Intelligence (SIGINT) collection equipment
E6	NON-CORE	Deconflict Signals Intelligence (SIGINT) operations
E5	NON-CORE	Develop automation processes
E6	NON-CORE	Develop detection range products for Naval Special Warfare (NSW) specific platforms
E6	NON-CORE	Develop operating range products for Unmanned Systems (UxS) detachments
E6	NON-CORE	Draft Request to Transmit (RTT)
E5	NON-CORE	Establish Command and Control (C2) link communications for Unmanned Systems (UxS) payloads
E5	NON-CORE	Fabricate collection equipment (i.e., Commercial Off the Shelf (COTS)/Government Off The Shelf (GOTS))
E6	NON-CORE	Identify Radio Frequency (RF) characteristics for Naval Special Warfare (NSW) specific equipment in theatre
E5	NON-CORE	Initialize ground and airborne active targeting equipment
E5	NON-CORE	Initialize ground and airborne Signals Intelligence (SIGINT) collection equipment
E5	NON-CORE	Integrate remote Electromagnetic Warfare (EW) systems
E5	NON-CORE	Maintain mission logs
E5	NON-CORE	Manage Command and Control (C2) equipment (e.g., Special Operations Forces (SOF) Deployable Node (SDN), etc.)

MOBILE DISTRIBUTED SIGNALS INTELLIGENCE (SIGINT) OPERATIONS (DSO) (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	NON-CORE	Nominate unique identifiers
E5	NON-CORE	Perform asset validation
E5	NON-CORE	Perform counter-surveillance
E5	NON-CORE	Perform electronic counter-surveillance
E4	NON-CORE	Perform end-of-mission pack and wrap
E5	NON-CORE	Perform ground and airborne active targeting equipment shutdown procedures
E5	NON-CORE	Perform ground and airborne Signals Intelligence (SIGINT) collection equipment shutdown procedures
E5	NON-CORE	Perform Sensitive Site Exploitation (SSE) analysis
E5	NON-CORE	Perform signal encryption analysis
E5	NON-CORE	Perform signal internal decryption
E5	NON-CORE	Perform tactical Airborne Precision Geolocation operations (APGL)/Unmanned Systems (UxS) payload operations
E5	NON-CORE	Perform tactical Precision Geo-location (PGL)
E5	NON-CORE	Perform untethered collections
E5	NON-CORE	Perform untethered signals analysis
E5	NON-CORE	Provide target Combat Identification (CID) recommendations
E5	NON-CORE	Provide Time-Sensitive Target (TST) operations intelligence support
E7	NON-CORE	Request Electromagnetic warfare (EW)/Signals Intelligence (SIGINT) supporting assets
E7	NON-CORE	Submit Request to Transmit (RTT)
E6	NON-CORE	Supervise end-of-mission pack and wrap
E6	NON-CORE	Validate technical kits

NON-MOBILE DISTRIBUTED SIGNALS INTELLIGENCE (SIGINT) OPERATIONS (DSO)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze collection sources
E5	NON-CORE	Construct mission collection plans
E7	NON-CORE	Coordinate overwatch support
E5	NON-CORE	Determine collection gaps
E6	NON-CORE	Determine collection requirements
E5	NON-CORE	Develop targets in support of commander's intent
E7	NON-CORE	Direct Signals Intelligence (SIGINT) taskings
E5	NON-CORE	Disseminate time-sensitive reports
E4	NON-CORE	Draft time-sensitive reports
E5	CORE	Evaluate threat envelopes
E4	NON-CORE	Identify traffic source for targeting
E7	NON-CORE	Manage accesses on a Mission Correlation Table (MCT)
E6	NON-CORE	Manage Tactical Intelligence Reports (i.e., Tactical Telegram (T-GRAM))
E7	NON-CORE	Manage targeting cycles
E6	NON-CORE	Perform bulk data manipulation

NON-MOBILE DISTRIBUTED SIGNALS INTELLIGENCE (SIGINT) OPERATIONS (DSO) (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	NON-CORE	Request assets and resources to meet intelligence requirements
E5	NON-CORE	Update mission collection plans

PLANNING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Assess adversary Intelligence, Surveillance, Reconnaissance, and Targeting (ISRT) capabilities
E6	CORE	Assess emergent Signals Intelligence (SIGINT) threats
E6	CORE	Coordinate Electromagnetic Warfare (EW)/Information Operations (IO) exercises
E7	NON-CORE	Coordinate Electromagnetic Warfare (EW)/Information Operations (IO) with joint/allied partners
E7	CORE	Coordinate Information Operations (IO) experimentation and advanced capabilities initiatives
E7	CORE	Coordinate Information Operations (IO) integration across all disciplines and warfare areas
E6	CORE	Coordinate joint fires tasking
E7	NON-CORE	Coordinate joint Signals Intelligence (SIGINT) collection plans
E5	NON-CORE	Coordinate target analysis with external units
E5	NON-CORE	Coordinate with customer entities for mission and training requirements (e.g., intelligence requirements, cryptologic carry-on program (CCOP) equipment, etc.)
E7	NON-CORE	Deconflict national target lists
E7	CORE	Develop communications Electromagnetic Attack (EA) plans
E6	CORE	Develop Concept of Operations (CONOP)
E7	CORE	Develop Electromagnetic Warfare (EW) Pre-Planned Responses (PPR)
E7	NON-CORE	Develop Electromagnetic Warfare (EW) tactics
E7	CORE	Develop joint Electromagnetic Warfare (EW) plans
E7	CORE	Develop multi-unit Electromagnetic Warfare (EW) Pre-Planned Responses (PPR)
E6	CORE	Develop Real-Time Spectrum Operations (RTSO) plans
E7	CORE	Develop Signals Intelligence (SIGINT)/Electromagnetic Warfare (EW) plans
E7	CORE	Develop Signals Intelligence (SIGINT)/Electromagnetic Warfare (EW) tactics
E7	NON-CORE	Develop Special Operations Forces (SOF) Signals Intelligence (SIGINT) collection plans
E7	NON-CORE	Develop Special Operations Forces (SOF) Signals Intelligence (SIGINT) Tactics, Techniques, and Procedures (TTP)
E6	CORE	Draft Electromagnetic Warfare (EW) doctrines and bills (e.g., Anti-ship Missile Defense (ASMD), Passive Countermeasures System (PCMS), Emissions Control (EMCON), etc.)
E7	CORE	Draft Electromagnetic Warfare (EW) operational messages (e.g., Electromagnetic Warfare (EW) Operational Tasking (OPTASK), Information Operations (IO) Operational Tasking (OPTASK), Daily Intentions Message (DIMS), Information Operations (IO) Supplement (SUPP), etc.)
E6	CORE	Draft Naval Messages (e.g., Electromagnetic Attack (EA) request, Daily Intentions Messages (DIMS), etc.)

PLANNING (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Enforce higher authority directives (e.g., Operational Tasking (OPTASK) Operational Order (OPORD) Operational Plan (OPLAN), etc.)
E4	CORE	Identify adversary Tactics, Techniques, and Procedures (TTP)
E7	CORE	Manage unit priority target lists
E7	CORE	Request supporting Electromagnetic Warfare (EW)/Information Operations (IO) assets
E4	CORE	Research adversary capabilities and limitations
E6	CORE	Validate adversary Intelligence, Surveillance, Reconnaissance, and Targeting (ISRT) capabilities
E7	CORE	Validate Real-Time Spectrum Operations (RTSO) plans

SECURITY AND ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Audit Electromagnetic Warfare (EW) system password accounts
E6	NON-CORE	Draft Temporary Sensitive Compartmented Information Facility (T-SCIF) accreditation documentation
E6	CORE	Enforce naval and National security directives and instructions (e.g., physical security, Information Security (INFOSEC), Communication Security (COMSEC), Operations Security (OPSEC), etc.)
E4	CORE	Implement naval cryptologic and national security requirements (e.g., physical security, Information Security (INFOSEC), Communication Security (COMSEC), Operational Security (OPSEC) and directives and instructions associated with Sensitive Compartmented Information (SCI), etc.)
E4	CORE	Inventory controlled equipment
E4	CORE	Inventory Electromagnetic Warfare (EW) system software and firmware
E4	CORE	Maintain Electromagnetic Warfare (EW) systems password accounts
E7	NON-CORE	Manage Authority to Operate (ATO)
E5	CORE	Manage controlled equipment
E7	NON-CORE	Manage Temporary Sensitive Compartmented Information Facility (T-SCIF) accreditation
E5	CORE	Sanitize data for dissemination
E6	CORE	Supervise Emergency Action Plan (EAP) operations
E5	CORE	Supervise watch teams
E4	CORE	Support Emergency Action Plans (EAP)

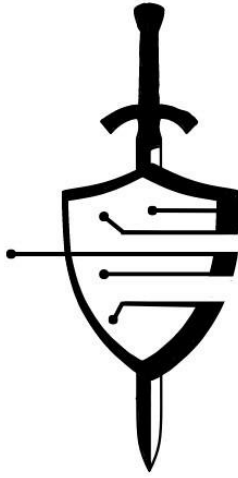
TRAINING AND CERTIFICATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Conduct training evolutions (e.g., Combat Systems Training Teams (CSTT), etc.)
E5	CORE	Configure Electromagnetic Warfare (EW) systems for training and testing evolutions
E7	CORE	Coordinate Electromagnetic Warfare (EW) systems testing evolutions
E6	CORE	Coordinate equipment certifications and recertifications
E7	CORE	Coordinate training evolutions (e.g., Combat Systems Training Teams (CSTT), etc.)
E6	CORE	Develop training evolutions (e.g., Combat Systems Training Teams (CSTT), etc.)

TRAINING AND CERTIFICATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Develop training scenarios (e.g., Embedded Training Device (ETD), lab-simulated, etc.)
E6	CORE	Evaluate training evolutions (e.g., Combat Systems Training Teams (CSTT), etc.)
E7	CORE	Manage Information Operations (IO) training requirements
E5	CORE	Supervise Electromagnetic Warfare (EW) systems testing evolutions
E6	CORE	Validate training scenarios (e.g., Embedded Training Device (ETD), lab-simulated, etc.)
E7	CORE	Verify Integrated and advanced phase training requirements (e.g., Naval Mission Essential Task List (NMETL), Naval Task (NTA), Advanced Pre-Deployment Training (APDT), etc.)

CHAPTER 20



CYBER WARFARE TECHNICIAN (CWT)

NAVPERS 18068F-200
Change 101

Updated: January 2025

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NAVY ENLISTED OCCUPATIONAL STANDARD
FOR
CYBER WARFARE TECHNICIAN (CWT)



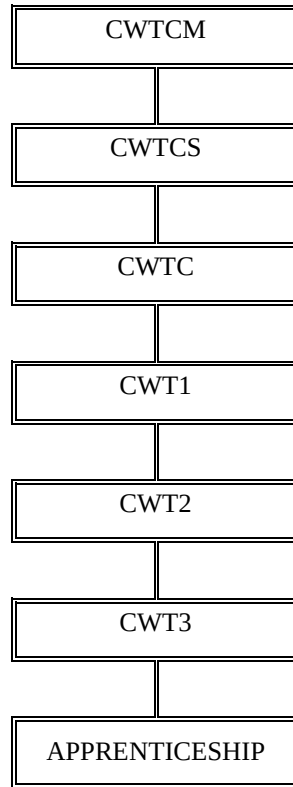
SCOPE OF RATING

Cyber Warfare Technician (CWT) employs strategic, operational, and tactical capabilities to plan, develop, and execute Defensive Cyberspace Operations/Offensive Cyberspace Operations (DCO/OCO); perform Cyberspace Threat Hunting (CTH) and analysis, digital forensics, network and host exploitation, Research and Development (R&D), and mission planning; execute cyberspace effects; leverage information and intelligence to identify, report, and respond to worldwide threats in support of Special Operations Forces (SOF), Fleet, National, and Joint requirements; and control and safeguard access to classified material and Information Systems (IS).

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 20.

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 additional 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**Cyber Research and Development Specialist****Job Code****002775****Job Family**

Computer and Mathematical

NOC

TBD

Short Title (30 Characters)

CYBER R&D SPECIALIST

Short Title (14 Characters)

CYB R&D SPEC

Pay Plan

Enlisted

Career Field

CWT

Other Relationships and Rules

NEC HXXX and 7XXX series and other NECs as assigned

Job Description

Cyber Research and Development Specialists develop, test, and evaluate capabilities through reverse engineering, vulnerability research, and industry-standard development practices to enable Defensive Cyberspace Operations/Offensive Cyberspace Operations (DCO/OCO).

DoD Relationship**Group Title**Cyberspace Operations,
General**DoD Code**

127000

O*NET Relationship**Occupation Title**Computer and Information
Research Scientists**SOC Code**

15-1111.00

Job Family

Computer and Mathematical

Skills*Critical Thinking**Systems Analysis**Judgment and Decision Making**Complex Problem Solving**Coordination**Systems Evaluation**Programming**Active Learning**Operation and Control**Mathematics***Abilities***Inductive Reasoning**Deductive Reasoning**Selective Attention**Information Ordering**Written Expression**Problem Sensitivity**Written Comprehension**Fluency of Ideas**Speed of Closure**Mathematical Reasoning***CYBER RESEARCH, DEVELOPMENT, AND EVALUATION****Paygrade**

E6

Task Type

CORE

Task Statements

Collaborate with Intelligence Community (IC) to obtain targeting or emerging technologies information

E6

NON-CORE

Collaborate with stakeholders for capabilities

E5

NON-CORE

Conduct Operation, Test, and Evaluation (OTE) of Commercial Off The Shelf (COTS)/Government Off The Shelf (GOTS)

E4

CORE

Configure software based capabilities

E4

CORE

Configure virtualized environments

E4

NON-CORE

Construct target environments for training, testing, and assessing

E7

CORE

Coordinate with customers about operational tool and platform requirements

E4

NON-CORE

Correct errors in software-based capabilities

E5

NON-CORE

Create algorithms to solve complex problems

E4

CORE

Create simple scripts (e.g., Python, PowerShell, UNIX Scripting, etc.)

E5

NON-CORE

Determine capability requirements for development

E4

NON-CORE

Develop capabilities using compiled/assembled languages

E4

NON-CORE

Develop capabilities using scripting languages

E4

NON-CORE

Develop collection and exploitation equipment (Commercial Off The Shelf (COTS)/Government Off The Shelf (GOTS))

E4

NON-CORE

Develop Defensive Cyberspace Operations/Offensive Cyberspace Operations (DCO/OCO) tools and platforms

E5

NON-CORE

Develop new techniques for gaining and keeping access to target systems

CYBER RESEARCH, DEVELOPMENT, AND EVALUATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	NON-CORE	Ensure project continuity through documentation of design, testing, and implementation
E7	NON-CORE	Establish guidelines for development cycles
E5	NON-CORE	Establish requirements for deployment of a capability
E5	NON-CORE	Evaluate Defensive Cyberspace Operations/Offensive Cyberspace Operations (DCO/OCO) tools, capabilities, and platforms
E4	CORE	Formulate regular expression statements
E4	NON-CORE	Integrate foundational programming concepts for capability development
E4	NON-CORE	Interpret assembly code
E4	CORE	Interpret source code at a basic level
E5	NON-CORE	Maintain Defensive Cyberspace Operations/Offensive Cyberspace Operations (DCO/OCO) tools, capabilities, and platforms
E6	NON-CORE	Perform advanced reverse engineering
E4	NON-CORE	Perform basic reverse engineering
E4	CORE	Perform Boolean logic
E4	CORE	Perform discrete math functions
E5	NON-CORE	Perform intermediate reverse engineering
E5	NON-CORE	Perform Operational Evaluation (OE) of capabilities
E5	NON-CORE	Perform rigorous and periodic testing of a capability
E4	CORE	Utilize a testing environment for capabilities
E4	NON-CORE	Utilize computer code to develop a software-based capability
E4	NON-CORE	Utilize open source code
E4	NON-CORE	Utilize secure coding techniques during development
E7	CORE	Validate requirements for capabilities
E5	NON-CORE	Validate tools, capabilities, and platforms during Developmental Test (DT) and Operational Test and Evaluation (OT&E)

CYBERSPACE ANALYSIS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze audit and log files on Information Systems
E4	CORE	Analyze cloud technology
E4	CORE	Analyze common system services
E4	CORE	Analyze data to reconstruct and document target networks
E4	NON-CORE	Analyze memory capture
E4	CORE	Analyze metadata and data of targeting significance
E4	CORE	Analyze mobile operating system characteristics
E4	CORE	Analyze network security architecture components
E4	CORE	Analyze Operating System (OS) characteristics
E4	CORE	Analyze raw data

CYBERSPACE ANALYSIS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze scanning activity
E4	NON-CORE	Analyze Signals of Interest (SOI)
E4	CORE	Analyze software and hardware
E4	CORE	Analyze system, event, and network logs
E4	CORE	Analyze target implementation of technologies and digital network systems
E4	CORE	Analyze threat Tactics, Techniques, and Procedures (TTP)
E4	CORE	Analyze virtualization services
E5	NON-CORE	Assess physical characteristics of the target environment
E5	CORE	Assess threat Tactics, Techniques, and Procedures (TTP)
E5	NON-CORE	Conduct dynamic and static binary analysis
E5	CORE	Conduct in-depth target and technical analysis, to include target-specific information (e.g., cultural, organizational, political, etc.)
E5	NON-CORE	Conduct media analysis (e.g. mobile devices, hard drives, etc.)
E5	NON-CORE	Conduct memory analysis
E4	CORE	Define basic structure and architecture of networks
E4	CORE	Detect metadata and data of targeting significance
E4	CORE	Evaluate containerization services
E5	CORE	Evaluate virtualization services
E4	CORE	Identify applications and operating systems of a network device based on network traffic
E4	CORE	Identify communication transmission infrastructure
E5	CORE	Identify intelligence gaps
E4	CORE	Identify technical solutions from all source data
E4	CORE	Perform all source research
E4	CORE	Perform binary triage analysis
E4	NON-CORE	Perform dynamic and static binary analysis
E4	CORE	Perform file signature analysis
E4	CORE	Perform file system analysis
E4	CORE	Perform forensic triage
E6	NON-CORE	Perform live memory analysis
E4	CORE	Perform network traffic analysis
E4	CORE	Perform vulnerability analysis
E4	CORE	Perform wireless analysis
E4	CORE	Process data sets to tailor analytic efforts
E5	CORE	Validate target network vulnerabilities

CYBERSPACE OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Allocate resources to support Defensive Cyberspace Operations/Offensive Cyberspace Operations (DCO/OCO)
E4	CORE	Apply exploitation methodology

CYBERSPACE OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Assess operational environment
E5	CORE	Assess technical impact of tools and Tactics, Techniques, and Procedures (TTP) on a specific target
E4	CORE	Brief operational and intelligence updates
E4	CORE	Collect host and network data
E4	CORE	Communicate with intelligence analysts and targeting organizations
E7	CORE	Conduct capabilities management
E6	CORE	Conduct Courses of Action (COA) analysis
E5	NON-CORE	Conduct memory capture
E7	NON-CORE	Coordinate with external organizations to create and deploy tools
E6	CORE	Cross-check operational performance indicators (e.g., Battle Damage Assessment (BDA), Measures of Performance (MOP), Measures of Effectiveness (MOE), etc.)
E5	CORE	Develop Courses of Action (COA)
E5	CORE	Develop cyberspace-related Tactics, Techniques, and Procedures (TTP)
E7	CORE	Develop operational partnerships
E6	CORE	Evaluate mission impact of tools and techniques on specific targets
E5	CORE	Evaluate operational documents
E4	CORE	Initiate Requests for Information (RFI)
E6	CORE	Maintain project management
E4	CORE	Navigate file systems
E5	NON-CORE	Perform asset validation
E4	CORE	Perform device exploitation
E4	CORE	Perform scanning activity
E4	CORE	Perform wireless collection
E5	CORE	Prepare technical aspects of organic products (e.g., reports, working aids, Concept of Operations (CONOPS), etc.)
E4	CORE	Provide input for organic products (e.g., reports, working aids, Concept of Operations (CONOPS), etc.)
E5	CORE	Relayed Defensive Cyberspace Operations/Offensive Cyberspace Operations (DCO/OCO) updates
E5	CORE	Report cyberspace effects (e.g., Measures of Performance (MOP), Measures of Effectiveness (MOE), and after action reports, etc.)
E6	CORE	Respond to formal Requests for Information (RFI)
E7	CORE	Validate target development recommendations
E4	CORE	Verify operational authorities

SECURITY AND ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Control access to Sensitive Compartmented Information Facility (SCIF)
E4	CORE	Destroy Sensitive Compartmented Information (SCI) materials
E4	CORE	Document receipt of Sensitive Compartmented Information (SCI) materials
E4	CORE	Implement Emergency Action Plan (EAP)

SECURITY AND ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Inventory Sensitive Compartmented Information (SCI) materials
E4	CORE	Safeguard Sensitive Compartmented Information (SCI) materials
E4	CORE	Store Sensitive Compartmented Information (SCI) materials

Job Title**Cyber Operations Planner****Job Code****003103****Job Family**
Management**NOC**
TBD**Short Title (30 Characters)**
CYBER OPERATIONS PLANNER**Short Title (14 Characters)**
CYB OPS PLAN**Pay Plan**
Enlisted**Career Field**
CWT**Other Relationships and Rules**
NEC HXXX and 7XXX series and other NECs as assigned**Job Description**

Cyber Operations Planners develop detailed plans and orders supporting Special Operations Forces (SOF), Fleet, National, and Joint requirements; develop and maintain deliberate and crisis action planning products; coordinate with cyberspace operators, analysts, and enablers to gain access and technical intelligence to meet planning objectives; and identify and levy requirements.

DoD Relationship

Group Title **DoD Code**
Cyberspace Operations, 127000
General

O*NET Relationship

Occupation Title **SOC Code** **Job Family**
Computer and Information Systems 11-3021.00 Management
Managers

Skills

Judgment and Decision Making
Critical Thinking
Coordination
Complex Problem Solving
Systems Analysis
Systems Evaluation
Writing
Active Learning
Management of Material Resources
Monitoring

Abilities

Written Expression
Deductive Reasoning
Problem Sensitivity
Written Comprehension
Originality
Inductive Reasoning
Information Ordering
Oral Expression
Fluency of Ideas
Selective Attention

CYBER RESEARCH, DEVELOPMENT, AND EVALUATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Collaborate with Intelligence Community (IC) to obtain targeting or emerging technologies information
E6	NON-CORE	Collaborate with stakeholders for capabilities
E7	CORE	Coordinate with customers about operational tool and platform requirements
E5	NON-CORE	Determine capability requirements for development
E5	NON-CORE	Evaluate Defensive Cyberspace Operations/Offensive Cyberspace Operations (DCO/OCO) tools, capabilities, and platforms
E4	CORE	Perform Boolean logic
E7	CORE	Validate requirements for capabilities

CYBERSPACE ANALYSIS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze intrusion set activities
E5	CORE	Conduct in-depth target and technical analysis, to include target-specific information (e.g., cultural, organizational, political, etc.)
E4	CORE	Define basic structure and architecture of networks
E5	CORE	Evaluate collection requirements
E6	CORE	Evaluate cyberspace-related Tactics, Techniques, and Procedures (TTP)
E5	CORE	Evaluate remote system environments
E5	NON-CORE	Evaluate threats based upon vulnerabilities

CYBERSPACE ANALYSIS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Identify intelligence gaps
E4	CORE	Identify technical solutions from all source data
E6	CORE	Manage collection requirements
E4	CORE	Perform all source research
E5	CORE	Recommend targets based on all source reporting
E7	NON-CORE	Refine information requirements
E7	CORE	Validate collection requirements
E6	NON-CORE	Validate target and collection requests
E5	CORE	Validate target network vulnerabilities
E6	CORE	Validate target templates
E5	CORE	Verify target capabilities

CYBERSPACE OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	NON-CORE	Advise Commander's Critical Information Requirements (CCIR)
E7	CORE	Allocate resources to support Defensive Cyberspace Operations/Offensive Cyberspace Operations (DCO/OCO)
E4	CORE	Apply exploitation methodology
E4	CORE	Assess operational environment
E5	CORE	Assess technical impact of tools and Tactics, Techniques, and Procedures (TTP) on a specific target
E4	CORE	Brief operational and intelligence updates
E4	CORE	Communicate with intelligence analysts and targeting organizations
E7	CORE	Conduct capabilities management
E6	CORE	Conduct Courses of Action (COA) analysis
E6	CORE	Conduct cyberspace engagement
E6	CORE	Conduct mission analysis
E6	NON-CORE	Conduct planning initiation
E7	CORE	Confirm authorities and Standing Rules of Engagement (SROE) for Defensive Cyberspace Operations/Offensive Cyberspace Operations (DCO/OCO) planning
E7	CORE	Coordinate cyberspace Operational Preparation of Environment (OPE)
E7	CORE	Coordinate Defensive Cyberspace Operations/Offensive Cyberspace Operations (DCO/OCO)
E7	NON-CORE	Coordinate Defensive Cyberspace Operations/Offensive Cyberspace Operations (DCO/OCO) with Special Access Program (SAP)/Integrated Joint Special Technical Operations (IJSTO) planners
E7	NON-CORE	Coordinate with external organizations to create and deploy tools
E6	CORE	Cross-check operational performance indicators (e.g., Battle Damage Assessment (BDA), Measures of Performance (MOP), Measures of Effectiveness (MOE), etc.)
E5	CORE	Deconflict scheduled network operations
E5	CORE	Develop Courses of Action (COA)
E5	NON-CORE	Develop defensive analytic scheme of maneuver

CYBERSPACE OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	NON-CORE	Develop defensive mission plan
E5	NON-CORE	Develop offensive mission plan
E7	CORE	Develop operational partnerships
E6	NON-CORE	Develop operational plans, orders, and guidance
E7	CORE	Develop operational risk strategy
E6	CORE	Evaluate Courses of Action (COA) comparison
E6	CORE	Evaluate mission impact of tools and techniques on specific targets
E5	CORE	Evaluate operational documents
E5	CORE	Evaluate reporting requirements
E4	CORE	Initiate Requests for Information (RFI)
E6	CORE	Integrate cyberspace collections in intelligence gathering operations
E4	CORE	Maintain operational situational awareness
E6	CORE	Maintain project management
E5	CORE	Maintain target situational awareness
E7	CORE	Outline command and control activities (e.g. supported and supporting relationships)
E6	NON-CORE	Perform exercise planning
E5	CORE	Perform mission rehearsal
E5	CORE	Perform operational and tactical deconfliction
E5	CORE	Perform operational risk assessment
E4	CORE	Prepare summary report of events
E5	CORE	Prepare technical aspects of organic products (e.g., reports, working aids, Concept of Operations (CONOPS), etc.)
E4	CORE	Provide input for organic products (e.g., reports, working aids, Concept of Operations (CONOPS), etc.)
E4	CORE	Provide time sensitive reporting information (e.g., Critical Intelligence Communication (CRITIC), Commanders Critical Information Requirements (CCIR), voice reports, etc.)
E5	CORE	Relayed Defensive Cyberspace Operations/Offensive Cyberspace Operations (DCO/OCO) updates
E5	CORE	Report cyberspace effects (e.g., Measures of Performance (MOP), Measures of Effectiveness (MOE), and after action reports, etc.)
E5	CORE	Report time-sensitive information
E6	CORE	Respond to formal Requests for Information (RFI)
E6	CORE	Respond to operational and tactical deconfliction requests
E7	CORE	Validate operational and tactical deconfliction requirements
E7	CORE	Validate operational documents
E7	CORE	Validate target development recommendations
E5	CORE	Verify Mission Relevant Terrain in Cyberspace (MRT-C)
E4	CORE	Verify operational authorities

SECURITY AND ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Control access to Sensitive Compartmented Information Facility (SCIF)
E6	CORE	Coordinate legal compliance reviews
E4	CORE	Destroy Sensitive Compartmented Information (SCI) materials
E4	CORE	Document receipt of Sensitive Compartmented Information (SCI) materials
E4	CORE	Implement Emergency Action Plan (EAP)
E4	CORE	Inventory Sensitive Compartmented Information (SCI) materials
E4	CORE	Safeguard Sensitive Compartmented Information (SCI) materials
E4	CORE	Store Sensitive Compartmented Information (SCI) materials

Job Title**Cyber Defense Analyst****Job Code****003104****Job Family**

Computer and Mathematical

NOC

TBD

Short Title (30 Characters)

CYBER DEFENSE ANALYST

Short Title (14 Characters)

CYB DEF ANLST

Pay Plan

Enlisted

Career Field

CWT

Other Relationships and Rules

NEC HXXX and 7XXX series and other NECs as assigned

Job Description

Cyber Defense Analysts perform in-depth analysis and forensics to identify Malicious Cyber Activity (MCA) and detect network anomalies; and discover, identify, assess, and mitigate intrusions vital to the protection of Fleet, National, and Joint Information Systems

DoD Relationship**Group Title**Cyberspace Operations,
General**DoD Code**

127000

O*NET Relationship**Occupation Title**

Digital Forensics Analysts

SOC Code

15-1299.06

Job Family

Computer and Mathematical

Skills*Critical Thinking**Judgment and Decision Making**Systems Analysis**Complex Problem Solving**Coordination**Operation and Control**Systems Evaluation**Monitoring**Operations Analysis**Active Learning***Abilities***Deductive Reasoning**Inductive Reasoning**Information Ordering**Selective Attention**Written Expression**Problem Sensitivity**Originality**Written Comprehension**Speed of Closure**Fluency of Ideas***CYBER RESEARCH, DEVELOPMENT, AND EVALUATION****Paygrade**

E6

Task Type

CORE

Task Statements

Collaborate with Intelligence Community (IC) to obtain targeting or emerging technologies information

E6

NON-CORE

Collaborate with stakeholders for capabilities

E5

NON-CORE

Conduct Operation, Test, and Evaluation (OTE) of Commercial Off The Shelf (COTS)/Government Off The Shelf (GOTS)

E4

CORE

Configure software based capabilities

E4

CORE

Configure virtualized environments

E4

NON-CORE

Construct target environments for training, testing, and assessing

E7

CORE

Coordinate with customers about operational tool and platform requirements

E4

NON-CORE

Correct errors in software-based capabilities

E5

NON-CORE

Create algorithms to solve complex problems

E4

CORE

Create simple scripts (e.g., Python, PowerShell, UNIX Scripting, etc.)

E5

NON-CORE

Determine capability requirements for development

E4

NON-CORE

Develop capabilities using compiled/assembled languages

E4

NON-CORE

Develop capabilities using scripting languages

E4

NON-CORE

Develop collection and exploitation equipment (Commercial Off The Shelf (COTS)/Government Off The Shelf (GOTS))

E4

NON-CORE

Develop Defensive Cyberspace Operations/Offensive Cyberspace Operations (DCO/OCO) tools and platforms

E4

CORE

Develop heuristic or signature-based detective and preventative measures

E5

NON-CORE

Develop new techniques for gaining and keeping access to target systems

CYBER RESEARCH, DEVELOPMENT, AND EVALUATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	NON-CORE	Ensure project continuity through documentation of design, testing, and implementation
E7	NON-CORE	Establish guidelines for development cycles
E5	NON-CORE	Establish requirements for deployment of a capability
E5	NON-CORE	Evaluate Defensive Cyberspace Operations/Offensive Cyberspace Operations (DCO/OCO) tools, capabilities, and platforms
E4	CORE	Formulate regular expression statements
E4	NON-CORE	Interpret assembly code
E4	CORE	Interpret source code at a basic level
E5	NON-CORE	Maintain Defensive Cyberspace Operations/Offensive Cyberspace Operations (DCO/OCO) tools, capabilities, and platforms
E4	CORE	Perform Boolean logic
E4	CORE	Perform discrete math functions
E5	NON-CORE	Perform Operational Evaluation (OE) of capabilities
E4	CORE	Utilize a testing environment for capabilities
E4	NON-CORE	Utilize open source code
E7	CORE	Validate requirements for capabilities

CYBERSPACE ANALYSIS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze audit and log files on Information Systems
E4	CORE	Analyze cloud technology
E4	CORE	Analyze common system services
E4	CORE	Analyze identified malicious activity (e.g., determine weaknesses exploited, exploitation methods, effects on system and information, etc.)
E4	CORE	Analyze intrusion set activities
E4	NON-CORE	Analyze memory capture
E4	CORE	Analyze mobile operating system characteristics
E4	CORE	Analyze network and system artifacts to identify potential malicious activity (e.g., logs, malware, and system configuration files, etc.)
E4	CORE	Analyze network or system alerts from various sources
E4	CORE	Analyze network security architecture components
E4	CORE	Analyze network traffic to identify anomalous activity and potential threats
E4	CORE	Analyze Operating System (OS) characteristics
E4	CORE	Analyze operational environments for key terrain in cyberspace
E4	CORE	Analyze Operational Technology (OT) (e.g., Supervisory Control and Data Acquisition/Industrial Control Systems (SCADA/ICS), etc.)
E4	CORE	Analyze raw data
E4	CORE	Analyze remote system environments
E4	CORE	Analyze scanning activity
E4	CORE	Analyze software and hardware
E4	CORE	Analyze system, event, and network logs

CYBERSPACE ANALYSIS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze threat intelligence data
E4	CORE	Analyze threat Tactics, Techniques, and Procedures (TTP)
E4	CORE	Analyze virtualization services
E5	CORE	Assess threat Tactics, Techniques, and Procedures (TTP)
E5	NON-CORE	Conduct dynamic and static binary analysis
E5	NON-CORE	Conduct host based forensics
E5	NON-CORE	Conduct media analysis (e.g. mobile devices, hard drives, etc.)
E5	NON-CORE	Conduct memory analysis
E5	NON-CORE	Conduct mobile forensics
E5	CORE	Conduct tactical mission analysis
E4	CORE	Define basic structure and architecture of networks
E4	CORE	Detect metadata and data of targeting significance
E4	CORE	Detect network vulnerabilities
E5	NON-CORE	Determine data requirements
E4	CORE	Differentiate incidents and events from benign activities
E4	NON-CORE	Document forensic processes and evidence collection
E5	CORE	Evaluate collection requirements
E4	CORE	Evaluate containerization services
E6	CORE	Evaluate cyberspace-related Tactics, Techniques, and Procedures (TTP)
E5	CORE	Evaluate remote system environments
E5	CORE	Evaluate scanning activity
E5	NON-CORE	Evaluate threats based upon vulnerabilities
E5	CORE	Evaluate virtualization services
E4	CORE	Identify access vectors for networks of interest
E4	CORE	Identify applications and operating systems of a network device based on network traffic
E5	CORE	Identify intelligence gaps
E4	CORE	Identify technical solutions from all source data
E6	CORE	Manage collection requirements
E7	NON-CORE	Manage unit priority target lists
E4	CORE	Perform all source research
E4	CORE	Perform binary triage analysis
E4	NON-CORE	Perform dynamic and static binary analysis
E4	CORE	Perform endpoint analysis (clients and servers)
E4	CORE	Perform file signature analysis
E4	CORE	Perform file system analysis
E4	CORE	Perform forensic triage
E6	NON-CORE	Perform live forensics
E6	NON-CORE	Perform live memory analysis
E4	CORE	Perform mid-point analysis (e.g., routers, firewalls, switches, etc.)

CYBERSPACE ANALYSIS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform network traffic analysis
E4	CORE	Perform timeline analysis
E4	CORE	Perform vulnerability analysis
E4	CORE	Perform wireless analysis
E4	CORE	Perform wireless source validation
E4	CORE	Process data sets to tailor analytic efforts
E7	NON-CORE	Refine information requirements
E7	CORE	Validate collection requirements
E6	NON-CORE	Validate Operational Technology (OT) (e.g. Supervisory Control and Data Acquisition/Industrial Control Systems (SCADA/ICS))
E5	CORE	Verify Operational Technology (OT) (e.g. Supervisory Control and Data Acquisition/Industrial Control Systems (SCADA/ICS))

CYBERSPACE OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	NON-CORE	Advise Commander's Critical Information Requirements (CCIR)
E7	CORE	Allocate resources to support Defensive Cyberspace Operations/Offensive Cyberspace Operations (DCO/OCO)
E4	CORE	Apply exploitation methodology
E5	NON-CORE	Assess Maritime Wireless Pattern of Life (POL)
E4	CORE	Assess operational environment
E5	CORE	Assess technical impact of tools and Tactics, Techniques, and Procedures (TTP) on a specific target
E4	CORE	Brief operational and intelligence updates
E4	CORE	Collect forensic evidence
E4	CORE	Collect host and network data
E4	CORE	Communicate with intelligence analysts and targeting organizations
E7	CORE	Conduct capabilities management
E6	CORE	Conduct Courses of Action (COA) analysis
E6	CORE	Conduct cyberspace engagement
E5	NON-CORE	Conduct incident response
E5	NON-CORE	Conduct interactive operations
E5	NON-CORE	Conduct memory capture
E6	CORE	Conduct mission analysis
E5	NON-CORE	Conduct non-standard collection operations
E6	NON-CORE	Conduct planning initiation
E5	NON-CORE	Conduct Sensitive Site Exploitations (SSE) operations
E7	CORE	Confirm authorities and Standing Rules of Engagement (SROE) for Defensive Cyberspace Operations/Offensive Cyberspace Operations (DCO/OCO) planning
E7	CORE	Coordinate cyberspace Operational Preparation of Environment (OPE)
E7	CORE	Coordinate Defensive Cyberspace Operations/Offensive Cyberspace Operations (DCO/OCO)

CYBERSPACE OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	NON-CORE	Coordinate Defensive Cyberspace Operations/Offensive Cyberspace Operations (DCO/OCO) with Special Access Program (SAP)/Integrated Joint Special Technical Operations (IJSTO) planners
E7	NON-CORE	Coordinate with external organizations to create and deploy tools
E6	CORE	Cross-check operational performance indicators (e.g., Battle Damage Assessment (BDA), Measures of Performance (MOP), Measures of Effectiveness (MOE), etc.)
E5	CORE	Deconflict scheduled network operations
E5	CORE	Develop Courses of Action (COA)
E5	CORE	Develop cyberspace-related Tactics, Techniques, and Procedures (TTP)
E5	NON-CORE	Develop defensive analytic scheme of maneuver
E5	NON-CORE	Develop offensive mission plan
E7	CORE	Develop operational partnerships
E6	NON-CORE	Develop operational plans, orders, and guidance
E7	CORE	Develop operational risk strategy
E5	NON-CORE	Erect ground and airborne Signals Intelligence (SIGINT) collection equipment
E6	CORE	Evaluate Courses of Action (COA) comparison
E5	CORE	Evaluate defense posture
E6	CORE	Evaluate mission impact of tools and techniques on specific targets
E5	CORE	Evaluate operational documents
E5	CORE	Evaluate reporting requirements
E5	NON-CORE	Harden physical and mobile networks
E4	CORE	Initiate Requests for Information (RFI)
E6	CORE	Integrate cyberspace collections in intelligence gathering operations
E4	CORE	Maintain operational situational awareness
E6	CORE	Maintain project management
E5	CORE	Maintain situational awareness and functionality of operational infrastructure
E5	CORE	Maintain target situational awareness
E6	NON-CORE	Manage data requirements
E4	CORE	Navigate file systems
E5	NON-CORE	Nominate remote targets for software pre-positioning
E7	CORE	Outline command and control activities (e.g. supported and supporting relationships)
E5	NON-CORE	Perform asset validation
E4	NON-CORE	Perform Cyberspace Threat Hunting (CTH)
E4	CORE	Perform Defensive Cyberspace Operations (DCO)
E4	CORE	Perform device exploitation
E6	NON-CORE	Perform exercise planning
E4	CORE	Perform host enumeration
E4	NON-CORE	Perform incident response
E5	CORE	Perform mission rehearsal
E4	CORE	Perform network enumeration

CYBERSPACE OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform network reconnaissance
E4	CORE	Perform Offensive Cyberspace Operations (OCO)
E4	NON-CORE	Perform offensive tactics in support of Defensive Cyberspace Operations (DCO)
E5	CORE	Perform operational and tactical deconfliction
E5	CORE	Perform Operational Preparation of the Environment (OPE)
E5	CORE	Perform operational risk assessment
E4	CORE	Perform scanning activity
E5	NON-CORE	Perform tactical Airborne Precision Geolocation (APGL) operations/Unmanned Aerial Systems (UAS) payload operations
E5	NON-CORE	Perform tactical Precision Geolocation (PGL)
E5	NON-CORE	Perform untethered collections
E4	CORE	Perform wireless collection
E4	CORE	Prepare summary report of events
E5	CORE	Prepare technical aspects of organic products (e.g., reports, working aids, Concept of Operations (CONOPS), etc.)
E4	CORE	Provide input for organic products (e.g., reports, working aids, Concept of Operations (CONOPS), etc.)
E4	CORE	Provide time sensitive reporting information (e.g., Critical Intelligence Communication (CRITIC), Commanders Critical Information Requirements (CCIR), voice reports, etc.)
E4	CORE	Provide timely detection, identification, and alerting of possible attacks/intrusions, anomalous activities, and misuse activities
E4	CORE	Recognize Mission Relevant Terrain in Cyberspace (MRT-C)
E5	CORE	Relayed Defensive Cyberspace Operations/Offensive Cyberspace Operations (DCO/OCO) updates
E4	CORE	Report current or emerging cyberspace threats, intrusions, incidents, and events
E5	CORE	Report cyberspace effects (e.g., Measures of Performance (MOP), Measures of Effectiveness (MOE), and after action reports, etc.)
E5	CORE	Report time-sensitive information
E6	CORE	Respond to formal Requests for Information (RFI)
E6	CORE	Respond to operational and tactical deconfliction requests
E4	CORE	Support mission analysis
E5	NON-CORE	Utilize capabilities to enable access to networks of interest
E7	CORE	Validate operational and tactical deconfliction requirements
E7	CORE	Validate operational documents
E7	CORE	Validate target development recommendations
E5	CORE	Verify Mission Relevant Terrain in Cyberspace (MRT-C)
E4	CORE	Verify operational authorities
E5	CORE	Verify operational environments for key terrain in cyberspace

SECURITY AND ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Control access to Sensitive Compartmented Information Facility (SCIF)
E4	CORE	Destroy Sensitive Compartmented Information (SCI) materials
E4	CORE	Document receipt of Sensitive Compartmented Information (SCI) materials
E4	CORE	Implement Emergency Action Plan (EAP)
E4	CORE	Inventory Sensitive Compartmented Information (SCI) materials
E4	NON-CORE	Maintain evidence chain of custody
E4	NON-CORE	Maintain forensic evidence
E6	NON-CORE	Manage forensic processes
E4	CORE	Safeguard Sensitive Compartmented Information (SCI) materials
E4	CORE	Store Sensitive Compartmented Information (SCI) materials

Job Title**Cyber Exploitation Analyst****Job Code****003106****Job Family**

Computer and Mathematical

NOC

TBD

Short Title (30 Characters)

EXPLOITATION ANALYST

Short Title (14 Characters)

EXPLOIT ANLST

Pay Plan

Enlisted

Career Field

CWT

Other Relationships and Rules

NEC HXXX and 7XXX series and other NECs as assigned

Job Description

Cyber Exploitation Analysts identify and assess target device and network vulnerabilities for potential exploitation vectors to determine capability gaps, facilitate access, collection, network mapping, and cyber effects for current and future operations.

DoD Relationship**Group Title**Cyberspace Operations,
General**DoD Code**

127000

O*NET Relationship**Occupation Title**

Computer Systems Analysts

SOC Code

15-1211.00

Job Family

Computer and Mathematical

Skills*Critical Thinking**Judgment and Decision Making**Systems Analysis**Complex Problem Solving**Coordination**Systems Evaluation**Monitoring**Operations Analysis**Active Learning**Technology Design***Abilities***Deductive Reasoning**Inductive Reasoning**Information Ordering**Selective Attention**Written Expression**Problem Sensitivity**Speed of Closure**Written Comprehension**Originality**Oral Expression***CYBER RESEARCH, DEVELOPMENT, AND EVALUATION****Paygrade****Task Type****Task Statements**

E6

CORE

Collaborate with Intelligence Community (IC) to obtain targeting or emerging technologies information

E6

NON-CORE

Collaborate with stakeholders for capabilities

E4

CORE

Configure virtualized environments

E4

NON-CORE

Construct target environments for training, testing, and assessing

E7

CORE

Coordinate with customers about operational tool and platform requirements

E5

NON-CORE

Create algorithms to solve complex problems

E4

CORE

Create simple scripts (e.g., Python, PowerShell, UNIX Scripting, etc.)

E5

NON-CORE

Determine capability requirements for development

E4

NON-CORE

Develop capabilities using scripting languages

E5

NON-CORE

Evaluate Defensive Cyberspace Operations/Offensive Cyberspace Operations (DCO/OCO) tools, capabilities, and platforms

E4

CORE

Formulate regular expression statements

E4

CORE

Interpret source code at a basic level

E4

CORE

Perform Boolean logic

E4

CORE

Perform discrete math functions

E4

CORE

Utilize a testing environment for capabilities

E7

CORE

Validate requirements for capabilities

CYBERSPACE ANALYSIS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze audit and log files on Information Systems
E4	CORE	Analyze cloud technology
E4	CORE	Analyze common system services
E4	CORE	Analyze data to reconstruct and document target networks
E4	CORE	Analyze identified malicious activity (e.g., determine weaknesses exploited, exploitation methods, effects on system and information, etc.)
E4	CORE	Analyze intrusion set activities
E4	NON-CORE	Analyze memory capture
E4	CORE	Analyze metadata and data of targeting significance
E4	CORE	Analyze mobile operating system characteristics
E4	CORE	Analyze network and system artifacts to identify potential malicious activity (e.g., logs, malware, and system configuration files, etc.)
E4	CORE	Analyze network or system alerts from various sources
E4	CORE	Analyze network security architecture components
E4	CORE	Analyze network traffic to identify anomalous activity and potential threats
E4	CORE	Analyze Operating System (OS) characteristics
E4	CORE	Analyze operational environments for key terrain in cyberspace
E4	CORE	Analyze Operational Technology (OT) (e.g., Supervisory Control and Data Acquisition/Industrial Control Systems (SCADA/ICS), etc.)
E4	CORE	Analyze raw data
E4	CORE	Analyze remote system environments
E4	CORE	Analyze remote target network composition
E4	CORE	Analyze scanning activity
E4	CORE	Analyze software and hardware
E4	CORE	Analyze system, event, and network logs
E4	CORE	Analyze target capabilities
E4	CORE	Analyze target implementation of technologies and digital network systems
E4	CORE	Analyze threat Tactics, Techniques, and Procedures (TTP)
E4	CORE	Analyze virtualization services
E5	NON-CORE	Assess physical characteristics of the target environment
E4	CORE	Assess target network vulnerabilities
E5	CORE	Assess threat Tactics, Techniques, and Procedures (TTP)
E5	NON-CORE	Conduct host based forensics
E5	CORE	Conduct in-depth target and technical analysis, to include target-specific information (e.g., cultural, organizational, political, etc.)
E5	NON-CORE	Conduct media analysis (e.g. mobile devices, hard drives, etc.)
E5	NON-CORE	Conduct memory analysis
E5	NON-CORE	Conduct mobile forensics
E5	NON-CORE	Conduct Pattern of Life (POL) analysis
E5	CORE	Conduct tactical mission analysis
E4	CORE	Define basic structure and architecture of networks

CYBERSPACE ANALYSIS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Detect metadata and data of targeting significance
E4	CORE	Detect network vulnerabilities
E4	CORE	Develop target templates
E4	CORE	Differentiate incidents and events from benign activities
E5	CORE	Evaluate collection requirements
E4	CORE	Evaluate containerization services
E6	CORE	Evaluate cyberspace-related Tactics, Techniques, and Procedures (TTP)
E5	CORE	Evaluate remote system environments
E5	CORE	Evaluate scanning activity
E5	NON-CORE	Evaluate threats based upon vulnerabilities
E5	CORE	Evaluate virtualization services
E4	CORE	Identify access vectors for networks of interest
E4	CORE	Identify applications and operating systems of a network device based on network traffic
E4	CORE	Identify communication transmission infrastructure
E5	CORE	Identify intelligence gaps
E4	CORE	Identify technical solutions from all source data
E4	CORE	Perform all source research
E4	CORE	Perform endpoint analysis (clients and servers)
E4	CORE	Perform file signature analysis
E4	CORE	Perform file system analysis
E4	CORE	Perform initial target development
E4	CORE	Perform mid-point analysis (e.g., routers, firewalls, switches, etc.)
E4	CORE	Perform network traffic analysis
E5	NON-CORE	Perform target geospatial analysis
E4	CORE	Perform timeline analysis
E4	CORE	Perform vulnerability analysis
E4	CORE	Perform wireless analysis
E4	CORE	Process data sets to tailor analytic efforts
E5	CORE	Recommend targets based on all source reporting
E4	CORE	Reconnoiter remote targets (physical and virtual) for capability pre-positioning
E6	NON-CORE	Validate Operational Technology (OT) (e.g. Supervisory Control and Data Acquisition/Industrial Control Systems (SCADA/ICS))
E6	NON-CORE	Validate target and collection requests
E5	CORE	Validate target network vulnerabilities
E6	CORE	Validate target templates
E5	CORE	Verify Operational Technology (OT) (e.g. Supervisory Control and Data Acquisition/Industrial Control Systems (SCADA/ICS))
E5	CORE	Verify target capabilities

CYBERSPACE OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Allocate resources to support Defensive Cyberspace Operations/Offensive Cyberspace Operations (DCO/OCO)
E4	CORE	Apply exploitation methodology
E5	NON-CORE	Assess Maritime Wireless Pattern of Life (POL)
E4	CORE	Assess operational environment
E5	CORE	Assess technical impact of tools and Tactics, Techniques, and Procedures (TTP) on a specific target
E4	CORE	Brief operational and intelligence updates
E4	CORE	Collect host and network data
E4	CORE	Communicate with intelligence analysts and targeting organizations
E7	CORE	Conduct capabilities management
E6	CORE	Conduct Courses of Action (COA) analysis
E6	CORE	Conduct cyberspace engagement
E6	NON-CORE	Conduct planning initiation
E7	CORE	Confirm authorities and Standing Rules of Engagement (SROE) for Defensive Cyberspace Operations/Offensive Cyberspace Operations (DCO/OCO) planning
E7	CORE	Coordinate cyberspace Operational Preparation of Environment (OPE)
E7	CORE	Coordinate Defensive Cyberspace Operations/Offensive Cyberspace Operations (DCO/OCO)
E7	NON-CORE	Coordinate Defensive Cyberspace Operations/Offensive Cyberspace Operations (DCO/OCO) with Special Access Program (SAP)/Integrated Joint Special Technical Operations (IJSTO) planners
E7	NON-CORE	Coordinate with external organizations to create and deploy tools
E6	CORE	Cross-check operational performance indicators (e.g., Battle Damage Assessment (BDA), Measures of Performance (MOP), Measures of Effectiveness (MOE), etc.)
E5	CORE	Deconflict scheduled network operations
E5	CORE	Develop Courses of Action (COA)
E5	CORE	Develop cyberspace-related Tactics, Techniques, and Procedures (TTP)
E5	NON-CORE	Develop offensive mission plan
E7	CORE	Develop operational partnerships
E7	CORE	Develop operational risk strategy
E6	CORE	Evaluate Courses of Action (COA) comparison
E5	CORE	Evaluate defense posture
E6	CORE	Evaluate mission impact of tools and techniques on specific targets
E5	CORE	Evaluate operational documents
E4	CORE	Initiate Requests for Information (RFI)
E6	CORE	Integrate cyberspace collections in intelligence gathering operations
E4	CORE	Maintain operational situational awareness
E6	CORE	Maintain project management
E5	CORE	Maintain situational awareness and functionality of operational infrastructure
E5	CORE	Maintain target situational awareness

CYBERSPACE OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Navigate file systems
E5	NON-CORE	Nominate remote targets for software pre-positioning
E7	CORE	Outline command and control activities (e.g. supported and supporting relationships)
E4	CORE	Perform device exploitation
E4	CORE	Perform host enumeration
E5	CORE	Perform mission rehearsal
E4	CORE	Perform network enumeration
E4	CORE	Perform network reconnaissance
E4	CORE	Perform Offensive Cyberspace Operations (OCO)
E4	NON-CORE	Perform offensive tactics in support of Defensive Cyberspace Operations (DCO)
E5	CORE	Perform operational and tactical deconfliction
E5	CORE	Perform Operational Preparation of the Environment (OPE)
E5	CORE	Perform operational risk assessment
E4	CORE	Perform scanning activity
E4	CORE	Perform wireless collection
E4	CORE	Prepare summary report of events
E5	CORE	Prepare technical aspects of organic products (e.g., reports, working aids, Concept of Operations (CONOPS), etc.)
E4	CORE	Provide input for organic products (e.g., reports, working aids, Concept of Operations (CONOPS), etc.)
E4	NON-CORE	Provide target Positive Identification (PID)
E4	CORE	Provide time sensitive reporting information (e.g., Critical Intelligence Communication (CRITIC), Commanders Critical Information Requirements (CCIR), voice reports, etc.)
E4	CORE	Recognize Mission Relevant Terrain in Cyberspace (MRT-C)
E5	CORE	Relayed Defensive Cyberspace Operations/Offensive Cyberspace Operations (DCO/OCO) updates
E4	CORE	Report current or emerging cyberspace threats, intrusions, incidents, and events
E5	CORE	Report cyberspace effects (e.g., Measures of Performance (MOP), Measures of Effectiveness (MOE), and after action reports, etc.)
E5	CORE	Report time-sensitive information
E6	CORE	Respond to formal Requests for Information (RFI)
E6	CORE	Respond to operational and tactical deconfliction requests
E4	CORE	Support mission analysis
E5	NON-CORE	Utilize capabilities to enable access to networks of interest
E7	CORE	Validate operational and tactical deconfliction requirements
E7	CORE	Validate operational documents
E7	CORE	Validate target development recommendations
E5	CORE	Verify Mission Relevant Terrain in Cyberspace (MRT-C)
E4	CORE	Verify operational authorities
E5	CORE	Verify operational environments for key terrain in cyberspace

SECURITY AND ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Control access to Sensitive Compartmented Information Facility (SCIF)
E6	CORE	Coordinate legal compliance reviews
E4	CORE	Destroy Sensitive Compartmented Information (SCI) materials
E4	CORE	Document receipt of Sensitive Compartmented Information (SCI) materials
E4	CORE	Implement Emergency Action Plan (EAP)
E4	CORE	Inventory Sensitive Compartmented Information (SCI) materials
E4	CORE	Safeguard Sensitive Compartmented Information (SCI) materials
E4	CORE	Store Sensitive Compartmented Information (SCI) materials

Job Title**Expeditionary Cyberspace Operator****Job Code****003107****Job Family**

Computer and Mathematical

NOC

TBD

Short Title (30 Characters)

EXP CYBERSPACE OPERATOR

Short Title (14 Characters)

EXP CYBR OPR

Pay Plan

Enlisted

Career Field

CWT

Other Relationships and Rules

NEC HXXX and 7XXX series and other NECs as assigned

Job Description

Expeditionary Cyberspace Operators perform local and close-access expeditionary cyberspace operations as assigned in support of special operations forces, fleet national, and joint mission-sets. Operationally leverages full-spectrum cyberspace capabilities from maritime, air, and ground domains.

DoD Relationship**Group Title**Cyberspace Operations,
General**DoD Code**

127000

O*NET Relationship**Occupation Title**

Penetration Testers

SOC Code

15-1299.04

Job Family

Computer and Mathematical

Skills*Critical Thinking**Judgment and Decision Making**Systems Analysis**Complex Problem Solving**Coordination**Systems Evaluation**Operation and Control**Monitoring**Technology Design**Operations Analysis***Abilities***Deductive Reasoning**Information Ordering**Inductive Reasoning**Written Expression**Selective Attention**Problem Sensitivity**Originality**Written Comprehension**Speed of Closure**Fluency of Ideas***CYBER RESEARCH, DEVELOPMENT, AND EVALUATION****Paygrade****Task Type****Task Statements**

E6

CORE

Collaborate with Intelligence Community (IC) to obtain targeting or emerging technologies information

E6

NON-CORE

Collaborate with stakeholders for capabilities

E5

NON-CORE

Conduct Operation, Test, and Evaluation (OTE) of Commercial Off The Shelf (COTS)/Government Off The Shelf (GOTS)

E4

CORE

Configure software based capabilities

E4

CORE

Configure virtualized environments

E4

NON-CORE

Construct target environments for training, testing, and assessing

E7

CORE

Coordinate with customers about operational tool and platform requirements

E4

NON-CORE

Correct errors in software-based capabilities

E5

NON-CORE

Create algorithms to solve complex problems

E4

CORE

Create simple scripts (e.g., Python, PowerShell, UNIX Scripting, etc.)

E5

NON-CORE

Determine capability requirements for development

E4

NON-CORE

Develop capabilities using compiled/assembled languages

E4

NON-CORE

Develop capabilities using scripting languages

E4

NON-CORE

Develop collection and exploitation equipment (Commercial Off The Shelf (COTS)/Government Off The Shelf (GOTS))

E4

NON-CORE

Develop Defensive Cyberspace Operations/Offensive Cyberspace Operations (DCO/OCO) tools and platforms

E5

NON-CORE

Develop new techniques for gaining and keeping access to target systems

CYBER RESEARCH, DEVELOPMENT, AND EVALUATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	NON-CORE	Ensure project continuity through documentation of design, testing, and implementation
E7	NON-CORE	Establish guidelines for development cycles
E5	NON-CORE	Establish requirements for deployment of a capability
E5	NON-CORE	Evaluate Defensive Cyberspace Operations/Offensive Cyberspace Operations (DCO/OCO) tools, capabilities, and platforms
E4	CORE	Formulate regular expression statements
E4	NON-CORE	Integrate foundational programming concepts for capability development
E4	CORE	Interpret source code at a basic level
E5	NON-CORE	Maintain Defensive Cyberspace Operations/Offensive Cyberspace Operations (DCO/OCO) tools, capabilities, and platforms
E4	CORE	Perform Boolean logic
E4	CORE	Perform discrete math functions
E5	NON-CORE	Perform Operational Evaluation (OE) of capabilities
E5	NON-CORE	Perform rigorous and periodic testing of a capability
E4	CORE	Utilize a testing environment for capabilities
E4	NON-CORE	Utilize open source code
E7	CORE	Validate requirements for capabilities
E5	NON-CORE	Validate tools, capabilities, and platforms during Developmental Test (DT) and Operational Test and Evaluation (OT&E)

CYBERSPACE ANALYSIS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze audit and log files on Information Systems
E4	CORE	Analyze common system services
E4	CORE	Analyze data to reconstruct and document target networks
E4	NON-CORE	Analyze memory capture
E4	CORE	Analyze metadata and data of targeting significance
E4	CORE	Analyze mobile operating system characteristics
E4	CORE	Analyze network and system artifacts to identify potential malicious activity (e.g., logs, malware, and system configuration files, etc.)
E4	CORE	Analyze network security architecture components
E4	CORE	Analyze network traffic to identify anomalous activity and potential threats
E4	CORE	Analyze Operating System (OS) characteristics
E4	CORE	Analyze operational environments for key terrain in cyberspace
E4	CORE	Analyze Operational Technology (OT) (e.g., Supervisory Control and Data Acquisition/Industrial Control Systems (SCADA/ICS), etc.)
E4	CORE	Analyze raw data
E4	CORE	Analyze remote system environments
E4	CORE	Analyze remote target network composition
E4	CORE	Analyze scanning activity

CYBERSPACE ANALYSIS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Analyze Signals of Interest (SOI)
E4	CORE	Analyze software and hardware
E4	CORE	Analyze system, event, and network logs
E4	CORE	Analyze target capabilities
E4	CORE	Analyze target implementation of technologies and digital network systems
E4	CORE	Analyze threat Tactics, Techniques, and Procedures (TTP)
E5	NON-CORE	Assess physical characteristics of the target environment
E4	CORE	Assess target network vulnerabilities
E5	CORE	Assess threat Tactics, Techniques, and Procedures (TTP)
E5	NON-CORE	Conduct host based forensics
E5	CORE	Conduct in-depth target and technical analysis, to include target-specific information (e.g., cultural, organizational, political, etc.)
E5	NON-CORE	Conduct media analysis (e.g. mobile devices, hard drives, etc.)
E5	NON-CORE	Conduct memory analysis
E5	NON-CORE	Conduct mobile forensics
E5	NON-CORE	Conduct Pattern of Life (POL) analysis
E5	CORE	Conduct tactical mission analysis
E4	CORE	Define basic structure and architecture of networks
E4	CORE	Detect metadata and data of targeting significance
E4	CORE	Detect network vulnerabilities
E5	NON-CORE	Determine data requirements
E4	CORE	Develop target templates
E5	CORE	Evaluate collection requirements
E6	CORE	Evaluate cyberspace-related Tactics, Techniques, and Procedures (TTP)
E5	CORE	Evaluate remote system environments
E5	CORE	Evaluate scanning activity
E4	CORE	Identify access vectors for networks of interest
E4	CORE	Identify applications and operating systems of a network device based on network traffic
E4	CORE	Identify communication transmission infrastructure
E5	CORE	Identify intelligence gaps
E4	CORE	Identify technical solutions from all source data
E7	NON-CORE	Manage unit priority target lists
E4	CORE	Perform all source research
E4	CORE	Perform binary triage analysis
E4	CORE	Perform endpoint analysis (clients and servers)
E4	CORE	Perform file signature analysis
E4	CORE	Perform file system analysis
E4	CORE	Perform forensic triage
E4	CORE	Perform initial target development

CYBERSPACE ANALYSIS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform mid-point analysis (e.g., routers, firewalls, switches, etc.)
E4	CORE	Perform network traffic analysis
E5	NON-CORE	Perform target geospatial analysis
E4	CORE	Perform vulnerability analysis
E4	CORE	Perform wireless analysis
E4	CORE	Perform wireless source validation
E4	CORE	Process data sets to tailor analytic efforts
E5	CORE	Recommend targets based on all source reporting
E4	CORE	Reconnoiter remote targets (physical and virtual) for capability pre-positioning
E6	NON-CORE	Validate Operational Technology (OT) (e.g. Supervisory Control and Data Acquisition/Industrial Control Systems (SCADA/ICS))
E5	CORE	Validate target network vulnerabilities
E6	CORE	Validate target templates
E5	CORE	Verify Operational Technology (OT) (e.g. Supervisory Control and Data Acquisition/Industrial Control Systems (SCADA/ICS))
E5	CORE	Verify target capabilities

CYBERSPACE OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	NON-CORE	Advise Commander's Critical Information Requirements (CCIR)
E7	CORE	Allocate resources to support Defensive Cyberspace Operations/Offensive Cyberspace Operations (DCO/OCO)
E4	CORE	Apply exploitation methodology
E5	NON-CORE	Assemble tactical infrastructure
E5	NON-CORE	Assess Maritime Wireless Pattern of Life (POL)
E4	CORE	Assess operational environment
E5	CORE	Assess technical impact of tools and Tactics, Techniques, and Procedures (TTP) on a specific target
E4	CORE	Brief operational and intelligence updates
E4	CORE	Collect forensic evidence
E4	CORE	Collect host and network data
E4	CORE	Communicate with intelligence analysts and targeting organizations
E7	CORE	Conduct capabilities management
E6	CORE	Conduct Courses of Action (COA) analysis
E6	CORE	Conduct cyberspace engagement
E5	NON-CORE	Conduct initial access operations
E5	NON-CORE	Conduct interactive operations
E5	NON-CORE	Conduct memory capture
E6	CORE	Conduct mission analysis
E5	NON-CORE	Conduct non-standard collection operations
E6	NON-CORE	Conduct planning initiation

CYBERSPACE OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Conduct Sensitive Site Exploitations (SSE) operations
E7	CORE	Confirm authorities and Standing Rules of Engagement (SROE) for Defensive Cyberspace Operations/Offensive Cyberspace Operations (DCO/OCO) planning
E7	CORE	Coordinate cyberspace Operational Preparation of Environment (OPE)
E7	CORE	Coordinate Defensive Cyberspace Operations/Offensive Cyberspace Operations (DCO/OCO)
E7	NON-CORE	Coordinate Defensive Cyberspace Operations/Offensive Cyberspace Operations (DCO/OCO) with Special Access Program (SAP)/Integrated Joint Special Technical Operations (IJSTO) planners
E7	NON-CORE	Coordinate with external organizations to create and deploy tools
E6	CORE	Cross-check operational performance indicators (e.g., Battle Damage Assessment (BDA), Measures of Performance (MOP), Measures of Effectiveness (MOE), etc.)
E5	CORE	Deconflict scheduled network operations
E5	CORE	Develop Courses of Action (COA)
E5	CORE	Develop cyberspace-related Tactics, Techniques, and Procedures (TTP)
E5	NON-CORE	Develop offensive mission plan
E7	CORE	Develop operational partnerships
E6	NON-CORE	Develop operational plans, orders, and guidance
E7	CORE	Develop operational risk strategy
E5	NON-CORE	Erect ground and airborne Signals Intelligence (SIGINT) collection equipment
E6	CORE	Evaluate Courses of Action (COA) comparison
E5	CORE	Evaluate defense posture
E6	CORE	Evaluate mission impact of tools and techniques on specific targets
E5	NON-CORE	Harden physical and mobile networks
E4	CORE	Initiate Requests for Information (RFI)
E6	CORE	Integrate cyberspace collections in intelligence gathering operations
E4	CORE	Maintain operational situational awareness
E6	CORE	Maintain project management
E5	CORE	Maintain situational awareness and functionality of operational infrastructure
E5	CORE	Maintain target situational awareness
E6	NON-CORE	Manage data requirements
E4	CORE	Navigate file systems
E5	NON-CORE	Nominate remote targets for software pre-positioning
E7	CORE	Outline command and control activities (e.g. supported and supporting relationships)
E4	CORE	Perform device exploitation
E6	NON-CORE	Perform exercise planning
E4	CORE	Perform host enumeration
E4	NON-CORE	Perform interactive operations
E5	CORE	Perform mission rehearsal
E4	CORE	Perform network enumeration
E4	CORE	Perform network reconnaissance

CYBERSPACE OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform Offensive Cyberspace Operations (OCO)
E5	CORE	Perform operational and tactical deconfliction
E5	CORE	Perform Operational Preparation of the Environment (OPE)
E5	CORE	Perform operational risk assessment
E4	CORE	Perform scanning activity
E5	NON-CORE	Perform tactical Airborne Precision Geolocation (APGL) operations/Unmanned Aerial Systems (UAS) payload operations
E5	NON-CORE	Perform tactical Precision Geolocation (PGL)
E5	NON-CORE	Perform untethered collections
E4	CORE	Perform wireless collection
E4	CORE	Prepare summary report of events
E5	CORE	Prepare technical aspects of organic products (e.g., reports, working aids, Concept of Operations (CONOPS), etc.)
E4	CORE	Provide input for organic products (e.g., reports, working aids, Concept of Operations (CONOPS), etc.)
E4	NON-CORE	Provide target Positive Identification (PID)
E4	CORE	Provide time sensitive reporting information (e.g., Critical Intelligence Communication (CRITIC), Commanders Critical Information Requirements (CCIR), voice reports, etc.)
E4	CORE	Recognize Mission Relevant Terrain in Cyberspace (MRT-C)
E5	CORE	Relayed Defensive Cyberspace Operations/Offensive Cyberspace Operations (DCO/OCO) updates
E5	CORE	Report cyberspace effects (e.g., Measures of Performance (MOP), Measures of Effectiveness (MOE), and after action reports, etc.)
E5	CORE	Report time-sensitive information
E6	CORE	Respond to formal Requests for Information (RFI)
E6	CORE	Respond to operational and tactical deconfliction requests
E4	CORE	Support mission analysis
E5	NON-CORE	Utilize capabilities to enable access to networks of interest
E7	CORE	Validate operational and tactical deconfliction requirements
E7	CORE	Validate operational documents
E7	CORE	Validate target development recommendations
E5	CORE	Verify Mission Relevant Terrain in Cyberspace (MRT-C)
E4	CORE	Verify operational authorities
E5	CORE	Verify operational environments for key terrain in cyberspace

SECURITY AND ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Control access to Sensitive Compartmented Information Facility (SCIF)
E6	NON-CORE	Coordinate Temporary Sensitive Compartmented Information Facility (TSCIF) accreditations
E4	CORE	Destroy Sensitive Compartmented Information (SCI) materials

SECURITY AND ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Document receipt of Sensitive Compartmented Information (SCI) materials
E4	CORE	Implement Emergency Action Plan (EAP)
E4	CORE	Inventory Sensitive Compartmented Information (SCI) materials
E7	NON-CORE	Manage Temporary Sensitive Compartmented Information Facility (TSCIF) accreditations
E4	CORE	Safeguard Sensitive Compartmented Information (SCI) materials
E4	CORE	Store Sensitive Compartmented Information (SCI) materials

Job Title**Cyberspace Operator****Job Code****003108****Job Family**

Computer and Mathematical

NOC

TBD

Short Title (30 Characters)

CYBERSPACE OPERATOR

Short Title (14 Characters)

CYBR OPR

Pay Plan

Enlisted

Career Field

CWT

Other Relationships and Rules

NEC HXXX and 7XXX series and other NECs as assigned

Job Description

Cyberspace Operators employ a wide range of software applications for network navigation, tactical forensic analysis, surveillance and reconnaissance, and cyberspace effects in the execution of full-spectrum on-net, local, and close-access cyberspace operations.

DoD Relationship**Group Title**Cyberspace Operations,
General**DoD Code**

127000

O*NET Relationship**Occupation Title**

Penetration Testers

SOC Code

15-1299.04

Job Family

Computer and Mathematical

Skills*Critical Thinking**Systems Analysis**Judgment and Decision Making**Complex Problem Solving**Systems Evaluation**Coordination**Operation and Control**Programming**Monitoring**Operations Analysis***Abilities***Inductive Reasoning**Deductive Reasoning**Information Ordering**Selective Attention**Problem Sensitivity**Written Expression**Written Comprehension**Originality**Speed of Closure**Fluency of Ideas***CYBER RESEARCH, DEVELOPMENT, AND EVALUATION****Paygrade****Task Type****Task Statements**

E6

CORE

Collaborate with Intelligence Community (IC) to obtain targeting or emerging technologies information

E6

NON-CORE

Collaborate with stakeholders for capabilities

E5

NON-CORE

Conduct Operation, Test, and Evaluation (OTE) of Commercial Off The Shelf (COTS)/Government Off The Shelf (GOTS)

E4

CORE

Configure software based capabilities

E4

CORE

Configure virtualized environments

E4

NON-CORE

Construct target environments for training, testing, and assessing

E7

CORE

Coordinate with customers about operational tool and platform requirements

E4

NON-CORE

Correct errors in software-based capabilities

E5

NON-CORE

Create algorithms to solve complex problems

E4

CORE

Create simple scripts (e.g., Python, PowerShell, UNIX Scripting, etc.)

E5

NON-CORE

Determine capability requirements for development

E4

NON-CORE

Develop capabilities using compiled/assembled languages

E4

NON-CORE

Develop capabilities using scripting languages

E4

NON-CORE

Develop Defensive Cyberspace Operations/Offensive Cyberspace Operations (DCO/OCO) tools and platforms

E5

NON-CORE

Develop new techniques for gaining and keeping access to target systems

E5

NON-CORE

Establish requirements for deployment of a capability

E5

NON-CORE

Evaluate Defensive Cyberspace Operations/Offensive Cyberspace Operations (DCO/OCO) tools, capabilities, and platforms

CYBER RESEARCH, DEVELOPMENT, AND EVALUATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Formulate regular expression statements
E4	NON-CORE	Integrate foundational programming concepts for capability development
E4	CORE	Interpret source code at a basic level
E5	NON-CORE	Maintain Defensive Cyberspace Operations/Offensive Cyberspace Operations (DCO/OCO) tools, capabilities, and platforms
E4	NON-CORE	Perform basic reverse engineering
E4	CORE	Perform Boolean logic
E4	CORE	Perform discrete math functions
E5	NON-CORE	Perform Operational Evaluation (OE) of capabilities
E5	NON-CORE	Perform rigorous and periodic testing of a capability
E4	CORE	Utilize a testing environment for capabilities
E4	NON-CORE	Utilize computer code to develop a software-based capability
E4	NON-CORE	Utilize open source code
E4	NON-CORE	Utilize secure coding techniques during development
E5	NON-CORE	Validate tools, capabilities, and platforms during Developmental Test (DT) and Operational Test and Evaluation (OT&E)

CYBERSPACE ANALYSIS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze audit and log files on Information Systems
E4	CORE	Analyze common system services
E4	CORE	Analyze data to reconstruct and document target networks
E4	CORE	Analyze identified malicious activity (e.g., determine weaknesses exploited, exploitation methods, effects on system and information, etc.)
E4	CORE	Analyze mobile operating system characteristics
E4	CORE	Analyze network and system artifacts to identify potential malicious activity (e.g., logs, malware, and system configuration files, etc.)
E4	CORE	Analyze network security architecture components
E4	CORE	Analyze network traffic to identify anomalous activity and potential threats
E4	CORE	Analyze Operating System (OS) characteristics
E4	CORE	Analyze operational environments for key terrain in cyberspace
E4	CORE	Analyze Operational Technology (OT) (e.g., Supervisory Control and Data Acquisition/Industrial Control Systems (SCADA/ICS), etc.)
E4	CORE	Analyze raw data
E4	CORE	Analyze remote system environments
E4	CORE	Analyze remote target network composition
E4	CORE	Analyze scanning activity
E4	CORE	Analyze software and hardware
E4	CORE	Analyze system, event, and network logs
E4	CORE	Analyze target implementation of technologies and digital network systems
E4	CORE	Analyze threat Tactics, Techniques, and Procedures (TTP)
E4	CORE	Analyze virtualization services

CYBERSPACE ANALYSIS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Assess physical characteristics of the target environment
E4	CORE	Assess target network vulnerabilities
E5	CORE	Assess threat Tactics, Techniques, and Procedures (TTP)
E5	NON-CORE	Conduct memory analysis
E4	CORE	Define basic structure and architecture of networks
E4	CORE	Detect metadata and data of targeting significance
E4	CORE	Detect network vulnerabilities
E4	CORE	Differentiate incidents and events from benign activities
E5	CORE	Evaluate collection requirements
E4	CORE	Evaluate containerization services
E6	CORE	Evaluate cyberspace-related Tactics, Techniques, and Procedures (TTP)
E5	CORE	Evaluate remote system environments
E5	CORE	Evaluate scanning activity
E5	NON-CORE	Evaluate threats based upon vulnerabilities
E5	CORE	Evaluate virtualization services
E4	CORE	Identify access vectors for networks of interest
E4	CORE	Identify applications and operating systems of a network device based on network traffic
E4	CORE	Identify communication transmission infrastructure
E5	CORE	Identify intelligence gaps
E4	CORE	Identify technical solutions from all source data
E4	CORE	Perform all source research
E4	CORE	Perform binary triage analysis
E4	NON-CORE	Perform dynamic and static binary analysis
E4	CORE	Perform endpoint analysis (clients and servers)
E4	CORE	Perform file signature analysis
E4	CORE	Perform file system analysis
E4	CORE	Perform mid-point analysis (e.g., routers, firewalls, switches, etc.)
E4	CORE	Perform network traffic analysis
E4	CORE	Perform timeline analysis
E4	CORE	Perform vulnerability analysis
E4	CORE	Perform wireless analysis
E4	CORE	Reconnoiter remote targets (physical and virtual) for capability pre-positioning
E6	NON-CORE	Validate Operational Technology (OT) (e.g. Supervisory Control and Data Acquisition/Industrial Control Systems (SCADA/ICS))
E5	CORE	Validate target network vulnerabilities
E5	CORE	Verify Operational Technology (OT) (e.g. Supervisory Control and Data Acquisition/Industrial Control Systems (SCADA/ICS))
E5	CORE	Verify target capabilities

CYBERSPACE OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Apply exploitation methodology
E5	NON-CORE	Assemble tactical infrastructure
E4	CORE	Assess operational environment
E5	CORE	Assess technical impact of tools and Tactics, Techniques, and Procedures (TTP) on a specific target
E4	CORE	Brief operational and intelligence updates
E4	CORE	Collect forensic evidence
E4	CORE	Collect host and network data
E4	CORE	Communicate with intelligence analysts and targeting organizations
E7	CORE	Conduct capabilities management
E6	CORE	Conduct Courses of Action (COA) analysis
E6	CORE	Conduct cyberspace engagement
E5	NON-CORE	Conduct initial access operations
E5	NON-CORE	Conduct interactive operations
E5	NON-CORE	Conduct memory capture
E7	CORE	Confirm authorities and Standing Rules of Engagement (SROE) for Defensive Cyberspace Operations/Offensive Cyberspace Operations (DCO/OCO) planning
E7	CORE	Coordinate cyberspace Operational Preparation of Environment (OPE)
E7	NON-CORE	Coordinate with external organizations to create and deploy tools
E6	CORE	Cross-check operational performance indicators (e.g., Battle Damage Assessment (BDA), Measures of Performance (MOP), Measures of Effectiveness (MOE), etc.)
E5	CORE	Deconflict scheduled network operations
E5	CORE	Develop Courses of Action (COA)
E5	CORE	Develop cyberspace-related Tactics, Techniques, and Procedures (TTP)
E7	CORE	Develop operational partnerships
E5	CORE	Evaluate defense posture
E6	CORE	Evaluate mission impact of tools and techniques on specific targets
E5	CORE	Evaluate operational documents
E4	CORE	Initiate Requests for Information (RFI)
E6	CORE	Integrate cyberspace collections in intelligence gathering operations
E4	CORE	Maintain operational situational awareness
E5	CORE	Maintain situational awareness and functionality of operational infrastructure
E5	CORE	Maintain target situational awareness
E4	CORE	Navigate file systems
E5	NON-CORE	Nominate remote targets for software pre-positioning
E4	CORE	Perform device exploitation
E4	CORE	Perform host enumeration
E4	NON-CORE	Perform interactive operations
E5	CORE	Perform mission rehearsal
E4	CORE	Perform network enumeration

CYBERSPACE OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform network reconnaissance
E4	CORE	Perform Offensive Cyberspace Operations (OCO)
E4	NON-CORE	Perform offensive tactics in support of Defensive Cyberspace Operations (DCO)
E5	CORE	Perform Operational Preparation of the Environment (OPE)
E5	CORE	Perform operational risk assessment
E4	CORE	Perform scanning activity
E5	NON-CORE	Perform untethered collections
E4	CORE	Perform wireless collection
E4	CORE	Prepare summary report of events
E5	CORE	Prepare technical aspects of organic products (e.g., reports, working aids, Concept of Operations (CONOPS), etc.)
E4	CORE	Provide input for organic products (e.g., reports, working aids, Concept of Operations (CONOPS), etc.)
E4	NON-CORE	Provide target Positive Identification (PID)
E4	CORE	Provide time sensitive reporting information (e.g., Critical Intelligence Communication (CRITIC), Commanders Critical Information Requirements (CCIR), voice reports, etc.)
E4	CORE	Recognize Mission Relevant Terrain in Cyberspace (MRT-C)
E5	CORE	Relayed Defensive Cyberspace Operations/Offensive Cyberspace Operations (DCO/OCO) updates
E4	CORE	Report current or emerging cyberspace threats, intrusions, incidents, and events
E5	CORE	Report cyberspace effects (e.g., Measures of Performance (MOP), Measures of Effectiveness (MOE), and after action reports, etc.)
E5	CORE	Report time-sensitive information
E5	NON-CORE	Utilize capabilities to enable access to networks of interest
E7	CORE	Validate operational documents
E5	CORE	Verify Mission Relevant Terrain in Cyberspace (MRT-C)
E4	CORE	Verify operational authorities
E5	CORE	Verify operational environments for key terrain in cyberspace

SECURITY AND ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Control access to Sensitive Compartmented Information Facility (SCIF)
E4	CORE	Destroy Sensitive Compartmented Information (SCI) materials
E4	CORE	Document receipt of Sensitive Compartmented Information (SCI) materials
E4	CORE	Implement Emergency Action Plan (EAP)
E4	CORE	Inventory Sensitive Compartmented Information (SCI) materials
E4	CORE	Safeguard Sensitive Compartmented Information (SCI) materials
E4	CORE	Store Sensitive Compartmented Information (SCI) materials

Job Title**Offensive Cyberspace Analyst****Job Code****003109****Job Family**

Protective Service

NOC

TBD

Short Title (30 Characters)

OFFENSIVE CYBERSPACE ANALYST

Short Title (14 Characters)

OFF CYB ANALYST

Pay Plan

Enlisted

Career Field

CWT

Other Relationships and Rules

NEC HXXX and 7XXX series and other NECs as assigned

Job Description

Offensive Cyberspace Analysts analyze metadata and content information to determine intelligence value, and reconstruct/document target networks; employ geospatial analysis techniques, maintain operational continuity, ensure continued collection, provide indications and warning, identify users, and all activities of associated targets; analyze target implementation of communication technologies and digital network systems by identifying vulnerabilities and potential exploitation vectors, suggest strategies and methods for target network, host system, and software and hardware exploitation.

DoD Relationship**Group Title**Cyberspace Operations,
General**DoD Code**

127000

O*NET Relationship**Occupation Title**

Intelligence Analysts

SOC Code

33-3021.06

Job Family

Protective Service

Skills*Critical Thinking**Systems Analysis**Judgment and Decision Making**Complex Problem Solving**Coordination**Systems Evaluation**Monitoring**Operations Analysis**Active Learning**Management of Material Resources***Abilities***Deductive Reasoning**Inductive Reasoning**Information Ordering**Written Expression**Selective Attention**Problem Sensitivity**Speed of Closure**Written Comprehension**Originality**Oral Expression***CYBER RESEARCH, DEVELOPMENT, AND EVALUATION****Paygrade**

E6

Task Type

CORE

Task Statements

Collaborate with Intelligence Community (IC) to obtain targeting or emerging technologies information

E7

CORE

Coordinate with customers about operational tool and platform requirements

E4

CORE

Formulate regular expression statements

E4

CORE

Interpret source code at a basic level

E4

CORE

Perform Boolean logic

E4

CORE

Perform discrete math functions

CYBERSPACE ANALYSIS**Paygrade**

E4

Task Type

CORE

Task Statements

Analyze audit and log files on Information Systems

E4

CORE

Analyze cloud technology

E4

CORE

Analyze common system services

E4

CORE

Analyze data to reconstruct and document target networks

E4

CORE

Analyze identified malicious activity (e.g., determine weaknesses exploited, exploitation methods, effects on system and information, etc.)

E4

CORE

Analyze intrusion set activities

E4

NON-CORE

Analyze memory capture

E4

CORE

Analyze metadata and data of targeting significance

CYBERSPACE ANALYSIS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze mobile operating system characteristics
E4	CORE	Analyze network and system artifacts to identify potential malicious activity (e.g., logs, malware, and system configuration files, etc.)
E4	CORE	Analyze network or system alerts from various sources
E4	CORE	Analyze network security architecture components
E4	CORE	Analyze network traffic to identify anomalous activity and potential threats
E4	CORE	Analyze Operating System (OS) characteristics
E4	CORE	Analyze operational environments for key terrain in cyberspace
E4	CORE	Analyze Operational Technology (OT) (e.g., Supervisory Control and Data Acquisition/Industrial Control Systems (SCADA/ICS), etc.)
E4	CORE	Analyze raw data
E4	CORE	Analyze remote system environments
E4	CORE	Analyze remote target network composition
E4	CORE	Analyze scanning activity
E4	CORE	Analyze software and hardware
E4	CORE	Analyze system, event, and network logs
E4	CORE	Analyze target capabilities
E4	CORE	Analyze target implementation of technologies and digital network systems
E4	CORE	Analyze threat Tactics, Techniques, and Procedures (TTP)
E4	CORE	Analyze virtualization services
E5	NON-CORE	Assess physical characteristics of the target environment
E4	CORE	Assess target network vulnerabilities
E5	CORE	Assess threat Tactics, Techniques, and Procedures (TTP)
E5	CORE	Conduct in-depth target and technical analysis, to include target-specific information (e.g., cultural, organizational, political, etc.)
E5	NON-CORE	Conduct media analysis (e.g. mobile devices, hard drives, etc.)
E5	NON-CORE	Conduct Pattern of Life (POL) analysis
E5	CORE	Conduct tactical mission analysis
E4	CORE	Define basic structure and architecture of networks
E4	CORE	Detect metadata and data of targeting significance
E4	CORE	Detect network vulnerabilities
E4	CORE	Develop target templates
E4	CORE	Differentiate incidents and events from benign activities
E5	CORE	Evaluate collection requirements
E4	CORE	Evaluate containerization services
E6	CORE	Evaluate cyberspace-related Tactics, Techniques, and Procedures (TTP)
E5	CORE	Evaluate remote system environments
E5	CORE	Evaluate scanning activity
E5	NON-CORE	Evaluate threats based upon vulnerabilities
E5	CORE	Evaluate virtualization services

CYBERSPACE ANALYSIS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Identify access vectors for networks of interest
E4	CORE	Identify applications and operating systems of a network device based on network traffic
E4	CORE	Identify communication transmission infrastructure
E5	CORE	Identify intelligence gaps
E4	CORE	Identify technical solutions from all source data
E6	CORE	Manage collection requirements
E7	NON-CORE	Manage unit priority target lists
E4	CORE	Perform all source research
E4	CORE	Perform endpoint analysis (clients and servers)
E4	CORE	Perform file signature analysis
E4	CORE	Perform file system analysis
E4	CORE	Perform initial target development
E4	CORE	Perform mid-point analysis (e.g., routers, firewalls, switches, etc.)
E4	CORE	Perform network traffic analysis
E5	NON-CORE	Perform target geospatial analysis
E4	CORE	Perform timeline analysis
E4	CORE	Perform wireless analysis
E4	CORE	Perform wireless source validation
E4	CORE	Process data sets to tailor analytic efforts
E5	CORE	Recommend targets based on all source reporting
E4	CORE	Reconnoiter remote targets (physical and virtual) for capability pre-positioning
E6	NON-CORE	Validate Operational Technology (OT) (e.g. Supervisory Control and Data Acquisition/Industrial Control Systems (SCADA/ICS))
E6	NON-CORE	Validate target and collection requests
E5	CORE	Verify Operational Technology (OT) (e.g. Supervisory Control and Data Acquisition/Industrial Control Systems (SCADA/ICS))

CYBERSPACE OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Allocate resources to support Defensive Cyberspace Operations/Offensive Cyberspace Operations (DCO/OCO)
E4	CORE	Apply exploitation methodology
E5	NON-CORE	Assess Maritime Wireless Pattern of Life (POL)
E4	CORE	Assess operational environment
E5	CORE	Assess technical impact of tools and Tactics, Techniques, and Procedures (TTP) on a specific target
E4	CORE	Brief operational and intelligence updates
E4	CORE	Collect host and network data
E4	CORE	Communicate with intelligence analysts and targeting organizations
E7	CORE	Conduct capabilities management
E6	CORE	Conduct cyberspace engagement

CYBERSPACE OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Confirm authorities and Standing Rules of Engagement (SROE) for Defensive Cyberspace Operations/Offensive Cyberspace Operations (DCO/OCO) planning
E7	CORE	Coordinate Defensive Cyberspace Operations/Offensive Cyberspace Operations (DCO/OCO)
E7	NON-CORE	Coordinate Defensive Cyberspace Operations/Offensive Cyberspace Operations (DCO/OCO) with Special Access Program (SAP)/Integrated Joint Special Technical Operations (IJSTO) planners
E4	NON-CORE	Create target and collection requests
E6	CORE	Cross-check operational performance indicators (e.g., Battle Damage Assessment (BDA), Measures of Performance (MOP), Measures of Effectiveness (MOE), etc.)
E7	CORE	Develop operational partnerships
E5	CORE	Evaluate defense posture
E6	CORE	Evaluate mission impact of tools and techniques on specific targets
E5	CORE	Evaluate operational documents
E4	CORE	Initiate Requests for Information (RFI)
E6	CORE	Integrate cyberspace collections in intelligence gathering operations
E4	CORE	Maintain operational situational awareness
E6	CORE	Maintain project management
E5	CORE	Maintain target situational awareness
E4	CORE	Navigate file systems
E5	NON-CORE	Nominate remote targets for software pre-positioning
E4	NON-CORE	Perform Cyberspace Threat Hunting (CTH)
E4	CORE	Perform host enumeration
E4	CORE	Perform network enumeration
E4	CORE	Perform network reconnaissance
E4	NON-CORE	Perform offensive tactics in support of Defensive Cyberspace Operations (DCO)
E5	CORE	Perform operational and tactical deconfliction
E4	CORE	Perform scanning activity
E4	CORE	Prepare summary report of events
E5	CORE	Prepare technical aspects of organic products (e.g., reports, working aids, Concept of Operations (CONOPS), etc.)
E4	CORE	Provide input for organic products (e.g., reports, working aids, Concept of Operations (CONOPS), etc.)
E4	NON-CORE	Provide target Positive Identification (PID)
E4	CORE	Provide time sensitive reporting information (e.g., Critical Intelligence Communication (CRITIC), Commanders Critical Information Requirements (CCIR), voice reports, etc.)
E4	CORE	Provide timely detection, identification, and alerting of possible attacks/intrusions, anomalous activities, and misuse activities
E4	CORE	Recognize Mission Relevant Terrain in Cyberspace (MRT-C)
E5	CORE	Relayed Defensive Cyberspace Operations/Offensive Cyberspace Operations (DCO/OCO) updates

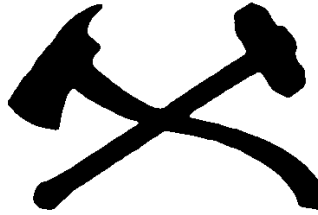
CYBERSPACE OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Report current or emerging cyberspace threats, intrusions, incidents, and events
E5	CORE	Report cyberspace effects (e.g., Measures of Performance (MOP), Measures of Effectiveness (MOE), and after action reports, etc.)
E5	CORE	Report time-sensitive information
E6	CORE	Respond to formal Requests for Information (RFI)
E4	CORE	Support mission analysis
E7	CORE	Validate operational documents
E7	CORE	Validate target development recommendations
E5	CORE	Verify Mission Relevant Terrain in Cyberspace (MRT-C)
E4	CORE	Verify operational authorities
E5	CORE	Verify operational environments for key terrain in cyberspace

SECURITY AND ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Control access to Sensitive Compartmented Information Facility (SCIF)
E6	CORE	Coordinate legal compliance reviews
E4	CORE	Destroy Sensitive Compartmented Information (SCI) materials
E4	CORE	Document receipt of Sensitive Compartmented Information (SCI) materials
E4	CORE	Implement Emergency Action Plan (EAP)
E4	CORE	Inventory Sensitive Compartmented Information (SCI) materials
E4	CORE	Safeguard Sensitive Compartmented Information (SCI) materials
E4	CORE	Store Sensitive Compartmented Information (SCI) materials

CHAPTER 21



DAMAGE CONTROLMAN (DC)

NAVPERS 18068F-21F
Change 102

Updated: April 2025

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

DAMAGE CONTROLMAN (DC)



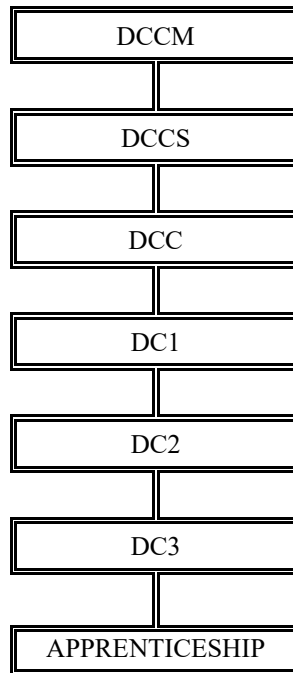
SCOPE OF RATING

Damage Controlmen (DC) perform organizational and intermediate level maintenance and repair damage control equipment and systems; plan, supervise, and perform tasks necessary for damage control, ship stability, preservation of watertight integrity, firefighting, and Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) defense; instruct and coordinate damage control parties; instruct personnel in the techniques of damage control and CBRNE defense; and prepare records and reports.

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 18068E) as Chapter 21.

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**Ship Survivability Systems Maintainer****Job Code****003002****Job Family**

Protective Service

NOC

TBD

Short Title (30 Characters)

SHIP SURVIVAL SYS MAINTAINER

Short Title (14 Characters)

SHIP SURV MNT

Pay Plan

Enlisted

Career Field

DC

Other Relationships and Rules

NEC 7XXX and UXXX series and other NECs as assigned

Job Description

Ship Survivability Systems Maintainers do the work necessary for damage control, ship stability, firefighting, fire prevention, and Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) defense; instruct personnel in the methods of damage control and CBRNE defense and repair damage control equipment and systems; operate, repair, and maintain installed firefighting systems and equipment, damage control equipment, and CBRNE defense equipment; train shipboard personnel in the operation, maintenance, and repair of damage control systems and equipment, life saving devices, and various firefighting methods; perform emergency repairs to decks, structures, pipes, and hulls by using emergency patching, plugging, and shoring; maintain and repair watertight closures and assorted fittings; and act as the duty Fire Marshal and firefighting leaders and train ship's company in chemical, biological and radiological defense. Maintainers work under the supervision of a mentor while learning a trade or skill.

DoD Relationship**Group Title**Other Craftworkers N.E.C.,
General**DoD Code**

179000

O*NET Relationship**Occupation Title**First-Line Supervisors of
Firefighting and Prevention
Workers**SOC Code**

33-1021.00

Job Family

Protective Service

Skills*Equipment Maintenance**Systems Evaluation**Complex Problem Solving**Critical Thinking**Judgment and Decision Making**Repairing**Operation Monitoring**Operation and Control**Monitoring**Equipment Selection***Abilities***Written Comprehension**Problem Sensitivity**Manual Dexterity**Inductive Reasoning**Information Ordering**Perceptual Speed**Deductive Reasoning**Reaction Time**Selective Attention**Multi-limb Coordination***CHEMICAL, BIOLOGICAL, RADIOLOGICAL, AND NUCLEAR EXPLOSIVE (CBRNE) DEFENSE****Paygrade**

E5

Task Type

CORE

Task Statements

Activate chemical detection systems (i.e., Improve Point Detection System Lifecycle-Replacement (IPDS-LR))

E4

CORE

Collect biological samples

E5

CORE

Conduct preventive maintenance on chemical detection systems (i.e., Improve Point Detection System Lifecycle-Replacement (IPDS-LR))

E5

CORE

Conduct preventive maintenance on Joint Biological Point Detection System (JBPDS)

E4

CORE

Conduct shipboard decontamination

E4

CORE

Detect Alpha, Beta, Gamma radiation

E4

CORE

Detect chemical agents

E5

CORE

Establish Contamination Control Areas (CCA)

E5

CORE

Establish Decontamination (DECON) stations

E4

CORE

Inspect chemical protective equipment

E4

CORE

Inventory consumable chemical and biological items (e.g., Biological Response Kit (BRK), Hand Held Assembly (HHA), Decontamination Station Equipment (DSE), etc.)

CHEMICAL, BIOLOGICAL, RADIOLOGICAL, AND NUCLEAR EXPLOSIVE (CBRNE) DEFENSE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Issue chemical protection equipment
E4	CORE	Monitor installed chemical and biological systems for air contamination
E4	CORE	Perform preventive maintenance on gas masks
E4	CORE	Perform preventive maintenance on radiological detection equipment
E4	CORE	Repair Decontamination (DECON) showers
E4	CORE	Replace Joint Biological Point Detection System (JBPDS) system components
E4	CORE	Set Mission Oriented Protective Posture (MOPP) levels
E5	CORE	Supervise Mission Oriented Protective Posture (MOPP) settings
E4	CORE	Test Decontamination (DECON) showers
E5	CORE	Troubleshoot chemical detection systems (i.e., Improve Point Detection System Lifecycle-Replacement (IPDS-LR))
E5	CORE	Troubleshoot Joint Biological Point Detection System (JBPDS)

DAMAGE CONTROL

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Activate Counter Measure Wash Down (CMWD) zones
E4	CORE	Activate ventilation systems remotely or locally
E4	CORE	Actuate fire protection systems remotely or locally (e.g., Halon, Heptafluoropropane, Aqueous Film Forming Foam (AFFF), water mist, etc.)
E4	CORE	Actuate fire pumps remotely or locally
E4	CORE	Actuate fire main valves remotely or locally
E4	CORE	Charge Self-Contained Breathing Apparatus (SCBA) bottles using Breathing Air Charging Stations (BACS)/Emergency Breathing Air Compressors (EBAC)
E5	CORE	Coordinate casualty scene response (e.g., fire, flooding, toxic gas, etc.)
E5	NON-CORE	Coordinate casualty scene response for aviation firefighting
E4	CORE	Dewater spaces using eductors
E4	CORE	Dewater spaces using portable pumps
E4	CORE	Enforce fire prevention and fire safety standards
E4	CORE	Inspect Damage Control (DC) communication systems
E4	CORE	Inspect tanks and voids for battle damage
E4	CORE	Install emergency pipe patches
E4	CORE	Install hull patches
E4	CORE	Install shoring
E5	CORE	Maintain Collective Protective System (CPS) pressure zones
E4	CORE	Monitor Supplied-Air Respirator/Self-Contained Breathing Apparatus (SAR/SCBA) pressure gauges
E4	CORE	Perform emergency access actions
E4	CORE	Perform list control operations
E4	CORE	Supervise casualty response teams (e.g., fire, flooding, toxic gas, etc.)

DAMAGE CONTROL (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Take soundings (e.g., compartments, tanks, voids, etc.)
E5	CORE	Test atmosphere for hazardous materials

EQUIPMENT MAINTENANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Activate Collective Protective System (CPS) zones
E5	CORE	Conduct air quality tests
E4	CORE	Conduct preventive maintenance on Breathing Air Charging Stations (BACS)/ Emergency Breathing Air Compressors (EBAC)
E4	CORE	Inventory Damage Control Repair Station (DCRS) equipment
E4	CORE	Perform preventive maintenance on fall protection equipment (e.g., Ladder Safety System (LSS), Firefighting Extraction System (FES), Rescue Davit System (RDS), etc.)
E4	CORE	Perform preventive maintenance on Aqueous Film Forming Foam (AFFF) systems
E4	CORE	Perform preventive maintenance on balance joiner doors
E4	CORE	Perform preventive maintenance on ballast control systems
E4	CORE	Perform preventive maintenance on Collective Protective Systems (CPS)
E4	CORE	Perform preventive maintenance on Damage Control (DC) firefighting helmets
E4	CORE	Perform preventive maintenance on Damage Control Repair Station (DCRS) equipment
E4	CORE	Perform preventive maintenance on electrical submersible pumps
E4	CORE	Perform preventive maintenance on emergency access equipment (i.e., Portable Exothermic Cutting Units (PECU) and Portable Electric Access and Rescue System (PEARS))
E4	CORE	Perform preventive maintenance on fire main systems
E4	CORE	Perform preventive maintenance on freshwater firefighting systems
E5	CORE	Perform preventive maintenance on gas-free engineering test equipment
E4	CORE	Perform preventive maintenance on halon/Heptafluoropropane systems
E4	CORE	Perform preventive maintenance on hydraulic valve control stations (e.g., Floodable Void Hydraulic Control (FVHC) stations, Hydraulic Valve Control Systems (HVCS), Miscellaneous Valve Hydraulic Control Station (MVHC), etc.)
E5	CORE	Perform preventive maintenance on installed Carbon Dioxide (CO2) systems
E4	CORE	Perform preventive maintenance on installed eductor systems
E4	CORE	Perform preventive maintenance on list control systems
E4	CORE	Perform preventive maintenance on portable desmoking equipment
E4	CORE	Perform preventive maintenance on portable eductors
E4	CORE	Perform preventive maintenance on portable emergency pump (i.e., P-100)
E4	CORE	Perform preventive maintenance on portable smoke generators
E4	CORE	Perform preventive maintenance on Self-Contained Breathing Apparatus (SCBA)
E4	CORE	Perform preventive maintenance on sprinkler systems

EQUIPMENT MAINTENANCE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform preventive maintenance on Supplied-Air Respirator/Self-Contained Breathing Apparatus (SAR/SCBA)
E4	CORE	Perform preventive maintenance on Thermal Imaging Cameras (TIC)
E4	CORE	Perform preventive maintenance on water mist systems
E4	CORE	Perform preventive maintenance on water wash down systems
E5	CORE	Repair Aqueous Film Forming Foam (AFFF) systems
E4	CORE	Repair balance joiner door components
E5	CORE	Repair ballast control systems
E5	CORE	Repair Breathing Air Charging Stations (BACS)/Emergency Breathing Air Compressors (EBAC)
E5	CORE	Repair Collective Protective Systems (CPS)
E4	CORE	Repair emergency access equipment (i.e., Portable Exothermic Cutting Units (PECU), Portable Electric Access and Rescue System (PEARS))
E4	CORE	Repair fire main systems
E4	CORE	Repair freshwater firefighting systems
E5	CORE	Repair gas-free engineering test equipment
E4	CORE	Repair halon/Heptafluoropropane systems
E4	CORE	Repair hydraulic valve control stations (e.g., Floodable Void Hydraulic Control (FVHC) stations, Hydraulic Valve Control Systems (HVCS), Miscellaneous Valve Hydraulic Control Station (MVHC), etc.)
E5	CORE	Repair installed Carbon Dioxide (CO2) systems
E4	CORE	Repair installed eductor systems
E5	CORE	Repair list control systems
E4	CORE	Repair portable emergency pump (i.e., P-100)
E4	CORE	Repair portable smoke generators
E4	CORE	Repair sprinkler systems
E5	CORE	Repair water mist systems
E4	CORE	Repair water wash down systems
E5	CORE	Review Damage Control Repair Station Allowance Equipage List (AEL)
E5	NON-CORE	Supervise preventive maintenance on air/water tight closures (e.g., ballistic doors, hatches, scuttles, etc.)
E5	NON-CORE	Supervise preventive maintenance on battle lanterns
E5	NON-CORE	Supervise preventive maintenance on Emergency Escape Breathing Devices (EEBD)
E5	NON-CORE	Supervise preventive maintenance on fire stations
E5	NON-CORE	Supervise preventive maintenance on ladder components
E5	NON-CORE	Supervise preventive maintenance on overboard discharge connections
E5	NON-CORE	Supervise preventive maintenance on portable Aqueous Film Forming Foam (AFFF) extinguishers
E5	NON-CORE	Supervise preventive maintenance on portable Carbon Dioxide (CO2) fire extinguishers

EQUIPMENT MAINTENANCE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Supervise preventive maintenance on Potassium Bicarbonate (PKP) bottles
E5	NON-CORE	Supervise repairs of air/water tight closures (e.g., ballistic doors, hatches, scuttles, etc.)
E5	NON-CORE	Supervise repairs of battle lanterns
E5	NON-CORE	Supervise repairs of fire stations
E5	NON-CORE	Supervise repairs of overboard discharge connections
E5	NON-CORE	Supervise repairs on ladder components
E5	NON-CORE	Supervise troubleshooting of air/water tight closures (e.g., ballistic doors, hatches, scuttles, etc.)
E5	NON-CORE	Supervise troubleshooting of battle lanterns
E5	CORE	Troubleshoot Aqueous Film Forming Foam (AFFF) systems
E4	CORE	Troubleshoot balance joiner doors
E5	CORE	Troubleshoot ballast control systems
E4	CORE	Troubleshoot Breathing Air Charging Stations (BACS)/Emergency Breathing Air Compressors (EBAC)
E5	CORE	Troubleshoot Collective Protective Systems (CPS)
E4	CORE	Troubleshoot emergency access equipment (i.e., Portable Exothermic Cutting Units (PECU), Portable Electric Access and Rescue System (PEARS))
E4	CORE	Troubleshoot fire main systems
E4	CORE	Troubleshoot freshwater firefighting systems
E5	CORE	Troubleshoot gas-free engineering test equipment
E4	CORE	Troubleshoot halon/Heptafluoropropane systems
E4	CORE	Troubleshoot hydraulic valve control stations (e.g., Floodable Void Hydraulic Control (FVHC) stations, Hydraulic Valve Control Systems (HVCS), Miscellaneous Valve Hydraulic Control Station (MVHC), etc.)
E5	CORE	Troubleshoot installed Carbon Dioxide (CO2) systems
E4	CORE	Troubleshoot installed eductor systems
E4	CORE	Troubleshoot list control systems
E4	CORE	Troubleshoot portable emergency pump (i.e., P-100)
E4	CORE	Troubleshoot portable smoke generators
E4	CORE	Troubleshoot sprinkler systems
E4	CORE	Troubleshoot water mist systems
E4	CORE	Troubleshoot water wash down systems

SHIPBOARD DAMAGE CONTROL TRAINING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Conduct casualty control team training
E5	NON-CORE	Conduct crash and salvage training
E4	CORE	Conduct installed/portable Damage Control (DC) equipment training
E4	CORE	Conduct protective clothing training
E5	CORE	Evaluate Damage Control (DC) training drills

TECHNICAL ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Calculate daily draft reports
E5	NON-CORE	Draft Quality Assurance (QA) repair forms
E5	CORE	Maintain Damage Control (DC) equipment records
E5	CORE	Review closure logs
E5	NON-CORE	Review engineering logs
E4	NON-CORE	Review Hazardous Material (HAZMAT) inventories
E5	CORE	Update Compartment Check Off Lists (CCOL)

Job Title**Ship Survivability Systems Technician****Job Code****003021****Job Family**
Management**NOC**
TBD**Short Title (30 Characters)**
SHIP SURVIVAL SYS TECHNICIAN**Short Title (14 Characters)**
SHIP SURV TECH**Pay Plan**
Enlisted**Career Field**
DC**Other Relationships and Rules**
NEC 7XXX and UXXX series and other NECs as assigned**Job Description**

Ship Survivability Systems Technicians do the work necessary for damage control, ship stability, firefighting, fire prevention, and Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) defense; instruct personnel in the methods of damage control and CBRNE defense; repair damage control equipment and systems; operate, repair, and troubleshoot installed firefighting systems and equipment, damage control equipment, and CBRNE defense equipment; train shipboard personnel in the operation, maintenance, and repair of damage control systems and equipment, life-saving devices, and firefighting methods; perform emergency repairs to decks, structures, pipes, and hulls by using emergency patching, plugging, and shoring; maintain and repair watertight closures and assorted fittings; and act as the ship's Fire Marshal and firefighting leaders and train ship's company in chemical, biological and radiological defense; work independently with very limited supervision; and mentor Ship Survivability Systems Maintainer(s).

DoD Relationship

Group Title
Other Craftworkers,
N.E.C., General

DoD Code
179000

O*NET Relationship

Occupation Title
Emergency Management Directors

SOC Code
11-9161.00

Job Family
Management

Skills

Monitoring

Complex Problem Solving

Critical Thinking

Learning Strategies

Quality Control Analysis

Systems Evaluation

Writing

Equipment Maintenance

Instructing

Mathematics

Abilities

Information Ordering

Mathematical Reasoning

Written Comprehension

Problem Sensitivity

Oral Expression

Deductive Reasoning

Number Facility

Written Expression

Multi-limb Coordination

Oral Comprehension

CHEMICAL, BIOLOGICAL, RADIOLOGICAL, AND NUCLEAR EXPLOSIVE (CBRNE) DEFENSE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Plot Radiological Control (RADCON) exposure stay times
E6	CORE	Verify Mission Oriented Protective Posture (MOPP) levels

DAMAGE CONTROL

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Calculate effects of damage on ship's stability and buoyancy
E7	CORE	Calculate effects of emergency repair on ship's stability
E7	CORE	Coordinate ballast and de-ballast evolutions
E6	CORE	Maintain ships stability
E7	CORE	Perform ballasting/de-ballasting operations

SHIPBOARD DAMAGE CONTROL TRAINING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Conduct major fire declaration response training
E7	CORE	Coordinate formal training for the Damage Control Training Team

TECHNICAL ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Administer Damage Control (DC) training programs
E7	NON-CORE	Approve Quality Assurance (QA) repair forms
E7	CORE	Assist in updates to Repair Party Manual (RPM)
E6	NON-CORE	Interpret heat stress survey results
E6	CORE	Maintain Damage Control (DC) directives
E7	CORE	Maintain draft report records
E7	CORE	Maintain Gas Free Engineering (GFE) Program
E6	NON-CORE	Review Quality Assurance (QA) repair forms
E6	NON-CORE	Update Quality Assurance (QA) repair forms

CHAPTER 23



MASS COMMUNICATION SPECIALIST (MC)

NAVPERS 18068F-23D
Change 100

Updated: October 2024

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

MASS COMMUNICATION SPECIALIST (MC)



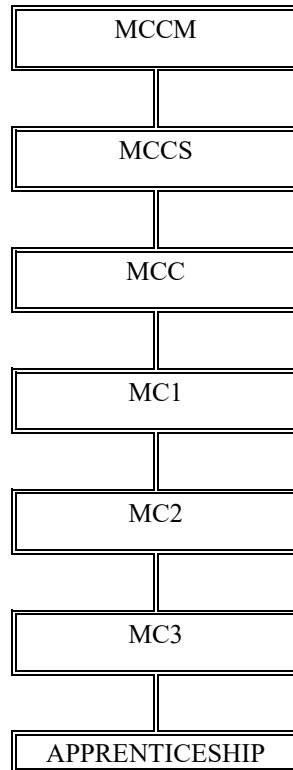
SCOPE OF RATING

Mass Communication Specialists (MC) practice human-centered design through primary and secondary research to develop creative communication solutions and align communication strategies and tactics to leadership's intent; conduct and provide documentation in the operational environment to support strategic decision-making; counter misinformation/disinformation and facilitate media literacy training; prepare, process, and create multimedia products, such as storyboards, graphics, publications, still imagery and written, audio, and video content; conduct community outreach and internal/external communication operations; plan, direct, and execute digital engagement strategies; serve as communication advisors to commanders; and ensure communication products and experiences are designed to enhance understanding and discoverability.

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 23.

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**Content Developer****Job Code****002760****Job Family**

Arts, Design, Entertainment, Sports, and Media

NOC

TBD

Short Title (30 Characters)

CONTENT DEVELOPER

Short Title (14 Characters)

CONTENT DEV

Pay Plan

Enlisted

Career Field

MC

Other Relationships and Rules

NEC AXXX series and other NECs as assigned

Job Description

Content Developers create graphics, audio, photographic, video, and written content to distribute in various communication channels and in support of operational visual information; create interactive visualizations, animations, and linear and non-linear multimedia products; design publications; create sketches and storyboards; prepare and process print materials; and write speeches, information stories, and data stories.

DoD Relationship**Group Title**

Information and Education, 157000 General

DoD Code**O*NET Relationship****Occupation Title**

Media and Communication Workers, All Other

SOC Code

27-3099.00

Job Family

Arts, Design, Entertainment, Sports, and Media

Skills*Operation and Control**Critical Thinking**Social Perceptiveness**Technology Design**Writing**Coordination**Equipment Maintenance**Management of Material Resources**Troubleshooting**Active Listening***Abilities***Information Ordering**Selective Attention**Written Expression**Originality**Visualization**Speed of Closure**Control Precision**Inductive Reasoning**Oral Expression**Written Comprehension***CONTENT AND EXPERIENCE CREATION****Paygrade**

E4

Task Type

CORE

Task Statements

Acquire communication product material and components (e.g., media files, supporting datasets, etc.)

E4

CORE

Align content to command messaging

E4

CORE

Archive digital content (e.g., public affairs, visual information, etc.)

E4

CORE

Capture field/uncontrolled audio

E4

CORE

Capture operational visual information imagery

E4

CORE

Capture studio/controlled audio

E4

CORE

Compose a public affairs narrative in support of operational visual information

E4

CORE

Conduct background and communication product interviews

E4

CORE

Conduct news media operations (e.g., media queries, coverage coordination, etc.)

E4

CORE

Conduct news media training (e.g., media queries, coverage coordination, etc.)

E4

CORE

Create animations (i.e., motion graphics)

E4

CORE

Create graphic design products

E4

CORE

Create interactive visualizations (e.g., infographics, histograms, tree diagrams, etc.)

E4

CORE

Create Section 508 compliant transcripts

E4

CORE

Create special effects

E4

CORE

Design branding constructs and indicators

E4

CORE

Design presentations (e.g., command briefs, displays, information channels, etc.)

E4

CORE

Design publications (e.g., pamphlets, booklets, digital newspapers, etc.)

CONTENT AND EXPERIENCE CREATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Develop broadcast scripts
E4	CORE	Develop operational visual information report
E5	CORE	Disseminate communication products
E4	CORE	Document operational events in support of countering misinformation, disinformation, and/or malinformation
E4	CORE	Input metadata into visual information products
E4	CORE	Maintain audio capture equipment and systems
E4	CORE	Maintain command social media presences
E4	NON-CORE	Maintain media network equipment and systems (i.e., multimedia production system local area networks)
E4	CORE	Maintain media output equipment (i.e., finishing equipment and printers)
E5	NON-CORE	Maintain satellite transmission equipment and systems (e.g., Defense Video and Imagery Distribution System (DVIDS), etc.)
E4	CORE	Maintain studio and lighting equipment and systems
E4	CORE	Maintain visual capture equipment and systems
E4	CORE	Prepare content for print production
E4	CORE	Print publications and media products
E4	CORE	Process raw video
E4	CORE	Produce audio information products (e.g., stories, Public Service Announcements (PSA), etc.)
E4	CORE	Produce content to counter misinformation, disinformation, and/or malinformation
E4	CORE	Produce feature products (e.g., non-narratives, profiles, documentaries, etc.)
E4	CORE	Produce information packages (e.g., press kits, welcome aboard kits, etc.)
E4	CORE	Produce linear multimedia products (e.g., stories, Public Service Announcements (PSA), etc.)
E4	CORE	Produce non-linear multimedia products (e.g., digital menu screens, interactive multimedia, etc.)
E4	CORE	Produce video information products (e.g., stories, Public Service Announcements (PSA), etc.)
E4	CORE	Produce written information products (e.g., stories, captions, social media posts, website copy, etc.)
E4	CORE	Shoot controlled-action imagery
E4	CORE	Shoot uncontrolled-action imagery
E4	CORE	Upload digital content to accessioning points
E5	CORE	Write speeches

EVALUATION AND ANALYSIS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze media project feedback information
E4	CORE	Collect media project feedback information
E4	CORE	Collect performance information for communication and visual information plans
E4	CORE	Report media project feedback findings
E4	CORE	Conduct ideation sessions (e.g., brainstorms, insight statements, frameworks, etc.)

IDEA DEVELOPMENT AND PLANNING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Create content project plans
E4	CORE	Create content storyboards
E4	CORE	Create gestural drawing sketches
E5	CORE	Design digital archives and file management systems
E4	CORE	Develop communication solution options
E4	CORE	Perform Operational Documentation (OPDOC) operations (e.g., intelligence, forensic, Sensitive Site Exploitation (SSE), etc.)

PROBLEM DEFINITION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Align communication strategies and tactics to leadership's intent
E4	CORE	Analyze external media for credibility and objectivity
E4	CORE	Collect qualitative communication information
E4	CORE	Collect quantitative data (e.g., communication research, audience surveys, etc.)
E4	CORE	Conduct communication customer consultations
E4	CORE	Define target audiences
E4	CORE	Develop problem framing statements
E4	CORE	Develop Specific Measurable Achievable Relevant Time-bound (SMART) objectives in support of communication planning
E4	CORE	Identify news media trends
E4	CORE	Process job requests
E4	CORE	Process qualitative communication information
E4	CORE	Report qualitative communication research findings (e.g., stakeholder, constituent insights, etc.)

Job Title**Production Manager****Job Code****002761****Job Family**

Arts, Design, Entertainment, Sports, and Media

NOC

TBD

Short Title (30 Characters)

PRODUCTION MANAGER

Short Title (14 Characters)

PRODUCTION MGR

Pay Plan

Enlisted

Career Field

MC

Other Relationships and Rules

NEC AXXX series and other NECs as assigned

Job Description

Production Managers collect, analyze, and report media project feedback information; conduct user and customer interviews; upload digital content to accessioning points for external release and in support of operational visual information; design and manage digital archives and file management systems; maintain media equipment and systems; and facilitate media literacy training.

DoD Relationship**Group Title**

Information and Education, 157000 General

DoD Code**O*NET Relationship****Occupation Title**

Media Technical Directors/Managers

SOC Code

27-2012.05

Job Family

Arts, Design, Entertainment, Sports, and Media

Skills*Critical Thinking**Operation and Control**Social Perceptiveness**Quality Control Analysis**Technology Design**Coordination**Judgment and Decision Making**Writing**Equipment Selection**Management of Material Resources***Abilities***Information Ordering**Written Expression**Selective Attention**Inductive Reasoning**Originality**Speed of Closure**Visualization**Oral Expression**Problem Sensitivity**Control Precision***CONTENT AND EXPERIENCE CREATION****Paygrade**

E4

Task Type

CORE

Task Statements

Acquire communication product material and components (e.g., media files, supporting datasets, etc.)

E4

CORE

Align content to command messaging

E6

CORE

Approve operational visual information storyboards

E4

CORE

Archive digital content (e.g., public affairs, visual information, etc.)

E4

CORE

Capture field/uncontrolled audio

E4

CORE

Capture operational visual information imagery

E4

CORE

Capture studio/controlled audio

E4

CORE

Compose a public affairs narrative in support of operational visual information

E4

CORE

Conduct background and communication product interviews

E4

CORE

Conduct news media operations (e.g., media queries, coverage coordination, etc.)

E4

CORE

Conduct news media training (e.g., media queries, coverage coordination, etc.)

E4

CORE

Create animations (i.e., motion graphics)

E4

CORE

Create graphic design products

E4

CORE

Create interactive visualizations (e.g., infographics, histograms, tree diagrams, etc.)

E4

CORE

Create Section 508 compliant transcripts

E4

CORE

Create special effects

E4

CORE

Design branding constructs and indicators

E4

CORE

Design presentations (e.g., command briefs, displays, information channels, etc.)

CONTENT AND EXPERIENCE CREATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Design publications (e.g., pamphlets, booklets, digital newspapers, etc.)
E4	CORE	Develop broadcast scripts
E4	CORE	Develop operational visual information report
E5	CORE	Direct media production operations
E5	CORE	Disseminate communication products
E4	CORE	Document operational events in support of countering misinformation, disinformation, and/or malinformation
E5	CORE	Edit written information products (e.g., stories, captions, social media posts, website copy, etc.)
E5	CORE	Facilitate media literacy training
E4	CORE	Input metadata into visual information products
E4	CORE	Maintain audio capture equipment and systems
E4	CORE	Maintain command social media presences
E4	NON-CORE	Maintain media network equipment and systems (i.e., multimedia production system local area networks)
E4	CORE	Maintain media output equipment (i.e., finishing equipment and printers)
E5	NON-CORE	Maintain satellite transmission equipment and systems (e.g., Defense Video and Imagery Distribution System (DVIDS), etc.)
E4	CORE	Maintain studio and lighting equipment and systems
E4	CORE	Maintain visual capture equipment and systems
E4	CORE	Prepare content for print production
E5	CORE	Prepare subject matter experts for news media interviews
E4	CORE	Print publications and media products
E4	CORE	Process raw video
E4	CORE	Produce audio information products (e.g., stories, Public Service Announcements (PSA), etc.)
E4	CORE	Produce content to counter misinformation, disinformation, and/or malinformation
E4	CORE	Produce feature products (e.g., non-narratives, profiles, documentaries, etc.)
E4	CORE	Produce information packages (e.g., press kits, welcome aboard kits, etc.)
E4	CORE	Produce linear multimedia products (e.g., stories, Public Service Announcements (PSA), etc.)
E5	CORE	Produce live/streaming video content
E4	CORE	Produce non-linear multimedia products (e.g., digital menu screens, interactive multimedia, etc.)
E5	CORE	Produce operational visual information storyboards
E4	CORE	Produce video information products (e.g., stories, Public Service Announcements (PSA), etc.)
E4	CORE	Produce written information products (e.g., stories, captions, social media posts, website copy, etc.)
E5	CORE	Provide communication product development feedback (storytelling fundamentals)
E5	CORE	Provide counsel on information and communication matters

CONTENT AND EXPERIENCE CREATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Review audio information products for quality and accuracy prior to release (e.g., stories, Public Service Announcements (PSA), etc.)
E5	CORE	Review graphic design products for quality and accuracy prior to release
E5	CORE	Review linear and non-linear multimedia products for quality and accuracy prior to release (e.g., stories, Public Service Announcements (PSA), etc.)
E5	CORE	Review still imagery products for quality and accuracy prior to release
E5	CORE	Review video information products for quality and accuracy prior to release (e.g., stories, Public Service Announcements (PSA), etc.)
E4	CORE	Shoot controlled-action imagery
E4	CORE	Shoot uncontrolled-action imagery
E4	CORE	Upload digital content to accessioning points

EVALUATION AND ANALYSIS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze media project feedback information
E5	CORE	Analyze performance information for communication and visual information plans
E4	CORE	Collect media project feedback information
E4	CORE	Collect performance information for communication and visual information plans
E5	CORE	Evaluate digital content performance
E4	CORE	Report media project feedback findings

IDEA DEVELOPMENT AND PLANNING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Approve content storyboards
E4	CORE	Conduct ideation sessions (e.g., brainstorm, insight statements, frameworks, etc.)
E5	CORE	Create content layering plans
E4	CORE	Create content project plans
E4	CORE	Create content storyboards
E4	CORE	Create gestural drawing sketches
E5	CORE	Design content workflows
E5	CORE	Design digital archives and file management systems
E5	CORE	Develop communication and visual information plans (e.g., contingency plans, Concept of Operations (CONOP), etc.)
E4	CORE	Develop communication solution options
E5	CORE	Develop content strategies
E5	CORE	Develop operational visual information plans
E5	CORE	Manage digital archives and file management systems
E4	CORE	Perform Operational Documentation (OPDOC) operations (e.g., intelligence, forensic, Sensitive Site Exploitation (SSE), etc.)
E5	CORE	Schedule content programming (e.g., audio and video playlists, social media, etc.)

PROBLEM DEFINITION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Align communication strategies and tactics to leadership's intent
E4	CORE	Analyze external media for credibility and objectivity
E5	CORE	Analyze information environment
E5	CORE	Analyze news media trends
E5	CORE	Analyze quantitative data (e.g., statistical analysis, computation, etc.)
E4	CORE	Collect qualitative communication information
E4	CORE	Collect quantitative data (e.g., communication research, audience surveys, etc.)
E4	CORE	Conduct communication customer consultations
E4	CORE	Define target audiences
E4	CORE	Develop problem framing statements
E4	CORE	Develop Specific Measurable Achievable Relevant Time-bound (SMART) objectives in support of communication planning
E5	CORE	Develop target audience profiles (e.g., personas, audience journey maps, etc.)
E4	CORE	Identify news media trends
E4	CORE	Process job requests
E4	CORE	Process qualitative communication information
E4	CORE	Report qualitative communication research findings (e.g., stakeholder, constituent insights, etc.)
E5	CORE	Report quantitative data analysis findings

Job Title**Creative Director****Job Code****002762****Job Family**

Arts, Design, Entertainment, Sports, and Media

NOC

TBD

Short Title (30 Characters)

CREATIVE DIRECTOR

Short Title (14 Characters)

CREATIVE DIR

Pay Plan

Enlisted

Career Field

MC

Other Relationships and Rules

NEC AXXX series and other NECs as assigned

Job Description

Creative Directors design communication campaigns, lead creative teams, and provide communication product feedback; design branding constructs and indicators; facilitate ideation sessions; interpret digital content performance and report communication and operational visual information plan effectiveness; oversee Define, Ideate, Create, and Evaluate (DICE) creative processes; and provide direction and guidance to creative teams.

DoD Relationship**Group Title**

Information and Education, General

DoD Code

157000

O*NET Relationship**Occupation Title**

Art Directors

SOC Code

27-1011.00

Job Family

Arts, Design, Entertainment, Sports, and Media

Skills*Critical Thinking**Social Perceptiveness**Operation and Control**Quality Control Analysis**Complex Problem Solving**Coordination**Monitoring**Technology Design**Judgment and Decision Making**Management of Personnel Resources***Abilities***Information Ordering**Written Expression**Oral Expression**Inductive Reasoning**Time Sharing**Originality**Deductive Reasoning**Speed of Closure**Visualization**Problem Sensitivity***CONTENT AND EXPERIENCE CREATION****Paygrade**

E4

Task Type

CORE

Task Statements

Acquire communication product material and components (e.g., media files, supporting datasets, etc.)

E4

CORE

Align content to command messaging

E6

CORE

Approve content in support of countering misinformation, disinformation, and/or malinformation

E6

CORE

Approve operational visual information storyboards

E4

CORE

Archive digital content (e.g., public affairs, visual information, etc.)

E4

CORE

Capture field/uncontrolled audio

E4

CORE

Capture studio/controlled audio

E4

CORE

Conduct background and communication product interviews

E4

CORE

Conduct news media operations (e.g., media queries, coverage coordination, etc.)

E4

CORE

Conduct news media training (e.g., media queries, coverage coordination, etc.)

E5

CORE

Coordinate community outreach operations (e.g., community events, speaking engagements, tours, etc.)

E6

CORE

Coordinate guest visits

E4

CORE

Create animations (i.e., motion graphics)

E4

CORE

Create graphic design products

E4

CORE

Create interactive visualizations (e.g., infographics, histograms, tree diagrams, etc.)

E4

CORE

Create Section 508 compliant transcripts

CONTENT AND EXPERIENCE CREATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Create special effects
E4	CORE	Design branding constructs and indicators
E4	CORE	Design presentations (e.g., command briefs, displays, information channels, etc.)
E4	CORE	Design publications (e.g., pamphlets, booklets, digital newspapers, etc.)
E4	CORE	Develop operational visual information report
E5	CORE	Direct media production operations
E5	CORE	Disseminate communication products
E5	CORE	Edit written information products (e.g., stories, captions, social media posts, website copy, etc.)
E5	CORE	Facilitate media literacy training
E4	CORE	Input metadata into visual information products
E4	CORE	Maintain command social media presences
E7	CORE	Manage digital content platforms
E5	CORE	Prepare subject matter experts for news media interviews
E4	CORE	Produce content to counter misinformation, disinformation, and/or malinformation
E5	CORE	Produce live/streaming video content
E5	CORE	Produce operational visual information storyboards
E5	CORE	Provide communication product development feedback (storytelling fundamentals)
E5	CORE	Provide counsel on information and communication matters
E5	CORE	Review audio information products for quality and accuracy prior to release (e.g., stories, Public Service Announcements (PSA), etc.)
E5	CORE	Review graphic design products for quality and accuracy prior to release
E5	CORE	Review linear and non-linear multimedia products for quality and accuracy prior to release (e.g., stories, Public Service Announcements (PSA), etc.)
E5	CORE	Review still imagery products for quality and accuracy prior to release
E5	CORE	Review video information products for quality and accuracy prior to release (e.g., stories, Public Service Announcements (PSA), etc.)
E6	CORE	Supervise live/streaming video production
E6	CORE	Supervise operational visual information operations
E6	CORE	Supervise use of data and statistics

EVALUATION AND ANALYSIS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze media project feedback information
E5	CORE	Analyze performance information for communication and visual information plans
E4	CORE	Collect media project feedback information
E4	CORE	Collect performance information for communication and visual information plans
E5	CORE	Evaluate digital content performance
E6	CORE	Report communication and visual information plan effectiveness
E4	CORE	Report media project feedback findings
E6	CORE	Approve content layering plans
E6	CORE	Approve content project plans

IDEA DEVELOPMENT AND PLANNING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Approve content storyboards
E6	CORE	Approve digital archives and file management system designs
E4	CORE	Conduct ideation sessions (e.g., brainstorm, insight statements, frameworks, etc.)
E5	CORE	Create content layering plans
E4	CORE	Create content project plans
E4	CORE	Create content storyboards
E4	CORE	Create gestural drawing sketches
E5	CORE	Design content workflows
E5	CORE	Design digital archives and file management systems
E5	CORE	Develop communication and visual information plans (e.g., contingency plans, Concept of Operations (CONOP), etc.)
E4	CORE	Develop communication solution options
E5	CORE	Develop content strategies
E6	CORE	Develop crisis communication plans
E6	CORE	Develop digital engagement strategies
E5	CORE	Develop operational visual information plans
E4	CORE	Establish command social media presences (e.g., registration, approval, Standard Operating Procedure (SOP), etc.)
E6	CORE	Incorporate operational visual information into operations and intelligence briefings
E6	CORE	Manage classified communication product development and reproductions
E4	CORE	Perform Operational Documentation (OPDOC) operations (e.g., intelligence, forensic, Sensitive Site Exploitation (SSE), etc.)
E5	CORE	Schedule content programming (e.g., audio and video playlists, social media, etc.)
E6	CORE	Supervise community outreach operations (e.g., community events, speaking engagements, tours, etc.)
E6	CORE	Supervise media production operations
E6	CORE	Supervise news media operations
E6	CORE	Supervise Operational Documentation (OPDOC) operations (e.g., intelligence, forensic, Sensitive Site Exploitation (SSE), etc.)
E6	CORE	Supervise organizational communication operations

PROBLEM DEFINITION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Align communication and visual information plans to Operational Orders (OPORD)
E4	CORE	Align communication strategies and tactics to leadership's intent
E4	CORE	Analyze external media for credibility and objectivity
E5	CORE	Analyze information environment
E5	CORE	Analyze news media trends
E5	CORE	Analyze quantitative data (e.g., statistical analysis, computation, etc.)
E4	CORE	Collect qualitative communication information
E4	CORE	Collect quantitative data (e.g., communication research, audience surveys, etc.)
E4	CORE	Conduct communication customer consultations

PROBLEM DEFINITION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Define target audiences
E6	CORE	Develop customer surveys
E4	CORE	Develop problem framing statements
E4	CORE	Develop Specific Measurable Achievable Relevant Time-bound (SMART) objectives in support of communication planning
E5	CORE	Develop target audience profiles (e.g., personas, audience journey maps, etc.)
E4	CORE	Identify news media trends
E4	CORE	Process job requests
E4	CORE	Process qualitative communication information
E4	CORE	Report qualitative communication research findings (e.g., stakeholder, constituent insights, etc.)
E5	CORE	Report quantitative data analysis findings
E6	CORE	Supervise audience targeting

Job Title**Communication Director****Job Code****002763****Job Family**

Management

NOC

TBD

Short Title (30 Characters)

COMMUNICATION DIRECTOR

Short Title (14 Characters)

COMM DIRECTOR

Pay Plan

Enlisted

Career Field

MC

Other Relationships and Rules

NEC AXXX series and other NECs as assigned

Job Description

Communication Directors serve as communication advisors; conduct news media operations, leadership communication, community outreach, and organizational communication campaigns; arrange, coordinate, and define the employment of Navy communicators for deployments, operations, and exercises; manage operational documentation missions; collect, analyze, and report data analysis findings; and release communication products and information.

DoD Relationship**Group Title**Information and Education,
General**DoD Code**

157000

O*NET Relationship**Occupation Title**

Public Relations Managers

SOC Code

11-2032.00

Job Family

Management

Skills*Social Perceptiveness**Coordination**Critical Thinking**Monitoring**Quality Control Analysis**Complex Problem Solving**Management of Personnel Resources**Judgment and Decision Making**Operation and Control**Speaking***Abilities***Information Ordering**Oral Expression**Time Sharing**Inductive Reasoning**Written Expression**Speed of Closure**Deductive Reasoning**Written Comprehension**Category Flexibility**Oral Comprehension***CONTENT AND EXPERIENCE CREATION****Paygrade**

E4

Task Type

CORE

Task Statements

Acquire communication product material and components (e.g., media files, supporting datasets, etc.)

E4

CORE

Align content to command messaging

E7

CORE

Approve content for release

E6

CORE

Approve content in support of countering misinformation, disinformation, and/or malinformation

E6

CORE

Approve operational visual information storyboards

E4

CORE

Archive digital content (e.g., public affairs, visual information, etc.)

E4

CORE

Conduct background and communication product interviews

E4

CORE

Conduct news media operations (e.g., media queries, coverage coordination, etc.)

E4

CORE

Conduct news media training (e.g., media queries, coverage coordination, etc.)

E5

CORE

Coordinate community outreach operations (e.g., community events, speaking engagements, tours, etc.)

E6

CORE

Coordinate guest visits

E4

CORE

Develop operational visual information report

E5

CORE

Disseminate communication products

E5

CORE

Edit written information products (e.g., stories, captions, social media posts, website copy, etc.)

E5

CORE

Facilitate media literacy training

E4

CORE

Input metadata into visual information products

CONTENT AND EXPERIENCE CREATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Maintain command social media presences
E7	CORE	Manage digital content platforms
E7	CORE	Manage operational visual information operations
E7	CORE	Manage operational visual information transmission processes
E5	CORE	Perform as spokesperson (e.g., news conferences, interviews, etc.)
E5	CORE	Prepare subject matter experts for news media interviews
E4	CORE	Produce content to counter misinformation, disinformation, and/or malinformation
E5	CORE	Provide communication product development feedback (storytelling fundamentals)
E5	CORE	Provide counsel on information and communication matters
E6	CORE	Supervise live/streaming video production
E6	CORE	Supervise operational visual information operations
E6	CORE	Supervise use of data and statistics

EVALUATION AND ANALYSIS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze media project feedback information
E5	CORE	Analyze performance information for communication and visual information plans
E4	CORE	Collect media project feedback information
E4	CORE	Collect performance information for communication and visual information plans
E7	CORE	Conduct content audits (e.g., content gaps, search optimization, etc.)
E5	CORE	Evaluate digital content performance
E6	CORE	Report communication and visual information plan effectiveness
E4	CORE	Report media project feedback findings

IDEA DEVELOPMENT AND PLANNING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Approve content layering plans
E6	CORE	Approve content project plans
E7	CORE	Approve content workflows
E7	CORE	Approve digital engagement strategy
E4	CORE	Conduct ideation sessions (e.g., brainstorms, insight statements, frameworks, etc.)
E5	CORE	Create content layering plans
E4	CORE	Create content project plans
E5	CORE	Develop communication and visual information plans (e.g., contingency plans, Concept of Operations (CONOP), etc.)
E7	CORE	Develop communication product management plans (e.g., keyword schemas, content lifecycles, etc.)
E4	CORE	Develop communication solution options
E5	CORE	Develop content strategies
E6	CORE	Develop crisis communication plans
E6	CORE	Develop digital engagement strategies
E5	CORE	Develop operational visual information plans

IDEA DEVELOPMENT AND PLANNING (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Establish command social media presences (e.g., registration, approval, Standard Operating Procedure (SOP), etc.)
E6	CORE	Incorporate operational visual information into operations and intelligence briefings
E6	CORE	Manage classified communication product development and reproductions
E7	CORE	Manage community outreach operations (e.g., community events, speaking engagements, tours, etc.)
E7	CORE	Manage Freedom of Information Act (FOIA) requests
E7	CORE	Manage media production operations
E7	CORE	Manage news media operations
E7	CORE	Manage Operational Documentation (OPDOC) operations (e.g., intelligence, forensic, Sensitive Site Exploitation (SSE), etc.)
E7	CORE	Manage organizational communication operations
E7	CORE	Manage Section 508 and inclusive design programs
E5	CORE	Schedule content programming (e.g., audio and video playlists, social media, etc.)
E6	CORE	Supervise community outreach operations (e.g., community events, speaking engagements, tours, etc.)
E6	CORE	Supervise media production operations
E6	CORE	Supervise news media operations
E6	CORE	Supervise Operational Documentation (OPDOC) operations (e.g., intelligence, forensic, Sensitive Site Exploitation (SSE), etc.)
E6	CORE	Supervise organizational communication operations

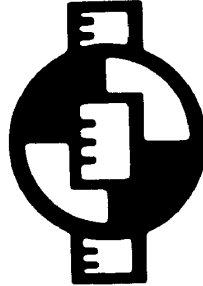
PROBLEM DEFINITION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Align communication and visual information plans to Operational Orders (OPORD)
E4	CORE	Align communication strategies and tactics to leadership's intent
E4	CORE	Analyze external media for credibility and objectivity
E5	CORE	Analyze information environment
E5	CORE	Analyze news media trends
E5	CORE	Analyze quantitative data (e.g., statistical analysis, computation, etc.)
E4	CORE	Collect qualitative communication information
E4	CORE	Collect quantitative data (e.g., communication research, audience surveys, etc.)
E4	CORE	Conduct communication customer consultations
E4	CORE	Define target audiences
E6	CORE	Develop customer surveys
E4	CORE	Develop problem framing statements
E4	CORE	Develop Specific Measurable Achievable Relevant Time-bound (SMART) objectives in support of communication planning
E5	CORE	Develop target audience profiles (e.g., personas, audience journey maps, etc.)
E4	CORE	Identify news media trends
E4	CORE	Process job requests
E4	CORE	Process qualitative communication information

PROBLEM DEFINITION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Report qualitative communication research findings (e.g., stakeholder, constituent insights, etc.)
E5	CORE	Report quantitative data analysis findings
E6	CORE	Supervise audience targeting

CHAPTER 28



ENGINEERING AIDE (EA)

NAVPERS 18068F-28H
Change 100

Updated: October 2024

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

ENGINEERING AIDE (EA)



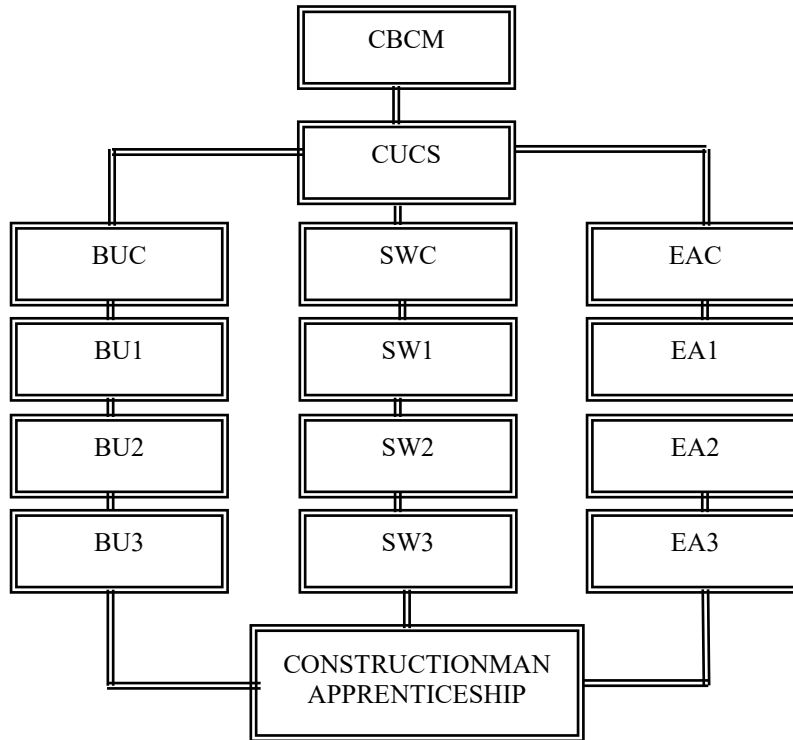
SCOPE OF RATING

Engineering Aides (EA) plan, supervise, and perform tasks required in construction design preparation, surveying, drafting, materials testing, and construction management; establish control survey points, run and close traverses, run level circuits, create topographic maps, stake out construction projects, employing conventional and Global Navigation Survey Systems (GNSS); prepare, edit, and reproduce construction drawings; establish and operate systems for testing soils, concrete and other construction materials, design aggregate mixes for soil-cement, concrete, and bituminous applications; prepare timekeeping records, construction schedules, planning and estimating, quality control, and progress reports; provide facilities support; maintain individual combat readiness; and perform tasks required in combat, Defense Support of Civil Authorities (DSCA), and Humanitarian Assistance/Disaster Recovery (HA/DR) operations.

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 28.

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.

*Career path updated to reflect rating name change to Seabee Master Chief (CBCM) – NAVADMIN 054/21 refers

Job Title**Engineering Aide****Job Code****001160****Job Family**

Architecture and Engineering

NOC

TBD

Short Title (30 Characters)

ENGINEERING AIDE

Short Title (14 Characters)

ENGINEER AIDE

Pay Plan

Enlisted

Career Field

EA

Other Relationships and Rules

NEC BXXX series and other NECs as assigned

Job Description

Engineering Aides plan, supervise, and perform tasks required in construction design preparation, surveying, drafting, materials testing, and construction management; establish control survey points, run and close traverses, and run level circuits; create topographic maps; stake out construction projects, employing conventional and Global Navigation Survey Systems (GNSS) and mobile mappings; prepare, edit, and reproduce construction drawings; establish and operate systems for testing soils, concrete and other construction materials; design aggregate mixes for soil stabilization, concrete, and bituminous applications; prepare construction schedules; prepare planning and estimating, quality control, and progress reports; plan, staff, direct, and control construction projects through problem solving, planning, estimating, scheduling, cost control, and management of personnel in order to ensure compliance with specifications, code requirements, plans, and contracts; and lead as project supervisors and trainers for junior personnel.

DoD Relationship**Group Title**

Construction, General

DoD Code

171000

O*NET Relationship**Occupation Title**Civil Engineering Technologists
and Technicians**SOC Code**

17-3022.00

Job Family

Architecture and Engineering

Skills

Complex Problem Solving

Operations Analysis

Operation and Control

Quality Control Analysis

Management of Personnel Resources

Judgment and Decision Making

Management of Material Resources

Monitoring

Mathematics

Systems Analysis

Abilities

Deductive Reasoning

Information Ordering

Inductive Reasoning

Mathematical Reasoning

Oral Expression

Problem Sensitivity

Written Expression

Written Comprehension

Speed of Closure

Category Flexibility

CONSTRUCTION DESIGN**Paygrade****Task Type****Task Statements**

E5

CORE

Calculate engineering and construction design requirements

E5

CORE

Develop architectural designs using Computer-Aided Design (CAD)

E5

CORE

Develop civil engineering designs using Computer-Aided Design (CAD)

E5

NON-CORE

Develop cold-formed steel facility designs using detailer software

E5

CORE

Develop electrical designs using Computer-Aided Design (CAD)

E5

CORE

Develop heavy construction designs using Computer-Aided Design (CAD)

E5

CORE

Develop mechanical designs using Computer-Aided Design (CAD)

E6

CORE

Develop specialty designs based on Unified Facilities Criteria (UFC) using Computer-Aided Design (CAD) (e.g., airfield, wharf, pier, port, heliport, power station, moles, breakwater, etc.)

E5

CORE

Develop structural designs using Computer-Aided Design (CAD)

E5

CORE

Develop survey designs using post processing software

CONSTRUCTION MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Conduct construction project turnovers
E6	CORE	Conduct Three-Phase Quality Control inspections
E4	CORE	Develop construction activity summary sheets
E4	CORE	Develop construction estimates
E5	CORE	Develop construction project packages
E4	CORE	Develop construction project sketches and diagrams
E5	NON-CORE	Develop construction safety plans
E5	NON-CORE	Develop environmental protection plans
E5	CORE	Develop master activities listing
E5	CORE	Develop project Three-Phase Quality Control plans
E4	CORE	Establish construction site layouts
E5	CORE	Input project data into construction management software and tools
E5	CORE	Inspect construction materials
E5	CORE	Interpret construction project drawings and specifications
E4	CORE	Inventory project tools and materials
E5	CORE	Lead construction project crews
E6	CORE	Manage construction project resources
E7	CORE	Manage construction projects
E7	NON-CORE	Manage construction safety plans
E6	CORE	Manage job site construction operations (e.g. Quality Control (QC) and safety plan implementation, job site information board, level III chart, etc.)
E6	CORE	Manage project Quality Control (QC) plans
E7	CORE	Manage Three-Phase Quality Control program
E6	NON-CORE	Supervise batch plant operations
E6	CORE	Supervise construction project crews
E5	NON-CORE	Supervise construction project safety operations
E6	CORE	Supervise construction project turnovers
E6	NON-CORE	Supervise environmental protection plans
E6	CORE	Supervise planning and estimating operations
E6	CORE	Supervise project Three-Phase Quality Control process
E6	CORE	Validate construction project packages
E5	CORE	Validate project surveys and elevation data
E6	CORE	Verify construction project contract requirements

DRAFTING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze construction drawings
E5	CORE	Develop construction plans using Computer-Aided Design (CAD)
E4	CORE	Draft architectural drawings using Computer-Aided Design (CAD)

DRAFTING (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Draft civil drawings using Computer-Aided Design (CAD) (e.g., drainage, road, site plans, etc.)
E4	NON-CORE	Draft cold-formed steel framing installation plans
E4	CORE	Draft electrical drawings using Computer-Aided Design (CAD)
E4	CORE	Draft heavy construction designs using Computer-Aided Design (CAD)
E4	CORE	Draft mechanical drawings using Computer-Aided Design (CAD)
E5	CORE	Draft specialty designs based on Unified Facilities Criteria (UFC) using Computer-Aided Design (CAD) (i.e., airfield, wharf, pier, port, heliport, power station, moles, breakwater, etc.)
E4	CORE	Draft structural drawings using Computer-Aided Design (CAD)
E5	CORE	Supervise drafting operations
E6	CORE	Validate construction drawings

ENGINEERING TECHNICAL SUPPORT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Consolidate construction project specifications and standards
E4	CORE	Maintain engineering technical libraries
E4	CORE	Maintain engineering tool kits
E4	CORE	Maintain technical plan files and records
E7	CORE	Manage engineering support operations
E4	CORE	Provide construction drawings
E6	CORE	Supervise engineering support operations

FACILITIES SUPPORT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	NON-CORE	Administer facilities maintenance contracts
E5	NON-CORE	Administer facilities maintenance programs
E5	NON-CORE	Conduct building inspections
E4	NON-CORE	Coordinate facilities maintenance program requests
E7	NON-CORE	Manage facilities contract administration programs
E7	NON-CORE	Manage facilities maintenance programs

MATERIALS TESTING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Develop materials testing reports
E5	CORE	Perform bituminous mix designs
E5	CORE	Perform concrete mix designs
E5	CORE	Perform soil stabilization mix designs
E5	NON-CORE	Supervise batch plant Quality Control (QC) requirements
E5	CORE	Supervise materials testing operations
E5	CORE	Test bituminous materials

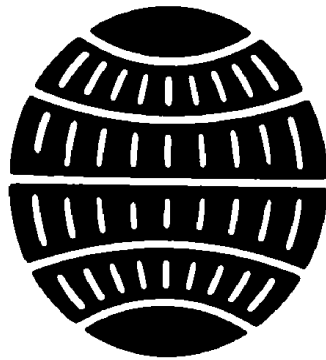
MATERIALS TESTING (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Test concrete materials
E4	CORE	Test soil materials
E5	CORE	Test soil stabilization materials
E6	CORE	Validate material testing reports

SURVEYING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Assess airfield damages
E5	NON-CORE	Assess pier damages
E4	NON-CORE	Conduct battle damage surveys
E4	CORE	Conduct construction surveys
E4	CORE	Conduct engineering surveys
E5	CORE	Conduct Global Navigation Survey System (GNSS) surveys
E4	NON-CORE	Conduct mobile mapping surveys (e.g., Light Detection and Ranging (LIDAR), geospatial 3-D scanning, photogrammetry, etc.)
E5	CORE	Convert file for upload to heavy equipment for Global Navigation Survey System (GNSS)
E4	CORE	Interpret survey data
E4	NON-CORE	Post-process mobile mapping surveys data (e.g., Light Detection and Ranging (LIDAR), geospatial 3-D scanning, photogrammetry, etc.)
E4	CORE	Process survey data
E5	CORE	Supervise surveying operations
E5	CORE	Upload file designs to heavy equipment Global Navigation Survey System (GNSS)
E6	CORE	Validate survey data

CHAPTER 29



ELECTRICIAN'S MATE (EM)

NAVPERS 18068F-29G
CH-76

Updated: October 2018

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NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

ELECTRICIAN'S MATE (EM)



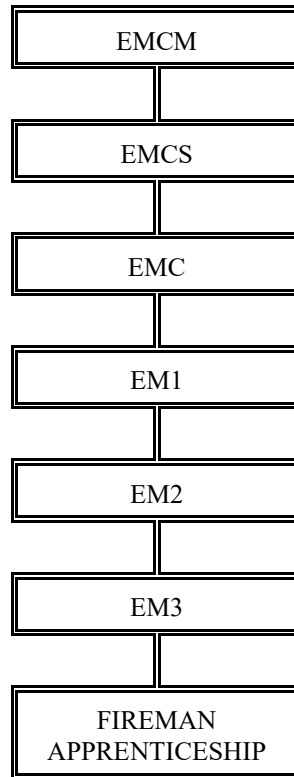
SCOPE OF RATING

Electrician's Mates (EM) operate and control generators, switchboards, control equipment, and electrical equipment associated with engineering plants; operate and perform organizational and intermediate maintenance on power and lighting circuits, electrical fixtures, motors, generators, voltage and frequency regulators, controllers, distribution switchboards and other electrical equipment; test for short circuits, grounds or other casualties; repair and/or rebuild electrical equipment, including solid state circuitry elements.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 29.

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**Electrical Systems Maintainer****Job Code****003699****Job Family**

Installation, Maintenance, and Repair

NOC

TBD

Short Title (30 Characters)

ELECTRICAL SYSTEMS MAINTAINER

Short Title (14 Characters)

ELEC SYS MAINT

Pay Plan

Enlisted

Career Field

EM

Other Relationships and Rules

NEC UXXX series and other NECs as assigned

Job Description

Electrical Systems Maintainers perform operations and preventative maintenance of electrical distribution systems, motors and controllers, electrical generators, lighting systems, alarm and indicating systems, machinery vibration analysis equipment and other electrical and electronic support equipment; propulsion plant and auxiliary equipment; and other equipment essential for the movement of naval tactical forces.

DoD Relationship**O*NET Relationship****Group Title**

Electric Power

DoD Code

166200

Occupation Title

Electrical and Electronics
Repairers, Commercial and
Industrial Equipment

SOC Code

49-2094.00

Job Family

Installation, Maintenance,
and Repair

Skills*Reading Comprehension**Equipment Maintenance**Coordination**Quality Control Analysis**Systems Evaluation**Time Management**Writing**Critical Thinking**Instructing**Management of Material Resources***Abilities***Written Comprehension**Selective Attention**Problem Sensitivity**Category Flexibility**Finger Dexterity**Information Ordering**Control Precision**Deductive Reasoning**Fluency of Ideas**Near Vision***AUXILIARY ELECTRICAL EQUIPMENT****Paygrade****Task Type****Task Statements**

E4

CORE

Calibrate electronic measurement instruments (e.g. gauges, switches)

E4

CORE

Conduct preventive maintenance of heating elements

E4

CORE

Conduct preventive maintenance on air compressor electrical components

E4

CORE

Conduct preventive maintenance on air conditioning system electrical
components

E4

CORE

Conduct preventive maintenance on alarm system components

E4

CORE

Conduct preventive maintenance on battery support systems

E5

CORE

Conduct preventive maintenance on boiler electrical components

E4

CORE

Conduct preventive maintenance on chilled water system components

E4

CORE

Conduct preventive maintenance on Collection, Holding, and Transfer (CHT)
system electrical components

E5

CORE

Conduct preventive maintenance on degaussing system components

E4

CORE

Conduct preventive maintenance on dehydrator electrical components

E4

CORE

Conduct preventive maintenance on electrically-operated valve components

E4

CORE

Conduct preventive maintenance on engine electrical components

E5

CORE

Conduct preventive maintenance on fire protection system electrical components

AUXILIARY ELECTRICAL EQUIPMENT (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct preventive maintenance on galley equipment electrical components
E5	CORE	Conduct preventive maintenance on generator governor system electrical components
E4	CORE	Conduct preventive maintenance on laundry equipment electrical components
E4	CORE	Conduct preventive maintenance on mess deck equipment electrical components
E4	CORE	Conduct preventive maintenance on potable water systems
E7	CORE	Conduct preventive maintenance on precipitator components
E4	CORE	Conduct preventive maintenance on Programmable Logic Controllers (PLC)
E4	CORE	Conduct preventive maintenance on refrigeration system electrical components
E4	CORE	Conduct preventive maintenance on salinity indicating system components
E4	CORE	Conduct preventive maintenance on scullery equipment electrical components
E5	NON-CORE	Conduct preventive maintenance on shaft speed sensing, indication, and Engine Order Telegraph (EOT) components
E4	CORE	Conduct preventive maintenance on ship's heating system electrical components
E5	CORE	Conduct preventive maintenance on steering control system electrical components
E4	CORE	Conduct preventive maintenance on storage batteries
E5	NON-CORE	Conduct preventive maintenance on ultrasonic cleaner components
E4	CORE	Conduct preventive maintenance on ventilation system electrical components
E4	CORE	Conduct preventive maintenance on welding equipment electrical components

ELECTRICAL INSTALLATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Inspect cableways

ELEVATORS AND CONVEYORS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct preventive maintenance on control stations
E4	CORE	Conduct preventive maintenance on conveyor electrical components
E4	CORE	Conduct preventive maintenance on elevator and dumbwaiter electrical components

LIFTING EQUIPMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct preventive maintenance on capstan electrical components
E4	CORE	Conduct preventive maintenance on crane electrical components
E4	CORE	Conduct preventive maintenance on electrical winch components
E4	CORE	Conduct preventive maintenance on hoist electrical components
E4	CORE	Conduct preventive maintenance on windlass electrical components

LIGHTING SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct preventive maintenance on flight deck lighting system components
E4	CORE	Conduct preventive maintenance on general lighting system components
E4	CORE	Conduct preventive maintenance on navigation and signal lighting system components

MOTORS AND GENERATORS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct preventive maintenance on Alternating Current (AC) motors
E4	CORE	Conduct preventive maintenance on Direct Current (DC) generators
E4	CORE	Conduct preventive maintenance on Direct Current (DC) motors
E4	NON-CORE	Conduct preventive maintenance on Motor Generator (MG) sets
E5	CORE	Conduct preventive maintenance on Ship's Service Generator (SSG) electrical components
E5	CORE	Conduct preventive maintenance on static converter components
E5	CORE	Conduct preventive maintenance on static inverter components

POWER DISTRIBUTION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct preventive maintenance Arc Fault Detector (AFD) system components
E4	CORE	Conduct preventive maintenance on Automatic Bus Transfer (ABT) components
E4	CORE	Conduct preventive maintenance on casualty power system components
E4	CORE	Conduct preventive maintenance on circuit breakers
E5	CORE	Conduct preventive maintenance on electrical distribution switchboard components
E4	CORE	Conduct preventive maintenance on electrical power monitoring systems
E4	CORE	Conduct preventive maintenance on grounding straps
E4	CORE	Conduct preventive maintenance on magnetic controllers
E4	CORE	Conduct preventive maintenance on Manual Bus Transfer (MBT) components
E4	CORE	Conduct preventive maintenance on power distribution system components
E4	CORE	Conduct preventive maintenance on shore power components
E4	CORE	Conduct preventive maintenance on Uninterruptable Power Supplies (UPS)
E7	CORE	Validate close out of load center, switchboard, and generator

SMALL CRAFT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct daily boat report for electrical components
E4	CORE	Conduct preventive maintenance on small craft electrical distribution system components
E4	CORE	Conduct preventive maintenance on small craft starter system components
E4	CORE	Repair small craft electrical distribution system components
E4	CORE	Troubleshoot small craft electrical distribution system components

TECHNICAL ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct electrical checks on Master Light Off Checklist Sheet (MLOCS)
E7	CORE	Manage electrical safety programs
E7	CORE	Manage tag out program
E7	CORE	Validate working drawings
E7	CORE	Verify accuracy of administrative programs (e.g. tag out, electrical safety)

Job Title**Electrical Systems Technician****Job Code****003302****Job Family**

Installation, Maintenance, and Repair

NOC

TBD

Short Title (30 Characters)

ELECTRICAL SYSTEMS TECHNICIAN

Short Title (14 Characters)

ELEC SYS TECH

Pay Plan

Enlisted

Career Field

EM

Other Relationships and Rules

NEC UXXX series and other NECs as assigned

Job Description

Electrical Systems Technicians perform operations, troubleshooting, and corrective maintenance of electrical distribution systems, motors and controllers, electrical generators, lighting systems, alarm and indicating systems, machinery vibration analysis equipment, other electrical and electronic support equipment and interpret electrical schematics, diagrams and blueprints associated with those systems; propulsion plant and auxiliary equipment; and other equipment essential for the movement of naval tactical forces.

DoD Relationship**Group Title**

Electric Power

DoD Code

166200

O*NET Relationship**Occupation Title**

Electrical and Electronics
Repairers, Commercial and
Industrial Equipment

SOC Code

49-2094.00

Job Family

Installation, Maintenance,
and Repair

Skills*Systems Evaluation**Systems Analysis**Repairing**Time Management**Coordination**Quality Control Analysis**Instructing**Monitoring**Speaking**Active Learning***Abilities***Finger Dexterity**Deductive Reasoning**Visualization**Fluency of Ideas**Information Ordering**Oral Expression**Problem Sensitivity**Selective Attention**Manual Dexterity**Written Comprehension***AUXILIARY ELECTRICAL EQUIPMENT****Paygrade****Task Type****Task Statements**

E4

CORE

Calibrate electronic measurement instruments (e.g. gauges, switches)

E5

CORE

Repair air compressor electrical components

E5

CORE

Repair air conditioning system electrical components

E4

CORE

Repair alarm system components

E5

CORE

Repair battery support systems

E5

CORE

Repair boiler electrical components

E4

CORE

Repair chilled water system components

E5

CORE

Repair Collection, Holding, and Transfer (CHT) system electrical components

E6

CORE

Repair degaussing system components

E5

CORE

Repair dehydrator electrical components

E5

CORE

Repair electrically-operated valve components

E5

CORE

Repair engine electrical components

E5

CORE

Repair fire protection system electrical components

E4

CORE

Repair galley equipment electrical components

E6

CORE

Repair generator governor system electrical components

E4

CORE

Repair heating elements

AUXILIARY ELECTRICAL EQUIPMENT (CONT'D)

<u>Pavgrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Repair laundry equipment electrical components
E4	CORE	Repair mess deck equipment electrical components
E4	CORE	Repair potable water systems
E7	CORE	Repair precipitator components
E4	CORE	Repair Programmable Logic Controllers (PLC)
E5	CORE	Repair refrigeration system electrical components
E5	CORE	Repair salinity indicating system components
E4	CORE	Repair scullery equipment electrical components
E5	NON-CORE	Repair shaft speed sensing, indication, and Engine Order Telegraph (EOT) components
E4	CORE	Repair ship's heating system electrical components
E5	CORE	Repair ship's steering control system electrical components
E5	NON-CORE	Repair ultrasonic cleaner components
E4	CORE	Repair ventilation system electrical components
E4	CORE	Repair welding equipment electrical components (e.g., ship force capable repairs)
E5	CORE	Troubleshoot air compressor electrical components
E5	CORE	Troubleshoot air conditioning system electrical components
E4	CORE	Troubleshoot alarm system components
E5	CORE	Troubleshoot battery support systems
E5	CORE	Troubleshoot boiler electrical components
E4	CORE	Troubleshoot chilled water system components
E4	CORE	Troubleshoot Collection, Holding, and Transfer (CHT) system electrical components
E5	CORE	Troubleshoot degaussing system components
E5	CORE	Troubleshoot dehydrator electrical components
E5	CORE	Troubleshoot electrically-operated valve components
E5	CORE	Troubleshoot engine electrical components
E5	CORE	Troubleshoot fire protection system electrical components
E4	CORE	Troubleshoot galley equipment electrical components
E5	CORE	Troubleshoot generator governor system electrical components
E4	CORE	Troubleshoot laundry equipment electrical components
E4	CORE	Troubleshoot mess deck equipment electrical components
E4	CORE	Troubleshoot preventative maintenance of heating elements
E4	CORE	Troubleshoot potable water systems
E5	CORE	Troubleshoot precipitator components
E4	CORE	Troubleshoot Programmable Logic Controllers (PLC)
E5	CORE	Troubleshoot refrigeration system electrical components
E5	CORE	Troubleshoot salinity indicating system components
E4	CORE	Troubleshoot scullery equipment electrical components

AUXILIARY ELECTRICAL EQUIPMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Troubleshoot shaft speed sensing, indication, and Engine Order Telegraphic (EOT) components
E4	CORE	Troubleshoot ship's heating system electrical components
E5	CORE	Troubleshoot ship's steering control system electrical components
E5	NON-CORE	Troubleshoot ultrasonic cleaner components
E4	CORE	Troubleshoot ventilation system electrical components
E4	CORE	Troubleshoot welding equipment electrical components (e.g., ship force capable repairs)

ELECTRICAL INSTALLATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Disconnect electrical equipment
E4	CORE	Install electrical equipment upgrades
E4	CORE	Install hardwired electrical equipment
E4	CORE	Install permanent cables
E4	CORE	Isolate damaged electrical equipment
E4	CORE	Remove dead ended cables
E4	CORE	Repair damaged electrical equipment
E4	CORE	Solder electrical leads to equipment

ELEVATORS AND CONVEYORS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Repair control stations
E4	CORE	Repair conveyor electrical components
E4	CORE	Repair elevator and dumbwaiter electrical components
E4	CORE	Troubleshoot control stations
E4	CORE	Troubleshoot conveyor electrical components
E4	CORE	Troubleshoot elevator and dumbwaiter electrical components

LIFTING EQUIPMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Repair capstan electrical components
E5	CORE	Repair crane electrical components
E4	CORE	Repair electrical winch components
E5	CORE	Repair hoist electrical components
E5	CORE	Repair windlass electrical components
E4	CORE	Troubleshoot capstan electrical components
E5	CORE	Troubleshoot crane electrical components
E4	CORE	Troubleshoot electrical winch components
E5	CORE	Troubleshoot hoist electrical components
E5	CORE	Troubleshoot windlass electrical components

LIGHTING SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Repair flight deck lighting system components
E4	CORE	Repair general lighting system components
E4	CORE	Repair navigation and signal lighting system components
E4	CORE	Troubleshoot flight deck lighting system components
E4	CORE	Troubleshoot general lighting system components
E4	CORE	Troubleshoot navigation and signal lighting system components

MOTORS AND GENERATORS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Conduct closeout inspections on Ship's Service Generator (SSG)
E5	CORE	Repair Direct Current (DC) generators
E5	NON-CORE	Repair Motor Generator (MG) sets
E5	CORE	Repair Ship's Service Generator (SSG) electrical components
E5	CORE	Repair static converter components
E5	CORE	Repair static inverter components
E7	CORE	Supervise maintenance on Ship's Service Generator (SSG) electrical components
E5	CORE	Troubleshoot Direct Current (DC) generators
E5	NON-CORE	Troubleshoot Motor Generator (MG) sets
E5	CORE	Troubleshoot Ship's Service Generator (SSG) electrical components
E5	CORE	Troubleshoot static converter components
E5	CORE	Troubleshoot static inverter components

POWER DISTRIBUTION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform shore power rigging and unrigging
E5	CORE	Repair Arc Fault Detector (AFD) system components
E5	CORE	Repair Automatic Bus Transfer (ABT) components
E4	CORE	Repair casualty power system components
E4	CORE	Repair circuit breakers
E5	CORE	Repair electrical distribution switchboard components
E5	CORE	Repair electrical power monitoring systems
E4	CORE	Repair magnetic controllers
E4	CORE	Repair Manual Bus Transfer (MBT) components
E5	CORE	Repair power distribution system components
E5	CORE	Repair Uninterruptable Power Supplies (UPS)
E7	CORE	Supervise electric plant dynamic testing
E7	CORE	Supervise shore power rigging and unrigging
E7	CORE	Test casualty power system
E5	CORE	Troubleshoot Arc Fault Detector (AFD) system components
E5	CORE	Troubleshoot Automatic Bus Transfer (ABT) components
E4	CORE	Troubleshoot casualty power system components

POWER DISTRIBUTION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Troubleshoot circuit breakers
E5	CORE	Troubleshoot electrical distribution switchboard components
E5	CORE	Troubleshoot electrical power monitoring systems
E4	CORE	Troubleshoot magnetic controllers
E4	CORE	Troubleshoot Manual Bus Transfer (MBT) components
E5	CORE	Troubleshoot power distribution system components (e.g. ground isolation)
E5	CORE	Troubleshoot Uninterruptable Power Supplies (UPS)
E7	CORE	Validate close out of load center, switchboard, and generator

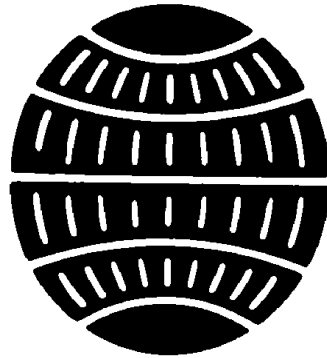
SMALL CRAFT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Repair small craft starter system components
E4	CORE	Troubleshoot small craft starter system components

TECHNICAL ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	NON-CORE	Authorize Quality Assurance (QA) repair forms
E7	CORE	Conduct command tag out training
E4	CORE	Conduct electrical checks on Master Light Off Checklist Sheet (MLOCS)
E4	CORE	Conduct electrical safety checks on personnel electronic equipment
E5	CORE	Conduct electrical safety training
E5	CORE	Generate working drawings
E4	CORE	Log wire removals and replacements
E7	CORE	Manage electrical safety programs
E7	CORE	Manage tag out program
E5	CORE	Train Repair Party Electricians (RPE)
E7	CORE	Validate Formal Work Packages (FWP) for motor rewind
E5	NON-CORE	Validate Quality Assurance (QA) repair forms
E7	CORE	Validate working drawings
E7	CORE	Verify completion of electrical checks on Master Light Off Checklist Sheet (MLOCS)

CHAPTER 29



ELECTRICIAN'S MATE, NUCLEAR POWER (EMN)

NAVPERS 18068F-29H
Change 92

Updated: October 2022

ELECTRICIAN'S MATE, NUCLEAR POWER (EMN)
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NAVY ENLISTED OCCUPATIONAL STANDARD
FOR

ELECTRICIAN'S MATE, NUCLEAR POWER (EMN)



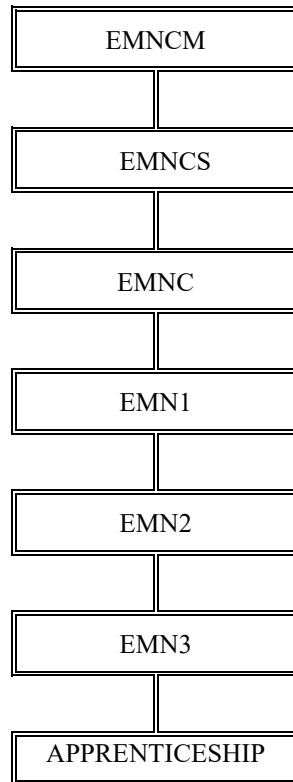
SCOPE OF RATING

Electrician's Mates, Nuclear Power (EMN) operate and control generators, switchboards, control equipment, and electrical equipment associated with reactor plants; operate and perform organizational and intermediate maintenance on power and lighting circuits, electrical fixtures, motors, generators, voltage and frequency regulators, controllers, distribution switchboards, and other electrical equipment; test for short circuits, grounds or other casualties; and repair and/or rebuild electrical equipment, including solid state circuitry and mechanical devices.

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 29.

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 1306-500, 1306-502, 1306-504, and 1306-618.

SAFETY

The observance of Operational Risk Management (ORM) and proper safety precautions in all areas is an integral part of each billet and the responsibility of every Sailor; therefore, it is a universal requirement for all ratings.

Job Title**Submarine Propulsion Plant Electrical Operator****Job Code****003777****Job Family**
Production**NOC**
TBD**Short Title (30 Characters)**
SUB PROPULSION PLANT ELECT OP**Short Title (14 Characters)**
SS PPE OP**Pay Plan**
Enlisted**Career Field**
EMN**Other Relationships and Rules**
NECs NXXX series and other NECs as assigned**Job Description**

Submarine Propulsion Plant Electrical Operators perform operations and basic preventive and corrective maintenance on electrical distribution systems, motors and controllers, electrical generators, lighting systems, alarm and indicating systems, machinery vibration analysis equipment, throttle control systems, and other electrical and electronic support equipment; perform shutdown reactor plant operations; perform nuclear reactor, steam plant, and auxiliary equipment operations; and perform work critical to the movement of Naval tactical and strategic forces.

DoD Relationship

<i>Group Title</i>	<i>DoD Code</i>
Nuclear Power	166100

O*NET Relationship

<i>Occupation Title</i>	<i>SOC Code</i>	<i>Job Family</i>
Power Distributors and Dispatchers	51-8012.00	Production

Skills

Quality Control Analysis
Equipment Maintenance
Operation Monitoring
Equipment Selection
Management of Material Resources
Complex Problem Solving
Repairing
Troubleshooting
Operation and Control
Systems Evaluation

Abilities

Problem Sensitivity
Near Vision
Finger Dexterity
Deductive Reasoning
Arm-Hand Steadiness
Written Expression
Control Precision
Written Comprehension
Information Ordering
Manual Dexterity

CASUALTY CONTROL

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Clean emergency propulsion systems
E4	CORE	Correct battery abnormalities (e.g., high temperature, high voltage, loss of ventilation, etc.)
E4	CORE	Inspect emergency propulsion systems
E4	CORE	Isolate damaged electrical equipment
E4	CORE	Perform casualty power system operations
E4	CORE	Perform corrective actions to combat reactor plant casualties
E5	CORE	Repair emergency propulsion systems
E4	CORE	Supply propulsion using Emergency Propulsion Motor (EPM) (e.g., shift propulsion, start EPM electrically, etc.)
E4	CORE	Test emergency propulsion systems

CIRCUIT BREAKERS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Adjust circuit breaker operating mechanisms
E4	CORE	Clean circuit breakers (e.g., auxiliary contacts, contact surfaces, operating mechanisms, wiring, connections, etc.)
E5	CORE	Inspect circuit breakers (e.g., auxiliary contacts, contact surfaces, operating mechanisms, wiring, connections, etc.)

CIRCUIT BREAKERS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Repair circuit breakers
E4	CORE	Test circuit breakers and circuit breaker operating mechanisms
E5	CORE	Troubleshoot circuit breakers (e.g., manual, remote-operated, motor-operated, etc.)

ELECTRICAL CONTROL EQUIPMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Adjust control panel components (e.g., interlocks, operating mechanisms, operating or alarm set points and limits, etc.)
E4	CORE	Adjust hotwell level control system set points
E4	CORE	Adjust motor controllers (e.g., operating set points and limits, standby features, etc.)
E4	CORE	Adjust salinity indicating system set points
E4	CORE	Adjust temperature monitoring system set points
E4	CORE	Analyze salinity system data
E4	NON-CORE	Calibrate electrical meters
E4	CORE	Clean Arc Fault Detector (AFD) components
E4	CORE	Clean electrical panel components and interiors (e.g., alarm and indicating panels, control panels, remote control stations, etc.)
E4	CORE	Clean electrically-operated valve components
E4	CORE	Clean electrostatic precipitators
E4	CORE	Clean galley equipment electrical components
E4	CORE	Clean hotwell level control system components
E4	CORE	Clean laundry equipment
E4	CORE	Clean lighting system components
E4	CORE	Clean motor controllers (e.g., contactor, wiring, relays, etc.)
E4	CORE	Clean Programmable Logic Controllers (PLC)
E4	CORE	Clean salinity cells and indicating panels
E4	CORE	Clean shaft speed sensing, indication, and Engine Order Telegraph (EOT) components
E4	CORE	Clean temperature monitoring panels
E4	CORE	Collect machinery and hull vibration data
E4	CORE	Inspect Arc Fault Detector (AFD) components
E4	CORE	Inspect control panels (e.g., operating mechanisms, panel wiring, connections, etc.)
E4	CORE	Inspect electrically-operated valve components
E4	CORE	Inspect electrostatic precipitators
E4	CORE	Inspect galley equipment electrical components
E4	CORE	Inspect hotwell level control systems
E4	CORE	Inspect laundry equipment
E4	CORE	Inspect lighting system components
E4	CORE	Inspect motor controllers (e.g., contactor, wiring, relays, etc.)

ELECTRICAL CONTROL EQUIPMENT (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Inspect Programmable Logic Controllers (PLC)
E4	CORE	Inspect salinity indicating systems
E4	CORE	Inspect shaft speed sensing, indication, and Engine Order Telegraph (EOT) components
E4	CORE	Inspect temperature monitoring systems
E4	CORE	Perform main engine throttle operations
E5	CORE	Repair Arc Fault Detector (AFD) components
E5	CORE	Repair control panels (e.g., alarm and indicating panels, control panels, remote control stations, etc.)
E5	CORE	Repair electrically-operated valve components
E4	CORE	Repair electrostatic precipitators
E4	CORE	Repair galley equipment
E5	CORE	Repair hotwell level control systems
E4	CORE	Repair laundry equipment
E4	CORE	Repair lighting system components
E5	CORE	Repair motor controllers (e.g., contactor, wiring, relays, etc.)
E4	CORE	Repair salinity indicating systems
E4	CORE	Repair shaft speed sensing, indication, and Engine Order Telegraph (EOT) components
E4	CORE	Repair temperature monitoring systems
E5	CORE	Replace Programmable Logic Controllers (PLC)
E4	CORE	Test Arc Fault Detector (AFD) components
E4	CORE	Test control panels (e.g., alarm and indicating panels, control panels, remote control stations, etc.)
E4	CORE	Test electrically-operated valve components
E4	CORE	Test electrostatic precipitators
E4	CORE	Test hotwell level control systems
E4	CORE	Test laundry equipment
E4	CORE	Test lighting system components
E5	CORE	Test motor controllers (e.g., contactor, wiring, relays, etc.)
E4	CORE	Test Programmable Logic Controllers (PLC)
E4	CORE	Test salinity indicating systems
E4	CORE	Test shaft speed sensing, indication, and Engine Order Telegraph (EOT) components
E4	CORE	Test temperature monitoring systems
E5	CORE	Troubleshoot Arc Fault Detector (AFD) components
E5	CORE	Troubleshoot control panels and electrical components (e.g., alarm and indicating panels, control panels, remote control stations, etc.)
E4	CORE	Troubleshoot electrically-operated valve components

ELECTRICAL CONTROL EQUIPMENT (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Troubleshoot electrostatic precipitators
E4	CORE	Troubleshoot galley equipment
E5	CORE	Troubleshoot hotwell level control systems
E4	CORE	Troubleshoot laundry equipment
E4	CORE	Troubleshoot lighting system components
E5	CORE	Troubleshoot motor controllers (e.g., contactor, wiring, relays, etc.)
E5	CORE	Troubleshoot Programmable Logic Controllers (PLC)
E4	CORE	Troubleshoot salinity indicating systems
E5	CORE	Troubleshoot shaft speed sensing, indication, and Engine Order Telegraph (EOT) components
E4	CORE	Troubleshoot temperature monitoring systems

ELECTRICAL INSTALLATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Clean grounding straps
E4	CORE	Conduct shore power ground checks
E4	CORE	Disconnect shore power cables
E4	CORE	Inspect grounding straps
E4	CORE	Inspect shore power cables
E4	CORE	Install permanent cables
E4	CORE	Install shore power cables
E4	CORE	Replace grounding straps
E4	CORE	Solder basic electrical connections
E4	CORE	Test grounding straps
E4	CORE	Test shore power cables

MOTORS AND GENERATORS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Align brush rigging heights
E4	CORE	Clean Alternating Current (AC) generators
E4	CORE	Clean Alternating Current (AC) motor components
E4	CORE	Clean Direct Current (DC) generators
E4	CORE	Clean Direct Current (DC) motor components
E4	CORE	Clean generator governor electrical components
E5	CORE	Inspect Alternating Current (AC) generators
E5	CORE	Inspect Alternating Current (AC) motor components
E4	CORE	Inspect brush rigging assemblies
E5	CORE	Inspect Direct Current (DC) generators
E5	CORE	Inspect Direct Current (DC) motor components
E5	CORE	Inspect generator governor electrical components

MOTORS AND GENERATORS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Perform motor generator maintenance
E5	CORE	Repair Alternating Current (AC) generators
E5	CORE	Repair Alternating Current (AC) motor components
E5	CORE	Repair Direct Current (DC) generators
E5	CORE	Repair Direct Current (DC) motor components
E5	CORE	Repair generator governor electrical components
E5	CORE	Repair motor generators
E4	CORE	Set brush spring tensions
E4	CORE	Supply propulsion using Secondary Propulsion Motor (SPM)
E4	CORE	Test Alternating Current (AC) generators
E4	CORE	Test Alternating Current (AC) motor components
E4	CORE	Test Direct Current (DC) generators
E4	CORE	Test Direct Current (DC) motor components
E4	CORE	Test generator governor electrical components
E4	CORE	Test motor generators
E5	CORE	Troubleshoot Alternating Current (AC) generators
E5	CORE	Troubleshoot Alternating Current (AC) motor components
E5	CORE	Troubleshoot Direct Current (DC) generators
E5	CORE	Troubleshoot Direct Current (DC) motor components
E5	CORE	Troubleshoot generator governor electrical components
E5	CORE	Troubleshoot motor generators

POWER DISTRIBUTION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze shutdown electric plant trends
E4	CORE	Clean bus transfer devices (Automatic Bus Transfer (ABT), Automatic Static Bus Transfer (SABT), and Manual Bus Transfer (MBT))
E4	CORE	Clean circuit breaker cabinets
E4	CORE	Clean switchboard components and interiors
E4	CORE	Conduct high voltage maintenance (greater than 700 Volts)
E4	CORE	Conduct switchboard testing
E4	CORE	Inspect bus transfer devices (Automatic Bus Transfer (ABT), Automatic Static Bus Transfer (SABT), and Manual Bus Transfer (MBT))
E4	CORE	Inspect submarine battery cell jumpers
E4	CORE	Inspect switchboard components
E5	CORE	Install submarine battery cell jumpers
E4	CORE	Maintain submarine batteries (e.g., cleaning, testing, etc.)
E4	CORE	Maintain submarine battery cell jumpers

POWER DISTRIBUTION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform routine battery operations (e.g., normal charge, equalizing charge, test discharge, etc.)
E5	CORE	Repair bus transfer devices (Automatic Bus Transfer (ABT), Automatic Static Bus Transfer (SABT), and Manual Bus Transfer (MBT))
E4	CORE	Shift electric plant lineups from normal and alternate control stations (e.g., Electric Plant Control Panel (EPCP), Emergency Switchboard Local Control Station (ESLCS), etc.)
E4	CORE	Test bus transfer devices (Automatic Bus Transfer (ABT), Automatic Static Bus Transfer (SABT), and Manual Bus Transfer (MBT))
E5	CORE	Troubleshoot bus transfer devices (Automatic Bus Transfer (ABT), Automatic Static Bus Transfer (SABT), and Manual Bus Transfer (MBT))
E5	CORE	Troubleshoot submarine battery and support systems faults
E5	CORE	Troubleshoot switchboard components

REACTOR PLANT EQUIPMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Align condensate and feed system
E4	CORE	Analyze main engine pressure and temperature parameter trends
E4	CORE	Analyze shutdown reactor plant trends
E4	CORE	Grant access to Radiological Controlled Areas (RCA)
E4	CORE	Inspect discharge boundary valve positions
E4	CORE	Line up reactor plant valves
E4	CORE	Maintain Radiological Controlled Areas (RCA)
E4	CORE	Survey Radiological Controlled Areas (RCA)
E5	CORE	Test coolant pump switchgear

TECHNICAL ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Complete remote operability of key reactor plant valves checklists
E4	CORE	Maintain Radiological Controlled Area (RCA) records
E5	CORE	Record submarine battery performance data
E4	CORE	Store collected plant parameter data
E4	CORE	Tag out reactor plant components (e.g., instrumentation and control, mechanical, and electrical system, etc.)

Job Title**Surface Propulsion Plant Electrical Operator****Job Code****003778****Job Family**

Production

NOC

TBD

Short Title (30 Characters)

SUR PROPULSION PLANT ELECT OP

Short Title (14 Characters)

SW PPE OP

Pay Plan

Enlisted

Career Field

EMN

Other Relationships and Rules

NECs NXXX series and other NECs as assigned

Job Description

Surface Propulsion Plant Electrical Operators perform operations and basic preventive and corrective maintenance of electrical distribution systems, motors and controllers, electrical generators, lighting systems, alarm and indicating systems, machinery vibration analysis equipment, throttle control systems, and other electrical and electronic support equipment; perform shutdown reactor plant operations; perform nuclear reactor, steam plant, and auxiliary equipment operations; and perform work critical for movement of Naval tactical and strategic forces.

DoD Relationship**Group Title**

Nuclear Power

DoD Code

166100

O*NET Relationship**Occupation Title**

Power Distributors and Dispatchers

SOC Code

51-8012.00

Job Family

Production

Skills*Quality Control Analysis**Equipment Maintenance**Operation Monitoring**Equipment Selection**Management of Material Resources**Complex Problem Solving**Repairing**Troubleshooting**Systems Evaluation**Operation and Control***Abilities***Problem Sensitivity**Near Vision**Finger Dexterity**Deductive Reasoning**Arm-Hand Steadiness**Written Comprehension**Written Expression**Information Ordering**Manual Dexterity**Reaction Time***CASUALTY CONTROL****Paygrade**

E4

Task Type

CORE

Task Statements

Isolate damaged electrical equipment

E4

CORE

Perform casualty power system operations

E4

CORE

Perform corrective actions to combat reactor plant casualties

CIRCUIT BREAKERS**Paygrade**

E5

Task Type

CORE

Task Statements

Adjust circuit breaker operating mechanisms

E4

CORE

Clean circuit breakers (e.g., auxiliary contacts, contact surfaces, operating mechanisms, wiring, connections, etc.)

E5

CORE

Inspect circuit breakers (e.g., auxiliary contacts, contact surfaces, operating mechanisms, wiring, connections, etc.)

E5

CORE

Repair circuit breakers

E4

CORE

Test circuit breakers and circuit breaker operating mechanisms

E5

CORE

Troubleshoot circuit breakers (e.g., manual, remote-operated, motor-operated, etc.)

ELECTRICAL CONTROL EQUIPMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Adjust control panel components (e.g., interlocks, operating mechanisms, operating or alarm set points and limits, etc.)
E4	CORE	Adjust hotwell level control system set points
E4	CORE	Adjust motor controllers (e.g., operating set points and limits, standby features, etc.)
E4	CORE	Adjust salinity indicating system set points
E4	CORE	Adjust temperature monitoring system set points
E4	CORE	Analyze salinity system data
E4	NON-CORE	Calibrate electrical meters
E4	CORE	Clean Arc Fault Detector (AFD) components
E4	CORE	Clean electrical panel components and interiors (e.g., alarm and indicating panels, control panels, remote control stations, etc.)
E4	CORE	Clean electrically-operated valve components
E4	CORE	Clean electrostatic precipitators
E4	CORE	Clean hotwell level control system components
E4	CORE	Clean Interior Communications (IC) systems
E4	CORE	Clean lighting system components
E4	CORE	Clean motor controllers (e.g., contactor, wiring, relays, etc.)
E4	CORE	Clean Programmable Logic Controllers (PLC)
E4	CORE	Clean salinity cells and indicating panels
E4	CORE	Clean shaft speed sensing, indication, and Engine Order Telegraph (EOT) components
E4	CORE	Clean temperature monitoring panels
E4	CORE	Clean throttle control electrical systems
E4	CORE	Collect machinery and hull vibration data
E4	CORE	Inspect Arc Fault Detector (AFD) components
E4	CORE	Inspect control panels (e.g., operating mechanisms, panel wiring, connections, etc.)
E4	CORE	Inspect electrically-operated valve components
E4	CORE	Inspect electrostatic precipitators
E4	CORE	Inspect hotwell level control systems
E4	CORE	Inspect Interior Communications (IC) systems
E4	CORE	Inspect lighting system components
E4	CORE	Inspect motor controllers (e.g., contactor, wiring, relays, etc.)
E4	CORE	Inspect Programmable Logic Controllers (PLC)
E4	CORE	Inspect salinity indicating systems
E4	CORE	Inspect shaft speed sensing, indication, and Engine Order Telegraph (EOT) components
E4	CORE	Inspect temperature monitoring systems

ELECTRICAL CONTROL EQUIPMENT (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform main engine throttle operations
E5	CORE	Repair Arc Fault Detector (AFD) components
E5	CORE	Repair control panels (e.g., alarm and indicating panels, control panels, remote control stations, etc.)
E5	CORE	Repair electrically-operated valve components
E4	CORE	Repair electrostatic precipitators
E5	CORE	Repair hotwell level control systems
E5	CORE	Repair Interior Communications (IC) systems
E4	CORE	Repair lighting system components
E5	CORE	Repair motor controllers (e.g., contactor, wiring, relays, etc.)
E4	CORE	Repair salinity indicating systems
E4	CORE	Repair shaft speed sensing, indication, and Engine Order Telegraph (EOT) components
E4	CORE	Repair temperature monitoring systems
E5	CORE	Repair throttle control electrical systems
E5	CORE	Replace Programmable Logic Controllers (PLC)
E4	CORE	Test Arc Fault Detector (AFD) components
E4	CORE	Test control panels (e.g., alarm and indicating panels, control panels, remote control stations, etc.)
E4	CORE	Test electrically-operated valve components
E4	CORE	Test electrostatic precipitators
E4	CORE	Test hotwell level control systems
E4	CORE	Test lighting system components
E5	CORE	Test motor controllers (e.g., contactor, wiring, relays, etc.)
E4	CORE	Test Programmable Logic Controllers (PLC)
E4	CORE	Test salinity indicating systems
E4	CORE	Test shaft speed sensing, indication, and Engine Order Telegraph (EOT) components
E4	CORE	Test temperature monitoring systems
E4	CORE	Test throttle control electrical systems
E5	CORE	Troubleshoot Arc Fault Detector (AFD) components
E5	CORE	Troubleshoot control panels and electrical components (e.g., alarm and indicating panels, control panels, remote control stations, etc.)
E4	CORE	Troubleshoot electrically-operated valve components
E4	CORE	Troubleshoot electrostatic precipitators
E5	CORE	Troubleshoot hotwell level control systems
E5	CORE	Troubleshoot Interior Communications (IC) systems

ELECTRICAL CONTROL EQUIPMENT (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Troubleshoot lighting system components
E5	CORE	Troubleshoot motor controllers (e.g., contactor, wiring, relays, etc.)
E5	CORE	Troubleshoot Programmable Logic Controllers (PLC)
E4	CORE	Troubleshoot salinity indicating systems
E5	CORE	Troubleshoot shaft speed sensing, indication, and Engine Order Telegraph (EOT) components
E4	CORE	Troubleshoot temperature monitoring systems
E5	CORE	Troubleshoot throttle control electrical systems

ELECTRICAL INSTALLATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Clean grounding straps
E4	CORE	Conduct shore power ground checks
E4	CORE	Disconnect shore power cables
E4	CORE	Inspect grounding straps
E4	CORE	Inspect shore power cables
E4	CORE	Install permanent cables
E4	CORE	Install shore power cables
E4	CORE	Replace grounding straps
E4	CORE	Solder basic electrical connections
E4	CORE	Test grounding straps
E4	CORE	Test shore power cables

MOTORS AND GENERATORS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Align brush rigging heights
E4	CORE	Clean Alternating Current (AC) generators
E4	CORE	Clean Alternating Current (AC) motor components
E4	CORE	Clean generator governor electrical components
E5	CORE	Inspect Alternating Current (AC) generators
E5	CORE	Inspect Alternating Current (AC) motor components
E4	CORE	Inspect brush rigging assemblies
E5	CORE	Inspect generator governor electrical components
E5	CORE	Perform motor generator maintenance
E5	CORE	Repair Alternating Current (AC) generators
E5	CORE	Repair Alternating Current (AC) motor components
E5	CORE	Repair generator governor electrical components
E5	CORE	Repair motor generators
E4	CORE	Set brush spring tensions
E4	CORE	Test Alternating Current (AC) generators

MOTORS AND GENERATORS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Test Alternating Current (AC) motor components
E4	CORE	Test generator governor electrical components
E4	CORE	Test motor generators
E5	CORE	Troubleshoot Alternating Current (AC) generators
E5	CORE	Troubleshoot Alternating Current (AC) motor components
E5	CORE	Troubleshoot generator governor electrical components
E5	CORE	Troubleshoot motor generators

POWER DISTRIBUTION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze shutdown electric plant trends
E4	CORE	Clean bus transfer devices (Automatic Bus Transfer (ABT), Automatic Static Bus Transfer (SABT), and Manual Bus Transfer (MBT))
E4	CORE	Clean circuit breaker cabinets
E4	CORE	Clean switchboard components and interiors
E4	CORE	Conduct high voltage maintenance (greater than 700 Volts)
E4	CORE	Conduct switchboard testing
E4	CORE	Inspect bus transfer devices (Automatic Bus Transfer (ABT), Automatic Static Bus Transfer (SABT), and Manual Bus Transfer (MBT))
E4	CORE	Inspect switchboard components
E5	CORE	Repair bus transfer devices (Automatic Bus Transfer (ABT), Automatic Static Bus Transfer (SABT), and Manual Bus Transfer (MBT))
E4	CORE	Shift electric plant lineups from normal and alternate control stations (e.g., Electric Plant Control Panel (EPCP), Emergency Switchboard Local Control Station (ESLCS), etc.)
E4	CORE	Test bus transfer devices (Automatic Bus Transfer (ABT), Automatic Static Bus Transfer (SABT), and Manual Bus Transfer (MBT))
E5	CORE	Troubleshoot bus transfer devices (Automatic Bus Transfer (ABT), Automatic Static Bus Transfer (SABT), and Manual Bus Transfer (MBT))
E5	CORE	Troubleshoot switchboard components

REACTOR PLANT EQUIPMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Align condensate and feed system
E4	CORE	Analyze main engine pressure and temperature parameter trends
E4	CORE	Analyze shutdown reactor plant trends
E4	CORE	Grant access to Radiological Controlled Areas (RCA)
E4	CORE	Line up reactor plant valves

REACTOR PLANT EQUIPMENT (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Maintain Propulsion Plant Local Area Network (PPLAN) network settings
E4	CORE	Maintain Radiological Controlled Areas (RCA)
E4	CORE	Survey Radiological Controlled Areas (RCA)
E5	CORE	Test coolant pump switchgear

TECHNICAL ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Complete remote operability of key reactor plant valves checklists
E4	CORE	Maintain Radiological Controlled Area (RCA) records
E4	CORE	Store collected plant parameter data
E4	CORE	Tag out reactor plant components (e.g., instrumentation and control, mechanical, and electrical system, etc.)

Job Title**Submarine Propulsion Plant Electrical Supervisor****Job Code****003785****Job Family**

Production

NOC

TBD

Short Title (30 Characters)

SUB PROPULSION PLANT ELECT SUP

Short Title (14 Characters)

SS PPE SUP

Pay Plan

Enlisted

Career Field

EMN

Other Relationships and Rules

NECs NXXX series and other NECs as assigned

Job Description

Submarine Propulsion Plant Electrical Supervisors perform advanced electrical distribution operations and apply advanced level maintenance practices to electrical distribution systems and electrical generators; develop electrical division administrative programs; supervise operations and training; repair and maintain equipment; train personnel; perform risk management; and supervise work critical to the movement of Naval tactical and strategic forces.

DoD Relationship**Group Title**

Nuclear Power

DoD Code

166100

O*NET Relationship**Occupation Title**First-line Supervisors of
Production and Operating Workers**SOC Code**

51-1011.00

Job Family

Production

Skills*Management of Personnel Resources**Coordination**Monitoring**Operation and Control**Quality Control Analysis**Systems Analysis**Systems Evaluation***Abilities***Oral Expression**Problem Sensitivity**Inductive Reasoning**Deductive Reasoning**Manual Dexterity**Spatial Orientation**Written Expression***CASUALTY CONTROL****Paygrade**

E6

Task Type

CORE

Task Statements

Direct shutdown watch section casualty operations

E6

CORE

Supervise casualty electrical distribution operations

POWER DISTRIBUTION**Paygrade**

E7

Task Type

CORE

Task Statements

Supervise high voltage electrical safety work (greater than 700 volts)

TECHNICAL ADMINISTRATION**Paygrade**

E5

Task Type

CORE

Task Statements

Analyze machinery vibration data for validity

E6

CORE

Plan division maintenance schedules, equipment availability, and personnel assignments

E6

CORE

Supervise division maintenance operations (e.g., electrical, mechanical, reactor control, etc.)

Job Title**Surface Propulsion Plant Electrical Supervisor****Job Code****003786****Job Family**
Production**NOC**
TBD**Short Title (30 Characters)**
SUR PROPULSION PLANT ELECT SUP**Short Title (14 Characters)**
SW PPE SUP**Pay Plan**
Enlisted**Career Field**
EMN**Other Relationships and Rules**
NECs NXXX series and other NECs as assigned**Job Description**

Surface Propulsion Plant Electrical Supervisors perform advanced electrical distribution operations and apply advanced level maintenance practices to electrical distribution systems and electrical generators; develop electrical division administrative programs; supervise operations and training; repair and maintain equipment; perform risk management; and supervise work critical for movement of Naval tactical and command forces.

DoD Relationship**O*NET Relationship****Group Title****DoD Code**

Nuclear Power

166100

Occupation TitleFirst-line Supervisors of
Production and Operating Workers**SOC Code**

51-1011.00

Job Family

Production

Skills*Management of Personnel Resources**Coordination**Quality Control Analysis**Equipment Maintenance**Monitoring**Operation and Control**Systems Analysis**Systems Evaluation***Abilities***Problem Sensitivity**Oral Expression**Inductive Reasoning**Deductive Reasoning**Manual Dexterity**Near Vision**Spatial Orientation**Written Expression***CASUALTY CONTROL****Paygrade****Task Type****Task Statements**

E6

CORE

Direct shutdown watch section casualty operations

E6

CORE

Supervise casualty electrical distribution operations

POWER DISTRIBUTION**Paygrade****Task Type****Task Statements**

E7

CORE

Supervise high voltage electrical safety work (greater than 700 volts)

REACTOR PLANT EQUIPMENT**Paygrade****Task Type****Task Statements**

E4

CORE

Inspect discharge boundary valve positions

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

E5

CORE

Analyze machinery vibration data for validity

E6

CORE

Plan division maintenance schedules, equipment availability, and personnel assignments

E6

CORE

Supervise division maintenance operations (e.g., electrical, mechanical, reactor control, etc.)

Job Title**Submarine Propulsion Plant Electrical Manager****Job Code****003793****Job Family**
Management**NOC**
TBD**Short Title (30 Characters)**
SUB PROPULSION PLANT ELECT MGR**Short Title (14 Characters)**
SS PPE MGR**Pay Plan**
Enlisted**Career Field**
EMN**Other Relationships and Rules**
NECs NXXX series and other NECs as assigned**Job Description**

Submarine Propulsion Plant Electrical Managers manage operations, maintenance, and training for personnel assigned to electrical divisions and/or engineering departments; coordinate ship electrical safety program; perform audits of divisional and/or departmental programs; evaluate trend analysis and implement process improvements; perform risk management; and manage work critical to the movement of Naval tactical and strategic forces.

DoD Relationship**O*NET Relationship****Group Title**
Nuclear Power**DoD Code**
166100**Occupation Title**
Compliance Managers**SOC Code**
11-9199.02**Job Family**
Management**Skills**

Coordination

Monitoring

Reading Comprehension

Quality Control Analysis

Instructing

Management of Material Resources

Management of Personnel Resources

Operation and Control

Speaking

Systems Analysis

Abilities

Problem Sensitivity

Written Expression

Selective Attention

Information Ordering

Oral Expression

Written Comprehension

Visualization

REACTOR PLANT EQUIPMENT**Paygrade****Task Type****Task Statements**

E7

CORE

Control maintenance on systems affecting remote operability

E6

CORE

Verify conditions established for prevention of inadvertent discharges

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

E6

CORE

Administer continuous training exams

E6

CORE

Audit division records (e.g., electrical, mechanical, etc.)

E7

CORE

Audit engineering and reactor department records

E7

NON-CORE

Conduct key reactor plant valve remote operability training

E7

CORE

Manage department drill programs

E7

CORE

Manage department training drills

E7

CORE

Manage equipment modifications (e.g., reactor, non-reactor, etc.)

Job Title**Surface Propulsion Plant Electrical Manager****Job Code****003794****Job Family**
Management**NOC**
TBD**Short Title (30 Characters)**
SUR PROPULSION PLANT ELECT MGR**Short Title (14 Characters)**
SW PPE MGR**Pay Plan**
Enlisted**Career Field**
EMN**Other Relationships and Rules**
NECs NXXX series and other NECs as assigned**Job Description**

Surface Propulsion Plant Electrical Managers manage operations, maintenance, and training for personnel assigned to electrical divisions and/or reactor departments; coordinate the departmental electrical safety program; perform audits of divisional and/or departmental programs; evaluate trend analysis and implement process improvements; perform risk management; and manage work critical for movement of Naval tactical and command forces.

DoD Relationship**O*NET Relationship****Group Title**
Nuclear Power**DoD Code**
166100**Occupation Title**
Compliance Managers**SOC Code**
11-9199.02**Job Family**
Management**Skills***Coordination**Monitoring**Reading Comprehension**Quality Control Analysis**Instructing**Management of Material Resources**Management of Personnel Resources**Operation and Control**Speaking**Systems Analysis***Abilities***Problem Sensitivity**Written Expression**Selective Attention**Information Ordering**Oral Expression**Written Comprehension**Visualization***REACTOR PLANT EQUIPMENT****Paygrade****Task Type****Task Statements**

E7

CORE

Control maintenance on systems affecting remote operability

E6

CORE

Verify conditions established for prevention of inadvertent discharges

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

E6

CORE

Administer continuous training exams

E6

CORE

Audit division records (e.g., electrical, mechanical, etc.)

E7

CORE

Audit engineering and reactor department records

E7

NON-CORE

Conduct key reactor plant valve remote operability training

E7

CORE

Manage department drill programs

E7

CORE

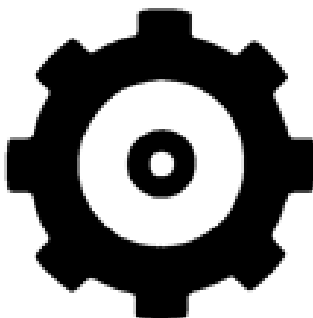
Manage department training drills

E7

CORE

Manage equipment modifications (e.g., reactor, non-reactor, etc.)

CHAPTER 30



ENGINEMAN (EN)

NAVPERS 18068F-30H
Change 103

Updated: July 2025

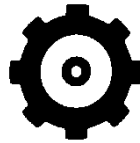
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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR ENGINEMAN (EN)



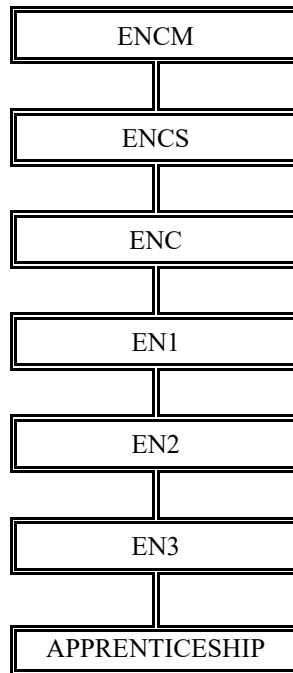
SCOPE OF RATING

Enginemen (EN) control the operation of diesel engines used for ship propulsion and to generate electrical power and align fuel, water, and air piping systems; clean, lubricate, adjust, test, and perform other preventive maintenance on diesel engines, reduction gears, air compressors, hydraulic or pneumatic clutches, steering engines, and Controllable Pitch Propeller (CPP) systems; repair or overhaul diesel engines, pumps, compressors, heat exchangers, and control devices used with diesel engines; and make entries into and analyze machinery operating records and reports.

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 30.

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**Diesel Engine Systems Manager****Job Code****003102****Job Family**

Installation, Maintenance, and Repair

NOC

TBD

Short Title (30 Characters)

DIESEL ENGINE SYS MGR

Short Title (14 Characters)

DIESEL SYS MGR

Pay Plan

Enlisted

Career Field

EN

Other Relationships and Rules

NEC UXXX series and other NECs as assigned

Job Description

Diesel Engine Systems Managers provide overall management by reviewing, approving, and managing engine operations and programs aboard Navy ships; manage personnel during the operation and maintenance of main propulsion diesel engine and reduction gears used for ship propulsion and auxiliary machinery, such as ship's service diesel engine generators and oil purifiers; provide guidance and technical knowledge in the maintenance of auxiliary machinery, desalinization plants (reverse osmosis), and compressed air producing plants; manage personnel in the alignment process of piping systems for fuel, oil, water, and air; manage the operation of ship's main propulsion diesel engine used for ship's propulsion and service systems and the operation of ship's service diesel engine generators used to produce electrical power; manage personnel responsible for cleaning, adjusting, testing, and the performance of other preventive maintenance on ship's main propulsion diesel engine, ship's service diesel engine generators, and other auxiliary machinery, pumps and associated valves; provide guidance and technical knowledge in the repair and replacement of valves, pumps, heat exchangers, compressors, 24 volt engine control systems, and hydraulic or pneumatic control devices; and manage and analyze machinery operating; utilize mastered trade/skill qualifications to mentor Diesel Engine Systems Technicians and Diesel Engine Systems Maintainers.

DoD Relationship**Group Title**

Auxiliaries

DoD Code

165200

O*NET Relationship**Occupation Title**

First Line Supervisors of Mechanics, Installers, and Repairers

SOC Code

49-1011.00

Job Family

Installation, Maintenance, and Repair

Skills*Systems Evaluation**Coordination**Critical Thinking**Troubleshooting**Reading Comprehension**Systems Analysis**Quality Control Analysis**Operation Monitoring**Writing**Operation and Control***Abilities***Deductive Reasoning**Oral Comprehension**Selective Attention**Information Ordering**Written Comprehension**Inductive Reasoning**Problem Sensitivity**Written Expression**Near Vision**Glare Sensitivity***ENGINEERING MANAGEMENT****Paygrade****Task Type****Task Statements**

E7

NON-CORE

Approve Quality Assurance (QA) repair forms

E7

CORE

Evaluate engineering management programs

E4

CORE

Input data into Diesel Readiness Systems (DRS)

E5

CORE

Maintain engineering records and logs

E7

CORE

Manage Diesel Readiness Systems (DRS) data inputs

E6

CORE

Manage environmental pollution control programs

E4

NON-CORE

Prepare Current Ship's Maintenance Project (CSMP) inputs

E5

CORE

Prepare fuel, oil, and water reports

E5

NON-CORE

Prepare Quality Assurance (QA) repair forms

E7

CORE

Prepare shipwide full power and economy trials

E6

CORE

Supervise auxiliary cooling water system repairs

E6

CORE

Supervise compressed air system repairs

E6

CORE

Supervise control air systems repairs (e.g., brake, clutch, engine, etc.)

E6

CORE

Supervise Control Pitch Propeller (CPP) system repairs

ENGINEERING MANAGEMENT (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Supervise diesel engines repairs
E6	CORE	Supervise diesel engines support system repairs (e.g., jacket water, lube oil, fuel oil, etc.)
E6	CORE	Supervise fuel oil and lube oil purification system repairs
E6	CORE	Supervise fuel oil and lube oil transfer system repairs
E6	CORE	Supervise fuel oil stripping system repairs
E6	CORE	Supervise heat exchanger repairs
E6	CORE	Supervise high purity reverse osmosis system repairs
E7	CORE	Supervise jacking gear repairs
E6	CORE	Supervise machinery clutches and brake repairs
E6	CORE	Supervise machinery transmission repairs
E6	CORE	Supervise main propulsion shaft repairs (e.g., jet drive, outdrive, etc.)
E6	CORE	Supervise Main Reduction Gear (MRG) system repairs
E6	CORE	Supervise oily waste water system repairs
E6	NON-CORE	Supervise potable water system repairs
E6	CORE	Supervise reducing station repairs (e.g., air, water systems, hydraulics, etc.)
E6	CORE	Supervise reverse osmosis system repairs
E6	CORE	Supervise stern tube cooling system repairs
E6	CORE	Supervise system valve repairs (e.g., diaphragm, gate, check, etc.)
E6	CORE	Supervise systems pumps repairs (e.g., water, fuel, oil, etc.)
E7	NON-CORE	Update Casualty Reports (CASREP)
E7	NON-CORE	Validate Casualty Reports (CASREP)
E6	NON-CORE	Validate Current Ship's Maintenance Project (CSMP) input
E6	CORE	Validate Engineering Operational Sequencing System (EOSS) manuals
E7	CORE	Validate engineering records and logs
E6	CORE	Validate fuel, oil, and water reports
E5	NON-CORE	Verify Current Ship's Maintenance Project (CSMP) input
E5	CORE	Verify Engineering Operational Sequencing System (EOSS) manuals
E6	CORE	Verify engineering records and logs
E6	NON-CORE	Verify Quality Assurance (QA) repair forms
E6	CORE	Inspect fluid samples
E5	CORE	Maintain precision instruments
E5	CORE	Repair Main Reduction Gear (MRG) systems
E5	CORE	Troubleshoot auxiliary cooling water systems
E5	CORE	Troubleshoot compressed air systems
E5	CORE	Troubleshoot control air systems (e.g., brake, clutch, engine, etc.)
E5	CORE	Troubleshoot Control Pitch Propeller (CPP) systems
E5	CORE	Troubleshoot diesel engine support systems (e.g., jacket water, lube oil, fuel oil, etc.)

MECHANICAL MAINTENANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Troubleshoot diesel engines
E5	CORE	Troubleshoot fuel oil and lube oil transfer systems
E5	CORE	Troubleshoot fuel oil stripping systems
E5	CORE	Troubleshoot heat exchangers
E5	CORE	Troubleshoot high purity reverse osmosis systems
E5	CORE	Troubleshoot jacking gears
E5	CORE	Troubleshoot machinery clutches and brakes
E5	CORE	Troubleshoot machinery transmissions
E5	CORE	Troubleshoot main propulsion shafts (e.g., jet drive, outdrive, etc.)
E6	CORE	Troubleshoot Main Reduction Gear (MRG) systems
E5	CORE	Troubleshoot oily waste water systems
E5	NON-CORE	Troubleshoot potable water systems
E5	CORE	Troubleshoot reducing stations (e.g., air, water systems, hydraulics, etc.)
E5	CORE	Troubleshoot reverse osmosis systems
E5	CORE	Troubleshoot stern tube cooling systems
E5	CORE	Troubleshoot system valves (e.g., diaphragm, gate, check, etc.)
E5	CORE	Troubleshoot systems pumps (e.g., water, fuel, oil, etc.)
E5	NON-CORE	Verify pressure/temperature alarms and set points

MECHANICAL SYSTEMS OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct diesel engine operations
E4	CORE	Conduct diesel engine support system operations (e.g., jacket water, lube oil, fuel oil, etc.)
E4	CORE	Conduct Main Reduction Gear (MRG) system operations

Job Title**Diesel Engine Systems Technician****Job Code****003179****Job Family**

Installation, Maintenance, and Repair

NOC

TBD

Short Title (30 Characters)

DIESEL ENGINE SYS TEC

Short Title (14 Characters)

DIESEL SYS TEC

Pay Plan

Enlisted

Career Field

EN

Other Relationships and Rules

NEC UXXX Series and other NECs assigned

Job Description

Diesel Engine Systems Technicians repair, maintain, and service internal-combustion engines, machinery, and components used aboard Navy ship's; provide technical knowledge during the operation and the maintenance of main propulsion diesel engine and reduction gears used for ship propulsion and auxiliary machinery, such as ship's service diesel engine generators, and oil purifiers; provide guidance and technical knowledge in the maintenance of auxiliary machinery, desalinization plants (reverse osmosis), and compressed gas producing plants; align piping systems for fuel, oil, water, and air; control the operation of ship's main propulsion diesel engine, service systems, and the operation of ship's service diesel engine generators; clean, adjust, test, and perform other preventive maintenance on ship's main propulsion diesel engine, ship's service diesel engine generators, and other auxiliary machinery, pumps and associated valves; repair or replace valves, pumps, heat exchangers, compressors, and hydraulic or pneumatic control devices; make entries in and analyze machinery operating records and reports; perform work under limited supervision and use mastered skill/trade to mentor Diesel Engine Systems Maintainers.

DoD Relationship**Group Title**

Auxiliaries

DoD Code

165200

O*NET Relationship**Occupation Title**

Motorboat Mechanics and Service Technicians

SOC Code

49-3051.00

Job Family

Installation, Maintenance, and Repair

Skills*Equipment Selection**Operation and Control**Equipment Maintenance**Systems Evaluation**Repairing**Reading Comprehension**Troubleshooting**Operation Monitoring**Coordination**Critical Thinking***Abilities***Deductive Reasoning**Manual Dexterity**Written Comprehension**Problem Sensitivity**Visualization**Information Ordering**Oral Comprehension**Selective Attention**Mathematical Reasoning**Written Expression***ENGINEERING MANAGEMENT****Paygrade****Task Type****Task Statements**

E4

CORE

Input data into Diesel Readiness Systems (DRS)

E5

CORE

Maintain engineering records and logs

E4

NON-CORE

Prepare Current Ship's Maintenance Project (CSMP) inputs

E5

CORE

Prepare fuel, oil, and water reports

E5

NON-CORE

Prepare Quality Assurance (QA) repair forms

E4

CORE

Report accuracy of Engineering Operational Sequencing System (EOSS) manuals

E6

CORE

Supervise auxiliary cooling water system repairs

E6

CORE

Supervise compressed air system repairs

E6

CORE

Supervise control air systems repairs (e.g., brake, clutch, engine, etc.)

E6

CORE

Supervise Control Pitch Propeller (CPP) system repairs

E6

CORE

Supervise diesel engines repairs

E6

CORE

Supervise fuel oil and lube oil transfer system repairs

E6

CORE

Supervise fuel oil stripping system repairs

E6

CORE

Supervise heat exchanger repairs

ENGINEERING MANAGEMENT CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Supervise jacking gear repairs
E6	CORE	Supervise machinery clutches and brake repairs
E6	CORE	Supervise machinery transmission repairs
E6	CORE	Supervise main propulsion shaft repairs (e.g., jet drive, outdrive, etc.)
E6	CORE	Supervise oily waste water system repairs
E6	NON-CORE	Supervise potable water system repairs
E6	CORE	Supervise reducing station repairs (e.g., air, water systems, hydraulics, etc.)
E6	CORE	Supervise reverse osmosis system repairs
E6	CORE	Supervise system valve repairs (e.g., diaphragm, gate, check, etc.)
E6	CORE	Validate Engineering Operational Sequencing System (EOSS) manuals
E6	CORE	Validate fuel, oil, and water reports
E5	NON-CORE	Verify Current Ship's Maintenance Project (CSMP) input
E5	CORE	Verify Engineering Operational Sequencing System (EOSS) manuals
E6	CORE	Verify engineering records and logs
E6	NON-CORE	Verify Quality Assurance (QA) repair forms

MECHANICAL MAINTENANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct preventative maintenance fuel oil and lube oil purification systems
E4	CORE	Conduct preventative maintenance on auxiliary cooling water systems
E4	NON-CORE	Conduct preventative maintenance on Civil Engineering Support Equipment (CESE)
E4	CORE	Conduct preventative maintenance on compressed air systems
E4	CORE	Conduct preventative maintenance on Controllable Pitch Propeller (CPP) systems
E4	CORE	Conduct preventative maintenance on diesel engine support systems (e.g., jacket water, lube oil, fuel oil, etc.)
E4	CORE	Conduct preventative maintenance on diesel engines
E4	CORE	Conduct preventative maintenance on fuel oil and lube oil transfer systems
E4	CORE	Conduct preventative maintenance on fuel oil stripping systems
E4	CORE	Conduct preventative maintenance on high purity reverse osmosis systems
E4	CORE	Conduct preventative maintenance on jacking gears
E4	CORE	Conduct preventative maintenance on machinery clutches and brakes
E5	CORE	Conduct preventative maintenance on machinery transmissions
E4	CORE	Conduct preventative maintenance on main propulsion shafts (e.g., jet drive, outdrive, etc.)
E4	CORE	Conduct preventative maintenance on Main Reduction Gear (MRG) systems
E4	NON-CORE	Conduct preventative maintenance on oily waste water systems
E4	NON-CORE	Conduct preventative maintenance on potable water systems
E4	CORE	Conduct preventative maintenance on reducing stations (e.g., air, water systems, hydraulics, etc.)

MECHANICAL MAINTENANCE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct preventative maintenance on reverse osmosis systems
E4	CORE	Conduct preventative maintenance on stern tube cooling systems
E4	CORE	Conduct preventative maintenance on system valves (e.g., diaphragm, gate, check, etc.)
E4	CORE	Conduct preventative maintenance on systems pumps (e.g., water, fuel, oil, etc.)
E4	CORE	Conduct preventive maintenance on heat exchangers
E4	CORE	Draw fluid samples
E4	CORE	Inspect flange shields
E6	CORE	Inspect fluid samples
E5	CORE	Maintain precision instruments
E4	CORE	Perform precision measurements
E4	CORE	Perform tank level soundings
E4	CORE	Repair auxiliary cooling water systems
E4	CORE	Repair compressed air systems
E5	CORE	Repair control air systems (e.g., brake, clutch, engine, etc.)
E4	CORE	Repair Control Pitch Propeller (CPP) systems
E4	CORE	Repair diesel engines
E4	CORE	Repair diesel engines support systems (e.g., jacket water, lube oil, fuel oil, etc.)
E4	CORE	Repair fuel oil and lube oil purification systems
E4	CORE	Repair fuel oil and lube oil transfer systems
E4	CORE	Repair fuel oil stripping systems
E4	CORE	Repair heat exchangers
E4	CORE	Repair high purity reverse osmosis systems
E5	CORE	Repair jacking gears
E5	CORE	Repair machinery clutches and brakes
E5	CORE	Repair machinery transmissions
E4	CORE	Repair main propulsion shafts (e.g., jet drive, outdrive, etc.)
E5	CORE	Repair Main Reduction Gear (MRG) systems
E4	CORE	Repair oily waste water systems
E4	NON-CORE	Repair potable water systems
E4	CORE	Repair reducing stations (e.g., air, water systems, hydraulics, etc.)
E4	CORE	Repair reverse osmosis systems
E4	CORE	Repair stern tube cooling systems
E4	CORE	Repair system valves (e.g., diaphragm, gate, check, etc.)
E4	CORE	Repair systems pumps (e.g., water, fuel, oil, etc.)
E4	CORE	Replace flange shields
E4	NON-CORE	Replace pressure/temperature alarms and set points
E4	CORE	Test fluid samples
E5	CORE	Troubleshoot auxiliary cooling water systems

MECHANICAL MAINTENANCE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Troubleshoot compressed air systems
E5	CORE	Troubleshoot control air systems (e.g., brake, clutch, engine, etc.)
E5	CORE	Troubleshoot Control Pitch Propeller (CPP) systems
E5	CORE	Troubleshoot diesel engine support systems (e.g., jacket water, lube oil, fuel oil, etc.)
E5	CORE	Troubleshoot diesel engines
E5	CORE	Troubleshoot fuel oil and lube oil transfer systems
E5	CORE	Troubleshoot fuel oil stripping systems
E5	CORE	Troubleshoot heat exchangers
E5	CORE	Troubleshoot high purity reverse osmosis systems
E5	CORE	Troubleshoot jacking gears
E5	CORE	Troubleshoot machinery clutches and brakes
E5	CORE	Troubleshoot machinery transmissions
E5	CORE	Troubleshoot main propulsion shafts (e.g., jet drive, outdrive, etc.)
E6	CORE	Troubleshoot Main Reduction Gear (MRG) systems
E5	CORE	Troubleshoot oily waste water systems
E5	NON-CORE	Troubleshoot potable water systems
E5	CORE	Troubleshoot reducing stations (e.g., air, water systems, hydraulics, etc.)
E5	CORE	Troubleshoot reverse osmosis systems
E5	CORE	Troubleshoot stern tube cooling systems
E5	CORE	Troubleshoot system valves (e.g., diaphragm, gate, check, etc.)
E5	CORE	Troubleshoot systems pumps (e.g., water, fuel, oil, etc.)
E5	NON-CORE	Verify pressure/temperature alarms and set points

MECHANICAL SYSTEMS OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Align auxiliary cooling water systems
E4	CORE	Align compressed air systems
E4	CORE	Align Control Pitch Propeller (CPP) systems
E4	CORE	Align diesel engine support systems (e.g., jacket water, lube oil, fuel oil, etc.)
E4	CORE	Align diesel engines
E4	CORE	Align fuel oil and lube oil purification systems
E4	CORE	Align fuel oil and lube oil transfer systems
E4	CORE	Align fuel oil stripping systems
E4	CORE	Align high purity reverse osmosis systems
E4	CORE	Align main drainage systems
E4	CORE	Align Main Reduction Gear (MRG) systems
E4	CORE	Align oily waste water systems
E4	NON-CORE	Align potable water system
E4	CORE	Align reducing stations (e.g., air, water systems, hydraulics, etc.)

MECHANICAL SYSTEMS OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Align reverse osmosis systems
E4	CORE	Align stern tube cooling systems
E4	CORE	Align systems pumps (e.g., water, fuel, oil, etc.)
E4	CORE	Conduct auxiliary cooling water system operations
E4	CORE	Conduct compressed air system operations
E5	CORE	Conduct control air system operations (e.g., brake, clutch, engine, etc.)
E4	CORE	Conduct Controllable Pitch Propeller (CPP) system operations
E4	CORE	Conduct diesel engine operations
E4	CORE	Conduct diesel engine support system operations (e.g., jacket water, lube oil, fuel oil, etc.)
E4	CORE	Conduct fuel oil and lube oil purification system operations
E4	CORE	Conduct fuel oil and lube oil transfer system operations
E4	CORE	Conduct fuel oil stripping system operations
E4	CORE	Conduct high purity reverse osmosis system operations
E4	CORE	Conduct jacking gear operations
E4	CORE	Conduct Main Reduction Gear (MRG) system operations
E4	CORE	Conduct oily waste water system operations
E4	NON-CORE	Conduct potable water system operations
E4	CORE	Conduct reverse osmosis system operations
E4	CORE	Conduct stern tube cooling system operations

Job Title**Diesel Engine Systems Maintainer****Job Code****003653****Job Family**

Installation, Maintenance, and Repair

NOC

TBD

Short Title (30 Characters)

DIESEL ENGINE SYS MAINT

Short Title (14 Characters)

DIESEL SYS MNT

Pay Plan

Enlisted

Career Field

EN

Other Relationships and Rules

NEC UXXX Series and other NECs as assigned

Job Description

Diesel Engine Systems Maintainers operate and maintain main propulsion diesel engines, air compressors, and reduction gears used for ship propulsion and auxiliary machinery, such as ship's service diesel engine generators, pumps, and oil purifiers; maintain, desalinization plants (reverse osmosis), and compressed gas producing plants; align piping systems for fuel, oil, water, and air; control operation of ship's main propulsion diesel engine; control operation of ship's service diesel engine generators; clean, adjust, test, and perform other preventive maintenance on ship's internal-combustion engines and other auxiliary machinery, pumps, and associated valves; repair or replace valves, pumps, heat exchangers, compressors, and hydraulic or pneumatic control devices; make entries in machinery operating records and reports; and work under the supervision of Diesel Systems Managers and Diesel Systems Technicians.

DoD Relationship**Group Title**

Auxiliaries

DoD Code

165200

O*NET Relationship**Occupation Title**

Motorboat Mechanics and Service Technicians

SOC Code

49-3051.00

Job Family

Installation, Maintenance, and Repair

Skills*Equipment Selection**Operation and Control**Equipment Maintenance**Systems Evaluation**Repairing**Troubleshooting**Reading Comprehension**Operation Monitoring**Quality Control Analysis**Operations Analysis***Abilities***Deductive Reasoning**Manual Dexterity**Problem Sensitivity**Written Comprehension**Visualization**Information Ordering**Mathematical Reasoning**Written Expression**Near Vision**Extent Flexibility***ENGINEERING MANAGEMENT****Paygrade****Task Type****Task Statements**

E4

CORE

Input data into Diesel Readiness Systems (DRS)

E5

CORE

Maintain engineering records and logs

E4

NON-CORE

Prepare Current Ship's Maintenance Project (CSMP) inputs

E5

NON-CORE

Prepare Quality Assurance (QA) repair forms

E4

CORE

Report accuracy of Engineering Operational Sequencing System (EOSS) manuals

E6

CORE

Validate Engineering Operational Sequencing System (EOSS) manuals

E5

CORE

Verify Engineering Operational Sequencing System (EOSS) manuals

E6

CORE

Verify engineering records and logs

E6

NON-CORE

Verify Quality Assurance (QA) repair forms

MECHANICAL MAINTENANCE**Paygrade****Task Type****Task Statements**

E4

CORE

Conduct preventative maintenance fuel oil and lube oil purification systems

E4

CORE

Conduct preventative maintenance on auxiliary cooling water systems

E4

NON-CORE

Conduct preventative maintenance on Civil Engineering Support Equipment (CESE)

E4

CORE

Conduct preventative maintenance on compressed air systems

MECHANICAL MAINTENANCE CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct preventative maintenance on Controllable Pitch Propeller (CPP) systems
E4	CORE	Conduct preventative maintenance on diesel engine support systems (e.g., jacket water, lube oil, fuel oil, etc.)
E4	CORE	Conduct preventative maintenance on diesel engines
E4	CORE	Conduct preventative maintenance on fuel oil and lube oil transfer systems
E4	CORE	Conduct preventative maintenance on fuel oil stripping systems
E4	CORE	Conduct preventative maintenance on high purity reverse osmosis systems
E4	CORE	Conduct preventative maintenance on jacking gears
E4	CORE	Conduct preventative maintenance on machinery clutches and brakes
E5	CORE	Conduct preventative maintenance on machinery transmissions
E4	CORE	Conduct preventative maintenance on main propulsion shafts (e.g., jet drive, outdrive, etc.)
E4	CORE	Conduct preventative maintenance on Main Reduction Gear (MRG) systems
E4	NON-CORE	Conduct preventative maintenance on oily waste water systems
E4	NON-CORE	Conduct preventative maintenance on potable water systems
E4	CORE	Conduct preventative maintenance on reducing stations (e.g., air, water systems, hydraulics, etc.)
E4	CORE	Conduct preventative maintenance on reverse osmosis systems
E4	CORE	Conduct preventative maintenance on stern tube cooling systems
E4	CORE	Conduct preventative maintenance on system valves (e.g., diaphragm, gate, check, etc.)
E4	CORE	Conduct preventative maintenance on systems pumps (e.g., water, fuel, oil, etc.)
E4	CORE	Conduct preventative maintenance on heat exchangers
E4	CORE	Draw fluid samples
E4	CORE	Inspect flange shields
E6	CORE	Inspect fluid samples
E5	CORE	Maintain precision instruments
E4	CORE	Perform precision measurements
E4	CORE	Perform tank level soundings
E4	CORE	Repair auxiliary cooling water systems
E4	CORE	Repair compressed air systems
E5	CORE	Repair control air systems (e.g., brake, clutch, engine, etc.)
E4	CORE	Repair Control Pitch Propeller (CPP) systems
E4	CORE	Repair diesel engines
E4	CORE	Repair diesel engines support systems (e.g., jacket water, lube oil, fuel oil, etc.)
E4	CORE	Repair fuel oil and lube oil purification systems
E4	CORE	Repair fuel oil and lube oil transfer systems
E4	CORE	Repair fuel oil stripping systems
E4	CORE	Repair heat exchangers

MECHANICAL MAINTENANCE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Repair high purity reverse osmosis systems
E5	CORE	Repair jacking gears
E5	CORE	Repair machinery clutches and brakes
E5	CORE	Repair machinery transmissions
E4	CORE	Repair main propulsion shafts (e.g., jet drive, outdrive, etc.)
E5	CORE	Repair Main Reduction Gear (MRG) systems
E4	CORE	Repair oily waste water systems
E4	NON-CORE	Repair potable water systems
E4	CORE	Repair reducing stations (e.g., air, water systems, hydraulics, etc.)
E4	CORE	Repair reverse osmosis systems
E4	CORE	Repair stern tube cooling systems
E4	CORE	Repair system valves (e.g., diaphragm, gate, check, etc.)
E4	CORE	Repair systems pumps (e.g., water, fuel, oil, etc.)
E4	CORE	Replace flange shields
E4	NON-CORE	Replace pressure/temperature alarms and set points
E4	CORE	Test fluid samples
E5	CORE	Troubleshoot auxiliary cooling water systems
E5	CORE	Troubleshoot compressed air systems
E5	CORE	Troubleshoot control air systems (e.g., brake, clutch, engine, etc.)
E5	CORE	Troubleshoot Control Pitch Propeller (CPP) systems
E5	CORE	Troubleshoot diesel engine support systems (e.g., jacket water, lube oil, fuel oil, etc.)
E5	CORE	Troubleshoot diesel engines
E5	CORE	Troubleshoot fuel oil and lube oil transfer systems
E5	CORE	Troubleshoot fuel oil stripping systems
E5	CORE	Troubleshoot heat exchangers
E5	CORE	Troubleshoot high purity reverse osmosis systems
E5	CORE	Troubleshoot jacking gears
E5	CORE	Troubleshoot machinery clutches and brakes
E5	CORE	Troubleshoot machinery transmissions
E5	CORE	Troubleshoot main propulsion shafts (e.g., jet drive, outdrive, etc.)
E6	CORE	Troubleshoot Main Reduction Gear (MRG) systems
E5	CORE	Troubleshoot oily waste water systems
E5	NON-CORE	Troubleshoot potable water systems
E5	CORE	Troubleshoot reducing stations (e.g., air, water systems, hydraulics, etc.)
E5	CORE	Troubleshoot reverse osmosis systems
E5	CORE	Troubleshoot stern tube cooling systems
E5	CORE	Troubleshoot system valves (e.g., diaphragm, gate, check, etc.)

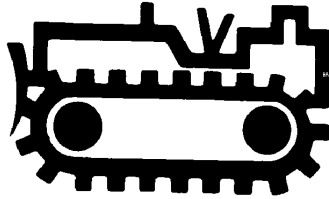
MECHANICAL MAINTENANCE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Troubleshoot systems pumps (e.g., water, fuel, oil, etc.)
E5	NON-CORE	Verify pressure/temperature alarms and set points

MECHANICAL SYSTEMS OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Align auxiliary cooling water systems
E4	CORE	Align compressed air systems
E4	CORE	Align Control Pitch Propeller (CPP) systems
E4	CORE	Align diesel engine support systems (e.g., jacket water, lube oil, fuel oil, etc.)
E4	CORE	Align diesel engines
E4	CORE	Align fuel oil and lube oil purification systems
E4	CORE	Align fuel oil and lube oil transfer systems
E4	CORE	Align fuel oil stripping systems
E4	CORE	Align high purity reverse osmosis systems
E4	CORE	Align main drainage systems
E4	CORE	Align Main Reduction Gear (MRG) systems
E4	CORE	Align oily waste water systems
E4	NON-CORE	Align potable water system
E4	CORE	Align reducing stations (e.g., air, water systems, hydraulics, etc.)
E4	CORE	Align reverse osmosis systems
E4	CORE	Align stern tube cooling systems
E4	CORE	Align systems pumps (e.g., water, fuel, oil, etc.)
E4	CORE	Conduct auxiliary cooling water system operations
E4	CORE	Conduct compressed air system operations
E5	CORE	Conduct control air system operations (e.g., brake, clutch, engine, etc.)
E4	CORE	Conduct Controllable Pitch Propeller (CPP) system operations
E4	CORE	Conduct diesel engine operations
E4	CORE	Conduct diesel engine support system operations (e.g., jacket water, lube oil, fuel oil, etc.)
E4	CORE	Conduct fuel oil and lube oil purification system operations
E4	CORE	Conduct fuel oil and lube oil transfer system operations
E4	CORE	Conduct fuel oil stripping system operations
E4	CORE	Conduct high purity reverse osmosis system operations
E4	CORE	Conduct jacking gear operations
E4	CORE	Conduct Main Reduction Gear (MRG) system operations
E4	CORE	Conduct oily waste water system operations
E4	NON-CORE	Conduct potable water system operations
E4	CORE	Conduct reverse osmosis system operations
E4	CORE	Conduct stern tube cooling system operations

CHAPTER 31



EQUIPMENT OPERATOR (EO)

NAVPERS 18068F-31H
Change 100

Updated: October 2024

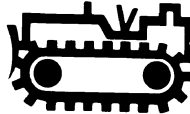
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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

EQUIPMENT OPERATOR (EO)



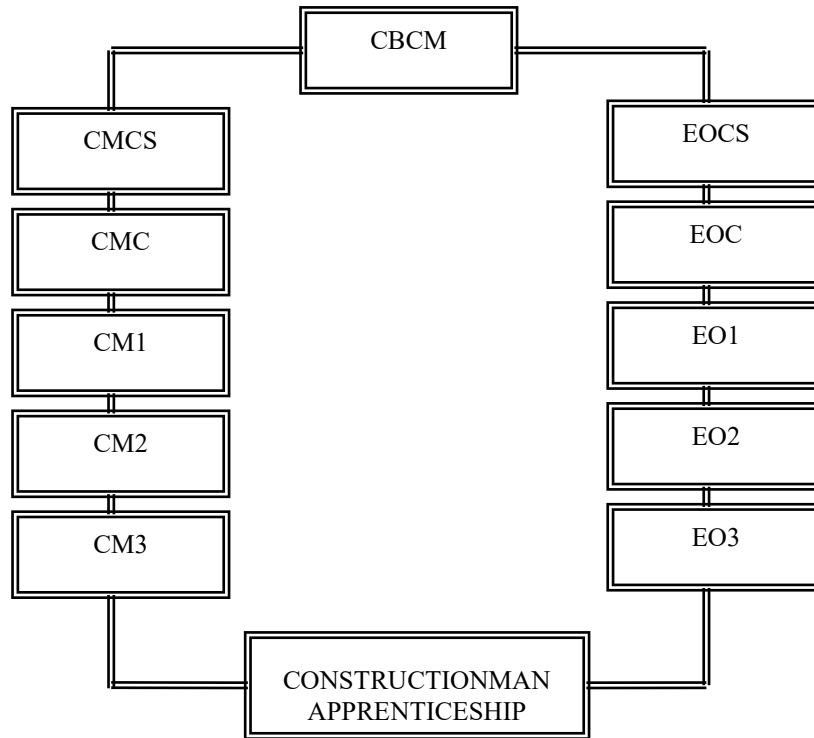
SCOPE OF RATING

Equipment Operators (EO) execute the operation and maintenance of automotive, material handling, weight handling, and construction equipment; direct and coordinate efforts of individuals and crews in performing construction projects, Quality Control (QC) inspections, earth-moving, road building, asphalt paving, soil stabilization, and various operations including transportation, blasting, quarry, mineral products, and water well; maintain administrative requirements for mobile and fixed equipment; maintain combat readiness; and perform tasks required in combat and disaster preparedness and recovery operations.

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 31.

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.

*Career path updated to reflect rating name change to Seabee Master Chief (CBCM) – NAVADMIN 054/21 refers

Job Title**Equipment Operator****Job Code****001165****Job Family**

Construction and Extraction

NOC

TBD

Short Title (30 Characters)

EQUIPMENT OPERATOR

Short Title (14 Characters)

EQUIP OPERATOR

Pay Plan

Enlisted

Career Field

EO

Other Relationships and Rules

NECs BXXX series and other NECs as assigned

Job Description

Equipment Operators (EO) execute the operation and maintenance of automotive, material handling, weight handling, and construction equipment; direct and coordinate efforts of individuals and crews in performing construction projects, Quality Control (QC) inspections, earth-moving, road building, asphalt paving, soil stabilization, and various operations including transportation, blasting, quarry, mineral products, and water well; maintain administrative requirements for mobile and fixed equipment; maintain combat readiness; and perform tasks required in combat and disaster preparedness and recovery operations; act as project managers overseeing, organizing, and meeting Quality Assurance (QA) standards during the execution of construction projects.

DoD Relationship**Group Title**Construction Equipment
Operation**DoD Code**

171300

O*NET Relationship**Occupation Title**Operating Engineers and Other
Construction Equipment Operators**SOC Code**

47-2073.00

Job Family

Construction and Extraction

Skills

Operation and Control

Equipment Selection

Management of Material Resources

Critical Thinking

Judgment and Decision Making

Management of Personnel Resources

Quality Control Analysis

Mathematics

Complex Problem Solving

Monitoring

Abilities

Deductive Reasoning

Information Ordering

Oral Expression

Inductive Reasoning

Visualization

Selective Attention

Written Comprehension

Control Precision

Problem Sensitivity

Category Flexibility

CONSTRUCTION MANAGEMENT**Paygrade****Task Type****Task Statements**

E6

CORE

Conduct construction project turnovers

E6

NON-CORE

Conduct Three-Phase Quality Control inspections

E5

CORE

Develop construction activity summary sheets

E5

CORE

Develop construction estimates

E5

CORE

Develop construction project packages

E5

CORE

Develop construction project sketches and diagrams

E5

CORE

Develop construction safety plans

E5

CORE

Develop environmental protection plans

E5

CORE

Develop master activities listing

E6

CORE

Develop project Three-Phase Quality Control plans

E5

CORE

Establish construction site layouts

E5

CORE

Implement construction project drawings and specifications

E5

CORE

Input project data into construction management software and tools

E4

CORE

Inspect construction materials

E4

CORE

Inventory project tools and materials

E5

CORE

Lead construction project crews

E6

CORE

Manage construction project resources

E7

CORE

Manage construction projects

CONSTRUCTION MANAGEMENT (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Manage construction safety plans
E7	CORE	Manage job site construction operations (i.e., Quality Control (QC) and safety plan implementation, job site information board, level III chart, etc.)
E7	CORE	Manage project Quality Control (QC) plans
E7	NON-CORE	Manage Three-Phase Quality Control process
E6	CORE	Supervise construction project crews
E6	CORE	Supervise construction project safety operations
E6	CORE	Supervise environmental protection plans
E6	CORE	Supervise planning and estimating operations
E6	NON-CORE	Supervise project Three-Phase Quality Control process
E6	CORE	Validate construction project packages
E5	NON-CORE	Validate project surveys and elevation data
E6	NON-CORE	Verify construction project contract requirements

EARTHWORK

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Classify soil types
E4	CORE	Compact earthwork materials
E4	CORE	Compute earthwork mathematical equations (e.g., elevations, grade stakes, material volumes, etc.)
E4	CORE	Conduct site and elevation surveys
E4	CORE	Develop earthwork sketches and diagrams
E5	CORE	Develop site drainage plans
E4	CORE	Distribute water (i.e., water wagon, water tanker, water truck, etc.)
E5	CORE	Establish finished grades
E4	CORE	Establish rough grades
E4	CORE	Excavate earthwork materials
E5	CORE	Interpret earthwork drawings and specifications
E4	CORE	Load soil and earth materials
E4	CORE	Prepare construction sites (e.g., clearing, grubbing, stripping and pioneering, etc.)
E4	CORE	Stabilize earthwork materials using mechanical and chemical methods
E5	CORE	Supervise earthwork operations
E4	CORE	Transport soil and earth materials
E5	CORE	Validate earthwork surveys and elevation data

EQUIPMENT MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Dispatch equipment
E5	CORE	Manage collateral equipage
E6	CORE	Manage equipment licensing programs
E7	CORE	Manage transportation operations

EXPEDITIONARY CONSTRUCTION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Supervise equipment yard operations
E6	CORE	Supervise transportation operations
E5	NON-CORE	Assess airfield damages (data collection)
E5	NON-CORE	Assess pier damages
E5	NON-CORE	Plan Airfield Damage Repairs (ADR) (i.e., operational length determination, repair quality criteria, operating surface selection, etc.)
E5	NON-CORE	Plan Pier Damage Repairs (PDR)
E4	NON-CORE	Repair damaged airfields (i.e., debris clearing, material staging, spall repair, crater repair, etc.)
E4	NON-CORE	Repair damaged piers
E7	NON-CORE	Supervise Airfield Damage Repair (ADR) operations
E7	NON-CORE	Supervise Damage Repair (PDR) operations

MINERAL PRODUCTS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Drill rock
E7	NON-CORE	Manage ammunition and explosives qualification/certification programs
E7	CORE	Manage mineral products operations
E6	CORE	Manage quarry operations (e.g., mucking, sorting, transportation of blast rock, etc.)
E4	CORE	Perform quarry operations in accordance with quarry layout and plans (e.g., mucking, sorting, transportation of blast rock, etc.)
E4	NON-CORE	Produce material utilizing mineral products plant equipment (e.g., asphalt plant, concrete plant, washing/screening plant, crushers, etc.)
E6	CORE	Supervise quarry operations (e.g., mucking, sorting, transportation of blast rock, etc.)
E4	CORE	Transport concrete

PAVEMENTS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Apply asphalt surface treatments (e.g., chip seal, prime and tack coats, slurry coat, etc.)
E5	CORE	Develop pavement sketches and diagrams
E7	CORE	Manage asphalt placement operations
E5	CORE	Place asphalt using asphalt paver
E4	CORE	Repair asphalt (i.e., patching a pothole, cold-patch, etc.)
E6	CORE	Supervise asphalt placement operations
E4	CORE	Transport asphalt

TRANSPORTATION OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct first echelon level maintenance on Civil Engineer Support Equipment (CESE)
E4	CORE	Conduct vehicle recovery operations (e.g., Medium Tactical Vehicle Replacement (MTVR), bulldozer, etc.)
E4	CORE	Configure loads for transportation (e.g., proper weight and size distribution, etc.)
E4	CORE	Configure loads using Material Handling Equipment (MHE)
E4	CORE	Distribute fuel
E4	CORE	Handle cargo and materials using Material Handling Equipment (MHE) (e.g., extended boom, rough terrain, container handling, warehouse, forklift, etc.)
E4	CORE	Perform aircraft loading and unloading Material Handling Equipment (MHE) operations
E4	NON-CORE	Perform explosive ordnance Material Handling Equipment (MHE) operations
E4	NON-CORE	Plan loads for embarkation operations
E6	NON-CORE	Plan unit embarkation operations
E4	CORE	Secure equipment and materials for transportation
E7	NON-CORE	Supervise embarkation and debarkation operations
E4	CORE	Transport equipment and materials
E4	NON-CORE	Transport explosive ordnance materials
E4	CORE	Transport personnel
E4	CORE	Transport water (e.g., water tank, water truck, six-con, etc.)

WATER WELL

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Abandon wells
E4	CORE	Conduct corrective maintenance on water well equipment (e.g., rebuild mud pump, rebuild downhole hammer, etc.)
E5	NON-CORE	Determine drilling methods
E5	NON-CORE	Develop wells
E5	NON-CORE	Drill wells
E7	NON-CORE	Manage water well drilling operations
E4	CORE	Prepare site for drilling operations
E5	NON-CORE	Rehabilitate wells
E7	NON-CORE	Select water well drilling sites
E6	NON-CORE	Supervise water well drilling operations

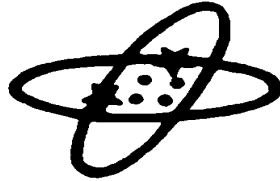
WEIGHT HANDLING EQUIPMENT (WHE)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Conduct crane specialty operations (e.g., clamshell, dragline, pile driving, etc.)
E4	CORE	Conduct first echelon maintenance on Weight Handling Equipment (WHE)
E6	NON-CORE	Conduct Weight Handling Equipment (WHE) certification procedures
E4	CORE	Develop lift plan sketches and diagrams
E4	NON-CORE	Lift loads using hook block (e.g., cargo handling, amphibious, shipboard, etc.)

WEIGHT HANDLING EQUIPMENT (WHE) (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	NON-CORE	Maintain Weight Handling Equipment (WHE) records
E6	NON-CORE	Manage Weight Handling Equipment (WHE) licensing programs
E5	NON-CORE	Perform load tests using Weight Handling Equipment (WHE)
E4	CORE	Rig loads
E6	NON-CORE	Supervise crane crew operations
E7	NON-CORE	Supervise Weight Handling Equipment (WHE) load tests
E6	NON-CORE	Supervise Weight Handling Equipment (WHE) maintenance

CHAPTER 32



ELECTRONICS TECHNICIAN (ET)

NAVPERS 18068-32L
Change 92

Updated: October 2022

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

ELECTRONICS TECHNICIAN (ET)



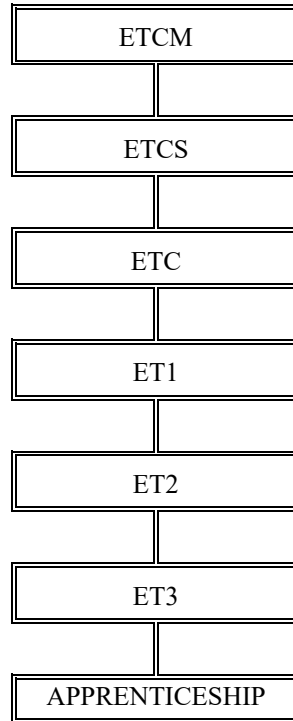
SCOPE OF RATING

Electronics Technicians (ET) perform, supervise, and manage the preventive and corrective maintenance, calibration, configuration, and alignment of cryptographic, radar, navigation, and Command, Control, Computer, Communication, and Intelligence (C4I) systems, utilizing test equipment and technical drawings.

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 32.

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**Electronics Communications Technician****Job Code****003723****Job Family**

Installation, Maintenance, and Repair

NOC

TBD

Short Title (30 Characters)

ELECTRONICS COMMUNICATION TEC

Short Title (14 Characters)

E COM SYS TECH

Pay Plan

Enlisted

Career Field

ET

Other Relationships and Rules

NEC VXXX series and other NECs as assigned

Job Description

Electronics Communications Technicians maintain shore-based, ship-based, and portable communications equipment, including all associated cabling, computer, multiplexing, switching, cryptographic, recording, cooling water, and dry air systems; analyze equipment operation and align, troubleshoot, and repair equipment to the lowest replaceable unit; execute casualty control procedures, restoring operability for all assigned electronic equipment, and recognizing mission criticality and redundancies within systems; perform administrative functions that include updating casualty reporting messages, technical manuals, equipment maintenance records, and managing test equipment calibration requirements; complete fiber optic and basic soldering repair, electrical safety checks, and test equipment calibration; and supervise personnel who conduct tool and test equipment inventories, logistics support, and maintenance and testing of systems and equipment.

DoD Relationship**Group Title**

Radio/Radar, General

DoD Code

110000

O*NET Relationship**Occupation Title**

Telecommunications Equipment
Installers and Repairers, Except
Line Installers

SOC Code

49-2022.00

Job Family

Installation, Maintenance, and
Repair

Skills*Operation and Control**Operation Monitoring**Quality Control Analysis**Equipment Selection**Complex Problem Solving**Troubleshooting**Systems Analysis**Repairing**Management of Material Resources**Installation***Abilities***Selective Attention**Deductive Reasoning**Inductive Reasoning**Problem Sensitivity**Time Sharing**Control Precision**Written Comprehension**Information Ordering**Written Expression**Manual Dexterity***AUXILIARY EQUIPMENT AND SUPPORT SYSTEMS****Paygrade****Task Type****Task Statements**

E4

NON-CORE

Calibrate gauges (e.g., temperature and pressure)

E4

NON-CORE

Configure alarm, safety, and warning systems

E4

CORE

Configure auxiliary air and cooling water systems

E4

NON-CORE

Configure calibration standards

E4

NON-CORE

Configure electronic security systems

E4

NON-CORE

Configure video communication systems

E4

NON-CORE

Configure video entertainment systems

E4

NON-CORE

Configure video monitoring systems

E4

NON-CORE

Configure vision enhancement equipment

E4

NON-CORE

Configure visual landing aid systems

E4

NON-CORE

Repair alarm, safety, and warning systems

E4

CORE

Repair auxiliary air and cooling water systems

E4

NON-CORE

Repair electronic security systems

E4

NON-CORE

Repair video communication systems

E4

NON-CORE

Repair video entertainment systems

E4

NON-CORE

Repair video monitoring systems

AUXILIARY EQUIPMENT AND SUPPORT SYSTEMS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Repair vision enhancement equipment
E4	NON-CORE	Repair visual landing aid systems
E4	CORE	Replace aloft equipment
E4	CORE	Replace electronic security systems and components
E4	NON-CORE	Test alarm, safety, and warning systems
E4	CORE	Test auxiliary air and cooling water systems
E4	NON-CORE	Test calibration standards
E4	NON-CORE	Test electronic security systems
E4	NON-CORE	Test video communication systems
E4	NON-CORE	Test video entertainment systems
E4	NON-CORE	Test video monitoring systems
E4	NON-CORE	Test vision enhancement equipment
E4	NON-CORE	Test visual landing aid systems
E4	NON-CORE	Troubleshoot alarm, safety, and warning systems
E4	CORE	Troubleshoot auxiliary air and cooling water systems
E4	NON-CORE	Troubleshoot calibration standards
E4	NON-CORE	Troubleshoot electronic security systems
E4	NON-CORE	Troubleshoot video communication systems
E4	NON-CORE	Troubleshoot video entertainment systems
E4	NON-CORE	Troubleshoot video monitoring systems
E4	NON-CORE	Troubleshoot vision enhancement equipment
E4	NON-CORE	Troubleshoot visual landing aid systems

COMMAND, CONTROL, COMPUTER, COMMUNICATION, AND INTELLIGENCE (C4I)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Configure Commercial-Off-The-Shelf (COTS) and Non-Program of Record (Non-POR) Command, Control, Computer, Communication, and Intelligence (C4I) systems (e.g., satellite systems)
E4	CORE	Configure computer and peripheral systems
E4	CORE	Configure cryptographic equipment
E4	CORE	Configure data multiplexing equipment
E4	CORE	Configure Extremely High Frequency (EHF) systems
E4	NON-CORE	Configure Extremely Low Frequency (ELF) systems
E4	CORE	Configure High Frequency (HF) systems
E4	CORE	Configure internal communication systems
E4	NON-CORE	Configure Low Frequency (LF) systems
E4	CORE	Configure message routing systems
E4	CORE	Configure network systems

COMMAND, CONTROL, COMPUTER, COMMUNICATION, AND INTELLIGENCE (C4I) (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Configure routing and switching devices
E4	CORE	Configure Super High Frequency (SHF) systems
E4	CORE	Configure switching equipment (e.g., Automated Single Audio System (ASAS), Tactical Variant Switch (TVS), Automated Network Control Center (ANCC), etc.)
E4	CORE	Configure Ultra High Frequency (UHF) systems
E4	CORE	Configure Very High Frequency (VHF) systems
E4	NON-CORE	Configure Very Low Frequency (VLF) systems
E4	NON-CORE	Deploy Command, Control, Computer, Communication, and Intelligence (C4I) antenna systems
E4	CORE	Ensure correct operation of Radio Frequency (RF) systems (e.g., Super High Frequency (SHF), Ultra High Frequency (UHF), Very High Frequency (VHF), Extremely High Frequency (EHF), High frequency (HF))
E4	NON-CORE	Ensure correct system operation of routing and switching devices
E4	CORE	Establish audio circuits
E4	CORE	Establish data links (i.e., dual-net multi-frequency data links and multi-frequency links)
E4	NON-CORE	Integrate Intelligence, Surveillance, and Reconnaissance (ISR) services (e.g., Global Broadcasting Systems (GBS), Communications Data Link System (CDLS), etc.)
E4	CORE	Inventory network software and firmware
E4	CORE	Load cryptographic keying material
E5	CORE	Load image software
E4	CORE	Monitor message routing systems
E4	CORE	Perform End of Mission Sanitizations (EOMS)
E4	CORE	Repair Command, Control, Computer, Communication, and Intelligence (C4I) antenna systems
E4	CORE	Repair Commercial-Off-The-Shelf (COTS) and Non-Program of Record (Non-POR) Command, Control, Computer, Communication, and Intelligence (C4I) systems (e.g., satellite systems)
E4	CORE	Repair computer and peripheral systems
E4	CORE	Repair data links (i.e., dual-net multi-frequency data links and multi-frequency links)
E4	CORE	Repair data multiplexing equipment
E4	CORE	Repair Extremely High Frequency (EHF) systems
E4	NON-CORE	Repair Extremely Low Frequency (ELF) systems
E4	CORE	Repair High Frequency (HF) systems
E4	CORE	Repair internal communication systems
E4	NON-CORE	Repair Low Frequency (LF) systems
E4	CORE	Repair message routing systems
E4	CORE	Repair network systems
E4	CORE	Repair Radio Frequency (RF) circuits
E4	NON-CORE	Repair routing and switching devices
E4	CORE	Repair Super High Frequency (SHF) systems

COMMAND, CONTROL, COMPUTER, COMMUNICATION, AND INTELLIGENCE (C4I) (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Repair switching equipment (e.g., Automated Single Audio System (ASAS), Tactical Variant Switch (TVS), Automated Network Control Center (ANCC), etc.)
E4	CORE	Repair Ultra High Frequency (UHF) systems
E4	CORE	Repair Very High Frequency (VHF) systems
E4	NON-CORE	Repair Very Low Frequency (VLF) systems
E4	CORE	Replace cryptographic equipment
E4	CORE	Replace routing and switching devices
E4	NON-CORE	Set up cryptographic equipment
E4	NON-CORE	Set up cryptographic networks
E4	CORE	Test Command, Control, Computer, Communication, and Intelligence (C4I) antenna systems
E4	CORE	Test Commercial-Off-The-Shelf (COTS) and Non-Program of Record (Non-POR) Command, Control, Computer, Communication, and Intelligence (C4I) systems (e.g., satellite systems)
E4	CORE	Test computer and peripheral systems
E4	CORE	Test cryptographic equipment
E4	CORE	Test data links (i.e., dual-net multi-frequency data links and multi-frequency links)
E4	CORE	Test data multiplexing equipment
E4	CORE	Test Extremely High Frequency (EHF) systems
E4	NON-CORE	Test Extremely Low Frequency (ELF) systems
E4	CORE	Test High Frequency (HF) systems
E4	CORE	Test internal communication systems
E4	NON-CORE	Test Low Frequency (LF) systems
E4	CORE	Test message routing systems
E4	CORE	Test network systems
E4	CORE	Test Radio Frequency (RF) circuits
E4	NON-CORE	Test routing and switching devices
E4	CORE	Test Super High Frequency (SHF) systems
E4	CORE	Test switching equipment (e.g., Automated Single Audio System (ASAS), Tactical Variant Switch (TVS), Automated Network Control Center (ANCC), etc.)
E4	CORE	Test Ultra High Frequency (UHF) systems
E4	CORE	Test Very High Frequency (VHF) systems
E4	NON-CORE	Test Very Low Frequency (VLF) systems
E4	CORE	Troubleshoot Command, Control, Computer, Communication, and Intelligence (C4I) antenna systems
E4	CORE	Troubleshoot Commercial-Off-The-Shelf (COTS) and Non-Program of Record (Non-POR) Command, Control, Computer, Communication, and Intelligence (C4I) systems (e.g., satellite systems)
E4	CORE	Troubleshoot computer and peripheral systems
E4	CORE	Troubleshoot data links (i.e., dual-net multi-frequency data links and multi-frequency links)

COMMAND, CONTROL, COMPUTER, COMMUNICATION, AND INTELLIGENCE (C4I) (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Troubleshoot data multiplexing equipment
E4	CORE	Troubleshoot Extremely High Frequency (EHF) systems
E4	NON-CORE	Troubleshoot Extremely Low Frequency (ELF) systems
E4	CORE	Troubleshoot High Frequency (HF) systems
E4	CORE	Troubleshoot internal communication systems
E4	NON-CORE	Troubleshoot Low Frequency (LF) systems
E4	CORE	Troubleshoot message routing systems
E4	CORE	Troubleshoot network systems
E4	CORE	Troubleshoot Radio Frequency (RF) circuits
E4	NON-CORE	Troubleshoot routing and switching devices
E4	CORE	Troubleshoot Super High Frequency (SHF) systems
E4	CORE	Troubleshoot switching equipment (e.g., Automated Single Audio System (ASAS), Tactical Variant Switch (TVS), Automated Network Control Center (ANCC), etc.)
E4	CORE	Troubleshoot Ultra High Frequency (UHF) systems
E4	CORE	Troubleshoot Very High Frequency (VHF) systems
E4	NON-CORE	Troubleshoot Very Low Frequency (VLF) systems
E4	CORE	Update Command, Control, Computer, Communication, and Intelligence (C4I) password accounts
E4	CORE	Update network software and firmware

EQUIPMENT ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Collect equipment and system status data
E5	CORE	Derive operational requirements from technical briefs, notices, and bulletins
E4	CORE	Document equipment and system status data
E5	CORE	Draft procedural documents (e.g., Standard Operating Procedures (SOP), Temporary Standing Orders (TSO), Departure From Specifications (DFS), etc.)
E5	CORE	Implement Command, Control, Computer, Communication, and Intelligence (C4I) Communications Plans (COMPLANS)
E4	CORE	Inspect work areas, tools, and systems equipment
E4	CORE	Inventory controlled equipment
E4	CORE	Inventory Maintenance Assistance Modules (MAM)
E5	NON-CORE	Inventory small arms
E5	CORE	Maintain preventive maintenance documents
E5	CORE	Manage test equipment calibration programs
E4	CORE	Perform equipment validations
E5	CORE	Process equipment validations
E4	CORE	Report Key Management Infrastructure (KMI) discrepancies
E5	CORE	Supervise controlled equipment inventories
E4	CORE	Supervise equipment installations, testing, and alterations
E5	CORE	Supervise Maintenance Assistance Modules (MAM) usage

EQUIPMENT ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Supervise work center equipment and system configurations
E5	CORE	Supervise work center maintenance operations
E5	NON-CORE	Transfer custody of small arms
E5	NON-CORE	Troubleshoot small arms
E5	CORE	Update Combat Systems Operational Sequencing System (CSOSS)
E4	CORE	Update communications status boards
E6	CORE	Validate Combat Systems Operational Sequencing System (CSOSS)

EXPEDITIONARY OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Configure Expeditionary Warfare (EXW) electronic equipment
E4	CORE	Configure portable communications systems
E4	CORE	Deploy Expeditionary Warfare (EXW) electronic equipment
E6	CORE	Develop expeditionary Communications Plans (COMPLANS)
E4	CORE	Ensure correct operation of portable communications systems (e.g., iridium, Portable Radio Communications (PRC), etc.)
E4	CORE	Ensure correct system operation of Expeditionary Warfare (EXW) electronic equipment
E5	CORE	Implement expeditionary Communications Plans (COMPLANS)
E4	CORE	Integrate portable communications systems (e.g., iridium, Portable Radio Communications (PRC), etc.)
E4	CORE	Perform expeditionary communications radio operations
E4	CORE	Repair Expeditionary Warfare (EXW) electronic equipment
E4	CORE	Test Expeditionary Warfare (EXW) electronic equipment
E4	CORE	Test portable communications systems
E4	CORE	Troubleshoot Expeditionary Warfare (EXW) electronic equipment
E4	CORE	Troubleshoot portable communications systems

TECHNICAL CORE FUNDAMENTALS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Analyze blueprints and ship's drawings
E4	CORE	Analyze schematics (e.g., mechanical drawings, electronic schematics, piping and valve drawings, etc.)
E4	CORE	Analyze technical manuals
E4	CORE	Configure electromechanical (synchro/servo) systems
E4	CORE	Configure General Purpose Electronic Test Equipment (GPETE)
E4	CORE	Configure power supplies
E4	CORE	Configure Special Purpose Electronic Test Equipment (SPETE)
E5	CORE	Control Electromagnetic Interference (EMI) and Radio Frequency Interference (RFI) effects on electronic systems
E4	NON-CORE	Fabricate fiber optic cables and connectors
E4	CORE	Fabricate interconnecting cables and connectors
E4	CORE	Handle Communications Security (COMSEC) materials

TECHNICAL CORE FUNDAMENTALS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Inspect personal electronic equipment
E4	CORE	Inventory Communications Security (COMSEC) materials
E4	CORE	Inventory personal electronic equipment
E4	NON-CORE	Perform basic soldering on electrical and electronic equipment
E4	CORE	Perform Combat Systems Operational Sequencing System (CSOSS) procedures (e.g., casualty responses/operations, normal operations, energize/de-energize equipment, etc.)
E4	CORE	Perform corrosion prevention and control procedures on electronic equipment and systems
E4	CORE	Perform Emergency Action Plans (EAP) and Emergency Destruction Plans (EDP)
E4	CORE	Receive Communications Security (COMSEC) materials
E4	CORE	Repair Alternating Current (AC) circuits
E4	NON-CORE	Repair Alternating Current and Direct Current (AC/DC) motors
E4	CORE	Repair digital circuits
E4	CORE	Repair Direct Current (DC) circuits
E4	NON-CORE	Repair fiber optic cables and connectors
E4	CORE	Repair interconnecting cables and connectors
E4	NON-CORE	Repair power supplies
E4	CORE	Replace Alternating Current and Direct Current (AC/DC) motors
E4	CORE	Replace electromechanical (synchro/servo) systems
E4	CORE	Replace fiber optic cables
E4	CORE	Replace power supplies
E6	CORE	Report Electromagnetic Interference (EMI)
E4	CORE	Test Alternating Current (AC) circuits
E4	CORE	Test Alternating Current and Direct Current (AC/DC) motors
E4	CORE	Test digital circuits
E4	CORE	Test Direct Current (DC) circuits
E4	CORE	Test electromechanical (synchro/servo) systems
E4	CORE	Test fiber optic cables and connectors
E4	CORE	Test General Purpose Electronic Test Equipment (GPETE)
E4	CORE	Test interconnecting cables and connectors
E4	CORE	Test power supplies
E4	NON-CORE	Test Special Purpose Electronic Test Equipment (SPETE)
E4	CORE	Troubleshoot Alternating Current (AC) circuits
E4	CORE	Troubleshoot Alternating Current and Direct Current (AC/DC) motors
E4	CORE	Troubleshoot digital circuits
E4	CORE	Troubleshoot Direct Current (DC) circuits
E4	CORE	Troubleshoot electromechanical (synchro/servo) systems
E4	CORE	Troubleshoot fiber optic cables and connectors
E4	CORE	Troubleshoot General Purpose Electronic Test Equipment (GPETE)

TECHNICAL CORE FUNDAMENTALS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Troubleshoot interconnecting cables and connectors
E4	CORE	Troubleshoot power supplies
E4	NON-CORE	Troubleshoot Special Purpose Electronic Test Equipment (SPETE)
E4	CORE	Validate Communications Security (COMSEC) materials

TRAINING AND CERTIFICATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Configure combat systems for training and testing evolutions
E5	NON-CORE	Train personnel in small arms
E5	CORE	Train technicians in casualty control procedures

WATCH TEAM OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Calculate environmental range predictions
E4	CORE	Configure Combat Information Center (CIC)/Combat Direction Center (CDC) systems for special evolutions
E4	CORE	Configure combat systems equipment
E4	CORE	Configure combat systems for conditions of Hazards of Electromagnetic Radiation to Ordnance (HERO), Hazards of Electromagnetic Radiation to Personnel (HERP), and Hazards of Electromagnetic Radiation to Fuel (HERF)
E4	CORE	Configure combat systems for Emission Control (EMCON) conditions
E4	CORE	Configure combat systems for special evolutions
E4	CORE	Perform Combat Systems Alignments (CSA)
E4	CORE	Perform external communications (i.e., ship-to-ship, ship-to-shore, and ship-to-air)
E4	CORE	Report combat systems equipment statuses
E4	CORE	Update plotting and status boards
E5	CORE	Verify combat systems equipment configurations

Job Title**Electronics Data Systems Technician****Job Code****003724****Job Family**

Computer and Mathematical

NOC

TBD

Short Title (30 Characters)

ELECTRONICS DATA SYSTEMS TEC

Short Title (14 Characters)

E DATA SYS TEC

Pay Plan

Enlisted

Career Field

ET

Other Relationships and Rules

NEC VXXX series and other NECs as assigned

Job Description

Electronics Data Systems Technicians maintain data link, inertial navigation, tactical network, message routing, digital production/projection, calibration, fiber optics, micro-miniature module test and repair, computer-based, and peripheral computer systems; analyze equipment operation, establish computer and network configurations, and troubleshoot and repair computer-based equipment to the lowest replaceable unit; execute casualty control procedures, restoring operability for all assigned electronic equipment, recognizing mission criticality and redundancies within systems; perform administrative functions that include updating casualty reporting messages, technical manuals, equipment maintenance records, and managing test equipment calibration requirements; complete fiber optic and basic soldering repair, electrical safety checks, and test equipment calibration; and supervise personnel who conduct tool and test equipment inventories, logistics support, and maintenance and testing of systems and equipment.

DoD Relationship**Group Title**

Radio/Radar, General

DoD Code

110000

O*NET Relationship**Occupation Title**Network and Computer Systems
Administrators**SOC Code**

15-1244.00

Job Family

Computer and Mathematical

Skills

Operation Monitoring

Quality Control Analysis

Operation and Control

Equipment Selection

Complex Problem Solving

Troubleshooting

Systems Analysis

Repairing

Management of Material Resources

Installation

Abilities

Selective Attention

Deductive Reasoning

Problem Sensitivity

Inductive Reasoning

Control Precision

Time Sharing

Written Comprehension

Information Ordering

Written Expression

Speed of Closure

AUXILIARY EQUIPMENT AND SUPPORT SYSTEMS**Paygrade****Task Type****Task Statements**

E4	NON-CORE	Calibrate gauges (e.g., temperature and pressure)
E4	NON-CORE	Configure alarm, safety, and warning systems
E4	CORE	Configure auxiliary air and cooling water systems
E4	NON-CORE	Configure calibration standards
E4	NON-CORE	Configure electronic security systems
E4	NON-CORE	Configure video communication systems
E4	NON-CORE	Configure video entertainment systems
E4	NON-CORE	Configure video monitoring systems
E4	NON-CORE	Configure vision enhancement equipment
E4	NON-CORE	Configure visual landing aid systems
E4	NON-CORE	Repair alarm, safety, and warning systems
E4	CORE	Repair auxiliary air and cooling water systems
E4	NON-CORE	Repair electronic security systems
E4	NON-CORE	Repair video communication systems
E4	NON-CORE	Repair video entertainment systems
E4	NON-CORE	Repair video monitoring systems
E4	NON-CORE	Repair vision enhancement equipment

AUXILIARY EQUIPMENT AND SUPPORT SYSTEMS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Repair visual landing aid systems
E4	CORE	Replace aloft equipment
E4	CORE	Replace electronic security systems and components
E4	NON-CORE	Test alarm, safety, and warning systems
E4	CORE	Test auxiliary air and cooling water systems
E4	NON-CORE	Test calibration standards
E4	NON-CORE	Test electronic security systems
E4	NON-CORE	Test video communication systems
E4	NON-CORE	Test video entertainment systems
E4	NON-CORE	Test video monitoring systems
E4	NON-CORE	Test vision enhancement equipment
E4	NON-CORE	Test visual landing aid systems
E4	NON-CORE	Troubleshoot alarm, safety, and warning systems
E4	CORE	Troubleshoot auxiliary air and cooling water systems
E4	NON-CORE	Troubleshoot calibration standards
E4	NON-CORE	Troubleshoot electronic security systems
E4	NON-CORE	Troubleshoot video communication systems
E4	NON-CORE	Troubleshoot video entertainment systems
E4	NON-CORE	Troubleshoot video monitoring systems
E4	NON-CORE	Troubleshoot vision enhancement equipment
E4	NON-CORE	Troubleshoot visual landing aid systems

COMMAND, CONTROL, COMPUTER, COMMUNICATION, AND INTELLIGENCE (C4I)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Configure Commercial-Off-The-Shelf (COTS) and Non-Program of Record (Non-POR) Command, Control, Computer, Communication, and Intelligence (C4I) systems (e.g., satellite systems)
E4	CORE	Configure computer and peripheral systems
E4	CORE	Configure cryptographic equipment
E4	CORE	Configure data multiplexing equipment
E4	CORE	Configure display systems
E4	CORE	Configure Extremely High Frequency (EHF) systems
E4	CORE	Configure internal communication systems
E4	CORE	Configure message routing systems
E4	CORE	Configure network systems
E4	NON-CORE	Configure routing and switching devices
E4	CORE	Configure Super High Frequency (SHF) systems
E4	CORE	Configure switching equipment (e.g., Automated Single Audio System (ASAS), Tactical Variant Switch (TVS), Automated Network Control Center (ANCC), etc.)
E4	CORE	Configure Ultra High Frequency (UHF) systems

COMMAND, CONTROL, COMPUTER, COMMUNICATION, AND INTELLIGENCE (C4I) (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Deploy Command, Control, Computer, Communication, and Intelligence (C4I) antenna systems
E4	CORE	Ensure correct operation of Radio Frequency (RF) systems (e.g., Super High Frequency (SHF), Ultra High Frequency (UHF), Very High Frequency (VHF), Extremely High Frequency (EHF), High frequency (HF))
E4	NON-CORE	Ensure correct system operation of routing and switching devices
E4	CORE	Establish data links (i.e., dual-net multi-frequency data links and multi-frequency links)
E4	NON-CORE	Integrate Intelligence, Surveillance, and Reconnaissance (ISR) services (e.g., Global Broadcasting Systems (GBS), Communications Data Link System (CDLS), etc.)
E4	CORE	Inventory network software and firmware
E4	CORE	Load cryptographic keying material
E5	CORE	Load image software
E4	NON-CORE	Maintain network security
E4	CORE	Monitor message routing systems
E4	NON-CORE	Monitor networks for vulnerabilities
E4	CORE	Perform End of Mission Sanitizations (EOMS)
E4	NON-CORE	Perform Information Systems (IS) backups
E4	CORE	Repair Command, Control, Computer, Communication, and Intelligence (C4I) antenna systems
E4	CORE	Repair Commercial-Off-The-Shelf (COTS) and Non-Program of Record (Non-POR) Command, Control, Computer, Communication, and Intelligence (C4I) systems (e.g., satellite systems)
E4	CORE	Repair computer and peripheral systems
E4	CORE	Repair data links (i.e., dual-net multi-frequency data links and multi-frequency links)
E4	CORE	Repair data multiplexing equipment
E4	CORE	Repair display systems
E4	CORE	Repair Extremely High Frequency (EHF) systems
E4	CORE	Repair internal communication systems
E4	CORE	Repair message routing systems
E4	CORE	Repair network systems
E4	CORE	Repair Radio Frequency (RF) circuits
E4	NON-CORE	Repair routing and switching devices
E4	CORE	Repair Super High Frequency (SHF) systems
E4	CORE	Repair Ultra High Frequency (UHF) systems
E4	CORE	Replace cryptographic equipment
E4	CORE	Replace routing and switching devices
E4	NON-CORE	Set up cryptographic equipment
E4	NON-CORE	Set up cryptographic networks
E4	CORE	Test Command, Control, Computer, Communication, and Intelligence (C4I) antenna systems

COMMAND, CONTROL, COMPUTER, COMMUNICATION, AND INTELLIGENCE (C4I) (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Test Commercial-Off-The-Shelf (COTS) and Non-Program of Record (Non-POR) Command, Control, Computer, Communication, and Intelligence (C4I) systems (e.g., satellite systems)
E4	CORE	Test computer and peripheral systems
E4	CORE	Test cryptographic equipment
E4	CORE	Test data links (i.e., dual-net multi-frequency data links and multi-frequency links)
E4	CORE	Test data multiplexing equipment
E4	CORE	Test display systems
E4	CORE	Test Extremely High Frequency (EHF) systems
E4	CORE	Test internal communication systems
E4	CORE	Test message routing systems
E4	CORE	Test network systems
E4	CORE	Test Radio Frequency (RF) circuits
E4	NON-CORE	Test routing and switching devices
E4	CORE	Test Super High Frequency (SHF) systems
E4	CORE	Test switching equipment (e.g., Automated Single Audio System (ASAS), Tactical Variant Switch (TVS), Automated Network Control Center (ANCC), etc.)
E4	CORE	Test Ultra High Frequency (UHF) systems
E4	CORE	Troubleshoot Command, Control, Computer, Communication, and Intelligence (C4I) antenna systems
E4	CORE	Troubleshoot Commercial-Off-The-Shelf (COTS) and Non-Program of Record (Non-POR) Command, Control, Computer, Communication, and Intelligence (C4I) systems (e.g., satellite systems)
E4	CORE	Troubleshoot computer and peripheral systems
E4	CORE	Troubleshoot data links (i.e., dual-net multi-frequency data links and multi-frequency links)
E4	CORE	Troubleshoot data multiplexing equipment
E4	CORE	Troubleshoot display systems
E4	CORE	Troubleshoot Extremely High Frequency (EHF) systems
E4	CORE	Troubleshoot internal communication systems
E4	CORE	Troubleshoot message routing systems
E4	CORE	Troubleshoot network systems
E4	CORE	Troubleshoot Radio Frequency (RF) circuits
E4	NON-CORE	Troubleshoot routing and switching devices
E4	CORE	Troubleshoot Super High Frequency (SHF) systems
E4	CORE	Troubleshoot Ultra High Frequency (UHF) systems
E4	CORE	Update Command, Control, Computer, Communication, and Intelligence (C4I) password accounts
E4	CORE	Update network software and firmware

EQUIPMENT ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Collect equipment and system status data
E5	CORE	Derive operational requirements from technical briefs, notices, and bulletins
E4	CORE	Document equipment and system status data
E5	CORE	Draft procedural documents (e.g., Standard Operating Procedures (SOP), Temporary Standing Orders (TSO), Departure From Specifications (DFS), etc.)
E5	CORE	Implement Command, Control, Computer, Communication, and Intelligence (C4I) Communications Plans (COMPLANS)
E4	CORE	Inspect work areas, tools, and systems equipment
E4	CORE	Inventory controlled equipment
E4	CORE	Inventory Maintenance Assistance Modules (MAM)
E5	NON-CORE	Inventory small arms
E5	CORE	Maintain preventive maintenance documents
E5	CORE	Manage test equipment calibration programs
E4	CORE	Perform equipment validations
E5	CORE	Process equipment validations
E4	CORE	Report Key Management Infrastructure (KMI) discrepancies
E5	CORE	Supervise controlled equipment inventories
E4	CORE	Supervise equipment installations, testing, and alterations
E5	CORE	Supervise Maintenance Assistance Modules (MAM) usage
E5	CORE	Supervise work center equipment and system configurations
E5	CORE	Supervise work center maintenance operations
E5	NON-CORE	Transfer custody of small arms
E5	NON-CORE	Troubleshoot small arms
E5	CORE	Update Combat Systems Operational Sequencing System (CSOSS)
E4	CORE	Update communications status boards
E6	CORE	Validate Combat Systems Operational Sequencing System (CSOSS)

EXPEDITIONARY OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Administer expeditionary networks
E5	CORE	Configure expeditionary networks
E4	CORE	Configure Expeditionary Warfare (EXW) electronic equipment
E4	CORE	Configure portable communications systems
E4	CORE	Deploy Expeditionary Warfare (EXW) electronic equipment
E6	CORE	Develop expeditionary Communications Plans (COMPLANS)
E4	CORE	Ensure correct operation of portable communications systems (e.g., iridium, Portable Radio Communications (PRC), etc.)
E4	CORE	Ensure correct system operation of Expeditionary Warfare (EXW) electronic equipment
E5	CORE	Implement expeditionary Communications Plans (COMPLANS)

EXPEDITIONARY OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Integrate portable communications systems (e.g., Iridium, Portable Radio Communications (PRC), etc.)
E5	CORE	Manage expeditionary networks
E4	CORE	Repair Expeditionary Warfare (EXW) electronic equipment
E4	CORE	Test Expeditionary Warfare (EXW) electronic equipment
E4	CORE	Test portable communications systems
E4	CORE	Troubleshoot Expeditionary Warfare (EXW) electronic equipment
E4	CORE	Troubleshoot portable communications systems

RADAR, NAVIGATION, AND IDENTIFICATION SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Configure navigation distribution systems
E4	CORE	Configure navigation systems
E4	CORE	Configure ships control console systems
E4	CORE	Configure ships speed systems
E4	CORE	Configure steering control systems
E4	CORE	Extract data from navigation systems for diagnostics
E4	NON-CORE	Repair navigation distribution systems
E4	CORE	Repair navigation systems
E4	CORE	Repair ships control console systems
E4	CORE	Repair ships speed systems
E4	CORE	Repair steering control systems
E4	NON-CORE	Test navigation distribution systems
E4	CORE	Test navigation systems
E4	CORE	Test ships control console systems
E4	CORE	Test ships speed systems
E4	CORE	Test steering control systems
E4	NON-CORE	Troubleshoot navigation distribution systems
E4	CORE	Troubleshoot navigation systems
E4	CORE	Troubleshoot ships control console systems
E4	CORE	Troubleshoot ships speed systems
E4	CORE	Troubleshoot steering control systems
E5	CORE	Verify Identification Friend or Foe (IFF) systems
E5	CORE	Verify Inertial Navigation Systems (INS)
E5	CORE	Verify navigation system configurations
E5	CORE	Verify radar repeaters
E5	CORE	Verify radar switchboards
E5	CORE	Verify radar systems
E5	CORE	Verify ships control console system configurations
E5	CORE	Verify ships speed system configurations

RADAR, NAVIGATION, AND IDENTIFICATION SYSTEMS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Verify steering control systems
E5	CORE	Verify Tactical Air Navigation (TACAN) systems
E5	CORE	Verify wind speed and direction systems

TECHNICAL CORE FUNDAMENTALS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Analyze blueprints and ship's drawings
E4	CORE	Analyze schematics (e.g., mechanical drawings, electronic schematics, piping and valve drawings, etc.)
E4	CORE	Analyze technical manuals
E4	CORE	Configure electromechanical (synchro/servo) systems
E4	CORE	Configure General Purpose Electronic Test Equipment (GPETE)
E4	CORE	Configure power supplies
E4	CORE	Configure Special Purpose Electronic Test Equipment (SPETE)
E5	CORE	Control Electromagnetic Interference (EMI) and Radio Frequency Interference (RFI) effects on electronic systems
E4	NON-CORE	Fabricate fiber optic cables and connectors
E4	CORE	Fabricate interconnecting cables and connectors
E4	CORE	Handle Communications Security (COMSEC) materials
E4	CORE	Inspect personal electronic equipment
E4	CORE	Inventory Communications Security (COMSEC) materials
E4	CORE	Inventory personal electronic equipment
E4	NON-CORE	Perform basic soldering on electrical and electronic equipment
E4	CORE	Perform Combat Systems Operational Sequencing System (CSOSS) procedures (e.g., casualty responses/operations, normal operations, energize/de-energize equipment, etc.)
E4	CORE	Perform corrosion prevention and control procedures on electronic equipment and systems
E4	CORE	Perform Emergency Action Plans (EAP) and Emergency Destruction Plans (EDP)
E4	CORE	Receive Communications Security (COMSEC) materials
E4	CORE	Repair Alternating Current (AC) circuits
E4	NON-CORE	Repair Alternating Current and Direct Current (AC/DC) motors
E4	CORE	Repair digital circuits
E4	CORE	Repair Direct Current (DC) circuits
E4	NON-CORE	Repair fiber optic cables and connectors
E4	CORE	Repair interconnecting cables and connectors
E4	NON-CORE	Repair power supplies
E4	CORE	Replace Alternating Current and Direct Current (AC/DC) motors
E4	CORE	Replace electromechanical (synchro/servo) systems
E4	CORE	Replace fiber optic cables
E4	CORE	Replace power supplies

TECHNICAL CORE FUNDAMENTALS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Report Electromagnetic Interference (EMI)
E4	CORE	Test Alternating Current (AC) circuits
E4	CORE	Test Alternating Current and Direct Current (AC/DC) motors
E4	CORE	Test digital circuits
E4	CORE	Test Direct Current (DC) circuits
E4	CORE	Test electromechanical (synchro/servo) systems
E4	CORE	Test fiber optic cables and connectors
E4	CORE	Test General Purpose Electronic Test Equipment (GPETE)
E4	CORE	Test interconnecting cables and connectors
E4	CORE	Test power supplies
E4	NON-CORE	Test Special Purpose Electronic Test Equipment (SPETE)
E4	CORE	Troubleshoot Alternating Current (AC) circuits
E4	CORE	Troubleshoot Alternating Current and Direct Current (AC/DC) motors
E4	CORE	Troubleshoot digital circuits
E4	CORE	Troubleshoot Direct Current (DC) circuits
E4	CORE	Troubleshoot electromechanical (synchro/servo) systems
E4	CORE	Troubleshoot fiber optic cables and connectors
E4	CORE	Troubleshoot General Purpose Electronic Test Equipment (GPETE)
E4	CORE	Troubleshoot interconnecting cables and connectors
E4	CORE	Troubleshoot power supplies
E4	NON-CORE	Troubleshoot Special Purpose Electronic Test Equipment (SPETE)
E4	CORE	Validate Communications Security (COMSEC) materials

TRAINING AND CERTIFICATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Configure combat systems for training and testing evolutions
E5	NON-CORE	Train personnel in small arms
E5	CORE	Train technicians in casualty control procedures

WATCH TEAM OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Configure Combat Information Center (CIC)/Combat Direction Center (CDC) systems for special evolutions
E4	CORE	Configure combat systems equipment
E4	CORE	Configure combat systems for conditions of Hazards of Electromagnetic Radiation to Ordnance (HERO), Hazards of Electromagnetic Radiation to Personnel (HERP), and Hazards of Electromagnetic Radiation to Fuel (HERF)
E4	CORE	Configure combat systems for Emission Control (EMCON) conditions
E4	CORE	Configure combat systems for special evolutions
E4	CORE	Perform Combat Systems Alignments (CSA)

WATCH TEAM OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform external communications (i.e., ship-to-ship, ship-to-shore, and ship-to-air)
E4	CORE	Report combat systems equipment statuses
E4	CORE	Update plotting and status boards
E5	CORE	Verify combat systems equipment configurations

Job Title**Electronics Radar Systems Technician****Job Code****003725****Job Family**

Installation, Maintenance, and Repair

NOC

TBD

Short Title (30 Characters)

ELECTRONICS RADAR SYSTEMS TEC

Short Title (14 Characters)

E RDR SYS TECH

Pay Plan

Enlisted

Career Field

ET

Other Relationships and Rules

NEC VXXX series and other NECs as assigned

Job Description

Electronics Radar Systems Technicians maintain surface search, air search, and weather radar systems, radar video switchboards, synchro Identification Friend or Foe (IFF) equipment, and Tactical Air Navigation (TACAN) equipment, including all associated cabling, cooling water, and dry air systems; analyze equipment operation and align, troubleshoot, and repair equipment to the lowest replaceable unit; execute casualty control procedures, restoring operability for all assigned electronic equipment, recognizing mission criticality and redundancies within systems; perform administrative functions that include updating casualty reporting messages, technical manuals, equipment maintenance records, and managing test equipment calibration requirements; complete fiber optic and basic soldering repair, electrical safety checks, and test equipment calibration; and supervise personnel who conduct tool and test equipment inventories, logistics support, and maintenance and testing of systems and equipment.

DoD Relationship**Group Title**

Radio/Radar, General

DoD Code

110000

O*NET Relationship**Occupation Title**

Electrical and Electronics
Installers and Repairers,
Transportation Equipment

SOC Code

49-2093.00

Job Family

Installation, Maintenance, and
Repair

Skills

Quality Control Analysis

Operation Monitoring

Operation and Control

Equipment Selection

Complex Problem Solving

Systems Analysis

Troubleshooting

Repairing

Management of Material Resources

Installation

Abilities

Selective Attention

Deductive Reasoning

Problem Sensitivity

Inductive Reasoning

Control Precision

Time Sharing

Written Comprehension

Written Expression

Information Ordering

Speed of Closure

AUXILIARY EQUIPMENT AND SUPPORT SYSTEMS**Paygrade****Task Type****Task Statements**

E4

NON-CORE

Calibrate gauges (e.g., temperature and pressure)

E4

NON-CORE

Configure alarm, safety, and warning systems

E4

CORE

Configure auxiliary air and cooling water systems

E4

NON-CORE

Configure calibration standards

E4

NON-CORE

Configure electronic security systems

E4

NON-CORE

Configure video communication systems

E4

NON-CORE

Configure video entertainment systems

E4

NON-CORE

Configure video monitoring systems

E4

NON-CORE

Configure vision enhancement equipment

E4

NON-CORE

Configure visual landing aid systems

E4

NON-CORE

Repair alarm, safety, and warning systems

E4

CORE

Repair auxiliary air and cooling water systems

E4

NON-CORE

Repair electronic security systems

E4

NON-CORE

Repair video communication systems

E4

NON-CORE

Repair video entertainment systems

E4

NON-CORE

Repair video monitoring systems

AUXILIARY EQUIPMENT AND SUPPORT SYSTEMS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Repair vision enhancement equipment
E4	NON-CORE	Repair visual landing aid systems
E4	CORE	Replace aloft equipment
E4	CORE	Replace electronic security systems and components
E4	NON-CORE	Test alarm, safety, and warning systems
E4	CORE	Test auxiliary air and cooling water systems
E4	NON-CORE	Test calibration standards
E4	NON-CORE	Test electronic security systems
E4	NON-CORE	Test video communication systems
E4	NON-CORE	Test video entertainment systems
E4	NON-CORE	Test video monitoring systems
E4	NON-CORE	Test vision enhancement equipment
E4	NON-CORE	Test visual landing aid systems
E4	NON-CORE	Troubleshoot alarm, safety, and warning systems
E4	CORE	Troubleshoot auxiliary air and cooling water systems
E4	NON-CORE	Troubleshoot calibration standards
E4	NON-CORE	Troubleshoot electronic security systems
E4	NON-CORE	Troubleshoot video communication systems
E4	NON-CORE	Troubleshoot video entertainment systems
E4	NON-CORE	Troubleshoot video monitoring systems
E4	NON-CORE	Troubleshoot vision enhancement equipment
E4	NON-CORE	Troubleshoot visual landing aid systems

COMMAND, CONTROL, COMPUTER, COMMUNICATION, AND INTELLIGENCE (C4I)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Configure Commercial-Off-The-Shelf (COTS) and Non-Program of Record (Non-POR) Command, Control, Computer, Communication, and Intelligence (C4I) systems (e.g., satellite systems)
E4	CORE	Configure computer and peripheral systems
E4	CORE	Configure cryptographic equipment
E4	CORE	Configure display systems
E4	NON-CORE	Configure meteorological systems
E4	CORE	Configure network systems
E4	CORE	Inventory network software and firmware
E4	CORE	Load cryptographic keying material
E5	CORE	Load image software
E4	CORE	Perform End of Mission Sanitizations (EOMS)
E4	CORE	Repair Commercial-Off-The-Shelf (COTS) and Non-Program of Record (Non-POR) Command, Control, Computer, Communication, and Intelligence (C4I) systems (e.g., satellite systems)
E4	CORE	Repair computer and peripheral systems

COMMAND, CONTROL, COMPUTER, COMMUNICATION, AND INTELLIGENCE (C4I) (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Repair display systems
E4	NON-CORE	Repair meteorological systems
E4	CORE	Repair network systems
E4	CORE	Repair Radio Frequency (RF) circuits
E4	CORE	Replace cryptographic equipment
E4	NON-CORE	Set up cryptographic equipment
E4	CORE	Test Commercial-Off-The-Shelf (COTS) and Non-Program of Record (Non-POR) Command, Control, Computer, Communication, and Intelligence (C4I) systems (e.g., satellite systems)
E4	CORE	Test computer and peripheral systems
E4	CORE	Test cryptographic equipment
E4	CORE	Test display systems
E4	NON-CORE	Test meteorological systems
E4	CORE	Test network systems
E4	CORE	Test Radio Frequency (RF) circuits
E4	CORE	Troubleshoot Commercial-Off-The-Shelf (COTS) and Non-Program of Record (Non-POR) Command, Control, Computer, Communication, and Intelligence (C4I) systems (e.g., satellite systems)
E4	CORE	Troubleshoot computer and peripheral systems
E4	CORE	Troubleshoot display systems
E4	NON-CORE	Troubleshoot meteorological systems
E4	CORE	Troubleshoot network systems
E4	CORE	Troubleshoot Radio Frequency (RF) circuits
E4	CORE	Update Command, Control, Computer, Communication, and Intelligence (C4I) password accounts
E4	CORE	Update network software and firmware

EQUIPMENT ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Collect equipment and system status data
E5	CORE	Derive operational requirements from technical briefs, notices, and bulletins
E4	CORE	Document equipment and system status data
E5	CORE	Draft procedural documents (e.g., Standard Operating Procedures (SOP), Temporary Standing Orders (TSO), Departure From Specifications (DFS), etc.)
E5	CORE	Implement Command, Control, Computer, Communication, and Intelligence (C4I) Communications Plans (COMPLANS)
E4	CORE	Inspect work areas, tools, and systems equipment
E4	CORE	Inventory controlled equipment
E4	CORE	Inventory Maintenance Assistance Modules (MAM)
E5	NON-CORE	Inventory small arms
E5	CORE	Maintain preventive maintenance documents
E5	CORE	Manage test equipment calibration programs

EQUIPMENT ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform equipment validations
E5	CORE	Process equipment validations
E4	CORE	Report Key Management Infrastructure (KMI) discrepancies
E5	CORE	Supervise controlled equipment inventories
E4	CORE	Supervise equipment installations, testing, and alterations
E5	CORE	Supervise Maintenance Assistance Modules (MAM) usage
E5	CORE	Supervise work center equipment and system configurations
E5	CORE	Supervise work center maintenance operations
E5	NON-CORE	Transfer custody of small arms
E5	NON-CORE	Troubleshoot small arms
E5	CORE	Update Combat Systems Operational Sequencing System (CSOSS)
E4	CORE	Update communications status boards
E6	CORE	Validate Combat Systems Operational Sequencing System (CSOSS)

EXPEDITIONARY OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Configure Expeditionary Warfare (EXW) electronic equipment
E4	CORE	Repair Expeditionary Warfare (EXW) electronic equipment
E4	CORE	Test Expeditionary Warfare (EXW) electronic equipment
E4	CORE	Troubleshoot Expeditionary Warfare (EXW) electronic equipment

RADAR, NAVIGATION, AND IDENTIFICATION SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Configure Identification Friend or Foe (IFF) systems
E4	NON-CORE	Configure Inertial Navigation Systems (INS)
E4	NON-CORE	Configure navigation distribution systems
E4	CORE	Configure navigation systems
E4	CORE	Configure radar repeaters
E4	CORE	Configure radar switchboards
E4	CORE	Configure radar systems
E4	CORE	Configure ships control console systems
E4	CORE	Configure ships speed systems
E4	CORE	Configure steering control systems
E4	CORE	Configure Tactical Air Navigation (TACAN) systems
E4	CORE	Configure wind speed and direction systems
E4	CORE	Extract data from navigation systems for diagnostics
E4	NON-CORE	Repair Identification Friend or Foe (IFF) systems
E4	NON-CORE	Repair Inertial Navigation Systems (INS)
E4	NON-CORE	Repair navigation distribution systems
E4	CORE	Repair navigation systems
E4	CORE	Repair radar repeaters

RADAR, NAVIGATION, AND IDENTIFICATION SYSTEMS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Repair radar switchboards
E4	CORE	Repair radar systems
E4	CORE	Repair ships control console systems
E4	CORE	Repair ships speed systems
E4	CORE	Repair steering control systems
E4	CORE	Repair Tactical Air Navigation (TACAN) systems
E4	CORE	Repair wind speed and direction systems
E4	CORE	Replace Inertial Navigation Systems (INS) components
E4	NON-CORE	Test Identification Friend or Foe (IFF) systems
E4	NON-CORE	Test Inertial Navigation Systems (INS)
E4	NON-CORE	Test navigation distribution systems
E4	CORE	Test navigation systems
E4	CORE	Test radar repeaters
E4	CORE	Test radar switchboards
E4	CORE	Test radar systems
E4	CORE	Test ships control console systems
E4	CORE	Test ships speed systems
E4	CORE	Test steering control systems
E4	CORE	Test Tactical Air Navigation (TACAN) systems
E4	CORE	Test wind speed and direction systems
E4	NON-CORE	Troubleshoot Identification Friend or Foe (IFF) systems
E4	NON-CORE	Troubleshoot Inertial Navigation Systems (INS)
E4	NON-CORE	Troubleshoot navigation distribution systems
E4	CORE	Troubleshoot navigation systems
E4	CORE	Troubleshoot radar repeaters
E4	CORE	Troubleshoot radar switchboards
E4	CORE	Troubleshoot radar systems
E4	CORE	Troubleshoot ships control console systems
E4	CORE	Troubleshoot ships speed systems
E4	CORE	Troubleshoot steering control systems
E4	CORE	Troubleshoot Tactical Air Navigation (TACAN) systems
E4	CORE	Troubleshoot wind speed and direction systems
E5	CORE	Verify Identification Friend or Foe (IFF) systems
E5	CORE	Verify Inertial Navigation Systems (INS)
E5	CORE	Verify navigation system configurations
E5	CORE	Verify radar repeaters
E5	CORE	Verify radar switchboards
E5	CORE	Verify radar systems

RADAR, NAVIGATION, AND IDENTIFICATION SYSTEMS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Verify ships control console system configurations
E5	CORE	Verify ships speed system configurations
E5	CORE	Verify steering control systems
E5	CORE	Verify Tactical Air Navigation (TACAN) systems
E5	CORE	Verify wind speed and direction systems

TECHNICAL CORE FUNDAMENTALS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Analyze blueprints and ship's drawings
E4	CORE	Analyze schematics (e.g., mechanical drawings, electronic schematics, piping and valve drawings, etc.)
E4	CORE	Analyze technical manuals
E4	CORE	Configure electromechanical (synchro/servo) systems
E4	CORE	Configure General Purpose Electronic Test Equipment (GPETE)
E4	CORE	Configure power supplies
E4	CORE	Configure Special Purpose Electronic Test Equipment (SPETE)
E5	CORE	Control Electromagnetic Interference (EMI) and Radio Frequency Interference (RFI) effects on electronic systems
E4	NON-CORE	Fabricate fiber optic cables and connectors
E4	CORE	Fabricate interconnecting cables and connectors
E4	CORE	Handle Communications Security (COMSEC) materials
E4	CORE	Inspect personal electronic equipment
E4	CORE	Inventory Communications Security (COMSEC) materials
E4	CORE	Inventory personal electronic equipment
E4	NON-CORE	Perform basic soldering on electrical and electronic equipment
E4	CORE	Perform Combat Systems Operational Sequencing System (CSOSS) procedures (e.g., casualty responses/operations, normal operations, energize/de-energize equipment, etc.)
E4	CORE	Perform corrosion prevention and control procedures on electronic equipment and systems
E4	CORE	Perform Emergency Action Plans (EAP) and Emergency Destruction Plans (EDP)
E4	CORE	Receive Communications Security (COMSEC) materials
E4	CORE	Repair Alternating Current (AC) circuits
E4	NON-CORE	Repair Alternating Current and Direct Current (AC/DC) motors
E4	CORE	Repair digital circuits
E4	CORE	Repair Direct Current (DC) circuits
E4	NON-CORE	Repair fiber optic cables and connectors
E4	CORE	Repair interconnecting cables and connectors
E4	NON-CORE	Repair power supplies
E4	CORE	Replace Alternating Current and Direct Current (AC/DC) motors
E4	CORE	Replace electromechanical (synchro/servo) systems
E4	CORE	Replace fiber optic cables

TECHNICAL CORE FUNDAMENTALS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Replace power supplies
E6	CORE	Report Electromagnetic Interference (EMI)
E4	CORE	Test Alternating Current (AC) circuits
E4	CORE	Test Alternating Current and Direct Current (AC/DC) motors
E4	CORE	Test digital circuits
E4	CORE	Test Direct Current (DC) circuits
E4	CORE	Test electromechanical (synchro/servo) systems
E4	CORE	Test fiber optic cables and connectors
E4	CORE	Test General Purpose Electronic Test Equipment (GPETE)
E4	CORE	Test interconnecting cables and connectors
E4	CORE	Test power supplies
E4	NON-CORE	Test Special Purpose Electronic Test Equipment (SPETE)
E4	CORE	Troubleshoot Alternating Current (AC) circuits
E4	CORE	Troubleshoot Alternating Current and Direct Current (AC/DC) motors
E4	CORE	Troubleshoot digital circuits
E4	CORE	Troubleshoot Direct Current (DC) circuits
E4	CORE	Troubleshoot electromechanical (synchro/servo) systems
E4	CORE	Troubleshoot fiber optic cables and connectors
E4	CORE	Troubleshoot General Purpose Electronic Test Equipment (GPETE)
E4	CORE	Troubleshoot interconnecting cables and connectors
E4	CORE	Troubleshoot power supplies
E4	NON-CORE	Troubleshoot Special Purpose Electronic Test Equipment (SPETE)
E4	CORE	Validate Communications Security (COMSEC) materials

TRAINING AND CERTIFICATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Configure combat systems for training and testing evolutions
E5	NON-CORE	Train personnel in small arms
E5	CORE	Train technicians in casualty control procedures

WATCH TEAM OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Calculate environmental range predictions
E4	CORE	Configure Combat Information Center (CIC)/Combat Direction Center (CDC) systems for special evolutions
E4	CORE	Configure combat systems equipment
E4	CORE	Configure combat systems for conditions of Hazards of Electromagnetic Radiation to Ordnance (HERO), Hazards of Electromagnetic Radiation to Personnel (HERP), and Hazards of Electromagnetic Radiation to Fuel (HERF)
E4	CORE	Configure combat systems for Emission Control (EMCON) conditions
E4	CORE	Configure combat systems for special evolutions
E4	CORE	Perform Combat Systems Alignments (CSA)

WATCH TEAM OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Report combat systems equipment statuses
E4	CORE	Update plotting and status boards
E5	CORE	Verify combat systems equipment configurations

Job Title**Electronics Systems Manager****Job Code****003726****Job Family**

Installation, Maintenance, and Repair

NOC

TBD

Short Title (30 Characters)

ELECTRONICS SYSTEMS MANAGER

Short Title (14 Characters)

ELEC SYS MGR

Pay Plan

Enlisted

Career Field

ET

Other Relationships and Rules

NEC VXXX series and other NECs as assigned

Job Description

Electronics Systems Managers supervise technicians and manage equipment and systems; train junior technicians in Personnel Qualification Standards (PQS) and casualty control procedures; coordinate watchstanding, maintenance, troubleshooting, and testing efforts between work centers, divisions, departments, and contractors; report equipment capabilities, limitations, and reliability to senior personnel when there is degradation in mission capability; establish and monitor safety programs and instructions for personnel and platforms; supervise training programs; coordinate support, certifications, and inspections with outside activities; and draft and update Combat System Operational Sequence System (CSOSS) procedures, Standard Operating Procedures (SOPs), Job Qualification Requirements (JQRs), casualty reports, and technical manuals.

DoD Relationship**Group Title**

Radio/Radar, General

DoD Code

110000

O*NET Relationship**Occupation Title**First-Line Supervisors of
Mechanics, Installers, and Repairers**SOC Code**

49-1011.00

Job FamilyInstallation, Maintenance, and
Repair**Skills**

Management of Material Resources

Coordination

Operation and Control

Systems Analysis

Quality Control Analysis

Reading Comprehension

Judgment and Decision Making

Operation Monitoring

Critical Thinking

Systems Evaluation

Abilities

Oral Expression

Inductive Reasoning

Information Ordering

Written Comprehension

Category Flexibility

Written Expression

Information Ordering

Problem Sensitivity

Selective Attention

Deductive Reasoning

AUXILIARY EQUIPMENT AND SUPPORT SYSTEMS**Paygrade**

E4

Task Type

NON-CORE

Task Statements

Configure visual landing aid systems

E4

NON-CORE

Repair visual landing aid systems

E4

NON-CORE

Test visual landing aid systems

E4

NON-CORE

Troubleshoot visual landing aid systems

E5

CORE

Validate auxiliary air and cooling water system configurations

COMMAND, CONTROL, COMPUTER, COMMUNICATION, AND INTELLIGENCE (C4I)**Paygrade**

E6

Task Type

CORE

Task StatementsAdminister Command, Control, Computer, Communication, and Intelligence (C4I)
password accounts

E6

NON-CORE

Manage network security

E6

CORE

Manage network software and firmware operations

E4

CORE

Perform End of Mission Sanitizations (EOMS)

E5

NON-CORE

Supervise network security

EQUIPMENT ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Approve equipment installations, testing, and alterations
E6	NON-CORE	Collect electromagnetic spectrum requirements
E4	CORE	Collect equipment and system status data
E7	CORE	Coordinate equipment certifications and recertifications
E5	CORE	Derive operational requirements from technical briefs, notices, and bulletins
E6	CORE	Develop communications status boards
E6	NON-CORE	Develop Emergency Action Plans (EAP) and Emergency Destruction Plans (EDP)
E4	CORE	Document equipment and system status data
E6	CORE	Draft Casualty Reports (CASREP)
E5	CORE	Draft procedural documents (e.g., Standard Operating Procedures (SOP), Temporary Standing Orders (TSO), Departure From Specifications (DFS), etc.)
E4	CORE	Inspect security containers
E4	CORE	Inspect work areas, tools, and systems equipment
E4	CORE	Inventory controlled equipment
E5	NON-CORE	Inventory small arms
E5	CORE	Maintain preventive maintenance documents
E6	CORE	Manage controlled equipment
E7	CORE	Manage divisional equipment and system configurations
E7	CORE	Manage divisional maintenance operations
E7	CORE	Manage equipment Casualty Reporting (CASREP) process
E6	CORE	Manage equipment certifications and recertifications
E6	CORE	Manage procedural documents (e.g., Standard Operating Procedures (SOP), Temporary Standing Orders (TSO), Departure From Specifications (DFS), etc.)
E7	CORE	Manage safety programs and instructions (e.g., aloft, electrical equipment, etc.)
E5	CORE	Manage test equipment calibration programs
E5	NON-CORE	Prepare local element Key Management Infrastructure (KMI) reports
E6	NON-CORE	Recommend Command, Control, Computer, Communication, and Intelligence (C4I) Communications Plans (COMPLANS)
E4	CORE	Report Key Management Infrastructure (KMI) discrepancies
E5	CORE	Supervise controlled equipment inventories
E6	CORE	Supervise divisional equipment and system configurations
E6	CORE	Supervise divisional maintenance operations
E5	CORE	Supervise work center equipment and system configurations
E5	CORE	Supervise work center maintenance operations
E5	NON-CORE	Transfer custody of small arms
E5	NON-CORE	Troubleshoot small arms

EQUIPMENT ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Update Combat Systems Operational Sequencing System (CSOSS)
E4	CORE	Update communications status boards
E6	CORE	Validate Combat Systems Operational Sequencing System (CSOSS)
E6	CORE	Validate equipment installations, testing, and alterations
E7	CORE	Verify equipment installations, testing, and alterations
E7	CORE	Verify procedural documents (e.g., Standard Operating Procedures (SOP), Temporary Standing Orders (TSO), Departure From Specifications (DFS), etc.)

EXPEDITIONARY OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Coordinate expeditionary communications radio operations
E6	CORE	Develop expeditionary Communications Plans (COMPLANS)
E4	CORE	Ensure correct system operation of Expeditionary Warfare (EXW) electronic equipment
E5	CORE	Implement expeditionary Communications Plans (COMPLANS)
E6	CORE	Manage expeditionary communications radio operations
E4	CORE	Perform expeditionary communications radio operations
E6	NON-CORE	Prepare Satellite Access Requests (SAR), Gateway Access Requests (GAR), After Action Reports (AAR), and End of Service Reports (ESR)
E5	CORE	Supervise expeditionary communications radio operations

TECHNICAL CORE FUNDAMENTALS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Analyze blueprints and ship's drawings
E4	CORE	Analyze schematics (e.g., mechanical drawings, electronic schematics, piping and valve drawings, etc.)
E4	CORE	Analyze technical manuals
E4	CORE	Handle Communications Security (COMSEC) materials
E4	CORE	Inventory Communications Security (COMSEC) materials
E4	CORE	Perform Combat Systems Operational Sequencing System (CSOSS) procedures (e.g., casualty responses/operations, normal operations, energize/de-energize equipment, etc.)
E4	CORE	Perform Emergency Action Plans (EAP) and Emergency Destruction Plans (EDP)
E4	CORE	Receive Communications Security (COMSEC) materials
E6	CORE	Report Electromagnetic Interference (EMI)
E4	CORE	Validate Communications Security (COMSEC) materials

TRAINING AND CERTIFICATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Conduct combat systems training and testing evolutions
E5	CORE	Conduct training evolutions (e.g., Combat Systems Training Teams (CSTT), etc.)
E7	CORE	Coordinate combat systems training and testing evolutions
E7	CORE	Coordinate personnel qualification and certification programs
E7	CORE	Coordinate training evolutions (e.g., Combat Systems Training Teams (CSTT), etc.)
E6	CORE	Develop training evolutions (e.g., Combat Systems Training Teams (CSTT), etc.)
E5	CORE	Evaluate training evolutions (e.g., Combat Systems Training Teams (CSTT), etc.)
E6	CORE	Manage personnel qualification and certification programs
E6	CORE	Supervise combat systems training and testing evolutions
E5	CORE	Supervise personnel qualification and certification programs
E5	NON-CORE	Train personnel in small arms
E5	CORE	Train technicians in casualty control procedures

WATCH TEAM OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Brief tactical, operational, and situational status reports
E5	CORE	Calculate environmental range predictions
E6	CORE	Configure systems to Commanding Officer's (CO) battle orders
E7	CORE	Coordinate Combat Information Centers (CIC)/Combat Direction Centers (CDC) during special evolutions (e.g., Underway Replenishment (UNREP), flight operations, etc.)
E7	CORE	Coordinate Combat Systems Alignment (CSA) evolutions
E7	CORE	Coordinate combat systems during casualty conditions
E7	CORE	Coordinate combat systems during special evolutions
E7	CORE	Coordinate combat systems operations in port
E7	CORE	Coordinate combat systems operations underway
E7	CORE	Coordinate combat systems watch teams
E7	CORE	Coordinate configurations of combat systems for conditions of Hazards of Electromagnetic Radiation to Ordnance (HERO), Hazards of Electromagnetic Radiation to Personnel (HERP), and Hazards of Electromagnetic Radiation to Fuel (HERF)
E7	CORE	Coordinate configurations of combat systems for Emission Control (EMCON) conditions
E7	CORE	Coordinate safety program evolutions (e.g., fall protection, aloft, tag out, etc.)
E7	CORE	Coordinate transitions of combat systems between conditions of readiness
E7	CORE	Develop combat systems doctrine statements
E7	CORE	Evaluate Combat Information Center (CIC)/Combat Direction Center (CDC) doctrines

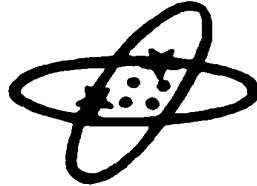
WATCH TEAM OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Implement Combat Information Center (CIC)/Combat Direction Center (CDC) doctrines
E6	CORE	Input combat systems doctrine statements
E5	CORE	Interpret Naval messages
E6	CORE	Manage Combat Information Center (CIC)/Combat Direction Center (CDC) doctrines
E6	CORE	Manage Combat Information Centers (CIC)/Combat Direction Centers (CDC) during special evolutions (e.g., Underway Replenishment (UNREP), flight operations, etc.)
E6	CORE	Manage Combat Systems Alignment (CSA) evolutions
E6	CORE	Manage combat systems during casualty conditions
E6	CORE	Manage combat systems during special evolutions
E6	CORE	Manage combat systems operations in port
E6	CORE	Manage combat systems operations underway
E6	CORE	Manage combat systems watch teams
E6	CORE	Manage configurations of combat systems for conditions of Hazards of Electromagnetic Radiation to Ordnance (HERO), Hazards of Electromagnetic Radiation to Personnel (HERP), and Hazards of Electromagnetic Radiation to Fuel (HERF)
E6	CORE	Manage configurations of combat systems for Emission Control (EMCON) conditions
E5	CORE	Manage database information
E6	CORE	Manage safety program evolutions (e.g., fall protection, aloft, tag out, etc.)
E6	CORE	Manage transitions of combat systems between conditions of readiness
E6	CORE	Perform Pre-Planned Responses (PPR)
E7	CORE	Recommend course corrections in support of tactical operations
E6	CORE	Report assignment and engagement status of own ship's combat systems
E5	CORE	Supervise Combat Information Centers (CIC)/Combat Direction Centers (CDC) during special evolutions (e.g., Underway Replenishment (UNREP), flight operations, etc.)
E5	CORE	Supervise Combat Systems Alignment (CSA) evolutions
E5	CORE	Supervise combat systems during casualty conditions
E5	CORE	Supervise combat systems during special evolutions
E5	CORE	Supervise combat systems operations in port
E5	CORE	Supervise combat systems operations underway
E5	CORE	Supervise combat systems watch teams
E5	CORE	Supervise configurations of combat systems for conditions of Hazards of Electromagnetic Radiation to Ordnance (HERO), Hazards of Electromagnetic Radiation to Personnel (HERP), and Hazards of Electromagnetic Radiation to Fuel (HERF)
E5	CORE	Supervise configurations of combat systems for Emission Control (EMCON) conditions

WATCH TEAM OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Supervise Overall Combat Systems Operability Testing (OCSOT)
E5	CORE	Supervise safety program evolutions (e.g., fall protection, aloft, tag out, etc.)
E5	CORE	Supervise transitions of combat systems between conditions of readiness
E4	CORE	Transition combat systems between conditions of readiness
E7	CORE	Validate combat systems doctrine statements
E6	CORE	Verify assignment and engagement status of own ship's combat systems
E6	CORE	Verify systems configurations to Commanding Officer's (CO) battle orders

CHAPTER 32



ELECTRONICS TECHNICIAN, NUCLEAR POWER (ETN)

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Change 92

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NAVY ENLISTED OCCUPATIONAL STANDARD
FOR
ELECTRONICS TECHNICIAN, NUCLEAR POWER (ETN)



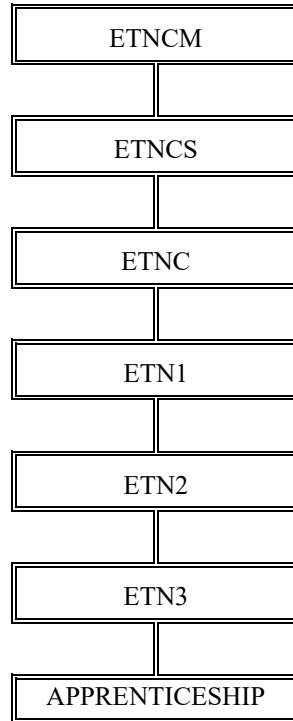
SCOPE OF RATING

Electronics Technicians, Nuclear Power (ETN) operate and maintain Naval Nuclear propulsion plants and associated equipment: supervise and administer Naval Nuclear propulsion plant operations; demonstrate knowledge of reactor, electrical, and mechanical theory involved in the operation of the nuclear reactor, steam plant, propulsion plant, and auxiliary equipment; demonstrate detailed knowledge of reactor and steam plant chemistry and radiological controls; operate and perform organizational and intermediate maintenance on electronic equipment used for propulsion plant control, instrumentation, measurement, alarm warning, power distribution, protection and airborne particulate radiation detection; operate General Purpose Test Equipment (GPTE) and auxiliary equipment; test, calibrate, maintain, and repair electronic and hydraulic-electric systems that support reactor plant operation on both submarines and surface ships.

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 32.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in OPNAVINST 1420.1.

For rating entry requirements, refer to MILPERSMAN 1306-618.

SAFETY

The observance of Operational Risk Management (ORM) and proper safety precautions in all areas is an integral part of each billet and the responsibility of every Sailor; therefore, it is a universal requirement for all ratings.

Job Title**Submarine Reactor Control Operator****Job Code****003779****Job Family**
Production**NOC**
TBD**Short Title (30 Characters)**
SUB REACTOR CONTROLS OP**Short Title (14 Characters)**
SS REAC CNT OP**Pay Plan**
Enlisted**Career Field**
ETN**Other Relationships and Rules**
NEC NXXX, 7XXX series and other NECs as assigned**Job Description**

Submarine Reactor Control Operators perform operations and basic preventive maintenance of electronic equipment used for reactor control, rod control, reactor protection and alarm systems, primary plant instrumentation, nuclear instrumentation, primary plant control, water level control, power electronics, and other electrical and electronic support equipment; demonstrate knowledge of reactor, electrical, and mechanical theory involved in the operation of nuclear reactors, steam plants, and auxiliary equipment; demonstrate detailed knowledge of chemistry and radiological controls associated with the nuclear reactor; supervise the shutdown reactor plant; perform critical work functions required to repair and maintain equipment; move Naval tactical forces; and work under the supervision of a mentor while learning their trade or skill.

DoD Relationship**Group Title**
Nuclear Power**DoD Code**
166100**O*NET Relationship****Occupation Title**
Nuclear Power Reactor Operators**SOC Code**
51-8011.00**Job Family**
Production**Skills***Operation and Control**Operation Monitoring**Equipment Maintenance**Reading Comprehension**Systems Evaluation**Writing**Complex Problem Solving**Judgment and Decision Making**Management of Material Resources**Quality Control Analysis***Abilities***Written Comprehension**Problem Sensitivity**Finger Dexterity**Manual Dexterity**Deductive Reasoning**Information Ordering**Inductive Reasoning**Oral Expression**Memorization**Written Expression***ENGINEERING MANAGEMENT****Paygrade**

E4

Task Type

CORE

Task Statements

Perform lockout/tagout procedures

INSTRUMENTATION AND CONTROLS MAINTENANCE**Paygrade**

E4

Task Type

CORE

Task Statements

Maintain fiber optics

E4

NON-CORE

Maintain wire-free communication systems

E5

CORE

Perform control rod testing

E4

CORE

Perform preventive maintenance on air particulate detectors

E4

CORE

Perform preventive maintenance on data entry and display terminals

E4

CORE

Perform preventive maintenance on electrical and mechanical propulsion plant detectors and gauges

E4

CORE

Perform preventive maintenance on information technology network

E4

CORE

Perform preventive maintenance on instrumentation and control equipment (e.g., throttle controllers, circuit cards, resistive temperature detectors, pressure detectors, etc.)

E4

CORE

Perform preventive maintenance on nuclear instrumentation systems

E4

CORE

Perform preventive maintenance on power electronic systems

E4

CORE

Perform preventive maintenance on primary plant instrumentation systems

INSTRUMENTATION AND CONTROLS MAINTENANCE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform preventive maintenance on propulsion plant control systems
E4	CORE	Perform preventive maintenance on reactor control systems
E4	CORE	Perform preventive maintenance on reactor protection systems
E4	CORE	Perform preventive maintenance on rod control systems
E4	CORE	Perform preventive maintenance on valve actuators
E4	NON-CORE	Perform preventive maintenance on voltage regulators
E4	CORE	Perform preventive maintenance on water level control systems
E4	CORE	Repair air particulate detectors
E4	CORE	Repair data entry and display terminals
E5	NON-CORE	Repair voltage regulators
E5	CORE	Troubleshoot air particulate detectors
E4	CORE	Troubleshoot data entry and display terminals
E5	NON-CORE	Troubleshoot voltage regulators

PROPULSION PLANT OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Adjust electric plant lineups at power
E4	CORE	Adjust electric plant lineups while shutdown
E4	NON-CORE	Align air compressors (e.g., start up, shut down, normal and casualty operations)
E4	CORE	Align air particulate detectors (e.g., start up and shut down)
E4	CORE	Align air systems associated with the propulsion plant
E4	CORE	Align backup methods of propulsion
E4	CORE	Align electrical and mechanical propulsion plant detectors and gauges (e.g., place on service, remove from service)
E4	CORE	Align emergency fill systems
E4	CORE	Align fresh water cooling systems (e.g., normal and casualty operations)
E4	CORE	Align instrumentation and control equipment (e.g., throttle controllers, circuit cards, resistive temperature detectors, pressure detectors, etc.)
E4	CORE	Align main steam systems (e.g., start up, shut down, normal and casualty operations)
E4	CORE	Align nuclear instrumentation systems (e.g., start up, shut down, normal and casualty operations)
E4	CORE	Align power electronic systems (e.g., start up, shut down, normal and casualty operations)
E4	CORE	Align primary plant instrumentation systems (e.g., start up, shut down, normal and casualty operations)
E4	CORE	Align propulsion plant control systems (e.g., start up, shut down, normal and casualty operations)
E4	CORE	Align reactor control systems

PROPULSION PLANT OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Align reactor plant support systems (e.g., start up, shut down, normal and casualty operations)
E4	CORE	Align reactor protection systems (e.g., start up, shut down, normal and casualty operations)
E4	CORE	Align rod control system (e.g., start up, shut down, normal and casualty operations)
E4	CORE	Align shielding systems (casualty operations)
E4	NON-CORE	Align voltage regulators
E4	CORE	Align water level control systems (e.g., start up, shut down, normal and casualty operations)
E4	CORE	Analyze propulsion plant system and component parameters for trends
E4	CORE	Collect boiler water samples
E4	CORE	Complete valve and component lineups or checklists
E4	CORE	Conduct boiler water blowdowns
E4	CORE	Maintain propulsion plant system parameters using support systems (e.g., coolant charging, discharge, coolant purification, etc.)
E4	CORE	Perform critical reactor plant operations (e.g., start up, shut down, normal and casualty operations)
E4	CORE	Perform main engine throttle operations
E4	CORE	Perform shutdown reactor plant operations (e.g., normal and casualty operations)
E4	CORE	Prepare valve and component lineups or checklists

RADIOLOGICAL CONTROL

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Disestablish radiological controlled areas
E4	CORE	Establish radiological controlled areas
E4	CORE	Grant access to radiological controlled areas
E4	CORE	Maintain radiological controlled area records
E4	CORE	Perform radiological valve operations
E4	CORE	Survey radiological controlled areas

Job Title**Surface Reactor Control Operator****Job Code****003780****Job Family**
Production**NOC**
TBD**Short Title (30 Characters)**
SUR REACTOR CONTROLS OP**Short Title (14 Characters)**
SW REAC CNT OP**Pay Plan**
Enlisted**Career Field**
ETN**Other Relationships and Rules**
NEC NXXX, 7XXX series and other NECs as assigned**Job Description**

Surface Reactor Control Operators perform operations and basic preventive maintenance of electronic equipment used for reactor control, rod control, reactor protection and alarm systems, primary plant instrumentation, nuclear instrumentation, primary plant control, water level control, power electronics, and other electrical and electronic support equipment; demonstrate knowledge of reactor, electrical, and mechanical theory involved in the operation of nuclear reactors, steam plants, and auxiliary equipment; demonstrate detailed knowledge of chemistry and radiological controls associated with the nuclear reactor; supervise the shutdown reactor plant; perform critical work functions required to repair and maintain equipment; move Naval tactical forces; and work under the supervision of a mentor while learning their trade or skill.

DoD Relationship**Group Title**
Nuclear Power**DoD Code**
166100**O*NET Relationship****Occupation Title**
Nuclear Power Reactor Operators**SOC Code**
51-8011.00**Job Family**
Production**Skills***Operation and Control**Equipment Maintenance**Operation Monitoring**Reading Comprehension**Systems Evaluation**Writing**Complex Problem Solving**Judgment and Decision Making**Management of Material Resources**Quality Control Analysis***Abilities***Written Comprehension**Problem Sensitivity**Finger Dexterity**Manual Dexterity**Deductive Reasoning**Inductive Reasoning**Information Ordering**Oral Expression**Selective Attention**Written Expression***ENGINEERING MANAGEMENT****Paygrade**

E4

Task Type

CORE

Task Statements

Perform lockout/tagout procedures

INSTRUMENTATION AND CONTROLS MAINTENANCE**Paygrade**

E4

Task Type

NON-CORE

Task Statements

Clean propulsion plant systems and components

E4

CORE

Maintain fiber optics

E4

NON-CORE

Maintain wire-free communication systems

E5

CORE

Perform control rod testing

E4

CORE

Perform preventive maintenance on air particulate detectors

E4

NON-CORE

Perform preventive maintenance on continuous chemical injection systems

E4

CORE

Perform preventive maintenance on data entry and display terminals

E4

CORE

Perform preventive maintenance on electrical and mechanical propulsion plant detectors and gauges

E5

NON-CORE

Perform preventive maintenance on emergency fill initiation systems

E4

CORE

Perform preventive maintenance on information technology network

E4

CORE

Perform preventive maintenance on instrumentation and control equipment (e.g., throttle controllers, circuit cards, resistive temperature detectors, pressure detectors, etc.)

INSTRUMENTATION AND CONTROLS MAINTENANCE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform preventive maintenance on nuclear instrumentation systems
E4	CORE	Perform preventive maintenance on power electronic systems
E4	CORE	Perform preventive maintenance on primary plant instrumentation systems
E4	CORE	Perform preventive maintenance on propulsion plant control systems
E4	CORE	Perform preventive maintenance on pump noise monitor
E4	CORE	Perform preventive maintenance on reactor control systems
E4	CORE	Perform preventive maintenance on reactor protection systems
E4	CORE	Perform preventive maintenance on rod control systems
E4	CORE	Perform preventive maintenance on valve actuators
E4	CORE	Perform preventive maintenance on water level control systems
E4	CORE	Repair air particulate detectors
E4	NON-CORE	Repair continuous chemical injection systems
E4	CORE	Repair data entry and display terminals
E5	CORE	Troubleshoot air particulate detectors
E5	NON-CORE	Troubleshoot continuous chemical injection systems
E4	CORE	Troubleshoot data entry and display terminals

PROPULSION PLANT OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Align air particulate detectors (e.g., start up and shut down)
E4	CORE	Align electrical and mechanical propulsion plant detectors and gauges (e.g., place on service, remove from service)
E4	CORE	Align emergency fill systems
E4	CORE	Align instrumentation and control equipment (e.g., throttle controllers, circuit cards, resistive temperature detectors, pressure detectors, etc.)
E4	CORE	Align main steam systems (e.g., start up, shut down, normal and casualty operations)
E4	CORE	Align nuclear instrumentation systems (e.g., start up, shut down, normal and casualty operations)
E4	CORE	Align power electronic systems (e.g., start up, shut down, normal and casualty operations)
E4	CORE	Align primary plant instrumentation systems (e.g., start up, shut down, normal and casualty operations)
E4	CORE	Align propulsion plant control systems (e.g., start up, shut down, normal and casualty operations)
E4	CORE	Align reactor control systems
E4	CORE	Align reactor plant support systems (e.g., start up, shut down, normal and casualty operations)
E4	CORE	Align reactor protection systems (e.g., start up, shut down, normal and casualty operations)

PROPULSION PLANT OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Align rod control system (e.g., start up, shut down, normal and casualty operations)
E4	CORE	Align water level control systems (e.g., start up, shut down, normal and casualty operations)
E4	CORE	Analyze propulsion plant system and component parameters for trends
E4	CORE	Complete valve and component lineups or checklists
E4	CORE	Maintain propulsion plant system parameters using support systems (e.g., coolant charging, discharge, coolant purification, etc.)
E4	CORE	Perform critical reactor plant operations (e.g., start up, shut down, normal and casualty operations)
E4	CORE	Perform main engine throttle operations
E4	CORE	Perform shutdown reactor plant operations (e.g., normal and casualty operations)
E4	CORE	Prepare valve and component lineups or checklists

RADIOLOGICAL CONTROL

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Disestablish radiological controlled areas
E4	CORE	Establish radiological controlled areas
E4	CORE	Grant access to radiological controlled areas
E4	CORE	Maintain radiological controlled area records
E4	CORE	Perform radiological valve operations
E4	CORE	Survey radiological controlled areas

Job Title**Submarine Reactor Control Supervisor****Job Code****003787****Job Family**
Production**NOC**
TBD**Short Title (30 Characters)**
SUB REACTOR CONTROLS SUP**Short Title (14 Characters)**
SS REAC CNTSUP**Pay Plan**
Enlisted**Career Field**
ETN**Other Relationships and Rules**
NEC NXXX, 7XXX series and other NECs as assigned**Job Description**

Submarine Reactor Control Supervisors perform advanced reactor control operations and apply advanced level maintenance practices to reactor monitoring and control equipment; supervise operations, maintenance, and training for personnel assigned to the Reactor Control Division; review correspondence; perform audits of Reactor Control Division programs; perform critical work functions required to move Naval tactical forces; repair and maintain equipment; train forces and personnel; perform consequence management; work with little supervision; and serve as mentors to operators.

DoD Relationship

<i>Group Title</i>	<i>DoD Code</i>
Nuclear Power	166100

O*NET Relationship

<i>Occupation Title</i>	<i>SOC Code</i>	<i>Job Family</i>
First-Line Supervisors of Production and Operating Workers	51-1011.00	Production

Skills

Complex Problem Solving
Troubleshooting
Management of Material Resources
Repairing
Reading Comprehension
Systems Analysis
Writing
Critical Thinking
Equipment Maintenance
Equipment Selection

Abilities

Written Comprehension
Deductive Reasoning
Inductive Reasoning
Finger Dexterity
Problem Sensitivity
Category Flexibility
Information Ordering
Number Facility
Written Expression

ENGINEERING MANAGEMENT**Paygrade****Task Type****Task Statements**

E6	CORE	Determine required retests following preventive maintenance or repairs
E5	NON-CORE	Develop technical work documents
E5	CORE	Verify valve and component lineups or checklists

INSTRUMENTATION AND CONTROLS MAINTENANCE**Paygrade****Task Type****Task Statements**

E4	NON-CORE	Clean propulsion plant systems and components
E5	CORE	Perform calorimetric calibrations
E5	CORE	Repair electrical and mechanical propulsion plant detectors and gauges
E5	NON-CORE	Repair information technology network
E5	CORE	Repair instrumentation and control equipment (e.g., throttle controllers, circuit cards, resistive temperature detectors, pressure detectors, etc.)
E5	CORE	Repair nuclear instrumentation systems
E5	CORE	Repair power electronic systems
E5	CORE	Repair primary plant instrumentation systems
E5	CORE	Repair propulsion plant control systems
E5	CORE	Repair reactor control systems
E5	CORE	Repair reactor protection systems

INSTRUMENTATION AND CONTROLS MAINTENANCE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Repair rod control system
E5	CORE	Repair valve actuators
E5	CORE	Repair water level control systems
E5	CORE	Troubleshoot electrical and mechanical propulsion plant detectors and gauges
E5	CORE	Troubleshoot fiber optic components
E5	NON-CORE	Troubleshoot information technology network
E5	CORE	Troubleshoot instrumentation and control equipment (e.g., throttle controllers, circuit cards, resistive temperature detectors, pressure detectors, etc.)
E5	CORE	Troubleshoot nuclear instrumentation systems
E5	CORE	Troubleshoot power electronic systems
E5	CORE	Troubleshoot primary plant instrumentation systems
E5	CORE	Troubleshoot propulsion plant control systems
E5	CORE	Troubleshoot reactor control systems
E5	CORE	Troubleshoot reactor protection systems
E5	CORE	Troubleshoot rod control system
E5	CORE	Troubleshoot valve actuators
E5	CORE	Troubleshoot water level control systems

PROPULSION PLANT OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Manage information technology network

RADIOLOGICAL CONTROL

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Verify radiological controlled areas

Job Title**Surface Reactor Control Supervisor****Job Code****003788****Job Family**
Production**NOC**
TBD**Short Title (30 Characters)**
SUR REACTOR CONTROLS SUP**Short Title (14 Characters)**
SW REAC CNTSUP**Pay Plan**
Enlisted**Career Field**
ETN**Other Relationships and Rules**
NECs NXXX, 7XXX series and other NECs as assigned**Job Description**

Surface Reactor Control Supervisors perform advanced reactor control operations and apply advanced level maintenance practices to reactor monitoring and control equipment; supervise operations, maintenance, and training for personnel assigned to the Reactor Control Division; review correspondence and perform audits of Reactor Control Division programs; perform the critical work functions required to move Naval tactical forces; repair and maintain equipment; train forces and personnel; perform consequence management; work with little supervision; and serve as mentors to operators.

DoD Relationship

<i>Group Title</i>	<i>DoD Code</i>
Nuclear Power	166100

O*NET Relationship

<i>Occupation Title</i>	<i>SOC Code</i>	<i>Job Family</i>
First-Line Supervisors of Production and Operating Workers	51-1011.00	Production

Skills

Complex Problem Solving
Troubleshooting
Management of Material Resources
Repairing
Reading Comprehension
Writing
Critical Thinking
Equipment Maintenance
Judgment and Decision Making
Operation and Control

Abilities

Written Comprehension
Deductive Reasoning
Inductive Reasoning
Finger Dexterity
Problem Sensitivity
Category Flexibility
Information Ordering
Manual Dexterity
Number Facility
Written Expression

ENGINEERING MANAGEMENT**Paygrade****Task Type****Task Statements**

E6	CORE	Determine required retests following preventive maintenance or repairs
E5	NON-CORE	Develop technical work documents
E5	CORE	Verify valve and component lineups or checklists

INSTRUMENTATION AND CONTROLS MAINTENANCE**Paygrade****Task Type****Task Statements**

E5	CORE	Perform calorimetric calibrations
E5	CORE	Repair electrical and mechanical propulsion plant detectors and gauges
E5	NON-CORE	Repair emergency fill initiation systems
E5	NON-CORE	Repair information technology network
E5	CORE	Repair instrumentation and control equipment (e.g., throttle controllers, circuit cards, resistive temperature detectors, pressure detectors, etc.)
E5	CORE	Repair nuclear instrumentation systems
E5	CORE	Repair power electronic systems
E5	CORE	Repair primary plant instrumentation systems
E5	CORE	Repair propulsion plant control systems
E5	CORE	Repair pump noise monitor systems
E5	CORE	Repair reactor control systems

INSTRUMENTATION AND CONTROLS MAINTENANCE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Repair reactor protection systems
E5	CORE	Repair rod control system
E5	CORE	Repair valve actuators
E5	CORE	Repair water level control systems
E5	CORE	Troubleshoot electrical and mechanical propulsion plant detectors and gauges
E6	NON-CORE	Troubleshoot emergency fill initiation systems
E5	CORE	Troubleshoot fiber optic components
E5	NON-CORE	Troubleshoot information technology network
E5	CORE	Troubleshoot instrumentation and control equipment (e.g., throttle controllers, circuit cards, resistive temperature detectors, pressure detectors, etc.)
E5	CORE	Troubleshoot nuclear instrumentation systems
E5	CORE	Troubleshoot power electronic systems
E5	CORE	Troubleshoot primary plant instrumentation systems
E5	CORE	Troubleshoot propulsion plant control systems
E5	CORE	Troubleshoot pump noise monitor systems
E5	CORE	Troubleshoot reactor control systems
E5	CORE	Troubleshoot reactor protection systems
E5	CORE	Troubleshoot rod control system
E5	CORE	Troubleshoot valve actuators
E5	CORE	Troubleshoot water level control systems

PROPULSION PLANT OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Manage information technology network

RADIOLOGICAL CONTROL

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Verify radiological controlled areas

Job Title**Submarine Reactor Control Manager****Job Code****003795****Job Family**
Production**NOC**
TBD**Short Title (30 Characters)**
SUB REACTOR CONTROLS MGR**Short Title (14 Characters)**
SS REAC CNTMGR**Pay Plan**
Enlisted**Career Field**
ETN**Other Relationships and Rules**
NEC NXXX, 7XXX series and other NECs as assigned**Job Description**

Submarine Reactor Control Managers manage operations, maintenance, and training for personnel assigned to the Reactor Control Division and Engineering Department; review divisional and departmental correspondence; perform audits of divisional and departmental programs and training; perform critical work functions required to train forces and personnel; move Naval tactical forces; manage the repair and maintenance of equipment; and perform consequence management.

DoD Relationship

<i>Group Title</i>	<i>DoD Code</i>
Nuclear Power	166100

O*NET Relationship

<i>Occupation Title</i>	<i>SOC Code</i>	<i>Job Family</i>
First-Line Supervisors of Production and Operating Workers	51-1011.00	Production

Skills

Quality Control Analysis
Reading Comprehension
Monitoring
Complex Problem Solving
Coordination
Critical Thinking
Judgement and Decision Making
Management of Material Resources
Management of Personnel Resources
Systems Analysis

Abilities

Problem Sensitivity
Written Comprehension
Inductive Reasoning
Number Facility
Written Expression

ENGINEERING MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Approve valve and component lineups or checklists
E7	CORE	Audit chemistry records
E7	CORE	Audit engineering and reactor department records
E7	CORE	Manage equipment modifications and modernization
E6	CORE	Supervise propulsion plant maintenance operations (e.g., electrical, mechanical, reactor control, etc.)
E6	CORE	Supervise propulsion plant watch section operations
E6	NON-CORE	Supervise Quality Assurance (QA) testing
E7	CORE	Supervise Reactor Control Division testing operations
E7	CORE	Supervise rod control testing
E7	CORE	Verify calorimetric calibrations

RADIOLOGICAL CONTROL

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Verify radiological records

Job Title**Surface Reactor Control Manager****Job Code****003796****Job Family**

Production

NOC

TBD

Short Title (30 Characters)

SUR REACTOR CONTROLS MGR

Short Title (14 Characters)

SW REAC CNTMGR

Pay Plan

Enlisted

Career Field

ETN

Other Relationships and Rules

NEC NXXX, 7XXX series and other NECs as assigned

Job Description

Surface Reactor Control Managers manage operations, maintenance, and training for personnel assigned to the Reactor Control Division and Reactor Department; review divisional and departmental correspondence and perform audits of divisional and departmental programs and training; perform critical work functions required to train forces and personnel; move Naval tactical forces; manage the repair and maintenance of equipment; and perform consequence management.

DoD Relationship**Group Title**

Nuclear Power

DoD Code

166100

O*NET Relationship**Occupation Title**First-Line Supervisors of
Production and Operating Workers**SOC Code**

51-1011.00

Job Family

Production

Skills*Quality Control Analysis**Reading Comprehension**Monitoring**Complex Problem Solving**Critical Thinking**Coordination**Judgement and Decision Making**Management of Material Resources**Management of Personnel Resources**Operation Monitoring***Abilities***Problem Sensitivity**Written Comprehension**Inductive Reasoning**Number Facility**Written Expression***ENGINEERING MANAGEMENT****Paygrade****Task Type****Task Statements**

E6

CORE

Approve valve and component lineups or checklists

E7

CORE

Audit chemistry records

E7

CORE

Audit engineering and reactor department records

E7

CORE

Manage equipment modifications and modernization

E6

NON-CORE

Supervise emergency fill initiation system maintenance

E6

CORE

Supervise propulsion plant maintenance operations (e.g., electrical, mechanical, reactor control, etc.)

E6

CORE

Supervise propulsion plant watch section operations

E6

NON-CORE

Supervise Quality Assurance (QA) testing

E7

CORE

Supervise Reactor Control Division testing operations

E7

CORE

Supervise rod control testing

E7

CORE

Verify calorimetric calibrations

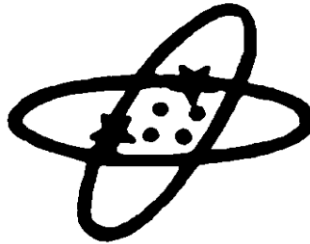
RADIOLOGICAL CONTROL**Paygrade****Task Type****Task Statements**

E6

CORE

Verify radiological records

CHAPTER 32



ELECTRONICS TECHNICIAN, SUBMARINE, NAVIGATION (ETV)

NAVPERS 18068-32H
Change 92

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

ELECTRONICS TECHNICIAN, SUBMARINE, NAVIGATION (ETV)



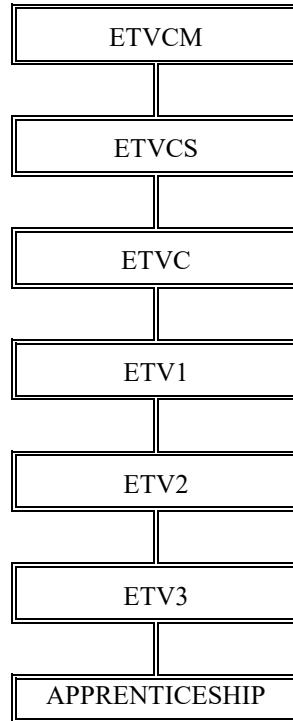
SCOPE OF RATING

Electronics Technicians, Submarine, Navigation (ETV) operate and perform maintenance on electronic equipment used for detection, tracking, recognition, and identification of maritime vessels and navigational aids; operate and perform maintenance on Interior Communications (IC), alarms, warnings and indicators, ship's control, entertainment, atmosphere control, instrumentation, and control systems; operate and maintain radar, gyrocompass, inertial navigation, and auxiliary equipment used to safely and accurately navigate all classes of submarines; maintain highly accurate navigation data for use by external systems and subsystems; develop and execute navigation plans; perform ship control, navigation, and lookout duties; procure, correct, use, and stow navigation publications and charts; and stand watch as assistants to Officers of the Deck (OOD) and navigators.

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 18068H) as Chapter 32.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in OPNAVINST 1420.1.

For rating entry requirements, refer to MILPERSMAN 1306-618.

SAFETY

The observance of Operational Risk Management (ORM) and proper safety precautions in all areas is an integral part of each billet and the responsibility of every Sailor; therefore, it is a universal requirement for all ratings.

Job Title**Submarine Navigation Operator****Job Code****001182****Job Family**

Installation, Maintenance, and Repair

NOC

TBD

Short Title (30 Characters)

SUBMARINE NAVIGATION OPERATOR

Short Title (14 Characters)

SUB NAV OPER

Pay Plan

Enlisted

Career Field

ETV

Other Relationships and Rules

NEC TXXX series or other NECs as assigned

Job Description

Submarine Navigation Operators operate electronic equipment used for detection, tracking, recognition and identification of maritime vessels and aids to navigation; operate and perform basic preventive maintenance on Radio Detection and Ranging (RADAR) systems, Interior Communications (IC) circuits and systems, fathometers, Electronic Chart Display and Information System (ECDIS), alarm systems, ship's control stations, entertainment systems, Inertial Navigation System (INS), Central Atmosphere Monitoring Systems (CAMS), Navigation Processor Unit (NPU), Remote Interface Controller (RIC), liquid level detection and tank level indication circuits, flowmeters, pressure and temperature sensing circuits, valve position indicators, hovering systems, depth control systems, and missile compensation systems; procure, inventory, and update electronic charts and publications; prepare navigation voyage plans and maintain electronic navigation logs and records; stand navigation-related watches; make reports to and advise the Officer of the Deck (OOD) on Navigation Rules and Regulations, navigation plans, and other navigation matters. Submarine Navigation Operators usually work under the supervision of a Submarine Navigation Technician or Submarine Navigation Manager.

DoD Relationship**Group Title**Navigation,
Communication, and
Countermeasure, N.E.C.**DoD Code**

110200

O*NET Relationship**Occupation Title**Electrical and Electronics
Repairers, Commercial and
Industrial Equipment**SOC Code**

49-2094.00

Job FamilyInstallation, Maintenance,
and Repair**Skills***Equipment Maintenance**Management of Material Resources**Complex Problem Solving**Mathematics**Operation and Control**Critical Thinking**Quality Control Analysis**Troubleshooting**Systems Analysis**Operation Monitoring***Abilities***Deductive Reasoning**Inductive Reasoning**Problem Sensitivity**Written Comprehension**Selective Attention**Extent Flexibility**Mathematical Reasoning**Information Ordering**Finger Dexterity**Manual Dexterity***ADMINISTRATION****Paygrade**

E4

Task Type

CORE

Task Statements

Compute celestial event times (e.g., sunrise/sunset, moonrise/moonset, high/low tides, etc.)

E4

CORE

Maintain chronometers

E4

NON-CORE

Maintain entertainment media inventories

E4

CORE

Maintain navigation messages (e.g., Operational Orders (OPORD), Operations Schedules (OPSKED), Submarine Notices (SUBNOTE), etc.)

E4

CORE

Maintain navigation records (e.g., deck logs, bearing logs, position logs, etc.)

E5

CORE

Prepare navigational information data packages

E4

CORE

Supervise colors

E4

CORE

Update Strategic Weapons System (SWS) special publications

CHART PREPARATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Calculate turn information (e.g., slide bar, turn bearing, turn range, etc.)
E4	CORE	Create parameters for Commanding Officers Safe Operating Envelope (COSOE) (e.g., cross track error, red/yellow sounding, maximum operating depth, etc.)
E4	CORE	Establish voyage plans (e.g., Plan of Intended Movement (PIM), departure/arrival, Speed of Advance (SOA), etc.)
E4	CORE	Extract required information from navigation publications
E4	CORE	Maintain navigation chart and publication allowances (e.g., inventory, order, update, etc.)
E4	CORE	Plot anchorages
E4	CORE	Plot moving havens
E4	CORE	Plot navigational hazards (e.g., danger ranges, danger bearings, shoal water, etc.)
E4	CORE	Prepare charts for navigation (e.g., voyage plan checklists, piloting checklists)
E6	CORE	Review navigation charts
E5	CORE	Select required charts for proposed transits
E4	CORE	Update digital nautical charts

COMMUNICATIONS AND ALARM SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Adjust alarm switchboards
E4	CORE	Adjust amplified communication systems
E4	CORE	Align sound-powered telephone distribution matrices
E4	CORE	Clean alarm switchboards
E4	CORE	Clean amplified communication systems
E4	CORE	Clean liquid level alarm sensing devices
E4	CORE	Clean pressure alarm sensing devices
E4	CORE	Clean shore telephone systems
E4	CORE	Clean sound-powered telephone systems
E4	CORE	Derig shore telephone lines
E4	CORE	Inspect alarm switchboards
E4	CORE	Inspect amplified communication systems
E4	CORE	Inspect liquid level alarm sensing devices
E4	CORE	Inspect pressure alarm sensing devices
E4	CORE	Inspect shore telephone systems
E4	CORE	Inspect sound-powered telephone systems
E4	CORE	Install Portable Ship Control Units (PSCU)
E4	CORE	Remove Portable Ship Control Units (PSCU)
E4	CORE	Repair amplified communication system components (e.g., loud speakers, microphones, amplifiers, etc.)
E4	CORE	Repair shore telephone systems
E4	CORE	Repair sound-powered telephone systems
E4	CORE	Replace amplified communication system components

COMMUNICATIONS AND ALARM SYSTEMS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Rig shore telephone lines
E4	CORE	Test alarm switchboards
E4	CORE	Test amplified communications system components (e.g., microphones, loudspeakers, intercommunicating stations, etc.)
E4	CORE	Test liquid level alarm sensing devices
E4	CORE	Test pressure alarm sensing devices
E5	CORE	Troubleshoot alarm switchboards
E4	CORE	Troubleshoot amplified communication systems components (e.g., microphones, loudspeakers, intercommunicating stations, etc.)
E4	CORE	Troubleshoot Portable Ship Control Units (PSCU)
E4	CORE	Troubleshoot shore telephone systems
E4	CORE	Troubleshoot sound-powered telephone systems

ELECTRONIC NAVIGATION SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Adjust synchro signal amplifiers
E5	CORE	Calibrate Electromagnetic (EM) log indicator transmitters
E4	CORE	Calibrate gyrocompass systems
E5	CORE	Calibrate Inertial Navigation Systems (INS) and subsystems (e.g., Internal Frequency Standards (IFS), Navigation Sonar Systems (NSS), Inertial Navigation Systems (INS) Consoles, etc.)
E4	CORE	Clean Electromagnetic (EM) log indicator transmitters
E4	CORE	Clean gyrocompass systems
E4	CORE	Clean Inertial Navigation Systems (INS) and subsystems (e.g., Navigation Workstations (NWS), Navigation Sonar Systems (NSS), Inertial Navigation System (INS) consoles, etc.)
E4	CORE	Clean radar systems
E4	CORE	Clean synchro signal amplifiers
E4	CORE	Configure navigation subsystem equipment software
E4	CORE	Establish Inertial Navigation Systems (INS) and subsystems required operating condition (e.g., startup, shut down, navigate, etc.)
E4	CORE	Establish required radar operating condition (e.g., startup, shut down, etc.)
E4	CORE	Establish required Voyage Management Systems (VMS) operating condition (e.g., start up, shutdown, etc.)
E4	CORE	Evaluate Inertial Navigation Systems (INS) and subsystems performance (e.g., Global Positioning Systems (GPS), Navigation Sonar Systems (NSS), Inertial Navigation Systems (INS) Consoles, etc.)
E4	CORE	Input navigation and voyage plans into the Voyage Management System (VMS)
E4	CORE	Inspect Electromagnetic (EM) log indicator transmitters
E4	CORE	Inspect gyrocompass systems
E4	CORE	Inspect Inertial Navigation Systems (INS) and subsystems (e.g., Navigation Sonar Systems (NSS), Inertial Navigation Systems (INS) consoles, Navigations Workstations (NWS), etc.)
E4	CORE	Inspect radar system components

ELECTRONIC NAVIGATION SYSTEMS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Inspect synchro signal amplifiers
E4	CORE	Interpret fathometer displays
E4	CORE	Interpret Inertial Navigation System (INS) data
E4	CORE	Interpret radar displays
E4	CORE	Obtain sounding data using fathometers
E5	CORE	Troubleshoot Electromagnetic (EM) log indicator transmitters and rodmeters
E4	CORE	Troubleshoot gyrocompass systems
E4	CORE	Troubleshoot Inertial Navigation Systems (INS) and subsystems (e.g., Navigation Workstations (NWS), Navigation Sonar Systems (NSS), Inertial Navigation System (INS) consoles, etc.)
E4	CORE	Troubleshoot synchro signal amplifiers

GENERAL ELECTRICAL SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Adjust Central Atmosphere Monitoring System (CAMS) equipment
E5	CORE	Adjust mast position indication system components (e.g., limit switches, position switches, proximity magnet switches, etc.)
E5	CORE	Adjust synchro repeater system components
E4	CORE	Calibrate Central Atmosphere Monitoring System (CAMS) equipment
E4	CORE	Clean aldis lamps
E4	CORE	Clean Central Atmosphere Monitoring System (CAMS) equipment
E4	CORE	Clean flow meter systems
E4	CORE	Clean mast position indication system components (e.g., limit switches, position switches, proximity magnet switches, etc.)
E4	CORE	Clean pressure sensing devices
E4	CORE	Clean ship's entertainment systems
E4	CORE	Clean synchro repeaters
E4	CORE	Clean valve control system components
E4	CORE	Clean valve position indicating system components
E4	CORE	Inspect aldis lamps
E4	CORE	Inspect Central Atmosphere Monitoring System (CAMS) equipment
E4	CORE	Inspect flowmeter systems
E4	CORE	Inspect mast position indication system components (e.g., limit switches, position switches, proximity magnet switches, etc.)
E4	CORE	Inspect pressure sensing devices
E4	CORE	Inspect ship's entertainment systems
E4	CORE	Inspect synchro repeaters
E4	CORE	Inspect temperature monitoring systems
E4	CORE	Inspect valve control system components
E4	CORE	Inspect valve position indicating system components
E4	CORE	Maintain ship's entertainment systems
E4	NON-CORE	Repair ship's entertainment systems

GENERAL ELECTRICAL SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Replace Central Atmosphere Monitoring System (CAMS) equipment components
E4	CORE	Replace mast position indicating system components
E4	CORE	Replace navigation lights
E4	CORE	Replace synchro repeater system components
E4	CORE	Replace valve position indicating system components
E4	CORE	Shutdown Central Atmosphere Monitoring System (CAMS) equipment
E4	CORE	Startup Central Atmosphere Monitoring System (CAMS) equipment
E4	CORE	Test ship's entertainment systems
E4	CORE	Troubleshoot Central Atmosphere Monitoring System (CAMS) equipment
E4	CORE	Troubleshoot flowmeter system components
E4	CORE	Troubleshoot mast position indication system components (e.g., limit switches, position switches, proximity magnet switches, etc.)
E4	CORE	Troubleshoot pressure sensing devices
E4	CORE	Troubleshoot ship's entertainment systems
E4	CORE	Troubleshoot synchro repeaters
E4	CORE	Troubleshoot valve control system components
E4	CORE	Troubleshoot valve position indication system components

NAVIGATION AND PILOTING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Advise Officer of the Deck (OOD) of chain scope required for anchoring
E4	NON-CORE	Advise Officer of the Deck (OOD) of ocean depth and bottom (e.g., while at anchor, during piloting, submerged operations, etc.)
E4	CORE	Calculate environmental effects on ship's movements (e.g., wind, tide, set and drift, etc.)
E4	CORE	Calculate gyrocompass error
E4	CORE	Compare fathometer readings with charts
E4	CORE	Compare gyrocompass and inertial headings
E4	CORE	Compute advance and transfer
E4	CORE	Compute azimuths
E4	CORE	Compute course and speed made good
E4	CORE	Compute position uncertainty
E4	CORE	Compute radar and visual offset
E6	NON-CORE	Conduct strike group operations
E4	CORE	Convert between Greenwich Mean Time (GMT) and Zone Time (ZT)
E4	CORE	Convert between relative bearings and true bearings
E4	CORE	Correlate speed, time, and distance
E4	CORE	Evaluate radar information
E5	CORE	Evaluate ship's navigation and piloting information
E4	CORE	Extract required information from Naval messages (e.g., Operational Orders (OPORD), Operations Schedules (OPSKED), Submarine Notices (SUBNOTE), etc.)

NAVIGATION AND PILOTING (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Fix ship's position (e.g., bearing and range to single point, latitude/longitude, multiple soundings, etc.)
E4	CORE	Identify reduced visibility situations
E4	CORE	Identify signal flags and pennant displays
E4	CORE	Interpret navigation sound signals (e.g., bell, gong, whistle, etc.)
E4	CORE	Obtain visual bearings (e.g., alidade, periscope, seaman's eye, etc.)
E4	CORE	Plot weather message information
E4	CORE	Provide courses for ship's positioning (e.g., precision anchoring, storm evasion, contact management, etc.)
E4	CORE	Provide recommended actions based on Navigation Rules and Regulations
E4	CORE	Report aids to navigation (e.g., buoy systems, natural or man-made navigation aids, navigation lights, etc.)
E4	CORE	Report distress signals (e.g., flares, whistles, flags/pennants, etc.)

POWER GENERATION AND DISTRIBUTION SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Align Action Cut-Out (ACO) switchboards
E4	CORE	Align Interior Communications (IC) switchboards
E4	CORE	Clean Action Cut-Out (ACO) switchboards
E4	CORE	Clean Interior Communications (IC) switchboards
E4	CORE	Inspect Action Cut-Out (ACO) switchboard components
E4	CORE	Inspect Interior Communications (IC) switchboards
E4	CORE	Shift power sources using bus transfer devices (e.g., Automatic, Manual, etc.)
E5	CORE	Troubleshoot Action Cut-Out (ACO) switchboards
E4	CORE	Troubleshoot Interior Communications (IC) switchboards

SHIP CONTROL SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Clean Ballast Control Panels (BCP)
E4	CORE	Clean depth control systems (e.g., hovering, forward hovering, missile compensation, etc.)
E4	CORE	Clean depth sensing systems
E4	CORE	Clean Ship's Control Panels (SCP)
E4	CORE	Clean ship's control system components (e.g., Position Control Units (PCU), feedback transmitters, display screens, etc.)
E4	CORE	Inspect Ballast Control Panels (BCP)
E4	CORE	Inspect depth control systems (e.g., hovering, forward hovering, missile compensation, etc.)
E4	CORE	Inspect depth sensing system components
E4	CORE	Inspect Ship's Control Panels (SCP)
E4	CORE	Inspect ship's control system components (e.g., planes angle transmitters, depth/course rate, Remote Interface Controllers (RIC), etc.)

Job Title**Submarine Navigation Technician****Job Code****001187****Job Family**

Installation, Maintenance, and Repair

NOC

TBD

Short Title (30 Characters)

SUBMARINE NAVIGATION TEC

Short Title (14 Characters)

SUB NAV TECH

Pay Plan

Enlisted

Career Field

ETV

Other Relationships and Rules

NEC TXXX series or other NECs as assigned

Job Description

Submarine Navigation Technicians maintain, troubleshoot, and repair electronic equipment used for detection, tracking, recognition, and identification of maritime vessels; operate and maintain Radio Detection and Ranging (RADAR) systems, Interior Communications (IC) circuits and systems, Electronic Chart Display and Information System (ECDIS), alarm systems, ship's control stations, entertainment systems, Inertial Navigation System, Central Atmosphere Monitoring Systems (CAMS), Navigation Processor Unit (NPU), Remote Interface Controller (RIC), liquid level detection and tank level indication circuits, flowmeters, pressure and temperature sensing circuits, valve position indicators, hovering systems, depth control systems, and missile compensation systems; read and interpret schematics and block diagrams; apply working knowledge of electricity and electronics to repair equipment and interfacing devices; localize malfunctions and repair or replace faulty parts or subassemblies; align, adjust, calibrate, and perform corrective maintenance on navigation equipment; supervise maintenance and maintain navigation division records. Submarine Navigation Technicians work independently and train Submarine Navigation Operators.

DoD Relationship**Group Title**Navigation,
Communication, and
Countermeasure, N.E.C.**DoD Code**

110200

O*NET Relationship**Occupation Title**Electrical and Electronics
Repairers, Commercial and
Industrial Equipment**SOC Code**

49-2094.00

Job FamilyInstallation, Maintenance,
and Repair**Skills**

Equipment Maintenance
Troubleshooting
Complex Problem Solving
Management of Material Resources
Systems Analysis
Operation and Control
Quality Control Analysis
Repairing
Installation
Operation Monitoring

Abilities

Deductive Reasoning
Inductive Reasoning
Problem Sensitivity
Written Comprehension
Extent Flexibility
Selective Attention
Multi-limb Coordination
Finger Dexterity
Manual Dexterity
Information Ordering

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

E5	NON-CORE	Create Quality Assurance (QA) packages
E4	CORE	Interpret schematic diagrams
E4	CORE	Maintain navigation messages (e.g., Operational Orders (OPORD), Operations Schedules (OPSKED), Submarine Notices (SUBNOTE), etc.)
E5	CORE	Prepare navigational information data packages
E5	CORE	Prepare piloting and operations briefs
E4	CORE	Supervise colors
E5	CORE	Verify schematics

CHART PREPARATIONS**Paygrade****Task Type****Task Statements**

E4	CORE	Create parameters for Commanding Officers Safe Operating Envelope (COSOE) (e.g., cross track error, red/yellow sounding, maximum operating depth, etc.)
E4	CORE	Establish voyage plans (e.g., Plan of Intended Movement (PIM), departure/arrival, Speed of Advance (SOA), etc.)
E4	CORE	Extract required information from navigation publications

CHART PREPARATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Maintain navigation chart and publication allowances (e.g., inventory, order, update, etc.)
E4	CORE	Plot moving havens
E4	CORE	Plot navigational hazards (e.g., danger ranges, danger bearings, shoal water, etc.)
E4	CORE	Prepare charts for navigation (e.g., voyage plan checklists, piloting checklists)
E6	CORE	Review navigation charts
E5	CORE	Select required charts for proposed transits
E4	CORE	Update digital nautical charts

COMMUNICATIONS AND ALARM SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Adjust alarm switchboards
E4	CORE	Adjust amplified communication systems
E4	CORE	Align sound-powered telephone distribution matrices
E4	CORE	Clean alarm switchboards
E4	CORE	Clean amplified communication systems
E4	CORE	Clean liquid level alarm sensing devices
E4	CORE	Clean pressure alarm sensing devices
E4	CORE	Clean shore telephone systems
E4	CORE	Clean sound-powered telephone systems
E4	CORE	Derig shore telephone lines
E4	CORE	Inspect alarm switchboards
E4	CORE	Inspect amplified communication systems
E4	CORE	Inspect liquid level alarm sensing devices
E4	CORE	Inspect pressure alarm sensing devices
E4	CORE	Inspect shore telephone systems
E4	CORE	Inspect sound-powered telephone systems
E4	CORE	Install Portable Ship Control Units (PSCU)
E4	CORE	Program shore telephone systems
E4	CORE	Remove Portable Ship Control Units (PSCU)
E5	CORE	Repair alarm switchboards
E4	CORE	Repair amplified communication system components (e.g., loud speakers, microphones, amplifiers, etc.)
E4	CORE	Repair liquid level alarm sensing devices
E4	CORE	Repair pressure alarm sensing devices
E4	CORE	Repair shore telephone systems
E4	CORE	Repair sound-powered telephone systems
E4	CORE	Replace amplified communication system components
E4	CORE	Rig shore telephone lines
E4	CORE	Test alarm switchboards

COMMUNICATIONS AND ALARM SYSTEMS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Test amplified communications system components (e.g., microphones, loudspeakers, intercommunicating stations, etc.)
E4	CORE	Test liquid level alarm sensing devices
E4	CORE	Test pressure alarm sensing devices
E5	CORE	Troubleshoot alarm switchboards
E4	CORE	Troubleshoot amplified communication systems components (e.g., microphones, loudspeakers, intercommunicating stations, etc.)
E4	CORE	Troubleshoot Portable Ship Control Units (PSCU)
E4	CORE	Troubleshoot pressure alarm sensing devices
E4	CORE	Troubleshoot shore telephone systems
E4	CORE	Troubleshoot sound-powered telephone systems

ELECTRONIC NAVIGATION SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Adjust synchro signal amplifiers
E5	CORE	Calibrate Electromagnetic (EM) log indicator transmitters
E4	CORE	Calibrate gyrocompass systems
E5	CORE	Calibrate Inertial Navigation Systems (INS) and subsystems (e.g., Internal Frequency Standards (IFS), Navigation Sonar Systems (NSS), Inertial Navigation Systems (INS) Consoles, etc.)
E4	CORE	Clean Electromagnetic (EM) log indicator transmitters
E4	CORE	Clean gyrocompass systems
E4	CORE	Clean Inertial Navigation Systems (INS) and subsystems (e.g., Navigation Workstations (NWS), Navigation Sonar Systems (NSS), Inertial Navigation System (INS) consoles, etc.)
E4	CORE	Clean radar systems
E4	CORE	Clean synchro signal amplifiers
E4	CORE	Configure navigation subsystem equipment software
E4	CORE	Establish Inertial Navigation Systems (INS) and subsystems required operating condition (e.g., startup, shut down, navigate, etc.)
E4	CORE	Establish required radar operating condition (e.g., startup, shut down, etc.)
E4	CORE	Establish required Voyage Management Systems (VMS) operating condition (e.g., start up, shutdown, etc.)
E4	CORE	Input navigation and voyage plans into the Voyage Management System (VMS)
E4	CORE	Inspect Electromagnetic (EM) log indicator transmitters
E4	CORE	Inspect gyrocompass systems
E4	CORE	Inspect Inertial Navigation Systems (INS) and subsystems (e.g., Navigation Sonar Systems (NSS), Inertial Navigation Systems (INS) consoles, Navigations Workstations (NWS), etc.)
E4	CORE	Inspect radar system components
E4	CORE	Inspect synchro signal amplifiers
E4	CORE	Interpret fathometer displays
E4	CORE	Interpret Inertial Navigation System (INS) data

ELECTRONIC NAVIGATION SYSTEMS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Interpret radar displays
E4	CORE	Repair Inertial Navigation Systems (INS) and subsystems (e.g., Navigation Workstations (NWS), Navigation Sonar Systems (NSS), Inertial Navigation System (INS) consoles, etc.)
E4	CORE	Replace Electromagnetic (EM) log indicator transmitter components
E5	CORE	Replace radar system components
E5	CORE	Troubleshoot Electromagnetic (EM) log indicator transmitters and rodimeters
E4	CORE	Troubleshoot gyrocompass systems
E4	CORE	Troubleshoot Inertial Navigation Systems (INS) and subsystems (e.g., Navigation Workstations (NWS), Navigation Sonar Systems (NSS), Inertial Navigation System (INS) consoles, etc.)
E4	CORE	Troubleshoot radar system components
E4	CORE	Troubleshoot synchro signal amplifiers

GENERAL ELECTRICAL SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Adjust Central Atmosphere Monitoring System (CAMS) equipment
E5	CORE	Adjust mast position indication system components (e.g., limit switches, position switches, proximity magnet switches, etc.)
E5	CORE	Adjust synchro repeater system components
E4	CORE	Adjust valve control system components
E4	CORE	Adjust valve position indicating system components
E4	CORE	Calibrate Central Atmosphere Monitoring System (CAMS) equipment
E4	NON-CORE	Calibrate pressure sensing devices
E4	NON-CORE	Calibrate temperature monitoring systems
E4	CORE	Clean aldis lamps
E4	CORE	Clean Central Atmosphere Monitoring System (CAMS) equipment
E4	CORE	Clean flow meter systems
E4	CORE	Clean mast position indication system components (e.g., limit switches, position switches, proximity magnet switches, etc.)
E4	CORE	Clean pressure sensing devices
E4	CORE	Clean ship's entertainment systems
E4	CORE	Clean synchro repeaters
E4	CORE	Clean Tank Level Indicator (TLI) systems
E4	CORE	Clean valve control system components
E4	CORE	Clean valve position indicating system components
E4	CORE	Inspect aldis lamps
E4	CORE	Inspect Central Atmosphere Monitoring System (CAMS) equipment
E4	CORE	Inspect flowmeter systems
E4	CORE	Inspect mast position indication system components (e.g., limit switches, position switches, proximity magnet switches, etc.)
E4	CORE	Inspect pressure sensing devices

GENERAL ELECTRICAL SYSTEMS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Inspect ship's entertainment systems
E4	CORE	Inspect synchro repeaters
E4	CORE	Inspect Tank Level Indicator (TLI) systems
E4	CORE	Inspect temperature monitoring systems
E4	CORE	Inspect valve control system components
E4	CORE	Inspect valve position indicating system components
E4	CORE	Maintain ship's entertainment systems
E4	CORE	Repair flowmeter systems
E4	CORE	Repair pressure sensing devices
E4	NON-CORE	Repair ship's entertainment systems
E4	CORE	Replace Central Atmosphere Monitoring System (CAMS) equipment components
E4	CORE	Replace mast position indicating system components
E4	CORE	Replace navigation lights
E4	CORE	Replace synchro repeater system components
E4	CORE	Replace valve control system components
E4	CORE	Replace valve position indicating system components
E4	CORE	Shutdown Central Atmosphere Monitoring System (CAMS) equipment
E4	CORE	Startup Central Atmosphere Monitoring System (CAMS) equipment
E4	CORE	Test ship's entertainment systems
E4	CORE	Troubleshoot Central Atmosphere Monitoring System (CAMS) equipment
E4	CORE	Troubleshoot flowmeter system components
E4	CORE	Troubleshoot mast position indication system components (e.g., limit switches, position switches, proximity magnet switches, etc.)
E4	CORE	Troubleshoot pressure sensing devices
E4	CORE	Troubleshoot ship's entertainment systems
E4	CORE	Troubleshoot synchro repeaters
E4	CORE	Troubleshoot Tank Level Indicator (TLI) system components
E4	CORE	Troubleshoot valve control system components
E4	CORE	Troubleshoot valve position indication system components

NAVIGATION AND PILOTING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Rig bridge (e.g., dive, surface, in port, etc.)

POWER GENERATION AND DISTRIBUTION SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Align Action Cut-Out (ACO) switchboards
E4	CORE	Align Interior Communications (IC) switchboards
E4	CORE	Clean Action Cut-Out (ACO) switchboards
E4	CORE	Clean Interior Communications (IC) switchboards

POWER GENERATION AND DISTRIBUTION SYSTEMS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Inspect Action Cut-Out (ACO) switchboard components
E4	CORE	Inspect Interior Communications (IC) switchboards
E5	CORE	Repair Action Cut-Out (ACO) switchboards
E4	CORE	Repair Interior Communications (IC) switchboards
E4	CORE	Shift power sources using bus transfer devices (e.g., Automatic, Manual, etc.)
E5	CORE	Troubleshoot Action Cut-Out (ACO) switchboards
E4	CORE	Troubleshoot Interior Communications (IC) switchboards

SHIP CONTROL SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Adjust Ballast Control Panels (BCP)
E5	CORE	Adjust depth control systems (e.g., hovering, forward hovering, missile compensation, etc.)
E5	CORE	Adjust depth sensing system components
E5	CORE	Adjust Ship's Control Panels (SCP)
E5	CORE	Adjust ship's control system components (e.g., planes angle transmitters, depth/course rate, Diagnostic and Maintenance Computer (DMAC), etc.)
E5	CORE	Calibrate depth control systems (e.g., hovering, forward hovering, missile compensation, etc.)
E5	NON-CORE	Calibrate depth sensing system components
E4	CORE	Clean Ballast Control Panels (BCP)
E4	CORE	Clean depth control systems (e.g., hovering, forward hovering, missile compensation, etc.)
E4	CORE	Clean depth sensing systems
E4	CORE	Clean Ship's Control Panels (SCP)
E4	CORE	Clean ship's control system components (e.g., Position Control Units (PCU), feedback transmitters, display screens, etc.)
E4	CORE	Inspect Ballast Control Panels (BCP)
E4	CORE	Inspect depth control systems (e.g., hovering, forward hovering, missile compensation, etc.)
E4	CORE	Inspect depth sensing system components
E4	CORE	Inspect Ship's Control Panels (SCP)
E4	CORE	Inspect ship's control system components (e.g., planes angle transmitters, depth/course rate, Remote Interface Controllers (RIC), etc.)
E5	CORE	Remove depth sensing system components
E5	CORE	Repair Ballast Control Panels (BCP)
E4	CORE	Repair depth control systems (e.g., hovering, forward hovering, missile compensation, etc.)
E5	CORE	Repair Ship's Control Panel (SCP) components (e.g., Engine Order Telegraph (EOT), Diving Officers Control Panel (DOCP), Diving Officers Indicator Panel (DOIP), etc.)
E4	CORE	Repair ship's control system components (e.g., Position Control Units (PCU), feedback transmitters, auxiliary indications, etc.)

SHIP CONTROL SYSTEMS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Replace depth sensing system components
E4	CORE	Replace ship's angle indicator system components (e.g., planes indicators, depth/course rate, depth/course error, etc.)
E5	CORE	Troubleshoot Ballast Control Panels (BCP)
E5	CORE	Troubleshoot depth control systems (e.g., hovering, forward hovering, missile compensation, etc.)
E5	CORE	Troubleshoot depth sensing systems
E4	CORE	Troubleshoot ship's angle indicator systems
E5	CORE	Troubleshoot Ship's Control Panels (SCP)
E4	CORE	Troubleshoot ship's control system components (e.g., Position Control Units (PCU), feedback transmitters, auxiliary indications, etc.)

Job Title**Submarine Navigation Manager****Job Code****001192****Job Family**

Installation, Maintenance, and Repair

NOC

TBD

Short Title (30 Characters)

SUBMARINE NAVIGATION MANAGER

Short Title (14 Characters)

SUB NAV MGR

Pay Plan

Enlisted

Career Field

ETV

Other Relationships and Rules

NEC TXXX series or other NECs as assigned

Job Description

Submarine Navigation Managers develop and evaluate navigation training; audit division records; coordinate division maintenance and equipment modifications; draft and review Naval correspondence; develop watch bills and shipboard navigation instructions; evaluate navigation team performance; supervise maintenance quality control; supervise the repair of electronic systems and subsystems; use accounting procedures to maintain control of inventories and work flow; estimate time and support required for repair of equipment; provide technical and supervisory liaison between work centers and external entities; certify the inventorying and updating of electronic navigation charts and publications; review navigation plans and voyage plans based on assigned operational tasking; train and supervise the Submarine Navigation Operators and Submarine Navigation Technicians in the performance of their assigned tasks and duties; train and advise the Officer of the Deck (OOD), Navigator, and Commanding Officer regarding the Navigation Rules and Regulations, current operations, and navigation requirements. Submarine Navigation Managers are senior Electronics Technicians (ET) with navigation expertise.

DoD Relationship**Group Title**

Navigation,
Communication, and
Countermeasure, N.E.C.

DoD Code

110200

O*NET Relationship**Occupation Title**

First-Line Supervisors/Managers
of Mechanics, Installers, and

SOC Code

49-1011.00

Job Family

Installation, Maintenance,
and Repair

Skills*Critical Thinking**Mathematics**Complex Problem Solving**Judgment and Decision Making**Reading Comprehension**Operation and Control**Coordination**Management of Material Resources**Management of Personnel Resources**Speaking***Abilities***Mathematical Reasoning**Deductive Reasoning**Inductive Reasoning**Written Comprehension**Information Ordering**Number Facility**Selective Attention**Problem Sensitivity**Written Expression**Oral Expression***ADMINISTRATION****Paygrade****Task Type****Task Statements**

E7

CORE

Analyze equipment service logs (e.g., Central Atmosphere Monitoring System (CAMS), Ring Laser Gyro Navigator (RLGN), Ship's Control Station (SCS), etc.)

E6

CORE

Audit navigation records (e.g., deck logs, Voyage Management System (VMS) logs, fathometer logs, etc.)

E7

NON-CORE

Audit Quality Assurance (QA) packages

E6

CORE

Brief navigation operations and piloting requirements

E7

CORE

Evaluate navigation exercises

E6

CORE

Evaluate piloting team performance

E4

CORE

Interpret schematic diagrams

E5

CORE

Manage navigation division maintenance programs

E5

CORE

Manage Preventive Maintenance Management Programs (PMMP)

E6

CORE

Manage team training programs (e.g., piloting, strategic navigation, Interior Communication (IC), etc.)

E7

CORE

Plan operational missions (e.g., strategic patrols, coordinated operations, transits, etc.)

ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Prepare local changes to navigation procedures (e.g., Standard Maintenance Procedures (SMP), Maintenance Requirements Cards (MRC), etc.)
E5	CORE	Prepare Naval messages (e.g., Operational Orders (OPORD), Operations Schedules (OPSKED), Submarine Notices (SUBNOTE), etc.)
E7	CORE	Prepare navigation exercises
E5	CORE	Prepare piloting and operations briefs
E6	NON-CORE	Review Quality Assurance (QA) packages
E4	CORE	Supervise colors
E5	NON-CORE	Supervise Quality Assurance (QA) testing procedures
E7	CORE	Verify local changes to navigation procedures (e.g., Standard Maintenance Procedures (SMP), Maintenance Requirements Cards (MRC), etc.)
E5	CORE	Verify schematics

CHART PREPARATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Create parameters for Commanding Officers Safe Operating Envelope (COSOE) (e.g., cross track error, red/yellow sounding, maximum operating depth, etc.)
E4	CORE	Establish voyage plans (e.g., Plan of Intended Movement (PIM), departure/arrival, Speed of Advance (SOA), etc.)
E4	CORE	Extract required information from navigation publications
E4	CORE	Maintain navigation chart and publication allowances (e.g., inventory, order, update, etc.)
E4	CORE	Plot moving havens
E4	CORE	Plot navigational hazards (e.g., danger ranges, danger bearings, shoal water, etc.)
E6	CORE	Review navigation charts
E5	CORE	Select required charts for proposed transits

ELECTRONIC NAVIGATION SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Calibrate Inertial Navigation Systems (INS) and subsystems (e.g., Internal Frequency Standards (IFS), Navigation Sonar Systems (NSS), Inertial Navigation Systems (INS) Consoles, etc.)
E4	CORE	Configure navigation subsystem equipment software
E4	CORE	Evaluate Inertial Navigation Systems (INS) and subsystems performance (e.g., Global Positioning Systems (GPS), Navigation Sonar Systems (NSS), Inertial Navigation Systems (INS) Consoles, etc.)
E4	CORE	Interpret fathometer displays
E4	CORE	Interpret Inertial Navigation System (INS) data
E4	CORE	Interpret radar displays
E4	CORE	Repair Inertial Navigation Systems (INS) and subsystems (e.g., Navigation Workstations (NWS), Navigation Sonar Systems (NSS), Inertial Navigation System (INS) consoles, etc.)
E4	CORE	Troubleshoot Inertial Navigation Systems (INS) and subsystems (e.g., Navigation Workstations (NWS), Navigation Sonar Systems (NSS), Inertial Navigation System (INS) consoles, etc.)

NAVIGATION AND PILOTING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Advise Officer of the Deck (OOD) of chain scope required for anchoring
E4	NON-CORE	Advise Officer of the Deck (OOD) of ocean depth and bottom (e.g., while at anchor, during piloting, submerged operations, etc.)
E4	CORE	Calculate environmental effects on ship's movements (e.g., wind, tide, set and drift, etc.)
E4	CORE	Calculate gyrocompass error
E4	CORE	Compare fathometer readings with charts
E4	CORE	Compare gyrocompass and inertial headings
E4	CORE	Compute advance and transfer
E4	CORE	Compute azimuths
E4	CORE	Compute course and speed made good
E4	CORE	Compute position uncertainty
E4	CORE	Compute radar and visual offset
E6	NON-CORE	Conduct strike group operations
E4	CORE	Convert between Greenwich Mean Time (GMT) and Zone Time (ZT)
E4	CORE	Convert between relative bearings and true bearings
E4	CORE	Correlate speed, time, and distance
E4	CORE	Evaluate radar information
E5	CORE	Evaluate ship's navigation and piloting information
E4	CORE	Extract required information from Naval messages (e.g., Operational Orders (OPORD), Operations Schedules (OPSKED), Submarine Notices (SUBNOTE), etc.)
E4	CORE	Fix ship's position (e.g., bearing and range to single point, latitude/longitude, multiple soundings, etc.)
E4	CORE	Identify reduced visibility situations
E4	CORE	Identify signal flags and pennant displays
E4	CORE	Interpret navigation sound signals (e.g., bell, gong, whistle, etc.)
E4	CORE	Obtain visual bearings (e.g., alidade, periscope, seaman's eye, etc.)
E4	CORE	Plot weather message information
E4	CORE	Provide courses for ship's positioning (e.g., precision anchoring, storm evasion, contact management, etc.)
E4	CORE	Provide recommended actions based on Navigation Rules and Regulations
E6	CORE	Supervise navigation teams

CHAPTER 34



FIRE CONTROLMAN (FC)

NAVPERS 18068F-34J
Change 103

Updated: July 2025

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

FIRE CONTROLMAN (FC)



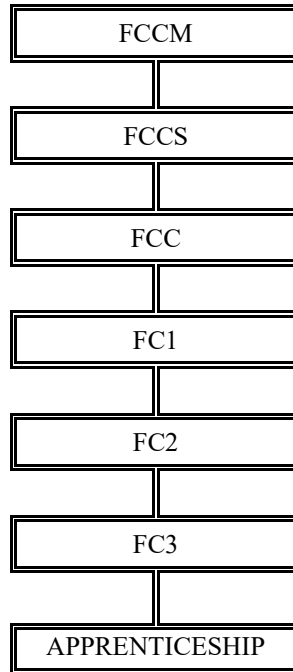
SCOPE OF RATING

Fire Controlmen (FC) operate and employ surface ship combat and weapons direction systems; conduct detailed dynamic and deliberate fires planning and execution; maintain combat and weapons direction systems and subsystems, including radar systems, anti-air and anti-surface missile systems, land attack missile systems, and gun fire control systems at organizational and intermediate levels; conduct ordnance handling operations; inspect, test, align, and repair micro/minicomputers and associated peripheral equipment, network systems, data conversion units, data display equipment, data link terminal equipment, and system-related equipment; perform analysis for detailed systems, computer programs, electronics, and electronic casualty control and operate associated built-in and external test equipment; load, initialize, and run preprogrammed diagnostics, performance, and testing routines for digital computer equipment, digital systems, digital subsystems, and overall combat systems; and conduct shipboard Anti-Terrorism Force Protection (ATFP) security training and operations.

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 34.

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**Fire Controlman****Job Code****003727****Job Family**

Military Specific

NOC

TBD

Short Title (30 Characters)

FIRE CONTROLMAN

Short Title (14 Characters)

FIRE CNTL

Pay Plan

Enlisted

Career Field

FC

Other Relationships and Rules

NEC VXXX and 7XXX series and other NECs as assigned

Job Description

Fire Controlmen maintain, troubleshoot, repair, and collect data for combat, weapon, and weapon delivery systems, auxiliary equipment, network systems, computers, computer peripherals, displays, radar systems, optical systems, Micro-Miniature (2M), and fiber optics at organizational and intermediate maintenance levels; load and unload ordnance; operate and maintain Ordnance Handling Equipment (OHE); review and maintain system logs and records; initialize, configure, operate, and collect data for combat and weapons direction systems, radar systems, displays, and weapon consoles in both tactical and training environments; demonstrate comprehensive knowledge of warfare fundamentals and the fire control problem; build and maintain Situational Awareness (SA) in the operational environment; and provide weapon systems employment recommendations.

DoD Relationship**Group Title**

Missile Guidance and Control

DoD Code

112100

O*NET Relationship**Occupation Title**

Artillery and Missile Crew Members

SOC Code

55-3014.00

Job Family

Military Specific

Skills*Quality Control Analysis**Operation and Control**Operation Monitoring**Complex Problem Solving**Reading Comprehension**Systems Evaluation**Management of Material Resources**Monitoring**Repairing**Troubleshooting***Abilities***Problem Sensitivity**Written Comprehension**Information Ordering**Inductive Reasoning**Deductive Reasoning**Oral Expression**Written Expression**Finger Dexterity**Control Precision**Manual Dexterity***AIR WARFARE (AW) OPERATIONS****Paygrade****Task Type****Task Statements**

E4

CORE

Analyze air contacts

E6

CORE

Analyze Air Defense (AD) intelligence data

E6

CORE

Assign air contact priorities

E4

CORE

Assign symbology to air contacts

E6

CORE

Classify air contacts

E6

CORE

Coordinate engagement of air targets with anti-air weapons

E7

CORE

Develop Air Warfare (AW) Pre-Planned Responses (PPR)

E4

CORE

Engage air targets with anti-air weapons

E5

NON-CORE

Engage air targets with non-kinetic countermeasures

E4

CORE

Input Air Defense (AD) fire control parameters

E7

CORE

Manage battle group Air Defense (AD) operations

E6

CORE

Manage shipboard Air Defense (AD) operations

E4

CORE

Recommend air contact classifications

E5

CORE

Recommend air contact priorities

E4

CORE

Recommend Air Defense (AD) engagement tactics (e.g., course changes, weapon limitations, etc.)

E6

CORE

Recommend Air Defense (AD) search and engagement plans

E4

CORE

Report air contacts

E4

CORE

Report air engagement Battle Damage Assessments (BDA)

AIR WARFARE (AW) OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Track air contacts
E6	CORE	Update air contact information

AUXILIARY AND SUPPORT SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Configure alarm, safety, and warning systems
E4	CORE	Configure auxiliary air and cooling water systems
E4	CORE	Configure power conversion and distribution systems
E4	CORE	Configure ventilation systems and components (e.g., ventilation dampers, fan coil assemblies, control panels, etc.)
E4	CORE	Perform preventive maintenance on alarm, safety, and warning systems
E4	CORE	Perform preventive maintenance on auxiliary air and cooling water systems
E4	CORE	Perform preventive maintenance on power conversion and distribution systems
E4	CORE	Perform preventive maintenance on ventilation systems and components (e.g., ventilation dampers, fan coil assemblies, control panels, etc.)
E4	CORE	Repair alarm, safety, and warning systems
E4	CORE	Repair auxiliary air and cooling water systems
E4	CORE	Repair power conversion and distribution systems
E4	CORE	Repair ventilation systems and components (e.g., ventilation dampers, fan coil assemblies, control panels, etc.)
E4	CORE	Test alarm, safety, and warning systems
E4	CORE	Test auxiliary air and cooling water systems
E4	CORE	Test power conversion and distribution systems
E4	CORE	Test ventilation systems and components (e.g., ventilation dampers, fan coil assemblies, control panels, etc.)
E4	CORE	Troubleshoot alarm, safety, and warning systems
E4	CORE	Troubleshoot auxiliary air and cooling water systems
E4	CORE	Troubleshoot power conversion and distribution systems
E4	CORE	Troubleshoot ventilation systems and components (e.g., ventilation dampers, fan coil assemblies, control panels, etc.)

COMPUTER SYSTEM ADMINISTRATION AND NETWORK SECURITY

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Configure network systems
E4	NON-CORE	Configure Operating Systems (OS)
E4	NON-CORE	Install Operating Systems (OS)
E5	CORE	Inventory combat and weapon systems software and firmware
E4	CORE	Maintain combat and weapon systems accounts
E4	NON-CORE	Maintain network audit logs
E4	CORE	Maintain network security
E6	CORE	Manage combat and weapon systems software and firmware installations and updates
E6	CORE	Manage network security
E4	CORE	Perform preventive maintenance on network systems

COMPUTER SYSTEM ADMINISTRATION AND NETWORK SECURITY (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Provide combat and weapon systems software and firmware installation and update assistance
E4	CORE	Repair network systems
E5	CORE	Supervise combat and weapon systems software and firmware installations and updates
E5	CORE	Supervise network security
E4	CORE	Test network systems
E4	CORE	Troubleshoot network systems
E4	NON-CORE	Troubleshoot Operating Systems (OS)

CREW-SERVED WEAPONS, SMALL ARMS, AND PHYSICAL SECURITY

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Conduct Anti-Terrorism (AT) assessments
E4	NON-CORE	Conduct Visit Board Search and Seizure (VBSS) operations
E4	NON-CORE	Configure crew-served weapon mounts and stands
E4	NON-CORE	Configure small arms (e.g., grenade, line throwing, etc.)
E4	NON-CORE	Configure Visit Board Search and Seizure (VBSS) equipment
E4	CORE	Engage targets with crew-served weapons
E4	NON-CORE	Inventory Anti-Terrorism Force Protection (ATFP) equipment
E4	CORE	Inventory crew-served weapons
E4	CORE	Inventory small arms
E4	NON-CORE	Inventory Visit Board Search and Seizure (VBSS) equipment
E6	CORE	Manage crew-served weapons qualification programs
E5	NON-CORE	Manage small arms and crew-served weapons inventory programs (e.g., schedule, validate, etc.)
E6	NON-CORE	Manage small arms qualification programs
E7	NON-CORE	Manage Visit Board Search and Seizure (VBSS) operations
E4	CORE	Mount crew-served weapons
E4	CORE	Perform preventive maintenance on crew-served weapons
E4	CORE	Perform preventive maintenance on small arms
E4	NON-CORE	Repair crew-served weapon mounts and stands
E4	NON-CORE	Repair crew-served weapons
E4	NON-CORE	Repair small arms
E4	NON-CORE	Repair Visit Board Search and Seizure (VBSS) equipment
E6	NON-CORE	Supervise Visit Board Search and Seizure (VBSS) operations
E4	CORE	Test crew-served weapon mounts and stands
E4	CORE	Test crew-served weapons
E4	CORE	Test small arms
E4	NON-CORE	Test Visit Board Search and Seizure (VBSS) equipment
E5	NON-CORE	Train personnel in crew-served weapons
E5	NON-CORE	Train personnel in small arms
E5	NON-CORE	Transfer custody of small arms

CREW-SERVED WEAPONS, SMALL ARMS, AND PHYSICAL SECURITY (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Transport weapons
E4	NON-CORE	Troubleshoot crew-served weapon mounts and stands
E4	NON-CORE	Troubleshoot crew-served weapons
E4	NON-CORE	Troubleshoot small arms
E4	NON-CORE	Troubleshoot Visit Board Search and Seizure (VBSS) equipment
E4	CORE	Unmount crew-served weapons

EQUIPMENT ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Analyze combat and weapon systems data
E4	CORE	Collect system performance data
E4	CORE	Collect system status data
E4	CORE	Conduct Combat Systems Alignments (CSA)
E4	CORE	Conduct equipment validations
E6	CORE	Develop Emergency Action Plans (EAP) and Emergency Destruction Plans (EDP)
E4	CORE	Document system statuses
E6	CORE	Draft Casualty Reports (CASREP)
E5	CORE	Draft procedural documents (e.g., Standard Operating Procedures (SOP), Temporary Standing Orders (TSO), Departure From Specifications (DFS), etc.)
E5	CORE	Implement technical briefs, notices, and bulletins
E4	CORE	Inspect work areas, tools, and equipment
E4	CORE	Inventory combat and weapon systems test equipment
E4	CORE	Inventory controlled equipment
E5	CORE	Inventory Maintenance Assistance Modules (MAM)
E5	CORE	Maintain preventive maintenance documents
E4	CORE	Maintain system status logs
E5	CORE	Manage combat and weapon systems test equipment
E6	CORE	Manage Combat Systems Alignment (CSA) evolutions
E6	CORE	Manage controlled equipment
E6	CORE	Manage equipment material certifications and recertifications
E5	NON-CORE	Manage tactical data recordings
E4	CORE	Perform Emergency Action Plans (EAP) and Emergency Destruction Plans (EDP)
E5	CORE	Process equipment validations
E4	CORE	Provide equipment installation and alteration assistance
E4	CORE	Provide equipment material certifications and recertifications assistance
E4	NON-CORE	Record tactical data
E5	CORE	Supervise controlled equipment inventories
E6	CORE	Supervise divisional equipment and system configurations
E6	CORE	Supervise divisional maintenance operations
E5	CORE	Supervise equipment installations, testing, and alterations
E5	CORE	Supervise equipment material certifications and recertifications

EQUIPMENT ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Supervise Maintenance Assistance Modules (MAM) usage
E5	CORE	Supervise work center equipment and system configurations
E5	CORE	Supervise work center maintenance operations
E5	CORE	Update Combat Systems Operational Sequencing System (CSOSS)
E5	CORE	Validate Combat Systems Operational Sequencing System (CSOSS)
E6	CORE	Verify equipment installations, testing, and alterations

FIRE CONTROL SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Align radar systems
E4	CORE	Configure computer and peripheral systems
E4	NON-CORE	Configure data links
E4	CORE	Configure display systems
E4	CORE	Configure gun weapon systems
E4	CORE	Configure missile delivery systems
E4	CORE	Configure radar systems
E4	CORE	Configure weapon systems optics
E4	CORE	Perform preventive maintenance on computer and peripheral systems
E4	NON-CORE	Perform preventive maintenance on data links
E4	CORE	Perform preventive maintenance on display systems
E4	CORE	Perform preventive maintenance on gun weapon systems
E4	CORE	Perform preventive maintenance on missile delivery systems
E4	CORE	Perform preventive maintenance on radar systems
E4	CORE	Perform preventive maintenance on weapon systems optics
E4	CORE	Repair computer and peripheral systems
E4	NON-CORE	Repair data links
E4	CORE	Repair display systems
E4	CORE	Repair gun weapon systems
E4	CORE	Repair missile delivery systems
E4	CORE	Repair radar systems
E4	CORE	Repair weapon systems optics
E4	CORE	Test computer and peripheral systems
E4	NON-CORE	Test data links
E4	CORE	Test display systems
E4	CORE	Test gun weapon systems
E4	CORE	Test missile delivery systems
E4	CORE	Test radar systems
E4	CORE	Test weapon systems optics
E4	CORE	Troubleshoot computer and peripheral systems
E4	NON-CORE	Troubleshoot data links
E4	CORE	Troubleshoot display systems

FIRE CONTROL SYSTEMS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Troubleshoot gun weapon systems
E4	CORE	Troubleshoot missile delivery systems
E4	CORE	Troubleshoot radar systems
E4	CORE	Troubleshoot weapon systems optics

ORDNANCE EVOLUTIONS AND MAGAZINE SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Activate magazine sprinkler systems
E4	CORE	Conduct gun weapon systems uploading and downloading
E4	CORE	Conduct missile delivery systems uploading and downloading
E4	CORE	Conduct ordnance handling evolutions
E4	CORE	Configure magazine equipment (e.g., battens, stanchions, alarms, etc.)
E4	NON-CORE	Configure Material Handling Equipment (MHE)
E4	CORE	Configure Ordnance Handling Equipment (OHE)
E5	CORE	Coordinate Material Handling Equipment (MHE) testing
E5	CORE	Coordinate Ordnance Handling Equipment (OHE) testing
E6	CORE	Coordinate weapons casualty evolutions
E4	CORE	Deactivate magazine sprinkler systems
E4	CORE	Inspect ordnance
E4	CORE	Inspect ordnance containers
E4	CORE	Inspect ordnance magazines and lockers
E4	CORE	Inventory ordnance
E6	CORE	Manage gun weapon systems uploading and downloading
E6	CORE	Manage missile delivery systems uploading and downloading
E6	CORE	Manage ordnance handling evolutions
E6	CORE	Manage ordnance handling qualification programs
E6	CORE	Manage ordnance inventories
E6	CORE	Manage ordnance magazine and locker inspections
E6	CORE	Manage ordnance stowage
E6	CORE	Monitor ordnance handling evolutions (Quality Assurance Safety Observer (QASO))
E4	CORE	Pack ordnance
E4	CORE	Perform Material Handling Equipment (MHE) operations
E4	CORE	Perform Ordnance Handling Equipment (OHE) operations
E4	CORE	Perform preventive maintenance on magazine equipment (e.g., battens, stanchions, alarms, etc.)
E4	CORE	Perform preventive maintenance on magazine sprinkler systems
E4	CORE	Perform preventive maintenance on Material Handling Equipment (MHE)
E4	CORE	Perform preventive maintenance on Ordnance Handling Equipment (OHE)
E4	CORE	Perform preventive maintenance on weapons hoists
E4	CORE	Perform weapons casualty procedures
E4	CORE	Perform weapons hoist operations

ORDNANCE EVOLUTIONS AND MAGAZINE SYSTEMS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Repair magazine equipment (e.g., battens, stanchions, alarms, etc.)
E4	NON-CORE	Repair magazine sprinkler systems
E4	NON-CORE	Repair Material Handling Equipment (MHE)
E4	NON-CORE	Repair Ordnance Handling Equipment (OHE)
E4	CORE	Repair ordnance magazines and lockers
E4	NON-CORE	Repair weapons hoists
E4	CORE	Stow ordnance
E5	CORE	Supervise gun weapon systems uploading and downloading
E5	CORE	Supervise Material Handling Equipment (MHE) testing
E5	CORE	Supervise missile delivery systems uploading and downloading
E5	CORE	Supervise Ordnance Handling Equipment (OHE) testing
E5	CORE	Supervise ordnance handling evolutions
E5	CORE	Supervise ordnance inspections
E5	CORE	Supervise ordnance magazine and locker inspections
E5	CORE	Supervise ordnance stowage
E5	CORE	Supervise weapons casualty evolutions
E4	CORE	Test magazine equipment (e.g., battens, stanchions, alarms, etc.)
E4	CORE	Test magazine sprinkler systems
E4	CORE	Test Material Handling Equipment (MHE)
E4	CORE	Test Ordnance Handling Equipment (OHE)
E4	CORE	Test weapons hoists
E6	CORE	Transfer custody of ordnance
E4	CORE	Transport small arms ordnance
E4	CORE	Troubleshoot magazine equipment (e.g., battens, stanchions, alarms, etc.)
E4	NON-CORE	Troubleshoot magazine sprinkler systems
E4	NON-CORE	Troubleshoot Material Handling Equipment (MHE)
E4	NON-CORE	Troubleshoot Ordnance Handling Equipment (OHE)
E4	NON-CORE	Troubleshoot weapons hoists
E4	CORE	Unpack ordnance

STRIKE WARFARE (STW) OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	NON-CORE	Analyze Operational Orders (OPORD) and pre-assigned fire mission messages
E4	NON-CORE	Create strike weapon plans and plots
E4	NON-CORE	Deliver deliberate fires support with strike weapons
E4	NON-CORE	Deliver dynamic fires support with strike weapons
E5	NON-CORE	Draft post strike execution reports
E4	NON-CORE	Perform strike weapon deconflictions
E4	NON-CORE	Select ordnance for dynamic and deliberate strike operations

SURFACE WARFARE (SUW) OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze surface contacts
E6	CORE	Analyze Surface Warfare (SUW) intelligence data
E6	CORE	Assign surface contact priorities
E4	CORE	Assign symbology to surface contacts
E6	CORE	Classify surface contacts
E6	CORE	Compare surface weapons targeting solutions
E6	CORE	Coordinate engagement of surface targets with anti-surface weapons
E6	CORE	Coordinate inorganic Surface Warfare (SUW) assets
E4	CORE	Correlate Surface Warfare (SUW) targeting data
E7	CORE	Develop Surface Warfare (SUW) Pre-Planned Responses (PPR)
E4	CORE	Engage surface targets with anti-surface weapons
E4	CORE	Input Surface Warfare (SUW) fire control parameters
E7	CORE	Manage battle group Surface Warfare (SUW) operations
E6	CORE	Manage shipboard Surface Warfare (SUW) operations
E4	CORE	Recommend surface contact classifications
E5	CORE	Recommend surface contact priorities
E4	CORE	Recommend Surface Warfare (SUW) engagement tactics (e.g., course changes, weapon limitations, etc.)
E6	CORE	Recommend Surface Warfare (SUW) search and engagement plans
E4	CORE	Report surface contacts
E4	CORE	Report surface engagement Battle Damage Assessments (BDA)
E4	CORE	Track surface contacts
E6	CORE	Update surface contact information

TECHNICAL CORE FUNDAMENTALS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Align valves
E4	CORE	Analyze blueprints and ship's drawings
E4	CORE	Analyze equipment schematics (e.g., mechanical drawings, electronic schematics, piping and valve drawings, etc.)
E4	CORE	Analyze technical manuals
E4	CORE	Configure combat and weapon systems equipment
E4	CORE	Configure General Purpose Electronic Test Equipment (GPETE)
E4	NON-CORE	Configure power supplies
E4	CORE	Configure Special Purpose Electronic Test Equipment (SPETE)
E4	CORE	Control Electromagnetic Interference (EMI) and Radio Frequency Interference (RFI) effects on electronic systems
E5	CORE	Manage Combat Systems Operational Sequencing System (CSOSS) operations
E6	CORE	Manage safety programs and instructions (e.g., aloft, electrical equipment, etc.)
E5	CORE	Manage technical manuals
E4	NON-CORE	Perform basic soldering on electrical and electronic equipment

TECHNICAL CORE FUNDAMENTALS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform Combat Systems Operational Sequencing System (CSOSS) procedures (e.g., casualty responses/operations, normal operations, energize/de-energize equipment, etc.)
E4	CORE	Perform corrosion prevention and control procedures on combat and weapon systems
E4	CORE	Perform preventive maintenance on Alternating Current (AC) and Direct Current (DC) motors
E4	CORE	Perform preventive maintenance on Alternating Current (AC) circuits
E4	CORE	Perform preventive maintenance on digital circuits
E4	CORE	Perform preventive maintenance on Direct Current (DC) circuits
E4	CORE	Perform preventive maintenance on electromechanical (synchro/servo) systems
E4	CORE	Perform preventive maintenance on interconnecting cables and connectors
E4	CORE	Perform preventive maintenance on power supplies
E4	CORE	Perform preventive maintenance on Radio Frequency (RF) circuits
E4	CORE	Perform preventive maintenance on valves
E4	CORE	Repair Alternating Current (AC) circuits
E4	CORE	Repair digital circuits
E4	CORE	Repair Direct Current (DC) circuits
E4	CORE	Repair electromechanical (synchro/servo) systems
E4	NON-CORE	Repair fiber optic cables and connectors
E4	NON-CORE	Repair power supplies
E4	CORE	Repair Radio Frequency (RF) circuits
E4	CORE	Repair valves
E4	CORE	Replace Alternating Current (AC) and Direct Current (DC) motors
E4	CORE	Replace interconnecting cables and connectors
E4	CORE	Replace power supplies
E4	CORE	Test Alternating Current (AC) and Direct Current (DC) motors
E4	CORE	Test Alternating Current (AC) circuits
E4	CORE	Test digital circuits
E4	CORE	Test Direct Current (DC) circuits
E4	CORE	Test electromechanical (synchro/servo) systems
E4	NON-CORE	Test fiber optic cables and connectors
E4	CORE	Test interconnecting cables and connectors
E4	CORE	Test power supplies
E4	CORE	Test Radio Frequency (RF) circuits
E4	CORE	Test valves
E4	CORE	Troubleshoot Alternating Current (AC) and Direct Current (DC) motors
E4	CORE	Troubleshoot Alternating Current (AC) circuits
E4	CORE	Troubleshoot digital circuits
E4	CORE	Troubleshoot Direct Current (DC) circuits
E4	CORE	Troubleshoot electromechanical (synchro/servo) systems

TECHNICAL CORE FUNDAMENTALS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Troubleshoot fiber optic cables and connectors
E4	CORE	Troubleshoot interconnecting cables and connectors
E4	CORE	Troubleshoot power supplies
E4	CORE	Troubleshoot Radio Frequency (RF) circuits
E4	CORE	Troubleshoot valves

WATCH TEAM OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Activate combat systems doctrine statements
E4	CORE	Analyze combat and weapon systems equipment statuses
E4	CORE	Analyze tactical operations data
E4	CORE	Analyze threat weapons data
E5	CORE	Brief tactical, operational, and situational status reports
E4	NON-CORE	Calculate environmental range predictions
E4	CORE	Conduct training evolutions (e.g., Combat Systems Training Teams (CSTT), Anti-Terrorism Training Teams (ATTT), etc.)
E4	CORE	Configure Combat Information Center (CIC)/Combat Direction Center (CDC) systems for special evolutions (e.g., Pre-action Aim Calibration (PAC) fire, missile exercises, etc.)
E4	CORE	Configure combat systems for conditions of Hazards of Electromagnetic Radiation to Ordnance (HERO), Hazards of Electromagnetic Radiation to Personnel (HERP), and Hazards of Electromagnetic Radiation to Fuel (HERF)
E4	CORE	Configure external communication networks
E4	CORE	Configure internal communications networks
E4	CORE	Configure systems to Commanding Officer's (CO) battle orders
E7	CORE	Coordinate configurations of combat systems for conditions of Hazards of Electromagnetic Radiation to Ordnance (HERO), Hazards of Electromagnetic Radiation to Personnel (HERP), and Hazards of Electromagnetic Radiation to Fuel (HERF)
E7	CORE	Coordinate training evolutions (e.g., Combat Systems Training Teams (CSTT), Anti-Terrorism Training Teams (ATTT), etc.)
E4	NON-CORE	Derive requirements from Operational Orders (OPORD) and pre-assigned fire mission messages
E5	CORE	Develop training evolutions (e.g., Combat Systems Training Teams (CSTT), Anti-Terrorism Training Teams (ATTT), etc.)
E6	CORE	Direct execution of warfare commander's intentions
E5	CORE	Evaluate training evolutions (e.g., Combat Systems Training Teams (CSTT), Anti-Terrorism Training Teams (ATTT), etc.)
E4	CORE	Interpret Naval messages
E4	CORE	Make operational and situational reports
E6	CORE	Manage combat and weapon systems operations in port
E6	CORE	Manage combat and weapon systems operations underway
E6	CORE	Manage Combat Information Center (CIC)/Combat Direction Center (CDC) watch team readiness

WATCH TEAM OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Manage Combat Information Centers (CIC)/Combat Direction Centers (CDC) during special evolutions (e.g., Pre-action Aim Calibration (PAC) fire, missile exercises, etc.)
E6	CORE	Manage combat systems doctrine statements
E6	CORE	Manage combat systems during casualty conditions
E6	CORE	Manage combat systems watch teams
E6	CORE	Manage configurations of combat systems for conditions of Hazards of Electromagnetic Radiation to Ordnance (HERO), Hazards of Electromagnetic Radiation to Personnel (HERP), and Hazards of Electromagnetic Radiation to Fuel (HERF)
E6	CORE	Manage configurations of combat systems for Emission Control (EMCON) conditions
E4	NON-CORE	Manage database information
E6	CORE	Manage personnel qualification and certification programs
E6	CORE	Manage transitions of combat and weapon systems between conditions of readiness
E5	CORE	Perform external communications (ship-to-ship, ship-to-shore, and ship-to-air)
E4	CORE	Perform Pre-Planned Responses (PPR)
E4	CORE	Repair external communication networks
E4	CORE	Repair internal communications networks
E4	CORE	Report assignment and engagement statuses of own ship's weapons systems
E4	CORE	Report combat and weapon systems equipment statuses
E4	CORE	Set Emission Control (EMCON) conditions
E5	CORE	Supervise combat and weapon systems operations in port
E5	CORE	Supervise combat and weapon systems operations underway
E5	CORE	Supervise Combat Information Center (CIC)/Combat Direction Center (CDC) watch team readiness
E5	CORE	Supervise Combat Information Centers (CIC)/Combat Direction Centers (CDC) during special evolutions (e.g., Pre-action Aim Calibration (PAC) fire, missile exercises, etc.)
E5	CORE	Supervise combat systems during casualty conditions
E5	CORE	Supervise combat systems watch teams
E5	CORE	Supervise configurations of combat systems for conditions of Hazards of Electromagnetic Radiation to Ordnance (HERO), Hazards of Electromagnetic Radiation to Personnel (HERP), and Hazards of Electromagnetic Radiation to Fuel (HERF)
E5	CORE	Supervise configurations of combat systems for Emission Control (EMCON) conditions
E5	CORE	Supervise personnel qualification and certification programs
E5	CORE	Supervise transitions of combat and weapon systems between conditions of readiness
E4	CORE	Test external communication networks
E4	CORE	Test internal communications networks
E4	CORE	Transition combat and weapon systems between conditions of readiness
E4	CORE	Troubleshoot external communication networks

WATCH TEAM OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Troubleshoot internal communications networks
E4	CORE	Update plotting and status boards
E4	CORE	Verify Emission Control (EMCON) statuses
E5	CORE	Verify Hazards of Electromagnetic Radiation to Ordnance (HERO), Hazards of Electromagnetic Radiation to Personnel (HERP), and Hazards of Electromagnetic Radiation to Fuel (HERF) conditions
E5	CORE	Verify systems configurations to Commanding Officer's (CO) battle orders

Job Title**Fire Control Administrator****Job Code****003729****Job Family**

Military Specific

NOC

TBD

Short Title (30 Characters)

FIRE CONTROL ADMINISTRATOR

Short Title (14 Characters)

FIRE CTRL ADMN

Pay Plan

Enlisted

Career Field

FC

Other Relationships and Rules

NEC VXXX and 7XXX series and other NECs as assigned

Job Description

Fire Control Administrators advise leadership in multi-dimensional warfare planning and execution; manage and supervise the operation and maintenance of combat and weapons systems in both tactical and training environments; collect and validate data from various shipboard systems to maintain combat readiness; plan and evaluate weapon systems exercises/engagements; manage personnel and training operations; and develop and conduct briefs/debriefs for combat system evolutions.

DoD Relationship**Group Title**

Missile Guidance and Control

DoD Code

112100

O*NET Relationship**Occupation Title**

Artillery and Missile Officers

SOC Code

55-1014.00

Job Family

Military Specific

Skills*Management of Personnel Resources**Management of Material Resources**Quality Control Analysis**Coordination**Monitoring**Reading Comprehension**Operation and Control**Critical Thinking**Judgment and Decision Making**Writing***Abilities***Problem Sensitivity**Written Comprehension**Information Ordering**Oral Expression**Inductive Reasoning**Written Expression**Speed of Closure**Deductive Reasoning**Originality**Selective Attention***AIR WARFARE (AW) OPERATIONS****Paygrade****Task Type****Task Statements**

E6

CORE

Analyze Air Defense (AD) intelligence data

E6

CORE

Assign air contact priorities

E6

CORE

Classify air contacts

E6

CORE

Coordinate engagement of air targets with anti-air weapons

E7

CORE

Develop Air Warfare (AW) Pre-Planned Responses (PPR)

E7

CORE

Manage battle group Air Defense (AD) operations

E6

CORE

Manage shipboard Air Defense (AD) operations

E6

CORE

Recommend Air Defense (AD) search and engagement plans

E6

CORE

Update air contact information

COMPUTER SYSTEM ADMINISTRATION AND NETWORK SECURITY**Paygrade****Task Type****Task Statements**

E6

CORE

Audit combat and weapon systems accounts

E7

CORE

Coordinate combat and weapon systems software and firmware installations and updates

E5

CORE

Inventory combat and weapon systems software and firmware

E7

CORE

Manage combat and weapon systems accounts

E6

CORE

Manage combat and weapon systems software and firmware installations and updates

E6

CORE

Manage network security

COMPUTER SYSTEM ADMINISTRATION AND NETWORK SECURITY (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Supervise combat and weapon systems software and firmware installations and updates
E5	CORE	Supervise network security

CREW-SERVED WEAPONS, SMALL ARMS, AND PHYSICAL SECURITY

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Conduct Anti-Terrorism (AT) assessments
E7	NON-CORE	Coordinate Anti-Terrorism (AT) assessments
E6	CORE	Manage crew-served weapons qualification programs
E5	NON-CORE	Manage small arms and crew-served weapons inventory programs (e.g., schedule, validate, etc.)
E6	NON-CORE	Manage small arms qualification programs
E7	NON-CORE	Manage Visit Board Search and Seizure (VBSS) operations
E6	NON-CORE	Supervise Visit Board Search and Seizure (VBSS) operations
E5	NON-CORE	Train personnel in crew-served weapons
E5	NON-CORE	Train personnel in small arms
E5	NON-CORE	Transfer custody of small arms

EQUIPMENT ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Analyze combat and weapon systems data
E7	CORE	Approve equipment installations, testing, and alterations
E7	CORE	Coordinate Combat Systems Alignment (CSA) evolutions
E7	CORE	Coordinate equipment installations, testing, and alterations
E7	CORE	Coordinate equipment material certifications and recertifications
E6	CORE	Develop Emergency Action Plans (EAP) and Emergency Destruction Plans (EDP)
E6	CORE	Draft Casualty Reports (CASREP)
E5	CORE	Draft procedural documents (e.g., Standard Operating Procedures (SOP), Temporary Standing Orders (TSO), Departure From Specifications (DFS), etc.)
E5	CORE	Implement technical briefs, notices, and bulletins
E5	CORE	Inventory Maintenance Assistance Modules (MAM)
E5	CORE	Maintain preventive maintenance documents
E5	CORE	Manage combat and weapon systems test equipment
E6	CORE	Manage Combat Systems Alignment (CSA) evolutions
E6	CORE	Manage controlled equipment
E7	CORE	Manage divisional equipment and system configurations
E7	CORE	Manage divisional maintenance operations
E7	CORE	Manage equipment Casualty Reporting (CASREP) process
E6	CORE	Manage equipment material certifications and recertifications
E7	CORE	Manage Maintenance Assistance Modules (MAM) usage
E7	CORE	Manage procedural documents (e.g., Standard Operating Procedures (SOP), Temporary Standing Orders (TSO), Departure From Specifications (DFS), etc.)
E5	NON-CORE	Manage tactical data recordings

EQUIPMENT ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Process equipment validations
E5	CORE	Supervise controlled equipment inventories
E6	CORE	Supervise divisional equipment and system configurations
E6	CORE	Supervise divisional maintenance operations
E5	CORE	Supervise equipment installations, testing, and alterations
E5	CORE	Supervise Maintenance Assistance Modules (MAM) usage
E5	CORE	Supervise work center equipment and system configurations
E5	CORE	Supervise work center maintenance operations
E5	CORE	Update Combat Systems Operational Sequencing System (CSOSS)
E5	CORE	Validate Combat Systems Operational Sequencing System (CSOSS)
E7	CORE	Validate implementation of technical briefs, notices, and bulletins
E6	CORE	Verify equipment installations, testing, and alterations
E7	CORE	Verify equipment material certifications and recertifications
E7	CORE	Verify procedural documents (e.g., Standard Operating Procedures (SOP), Temporary Standing Orders (TSO), Departure From Specifications (DFS), etc.)

ORDNANCE EVOLUTIONS AND MAGAZINE SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Coordinate gun weapon systems uploading and downloading
E5	CORE	Coordinate Material Handling Equipment (MHE) testing
E7	CORE	Coordinate missile delivery systems uploading and downloading
E5	CORE	Coordinate Ordnance Handling Equipment (OHE) testing
E7	CORE	Coordinate ordnance handling evolutions
E7	CORE	Coordinate ordnance stowage
E6	CORE	Coordinate weapons casualty evolutions
E6	CORE	Manage gun weapon systems uploading and downloading
E6	CORE	Manage missile delivery systems uploading and downloading
E6	CORE	Manage ordnance handling evolutions
E6	CORE	Manage ordnance handling qualification programs
E6	CORE	Manage ordnance inventories
E6	CORE	Manage ordnance magazine and locker inspections
E6	CORE	Manage ordnance stowage
E6	CORE	Monitor ordnance handling evolutions (Quality Assurance Safety Observer (QASO))
E7	CORE	Report ordnance discrepancies (e.g., Conventional Ordnance Deficiency Report (CODR))
E7	CORE	Supervise magazine sprinkler systems testing
E5	CORE	Supervise Material Handling Equipment (MHE) testing
E5	CORE	Supervise Ordnance Handling Equipment (OHE) testing
E6	CORE	Transfer custody of ordnance

STRIKE WARFARE (STW) OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	NON-CORE	Analyze Operational Orders (OPORD) and pre-assigned fire mission messages
E7	NON-CORE	Conduct dynamic and deliberate fires weaponeering
E7	NON-CORE	Coordinate deliberate fires support engagements with strike weapons
E7	NON-CORE	Coordinate dynamic and deliberate post fires support
E7	NON-CORE	Coordinate dynamic fires support engagements with strike weapons
E7	NON-CORE	Coordinate strike weapon deconflictions
E5	NON-CORE	Draft post strike execution reports
E7	NON-CORE	Submit post strike execution reports
E7	NON-CORE	Validate strike weapon plans and plots

SURFACE WARFARE (SUW) OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Analyze Surface Warfare (SUW) intelligence data
E6	CORE	Assign surface contact priorities
E6	CORE	Classify surface contacts
E6	CORE	Compare surface weapons targeting solutions
E6	CORE	Coordinate engagement of surface targets with anti-surface weapons
E6	CORE	Coordinate inorganic Surface Warfare (SUW) assets
E7	CORE	Develop Surface Warfare (SUW) Pre-Planned Responses (PPR)
E7	CORE	Manage battle group Surface Warfare (SUW) operations
E6	CORE	Manage shipboard Surface Warfare (SUW) operations
E6	CORE	Recommend Surface Warfare (SUW) search and engagement plans
E6	CORE	Update surface contact information

TECHNICAL CORE FUNDAMENTALS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Manage safety programs and instructions (e.g., aloft, electrical equipment, etc.)

WATCH TEAM OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Activate combat systems doctrine statements
E5	CORE	Brief tactical, operational, and situational status reports
E7	CORE	Coordinate combat and weapon systems operations in port
E7	CORE	Coordinate combat and weapon systems operations underway
E7	CORE	Coordinate Combat Information Center (CIC)/Combat Direction Center (CDC) watch team readiness
E7	CORE	Coordinate Combat Information Centers (CIC)/Combat Direction Centers (CDC) during special evolutions (e.g., Pre-action Aim Calibration (PAC) fire, missile exercises, etc.)
E7	CORE	Coordinate combat systems during casualty conditions
E7	CORE	Coordinate combat systems watch teams
E7	CORE	Coordinate configurations of combat systems for conditions of Hazards of Electromagnetic Radiation to Ordnance (HERO), Hazards of Electromagnetic Radiation to Personnel (HERP), and Hazards of Electromagnetic Radiation to Fuel (HERF)

WATCH TEAM OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Coordinate configurations of combat systems for Emission Control (EMCON) conditions
E7	CORE	Coordinate personnel qualification and certification programs
E7	CORE	Coordinate training evolutions (e.g., Combat Systems Training Teams (CSTT), Anti-Terrorism Training Teams (ATTT), etc.)
E7	CORE	Coordinate transitions of combat and weapon systems between conditions of readiness
E7	CORE	Develop combat systems doctrine statements
E5	CORE	Develop training evolutions (e.g., Combat Systems Training Teams (CSTT), Anti-Terrorism Training Teams (ATTT), etc.)
E6	CORE	Direct execution of warfare commander's intentions
E5	CORE	Evaluate training evolutions (e.g., Combat Systems Training Teams (CSTT), Anti-Terrorism Training Teams (ATTT), etc.)
E6	CORE	Manage combat and weapon systems operations in port
E6	CORE	Manage combat and weapon systems operations underway
E6	CORE	Manage Combat Information Center (CIC)/Combat Direction Center (CDC) watch team readiness
E6	CORE	Manage Combat Information Centers (CIC)/Combat Direction Centers (CDC) during special evolutions (e.g., Pre-action Aim Calibration (PAC) fire, missile exercises, etc.)
E6	CORE	Manage combat systems doctrine statements
E6	CORE	Manage combat systems during casualty conditions
E6	CORE	Manage combat systems watch teams
E6	CORE	Manage configurations of combat systems for conditions of Hazards of Electromagnetic Radiation to Ordnance (HERO), Hazards of Electromagnetic Radiation to Personnel (HERP), and Hazards of Electromagnetic Radiation to Fuel (HERF)
E6	CORE	Manage configurations of combat systems for Emission Control (EMCON) conditions
E6	CORE	Manage personnel qualification and certification programs
E6	CORE	Manage transitions of combat and weapon systems between conditions of readiness
E5	CORE	Perform external communications (ship-to-ship, ship-to-shore, and ship-to-air)
E5	CORE	Supervise combat and weapon systems operations in port
E5	CORE	Supervise combat and weapon systems operations underway
E5	CORE	Supervise Combat Information Center (CIC)/Combat Direction Center (CDC) watch team readiness
E5	CORE	Supervise Combat Information Centers (CIC)/Combat Direction Centers (CDC) during special evolutions (e.g., Pre-action Aim Calibration (PAC) fire, missile exercises, etc.)
E5	CORE	Supervise combat systems during casualty conditions
E5	CORE	Supervise combat systems watch teams
E5	CORE	Supervise configurations of combat systems for conditions of Hazards of Electromagnetic Radiation to Ordnance (HERO), Hazards of Electromagnetic Radiation to Personnel (HERP), and Hazards of Electromagnetic Radiation to Fuel (HERF)

WATCH TEAM OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Supervise configurations of combat systems for Emission Control (EMCON) conditions
E5	CORE	Supervise personnel qualification and certification programs
E5	CORE	Supervise transitions of combat and weapon systems between conditions of readiness
E7	CORE	Validate combat systems doctrine statements
E5	CORE	Verify systems configurations to Commanding Officer's (CO) battle orders

CHAPTER 34



FIRE CONTROLMAN (AEGIS) (FCA)

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

FIRE CONTROLMAN (AEGIS) (FCA)



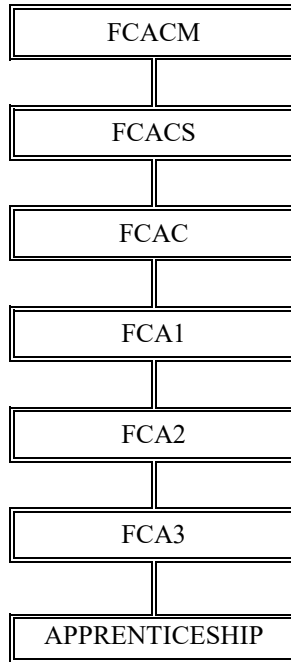
SCOPE OF RATING

Fire Controlmen (Aegis) (FCA) operate and maintain Aegis Weapon Systems (AWS) and subsystems to include 3D radar, fire control systems, and computer and networking systems; recommend and provide weapon direction system employment and tactics for Integrated Air and Missile Defense (IAMD) and Surface Warfare (SUW); inspect, test, align, and repair radio frequency circuits, digital circuits, computer systems and peripheral equipment, network systems, data conversion equipment, data display equipment, data link terminal equipment, and power conversion and auxiliary systems; perform detailed system analyses of computer programs, electronics, and electronic casualty control; operate built-in and external test equipment; load, initialize, and perform diagnostics and testing routines for digital computer equipment and digital and analog systems and subsystems; and support the operation and maintenance of surface-to-air, surface-to-surface, and Ballistic Missile Defense (BMD) weapon systems at the organizational and intermediate level.

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 34.

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**Aegis Fire Control Operator Technician****Job Code****002770****Job Family**

Military Specific

NOC

TBD

Short Title (30 Characters)

AEGIS FIRE CONTROL OPER TECH

Short Title (14 Characters)

AEGIS FC OPTEC

Pay Plan

Enlisted

Career Field

FCA

Other Relationships and Rules

NEC VXXX series and other NECs as assigned

Job Description

Aegis Fire Control Operator Technicians initialize, configure, operate, maintain, troubleshoot, repair, and collect data for Aegis Weapon Systems (AWS) and subsystems to include auxiliary equipment, network systems, computers, computer peripherals, displays, radar systems, shipboard optics, weapons, and weapon delivery systems in both tactical and training environments; demonstrate comprehensive knowledge of warfare fundamentals and the fire control problem; maintain situational awareness of the tactical and training environments in which they are operating; provide weapon system employment; load and unload ordnance; and review and maintain system logs and records.

DoD Relationship**Group Title**

Missile Guidance and Control

DoD Code

112100

O*NET Relationship**Occupation Title**

Artillery and Missile Crew Members

SOC Code

55-3014.00

Job Family

Military Specific

Skills

Complex Problem Solving

Equipment Maintenance

Management of Material Resources

Reading Comprehension

Management of Personnel Resources

Operation and Control

Quality Control Analysis

Active Learning

Critical Thinking

Troubleshooting

Abilities

Written Comprehension

Problem Sensitivity

Inductive Reasoning

Oral Expression

Selective Attention

Information Ordering

Deductive Reasoning

Reaction Time

Time Sharing

Spatial Orientation

AUXILIARY AND SUPPORT SYSTEMS**Paygrade****Task Type****Task Statements**

E4

CORE

Configure auxiliary air and cooling water systems

E4

CORE

Configure power conversion and distribution systems

E4

CORE

Perform preventive maintenance on auxiliary air and cooling water systems

E4

CORE

Perform preventive maintenance on power conversion and distribution systems

E4

CORE

Repair auxiliary air and cooling water systems

E4

CORE

Repair power conversion and distribution systems

E4

CORE

Test auxiliary air and cooling water systems

E4

CORE

Test power conversion and distribution systems

E4

CORE

Troubleshoot auxiliary air and cooling water systems

E4

CORE

Troubleshoot power conversion and distribution systems

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

E5

CORE

Analyze blueprints and ship's drawings

E5

CORE

Analyze equipment and system status data

E4

CORE

Analyze technical manuals

E4

CORE

Assist with Aegis Weapon System (AWS) software and firmware installations and updates

E4

CORE

Assist with Combat Systems Alignments (CSA)

E4

NON-CORE

Calibrate gauges (e.g., temperature, pressure, etc.)

EQUIPMENT ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Collect equipment and system status data
E5	CORE	Draft procedural documents (e.g., Standard Operating Procedures (SOP), Temporary Standing Orders (TSO), Departure From Specifications (DFS), etc.)
E4	CORE	Inspect work areas, tools, and equipment
E4	CORE	Inventory controlled equipment
E4	CORE	Inventory General Purpose Electronic Test Equipment (GPETE)
E4	CORE	Inventory Maintenance Assistance Modules (MAM)
E4	CORE	Inventory Special Purpose Electronic Test Equipment (SPETE)
E4	CORE	Maintain system status logs
E5	CORE	Manage controlled equipment
E5	CORE	Manage Maintenance Assistance Modules (MAM) usage
E4	CORE	Perform Emergency Action Plans (EAP) and Emergency Destruction Plans (EDP)
E4	CORE	Report Aegis Weapon System (AWS) equipment statuses
E5	CORE	Supervise Aegis Weapon System (AWS) software and firmware installations and updates
E5	CORE	Supervise equipment installations, testing, and alterations
E5	CORE	Supervise work center equipment and system configurations
E5	CORE	Supervise work center maintenance operations

FIRE CONTROL SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Align radar systems
E4	CORE	Configure computer and peripheral systems
E4	CORE	Configure display systems
E4	CORE	Configure internal communications networks
E4	CORE	Configure missile delivery systems
E4	CORE	Configure radar systems
E5	CORE	Manage Aegis Weapon System (AWS) tactical data recordings
E4	CORE	Perform preventive maintenance on computer and peripheral systems
E4	CORE	Perform preventive maintenance on display systems
E4	CORE	Perform preventive maintenance on electromechanical (synchro/servo) systems
E4	CORE	Perform preventive maintenance on internal communications networks
E4	CORE	Perform preventive maintenance on radar systems
E4	CORE	Record Aegis Weapon System (AWS) tactical data (e.g., digital media)
E4	CORE	Repair computer and peripheral systems
E4	CORE	Repair display systems
E4	CORE	Repair internal communications networks
E4	CORE	Repair radar systems
E4	CORE	Replace electromechanical (synchro/servo) systems
E5	CORE	Supervise preventive maintenance on computer and peripheral systems
E5	CORE	Supervise preventive maintenance on display systems

FIRE CONTROL SYSTEMS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Supervise preventive maintenance on electromechanical (synchro/servo) systems
E5	CORE	Supervise preventive maintenance on internal communications networks
E5	CORE	Supervise preventive maintenance on radar systems
E4	CORE	Test computer and peripheral systems
E4	CORE	Test display systems
E4	CORE	Test electromechanical (synchro/servo) systems
E4	CORE	Test internal communications networks
E4	CORE	Test missile launch capabilities
E4	CORE	Test radar systems
E4	CORE	Troubleshoot computer and peripheral systems
E4	CORE	Troubleshoot display systems
E4	CORE	Troubleshoot electromechanical (synchro/servo) systems
E4	CORE	Troubleshoot internal communications networks
E4	CORE	Troubleshoot missile launch capabilities
E4	CORE	Troubleshoot radar systems

INTEGRATED AIR AND MISSILE DEFENSE (IAMD)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Engage air targets with anti-air weapons
E4	CORE	Engage space or ballistic targets
E4	CORE	Evaluate air contact information
E4	CORE	Evaluate space or ballistic contact information
E4	CORE	Input space or ballistic contact search parameters
E4	CORE	Recommend Air Defense (AD) search and engagement plans
E4	CORE	Report air contact information updates
E4	CORE	Report air contacts
E4	CORE	Report air engagement Battle Damage Assessments (BDA)
E4	CORE	Report space or ballistic contact information updates
E4	CORE	Report space or ballistic contacts
E4	CORE	Track air contacts
E4	CORE	Track space or ballistic contacts

NETWORK MANAGEMENT AND SECURITY

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Assess networks for vulnerabilities
E4	CORE	Configure network systems
E6	CORE	Maintain Aegis Weapon System (AWS) password accounts
E4	CORE	Maintain network security
E4	NON-CORE	Perform preventive maintenance on Line of Sight (LOS) tactical networks
E4	CORE	Perform preventive maintenance on network systems
E4	NON-CORE	Repair data links
E4	NON-CORE	Repair Line of Sight (LOS) tactical networks

NETWORK MANAGEMENT AND SECURITY (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Repair network systems
E5	CORE	Supervise network security
E5	CORE	Supervise preventive maintenance on network systems
E4	NON-CORE	Test data links
E4	CORE	Test network systems
E4	NON-CORE	Troubleshoot data links
E4	NON-CORE	Troubleshoot Line of Sight (LOS) tactical networks
E4	CORE	Troubleshoot network systems

ORDNANCE EVOLUTIONS AND MAGAZINE SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Assist with missile delivery systems uploading and downloading
E4	CORE	Perform Packaging, Handling, Storage, and Transportation (PHS&T) operations
E4	CORE	Perform weapons casualty procedures
E6	CORE	Supervise Packaging, Handling, Storage, and Transportation (PHS&T) operations
E5	CORE	Supervise weapons casualty evolutions

SURFACE WARFARE (SUW)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze surface contacts
E6	CORE	Assign symbology to surface contacts
E6	CORE	Classify surface contacts
E4	CORE	Engage surface targets with anti-surface weapons
E4	CORE	Evaluate surface contact information
E4	CORE	Report surface contact information updates
E4	CORE	Report surface contacts
E4	CORE	Report surface engagement Battle Damage Assessments (BDA)
E4	CORE	Track surface contacts

TECHNICAL CORE FUNDAMENTALS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Align Radio Frequency (RF) circuits
E4	CORE	Analyze schematics (e.g., mechanical drawings, electronic schematics, piping and valve drawings, etc.)
E4	CORE	Configure Aegis Weapon System (AWS) equipment
E4	CORE	Configure alarm, safety, and warning systems
E4	CORE	Configure General Purpose Electronic Test Equipment (GPETE)
E4	CORE	Configure Radio Frequency (RF) circuits
E4	CORE	Configure Special Purpose Electronic Test Equipment (SPETE)
E4	CORE	Control Electromagnetic Interference (EMI) and Radio Frequency Interference (RFI) effects on electronic systems
E4	CORE	Install equipment and alterations
E5	CORE	Manage Combat Systems Operational Sequencing System (CSOSS) operations

TECHNICAL CORE FUNDAMENTALS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Perform basic soldering on electrical and electronic equipment
E4	CORE	Perform Combat Systems Operational Sequencing System (CSOSS) procedures (e.g., casualty responses/operations, normal operations, energize/de-energize equipment, etc.)
E4	CORE	Perform corrosion prevention and control procedures on Aegis Weapon Systems (AWS)
E4	CORE	Perform equipment validations
E4	CORE	Perform preventive maintenance on fiber optic cables and connectors
E4	CORE	Perform preventive maintenance on valves
E5	CORE	Process equipment validations
E4	CORE	Repair alarm, safety, and warning systems
E4	CORE	Repair Alternating Current (AC) circuits
E4	CORE	Repair Alternating Current and Direct Current (AC/DC) motors
E4	CORE	Repair Direct Current (DC) circuits
E4	NON-CORE	Repair fiber optic cables and connectors
E4	CORE	Repair interconnecting cables and connectors
E4	CORE	Repair power supplies
E4	CORE	Repair valves
E4	CORE	Replace digital circuits
E4	CORE	Replace fiber optic cables and connectors
E4	CORE	Replace Radio Frequency (RF) circuits
E5	CORE	Supervise preventive maintenance on fiber optic cables and connectors
E5	CORE	Supervise preventive maintenance on valves
E4	CORE	Test alarm, safety, and warning systems
E4	CORE	Test Alternating Current (AC) circuits
E4	CORE	Test Alternating Current and Direct Current (AC/DC) motors
E4	CORE	Test digital circuits
E4	CORE	Test Direct Current (DC) circuits
E4	CORE	Test fiber optic cables and connectors
E4	CORE	Test interconnecting cables and connectors
E4	CORE	Test power supplies
E4	CORE	Test Radio Frequency (RF) circuits
E4	CORE	Test valves
E4	CORE	Troubleshoot alarm, safety, and warning systems
E4	CORE	Troubleshoot Alternating Current (AC) circuits
E4	CORE	Troubleshoot Alternating Current and Direct Current (AC/DC) motors
E4	CORE	Troubleshoot digital circuits
E4	CORE	Troubleshoot Direct Current (DC) circuits
E4	CORE	Troubleshoot fiber optic cables and connectors
E4	CORE	Troubleshoot interconnecting cables and connectors
E4	CORE	Troubleshoot power supplies

TECHNICAL CORE FUNDAMENTALS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Troubleshoot Radio Frequency (RF) circuits
E4	CORE	Troubleshoot valves
E6	CORE	Update Combat Systems Operational Sequencing System (CSOSS)

TRAINING AND CERTIFICATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Conduct training evolutions (e.g., Combat Systems Training Teams (CSTT), etc.)
E4	CORE	Configure Aegis Weapon Systems (AWS) for training and testing evolutions
E5	CORE	Develop training evolutions (e.g., Combat Systems Training Teams (CSTT), etc.)
E5	CORE	Evaluate training evolutions (e.g., Combat Systems Training Teams (CSTT), etc.)
E4	CORE	Perform combat systems training and testing evolutions
E5	CORE	Supervise combat systems training and testing evolutions
E5	CORE	Supervise personnel qualification and certification programs

WATCH TEAM OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Analyze threat weapons data
E4	CORE	Assess threat weapons data
E5	CORE	Brief tactical, operational, and situational status reports
E4	NON-CORE	Calculate environmental range predictions
E4	CORE	Conduct watchstander briefs
E4	CORE	Configure Aegis Weapon Systems (AWS) during casualty conditions
E4	CORE	Configure Aegis Weapon Systems (AWS) for conditions of Hazards of Electromagnetic Radiation to Ordnance (HERO), Hazards of Electromagnetic Radiation to Personnel (HERP), and Hazards of Electromagnetic Radiation to Fuel (HERF)
E4	CORE	Configure Aegis Weapon Systems (AWS) for Emission Control (EMCON) conditions
E4	CORE	Configure Aegis Weapon Systems (AWS) for special evolutions
E4	CORE	Configure Aegis Weapon Systems (AWS) to Commanding Officer's (CO) battle orders
E4	CORE	Interpret Naval messages
E4	CORE	Perform tactical Pre-Planned Responses (PPR) to Commanding Officer's (CO) battle orders
E4	CORE	Recommend course corrections in support of tactical operations
E4	CORE	Report assignment and engagement status of own ship's Aegis Weapon Systems (AWS)
E4	CORE	Report assignment and engagement status of own ship's weapons systems
E4	CORE	Research tactical information
E5	CORE	Supervise combat systems during casualty conditions
E5	CORE	Supervise combat systems during special evolutions
E5	CORE	Supervise combat systems operations in port
E5	CORE	Supervise combat systems operations underway
E5	CORE	Supervise combat systems watch teams

WATCH TEAM OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Supervise configuration of combat systems for conditions of Hazards of Electromagnetic Radiation to Ordnance (HERO), Hazards of Electromagnetic Radiation to Personnel (HERP), and Hazards of Electromagnetic Radiation to Fuel (HERF)
E5	CORE	Supervise configuration of combat systems for Emission Control (EMCON) conditions
E5	CORE	Supervise transition of combat systems between conditions of readiness
E4	CORE	Transition Aegis Weapon Systems (AWS) between conditions of readiness
E4	CORE	Update plotting and status boards

Job Title**Aegis Fire Control Supervisor****Job Code****002772****Job Family**

Military Specific

NOC

TBD

Short Title (30 Characters)

AEGIS FIRE CONTROL SUPERVISOR

Short Title (14 Characters)

AEGIS FC SUP

Pay Plan

Enlisted

Career Field

FCA

Other Relationships and Rules

NEC VXXX series and other NECs as assigned

Job Description

Aegis Fire Control Supervisors manage and coordinate the operation and maintenance of Aegis Weapon Systems (AWS) in both tactical and training environments; collect administrative data from various shipboard systems to maintain combat readiness; plan and evaluate weapon system exercises and engagements; manage personnel and training operations; manage and maintain unclassified and classified technical, procedural, and tactical documents to support equipment readiness and tactical proficiency; develop and conduct briefs/debriefs for combat system evolutions; and serve as Integrated Air and Missile Defense (IAMD) tactical advisors.

DoD Relationship**Group Title**

Missile Guidance and Control

DoD Code

112100

O*NET Relationship**Occupation Title**

Artillery and Missile Officers

SOC Code

55-1014.00

Job Family

Military Specific

Skills

Management of Personnel Resources

Management of Material Resources

Coordination

Critical Thinking

Judgment and Decision Making

Quality Control Analysis

Reading Comprehension

Operation and Control

Speaking

Complex Problem Solving

Abilities

Written Comprehension

Oral Expression

Inductive Reasoning

Problem Sensitivity

Time Sharing

Information Ordering

Deductive Reasoning

Written Expression

Perceptual Speed

Reaction Time

AUXILIARY AND SUPPORT SYSTEMS**Paygrade****Task Type****Task Statements**

E7

CORE

Coordinate auxiliary air and cooling water system configurations

E7

CORE

Coordinate preventive maintenance on power conversion and distribution systems

E5

CORE

Supervise auxiliary air and cooling water systems

E5

CORE

Supervise power conversion and distribution system configurations

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

E5

CORE

Analyze blueprints and ship's drawings

E7

CORE

Approve equipment installations, testing, and alterations

E7

CORE

Audit Maintenance Assistance Modules (MAM) inventories

E7

CORE

Audit system status logs

E7

CORE

Coordinate Combat Systems Alignment (CSA) evolutions

E7

CORE

Coordinate combat systems software and firmware installations and updates

E7

CORE

Coordinate controlled equipment inventories

E7

CORE

Coordinate divisional equipment and system configurations

E7

CORE

Coordinate divisional maintenance operations

E7

CORE

Coordinate equipment certifications and recertifications

E7

CORE

Coordinate equipment installations, testing, and alterations

E7

CORE

Document Aegis Weapon System (AWS) software and firmware installations and updates

EQUIPMENT ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Document equipment and system status data
E7	CORE	Draft Casualty Reports (CASREP)
E7	CORE	Inventory Aegis Weapon System (AWS) software and firmware
E7	CORE	Maintain technical publication libraries
E6	CORE	Manage Aegis Weapon System (AWS) software and firmware installations and updates
E6	CORE	Manage Combat Systems Alignment (CSA) evolutions
E5	CORE	Manage controlled equipment
E6	CORE	Manage divisional equipment and system configurations
E6	CORE	Manage divisional maintenance operations
E6	CORE	Manage Emergency Action Plans (EAP) and Emergency Destruction Plans (EDP)
E7	CORE	Manage equipment Casualty Reporting (CASREP) process
E6	CORE	Manage equipment certifications and recertifications
E5	CORE	Manage Maintenance Assistance Modules (MAM) usage
E7	CORE	Manage procedural documents (e.g., Standard Operating Procedures (SOP), Temporary Standing Orders (TSO), Departure From Specifications (DFS), etc.)
E5	CORE	Supervise Aegis Weapon System (AWS) software and firmware installations and updates
E5	CORE	Supervise equipment installations, testing, and alterations
E5	CORE	Supervise work center equipment and system configurations
E5	CORE	Supervise work center maintenance operations
E6	CORE	Verify equipment and system status data
E6	CORE	Verify equipment installations, testing, and alterations
E6	CORE	Verify procedural documents (e.g., Standard Operating Procedures (SOP), Temporary Standing Orders (TSO), Departure From Specifications (DFS), etc.)

FIRE CONTROL SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Coordinate preventive maintenance on computer and peripheral systems
E7	CORE	Coordinate preventive maintenance on display systems
E7	CORE	Coordinate preventive maintenance on electromechanical (synchro/servo) systems
E7	CORE	Coordinate preventive maintenance on internal communications networks
E7	CORE	Coordinate preventive maintenance on radar systems
E5	CORE	Manage Aegis Weapon System (AWS) tactical data recordings
E5	CORE	Supervise preventive maintenance on computer and peripheral systems
E5	CORE	Supervise preventive maintenance on display systems
E5	CORE	Supervise preventive maintenance on electromechanical (synchro/servo) systems
E5	CORE	Supervise preventive maintenance on internal communications networks
E5	CORE	Supervise preventive maintenance on radar systems
E6	CORE	Verify Aegis Weapon System (AWS) tactical data recordings

INTEGRATED AIR AND MISSILE DEFENSE (IAMD)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Analyze Air Defense (AD) intelligence data
E6	CORE	Analyze operational orders and pre-assigned fire mission messages
E7	CORE	Assign air contact classifications
E7	CORE	Assign air contact priorities
E7	CORE	Assign symbology to air contacts
E7	CORE	Conduct air engagement Battle Damage Assessments (BDA)
E6	CORE	Conduct space or ballistic engagement Battle Damage Assessments (BDA)
E7	CORE	Coordinate engagement of air targets with anti-air weapons
E7	CORE	Develop Air Warfare (AW) Pre-Planned Responses (PPR)
E7	CORE	Manage battle group Air Defense (AD) operations
E6	CORE	Manage engagement of air targets with anti-air weapons
E6	CORE	Manage engagement of space or ballistic targets
E6	CORE	Manage shipboard Air Defense (AD) operations
E6	CORE	Recommend air contact classifications
E6	CORE	Recommend air contact priorities
E6	CORE	Recommend Air Defense (AD) engagement tactics
E6	CORE	Update air contact information

NETWORK MANAGEMENT AND SECURITY

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Audit Aegis Weapon System (AWS) password accounts
E6	CORE	Configure Line of Sight (LOS) tactical networks
E7	CORE	Coordinate preventive maintenance on network systems
E6	CORE	Manage network security
E5	CORE	Supervise network security
E5	CORE	Supervise preventive maintenance on network systems
E6	CORE	Test Line of Sight (LOS) tactical networks

ORDNANCE EVOLUTIONS AND MAGAZINE SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Coordinate Ordnance Handling Equipment (OHE) testing
E7	CORE	Coordinate Packaging, Handling, Storage, and Transportation (PHS&T) operations
E6	CORE	Coordinate weapons casualty evolutions
E6	CORE	Supervise Packaging, Handling, Storage, and Transportation (PHS&T) operations
E5	CORE	Supervise weapons casualty evolutions

SURFACE WARFARE (SUW)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Analyze Surface Warfare (SUW) intelligence data
E6	CORE	Classify surface contacts
E7	CORE	Develop Surface Warfare (SUW) Pre-Planned Responses (PPR)
E6	CORE	Manage engagement of surface targets with anti-surface weapons
E6	NON-CORE	Manage shipboard Surface Warfare (SUW) operations

SURFACE WARFARE (SUW) (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	NON-CORE	Recommend surface contact classifications
E6	CORE	Recommend surface contact priorities
E6	CORE	Recommend Surface Warfare (SUW) engagement tactics
E6	CORE	Recommend Surface Warfare (SUW) search and engagement plans

TECHNICAL CORE FUNDAMENTALS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Coordinate preventive maintenance on fiber optic cables and connectors
E7	CORE	Coordinate preventive maintenance on valves
E5	CORE	Manage Combat Systems Operational Sequencing System (CSOSS) operations
E5	CORE	Process equipment validations
E5	CORE	Supervise preventive maintenance on fiber optic cables and connectors
E5	CORE	Supervise preventive maintenance on valves
E6	CORE	Update Combat Systems Operational Sequencing System (CSOSS)
E7	CORE	Validate Combat Systems Operational Sequencing System (CSOSS)
E7	CORE	Verify equipment validations

TRAINING AND CERTIFICATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Coordinate combat systems training and testing evolutions
E7	CORE	Coordinate personnel qualification and certification programs
E7	CORE	Coordinate training evolutions (e.g., Combat Systems Training Teams (CSTT), etc.)
E6	CORE	Manage combat systems training and testing evolutions
E6	CORE	Manage personnel qualification and certification programs
E5	CORE	Supervise combat systems training and testing evolutions
E5	CORE	Supervise personnel qualification and certification programs

WATCH TEAM OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Activate Aegis Weapon System (AWS) doctrine statements
E6	CORE	Analyze tactical operations data (e.g., Threat-Centric Planning, Engageability Slide Rule, etc.)
E6	CORE	Analyze threat weapons data
E6	CORE	Configure combat systems to Commanding Officer's (CO) battle orders
E6	CORE	Coordinate combat systems during casualty conditions
E6	CORE	Coordinate combat systems during special evolutions
E7	CORE	Coordinate combat systems operations in port
E7	CORE	Coordinate combat systems operations underway
E7	CORE	Coordinate combat systems watch teams
E7	CORE	Coordinate configuration of combat systems for conditions of Hazards of Electromagnetic Radiation to Ordnance (HERO), Hazards of Electromagnetic Radiation to Personnel (HERP), and Hazards of Electromagnetic Radiation to Fuel (HERF)

WATCH TEAM OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Coordinate configuration of combat systems for Emission Control (EMCON) conditions
E7	CORE	Coordinate transition of combat systems between conditions of readiness
E6	CORE	Develop Aegis Weapon System (AWS) doctrine statements
E7	CORE	Direct execution of warfare commander's intentions
E6	CORE	Input Aegis Weapon System (AWS) doctrine statements
E6	CORE	Manage combat systems during casualty conditions
E6	CORE	Manage combat systems operations in port
E6	CORE	Manage combat systems operations underway
E6	CORE	Manage combat systems watch teams
E6	CORE	Manage configuration of combat systems for conditions of Hazards of Electromagnetic Radiation to Ordnance (HERO), Hazards of Electromagnetic Radiation to Personnel (HERP), and Hazards of Electromagnetic Radiation to Fuel (HERF)
E6	CORE	Manage transition of combat systems between conditions of readiness
E6	CORE	Perform external communications (ship-to-ship, ship-to-shore, and ship-to-air)
E4	CORE	Report assignment and engagement status of own ship's weapons systems
E5	CORE	Supervise combat systems during casualty conditions
E5	CORE	Supervise combat systems during special evolutions
E5	CORE	Supervise combat systems operations in port
E5	CORE	Supervise combat systems operations underway
E5	CORE	Supervise combat systems watch teams
E5	CORE	Supervise configuration of combat systems for conditions of Hazards of Electromagnetic Radiation to Ordnance (HERO), Hazards of Electromagnetic Radiation to Personnel (HERP), and Hazards of Electromagnetic Radiation to Fuel (HERF)
E5	CORE	Supervise configuration of combat systems for Emission Control (EMCON) conditions
E5	CORE	Supervise transition of combat systems between conditions of readiness
E7	CORE	Validate Aegis Weapon System (AWS) doctrine statements
E5	CORE	Verify Aegis Weapon System (AWS) configurations to Commanding Officer's (CO) battle orders
E6	CORE	Verify assignment and engagement status of Aegis Weapon Systems (AWS)
E6	CORE	Verify combat systems configurations to Commanding Officer's (CO) battle orders

CHAPTER 35

FIREMAN (FN)

NAVPERS 18068-35B
CH-90

Updated: April 2022

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NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

FIREMAN (FN)

APPRENTICESHIP

SCOPE OF RATING

Firemen (FN) stand engineering watches; clean, paint, and preserve engineering spaces and equipment; perform minor maintenance and repairs to engineering equipment; operate tools and test equipment; record readings of gages; and read and use engineering drawings.

This Occupational Standard is to be incorporated in Chapter 35, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 35.

PATHS OF ADVANCEMENT

Per NAVADMIN 275/19, Professional Career Apprenticeship Track (PACT) Sailors will receive rating designating based upon the billet for which they are selected in MyNavy Assignment (MNA).

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**Fireman****Job Code****002689****Job Family**

Installation, Maintenance, and Repair

NOC

TBD

Short Title (30 Characters)

FIREMAN

Short Title (14 Characters)

FIREMAN

Pay Plan

ENLISTED

Career Field

FN

Other Relationships and Rules

N/A

Job Description

Firemen (FN) stand engineering watches; clean engineering spaces and equipment; make minor repairs to engineering equipment; record readings of gages; participate in general drills; and perform general detail duties.

DoD Relationship**Group Title**

Non-Occupational

DoD Code

190000

O*NET Relationship**Occupation Title**Maintenance and Repair Workers,
General**SOC Code**

49-9042.00

Job FamilyInstallation, Maintenance, and
Repair**Skills***Active Learning**Operation and Control**Operation Monitoring**Judgment and Decision Making**Critical Thinking**Equipment Maintenance**Reading Comprehension**Systems Analysis**Equipment Selection**Quality Control Analysis***Abilities***Written Comprehension**Inductive Reasoning**Memorization**Manual Dexterity**Spatial Orientation**Visualization**Information Ordering**Near Vision**Deductive Reasoning**Problem Sensitivity***DAMAGE CONTROL****Paygrade****Task Type****Task Statements**

E3

CORE

Align installed educators to dewater spaces

E3

CORE

Assist with ballasting

E3

CORE

Explain the purpose and use of common Damage Control (DC) equipment

E3

CORE

Inspect emergency breathing equipment

E3

CORE

Perform the general responsibilities of a Damage Control (DC) rapid response team member (e.g., isolating ventilation systems, closing compartments, mechanical isolation, etc.)

ELECTRICAL SYSTEMS OPERATIONS**Paygrade****Task Type****Task Statements**

E3

CORE

Explain principles of electrical safety programs

E3

CORE

Identify functions and characteristics of electrical equipment associated with engineering plants (e.g., fuses, circuit breakers, switches, etc.)

E3

CORE

Isolate electrical components in ship compartments

E3

CORE

Locate electrical distribution system components (e.g., generator, switchboard, load centers, etc.)

E3

CORE

Locate power sources

E3

CORE

Secure power at appropriate power source(s)

ENGINEERING DRAWINGS ANALYSIS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E3	CORE	Describe damage control symbology, methods, and procedures of plotting
E3	CORE	Interpret Damage Control (DC) and Engineering Operating Sequencing System (EOSS) drawings
E3	CORE	Interpret multi-view working drawings/tech manuals
E3	CORE	Verify accuracy and currency of Engineering Operating Sequencing System (EOSS) drawings

MECHANICAL MAINTENANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E3	CORE	Apply lubricating oils and greases
E3	CORE	Fabricate gaskets
E3	CORE	Identify basic types and functions of valves
E3	CORE	Identify drive train components (e.g., clutch controllable pitch propeller system, reduction gear, etc.)
E3	CORE	Identify Material Identification Code (MIC) level one systems (e.g., controlled materials, boundaries, etc.)
E3	CORE	Inspect flange shield
E3	CORE	Inspect gaskets
E3	CORE	Interpret basic engineering principles and theories (e.g., energy and power, velocity and acceleration, pressure and vacuum, etc.)
E3	CORE	Interpret gages, indicators, and thermometers
E3	CORE	Interpret principles of basic steam cycles
E3	CORE	Maintain hand tools
E3	CORE	Maintain strainers
E3	CORE	Maintain valves in low-pressure systems
E3	CORE	Operate chain hoists and jacks
E3	CORE	Operate electric and pneumatic power tools
E3	CORE	Replace flange shield
E3	CORE	Take oil samples
E3	CORE	Take soundings (e.g., compartments, tanks, voids, etc.)
E3	CORE	Trace path of air and fuel through multiple support systems
E3	CORE	Trace path of main steam from boiler to engine and back to boiler

MECHANICAL SYSTEMS OPERATIONS

<u>Pavgrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E3	CORE	Align auxiliary equipment (e.g., hydraulic pumps, line shaft bearings, condensers, etc.)
E3	CORE	Align main propulsion equipment (e.g., lube oil pumps, generators, purifiers, etc.)
E3	CORE	Identify functions and characteristics of mechanical systems (e.g., steering, elevators, anchor windlasses, etc.)
E3	CORE	Monitor auxiliary equipment (e.g., hydraulic pumps, line shaft bearings, condensers, etc.)
E3	CORE	Monitor main propulsion equipment (e.g., lube oil pumps, generators, purifiers, etc.)
E3	CORE	Secure auxiliary equipment (e.g., hydraulic pumps, line shaft bearings, condensers, etc.)
E3	CORE	Secure main propulsion equipment (e.g., lube oil pumps, generators, purifiers, etc.)
E3	CORE	Start auxiliary equipment (e.g., hydraulic pumps, line shaft bearings, condensers, etc.)
E3	CORE	Start main propulsion equipment (e.g., lube oil pumps, generators, purifiers, etc.)
E3	CORE	Trace ship's ventilation systems (i.e. supply, exhaust, recirculation)

PLANT SAFETY

<u>Pavgrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E3	CORE	Clean engineering spaces and equipment
E3	CORE	Conduct Engineering Operating Sequencing System (EOSS) pre-op checks
E3	CORE	Describe engineering space special precautions (e.g., hazards of moving machinery, flammable liquids, electrical equipment, steam, etc.)
E3	CORE	Record space temperatures
E3	CORE	State the purpose of the Hearing Conservation Program (HCP) and training requirements
E3	CORE	State the purpose of the Heat Stress Program and training requirements
E3	CORE	State the purpose of the Sight Conservation Program and training requirements

WATCHSTANDING AND ORGANIZATION

<u>Pavgrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E3	CORE	Describe organizational structure of the engineering department
E3	CORE	Describe the roles and responsibilities of in port and at sea engineering watches
E3	CORE	Perform the duties of a fire watch
E3	CORE	Perform the duties of a phone talker
E3	CORE	Stand engineering watches

CHAPTER 36



EXPLOSIVE ORDNANCE DISPOSAL (EOD)

NAVPERS 18068F-36C
Change 85

Updated: January 2021

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NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

EXPLOSIVE ORDNANCE DISPOSAL (EOD)



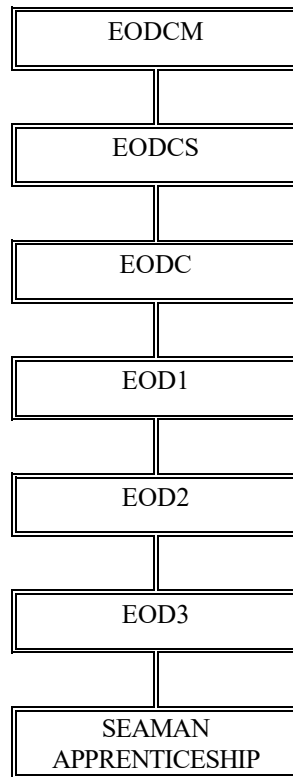
SCOPE OF RATING

Explosive Ordnance Disposal (EOD) Technicians locate, identify, render safe, and explosively dispose of foreign and domestic ordnance including conventional, chemical, biological, nuclear, underwater, and terrorist-type devices, enabling access during military operations in support of Carrier and Expeditionary Strike Groups, Mine Countermeasures, Naval Special Warfare, and Army Special Forces; provide training and assistance for military, federal, state, and local civilian law enforcement agencies in Anti-Terrorism/Force Protection procedures; support and conduct ordnance-related intelligence collection and counter-terrorism operations; operate, maintain, and repair specialized EOD and combat equipment; and maintain required forms, records, correspondence, and files. Duties include performing and supervising open and closed-circuit diving, explosive demolition, parachuting, small arms proficiency, and tactical delivery and extraction by unconventional insertion methods.

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 36.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Limited Duty Officer can be found in OPNAVINST 1420.1.

For rating entry requirements, refer to MILPERSMAN articles 1220-200, 1220-410 and 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**Basic Explosive Ordnance Disposal Technician****Job Code****002617****Job Family**

Construction and Extraction

NOC

TBD

Short Title (30 Characters)

BASIC EXPLOSIVE ORD DISPO TEC

Short Title (14 Characters)

EOD TECH BASIC

Pay Plan

Enlisted

Career Field

EOD

Other Relationships and Rules

NEC M02A or other NECs as assigned

Job Description

Basic Explosive Ordnance Disposal (EOD) Technicians perform duties to eliminate ordnance hazards which jeopardize operations conducted in support of the national military strategy; conduct most phases of EOD operations under the guidance of Masters or Senior EOD Technicians; detect, locate, access, identify, render safe, recover, conduct sensitive site exploitation, and final disposal of explosive ordnance; perform diving, parachute insertion, Helicopter Rope Suspension Technique (HRST)/cast; and train in advanced Tactics, Techniques and Procedures (TTPs) for front-line combat operations, the neutralization of Improvised Explosive Devices (IEDs), team mobility, and incident site access.

DoD Relationship**Group Title**

EOD/UDT

DoD Code

143100

O*NET Relationship**Occupation Title**Explosive Workers, Ordnance
Handling Experts, and Blasters**SOC Code**

47-5031.00

Job Family

Construction and Extraction

Skills*Critical Thinking**Complex Problem Solving**Operation and Control**Equipment Selection**Management of Material Resources**Operation Monitoring**Judgment and Decision Making**Coordination**Equipment Maintenance**Monitoring***Abilities***Spatial Orientation**Problem Sensitivity**Deductive Reasoning**Written Comprehension**Inductive Reasoning**Manual Dexterity**Originality**Category Flexibility**Information Ordering**Visualization***ADMINISTRATION****Paygrade****Task Type****Task Statements**

E4

CORE

Conduct security program procedures

E4

CORE

Maintain Explosive Ordnance Disposal (EOD) publications and instructions (e.g., Special Weapons Operation Publication (SWOPS), Automated EOD Publication Systems (AEODPS), etc.)

E4

CORE

Maintain operational qualifications (e.g., jump, dive, demolition, etc.)

E4

CORE

Research information on Explosive Ordnance Disposal (EOD) databases (e.g., Special Weapons Operation Publication (SWOPS), Automated EOD Publication Systems (AEODPS), etc.)

E4

CORE

Transport Arms, Ammunition, and Explosives (AA&E)

CHEMICAL, BIOLOGICAL, RADIOLOGICAL, NUCLEAR EXPLOSIVE (CBRNE) RESPONSE OPERATIONS**Paygrade****Task Type****Task Statements**

E4

CORE

Assess hazards during Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) response

E4

CORE

Assess laboratories for chemical and biological materials

E4

CORE

Collect Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) ordnance response data

E4

CORE

Conduct continuation of Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) response after initial entry

E4

CORE

Conduct initial response for Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) ordnance

CHEMICAL, BIOLOGICAL, RADIOLOGICAL, NUCLEAR EXPLOSIVE (CBRNE) RESPONSE OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Decontaminate personnel and equipment (e.g., Emergency Personnel Decontamination Station (EPDS), field expedient, etc.)
E4	CORE	Dispose of chemical and biological ordnance
E4	CORE	Establish protective measures for Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) response
E4	CORE	Manage Nuclear, Biological, Chemical (NBC) casualties

COMBAT SKILLS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct weapons qualifications (e.g., small arms, crew served, etc.)
E4	CORE	Conduct weapons training (e.g., small arms, crew served, etc.)
E4	CORE	Employ crew served weapons
E4	CORE	Employ hand grenades
E4	CORE	Employ small arms
E4	CORE	Employ standoff weapons systems
E4	NON-CORE	Maintain crew served weapon mounts and stands
E4	CORE	Maintain standoff weapons systems
E4	CORE	Maintain weapons (e.g., small arms, crew served, etc.)
E4	CORE	Neutralize hostile threats using non-lethal force
E4	CORE	Neutralize potential area hostile targets (long range)
E4	CORE	Neutralize potential point hostile targets (close range)
E4	CORE	Perform advanced small arms techniques

COMMUNICATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Employ communications equipment (e.g., Satellite Communication (SATCOM), Information Technology (IT), High Frequency (HF), etc.)
E4	CORE	Employ Communications Security (COMSEC) equipment
E4	CORE	Establish downrange communications
E4	CORE	Load Communications Security (COMSEC) equipment
E4	NON-CORE	Maintain communications equipment (e.g., Satellite Communication (SATCOM), Information Technology (IT), High Frequency (HF), etc.)
E4	NON-CORE	Maintain Information Technology (IT) communication systems
E4	NON-CORE	Manage Communications Security (COMSEC) material/devices
E4	CORE	Safeguard Communications Security (COMSEC) equipment

CONVENTIONAL ORDNANCE OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Assess hazards during conventional ordnance response
E4	CORE	Collect conventional ordnance response data
E4	CORE	Conduct conventional ordnance Render Safe Procedures (RSP)
E4	CORE	Conduct disposition of grenades and mines
E4	CORE	Conduct Exploitation operations on conventional ordnance

CONVENTIONAL ORDNANCE OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct final disposition of hazard for conventional response
E4	CORE	Conduct on-site reconnaissance for conventional ordnance response
E4	CORE	Conduct range sweep operations
E4	CORE	Disable hazards during conventional ordnance response
E4	CORE	Establish protective measures for conventional response
E4	CORE	Mitigate flight deck explosive hazards
E4	CORE	Perform tactical field evaluation of explosive hazards

DEMOLITION OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct burn operations
E4	CORE	Conduct demolition operations (e.g., shape charges, Underwater Detonation (UNDET), etc.)
E4	CORE	Store demolition/burn materials
E5	CORE	Supervise burn operations
E5	CORE	Supervise demolition operations

HIGH RISK TRAINING PROGRAM AND MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct high risk training

HOMEMADE EXPLOSIVES (HME)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Assess hazards during Homemade Explosives (HME) response
E4	CORE	Collect Homemade Explosives (HME) response data
E4	CORE	Conduct disposition of Homemade Explosives (HME)
E4	NON-CORE	Conduct final disposition of Homemade Explosives (HME) hazards
E4	CORE	Conduct on-site reconnaissance for Homemade Explosives (HME) response
E4	NON-CORE	Disable hazards during Homemade Explosives (HME) response
E4	CORE	Establish protective measures for Homemade Explosives (HME) response

HUMAN PERFORMANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct combat simulation training (e.g., standup, ground, prisoner handling, etc.)
E4	CORE	Conduct endurance training
E4	CORE	Conduct nutrition training
E4	CORE	Conduct physical therapy/rehabilitation training
E4	CORE	Conduct strength training
E4	CORE	Establish wellness and resiliency plans (e.g., operational stress, mental/behavioral health etc.)
E4	CORE	Implement wellness and resiliency measures (e.g., mind, body, etc.)
E4	CORE	Maintain individual wellness and resilience

IMPROVISED EXPLOSIVE DEVICE OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Access hazardous device during Improvised Explosive Devices (IED) response
E4	CORE	Assess Improvised Explosive Devices (IED) hazards
E4	CORE	Clear obstacles and explosive hazards
E4	CORE	Collect Improvised Explosive Devices (IED) response data
E4	CORE	Conduct Exploitation operations on Improvised Explosive Devices (IEDs)
E4	CORE	Conduct Maritime Improvised Explosive Device (MIED) operations
E4	CORE	Conduct on-site reconnaissance for Improvised Explosive Devices (IED) response
E4	CORE	Dispose of hazards for Improvised Explosive Devices (IED) response
E4	CORE	Establish protective measures for Improvised Explosive Devices (IED) response
E4	CORE	Identify electronic components of an Improvised Explosive Devices (IED)
E4	CORE	Perform diagnostic analysis on Improvised Explosive Devices (IED) circuits
E4	CORE	Render safe hazards during Improvised Explosive Devices (IED) response

INTELLIGENCE OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Collect intelligence information
E4	CORE	Conduct Sensitive Site Exploitation (SSE)
E4	CORE	Consult intelligence resources (e.g., links, Joint EOD portal, Request for Information (RFI), etc.)
E4	CORE	Evaluate Expeditionary Mine Counter Measures (EXMCM) Concept of Operations (CONOPS) (e.g., Unmanned Systems (UMS), Post-Mission Analysis (PMA), Command and Control (C2))
E4	CORE	Evaluate exploitation levels

IRREGULAR WARFARE/INTERAGENCY AND JOINT SUPPORT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct Counter Insurgency Operations (COIN)
E4	NON-CORE	Conduct Counter Terrorism (CT) operations
E4	NON-CORE	Conduct Foreign Internal Defense (FID) operations (e.g., train Tactics, Techniques and Procedures (TTP), build partner capacity, etc.)
E4	NON-CORE	Conduct unconventional warfare operations
E4	CORE	Integrate with joint, multinational Special Operations Forces (SOF)/Conventional Forces
E4	CORE	Provide agency/organization integration recommendations. (e.g., Non-Governmental Organizations (NGO), Other Governmental Agencies (OGA), etc.)

LIFE SAVING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Administer combat life-saving medical treatments
E4	CORE	Administer diving medical treatments
E4	CORE	Administer first aid
E4	CORE	Administer Tactical Combat Casualty Care (TCCC)
E4	CORE	Conduct Casualty Evacuations (CASEVAC)/Medical Evacuations (MEDEVAC)
E4	CORE	Maintain diver life support equipment
E4	CORE	Maintain first aid equipment

MISSION CRITICAL EQUIPMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct long range reconnaissance
E4	CORE	Conduct night operations utilizing optical/observation devices
E4	CORE	Conduct remote disruption with explosive tools and equipment
E4	CORE	Conduct remote procedures using Remotely Operated Vehicle (ROV) (i.e., Air, Surface, Underwater vehicles)
E4	CORE	Don mission specific personal protective equipment for associated hazards
E4	CORE	Employ Electronic Warfare (EW) equipment
E4	CORE	Employ radiographic equipment
E4	CORE	Initiate Electronic Countermeasures (ECM)
E4	CORE	Locate buried hazards
E4	NON-CORE	Maintain personal equipment
E4	NON-CORE	Maintain tactical support equipment
E4	NON-CORE	Operate audio visual equipment
E4	NON-CORE	Operate electronic diagnostic equipment
E4	CORE	Operate navigational equipment (e.g., compass, GPS, etc.)
E4	CORE	Operate night optical equipment

MOBILITY

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Conduct cargo and equipment air insertion operations
E4	CORE	Conduct closed circuit Underwater Breathing Apparatus (UBA) dives
E4	CORE	Conduct dismounted tactical movements (e.g., Military Operations in Urban Terrain (MOUT), small unit tactics, open terrain, etc.)
E4	CORE	Conduct fast rope operations
E4	CORE	Conduct helicopter cast/recovery operations
E4	CORE	Conduct Helicopter Rope Suspension Training (HRST) operations
E4	CORE	Conduct ladder climb ship-boarding infiltration and exfiltration operations
E4	CORE	Conduct maritime operations (e.g., Visit, Board, Search, and Seizure (VBSS), Gas & Oil Platform (GOPLAT), combat swimmer, UBA, etc.)
E4	CORE	Conduct mounted tactical movements (standard and non-standard vehicles)
E4	CORE	Conduct open circuit Self-Contained Underwater Breathing Apparatus (SCUBA) dive operations
E4	CORE	Conduct rappelling operations
E4	CORE	Conduct small boat operations
E4	CORE	Conduct Special Purpose Insertion Extraction (SPIE) operations
E4	CORE	Conduct static line parachute operations
E4	CORE	Launch small boats
E4	CORE	Maintain air operations equipment
E4	CORE	Maintain diving equipment
E4	NON-CORE	Maintain small boat support equipment
E4	NON-CORE	Maintain small boats

MOBILITY (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform military freefall parachute operations
E4	NON-CORE	Perform parachute packing
E5	CORE	Supervise fast rope operations
E5	CORE	Supervise rappelling operations
E5	CORE	Supervise Special Purpose Insertion Extraction (SPIE) operations
E6	NON-CORE	Supervise static-line parachute operations

UNDERWATER ORDNANCE OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Assess hazards during underwater hazard response
E4	CORE	Collect data for underwater hazard response
E4	CORE	Conduct Expeditionary Mine Counter Measures (EXMCM) operations
E4	CORE	Conduct exploitation procedures
E4	CORE	Conduct final disposition of hazards for underwater response
E4	CORE	Conduct in water procedures against mine sensor package
E4	CORE	Conduct on-site reconnaissance for underwater operations response
E4	CORE	Establish protective measures during underwater response
E4	CORE	Operate high pressure gas systems (e.g. Oxygen Transfer Pump Assembly (OTPA), Haskell pump, SCUBA compressors, etc.)
E4	CORE	Prosecute underwater ordnance
E4	CORE	Render safe hazards during underwater hazards response

Job Title**Senior Explosive Ordnance Disposal Technician****Job Code****001172****Job Family**
Management**NOC**
TBD**Short Title (30 Characters)**
SENIOR EXPLOSIVE ORD DISPO TEC**Short Title (14 Characters)**
EOD TECH SENOR**Pay Plan**
Enlisted**Career Field**
EOD**Other Relationships and Rules**
NEC M03A or other NECs as assigned**Job Description**

Senior Explosive Ordnance Disposal Technicians eliminate hazards from ordnance that jeopardize operations conducted in support of national military strategy; conduct and supervise most phases of EOD operations under the guidance of Master EOD Technicians; detect, locate, access, identify, render safe, recover, conduct sensitive site exploitation, and final disposal of explosive ordnance; perform diving, parachute insertion, Helicopter Rope Suspension Technique (HRST)/cast; train in advanced Tactics, Techniques and Procedures (TTPs) for front-line combat operations, the neutralization of Improvised Explosive Devices (IEDs), team mobility, and incident site access; and assist Master EOD Technicians in the planning and execution of all EOD operations.

DoD Relationship**Group Title**
EOD/UDT**DoD Code**
143100**O*NET Relationship****Occupation Title**

Emergency Management Directors

SOC Code

11-9061.00

Job Family

Management

Skills*Critical Thinking**Operation and Control**Complex Problem Solving**Operation Monitoring**Management of Material Resources**Equipment Selection**Judgment and Decision Making**Management of Personnel Resources**Coordination**Monitoring***Abilities***Spatial Orientation**Problem Sensitivity**Deductive Reasoning**Oral Expression**Inductive Reasoning**Written Comprehension**Information Ordering**Originality**Manual Dexterity**Oral Comprehension***ADMINISTRATION****Paygrade****Task Type****Task Statements**

E6

NON-CORE

Assist Master Explosive Ordnance Disposal (EOD) Technician implement training plans

E6

NON-CORE

Assist Master Explosive Ordnance Disposal (EOD) Technician with drill and exercise evaluations

E6

NON-CORE

Assist Master Explosive Ordnance Disposal (EOD) Technician with drill and exercise set-up

E6

NON-CORE

Assist Master Explosive Ordnance Disposal (EOD) Technician with Operational Risk Management (ORM) and safety monitoring

E4

CORE

Conduct security program procedures

E6

CORE

Evaluate Explosive Ordnance Disposal (EOD) executed drills and exercise

E6

CORE

Maintain Explosive Ordnance Disposal (EOD) administrative records

E4

CORE

Maintain Explosive Ordnance Disposal (EOD) publications and instructions (e.g., Special Weapons Operation Publication (SWOPS), Automated EOD Publication Systems (AEODPS), etc.)

E4

CORE

Maintain operational qualifications (e.g., jump, dive, demolition, etc.)

E6

CORE

Manage Operational Risk Management (ORM) and safety programs

E5

CORE

Manage sensitive equipment inventories (e.g., Arms, Ammunition, and Explosives (AA&E), communications, intelligence, etc.)

E5

CORE

Manage sensitive equipment stowage and transportation (e.g., Arms, Ammunition, and Explosives (AA&E), communications, intelligence, etc.)

ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Perform Arms, Ammunition, and Explosives (AA&E) program duties and responsibilities
E4	CORE	Research information on Explosive Ordnance Disposal (EOD) databases (e.g., Special Weapons Operation Publication (SWOPS), Automated EOD Publication Systems (AEODPS), etc.)
E6	CORE	Research newly developed Explosive Ordnance Disposal (EOD) technology and equipment (e.g., exploitation, etc.)
E6	CORE	Supervise transportation and storage of Arms, Ammunition, and Explosives (AA&E)
E4	CORE	Transport Arms, Ammunition, and Explosives (AA&E)

CHEMICAL, BIOLOGICAL, RADIOLOGICAL, NUCLEAR EXPLOSIVE (CBRNE) RESPONSE OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Assess hazards during Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) response
E4	CORE	Assess laboratories for chemical and biological materials
E4	CORE	Collect Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) ordnance response data
E4	CORE	Conduct continuation of Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) response after initial entry
E4	CORE	Conduct initial response for Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) ordnance
E4	CORE	Decontaminate personnel and equipment (e.g., Emergency Personnel Decontamination Station (EPDS), field expedient, etc.)
E4	CORE	Dispose of chemical and biological ordnance
E6	CORE	Establish command posts for Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) ordnance response
E4	CORE	Establish protective measures for Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) response
E6	CORE	Manage Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) response
E4	CORE	Manage Nuclear, Biological, Chemical (NBC) casualties
E6	CORE	Provide recommendations for assets during Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) ordnance response
E6	CORE	Supervise data collection for Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) response
E6	NON-CORE	Supervise response assets for Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) devices response

COMBAT SKILLS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct weapons qualifications (e.g., small arms, crew served, etc.)
E4	CORE	Conduct weapons training (e.g., small arms, crew served, etc.)
E4	CORE	Employ crew served weapons
E5	CORE	Employ explosive access techniques (e.g., remote entry, breaching, etc.)
E4	CORE	Employ hand grenades
E4	CORE	Employ small arms
E4	CORE	Employ standoff weapons systems

COMBAT SKILLS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Maintain crew served weapon mounts and stands
E6	NON-CORE	Maintain range facilities
E4	CORE	Maintain standoff weapons systems
E4	CORE	Maintain weapons (e.g., small arms, crew served, etc.)
E4	CORE	Neutralize hostile threats using non-lethal force
E4	CORE	Neutralize potential area hostile targets (long range)
E4	CORE	Neutralize potential point hostile targets (close range)
E6	NON-CORE	Operate shoot house
E6	NON-CORE	Operate small arms and crew served weapons ranges
E4	CORE	Perform advanced small arms techniques
E6	CORE	Supervise employment of weapons (e.g., small arms, crew served, etc.)

COMMUNICATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Employ communications equipment (e.g., Satellite Communication (SATCOM), Information Technology (IT), High Frequency (HF), etc.)
E4	CORE	Employ Communications Security (COMSEC) equipment
E4	CORE	Establish downrange communications
E4	CORE	Load Communications Security (COMSEC) equipment
E4	NON-CORE	Maintain communications equipment (e.g., Satellite Communication (SATCOM), Information Technology (IT), High Frequency (HF), etc.)
E4	NON-CORE	Maintain Information Technology (IT) communication systems
E4	NON-CORE	Manage Communications Security (COMSEC) material/devices
E4	CORE	Safeguard Communications Security (COMSEC) equipment

CONVENTIONAL ORDNANCE OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Assess hazards during conventional ordnance response
E4	CORE	Collect conventional ordnance response data
E4	CORE	Conduct conventional ordnance Render Safe Procedures (RSP)
E4	CORE	Conduct disposition of grenades and mines
E4	CORE	Conduct Exploitation operations on conventional ordnance
E4	CORE	Conduct final disposition of hazard for conventional response
E4	CORE	Conduct on-site reconnaissance for conventional ordnance response
E4	CORE	Conduct range sweep operations
E6	NON-CORE	Coordinate response assets for conventional ordnance response
E4	CORE	Disable hazards during conventional ordnance response
E6	CORE	Establish command posts for conventional ordnance response
E4	CORE	Establish protective measures for conventional response
E6	NON-CORE	Manage command and control for conventional ordnance response
E6	CORE	Manage conventional ordnance response
E4	CORE	Mitigate flight deck explosive hazards

CONVENTIONAL ORDNANCE OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform tactical field evaluation of explosive hazards
E6	CORE	Supervise data collection for conventional ordnance response
E6	CORE	Supervise range sweep operations
E6	CORE	Supervise response assets for conventional ordnance response

DEMOLITION OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct burn operations
E4	CORE	Conduct demolition operations (e.g., shape charges, Underwater Detonation (UNDET), etc.)
E6	CORE	Manage range operations
E4	CORE	Store demolition/burn materials
E5	CORE	Supervise burn operations
E5	CORE	Supervise demolition operations

HIGH RISK TRAINING PROGRAM AND MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct high risk training
E5	CORE	Develop high risk training and evolution safety briefs
E6	CORE	Evaluate drills and exercises (e.g., range, dive, jump operation, etc.)
E5	CORE	Implement high risk training plans
E6	CORE	Manage drills and exercises (e.g., range, dive, jump operation, etc.)
E5	CORE	Plan drills and exercises (e.g., range, dive, jump operation, etc.)
E5	CORE	Plan high risk training

HOMEMADE EXPLOSIVES (HME)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Assess hazards during Homemade Explosives (HME) response
E4	CORE	Collect Homemade Explosives (HME) response data
E4	CORE	Conduct disposition of Homemade Explosives (HME)
E4	NON-CORE	Conduct final disposition of Homemade Explosives (HME) hazards
E4	CORE	Conduct on-site reconnaissance for Homemade Explosives (HME) response
E6	CORE	Coordinate response assets for Homemade Explosives (HME) response
E4	NON-CORE	Disable hazards during Homemade Explosives (HME) response
E6	CORE	Establish command posts for Homemade Explosives (HME) response
E4	CORE	Establish protective measures for Homemade Explosives (HME) response
E6	NON-CORE	Exercise command and control for Homemade Explosives (HME) response
E6	CORE	Supervise access procedures during Homemade Explosives (HME) response
E6	CORE	Supervise data collection for Homemade Explosives (HME) response
E6	NON-CORE	Supervise response assets for Homemade Explosives (HME) response

HUMAN PERFORMANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Assess individual/team wellness and resiliency plans
E4	CORE	Conduct combat simulation training (e.g., standup, ground, prisoner handling, etc.)
E4	CORE	Conduct endurance training
E4	CORE	Conduct nutrition training
E4	CORE	Conduct physical therapy/rehabilitation training
E4	CORE	Conduct strength training
E4	CORE	Establish wellness and resiliency plans (e.g., operational stress, mental/behavioral health etc.)
E4	CORE	Implement wellness and resiliency measures (e.g., mind, body, etc.)
E4	CORE	Maintain individual wellness and resilience
E6	CORE	Manage physical conditioning training
E5	CORE	Plan physical conditioning training
E5	CORE	Supervise physical conditioning training

IMPROVISED EXPLOSIVE DEVICE OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Access hazardous device during Improvised Explosive Devices (IED) response
E4	CORE	Assess Improvised Explosive Devices (IED) hazards
E4	CORE	Clear obstacles and explosive hazards
E4	CORE	Collect Improvised Explosive Devices (IED) response data
E4	CORE	Conduct Exploitation operations on Improvised Explosive Devices (IEDs)
E4	CORE	Conduct Maritime Improvised Explosive Device (MIED) operations
E4	CORE	Conduct on-site reconnaissance for Improvised Explosive Devices (IED) response
E6	NON-CORE	Coordinate response assets for Improvised Explosive Devices (IED) response
E6	CORE	Develop Improvised Explosive Devices (IED) Render Safe Procedures (RSP)
E4	CORE	Dispose of hazards for Improvised Explosive Devices (IED) response
E6	CORE	Establish command posts for Improvised Explosive Devices (IED) response
E4	CORE	Establish protective measures for Improvised Explosive Devices (IED) response
E6	NON-CORE	Exercise command and control for Improvised Explosive Devices (IED) response
E4	CORE	Identify electronic components of an Improvised Explosive Devices (IED)
E4	CORE	Perform diagnostic analysis on Improvised Explosive Devices (IED) circuits
E4	CORE	Render safe hazards during Improvised Explosive Devices (IED) response
E6	CORE	Supervise access procedures during Improvised Explosive Device (IED) response
E6	CORE	Supervise data collection for Improvised Explosive Devices (IED) response
E6	NON-CORE	Supervise response assets for Improvised Explosive Devices (IED) response

INTELLIGENCE OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Collect intelligence information
E4	CORE	Conduct Sensitive Site Exploitation (SSE)
E4	CORE	Consult intelligence resources (e.g., links, Joint EOD portal, Request for Information (RFI), etc.)

INTELLIGENCE OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Create intelligence reports
E4	CORE	Evaluate Expeditionary Mine Counter Measures (EXMCM) Concept of Operations (CONOPS) (e.g., Unmanned Systems (UMS), Post-Mission Analysis (PMA), Command and Control (C2))
E4	CORE	Evaluate exploitation levels
E6	CORE	Report intelligence information
E6	CORE	Supervise intelligence collections

IRREGULAR WARFARE/INTERAGENCY AND JOINT SUPPORT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct Counter Insurgency Operations (COIN)
E4	NON-CORE	Conduct Counter Terrorism (CT) operations
E4	NON-CORE	Conduct Foreign Internal Defense (FID) operations (e.g., train Tactics, Techniques and Procedures (TTP), build partner capacity, etc.)
E5	NON-CORE	Conduct Stabilization, Security, Transition, Reconstruction Operations (SSTRO)
E4	NON-CORE	Conduct unconventional warfare operations
E4	CORE	Integrate with joint, multinational Special Operations Forces (SOF)/Conventional Forces
E6	CORE	Liaise with international agencies
E4	CORE	Provide agency/organization integration recommendations. (e.g., Non-Governmental Organizations (NGO), Other Governmental Agencies (OGA), etc.)

LIFE SAVING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Administer combat life-saving medical treatments
E4	CORE	Administer diving medical treatments
E4	CORE	Administer first aid
E4	CORE	Administer Tactical Combat Casualty Care (TCCC)
E4	CORE	Conduct Casualty Evacuations (CASEVAC)/Medical Evacuations (MEDEVAC)
E4	CORE	Maintain diver life support equipment
E4	CORE	Maintain first aid equipment

MISSION CRITICAL EQUIPMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct long range reconnaissance
E4	CORE	Conduct night operations utilizing optical/observation devices
E4	CORE	Conduct remote disruption with explosive tools and equipment
E4	CORE	Conduct remote procedures using Remotely Operated Vehicle (ROV) (i.e., Air, Surface, Underwater vehicles)
E4	CORE	Don mission specific personal protective equipment for associated hazards
E4	CORE	Employ Electronic Warfare (EW) equipment
E4	CORE	Employ radiographic equipment
E4	CORE	Initiate Electronic Countermeasures (ECM)
E4	CORE	Locate buried hazards

MISSION CRITICAL EQUIPMENT (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Maintain personal equipment
E4	NON-CORE	Maintain tactical support equipment
E4	NON-CORE	Operate audio visual equipment
E4	NON-CORE	Operate electronic diagnostic equipment
E4	CORE	Operate navigational equipment (e.g., compass, GPS, etc.)
E4	CORE	Operate night optical equipment
E6	CORE	Supervise Remotely Operated Vehicle (ROV) operations

MOBILITY

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Conduct cargo and equipment air insertion operations
E4	CORE	Conduct closed circuit Underwater Breathing Apparatus (UBA) dives
E4	CORE	Conduct dismounted tactical movements (e.g., Military Operations in Urban Terrain (MOUT), small unit tactics, open terrain, etc.)
E4	CORE	Conduct fast rope operations
E4	CORE	Conduct helicopter cast/recovery operations
E4	CORE	Conduct Helicopter Rope Suspension Training (HRST) operations
E4	CORE	Conduct ladder climb ship-boarding infiltration and exfiltration operations
E4	CORE	Conduct maritime operations (e.g., Visit, Board, Search, and Seizure (VBSS), Gas & Oil Platform (GOPLAT), combat swimmer, UBA, etc.)
E4	CORE	Conduct mounted tactical movements (standard and non-standard vehicles)
E4	CORE	Conduct open circuit Self-Contained Underwater Breathing Apparatus (SCUBA) dive operations
E4	CORE	Conduct rappelling operations
E4	CORE	Conduct small boat operations
E4	CORE	Conduct Special Purpose Insertion Extraction (SPIE) operations
E4	CORE	Conduct static line parachute operations
E4	CORE	Launch small boats
E4	CORE	Maintain air operations equipment
E4	CORE	Maintain diving equipment
E4	NON-CORE	Maintain small boat support equipment
E4	NON-CORE	Maintain small boats
E4	CORE	Perform military freefall parachute operations
E4	NON-CORE	Perform parachute packing
E5	NON-CORE	Perform parachute rigging operations
E6	CORE	Plan dismounted movements
E6	CORE	Plan mounted movements
E6	NON-CORE	Supervise cargo and equipment air insertion operations
E5	CORE	Supervise cast and recovery operations
E6	CORE	Supervise Explosive Ordnance Disposal (EOD) dismounted movements
E6	CORE	Supervise Explosive Ordnance Disposal (EOD) mounted movements
E5	CORE	Supervise fast rope operations

MOBILITY (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	NON-CORE	Supervise free fall parachute operations
E5	CORE	Supervise Helicopter Rope Suspension Training (HRST) operations
E5	CORE	Supervise rappelling operations
E6	CORE	Supervise small boat operations
E5	CORE	Supervise Special Purpose Insertion Extraction (SPIE) operations
E6	NON-CORE	Supervise static-line parachute operations

UNDERWATER ORDNANCE OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Assess hazards during underwater hazard response
E4	CORE	Collect data for underwater hazard response
E4	CORE	Conduct Expeditionary Mine Counter Measures (EXMCM) operations
E4	CORE	Conduct exploitation procedures
E4	CORE	Conduct final disposition of hazards for underwater response
E4	CORE	Conduct in water procedures against mine sensor package
E4	CORE	Conduct on-site reconnaissance for underwater operations response
E6	NON-CORE	Coordinate response assets for underwater hazard response
E6	CORE	Establish command posts for underwater hazard response
E4	CORE	Establish protective measures during underwater response
E6	CORE	Manage command and control for underwater hazard response
E6	CORE	Manage limpet mine response
E6	CORE	Manage Mine Countermeasures (MCM) response
E6	CORE	Manage search and recovery operations
E4	CORE	Operate high pressure gas systems (e.g. Oxygen Transfer Pump Assembly (OTPA), Haskell pump, SCUBA compressors, etc.)
E6	CORE	Plan Expeditionary Mine Counter Measures (EXMCM) operations
E4	CORE	Prosecute underwater ordnance
E4	CORE	Render safe hazards during underwater hazards response
E6	CORE	Supervise closed circuit Underwater Breathing Apparatus (UBA) dive operations
E6	CORE	Supervise data collection for underwater hazard response
E5	CORE	Supervise Expeditionary Mine Counter Measures operations (EXMCM)
E5	CORE	Supervise open circuit Self-Contained Underwater Breathing Apparatus (SCUBA) dive operations
E6	CORE	Supervise Semi-closed circuit Underwater Breathing Apparatus (UBA) operations

Job Title**Master Explosive Ordnance Disposal Technician****Job Code****001177****Job Family**
Management**NOC**
TBD**Short Title (30 Characters)**
EXPLOSIVE ORD DISPOSAL MASTER**Short Title (14 Characters)**
EOD MASTER**Pay Plan**
Enlisted**Career Field**
EOD**Other Relationships and Rules**
NEC M04A or other NECs as assigned**Job Description**

Master Explosive Ordnance Disposal Technicians are responsible for eliminating ordnance hazards which jeopardize operations conducted in support of the national military strategy; manage and administer certification and quality assurance programs on EOD and diving systems and equipment to include Research, Development, Test, and Evaluation (RDT&E); responsible for training and readiness assessments of the EOD and diving forces; plan, conduct, and supervise all aspects of EOD operations; integrate EOD forces with joint/foreign military and otherlocal/state/federal agencies; assess manpower and resource requirements; and conduct long-range mission planning in support of EOD operations.

DoD RelationshipGroup Title
EOD/UDTDoD Code
143100**O*NET Relationship**Occupation Title

Emergency Management Directors

SOC Code

11-9061.00

Job Family

Management

Skills*Operation and Control**Critical Thinking**Complex Problem Solving**Operation Monitoring**Management of Material Resources**Equipment Selection**Judgment and Decision Making**Monitoring**Coordination**Management of Personnel Resources***Abilities***Spatial Orientation**Deductive Reasoning**Problem Sensitivity**Oral Expression**Written Comprehension**Inductive Reasoning**Information Ordering**Originality**Manual Dexterity**Fluency of Ideas***ADMINISTRATION****Paygrade****Task Type****Task Statements**

E4

CORE

Conduct security program procedures

E6

CORE

Evaluate Explosive Ordnance Disposal (EOD) executed drills and exercise

E7

NON-CORE

Identify resource requirements

E6

CORE

Maintain Explosive Ordnance Disposal (EOD) administrative records

E4

CORE

Maintain Explosive Ordnance Disposal (EOD) publications and instructions (e.g., Special Weapons Operation Publication (SWOPS), Automated EOD Publication Systems (AEODPS), etc.)

E4

CORE

Maintain operational qualifications (e.g., jump, dive, demolition, etc.)

E7

CORE

Manage Arms, Ammunition, and Explosives (AA&E) database programs

E7

CORE

Manage Arms, Ammunition, and Explosives (AA&E) inventories

E7

CORE

Manage Explosive Ordnance Disposal (EOD) administrative programs

E7

NON-CORE

Manage manpower resources

E6

CORE

Manage Operational Risk Management (ORM) and safety programs

E7

CORE

Manage personnel qualification and certification programs for Arms, Ammunition, and Explosives (AA&E)

E5

CORE

Manage sensitive equipment inventories (e.g., Arms, Ammunition, and Explosives (AA&E), communications, intelligence, etc.)

E5

CORE

Manage sensitive equipment stowage and transportation (e.g., Arms, Ammunition, and Explosives (AA&E), communications, intelligence, etc.)

E7

CORE

Manage transportation and storage of Arms, Ammunition, and Explosives (AA&E)

ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Perform Arms, Ammunition, and Explosives (AA&E) program duties and responsibilities
E7	NON-CORE	Prepare information briefs
E7	NON-CORE	Provide feedback to exercise participants
E4	CORE	Research information on Explosive Ordnance Disposal (EOD) databases (e.g., Special Weapons Operation Publication (SWOPS), Automated EOD Publication Systems (AEODPS), etc.)
E6	CORE	Research newly developed Explosive Ordnance Disposal (EOD) technology and equipment (e.g., exploitation, etc.)
E7	NON-CORE	Review newly developed technology and equipment
E7	NON-CORE	Set-up drills and exercises
E6	CORE	Supervise transportation and storage of Arms, Ammunition, and Explosives (AA&E)
E7	NON-CORE	Track material readiness
E4	CORE	Transport Arms, Ammunition, and Explosives (AA&E)

CHEMICAL, BIOLOGICAL, RADIOLOGICAL, NUCLEAR EXPLOSIVE (CBRNE) RESPONSE OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Assess hazards during Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) response
E4	CORE	Assess laboratories for chemical and biological materials
E4	CORE	Collect Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) ordnance response data
E4	CORE	Conduct continuation of Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) response after initial entry
E4	CORE	Conduct initial response for Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) ordnance
E4	CORE	Decontaminate personnel and equipment (e.g., Emergency Personnel Decontamination Station (EPDS), field expedient, etc.)
E4	CORE	Dispose of chemical and biological ordnance
E6	CORE	Establish command posts for Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) ordnance response
E4	CORE	Establish protective measures for Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) response
E6	CORE	Manage Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) response
E4	CORE	Manage Nuclear, Biological, Chemical (NBC) casualties
E6	CORE	Provide recommendations for assets during Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) ordnance response
E6	CORE	Supervise data collection for Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) response
E6	NON-CORE	Supervise response assets for Chemical, Biological, Radiological, and Nuclear Explosive (CBRNE) devices response

COMBAT SKILLS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct weapons qualifications (e.g., small arms, crew served, etc.)
E4	CORE	Conduct weapons training (e.g., small arms, crew served, etc.)
E4	CORE	Employ crew served weapons
E5	CORE	Employ explosive access techniques (e.g., remote entry, breaching, etc.)
E4	CORE	Employ hand grenades
E4	CORE	Employ small arms
E4	CORE	Employ standoff weapons systems
E4	NON-CORE	Maintain crew served weapon mounts and stands
E6	NON-CORE	Maintain range facilities
E4	CORE	Maintain standoff weapons systems
E4	CORE	Maintain weapons (e.g., small arms, crew served, etc.)
E4	CORE	Neutralize hostile threats using non-lethal force
E4	CORE	Neutralize potential area hostile targets (long range)
E4	CORE	Neutralize potential point hostile targets (close range)
E6	NON-CORE	Operate shoot house
E6	NON-CORE	Operate small arms and crew served weapons ranges
E4	CORE	Perform advanced small arms techniques
E6	CORE	Supervise employment of weapons (e.g., small arms, crew served, etc.)

COMMUNICATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Employ communications equipment (e.g., Satellite Communication (SATCOM), Information Technology (IT), High Frequency (HF), etc.)
E4	CORE	Employ Communications Security (COMSEC) equipment
E4	CORE	Establish downrange communications
E4	CORE	Load Communications Security (COMSEC) equipment
E4	NON-CORE	Maintain communications equipment (e.g., Satellite Communication (SATCOM), Information Technology (IT), High Frequency (HF), etc.)
E4	NON-CORE	Maintain Information Technology (IT) communication systems
E4	NON-CORE	Manage Communications Security (COMSEC) material/devices
E4	CORE	Safeguard Communications Security (COMSEC) equipment

CONVENTIONAL ORDNANCE OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Assess hazards during conventional ordnance response
E4	CORE	Collect conventional ordnance response data
E4	CORE	Conduct conventional ordnance Render Safe Procedures (RSP)
E4	CORE	Conduct disposition of grenades and mines
E4	CORE	Conduct Exploitation operations on conventional ordnance
E4	CORE	Conduct final disposition of hazard for conventional response
E4	CORE	Conduct on-site reconnaissance for conventional ordnance response
E4	CORE	Conduct range sweep operations

CONVENTIONAL ORDNANCE OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	NON-CORE	Coordinate response assets for conventional ordnance response
E4	CORE	Disable hazards during conventional ordnance response
E6	CORE	Establish command posts for conventional ordnance response
E4	CORE	Establish protective measures for conventional response
E6	NON-CORE	Manage command and control for conventional ordnance response
E6	CORE	Manage conventional ordnance response
E4	CORE	Mitigate flight deck explosive hazards
E4	CORE	Perform tactical field evaluation of explosive hazards
E6	CORE	Supervise data collection for conventional ordnance response
E6	CORE	Supervise range sweep operations
E6	CORE	Supervise response assets for conventional ordnance response

DEMOLITION OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct burn operations
E4	CORE	Conduct demolition operations (e.g., shape charges, Underwater Detonation (UNDET), etc.)
E6	CORE	Manage range operations
E4	CORE	Store demolition/burn materials
E5	CORE	Supervise burn operations
E5	CORE	Supervise demolition operations

HIGH RISK TRAINING PROGRAM AND MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct high risk training
E5	CORE	Develop high risk training and evolution safety briefs
E6	CORE	Evaluate drills and exercises (e.g., range, dive, jump operation, etc.)
E5	CORE	Implement high risk training plans
E6	CORE	Manage drills and exercises (e.g., range, dive, jump operation, etc.)
E5	CORE	Plan drills and exercises (e.g., range, dive, jump operation, etc.)
E5	CORE	Plan high risk training

HOMEMADE EXPLOSIVES (HME)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Assess hazards during Homemade Explosives (HME) response
E4	CORE	Collect Homemade Explosives (HME) response data
E4	CORE	Conduct disposition of Homemade Explosives (HME)
E4	NON-CORE	Conduct final disposition of Homemade Explosives (HME) hazards
E4	CORE	Conduct on-site reconnaissance for Homemade Explosives (HME) response
E6	CORE	Coordinate response assets for Homemade Explosives (HME) response
E4	NON-CORE	Disable hazards during Homemade Explosives (HME) response
E6	CORE	Establish command posts for Homemade Explosives (HME) response
E4	CORE	Establish protective measures for Homemade Explosives (HME) response

HOMEMADE EXPLOSIVES (HME) (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	NON-CORE	Exercise command and control for Homemade Explosives (HME) response
E7	CORE	Manage Homemade Explosives (HME) response
E6	CORE	Supervise access procedures during Homemade Explosives (HME) response
E6	CORE	Supervise data collection for Homemade Explosives (HME) response
E6	NON-CORE	Supervise response assets for Homemade Explosives (HME) response

HUMAN PERFORMANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Assess individual/team wellness and resiliency plans
E4	CORE	Conduct combat simulation training (e.g., standup, ground, prisoner handling, etc.)
E4	CORE	Conduct endurance training
E4	CORE	Conduct nutrition training
E4	CORE	Conduct physical therapy/rehabilitation training
E4	CORE	Conduct strength training
E4	CORE	Establish wellness and resiliency plans (e.g., operational stress, mental/behavioral health etc.)
E4	CORE	Implement wellness and resiliency measures (e.g., mind, body, etc.)
E4	CORE	Maintain individual wellness and resilience
E6	CORE	Manage physical conditioning training
E5	CORE	Plan physical conditioning training
E5	CORE	Supervise physical conditioning training

IMPROVISED EXPLOSIVE DEVICE OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Access hazardous device during Improvised Explosive Devices (IED) response
E4	CORE	Assess Improvised Explosive Devices (IED) hazards
E4	CORE	Clear obstacles and explosive hazards
E4	CORE	Collect Improvised Explosive Devices (IED) response data
E4	CORE	Conduct Exploitation operations on Improvised Explosive Devices (IEDs)
E4	CORE	Conduct Maritime Improvised Explosive Device (MIED) operations
E4	CORE	Conduct on-site reconnaissance for Improvised Explosive Devices (IED) response
E6	NON-CORE	Coordinate response assets for Improvised Explosive Devices (IED) response
E6	CORE	Develop Improvised Explosive Devices (IED) Render Safe Procedures (RSP)
E4	CORE	Dispose of hazards for Improvised Explosive Devices (IED) response
E6	CORE	Establish command posts for Improvised Explosive Devices (IED) response
E4	CORE	Establish protective measures for Improvised Explosive Devices (IED) response
E6	NON-CORE	Exercise command and control for Improvised Explosive Devices (IED) response
E4	CORE	Identify electronic components of an Improvised Explosive Devices (IED)
E7	CORE	Manage Improvised Explosive Device (IED) response
E4	CORE	Perform diagnostic analysis on Improvised Explosive Devices (IED) circuits
E4	CORE	Render safe hazards during Improvised Explosive Devices (IED) response
E6	CORE	Supervise access procedures during Improvised Explosive Device (IED) response

IMPROVISED EXPLOSIVE DEVICE OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Supervise data collection for Improvised Explosive Devices (IED) response
E6	NON-CORE	Supervise response assets for Improvised Explosive Devices (IED) response

INTELLIGENCE OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Collect intelligence information
E4	CORE	Conduct Sensitive Site Exploitation (SSE)
E4	CORE	Consult intelligence resources (e.g., links, Joint EOD portal, Request for Information (RFI), etc.)
E6	CORE	Create intelligence reports
E4	CORE	Evaluate Expeditionary Mine Counter Measures (EXMCM) Concept of Operations (CONOPS) (e.g., Unmanned Systems (UMS), Post-Mission Analysis (PMA), Command and Control (C2))
E4	CORE	Evaluate exploitation levels
E7	NON-CORE	Manage intelligence programs
E6	CORE	Report intelligence information
E6	CORE	Supervise intelligence collections

IRREGULAR WARFARE/INTERAGENCY AND JOINT SUPPORT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct Counter Insurgency Operations (COIN)
E4	NON-CORE	Conduct Counter Terrorism (CT) operations
E4	NON-CORE	Conduct Foreign Internal Defense (FID) operations (e.g., train Tactics, Techniques and Procedures (TTP), build partner capacity, etc.)
E5	NON-CORE	Conduct Stabilization, Security, Transition, Reconstruction Operations (SSTRO)
E4	NON-CORE	Conduct unconventional warfare operations
E4	CORE	Integrate with joint, multinational Special Operations Forces (SOF)/Conventional Forces
E6	CORE	Liaise with international agencies
E7	CORE	Plan joint and combined operations
E4	CORE	Provide agency/organization integration recommendations. (e.g., Non-Governmental Organizations (NGO), Other Governmental Agencies (OGA), etc.)

LIFE SAVING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Administer combat life-saving medical treatments
E4	CORE	Administer diving medical treatments
E4	CORE	Administer first aid
E4	CORE	Administer Tactical Combat Casualty Care (TCCC)
E4	CORE	Conduct Casualty Evacuations (CASEVAC)/Medical Evacuations (MEDEVAC)
E4	CORE	Maintain diver life support equipment
E4	CORE	Maintain first aid equipment

MISSION CRITICAL EQUIPMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct long range reconnaissance
E4	CORE	Conduct night operations utilizing optical/observation devices
E4	CORE	Conduct remote disruption with explosive tools and equipment
E4	CORE	Conduct remote procedures using Remotely Operated Vehicle (ROV) (i.e., Air, Surface, Underwater vehicles)
E4	CORE	Don mission specific personal protective equipment for associated hazards
E4	CORE	Employ Electronic Warfare (EW) equipment
E4	CORE	Employ radiographic equipment
E4	CORE	Initiate Electronic Countermeasures (ECM)
E4	CORE	Locate buried hazards
E4	NON-CORE	Maintain personal equipment
E4	NON-CORE	Maintain tactical support equipment
E4	NON-CORE	Operate audio visual equipment
E4	NON-CORE	Operate electronic diagnostic equipment
E4	CORE	Operate navigational equipment (e.g., compass, GPS, etc.)
E4	CORE	Operate night optical equipment
E6	CORE	Supervise Remotely Operated Vehicle (ROV) operations

MOBILITY

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Conduct cargo and equipment air insertion operations
E4	CORE	Conduct closed circuit Underwater Breathing Apparatus (UBA) dives
E4	CORE	Conduct dismounted tactical movements (e.g., Military Operations in Urban Terrain (MOUT), small unit tactics, open terrain, etc.)
E4	CORE	Conduct fast rope operations
E4	CORE	Conduct helicopter cast/recovery operations
E4	CORE	Conduct Helicopter Rope Suspension Training (HRST) operations
E4	CORE	Conduct ladder climb ship-boarding infiltration and exfiltration operations
E4	CORE	Conduct maritime operations (e.g., Visit, Board, Search, and Seizure (VBSS), Gas & Oil Platform (GOPLAT), combat swimmer, UBA, etc.)
E4	CORE	Conduct mounted tactical movements (standard and non-standard vehicles)
E4	CORE	Conduct open circuit Self-Contained Underwater Breathing Apparatus (SCUBA) dive operations
E4	CORE	Conduct rappelling operations
E4	CORE	Conduct small boat operations
E4	CORE	Conduct Special Purpose Insertion Extraction (SPIE) operations
E4	CORE	Conduct static line parachute operations
E4	CORE	Launch small boats
E4	CORE	Maintain air operations equipment
E4	CORE	Maintain diving equipment
E4	NON-CORE	Maintain small boat support equipment
E4	NON-CORE	Maintain small boats

MOBILITY (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform military freefall parachute operations
E4	NON-CORE	Perform parachute packing
E5	NON-CORE	Perform parachute rigger operations
E6	CORE	Plan dismounted movements
E6	CORE	Plan mounted movements
E6	NON-CORE	Supervise cargo and equipment air insertion operations
E5	CORE	Supervise cast and recovery operations
E6	CORE	Supervise Explosive Ordnance Disposal (EOD) dismounted movements
E6	CORE	Supervise Explosive Ordnance Disposal (EOD) mounted movements
E5	CORE	Supervise fast rope operations
E6	NON-CORE	Supervise free fall parachute operations
E5	CORE	Supervise Helicopter Rope Suspension Training (HRST) operations
E5	CORE	Supervise rappelling operations
E6	CORE	Supervise small boat operations
E5	CORE	Supervise Special Purpose Insertion Extraction (SPIE) operations
E6	NON-CORE	Supervise static-line parachute operations

UNDERWATER ORDNANCE OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Assess hazards during underwater hazard response
E4	CORE	Collect data for underwater hazard response
E4	CORE	Conduct Expeditionary Mine Counter Measures (EXMCM) operations
E4	CORE	Conduct exploitation procedures
E4	CORE	Conduct final disposition of hazards for underwater response
E4	CORE	Conduct in water procedures against mine sensor package
E4	CORE	Conduct on-site reconnaissance for underwater operations response
E6	NON-CORE	Coordinate response assets for underwater hazard response
E6	CORE	Establish command posts for underwater hazard response
E4	CORE	Establish protective measures during underwater response
E6	CORE	Manage command and control for underwater hazard response
E6	CORE	Manage limpet mine response
E6	CORE	Manage Mine Countermeasures (MCM) response
E6	CORE	Manage search and recovery operations
E6	CORE	Manage Unmanned Underwater Vehicles (UUV) operations
E4	CORE	Operate high pressure gas systems (e.g. Oxygen Transfer Pump Assembly (OTPA), Haskell pump, SCUBA compressors, etc.)
E6	CORE	Plan Expeditionary Mine Counter Measures (EXMCM) operations
E4	CORE	Prosecute underwater ordnance
E4	CORE	Render safe hazards during underwater hazards response
E6	CORE	Supervise closed circuit Underwater Breathing Apparatus (UBA) dive operations
E6	CORE	Supervise data collection for underwater hazard response

UNDERWATER ORDNANCE OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Supervise Expeditionary Mine Counter Measures operations (EXMCM)
E5	CORE	Supervise open circuit Self-Contained Underwater Breathing Apparatus (SCUBA) dive operations
E6	NON-CORE	Supervise response assets for underwater hazard response
E6	CORE	Supervise Semi-closed circuit Underwater Breathing Apparatus (UBA) operations

CHAPTER 37



FIRE CONTROL TECHNICIAN (FT)

NAVPERS 18068F-37G
Change 102

Updated: April 2025

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

FIRE CONTROL TECHNICIAN (FT)



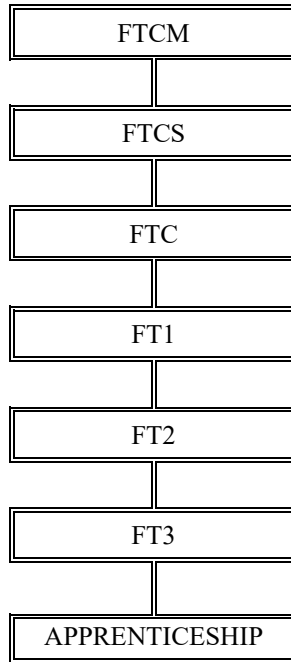
SCOPE OF RATING

Fire Control Technicians (FT) operate and maintain advanced electronic equipment and computers used in submarine Combat Control Systems (CCS), Over-the-Horizon (OTH) systems, Submarine Warfare Federated Tactical System (SWFTS), imaging, and weapons systems; participate in weapons handling functions; participate in the employment of Navy-guided missiles and underwater weapons systems; and operate and maintain non-tactical computer systems and peripherals.

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 37.

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**Combat Control Systems Operator****Job Code****001232****Job Family**

Military Specific

NOC

TBD

Short Title (30 Characters)

COMBAT CONTROL SYSTEMS OP

Short Title (14 Characters)

CMBT CTRL OPER

Pay Plan

Enlisted

Career Field

FT

Other Relationships and Rules

NEC TXXX series and other NECs as assigned

Job Description

Combat Control Systems (CCS) Operators perform operations and basic preventive level maintenance and troubleshooting on complex electronic, electrical, and mechanical submarine combat control equipment; operate Submarine Warfare Federated Tactical System (SWFTS) and peripherals; operate Imaging and Over-the-Horizon (OTH) systems; and participate in weapons handling and employment functions.

DoD Relationship O*NET Relationship**Group Title**Missile Guidance
and Control**DoD Code**

112100

Occupation TitleMilitary Enlisted Tactical Operations
and Air/Weapons Specialists and
Crew Members, All Other**SOC Code**

55-3019.00

Job Family

Military Specific

Skills*Operation and Control**Reading Comprehension**Complex Problem Solving**Quality Control Analysis**Systems Analysis**Writing**Critical Thinking**Repairing**Systems Evaluation**Management of Material Resources***Abilities***Problem Sensitivity**Written Comprehension**Deductive Reasoning**Information Ordering**Inductive Reasoning**Oral Expression**Perceptual Speed**Speed of Closure**Written Expression**Control Precision***COMBAT CONTROL SYSTEM MAINTENANCE****Paygrade****Task Type****Task Statements**

E5

CORE

Conduct Combat Control System (CCS) testing evolutions

E4

CORE

Install Combat Control Systems (CCS) software

E4

CORE

Maintain Combat Control Systems (CCS) software

E4

CORE

Troubleshoot Combat Control System (CCS)

COMBAT CONTROL SYSTEM OPERATIONS AND EMPLOYMENT**Paygrade****Task Type****Task Statements**

E4

CORE

Conduct Combat Control System (CCS) training evolutions

E4

CORE

Employ Combat Control System (CCS) (i.e., contact management/weapons employment)

E4

CORE

Employ Combat Control System (CCS) data collection systems

E4

CORE

Employ Over-the-Horizon (OTH) systems for strike operations

E4

CORE

Initialize Combat Control System (CCS)

E4

CORE

Initialize Combat Control System (CCS) data collection systems

E4

CORE

Initialize Over-the-Horizon (OTH) systems

E4

CORE

Process off-hull reports (e.g., ephemeris data, ice lines, locators, etc.)

E5

CORE

Test Over-the-Horizon (OTH) systems

E4

CORE

Validate Combat Control System (CCS) status and conditions

CONTACT MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze threat characteristics
E4	CORE	Assign appropriate symbology to contacts
E4	CORE	Correlate contacts across all ships' sensors
E4	CORE	Develop contact solutions
E4	CORE	Employ Combat Control System (CCS) algorithms
E4	CORE	Employ Over-the-Horizon (OTH) systems for contact management
E4	CORE	Evaluate visual classifications
E4	CORE	Interpret oceanographic data
E4	CORE	Make operational and situational reports
E5	CORE	Manage Over-the-Horizon (OTH) data for contact management
E4	CORE	Manage plots (e.g., fusion/Geographic (GEO) plot, time frequency, time range, etc.)
E4	CORE	Perform required contact reports
E4	CORE	Perform solution development procedures on surface and submerged contacts
E4	CORE	Perform visual observations
E4	CORE	Provide tactical recommendations to the contact management team

EQUIPMENT ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze blueprints and ship's drawings
E4	CORE	Analyze equipment schematics (e.g., mechanical drawings, electronic schematics, piping and valve drawings, etc.)
E4	CORE	Annotate Combat Control System (CCS) operational logs
E4	CORE	Annotate submarine-launched countermeasure operational logs
E4	CORE	Inventory Combat Control System (CCS) software and firmware
E4	NON-CORE	Inventory controlled equipment
E4	CORE	Inventory test equipment

IMAGING SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Employ imaging systems
E4	CORE	Initialize imaging systems
E4	CORE	Maintain imaging systems

INFORMATION ASSURANCE (IA) SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Annotate Information Assurance (IA) systems logs
E5	CORE	Audit Information Assurance (IA) systems logs
E4	CORE	Conduct Information Assurance (IA) systems posture transitions
E4	CORE	Inventory removable media
E4	CORE	Maintain Information Assurance (IA) systems components
E4	CORE	Report Information Assurance (IA) incidents
E5	CORE	Troubleshoot Information Assurance (IA) systems

LEGACY EQUIPMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Employ sound-silencing monitoring equipment
E4	NON-CORE	Initialize sound-silencing monitoring equipment
E4	NON-CORE	Initialize Submarine Emergency Communications Transmitter (SECT) buoy (i.e., AN/BST)
E4	NON-CORE	Remove Submarine Emergency Communications Transmitter (SECT) buoy components (i.e., AN/BST)
E4	NON-CORE	Replace Submarine Emergency Communications Transmitter (SECT) buoy components (i.e., AN/BST)
E4	NON-CORE	Test sound-silencing monitoring equipment
E4	NON-CORE	Test Submarine Emergency Communications Transmitter (SECT) buoy (i.e., AN/BST)

SUBMARINE-LAUNCHED WEAPONS EMPLOYMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Compute submarine-launched torpedo presets
E4	CORE	Conduct submarine-launched mine operations
E4	CORE	Conduct submarine-launched missile operations
E4	CORE	Conduct submarine-launched torpedo operations
E4	CORE	Draft Tomahawk Inventory Reports (TIR)
E4	CORE	Employ weapons launch equipment operations
E4	CORE	Initialize submarine-launched countermeasure systems (e.g., panels, racks, wires, etc.)
E4	CORE	Perform submarine-launched countermeasure operations
E4	CORE	Perform weapons casualty procedures
E4	CORE	Perform weapons emergency procedures
E4	CORE	Perform weapons recovery procedures
E4	CORE	Transition weapons systems between conditions of readiness

SUBMARINE-LAUNCHED WEAPONS HANDLING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Adjust weapons handling systems
E4	CORE	Conduct receipt inspections for submarine-launched weapons
E4	CORE	Initialize weapons handling systems
E4	CORE	Perform weapons handling operations
E4	CORE	Test weapons handling systems
E5	CORE	Troubleshoot weapons handling systems

WEAPONS LAUNCH EQUIPMENT MAINTENANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Initialize weapons launch equipment
E4	CORE	Inspect weapons launch equipment

WEAPONS LAUNCH EQUIPMENT MAINTENANCE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Test submarine-launched countermeasure systems (e.g., panels, racks, wires, etc.)
E4	CORE	Test weapons launch equipment
E5	CORE	Troubleshoot submarine-launched countermeasure systems (e.g., panels, racks, wires, etc.)
E5	CORE	Troubleshoot weapons launch equipment

Job Title**Combat Control Systems Technician****Job Code****001237****Job Family**

Installation, Maintenance, and Repair

NOC

TBD

Short Title (30 Characters)

COMBAT CONTROL SYSTEMS TEC

Short Title (14 Characters)

CMBT CTRL TECH

Pay Plan

Enlisted

Career Field

FT

Other Relationships and Rules

NEC TXXX series and other NECs as assigned

Job Description

Combat Control Systems (CCS) Technicians perform advanced operations, maintenance, and troubleshooting on complex electronic, electrical, and mechanical submarine combat control equipment and multiple system interfaces; maintain Submarine Warfare Federated Tactical System (SWFTS) and peripherals; maintain Imaging and Over-the-Horizon (OTH) systems; supervise operations, maintenance, and training for personnel within the Combat Control System (CCS) division; and participate or lead in weapons handling and employment functions.

DoD Relationship**Group Title**Missile Guidance
and Control**DoD Code**

112100

O*NET Relationship**Occupation Title**Electrical and Electronics Repairers,
Commercial and Industrial Equipment**SOC Code**

49-2094.00

Job FamilyInstallation, Maintenance
and Repair**Skills***Repairing**Reading Comprehension**Troubleshooting**Operation and Control**Quality Control Analysis**Systems Analysis**Management of Personnel Resources**Management of Material Resources**Equipment Maintenance**Systems Evaluation***Abilities***Problem Sensitivity**Written Comprehension**Deductive Reasoning**Manual Dexterity**Information Ordering**Inductive Reasoning**Speed of Closure**Perceptual Speed**Finger Dexterity**Written Expression***COMBAT CONTROL SYSTEM MAINTENANCE****Paygrade****Task Type****Task Statements**

E5

CORE

Conduct Combat Control System (CCS) testing evolutions

E5

CORE

Coordinate Combat Control System (CCS) maintenance

E4

CORE

Inspect Combat Control Systems (CCS) equipment

E5

CORE

Inspect interconnecting cables and connectors

E4

CORE

Install Combat Control Systems (CCS) software

E4

CORE

Maintain Combat Control Systems (CCS) software

E6

CORE

Manage Combat Control System (CCS) data collection systems

E4

CORE

Remove Combat Control System (CCS) components

E4

CORE

Remove digital Circuit Card Assemblies (CCA)

E5

CORE

Repair Combat Control System (CCS)

E5

NON-CORE

Repair fiber optic cables and connectors

E5

CORE

Repair Over-the-Horizon (OTH) systems

E4

CORE

Replace Combat Control System (CCS) components

E4

CORE

Replace digital Circuit Card Assemblies (CCA)

E6

CORE

Supervise Combat Control System (CCS) corrective maintenance

E5

NON-CORE

Test Alternating Current (AC) circuits

E5

CORE

Test Combat Control System (CCS)

E5

CORE

Test digital circuits

COMBAT CONTROL SYSTEM MAINTENANCE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Test Direct Current (DC) Circuits
E5	CORE	Test fiber optic cables and connectors
E5	CORE	Test interconnecting cables and connectors
E5	CORE	Test network systems
E4	CORE	Test power supplies
E5	CORE	Troubleshoot Alternating Current (AC) circuits
E4	CORE	Troubleshoot Combat Control System (CCS)
E5	CORE	Troubleshoot digital circuits
E5	CORE	Troubleshoot Direct Current (DC) circuits
E5	CORE	Troubleshoot fiber optic cables and connectors
E5	CORE	Troubleshoot interconnecting cables and connectors
E5	CORE	Troubleshoot Over-the-Horizon (OTH) systems
E5	CORE	Troubleshoot power supplies

COMBAT CONTROL SYSTEM OPERATIONS AND EMPLOYMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct Combat Control System (CCS) training evolutions
E4	CORE	Employ Combat Control System (CCS) (i.e., contact management/weapons employment)
E4	CORE	Initialize Combat Control System (CCS)
E4	CORE	Initialize Combat Control System (CCS) data collection systems
E7	CORE	Supervise Combat Control System (CCS) training and testing evolutions
E5	CORE	Test Over-the-Horizon (OTH) systems

CONTACT MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Correlate contacts across all ships' sensors

EQUIPMENT ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze blueprints and ship's drawings
E4	CORE	Analyze equipment schematics (e.g., mechanical drawings, electronic schematics, piping and valve drawings, etc.)
E4	CORE	Configure General Purpose Electronic Test Equipment (GPETE)
E5	CORE	Draft Casualty Reports (CASREP)
E6	CORE	Draft procedural documents for abnormal conditions (e.g., Standard Operating Procedures (SOP), Temporary Standing Orders (TSO), Departure From Specifications (DFS), etc.)
E4	CORE	Inspect work areas, tools, and equipment
E6	CORE	Verify equipment installation, testing, and alterations

IMAGING SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Maintain imaging systems
E4	CORE	Remove imaging system components
E4	CORE	Repair imaging systems
E4	CORE	Replace imaging system components
E5	CORE	Troubleshoot imaging systems

INFORMATION ASSURANCE (IA) SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Audit Information Assurance (IA) systems logs
E4	CORE	Conduct Information Assurance (IA) systems posture transitions
E5	CORE	Configure Information Assurance (IA) systems
E7	CORE	Coordinate Information Assurance (IA) systems maintenance
E5	CORE	Establish network system profiles and credentials
E6	CORE	Inspect Information Assurance (IA) systems
E4	CORE	Maintain Information Assurance (IA) systems components
E6	CORE	Manage Information Assurance (IA) systems access control
E4	CORE	Remove Information Assurance (IA) systems components
E5	CORE	Repair Information Assurance (IA) systems
E4	CORE	Replace Information Assurance (IA) systems components
E4	CORE	Report Information Assurance (IA) incidents
E5	CORE	Test Information Assurance (IA) systems
E5	CORE	Troubleshoot Information Assurance (IA) systems

LEGACY EQUIPMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Remove sound-silencing monitoring components
E4	NON-CORE	Remove Submarine Emergency Communications Transmitter (SECT) buoy components (i.e., AN/BST)
E4	NON-CORE	Repair sound-silencing monitoring equipment
E4	NON-CORE	Repair Submarine Emergency Communications Transmitter (SECT) buoy (i.e., AN/BST)
E4	NON-CORE	Replace sound-silencing monitoring components
E4	NON-CORE	Replace Submarine Emergency Communications Transmitter (SECT) buoy components (i.e., AN/BST)
E4	NON-CORE	Test sound-silencing monitoring equipment
E5	NON-CORE	Troubleshoot sound-silencing monitoring equipment
E5	NON-CORE	Troubleshoot Submarine Emergency Communications Transmitter (SECT) buoy (i.e., AN/BST)

SUBMARINE-LAUNCHED WEAPONS EMPLOYMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct submarine-launched mine operations
E4	CORE	Conduct submarine-launched missile operations
E4	CORE	Conduct submarine-launched torpedo operations
E4	CORE	Conduct weapon software updates
E6	CORE	Draft erratic weapon reports
E6	CORE	Draft post firing messages
E4	CORE	Employ weapons launch equipment operations
E7	CORE	Manage weapons emergency procedures
E4	CORE	Perform submarine-launched countermeasure operations
E4	CORE	Perform weapons emergency procedures
E7	CORE	Supervise submarine-launched mine operations
E7	CORE	Supervise submarine-launched missile operations
E7	CORE	Supervise submarine-launched torpedo operations
E4	CORE	Transition weapons systems between conditions of readiness

SUBMARINE-LAUNCHED WEAPONS HANDLING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Adjust weapons handling systems
E4	CORE	Inspect weapons handling systems
E7	CORE	Manage maintenance of weapons handling systems
E4	CORE	Perform weapons handling operations
E4	CORE	Remove weapons handling systems components
E5	CORE	Repair weapons handling systems
E4	CORE	Replace weapons handling systems components
E7	CORE	Supervise weapons handling operations
E4	CORE	Test weapons handling systems
E5	CORE	Troubleshoot weapons handling systems

WEAPONS LAUNCH EQUIPMENT MAINTENANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Adjust weapons launch equipment
E6	CORE	Coordinate submarine-launched countermeasure systems maintenance
E6	CORE	Coordinate weapons launch equipment maintenance
E5	CORE	Inspect submarine-launched countermeasure systems (e.g., panels, racks, wires, etc.)
E4	CORE	Inspect weapons launch equipment
E4	CORE	Install submarine-launched countermeasure systems (e.g., panels, racks, wires, etc.)
E7	CORE	Manage maintenance of weapons launch equipment
E4	CORE	Remove submarine-launched countermeasure systems components (e.g., panels, racks, wires, etc.)
E4	CORE	Remove weapons launch equipment components

WEAPONS LAUNCH EQUIPMENT MAINTENANCE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Repair submarine-launched countermeasure systems (e.g., panels, racks, wires, etc.)
E5	CORE	Repair weapons launch equipment
E5	CORE	Replace electromechanical (synchro/servo) systems
E4	CORE	Replace submarine-launched countermeasure systems components (e.g., panels, racks, wires, etc.)
E4	CORE	Replace weapons launch equipment components
E7	CORE	Supervise submarine-launched countermeasure systems maintenance
E5	CORE	Test electromechanical (synchro/servo) systems
E4	CORE	Test submarine-launched countermeasure systems (e.g., panels, racks, wires, etc.)
E4	CORE	Test weapons launch equipment
E5	CORE	Troubleshoot electromechanical (synchro/servo) systems
E5	CORE	Troubleshoot submarine-launched countermeasure systems (e.g., panels, racks, wires, etc.)
E5	CORE	Troubleshoot weapons launch equipment

Job Title**Combat Control Systems Manager****Job Code****001242****Job Family**

Military Specific

NOC

TBD

Short Title (30 Characters)

COMBAT CONTROL SYSTEMS MGR

Short Title (14 Characters)

CMBT CTRL MGR

Pay Plan

Enlisted

Career Field

FT

Other Relationships and Rules

NEC TXXX series and other NECs as assigned

Job Description

Combat Control Systems (CCS) Managers supervise CCS division and department-level operations, maintenance, and training; manage Submarine Warfare Federated Tactical System (SWFTS) and peripherals; manage Imaging and Over-the-Horizon (OTH) systems; and supervise weapons handling and employment functions.

DoD Relationship**Group Title**Missile Guidance
and Control**DoD Code**

112100

O*NET Relationship**Occupation Title**First-Line Supervisors of All Other
Tactical Operations Specialists**SOC Code**

55-2013.00

Job Family

Military Specific

Skills*Management of Personnel Resources**Operation and Control**Reading Comprehension**Coordination**Management of Material Resources**Monitoring**Writing**Complex Problem Solving**Judgment and Decision Making**Speaking***Abilities***Problem Sensitivity**Written Comprehension**Speed of Closure**Deductive Reasoning**Oral Expression**Category Flexibility**Information Ordering**Perceptual Speed**Written Expression**Inductive Reasoning***COMBAT CONTROL SYSTEM MAINTENANCE****Paygrade**

E7

Task Type

CORE

Task Statements

Coordinate Combat Control System (CCS) equipment modifications (e.g. tempalts, carry-on equipment, etc.)

E5

CORE

Coordinate Combat Control System (CCS) maintenance

E6

CORE

Manage Combat Control System (CCS) data collection systems

E6

CORE

Supervise Combat Control System (CCS) corrective maintenance

COMBAT CONTROL SYSTEM OPERATIONS AND EMPLOYMENT**Paygrade**

E6

Task Type

CORE

Task Statements

Coordinate Combat Control System (CCS) training and testing evolutions

E4

CORE

Employ Combat Control System (CCS) (i.e., contact management/weapons employment)

E7

CORE

Supervise Combat Control System (CCS) training and testing evolutions

CONTACT MANAGEMENT**Paygrade**

E7

Task Type

CORE

Task Statements

Manage contact management teams

EQUIPMENT ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Implement technical briefs, notices, and bulletins
E7	CORE	Manage Combat Control System (CCS) operational logs
E7	CORE	Manage submarine-launched countermeasure operational logs
E7	CORE	Review messages for accuracy
E7	CORE	Review procedural documents for abnormal conditions (e.g., Standard Operating Procedures (SOP), Temporary Standing Orders (TSO), Departure From Specifications (DFS), etc.)
E7	CORE	Review torpedo and missile record books
E6	CORE	Verify equipment installation, testing, and alterations

INFORMATION ASSURANCE (IA) SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Audit Information Assurance (IA) program (i.e., Cyber Security Workforce (CSWF) Program)
E7	CORE	Coordinate Information Assurance (IA) system posture transitions
E7	CORE	Coordinate Information Assurance (IA) systems maintenance
E6	CORE	Draft Information Assurance (IA) Incident Response Plan (IRP)
E7	CORE	Implement Information Assurance (IA) policies
E7	CORE	Implement security requirements for Combat Control System (CCS) and spaces
E7	CORE	Manage Information Assurance (IA) records
E7	CORE	Manage Information Assurance (IA) systems
E7	CORE	Manage Information Assurance (IA) systems logs
E4	CORE	Report Information Assurance (IA) incidents
E6	CORE	Supervise Information Assurance (IA) incident responses

SUBMARINE-LAUNCHED WEAPONS EMPLOYMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct submarine-launched mine operations
E4	CORE	Conduct submarine-launched missile operations
E4	CORE	Conduct submarine-launched torpedo operations
E4	CORE	Conduct weapon software updates
E6	CORE	Draft erratic weapon reports
E7	CORE	Manage weapons emergency procedures
E4	CORE	Perform submarine-launched countermeasure operations
E4	CORE	Perform weapons emergency procedures
E6	CORE	Review submarine-launched torpedo presets
E7	CORE	Supervise submarine-launched mine operations
E7	CORE	Supervise submarine-launched missile operations
E7	CORE	Supervise submarine-launched torpedo operations

SUBMARINE-LAUNCHED WEAPONS HANDLING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Direct weapons handling operations
E7	CORE	Manage maintenance of weapons handling systems
E4	CORE	Perform weapons handling operations
E7	NON-CORE	Supervise ammunition and countermeasure transfers
E7	CORE	Supervise weapons handling operations

WEAPONS LAUNCH EQUIPMENT MAINTENANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Coordinate weapons launch equipment maintenance
E7	CORE	Manage maintenance of weapons launch equipment
E7	CORE	Supervise submarine-launched countermeasure systems maintenance

CHAPTER 38



GUNNER'S MATE (GM)

NAVPERS 18068F-38H
Change 90

Updated: April 2022

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

GUNNER'S MATE (GM)



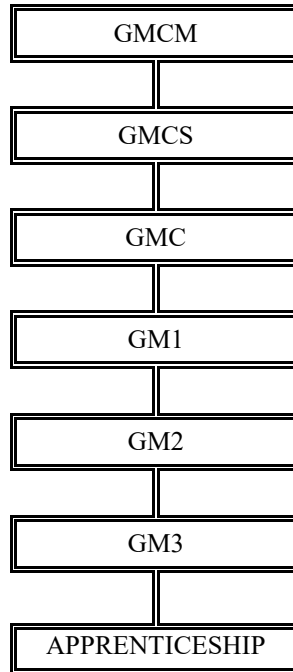
SCOPE OF RATING

Gunner's Mates (GM) operate, perform, and coordinate organizational and intermediate maintenance on guided missile launching systems, gun weapons systems, gun mounts, small arms, torpedoes, and associated handling equipment; make detailed electrical, electronic, hydraulic, and mechanical casualty analyses; inspect, test, analyze, and direct repair of electric, electronic, hydraulic, mechanical, and servo systems; test and inspect ammunition, missiles, and their components; prepare torpedoes and torpedo launching equipment for storage, issue, and firing; prepare missiles and launching equipment for storage, issue, and firing; prepare gun weapons systems for firing; test, inspect, and repair magazine sprinkler systems; supervise personnel in handling and stowing of ammunition, missiles, and their components; inspect and direct repair of magazines and ammunition stowage spaces; inspect and repair ordnance and weapons handling equipment; supervise crews assigned to ordnance equipment; and train and supervise personnel in small arms qualifications and force protection.

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 38.

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**Weapons Administrator****Job Code****003730****Job Family**

Military Specific

NOC

TBD

Short Title (30 Characters)

WEAPONS ADMINISTRATOR

Short Title (14 Characters)

WEAPONS ADMN

Pay Plan

Enlisted

Career Field

GM

Other Relationships and Rules

NEC VXXX series or other NECs as assigned

Job Description

Weapons Administrators maintain programs that report the utilization and expenditures of explosives and the ordering of ammunition and weapons; track personnel qualifications and certifications; coordinate ammunition on-load and off-load plans; receive, inspect, sentence, segregate, and issue ordnance; inspect ordnance stowage spaces; and test and maintain fire suppression systems.

DoD Relationship**Group Title**

Artillery and Gunnery

DoD Code

104100

O*NET Relationship**Occupation Title**

First-Line Supervisors of Weapons Specialists/Crew Members

SOC Code

55-2012.00

Job Family

Military Specific

Skills

Coordination

Quality Control Analysis

Management of Personnel Resources

Management of Material Resources

Operation and Control

Systems Evaluation

Monitoring

Judgment and Decision Making

Writing

Systems Analysis

Abilities

Written Comprehension

Oral Expression

Category Flexibility

Problem Sensitivity

Written Expression

Deductive Reasoning

Inductive Reasoning

Information Ordering

Oral Comprehension

Spatial Orientation

AUXILIARY EQUIPMENT AND SUPPORT SYSTEMS**Paygrade**

E6

Task Type

CORE

Task Statements

Transfer custody of vision enhancement equipment externally

CREW SERVED WEAPONS AND SMALL ARMS**Paygrade**

E4

Task Type

CORE

Task Statements

Inventory small arms

E6

CORE

Manage small arms and crew-served weapons inventory programs (e.g., schedule, validate, etc.)

EQUIPMENT ADMINISTRATION**Paygrade**

E7

Task Type

CORE

Task Statements

Approve equipment installations, testing, and alterations

E4

CORE

Collect equipment and system status data

E4

CORE

Conduct Emergency Action Plans (EAP) and Emergency Destruction Plans (EDP)

E4

CORE

Conduct equipment validations

E7

CORE

Coordinate equipment certifications and recertifications

E4

CORE

Document equipment status

E6

CORE

Draft Arms, Ammunition, and Explosives (AA&E) Standard Operating Procedures (SOP), Temporary Standing Orders (TSO), and equipment Departure From Specifications (DFS)

E7

CORE

Draft Casualty Reports (CASREP)

E5

CORE

Draft deficiency reports (e.g., maintenance, equipment, ordnance, etc.)

E4

CORE

Inventory controlled equipment

EQUIPMENT ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Inventory Maintenance Assistance Modules (MAM)
E5	CORE	Maintain Arms, Ammunition, and Explosives (AA&E) programs
E6	CORE	Manage Arms, Ammunition, and Explosives (AA&E) assets
E6	CORE	Manage Arms, Ammunition, and Explosives (AA&E) programs
E6	CORE	Manage controlled equipment
E7	CORE	Manage divisional equipment and system configurations
E7	CORE	Manage divisional maintenance operations
E7	CORE	Manage equipment Casualty Reporting (CASREP) process
E6	CORE	Manage safety programs and instructions (e.g., ordnance, Shipboard Explosive Safety Inspection (SESI), etc.)
E6	CORE	Supervise divisional equipment and system configurations
E6	CORE	Supervise divisional maintenance operations
E6	CORE	Transfer custody of Arms, Ammunition, and Explosives (AA&E) and associated equipment externally
E7	CORE	Update Combat Systems Operational Sequencing System (CSOSS)
E7	CORE	Validate Arms, Ammunition, and Explosives (AA&E) Standard Operating Procedures (SOP), Temporary Standing Orders (TSO), and equipment Departure From Specifications (DFS)
E6	CORE	Validate Combat Systems Operational Sequencing System (CSOSS)
E7	CORE	Validate deficiency reports (e.g., maintenance, equipment, ordnance, etc.)
E6	CORE	Verify equipment installations, testing, and alterations

ORDNANCE EVOLUTIONS AND MAGAZINE SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Coordinate Material Handling Equipment (MHE) operations
E7	CORE	Coordinate ordnance handling evolutions
E7	CORE	Coordinate ordnance stowage
E6	CORE	Coordinate weapon deliveries and ordnance transportation
E5	CORE	Direct cranes
E6	CORE	Manage ordnance handling evolutions
E6	CORE	Manage ordnance inspections
E6	CORE	Manage ordnance magazine and locker inspections
E6	CORE	Manage ordnance stowage
E7	CORE	Monitor ordnance handling evolutions (safety observer)
E7	CORE	Monitor weapons casualty evolutions (safety observer)
E4	CORE	Prepare weapons and ordnance for transportation
E7	CORE	Supervise magazine sprinkler systems testing
E5	CORE	Supervise Weight Handling Equipment (WHE) operations
E6	CORE	Test magazine sprinkler systems

SECURITY OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Conduct Anti-Terrorism (AT) assessments
E4	CORE	Conduct guard mounts (e.g., weapons issue, duty section turnover, etc.)
E4	CORE	Conduct landing force issue (e.g., weapons, gear, etc.)
E7	CORE	Coordinate Anti-Terrorism (AT) assessments
E6	CORE	Coordinate Anti-Terrorism Force Protection (ATFP) exercises and certification operations
E6	CORE	Develop Anti-Terrorism (AT) plans
E5	CORE	Supervise guard mounts (e.g., weapons issue, duty section turnover, etc.)
E5	CORE	Supervise landing force issue (e.g., weapons, gear, etc.)
E6	CORE	Transfer custody of security gear and equipment (e.g., Ships Reaction Force (SRF) equipment, screening and detection equipment, etc.)

TECHNICAL CORE FUNDAMENTALS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Calibrate gauges (e.g., temperature and pressure)
E5	CORE	Conduct training evolutions (e.g., Combat Systems Training Teams (CSTT), Anti-Terrorism Training Teams (ATTT), etc.)
E4	CORE	Control the effects of Hazards of Electromagnetic Radiation to Ordnance (HERO) and Radio Frequency Interference (RFI)
E6	CORE	Coordinate training evolutions (e.g., Combat Systems Training Teams (CSTT), Anti-Terrorism Training Teams (ATTT), etc.)
E7	CORE	Develop training evolutions (e.g., Combat Systems Training Teams (CSTT), Anti-Terrorism Training Teams (ATTT), etc.)
E5	CORE	Evaluate training evolutions (e.g., Combat Systems Training Teams (CSTT), Anti-Terrorism Training Teams (ATTT), etc.)
E5	CORE	Perform external communications (e.g., ship-to-ship, ship-to-shore)
E6	CORE	Verify Hazards of Electromagnetic Radiation to Ordnance (HERO) and Radio Frequency Interference (RFI) controls

WEAPONS SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Analyze gun weapons systems data
E7	CORE	Analyze missile delivery systems data
E7	CORE	Analyze torpedo delivery systems data
E4	CORE	Configure computer and peripheral equipment
E7	CORE	Coordinate gun weapons systems operations
E7	CORE	Coordinate gun weapons systems uploading and downloading
E7	CORE	Coordinate missile delivery systems on-loading and off-loading
E7	CORE	Coordinate recovery of Recoverable Exercise Torpedoes (REXTORP)/ Exercise Torpedoes (EXTORP)
E7	CORE	Coordinate torpedo delivery systems uploading and downloading
E7	CORE	Coordinate torpedo launch operations
E7	CORE	Coordinate weapon system exercises and certification operations
E5	CORE	Inspect installation of torpedo flight accessories

WEAPONS SYSTEMS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Manage gun weapons systems operations
E6	CORE	Manage gun weapons systems uploading and downloading
E6	CORE	Manage missile delivery systems on-loading and off-loading
E6	CORE	Manage recovery of Recoverable Exercise Torpedoes (REXTORP)/ Exercise Torpedoes (EXTORP)
E6	CORE	Manage torpedo delivery systems uploading and downloading
E6	CORE	Manage torpedo launch operations
E5	CORE	Repair computer and peripheral equipment
E5	CORE	Report combat systems equipment status
E5	CORE	Supervise installation of torpedo flight accessories
E5	CORE	Supervise missile delivery systems on-loading and off-loading
E5	CORE	Supervise recovery of Recoverable Exercise Torpedoes (REXTORP)/ Exercise Torpedoes (EXTORP)
E5	CORE	Supervise torpedo delivery systems uploading and downloading
E5	CORE	Supervise torpedo launch operations
E4	CORE	Test computer and peripheral equipment
E4	CORE	Troubleshoot computer and peripheral equipment
E6	CORE	Verify installation of torpedo flight accessories

Job Title**Weapons Delivery System Technician****Job Code****003731****Job Family**

Military Specific

NOC

TBD

Short Title (30 Characters)

WEAPONS DELIVERY SYSTEM TEC

Short Title (14 Characters)

WEPS DSYS TECH

Pay Plan

Enlisted

Career Field

GM

Other Relationships and Rules

NEC VXXX series or other NECs as assigned

Job Description

Weapons Delivery System Technicians are responsible for major caliber weapons systems, which include Vertical Launching Systems (VLS), gun weapons systems, and Surface Vessel Torpedo Tubes (SVTT); conduct mechanical, electrical, and electronic casualty analysis using technical publications, circuit diagrams, and blueprints; repair, maintain, test, and calibrate ordnance equipment and micro-processing equipment; service and repair hydraulic and pneumatic systems; and maintain and repair magazine sprinkler and deluge systems.

DoD Relationship**Group Title**

Artillery and Gunnery

DoD Code

104100

O*NET Relationship**Occupation Title**Artillery and Missile Crew
Members**SOC Code**

55-3014.00

Job Family

Military Specific

Skills

Coordination

Equipment Selection

Quality Control Analysis

Operation and Control

Complex Problem Solving

Systems Evaluation

Operations Analysis

Troubleshooting

Systems Analysis

Judgment and Decision Making

Abilities

Written Comprehension

Deductive Reasoning

Oral Expression

Category Flexibility

Fluency of Ideas

Problem Sensitivity

Spatial Orientation

Manual Dexterity

Oral Comprehension

Inductive Reasoning

AUXILIARY EQUIPMENT AND SUPPORT SYSTEMS**Paygrade****Task Type****Task Statements**

E4

CORE

Configure auxiliary air and cooling water systems

E4

CORE

Configure vision enhancement equipment

E4

CORE

Repair auxiliary air and cooling water systems

E4

CORE

Replace vision enhancement equipment

E4

CORE

Test auxiliary air and cooling water systems

E4

CORE

Test vision enhancement equipment

E6

CORE

Transfer custody of vision enhancement equipment externally

E4

CORE

Troubleshoot auxiliary air and cooling water systems

E4

CORE

Troubleshoot vision enhancement equipment

CREW SERVED WEAPONS AND SMALL ARMS**Paygrade****Task Type****Task Statements**

E5

CORE

Coach personnel in the use of crew-served weapons

E4

CORE

Coach personnel in the use of small arms

E4

CORE

Configure crew-served weapon mounts and stands

E4

CORE

Configure crew-served weapons

E4

CORE

Configure small arms (e.g., grenade, line throwing, etc.)

E7

CORE

Coordinate crew-served weapons evolutions

E4

CORE

Deploy pyrotechnics

E4

CORE

Engage contacts with crew-served weapons

CREW SERVED WEAPONS AND SMALL ARMS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Engage contacts with grenades
E4	CORE	Engage contacts with small arms
E4	CORE	Inventory small arms
E6	CORE	Manage crew-served weapons evolutions
E6	CORE	Manage small arms and crew-served weapons inventory programs (e.g., schedule, validate, etc.)
E5	CORE	Qualify personnel in the use of pyrotechnics
E4	CORE	Repair crew-served weapon mounts and stands
E5	CORE	Repair crew-served weapons
E4	CORE	Repair small arms
E5	CORE	Supervise crew-served weapons evolutions (safety observer)
E4	CORE	Test crew-served weapon mounts and stands
E4	CORE	Test crew-served weapons
E4	CORE	Test small arms
E5	CORE	Train personnel in crew-served weapons
E5	CORE	Train personnel in pyrotechnics
E5	CORE	Train personnel in small arms
E5	CORE	Train personnel in the use of grenades
E4	CORE	Troubleshoot crew-served weapon mounts and stands
E4	CORE	Troubleshoot crew-served weapons
E4	CORE	Troubleshoot small arms

EQUIPMENT ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Collect equipment and system status data
E4	CORE	Conduct Emergency Action Plans (EAP) and Emergency Destruction Plans (EDP)
E4	CORE	Conduct equipment validations
E5	CORE	Conduct quality assurance inspections on Arms, Ammunition, and Explosives (AA&E) assets
E7	CORE	Coordinate equipment certifications and recertifications
E4	CORE	Document equipment status
E6	CORE	Draft Arms, Ammunition, and Explosives (AA&E) Standard Operating Procedures (SOP), Temporary Standing Orders (TSO), and equipment Departure From Specifications (DFS)
E7	CORE	Draft Casualty Reports (CASREP)
E5	CORE	Draft deficiency reports (e.g., maintenance, equipment, ordnance, etc.)
E4	CORE	Inspect work areas, tools, and equipment
E4	CORE	Inventory controlled equipment
E4	CORE	Inventory Maintenance Assistance Modules (MAM)
E4	CORE	Issue Arms, Ammunition, and Explosives (AA&E) assets
E5	CORE	Maintain Arms, Ammunition, and Explosives (AA&E) programs
E6	CORE	Manage Arms, Ammunition, and Explosives (AA&E) assets

EQUIPMENT ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Manage controlled equipment
E7	CORE	Manage divisional equipment and system configurations
E7	CORE	Manage divisional maintenance operations
E7	CORE	Manage equipment Casualty Reporting (CASREP) process
E6	CORE	Manage safety programs and instructions (e.g., ordnance, Shipboard Explosive Safety Inspection (SESI), etc.)
E7	CORE	Manage weapons and combat systems equipment alignments
E4	CORE	Provide equipment installation and alteration assistance
E4	CORE	Receive custody of Arms, Ammunition, and Explosives (AA&E) assets
E4	CORE	Sentence Arms, Ammunition, and Explosives (AA&E) assets
E5	CORE	Supervise controlled equipment inventories
E6	CORE	Supervise divisional equipment and system configurations
E6	CORE	Supervise divisional maintenance operations
E5	CORE	Supervise equipment installations, testing, and alterations
E5	CORE	Supervise work center equipment and system configurations
E5	CORE	Supervise work center maintenance operations
E6	CORE	Transfer custody of Arms, Ammunition, and Explosives (AA&E) and associated equipment externally
E7	CORE	Update Combat Systems Operational Sequencing System (CSOSS)
E7	CORE	Validate Arms, Ammunition, and Explosives (AA&E) Standard Operating Procedures (SOP), Temporary Standing Orders (TSO), and equipment Departure From Specifications (DFS)
E6	CORE	Validate Combat Systems Operational Sequencing System (CSOSS)
E7	CORE	Validate deficiency reports (e.g., maintenance, equipment, ordnance, etc.)

ORDNANCE EVOLUTIONS AND MAGAZINE SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Activate magazine sprinkler systems
E4	CORE	Conduct Material Handling Equipment (MHE) operations
E4	CORE	Conduct ordnance handling evolutions
E4	CORE	Conduct weapons elevator and hoist operations
E4	CORE	Conduct Weight Handling Equipment (WHE) operations
E4	CORE	Configure magazine equipment (e.g., battens, stanchions, alarms, etc.)
E4	CORE	Configure Material Handling Equipment (MHE)
E4	CORE	Configure Ordnance Handling Equipment (OHE)
E4	CORE	Configure ordnance magazines and lockers
E4	CORE	Configure weapons casualty equipment
E4	CORE	Configure weapons elevators and hoists
E4	CORE	Configure Weight Handling Equipment (WHE)
E6	CORE	Coordinate Material Handling Equipment (MHE) operations
E7	CORE	Coordinate ordnance handling evolutions
E7	CORE	Coordinate ordnance stowage

ORDNANCE EVOLUTIONS AND MAGAZINE SYSTEMS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Coordinate weapon deliveries and ordnance transportation
E4	CORE	Deactivate magazine sprinkler systems
E5	CORE	Direct cranes
E4	CORE	Inspect ordnance
E4	CORE	Inspect ordnance containers (e.g., torpedo containers, missile canisters, adapters, etc.)
E4	CORE	Inspect ordnance magazines and lockers
E4	CORE	Inventory weapons casualty equipment
E6	CORE	Manage ordnance handling evolutions
E6	CORE	Manage ordnance magazine and locker inspections
E6	CORE	Manage ordnance stowage
E7	CORE	Monitor ordnance handling evolutions (safety observer)
E7	CORE	Monitor weapons casualty evolutions (safety observer)
E4	CORE	Pack ordnance
E4	CORE	Perform ordnance spill (e.g., fuel) containment and decontamination procedures
E4	CORE	Perform weapons casualty procedures
E4	CORE	Prepare ordnance for operational use
E4	CORE	Prepare weapons and ordnance for transportation
E5	CORE	Repair magazine equipment (e.g., battens, stanchions, alarms, etc.)
E5	CORE	Repair magazine sprinkler systems
E4	CORE	Repair Material Handling Equipment (MHE)
E4	NON-CORE	Repair ordnance containers (e.g., torpedo containers, missile canisters, adapters, etc.)
E5	CORE	Repair Ordnance Handling Equipment (OHE)
E4	CORE	Repair ordnance magazines and lockers
E4	CORE	Repair weapons casualty equipment
E5	CORE	Repair weapons elevators and hoists
E5	CORE	Repair Weight Handling Equipment (WHE)
E5	CORE	Replace Ordnance Handling Equipment (OHE)
E4	CORE	Stow ordnance
E7	CORE	Supervise magazine sprinkler systems testing
E5	CORE	Supervise Material Handling Equipment (MHE) operations
E5	CORE	Supervise ordnance handling evolutions
E5	CORE	Supervise ordnance inspections
E5	CORE	Supervise ordnance magazine and locker inspections
E5	CORE	Supervise ordnance spill (e.g., fuel) containment and decontamination procedures
E5	CORE	Supervise ordnance stowage
E5	CORE	Supervise weapons casualty evolutions
E5	CORE	Supervise weapons elevator and hoist operations
E5	CORE	Supervise Weight Handling Equipment (WHE) operations

ORDNANCE EVOLUTIONS AND MAGAZINE SYSTEMS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Test magazine equipment (e.g., battens, stanchions, alarms, etc.)
E6	CORE	Test magazine sprinkler systems
E4	CORE	Test Material Handling Equipment (MHE)
E4	CORE	Test weapons casualty equipment
E5	CORE	Test weapons elevators and hoists
E4	CORE	Test Weight Handling Equipment (WHE)
E4	CORE	Transport weapons and ordnance
E4	CORE	Troubleshoot magazine equipment (e.g., battens, stanchions, alarms, etc.)
E4	CORE	Troubleshoot magazine sprinkler systems
E4	CORE	Troubleshoot Material Handling Equipment (MHE)
E4	CORE	Troubleshoot Ordnance Handling Equipment (OHE)
E4	CORE	Troubleshoot weapons casualty equipment
E4	CORE	Troubleshoot weapons elevators and hoists
E4	CORE	Troubleshoot Weight Handling Equipment (WHE)
E4	CORE	Unpack ordnance

SECURITY OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Apply restraint devices (e.g., flexicuffs, handcuffs, bindings, etc.)
E6	CORE	Conduct Anti-Terrorism (AT) assessments
E4	CORE	Conduct guard mounts (e.g., weapons issue, duty section turnover, etc.)
E4	CORE	Conduct landing force issue (e.g., weapons, gear, etc.)
E4	CORE	Conduct personnel screenings
E4	CORE	Configure less-than-lethal weapons (e.g., acoustic devices, lasers, expandable batons, etc.)
E4	CORE	Configure security gear and equipment (e.g., Ships Reaction Force (SRF) equipment, screening and detection equipment, etc.)
E4	CORE	Configure Visit Board Search and Seizure (VBSS) equipment
E7	CORE	Coordinate Anti-Terrorism (AT) assessments
E6	CORE	Coordinate Anti-Terrorism Force Protection (ATFP) exercises and certification operations
E6	CORE	Coordinate personnel screenings
E6	CORE	Coordinate training of personnel in inspections and searches (e.g., vehicles, personnel, etc.)
E6	CORE	Coordinate training of personnel in tactical entries and movements
E6	CORE	Develop Anti-Terrorism (AT) plans
E4	CORE	Engage contacts with less-than-lethal weapons (e.g., acoustic devices, lasers, expandable batons, etc.)
E4	CORE	Inventory security gear and equipment (e.g., Ships Reaction Force (SRF) equipment, screening and detection equipment, etc.)
E4	CORE	Inventory Visit Board Search and Seizure (VBSS) equipment
E4	CORE	Repair Visit Board Search and Seizure (VBSS) equipment

SECURITY OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Replace less-than-lethal weapons (e.g., acoustic devices, lasers, expandable batons, etc.)
E4	CORE	Replace security gear and equipment (e.g., Ships Reaction Force (SRF) equipment, screening and detection equipment, etc.)
E5	CORE	Supervise guard mounts (e.g., weapons issue, duty section turnover, etc.)
E5	CORE	Supervise landing force issue (e.g., weapons, gear, etc.)
E5	CORE	Supervise personnel screenings
E5	CORE	Supervise training of personnel in inspections and searches (e.g., vehicles, personnel, etc.)
E4	CORE	Test less-than-lethal weapons (e.g., acoustic devices, lasers, expandable batons, etc.)
E4	CORE	Test security gear and equipment (e.g., Ships Reaction Force (SRF) equipment, screening and detection equipment, etc.)
E4	CORE	Test Visit Board Search and Seizure (VBSS) equipment
E5	CORE	Train personnel in Anti-Terrorism Force Protection (ATFP)
E4	CORE	Train personnel in inspections and searches (e.g., vehicles, personnel, etc.)
E5	CORE	Train personnel in tactical entries and movements
E6	CORE	Transfer custody of security gear and equipment (e.g., Ships Reaction Force (SRF) equipment, screening and detection equipment, etc.)
E4	CORE	Troubleshoot less-than-lethal weapons (e.g., acoustic devices, lasers, expandable batons, etc.)
E4	CORE	Troubleshoot security gear and equipment (e.g., Ships Reaction Force (SRF) equipment, screening and detection equipment, etc.)
E4	CORE	Troubleshoot Visit Board Search and Seizure (VBSS) equipment

TECHNICAL CORE FUNDAMENTALS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze blueprints and ships drawings
E4	CORE	Analyze schematics (e.g., mechanical drawings, electronic schematics, piping and valve drawings, etc.)
E4	CORE	Analyze technical manuals
E4	CORE	Calibrate gauges (e.g., temperature and pressure)
E5	CORE	Conduct training evolutions (e.g., Combat Systems Training Teams (CSTT), Anti-Terrorism Training Teams (ATTT), etc.)
E4	CORE	Configure Alternating Current (AC) circuits
E4	NON-CORE	Configure fiber optic cables and connectors
E4	CORE	Configure General Purpose Electronic Test Equipment (GPETE)
E4	CORE	Configure hydraulic and pneumatic systems
E4	CORE	Configure interconnecting cables and connectors
E4	CORE	Configure power supplies
E4	CORE	Configure Special Purpose Electronic Test Equipment (SPETE)
E4	CORE	Configure valves
E4	CORE	Configure weapons and combat systems equipment
E4	CORE	Control the effects of Hazards of Electromagnetic Radiation to Ordnance (HERO) and Radio Frequency Interference (RFI)

TECHNICAL CORE FUNDAMENTALS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Coordinate training evolutions (e.g., Combat Systems Training Teams (CSTT), Anti-Terrorism Training Teams (ATTT), etc.)
E7	CORE	Develop training evolutions (e.g., Combat Systems Training Teams (CSTT), Anti-Terrorism Training Teams (ATTT), etc.)
E5	CORE	Evaluate training evolutions (e.g., Combat Systems Training Teams (CSTT), Anti-Terrorism Training Teams (ATTT), etc.)
E4	CORE	Perform Combat Systems Operational Sequencing System (CSOSS) procedures (e.g., casualty responses/operations, normal operations, energize/de-energize equipment, etc.)
E4	CORE	Perform corrosion prevention and control procedures
E5	CORE	Perform external communications (e.g., ship-to-ship, ship-to-shore)
E5	CORE	Repair Alternating Current (AC) circuits
E5	CORE	Repair hydraulic and pneumatic systems
E5	CORE	Repair interconnecting cables and connectors
E5	CORE	Repair valves
E4	CORE	Replace digital circuits
E5	NON-CORE	Replace fiber optic cables and connectors
E5	CORE	Replace power supplies
E4	CORE	Report Battle Damage Assessments (BDA)
E4	CORE	Test Alternating Current (AC) circuits
E4	CORE	Test digital circuits
E4	NON-CORE	Test fiber optic cables and connectors
E4	CORE	Test hydraulic and pneumatic systems
E4	CORE	Test interconnecting cables and connectors
E4	CORE	Test power supplies
E4	CORE	Test valves
E5	CORE	Train technicians in casualty control procedures
E4	CORE	Troubleshoot Alternating Current (AC) circuits
E4	CORE	Troubleshoot Alternating Current and Direct Current (AC/DC) motors
E4	CORE	Troubleshoot digital circuits
E4	CORE	Troubleshoot Direct Current (DC) circuits
E4	NON-CORE	Troubleshoot electromechanical (synchro/servo) systems
E5	NON-CORE	Troubleshoot fiber optic cables and connectors
E4	CORE	Troubleshoot hydraulic and pneumatic systems
E4	CORE	Troubleshoot interconnecting cables and connectors
E4	CORE	Troubleshoot power supplies
E4	CORE	Troubleshoot valves
E6	CORE	Verify Hazards of Electromagnetic Radiation to Ordnance (HERO) and Radio Frequency Interference (RFI) controls

WEAPONS SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Analyze gun weapons systems data
E7	CORE	Analyze missile delivery systems data
E7	CORE	Analyze torpedo delivery systems data
E4	CORE	Conduct Combat Systems Alignments (CSA)
E4	CORE	Configure computer and peripheral equipment
E4	CORE	Configure gun weapons systems
E4	NON-CORE	Configure missile delivery systems
E4	CORE	Configure Recoverable Exercise Torpedoes (REXTORP)/ Exercise Torpedoes (EXTORP)
E4	CORE	Configure torpedo containers
E4	CORE	Configure torpedo delivery systems
E4	CORE	Configure torpedoes
E7	CORE	Coordinate gun weapons systems operations
E7	CORE	Coordinate gun weapons systems uploading and downloading
E7	CORE	Coordinate missile delivery systems on-loading and off-loading
E7	CORE	Coordinate recovery of Recoverable Exercise Torpedoes (REXTORP)/ Exercise Torpedoes (EXTORP)
E7	CORE	Coordinate torpedo delivery systems uploading and downloading
E7	CORE	Coordinate torpedo launch operations
E7	CORE	Coordinate weapon system exercises and certification operations
E4	CORE	Download gun weapons systems
E4	CORE	Download torpedo delivery systems
E4	CORE	Engage contacts with gun weapons systems (e.g., Mark 38, Mark 45, Mark 46, etc.)
E5	CORE	Inspect installation of torpedo flight accessories
E4	CORE	Install torpedo flight accessories
E4	CORE	Launch torpedoes
E6	CORE	Manage gun weapons systems operations
E6	CORE	Manage gun weapons systems uploading and downloading
E6	CORE	Manage missile delivery systems on-loading and off-loading
E6	CORE	Manage recovery of Recoverable Exercise Torpedoes (REXTORP)/ Exercise Torpedoes (EXTORP)
E6	CORE	Manage torpedo delivery systems uploading and downloading
E6	CORE	Manage torpedo launch operations
E4	CORE	Off-load missiles
E4	CORE	On-load missiles
E4	CORE	Perform torpedo pre-fire tests
E4	CORE	Recover Recoverable Exercise Torpedoes (REXTORP)/ Exercise Torpedoes (EXTORP)
E5	CORE	Repair computer and peripheral equipment
E4	CORE	Repair gun weapons systems
E5	NON-CORE	Repair missile delivery systems

WEAPONS SYSTEMS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Repair torpedo delivery systems
E5	CORE	Report combat systems equipment status
E5	CORE	Supervise gun weapons systems operations
E5	CORE	Supervise gun weapons systems uploading and downloading
E5	CORE	Supervise installation of torpedo flight accessories
E5	CORE	Supervise missile delivery systems on-loading and off-loading
E5	CORE	Supervise recovery of Recoverable Exercise Torpedoes (REXTORP)/ Exercise Torpedoes (EXTORP)
E5	CORE	Supervise torpedo delivery systems uploading and downloading
E5	CORE	Supervise torpedo launch operations
E4	CORE	Test computer and peripheral equipment
E4	CORE	Test gun weapons systems
E4	NON-CORE	Test missile delivery systems
E4	CORE	Test torpedo delivery systems
E4	CORE	Test torpedoes
E4	CORE	Troubleshoot computer and peripheral equipment
E4	CORE	Troubleshoot gun weapons systems
E4	NON-CORE	Troubleshoot missile delivery systems
E4	CORE	Troubleshoot torpedo delivery systems
E4	NON-CORE	Troubleshoot torpedoes
E4	CORE	Upload gun weapons systems
E4	CORE	Upload torpedo delivery systems
E6	CORE	Verify installation of torpedo flight accessories

Job Title**Small Arms Technician****Job Code****003732****Job Family**

Military Specific

NOC

TBD

Short Title (30 Characters)

SMALL ARMS TECHNICIAN

Short Title (14 Characters)

SMALL ARM TECH

Pay Plan

Enlisted

Career Field

GM

Other Relationships and Rules

NEC VXXX series or other NECs as assigned

Job Description

Small Arms Technicians operate a wide variety of weapons and equipment, which include small arms and crew-served weapons; operate and maintain magazine flooding and sprinkler systems; operate and maintain night optical devices; conduct mechanical, electrical, and electronic casualty analysis using technical publications, circuit diagrams, and blueprints; train gun crews; and manage operations for the armory, ordnance, magazines, and lockers associated with these weapons.

DoD Relationship**Group Title**

Artillery and Gunnery

DoD Code

104100

O*NET Relationship**Occupation Title**Artillery and Missile Crew
Members**SOC Code**

55-3014.00

Job Family

Military Specific

Skills

Coordination

Equipment Selection

Quality Control Analysis

Operation and Control

Complex Problem Solving

Systems Evaluation

Operations Analysis

Troubleshooting

Judgment and Decision Making

Management of Material Resources

Abilities

Written Comprehension

Deductive Reasoning

Oral Expression

Category Flexibility

Fluency of Ideas

Problem Sensitivity

Spatial Orientation

Manual Dexterity

Oral Comprehension

Inductive Reasoning

AUXILIARY EQUIPMENT AND SUPPORT SYSTEMS**Paygrade****Task Type****Task Statements**

E4

CORE

Configure auxiliary air and cooling water systems

E4

CORE

Configure vision enhancement equipment

E4

CORE

Repair auxiliary air and cooling water systems

E4

CORE

Replace vision enhancement equipment

E4

CORE

Test auxiliary air and cooling water systems

E4

CORE

Test vision enhancement equipment

E6

CORE

Transfer custody of vision enhancement equipment externally

E4

CORE

Troubleshoot auxiliary air and cooling water systems

E4

CORE

Troubleshoot vision enhancement equipment

CREW SERVED WEAPONS AND SMALL ARMS**Paygrade****Task Type****Task Statements**

E5

CORE

Coach personnel in the use of crew-served weapons

E4

CORE

Coach personnel in the use of small arms

E4

CORE

Configure crew-served weapon mounts and stands

E4

CORE

Configure crew-served weapons

E4

CORE

Configure small arms (e.g., grenade, line throwing, etc.)

E7

CORE

Coordinate crew-served weapons evolutions

E4

CORE

Deploy pyrotechnics

E4

CORE

Engage contacts with crew-served weapons

CREW SERVED WEAPONS AND SMALL ARMS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Engage contacts with grenades
E4	CORE	Engage contacts with small arms
E4	CORE	Inventory small arms
E6	CORE	Manage crew-served weapons evolutions
E6	CORE	Manage small arms and crew-served weapons inventory programs (e.g., schedule, validate, etc.)
E5	CORE	Qualify personnel in the use of pyrotechnics
E4	CORE	Repair crew-served weapon mounts and stands
E5	CORE	Repair crew-served weapons
E4	CORE	Repair small arms
E5	CORE	Supervise crew-served weapons evolutions (safety observer)
E4	CORE	Test crew-served weapon mounts and stands
E4	CORE	Test crew-served weapons
E4	CORE	Test small arms
E5	CORE	Train personnel in crew-served weapons
E5	CORE	Train personnel in pyrotechnics
E5	CORE	Train personnel in small arms
E5	CORE	Train personnel in the use of grenades
E4	CORE	Troubleshoot crew-served weapon mounts and stands
E4	CORE	Troubleshoot crew-served weapons
E4	CORE	Troubleshoot small arms

EQUIPMENT ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Collect equipment and system status data
E4	CORE	Conduct Emergency Action Plans (EAP) and Emergency Destruction Plans (EDP)
E4	CORE	Conduct equipment validations
E5	CORE	Conduct quality assurance inspections on Arms, Ammunition, and Explosives (AA&E) assets
E7	CORE	Coordinate equipment certifications and recertifications
E4	CORE	Document equipment status
E6	CORE	Draft Arms, Ammunition, and Explosives (AA&E) Standard Operating Procedures (SOP), Temporary Standing Orders (TSO), and equipment Departure From Specifications (DFS)
E7	CORE	Draft Casualty Reports (CASREP)
E5	CORE	Draft deficiency reports (e.g., maintenance, equipment, ordnance, etc.)
E4	CORE	Inspect work areas, tools, and equipment
E4	CORE	Inventory controlled equipment
E4	CORE	Issue Arms, Ammunition, and Explosives (AA&E) assets
E5	CORE	Maintain Arms, Ammunition, and Explosives (AA&E) programs
E6	CORE	Manage Arms, Ammunition, and Explosives (AA&E) assets
E6	CORE	Manage controlled equipment

EQUIPMENT ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Manage divisional equipment and system configurations
E7	CORE	Manage divisional maintenance operations
E7	CORE	Manage equipment Casualty Reporting (CASREP) process
E6	CORE	Manage safety programs and instructions (e.g., ordnance, Shipboard Explosive Safety Inspection (SESI), etc.)
E4	CORE	Provide equipment installation and alteration assistance
E4	CORE	Receive custody of Arms, Ammunition, and Explosives (AA&E) assets
E4	CORE	Sentence Arms, Ammunition, and Explosives (AA&E) assets
E5	CORE	Supervise controlled equipment inventories
E6	CORE	Supervise divisional equipment and system configurations
E6	CORE	Supervise divisional maintenance operations
E5	CORE	Supervise equipment installations, testing, and alterations
E5	CORE	Supervise work center equipment and system configurations
E5	CORE	Supervise work center maintenance operations
E6	CORE	Transfer custody of Arms, Ammunition, and Explosives (AA&E) and associated equipment externally
E7	CORE	Update Combat Systems Operational Sequencing System (CSOSS)
E7	CORE	Validate Arms, Ammunition, and Explosives (AA&E) Standard Operating Procedures (SOP), Temporary Standing Orders (TSO), and equipment Departure From Specifications (DFS)
E6	CORE	Validate Combat Systems Operational Sequencing System (CSOSS)
E7	CORE	Validate deficiency reports (e.g., maintenance, equipment, ordnance, etc.)

ORDNANCE EVOLUTIONS AND MAGAZINE SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Activate magazine sprinkler systems
E4	CORE	Conduct Material Handling Equipment (MHE) operations
E4	CORE	Conduct ordnance handling evolutions
E4	CORE	Conduct weapons elevator and hoist operations
E4	CORE	Conduct Weight Handling Equipment (WHE) operations
E4	CORE	Configure alarm, safety, and warning systems
E4	CORE	Configure magazine equipment (e.g., battens, stanchions, alarms, etc.)
E4	CORE	Configure Material Handling Equipment (MHE)
E4	CORE	Configure Ordnance Handling Equipment (OHE)
E4	CORE	Configure ordnance magazines and lockers
E4	CORE	Configure weapons casualty equipment
E4	CORE	Configure weapons elevators and hoists
E4	CORE	Configure Weight Handling Equipment (WHE)
E6	CORE	Coordinate Material Handling Equipment (MHE) operations
E7	CORE	Coordinate ordnance handling evolutions
E7	CORE	Coordinate ordnance stowage
E6	CORE	Coordinate weapon deliveries and ordnance transportation

ORDNANCE EVOLUTIONS AND MAGAZINE SYSTEMS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Deactivate magazine sprinkler systems
E5	CORE	Direct cranes
E4	CORE	Inspect ordnance
E4	CORE	Inspect ordnance containers (e.g., torpedo containers, missile canisters, adapters, etc.)
E4	CORE	Inspect ordnance magazines and lockers
E4	CORE	Inventory weapons casualty equipment
E6	CORE	Manage ordnance handling evolutions
E6	CORE	Manage ordnance magazine and locker inspections
E6	CORE	Manage ordnance stowage
E7	CORE	Monitor ordnance handling evolutions (safety observer)
E7	CORE	Monitor weapons casualty evolutions (safety observer)
E4	CORE	Pack ordnance
E4	CORE	Perform ordnance spill (e.g., fuel) containment and decontamination procedures
E4	CORE	Perform weapons casualty procedures
E4	CORE	Prepare ordnance for operational use
E4	CORE	Prepare weapons and ordnance for transportation
E5	CORE	Repair alarm, safety, and warning systems
E5	CORE	Repair magazine equipment (e.g., battens, stanchions, alarms, etc.)
E5	CORE	Repair magazine sprinkler systems
E4	CORE	Repair Material Handling Equipment (MHE)
E4	NON-CORE	Repair ordnance containers (e.g., torpedo containers, missile canisters, adapters, etc.)
E5	CORE	Repair Ordnance Handling Equipment (OHE)
E4	CORE	Repair ordnance magazines and lockers
E4	CORE	Repair weapons casualty equipment
E5	CORE	Repair weapons elevators and hoists
E5	CORE	Repair Weight Handling Equipment (WHE)
E5	CORE	Replace Ordnance Handling Equipment (OHE)
E4	CORE	Stow ordnance
E7	CORE	Supervise magazine sprinkler systems testing
E5	CORE	Supervise Material Handling Equipment (MHE) operations
E5	CORE	Supervise ordnance handling evolutions
E5	CORE	Supervise ordnance inspections
E5	CORE	Supervise ordnance magazine and locker inspections
E5	CORE	Supervise ordnance spill (e.g., fuel) containment and decontamination procedures
E5	CORE	Supervise ordnance stowage
E5	CORE	Supervise weapons casualty evolutions
E5	CORE	Supervise weapons elevator and hoist operations
E5	CORE	Supervise Weight Handling Equipment (WHE) operations
E4	CORE	Test alarm, safety, and warning systems

ORDNANCE EVOLUTIONS AND MAGAZINE SYSTEMS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Test magazine equipment (e.g., battens, stanchions, alarms, etc.)
E6	CORE	Test magazine sprinkler systems
E4	CORE	Test Material Handling Equipment (MHE)
E4	CORE	Test weapons casualty equipment
E5	CORE	Test weapons elevators and hoists
E4	CORE	Test Weight Handling Equipment (WHE)
E4	CORE	Transport weapons and ordnance
E4	CORE	Troubleshoot alarm, safety, and warning systems
E4	CORE	Troubleshoot magazine equipment (e.g., battens, stanchions, alarms, etc.)
E4	CORE	Troubleshoot magazine sprinkler systems
E4	CORE	Troubleshoot Material Handling Equipment (MHE)
E4	CORE	Troubleshoot Ordnance Handling Equipment (OHE)
E4	CORE	Troubleshoot weapons casualty equipment
E4	CORE	Troubleshoot weapons elevators and hoists
E4	CORE	Troubleshoot Weight Handling Equipment (WHE)
E4	CORE	Unpack ordnance

SECURITY OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Apply restraint devices (e.g., flexicuffs, handcuffs, bindings, etc.)
E6	CORE	Conduct Anti-Terrorism (AT) assessments
E4	CORE	Conduct guard mounts (e.g., weapons issue, duty section turnover, etc.)
E4	CORE	Conduct landing force issue (e.g., weapons, gear, etc.)
E4	CORE	Conduct personnel screenings
E4	CORE	Configure less-than-lethal weapons (e.g., acoustic devices, lasers, expandable batons, etc.)
E4	CORE	Configure security gear and equipment (e.g., Ships Reaction Force (SRF) equipment, screening and detection equipment, etc.)
E4	CORE	Configure Visit Board Search and Seizure (VBSS) equipment
E7	CORE	Coordinate Anti-Terrorism (AT) assessments
E6	CORE	Coordinate Anti-Terrorism Force Protection (ATFP) exercises and certification operations
E6	CORE	Coordinate personnel screenings
E6	CORE	Coordinate training of personnel in inspections and searches (e.g., vehicles, personnel, etc.)
E6	CORE	Coordinate training of personnel in tactical entries and movements
E6	CORE	Develop Anti-Terrorism (AT) plans
E4	CORE	Engage contacts with less-than-lethal weapons (e.g., acoustic devices, lasers, expandable batons, etc.)
E4	CORE	Inventory security gear and equipment (e.g., Ships Reaction Force (SRF) equipment, screening and detection equipment, etc.)
E4	CORE	Inventory Visit Board Search and Seizure (VBSS) equipment
E4	CORE	Repair Visit Board Search and Seizure (VBSS) equipment

SECURITY OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Replace less-than-lethal weapons (e.g., acoustic devices, lasers, expandable batons, etc.)
E4	CORE	Replace security gear and equipment (e.g., Ships Reaction Force (SRF) equipment, screening and detection equipment, etc.)
E5	CORE	Supervise guard mounts (e.g., weapons issue, duty section turnover, etc.)
E5	CORE	Supervise landing force issue (e.g., weapons, gear, etc.)
E5	CORE	Supervise personnel screenings
E5	CORE	Supervise training of personnel in inspections and searches (e.g., vehicles, personnel, etc.)
E4	CORE	Test less-than-lethal weapons (e.g., acoustic devices, lasers, expandable batons, etc.)
E4	CORE	Test security gear and equipment (e.g., Ships Reaction Force (SRF) equipment, screening and detection equipment, etc.)
E4	CORE	Test Visit Board Search and Seizure (VBSS) equipment
E5	CORE	Train personnel in Anti-Terrorism Force Protection (ATFP)
E4	CORE	Train personnel in inspections and searches (e.g., vehicles, personnel, etc.)
E5	CORE	Train personnel in tactical entries and movements
E6	CORE	Transfer custody of security gear and equipment (e.g., Ships Reaction Force (SRF) equipment, screening and detection equipment, etc.)
E4	CORE	Troubleshoot less-than-lethal weapons (e.g., acoustic devices, lasers, expandable batons, etc.)
E4	CORE	Troubleshoot security gear and equipment (e.g., Ships Reaction Force (SRF) equipment, screening and detection equipment, etc.)
E4	CORE	Troubleshoot Visit Board Search and Seizure (VBSS) equipment

TECHNICAL CORE FUNDAMENTALS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze blueprints and ships drawings
E4	CORE	Analyze schematics (e.g., mechanical drawings, electronic schematics, piping and valve drawings, etc.)
E4	CORE	Analyze technical manuals
E4	CORE	Calibrate gauges (e.g., temperature and pressure)
E5	CORE	Conduct training evolutions (e.g., Combat Systems Training Teams (CSTT), Anti-Terrorism Training Teams (ATTT), etc.)
E4	CORE	Configure Alternating Current (AC) circuits
E4	CORE	Configure General Purpose Electronic Test Equipment (GPETE)
E4	CORE	Configure hydraulic and pneumatic systems
E4	CORE	Configure interconnecting cables and connectors
E4	CORE	Configure power supplies
E4	CORE	Configure Special Purpose Electronic Test Equipment (SPETE)
E4	CORE	Configure valves
E4	CORE	Configure weapons and combat systems equipment
E4	CORE	Control the effects of Hazards of Electromagnetic Radiation to Ordnance (HERO) and Radio Frequency Interference (RFI)

TECHNICAL CORE FUNDAMENTALS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Coordinate training evolutions (e.g., Combat Systems Training Teams (CSTT), Anti-Terrorism Training Teams (ATTT), etc.)
E7	CORE	Develop training evolutions (e.g., Combat Systems Training Teams (CSTT), Anti-Terrorism Training Teams (ATTT), etc.)
E5	CORE	Evaluate training evolutions (e.g., Combat Systems Training Teams (CSTT), Anti-Terrorism Training Teams (ATTT), etc.)
E4	CORE	Perform Combat Systems Operational Sequencing System (CSOSS) procedures (e.g., casualty responses/operations, normal operations, energize/de-energize equipment, etc.)
E4	CORE	Perform corrosion prevention and control procedures
E5	CORE	Perform external communications (e.g., ship-to-ship, ship-to-shore)
E5	CORE	Repair Alternating Current (AC) circuits
E5	CORE	Repair hydraulic and pneumatic systems
E5	CORE	Repair interconnecting cables and connectors
E5	CORE	Repair valves
E5	CORE	Replace power supplies
E4	CORE	Report Battle Damage Assessments (BDA)
E4	CORE	Test Alternating Current (AC) circuits
E4	CORE	Test hydraulic and pneumatic systems
E4	CORE	Test interconnecting cables and connectors
E4	CORE	Test power supplies
E4	CORE	Test valves
E5	CORE	Train technicians in casualty control procedures
E4	CORE	Troubleshoot Alternating Current (AC) circuits
E4	CORE	Troubleshoot Alternating Current and Direct Current (AC/DC) motors
E4	CORE	Troubleshoot digital circuits
E4	CORE	Troubleshoot Direct Current (DC) circuits
E4	CORE	Troubleshoot hydraulic and pneumatic systems
E4	CORE	Troubleshoot interconnecting cables and connectors
E4	CORE	Troubleshoot power supplies
E4	CORE	Troubleshoot valves
E6	CORE	Verify Hazards of Electromagnetic Radiation to Ordnance (HERO) and Radio Frequency Interference (RFI) controls

WEAPONS SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Analyze gun weapons systems data
E7	CORE	Analyze torpedo delivery systems data
E4	CORE	Configure computer and peripheral equipment
E4	CORE	Configure gun weapons systems
E4	CORE	Configure Recoverable Exercise Torpedoes (REXTORP)/ Exercise Torpedoes (EXTORP)
E4	CORE	Configure torpedo containers

WEAPONS SYSTEMS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Configure torpedo delivery systems
E4	CORE	Configure torpedoes
E7	CORE	Coordinate gun weapons systems operations
E7	CORE	Coordinate gun weapons systems uploading and downloading
E7	CORE	Coordinate recovery of Recoverable Exercise Torpedoes (REXTORP)/ Exercise Torpedoes (EXTORP)
E7	CORE	Coordinate torpedo delivery systems uploading and downloading
E7	CORE	Coordinate torpedo launch operations
E7	CORE	Coordinate weapon system exercises and certification operations
E4	CORE	Download gun weapons systems
E4	CORE	Download torpedo delivery systems
E4	CORE	Engage contacts with gun weapons systems (e.g., Mark 38, Mark 45, Mark 46, etc.)
E5	CORE	Inspect installation of torpedo flight accessories
E4	CORE	Install torpedo flight accessories
E4	CORE	Launch torpedoes
E6	CORE	Manage gun weapons systems operations
E6	CORE	Manage gun weapons systems uploading and downloading
E6	CORE	Manage recovery of Recoverable Exercise Torpedoes (REXTORP)/ Exercise Torpedoes (EXTORP)
E6	CORE	Manage torpedo delivery systems uploading and downloading
E6	CORE	Manage torpedo launch operations
E4	CORE	Off-load missiles
E4	CORE	On-load missiles
E4	CORE	Perform torpedo pre-fire tests
E4	CORE	Recover Recoverable Exercise Torpedoes (REXTORP)/ Exercise Torpedoes (EXTORP)
E5	CORE	Repair computer and peripheral equipment
E4	CORE	Repair gun weapons systems
E4	CORE	Repair torpedo delivery systems
E5	CORE	Report combat systems equipment status
E5	CORE	Supervise gun weapons systems operations
E5	CORE	Supervise gun weapons systems uploading and downloading
E5	CORE	Supervise installation of torpedo flight accessories
E5	CORE	Supervise recovery of Recoverable Exercise Torpedoes (REXTORP)/ Exercise Torpedoes (EXTORP)
E5	CORE	Supervise torpedo delivery systems uploading and downloading
E5	CORE	Supervise torpedo launch operations
E4	CORE	Test computer and peripheral equipment
E4	CORE	Test gun weapons systems
E4	CORE	Test torpedo delivery systems
E4	CORE	Test torpedoes

WEAPONS SYSTEMS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Troubleshoot computer and peripheral equipment
E4	CORE	Troubleshoot gun weapons systems
E4	CORE	Troubleshoot torpedo delivery systems
E4	NON-CORE	Troubleshoot torpedoes
E4	CORE	Upload gun weapons systems
E4	CORE	Upload torpedo delivery systems
E6	CORE	Verify installation of torpedo flight accessories

CHAPTER 39



GAS TURBINE SYSTEMS TECHNICIAN (ELECTRICAL) (GSE)

NAVPERS 18068F-39H
Change 96

Updated: October 2023

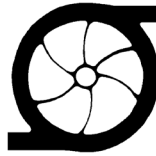
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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

GAS TURBINE SYSTEMS TECHNICIAN (ELECTRICAL) (GSE)



SCOPE OF RATING

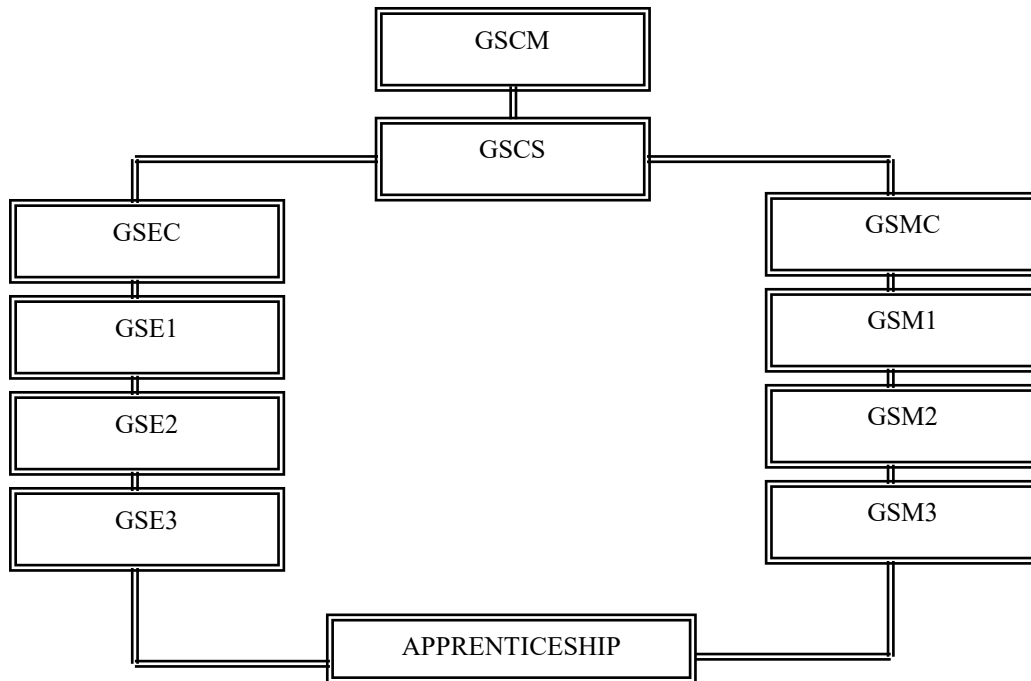
Gas Turbine Systems Technicians (GS) operate, repair, and perform organizational and intermediate maintenance on ship's propulsion Gas Turbine Engines (GTE), Ship's Service Gas Turbine Generators (SSGTG), main propulsion machinery (including gears, shafting, and Controllable Pitch Propellers (CPP)), assigned auxiliary equipment (including fuel and lube oil systems), machinery control systems (including consoles and Programmed Logic Controllers (PLC)), assigned electrical and electronic equipment up to the printed circuit boards, and alarm and warning circuitry.

Gas Turbine Systems Technicians (Electrical) (GSE) operate, repair, troubleshoot, and perform organizational and intermediate maintenance on electrical components of ship's propulsion Gas Turbine Engines (GTE), Ship's Service Gas Turbine Generators (SSGTG), electrical distribution equipment, assigned auxiliary equipment (including Alternating Current (AC) motors, motor operated valves, solenoid operated valves, logic controllers, and automatic bus transfer systems), machinery control systems, assigned electrical and electronic equipment up to the printed circuit boards, and alarm and warning circuitry.

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 18068H) as Chapter 39.

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**Gas Turbine Electrical Systems Manager****Job Code****002794****Job Family**
Production**NOC**
TBD**Short Title (30 Characters)**
GAS TURBINE ELEC SYS MANAGER**Short Title (14 Characters)**
GTE SYS MGR**Pay Plan**
Enlisted**Career Field**
GSE**Other Relationships and Rules**
NEC UXXX and 7XXX series and other NECs as assigned**Job Description**

Gas Turbine Electrical Managers provide overall management by reviewing, approving, and managing engine operations and programs aboard Navy ships: manage personnel during the operation and maintenance of main propulsion Gas Turbine Engine (GTE) and reduction gears used for ship propulsion and auxiliary machinery, such as pumps and oil purifiers; provide guidance and technical knowledge in the maintenance of auxiliary machinery outside of the machinery spaces; manage personnel in the alignment process of piping systems for fuel, oil, water, and air; manage the operation of ship Gas Turbine Engines (GTE) used for ship propulsion and service systems and the operation of Ship's Service Gas Turbine Engine (SSGTE) generators used to produce electrical power; manage personnel responsible for cleaning, adjusting, testing, and the performance of other preventative maintenance on ship's main propulsion GTE, SSGTE generators, pumps and associated valves; provide guidance and technical knowledge in the repair and replacement of valves, pumps, heat exchangers, compressors, and hydraulic or pneumatic control devices; and manage and analyze machinery operating records and reports; mentor/train Gas Turbine Electrical Systems Technicians and Gas Turbine Electrical Systems Maintainers.

DoD Relationship

<u>Group Title</u>	<u>DoD Code</u>
Auxiliaries	165200

O*NET Relationship

<u>Occupation Title</u>	<u>SOC Code</u>	<u>Job Family</u>
First-Line Supervisors/Managers of Production and Operating Workers	51-1011.00	Production

Skills

Quality Control Analysis
 Reading Comprehension
 Systems Analysis
 Coordination
 Judgment and Decision Making
 Systems Evaluation
 Writing
 Equipment Maintenance
 Management of Material Resources
 Monitoring

Abilities

Written Comprehension
 Information Ordering
 Written Expression
 Finger Dexterity
 Inductive Reasoning
 Control Precision
 Problem Sensitivity
 Category Flexibility
 Deductive Reasoning
 Far Vision

AUXILIARY EQUIPMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Evaluate fluid samples
E6	CORE	Inspect main switchboards
E5	CORE	Maintain Integrated Condition Assessment System (ICAS)

GAS TURBINE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Perform Gas Turbine Engine (GTE) intake and exhaust inspections and closeouts

TECHNICAL ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Coordinate engineering assessment evolutions
E7	CORE	Evaluate engineering equipment data logs
E7	CORE	Evaluate engineering management programs
E7	CORE	Maintain engineering data logs
E7	NON-CORE	Maintain environmental pollution control programs
E7	CORE	Maintain Marine Gas Turbine Service Records (MGTSR)

TECHNICAL ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Manage Engineering Operational Sequencing System (EOSS) program
E6	CORE	Manage engineering plant operations
E5	NON-CORE	Manage shipboard calibration systems
E7	CORE	Prepare ship-wide full power and economy trials
E6	CORE	Review engineering Quality Assurance (QA) packages
E5	CORE	Validate Engineering Operational Sequencing System (EOSS) manuals
E7	CORE	Validate engineering Quality Assurance (QA) packages

Job Title**Gas Turbine Electrical Systems Maintainer****Job Code****003202****Job Family**

Production

NOC

TBD

Short Title (30 Characters)

GAS TURBINE E SYSTEM MAINT

Short Title (14 Characters)

GTE SYS MAINT

Pay Plan

Enlisted

Career Field

GSE

Other Relationships and Rules

NEC UXXX and 7XXX series and other NECs as assigned

Job Description

Gas Turbine Electrical Systems Maintainers operate the electric plant and main propulsion control equipment; locate circuit failures and replace parts; measure current, voltage, and resistance; test for shorts, grounds, and continuity; test protective circuitry; test, service, and replace batteries; perform preventative and corrective maintenance on digital data equipment; control and monitor circuits; measure insulation resistance; inspect electrical/electronic cables, wiring, and connectors; maintain alarm, indicating, and warning systems; maintain Gas Turbine Engines (GTE) and auxiliary equipment; work with blueprints, schematics, and charts; perform administrative procedures related to Gas Turbine (GT) propulsion system operation and maintenance; perform work area inspections; operate standard test equipment; stop engines and check for proper performance; and replace and adjust operating tolerance of contacts, micro switches, relay switches, pressure switches, and temperature switches; and work under the supervision of Gas Turbine Electrical Systems Technicians while learning the trade or skill.

DoD Relationship**O*NET Relationship****Group Title**

Auxiliaries

DoD Code

165200

Occupation Title

Power Plant Operators

SOC Code

51-8013.00

Job Family

Production

Skills*Equipment Maintenance**Reading Comprehension**Systems Analysis**Operation and Control**Quality Control Analysis**Operation Monitoring**Equipment Selection**Systems Evaluation**UNASSIGNED**UNASSIGNED***Abilities***Deductive Reasoning**Written Comprehension**Information Ordering**Problem Sensitivity**Dynamic Flexibility**Time Sharing**Written Expression**Arm-Hand Steadiness**Inductive Reasoning**Multi-limb Coordination***AUXILIARY EQUIPMENT****Paygrade****Task Type****Task Statements**

E4

CORE

Align compressed air systems

E4

CORE

Align main switchboards

E4

CORE

Align pumps (e.g., seawater, main Lube Oil (LO), Fuel Oil (FO), etc.)

E4

CORE

Align steering control consoles (i.e., aft and bridge)

E4

CORE

Align waste oil systems

E4

CORE

Draw fluid samples

E4

CORE

Perform preventative maintenance bus transfer switches

E4

CORE

Perform preventative maintenance on compressed air systems electrical components

E4

NON-CORE

Perform preventative maintenance on converter and inverter components

E4

CORE

Perform preventative maintenance on electrical controllers

E4

CORE

Perform preventative maintenance on heat stress sensors

E5

CORE

Perform preventative maintenance on main switchboards components

E4

CORE

Perform preventative maintenance on pumps (e.g., seawater, main Lube Oil (LO), Fuel Oil (FO), etc.)

E4

CORE

Perform preventative maintenance waste oil systems electrical components

E4

CORE

Test heat stress sensors

GAS TURBINE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Align Full Authority Digital Controls (FADC)
E4	CORE	Align Gas Turbine (GT) support systems
E4	CORE	Align Gas Turbine (GT) water wash systems
E4	CORE	Align No-Brake Power Supply (NBPS)
E4	CORE	Calibrate blow-in doors
E4	CORE	Inspect Gas Turbine (GT) modules
E4	CORE	Perform preventative maintenance No-Brake Power Supply (NBPS)
E4	CORE	Perform preventative maintenance on Gas Turbine Engine (GTE) components
E4	CORE	Perform preventative maintenance on Redundant Independent Mechanical Start Systems (RIMSS)

MAIN PROPULSION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Align Controllable Pitch Propeller (CPP) or Controllable Reversible Pitch (CRP) systems
E4	CORE	Align Fuel Oil (FO) service, fill, and transfer systems
E4	CORE	Align jacking gears
E4	CORE	Align main Lube Oil (LO) service systems
E4	CORE	Align Vent Fog Precipitators (VFP)
E4	CORE	Perform preventative maintenance on Controllable Reversible Pitch (CRP) or Controllable Pitch Propeller (CPP) systems
E4	CORE	Perform preventative maintenance on Data Interface Units (DIU)
E5	NON-CORE	Perform preventative maintenance on hybrid electric drive/support equipment
E4	CORE	Perform preventative maintenance on jacking gears
E4	CORE	Perform preventative maintenance on main Lube Oil (LO) service systems
E5	CORE	Perform preventative maintenance on Main Reduction Gear (MRG)
E5	CORE	Perform preventative maintenance on Vent Fog Precipitators (VFP)

PROPULSION CONTROL SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Align Damage Control Consoles (DCC)
E4	CORE	Align Data Acquisition Unit (DAU)
E4	CORE	Align Electric Plant Control Consoles (EPCC)
E4	CORE	Align Electrical Plant Central Processing Unit (EPCPU)
E4	CORE	Align Engineering Officer of the Watch (EOOW) logging units
E4	CORE	Align Fuel Systems Control Consoles (FSCC)
E4	CORE	Align operating stations (i.e. Reduced Size Operator Station (RSOS) and Standard Operator Station Unit (SOSU))
E4	CORE	Align Propulsion and Auxiliary Control Consoles (PACC)
E4	CORE	Align Propulsion Local Control Consoles (PLCC)
E4	CORE	Align Repair Station Consoles (RSC)
E4	CORE	Align Shaft Control Units (SCU)

PROPULSION CONTROL SYSTEMS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Align Universal Control Consoles (UCC)
E4	CORE	Align Universal Engine Controls (UEC)
E4	CORE	Perform preventative maintenance Damage Control Consoles (DCC)
E4	CORE	Perform preventative maintenance on Data Acquisition Units (DAU)
E4	CORE	Perform preventative maintenance on Electric Plant Control Consoles (EPCC)
E4	CORE	Perform preventative maintenance on Engine Controllers (EC)
E4	CORE	Perform preventative maintenance on Engineering Officer of the Watch (EOOW) logging unit
E4	CORE	Perform preventative maintenance on Fuel Systems Control Consoles (FSCC)
E4	CORE	Perform preventative maintenance on operating stations (i.e., Reduced Size Operator Station (RSOS) and Standard Operator Station Unit (SOSU))
E4	CORE	Perform preventative maintenance on Propulsion and Auxiliary Control Consoles (PACC)
E4	CORE	Perform preventative maintenance on Propulsion Local Control Consoles (PLCC)
E4	CORE	Perform preventative maintenance on Repair Station Consoles (RSC)
E4	CORE	Perform preventative maintenance on Shaft Control Units (SCU)
E4	CORE	Perform preventative maintenance on the Machinery Control Systems (MCS)
E4	CORE	Perform preventative maintenance on Uninterruptable Power Supply (UPS)
E4	CORE	Perform preventative maintenance on Universal Control Consoles (UCC)
E4	CORE	Perform preventative maintenance on Universal Engine Controls (UEC)
E4	CORE	Test Uninterruptable Power Supply (UPS)

TECHNICAL ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Collect engineering data readings
E4	CORE	Log fuel tank levels
E4	CORE	Log meter readings

Job Title**Gas Turbine Electrical Systems Technician****Job Code****003654****Job Family**

Installation, Maintenance, and Repair

NOC

TBD

Short Title (30 Characters)

GAS TURBINE E SYSTEM TEC

Short Title (14 Characters)

GTE SYS TECH

Pay Plan

Enlisted

Career Field

GSE

Other Relationships and Rules

NEC UXXX and 7XXX series and other NECs as assigned

Job Description

Gas Turbine Electrical Systems Technicians operate the electric plant and main propulsion control equipment; locate circuit failures and replace parts; measure current, voltage and resistance; test for shorts, grounds and continuity; test protective circuitry; test, service, and replace batteries; perform preventative and corrective maintenance on digital data equipment and control and monitor circuits; measure insulation resistance; repair electrical/electronic cables, wiring, and connectors; maintain alarm, indicating and warning systems; maintain and repair Gas Turbine Engines (GTE) and auxiliary equipment; work with blueprints, schematics, and charts; perform administrative procedures related to Gas Turbine (GT) propulsion system operation and maintenance; perform work area inspections; operate standard test equipment; stop engines and check for proper performance; and replace and adjust operating tolerance of contacts, micro switches, relay switches, pressure switches, and temperature switches; work independently and mentor Gas Turbine Electrical Systems Maintainers.

DoD Relationship**Group Title**

Auxiliaries

DoD Code

165200

O*NET Relationship**Occupation Title**

Electrical and Electronics Repairers, Powerhouse, Substation, and Relay

SOC Code

49-2095.00

Job Family

Installation, Maintenance, and

Skills

Complex Problem Solving

Critical Thinking

Repairing

Reading Comprehension

Quality Control Analysis

Installation

Systems Analysis

Troubleshooting

Equipment Maintenance

Systems Evaluation

Abilities

Deductive Reasoning

Originality

Visualization

Manual Dexterity

Static Strength

Wrist-Finger Speed

Problem Sensitivity

Written Comprehension

Finger Dexterity

Written Expression

AUXILIARY EQUIPMENT**Paygrade****Task Type****Task Statements**

E4

CORE

Adjust alarm set points

E4

CORE

Adjust electrically-operated valves

E5

CORE

Adjust potentiometers

E5

CORE

Calibrate power supplies

E4

CORE

Calibrate Tank Level Indicators (TLI)

E6

CORE

Evaluate fluid samples

E6

CORE

Inspect main switchboards

E5

CORE

Maintain Integrated Condition Assessment System (ICAS)

E5

CORE

Perform preventative maintenance on main switchboards components

E5

CORE

Repair bus transfer switches

E4

CORE

Repair compressed air systems electrical components

E4

CORE

Repair electrical components of solenoid valves

E4

CORE

Repair electrical controllers

E4

CORE

Repair electrically-operated valves

E4

CORE

Repair heat stress sensors

AUXILIARY EQUIPMENT (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Repair main switchboards components
E4	CORE	Repair power supplies
E5	CORE	Repair steering control consoles (i.e., aft and bridge)
E4	CORE	Repair Tank Level Indicators (TLI)
E4	CORE	Repair temperature regulating devices (i.e., heaters and thermostats)
E5	CORE	Repair waste oil systems electrical components
E5	NON-CORE	Replace converter and inverter components
E5	CORE	Replace electrical motors
E4	CORE	Replace heat stress sensors
E4	CORE	Replace power supplies
E4	CORE	Replace pressure/temperature transducers
E4	CORE	Replace switches (e.g., electrical, pressure, temperature, micro, etc.)
E5	CORE	Troubleshoot bus transfer switches
E5	CORE	Troubleshoot compressed air systems electrical components
E6	NON-CORE	Troubleshoot converter and inverter components
E4	CORE	Troubleshoot electrical components of solenoid valves
E5	CORE	Troubleshoot electrical controllers
E5	CORE	Troubleshoot electrical motors
E5	CORE	Troubleshoot electrically-operated valves
E4	CORE	Troubleshoot heat stress sensors
E5	CORE	Troubleshoot Integrated Condition Assessment Systems (ICAS)
E5	CORE	Troubleshoot main switchboards components
E5	CORE	Troubleshoot power supplies
E4	CORE	Troubleshoot pressure/temperature transducers
E4	CORE	Troubleshoot Programmable Logic Controller (PLC)
E5	CORE	Troubleshoot steering control consoles (i.e., aft and bridge)
E4	CORE	Troubleshoot switches (e.g., electrical, pressure, temperature, micro, etc.)
E4	CORE	Troubleshoot Tank Level Indicators (TLI)
E4	CORE	Troubleshoot temperature regulating devices (i.e., heaters and thermostats)
E5	CORE	Troubleshoot waste oil systems electrical components

GAS TURBINE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Adjust No-Brake Power Supply (NBPS)
E4	CORE	Calibrate blow-in doors
E4	CORE	Repair blow-in doors and components
E5	CORE	Repair Full Authority Digital Controls (FADC)
E4	CORE	Repair Gas Turbine (GT) module components
E5	CORE	Repair Gas Turbine (GT) support systems
E4	CORE	Repair Gas Turbine (GT) water wash systems

GAS TURBINE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Repair No-Brake Power Supply (NBPS)
E5	CORE	Replace frequency regulator components
E5	CORE	Replace Gas Turbine Engine (GTE) components
E5	CORE	Replace Redundant Independent Mechanical Start Systems (RIMSS) components
E5	CORE	Replace voltage regulators
E5	CORE	Test Gas Turbine (GT) generators
E5	CORE	Test Gas Turbine Engine (GTE) components
E4	CORE	Test voltage regulators
E4	CORE	Troubleshoot blow-in doors and components
E5	CORE	Troubleshoot frequency regulators
E5	CORE	Troubleshoot Full Authority Digital Controls (FADC)
E6	CORE	Troubleshoot Gas Turbine (GT) generators
E5	CORE	Troubleshoot Gas Turbine (GT) support systems
E4	CORE	Troubleshoot Gas Turbine (GT) water wash systems
E6	CORE	Troubleshoot Gas Turbine Engine (GTE) components
E5	CORE	Troubleshoot No-Brake Power Supply (NBPS)
E5	CORE	Troubleshoot Redundant Independent Mechanical Start Systems (RIMSS)
E5	CORE	Troubleshoot voltage regulators

MAIN PROPULSION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Perform preventative maintenance on Vent Fog Precipitators (VFP)
E5	CORE	Repair Controllable Reversible Pitch (CRP) or Controllable Pitch Propeller (CPP) systems
E5	CORE	Repair Data Interface Unit (DIU)
E5	CORE	Repair Fuel Oil (FO) service, fill, and transfer systems
E5	NON-CORE	Repair hybrid electric drive/support equipment
E5	CORE	Repair main Lube Oil (LO) service systems
E6	CORE	Repair Vent Fog Precipitators (VFP)
E5	CORE	Troubleshoot Controllable Reversible Pitch (CRP) or Controllable Pitch Propeller (CPP) systems
E5	CORE	Troubleshoot Data Interface Unit (DIU)
E5	CORE	Troubleshoot Fuel Oil (FO) service, fill, and transfer systems
E5	NON-CORE	Troubleshoot hybrid electric drive/support equipment
E5	CORE	Troubleshoot jacking gears
E5	CORE	Troubleshoot main Lube Oil (LO) service systems
E5	CORE	Troubleshoot Main Reduction Gear (MRG)
E6	CORE	Troubleshoot Vent Fog Precipitators (VFP)

PROPULSION CONTROL SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Adjust Fuel Systems Control Consoles (FSCC)
E5	CORE	Adjust Propulsion and Auxiliaries Control Consoles (PACC)
E4	CORE	Repair bell and data logger
E5	CORE	Repair Damage Control Consoles (DCC)
E5	CORE	Repair Data Acquisition Units (DAU)
E5	CORE	Repair Electric Plant Control Consoles (EPCC)
E5	CORE	Repair Electrical Plant Central Processing Units (EPCPU)
E5	CORE	Repair Engine Controllers (EC)
E5	CORE	Repair Fuel Systems Control Consoles (FSCC)
E4	CORE	Repair meters and gauges for control consoles (e.g., switchboards, propulsion control consoles, auxiliary consoles, etc.)
E5	CORE	Repair operating stations (i.e., Reduced Size Operator Station (RSOS) and Standard Operator Station Unit (SOSU))
E5	CORE	Repair Propulsion and Auxiliary Control Consoles (PACC)
E5	CORE	Repair Propulsion Local Control Consoles (PLCC)
E5	CORE	Repair Shaft Control Units (SCU)
E4	CORE	Repair Station Consoles (RSC)
E4	CORE	Repair Uninterruptable Power Supply (UPS)
E5	CORE	Repair Universal Control Consoles (UCC)
E5	CORE	Repair Universal Engine Controls (UEC)
E4	CORE	Replace on Engineering Officer of the Watch (EOOW) logging unit components
E4	CORE	Troubleshoot bell and data logger
E5	CORE	Troubleshoot Damage Control Consoles (DCC)
E5	CORE	Troubleshoot Data Acquisition Units (DAU)
E5	CORE	Troubleshoot Electric Plant Control Consoles (EPCC)
E5	CORE	Troubleshoot Electrical Plant Central Processing Unit (EPCPU)
E5	CORE	Troubleshoot Engine Controllers (EC)
E5	CORE	Troubleshoot Engineering Officer of the Watch (EOOW) logging unit
E5	CORE	Troubleshoot Fuel Systems Control Consoles (FSCC)
E5	CORE	Troubleshoot Machinery Control Systems (MCS)
E4	CORE	Troubleshoot meters and gauges for control consoles (e.g., switchboards, propulsion control consoles, auxiliary consoles, etc.)
E5	CORE	Troubleshoot operating stations (i.e. Reduced Size Operator Station (RSOS) and Standard Operator Station Unit (SOSU))
E5	CORE	Troubleshoot Propulsion and Auxiliary Control Consoles (PACC)
E5	CORE	Troubleshoot Propulsion Local Control Consoles (PLCC)
E4	CORE	Troubleshoot Repair Station Consoles (RSC)

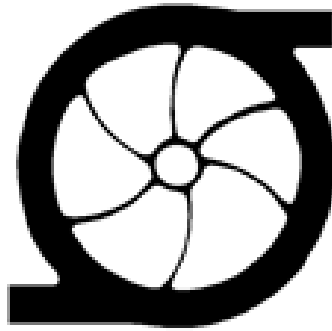
PROPULSION CONTROL SYSTEMS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Troubleshoot Shaft Control Units (SCU)
E4	CORE	Troubleshoot Uninterruptable Power Supply (UPS)
E5	CORE	Troubleshoot Universal Control Consoles (UCC)
E5	CORE	Troubleshoot Universal Engine Controls (UEC)

TECHNICAL ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Prepare engineering Quality Assurance (QA) forms
E5	CORE	Prepare engineering Quality Assurance (QA) packages

CHAPTER 39



GAS TURBINE SYSTEMS TECHNICIAN (MECHANICAL) (GSM)

NAVPERS 18068F-39I
Change 103

Updated: July 2025

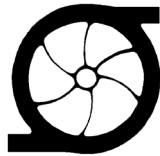
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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

GAS TURBINE SYSTEMS TECHNICIAN (MECHANICAL) (GSM)



SCOPE OF RATING

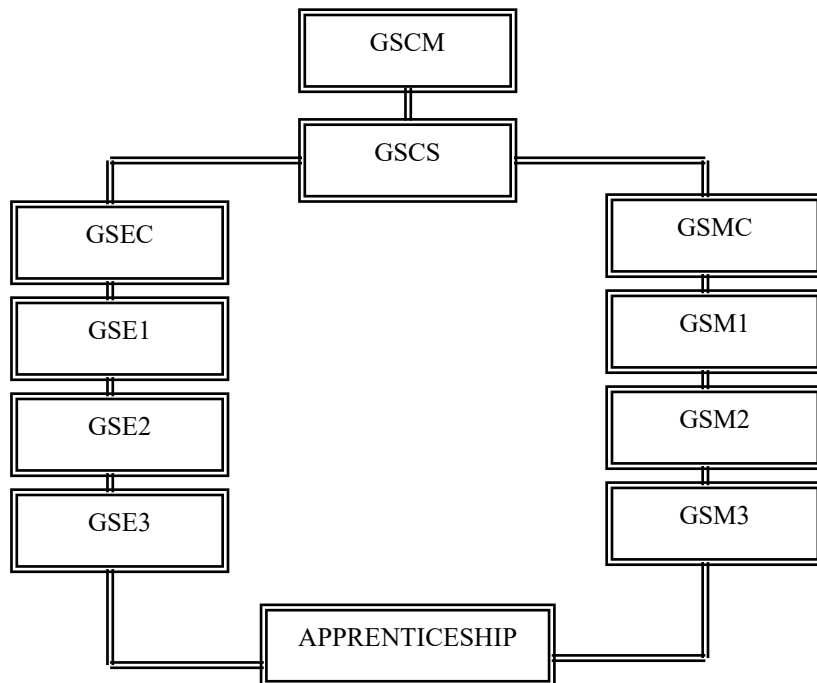
Gas Turbine Systems Technicians (GS) operate, repair, and perform organizational and intermediate maintenance on ship's propulsion Gas Turbine Engines (GTE), Ship's Service Gas Turbine Generators (SSGTG), main propulsion machinery (including gears, shafting, and Controllable Pitch Propellers (CPP)), assigned auxiliary equipment (including fuel and lube oil systems), machinery control systems (including consoles and Programmed Logic Controllers (PLC)), assigned electrical and electronic equipment up to the printed circuit boards, and alarm and warning circuitry.

Gas Turbine Systems Technicians (Mechanical) (GSM) operate, repair, replace, and perform organizational and intermediate maintenance on mechanical components of Gas Turbine Engines (GTE), main propulsion machinery (including gears, shafting, and Controllable Pitch/Reversible Propellers (CPP/CRP)), assigned auxiliary equipment and propulsion control systems.

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 39.

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**Gas Turbine Mechanical Systems Technician****Job Code****003003****Job Family**

Production

NOC

TBD

Short Title (30 Characters)

GAS TURBINE M SYSTEM TEC

Short Title (14 Characters)

GT MECH TECH

Pay Plan

Enlisted

Career Field

GSM

Other Relationships and Rules

NEC UXXX and 7XXX series and other NECs as assigned

Job Description

Gas Turbine Mechanical Systems Technicians maintain and operate Ship's Service Gas Turbine Generators (SSGTG) and support systems; maintain Controllable Reversible/Pitch Propeller (CRP/CPP) systems; operate propulsion plant controls and main propulsion equipment, pumps, turning gears, air compressors, oil purification systems, Low Pressure Air Dehydrators (LPAD), and engineering control systems; utilize blueprints, schematics, and charts to maintain and repair Gas Turbine Engines (GTE) and auxiliary equipment; perform preventative maintenance on ship's fuel systems and air systems, Sea Water Service Systems (SWSS), waste drain systems, oil purification systems, and manually-operated valves; perform work area inspections; operate standard test equipment; test lubricating oil and distillate fuels for contamination, neutralization, and precipitation; conduct engine checks to verify performance and replace and/or adjust operating tolerance of contacts, micro-switches, relay switches, pressure switches, and temperature switches; perform administrative procedures related to gas turbine propulsion system operation and maintenance; and supervise Gas Turbine Mechanical Systems Maintainers.

DoD Relationship**O*NET Relationship****Group Title**

Auxiliaries

DoD Code

165200

Occupation Title

Power Plant Operators

SOC Code

51-8013.00

Job Family

Production

Skills*Quality Control Analysis**Complex Problem Solving**Repairing**Equipment Maintenance**Reading Comprehension**Operation and Control**Active Learning**Critical Thinking**Troubleshooting**Systems Evaluation***Abilities***Problem Sensitivity**Manual Dexterity**Written Comprehension**Deductive Reasoning**Inductive Reasoning**Information Ordering**Written Expression**Selective Attention**Visualization**Mathematical Reasoning***AUXILIARY EQUIPMENT****Paygrade****Task Type****Task Statements**

E4

CORE

Align bleed air systems (i.e., start air, prairie, masker, anti-icing)

E4

NON-CORE

Align Fuel Oil (FO) purifiers

E4

CORE

Align Fuel Oil (FO) service system components (e.g., filters, pumps, valves, etc.)

E4

NON-CORE

Align Fuel Oil (FO) transfer systems

E4

CORE

Align heat exchangers

E4

NON-CORE

Align JP-5 systems

E4

CORE

Align Low Pressure Air Compressors (LPAC)

E4

CORE

Align Low Pressure Air Dehydrators (LPAD)

E4

CORE

Align Oil Pollution Abatement Systems (OPA)

E4

CORE

Align Seawater Systems (SWS)

E4

CORE

Analyze Fuel Oil (FO) samples

E4

CORE

Analyze Lube Oil (LO) samples

E4

NON-CORE

Calibrate fuel pump logics

E4

NON-CORE

Calibrate Lube Oil (LO) pump logics

E4

CORE

Conduct fluid sampling

AUXILIARY EQUIPMENT (CONT'D)

<u>Pavgrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct preventive maintenance on bleed air systems (i.e., start air, prairie, masker, anti-icing)
E4	NON-CORE	Conduct preventive maintenance on Fuel Oil (FO) transfer systems
E4	CORE	Conduct preventive maintenance on heat exchangers
E4	NON-CORE	Conduct preventive maintenance on JP-5 systems
E4	CORE	Conduct preventive maintenance on Low Pressure Air Compressors (LPAC)
E4	CORE	Conduct preventive maintenance on Low Pressure Air Dehydrators (LPAD)
E4	NON-CORE	Conduct preventive maintenance on Oil Pollution Abatement Systems (OPA)
E4	CORE	Conduct preventive maintenance on Seawater Systems (SWS)
E4	CORE	Conduct preventive maintenance on temperature regulating valves
E4	CORE	Fabricate sealing gaskets
E4	CORE	Measure fuel tank levels
E6	NON-CORE	Receive Fuel Oil (FO) from outside activities
E4	CORE	Repair bleed air systems (i.e., start air, prairie, masker, anti-icing)
E4	NON-CORE	Repair Fuel Oil (FO) purifiers
E4	NON-CORE	Repair Fuel Oil (FO) transfer systems
E4	CORE	Repair heat exchangers
E4	NON-CORE	Repair JP-5 systems
E4	CORE	Repair Low Pressure Air Compressors (LPAC)
E4	CORE	Repair Low Pressure Air Dehydrators (LPAD)
E4	NON-CORE	Repair Oil Pollution Abatement Systems (OPA)
E4	CORE	Repair Seawater Systems (SWS)
E4	CORE	Repair temperature regulating valves
E4	CORE	Replace auxiliary Lube Oil (LO) filters
E4	CORE	Replace Fuel Oil (FO) pre-filter components
E4	CORE	Troubleshoot bleed air systems (i.e., start air, prairie, masker, anti-icing)
E4	NON-CORE	Troubleshoot Fuel Oil (FO) purifiers
E4	NON-CORE	Troubleshoot Fuel Oil (FO) transfer systems
E4	CORE	Troubleshoot heat exchangers
E4	NON-CORE	Troubleshoot JP-5 systems
E4	CORE	Troubleshoot Low Pressure Air Compressors (LPAC)
E4	CORE	Troubleshoot Low Pressure Air Dehydrators (LPAD)
E4	NON-CORE	Troubleshoot Oil Pollution Abatement Systems (OPA)
E4	CORE	Troubleshoot oily waste systems
E4	CORE	Troubleshoot Seawater Systems (SWS)
E4	CORE	Troubleshoot temperature regulating valves
E4	NON-CORE	Troubleshoot waste oil systems

GAS TURBINE

<u>Pavgrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Align Gas Turbine Engine (GTE)/Gas Turbine Generator (GTG) support systems (e.g., Lube Oil (LO) system components, water wash systems, fuel systems, etc.)
E4	CORE	Align Gas Turbine Generators (GTG) locally and remotely
E4	CORE	Align High Pressure (HP) start air systems
E5	CORE	Conduct borescope inspection on Gas Turbine Engine (GTE)/Gas Turbine Generators (GTG)
E4	CORE	Conduct Gas Turbine Engine (GTE)/Gas Turbine Generator (GTG) pre-operational checks
E4	CORE	Conduct preventive maintenance on Gas Turbine Engine (GTE)/Gas Turbine Generator (GTG) assembly components
E4	CORE	Conduct preventive maintenance on Gas Turbine Engine (GTE)/Gas Turbine Generator (GTG) base enclosures
E4	CORE	Conduct preventive maintenance on Gas Turbine Engine (GTE)/Gas Turbine Generator (GTG) fuel systems
E4	CORE	Conduct preventive maintenance on Gas Turbine Engine (GTE)/Gas Turbine Generator (GTG) inlet and exhaust systems
E4	CORE	Conduct preventive maintenance on Gas Turbine Engine (GTE)/Gas Turbine Generator (GTG) Lube Oil (LO) system components
E4	CORE	Conduct preventive maintenance on Gas Turbine Engine (GTE)/Gas Turbine Generator (GTG) water wash systems
E4	CORE	Conduct preventive maintenance on Gas Turbine Generators (GTG)
E4	CORE	Conduct preventive maintenance on Gas Turbine Main (GTM)
E4	CORE	Conduct preventive maintenance on Gas Turbine Main (GTM) power turbine brakes
E4	CORE	Inspect gas turbine modules
E4	CORE	Inspect shock mounts (i.e., Gas Turbine Main (GTM), Gas Turbine Generator (GTG))
E4	CORE	Repair Gas Turbine Engine (GTE) /Gas Turbine Generator (GTG) water wash systems
E4	CORE	Repair Gas Turbine Engine (GTE)/Gas Turbine Generator (GTG) assembly components
E4	CORE	Repair Gas Turbine Engine (GTE)/Gas Turbine Generator (GTG) base enclosures
E5	CORE	Repair Gas Turbine Engine (GTE)/Gas Turbine Generator (GTG) combustion chamber components
E4	CORE	Repair Gas Turbine Engine (GTE)/Gas Turbine Generator (GTG) fuel systems
E4	CORE	Repair Gas Turbine Engine (GTE)/Gas Turbine Generator (GTG) inlet and exhaust systems
E4	CORE	Repair Gas Turbine Engine (GTE)/Gas Turbine Generator (GTG) Lube Oil (LO) system components
E5	CORE	Repair Gas Turbine Generators (GTG)
E5	CORE	Repair Gas Turbine Main (GTM)

GAS TURBINE (CONT'D)

<u>Pavgrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Repair Gas Turbine Main (GTM) power turbine brakes
E4	CORE	Repair High Pressure (HP) start air systems
E4	CORE	Troubleshoot Gas Turbine Engine (GTE) /Gas Turbine Generator (GTG) assembly components
E4	CORE	Troubleshoot Gas Turbine Engine (GTE)/Gas Turbine Generator (GTG) base enclosures
E5	CORE	Troubleshoot Gas Turbine Engine (GTE)/Gas Turbine Generator (GTG) combustion chamber components
E4	CORE	Troubleshoot Gas Turbine Engine (GTE)/Gas Turbine Generator (GTG) fuel systems
E4	CORE	Troubleshoot Gas Turbine Engine (GTE)/Gas Turbine Generator (GTG) Lube Oil (LO) system components
E4	CORE	Troubleshoot Gas Turbine Engine (GTE)/Gas Turbine Generator (GTG) water wash systems
E5	CORE	Troubleshoot Gas Turbine Generators (GTG)
E5	CORE	Troubleshoot Gas Turbine Main (GTM)
E5	CORE	Troubleshoot Gas Turbine Main (GTM) power turbine brakes
E4	CORE	Troubleshoot High Pressure (HP) start air systems

MAIN PROPULSION

<u>Pavgrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Align Controllable Pitch Propeller (CPP) or Controllable Reversible Pitch (CRP) systems
E4	CORE	Align jacking or turning gears
E4	CORE	Align Lube Oil (LO) purifiers
E4	CORE	Align main Lube Oil (LO) service system components (e.g., filters, pumps, valves, etc.)
E4	CORE	Conduct main engine room console operations (i.e., Shaft Control Unit (SCU)/ Universal Control Console (UCC)/Propulsion Local Control Console (PLCC) operations)
E4	CORE	Conduct preventive maintenance on Controllable Pitch Propeller (CPP) or Controllable Reversible Pitch (CRP) systems
E4	CORE	Conduct preventive maintenance on Fuel Oil (FO) service system components (e.g., filters, pumps, valves, etc.)
E5	CORE	Conduct preventive maintenance on jacking or turning gears
E4	CORE	Conduct preventive maintenance on Lube Oil (LO) service system components (e.g., filters, pumps, valves, etc.)
E5	CORE	Conduct preventive maintenance on Main Reduction Gears (MRG)
E5	CORE	Conduct preventive maintenance on shafting/bearing components
E5	CORE	Conduct Propulsion and Auxiliary Control Console (PACC) operations
E5	CORE	Repair Controllable Pitch Propeller (CPP) or Controllable Reversible Pitch (CRP) systems

MAIN PROPULSION (CONT'D)

<u>Pavgrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Repair Fuel Oil (FO) service system components (e.g., filters, pumps, valves, etc.)
E5	CORE	Repair jacking or turning gears
E4	CORE	Repair Lube Oil (LO) purifiers
E4	CORE	Repair Lube Oil (LO) service system components (e.g., filters, pumps, valves, etc.)
E4	CORE	Repair main Lube Oil (LO) service systems
E5	CORE	Repair Main Reduction Gear (MRG) external components
E4	CORE	Repair Main Reduction Gear (MRG) Lube Oil (LO) pumps
E5	CORE	Repair shafting/bearing components
E5	CORE	Troubleshoot Controllable Pitch Propeller (CPP) or Controllable Reversible Pitch (CRP) systems
E4	CORE	Troubleshoot Fuel Oil (FO) service system components (e.g., filters, pumps, valves, etc.)
E5	CORE	Troubleshoot jacking or turning gears
E4	CORE	Troubleshoot Lube Oil (LO) purifiers
E4	CORE	Troubleshoot Lube Oil (LO) service system components (e.g., filters, pumps, valves, etc.)
E4	CORE	Troubleshoot main Lube Oil (LO) service systems
E5	CORE	Troubleshoot Main Reduction Gears (MRG)
E5	CORE	Troubleshoot shafting/bearing components

TECHNICAL ADMINISTRATION

<u>Pavgrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Annotate operating equipment logs
E6	CORE	Calculate fuel load requirements
E6	CORE	Calculate Lube Oil (LO) load requirements
E6	NON-CORE	Maintain Fuel Oil Quality Management (FOQM) programs
E6	NON-CORE	Maintain Lube Oil Quality Management (LOQM) programs
E6	CORE	Maintain Marine Gas Turbine Service Records (MGTSR)
E6	NON-CORE	Maintain Oily Waste Management (OWM) programs
E6	CORE	Maintain operating logs
E6	CORE	Manage bearing logs
E6	CORE	Manage Engineering Operational Sequencing System (EOSS) programs
E7	CORE	Manage Marine Gas Turbine Equipment Service Records (MGTESR)
E6	CORE	Prepare engineering Quality Assurance (QA) packages
E7	CORE	Prepare ship-wide full power and economy trials
E4	CORE	Record dry bulb temperature readings
E4	CORE	Record operating equipment logs
E6	CORE	Review equipment operating logs

TECHNICAL ADMINISTRATION (CONT'D)

<u>Pavgrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Update fuel and water reports
E4	NON-CORE	Update fuel logs
E4	CORE	Update Lube Oil (LO) logs
E4	CORE	Validate Engineering Operational Sequencing System (EOSS) publications changes
E6	CORE	Validate engineering Quality Assurance (QA) packages
E6	CORE	Verify engineering bulletins and changes
E6	NON-CORE	Verify fuel and water reports
E7	NON-CORE	Verify fuel logs
E7	CORE	Verify Lube Oil (LO) logs

Job Title**Gas Turbine Mechanical Systems Maintainer****Job Code****003698****Job Family**

Production

NOC

TBD

Short Title (30 Characters)

GAS TURBINE M SYSTEM MAINT

Short Title (14 Characters)

GT MECH MAINT

Pay Plan

Enlisted

Career Field

GSM

Other Relationships and Rules

NEC UXXX and 7XXX series and other NECs as assigned

Job Description

Gas Turbine Mechanical Systems Maintainers maintain and operate Ship's Service Gas Turbine Generators (SSGTG) and support systems; maintain Controllable Reversible/Pitch Propeller (CRP/CPP) systems; operate propulsion plant controls and main propulsion equipment, pumps, turning gears, air compressors, oil purification systems, Low Pressure Air Dehydrators (LPAD), and engineering control systems; utilize blueprints, schematics, and charts to maintain and repair Gas Turbine Engines (GTE) and auxiliary equipment; perform preventative maintenance on ship's fuel systems and air systems, Sea Water Service Systems (SWSS), waste drain systems, oil purification systems, and manually-operated valves; perform work area inspections; operate standard test equipment; test lubricating oil and distillate fuels for contamination, neutralization, and precipitation; conduct engine checks to verify performance and replace and/or adjust operating tolerance of contacts, micro-switches, relay switches, pressure switches and temperature switches; perform administrative procedures related to gas turbine propulsion system operation and maintenance; and work under the supervision of a Gas Turbine Mechanical Systems Technician while learning the trade or skill.

DoD Relationship**O*NET Relationship****Group Title**

Auxiliaries

DoD Code

165200

Occupation Title

Power Plant Operators

SOC Code

51-8013.00

Job Family

Production

Skills*Quality Control Analysis**Complex Problem Solving**Repairing**Equipment Maintenance**Reading Comprehension**Operation and Control**Active Learning**Troubleshooting**Critical Thinking**Operation Monitoring***Abilities***Problem Sensitivity**Manual Dexterity**Deductive Reasoning**Written Comprehension**Inductive Reasoning**Information Ordering**Selective Attention**Written Expression**Visualization**Control Precision***AUXILIARY EQUIPMENT****Paygrade****Task Type****Task Statements**

E4

CORE

Align bleed air systems (i.e., start air, prairie, masker, anti-icing)

E4

NON-CORE

Align Fuel Oil (FO) purifiers

E4

CORE

Align Fuel Oil (FO) service system components (e.g., filters, pumps, valves, etc.)

E4

NON-CORE

Align Fuel Oil (FO) transfer systems

E4

CORE

Align heat exchangers

E4

NON-CORE

Align JP-5 systems

E4

CORE

Align Low Pressure Air Compressors (LPAC)

E4

CORE

Align Low Pressure Air Dehydrators (LPAD)

E4

CORE

Align Oil Pollution Abatement Systems (OPA)

E4

NON-CORE

Align seawater compensating systems

E4

CORE

Align Seawater Systems (SWS)

E4

CORE

Analyze Fuel Oil (FO) samples

E4

CORE

Analyze Lube Oil (LO) samples

E4

NON-CORE

Calibrate fuel pump logics

AUXILIARY EQUIPMENT (CONT'D)

<u>Pavgrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Calibrate Lube Oil (LO) pump logics
E4	CORE	Conduct fluid sampling
E4	CORE	Conduct preventive maintenance on bleed air systems (i.e., start air, prairie, masker, anti-icing)
E4	NON-CORE	Conduct preventive maintenance on Fuel Oil (FO) transfer systems
E4	CORE	Conduct preventive maintenance on heat exchangers
E4	NON-CORE	Conduct preventive maintenance on JP-5 systems
E4	CORE	Conduct preventive maintenance on Low Pressure Air Compressors (LPAC)
E4	CORE	Conduct preventive maintenance on Low Pressure Air Dehydrators (LPAD)
E4	NON-CORE	Conduct preventive maintenance on Oil Pollution Abatement Systems (OPA)
E4	CORE	Conduct preventive maintenance on Seawater Systems (SWS)
E4	CORE	Conduct preventive maintenance on temperature regulating valves
E4	CORE	Fabricate sealing gaskets
E4	CORE	Measure fuel tank levels
E4	CORE	Repair bleed air systems (i.e., start air, prairie, masker, anti-icing)
E4	NON-CORE	Repair Fuel Oil (FO) purifiers
E4	NON-CORE	Repair Fuel Oil (FO) transfer systems
E4	CORE	Repair heat exchangers
E4	NON-CORE	Repair JP-5 systems
E4	CORE	Repair Low Pressure Air Compressors (LPAC)
E4	CORE	Repair Low Pressure Air Dehydrators (LPAD)
E4	NON-CORE	Repair Oil Pollution Abatement Systems (OPA)
E4	NON-CORE	Repair seawater compensating systems
E4	CORE	Repair Seawater Systems (SWS)
E4	CORE	Repair temperature regulating valves
E4	CORE	Replace auxiliary Lube Oil (LO) filters
E4	CORE	Replace Fuel Oil (FO) pre-filter components
E4	CORE	Troubleshoot bleed air systems (i.e., start air, prairie, masker, anti-icing)
E4	NON-CORE	Troubleshoot Fuel Oil (FO) purifiers
E4	NON-CORE	Troubleshoot Fuel Oil (FO) transfer systems
E4	CORE	Troubleshoot heat exchangers
E4	NON-CORE	Troubleshoot JP-5 systems
E4	CORE	Troubleshoot Low Pressure Air Compressors (LPAC)
E4	CORE	Troubleshoot Low Pressure Air Dehydrators (LPAD)
E4	NON-CORE	Troubleshoot Oil Pollution Abatement Systems (OPA)
E4	CORE	Troubleshoot oily waste systems
E4	NON-CORE	Troubleshoot seawater compensating systems
E4	CORE	Troubleshoot Seawater Systems (SWS)

AUXILIARY EQUIPMENT (CONT'D)

<u>Pavgrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Troubleshoot temperature regulating valves
E4	NON-CORE	Troubleshoot waste oil systems

GAS TURBINE

<u>Pavgrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Align Gas Turbine Engine (GTE)/Gas Turbine Generator (GTG) support systems (e.g., Lube Oil (LO) system components, water wash systems, fuel systems, etc.)
E4	CORE	Align Gas Turbine Generators (GTG) locally and remotely
E4	CORE	Align High Pressure (HP) start air systems
E5	CORE	Conduct borescope inspection on Gas Turbine Engine (GTE)/Gas Turbine Generators (GTG)
E4	CORE	Conduct Gas Turbine Engine (GTE)/Gas Turbine Generator (GTG) pre-operational checks
E4	CORE	Conduct preventive maintenance on Gas Turbine Engine (GTE)/Gas Turbine Generator (GTG) assembly components
E4	CORE	Conduct preventive maintenance on Gas Turbine Engine (GTE)/Gas Turbine Generator (GTG) base enclosures
E4	CORE	Conduct preventive maintenance on Gas Turbine Engine (GTE)/Gas Turbine Generator (GTG) fuel systems
E4	CORE	Conduct preventive maintenance on Gas Turbine Engine (GTE)/Gas Turbine Generator (GTG) inlet and exhaust systems
E4	CORE	Conduct preventive maintenance on Gas Turbine Engine (GTE)/Gas Turbine Generator (GTG) Lube Oil (LO) system components
E4	CORE	Conduct preventive maintenance on Gas Turbine Engine (GTE)/Gas Turbine Generator (GTG) water wash systems
E4	CORE	Conduct preventive maintenance on Gas Turbine Generators (GTG)
E4	CORE	Conduct preventive maintenance on Gas Turbine Main (GTM)
E4	CORE	Conduct preventive maintenance on Gas Turbine Main (GTM) power turbine brakes
E4	CORE	Inspect gas turbine modules
E4	CORE	Inspect shock mounts (i.e., Gas Turbine Main (GTM), Gas Turbine Generator (GTG))
E4	CORE	Repair Gas Turbine Engine (GTE) /Gas Turbine Generator (GTG) water wash systems
E4	CORE	Repair Gas Turbine Engine (GTE)/Gas Turbine Generator (GTG) assembly components
E4	CORE	Repair Gas Turbine Engine (GTE)/Gas Turbine Generator (GTG) base enclosures
E5	CORE	Repair Gas Turbine Engine (GTE)/Gas Turbine Generator (GTG) combustion chamber components
E4	CORE	Repair Gas Turbine Engine (GTE)/Gas Turbine Generator (GTG) fuel systems

GAS TURBINE (CONT'D)

<u>Pavgrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Repair Gas Turbine Engine (GTE)/Gas Turbine Generator (GTG) inlet and exhaust systems
E4	CORE	Repair Gas Turbine Engine (GTE)/Gas Turbine Generator (GTG) Lube Oil (LO) system components
E5	CORE	Repair Gas Turbine Generators (GTG)
E5	CORE	Repair Gas Turbine Main (GTM)
E4	CORE	Repair Gas Turbine Main (GTM) power turbine brakes
E4	CORE	Repair High Pressure (HP) start air systems
E4	CORE	Troubleshoot Gas Turbine Engine (GTE) /Gas Turbine Generator (GTG) assembly components
E4	CORE	Troubleshoot Gas Turbine Engine (GTE)/Gas Turbine Generator (GTG) base enclosures
E5	CORE	Troubleshoot Gas Turbine Engine (GTE)/Gas Turbine Generator (GTG) combustion chamber components
E4	CORE	Troubleshoot Gas Turbine Engine (GTE)/Gas Turbine Generator (GTG) fuel systems
E4	CORE	Troubleshoot Gas Turbine Engine (GTE)/Gas Turbine Generator (GTG) Lube Oil (LO) system components
E4	CORE	Troubleshoot Gas Turbine Engine (GTE)/Gas Turbine Generator (GTG) water wash systems
E5	CORE	Troubleshoot Gas Turbine Main (GTM)
E5	CORE	Troubleshoot Gas Turbine Main (GTM) power turbine brakes
E4	CORE	Troubleshoot High Pressure (HP) start air systems

MAIN PROPULSION

<u>Pavgrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Align Controllable Pitch Propeller (CPP) or Controllable Reversible Pitch (CRP) systems
E4	CORE	Align jacking or turning gears
E4	CORE	Align Lube Oil (LO) purifiers
E4	CORE	Align main Lube Oil (LO) service system components (e.g., filters, pumps, valves, etc.)
E4	CORE	Conduct main engine room console operations (i.e., Shaft Control Unit (SCU)/ Universal Control Console (UCC)/Propulsion Local Control Console (PLCC) operations)
E4	CORE	Conduct preventive maintenance on Controllable Pitch Propeller (CPP) or Controllable Reversible Pitch (CRP) systems
E4	CORE	Conduct preventive maintenance on Fuel Oil (FO) service system components (e.g., filters, pumps, valves, etc.)
E5	CORE	Conduct preventive maintenance on jacking or turning gears
E4	CORE	Conduct preventive maintenance on Lube Oil (LO) service system components (e.g., filters, pumps, valves, etc.)
E5	CORE	Conduct preventive maintenance on Main Reduction Gears (MRG)

MAIN PROPULSION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Conduct preventive maintenance on shafting/bearing components
E5	CORE	Repair Controllable Pitch Propeller (CPP) or Controllable Reversible Pitch (CRP) systems
E4	CORE	Repair Fuel Oil (FO) service system components (e.g., filters, pumps, valves, etc.)
E5	CORE	Repair jacking or turning gears
E4	CORE	Repair Lube Oil (LO) purifiers
E4	CORE	Repair Lube Oil (LO) service system components (e.g., filters, pumps, valves, etc.)
E4	CORE	Repair main Lube Oil (LO) service systems
E5	CORE	Repair Main Reduction Gear (MRG) external components
E4	CORE	Repair Main Reduction Gear (MRG) Lube Oil (LO) pumps
E5	CORE	Troubleshoot Controllable Pitch Propeller (CPP) or Controllable Reversible Pitch (CRP) systems
E4	CORE	Troubleshoot Fuel Oil (FO) service system components (e.g., filters, pumps, valves, etc.)
E5	CORE	Troubleshoot jacking or turning gears
E4	CORE	Troubleshoot Lube Oil (LO) purifiers
E4	CORE	Troubleshoot Lube Oil (LO) service system components (e.g., filters, pumps, valves, etc.)
E4	CORE	Troubleshoot main Lube Oil (LO) service systems
E5	CORE	Troubleshoot Main Reduction Gears (MRG)

TECHNICAL ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Annotate operating equipment logs
E6	CORE	Prepare engineering Quality Assurance (QA) packages
E4	CORE	Record dry bulb temperature readings
E4	CORE	Record operating equipment logs
E4	NON-CORE	Update fuel and water reports
E4	NON-CORE	Update fuel logs
E4	CORE	Update Lube Oil (LO) logs
E4	CORE	Validate Engineering Operational Sequencing System (EOSS) publications changes

CHAPTER 40



HOSPITAL CORPSMAN (HM)

NAVPERS 18068F- 40G
Change 100

Updated: October 2024

HOSPITAL CORPSMAN (HM)
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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

HOSPITAL CORPSMAN (HM)



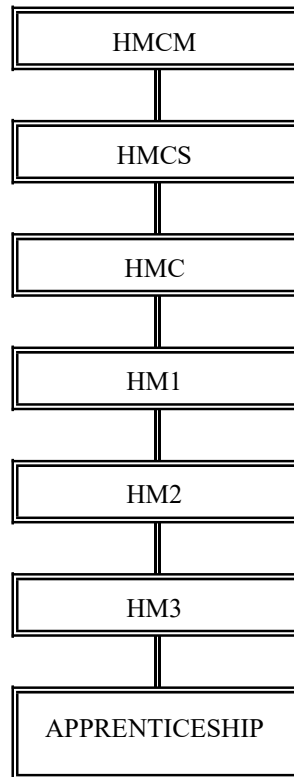
SCOPE OF RATING

Hospital Corpsmen (HM) serve ashore and afloat and with Marine Corps and Joint Services; assist in the prevention and treatment of disease, disability, and injury using medical aid and preventive medicine procedures; assist in the prevention and treatment of dental conditions; assist with physical examinations; provide patient care and assist in the administration of medicinal and parenteral solutions; perform general laboratory, pharmacy, and other patient support services; assist in the administrative supply and accounting procedures within medical departments; serve as sole medical personnel or battlefield Corpsman while assigned to field/operational units; perform Tactical Combat Casualty Care (TCCC); instruct medical and non-medical personnel in medical aid, self-aid, personal hygiene, and health records maintenance; assist in the transportation of the sick and injured; provide assistance in the maintenance of environmental and occupational health standards; assist in the prevention and treatment of Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) casualties and other contingencies; perform specialized functions within the operational forces, clinical specialties, and administrative departments and may be assigned independent of a Medical provider; and perform supervisory, technical, planning, and management functions in support of medical readiness and quality healthcare delivery.

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 40.

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**Hospital Corpsman Basic****Job Code****001255****Job Family**

Healthcare Practitioners and Technical

NOC

TBD

Short Title (30 Characters)

HOSPITAL CORPSMAN BASIC

Short Title (14 Characters)

CORPSMAN

Pay Plan

Enlisted

Career Field

HM

Other Relationships and Rules

NEC LXXX and 7XXX series and other NECs as assigned

Job Description

Hospital Corpsmen Basic serve ashore and afloat and with Marine Corps and Joint Services; assist in the prevention and treatment of disease, disability, and injury using medical aid and preventive medicine procedures; assist in the prevention and treatment of dental conditions; assist with physical examinations; provide patient care and assist in the administration of medicinal and parenteral solutions; perform general laboratory, pharmacy, and other patient support services; assist in the administrative supply and accounting procedures within medical departments; serve as sole medical personnel or battlefield Corpsman while assigned to field/operational units; perform Tactical Combat Casualty Care (TCCC); instruct medical and non-medical personnel in medical aid, self-aid, personal hygiene, and health records maintenance; assist in the transportation of the sick and injured; provide assistance in the maintenance of environmental and occupational health standards; assist in the prevention and treatment of Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) casualties and other contingencies; and may be assigned independent of a Medical provider.

DoD Relationship**O*NET Relationship****Group Title**Medical Care and
Treatment, General**DoD Code**

130000

Occupation Title

Emergency Medical Technicians

SOC Code

29-2042.00

Job FamilyHealthcare Practitioners and
Technical**Skills***Critical Thinking**Complex Problem Solving**Judgment and Decision Making**Equipment Selection**Management of Material Resources**Writing**Monitoring**Operation and Control**Coordination**Speaking***Abilities***Deductive Reasoning**Manual Dexterity**Information Ordering**Problem Sensitivity**Oral Expression**Inductive Reasoning**Speed of Closure**Finger Dexterity**Written Expression**Written Comprehension***ADMINISTRATION****Paygrade****Task Type****Task Statements**

E5

CORE

Advise beneficiaries on Primary Care Manager (PCM) selection process

E4

CORE

Advise patients on Health Insurance Portability and Accountability Act (HIPAA)

E6

CORE

Approve clinical schedules

E5

CORE

Audit annual verifications of medical and dental records

E5

CORE

Conduct medical and dental organizational performance improvement programs

E7

CORE

Coordinate health services support manpower requirements fulfillments

E6

CORE

Coordinate medical and dental organizational performance improvement programs

E4

CORE

Document patient dispositions (e.g., no duty, light duty, full duty, etc.)

E5

CORE

Draft clinical schedules

E6

CORE

Enforce Health Insurance Portability and Accountability Act (HIPAA) compliance

E4

CORE

Enforce institutional standards of care by platform (e.g., The Joint Commission (TJC), Medical Inspector General (MEDIG), etc.)

E6

CORE

Evaluate health services Quality Assurance (QA) programs

E5

CORE

Maintain clinical schedules

E5

CORE

Manage aid stations

E5

CORE

Manage health services Quality Assurance (QA) programs

ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Manage medical and dental organizational performance improvement programs
E4	CORE	Manage medical and dental records
E4	CORE	Perform annual verifications of medical and dental records
E6	CORE	Prepare decedent affairs messages
E4	CORE	Prepare medical and dental reports
E4	CORE	Prepare monthly morbidity reports
E4	CORE	Process consultation forms
E4	CORE	Provide birth certificate data
E4	CORE	Provide death certificate data
E7	CORE	Review decedent affairs messages for accuracy
E7	CORE	Submit casualty estimates
E7	CORE	Submit medical and dental intelligence reports
E7	CORE	Submit monthly morbidity reports
E6	CORE	Validate monthly morbidity reports
E7	CORE	Validate occupational records (e.g., pest control, water testing, laboratory logs, etc.)
E5	CORE	Verify healthcare professionals' certifications (e.g., Basic Life Support (BLS), Tactical Combat Casualty Care (TCCC), Hospital Corpsman Skills Basic (HMSB), etc.)
E6	CORE	Verify medical and dental documents for Quality Assurance (QA)

CLINICAL SUPPORT SERVICES

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Assist with clinical imaging
E4	CORE	Assist with walking blood bank (WBB) procedures
E4	CORE	Dispense medications (e.g., mechanical, manual, etc.)
E4	CORE	Document laboratory test results
E4	CORE	Interpret laboratory test results
E4	CORE	Perform basic laboratory tests (e.g., waived testing, point-of-care testing (POCT), etc.)
E4	CORE	Prepare laboratory test request forms
E4	CORE	Reconstitute medications and vaccines for administration
E4	CORE	Report abnormal laboratory test results
E4	CORE	Verify laboratory test request forms

EMERGENCY, FIELD, AND OPERATIONAL TREATMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Administer intraosseous (IO) infusions (e.g., fluids, medications, etc.)
E4	CORE	Apply occlusive dressings
E4	CORE	Apply patient restraints
E4	CORE	Apply tourniquets
E4	CORE	Assess Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) contaminated patients
E4	CORE	Assess cold casualties

EMERGENCY, FIELD, AND OPERATIONAL TREATMENT (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Assess heat casualties
E4	CORE	Assess patients for abdominal injuries
E4	CORE	Assess patients for burns (e.g., thermal, chemical, electrical, light, radiological, etc.)
E4	CORE	Assess patients for cardiovascular (CV) system emergencies
E4	CORE	Assess patients for constitutional emergencies (e.g., high fever)
E4	CORE	Assess patients for dental emergencies
E4	CORE	Assess patients for endocrine system emergencies
E4	NON-CORE	Assess patients for envenomations
E4	CORE	Assess patients for external hemorrhages
E4	CORE	Assess patients for gastrointestinal (GI) system emergencies
E4	CORE	Assess patients for genitourinary (GU) system emergencies
E4	CORE	Assess patients for head, eyes, ears, nose, and throat (HEENT) emergencies
E4	CORE	Assess patients for hematologic system, lymphatic system, and immune system/allergy emergencies (e.g., anaphylaxis)
E4	CORE	Assess patients for human and animal bites
E4	CORE	Assess patients for integumentary system (i.e., dermatologic) emergencies
E4	CORE	Assess patients for internal hemorrhages
E4	CORE	Assess patients for intoxications, poisonings, and hazardous material exposures
E4	CORE	Assess patients for mental health emergencies (e.g., threat to self or others)
E4	CORE	Assess patients for musculoskeletal (MSK) system emergencies
E4	CORE	Assess patients for nervous system emergencies (e.g., traumatic brain injuries (TBI), seizures, etc.)
E4	CORE	Assess patients for respiratory system emergencies
E4	CORE	Assess patients for shock
E4	CORE	Assess placements of tourniquets
E4	CORE	Assess scene safety and Situational Awareness (SA)
E4	CORE	Assist triage officers during Approvualty incidents (MCI)
E4	CORE	Assist with childbirth procedures
E4	CORE	Conduct quarantine protocols (e.g., ships, stations, units, personnel, etc.)
E4	CORE	Coordinate medical evacuations (e.g., urgent, priority, routine, etc.)
E7	CORE	Delineate mass casualty protocols
E7	CORE	Delineate quarantine protocols (e.g., ships, stations, units, personnel, etc.)
E4	CORE	Direct personnel in tactical triage procedures
E7	CORE	Disseminate quarantine protocols (e.g., ships, stations, units, personnel, etc.) and information
E4	CORE	Document medical and dental emergencies
E4	NON-CORE	Establish chest tube thoracostomies (TT)
E4	CORE	Establish patent airways (e.g., head tilt-chin lift, jaw-thrust, etc.)
E4	CORE	Establish surgical airways (i.e., cricothyrotomies)
E4	CORE	Execute medical evacuations (e.g., urgent, priority, routine, etc.)

EMERGENCY, FIELD, AND OPERATIONAL TREATMENT (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Identify human remains
E6	CORE	Initiate quarantine protocols (e.g., ships, stations, units, personnel, etc.)
E4	CORE	Insert airway adjuncts (i.e., oropharyngeal airways (OPA) and nasopharyngeal airways (NPA))
E4	CORE	Insert artificial airways (e.g., endotracheal tubes (ETT), laryngeal mask airways (LMA), etc.)
E5	CORE	Inspect battle dressing stations (BDS)
E4	CORE	Maintain patent airways (e.g., head tilt-chin lift, jaw-thrust, etc.)
E4	CORE	Manage battle dressing stations (BDS)
E4	CORE	Perform blood transfusions
E4	CORE	Perform emergency field diagnostic tests (e.g., halo sign tests, digital rectal exams (DRE), etc.)
E4	CORE	Perform healthcare provider Basic Life Support (BLS)
E4	CORE	Perform needle decompressions
E4	CORE	Perform patient movement techniques (i.e., lifts, carries, and drags)
E4	CORE	Perform tactical triage procedures
E6	CORE	Plan mass casualty protocols
E6	CORE	Plan quarantine protocols (e.g., ships, stations, units, personnel, etc.)
E4	CORE	Remove patient restraints
E4	CORE	Remove superficial foreign bodies
E4	CORE	Submit casualty evacuation turnover reports
E4	CORE	Transport patients via patient carrying devices (e.g., litters, stretchers, sleds, stair chairs, etc.)
E4	CORE	Treat Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) contaminated patients
E4	CORE	Treat cold casualties
E4	CORE	Treat heat casualties
E4	CORE	Treat patients for burns (e.g., thermal, chemical, electrical, light, radiological, etc.)
E4	CORE	Treat patients for cardiovascular (CV) system emergencies
E4	CORE	Treat patients for constitutional emergencies (e.g., high fever)
E4	CORE	Treat patients for dental emergencies (e.g., dental first aid)
E4	CORE	Treat patients for endocrine system emergencies
E4	NON-CORE	Treat patients for envenomations
E4	CORE	Treat patients for external hemorrhages
E4	CORE	Treat patients for gastrointestinal (GI) system emergencies
E4	CORE	Treat patients for genitourinary (GU) system emergencies
E4	CORE	Treat patients for head, eyes, ears, nose, and throat (HEENT) emergencies
E4	CORE	Treat patients for hematologic system, lymphatic system, and immune system/allergy emergencies (e.g., anaphylaxis)
E4	CORE	Treat patients for human and animal bites
E4	CORE	Treat patients for integumentary system (i.e., dermatologic) emergencies

EMERGENCY, FIELD, AND OPERATIONAL TREATMENT (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Treat patients for internal hemorrhages (e.g., junctional tourniquets, pelvic binders, etc.)
E4	CORE	Treat patients for intoxications, poisonings, and hazardous material exposures
E4	CORE	Treat patients for mental health emergencies (e.g., de-escalate emotionally unstable patients)
E4	CORE	Treat patients for musculoskeletal (MSK) system emergencies
E4	CORE	Treat patients for nervous system emergencies (e.g., traumatic brain injuries (TBI), seizures, etc.)
E4	CORE	Treat patients for respiratory system emergencies
E4	CORE	Treat patients for shock

LOGISTICS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Approve medical evacuation protocol plans (e.g., urgent, priority, routine, etc.)
E6	CORE	Assist in coordination of joint medical operational plans
E6	CORE	Assist in drafting joint medical operational plans
E7	CORE	Conduct Area of Operations (AO) medical familiarization tours
E6	CORE	Conduct site surveys of medical infrastructure (e.g., emergency medical systems (EMS), hospitals, detention centers, etc.)
E7	CORE	Coordinate health services support elements
E7	CORE	Coordinate health services support logistics
E7	CORE	Coordinate joint medical operational plans
E6	CORE	Coordinate staging and prepositioning of medical and dental equipment and supplies
E6	CORE	Develop disaster and contingency plans
E4	CORE	Dispose of medical and dental consumables
E4	CORE	Dispose of medications
E7	CORE	Draft joint medical operational plans
E7	CORE	Draft joint medical operational readiness plans
E5	CORE	Inspect authorized medical allowance list (AMAL) and authorized dental allowance list (ADAL) inventories
E4	CORE	Inspect decontamination stations
E4	CORE	Inspect medical and dental equipment
E6	CORE	Inventory controlled substances
E4	CORE	Inventory decontamination stations
E4	CORE	Inventory medical and dental equipment and supplies (e.g., authorized medical allowance list (AMAL), authorized dental allowance list (ADAL), medical kits, etc.)
E4	CORE	Manage medical and dental equipment and supplies (e.g., authorized medical allowance list (AMAL), authorized dental allowance list (ADAL), medical kits, etc.)
E4	CORE	Perform preventive maintenance on medical and dental equipment
E4	CORE	Perform user-level repair on medical and dental equipment
E6	CORE	Plan medical evacuation protocols (e.g., urgent, priority, routine, etc.)
E4	CORE	Prepare accident and injury (A&I) reports
E6	CORE	Prepare medical and dental materiel readiness postures and conditions reports

LOGISTICS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Prepare Navy Medicine Augmentation Program (NMAP) requests
E4	CORE	Prepare sick and injured (S&I) reports
E4	CORE	Report corrective maintenance needs for medical and dental equipment
E6	CORE	Report operational ineffectiveness
E7	CORE	Report site surveys of medical infrastructure (e.g., emergency medical systems (EMS), hospitals, detention centers, etc.)
E4	CORE	Stock medical and dental equipment and supplies (e.g., authorized medical allowance list (AMAL), authorized dental allowance list (ADAL), medical kits, etc.)
E6	CORE	Submit accident and injury (A&I) reports
E6	CORE	Submit sick and injured (S&I) reports
E4	CORE	Test medical and dental equipment
E4	CORE	Troubleshoot medical and dental equipment
E7	CORE	Validate disaster and contingency plans
E7	CORE	Validate joint medical operational plans
E7	CORE	Validate medical and dental materiel readiness postures and conditions reports
E7	CORE	Validate operational ineffectiveness reports
E7	CORE	Validate staging and prepositioning of medical and dental equipment and supplies

PATIENT CARE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Acquire patient data (e.g., past medical history, history of present illness, etc.)
E4	CORE	Administer buccal medications
E4	CORE	Administer immersion therapies
E4	CORE	Administer inhalation and nebulization medications and therapies
E4	CORE	Administer intradermal (ID) injections and skin tests
E4	CORE	Administer intramuscular (IM) injections
E4	CORE	Administer intravenous (IV) injections
E4	CORE	Administer intravenous (IV) medications and therapies
E4	CORE	Administer local anesthesia
E4	CORE	Administer nasal medications and therapies
E4	CORE	Administer nasogastric (NG) tube, orogastric (OG) tube, gastric (G) tube, and jejunostomy (J) tube medications and therapies
E4	CORE	Administer ocular medications and therapies (i.e., ophthalmic)
E4	CORE	Administer oral medications and therapies
E4	CORE	Administer otic medications and therapies
E4	CORE	Administer rectal medications and therapies
E4	CORE	Administer subcutaneous (SC) injections
E4	CORE	Administer sublingual (SL) medications
E4	CORE	Administer topical medications and therapies
E4	CORE	Administer transdermal medications and therapies
E4	CORE	Administer vaginal medications and therapies

PATIENT CARE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Advise patients on ethical issues (e.g., pregnancy, informed consent, confidentiality, end of life care, etc.)
E7	CORE	Advise patients on medico-legal issues
E4	CORE	Advocate for patient healthcare needs
E4	CORE	Aid patients in activities of daily living (ADL)
E4	CORE	Analyze patient charts for continuity of care
E4	CORE	Analyze patient data (e.g., past medical history, history of present illness, etc.)
E4	CORE	Apply orthopedic/musculoskeletal (MSK) devices
E4	CORE	Assess airways
E4	CORE	Assess general appearance of patients
E4	CORE	Assess intradermal (ID) skin tests
E4	CORE	Assess objective vital sign trends (i.e., heart rate (HR), respiratory rate (RR), blood pressure (BP), temperature, and oxygen saturation (SpO2))
E4	CORE	Assess patients and medications for contraindications
E4	CORE	Assess patients for constitutional symptoms (e.g., exhaustion, malaise, weight loss, etc.)
E4	CORE	Assess patients for medication and vaccination side effects, adverse events, and interactions
E4	CORE	Assess patients for pain
E4	CORE	Assess patients for side effects and adverse events to treatments and procedures
E4	CORE	Assist in performing incision and drainage (I&D) procedures
E4	CORE	Assist in treating cardiovascular (CV) system abnormalities
E4	CORE	Assist in treating communicable diseases
E4	CORE	Assist in treating endocrine system abnormalities
E4	CORE	Assist in treating gastrointestinal (GI) system abnormalities
E4	CORE	Assist in treating genitourinary (GU) system abnormalities
E4	CORE	Assist in treating head, eyes, ears, nose, and throat (HEENT) abnormalities
E4	CORE	Assist in treating hematologic system, lymphatic system, and immune system/allergy abnormalities
E4	CORE	Assist in treating integumentary system (i.e., dermatologic) abnormalities
E4	CORE	Assist in treating mental health issues
E4	CORE	Assist in treating musculoskeletal (MSK) system abnormalities
E4	CORE	Assist in treating nervous system abnormalities
E4	CORE	Assist in treating patients for constitutional symptoms (e.g., exhaustion, malaise, weight loss, etc.)
E4	CORE	Assist in treating respiratory system abnormalities
E4	CORE	Assist patients in utilization of durable medical equipment (DME)
E4	CORE	Assist patients with occupational therapy (OT)
E4	CORE	Assist patients with physical therapy (PT)
E4	CORE	Assist with the administration of implanted devices and medications (e.g., birth control)
E4	CORE	Assist with the administration of intrathecal medications

PATIENT CARE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Assist with the removal of artificial airways (e.g., endotracheal tubes (ETT), laryngeal mask airways (LMA), etc.)
E4	CORE	Calculate medication dosages
E4	CORE	Close wounds with medical adhesives, staples, and dressing materials (e.g., butterfly bandages, wound closure strips, etc.)
E4	CORE	Close wounds with sutures
E4	CORE	Communicate treatment plans to providers
E6	CORE	Conduct health benefits counselings
E4	CORE	Coordinate health services appointment requirements fulfillments
E4	CORE	Counsel patients on Privacy Act Statement
E4	CORE	Counsel patients regarding treatment plans
E4	CORE	Create patient care encounters
E4	CORE	Direct personnel in clinical triage procedures
E4	CORE	Discontinue (DC) intravenous (IV) catheters
E4	CORE	Document intradermal (ID) skin test results
E4	CORE	Document patient care
E4	CORE	Document physical examinations
E4	CORE	Draft treatment plans
E4	CORE	Educate patients on prescribed diets
E4	CORE	Educate patients on proper use of durable medical equipment (DME)
E4	CORE	Insert intravenous (IV) catheters
E4	CORE	Insert nasogastric (NG) tubes and orogastric (OG) tubes
E4	CORE	Insert non-surgical urinary catheters
E4	CORE	Isolate infectious patients
E4	CORE	Maintain artificial airways (e.g., endotracheal tubes (ETT), laryngeal mask airways (LMA), etc.)
E4	CORE	Maintain intravenous (IV) medication and therapy administrations and accesses (e.g., saline locks, site inspections, etc.)
E4	CORE	Maintain patient privacy
E4	CORE	Maintain sterile fields
E4	CORE	Maintain surgical and non-surgical urinary catheters
E4	CORE	Manage fluid intake
E4	CORE	Manage patient diet compliance
E4	CORE	Monitor fluid output
E4	CORE	Obtain laboratory test samples (e.g., urine samples, nasal swabs, etc.) and specimens (e.g., finger stick and venipuncture blood specimens)
E4	CORE	Obtain objective vital sign values (i.e., heart rate (HR), respiratory rate (RR), blood pressure (BP), temperature, and oxygen saturation (SpO2))
E4	CORE	Participate in patient rounds
E4	CORE	Perform cardiovascular (CV) system assessments
E4	CORE	Perform clinical triage procedures
E4	CORE	Perform communicable disease assessments

PATIENT CARE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform endocrine system assessments
E4	CORE	Perform gastrointestinal (GI) system assessments
E4	CORE	Perform genitourinary (GU) system assessments
E4	CORE	Perform gross hearing acuity tests
E4	CORE	Perform head, eyes, ears, nose, and throat (HEENT) assessments
E4	CORE	Perform hematologic system, lymphatic system, and immune system/allergy assessments
E4	CORE	Perform integumentary system (i.e., dermatologic) assessments
E4	CORE	Perform medication reconciliations
E4	CORE	Perform mental health assessments
E4	CORE	Perform musculoskeletal (MSK) system assessments
E4	CORE	Perform nervous system assessments
E4	CORE	Perform patient turnovers
E4	CORE	Perform physical examinations
E4	CORE	Perform post-operative care
E4	CORE	Perform pre-operative procedures
E4	CORE	Perform respiratory system assessments
E4	CORE	Perform wound inspections (e.g., infections, healing signs, etc.)
E4	CORE	Perform wound management (e.g., dressing changes, irrigation, cleaning, etc.)
E4	CORE	Prepare hospital beds
E4	CORE	Prepare patients for transport
E4	CORE	Provide discharge instructions to patients
E6	CORE	Provide formal counselings to patients on ethical issues (e.g., pregnancy, informed consent, confidentiality, end of life care, etc.)
E4	CORE	Provide healthcare-related customer service (e.g., service best practices, effective communication, problem resolutions, etc.)
E4	CORE	Remove airway adjuncts (i.e., oropharyngeal airways (OPA) and nasopharyngeal airways (NPA))
E4	CORE	Remove nasogastric (NG) tubes and orogastric (OG) tubes
E4	CORE	Remove non-surgical urinary catheters
E4	CORE	Remove orthopedic/musculoskeletal (MSK) devices
E4	CORE	Remove sutures and staples
E4	CORE	Report objective vital sign values (i.e., heart rate (HR), respiratory rate (RR), blood pressure (BP), temperature, and oxygen saturation (SpO2))
E4	CORE	Report side effects and adverse events to medications and vaccinations
E4	CORE	Report side effects and adverse events to treatments and procedures
E4	CORE	Schedule health services appointments
E4	CORE	Set up electrocardiogram (ECG/EKG) equipment
E4	CORE	Set up humidifiers
E4	CORE	Set up oxygen equipment
E4	CORE	Set up patient monitors
E4	CORE	Set up sterile fields

PATIENT CARE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Set up suction equipment
E4	CORE	Set up vaporizers
E4	CORE	Set up ventilators
E4	CORE	Suction artificial airways (e.g., endotracheal tubes (ETT), laryngeal mask airways (LMA), etc.)
E4	CORE	Suction natural airways
E4	CORE	Suction oral cavities
E4	CORE	Translate medical terminology for patients
E4	CORE	Treat non-emergent oral conditions
E4	CORE	Treat patients for pain
E4	CORE	Verify specimen and sample labels

PREVENTIVE AND OCCUPATIONAL MEDICINE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze dental readiness data
E4	CORE	Analyze medical readiness data
E4	CORE	Assist others in donning and doffing surgical gowns and gloves
E4	CORE	Brief medical and dental readiness
E4	CORE	Clean sterilizers and sanitizers
E4	CORE	Collect regulated medical waste
E5	CORE	Conduct health and comfort inspections
E4	CORE	Conduct health promotions education
E5	CORE	Conduct medical workspace safety inspections
E4	CORE	Conduct preliminary interviews of personnel exposed to communicable diseases
E4	CORE	Disinfect medical and dental equipment and instruments
E4	CORE	Disinfect treatment rooms
E4	CORE	Dispose of regulated medical waste
E6	CORE	Disseminate disease alert report information
E4	CORE	Document disposal of regulated medical waste
E4	CORE	Doff sterile surgical gowns and gloves
E4	CORE	Don sterile surgical gowns and gloves
E4	CORE	Draft command medical and dental readiness plans
E4	CORE	Enforce sharps safe handling precautions
E4	CORE	Fit Personal Protective Equipment (PPE) (e.g., hearing protection devices) and occupational health equipment (e.g., respirators)
E4	CORE	Inspect food service personnel (e.g., Culinary Specialists (CS), Food Service Attendants (FSA), etc.) for personal hygiene
E4	CORE	Inspect food service personnel (e.g., Culinary Specialists (CS), Food Service Attendants (FSA), etc.) for proper food handling procedures
E4	CORE	Inspect food storage and service areas
E5	CORE	Inspect for sterilization procedure compliance
E4	NON-CORE	Inspect messing and food service facilities

PREVENTIVE AND OCCUPATIONAL MEDICINE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Interpret disease alert reports
E4	CORE	Interpret water test results
E4	CORE	Issue Personal Protective Equipment (PPE) (e.g., hearing protection devices) and occupational health equipment (e.g., respirators)
E4	CORE	Maintain non-surgical universal precautions
E4	CORE	Maintain surgical universal precautions
E5	CORE	Manage command adherence to medical and dental readiness plans
E5	CORE	Manage medical and dental readiness database programs
E5	CORE	Manage regulated medical waste programs
E4	CORE	Organize medical workspace areas to prevent injuries
E4	CORE	Package regulated medical waste
E4	NON-CORE	Perform audiogram tests
E5	CORE	Perform habitability inspections
E4	CORE	Perform heat stress monitoring procedures
E4	CORE	Perform pest surveillance
E4	CORE	Perform preliminary investigations of foodborne illnesses
E4	CORE	Perform refrigerator and freezer temperature checks
E4	CORE	Perform standard vision tests (e.g., acuity, color, depth, etc.)
E4	CORE	Prepare heat and cold casualty reports
E4	CORE	Prepare medical and dental equipment and instruments for sterilization
E4	CORE	Process regulated medical waste
E4	CORE	Provide medical recommendations for camp layouts
E4	CORE	Record sterilization data
E4	CORE	Report water test results
E4	CORE	Sort regulated medical waste
E4	NON-CORE	Sterilize medical and dental equipment and instruments
E4	CORE	Submit heat and cold casualty reports
E5	CORE	Submit sharp instrument stick reports
E4	CORE	Test water for bacteria
E4	CORE	Test water for halogen residuals
E4	CORE	Transport regulated medical waste
E4	CORE	Update dental readiness data
E4	CORE	Update medical readiness data
E5	CORE	Validate heat and cold casualty reports

TRAINING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct medical and dental training
E5	CORE	Determine medical and dental training requirements
E5	CORE	Develop medical and dental training
E6	CORE	Educate staff on ethical issues (e.g., pregnancy, informed consent, confidentiality, end of life care, etc.)

TRAINING (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Educate staff on medico-legal issues
E6	CORE	Evaluate medical and dental training
E4	CORE	Maintain departmental training jackets
E5	CORE	Manage medical and dental training programs
E5	CORE	Train medical personnel on triage procedures
E4	CORE	Train personnel on Basic Life Support (BLS) subjects
E5	CORE	Train personnel on Hospital Corpsman Skills Basic (HMSB) subjects
E4	CORE	Train personnel on Tactical Combat Casualty Care (TCCC) subjects

CHAPTER 41



HOSPITALMAN (HN)

NAVPERS 18068F-41C
Change 100

Updated: October 2024

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NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

Hospitalman (HN)

APPRENTICESHIP



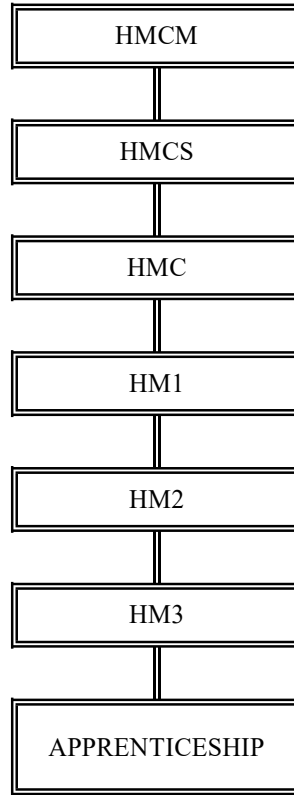
SCOPE OF RATING

Hospitalmen (HN) serve ashore and afloat and with Marine Corps and Joint Services; assist in the prevention and treatment of disease, disability, and injury using medical aid and preventive medicine procedures; assist in the prevention and treatment of dental conditions; assist with physical examinations; provide patient care and assist in the administration of medicinal and parenteral solutions; perform general laboratory, pharmacy, and other patient support services; assist in the administrative supply and accounting procedures within medical departments; serve as sole medical personnel or battlefield Corpsman while assigned to field/operational units; perform Tactical Combat Casualty Care (TCCC); instruct medical and non-medical personnel in medical aid, self-aid, personal hygiene, and health records maintenance; assist in the transportation of the sick and injured; provide assistance in the maintenance of environmental and occupational health standards; assist in the prevention and treatment of Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) casualties and other contingencies; and may be assigned independent of a Medical provider.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 41.

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**HOSPITALMAN****Job Code****003358****Job Family**

Healthcare Practitioners and Technical

NOC

TBD

Short Title (30 Characters)

HOSPITALMAN

Short Title (14 Characters)

HOSPITALMAN

Pay Plan

Enlisted

Career Field

HN

Other Relationships and Rules

None

Job Description

Hospitalmen serve ashore and afloat and with Marine Corps and Joint Services; assist in the prevention and treatment of disease, disability, and injury using medical aid and preventive medicine procedures; assist in the prevention and treatment of dental conditions; assist with physical examinations; provide patient care and assist in the administration of medicinal and parenteral solutions; perform general laboratory, pharmacy, and other patient support services; assist in the administrative supply and accounting procedures within medical departments; serve as sole medical personnel or battlefield Corpsman while assigned to field/operational units; perform Tactical Combat Casualty Care (TCCC); instruct medical and non-medical personnel in medical aid, self-aid, personal hygiene, and health records maintenance; assist in the transportation of the sick and injured; provide assistance in the maintenance of environmental and occupational health standards; assist in the prevention and treatment of Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) casualties and other contingencies; and may be assigned independent of a Medical provider.

DoD Relationship**O*NET Relationship****Group Title**Medical Care and
Treatment, General**DoD Code**

130000

Occupation Title

Emergency Medical Technicians

SOC Code

29-2042.00

Job FamilyHealthcare Practitioners and
Technical**Skills***Critical Thinking**Complex Problem Solving**Equipment Selection**Judgment and Decision Making**Management of Material Resources**Operation and Control**Writing**Monitoring**Speaking**Instructing***Abilities***Deductive Reasoning**Manual Dexterity**Information Ordering**Finger Dexterity**Speed of Closure**Problem Sensitivity**Oral Expression**Inductive Reasoning**Reaction Time**Written Expression***ADMINISTRATION****Paygrade****Task Type****Task Statements**

E3

CORE

Advise patients on Health Insurance Portability and Accountability Act (HIPAA)

E3

CORE

Document patient dispositions (e.g., no duty, light duty, full duty, etc.)

E3

CORE

Enforce institutional standards of care by platform (e.g., The Joint Commission (TJC), Medical Inspector General (MEDIG), etc.)

E3

CORE

Manage medical and dental records

E3

CORE

Perform annual verifications of medical and dental records

E3

CORE

Prepare medical and dental reports

E3

CORE

Prepare monthly morbidity reports

E3

CORE

Process consultation forms

E3

CORE

Provide birth certificate data

E3

CORE

Provide death certificate data

CLINICAL SUPPORT SERVICES**Paygrade****Task Type****Task Statements**

E3

NON-CORE

Assist with clinical imaging

E3

CORE

Assist with walking blood bank (WBB) procedures

E3

CORE

Dispense medications (e.g., mechanical, manual, etc.)

CLINICAL SUPPORT SERVICES (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E3	CORE	Document laboratory test results
E3	CORE	Interpret laboratory test results
E3	CORE	Perform basic laboratory tests (e.g., waived testing, point-of-care testing (POCT), etc.)
E3	CORE	Prepare laboratory test request forms
E3	CORE	Reconstitute medications and vaccines for administration
E3	CORE	Report abnormal laboratory test results
E3	CORE	Verify laboratory test request forms

EMERGENCY, FIELD, AND OPERATIONAL TREATMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E3	CORE	Administer intraosseous (IO) infusions (e.g., fluids, medications, etc.)
E3	CORE	Apply occlusive dressings
E3	CORE	Apply patient restraints
E3	CORE	Apply tourniquets
E3	CORE	Assess Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) contaminated patients
E3	CORE	Assess cold casualties
E3	CORE	Assess heat casualties
E3	CORE	Assess patients for abdominal injuries
E3	CORE	Assess patients for burns (e.g., thermal, chemical, electrical, light, radiological, etc.)
E3	CORE	Assess patients for cardiovascular (CV) system emergencies
E3	CORE	Assess patients for constitutional emergencies (e.g., high fever)
E3	CORE	Assess patients for dental emergencies
E3	CORE	Assess patients for endocrine system emergencies
E3	NON-CORE	Assess patients for envenomations
E3	CORE	Assess patients for external hemorrhages
E3	CORE	Assess patients for gastrointestinal (GI) system emergencies
E3	CORE	Assess patients for genitourinary (GU) system emergencies
E3	CORE	Assess patients for head, eyes, ears, nose, and throat (HEENT) emergencies
E3	CORE	Assess patients for hematologic system, lymphatic system, and immune system/allergy emergencies (e.g., anaphylaxis)
E3	CORE	Assess patients for human and animal bites
E3	CORE	Assess patients for integumentary system (i.e., dermatologic) emergencies
E3	CORE	Assess patients for internal hemorrhages
E3	CORE	Assess patients for intoxications, poisonings, and hazardous material exposures
E3	CORE	Assess patients for mental health emergencies (e.g., threat to self or others)
E3	CORE	Assess patients for musculoskeletal (MSK) system emergencies
E3	CORE	Assess patients for nervous system emergencies (e.g., traumatic brain injuries (TBI), seizures, etc.)
E3	CORE	Assess patients for respiratory system emergencies
E3	CORE	Assess patients for shock

EMERGENCY, FIELD, AND OPERATIONAL TREATMENT (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E3	CORE	Assess placements of tourniquets
E3	CORE	Assess scene safety and Situational Awareness (SA)
E3	CORE	Assist triage officers during mass casualty incidents (MCI)
E3	CORE	Assist with childbirth procedures
E3	CORE	Conduct quarantine protocols (e.g., ships, stations, units, personnel, etc.)
E3	CORE	Coordinate medical evacuations (e.g., urgent, priority, routine, etc.)
E3	CORE	Direct personnel in tactical triage procedures
E3	CORE	Document medical and dental emergencies
E3	NON-CORE	Establish chest tube thoracostomies (TT)
E3	CORE	Establish patent airways (e.g., head tilt-chin lift, jaw-thrust, etc.)
E3	CORE	Establish surgical airways (i.e., cricothyrotomies)
E3	CORE	Execute medical evacuations (e.g., urgent, priority, routine, etc.)
E3	CORE	Identify human remains
E3	CORE	Insert airway adjuncts (i.e., oropharyngeal airways (OPA) and nasopharyngeal airways (NPA))
E3	CORE	Insert artificial airways (e.g., endotracheal tubes (ETT), laryngeal mask airways (LMA), etc.)
E3	CORE	Maintain patent airways (e.g., head tilt-chin lift, jaw-thrust, etc.)
E3	CORE	Manage battle dressing stations (BDS)
E3	CORE	Perform blood transfusions
E3	CORE	Perform emergency field diagnostic tests (e.g., halo sign tests, digital rectal exams (DRE), etc.)
E3	CORE	Perform healthcare provider Basic Life Support (BLS)
E3	CORE	Perform needle decompressions
E3	CORE	Perform patient movement techniques (i.e., lifts, carries, and drags)
E3	CORE	Perform tactical triage procedures
E3	CORE	Remove patient restraints
E3	CORE	Remove superficial foreign bodies
E3	CORE	Submit casualty evacuation turnover reports
E3	CORE	Transport patients via patient carrying devices (e.g., litters, stretchers, sleds, stair chairs, etc.)
E3	CORE	Treat Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) contaminated patients
E3	CORE	Treat cold casualties
E3	CORE	Treat heat casualties
E3	CORE	Treat patients for burns (e.g., thermal, chemical, electrical, light, radiological, etc.)
E3	CORE	Treat patients for cardiovascular (CV) system emergencies
E3	CORE	Treat patients for constitutional emergencies (e.g., high fever)
E3	CORE	Treat patients for dental emergencies (e.g., dental first aid)
E3	CORE	Treat patients for endocrine system emergencies
E3	NON-CORE	Treat patients for envenomations
E3	CORE	Treat patients for external hemorrhages

EMERGENCY, FIELD, AND OPERATIONAL TREATMENT (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E3	CORE	Treat patients for gastrointestinal (GI) system emergencies
E3	CORE	Treat patients for genitourinary (GU) system emergencies
E3	CORE	Treat patients for head, eyes, ears, nose, and throat (HEENT) emergencies
E3	CORE	Treat patients for hematologic system, lymphatic system, and immune system/allergy emergencies (e.g., anaphylaxis)
E3	CORE	Treat patients for human and animal bites
E3	CORE	Treat patients for integumentary system (i.e., dermatologic) emergencies
E3	CORE	Treat patients for internal hemorrhages (e.g., junctional tourniquets, pelvic binders, etc.)
E3	CORE	Treat patients for intoxications, poisonings, and hazardous material exposures
E3	CORE	Treat patients for mental health emergencies (e.g., de-escalate emotionally unstable patients)
E3	CORE	Treat patients for musculoskeletal (MSK) system emergencies
E3	CORE	Treat patients for nervous system emergencies (e.g., traumatic brain injuries (TBI), seizures, etc.)
E3	CORE	Treat patients for respiratory system emergencies
E3	CORE	Treat patients for shock

LOGISTICS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E3	CORE	Dispose of medical and dental consumables
E3	CORE	Dispose of medications
E3	CORE	Inspect decontamination stations
E3	CORE	Inspect medical and dental equipment
E3	CORE	Inventory decontamination stations
E3	CORE	Inventory medical and dental equipment and supplies (e.g., authorized medical allowance list (AMAL), authorized dental allowance list (ADAL), medical kits, etc.)
E3	CORE	Manage medical and dental equipment and supplies (e.g., authorized medical allowance list (AMAL), authorized dental allowance list (ADAL), medical kits, etc.)
E3	CORE	Perform preventive maintenance on medical and dental equipment
E3	CORE	Perform user-level repair on medical and dental equipment
E3	CORE	Prepare accident and injury (A&I) reports
E3	CORE	Prepare sick and injured (S&I) reports
E3	CORE	Report corrective maintenance needs for medical and dental equipment
E3	CORE	Stock medical and dental equipment and supplies (e.g., authorized medical allowance list (AMAL), authorized dental allowance list (ADAL), medical kits, etc.)
E3	CORE	Test medical and dental equipment
E3	CORE	Troubleshoot medical and dental equipment

PATIENT CARE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E3	CORE	Acquire patient data (e.g., past medical history, history of present illness, etc.)
E3	CORE	Administer buccal medications
E3	CORE	Administer immersion therapies

PATIENT CARE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E3	CORE	Administer inhalation and nebulization medications and therapies
E3	CORE	Administer intradermal (ID) injections and skin tests
E3	CORE	Administer intramuscular (IM) injections
E3	CORE	Administer intravenous (IV) injections
E3	CORE	Administer intravenous (IV) medications and therapies
E3	CORE	Administer local anesthesia
E3	CORE	Administer nasal medications and therapies
E3	CORE	Administer nasogastric (NG) tube, orogastric (OG) tube, gastric (G) tube, and jejunostomy (J) tube medications and therapies
E3	CORE	Administer ocular medications and therapies (i.e., ophthalmic)
E3	CORE	Administer oral medications and therapies
E3	CORE	Administer otic medications and therapies
E3	CORE	Administer rectal medications and therapies
E3	CORE	Administer subcutaneous (SC) injections
E3	CORE	Administer sublingual (SL) medications
E3	CORE	Administer topical medications and therapies
E3	CORE	Administer transdermal medications and therapies
E3	CORE	Administer vaginal medications and therapies
E3	CORE	Advise patients on ethical issues (e.g., pregnancy, informed consent, confidentiality, end of life care, etc.)
E3	CORE	Advocate for patient healthcare needs
E3	CORE	Aid patients in activities of daily living (ADL)
E3	CORE	Analyze patient charts for continuity of care
E3	CORE	Analyze patient data (e.g., past medical history, history of present illness, etc.)
E3	CORE	Apply orthopedic/musculoskeletal (MSK) devices
E3	CORE	Assess airways
E3	CORE	Assess general appearance of patients
E3	CORE	Assess intradermal (ID) skin tests
E3	CORE	Assess objective vital sign trends (i.e., heart rate (HR), respiratory rate (RR), blood pressure (BP), temperature, and oxygen saturation (SpO2))
E3	CORE	Assess patients and medications for contraindications
E3	CORE	Assess patients for constitutional symptoms (e.g., exhaustion, malaise, weight loss, etc.)
E3	CORE	Assess patients for medication and vaccination side effects, adverse events, and interactions
E3	CORE	Assess patients for pain
E3	CORE	Assess patients for side effects and adverse events to treatments and procedures
E3	CORE	Assist in performing incision and drainage (I&D) procedures
E3	CORE	Assist in treating cardiovascular (CV) system abnormalities
E3	CORE	Assist in treating communicable diseases
E3	CORE	Assist in treating endocrine system abnormalities
E3	CORE	Assist in treating gastrointestinal (GI) system abnormalities

PATIENT CARE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E3	CORE	Assist in treating genitourinary (GU) system abnormalities
E3	CORE	Assist in treating head, eyes, ears, nose, and throat (HEENT) abnormalities
E3	CORE	Assist in treating hematologic system, lymphatic system, and immune system/allergy abnormalities
E3	CORE	Assist in treating integumentary system (i.e., dermatologic) abnormalities
E3	CORE	Assist in treating mental health issues
E3	CORE	Assist in treating musculoskeletal (MSK) system abnormalities
E3	CORE	Assist in treating nervous system abnormalities
E3	CORE	Assist in treating patients for constitutional symptoms (e.g., exhaustion, malaise, weight loss, etc.)
E3	CORE	Assist in treating respiratory system abnormalities
E3	CORE	Assist patients in utilization of durable medical equipment (DME)
E3	CORE	Assist patients with occupational therapy (OT)
E3	CORE	Assist patients with physical therapy (PT)
E3	CORE	Assist with the administration of implanted devices and medications (e.g., birth control)
E3	CORE	Assist with the administration of intrathecal medications
E3	CORE	Assist with the removal of artificial airways (e.g., endotracheal tubes (ETT), laryngeal mask airways (LMA), etc.)
E3	CORE	Calculate medication dosages
E3	CORE	Close wounds with medical adhesives, staples, and dressing materials (e.g., butterfly bandages, wound closure strips, etc.)
E3	CORE	Close wounds with sutures
E3	CORE	Communicate treatment plans to providers
E3	CORE	Coordinate health services appointment requirements fulfillments
E3	CORE	Counsel patients on Privacy Act Statement
E3	CORE	Counsel patients regarding treatment plans
E3	CORE	Create patient care encounters
E3	CORE	Direct personnel in clinical triage procedures
E3	CORE	Discontinue (DC) intravenous (IV) catheters
E3	CORE	Document intradermal (ID) skin test results
E3	CORE	Document patient care
E3	CORE	Document physical examinations
E3	CORE	Draft treatment plans
E3	CORE	Educate patients on prescribed diets
E3	CORE	Educate patients on proper use of durable medical equipment (DME)
E3	CORE	Insert intravenous (IV) catheters
E3	CORE	Insert nasogastric (NG) tubes and orogastric (OG) tubes
E3	CORE	Insert non-surgical urinary catheters
E3	CORE	Isolate infectious patients
E3	CORE	Maintain artificial airways (e.g., endotracheal tubes (ETT), laryngeal mask airways (LMA), etc.)

PATIENT CARE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E3	CORE	Maintain intravenous (IV) medication and therapy administrations and accesses (e.g., saline locks, site inspections, etc.)
E3	CORE	Maintain patient privacy
E3	CORE	Maintain sterile fields
E3	CORE	Maintain surgical and non-surgical urinary catheters
E3	CORE	Manage fluid intake
E3	CORE	Manage patient diet compliance
E3	CORE	Monitor fluid output
E3	CORE	Obtain laboratory test samples (e.g., urine samples, nasal swabs, etc.) and specimens (e.g., finger stick and venipuncture blood specimens)
E3	CORE	Obtain objective vital sign values (i.e., heart rate (HR), respiratory rate (RR), blood pressure (BP), temperature, and oxygen saturation (SpO2))
E3	CORE	Participate in patient rounds
E3	CORE	Perform cardiovascular (CV) system assessments
E3	CORE	Perform clinical triage procedures
E3	CORE	Perform communicable disease assessments
E3	CORE	Perform endocrine system assessments
E3	CORE	Perform gastrointestinal (GI) system assessments
E3	CORE	Perform genitourinary (GU) system assessments
E3	CORE	Perform gross hearing acuity tests
E3	CORE	Perform head, eyes, ears, nose, and throat (HEENT) assessments
E3	CORE	Perform hematologic system, lymphatic system, and immune system/allergy assessments
E3	CORE	Perform integumentary system (i.e., dermatologic) assessments
E3	CORE	Perform medication reconciliations
E3	CORE	Perform mental health assessments
E3	CORE	Perform musculoskeletal (MSK) system assessments
E3	CORE	Perform nervous system assessments
E3	CORE	Perform patient turnovers
E3	CORE	Perform physical examinations
E3	CORE	Perform post-operative care
E3	CORE	Perform pre-operative procedures
E3	CORE	Perform respiratory system assessments
E3	CORE	Perform wound inspections (e.g., infections, healing signs, etc.)
E3	CORE	Perform wound management (e.g., dressing changes, irrigation, cleaning, etc.)
E3	CORE	Prepare hospital beds
E3	CORE	Prepare patients for transport
E3	CORE	Provide discharge instructions to patients
E3	CORE	Provide healthcare-related customer service (e.g., service best practices, effective communication, problem resolutions, etc.)
E3	CORE	Remove airway adjuncts (i.e., oropharyngeal airways (OPA) and nasopharyngeal airways (NPA))

PATIENT CARE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E3	CORE	Remove nasogastric (NG) tubes and orogastric (OG) tubes
E3	CORE	Remove non-surgical urinary catheters
E3	CORE	Remove orthopedic/musculoskeletal (MSK) devices
E3	CORE	Remove sutures and staples
E3	CORE	Report objective vital sign values (i.e., heart rate (HR), respiratory rate (RR), blood pressure (BP), temperature, and oxygen saturation (SpO2))
E3	CORE	Report side effects and adverse events to medications and vaccinations
E3	CORE	Report side effects and adverse events to treatments and procedures
E3	CORE	Schedule health services appointments
E3	CORE	Set up electrocardiogram (ECG/EKG) equipment
E3	CORE	Set up humidifiers
E3	CORE	Set up oxygen equipment
E3	CORE	Set up patient monitors
E3	CORE	Set up sterile fields
E3	CORE	Set up suction equipment
E3	CORE	Set up vaporizers
E3	CORE	Set up ventilators
E3	CORE	Suction artificial airways (e.g., endotracheal tubes (ETT), laryngeal mask airways (LMA), etc.)
E3	CORE	Suction natural airways
E3	CORE	Suction oral cavities
E3	CORE	Translate medical terminology for patients
E3	CORE	Treat non-emergent oral conditions
E3	CORE	Treat patients for pain
E3	CORE	Verify specimen and sample labels

PREVENTIVE AND OCCUPATIONAL MEDICINE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E3	CORE	Analyze dental readiness data
E3	CORE	Analyze medical readiness data
E3	CORE	Assist others in donning and doffing surgical gowns and gloves
E3	CORE	Brief medical and dental readiness
E3	CORE	Clean sterilizers and sanitizers
E3	CORE	Collect regulated medical waste
E3	CORE	Conduct health promotions education
E3	CORE	Conduct preliminary interviews of personnel exposed to communicable diseases
E3	CORE	Disinfect medical and dental equipment and instruments
E3	CORE	Disinfect treatment rooms
E3	CORE	Dispose of regulated medical waste
E3	CORE	Document disposal of regulated medical waste
E3	CORE	Doff sterile surgical gowns and gloves
E3	CORE	Don sterile surgical gowns and gloves

PREVENTIVE AND OCCUPATIONAL MEDICINE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E3	CORE	Draft command medical and dental readiness plans
E3	CORE	Enforce sharps safe handling precautions
E3	CORE	Fit Personal Protective Equipment (PPE) (e.g., hearing protection devices) and occupational health equipment (e.g., respirators)
E3	CORE	Inspect food service personnel (e.g., Culinary Specialists (CS), Food Service Attendants (FSA), etc.) for personal hygiene
E3	CORE	Inspect food service personnel (e.g., Culinary Specialists (CS), Food Service Attendants (FSA), etc.) for proper food handling procedures
E3	CORE	Inspect food storage and service areas
E3	NON-CORE	Inspect messing and food service facilities
E3	CORE	Interpret water test results
E3	CORE	Issue Personal Protective Equipment (PPE) (e.g., hearing protection devices) and occupational health equipment (e.g., respirators)
E3	CORE	Maintain non-surgical universal precautions
E3	CORE	Maintain surgical universal precautions
E3	CORE	Organize medical workspace areas to prevent injuries
E3	CORE	Package regulated medical waste
E3	NON-CORE	Perform audiogram tests
E3	CORE	Perform heat stress monitoring procedures
E3	CORE	Perform pest surveillance
E3	CORE	Perform preliminary investigations of foodborne illnesses
E3	CORE	Perform refrigerator and freezer temperature checks
E3	CORE	Perform standard vision tests (e.g., acuity, color, depth, etc.)
E3	CORE	Prepare heat and cold casualty reports
E3	CORE	Prepare medical and dental equipment and instruments for sterilization
E3	CORE	Process regulated medical waste
E3	CORE	Provide medical recommendations for camp layouts
E3	CORE	Record sterilization data
E3	CORE	Report water test results
E3	CORE	Sort regulated medical waste
E3	NON-CORE	Sterilize medical and dental equipment and instruments
E3	CORE	Submit heat and cold casualty reports
E3	CORE	Test water for bacteria
E3	CORE	Test water for halogen residuals
E3	CORE	Transport regulated medical waste
E3	CORE	Update dental readiness data
E3	CORE	Update medical readiness data

TRAINING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E3	CORE	Conduct medical and dental training
E3	CORE	Maintain departmental training jackets

TRAINING (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E3	CORE	Train personnel on Basic Life Support (BLS) subjects
E3	CORE	Train personnel on Tactical Combat Casualty Care (TCCC) subjects

CHAPTER 42



HULL MAINTENANCE TECHNICIAN (HT)

NAVPERS 18068F-42E
Change 81

Updated: January 2020

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

HULL MAINTENANCE TECHNICIAN (HT)



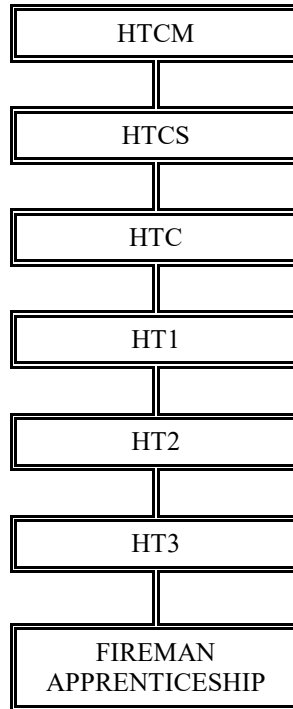
SCOPE OF RATING

Hull Maintenance Technicians (HT) plan, supervise, and perform tasks necessary for fabrication, installation, maintenance, repair, and inspection of shipboard structures, plumbing, sewage, and piping systems; organize and supervise personnel in maintenance and hull repairs; instruct personnel; enforce safety and security procedures; and prepare records and reports.

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 42.

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**HULL SYSTEMS MAINTAINER****Job Code****003004****Job Family**Installation, Maintenance,
and Repair**NOC**

TBD

Short Title (30 Characters)

HULL SYSTEMS MAINTAINER

Short Title (14 Characters)

HULL SYS MAINT

Pay Plan

ENLISTED

Career Field

HT

Other Relationships and Rules

NEC Uxxx series or other NECs as assigned

Job Description

Hull Systems Maintainers perform the work necessary to keep shipboard structures and surfaces in good condition; maintain and operate shipboard plumbing systems, marine sanitation systems, and ballast control systems; fabricate structures from light and heavy gauge metal such as aluminum, stainless steel, copper, brass, steel, and corrugated iron; inspect and test various shipboard structures and systems using radiological, ultrasonic, and magnetic particle testing equipment; conduct repairs to marine sanitation systems, decks, structures, and hulls by welding, brazing, and riveting; install, maintain, and repair valves, piping and plumbing system fittings and fixtures, perform pipe cutting, threading and assembly, repair ventilation ducting, and install and repair insulation and lagging; and repair metal, wood, and fiberglass boats. Maintainers utilize the Quality Assurance Program and work under the supervision of a Hull System Technician.

DoD Relationship**Group Title**Other Craftworkers,
N.E.C., General**DoD Code**

179000

O*NET Relationship**Occupation Title**Maintenance and Repair
Workers, General**SOC Code**

49-9042.00

Job FamilyInstallation, Maintenance,
and Repair**Skills***Equipment Selection**Operation and Control**Management of Material Resources**Quality Control Analysis**Equipment Maintenance**Reading Comprehension**Installation**Monitoring**Mathematics**Coordination***Abilities***Arm-Hand Steadiness**Memorization**Control Precision**Manual Dexterity**Information Ordering**Finger Dexterity**Visualization**Written Comprehension**Multi-limb Coordination**Extent Flexibility***GENERAL SHOP OPERATIONS****Paygrade**

E4

Task Type

CORE

Task Statements

Bend material using brake press

E4

CORE

Bend material using sheet metal brake

E4

CORE

Don proper personal protective equipment (PPE) (e.g., cutting, welding, and oxyacetylene operations)

E4

CORE

Dress grinding wheels

E4

CORE

Drill holes in material (e.g., drill press, electric hand drill, portable drill)

E4

CORE

Grind material using pedestal grinder

E4

NON-CORE

Identify tools requiring calibration

E4

CORE

Maintain hand tools

E4

CORE

Punch material using turret punch

E4

CORE

Replace saw blades, belts, bits, and disks

E4

CORE

Set up ventilation equipment

E4

CORE

Verify proper ventilation

METAL LAYOUT, FABRICATION, AND INSTALLATION**Paygrade**

E4

Task Type

CORE

Task Statements

Cut ferrous and non-ferrous metals

E4

CORE

Cut material using bandsaw

E4

CORE

Cut material using plasma cutting equipment

E4

CORE

Cut material using power hack saw

E4

CORE

Cut material using threading and cutting machine

E4

CORE

Cut materials using shear

E4

CORE

Cut sheet metal using bevel shear

METAL LAYOUT, FABRICATION, AND INSTALLATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Fabricate sheet metal products
E4	CORE	Form material using notching, punching shearing machine
E4	CORE	Form material using slip roll
E4	CORE	Install sheet metal products
E4	CORE	Layout sheet metal products
E4	CORE	Manufacture equipment templates
E4	CORE	Manufacture metal and non-metal deck plates
E4	CORE	Perform carbon-arc cutting
E4	CORE	Perform shop mathematics
E4	CORE	Replace equipment flanges
E4	CORE	Set up carbon-arc cutting
E4	CORE	Tap material
E4	CORE	Thread material
E4	CORE	Verify piping fitups
E4	CORE	Verify structural metal fitups

OXYACETYLENE OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Clean braze joints
E4	CORE	Inspect compressed gas cylinders for proper storage
E4	CORE	Perform oxyacetylene brazing operations
E4	CORE	Perform oxyacetylene cutting operations
E4	CORE	Perform oxyacetylene welding operations
E4	CORE	Set up brazing equipment
E4	CORE	Set up oxyacetylene cutting equipment

PLUMBING AND PIPING SYSTEMS REPAIR

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Bend metal piping
E4	CORE	Clear clogged piping
E4	CORE	Fabricate blank flanges
E4	CORE	Fabricate sealing gaskets
E4	CORE	Fabricate templates to aid in the repair and replacement of piping
E4	CORE	Identify piping systems material and fittings by markings
E4	CORE	Install Mechanical Attached Fittings (MAF)
E4	CORE	Install metal and non-metal sinks
E4	CORE	Layout metal flanges
E4	CORE	Manufacture gauge lines
E4	CORE	Repair piping system components
E4	CORE	Repair showers, faucets, and flushometers
E4	CORE	Replace flexible hoses and connections
E4	CORE	Replace piping system components
E4	CORE	Replace valve components
E4	CORE	Target piping systems

SEWAGE SYSTEMS MAINTENANCE AND REPAIR

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Align Collection Holding and Transfer (CHT)/Vacuum Collection Holding and Transfer (VCHT) system for at-sea mode
E4	CORE	Align Collection Holding and Transfer (CHT)/Vacuum Collection Holding and Transfer (VCHT) system for in-port mode

SEWAGE SYSTEMS MAINTENANCE AND REPAIR (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Align Collection Holding and Transfer (CHT)/Vacuum Collection Holding and Transfer (VCHT) system for transit mode
E4	CORE	Clean sewage contaminated compartments
E4	CORE	Conduct sewage spill containment
E4	CORE	Disinfect sewage contaminated compartments
E4	CORE	Doff Supplied-Air Respirator/Self-Contained Breathing Apparatus (SAR/SCBA)
E4	CORE	Don Supplied-Air Respirator/Self-Contained Breathing Apparatus (SAR/SCBA)
E4	CORE	Maintain sewage spill lockers
E4	CORE	Replace commodes and urinals
E4	CORE	Set up Supplied-Air Respirator (SAR)

TECHNICAL ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Document information on Quality Assurance (QA) forms
E4	CORE	Interpret technical drawings and blueprints
E4	NON-CORE	Prepare Quality Assurance (QA) forms
E5	NON-CORE	Review Quality Assurance (QA) forms

TESTS AND INSPECTIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Conduct non-destructive visual liquid penetrate tests
E4	CORE	Identify metals
E4	CORE	Take precision feeler gauge clearance readings
E4	CORE	Take precision micrometer measurement readings

WELDING OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Clean welds
E4	CORE	Interpret welding symbols and standards from drawings and specifications
E4	CORE	Perform Gas Metal Arc Welding (GMAW) for ferrous and non-ferrous metals in all positions
E4	CORE	Perform Gas Tungsten Arc Welding (GTAW) for ferrous and non-ferrous metals in all positions
E4	CORE	Perform Shielded Metal Arc Welding (SMAW) for ferrous and non-ferrous metals in all positions
E4	CORE	Prepare surfaces for welding
E4	CORE	Set up welding equipment for Gas Metal Arc Welding (GMAW)
E4	CORE	Set up welding equipment for Gas Tungsten Arc Welding (GTAW)
E4	CORE	Set up welding equipment for Shielded Metal Arc Welding (SMAW)
E4	CORE	Set up welding equipment for stud welder

Job Title
HULL SYSTEMS TECHNICIAN

Job Code
003556

Job Family
 Production

NOC
 TBD

Short Title (30 Characters)
 HULL SYSTEMS TECHNICIAN

Short Title (14 Characters)
 HULL SYS TECH

Pay Plan
 ENLISTED

Career Field
 HT

Other Relationships and Rules
 NEC Uxxx series or other NECs as assigned

Job Description

Hull Systems Technicians perform the work necessary to keep shipboard structures and surfaces in good condition; maintain and operate shipboard plumbing systems, marine sanitation systems, and ballast control systems, and manage the Quality Assurance Program; fabricate structures from light and heavy gauge metal such as aluminum, stainless steel, copper, brass, steel, and corrugated iron; inspect and test various shipboard structures and systems using radiological, ultrasonic, magnetic particle, and liquid penetrant testing equipment; conduct repairs to marine sanitation systems, decks, structures, and hulls by welding, brazing, and riveting; install, maintain, and repair valves, piping and plumbing system fittings and fixtures; perform pipe cutting, bending, threading and assembly, repair ventilation ducting, and install and repair insulation and lagging; and repair metal, wood, and fiberglass boats. Technicians are expected to work independently and mentor Hull Systems Maintainer(s) with very limited supervision.

DoD Relationship

Group Title
 Other Craftworkers,
 N.E.C., General

DoD Code
 179000

O*NET Relationship

Occupation Title
 Inspectors, Testers, Sorters,
 Samplers, and Weighers

SOC Code
 51-9061.00

Job Family
 Production

Skills

Equipment Selection
Quality Control Analysis
Operation and Control
Monitoring
Management of Material Resources
Reading Comprehension
Coordination
Equipment Maintenance
Systems Evaluation
Writing

Abilities

Information Ordering
Arm-Hand Steadiness
Manual Dexterity
Deductive Reasoning
Memorization
Control Precision
Problem Sensitivity
Finger Dexterity
Written Comprehension
Extent Flexibility

GENERAL SHOP OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Bend material using hossfeld bending machine
E4	CORE	Don proper personal protective equipment (PPE) (e.g., cutting, welding, and oxyacetylene operations)
E4	NON-CORE	Identify tools calibration requirements
E4	NON-CORE	Identify tools requiring calibration
E4	CORE	Maintain hand tools
E7	CORE	Manage cutting, welding, and oxyacetylene operations
E4	CORE	Replace saw blades, belts, bits, and disks
E4	CORE	Set up ventilation equipment
E6	CORE	Supervise cutting, welding, and oxyacetylene operations
E4	CORE	Verify proper ventilation

METAL LAYOUT, FABRICATION, AND INSTALLATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct metal repairs
E4	CORE	Cut ferrous and non-ferrous metals
E5	CORE	Form materials using pull max
E4	CORE	Manufacture equipment templates
E4	CORE	Manufacture metal and non-metal deck plates
E5	CORE	Manufacture metal cofferdams
E4	CORE	Perform carbon-arc cutting
E4	CORE	Perform shop mathematics
E4	CORE	Set up carbon-arc cutting
E4	CORE	Verify piping fitups
E4	CORE	Verify structural metal fitups

OXYACETYLENE OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Clean braze joints
E4	CORE	Inspect compressed gas cylinders for proper storage
E4	CORE	Perform oxyacetylene brazing operations
E4	CORE	Perform oxyacetylene cutting operations
E4	CORE	Perform oxyacetylene welding operations
E4	CORE	Set up brazing equipment
E4	CORE	Set up oxyacetylene cutting equipment
E5	CORE	Stress relieve metal

PLUMBING AND PIPING SYSTEMS REPAIR

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Fabricate templates to aid in the repair and replacement of piping
E4	CORE	Identify piping systems material and fittings by markings
E4	CORE	Inspect piping systems, tubing, and components
E4	CORE	Interpret piping diagrams
E4	CORE	Layout metal flanges
E4	CORE	Manufacture gauge lines
E4	CORE	Repair piping system components
E4	CORE	Replace flexible hoses and connections
E4	CORE	Replace piping system components
E5	CORE	Test repaired piping systems, tubing, and components

SEWAGE SYSTEMS MAINTENANCE AND REPAIR

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Align Collection Holding and Transfer (CHT)/Vacuum Collection Holding and Transfer (VCHT) system for at-sea mode
E4	CORE	Align Collection Holding and Transfer (CHT)/Vacuum Collection Holding and Transfer (VCHT) system for in-port mode
E4	CORE	Align Collection Holding and Transfer (CHT)/Vacuum Collection Holding and Transfer (VCHT) system for transit mode
E4	CORE	Clean sewage contaminated compartments
E4	CORE	Conduct sewage spill containment
E5	CORE	Coordinate Collection Holding and Transfer (CHT) disposal evolutions
E6	CORE	Coordinate sewage spill containment and clean up
E4	CORE	Disinfect sewage contaminated compartments
E4	CORE	Doff Supplied-Air Respirator/Self-Contained Breathing Apparatus (SAR/SCBA)
E4	CORE	Don Supplied-Air Respirator/Self-Contained Breathing Apparatus (SAR/SCBA)
E5	CORE	Monitor Supplied-Air Respirator/Self-Contained Breathing Apparatus (SAR/SCBA)
E4	CORE	Set up Supplied-Air Respirator (SAR)
E7	CORE	Supervise personnel safety and rescue control procedures

TECHNICAL ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Approve Engineering Operational Sequencing System (EOSS) manual update
E4	NON-CORE	Document information on Quality Assurance (QA) forms
E4	CORE	Interpret technical drawings and blueprints
E5	CORE	Manage trouble call database
E4	NON-CORE	Prepare Quality Assurance (QA) forms
E5	NON-CORE	Recertify a space safe for entry
E5	NON-CORE	Review Quality Assurance (QA) forms
E6	NON-CORE	Review Quality Assurance (QA) packages
E4	NON-CORE	Update calibration records

TECHNICAL ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Validate Engineering Operational Sequencing System (EOSS) manuals
E6	CORE	Verify accuracy of technical publications, blueprints, and drawings
E4	NON-CORE	Verify Immediately Dangerous to Life or Health (IDLH) space safe for entry
E5	NON-CORE	Verify space safe for coldwork
E7	NON-CORE	Verify space safe for entry and re-entry
E5	NON-CORE	Verify space safe for hotwork

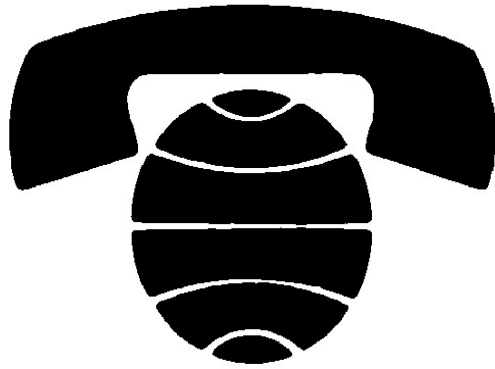
TESTS AND INSPECTIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Conduct non-destructive visual liquid penetrate tests
E5	NON-CORE	Document Non-Destructive Test (NDT) results
E4	CORE	Identify metals
E4	CORE	Take precision feeler gauge clearance readings
E4	CORE	Take precision micrometer measurement readings
E5	NON-CORE	Test repairs using hydro test stand

WELDING OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Clean welds
E4	CORE	Perform Gas Metal Arc Welding (GMAW) for ferrous and non-ferrous metals in all positions
E4	CORE	Perform Gas Tungsten Arc Welding (GTAW) for ferrous and non-ferrous metals in all positions
E4	CORE	Perform Shielded Metal Arc Welding (SMAW) for ferrous and non-ferrous metals in all positions
E4	CORE	Set up welding equipment for Gas Metal Arc Welding (GMAW)
E4	CORE	Set up welding equipment for Gas Tungsten Arc Welding (GTAW)
E4	CORE	Set up welding equipment for Shielded Metal Arc Welding (SMAW)
E4	CORE	Set up welding equipment for stud welder

CHAPTER 43



INTERIOR COMMUNICATIONS ELECTRICIAN (IC)

NAVPERS 18068F- 43G
Change 96

Updated: October 2023

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NAVY ENLISTED OCCUPATIONAL STANDARD
FOR
INTERIOR COMMUNICATIONS ELECTRICIAN (IC)



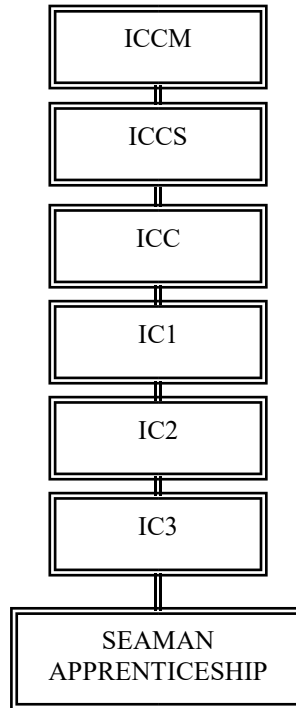
SCOPE OF RATING

Interior Communications Electricians (IC) configure and perform organizational and intermediate maintenance on alarm, safety, and warning systems, auxiliary power and support systems, data conversion and distribution systems, indicating, metering, and ordering systems, Interior Communications (IC) systems, phone systems, Audio/Video (A/V) entertainment, broadcast, communication, and monitoring systems, navigation systems, environmental systems, and Visual Landing Aids (VLA); conduct network administration and maintenance; interpret and analyze ship's blueprints and system interface diagrams; inspect, test, and make detailed casualty analyses; and direct maintenance and repair of electrical, electronic, fiber optic, electrohydraulic, electromechanical, and synchro/servo systems.

These 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 43.

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**Interior Communications Operator****Job Code****003733****Job Family**

Installation, Maintenance, and Repair

NOC

TBD

Short Title (30 Characters)

INTERIOR COMMUNICATIONS OP

Short Title (14 Characters)

INT COMMS OPER

Pay Plan

Enlisted

Career Field

IC

Other Relationships and Rules

NEC VXXX series and other NECs as assigned

Job Description

Interior Communications Operators broadcast Audio/Video (A/V) communications, entertainment, and monitoring feeds; conduct network administration and maintenance; perform, coordinate, and direct the installation, configuration, maintenance, and repair of Interior Communications (IC) equipment and systems; and perform Interior Communications (IC) watchstanding.

DoD Relationship**Group Title**

Interior Communications

DoD Code

162300

O*NET Relationship**Occupation Title**

Telecommunications Equipment
Installers and Repairers, Except
Line Installers

SOC Code

49-2022.00

Job Family

Installation, Maintenance, and
Repair

Skills*Systems Analysis**Troubleshooting**Operation and Control**Quality Control Analysis**Operation Monitoring**Management of Material Resources**Repairing**Equipment Maintenance**Installation**Systems Evaluation***Abilities***Written Comprehension**Problem Sensitivity**Information Ordering**Selective Attention**Deductive Reasoning**Originality**Oral Expression**Inductive Reasoning**Visualization**Written Expression***ALARM, SAFETY, AND WARNING SYSTEMS****Paygrade**

E4

Task Type

CORE

Task Statements

Configure Machinery Control Consoles (MCC)

AUXILLARY POWER AND SUPPORT SYSTEMS**Paygrade**

E4

Task Type

CORE

Task Statements

Configure backup power systems

E4

CORE

Perform preventive maintenance on backup power systems

E4

CORE

Replace backup power systems and components

E4

CORE

Test backup power systems

E4

CORE

Troubleshoot backup power systems and components

E5

CORE

Verify backup power system configurations

DATA CONVERSION AND DISTRIBUTION**Paygrade**

E5

Task Type

CORE

Task Statements

Configure computer and peripheral systems

E4

CORE

Configure data conversion and distribution systems

E5

CORE

Configure network systems

E5

NON-CORE

Maintain network security

E5

CORE

Maintain system password accounts

E7

NON-CORE

Manage network security

DATA CONVERSION AND DISTRIBUTION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Manage network software and firmware operations
E6	CORE	Manage system password accounts
E4	CORE	Perform preventive maintenance on computer and peripheral systems
E4	CORE	Perform preventive maintenance on data conversion and distribution systems
E4	CORE	Perform preventive maintenance on network systems
E4	CORE	Repair computer and peripheral systems
E5	CORE	Repair data conversion and distribution systems
E5	CORE	Repair network systems
E6	NON-CORE	Supervise network security
E4	CORE	Test computer and peripheral systems
E4	CORE	Test data conversion and distribution systems
E4	CORE	Test network systems
E4	CORE	Troubleshoot computer and peripheral systems
E4	CORE	Troubleshoot data conversion and distribution systems
E5	CORE	Troubleshoot network systems
E5	CORE	Update network software and firmware
E5	CORE	Verify data conversion and distribution system configurations
E6	CORE	Verify network system configurations

EQUIPMENT ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Approve equipment installations, testing, and alterations
E4	CORE	Collect equipment and system status data
E7	CORE	Coordinate equipment certifications and recertifications
E7	CORE	Coordinate equipment installations, testing, and alterations
E4	CORE	Document equipment and system status data
E5	CORE	Draft procedural documents (e.g., Standard Operating Procedures (SOP), Temporary Standing Orders (TSO), Departure From Specifications (DFS), etc.)
E4	CORE	Inspect work areas, tools, and equipment
E5	CORE	Install Interior Communications (IC) equipment
E4	CORE	Inventory controlled equipment
E7	CORE	Manage divisional equipment and system configurations
E7	CORE	Manage divisional maintenance operations
E6	CORE	Manage equipment certifications and recertifications
E4	CORE	Perform Emergency Action Plans (EAP) and Emergency Destruction Plans (EDP)
E4	CORE	Provide equipment installation and alteration assistance
E6	CORE	Supervise divisional equipment and system configurations
E6	CORE	Supervise divisional maintenance operations
E5	CORE	Supervise equipment installations, testing, and alterations

EQUIPMENT ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Supervise work center equipment and system configurations
E5	CORE	Supervise work center maintenance operations
E6	CORE	Verify equipment installations, testing, and alterations
E4	CORE	Configure Interior Communications (IC) switchboards
E4	CORE	Configure public address systems
E4	CORE	Configure sound-powered telephone systems and peripherals (e.g., circuits, boxes, switchboards, bell buzzer systems, etc.)
E6	CORE	Manage implementation of telecommunication plans for ship's service telephone systems
E4	CORE	Perform preventive maintenance on sound-powered telephone systems and peripherals (e.g., circuits, boxes, switchboards, bell buzzer systems, etc.)
E4	CORE	Repair sound-powered telephone systems and peripherals (e.g., circuits, boxes, switchboards, bell buzzer systems, etc.)
E4	CORE	Test public address systems
E4	CORE	Test sound-powered telephone systems and peripherals (e.g., circuits, boxes, switchboards, bell buzzer systems, etc.)
E4	CORE	Troubleshoot sound-powered telephone systems and peripherals (e.g., circuits, boxes, switchboards, bell buzzer systems, etc.)

MULTIMEDIA ENTERTAINMENT, COMMUNICATION, AND VIDEO MONITORING SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Align Television Direct-to-Sailor (TV-DTS) system antennas
E4	CORE	Alter Audio/Video (A/V) entertainment systems
E4	CORE	Alter centralized video distribution systems
E4	CORE	Alter telecommunication systems
E4	CORE	Alter Television Direct-to-Sailor (TV-DTS) systems
E4	NON-CORE	Alter video communication systems
E7	CORE	Approve multimedia content
E4	CORE	Broadcast Audio/Video (A/V) entertainment
E5	CORE	Broadcast telecommunications
E5	NON-CORE	Broadcast video communications
E4	CORE	Broadcast video monitoring feeds (e.g., Closed Circuit Televisions (CCTV), flight deck surveillance camera systems, etc.)
E4	CORE	Calibrate Television Direct-to-Sailor (TV-DTS) systems
E4	CORE	Configure Audio/Video (A/V) entertainment systems
E6	CORE	Configure centralized video distribution systems
E4	CORE	Configure telecommunication systems
E4	CORE	Configure Television Direct-to-Sailor (TV-DTS) systems
E5	CORE	Configure video communication systems
E4	CORE	Configure video monitoring systems (e.g., Closed Circuit Televisions (CCTV), flight deck surveillance camera systems, etc.)

MULTIMEDIA ENTERTAINMENT, COMMUNICATION, AND VIDEO MONITORING SYSTEMS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Design centralized video distribution systems
E5	CORE	Install Audio/Video (A/V) entertainment systems
E4	CORE	Install centralized video distribution systems
E4	CORE	Install Television Direct-to-Sailor (TV-DTS) systems
E4	CORE	Inventory Naval media assets
E5	CORE	Manage Naval media assets
E4	CORE	Perform preventive maintenance on Audio/Video (A/V) entertainment systems
E4	CORE	Perform preventive maintenance on centralized video distribution systems
E4	CORE	Perform preventive maintenance on Television Direct-to-Sailor (TV-DTS) systems
E4	CORE	Perform preventive maintenance on video monitoring systems (e.g., Closed Circuit Televisions (CCTV), flight deck surveillance camera systems, etc.)
E4	NON-CORE	Produce multimedia content
E4	CORE	Repair Audio/Video (A/V) entertainment systems
E4	CORE	Repair centralized video distribution systems
E4	CORE	Repair telecommunication systems
E4	CORE	Repair Television Direct-to-Sailor (TV-DTS) systems
E5	NON-CORE	Repair video communication systems
E4	CORE	Repair video monitoring systems (e.g., Closed Circuit Televisions (CCTV), flight deck surveillance camera systems, etc.)
E6	CORE	Supervise Audio/Video (A/V) entertainment broadcasts
E6	CORE	Supervise centralized video distribution system installations
E7	CORE	Supervise video communication broadcasts
E6	CORE	Supervise video monitoring feed broadcasts (e.g., Closed Circuit Televisions (CCTV), flight deck surveillance camera systems, etc.)
E4	CORE	Test Audio/Video (A/V) entertainment systems
E4	CORE	Test centralized video distribution systems
E4	CORE	Test telecommunication systems
E4	CORE	Test Television Direct-to-Sailor (TV-DTS) systems
E5	NON-CORE	Test video communication systems
E4	CORE	Test video monitoring systems (e.g., Closed Circuit Televisions (CCTV), flight deck surveillance camera systems, etc.)
E4	CORE	Troubleshoot Audio/Video (A/V) entertainment systems
E4	CORE	Troubleshoot centralized video distribution systems
E4	CORE	Troubleshoot telecommunication systems
E4	CORE	Troubleshoot Television Direct-to-Sailor (TV-DTS) systems
E5	NON-CORE	Troubleshoot video communication systems
E4	CORE	Troubleshoot video monitoring systems (e.g., Closed Circuit Televisions (CCTV), flight deck surveillance camera systems, etc.)

MULTIMEDIA ENTERTAINMENT, COMMUNICATION, AND VIDEO MONITORING SYSTEMS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Verify multimedia content
E6	CORE	Verify telecommunication readiness
E5	CORE	Verify Television Direct-to-Sailor (TV-DTS) system configurations and alignments

TECHNICAL CORE FUNDAMENTALS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Align valves
E4	CORE	Alter Commercial-Off-The-Shelf (COTS) and Non-Program of Record (Non-POR) systems (e.g., video, audio, communication, etc.)
E4	CORE	Analyze blueprints and ship's drawings
E4	CORE	Analyze schematics (e.g., mechanical drawings, electronic schematics, piping and valve drawings, etc.)
E4	CORE	Analyze technical manuals
E7	CORE	Asses Combat Information Center (CIC)/Combat Direction Center (CDC) systems operations and tactical impact
E5	CORE	Conduct watchstander briefs
E4	CORE	Configure Alternating Current (AC) circuits
E4	CORE	Configure combat systems equipment
E4	CORE	Configure Commercial-Off-The-Shelf (COTS) and Non-Program of Record (Non-POR) systems (e.g., video, audio, communication, etc.)
E4	CORE	Configure digital circuits
E4	CORE	Configure Direct Current (DC) circuits
E5	CORE	Control Electromagnetic Interference (EMI) and Radio Frequency Interference (RFI) effects on electronic systems
E5	CORE	Design Commercial-Off-The-Shelf (COTS) and Non-Program of Record (Non-POR) systems (e.g., video, audio, communication, etc.)
E4	NON-CORE	Install Commercial-Off-The-Shelf (COTS) and Non-Program of Record (Non-POR) systems (e.g., video, audio, communication, etc.)
E5	NON-CORE	Load image software
E4	CORE	Perform basic soldering on electrical and electronic equipment
E4	CORE	Perform corrosion prevention and control procedures on Interior Communications (IC) equipment and systems
E4	CORE	Perform external communications (i.e., ship-to-ship, ship-to-shore, and ship-to-air)
E4	CORE	Perform preventive maintenance on Alternating Current (AC) circuits
E4	CORE	Perform preventive maintenance on Commercial-Off-The-Shelf (COTS) and Non-Program of Record (Non-POR) systems (e.g., video, audio, communication, etc.)
E4	CORE	Perform preventive maintenance on digital circuits
E4	CORE	Perform preventive maintenance on Direct Current (DC) circuits
E4	CORE	Perform preventive maintenance on valves
E5	CORE	Procure Commercial-Off-The-Shelf (COTS) and Non-Program of Record (Non-POR) systems (e.g., video, audio, communication, etc.)
E4	CORE	Provide Interior Communications (IC) technical support
E4	CORE	Repair Alternating Current (AC) circuits

TECHNICAL CORE FUNDAMENTALS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Repair Commercial-Off-The-Shelf (COTS) and Non-Program of Record (Non-POR) systems (e.g., video, audio, communication, etc.)
E4	CORE	Repair digital circuits
E4	CORE	Repair Direct Current (DC) circuits
E5	NON-CORE	Repair fiber optic cables and connectors
E4	CORE	Repair interconnecting cables and connectors
E4	CORE	Repair Radio Frequency (RF) circuits
E4	NON-CORE	Repair valves
E4	CORE	Replace Commercial-Off-The-Shelf (COTS) and Non-Program of Record (Non-POR) systems (e.g., video, audio, communication, etc.)
E4	CORE	Replace valves
E4	CORE	Safeguard classified material
E4	CORE	Set Emission Control (EMCON) conditions
E4	CORE	Test Alternating Current (AC) circuits
E4	CORE	Test Commercial-Off-The-Shelf (COTS) and Non-Program of Record (Non-POR) systems (e.g., video, audio, communication, etc.)
E4	CORE	Test digital circuits
E4	CORE	Test Direct Current (DC) circuits
E4	CORE	Test fiber optic cables and connectors
E4	CORE	Test interconnecting cables and connectors
E4	CORE	Test Radio Frequency (RF) circuits
E4	CORE	Test valves
E4	CORE	Troubleshoot Alternating Current (AC) circuits
E4	CORE	Troubleshoot Commercial-Off-The-Shelf (COTS) and Non-Program of Record (Non-POR) systems (e.g., video, audio, communication, etc.)
E4	CORE	Troubleshoot digital circuits
E4	CORE	Troubleshoot Direct Current (DC) circuits
E4	CORE	Troubleshoot fiber optic cables and connectors
E4	CORE	Troubleshoot interconnecting cables and connectors
E4	CORE	Troubleshoot Radio Frequency (RF) circuits
E4	CORE	Troubleshoot valves
E5	CORE	Verify Alternating Current (AC) circuit configurations
E5	CORE	Verify digital circuit configurations
E5	CORE	Verify Direct Current (DC) circuit configurations
E6	CORE	Verify valve alignments

VISUAL LANDING AIDS (VLA)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Calibrate Visual Landing Aid (VLA) systems
E4	CORE	Configure Visual Landing Aid (VLA) systems
E4	CORE	Perform preventive maintenance on Visual Landing Aid (VLA) systems

VISUAL LANDING AIDS (VLA) (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Repair Visual Landing Aid (VLA) systems
E4	CORE	Test Visual Landing Aid (VLA) systems
E4	CORE	Troubleshoot Visual Landing Aid (VLA) systems

Job Title**Interior Communications Technician****Job Code****003734****Job Family**

Installation, Maintenance, and Repair

NOC

TBD

Short Title (30 Characters)

INTERIOR COMMUNICATIONS TEC

Short Title (14 Characters)

INT COMMS TECH

Pay Plan

Enlisted

Career Field

IC

Other Relationships and Rules

NEC VXXX series and other NECs as assigned

Job Description

Interior Communications Technicians perform, coordinate, and direct the installation, configuration, maintenance, and repair of electrical, electronic, fiber optic, electrohydraulic, electromechanical, and synchro/servo systems on ships and at shore facilities including alarm, safety, and warning systems, auxiliary power and support systems, data conversion and distribution systems, indicating, metering, and ordering systems, Interior Communications (IC) systems, Audio/Video (A/V) entertainment, communication, and monitoring systems, navigation systems, environmental systems, and Visual Landing Aids (VLA); conduct network administration and maintenance; and perform Interior Communications (IC) watchstanding.

DoD Relationship O*NET Relationship**Group Title**

Interior Communications

DoD Code

162300

Occupation TitleTelecommunications Line
Installers and Repairers**SOC Code**

49-9052.00

Job FamilyInstallation, Maintenance, and
Repair**Skills**

Systems Analysis

Troubleshooting

Quality Control Analysis

Operation Monitoring

Operation and Control

Repairing

Equipment Maintenance

Reading Comprehension

Management of Material Resources

Systems Evaluation

Abilities

Written Comprehension

Problem Sensitivity

Information Ordering

Selective Attention

Deductive Reasoning

Originality

Oral Expression

Control Precision

Visualization

Inductive Reasoning

ALARM, SAFETY, AND WARNING SYSTEMS**Paygrade**

E5

Task Type

NON-CORE

Task Statements

Alter alarm, safety, and warning systems

E4

CORE

Configure alarm, safety, and warning systems

E4

CORE

Configure Machinery Control Consoles (MCC)

E4

CORE

Perform preventive maintenance on alarm, safety, and warning systems

E4

CORE

Perform preventive maintenance on Machinery Control Consoles (MCC)

E4

CORE

Repair alarm, safety, and warning systems

E4

CORE

Repair Machinery Control Consoles (MCC)

E4

CORE

Test alarm, safety, and warning systems

E4

CORE

Test Machinery Control Consoles (MCC)

E4

CORE

Troubleshoot alarm, safety, and warning systems

E4

CORE

Troubleshoot Machinery Control Consoles (MCC)

E5

CORE

Verify alarm, safety, and warning system configurations

E5

CORE

Verify Machinery Control Consoles (MCC) configurations

AUXILIARY POWER AND SUPPORT SYSTEMS**Paygrade**

E4

Task Type

CORE

Task Statements

Configure backup power systems

E4

CORE

Configure cathodic protection systems

E4

CORE

Perform preventive maintenance on backup power systems

AUXILLARY POWER AND SUPPORT SYSTEMS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform preventive maintenance on cathodic protection systems
E5	CORE	Repair cathodic protection systems
E4	CORE	Replace backup power systems and components
E4	CORE	Test backup power systems
E4	CORE	Test cathodic protection systems
E4	CORE	Troubleshoot backup power systems and components
E5	CORE	Troubleshoot cathodic protection systems
E5	CORE	Verify backup power system configurations
E5	CORE	Verify cathodic protection system configurations

DATA CONVERSION AND DISTRIBUTION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Configure computer and peripheral systems
E4	CORE	Configure data conversion and distribution systems
E4	CORE	Configure Data Multiplexing Systems (DMS) (i.e., Fiber Optic Data Multiplexing System (FODMS) and Gigabit Ethernet Data Multiplexing System (GEDMS))
E5	CORE	Configure network systems
E5	NON-CORE	Configure Programmable Logic Controllers (PLC)
E4	NON-CORE	Establish data links (i.e., dual-net multi-frequency data links and multi-frequency links)
E5	NON-CORE	Maintain network security
E5	CORE	Maintain system password accounts
E6	CORE	Manage network software and firmware operations
E6	CORE	Manage system password accounts
E4	CORE	Perform preventive maintenance on computer and peripheral systems
E4	CORE	Perform preventive maintenance on data conversion and distribution systems
E4	CORE	Perform preventive maintenance on Data Multiplexing Systems (DMS) (i.e., Fiber Optic Data Multiplexing System (FODMS) and Gigabit Ethernet Data Multiplexing System (GEDMS))
E4	CORE	Perform preventive maintenance on network systems
E4	CORE	Perform preventive maintenance on Programmable Logic Controllers (PLC)
E4	CORE	Repair computer and peripheral systems
E5	CORE	Repair data conversion and distribution systems
E4	NON-CORE	Repair data link systems
E4	CORE	Repair Data Multiplexing Systems (DMS) (i.e., Fiber Optic Data Multiplexing System (FODMS) and Gigabit Ethernet Data Multiplexing System (GEDMS))
E5	CORE	Repair network systems
E4	CORE	Repair Programmable Logic Controllers (PLC)
E4	CORE	Test computer and peripheral systems
E4	CORE	Test data conversion and distribution systems
E4	NON-CORE	Test data link systems
E4	CORE	Test Data Multiplexing Systems (DMS) (i.e., Fiber Optic Data Multiplexing System (FODMS) and Gigabit Ethernet Data Multiplexing System (GEDMS))

DATA CONVERSION AND DISTRIBUTION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Test network systems
E4	CORE	Test Programmable Logic Controllers (PLC)
E4	CORE	Troubleshoot computer and peripheral systems
E4	CORE	Troubleshoot data conversion and distribution systems
E4	NON-CORE	Troubleshoot data link systems
E4	CORE	Troubleshoot Data Multiplexing Systems (DMS) (i.e., Fiber Optic Data Multiplexing System (FODMS) and Gigabit Ethernet Data Multiplexing System (GEDMS))
E5	CORE	Troubleshoot network systems
E4	CORE	Troubleshoot Programmable Logic Controllers (PLC)
E5	CORE	Update network software and firmware
E5	CORE	Verify data conversion and distribution system configurations
E4	NON-CORE	Verify data link system configurations
E5	CORE	Verify Data Multiplexing System (DMS) (i.e., Fiber Optic Data Multiplexing System (FODMS) and Gigabit Ethernet Data Multiplexing System (GEDMS)) configurations
E6	CORE	Verify network system configurations

EQUIPMENT ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Calibrate gauges (e.g., temperature, pressure, etc.)
E4	CORE	Calibrate Interior Communications (IC) systems and equipment
E4	CORE	Collect equipment and system status data
E7	CORE	Coordinate equipment certifications and recertifications
E4	CORE	Document equipment and system status data
E5	CORE	Draft procedural documents (e.g., Standard Operating Procedures (SOP), Temporary Standing Orders (TSO), Departure From Specifications (DFS), etc.)
E4	CORE	Inspect work areas, tools, and equipment
E5	CORE	Install Interior Communications (IC) equipment
E4	CORE	Inventory controlled equipment
E7	CORE	Manage divisional equipment and system configurations
E7	CORE	Manage divisional maintenance operations
E6	CORE	Manage equipment certifications and recertifications
E4	CORE	Perform Emergency Action Plans (EAP) and Emergency Destruction Plans (EDP)
E4	CORE	Provide equipment installation and alteration assistance
E6	CORE	Supervise divisional equipment and system configurations
E6	CORE	Supervise divisional maintenance operations
E5	CORE	Supervise equipment installations, testing, and alterations
E5	CORE	Supervise work center equipment and system configurations
E5	CORE	Supervise work center maintenance operations
E6	CORE	Verify equipment installations, testing, and alterations

INDICATING, METERING, AND ORDERING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Calibrate ship's control console systems
E5	CORE	Calibrate steering control systems
E4	CORE	Calibrate Tank Level Indicators (TLI)
E4	CORE	Configure salinity indicating systems (e.g., demineralizing systems, evaporators, reverse osmosis systems, etc.)
E5	CORE	Configure ship's control console systems
E5	CORE	Configure steering control systems
E4	CORE	Configure Tank Level Indicators (TLI)
E4	CORE	Perform preventive maintenance on Ballast Control Console (BCC) systems
E4	CORE	Perform preventive maintenance on salinity indicating systems (e.g., demineralizing systems, evaporators, reverse osmosis systems, etc.)
E4	CORE	Perform preventive maintenance on ship's control console systems
E4	CORE	Perform preventive maintenance on steering control systems
E4	CORE	Perform preventive maintenance on Tank Level Indicators (TLI)
E4	NON-CORE	Repair Ballast Control Console (BCC) systems
E4	CORE	Repair salinity indicating systems (e.g., demineralizing systems, evaporators, reverse osmosis systems, etc.)
E5	CORE	Repair ship's control console systems
E5	CORE	Repair steering control systems
E4	CORE	Repair Tank Level Indicators (TLI)
E4	CORE	Replace Ballast Control Console (BCC) system components
E4	CORE	Test Ballast Control Console (BCC) systems
E4	CORE	Test salinity indicating systems (e.g., demineralizing systems, evaporators, reverse osmosis systems, etc.)
E5	CORE	Test ship's control console systems
E5	CORE	Test steering control systems
E4	CORE	Test Tank Level Indicators (TLI)
E4	CORE	Troubleshoot Ballast Control Console (BCC) systems
E4	CORE	Troubleshoot salinity indicating systems (e.g., demineralizing systems, evaporators, reverse osmosis systems, etc.)
E5	CORE	Troubleshoot ship's control console systems
E5	CORE	Troubleshoot steering control systems
E4	CORE	Troubleshoot Tank Level Indicators (TLI)

INTERIOR COMMUNICATIONS (IC)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Alter amplified voice communication systems
E4	CORE	Configure amplified voice communication systems
E4	CORE	Configure Interior Communications (IC) switchboards
E4	CORE	Configure public address systems
E4	CORE	Configure ship's announcing systems
E4	CORE	Configure ship's service telephone systems and peripherals (e.g., handsets, biscuit boxes, shore connections, etc.)

INTERIOR COMMUNICATIONS (IC) (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Configure sound-powered telephone systems and peripherals (e.g., circuits, boxes, switchboards, bell buzzer systems, etc.)
E5	CORE	Design public address systems
E4	NON-CORE	Erect public address systems
E6	CORE	Manage implementation of telecommunication plans for ship's service telephone systems
E4	CORE	Perform preventive maintenance on amplified voice communication systems
E4	CORE	Perform preventive maintenance on Interior Communications (IC) switchboards
E4	CORE	Perform preventive maintenance on ship's announcing systems
E4	CORE	Perform preventive maintenance on ship's service telephone systems and peripherals (e.g., handsets, biscuit boxes, shore connections, etc.)
E4	CORE	Perform preventive maintenance on sound-powered telephone systems and peripherals (e.g., circuits, boxes, switchboards, bell buzzer systems, etc.)
E4	CORE	Repair amplified voice communication systems
E5	CORE	Repair Interior Communications (IC) switchboards
E4	CORE	Repair ship's announcing systems
E4	CORE	Repair ship's service telephone systems and peripherals (e.g., handsets, biscuit boxes, shore connections, etc.)
E4	CORE	Repair sound-powered telephone systems and peripherals (e.g., circuits, boxes, switchboards, bell buzzer systems, etc.)
E4	CORE	Replace public address systems and components
E4	CORE	Test amplified voice communication systems
E4	CORE	Test Interior Communications (IC) switchboards
E4	CORE	Test public address systems
E4	CORE	Test ship's announcing systems
E4	CORE	Test ship's service telephone systems and peripherals (e.g., handsets, biscuit boxes, shore connections, etc.)
E4	CORE	Test sound-powered telephone systems and peripherals (e.g., circuits, boxes, switchboards, bell buzzer systems, etc.)
E4	CORE	Troubleshoot amplified voice communication systems
E5	CORE	Troubleshoot Interior Communications (IC) switchboards
E4	CORE	Troubleshoot public address systems
E4	CORE	Troubleshoot ship's announcing systems
E4	CORE	Troubleshoot ship's service telephone systems and peripherals (e.g., handsets, biscuit boxes, shore connections, etc.)
E4	CORE	Troubleshoot sound-powered telephone systems and peripherals (e.g., circuits, boxes, switchboards, bell buzzer systems, etc.)
E6	CORE	Verify ship's announcing system configurations

MULTIMEDIA ENTERTAINMENT, COMMUNICATION, AND VIDEO MONITORING SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Align Television Direct-to-Sailor (TV-DTS) system antennas
E4	CORE	Alter Audio/Video (A/V) entertainment systems

MULTIMEDIA ENTERTAINMENT, COMMUNICATION, AND VIDEO MONITORING SYSTEMS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Alter centralized video distribution systems
E4	CORE	Alter telecommunication systems
E4	CORE	Alter Television Direct-to-Sailor (TV-DTS) systems
E4	NON-CORE	Alter video communication systems
E4	CORE	Broadcast Audio/Video (A/V) entertainment
E5	CORE	Broadcast telecommunications
E5	NON-CORE	Broadcast video communications
E4	CORE	Broadcast video monitoring feeds (e.g., Closed Circuit Televisions (CCTV), flight deck surveillance camera systems, etc.)
E4	CORE	Calibrate Television Direct-to-Sailor (TV-DTS) systems
E4	CORE	Configure Audio/Video (A/V) entertainment systems
E6	CORE	Configure centralized video distribution systems
E4	CORE	Configure telecommunication systems
E4	CORE	Configure Television Direct-to-Sailor (TV-DTS) systems
E5	CORE	Configure video communication systems
E4	CORE	Configure video monitoring systems (e.g., Closed Circuit Televisions (CCTV), flight deck surveillance camera systems, etc.)
E6	CORE	Design centralized video distribution systems
E5	CORE	Install Audio/Video (A/V) entertainment systems
E4	CORE	Install centralized video distribution systems
E4	CORE	Install Television Direct-to-Sailor (TV-DTS) systems
E4	CORE	Inventory Naval media assets
E4	CORE	Perform preventive maintenance on Audio/Video (A/V) entertainment systems
E4	CORE	Perform preventive maintenance on centralized video distribution systems
E4	CORE	Perform preventive maintenance on Television Direct-to-Sailor (TV-DTS) systems
E4	CORE	Perform preventive maintenance on video monitoring systems (e.g., Closed Circuit Televisions (CCTV), flight deck surveillance camera systems, etc.)
E4	NON-CORE	Produce multimedia content
E4	CORE	Repair Audio/Video (A/V) entertainment systems
E4	CORE	Repair centralized video distribution systems
E4	CORE	Repair telecommunication systems
E4	CORE	Repair Television Direct-to-Sailor (TV-DTS) systems
E5	NON-CORE	Repair video communication systems
E4	CORE	Repair video monitoring systems (e.g., Closed Circuit Televisions (CCTV), flight deck surveillance camera systems, etc.)
E4	CORE	Test Audio/Video (A/V) entertainment systems
E4	CORE	Test centralized video distribution systems
E4	CORE	Test telecommunication systems
E4	CORE	Test Television Direct-to-Sailor (TV-DTS) systems
E5	NON-CORE	Test video communication systems

MULTIMEDIA ENTERTAINMENT, COMMUNICATION, AND VIDEO MONITORING SYSTEMS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Test video monitoring systems (e.g., Closed Circuit Televisions (CCTV), flight deck surveillance camera systems, etc.)
E4	CORE	Troubleshoot Audio/Video (A/V) entertainment systems
E4	CORE	Troubleshoot centralized video distribution systems
E4	CORE	Troubleshoot telecommunication systems
E4	CORE	Troubleshoot Television Direct-to-Sailor (TV-DTS) systems
E5	NON-CORE	Troubleshoot video communication systems
E4	CORE	Troubleshoot video monitoring systems (e.g., Closed Circuit Televisions (CCTV), flight deck surveillance camera systems, etc.)
E5	CORE	Verify Television Direct-to-Sailor (TV-DTS) system configurations and alignments

NAVIGATION SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Calibrate navigation systems
E5	CORE	Calibrate wind speed and direction systems
E6	CORE	Configure navigation systems
E5	CORE	Configure ship's speed systems
E4	CORE	Configure wind speed and direction systems
E6	CORE	Extract data from navigation systems for diagnostics
E4	CORE	Perform preventive maintenance on navigation systems
E4	CORE	Perform preventive maintenance on ship's speed systems
E4	CORE	Perform preventive maintenance on wind speed and direction systems
E6	CORE	Repair navigation systems
E5	CORE	Repair ship's speed systems
E4	CORE	Repair wind speed and direction systems
E5	CORE	Supervise wind speed and direction system corrective maintenance
E6	CORE	Test navigation systems
E5	CORE	Test ship's speed systems
E4	CORE	Test wind speed and direction systems
E6	CORE	Troubleshoot navigation systems
E5	CORE	Troubleshoot ship's speed systems
E4	CORE	Troubleshoot wind speed and direction systems

TECHNICAL CORE FUNDAMENTALS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Align electromechanical (synchro/servo) systems
E4	CORE	Align valves
E4	CORE	Alter Commercial-Off-The-Shelf (COTS) and Non-Program of Record (Non-POR) systems (e.g., video, audio, communication, etc.)
E4	CORE	Analyze blueprints and ship's drawings

TECHNICAL CORE FUNDAMENTALS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze schematics (e.g., mechanical drawings, electronic schematics, piping and valve drawings, etc.)
E4	CORE	Analyze technical manuals
E7	CORE	Asses Combat Information Center (CIC)/Combat Direction Center (CDC) systems operations and tactical impact
E4	CORE	Calibrate electromechanical (synchro/servo) systems
E5	CORE	Conduct training evolutions (e.g., Combat Systems Training Teams (CSTT), etc.)
E5	CORE	Conduct watchstander briefs
E4	CORE	Configure Alternating Current (AC) circuits
E4	CORE	Configure combat systems equipment
E4	CORE	Configure combat systems for conditions of Hazards of Electromagnetic Radiation to Ordnance (HERO), Hazards of Electromagnetic Radiation to Personnel (HERP), and Hazards of Electromagnetic Radiation to Fuel (HERF)
E4	CORE	Configure Commercial-Off-The-Shelf (COTS) and Non-Program of Record (Non-POR) systems (e.g., video, audio, communication, etc.)
E4	CORE	Configure digital circuits
E4	CORE	Configure Direct Current (DC) circuits
E4	CORE	Configure electromechanical (synchro/servo) systems
E4	NON-CORE	Configure Tactical Air Navigation (TACAN) systems
E5	CORE	Control Electromagnetic Interference (EMI) and Radio Frequency Interference (RFI) effects on electronic systems
E7	CORE	Coordinate combat systems during casualty conditions
E6	CORE	Coordinate Combat Systems Alignment (CSA) evolutions
E7	CORE	Coordinate configurations of combat systems for conditions of Hazards of Electromagnetic Radiation to Ordnance (HERO), Hazards of Electromagnetic Radiation to Personnel (HERP), and Hazards of Electromagnetic Radiation to Fuel (HERF)
E6	CORE	Coordinate training evolutions (e.g., Combat Systems Training Teams (CSTT), etc.)
E5	CORE	Design Commercial-Off-The-Shelf (COTS) and Non-Program of Record (Non-POR) systems (e.g., video, audio, communication, etc.)
E5	CORE	Develop training evolutions (e.g., Combat Systems Training Teams (CSTT), etc.)
E5	CORE	Evaluate training evolutions (e.g., Combat Systems Training Teams (CSTT), etc.)
E4	NON-CORE	Install Commercial-Off-The-Shelf (COTS) and Non-Program of Record (Non-POR) systems (e.g., video, audio, communication, etc.)
E5	NON-CORE	Load image software
E6	CORE	Manage combat systems during casualty conditions
E5	CORE	Manage Combat Systems Alignment (CSA) evolutions
E5	CORE	Manage combat systems equipment configurations
E6	CORE	Manage configurations of combat systems for conditions of Hazards of Electromagnetic Radiation to Ordnance (HERO), Hazards of Electromagnetic Radiation to Personnel (HERP), and Hazards of Electromagnetic Radiation to Fuel (HERF)
E4	CORE	Perform basic soldering on electrical and electronic equipment

TECHNICAL CORE FUNDAMENTALS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform Combat Systems Alignments (CSA)
E4	CORE	Perform Combat Systems Operational Sequencing System (CSOSS) procedures (e.g., casualty responses/operations, normal operations, energize/de-energize equipment, etc.)
E4	CORE	Perform corrosion prevention and control procedures on Interior Communications (IC) equipment and systems
E4	CORE	Perform external communications (i.e., ship-to-ship, ship-to-shore, and ship-to-air)
E4	CORE	Perform preventive maintenance on Alternating Current (AC) circuits
E4	CORE	Perform preventive maintenance on Commercial-Off-The-Shelf (COTS) and Non-Program of Record (Non-POR) systems (e.g., video, audio, communication, etc.)
E4	CORE	Perform preventive maintenance on digital circuits
E4	CORE	Perform preventive maintenance on Direct Current (DC) circuits
E4	CORE	Perform preventive maintenance on electromechanical (synchro/servo) systems
E4	CORE	Perform preventive maintenance on valves
E5	CORE	Procure Commercial-Off-The-Shelf (COTS) and Non-Program of Record (Non-POR) systems (e.g., video, audio, communication, etc.)
E4	CORE	Provide Interior Communications (IC) technical support
E4	CORE	Repair Alternating Current (AC) circuits
E5	NON-CORE	Repair Commercial-Off-The-Shelf (COTS) and Non-Program of Record (Non-POR) systems (e.g., video, audio, communication, etc.)
E4	CORE	Repair digital circuits
E4	CORE	Repair Direct Current (DC) circuits
E4	CORE	Repair electromechanical (synchro/servo) systems
E5	NON-CORE	Repair fiber optic cables and connectors
E4	CORE	Repair interconnecting cables and connectors
E4	NON-CORE	Repair Line of Sight (LOS) tactical networks
E4	CORE	Repair power conversion and distribution systems
E4	CORE	Repair power supplies
E4	CORE	Repair Radio Frequency (RF) circuits
E4	NON-CORE	Repair valves
E4	CORE	Replace Alternating Current and Direct Current (AC/DC) motors
E4	CORE	Replace Commercial-Off-The-Shelf (COTS) and Non-Program of Record (Non-POR) systems (e.g., video, audio, communication, etc.)
E4	CORE	Replace valves
E4	CORE	Safeguard classified material
E4	CORE	Set Emission Control (EMCON) conditions
E5	CORE	Supervise combat systems during casualty conditions
E5	CORE	Supervise configurations of combat systems for conditions of Hazards of Electromagnetic Radiation to Ordnance (HERO), Hazards of Electromagnetic Radiation to Personnel (HERP), and Hazards of Electromagnetic Radiation to Fuel (HERF)
E4	CORE	Test Alternating Current (AC) circuits

TECHNICAL CORE FUNDAMENTALS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Test Alternating Current and Direct Current (AC/DC) motors
E4	CORE	Test Commercial-Off-The-Shelf (COTS) and Non-Program of Record (Non-POR) systems (e.g., video, audio, communication, etc.)
E4	CORE	Test digital circuits
E4	CORE	Test Direct Current (DC) circuits
E4	CORE	Test electromechanical (synchro/servo) systems
E4	CORE	Test fiber optic cables and connectors
E4	CORE	Test interconnecting cables and connectors
E4	CORE	Test power supplies
E4	CORE	Test Radio Frequency (RF) circuits
E4	CORE	Test valves
E5	CORE	Train technicians in casualty control procedures
E4	CORE	Troubleshoot Alternating Current (AC) circuits
E5	CORE	Troubleshoot Alternating Current and Direct Current (AC/DC) motors
E4	CORE	Troubleshoot Commercial-Off-The-Shelf (COTS) and Non-Program of Record (Non-POR) systems (e.g., video, audio, communication, etc.)
E4	CORE	Troubleshoot digital circuits
E4	CORE	Troubleshoot Direct Current (DC) circuits
E4	CORE	Troubleshoot electromechanical (synchro/servo) systems
E4	CORE	Troubleshoot fiber optic cables and connectors
E4	CORE	Troubleshoot interconnecting cables and connectors
E4	NON-CORE	Troubleshoot Line of Sight (LOS) tactical networks
E4	CORE	Troubleshoot power conversion and distribution systems
E4	CORE	Troubleshoot power supplies
E4	CORE	Troubleshoot Radio Frequency (RF) circuits
E4	CORE	Troubleshoot valves
E5	CORE	Verify Alternating Current (AC) circuit configurations
E5	CORE	Verify digital circuit configurations
E5	CORE	Verify Direct Current (DC) circuit configurations
E6	CORE	Verify electromechanical (synchro/servo) system configurations and alignments
E6	CORE	Verify valve alignments

VISUAL LANDING AIDS (VLA)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Align lift systems (i.e., hydraulic, pneumatic, and electromechanical)
E4	CORE	Alter lift systems (i.e., hydraulic, pneumatic, and electromechanical)
E4	CORE	Calibrate lift systems (i.e., hydraulic, pneumatic, and electromechanical)
E4	CORE	Calibrate Visual Landing Aid (VLA) systems
E4	CORE	Configure Visual Landing Aid (VLA) systems
E4	CORE	Perform preventive maintenance on lift systems (i.e., hydraulic, pneumatic, and electromechanical)
E4	CORE	Perform preventive maintenance on Visual Landing Aid (VLA) systems

VISUAL LANDING AIDS (VLA) (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Repair lift systems (i.e., hydraulic, pneumatic, and electromechanical)
E4	CORE	Repair Visual Landing Aid (VLA) systems
E4	CORE	Test lift systems (i.e., hydraulic, pneumatic, and electromechanical)
E4	CORE	Test Visual Landing Aid (VLA) systems
E4	CORE	Troubleshoot lift systems (i.e., hydraulic, pneumatic, and electromechanical)
E4	CORE	Troubleshoot Visual Landing Aid (VLA) systems

Job Title**Interior Communications Administrator****Job Code****003735****Job Family**

Installation, Maintenance, and Repair

NOC

TBD

Short Title (30 Characters)

INTERIOR COMMUNICATIONS ADMN

Short Title (14 Characters)

INT COMMS ADMN

Pay Plan

Enlisted

Career Field

IC

Other Relationships and Rules

NEC VXXX series and other NECs as assigned

Job Description

Interior Communications Administrators manage large projects and provide mentorship to develop junior personnel; prepare progress reports and maintenance schedules for Interior Communications (IC) systems for and during overhaul periods; plan, staff, direct, and control multiple projects; and mentor technicians and operators.

DoD Relationship**Group Title**

Interior Communications

DoD Code

162300

O*NET Relationship**Occupation Title**

First-Line Supervisors of
Mechanics, Installers, and
Repairers

SOC Code

49-1011.00

Job Family

Installation, Maintenance, and
Repair

Skills*Management of Material Resources**Systems Analysis**Quality Control Analysis**Systems Evaluation**Management of Personnel Resources**Operation and Control**Judgment and Decision Making**Coordination**Instructing**Time Management***Abilities***Written Comprehension**Information Ordering**Oral Expression**Problem Sensitivity**Written Expression**Inductive Reasoning**Visualization**Time Sharing**Deductive Reasoning**Control Precision***ALARM, SAFETY, AND WARNING SYSTEMS****Paygrade**

E5

Task Type

NON-CORE

Task Statements

Alter alarm, safety, and warning systems

E5

CORE

Verify alarm, safety, and warning system configurations

E5

CORE

Verify Machinery Control Consoles (MCC) configurations

AUXILIARY POWER AND SUPPORT SYSTEMS**Paygrade**

E5

Task Type

CORE

Task Statements

Verify backup power system configurations

E5

CORE

Verify cathodic protection system configurations

DATA CONVERSION AND DISTRIBUTION**Paygrade**

E6

Task Type

CORE

Task Statements

Inventory network software and firmware

E5

NON-CORE

Maintain network security

E5

CORE

Maintain system password accounts

E7

NON-CORE

Manage network security

E6

CORE

Manage network software and firmware operations

E6

CORE

Manage system password accounts

E6

NON-CORE

Supervise network security

E5

CORE

Update network software and firmware

E5

CORE

Verify data conversion and distribution system configurations

E6

CORE

Verify network system configurations

EQUIPMENT ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	NON-CORE	Analyze equipment and system status data
E7	CORE	Approve equipment installations, testing, and alterations
E5	NON-CORE	Calibrate gauges (e.g., temperature, pressure, etc.)
E4	CORE	Collect equipment and system status data
E7	CORE	Coordinate equipment certifications and recertifications
E7	CORE	Coordinate equipment installations, testing, and alterations
E7	CORE	Develop equipment status briefs and reports
E4	CORE	Document equipment and system status data
E5	CORE	Draft procedural documents (e.g., Standard Operating Procedures (SOP), Temporary Standing Orders (TSO), Departure From Specifications (DFS), etc.)
E5	CORE	Interpret requirements from technical briefs, notices, and bulletins
E5	CORE	Inventory Maintenance Assistance Modules (MAM)
E4	CORE	Maintain Interior Communications (IC) systems and equipment calibration records
E7	CORE	Manage calibration programs
E7	CORE	Manage controlled equipment
E7	CORE	Manage divisional equipment and system configurations
E7	CORE	Manage divisional maintenance operations
E6	CORE	Manage equipment certifications and recertifications
E7	CORE	Manage Maintenance Assistance Modules (MAM) usage
E7	CORE	Manage procedural documents (e.g., Standard Operating Procedures (SOP), Temporary Standing Orders (TSO), Departure From Specifications (DFS), etc.)
E6	CORE	Manage safety programs and instructions (e.g., aloft, electrical equipment, etc.)
E6	CORE	Supervise divisional equipment and system configurations
E6	CORE	Supervise divisional maintenance operations
E5	CORE	Supervise electronic test equipment inventories
E5	CORE	Supervise equipment installations, testing, and alterations
E6	CORE	Supervise Maintenance Assistance Modules (MAM) usage
E5	CORE	Supervise work center equipment and system configurations
E5	CORE	Supervise work center maintenance operations
E6	CORE	Verify equipment installations, testing, and alterations
E6	CORE	Verify procedural documents (e.g., Standard Operating Procedures (SOP), Temporary Standing Orders (TSO), Departure From Specifications (DFS), etc.)

INDICATING, METERING, AND ORDERING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Supervise steering control system corrective maintenance
E7	CORE	Verify ship's control console system configurations
E7	CORE	Verify steering control system configurations

INTERIOR COMMUNICATIONS (IC)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Approve public address system designs
E5	CORE	Design public address systems

INTERIOR COMMUNICATIONS (IC) (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Manage implementation of telecommunication plans for ship's service telephone systems
E5	CORE	Verify Interior Communications (IC) switchboard configurations
E6	CORE	Verify ship's service telephone system and peripherals (e.g., handsets, biscuit boxes, shore connections, etc.) configurations
E6	CORE	Verify sound-powered telephone system and peripherals (e.g., circuits, boxes, switchboards, bell buzzer systems, etc.) configurations

MULTIMEDIA ENTERTAINMENT, COMMUNICATION, AND VIDEO MONITORING SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Alter centralized video distribution systems
E7	CORE	Approve centralized video distribution system designs
E7	CORE	Approve multimedia content
E6	CORE	Design centralized video distribution systems
E4	CORE	Inventory Naval media assets
E5	CORE	Manage Naval media assets
E6	CORE	Supervise Audio/Video (A/V) entertainment broadcasts
E6	CORE	Supervise Audio/Video (A/V) entertainment system installations
E6	CORE	Supervise centralized video distribution system installations
E7	CORE	Supervise video communication broadcasts
E6	CORE	Supervise video monitoring feed broadcasts (e.g., Closed Circuit Televisions (CCTV), flight deck surveillance camera systems, etc.)
E6	CORE	Verify multimedia content
E6	CORE	Verify telecommunication readiness
E5	CORE	Verify Television Direct-to-Sailor (TV-DTS) system configurations and alignments

NAVIGATION SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Extract data from navigation systems for diagnostics
E7	CORE	Supervise navigation system corrective maintenance
E6	CORE	Verify navigation system configurations
E6	CORE	Verify ship's speed system configurations

TECHNICAL CORE FUNDAMENTALS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Align electromechanical (synchro/servo) systems
E4	CORE	Analyze technical manuals
E7	CORE	Approve Commercial-Off-The-Shelf (COTS) and Non-Program of Record (Non-POR) system (e.g., video, audio, communication, etc.) designs
E7	CORE	Approve Commercial-Off-The-Shelf (COTS) and Non-Program of Record (Non-POR) system (e.g., video, audio, communication, etc.) procurements
E7	CORE	Asses Combat Information Center (CIC)/Combat Direction Center (CDC) systems operations and tactical impact
E5	CORE	Conduct training evolutions (e.g., Combat Systems Training Teams (CSTT), etc.)

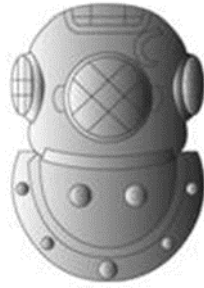
TECHNICAL CORE FUNDAMENTALS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Conduct watchstander briefs
E7	CORE	Coordinate combat systems during casualty conditions
E6	CORE	Coordinate Combat Systems Alignment (CSA) evolutions
E7	CORE	Coordinate configurations of combat systems for conditions of Hazards of Electromagnetic Radiation to Ordnance (HERO), Hazards of Electromagnetic Radiation to Personnel (HERP), and Hazards of Electromagnetic Radiation to Fuel (HERF)
E7	CORE	Coordinate Interior Communications (IC) watchstander qualifications and processes
E7	CORE	Coordinate personnel qualification and certification programs
E6	CORE	Coordinate training evolutions (e.g., Combat Systems Training Teams (CSTT), etc.)
E5	CORE	Design Commercial-Off-The-Shelf (COTS) and Non-Program of Record (Non-POR) systems (e.g., video, audio, communication, etc.)
E5	CORE	Develop training evolutions (e.g., Combat Systems Training Teams (CSTT), etc.)
E6	CORE	Draft Casualty Reports (CASREP)
E5	CORE	Evaluate training evolutions (e.g., Combat Systems Training Teams (CSTT), etc.)
E6	CORE	Manage combat systems during casualty conditions
E5	CORE	Manage Combat Systems Alignment (CSA) evolutions
E5	CORE	Manage combat systems equipment configurations
E7	CORE	Manage Combat Systems Operational Sequencing System (CSOSS) operations
E6	CORE	Manage configurations of combat systems for conditions of Hazards of Electromagnetic Radiation to Ordnance (HERO), Hazards of Electromagnetic Radiation to Personnel (HERP), and Hazards of Electromagnetic Radiation to Fuel (HERF)
E7	CORE	Manage equipment Casualty Reporting (CASREP) process
E6	CORE	Manage Interior Communications (IC) watchstander qualifications and processes
E6	CORE	Manage personnel qualification and certification programs
E4	CORE	Perform external communications (i.e., ship-to-ship, ship-to-shore, and ship-to-air)
E5	CORE	Procure Commercial-Off-The-Shelf (COTS) and Non-Program of Record (Non-POR) systems (e.g., video, audio, communication, etc.)
E4	CORE	Provide Interior Communications (IC) technical support
E4	CORE	Safeguard classified material
E5	CORE	Supervise Interior Communications (IC) watchstander qualifications and processes
E5	CORE	Supervise personnel qualification and certification programs
E6	CORE	Train personnel on Casualty Reports (CASREP) procedures
E5	CORE	Train technicians in casualty control procedures
E5	CORE	Update Combat Systems Operational Sequencing System (CSOSS)
E6	CORE	Validate Combat Systems Operational Sequencing System (CSOSS)
E6	CORE	Verify Commercial-Off-The-Shelf (COTS) and Non-Program of Record (Non-POR) system (e.g., video, audio, communication, etc.) configurations
E5	CORE	Verify digital circuit configurations
E6	CORE	Verify electromechanical (synchro/servo) system configurations and alignments
E6	CORE	Verify valve alignments

VISUAL LANDING AIDS (VLA)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Supervise Visual Landing Aid (VLA) system corrective maintenance
E7	CORE	Verify lift system (i.e., hydraulic, pneumatic, and electromechanical) alignments
E7	CORE	Verify Visual Landing Aid (VLA) system configurations

CHAPTER 44



NAVY DIVER (ND)

NAVPERS 18068F-44B
Change 87

Updated: July 2021

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NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

NAVY DIVER (ND)



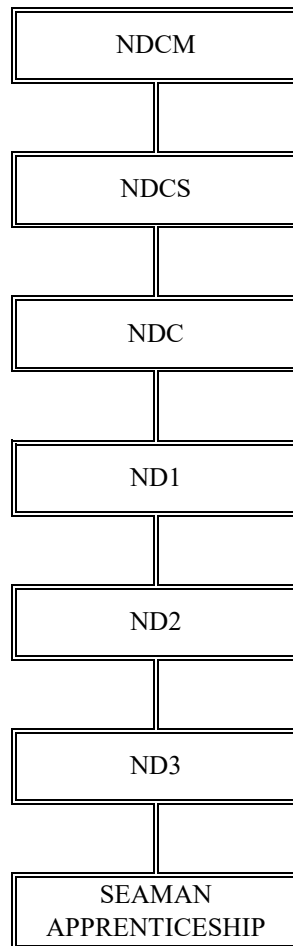
SCOPE OF RATING

Navy Divers (ND) perform underwater salvage, recovery, repair, and maintenance on ships and submarines; search for and recover downed aircraft; conduct harbor clearance operations; provide assistance to military, federal, state, and local civilian law enforcement agencies in diving operations and procedures; maintain and repair diving equipment and systems; research and develop new diving techniques and procedures; conduct submarine rescue operations; maintain forms, records, correspondence, and files; and perform and supervise recompression chamber operations, hyperbaric treatment for diving and non-diving illnesses, open, closed, and semi-closed circuit Underwater Breathing Apparatus (UBA) diving, surface-supplied air and mixed-gas diving operations, demolition operations, and small arms proficiency.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 44.

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 articles 1220-100, 1220-410 and 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**Second Class Diver****Job Code****001100****Job Family**

Installation, Maintenance, and Repair

NOC

TBD

Short Title (30 Characters)

SECOND CLASS DIVER

Short Title (14 Characters)

SCND CLASS DVR

Pay Plan

Enlisted

Career Field

ND

Other Relationships and Rules

NEC M2DV or other NECs as assigned

Job Description

Second Class Divers perform diving operations utilizing all air and mixed gas United States Navy (USN) diving apparatus; operate, test, repair, and maintain all USN diving equipment, systems, and support equipment to include recompression chambers; perform underwater harbor/port/ship security inspections including ordnance searching and ship/submarine repair; perform salvage, expeditionary salvage and littoral combat, submarine rescue, and Special Warfare (SPECWAR) operations; perform underwater cutting and welding, demolition operations and small boat operations; operate Dry Deck Shelter (DDS) and submarine lock-in/lock-out systems; and are able to recognize symptoms and assist in treatment of diving and non-diving related (e.g., Unmanned Underwater Vehicle (UUV), Remotely Operated Vehicle (ROV), etc.) injuries.

DoD Relationship**Group Title**

Divers

DoD Code

143300

O*NET Relationship**Occupation Title**

Commercial Divers

SOC Code

49-9092.00

Job Family

Installation, Maintenance, and Repair

Skills*Operation and Control**Judgment and Decision Making**Critical Thinking**Monitoring**Quality Control Analysis**Repairing**Equipment Selection**Operation Monitoring**Coordination**Equipment Maintenance***Abilities***Information Ordering**Spatial Orientation**Multi-limb Coordination**Problem Sensitivity**Manual Dexterity**Stamina**Control Precision**Gross Body Coordination**Written Comprehension**Deductive Reasoning***HUMAN PERFORMANCE****Paygrade****Task Type****Task Statements**

E4

CORE

Conduct combat simulation training

E4

CORE

Conduct endurance training

E4

CORE

Conduct load planning

E4

CORE

Conduct nutrition training

E4

CORE

Conduct physical therapy/rehabilitation training

E4

CORE

Conduct strength training

E4

CORE

Establish wellness and resiliency plans (e.g., operational stress, mental/behavioral health, etc.)

E4

CORE

Implement wellness and resiliency measures (e.g., mind, body, etc.)

E4

CORE

Maintain individual wellness and resilience

CUTTING, WELDING AND ANCILLARY EQUIPMENT OPERATIONS**Paygrade****Task Type****Task Statements**

E4

CORE

Conduct surface communications

E4

CORE

Employ electrical diving equipment

E4

CORE

Employ electronic diving equipment

E4

CORE

Employ hydraulic equipment

E4

CORE

Employ pneumatic tools

E4

CORE

Perform Diving Weight Handling Systems (DWHS) operations

CUTTING, WELDING AND ANCILLARY EQUIPMENT OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform underwater cutting
E4	CORE	Perform underwater recording operations (e.g., audiovisual equipment, borescope, etc.)
E4	CORE	Perform underwater welding operations

DIVING ADMINISTRATION, RESOURCES, RELATIONS AND MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Conduct diving assessments and inspections (e.g. safety survey checklists, supervisor drills, etc.)
E5	CORE	Draft diving administration documentation
E5	CORE	Maintain diving administrative records
E4	CORE	Perform Diver Life Support Systems (DLSS) re-entry control procedures
E4	CORE	Prepare diving resources and requirements (e.g., equipment, paperwork, etc.)
E4	CORE	Validate diver-related blueprints

DIVING MEDICINE AND RECOMPRESSION CHAMBER OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Administer basic diving and altitude Decompression Sickness (DCS) treatment
E4	CORE	Administer basic first aid
E4	CORE	Align recompression chamber systems
E4	CORE	Employ hyperbaric chamber support equipment
E5	CORE	Evaluate patients before, during, and after hyperbaric treatments

DIVING OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct aviation egress survival training
E4	CORE	Conduct submarine egress survival training
E4	CORE	Conduct submarine rescue operations
E4	CORE	Conduct underwater communications
E4	CORE	Employ air Surface-Supplied Diving Systems (SSDS)
E5	NON-CORE	Employ atmospheric diving systems (Pressurized Rescue Module (PRM), Submarine Rescue Chamber (SRC), and Atmospheric Diving Systems Suit (ADS))
E4	CORE	Employ Diver Life Support Equipment (DLSE)
E4	CORE	Employ Gas Transfer Systems (GTS)
E4	CORE	Navigate small boats
E4	CORE	Perform closed and semi-closed circuit Underwater Breathing Apparatus (UBA) dives
E4	CORE	Perform contaminated and cold water diving operations
E4	CORE	Perform diving operations with Navy Dive Computers (NDC)
E5	CORE	Perform maintenance on certified diving systems and Underwater Breathing Apparatuses (UBA)
E4	CORE	Perform open-circuit Self-Contained Underwater Breathing Apparatus (SCUBA) dives
E5	CORE	Perform saturation dives
E4	CORE	Perform surface-supplied diving operations
E4	CORE	Perform swift water diving operations

DIVING OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform Variable Volume Dry Suit (VVDS) diving operations
E5	CORE	Supervise small boat operations

EXPEDITIONARY OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Administer combat life-saving medical treatments
E4	CORE	Conduct land navigation
E4	NON-CORE	Conduct strike mounted tactical movements
E4	CORE	Conduct tactical communications
E4	NON-CORE	Maintain crew served weapons
E4	NON-CORE	Maintain small arms
E4	NON-CORE	Perform advanced small arms techniques

SALVAGE OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform mooring/Dynamic Positioning (DP) operations
E4	CORE	Conduct salvage surveys
E4	CORE	Maintain salvage equipment
E4	CORE	Perform rigging operations (e.g., towing, heavy lifting, etc.)
E4	CORE	Perform salvage operations

SPECIAL WARFARE OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform Dry Deck Shelter (DDS) operations
E4	CORE	Perform Lock Out Chamber (LOC) operations
E4	CORE	Perform Lock Out Trunk (LOT) operations

UNDERWATER SEARCH AND RECOVERY AND DEMOLITION OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform demolition evolutions
E4	CORE	Perform ordnance searches (e.g., Antiterrorism Force Protection (ATFP), Mine Exercise (MineX), etc.)
E5	CORE	Perform Remote Operation Vehicle (ROV) operations
E5	CORE	Perform side scan sonar searches
E4	CORE	Perform underwater recovery of light items (e.g., ordnance, bodies, weapons, equipment, etc.)
E4	CORE	Perform underwater searches
E4	CORE	Perform underwater sound transmitter receiver operations
E4	NON-CORE	Store demolition materials
E4	NON-CORE	Transport Arms, Ammunition and Explosives (AA&E)

UNDERWATER SHIP AND SUBMARINE MAINTENANCE AND REPAIR

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct Battle Damage Assessment (BDA)
E4	CORE	Conduct Radiological Control (RADCON)

UNDERWATER SHIP AND SUBMARINE MAINTENANCE AND REPAIR (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Inspect drydocking
E4	CORE	Inspect submarine underwater hulls
E4	CORE	Inspect surface ship underwater hulls
E4	CORE	Install cofferdams (submarine and surface ship)
E4	CORE	Repair cranes and rigging
E4	CORE	Repair enclosed-space components (submarine and surface ship)
E4	CORE	Repair hull penetrations
E4	CORE	Repair submarine hull and mechanical systems
E4	CORE	Repair submarine propulsion and steering systems
E4	CORE	Repair submarine sensor systems
E4	CORE	Repair submarine weapon systems
E4	CORE	Repair surface ship hull and mechanical systems
E4	CORE	Repair surface ship masking systems
E4	CORE	Repair surface ship propulsion and steering systems
E4	CORE	Repair surface ship sensor systems
E4	NON-CORE	Repair underwater facilities (e.g., caisson door, degaussing range, electrical cables, etc.)

Job Title**First Class Diver****Job Code****001105****Job Family**

Installation, Maintenance, and Repair

NOC

TBD

Short Title (30 Characters)

FIRST CLASS DIVER

Short Title (14 Characters)

FRST CLASS DVR

Pay Plan

Enlisted

Career Field

ND

Other Relationships and Rules

NEC MIDV or other NECs as assigned

Job Description

First Class Divers supervise diving operations utilizing all air and mixed gas United States Navy (USN) diving apparatus; supervise the test, repair, and maintenance of all USN Diving equipment, systems, and support equipment to include recompression chambers; supervise underwater harbor/port/ship security inspections including ordnance searching and ship/submarine repairs; supervise salvage, expeditionary salvage and littoral combat, submarine rescue, and Special Warfare (SPECWAR) operations; supervise underwater cutting and welding, demolition operations, and small boat operations; supervise Dry Deck Shelter (DDS), submarine lock-in/lock-out systems, and submarine rescue chambers; able to diagnose and administer treatment of diving and non-diving related injuries (e.g., Unmanned Underwater Vehicle (UUV), Remotely Operated Vehicle (ROV), etc.); train USN Department of Defense (DoD) military and other personnel in diving procedures, equipment, and systems; and operate, maintain, and support saturation/deep dive systems and equipment.

DoD Relationship**O*NET Relationship****Group Title**

Divers

DoD Code

143300

Occupation Title

Commercial Divers

SOC Code

49-9092.00

Job Family

Installation, Maintenance, and Repair

Skills*Operation and Control**Judgment and Decision Making**Critical Thinking**Management of Personnel Resources**Monitoring**Quality Control Analysis**Coordination**Equipment Selection**Operation Monitoring**Repairing***Abilities***Information Ordering**Problem Sensitivity**Inductive Reasoning**Oral Expression**Written Comprehension**Deductive Reasoning**Spatial Orientation**Multi-limb Coordination**Control Precision**Stamina***HUMAN PERFORMANCE****Paygrade****Task Type****Task Statements**

E6

CORE

Assess individual/team wellness and resiliency plans

E4

CORE

Conduct combat simulation training

E4

CORE

Conduct endurance training

E4

CORE

Conduct load planning

E4

CORE

Conduct nutrition training

E4

CORE

Conduct physical therapy/rehabilitation training

E4

CORE

Conduct strength training

E4

CORE

Establish wellness and resiliency plans (e.g., operational stress, mental/behavioral health, etc.)

E4

CORE

Implement wellness and resiliency measures (e.g., mind, body, etc.)

E4

CORE

Maintain individual wellness and resilience

E6

CORE

Manage physical conditioning training

E5

CORE

Plan physical conditioning training

E5

CORE

Supervise physical conditioning training

CUTTING, WELDING AND ANCILLARY EQUIPMENT OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct surface communications
E4	CORE	Employ electrical diving equipment
E4	CORE	Employ electronic diving equipment
E4	CORE	Employ hydraulic equipment
E4	CORE	Employ pneumatic tools
E4	CORE	Perform Diving Weight Handling Systems (DWHS) operations
E4	CORE	Perform underwater cutting
E4	CORE	Perform underwater recording operations (e.g., audiovisual equipment, borescope, etc.)
E4	CORE	Perform underwater welding operations
E6	CORE	Supervise underwater cutting operations
E6	CORE	Supervise underwater welding operations

DIVING ADMINISTRATION, RESOURCES, RELATIONS AND MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Approve diving administrative documentation
E5	CORE	Brief diving jobs
E6	CORE	Brief diving missions
E5	CORE	Conduct diving assessments and inspections (e.g. safety survey checklists, supervisor drills, etc.)
E5	CORE	Draft diving administration documentation
E5	CORE	Maintain diving administrative records
E7	CORE	Manage financial resources for Divers' Life Support Systems (DLSS) equipment
E4	CORE	Perform Diver Life Support Systems (DLSS) re-entry control procedures
E4	CORE	Prepare diving resources and requirements (e.g., equipment, paperwork, etc.)
E7	CORE	Supervise diving assessments and inspections
E4	CORE	Validate diver-related blueprints

DIVING AND SALVAGE MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Coordinate repairs with ships' schedules
E7	CORE	Manage Controlled Work Procedures (CWP)
E7	CORE	Manage dive site surveys
E7	CORE	Manage diving safety programs
E6	CORE	Manage diving systems certifications
E6	CORE	Manage equipment loadouts
E6	CORE	Manage Formal Work Procedures (FWP)
E7	NON-CORE	Manage Hazardous Material (HAZMAT) certification programs
E6	CORE	Plan ship repair operations
E6	CORE	Plan submarine repair operations
E6	CORE	Supervise Radiological Control (RADCON) procedures
E6	CORE	Supervise salvage operations
E7	CORE	Supervise saturation diving operations

DIVING MEDICINE AND RECOMPRESSION CHAMBER OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Administer advanced diving and altitude Decompression Sickness (DCS) treatment
E4	CORE	Administer basic diving and altitude Decompression Sickness (DCS) treatment
E4	CORE	Administer basic first aid
E4	CORE	Align recompression chamber systems
E5	CORE	Conduct manned testing
E5	CORE	Conduct unmanned testing
E4	CORE	Employ hyperbaric chamber support equipment
E5	CORE	Evaluate patients before, during, and after hyperbaric treatments
E6	CORE	Manage treatment of diving and aviation Decompression Sickness (DCS) related injuries
E6	CORE	Supervise hyperbaric recompression chamber operations

DIVING OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Assess saturation diving life support system operations
E4	CORE	Conduct aviation egress survival training
E4	CORE	Conduct submarine egress survival training
E4	CORE	Conduct submarine rescue operations
E4	CORE	Conduct underwater communications
E7	CORE	Coordinate joint diving operations with governmental agencies and international militaries
E7	CORE	Direct saturation diving operations
E4	CORE	Employ air Surface-Supplied Diving Systems (SSDS)
E5	NON-CORE	Employ atmospheric diving systems (Pressurized Rescue Module (PRM), Submarine Rescue Chamber (SRC), and Atmospheric Diving Systems Suit (ADS))
E4	CORE	Employ Diver Life Support Equipment (DLSE)
E4	CORE	Employ Gas Transfer Systems (GTS)
E5	CORE	Employ mixed-gas Surface-Supplied Diving Systems (SSDS)
E5	CORE	Employ navigation equipment
E5	CORE	Maintain saturation diving life support systems
E4	CORE	Navigate small boats
E4	CORE	Perform closed and semi-closed circuit Underwater Breathing Apparatus (UBA) dives
E4	CORE	Perform contaminated and cold water diving operations
E4	CORE	Perform diving operations with Navy Dive Computers (NDC)
E5	CORE	Perform maintenance on certified diving systems and Underwater Breathing Apparatuses (UBA)
E4	CORE	Perform open-circuit Self-Contained Underwater Breathing Apparatus (SCUBA) dives
E5	CORE	Perform saturation dives
E4	CORE	Perform surface-supplied diving operations
E4	CORE	Perform swift water diving operations
E4	CORE	Perform Variable Volume Dry Suit (VVDS) diving operations

DIVING OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Plan aviation egress survival training
E7	CORE	Plan submarine egress survival training
E7	CORE	Plan submarine rescue operations
E6	CORE	Supervise air surface-supplied dives
E6	NON-CORE	Supervise atmospheric diving system operations (e.g. Pressurized Rescue Module (PRM), Submarine Rescue Chamber (SRC), Atmospheric Diving Systems Suit (ADS), etc.)
E6	NON-CORE	Supervise aviation egress survival training
E6	CORE	Supervise closed and semi-closed circuit Underwater Breathing Apparatus (UBA) dives
E6	NON-CORE	Supervise manned and unmanned testing of Diver's Life Support Systems (DLSS) (i.e. Research Development Testing and Evaluation (RDT&E))
E6	CORE	Supervise mixed-gas surface-supplied dives
E6	CORE	Supervise open-circuit Self-Contained Underwater Breathing Apparatus (SCUBA) dives
E5	CORE	Supervise small boat operations
E6	NON-CORE	Supervise submarine egress survival training
E7	CORE	Supervise submarine rescue operations
E6	CORE	Supervise underwater searches

EXPEDITIONARY OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Administer combat life-saving medical treatments
E5	NON-CORE	Conduct crew served weapons training
E6	NON-CORE	Conduct dismounted tactical movements
E4	CORE	Conduct land navigation
E4	NON-CORE	Conduct strike mounted tactical movements
E4	CORE	Conduct tactical communications
E4	NON-CORE	Maintain crew served weapons
E4	NON-CORE	Maintain small arms
E4	NON-CORE	Perform advanced small arms techniques
E6	NON-CORE	Plan mounted movements
E6	NON-CORE	Supervise employment of small arms

SALVAGE OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform mooring/Dynamic Positioning (DP) operations
E4	CORE	Conduct salvage surveys
E4	CORE	Maintain salvage equipment
E4	CORE	Perform rigging operations (e.g., towing, heavy lifting, etc.)
E4	CORE	Perform salvage operations
E6	CORE	Supervise mooring/Dynamic Positioning (DP) operations

SALVAGE OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Supervise rigging equipment operations (e.g. towing, heavy lifting, etc.)
E6	CORE	Supervise salvage equipment operations

SPECIAL WARFARE OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Manage Lock Out Chamber (LOC) operations
E6	CORE	Manage Lock Out Trunk (LOT) operations
E4	CORE	Perform Dry Deck Shelter (DDS) operations
E4	CORE	Perform Lock Out Chamber (LOC) operations
E4	CORE	Perform Lock Out Trunk (LOT) operations
E6	CORE	Supervise Dry Deck Shelter (DDS) operations

UNDERWATER SEARCH AND RECOVERY AND DEMOLITION OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	NON-CORE	Manage Arms, Ammunition, and Explosives (AA&E) programs
E4	CORE	Perform demolition evolutions
E4	CORE	Perform ordnance searches (e.g., Antiterrorism Force Protection (ATFP), Mine Exercise (MineX), etc.)
E5	CORE	Perform Remote Operation Vehicle (ROV) operations
E5	CORE	Perform side scan sonar searches
E4	CORE	Perform underwater recovery of light items (e.g., ordnance, bodies, weapons, equipment, etc.)
E4	CORE	Perform underwater searches
E4	CORE	Perform underwater sound transmitter receiver operations
E4	NON-CORE	Store demolition materials
E6	CORE	Supervise demolition operations
E6	CORE	Supervise underwater recovery of light items (e.g. ordnance, bodies, weapons, equipment, etc.)
E4	NON-CORE	Transport Arms, Ammunition and Explosives (AA&E)

UNDERWATER SHIP AND SUBMARINE MAINTENANCE AND REPAIR

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct Battle Damage Assessment (BDA)
E4	CORE	Conduct Radiological Control (RADCON)
E4	CORE	Inspect drydocking
E4	CORE	Inspect submarine underwater hulls
E4	CORE	Inspect surface ship underwater hulls
E4	CORE	Install cofferdams (submarine and surface ship)
E7	CORE	Manage ship and submarine repairs
E4	CORE	Repair cranes and rigging
E4	CORE	Repair enclosed-space components (submarine and surface ship)
E4	CORE	Repair hull penetrations
E4	CORE	Repair submarine hull and mechanical systems

UNDERWATER SHIP AND SUBMARINE MAINTENANCE AND REPAIR (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Repair submarine propulsion and steering systems
E4	CORE	Repair submarine sensor systems
E4	CORE	Repair submarine weapon systems
E4	CORE	Repair surface ship hull and mechanical systems
E4	CORE	Repair surface ship masking systems
E4	CORE	Repair surface ship propulsion and steering systems
E4	CORE	Repair surface ship sensor systems
E4	NON-CORE	Repair underwater facilities (e.g., caisson door, degaussing range, electrical cables, etc.)
E6	CORE	Supervise cofferdam installations
E6	CORE	Supervise enclosed-space diving waterborne repairs
E6	CORE	Supervise hull inspections
E6	CORE	Supervise hull repairs
E6	CORE	Supervise repair of hull penetrations
E6	CORE	Supervise running gear repairs
E6	CORE	Supervise submarine ship propulsion and steering system repairs
E6	NON-CORE	Supervise underwater facilities repairs (e.g. caisson door, degaussing range, electrical cables, etc.)
E6	CORE	Supervise underwater ship repairs
E6	CORE	Supervise underwater submarine repairs
E6	CORE	Supervise waterborne dry dock operations

Job Title**Master Diver****Job Code****001110****Job Family**

Installation, Maintenance, and Repair

NOC

TBD

Short Title (30 Characters)

MASTER DIVER

Short Title (14 Characters)

MASTER DVR

Pay Plan

Enlisted

Career Field

ND

Other Relationships and Rules

NEC MMDV or other NECs as assigned

Job Description

Master Divers are experts in all operational and emergency procedures involving diving and salvage; possess a thorough knowledge of mixing and analysis of gases, computation of diver gas requirements and consumptions, salvage theory and methods, submarine rescue operations, towing, and underwater ship husbandry; manage preventive and corrective maintenance on diving equipment, support systems, salvage machinery, handling systems, and submarine rescue systems; manage and administer certification and quality assurance programs on diving systems and equipment to include Research, Deployment, Test, and Evaluation (RDT&E); and are responsible for all training and readiness assessments of the diving force.

DoD Relationship**Group Title**

Divers

DoD Code

143300

O*NET Relationship**Occupation Title**

Commercial Divers

SOC Code

49-9092.00

Job Family

Installation, Maintenance, and Repair

Skills*Operation and Control**Judgment and Decision Making**Critical Thinking**Management of Personnel Resources**Monitoring**Coordination**Quality Control Analysis**Equipment Selection**Operation Monitoring**Repairing***Abilities***Information Ordering**Problem Sensitivity**Inductive Reasoning**Oral Expression**Written Comprehension**Deductive Reasoning**Spatial Orientation**Multi-limb Coordination**Control Precision**Stamina***HUMAN PERFORMANCE****Paygrade****Task Type****Task Statements**

E6

CORE

Assess individual/team wellness and resiliency plans

E4

CORE

Conduct combat simulation training

E4

CORE

Conduct endurance training

E4

CORE

Conduct load planning

E4

CORE

Conduct nutrition training

E4

CORE

Conduct physical therapy/rehabilitation training

E4

CORE

Conduct strength training

E4

CORE

Establish wellness and resiliency plans (e.g., operational stress, mental/behavioral health, etc.)

E4

CORE

Implement wellness and resiliency measures (e.g., mind, body, etc.)

E4

CORE

Maintain individual wellness and resilience

E6

CORE

Manage physical conditioning training

E5

CORE

Plan physical conditioning training

E5

CORE

Supervise physical conditioning training

CUTTING, WELDING AND ANCILLARY EQUIPMENT OPERATIONS**Paygrade****Task Type****Task Statements**

E4

CORE

Conduct surface communications

E4

CORE

Employ electrical diving equipment

CUTTING, WELDING AND ANCILLARY EQUIPMENT OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Employ electronic diving equipment
E4	CORE	Employ hydraulic equipment
E4	CORE	Employ pneumatic tools
E4	CORE	Perform Diving Weight Handling Systems (DWHS) operations
E4	CORE	Perform underwater cutting
E4	CORE	Perform underwater recording operations (e.g., audiovisual equipment, borescope, etc.)
E4	CORE	Perform underwater welding operations
E6	CORE	Supervise underwater cutting operations
E6	CORE	Supervise underwater welding operations

DIVING ADMINISTRATION, RESOURCES, RELATIONS AND MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Approve diving administrative documentation
E5	CORE	Brief diving jobs
E6	CORE	Brief diving missions
E5	CORE	Conduct diving assessments and inspections (e.g. safety survey checklists, supervisor drills, etc.)
E5	CORE	Draft diving administration documentation
E5	CORE	Maintain diving administrative records
E7	CORE	Manage financial resources for Divers' Life Support Systems (DLSS) equipment
E4	CORE	Perform Diver Life Support Systems (DLSS) re-entry control procedures
E4	CORE	Prepare diving resources and requirements (e.g., equipment, paperwork, etc.)
E7	CORE	Supervise diving assessments and inspections
E4	CORE	Validate diver-related blueprints

DIVING AND SALVAGE MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Coordinate repairs with ships' schedules
E7	CORE	Manage Controlled Work Procedures (CWP)
E7	CORE	Manage dive site surveys
E7	CORE	Manage diving safety programs
E6	CORE	Manage diving systems certifications
E6	CORE	Manage equipment loadouts
E6	CORE	Manage Formal Work Procedures (FWP)
E7	NON-CORE	Manage Hazardous Material (HAZMAT) certification programs
E7	CORE	Manage Navy diving programs
E6	CORE	Plan ship repair operations
E6	CORE	Plan submarine repair operations
E6	CORE	Supervise Radiological Control (RADCON) procedures
E6	CORE	Supervise salvage operations
E7	CORE	Supervise saturation diving operations

DIVING MEDICINE AND RECOMPRESSION CHAMBER OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Administer advanced diving and altitude Decompression Sickness (DCS) treatment
E4	CORE	Administer basic diving and altitude Decompression Sickness (DCS) treatment
E4	CORE	Administer basic first aid
E4	CORE	Align recompression chamber systems
E5	CORE	Conduct manned testing
E5	CORE	Conduct unmanned testing
E4	CORE	Employ hyperbaric chamber support equipment
E5	CORE	Evaluate patients before, during, and after hyperbaric treatments
E6	CORE	Manage treatment of diving and aviation Decompression Sickness (DCS) related injuries
E6	CORE	Supervise hyperbaric recompression chamber operations

DIVING OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Assess saturation diving life support system operations
E4	CORE	Conduct aviation egress survival training
E4	CORE	Conduct submarine egress survival training
E4	CORE	Conduct submarine rescue operations
E4	CORE	Conduct underwater communications
E7	CORE	Coordinate joint diving operations with governmental agencies and international militaries
E7	CORE	Direct saturation diving operations
E4	CORE	Employ air Surface-Supplied Diving Systems (SSDS)
E5	NON-CORE	Employ atmospheric diving systems (Pressurized Rescue Module (PRM), Submarine Rescue Chamber (SRC), and Atmospheric Diving Systems Suit (ADS))
E4	CORE	Employ Diver Life Support Equipment (DLSE)
E4	CORE	Employ Gas Transfer Systems (GTS)
E5	CORE	Employ mixed-gas Surface-Supplied Diving Systems (SSDS)
E5	CORE	Employ navigation equipment
E5	CORE	Maintain saturation diving life support systems
E4	CORE	Navigate small boats
E4	CORE	Perform closed and semi-closed circuit Underwater Breathing Apparatus (UBA) dives
E4	CORE	Perform contaminated and cold water diving operations
E4	CORE	Perform diving operations with Navy Dive Computers (NDC)
E5	CORE	Perform maintenance on certified diving systems and Underwater Breathing Apparatuses (UBA)
E4	CORE	Perform open-circuit Self-Contained Underwater Breathing Apparatus (SCUBA) dives
E5	CORE	Perform saturation dives
E4	CORE	Perform surface-supplied diving operations
E4	CORE	Perform swift water diving operations
E4	CORE	Perform Variable Volume Dry Suit (VVDS) diving operations

DIVING OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Plan aviation egress survival training
E7	CORE	Plan submarine egress survival training
E7	CORE	Plan submarine rescue operations
E6	CORE	Supervise air surface-supplied dives
E6	NON-CORE	Supervise atmospheric diving system operations (e.g. Pressurized Rescue Module (PRM), Submarine Rescue Chamber (SRC), Atmospheric Diving Systems Suit (ADS), etc.)
E6	NON-CORE	Supervise aviation egress survival training
E6	CORE	Supervise closed and semi-closed circuit Underwater Breathing Apparatus (UBA) dives
E6	NON-CORE	Supervise manned and unmanned testing of Diver's Life Support Systems (DLSS) (i.e. Research Development Testing and Evaluation (RDT&E))
E6	CORE	Supervise mixed-gas surface-supplied dives
E6	CORE	Supervise open-circuit Self-Contained Underwater Breathing Apparatus (SCUBA) dives
E5	CORE	Supervise small boat operations
E6	NON-CORE	Supervise submarine egress survival training
E7	CORE	Supervise submarine rescue operations
E6	CORE	Supervise underwater searches

EXPEDITIONARY OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Administer combat life-saving medical treatments
E5	NON-CORE	Conduct crew served weapons training
E6	NON-CORE	Conduct dismounted tactical movements
E4	CORE	Conduct land navigation
E4	NON-CORE	Conduct strike mounted tactical movements
E4	CORE	Conduct tactical communications
E4	NON-CORE	Maintain crew served weapons
E4	NON-CORE	Maintain small arms
E4	NON-CORE	Perform advanced small arms techniques
E6	NON-CORE	Plan mounted movements
E6	NON-CORE	Supervise employment of small arms

SALVAGE OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform mooring/Dynamic Positioning (DP) operations
E4	CORE	Conduct salvage surveys
E4	CORE	Maintain salvage equipment
E4	CORE	Perform rigging operations (e.g., towing, heavy lifting, etc.)
E4	CORE	Perform salvage operations
E6	CORE	Supervise mooring/Dynamic Positioning (DP) operations
E6	CORE	Supervise rigging equipment operations (e.g. towing, heavy lifting, etc.)
E6	CORE	Supervise salvage equipment operations

SPECIAL WARFARE OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Manage Dry Deck Shelter (DDS) operations
E6	CORE	Manage Lock Out Chamber (LOC) operations
E6	CORE	Manage Lock Out Trunk (LOT) operations
E4	CORE	Perform Dry Deck Shelter (DDS) operations
E4	CORE	Perform Lock Out Chamber (LOC) operations
E4	CORE	Perform Lock Out Trunk (LOT) operations
E6	CORE	Supervise Dry Deck Shelter (DDS) operations
E7	CORE	Supervise Lock Out Chamber (LOC) operations
E7	CORE	Supervise Lock Out Trunk (LOT) operations

UNDERWATER SEARCH AND RECOVERY AND DEMOLITION OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	NON-CORE	Manage Arms, Ammunition, and Explosives (AA&E) programs
E4	CORE	Perform demolition evolutions
E4	CORE	Perform ordnance searches (e.g., Antiterrorism Force Protection (ATFP), Mine Exercise (MineX), etc.)
E5	CORE	Perform Remote Operation Vehicle (ROV) operations
E5	CORE	Perform side scan sonar searches
E4	CORE	Perform underwater recovery of light items (e.g., ordnance, bodies, weapons, equipment, etc.)
E4	CORE	Perform underwater searches
E4	CORE	Perform underwater sound transmitter receiver operations
E4	NON-CORE	Store demolition materials
E6	CORE	Supervise demolition operations
E6	CORE	Supervise underwater recovery of light items (e.g. ordnance, bodies, weapons, equipment, etc.)
E4	NON-CORE	Transport Arms, Ammunition and Explosives (AA&E)

UNDERWATER SHIP AND SUBMARINE MAINTENANCE AND REPAIR

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct Battle Damage Assessment (BDA)
E4	CORE	Conduct Radiological Control (RADCON)
E4	CORE	Inspect drydocking
E4	CORE	Inspect submarine underwater hulls
E4	CORE	Inspect surface ship underwater hulls
E4	CORE	Install cofferdams (submarine and surface ship)
E7	CORE	Manage ship and submarine repairs
E7	CORE	Manage underwater repair facilities
E4	CORE	Repair cranes and rigging
E4	CORE	Repair enclosed-space components (submarine and surface ship)
E4	CORE	Repair hull penetrations
E4	CORE	Repair submarine hull and mechanical systems

UNDERWATER SHIP AND SUBMARINE MAINTENANCE AND REPAIR (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Repair submarine propulsion and steering systems
E4	CORE	Repair submarine sensor systems
E4	CORE	Repair submarine weapon systems
E4	CORE	Repair surface ship hull and mechanical systems
E4	CORE	Repair surface ship masking systems
E4	CORE	Repair surface ship propulsion and steering systems
E4	CORE	Repair surface ship sensor systems
E4	NON-CORE	Repair underwater facilities (e.g., caisson door, degaussing range, electrical cables, etc.)
E6	CORE	Supervise cofferdam installations
E6	CORE	Supervise enclosed-space diving waterborne repairs
E6	CORE	Supervise hull inspections
E6	CORE	Supervise hull repairs
E6	CORE	Supervise repair of hull penetrations
E6	CORE	Supervise running gear repairs
E6	CORE	Supervise submarine ship propulsion and steering system repairs
E6	NON-CORE	Supervise underwater facilities repairs (e.g. caisson door, degaussing range, electrical cables, etc.)
E6	CORE	Supervise underwater ship repairs
E6	CORE	Supervise underwater submarine repairs
E6	CORE	Supervise waterborne dry dock operations

CHAPTER 45



INTELLIGENCE SPECIALIST (IS)

NAVPERS 18068F-45J
Change 101

Updated: January 2025

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

INTELLIGENCE SPECIALIST (IS)



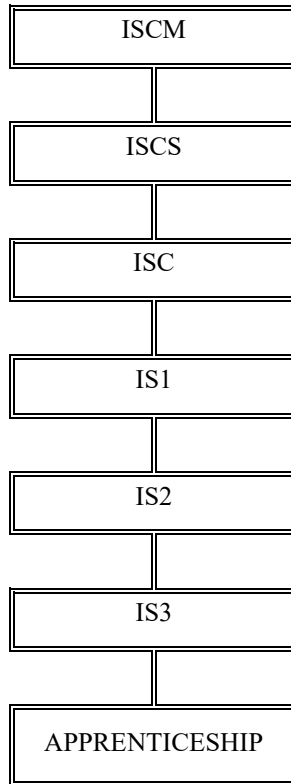
SCOPE OF RATING

Intelligence Specialists (IS) assist in every phase of the planning, collection, processing, analysis, and dissemination of intelligence in support of all warfare domains, both ashore and afloat; prepare and present intelligence products; provide input to and receive data from organic and non-organic sources; and maintain files, libraries, and databases.

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 45.

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**Strike Warfare Intelligence Analyst****Job Code****001399****Job Family**

Architecture and Engineering

NOC

TBD

Short Title (30 Characters)

STRIKE WARFARE INTEL ANALYST

Short Title (14 Characters)

STRIKE ANALYST

Pay Plan

Enlisted

Career Field

IS

Other Relationships and Rules

NEC KXXX series and other NECs as assigned

Job Description

Strike Warfare Intelligence Analysts perform Tasking, Collection, Processing, Exploitation, and Dissemination (TCPED) of all-source tactical intelligence; perform tactical and operational level research and analysis; assist in the management of Joint/Afloat targeting process; assist in parsing the Air Tasking Order (ATO), Air Combat Operations (ACO), and Carrier Air Wing (CVW); assist in management of flight schedules and Special Instructions (SPINS); conduct analysis of force disposition, capabilities, tactics, and training in support of strike mission planning; provide support of Suppression of Enemy Air Defense (SEAD); identify adversary critical nodes and centers of gravity to maximize force employment; conduct target development, dynamic and deliberate targeting, and precise geopositioning and mensuration; conduct Battle Damage Assessment (BDA), Bomb Hit Assessment (BHA), and Collateral Damage Estimates (CDE); produce precise navigational aids and products for Precision Guided Munitions (PGM); use various tactical databases/systems, tools, and applications to produce textual and graphical representations of the operational area, Target Folders, Kneeboard Products, and tactical intelligence reports and briefings; maintain and update local/unit target deck/list; perform imagery ingest and screening; maintain local image library of National Geospatial-Intelligence Agency (NGA) approved imagery for geopositioning and mensuration use; and assist in Combat Search and Rescue (CSAR) and Close Air Support (CAS) operations.

DoD Relationship**Group Title**

Image Interpretation

DoD Code

124200

O*NET Relationship**Occupation Title**

Cartographers and Photogrammetrists 17-1021.00

SOC Code

17-1021.00

Job Family

Architecture and Engineering

Skills*Critical Thinking**Complex Problem Solving**Judgment and Decision Making**Monitoring**Operations Analysis**Active Learning**Coordination**Quality Control Analysis**Equipment Selection**Writing***Abilities***Deductive Reasoning**Written Expression**Oral Expression**Written Comprehension**Fluency of Ideas**Inductive Reasoning**Category Flexibility**Information Ordering**Problem Sensitivity**Speed of Closure***ANALYSIS****Paygrade****Task Type****Task Statements**

E5

CORE

Analyze adversary capabilities and limitations

E4

CORE

Analyze all-source information

E4

CORE

Analyze all-source intelligence across all warfare domains

E4

CORE

Analyze collection results

E4

CORE

Analyze Indications and Warnings (I&W)

E4

CORE

Analyze strike mission threats

E4

CORE

Apply geographic positioning data from a map, image or geospatial data

E4

CORE

Assess adversary activities across all warfare domains

E4

CORE

Assess physical characteristics of the target environment

E6

CORE

Audit analytical processes, methodologies, and approaches

E4

CORE

Brief adversary capabilities and limitations to stakeholders

E4

CORE

Build Open Source Intelligence (OSINT) products

E4

CORE

Build pattern analysis

E4

CORE

Collate threat reporting

ANALYSIS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Communicate Computer Network Operations (CNO)
E4	CORE	Communicate Cyber Mission Force (CMF) structure
E4	CORE	Communicate open source architecture to stakeholders
E4	CORE	Communicate Open Source Intelligence (OSINT) to stakeholders
E4	CORE	Communicate Publicly Available Information (PAI) to stakeholders
E4	CORE	Communicate Structured Analytic Techniques (SAT) to stakeholders
E4	CORE	Compile data from multiple intelligence disciplines
E5	CORE	Conduct Target System Analysis (TSA)
E6	CORE	Conduct target vulnerability analysis
E6	CORE	Conduct targeting assessment
E4	CORE	Demonstrate merchant ship's rigging/classification
E4	CORE	Determine intelligence gaps
E5	CORE	Determine warfare threats
E4	CORE	Develop predictive analysis
E5	CORE	Evaluate collection results
E4	CORE	Extract friendly and adversary Order Of Battle (OOB) characteristics
E5	NON-CORE	Identify Critical Target Elements (CTE) to meet mission requirements
E5	CORE	Implement analytic tradecraft
E5	CORE	Implement Structured Analytic Techniques (SAT)
E7	CORE	Manage intelligence analysis
E4	CORE	Perform analytical processes, methodologies, and approaches
E4	CORE	Perform Joint Intelligence Preparation of the Operational Environment (JIPOE)
E4	CORE	Query multi-disciplined intelligence databases and repositories
E4	CORE	Query open source databases
E7	CORE	Supervise analytical processes, methodologies, and approaches
E5	CORE	Supervise intelligence analysis
E7	CORE	Supervise target vulnerability analysis
E7	CORE	Supervise targeting assessment
E4	CORE	Support Offensive Cyberspace Operations (OCO) and Defensive Cyberspace Operations (DCO) missions
E4	CORE	Support structured analytic techniques and tools
E6	CORE	Validate intelligence analysis

COLLECTION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Apply Essential Elements of Information (EEI) to collection requirements
E4	CORE	Collect full motion video
E5	NON-CORE	Conduct maritime intelligence collections and reporting (e.g., Ships Nautical or Otherwise Photographic Interpretation and Examination (SNOOPIE), debrief, etc.)
E4	CORE	Conduct mission debriefs
E4	CORE	Determine collections management process to meet mission requirements

COLLECTION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Determine U.S., coalition, and adversary Intelligence Surveillance and Reconnaissance (ISR) capabilities
E5	CORE	Draft Requests For Information (RFI)
E5	CORE	Employ Tasking, Collection, Processing, Exploitation, and Dissemination (TCPED)
E6	CORE	Implement Intelligence Collection Plans (ICP)
E6	CORE	Manage maritime intelligence collections and reporting (e.g., Ships Nautical or Otherwise Photographic Interpretation and Examination (SNOOPIE), debrief, etc.)
E7	CORE	Perform Collection Manager duties
E4	CORE	Perform Operational Tasking (OPTASK) directed intelligence collections

DISSEMINATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Brief intelligence products
E4	CORE	Disseminate intelligence products
E4	CORE	Provide threat Indications and Warnings (I&W)
E4	CORE	Upload imagery products

GEOSPATIAL INTERPRETATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Analyze Digital Terrain Elevation Data (DTED)
E4	CORE	Annotate imagery targeting materials
E4	CORE	Assess image interpretability
E4	CORE	Communicate imagery system architecture to stakeholders
E5	NON-CORE	Conduct Collateral Damage Estimate (CDE)
E4	NON-CORE	Conduct geopositioning to meet mission requirements
E4	NON-CORE	Conduct Training, Qualification, Certification, and Proficiency (TQCP) standards for Precision Point Munitions (PPM) analysts
E4	CORE	Employ geospatial data
E6	NON-CORE	Evaluate Collateral Damage Estimate (CDE)
E4	NON-CORE	Exploit full motion video
E4	CORE	Exploit imagery
E4	NON-CORE	Interpret stereo images
E4	CORE	Locate targets of interest on a graphic
E4	NON-CORE	Order images manually
E4	NON-CORE	Troubleshoot imagery systems
E7	NON-CORE	Validate Collateral Damage Estimate (CDE)

INTELLIGENCE PRODUCTION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Build Collateral Damage Estimate (CDE) products
E4	CORE	Build intelligence products (e.g., briefs, messages, point papers, etc.)
E4	CORE	Build strike support graphics (e.g., Joint Desired Point of Impact (JDPI) critical element, kneeboard cards, etc.)

INTELLIGENCE PRODUCTION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Build target packages
E4	CORE	Compile data into intelligence support systems (e.g., strike and intelligence processing systems, etc.)
E6	CORE	Conduct target nominations
E4	CORE	Create Geospatial Information and Services (GI&S) products
E4	NON-CORE	Develop aircrew briefing materials (e.g. kneeboard cards, recognition guides, etc.)
E4	CORE	Develop intelligence reports
E4	CORE	Develop link analysis diagrams
E5	NON-CORE	Develop node analysis
E7	NON-CORE	Develop target lists
E4	CORE	Employ intelligence products
E7	CORE	Manage intelligence production
E5	CORE	Supervise intelligence production
E7	CORE	Supervise target nominations
E6	CORE	Validate Intelligence production
E5	CORE	Validate intelligence products
E5	NON-CORE	Validate intelligence reports
E5	NON-CORE	Validate strike support graphics (e.g., Joint Desired Point of Impact (JDPI), critical element, etc.)

MAPS AND CHARTS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Annotate maps and charts
E4	NON-CORE	Build Grid Reference Graphic (GRG)
E4	CORE	Interpret maps and charts
E4	CORE	Select various types of maps and charts

MISSION PLANNING AND OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Communicate the Law of Armed Conflict (LOAC) concept in regards to intelligence operations
E4	CORE	Conduct Combat Assessments (CA) (e.g., Munitions Effectiveness Assessment (MEA), restrike recommendations, etc.)
E6	CORE	Conduct intelligence support to maritime operations
E4	NON-CORE	Conduct Precision Point Mensurations (PPM)
E6	CORE	Conduct target development
E5	NON-CORE	Conduct Time-Sensitive Targeting (TST) and Time-Critical Targeting (TCT)
E6	CORE	Coordinate collection requirements
E7	NON-CORE	Coordinate targeting guidance to meet Commander's intent (e.g. OPLANs, OPTASKs, air tasking cycle, cyber tasking order, etc.)
E6	CORE	Develop intelligence training plans
E5	CORE	Employ all-source intelligence analysis to enable cross-queuing of multiple intelligence sources

MISSION PLANNING AND OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Employ communications equipment
E4	CORE	Employ targeting support data
E6	CORE	Evaluate Combat Assessments (CA) (e.g., Munitions Effectiveness Assessment (MEA), restrike recommendations, etc.)
E6	CORE	Interpret theater intelligence doctrine (e.g., Operation Plan (OPLAN), Operational Tasking (OPTASK), Concept of Operations (CONOP), etc.)
E4	CORE	Maintain intelligence plots
E6	CORE	Manage intelligence mission areas (e.g., publications library, training, Intelligence Oversight (IO), etc.)
E7	NON-CORE	Manage maritime fires support
E6	NON-CORE	Manage weaponeering (e.g., joint strike operations, cyberspace strike operations, etc.)
E5	NON-CORE	Prepare collection plans
E4	NON-CORE	Provide intelligence support to Military Operations Other Than War (MOOTW)
E5	CORE	Recommend targets based on all source reporting
E5	CORE	Supervise intelligence support to the Commander's decision making process (e.g., doctrine review board, Commanders objectives, etc.)
E7	CORE	Supervise target development
E6	CORE	Supervise Tasking, Collection, Processing, Exploitation, and Dissemination (TCPED)
E6	CORE	Support operational orders and plans development
E5	NON-CORE	Support strike mission planning (e.g., Precision Guided Munitions (PGM) characteristics, target list, etc.)
E5	NON-CORE	Support targeting guidance to meet Commander's intent (e.g. OPLANs, OPTASKs, air tasking cycle, cyber tasking order, etc.)
E4	CORE	Support Time-Sensitive Targeting (TST) and Time-Critical Targeting (TCT)
E5	NON-CORE	Support weaponeering (e.g., joint strike operations, cyberspace strike operations, etc.)
E7	CORE	Validate Combat Assessments (CA) (e.g., Munitions Effectiveness Assessment (MEA), restrike recommendations, etc.)
E7	CORE	Validate intelligence training plans
E5	CORE	Validate Joint Intelligence Preparation of the Operational Environment (JIPOE) data
E6	CORE	Validate Training, Qualification, Certification, and Proficiency (TQCP) standard for Precision Point Munitions (PPM) analysts

SECURITY AND ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Apply information security policies and procedures
E4	CORE	Apply personnel security policies and procedures
E4	CORE	Apply physical security procedures
E4	CORE	Apply Sensitive Compartmented Information (SCI) security classification markings
E4	CORE	Communicate intelligence systems architecture
E4	CORE	Communicate Sensitive Compartmented Information (SCI) classified material releasability

SECURITY AND ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Coordinate installation of intelligence systems
E5	NON-CORE	Create exercise scenarios
E4	CORE	Destroy Sensitive Compartmented Information (SCI) material
E5	NON-CORE	Draft exercise support products (e.g., injects, scripting, etc.)
E6	NON-CORE	Evaluate intelligence exercise performance
E6	NON-CORE	Manage Intelligence Oversight (IO) programs
E4	CORE	Protect Sensitive Compartmented Information (SCI) holdings
E4	CORE	Report Intelligence Oversight (IO) program violations
E4	CORE	Sanitize Sensitive Compartmented Information (SCI)
E7	NON-CORE	Validate intelligence exercises performance

Job Title**Operational Intelligence Analyst****Job Code****001404****Job Family**

Computer and Mathematical

NOC

TBD

Short Title (30 Characters)

OPERATIONAL INTEL ANALYST

Short Title (14 Characters)

OP INTEL ANLST

Pay Plan

Enlisted

Career Field

IS

Other Relationships and Rules

NEC KXXX series and other NECs as assigned

Job Description

Operational Intelligence Analysts perform Tasking, Collection, Processing, Exploitation, and Dissemination (TCPED) of information to produce relevant and timely intelligence in support of operations; provide Indications and Warnings (I&W); perform Operational Intelligence (OPINTEL) watchstanding; conduct human information collection; conduct threat assessments; generate intelligence reports, briefs, assessments, and summaries; perform Joint Intelligence Preparation of the Operational Environment (JIPOE) and all-source fusion analysis; perform predictive analysis; review data for accuracy and reliability of sources; use and protect Command, Control, Communications, Computers, Collection, Intelligence, Surveillance and Reconnaissance (C5ISR) systems; maintain an all-source intelligence plot; serve as Independent Duty Intelligence Specialists (IDIS); and conduct counterintelligence operations.

DoD Relationship**Group Title**

Operational Intelligence

DoD Code

124300

O*NET Relationship**Occupation Title**

Operations Research Analysts

SOC Code

15-2031.00

Job Family

Computer and Mathematical

Skills*Critical Thinking**Complex Problem Solving**Active Learning**Judgment and Decision Making**Operations Analysis**Monitoring**Quality Control Analysis**Equipment Selection**Writing**Coordination***Abilities***Deductive Reasoning**Written Expression**Oral Expression**Written Comprehension**Inductive Reasoning**Fluency of Ideas**Information Ordering**Category Flexibility**Oral Comprehension**Problem Sensitivity***ANALYSIS****Paygrade****Task Type****Task Statements**

E5

CORE

Analyze adversary capabilities and limitations

E4

CORE

Analyze all-source information

E4

CORE

Analyze all-source intelligence across all warfare domains

E4

CORE

Analyze collection results

E4

CORE

Analyze Indications and Warnings (I&W)

E4

CORE

Analyze Maritime Security Operations (MSO) intelligence

E4

CORE

Analyze strike mission threats

E4

CORE

Apply geographic positioning data from a map, image or geospatial data

E4

CORE

Assess adversary activities across all warfare domains

E4

CORE

Assess physical characteristics of the target environment

E6

CORE

Audit analytical processes, methodologies, and approaches

E4

CORE

Brief adversary capabilities and limitations to stakeholders

E4

CORE

Build Open Source Intelligence (OSINT) products

E4

CORE

Build pattern analysis

E4

CORE

Collate threat reporting

E4

CORE

Communicate Computer Network Operations (CNO)

E4

CORE

Communicate counterintelligence activities to stakeholders

ANALYSIS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Communicate Counterintelligence/Human Intelligence (CI/Tactical Counter-Intelligence and Human Intelligence Specialist) architecture to stakeholders
E4	CORE	Communicate Cyber Mission Force (CMF) structure
E4	CORE	Communicate Military Source Operations (MSO)
E4	CORE	Communicate open source architecture to stakeholders
E4	CORE	Communicate Open Source Intelligence (OSINT) to stakeholders
E4	CORE	Communicate Publicly Available Information (PAI) to stakeholders
E4	CORE	Communicate Structured Analytic Techniques (SAT) to stakeholders
E4	CORE	Compile data from multiple intelligence disciplines
E5	CORE	Conduct analysis and support to Counterintelligence (CI) activities
E5	CORE	Conduct Target System Analysis (TSA)
E6	CORE	Conduct target vulnerability analysis
E6	CORE	Conduct targeting assessment
E4	CORE	Demonstrate merchant ship's rigging/classification
E4	CORE	Determine intelligence gaps
E5	CORE	Determine warfare threats
E4	CORE	Develop predictive analysis
E5	CORE	Evaluate collection results
E4	CORE	Explain interrogation
E4	CORE	Extract friendly and adversary Order Of Battle (OOB) characteristics
E5	CORE	Implement analytic tradecraft
E5	CORE	Implement Structured Analytic Techniques (SAT)
E7	CORE	Manage intelligence analysis
E4	CORE	Perform analytical processes, methodologies, and approaches
E4	CORE	Perform independent analysis and operational intelligence
E4	CORE	Perform Joint Intelligence Preparation of the Operational Environment (JIPOE)
E4	CORE	Query multi-disciplined intelligence databases and repositories
E4	CORE	Query open source databases
E7	CORE	Supervise analytical processes, methodologies, and approaches
E5	CORE	Supervise intelligence analysis
E7	CORE	Supervise target vulnerability analysis
E7	CORE	Supervise targeting assessment
E4	CORE	Support Offensive Cyberspace Operations (OCO) and Defensive Cyberspace Operations (DCO) missions
E4	CORE	Support structured analytic techniques and tools
E6	CORE	Validate intelligence analysis

COLLECTION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Apply Essential Elements of Information (EEI) to collection requirements
E4	NON-CORE	Collect biographical data

COLLECTION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Collect full motion video
E4	NON-CORE	Conduct Foreign Military Intelligence Collection Activities (FORMICA)
E5	NON-CORE	Conduct maritime intelligence collections and reporting (e.g., Ships Nautical or Otherwise Photographic Interpretation and Examination (SNOOPIE), debrief, etc.)
E4	CORE	Conduct mission debriefs
E4	NON-CORE	Coordinate Document and Media Exploitation (DOMEX)
E4	CORE	Determine collections management process to meet mission requirements
E4	CORE	Determine U.S., coalition, and adversary Intelligence Surveillance and Reconnaissance (ISR) capabilities
E5	CORE	Draft Requests For Information (RFI)
E5	CORE	Employ Tasking, Collection, Processing, Exploitation, and Dissemination (TCPED)
E6	CORE	Implement Intelligence Collection Plans (ICP)
E6	CORE	Manage maritime intelligence collections and reporting (e.g., Ships Nautical or Otherwise Photographic Interpretation and Examination (SNOOPIE), debrief, etc.)
E7	CORE	Perform Collection Manager duties
E4	CORE	Perform Operational Tasking (OPTASK) directed intelligence collections

DISSEMINATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Brief intelligence product
E4	CORE	Disseminate intelligence products
E4	CORE	Provide threat Indications and Warnings (I&W)

GEOSPATIAL INTERPRETATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Analyze Digital Terrain Elevation Data (DTED)
E4	CORE	Employ geospatial data
E4	NON-CORE	Exploit full motion video
E4	CORE	Exploit imagery
E4	CORE	Formulate intelligence using Moving Target Indicator (MTI) data
E4	CORE	Locate targets of interest on a graphic

INTELLIGENCE PRODUCTION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Build Collateral Damage Estimate (CDE) products
E4	CORE	Build intelligence products (e.g., briefs, messages, point papers, etc.)
E6	CORE	Build mission specific intelligence support products (e.g., Visit Board Search and Seizure (VBSS), Force Protection (FP), etc.)
E4	CORE	Build target packages
E4	CORE	Compile data into intelligence support systems (e.g., strike and intelligence processing systems, etc.)
E6	CORE	Conduct target nominations
E4	CORE	Create Geospatial Information and Services (GI&S) products
E4	CORE	Develop intelligence reports

INTELLIGENCE PRODUCTION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Develop link analysis diagrams
E5	NON-CORE	Develop node analysis
E7	NON-CORE	Develop target lists
E4	CORE	Employ intelligence products
E7	CORE	Manage intelligence production
E5	NON-CORE	Prepare Notice of Intelligence Potential (NIP)
E5	CORE	Supervise intelligence production
E7	CORE	Supervise target nominations
E6	CORE	Validate Intelligence production
E5	CORE	Validate intelligence products
E5	NON-CORE	Validate intelligence reports

MAPS AND CHARTS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Annotate maps and charts
E4	NON-CORE	Build Grid Reference Graphic (GRG)
E4	CORE	Interpret maps and charts
E4	CORE	Select various types of maps and charts

MISSION PLANNING AND OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Communicate the Law of Armed Conflict (LOAC) concept in regards to intelligence operations
E6	CORE	Conduct intelligence support to maritime operations
E6	CORE	Conduct target development
E5	NON-CORE	Conduct Time-Sensitive Targeting (TST) and Time-Critical Targeting (TCT)
E6	CORE	Coordinate collection requirements
E6	CORE	Coordinate organic maritime Electronic Warfare (EW) assets (i.e., shipboard sensors)
E6	CORE	Coordinate support of Counterintelligence (CI) activities and Human Intelligence (Tactical Counter-Intelligence and Human Intelligence Specialist) operations
E7	NON-CORE	Coordinate targeting guidance to meet Commander's intent (e.g. OPLANs, OPTASKs, air tasking cycle, cyber tasking order, etc.)
E6	CORE	Develop intelligence training plans
E5	CORE	Employ all-source intelligence analysis to enable cross-queuing of multiple intelligence sources
E4	NON-CORE	Employ communications equipment
E4	CORE	Employ targeting support data
E6	CORE	Interpret theater intelligence doctrine (e.g., Operation Plan (OPLAN), Operational Tasking (OPTASK), Concept of Operations (CONOP), etc.)
E4	CORE	Maintain intelligence plots
E6	CORE	Manage intelligence mission areas (e.g., publications library, training, Intelligence Oversight (IO), etc.)

MISSION PLANNING AND OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Prepare collection plans
E4	NON-CORE	Provide intelligence support to Military Operations Other Than War (MOOTW)
E5	CORE	Recommend targets based on all source reporting
E5	CORE	Supervise intelligence support to the Commander's decision making process (e.g., doctrine review board, Commanders objectives, etc.)
E7	CORE	Supervise target development
E6	CORE	Supervise Tasking, Collection, Processing, Exploitation, and Dissemination (TCPED)
E4	NON-CORE	Support Maritime Security Operations (MSO)
E6	NON-CORE	Support Offensive Counterintelligence Operations (OFCO)
E6	CORE	Support operational orders and plans development
E5	NON-CORE	Support targeting guidance to meet Commander's intent (e.g. OPLANs, OPTASKs, air tasking cycle, cyber tasking order, etc.)
E4	CORE	Support Time-Sensitive Targeting (TST) and Time-Critical Targeting (TCT)
E7	CORE	Validate intelligence training plans
E5	CORE	Validate Joint Intelligence Preparation of the Operational Environment (JIPOE) data
E6	NON-CORE	Verify authorities for Information Operations (IO) planning

SECURITY AND ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Apply information security policies and procedures
E4	CORE	Apply personnel security policies and procedures
E4	CORE	Apply physical security procedures
E4	CORE	Apply Sensitive Compartmented Information (SCI) security classification markings
E4	CORE	Communicate intelligence systems architecture
E4	CORE	Communicate Sensitive Compartmented Information (SCI) classified material releasability
E6	CORE	Coordinate installation of intelligence systems
E5	NON-CORE	Create exercise scenarios
E4	CORE	Destroy Sensitive Compartmented Information (SCI) material
E5	NON-CORE	Draft exercise support products (e.g., injects, scripting, etc.)
E6	NON-CORE	Evaluate intelligence exercise performance
E6	NON-CORE	Manage Intelligence Oversight (IO) programs
E4	CORE	Protect Sensitive Compartmented Information (SCI) holdings
E4	CORE	Report Intelligence Oversight (IO) program violations
E4	CORE	Sanitize Sensitive Compartmented Information (SCI)
E7	NON-CORE	Validate intelligence exercises performance

Job Title**Geospatial Intelligence Analyst****Job Code****001409****Job Family**

Architecture and Engineering

NOC

TBD

Short Title (30 Characters)

GEOSPAT INTEL ANALYST

Short Title (14 Characters)

GEOS INTEL ANL

Pay Plan

Enlisted

Career Field

IS

Other Relationships and Rules

NEC KXXX series and other NECs as assigned

Job Description

Geospatial intelligence Analysts perform Tasking, Collection, Processing, Exploitation, and Dissemination (TCPED) of imagery and geospatial information to describe, assess and identify physical features and geographically referenced activities on the earth; detect and report on observed image activities that are of military, civilian, industrial, infrastructure, and environmental importance; use imagery interpretation and manipulation skills to identify adversary disposition and location; observe adversary Order of Battle (OOB) to include Tactics, Techniques, and Procedures (TTP); identify employment of Camouflage, Concealment, and Deception (CC&D) and identification of emerging capabilities, and research and development; exploitation of Lines of Communications (LOC), strategic industries, military and civilian infrastructure, Helicopter Landing Zones (HLZ), beach studies, and terrain classification in support of Joint Intelligence Preparation of the Operational Environment (JIPOE); contribute to the Common Operational Picture (COP) by precisely locating activities and objects, assessing and discerning the significance of activities and events observed on imagery, and by providing a context for warfighters and decision makers through the production and dissemination of imagery products; utilize all aspects of Geospatial Intelligence (GEOINT), literal or non-literal, to provide tailored GEOINT products; play an important part in Battle Damage Assessment (BDA) or Bomb Hit Assessment (BHA), Humanitarian Assistance and Disaster Relief (HADR), and Non-combatant Evacuation Operations (NEO).

DoD Relationship**Group Title**

Image Interpretation

DoD Code

124200

O*NET Relationship**Occupation Title**

Cartographers and Photogrammetrists

SOC Code

17-1021.00

Job Family

Architecture and Engineering

Skills*Critical Thinking**Complex Problem Solving**Judgment and Decision Making**Operations Analysis**Monitoring**Quality Control Analysis**Active Learning**Writing**Equipment Selection**Coordination***Abilities***Deductive Reasoning**Written Expression**Written Comprehension**Oral Expression**Inductive Reasoning**Fluency of Ideas**Information Ordering**Category Flexibility**Problem Sensitivity**Speed of Closure***ANALYSIS****Paygrade****Task Type****Task Statements**

E5

CORE

Analyze adversary capabilities and limitations

E4

CORE

Analyze all-source information

E4

CORE

Analyze all-source intelligence across all warfare domains

E4

CORE

Analyze collection results

E4

CORE

Analyze Indications and Warnings (I&W)

E4

CORE

Analyze Maritime Security Operations (MSO) intelligence

E4

CORE

Analyze strike mission threats

E4

CORE

Apply geographic positioning data from a map, image or geospatial data

E4

CORE

Assess adversary activities across all warfare domains

E4

CORE

Assess physical characteristics of the target environment

E6

CORE

Audit analytical processes, methodologies, and approaches

E4

CORE

Brief adversary capabilities and limitations to stakeholders

E4

CORE

Build Open Source Intelligence (OSINT) products

E4

CORE

Build pattern analysis

ANALYSIS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Communicate Computer Network Operations (CNO)
E4	CORE	Communicate Cyber Mission Force (CMF) structure
E4	CORE	Communicate open source architecture to stakeholders
E4	CORE	Communicate Open Source Intelligence (OSINT) to stakeholders
E4	CORE	Communicate Publicly Available Information (PAI) to stakeholders
E4	CORE	Communicate Structured Analytic Techniques (SAT) to stakeholders
E4	CORE	Compile data from multiple intelligence disciplines
E5	CORE	Conduct Target System Analysis (TSA)
E6	CORE	Conduct target vulnerability analysis
E6	CORE	Conduct targeting assessment
E4	CORE	Demonstrate merchant ship's rigging/classification
E4	CORE	Determine intelligence gaps
E5	CORE	Determine warfare threats
E4	CORE	Develop predictive analysis
E5	CORE	Evaluate collection results
E4	CORE	Extract friendly and adversary Order Of Battle (OOB) characteristics
E5	NON-CORE	Identify Critical Target Elements (CTE) to meet mission requirements
E5	CORE	Implement analytic tradecraft
E5	CORE	Implement Structured Analytic Techniques (SAT)
E7	CORE	Manage intelligence analysis
E4	CORE	Perform analytical processes, methodologies, and approaches
E4	CORE	Perform Joint Intelligence Preparation of the Operational Environment (JIPOE)
E4	CORE	Query multi-disciplined intelligence databases and repositories
E4	CORE	Query open source databases
E7	CORE	Supervise analytical processes, methodologies, and approaches
E5	CORE	Supervise intelligence analysis
E7	CORE	Supervise target vulnerability analysis
E7	CORE	Supervise targeting assessment
E4	CORE	Support Offensive Cyberspace Operations (OCO) and Defensive Cyberspace Operations (DCO) missions
E4	CORE	Support structured analytic techniques and tools
E6	CORE	Validate intelligence analysis

COLLECTION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Apply Essential Elements of Information (EEI) to collection requirements
E4	CORE	Collect full motion video
E5	CORE	Conduct Military Source Operations (MSO)
E4	CORE	Conduct mission debriefs
E4	CORE	Determine collections management process to meet mission requirements

COLLECTION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Determine U.S., coalition, and adversary Intelligence Surveillance and Reconnaissance (ISR) capabilities
E5	CORE	Draft Requests For Information (RFI)
E5	CORE	Employ Tasking, Collection, Processing, Exploitation, and Dissemination (TCPED)
E6	CORE	Implement Intelligence Collection Plans (ICP)
E7	CORE	Perform Collection Manager duties
E4	CORE	Perform Operational Tasking (OPTASK) directed intelligence collections

DISSEMINATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Brief intelligence products
E4	CORE	Disseminate intelligence products
E4	CORE	Provide threat Indications and Warnings (I&W)
E4	CORE	Upload imagery products

GEOSPATIAL INTERPRETATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Analyze Digital Terrain Elevation Data (DTED)
E4	CORE	Annotate imagery targeting materials
E4	CORE	Assess image interpretability
E4	CORE	Communicate imagery system architecture to stakeholders
E5	NON-CORE	Conduct Collateral Damage Estimate (CDE)
E4	NON-CORE	Conduct geopositioning to meet mission requirements
E4	CORE	Employ geospatial data
E6	NON-CORE	Evaluate Collateral Damage Estimate (CDE)
E4	NON-CORE	Exploit full motion video
E4	CORE	Exploit imagery
E4	CORE	Formulate intelligence using Moving Target Indicator (MTI) data
E4	CORE	Locate targets of interest on a graphic
E4	NON-CORE	Order images manually
E4	NON-CORE	Troubleshoot imagery systems
E7	NON-CORE	Validate Collateral Damage Estimate (CDE)

INTELLIGENCE PRODUCTION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Build Collateral Damage Estimate (CDE) products
E4	CORE	Build intelligence products (e.g., briefs, messages, point papers, etc.)
E4	CORE	Build strike support graphics (e.g., Joint Desired Point of Impact (JDPI) critical element, kneeboard cards, etc.)
E4	CORE	Build target packages
E4	CORE	Compile data into intelligence support systems (e.g., strike and intelligence processing systems, etc.)
E6	CORE	Conduct target nominations

INTELLIGENCE PRODUCTION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Create Geospatial Information and Services (GI&S) products
E4	CORE	Develop intelligence reports
E4	CORE	Develop link analysis diagrams
E5	NON-CORE	Develop node analysis
E4	CORE	Employ intelligence products
E7	CORE	Manage intelligence production
E4	NON-CORE	Prepare a Supplemental Intelligence Report (SUPIR)
E4	NON-CORE	Prepare an Initial Phase Interpretation Report (IPIR)
E5	CORE	Supervise intelligence production
E7	CORE	Supervise target nominations
E6	CORE	Validate Intelligence production
E5	CORE	Validate intelligence products
E5	NON-CORE	Validate intelligence reports
E5	NON-CORE	Validate strike support graphics (e.g., Joint Desired Point of Impact (JDPI), critical element, etc.)

MAPS AND CHARTS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Annotate maps and charts
E4	NON-CORE	Build Grid Reference Graphic (GRG)
E4	CORE	Interpret maps and charts
E4	CORE	Select various types of maps and charts

MISSION PLANNING AND OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Communicate the Law of Armed Conflict (LOAC) concept in regards to intelligence operations
E4	CORE	Conduct Combat Assessments (CA) (e.g., Munitions Effectiveness Assessment (MEA), restrike recommendations, etc.)
E6	CORE	Conduct intelligence support to maritime operations
E6	CORE	Conduct target development
E5	NON-CORE	Conduct Time-Sensitive Targeting (TST) and Time-Critical Targeting (TCT)
E6	CORE	Coordinate collection requirements
E6	CORE	Develop intelligence training plans
E5	CORE	Employ all-source intelligence analysis to enable cross-queuing of multiple intelligence sources
E4	NON-CORE	Employ communications equipment
E4	CORE	Employ targeting support data
E6	CORE	Interpret theater intelligence doctrine (e.g., Operation Plan (OPLAN), Operational Tasking (OPTASK), Concept of Operations (CONOP), etc.)
E4	CORE	Maintain intelligence plots
E6	CORE	Manage intelligence mission areas (e.g., publications library, training, Intelligence Oversight (IO), etc.)

MISSION PLANNING AND OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	NON-CORE	Manage weaponneering (e.g., joint strike operations, cyberspace strike operations, etc.)
E5	NON-CORE	Prepare collection plans
E4	NON-CORE	Provide intelligence support to Military Operations Other Than War (MOOTW)
E5	CORE	Recommend targets based on all source reporting
E5	CORE	Supervise intelligence support to the Commander's decision making process (e.g., doctrine review board, Commanders objectives, etc.)
E7	CORE	Supervise target development
E6	CORE	Supervise Tasking, Collection, Processing, Exploitation, and Dissemination (TCPED)
E4	NON-CORE	Support Maritime Security Operations (MSO)
E6	CORE	Support operational orders and plans development
E5	NON-CORE	Support strike mission planning (e.g., Precision Guided Munitions (PGM) characteristics, target list, etc.)
E4	CORE	Support Time-Sensitive Targeting (TST) and Time-Critical Targeting (TCT)
E7	CORE	Validate intelligence training plans
E5	CORE	Validate Joint Intelligence Preparation of the Operational Environment (JIPOE) data

SECURITY AND ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Apply information security policies and procedures
E4	CORE	Apply personnel security policies and procedures
E4	CORE	Apply physical security procedures
E4	CORE	Apply Sensitive Compartmented Information (SCI) security classification markings
E4	CORE	Communicate intelligence systems architecture
E4	CORE	Communicate Sensitive Compartmented Information (SCI) classified material releasability
E6	CORE	Coordinate installation of intelligence systems
E5	NON-CORE	Create exercise scenarios
E4	CORE	Destroy Sensitive Compartmented Information (SCI) material
E5	NON-CORE	Draft exercise support products (e.g., injects, scripting, etc.)
E6	NON-CORE	Evaluate intelligence exercise performance
E6	NON-CORE	Manage Intelligence Oversight (IO) programs
E4	CORE	Protect Sensitive Compartmented Information (SCI) holdings
E4	CORE	Report Intelligence Oversight (IO) program violations
E4	CORE	Sanitize Sensitive Compartmented Information (SCI)
E7	NON-CORE	Validate intelligence exercises performance

Job Title**Cyber Threat Intelligence Analyst (CTIA)****Job Code****002805****Job Family**

Protective Service

NOC

TBD

Short Title (30 Characters)

CYBER THREAT INTEL ANALYST

Short Title (14 Characters)

CYB INT ANALYST

Pay Plan

Enlisted

Career Field

IS

Other Relationships and Rules

NEC KXXX series and other NECs as assigned

Job Description

Cyber Threat Intelligence Analysts (CTIA) perform analysis of multi-disciplined cyber threat information across the U.S. Government and Intelligence Community (IC) to support Offensive Cyberspace Operations (OCO) and Defensive Cyberspace Operations (DCO); provide Indications and Warnings (I&W) for cyberspace threats; synthesize and place intelligence information in context; draw insights about possible implications; conduct all-source Joint Intelligence Preparation of the Operational Environment at the Combatant Command level and Intelligence Preparation of the Battlespace at the tactical and Fleet level commands; respond to Requests for Information (RFI) and submit intelligence collection and production requirements to the National assets in support of planning and operations, and joint targeting; conduct joint target development in accordance with the joint targeting cycle to enable offensive cyberspace effects operations; provide intelligence support to mission package development; provide intelligence support to assess networks for potential threats and Critical Vulnerability Exploits; assess Malicious Cyber Actors/Advanced Persistent Threat Courses of Action in support of OCO/DCO; produce timely, fused, all-source cyberspace operations intelligence products (e.g., threat assessments, briefings, intelligence studies, country studies, etc.); identify state and non-state cyber actors, and Tactics, Techniques and Procedures (TTP), providing intelligence analysis and support to command designated exercises, planning activities and Time Sensitive Target (TST) operations; conduct Nodal analysis of cyber actors and systems; collaborate with IC Analysts involved in cyberspace operations intelligence or related areas; draft and maintain Commanders Critical Information Requirements (CCIR), Priority Intelligence Requirements (PIR), and Essential Elements of Information (EEI); produce and submit RFI based on CCIR, PIR, and EEI requirements.

DoD Relationship**Group Title**

Image Interpretation

DoD Code

124200

O*NET Relationship**Occupation Title**

Intelligence Analysts

SOC Code

33-3021.06

Job Family

Protective Service

Skills*Critical Thinking**Judgment and Decision Making**Complex Problem Solving**Active Learning**Monitoring**Coordination**Quality Control Analysis**Operations Analysis**Writing**Equipment Selection***Abilities***Deductive Reasoning**Written Expression**Oral Expression**Written Comprehension**Fluency of Ideas**Inductive Reasoning**Information Ordering**Time Sharing**Category Flexibility**Oral Comprehension***ANALYSIS****Paygrade****Task Type****Task Statements**

E5

CORE

Analyze adversary capabilities and limitations

E4

CORE

Analyze all-source information

E4

CORE

Analyze all-source intelligence across all warfare domains

E4

CORE

Analyze collection results

E4

CORE

Analyze Indications and Warnings (I&W)

E5

CORE

Analyze logical layer of the target environment

E5

CORE

Analyze network maps and diagrams

E4

CORE

Analyze strike mission threats

E4

CORE

Apply geographic positioning data from a map, image or geospatial data

E4

CORE

Assess adversary activities across all warfare domains

E4

CORE

Assess physical characteristics of the target environment

E6

CORE

Audit analytical processes, methodologies, and approaches

E4

CORE

Brief adversary capabilities and limitations to stakeholders

ANALYSIS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Build Open Source Intelligence (OSINT) products
E4	CORE	Build pattern analysis
E4	CORE	Collate threat reporting
E4	CORE	Communicate Computer Network Operations (CNO)
E4	CORE	Communicate Cyber Mission Force (CMF) structure
E4	CORE	Communicate open source architecture to stakeholders
E4	CORE	Communicate Open Source Intelligence (OSINT) to stakeholders
E4	CORE	Communicate Publicly Available Information (PAI) to stakeholders
E5	CORE	Communicate state and non-state Malicious Cyber Actor (MCA) capabilities to stakeholders
E4	CORE	Communicate Structured Analytic Techniques (SAT) to stakeholders
E5	CORE	Communicate the role of Counterintelligence (CI) and Human Intelligence (Tactical Counter-Intelligence and Human Intelligence Specialist) in the cyberspace domain
E5	NON-CORE	Communicate with Offensive Cyberspace Operations (OCO)/Defensive Cyberspace Operations (DCO) partners and stakeholders
E4	CORE	Compile data from multiple intelligence disciplines
E5	CORE	Conduct Target System Analysis (TSA)
E6	CORE	Conduct target vulnerability analysis
E6	CORE	Conduct targeting assessment
E5	CORE	Coordinate cyberspace operations with Intelligence Community (IC) stakeholders
E4	CORE	Correlate cyberspace-related Tactics, Techniques, and Procedures (TTP)
E4	CORE	Determine intelligence gaps
E5	CORE	Determine warfare threats
E4	NON-CORE	Develop cyber persona profiles
E4	CORE	Develop predictive analysis
E5	CORE	Evaluate collection results
E4	CORE	Extract friendly and adversary Order Of Battle (OOB) characteristics
E5	NON-CORE	Identify Critical Target Elements (CTE) to meet mission requirements
E5	CORE	Implement analytic tradecraft
E5	CORE	Implement Structured Analytic Techniques (SAT)
E7	CORE	Manage intelligence analysis
E4	CORE	Perform analytical processes, methodologies, and approaches
E4	CORE	Perform independent analysis and operational intelligence
E4	CORE	Perform Joint Intelligence Preparation of the Operational Environment (JIPOE)
E4	CORE	Query multi-disciplined intelligence databases and repositories
E4	CORE	Query open source databases
E5	CORE	Report cyberspace effects
E7	CORE	Supervise analytical processes, methodologies, and approaches
E5	CORE	Supervise intelligence analysis
E7	CORE	Supervise target vulnerability analysis

ANALYSIS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Supervise targeting assessment
E4	CORE	Support Offensive Cyberspace Operations (OCO) and Defensive Cyberspace Operations (DCO) missions
E4	CORE	Support structured analytic techniques and tools
E6	CORE	Validate intelligence analysis
E4	NON-CORE	Verify authorities and Standing Rules of Engagement (SROE) for cyberspace operations planning

COLLECTION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Apply Essential Elements of Information (EEI) to collection requirements
E5	CORE	Conduct Military Source Operations (MSO)
E4	CORE	Conduct mission debriefs
E4	NON-CORE	Coordinate Document and Media Exploitation (DOMEX)
E4	CORE	Determine collections management process to meet mission requirements
E4	CORE	Determine U.S., coalition, and adversary Intelligence Surveillance and Reconnaissance (ISR) capabilities
E5	CORE	Draft Requests For Information (RFI)
E5	CORE	Employ Tasking, Collection, Processing, Exploitation, and Dissemination (TCPED)
E6	CORE	Implement Intelligence Collection Plans (ICP)
E7	CORE	Perform Collection Manager duties
E4	CORE	Perform Operational Tasking (OPTASK) directed intelligence collections

DISSEMINATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Brief intelligence products
E4	CORE	Disseminate intelligence products
E4	CORE	Provide threat Indications and Warnings (I&W)

GEOSPATIAL INTERPRETATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Employ geospatial data
E4	CORE	Locate targets of interest on a graphic

INTELLIGENCE PRODUCTION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Build cyberspace intelligence products (e.g., briefs, threat assessments, messages, point papers, etc.)
E4	CORE	Build intelligence products (e.g., briefs, messages, point papers, etc.)
E4	CORE	Build target packages
E4	CORE	Compile data into intelligence support systems (e.g., strike and intelligence processing systems, etc.)
E6	CORE	Conduct target nominations
E4	CORE	Develop intelligence reports
E4	CORE	Develop link analysis diagrams

INTELLIGENCE PRODUCTION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Develop node analysis
E7	NON-CORE	Develop target lists
E4	CORE	Employ intelligence products
E7	CORE	Manage intelligence production
E7	CORE	Supervise cyberspace intelligence products and target packages (e.g., briefs, threat assessments, messages, point papers, etc.)
E5	CORE	Supervise intelligence production
E7	CORE	Supervise target nominations
E6	CORE	Validate cyberspace intelligence products and target packages (e.g., briefs, threat assessments, messages, point papers, etc.)
E6	CORE	Validate Intelligence production
E5	CORE	Validate intelligence products
E5	NON-CORE	Validate intelligence reports

MAPS AND CHARTS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Annotate maps and charts
E4	CORE	Interpret maps and charts
E4	CORE	Select various types of maps and charts

MISSION PLANNING AND OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Communicate cyberspace Operational Preparation of Environment (OPE)
E5	CORE	Communicate internal defense cyberspace capabilities to mission planners
E4	CORE	Communicate the Law of Armed Conflict (LOAC) concept in regards to intelligence operations
E5	CORE	Conduct Collateral Effects Estimates (CEE)
E4	CORE	Conduct Combat Assessments (CA) (e.g., Munitions Effectiveness Assessment (MEA), restrike recommendations, etc.)
E5	CORE	Conduct cyberspace Operational Preparation of Environment (OPE)
E6	CORE	Conduct intelligence support to maritime operations
E6	CORE	Conduct target development
E5	NON-CORE	Conduct Time-Sensitive Targeting (TST) and Time-Critical Targeting (TCT)
E5	NON-CORE	Construct Cyber Readiness Training Team (CRTT) drills
E6	CORE	Coordinate collection requirements
E6	CORE	Coordinate organic maritime Electronic Warfare (EW) assets (i.e., shipboard sensors)
E6	CORE	Coordinate support of Counterintelligence (CI) activities and Human Intelligence (Tactical Counter-Intelligence and Human Intelligence Specialist) operations
E7	NON-CORE	Coordinate targeting guidance to meet Commander's intent (e.g. OPLANs, OPTASKs, air tasking cycle, cyber tasking order, etc.)
E7	NON-CORE	Develop cyberspace-related plans (e.g., Operation Plan (OPLAN), Concept of Operations Plan (CONPLAN), Concept of Operations (CONOP), etc.)

MISSION PLANNING AND OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Develop intelligence training plans
E5	CORE	Employ all-source intelligence analysis to enable cross-queuing of multiple intelligence sources
E4	NON-CORE	Employ communications equipment
E4	CORE	Employ targeting support data
E6	CORE	Evaluate Collateral Effects Estimates (CEE)
E6	CORE	Evaluate Combat Assessments (CA) (e.g., Munitions Effectiveness Assessment (MEA), restrike recommendations, etc.)
E6	CORE	Interpret theater intelligence doctrine (e.g., Operation Plan (OPLAN), Operational Tasking (OPTASK), Concept of Operations (CONOP), etc.)
E4	CORE	Maintain intelligence plots
E6	CORE	Manage cyberspace mission focus areas
E6	CORE	Manage intelligence mission areas (e.g., publications library, training, Intelligence Oversight (IO), etc.)
E6	NON-CORE	Manage weaponeering (e.g., joint strike operations, cyberspace strike operations, etc.)
E5	NON-CORE	Prepare collection plans
E4	NON-CORE	Provide intelligence support to Military Operations Other Than War (MOOTW)
E5	CORE	Recommend targets based on all source reporting
E7	CORE	Supervise Cyber Readiness Training Team (CRTT) program
E7	CORE	Supervise cyberspace mission focus areas
E5	CORE	Supervise intelligence support to the Commander's decision making process (e.g., doctrine review board, Commanders objectives, etc.)
E7	CORE	Supervise target development
E6	CORE	Supervise Tasking, Collection, Processing, Exploitation, and Dissemination (TCPED)
E6	NON-CORE	Support Offensive Counterintelligence Operations (OFCO)
E6	CORE	Support operational orders and plans development
E5	NON-CORE	Support strike mission planning (e.g., Precision Guided Munitions (PGM) characteristics, target list, etc.)
E5	NON-CORE	Support targeting guidance to meet Commander's intent (e.g. OPLANs, OPTASKs, air tasking cycle, cyber tasking order, etc.)
E4	CORE	Support Time-Sensitive Targeting (TST) and Time-Critical Targeting (TCT)
E5	NON-CORE	Support weaponeering (e.g., joint strike operations, cyberspace strike operations, etc.)
E7	CORE	Validate Collateral Effects Estimates (CEE)
E7	CORE	Validate Combat Assessments (CA) (e.g., Munitions Effectiveness Assessment (MEA), restrike recommendations, etc.)
E7	CORE	Validate intelligence training plans
E5	CORE	Validate Joint Intelligence Preparation of the Operational Environment (JIPOE) data
E6	NON-CORE	Verify authorities for Information Operations (IO) planning

SECURITY AND ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Apply information security policies and procedures
E4	CORE	Apply personnel security policies and procedures
E4	CORE	Apply physical security procedures
E4	CORE	Apply Sensitive Compartmented Information (SCI) security classification markings
E4	CORE	Communicate intelligence systems architecture
E4	CORE	Communicate Sensitive Compartmented Information (SCI) classified material releasability
E7	NON-CORE	Coordinate cyberspace operations with Special Access Program (SAP)/Review and Approval Process for Cyber Operations (RAPCO)
E6	CORE	Coordinate installation of intelligence systems
E5	NON-CORE	Create exercise scenarios
E4	CORE	Destroy Sensitive Compartmented Information (SCI) material
E5	NON-CORE	Draft exercise support products (e.g., injects, scripting, etc.)
E6	NON-CORE	Evaluate intelligence exercise performance
E6	NON-CORE	Manage Intelligence Oversight (IO) programs
E4	CORE	Protect Sensitive Compartmented Information (SCI) holdings
E4	CORE	Report Intelligence Oversight (IO) program violations
E4	CORE	Sanitize Sensitive Compartmented Information (SCI)
E7	NON-CORE	Validate intelligence exercises performance

Job Title**Tactical Counter-Intelligence and Human Intelligence Specialist****Job Code****002835****Job Family**

Computer and Mathematical

NOC

TBD

Short Title (30 Characters)

TACTICAL CI HUMINT SPEC

Short Title (14 Characters)

CI HUMT SPEC

Pay Plan

Enlisted

Career Field

IS

Other Relationships and Rules

NEC KXXX series and other NECs as assigned

Job Description

Tactical Counter-Intelligence and Human Intelligence (CI/HUMINT) Specialists provide counter-intelligence (CI) functional services and acquire intelligence information from human sources in response to valid Navy and National requirements by supervising and conducting full-spectrum human intelligence (HUMINT) collection operations; supervise and conduct full-spectrum CI and HUMINT collection operations including, but not limited to debriefings, interrogations, and elicitations for intelligence and force protection information; facilitate in-theater Military Source Operations (MSO), screening of CI and/or HUMINT sources and documents in order to establish priorities for exploitation; coordinate exploitation capture of enemy documents, foreign language and open-source publications; prepare and edit appropriate intelligence and administrative reports; utilize CI/HUMINT reporting and communications equipment; use interpreters and manage interpreter/translator operations; conduct liaison and coordination in foreign language with host nation agencies; conduct analysis and perform briefings and debriefings as required.

DoD Relationship**Group Title**

Operational Intelligence

DoD Code

124300

O*NET Relationship**Occupation Title**

Operations Research Analysts

SOC Code

15-2031.00

Job Family

Computer and Mathematical

Skills*Critical Thinking**Complex Problem Solving**Judgment and Decision Making**Active Learning**Writing**Monitoring**Operations Analysis**Quality Control Analysis**Equipment Selection**Reading Comprehension***Abilities***Deductive Reasoning**Written Expression**Oral Expression**Written Comprehension**Inductive Reasoning**Problem Sensitivity**Oral Comprehension**Category Flexibility**Information Ordering**Fluency of Ideas***ANALYSIS****Paygrade****Task Type****Task Statements**

E5

CORE

Analyze adversary capabilities and limitations

E4

CORE

Analyze all-source information

E4

CORE

Analyze all-source intelligence across all warfare domains

E4

CORE

Analyze collection results

E4

CORE

Analyze Indications and Warnings (I&W)

E4

CORE

Analyze Maritime Security Operations (MSO) intelligence

E4

CORE

Apply geographic positioning data from a map, image or geospatial data

E4

CORE

Assess adversary activities across all warfare domains

E4

CORE

Assess physical characteristics of the target environment

E6

CORE

Audit analytical processes, methodologies, and approaches

E4

CORE

Brief adversary capabilities and limitations to stakeholders

E4

CORE

Build Open Source Intelligence (OSINT) products

E4

CORE

Build pattern analysis

E4

CORE

Collate threat reporting

E4

CORE

Communicate Computer Network Operations (CNO)

E4

CORE

Communicate counterintelligence activities to stakeholders

ANALYSIS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Communicate Counterintelligence/Human Intelligence (CI/Tactical Counter-Intelligence and Human Intelligence Specialist) architecture to stakeholders
E4	CORE	Communicate Cyber Mission Force (CMF) structure
E4	CORE	Communicate Military Source Operations (MSO)
E4	CORE	Communicate open source architecture to stakeholders
E4	CORE	Communicate Open Source Intelligence (OSINT) to stakeholders
E4	CORE	Communicate Publicly Available Information (PAI) to stakeholders
E4	CORE	Communicate Structured Analytic Techniques (SAT) to stakeholders
E5	CORE	Communicate the role of Counterintelligence (CI) and Human Intelligence (Tactical Counter-Intelligence and Human Intelligence Specialist) in the cyberspace domain
E4	CORE	Compile data from multiple intelligence disciplines
E5	CORE	Conduct analysis and support to Counterintelligence (CI) activities
E4	CORE	Determine intelligence gaps
E5	CORE	Determine warfare threats
E4	CORE	Develop predictive analysis
E5	CORE	Evaluate collection results
E4	CORE	Explain interrogation
E4	CORE	Extract friendly and adversary Order Of Battle (OOB) characteristics
E5	CORE	Implement analytic tradecraft
E5	CORE	Implement Structured Analytic Techniques (SAT)
E7	CORE	Manage intelligence analysis
E4	CORE	Perform analytical processes, methodologies, and approaches
E4	CORE	Perform Joint Intelligence Preparation of the Operational Environment (JIPOE)
E4	CORE	Query multi-disciplined intelligence databases and repositories
E4	CORE	Query open source databases
E7	CORE	Supervise analytical processes, methodologies, and approaches
E4	CORE	Support Offensive Cyberspace Operations (OCO) and Defensive Cyberspace Operations (DCO) missions
E4	CORE	Support structured analytic techniques and tools

COLLECTION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Apply Essential Elements of Information (EEI) to collection requirements
E4	NON-CORE	Collect biographical data
E5	CORE	Conduct Counterintelligence (CI) interviews
E5	CORE	Conduct counterintelligence activities
E5	CORE	Conduct Counterintelligence Collection Activities (CCA)
E5	CORE	Conduct Counterintelligence Functional Services (CIFS) (e.g., installation threat vulnerability assessments, surveillance, surveillance detection, etc.)
E5	CORE	Conduct debriefs in support of Counterintelligence (CI) activities and Human Intelligence (Tactical Counter-Intelligence and Human Intelligence Specialist) operations

COLLECTION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Conduct elicitations (i.e., Counterintelligence (CI) activities, Human Intelligence (Tactical Counter-Intelligence and Human Intelligence Specialist) operations)
E4	NON-CORE	Conduct Foreign Military Intelligence Collection Activities (FORMICA)
E5	CORE	Conduct interrogations
E5	NON-CORE	Conduct maritime intelligence collections and reporting (e.g., Ships Nautical or Otherwise Photographic Interpretation and Examination (SNOOPIE), debrief, etc.)
E5	CORE	Conduct Military Source Operations (MSO)
E4	CORE	Conduct mission debriefs
E4	NON-CORE	Coordinate Document and Media Exploitation (DOMEX)
E4	CORE	Determine collections management process to meet mission requirements
E4	CORE	Determine U.S., coalition, and adversary Intelligence Surveillance and Reconnaissance (ISR) capabilities
E5	CORE	Draft Requests For Information (RFI)
E5	CORE	Employ Tasking, Collection, Processing, Exploitation, and Dissemination (TCPED)
E6	CORE	Implement Intelligence Collection Plans (ICP)
E4	CORE	Perform Operational Tasking (OPTASK) directed intelligence collections

DISSEMINATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Brief intelligence products
E4	CORE	Disseminate intelligence products
E4	CORE	Provide threat Indications and Warnings (I&W)

GEOSPATIAL INTERPRETATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Employ geospatial data
E4	CORE	Locate targets of interest on a graphic

INTELLIGENCE PRODUCTION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Build intelligence products (e.g., briefs, messages, point papers, etc.)
E4	CORE	Compile data into intelligence support systems (e.g., strike and intelligence processing systems, etc.)
E4	CORE	Develop intelligence reports
E4	CORE	Develop link analysis diagrams
E5	NON-CORE	Develop node analysis
E4	CORE	Employ intelligence products
E7	CORE	Manage intelligence production
E5	NON-CORE	Prepare Notice of Intelligence Potential (NIP)
E6	CORE	Produce Counterintelligence (CI) and Human Intelligence (Tactical Counter-Intelligence and Human Intelligence Specialist) Operational Proposals (OP)
E5	CORE	Supervise intelligence production
E6	CORE	Validate Intelligence production
E5	NON-CORE	Validate intelligence reports

MAPS AND CHARTS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Annotate maps and charts
E4	CORE	Interpret maps and charts
E4	CORE	Select various types of maps and charts

MISSION PLANNING AND OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Communicate the Law of Armed Conflict (LOAC) concept in regards to intelligence operations
E5	CORE	Conduct asset assessment in support of Counterintelligence (CI) activities and Human Intelligence (Tactical Counter-Intelligence and Human Intelligence Specialist) operations
E6	CORE	Conduct intelligence support to maritime operations
E5	CORE	Conduct surveillance in support of Human Intelligence (Tactical Counter-Intelligence and Human Intelligence Specialist) operations
E6	CORE	Conduct target development
E5	NON-CORE	Conduct Time-Sensitive Targeting (TST) and Time-Critical Targeting (TCT)
E6	CORE	Coordinate collection requirements
E6	CORE	Coordinate support of Counterintelligence (CI) activities and Human Intelligence (Tactical Counter-Intelligence and Human Intelligence Specialist) operations
E5	CORE	Detect surveillance in support of Human Intelligence (Tactical Counter-Intelligence and Human Intelligence Specialist) operations
E6	CORE	Develop intelligence training plans
E5	CORE	Employ all-source intelligence analysis to enable cross-queuing of multiple intelligence sources
E4	NON-CORE	Employ communications equipment
E4	CORE	Employ targeting support data
E6	CORE	Interpret theater intelligence doctrine (e.g., Operation Plan (OPLAN), Operational Tasking (OPTASK), Concept of Operations (CONOP), etc.)
E7	CORE	Manage Counterintelligence Functional Services (CIFS) (e.g., installation threat vulnerability assessments, surveillance, surveillance detection, etc.)
E6	CORE	Manage intelligence mission areas (e.g., publications library, training, Intelligence Oversight (IO), etc.)
E7	NON-CORE	Manage technical operations in support of Counterintelligence (CI) activities and Human Intelligence (Tactical Counter-Intelligence and Human Intelligence Specialist) operations
E5	NON-CORE	Prepare collection plans
E4	NON-CORE	Provide intelligence support to Military Operations Other Than War (MOOTW)
E5	CORE	Recommend targets based on all source reporting
E6	NON-CORE	Supervise counterintelligence activities
E6	CORE	Supervise Counterintelligence Functional Services (CIFS) (e.g., installation threat vulnerability assessments, surveillance, surveillance detection, etc.)
E6	CORE	Supervise interrogations
E6	CORE	Supervise Military Source Operations (MSO)
E7	CORE	Supervise target development

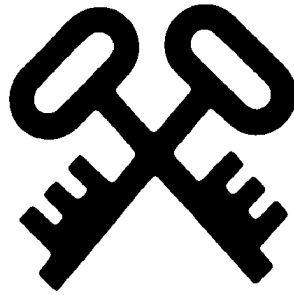
MISSION PLANNING AND OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Supervise Tasking, Collection, Processing, Exploitation, and Dissemination (TCPED)
E4	NON-CORE	Support Maritime Security Operations (MSO)
E6	NON-CORE	Support Offensive Counterintelligence Operations (OFCO)
E6	CORE	Support operational orders and plans development
E4	CORE	Support Time-Sensitive Targeting (TST) and Time-Critical Targeting (TCT)
E7	CORE	Validate intelligence training plans
E5	CORE	Validate Joint Intelligence Preparation of the Operational Environment (JIPOE) data

SECURITY AND ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Apply information security policies and procedures
E4	CORE	Apply personnel security policies and procedures
E4	CORE	Apply physical security procedures
E4	CORE	Apply Sensitive Compartmented Information (SCI) security classification markings
E4	CORE	Communicate intelligence systems architecture
E4	CORE	Communicate Sensitive Compartmented Information (SCI) classified material releasability
E6	CORE	Coordinate installation of intelligence systems
E5	NON-CORE	Create exercise scenarios
E4	CORE	Destroy Sensitive Compartmented Information (SCI) material
E5	NON-CORE	Draft exercise support products (e.g., injects, scripting, etc.)
E6	NON-CORE	Evaluate intelligence exercise performance
E7	CORE	Manage Counter Intelligence Coordinating Authority (CICA) functions
E7	CORE	Manage counterintelligence activities
E6	NON-CORE	Manage Intelligence Oversight (IO) programs
E7	CORE	Manage interrogation operations
E7	CORE	Manage Military Source Operations (MSO)
E7	CORE	Manage N2X Functions
E4	CORE	Protect Sensitive Compartmented Information (SCI) holdings
E4	CORE	Report Intelligence Oversight (IO) program violations
E4	CORE	Sanitize Sensitive Compartmented Information (SCI)
E7	NON-CORE	Validate intelligence exercises performance

CHAPTER 47



LOGISTICS SPECIALIST (LS)

NAVPERS 18068F-47B
CH-73

Updated: January 2018

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

LOGISTICS SPECIALIST (LS)



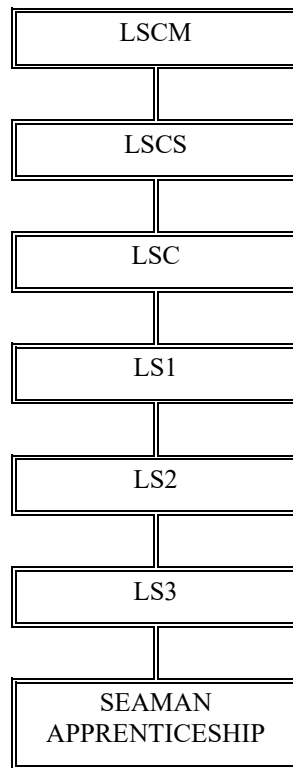
SCOPE OF RATING

Logistics Specialists (LS) provide diverse logistics and accounting support in a global setting to aviation, surface, subsurface, and expeditionary forces; 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



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**Postal Clerk****Job Code****001637****Job Family**

Office and Administrative Support

NOC

TBD

Short Title (30 Characters)

POSTAL CLERK

Short Title (14 Characters)

POSTAL CLERK

Pay Plan

Enlisted

Career Field

LS

Other Relationships and Rules

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**Group Title**

Postal

DoD Code

155400

O*NET Relationship**Occupation Title**

Mail Clerks and Mail Machine
Operators, Except Postal Service

SOC Code

43-9051.00

Job Family

Office and Administrative
Support

Skills*Judgment and Decision Making**Monitoring**Quality Control Analysis**Service Orientation**Complex Problem Solving**Mathematics**Operation and Control**Critical Thinking**Management of Material Resources**Reading Comprehension***Abilities***Deductive Reasoning**Inductive Reasoning**Written Comprehension**Problem Sensitivity**Written Expression**Information Ordering**Number Facility**Speed of Closure**Mathematical Reasoning**Oral Expression***ADMINISTRATION****Paygrade**

E4

Task Type

CORE

Task Statements

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)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
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

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
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

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
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

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
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

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Audit postal accounts
E4	CORE	Maintain Individual Mail Lock Boxes (IMLB)

SECURITY

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
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**
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**

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

Group Title **DoD Code**
Supply Administration 155100

O*NET Relationship

Occupation Title **SOC Code** **Job Family**
Administrative Services Managers 11-3011.00 Management

Skills*Quality Control Analysis**Monitoring**Judgment and Decision Making**Management of Material Resources**Critical Thinking**Reading Comprehension**Management of Financial Resources**Coordination**Complex Problem Solving**Operation and Control***Abilities***Written Comprehension**Problem Sensitivity**Deductive Reasoning**Inductive Reasoning**Speed of Closure**Written Expression**Information Ordering**Oral Expression**Mathematical Reasoning**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

ADMINISTRATION (CONT'D)

<u>Pavgrade</u>	<u>Task Type</u>	<u>Task Statements</u>
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

<u>Pavgrade</u>	<u>Task Type</u>	<u>Task Statements</u>
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)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
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

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
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

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
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

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
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)

<u>Pavgrade</u>	<u>Task Type</u>	<u>Task Statements</u>
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

<u>Pavgrade</u>	<u>Task Type</u>	<u>Task Statements</u>
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**Logistician****Job Code****001747****Job Family**

Office and Administrative Support

NOC

TBD

Short Title (30 Characters)

LOGISTICIAN

Short Title (14 Characters)

LOGISTICIAN

Pay Plan

Enlisted

Career Field

LS

Other Relationships and Rules

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**Group Title**

Supply Administration

DoD Code

155100

O*NET Relationship**Occupation Title**

Procurement Clerks

SOC Code

43-3061.00

Job Family

Office and Administrative Support

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

E4

Task Type

CORE

Task Statements

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

ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
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

<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 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)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
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

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
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

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
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)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
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

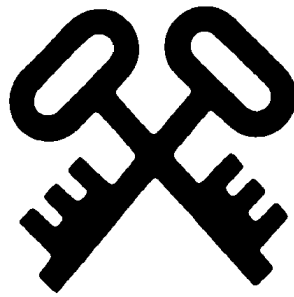
MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
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

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Maintain key-control

CHAPTER 47



LOGISTICS SPECIALIST (SUBMARINE) (LSS)

NAVPERS 18068F-47A
CH-73

Updated: January 2018

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LOGISTICS SPECIALIST (SUBMARINE) (LSS)

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

LOGISTICS SPECIALIST (SUBMARINE) (LSS)



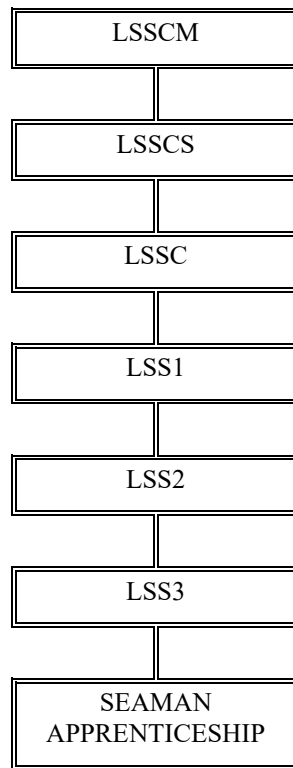
SCOPE OF RATING

Logistics Specialists (Submarine) (LSS) provide diverse logistics and accounting support in a global setting to submarine and submarine support forces; order, receive, inventory, inspect, stow, preserve, package, ship, and issue material; account for government material; prepare, maintain, and audit financial accounts and records; and prepare and maintain required forms, records, correspondence, reports, and files.

This Occupational Standard is to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 47.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in OPNAVINST 1420.1.

For rating entry requirements, refer to MILPERSMAN 1306-618.

SAFETY

The observance of Operational Risk Management (ORM) and proper safety precautions in all areas is an integral part of each billet and the responsibility of every Sailor; therefore, it is a universal requirement for all ratings.

Job Title**Submarine Logistics Manager****Job Code****002773****Job Family**
Management**NOC**
TBD**Short Title (30 Characters)**
SUBMARINE LOGISTICS MANAGER**Short Title (14 Characters)**
SUB LOGIST MGR**Pay Plan**
Enlisted**Career Field**
LSS**Other Relationships and Rules**
NEC's as assigned.**Job Description**

Submarine Logistic Managers perform functions related to material procurement, financial accounting, administration, technical research, audits, and inspections; perform and oversee warehousing functions including the receipt, storage, and issue of materials; conduct and oversee ordering, issuing, inventorying, and tracking of repairable assets; prepare requisitions for material outside normal supply channels; liaise with vendors, contractors, and husbanding agents; formulate load-out plans for deployments; and conduct and maintain supply activity inventories.

DoD Relationship

Group Title **DoD Code**
Supply Administration 155100

O*NET Relationship

Occupation Title **SOC Code** **Job Family**
Administrative Services Managers 11-3011.00 Management

Skills

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

Abilities

Written Comprehension
Information Ordering
Inductive Reasoning
Written Expression
Number Facility
Deductive Reasoning
Mathematical Reasoning
Category Flexibility
Extent Flexibility
Manual Dexterity

ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Adjust stock levels
E6	NON-CORE	Analyze supply ad-hoc query data
E4	CORE	Maintain files (e.g. expenditure invoices, inventory records, etc.)
E5	CORE	Maintain Government Commercial Purchase Card (GCPC) program and contract files
E5	CORE	Maintain Maintenance Assistance Modules (MAM) inventories
E7	CORE	Prepare supply messages (e.g. Military Standard Requisitioning and Issue Procedures (MILSTRIP), Casualty Report (CASREP), Document Receipt Acknowledgement (DRA), etc.)
E5	CORE	Process incoming requisition status reports
E7	CORE	Process personal effects
E4	CORE	Process receipt files
E6	CORE	Process Submarine Logistics Database (SLDB) reconciliations
E5	CORE	Process supply systems management reports
E6	CORE	Research financial liability of property loss
E6	CORE	Research inventory discrepancies
E5	CORE	Submit non-standard requisitions
E5	CORE	Submit standard requisitions
E4	CORE	Validate Individual Component Repair Lists (ICRL)
E6	CORE	Validate material not in physical custody of supply officers

ADMINISTRATION (CONT'D)

<u>Pavgrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Validate Material Obligation Validations (MOV)
E6	CORE	Validate Material Outstanding Files (MOF)
E5	CORE	Validate stock control review listings
E6	CORE	Validate stock reorder review listings
E6	CORE	Validate Submarine Logistics Database (SLDB) reconciliations
E6	CORE	Validate supply management reports (e.g. logistics, financial, inventory, etc.)

FINANCIAL

<u>Pavgrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Certify invoices for payment (e.g. Government Commercial Purchase Card (GCPC), contracts, etc.)
E6	CORE	Establish continuing services and accounts
E6	CORE	Maintain continuing services and accounts
E7	CORE	Maintain Operating Target (OPTAR)
E7	CORE	Process change notices
E6	CORE	Process live Operating Target (OPTAR) Transmittal Letter (TL) reports
E7	CORE	Process Operating Target (OPTAR) augment requests and grants
E7	CORE	Process Summary Filled Order Expenditure Difference Listings (SFOEDL)
E7	CORE	Submit Operating Target (OPTAR) augment requests
E7	CORE	Validate Budget Operating Reports (BOR)
E5	CORE	Validate invoices and bills
E6	CORE	Validate non-standard requisitions (e.g. Government Commercial Purchase Card (GCPC), Money Value Only (MVO), etc.)
E6	CORE	Validate standard requisitions

LOGISTICS

<u>Pavgrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Distribute customer materials
E4	CORE	Inventory Hazardous Materials (HAZMAT)
E4	CORE	Inventory stock materials
E4	CORE	Issue Depot Level Repairable (DLR) materials
E4	CORE	Issue Hazardous Material (HAZMAT)
E4	CORE	Issue organizational clothing
E5	NON-CORE	Maintain Submarine Hazardous Material Inventory Management System (SHIMS)
E6	CORE	Prepare Allowance Change Requests (ACR)
E5	NON-CORE	Prepare documents for contractor and vendor transactions
E5	CORE	Process carcasses for turn-in
E4	CORE	Process Defective Material Summary (DMS)
E4	CORE	Process Hazardous Material (HAZMAT) for offload
E6	CORE	Process inventory discrepancies (e.g. Gain By Inventory (GBI), Loss By Inventory (LBI), etc.)

LOGISTICS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Process material for shipment
E4	CORE	Process material issues from stock
E4	CORE	Process stock material for offload (e.g. Defense Reutilization and Marketing Office (DRMO), Material Turned Into Store (MTIS), Other Supply Officer (OSO), etc.)
E4	CORE	Process storeroom refusals
E4	CORE	Receive Depot Level Repairable (DLR) materials
E4	CORE	Receive Hazardous Materials (HAZMAT)
E4	CORE	Reconcile issues pending listings
E5	CORE	Reconcile outstanding carcass tracking data
E4	CORE	Return material to storeroom stock
E4	CORE	Stow Hazardous Materials (HAZMAT)
E4	CORE	Stow materials
E4	CORE	Stow special category materials
E6	CORE	Submit Casualty Report (CASREP) requisitions
E5	CORE	Submit shipping, transportation, and Packaging Discrepancies Reports (PDREP)
E4	NON-CORE	Transfer stock material for offload (e.g. Defense Reutilization and Marketing Office (DRMO), Material Turned Into Store (MTIS), Other Supply Officer (OSO), etc.)
E7	CORE	Update supply database tables (e.g. Local Management Code (LMC), fund code, Unit Identification Code (UIC), etc.)
E6	CORE	Validate inventory discrepancies (Gain By Inventory (GBI), Loss By Inventory (LBI))
E7	CORE	Validate stock levels
E6	CORE	Validate supply portion of Casualty Reports (CASREP)
E6	NON-CORE	Verify automated stock item tables

MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Audit stowage locations Logistics Marking and Reading (LOGMAR) symbols (e.g. Hazardous Material (HAZMAT), Depot Level Repairable (DLR), etc.)
E7	CORE	Brief supply operations status
E5	CORE	Conduct material stowage inspections (e.g. Hazardous Materials (HAZMAT), Depot Level Repairable (DLR) lockers, shelf life, etc.)
E5	CORE	Coordinate Hazardous Material (HAZMAT) program
E7	CORE	Maintain Coordinated Shipboard Allowance List (COSAL)
E6	CORE	Manage Automated Information System (AIS) user accounts
E6	CORE	Manage carcass tracking program
E7	CORE	Prepare annual physical inventory schedules
E7	CORE	Validate Coordinated Shipboard Allowance List (COSAL)
E6	CORE	Validate Depot Level Repairable (DLR) inventories

MANAGEMENT (CONT'D)

<u>Pavgrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Validate stock material for offload (e.g. Defense Reutilization and Marketing Office (DRMO), Material Turned Into Store (MTIS), Other Supply Officer (OSO), etc.)
E7	CORE	Validate stock reorder reviews
E4	CORE	Validate stowage locations
E7	CORE	Verify completed material receipts
E7	CORE	Verify Depot Level Repairable (DLR) program (e.g. inventory, issue, receive, etc.)
E7	CORE	Verify incoming requisition status reports
E7	CORE	Verify inventory discrepancies (Gain By Inventory (GBI), Loss By Inventory (LBI))

Job Title**Submarine Logistician****Job Code****002774****Job Family**

Office and Administrative Support

NOC

TBD

Short Title (30 Characters)

SUBMARINE LOGISTICIAN

Short Title (14 Characters)

SUB LOGISTN

Pay Plan

Enlisted

Career Field

LSS

Other Relationships and Rules

NEC's as assigned.

Job Description

Submarine Logisticians manage all supply functions; procure, receive, stow, issue, and inventory material; perform inspection and audit of all supply areas; maintain financial records and reports; take corrective action on financial discrepancies and make budget-related recommendations; maintain supply management computer systems data; generate required reports; and maintain supply system integrity.

DoD Relationship**Group Title**

Supply Administration

DoD Code

155100

O*NET Relationship**Occupation Title**

Procurement Clerks

SOC Code

43-3061.00

Job Family

Office and Administrative Support

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

E4

Task Type

CORE

Task Statements

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

E5

CORE

Maintain Government Commercial Purchase Card (GCPC) program and contract files

E5

CORE

Maintain Maintenance Assistance Modules (MAM) inventories

E4

CORE

Maintain receipt files

E4

CORE

Maintain supply or transportation discrepancy reports

E5

CORE

Process incoming requisition status reports

E6

CORE

Process Material Outstanding Files (MOF)

E4

CORE

Process receipt files

E6

CORE

Process Submarine Logistics Database (SLDB) reconciliations

E5

CORE

Process supply systems management reports

E6

CORE

Research financial liability of property loss

E6

CORE

Research inventory discrepancies

E5

CORE

Submit non-standard requisitions

E5

CORE

Submit standard requisitions

E4

CORE

Validate Individual Component Repair Lists (ICRL)

E5

CORE

Validate stock control review listings

E6

CORE

Validate supply management reports (e.g. logistics, financial, inventory, etc.)

FINANCIAL

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

LOGISTICS

<u>Pavgrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Distribute customer materials
E4	CORE	Inventory Hazardous Materials (HAZMAT)
E4	CORE	Inventory stock materials
E4	CORE	Issue Depot Level Repairable (DLR) materials
E4	CORE	Issue Hazardous Material (HAZMAT)
E4	CORE	Issue organizational clothing
E5	NON-CORE	Maintain Submarine Hazardous Material Inventory Management System (SHIMS)
E5	NON-CORE	Prepare documents for contractor and vendor transactions
E5	CORE	Process carcasses for turn-in
E4	CORE	Process Defective Material Summary (DMS)
E4	CORE	Process Hazardous Material (HAZMAT) for offload
E5	CORE	Process material for shipment
E4	CORE	Process material issues from stock
E4	CORE	Process stock material for offload (e.g. Defense Reutilization and Marketing Office (DRMO), Material Turned Into Store (MTIS), Other Supply Officer (OSO), etc.)
E4	CORE	Process storeroom refusals
E4	CORE	Process suspense listing (TECH-EDIT)
E4	CORE	Receive Depot Level Repairable (DLR) materials
E4	CORE	Receive Hazardous Materials (HAZMAT)
E4	CORE	Reconcile issues pending listings
E5	CORE	Reconcile outstanding carcass tracking data
E4	CORE	Return material to storeroom stock
E4	CORE	Stow Hazardous Materials (HAZMAT)
E4	CORE	Stow materials
E4	CORE	Stow special category materials
E5	CORE	Submit shipping, transportation, and Packaging Discrepancies Reports (PDREP)
E4	NON-CORE	Transfer stock material for offload (e.g. Defense Reutilization and Marketing Office (DRMO), Material Turned Into Store (MTIS), Other Supply Officer (OSO), etc.)

MANAGEMENT

<u>Pavgrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Audit stowage locations Logistics Marking and Reading (LOGMAR) symbols (e.g. Hazardous Material (HAZMAT), Depot Level Repairable (DLR), etc.)
E5	CORE	Conduct material stowage inspections (e.g. Hazardous Materials (HAZMAT), Depot Level Repairable (DLR) lockers, shelf life, etc.)
E5	CORE	Coordinate Hazardous Material (HAZMAT) program
E6	CORE	Validate stock material for offload (e.g. Defense Reutilization and Marketing Office (DRMO), Material Turned Into Store (MTIS), Other Supply Officer (OSO), etc.)
E7	CORE	Verify completed material receipts
E7	CORE	Verify incoming requisition status reports

CHAPTER 48



LEGALMAN
(LN)

NAVPERS 18068F-48E
Change 81

Updated: January 2020

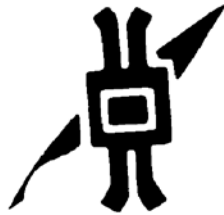
**LEGALMAN (LN)
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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

LEGALMAN (LN)



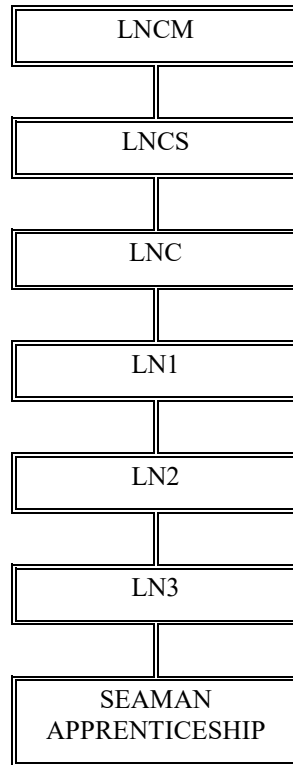
SCOPE OF RATING

Legalmen (LN) perform paralegal duties under the direction and supervision of Judge Advocates to provide and administer legal services in support of military justice matters, administrative discharges, claims, admiralty law, and legal assistance; record and transcribe proceedings of Courts-Martial (CMs), Courts of Inquiry (COIs), investigations, and military commissions, and prepare and submit necessary records and reports; prepare legal correspondence; draft charges and associated documents required for Non-Judicial Punishment (NJP) and Courts-Martial (CMs); conduct interviews; perform legal research; provide trial and defense paralegal support; and provide advice and assistance to personnel and commands on matters of legal administration.

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 48.

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**Senior Paralegal****Job Code****001469****Job Family**

Legal

NOC

TBD

Short Title (30 Characters)

SENIOR PARALEGAL

Short Title (14 Characters)

SEN PARALEGAL

Pay Plan

Enlisted

Career Field

LN

Other Relationships and Rules

NEC AXXX series or other NECs as assigned.

Job Description

Senior Paralegals work under the direct supervision of an attorney, or independently, to investigate the facts of cases and ensure that all relevant information is considered; identify appropriate laws, judicial decisions, legal articles, and other materials that are relevant to assigned cases; analyze and organize the information and prepare written reports that attorneys use in determining how cases should be handled; help prepare legal arguments, draft pleadings and motions to be filed with the court, obtain affidavits, and assist attorneys during trials; organize and track files of all important case documents and make them available and easily accessible to attorneys; draft trust instruments, wills, and estate planning documents; provide timely and accurate advice to commanders in an international environment and support operational law activities; and serve as managers, providing training and supervision to junior personnel and maintaining office budgets.

DoD Relationship**Group Title**

Legal

DoD Code

151200

O*NET Relationship**Occupation Title**

Paralegals and Legal Assistants

SOC Code

23-2011.00

Job Family

Legal

Skills

Critical Thinking

Writing

Reading Comprehension

Speaking

Complex Problem Solving

Time Management

Monitoring

Active Listening

Coordination

Management of Material Resources

Abilities

Written Expression

Inductive Reasoning

Problem Sensitivity

Deductive Reasoning

Written Comprehension

Oral Expression

Oral Comprehension

Information Ordering

Category Flexibility

Speed of Closure

ADMINISTRATIVE AND CIVIL LAW**Paygrade****Task Type****Task Statements**

E5

CORE

Advocate for command interests at Administrative Separation (ADSEP) boards

E4

CORE

Conduct administrative research

E4

CORE

Conduct Administrative Separation (ADSEP) processing and counseling

E5

CORE

Conduct ethics research (e.g., standards of conduct, fundraising, post-government employment, etc.)

E6

CORE

Conduct Freedom of Information Act (FOIA) research (e.g., legal, procedural, historical, etc.)

E6

CORE

Conduct legal professional development training (e.g., mock boards, mock trials, computer-based, etc.)

E6

CORE

Conduct Line of Duty Investigations (LODIs)

E7

NON-CORE

Conduct Manual of the Judge Advocate General (JAGMAN) investigations (e.g., dual-purpose investigations, command investigations, preliminary investigations, etc.)

E6

NON-CORE

Conduct Operational Law (OPLAW) research

E6

CORE

Coordinate Complaints of Wrongs adjudications and responses

E7

CORE

Coordinate delivery of personnel to foreign authorities

E7

CORE

Coordinate sexual assault accountability and response (e.g., Situational Reports (SITREPs), required reports, etc.)

E6

CORE

Coordinate ships' return to home port customs clearance

ADMINISTRATIVE AND CIVIL LAW (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	NON-CORE	Develop Operational Law (OPLAW) briefings
E5	CORE	Draft Administrative Separation (ADSEP) board opening statements and closing arguments
E6	CORE	Draft ethics documents and correspondences (e.g., gift acceptance letters, Official Representation Funds (ORF), Widely Attended Gatherings (WAGs), cautionary letters, etc.)
E6	CORE	Draft Freedom of Information Act (FOIA) responses
E4	CORE	Draft legal memoranda (e.g., legal memoranda for the records, Letters of Instruction (LOIs), etc.)
E4	CORE	Draft letters of indebtedness
E6	CORE	Ensure procedural compliance and legal sufficiency of administrative investigation reports
E4	CORE	Mail serialized correspondence
E4	CORE	Maintain inventories of legal directives and publications
E4	CORE	Maintain legal databases
E4	CORE	Maintain legal files
E7	CORE	Maintain senior leadership weekly reports (e.g., high-visibility, Moreno, speedy trial reports, etc.)
E7	CORE	Manage administrative and civil law programs, products, and personnel
E7	CORE	Manage command Freedom of Information Act (FOIA) programs
E7	CORE	Manage command Privacy Act programs
E7	CORE	Manage law office administration
E7	CORE	Manage Legalman (LN) rating conversion processes
E7	CORE	Manage Legalman Paralegal Education Program (LPEP)
E7	CORE	Manage liberty risk program
E4	CORE	Organize evidentiary support for Administrative Separation (ADSEP) boards
E5	CORE	Prepare administrative investigation endorsements
E5	CORE	Prepare administrative investigation letters of report
E4	CORE	Prepare Administrative Separation (ADSEP) documents (e.g., Letter of Notification (LON), Letter of Transmittal (LOT), etc.)
E6	CORE	Prepare Board of Inquiry (BOI) and Court of Inquiry (COI) documents
E6	CORE	Prepare delivery of personnel agreements
E6	CORE	Prepare Detachment for Cause (DFC) requests
E4	CORE	Prepare legal statistical/data reports (e.g., Quarterly Criminal Activity, Disciplinary Infractions, and Courts-Martial Reports (QCARs), Victim and Witness Assistance Program (VWAP), etc.)
E4	CORE	Prepare liberty risk program documents
E5	CORE	Prepare Separation in Lieu of Trial (SILT) by Court-Martial (CM) endorsements and approvals
E5	CORE	Prepare voir dire questions for Administrative Separation (ADSEP) board members
E5	CORE	Process Complaints of Wrongs
E5	CORE	Process Congressional Inquiries

ADMINISTRATIVE AND CIVIL LAW (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Process Freedom of Information Act (FOIA) requests and responses
E5	CORE	Process Line of Duty Investigation (LODI) reports
E5	CORE	Process Privacy Act requests
E4	CORE	Provide Board for Correction of Naval Records (BCNR) and Naval Discharge Review Board (NDRB) guidance
E6	CORE	Provide guidance to Convening Authority (CA) regarding Administrative Separation (ADSEP) board member selection
E6	CORE	Provide procedural and regulatory guidance to command leadership
E6	CORE	Recommend actions and responses to formal grievances (e.g., sexual harassment, Command Managed Equal Opportunity (CMEQ), Inspector General (IG), etc.)
E6	CORE	Recommend actions and responses to Privacy Act requests
E5	CORE	Support claims investigations (e.g., admiralty, litigation reports, Foreign Claims Act, etc.)
E5	CORE	Support Manual of the Judge Advocate General (JAGMAN) investigations (e.g., legal memoranda, guidance, templates, etc.)
E5	CORE	Support State Department operations and programs (e.g., passports, embassy coordination, visits, etc.)
E4	CORE	Transcribe Records of Proceedings (ROPs) for Administrative Separation (ADSEP) boards

LEGAL ASSISTANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Assemble estate planning documents (e.g., wills, trusts, etc.)
E4	CORE	Conduct legal assistance conflict checks
E4	CORE	Conduct legal assistance research (e.g., family law, divorce, adoption, landlord/tenant, contract, etc.)
E4	CORE	Conduct legal assistance screening interviews
E6	CORE	Conduct legal outreach services (e.g., waterfront briefs, pre-deployment briefs, indoctrinations, etc.)
E6	CORE	Coordinate legal outreach services (e.g., waterfront briefs, pre-deployment briefs, indoctrinations, preventive law, etc.)
E6	CORE	Coordinate remote legal assistance services
E7	CORE	Determine legal readiness requirements
E5	CORE	Develop materials to promote legal readiness
E5	CORE	Develop preventive law program materials
E4	CORE	Draft estate planning documents (e.g., wills, trusts, etc.)
E4	CORE	Draft Powers of Attorney (POAs)
E7	CORE	Manage legal assistance programs, products, and personnel
E4	CORE	Perform federal notary duties
E4	CORE	Prepare legal assistance affidavits
E5	CORE	Provide guidance on family support obligations
E6	NON-CORE	Provide immigration and naturalization process guidance

MILITARY JUSTICE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Triage emergency legal services (e.g., major disaster claims operations, complex legal assistance issues, etc.)
E5	CORE	Validate dependent complaints of non-support
E6	CORE	Administer legal services to confined personnel (e.g., brig visits, civilian confinements, foreign detentions, etc.)
E4	CORE	Advise suspects of Uniform Code of Military Justice (UCMJ) Article 31 (Compulsory Self-Incrimination Prohibited) rights
E5	CORE	Analyze discovery requests
E5	CORE	Assemble Special Courts-Martial (SPCMs) and General Courts-Martial (GCMs) Records of Trial (ROTs)
E5	CORE	Assemble Summary Courts-Martial (SCMs) Records of Trial (ROTs)
E4	CORE	Calculate maximum sentences for charged offenses
E5	CORE	Collect documentary or electronic evidence
E4	CORE	Communicate Defense Counsel (DC) assignments
E4	CORE	Conduct case law research
E4	CORE	Conduct discovery research
E7	CORE	Conduct inquiries into reports of offenses
E4	CORE	Conduct litigation research
E4	CORE	Conduct military justice conflict checks
E4	CORE	Conduct military justice research
E4	CORE	Conduct Personal Representation (PERSREP) screening interviews
E5	CORE	Conduct proof matrix research
E4	CORE	Conduct victim and witness interviews
E5	CORE	Coordinate courtroom security
E4	CORE	Coordinate logistical support for Non-Judicial Punishments (NJPs)
E6	CORE	Coordinate remote defense legal services
E5	CORE	Coordinate transcriptions of witness testimony
E5	CORE	Coordinate travel of witnesses, accused, and counsel for formal hearings
E6	CORE	Coordinate Victim and Witness Assistance Program (VWAP)
E5	CORE	Dispose of evidence after Courts-Martial (CMs)
E4	CORE	Distribute Records of Trial (ROTs)
E4	CORE	Draft charge sheets
E5	CORE	Draft Military Protective Orders (MPOs)
E6	CORE	Draft orders to testify and grants of immunity
E5	CORE	Draft proof matrices
E5	CORE	Draft Prosecutorial Merit Reviews (PMRs)
E4	CORE	Draft subpoenas and warrants
E4	CORE	Draft trial scripts
E5	CORE	Draft warrants of attachment
E6	CORE	Evaluate evidentiary support and strategies for Administrative Separation (ADSEP) boards

MILITARY JUSTICE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	File court documents
E4	CORE	Identify missing evidence
E4	CORE	Inform victims and witnesses regarding legal rights and resources available
E4	CORE	Inspect digital evidence for malicious software
E5	CORE	Interview suspects
E4	CORE	Locate civilian and military witnesses
E7	CORE	Maintain chain of custody of physical evidence
E4	CORE	Maintain counsel appointment schedules
E4	CORE	Maintain discovery logs
E6	NON-CORE	Maintain security permissions on digital files and systems
E4	CORE	Maintain Unit Punishment Books (UPBs)
E6	CORE	Manage courtroom schedules
E7	CORE	Manage military justice programs, products, and personnel
E7	CORE	Manage Military Protective Order (MPO) processes
E4	CORE	Manage smart court room technology and equipment
E4	CORE	Mark exhibits
E5	CORE	Monitor voice recording equipment that produce official recordings of formal proceedings
E4	CORE	Notify personnel of trial information
E7	CORE	Notify senior enlisted and officer personnel of adverse paperwork (e.g., Letters of Instruction (LOIs), Punitive Letters of Reprimand (PLORs), etc.)
E4	CORE	Notify service members of Court-Martial (CM) charges
E4	CORE	Prepare appointing and convening orders
E4	CORE	Prepare confinement orders
E5	CORE	Prepare Convening Authority (CA) actions
E4	CORE	Prepare courtrooms for trials and hearings
E4	CORE	Prepare desertion documents
E5	CORE	Prepare docket requests
E4	CORE	Prepare drug laboratory report requests
E6	NON-CORE	Prepare entry of judgement
E4	CORE	Prepare findings and sentencing worksheets
E5	CORE	Prepare legal briefs
E4	CORE	Prepare military justice affidavits
E4	CORE	Prepare motions and pleadings
E5	CORE	Prepare Non-Judicial Punishment (NJP) appeal endorsements
E4	CORE	Prepare Non-Judicial Punishment (NJP) packages
E5	CORE	Prepare plea agreements
E4	CORE	Prepare post Non-Judicial Punishment (NJP) documents (e.g., appeal rights, restrictions and extra duty orders, etc.)
E4	CORE	Prepare Report and Disposition of Offense(s) (NAVPERS 1626/7) forms

MILITARY JUSTICE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Prepare reports of misconduct (e.g., Non-Judicial Punishment (NJP), Final Civil Action Report (FCAR), Courts-Martial (CMs), etc.)
E6	CORE	Prepare search and seizure documents
E5	CORE	Prepare sentencing materials
E5	CORE	Prepare statement of trial results
E5	CORE	Prepare Summary Courts-Martial (SCMs) documents
E4	CORE	Prepare Uniform Code of Military Justice (UCMJ) Article 31 (Compulsory Self-Incrimination Prohibited) warnings
E5	CORE	Prepare Uniform Code of Military Justice (UCMJ) Article 64 (Review by a Judge Advocate) letters
E5	CORE	Prepare voir dire questions for Court-Martial (CM) members
E4	CORE	Process counsel requests
E6	CORE	Process legal holds
E4	CORE	Process Unauthorized Absentee (UA) documents
E4	CORE	Produce official recordings of Courts-Martial (CMs)
E4	CORE	Provide discovery to victims and defense
E6	CORE	Provide guidance to Convening Authority (CA) regarding Court-Martial (CM) member selection
E5	CORE	Provide input and feedback on Court-Martial (CM) opening statements and closing arguments
E4	CORE	Provide post-trial confinement support (e.g., Victim and Witness Assistance Program (VWAP), legal assistance, appellate rights, etc.)
E5	CORE	Provide pre-trial confinement support (e.g., 48-Hour Letter, 72-Hour Letter, Initial Review Officer (IRO) hearing, etc.)
E5	CORE	Provide support for remote testimonies (e.g., video, web-based, etc.)
E4	CORE	Recommend criminal investigation dispositions
E4	CORE	Redact audio and video evidence for use in formal hearings
E4	CORE	Redact electronic documentary evidence
E4	CORE	Report Sailors' disciplinary findings for service record entries (e.g., Administrative Remarks form (NAVPERS 1070/613))
E6	CORE	Represent command at pre-trial confinement hearings
E4	CORE	Respond to motions and pleadings
E4	CORE	Retrieve pay and personnel information for use in legal proceedings
E5	CORE	Review charge sheets for procedural compliance and legal sufficiency
E5	CORE	Review evidence to determine relevancy and authenticity
E6	CORE	Review preliminary hearing reports for procedural compliance and legal sufficiency
E6	CORE	Review Records of Trial (ROTs) for procedural compliance and legal sufficiency
E4	CORE	Serve Court-Martial (CM) charges
E5	CORE	Serve subpoenas and warrants
E4	CORE	Summarize witness interview notes
E7	CORE	Supervise paralegal teams assisting attorneys with trial preparations
E7	CORE	Support Admiral's Masts

MILITARY JUSTICE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Support Court-Martial (CM) remandings and rehearings
E7	CORE	Support Disciplinary Review Boards (DRBs)
E5	NON-CORE	Support vacation hearings (e.g., Courts-Martial (CMs))
E6	CORE	Transmit Gun Control Act information to Naval Criminal Investigative Service (NCIS)
E6	CORE	Verify Unit Punishment Books (UPBs)

Job Title**Paralegal****Job Code****001477****Job Family**

Legal

NOC

TBD

Short Title (30 Characters)

PARALEGAL

Short Title (14 Characters)

PARALEGAL

Pay Plan

Enlisted

Career Field

LN

Other Relationships and Rules

NEC AXXX series or other NECs as assigned.

Job Description

Paralegals work under the supervision of attorneys and Senior Paralegals to draft legal documents and papers, such as appeals, motions, pleadings, pretrial agreements, legal briefs, routine legal assistance documents, and legal correspondence; provide routine assistance to Legal Assistance, Personal Representation, and Defense clients; prepare vouchers for witness fees; conduct advanced legal research and compile statistics for submission of required reports; provide routine advice to commanders on military justice and administrative measures; respond to complaints and conduct client and witness interviews; perform notarial acts; draft Powers of Attorney (POAs), trust instruments, wills, and estate planning documents; and serve as supervisors, providing training and supervision to junior personnel.

DoD Relationship**Group Title**

Legal

DoD Code

151200

O*NET Relationship**Occupation Title**

Paralegals and Legal Assistants

SOC Code

23-2011.00

Job Family

Legal

Skills

Critical Thinking

Writing

Reading Comprehension

Speaking

Complex Problem Solving

Time Management

Active Listening

Coordination

Judgment and Decision Making

Management of Material Resources

Abilities

Written Expression

Inductive Reasoning

Deductive Reasoning

Problem Sensitivity

Written Comprehension

Oral Expression

Category Flexibility

Information Ordering

Speed of Closure

Oral Comprehension

ADMINISTRATIVE AND CIVIL LAW**Paygrade****Task Type****Task Statements**

E5

CORE

Advocate for command interests at Administrative Separation (ADSEP) boards

E4

CORE

Conduct administrative research

E4

CORE

Conduct Administrative Separation (ADSEP) processing and counseling

E5

CORE

Conduct ethics research (e.g., standards of conduct, fundraising, post-government employment, etc.)

E6

CORE

Conduct Freedom of Information Act (FOIA) research (e.g., legal, procedural, historical, etc.)

E6

CORE

Conduct legal professional development training (e.g., mock boards, mock trials, computer-based, etc.)

E6

CORE

Conduct Line of Duty Investigations (LODIs)

E6

NON-CORE

Conduct Operational Law (OPLAW) research

E6

CORE

Coordinate Complaints of Wrongs adjudications and responses

E7

CORE

Coordinate sexual assault accountability and response (e.g., Situational Reports (SITREPs), required reports, etc.)

E6

CORE

Coordinate ships' return to home port customs clearance

E6

NON-CORE

Develop Operational Law (OPLAW) briefings

E5

CORE

Draft Administrative Separation (ADSEP) board opening statements and closing arguments

ADMINISTRATIVE AND CIVIL LAW (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Draft ethics documents and correspondences (e.g., gift acceptance letters, Official Representation Funds (ORF), Widely Attended Gatherings (WAGs), cautionary letters, etc.)
E6	CORE	Draft Freedom of Information Act (FOIA) responses
E4	CORE	Draft legal memoranda (e.g., legal memoranda for the records, Letters of Instruction (LOIs), etc.)
E4	CORE	Draft letters of indebtedness
E6	CORE	Ensure procedural compliance and legal sufficiency of administrative investigation reports
E4	CORE	Mail serialized correspondence
E4	CORE	Maintain inventories of legal directives and publications
E4	CORE	Maintain legal databases
E4	CORE	Maintain legal files
E7	CORE	Maintain senior leadership weekly reports (e.g., high-visibility, Moreno, speedy trial reports, etc.)
E7	CORE	Manage law office administration
E4	CORE	Organize evidentiary support for Administrative Separation (ADSEP) boards
E5	CORE	Prepare administrative investigation endorsements
E5	CORE	Prepare administrative investigation letters of report
E4	CORE	Prepare Administrative Separation (ADSEP) documents (e.g., Letter of Notification (LON), Letter of Transmittal (LOT), etc.)
E6	CORE	Prepare Board of Inquiry (BOI) and Court of Inquiry (COI) documents
E6	CORE	Prepare delivery of personnel agreements
E6	CORE	Prepare Detachment for Cause (DFC) requests
E4	CORE	Prepare legal statistical/data reports (e.g., Quarterly Criminal Activity, Disciplinary Infractions, and Courts-Martial Reports (QCARs), Victim and Witness Assistance Program (VWAP), etc.)
E4	CORE	Prepare liberty risk program documents
E5	CORE	Prepare Separation in Lieu of Trial (SILT) by Court-Martial (CM) endorsements and approvals
E5	CORE	Prepare voir dire questions for Administrative Separation (ADSEP) board members
E5	CORE	Process Complaints of Wrongs
E5	CORE	Process Congressional Inquiries
E6	CORE	Process Freedom of Information Act (FOIA) requests and responses
E5	CORE	Process Line of Duty Investigation (LODI) reports
E5	CORE	Process Privacy Act requests
E4	CORE	Provide Board for Correction of Naval Records (BCNR) and Naval Discharge Review Board (NDRB) guidance
E6	CORE	Provide guidance to Convening Authority (CA) regarding Administrative Separation (ADSEP) board member selection
E6	CORE	Provide procedural and regulatory guidance to command leadership
E6	CORE	Recommend actions and responses to formal grievances (e.g., sexual harassment, Command Managed Equal Opportunity (CMEQ), Inspector General (IG), etc.)

ADMINISTRATIVE AND CIVIL LAW (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Recommend actions and responses to Privacy Act requests
E5	CORE	Support claims investigations (e.g., admiralty, litigation reports, Foreign Claims Act, etc.)
E5	CORE	Support Manual of the Judge Advocate General (JAGMAN) investigations (e.g., legal memoranda, guidance, templates, etc.)
E5	CORE	Support State Department operations and programs (e.g., passports, embassy coordination, visits, etc.)
E4	CORE	Transcribe Records of Proceedings (ROPs) for Administrative Separation (ADSEP) boards

LEGAL ASSISTANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Assemble estate planning documents (e.g., wills, trusts, etc.)
E4	CORE	Conduct legal assistance conflict checks
E4	CORE	Conduct legal assistance research (e.g., family law, divorce, adoption, landlord/tenant, contract, etc.)
E4	CORE	Conduct legal assistance screening interviews
E6	CORE	Conduct legal outreach services (e.g., waterfront briefs, pre-deployment briefs, indoctrinations, etc.)
E6	CORE	Coordinate legal outreach services (e.g., waterfront briefs, pre-deployment briefs, indoctrinations, preventive law, etc.)
E6	CORE	Coordinate remote legal assistance services
E7	CORE	Determine legal readiness requirements
E5	CORE	Develop materials to promote legal readiness
E5	CORE	Develop preventive law program materials
E4	CORE	Draft estate planning documents (e.g., wills, trusts, etc.)
E4	CORE	Draft Powers of Attorney (POAs)
E4	CORE	Perform federal notary duties
E4	CORE	Prepare legal assistance affidavits
E5	CORE	Provide guidance on family support obligations
E6	NON-CORE	Provide immigration and naturalization process guidance
E4	CORE	Triage emergency legal services (e.g., major disaster claims operations, complex legal assistance issues, etc.)
E5	CORE	Validate dependent complaints of non-support

MILITARY JUSTICE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Administer legal services to confined personnel (e.g., brig visits, civilian confinements, foreign detentions, etc.)
E4	CORE	Advise suspects of Uniform Code of Military Justice (UCMJ) Article 31 (Compulsory Self-Incrimination Prohibited) rights
E5	CORE	Analyze discovery requests
E5	CORE	Assemble Special Courts-Martial (SPCMs) and General Courts-Martial (GCMs) Records of Trial (ROTs)

MILITARY JUSTICE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Assemble Summary Courts-Martial (SCMs) Records of Trial (ROTs)
E4	CORE	Calculate maximum sentences for charged offenses
E5	CORE	Collect documentary or electronic evidence
E4	CORE	Communicate Defense Counsel (DC) assignments
E4	CORE	Conduct case law research
E4	CORE	Conduct discovery research
E7	CORE	Conduct inquiries into reports of offenses
E4	CORE	Conduct litigation research
E4	CORE	Conduct military justice conflict checks
E4	CORE	Conduct military justice research
E4	CORE	Conduct Personal Representation (PERSREP) screening interviews
E5	CORE	Conduct proof matrix research
E4	CORE	Conduct victim and witness interviews
E5	CORE	Coordinate courtroom security
E4	CORE	Coordinate logistical support for Non-Judicial Punishments (NJPs)
E6	CORE	Coordinate remote defense legal services
E5	CORE	Coordinate transcriptions of witness testimony
E5	CORE	Coordinate travel of witnesses, accused, and counsel for formal hearings
E6	CORE	Coordinate Victim and Witness Assistance Program (VWAP)
E5	CORE	Dispose of evidence after Courts-Martial (CMs)
E4	CORE	Distribute Records of Trial (ROTs)
E4	CORE	Draft charge sheets
E5	CORE	Draft Military Protective Orders (MPOs)
E6	CORE	Draft orders to testify and grants of immunity
E5	CORE	Draft proof matrices
E5	CORE	Draft Prosecutorial Merit Reviews (PMRs)
E4	CORE	Draft subpoenas and warrants
E4	CORE	Draft trial scripts
E5	CORE	Draft warrants of attachment
E6	CORE	Evaluate evidentiary support and strategies for Administrative Separation (ADSEP) boards
E6	CORE	File court documents
E4	CORE	Identify missing evidence
E4	CORE	Inform victims and witnesses regarding legal rights and resources available
E4	CORE	Inspect digital evidence for malicious software
E5	CORE	Interview suspects
E4	CORE	Locate civilian and military witnesses
E4	CORE	Maintain counsel appointment schedules
E4	CORE	Maintain discovery logs
E6	NON-CORE	Maintain security permissions on digital files and systems

MILITARY JUSTICE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Maintain Unit Punishment Books (UPBs)
E6	CORE	Manage courtroom schedules
E4	CORE	Manage smart court room technology and equipment
E4	CORE	Mark exhibits
E5	CORE	Monitor voice recording equipment that produce official recordings of formal proceedings
E4	CORE	Notify personnel of trial information
E7	CORE	Notify senior enlisted and officer personnel of adverse paperwork (e.g., Letters of Instruction (LOIs), Punitive Letters of Reprimand (PLORs), etc.)
E4	CORE	Notify service members of Court-Martial (CM) charges
E4	CORE	Prepare appointing and convening orders
E4	CORE	Prepare confinement orders
E5	CORE	Prepare Convening Authority (CA) actions
E4	CORE	Prepare courtrooms for trials and hearings
E4	CORE	Prepare desertion documents
E5	CORE	Prepare docket requests
E4	CORE	Prepare drug laboratory report requests
E6	NON-CORE	Prepare entry of judgement
E4	CORE	Prepare findings and sentencing worksheets
E5	CORE	Prepare legal briefs
E4	CORE	Prepare military justice affidavits
E4	CORE	Prepare motions and pleadings
E5	CORE	Prepare Non-Judicial Punishment (NJP) appeal endorsements
E4	CORE	Prepare Non-Judicial Punishment (NJP) packages
E5	CORE	Prepare plea agreements
E4	CORE	Prepare post Non-Judicial Punishment (NJP) documents (e.g., appeal rights, restrictions and extra duty orders, etc.)
E4	CORE	Prepare Report and Disposition of Offense(s) (NAVPERS 1626/7) forms
E6	CORE	Prepare reports of misconduct (e.g., Non-Judicial Punishment (NJP), Final Civil Action Report (FCAR), Courts-Martial (CMs), etc.)
E6	CORE	Prepare search and seizure documents
E5	CORE	Prepare sentencing materials
E5	CORE	Prepare statement of trial results
E5	CORE	Prepare Summary Courts-Martial (SCMs) documents
E4	CORE	Prepare Uniform Code of Military Justice (UCMJ) Article 31 (Compulsory Self-Incrimination Prohibited) warnings
E5	CORE	Prepare Uniform Code of Military Justice (UCMJ) Article 64 (Review by a Judge Advocate) letters
E5	CORE	Prepare voir dire questions for Court-Martial (CM) members
E4	CORE	Process counsel requests
E6	CORE	Process legal holds

MILITARY JUSTICE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Process Unauthorized Absentee (UA) documents
E4	CORE	Produce official recordings of Courts-Martial (CMs)
E4	CORE	Provide discovery to victims and defense
E6	CORE	Provide guidance to Convening Authority (CA) regarding Court-Martial (CM) member selection
E5	CORE	Provide input and feedback on Court-Martial (CM) opening statements and closing arguments
E4	CORE	Provide post-trial confinement support (e.g., Victim and Witness Assistance Program (VWAP), legal assistance, appellate rights, etc.)
E5	CORE	Provide pre-trial confinement support (e.g., 48-Hour Letter, 72-Hour Letter, Initial Review Officer (IRO) hearing, etc.)
E5	CORE	Provide support for remote testimonies (e.g., video, web-based, etc.)
E4	CORE	Recommend criminal investigation dispositions
E4	CORE	Redact audio and video evidence for use in formal hearings
E4	CORE	Redact electronic documentary evidence
E4	CORE	Report Sailors' disciplinary findings for service record entries (e.g., Administrative Remarks form (NAVPERS 1070/613))
E6	CORE	Represent command at pre-trial confinement hearings
E4	CORE	Respond to motions and pleadings
E4	CORE	Retrieve pay and personnel information for use in legal proceedings
E5	CORE	Review charge sheets for procedural compliance and legal sufficiency
E5	CORE	Review evidence to determine relevancy and authenticity
E6	CORE	Review preliminary hearing reports for procedural compliance and legal sufficiency
E6	CORE	Review Records of Trial (ROTs) for procedural compliance and legal sufficiency
E4	CORE	Serve Court-Martial (CM) charges
E5	CORE	Serve subpoenas and warrants
E4	CORE	Summarize witness interview notes
E7	CORE	Support Admiral's Masts
E5	NON-CORE	Support Court-Martial (CM) remandings and rehearings
E5	NON-CORE	Support vacation hearings (e.g., Courts-Martial (CMs))
E6	CORE	Transmit Gun Control Act information to Naval Criminal Investigative Service (NCIS)
E6	CORE	Verify Unit Punishment Books (UPBs)

Job Title**Journeyman Paralegal****Job Code****001482****Job Family**

Office and Administrative Support

NOC

TBD

Short Title (30 Characters)

JOURNEYMAN PARALEGAL

Short Title (14 Characters)

JOUR PARALEGAL

Pay Plan

Enlisted

Career Field

LN

Other Relationships and Rules

NEC AXXX series or other NECs as assigned.

Job Description

Journeyman Paralegals work under the supervision of attorneys and paralegals to prepare and process legal documents and papers, such as legal assistance documents, summonses, subpoenas, complaints, appeals, motions, pleadings, and pretrial agreements; serve as court reporters and provide clerical support for the conduct of administrative investigations; mail, electronically transmit, or arrange for delivery of legal correspondence to clients, witnesses, and court officials; receive and place telephone calls, schedule and make appointments, and make copies of correspondence, documents, and other printed matter; organize and maintain law libraries, correspondence, and case files; assist attorneys in collecting information such as employment, medical, and other records; attend legal meetings, such as client interviews, hearings, or depositions and take notes; draft and type office memos; review legal publications; perform notarial acts; draft Powers of Attorney (POAs), trust instruments, wills, and estate planning documents; and perform database searches to identify laws and court decisions relevant to pending cases

DoD Relationship**Group Title**

Administration

DoD Code

151000

O*NET Relationship**Occupation Title**

Legal Secretaries

SOC Code

43-6012.00

Job Family

Office and Administrative Support

Skills*Critical Thinking**Writing**Speaking**Reading Comprehension**Active Listening**Time Management**Complex Problem Solving**Coordination**Management of Material Resources**Judgment and Decision Making***Abilities***Written Expression**Deductive Reasoning**Inductive Reasoning**Problem Sensitivity**Written Comprehension**Oral Expression**Information Ordering**Category Flexibility**Oral Comprehension**Speed of Closure***ADMINISTRATIVE AND CIVIL LAW****Paygrade****Task Type****Task Statements**

E5	CORE	Advocate for command interests at Administrative Separation (ADSEP) boards
E4	CORE	Conduct administrative research
E4	CORE	Conduct Administrative Separation (ADSEP) processing and counseling
E6	CORE	Draft Freedom of Information Act (FOIA) responses
E4	CORE	Draft legal memoranda (e.g., legal memoranda for the records, Letters of Instruction (LOIs), etc.)
E4	CORE	Draft letters of indebtedness
E4	CORE	Mail serialized correspondence
E4	CORE	Maintain inventories of legal directives and publications
E4	CORE	Maintain legal databases
E4	CORE	Maintain legal files
E4	CORE	Organize evidentiary support for Administrative Separation (ADSEP) boards
E4	CORE	Prepare Administrative Separation (ADSEP) documents (e.g., Letter of Notification (LON), Letter of Transmittal (LOT), etc.)
E4	CORE	Prepare legal statistical/data reports (e.g., Quarterly Criminal Activity, Disciplinary Infractions, and Courts-Martial Reports (QCARs), Victim and Witness Assistance Program (VWAP), etc.)

ADMINISTRATIVE AND CIVIL LAW (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Prepare liberty risk program documents
E5	CORE	Process Privacy Act requests
E4	CORE	Provide Board for Correction of Naval Records (BCNR) and Naval Discharge Review Board (NDRB) guidance
E4	CORE	Transcribe Records of Proceedings (ROPs) for Administrative Separation (ADSEP) boards

LEGAL ASSISTANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Assemble estate planning documents (e.g., wills, trusts, etc.)
E4	CORE	Conduct legal assistance conflict checks
E4	CORE	Conduct legal assistance research (e.g., family law, divorce, adoption, landlord/tenant, contract, etc.)
E4	CORE	Conduct legal assistance screening interviews
E6	CORE	Coordinate legal outreach services (e.g., waterfront briefs, pre-deployment briefs, indoctrinations, preventive law, etc.)
E4	CORE	Draft estate planning documents (e.g., wills, trusts, etc.)
E4	CORE	Draft Powers of Attorney (POAs)
E4	CORE	Perform federal notary duties
E4	CORE	Prepare legal assistance affidavits
E5	CORE	Provide guidance on family support obligations
E6	NON-CORE	Provide immigration and naturalization process guidance
E4	CORE	Triage emergency legal services (e.g., major disaster claims operations, complex legal assistance issues, etc.)

MILITARY JUSTICE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Advise suspects of Uniform Code of Military Justice (UCMJ) Article 31 (Compulsory Self-Incrimination Prohibited) rights
E5	CORE	Assemble Special Courts-Martial (SPCMs) and General Courts-Martial (GCMs) Records of Trial (ROTs)
E5	CORE	Assemble Summary Courts-Martial (SCMs) Records of Trial (ROTs)
E4	CORE	Calculate maximum sentences for charged offenses
E4	CORE	Communicate Defense Counsel (DC) assignments
E4	CORE	Conduct case law research
E4	CORE	Conduct discovery research
E4	CORE	Conduct litigation research
E4	CORE	Conduct military justice conflict checks
E4	CORE	Conduct military justice research
E4	CORE	Conduct Personal Representation (PERSREP) screening interviews
E4	CORE	Conduct victim and witness interviews
E4	CORE	Coordinate logistical support for Non-Judicial Punishments (NJPs)
E4	CORE	Distribute Records of Trial (ROTs)

MILITARY JUSTICE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Draft charge sheets
E4	CORE	Draft subpoenas and warrants
E4	CORE	Draft trial scripts
E4	CORE	Identify missing evidence
E4	CORE	Inform victims and witnesses regarding legal rights and resources available
E4	CORE	Inspect digital evidence for malicious software
E4	CORE	Locate civilian and military witnesses
E4	CORE	Maintain counsel appointment schedules
E4	CORE	Maintain discovery logs
E4	CORE	Maintain Unit Punishment Books (UPBs)
E4	CORE	Manage smart court room technology and equipment
E4	CORE	Mark exhibits
E4	CORE	Notify personnel of trial information
E4	CORE	Notify service members of Court-Martial (CM) charges
E4	CORE	Prepare appointing and convening orders
E4	CORE	Prepare confinement orders
E5	CORE	Prepare Convening Authority (CA) actions
E4	CORE	Prepare courtrooms for trials and hearings
E4	CORE	Prepare desertion documents
E4	CORE	Prepare drug laboratory report requests
E4	CORE	Prepare findings and sentencing worksheets
E4	CORE	Prepare military justice affidavits
E4	CORE	Prepare motions and pleadings
E5	CORE	Prepare Non-Judicial Punishment (NJP) appeal endorsements
E4	CORE	Prepare Non-Judicial Punishment (NJP) packages
E4	CORE	Prepare post Non-Judicial Punishment (NJP) documents (e.g., appeal rights, restrictions and extra duty orders, etc.)
E4	CORE	Prepare Report and Disposition of Offense(s) (NAVPERS 1626/7) forms
E4	CORE	Prepare Uniform Code of Military Justice (UCMJ) Article 31 (Compulsory Self-Incrimination Prohibited) warnings
E4	CORE	Process counsel requests
E4	CORE	Process Unauthorized Absentee (UA) documents
E4	CORE	Produce official recordings of Courts-Martial (CMs)
E4	CORE	Provide discovery to victims and defense
E4	CORE	Provide post-trial confinement support (e.g., Victim and Witness Assistance Program (VWAP), legal assistance, appellate rights, etc.)
E4	CORE	Recommend criminal investigation dispositions
E4	CORE	Redact audio and video evidence for use in formal hearings
E4	CORE	Redact electronic documentary evidence

MILITARY JUSTICE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Report Sailors' disciplinary findings for service record entries (e.g., Administrative Remarks form (NAVPERS 1070/613))
E4	CORE	Respond to motions and pleadings
E4	CORE	Retrieve pay and personnel information for use in legal proceedings
E4	CORE	Serve Court-Martial (CM) charges
E4	CORE	Summarize witness interview notes
E5	NON-CORE	Support Court-Martial (CM) remandings and rehearings
E5	NON-CORE	Support vacation hearings (e.g., Courts-Martial (CMs))
E6	CORE	Transmit Gun Control Act information to Naval Criminal Investigative Service (NCIS)

CHAPTER 49



MASTER-AT-ARMS (MA)

NAVPERS 18068F- 49F
Change 99

Updated: July 2024

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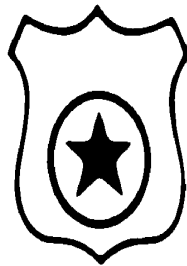
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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

MASTER-AT-ARMS (MA)



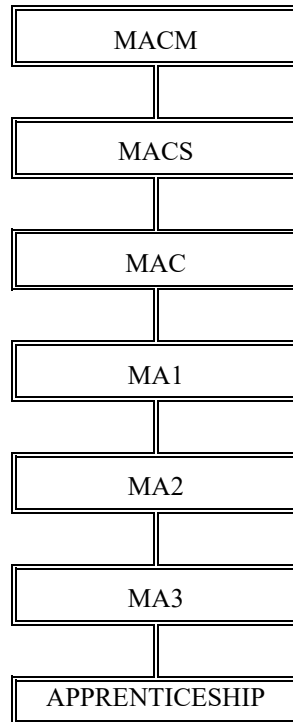
SCOPE OF RATING

Master-at-Arms (MA) will, individually or as part of a force, conduct Force Protection (FP) Antiterrorism (AT), Physical Security (PS), and Law Enforcement (LE) operations, in order to defeat threats at-sea, on-shore, and in expeditionary environments: conduct scalable FP and security, providing layered defense for designated assets and critical infrastructure throughout the world; operate in an integrated sea/coastal/landward security environment, providing mobile and fixed defensive operations while organizing and training their personnel in AT, PS, LE, and weapons proficiency in support of Commanders performing base defense, Naval Criminal Investigative Services (NCIS) operations, expeditionary/combat operations, strategic asset security, LE, corrections, and special events and operations with other services to include harbor security and Military Working Dog (MWD) operations, host nation partners, and civil authorities.

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 49.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer 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**Installation Security Specialist****Job Code****001487****Job Family**

Protective Service

NOC

TBD

Short Title (30 Characters)

INSTALLATION SECURITY SPEC

Short Title (14 Characters)

INST SEC SPEC

Pay Plan

Enlisted

Career Field

MA

Other Relationships and Rules

NEC PXXX series and other NECs as assigned

Job Description

Installation Security Specialists are specially trained and equipped personnel who maintain readiness to deter, detect, defend, and defeat criminal and/or terrorist activities while supporting good order and discipline in accordance with the Uniform Code of Military Justice (UCMJ), assimilating local laws, and ensuring a safe environment: protect resources, facilities, mission critical assets, critical infrastructure, and personnel including family members and civilians when applicable; and provide access control consistent with directives and current threat, risk, vulnerability, criticality, assigned roles, missions and resources in support of installation and regional Commanders.

DoD Relationship**Group Title**

Police

DoD Code

270800

O*NET Relationship**Occupation Title**

Police and Sheriffs Patrol Officers

SOC Code

33-3051.00

Job Family

Protective Service

Skills

Coordination

Critical Thinking

Management of Material Resources

Monitoring

Writing

Speaking

Operation and Control

Systems Evaluation

Management of Personnel Resources

Reading Comprehension

Abilities

Selective Attention

Oral Expression

Deductive Reasoning

Spatial Orientation

Information Ordering

Written Comprehension

Written Expression

Reaction Time

Visualization

Inductive Reasoning

ADMINISTRATION**Paygrade**

E7

Task Type

NON-CORE

Task Statements

Administer Department of the Navy (DON) officer field evaluation reports

E6

CORE

Approve security reports and documents (e.g., incident reports, desk journals, communications log, Law Enforcement (LE) documents, physical security documents, etc.)

E5

NON-CORE

Brief security officer on Military Working Dog (MWD) operations

E4

NON-CORE

Complete Military Working Dog (MWD) required reports and forms (e.g., training records, utilization records, certification data, etc.)

E5

NON-CORE

Complete Operational Risk Management (ORM) assessments for Harbor Patrol Unit (HPU) operations

E5

CORE

Conduct case and file management

E7

CORE

Conduct case and file management operations

E5

NON-CORE

Conduct command Military Working Dog (MWD) detection certifications

E4

NON-CORE

Conduct craft towing

E4

CORE

Conduct daily boat reports

E4

CORE

Conduct inventories (e.g., Military Working Dog (MWD), Harbor Patrol Unit (HPU), SWF, VQ, CNIC, etc.)

E4

CORE

Conduct issuance and receipt of weapons and equipment

E4

CORE

Conduct kennel checks

E7

CORE

Conduct post requirements and manning assessments

ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	NON-CORE	Conduct pre-mission planning
E4	NON-CORE	Conduct sanitation duties for Military Working Dog (MWD) kennels (e.g., cleaning, feeding, medication, etc.)
E5	CORE	Conduct security briefs and debriefs
E5	NON-CORE	Correct charts from notice to mariners
E4	CORE	Create security reports and documents (e.g., incident reports, desk journals, communications logs, Law Enforcement (LE) documents, physical security documents, etc.)
E5	CORE	Develop access lists and rosters
E7	CORE	Develop communications plans
E5	CORE	Develop loss prevention plans and procedures
E7	CORE	Develop Navy Security Force (NSF) policies and guidance
E6	CORE	Develop Pre-Planned Responses (PPR)/Standard Operating Procedures (SOP)
E6	NON-CORE	Develop program waivers and exceptions to policies
E6	NON-CORE	Develop security force post orders
E6	NON-CORE	Draft messages (e.g., Antiterrorism (AT) operational report, etc.)
E4	CORE	Draft Navy Security Force (NSF) watch bills
E5	NON-CORE	Evaluate Military Working Dog (MWD) performance
E4	CORE	Inspect Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) Personal Protective Equipment (PPE)
E5	NON-CORE	Lead prisoner physical fitness training programs
E4	CORE	Maintain weapons and equipment (e.g., small arms, Crew Served Weapons (CSW), Non-Lethal Weapons (NLW), Civil Engineering Support Equipment (CESE), weapons mounts, etc.)
E5	NON-CORE	Manage accountability of Military Working Dog (MWD) explosive training aids
E6	NON-CORE	Manage corrections and detainee unit programs
E4	NON-CORE	Manage drug training programs for Military Working Dogs (MWD)
E6	NON-CORE	Manage Evidence Custodian programs
E6	NON-CORE	Manage explosive training for Military Working Dog (MWD) programs
E5	NON-CORE	Manage Military Working Dog (MWD) teams
E5	NON-CORE	Manage Military Working Dog (MWD) training programs
E7	CORE	Manage Navy Security Force (NSF) reserve units
E7	CORE	Manage post orders programs
E7	NON-CORE	Manage regional Military Working Dog (MWD) special tasking assignments
E7	CORE	Manage Standard Operating Procedure (SOP) programs
E6	CORE	Manage watchstanders (e.g., Navy Security Force (NSF), Auxiliary Security Force (ASF), In-Port Security Force (ISF), etc.)
E5	CORE	Perform analysis of crime statistics
E4	CORE	Perform clearing barrel procedures (i.e., uploading/downloading weapons, etc.)
E4	NON-CORE	Perform first aid to Military Working Dogs (MWD)
E4	NON-CORE	Perform Operational Risk Management (ORM) assessments for underway operations

ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Perform post inspections
E4	NON-CORE	Perform safety checks of Military Working Dog (MWD) equipment
E4	CORE	Perform shift rotations and turnovers
E4	CORE	Perform Victim and Witness Assistance Program (VWAP) procedures
E6	CORE	Relieve Navy Security Force (NSF) personnel from duty
E6	CORE	Review security reports and documents (e.g., incident reports, desk journals, communications logs, Law Enforcement (LE) documents, physical security documents, etc.)
E4	CORE	Supervise clearing barrel procedures (i.e., uploading/downloading weapons, etc.)
E5	CORE	Supervise equipment issue and operational checks
E5	NON-CORE	Verify Military Working Dog (MWD) required reports and forms (e.g., training records, utilization records, certification data, etc.)
E6	CORE	Verify Navy Security Force (NSF) watch bills
E7	CORE	Verify post orders

ANTITERRORISM (AT)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Activate Emergency Operations Centers (EOC)
E4	CORE	Administer first aid (i.e., basic life support, Automated External Defibrillator (AED) procedures, Tactical Combat Casualty Care (TCCC), etc.)
E5	CORE	Advise forces on implementation of the Standing Rules for the Use of Force (SRUF)
E4	CORE	Apply Use-of-Force Continuum
E7	NON-CORE	Brief Commander and Antiterrorism (AT) board on Force Protection Conditions (FPCON) changes
E7	NON-CORE	Chair Antiterrorism Working Groups (ATWG)
E4	NON-CORE	Combat small vessel casualties (e.g., fire, flooding, electrical, etc.)
E6	NON-CORE	Conduct Antiterrorism (AT) risk assessments
E4	NON-CORE	Conduct approach and visit boardings on aircraft
E4	NON-CORE	Conduct approach and visit boardings on vessels
E5	CORE	Conduct guard mounts
E4	NON-CORE	Conduct Military Working Dog (MWD) sweeps as requested
E5	NON-CORE	Conduct multiple boat formations
E4	CORE	Conduct patrols
E4	CORE	Conduct post turnovers
E4	CORE	Conduct radio communications
E4	NON-CORE	Conduct Seaward Continuum of Force (SCOF)
E4	CORE	Conduct Size, Activity, Location, Unit, Time, and Equipment (SALUTE) reports (e.g., radio, landline, and digital communications, etc.)
E4	CORE	Conduct tactical movements
E4	NON-CORE	Conduct waterborne security barrier operations
E6	NON-CORE	Control multiple vessels in mission executions
E7	CORE	Coordinate inter-agency responses

ANTITERRORISM (AT) (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Deploy Non-Lethal Weapons (NLW)
E4	NON-CORE	Deploy training aids for Military Working Dogs (MWD) (e.g., explosives, drugs, patrol equipment, etc.)
E4	CORE	Deploy unambiguous warning devices (e.g., horns, sirens, lights, flares, etc.)
E4	CORE	Detain personnel
E4	CORE	Detect Improvised Explosive Devices (IED)
E7	NON-CORE	Develop Antiterrorism (AT) plans to include barrier plans
E7	CORE	Develop Force Protection Conditions (FPCON) measures action matrices
E7	CORE	Direct Force Protection Conditions (FPCON) measures, actions, and changes
E4	CORE	Direct Reactionary Force (RF) members to fields of fire
E4	CORE	Discharge Crew Served Weapons (CSW)
E4	CORE	Don Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) Personal Protective Equipment (PPE)
E4	CORE	Don Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) Personal Protective Equipment (PPE)
E4	CORE	Employ night vision optical devices
E4	CORE	Employ small arms
E6	CORE	Establish Incident Command Post (ICP)
E4	CORE	Evacuate personnel casualties from vessels
E7	NON-CORE	Evaluate need for modification to Antiterrorism (AT) posture
E6	CORE	Implement Force Protection Conditions (FPCON) measures, actions, and changes
E7	NON-CORE	Lay out Plan of Intended Movement (PIM) on charts
E4	CORE	Lead Reactionary Force (RF) Team in tactical movements
E4	CORE	Make description of a person, vehicle, watercraft, or aircraft
E7	NON-CORE	Manage Antiterrorism (AT) programs
E7	CORE	Manage Antiterrorism Tactical Watch Officer (ATTWO) programs
E7	NON-CORE	Manage Antiterrorism Training Teams (ATTT)
E7	NON-CORE	Manage communications plans
E7	NON-CORE	Manage harbor security programs
E7	CORE	Manage security force operations
E7	CORE	Manage security personnel and resources in the Emergency Operations Centers (EOC)
E7	CORE	Manage Threat Working Groups (TWG)
E4	CORE	Neutralize active threats
E6	NON-CORE	Order destructive fire
E4	NON-CORE	Perform afloat navigation (i.e., chart reading, aids to navigation, electronic navigation, etc.)
E4	NON-CORE	Perform anchoring
E4	NON-CORE	Perform as a decoy for Military Working Dog (MWD) training
E4	CORE	Perform biometric data collections
E4	CORE	Perform blood borne pathogens prevention procedures

ANTITERRORISM (AT) (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Perform Command and Control (C2) functions
E4	NON-CORE	Perform Contact of Interest (COI) intercept techniques (shadowing and herding)
E4	CORE	Perform contraband or access inspections (e.g., vehicle, craft, personnel, baggage, etc.)
E4	CORE	Perform counterintelligence and criminal activity reporting
E4	NON-CORE	Perform craft launches and recoveries
E4	CORE	Perform Crew Served Weapons (CSW) turnovers
E4	CORE	Perform drills and exercises
E4	CORE	Perform equipment pre/post operational checks (i.e., vehicle, craft, night vision devices, etc.)
E5	CORE	Perform multiple asset protection missions
E4	CORE	Perform restraint procedures (e.g., administering control holds, restraint devices, and/or takedowns, etc.)
E4	NON-CORE	Perform screen and reaction vessel duties (e.g., response, High Value Asset (HVA) protection, etc.)
E4	NON-CORE	Perform Search and Rescue (SAR) operations
E4	CORE	Perform security escorts and transports
E4	CORE	Perform self and equipment decontamination (e.g., cleaning, disinfection, sterilization, etc.)
E4	CORE	Perform surveillance detections
E4	CORE	Perform surveillance operations
E4	CORE	Perform tactical entries
E4	CORE	Perform Tactical Evacuations (TACEVAC)
E4	CORE	Perform tactical team operations
E4	CORE	Perform unarmed blocking techniques, striking techniques, and self-defense movements
E4	CORE	Perform verbal de-escalation procedures
E4	CORE	Perform weapons retention (pistol/rifle)
E4	NON-CORE	Pilot Navy Security Forces (NSF) vessels
E6	CORE	Plan multiple asset protection missions
E5	CORE	Provide supervision of fixed and mobile posts
E4	NON-CORE	Pull alongside static vessels or vessels making way
E4	CORE	Report Contacts of Interest (COI)
E4	CORE	Respond to civil disturbances
E4	CORE	Respond to external and internal threats in accordance with mission sets (e.g., receive incoming calls for service via radio, log/document/enter service call information/status in communications management system, etc.)
E7	CORE	Review Antiterrorism (AT) risk assessments
E7	CORE	Review vulnerability assessments
E5	CORE	Supervise contraband or access inspections (e.g., vehicle, craft, personnel, baggage, etc.)

ANTITERRORISM (AT) (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Supervise Antiterrorism (AT) programs
E5	NON-CORE	Supervise fueling operations (i.e., small vessel, Civil Engineering Support Equipment (CESE) equipment, etc.)
E5	NON-CORE	Supervise navigational tracks
E4	CORE	Supervise security post turnovers
E5	CORE	Supervise the implementation of Pre-Planned Responses (PPRs)
E5	NON-CORE	Supervise vessel launches and recoveries
E4	NON-CORE	Troubleshoot engineering issues in accordance with platform mission sets
E4	NON-CORE	Utilize Harbor Security Boat (HSB) electronic equipment during navigation
E7	CORE	Validate criticality assessments

LAW ENFORCEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Administer breathalyzer tests
E4	CORE	Administer Standardized Field Sobriety Tests (SFST)
E4	CORE	Advise suspects of their rights during detainment (i.e., rights, waiver of rights, etc.)
E4	CORE	Apprehend suspects
E4	CORE	Collect evidence and contraband
E4	NON-CORE	Complete prisoner/detainee meal counts and issuance
E4	CORE	Conduct arrestee transports
E5	NON-CORE	Conduct command Military Working Dog (MWD) patrol certifications
E5	NON-CORE	Conduct criminal investigations
E5	CORE	Conduct interrogations
E4	CORE	Conduct interviews
E4	CORE	Conduct preliminary law enforcement investigations
E6	NON-CORE	Conduct subject lineups
E4	CORE	Conduct suspect pursuits (i.e., vehicle, vessel, foot, etc.)
E4	CORE	Conduct traffic accident investigations
E4	CORE	Conduct traffic control
E4	CORE	Conduct vehicle stops (i.e., traffic violations, etc.)
E4	CORE	Conduct vehicle suspect extractions
E4	NON-CORE	Employ Military Working Dogs (MWD)
E4	NON-CORE	Enforce warrants
E4	NON-CORE	Identify possible traffic violations utilizing vehicle speed measuring equipment (e.g., Light Detection and Ranging (LiDAR) and Radio Detection and Ranging (RADAR))
E4	CORE	Implement use of case management system (e.g., Consolidated Law Enforcement Operation Center (CLEOC), etc.)
E4	CORE	Issue traffic and criminal violation notices
E5	CORE	Lead response to civil disturbances
E7	NON-CORE	Manage criminal investigations
E7	NON-CORE	Manage prisoner/detainee movements

LAW ENFORCEMENT (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform building and facility security checks
E4	CORE	Perform case presentations
E4	NON-CORE	Perform contraband inspections of prisoner/detainee cell and common areas
E4	CORE	Perform Criminal Justice (CJ) reporting procedures
E4	CORE	Perform Driving Under the Influence or Driving While Intoxicated (DUI or DWI) detection and checkpoint procedures
E5	CORE	Perform duties as on-scene commander
E4	CORE	Perform initial crime scene response procedures (i.e., access control points, etc.)
E5	CORE	Perform police section mentoring and police supervision
E4	NON-CORE	Perform prisoner/detainee cell extractions
E4	NON-CORE	Perform prisoner/detainee control center functions
E4	CORE	Perform prisoner/detainee escorts and transports
E4	NON-CORE	Perform prisoner/detainee head counts
E4	NON-CORE	Perform prisoner/detainee riot or crowd control procedures
E4	CORE	Perform searches (e.g., personnel, vehicle, vessel, facility, etc.)
E4	CORE	Perform subject turnovers
E4	CORE	Perform vehicle impoundment procedures
E4	CORE	Preserve crime scenes
E4	CORE	Process evidence and contraband
E4	NON-CORE	Process prisoners/detainees for confinement/detention and release
E4	CORE	Provide testimonies for official proceedings
E5	CORE	Resolve citizen complaints
E4	CORE	Respond to service calls (e.g., accidents, break-ins, suspicious activity, etc.)
E4	CORE	Steer emergency vehicles
E5	NON-CORE	Supervise contraband inspections of prisoner/detainee cell and common areas
E6	NON-CORE	Supervise control center operations
E5	CORE	Supervise evidence processing
E6	NON-CORE	Supervise forced cell extractions
E6	NON-CORE	Supervise prisoner/detainee head counts
E6	NON-CORE	Supervise prisoner/detainee meal counts and issuance
E5	NON-CORE	Supervise prisoner/detainee movements
E5	NON-CORE	Supervise prisoner/detainee movements and activities
E6	NON-CORE	Supervise prisoner/detainee riot or crowd control procedures
E5	CORE	Supervise searches (e.g., personnel, vehicle, vessel, facility, etc.)
E4	CORE	Track alerts for Electronic Security System (ESS) equipment (e.g., video, intrusion detection, proximity, etc.)

NAVY SECURITY FORCES (NSF) TRAINING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Manage qualification programs
E4	CORE	Perform sustainment training

PHYSICAL SECURITY

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Activate unit barrier plans
E6	NON-CORE	Conduct criticality assessments
E6	NON-CORE	Conduct vulnerability assessments
E4	CORE	Control security lighting equipment
E7	NON-CORE	Develop physical security plans
E7	CORE	Establish entry control points
E4	CORE	Establish Navy Security Force (NSF) response perimeter areas
E4	NON-CORE	Identify possible threats/contraband utilizing screening and detection equipment (e.g., x-ray machine, undercarriage camera, etc.)
E6	NON-CORE	Implement unit barrier plans
E4	CORE	Implement use of compensatory security measures
E5	CORE	Perform core, padlock, lock rotations, and combination changes
E5	CORE	Perform crime prevention surveys
E4	CORE	Perform lock and seal inspections
E4	CORE	Perform lost/broken key and lock procedures
E4	CORE	Perform perimeter inspections
E5	CORE	Perform physical security surveys
E4	CORE	Perform residential and commercial lockout procedures
E6	CORE	Plan static/mobile Mission Essential Vulnerable Assets (MEVA) or High Value Assets (HVA) missions
E4	CORE	Protect static/mobile Mission Essential Vulnerable Assets (MEVA) or High Value Assets (HVA)
E7	CORE	Review physical security plans
E6	CORE	Supervise static/mobile Mission Essential Vulnerable Assets (MEVA) or High Value Assets (HVA) missions
E4	CORE	Verify access control
E4	CORE	Verify identification credentials and documents
E4	CORE	Verify lockout credentials and authorizations procedures

Job Title**Afloat Security Specialist****Job Code****001492****Job Family**

Protective Service

NOC

TBD

Short Title (30 Characters)

AFLOAT SECURITY SPECIALIST

Short Title (14 Characters)

AFLOAT SEC SPC

Pay Plan

Enlisted

Career Field

MA

Other Relationships and Rules

NEC PXXX series and other NECs as assigned

Job Description

Afloat Security Specialists conduct operations and maintain readiness to deter, detect, defend, and defeat criminal and/or terrorist activities; maintain good order and discipline in accordance with the Uniform Code of Military Justice (UCMJ); maintain a safe operating environment while protecting life, property, and operate as a member of a Shipboard Security Department or as an Independent Duty Master-at-Arms (IDMAA) assigned to a ship; provide Antiterrorism (AT)/Force Protection (FP) training of ratings other than MA; and respond to security alerts and FP alerts in support of the Commander.

DoD Relationship**Group Title**

Police

DoD Code

270800

O*NET Relationship**Occupation Title**

Police and Sheriff's Patrol Officers

SOC Code

33-3051.00

Job Family

Protective Service

Skills

Coordination

Critical Thinking

Monitoring

Management of Material Resources

Speaking

Writing

Systems Evaluation

Management of Personnel Resources

Operation and Control

Reading Comprehension

Abilities

Selective Attention

Oral Expression

Written Comprehension

Deductive Reasoning

Spatial Orientation

Information Ordering

Written Expression

Visualization

Reaction Time

Inductive Reasoning

ADMINISTRATION**Paygrade**

E6

Task Type

CORE

Task Statements

Approve security reports and documents (e.g., incident reports, desk journals, communications log, Law Enforcement (LE) documents, physical security documents, etc.)

E5

CORE

Conduct case and file management

E7

CORE

Conduct case and file management operations

E4

CORE

Conduct inventories (e.g., Military Working Dog (MWD), Harbor Patrol Unit (HPU), SWF, VQ, CNIC, etc.)

E4

CORE

Conduct issuance and receipt of weapons and equipment

E7

CORE

Conduct post requirements and manning assessments

E7

NON-CORE

Conduct pre-mission planning

E5

CORE

Conduct security briefs and debriefs

E4

CORE

Create security reports and documents (e.g., incident reports, desk journals, communications logs, Law Enforcement (LE) documents, physical security documents, etc.)

E5

CORE

Develop access lists and rosters

E7

CORE

Develop communications plans

E5

CORE

Develop loss prevention plans and procedures

E7

CORE

Develop Navy Security Force (NSF) policies and guidance

E6

CORE

Develop Pre-Planned Responses (PPR)/Standard Operating Procedures (SOP)

E6

NON-CORE

Develop program waivers and exceptions to policies

ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	NON-CORE	Develop security force post orders
E6	NON-CORE	Draft messages (e.g., Antiterrorism (AT) operational report, etc.)
E4	CORE	Draft Navy Security Force (NSF) watch bills
E4	CORE	Inspect Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) Personal Protective Equipment (PPE)
E5	NON-CORE	Lead prisoner physical fitness training programs
E4	CORE	Maintain weapons and equipment (e.g. small arms, Crew Served Weapons (CSW), Non-Lethal Weapons (NLW), Civil Engineering Support Equipment (CESE), weapons mounts, etc.)
E6	NON-CORE	Manage corrections and detainee unit programs
E6	NON-CORE	Manage customs programs
E6	NON-CORE	Manage Evidence Custodian programs
E7	CORE	Manage post orders programs
E7	CORE	Manage Standard Operating Procedure (SOP) programs
E6	CORE	Manage watchstanders (e.g., Navy Security Force (NSF), Auxiliary Security Force (ASF), In-Port Security Force (ISF), etc.)
E6	NON-CORE	Organize burial-at-sea ceremonies
E5	CORE	Perform analysis of crime statistics
E4	CORE	Perform clearing barrel procedures (i.e., uploading/downloading weapons, etc.)
E4	NON-CORE	Perform Operational Risk Management (ORM) assessments for underway operations
E5	CORE	Perform post inspections
E4	CORE	Perform shift rotations and turnovers
E4	CORE	Perform Victim and Witness Assistance Program (VWAP) procedures
E6	CORE	Relieve Navy Security Force (NSF) personnel from duty
E6	CORE	Review security reports and documents (e.g., incident reports, desk journals, communications logs, Law Enforcement (LE) documents, physical security documents, etc.)
E4	CORE	Supervise clearing barrel procedures (i.e., uploading/downloading weapons, etc.)
E5	CORE	Supervise equipment issue and operational checks
E4	NON-CORE	Supervise restricted, extra duty, and Restriction in Lieu of Arrest (RILA) personnel
E6	CORE	Verify Navy Security Force (NSF) watch bills
E7	CORE	Verify post orders

ANTITERRORISM (AT)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Administer first aid (i.e., basic life support, Automated External Defibrillator (AED) procedures, Tactical Combat Casualty Care (TCCC), etc.)
E5	CORE	Advise forces on implementation of the Standing Rules for the Use of Force (SRUF)
E4	CORE	Apply Use-of-Force Continuum
E7	NON-CORE	Brief Commander and Antiterrorism (AT) board on Force Protection Conditions (FPCON) changes
E6	NON-CORE	Conduct Antiterrorism (AT) risk assessments

ANTITERRORISM (AT) (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Conduct approach and visit boardings on aircraft
E4	NON-CORE	Conduct approach and visit boardings on vessels
E5	CORE	Conduct guard mounts
E4	CORE	Conduct patrols
E4	CORE	Conduct post turnovers
E4	CORE	Conduct radio communications
E4	NON-CORE	Conduct Seaward Continuum of Force (SCOF)
E4	CORE	Conduct Size, Activity, Location, Unit, Time, and Equipment (SALUTE) reports (e.g. radio, landline, and digital communications, etc.)
E4	CORE	Conduct tactical movements
E7	CORE	Coordinate inter-agency responses
E4	CORE	Deploy Non-Lethal Weapons (NLW)
E4	CORE	Deploy unambiguous warning devices (e.g., horns, sirens, lights, flares, etc.)
E4	CORE	Detain personnel
E4	CORE	Detect Improvised Explosive Devices (IED)
E7	NON-CORE	Develop Antiterrorism (AT) plans to include barrier plans
E7	CORE	Develop Force Protection Conditions (FPCON) measures action matrices
E7	CORE	Direct Force Protection Conditions (FPCON) measures, actions, and changes
E4	CORE	Direct Reactionary Force (RF) members to fields of fire
E4	CORE	Discharge Crew Served Weapons (CSW)
E4	CORE	Don Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) Personal Protective Equipment (PPE)
E4	CORE	Don Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) Personal Protective Equipment (PPE)
E4	NON-CORE	Employ grenades and other explosives
E4	CORE	Employ night vision optical devices
E4	CORE	Employ small arms
E7	NON-CORE	Evaluate need for modification to Antiterrorism (AT) posture
E6	CORE	Implement Force Protection Conditions (FPCON) measures, actions, and changes
E4	CORE	Lead Reactionary Force (RF) Team in tactical movements
E4	CORE	Make description of a person, vehicle, watercraft, or aircraft
E7	NON-CORE	Manage Antiterrorism (AT) programs
E7	CORE	Manage Antiterrorism Tactical Watch Officer (ATTWO) programs
E7	NON-CORE	Manage Antiterrorism Training Teams (ATTT)
E7	NON-CORE	Manage communications plans
E6	CORE	Manage in-port/at-sea security force
E7	CORE	Manage security force operations
E4	CORE	Neutralize active threats
E6	NON-CORE	Order destructive fire
E6	NON-CORE	Order warning shots

ANTITERRORISM (AT) (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Organize in-port security plans
E4	CORE	Perform biometric data collections
E4	CORE	Perform blood borne pathogens prevention procedures
E6	CORE	Perform Command and Control (C2) functions
E4	CORE	Perform contraband or access inspections (e.g., vehicle, craft, personnel, baggage, etc.)
E4	CORE	Perform counterintelligence and criminal activity reporting
E4	CORE	Perform Crew Served Weapons (CSW) turnovers
E4	CORE	Perform drills and exercises
E4	CORE	Perform equipment pre/post operational checks (i.e., vehicle, craft, night vision devices, etc.)
E4	CORE	Perform restraint procedures (e.g., administering control holds, restraint devices, and/or takedowns, etc.)
E4	NON-CORE	Perform screen and reaction vessel duties (e.g., response, High Value Asset (HVA) protection, etc.)
E4	CORE	Perform security escorts and transports
E4	CORE	Perform self and equipment decontamination (e.g., cleaning, disinfection, sterilization, etc.)
E4	CORE	Perform surveillance detections
E4	CORE	Perform surveillance operations
E4	CORE	Perform tactical entries
E4	CORE	Perform Tactical Evacuations (TACEVAC)
E4	CORE	Perform tactical team operations
E4	CORE	Perform unarmed blocking techniques, striking techniques, and self-defense movements
E4	CORE	Perform verbal de-escalation procedures
E4	NON-CORE	Perform warning shots
E4	CORE	Perform weapons retention (pistol/rifle)
E5	CORE	Provide supervision of fixed and mobile posts
E4	CORE	Report Contacts of Interest (COI)
E4	CORE	Respond to civil disturbances
E4	CORE	Respond to external and internal threats in accordance with mission sets (e.g., receive incoming calls for service via radio, log/document/enter service call information/status in communications management system, etc.)
E7	CORE	Review Antiterrorism (AT) risk assessments
E7	CORE	Review vulnerability assessments
E6	CORE	Supervise Antiterrorism (AT) programs
E5	CORE	Supervise contraband or access inspections (e.g., vehicle, craft, personnel, baggage, etc.)
E4	CORE	Supervise security post turnovers
E5	CORE	Supervise the implementation of Pre-Planned Responses (PPRs)
E7	CORE	Validate criticality assessments

LAW ENFORCEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Administer breathalyzer tests
E4	CORE	Administer Standardized Field Sobriety Tests (SFST)
E4	CORE	Advise suspects of their rights during detainment (i.e., rights, waiver of rights, etc.)
E4	CORE	Apprehend suspects
E4	CORE	Collect evidence and contraband
E4	NON-CORE	Complete prisoner/detainee meal counts and issuance
E4	CORE	Conduct arrestee transports
E5	NON-CORE	Conduct criminal investigations
E5	CORE	Conduct interrogations
E4	CORE	Conduct interviews
E4	CORE	Conduct preliminary law enforcement investigations
E6	NON-CORE	Conduct subject lineups
E4	CORE	Conduct suspect pursuits (i.e., vehicle, vessel, foot, etc.)
E4	CORE	Conduct traffic control
E4	CORE	Implement use of case management system (e.g., Consolidated Law Enforcement Operation Center (CLEOC), etc.)
E5	CORE	Lead response to civil disturbances
E7	NON-CORE	Manage criminal investigations
E7	NON-CORE	Manage prisoner/detainee movements
E4	NON-CORE	Perform contraband inspections of prisoner/detainee cell and common areas
E4	CORE	Perform Criminal Justice (CJ) reporting procedures
E4	CORE	Perform initial crime scene response procedures (i.e., access control points, etc.)
E5	CORE	Perform police section mentoring and police supervision
E4	NON-CORE	Perform prisoner/detainee cell extractions
E4	NON-CORE	Perform prisoner/detainee control center functions
E4	CORE	Perform prisoner/detainee escorts and transports
E4	NON-CORE	Perform prisoner/detainee head counts
E4	NON-CORE	Perform prisoner/detainee riot or crowd control procedures
E4	CORE	Perform searches (e.g., personnel, vehicle, vessel, facility, etc.)
E4	CORE	Perform subject turnovers
E4	CORE	Preserve crime scenes
E4	CORE	Process evidence and contraband
E4	NON-CORE	Process prisoners/detainees for confinement/detention and release
E4	CORE	Provide testimonies for official proceedings
E4	CORE	Respond to service calls (e.g., accidents, break-ins, suspicious activity, etc.)
E5	NON-CORE	Supervise contraband inspections of prisoner/detainee cell and common areas
E6	NON-CORE	Supervise control center operations
E5	CORE	Supervise evidence processing
E6	NON-CORE	Supervise forced cell extractions
E6	NON-CORE	Supervise prisoner/detainee head counts

LAW ENFORCEMENT (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	NON-CORE	Supervise prisoner/detainee meal counts and issuance
E5	NON-CORE	Supervise prisoner/detainee movements
E5	NON-CORE	Supervise prisoner/detainee movements and activities
E6	NON-CORE	Supervise prisoner/detainee riot or crowd control procedures
E5	CORE	Supervise searches (e.g., personnel, vehicle, vessel, facility, etc.)
E4	CORE	Track alerts for Electronic Security System (ESS) equipment (e.g., video, intrusion detection, proximity, etc.)

NAVY SECURITY FORCES (NSF) TRAINING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Manage qualification programs
E4	CORE	Perform sustainment training

PHYSICAL SECURITY

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Activate unit barrier plans
E6	NON-CORE	Conduct criticality assessments
E6	NON-CORE	Conduct vulnerability assessments
E4	CORE	Control security lighting equipment
E7	NON-CORE	Develop physical security plans
E7	CORE	Establish entry control points
E4	CORE	Establish Navy Security Force (NSF) response perimeter areas
E4	NON-CORE x-ray	Identify possible threats/contraband utilizing screening and detection equipment (e.g., machine, undercarriage camera, etc.)
E6	NON-CORE	Implement unit barrier plans
E4	CORE	Implement use of compensatory security measures
E5	CORE	Perform core, padlock, lock rotations, and combination changes
E5	CORE	Perform crime prevention surveys
E4	CORE	Perform lock and seal inspections
E4	CORE	Perform lost/broken key and lock procedures
E4	CORE	Perform perimeter inspections
E5	CORE	Perform physical security surveys
E7	CORE	Review physical security plans
E4	CORE	Verify access control
E4	CORE	Verify identification credentials and documents
E4	CORE	Verify lockout credentials and authorizations procedures

Job Title **Job Code**
Naval Criminal Investigative Service (NCIS) Operations Specialist 001497

<u>Job Family</u> Protective Service	<u>NOC</u> TBD	<u>Short Title (30 Characters)</u> NCIS OPERATIONS SPECIALIST	<u>Short Title (14 Characters)</u> NCIS OPS SPEC

<u>Pay Plan</u> Enlisted	<u>Career Field</u> MA	<u>Other Relationships and Rules</u> NEC PXXX series and other NECs as assigned

Job Description

Naval Criminal Investigative Service (NCIS) Operations Specialists perform specialized duties in direct support of the NCIS: investigate major crimes and military offenses; serve warrants; protect personnel in high-risk billets; provide unit and individual level Antiterrorism (AT) training; and conduct vulnerability and readiness inspections and assessments.

DoD Relationship

<u>Group Title</u> Investigations	<u>DoD Code</u> 183200

O*NET Relationship

<u>Occupation Title</u> Detectives and Criminal Investigators	<u>SOC Code</u> 33-3021.00	<u>Job Family</u> Protective Service

Skills

Coordination
Critical Thinking
Speaking
Writing
Monitoring
Management of Material Resources
Systems Evaluation
Reading Comprehension
Judgment and Decision Making
Complex Problem Solving

Abilities

Selective Attention
Oral Expression
Spatial Orientation
Reaction Time
Written Expression
Written Comprehension
Deductive Reasoning
Inductive Reasoning
Information Ordering
Visualization

ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Approve security reports and documents (e.g., incident reports, desk journals, communications log, Law Enforcement (LE) documents, physical security documents, etc.)
E5	CORE	Conduct case and file management
E7	CORE	Conduct case and file management operations
E4	CORE	Conduct inventories (e.g., Military Working Dog (MWD), Harbor Patrol Unit (HPU), SWF, VQ, CNIC, etc.)
E4	CORE	Conduct issuance and receipt of weapons and equipment
E7	CORE	Conduct post requirements and manning assessments
E7	NON-CORE	Conduct pre-mission planning
E5	CORE	Conduct security briefs and debriefs
E4	CORE	Create security reports and documents (e.g., incident reports, desk journals, communications logs, Law Enforcement (LE) documents, physical security documents, etc.)
E5	CORE	Develop access lists and rosters
E7	CORE	Develop communications plans
E5	CORE	Develop loss prevention plans and procedures
E7	CORE	Develop Navy Security Force (NSF) policies and guidance
E6	CORE	Develop Pre-Planned Responses (PPR)/Standard Operating Procedures (SOP)
E6	NON-CORE	Develop program waivers and exceptions to policies
E6	NON-CORE	Draft messages (e.g., Antiterrorism (AT) operational report, etc.)

ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Inspect Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) Personal Protective Equipment (PPE)
E4	CORE	Maintain weapons and equipment (e.g. small arms, Crew Served Weapons (CSW), Non-Lethal Weapons (NLW), Civil Engineering Support Equipment (CESE), weapons mounts, etc.)
E6	NON-CORE	Manage Evidence Custodian programs
E7	CORE	Manage Navy Security Force (NSF) reserve units
E7	CORE	Manage Standard Operating Procedure (SOP) programs
E5	CORE	Perform analysis of crime statistics
E4	CORE	Perform clearing barrel procedures (i.e., uploading/downloading weapons, etc.)
E4	CORE	Perform shift rotations and turnovers
E4	CORE	Perform Victim and Witness Assistance Program (VWAP) procedures
E6	CORE	Relieve Navy Security Force (NSF) personnel from duty
E6	CORE	Review security reports and documents (e.g., incident reports, desk journals, communications logs, Law Enforcement (LE) documents, physical security documents, etc.)
E4	CORE	Supervise clearing barrel procedures (i.e., uploading/downloading weapons, etc.)
E5	CORE	Supervise equipment issue and operational checks
E7	CORE	Verify post orders

ANTITERRORISM (AT)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Administer first aid (i.e., basic life support, Automated External Defibrillator (AED) procedures, Tactical Combat Casualty Care (TCCC), etc.)
E5	CORE	Advise forces on implementation of the Standing Rules for the Use of Force (SRUF)
E4	CORE	Apply Use-of-Force Continuum
E7	NON-CORE	Brief Commander and Antiterrorism (AT) board on Force Protection Conditions (FPCON) changes
E6	NON-CORE	Conduct Antiterrorism (AT) risk assessments
E4	CORE	Conduct radio communications
E4	CORE	Conduct Size, Activity, Location, Unit, Time, and Equipment (SALUTE) reports (e.g., radio, landline, and digital communications, etc.)
E4	CORE	Conduct tactical movements
E7	CORE	Coordinate inter-agency responses
E4	CORE	Deploy Non-Lethal Weapons (NLW)
E4	CORE	Detain personnel
E4	CORE	Detect Improvised Explosive Devices (IED)
E7	CORE	Develop Force Protection Conditions (FPCON) measures action matrices
E7	CORE	Direct Force Protection Conditions (FPCON) measures, actions, and changes
E4	CORE	Direct Reactionary Force (RF) members to fields of fire
E4	CORE	Doff Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) Personal Protective Equipment (PPE)

ANTITERRORISM (AT) (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Don Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) Personal Protective Equipment (PPE)
E4	CORE	Employ small arms
E7	NON-CORE	Evaluate need for modification to Antiterrorism (AT) posture
E6	CORE	Implement Force Protection Conditions (FPCON) measures, actions, and changes
E4	CORE	Lead Reactionary Force (RF) Team in tactical movements
E4	CORE	Make description of a person, vehicle, watercraft, or aircraft
E7	NON-CORE	Manage communications plans
E4	CORE	Neutralize active threats
E4	CORE	Perform biometric data collections
E4	CORE	Perform blood borne pathogens prevention procedures
E6	CORE	Perform Command and Control (C2) functions
E4	CORE	Perform counterintelligence and criminal activity reporting
E4	CORE	Perform equipment pre/post operational checks (i.e., vehicle, craft, night vision devices, etc.)
E4	CORE	Perform restraint procedures (e.g., administering control holds, restraint devices, and/or takedowns, etc.)
E4	CORE	Perform security escorts and transports
E4	CORE	Perform self and equipment decontamination (e.g., cleaning, disinfection, sterilization, etc.)
E4	CORE	Perform surveillance detections
E4	CORE	Perform surveillance operations
E4	CORE	Perform tactical entries
E4	CORE	Perform Tactical Evacuations (TACEVAC)
E4	CORE	Perform tactical team operations
E4	CORE	Perform unarmed blocking techniques, striking techniques, and self-defense movements
E4	CORE	Perform verbal de-escalation procedures
E4	CORE	Perform weapons retention (pistol/rifle)
E4	CORE	Respond to civil disturbances
E4	CORE	Respond to external and internal threats in accordance with mission sets (e.g., receive incoming calls for service via radio, log/document/enter service call information/status in communications management system, etc.)
E7	CORE	Review Antiterrorism (AT) risk assessments
E7	CORE	Review vulnerability assessments
E7	CORE	Validate criticality assessments

LAW ENFORCEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Advise suspects of their rights during detainment (i.e., rights, waiver of rights, etc.)
E4	CORE	Apprehend suspects
E4	CORE	Collect evidence and contraband
E4	CORE	Conduct arrestee transports
E5	NON-CORE	Conduct criminal investigations
E5	CORE	Conduct interrogations
E4	CORE	Conduct interviews
E4	CORE	Conduct preliminary law enforcement investigations
E6	NON-CORE	Conduct subject lineups
E4	CORE	Conduct suspect pursuits (i.e., vehicle, vessel, foot, etc.)
E4	NON-CORE	Enforce warrants
E4	CORE	Implement use of case management system (e.g., Consolidated Law Enforcement Operation Center (CLEOC), etc.)
E5	CORE	Lead response to civil disturbances
E7	NON-CORE	Manage criminal investigations
E4	CORE	Perform case presentations
E4	CORE	Perform Criminal Justice (CJ) reporting procedures
E4	CORE	Perform initial crime scene response procedures (i.e., access control points, etc.)
E4	CORE	Perform prisoner/detainee escorts and transports
E4	CORE	Perform searches (e.g., personnel, vehicle, vessel, facility, etc.)
E4	CORE	Perform subject turnovers
E4	CORE	Perform vehicle impoundment procedures
E4	CORE	Preserve crime scenes
E4	CORE	Process evidence and contraband
E4	CORE	Provide testimonies for official proceedings
E4	CORE	Steer emergency vehicles
E5	CORE	Supervise evidence processing
E5	CORE	Supervise searches (e.g., personnel, vehicle, vessel, facility, etc.)
E4	CORE	Track alerts for Electronic Security System (ESS) equipment (e.g., video, intrusion detection, proximity, etc.)

NAVY SECURITY FORCES (NSF) TRAINING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Manage qualification programs
E4	CORE	Perform sustainment training

PHYSICAL SECURITY

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	NON-CORE	Conduct criticality assessments
E6	NON-CORE	Conduct Protective Service Detail (PSD) formation movements
E6	NON-CORE	Conduct Protective Service Detail (PSD) motorcade movements
E6	NON-CORE	Conduct Protective Service Detail (PSD) operations (e.g., daily tasks, weapons issue, duty assignments, schedule coordination with principle, etc.)
E6	NON-CORE	Conduct protective service threat analyses
E6	NON-CORE	Conduct vulnerability assessments
E6	NON-CORE	Coordinate Protective Service Detail (PSD) assignments
E7	NON-CORE	Develop physical security plans
E4	CORE	Establish Navy Security Force (NSF) response perimeter areas
E6	NON-CORE	Lead the close security of the principal
E7	NON-CORE	Manage Protective Service Detail (PSD) missions
E5	CORE	Perform core, padlock, lock rotations, and combination changes
E4	CORE	Perform lock and seal inspections
E4	CORE	Perform lost/broken key and lock procedures
E5	CORE	Perform physical security surveys
E5	NON-CORE	Perform unarmed defense against attacks during Protective Service Detail (PSD)
E5	NON-CORE	Perform weapon defense and disarming techniques for Protective Service Detail (PSD)
E6	CORE	Plan static/mobile Mission Essential Vulnerable Assets (MEVA) or High Value Assets (HVA) missions
E4	CORE	Protect static/mobile Mission Essential Vulnerable Assets (MEVA) or High Value Assets (HVA)
E7	CORE	Review physical security plans
E6	NON-CORE	Supervise Command and Control (C2) of Protective Service Detail (PSD) team
E6	CORE	Supervise static/mobile Mission Essential Vulnerable Assets (MEVA) or High Value Assets (HVA) missions
E5	NON-CORE	Survey travel routes and site visits for Protective Service Details (PSD)
E4	CORE	Verify identification credentials and documents

Job Title**Expeditionary Security Specialist****Job Code****001504****Job Family**

Business and Financial Operations

NOC

TBD

Short Title (30 Characters)

EXPEDITIONRY SECURITY SPEC

Short Title (14 Characters)

EXPD SEC SPEC

Pay Plan

Enlisted

Career Field

MA

Other Relationships and Rules

NEC PXXX series and other NECs as assigned

Job Description

Expeditionary Security Specialists serve in major combat operations or while serving as an Individual Augmentee (IA): provide security in support of counter-insurgency operations, humanitarian assistance/disaster response, theater cooperation, aircraft protection, Maritime Interdiction Operations (MIO); and provide transition and stability during reconstruction operations.

DoD Relationship**O*NET Relationship****Group Title**

Law Enforcement, General

DoD Code

183000

Occupation Title

Security Management Specialists

SOC Code

13-1199.07

Job Family

Business and Financial Operations

Skills

Coordination

Critical Thinking

Management of Material Resources

Monitoring

Writing

Speaking

Operation and Control

Systems Evaluation

Judgment and Decision Making

Management of Personnel Resources

Abilities

Selective Attention

Oral Expression

Spatial Orientation

Written Comprehension

Deductive Reasoning

Reaction Time

Written Expression

Visualization

Information Ordering

Inductive Reasoning

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

E4

NON-CORE

Conduct craft towing

E4

CORE

Conduct daily boat reports

E4

CORE

Conduct inventories (e.g., Military Working Dog (MWD), Harbor Patrol Unit (HPU), SWF, VQ, CNIC, etc.)

E4

CORE

Conduct issuance and receipt of weapons and equipment

E7

CORE

Conduct post requirements and manning assessments

E7

NON-CORE

Conduct pre-mission planning

E5

CORE

Conduct security briefs and debriefs

E5

NON-CORE

Correct charts from notice to mariners

E4

CORE

Create security reports and documents (e.g., incident reports, desk journals, communications logs, Law Enforcement (LE) documents, physical security documents, etc.)

E5

CORE

Develop access lists and rosters

E7

CORE

Develop communications plans

E7

CORE

Develop Navy Security Force (NSF) policies and guidance

E6

CORE

Develop Pre-Planned Responses (PPR)/Standard Operating Procedures (SOP)

E6

NON-CORE

Develop program waivers and exceptions to policies

E6

NON-CORE

Develop security force post orders

E6

NON-CORE

Draft messages (e.g., Antiterrorism (AT) operational report, etc.)

E4

CORE

Draft Navy Security Force (NSF) watch bills

ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Inspect Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) Personal Protective Equipment (PPE)
E4	CORE	Maintain weapons and equipment (e.g. small arms, Crew Served Weapons (CSW), Non-Lethal Weapons (NLW), Civil Engineering Support Equipment (CESE), weapons mounts, etc.)
E7	CORE	Manage Navy Security Force (NSF) reserve units
E7	CORE	Manage post orders programs
E7	CORE	Manage Standard Operating Procedure (SOP) programs
E6	CORE	Manage watchstanders (e.g., Navy Security Force (NSF), Auxiliary Security Force (ASF), In-Port Security Force (ISF), etc.)
E4	CORE	Perform clearing barrel procedures (i.e., uploading/downloading weapons, etc.)
E4	NON-CORE	Perform Operational Risk Management (ORM) assessments for underway operations
E5	CORE	Perform post inspections
E4	CORE	Perform shift rotations and turnovers
E4	CORE	Perform Victim and Witness Assistance Program (VWAP) procedures
E6	CORE	Relieve Navy Security Force (NSF) personnel from duty
E6	CORE	Review security reports and documents (e.g., incident reports, desk journals, communications logs, Law Enforcement (LE) documents, physical security documents, etc.)
E4	CORE	Supervise clearing barrel procedures (i.e., uploading/downloading weapons, etc.)
E5	CORE	Supervise equipment issue and operational checks
E6	CORE	Verify Navy Security Force (NSF) watch bills
E7	CORE	Verify post orders

ANTITERRORISM (AT)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Administer first aid (i.e., basic life support, Automated External Defibrillator (AED) procedures, Tactical Combat Casualty Care (TCCC), etc.)
E5	CORE	Advise forces on implementation of the Standing Rules for the Use of Force (SRUF)
E4	CORE	Apply Use-of-Force Continuum
E7	NON-CORE	Brief Commander and Antiterrorism (AT) board on Force Protection Conditions (FPCON) changes
E4	NON-CORE	Combat small vessel casualties (e.g., fire, flooding, electrical, etc.)
E6	NON-CORE	Conduct Antiterrorism (AT) risk assessments
E4	NON-CORE	Conduct approach and visit boardings on aircraft
E4	NON-CORE	Conduct approach and visit boardings on vessels
E5	CORE	Conduct guard mounts
E5	NON-CORE	Conduct multiple boat formations
E4	CORE	Conduct patrols
E4	CORE	Conduct post turnovers
E4	CORE	Conduct radio communications
E4	NON-CORE	Conduct Seaward Continuum of Force (SCOF)

ANTITERRORISM (AT) (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct Size, Activity, Location, Unit, Time, and Equipment (SALUTE) reports (e.g., radio, landline, and digital communications, etc.)
E4	CORE	Conduct tactical movements
E4	NON-CORE	Conduct waterborne security barrier operations
E6	NON-CORE	Control multiple vessels in mission executions
E7	CORE	Coordinate inter-agency responses
E4	CORE	Deploy Non-Lethal Weapons (NLW)
E4	CORE	Deploy unambiguous warning devices (e.g., horns, sirens, lights, flares, etc.)
E4	CORE	Detain personnel
E4	CORE	Detect Improvised Explosive Devices (IED)
E7	NON-CORE	Develop Antiterrorism (AT) plans to include barrier plans
E7	CORE	Develop Force Protection Conditions (FPCON) measures action matrices
E7	CORE	Direct Force Protection Conditions (FPCON) measures, actions, and changes
E4	CORE	Direct Reactionary Force (RF) members to fields of fire
E4	CORE	Discharge Crew Served Weapons (CSW)
E4	CORE	Doff Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) Personal Protective Equipment (PPE)
E4	CORE	Don Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) Personal Protective Equipment (PPE)
E4	NON-CORE	Employ grenades and other explosives
E4	CORE	Employ night vision optical devices
E4	CORE	Employ small arms
E4	CORE	Evacuate personnel casualties from vessels
E7	NON-CORE	Evaluate need for modification to Antiterrorism (AT) posture
E6	CORE	Implement Force Protection Conditions (FPCON) measures, actions, and changes
E6	NON-CORE	Implement patrol orders (e.g., tactical boat operations, convoy operations, etc.)
E7	NON-CORE	Lay out Plan of Intended Movement (PIM) on charts
E4	CORE	Lead Reactionary Force (RF) Team in tactical movements
E4	NON-CORE	Load Communications Security (COMSEC) equipment
E4	CORE	Make description of a person, vehicle, watercraft, or aircraft
E7	NON-CORE	Manage Antiterrorism (AT) programs
E7	CORE	Manage Antiterrorism Tactical Watch Officer (ATTWO) programs
E7	NON-CORE	Manage Antiterrorism Training Teams (ATTT)
E7	NON-CORE	Manage communications plans
E7	CORE	Manage security force operations
E7	CORE	Manage security personnel and resources in the Emergency Operations Centers (EOC)
E4	CORE	Neutralize active threats
E6	NON-CORE	Order destructive fire

ANTITERRORISM (AT) (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	NON-CORE	Order warning shots
E4	NON-CORE	Perform afloat navigation (i.e., chart reading, aids to navigation, electronic navigation, etc.)
E4	NON-CORE	Perform anchoring
E4	CORE	Perform biometric data collections
E4	CORE	Perform blood borne pathogens prevention procedures
E6	CORE	Perform Command and Control (C2) functions
E4	NON-CORE	Perform Contact of Interest (COI) intercept techniques (shadowing and herding)
E4	CORE	Perform contraband or access inspections (e.g., vehicle, craft, personnel, baggage, etc.)
E4	CORE	Perform counterintelligence and criminal activity reporting
E4	NON-CORE	Perform craft launches and recoveries
E4	CORE	Perform Crew Served Weapons (CSW) turnovers
E4	CORE	Perform drills and exercises
E4	CORE	Perform equipment pre/post operational checks (i.e., vehicle, craft, night vision devices, etc.)
E5	CORE	Perform multiple asset protection missions
E4	CORE	Perform restraint procedures (e.g., administering control holds, restraint devices, and/or takedowns, etc.)
E4	NON-CORE	Perform screen and reaction vessel duties (e.g., response, High Value Asset (HVA) protection, etc.)
E4	NON-CORE	Perform Search and Rescue (SAR) operations
E4	CORE	Perform security escorts and transports
E4	CORE	Perform self and equipment decontamination (e.g., cleaning, disinfection, sterilization, etc.)
E4	CORE	Perform surveillance detections
E4	CORE	Perform surveillance operations
E4	CORE	Perform tactical entries
E4	CORE	Perform Tactical Evacuations (TACEVAC)
E4	CORE	Perform tactical team operations
E4	CORE	Perform unarmed blocking techniques, striking techniques, and self-defense movements
E4	CORE	Perform verbal de-escalation procedures
E4	NON-CORE	Perform warning shots
E4	CORE	Perform weapons retention (pistol/rifle)
E4	NON-CORE	Pilot Navy Security Forces (NSF) vessels
E6	CORE	Plan multiple asset protection missions
E4	NON-CORE	Prepare vessels for airlift
E5	CORE	Provide supervision of fixed and mobile posts
E4	NON-CORE	Pull alongside static vessels or vessels making way
E4	CORE	Report Contacts of Interest (COI)
E4	CORE	Respond to civil disturbances

ANTITERRORISM (AT) (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Respond to external and internal threats in accordance with mission sets (e.g., receive incoming calls for service via radio, log/document/enter service call information/status in communications management system, etc.)
E7	CORE	Review Antiterrorism (AT) risk assessments
E7	CORE	Review vulnerability assessments
E6	CORE	Supervise Antiterrorism (AT) programs
E5	CORE	Supervise contraband or access inspections (e.g., vehicle, craft, personnel, baggage, etc.)
E5	NON-CORE	Supervise fueling operations (i.e., small vessel, Civil Engineering Support Equipment (CESE) equipment, etc.)
E5	NON-CORE	Supervise navigational tracks
E4	CORE	Supervise security post turnovers
E5	CORE	Supervise the implementation of Pre-Planned Responses (PPRs)
E5	NON-CORE	Supervise vessel launches and recoveries
E4	NON-CORE	Troubleshoot engineering issues in accordance with platform mission sets
E4	NON-CORE	Utilize Harbor Security Boat (HSB) electronic equipment during navigation
E7	CORE	Validate criticality assessments

LAW ENFORCEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Complete prisoner/detainee meal counts and issuance
E7	NON-CORE	Manage prisoner/detainee movements
E4	CORE	Perform building and facility security checks
E4	NON-CORE	Perform contraband inspections of prisoner/detainee cell and common areas
E4	NON-CORE	Perform prisoner/detainee cell extractions
E4	CORE	Perform prisoner/detainee escorts and transports
E4	NON-CORE	Perform prisoner/detainee head counts
E4	NON-CORE	Perform prisoner/detainee riot or crowd control procedures
E4	CORE	Perform searches (e.g., personnel, vehicle, vessel, facility, etc.)
E4	CORE	Perform subject turnovers
E4	NON-CORE	Process prisoners/detainees for confinement/detention and release
E4	CORE	Provide testimonies for official proceedings
E5	NON-CORE	Supervise contraband inspections of prisoner/detainee cell and common areas
E6	NON-CORE	Supervise control center operations
E6	NON-CORE	Supervise forced cell extractions
E6	NON-CORE	Supervise prisoner/detainee head counts
E6	NON-CORE	Supervise prisoner/detainee meal counts and issuance
E5	NON-CORE	Supervise prisoner/detainee movements
E5	NON-CORE	Supervise prisoner/detainee movements and activities
E6	NON-CORE	Supervise prisoner/detainee riot or crowd control procedures

LAW ENFORCEMENT (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Supervise searches (e.g., personnel, vehicle, vessel, facility, etc.)
E4	CORE	Track alerts for Electronic Security System (ESS) equipment (e.g., video, intrusion detection, proximity, etc.)\

NAVY SECURITY FORCES (NSF) TRAINING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Manage qualification programs
E4	CORE	Perform sustainment training

PHYSICAL SECURITY

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Activate unit barrier plans
E6	NON-CORE	Conduct criticality assessments
E6	NON-CORE	Conduct vulnerability assessments
E4	CORE	Control security lighting equipment
E7	NON-CORE	Develop physical security plans
E4	NON-CORE	Employ expeditionary equipment (e.g., Long-Range Acoustic Device (LRADs), flares, laser system, Counter Unmanned Aerial System (UAS), Night Vision Goggles (NVG), etc.)
E7	CORE	Establish entry control points
E4	CORE	Establish Navy Security Force (NSF) response perimeter areas
E4	NON-CORE	Identify possible threats/contraband utilizing screening and detection equipment (e.g., x-ray machine, undercarriage camera, etc.)
E6	NON-CORE	Implement unit barrier plans
E4	CORE	Implement use of compensatory security measures
E5	CORE	Perform core, padlock, lock rotations, and combination changes
E4	NON-CORE	Perform expeditionary convoy operations
E4	NON-CORE	Perform land navigations
E4	CORE	Perform lock and seal inspections
E4	CORE	Perform lost/broken key and lock procedures
E4	CORE	Perform perimeter inspections
E5	CORE	Perform physical security surveys
E6	CORE	Plan static/mobile Mission Essential Vulnerable Assets (MEVA) or High Value Assets (HVA) missions
E4	CORE	Protect static/mobile Mission Essential Vulnerable Assets (MEVA) or High Value Assets (HVA)
E7	CORE	Review physical security plans
E6	CORE	Supervise static/mobile Mission Essential Vulnerable Assets (MEVA) or High Value Assets (HVA) missions
E4	CORE	Verify access control
E4	CORE	Verify identification credentials and documents

Job Title**Strategic Asset Security Specialist****Job Code****001509****Job Family**

Business and Financial Operations

NOC

TBD

Short Title (30 Characters)

STRATEGIC ASSET SECURITY SPEC

Short Title (14 Characters)

STRAT SEC SPEC

Pay Plan

Enlisted

Career Field

MA

Other Relationships and Rules

NEC PXXX series and other NECs as assigned

Job Description

Strategic Asset Security Specialists provide protection and continual physical security of the Nation's nuclear forces while assigned to Fleet Air Reconnaissance Squadron (VQ) Take Charge and Move Out (TACAMO) and/or Marine Corps Security Force Battalions (MCSFB) at Strategic Weapons Facilities (SWF); perform Nuclear Weapons Security (NWS) operations; perform TACAMO operations as members of Strategic Communications Wing One, Fleet Air Reconnaissance Squadrons and U.S. Strategic Command (USSTRATCOM) Airborne National Command Posts; and serve in Priority 1 Chief of Naval Operations (CNO) and Manning Control Authorities (MCA) assignments.

DoD Relationship**Group Title**

Law Enforcement, General

DoD Code

183000

O*NET Relationship**Occupation Title**

Security Management Specialists

SOC Code

13-1199.07

Job Family

Business and Financial Operations

Skills

Coordination

Critical Thinking

Management of Material Resources

Monitoring

Speaking

Writing

Operation and Control

Systems Evaluation

Reading Comprehension

Quality Control Analysis

Abilities

Selective Attention

Oral Expression

Spatial Orientation

Written Comprehension

Deductive Reasoning

Reaction Time

Written Expression

Information Ordering

Visualization

Inductive Reasoning

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

E5

NON-CORE

Brief security officer on Military Working Dog (MWD) operations

E4

NON-CORE

Complete Military Working Dog (MWD) required reports and forms (e.g., training records, utilization records, certification data, etc.)

E5

NON-CORE

Complete Operational Risk Management (ORM) assessments for Harbor Patrol Unit (HPU) operations

E5

NON-CORE

Conduct command Military Working Dog (MWD) detection certifications

E4

NON-CORE

Conduct craft towing

E4

CORE

Conduct daily boat reports

E4

CORE

Conduct inventories (e.g., Military Working Dog (MWD), Harbor Patrol Unit (HPU), SWF, VQ, CNIC, etc.)

E4

CORE

Conduct issuance and receipt of weapons and equipment

E4

CORE

Conduct kennel checks

E7

CORE

Conduct post requirements and manning assessments

E7

NON-CORE

Conduct pre-mission planning

E4

NON-CORE

Conduct sanitation duties for Military Working Dog (MWD) kennels (e.g., cleaning, feeding, medication, etc.)

E5

CORE

Conduct security briefs and debriefs

E5

NON-CORE

Correct charts from notice to mariners

ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Create security reports and documents (e.g., incident reports, desk journals, communications logs, Law Enforcement (LE) documents, physical security documents, etc.)
E5	CORE	Develop access lists and rosters
E7	CORE	Develop communications plans
E7	CORE	Develop Navy Security Force (NSF) policies and guidance
E6	CORE	Develop Pre-Planned Responses (PPR)/Standard Operating Procedures (SOP)
E6	NON-CORE	Develop program waivers and exceptions to policies
E6	NON-CORE	Develop security force post orders
E6	NON-CORE	Draft messages (e.g., Antiterrorism (AT) operational report, etc.)
E4	CORE	Draft Navy Security Force (NSF) watch bills
E5	NON-CORE	Evaluate Military Working Dog (MWD) performance
E4	CORE	Inspect Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) Personal Protective Equipment (PPE)
E4	CORE	Maintain Personal Reliability Program (PRP) certifications
E4	CORE	Maintain weapons and equipment (e.g. small arms, Crew Served Weapons (CSW), Non-Lethal Weapons (NLW), Civil Engineering Support Equipment (CESE), weapons mounts, etc.)
E5	NON-CORE	Manage accountability of Military Working Dog (MWD) explosive training aids
E4	NON-CORE	Manage drug training programs for Military Working Dogs (MWD)
E6	NON-CORE	Manage explosive training for Military Working Dog (MWD) programs
E5	NON-CORE	Manage Military Working Dog (MWD) teams
E5	NON-CORE	Manage Military Working Dog (MWD) training programs
E7	CORE	Manage post orders programs
E7	NON-CORE	Manage regional Military Working Dog (MWD) special tasking assignments
E7	CORE	Manage Standard Operating Procedure (SOP) programs
E6	CORE	Manage watchstanders (e.g., Navy Security Force (NSF), Auxiliary Security Force (ASF), In-Port Security Force (ISF), etc.)
E4	CORE	Perform clearing barrel procedures (i.e., uploading/downloading weapons, etc.)
E4	NON-CORE	Perform first aid to Military Working Dogs (MWD)
E4	NON-CORE	Perform Operational Risk Management (ORM) assessments for underway operations
E5	CORE	Perform post inspections
E4	NON-CORE	Perform safety checks of Military Working Dog (MWD) equipment
E4	CORE	Perform shift rotations and turnovers
E4	CORE	Perform Victim and Witness Assistance Program (VWAP) procedures
E6	CORE	Relieve Navy Security Force (NSF) personnel from duty
E6	CORE	Review security reports and documents (e.g., incident reports, desk journals, communications logs, Law Enforcement (LE) documents, physical security documents, etc.)
E4	CORE	Supervise clearing barrel procedures (i.e., uploading/downloading weapons, etc.)
E5	CORE	Supervise equipment issue and operational checks

ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Verify Military Working Dog (MWD) required reports and forms (e.g., training records, utilization records, certification data, etc.)
E6	CORE	Verify Navy Security Force (NSF) watch bills
E7	CORE	Verify post orders

ANTITERRORISM (AT)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Activate Emergency Operations Centers (EOC)
E4	CORE	Administer first aid (i.e., basic life support, Automated External Defibrillator (AED) procedures, Tactical Combat Casualty Care (TCCC), etc.)
E5	CORE	Advise forces on implementation of the Standing Rules for the Use of Force (SRUF)
E4	CORE	Apply Use-of-Force Continuum
E7	NON-CORE	Brief Commander and Antiterrorism (AT) board on Force Protection Conditions (FPCON) changes
E4	NON-CORE	Combat small vessel casualties (e.g., fire, flooding, electrical, etc.)
E6	NON-CORE	Conduct Antiterrorism (AT) risk assessments
E4	NON-CORE	Conduct approach and visit boardings on aircraft
E5	CORE	Conduct guard mounts
E4	NON-CORE	Conduct Military Working Dog (MWD) sweeps as requested
E5	NON-CORE	Conduct multiple boat formations
E4	CORE	Conduct patrols
E4	CORE	Conduct post turnovers
E4	CORE	Conduct radio communications
E4	NON-CORE	Conduct Seaward Continuum of Force (SCOF)
E4	CORE	Conduct Size, Activity, Location, Unit, Time, and Equipment (SALUTE) reports (e.g., radio, landline, and digital communications, etc.)
E4	CORE	Conduct tactical movements
E4	NON-CORE	Conduct waterborne security barrier operations
E6	NON-CORE	Control multiple vessels in mission executions
E7	CORE	Coordinate inter-agency responses
E4	CORE	Deploy Non-Lethal Weapons (NLW)
E4	NON-CORE	Deploy training aids for Military Working Dogs (MWD) (e.g., explosives, drugs, patrol equipment, etc.)
E4	CORE	Deploy unambiguous warning devices (e.g., horns, sirens, lights, flares, etc.)
E4	CORE	Detain personnel
E4	CORE	Detect Improvised Explosive Devices (IED)
E7	NON-CORE	Develop Antiterrorism (AT) plans to include barrier plans
E7	CORE	Develop Force Protection Conditions (FPCON) measures action matrices
E7	CORE	Direct Force Protection Conditions (FPCON) measures, actions, and changes
E4	CORE	Direct Reactionary Force (RF) members to fields of fire
E4	CORE	Discharge Crew Served Weapons (CSW)

ANTITERRORISM (AT) (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Don Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) Personal Protective Equipment (PPE)
E4	CORE	Don Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) Personal Protective Equipment (PPE)
E4	CORE	Employ night vision optical devices
E4	CORE	Employ small arms
E6	CORE	Establish Incident Command Post (ICP)
E4	CORE	Evacuate personnel casualties from vessels
E7	NON-CORE	Evaluate need for modification to Antiterrorism (AT) posture
E6	CORE	Implement Force Protection Conditions (FPCON) measures, actions, and changes
E6	NON-CORE	Implement patrol orders (e.g., tactical boat operations, convoy operations, etc.)
E7	NON-CORE	Lay out Plan of Intended Movement (PIM) on charts
E4	CORE	Lead Reactionary Force (RF) Team in tactical movements
E4	CORE	Make description of a person, vehicle, watercraft, or aircraft
E7	NON-CORE	Manage Antiterrorism (AT) programs
E7	NON-CORE	Manage Antiterrorism Training Teams (ATTT)
E7	NON-CORE	Manage communications plans
E7	NON-CORE	Manage harbor security programs
E7	CORE	Manage security force operations
E7	CORE	Manage security personnel and resources in the Emergency Operations Centers (EOC)
E4	CORE	Neutralize active threats
E6	NON-CORE	Order destructive fire
E4	NON-CORE	Perform afloat navigation (i.e., chart reading, aids to navigation, electronic navigation, etc.)
E4	NON-CORE	Perform anchoring
E4	NON-CORE	Perform as a decoy for Military Working Dog (MWD) training
E4	CORE	Perform blood borne pathogens prevention procedures
E6	CORE	Perform Command and Control (C2) functions
E4	NON-CORE	Perform Contact of Interest (COI) intercept techniques (shadowing and herding)
E4	CORE	Perform contraband or access inspections (e.g., vehicle, craft, personnel, baggage, etc.)
E4	NON-CORE	Perform craft launches and recoveries
E4	CORE	Perform Crew Served Weapons (CSW) turnovers
E4	CORE	Perform drills and exercises
E4	CORE	Perform equipment pre/post operational checks (i.e., vehicle, craft, night vision devices, etc.)
E5	CORE	Perform multiple asset protection missions
E4	CORE	Perform restraint procedures (e.g., administering control holds, restraint devices, and/or takedowns, etc.)
E4	NON-CORE	Perform screen and reaction vessel duties (e.g., response, High Value Asset (HVA) protection, etc.)
E4	CORE	Perform security escorts and transports

ANTITERRORISM (AT) (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform self and equipment decontamination (e.g., cleaning, disinfection, sterilization, etc.)
E4	CORE	Perform surveillance detections
E4	CORE	Perform surveillance operations
E4	CORE	Perform tactical entries
E4	CORE	Perform Tactical Evacuations (TACEVAC)
E4	CORE	Perform tactical team operations
E4	CORE	Perform unarmed blocking techniques, striking techniques, and self-defense movements
E4	CORE	Perform verbal de-escalation procedures
E4	CORE	Perform weapons retention (pistol/rifle)
E4	NON-CORE	Pilot Navy Security Forces (NSF) vessels
E6	CORE	Plan multiple asset protection missions
E5	CORE	Provide supervision of fixed and mobile posts
E4	NON-CORE	Pull alongside static vessels or vessels making way
E4	CORE	Report Contacts of Interest (COI)
E4	CORE	Respond to civil disturbances
E4	CORE	Respond to external and internal threats in accordance with mission sets (e.g., receive incoming calls for service via radio, log/document/enter service call information/status in communications management system, etc.)
E7	CORE	Review Antiterrorism (AT) risk assessments
E7	CORE	Review vulnerability assessments
E6	CORE	Supervise Antiterrorism (AT) programs
E5	CORE	Supervise contraband or access inspections (e.g., vehicle, craft, personnel, baggage, etc.)
E5	NON-CORE	Supervise fueling operations (i.e., small vessel, Civil Engineering Support Equipment (CESE) equipment, etc.)
E5	NON-CORE	Supervise navigational tracks
E4	CORE	Supervise security post turnovers
E5	CORE	Supervise the implementation of Pre-Planned Responses (PPRs)
E5	NON-CORE	Supervise vessel launches and recoveries
E4	NON-CORE	Troubleshoot engineering issues in accordance with platform mission sets
E4	NON-CORE	Utilize Harbor Security Boat (HSB) electronic equipment during navigation
E7	CORE	Validate criticality assessments

LAW ENFORCEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Advise suspects of their rights during detainment (i.e., rights, waiver of rights, etc.)
E4	CORE	Conduct arrestee transports
E5	NON-CORE	Conduct command Military Working Dog (MWD) patrol certifications
E4	CORE	Conduct suspect pursuits (i.e., vehicle, vessel, foot, etc.)
E4	CORE	Conduct traffic control
E4	CORE	Conduct vehicle suspect extractions

LAW ENFORCEMENT (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Employ Military Working Dogs (MWD)
E5	CORE	Lead response to civil disturbances
E4	CORE	Perform building and facility security checks
E4	CORE	Perform Criminal Justice (CJ) reporting procedures
E5	CORE	Perform duties as on-scene commander
E4	CORE	Perform initial crime scene response procedures (i.e., access control points, etc.)
E4	CORE	Perform searches (e.g., personnel, vehicle, vessel, facility, etc.)
E4	CORE	Perform subject turnovers
E4	CORE	Preserve crime scenes
E4	CORE	Provide testimonies for official proceedings
E4	CORE	Steer emergency vehicles
E5	CORE	Supervise searches (e.g., personnel, vehicle, vessel, facility, etc.)
E4	CORE	Track alerts for Electronic Security System (ESS) equipment (e.g., video, intrusion detection, proximity, etc.)

NAVY SECURITY FORCES (NSF) TRAINING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Manage qualification programs
E4	CORE	Perform sustainment training

PHYSICAL SECURITY

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Activate unit barrier plans
E6	NON-CORE	Conduct criticality assessments
E6	NON-CORE	Conduct vulnerability assessments
E4	CORE	Control security lighting equipment
E7	NON-CORE	Develop physical security plans
E4	CORE	Enforce Limited Access Areas (LAA)
E7	CORE	Establish entry control points
E4	CORE	Establish Navy Security Force (NSF) response perimeter areas
E4	NON-CORE x-ray	Identify possible threats/contraband utilizing screening and detection equipment (e.g., machine, undercarriage camera, etc.)
E6	NON-CORE	Implement unit barrier plans
E4	CORE	Implement use of compensatory security measures
E5	CORE	Perform core, padlock, lock rotations, and combination changes
E4	CORE	Perform lock and seal inspections
E4	CORE	Perform lost/broken key and lock procedures
E4	CORE	Perform perimeter inspections
E5	CORE	Perform physical security surveys
E4	CORE	Perform strategic asset convoys
E6	CORE	Plan static/mobile Mission Essential Vulnerable Assets (MEVA) or High Value Assets (HVA) missions

PHYSICAL SECURITY (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Protect static/mobile Mission Essential Vulnerable Assets (MEVA) or High Value Assets (HVA)
E7	CORE	Review physical security plans
E6	CORE	Supervise static/mobile Mission Essential Vulnerable Assets (MEVA) or High Value Assets (HVA) missions
E4	CORE	Verify access control
E4	CORE	Verify identification credentials and documents

Job Title**Navy Security Force (NSF) Trainer/Planner****Job Code****001514****Job Family**

Business and Financial Operations

NOC

TBD

Short Title (30 Characters)

NSF TRAINER/PLANNER

Short Title (14 Characters)

NSF TRAIN PLAN

Pay Plan

Enlisted

Career Field

MA

Other Relationships and Rules

NEC PXXX series and other NECs as assigned

Job Description

Navy Security Force (NSF) Trainers/Planners provide NSF training and planning of all functions associated with operational readiness, effectiveness, and performance through instruction, evaluation, analysis, and improvement: lead or assist in the development, management, and execution of all Force Protection (FP) program plans; verify training and qualifications, ensuring that members of the unit complete training and certifications through the training and assessment cycle, ensuring unit members are equipped to execute the mission successfully.

DoD Relationship**Group Title**

Law Enforcement, General

DoD Code

183000

O*NET Relationship**Occupation Title**Training and Development
Specialists**SOC Code**

13-1151.00

Job Family

Business and Financial Operations

Skills

Learning Strategies

Instructing

Monitoring

Management of Material Resources

Writing

Critical Thinking

Systems Evaluation

Quality Control Analysis

Speaking

Complex Problem Solving

Abilities

Selective Attention

Oral Expression

Information Ordering

Speech Clarity

Written Expression

Inductive Reasoning

Written Comprehension

Deductive Reasoning

Manual Dexterity

Memorization

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

E7

NON-CORE

Administer Department of the Navy (DON) officer field evaluation reports

E4

CORE

Conduct inventories (e.g., Military Working Dog (MWD), Harbor Patrol Unit (HPU), SWF, VQ, CNIC, etc.)

E5

CORE

Conduct security briefs and debriefs

E5

CORE

Develop access lists and rosters

E7

CORE

Develop Navy Security Force (NSF) policies and guidance

E6

CORE

Develop Pre-Planned Responses (PPR)/Standard Operating Procedures (SOP)

E6

NON-CORE

Develop program waivers and exceptions to policies

E7

CORE

Manage Standard Operating Procedure (SOP) programs

E6

CORE

Relieve Navy Security Force (NSF) personnel from duty

E4

CORE

Supervise clearing barrel procedures (i.e., uploading/downloading weapons, etc.)

E5

CORE

Supervise equipment issue and operational checks

ANTITERRORISM (AT)**Paygrade****Task Type****Task Statements**

E4

CORE

Administer first aid (i.e., basic life support, Automated External Defibrillator (AED) procedures, Tactical Combat Casualty Care (TCCC), etc.)

E5

CORE

Advise forces on implementation of the Standing Rules for the Use of Force (SRUF)

E4

CORE

Conduct radio communications

E7

NON-CORE

Manage Antiterrorism Training Teams (ATTT)

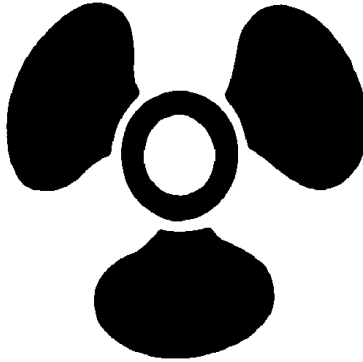
ANTITERRORISM (AT) (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform blood borne pathogens prevention procedures
E4	CORE	Perform equipment pre/post operational checks (i.e., vehicle, craft, night vision devices, etc.)
E4	CORE	Perform self and equipment decontamination (e.g., cleaning, disinfection, sterilization, etc.)

NAVY SECURITY FORCES (NSF) TRAINING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Assist in developing Integrated Training Team (ITT) scenarios
E5	NON-CORE	Conduct corrections and detainee guard training
E5	NON-CORE	Conduct Crew Served Weapons (CSW) training
E5	CORE	Conduct emergency vehicle operator training
E4	NON-CORE	Conduct Man Over Board (MOB) evolutions
E5	CORE	Conduct Navy Security Force (NSF) group-paced classroom and laboratory instruction
E5	NON-CORE	Conduct Non-Lethal Weapons (NLW) training
E5	NON-CORE	Conduct small arms training
E5	CORE	Conduct Standard Compliance Course training
E5	CORE	Conduct weekly or monthly progression report for under instruction patrol officers
E5	NON-CORE	Develop drill and exercise materials (e.g., packages, guides, etc.)
E6	NON-CORE	Develop Navy Security Force (NSF) instructor and trainee guides
E6	NON-CORE	Develop Navy Security Force (NSF) lesson plans
E5	NON-CORE	Develop qualification testing materials
E7	CORE	Evaluate Navy Security Force (NSF) training department
E5	NON-CORE	Evaluate personnel during training, drills, and exercises
E6	NON-CORE	Instruct Security Reaction Force-Basic (SRF-B) course training
E5	CORE	Maintain individual Navy Security Force (NSF) training records
E5	NON-CORE	Manage Crew Served Weapons (CSW) programs
E7	NON-CORE	Manage Data Housing and Reporting Tool (DHART) programs
E7	CORE	Manage Navy Security Force (NSF) training programs
E6	NON-CORE	Manage Non-Lethal Weapons (NLW) programs
E7	CORE	Manage qualification programs
E7	CORE	Manage Small Arms Weapons programs
E7	CORE	Manage Standard Compliance Course programs
E4	CORE	Perform sustainment training
E6	NON-CORE	Supervise correction/detainee staff training
E5	CORE	Train personnel during drills and exercises

CHAPTER 51



MACHINIST'S MATE (MM)

NAVPERS 18068F-51I
Change 100

Updated: October 2024

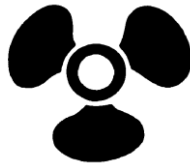
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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

MACHINIST'S MATE (MM)



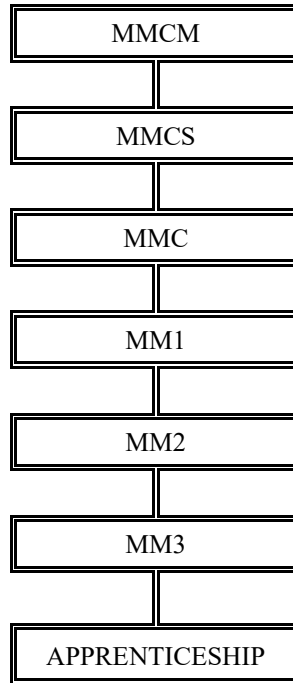
SCOPE OF RATING

Machinist's Mates (MM) operate, maintain, and repair (organizational and intermediate level) ship propulsion machinery, auxiliary equipment, and outside machinery, such as: steering gear engine, hoisting machinery, food preparation equipment, refrigeration and air conditioning equipment, windlasses, elevators, and laundry equipment; operate and maintain (organizational and intermediate level) marine boilers, pumps, forced draft blowers, and heat exchangers; perform tests, transfers, and inventory of lubricating oils, fuels, and water; maintain records and reports; and generate and stow industrial gases.

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 51.

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**Propulsion Plant and Auxiliary Systems Maintainer****Job Code****003005****Job Family**

Installation, Maintenance, and Repair

NOC

TBD

Short Title (30 Characters)

PROPU PLANT/AUX SYS MAINTAINER

Short Title (14 Characters)

PROPU SYS MAIN

Pay Plan

Enlisted

Career Field

MM

Other Relationships and Rules

NEC UXXX and 7XXX series and other NECs as assigned

Job Description

Propulsion Plant and Auxiliary Systems Maintainers operate and maintain steam turbines and reduction gears used for ship propulsion and auxiliary machinery such as turbo-generators, pumps, and oil purifiers; maintain auxiliary machinery outside of main machinery spaces, such as electro-hydraulic steering gears, elevators, refrigeration plants, air conditioning systems, desalinization plants (distilling plants), and compressed gas producing plants; align piping systems for oil, water, air, and steam; control the operation of ship boilers and steam turbines used for ship propulsion and service systems; control operation of turbo-generators used to produce electrical power; clean, adjust, test, and perform other preventive maintenance on the ship's boilers, main engines, turbo-generators and other auxiliary machinery including steering engines, elevators, winches, pumps, and associated valves; operate and maintain desalinization plants; maintain refrigeration plants, air conditioning systems, and galley equipment; repair or replace valves, pumps, heat exchangers, compressors, steam turbines, and hydraulic or pneumatic control devices; make entries in and analyze machinery operating records and reports; and work under the supervision of a manager while learning the Propulsion Plant and Auxiliary Systems Maintainer trade and skill.

DoD Relationship**Group Title**Other Mechanical
and Electrical Equipment,
General**DoD Code**

169000

O*NET Relationship**Occupation Title**

Maintenance Workers, Machinery

SOC Code

49-9043.00

Job Family

Installation, Maintenance, and Repair

Skills*Troubleshooting**Systems Analysis**Operation and Control**Judgment and Decision Making**Systems Evaluation**Equipment Maintenance**Quality Control Analysis**Equipment Selection**Management of Material Resources**Reading Comprehension***Abilities***Written Comprehension**Selective Attention**Control Precision**Information Ordering**Manual Dexterity**Flexibility of Closure**Number Facility**Problem Sensitivity**Visual Color Discrimination**Arm-Hand Steadiness***LABORATORY MANAGEMENT****Paygrade**

E5

Task Type

CORE

Task Statements

Align boiler layouts

E4

CORE

Conduct salinity and conductivity indicator comparison tests

E4

CORE

Inventory oil lab test equipment and chemicals

E4

CORE

Prepare fuel, oil, and water reports

E4

CORE

Prepare reagents and chemicals

E4

CORE

Test feedwater

E4

CORE

Test Fuel Oil (FO) and Lube Oil (LO)

MECHANICAL SYSTEMS MAINTENANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Fabricate sealing gaskets
E5	CORE	Inspect flange shields
E4	CORE	Repair air casings
E4	CORE	Repair air compressors system components
E4	CORE	Repair air conditioning system components
E4	CORE	Repair air dryer system components
E4	CORE	Repair air ejector system components
E4	CORE	Repair air system components
E4	NON-CORE	Repair aircraft hangar doors
E4	CORE	Repair anchor windlasses system components
E4	CORE	Repair auxiliary cooling water systems components
E4	CORE	Repair auxiliary exhaust system components
E4	CORE	Repair auxiliary seawater circulating system components
E4	CORE	Repair auxiliary steam system components
E4	CORE	Repair ballasting and de-ballasting systems
E4	CORE	Repair bilge and stripping pump components
E4	CORE	Repair bilge and tank stripping system components
E4	CORE	Repair blowdown system components
E4	CORE	Repair boat davit system components
E4	CORE	Repair bow and stern ramp and door machinery components
E4	CORE	Repair capstan equipment components
E4	CORE	Repair catapult system components
E4	CORE	Repair chill water systems
E4	CORE	Repair condensate system pumps
E4	CORE	Repair conveyor system components
E4	CORE	Repair crane equipment components
E4	CORE	Repair Deaerating Feedwater Tanks (DFT)
E4	CORE	Repair diaphragm control valves
E4	CORE	Repair distillate transfer systems components
E4	CORE	Repair distilling plants components
E4	CORE	Repair dumbwaiter equipment components
E4	CORE	Repair elevator systems components
E4	CORE	Repair emergency feed pump system components
E4	CORE	Repair emergency shutdown equipment components

MECHANICAL SYSTEMS MAINTENANCE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Repair engine air system components
E4	CORE	Repair evaporator injection systems (i.e., AMEROYAL)
E4	CORE	Repair fasteners
E4	CORE	Repair feed booster pumps
E4	CORE	Repair Feedwater Control (FWC) system components
E4	CORE	Repair fire and flushing pump components
E4	CORE	Repair firemain system components
E4	CORE	Repair flange shields
E4	CORE	Repair Forced Draft Blower (FDB) components
E4	CORE	Repair Fresh Water Drain Collecting Tank (FWDCT) pump components
E4	CORE	Repair fresh water drain system components
E4	CORE	Repair Fuel Oil (FO) compensating system components
E4	CORE	Repair Fuel Oil (FO) purifier system components
E4	CORE	Repair Fuel Oil (FO) quick closing valve components
E4	CORE	Repair Fuel Oil (FO) service pumps components
E4	CORE	Repair Fuel Oil (FO) transfer system components
E4	CORE	Repair galley equipment components
E4	CORE	Repair gland seal components
E4	CORE	Repair heat exchangers components
E4	CORE	Repair heating system components
E4	CORE	Repair hydraulic cargo hatch cover equipment components
E4	CORE	Repair hydraulic system components
E4	CORE	Repair hydrostatic test pumps components
E4	CORE	Repair jacking gear components
E4	CORE	Repair laundry equipment components
E4	CORE	Repair line shaft bearings components
E4	CORE	Repair Low Pressure (LP) steam drain system components
E4	CORE	Repair Lube Oil (LO) service pump components
E4	CORE	Repair Lube Oil (LO) transfer system components
E4	CORE	Repair main boiler components
E4	CORE	Repair main circulating pump components
E4	CORE	Repair main drain system components
E4	CORE	Repair main feed pump components
E4	CORE	Repair main feed system components

MECHANICAL SYSTEMS MAINTENANCE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Repair main Lube Oil (LO) system components
E4	CORE	Repair mechanical and hydraulic steering gear system components
E4	CORE	Repair mess deck equipment components
E4	CORE	Repair monorail equipment components
E4	CORE	Repair oil and water separator system components
E4	CORE	Repair oil purification system components
E4	CORE	Repair oily waste water system components
E4	CORE	Repair piping system components
E4	CORE	Repair potable water brominators
E4	CORE	Repair potable water pump components
E4	CORE	Repair potable water systems
E4	CORE	Repair reducing station components
E4	CORE	Repair refrigerant recovery unit components
E4	CORE	Repair refrigeration system components
E4	CORE	Repair scullery equipment components
E4	CORE	Repair Ship's Service Turbine Generators (SSTG) components
E4	CORE	Repair ship's whistle components
E4	NON-CORE	Repair small boat mechanical components
E4	CORE	Repair stern tube components
E4	CORE	Repair system pump components
E4	CORE	Repair system valve components
E4	CORE	Repair trash room disposal and processing equipment components
E4	CORE	Repair water heater components
E4	CORE	Repair winch equipment components
E4	CORE	Replace flexible couplings

MECHANICAL SYSTEMS OPERATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Control operations of air compressors
E4	CORE	Control operations of air conditioning systems
E4	CORE	Control operations of air dryer systems
E4	CORE	Control operations of air ejector systems
E4	CORE	Control operations of air systems
E4	NON-CORE	Control operations of aircraft hangar doors
E4	CORE	Control operations of anchor windlasses systems
E4	CORE	Control operations of auxiliary cooling water systems
E4	CORE	Control operations of auxiliary exhaust systems
E4	CORE	Control operations of auxiliary steam systems
E4	CORE	Control operations of bilge and stripping pumps
E4	CORE	Control operations of bilge and tank stripping systems
E4	CORE	Control operations of boat davit systems
E4	CORE	Control operations of bow and stern ramp and door machinery systems
E4	CORE	Control operations of capstan equipment
E4	CORE	Control operations of catapult systems
E4	CORE	Control operations of condensate systems
E4	CORE	Control operations of conveyor systems
E4	CORE	Control operations of crane equipment
E4	CORE	Control operations of diaphragm control valves
E4	CORE	Control operations of distillate transfer systems
E4	CORE	Control operations of distilling plants
E4	CORE	Control operations of dumbwaiter equipment
E4	CORE	Control operations of elevator systems
E4	CORE	Control operations of emergency feed pump systems
E4	CORE	Control operations of emergency shutdown equipment
E4	CORE	Control operations of engine air systems
E4	CORE	Control operations of evaporator injection systems (i.e., AMEROYAL)
E4	CORE	Control operations of Feedwater Control (FWC) systems
E4	CORE	Control operations of Forced Draft Blower (FDB)
E4	CORE	Control operations of fresh water drain systems
E4	CORE	Control operations of Fuel Oil (FO) purifier systems
E4	CORE	Control operations of Fuel Oil (FO) quick closing valves
E4	CORE	Control operations of Fuel Oil (FO) service pumps

MECHANICAL SYSTEMS OPERATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Control operations of Fuel Oil (FO) transfer systems
E4	CORE	Control operations of galley equipment
E4	CORE	Control operations of gland seal systems
E4	CORE	Control operations of heat exchangers
E4	CORE	Control operations of heating systems
E4	CORE	Control operations of hydraulic cargo hatch covers
E4	CORE	Control operations of hydraulic systems
E4	CORE	Control operations of hydrostatic test pump
E4	CORE	Control operations of jacking gear
E4	CORE	Control operations of laundry equipment
E4	CORE	Control operations of line shaft bearings
E4	CORE	Control operations of Low Pressure (LP) steam drain systems
E4	CORE	Control operations of Lube Oil (LO) service pumps
E4	CORE	Control operations of Lube Oil (LO) transfer systems
E4	CORE	Control operations of main boilers
E4	CORE	Control operations of main circulating pumps
E4	CORE	Control operations of main drain systems
E4	CORE	Control operations of main feed pumps
E4	CORE	Control operations of main feed systems
E4	CORE	Control operations of main Lube Oil (LO) systems
E4	CORE	Control operations of mechanical and hydraulic steering gear systems
E4	CORE	Control operations of mess deck equipment
E4	CORE	Control operations of monorail equipment
E4	CORE	Control operations of oil purification systems
E4	CORE	Control operations of piping systems
E4	CORE	Control operations of potable water brominators
E4	CORE	Control operations of potable water pumps
E4	CORE	Control operations of potable water systems
E4	CORE	Control operations of reducing stations
E4	CORE	Control operations of refrigeration systems
E4	CORE	Control operations of scullery equipment
E4	CORE	Control operations of Ship's Service Turbine Generators (SSTG)
E4	CORE	Control operations of stern tube components
E4	CORE	Control operations of system pumps

MECHANICAL SYSTEMS OPERATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Control operations of system valves
E4	CORE	Control operations of trash room disposal and processing equipment
E4	CORE	Control operations of ventilation systems
E4	CORE	Control operations of water heaters
E4	CORE	Control operations of winch equipment
E4	CORE	Control operations on auxiliary seawater circulating systems
E4	CORE	Control operations on ballasting and de-ballasting systems
E4	CORE	Control operations on blowdown systems
E4	CORE	Control operations on chill water systems
E4	CORE	Control operations on fire and flushing pumps
E4	CORE	Control operations on Fresh Water Drain Collecting Tank (FWDCT) pumps
E4	CORE	Control operations on main feed booster pumps
E4	CORE	Control operations on oil and water separator systems
E4	CORE	Control operations on oily waste water systems
E4	CORE	Draw fluid samples
E4	CORE	Inspect fluid samples
E4	CORE	Prepare continuous treatment solutions

Job Title**Propulsion Plant and Auxiliary Systems Technician****Job Code****003177****Job Family**

Installation, Maintenance, and Repair

NOC

TBD

Short Title (30 Characters)

PROPU PLANT/AUX SYS TECHNICIAN

Short Title (14 Characters)

PROPU SYS TECH

Pay Plan

Enlisted

Career Field

MM

Other Relationships and Rules

NEC UXXX and 7XXX series and other NECs as assigned

Job Description

Propulsion Plant and Auxiliary System Technicians operate and maintain steam turbines and reduction gears used for ship propulsion and auxiliary machinery, such as turbo-generators, pumps, and oil purifiers; maintain auxiliary machinery outside of main machinery spaces, such as electro-hydraulic gears, refrigeration plants, air conditioning systems, desalinization plants (distilling plants), and compressed gas producing plants; align piping systems for oil, water, air, and steam; control the operation of ship boilers and steam turbines used for ship propulsion and service systems; control operation of turbo-generators used to produce electrical power; clean, adjust, test, and perform other preventive maintenance on a ship's boilers, main engines, turbo-generators, and other auxiliary machinery including steering engines, elevators, winches, pumps and associated valves; operate and maintain desalinization plants; maintain refrigeration plants, air conditioning systems, and galley equipment; repair or replace valves, pumps, heat exchangers, compressors, steam turbines, and hydraulic or pneumatic control devices; make entries in and analyze machinery operating records and reports; work independently; and supervise/mentor Propulsion Plant and Auxiliary Maintainers.

DoD Relationship**O*NET Relationship****Group Title**

Main Propulsion

DoD Code

165100

Occupation TitleMaintenance and Repair Workers,
General**SOC Code**

49-9071.00

Job Family

Installation, Maintenance, and Repair

Skills*Equipment Selection**Repairing**Operation and Control**Judgment and Decision Making**Operation Monitoring**Systems Evaluation**Equipment Maintenance**Management of Material Resources**Monitoring**Quality Control Analysis***Abilities***Flexibility of Closure**Inductive Reasoning**Written Comprehension**Selective Attention**Information Ordering**Problem Sensitivity**Written Expression**Manual Dexterity***LABORATORY MANAGEMENT****Paygrade**

E5

Task Type

CORE

Task Statements

Align boiler layups

E5

NON-CORE

Conduct spill containments and clean-ups

MECHANICAL SYSTEMS MAINTENANCE**Paygrade**

E5

Task Type

CORE

Task Statements

Inspect boiler sprayer plates

E5

CORE

Inspect fasteners

E4

CORE

Repair air register assemblies

E5

CORE

Repair boiler firesides

E5

CORE

Repair boiler fronts

E5

CORE

Repair boiler internal fittings

E5

CORE

Repair boiler sliding feet

E5

CORE

Repair boiler watersides

E5

CORE

Repair burner Safety Shut-off Devices (SSD)

E6

CORE

Repair machinery speed limiting devices

E5

CORE

Repair safety valves

MECHANICAL SYSTEMS MAINTENANCE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Repair soot blower components
E5	CORE	Repair steam smothering systems
E5	CORE	Troubleshoot air compressors systems
E5	CORE	Troubleshoot air conditioning systems
E5	CORE	Troubleshoot air dryer systems
E5	CORE	Troubleshoot air ejector systems
E5	CORE	Troubleshoot air systems
E5	NON-CORE	Troubleshoot aircraft hangar doors
E5	CORE	Troubleshoot anchor windlasses systems
E5	CORE	Troubleshoot auxiliary cooling water systems
E5	CORE	Troubleshoot auxiliary exhaust systems
E5	CORE	Troubleshoot auxiliary seawater circulating systems
E5	CORE	Troubleshoot auxiliary steam systems
E5	CORE	Troubleshoot ballasting and de-ballasting systems
E5	CORE	Troubleshoot bilge and stripping pump systems
E5	CORE	Troubleshoot bilge and tank stripping systems
E5	CORE	Troubleshoot blowdown systems
E5	CORE	Troubleshoot boat davit systems
E5	CORE	Troubleshoot bow and stern ramp and door machinery systems
E5	CORE	Troubleshoot capstan equipment
E5	CORE	Troubleshoot catapult systems
E5	CORE	Troubleshoot chill water systems
E5	CORE	Troubleshoot condensate systems
E5	CORE	Troubleshoot conveyor systems
E5	CORE	Troubleshoot crane equipment
E5	CORE	Troubleshoot diaphragm control valves
E5	CORE	Troubleshoot distillate transfer systems
E5	CORE	Troubleshoot distilling plants
E5	CORE	Troubleshoot dumbwaiter equipment
E5	CORE	Troubleshoot elevator systems
E5	CORE	Troubleshoot emergency feed pump systems
E5	CORE	Troubleshoot emergency shutdown equipment
E5	CORE	Troubleshoot engine air systems
E5	CORE	Troubleshoot evaporator injection systems (i.e., AMEROYAL)

MECHANICAL SYSTEMS MAINTENANCE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Troubleshoot Feedwater Control (FWC) systems
E5	CORE	Troubleshoot fire and flushing pumps
E5	CORE	Troubleshoot Forced Draft Blowers (FDB)
E5	CORE	Troubleshoot Fresh Water Drain Collecting Tank (FWDCT) pumps
E5	CORE	Troubleshoot fresh water drain systems
E5	CORE	Troubleshoot Fuel Oil (FO) compensating system
E5	CORE	Troubleshoot Fuel Oil (FO) fuel oil service pumps
E5	CORE	Troubleshoot Fuel Oil (FO) purifier systems
E5	CORE	Troubleshoot Fuel Oil (FO) quick closing valves
E5	CORE	Troubleshoot Fuel Oil (FO) transfer systems
E5	CORE	Troubleshoot galley equipment
E5	CORE	Troubleshoot gland seals
E5	CORE	Troubleshoot heat exchangers
E5	CORE	Troubleshoot heating systems
E5	CORE	Troubleshoot hydraulic cargo hatch cover equipment
E5	CORE	Troubleshoot hydraulic systems
E5	CORE	Troubleshoot hydrostatic test pumps
E5	CORE	Troubleshoot jacking gears
E5	CORE	Troubleshoot laundry equipment
E5	CORE	Troubleshoot line shaft bearings
E5	CORE	Troubleshoot Low Pressure (LP) steam drain systems
E5	CORE	Troubleshoot Lube Oil (LO) service pumps
E5	CORE	Troubleshoot Lube Oil (LO) transfer systems
E6	CORE	Troubleshoot machinery speed limiting devices
E5	CORE	Troubleshoot main boilers
E5	CORE	Troubleshoot main circulating pumps
E5	CORE	Troubleshoot main drain systems
E5	CORE	Troubleshoot main feed booster pumps
E5	CORE	Troubleshoot main feed pumps
E5	CORE	Troubleshoot main feed systems
E5	CORE	Troubleshoot main Lube Oil (LO) systems
E5	CORE	Troubleshoot mechanical and hydraulic steering gear systems
E5	CORE	Troubleshoot mess deck equipment
E5	CORE	Troubleshoot monorail equipment

MECHANICAL SYSTEMS MAINTENANCE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Troubleshoot oil and water separator systems
E5	CORE	Troubleshoot oil purification systems
E5	CORE	Troubleshoot oily waste water systems
E5	CORE	Troubleshoot piping systems
E5	CORE	Troubleshoot potable water brominators
E5	CORE	Troubleshoot potable water pumps
E5	CORE	Troubleshoot potable water systems
E5	CORE	Troubleshoot reducing stations
E5	CORE	Troubleshoot refrigerant recovery units
E5	CORE	Troubleshoot refrigeration systems
E5	CORE	Troubleshoot scullery equipment
E5	CORE	Troubleshoot Ship's Service Turbine Generator (SSTG) systems
E5	CORE	Troubleshoot ship's whistles
E5	NON-CORE	Troubleshoot small boat mechanical components
E5	CORE	Troubleshoot stern tube components
E5	CORE	Troubleshoot system pumps
E5	CORE	Troubleshoot system valves
E5	CORE	Troubleshoot trash room disposal and processing equipment
E5	CORE	Troubleshoot water heaters
E5	CORE	Troubleshoot winch equipment

TECHNICAL ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Prepare Quality Assurance (QA) repair forms
E5	CORE	Update Quality Assurance (QA) repair forms

Job Title**Propulsion Plant and Auxiliary Systems Manager****Job Code****003651****Job Family**

Installation, Maintenance, and Repair

NOC

TBD

Short Title (30 Characters)

PROPU PLANT/AUX SYS MANAGER

Short Title (14 Characters)

PROPU SYS MGR

Pay Plan

Enlisted

Career Field

MM

Other Relationships and Rules

NEC UXXX and 7XXX series and other NECs as assigned

Job Description

Propulsion Plant Auxiliary Systems Managers operate and maintain steam turbines and reduction gears used for ship propulsion and auxiliary machinery, such as turbo-generators, pumps, and oil purifiers; maintain auxiliary machinery outside of main machinery spaces, such as electro-hydraulic gears, refrigeration plants, air conditioning systems, desalinization plants (distilling plants), and compressed gas producing plants; align piping systems for oil, water, air, and steam; control the operation of ship boilers and steam turbines used for ship propulsion and service systems; control operation of turbo-generators used to produce electrical power; clean, adjust, test, and perform other preventive maintenance on a ship's boilers, main engines, turbo-generators and other auxiliary machinery including steering engines, elevators, winches, pumps, and associated valves; operate and maintain desalinization plants; maintain refrigeration plants, air conditioning systems, and galley equipment; repair or replace valves, pumps, heat exchangers, compressors, steam turbines, and hydraulic or pneumatic control devices; make entries in and analyze machinery operating records and reports; manage Propulsion Plant and Auxiliary Systems Operations; and supervise and mentor Propulsion Plant and Auxiliary Systems Technicians and Maintainers to master the Propulsion Plant and Auxiliary Systems Operations trade and skills.

DoD Relationship**Group Title**

Main Propulsion

DoD Code

165100

O*NET Relationship**Occupation Title**

First-Line Supervisors/Managers of Mechanics, Installers, and Repairers

SOC Code

49-1011.00

Job Family

Installation, Maintenance, and Repair

Skills*Operation and Control**Judgment and Decision Making**Equipment Selection**Systems Evaluation**Equipment Maintenance**Repairing**Troubleshooting**Critical Thinking**Management of Material Resources**Management of Personnel Resources***Abilities***Flexibility of Closure**Problem Sensitivity**Written Comprehension**Information Ordering**Selective Attention**Oral Expression**Deductive Reasoning**Inductive Reasoning**Mathematical Reasoning**Number Facility***ENGINEERING MANAGEMENT****Paygrade****Task Type****Task Statements**

E7

CORE

Conduct preliminary closeout inspections

E6

CORE

Coordinate boiler flexibility tests

E7

CORE

Coordinate full power and economy trials

E6

CORE

Coordinate propulsion plant operations

E7

CORE

Evaluate engineering management programs

E6

CORE

Evaluate equipment capabilities and performances

E7

CORE

Review Boiler Inspection and Repair Management Information Systems (BIRMIS) reports

E7

CORE

Review Steam Catapult Inspection and Repair Management Information Systems (SCIRMIS) reports

E7

CORE

Verify ship's trial reports

LABORATORY MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Align boiler layups
E7	NON-CORE	Coordinate spill containments and clean-ups
E6	CORE	Estimate fuel, oil, and water requirements

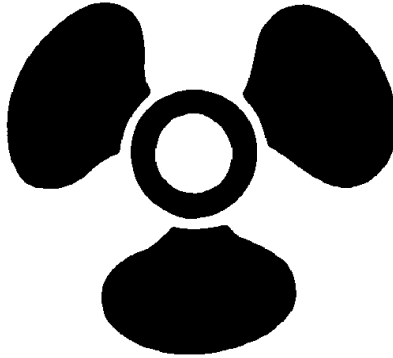
MECHANICAL SYSTEMS MAINTENANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Coordinate Main Reduction Gear (MRG) inspections
E6	CORE	Inspect air casings
E6	CORE	Inspect air register assemblies
E7	CORE	Inspect boiler firesides
E6	CORE	Inspect boiler fronts
E7	CORE	Inspect boiler internal fittings
E6	CORE	Inspect boiler sliding feet
E6	CORE	Inspect boiler structural components
E7	CORE	Inspect boiler watersides
E6	CORE	Inspect burner Safety Shut-off Devices (SSD)
E6	CORE	Inspect Deaerating Feedwater Tanks (DFT)
E6	CORE	Inspect manhole and hand-hole seat gasket
E7	CORE	Inspect potable water tank
E7	CORE	Inspect safety valves
E6	CORE	Inspect soot blower
E6	CORE	Inspect steam smothering systems

TECHNICAL ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Approve Quality Assurance (QA) repair forms
E6	CORE	Review Quality Assurance (QA) repair forms
E6	CORE	Validate Engineering Operational Sequencing System (EOSS) manuals
E7	CORE	Verify ship's systems technical drawings

CHAPTER 51



MACHINIST'S MATE, NON-NUCLEAR, SUBMARINE AUXILIARY (MMA)

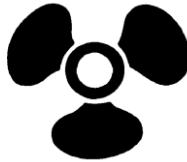
NAVPERS 18068F-51H
Change 96

Updated: October 2023

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NAVY ENLISTED OCCUPATIONAL STANDARD
FOR
MACHINIST'S MATE, NON-NUCLEAR, SUBMARINE AUXILIARY (MMA)



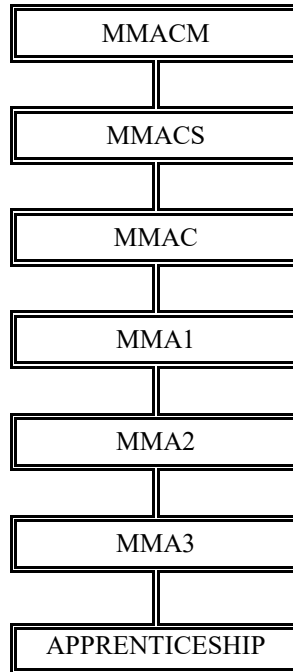
SCOPE OF RATING

Machinist's Mate, Non-Nuclear, Submarine Auxiliary (MMA) operate, maintain, and repair (at the organizational and intermediate level) damage control equipment and systems, internal combustion diesel engines and diesel engine support systems, hydraulic systems, atmosphere control and oxygen-generating equipment, refrigeration systems, compressed air and gas systems, potable water system, seawater systems, and sanitary and plumbing systems.

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 51.

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**Auxiliary Equipment Technician****Job Code****001519****Job Family**

Installation, Maintenance, and Repair

NOC

TBD

Short Title (30 Characters)

AUXILIARY EQUIPMENT TECHNICIAN

Short Title (14 Characters)

AUX EQUIP TECH

Pay Plan

Enlisted

Career Field

MMA

Other Relationships and Rules

NEC QXXX and 7XXX series and other NECs as assigned

Job Description

Auxiliary Equipment Technicians perform organizational and intermediate maintenance, repair, and troubleshooting; conduct advanced systems operations of hydraulic power plants and hydraulic system components, emergency diesel engines, compressed gas systems (e.g., air, oxygen, hydrogen, and nitrogen), sanitation systems, seawater systems, freshwater systems, oxygen-generating equipment, atmosphere control equipment, and submarine salvage equipment (e.g., watertight hatches and doors); and supervise operations and maintenance performed by Auxiliary Equipment Operators.

DoD Relationship**Group Title**

Auxiliary Equipment Technician

DoD Code

162000

O*NET Relationship**Occupation Title**

Maintenance and Repair Workers, General

SOC Code

49-9071.00

Job Family

Installation, Maintenance, and Repair

Skills

Equipment Maintenance

Operation and Control

Operation Monitoring

Troubleshooting

Repairing

Quality Control Analysis

Systems Evaluation

Management of Material Resources

Reading Comprehension

Monitoring

Abilities

Manual Dexterity

Problem Sensitivity

Written Comprehension

Deductive Reasoning

Multi-limb Coordination

Control Precision

Inductive Reasoning

Information Ordering

UNASSIGNED

UNASSIGNED

MECHANICAL MAINTENANCE**Paygrade****Task Type****Task Statements**

E4

CORE

Lubricate components

E4

CORE

Maintain air system components

E4

CORE

Maintain atmosphere control equipment

E4

CORE

Maintain auxiliary drain systems

E4

CORE

Maintain damage control equipment

E4

CORE

Maintain demineralized water systems

E4

CORE

Maintain depth sensing systems

E5

CORE

Maintain diesel engine support systems

E5

CORE

Maintain diesel engines

E4

CORE

Maintain drain systems

E5

NON-CORE

Maintain dry deck shelter systems

E4

CORE

Maintain escape trunks

E4

CORE

Maintain fresh water cooling systems

E4

CORE

Maintain habitability systems

E4

CORE

Maintain hydraulic system components

E4

CORE

Maintain oxygen and nitrogen systems

E5

CORE

Maintain oxygen-generating equipment

MECHANICAL MAINTENANCE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Maintain potable water system components
E4	CORE	Maintain refrigeration system components
E4	CORE	Maintain salvage components
E4	CORE	Maintain shipboard valves
E4	CORE	Maintain ship's service hydraulic plants
E4	CORE	Maintain steering and diving control systems
E4	CORE	Maintain steering and diving hydraulic plants
E4	CORE	Maintain submarine lubrication system
E4	CORE	Maintain trim system components
E4	CORE	Maintain variable ballast system components
E4	CORE	Maintain ventilation system components
E4	CORE	Maintain watertight doors and hatches
E4	CORE	Perform diagnostic equipment calibration
E4	CORE	Repair air system components
E5	CORE	Repair atmosphere control equipment
E4	CORE	Repair auxiliary drain system components
E4	CORE	Repair damage control equipment
E4	CORE	Repair demineralized water system
E5	CORE	Repair depth sensing system
E5	CORE	Repair diesel engine and support systems
E4	CORE	Repair drain system components
E4	CORE	Repair escape trunks
E4	CORE	Repair fresh water cooling systems
E4	CORE	Repair habitability systems
E4	CORE	Repair hydraulic system components
E5	CORE	Repair main ballasting systems and components
E5	CORE	Repair oxygen and nitrogen systems
E4	CORE	Repair potable water system
E4	CORE	Repair refrigeration systems
E4	CORE	Repair shipboard pumps
E4	CORE	Repair shipboard valves
E5	CORE	Repair steering and diving control systems
E4	CORE	Repair submarine lubrication systems
E4	CORE	Repair trim systems
E4	CORE	Repair ventilation systems
E4	CORE	Repair watertight doors and hatches
E7	CORE	Supervise diesel inspections
E4	CORE	Test watertight doors and hatches
E4	CORE	Troubleshoot air system components

MECHANICAL MAINTENANCE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Troubleshoot atmosphere control equipment
E4	CORE	Troubleshoot auxiliary drain system components
E4	CORE	Troubleshoot damage control equipment
E4	CORE	Troubleshoot demineralized water system
E5	CORE	Troubleshoot depth sensing system
E5	CORE	Troubleshoot diesel engine and support systems
E4	CORE	Troubleshoot drain system components
E4	CORE	Troubleshoot escape trunks
E4	CORE	Troubleshoot fresh water cooling systems
E4	CORE	Troubleshoot habitability systems
E4	CORE	Troubleshoot hydraulic system components
E5	CORE	Troubleshoot main ballasting systems and components
E5	CORE	Troubleshoot oxygen and nitrogen systems
E5	CORE	Troubleshoot oxygen-generating equipment
E4	CORE	Troubleshoot potable water system
E4	CORE	Troubleshoot refrigeration systems
E4	CORE	Troubleshoot shipboard pumps
E4	CORE	Troubleshoot shipboard valves
E5	CORE	Troubleshoot steering and diving control systems
E4	CORE	Troubleshoot submarine lubrication systems
E4	CORE	Troubleshoot trim systems
E4	CORE	Troubleshoot ventilation systems

MECHANICAL SYSTEMS OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Align air system components
E5	CORE	Align atmosphere control equipment
E4	CORE	Align auxiliary drain systems
E4	CORE	Align depth sensing systems
E4	CORE	Align diesel engine and support systems
E4	CORE	Align drain systems
E5	NON-CORE	Align dry deck shelter systems
E4	CORE	Align external hydraulic plants
E4	CORE	Align fresh water cooling systems
E4	CORE	Align hydraulic system components
E4	CORE	Align main ballasting systems and components
E4	CORE	Align oxygen and nitrogen systems
E5	CORE	Align oxygen-generating equipment
E4	CORE	Align potable water systems
E4	CORE	Align refrigeration system components

MECHANICAL SYSTEMS OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Align refrigeration systems
E4	CORE	Align ships service hydraulic plants
E4	CORE	Align steering and diving control systems
E4	CORE	Align stern diving plants
E4	CORE	Align submarine emergency life support systems
E4	CORE	Align submarine habitability systems
E4	CORE	Align submarine salvage systems
E4	CORE	Align trim systems
E4	CORE	Align ventilation systems
E4	CORE	Maintain shipboard pumps
E4	CORE	Test air system components
E5	CORE	Test atmosphere control equipment
E4	CORE	Test auxiliary drain systems
E4	CORE	Test depth sensing systems
E4	CORE	Test diesel engines and support systems
E4	CORE	Test drain systems
E4	CORE	Test external hydraulic plants
E4	CORE	Test fresh water cooling systems
E4	CORE	Test hydraulic system components
E4	CORE	Test main ballasting systems and components
E4	CORE	Test oxygen and nitrogen systems
E5	CORE	Test oxygen-generating equipment
E4	CORE	Test potable water systems
E4	CORE	Test refrigeration systems
E4	CORE	Test ship's service hydraulic plants
E4	CORE	Test steering and diving control systems
E4	CORE	Test stern diving plants
E4	CORE	Test submarine emergency life support systems
E4	CORE	Test submarine habitability systems
E4	CORE	Test submarine salvage systems
E4	CORE	Test trim systems
E4	CORE	Test ventilation systems

QUALITY ASSURANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Perform Quality Assurance (QA) inspections
E5	NON-CORE	Repair dry deck shelter systems
E5	CORE	Repair oxygen-generating equipment
E4	CORE	Repair salvage components
E5	NON-CORE	Test dry deck shelter systems

QUALITY ASSURANCE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Troubleshoot dry deck shelter systems
E4	CORE	Troubleshoot salvage components

Job Title**Auxiliary Equipment Operator****Job Code****001524****Job Family**

Installation, Maintenance, and Repair

NOC

TBD

Short Title (30 Characters)

AUXILIARY EQUIPMENT OPERATOR

Short Title (14 Characters)

AUX EQUIP OPER

Pay Plan

Enlisted

Career Field

MMA

Other Relationships and Rules

NEC QXXX and 7XXX series and other NECs as assigned

Job Description

Auxiliary Equipment Operators align and perform operations, and basic preventive maintenance of hydraulic power plants and hydraulic system components, emergency diesel engines, compressed gas systems such as air, oxygen, hydrogen, nitrogen, sanitation systems, seawater systems, freshwater systems, submarine firefighting and emergency dewatering and damage control equipment; conduct critical work functions associated with movement of Naval tactical forces, repair and equipment maintenance, enhanced survivability, and rescue and recovery; provide security for operational forces and means; and conduct Naval Special Warfare (NSW).

DoD Relationship**Group Title**

Auxiliary Equipment Operator

DoD Code

165200

O*NET Relationship**Occupation Title**

Maintenance and Repair Workers, General

SOC Code

49-9071.00

Job Family

Installation, Maintenance, and Repair

Skills

Operation and Control

Operation Monitoring

Equipment Maintenance

Troubleshooting

Quality Control Analysis

Systems Evaluation

Management of Material Resources

Monitoring

UNASSIGNED

UNASSIGNED

Abilities

Problem Sensitivity

Written Comprehension

Manual Dexterity

Deductive Reasoning

Multi-limb Coordination

Control Precision

Information Ordering

UNASSIGNED

UNASSIGNED

UNASSIGNED

MECHANICAL MAINTENANCE**Paygrade****Task Type****Task Statements**

E4

CORE

Lubricate components

E4

CORE

Maintain air system components

E4

CORE

Maintain atmosphere control equipment

E4

CORE

Maintain damage control equipment

E4

CORE

Maintain demineralized water systems

E4

CORE

Maintain depth sensing systems

E5

NON-CORE

Maintain dry deck shelter systems

E4

CORE

Maintain escape trunks

E4

CORE

Maintain fresh water cooling systems

E4

CORE

Maintain habitability systems

E5

CORE

Maintain oxygen-generating equipment

E4

CORE

Maintain potable water system components

E4

CORE

Maintain ship's service hydraulic plants

E4

CORE

Maintain steering and diving control systems

E4

CORE

Maintain submarine lubrication system

E4

CORE

Maintain trim system components

E4

CORE

Maintain variable ballast system components

MECHANICAL MAINTENANCE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Maintain ventilation system components
E4	CORE	Perform diagnostic equipment calibration
E4	CORE	Test watertight doors and hatches
E4	CORE	Troubleshoot air system components
E5	CORE	Troubleshoot atmosphere control equipment
E4	CORE	Troubleshoot auxiliary drain system components
E4	CORE	Troubleshoot damage control equipment
E4	CORE	Troubleshoot demineralized water system
E5	CORE	Troubleshoot depth sensing system
E5	CORE	Troubleshoot diesel engine and support systems
E4	CORE	Troubleshoot drain system components
E4	CORE	Troubleshoot escape trunks
E4	CORE	Troubleshoot fresh water cooling systems
E4	CORE	Troubleshoot habitability systems
E4	CORE	Troubleshoot hydraulic system components
E5	CORE	Troubleshoot main ballasting systems and components
E5	CORE	Troubleshoot oxygen and nitrogen systems
E5	CORE	Troubleshoot oxygen-generating equipment
E4	CORE	Troubleshoot potable water system
E4	CORE	Troubleshoot refrigeration systems
E4	CORE	Troubleshoot shipboard pumps
E4	CORE	Troubleshoot shipboard valves
E5	CORE	Troubleshoot steering and diving control systems
E4	CORE	Troubleshoot submarine lubrication systems
E4	CORE	Troubleshoot trim systems
E4	CORE	Troubleshoot ventilation systems

MECHANICAL SYSTEMS OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Align air system components
E5	CORE	Align atmosphere control equipment
E4	CORE	Align auxiliary drain systems
E4	CORE	Align depth sensing systems
E4	CORE	Align diesel engine and support systems
E4	CORE	Align drain systems
E5	NON-CORE	Align dry deck shelter systems
E4	CORE	Align external hydraulic plants
E4	CORE	Align fresh water cooling systems
E4	CORE	Align hydraulic system components

MECHANICAL SYSTEMS OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Align main ballasting systems and components
E4	CORE	Align oxygen and nitrogen systems
E5	CORE	Align oxygen-generating equipment
E4	CORE	Align potable water systems
E4	CORE	Align refrigeration system components
E4	CORE	Align refrigeration systems
E4	CORE	Align ships service hydraulic plants
E4	CORE	Align steering and diving control systems
E4	CORE	Align stern diving plants
E4	CORE	Align submarine emergency life support systems
E4	CORE	Align submarine habitability systems
E4	CORE	Align submarine salvage systems
E4	CORE	Align trim systems
E4	CORE	Align ventilation systems
E4	CORE	Maintain shipboard pumps
E4	CORE	Test air system components
E5	CORE	Test atmosphere control equipment
E4	CORE	Test auxiliary drain systems
E4	CORE	Test depth sensing systems
E4	CORE	Test diesel engines and support systems
E4	CORE	Test drain systems
E4	CORE	Test external hydraulic plants
E4	CORE	Test fresh water cooling systems
E4	CORE	Test hydraulic system components
E4	CORE	Test main ballasting systems and components
E4	CORE	Test oxygen and nitrogen systems
E5	CORE	Test oxygen-generating equipment
E4	CORE	Test potable water systems
E4	CORE	Test refrigeration systems
E4	CORE	Test ship's service hydraulic plants
E4	CORE	Test steering and diving control systems
E4	CORE	Test stern diving plants
E4	CORE	Test submarine emergency life support systems
E4	CORE	Test submarine habitability systems
E4	CORE	Test submarine salvage systems
E4	CORE	Test trim systems
E4	CORE	Test ventilation systems

QUALITY ASSURANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform Quality Assurance (QA) maintenance
E5	NON-CORE	Test dry deck shelter systems
E5	NON-CORE	Troubleshoot dry deck shelter systems
E4	CORE	Troubleshoot salvage components

Job Title**Auxiliary Equipment Manager****Job Code****001532****Job Family**

Production

NOC

TBD

Short Title (30 Characters)

AUXILIARY EQUIPMENT MANAGER

Short Title (14 Characters)

AUX EQUIP MGR

Pay Plan

Enlisted

Career Field

MMA

Other Relationships and Rules

NEC QXXX and 7XXX series and other NECs as assigned

Job Description

Auxiliary Equipment Managers are responsible for the management of auxiliary division operations, administration of Quality Assurance (QA), calibration, Maintenance and Material Management (3-M) programs and for the management of maintenance and repair of hydraulic power plants, hydraulic system components, emergency diesel engines, compressed gas systems (e.g., air, oxygen, hydrogen, and nitrogen), sanitation systems, seawater systems, freshwater systems, oxygen generation equipment, atmosphere control equipment and submarine salvage equipment (e.g., watertight hatches and doors); conduct critical work functions associated with movement of Naval tactical forces, repair, and equipment maintenance, enhanced survivability, and rescue and recovery; provide security for operational forces and means; conduct Naval Special Warfare (NSW); provide personnel and support; and train auxiliary technician and operator personnel.

DoD Relationship**O*NET Relationship****Group Title**Auxiliary Equipment
Manager**DoD Code**

165200

Occupation TitleFirst-Line Supervisors of
Production and Operating**SOC Code**

51-1011.00

Job Family

Production

Skills*Management of Material Resources**Management of Personnel Resources**Coordination**Monitoring**Equipment Maintenance**Quality Control Analysis**Systems Evaluation**Operation Monitoring**Operations Analysis*

UNASSIGNED

Abilities*Inductive Reasoning**Information Ordering**Oral Expression**Written Comprehension**Deductive Reasoning**Problem Sensitivity**Written Expression**Reaction Time**Speech Recognition*

UNASSIGNED

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

E7

NON-CORE

Approve Maintenance and Material Management (3-M) Program plans

E5

CORE

Direct Maintenance and Material Management (3-M) Program

E5

CORE

Direct material procurement

E7

NON-CORE

Manage Continuing Training and Qualification Software (CTQS) Programs

E5

CORE

Manage diagnostic equipment calibration program

E6

NON-CORE

Manage Maintenance and Material Management (3-M) Program

E5

CORE

Supervise controlled equipment inventories

E6

CORE

Supervise divisional equipment and system configurations

E6

CORE

Supervise divisional maintenance operations

E6

CORE

Supervise equipment installations, testing, and alterations

E6

CORE

Supervise ship's ballasting evolutions

E5

CORE

Supervise work center equipment and system configurations

E5

CORE

Supervise work center system repairs

MECHANICAL MAINTENANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Supervise diesel engine repairs
E7	CORE	Supervise diesel inspections
E6	CORE	Supervise hydraulic repairs
E6	CORE	Supervise oxygen-generating plant operation
E7	CORE	Supervise steering and diving control system maintenance

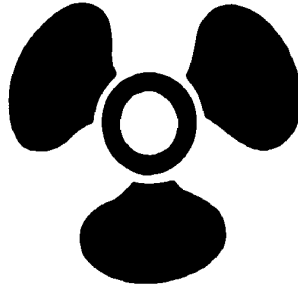
MECHANICAL SYSTEMS OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Supervise diesel engine operations
E5	CORE	Supervise habitability and sanitation operations
E6	CORE	Supervise hydraulic system operations
E6	CORE	Supervise oxygen and nitrogen systems maintenance
E6	CORE	Supervise oxygen and nitrogen systems operations

QUALITY ASSURANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Develop Quality Assurance (QA) packages
E4	CORE	Perform Quality Assurance (QA) maintenance
E6	CORE	Review Quality Assurance (QA) packages
E7	CORE	Supervise oxygen-generating plant repairs

CHAPTER 51



MACHINIST'S MATE, NUCLEAR POWER (MMN)

NAVPERS 18068F-51G
Change 92

Updated: October 2022

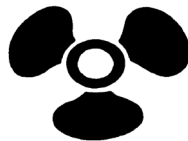
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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

MACHINIST'S MATE, NUCLEAR POWER (MMN)



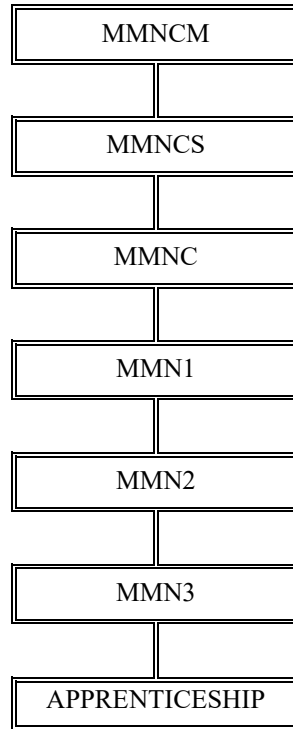
SCOPE OF RATING

Machinist's Mates, Nuclear Power (MMN) operate and maintain Naval Nuclear propulsion plants and associated equipment; supervise and administer Naval nuclear propulsion plant operations; apply reactor, electrical, and mechanical theory involved in the operation of the nuclear reactor, steam plant, propulsion plant, and auxiliary equipment; operate and repair systems associated with reactor plants, propulsion plants, and auxiliary support systems (air compressors, freshwater production plants, steam turbines, shaft line components, air conditioning equipment, feed and condensate, steam, hydraulic, seawater systems, air, potable water, lubricating oil and oil purification, reactor auxiliary and support systems pumps, valves, and heat exchangers); perform tests, transfers, and inventories of lubricating oils, fuels, and water; and maintain records and reports on both submarine and surface ships.

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 51.

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**Propulsion Plant Mechanical Operator****Job Code****003781****Job Family**

Life, Physical, and Social Science

NOC

TBD

Short Title (30 Characters)

PROPULSION PLANT MECH OP

Short Title (14 Characters)

PPM OPERATOR

Pay Plan

Enlisted

Career Field

MMN

Other Relationships and Rules

NECs NXXX series and other NECs as assigned

Job Description

Propulsion Plant Mechanical Operators operate and perform basic preventive maintenance on propulsion plant mechanical systems, support systems, turbines, pumps, and valves; operate reactor plants, propulsion plants, and auxiliary support systems; monitor operations of the shutdown reactor and propulsion plant; repair and maintain equipment; and perform work critical to the movement of Naval tactical and strategic forces.

DoD Relationship**O*NET Relationship****Group Title**

Nuclear Power

DoD Code

166100

Occupation Title

Nuclear Technicians

SOC Code

19-4051.00

Job Family

Life, Physical, and Social Science

Skills*Quality Control Analysis**Equipment Maintenance**Operation Monitoring**Repairing**Operation and Control**Systems Analysis**Reading Comprehension**Writing**Speaking**Coordination***Abilities***Written Comprehension**Manual Dexterity**Problem Sensitivity**Written Expression**Arm-Hand Steadiness**Oral Expression**Deductive Reasoning**Finger Dexterity**Visual Color Discrimination**Extent Flexibility***ENGINEERING MANAGEMENT****Paygrade**

E4

Task Type

CORE

Task Statements

Maintain small valve maintenance documentation

LABORATORY MANAGEMENT**Paygrade**

E4

Task Type

CORE

Task Statements

Analyze water chemistry samples

E4

CORE

Disestablish radiological controls

E4

CORE

Establish radiological controls

E4

CORE

Grant access to radiological controlled areas

E4

NON-CORE

Maintain chemistry analysis equipment

E4

CORE

Maintain radiological controlled area records

E4

CORE

Maintain water chemistry

E5

NON-CORE

Repair chemistry analysis equipment

E4

CORE

Survey radiological controlled areas

QUALITY MAINTENANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Adjust pump packing
E4	CORE	Adjust reducing valve set points
E4	CORE	Adjust relief valve set points
E4	CORE	Adjust valve packing
E4	NON-CORE	Calibrate mechanical gauges
E4	CORE	Clean propulsion plant systems and components
E4	NON-CORE	Fabricate emergency repair materials (e.g., drill press, lathe, etc.)
E4	CORE	Lubricate propulsion plant systems and components
E4	CORE	Maintain air compressors
E5	CORE	Maintain air condition systems
E4	CORE	Maintain air systems
E4	CORE	Maintain bilge and oily water systems
E4	CORE	Maintain condensate and feed systems
E4	CORE	Maintain demineralized water systems
E4	CORE	Maintain emergency fill systems
E4	CORE	Maintain fresh water cooling systems
E4	CORE	Maintain fresh water production units
E4	CORE	Maintain fuel oil systems
E4	CORE	Maintain hydraulic systems
E4	CORE	Maintain lube oil purification systems
E4	CORE	Maintain lube oil systems
E4	NON-CORE	Maintain machinery repair equipment (e.g., drill press, lathe, etc.)
E4	CORE	Maintain non-nuclear mechanical components (e.g., compressors, turbines, pumps, valves, etc.)
E4	CORE	Maintain nuclear mechanical systems
E4	CORE	Maintain potable water systems
E4	CORE	Maintain seawater cooling systems
E5	CORE	Maintain shaft line components
E5	CORE	Maintain shielding systems
E4	CORE	Maintain steam generation systems
E4	CORE	Maintain steam systems
E4	CORE	Maintain steam turbines
E4	CORE	Perform lockout tag out procedures
E5	CORE	Repair air compressors
E5	CORE	Repair air condition systems

QUALITY MAINTENANCE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Repair air systems
E5	CORE	Repair bilge and oily water systems
E5	CORE	Repair condensate and feed systems
E5	CORE	Repair demineralized water systems
E5	CORE	Repair emergency fill systems
E5	CORE	Repair fresh water cooling systems
E5	CORE	Repair fresh water production units
E5	CORE	Repair fuel oil systems
E5	CORE	Repair hydraulic systems
E5	CORE	Repair lube oil purification systems
E5	CORE	Repair lube oil systems
E5	NON-CORE	Repair machinery repair equipment (e.g., drill press, lathe, etc.)
E5	CORE	Repair non-nuclear mechanical components (e.g., compressors, turbines, pumps, valves, etc.)
E5	CORE	Repair nuclear mechanical systems
E5	CORE	Repair potable water systems
E4	CORE	Repair propulsion plant systems and components
E5	CORE	Repair seawater cooling systems
E5	CORE	Repair shaft line components
E5	NON-CORE	Repair shielding systems
E5	CORE	Repair steam generation systems
E5	CORE	Repair steam systems
E5	CORE	Repair steam turbines
E5	CORE	Replace pump packing
E5	CORE	Test non-nuclear systems (e.g., freshwater distribution, freshwater circulation systems, high pressure air and service air systems, etc.)
E5	CORE	Test nuclear systems
E5	CORE	Troubleshoot non-nuclear mechanical components (e.g., compressors, turbines, pumps, valves, etc.)

SYSTEMS OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Adjust electric plant lineups
E4	CORE	Align air compressors (e.g., startups, shutdowns, normal and casualty operations)
E4	CORE	Align air condition systems (e.g., startups, shutdowns, normal and casualty operations)
E4	CORE	Align air systems (e.g., change reducer settings, system lineup alterations, etc.)
E4	CORE	Align bilge and oily water systems (e.g., pumping bilges, overboard discharge, and casualty operations)

SYSTEMS OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Align condensate and feed systems (e.g., startups, shutdowns, normal and casualty operations)
E4	CORE	Align demineralized water systems (e.g., startups, shutdowns, tank fills, casualty operations, etc.)
E4	CORE	Align emergency fill systems (e.g., startups, shutdowns, normal and casualty operations, etc.)
E4	CORE	Align fresh water cooling systems (e.g., startups, shutdowns, cooling adjustments, normal and casualty operations)
E4	CORE	Align fresh water production units (e.g., startups, shutdowns, etc.)
E4	CORE	Align fuel oil systems (e.g., startup, shutdown, normal and casualty operations)
E4	CORE	Align hydraulic systems (e.g., normal and casualty operations)
E4	CORE	Align lube oil purification systems (e.g., purifier startups, purifier shutdowns, lineups to purify, etc.)
E4	CORE	Align lube oil systems (e.g., startups, shutdowns, normal, and casualty operations)
E4	CORE	Align nuclear mechanical systems (e.g., startup, shutdown, normal and casualty operations, etc.)
E4	CORE	Align potable water systems (e.g., startups, shutdowns, tank fills, water treatment, etc.)
E4	CORE	Align seawater cooling systems (e.g., startups, shutdowns, cross-connects, normal and casualty operations)
E4	CORE	Align shaft line components (e.g., startup, shutdown, normal and casualty operations)
E4	CORE	Align shielding systems (e.g., normal and casualty operations)
E4	CORE	Align steam generation systems (e.g., startups, shutdowns, samplings, blowdowns, etc.)
E4	CORE	Align steam systems (e.g., startups, shutdowns, cross-connects, normal and casualty operations)
E4	CORE	Align water sampling systems (e.g., normal and casualty operations)
E4	CORE	Analyze plant system and component parameters
E4	CORE	Analyze shutdown reactor plant trends
E4	CORE	Draw lube oil sample
E4	CORE	Inspect plant system and component parameters
E4	CORE	Perform main engine throttle operations
E4	CORE	Perform radiological valve operations

Job Title**Propulsion Plant Mechanical Supervisor****Job Code****003789****Job Family**
Production**NOC**
TBD**Short Title (30 Characters)**
PROPULSION PLANT MECH SUP**Short Title (14 Characters)**
PPM SUPERVISOR**Pay Plan**
Enlisted**Career Field**
MMN**Other Relationships and Rules**
NECs NXXX series and other NECs as assigned**Job Description**

Propulsion Plant Mechanical Supervisors perform advanced mechanical systems operations; apply advanced level maintenance practices to propulsion plant mechanical systems, support systems, turbines, pumps, and valves; supervise operations, advanced maintenance, advanced testing, and training for personnel assigned to machinery divisions; draft correspondence; develop administrative programs; perform risk management; repair and maintain equipment; and perform work critical to the movement of Naval tactical and strategic forces.

DoD Relationship

<i>Group Title</i>	<i>DoD Code</i>
Nuclear Power	166100

O*NET Relationship

<i>Occupation Title</i>	<i>SOC Code</i>	<i>Job Family</i>
Nuclear Power Reactor Operators	51-8011.00	Production

Skills

Complex Problem Solving
Troubleshooting
Coordination
Operation Monitoring
Management of Personnel Resources
Judgment and Decision Making
Systems Evaluation

Abilities

Deductive Reasoning
Inductive Reasoning
Oral Expression
Written Comprehension
Problem Sensitivity
Information Ordering
Near Vision

ENGINEERING MANAGEMENT**Paygrade****Task Type****Task Statements**

E6	CORE	Supervise propulsion plant maintenance operations (e.g., electrical, mechanical, reactor control, etc.)
E6	CORE	Supervise propulsion plant watch section operations

LABORATORY MANAGEMENT**Paygrade****Task Type****Task Statements**

E5	NON-CORE	Troubleshoot chemistry analysis equipment

QUALITY MAINTENANCE**Paygrade****Task Type****Task Statements**

E5	CORE	Troubleshoot air compressors
E6	CORE	Troubleshoot air condition systems
E5	CORE	Troubleshoot air systems
E6	CORE	Troubleshoot bilge and oily water systems
E6	CORE	Troubleshoot condensate and feed systems
E5	CORE	Troubleshoot demineralized water systems
E6	CORE	Troubleshoot emergency fill systems
E6	CORE	Troubleshoot fresh water cooling systems
E6	CORE	Troubleshoot fresh water production units

QUALITY MAINTENANCE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Troubleshoot fuel oil systems
E6	CORE	Troubleshoot hydraulic systems
E5	CORE	Troubleshoot lube oil purification systems
E6	CORE	Troubleshoot lube oil systems
E6	NON-CORE	Troubleshoot machinery repair equipment (e.g., drill press, lathe, etc.)
E6	CORE	Troubleshoot nuclear mechanical systems
E5	CORE	Troubleshoot potable water systems
E6	CORE	Troubleshoot seawater cooling systems
E6	CORE	Troubleshoot shaft line components
E5	CORE	Troubleshoot shielding systems
E6	CORE	Troubleshoot steam generation systems
E6	CORE	Troubleshoot steam systems
E6	CORE	Troubleshoot steam turbines

SYSTEMS OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Offload fuel oil systems
E5	CORE	Offload lube oil tanks
E5	CORE	Onload fuel oil systems
E5	CORE	Onload lube oil tanks
E6	CORE	Oversee radiological valve operations

Job Title**Propulsion Plant Mechanical Manager****Job Code****003797****Job Family**

Production

NOC

TBD

Short Title (30 Characters)

PROPULSION PLANT MECH MGR

Short Title (14 Characters)

PPM MANAGER

Pay Plan

Enlisted

Career Field

MMN

Other Relationships and Rules

NECs NXXX series and other NECs as assigned

Job Description

Propulsion Plant Mechanical Managers manage operations, maintenance, and training for personnel assigned to machinery divisions and engineering and reactor departments; review divisional and departmental administrative correspondence; perform divisional/departmental program and training audits; perform risk management; repair and maintain equipment; and perform work critical to the movement of Naval tactical and strategic forces.

DoD Relationship**Group Title**

Nuclear Power

DoD Code

166100

O*NET Relationship**Occupation Title**

First-Line Supervisors of
Production and Operating Workers

SOC Code

51-1011.00

Job Family

Production

Skills*Quality Control Analysis**System Evaluation**Coordination**Systems Evaluation**Critical Thinking**Judgement and Decision Making**Management of Material Resources**Monitoring**Operation Monitoring***Abilities***Problem Sensitivity**Near Vision**Deductive Reasoning**Inductive Reasoning**Information Ordering**Selective Attention**Visualization**Written Comprehension***ENGINEERING MANAGEMENT****Paygrade**

E7

Task Type

NON-CORE

Task Statements

Administer continuous training exams

E7

CORE

Audit engineering and reactor department records

E7

CORE

Manage equipment modifications and modernization

E7

CORE

Verify plant system and component parameters

LABORATORY MANAGEMENT**Paygrade**

E7

Task Type

CORE

Task Statements

Audit chemistry records

E7

CORE

Verify radiological controlled area records

E7

CORE

Verify radiological controlled areas

QUALITY MAINTENANCE**Paygrade**

E7

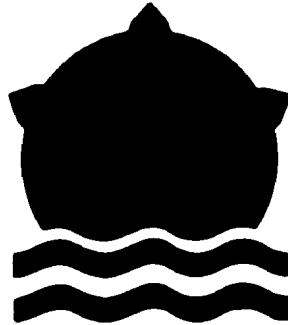
Task Type

CORE

Task Statements

Inspect shaft line components

CHAPTER 52



MINEMAN
(MN)

NAVPERS 18068-52G
Change 92

Updated: October 2022

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR MINEMAN (MN)



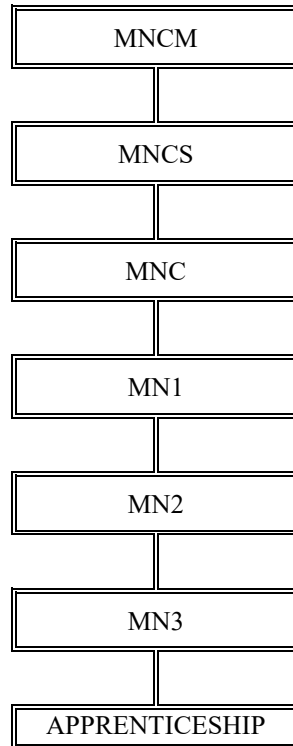
SCOPE OF RATING

Minemen (MN) are experts in all aspects of tactical and operational Mine Warfare (MIW), Rapid Object Localization (ROL), and environmental survey, including mining and Mine Countermeasures (MCM) operations; perform tactical and operational MIW planning, coordination, communication, execution, sonar data analysis, and helicopter insertion and extraction in support of MCM operations; plan and evaluate tactical employment of surface, airborne, and expeditionary MCM systems; perform, manage, and supervise organizational and intermediate maintenance on service mine systems, exercise and training mine systems, and underwater targets; operate and maintain MCM systems, unmanned vehicles, sonar systems, MIW tactical decision aids, communication equipment, and environmental sensor systems; coordinate and supervise MIW operations; support deck seamanship operations and evolutions such as ship navigation, fueling, replenishment at sea, Search and Rescue (SAR), towing, anchoring, mooring, and small boat navigation; perform and manage organizational and intermediate maintenance of small arms and magazine sprinkler systems; train, qualify, direct, and supervise flight deck and helicopter operations; train, qualify, direct, and supervise personnel in the handling, stowing, and maintenance of Arms, Ammunition, and Explosives (AA&E).

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 52.

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**Mine Warfare Specialist****Job Code****003736****Job Family**

Construction and Extraction

NOC

TBD

Short Title (30 Characters)

MINE WARFARE SPECIALIST

Short Title (14 Characters)

MINE WAR SPEC

Pay Plan

Enlisted

Career Field

MN

Other Relationships and Rules

NEC WXXX series or other NECs as assigned

Job Description

Mine Warfare Specialists perform maintenance on service mine systems, exercise and training mine systems, and underwater targets; perform exercise and training and service mine upgrades/downgrades; operate ordnance handling and mine equipment; perform issue/turn-ins of logistics material; maintain magazines, ready service lockers, and inert storage areas; support tactical operations utilizing sophisticated computer, sensor, and communications systems; conduct precision navigation; operate and maintain Mine Countermeasures (MCM) systems, including unmanned systems and vehicles, to locate and neutralize sea mines; employ physical oceanography and bathymetric measuring devices; employ internal and external communication devices and circuits; perform various log keeping and administrative functions associated with combat systems employment; assemble, disassemble, rig, and unrig deck equipment in support of MCM, Underway Replenishment (UNREP), towing, salvage, Search and Rescue (SAR), and ship and small boat navigation operations; perform basic marlinspike seamanship; operate and maintain deck equipment; perform shipboard preservation; support flight deck and helicopter operations; demonstrate basic knowledge of electronics theory and Mine Warfare (MIW) operations; must be proficient with various hand and electronic tools; Plan, Brief, Execute, and Debrief (PBED) tactical operations; ensure safe passage of National and global assets; and perform sector defense.

DoD Relationship**Group Title**

Mines and Degaussing

DoD Code

164700

O*NET Relationship**Occupation Title**Explosives Workers, Ordnance
Handling Experts, and Blasters**SOC Code**

47-5032.00

Job Family

Construction and Extraction

Skills*Operation and Control**Critical Thinking**Monitoring**Coordination**Operation Monitoring**Complex Problem Solving**Quality Control Analysis**Judgment and Decision Making**Equipment Selection**Reading Comprehension***Abilities***Deductive Reasoning**Manual Dexterity**Problem Sensitivity**Written Comprehension**Arm-Hand Steadiness**Oral Expression**Information Ordering**Inductive Reasoning**Control Precision**Written Expression***ANCHORING, MOORING, AND TOWING****Paygrade****Task Type****Task Statements**

E7

CORE

Coordinate mooring to and getting underway from buoys, piers, and ships

E4

CORE

Get underway from buoys, piers, and ships

E4

CORE

Handle ground tackle (e.g., stoppers, shackles, etc.)

E4

CORE

Hoist ship anchors

E4

CORE

Let go of ship anchors

E4

CORE

Lower ship anchors

E7

CORE

Manage towing evolutions

E4

CORE

Moor to buoys, piers, and ships

E4

CORE

Repair mooring equipment

E4

CORE

Replace anchoring equipment

E4

CORE

Replace towing equipment

E4

CORE

Report anchor chain positions and tensions

E4

CORE

Report mooring and getting underway signals

E4

CORE

Rig for tow

E4

CORE

Stow ship anchors

E5

CORE

Supervise anchoring evolutions

ANCHORING, MOORING, AND TOWING (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Supervise mooring to and getting underway from buoys, piers, and ships
E5	CORE	Supervise towing evolutions
E4	CORE	Test anchoring equipment
E4	CORE	Test mooring equipment
E4	CORE	Test towing equipment
E4	CORE	Troubleshoot anchoring equipment
E4	CORE	Unrig from tow

CREW-SERVED WEAPONS AND SMALL ARMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Configure crew-served weapon mounts and stands
E4	CORE	Configure crew-served weapons
E4	CORE	Configure small arms (e.g., grenade, line throwing, etc.)
E4	CORE	Deploy pyrotechnics
E4	CORE	Engage contacts with crew-served weapons
E4	CORE	Inventory small arms
E4	CORE	Mount crew-served weapons
E4	CORE	Repair crew-served weapon mounts and stands
E5	CORE	Repair crew-served weapons
E4	NON-CORE	Repair small arms
E4	CORE	Test crew-served weapon mounts and stands
E5	CORE	Test crew-served weapons
E4	CORE	Test small arms
E4	CORE	Troubleshoot crew-served weapon mounts and stands
E5	CORE	Troubleshoot crew-served weapons
E4	CORE	Troubleshoot small arms

DECK SEAMANSHIP

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Configure aft steering equipment
E4	CORE	Control aerial man lift vehicles
E4	CORE	Control ship steering and speed
E7	CORE	Coordinate crane evolutions
E7	CORE	Coordinate deck evolutions
E7	NON-CORE	Coordinate Search and Rescue (SAR) teams
E4	CORE	Fabricate wire ropes
E4	CORE	Handle lines for deck operations
E4	CORE	Inventory primer, paint, and non-skid
E4	CORE	Issue painting and preservation equipment
E4	CORE	Issue primer, paint, and non-skid
E7	CORE	Maintain crane programs
E6	CORE	Manage crane evolutions

DECK SEAMANSHIP (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Manage deck evolutions
E5	CORE	Manage line repairs and replacements
E6	CORE	Manage Search and Rescue (SAR) teams
E7	CORE	Manage wire rope replacements
E4	CORE	Paint prepared surfaces using primer, paint, and non-skid
E4	CORE	Perform corrosion prevention and control procedures
E4	CORE	Perform crane evolutions
E4	CORE	Perform shipboard man overboard recovery procedures
E4	CORE	Perform winch operations
E5	CORE	Plot search areas for maritime Search and Rescue (SAR) operations
E4	CORE	Prepare primer, paint, and non-skid
E4	CORE	Prepare surfaces for primer, paint, and non-skid
E4	CORE	Provide aft steering input to rudder
E4	NON-CORE	Render calls on boatswain's pipe
E4	CORE	Repair deck equipment
E4	CORE	Repair lines (e.g., natural, synthetic, etc.)
E4	CORE	Replace abandon ship equipment
E4	CORE	Replace davit components
E4	CORE	Replace lifesaving equipment components
E4	CORE	Replace painting, refurbishment, and preservation equipment
E4	CORE	Replace synthetic and canvas products
E5	CORE	Replace wire ropes
E4	CORE	Report distress signals, bearings, and ranges
E4	CORE	Report man overboard
E4	CORE	Report Search and Rescue (SAR) signals
E4	CORE	Report signal flags, pennants, and flares
E4	CORE	Rig brows and gangways
E4	CORE	Rig davits
E4	CORE	Rig deck equipment
E4	CORE	Rig life lines
E4	CORE	Rig shipboard ladders
E6	CORE	Supervise aerial man lift vehicles
E5	CORE	Supervise crane evolutions
E5	CORE	Supervise deck evolutions
E5	CORE	Supervise ladder, brows, and gangway evolutions
E5	CORE	Supervise painting, refurbishment, and preservation evolutions
E5	CORE	Supervise Search and Rescue (SAR) teams
E5	CORE	Supervise shipboard man overboard recovery evolutions
E5	CORE	Supervise small boat man overboard recovery evolutions
E4	CORE	Test davits

DECK SEAMANSHIP (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Test deck equipment
E4	CORE	Troubleshoot deck equipment
E4	CORE	Unrig brows and gangways
E4	CORE	Unrig davits
E4	CORE	Unrig deck equipment
E4	CORE	Unrig life lines
E4	CORE	Unrig shipboard ladders
E6	CORE	Verify painting, refurbishment, and preservation evolutions

EQUIPMENT ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Brief tactical, operational, and situational status reports
E4	CORE	Collect equipment and system status data (e.g., unmanned vehicles, mission analyses, contacts, sonar, etc.)
E5	CORE	Conduct quality assurance inspections on Arms, Ammunition, and Explosives (AA&E) assets
E7	CORE	Coordinate safety programs and instructions (e.g., ordnance, Shipboard Explosive Safety Inspection (SESI), etc.)
E4	CORE	Disseminate equipment and system status data (e.g., unmanned vehicles, mission analyses, contacts, sonar, etc.)
E4	CORE	Inspect work areas, tools, and equipment
E4	CORE	Inventory controlled equipment
E5	NON-CORE	Inventory Maintenance Assistance Modules (MAM)
E4	CORE	Issue Arms, Ammunition, and Explosives (AA&E) assets
E5	CORE	Maintain preventive maintenance documents
E6	CORE	Manage Arms, Ammunition, and Explosives (AA&E) assets
E6	CORE	Manage controlled equipment
E7	CORE	Manage equipment and test logs
E6	CORE	Manage safety programs and instructions (e.g., ordnance, Shipboard Explosive Safety Inspection (SESI), etc.)
E4	CORE	Perform Emergency Action Plans (EAP) and Emergency Destruction Plans (EDP)
E5	CORE	Receive custody of Arms, Ammunition, and Explosives (AA&E) assets
E4	CORE	Replace vision enhancement equipment
E5	CORE	Sentence Arms, Ammunition, and Explosives (AA&E) assets
E5	CORE	Supervise controlled equipment inventories
E6	CORE	Supervise divisional equipment and system configurations
E6	CORE	Supervise divisional maintenance operations
E5	CORE	Supervise equipment installations, testing, and alterations
E6	CORE	Supervise Maintenance Assistance Modules (MAM) usage
E5	CORE	Supervise safety programs and instructions (e.g., ordnance, Shipboard Explosive Safety Inspection (SESI), etc.)
E5	CORE	Supervise work center equipment and system configurations

EQUIPMENT ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Supervise work center maintenance operations
E5	CORE	Train technicians in casualty control procedures
E5	CORE	Update equipment and test logs
E6	CORE	Verify equipment installations, testing, and alterations

FLIGHT DECK OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Inspect flight deck equipment
E4	NON-CORE	Inspect flight decks (e.g., non-skid, Visual Landing Aids (VLA), padeyes, etc.)
E4	NON-CORE	Launch helicopters
E4	CORE	Perform flight deck Foreign Object Damage (FOD) walk downs
E4	NON-CORE	Prepare flight deck equipment
E4	NON-CORE	Recover helicopters
E4	NON-CORE	Refuel helicopters
E4	NON-CORE	Secure helicopters to flight decks
E4	CORE	Test flight deck equipment (e.g., communications, night wands, grounding rods, etc.)

MINE ASSEMBLY, DISASSEMBLY, AND MAINTENANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Assemble exercise and training mines
E4	CORE	Assemble service mines
E4	CORE	Disassemble exercise and training mines
E4	CORE	Disassemble service mines
E4	CORE	Inventory Mine Warfare (MIW) painting and preservation equipment
E4	CORE	Refurbish exercise and training mines and components
E4	CORE	Repair exercise and training mines and components
E4	CORE	Repair service mines
E5	CORE	Supervise exercise and training mine assemblies and disassemblies
E5	CORE	Supervise service mine assemblies and disassemblies
E4	CORE	Test exercise and training mines and components
E4	CORE	Test service mines and components
E5	CORE	Verify exercise and training mine assemblies and disassemblies
E5	CORE	Verify service mine assemblies and disassemblies

MINE WARFARE (MIW) DECK OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Assemble minesweeping cutters
E4	CORE	Configure hydraulic and pneumatic systems
E7	CORE	Coordinate Mine Warfare (MIW) buoy laying and recovery operations
E4	CORE	Deploy exercise and training mines
E4	CORE	Disassemble minesweeping cutters
E4	CORE	Install minesweeping cutters
E4	CORE	Launch minesweeping gear

MINE WARFARE (MIW) DECK OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Manage Mine Warfare (MIW) buoy laying and recovery operations
E6	CORE	Manage minesweeping evolutions
E4	CORE	Perform Mine Warfare (MIW) buoy laying and recovery operations
E4	CORE	Recover exercise and training mines
E4	CORE	Recover minesweeping gear
E4	CORE	Remove minesweeping cutters
E4	CORE	Repair hydraulic and pneumatic systems
E4	CORE	Repair minesweeping cutters
E4	CORE	Repair minesweeping gear
E4	CORE	Rig minesweeping gear
E5	CORE	Supervise Mine Warfare (MIW) buoy laying and recovery operations
E5	CORE	Supervise minesweeping evolutions
E4	CORE	Test hydraulic and pneumatic systems
E4	CORE	Test minesweeping gear
E4	CORE	Troubleshoot hydraulic and pneumatic systems
E4	CORE	Troubleshoot minesweeping gear
E4	CORE	Unrig minesweeping gear

MINE WARFARE (MIW) OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Activate mission packages
E4	CORE	Assemble mission packages
E4	CORE	Calculate environmental range predictions
E4	CORE	Classify Mine Neutralization Vehicles (MNV) and Unmanned Underwater Vehicle (UUV) pinged objects
E4	CORE	Collect biological and environmental data
E4	CORE	Configure Mine Neutralization Systems (MNS)
E4	CORE	Configure Mine Neutralization Vehicles (MNV)
E4	CORE	Configure Mine Warfare (MIW) databases
E4	CORE	Configure Tactical Display Systems (TDS)
E4	CORE	Control power and tension to Mine Neutralization Vehicles (MNV)
E4	CORE	Deploy mission packages
E4	CORE	Detonate mission packages
E4	CORE	Develop Mine Warfare (MIW) plans
E4	CORE	Disassemble mission packages
E6	CORE	Evaluate Mine Warfare (MIW) plans
E4	CORE	Initialize Mine Warfare (MIW) databases
E4	NON-CORE	Input mission package fire control parameters
E4	CORE	Launch Mine Neutralization Vehicles (MNV)
E4	CORE	Maintain contact databases
E4	NON-CORE	Perform Mine Warfare (MIW) Battle Damage Assessments (BDA)

MINE WARFARE (MIW) OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform Vehicle Handling System (VHS) operations
E4	NON-CORE	Pilot Mine Neutralization Vehicles (MNV)
E4	CORE	Plot Mine Warfare (MIW) symbologies
E5	CORE	Process technical briefs, notices, and bulletins
E4	CORE	Recover Mine Neutralization Vehicles (MNV)
E4	CORE	Repair Mine Neutralization Systems (MNS)
E4	NON-CORE	Repair Mine Neutralization Vehicles (MNV) (e.g., SeaFox, AN/SLQ-48, etc.)
E4	CORE	Repair mission packages
E4	CORE	Report biological and environmental data
E6	CORE	Report findings from Mine Warfare (MIW) messages
E5	NON-CORE	Report Mine Warfare (MIW) Battle Damage Assessments (BDA)
E4	CORE	Report radar contact information updates
E4	CORE	Report radar contacts
E6	CORE	Supervise contact database maintenance
E5	CORE	Supervise Mine Warfare (MIW) evolutions
E4	CORE	Test Mine Neutralization Systems (MNS)
E4	NON-CORE	Test Mine Neutralization Vehicles (MNV) (e.g., SeaFox, AN/SLQ-48, etc.)
E4	CORE	Test mission packages
E4	CORE	Troubleshoot Mine Neutralization Systems (MNS)
E4	NON-CORE	Troubleshoot Mine Neutralization Vehicles (MNV) (e.g., SeaFox, AN/SLQ-48, etc.)
E4	CORE	Troubleshoot mission packages
E4	CORE	Troubleshoot Tactical Display Systems (TDS)

NAVIGATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Calculate basic maneuvering board solutions (e.g., avoidance courses, Closest Point of Approach (CPA), course/speed, etc.)
E4	CORE	Calculate compensating and correcting courses and speeds
E4	CORE	Calculate Plans of Intended Movement (PIM)
E4	CORE	Compare lookout information with fix data and navigation plots
E4	CORE	Compare radar scope presentations with electronic charts
E4	CORE	Compute advances and transfers for turns
E4	CORE	Compute course and speed made good
E4	CORE	Configure radar scope presentations
E4	CORE	Correlate lookout information with radar presentations
E4	CORE	Determine ship positions electronically
E4	CORE	Determine variations on electronic charts
E4	CORE	Load waypoints and tracks into electronic charting systems
E4	CORE	Maintain ship navigation logs
E4	CORE	Plot approved tracks
E4	CORE	Plot Dead Reckoning (DR) tracks

NAVIGATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Plot diversion points for transit routes
E4	CORE	Plot navigation hazards
E4	CORE	Plot navigation requirements (e.g., Operational Orders (OPORD), Operational Plans (OPPLAN), Operational Taskings (OPTASK), etc.)
E4	CORE	Plot Plan of Intended Movement (PIM) tracks
E4	CORE	Plot ship advances and transfers
E4	CORE	Plot swept channels
E4	CORE	Recommend actions based on Navigation Rules and Regulations
E4	CORE	Report aids and hazards to navigation
E4	CORE	Report course and compass deviations and variations
E4	CORE	Report fathometer readings
E4	CORE	Report gyrocompass errors
E4	CORE	Report latitude and longitude from plotted positions on nautical charts
E4	CORE	Report Navigation Rules and Regulations signals
E4	CORE	Report water depths for safe navigation

ORDNANCE EVOLUTIONS AND MAGAZINE SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Activate magazine sprinkler systems
E4	CORE	Align magazine sprinkler systems
E4	CORE	Configure magazine equipment (e.g., battens, stanchions, alarms, etc.)
E4	CORE	Configure Material Handling Equipment (MHE)
E4	CORE	Configure ordnance containers and components
E4	CORE	Configure Ordnance Handling Equipment (OHE)
E7	CORE	Coordinate Ordnance Handling Equipment (OHE) testing
E4	CORE	Deactivate magazine sprinkler systems
E5	CORE	Inspect ordnance
E5	CORE	Inspect ordnance containers
E5	CORE	Inspect ordnance magazines and lockers
E6	CORE	Manage Material Handling Equipment (MHE) programs
E7	CORE	Manage ordnance magazine and locker inspections
E4	CORE	Pack ordnance
E4	CORE	Perform Material Handling Equipment (MHE) operations
E4	CORE	Perform ordnance casualty procedures
E4	CORE	Perform Ordnance Handling Equipment (OHE) operations
E4	CORE	Prepare weapons and ordnance for transportation
E4	CORE	Repair magazine equipment (e.g., battens, stanchions, alarms, etc.)
E4	CORE	Repair magazine sprinkler systems
E4	CORE	Repair Material Handling Equipment (MHE)
E4	CORE	Repair Ordnance Handling Equipment (OHE)
E4	CORE	Repair ordnance magazines and lockers

ORDNANCE EVOLUTIONS AND MAGAZINE SYSTEMS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Replace ordnance containers and components
E4	CORE	Stow ordnance
E5	CORE	Supervise Material Handling Equipment (MHE) operations
E5	CORE	Supervise Material Handling Equipment (MHE) testing
E6	CORE	Supervise ordnance casualty procedures
E5	CORE	Supervise Ordnance Handling Equipment (OHE) operations
E5	CORE	Supervise ordnance handling evolutions
E6	CORE	Supervise ordnance inspections
E6	CORE	Supervise ordnance magazine and locker inspections
E5	CORE	Supervise ordnance stowage
E4	CORE	Test magazine equipment (e.g., battens, stanchions, alarms, etc.)
E4	CORE	Test magazine sprinkler systems
E4	CORE	Test Material Handling Equipment (MHE)
E4	CORE	Test Ordnance Handling Equipment (OHE)
E4	CORE	Transport ordnance
E4	CORE	Troubleshoot magazine equipment (e.g., battens, stanchions, alarms, etc.)
E4	CORE	Troubleshoot magazine sprinkler systems
E4	CORE	Troubleshoot Material Handling Equipment (MHE)
E4	CORE	Troubleshoot Ordnance Handling Equipment (OHE)
E4	CORE	Unpack ordnance

SECURITY OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Apply restraint devices (e.g., flexicuffs, handcuffs, bindings, etc.)
E6	NON-CORE	Conduct Anti-Terrorism (AT) assessments
E5	NON-CORE	Conduct guard mounts (e.g., weapons issue, duty section turnover, etc.)
E4	NON-CORE	Configure less-than-lethal weapons (e.g., acoustic devices, lasers, expandable batons, etc.)
E4	NON-CORE	Configure security gear and equipment (e.g., Ship Reaction Force (SRF) equipment, screening and detection equipment, etc.)
E6	NON-CORE	Coordinate tactical entries and movements
E6	NON-CORE	Develop Anti-Terrorism (AT) plans
E4	NON-CORE	Engage contacts with less-than-lethal weapons (e.g., acoustic devices, lasers, expandable batons, etc.)
E4	NON-CORE	Establish security perimeters
E4	NON-CORE	Inventory security gear and equipment (e.g., Ship Reaction Force (SRF) equipment, screening and detection equipment, etc.)
E6	NON-CORE	Manage screening and detection operations (e.g., personnel, vehicles, etc.)
E4	NON-CORE	Perform inspections and searches (e.g., vehicles, personnel, etc.)
E4	NON-CORE	Perform screening and detection operations (e.g., personnel, vehicles, etc.)
E4	NON-CORE	Perform tactical entries and movements

SECURITY OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Replace less-than-lethal weapon components (e.g., acoustic devices, lasers, expandable batons, etc.)
E4	NON-CORE	Replace security gear and equipment (e.g., Ships Reaction Force (SRF) equipment, screening and detection equipment, etc.)
E6	NON-CORE	Supervise guard mount operations (e.g., weapons issue, duty section turnover, etc.)
E5	NON-CORE	Supervise inspections and searches (e.g., vehicles, personnel, etc.)
E5	NON-CORE	Supervise screening and detection operations (e.g., personnel, vehicles, etc.)
E5	NON-CORE	Supervise security patrols and roves
E4	NON-CORE	Test less-than-lethal weapons (e.g., acoustic devices, lasers, expandable batons, etc.)
E4	NON-CORE	Test security gear and equipment (e.g., Ship Reaction Force (SRF) equipment, screening and detection equipment, etc.)
E6	NON-CORE	Train personnel in Anti-Terrorism Force Protection (ATFP)
E5	NON-CORE	Train personnel in inspections and searches (e.g., vehicles, personnel, etc.)
E5	NON-CORE	Train personnel in tactical entries and movements
E4	CORE	Train personnel in the use of grenades
E4	NON-CORE	Transfer custody of security gear and equipment (e.g., Ship Reaction Force (SRF) equipment, screening and detection equipment, etc.)
E4	NON-CORE	Troubleshoot less-than-lethal weapons (e.g., acoustic devices, lasers, expandable batons, etc.)
E4	NON-CORE	Troubleshoot security gear and equipment (e.g., Ship Reaction Force (SRF) equipment, screening and detection equipment, etc.)
E4	NON-CORE	Verify identification credentials and documents

SMALL BOAT OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Configure small boats
E4	CORE	Inventory small boat equipment
E4	CORE	Launch small boats
E4	CORE	Load small boats (e.g., equipment, passengers, etc.)
E4	CORE	Perform small boat man overboard recovery procedures
E4	CORE	Perform small boat safety evolutions
E4	CORE	Perform small boat security evolutions
E4	NON-CORE	Perform the duties of coxswain for 11M Rigid Inflatable Boats (RIB)
E4	CORE	Perform the duties of coxswain for 9M or smaller small boats
E4	CORE	Prepare small boats
E4	CORE	Recover small boats
E4	CORE	Refuel small boats
E4	CORE	Repair small boat equipment (e.g., lines, floatation devices, etc.)
E4	NON-CORE	Repair small boats
E4	CORE	Report corrective maintenance needs for small boat davits
E4	CORE	Report corrective maintenance needs for small boats and equipment
E5	CORE	Supervise small boat evolutions

SMALL BOAT OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Supervise small boat repairs
E4	CORE	Test small boat equipment
E4	NON-CORE	Test small boats
E4	CORE	Troubleshoot small boat equipment
E4	NON-CORE	Troubleshoot small boats
E4	CORE	Unload small boats (e.g., equipment, passengers, etc.)

SONAR SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Configure fathometer systems
E4	CORE	Configure range prediction equipment
E4	CORE	Configure sonar systems and components (e.g., Side Scan Sonar (SSS), Forward Looking Sonar (FLS), towed sonar, etc.)
E4	CORE	Configure underwater communication systems
E4	CORE	Perform sonar operations
E5	NON-CORE	Repair fathometer systems
E4	CORE	Repair range prediction equipment
E5	NON-CORE	Repair sonar systems and components (e.g., Side Scan Sonar (SSS), Forward Looking Sonar (FLS), towed sonar, etc.)
E5	CORE	Repair sonar winch systems
E4	CORE	Repair underwater communication systems
E4	CORE	Report sonar contact information updates
E4	CORE	Report sonar contacts
E5	CORE	Supervise sonar operations
E4	CORE	Test fathometer systems
E4	CORE	Test range prediction equipment
E4	CORE	Test sonar systems and components (e.g., Side Scan Sonar (SSS), Forward Looking Sonar (FLS), towed sonar, etc.)
E5	CORE	Test sonar winch systems
E4	CORE	Test underwater communication systems
E5	NON-CORE	Troubleshoot fathometer systems
E4	CORE	Troubleshoot range prediction equipment
E5	NON-CORE	Troubleshoot sonar systems and components (e.g., Side Scan Sonar (SSS), Forward Looking Sonar (FLS), towed sonar, etc.)
E5	CORE	Troubleshoot sonar winch systems
E4	CORE	Troubleshoot underwater communication systems

TECHNICAL CORE FUNDAMENTALS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Align valves
E4	CORE	Analyze blueprints and ship's drawings
E4	CORE	Analyze schematics (e.g., mechanical drawings, electronic schematics, piping and valve drawings, etc.)

TECHNICAL CORE FUNDAMENTALS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Configure electrical circuits
E4	CORE	Configure General Purpose Test Equipment (GPTE)
E4	CORE	Configure Special Purpose Test Equipment (SPTE)
E5	CORE	Draft procedural documents (e.g., Standard Operating Procedures (SOP), Temporary Standing Orders (TSO), Departure From Specifications (DFS), etc.)
E5	CORE	Maintain technical publications
E6	CORE	Manage personnel qualification and certification programs
E4	CORE	Minimize the effects of Hazards of Electromagnetic Radiation to Ordnance (HERO), Hazards of Electromagnetic Radiation to Personnel (HERP), Hazards of Electromagnetic Radiation to Fuel (HERF), and Radio Frequency Interference (RFI)
E4	CORE	Perform Combat Systems Operational Sequencing System (CSOSS) procedures (e.g., casualty responses/operations, normal operations, energize/de-energize equipment, etc.)
E5	NON-CORE	Repair fiber optic cables and connectors
E5	NON-CORE	Repair interconnecting cables and connectors
E4	CORE	Repair valves
E5	CORE	Replace power supplies
E4	CORE	Set Hazards of Electromagnetic Radiation to Ordnance (HERO), Hazards of Electromagnetic Radiation to Personnel (HERP), and Hazards of Electromagnetic Radiation to Fuel (HERF) conditions
E5	CORE	Supervise personnel qualification and certification programs
E4	CORE	Test fiber optic cables and connectors
E4	CORE	Test interconnecting cables and connectors
E4	CORE	Test power supplies
E4	CORE	Test valves
E4	CORE	Troubleshoot Alternating Current (AC) circuits
E4	CORE	Troubleshoot digital circuits
E4	CORE	Troubleshoot Direct Current (DC) circuits
E5	NON-CORE	Troubleshoot fiber optic cables and connectors
E5	CORE	Troubleshoot interconnecting cables and connectors
E5	CORE	Troubleshoot power supplies
E4	CORE	Troubleshoot test equipment, tools, and gauges
E4	CORE	Troubleshoot valves
E5	CORE	Update Combat Systems Operational Sequencing System (CSOSS)
E7	CORE	Validate Combat Systems Operational Sequencing System (CSOSS)

UNDERWAY REPLENISHMENT (UNREP)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Manage fueling replenishment evolutions
E6	NON-CORE	Manage personnel transfers at sea
E4	CORE	Perform fueling replenishment evolutions
E4	NON-CORE	Perform personnel transfers via helicopter (e.g., chock and chain, Flight Deck Observer, etc.)

UNDERWAY REPLENISHMENT (UNREP) (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform Vertical Replenishment (VERTREP) evolutions
E4	NON-CORE	Receive personnel transfer at sea signals
E4	CORE	Replace highline transfer equipment
E4	CORE	Replace replenishment equipment
E4	CORE	Report positions using phones and distance lines
E4	NON-CORE	Rig for personnel transfers at sea
E4	NON-CORE	Send personnel transfer at sea signals
E5	CORE	Supervise fueling replenishment evolutions
E5	NON-CORE	Supervise personnel transfers at sea
E5	CORE	Supervise Vertical Replenishment (VERTREP) evolutions
E4	CORE	Test replenishment equipment
E4	CORE	Troubleshoot replenishment equipment
E4	NON-CORE	Unrig from personnel transfers at sea

UNMANNED SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Archive Unmanned Underwater Vehicle (UUV) data
E4	CORE	Configure high frequency radio communication systems (i.e., Satellite Communications (SATCOM), Extremely High Frequency (EHF), Super High Frequency (SHF), Ultra High Frequency (UHF), Very High Frequency (VHF), High Frequency (HF))
E4	CORE	Configure Unmanned Underwater Vehicles (UUV) (e.g., modules, payloads, sensors, etc.)
E5	CORE	Deliver Unmanned Underwater Vehicle (UUV) reports (e.g., Post Mission Data (PMD), etc.)
E4	CORE	Develop Unmanned Underwater Vehicle (UUV) mission plans
E4	CORE	Download Unmanned Underwater Vehicle (UUV) data
E5	CORE	Generate Unmanned Underwater Vehicle (UUV) reports (e.g., Post Mission Data (PMD), etc.)
E4	CORE	Inventory Unmanned Underwater Vehicle (UUV) equipment
E4	CORE	Launch Unmanned Underwater Vehicles (UUV)
E4	CORE	Monitor high frequency radio communication systems (i.e., Satellite Communications (SATCOM), Extremely High Frequency (EHF), Super High Frequency (SHF), Ultra High Frequency (UHF), Very High Frequency (VHF), High Frequency (HF))
E4	CORE	Monitor Unmanned Underwater Vehicle (UUV) mission performance
E4	CORE	Perform Post Mission Analyses (PMA) on Unmanned Underwater Vehicle (UUV) data
E4	CORE	Program Unmanned Underwater Vehicles (UUV)
E4	CORE	Recover Unmanned Underwater Vehicles (UUV)
E4	CORE	Repair Unmanned Underwater Vehicles (UUV) and components (e.g., Long-Base Line (LBL), propeller, etc.)
E4	CORE	Replace Unmanned Underwater Vehicle (UUV) components (e.g., batteries, sensors, etc.)

UNMANNED SYSTEMS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Supervise Post Mission Analyses (PMA) on Unmanned Underwater Vehicle (UUV) data
E5	CORE	Supervise Unmanned Underwater Vehicle (UUV) configurations (e.g., modules, payloads, sensors, etc.)
E5	CORE	Supervise Unmanned Underwater Vehicle (UUV) data downloading and archiving
E5	CORE	Supervise Unmanned Underwater Vehicle (UUV) launches
E5	CORE	Supervise Unmanned Underwater Vehicle (UUV) mission performance monitoring
E5	CORE	Supervise Unmanned Underwater Vehicle (UUV) recoveries
E5	CORE	Supervise Unmanned Underwater Vehicle (UUV) repairs and component replacements
E5	CORE	Supervise Unmanned Underwater Vehicle (UUV) tests
E5	CORE	Supervise Unmanned Underwater Vehicle (UUV) troubleshooting
E4	CORE	Test Unmanned Underwater Vehicles (UUV)
E4	CORE	Troubleshoot high frequency radio communication systems (i.e., Satellite Communications (SATCOM), Extremely High Frequency (EHF), Super High Frequency (SHF), Ultra High Frequency (UHF), Very High Frequency (VHF), High Frequency (HF))
E4	CORE	Troubleshoot Unmanned Underwater Vehicles (UUV)
E5	CORE	Validate Unmanned Underwater Vehicle (UUV) mission plans
E5	CORE	Validate Unmanned Underwater Vehicle (UUV) mission programming
E5	CORE	Verify Unmanned Underwater Vehicle (UUV) equipment inventories

WATCH TEAM OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Adjust operating modes of systems (e.g., training, normal operation, etc.)
E4	CORE	Analyze tactical operations data
E4	CORE	Analyze threat weapons data
E5	CORE	Conduct training evolutions (e.g., Combat Systems Training Teams (CSTT), Anti-Terrorism Training Teams (ATTT), etc.)
E4	CORE	Configure Interior Communication (IC) systems
E5	CORE	Configure systems to Commanding Officer's (CO) battle orders
E4	CORE	Configure weapons and combat systems equipment
E4	CORE	Decode tactical signals
E5	CORE	Disseminate tactical information
E4	CORE	Document external communications
E4	CORE	Draft operational and situational reports
E4	CORE	Encode tactical signals
E5	CORE	Evaluate training evolutions (e.g., Combat Systems Training Teams (CSTT), Anti-Terrorism Training Teams (ATTT), etc.)
E6	CORE	Manage Combat Information Centers (CIC) during casualty conditions
E6	CORE	Manage Combat Information Centers (CIC) during special evolutions
E4	CORE	Perform Combat Information Center (CIC) casualty evolution procedures
E4	CORE	Perform Combat Information Center (CIC) special evolution procedures
E4	CORE	Perform Common Post Mission Analysis (CPMA) operations

WATCH TEAM OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform external communications (ship-to-ship, ship-to-shore, and ship-to-air)
E4	CORE	Plot man overboard positions
E4	CORE	Record tactical data (e.g., digital media)
E4	CORE	Report air contact information updates
E4	CORE	Report air contacts
E4	CORE	Report combat systems equipment status
E4	CORE	Report subsurface contact information updates
E4	CORE	Report subsurface contacts
E4	CORE	Report surface contact information updates
E4	CORE	Report surface contacts
E5	CORE	Supervise Combat Information Centers (CIC) during casualty conditions
E5	CORE	Supervise Combat Information Centers (CIC) during special evolutions
E5	CORE	Supervise combat systems operations in port
E5	CORE	Supervise combat systems operations underway
E5	CORE	Supervise combat systems watch teams
E5	CORE	Supervise Common Post Mission Analysis (CPMA) operations
E4	CORE	Test ship communication systems (e.g., Radio Frequency (RF), Interior Communications (IC), etc.)
E4	CORE	Transition Combat Information Centers (CIC) between conditions of readiness
E4	CORE	Transition ships between conditions of readiness (e.g., Condition 1, Condition 2, etc.)
E4	CORE	Update plotting and status boards
E5	CORE	Verify weapons and combat systems equipment alignments

Job Title**Mine Warfare Manager****Job Code****003737****Job Family**

Military Specific

NOC

TBD

Short Title (30 Characters)

MINE WARFARE MANAGER

Short Title (14 Characters)

MINE WAR MGR

Pay Plan

Enlisted

Career Field

MN

Other Relationships and Rules

NEC WXXX series or other NECs as assigned

Job Description

Mine Warfare Managers supervise maintenance on service mine systems, exercise and training mine systems, and underwater targets; perform exercise and training and service mine upgrades/downgrades; supervise ordnance handling and mine equipment usage; monitor issue/turn-ins of logistics material; control maintenance of magazines, ready service lockers, and inert storage areas; support tactical operations utilizing sophisticated computer, sensor, and communications systems; conduct precision navigation; operate and maintain Mine Countermeasures (MCM) systems, including unmanned systems, to locate and neutralize sea mines; employ physical oceanography and bathymetric measuring devices; employ internal and external communication devices and circuits; review various log keeping and administrative functions associated with combat systems employment; manage the assembly, disassembly, rigging, and unrigging of deck equipment in support of MCM, Underway Replenishment (UNREP), towing, salvage, Search and Rescue (SAR), and ship and small boat navigation operations; teach basic marlinspike seamanship; supervise operations and maintenance of deck equipment; oversee shipboard preservation; Plan, Brief, Execute, Debrief (PBED) tactical operations; ensure safe passage of national and global assets; and perform sector defense.

DoD Relationship**O*NET Relationship****Group Title**

Mines and Degaussing

DoD Code

164700

Occupation Title

Military Enlisted Tactical
Operations and Air/Weapons
Specialists and Crew Members,
All Other

SOC Code

55-3019.00

Job Family

Military Specific

Skills

Management of Personnel Resources

Quality Control Analysis

Operation and Control

Critical Thinking

Management of Material Resources

Reading Comprehension

Coordination

Judgment and Decision Making

Systems Analysis

Monitoring

Abilities

Deductive Reasoning

Information Ordering

Problem Sensitivity

Speed of Closure

Written Expression

Oral Expression

Written Comprehension

Inductive Reasoning

Arm-Hand Steadiness

Time Sharing

ANCHORING, MOORING, AND TOWING**Paygrade****Task Type****Task Statements**

E7

CORE

Coordinate mooring to and getting underway from buoys, piers, and ships

E6

CORE

Manage anchoring evolutions

E6

CORE

Manage mooring to and getting underway from buoys, piers, and ships

E7

CORE

Manage towing evolutions

E7

CORE

Report required scopes of anchor chain

E5

CORE

Supervise anchoring evolutions

E5

CORE

Supervise mooring to and getting underway from buoys, piers, and ships

CREW-SERVED WEAPONS AND SMALL ARMS**Paygrade****Task Type****Task Statements**

E5

CORE

Manage small arms and crew-served weapons inventory programs (e.g., schedule, validate, etc.)

E5

NON-CORE

Train personnel in crew-served weapons

E6

NON-CORE

Train personnel in pyrotechnics

E5

NON-CORE

Train personnel in small arms

DECK SEAMANSHIP

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Coordinate crane evolutions
E7	CORE	Coordinate deck evolutions
E6	CORE	Coordinate deck painting and preservation plans and equipment (e.g., man lifts, barges, etc.)
E7	NON-CORE	Coordinate Search and Rescue (SAR) teams
E6	CORE	Coordinate shipboard honors and ceremonies
E7	CORE	Maintain crane programs
E6	CORE	Manage deck evolutions
E7	CORE	Manage painting, refurbishment, and preservation evolutions
E6	CORE	Manage Search and Rescue (SAR) teams
E7	CORE	Manage shipboard man overboard recovery evolutions
E7	CORE	Manage small boat man overboard recovery evolutions
E7	CORE	Supervise helmsman operations

EQUIPMENT ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Approve equipment installations, testing, and alterations
E7	CORE	Coordinate equipment certifications and recertifications
E7	CORE	Coordinate safety programs and instructions (e.g., ordnance, Shipboard Explosive Safety Inspection (SESI), etc.)
E7	CORE	Coordinate test equipment calibration programs
E6	CORE	Coordinate weight tests
E7	CORE	Manage Arms, Ammunition, and Explosives (AA&E) programs
E6	CORE	Manage controlled equipment
E7	CORE	Manage divisional equipment and system configurations
E7	CORE	Manage divisional maintenance operations
E7	CORE	Manage equipment and test logs
E6	CORE	Manage equipment certifications and recertifications
E6	CORE	Manage safety programs and instructions (e.g., ordnance, Shipboard Explosive Safety Inspection (SESI), etc.)
E7	CORE	Manage weight test programs
E6	CORE	Supervise divisional equipment and system configurations
E6	CORE	Supervise divisional maintenance operations
E5	CORE	Supervise safety programs and instructions (e.g., ordnance, Shipboard Explosive Safety Inspection (SESI), etc.)
E5	CORE	Update equipment and test logs
E6	CORE	Verify equipment installations, testing, and alterations

MINE ASSEMBLY, DISASSEMBLY, AND MAINTENANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Coordinate exercise and training mine assemblies and disassemblies
E7	CORE	Coordinate service mine assemblies and disassemblies
E6	CORE	Manage exercise and training mine assemblies and disassemblies
E6	CORE	Manage service mine assemblies and disassemblies
E5	CORE	Supervise exercise and training mine assemblies and disassemblies
E5	CORE	Supervise service mine assemblies and disassemblies
E5	CORE	Verify exercise and training mine assemblies and disassemblies
E5	CORE	Verify service mine assemblies and disassemblies

MINE WARFARE (MIW) DECK OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Coordinate Mine Warfare (MIW) buoy laying and recovery operations
E7	CORE	Coordinate minesweeping evolutions
E6	CORE	Manage minesweeping evolutions

MINE WARFARE (MIW) OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Approve Mine Warfare (MIW) plans
E7	CORE	Coordinate Mine Warfare (MIW) evolutions and plans (e.g., Mine Countermeasures (MCM), surveys, etc.)
E7	CORE	Disseminate Mine Warfare (MIW) Battle Damage Assessments (BDA)
E6	CORE	Evaluate Mine Warfare (MIW) operations
E6	CORE	Evaluate Mine Warfare (MIW) plans
E6	CORE	Evaluate subsurface contact classifications
E6	CORE	Manage Mine Warfare (MIW) evolutions and plans (e.g., Mine Countermeasures (MCM), surveys, etc.)
E7	CORE	Provide Mine Warfare (MIW) recommendations
E5	CORE	Supervise Mine Warfare (MIW) evolutions
E5	CORE	Validate Mine Warfare (MIW) plans
E6	CORE	Verify extracted information from operational tasking (e.g., Operational Orders (OPORD), Operations Schedules (OPSKED), Operational Taskings (OPTASK), etc.)

NAVIGATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Evaluate plotting of swept channels
E7	NON-CORE	Manage navigation details (e.g., restricted waters, man overboard, straits transits, etc.)
E6	CORE	Verify plotting of swept channels

ORDNANCE EVOLUTIONS AND MAGAZINE SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Coordinate Material Handling Equipment (MHE) operations
E7	CORE	Coordinate Material Handling Equipment (MHE) programs
E7	CORE	Coordinate ordnance handling evolutions
E6	CORE	Coordinate weapon deliveries and ordnance transportation

ORDNANCE EVOLUTIONS AND MAGAZINE SYSTEMS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Maintain ammunition administration programs (Ordnance Information System (OIS))
E6	CORE	Manage Material Handling Equipment (MHE) operations
E6	CORE	Manage Ordnance Handling Equipment (OHE) programs
E6	CORE	Manage ordnance handling evolutions
E7	CORE	Manage ordnance magazine and locker inspections
E6	CORE	Manage ordnance stowage
E6	CORE	Supervise magazine sprinkler systems testing
E5	CORE	Supervise ordnance handling evolutions
E6	CORE	Supervise ordnance magazine and locker inspections

SECURITY OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	NON-CORE	Coordinate Anti-Terrorism (AT) assessments
E7	NON-CORE	Coordinate Anti-Terrorism Force Protection (ATFP) exercises and certification operations
E6	NON-CORE	Coordinate tactical entries and movements
E7	NON-CORE	Coordinate training of personnel in inspections and searches (e.g., vehicles, personnel, etc.)
E7	NON-CORE	Coordinate training of personnel in tactical entries and movements
E6	NON-CORE	Develop Anti-Terrorism (AT) plans
E6	NON-CORE	Manage inspections and searches (e.g., vehicles, personnel, etc.)
E6	NON-CORE	Manage screening and detection operations (e.g., personnel, vehicles, etc.)
E6	NON-CORE	Supervise training of personnel in inspections and searches (e.g., vehicles, personnel, etc.)
E6	NON-CORE	Train personnel in Anti-Terrorism Force Protection (ATFP)

SMALL BOAT OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Coordinate repairs of small boats and equipment
E7	CORE	Coordinate small boat operations
E6	CORE	Manage repairs of small boats and equipment
E6	CORE	Manage small boat evolutions

SONAR SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Manage sonar operations

TECHNICAL CORE FUNDAMENTALS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Coordinate personnel qualification and certification programs
E7	CORE	Coordinate readiness evaluations
E7	CORE	Maintain Afloat Self-Assessment (ASA) programs
E7	CORE	Maintain shipboard bills (e.g., boat, helicopter, abandon ship, etc.)
E5	CORE	Maintain technical publications
E6	CORE	Manage personnel qualification and certification programs

TECHNICAL CORE FUNDAMENTALS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Manage procedural documents (e.g., Standard Operating Procedures (SOP), Temporary Standing Orders (TSO), Departure From Specifications (DFS), etc.)
E6	CORE	Manage readiness evaluation preparations
E7	CORE	Supervise settings of Hazards of Electromagnetic Radiation to Ordnance (HERO), Hazards of Electromagnetic Radiation to Personnel (HERP), and Hazards of Electromagnetic Radiation to Fuel (HERF) conditions
E7	CORE	Verify procedural documents (e.g., Standard Operating Procedures (SOP), Temporary Standing Orders (TSO), Departure From Specifications (DFS), etc.)
E6	CORE	Verify settings of Hazards of Electromagnetic Radiation to Ordnance (HERO), Hazards of Electromagnetic Radiation to Personnel (HERP), and Hazards of Electromagnetic Radiation to Fuel (HERF) conditions

UNDERWAY REPLENISHMENT (UNREP)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Coordinate fueling replenishment evolutions
E7	NON-CORE	Coordinate personnel transfers at sea
E6	CORE	Manage fueling replenishment evolutions
E6	NON-CORE	Manage personnel transfers at sea

UNMANNED SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Approve Unmanned Underwater Vehicle (UUV) mission plans
E7	CORE	Coordinate Unmanned Underwater Vehicle (UUV) operations
E7	CORE	Coordinate Unmanned Underwater Vehicle (UUV) Platoon administration
E7	CORE	Coordinate Unmanned Underwater Vehicle (UUV) Platoon deployment loadouts
E7	CORE	Coordinate Unmanned Underwater Vehicle (UUV) Platoon pre-deployment work-ups
E6	CORE	Evaluate Unmanned Underwater Vehicle (UUV) mission plans
E6	CORE	Manage Unmanned Underwater Vehicle (UUV) operations
E6	CORE	Manage Unmanned Underwater Vehicle (UUV) Platoon administration
E6	CORE	Manage Unmanned Underwater Vehicle (UUV) Platoon deployment loadouts
E6	CORE	Manage Unmanned Underwater Vehicle (UUV) Platoon pre-deployment work-ups

WATCH TEAM OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Coordinate Combat Information Centers (CIC) during casualty conditions
E7	CORE	Coordinate Combat Information Centers (CIC) during special evolutions
E7	CORE	Coordinate combat systems operations in port
E7	CORE	Coordinate combat systems operations underway
E7	CORE	Coordinate combat systems watch teams
E6	CORE	Coordinate training evolutions (e.g., Combat Systems Training Teams (CSTT), Anti-Terrorism Training Teams (ATTT), etc.)
E7	CORE	Develop training evolutions (e.g., Combat Systems Training Teams (CSTT), Anti-Terrorism Training Teams (ATTT), etc.)
E7	CORE	Disseminate Common Post Mission Analysis (CPMA) data
E5	CORE	Disseminate tactical information

WATCH TEAM OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Evaluate Common Post Mission Analysis (CPMA) data
E6	CORE	Manage Combat Information Centers (CIC) during casualty conditions
E6	CORE	Manage Combat Information Centers (CIC) during special evolutions
E7	CORE	Manage combat systems equipment status reports
E6	CORE	Manage combat systems operations in port
E6	CORE	Manage combat systems operations underway
E6	CORE	Manage combat systems watch teams
E6	CORE	Manage tactical data recordings (e.g., digital media)
E6	CORE	Manage weapons and combat systems equipment alignments
E5	CORE	Supervise tactical data recordings (e.g., digital media)
E6	CORE	Supervise transition of Combat Information Centers (CIC) between conditions of readiness
E7	CORE	Supervise transition of ships between conditions of readiness (e.g., Condition 1, Condition 2, etc.)
E7	CORE	Transmit operational and situational reports
E6	CORE	Verify systems configurations to Commanding Officer's (CO) battle orders

CHAPTER 53



MACHINERY REPAIRMAN (MR)

NAVPERS 18068F-53F
Change 83

Updated: July 2020

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NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

MACHINERY REPAIRMAN (MR)



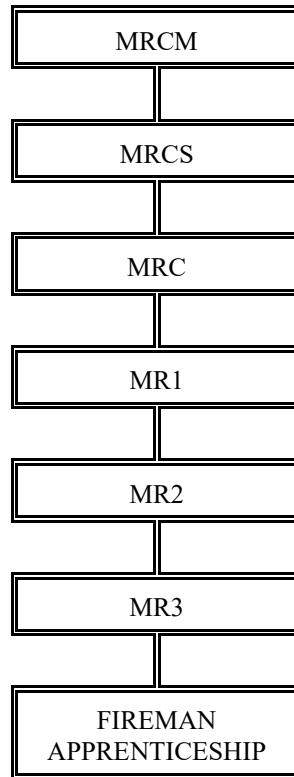
SCOPE OF RATING

Machinery Repairmen (MR) are skilled machinists; manufacture replacement parts to enable repairs or overhaul to engines, propulsion and auxiliary systems on ships, aircraft, submarines, and various equipment; perform organizational and intermediate maintenance on assigned equipment; skilled in use of Computer Numerically Controlled (CNC) machines, Computer-Aided Design (CAD), lathes, milling machines, boring mills, grinders, power saws, drill presses, and other machine tools required to fabricate and manufacture parts and equipment; and utilize portable machinery, hand tools, and measuring instruments to perform work outside the shop.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 53.

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**Machinery Repairman Apprentice****Job Code****003156****Job Family**

Production

NOC

TBD

Short Title (30 Characters)

MACHINERY REPAIRMAN APPRENTICE

Short Title (14 Characters)

MR APPRENTICE

Pay Plan

Enlisted

Career Field

MR

Other Relationships and Rules

NEC UXXX series or other NECs as assigned

Job Description

Machinery Repairman Apprentices manufacture replacement parts, repair or overhaul engines, propulsion and auxiliary systems on ships, aircraft, submarines, and various equipment; work on deck equipment; perform machine shop and repair duties utilizing machine shop equipment, such as lathes, drill presses, bench grinders, milling machines, and power saws; calculate time and material needed for machine shop work; produce replacement parts by interpreting blueprints; draw sketches, prepare specifications, and select material utilizing basic metallurgy for replacement parts; work with precision measuring instruments such as micrometers, depth gauges, dial calipers, gauge blocks, protractors, and dial indicators; operate engravers; and work under the supervision of a journeyman machinist.

DoD Relationship**Group Title**

Machinists

DoD Code

170200

O*NET Relationship**Occupation Title**

Machinists

SOC Code

51-4041.00

Job Family

Production

Skills*Equipment Selection**Management of Material Resources**Repairing**Operation and Control**Quality Control Analysis**Operations Analysis**Installation**Mathematics**Critical Thinking**Operation Monitoring***Abilities***Information Ordering**Mathematical Reasoning**Control Precision**Arm-Hand Steadiness**Deductive Reasoning**Written Comprehension**Finger Dexterity**Inductive Reasoning**Manual Dexterity**Perceptual Speed***FABRICATIONS AND MANUFACTURING****Paygrade****Task Type****Task Statements**

E4

CORE

Grind machine shop single point tools

E4

CORE

Machine bearing surfaces

E4

CORE

Machine couplings from castings

E5

CORE

Machine impellers from castings

E5

CORE

Machine pump casing rings

E5

CORE

Machine pump shaft sleeves

E4

CORE

Machine pump shafts

E4

CORE

Machine system zincs

E4

CORE

Machine threads

E4

CORE

Machine valve disks

E4

CORE

Machine valve hand wheels from castings

E4

CORE

Machine valve seats

E4

CORE

Manufacture brackets and supports

E4

CORE

Manufacture deck bolts

E4

CORE

Manufacture deck plugs

E4

CORE

Manufacture deck sockets

E4

CORE

Manufacture equipment and system bushings

FABRICATIONS AND MANUFACTURING (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Manufacture equipment and system fittings
E4	CORE	Manufacture equipment mandrels
E4	CORE	Manufacture equipment wearing rings
E4	CORE	Manufacture gauge plugs
E4	CORE	Manufacture hatch dogs
E4	CORE	Manufacture machinery pulleys
E4	CORE	Manufacture machinery shafts
E4	CORE	Manufacture machinery shims
E4	CORE	Manufacture machinery spacers
E4	CORE	Manufacture machinery splines
E4	CORE	Manufacture metal and non-metal pins
E4	CORE	Manufacture pad eyes
E4	CORE	Manufacture shaft keys
E4	CORE	Manufacture spur gears
E4	CORE	Manufacture stanchion bolts
E4	CORE	Manufacture strainer plugs
E4	CORE	Manufacture system flanges
E5	CORE	Repair end bell housings

MACHINE OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Assemble components utilizing hydraulic or arbor presses
E4	CORE	Cut materials using a vertical or horizontal band saw
E4	CORE	Determine surface finishes using surface roughness scales
E4	CORE	Dial in bores using dial fingers
E4	CORE	Dial in pump casings on horizontal boring mills
E4	CORE	Dial in shafts on lathes
E4	CORE	Dial in shafts on mills
E4	CORE	Disassemble components utilizing hydraulic or arbor presses
E4	CORE	Disintegrate metal parts
E4	CORE	Drill out system parts
E4	CORE	Machine out-of-round surfaces
E4	CORE	Machine square and hexagonal holes
E4	CORE	Perform broaching procedures
E4	CORE	Perform draw filing
E4	CORE	Perform fly cutting
E4	CORE	Perform indexing procedures
E4	CORE	Perform precision measurements
E4	CORE	Straighten bent components

PRE-MANUFACTURING PREPARATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Balance grinding wheels
E4	CORE	Calculate areas and volumes
E4	CORE	Conduct equipment pre-operational checks
E4	CORE	Design special tools and adapters
E4	CORE	Draft manufacturing blueprints from sample parts
E4	CORE	Interpret blueprints to manufacture parts
E4	CORE	Layout equipment templates
E4	CORE	Layout geometric construction work
E4	CORE	Layout valve flange bolt holes
E4	CORE	Measure clearances
E4	CORE	Select carbide tools for machining applications
E4	CORE	Select plastics for intended use
E4	CORE	Set up drilling machines
E4	CORE	Set up flange refacing machines

PUMPS AND VALVES

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct blue checks
E4	CORE	Repair bearing surfaces
E4	CORE	Repair couplings
E4	CORE	Repair impellers
E4	CORE	Repair pump casing and casing rings
E4	CORE	Repair pump housing surfaces
E4	CORE	Repair pump shafts and sleeves
E4	CORE	Repair pump wearing rings
E4	CORE	Repair strainer bodies
E4	CORE	Repair threads
E4	CORE	Repair valve disks
E4	CORE	Repair valve hand wheels
E4	CORE	Repair valve seats
E4	CORE	Replace damaged or broken studs

QUALITY ASSURANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Document Quality Assurance (QA) repair form findings
E5	CORE	Prepare Quality Assurance (QA) repair forms
E5	CORE	Store controlled materials
E5	CORE	Update Quality Assurance (QA) repair forms
E4	CORE	Validate controlled materials for controlled work

SHOP OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Check surfaces for squareness
E4	CORE	Conduct metal hardness tests
E4	CORE	Conduct metal identification tests
E4	CORE	Control Oxyacetylene Torch (OAT) equipment
E4	CORE	Determine surface roughness
E4	CORE	Engrave miscellaneous equipage
E4	CORE	Maintain specialty tools and calibrated instruments
E4	CORE	Perform layout and bench work
E4	CORE	Perform machine shop calculations
E5	CORE	Repair shop equipment
E4	CORE	Sandblast miscellaneous equipage
E4	CORE	Setup Oxyacetylene Torch (OAT) equipment
E4	CORE	Sharpen drill bits

Job Title**Machinery Repairman Journeyman****Job Code****003381****Job Family**

Production

NOC

TBD

Short Title (30 Characters)

MACHINERY REPAIR JOURNEYMAN

Short Title (14 Characters)

MR JOURNEYMAN

Pay Plan

Enlisted

Career Field

MR

Other Relationships and Rules

NEC U31A, U32A, U33A or other NECs as assigned

Job Description

Machinery Repairmen Journeymen manufacture replacement parts, repair or overhaul engines, propulsion and auxiliary systems on ships, aircraft, submarines, and various equipment; work on deck equipment; perform machine shop and repair duties utilizing machine shop equipment, such as lathes, drill presses, bench grinders, milling machines, power saws, Computer-Aided Design (CAD) software, Computer Numerically Controlled (CNC) machinery, vertical turret lathes, boring mills, precision grinders, metal buildup equipment, and heat treating equipment; calculate time and material needed for machine shop work; produce replacement parts by interpreting blueprints; draw sketches, prepare specifications, and select material utilizing advanced metallurgy for replacement parts; work with precision measuring instruments such as micrometers, depth gauges, dial calipers, gauge blocks, protractors, dial indicators, gear tooth veneers, and hardness testing equipment; operate engravers; and are expected to perform work independently and supervise apprentice machinists.

DoD Relationship**O*NET Relationship****Group Title**

Machinists

DoD Code

170200

Occupation Title

Tool and Dye Makers

SOC Code

51-4111.00

Job Family

Production

Skills*Equipment Selection**Management of Material Resources**Operation and Control**Repairing**Quality Control Analysis**Operations Analysis**Mathematics**Critical Thinking**Reading Comprehension**Installation***Abilities***Information Ordering**Control Precision**Arm-Hand Steadiness**Mathematical Reasoning**Written Comprehension**Deductive Reasoning**Manual Dexterity**Written Expression**Finger Dexterity**Inductive Reasoning***FABRICATIONS AND MANUFACTURING****Paygrade****Task Type****Task Statements**

E4

CORE

Grind machine shop single point tools

E4

CORE

Machine bearing surfaces

E4

CORE

Machine couplings from castings

E5

CORE

Machine end bell housing surfaces

E5

CORE

Machine impellers from castings

E5

CORE

Machine pump casing rings

E5

CORE

Machine pump casings

E5

CORE

Machine pump housing surfaces

E5

CORE

Machine pump shaft sleeves

E4

CORE

Machine pump shafts

E5

CORE

Machine strainer bodies

E4

CORE

Machine system zincs

E4

CORE

Machine threads

E4

CORE

Machine valve disks

E5

CORE

Machine valve flange surfaces

E4

CORE

Machine valve hand wheels from castings

FABRICATIONS AND MANUFACTURING (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Machine valve seats
E5	CORE	Manufacture bevel gears
E4	CORE	Manufacture brackets and supports
E4	CORE	Manufacture deck bolts
E4	CORE	Manufacture deck plugs
E4	CORE	Manufacture deck sockets
E4	CORE	Manufacture equipment and system bushings
E4	CORE	Manufacture equipment and system fittings
E4	CORE	Manufacture equipment mandrels
E4	CORE	Manufacture equipment wearing rings
E4	CORE	Manufacture gauge plugs
E4	CORE	Manufacture hatch dogs
E5	CORE	Manufacture helical gears
E4	CORE	Manufacture machinery pulleys
E4	CORE	Manufacture machinery shafts
E4	CORE	Manufacture machinery shims
E4	CORE	Manufacture machinery spacers
E4	CORE	Manufacture machinery splines
E5	CORE	Manufacture machinery sprockets
E4	CORE	Manufacture metal and non-metal pins
E4	CORE	Manufacture pad eyes
E4	CORE	Manufacture shaft keys
E4	CORE	Manufacture spur gears
E4	CORE	Manufacture stanchion bolts
E4	CORE	Manufacture strainer plugs
E5	CORE	Manufacture stub tooth gears
E4	CORE	Manufacture system flanges
E5	CORE	Manufacture worm gears
E5	CORE	Manufacture worm wheels
E5	CORE	Repair end bell housings

MACHINE OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Assemble components utilizing hydraulic or arbor presses
E4	CORE	Cut materials using a vertical or horizontal band saw
E4	CORE	Determine surface finishes using surface roughness scales
E4	CORE	Dial in bores using dial fingers
E4	CORE	Dial in pump casings on horizontal boring mills
E4	CORE	Dial in shafts on lathes

MACHINE OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Dial in shafts on mills
E4	CORE	Disassemble components utilizing hydraulic or arbor presses
E4	CORE	Disintegrate metal parts
E4	CORE	Drill out system parts
E5	CORE	Finish surfaces utilizing honing equipment
E5	CORE	Machine angles on vertical turret lathes
E4	CORE	Machine out-of-round surfaces
E5	CORE	Machine parts using Computer Numerically Controlled (CNC) machines
E5	CORE	Machine parts using milling operations on lathes
E4	CORE	Machine square and hexagonal holes
E4	CORE	Perform broaching procedures
E5	CORE	Perform Computer-Aided Design (CAD)/Computer Automated Machining (CAM)
E4	CORE	Perform draw filing
E4	CORE	Perform fly cutting
E4	CORE	Perform indexing procedures
E4	CORE	Perform precision measurements
E4	CORE	Straighten bent components

PRE-MANUFACTURING PREPARATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Balance grinding wheels
E4	CORE	Calculate areas and volumes
E4	CORE	Conduct equipment pre-operational checks
E4	CORE	Design special tools and adapters
E4	CORE	Draft manufacturing blueprints from sample parts
E4	CORE	Interpret blueprints to manufacture parts
E4	CORE	Layout equipment templates
E4	CORE	Layout geometric construction work
E4	CORE	Layout valve flange bolt holes
E4	CORE	Measure clearances
E4	CORE	Select carbide tools for machining applications
E4	CORE	Select plastics for intended use
E5	CORE	Set up Computer Numerically Controlled (CNC) machines
E5	CORE	Set up cylindrical grinders
E4	CORE	Set up drilling machines
E5	NON-CORE	Set up electroplating equipment
E4	CORE	Set up flange refacing machines
E5	CORE	Set up surface grinders
E5	CORE	Set up tool and cutter grinders

PUMPS AND VALVES

<u>Pavgrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct blue checks
E4	CORE	Repair bearing surfaces
E4	CORE	Repair couplings
E4	CORE	Repair impellers
E4	CORE	Repair pump casing and casing rings
E4	CORE	Repair pump housing surfaces
E4	CORE	Repair pump shafts and sleeves
E4	CORE	Repair pump wearing rings
E4	CORE	Repair strainer bodies
E4	CORE	Repair threads
E4	CORE	Repair valve disks
E4	CORE	Repair valve hand wheels
E4	CORE	Repair valve seats
E4	CORE	Replace damaged or broken studs

QUALITY ASSURANCE

<u>Pavgrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Develop Controlled Work Packages (CWP)
E6	CORE	Develop Formal Work Packages (FWP)
E4	CORE	Document Quality Assurance (QA) repair form findings
E5	CORE	Prepare Quality Assurance (QA) repair forms
E5	CORE	Store controlled materials
E5	CORE	Update Quality Assurance (QA) repair forms
E4	CORE	Validate controlled materials for controlled work
E7	CORE	Verify accuracy of Controlled Work Packages (CWP)
E7	CORE	Verify accuracy of Formal Work Packages (FWP)
E7	CORE	Verify accuracy of Quality Assurance (QA) repair forms

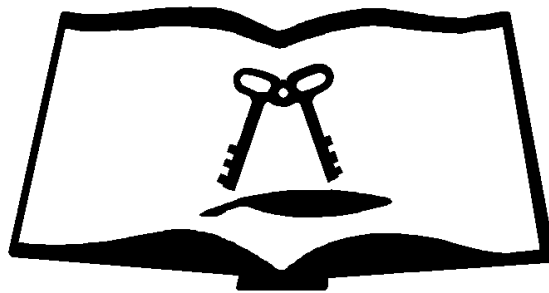
SHOP OPERATIONS

<u>Pavgrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Analyze equipment malfunctions
E4	CORE	Check surfaces for squareness
E6	NON-CORE	Conduct machine operation training
E4	CORE	Conduct metal hardness tests
E4	CORE	Conduct metal identification tests
E4	CORE	Control Oxyacetylene Torch (OAT) equipment
E4	CORE	Determine surface roughness
E5	CORE	Develop computer-aided machining programs
E6	CORE	Draft production schedules
E7	CORE	Draft shop policies

SHOP OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Engrave miscellaneous equipage
E5	CORE	Heat treat metals using ovens
E4	CORE	Maintain specialty tools and calibrated instruments
E7	CORE	Manage production schedules
E4	CORE	Perform layout and bench work
E4	CORE	Perform machine shop calculations
E5	CORE	Repair shop equipment
E4	CORE	Sandblast miscellaneous equipage

CHAPTER 54



CULINARY SPECIALIST (CS)

NAVPERS 18068F-54G
CH-74

Updated: April 2018

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NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

CULINARY SPECIALIST (CS)



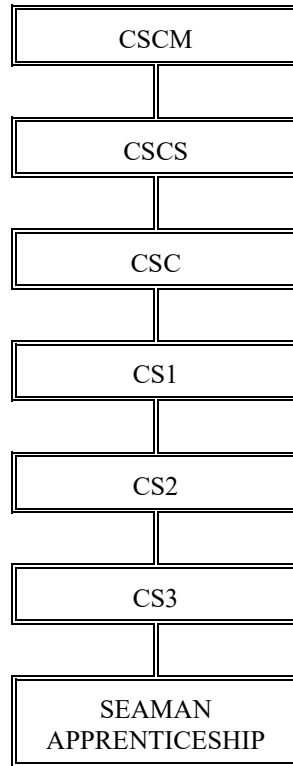
SCOPE OF RATING

Culinary Specialists (CS) operate and manage Navy messes and hotel services afloat, unaccompanied housing, and mess facilities ashore and in Expeditionary environments established to subsist Naval personnel; estimate quantities and types of food items required; assist Supply Officers in ordering and stowage of subsistence items and procurement of equipment and mess gear; check delivery for quantity and assist medical personnel in inspection for quality; prepare menus; plan, prepare, and serve meals; maintain food service spaces and associated equipment, including storerooms and refrigerated spaces, in a clean and sanitary condition; maintain records of financial transactions; and submit required reports.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 54.

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**Leading Culinary Specialist****Job Code****001007****Job Family**

Food Preparation and Serving Related

NOC

TBD

Short Title (30 Characters)

LEADING CULINARY SPECIALIST

Short Title (14 Characters)

LEAD CULY SPEC

Pay Plan

Enlisted

Career Field

CS

Other Relationships and Rules

NEC's as assigned

Job Description

Leading Culinary Specialists provide overall management of galley operations and financial accountability of shore and afloat food service operations; ensure cleanliness is maintained in all food service spaces; and emphasize customer service in all aspects of the food service division.

DoD Relationship**O*NET Relationship****Group Title**

Food Service, General

DoD Code

180000

Occupation Title

Chefs and Head Cooks

SOC Code

35-1011.00

Job Family

Food Preparation and Serving Related

Skills*Management of Material Resources**Monitoring**Quality Control Analysis**Critical Thinking**Management of Personnel Resources**Management of Financial Resources**Systems Analysis**Coordination**Judgment and Decision Making**Active Listening***Abilities***Deductive Reasoning**Information Ordering**Problem Sensitivity**Written Comprehension**Mathematical Reasoning**Oral Expression**Written Expression**Number Facility**Inductive Reasoning**Category Flexibility***SANITATION****Paygrade****Task Type****Task Statements**

E5

CORE

Conduct sanitation inspections

E5

CORE

Inspect food service personnel hygiene

E5

CORE

Inspect mess facility equipment

E4

CORE

Report insect and pest infestations

E6

CORE

Supervise contaminated food disposal operations (Chemical, Biological, Radiological (CBR))

E5

CORE

Verify food temperatures

SUPPLY**Paygrade****Task Type****Task Statements**

E6

CORE

Inspect food service key logs

E5

CORE

Maintain food service key logs

E5

CORE

Manage store onloads and offloads

E6

CORE

Manage subsistence provisions

E6

CORE

Purchase appropriated fund supplies

E6

NON-CORE

Purchase non-appropriated fund supplies

E5

CORE

Requisition daily food items

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

E6

CORE

Adjust food item high and low limits

CS-5

TECHNICAL ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Analyze food production data
E7	CORE	Approve food item requisitions
E7	CORE	Authorize operational rations requisitions
E7	CORE	Compare daily food costs to monetary allowances
E7	CORE	Determine special field mess operations
E6	CORE	Develop contingency feeding plans (battle messing)
E6	CORE	Evaluate meal programs
E5	CORE	Input data into Food Service Management (FSM) system
E5	CORE	Research Financial Improvement and Audit Readiness (FIAR) response
E7	CORE	Review contingency feeding plans (battle messing)
E7	CORE	Validate data in Food Service Management (FSM) system
E7	CORE	Validate Financial Accounting and Comprehensive Expenditure Tracking (FACET) system inputs

TECHNICAL MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Audit financial records
E7	CORE	Audit food service inventories
E6	CORE	Coordinate insect and pest infestation prevention
E7	CORE	Coordinate special food service events
E7	CORE	Evaluate dining facility operations for accreditation
E7	CORE	Manage Culinary Specialist (CS)/Food Service Assistant (FSA) award programs
E6	CORE	Manage food productions
E7	CORE	Manage food service budgets
E6	CORE	Manage food service field operations
E7	CORE	Manage food service programs
E7	CORE	Manage Hazard Analysis Critical Control Points (HACCP) programs
E7	CORE	Manage meal evaluation programs
E6	CORE	Manage menu planning boards
E7	CORE	Manage menu review boards
E6	CORE	Manage special food service event schedules
E6	CORE	Manage stateroom inspections
E7	CORE	Oversee Mess Decks Master-at-Arms (MDMAA) duties and responsibilities
E7	CORE	Provide responses to Financial Improvement and Audit Readiness (FIAR) requests
E7	CORE	Revise food preparation procedures
E7	CORE	Verify food service key inventory logs

UNACCOMPANIED HOUSING MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	NON-CORE	Manage administrative staff (civilian, military)
E7	NON-CORE	Manage housekeeping personnel
E7	NON-CORE	Manage maintenance personnel
E7	NON-CORE	Manage phased replacement program
E7	NON-CORE	Verify furniture inventories

Job Title**Culinary Specialist****Job Code****002609****Job Family**

Food Preparation and Serving Related

NOC

TBD

Short Title (30 Characters)

CULINARY SPECIALIST

Short Title (14 Characters)

CULINARY SPEC

Pay Plan

Enlisted

Career Field

CS

Other Relationships and Rules

NEC's as assigned

Job Description

Culinary Specialists prepare menus; plan, prepare, and serve meals; maintain foods service spaces and associated equipment in a clean and sanitary condition, including storerooms and refrigerated spaces; maintain records of financial transactions and submit required reports; and maintain, oversee, and manage quarters afloat and ashore.

DoD Relationship**Group Title**

Food Service, General

DoD Code

180000

O*NET Relationship**Occupation Title**

Cooks, Institution and Cafeteria

SOC Code

35-2012.00

Job Family

Food Preparation and Serving Related

Skills*Management of Material Resources**Monitoring**Operation and Control**Quality Control Analysis**Reading Comprehension**Equipment Selection**Management of Personnel Resources**Learning Strategies**Mathematics**Critical Thinking***Abilities***Written Comprehension**Oral Comprehension**Manual Dexterity**Problem Sensitivity**Written Expression**Oral Expression**Information Ordering**Deductive Reasoning**Number Facility**Mathematical Reasoning***DINING FACILITY MANAGEMENT****Paygrade****Task Type****Task Statements**

E4

CORE

Breakdown mess decks

E5

CORE

Pack-up operational field messing facilities

E4

CORE

Serve foods (normal messing, abnormal conditions)

E4

CORE

Set up mess decks

E4

CORE

Set up sculleries and deep sinks

E4

CORE

Set up serving lines

E4

CORE

Set up wardroom settings (formal, informal)

E5

CORE

Set-up operational field messing facilities

FOOD PREPARATION**Paygrade****Task Type****Task Statements**

E4

CORE

Bake food products

E4

CORE

Boil food products

E4

CORE

Braise food products

E4

NON-CORE

Broil food products

E4

CORE

Calculate recipe conversions

E4

CORE

Carve meats

E4

CORE

Chill food products

E4

CORE

Conduct food quality assurance checks

FOOD PREPARATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Create garnishes
E4	CORE	Cut fruits and vegetables
E4	CORE	Decorate cakes
E4	CORE	Direct contingency feeding plans (battle messing)
E4	NON-CORE	Fry food products
E4	CORE	Grill food products
E4	CORE	Mix food products (e.g. bakery products, prepared products, etc.)
E4	CORE	Portion individual servings
E4	CORE	Prepare bakery products
E4	CORE	Prepare food labels
E4	CORE	Prepare leftover food products
E4	CORE	Provide menu change recommendations
E4	CORE	Review recipes
E4	CORE	Sauté food products
E4	CORE	Shutdown food service equipment
E4	CORE	Slice food products
E4	CORE	Startup food service equipment
E4	CORE	Steam food products

SANITATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Breakdown sculleries and deep sinks
E4	CORE	Breakdown serving lines
E5	CORE	Conduct sanitation inspections
E4	CORE	Dispose of contaminated foods (Chemical, Biological, Radiological (CBR))
E5	CORE	Inspect food service personnel hygiene
E5	CORE	Inspect issued foods
E5	CORE	Inspect leftover foods
E5	CORE	Inspect mess facility equipment
E5	CORE	Inspect scullery (operations, equipment, personnel)
E5	CORE	Maintain Hazard Analysis Critical Control Points (HACCP) program
E5	CORE	Oversee food serving lines
E4	CORE	Report insect and pest infestations
E4	CORE	Sanitize beverage dispensers
E4	CORE	Sanitize dining areas
E4	CORE	Sanitize food preparation equipment
E4	CORE	Sanitize food service areas
E4	CORE	Sanitize food service equipment
E4	CORE	Sanitize food storage areas

SANITATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Sanitize galley utensils
E4	CORE	Sanitize refrigerated spaces
E4	CORE	Sanitize sculleries and deep sinks
E4	CORE	Sort waste
E5	CORE	Verify food temperatures
E5	CORE	Verify proper safe food handling
E4	CORE	Verify serving line food temperatures

SUPPLY

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Breakout daily menu food items
E4	CORE	Breakout supplemental food items
E4	CORE	Inspect subsistence provisions
E4	CORE	Inventory consumables
E4	CORE	Inventory subsistence provisions
E4	CORE	Issue food service consumables
E4	CORE	Issue subsistence provisions
E5	CORE	Maintain food service key logs
E5	CORE	Manage store onloads and offloads
E6	CORE	Manage subsistence provisions
E4	CORE	Organize supply storerooms
E6	CORE	Purchase appropriated fund supplies
E6	NON-CORE	Purchase non-appropriated fund supplies
E4	CORE	Receive subsistence provisions
E5	CORE	Requisition consumables
E5	CORE	Requisition daily food items
E5	CORE	Requisition food items

TECHNICAL ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Administer special field operations
E5	CORE	Conduct receipt inspections
E6	CORE	Evaluate meal programs
E4	CORE	Input daily food preparation worksheets data
E5	CORE	Input data in Financial Accounting and Comprehensive Expenditure Tracking (FACET) system
E5	CORE	Input data into Food Service Management (FSM) system
E4	CORE	Maintain temperature logs
E4	CORE	Post food nutritional contents

TECHNICAL ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Prepare operational rations requisitions
E5	CORE	Research Financial Improvement and Audit Readiness (FIAR) response
E6	CORE	Review meal evaluation programs

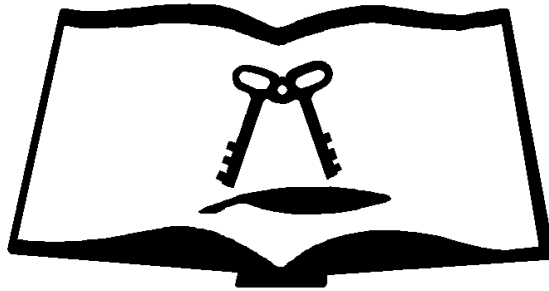
TECHNICAL MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Audit financial records
E5	CORE	Inspect staterooms
E6	CORE	Manage food service field operations
E6	CORE	Manage stateroom inspections
E4	CORE	Recommend food waste corrective actions

UNACCOMPANIED HOUSING MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Conduct barracks vacancy and available room inspections
E5	NON-CORE	Conduct furniture inventories
E5	NON-CORE	Supervise front desk operations
E5	NON-CORE	Supervise maintenance and upkeep of barrack's grounds (e.g. common areas, parking lots, laundry facilities, etc.)

CHAPTER 54



CULINARY SPECIALIST (SUBMARINE) (CSS)

NAVPERS 18068F-54A
CH-73

Updated: January 2018

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NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

CULINARY SPECIALIST (SUBMARINE) (CSS)



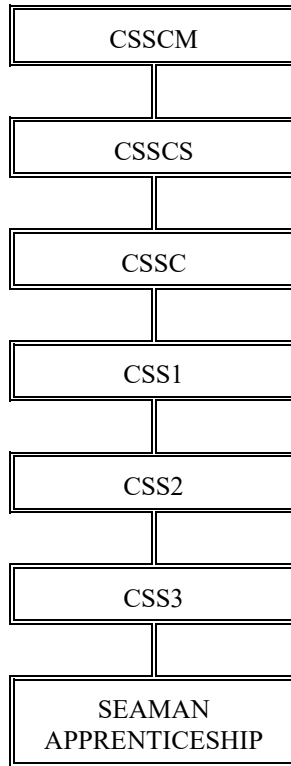
SCOPE OF RATING

Culinary Specialists (Submarine) (CSS) operate and manage Navy messes, afloat and ashore, established to subsist Naval personnel; estimate quantities and types of food items required; assist Supply Officers in ordering and stowage of subsistence items and procurement of equipment and mess gear; check delivery for quantity and assist medical personnel in inspection for quality; prepare menus; plan, prepare, and serve meals; maintain food service spaces and associated equipment, including storerooms and refrigerated spaces, in a clean and sanitary condition; maintain records of financial transactions; and submit required reports.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 54.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in OPNAVINST 1420.1.

For rating entry requirements, refer to MILPERSMAN 1306-618.

SAFETY

The observance of Operational Risk Management (ORM) and proper safety precautions in all areas is an integral part of each billet and the responsibility of every Sailor; therefore, it is a universal requirement for all ratings.

Job Title**Submarine Leading Culinary Specialist****Job Code****002768****Job Family**

Food Preparation and Serving Related

NOC

TBD

Short Title (30 Characters)

SUB LEAD CULINARY SPECIALIST

Short Title (14 Characters)

SUB LD CUL SPC

Pay Plan

Enlisted

Career Field

CSS

Other Relationships and Rules

NEC's as assigned.

Job Description

Submarine Leading Culinary Specialists provide overall management of galley operations and financial accountability of shore and afloat food service operations; ensure cleanliness is maintained in all food service spaces; train and assess food service personnel; perform oversight of and ensure compliance with marine environmental programs; and emphasize customer service in all aspects of the food service division.

DoD Relationship**Group Title**

Food Service, General

DoD Code

180000

O*NET Relationship**Occupation Title**

Food Service Managers

SOC Code

11-9051.00

Job FamilyFood Preparation and
Serving Related**Skills***Monitoring**Quality Control Analysis**Management of Material Resources**Critical Thinking**Management of Personnel Resources**Systems Analysis**Management of Financial Resources**Service Orientation**Systems Evaluation**Coordination***Abilities***Deductive Reasoning**Problem Sensitivity**Written Comprehension**Information Ordering**Written Expression**Inductive Reasoning**Mathematical Reasoning**Number Facility**Fluency of Ideas**Selective Attention***DINING FACILITY MANAGEMENT****Paygrade**

E4

Task Type

CORE

Task Statements

Monitor serving line food temperatures

FOOD PREPARATION**Paygrade**

E4

Task Type

CORE

Task Statements

Conduct food quality assurance checks

E4

NON-CORE

Execute contingency feeding plans (battle messing)

E4

CORE

Provide menu change recommendations

E4

CORE

Review recipes (e.g. required ingredients, required conversions, recipe substitutions, etc.)

SANITATION**Paygrade**

E4

Task Type

CORE

Task Statements

Conduct sanitation inspections

E4

CORE

Contain food-borne pathogen exposures

E5

CORE

Inspect food service personnel hygiene

E5

CORE

Inspect issued foods

E5

CORE

Inspect leftover foods

E5

CORE

Inspect mess facility equipment

E5

CORE

Inspect scullery operations

E5

CORE

Monitor food handling

SANITATION (CONT'D)

<u>Pavgrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Monitor food serving lines
E6	CORE	Monitor Hazard Analysis Critical Control Points (HACCP) program
E4	CORE	Report insect and pest infestations
E4	CORE	Verify food temperatures

SUPPLY

<u>Pavgrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Adjust food item high and low limits
E6	CORE	Inspect food service key logs
E4	CORE	Inspect subsistence provisions
E4	CORE	Inventory consumables
E5	CORE	Inventory subsistence provisions
E4	CORE	Issue subsistence provisions
E5	CORE	Maintain food service key logs
E6	CORE	Manage store onloads and offloads
E6	CORE	Manage subsistence provisions
E6	CORE	Purchase appropriated fund supplies
E6	NON-CORE	Purchase non-appropriated fund supplies
E4	CORE	Receive subsistence provisions
E5	CORE	Requisition consumables
E6	CORE	Requisition food items (e.g. Food Service Management (FSM), Subsistence Prime Vendor (SPV), Stores Web, etc.)

TECHNICAL ADMINISTRATION

<u>Pavgrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Analyze food production data
E7	CORE	Approve data in Food Service Management (FSM) system
E7	CORE	Compare daily food costs to monetary allowance
E5	CORE	Conduct receipt inspections
E6	CORE	Develop contingency feeding plans (battle messing)
E7	CORE	Evaluate food service operations
E5	CORE	Input data into Financial Accounting and Comprehensive Expenditure Tracking system (FACET) program
E5	CORE	Input data into Food Service Management (FSM) system
E7	CORE	Review contingency feeding plans (battle messing)
E6	CORE	Review meal evaluation programs
E6	CORE	Validate data in Food Service Management (FSM) system

TECHNICAL MANAGEMENT

<u>Pavgrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Accept food service inventories
E7	CORE	Audit financial records

TECHNICAL MANAGEMENT (CONT'D)

<u>Pavgrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Coordinate special food service events
E7	CORE	Evaluate dining facility operations
E5	NON-CORE	Inspect staterooms
E6	CORE	Manage food productions
E7	CORE	Manage food service budgets
E7	CORE	Manage food service programs
E7	CORE	Manage Hazard Analysis Critical Control Points (HACCP) programs
E6	CORE	Manage insect and pest infestation prevention programs
E7	CORE	Manage meal evaluation programs
E6	CORE	Manage menu planning boards
E7	CORE	Manage menu review boards
E6	CORE	Manage Mess Decks Master-at-Arms (MDMAA) duties and responsibilities
E6	CORE	Manage special food service event schedules
E6	NON-CORE	Manage stateroom inspections
E7	CORE	Provide Financial Improvement and Audit Readiness (FIAR) request responses
E6	CORE	Recommend food waste corrective actions
E7	CORE	Revise food preparation procedures
E7	CORE	Verify food service key inventory logs

Job Title**Submarine Culinary Specialist****Job Code****002769****Job Family**

Food Preparation and Serving Related

NOC

TBD

Short Title (30 Characters)

SUBMARINE CULINARY SPECIALIST

Short Title (14 Characters)

SUB CUL SPEC

Pay Plan

Enlisted

Career Field

CSS

Other Relationships and Rules

NEC's as assigned.

Job Description

Submarine Culinary Specialists prepare menus; plan, prepare, and serve meals; maintain food service spaces and associated equipment, including storerooms and refrigerated spaces, in a clean and sanitary condition; maintain records of financial transactions and submit required reports; train food service personnel; and maintain, oversee, and manage quarters afloat and ashore.

DoD Relationship**Group Title**

Food Service, General

DoD Code

180000

O*NET Relationship**Occupation Title**

Cooks, Institution and Cafeteria

SOC Code

35-2012.00

Job FamilyFood Preparation and
Serving Related**Skills***Management of Material Resources**Monitoring**Operation and Control**Quality Control Analysis**Reading Comprehension**Service Orientation**Equipment Selection**Critical Thinking**Mathematics**Judgment and Decision Making***Abilities***Written Comprehension**Manual Dexterity**Problem Sensitivity**Deductive Reasoning**Written Expression**Information Ordering**Time Sharing**Category Flexibility**Inductive Reasoning**Mathematical Reasoning***DINING FACILITY MANAGEMENT****Paygrade**

E4

Task Type

CORE

Task Statements

Breakdown mess decks (e.g. cold/hot bars, beverage lines, salad bars, tables, etc.)

E4

CORE

Breakdown sculleries and deep sinks

E4

CORE

Breakdown serving lines

E4

CORE

Breakdown wardroom settings

E4

CORE

Monitor serving line food temperatures

E4

CORE

Portion individual servings

E4

CORE

Prepare food labels

E4

CORE

Serve foods (normal messing, abnormal conditions)

E4

CORE

Set up mess decks (e.g. cold/hot bars, beverage lines, salad bars, tables, etc.)

E4

CORE

Set up sculleries and deep sinks

E4

CORE

Set up serving lines

E4

CORE

Set up wardroom settings

FOOD PREPARATION**Paygrade**

E4

Task Type

CORE

Task Statements

Bake food products (e.g. pastries, breads, desserts, etc.)

E4

CORE

Boil food products

E4

CORE

Braise food products

E4

NON-CORE

Broil food products

FOOD PREPARATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Calculate recipe conversions
E4	CORE	Carve meats
E4	CORE	Chill food products
E4	CORE	Conduct food quality assurance checks
E4	CORE	Create garnishes
E4	CORE	Cut fruits and vegetables
E4	CORE	Decorate cakes
E4	NON-CORE	Execute contingency feeding plans (battle messing)
E4	CORE	Fry food products
E4	CORE	Grill food products
E4	CORE	Mix food products (e.g. bakery products, prepared products, etc.)
E4	CORE	Prepare bakery products
E4	CORE	Prepare leftover food products
E4	CORE	Provide menu change recommendations
E4	CORE	Review recipes (e.g. required ingredients, required conversions, recipe substitutions, etc.)
E4	CORE	Sauté food products
E4	CORE	Shutdown food service equipment
E4	CORE	Slice food products
E4	CORE	Startup food service equipment
E4	CORE	Steam food products

SANITATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Clean beverage dispensers
E4	CORE	Clean dining areas
E4	CORE	Clean food preparation equipment
E4	CORE	Clean food service areas
E4	CORE	Clean food service equipment
E4	CORE	Clean food storage areas
E4	CORE	Clean galley utensils
E4	CORE	Clean refrigerated spaces
E4	CORE	Conduct sanitation inspections
E4	CORE	Contain food-borne pathogen exposures
E4	CORE	Dispose of contaminated foods
E5	CORE	Inspect food service personnel hygiene
E5	CORE	Inspect issued foods
E5	CORE	Inspect leftover foods
E5	CORE	Inspect mess facility equipment
E5	CORE	Inspect scullery operations

SANITATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Monitor food handling
E5	CORE	Monitor food serving lines
E6	CORE	Monitor Hazard Analysis Critical Control Points (HACCP) program
E4	CORE	Report insect and pest infestations
E4	CORE	Sort waste
E4	CORE	Verify food temperatures

SUPPLY

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Breakout daily menu food items
E5	CORE	Breakout supplemental food items
E4	CORE	Inspect subsistence provisions
E4	CORE	Inventory consumables
E5	CORE	Inventory subsistence provisions
E4	CORE	Issue food service consumables
E4	CORE	Issue subsistence provisions
E5	CORE	Maintain food service key logs
E6	CORE	Manage store onloads and offloads
E6	CORE	Manage subsistence provisions
E4	CORE	Organize supply storerooms
E6	CORE	Purchase appropriated fund supplies
E6	NON-CORE	Purchase non-appropriated fund supplies
E4	CORE	Receive subsistence provisions
E5	CORE	Requisition consumables
E4	CORE	Requisition daily food items
E6	CORE	Requisition food items (e.g. Food Service Management (FSM), Subsistence Prime Vendor (SPV), Stores Web, etc.)

TECHNICAL ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Conduct receipt inspections
E7	CORE	Evaluate food service operations
E4	CORE	Input daily food preparation worksheet data
E5	CORE	Input data into Financial Accounting and Comprehensive Expenditure Tracking system (FACET) program
E5	CORE	Input data into Food Service Management (FSM) system
E4	CORE	Maintain temperature logs
E4	CORE	Post food nutritional contents
E6	CORE	Review meal evaluation programs
E6	CORE	Validate data in Food Service Management (FSM) system

TECHNICAL MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Accept food service inventories
E5	NON-CORE	Inspect staterooms
E6	CORE	Recommend food waste corrective actions

CHAPTER 55



MISSILE TECHNICIAN (MT)

NAVPERS 18068F-55G
Change 98

Updated: April 2024

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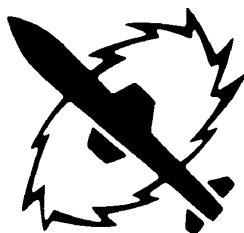
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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

MISSILE TECHNICIAN (MT)



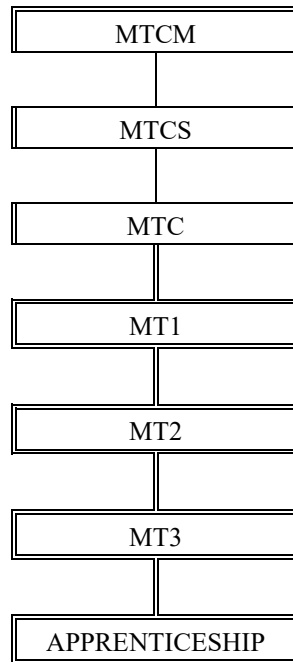
SCOPE OF RATING

Missile Technicians (MT) perform organizational and intermediate level maintenance on the Strategic Weapons System (SWS) on Ballistic Missile Submarines (SSBN) or the Attack Weapons System (AWS) on Guided Missile Submarines (SSGN); operate and maintain the TRIDENT missile, the AWS, Fire Control Systems (FCS), missile systems, launcher systems, and associated support and test equipment; perform operational readiness tests of systems adhering to safety precautions applicable to missile explosive devices, missile hydraulics and missile testing; and participate in missile handling evolutions.

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 55.

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**Strategic Weapons Manager****Job Code****001552****Job Family**

Installation, Maintenance, and Repair

NOC

TBD

Short Title (30 Characters)

STRATEGIC WEAPONS MANAGER

Short Title (14 Characters)

STRAT WEP MGR

Pay Plan

Enlisted

Career Field

MT

Other Relationships and Rules

NEC TXXX and 7XXX series and other NECs as assigned

Job Description

Strategic Weapons Managers supervise divisional operations, maintenance, training, and administrative aspects associated with the assembly, maintenance, and repair of nuclear-capable ballistic missiles and their associated missile and launcher systems, advanced electronics and electro-mechanical navigation and targeting systems carried on submarines; and perform critical work functions supporting the training of assigned personnel, repair and maintenance of equipment, and employment of Strategic Weapons Systems (SWS).

DoD Relationship**Group Title**

Missile Guidance and Control

DoD Code

112100

O*NET Relationship**Occupation Title**

First-Line Supervisors of Mechanics, Installers, and Repairers

SOC Code

49-1011.00

Job Family

Installation, Maintenance, and Repair

Skills

Monitoring

Coordination

Quality Control Analysis

Systems Evaluation

Management of Personnel Resources

Critical Thinking

Installation

Judgment and Decision Making

Management of Material Resources

Reading Comprehension

Abilities

Problem Sensitivity

Information Ordering

Selective Attention

Written Comprehension

Inductive Reasoning

Auditory Attention

Speech Recognition

Written Expression

Oral Expression

Deductive Reasoning

COUNTDOWN OPERATIONS**Paygrade****Task Type****Task Statements**

E5

CORE

Administer Strategic Weapons System (SWS) training countdown scenarios

E6

CORE

Create Strategic Weapons System (SWS) training countdown scenarios

E6

CORE

Direct weapons Strategic Weapons System (SWS) training countdown evolutions

E7

CORE

Evaluate Strategic Weapons System (SWS) training countdowns

E7

CORE

Manage Strategic Weapons System (SWS) training countdown evolutions

E7

CORE

Manage Strategic Weapons System (SWS) training countdown operations

E6

CORE

Perform Control and Monitoring Panel (CAMP) countdown operations

E7

CORE

Perform Strategic Weapons System (SWS) Announcer watchstation countdown operations

DATA OPERATIONS**Paygrade****Task Type****Task Statements**

E5

CORE

Direct targeting evolutions

E7

CORE

Manage Fire Control System (FCS) data management evolutions

E7

CORE

Manage targeting evolutions

E7

CORE

Manage targeting operations

E7

CORE

Manage weapons system media evolutions

E7

CORE

Manage weapons system media operations

E6

CORE

Supervise Fire Control System (FCS) data management operations

DATA OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Supervise targeting operations
E6	CORE	Supervise weapons system media evolutions
E6	CORE	Supervise Strategic Weapons System (SWS) manual troubleshooting operations
E6	CORE	Supervise targeting evolutions

MAINTENANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Direct Strategic Weapons System (SWS) manual troubleshooting evolutions
E7	CORE	Evaluate Strategic Weapons System (SWS) maintenance personnel performance
E7	CORE	Manage Strategic Weapons System (SWS) manual troubleshooting evolutions
E7	CORE	Manage Strategic Weapons System (SWS) manual troubleshooting operations
E7	CORE	Manage Strategic Weapons Systems (SWS) maintenance operations
E7	CORE	Manage Strategic Weapons Systems (SWS) operations
E6	CORE	Sequence Strategic Weapons System (SWS) operations and maintenance evolutions
E6	CORE	Supervise missile tube entry evolutions
E6	CORE	Supervise Strategic Weapons Systems (SWS) maintenance operations
E6	CORE	Supervise Strategic Weapons Systems (SWS) operations

NUCLEAR WEAPONS SAFETY AND SECURITY

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Analyze nuclear weapons accident and incident drill data
E7	CORE	Direct nuclear weapons accidents or incidents drills
E7	CORE	Manage nuclear weapons security programs
E7	CORE	Manage submarine weapons casualty recovery evolutions
E7	CORE	Manage submarine weapons casualty recovery operations
E4	CORE	Perform two-person control during Strategic Weapons System (SWS) operations
E4	CORE	Perform two-person rule during Strategic Weapons System (SWS) operations
E7	CORE	Supervise nuclear weapons accidents or incidents control and recovery operations
E6	CORE	Train nuclear weapons security teams
E6	CORE	Verify nuclear weapons security practices

TECHNICAL ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	NON-CORE	Approve Maintenance and Material Management (3-M) Program plans
E7	CORE	Approve Preventive Maintenance Management Program (PMMP) plans
E7	CORE	Approve weapons system availability plans
E7	CORE	Approve weapons system log entries
E7	CORE	Approve weapons system pre-deployment training schedules
E6	CORE	Audit missile service logs
E6	CORE	Audit Preventive Maintenance Management Programs (PMMP)
E6	CORE	Audit Special Weapons Ordnance Pamphlet (SWOP) program

TECHNICAL ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Create simulator training scenarios
E5	CORE	Develop in-port Strategic Weapons System (SWS) maintenance schedules
E7	CORE	Develop weapons system manual troubleshooting plans
E5	CORE	Direct Preventive Maintenance Management Program (PMMP) activities
E7	CORE	Establish nuclear weapons security practice and performance standards
E7	CORE	Evaluate ship-wide conditions effects on Strategic Weapons System (SWS) readiness
E7	CORE	Evaluate ship-wide evolution effects on Strategic Weapons System (SWS) operations and maintenance
E7	NON-CORE	Manage Continuing Training and Qualification Software (CTQS) Programs
E7	NON-CORE	Manage Maintenance and Material Management (3-M) Program
E7	NON-CORE	Manage Missile Technician (MT) Continuum Training and Afloat Programs
E7	CORE	Manage nuclear weapons safety administration programs
E6	CORE	Manage Preventive Maintenance Management Programs (PMMP)
E6	CORE	Manage Strategic Weapons System (SWS) conventional ordnance weapons programs
E6	CORE	Manage Strategic Weapons System (SWS) support activities for upgrades, maintenance, training, and testing evolutions
E7	CORE	Manage Strategic Weapons System (SWS) support activities for upgrades, maintenance, training, and testing operations
E7	CORE	Plan Strategic Weapons System (SWS) patrol evolutions
E6	CORE	Plan weapons system pre-deployment training periods
E6	CORE	Prepare Strategic Weapons System (SWS) manual troubleshooting plans
E6	CORE	Prepare Strategic Weapons System (SWS) reports
E6	NON-CORE	Supervise Maintenance and Material Management (3-M) Program
E6	CORE	Supervise Missile Technician (MT) Continuum Training and Afloat Programs
E7	CORE	Validate weapons system Trouble and Failure Reports (TFR)
E6	CORE	Verify Strategic Weapons System (SWS) paper and electronic documentation changes
E6	CORE	Verify weapons system maintenance activity work plans

TECHNICAL OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Conduct missile loads (offloads, onloads)
E6	CORE	Direct conventional ordnance events in Strategic Weapons System (SWS)
E7	CORE	Evaluate Strategic Weapons System (SWS) operations personnel performance
E7	CORE	Manage Explosive Handling Wharf (EHW) operations
E7	CORE	Manage missile tube entry evolutions
E7	CORE	Manage missile tube entry operations
E7	CORE	Manage non-ordnance missile component handling evolutions (installations, removals)
E7	CORE	Manage non-ordnance missile component handling operations (installations, removals)
E7	CORE	Manage Strategic Weapon System (SWS) conventional ordnance handling evolutions (installations, removals)

TECHNICAL OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Manage Strategic Weapon System (SWS) conventional ordnance handling operations (installations, removals)
E6	CORE	Supervise non-ordnance missile component handling evolutions (installations, removals)
E6	CORE	Supervise non-ordnance missile component handling operations (installations, removals)
E6	CORE	Supervise Strategic Weapon System (SWS) conventional ordnance handling evolutions (installations, removals)
E6	CORE	Supervise Strategic Weapon System (SWS) conventional ordnance handling operations (installations, removals)

Job Title**Strategic Weapons Technician****Job Code****001562****Job Family**

Installation, Maintenance, and Repair

NOC

TBD

Short Title (30 Characters)

STRATEGIC WEAPONS TECHNICIAN

Short Title (14 Characters)

STRAT WEP TECH

Pay Plan

Enlisted

Career Field

MT

Other Relationships and Rules

NEC TXXX and 7XXX series and other NECs as assigned

Job Description

Strategic Weapons Technicians manage divisional operations, maintenance, training, and administrative aspects associated with the assembly, maintenance, and repair of nuclear-capable ballistic missiles and their associated missile and launcher systems, advanced electronics and electro-mechanical navigation and targeting systems carried on submarines; and perform critical work functions supporting the training of assigned personnel, repair and maintenance of equipment, and employment of Strategic Weapons Systems (SWS).

DoD Relationship**Group Title**

Missile Guidance and Control

DoD Code

112100

O*NET Relationship**Occupation Title**Electrical and Electronics
Repairers, Commercial and
Industrial Equipment**SOC Code**

49-2094.00

Job FamilyInstallation, Maintenance, and
Repair**Skills***Operation and Control**Monitoring**Equipment Maintenance**Systems Analysis**Installation**Reading Comprehension**Judgment and Decision Making**Coordination**Quality Control Analysis**Troubleshooting***Abilities***Written Comprehension**Manual Dexterity**Problem Sensitivity**Selective Attention**Speech Recognition**Information Ordering**Auditory Attention**Memorization**Time Sharing**Extent Flexibility***CONFIGURATION****Paygrade****Task Type****Task Statements**

E4

CORE

Configure Fire Control (FC) power equipment

E4

CORE

Configure Missile Control Center (MCC) equipment cooling systems

E4

CORE

Configure missile tube hydraulic system

E4

CORE

Configure Strategic Weapons System (SWS) Fire Control (FC) subsystems

E4

CORE

Control operations of air system components

E4

CORE

Control operations of hydraulic system components

E4

CORE

Control operations of manually-controlled valves

E4

CORE

Control operations of Missile Compartment (MC) Launcher equipment

E4

CORE

Control operations of pneumatically-controlled valves

E4

CORE

Control operations of submarine emergency life support systems

E4

CORE

Control operations of submarine habitability systems

E4

CORE

Inspect Missile Compartment (MC) maintenance areas

E4

NON-CORE

Override hydraulically-controlled valves

E4

CORE

Set Strategic Weapon System (SWS) conditions of readiness

E4

CORE

Verify Missile Gas (MG) system conditions (e.g., nitrogen charge, readiness, portable flask charging, etc.)

E4

CORE

Verify Strategic Weapon System (SWS) conditions of readiness

COUNTDOWN OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Perform Control and Monitoring Panel (CAMP) countdown operations
E5	CORE	Perform Fire Control (FC) supervisor countdown operations
E6	CORE	Perform Launcher watchstation countdown operations
E4	CORE	Perform Missile Compartment (MC) countdown operations (Guidance, Second Level)
E4	CORE	Perform Missile Control Center (MCC) countdown operations
E4	CORE	Perform Missile Control Center (MCC) troubleshooter countdown operations

DATA OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Assist in data management operations
E5	CORE	Conduct media receipts, transfers, and verifications
E5	CORE	Direct Fire Control System (FCS) data collection evolutions
E5	CORE	Direct weapons system media evolutions
E7	CORE	Manage Fire Control System (FCS) data management evolutions
E7	CORE	Manage targeting evolutions
E7	CORE	Manage targeting operations
E7	CORE	Manage weapons system media evolutions
E7	CORE	Manage weapons system media operations
E4	CORE	Perform Fire Control System (FCS) data entry procedures
E4	CORE	Perform Fire Control System (FCS) data printing functions
E4	CORE	Perform targeting operations procedures
E6	CORE	Supervise Fire Control System (FCS) data management operations
E6	CORE	Supervise Strategic Weapons System (SWS) manual troubleshooting operations
E6	CORE	Supervise targeting evolutions
E6	CORE	Supervise weapons system media evolutions
E4	CORE	Verify Fire Control System (FCS) data printouts

MAINTENANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Adjust Strategic Weapons Systems (SWS) electrical components
E5	CORE	Adjust Strategic Weapons Systems (SWS) mechanical components (e.g., shipboard valves, pumps, actuators, Missile Heating and Cooling (MHC), Missile Dehumidification and Drying (MDD), Missile Gas (MG), Missile Hydraulics (HML), etc.)
E4	NON-CORE	Assist in Strategic Weapons System (SWS) corrective maintenance
E4	NON-CORE	Assist in Strategic Weapons System (SWS) troubleshooting
E5	NON-CORE	Direct Maintenance and Material Management (3-M) Program
E5	CORE	Direct Strategic Weapons System (SWS) maintenance operations
E6	CORE	Direct Strategic Weapons System (SWS) manual troubleshooting evolutions
E4	CORE	Inspect Strategic Weapons Systems (SWS) electrical components

MAINTENANCE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Inspect Strategic Weapons Systems (SWS) mechanical components (e.g., shipboard valves, pumps, actuators, Missile Heating and Cooling (MHC), Missile Dehumidification and Drying (MDD), Missile Gas (MG), Missile Hydraulics (HML), etc.)
E4	CORE	Lubricate Strategic Weapons Systems (SWS) electrical components
E4	CORE	Lubricate Strategic Weapons Systems (SWS) mechanical components (e.g., shipboard valves, pumps, actuators, Missile Heating and Cooling (MHC), Missile Dehumidification and Drying (MDD), Missile Gas (MG), Missile Hydraulics (HML), etc.)
E4	CORE	Maintain fiber optic system components
E4	CORE	Preserve Strategic Weapons Systems (SWS) electrical components
E4	CORE	Preserve Strategic Weapons Systems (SWS) mechanical components (e.g., shipboard valves, pumps, actuators, Missile Heating and Cooling (MHC), Missile Dehumidification and Drying (MDD), Missile Gas (MG), Missile Hydraulics (HML), etc.)
E5	CORE	Repair Strategic Weapons System (SWS) component cables
E5	CORE	Repair Strategic Weapons Systems (SWS) electrical components
E5	CORE	Repair Strategic Weapons Systems (SWS) mechanical components (e.g., shipboard valves, pumps, actuators, Missile Heating and Cooling (MHC), Missile Dehumidification and Drying (MDD), Missile Gas (MG), Missile Hydraulics (HML), etc.)
E4	CORE	Replace Strategic Weapons System (SWS) electronic modules
E5	CORE	Replace Strategic Weapons Systems (SWS) electrical components
E5	CORE	Replace Strategic Weapons Systems (SWS) mechanical components (e.g., shipboard valves, pumps, actuators, Missile Heating and Cooling (MHC), Missile Dehumidification and Drying (MDD), Missile Gas (MG), Missile Hydraulics (HML), etc.)
E6	CORE	Supervise missile tube entry evolutions
E6	CORE	Supervise Strategic Weapons Systems (SWS) maintenance operations
E5	CORE	Test Strategic Weapons Systems (SWS) electrical components
E5	CORE	Test Strategic Weapons Systems (SWS) mechanical components (e.g., shipboard valves, pumps, actuators, Missile Heating and Cooling (MHC), Missile Dehumidification and Drying (MDD), Missile Gas (MG), Missile Hydraulics (HML), etc.)
E5	CORE	Troubleshoot Strategic Weapons System (SWS) (e.g., Launcher, Fire Control System (FCS), etc.)
E5	CORE	Troubleshoot Strategic Weapons Systems (SWS) electrical components
E5	CORE	Troubleshoot Strategic Weapons Systems (SWS) mechanical components (e.g., shipboard valves, pumps, actuators, Missile Heating and Cooling (MHC), Missile Dehumidification and Drying (MDD), Missile Gas (MG), Missile Hydraulics (HML), etc.)

NUCLEAR WEAPONS SAFETY AND SECURITY

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Develop nuclear weapons accident and incident drill reports
E5	CORE	Develop nuclear weapons accident and incident drill scenarios

NUCLEAR WEAPONS SAFETY AND SECURITY (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Direct submarine weapons casualty recovery evolutions
E7	CORE	Manage submarine weapons casualty recovery evolutions
E7	CORE	Manage submarine weapons casualty recovery operations
E4	CORE	Perform radiological surveys
E4	CORE	Perform shut down procedures of radiological equipment
E4	CORE	Perform start up procedures of radiological equipment
E4	CORE	Perform Strategic Weapons System (SWS) reader-worker routines
E4	CORE	Perform two-person control during Strategic Weapons System (SWS) operations
E4	CORE	Perform two-person rule during Strategic Weapons System (SWS) operations
E6	CORE	Supervise nuclear weapons security programs

OPERATIONAL TESTS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Conduct at-sea missile testing
E5	CORE	Conduct closure detonator circuit testing
E5	CORE	Conduct fire control diagnostic tests
E5	CORE	Conduct in-port missile testing
E5	CORE	Conduct Missile Compartment (MC) performance checks
E5	CORE	Conduct missile tube tightness tests
E5	CORE	Conduct operational sequence tests
E4	CORE	Establish equipment configuration conditions in Guidance to support missile testing
E4	CORE	Perform Missile Heating and Cooling (MHC) hot water heater operation verification procedures

TECHNICAL ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Inventory Strategic Weapons System (SWS) equipage
E4	CORE	Locate electronic system operations and maintenance resources (e.g., Fire Control Systems (FCS), Strategic Weapons System Maintenance Information Network (SWSMIN), etc.)
E5	CORE	Manage weapons system documentation programs
E6	CORE	Prepare Strategic Weapons System (SWS) reports
E6	NON-CORE	Schedule simulator/lab training sessions
E6	NON-CORE	Supervise Maintenance and Material Management (3-M) Program
E5	CORE	Update Strategic Weapons System (SWS) maintenance records
E4	NON-CORE	Utilize weapons system training products

TECHNICAL OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Conduct missile loads (offloads, onloads)
E5	CORE	Direct missile tube entry evolutions
E5	CORE	Direct non-ordnance missile component handling evolutions (installations, removals)

TECHNICAL OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Direct Strategic Weapons System (SWS) conventional ordnance handling evolutions (installations, removals)
E4	CORE	Install non-ordnance missile components
E4	CORE	Install Strategic Weapons System (SWS) conventional ordnance components
E7	CORE	Manage missile tube entry evolutions
E7	CORE	Manage missile tube entry operations
E7	CORE	Manage non-ordnance missile component handling evolutions (installations, removals)
E7	CORE	Manage non-ordnance missile component handling operations (installations, removals)
E7	CORE	Manage Strategic Weapon System (SWS) conventional ordnance handling evolutions (installations, removals)
E7	CORE	Manage Strategic Weapon System (SWS) conventional ordnance handling operations (installations, removals)
E5	CORE	Perform Fire Control System (FCS) timing procedures
E5	CORE	Perform missile inspection reader procedures
E4	CORE	Perform missile tube entries
E4	CORE	Remove non-ordnance missile components
E4	CORE	Remove Strategic Weapons System (SWS) conventional ordnance
E6	CORE	Supervise non-ordnance missile component handling evolutions (installations, removals)
E6	CORE	Supervise non-ordnance missile component handling operations (installations, removals)
E6	CORE	Supervise Strategic Weapon System (SWS) conventional ordnance handling evolutions (installations, removals)
E6	CORE	Supervise Strategic Weapon System (SWS) conventional ordnance handling operations (installations, removals)

Job Title**Strategic Weapons Operator****Job Code****001567****Job Family**

Installation, Maintenance, and Repair

NOC

TBD

Short Title (30 Characters)

STRATEGIC WEAPONS OPERATOR

Short Title (14 Characters)

STRAT WEP OPER

Pay Plan

Enlisted

Career Field

MT

Other Relationships and Rules

NEC TXXX and 7XXX series and other NECs as assigned

Job Description

Strategic Weapons Operators perform organizational and intermediate maintenance operations and administrative aspects associated with the assembly, maintenance, and repair of nuclear-capable ballistic missiles and their associated missile and launcher systems, advanced electronics and electro-mechanical navigation and targeting systems carried on submarines; and perform critical work functions supporting the training of assigned personnel, repair and maintenance of equipment, and employment of Strategic Weapons Systems (SWS).

DoD Relationship**Group Title**

Missile Guidance and Control

DoD Code

112100

O*NET Relationship**Occupation Title**

Maintenance Workers, Machinery

SOC Code

49-9043.00

Job Family

Installation, Maintenance, and Repair

Skills*Operation and Control**Equipment Maintenance**Systems Analysis**Judgment and Decision Making**Reading Comprehension**Installation**Monitoring**Coordination**Quality Control Analysis**Troubleshooting***Abilities***Written Comprehension**Manual Dexterity**Selective Attention**Speech Recognition**Problem Sensitivity**Memorization**Time Sharing**Oral Comprehension**Extent Flexibility**Information Ordering***CONFIGURATION****Paygrade****Task Type****Task Statements**

E4

CORE

Adjust missile tube heating and cooling systems

E4

CORE

Configure electrical power to weapons systems and Strategic Weapon System (SWS) ship support system equipment

E4

CORE

Configure Fire Control (FC) power equipment

E5

CORE

Configure hydraulically-controlled valves from Missile Control Center (MCC)

E4

CORE

Configure Missile Control Center (MCC) equipment cooling systems

E4

CORE

Configure missile tube hydraulic system

E4

CORE

Configure Strategic Weapons System (SWS) Fire Control (FC) subsystems

E4

CORE

Control operations of air system components

E4

CORE

Control operations of hydraulic system components

E4

CORE

Control operations of manually-controlled valves

E4

CORE

Control operations of Missile Compartment (MC) Launcher equipment

E4

CORE

Control operations of pneumatically-controlled valves

E4

CORE

Control operations of submarine emergency life support systems

E4

CORE

Control operations of submarine habitability systems

E4

CORE

Inspect Missile Compartment (MC) maintenance areas

E4

NON-CORE

Override hydraulically-controlled valves

E4

CORE

Set Strategic Weapon System (SWS) conditions of readiness

CONFIGURATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Verify Missile Gas (MG) system conditions (e.g., nitrogen charge, readiness, portable flask charging, etc.)
E4	CORE	Verify Strategic Weapon System (SWS) conditions of readiness

COUNTDOWN OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Perform Fire Control (FC) supervisor countdown operations
E6	CORE	Perform Launcher watchstation countdown operations
E4	CORE	Perform Missile Compartment (MC) countdown operations (Guidance, Second Level)
E5	CORE	Perform Missile Compartment (MC) troubleshooter countdown operations
E4	CORE	Perform Missile Control Center (MCC) countdown operations
E4	CORE	Perform Missile Control Center (MCC) troubleshooter countdown operations

DATA OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Assist in data management operations
E5	CORE	Conduct media receipts, transfers, and verifications
E4	CORE	Perform Fire Control System (FCS) data entry procedures
E4	CORE	Perform Fire Control System (FCS) data printing functions
E4	CORE	Perform targeting operations procedures
E4	CORE	Perform weapons system media loads

MAINTENANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Adjust Strategic Weapons Systems (SWS) electrical components
E5	CORE	Adjust Strategic Weapons Systems (SWS) mechanical components (e.g., shipboard valves, pumps, actuators, Missile Heating and Cooling (MHC), Missile Dehumidification and Drying (MDD), Missile Gas (MG), Missile Hydraulics (HML), etc.)
E4	NON-CORE	Assist in Strategic Weapons System (SWS) corrective maintenance
E4	NON-CORE	Assist in Strategic Weapons System (SWS) troubleshooting
E4	CORE	Clean Strategic Weapons Systems (SWS) electrical components
E4	CORE	Clean weapons Strategic Weapons Systems (SWS) mechanical components (e.g., shipboard valves, pumps, actuators, Missile Heating and Cooling (MHC), Missile Dehumidification and Drying, (MDD), Missile Gas (MG), Missile Hydraulics (HML), etc.)
E4	CORE	Conduct Missile tube Dry and Dehumidification (MDD) operations
E4	CORE	Inspect Strategic Weapons Systems (SWS) electrical components
E4	CORE	Inspect Strategic Weapons Systems (SWS) mechanical components (e.g., shipboard valves, pumps, actuators, Missile Heating and Cooling (MHC), Missile Dehumidification and Drying (MDD), Missile Gas (MG), Missile Hydraulics (HML), etc.)
E4	CORE	Lubricate Strategic Weapons Systems (SWS) electrical components

MAINTENANCE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Lubricate Strategic Weapons Systems (SWS) mechanical components (e.g., shipboard valves, pumps, actuators, Missile Heating and Cooling (MHC), Missile Dehumidification and Drying (MDD), Missile Gas (MG), Missile Hydraulics (HML), etc.)
E4	CORE	Maintain fiber optic system components
E4	CORE	Preserve Strategic Weapons Systems (SWS) electrical components
E4	CORE	Preserve Strategic Weapons Systems (SWS) mechanical components (e.g., shipboard valves, pumps, actuators, Missile Heating and Cooling (MHC), Missile Dehumidification and Drying (MDD), Missile Gas (MG), Missile Hydraulics (HML), etc.)
E5	CORE	Repair Strategic Weapons Systems (SWS) electrical components
E5	CORE	Repair Strategic Weapons Systems (SWS) mechanical components (e.g., shipboard valves, pumps, actuators, Missile Heating and Cooling (MHC), Missile Dehumidification and Drying (MDD), Missile Gas (MG), Missile Hydraulics (HML), etc.)
E4	CORE	Replace Strategic Weapons System (SWS) electronic modules
E5	CORE	Replace Strategic Weapons Systems (SWS) electrical components
E5	CORE	Replace Strategic Weapons Systems (SWS) mechanical components (e.g., shipboard valves, pumps, actuators, Missile Heating and Cooling (MHC), Missile Dehumidification and Drying (MDD), Missile Gas (MG), Missile Hydraulics (HML), etc.)
E5	CORE	Test Strategic Weapons Systems (SWS) electrical components
E5	CORE	Test Strategic Weapons Systems (SWS) mechanical components (e.g., shipboard valves, pumps, actuators, Missile Heating and Cooling (MHC), Missile Dehumidification and Drying (MDD), Missile Gas (MG), Missile Hydraulics (HML), etc.)

NUCLEAR WEAPONS SAFETY AND SECURITY

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Combat nuclear weapons security violations
E4	CORE	Combat submarine weapons casualties
E4	CORE	Conduct nuclear weapons accidents or incidents casualty controls and recoveries
E4	CORE	Perform radiological surveys
E4	CORE	Perform shut down procedures of radiological equipment
E4	CORE	Perform start up procedures of radiological equipment
E4	CORE	Perform Strategic Weapons System (SWS) reader-worker routines
E4	CORE	Perform two-person control during Strategic Weapons System (SWS) operations
E4	CORE	Perform two-person rule during Strategic Weapons System (SWS) operations
E4	NON-CORE	Safeguard nuclear weapons security areas
E6	CORE	Supervise nuclear weapons security programs

OPERATIONAL TESTS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Conduct at-sea missile testing
E5	CORE	Conduct closure detonator circuit testing

OPERATIONAL TESTS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Conduct fire control diagnostic tests
E5	CORE	Conduct in-port missile testing
E5	CORE	Conduct Missile Compartment (MC) performance checks
E5	CORE	Conduct missile tube tightness tests
E5	CORE	Conduct operational sequence tests
E4	CORE	Establish equipment configuration conditions in Guidance to support missile testing
E4	CORE	Perform Missile Heating and Cooling (MHC) hot water heater operation verification procedures

TECHNICAL ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Inventory Strategic Weapons System (SWS) equipage
E4	CORE	Locate electronic system operations and maintenance resources (e.g., Fire Control Systems (FCS), Strategic Weapons System Maintenance Information Network (SWSMIN), etc.)
E4	CORE	Perform Strategic Weapons System (SWS) paper-based and electronic publication change procedures
E4	CORE	Prepare Strategic Weapons System (SWS) Trouble and Failure Reports (TFR)
E4	NON-CORE	Utilize weapons system training products

TECHNICAL OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Conduct missile loads (offloads, onloads)
E4	CORE	Install non-ordnance missile components
E4	CORE	Install Strategic Weapons System (SWS) conventional ordnance components
E7	CORE	Manage Strategic Weapon System (SWS) conventional ordnance handling operations (installations, removals)
E5	CORE	Perform Fire Control System (FCS) timing procedures
E4	CORE	Perform missile inspection worker procedures
E4	CORE	Perform missile tube entries
E4	CORE	Remove non-ordnance missile components
E4	CORE	Remove Strategic Weapons System (SWS) conventional ordnance
E6	CORE	Supervise Strategic Weapon System (SWS) conventional ordnance handling evolutions (installations, removals)
E6	CORE	Supervise Strategic Weapon System (SWS) conventional ordnance handling operations (installations, removals)

CHAPTER 56



MUSICIAN
(MU)

NAVPERS 18068F-56D
Change 81

Updated: January 2020

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MUSICIAN (MU)

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NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

MUSICIAN (MU)



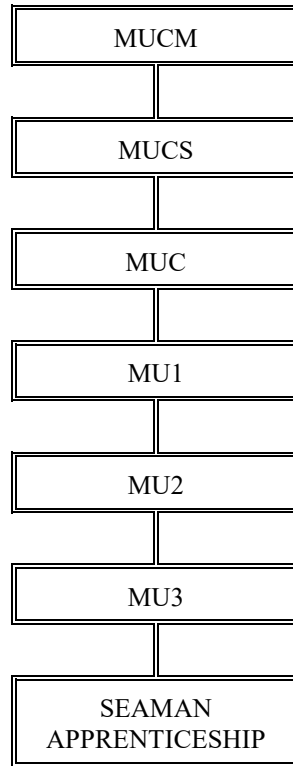
SCOPE OF RATING

Musicians (MU) perform, rehearse, conduct, and arrange music; plan and provide performance production enhancement and support; manage and support Navy bands, performing units, and production teams; provide live music for ceremonial, public affairs, and entertainment missions, afloat and ashore, as a strategic and diplomatic asset to maximize naval presence and coalition building initiatives; project a positive United States and Navy image both at home and abroad; support Navy recruiting objectives; inspire patriotism; elevate esprit de corps, retention, and pride in naval service; and enhance community awareness and public relations.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 56.

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**Musician****Job Code****001572****Job Family**

Arts, Design, Entertainment, Sports, and Media

NOC

TBD

Short Title (30 Characters)

MUSICIAN

Short Title (14 Characters)

MUSICIAN

Pay Plan

Enlisted

Career Field

MU

Other Relationships and Rules

NEC AXXX series or other NECs as assigned

Job Description

Musicians (MU) perform, rehearse, conduct, and arrange music; plan and provide performance production enhancement and support; manage and support Navy bands, performing units, and production teams; provide live music for ceremonial, public affairs, and entertainment missions, afloat and ashore, as a strategic and diplomatic asset to maximize naval presence and coalition building initiatives; project a positive United States and Navy image both at home and abroad; support Navy recruiting objectives; inspire patriotism; elevate esprit de corps, retention, and pride in naval service; and enhance community awareness and public relations.

DoD Relationship**Group Title**

Musicians, General

DoD Code

145000

O*NET Relationship**Occupation Title**

Musicians, Instrumental

SOC Code

27-2042.02

Job Family

Arts, Design, Entertainment, Sports, and Media

Skills*Active Listening**Critical Thinking**Coordination**Judgment and Decision Making**Management of Personnel Resources**Troubleshooting**Monitoring**Time Management**Operation and Control**Equipment Selection***Abilities***Information Ordering**Selective Attention**Originality**Deductive Reasoning**Oral Expression**Hearing Sensitivity**Time Sharing**Written Expression**Category Flexibility**Inductive Reasoning***MUSIC PERFORMANCE****Paygrade****Task Type****Task Statements**

E6

CORE

Conduct ceremonial bands (e.g., tempo, phrasing, volume, etc.)

E7

CORE

Conduct concert bands (e.g., tempo, phrasing, volume, etc.)

E6

CORE

Conduct marching bands (e.g., tempo, phrasing, volume, etc.)

E4

CORE

Direct music performances of specialty ensembles (e.g., chamber groups, commercial groups, etc.)

E4

CORE

Engage band audiences

E4

NON-CORE

Improvise music

E6

CORE

Issue non-verbal commands to marching bands (e.g., instrument movement, march, etc.)

E6

CORE

Issue verbal commands to ceremonial bands

E7

CORE

Issue verbal commands to concert bands

E6

CORE

Issue verbal commands to marching bands

E5

CORE

Issue verbal commands to specialty ensembles (e.g., chamber groups)

E4

CORE

Lead instrumental sections

E6

CORE

Manage sequence and timing of ceremonial band events

E7

CORE

Manage sequence and timing of concert band events

E6

CORE

Manage sequence and timing of marching band events

E5

CORE

Manage sequence and timing of specialty ensemble events (e.g., chamber groups, commercial groups, etc.)

MUSIC PERFORMANCE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Perform as soloist
E4	CORE	Perform assigned music from memory
E4	CORE	Perform in ceremonial bands
E4	CORE	Perform in concert bands
E4	CORE	Perform in marching bands
E4	CORE	Perform in specialty ensembles (e.g., chamber groups, commercial groups, etc.)
E4	CORE	Perform music at sight
E4	CORE	Transpose music at sight

PRODUCTION SUPPORT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Control sequence and timing of lighting and light shows
E5	NON-CORE	Coordinate with host production teams (e.g., television stations)
E5	NON-CORE	Design light shows
E5	NON-CORE	Design stage lighting plots
E5	NON-CORE	Design stage sound plots
E6	NON-CORE	Edit music performance recordings
E4	CORE	Load production equipment
E5	NON-CORE	Manage production equipment maintenance
E5	NON-CORE	Manage production power source requirements and usage
E5	NON-CORE	Mix sound inputs and feeds
E5	NON-CORE	Perform preventive maintenance on production equipment
E7	NON-CORE	Produce master recordings
E5	NON-CORE	Produce music enhancements (e.g., delay, reverberation, compression, noise gate, etc.)
E5	NON-CORE	Produce performance media content (e.g., projection graphics)
E5	NON-CORE	Program lighting equipment
E5	NON-CORE	Record music performances (e.g., live, studio, etc.)
E5	NON-CORE	Reinforce sound of music performances
E5	NON-CORE	Repair production equipment
E4	CORE	Set up production equipment
E5	NON-CORE	Supervise production teams
E4	CORE	Tear down production equipment
E5	NON-CORE	Test production equipment
E5	NON-CORE	Troubleshoot production equipment
E4	CORE	Unload production equipment
E5	NON-CORE	Verify production equipment set-ups (e.g., sound checks, equipment location, etc.)

REHEARSAL AND PREPARATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Analyze advanced compositions
E6	CORE	Analyze intermediate compositions
E5	NON-CORE	Arrange music for ceremonial bands

REHEARSAL AND PREPARATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	NON-CORE	Arrange music for concert bands
E5	NON-CORE	Arrange music for marching bands
E5	NON-CORE	Arrange music for specialty ensembles (e.g., chamber groups, commercial groups, etc.)
E4	CORE	Configure musical instruments (e.g., tune, tone production, etc.)
E7	CORE	Coordinate production requirements for performances (e.g., music selection, lighting, scripts, etc.)
E4	CORE	Copy sheet music using standard notation
E4	CORE	Develop instrumental performance proficiency and techniques
E5	NON-CORE	Guide musicians and conductors on arrangement interpretations
E4	CORE	Load musical instruments
E5	CORE	Manage production requirements for performances (e.g., music selection, lighting, scripts, etc.)
E4	CORE	Perform preventive maintenance on musical instruments
E6	CORE	Plan ceremonial band rehearsals
E7	CORE	Plan concert band rehearsals
E4	CORE	Plan instrumental section rehearsals
E6	CORE	Plan marching band rehearsals
E5	CORE	Plan specialty ensemble (e.g., chamber groups, commercial groups, etc.) rehearsals
E4	CORE	Prepare assigned music for rehearsals (e.g., transcribe, analyze, practice, etc.)
E6	CORE	Rehearse ceremonial bands
E7	CORE	Rehearse concert bands
E4	CORE	Rehearse instrumental sections
E6	CORE	Rehearse marching bands
E5	CORE	Rehearse soloists
E5	CORE	Rehearse specialty ensembles (e.g., chamber groups, commercial groups, etc.)
E4	CORE	Test musical instruments
E6	NON-CORE	Transcribe advanced music
E4	CORE	Troubleshoot musical instruments
E4	CORE	Unload musical instruments

SUPERVISION AND MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Coordinate logistical support of performing units (e.g., transportation and lodging, site requirements and visits, personnel requirements, etc.)
E7	CORE	Coordinate operations of Navy bands (e.g., bookings, assignments, schedules, legal, etc.)
E7	CORE	Coordinate public affairs activities (e.g., social media, internet content, print media, advertising, etc.)
E5	CORE	Draft procedural documents (e.g., Standard Operating Procedures (SOPs))
E4	CORE	Evaluate auditions
E5	CORE	Maintain band inventories (e.g., equipment, consumables, etc.)
E4	CORE	Maintain music libraries
E7	CORE	Manage administrative functions of Navy bands

SUPERVISION AND MANAGEMENT (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Manage auditions
E7	CORE	Manage band inventories (e.g., equipment, consumables, etc.)
E5	CORE	Manage logistical support of performing units (e.g., transportation and lodging, site requirements and visits, personnel requirements, etc.)
E7	CORE	Manage music libraries
E6	CORE	Manage operations of Navy bands (e.g., bookings, assignments, schedules, legal, etc.)
E5	CORE	Manage public affairs activities (e.g., social media, internet content, print media, advertising, etc.)
E4	CORE	Produce public affairs material (e.g., social media, internet content, print media, advertising, etc.)
E4	CORE	Release public affairs material (e.g., social media, internet content, print media, advertising, etc.)
E5	CORE	Supervise daily operations of performing units
E4	CORE	Support administrative functions of Navy bands
E7	CORE	Verify procedural documents (e.g., Standard Operating Procedures (SOPs))

CHAPTER 57



NAVY COUNSELOR (COUNSELOR) (NCC)

NAVPERS 18068F-57J
Change 103

Updated: July 2025

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

NAVY COUNSELOR (COUNSELOR) (NCC)



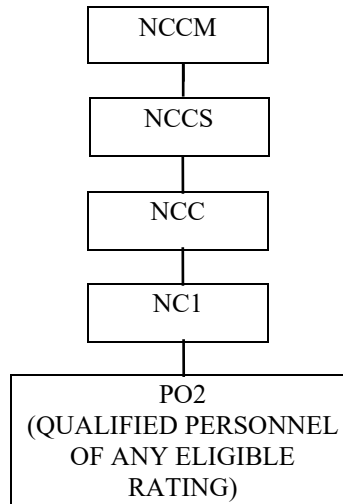
SCOPE OF RATING

Navy Counselors (Counselor) (NCC) assist commands in organizing and implementing aggressive enlisted retention and career information programs; evaluate enlisted Career Development Programs (CDP) within their own command and/or subordinate commands, as applicable; coordinate and supervise counseling efforts; counsel individuals and their family members (as applicable) on the advantages of career opportunities in the Navy; and give command-level presentations on career programs.

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 57.

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 NCC service rating entry requirements refer to MILPERSMAN articles 1306-618 and 1440-020.

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**Command Career Counselor****Job Code****001617****Job Family**
Management**NOC**
TBD**Short Title (30 Characters)**
COMMAND CAREER COUNSELOR**Short Title (14 Characters)**
CCC**Pay Plan**
Enlisted**Career Field**
NCC**Other Relationships and Rules**
Not applicable**Job Description**

Command Career Counselors provide career information guidance and assistance to help Sailors explore and evaluate their education, training, interests, and capabilities; assist commands in organizing and implementing aggressive career information programs; coordinate with other command program coordinators in making sure career and personnel specific programs are being implemented in accordance with current Navy policies; assist Sailors in setting goals based on sound career decisions and identifying opportunities to develop their careers to the fullest.

DoD Relationship

<i>Group Title</i>	<i>DoD Code</i>
Recruiting and Counseling	150100

O*NET Relationship

<i>Occupation Title</i>	<i>SOC Code</i>	<i>Job Family</i>
Human Resources Managers	11-3121.00	Management

Skills

Monitoring
 Coordination
 Critical Thinking
 Judgment and Decision Making
 Speaking
 Instructing
 Management of Material Resources
 Active Listening
 Management of Personnel Resources
 Time Management

Abilities

Deductive Reasoning
 Information Ordering
 Oral Expression
 Time Sharing
 Problem Sensitivity
 Inductive Reasoning
 Written Expression
 Mathematical Reasoning
 Speech Clarity
 Number Facility

CAREER COUNSELING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Advise personnel on career information programs
E6	CORE	Advise personnel on enlisted assignment processes
E6	CORE	Advise personnel on retirement or Fleet Reserve (FLTRES) programs
E6	CORE	Advise personnel on service school eligibility
E6	CORE	Advise personnel on special career programs
E6	CORE	Advise sailors on reserve affiliation programs (e.g., Prior Service Re-enlistment Eligibility-Reserve (PRISE-R), Career Waypoints (C-WAY), etc.)
E6	NON-CORE	Compile data to assist command in disciplinary action decisions
E6	CORE	Conduct Career Development Boards (CDB)
E6	CORE	Conduct First Term Success Workshop (FTSW) training
E6	NON-CORE	Conduct Reserve Affiliation Success Workshop (RASW) training
E6	CORE	Coordinate Career Development Boards (CDB)
E6	CORE	Coordinate Navy Reserve pre-separation briefings
E6	CORE	Counsel personnel on Career Waypoints (C-WAY) program requirements
E6	CORE	Counsel personnel on enlisted advancement programs
E6	CORE	Counsel personnel on professional growth criteria (e.g., High Year Tenure (HYT), Physical Fitness Assessment (PFA), evaluations, etc.)

CAREER COUNSELING (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Counsel personnel on reenlistment incentive opportunities (e.g., Selective Training and Reenlistment (STAR) program, Selective Reenlistment Bonus (SRB) program, other monetary and incentive programs, etc.)
E6	CORE	Counsel personnel on the Survivor Benefit Plan (SBP)
E6	CORE	Manage Professional Apprenticeship Career Track (PACT) sailor information and statuses
E6	CORE	Provide advancement information
E6	CORE	Provide Capstone counselings
E6	CORE	Provide initial self-assessment counselings
E6	CORE	Provide local service agency referrals (e.g., Warm Handovers, hiring agencies, etc.)
E6	CORE	Provide Navy Voluntary Education (VOLED) program resources
E6	CORE	Provide pre-separation counselings
E6	CORE	Qualify enlisted sailors in Career Waypoints (C-WAY)
E6	CORE	Submit enlisted personnel action requests
E6	CORE	Submit reenlistment incentive documentation (e.g., Selective Training and Reenlistment (STAR) program, other monetary and incentive programs, etc.)
E6	CORE	Submit Selective Reenlistment Bonus (SRB) authorization requests
E6	CORE	Verify career data for special program screenings (e.g., sea and shore special programs, Canvassing Recruiter, etc.)
E6	CORE	Verify reenlistment incentive eligibilities (e.g., Selective Training and Reenlistment (STAR) program, Selective Reenlistment Bonus (SRB) program, other monetary and incentive programs, etc.)
E6	CORE	Verify Transition Assistance Program (TAP) documentation completion

CAREER DEVELOPMENT PROGRAM (CDP) MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Analyze career development data (e.g., Navy Retention Monitoring System (NRMS), Career Information Management System (CIMS), etc.)
E6	CORE	Audit Career Development Programs (CDP)
E6	CORE	Conduct Career Development Program (CDP) training
E6	CORE	Conduct Command Indoctrination briefs
E6	CORE	Coordinate Career Information Program Review (CIPR) assist visits
E6	CORE	Coordinate Career Information Program Review (CIPR) visits
E6	CORE	Coordinate Transition Assistance Program (TAP) processes (e.g., enrollment, documentation, etc.)
E6	CORE	Maintain command retention recognition programs (e.g., benefit books, coins, pens, etc.)
E6	CORE	Manage Career Development Programs (CDP)
E6	CORE	Track Career Development Training Course (CDTC) completions
E6	CORE	Verify client-to-counselor ratios

CAREER DEVELOPMENT TEAM (CDT) MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Brief Career Development Teams (CDT)
E6	CORE	Conduct Career Development Team (CDT) training
E6	CORE	Conduct Career Development Training Courses (CDTC)
E6	CORE	Coordinate Career Development Team (CDT) meetings
E6	CORE	Determine Career Development Team (CDT) member eligibility
E6	CORE	Develop Career Development Team (CDT) training
E6	CORE	Maintain client-to-counselor ratios

COMMUNICATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	NON-CORE	Assist with Meritorious Advancement Program (MAP)
E6	CORE	Compile demographic data for the Command Resilience Teams (CRT)
E6	CORE	Conduct career information briefs
E6	CORE	Coordinate career development events
E6	CORE	Coordinate career fairs
E6	CORE	Coordinate outside activity visits (e.g., detailers, Navy Recruiting Command (NRC), Fleet Engagement Team (FET), etc.)
E6	CORE	Coordinate reenlistment ceremonies
E6	CORE	Coordinate with agencies to provide career support actions (e.g., Fleet and Family Support Center (FFSC), Military OneSource, etc.)
E6	CORE	Disseminate career information to commands (e.g., email, Plan of the Week (POW), information boards, etc.)
E6	CORE	Participate in Command Resilience Teams (CRT)
E6	CORE	Prepare career development documents (e.g., reports, graphs, charts, etc.)
E6	CORE	Provide applicable materials to ceremony coordinators

PERSONNEL TRACKING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Coordinate with Navy Reserve Command (NRC) to provide career support actions
E6	CORE	Maintain career information correspondence
E6	CORE	Review manning information in MyNavy Assignments
E6	CORE	Review reenlistment contracts for accuracy
E6	CORE	Track First Term Success Workshop (FTSW) training completion
E6	NON-CORE	Track Reserve Affiliation Success Workshop (RASW) training completion
E6	CORE	Verify Fleet Reserve (FLTRES) and retirement submissions
E6	CORE	Verify Military Service Obligations (MSO)
E6	NON-CORE	Verify reserve drilling statuses
E6	NON-CORE	Verify reserve retirement eligibilities

PROGRAM EVALUATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Analyze reenlistment and attrition data
E6	CORE	Compile reenlistment and attrition data
E6	CORE	Conduct internal Command Information Program Reviews (CIPR)
E6	CORE	Prepare Command Information Program Review (CIPR) Plans of Action and Milestones (POA&M)
E6	CORE	Verify Veterans Opportunity to Work (VOW) compliance

Job Title**Career Specialist****Job Code****001622****Job Family**
Management**NOC**
TBD**Short Title (30 Characters)**
CAREER SPECIALIST**Short Title (14 Characters)**
CAREER SPEC**Pay Plan**
Enlisted**Career Field**
NCC**Other Relationships and Rules**
Not applicable**Job Description**

Career Specialists develop, coordinate, and implement career information programs and policies within the Navy; oversee regional, battle group, and command training and development; establish rating and staffing requirements; collect and examine retention and attrition data and provide trend analysis; provide executive guidance in all aspects of interviewing and counseling efforts regarding career opportunities and professional development in the Navy; monitor compliance with changing laws and regulations; provide instructional leadership; interview and advise Sailors of Navy policies and requirements; and identify job skills and training opportunities which enhance skills and boost Sailors' satisfaction with their jobs.

DoD Relationship

<u>Group Title</u>	<u>DoD Code</u>
Recruiting and Counseling	150100

O*NET Relationship

<u>Occupation Title</u>	<u>SOC Code</u>	<u>Job Family</u>
Human Resources Managers	11-3121.00	Management

Skills

Monitoring
 Coordination
 Critical Thinking
 Judgment and Decision Making
 Speaking
 Management of Material Resources
 Management of Personnel Resources
 Instructing
 Active Listening
 Time Management

Abilities

Deductive Reasoning
 Information Ordering
 Oral Expression
 Problem Sensitivity
 Inductive Reasoning
 Time Sharing
 Written Expression
 Mathematical Reasoning
 Speech Clarity
 Written Comprehension

CAREER COUNSELING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Advise personnel on career information programs
E6	CORE	Advise personnel on enlisted assignment processes
E6	CORE	Advise personnel on retirement or Fleet Reserve (FLTRES) programs
E6	CORE	Advise personnel on service school eligibility
E6	CORE	Advise personnel on special career programs
E6	CORE	Advise sailors on reserve affiliation programs (e.g., Prior Service Re-enlistment Eligibility-Reserve (PRISE-R), Career Waypoints (C-WAY), etc.)
E6	NON-CORE	Compile data to assist command in disciplinary action decisions
E6	CORE	Conduct Career Development Boards (CDB)
E6	CORE	Conduct First Term Success Workshop (FTSW) training
E6	NON-CORE	Conduct Reserve Affiliation Success Workshop (RASW) training
E6	CORE	Coordinate Career Development Boards (CDB)
E6	CORE	Coordinate Navy Reserve pre-separation briefings
E6	CORE	Counsel personnel on Career Waypoints (C-WAY) program requirements
E6	CORE	Counsel personnel on enlisted advancement programs
E6	CORE	Counsel personnel on professional growth criteria (e.g., High Year Tenure (HYT), Physical Fitness Assessment (PFA), evaluations, etc.)

CAREER COUNSELING (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Counsel personnel on reenlistment incentive opportunities (e.g., Selective Training and Reenlistment (STAR) program, Selective Reenlistment Bonus (SRB) program, other monetary and incentive programs, etc.)
E6	CORE	Counsel personnel on the Survivor Benefit Plan (SBP)
E6	CORE	Manage Professional Apprenticeship Career Track (PACT) sailor information and statuses
E6	CORE	Provide advancement information
E6	CORE	Provide Capstone counselings
E6	CORE	Provide initial self-assessment counselings
E6	CORE	Provide local service agency referrals (e.g., Warm Handovers, hiring agencies, etc.)
E6	CORE	Provide Navy Voluntary Education (VOLED) program resources
E6	CORE	Provide pre-separation counselings
E6	CORE	Qualify enlisted sailors in Career Waypoints (C-WAY)
E6	CORE	Submit enlisted personnel action requests
E6	CORE	Submit reenlistment incentive documentation (e.g., Selective Training and Reenlistment (STAR) program, other monetary and incentive programs, etc.)
E6	CORE	Submit Selective Reenlistment Bonus (SRB) authorization requests
E6	CORE	Verify career data for special program screenings (e.g., sea and shore special programs, Canvassing Recruiter, etc.)
E6	CORE	Verify reenlistment incentive eligibilities (e.g., Selective Training and Reenlistment (STAR) program, Selective Reenlistment Bonus (SRB) program, other monetary and incentive programs, etc.)
E6	CORE	Verify Transition Assistance Program (TAP) documentation completion

CAREER DEVELOPMENT PROGRAM (CDP) MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Analyze career development data (e.g., Navy Retention Monitoring System (NRMS), Career Information Management System (CIMS), etc.)
E6	CORE	Audit Career Development Programs (CDP)
E6	CORE	Conduct Career Development Program (CDP) Executive Briefs
E6	CORE	Conduct Career Development Program (CDP) training
E6	CORE	Conduct Command Indoctrination briefs
E6	CORE	Coordinate Career Information Program Review (CIPR) assist visits
E6	CORE	Coordinate Career Information Program Review (CIPR) visits
E6	CORE	Coordinate Transition Assistance Program (TAP) processes (e.g., enrollment, documentation, etc.)
E6	CORE	Maintain command retention recognition programs (e.g., benefit books, coins, pens, etc.)
E6	CORE	Manage Career Development Programs (CDP)
E6	CORE	Track Career Development Training Course (CDTC) completions
E6	CORE	Verify client-to-counselor ratios

CAREER DEVELOPMENT TEAM (CDT) MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Brief Career Development Teams (CDT)
E6	CORE	Conduct Career Development Team (CDT) training
E6	CORE	Conduct Career Development Training Courses (CDTC)
E6	CORE	Coordinate Career Development Team (CDT) meetings
E6	CORE	Determine Career Development Team (CDT) member eligibility
E6	CORE	Develop Career Development Team (CDT) training
E6	CORE	Maintain client-to-counselor ratios

COMMUNICATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	NON-CORE	Assist with Meritorious Advancement Program (MAP)
E6	CORE	Compile demographic data for the Command Resilience Teams (CRT)
E7	CORE	Compile Meritorious Advancement Program (MAP) data for Budget Submitting Offices (BSO)
E6	CORE	Conduct career information briefs
E6	CORE	Coordinate career development events
E6	CORE	Coordinate career fairs
E6	CORE	Coordinate outside activity visits (e.g., detailers, Navy Recruiting Command (NRC), Fleet Engagement Team (FET), etc.)
E6	CORE	Coordinate reenlistment ceremonies
E6	CORE	Coordinate with agencies to provide career support actions (e.g., Fleet and Family Support Center (FFSC), Military OneSource, etc.)
E6	CORE	Disseminate career information to commands (e.g., email, Plan of the Week (POW), information boards, etc.)
E6	CORE	Participate in Command Resilience Teams (CRT)
E6	CORE	Prepare career development documents (e.g., reports, graphs, charts, etc.)
E6	CORE	Provide applicable materials to ceremony coordinators

PERSONNEL TRACKING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Coordinate with Navy Reserve Command (NRC) to provide career support actions
E6	CORE	Maintain career information correspondence
E6	CORE	Review manning information in MyNavy Assignments
E6	CORE	Review reenlistment contracts for accuracy
E6	CORE	Track First Term Success Workshop (FTSW) training completion
E6	NON-CORE	Track Reserve Affiliation Success Workshop (RASW) training completion
E6	CORE	Verify Fleet Reserve (FLTRES) and retirement submissions
E6	CORE	Verify Military Service Obligations (MSO)
E6	NON-CORE	Verify reserve drilling statuses
E6	NON-CORE	Verify reserve retirement eligibilities

PROGRAM EVALUATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Analyze Fleet or Force career development statistical data
E6	CORE	Analyze reenlistment and attrition data
E7	CORE	Analyze subordinate command career development statistical data
E7	CORE	Compile Fleet or Force career development statistical data
E6	CORE	Compile reenlistment and attrition data
E6	CORE	Conduct Career Information Program Review (CIPR) assist visits for subordinate commands
E6	CORE	Conduct Career Information Program Review (CIPR) visits for subordinate commands
E6	CORE	Conduct Command Information Program Reviews (CIPR) for subordinate Immediate Superiors In Command (ISIC)
E6	CORE	Conduct internal Command Information Program Reviews (CIPR)
E7	CORE	Evaluate Fleet or Force Career Development Programs (CDP)
E7	CORE	Evaluate Immediate Superior In Command (ISIC) Career Development Programs (CDP)
E7	CORE	Evaluate subordinate command Career Development Programs (CDP)
E7	CORE	Prepare Career Development Program (CDP) reports (e.g., Fleet, Force, or Immediate Superiors In Command (ISIC))
E6	CORE	Prepare Command Information Program Review (CIPR) Plans of Action and Milestones (POA&M)
E7	CORE	Verify Career Development Team (CDT) monthly training
E6	CORE	Verify Command Career Counselors (CCC) billet alignments
E6	CORE	Verify Veterans Opportunity to Work (VOW) compliance

Job Title**Chief Career Counselor****Job Code****003776****Job Family**
Management**NOC**
TBD**Short Title (30 Characters)**
CHIEF CAREER COUNSELOR**Short Title (14 Characters)**
CHIEF CARCNSLR**Pay Plan**
Enlisted**Career Field**
NCC**Other Relationships and Rules**
Not Applicable**Job Description**

Chief Career Counselors plan, develop, coordinate, and implement career information, programs, and policies in the Navy; oversee regional, battle group, and command training and development; manage aggressive career information and training programs; establish rating and staffing requirements; provide oversight and management of retention and attrition management programs; provide review and analysis of Fleet and Force Career Development Programs (CDP); collect and examine retention and attrition data and provide trend analysis; review career information surveys and provide recommendations and feedback; and provide executive guidance in all aspects of career counseling and ensure compliance with changing laws and regulations.

DoD Relationship

Group Title **DoD Code**
Recruiting and Counseling 150100

O*NET Relationship

Occupation Title **SOC Code** **Job Family**
Training and Development Managers 11-3131.00 Management

Skills

Monitoring
Coordination
Management of Material Resources
Critical Thinking
Judgment and Decision Making
Management of Personnel Resources
Instructing
Speaking
Time Management
Active Listening

Abilities

Deductive Reasoning
Information Ordering
Oral Expression
Time Sharing
Problem Sensitivity
Written Expression
Inductive Reasoning
Mathematical Reasoning
Written Comprehension
Category Flexibility

CAREER COUNSELING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Advise personnel on career information programs
E6	CORE	Advise personnel on enlisted assignment processes
E6	CORE	Advise personnel on retirement or Fleet Reserve (FLTRES) programs
E6	CORE	Advise sailors on reserve affiliation programs (e.g., Prior Service Re-enlistment Eligibility-Reserve (PRISE-R), Career Waypoints (C-WAY), etc.)
E6	NON-CORE	Compile data to assist command in disciplinary action decisions
E6	CORE	Conduct Career Development Boards (CDB)
E6	CORE	Coordinate Career Development Boards (CDB)
E6	CORE	Coordinate Navy Reserve pre-separation briefings
E6	CORE	Counsel personnel on Career Waypoints (C-WAY) program requirements
E6	CORE	Provide advancement information
E6	CORE	Provide Capstone counselings
E6	CORE	Provide initial self-assessment counselings
E6	CORE	Provide local service agency referrals (e.g., Warm Handovers, hiring agencies, etc.)
E6	CORE	Provide pre-separation counselings
E6	CORE	Verify Transition Assistance Program (TAP) documentation completion

CAREER DEVELOPMENT PROGRAM (CDP) MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Analyze career development data (e.g., Navy Retention Monitoring System (NRMS), Career Information Management System (CIMS), etc.)
E6	CORE	Audit Career Development Programs (CDP)
E6	CORE	Conduct Career Development Program (CDP) Executive Briefs
E6	CORE	Conduct Career Development Program (CDP) training
E6	CORE	Coordinate Career Information Program Review (CIPR) assist visits
E6	CORE	Coordinate Career Information Program Review (CIPR) visits
E6	CORE	Coordinate Transition Assistance Program (TAP) processes (e.g., enrollment, documentation, etc.)
E6	CORE	Maintain command retention recognition programs (e.g., benefit books, coins, pens, etc.)
E6	CORE	Manage Career Development Programs (CDP)
E6	CORE	Track Career Development Training Course (CDTC) completions
E6	CORE	Verify client-to-counselor ratios

CAREER DEVELOPMENT TEAM (CDT) MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Brief Career Development Teams (CDT)
E6	CORE	Conduct Career Development Team (CDT) training
E6	CORE	Coordinate Career Development Team (CDT) meetings
E6	CORE	Develop Career Development Team (CDT) training

COMMUNICATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	NON-CORE	Assist with Meritorious Advancement Program (MAP)
E6	CORE	Compile demographic data for the Command Resilience Teams (CRT)
E7	CORE	Compile Meritorious Advancement Program (MAP) data for Budget Submitting Offices (BSO)
E6	CORE	Conduct career information briefs
E6	CORE	Coordinate career development events
E6	CORE	Coordinate career fairs
E6	CORE	Coordinate outside activity visits (e.g., detailers, Navy Recruiting Command (NRC), Fleet Engagement Team (FET), etc.)
E6	CORE	Coordinate with agencies to provide career support actions (e.g., Fleet and Family Support Center (FFSC), Military OneSource, etc.)
E7	CORE	Disseminate advancement quotas for the Meritorious Advancement Program (MAP)
E6	CORE	Disseminate career information to commands (e.g., email, Plan of the Week (POW), information boards, etc.)
E6	CORE	Participate in Command Resilience Teams (CRT)
E6	CORE	Prepare career development documents (e.g., reports, graphs, charts, etc.)
E6	CORE	Provide applicable materials to ceremony coordinators

PERSONNEL TRACKING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Coordinate with Navy Reserve Command (NRC) to provide career support actions
E6	CORE	Maintain career information correspondence
E6	CORE	Review manning information in MyNavy Assignments
E6	CORE	Track First Term Success Workshop (FTSW) training completion
E6	NON-CORE	Track Reserve Affiliation Success Workshop (RASW) training completion
E6	CORE	Verify Fleet Reserve (FLTRES) and retirement submissions

PROGRAM EVALUATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Analyze Fleet or Force career development statistical data
E6	CORE	Analyze reenlistment and attrition data
E7	CORE	Analyze subordinate command career development statistical data
E7	CORE	Compile Fleet or Force career development statistical data
E6	CORE	Compile reenlistment and attrition data
E6	CORE	Conduct Career Information Program Review (CIPR) assist visits for subordinate commands
E6	CORE	Conduct Career Information Program Review (CIPR) visits for subordinate commands
E6	CORE	Conduct Command Information Program Reviews (CIPR) for subordinate Immediate Superiors In Command (ISIC)
E6	CORE	Conduct internal Command Information Program Reviews (CIPR)
E7	CORE	Evaluate Fleet or Force Career Development Programs (CDP)
E7	CORE	Evaluate Immediate Superior In Command (ISIC) Career Development Programs (CDP)
E7	CORE	Evaluate subordinate command Career Development Programs (CDP)
E7	CORE	Prepare Career Development Program (CDP) reports (e.g., Fleet, Force, or Immediate Superiors In Command (ISIC))
E6	CORE	Prepare Command Information Program Review (CIPR) Plans of Action and Milestones (POA&M)
E7	CORE	Verify Career Development Team (CDT) monthly training
E6	CORE	Verify Command Career Counselors (CCC) billet alignments
E6	CORE	Verify Veterans Opportunity to Work (VOW) compliance

CHAPTER 57



NAVY COUNSELOR (RECRUITER) (NCR)

NAVPERS 18068F-57K
Change 100

Updated: October 2024
Administrative Change (NAVADMIN 016/25)

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

NAVY COUNSELOR (RECRUITER) (NCR)



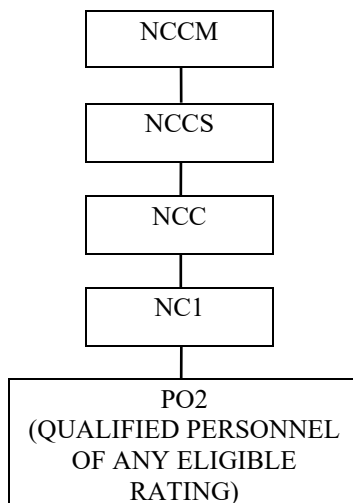
SCOPE OF RATING

Navy Counselors (Recruiter) (NCR) develop and implement effective recruiting plans to achieve assigned missions; analyze market trends and recruiting efforts to make adjustments; supervise and coordinate marketing, prospecting, interviewing, processing, classification, and onboarding activities; deliver presentations to civic groups, workshops, seminars, and targeted populations and their family members on career opportunities in the Navy; provide leadership, career information, mentoring, training, and coaching to assigned personnel, including Future Sailors and Officer Candidates; network with media, educators, civil officials, and community leaders to foster Navy awareness; manage available resources; and enforce policies, programs, and best business practices to ensure compliance.

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 57.

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 NCR service rating entry requirements, refer to BUPERSINST 1133.29 series and MILPERSMAN 1306-965.

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**Recruiting Supervisor****Job Code****001632****Job Family**

Management

NOC

TBD

Short Title (30 Characters)

RECRUITING SUPERVISOR

Short Title (14 Characters)

RECRUIT SUPV

Pay Plan

Enlisted

Career Field

NCR

Other Relationships and Rules

NEC AXXX and 8XXX series and other NECs as assigned

Job Description

Recruiting Supervisors directly supervise and coordinate activities of Navy recruiting personnel in Officer and Enlisted missions; provide assigned personnel with supervision and guidance on recruitment of qualified individuals for accession into the United States Navy; uphold ethics and customer service standards; conduct training on recruiting systems, techniques, and procedures; supervise and evaluate individual recruiter activity to facilitate goal achievement; analyze demographic and geographic markets to target the most qualified individuals for accession into the Navy; ensure personnel are in compliance with Navy Recruiting Command (NRC) and Navy policies; mentor, train, and develop Future Sailors and Officer Candidates; and oversee the Delayed Entry Program (DEP) and Commissioning Onboarding Program (COP), identifying potential problems, and taking corrective actions.

DoD Relationship**Group Title**

Recruiting and Counseling

DoD Code

150100

O*NET Relationship**Occupation Title**

Human Resources Managers

SOC Code

11-3121.00

Job Family

Management

Skills

Monitoring

Quality Control Analysis

Systems Evaluation

Critical Thinking

Coordination

Complex Problem Solving

Management of Personnel Resources

Speaking

Writing

Active Listening

Abilities

Problem Sensitivity

Oral Expression

Written Expression

Written Comprehension

Inductive Reasoning

Oral Comprehension

Originality

Information Ordering

Deductive Reasoning

Fluency of Ideas

APPLICANT PROCESSING**Paygrade**

E6

Task Type

CORE

Task Statements

Establish category for security clearances (i.e., Defense Information System for Security (DISS))

E6

CORE

Establish ownership for security clearances (i.e., Defense Information System for Security (DISS))

E6

CORE

Evaluate Military Entrance Processing Station (MEPS) conversion ratios

E5

CORE

Manage applicant kits (i.e., Personalized Recruiting for Immediate and Delayed Enlistment (PRIDE) and Salesforce Applicant Relationship Management (ARM))

E6

CORE

Submit application kits (i.e., Personalized Recruiting for Immediate and Delayed Enlistment (PRIDE) and Salesforce Applicant Relationship Management (ARM))

E6

CORE

Validate applicant waiver requests (e.g., moral, mental, physical, etc.)

E6

CORE

Validate enlisted application kits

E6

CORE

Verify attained not drilled reports

E6

CORE

Verify Military Entrance Processing Station (MEPS) applicants

E6

CORE

Verify prior service applicants are scheduled for enlistment

ONBOARDING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Analyze Delayed Entry Program (DEP) attrition data
E7	CORE	Assign Delayed Entry Program (DEP) referral goals
E7	CORE	Audit recruiting referral recognition program requests
E5	CORE	Conduct Commissioning Onboarding Program (COP) meeting
E5	CORE	Conduct Commissioning Onboarding Program (COP)-Out briefings
E5	CORE	Conduct Delayed Entry Program (DEP) custody turnovers
E5	CORE	Conduct Delayed Entry Program (DEP)-Out briefings
E6	CORE	Conduct executive screenings (i.e., Officer Candidate and Future Sailor (FS))
E5	CORE	Counsel potential Commissioning Onboarding Program (COP) attrites
E5	CORE	Counsel potential Delayed Entry Program (DEP) attrites
E7	CORE	Determine Delayed Entry Program (DEP) Slope Target (DST) posture deficiencies
E7	CORE	Develop attrition reduction plans (i.e., Delayed Entry Program (DEP) and Commissioning Onboarding Program (COP))
E7	CORE	Develop Commissioning Onboarding Program (COP) meeting improvement plans
E6	CORE	Develop Delayed Entry Program (DEP) meeting improvement plans
E7	CORE	Evaluate Commissioning Onboarding Program (COP) meetings
E7	CORE	Evaluate Commissioning Onboarding Program (COP) referral goal attainment
E7	CORE	Evaluate Commissioning Onboarding Program (COP) team building evolutions
E7	CORE	Evaluate Delayed Entry Program (DEP) meetings
E6	CORE	Evaluate Delayed Entry Program (DEP) referral goal attainment
E7	CORE	Evaluate Delayed Entry Program (DEP) team building evolutions
E5	CORE	Identify potential Commissioning Onboarding Program (COP) attrites
E5	CORE	Identify potential Delayed Entry Program (DEP) attrites
E7	CORE	Initiate Commissioning Onboarding Program (COP) roll-ins/roll-outs
E5	CORE	Initiate Delayed Entry Program (DEP) Slope Target (DST) roll-ins/roll-outs and reclassifications
E7	CORE	Maintain Commissioning Onboarding Program (COP) problem lists
E7	CORE	Maintain Delayed Entry Program (DEP) problem lists
E7	CORE	Manage Commissioning Onboarding Programs (COP)
E7	CORE	Manage Delayed Entry Programs (DEP)
E7	CORE	Manage Future Sailor (FS) status changes (e.g., Delayed Entry Program Action Requests (DAR))
E7	CORE	Manage Officer Candidate status change requests (e.g., Officer Candidate Action Requests (OCAR))
E7	CORE	Perform Commissioning Onboarding Program (COP) audits
E7	CORE	Perform Delayed Entry Program (DEP) audits
E6	CORE	Plan Delayed Entry Program (DEP) team building evolutions
E5	CORE	Report Future Sailor (FS) status changes (e.g., Delayed Entry Program Action Requests (DAR))
E6	CORE	Submit Delayed Entry Program (DEP) problem lists
E7	CORE	Track Commissioning Onboarding Program (COP) problem resolutions

ONBOARDING (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Track Commissioning Onboarding Program (COP) referral dispositions
E7	CORE	Track Delayed Entry Program (DEP) problem resolutions
E6	CORE	Track Delayed Entry Program (DEP) referral dispositions
E6	CORE	Validate final documents required for programs prior to shipping (e.g., high school transcripts, Final Select (FINSEL) documents, etc.)
E6	CORE	Validate recruiting referral recognition program requests
E7	CORE	Verify Commissioning Onboarding Program (COP) indoctrination and meeting requirements compliance
E6	CORE	Verify Delayed Entry Program (DEP) indoctrination and meeting requirements compliance
E6	CORE	Verify Delayed Entry Program (DEP) run assessments
E7	CORE	Verify executive screenings (i.e., Officer Candidate, Future Sailor (FS))
E6	CORE	Verify Future Sailor (FS) and Officer Candidate Physical Readiness Tests (PRT) and Body Composition Assessments (BCA)
E6	CORE	Verify Future Sailor (FS) status changes (e.g., Delayed Entry Program Action Requests (DAR))
E6	CORE	Verify Naval Special Warfare (NSW) and Naval Special Operations (NSO) Physical Screening Tests (PST)

OPERATIONS AND ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Analyze recruiting Key Performance Indicators (KPI)
E7	CORE	Analyze statistical data and reports (i.e., Strength Weaknesses Opportunities and Threats (SWOT))
E6	CORE	Conduct new recruiter indoctrinations
E6	CORE	Conduct Recruiter Development Board (RDB) remediations
E5	CORE	Conduct recruiting sales conversations
E5	CORE	Conduct sales labs
E7	NON-CORE	Coordinate management of resource allocations (e.g., station move request, assets allocation, etc.)
E5	CORE	Document all applicant data and recruiter activities (i.e., Applicant Relationship Management (ARM))
E7	CORE	Enforce recruiting ethics and customer service standards
E7	CORE	Establish recruiting ethics and customer service standards
E6	CORE	Evaluate recruiting activity calendars
E6	CORE	Evaluate recruiting sales conversations
E7	CORE	Evaluate recruiting systems (e.g., Station Market Analysis Review Technique (SMART), Recruiter Production Management System (RPMS), etc.)
E5	CORE	Generate recruiting referrals
E7	CORE	Identify staff vacancies (i.e., Canvasser Recruiter (CANREC))
E5	CORE	Implement recruiting ethics and customer service standards
E7	CORE	Interview applicants for staff vacancies (i.e., Canvasser Recruiter (CANREC))
E7	CORE	Maintain domicile-to-duty government vehicle logs

OPERATIONS AND ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Maintain recruiting activity calendars
E5	CORE	Maintain recruiting trackers (e.g., Internal Request Document (IRD), Military Entrance Processing Station (MEPS), etc.)
E5	CORE	Manage complaints, disputes, and grievances (e.g., parents, influencers, schools, etc.)
E6	CORE	Manage recruiter assistance program personnel (e.g., Recruiter Assistance Program (RAP), Officer Hometown Area Recruiting Program (OHARP), Senior Minority Assistance to Recruiting Program (SEMINAR), etc.)
E6	CORE	Manage recruiting systems (e.g., Station Market Analysis Review Technique (SMART), Recruiter Production Management System (RPMS), etc.)
E6	CORE	Perform turnover inspections
E6	CORE	Provide input to Recruiter Development Boards (RDB)
E7	CORE	Provide recruiter transfer recommendations (i.e., fault, no fault, and incompatible)
E7	CORE	Recruit applicants for staff vacancies (i.e., Canvasser Recruiter (CANREC))
E5	CORE	Request recruiting funding (e.g., Internal Request Documents (IRD))
E6	CORE	Resolve recruiting Key Performance Indicators (KPI) deficiencies
E6	CORE	Track recruiting Key Performance Indicators (KPI)
E5	CORE	Update recruiting customer records (e.g., Applicant Relationship Management (ARM), Personalized Recruiting for Immediate and Delayed Enlistment (PRIDE), etc.)
E7	CORE	Verify customer transitions in recruiting pipeline
E6	CORE	Verify recruiting customer records (e.g., Applicant Relationship Management (ARM), Personalized Recruiting for Immediate and Delayed Enlistment (PRIDE), etc.)
E7	CORE	Verify turnover inspections

PRODUCTION, PROSPECTING, AND MARKETING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Analyze All Service Accession Data (ASAD)
E6	CORE	Analyze applicant logs (i.e., qualified, unqualified, and no shows)
E6	CORE	Analyze recruitment advertising feedback
E6	CORE	Assess prospect feedback data (i.e., Local Effective Accession Delivery System (LEADS))
E6	CORE	Assign recruiter Areas of Responsibility (AOR)
E6	CORE	Assign Schools of Area Responsibility (SOAR)
E7	CORE	Assign station and recruiter goals
E7	CORE	Calculate station and recruiter goals
E6	CORE	Conduct applicant executive screenings
E6	CORE	Conduct Daily Production Reviews (DPR)
E6	CORE	Conduct lead executive calls (i.e., Local Effective Accession Delivery System (LEADS))
E6	CORE	Conduct ride-alongs with recruiters (e.g., 72-hour indoctrinations, presentations, school visits, School of Area of Responsibility (SOAR), interviews, etc.)
E6	CORE	Coordinate collection of high school, college, and university lists
E6	CORE	Coordinate national and local conference participation

PRODUCTION, PROSPECTING, AND MARKETING (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	NON-CORE	Design recruitment advertisements
E6	CORE	Determine lead-generating recruitment initiatives
E7	CORE	Develop recruiting plans of action for high priority ratings (e.g., Naval Special Warfare (NSW), Naval Special Operations (NSO), nuclear engineers, etc.)
E7	CORE	Develop recruiting strategies to meet current or anticipated goals
E7	CORE	Develop recruitment advertising plans
E7	CORE	Develop school visit plans (e.g., high school, college, and university)
E5	CORE	Develop strategic partnerships and Centers of Influence (COI)
E7	CORE	Enforce execution of command school canvassing plan
E6	CORE	Ensure school lists are entered into recruiting systems (e.g., high school lists, college lists, university lists, etc.)
E7	CORE	Enter school lists into recruiting systems (e.g., high school lists, college lists, university lists, etc.)
E6	CORE	Establish Schools of Area Responsibility (SOAR)
E6	CORE	Evaluate new recruiters on developing strategic partnerships and Centers of Influence (COI)
E7	CORE	Evaluate officer recruiting marketing and prospecting activities
E6	CORE	Evaluate prospecting plans
E6	CORE	Evaluate recruiter Areas of Responsibility (AOR)
E7	CORE	Evaluate recruiting presentations (i.e., enlisted, officer, and special programs)
E6	CORE	Evaluate recruiting production (e.g., Production Analysis Training and Evaluation (PATE), school visits, Centers of Influence (COI), etc.)
E6	CORE	Evaluate social networking activities
E6	CORE	Evaluate Target Market Centers (TMC)
E5	CORE	Maintain applicant logs (i.e., qualified, unqualified, and no shows)
E5	CORE	Maintain strategic partnerships and Centers of Influence (COI)
E6	CORE	Manage inventory of Recruiting Aid Devices (RAD)
E7	CORE	Manage local recruitment advertising
E6	CORE	Manage prospecting plans
E6	CORE	Manage referral dispositions (i.e., Delayed Entry Program (DEP) and Commissioning Onboarding Program (COP))
E7	CORE	Manage social networking enhancement tools
E5	CORE	Order Recruiting Aid Devices (RAD)
E6	CORE	Perform executive screenings for no-show appointments
E5	CORE	Perform follow-ups with Qualified Not Enlisted (QNE) applicants
E6	CORE	Recommend Navy recruiting office locations
E7	CORE	Recommend updates to recruiting fair market distributions
E5	CORE	Report daily production information (i.e., Officer Production Review (OPR) and Daily Production Review (DPR))
E6	CORE	Review goal recap sheets
E6	CORE	Screen recruitment advertising initiative responses

PRODUCTION, PROSPECTING, AND MARKETING (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Track recruiting trends
E6	CORE	Track lead ratios
E7	CORE	Validate local lead generation performance data
E6	CORE	Verify follow-up of local and national leads
E6	CORE	Verify recruiters canvass assigned Areas of Responsibility (AOR) using all modes of prospecting

RECRUITING COMMAND ASSESSMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Conduct on-site recruiting assessments
E7	NON-CORE	Conduct sales workshops
E7	CORE	Coordinate preparation for recruiting administrative, material, and/or operational readiness assessments and inspections
E7	CORE	Define recruiting best practices
E7	NON-CORE	Develop annual recruiting assessment schedules
E7	NON-CORE	Develop command training plans
E7	NON-CORE	Develop recruiting assessment checklists
E7	NON-CORE	Develop recruiting assessment plans
E7	NON-CORE	Implement command training plans
E7	NON-CORE	Maintain command training plans
E7	NON-CORE	Maintain master training databases (e.g., Personnel Status Report (PSR), Fleet Training Management and Planning System (FLTMPS), etc.)
E7	NON-CORE	Organize training assist visits
E7	NON-CORE	Recommend on-site recruiting assessment locations
E7	NON-CORE	Schedule sales workshops
E7	NON-CORE	Write recruiting assessment reports

Job Title**Career Recruiter (Enlisted)****Job Code****002793****Job Family**

Business and Financial Operations

NOC

TBD

Short Title (30 Characters)

RECRUITER ENLISTED

Short Title (14 Characters)

RECRUITER ENL

Pay Plan

Enlisted

Career Field

NCR

Other Relationships and Rules

NEC 8XXX series and other NECs as assigned

Job Description

Career Recruiters (Enlisted) seek out, interview, and screen applicants to fill existing and future job openings; promote United States Navy Active and Reserve enlisted career opportunities within organizations; uphold ethics and customer service standards; build and submit applications for enlistment; train and mentor Future Sailors; manage the Delayed Entry Program (DEP); and communicate and liaise effectively with prospects, groups, and the community.

DoD Relationship**Group Title**

Recruiting and Counseling

DoD Code

150100

O*NET Relationship**Occupation Title**

Human Resources Specialists

SOC Code

13-1071.00

Job Family

Business and Financial Operations

Skills*Speaking**Coordination**Active Listening**Writing**Instructing**Monitoring**Operation and Control**Quality Control Analysis**Complex Problem Solving**Management of Personnel Resources***Abilities***Oral Expression**Oral Comprehension**Written Expression**Inductive Reasoning**Written Comprehension**Problem Sensitivity**Information Ordering**Originality**Speed of Closure**Spatial Orientation***APPLICANT PROCESSING****Paygrade****Task Type****Task Statements**

E5

CORE

Analyze applicant kit processing data

E5

CORE

Arrange applicant travel (e.g., train, bus, plane, etc.)

E5

CORE

Build initial applicant kits

E5

CORE

Collect application kit documents

E5

CORE

Collect references on applicants (i.e., personal and professional)

E5

CORE

Conduct exit interviews (e.g., attrite, unqualified applicant, etc.)

E5

CORE

Conduct Military Entrance Processing Station (MEPS) briefs

E5

CORE

Confirm enlistment and/or commissioning documentation signatures

E5

CORE

Coordinate background checks on applicants

E5

CORE

Coordinate enlistment, commissioning, and remote swear-in ceremonies

E5

CORE

Coordinate medical screening and testing of applicants (e.g., Armed Services Vocational Aptitude Battery (ASVAB), Aviation Selection Test Battery (ASTB), Navy Advanced Programs Test (NAPT), Defense Language Aptitude Battery (DLAB), Officer Aptitude Rating (OAR), etc.)

E5

CORE

Counsel applicants on the rating compatibility process

E5

CORE

Counsel rejected applicants

E5

CORE

Manage applicant kits (i.e., Personalized Recruiting for Immediate and Delayed Enlistment (PRIDE) and Salesforce Applicant Relationship Management (ARM))

E5

CORE

Prepare application kits for submission (i.e., Personalized Recruiting for Immediate and Delayed Enlistment (PRIDE) and Salesforce Applicant Relationship Management (ARM))

APPLICANT PROCESSING (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Prepare enlistment and/or commissioning documents
E5	CORE	Schedule Military Entrance Processing Station (MEPS) applicants
E5	CORE	Submit applicant security requests (e.g., Personnel Security Investigation (PSI), Personnel Security Screening Questionnaire (PSSQ), etc.)
E5	CORE	Submit applicant waiver requests (e.g., moral, mental, physical, etc.)
E5	CORE	Validate applicant eligibilities

ONBOARDING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Assemble prior service Reserve Component (RC) residual records
E5	CORE	Collect final documents required for programs prior to shipping (e.g., high school transcripts, Final Select (FINSEL) documents, etc.)
E5	CORE	Conduct Delayed Entry Program (DEP) custody turnovers
E5	CORE	Conduct Delayed Entry Program (DEP) meetings
E5	CORE	Conduct Delayed Entry Program (DEP) recertifications
E5	CORE	Conduct Delayed Entry Program (DEP) team building evolutions
E5	CORE	Conduct Delayed Entry Program (DEP)-Out briefings
E5	CORE	Conduct Future Sailor (FS) advancement ceremonies
E5	CORE	Conduct Future Sailor (FS) and Officer Candidate indoctrinations (e.g., Delayed Entry Program (DEP), 72-hour indoctrinations, etc.)
E5	CORE	Conduct Naval Special Warfare (NSW) and Naval Special Operations (NSO) candidate screenings
E5	CORE	Conduct phone contacts with Future Sailors (FS) and Officer Candidates
E5	CORE	Conduct Physical Training (PT) sessions
E5	CORE	Coordinate Delayed Entry Program (DEP) meetings
E5	CORE	Coordinate Future Sailor (FS) and Officer Candidate Physical Readiness Tests (PRT) and Body Composition Assessments (BCA)
E5	CORE	Coordinate Naval Special Warfare (NSW) and Naval Special Operations (NSO) Physical Screening Tests (PST)
E5	CORE	Counsel potential Delayed Entry Program (DEP) attrites
E5	CORE	Identify potential Delayed Entry Program (DEP) attrites
E5	CORE	Initiate Delayed Entry Program (DEP) Slope Target (DST) roll-ins/roll-outs and reclassifications
E5	CORE	Mentor Future Sailors (FS) and Officer Candidates
E5	CORE	Report Future Sailor (FS) status changes (e.g., Delayed Entry Program Action Requests (DAR))
E5	CORE	Submit recruiting referral recognition program requests
E5	CORE	Verify completion of Future Sailor (FS) and collegiate Personnel Qualification Standards (PQS)
E5	CORE	Verify possession of hold harmless agreements and release from liability certificates

OPERATIONS AND ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Conduct recruiting sales conversations
E5	CORE	Conduct sales labs
E5	CORE	Document all applicant data and recruiter activities (i.e., Applicant Relationship Management (ARM))
E5	CORE	Generate recruiting referrals
E5	CORE	Implement recruiting ethics and customer service standards
E5	CORE	Maintain recruiting activity calendars
E5	CORE	Maintain recruiting trackers (e.g., Internal Request Document (IRD), Military Entrance Processing Station (MEPS), etc.)
E5	CORE	Manage complaints, disputes, and grievances (e.g., parents, influencers, schools, etc.)
E5	CORE	Proctor Armed Services Vocational Aptitude Battery (ASVAB) tests
E5	CORE	Request recruiting funding (e.g., Internal Request Documents (IRD))
E5	CORE	Transport recruiting customers (e.g., applicants, Future Sailors (FS), Officer Candidates, etc.)
E5	CORE	Update recruiting customer records (e.g., Applicant Relationship Management (ARM), Personalized Recruiting for Immediate and Delayed Enlistment (PRIDE), etc.)

PRODUCTION, PROSPECTING, AND MARKETING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Administer screening tests (i.e., Pending Internet Computerized Adaptive Testing (PiCAT) and Armed Services Vocational Aptitude Battery (ASVAB) Predictor Test (APT))
E5	CORE	Blueprint prospects
E5	CORE	Calculate recruiting production (e.g., Production Analysis Training and Evaluation (PATE), school visits, Centers of Influence (COI), etc.)
E5	CORE	Canvass Areas of Responsibility (AOR)
E5	CORE	Collect high school and college lists
E5	CORE	Conduct enlisted applicant interviews (e.g., active duty, New Accession Training (NAT), prior service, etc.)
E5	CORE	Conduct enlisted program presentations (e.g., active duty, New Accession Training (NAT), prior service, etc.)
E5	CORE	Conduct school visits (e.g., high school, college, trade schools, etc.)
E5	CORE	Conduct special program applicant interviews (e.g., Naval Special Warfare (NSW), Naval Special Operations (NSO), Nuclear, priority ratings, Navy Reserve Officer Training Corps (NROTC), etc.)
E5	CORE	Conduct special program presentations (e.g., Naval Special Warfare (NSW), Naval Special Operations (NSO), Nuclear, priority ratings, Navy Reserve Officer Training Corps (NROTC), etc.)
E5	CORE	Coordinate Navy work experiences for Centers of Influence (COI) (e.g., Educator Orientation Visits (EOV))
E5	CORE	Create recruiting applicant records (e.g., Applicant Relationship Management (ARM), Personalized Recruiting for Immediate and Delayed Enlistment (PRIDE), etc.)
E5	CORE	Develop prospecting plans

PRODUCTION, PROSPECTING, AND MARKETING (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Develop strategic partnerships and Centers of Influence (COI)
E5	CORE	Generate Navy awareness at community events (e.g., fundraising drives, blood donor drives, patriotic holidays, professional organization events, etc.)
E5	CORE	Identify potential Target Market Centers (TMC) (e.g., schools, clubs, professional organizations, etc.)
E5	CORE	Maintain applicant logs (i.e., qualified, unqualified, and no shows)
E5	CORE	Maintain strategic partnerships and Centers of Influence (COI)
E6	CORE	Manage referral dispositions (i.e., Delayed Entry Program (DEP) and Commissioning Onboarding Program (COP))
E5	CORE	Manage social networking accounts
E5	CORE	Order Recruiting Aid Devices (RAD)
E5	CORE	Perform follow-ups on all no-show appointments
E5	CORE	Perform follow-ups with Qualified Not Enlisted (QNE) applicants
E5	CORE	Perform prospecting evolutions (e.g., Personally Developed Contacts (PDC), telephone, referrals, leads, online applicants, social networking, etc.)
E5	CORE	Plan enlisted program presentations (e.g., active duty, New Accession Training (NAT), prior service, etc.)
E5	CORE	Plan special program presentations (e.g., Naval Special Warfare (NSW), Naval Special Operations (NSO), Nuclear, priority ratings, Navy Reserve Officer Training Corps (NROTC), etc.)
E5	CORE	Provide feedback on recruiting events (i.e., After Action Reports (AAR))
E5	CORE	Provide lead feedback (i.e., Navy Advertising and Leads Tracking System (NALTS) tab via Applicant Relationship Management (ARM))
E5	CORE	Recruit at prospect-generating events (e.g., job fairs, career fairs, etc.)
E5	CORE	Report daily production information (i.e., Officer Production Review (OPR) and Daily Production Review (DPR))
E5	CORE	Set prospective applicant appointments

Job Title**Career Recruiter (Officer)****Job Code****002821****Job Family**

Business and Financial Operations

NOC

TBD

Short Title (30 Characters)

RECRUITER OFFICER

Short Title (14 Characters)

RECRUITER OFF

Pay Plan

Enlisted

Career Field

NCR

Other Relationships and Rules

NEC 8XXX series and other NECs as assigned

Job Description

Career Recruiters (Officer) seek out, interview, and screen applicants to fill existing and future job openings; promote United States Navy Active and Reserve officer career opportunities within organizations; uphold ethics and customer service standards; build and submit applications for enlistment and commissioning; train and mentor Officer Candidates; manage the Commissioning Onboarding Program (COP); and communicate and liaise effectively with prospects, groups, and the community.

DoD Relationship**Group Title**

Recruiting and Counseling

DoD Code

150100

O*NET Relationship**Occupation Title**

Human Resources Specialists

SOC Code

13-1071.00

Job Family

Business and Financial Operations

Skills

Speaking

Coordination

Quality Control Analysis

Writing

Active Listening

Monitoring

Instructing

Operation and Control

Management of Personnel Resources

Time Management

Abilities

Oral Expression

Oral Comprehension

Written Comprehension

Written Expression

Problem Sensitivity

Information Ordering

Originality

Inductive Reasoning

Speed of Closure

Spatial Orientation

APPLICANT PROCESSING**Paygrade****Task Type****Task Statements**

E5

CORE

Analyze applicant kit processing data

E5

CORE

Arrange applicant travel (e.g., train, bus, plane, etc.)

E5

CORE

Build initial applicant kits

E5

CORE

Collect application kit documents

E5

CORE

Collect references on applicants (i.e., personal and professional)

E5

CORE

Conduct exit interviews (e.g., attrite, unqualified applicant, etc.)

E5

CORE

Conduct Military Entrance Processing Station (MEPS) briefs

E5

CORE

Confirm enlistment and/or commissioning documentation signatures

E5

CORE

Coordinate background checks on applicants

E5

CORE

Coordinate enlistment, commissioning, and remote swear-in ceremonies

E5

CORE

Coordinate medical screening and testing of applicants (e.g., Armed Services Vocational Aptitude Battery (ASVAB), Aviation Selection Test Battery (ASTB), Navy Advanced Programs Test (NAPT), Defense Language Aptitude Battery (DLAB), Officer Aptitude Rating (OAR), etc.)

E5

CORE

Coordinate officer processing for application kits

E5

CORE

Counsel rejected applicants

E5

CORE

Inform officer applicants on the status of application kits

E5

CORE

Manage applicant kits (i.e., Personalized Recruiting for Immediate and Delayed Enlistment (PRIDE) and Salesforce Applicant Relationship Management (ARM))

APPLICANT PROCESSING (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Prepare application kits for submission (i.e., Personalized Recruiting for Immediate and Delayed Enlistment (PRIDE) and Salesforce Applicant Relationship Management (ARM))
E5	CORE	Prepare enlistment and/or commissioning documents
E5	CORE	Schedule Military Entrance Processing Station (MEPS) applicants
E5	CORE	Submit applicant security requests (e.g., Personnel Security Investigation (PSI), Personnel Security Screening Questionnaire (PSSQ), etc.)
E5	CORE	Submit applicant waiver requests (e.g., moral, mental, physical, etc.)
E5	CORE	Submit officer application kits to Officer Processing Lead (OPL)
E5	CORE	Transfer prospects and applicants not qualified for officer programs to enlisted recruiter
E5	CORE	Validate applicant eligibilities

ONBOARDING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Assemble prior service Reserve Component (RC) residual records
E5	CORE	Collect final documents required for programs prior to shipping (e.g., high school transcripts, Final Select (FINSEL) documents, etc.)
E5	NON-CORE	Conduct collegiate advancements
E5	CORE	Conduct Commissioning Onboarding Program (COP) meeting
E5	CORE	Conduct Commissioning Onboarding Program (COP) recertifications
E5	CORE	Conduct Commissioning Onboarding Program (COP) team building evolutions
E5	CORE	Conduct Commissioning Onboarding Program (COP)-Out briefings
E5	CORE	Conduct Future Sailor (FS) and Officer Candidate indoctrinations (e.g., Delayed Entry Program (DEP), 72-hour indoctrinations, etc.)
E5	CORE	Conduct phone contacts with Future Sailors (FS) and Officer Candidates
E5	CORE	Conduct Physical Training (PT) sessions
E5	CORE	Coordinate Commissioning Onboarding Program (COP) meetings
E5	CORE	Coordinate Future Sailor (FS) and Officer Candidate Physical Readiness Tests (PRT) and Body Composition Assessments (BCA)
E5	CORE	Coordinate Naval Special Warfare (NSW) and Naval Special Operations (NSO) Physical Screening Tests (PST)
E5	CORE	Counsel potential Commissioning Onboarding Program (COP) attrites
E5	CORE	Create Officer Candidate status change requests (e.g., Officer Candidate Action Requests (OCAR))
E5	CORE	Identify potential Commissioning Onboarding Program (COP) attrites
E5	CORE	Mentor Future Sailors (FS) and Officer Candidates
E5	CORE	Report issues negatively impacting Officer Candidate shipping (i.e., adverse Collegiate Management Reports (CMR))
E5	CORE	Submit Officer Candidate status change requests (e.g., Officer Candidate Action Requests (OCAR))
E5	CORE	Submit recruiting referral recognition program requests

ONBOARDING (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Validate collegiates meet basic eligibility, service agreement, and program-specific requirements (i.e., Collegiate Management Reports (CMR))
E5	CORE	Verify completion of Future Sailor (FS) and collegiate Personnel Qualification Standards (PQS)
E5	CORE	Verify possession of hold harmless agreements and release from liability certificates

OPERATIONS AND ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Conduct recruiting sales conversations
E5	CORE	Conduct sales labs
E5	CORE	Document all applicant data and recruiter activities (i.e., Applicant Relationship Management (ARM))
E5	CORE	Generate recruiting referrals
E5	CORE	Implement recruiting ethics and customer service standards
E5	CORE	Maintain recruiting activity calendars
E5	CORE	Maintain recruiting trackers (e.g., Internal Request Document (IRD), Military Entrance Processing Station (MEPS), etc.)
E5	CORE	Manage complaints, disputes, and grievances (e.g., parents, influencers, schools, etc.)
E5	CORE	Request recruiting funding (e.g., Internal Request Documents (IRD))
E5	CORE	Transport recruiting customers (e.g., applicants, Future Sailors (FS), Officer Candidates, etc.)
E5	CORE	Update recruiting customer records (e.g., Applicant Relationship Management (ARM), Personalized Recruiting for Immediate and Delayed Enlistment (PRIDE), etc.)

PRODUCTION, PROSPECTING, AND MARKETING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Blueprint prospects
E5	CORE	Calculate recruiting production (e.g., Production Analysis Training and Evaluation (PATE), school visits, Centers of Influence (COI), etc.)
E5	CORE	Canvass Areas of Responsibility (AOR)
E5	CORE	Collect college and university lists
E5	CORE	Conduct campus visits within assigned Area of Responsibility (AOR) (e.g., colleges, universities, etc.)
E5	CORE	Conduct officer applicant interviews (e.g., General Officer (GENOFF) active and reserve, medical officer active and reserve, etc.)
E5	CORE	Conduct officer program presentations (e.g., General Officer (GENOFF) active and reserve, medical officer active and reserve, etc.)
E5	CORE	Coordinate Navy work experiences and interviews for officer applicants (e.g., Medical Very Important Prospects (MEDVIP), Nuclear Very Important Prospects (NUCVIP), chaplain applicants, etc.)
E5	CORE	Coordinate Navy work experiences for Centers of Influence (COI) (e.g., Educator Orientation Visits (EOV))
E5	CORE	Counsel applicants on the designator compatibility process

PRODUCTION, PROSPECTING, AND MARKETING (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Create recruiting applicant records (e.g., Applicant Relationship Management (ARM), Personalized Recruiting for Immediate and Delayed Enlistment (PRIDE), etc.)
E5	CORE	Develop prospecting plans
E5	CORE	Develop strategic partnerships and Centers of Influence (COI)
E5	CORE	Document officer recruiting marketing and prospecting activities (i.e., Officer Recruiter Annual Market and Prospecting System (ORAMPS) and Applicant Relationship Management (ARM))
E5	CORE	Generate Navy awareness at community events (e.g., fundraising drives, blood donor drives, patriotic holidays, professional organization events, etc.)
E5	CORE	Identify potential Target Market Centers (TMC) (e.g., schools, clubs, professional organizations, etc.)
E5	CORE	Maintain applicant logs (i.e., qualified, unqualified, and no shows)
E5	CORE	Maintain strategic partnerships and Centers of Influence (COI)
E6	CORE	Manage referral dispositions (i.e., Delayed Entry Program (DEP) and Commissioning Onboarding Program (COP))
E5	CORE	Manage social networking accounts
E5	CORE	Order Recruiting Aid Devices (RAD)
E5	CORE	Perform follow-ups on all no-show appointments
E5	CORE	Perform follow-ups with qualified not commissioned applicants (e.g., Professional Recommended Officer - Yes (PRO-Y), Professional Recommended Officer - alternate (PRO-A), etc.)
E5	CORE	Perform prospecting evolutions (e.g., Personally Developed Contacts (PDC), telephone, referrals, leads, online applicants, social networking, etc.)
E5	CORE	Plan officer program presentations (e.g., General Officer (GENOFF) active and reserve, medical officer active and reserve, etc.)
E5	CORE	Provide feedback on recruiting events (i.e., After Action Reports (AAR))
E5	CORE	Provide feedback to officer recruiting marketing and prospecting plans (i.e., Officer Recruiter Annual Market and Prospecting System (ORAMPS))
E5	CORE	Provide input to officer recruiting marketing and prospecting plans (i.e., Officer Recruiter Annual Market and Prospecting System (ORAMPS))
E5	CORE	Provide lead feedback (i.e., Navy Advertising and Leads Tracking System (NALTS) tab via Applicant Relationship Management (ARM))
E5	CORE	Recruit at prospect-generating events (e.g., job fairs, career fairs, etc.)
E5	CORE	Report daily production information (i.e., Officer Production Review (OPR) and Daily Production Review (DPR))
E5	CORE	Set prospective applicant appointments

CHAPTER 59



OPERATIONS SPECIALIST (OS)

NAVPERS 18068F-59J
Change 97

Updated: January 2024

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

OPERATIONS SPECIALIST (OS)



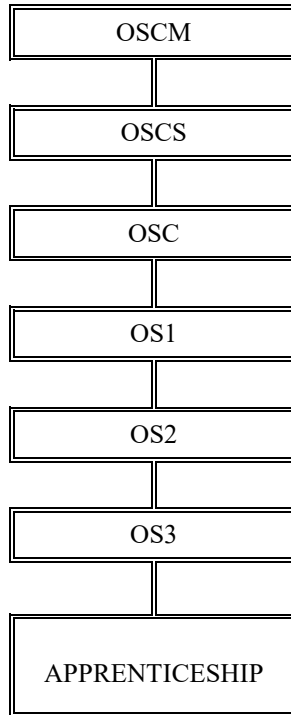
SCOPE OF RATING

Operations Specialists (OS) advise on shipboard warfare operations and navigation; maintain Combat Information Center (CIC)/Combat Direction Center (CDC) displays and provide strategic plotting for warfare areas, weapons control and navigation; operate surveillance radars, identification equipment, communications equipment, and associated Command and Control (C2) equipment; interpret and evaluate radar presentations and tactical situations and make recommendations to senior leadership; apply current procedures and doctrine to CIC/CDC operations as specified by Joint/Allied/U.S. Navy publications and instructions; and display and disseminate tactical information during Surface Warfare (SUW), Integrated Air and Missile Defense (IAMD), Undersea Warfare (USW), Amphibious Warfare (AMW), Mine Warfare (MIW), Littoral Warfare (LW), Naval Surface Fire Support (NSFS), and Search and Rescue (SAR) operations.

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 59.

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**Combat Air Controller****Job Code****003738****Job Family**

Military Specific

NOC

TBD

Short Title (30 Characters)

COMBAT AIR CONTROLLER

Short Title (14 Characters)

COM AIR CTRLR

Pay Plan

Enlisted

Career Field

OS

Other Relationships and Rules

NEC WXXX series and other NECs as assigned

Job Description

Combat Air Controllers control assigned aircraft in simple or multiple warfare environments by using radios, radars, and other means; control fixed-wing and/or rotary aircraft from land, carrier-based, or own ship's assets; provide safety of flight, passing of information, directions, and necessary assistance to aircraft in the event of emergencies; and utilize assigned aircraft as an extension of own ship's weapons.

DoD Relationship**Group Title**

Radar

DoD Code

122100

O*NET Relationship**Occupation Title**Command and Control Center
Specialists**SOC Code**

55-3015.00

Job Family

Military Specific

Skills*Critical Thinking**Judgment and Decision Making**Coordination**Operation and Control**Monitoring**Active Listening**Reading Comprehension**Speaking**Writing**Management of Personnel Resources***Abilities***Problem Sensitivity**Information Ordering**Inductive Reasoning**Deductive Reasoning**Oral Expression**Written Comprehension**Control Precision**Written Expression**Time Sharing**Auditory Attention***AMPHIBIOUS WARFARE (AMW) OPERATIONS****Paygrade**

E7

Task Type

CORE

Task Statements

Make battle group Amphibious Warfare (AMW) operation requirement recommendations

E7

CORE

Manage air assets for Amphibious Warfare (AMW) operations

E4

CORE

Report amphibious contacts

E4

CORE

Track amphibious contacts

E4

CORE

Update amphibious contact information

E5

CORE

Validate Amphibious Warfare (AMW) plots

COMMUNICATIONS**Paygrade**

E4

Task Type

CORE

Task Statements

Authenticate tactical signals

E4

CORE

Decode tactical signals

E4

CORE

Encode tactical signals

E4

CORE

Log external tactical communications

E7

CORE

Make operational and situational reports (e.g., Air Defense (AD), Ballistic Missile Defense (BMD), Sea Combat Commander (SCC), etc.)

E5

CORE

Manage communication plans

E4

CORE

Monitor Line of Sight (LOS) tactical networks and circuits

E4

CORE

Monitor Radio Frequency (RF) circuits

COMMUNICATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform external communications (i.e., ship-to-ship, ship-to-shore, and ship-to-air)
E4	CORE	Record tactical communications audio (i.e., internal and external)
E4	CORE	Test Combat Information Center (CIC)/Combat Direction Center (CDC) communication systems

ELECTRONIC SYSTEMS OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Adjust radar settings remotely
E4	CORE	Configure Command, Control, Communications, Computers, Combat Systems, and Intelligence (C5I) systems for operations (i.e., watch, prosecution, and weapons employment)
E4	CORE	Configure Identification Friend or Foe (IFF) equipment
E4	CORE	Configure informational display systems
E4	CORE	Configure network systems
E4	CORE	Configure radar automatic tracking features
E4	CORE	Configure radar repeaters
E5	CORE	Configure Tactical Air Navigation (TACAN) systems
E4	CORE	Configure Tactical Display Systems (TDS)
E4	CORE	Evaluate Automatic Identification Systems (AIS) information
E4	CORE	Evaluate radar performance
E4	CORE	Evaluate system statuses (e.g., Tactical Display System (TDS), radar, Identification Friend or Foe (IFF), etc.)
E4	CORE	Initialize radar repeaters
E4	CORE	Input data into electronic charting systems (e.g., navigational, geographical, emergent, etc.)
E4	CORE	Perform link track correlations
E4	CORE	Process emergency signals
E4	CORE	Resolve contact identification conflicts
E4	CORE	Verify Identification Friend or Foe (IFF) information
E4	CORE	Verify track identification information

INTEGRATED AIR AND MISSILE DEFENSE (IAMD)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze air contacts
E4	CORE	Analyze Air Defense (AD) intelligence data
E4	CORE	Assess air contact priorities
E4	CORE	Assign symbology to air contacts
E5	CORE	Authenticate Return to Force (RTF) procedures
E5	CORE	Classify air contacts
E7	CORE	Coordinate aircraft emergency situations
E4	CORE	Evaluate air contact information

INTEGRATED AIR AND MISSILE DEFENSE (IAMD) (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Log air contact data
E4	CORE	Log space or ballistic contact data
E4	CORE	Maintain aeronautical charts and publications
E7	CORE	Manage engagement of air targets with anti-air weapons
E7	CORE	Manage shipboard Air Defense (AD) operations
E5	CORE	Plot Air Defense (AD) operations
E4	CORE	Provide intercept recommendations for air contacts
E4	CORE	Recommend air contact classifications
E4	CORE	Recommend air contact priorities
E7	CORE	Recommend Air Defense (AD) search and engagement plans and tactics
E4	CORE	Recommend space or ballistic contact classifications
E4	CORE	Report air contacts
E5	CORE	Report air engagement Battle Damage Assessments (BDA)
E5	NON-CORE	Report controlled aircraft statuses
E5	CORE	Report Return to Force (RTF) assets
E4	CORE	Track air contacts
E4	CORE	Update air contact information
E5	NON-CORE	Update controlled aircraft statuses
E4	CORE	Validate air contact classifications
E6	CORE	Validate Air Defense (AD) plots
E6	CORE	Validate Ballistic Missile Defense (BMD) plots
E4	CORE	Validate space or ballistic contact classifications

NAVIGATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Assess magnetic variations
E4	CORE	Correlate lookout information with radar presentations
E5	CORE	Supervise Combat Information Centers (CIC)/Combat Direction Centers (CDC) anchoring evolutions

SURFACE WARFARE (SUW) OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze surface contacts
E4	CORE	Analyze Surface Warfare (SUW) intelligence data
E4	CORE	Assess surface contact priorities
E4	CORE	Assign symbology to surface contacts
E4	CORE	Classify surface contacts
E4	CORE	Evaluate surface contact information
E4	CORE	Log surface contact data
E7	CORE	Manage engagement of surface targets with anti-surface weapons

SURFACE WARFARE (SUW) OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Manage shipboard Surface Warfare (SUW) operations
E4	CORE	Plot surface contacts
E4	CORE	Provide intercept recommendations for surface contacts
E4	CORE	Recommend surface contact classifications
E4	CORE	Recommend surface contact priorities
E7	CORE	Recommend Surface Warfare (SUW) search and engagement plans and tactics
E4	CORE	Report surface contacts
E4	CORE	Report surface engagement Battle Damage Assessments (BDA)
E4	CORE	Track surface contacts
E4	CORE	Update surface contact information
E4	CORE	Validate surface contact classifications
E5	CORE	Validate Surface Warfare (SUW) plots

TACTICAL SUPPORT OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Interpret operational requirements (e.g., Operational Orders (OPORDS), Operational Plans (OPLAN), Operational Taskings (OPTASK), etc.)
E4	CORE	Report environmental data
E6	CORE	Verify interpretations of operational requirements (e.g., Operational Orders (OPORDS), Operational Plans (OPLAN), Operational Taskings (OPTASK), etc.)

TECHNICAL ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Configure systems to Commanding Officer's (CO) battle orders
E5	CORE	Coordinate personnel qualification and certification programs
E5	CORE	Draft operational messages
E4	CORE	Interpret Naval messages
E4	CORE	Inventory Communications Security Material System (CMS) classified materials
E4	CORE	Maintain Combat Information Center (CIC)/Combat Direction Center (CDC) watch logs
E7	CORE	Manage personnel qualification and certification programs
E4	CORE	Perform Emergency Action Plans (EAP) and Emergency Destruction Plans (EDP)
E5	CORE	Supervise Emergency Action Plan (EAP) and Emergency Destruction Plan (EDP) actions
E6	CORE	Supervise personnel qualification and certification programs

UNDERSEA WARFARE (USW) OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze subsurface contacts
E4	NON-CORE	Analyze Undersea Warfare (USW) intelligence data
E4	CORE	Assign symbology to subsurface contacts
E5	CORE	Compute subsurface contact course and speed

UNDERSEA WARFARE (USW) OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Evaluate subsurface contact acoustic information
E5	CORE	Evaluate subsurface contact information
E7	CORE	Evaluate Undersea Warfare (USW) plots
E4	NON-CORE	Identify subsurface contact Closest Point of Approach (CPA)
E4	CORE	Log subsurface contact data
E7	CORE	Manage engagement of subsurface targets with anti-submarine weapons
E4	CORE	Plot subsurface contacts
E4	CORE	Plot Water Space Management (WSM) areas
E4	CORE	Recommend subsurface contact classifications
E5	NON-CORE	Recommend Undersea Warfare (USW) search and attack plans and tactics
E4	CORE	Report subsurface contacts
E4	CORE	Track subsurface contacts
E4	CORE	Update subsurface contact information
E4	CORE	Validate subsurface contact classifications
E5	CORE	Validate Undersea Warfare (USW) plots
E7	CORE	Validate Water Space Management (WSM) plans

WATCH TEAM OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze equipment and system status data
E4	CORE	Analyze threat weapons data
E5	CORE	Brief tactical, operational, and situational status reports
E4	CORE	Collect equipment and system status data
E5	CORE	Conduct training evolutions (e.g., Combat Systems Training Teams (CSTT), etc.)
E5	CORE	Conduct watchstander briefs
E4	CORE	Configure Combat Information Centers (CIC)/Combat Direction Centers (CDC)
E4	CORE	Configure combat systems equipment
E4	CORE	Configure computer and peripheral systems
E4	CORE	Configure internal communications networks
E4	CORE	Configure operating modes of systems (i.e., training and normal operations)
E4	CORE	Configure radar systems
E7	CORE	Coordinate Combat Information Center (CIC)/Combat Direction Center (CDC) watch team readiness
E7	CORE	Coordinate Combat Information Centers (CIC)/Combat Direction Centers (CDC) during casualty conditions
E7	CORE	Coordinate Combat Information Centers (CIC)/Combat Direction Centers (CDC) during normal operations
E7	CORE	Coordinate Combat Information Centers (CIC)/Combat Direction Centers (CDC) during special evolutions
E6	CORE	Coordinate combat systems watch teams

WATCH TEAM OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Coordinate training evolutions (e.g., Combat Systems Training Teams (CSTT), etc.)
E7	CORE	Coordinate transition of Combat Information Centers (CIC)/Combat Direction Centers (CDC) between conditions of readiness
E4	CORE	Derive requirements from Combat Information Center (CIC)/Combat Direction Center (CDC) doctrines
E5	CORE	Develop training evolutions (e.g., Combat Systems Training Teams (CSTT), etc.)
E5	CORE	Develop watchstander briefs
E7	CORE	Direct execution of Warfare Commander's intentions
E4	CORE	Disseminate tactical information
E4	CORE	Document equipment and system status data
E4	CORE	Document magnetic variations
E6	CORE	Evaluate training evolutions (e.g., Combat Systems Training Teams (CSTT), etc.)
E4	CORE	Input magnetic variations
E6	CORE	Manage Combat Information Center (CIC)/Combat Direction Center (CDC) watch team readiness
E6	CORE	Manage Combat Information Centers (CIC)/Combat Direction Centers (CDC) during casualty conditions
E6	CORE	Manage Combat Information Centers (CIC)/Combat Direction Centers (CDC) during normal operations
E6	CORE	Manage Combat Information Centers (CIC)/Combat Direction Centers (CDC) during special evolutions
E6	CORE	Manage transition of Combat Information Centers (CIC)/Combat Direction Centers (CDC) between conditions of readiness
E4	CORE	Perform Combat Systems Operational Sequencing System (CSOSS) procedures (e.g., casualty responses/operations, normal operations, energize/de-energize equipment, etc.)
E4	CORE	Perform Pre-Planned Responses (PPR)
E4	CORE	Report aircraft emergency situations
E7	CORE	Report assignment and engagement status of own ship's weapons systems
E4	CORE	Set Emission Control (EMCON) conditions
E5	CORE	Supervise Combat Information Center (CIC)/Combat Direction Center (CDC) watch team readiness
E5	CORE	Supervise Combat Information Centers (CIC)/Combat Direction Centers (CDC) during casualty conditions
E5	CORE	Supervise Combat Information Centers (CIC)/Combat Direction Centers (CDC) during normal operations
E5	CORE	Supervise Combat Information Centers (CIC)/Combat Direction Centers (CDC) during special evolutions
E5	CORE	Supervise transition of Combat Information Centers (CIC)/Combat Direction Centers (CDC) between conditions of readiness
E4	CORE	Transition Combat Information Centers (CIC)/Combat Direction Centers (CDC) between conditions of readiness
E4	CORE	Update plotting and status boards

WATCH TEAM OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Verify Emission Control (EMCON) status
E5	CORE	Verify systems configurations to Commanding Officer's (CO) battle orders

Job Title**Navigation and Plotting Specialist****Job Code****003739****Job Family**

Military Specific

NOC

TBD

Short Title (30 Characters)

NAVIGATION AND PLOTTING SPEC

Short Title (14 Characters)

NAV PLOT SPEC

Pay Plan

Enlisted

Career Field

OS

Other Relationships and Rules

NEC WXXX series and other NECs as assigned

Job Description

Navigation and Plotting Specialists provide assistance to the Navigation Officer ensuring the safe navigation of the ship for inland and open ocean navigation; calculate and compute maneuvering boards for safe navigation around shipping and other maritime contacts; and maintain various displays and plots to include, but not limited to Search and Rescue (SAR) operations, Amphibious Warfare (AMW), Undersea Warfare (USW), Naval Surface Fire Support (NSFS), and Surface Warfare (SUW) plots, navigation, weather, and anchoring operations.

DoD Relationship**Group Title**

Radar

DoD Code

122100

O*NET Relationship**Occupation Title**Command and Control Center
Specialists**SOC Code**

55-3015.00

Job Family

Military Specific

Skills

Coordination

Operation and Control

Writing

Judgment and Decision Making

Critical Thinking

Mathematics

Reading Comprehension

Active Listening

Management of Personnel Resources

Monitoring

Abilities

Information Ordering

Problem Sensitivity

Inductive Reasoning

Flexibility of Closure

Written Comprehension

Control Precision

Deductive Reasoning

Oral Expression

Mathematical Reasoning

Time Sharing

AMPHIBIOUS WARFARE (AMW) OPERATIONS**Paygrade****Task Type****Task Statements**

E4

NON-CORE

Conduct amphibious vehicle control

E4

NON-CORE

Determine amphibious craft positions

E4

NON-CORE

Determine H-hour late/early statuses

E7

CORE

Manage ship-to-shore movements

E7

CORE

Plan Amphibious Warfare (AMW) operations

E4

CORE

Plot amphibious contacts

E4

NON-CORE

Plot Amphibious Objective Area (AOA) information

E4

NON-CORE

Plot amphibious vehicle positions

E4

CORE

Plot Amphibious Warfare (AMW) Operations

E4

NON-CORE

Recommend amphibious vehicle avoiding course vectors

E4

NON-CORE

Recommend vectors to meet H-hour

E4

NON-CORE

Report Amphibious Objective Area (AOA) traffic

E4

NON-CORE

Report H-hour late/early statuses

E4

NON-CORE

Report ship-to-shore movements

E5

NON-CORE

Supervise Amphibious Objective Area (AOA) plotting

E5

NON-CORE

Supervise ship-to-shore movements

E5

CORE

Validate Amphibious Warfare (AMW) plots

COMMUNICATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Authenticate tactical signals
E4	CORE	Decode tactical signals
E4	CORE	Encode tactical signals
E4	CORE	Log external tactical communications
E7	CORE	Make operational and situational reports (e.g., Air Defense (AD), Ballistic Missile Defense (BMD), Sea Combat Commander (SCC), etc.)
E5	CORE	Manage communication plans
E4	CORE	Monitor Line of Sight (LOS) tactical networks and circuits
E4	CORE	Monitor Radio Frequency (RF) circuits
E4	CORE	Perform external communications (i.e., ship-to-ship, ship-to-shore, and ship-to-air)
E4	CORE	Record tactical communications audio (i.e., internal and external)
E4	CORE	Test Combat Information Center (CIC)/Combat Direction Center (CDC) communication systems

ELECTRONIC SYSTEMS OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Adjust radar settings remotely
E4	CORE	Configure Command, Control, Communications, Computers, Combat Systems, and Intelligence (C5I) systems for operations (i.e., watch, prosecution, and weapons employment)
E4	CORE	Configure Identification Friend or Foe (IFF) equipment
E4	CORE	Configure informational display systems
E4	CORE	Configure navigation systems
E4	CORE	Configure network systems
E4	CORE	Configure radar automatic tracking features
E4	CORE	Configure radar repeaters
E4	CORE	Configure Tactical Display Systems (TDS)
E4	CORE	Evaluate Automatic Identification Systems (AIS) information
E4	CORE	Evaluate radar performance
E4	CORE	Evaluate system statuses (e.g., Tactical Display System (TDS), radar, Identification Friend or Foe (IFF), etc.)
E4	CORE	Initialize radar repeaters
E4	CORE	Input data into electronic charting systems (e.g., navigational, geographical, emergent, etc.)
E5	CORE	Manage Tactical Display System (TDS) operations
E4	CORE	Perform link track correlations
E4	CORE	Process emergency signals
E4	CORE	Report Tactical Display System (TDS) interface issues
E4	CORE	Resolve contact identification conflicts
E4	CORE	Verify Identification Friend or Foe (IFF) information
E4	CORE	Verify track identification information

INTEGRATED AIR AND MISSILE DEFENSE (IAMD)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Maintain aeronautical charts and publications
E5	CORE	Plot Air Defense (AD) operations
E4	CORE	Provide intercept recommendations for air contacts
E4	CORE	Recommend space or ballistic contact classifications
E4	CORE	Validate air contact classifications
E6	CORE	Validate Air Defense (AD) plots
E6	CORE	Validate Ballistic Missile Defense (BMD) plots
E4	CORE	Validate space or ballistic contact classifications

NAVAL SURFACE FIRE SUPPORT (NSFS) OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Calculate Time on Targets (TOT)
E4	NON-CORE	Calculate Time to Targets (TTT)
E6	CORE	Coordinate Naval Surface Fire Support (NSFS) engagements
E7	CORE	Manage Naval Surface Fire Support (NSFS) plot teams
E5	CORE	Plan Naval Surface Fire Support (NSFS) engagements
E4	NON-CORE	Plot Naval Surface Fire Support (NSFS) targets (e.g., grid method, polar method, geodetic, etc.)
E4	NON-CORE	Prepare Naval Surface Fire Support (NSFS) plots
E4	CORE	Report fire missions to control stations
E6	NON-CORE	Supervise Naval Surface Fire Support (NSFS) plot teams

NAVIGATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Approve navigation plots
E4	CORE	Assess course and speed made good
E4	CORE	Assess magnetic variations
E4	CORE	Calculate basic maneuvering board solutions (e.g., avoidance courses, Closest Point of Approach (CPA), course/speed, etc.)
E5	CORE	Calculate compensating and correcting courses and speeds
E4	CORE	Calculate Plans of Intended Movement (PIM)
E4	CORE	Calculate set and drift
E4	CORE	Calculate swing and drag circle radii
E4	CORE	Compare radar scope presentations with charts
E5	CORE	Compare ship plotted positions to secondary plots
E4	CORE	Correlate lookout information with radar presentations
E4	CORE	Develop gazetteers
E4	CORE	Maintain navigation chart inventories
E4	CORE	Plot anchorages
E4	CORE	Plot Dead Reckoning (DR) tracks
E4	CORE	Plot ship advances and transfers

NAVIGATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Plot ship positions
E4	CORE	Plot ship tracks
E4	CORE	Plot swept channels
E4	CORE	Plot swing and drag circles
E5	CORE	Provide collision avoidance recommendations
E5	CORE	Recommend courses and speeds in support of tactical operations
E4	CORE	Report aids and hazards to navigation
E4	CORE	Report gyrocompass errors
E5	CORE	Supervise Combat Information Centers (CIC)/Combat Direction Centers (CDC) anchoring evolutions
E6	CORE	Supervise navigation teams during special evolutions (e.g., restricted waters, man overboard, straits transits, etc.)
E4	NON-CORE	Update non-electronic charts
E4	CORE	Validate charted depths
E4	CORE	Validate fix data
E4	CORE	Validate navigation plots
E5	CORE	Verify plotting of swept channels

SEARCH AND RESCUE (SAR) OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Calculate aerospace drift for water entry points
E4	CORE	Calculate Search and Rescue (SAR) datums
E4	CORE	Plot distress signals, bearings, and ranges for maritime Search and Rescue (SAR) operations
E4	NON-CORE	Plot search areas for maritime Search and Rescue (SAR) operations
E4	NON-CORE	Plot search patterns for maritime Search and Rescue (SAR) operations
E4	CORE	Provide man overboard information (e.g., bearing, distance, recovery options, etc.)
E4	NON-CORE	Provide Search and Rescue (SAR) approaches for aircraft
E4	CORE	Provide Search and Rescue (SAR) operation recommendations

SURFACE WARFARE (SUW) OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Evaluate surface contact information
E7	CORE	Plan shipboard Surface Warfare (SUW) operations
E4	CORE	Plot surface contacts
E4	CORE	Plot Surface Warfare (SUW) operations
E4	CORE	Provide intercept recommendations for surface contacts
E4	CORE	Track surface contacts
E4	CORE	Update surface contact information
E5	CORE	Validate Surface Warfare (SUW) plots

TACTICAL SUPPORT OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Convert plotting units of measure (e.g., grid, polar, degrees, etc.)
E5	CORE	Interpret operational requirements (e.g., Operational Orders (OPORDS), Operational Plans (OPLAN), Operational Taskings (OPTASK), etc.)
E4	CORE	Plot Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) areas
E4	CORE	Plot Electronic Warfare (EW) information
E4	CORE	Plot Mine Warfare (MIW) symbologies
E4	CORE	Report environmental data
E6	CORE	Verify interpretations of operational requirements (e.g., Operational Orders (OPORDS), Operational Plans (OPLAN), Operational Taskings (OPTASK), etc.)

TECHNICAL ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Configure systems to Commanding Officer's (CO) battle orders
E5	CORE	Coordinate personnel qualification and certification programs
E4	CORE	Maintain Combat Information Center (CIC)/Combat Direction Center (CDC) watch logs
E7	CORE	Manage personnel qualification and certification programs
E4	CORE	Perform Emergency Action Plans (EAP) and Emergency Destruction Plans (EDP)
E5	CORE	Supervise Emergency Action Plan (EAP) and Emergency Destruction Plan (EDP) actions
E6	CORE	Supervise personnel qualification and certification programs

UNDERSEA WARFARE (USW) OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Assign symbology to subsurface contacts
E4	NON-CORE	Compute Target Motion Analysis (TMA) solutions
E5	CORE	Evaluate subsurface contact information
E7	CORE	Evaluate Undersea Warfare (USW) plots
E4	NON-CORE	Identify subsurface contact Closest Point of Approach (CPA)
E4	CORE	Plot subsurface contacts
E4	NON-CORE	Plot Target Motion Analysis (TMA) data
E4	CORE	Plot Undersea Warfare (USW) operations
E4	CORE	Plot Water Space Management (WSM) areas
E5	CORE	Recommend evasive steering actions
E4	CORE	Recommend subsurface contact classifications
E5	CORE	Recommend torpedo evasion tactics
E4	CORE	Track subsurface contacts
E4	CORE	Update subsurface contact information
E4	CORE	Validate subsurface contact classifications
E5	CORE	Validate Undersea Warfare (USW) plots
E7	CORE	Validate Water Space Management (WSM) plans

WATCH TEAM OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze equipment and system status data
E4	CORE	Analyze threat weapons data
E5	CORE	Brief tactical, operational, and situational status reports
E4	CORE	Collect equipment and system status data
E5	CORE	Conduct training evolutions (e.g., Combat Systems Training Teams (CSTT), etc.)
E5	CORE	Conduct watchstander briefs
E4	CORE	Configure Combat Information Centers (CIC)/Combat Direction Centers (CDC)
E4	CORE	Configure combat systems equipment
E4	CORE	Configure computer and peripheral systems
E4	CORE	Configure internal communications networks
E4	CORE	Configure operating modes of systems (i.e., training and normal operations)
E4	CORE	Configure radar systems
E7	CORE	Coordinate Combat Information Center (CIC)/Combat Direction Center (CDC) watch team readiness
E7	CORE	Coordinate Combat Information Centers (CIC)/Combat Direction Centers (CDC) during casualty conditions
E7	CORE	Coordinate Combat Information Centers (CIC)/Combat Direction Centers (CDC) during normal operations
E7	CORE	Coordinate Combat Information Centers (CIC)/Combat Direction Centers (CDC) during special evolutions
E6	CORE	Coordinate combat systems watch teams
E7	CORE	Coordinate training evolutions (e.g., Combat Systems Training Teams (CSTT), etc.)
E7	CORE	Coordinate transition of Combat Information Centers (CIC)/Combat Direction Centers (CDC) between conditions of readiness
E4	CORE	Derive requirements from Combat Information Center (CIC)/Combat Direction Center (CDC) doctrines
E5	CORE	Develop training evolutions (e.g., Combat Systems Training Teams (CSTT), etc.)
E5	CORE	Develop watchstander briefs
E4	CORE	Disseminate tactical information
E4	CORE	Document equipment and system status data
E4	CORE	Document magnetic variations
E6	CORE	Evaluate training evolutions (e.g., Combat Systems Training Teams (CSTT), etc.)
E6	CORE	Manage Combat Information Center (CIC)/Combat Direction Center (CDC) watch team readiness
E6	CORE	Manage Combat Information Centers (CIC)/Combat Direction Centers (CDC) during casualty conditions
E6	CORE	Manage Combat Information Centers (CIC)/Combat Direction Centers (CDC) during normal operations
E6	CORE	Manage Combat Information Centers (CIC)/Combat Direction Centers (CDC) during special evolutions

WATCH TEAM OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Manage transition of Combat Information Centers (CIC)/Combat Direction Centers (CDC) between conditions of readiness
E4	CORE	Perform Combat Systems Operational Sequencing System (CSOSS) procedures (e.g., casualty responses/operations, normal operations, energize/de-energize equipment, etc.)
E4	CORE	Perform Pre-Planned Responses (PPR)
E4	CORE	Report lookout (e.g., distress signals, whistles, bells, etc.)
E5	CORE	Supervise Combat Information Center (CIC)/Combat Direction Center (CDC) watch team readiness
E5	CORE	Supervise Combat Information Centers (CIC)/Combat Direction Centers (CDC) during casualty conditions
E5	CORE	Supervise Combat Information Centers (CIC)/Combat Direction Centers (CDC) during normal operations
E5	CORE	Supervise Combat Information Centers (CIC)/Combat Direction Centers (CDC) during special evolutions
E5	CORE	Supervise plotting and logging
E5	CORE	Supervise transition of Combat Information Centers (CIC)/Combat Direction Centers (CDC) between conditions of readiness
E4	CORE	Transition Combat Information Centers (CIC)/Combat Direction Centers (CDC) between conditions of readiness
E4	CORE	Update plotting and status boards
E5	CORE	Verify systems configurations to Commanding Officer's (CO) battle orders

Job Title**Warfare Operator****Job Code****003740****Job Family**

Military Specific

NOC

TBD

Short Title (30 Characters)

WARFARE OPERATOR

Short Title (14 Characters)

WARFARE OPER

Pay Plan

Enlisted

Career Field

OS

Other Relationships and Rules

NEC WXXX series and other NECs as assigned

Job Description

Warfare Operators recommend defensive and offensive actions against air, surface, subsurface, space, and ballistic threats to concerned Command and Control (C2) watch stations; coordinate data link operations, internal and external communications equipment; plot and report contact information; interpret and evaluate geographical, strategic and summary plots, and procedures to make recommendations to supervisors during watch conditions; gather, process, and disseminate information to various ship control stations; and operate up-to-date tactical and strategic warfare systems while coordinating warfare area Situational Awareness (SA).

DoD Relationship**Group Title**

Radar

DoD Code

122100

O*NET Relationship**Occupation Title**

Command and Control Center Specialists

SOC Code

55-3015.00

Job Family

Military Specific

Skills*Critical Thinking**Coordination**Judgment and Decision Making**Operation and Control**Complex Problem Solving**Active Listening**Writing**Monitoring**Mathematics**Speaking***Abilities***Information Ordering**Inductive Reasoning**Problem Sensitivity**Deductive Reasoning**Oral Expression**Flexibility of Closure**Written Comprehension**Control Precision**Written Expression**Time Sharing***AMPHIBIOUS WARFARE (AMW) OPERATIONS****Paygrade****Task Type****Task Statements**

E4

NON-CORE

Conduct amphibious vehicle control

E4

NON-CORE

Conduct ship-to-shore movement communications

E4

NON-CORE

Determine amphibious craft positions

E4

NON-CORE

Determine H-hour late/early statuses

E7

CORE

Make battle group Amphibious Warfare (AMW) operation requirement recommendations

E7

CORE

Manage air assets for Amphibious Warfare (AMW) operations

E7

CORE

Manage ship-to-shore movements

E7

CORE

Plan Amphibious Warfare (AMW) operations

E4

CORE

Plot amphibious contacts

E4

NON-CORE

Plot Amphibious Objective Area (AOA) information

E4

NON-CORE

Plot amphibious vehicle positions

E4

CORE

Plot Amphibious Warfare (AMW) Operations

E4

NON-CORE

Recommend amphibious vehicle avoiding course vectors

E4

NON-CORE

Recommend vectors to meet H-hour

E4

CORE

Report amphibious contacts

E4

NON-CORE

Report Amphibious Objective Area (AOA) traffic

AMPHIBIOUS WARFARE (AMW) OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Report H-hour late/early statuses
E4	NON-CORE	Report ship-to-shore movements
E4	NON-CORE	Report well-deck statuses
E5	NON-CORE	Supervise Amphibious Objective Area (AOA) plotting
E5	NON-CORE	Supervise amphibious vehicle control
E5	NON-CORE	Supervise ship-to-shore movements
E4	CORE	Track amphibious contacts
E4	CORE	Update amphibious contact information
E5	CORE	Validate Amphibious Warfare (AMW) plots

COMMUNICATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Authenticate tactical signals
E4	CORE	Decode tactical signals
E4	CORE	Encode tactical signals
E4	CORE	Log external tactical communications
E7	CORE	Make operational and situational reports (e.g., Air Defense (AD), Ballistic Missile Defense (BMD), Sea Combat Commander (SCC), etc.)
E5	CORE	Manage communication plans
E4	CORE	Monitor Line of Sight (LOS) tactical networks and circuits
E4	CORE	Monitor Radio Frequency (RF) circuits
E4	CORE	Perform external communications (i.e., ship-to-ship, ship-to-shore, and ship-to-air)
E4	CORE	Record tactical communications audio (i.e., internal and external)
E4	CORE	Test Combat Information Center (CIC)/Combat Direction Center (CDC) communication systems

ELECTRONIC SYSTEMS OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Adjust radar settings remotely
E4	CORE	Configure Command, Control, Communications, Computers, Combat Systems, and Intelligence (C5I) systems for operations (i.e., watch, prosecution, and weapons employment)
E4	CORE	Configure Identification Friend or Foe (IFF) equipment
E4	CORE	Configure informational display systems
E4	CORE	Configure navigation systems
E4	CORE	Configure network systems
E4	CORE	Configure radar automatic tracking features
E4	CORE	Configure radar repeaters
E5	CORE	Configure Tactical Air Navigation (TACAN) systems
E4	CORE	Configure Tactical Display Systems (TDS)
E4	CORE	Evaluate Automatic Identification Systems (AIS) information

ELECTRONIC SYSTEMS OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Evaluate radar performance
E4	CORE	Evaluate system statuses (e.g., Tactical Display System (TDS), radar, Identification Friend or Foe (IFF), etc.)
E4	CORE	Initialize radar repeaters
E4	CORE	Input data into electronic charting systems (e.g., navigational, geographical, emergent, etc.)
E5	CORE	Manage Tactical Display System (TDS) operations
E4	CORE	Perform link track correlations
E4	CORE	Process emergency signals
E4	CORE	Report Tactical Display System (TDS) interface issues
E4	CORE	Resolve contact identification conflicts
E4	CORE	Verify Identification Friend or Foe (IFF) information
E4	CORE	Verify track identification information

INTEGRATED AIR AND MISSILE DEFENSE (IAMD)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze air contacts
E4	CORE	Analyze Air Defense (AD) intelligence data
E4	NON-CORE	Analyze Ballistic Missile Defense (BMD) intelligence data
E4	CORE	Analyze space or ballistic contacts
E4	CORE	Assess air contact priorities
E4	CORE	Assign symbology to air contacts
E4	NON-CORE	Assign symbology to space or ballistic contacts
E5	CORE	Authenticate Return to Force (RTF) procedures
E5	CORE	Classify air contacts
E4	NON-CORE	Classify space or ballistic contacts
E7	CORE	Coordinate aircraft emergency situations
E7	CORE	Direct shipboard defense against airborne threats
E7	CORE	Direct shipboard defense against space or ballistic threats
E7	NON-CORE	Engage space or ballistic contacts
E4	CORE	Evaluate air contact information
E4	NON-CORE	Evaluate space or ballistic contact information
E7	NON-CORE	Input Air Defense (AD) fire control parameters
E4	CORE	Log air contact data
E4	CORE	Log space or ballistic contact data
E7	CORE	Make battle group Air Defense (AD) operation requirement recommendations
E7	NON-CORE	Make battle group Ballistic Missile Defense (BMD) operation requirement recommendations
E7	CORE	Manage air assets for Air Defense (AD) operations
E7	CORE	Manage air assets for Ballistic Missile Defense (BMD) operations

INTEGRATED AIR AND MISSILE DEFENSE (IAMD) (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Manage engagement of air targets with anti-air weapons
E7	CORE	Manage shipboard Air Defense (AD) operations
E7	CORE	Plan shipboard Air Defense (AD) operations
E5	CORE	Plot Air Defense (AD) operations
E5	NON-CORE	Plot Ballistic Missile Defense (BMD) operations
E4	NON-CORE	Plot space or ballistic contacts
E4	CORE	Provide intercept recommendations for air contacts
E4	CORE	Recommend air contact classifications
E4	CORE	Recommend air contact priorities
E7	CORE	Recommend Air Defense (AD) search and engagement plans and tactics
E4	CORE	Recommend space or ballistic contact classifications
E4	CORE	Report air contacts
E5	CORE	Report air engagement Battle Damage Assessments (BDA)
E5	CORE	Report Return to Force (RTF) assets
E4	NON-CORE	Report space or ballistic contacts
E4	CORE	Track air contacts
E4	CORE	Track space or ballistic contacts
E4	CORE	Update air contact information
E4	NON-CORE	Update space or ballistic contact information
E4	CORE	Validate air contact classifications
E6	CORE	Validate Air Defense (AD) plots
E6	CORE	Validate Ballistic Missile Defense (BMD) plots
E4	CORE	Validate space or ballistic contact classifications

NAVAL SURFACE FIRE SUPPORT (NSFS) OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Analyze operational orders and pre-assigned fire mission messages
E4	NON-CORE	Calculate Time on Targets (TOT)
E4	NON-CORE	Calculate Time to Targets (TTT)
E6	CORE	Coordinate Naval Surface Fire Support (NSFS) engagements
E7	CORE	Manage Naval Surface Fire Support (NSFS) plot teams
E5	CORE	Plan Naval Surface Fire Support (NSFS) engagements
E4	NON-CORE	Plot Naval Surface Fire Support (NSFS) targets (e.g., grid method, polar method, geodetic, etc.)
E4	NON-CORE	Prepare Naval Surface Fire Support (NSFS) plots
E4	CORE	Report fire missions to control stations
E6	NON-CORE	Supervise Naval Surface Fire Support (NSFS) plot teams

NAVIGATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Assess course and speed made good
E4	CORE	Assess magnetic variations
E4	CORE	Calculate basic maneuvering board solutions (e.g., avoidance courses, Closest Point of Approach (CPA), course/speed, etc.)
E5	CORE	Calculate compensating and correcting courses and speeds
E4	CORE	Calculate Plans of Intended Movement (PIM)
E4	CORE	Calculate set and drift
E4	CORE	Calculate swing and drag circle radii
E4	CORE	Compare radar scope presentations with charts
E5	CORE	Compare ship plotted positions to secondary plots
E4	CORE	Correlate lookout information with radar presentations
E4	CORE	Plot ship positions
E5	CORE	Provide collision avoidance recommendations
E5	CORE	Recommend courses and speeds in support of tactical operations
E4	CORE	Report aids and hazards to navigation
E4	CORE	Report gyrocompass errors
E5	CORE	Verify plotting of swept channels

SEARCH AND RESCUE (SAR) OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Calculate Search and Rescue (SAR) datums
E7	CORE	Manage air assets for Search and Rescue (SAR) operations
E4	CORE	Plot distress signals, bearings, and ranges for maritime Search and Rescue (SAR) operations
E4	NON-CORE	Plot search areas for maritime Search and Rescue (SAR) operations
E4	NON-CORE	Plot search patterns for maritime Search and Rescue (SAR) operations
E4	CORE	Provide man overboard information (e.g., bearing, distance, recovery options, etc.)
E4	NON-CORE	Provide Search and Rescue (SAR) approaches for aircraft
E4	CORE	Provide Search and Rescue (SAR) operation recommendations

SURFACE WARFARE (SUW) OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze surface contacts
E4	CORE	Analyze Surface Warfare (SUW) intelligence data
E4	CORE	Assess surface contact priorities
E4	CORE	Assign symbology to surface contacts
E4	CORE	Classify surface contacts
E7	CORE	Direct shipboard defense against surface threats
E4	CORE	Evaluate surface contact information
E4	CORE	Identify surface contact Closest Point of Approach (CPA)

SURFACE WARFARE (SUW) OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Input Surface Warfare (SUW) fire control parameters
E4	CORE	Log surface contact data
E7	CORE	Make battle group Surface Warfare (SUW) operation requirement recommendations
E7	CORE	Manage air assets for Surface Warfare (SUW) operations
E7	CORE	Manage engagement of surface targets with anti-surface weapons
E7	CORE	Manage shipboard Surface Warfare (SUW) operations
E7	CORE	Plan shipboard Surface Warfare (SUW) operations
E4	CORE	Plot surface contacts
E4	CORE	Plot Surface Warfare (SUW) operations
E4	CORE	Provide intercept recommendations for surface contacts
E4	CORE	Recommend surface contact classifications
E4	CORE	Recommend surface contact priorities
E7	CORE	Recommend Surface Warfare (SUW) search and engagement plans and tactics
E4	CORE	Report surface contacts
E4	CORE	Report surface engagement Battle Damage Assessments (BDA)
E4	CORE	Track surface contacts
E4	CORE	Update surface contact information
E4	CORE	Validate surface contact classifications
E5	CORE	Validate Surface Warfare (SUW) plots

TACTICAL SUPPORT OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Convert plotting units of measure (e.g., grid, polar, degrees, etc.)
E5	CORE	Interpret operational requirements (e.g., Operational Orders (OPORDS), Operational Plans (OPLAN), Operational Taskings (OPTASK), etc.)
E4	CORE	Plot Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) areas
E4	CORE	Plot Electronic Warfare (EW) information
E4	CORE	Plot Mine Warfare (MIW) symbologies
E4	CORE	Report environmental data
E4	CORE	Request illumination on targets
E6	CORE	Verify interpretations of operational requirements (e.g., Operational Orders (OPORDS), Operational Plans (OPLAN), Operational Taskings (OPTASK), etc.)

TECHNICAL ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Configure systems to Commanding Officer's (CO) battle orders
E5	CORE	Coordinate personnel qualification and certification programs
E5	CORE	Draft operational messages
E4	CORE	Interpret Naval messages
E4	CORE	Inventory Communications Security Material System (CMS) classified materials

TECHNICAL ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Maintain Combat Information Center (CIC)/Combat Direction Center (CDC) watch logs
E7	CORE	Manage personnel qualification and certification programs
E4	CORE	Perform Emergency Action Plans (EAP) and Emergency Destruction Plans (EDP)
E5	CORE	Supervise Emergency Action Plan (EAP) and Emergency Destruction Plan (EDP) actions
E6	CORE	Supervise personnel qualification and certification programs

UNDERSEA WARFARE (USW) OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze subsurface contacts
E4	NON-CORE	Analyze Undersea Warfare (USW) intelligence data
E4	CORE	Assign symbology to subsurface contacts
E5	CORE	Compute subsurface contact course and speed
E4	NON-CORE	Compute Target Motion Analysis (TMA) solutions
E6	NON-CORE	Correlate Target Motion Analysis (TMA) information
E7	CORE	Direct shipboard defense against subsurface threats
E7	CORE	Evaluate subsurface contact acoustic information
E5	CORE	Evaluate subsurface contact information
E7	CORE	Evaluate Undersea Warfare (USW) plots
E4	NON-CORE	Identify subsurface contact Closest Point of Approach (CPA)
E4	CORE	Log subsurface contact data
E7	CORE	Make battle group Undersea Warfare (USW) operation requirement recommendations
E7	CORE	Manage air assets for Undersea Warfare (USW) operations
E7	CORE	Manage engagement of subsurface targets with anti-submarine weapons
E4	CORE	Plot subsurface contacts
E4	NON-CORE	Plot Target Motion Analysis (TMA) data
E4	CORE	Plot Undersea Warfare (USW) operations
E4	CORE	Plot Water Space Management (WSM) areas
E5	CORE	Recommend evasive steering actions
E4	CORE	Recommend subsurface contact classifications
E5	CORE	Recommend torpedo evasion tactics
E5	NON-CORE	Recommend Undersea Warfare (USW) search and attack plans and tactics
E4	CORE	Report subsurface contacts
E4	CORE	Track subsurface contacts
E4	CORE	Update subsurface contact information
E4	CORE	Validate subsurface contact classifications
E5	CORE	Validate Undersea Warfare (USW) plots
E7	CORE	Validate Water Space Management (WSM) plans

WATCH TEAM OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze equipment and system status data
E4	CORE	Analyze threat weapons data
E5	CORE	Brief tactical, operational, and situational status reports
E4	CORE	Collect equipment and system status data
E5	CORE	Conduct training evolutions (e.g., Combat Systems Training Teams (CSTT), etc.)
E5	CORE	Conduct watchstander briefs
E4	CORE	Configure Combat Information Centers (CIC)/Combat Direction Centers (CDC)
E4	CORE	Configure combat systems equipment
E4	CORE	Configure computer and peripheral systems
E4	CORE	Configure internal communications networks
E4	CORE	Configure operating modes of systems (i.e., training and normal operations)
E4	CORE	Configure radar systems
E7	CORE	Coordinate Combat Information Center (CIC)/Combat Direction Center (CDC) watch team readiness
E7	CORE	Coordinate Combat Information Centers (CIC)/Combat Direction Centers (CDC) during casualty conditions
E7	CORE	Coordinate Combat Information Centers (CIC)/Combat Direction Centers (CDC) during normal operations
E7	CORE	Coordinate Combat Information Centers (CIC)/Combat Direction Centers (CDC) during special evolutions
E6	CORE	Coordinate combat systems watch teams
E7	CORE	Coordinate training evolutions (e.g., Combat Systems Training Teams (CSTT), etc.)
E7	CORE	Coordinate transition of Combat Information Centers (CIC)/Combat Direction Centers (CDC) between conditions of readiness
E4	CORE	Derive requirements from Combat Information Center (CIC)/Combat Direction Center (CDC) doctrines
E5	CORE	Develop training evolutions (e.g., Combat Systems Training Teams (CSTT), etc.)
E5	CORE	Develop watchstander briefs
E7	CORE	Direct execution of Warfare Commander's intentions
E4	CORE	Disseminate tactical information
E4	CORE	Document equipment and system status data
E4	CORE	Document magnetic variations
E6	CORE	Evaluate training evolutions (e.g., Combat Systems Training Teams (CSTT), etc.)
E4	CORE	Input magnetic variations
E6	CORE	Manage Combat Information Center (CIC)/Combat Direction Center (CDC) watch team readiness
E6	CORE	Manage Combat Information Centers (CIC)/Combat Direction Centers (CDC) during casualty conditions
E6	CORE	Manage Combat Information Centers (CIC)/Combat Direction Centers (CDC) during normal operations

WATCH TEAM OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Manage Combat Information Centers (CIC)/Combat Direction Centers (CDC) during special evolutions
E6	CORE	Manage transition of Combat Information Centers (CIC)/Combat Direction Centers (CDC) between conditions of readiness
E4	CORE	Perform Combat Systems Operational Sequencing System (CSOSS) procedures (e.g., casualty responses/operations, normal operations, energize/de-energize equipment, etc.)
E4	CORE	Perform Pre-Planned Responses (PPR)
E4	CORE	Report aircraft emergency situations
E7	CORE	Report assignment and engagement status of own ship's weapons systems
E4	CORE	Report lookout (e.g., distress signals, whistles, bells, etc.)
E4	CORE	Set Emission Control (EMCON) conditions
E5	CORE	Supervise Combat Information Center (CIC)/Combat Direction Center (CDC) watch team readiness
E5	CORE	Supervise Combat Information Centers (CIC)/Combat Direction Centers (CDC) during casualty conditions
E5	CORE	Supervise Combat Information Centers (CIC)/Combat Direction Centers (CDC) during normal operations
E5	CORE	Supervise Combat Information Centers (CIC)/Combat Direction Centers (CDC) during special evolutions
E5	CORE	Supervise plotting and logging
E5	CORE	Supervise transition of Combat Information Centers (CIC)/Combat Direction Centers (CDC) between conditions of readiness
E4	CORE	Transition Combat Information Centers (CIC)/Combat Direction Centers (CDC) between conditions of readiness
E4	CORE	Update plotting and status boards
E5	CORE	Verify Emission Control (EMCON) status
E5	CORE	Verify systems configurations to Commanding Officer's (CO) battle orders

Job Title**Operations Administrator****Job Code****003741****Job Family**

Military Specific

NOC

TBD

Short Title (30 Characters)

OPERATIONS ADMINISTRATOR

Short Title (14 Characters)

OPS ADMIN

Pay Plan

Enlisted

Career Field

OS

Other Relationships and Rules

NEC WXXX series and other NECs as assigned

Job Description

Operations Administrators develop and execute shipboard communications plans and unit Search and Rescue (SAR) efforts; draft messages; control classified material; maintain and review various watch stations logs and records; conduct briefs and debriefs; and assist in the coordination of combat systems training scenarios and special evolutions preparations.

DoD Relationship**O*NET Relationship****Group Title**

Radar

DoD Code

122100

Occupation TitleCommand and Control Center
Specialists**SOC Code**

55-3015.00

Job Family

Military Specific

Skills

Coordination

Judgment and Decision Making

Writing

Critical Thinking

Active Listening

Operation and Control

Management of Personnel Resources

Reading Comprehension

Mathematics

Speaking

Abilities

Problem Sensitivity

Inductive Reasoning

Information Ordering

Deductive Reasoning

Oral Expression

Written Comprehension

Flexibility of Closure

Control Precision

Time Sharing

Written Expression

AMPHIBIOUS WARFARE (AMW) OPERATIONS**Paygrade****Task Type****Task Statements**

E4

NON-CORE

Conduct amphibious vehicle control

E4

NON-CORE

Conduct ship-to-shore movement communications

E4

NON-CORE

Determine amphibious craft positions

E4

NON-CORE

Determine H-hour late/early statuses

E7

CORE

Make battle group Amphibious Warfare (AMW) operation requirement recommendations

E7

CORE

Manage air assets for Amphibious Warfare (AMW) operations

E7

CORE

Manage ship-to-shore movements

E7

CORE

Plan Amphibious Warfare (AMW) operations

E4

CORE

Plot amphibious contacts

E4

NON-CORE

Plot Amphibious Objective Area (AOA) information

E4

NON-CORE

Plot amphibious vehicle positions

E4

CORE

Plot Amphibious Warfare (AMW) Operations

E4

NON-CORE

Recommend amphibious vehicle avoiding course vectors

E4

NON-CORE

Recommend vectors to meet H-hour

E4

CORE

Report amphibious contacts

E4

NON-CORE

Report Amphibious Objective Area (AOA) traffic

E4

NON-CORE

Report H-hour late/early statuses

AMPHIBIOUS WARFARE (AMW) OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Report ship-to-shore movements
E4	NON-CORE	Report well-deck statuses
E5	NON-CORE	Supervise Amphibious Objective Area (AOA) plotting
E5	NON-CORE	Supervise amphibious vehicle control
E5	NON-CORE	Supervise ship-to-shore movements

COMMUNICATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Authenticate tactical signals
E4	CORE	Decode tactical signals
E4	CORE	Encode tactical signals
E4	CORE	Log external tactical communications
E7	CORE	Make operational and situational reports (e.g., Air Defense (AD), Ballistic Missile Defense (BMD), Sea Combat Commander (SCC), etc.)
E5	CORE	Manage communication plans
E4	CORE	Monitor Line of Sight (LOS) tactical networks and circuits
E4	CORE	Monitor Radio Frequency (RF) circuits
E4	CORE	Perform external communications (i.e., ship-to-ship, ship-to-shore, and ship-to-air)
E4	CORE	Record tactical communications audio (i.e., internal and external)
E4	CORE	Test Combat Information Center (CIC)/Combat Direction Center (CDC) communication systems

ELECTRONIC SYSTEMS OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Adjust radar settings remotely
E4	CORE	Configure Command, Control, Communications, Computers, Combat Systems, and Intelligence (C5I) systems for operations (i.e., watch, prosecution, and weapons employment)
E4	CORE	Configure Identification Friend or Foe (IFF) equipment
E4	CORE	Configure informational display systems
E4	CORE	Configure navigation systems
E4	CORE	Configure network systems
E4	CORE	Configure radar automatic tracking features
E4	CORE	Configure radar repeaters
E5	CORE	Configure Tactical Air Navigation (TACAN) systems
E4	CORE	Configure Tactical Display Systems (TDS)
E4	CORE	Evaluate Automatic Identification Systems (AIS) information
E4	CORE	Evaluate radar performance
E4	CORE	Evaluate system statuses (e.g., Tactical Display System (TDS), radar, Identification Friend or Foe (IFF), etc.)
E4	CORE	Initialize radar repeaters

ELECTRONIC SYSTEMS OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Input data into electronic charting systems (e.g., navigational, geographical, emergent, etc.)
E5	CORE	Manage Tactical Display System (TDS) operations
E4	CORE	Perform link track correlations
E4	CORE	Process emergency signals
E4	CORE	Report Tactical Display System (TDS) interface issues
E4	CORE	Resolve contact identification conflicts
E4	CORE	Verify Identification Friend or Foe (IFF) information
E4	CORE	Verify track identification information

INTEGRATED AIR AND MISSILE DEFENSE (IAMD)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze Air Defense (AD) intelligence data
E4	NON-CORE	Analyze Ballistic Missile Defense (BMD) intelligence data
E4	CORE	Assess air contact priorities
E4	CORE	Log air contact data
E4	CORE	Log space or ballistic contact data
E4	CORE	Maintain aeronautical charts and publications
E7	CORE	Manage shipboard Air Defense (AD) operations
E7	CORE	Plan shipboard Air Defense (AD) operations
E5	CORE	Plot Air Defense (AD) operations
E4	CORE	Recommend air contact priorities
E7	CORE	Recommend Air Defense (AD) search and engagement plans and tactics
E4	CORE	Report air contacts
E5	CORE	Report air engagement Battle Damage Assessments (BDA)

NAVAL SURFACE FIRE SUPPORT (NSFS) OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Analyze operational orders and pre-assigned fire mission messages
E6	CORE	Coordinate Naval Surface Fire Support (NSFS) engagements
E7	CORE	Manage Naval Surface Fire Support (NSFS) plot teams
E5	CORE	Plan Naval Surface Fire Support (NSFS) engagements
E4	NON-CORE	Plot Naval Surface Fire Support (NSFS) targets (e.g., grid method, polar method, geodetic, etc.)
E4	NON-CORE	Prepare Naval Surface Fire Support (NSFS) plots
E4	CORE	Report fire missions to control stations
E6	NON-CORE	Supervise Naval Surface Fire Support (NSFS) plot teams

NAVIGATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Approve navigation plots
E4	CORE	Assess course and speed made good

NAVIGATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Assess magnetic variations
E4	CORE	Calculate basic maneuvering board solutions (e.g., avoidance courses, Closest Point of Approach (CPA), course/speed, etc.)
E5	CORE	Calculate compensating and correcting courses and speeds
E4	CORE	Calculate Plans of Intended Movement (PIM)
E4	CORE	Calculate set and drift
E4	CORE	Calculate swing and drag circle radii
E4	CORE	Compare radar scope presentations with charts
E5	CORE	Compare ship plotted positions to secondary plots
E4	CORE	Correlate lookout information with radar presentations
E4	CORE	Develop gazetteers
E4	CORE	Maintain navigation chart inventories
E4	CORE	Plot anchorages
E4	CORE	Plot Dead Reckoning (DR) tracks
E4	CORE	Plot ship advances and transfers
E4	CORE	Plot ship positions
E4	CORE	Plot ship tracks
E4	CORE	Plot swept channels
E4	CORE	Plot swing and drag circles
E5	CORE	Provide collision avoidance recommendations
E5	CORE	Recommend courses and speeds in support of tactical operations
E4	CORE	Report aids and hazards to navigation
E4	CORE	Report gyrocompass errors
E5	CORE	Supervise Combat Information Centers (CIC)/Combat Direction Centers (CDC) anchoring evolutions
E6	CORE	Supervise navigation teams during special evolutions (e.g., restricted waters, man overboard, straits transits, etc.)
E4	NON-CORE	Update non-electronic charts
E4	CORE	Validate charted depths
E4	CORE	Validate fix data
E4	CORE	Validate navigation plots
E5	CORE	Verify plotting of swept channels

SEARCH AND RESCUE (SAR) OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Calculate aerospace drift for water entry points
E4	CORE	Calculate Search and Rescue (SAR) datums
E7	CORE	Coordinate Search and Rescue (SAR) teams
E7	CORE	Manage air assets for Search and Rescue (SAR) operations

SEARCH AND RESCUE (SAR) OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Plot distress signals, bearings, and ranges for maritime Search and Rescue (SAR) operations
E4	NON-CORE	Plot search areas for maritime Search and Rescue (SAR) operations
E4	NON-CORE	Plot search patterns for maritime Search and Rescue (SAR) operations
E4	CORE	Provide man overboard information (e.g., bearing, distance, recovery options, etc.)
E4	NON-CORE	Provide Search and Rescue (SAR) approaches for aircraft
E4	CORE	Provide Search and Rescue (SAR) operation recommendations

SURFACE WARFARE (SUW) OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze Surface Warfare (SUW) intelligence data
E4	CORE	Assess surface contact priorities
E4	CORE	Identify surface contact Closest Point of Approach (CPA)
E4	CORE	Log surface contact data
E7	CORE	Manage shipboard Surface Warfare (SUW) operations
E7	CORE	Plan shipboard Surface Warfare (SUW) operations
E4	CORE	Recommend surface contact priorities
E7	CORE	Recommend Surface Warfare (SUW) search and engagement plans and tactics
E4	CORE	Report surface contacts
E4	CORE	Report surface engagement Battle Damage Assessments (BDA)

TACTICAL SUPPORT OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Convert plotting units of measure (e.g., grid, polar, degrees, etc.)
E5	CORE	Interpret operational requirements (e.g., Operational Orders (OPORDS), Operational Plans (OPLAN), Operational Taskings (OPTASK), etc.)
E4	CORE	Plot Mine Warfare (MIW) symbologies
E4	CORE	Report environmental data
E6	CORE	Verify interpretations of operational requirements (e.g., Operational Orders (OPORDS), Operational Plans (OPLAN), Operational Taskings (OPTASK), etc.)

TECHNICAL ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Configure systems to Commanding Officer's (CO) battle orders
E5	CORE	Coordinate personnel qualification and certification programs
E5	CORE	Draft operational messages
E5	CORE	Draft procedural documents (e.g., Standard Operating Procedures (SOP), Temporary Standing Orders (TSO), Departure From Specifications (DFS), etc.)
E4	CORE	Inspect work areas, tools, and equipment
E4	CORE	Interpret Naval messages
E4	CORE	Inventory Communications Security Material System (CMS) classified materials
E4	CORE	Inventory ready publications

TECHNICAL ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Maintain Combat Information Center (CIC)/Combat Direction Center (CDC) watch Logs
E7	CORE	Manage Casualty Report (CASREP) programs
E7	CORE	Manage divisional equipment and system configurations
E7	CORE	Manage divisional maintenance operations
E7	CORE	Manage personnel qualification and certification programs
E7	CORE	Manage procedural documents (e.g., Standard Operating Procedures (SOP), Temporary Standing Orders (TSO), Departure From Specifications (DFS), etc.)
E4	CORE	Perform Emergency Action Plans (EAP) and Emergency Destruction Plans (EDP)
E7	CORE	Review drafted operational messages for accuracy
E6	CORE	Supervise divisional equipment and system configurations
E6	CORE	Supervise divisional maintenance operations
E5	CORE	Supervise Emergency Action Plan (EAP) and Emergency Destruction Plan (EDP) actions
E6	CORE	Supervise personnel qualification and certification programs
E5	CORE	Supervise work center equipment and system configurations
E5	CORE	Supervise work center maintenance operations
E4	CORE	Validate Casualty Reports (CASREP)
E4	CORE	Verify cryptographic keying materials are loaded
E6	CORE	Verify procedural documents (e.g., Standard Operating Procedures (SOP), Temporary Standing Orders (TSO), Departure From Specifications (DFS), etc.)

UNDERSEA WARFARE (USW) OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Analyze Undersea Warfare (USW) intelligence data
E4	CORE	Assign symbology to subsurface contacts
E6	NON-CORE	Correlate Target Motion Analysis (TMA) information
E7	CORE	Evaluate subsurface contact acoustic information
E4	CORE	Log subsurface contact data
E4	CORE	Plot Water Space Management (WSM) areas
E5	NON-CORE	Recommend Undersea Warfare (USW) search and attack plans and tactics
E4	CORE	Report subsurface contacts
E7	CORE	Validate Water Space Management (WSM) plans

WATCH TEAM OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze threat weapons data
E5	CORE	Brief tactical, operational, and situational status reports
E4	CORE	Collect equipment and system status data
E5	CORE	Conduct training evolutions (e.g., Combat Systems Training Teams (CSTT), etc.)
E5	CORE	Conduct watchstander briefs

WATCH TEAM OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Configure Combat Information Centers (CIC)/Combat Direction Centers (CDC)
E4	CORE	Configure combat systems equipment
E4	CORE	Configure computer and peripheral systems
E4	CORE	Configure internal communications networks
E4	CORE	Configure operating modes of systems (i.e., training and normal operations)
E7	CORE	Coordinate Combat Information Center (CIC)/Combat Direction Center (CDC) watch team readiness
E7	CORE	Coordinate Combat Information Centers (CIC)/Combat Direction Centers (CDC) during casualty conditions
E7	CORE	Coordinate Combat Information Centers (CIC)/Combat Direction Centers (CDC) during normal operations
E7	CORE	Coordinate Combat Information Centers (CIC)/Combat Direction Centers (CDC) during special evolutions
E6	CORE	Coordinate combat systems watch teams
E7	CORE	Coordinate training evolutions (e.g., Combat Systems Training Teams (CSTT), etc.)
E7	CORE	Coordinate transition of Combat Information Centers (CIC)/Combat Direction Centers (CDC) between conditions of readiness
E4	CORE	Derive requirements from Combat Information Center (CIC)/Combat Direction Center (CDC) doctrines
E5	CORE	Develop training evolutions (e.g., Combat Systems Training Teams (CSTT), etc.)
E5	CORE	Develop watchstander briefs
E4	CORE	Disseminate tactical information
E4	CORE	Document equipment and system status data
E4	CORE	Document magnetic variations
E6	CORE	Evaluate training evolutions (e.g., Combat Systems Training Teams (CSTT), etc.)
E4	CORE	Input magnetic variations
E6	CORE	Manage Combat Information Center (CIC)/Combat Direction Center (CDC) watch team readiness
E6	CORE	Manage Combat Information Centers (CIC)/Combat Direction Centers (CDC) during casualty conditions
E6	CORE	Manage Combat Information Centers (CIC)/Combat Direction Centers (CDC) during normal operations
E6	CORE	Manage Combat Information Centers (CIC)/Combat Direction Centers (CDC) during special evolutions
E6	CORE	Manage transition of Combat Information Centers (CIC)/Combat Direction Centers (CDC) between conditions of readiness
E4	CORE	Perform Combat Systems Operational Sequencing System (CSOSS) procedures (e.g., casualty responses/operations, normal operations, energize/de-energize equipment, etc.)
E4	CORE	Perform Pre-Planned Responses (PPR)
E4	CORE	Report lookout (e.g., distress signals, whistles, bells, etc.)
E4	CORE	Set Emission Control (EMCON) conditions

WATCH TEAM OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Supervise Combat Information Center (CIC)/Combat Direction Center (CDC) watch team readiness
E5	CORE	Supervise Combat Information Centers (CIC)/Combat Direction Centers (CDC) during casualty conditions
E5	CORE	Supervise Combat Information Centers (CIC)/Combat Direction Centers (CDC) during normal operations
E5	CORE	Supervise Combat Information Centers (CIC)/Combat Direction Centers (CDC) during special evolutions
E5	CORE	Supervise plotting and logging
E5	CORE	Supervise transition of Combat Information Centers (CIC)/Combat Direction Centers (CDC) between conditions of readiness
E4	CORE	Transition Combat Information Centers (CIC)/Combat Direction Centers (CDC) between conditions of readiness
E4	CORE	Update plotting and status boards
E7	CORE	Validate watchstander briefs
E5	CORE	Verify Emission Control (EMCON) status
E5	CORE	Verify systems configurations to Commanding Officer's (CO) battle orders

Job Title**Electronic Systems Operator****Job Code****003742****Job Family**

Military Specific

NOC

TBD

Short Title (30 Characters)

ELECTRONIC SYSTEMS OPERATOR

Short Title (14 Characters)

ELEC SYS OPER

Pay Plan

Enlisted

Career Field

OS

Other Relationships and Rules

NEC WXXX series and other NECs as assigned

Job Description

Electronic Systems Operators initialize, configure, operate, and monitor the functions of various electronics and Command and Control (C2) systems to include, but not limited to, the operations of consoles, computers, radars, and radar display equipment and systems; and operate Identification Friend or Foe (IFF) equipment, various data link systems, communication equipment, and electronic charting systems.

DoD Relationship**O*NET Relationship****Group Title**

Radar

DoD Code

122100

Occupation TitleCommand and Control Center
Specialists**SOC Code**

55-3015.00

Job Family

Military Specific

Skills*Critical Thinking**Coordination**Judgment and Decision Making**Operation and Control**Writing**Complex Problem Solving**Active Listening**Mathematics**Monitoring**Speaking***Abilities***Information Ordering**Inductive Reasoning**Problem Sensitivity**Deductive Reasoning**Oral Expression**Flexibility of Closure**Written Comprehension**Control Precision**Written Expression**Time Sharing***AMPHIBIOUS WARFARE (AMW) OPERATIONS****Paygrade****Task Type****Task Statements**

E4

NON-CORE

Conduct amphibious vehicle control

E4

NON-CORE

Conduct ship-to-shore movement communications

E4

NON-CORE

Determine amphibious craft positions

E4

NON-CORE

Determine H-hour late/early statuses

E7

CORE

Make battle group Amphibious Warfare (AMW) operation requirement recommendations

E7

CORE

Manage air assets for Amphibious Warfare (AMW) operations

E7

CORE

Manage ship-to-shore movements

E7

CORE

Plan Amphibious Warfare (AMW) operations

E4

CORE

Plot amphibious contacts

E4

NON-CORE

Plot Amphibious Objective Area (AOA) information

E4

NON-CORE

Plot amphibious vehicle positions

E4

CORE

Plot Amphibious Warfare (AMW) Operations

E4

NON-CORE

Recommend amphibious vehicle avoiding course vectors

E4

NON-CORE

Recommend vectors to meet H-hour

E4

CORE

Report amphibious contacts

E4

NON-CORE

Report Amphibious Objective Area (AOA) traffic

E4

NON-CORE

Report H-hour late/early statuses

AMPHIBIOUS WARFARE (AMW) OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Report ship-to-shore movements
E4	NON-CORE	Report well-deck statuses
E5	NON-CORE	Supervise Amphibious Objective Area (AOA) plotting
E5	NON-CORE	Supervise amphibious vehicle control
E5	NON-CORE	Supervise ship-to-shore movements
E4	CORE	Track amphibious contacts
E4	CORE	Update amphibious contact information
E5	CORE	Validate Amphibious Warfare (AMW) plots

COMMUNICATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Authenticate tactical signals
E4	CORE	Decode tactical signals
E4	CORE	Encode tactical signals
E4	CORE	Log external tactical communications
E7	CORE	Make operational and situational reports (e.g., Air Defense (AD), Ballistic Missile Defense (BMD), Sea Combat Commander (SCC), etc.)
E5	CORE	Manage communication plans
E4	CORE	Monitor Line of Sight (LOS) tactical networks and circuits
E4	CORE	Monitor Radio Frequency (RF) circuits
E4	CORE	Perform external communications (i.e., ship-to-ship, ship-to-shore, and ship-to-air)
E4	CORE	Record tactical communications audio (i.e., internal and external)
E4	CORE	Test Combat Information Center (CIC)/Combat Direction Center (CDC) communication systems

ELECTRONIC SYSTEMS OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Adjust radar settings remotely
E4	CORE	Configure Command, Control, Communications, Computers, Combat Systems, and Intelligence (C5I) systems for operations (i.e., watch, prosecution, and weapons employment)
E4	CORE	Configure Identification Friend or Foe (IFF) equipment
E4	CORE	Configure informational display systems
E4	CORE	Configure navigation systems
E4	CORE	Configure network systems
E4	CORE	Configure radar automatic tracking features
E4	CORE	Configure radar repeaters
E5	CORE	Configure Tactical Air Navigation (TACAN) systems
E4	CORE	Configure Tactical Display Systems (TDS)
E4	CORE	Evaluate Automatic Identification Systems (AIS) information
E4	CORE	Evaluate radar performance

ELECTRONIC SYSTEMS OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Evaluate system statuses (e.g., Tactical Display System (TDS), radar, Identification Friend or Foe (IFF), etc.)
E4	CORE	Initialize radar repeaters
E4	CORE	Input data into electronic charting systems (e.g., navigational, geographical, emergent, etc.)
E5	CORE	Manage Tactical Display System (TDS) operations
E4	CORE	Perform link track correlations
E4	CORE	Process emergency signals
E4	CORE	Report Tactical Display System (TDS) interface issues
E4	CORE	Resolve contact identification conflicts
E4	CORE	Verify Identification Friend or Foe (IFF) information
E4	CORE	Verify track identification information

INTEGRATED AIR AND MISSILE DEFENSE (IAMD)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze air contacts
E4	CORE	Analyze Air Defense (AD) intelligence data
E4	NON-CORE	Analyze Ballistic Missile Defense (BMD) intelligence data
E4	CORE	Analyze space or ballistic contacts
E4	CORE	Assess air contact priorities
E4	CORE	Assign symbology to air contacts
E4	NON-CORE	Assign symbology to space or ballistic contacts
E5	CORE	Authenticate Return to Force (RTF) procedures
E5	CORE	Classify air contacts
E4	NON-CORE	Classify space or ballistic contacts
E7	CORE	Coordinate aircraft emergency situations
E7	CORE	Direct shipboard defense against airborne threats
E7	CORE	Direct shipboard defense against space or ballistic threats
E7	NON-CORE	Engage space or ballistic contacts
E4	CORE	Evaluate air contact information
E4	NON-CORE	Evaluate space or ballistic contact information
E7	NON-CORE	Input Air Defense (AD) fire control parameters
E4	CORE	Log air contact data
E4	CORE	Log space or ballistic contact data
E7	CORE	Make battle group Air Defense (AD) operation requirement recommendations
E7	NON-CORE	Make battle group Ballistic Missile Defense (BMD) operation requirement recommendations
E7	CORE	Manage air assets for Air Defense (AD) operations
E7	CORE	Manage air assets for Ballistic Missile Defense (BMD) operations
E7	CORE	Manage engagement of air targets with anti-air weapons

INTEGRATED AIR AND MISSILE DEFENSE (IAMD) (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Manage shipboard Air Defense (AD) operations
E7	CORE	Plan shipboard Air Defense (AD) operations
E5	CORE	Plot Air Defense (AD) operations
E5	NON-CORE	Plot Ballistic Missile Defense (BMD) operations
E4	NON-CORE	Plot space or ballistic contacts
E4	CORE	Provide intercept recommendations for air contacts
E4	CORE	Recommend air contact classifications
E4	CORE	Recommend air contact priorities
E7	CORE	Recommend Air Defense (AD) search and engagement plans and tactics
E4	CORE	Recommend space or ballistic contact classifications
E4	CORE	Report air contacts
E5	CORE	Report air engagement Battle Damage Assessments (BDA)
E5	CORE	Report Return to Force (RTF) assets
E4	NON-CORE	Report space or ballistic contacts
E4	CORE	Track air contacts
E4	CORE	Track space or ballistic contacts
E4	CORE	Update air contact information
E4	NON-CORE	Update space or ballistic contact information
E4	CORE	Validate air contact classifications
E6	CORE	Validate Air Defense (AD) plots
E6	CORE	Validate Ballistic Missile Defense (BMD) plots
E4	CORE	Validate space or ballistic contact classifications

NAVAL SURFACE FIRE SUPPORT (NSFS) OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Analyze operational orders and pre-assigned fire mission messages
E4	NON-CORE	Calculate Time on Targets (TOT)
E4	NON-CORE	Calculate Time to Targets (TTT)
E6	CORE	Coordinate Naval Surface Fire Support (NSFS) engagements
E7	CORE	Manage Naval Surface Fire Support (NSFS) plot teams
E5	CORE	Plan Naval Surface Fire Support (NSFS) engagements
E4	NON-CORE	Plot Naval Surface Fire Support (NSFS) targets (e.g., grid method, polar method, geodetic, etc.)
E4	NON-CORE	Prepare Naval Surface Fire Support (NSFS) plots
E4	CORE	Report fire missions to control stations
E6	NON-CORE	Supervise Naval Surface Fire Support (NSFS) plot teams

NAVIGATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Approve navigation plots
E4	CORE	Assess course and speed made good
E4	CORE	Assess magnetic variations
E4	CORE	Calculate basic maneuvering board solutions (e.g., avoidance courses, Closest Point of Approach (CPA), course/speed, etc.)
E5	CORE	Calculate compensating and correcting courses and speeds
E4	CORE	Calculate Plans of Intended Movement (PIM)
E4	CORE	Calculate set and drift
E4	CORE	Calculate swing and drag circle radii
E4	CORE	Compare radar scope presentations with charts
E5	CORE	Compare ship plotted positions to secondary plots
E4	CORE	Correlate lookout information with radar presentations
E4	CORE	Plot anchorages
E4	CORE	Plot Dead Reckoning (DR) tracks
E4	CORE	Plot ship advances and transfers
E4	CORE	Plot ship positions
E4	CORE	Plot ship tracks
E4	CORE	Plot swept channels
E4	CORE	Plot swing and drag circles
E5	CORE	Provide collision avoidance recommendations
E5	CORE	Recommend courses and speeds in support of tactical operations
E4	CORE	Report aids and hazards to navigation
E4	CORE	Report gyrocompass errors
E5	CORE	Supervise Combat Information Centers (CIC)/Combat Direction Centers (CDC) anchoring evolutions
E6	CORE	Supervise navigation teams during special evolutions (e.g., restricted waters, man overboard, straits transits, etc.)
E4	CORE	Validate charted depths
E4	CORE	Validate fix data
E4	CORE	Validate navigation plots
E5	CORE	Verify plotting of swept channels

SEARCH AND RESCUE (SAR) OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Calculate Search and Rescue (SAR) datums
E7	CORE	Manage air assets for Search and Rescue (SAR) operations
E4	CORE	Plot distress signals, bearings, and ranges for maritime Search and Rescue (SAR) operations
E4	NON-CORE	Plot search areas for maritime Search and Rescue (SAR) operations
E4	NON-CORE	Plot search patterns for maritime Search and Rescue (SAR) operations

SEARCH AND RESCUE (SAR) OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Provide man overboard information (e.g., bearing, distance, recovery options, etc.)
E4	NON-CORE	Provide Search and Rescue (SAR) approaches for aircraft
E4	CORE	Provide Search and Rescue (SAR) operation recommendations

SURFACE WARFARE (SUW) OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze surface contacts
E4	CORE	Analyze Surface Warfare (SUW) intelligence data
E4	CORE	Assess surface contact priorities
E4	CORE	Assign symbology to surface contacts
E4	CORE	Classify surface contacts
E7	CORE	Direct shipboard defense against surface threats
E4	CORE	Evaluate surface contact information
E4	CORE	Identify surface contact Closest Point of Approach (CPA)
E7	CORE	Input Surface Warfare (SUW) fire control parameters
E4	CORE	Log surface contact data
E7	CORE	Make battle group Surface Warfare (SUW) operation requirement recommendations
E7	CORE	Manage air assets for Surface Warfare (SUW) operations
E7	CORE	Manage engagement of surface targets with anti-surface weapons
E7	CORE	Manage shipboard Surface Warfare (SUW) operations
E7	CORE	Plan shipboard Surface Warfare (SUW) operations
E4	CORE	Plot surface contacts
E4	CORE	Plot Surface Warfare (SUW) operations
E4	CORE	Provide intercept recommendations for surface contacts
E4	CORE	Recommend surface contact classifications
E4	CORE	Recommend surface contact priorities
E7	CORE	Recommend Surface Warfare (SUW) search and engagement plans and tactics
E4	CORE	Report surface contacts
E4	CORE	Report surface engagement Battle Damage Assessments (BDA)
E4	CORE	Track surface contacts
E4	CORE	Update surface contact information
E4	CORE	Validate surface contact classifications
E5	CORE	Validate Surface Warfare (SUW) plots

TACTICAL SUPPORT OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Convert plotting units of measure (e.g., grid, polar, degrees, etc.)
E5	CORE	Interpret operational requirements (e.g., Operational Orders (OPORDS), Operational Plans (OPLAN), Operational Taskings (OPTASK), etc.)
E4	CORE	Plot Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) areas

TACTICAL SUPPORT OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Plot Electronic Warfare (EW) information
E4	CORE	Plot Mine Warfare (MIW) symbologies
E4	CORE	Report environmental data
E4	CORE	Request illumination on targets
E6	CORE	Verify interpretations of operational requirements (e.g., Operational Orders (OPORDS), Operational Plans (OPLAN), Operational Taskings (OPTASK), etc.)

TECHNICAL ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Configure systems to Commanding Officer's (CO) battle orders
E5	CORE	Coordinate personnel qualification and certification programs
E5	CORE	Draft operational messages
E4	CORE	Interpret Naval messages
E4	CORE	Inventory Communications Security Material System (CMS) classified materials
E4	CORE	Maintain Combat Information Center (CIC)/Combat Direction Center (CDC) watch logs
E7	CORE	Manage personnel qualification and certification programs
E4	CORE	Perform Emergency Action Plans (EAP) and Emergency Destruction Plans (EDP)
E5	CORE	Supervise Emergency Action Plan (EAP) and Emergency Destruction Plan (EDP) actions
E6	CORE	Supervise personnel qualification and certification programs
E4	CORE	Verify cryptographic keying materials are loaded

UNDERSEA WARFARE (USW) OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze subsurface contacts
E4	NON-CORE	Analyze Undersea Warfare (USW) intelligence data
E4	CORE	Assign symbology to subsurface contacts
E5	CORE	Compute subsurface contact course and speed
E4	NON-CORE	Compute Target Motion Analysis (TMA) solutions
E6	NON-CORE	Correlate Target Motion Analysis (TMA) information
E7	CORE	Direct shipboard defense against subsurface threats
E7	CORE	Evaluate subsurface contact acoustic information
E5	CORE	Evaluate subsurface contact information
E7	CORE	Evaluate Undersea Warfare (USW) plots
E4	NON-CORE	Identify subsurface contact Closest Point of Approach (CPA)
E4	CORE	Log subsurface contact data
E7	CORE	Make battle group Undersea Warfare (USW) operation requirement recommendations
E7	CORE	Manage air assets for Undersea Warfare (USW) operations
E7	CORE	Manage engagement of subsurface targets with anti-submarine weapons
E4	CORE	Plot subsurface contacts

UNDERSEA WARFARE (USW) OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Plot Target Motion Analysis (TMA) data
E4	CORE	Plot Undersea Warfare (USW) operations
E4	CORE	Plot Water Space Management (WSM) areas
E5	CORE	Recommend evasive steering actions
E4	CORE	Recommend subsurface contact classifications
E5	CORE	Recommend torpedo evasion tactics
E5	NON-CORE	Recommend Undersea Warfare (USW) search and attack plans and tactics
E4	CORE	Report subsurface contacts
E4	CORE	Track subsurface contacts
E4	CORE	Update subsurface contact information
E4	CORE	Validate subsurface contact classifications
E5	CORE	Validate Undersea Warfare (USW) plots
E7	CORE	Validate Water Space Management (WSM) plans

WATCH TEAM OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze equipment and system status data
E4	CORE	Analyze threat weapons data
E5	CORE	Brief tactical, operational, and situational status reports
E4	CORE	Collect equipment and system status data
E5	CORE	Conduct training evolutions (e.g., Combat Systems Training Teams (CSTT), etc.)
E5	CORE	Conduct watchstander briefs
E4	CORE	Configure Combat Information Centers (CIC)/Combat Direction Centers (CDC)
E4	CORE	Configure combat systems equipment
E4	CORE	Configure computer and peripheral systems
E4	CORE	Configure internal communications networks
E4	CORE	Configure operating modes of systems (i.e., training and normal operations)
E4	CORE	Configure radar systems
E7	CORE	Coordinate Combat Information Center (CIC)/Combat Direction Center (CDC) watch team readiness
E7	CORE	Coordinate Combat Information Centers (CIC)/Combat Direction Centers (CDC) during casualty conditions
E7	CORE	Coordinate Combat Information Centers (CIC)/Combat Direction Centers (CDC) during normal operations
E7	CORE	Coordinate Combat Information Centers (CIC)/Combat Direction Centers (CDC) during special evolutions
E6	CORE	Coordinate combat systems watch teams
E7	CORE	Coordinate training evolutions (e.g., Combat Systems Training Teams (CSTT), etc.)
E7	CORE	Coordinate transition of Combat Information Centers (CIC)/Combat Direction Centers (CDC) between conditions of readiness

WATCH TEAM OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Derive requirements from Combat Information Center (CIC)/Combat Direction Center (CDC) doctrines
E5	CORE	Develop training evolutions (e.g., Combat Systems Training Teams (CSTT), etc.)
E5	CORE	Develop watchstander briefs
E7	CORE	Direct execution of Warfare Commander's intentions
E4	CORE	Disseminate tactical information
E4	CORE	Document equipment and system status data
E4	CORE	Document magnetic variations
E6	CORE	Evaluate training evolutions (e.g., Combat Systems Training Teams (CSTT), etc.)
E4	CORE	Input magnetic variations
E6	CORE	Manage Combat Information Center (CIC)/Combat Direction Center (CDC) watch team readiness
E6	CORE	Manage Combat Information Centers (CIC)/Combat Direction Centers (CDC) during casualty conditions
E6	CORE	Manage Combat Information Centers (CIC)/Combat Direction Centers (CDC) during normal operations
E6	CORE	Manage Combat Information Centers (CIC)/Combat Direction Centers (CDC) during special evolutions
E6	CORE	Manage transition of Combat Information Centers (CIC)/Combat Direction Centers (CDC) between conditions of readiness
E4	CORE	Perform Combat Systems Operational Sequencing System (CSOSS) procedures (e.g., casualty responses/operations, normal operations, energize/de-energize equipment, etc.)
E4	CORE	Perform Pre-Planned Responses (PPR)
E4	CORE	Report aircraft emergency situations
E7	CORE	Report assignment and engagement status of own ship's weapons systems
E4	CORE	Report lookout (e.g., distress signals, whistles, bells, etc.)
E4	CORE	Set Emission Control (EMCON) conditions
E5	CORE	Supervise Combat Information Center (CIC)/Combat Direction Center (CDC) watch team readiness
E5	CORE	Supervise Combat Information Centers (CIC)/Combat Direction Centers (CDC) during casualty conditions
E5	CORE	Supervise Combat Information Centers (CIC)/Combat Direction Centers (CDC) during normal operations
E5	CORE	Supervise Combat Information Centers (CIC)/Combat Direction Centers (CDC) during special evolutions
E5	CORE	Supervise plotting and logging
E5	CORE	Supervise transition of Combat Information Centers (CIC)/Combat Direction Centers (CDC) between conditions of readiness
E4	CORE	Transition Combat Information Centers (CIC)/Combat Direction Centers (CDC) between conditions of readiness
E4	CORE	Update plotting and status boards

WATCH TEAM OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Verify Emission Control (EMCON) status
E5	CORE	Verify systems configurations to Commanding Officer's (CO) battle orders

CHAPTER 64



PERSONNEL SPECIALIST (PS)

NAVPERS 18068F-64B
Change 94

Updated: April 2023

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

PERSONNEL SPECIALIST (PS)



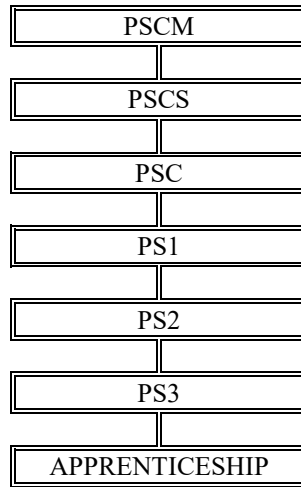
SCOPE OF RATING

Personnel Specialists (PS) maintain financial and Electronic Service Records (ESR) for Active Components (AC) and Reserve Components (RC); provide customer service to active and reserve members, retirees, and dependents; prepare, audit, and verify military personnel and pay transaction documents; process and review military pay entitlements and deductions and perform related computations; prepare, verify, and submit all pay and personnel documents resulting from Absent Without Official Leave (AWOL), Non-Judicial Punishment (NJP), and Court Martial; counsel personnel regarding Permanent Change of Station (PCS), separation entitlements, and policies; determine transportation entitlements, prepare orders, arrange transportation, and compute allowances; prepare reenlistment and separation documentation; counsel personnel on education and training opportunities; order and prepare electronic advancement worksheets, and administer Navy-Wide Advancement Examinations (NWAE); prepare routine Naval correspondence and administrative Naval messages; conduct pre-deployment and indoctrination briefs; perform enlisted manning verification using Billet Based Distribution (BBD) in MyNavy Assignment (MNA) and optimal manning posture; track Personnel Tempo (PERSTEMPO) events and monitor accession, contract, and quality control reports; verify applicable screenings for enlistment qualification and special duty assignments; manage electronic leave program and uphold personnel accounting records; operate Relational Administrative Data Management (RADM) system and maintain military payrolls; process and audit vouchers; maintain related fiscal records and prepare associated reports and returns; operate shipboard Automatic Data Processing (ADP) equipment associated with afloat pay delivery systems; and verify, issue, and maintain security of active, reserve, retired, and dependent identification cards.

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 64.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories may 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**Pay Supervisor****Job Code****001117****Job Family**

Business and Financial Operations

NOC

TBD

Short Title (30 Characters)

PAY SUPERVISOR

Short Title (14 Characters)

PAY SUPERVISOR

Pay Plan

ENLISTED

Career Field

PS

Other Relationships and Rules

NECs AXXX and 7XXX series or other NECs as assigned

Job Description

Pay Supervisors oversee the functions of the Pay Clerk and are responsible for the operations of the travel and pay sections for Active Components (AC) and Reserve Components (RC); verify or audit disbursing office financial reports and returns; reference Department of Defense (DoD) pay and travel publications (e.g., DoD Financial Management Regulations, Vol. 5, 7A, 9, Joint Travel Regulations), regulations, procedures, and the pay and travel computer systems; audit pay and travel advances and liquidations; maintain financial records; verify, audit, and transmit pay documents; manage and update computerized publication and travel system changes; authorize pay systems access; destroy voided checks, cash negotiable instruments, and collections; distribute public funds, perform bank deposits, and account for foreign funds; manage the Navy Cash program; train travel and pay clerks; inform crewmembers on entitlement, deduction, and collection changes; solve complex travel entitlements; and audit and release daily Electronic Funds Transfer (EFT) input requests.

DoD Relationship**Group Title**

Combined Personnel and Administration, General

DoD Code

152000

O*NET Relationship**Occupation Title**

Accountants and Auditors

SOC Code

13-2011.00

Job Family

Business and Financial Operations

Skills*Monitoring**Judgment and Decision Making**Management of Financial Resources**Quality Control Analysis**Complex Problem Solving**Mathematics**Management of Material Resources**Operation and Control**Management of Personnel Resources**Instructing***Abilities***Deductive Reasoning**Information Ordering**Number Facility**Mathematical Reasoning**Written Comprehension**Inductive Reasoning**Problem Sensitivity**Written Expression**Category Flexibility**Selective Attention***AUTOMATED DATA PROCESSING (ADP) OPERATIONS****Paygrade****Task Type****Task Statements**

E6

CORE

Approve pay and personnel system access requests (e.g., System Authorization Access Requests (SAAR) (DD FORM 2875))

E5

CORE

Distribute pay and personnel system transactions

E6

CORE

Establish pay and personnel system roles (e.g., Navy Standard Integrated Personnel System (NSIPS))

E6

CORE

Maintain pay and personnel system access requests (e.g., System Authorization Access Requests (SAAR) (DD FORM 2875))

E6

CORE

Manage pay and personnel system accounts (e.g., Navy Standard Integrated Personnel System (NSIPS))

CORRESPONDENCE**Paygrade****Task Type****Task Statements**

E5

CORE

Certify Overseas Tour Extension Incentive Program (OTEIP) processing

E4

CORE

Prepare letters of authority

E4

CORE

Prepare statements of service

E4

CORE

Process Overseas Tour Extension Incentive Program (OTEIP) requests

E4

CORE

Update pay and personnel transaction ticklers

E5

CORE

Validate pay and personnel transaction ticklers

CORRESPONDENCE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Verify letters of authority

DISBURSING OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Assist on-site audits and cash verification teams
E6	NON-CORE	Audit bank deposits and debit vouchers
E6	NON-CORE	Audit collection and disbursement vouchers
E5	NON-CORE	Balance Foreign Currency Control Records (DD FORM 2663) and foreign currency transactions
E5	NON-CORE	Balance Statements of Accountability (Standard Form 1219)
E5	NON-CORE	Certify disbursing accounts and reports
E6	NON-CORE	Inventory treasury checks
E5	NON-CORE	Maintain Activity Security Checklists (Standard Form 701)
E5	CORE	Maintain disbursing office security
E4	NON-CORE	Maintain key logs
E6	NON-CORE	Maintain Limited Depository Accounts (LDA)
E6	NON-CORE	Maintain security access logs
E6	NON-CORE	Maintain Statement of Deposit Activity (SODA) records
E6	NON-CORE	Make bank deposits
E6	NON-CORE	Manage retention, security, and disposition of financial records
E6	NON-CORE	Perform on-site audits and cash verifications
E6	CORE	Prepare financial returns for submission to Defense Finance and Accounting Service (DFAS)
E5	NON-CORE	Prepare Returned and Undeliverable Check/Bond Records (DD FORM 2658)
E5	NON-CORE	Prepare Statements of Accountability (Standard Form 1219)
E4	NON-CORE	Prepare Vouchers and Schedules of Withdrawals and Credits (Standard Form 1081)
E4	NON-CORE	Process collection and disbursement vouchers
E6	NON-CORE	Process disbursing officer commencement or relieving letters
E6	NON-CORE	Process foreign currency transactions
E6	NON-CORE	Process Month End Check Issue Summaries (Standard Form 1179)
E6	NON-CORE	Process treasury checks
E5	NON-CORE	Provide authorizations to hold cash at personal risk
E6	NON-CORE	Reconcile bank deposits and debit vouchers
E6	NON-CORE	Reconcile collection and disbursement Voucher Control Logs (DD FORM 2659)
E6	NON-CORE	Reconcile Daily Agent Accountability Summaries (DD FORM 2665)
E6	NON-CORE	Resolve central site feedback reports
E5	NON-CORE	Validate collection and disbursement vouchers
E6	NON-CORE	Validate negotiable instrument endorsements (e.g., checks, money orders, etc.) and letters of destruction
E6	NON-CORE	Verify authorizations to hold cash at personal risk

DISBURSING OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Verify cash on hand
E7	NON-CORE	Verify Returned and Undeliverable Check/Bond Records (DD FORM 2658)
E6	NON-CORE	Verify safekeeping deposits

LEGAL

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Process Court Memorandum (NAVPERS 1070/607) adjustments
E6	CORE	Verify Court Memorandums (NAVPERS 1070/607) and adjustments

MILITARY PAY (MILPAY)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Audit leave accounting records and reports as Leave Administrator
E5	CORE	Audit pay accounts
E6	CORE	Audit pay transaction reports
E6	CORE	Authorize pay entitlements and allowances (e.g., Career Sea Pay Premium (CSPP), Special Duty Assignment Pay (SDAP), special duty assignment letters, etc.)
E6	CORE	Certify daily Electronic Funds Transfer (EFT) payments via Master Military Pay Account (MMPA) (e.g., advance, partial, etc.)
E6	CORE	Certify Selective Enlistment Bonuses (SEB)
E4	CORE	Correct Defense Finance and Accounting Service (DFAS) rejections
E4	CORE	Prepare waivers of indebtedness
E6	CORE	Reconcile Pay Record Access (PRA) accounts
E4	CORE	Submit adoption reimbursement and leave allowance documents
E6	CORE	Verify Pay Record Access (PRA) records

NAVY CASH

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Audit Navy Cash accounts and reports
E6	CORE	Change Navy Cash system server nodes
E4	NON-CORE	Close Navy Cash accounts
E6	CORE	Close-out Navy Cash systems
E4	NON-CORE	Create Navy Cash accounts
E6	CORE	Inventory Navy Cash cards
E6	CORE	Issue Navy Cash card reader Point of Sale (POS) devices
E4	NON-CORE	Maintain daily Navy Cash transaction ledgers
E4	NON-CORE	Maintain Navy Cash system refund logs
E4	NON-CORE	Order Navy Cash cards
E4	NON-CORE	Process Navy Cash refunds
E6	CORE	Process unmatched chip to chip discrepancies
E4	NON-CORE	Reconcile Navy Cash negative balance reports
E6	CORE	Reconcile Safe Audit Summary Reports (SASR) to Daily Statements of Accountability (DD FORM 2657)
E4	NON-CORE	Update merchant accounts to Navy Cash system

NAVY CASH (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Verify Card Accepting Device (CAD) transactions and applications
E6	CORE	Verify Navy Cash connectivity (e.g., End of the Day (EOD) checks, shore report confirmations, etc.)

REENLISTMENTS AND EXTENSIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Approve Selective Reenlistment Bonus (SRB) payments and leave sell back
E4	CORE	Verify Enlisted Active Obligated Service (EAOS) postings to the Master Military Pay Account (MMPA)
E6	CORE	Verify Selective Reenlistment Bonus (SRB) payments and leave sell back

RESERVES

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Certify reserve entitlements while on orders (i.e., Annual Training (AT), Active Duty Training (ADT), Inactive Duty Training (IDT), and Inactive Duty Training Travel (IDTT))
E5	CORE	Maintain Inactive Duty Training (IDT) and Inactive Duty Training Travel (IDTT) reports and retains
E6	CORE	Manage Inactive Duty Training (IDT) and Inactive Duty Training Travel (IDTT) programs
E4	CORE	Process reserve entitlements while on orders (i.e., Annual Training (AT), Active Duty Training (ADT), Inactive Duty Training (IDT), and Inactive Duty Training Travel (IDTT))

SEPARATIONS AND RETIREMENTS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Audit final separation pay
E6	CORE	Certify final separation pay
E6	CORE	Release Master Military Pay Account (MMPA) separation transactions (e.g., strength loss, Report Final Separation (E503), etc.)
E5	CORE	Verify Master Military Pay Account (MMPA) separation transactions (e.g., Separation/Reentry Projected Settlement (NT), Separation Data Pending (N7), Separation/Reenlistment Data Rejects (NN), etc.)

TRAVEL AND TRANSPORTATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	NON-CORE	Approve travel documents and decisions as Authorizing Official (AO) in Defense Travel System (DTS) (e.g., exceptions to policy, travel authorizations, financial accounting, final settlements, travel authorizations, vouchers, etc.)
E5	CORE	Audit travel claims
E5	CORE	Certify travel advances
E4	CORE	Counsel personnel on travel entitlements
E7	NON-CORE	Establish user roles in Defense Travel System (DTS) (e.g., Authorizing Official (AO), Finance Defense Travel Administrator (FDTA), Organizational Defense Travel Administrator (ODTA), Debt Management Monitor (DMM), Lead Defense Travel Administrator (LDTA), and Routing Official (RO))
E5	NON-CORE	Monitor debt management in Defense Travel System (DTS) (e.g., repayment, collections, waiver, appeals, etc.)

TRAVEL AND TRANSPORTATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Process Temporary Additional Duty (TEMADD) requests and orders (e.g., Medical Evacuations (MEDEVAC), emergency evacuations, cost Temporary Additional Duties (TAD) orders, no cost Temporary Additional Duties (TAD) orders, etc.)
E6	CORE	Release travel vouchers to Defense Finance and Accounting Service (DFAS)
E7	NON-CORE	Review reports as Authorizing Official (AO) in Defense Travel System (DTS) (e.g., trip data, estimate costs, balance budget, etc.)
E6	NON-CORE	Review travel documents and decisions as Authorizing Official (AO) in Defense Travel System (DTS) (e.g., exceptions to policy, travel authorizations, financial accounting, final settlements, travel authorizations, vouchers, etc.)
E5	CORE	Support Government Travel Charge Card (GTCC) programs (e.g., Permanent Change of Station (PCS) counseling, voucher liquidations, card issuance, etc.)
E4	CORE	Track travel claim submissions and liquidations
E5	CORE	Verify collection of travel voucher overpayments
E4	CORE	Verify disbursements of travel payment postings
E4	CORE	Verify Electronic Funds Transfer (EFT) information
E6	CORE	Verify official travel documents (e.g., passports, visas, etc.)
E6	CORE	Verify waiver claims for erroneous travel payments

Job Title**Pay Manager****Job Code****001122****Job Family**

Business and Financial Operations

NOC

TBD

Short Title (30 Characters)

PAY MANAGER

Short Title (14 Characters)

PAY MANAGER

Pay Plan

ENLISTED

Career Field

PS

Other Relationships and Rules

NECs AXXX and 7XXX series or other NECs as assigned

Job Description

Pay Managers oversee the functions of the Pay Clerk and Pay Supervisor for Active Components (AC) and Reserve Components (RC); maintain overall accountability of pay and travel sections; certify and authorize all pay, travel, and financial documents; and respond to official inquiries.

DoD Relationship**O*NET Relationship****Group Title**Combined Personnel and
Administration, General**DoD Code**

152000

Occupation Title

Accounts and Auditors

SOC Code

13-2011.02

Job FamilyBusiness and Financial
Operations**Skills**

Monitoring

Quality Control Analysis

Management of Financial Resources

Judgment and Decision Making

Mathematics

Complex Problem Solving

Coordination

Management of Material Resources

Operation and Control

Critical Thinking

Abilities

Information Ordering

Deductive Reasoning

Number Facility

Mathematical Reasoning

Written Comprehension

Selective Attention

Written Expression

Inductive Reasoning

Perceptual Speed

Problem Sensitivity

AUTOMATED DATA PROCESSING (ADP) OPERATIONS**Paygrade**

E6

Task Type

CORE

Task Statements

Maintain pay and personnel system access requests (e.g., System Authorization Access Requests (SAAR) (DD FORM 2875))

CORRESPONDENCE**Paygrade**

E5

Task Type

CORE

Task Statements

Verify letters of authority

DISBURSING OPERATIONS**Paygrade**

E4

Task Type

NON-CORE

Task Statements

Assist on-site audits and cash verification teams

E7

NON-CORE

Audit Activity Security Checklists (Standard Form 701)

E7

NON-CORE

Audit collection and disbursement Voucher Control Logs (DD FORM 2659)

E6

NON-CORE

Audit collection and disbursement vouchers

E7

NON-CORE

Audit Daily Agent Accountability Summaries (DD FORM 2665)

E7

NON-CORE

Audit disbursing accounts and reports

E7

NON-CORE

Audit financial returns

E7

NON-CORE

Audit Foreign Currency Control Records (DD FORM 2663) and foreign currency transactions

E7

NON-CORE

Audit negotiable instrument endorsements (e.g., checks, money orders, etc.) and letters of destruction

E7

NON-CORE

Audit on-site audits and cash verification team noted discrepancies

E7

NON-CORE

Audit Statements of Accountability (Standard Form 1219)

DISBURSING OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Balance Statements of Accountability (Standard Form 1219)
E7	NON-CORE	Certify on-site audits and cash verification team noted discrepancies
E7	NON-CORE	Certify Statements of Accountability (Standard Form 1219)
E6	NON-CORE	Inventory treasury checks
E5	NON-CORE	Maintain Activity Security Checklists (Standard Form 701)
E4	NON-CORE	Maintain key logs
E6	NON-CORE	Maintain Limited Depository Accounts (LDA)
E6	NON-CORE	Maintain security access logs
E6	NON-CORE	Maintain Statement of Deposit Activity (SODA) records
E6	NON-CORE	Make bank deposits
E6	NON-CORE	Manage retention, security, and disposition of financial records
E6	CORE	Prepare financial returns for submission to Defense Finance and Accounting Service (DFAS)
E5	NON-CORE	Prepare Statements of Accountability (Standard Form 1219)
E6	NON-CORE	Process disbursing officer commencement or relieving letters
E6	NON-CORE	Process foreign currency transactions
E6	NON-CORE	Process Month End Check Issue Summaries (Standard Form 1179)
E6	NON-CORE	Process treasury checks
E6	NON-CORE	Reconcile bank deposits and debit vouchers
E6	NON-CORE	Reconcile collection and disbursement Voucher Control Logs (DD FORM 2659)
E6	NON-CORE	Reconcile Daily Agent Accountability Summaries (DD FORM 2665)
E6	NON-CORE	Resolve central site feedback reports
E7	NON-CORE	Respond to official inquiries (e.g., Defense Finance and Accounting Service (DFAS), advise of errors, Inspector General (IG), Board for Correction of Naval Records (BCNR), etc.)
E6	NON-CORE	Validate negotiable instrument endorsements (e.g., checks, money orders, etc.) and letters of destruction
E6	NON-CORE	Verify authorizations to hold cash at personal risk
E4	NON-CORE	Verify cash on hand
E7	NON-CORE	Verify Returned and Undeliverable Check/Bond Records (DD FORM 2658)
E6	NON-CORE	Verify safekeeping deposits

LEGAL

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Verify Court Memorandums (NAVPERS 1070/607) and adjustments

MILITARY PAY (MILPAY)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Audit leave accounting records and reports as Leave Administrator
E5	CORE	Audit pay accounts
E6	CORE	Audit pay transaction reports

MILITARY PAY (MILPAY) (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Authorize pay entitlements and allowances (e.g., Career Sea Pay Premium (CSPP), Special Duty Assignment Pay (SDAP), special duty assignment letters, etc.)
E6	CORE	Certify daily Electronic Funds Transfer (EFT) payments via Master Military Pay Account (MMPA) (e.g., advance, partial, etc.)
E7	CORE	Certify pay correspondence
E6	CORE	Reconcile Pay Record Access (PRA) accounts
E6	CORE	Verify Pay Record Access (PRA) records

NAVY CASH

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Audit Navy Cash agents
E6	CORE	Change Navy Cash system server nodes
E6	CORE	Close-out Navy Cash systems
E6	CORE	Inventory Navy Cash cards
E6	CORE	Issue Navy Cash card reader Point of Sale (POS) devices
E7	CORE	Manage Navy Cash system user accesses
E4	NON-CORE	Order Navy Cash cards
E4	NON-CORE	Process Navy Cash refunds
E6	CORE	Process unmatched chip to chip discrepancies
E6	CORE	Reconcile Safe Audit Summary Reports (SASR) to Daily Statements of Accountability (DD FORM 2657)
E6	CORE	Verify Card Accepting Device (CAD) transactions and applications
E6	CORE	Verify Navy Cash connectivity (e.g., End of the Day (EOD) checks, shore report confirmations, etc.)

REENLISTMENTS AND EXTENSIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Approve Selective Reenlistment Bonus (SRB) payments and leave sell back
E4	CORE	Verify Enlisted Active Obligated Service (EAOS) postings to the Master Military Pay Account (MMPA)
E6	CORE	Verify Selective Reenlistment Bonus (SRB) payments and leave sell back

RESERVES

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Manage Inactive Duty Training (IDT) and Inactive Duty Training Travel (IDTT) programs

SEPARATIONS AND RETIREMENTS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Audit final separation pay
E6	CORE	Release Master Military Pay Account (MMPA) separation transactions (e.g., strength loss, Report Final Separation (E503), etc.)
E5	CORE	Verify Master Military Pay Account (MMPA) separation transactions (e.g., Separation/Reentry Projected Settlement (NT), Separation Data Pending (N7), Separation/Reenlistment Data Rejects (NN), etc.)

TRAVEL AND TRANSPORTATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	NON-CORE	Approve travel documents and decisions as Authorizing Official (AO) in Defense Travel System (DTS) (e.g., exceptions to policy, travel authorizations, financial accounting, final settlements, travel authorizations, vouchers, etc.)
E7	NON-CORE	Establish user roles in Defense Travel System (DTS) (e.g., Authorizing Official (AO), Finance Defense Travel Administrator (FDTA), Organizational Defense Travel Administrator (ODTA), Debt Management Monitor (DMM), Lead Defense Travel Administrator (LDTA), and Routing Official (RO))
E7	NON-CORE	Manage command travel funds (e.g., Temporary Additional Duty Target (TADTAR))
E6	CORE	Release travel vouchers to Defense Finance and Accounting Service (DFAS)
E7	NON-CORE	Review reports as Authorizing Official (AO) in Defense Travel System (DTS) (e.g., trip data, estimate costs, balance budget, etc.)
E6	NON-CORE	Review travel documents and decisions as Authorizing Official (AO) in Defense Travel System (DTS) (e.g., exceptions to policy, travel authorizations, financial accounting, final settlements, travel authorizations, vouchers, etc.)

Job Title**Pay Clerk****Job Code****001127****Job Family**

Office and Administrative Support

NOC

TBD

Short Title (30 Characters)

PAY CLERK

Short Title (14 Characters)

PAY CLERK

Pay Plan

ENLISTED

Career Field

PS

Other Relationships and Rules

NECs AXXX and 7XXX series or other NECs as assigned

Job Description

Pay Clerks are responsible for processing travel claims for Active Components (AC) and Reserve Components (RC); process pay entitlements, deductions, payments, collections, and allotment requests; interpret publications and disseminate information to customers; review pay transactions; interpret Leave and Earnings Statements (LES), Master Military Pay Accounts (MMPA), and Department of Defense (DoD) pay and travel publications; prepare financial documents and process daily Electronic Funds Transfer (EFT) input requests; and serve as collection agents, agent cashiers, or cash custodians.

DoD Relationship**Group Title**Combined Personnel and
Administration, General**DoD Code**

152000

O*NET Relationship**Occupation Title**Bookkeeping, Accounting, and
Auditing Clerks**SOC Code**

43-3031.00

Job Family

Office and Administrative Support

Skills

Monitoring

Judgment and Decision Making

Complex Problem Solving

Management of Financial Resources

Coordination

Instructing

Management of Personnel Resources

Quality Control Analysis

Operation and Control

Service Orientation

Abilities

Information Ordering

Deductive Reasoning

Number Facility

Inductive Reasoning

Written Comprehension

Mathematical Reasoning

Written Expression

Problem Sensitivity

Category Flexibility

Oral Expression

AUTOMATED DATA PROCESSING (ADP) OPERATIONS**Paygrade**

E4

Task Type

CORE

Task Statements

Submit pay and personnel system transactions

CORRESPONDENCE**Paygrade**

E4

Task Type

CORE

Task Statements

Prepare letters of authority

E4

CORE

Prepare statements of service

E4

CORE

Process Overseas Tour Extension Incentive Program (OTEIP) requests

E4

CORE

Update pay and personnel transaction ticklers

E5

CORE

Verify letters of authority

DISBURSING OPERATIONS**Paygrade**

E4

Task Type

NON-CORE

Task Statements

Assist on-site audits and cash verification teams

E5

CORE

Maintain disbursing office security

E4

NON-CORE

Maintain key logs

E4

NON-CORE

Prepare bank deposits

E4

NON-CORE

Prepare Daily Agent Accountability Summaries (DD FORM 2665)

E4

NON-CORE

Prepare Foreign Currency Control Records (DD FORM 2663)

E4

NON-CORE

Prepare Journal Vouchers (Optional Form 1017-G)

DISBURSING OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Prepare negotiable instrument endorsements (e.g., checks, money orders, etc.) and letters of destruction
E4	NON-CORE	Prepare Vouchers and Schedules of Withdrawals and Credits (Standard Form 1081)
E4	NON-CORE	Process collection and disbursement vouchers
E4	NON-CORE	Process Pay Adjustment Authorizations (DD FORM 139)
E6	NON-CORE	Reconcile on-site audits and cash verification team noted discrepancies
E4	NON-CORE	Verify cash on hand

LEGAL

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Certify Record of Unauthorized Absence (NAVPERS 1070/606) adjustments
E4	CORE	Process Court Memorandums (NAVPERS 1070/607)

MILITARY PAY (MILPAY)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Correct Defense Finance and Accounting Service (DFAS) rejections
E4	CORE	Input daily Electronic Funds Transfer (EFT) payments via Master Military Pay Account (MMPA) (e.g., advance, partial, etc.)
E4	CORE	Input Selective Enlistment Bonus (SEB) entitlements
E4	CORE	Prepare pay entitlement and allowance documents (e.g., Career Sea Pay Premium (CSPP), Special Duty Assignment Pay (SDAP), special pay, etc.)
E4	CORE	Prepare waivers of indebtedness
E4	CORE	Process allotment authorizations
E4	CORE	Process pay entitlements and allowances (e.g., Career Sea Pay Premium (CSPP), Special Duty Assignment Pay (SDAP), special duty assignment letters, etc.)
E4	CORE	Process Temporary Lodging Allowances (TLA)
E4	CORE	Reconcile Selective Enlistment Bonuses (SEB)
E4	CORE	Submit adoption reimbursement and leave allowance documents
E4	CORE	Verify member Career Sea Pay Premium (CSPP) eligibility

MILITARY PERSONNEL (MILPERS) RECORDS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Compute Pay Entry Base Dates (PEBD) or Active Duty Service Dates (ADSD)
E4	CORE	Correct sea duty and shore duty commencement dates
E4	CORE	Prepare Administrative Remarks (NAVPERS 1070/613) (e.g., refusals, frocking, elect effect, pay remarks, etc.)
E4	CORE	Process Records of Emergency Data (RED) (DD FORM 93) and Dependency Applications (DA) (NAVPERS 1070/602)

NAVY CASH

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Audit Navy Cash accounts and reports
E4	NON-CORE	Back-up Navy Cash systems
E4	NON-CORE	Change Navy Cash card Personal Identification Numbers (PIN)

NAVY CASH (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Close Navy Cash accounts
E4	NON-CORE	Create Navy Cash accounts
E4	NON-CORE	Issue Navy Cash cards
E4	NON-CORE	Maintain daily Navy Cash transaction ledgers
E4	NON-CORE	Maintain Navy Cash system refund logs
E4	NON-CORE	Order Navy Cash cards
E4	NON-CORE	Perform Navy Cash card transactions
E4	NON-CORE	Process Navy Cash enrollments
E4	NON-CORE	Process Navy Cash refunds
E4	NON-CORE	Reconcile Navy Cash negative balance reports
E4	NON-CORE	Replace Navy Cash equipment components
E4	NON-CORE	Submit Navy Cash system trouble calls
E4	NON-CORE	Test Navy Cash systems and equipment
E4	NON-CORE	Troubleshoot Navy Cash systems and equipment
E4	NON-CORE	Update merchant accounts to Navy Cash system
E4	NON-CORE	Update Navy Cash account information

RECEIPTS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Counsel personnel on Permanent Change of Station (PCS) receipts processes
E4	CORE	Prepare receipt transactions
E4	CORE	Verify current duty station pay and allowance entitlements
E4	CORE	Verify Obligated Service (OBLISERV) completions for receipts
E4	CORE	Verify Selective Enlistment Bonuses (SEB)

REENLISTMENTS AND EXTENSIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Process Selective Reenlistment Bonus (SRB) payments and leave sell back
E4	CORE	Verify Enlisted Active Obligated Service (EAOS) postings to the Master Military Pay Account (MMPA)

RESERVES

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Maintain Inactive Duty Training (IDT) and Inactive Duty Training Travel (IDTT) reports and retains
E4	CORE	Process Post Deployment Mobilization Respite Absences (PDMRA)
E4	CORE	Process reserve entitlements while on orders (i.e., Annual Training (AT), Active Duty Training (ADT), Inactive Duty Training (IDT), and Inactive Duty Training Travel (IDTT))
E4	CORE	Process reserve gains and losses (e.g., Reserve Component to Active Component (RC2AC), Career Intermission Program (CIP), Targeted Re-entry Program (TRP), mobilizations, demobilizations, recalls, Active Duty for Operational Support (ADOS), etc.)
E4	CORE	Verify Requests for Conditional Release (DD FORM 368)

SEPARATIONS AND RETIREMENTS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Maintain separation retains
E4	CORE	Prepare separation pay worksheets
E4	CORE	Process Master Military Pay Account (MMPA) separation transactions (e.g., strength loss, Report Final Separation (E503), etc.)
E4	CORE	Process separation questionnaires
E4	CORE	Reconcile leave balances
E4	CORE	Verify involuntary separation pay eligibility and entitlements
E4	CORE	Verify leave balances
E4	CORE	Verify lump sum leave and correct days paid
E5	CORE	Verify Master Military Pay Account (MMPA) separation transactions (e.g., Separation/Reentry Projected Settlement (NT), Separation Data Pending (N7), Separation/Reenlistment Data Rejects (NN), etc.)
E5	CORE	Verify Non-Judicial Punishment (NJP) actions for separations
E4	CORE	Verify obligation requirements to the Individual Ready Reserve (IRR)
E4	CORE	Verify suspended debts

TRANSFERS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Counsel personnel on Permanent Change of Station (PCS) transfer processes
E4	CORE	Prepare Advance Pay Certifications/Authorizations (DD FORM 2560)
E4	CORE	Verify Advance Pay Certifications/Authorizations (DD FORM 2560)

TRAVEL AND TRANSPORTATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Archive travel data (e.g., Integrated Automated Travel System (IATS) files)
E4	CORE	Counsel personnel on travel entitlements
E4	CORE	Process advance and delayed travel of dependents
E4	CORE	Process Consecutive Overseas Tour (COT) travel entitlements
E4	CORE	Process dependent transportation requests
E4	CORE	Process Temporary Additional Duty (TEMADD) requests and orders (e.g., Medical Evacuations (MEDEVAC), emergency evacuations, cost Temporary Additional Duties (TAD) orders, no cost Temporary Additional Duties (TAD) orders, etc.)
E4	CORE	Process Temporary Lodging Expense (TLE) claims
E4	CORE	Process travel advance requests (e.g., Dislocation Allowances (DLA), per diem, etc.)
E4	CORE	Process travel claims
E4	NON-CORE	Process travel liquidations for family members to bedside of seriously ill or injured
E4	CORE	Reconcile travel claim overpayments
E5	CORE	Support Government Travel Charge Card (GTCC) programs (e.g., Permanent Change of Station (PCS) counseling, voucher liquidations, card issuance, etc.)
E4	CORE	Track travel claim submissions and liquidations
E4	CORE	Verify disbursements of travel payment postings
E4	CORE	Verify Electronic Funds Transfer (EFT) information

Job Title**Personnel Clerk****Job Code****001665****Job Family**

Office and Administrative Support

NOC

TBD

Short Title (30 Characters)

PERSONNEL CLERK

Short Title (14 Characters)

PERS CLERK

Pay Plan

ENLISTED

Career Field

PS

Other Relationships and Rules

NECs AXXX and 7XXX series or other NECs as assigned

Job Description

Personnel Clerks are responsible for processing personnel documents for Active Components (AC) and Reserve Components (RC); verify and maintain Electronic Service Records (ESR); counsel personnel regarding travel entitlements and procedures, reenlistment, separation, and education and training; prepare administrative Naval messages; maintain accession, contracts, and quality control reports; manage command leave programs; issue identification cards; assist completion of applicable screenings for enlistment qualification; and conduct Personnel Tempo (PERSTEMPO) reporting entries.

DoD Relationship**Group Title**

Combined Personnel and Administration, General

DoD Code

152000

O*NET Relationship**Occupation Title**

Office Clerks, General

SOC Code

43-9061.00

Job Family

Office and Administrative Support

Skills

Monitoring

Complex Problem Solving

Judgment and Decision Making

Management of Personnel Resources

Coordination

Instructing

Quality Control Analysis

Writing

Service Orientation

Management of Material Resources

Abilities

Deductive Reasoning

Information Ordering

Written Comprehension

Inductive Reasoning

Written Expression

Mathematical Reasoning

Oral Expression

Category Flexibility

Number Facility

Problem Sensitivity

AUTOMATED DATA PROCESSING (ADP) OPERATIONS**Paygrade**

E4

Task Type

CORE

Task Statements

Maintain operational and afloat unit personnel record data (e.g., Relational Administrative Data Management System (R-ADM))

E4

CORE

Submit pay and personnel system transactions

CORRESPONDENCE**Paygrade**

E4

Task Type

CORE

Task Statements

Prepare letters of authority

E4

CORE

Prepare muster reports

E4

CORE

Prepare statements of service

E4

CORE

Process Overseas Tour Extension Incentive Program (OTEIP) requests

E4

CORE

Update pay and personnel transaction ticklers

E5

CORE

Verify letters of authority

DISBURSING OPERATIONS**Paygrade**

E4

Task Type

NON-CORE

Task Statements

Assist on-site audits and cash verification teams

EDUCATION SERVICES**Paygrade**

E4

Task Type

CORE

Task Statements

Prepare advancement eligibility listings

E4

CORE

Verify Time-in-Rate (TIR) dates

IDENTIFICATION DATA (ID) CARDS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Annotate invalid identification cards (i.e., Common Access Cards (CAC) and Next Generation Uniformed Services IDs (USID))
E4	CORE	Counsel recipients of identification cards (i.e., Common Access Cards (CAC) and Next Generation Uniformed Services IDs (USID))
E4	NON-CORE	Document identification credentials in Defense Enrollment Eligibility Reporting System (DEERS)
E4	NON-CORE	Issue identification cards (i.e., Common Access Cards (CAC) and Next Generation Uniformed Services IDs (USID))
E4	CORE	Prepare Applications for Identification Card/DEERS Enrollment (DD FORM 1172-2)
E4	NON-CORE	Process suspended privileges correspondence within Defense Enrollment Eligibility Reporting System (DEERS)
E4	CORE	Verify dual military member spouse enrollments in Defense Enrollment Eligibility Reporting System (DEERS)

LEGAL

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Certify Record of Unauthorized Absence (NAVPERS 1070/606) adjustments
E4	CORE	Implement Deserter/Absentee Wanted by the Armed Forces (DD FORM 553) procedures (e.g., pay entitlements, next of kin notification, etc.)
E4	CORE	Prepare Records of Unauthorized Absence (NAVPERS 1070/606)
E4	CORE	Process appellate leave
E4	CORE	Process Court Memorandums (NAVPERS 1070/607)
E4	CORE	Reconcile Records of Unauthorized Absence (NAVPERS 1070/606)

MANNING AND MANPOWER

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Input failed to report transactions
E4	CORE	Input Personnel Tempo (PERSTEMPO) data
E4	CORE	Prepare availability notifications
E4	CORE	Prepare sailing diaries

MILITARY PAY (MILPAY)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Correct Defense Finance and Accounting Service (DFAS) rejections
E4	CORE	Input Selective Enlistment Bonus (SEB) entitlements
E4	CORE	Prepare pay entitlement and allowance documents (e.g., Career Sea Pay Premium (CSPP), Special Duty Assignment Pay (SDAP), special pay, etc.)
E4	CORE	Process allotment authorizations
E4	CORE	Process pay entitlements and allowances (e.g., Career Sea Pay Premium (CSPP), Special Duty Assignment Pay (SDAP), special duty assignment letters, etc.)
E4	CORE	Process Temporary Lodging Allowances (TLA)
E4	CORE	Reconcile Selective Enlistment Bonuses (SEB)
E4	CORE	Submit adoption reimbursement and leave allowance documents
E4	CORE	Verify member Career Sea Pay Premium (CSPP) eligibility

MILITARY PERSONNEL (MILPERS) RECORDS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Compute Pay Entry Base Dates (PEBD) or Active Duty Service Dates (ADSD)
E4	CORE	Confirm completion of Servicemembers' Group Life Insurance (SGLI) and Family Servicemembers' Group Life Insurance (FSGLI) enrollments in Servicemembers' Group Life Insurance (SGLI) Online Enrollment System (SOES)
E4	CORE	Correct sea duty and shore duty commencement dates
E4	CORE	Prepare Administrative Remarks (NAVPERS 1070/613) (e.g., refusals, frocking, elect effect, pay remarks, etc.)
E4	CORE	Process Electronic Service Record (ESR) entries
E4	CORE	Process leave requests (e.g., emergency, ordinary, separation, etc.)
E4	CORE	Process Records of Emergency Data (RED) (DD FORM 93) and Dependency Applications (DA) (NAVPERS 1070/602)

RECEIPTS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Counsel personnel on Permanent Change of Station (PCS) receipts processes
E4	CORE	Prepare receipt transactions
E4	CORE	Verify current duty station pay and allowance entitlements
E4	CORE	Verify Obligated Service (OBLISERV) completions for receipts
E4	CORE	Verify Selective Enlistment Bonuses (SEB)

REENLISTMENTS AND EXTENSIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Prepare Agreements to Extend Enlistment (NAVPERS 1070/621)
E4	CORE	Prepare Agreements to Recall or Extend Active Duty (NAVPERS 1070/622)
E4	CORE	Prepare reenlistment contracts (e.g., Immediate Reenlistment Contract (NAVPERS 1070/601))
E4	CORE	Process Selective Reenlistment Bonus (SRB) payments and leave sell back
E4	CORE	Verify Enlisted Active Obligated Service (EAOS) postings to the Master Military Pay Account (MMPA)

RESERVES

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Maintain Inactive Duty Training (IDT) and Inactive Duty Training Travel (IDTT) reports and retains
E4	CORE	Manage Individual Mobilization Status (IMS) codes
E4	CORE	Process Post Deployment Mobilization Respite Absences (PDMRA)
E4	CORE	Process reserve gains and losses (e.g., Reserve Component to Active Component (RC2AC), Career Intermission Program (CIP), Targeted Re-entry Program (TRP), mobilizations, demobilizations, recalls, Active Duty for Operational Support (ADOS), etc.)
E4	CORE	Update Reserve Unit Assignment Documents (RUAD)
E7	CORE	Validate mobilization and demobilization documents
E4	CORE	Verify Requests for Conditional Release (DD FORM 368)
E5	CORE	Verify reserve point correspondence

SEPARATIONS AND RETIREMENTS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Maintain separation retains
E4	CORE	Process Certificates of Uniformed Service (DD FORM 214), Corrections to DD FORM 214, Certificate of Uniformed Service (DD FORM 215), and Certificates of Uniformed Service, Reserve Component Addendum (DD FORM 214-1)
E4	CORE	Process Master Military Pay Account (MMPA) separation transactions (e.g., strength loss, Report Final Separation (E503), etc.)
E4	CORE	Process separation orders via Navy Standard Integrated Personnel System (NSIPS)
E4	CORE	Process separation questionnaires
E4	CORE	Provide Data for Payment of Retired Personnel (DD FORM 2656) and applicable Survivor Benefit Plan (SBP) election forms
E4	CORE	Reconcile leave balances
E4	CORE	Verify leave balances
E4	CORE	Verify lump sum leave and correct days paid
E5	CORE	Verify Master Military Pay Account (MMPA) separation transactions (e.g., Separation/Reentry Projected Settlement (NT), Separation Data Pending (N7), Separation/Reenlistment Data Rejects (NN), etc.)
E5	CORE	Verify Non-Judicial Punishment (NJP) actions for separations
E4	CORE	Verify Obligated Service (OBLISERV) completions for transfer to fleet reserve
E4	CORE	Verify obligation requirements to the Individual Ready Reserve (IRR)

TRANSFERS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Counsel personnel on Permanent Change of Station (PCS) transfer processes
E4	CORE	Draft Dependent Entry Approval (DEA) messages and requests
E4	CORE	Input agreements to extend enlisted contracts (e.g., Obligated Service (OBLISERV))
E4	CORE	Prepare Advance Pay Certifications/Authorizations (DD FORM 2560)
E4	CORE	Prepare special duty screenings
E4	CORE	Prepare Transfer Information Sheets (TIS)
E4	CORE	Verify Advance Pay Certifications/Authorizations (DD FORM 2560)

TRAVEL AND TRANSPORTATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Archive travel data (e.g., Integrated Automated Travel System (IATS) files)
E4	CORE	Counsel personnel on travel entitlements
E4	NON-CORE	Prepare Environmental Morale Leave (EML) and Family Environmental Morale Leave (FEML) entitlements and requests
E4	CORE	Process advance and delayed travel of dependents
E4	CORE	Process Consecutive Overseas Tour (COT) travel entitlements
E4	CORE	Process dependent transportation requests
E4	CORE	Process North Atlantic Treaty Organization (NATO) travel orders
E4	CORE	Process Passenger Reservation Requests (PRR)

TRAVEL AND TRANSPORTATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Process Temporary Additional Duty (TEMADD) requests and orders (e.g., Medical Evacuations (MEDEVAC), emergency evacuations, cost Temporary Additional Duties (TAD) orders, no cost Temporary Additional Duties (TAD) orders, etc.)
E4	CORE	Process Temporary Lodging Expense (TLE) claims
E4	CORE	Process travel advance requests (e.g., Dislocation Allowances (DLA), per diem, etc.)
E4	CORE	Process travel claims
E4	NON-CORE	Process travel liquidations for family members to bedside of seriously ill or injured
E4	CORE	Reconcile travel claim overpayments
E5	CORE	Support Government Travel Charge Card (GTCC) programs (e.g., Permanent Change of Station (PCS) counseling, voucher liquidations, card issuance, etc.)
E4	CORE	Track travel claim submissions and liquidations
E4	CORE	Verify disbursements of travel payment postings
E4	CORE	Verify Electronic Funds Transfer (EFT) information

Job Title**Personnel Supervisor****Job Code****001677****Job Family**

Office and Administrative Support

NOC

TBD

Short Title (30 Characters)

PERSONNEL SUPERVISOR

Short Title (14 Characters)

PERS SUPV

Pay Plan

ENLISTED

Career Field

PS

Other Relationships and Rules

NECs AXXX and 7XXX series or other NECs as assigned

Job Description

Personnel Supervisors oversee the functions of the Personnel Clerk and are responsible for the operations of the personnel offices and programs for Active Components (AC) and Reserve Components (RC); audit pay transactions and personnel documents; verify Electronic Service Record (ESR) entries; manage Educational Service Office (ESO); authorize personnel systems access; manage Command Pay/Personnel Administrative Support System (PASS) Command Pay and Personnel Administrator (CPA) program; manage Defense Enrollment Eligibility Reporting System (DEERS) and identification card entries; conduct pre-deployment briefs; perform enlisted manning verification using Billet Based Distribution (BBD) in MyNavy Assignment (MNA); conduct counseling regarding pay and personnel entitlements; manage electronic command leave program; and review and release Personnel Tempo (PERSTEMPO) events.

DoD Relationship**Group Title**

Combined Personnel and Administration, General

DoD Code

152000

O*NET Relationship**Occupation Title**

First-Line Supervisors of Office and Administrative Support Workers

SOC Code

43-1011.00

Job Family

Office and Administrative Support

Skills

Monitoring

Judgment and Decision Making

Coordination

Complex Problem Solving

Management of Personnel Resources

Quality Control Analysis

Management of Material Resources

Critical Thinking

Instructing

Operation and Control

Abilities

Deductive Reasoning

Information Ordering

Written Comprehension

Written Expression

Category Flexibility

Inductive Reasoning

Problem Sensitivity

Number Facility

Oral Expression

Perceptual Speed

AUTOMATED DATA PROCESSING (ADP) OPERATIONS**Paygrade****Task Type****Task Statements**

E6

CORE

Approve pay and personnel system access requests (e.g., System Authorization Access Requests (SAAR) (DD FORM 2875))

E5

CORE

Distribute pay and personnel system transactions

E6

CORE

Establish pay and personnel system roles (e.g., Navy Standard Integrated Personnel System (NSIPS))

E4

CORE

Maintain operational and afloat unit personnel record data (e.g., Relational Administrative Data Management System (R-ADM))

E6

CORE

Maintain pay and personnel system access requests (e.g., System Authorization Access Requests (SAAR) (DD FORM 2875))

E6

CORE

Manage pay and personnel system accounts (e.g., Navy Standard Integrated Personnel System (NSIPS))

CORRESPONDENCE**Paygrade****Task Type****Task Statements**

E5

CORE

Certify Overseas Tour Extension Incentive Program (OTEIP) processing

E4

CORE

Prepare letters of authority

E4

CORE

Prepare muster reports

E4

CORE

Prepare statements of service

E4

CORE

Process Overseas Tour Extension Incentive Program (OTEIP) requests

CORRESPONDENCE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Update pay and personnel transaction ticklers
E5	CORE	Validate pay and personnel transaction ticklers
E5	CORE	Verify letters of authority

DISBURSING OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Assist on-site audits and cash verification teams

EDUCATION SERVICES

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Counsel personnel on advancement requirements
E5	CORE	Determine advancement program eligibilities and quotas (e.g., Meritorious Advancement Program (MAP))
E5	CORE	Draft advancement recommendation withdrawal messages and correspondence
E6	CORE	Order Navy-Wide Advancement Examinations (NWAEE)
E6	CORE	Prepare Navy-Wide Advancement Examinations (NWAEE) correspondence
E6	CORE	Verify advancement worksheets
E5	CORE	Verify Professional Military Knowledge Eligibility Exam (PMK-EE) completions
E5	CORE	Verify program requirement eligibilities (e.g., advanced electronic fields, accelerated advancement, Professional Apprenticeship Career Tracks (PACT), etc.)

IDENTIFICATION DATA (ID) CARDS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Forward inventoried invalid identification cards (i.e., Common Access Cards (CAC) and Next Generation Uniformed Services IDs (USID)) to site security manager
E5	NON-CORE	Mail invalid identification cards (i.e., Common Access Cards (CAC) and Next Generation Uniformed Services IDs (USID)) to Defense Manpower Data Center (DMDC)
E6	NON-CORE	Manage cardstock inventories for identification cards (i.e., Common Access Cards (CAC) and Next Generation Uniformed Services IDs (USID))
E5	NON-CORE	Manage installation and maintenance of identification card systems and software
E5	NON-CORE	Reconcile invalid identification card (i.e., Common Access Cards (CAC) and Next Generation Uniformed Services IDs (USID)) inventories
E5	NON-CORE	Secure invalid identification cards (i.e., Common Access Cards (CAC) and Next Generation Uniformed Services IDs (USID))
E4	NON-CORE	Suspend privileges within Defense Enrollment Eligibility Reporting System (DEERS)
E6	NON-CORE	Verify compliance with identification card system security requirements (e.g., Real-time Automated Personnel Identification System (RAPIDS))
E4	CORE	Verify dual military member spouse enrollments in Defense Enrollment Eligibility Reporting System (DEERS)

LEGAL

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Authenticate Deserter/Absentee Wanted by the Armed Forces (DD FORM 553) information
E5	CORE	Process Court Memorandum (NAVPERS 1070/607) adjustments

LEGAL (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Process Reports of Return of Absentee (DD FORM 616)
E6	CORE	Verify Court Memorandums (NAVPERS 1070/607) and adjustments

MANNING AND MANPOWER

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Correct enlisted manning discrepancies (e.g., Billet Based Distribution (BBD))
E6	CORE	Create Enlisted Manning Inquiry Reports (EMIRS)
E6	CORE	Create Personnel Manning Reports (PERSMAR)
E4	CORE	Input failed to report transactions
E4	CORE	Input Personnel Tempo (PERSTEMPO) data
E6	CORE	Prepare Activity Manpower Document (AMD) change requests
E4	CORE	Prepare availability notifications
E6	CORE	Prepare Navy Enlisted Classification (NEC) Change Requests (NAVPERS 1221/6)
E5	CORE	Process Billet Sequence Code (BSC) change requests
E6	CORE	Process member realignment requests
E6	CORE	Validate Duty Navy Enlisted Code (DNEC) assignments
E6	CORE	Validate prospective and expired gains and losses reports
E5	CORE	Verify accuracy of availability notifications
E6	CORE	Verify Special Duty Assignment Pay (SDAP) certifications and recertifications

MILITARY PAY (MILPAY)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Audit leave accounting records and reports as Leave Administrator
E6	CORE	Authorize pay entitlements and allowances (e.g., Career Sea Pay Premium (CSPP), Special Duty Assignment Pay (SDAP), special duty assignment letters, etc.)
E6	CORE	Certify Selective Enlistment Bonuses (SEB)
E4	CORE	Correct Defense Finance and Accounting Service (DFAS) rejections
E6	CORE	Reconcile Pay Record Access (PRA) accounts
E4	CORE	Submit adoption reimbursement and leave allowance documents
E6	CORE	Verify Pay Record Access (PRA) records

MILITARY PERSONNEL (MILPERS) RECORDS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Certify Records of Emergency Data (RED) (DD FORM 93) and Dependency Applications (DA) (NAVPERS 1070/602)
E4	CORE	Process leave requests (e.g., emergency, ordinary, separation, etc.)
E5	CORE	Verify Electronic Service Record (ESR) entries

REENLISTMENTS AND EXTENSIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Approve Selective Reenlistment Bonus (SRB) payments and leave sell back
E4	CORE	Validate Electronic Service Records (ESR) close-outs upon re-enlistment
E6	CORE	Verify Agreement to Extend Enlistment (NAVPERS 1070/621) documents

REENLISTMENTS AND EXTENSIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Verify Agreement to Recall or Extend Active Duty (NAVPERS 1070/622) documents
E4	CORE	Verify Enlisted Active Obligated Service (EAOS) postings to the Master Military Pay Account (MMPA)
E6	CORE	Verify reenlistment contracts (e.g., Immediate Reenlistment Contract (NAVPERS 1070/601))
E6	CORE	Verify Selective Reenlistment Bonus (SRB) payments and leave sell back

RESERVES

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Maintain Inactive Duty Training (IDT) and Inactive Duty Training Travel (IDTT) reports and retains
E6	CORE	Manage Inactive Duty Training (IDT) and Inactive Duty Training Travel (IDTT) programs
E5	CORE	Manage Manpower Availability Status (MAS) codes
E6	CORE	Manage reserve program accessions
E4	CORE	Update Reserve Unit Assignment Documents (RUAD)

SEPARATIONS AND RETIREMENTS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Certify Certificate of Uniformed Service (DD FORM 214), Correction to DD FORM 214, Certificate of Uniformed Service (DD FORM 215), and Certificate of Uniformed Service, Reserve Component Addendum (DD FORM 214-1) data
E6	CORE	Release Master Military Pay Account (MMPA) separation transactions (e.g., strength loss, Report Final Separation (E503), etc.)
E6	CORE	Release separation orders via Navy Standard Integrated Personnel System (NSIPS)
E5	CORE	Verify Master Military Pay Account (MMPA) separation transactions (e.g., Separation/Reentry Projected Settlement (NT), Separation Data Pending (N7), Separation/Reenlistment Data Rejects (NN), etc.)

TRANSFERS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Process delays in reporting
E5	CORE	Validate overseas assignment screenings
E6	CORE	Validate special duty screenings

TRAVEL AND TRANSPORTATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Audit travel claims
E6	CORE	Certify Authorization To Apply For A "No-Fee" Passport and/or Request for Visa (DD FORM 1056) applications
E6	CORE	Certify Consecutive Overseas Tour (COT) travel entitlements
E5	NON-CORE	Certify Environmental Morale Leave (EML) and Family Environmental Morale Leave (FEMLE) entitlements and requests
E5	CORE	Certify travel advances

TRAVEL AND TRANSPORTATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Counsel personnel on travel entitlements
E6	CORE	Process Early Return of Dependents (ERD) requests
E6	CORE	Process Personnel Routing Instructions (PRI)
E4	CORE	Process Temporary Additional Duty (TEMADD) requests and orders (e.g., Medical Evacuations (MEDEVAC), emergency evacuations, cost Temporary Additional Duties (TAD) orders, no cost Temporary Additional Duties (TAD) orders, etc.)
E5	CORE	Support Government Travel Charge Card (GTCC) programs (e.g., Permanent Change of Station (PCS) counseling, voucher liquidations, card issuance, etc.)
E6	CORE	Track Consecutive Overseas Tour (COT) travel entitlements
E4	CORE	Track travel claim submissions and liquidations
E4	CORE	Verify disbursements of travel payment postings
E4	CORE	Verify Electronic Funds Transfer (EFT) information
E6	CORE	Verify official travel documents (e.g., passports, visas, etc.)
E6	CORE	Verify waiver claims for erroneous travel payments

Job Title**Personnel Manager****Job Code****001682****Job Family**

Office and Administrative Support

NOC

TBD

Short Title (30 Characters)

PERSONNEL MANAGER

Short Title (14 Characters)

PERS MANAGER

Pay Plan

ENLISTED

Career Field

PS

Other Relationships and Rules

NECs AXXX and 7XXX series or other NECs as assigned

Job Description

Personnel Managers oversee the functions of the Personnel Clerk and Personnel Supervisor for Active Components (AC) and Reserve Components (RC); maintain overall responsibility of personnel divisions; certify all personnel documents and correspondence; administer Educational Service Office (ESO) programs; respond to official inquiries; and review and validate special, operational, and oversea duty screenings.

DoD Relationship**Group Title**Combined Personnel and
Administration, General**DoD Code**

152000

O*NET Relationship**Occupation Title**First-Line Supervisors
of Office and Administrative
Support Workers**SOC Code**

43-1011.00

Job Family

Office and Administrative Support

Skills

Coordination

Monitoring

Judgment and Decision Making

Quality Control Analysis

Complex Problem Solving

Management of Personnel Resources

Management of Material Resources

Writing

Critical Thinking

Management of Financial Resources

Abilities

Deductive Reasoning

Information Ordering

Written Comprehension

Written Expression

Inductive Reasoning

Category Flexibility

Selective Attention

Mathematical Reasoning

Number Facility

Perceptual Speed

AUTOMATED DATA PROCESSING (ADP) OPERATIONS**Paygrade**

E6

Task Type

CORE

Task Statements

Maintain pay and personnel system access requests (e.g., System Authorization Access Requests (SAAR) (DD FORM 2875))

CORRESPONDENCE**Paygrade**

E5

Task Type

CORE

Task Statements

Verify letters of authority

DISBURSING OPERATIONS**Paygrade**

E4

Task Type

NON-CORE

Task Statements

Assist on-site audits and cash verification teams

E7

NON-CORE

Respond to official inquiries (e.g., Defense Finance and Accounting Service (DFAS), advise of errors, Inspector General (IG), Board for Correction of Naval Records (BCNR), etc.)

EDUCATION SERVICES**Paygrade**

E7

Task Type

CORE

Task Statements

Administer Navy-Wide Advancement Examinations (NWAE)

E7

CORE

Destroy Navy-Wide Advancement Examinations (NWAE)

E5

CORE

Draft advancement recommendation withdrawal messages and correspondence

E7

CORE

Inventory Navy-Wide Advancement Examinations (NWAE)

E6

CORE

Order Navy-Wide Advancement Examinations (NWAE)

E6

CORE

Prepare Navy-Wide Advancement Examinations (NWAE) correspondence

EDUCATION SERVICES (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Transfer Navy-Wide Advancement Examinations (NWAE)
E7	CORE	Validate Navy-Wide Advancement Examinations (NWAE) returns
E6	CORE	Verify advancement worksheets
E5	CORE	Verify Professional Military Knowledge Eligibility Exam (PMK-EE) completions

IDENTIFICATION DATA (ID) CARDS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	NON-CORE	Manage cardstock inventories for identification cards (i.e., Common Access Cards (CAC) and Next Generation Uniformed Services IDs (USID))
E6	NON-CORE	Verify compliance with identification card system security requirements (e.g., Real-time Automated Personnel Identification System (RAPIDS))

LEGAL

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Verify Court Memorandums (NAVPERS 1070/607) and adjustments

MANNING AND MANPOWER

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Correct enlisted manning discrepancies (e.g., Billet Based Distribution (BBD))
E6	CORE	Create Enlisted Manning Inquiry Reports (EMIRS)
E6	CORE	Create Personnel Manning Reports (PERSMAR)
E6	CORE	Prepare Activity Manpower Document (AMD) change requests
E7	CORE	Validate Billet Sequence Code (BSC) change requests
E7	CORE	Validate Enlisted Manning Inquiry Reports (EMIRS)
E7	CORE	Validate Personnel Manning Reports (PERSMAR)
E6	CORE	Validate prospective and expired gains and losses reports
E5	CORE	Verify accuracy of availability notifications
E7	CORE	Verify enlisted manning discrepancy corrections (e.g., Billet Based Distribution (BBD))
E6	CORE	Verify Special Duty Assignment Pay (SDAP) certifications and recertifications

MILITARY PAY (MILPAY)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Audit leave accounting records and reports as Leave Administrator
E6	CORE	Authorize pay entitlements and allowances (e.g., Career Sea Pay Premium (CSPP), Special Duty Assignment Pay (SDAP), special duty assignment letters, etc.)
E6	CORE	Reconcile Pay Record Access (PRA) accounts
E6	CORE	Verify Pay Record Access (PRA) records

MILITARY PERSONNEL (MILPERS) RECORDS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Authenticate personnel documents
E5	CORE	Certify Records of Emergency Data (RED) (DD FORM 93) and Dependency Applications (DA) (NAVPERS 1070/602)
E4	CORE	Process leave requests (e.g., emergency, ordinary, separation, etc.)

REENLISTMENTS AND EXTENSIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Approve Selective Reenlistment Bonus (SRB) payments and leave sell back
E4	CORE	Verify Enlisted Active Obligated Service (EAOS) postings to the Master Military Pay Account (MMPA)
E6	CORE	Verify Selective Reenlistment Bonus (SRB) payments and leave sell back

RESERVES

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Manage Inactive Duty Training (IDT) and Inactive Duty Training Travel (IDTT) programs
E6	CORE	Manage reserve program accessions

SEPARATIONS AND RETIREMENTS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Certify Certificate of Uniformed Service (DD FORM 214), Correction to DD FORM 214, Certificate of Uniformed Service (DD FORM 215), and Certificate of Uniformed Service, Reserve Component Addendum (DD FORM 214-1) data
E7	CORE	Certify separation and retirement documentation
E6	CORE	Release Master Military Pay Account (MMPA) separation transactions (e.g., strength loss, Report Final Separation (E503), etc.)
E6	CORE	Release separation orders via Navy Standard Integrated Personnel System (NSIPS)
E5	CORE	Verify Master Military Pay Account (MMPA) separation transactions (e.g., Separation/Reentry Projected Settlement (NT), Separation Data Pending (N7), Separation/Reenlistment Data Rejects (NN), etc.)

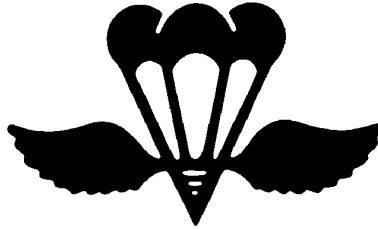
TRANSFERS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Process delays in reporting
E6	CORE	Validate special duty screenings

TRAVEL AND TRANSPORTATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Certify Authorization To Apply For A "No-Fee" Passport and/or Request for Visa (DD FORM 1056) applications
E6	CORE	Certify Consecutive Overseas Tour (COT) travel entitlements
E7	NON-CORE	Manage command travel funds (e.g., Temporary Additional Duty Target (TADTAR))
E6	CORE	Process Early Return of Dependents (ERD) requests
E6	CORE	Process Personnel Routing Instructions (PRI)
E6	CORE	Track Consecutive Overseas Tour (COT) travel entitlements

CHAPTER 65



AIRCREW SURVIVAL EQUIPMENTMAN (PR)

NAVPERS 18068F-65F
Change 102

Updated: April 2025

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

AIRCREW SURVIVAL EQUIPMENTMAN (PR)



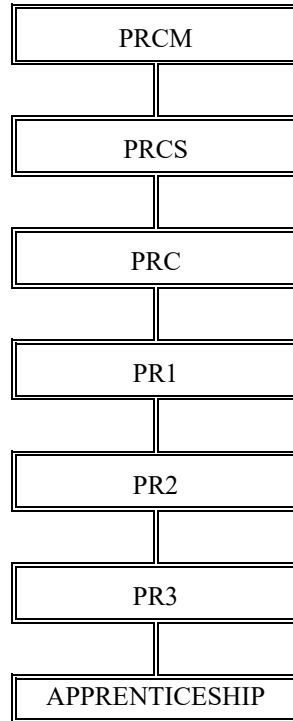
SCOPE OF RATING

Aircrew Survival Equipmentmen (PR) inspect, maintain, test, troubleshoot, repair, and manage Aviation Life Support Systems (ALSS) programs, oxygen systems, parachutes, seat pans, survival equipment, electronic and physical records, and flight and protective clothing and equipment; pack and rig parachutes; pack and equip flotation equipment; fit and maintain oxygen masks, flight clothing, anti-exposure suits, and anti-gravity suits; operate and maintain Carbon Dioxide (CO₂) transfer and recharge equipment; operate and repair sewing machines; conduct special calendar/periodic inspections of survival equipment; pack and perform Quality Assurance Inspections (QAI) on static line and military freefall parachutes; conduct Jumpmaster Personnel Inspections (JMPIs); perform duties as Drop Zone Safety Officer and Malfunction Officer in support of Premeditated Personnel Parachuting (P3) operations; and supervise operation of parachute lofts and survival equipment work centers.

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 65.

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**Aviation Life Support Systems Training and Acquisition Manager****Job Code****001687****Job Family**

Management

NOC

TBD

Short Title (30 Characters)

ALSS TRAINING ACQUISITION MGR

Short Title (14 Characters)

ALSS TRACQ MGR

Pay Plan

Enlisted

Career Field

PR

Other Relationships and Rules

NEC 788A

Job Description

Aviation Life Support Systems Training and Acquisition Managers perform critical acquisition-type and training activities and functions (i.e., Integrated Logistics Support (ILS), Naval Air Training Management Support Activity (NATMSACT)); are responsible for acquisition systems development and testing, and logistic support for acquisition programs oversight, review, and acceptance of supplies and services; ensure reliability and maintainability for systems design, the development of acquisition and logistics plans and documents, system integration, logistics support analysis, provisioning, configuration, management, systems modifications, and site activation or program planning, oversight, and acceptance of supplies and services; are responsible for various requirements related to the development and execution of budgets, acquisition and logistics support of programs.

DoD Relationship**Group Title**Forward Area Equipment
Support, General**DoD Code**

186000

O*NET Relationship**Occupation Title**Training and Development
Managers**SOC Code**

11-3131.00

Job Family

Management

Skills*Management of Financial Resources**Management of Material Resources**Judgment and Decision Making**Complex Problem Solving**Learning Strategies**Monitoring**Quality Control Analysis**Service Orientation**Systems Analysis**Systems Evaluation***Abilities***Perceptual Speed**Written Comprehension**Oral Expression**Information Ordering**Spatial Orientation**Deductive Reasoning**Written Expression***MAINTENANCE ADMINISTRATION****Paygrade**

E7

Task Type

CORE

Task Statements

Validate Aviation Life Support System (ALSS) assets

QUALITY ASSURANCE (QA)**Paygrade**

E6

Task Type

CORE

Task Statements

Consolidate assets from support organizations

E7

CORE

Coordinate engineering requirements for Aviation Life Support System (ALSS) equipment

E7

CORE

Develop Aviation Life Support System (ALSS) programs

E6

CORE

Distribute assets to operational organizations

E6

CORE

Maintain inventory records for Aviation Life Support System (ALSS) parts and stocks

E5

CORE

Process inventory records for Aviation Life Support System (ALSS) parts and stocks

E5

CORE

Validate parts' information for accuracy

TRAINING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Coordinate Fleet Air Introduction Liaison Survival Aircrew Flight Equipment (FAILSAFE) programs
E7	CORE	Manage Aviation Life Support System (ALSS) fleet support programs (e.g., Program Manager Air (PMA), Fleet Support Team (FST), Class Desk, etc.)

Job Title**Aviation Life Support Systems Intermediate Level Technician****Job Code****001692****Job Family**

Production

NOC

TBD

Short Title (30 Characters)

ALSS INTERMEDIATE LEVEL TEC

Short Title (14 Characters)

ALSS ILVL TECH

Pay Plan

Enlisted

Career Field

PR

Other Relationships and Rules

NEC F16A

Job Description

Aviation Life Support Systems Intermediate Level Technicians supervise and perform maintenance, repairs, and rigging for aircraft and man- mounted systems including emergency parachutes, seat survival kits, life rafts, life preservers, anti-exposure assemblies, Search and Rescue (SAR) equipment, oxygen systems, and liquid oxygen converters; operate and maintain oxygen system test stands, liquid oxygen converter test stands, On-Board Oxygen Generating System (OBOGS) test sets, and Carbon Dioxide (CO2) recharge equipment; analyze Aviators Breathing Oxygen (ABO); operate and maintain sewing machines (e.g., adjustments, lubrication, etc.) perform pre-operation periodic inspections on related support equipment; and apply fundamental principles of ordnance handling functions.

DoD Relationship**Group Title**Forward Area Equipment
Support, General**DoD Code**

186000

O*NET Relationship**Occupation Title**Inspectors, Testers, Sorters,
Samplers, and Weighers**SOC Code**

51-9061.00

Job Family

Production

Skills*Equipment Maintenance**Repairing**Management of Material Resources**Installation**Equipment Selection**Reading Comprehension**Quality Control Analysis**Monitoring**Management of Financial Resources**Instructing***Abilities***Multi-limb Coordination**Wrist-Finger Speed**Written Comprehension**Oral Expression**Visual Color Discrimination**Control Precision**Information Ordering**Perceptual Speed**Written Expression**Deductive Reasoning***AIRCREW PERSONAL PROTECTION GEAR****Paygrade**

E4

Task Type

CORE

Task Statements

Inspect aircrew Chemical, Biological, Radiological, Nuclear, and Explosives (CBRNE) system

E4

CORE

Inspect aircrew survival equipment

E4

CORE

Inspect anti-exposure assemblies

E4

CORE

Maintain aircrew Chemical, Biological, Radiological, Nuclear, and Explosives (CBRNE) systems

E4

CORE

Maintain aircrew oxygen masks

E4

CORE

Maintain anti-exposure assemblies

E4

CORE

Maintain anti-gravity systems

E4

CORE

Repair aircrew Chemical, Biological, Radiological, Nuclear, and Explosives (CBRNE) system

E4

CORE

Repair aircrew survival equipment

E4

CORE

Repair anti-exposure assemblies

E4

CORE

Replace aircrew Chemical, Biological, Radiological, Nuclear, and Explosives (CBRNE) system

E4

CORE

Replace aircrew survival equipment

AIRCREW PERSONAL PROTECTION GEAR (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Replace anti-exposure assemblies
E4	CORE	Troubleshoot aircrew Chemical, Biological, Radiological, Nuclear, and Explosives (CBRNE) system
E4	CORE	Troubleshoot aircrew survival equipment
E4	CORE	Troubleshoot anti-exposure assemblies

FABRICATION AND MANUFACTURING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Design fabrication patterns
E4	CORE	Inspect fabrication hardware and materials
E4	CORE	Maintain fabrication hardware and materials
E4	CORE	Manufacture products for aircraft
E4	CORE	Manufacture templates for patterns
E4	CORE	Repair fabrication hardware and materials
E4	CORE	Replace fabrication hardware and materials
E4	CORE	Troubleshoot fabrication hardware and materials

GENERAL MAINTENANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Assist with emergency reclamation procedure
E4	CORE	Inspect parachute systems
E4	CORE	Maintain aircraft restraint systems
E4	CORE	Maintain parachute systems
E4	CORE	Repair parachute systems
E4	CORE	Replace parachute systems
E4	CORE	Troubleshoot parachute systems

MAINTENANCE ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Inspect Aviation Life Support Equipment (ALSE) maintenance records
E4	CORE	Maintain Aviation Life Support Equipment (ALSE) maintenance records
E4	CORE	Maintain technical Aviation Life Support System (ALSS) documents
E6	CORE	Manage Joint Search and Rescue Satellite-aided Tracking (SARSAT) Electronic Tracking Systems (JSETS), Cosmicheskaya Sistyema Poiska Avariynich Sudov (COSPAS), and Search and Rescue Satellite-aided Tracking (SARSAT) accounts for survival radios
E6	CORE	Manage technical Aviation Life Support System (ALSS) documents
E4	CORE	Update Aviation Life Support Equipment (ALSE) maintenance records
E7	CORE	Validate Aviation Life Support System (ALSS) assets
E5	CORE	Verify equipment status reports
E5	CORE	Verify Individual Component Repair Lists (ICRL)
E5	CORE	Verify Individual Material Readiness Lists (IMRL)

MECHANICAL MAINTENANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Inspect industrial sewing machines
E4	CORE	Maintain industrial sewing machines
E4	CORE	Maintain Mobile Refill Stations (MRS III)
E4	CORE	Repair industrial sewing machines
E4	CORE	Troubleshoot industrial sewing machines

ORDNANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Conduct explosive devices training
E4	CORE	Inspect Aviation Life Support System (ALSS) pyrotechnics
E4	CORE	Inspect Cartridge Actuated Device (CAD) systems
E4	CORE	Inspect installed service life cycle of explosive ordnance (Cartridge Actuated Device (CAD)/Propellant Actuated Device (PAD))
E4	CORE	Maintain Aviation Life Support System (ALSS) pyrotechnics
E4	CORE	Maintain Cartridge Actuated Device (CAD) systems
E6	CORE	Manage Aviation Life Support System (ALSS) ordnance certification programs
E6	CORE	Manage installed service life cycle of explosive ordnance (Cartridge Actuated Device (CAD)/Propellant Actuated Device (PAD))
E4	CORE	Repair Cartridge Actuated Device (CAD) systems
E4	CORE	Replace Cartridge Actuated Device (CAD) systems
E4	CORE	Troubleshoot Cartridge Actuated Device (CAD) systems
E5	CORE	Validate installed service life cycle of explosive ordnance (Cartridge Actuated Device (CAD)/Propellant Actuated Device (PAD))

OXYGEN, NITROGEN, AND LIQUID OXYGEN SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Inspect Aviators Breathing Oxygen (ABO) systems
E4	CORE	Inspect emergency oxygen equipment
E4	CORE	Inspect gaseous oxygen equipment
E4	CORE	Inspect Liquid Oxygen (LOX) equipment
E4	CORE	Inspect oxygen systems (e.g., concentrators, converters, regulators, etc.)
E4	CORE	Maintain Aviators Breathing Oxygen (ABO) systems
E4	CORE	Maintain emergency oxygen equipment
E4	CORE	Maintain gaseous oxygen equipment
E4	CORE	Maintain Liquid Oxygen (LOX) equipment
E4	CORE	Maintain oxygen systems (e.g., concentrators, converters, regulators, etc.)
E4	CORE	Repair Aviators Breathing Oxygen (ABO) systems
E4	CORE	Repair emergency oxygen equipment
E4	CORE	Repair gaseous oxygen equipment
E4	CORE	Repair Liquid Oxygen (LOX) equipment
E4	CORE	Repair oxygen systems (e.g., concentrators, converters, regulators, etc.)

OXYGEN, NITROGEN, AND LIQUID OXYGEN SYSTEMS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Replace Aviators Breathing Oxygen (ABO) systems
E4	CORE	Replace emergency oxygen equipment
E4	CORE	Replace gaseous oxygen equipment
E4	CORE	Replace Liquid Oxygen (LOX) equipment
E4	CORE	Replace oxygen systems (e.g., concentrators, converters, regulators, etc.)
E4	CORE	Troubleshoot Aviators Breathing Oxygen (ABO) systems
E4	CORE	Troubleshoot emergency oxygen equipment
E4	CORE	Troubleshoot gaseous oxygen equipment
E4	CORE	Troubleshoot Liquid Oxygen (LOX) equipment
E4	CORE	Troubleshoot oxygen systems (e.g., concentrators, converters, regulators, etc.)

QUALITY ASSURANCE (QA)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Audit Naval Aviation Maintenance Programs (NAMP) (e.g., Aviation Life Support System (ALSS), Aviators Breathing Oxygen (ABO), Egress, etc.)
E5	CORE	Conduct Quality Assurance (QA) inspections
E6	CORE	Consolidate assets from support organizations
E6	CORE	Coordinate Technical Directives (TD) compliance
E7	CORE	Develop Aviation Life Support System (ALSS) programs
E6	CORE	Distribute assets to operational organizations
E6	CORE	Inspect Aviation Life Support System (ALSS) programs
E6	CORE	Maintain inventory records for Aviation Life Support System (ALSS) parts and stocks
E6	CORE	Manage Aviation Life Support System (ALSS) programs
E6	CORE	Manage breathable compressed air for Aviation Life Support System (ALSS)
E6	CORE	Manage compliance with Technical Directives (TD) program
E6	CORE	Manage support equipment Planned Maintenance System (PMS) programs
E5	CORE	Process inventory records for Aviation Life Support System (ALSS) parts and stocks
E5	CORE	Validate parts' information for accuracy
E4	CORE	Verify Naval Aviation Maintenance Programs (NAMP)
E4	CORE	Verify Naval Aviation Maintenance Programs (NAMP) (e.g., Aviation Life Support System (ALSS), Aviators Breathing Oxygen (ABO), Egress, etc.)
E4	CORE	Verify support equipment Planned Maintenance System (PMS)
E5	CORE	Verify Support Equipment Standardization System (SESS)
E4	CORE	Verify Technical Directives (TD)

SURVIVAL AND RESCUE GEAR

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Inspect emergency breathing devices
E4	CORE	Inspect flotation equipment (e.g., life preserver, life rafts, etc.)
E4	CORE	Inspect Mobile Refill Stations (MRS III)

SURVIVAL AND RESCUE GEAR (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Inspect parachute assemblies and equipment
E4	CORE	Inspect Search and Rescue (SAR) personal equipment
E4	CORE	Inspect Seat Kit Unit (SKU)
E4	CORE	Inspect survival items (e.g., medical kits, mirrors, sea dye, etc.)
E4	CORE	Inspect survival radios
E4	CORE	Maintain aircrew survival equipment
E4	CORE	Maintain auxiliary life support equipment
E4	CORE	Maintain emergency breathing devices
E4	CORE	Maintain flotation equipment (e.g., life preserver, life rafts, etc.)
E4	CORE	Maintain parachute assemblies and equipment
E4	CORE	Maintain Seat Kit Unit (SKU)
E4	CORE	Maintain survival items (e.g., medical kits, mirrors, sea dye, etc.)
E4	CORE	Maintain survival radios
E4	CORE	Repair emergency breathing devices
E4	CORE	Repair flotation equipment (e.g., life preserver, life rafts, etc.)
E4	CORE	Repair Mobile Refill Stations (MRS III)
E4	CORE	Repair parachute assemblies and equipment
E4	CORE	Repair Search and Rescue (SAR) personal equipment
E4	CORE	Repair Seat Kit Unit (SKU)
E4	CORE	Repair survival items (e.g., medical kits, mirrors, sea dye, etc.)
E4	CORE	Repair survival radios
E4	CORE	Replace emergency breathing devices
E4	CORE	Replace flotation equipment (e.g., life preserver, life rafts, etc.)
E4	CORE	Replace Mobile Refill Stations (MRS III)
E4	CORE	Replace parachute assemblies and equipment
E4	CORE	Replace Search and Rescue (SAR) personal equipment
E4	CORE	Replace Seat Kit Unit (SKU)
E4	CORE	Replace survival items (e.g., medical kits, mirrors, sea dye, etc.)
E4	CORE	Replace survival radios
E4	CORE	Troubleshoot emergency breathing devices
E4	CORE	Troubleshoot flotation equipment (e.g., life preserver, life rafts, etc.)
E4	CORE	Troubleshoot Mobile Refill Stations (MRS III)
E4	CORE	Troubleshoot parachute assemblies and equipment
E4	CORE	Troubleshoot Search and Rescue (SAR) personal equipment
E4	CORE	Troubleshoot Seat Kit Unit (SKU)
E4	CORE	Troubleshoot survival items (e.g., medical kits, mirrors, sea dye, etc.)
E4	CORE	Troubleshoot survival radios

TRAINING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Conduct air operations (e.g., static line parachuting, military free fall, fast rope, rappel, etc.)
E5	CORE	Conduct aircraft-installed life support equipment training
E5	NON-CORE	Instruct survival equipment training

Job Title**Aviation Life Support Systems Organizational Level Technician****Job Code****001700****Job Family**

Production

NOC

TBD

Short Title (30 Characters)

ALSS ORGANIZATION LEVEL TEC

Short Title (14 Characters)

ALSS OLVL TECH

Pay Plan

Enlisted

Career Field

PR

Other Relationships and Rules

None

Job Description

Aviation Life Support Systems Organizational Level Technicians maintain emergency parachutes, aircraft restraint systems, life rafts, Search and Rescue (SAR) equipment, aircraft firefighting equipment, and first aid kits; maintain and repair man-mounted (pilot/aircrewman) survival equipment including flight gear, protective clothing, survival vests, anti-exposure assemblies, anti-gravity systems, body armor systems, oxygen systems, and personal SAR equipment; operate and maintain sewing machines (e.g., adjustments, lubrication, etc.) perform daily, pre-flight, post-flight, and other periodic aircraft inspections; and apply fundamental principles of ordnance handling functions.

DoD Relationship**Group Title**

Forward Area Equipment Support, General

DoD Code

186000

O*NET Relationship**Occupation Title**

First-Line Supervisors of Production and Operating Workers

SOC Code

51-1011.00

Job Family

Production

Skills*Equipment Maintenance**Repairing**Installation**Management of Material Resources**Equipment Selection**Reading Comprehension**Quality Control Analysis**Instructing**Operation and Control**Management of Financial Resources***Abilities***Multi-limb Coordination**Wrist-Finger Speed**Written Comprehension**Oral Expression**Manual Dexterity**Dynamic Flexibility**Stamina**Visual Color Discrimination**Arm-Hand Steadiness**Speech Clarity***AIRCREW PERSONAL PROTECTION GEAR****Paygrade**

E4

Task Type

CORE

Task Statements

Inspect aircrew Chemical, Biological, Radiological, Nuclear, and Explosives (CBRNE) system

E4

CORE

Inspect aircrew oxygen masks

E4

CORE

Inspect aircrew survival equipment

E4

CORE

Inspect anti-exposure assemblies

E4

CORE

Inspect anti-gravity systems

E4

CORE

Inspect auxiliary life support equipment

E4

CORE

Inspect body armor systems

E4

CORE

Inspect general purpose flight clothing

E4

CORE

Inspect survival vests

E4

CORE

Maintain aircrew Chemical, Biological, Radiological, Nuclear, and Explosives (CBRNE) systems

E4

CORE

Maintain aircrew oxygen masks

E4

CORE

Maintain anti-exposure assemblies

E4

CORE

Maintain anti-gravity systems

E4

CORE

Maintain body armor systems

E4

CORE

Maintain general purpose flight clothing

AIRCREW PERSONAL PROTECTION GEAR (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Maintain survival vests
E4	CORE	Repair aircrew Chemical, Biological, Radiological, Nuclear, and Explosives (CBRNE) system
E4	CORE	Repair aircrew oxygen masks
E4	CORE	Repair aircrew survival equipment
E4	CORE	Repair anti-exposure assemblies
E4	CORE	Repair anti-gravity systems
E4	CORE	Repair auxiliary life support equipment
E4	CORE	Repair body armor systems
E4	CORE	Repair general purpose flight clothing
E4	CORE	Repair survival vests
E4	CORE	Replace aircrew Chemical, Biological, Radiological, Nuclear, and Explosives (CBRNE) system
E4	CORE	Replace aircrew oxygen masks
E4	CORE	Replace aircrew survival equipment
E4	CORE	Replace anti-exposure assemblies
E4	CORE	Replace anti-gravity systems
E4	CORE	Replace auxiliary life support equipment
E4	CORE	Replace body armor systems
E4	CORE	Replace general purpose flight clothing
E4	CORE	Replace survival vests
E4	CORE	Troubleshoot aircrew Chemical, Biological, Radiological, Nuclear, and Explosives (CBRNE) system
E4	CORE	Troubleshoot aircrew oxygen masks
E4	CORE	Troubleshoot aircrew survival equipment
E4	CORE	Troubleshoot anti-exposure assemblies
E4	CORE	Troubleshoot anti-gravity systems
E4	CORE	Troubleshoot auxiliary life support equipment
E4	CORE	Troubleshoot body armor systems
E4	CORE	Troubleshoot general purpose flight clothing
E4	CORE	Troubleshoot survival vests

FABRICATION AND MANUFACTURING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Design fabrication patterns
E4	CORE	Inspect fabrication hardware and materials
E4	CORE	Maintain fabrication hardware and materials
E4	CORE	Manufacture products for aircraft
E4	CORE	Manufacture products for aircrews (e.g., Signal Distress Unit (SDU-39) lanyards, vest retaining lines, Advanced Crew Tether System (ACTS) harness, etc.)

FABRICATION AND MANUFACTURING (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Manufacture templates for patterns
E4	CORE	Repair fabrication hardware and materials
E4	CORE	Replace fabrication hardware and materials
E4	CORE	Troubleshoot fabrication hardware and materials

GENERAL MAINTENANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Assist with emergency reclamation procedure
E4	NON-CORE	Inspect air operations equipment
E4	CORE	Inspect aircraft furnishings (e.g., carpet, seat cushions, sound proofing, etc.)
E4	CORE	Inspect aircraft restraint systems
E4	CORE	Inspect aircraft-installed life support equipment
E4	CORE	Inspect aircraft-installed parachute systems
E4	CORE	Inspect aircraft-mounted firefighting equipment
E4	CORE	Inspect Night Vision Devices (NVD)
E4	NON-CORE	Maintain air operations equipment (e.g., static line parachutes, fast ropes, etc.)
E4	CORE	Maintain aircraft furnishings (e.g., carpet, seat cushions, sound proofing, etc.)
E4	CORE	Maintain aircraft restraint systems
E4	CORE	Maintain aircraft-installed life support equipment (e.g., Helicopter Rope Suspension Technique (HRST), etc.)
E4	CORE	Maintain aircraft-installed parachute systems
E4	CORE	Maintain aircraft-mounted firefighting equipment
E4	CORE	Maintain Night Vision Devices (NVD)
E4	NON-CORE	Repair air operations equipment
E4	CORE	Repair aircraft furnishings (e.g., carpet, seat cushions, sound proofing, etc.)
E4	CORE	Repair aircraft restraint systems
E4	CORE	Repair aircraft-installed life support equipment
E4	CORE	Repair aircraft-installed parachute systems
E4	CORE	Repair aircraft-mounted firefighting equipment
E4	CORE	Repair Night Vision Devices (NVD)
E4	NON-CORE	Replace air operations equipment
E4	CORE	Replace aircraft furnishings (e.g., carpet, seat cushions, sound proofing, etc.)
E4	CORE	Replace aircraft restraint systems
E4	CORE	Replace aircraft-installed life support equipment
E4	CORE	Replace aircraft-installed parachute systems
E4	CORE	Replace aircraft-mounted firefighting equipment
E4	CORE	Replace Night Vision Devices (NVD)
E4	NON-CORE	Troubleshoot air operations equipment
E4	CORE	Troubleshoot aircraft furnishings (e.g., carpet, seat cushions, sound proofing, etc.)

GENERAL MAINTENANCE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Troubleshoot aircraft restraint systems
E4	CORE	Troubleshoot aircraft-installed life support equipment
E4	CORE	Troubleshoot aircraft-installed parachute systems
E4	CORE	Troubleshoot aircraft-mounted firefighting equipment
E4	CORE	Troubleshoot Night Vision Devices (NVD)

MAINTENANCE ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Inspect Aviation Life Support Equipment (ALSE) maintenance records
E4	CORE	Maintain Aviation Life Support Equipment (ALSE) maintenance records
E4	CORE	Maintain technical Aviation Life Support System (ALSS) documents
E6	CORE	Manage Joint Search and Rescue Satellite-aided Tracking (SARSAT) Electronic Tracking Systems (JSETS), Cosmicheskaya Sistyema Poiska Avariynich Sudov (COSPAS), and Search and Rescue Satellite-aided Tracking (SARSAT) accounts for survival radios
E6	CORE	Manage technical Aviation Life Support System (ALSS) documents
E4	CORE	Update Aviation Life Support Equipment (ALSE) maintenance records
E5	CORE	Verify equipment status reports
E5	CORE	Verify Individual Material Readiness Lists (IMRL)

MECHANICAL MAINTENANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Inspect industrial sewing machines
E4	CORE	Maintain industrial sewing machines
E4	CORE	Maintain Mobile Refill Stations (MRS III)
E4	CORE	Repair industrial sewing machines
E4	CORE	Troubleshoot industrial sewing machines

ORDNANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Conduct explosive devices training
E4	CORE	Inspect Aviation Life Support System (ALSS) pyrotechnics
E4	CORE	Inspect Cartridge Actuated Device (CAD) systems
E4	CORE	Inspect installed service life cycle of explosive ordnance (Cartridge Actuated Device (CAD)/Propellant Actuated Device (PAD))
E4	CORE	Maintain Aviation Life Support System (ALSS) pyrotechnics
E4	CORE	Maintain Cartridge Actuated Device (CAD) systems
E6	CORE	Manage Aviation Life Support System (ALSS) ordnance certification programs
E6	CORE	Manage installed service life cycle of explosive ordnance (Cartridge Actuated Device (CAD)/Propellant Actuated Device (PAD))
E4	CORE	Repair Cartridge Actuated Device (CAD) systems
E4	CORE	Replace Cartridge Actuated Device (CAD) systems
E4	CORE	Troubleshoot Cartridge Actuated Device (CAD) systems

ORDNANCE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Validate installed service life cycle of explosive ordnance (Cartridge Actuated Device (CAD)/Propellant Actuated Device (PAD))

OXYGEN, NITROGEN, AND LIQUID OXYGEN SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Inspect Aviators Breathing Oxygen (ABO) systems
E4	CORE	Inspect emergency oxygen equipment
E4	CORE	Inspect gaseous oxygen equipment
E4	CORE	Inspect Liquid Oxygen (LOX) equipment
E4	CORE	Inspect oxygen systems (e.g., concentrators, converters, regulators, etc.)
E4	CORE	Maintain Aviators Breathing Oxygen (ABO) systems
E4	CORE	Maintain emergency oxygen equipment
E4	CORE	Maintain gaseous oxygen equipment
E4	CORE	Maintain Liquid Oxygen (LOX) equipment
E4	CORE	Maintain oxygen systems (e.g., concentrators, converters, regulators, etc.)
E4	CORE	Repair Aviators Breathing Oxygen (ABO) systems
E4	CORE	Repair emergency oxygen equipment
E4	CORE	Repair gaseous oxygen equipment
E4	CORE	Repair Liquid Oxygen (LOX) equipment
E4	CORE	Repair oxygen systems (e.g., concentrators, converters, regulators, etc.)
E4	CORE	Replace Aviators Breathing Oxygen (ABO) systems
E4	CORE	Replace emergency oxygen equipment
E4	CORE	Replace gaseous oxygen equipment
E4	CORE	Replace Liquid Oxygen (LOX) equipment
E4	CORE	Replace oxygen systems (e.g., concentrators, converters, regulators, etc.)
E4	CORE	Troubleshoot Aviators Breathing Oxygen (ABO) systems
E4	CORE	Troubleshoot emergency oxygen equipment
E4	CORE	Troubleshoot gaseous oxygen equipment
E4	CORE	Troubleshoot Liquid Oxygen (LOX) equipment
E4	CORE	Troubleshoot oxygen systems (e.g., concentrators, converters, regulators, etc.)

QUALITY ASSURANCE (QA)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Audit Naval Aviation Maintenance Programs (NAMP) (e.g., Aviation Life Support System (ALSS), Aviators Breathing Oxygen (ABO), Egress, etc.)
E5	CORE	Conduct Quality Assurance (QA) inspections
E6	CORE	Consolidate assets from support organizations
E6	CORE	Coordinate Technical Directives (TD) compliance
E6	CORE	Distribute assets to operational organizations
E6	CORE	Inspect Aviation Life Support System (ALSS) programs

QUALITY ASSURANCE (QA) (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Maintain inventory records for Aviation Life Support System (ALSS) parts and stocks
E6	CORE	Manage Aviation Life Support System (ALSS) programs
E6	CORE	Manage breathable compressed air for Aviation Life Support System (ALSS)
E6	CORE	Manage compliance with Technical Directives (TD) program
E6	CORE	Manage support equipment Planned Maintenance System (PMS) programs
E5	CORE	Process inventory records for Aviation Life Support System (ALSS) parts and stocks
E5	CORE	Validate parts' information for accuracy
E4	CORE	Verify Naval Aviation Maintenance Programs (NAMP)
E4	CORE	Verify Naval Aviation Maintenance Programs (NAMP) (e.g., Aviation Life Support System (ALSS), Aviators Breathing Oxygen (ABO), Egress, etc.)
E4	CORE	Verify Technical Directives (TD)

SURVIVAL AND RESCUE GEAR

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Inspect aircraft Search and Rescue (SAR) equipment
E4	CORE	Inspect emergency breathing devices
E4	CORE	Inspect flotation equipment (e.g., life preserver, life rafts, etc.)
E4	CORE	Inspect Mobile Refill Stations (MRS III)
E4	CORE	Inspect Search and Rescue (SAR) personal equipment
E4	CORE	Inspect Seat Kit Unit (SKU)
E4	CORE	Inspect survival items (e.g., medical kits, mirrors, sea dye, etc.)
E4	CORE	Inspect survival radios
E4	CORE	Maintain aircraft Search and Rescue (SAR) equipment
E4	CORE	Maintain aircrew survival equipment
E4	CORE	Maintain auxiliary life support equipment
E4	CORE	Maintain emergency breathing devices
E4	CORE	Maintain flotation equipment (e.g., life preserver, life rafts, etc.)
E4	NON-CORE	Maintain parachutists' helmets
E4	CORE	Maintain Search and Rescue (SAR) personnel equipment
E4	CORE	Maintain Seat Kit Unit (SKU)
E4	CORE	Maintain survival items (e.g., medical kits, mirrors, sea dye, etc.)
E4	CORE	Maintain survival radios
E4	CORE	Repair aircraft Search and Rescue (SAR) equipment
E4	CORE	Repair emergency breathing devices
E4	CORE	Repair flotation equipment (e.g., life preserver, life rafts, etc.)
E4	CORE	Repair Mobile Refill Stations (MRS III)
E4	CORE	Repair Search and Rescue (SAR) personal equipment
E4	CORE	Repair Seat Kit Unit (SKU)

SURVIVAL AND RESCUE GEAR (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Repair survival items (e.g., medical kits, mirrors, sea dye, etc.)
E4	CORE	Repair survival radios
E4	CORE	Replace aircraft Search and Rescue (SAR) equipment
E4	CORE	Replace emergency breathing devices
E4	CORE	Replace flotation equipment (e.g., life preserver, life rafts, etc.)
E4	CORE	Replace Mobile Refill Stations (MRS III)
E4	CORE	Replace Search and Rescue (SAR) personal equipment
E4	CORE	Replace Seat Kit Unit (SKU)
E4	CORE	Replace survival items (e.g., medical kits, mirrors, sea dye, etc.)
E4	CORE	Replace survival radios
E4	CORE	Troubleshoot aircraft Search and Rescue (SAR) equipment
E4	CORE	Troubleshoot emergency breathing devices
E4	CORE	Troubleshoot flotation equipment (e.g., life preserver, life rafts, etc.)
E4	CORE	Troubleshoot Mobile Refill Stations (MRS III)
E4	CORE	Troubleshoot Search and Rescue (SAR) personal equipment
E4	CORE	Troubleshoot Seat Kit Unit (SKU)
E4	CORE	Troubleshoot survival items (e.g., medical kits, mirrors, sea dye, etc.)
E4	CORE	Troubleshoot survival radios

TRAINING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Brief flight crews
E4	NON-CORE	Conduct air operations (e.g., static line parachuting, military free fall, fast rope, rappel, etc.)
E5	CORE	Conduct aircraft-installed life support equipment training
E4	CORE	Conduct aircrew personal survival equipment training
E4	CORE	Conduct Search and Rescue (SAR) equipment training
E4	CORE	Debrief flight crews
E5	NON-CORE	Instruct aircrew survival equipment training
E5	NON-CORE	Instruct survival equipment training

Job Title**Special Operations Parachute Rigger****Job Code****001705****Job Family**
Management**NOC**
TBD**Short Title (30 Characters)**
SPECIAL OP PARACHUTE RIGGER**Short Title (14 Characters)**
SPEC OP RIGGER**Pay Plan**
Enlisted**Career Field**
PR**Other Relationships and Rules**
NEC 773A**Job Description**

Special Operations Parachute Riggers work with Naval Special Warfare (NSW) and Explosive Ordnance Disposal (EOD) units throughout the world; inspect, maintain, pack, and use specialized premeditated personnel static-line and free-fall parachute systems; use and maintain specialized aerial delivery and re-supply systems and helicopter insertion and extraction systems unique to NSW and EOD units; function as Parachute Jump (PJ) and Helicopter Rope Suspension Techniques (HRST) masters; perform paraloft management, administrative functions, ordnance handling functions, and Quality Assurance (QA) inspections; and operate and maintain sewing (e.g., adjustments, lubrication, etc.).

DoD Relationship

Group Title
Forward Area Equipment Support, General

DoD Code
186000

O*NET Relationship

Occupation Title
Quality Control Systems Managers

SOC Code
11-3051.01

Job Family
Management

Skills

Equipment Maintenance

Repairing

Equipment Selection

Management of Material Resources

Installation

Instructing

Management of Financial Resources

Operation and Control

Reading Comprehension

Quality Control Analysis

Abilities

Multi-limb Coordination

Wrist-Finger Speed

Oral Expression

Written Comprehension

Speech Clarity

Visualization

Dynamic Flexibility

Information Ordering

Perceptual Speed

Stamina

AIRCREW PERSONAL PROTECTION GEAR

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Inspect parachutists' helmets
E4	NON-CORE	Repair parachutists' helmets
E4	NON-CORE	Replace parachutists' helmets
E4	NON-CORE	Troubleshoot parachutists' helmets

FABRICATION AND MANUFACTURING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Design fabrication patterns
E4	CORE	Inspect fabrication hardware and materials
E4	CORE	Maintain fabrication hardware and materials
E4	NON-CORE	Manufacture products for parachutists
E4	CORE	Manufacture templates for patterns
E4	CORE	Repair fabrication hardware and materials
E4	CORE	Replace fabrication hardware and materials
E4	CORE	Troubleshoot fabrication hardware and materials

GENERAL MAINTENANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Derig helicopter insertion and extraction equipment
E5	NON-CORE	Derig special operations platforms
E4	NON-CORE	Inspect air operations equipment
E4	NON-CORE	Inspect cargo parachute systems
E5	NON-CORE	Inspect helicopter insertion and extraction equipment
E4	CORE	Inspect parachute systems
E4	NON-CORE	Inspect Premeditated Personnel Parachuting (P3) assemblies and equipment
E4	NON-CORE	Inspect Premeditated Personnel Parachuting (P3) support equipment
E5	NON-CORE	Inspect special operations platforms
E4	NON-CORE	Maintain air operations equipment (e.g., static line parachutes, fast ropes, etc.)
E4	CORE	Maintain aircraft restraint systems
E4	NON-CORE	Maintain cargo parachute systems
E4	CORE	Maintain parachute systems
E4	NON-CORE	Maintain Premeditated Personnel Parachuting (P3) support equipment
E4	NON-CORE	Repair air operations equipment
E4	NON-CORE	Repair cargo parachute systems
E4	CORE	Repair parachute systems
E4	NON-CORE	Repair Premeditated Personnel Parachuting (P3) assemblies and equipment
E4	NON-CORE	Repair Premeditated Personnel Parachuting (P3) support equipment
E5	NON-CORE	Repair special operations platforms
E4	NON-CORE	Replace air operations equipment
E4	NON-CORE	Replace cargo parachute systems
E5	NON-CORE	Replace helicopter insertion and extraction equipment
E4	CORE	Replace parachute systems
E4	NON-CORE	Replace Premeditated Personnel Parachuting (P3) assemblies and equipment
E4	NON-CORE	Replace Premeditated Personnel Parachuting (P3) support equipment
E5	NON-CORE	Replace special operations platforms
E4	NON-CORE	Replenish Premeditated Personnel Parachuting (P3) parts inventories
E5	NON-CORE	Rig helicopter insertion and extraction equipment
E5	NON-CORE	Rig special operations platforms
E4	NON-CORE	Troubleshoot air operations equipment
E4	NON-CORE	Troubleshoot cargo parachute systems
E4	CORE	Troubleshoot parachute systems
E4	NON-CORE	Troubleshoot Premeditated Personnel Parachuting (P3) assemblies and equipment
E4	NON-CORE	Troubleshoot Premeditated Personnel Parachuting (P3) support equipment

MAINTENANCE ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Inspect Aviation Life Support Equipment (ALSE) maintenance records
E4	NON-CORE	Inspect Premeditated Personnel Parachuting (P3) parts inventories
E4	CORE	Maintain Aviation Life Support Equipment (ALSE) maintenance records
E5	NON-CORE	Maintain Premeditated Personnel Parachuting (P3) parts inventories
E6	NON-CORE	Manage Dive Jump Reporting System (DJRS)
E4	CORE	Update Aviation Life Support Equipment (ALSE) maintenance records
E7	CORE	Validate Aviation Life Support System (ALSS) assets
E5	CORE	Verify equipment status reports

MECHANICAL MAINTENANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Inspect industrial sewing machines
E4	CORE	Maintain industrial sewing machines
E4	CORE	Repair industrial sewing machines
E4	CORE	Troubleshoot industrial sewing machines

ORDNANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Conduct explosive devices training

QUALITY ASSURANCE (QA)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Conduct Premeditated Personnel Parachuting (P3) systems Quality Assurance (QA) training
E5	CORE	Conduct Quality Assurance (QA) inspections
E5	NON-CORE	Conduct tests and evaluations on Premeditated Personnel Parachuting (P3) systems
E6	CORE	Consolidate assets from support organizations
E7	CORE	Develop Aviation Life Support System (ALSS) programs
E6	CORE	Distribute assets to operational organizations
E6	NON-CORE	Ensure compliance of Weight and Balance (W&B) programs
E6	CORE	Inspect Aviation Life Support System (ALSS) programs
E4	NON-CORE	Inspect Premeditated Personnel Parachute (P3)
E6	CORE	Maintain inventory records for Aviation Life Support System (ALSS) parts and stocks
E6	NON-CORE	Manage Naval Special Warfare (NSW) and Explosive Ordnance Disposal (EOD) training programs
E6	CORE	Manage support equipment Planned Maintenance System (PMS) programs
E5	CORE	Process inventory records for Aviation Life Support System (ALSS) parts and stocks
E5	CORE	Validate parts' information for accuracy

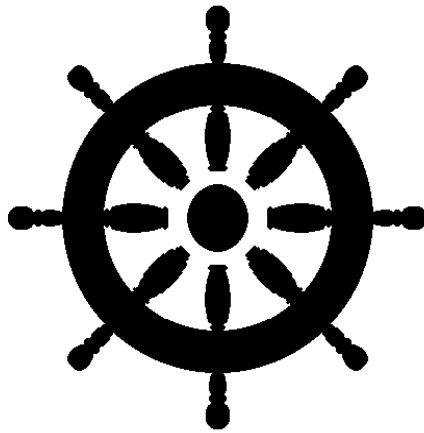
SURVIVAL AND RESCUE GEAR

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Inspect flotation equipment (e.g., life preserver, life rafts, etc.)
E4	CORE	Inspect parachute assemblies and equipment
E4	CORE	Maintain flotation equipment (e.g., life preserver, life rafts, etc.)
E4	CORE	Maintain parachute assemblies and equipment
E4	NON-CORE	Maintain parachutists' helmets
E4	NON-CORE	Maintain Premeditated Personnel Parachuting (P3) assemblies and equipment
E4	CORE	Repair flotation equipment (e.g., life preserver, life rafts, etc.)
E4	CORE	Repair parachute assemblies and equipment
E4	CORE	Replace flotation equipment (e.g., life preserver, life rafts, etc.)
E4	CORE	Replace parachute assemblies and equipment
E4	CORE	Troubleshoot flotation equipment (e.g., life preserver, life rafts, etc.)
E4	CORE	Troubleshoot parachute assemblies and equipment

TRAINING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Brief flight crews
E4	NON-CORE	Conduct air operations (e.g., static line parachuting, military free fall, fast rope, rappel, etc.)
E5	CORE	Conduct aircraft-installed life support equipment training
E5	NON-CORE	Conduct parachutists training
E5	NON-CORE	Conduct Premeditated Personnel Parachuting (P3) system training
E5	NON-CORE	Conduct training on aircraft-installed life support equipment (e.g., Helicopter Rope Suspension Technique (HRST), etc.)
E4	CORE	Debrief flight crews

CHAPTER 66



QUARTERMASTER (QM)

NAVPERS 18068F-66F
Change 102

Updated: April 2025
Event-Based Review

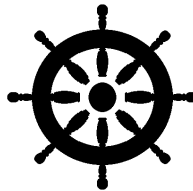
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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

QUARTERMASTER (QM)



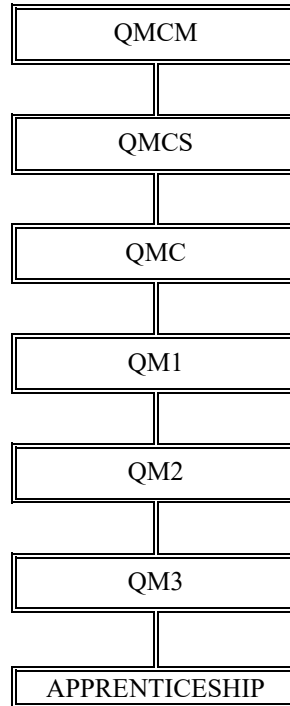
SCOPE OF RATING

Quartermasters (QM)) stand watch as assistants to the Officer of the Deck (OOD) and the Navigator; serve as Helmsman; perform ship control, navigation, and bridge watch duties; procure, correct, use, and stow navigational and oceanographic publications and charts; maintain navigational instruments and keep navigational time; perform weather data observations and data encoding; perform tactical communications using visual, audible, and electronic methods; and render honors and ceremonies In Accordance With (IAW) National observances and foreign customs.

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 66.

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**Navigation Administrator****Job Code****003743****Job Family**

Transportation and Material Moving

NOC

TBD

Short Title (30 Characters)

NAVIGATION ADMINISTRATOR

Short Title (14 Characters)

NAVIGATN ADMIN

Pay Plan

Enlisted

Career Field

QM

Other Relationships and Rules

NEC WXXX Series and other NECs as assigned

Job Description

Navigation Administrators provide navigation expertise to shipboard personnel; serve as advisors by providing actionable navigation recommendations during unusual navigational conditions In Accordance With (IAW) Fleet directives; use charted visual aids to navigation and tides and current data; select, use and correct nautical charts; maintain chart allowance inventories; prepare synoptic observation messages; maintain and review equipment and navigation logs; extract and record maintenance data from appropriate navigation publications; prepare and ensure weekly and quarterly schedules of preventive maintenance are implemented; coordinate shipboard honors and ceremonies; and execute sunrise, morning, and evening colors.

DoD Relationship**Group Title**

Navigators

DoD Code

106100

O*NET Relationship**Occupation Title**Captains, Mates, and Pilots of
Water Vessels**SOC Code**

53-5021.00

Job FamilyTransportation and Material
Moving**Skills***Mathematics**Science**Operation and Control**Coordination**Judgment and Decision Making**Complex Problem Solving**Critical Thinking**Reading Comprehension**Writing**Management of Material Resources***Abilities***Deductive Reasoning**Mathematical Reasoning**Finger Dexterity**Inductive Reasoning**Information Ordering**Written Comprehension**Problem Sensitivity**Written Expression**Speed of Closure**Manual Dexterity***CELESTIAL NAVIGATION****Paygrade**

E4

Task Type

CORE

Task Statements

Calculate a fix by advancing celestial lines of position

E4

CORE

Calculate celestial event times (e.g., sunrise, sunset, civil/nautical twilights, etc.)

E4

CORE

Calculate gyro error by Polaris

E4

CORE

Calculate latitude at Local Apparent Noon (LAN)

E4

CORE

Calculate latitude by Polaris

E4

CORE

Calculate time of moonrise/moonset

E4

CORE

Determine a celestial fix using morning or evening stars

E4

CORE

Determine gyro error by amplitude at sunset/sunrise

E4

CORE

Determine gyro error by azimuth

E4

CORE

Plan for morning and evening stars

E4

CORE

Plot Dead Reckoning (DR) tracks on a universal plotting sheet in a Global Positioning System (GPS) denied environment

COMMUNICATIONS**Paygrade**

E4

Task Type

CORE

Task Statements

Perform ship-to-ship and ship-to-shore internal voice communications (e.g., fleet, tactical, etc.)

COMMUNICATIONS(CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform ship-to-ship and ship-to-shore visual communications (e.g., flashing lights, flags, morse code, etc.)
E4	CORE	Signal watercraft or boats (i.e., visually and audibly)
E5	CORE	Verify internal external communications tests

ELECTRONIC SYSTEMS OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Configure navigation and task lights
E4	CORE	Detect indications of spoofing/jamming
E5	CORE	Manage non-technical equipment issues
E4	CORE	Prepare electronic navigation systems (e.g., navigation plans, charts loaded, applying correct system configuration, etc.)
E4	CORE	Shutdown electronic navigation software
E4	CORE	Startup electronic navigation software
E4	CORE	Verify helm and lee helm operations
E4	CORE	Verify ship's position data between sources (i.e., radar, paper, and Voyage Management System (VMS))

EQUIPMENT ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Inventory controlled equipment
E4	CORE	Perform preventive maintenance on navigation equipment (e.g., telescopic alidades, signal lights, ship mounted binoculars, etc.)

LOOKOUT AND SIGNALING OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Correlate lighted aids to navigation on charts using stopwatch
E4	CORE	Maintain halyards, halyard blocks, and tie downs
E4	CORE	Perform man overboard procedures
E4	CORE	Prepare weather observation reports
E4	CORE	Report audible and visual information (e.g., sound signals, lights, flags, etc.)
E4	CORE	Report flags (i.e., country flags and signal flags)

NAVIGATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Adjust radar scope presentation to align with Commanding Officer's (CO) standing orders
E6	NON-CORE	Calculate advanced maneuvering board solutions (e.g., station changes, avoidance courses, etc.)
E4	CORE	Calculate basic maneuvering board solutions (e.g., winds, Closest Point of Approach (CPA), etc.)
E4	CORE	Calculate compensating and correcting courses and speeds
E4	CORE	Calculate required Speed Of Advance (SOA)

NAVIGATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Calculate set and drift
E4	CORE	Compare fathometer readings to charted depth
E4	CORE	Compare ship's position ahead/behind relative to Plan of Intended Movement (PIM)
E4	CORE	Compute course and speed made good
E4	CORE	Compute expected times of radar landfall
E4	CORE	Compute gyro error
E4	CORE	Compute magnetic compass errors using gyrocompass
E4	CORE	Compute tides and currents
E4	CORE	Compute visibility of lights and expected times of sighting
E4	CORE	Compute Zone Time (ZT) using Zone Description (ZD)
E4	CORE	Convert arc to time and time to arc
E4	CORE	Correlate lookout information with radar presentations
E4	CORE	Determine latitude and longitude from plotted positions on navigational charts
E4	CORE	Determine ship's position (e.g., electronic, visual, radar, etc.)
E4	CORE	Determine variation on charts
E4	CORE	Graph tides and currents
E4	CORE	Incorporate lookout information with navigation plot
E4	CORE	Measure distances on navigational charts
E4	CORE	Navigate ship during reduced visibility
E4	CORE	Plot ship's position during navigation detail
E4	CORE	Plot ship's position using visual bearings
E4	CORE	Prepare bridge for special evolutions
E4	CORE	Prepare Movement Reports (MOVREP)
E4	CORE	Prepare position reports
E4	CORE	Report aids to navigation
E4	CORE	Report Navigation Rules and Regulations signals (e.g., task lights, day shapes, sound signals, etc.)
E4	CORE	Shift navigation control to secondary location
E4	NON-CORE	Steer ship using aft steering
E4	CORE	Submit weather reports
E6	CORE	Supervise shift of navigation control from bridge to secondary location
E5	CORE	Verify Movement Reports (MOVREP)
E4	CORE	Verify ship's position data in the Combat Information Center (CIC)

PLOTTING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Calculate danger bearings and ranges
E4	CORE	Calculate relative bearings

PLOTTING (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Compute advance and transfer
E4	CORE	Compute anchor chain scopes
E4	CORE	Compute Estimated Time of Arrival (ETA)
E4	CORE	Determine type of ocean bottom
E5	CORE	Plan anchorage areas
E4	CORE	Plot advance and transfer
E4	CORE	Plot anchorage area
E4	CORE	Plot danger bearings and ranges
E4	CORE	Plot distress signals, bearings, and ranges
E4	CORE	Plot great circle sailing routes
E4	CORE	Plot man overboard positions
E4	CORE	Plot mine warfare information
E4	CORE	Plot navigation hazards
E4	CORE	Plot navigation points
E4	CORE	Plot pickup and drop-off points
E4	CORE	Plot Plan of Intended Movement (PIM) tracks
E4	CORE	Plot relative bearings
E4	CORE	Plot surface contact information
E4	CORE	Plot swept channels
E4	CORE	Plot weather message information
E4	CORE	Prepare navigational charts
E4	CORE	Prepare restricted water tracks
E5	CORE	Recommend great circle sailing routes
E4	CORE	Verify water depth is safe for navigation

TECHNICAL ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Analyze environmental hazards utilizing Protective Measures Assessment Protocol (PMAP) program
E5	CORE	Archive electronic navigation data
E5	CORE	Coordinate shipboard honors and ceremonies (e.g., up and overs, passing honors, dress ship, etc.)
E4	CORE	Correct navigational charts (i.e., paper and electronic)
E4	CORE	Execute sunrise, morning and evening colors
E4	CORE	Extract information from Naval and navigation publications, technical briefs, notices, and bulletins
E4	CORE	Maintain administrative records (e.g., deck logs, position logs, bearing books, etc.)
E4	CORE	Maintain chart and publication inventories

TECHNICAL ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Manage administrative programs (e.g., maintenance management systems, Relational Administrative Data Management (RADM), etc.)
E4	CORE	Prepare navigation briefs
E6	CORE	Validate navigational charts
E5	CORE	Verify navigational charts

Job Title**Navigation Specialist****Job Code****003744****Job Family**

Transportation and Material Moving

NOC

TBD

Short Title (30 Characters)

NAVIGATION SPECIALIST

Short Title (14 Characters)

NAVIGATN SPEC

Pay Plan

Enlisted

Career Field

QM

Other Relationships and Rules

NEC WXXX Series and other NECs as assigned

Job Description

Navigation Specialists stand watch as assistants to the Officer of the Deck (OOD) and are a direct representative of the Navigator; perform ship control, navigation, and bridge watch duties; select charts for voyage planning; determine danger angles and danger bearings; use and update sailing directions, light lists, coastal pilots, and related publications and navigation charts; use United States Coast Guard (USCG) publications concerning nautical rules and regulations; use basic course-plotting instruments, lead lines, depth sounders, and compasses; maintain the compass book; determine ship's position by celestial observations; identify aids to navigation; serve as weather observers; recognize the significance of dew point, relative humidity, temperature, atmospheric pressure, wind force and direction, cloud formation, and sea state in general weather forecasting; maintain the weather observation sheet; handle plain language radio communications and visual communications; and as experienced Navigation Specialists, supervise bridge personnel.

DoD Relationship**O*NET Relationship****Group Title**

Navigators

DoD Code

106100

Occupation TitleCaptains, Mates, and Pilots of
Water Vessels**SOC Code**

53-5021.00

Job FamilyTransportation and Material
Moving**Skills***Mathematics**Science**Operation and Control**Critical Thinking**Reading Comprehension**Writing**Complex Problem Solving**Coordination**Judgment and Decision Making**Active Listening***Abilities***Deductive Reasoning**Mathematical Reasoning**Finger Dexterity**Inductive Reasoning**Information Ordering**Written Comprehension**Problem Sensitivity**Written Expression**Manual Dexterity**Reaction Time***CELESTIAL NAVIGATION****Paygrade****Task Type****Task Statements**

E4

CORE

Calculate a fix by advancing celestial lines of position

E4

CORE

Calculate celestial event times (e.g., sunrise, sunset, civil/nautical twilights, etc.)

E4

CORE

Calculate gyro error by Polaris

E4

CORE

Calculate latitude at Local Apparent Noon (LAN)

E4

CORE

Calculate latitude by Polaris

E4

CORE

Calculate time of moonrise/moonset

E4

CORE

Determine a celestial fix using morning or evening stars

E4

CORE

Determine gyro error by amplitude at sunset/sunrise

E4

CORE

Determine gyro error by azimuth

E4

CORE

Plan for morning and evening stars

E4

CORE

Plot Dead Reckoning (DR) tracks on a universal plotting sheet in a Global Positioning System (GPS) denied environment

E6

CORE

Supervise day's work of celestial navigation and Dead Reckoning (DR) in a Global Positioning System (GPS) denied environment

COMMUNICATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform ship-to-ship and ship-to-shore internal voice communications (e.g., fleet, tactical, etc.)
E4	CORE	Perform ship-to-ship and ship-to-shore visual communications (e.g., flashing lights, flags, morse code, etc.)
E4	CORE	Signal watercraft or boats (i.e., visually and audibly)
E4	CORE	Test internal and external visual and audible communications equipment (e.g., portable ship's whistle, sound powered phones, yard arm blinkers, etc.)
E5	CORE	Verify internal external communications tests

ELECTRONIC SYSTEMS OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Configure navigation and task lights
E4	CORE	Detect indications of spoofing/jamming
E4	CORE	Prepare electronic navigation systems (e.g., navigation plans, charts loaded, applying correct system configuration, etc.)
E4	CORE	Shutdown electronic navigation software
E4	CORE	Startup electronic navigation software
E4	CORE	Verify helm and lee helm operations
E4	CORE	Verify ship's position data between sources (i.e., radar, paper, and Voyage Management System (VMS))

EQUIPMENT ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Inventory controlled equipment
E4	CORE	Perform preventive maintenance on navigation equipment (e.g., telescopic alidades, signal lights, ship mounted binoculars, etc.)

LOOKOUT AND SIGNALING OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Correlate lighted aids to navigation on charts using stopwatch
E4	CORE	Maintain halyards, halyard blocks, and tie downs
E4	CORE	Perform man overboard procedures
E4	CORE	Prepare weather observation reports
E4	CORE	Report audible and visual information (e.g., sound signals, lights, flags, etc.)
E4	NON-CORE	Report contacts (i.e., air and surface)
E4	CORE	Report flags (i.e., country flags and signal flags)

NAVIGATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Adjust radar scope presentation to align with Commanding Officer's (CO) standing orders
E4	CORE	Calculate basic maneuvering board solutions (e.g., winds, Closest Point of Approach (CPA), etc.)

NAVIGATION (CONT'D)

<u>Pavgrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Calculate compensating and correcting courses and speeds
E4	CORE	Calculate required Speed Of Advance (SOA)
E4	CORE	Calculate set and drift
E4	CORE	Compare fathometer readings to charted depth
E4	CORE	Compare ship's position ahead/behind relative to Plan of Intended Movement (PIM)
E4	CORE	Compute course and speed made good
E4	CORE	Compute expected times of radar landfall
E4	CORE	Compute gyro error
E4	CORE	Compute magnetic compass errors using gyrocompass
E4	CORE	Compute tides and currents
E4	CORE	Compute visibility of lights and expected times of sighting
E4	CORE	Compute Zone Time (ZT) using Zone Description (ZD)
E4	CORE	Convert arc to time and time to arc
E4	CORE	Correlate lookout information with radar presentations
E4	CORE	Determine latitude and longitude from plotted positions on navigational charts
E4	CORE	Determine ship's position (e.g., electronic, visual, radar, etc.)
E4	CORE	Determine variation on charts
E4	CORE	Graph tides and currents
E4	CORE	Incorporate lookout information with navigation plot
E4	CORE	Measure distances on navigational charts
E4	CORE	Navigate ship during reduced visibility
E4	CORE	Obtain visual bearings using alidades
E4	CORE	Plot ship's position during navigation detail
E4	CORE	Plot ship's position using visual bearings
E4	CORE	Prepare bridge for special evolutions
E4	CORE	Prepare Movement Reports (MOVREP)
E4	CORE	Prepare position reports
E4	CORE	Report aids to navigation
E4	CORE	Report Navigation Rules and Regulations signals (e.g., task lights, day shapes, sound signals, etc.)
E4	CORE	Shift navigation control to secondary location
E4	NON-CORE	Steer ship using aft steering
E4	CORE	Submit weather reports
E5	CORE	Verify Movement Reports (MOVREP)
E4	CORE	Verify ship's position data in the Combat Information Center (CIC)

PLOTTING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Calculate danger bearings and ranges
E4	CORE	Calculate relative bearings
E4	CORE	Compute advance and transfer
E4	CORE	Compute anchor chain scopes
E4	CORE	Compute Estimated Time of Arrival (ETA)
E4	CORE	Determine type of ocean bottom
E5	CORE	Plan anchorage areas
E4	CORE	Plot advance and transfer
E4	CORE	Plot anchorage area
E4	CORE	Plot danger bearings and ranges
E4	CORE	Plot distress signals, bearings, and ranges
E4	CORE	Plot great circle sailing routes
E4	CORE	Plot man overboard positions
E4	CORE	Plot mine warfare information
E4	CORE	Plot navigation hazards
E4	CORE	Plot navigation points
E4	CORE	Plot pickup and drop-off points
E4	CORE	Plot Plan of Intended Movement (PIM) tracks
E4	CORE	Plot relative bearings
E4	CORE	Plot surface contact information
E4	CORE	Plot swept channels
E4	CORE	Plot weather message information
E4	CORE	Prepare navigational charts
E4	CORE	Prepare restricted water tracks
E5	CORE	Recommend great circle sailing routes
E4	CORE	Verify water depth is safe for navigation

TECHNICAL ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Correct navigational charts (i.e., paper and electronic)
E4	CORE	Execute sunrise, morning and evening colors
E4	CORE	Extract information from Naval and navigation publications, technical briefs, notices, and bulletins
E4	CORE	Maintain administrative records (e.g., deck logs, position logs, bearing books, etc.)
E4	CORE	Maintain chart and publication inventories
E4	CORE	Prepare navigation briefs

Job Title**Navigation Manager****Job Code****003745****Job Family**

Transportation and Material Moving

NOC

TBD

Short Title (30 Characters)

NAVIGATION MANAGER

Short Title (14 Characters)

NAVIGATN MGR

Pay Plan

Enlisted

Career Field

QM

Other Relationships and Rules

NEC WXXX Series and other NECs as assigned

Job Description

Navigation Managers provide navigation and piloting expertise to bridge personnel; manage navigation certification processes; serve as advisors by providing actionable navigation recommendations during unusual navigational conditions In Accordance With (IAW) Fleet directives; conduct navigation briefs; select and use appropriate nautical charts; select anchorages; employ appropriate electronic navigation systems; oversee pre-deployment and transoceanic voyage planning; plan emergency drills; and evaluate personnel in the Navigation department.

DoD Relationship**Group Title**

Navigators

DoD Code

106100

O*NET Relationship**Occupation Title**Captains, Mates, and Pilots of
Water Vessels**SOC Code**

53-5021.00

Job FamilyTransportation and Material
Moving**Skills***Mathematics**Judgment and Decision Making**Quality Control Analysis**Complex Problem Solving**Operation and Control**Coordination**Systems Evaluation**Monitoring**Science**Writing***Abilities***Deductive Reasoning**Problem Sensitivity**Information Ordering**Written Comprehension**Inductive Reasoning**Written Expression**Mathematical Reasoning**Perceptual Speed**Speed of Closure**Manual Dexterity***CELESTIAL NAVIGATION****Paygrade**

E6

Task Type

CORE

Task Statements

Supervise day's work of celestial navigation and Dead Reckoning (DR) in a Global Positioning System (GPS) denied environment

ELECTRONIC SYSTEMS OPERATIONS**Paygrade**

E4

Task Type

CORE

Task Statements

Detect indications of spoofing/jamming

E5

CORE

Manage non-technical equipment issues

E4

CORE

Prepare electronic navigation systems (e.g., navigation plans, charts loaded, applying correct system configuration, etc.)

E4

CORE

Shutdown electronic navigation software

E4

CORE

Startup electronic navigation software

E6

CORE

Verify functionality of helm and lee helm operations

E4

CORE

Verify helm and lee helm operations

E4

CORE

Verify ship's position data between sources (i.e., radar, paper, and Voyage Management System (VMS))

EQUIPMENT ADMINISTRATION**Paygrade**

E5

Task Type

CORE

Task Statements

Manage controlled equipment inventories

EQUIPMENT ADMINISTRATION (CONT'D)

<u>Pavgrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Manage equipment certifications and recertifications (e.g., benchmarks, Voyage Management System (VMS), Navigation Certifications (NAVCERT), etc.)
E6	NON-CORE	Verify equipment installation, testing, and alterations

LOOKOUT AND SIGNALING OPERATIONS

<u>Pavgrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform man overboard procedures

NAVIGATION

<u>Pavgrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Adjust radar scope presentation to align with Commanding Officer's (CO) standing orders
E6	NON-CORE	Calculate advanced maneuvering board solutions (e.g., station changes, avoidance courses, etc.)
E4	CORE	Calculate compensating and correcting courses and speeds
E4	CORE	Calculate required Speed Of Advance (SOA)
E4	CORE	Compare ship's position ahead/behind relative to Plan of Intended Movement (PIM)
E4	CORE	Incorporate lookout information with navigation plot
E6	CORE	Maintain lookout training program
E4	CORE	Navigate ship during reduced visibility
E4	CORE	Plot ship's position during navigation detail
E4	CORE	Prepare Movement Reports (MOVREP)
E4	CORE	Prepare position reports
E4	CORE	Submit weather reports
E6	CORE	Supervise bridge team during special evolutions (e.g., Underway Replenishments (UNREP), sea and anchor details, navigation details, etc.)
E6	CORE	Supervise shift of navigation control from bridge to secondary location
E5	CORE	Verify Movement Reports (MOVREP)
E4	CORE	Verify ship's position data in the Combat Information Center (CIC)

PLOTTING

<u>Pavgrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Plan anchorage areas
E5	CORE	Recommend great circle sailing routes
E4	CORE	Verify water depth is safe for navigation

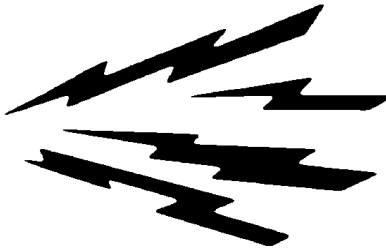
TECHNICAL ADMINISTRATION

<u>Pavgrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Analyze environmental hazards utilizing Protective Measures Assessment Protocol (PMAP) program
E5	CORE	Archive electronic navigation data

TECHNICAL ADMINISTRATION (CONT'D)

<u>Pavgrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Coordinate shipboard honors and ceremonies (e.g., up and overs, passing honors, dress ship, etc.)
E4	CORE	Extract information from Naval and navigation publications, technical briefs, notices, and bulletins
E6	CORE	Maintain chart and publication allowances
E5	NON-CORE	Manage administrative programs (e.g., maintenance management systems, Relational Administrative Data Management (RADM), etc.)
E4	CORE	Prepare navigation briefs
E6	CORE	Validate navigational charts
E5	CORE	Verify navigational charts

CHAPTER 67



INFORMATION SYSTEMS TECHNICIAN (IT)

NAVPERS 18068F-67J
Change 103

Updated: July 2025

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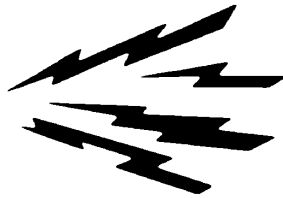
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NAVY ENLISTED OCCUPATIONAL STANDARD
FOR
INFORMATION SYSTEMS TECHNICIAN (IT)



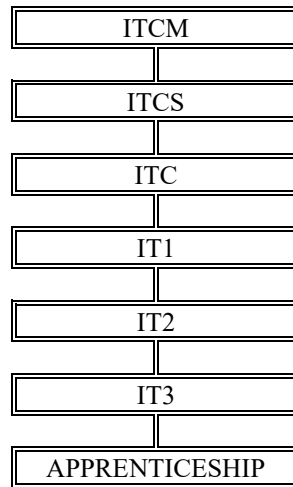
SCOPE OF RATING

Information Systems Technicians (IT) perform the following core and specialty functions: Information Systems (IS) Administration (i.e., build, configure, deploy, operate, maintain networks and information systems and perform tiered customer service support); Cybersecurity (i.e., plan, manage, secure, implement security controls to protect and defend networks to include IS across platforms, fleets, and services); Communications Operations (i.e., establish, monitor, and maintain Radio Frequency (RF) communications systems, perform spectrum management to support Joint, Fleet, and tactical communications and handle, store, transmit, and retrieve Naval messages); Communications Security (COMSEC) (i.e., secure, handle, account for, report, and control COMSEC materials, systems, and equipment).

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 67.

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**Technical Support Specialist****Job Code****002776****Job Family**

Computer and Mathematical

NOC

TBD

Short Title (30 Characters)

IT TECH SPECIALIST

Short Title (14 Characters)

IT TECH SPEC

Pay Plan

Enlisted

Career Field

IT

Other Relationships and Rules

NEC HXXX, UXXX, 7XXX series and other NECs as assigned

Job Description

Technical Support Specialists provide end user tiered-level customer support by coordinating software, hardware, and network installations, configurations, and troubleshooting; perform maintenance; conduct training; and perform messaging, system monitoring, fault isolation, and circuit restoration of communications.

DoD Relationship**Group Title**

ADP Computers, General

DoD Code

115000

O*NET Relationship**Occupation Title**

Computer User Support Specialists

SOC Code

15-1232.00

Job Family

Computer and Mathematical

Skills*Operation and Control**Management of Material Resources**Systems Analysis**Critical Thinking**Technology Design**Troubleshooting**Complex Problem Solving**Systems Evaluation**Quality Control Analysis**Repairing***Abilities***Deductive Reasoning**Information Ordering**Problem Sensitivity**Written Comprehension**Inductive Reasoning**Visualization**Written Expression**Oral Expression**Selective Attention**Oral Comprehension***COMMUNICATIONS SECURITY****Paygrade****Task Type****Task Statements**

E4

CORE

Conduct Emergency Action Plans (EAP)

E4

CORE

Destroy Communication Security (COMSEC) material

E4

CORE

Handle Communications Security (COMSEC) material

E4

CORE

Identify Communications Security (COMSEC) discrepancies

E6

CORE

Implement Communications Security (COMSEC) changes

E4

NON-CORE

Initialize Key Management Infrastructure (KMI) devices (e.g., fill devices, Inline Network Encryption (INE), bulk encryption, etc.)

E4

CORE

Inspect security containers

E4

NON-CORE

Issue Public Key Infrastructure (PKI) token

E4

CORE

Load Communications Security (COMSEC) equipment

E4

NON-CORE

Maintain Certificate Revocation List (CRL)

E4

CORE

Maintain Crypto Ignition Keys (CIK)

E4

CORE

Maintain cryptographic equipment

E4

CORE

Maintain physical security of Sensitive Compartmented Information (SCI) of Information Systems (IS)

E4

CORE

Perform inventory of Communications Security (COMSEC) materials

E5

CORE

Prepare local element Communication Security (COMSEC) reports

E4

CORE

Process Communications Security (COMSEC) changes

E4

CORE

Receive Communications Security (COMSEC) material

E4

CORE

Set up cryptographic equipment

E4

CORE

Set up cryptographic networks

E5

CORE

Transfer custody of Communications Security (COMSEC) material

COMMUNICATIONS SECURITY (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Validate Communications Security (COMSEC) material
E4	CORE	Verify cryptographic equipment settings

COMMUNICATIONS SYSTEMS AND RADIO FREQUENCY OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Complete communication certification checklists
E5	CORE	Conduct training evolutions (e.g., Combat Systems Training Team (CSTT), Command Readiness Training Team (CRTT), etc.)
E4	CORE	Configure message processing systems
E5	CORE	Configure portable communications systems
E4	CORE	Configure Radio Frequency (RF) systems (e.g., High Frequency (HF), Very High Frequency (VHF), Ultra High Frequency (UHF), Super High Frequency (SHF), Extremely High Frequency (EHF), etc.)
E4	NON-CORE	Configure switching equipment (e.g., Automated Single Audio System (ASAS), Automated Network Control Center (ANCC), Tactical Variant Switch (TVS), etc.)
E4	NON-CORE	Configure tactical waveforms (e.g., Low Probability of Exploitation (LPE), High Performance Waveform (HPW), etc.)
E4	NON-CORE	Configure test equipment (e.g., Spectrum Analyzer, Oscilloscope, Firebird, etc.)
E4	CORE	Connect data links
E7	NON-CORE	Coordinate training evolutions (e.g., Combat Systems Training Team (CSTT), Command Readiness Training Team (CRTT), etc.)
E5	CORE	Coordinate with off-site technical support (e.g., restoral, installs, parts, etc.)
E5	CORE	Deploy Tactical Radio Frequency (RF) systems (e.g., field expedient Tactical Communications Satellite (TACSAT), etc.)
E4	CORE	Disconnect data links
E4	CORE	Download Naval messages via automated systems
E4	CORE	Draft Communications Spot Reports (COMSPOT)
E5	CORE	Establish services with communications center
E5	NON-CORE	Establish unit and command certificates
E6	CORE	Evaluate training evolutions (e.g., Combat Systems Training Team (CSTT), Command Readiness Training Team (CRTT), etc.)
E5	CORE	Implement communication restoral priorities
E5	CORE	Implement Communications Plans (COMPLAN)
E5	CORE	Implement non-repudiation controls
E4	NON-CORE	Install certificates (e.g., security, system, etc.)
E5	CORE	Install Tactical Command and Control (C2) systems (e.g., airborne, vehicle, etc.)
E5	CORE	Integrate portable communications systems
E5	CORE	Investigate loss of Facilities Control (FACCON)
E4	CORE	Load image software
E4	CORE	Maintain antenna systems
E4	CORE	Maintain communication publications
E5	CORE	Maintain communication reports (e.g., Master Station Log, Communications Spot Report (COMSPOT), Command, Control, Communications, Computers, and Intelligence (C4I), etc.)

COMMUNICATIONS SYSTEMS AND RADIO FREQUENCY OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Maintain communications archives
E5	CORE	Maintain communications status boards
E4	CORE	Maintain general message files
E4	CORE	Maintain local media and technical libraries
E5	CORE	Maintain portable communications systems
E5	CORE	Maintain Radio Frequency (RF) systems (e.g., High Frequency (HF), Very High Frequency (VHF), Ultra High Frequency (UHF), Super High Frequency (SHF), Extremely High Frequency (EHF), etc.)
E4	CORE	Maintain terminal processors (e.g., Naval Modular Automated Communications System (NAVMACS), etc.)
E5	CORE	Manage messaging systems
E4	CORE	Monitor message queues (e.g., activity, backlog, etc.)
E4	CORE	Monitor messaging systems (e.g., system performance, special handling, message traffic flow, etc.)
E4	CORE	Perform communications checks
E5	CORE	Perform communications shifts
E4	CORE	Perform End of Mission Sanitizations (EOMS)
E4	CORE	Perform minimize condition procedures
E4	NON-CORE	Perform Over-The-Air-Rekey (OTAR)
E4	NON-CORE	Perform Over-The-Air-Transmission (OTAT)
E4	CORE	Prepare message system status reports
E4	CORE	Process messages (e.g., special handling, American Red Cross (AMCROSS), Situation Reports (SITREP), etc.)
E4	NON-CORE	Provide Radio over Internet Protocol (RoIP) connectivity
E5	CORE	Respond to Communications Spot Reports (COMSPOT)
E5	CORE	Restore loss of Facilities Control (FACCON)
E4	CORE	Sanitize communication centers
E4	CORE	Set Emission Control (EMCON) conditions
E4	CORE	Set Hazards of Electromagnetic Radiation (e.g., Hazards of Electromagnetic Radiation to Ordnance (HERO)/Hazards of Electromagnetic Radiation to Personnel (HERP) conditions, etc.)
E4	NON-CORE	Troubleshoot data links
E4	CORE	Update communication logs
E5	CORE	Validate Naval message formatting
E6	CORE	Validate unit and command certificates
E6	CORE	Verify currency of communications guidance (e.g., Operations Order (OPORD), Signature Control (SIGCON), etc.)
E4	CORE	Verify end to end circuit diagrams

DEPARTMENT OF DEFENSE INFORMATION NETWORK (DODIN) CYBERSPACE OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Determine patterns of non-compliance (e.g., risk levels, Cyber Security program effectiveness, etc.)
E6	CORE	Enforce procedures, guidelines and cybersecurity policies
E4	CORE	Identify Information Systems Security (ISS) violations and vulnerabilities
E4	CORE	Identify security issues (e.g., protection, aggregation, inter-connectivity, etc.)
E4	NON-CORE	Implement Information Assurance Vulnerability Alerts (IAVA)
E4	NON-CORE	Implement Information Assurance Vulnerability Bulletins (IAVB)
E4	CORE	Maintain Information System (IS) antivirus definitions
E5	CORE	Maintain Information Systems (IS) logs
E5	CORE	Perform security actions
E4	NON-CORE	Provide technical support to resolve cyber incidents
E5	CORE	Report Information Systems Security (ISS) incidents
E5	CORE	Test Information Systems (IS)
E5	CORE	Validate migration/installation computer software

NETWORK ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Administer cloud services
E4	NON-CORE	Administer Information System (IS) accounts
E4	CORE	Administer network system databases
E7	NON-CORE	Advise senior management (e.g., Chief Information Officer (CIO) on cost/benefit analysis of information security programs, policies, processes, systems, and elements, etc.)
E5	CORE	Conduct computer software migration
E5	CORE	Conduct Information Systems (IS) Testing and Evaluation (T&E)
E4	CORE	Configure computer application software
E4	NON-CORE	Configure network hardware
E5	CORE	Configure network services
E4	CORE	Configure peripherals
E4	CORE	Configure router and switching devices
E4	CORE	Configure virtual environments
E4	CORE	Configure workstation core components
E4	CORE	Configure workstation network connectivity
E4	CORE	Configure workstation Operating System (OS) software
E5	CORE	Coordinate the scheduling of backups
E5	CORE	Develop Information System (IS) Standard Operating Procedures (SOP)
E4	CORE	Document Information System (IS) errors
E4	CORE	Document network outages
E4	CORE	Document off-site technical support actions
E4	CORE	Document server outages
E7	NON-CORE	Evaluate cost-benefit, economic, and risk analysis for Information Systems (IS) in decision-making process
E4	CORE	Identify Information Systems (IS) anomalies

NETWORK ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Implement remediation plans for identified vulnerabilities
E5	CORE	Implement River City conditions on Information Systems (IS)
E4	NON-CORE	Initialize network servers
E4	CORE	Inspect Information Systems (IS) (e.g., network components, system hardware, etc.)
E4	CORE	Install Information Systems (IS) hardware components
E5	CORE	Integrate embarkable Information Systems (IS) (e.g., squadron, Immediate Superior in Command (ISIC), Staff, lettered Agencies, Marines, etc.)
E4	CORE	Isolate infected systems
E5	CORE	Maintain cross-domain solutions (e.g., Radiant Mercury, NOVA, etc.)
E5	CORE	Maintain Information System (IS) servers (e.g., connectivity, updating, modifying, etc.)
E7	CORE	Maintain Information Systems (IS) (e.g., Program of Record (POR), authorized, system backups, etc.)
E4	CORE	Maintain network cabling
E6	NON-CORE	Maintain network documentation (e.g., System Operational Verification Testing (SOVT), Interactive Electronic Technical Manual (IETM), Hosted Application and Connected Systems Implementation Manual (HACSIM), etc.)
E4	CORE	Maintain network printers
E4	CORE	Maintain network system databases
E5	CORE	Maintain network topologies
E5	CORE	Maintain software application scripts
E5	CORE	Maintain system certificates and licenses
E5	CORE	Manage collaboration software (e.g., Secure Video Teleconference (SVTC), Video Teleconference (VTC), TEAMS, Global Video Services (GVS), etc.)
E4	CORE	Manage file and folder access
E5	CORE	Manage Information System (IS) queues
E5	CORE	Manage Information System (IS) servers (e.g., settings, sites, applications, etc.)
E5	CORE	Manage network monitoring software performance
E5	NON-CORE	Manage networking solutions (e.g., Afloat Forward Staging Base (AFSB), Commercial Solutions for Classified Program (CSfC), etc.)
E7	NON-CORE	Manage system life-cycle plans
E4	CORE	Monitor network equipment status (e.g., overheating, connectivity, usability, etc.)
E4	CORE	Monitor routing and switching devices
E4	CORE	Patch Information Systems (IS)
E4	CORE	Perform data transfers
E4	CORE	Perform disk administration
E4	CORE	Perform file system maintenance
E4	CORE	Perform File Transfer Protocol (FTP) functions
E4	NON-CORE	Perform Information Systems (IS) backups
E4	CORE	Perform Information Systems (IS) equipment and media disposition requirements (e.g., destruction, disposal, transfer, etc.)
E4	CORE	Perform inventory of Information System (IS) assets
E4	CORE	Perform start-up/shut down procedures

NETWORK ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Perform trend analysis (e.g., hardware, software, network, etc.)
E5	CORE	Prepare network status reports
E4	CORE	Process customer trouble calls
E7	CORE	Provide Information Systems (IS) incident details to external organizations (e.g., law enforcement personnel, Inspector General (IG), higher authority, etc.)
E4	NON-CORE	Restore computer Information Systems (IS)
E4	NON-CORE	Restore from backups (e.g., server, switches, routers, databases, etc.)
E4	CORE	Scan for viruses
E4	CORE	Troubleshoot client Operating Systems (OS)
E5	CORE	Troubleshoot end-to-end communications
E4	CORE	Troubleshoot file and folder access problems
E4	CORE	Troubleshoot network hardware
E4	CORE	Troubleshoot peripherals
E4	NON-CORE	Troubleshoot router and switching devices
E5	CORE	Troubleshoot server Operating Systems (OS)
E5	CORE	Troubleshoot storage devices
E4	NON-CORE	Troubleshoot virtual environments
E5	CORE	Troubleshoot Wide Area Networks (WAN) connections
E4	CORE	Troubleshoot workstation network connectivity
E4	CORE	Troubleshoot workstations
E6	CORE	Validate inventory of Information System (IS) assets
E7	CORE	Validate network operating procedures
E4	CORE	Verify backups
E7	CORE	Verify Information Systems (IS) equipment and media disposition requirements (e.g., destruction, disposal, transfer, etc.)
E4	NON-CORE	Verify network system operations

Job Title**System Administrator****Job Code****002777****Job Family**

Computer and Mathematical

NOC

TBD

Short Title (30 Characters)

SYSTEM ADMINISTRATOR

Short Title (14 Characters)

SYS ADMIN

Pay Plan

Enlisted

Career Field

IT

Other Relationships and Rules

NEC HXXX, UXXX, 7XXX series and other NECs as assigned

Job Description

System Administrators manage and secure commercial and government network Operating Systems (OS) and cloud-based services within the functional areas of configuration, systems, and performance management; manage and maintain internal site networks, conduct tier-level network software and hardware corrective actions; demonstrate knowledge of and apply general security concepts; identify potential risks, monitor activity; secure network environments; and enforce security policies and procedures.

DoD Relationship**Group Title**

ADP Computers, General

DoD Code

115000

O*NET Relationship**Occupation Title**

Network and Computer Systems Administrators

SOC Code

15-1244.00

Job Family

Computer and Mathematical

Skills*Operation and Control**Management of Material Resources**Critical Thinking**Technology Design**Systems Analysis**Complex Problem Solving**Troubleshooting**Writing**Systems Evaluation**Quality Control Analysis***Abilities***Deductive Reasoning**Information Ordering**Problem Sensitivity**Inductive Reasoning**Visualization**Written Comprehension**Written Expression**Oral Expression**Selective Attention**Speed of Closure***COMMUNICATIONS SECURITY****Paygrade****Task Type****Task Statements**

E5

NON-CORE

Administer client platform securities

E4

CORE

Conduct Emergency Action Plans (EAP)

E4

CORE

Destroy Communication Security (COMSEC) material

E6

CORE

Develop Emergency Action Plans (EAP)

E4

CORE

Handle Communications Security (COMSEC) material

E4

CORE

Identify Communications Security (COMSEC) discrepancies

E6

CORE

Implement Communications Security (COMSEC) changes

E4

CORE

Inspect security containers

E4

CORE

Load Communications Security (COMSEC) equipment

E4

CORE

Maintain Crypto Ignition Keys (CIK)

E4

CORE

Maintain cryptographic equipment

E4

CORE

Maintain physical security of Sensitive Compartmented Information (SCI) of Information Systems (IS)

E4

CORE

Perform inventory of Communications Security (COMSEC) materials

E5

CORE

Prepare local element Communication Security (COMSEC) reports

E4

CORE

Process Communications Security (COMSEC) changes

E4

CORE

Receive Communications Security (COMSEC) material

E4

CORE

Set up cryptographic equipment

E4

CORE

Set up cryptographic networks

E5

CORE

Transfer custody of Communications Security (COMSEC) material

COMMUNICATIONS SECURITY (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Validate Communications Security (COMSEC) material
E4	CORE	Verify cryptographic equipment settings

COMMUNICATIONS SYSTEMS AND RADIO FREQUENCY OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Conduct training evolutions (e.g., Combat Systems Training Team (CSTT), Command Readiness Training Team (CRTT), etc.)
E5	CORE	Configure data rate allocations
E4	CORE	Configure message processing systems
E5	CORE	Configure portable communications systems
E4	CORE	Connect data links
E6	CORE	Coordinate communication restoral priorities
E5	NON-CORE	Coordinate tactical Communications on the Move (COTM)
E7	NON-CORE	Coordinate training evolutions (e.g., Combat Systems Training Team (CSTT), Command Readiness Training Team (CRTT), etc.)
E5	CORE	Coordinate with off-site technical support (e.g., restoral, installs, parts, etc.)
E4	NON-CORE	Deploy Mobile Ad-hoc Networks (MANET)
E4	NON-CORE	Deploy tactical non-standard communications
E5	CORE	Determine system configuration requirements
E6	CORE	Develop training evolutions (e.g., Combat Systems Training Team (CSTT), Command Readiness Training Team (CRTT), etc.)
E4	CORE	Disconnect data links
E4	CORE	Download Naval messages via automated systems
E4	CORE	Draft Communications Spot Reports (COMSPOT)
E5	CORE	Establish services with communications center
E5	NON-CORE	Establish unit and command certificates
E6	CORE	Evaluate training evolutions (e.g., Combat Systems Training Team (CSTT), Command Readiness Training Team (CRTT), etc.)
E5	CORE	Implement communication restoral priorities
E5	CORE	Implement non-repudiation controls
E4	NON-CORE	Install certificates (e.g., security, system, etc.)
E5	CORE	Install Tactical Command and Control (C2) systems (e.g., airborne, vehicle, etc.)
E5	NON-CORE	Integrate Intelligence, Surveillance, and Reconnaissance (ISR) services (e.g., Global Broadcasting Systems (GBS), Communications Data Link System (CDLS), etc.)
E5	CORE	Integrate portable communications systems
E5	CORE	Investigate loss of Facilities Control (FACCON)
E4	CORE	Load image software
E5	CORE	Maintain communication reports (e.g., Master Station Log, Communications Spot Report (COMSPOT), Command, Control, Communications, Computers, and Intelligence (C4I), etc.)
E4	CORE	Maintain local media and technical libraries
E5	CORE	Maintain portable communications systems

COMMUNICATIONS SYSTEMS AND RADIO FREQUENCY OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Manage messaging systems
E4	CORE	Monitor message queues (e.g., activity, backlog, etc.)
E4	CORE	Monitor messaging systems (e.g., system performance, special handling, message traffic flow, etc.)
E4	CORE	Perform End of Mission Sanitizations (EOMS)
E4	CORE	Perform minimize condition procedures
E5	CORE	Plan communication system outages
E4	NON-CORE	Provide Radio over Internet Protocol (RoIP) connectivity
E5	CORE	Respond to Communications Spot Reports (COMSPOT)
E5	CORE	Restore loss of Facilities Control (FACCON)
E4	CORE	Sanitize communication centers
E4	CORE	Set Emission Control (EMCON) conditions
E4	CORE	Set Hazards of Electromagnetic Radiation (e.g., Hazards of Electromagnetic Radiation to Ordnance (HERO)/Hazards of Electromagnetic Radiation to Personnel (HERP) conditions, etc.)
E6	CORE	Supervise minimize condition procedures
E4	NON-CORE	Troubleshoot data links
E4	CORE	Update communication logs
E6	CORE	Validate unit and command certificates
E6	CORE	Verify currency of communications guidance (e.g., Operations Order (OPORD), Signature Control (SIGCON), etc.)

DEPARTMENT OF DEFENSE INFORMATION NETWORK (DODIN) CYBERSPACE OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Advise leadership of changes affecting the organization's cybersecurity posture
E5	CORE	Complete network security assessment checklists
E5	CORE	Configure network firewalls
E7	CORE	Determine patterns of non-compliance (e.g., risk levels, Cyber Security program effectiveness, etc.)
E7	CORE	Develop bandwidth management instructions
E7	NON-CORE	Develop critical infrastructure protection policies and procedures
E7	CORE	Draft Continuity of Operations Program (COOP)
E6	CORE	Enforce procedures, guidelines and cybersecurity policies
E7	CORE	Forecast service demands
E5	NON-CORE	Identify applications and Operating Systems (OS) of a network device based on network traffic
E4	CORE	Identify Information Systems Security (ISS) violations and vulnerabilities
E7	NON-CORE	Identify Information Technology (IT) security program implications of new technologies or technology upgrades
E4	CORE	Identify security issues (e.g., protection, aggregation, inter-connectivity, etc.)
E6	NON-CORE	Implement alternative Information Security (INFOSEC) strategies
E4	NON-CORE	Implement Information Assurance Vulnerability Alerts (IAVA)
E4	NON-CORE	Implement Information Assurance Vulnerability Bulletins (IAVB)
E6	CORE	Implement Information Systems Security (ISS) policies

**DEPARTMENT OF DEFENSE INFORMATION NETWORK (DODIN) CYBERSPACE OPERATIONS
(CONT'D)**

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Implement network security applications
E5	CORE	Implement policies and procedures to ensure protection of critical infrastructure
E5	NON-CORE	Install dedicated cyber defense systems
E4	CORE	Maintain Information System (IS) antivirus definitions
E5	CORE	Maintain Information Systems (IS) logs
E7	CORE	Manage cyber certification requirements
E5	CORE	Perform cybersecurity assessments
E5	CORE	Perform security actions
E4	NON-CORE	Provide technical support to resolve cyber incidents
E7	CORE	Recommend Information Security (INFOSEC) requirements
E5	CORE	Report Information Systems Security (ISS) incidents
E6	CORE	Review Information Systems Security (ISS) requirements
E5	CORE	Test Information Systems (IS)
E5	CORE	Track audit findings for mitigation actions
E6	NON-CORE	Validate Information Assurance Vulnerability Alerts (IAVA)
E6	NON-CORE	Validate Information Assurance Vulnerability Bulletins (IAVB)
E5	CORE	Validate migration/installation computer software
E7	CORE	Validate network security assessment checklists
E6	CORE	Validate network security remediation actions

NETWORK ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Administer cloud services
E4	NON-CORE	Administer Information System (IS) accounts
E4	CORE	Administer network system databases
E7	NON-CORE	Advise senior management (e.g., Chief Information Officer (CIO) on cost/benefit analysis of information security programs, policies, processes, systems, and elements, etc.)
E5	CORE	Conduct computer software migration
E5	CORE	Conduct Information Systems (IS) Testing and Evaluation (T&E)
E4	CORE	Configure computer application software
E5	CORE	Configure domain system policies
E4	NON-CORE	Configure network hardware
E5	CORE	Configure network services
E4	CORE	Configure peripherals
E5	CORE	Configure router Access Control Lists (ACL)
E4	CORE	Configure router and switching devices
E5	CORE	Configure server Operating System (OS) software
E4	CORE	Configure virtual environments
E5	NON-CORE	Configure virus scanners
E4	CORE	Configure workstation core components

NETWORK ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Configure workstation network connectivity
E4	CORE	Configure workstation Operating System (OS) software
E5	CORE	Construct networks
E5	CORE	Coordinate the scheduling of backups
E6	CORE	Determine network migration and installation potential problems and time requirements
E7	CORE	Develop disaster recovery contingency plans
E5	CORE	Develop Information System (IS) Standard Operating Procedures (SOP)
E7	CORE	Develop network plans and policies
E7	CORE	Develop remediation plans for identified vulnerabilities
E4	CORE	Document Information System (IS) errors
E4	CORE	Document network outages
E4	CORE	Document off-site technical support actions
E4	CORE	Document server outages
E7	NON-CORE	Estimate network migration, installation or repair costs
E7	NON-CORE	Evaluate cost-benefit, economic, and risk analysis for Information Systems (IS) in decision-making process
E4	CORE	Identify Information Systems (IS) anomalies
E5	CORE	Implement domain policies
E5	CORE	Implement network policies
E6	CORE	Implement remediation plans for identified vulnerabilities
E5	CORE	Implement River City conditions on Information Systems (IS)
E4	NON-CORE	Initialize network servers
E4	CORE	Inspect Information Systems (IS) (e.g., network components, system hardware, etc.)
E4	CORE	Install Information Systems (IS) hardware components
E5	CORE	Integrate embarkable Information Systems (IS) (e.g., squadron, Immediate Superior in Command (ISIC), Staff, lettered Agencies, Marines, etc.)
E4	CORE	Isolate infected systems
E5	CORE	Maintain cross-domain solutions (e.g., Radiant Mercury, NOVA, etc.)
E5	CORE	Maintain Information System (IS) servers (e.g., connectivity, updating, modifying, etc.)
E7	CORE	Maintain Information Systems (IS) (e.g., Program of Record (POR), authorized, system backups, etc.)
E5	CORE	Maintain Local Area Network (LAN) architecture
E4	CORE	Maintain network cabling
E6	NON-CORE	Maintain network documentation (e.g., System Operational Verification Testing (SOVT), Interactive Electronic Technical Manual (IETM), Hosted Application and Connected Systems Implementation Manual (HACSIM), etc.)
E4	CORE	Maintain network printers
E4	CORE	Maintain network system databases
E5	CORE	Maintain network topologies
E5	CORE	Maintain software application scripts

NETWORK ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Maintain system certificates and licenses
E7	CORE	Manage audit data
E5	NON-CORE	Manage cloud services
E5	CORE	Manage collaboration software (e.g., Secure Video Teleconference (SVTC), Video Teleconference (VTC), TEAMS, Global Video Services (GVS), etc.)
E4	CORE	Manage file and folder access
E5	CORE	Manage Information System (IS) queues
E5	CORE	Manage Information System (IS) servers (e.g., settings, sites, applications, etc.)
E6	CORE	Manage Local Area Network (LAN) architecture
E5	CORE	Manage network monitoring software performance
E5	CORE	Manage network system configurations
E5	CORE	Manage network system updates
E5	NON-CORE	Manage networking solutions (e.g., Afloat Forward Staging Base (AFSB), Commercial Solutions for Classified Program (CSfC), etc.)
E4	NON-CORE	Manage software containers in virtualization
E7	NON-CORE	Manage system life-cycle plans
E4	NON-CORE	Manage virtual environments
E4	CORE	Monitor network equipment status (e.g., overheating, connectivity, usability, etc.)
E4	CORE	Monitor routing and switching devices
E7	NON-CORE	Oversee network migrations and installation
E4	CORE	Patch Information Systems (IS)
E4	CORE	Perform data transfers
E4	CORE	Perform disk administration
E4	CORE	Perform file system maintenance
E4	CORE	Perform File Transfer Protocol (FTP) functions
E4	NON-CORE	Perform Information Systems (IS) backups
E4	CORE	Perform Information Systems (IS) equipment and media disposition requirements (e.g., destruction, disposal, transfer, etc.)
E5	CORE	Perform Internet Protocol (IP) shift
E4	CORE	Perform inventory of Information System (IS) assets
E4	CORE	Perform start-up/shut down procedures
E5	NON-CORE	Perform trend analysis (e.g., hardware, software, network, etc.)
E7	NON-CORE	Plan network restorations
E7	NON-CORE	Plan network upgrades
E5	CORE	Prepare network status reports
E4	CORE	Process customer trouble calls
E7	CORE	Provide Information Systems (IS) incident details to external organizations (e.g., law enforcement personnel, Inspector General (IG), higher authority, etc.)
E4	NON-CORE	Restore computer Information Systems (IS)
E4	NON-CORE	Restore from backups (e.g., server, switches, routers, databases, etc.)
E4	CORE	Scan for viruses
E7	CORE	Supervise Internet Protocol (IP) shift

NETWORK ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Supervise Local Area Network (LAN) operations
E4	CORE	Troubleshoot client Operating Systems (OS)
E5	CORE	Troubleshoot end-to-end communications
E4	CORE	Troubleshoot file and folder access problems
E4	CORE	Troubleshoot network hardware
E4	CORE	Troubleshoot peripherals
E4	NON-CORE	Troubleshoot router and switching devices
E5	CORE	Troubleshoot server Operating Systems (OS)
E5	CORE	Troubleshoot storage devices
E4	NON-CORE	Troubleshoot virtual environments
E5	CORE	Troubleshoot Wide Area Networks (WAN) connections
E4	CORE	Troubleshoot workstation network connectivity
E4	CORE	Troubleshoot workstations
E5	NON-CORE	Update network policies
E7	CORE	Validate baseline security safeguard installation
E6	CORE	Validate inventory of Information System (IS) assets
E7	CORE	Validate network operating procedures
E5	CORE	Validate network topologies
E6	CORE	Validate River City conditions on Information Systems (IS)
E4	CORE	Verify backups
E7	CORE	Verify Information Systems (IS) equipment and media disposition requirements (e.g., destruction, disposal, transfer, etc.)
E4	NON-CORE	Verify network system operations
E5	NON-CORE	Write software application scripts

Job Title**Information Systems Security Manager****Job Code****002779****Job Family**

Computer and Mathematical

NOC

TBD

Short Title (30 Characters)

INFO SYSTEMS SECURITY MANAGER

Short Title (14 Characters)

ISSM

Pay Plan

Enlisted

Career Field

IT

Other Relationships and Rules

NEC HXXX, UXXX, 7XXX series and other NECs as assigned

Job Description

Information Systems Security Managers serve as principal advisors to the Commanding Officer for all information security matters: ensure cybersecurity and risk management program requirement conformity; review the accreditation plan and reaccreditation activities; confirm site accreditation support documentation is developed, maintained, and verified for an acceptable level of risk; track Cyberspace Workforce (CWF) compliance; confirm required personnel qualification achievement and maintenance; verify proper execution and documentation of security tests; ensure that Information System (IS) users are monitored to verify compliance with security policies and procedures; maintain an activity Cybersecurity Plan (CSP); and ensure the development of System Security Plans (SSP) for systems that contain sensitive information.

DoD Relationship**Group Title**

ADP Computers, General

DoD Code

115000

O*NET Relationship**Occupation Title**

Information Security Engineers

SOC Code

15-1299.05

Job Family

Computer and Mathematical

Skills*Critical Thinking**Operation and Control**Management of Material Resources**Writing**Complex Problem Solving**Systems Analysis**Technology Design**Time Management**Judgment and Decision Making**Quality Control Analysis***Abilities***Deductive Reasoning**Information Ordering**Problem Sensitivity**Written Expression**Inductive Reasoning**Visualization**Written Comprehension**Oral Expression**Flexibility of Closure**Category Flexibility***COMMUNICATIONS SECURITY****Paygrade****Task Type****Task Statements**

E4

CORE

Conduct Emergency Action Plans (EAP)

E4

CORE

Destroy Communication Security (COMSEC) material

E6

CORE

Develop Emergency Action Plans (EAP)

E4

CORE

Inspect security containers

E4

CORE

Maintain physical security of Sensitive Compartmented Information (SCI) of Information Systems (IS)

COMMUNICATIONS SYSTEMS AND RADIO FREQUENCY OPERATIONS**Paygrade****Task Type****Task Statements**

E5

CORE

Conduct training evolutions (e.g., Combat Systems Training Team (CSTT), Command Readiness Training Team (CRTT), etc.)

E7

NON-CORE

Coordinate training evolutions (e.g., Combat Systems Training Team (CSTT), Command Readiness Training Team (CRTT), etc.)

E5

CORE

Coordinate with off-site technical support (e.g., restoral, installs, parts, etc.)

E5

CORE

Determine system configuration requirements

E6

CORE

Develop training evolutions (e.g., Combat Systems Training Team (CSTT), Command Readiness Training Team (CRTT), etc.)

E6

CORE

Evaluate training evolutions (e.g., Combat Systems Training Team (CSTT), Command Readiness Training Team (CRTT), etc.)

E4

CORE

Maintain local media and technical libraries

E4

CORE

Sanitize communication centers

DEPARTMENT OF DEFENSE INFORMATION NETWORK (DODIN) CYBERSPACE OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Advise leadership of changes affecting the organization's cybersecurity posture
E5	NON-CORE	Analyze Information Systems (IS) security posture trends
E5	NON-CORE	Analyze organizational security posture trends
E5	NON-CORE	Analyze Risk Management Framework (RMF) artifacts
E5	CORE	Complete network security assessment checklists
E7	CORE	Determine patterns of non-compliance (e.g., risk levels, Cyber Security program effectiveness, etc.)
E7	NON-CORE	Develop critical infrastructure protection policies and procedures
E7	NON-CORE	Develop domain policies
E6	NON-CORE	Develop Information Systems Security (ISS) plans
E7	NON-CORE	Develop Information Systems Security (ISS) policies
E6	CORE	Develop network security instructions
E5	CORE	Disseminate cyber event information
E5	CORE	Disseminate technical documents, incident reports, findings from computer examinations, summaries, and other situational awareness information to higher headquarters
E7	CORE	Draft Continuity of Operations Program (COOP)
E6	CORE	Enforce procedures, guidelines and cybersecurity policies
E7	NON-CORE	Evaluate Information Systems Security (ISS) incidents for operational impact
E7	CORE	Evaluate security improvement actions for effectiveness
E7	CORE	Forecast service demands
E6	NON-CORE	Identify critical cyber defense infrastructure and key resources to meet mission requirements
E4	CORE	Identify Information Systems Security (ISS) violations and vulnerabilities
E7	NON-CORE	Identify Information Technology (IT) security program implications of new technologies or technology upgrades
E4	CORE	Identify security issues (e.g., protection, aggregation, inter-connectivity, etc.)
E6	NON-CORE	Implement alternative Information Security (INFOSEC) strategies
E6	CORE	Implement Information Systems Security (ISS) policies
E5	CORE	Implement network security applications
E5	CORE	Implement policies and procedures to ensure protection of critical infrastructure
E7	NON-CORE	Maintain Information Systems Security (ISS) certification and accreditation documentation (e.g., Authority to Operate (ATO), Interim Approval to Operate (IATO), etc.)
E7	CORE	Manage cyber certification requirements
E7	CORE	Manage cyberspace workforce programs
E7	CORE	Manage electronic spillage process
E7	CORE	Manage Information Security (INFOSEC) incident reporting processes
E7	CORE	Manage Information Security (INFOSEC) training and awareness programs
E7	CORE	Manage Information Systems Security (ISS) programs
E7	CORE	Manage Information Technology (IT) resources and security personnel

**DEPARTMENT OF DEFENSE INFORMATION NETWORK (DODIN) CYBERSPACE OPERATIONS
(CONT'D)**

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Manage Information Technology (IT) resources and security personnel
E7	CORE	Manage Information Technology (IT) security priorities
E7	CORE	Manage intranet/Department of Defense Information Network (DODIN) security policies
E5	CORE	Perform cybersecurity assessments
E5	CORE	Perform security actions
E4	NON-CORE	Provide technical support to resolve cyber incidents
E7	CORE	Recommend Information Security (INFOSEC) requirements
E5	CORE	Report Information Systems Security (ISS) incidents
E7	CORE	Report organizational security posture trends
E6	CORE	Review Information Systems Security (ISS) requirements
E6	CORE	Review security risk assumptions
E5	CORE	Track audit findings for mitigation actions
E6	NON-CORE	Validate Information Assurance Vulnerability Alerts (IAVA)
E6	NON-CORE	Validate Information Assurance Vulnerability Bulletins (IAVB)
E5	NON-CORE	Validate Intrusion Detection System (IDS) alerts
E5	CORE	Validate migration/installation computer software
E7	CORE	Validate network security assessment checklists
E6	CORE	Validate network security remediation actions
E7	NON-CORE	Verify acquisitions, procurements, and outsourcing efforts of information security requirements

NETWORK ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	NON-CORE	Advise senior management (e.g., Chief Information Officer (CIO) on cost/benefit analysis of information security programs, policies, processes, systems, and elements, etc.)
E5	CORE	Conduct computer software migration
E7	CORE	Coordinate cybersecurity inspections, tests, and reviews
E6	CORE	Determine network migration and installation potential problems and time requirements
E7	CORE	Develop disaster recovery contingency plans
E5	CORE	Develop Information System (IS) Standard Operating Procedures (SOP)
E7	CORE	Develop network plans and policies
E7	CORE	Develop remediation plans for identified vulnerabilities
E4	CORE	Document Information System (IS) errors
E4	CORE	Document network outages
E4	CORE	Document off-site technical support actions
E7	NON-CORE	Estimate network migration, installation or repair costs
E7	NON-CORE	Evaluate cost-benefit, economic, and risk analysis for Information Systems (IS) in decision-making process
E4	CORE	Identify Information Systems (IS) anomalies
E6	CORE	Implement remediation plans for identified vulnerabilities

NETWORK ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Inspect Information Systems (IS) (e.g., network components, system hardware, etc.)
E5	CORE	Maintain cross-domain solutions (e.g., Radiant Mercury, NOVA, etc.)
E7	CORE	Maintain Information Systems (IS) (e.g., Program of Record (POR), authorized, system backups, etc.)
E6	NON-CORE	Maintain network documentation (e.g., System Operational Verification Testing (SOVT), Interactive Electronic Technical Manual (IETM), Hosted Application and Connected Systems Implementation Manual (HACSIM), etc.)
E5	CORE	Maintain network topologies
E7	NON-CORE	Maintain Risk Management Framework (RMF)/Security Assessment and Authorization (SA&A) requirements for dedicated cyber defense systems
E5	CORE	Maintain system certificates and licenses
E7	CORE	Manage audit data
E7	NON-CORE	Manage information security budget, staffing, and contracting
E6	CORE	Manage Local Area Network (LAN) architecture
E5	CORE	Manage network system configurations
E5	CORE	Manage network system updates
E5	NON-CORE	Manage networking solutions (e.g., Afloat Forward Staging Base (AFSB), Commercial Solutions for Classified Program (CSfC), etc.)
E7	NON-CORE	Manage system life-cycle plans
E7	NON-CORE	Oversee network migrations and installation
E4	CORE	Perform data transfers
E4	CORE	Perform inventory of Information System (IS) assets
E7	NON-CORE	Plan network restorations
E7	NON-CORE	Plan network upgrades
E5	CORE	Prepare network status reports
E7	CORE	Provide Information Systems (IS) incident details to external organizations (e.g., law enforcement personnel, Inspector General (IG), higher authority, etc.)
E5	CORE	Report Information Systems (IS) security posture trends
E6	CORE	Supervise Local Area Network (LAN) operations
E5	NON-CORE	Update network policies
E7	CORE	Validate baseline security safeguard installation
E7	CORE	Validate Information Technology (IT) security requirements in all phases of the system life cycle
E7	CORE	Validate network operating procedures
E5	CORE	Validate network topologies
E7	CORE	Verify Information Systems (IS) equipment and media disposition requirements (e.g., destruction, disposal, transfer, etc.)

Job Title**Communications Security (COMSEC) Account Manager (CAM)****Job Code****002780****Job Family**
Management**NOC**
TBD**Short Title (30 Characters)**
COMSEC ACCT MANAGER**Short Title (14 Characters)**
COMSEC ACCTMGR**Pay Plan**
Enlisted**Career Field**
IT**Other Relationships and Rules**
NEC HXXX, UXXX, 7XXX series and other NECs as assigned**Job Description**

Communications Security (COMSEC) Account Managers (CAM) serve as the Commanding Officer's primary advisor on all COMSEC related matters; acquire, monitor, and maintain an organization's COMSEC allowance; ensure proper storage and adequate physical security for all COMSEC material held within an account; operate and maintain the Management Client/Advanced Key Processor (MGC/AKP) to manage material, and support local key generation, encryption, decryption, and destruction.

DoD Relationship

<u>Group Title</u>	<u>DoD Code</u>
ADP Computers, General	115000

O*NET Relationship

<u>Occupation Title</u>	<u>SOC Code</u>	<u>Job Family</u>
Computer and Information Systems Manager	11-3021.00	Management

Skills

Operation and Control
Critical Thinking
Management of Material Resources
Systems Analysis
Complex Problem Solving
Writing
Technology Design
Judgment and Decision Making
Troubleshooting
Coordination

Abilities

Information Ordering
Deductive Reasoning
Inductive Reasoning
Problem Sensitivity
Written Comprehension
Written Expression
Visualization
Oral Expression
Control Precision
Speed of Closure

COMMUNICATIONS SECURITY

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	NON-CORE	Administer access to symmetric Crypto Net Key Management Infrastructure (KMI)
E5	NON-CORE	Administer client platform securities
E6	NON-CORE	Administer client platforms Key Management Infrastructure (KMI)
E5	NON-CORE	Administer deployed cryptologic tactical systems Key Management Infrastructure (KMI)
E6	NON-CORE	Administer High Assurance Platform (HAP) securities
E6	NON-CORE	Administer High Assurance Platforms (HAP)
E6	NON-CORE	Administer Key Management Infrastructure (KMI) Key Operating Accounts (KOA)
E5	NON-CORE	Administer Key Management Infrastructure (KMI) user accounts
E5	NON-CORE	Administer token securities
E6	NON-CORE	Assign product requestors
E5	NON-CORE	Audit Key Management Infrastructure (KMI) management data
E5	NON-CORE	Backup Key Management Infrastructure (KMI) accounts
E4	CORE	Conduct Emergency Action Plans (EAP)
E6	NON-CORE	Deregister Key Management Infrastructure (KMI) devices
E4	CORE	Destroy Communication Security (COMSEC) material
E6	NON-CORE	Destroy Key Management Infrastructure (KMI) storefront products
E6	CORE	Develop Emergency Action Plans (EAP)
E6	CORE	Develop local Communications Security (COMSEC) handling instructions
E6	NON-CORE	Endorse Key Management Infrastructure (KMI) devices

COMMUNICATIONS SECURITY (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	NON-CORE	Establish Key Management Infrastructure (KMI) new product requirements
E6	NON-CORE	Generate Key Management Infrastructure (KMI) cryptologic product requests
E5	NON-CORE	Generate local keys
E4	CORE	Handle Communications Security (COMSEC) material
E4	CORE	Identify Communications Security (COMSEC) discrepancies
E6	CORE	Implement Communications Security (COMSEC) changes
E7	CORE	Implement Emergency Action Plans (EAP)
E4	NON-CORE	Initialize Key Management Infrastructure (KMI) devices (e.g., fill devices, Inline Network Encryption (INE), bulk encryption, etc.)
E4	CORE	Inspect security containers
E5	NON-CORE	Issue Communication Security (COMSEC) material
E5	NON-CORE	Issue Key Management Infrastructure (KMI) materials
E4	CORE	Load Communications Security (COMSEC) equipment
E4	CORE	Maintain Crypto Ignition Keys (CIK)
E4	CORE	Maintain cryptographic equipment
E5	NON-CORE	Maintain Key Management Infrastructure (KMI) databases
E4	CORE	Maintain physical security of Sensitive Compartmented Information (SCI) of Information Systems (IS)
E5	CORE	Manage Communications Security (COMSEC) training programs
E6	NON-CORE	Manage Key Management Infrastructure (KMI) Device Distribution Profiles (DDP)
E5	NON-CORE	Manage Key Management Infrastructure (KMI) network connectivity
E5	NON-CORE	Manage Key Management Infrastructure (KMI) production
E5	NON-CORE	Manage Key Management Infrastructure (KMI) system configurations
E5	NON-CORE	Manage Key Management Infrastructure (KMI) system reports
E5	NON-CORE	Manage Key Management Infrastructure (KMI) tokens
E5	CORE	Monitor Communications Security (COMSEC) platform security
E5	NON-CORE	Order Communications Security (COMSEC) products
E4	CORE	Perform inventory of Communications Security (COMSEC) materials
E5	CORE	Prepare local element Communication Security (COMSEC) reports
E4	CORE	Process Communications Security (COMSEC) changes
E4	CORE	Receive Communications Security (COMSEC) material
E5	NON-CORE	Register Key Management Infrastructure (KMI) Key Operating Account (KOA) agents
E5	NON-CORE	Register Key Management Infrastructure (KMI) users
E5	NON-CORE	Register local Key Management Infrastructure (KMI) elements
E5	CORE	Report Communications Security (COMSEC) compliance
E6	CORE	Report Communications Security (COMSEC) compliance to higher authority (e.g., Commanding Officer (CO), Officer in Charge (OIC), etc.)
E5	NON-CORE	Review Key Management Infrastructure (KMI) databases
E4	CORE	Set up cryptographic equipment
E4	CORE	Set up cryptographic networks
E5	CORE	Transfer custody of Communications Security (COMSEC) material

COMMUNICATIONS SECURITY (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Troubleshoot Key Management Infrastructure (KMI) suite
E5	NON-CORE	Update Device Distribution Profiles (DDP)
E4	CORE	Validate Communications Security (COMSEC) material
E6	CORE	Validate inventory of Communications Security (COMSEC) materials
E4	CORE	Verify cryptographic equipment settings

COMMUNICATIONS SYSTEMS AND RADIO FREQUENCY OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Conduct training evolutions (e.g., Combat Systems Training Team (CSTT), Command Readiness Training Team (CRTT), etc.)
E7	NON-CORE	Coordinate training evolutions (e.g., Combat Systems Training Team (CSTT), Command Readiness Training Team (CRTT), etc.)
E5	CORE	Coordinate with off-site technical support (e.g., restoral, installs, parts, etc.)
E6	CORE	Develop training evolutions (e.g., Combat Systems Training Team (CSTT), Command Readiness Training Team (CRTT), etc.)
E6	CORE	Evaluate training evolutions (e.g., Combat Systems Training Team (CSTT), Command Readiness Training Team (CRTT), etc.)
E4	CORE	Maintain communication publications
E4	CORE	Maintain local media and technical libraries
E4	CORE	Perform End of Mission Sanitizations (EOMS)
E4	NON-CORE	Perform Over-The-Air-Rekey (OTAR)
E4	NON-CORE	Perform Over-The-Air-Transmission (OTAT)
E5	CORE	Restore loss of Facilities Control (FACCON)
E4	CORE	Sanitize communication centers
E6	CORE	Verify communications security policies

DEPARTMENT OF DEFENSE INFORMATION NETWORK (DODIN) CYBERSPACE OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Draft Continuity of Operations Program (COOP)
E7	CORE	Forecast service demands
E4	CORE	Identify security issues (e.g., protection, aggregation, inter-connectivity, etc.)
E4	NON-CORE	Implement Information Assurance Vulnerability Alerts (IAVA)
E4	NON-CORE	Implement Information Assurance Vulnerability Bulletins (IAVB)
E4	CORE	Maintain Information System (IS) antivirus definitions
E5	CORE	Maintain Information Systems (IS) logs
E7	NON-CORE	Maintain Information Systems Security (ISS) certification and accreditation documentation (e.g., Authority to Operate (ATO), Interim Approval to Operate (IATO), etc.)
E5	CORE	Perform security actions
E5	CORE	Track audit findings for mitigation actions

NETWORK ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	NON-CORE	Advise senior management (e.g., Chief Information Officer (CIO) on cost/benefit analysis of information security programs, policies, processes, systems, and elements, etc.)
E5	CORE	Conduct computer software migration
E5	CORE	Configure network services
E4	CORE	Configure peripherals
E4	CORE	Configure workstation network connectivity
E4	CORE	Configure workstation Operating System (OS) software
E5	CORE	Coordinate the scheduling of backups
E6	CORE	Determine network migration and installation potential problems and time requirements
E7	CORE	Develop disaster recovery contingency plans
E5	CORE	Develop Information System (IS) Standard Operating Procedures (SOP)
E4	CORE	Document Information System (IS) errors
E4	CORE	Document network outages
E4	CORE	Document off-site technical support actions
E7	NON-CORE	Estimate network migration, installation or repair costs
E7	NON-CORE	Evaluate cost-benefit, economic, and risk analysis for Information Systems (IS) in decision-making process
E4	CORE	Identify Information Systems (IS) anomalies
E6	CORE	Implement remediation plans for identified vulnerabilities
E4	CORE	Inspect Information Systems (IS) (e.g., network components, system hardware, etc.)
E4	CORE	Install Information Systems (IS) hardware components
E7	CORE	Maintain Information Systems (IS) (e.g., Program of Record (POR), authorized, system backups, etc.)
E6	NON-CORE	Maintain network documentation (e.g., System Operational Verification Testing (SOVT), Interactive Electronic Technical Manual (IETM), Hosted Application and Connected Systems Implementation Manual (HACSIM), etc.)
E4	CORE	Maintain network system databases
E5	CORE	Maintain system certificates and licenses
E7	CORE	Manage audit data
E5	CORE	Manage network system configurations
E5	CORE	Manage network system updates
E7	NON-CORE	Manage system life-cycle plans
E4	CORE	Monitor network equipment status (e.g., overheating, connectivity, usability, etc.)
E7	NON-CORE	Oversee network migrations and installation
E4	CORE	Patch Information Systems (IS)
E4	CORE	Perform data transfers
E4	CORE	Perform disk administration
E4	CORE	Perform file system maintenance
E4	NON-CORE	Perform Information Systems (IS) backups
E4	CORE	Perform Information Systems (IS) equipment and media disposition requirements (e.g., destruction, disposal, transfer, etc.)

NETWORK ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform inventory of Information System (IS) assets
E4	CORE	Perform start-up/shut down procedures
E7	NON-CORE	Plan network restorations
E7	NON-CORE	Plan network upgrades
E7	CORE	Provide Information Systems (IS) incident details to external organizations (e.g., law enforcement personnel, Inspector General (IG), higher authority, etc.)
E4	NON-CORE	Restore computer Information Systems (IS)
E4	NON-CORE	Restore from backups (e.g., server, switches, routers, databases, etc.)
E4	CORE	Troubleshoot client Operating Systems (OS)
E5	CORE	Troubleshoot end-to-end communications
E4	CORE	Troubleshoot peripherals
E5	CORE	Troubleshoot Wide Area Networks (WAN) connections
E4	CORE	Troubleshoot workstation network connectivity
E4	CORE	Troubleshoot workstations
E5	NON-CORE	Update network policies
E6	CORE	Validate inventory of Information System (IS) assets
E4	CORE	Verify backups
E7	CORE	Verify Information Systems (IS) equipment and media disposition requirements (e.g., destruction, disposal, transfer, etc.)
E4	NON-CORE	Verify network system operations

Job Title**Vulnerability Assessment Analyst****Job Code****002783****Job Family**

Computer and Mathematical

NOC

TBD

Short Title (30 Characters)

VULN ASSESSMENT ANALYST

Short Title (14 Characters)

VULN ANALYST

Pay Plan

Enlisted

Career Field

IT

Other Relationships and Rules

NEC HXXX, UXXX, 7XXX series and other NECs as assigned

Job Description

Vulnerability Assessment Analysts identify vulnerabilities and perform corrective actions to ensure system confidentiality, integrity, and availability; administer and operate installed Computer Network Defense (CND) systems and applications in accordance with current doctrine; use approved software and Operating System (OS) specific tools to perform virus protection and detection, system backups, data recovery, and auditing functions; install security software and document all security issues or breaches; and develop, implement, and assess solutions, with regard to protocol and proxy service vulnerabilities, guarding against hostile attempts of compromise or inadvertent disclosure of sensitive material.

DoD Relationship**Group Title**

ADP Computers, General

DoD Code

115000

O*NET Relationship**Occupation Title**

Information Security Analysts

SOC Code

15-1212.00

Job Family

Computer and Mathematical

Skills*Operation and Control**Critical Thinking**Management of Material Resources**Systems Analysis**Technology Design**Complex Problem Solving**Writing**Systems Evaluation**Quality Control Analysis**Time Management***Abilities***Deductive Reasoning**Information Ordering**Problem Sensitivity**Inductive Reasoning**Written Expression**Visualization**Written Comprehension**Oral Expression**Flexibility of Closure**Speed of Closure***COMMUNICATIONS SECURITY****Paygrade****Task Type****Task Statements**

E4

CORE

Conduct Emergency Action Plans (EAP)

E4

CORE

Destroy Communication Security (COMSEC) material

E4

CORE

Inspect security containers

E4

CORE

Maintain physical security of Sensitive Compartmented Information (SCI) of Information Systems (IS)

COMMUNICATIONS SYSTEMS AND RADIO FREQUENCY OPERATIONS**Paygrade****Task Type****Task Statements**

E5

CORE

Conduct training evolutions (e.g., Combat Systems Training Team (CSTT), Command Readiness Training Team (CRTT), etc.)

E7

NON-CORE

Coordinate training evolutions (e.g., Combat Systems Training Team (CSTT), Command Readiness Training Team (CRTT), etc.)

E5

CORE

Coordinate with off-site technical support (e.g., restoral, installs, parts, etc.)

E6

CORE

Develop training evolutions (e.g., Combat Systems Training Team (CSTT), Command Readiness Training Team (CRTT), etc.)

E5

NON-CORE

Establish unit and command certificates

E6

CORE

Evaluate training evolutions (e.g., Combat Systems Training Team (CSTT), Command Readiness Training Team (CRTT), etc.)

E4

NON-CORE

Install certificates (e.g., security, system, etc.)

E4

CORE

Maintain local media and technical libraries

E4

CORE

Sanitize communication centers

DEPARTMENT OF DEFENSE INFORMATION NETWORK (DODIN) CYBERSPACE OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Advise leadership of changes affecting the organization's cybersecurity posture
E5	NON-CORE	Analyze Information Systems (IS) security posture trends
E5	NON-CORE	Analyze malicious activity
E5	NON-CORE	Analyze metadata in network traffic
E5	NON-CORE	Analyze organizational security posture trends
E5	CORE	Complete network security assessment checklists
E5	NON-CORE	Configure dedicated cyber defense systems
E5	CORE	Configure network firewalls
E7	CORE	Determine patterns of non-compliance (e.g., risk levels, Cyber Security program effectiveness, etc.)
E7	NON-CORE	Develop critical infrastructure protection policies and procedures
E6	CORE	Develop network security instructions
E5	CORE	Disseminate cyber event information
E5	CORE	Disseminate technical documents, incident reports, findings from computer examinations, summaries, and other situational awareness information to higher headquarters
E7	CORE	Draft Continuity of Operations Program (COOP)
E6	CORE	Enforce procedures, guidelines and cybersecurity policies
E7	NON-CORE	Evaluate Information Systems Security (ISS) incidents for operational impact
E7	CORE	Evaluate security improvement actions for effectiveness
E5	NON-CORE	Identify applications and Operating Systems (OS) of a network device based on network traffic
E4	CORE	Identify Information Systems Security (ISS) violations and vulnerabilities
E7	NON-CORE	Identify Information Technology (IT) security program implications of new technologies or technology upgrades
E4	CORE	Identify security issues (e.g., protection, aggregation, inter-connectivity, etc.)
E6	NON-CORE	Implement alternative Information Security (INFOSEC) strategies
E4	NON-CORE	Implement Information Assurance Vulnerability Alerts (IAVA)
E4	NON-CORE	Implement Information Assurance Vulnerability Bulletins (IAVB)
E6	CORE	Implement Information Systems Security (ISS) policies
E5	CORE	Implement network security applications
E5	CORE	Implement policies and procedures to ensure protection of critical infrastructure
E5	NON-CORE	Install dedicated cyber defense systems
E4	CORE	Maintain Information System (IS) antivirus definitions
E5	CORE	Maintain Information Systems (IS) logs
E7	CORE	Manage cyber certification requirements
E5	CORE	Perform cybersecurity assessments
E5	NON-CORE	Perform network mapping to identify vulnerabilities
E5	NON-CORE	Perform Operating System (OS) fingerprinting to identify vulnerabilities
E5	CORE	Perform security actions
E4	NON-CORE	Provide technical support to resolve cyber incidents
E7	CORE	Recommend Information Security (INFOSEC) requirements

**DEPARTMENT OF DEFENSE INFORMATION NETWORK (DODIN) CYBERSPACE OPERATIONS
(CONT'D)**

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Report Information Systems Security (ISS) incidents
E7	CORE	Report organizational security posture trends
E6	CORE	Review Information Systems Security (ISS) requirements
E6	CORE	Review security risk assumptions
E5	CORE	Test Information Systems (IS)
E5	CORE	Track audit findings for mitigation actions
E6	NON-CORE	Validate Information Assurance Vulnerability Alerts (IAVA)
E6	NON-CORE	Validate Information Assurance Vulnerability Bulletins (IAVB)
E5	NON-CORE	Validate Intrusion Detection System (IDS) alerts
E7	CORE	Validate network security assessment checklists
E6	CORE	Validate network security remediation actions

NETWORK ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Administer cloud services
E4	CORE	Administer network system databases
E7	NON-CORE	Advise senior management (e.g., Chief Information Officer (CIO) on cost/benefit analysis of information security programs, policies, processes, systems, and elements, etc.)
E5	CORE	Conduct computer software migration
E5	CORE	Conduct Information Systems (IS) Testing and Evaluation (T&E)
E4	CORE	Configure computer application software
E5	CORE	Configure domain system policies
E4	NON-CORE	Configure network hardware
E5	CORE	Configure network services
E5	CORE	Configure router Access Control Lists (ACL)
E5	CORE	Configure server Operating System (OS) software
E4	CORE	Configure virtual environments
E5	NON-CORE	Configure virus scanners
E6	CORE	Determine network migration and installation potential problems and time requirements
E5	CORE	Develop Information System (IS) Standard Operating Procedures (SOP)
E7	CORE	Develop network plans and policies
E7	CORE	Develop remediation plans for identified vulnerabilities
E4	CORE	Document Information System (IS) errors
E4	CORE	Document network outages
E4	CORE	Document off-site technical support actions
E4	CORE	Document server outages
E7	NON-CORE	Evaluate cost-benefit, economic, and risk analysis for Information Systems (IS) in decision-making process
E4	CORE	Identify Information Systems (IS) anomalies
E5	CORE	Implement domain policies

NETWORK ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Implement network policies
E6	CORE	Implement remediation plans for identified vulnerabilities
E4	NON-CORE	Initialize network servers
E4	CORE	Inspect Information Systems (IS) (e.g., network components, system hardware, etc.)
E5	CORE	Integrate embarkable Information Systems (IS) (e.g., squadron, Immediate Superior in Command (ISIC), Staff, lettered Agencies, Marines, etc.)
E4	CORE	Isolate infected systems
E5	CORE	Maintain cross-domain solutions (e.g., Radiant Mercury, NOVA, etc.)
E5	CORE	Maintain Information System (IS) servers (e.g., connectivity, updating, modifying, etc.)
E7	CORE	Maintain Information Systems (IS) (e.g., Program of Record (POR), authorized, system backups, etc.)
E6	NON-CORE	Maintain network documentation (e.g., System Operational Verification Testing (SOVT), Interactive Electronic Technical Manual (IETM), Hosted Application and Connected Systems Implementation Manual (HACSIM), etc.)
E4	CORE	Maintain network system databases
E5	CORE	Maintain network topologies
E5	CORE	Maintain software application scripts
E5	CORE	Maintain system certificates and licenses
E7	CORE	Manage audit data
E5	NON-CORE	Manage cloud services
E5	CORE	Manage Information System (IS) servers (e.g., settings, sites, applications, etc.)
E5	CORE	Manage network monitoring software performance
E5	CORE	Manage network system updates
E4	NON-CORE	Manage software containers in virtualization
E7	NON-CORE	Manage system life-cycle plans
E4	NON-CORE	Manage virtual environments
E4	CORE	Monitor network equipment status (e.g., overheating, connectivity, usability, etc.)
E4	CORE	Patch Information Systems (IS)
E4	CORE	Perform data transfers
E4	CORE	Perform File Transfer Protocol (FTP) functions
E4	CORE	Perform inventory of Information System (IS) assets
E4	CORE	Perform start-up/shut down procedures
E5	NON-CORE	Perform trend analysis (e.g., hardware, software, network, etc.)
E7	NON-CORE	Plan network restorations
E7	NON-CORE	Plan network upgrades
E5	CORE	Prepare network status reports
E7	CORE	Provide Information Systems (IS) incident details to external organizations (e.g., law enforcement personnel, Inspector General (IG), higher authority, etc.)
E5	CORE	Report Information Systems (IS) security posture trends
E4	CORE	Scan for viruses
E4	CORE	Troubleshoot client Operating Systems (OS)

NETWORK ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Troubleshoot Wide Area Networks (WAN) connections
E7	CORE	Validate baseline security safeguard installation
E7	CORE	Validate network operating procedures
E5	CORE	Validate network topologies

Job Title**Radio Frequency Operator****Job Code****002784****Job Family**

Computer and Mathematical

NOC

TBD

Short Title (30 Characters)

RADIO FREQUENCY OPERATOR

Short Title (14 Characters)

RF OPERATOR

Pay Plan

Enlisted

Career Field

IT

Other Relationships and Rules

NEC HXXX, UXXX, 7XXX series and other NECs as assigned

Job Description

Radio Frequency Operators perform messaging, system monitoring, fault isolation, and circuit restoration of communications suites across the frequency spectrum to include communication transmission paths, input/output devices, cryptographic devices, and patch panels; demonstrate in-depth knowledge of signals, multiplexers, modulators/demodulators, transmission security, and applicable system transmitters, receivers, couplers and antenna subsystems; maintain signal quality through the use of system performance testing; determine signal distortion and identify preventive or corrective action as required; prepare and maintain all circuit, operational and administrative logs; and ensure accountability of publications and associated materials; and provide knowledge and expertise in fleet spectrum management.

DoD Relationship**Group Title**

ADP Computers, General

DoD Code

115000

O*NET Relationship**Occupation Title**

Telecommunications Engineering Specialist

SOC Code

15-1241.01

Job Family

Computer and Mathematical

Skills*Operation and Control**Management of Material Resources**Critical Thinking**Complex Problem Solving**Technology Design**Systems Analysis**Writing**Coordination**Judgment and Decision Making**Systems Evaluation***Abilities***Deductive Reasoning**Information Ordering**Problem Sensitivity**Written Comprehension**Written Expression**Visualization**Inductive Reasoning**Oral Expression**Speed of Closure**Selective Attention***COMMUNICATIONS SECURITY****Paygrade****Task Type****Task Statements**

E4

CORE

Conduct Emergency Action Plans (EAP)

E4

CORE

Destroy Communication Security (COMSEC) material

E6

CORE

Develop Emergency Action Plans (EAP)

E4

CORE

Handle Communications Security (COMSEC) material

E4

CORE

Identify Communications Security (COMSEC) discrepancies

E6

CORE

Implement Communications Security (COMSEC) changes

E4

NON-CORE

Initialize Key Management Infrastructure (KMI) devices (e.g., fill devices, Inline Network Encryption (INE), bulk encryption, etc.)

E4

CORE

Inspect security containers

E4

CORE

Load Communications Security (COMSEC) equipment

E4

CORE

Maintain Crypto Ignition Keys (CIK)

E4

CORE

Maintain cryptographic equipment

E4

CORE

Maintain physical security of Sensitive Compartmented Information (SCI) of Information Systems (IS)

E4

CORE

Perform inventory of Communications Security (COMSEC) materials

E5

CORE

Prepare local element Communication Security (COMSEC) reports

E4

CORE

Process Communications Security (COMSEC) changes

E4

CORE

Receive Communications Security (COMSEC) material

E4

CORE

Set up cryptographic equipment

E4

CORE

Set up cryptographic networks

COMMUNICATIONS SECURITY (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Transfer custody of Communications Security (COMSEC) material
E4	CORE	Validate Communications Security (COMSEC) material
E6	CORE	Validate inventory of Communications Security (COMSEC) materials
E4	CORE	Verify cryptographic equipment settings

COMMUNICATIONS SYSTEMS AND RADIO FREQUENCY OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	NON-CORE	Administer spectrum data (e.g., Real Time Spectrum Operations (RTSO), Spectrum XXI, etc.)
E5	NON-CORE	Collect spectrum requirements
E5	CORE	Complete communication certification checklists
E5	CORE	Conduct training evolutions (e.g., Combat Systems Training Team (CSTT), Command Readiness Training Team (CRTT), etc.)
E5	CORE	Configure data rate allocations
E4	CORE	Configure message processing systems
E5	CORE	Configure portable communications systems
E4	CORE	Configure Radio Frequency (RF) systems (e.g., High Frequency (HF), Very High Frequency (VHF), Ultra High Frequency (UHF), Super High Frequency (SHF), Extremely High Frequency (EHF), etc.)
E4	NON-CORE	Configure switching equipment (e.g., Automated Single Audio System (ASAS), Automated Network Control Center (ANCC), Tactical Variant Switch (TVS), etc.)
E4	NON-CORE	Configure tactical waveforms (e.g., Low Probability of Exploitation (LPE), High Performance Waveform (HPW), etc.)
E4	NON-CORE	Configure test equipment (e.g., Spectrum Analyzer, Oscilloscope, Firebird, etc.)
E4	CORE	Connect data links
E5	NON-CORE	Coordinate all operational spectrum requirements (e.g., Identification Friend or Foe (IFF), LINK, etc.)
E6	CORE	Coordinate communication restoral priorities
E5	NON-CORE	Coordinate tactical Communications on the Move (COTM)
E7	NON-CORE	Coordinate training evolutions (e.g., Combat Systems Training Team (CSTT), Command Readiness Training Team (CRTT), etc.)
E5	CORE	Coordinate with off-site technical support (e.g., restoral, installs, parts, etc.)
E5	NON-CORE	Deconflict Electromagnetic Interference (EMI)
E4	NON-CORE	Deploy Mobile Ad-hoc Networks (MANET)
E4	NON-CORE	Deploy tactical non-standard communications
E5	CORE	Deploy Tactical Radio Frequency (RF) systems (e.g., field expedient Tactical Communications Satellite (TACSAT), etc.)
E6	NON-CORE	Designate circuit frequency assignments
E6	NON-CORE	Determine Joint restricted frequencies
E5	CORE	Determine system configuration requirements
E7	NON-CORE	Develop communications policies
E6	CORE	Develop communications Primary, Alternate, Contingency and Emergency (PACE) plan
E6	NON-CORE	Develop Electromagnetic Spectrum (EMS) policies and procedures
E6	NON-CORE	Develop Joint Communications Electronics Operation Instructions (JCEOI)

COMMUNICATIONS SYSTEMS AND RADIO FREQUENCY OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	NON-CORE	Develop spectrum management plans
E6	NON-CORE	Develop spectrum requirements data call messages
E6	NON-CORE	Develop spectrum requirements summaries
E6	CORE	Develop training evolutions (e.g., Combat Systems Training Team (CSTT), Command Readiness Training Team (CRTT), etc.)
E4	CORE	Disconnect data links
E6	NON-CORE	Disseminate Joint Restricted Frequency List (JRFL)
E5	CORE	Disseminate spectrum management plans
E4	CORE	Download Naval messages via automated systems
E5	CORE	Draft Communications Plans (COMMPLAN)
E4	CORE	Draft Communications Spot Reports (COMSPOT)
E6	NON-CORE	Draft Operational Task Communications (OPTASK COMMS)
E5	CORE	Establish services with communications center
E5	NON-CORE	Establish unit and command certificates
E6	CORE	Evaluate Radio Frequency (RF) communications policies
E6	CORE	Evaluate training evolutions (e.g., Combat Systems Training Team (CSTT), Command Readiness Training Team (CRTT), etc.)
E5	CORE	Identify electromagnetic interference (EMI)
E6	NON-CORE	Identify source of Electromagnetic Interference (EMI)
E5	CORE	Implement communication restoral priorities
E5	CORE	Implement Communications Plans (COMMPLAN)
E5	CORE	Implement non-repudiation controls
E4	NON-CORE	Install certificates (e.g., security, system, etc.)
E5	CORE	Install Tactical Command and Control (C2) systems (e.g., airborne, vehicle, etc.)
E5	NON-CORE	Integrate Intelligence, Surveillance, and Reconnaissance (ISR) services (e.g., Global Broadcasting Systems (GBS), Communications Data Link System (CDLS), etc.)
E5	CORE	Integrate portable communications systems
E5	CORE	Investigate loss of Facilities Control (FACCON)
E4	CORE	Load image software
E4	CORE	Maintain antenna systems
E4	CORE	Maintain communication publications
E5	CORE	Maintain communication reports (e.g., Master Station Log, Communications Spot Report (COMSPOT), Command, Control, Communications, Computers, and Intelligence (C4I), etc.)
E4	CORE	Maintain communications archives
E5	CORE	Maintain communications status boards
E4	CORE	Maintain general message files
E4	CORE	Maintain local media and technical libraries
E5	CORE	Maintain portable communications systems
E5	CORE	Maintain Radio Frequency (RF) systems (e.g., High Frequency (HF), Very High Frequency (VHF), Ultra High Frequency (UHF), Super High Frequency (SHF), Extremely High Frequency (EHF), etc.)

COMMUNICATIONS SYSTEMS AND RADIO FREQUENCY OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Maintain terminal processors (e.g., Naval Modular Automated Communications System (NAVMACS), etc.)
E7	CORE	Manage communications certification requirements
E5	CORE	Manage messaging systems
E6	CORE	Manage Radio Frequency (RF) systems (e.g., High Frequency (HF), Very High Frequency (VHF), Ultra High Frequency (UHF), Super High Frequency (SHF), Extremely High Frequency (EHF), etc.)
E7	CORE	Manage Satellite Access Request (SAR) process
E4	CORE	Monitor message queues (e.g., activity, backlog, etc.)
E4	CORE	Monitor messaging systems (e.g., system performance, special handling, message traffic flow, etc.)
E4	CORE	Perform communications checks
E5	CORE	Perform communications shifts
E4	CORE	Perform End of Mission Sanitizations (EOMS)
E4	CORE	Perform minimize condition procedures
E4	NON-CORE	Perform Over-The-Air-Rekey (OTAR)
E4	NON-CORE	Perform Over-The-Air-Transmission (OTAT)
E5	CORE	Plan communication system outages
E4	CORE	Prepare message system status reports
E5	CORE	Prepare Satellite Access Requests (SAR)/Gateway Access Request (GAR)/After Action Reports (AAR)/End of Service Report (ESR)
E4	CORE	Process messages (e.g., special handling, American Red Cross (AMCROSS), Situation Reports (SITREP), etc.)
E6	NON-CORE	Project potential Electromagnetic Interference (EMI) sources
E4	NON-CORE	Provide Radio over Internet Protocol (RoIP) connectivity
E5	CORE	Report electromagnetic interference (EMI)
E5	NON-CORE	Resolve electromagnetic interference (EMI)
E5	CORE	Respond to Communications Spot Reports (COMSPOT)
E5	CORE	Restore loss of Facilities Control (FACCON)
E4	CORE	Sanitize communication centers
E4	CORE	Set Emission Control (EMCON) conditions
E4	CORE	Set Hazards of Electromagnetic Radiation (e.g., Hazards of Electromagnetic Radiation to Ordnance (HERO)/Hazards of Electromagnetic Radiation to Personnel (HERP) conditions, etc.)
E6	NON-CORE	Submit all spectrum requests and packages for national or host approval
E6	NON-CORE	Submit electromagnetic interference (EMI) reports
E6	CORE	Supervise minimize condition procedures
E4	NON-CORE	Troubleshoot data links
E4	CORE	Update communication logs
E6	NON-CORE	Update spectrum-use databases
E7	CORE	Validate communication certification checklists
E6	NON-CORE	Validate electromagnetic interference (EMI) resolution
E7	NON-CORE	Validate Electromagnetic Spectrum (EMS) documentation

COMMUNICATIONS SYSTEMS AND RADIO FREQUENCY OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Validate Naval message formatting
E6	CORE	Validate unit and command certificates
E6	CORE	Verify communications security policies
E6	CORE	Verify currency of communications guidance (e.g., Operations Order (OPORD), Signature Control (SIGCON), etc.)
E4	CORE	Verify end to end circuit diagrams

DEPARTMENT OF DEFENSE INFORMATION NETWORK (DODIN) CYBERSPACE OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Develop bandwidth management instructions
E7	CORE	Draft Continuity of Operations Program (COOP)
E7	CORE	Forecast service demands
E4	CORE	Identify security issues (e.g., protection, aggregation, inter-connectivity, etc.)
E5	CORE	Maintain Information Systems (IS) logs
E5	CORE	Perform security actions
E5	CORE	Report Information Systems Security (ISS) incidents
E5	CORE	Test Information Systems (IS)

NETWORK ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	NON-CORE	Advise senior management (e.g., Chief Information Officer (CIO) on cost/benefit analysis of information security programs, policies, processes, systems, and elements, etc.)
E5	CORE	Conduct Information Systems (IS) Testing and Evaluation (T&E)
E4	CORE	Configure peripherals
E7	CORE	Develop disaster recovery contingency plans
E5	CORE	Develop Information System (IS) Standard Operating Procedures (SOP)
E4	CORE	Document Information System (IS) errors
E4	CORE	Document network outages
E4	CORE	Document off-site technical support actions
E7	NON-CORE	Evaluate cost-benefit, economic, and risk analysis for Information Systems (IS) in decision-making process
E4	CORE	Identify Information Systems (IS) anomalies
E6	CORE	Implement remediation plans for identified vulnerabilities
E5	CORE	Implement River City conditions on Information Systems (IS)
E4	CORE	Inspect Information Systems (IS) (e.g., network components, system hardware, etc.)
E4	CORE	Install Information Systems (IS) hardware components
E5	CORE	Integrate embarkable Information Systems (IS) (e.g., squadron, Immediate Superior in Command (ISIC), Staff, lettered Agencies, Marines, etc.)
E5	CORE	Maintain cross-domain solutions (e.g., Radiant Mercury, NOVA, etc.)
E7	CORE	Maintain Information Systems (IS) (e.g., Program of Record (POR), authorized, system backups, etc.)
E4	CORE	Maintain network cabling

NETWORK ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	NON-CORE	Maintain network documentation (e.g., System Operational Verification Testing (SOVT), Interactive Electronic Technical Manual (IETM), Hosted Application and Connected Systems Implementation Manual (HACSIM), etc.)
E5	CORE	Manage collaboration software (e.g., Secure Video Teleconference (SVTC), Video Teleconference (VTC), TEAMS, Global Video Services (GVS), etc.)
E5	CORE	Manage network monitoring software performance
E7	NON-CORE	Manage system life-cycle plans
E4	CORE	Monitor network equipment status (e.g., overheating, connectivity, usability, etc.)
E4	CORE	Perform data transfers
E4	CORE	Perform disk administration
E4	CORE	Perform File Transfer Protocol (FTP) functions
E4	CORE	Perform Information Systems (IS) equipment and media disposition requirements (e.g., destruction, disposal, transfer, etc.)
E5	CORE	Perform Internet Protocol (IP) shift
E4	CORE	Perform inventory of Information System (IS) assets
E4	CORE	Perform start-up/shut down procedures
E4	CORE	Process customer trouble calls
E7	CORE	Provide Information Systems (IS) incident details to external organizations (e.g., law enforcement personnel, Inspector General (IG), higher authority, etc.)
E4	NON-CORE	Restore computer Information Systems (IS)
E7	CORE	Supervise Internet Protocol (IP) shift
E5	CORE	Troubleshoot end-to-end communications
E4	CORE	Troubleshoot peripherals
E5	CORE	Troubleshoot Wide Area Networks (WAN) connections
E4	CORE	Troubleshoot workstation network connectivity
E4	CORE	Troubleshoot workstations
E6	CORE	Validate inventory of Information System (IS) assets
E6	CORE	Validate River City conditions on Information Systems (IS)
E7	CORE	Verify Information Systems (IS) equipment and media disposition requirements (e.g., destruction, disposal, transfer, etc.)
E4	NON-CORE	Verify network system operations

CHAPTER 67



INFORMATION SYSTEMS TECHNICIANS, SUBMARINES, ELECTRONIC WARFARE (ITE)

NAVPERS 18068F-67A
Change 102

Updated: April 2025

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

INFORMATION SYSTEMS TECHNICIANS, SUBMARINES, ELECTRONIC WARFARE (ITE)



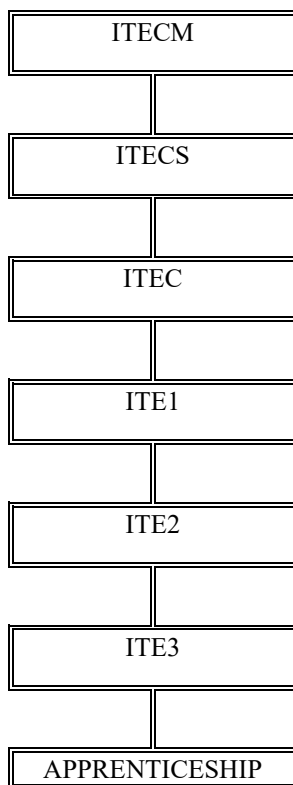
SCOPE OF RATING

Information Systems Technicians, Submarines, Electronic Warfare (ITE) operate and maintain Electronic Intelligence (ELINT)/Electronic Warfare Support (ES) receiving/processing systems and peripheral equipment to provide threat assessments, situational awareness and Indications and Warnings (I&W); aid in the safe operation of the submarine while transiting on the surface or at periscope depth; formulate ES techniques and tactics; perform installations, tests, and preventive and corrective maintenance on electrical and Electronic Warfare (EW) and ancillary systems used for communications, analysis, monitoring, tracking, recognition and identification, ES, and physical security; process and interpret Radio Detection and Ranging (RADAR) emissions for tactical and strategic value; operate, maintain, and repair complex electronic and electro-mechanical equipment; provide safety of forces, I&W, and Information Operations (IO); apply diagnostic and restoration techniques using knowledge of electronic and systems operation theory; provide technical and tactical guidance to Warfare Commanders and National consumers in support of surface, subsurface, air, and special warfare operations; prepare materials providing detailed descriptions of strategic and tactical areas worldwide; provide relevant intelligence to strategic, operational, and tactical level decision-makers; collect, analyze, exploit, and disseminate ELINT in accordance with National and Fleet tasking; advise on capabilities, limitations and equipment conditions of Command, Control, Computer, and Intelligence (C3I) systems; implement and monitor security protocols of C3I systems; implement production control procedures including input/output quality control support of C3I systems; perform organizational level maintenance and repair of C3I systems; operate, maintain, repair and manage Local Area Networks (LAN), Automated Information Systems (AIS), and local databases; operate and maintain General Purpose Test Equipment (GPTE) and auxiliary equipment; and ensure the proper security, handling, accounting, reporting, and control of Communications Security (COMSEC) materials, systems, and equipment.

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 67.

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**Electronic Warfare Technician****Job Code****002786****Job Family**

Protective Service

NOC

TBD

Short Title (30 Characters)

ELECTRONIC WARFARE TECHNICIAN

Short Title (14 Characters)

EW TECH

Pay Plan

Enlisted

Career Field

ITE

Other Relationships and Rules

NEC TXXX series and other NECs as assigned

Job Description

Electronic Warfare Technicians operate and maintain Electronic Warfare (EW) system equipment to perform advanced analysis, conduct fusion analysis of Signals of Interests (SOI) from platform emitters, and exploit SOI to identify, locate and report hazards and threat platforms; perform advanced electronic intelligence (ELINT) and communication intelligence (COMINT) analysis that include managing submarine electronic support equipment and tasking, analyzing ELINT and COMINT SOI, analyzing ELINT and COMINT using national databases, classifying platforms, and disseminating ELINT and COMINT information; provide current intelligence and knowledge of National Overhead Systems (NOS) software, databases, and platform identification on all submarine platforms while both underway and in-port for mission planning and execution; perform core and specialty functions of network administration within physical and virtual environments; troubleshoot and assist with the use of computer hardware and software including printers and software applications; conduct system backups and restores; install applications and peripherals; monitor and protect network computer systems by detecting and reporting threats of network intrusion and unauthorized access; protect information from and recover information after loss or damage using backups, virus detection, and recovery software procedures; utilize Information Assurance (IA) and Computer Network Defense (CND) programs; conduct threat and vulnerability assessments; perform network accreditations and certifications; and receive, inventory, load, and destroy Communications Security (COMSEC) material.

DoD Relationship**O*NET Relationship****Group Title**

ADP Computers, General

DoD Code

115000

Occupation Title

Intelligence Analysts

SOC Code

33-3021.06

Job Family

Protective Service

Skills*Operation and Control**Management of Material Resources**Critical Thinking**Quality Control Analysis**Monitoring**Operation Monitoring**Equipment Maintenance**Judgment and Decision Making**Systems Analysis**Coordination***Abilities***Deductive Reasoning**Information Ordering**Problem Sensitivity**Inductive Reasoning**Written Comprehension**Perceptual Speed**Flexibility of Closure**Time Sharing**Mathematical Reasoning**Speed of Closure***ADMINISTRATION****Paygrade****Task Type****Task Statements**

E5

CORE

Construct Order of Battle (OOB)

E4

CORE

Determine adversary capabilities and limitations

E4

CORE

Determine Intelligence Community (IC) databases

E5

CORE

Determine jamming sources

E5

CORE

Develop Electronic Warfare Support (ES) search plans (i.e., Radio Detection and Ranging (RADAR), communications)

E5

CORE

Develop operational products based on Pattern of Life (PoL)

E5

CORE

Disseminate Electronic Warfare Support (ES) data and reports

E5

NON-CORE

Draft Naval messages

E5

CORE

Generate Requests for Information (RFI)

E5

CORE

Maintain network documentation (e.g., Systems Authorization Access Request-Navy (SAAR-N), Privileged Access Agreement (PAA), etc.)

E4

CORE

Maintain Top Secret (TS)/Sensitive Compartmented Information (SCI) accountability

E5

CORE

Prioritize mission threats

E4

CORE

Report Electromagnetic Interference (EMI)

ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Report jamming sources
E5	CORE	Search Electronic Intelligence (ELINT) databases
E6	CORE	Supervise signals analysis and reporting
E5	CORE	Update computer configuration documentation (e.g., AN/BLQ-10 workstations and servers, Submarine Local Area Network (SUBLAN)/ Consolidated Afloat Network and Enterprise Services (CANES), etc.)
E6	CORE	Validate Electronic Warfare Support (ES) logs
E4	NON-CORE	Verify Emissions Control (EMCON) conditions are in effect

COMMUNICATIONS SECURITY (COMSEC)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Destroy Communication Security (COMSEC) materials
E4	CORE	Identify Communications Security (COMSEC) discrepancies
E4	CORE	Inventory Communications Security (COMSEC) materials
E4	CORE	Load Communications Security (COMSEC) equipment
E4	CORE	Load Communications Security (COMSEC) materials
E6	NON-CORE	Monitor Communications Security (COMSEC) platform security
E4	CORE	Receive Communications Security (COMSEC) materials
E4	CORE	Store Communications Security (COMSEC) material

CYBER SECURITY

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze Information Systems Security (ISS) requirements
E5	CORE	Evaluate system vulnerabilities (e.g., Electronic Warfare (EW), AN/BLQ-10, etc.)
E4	CORE	Maintain Information Systems Security (ISS) logs
E7	CORE	Report Information Security (INFOSEC) compliance
E4	CORE	Report Information Systems Security (ISS) incidents
E4	CORE	Report Information Systems Security (ISS) violations
E4	CORE	Report Information Systems Security (ISS) vulnerabilities
E5	NON-CORE	Update network security tools

ELECTRONIC WARFARE SYSTEMS OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze Electromagnetic (EM) spectrum
E4	CORE	Analyze national systems broadcast data (e.g., Integrated Broadcast System/Common Integrated Broadcast (IBS/CIB), etc.)
E5	CORE	Analyze operational environment for Radio Frequency (RF) systems frequency requirements
E5	CORE	Analyze Signals of Interest (SOI)
E4	CORE	Analyze signals using Electronic Warfare Support (ES) systems (e.g., Pulse Repetition Intervals (PRI), pulse width, Pulse Repetition Frequency (PRF), etc.)
E4	CORE	Assess Indication & Warning (I&W) threats
E5	CORE	Calculate Radio Detection and Ranging (RADAR) parameters (e.g., Maximum Unambiguous Ranges (MUR), minimum range, etc.)

ELECTRONIC WARFARE SYSTEMS OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct Electronic Warfare Support (ES) systems operations
E5	CORE	Conduct Pattern of Life (PoL) analysis
E5	NON-CORE	Conduct Radio Frequency (RF) propagation modeling
E5	CORE	Conduct Specific Emitter Identification (SEI) collections (e.g., Unintentional Modulation on Pulse (UMOP), etc.)
E4	CORE	Configure Common Integrated Broadcast (CIB) radio receiving equipment
E4	CORE	Configure Electronic Warfare Support (ES) systems
E4	CORE	Configure software-based analysis tools
E5	CORE	Configure systems for optimal signals collection
E4	CORE	Correlate national systems data to platform
E4	CORE	Demodulate Radio Frequency (RF) signals
E4	CORE	Determine jamming sources
E4	CORE	Determine Radio Detection and Ranging (RADAR) systems capabilities
E4	CORE	Determine target source utilizing Unintentional Modulation on Pulse (UMOP)
E4	CORE	Employ cyclic routine
E5	CORE	Evaluate emitter signal quality
E5	CORE	Evaluate mission threats
E4	CORE	Identify Electromagnetic Interference (EMI)
E5	CORE	Mitigate Electromagnetic Interference (EMI)
E5	CORE	Monitor own force for electronic emissions
E5	CORE	Perform fusion analysis
E5	CORE	Perform modulation analysis (e.g., Pulse Repetition Frequency (PRF), Amplitude Modulation on Pulse (AMOP), etc.)
E5	CORE	Perform Operational Electronic Intelligence (OPELINT) analysis (e.g., situational Awareness, etc.)
E4	CORE	Perform Pre-Planned Responses (PPR)
E4	CORE	Perform Radio Direction Findings (RDF) of Signals of Interest (SOI)
E5	CORE	Perform waveform analysis
E5	CORE	Perform wavelength to frequency conversions
E5	CORE	Predict equipment performance characteristics based on atmospheric data
E5	CORE	Provide tactical communication intercept support

EQUIPMENT MAINTENANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze network audit logs
E5	NON-CORE	Implement Emissions Control (EMCON)
E5	NON-CORE	Recover systems using Disaster Recovery Plan (DRP)
E5	CORE	Repair Electronic Warfare Support (ES) systems
E5	CORE	Repair mast and antenna systems

EQUIPMENT MAINTENANCE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Review equipment status for proper operation
E5	CORE	Supervise construction of emitter libraries
E6	CORE	Supervise mast and antenna maintenance
E5	CORE	Troubleshoot Electronic Warfare Support (ES) systems
E5	NON-CORE	Troubleshoot Identification, Friend or Foe (IFF) systems
E5	CORE	Troubleshoot mast and antenna systems
E5	CORE	Validate system Radio Frequency (RF) distribution paths

NETWORK MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Apply Information Systems (IS) file and folder permissions
E5	CORE	Manage network databases (e.g., SQL, Oracle, Microsoft (MS) Access, etc.)
E5	CORE	Repair databases (e.g., SQL, Oracle, Microsoft (MS) Access, etc.)
E5	NON-CORE	Troubleshoot virtual network environments

NETWORK OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Administer computer Information System (IS) user accounts
E4	CORE	Analyze Information System (IS) trends (e.g., hardware, software, network, etc.)
E5	CORE	Troubleshoot databases (e.g., SQL, Oracle, Microsoft (MS) Access, etc.)
E5	CORE	Verify delivered Information Systems (IS) functionality (i.e., System Operational Verification Test (SOVT))
E5	CORE	Verify delivered network components functionality (i.e., System Operational Verification Test (SOVT))
E5	CORE	Verify delivered system hardware functionality (i.e., System Operational Verification Test (SOVT))

Job Title**Electronic Warfare Manager****Job Code****002787****Job Family**

Business and Financial Operations

NOC

TBD

Short Title (30 Characters)

ELECTRONIC WARFARE MANAGER

Short Title (14 Characters)

EW MANAGER

Pay Plan

Enlisted

Career Field

ITE

Other Relationships and Rules

NEC TXXX series and other NECs as assigned

Job Description

Electronic Warfare Managers assess Electronic Warfare (EW) system training, audit EW records, and coordinate EW system maintenance; coordinate EW equipment modifications; develop EW employment plans and shipboard instructions; prepare EW emergency destruction plans; supervise EW watchstanders in advanced Electronic Intelligence (ELINT) and Communication Intelligence (COMINT) analysis that include managing submarine electronic support equipment and tasking, analyzing ELINT and COMINT Signals of Interest (SOI), analyzing ELINT and COMINT using national databases, classifying platforms and disseminating ELINT and COMINT information; provide current intelligence and knowledge of National Overhead Systems (NOS) software, databases and platform identification on all submarine platforms while both underway and in-port for mission planning and execution; serve as principal advisor to the Commanding Officer in all aspects of EW, Electronic Operations (EO), Indication & Warning (I&W) Operations, EW capabilities, EW offensive and defensive tactics, EW manning concerns, training, and electromagnetic and communication spectrum management; supervise the storage, receipt, load, and destruction of Communication Security (COMSEC) material; monitor maintenance quality control; coordinate and manage unit-level Information Systems (IS) security and integration across platforms, fleets, and services; approve policies for and direct Information Assurance (IA) programs; manage and implement IS security countermeasures and network security programs; develop and review IS security assessment and authorization packages; plan and prepare for network expansions and upgrades; manage administrative functions and security procedures governing the special security program; serve as unit Information Systems Security Manager (ISSM) or unit Systems Administrator (SYSADMIN).

DoD Relationship**Group Title**

ADP Computers, General

DoD Code

115000

O*NET Relationship**Occupation Title**

Management Analysts

SOC Code

13-1111.00

Job Family

Business and Financial Operations

Skills*Management of Material Resources**Operation and Control**Critical Thinking**Quality Control Analysis**Coordination**Judgment and Decision Making**Monitoring**Systems Evaluation**Operation Monitoring**Systems Analysis***Abilities***Deductive Reasoning**Information Ordering**Problem Sensitivity**Written Comprehension**Inductive Reasoning**Perceptual Speed**Flexibility of Closure**Time Sharing**Written Expression**Speed of Closure***ADMINISTRATION****Paygrade****Task Type****Task Statements**

E7

NON-CORE

Approve Information Systems (IS) Standard Operating Procedures (SOP)

E5

CORE

Construct Order of Battle (OOB)

E6

CORE

Coordinate Electronic Warfare (EW) test range runs

E6

CORE

Coordinate System Operation Verification Testing (SOVT)

E4

CORE

Determine adversary capabilities and limitations

E4

CORE

Determine Intelligence Community (IC) databases

E5

CORE

Determine jamming sources

E7

CORE

Develop Electronic Warfare (EW) tactics

E5

CORE

Develop Electronic Warfare Support (ES) search plans (i.e., Radio Detection and Ranging (RADAR), communications)

E7

NON-CORE

Develop joint service Electronic Warfare (EW) plans

E5

CORE

Develop operational products based on Pattern of Life (PoL)

E5

CORE

Disseminate Electronic Warfare Support (ES) data and reports

ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Draft Naval messages
E6	CORE	Evaluate Electronic Warfare (EW) Measures of Effectiveness (MOE)
E5	CORE	Generate Requests for Information (RFI)
E6	NON-CORE	Interpret test and evaluation range results
E6	NON-CORE	Maintain Information Systems Security (ISS) assessment and authorization documentation
E5	CORE	Maintain network documentation (e.g., Systems Authorization Access Request-Navy (SAAR-N), Privileged Access Agreement (PAA), etc.)
E4	CORE	Maintain Top Secret (TS)/Sensitive Compartmented Information (SCI) accountability
E5	CORE	Prioritize mission threats
E4	CORE	Report Electromagnetic Interference (EMI)
E4	CORE	Report jamming sources
E5	CORE	Search Electronic Intelligence (ELINT) databases
E6	CORE	Supervise Pre-Planned Responses (PPR) executions
E6	CORE	Supervise signals analysis and reporting
E5	CORE	Update computer configuration documentation (e.g., AN/BLQ-10 workstations and servers, Submarine Local Area Network (SUBLAN)/ Consolidated Afloat Network and Enterprise Services (CANES), etc.)
E6	CORE	Validate Electronic Warfare Support (ES) logs
E4	NON-CORE	Verify Emissions Control (EMCON) conditions are in effect

COMMUNICATIONS SECURITY (COMSEC)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Destroy Communication Security (COMSEC) materials
E4	CORE	Identify Communications Security (COMSEC) discrepancies
E4	CORE	Inventory Communications Security (COMSEC) materials
E4	CORE	Load Communications Security (COMSEC) equipment
E4	CORE	Load Communications Security (COMSEC) materials
E6	NON-CORE	Monitor Communications Security (COMSEC) platform security
E4	CORE	Receive Communications Security (COMSEC) materials
E4	CORE	Store Communications Security (COMSEC) material

CYBER SECURITY

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze Information Systems Security (ISS) requirements
E6	NON-CORE	Evaluate Information Systems Security (ISS) incidents
E6	NON-CORE	Evaluate Information Systems Security (ISS) violations
E6	NON-CORE	Evaluate Information Systems Security (ISS) vulnerabilities
E5	CORE	Evaluate system vulnerabilities (e.g., Electronic Warfare (EW), AN/BLQ-10, etc.)
E7	NON-CORE	Implement Information Systems Security (ISS) directives (e.g., policies, plans, instructions, Standard Operating Procedures (SOP), etc.)
E4	CORE	Maintain Information Systems Security (ISS) logs
E7	NON-CORE	Manage Information Security (INFOSEC) system programs

CYBER SECURITY (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Report Information Security (INFOSEC) compliance
E4	CORE	Report Information Systems Security (ISS) incidents
E4	CORE	Report Information Systems Security (ISS) violations
E4	CORE	Report Information Systems Security (ISS) vulnerabilities
E5	NON-CORE	Update network security tools

ELECTRONIC WARFARE SYSTEMS OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze Electromagnetic (EM) spectrum
E4	CORE	Analyze national systems broadcast data (e.g., Integrated Broadcast System/Common Integrated Broadcast (IBS/CIB), etc.)
E5	CORE	Analyze operational environment for Radio Frequency (RF) systems frequency requirements
E5	CORE	Analyze Signals of Interest (SOI)
E4	CORE	Analyze signals using Electronic Warfare Support (ES) systems (e.g., Pulse Repetition Intervals (PRI), pulse width, Pulse Repetition Frequency (PRF), etc.)
E4	CORE	Assess Indication & Warning (I&W) threats
E5	CORE	Calculate Radio Detection and Ranging (RADAR) parameters (e.g., Maximum Unambiguous Ranges (MUR), minimum range, etc.)
E4	CORE	Conduct Electronic Warfare Support (ES) systems operations
E5	CORE	Conduct Pattern of Life (PoL) analysis
E5	NON-CORE	Conduct Radio Frequency (RF) propagation modeling
E5	CORE	Conduct Specific Emitter Identification (SEI) collections (e.g., Unintentional Modulation on Pulse (UMOP), etc.)
E4	CORE	Configure Common Integrated Broadcast (CIB) radio receiving equipment
E4	CORE	Configure Electronic Warfare Support (ES) systems
E4	CORE	Configure software-based analysis tools
E5	CORE	Configure systems for optimal signals collection
E4	CORE	Correlate national systems data to platform
E4	CORE	Demodulate Radio Frequency (RF) signals
E4	CORE	Determine jamming sources
E4	CORE	Determine Radio Detection and Ranging (RADAR) systems capabilities
E4	CORE	Determine target source utilizing Unintentional Modulation on Pulse (UMOP)
E6	NON-CORE	Develop Embedded Training Device (ETD) scenarios
E4	CORE	Employ cyclic routine
E5	CORE	Evaluate emitter signal quality
E5	CORE	Evaluate mission threats
E4	CORE	Identify Electromagnetic Interference (EMI)
E6	CORE	Manage Electronic Warfare (EW) operations
E5	CORE	Mitigate Electromagnetic Interference (EMI)
E5	CORE	Monitor own force for electronic emissions
E5	CORE	Perform fusion analysis

ELECTRONIC WARFARE SYSTEMS OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Perform modulation analysis (e.g., Pulse Repetition Frequency (PRF), Amplitude Modulation on Pulse (AMOP), etc.)
E5	CORE	Perform Operational Electronic Intelligence (OPELINT) analysis (e.g., situational Awareness, etc.)
E4	CORE	Perform Pre-Planned Responses (PPR)
E4	CORE	Perform Radio Direction Findings (RDF) of Signals of Interest (SOI)
E5	CORE	Perform waveform analysis
E5	CORE	Perform wavelength to frequency conversions
E5	CORE	Predict equipment performance characteristics based on atmospheric data
E5	CORE	Provide tactical communication intercept support
E6	NON-CORE	Validate Embedded Training Device (ETD) scenarios

EQUIPMENT MAINTENANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze network audit logs
E6	CORE	Coordinate Electronic Warfare (EW) equipment installation
E6	CORE	Coordinate Electronic Warfare (EW) equipment removal
E5	NON-CORE	Implement Emissions Control (EMCON)
E5	NON-CORE	Recover systems using Disaster Recovery Plan (DRP)
E5	CORE	Repair Electronic Warfare Support (ES) systems
E5	CORE	Repair mast and antenna systems
E4	CORE	Review equipment status for proper operation
E5	CORE	Supervise construction of emitter libraries
E6	CORE	Supervise mast and antenna maintenance
E5	CORE	Troubleshoot Electronic Warfare Support (ES) systems
E5	NON-CORE	Troubleshoot Identification, Friend or Foe (IFF) systems
E5	CORE	Troubleshoot mast and antenna systems
E6	CORE	Validate mission plans
E5	CORE	Validate system Radio Frequency (RF) distribution paths

NETWORK MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Apply Information Systems (IS) file and folder permissions
E6	NON-CORE	Coordinate catastrophic disaster recoveries
E5	CORE	Manage network databases (e.g., SQL, Oracle, Microsoft (MS) Access, etc.)
E6	CORE	Plan network restorations
E5	CORE	Repair databases (e.g., SQL, Oracle, Microsoft (MS) Access, etc.)
E5	NON-CORE	Troubleshoot virtual network environments

NETWORK OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Administer computer Information System (IS) user accounts
E4	CORE	Analyze Information System (IS) trends (e.g., hardware, software, network, etc.)

NETWORK OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Troubleshoot databases (e.g., SQL, Oracle, Microsoft (MS) Access, etc.)
E5	CORE	Verify delivered Information Systems (IS) functionality (i.e., System Operational Verification Test (SOVT))
E5	CORE	Verify delivered network components functionality (i.e., System Operational Verification Test (SOVT))
E5	CORE	Verify delivered system hardware functionality (i.e., System Operational Verification Test (SOVT))

Job Title**Electronic Warfare Specialist****Job Code****002792****Job Family**

Architecture and Engineering

NOC

TBD

Short Title (30 Characters)

ELECTRONIC WARFARE SPECIALIST

Short Title (14 Characters)

EW SPEC

Pay Plan

Enlisted

Career Field

ITE

Other Relationships and Rules

NEC TXXX series and other NECs as assigned

Job Description

Electronic Warfare Specialists operate Electronic Warfare (EW) system equipment to perform basic analysis and exploit Signals of Interest (SOI) to identify, locate and report hazards and threat platforms; perform core and specialty functions of network administration within physical and virtual environments; troubleshoot and assist with the use of computer hardware and software including printers and software applications; conduct system backups and restores; install applications and peripherals; monitor and protect network computer systems by detecting and reporting threats of network intrusion and unauthorized access; protect information from and recover information after loss or damage using backups, virus detection, and recovery software procedures; utilize Information Assurance (IA) and Computer Network Defense (CND) programs; perform network accreditations and certifications; and receive, inventory, load, and destroy Communications Security (COMSEC) material.

DoD Relationship**Group Title**

ADP Computers, General

DoD Code

115000

O*NET Relationship**Occupation Title**

Electro-Mechanical and Mechatronics Technologists and Technicians

SOC Code

17-3024.00

Job Family

Architecture and Engineering

Skills*Operation and Control**Management of Material Resources**Critical Thinking**Quality Control Analysis**Monitoring**Operation Monitoring**Coordination**Complex Problem Solving**Mathematics**Reading Comprehension***Abilities***Deductive Reasoning**Information Ordering**Inductive Reasoning**Problem Sensitivity**Written Comprehension**Perceptual Speed**Time Sharing**Flexibility of Closure**Speed of Closure**Mathematical Reasoning***ADMINISTRATION****Paygrade****Task Type****Task Statements**

E4

CORE

Determine adversary capabilities and limitations

E4

CORE

Determine Intelligence Community (IC) databases

E5

CORE

Disseminate Electronic Warfare Support (ES) data and reports

E5

CORE

Maintain network documentation (e.g., Systems Authorization Access Request-Navy (SAAR-N), Privileged Access Agreement (PAA), etc.)

E4

CORE

Report Electromagnetic Interference (EMI)

E4

NON-CORE

Verify Emissions Control (EMCON) conditions are in effect

COMMUNICATIONS SECURITY (COMSEC)**Paygrade****Task Type****Task Statements**

E4

CORE

Destroy Communication Security (COMSEC) materials

E4

CORE

Identify Communications Security (COMSEC) discrepancies

E4

CORE

Inventory Communications Security (COMSEC) materials

E4

CORE

Load Communications Security (COMSEC) equipment

E4

CORE

Load Communications Security (COMSEC) materials

E6

NON-CORE

Monitor Communications Security (COMSEC) platform security

COMMUNICATIONS SECURITY (COMSEC) (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Receive Communications Security (COMSEC) materials
E4	CORE	Store Communications Security (COMSEC) material

CYBER SECURITY

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze Information Systems Security (ISS) requirements
E4	CORE	Maintain Information Systems Security (ISS) logs
E4	CORE	Report Information Systems Security (ISS) incidents
E4	CORE	Report Information Systems Security (ISS) violations
E4	CORE	Report Information Systems Security (ISS) vulnerabilities
E5	NON-CORE	Update network security tools

ELECTRONIC WARFARE SYSTEMS OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze Electromagnetic (EM) spectrum
E4	CORE	Analyze national systems broadcast data (e.g., Integrated Broadcast System/Common Integrated Broadcast (IBS/CIB), etc.)
E5	CORE	Analyze operational environment for Radio Frequency (RF) systems frequency requirements
E5	CORE	Analyze Signals of Interest (SOI)
E4	CORE	Analyze signals using Electronic Warfare Support (ES) systems (e.g., Pulse Repetition Intervals (PRI), pulse width, Pulse Repetition Frequency (PRF), etc.)
E4	CORE	Assess Indication & Warning (I&W) threats
E5	CORE	Calculate Radio Detection and Ranging (RADAR) parameters (e.g., Maximum Unambiguous Ranges (MUR), minimum range, etc.)
E4	CORE	Conduct Electronic Warfare Support (ES) systems operations
E4	CORE	Configure Common Integrated Broadcast (CIB) radio receiving equipment
E4	CORE	Configure Electronic Warfare Support (ES) systems
E4	CORE	Configure software-based analysis tools
E4	CORE	Correlate national systems data to platform
E4	CORE	Demodulate Radio Frequency (RF) signals
E4	CORE	Determine jamming sources
E4	CORE	Determine Radio Detection and Ranging (RADAR) systems capabilities
E4	CORE	Determine target source utilizing Unintentional Modulation on Pulse (UMOP)
E4	CORE	Employ cyclic routine
E5	CORE	Evaluate emitter signal quality
E5	CORE	Evaluate mission threats
E4	CORE	Identify Electromagnetic Interference (EMI)
E5	CORE	Mitigate Electromagnetic Interference (EMI)
E5	CORE	Monitor own force for electronic emissions
E5	CORE	Perform fusion analysis
E5	CORE	Perform modulation analysis (e.g., Pulse Repetition Frequency (PRF), Amplitude Modulation on Pulse (AMOP), etc.)

ELECTRONIC WARFARE SYSTEMS OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Perform Operational Electronic Intelligence (OPELINT) analysis (e.g., situational Awareness, etc.)
E4	CORE	Perform Pre-Planned Responses (PPR)
E4	CORE	Perform Radio Direction Findings (RDF) of Signals of Interest (SOI)
E5	CORE	Perform waveform analysis
E5	CORE	Perform wavelength to frequency conversions

EQUIPMENT MAINTENANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze network audit logs
E5	NON-CORE	Implement Emissions Control (EMCON)
E4	CORE	Review equipment status for proper operation

NETWORK MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Apply Information Systems (IS) file and folder permissions

NETWORK OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Administer computer Information System (IS) user accounts
E4	CORE	Analyze Information System (IS) trends (e.g., hardware, software, network, etc.)
E5	CORE	Verify delivered Information Systems (IS) functionality (i.e., System Operational Verification Test (SOVT))
E5	CORE	Verify delivered network components functionality (i.e., System Operational Verification Test (SOVT))
E5	CORE	Verify delivered system hardware functionality (i.e., System Operational Verification Test (SOVT))

CHAPTER 67



INFORMATION SYSTEMS TECHNICIANS, SUBMARINES, NETWORK (ITN)

NAVPERS 18068F-67A
Change 102

Updated: April 2025

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INFORMATION SYSTEMS TECHNICIANS, SUBMARINES, NETWORK (ITN)

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

INFORMATION SYSTEMS TECHNICIANS, SUBMARINES, NETWORK (ITN)



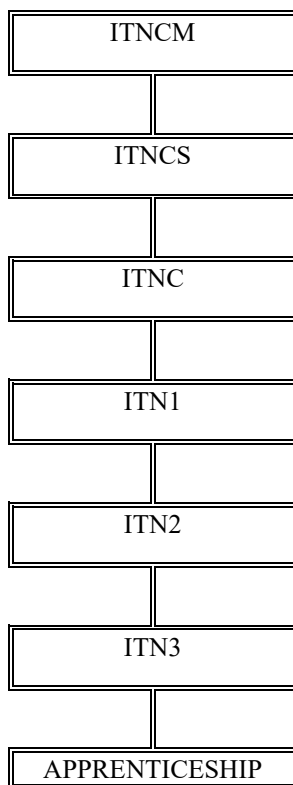
SCOPE OF RATING

Information System Technicians, Submarines, Network (ITN) perform core and specialty functions in network administration, cybersecurity, and Information Technology (IT) operations; secure, defend, and preserve data, networks, and net-centric capabilities; build, configure, deploy, operate, and maintain IT networks and capabilities; troubleshoot and assist with the use of computer hardware, software, printers, and peripherals; implement security controls and defensive countermeasures; monitor and protect network computer systems, and handle threat and vulnerability assessments; conduct system backups and restores; train end-users on new technologies and systems, and perform network accreditations and certifications; manage unit-level Information Systems Security (ISS) and integration across platforms, fleets, and services; operate and maintain General Purpose Test Equipment (GPTE) and auxiliary equipment; ensure quality control, and develop strategic plans to define long-term goals and objectives.

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 67.

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**Information Technology Network (ITN) Specialist****Job Code****002836****Job Family**

Computer and Mathematical

NOC

TBD

Short Title (30 Characters)

IT NETWORK SPECIALIST

Short Title (14 Characters)

IT NET SPEC

Pay Plan

Enlisted

Career Field

ITN

Other Relationships and Rules

NEC TXXX series and other NECs as assigned

Job Description

Information Technology Network (ITN) Specialists perform core and specialty functions of network administration within physical and virtual environments; troubleshoot and assist with the use of computer hardware and software including printers and software applications; conduct system backups and restores; install applications and peripherals; monitor and protect network computer systems by detecting and reporting threats of network intrusion and unauthorized access; protect information from and recover information after loss or damage using backups, virus detection, and recovery software procedures; utilize Information Assurance (IA) and Computer Network Defense (CND) programs; conduct threat and vulnerability assessments; provide specialized technical support for network-related issues; identify and resolve complex technical problems; perform hands-on system maintenance; train end-users on new technologies and systems; and perform network accreditations and certifications.

DoD Relationship**Group Title**

ADP Computers, General

DoD Code

115000

O*NET Relationship**Occupation Title**

Communications Network Support Specialists

SOC Code

15-1231.00

Job Family

Computer and Mathematical

Skills*Operation and Control**Technology Design**Equipment Maintenance**Repairing**Troubleshooting**Management of Material Resources**Installation**Systems Evaluation**Quality Control Analysis**Reading Comprehension***Abilities***Written Comprehension**Information Ordering**Deductive Reasoning**Problem Sensitivity**Inductive Reasoning**Written Expression**Category Flexibility**Flexibility of Closure**Originality**Selective Attention***COMMUNICATIONS SECURITY (COMSEC)****Paygrade****Task Type****Task Statements**

E4

NON-CORE

Destroy Communication Security (COMSEC) materials

E4

NON-CORE

Identify Communications Security (COMSEC) discrepancies

E4

NON-CORE

Load Communications Security (COMSEC) equipment

E4

NON-CORE

Load Communications Security (COMSEC) materials

E4

NON-CORE

Receive Communications Security (COMSEC) materials

E4

NON-CORE

Store Communications Security (COMSEC) material

E4

NON-CORE

Validate Communications Security (COMSEC) material

CYBER SECURITY**Paygrade****Task Type****Task Statements**

E4

CORE

Analyze Information Systems Security (ISS) requirements

E4

CORE

Maintain Information Systems Security (ISS) logs

E4

CORE

Report Information Systems Security (ISS) incidents

E4

CORE

Report Information Systems Security (ISS) violations

E4

CORE

Report Information Systems Security (ISS) vulnerabilities

E4

CORE

Scan Information Systems (IS) for vulnerabilities

E4

CORE

Verify Information Systems Security (ISS) software programs operations

NETWORK MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Apply Information Systems (IS) file and folder permissions
E5	CORE	Install network components

NETWORK OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze Information System (IS) trends (e.g., hardware, software, network, etc.)
E4	CORE	Analyze network audit logs
E4	CORE	Archive computer Information System (IS) logs
E4	CORE	Backup Information Systems (IS)
E4	CORE	Configure anti-virus software
E4	CORE	Configure Information Systems (IS) application software
E4	CORE	Configure Information Systems (IS) network hardware
E4	CORE	Configure peripherals
E4	CORE	Configure print services
E5	CORE	Configure server Operating System (OS) software
E5	CORE	Configure server-based applications (e.g., Threat Management Gateway (TMG), eTagout, etc.)
E4	CORE	Configure software-based analysis tools
E4	CORE	Configure storage devices
E4	CORE	Configure workstation network connectivity
E4	CORE	Configure workstation Operating System (OS) software
E4	CORE	Create workstation images
E5	NON-CORE	Design intranet websites
E4	CORE	Document server Operating System (OS) errors
E4	CORE	Document trouble tickets
E5	NON-CORE	Implement Emissions Control (EMCON)
E4	CORE	Implement system vulnerability patches
E4	CORE	Install network software
E4	CORE	Install Operating Systems (OS)
E4	CORE	Install peripherals
E4	CORE	Install storage devices
E4	CORE	Inventory computer Information Systems (IS) assets
E4	CORE	Load image software
E4	CORE	Maintain domain accounts
E4	CORE	Maintain Information Systems (IS) assets
E4	NON-CORE	Maintain intranet websites
E4	CORE	Maintain network databases
E4	CORE	Maintain onboard training systems (e.g., Submarine on Board Training (SOBT), Non-Tactical Data Processing System (NOSIS), etc.)
E4	CORE	Maintain Program of Record (POR) applications (e.g., eTagout, Non-Tactical Data Processing System (NOSIS), etc.)

NETWORK OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Maintain Virtual Private Networks (VPN)
E4	CORE	Perform system file maintenance
E4	CORE	Prepare network status reports
E4	CORE	Recover computer Information Systems (IS)
E5	CORE	Recover systems using Disaster Recovery Plan (DRP)
E4	CORE	Remove storage devices
E4	CORE	Repair client software
E4	CORE	Repair computer Information Systems (IS)
E4	NON-CORE	Repair intranet websites
E4	CORE	Repair network components (e.g., Local Area Network (LAN) cables, modules, etc.)
E4	NON-CORE	Repair peripherals
E4	CORE	Review equipment status for proper operation
E4	CORE	Shut down computer Information Systems (IS)
E4	CORE	Start up computer Information Systems (IS)
E4	CORE	Transfer files (e.g., Trivial File Transfer Protocol (TFTP), Secure Shell Protocol (SSP), etc.)
E4	CORE	Troubleshoot client applications
E4	CORE	Troubleshoot computer Information Systems (IS)
E5	CORE	Troubleshoot databases (e.g., SQL, Oracle, Microsoft (MS) Access, etc.)
E4	CORE	Troubleshoot file and folder access problems
E4	NON-CORE	Troubleshoot intranet websites
E4	CORE	Troubleshoot network components
E4	CORE	Troubleshoot networks
E4	CORE	Troubleshoot Operating Systems (OS)
E4	CORE	Troubleshoot peripherals
E4	CORE	Troubleshoot Program of Record (POR) applications (e.g., eTagout, Non-Tactical Data Processing System (NOSIS), etc.)
E4	CORE	Troubleshoot storage devices
E4	CORE	Troubleshoot system hardware
E5	CORE	Troubleshoot virtual network environments
E4	CORE	Troubleshoot workstation network connectivity
E4	CORE	Update computer Information System (IS) anti-virus definitions
E4	CORE	Update local media and technical libraries (e.g., Submarine on Board Training (SOBT), Advanced Technical Information System (ATIS), etc.)
E5	CORE	Update network security tools
E4	CORE	Update Program of Record (POR) systems
E4	CORE	Update trouble tickets
E5	CORE	Update virtual network environments

Job Title**Information Technology Network (ITN) Technician****Job Code****002837****Job Family**

Computer and Mathematical

NOC

TBD

Short Title (30 Characters)

IT NETWORK TECHNICIAN

Short Title (14 Characters)

IT NET TECH

Pay Plan

Enlisted

Career Field

ITN

Other Relationships and Rules

NEC TXXX series and other NECs as assigned

Job Description

Information Technology Network (ITN) Technicians perform core and specialty functions of network administration within physical and virtual environments; troubleshoot and assist with the use of computer hardware and software including printers and software applications; conduct system backups and restores; install applications and peripherals; monitor and protect network computer systems by detecting and reporting threats of network intrusion and unauthorized access; protect information from and recover information after loss or damage using backups, virus detection, and recovery software procedures; utilize Information Assurance (IA) and Computer Network Defense (CND) programs; conduct threat and vulnerability assessments; configure, and maintain various network types including Local Area Network (LAN) and Wide Area Network (WAN); manage user accounts, grant network access, and monitor network activity; monitor network performance to ensure service levels and network operations efficiencies; maintain and document network configurations, setups, changes, and related processes; and perform network accreditations and certifications.

DoD Relationship**Group Title**

ADP Computers, General

DoD Code

115000

O*NET Relationship**Occupation Title**Network and Computer Systems
Administrators**SOC Code**

15-1244.00

Job Family

Computer and Mathematical

Skills*Operation and Control**Technology Design**Repairing**Equipment Maintenance**Management of Material Resources**Troubleshooting**Quality Control Analysis**Installation**Systems Evaluation**Coordination***Abilities***Written Comprehension**Information Ordering**Deductive Reasoning**Problem Sensitivity**Inductive Reasoning**Written Expression**Category Flexibility**Flexibility of Closure**Selective Attention**Control Precision***COMMUNICATIONS SECURITY (COMSEC)****Paygrade****Task Type****Task Statements**

E4

NON-CORE

Destroy Communication Security (COMSEC) materials

E4

NON-CORE

Identify Communications Security (COMSEC) discrepancies

E4

NON-CORE

Load Communications Security (COMSEC) equipment

E4

NON-CORE

Load Communications Security (COMSEC) materials

E4

NON-CORE

Receive Communications Security (COMSEC) materials

E4

NON-CORE

Store Communications Security (COMSEC) material

E4

NON-CORE

Validate Communications Security (COMSEC) material

CYBER SECURITY**Paygrade****Task Type****Task Statements**

E4

CORE

Analyze Information Systems Security (ISS) requirements

E6

CORE

Draft electronic spillage response reports

E6

CORE

Draft Information Systems Security (ISS) directives (e.g., policies, plans, instructions, Standard Operating Procedures (SOP), etc.)

E4

CORE

Report Information Systems Security (ISS) incidents

CYBER SECURITY (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Report Information Systems Security (ISS) violations
E4	CORE	Report Information Systems Security (ISS) vulnerabilities
E4	CORE	Verify Information Systems Security (ISS) software programs operations

NETWORK MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Apply Information Systems (IS) file and folder permissions
E6	CORE	Configure group policy objects
E6	CORE	Configure router Access Control Lists (ACL)
E5	CORE	Install network components
E6	CORE	Maintain domain backup policies
E5	NON-CORE	Maintain Top Secret (TS)/Sensitive Compartmented Information (SCI) inventories
E5	CORE	Manage Information System (IS) accounts
E6	CORE	Manage network databases (e.g., SQL, Oracle, Microsoft (MS) Access, etc.)
E6	CORE	Manage network firewall policies
E5	NON-CORE	Manage test equipment
E6	CORE	Validate network status reports
E5	CORE	Verify delivered Information Systems (IS) functionality
E5	CORE	Verify delivered network components functionality
E5	CORE	Verify delivered system hardware functionality

NETWORK OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze Information System (IS) trends (e.g., hardware, software, network, etc.)
E4	CORE	Analyze network audit logs
E4	CORE	Archive computer Information System (IS) logs
E4	CORE	Backup Information Systems (IS)
E4	CORE	Configure anti-virus software
E4	CORE	Configure Information Systems (IS) application software
E4	CORE	Configure Information Systems (IS) network hardware
E4	CORE	Configure print services
E5	CORE	Configure server Operating System (OS) software
E5	CORE	Configure server-based applications (e.g., Threat Management Gateway (TMG), eTagout, etc.)
E4	CORE	Configure software-based analysis tools
E4	CORE	Configure storage devices
E4	CORE	Configure workstation network connectivity
E4	CORE	Configure workstation Operating System (OS) software
E4	CORE	Create workstation images
E5	NON-CORE	Design intranet websites
E5	NON-CORE	Implement Emissions Control (EMCON)

NETWORK OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Install network software
E4	CORE	Install Operating Systems (OS)
E5	CORE	Install virtual network environments
E4	CORE	Load image software
E4	CORE	Maintain network databases
E4	CORE	Maintain onboard training systems (e.g., Submarine on Board Training (SOBT), Non-Tactical Data Processing System (NOSIS), etc.)
E4	CORE	Maintain Program of Record (POR) applications (e.g., eTagout, Non-Tactical Data Processing System (NOSIS), etc.)
E4	CORE	Recover computer Information Systems (IS)
E5	CORE	Recover systems using Disaster Recovery Plan (DRP)
E4	CORE	Repair client software
E4	CORE	Repair computer Information Systems (IS)
E5	CORE	Repair databases (e.g., SQL, Oracle, Microsoft (MS) Access, etc.)
E4	CORE	Repair network components (e.g., Local Area Network (LAN) cables, modules, etc.)
E5	CORE	Repair Program of Record (POR) applications (e.g., eTagout, Non-Tactical Data Processing System (NOSIS), etc.)
E5	CORE	Repair virtual network environments
E4	CORE	Transfer files (e.g., Trivial File Transfer Protocol (TFTP), Secure Shell Protocol (SSP), etc.)
E4	CORE	Troubleshoot client applications
E4	CORE	Troubleshoot computer Information Systems (IS)
E5	CORE	Troubleshoot databases (e.g., SQL, Oracle, Microsoft (MS) Access, etc.)
E4	CORE	Troubleshoot file and folder access problems
E4	CORE	Troubleshoot network components
E4	CORE	Troubleshoot networks
E4	CORE	Troubleshoot Operating Systems (OS)
E4	CORE	Troubleshoot Program of Record (POR) applications (e.g., eTagout, Non-Tactical Data Processing System (NOSIS), etc.)
E4	CORE	Troubleshoot storage devices
E4	CORE	Troubleshoot system hardware
E5	CORE	Troubleshoot virtual network environments
E4	CORE	Troubleshoot workstation network connectivity
E5	CORE	Update network security tools
E4	CORE	Update Program of Record (POR) systems
E4	CORE	Update trouble tickets
E5	CORE	Update virtual network environments

Job Title**Information Technology Network (ITN) Manager****Job Code****002838****Job Family**
Management**NOC**
TBD**Short Title (30 Characters)**
IT NETWORK MANAGER**Short Title (14 Characters)**
IT NET MANAGER**Pay Plan**
Enlisted**Career Field**
ITN**Other Relationships and Rules**
NEC TXXX series and other NECs as assigned**Job Description**

Information Technology Network (ITN) Managers are responsible for overseeing network operations and ensuring the quality of maintenance through effective monitoring; plan, coordinate, and manage unit-level Information Systems (IS) security and integration across platforms, fleets, and services; approve policies for and direct Information Assurance (IA) programs; manage and implement IS security countermeasures and network security programs; develop and review IS security assessment and authorization packages; plan and prepare for network expansions and upgrades and overall operations; oversee production processes to ensure efficiency; manage administrative functions and security procedures governing the special security program; serve as unit Information Systems Security Manager (ISSM) or unit Systems Administrator (SYSADMIN); ensure quality control through risk analyses and standard implementation; engage with Commanding Officers and key personnel to address operational issues and challenges; manage operational performance and evaluate team performance; and develop training plans to define long-term goals and objectives.

DoD Relationship

Group Title **DoD Code**
ADP Computers, General 115000

O*NET Relationship

Occupation Title **SOC Code** **Job Family**
Computer and Information Systems 11-3021.00 Management
Managers

Skills*Operation and Control**Systems Evaluation**Technology Design**Coordination**Quality Control Analysis**Equipment Maintenance**Writing**Judgment and Decision Making**Management of Material Resources**Management of Personnel Resources***Abilities***Information Ordering**Written Comprehension**Deductive Reasoning**Inductive Reasoning**Problem Sensitivity**Written Expression**Flexibility of Closure**Category Flexibility**Oral Expression**Originality***COMMUNICATIONS SECURITY (COMSEC)****Paygrade**

E6

Task Type

NON-CORE

Task Statements

Monitor Communications Security (COMSEC) platform security

CYBER SECURITY**Paygrade**

E4

Task Type

CORE

Task Statements

Analyze Information Systems Security (ISS) requirements

E6

CORE

Draft electronic spillage response reports

E6

CORE

Draft Information Systems Security (ISS) directives (e.g., policies, plans, instructions, Standard Operating Procedures (SOP), etc.)

E6

CORE

Evaluate Information Systems Security (ISS) incidents

E6

CORE

Evaluate Information Systems Security (ISS) violations

E6

CORE

Evaluate Information Systems Security (ISS) vulnerabilities

E6

CORE

Evaluate system vulnerabilities (e.g., Submarine Local Area Network (SUBLAN)/ Consolidated Afloat Network and Enterprise Services (CANES), etc.)

E7

CORE

Implement Information Systems Security (ISS) directives (e.g., policies, plans, instructions, Standard Operating Procedures (SOP), etc.)

E6

CORE

Maintain Information Systems Security (ISS) assessment and authorization documentation

CYBER SECURITY (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Manage electronic spillage response operations
E7	CORE	Manage Information Security (INFOSEC) incident reporting processes
E7	CORE	Manage Information Security (INFOSEC) system programs
E7	CORE	Report Information Security (INFOSEC) compliance
E4	CORE	Report Information Systems Security (ISS) incidents
E4	CORE	Report Information Systems Security (ISS) violations
E4	CORE	Report Information Systems Security (ISS) vulnerabilities
E6	CORE	Update Information Systems Security (ISS) directives (e.g., policies, plans, instructions, Standard Operating Procedures (SOP), etc.)

NETWORK MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Apply Information Systems (IS) file and folder permissions
E7	CORE	Approve Information Systems (IS) Standard Operating Procedures (SOP)
E6	CORE	Configure group policy objects
E6	CORE	Configure router Access Control Lists (ACL)
E6	CORE	Coordinate catastrophic disaster recoveries
E7	CORE	Coordinate network migrations and installations
E6	CORE	Coordinate System Operation Verification Testing (SOVT)
E6	CORE	Maintain domain backup policies
E6	CORE	Maintain network documentation (e.g., Systems Authorization Access Request-Navy (SAAR-N), Privileged Access Agreement (PAA), etc.)
E5	CORE	Manage Information System (IS) accounts
E6	CORE	Manage Information Systems (IS) file and folder permissions
E6	CORE	Manage network databases (e.g., SQL, Oracle, Microsoft (MS) Access, etc.)
E6	CORE	Manage network firewall policies
E6	CORE	Plan network restorations
E6	CORE	Prepare disaster recovery contingency plans
E6	CORE	Prepare system security assessment and authorization documentation packages
E6	CORE	Update computer configuration documentation
E6	CORE	Validate network status reports
E5	CORE	Verify delivered Information Systems (IS) functionality
E5	CORE	Verify delivered network components functionality
E5	CORE	Verify delivered system hardware functionality

NETWORK OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze Information System (IS) trends (e.g., hardware, software, network, etc.)
E4	CORE	Analyze network audit logs
E5	CORE	Configure server Operating System (OS) software
E5	CORE	Configure server-based applications (e.g., Threat Management Gateway (TMG), eTagout, etc.)

NETWORK OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Configure workstation Operating System (OS) software
E5	CORE	Install virtual network environments
E5	CORE	Recover systems using Disaster Recovery Plan (DRP)
E5	CORE	Repair databases (e.g., SQL, Oracle, Microsoft (MS) Access, etc.)
E5	CORE	Repair Program of Record (POR) applications (e.g., eTagout, Non-Tactical Data Processing System (NOSIS), etc.)
E5	CORE	Repair virtual network environments
E4	CORE	Transfer files (e.g., Trivial File Transfer Protocol (TFTP), Secure Shell Protocol (SSP), etc.)
E4	CORE	Troubleshoot Program of Record (POR) applications (e.g., eTagout, Non-Tactical Data Processing System (NOSIS), etc.)
E4	CORE	Update Program of Record (POR) systems

CHAPTER 67



INFORMATION SYSTEMS TECHNICIANS, SUBMARINES, COMMUNICATIONS (ITR)

NAVPERS 18068F-67A
Change 102

Updated: April 2025

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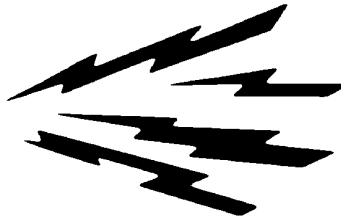
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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

INFORMATION SYSTEMS TECHNICIANS, SUBMARINES, COMMUNICATIONS (ITR)



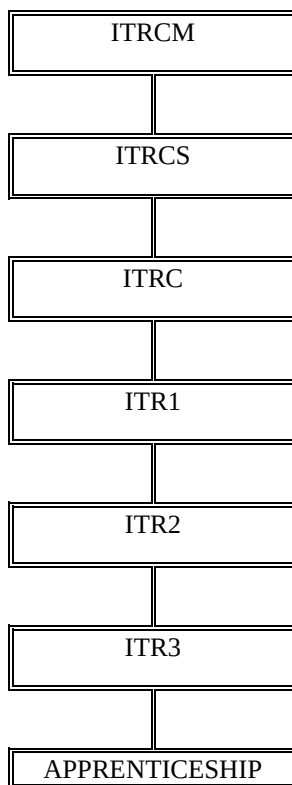
SCOPE OF RATING

Information System Technicians, Submarines, Communications (ITR) operate and maintain the equipment used for communications, cryptographic operations, and communications security; operate and maintain General Purpose Test Equipment (GPTE) and auxiliary equipment to perform assigned mission organization level maintenance and repair for Command, Control, Communications, Computers, and Intelligence (C4I) systems while standing watch on associated equipment; apply general working knowledge of electricity and electronics repair to electronics and electronic cables and connectors; localize malfunctions and repair/replace faulty parts or subassemblies; align, adjust, calibrate, and perform corrective maintenance on communications equipment; generate, transmit, and account for Naval messages; perform specialty functions on communication-based network systems; manage Common Submarine Radio Room (CSRR) routers, switches, and network equipment; assist with and operate carry-on equipment; and ensure the proper security, handling, accounting, reporting, and control of Communications Security (COMSEC) materials, systems, and equipment.

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 67.

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**Communications Specialist****Job Code****002789****Job Family**

Computer and Mathematical

NOC

TBD

Short Title (30 Characters)

COMMUNICATIONS SPECIALIST

Short Title (14 Characters)

COMMS SPEC

Pay Plan

Enlisted

Career Field

ITR

Other Relationships and Rules

NEC TXXX series and other NECs as assigned

Job Description

Communications Specialists operate and maintain Common Submarine Radio Room (CSRR) equipment for routing voice and data Internet Protocol (IP) communications to and from external sources; generate, transmit, and account for Naval messages; operate, maintain, monitor, and control Information Systems (IS) in support of the world-wide telecommunications network while standing watch on related equipment; perform core and specialty functions of network administration within physical and virtual environments; troubleshoot and assist with the use of computer hardware and software including printers and software applications; conduct system backups and restores; install applications and peripherals; monitor and protect networked computer systems by detecting and reporting threats of network intrusion and unauthorized access; protect information from and recover information after loss or damage using backups, virus detection, and recovery software procedures; maintain cybersecurity; and receive, inventory, load, and destroy Communications Security (COMSEC) material.

DoD Relationship**Group Title**

ADP Computers, General

DoD Code

115000

O*NET Relationship**Occupation Title**

Computer Network Support Specialists

SOC Code

15-1231.00

Job Family

Computer and Mathematical

Skills*Operation and Control**Equipment Maintenance**Technology Design**Management of Material Resources**Repairing**Troubleshooting**Quality Control Analysis**Systems Evaluation**Installation**Operation Monitoring***Abilities***Information Ordering**Written Comprehension**Deductive Reasoning**Problem Sensitivity**Inductive Reasoning**Written Expression**Category Flexibility**Flexibility of Closure**Selective Attention**Control Precision***ADMINISTRATION****Paygrade****Task Type****Task Statements**

E4

CORE

Conduct controlled evolution briefs

E4

CORE

Draft Naval messages

E4

CORE

Inventory computer Information Systems (IS) assets

E4

CORE

Inventory Top Secret (TS)/Sensitive Compartmented Information (SCI) materials

E4

CORE

Maintain General Message Files (GMF)

E6

CORE

Maintain network documentation (e.g., Systems Authorization Access Request-Navy (SAAR-N), Privileged Access Agreement (PAA), etc.)

E4

CORE

Prepare network status reports

COMMUNICATIONS SECURITY (COMSEC)**Paygrade****Task Type****Task Statements**

E4

CORE

Control access to Communications Security (COMSEC) usage areas

E4

CORE

Destroy Communication Security (COMSEC) materials

E4

CORE

Identify Communications Security (COMSEC) discrepancies

E4

CORE

Inventory Communications Security (COMSEC) materials

E4

CORE

Load Communications Security (COMSEC) equipment

E4

CORE

Load Communications Security (COMSEC) materials

COMMUNICATIONS SECURITY (COMSEC) (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Prepare local element Communication Security (COMSEC) reports
E4	CORE	Receive Communications Security (COMSEC) materials
E4	CORE	Store Communications Security (COMSEC) material
E4	CORE	Validate Communications Security (COMSEC) materials

COMMUNICATIONS SYSTEM OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze record message traffic data
E4	CORE	Communicate information on in-port circuits
E4	CORE	Communicate information using Radio Frequency (RF) systems
E4	CORE	Configure radio workstations
E4	CORE	Employ Identification, Friend or Foe (IFF) systems
E4	CORE	Establish Information Systems (IS) off-hull connectivity
E5	CORE	Implement Emissions Control (EMCON)
E4	CORE	Perform Pre-Planned Responses (PPR)
E4	CORE	Provide tactical communication support
E5	CORE	Recover systems using Disaster Recovery Plan (DRP)
E4	NON-CORE	Report Electromagnetic Interference (EMI)
E4	CORE	Review equipment status for proper operation
E4	NON-CORE	Set up Channel Service Units/Data Service Units (CSU/DSU) for Fiber Distributed Data Interface (FDDI) operations
E4	CORE	Transmit information using emergency antenna systems
E5	CORE	Troubleshoot Identification, Friend or Foe (IFF) systems
E5	CORE	Troubleshoot mast and antenna systems
E5	CORE	Troubleshoot Radio Frequency (RF)/communications systems
E4	CORE	Update Program of Record (POR) systems
E5	CORE	Validate system Radio Frequency (RF) distribution paths
E4	CORE	Verify Emissions Control (EMCON) conditions are in effect

CYBER SECURITY

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze Information Systems Security (ISS) requirements
E4	CORE	Configure anti-virus software
E4	CORE	Maintain Information Systems (IS) assets
E4	CORE	Maintain Information Systems Security (ISS) logs
E4	CORE	Report Information Systems Security (ISS) incidents
E4	CORE	Report Information Systems Security (ISS) violations
E4	CORE	Report Information Systems Security (ISS) vulnerabilities
E4	CORE	Scan Information Systems (IS) for vulnerabilities
E4	CORE	Update computer Information System (IS) anti-virus definitions
E5	NON-CORE	Update network security tools

EQUIPMENT MAINTENANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze network audit logs
E4	CORE	Archive computer Information System (IS) logs
E4	CORE	Backup Information Systems (IS)
E4	CORE	Maintain Identification, Friend or Foe (IFF) systems
E4	CORE	Maintain mast and antenna systems
E5	CORE	Maintain Radio Frequency (RF)/communications systems
E5	NON-CORE	Manage test equipment
E4	CORE	Perform system file maintenance
E4	CORE	Repair network components (e.g., Local Area Network (LAN) cables, modules, etc.)
E4	NON-CORE	Repair peripherals
E4	CORE	Troubleshoot system hardware

NETWORK MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Apply Information Systems (IS) file and folder permissions
E5	CORE	Configure Information Systems (IS) application software
E5	CORE	Configure server Operating System (OS) software
E4	CORE	Maintain domain system accounts
E4	NON-CORE	Maintain intranet websites
E4	CORE	Maintain network databases
E4	NON-CORE	Maintain Program of Record (POR) applications (e.g., eTagout, Non-Tactical Data Processing System (NOSIS), etc.)
E4	NON-CORE	Maintain Virtual Private Networks (VPN)
E6	CORE	Manage Information Systems (IS) file and folder permissions
E4	CORE	Repair client software
E4	CORE	Repair computer Information Systems (IS)
E4	NON-CORE	Repair intranet websites
E5	CORE	Repair virtual network environments
E5	CORE	Troubleshoot virtual network environments
E5	CORE	Update virtual network environments
E4	CORE	Verify Information Systems Security (ISS) software programs operations

NETWORK OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Administer computer Information System (IS) user accounts
E4	CORE	Analyze Information System (IS) trends (e.g., hardware, software, network, etc.)
E5	CORE	Configure Information Systems (IS) network hardware
E4	CORE	Configure peripherals
E4	CORE	Configure print services
E4	CORE	Configure software-based analysis tools
E4	CORE	Configure storage devices

NETWORK OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Configure workstation network connectivity
E4	CORE	Configure workstation Operating System (OS) software
E4	CORE	Create workstation images
E4	CORE	Document server Operating System (OS) errors
E4	NON-CORE	Implement system vulnerability patches
E5	CORE	Install network components
E5	CORE	Install network software
E5	CORE	Install Operating Systems (OS)
E4	CORE	Install peripherals
E4	CORE	Install storage devices
E5	CORE	Install virtual network environments
E4	CORE	Load image software
E4	CORE	Recover computer Information Systems (IS)
E4	CORE	Remove storage devices
E4	CORE	Shut down computer Information Systems (IS)
E4	CORE	Start up computer Information Systems (IS)
E4	CORE	Transfer files (e.g., Trivial File Transfer Protocol (TFTP), Secure Shell Protocol (SSP), etc.)
E4	CORE	Troubleshoot client applications
E4	CORE	Troubleshoot computer Information Systems (IS)
E4	CORE	Troubleshoot file and folder access problems
E4	CORE	Troubleshoot network components
E4	CORE	Troubleshoot networks
E4	CORE	Troubleshoot Operating Systems (OS)
E4	CORE	Troubleshoot peripherals
E4	CORE	Troubleshoot Program of Record (POR) applications (e.g., eTagout, Non-Tactical Data Processing System (NOSIS), etc.)
E4	CORE	Troubleshoot storage devices
E4	CORE	Troubleshoot workstation network connectivity
E5	CORE	Verify delivered Information Systems (IS) functionality
E5	CORE	Verify delivered network components functionality
E5	CORE	Verify delivered system hardware functionality

Job Title**Communications Technician****Job Code****002790****Job Family**

Computer and Mathematical

NOC

TBD

Short Title (30 Characters)

COMMUNICATIONS TECHNICIAN

Short Title (14 Characters)

COMMS TECH

Pay Plan

Enlisted

Career Field

ITR

Other Relationships and Rules

NEC TXXX series and other NECs as assigned

Job Description

Communications Technicians perform organizational level maintenance on Common Submarine Radio Room (CSRR) equipment for routing voice and data Internet Protocol (IP) communications to and from external sources; perform Information Systems (IS) administration on unit-level equipment for world-wide telecommunications networks, General Purpose Test Equipment (GPTE), and auxiliary support equipment; interpret schematics and block diagrams; apply general working knowledge of electricity and electronics in order to repair electronics and electronic cables and connectors; localize malfunctions and repairs; replace faulty parts or subassemblies; generate, transmit, and account for Naval messages; develop communication division training; coordinate and supervise communication division maintenance; collect communication equipment performance data; maintain communication division records; and receive, inventory, load, and destroy Communications Security (COMSEC) material.

DoD Relationship**Group Title**

ADP Computers, General

DoD Code

115000

O*NET Relationship**Occupation Title**

Telecommunications Engineering Specialists

SOC Code

15-1241.01

Job Family

Computer and Mathematical

Skills*Operation and Control**Equipment Maintenance**Technology Design**Management of Material Resources**Repairing**Troubleshooting**Quality Control Analysis**Systems Evaluation**Installation**Operation Monitoring***Abilities***Information Ordering**Written Comprehension**Deductive Reasoning**Problem Sensitivity**Inductive Reasoning**Written Expression**Category Flexibility**Selective Attention**Oral Expression**Flexibility of Closure***ADMINISTRATION****Paygrade****Task Type****Task Statements**

E4

CORE

Conduct controlled evolution briefs

E6

CORE

Coordinate System Operation Verification Testing (SOVT)

E4

CORE

Draft Naval messages

E5

CORE

Generate Requests For Information (RFI)

E4

CORE

Inventory computer Information Systems (IS) assets

E4

CORE

Inventory Top Secret (TS)/Sensitive Compartmented Information (SCI) materials

E4

CORE

Maintain General Message Files (GMF)

E6

CORE

Maintain network documentation (e.g., Systems Authorization Access Request-Navy (SAAR-N), Privileged Access Agreement (PAA), etc.)

E5

CORE

Maintain Top Secret (TS)/Sensitive Compartmented Information (SCI) inventories

E6

CORE

Prepare disaster recovery contingency plans

E4

CORE

Prepare network status reports

E6

CORE

Update computer configuration documentation

COMMUNICATIONS SECURITY (COMSEC)**Paygrade****Task Type****Task Statements**

E4

CORE

Control access to Communications Security (COMSEC) usage areas

COMMUNICATIONS SECURITY (COMSEC) (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Destroy Communication Security (COMSEC) materials
E6	CORE	Develop Emergency Action Plans (EAP)
E6	CORE	Develop Emergency Destruction Plans (EDP)
E4	CORE	Identify Communications Security (COMSEC) discrepancies
E4	CORE	Inventory Communications Security (COMSEC) materials
E4	CORE	Load Communications Security (COMSEC) equipment
E4	CORE	Load Communications Security (COMSEC) materials
E6	CORE	Manage Communications Security (COMSEC) training programs
E6	CORE	Manage Key Management Infrastructure (KMI) system accounts
E6	CORE	Monitor Communications Security (COMSEC) platform security
E4	CORE	Prepare local element Communication Security (COMSEC) reports
E4	CORE	Receive Communications Security (COMSEC) materials
E4	CORE	Store Communications Security (COMSEC) material
E6	CORE	Supervise Key Management Infrastructure (KMI) system users
E4	CORE	Validate Communications Security (COMSEC) materials

COMMUNICATIONS SYSTEM OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze record message traffic data
E4	CORE	Communicate information on in-port circuits
E4	CORE	Communicate information using Radio Frequency (RF) systems
E4	CORE	Configure radio workstations
E5	CORE	Develop communication employment plans
E4	CORE	Employ Identification, Friend or Foe (IFF) systems
E4	CORE	Establish Information Systems (IS) off-hull connectivity
E5	CORE	Implement Emissions Control (EMCON)
E4	CORE	Perform Pre-Planned Responses (PPR)
E4	CORE	Provide tactical communication support
E5	CORE	Recover systems using Disaster Recovery Plan (DRP)
E4	NON-CORE	Report Electromagnetic Interference (EMI)
E4	CORE	Review equipment status for proper operation
E4	NON-CORE	Set up Channel Service Units/Data Service Units (CSU/DSU) for Fiber Distributed Data Interface (FDDI) operations
E6	CORE	Supervise Pre-Planned Responses (PPR) executions
E4	CORE	Transmit information using emergency antenna systems
E5	CORE	Troubleshoot Identification, Friend or Foe (IFF) systems
E5	CORE	Troubleshoot mast and antenna systems
E5	CORE	Troubleshoot Radio Frequency (RF)/communications systems
E4	CORE	Update Program of Record (POR) systems
E5	CORE	Validate system Radio Frequency (RF) distribution paths
E4	CORE	Verify Emissions Control (EMCON) conditions are in effect

CYBER SECURITY

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze Information Systems Security (ISS) requirements
E4	CORE	Configure anti-virus software
E4	CORE	Maintain Information Systems (IS) assets
E4	CORE	Maintain Information Systems Security (ISS) logs
E6	CORE	Manage network firewall policies
E4	CORE	Report Information Systems Security (ISS) incidents
E4	CORE	Report Information Systems Security (ISS) violations
E4	CORE	Report Information Systems Security (ISS) vulnerabilities
E4	CORE	Scan Information Systems (IS) for vulnerabilities
E4	CORE	Update computer Information System (IS) anti-virus definitions
E5	NON-CORE	Update network security tools

EQUIPMENT MAINTENANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze network audit logs
E4	CORE	Archive computer Information System (IS) logs
E4	CORE	Backup Information Systems (IS)
E4	CORE	Maintain Identification, Friend or Foe (IFF) systems
E4	CORE	Maintain mast and antenna systems
E5	CORE	Maintain Radio Frequency (RF)/communications systems
E5	NON-CORE	Manage test equipment
E4	CORE	Perform system file maintenance
E5	CORE	Repair Identification, Friend or Foe (IFF) systems
E5	CORE	Repair mast and antenna systems
E4	CORE	Repair network components (e.g., Local Area Network (LAN) cables, modules, etc.)
E4	NON-CORE	Repair peripherals
E5	CORE	Repair Radio Frequency (RF)/communications systems
E4	CORE	Troubleshoot system hardware

NETWORK MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Apply Information Systems (IS) file and folder permissions
E6	CORE	Configure group policy objects
E5	CORE	Configure Information Systems (IS) application software
E6	CORE	Configure router Access Control Lists (ACL)
E5	CORE	Configure server Operating System (OS) software
E6	NON-CORE	Maintain domain backup policies
E4	CORE	Maintain domain system accounts
E4	NON-CORE	Maintain intranet websites
E4	CORE	Maintain network databases

NETWORK MANAGEMENT (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Maintain Program of Record (POR) applications (e.g., eTagout, Non-Tactical Data Processing System (NOSIS), etc.)
E4	NON-CORE	Maintain Virtual Private Networks (VPN)
E6	CORE	Manage Information Systems (IS) file and folder permissions
E6	CORE	Manage network databases (e.g., SQL, Oracle, Microsoft (MS) Access, etc.)
E4	CORE	Repair client software
E4	CORE	Repair computer Information Systems (IS)
E5	CORE	Repair databases (e.g., SQL, Oracle, Microsoft (MS) Access, etc.)
E4	NON-CORE	Repair intranet websites
E5	CORE	Repair virtual network environments
E5	CORE	Troubleshoot virtual network environments
E5	CORE	Update virtual network environments
E4	CORE	Verify Information Systems Security (ISS) software programs operations

NETWORK OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Administer computer Information System (IS) user accounts
E4	CORE	Analyze Information System (IS) trends (e.g., hardware, software, network, etc.)
E5	CORE	Configure Information Systems (IS) network hardware
E4	CORE	Configure peripherals
E4	CORE	Configure print services
E4	CORE	Configure software-based analysis tools
E4	CORE	Configure storage devices
E4	CORE	Configure workstation network connectivity
E4	CORE	Configure workstation Operating System (OS) software
E4	CORE	Create workstation images
E4	CORE	Document server Operating System (OS) errors
E4	NON-CORE	Implement system vulnerability patches
E5	CORE	Install network components
E5	CORE	Install network software
E5	CORE	Install Operating Systems (OS)
E4	CORE	Install peripherals
E4	CORE	Install storage devices
E5	CORE	Install virtual network environments
E4	CORE	Load image software
E4	CORE	Recover computer Information Systems (IS)
E4	CORE	Remove storage devices
E4	CORE	Shut down computer Information Systems (IS)
E4	CORE	Start up computer Information Systems (IS)
E4	CORE	Transfer files (e.g., Trivial File Transfer Protocol (TFTP), Secure Shell Protocol (SSP), etc.)

NETWORK OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Troubleshoot client applications
E4	CORE	Troubleshoot computer Information Systems (IS)
E5	CORE	Troubleshoot databases (e.g., SQL, Oracle, Microsoft (MS) Access, etc.)
E4	CORE	Troubleshoot file and folder access problems
E4	CORE	Troubleshoot network components
E4	CORE	Troubleshoot networks
E4	CORE	Troubleshoot Operating Systems (OS)
E4	CORE	Troubleshoot peripherals
E4	CORE	Troubleshoot Program of Record (POR) applications (e.g., eTagout, Non-Tactical Data Processing System (NOSIS), etc.)
E4	CORE	Troubleshoot storage devices
E4	CORE	Troubleshoot workstation network connectivity
E5	CORE	Verify delivered Information Systems (IS) functionality
E5	CORE	Verify delivered network components functionality
E5	CORE	Verify delivered system hardware functionality

Job Title**Communications Manager****Job Code****002791****Job Family**
Management**NOC**
TBD**Short Title (30 Characters)**
COMMUNICATIONS MANAGER**Short Title (14 Characters)**
COMMS MANAGER**Pay Plan**
Enlisted**Career Field**
ITR**Other Relationships and Rules**
NEC TXXX series and other NECs as assigned**Job Description**

Communications Managers assess communication division training, audit communication division records, and manage communication division maintenance quality control; account for all transmitted and received message traffic; review Naval correspondence; coordinate communication division equipment modifications; develop communications system employment plans and shipboard instructions; prepare Emergency Action Plans (EAP) and Emergency Destruct Plans (EDP); plan, coordinate, and manage unit-level Information Systems (IS) security and integration across platforms, fleets, and services; perform Key Management Infrastructure (KMI) Operating Account Manager (KOAM) and Communications Security (COMSEC) Account Manager (CAM) duties and responsibilities; verify communication plans; validate preventive maintenance schedules; review completed maintenance data forms; supervise the repair of electronic systems and subsystems; use accounting procedures to maintain control of inventories and work flow; estimate time and support required for repair of equipment; provide technical and supervisory liaison between work centers; and implement and administer maintenance and repair programs.

DoD Relationship

<u>Group Title</u>	<u>DoD Code</u>
ADP Computers, General	115000

O*NET Relationship

<u>Occupation Title</u>	<u>SOC Code</u>	<u>Job Family</u>
Computer and Information Systems Managers	11-3021.00	Management

Skills

Management of Material Resources
 Operation and Control
 Quality Control Analysis
 Reading Comprehension
 Management of Personnel Resources
 Systems Evaluation
 Coordination
 Equipment Maintenance
 Judgment and Decision Making
 Writing

Abilities

Information Ordering
 Written Comprehension
 Problem Sensitivity
 Deductive Reasoning
 Inductive Reasoning
 Written Expression
 Oral Expression
 Flexibility of Closure
 Selective Attention
 Category Flexibility

ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Approve Information Systems (IS) Standard Operating Procedures (SOP)
E4	CORE	Conduct controlled evolution briefs
E6	CORE	Coordinate System Operation Verification Testing (SOVT)
E4	CORE	Draft Naval messages
E5	CORE	Generate Requests For Information (RFI)
E4	CORE	Inventory Top Secret (TS)/Sensitive Compartmented Information (SCI) materials
E6	NON-CORE	Maintain Information Systems Security (ISS) assessment and authorization documentation
E6	CORE	Maintain network documentation (e.g., Systems Authorization Access Request-Navy (SAAR-N), Privileged Access Agreement (PAA), etc.)
E5	CORE	Maintain Top Secret (TS)/Sensitive Compartmented Information (SCI) inventories
E6	CORE	Prepare disaster recovery contingency plans
E6	CORE	Update computer configuration documentation

COMMUNICATIONS SECURITY (COMSEC)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Control access to Communications Security (COMSEC) usage areas

COMMUNICATIONS SECURITY (COMSEC) (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Destroy Communication Security (COMSEC) materials
E6	CORE	Develop Emergency Action Plans (EAP)
E6	CORE	Develop Emergency Destruction Plans (EDP)
E6	CORE	Develop local Communications Security (COMSEC) handling instructions
E4	CORE	Identify Communications Security (COMSEC) discrepancies
E6	CORE	Implement Communications Security (COMSEC) changes
E4	CORE	Inventory Communications Security (COMSEC) materials
E6	CORE	Issue Communication Security (COMSEC) materials
E4	CORE	Load Communications Security (COMSEC) equipment
E4	CORE	Load Communications Security (COMSEC) materials
E6	CORE	Manage Communications Security (COMSEC) training programs
E6	CORE	Manage Key Management Infrastructure (KMI) system accounts
E6	CORE	Monitor Communications Security (COMSEC) platform security
E6	CORE	Order Communications Security (COMSEC) products
E4	CORE	Receive Communications Security (COMSEC) materials
E4	CORE	Store Communications Security (COMSEC) material
E6	CORE	Supervise Key Management Infrastructure (KMI) system users
E6	CORE	Transfer custody of Communications Security (COMSEC) materials
E6	CORE	Update Key Management Infrastructure (KMI) trouble tickets
E4	CORE	Validate Communications Security (COMSEC) materials

COMMUNICATIONS SYSTEM OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze record message traffic data
E5	CORE	Develop communication employment plans
E5	CORE	Implement Emissions Control (EMCON)
E4	CORE	Perform Pre-Planned Responses (PPR)
E4	CORE	Provide tactical communication support
E5	CORE	Recover systems using Disaster Recovery Plan (DRP)
E4	NON-CORE	Report Electromagnetic Interference (EMI)
E4	CORE	Review equipment status for proper operation
E6	CORE	Supervise Pre-Planned Responses (PPR) executions
E4	CORE	Verify Emissions Control (EMCON) conditions are in effect

CYBER SECURITY

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze Information Systems Security (ISS) requirements
E6	CORE	Evaluate Information Systems Security (ISS) incidents
E6	CORE	Evaluate Information Systems Security (ISS) violations
E6	CORE	Evaluate Information Systems Security (ISS) vulnerabilities

CYBER SECURITY (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Evaluate system vulnerabilities (e.g., network managers, various enclaves of Unclass, Top Secret, SCI, etc.)
E7	CORE	Implement Information Systems Security (ISS) directives (e.g., policies, plans, instructions, Standard Operating Procedures (SOP), etc.)
E4	CORE	Maintain Information Systems (IS) assets
E7	CORE	Manage Information Security (INFOSEC) system programs
E6	CORE	Manage network firewall policies
E7	CORE	Report Information Security (INFOSEC) compliance
E4	CORE	Report Information Systems Security (ISS) incidents
E4	CORE	Report Information Systems Security (ISS) violations
E4	CORE	Report Information Systems Security (ISS) vulnerabilities
E4	CORE	Update computer Information System (IS) anti-virus definitions
E5	NON-CORE	Update network security tools

EQUIPMENT MAINTENANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze network audit logs
E6	CORE	Supervise mast and antenna maintenance

NETWORK MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Configure group policy objects
E6	CORE	Configure router Access Control Lists (ACL)
E6	CORE	Coordinate catastrophic disaster recoveries
E7	CORE	Coordinate network migrations and installations
E6	NON-CORE	Maintain domain backup policies
E4	CORE	Maintain domain system accounts
E4	NON-CORE	Maintain Virtual Private Networks (VPN)
E6	CORE	Manage network databases (e.g., SQL, Oracle, Microsoft (MS) Access, etc.)
E6	CORE	Plan network restorations
E5	CORE	Repair databases (e.g., SQL, Oracle, Microsoft (MS) Access, etc.)
E4	CORE	Verify Information Systems Security (ISS) software programs operations

NETWORK OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Administer computer Information System (IS) user accounts
E4	CORE	Analyze Information System (IS) trends (e.g., hardware, software, network, etc.)
E6	CORE	Document Key Management Infrastructure (KMI) trouble tickets
E5	CORE	Troubleshoot databases (e.g., SQL, Oracle, Microsoft (MS) Access, etc.)
E5	CORE	Verify delivered Information Systems (IS) functionality
E5	CORE	Verify delivered network components functionality
E5	CORE	Verify delivered system hardware functionality

CHAPTER 68



RELIGIOUS PROGRAM SPECIALIST (RP)

NAVPERS 18068F-68D
CH-79

Updated: July 2019

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NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

RELIGIOUS PROGRAM SPECIALIST (RP)



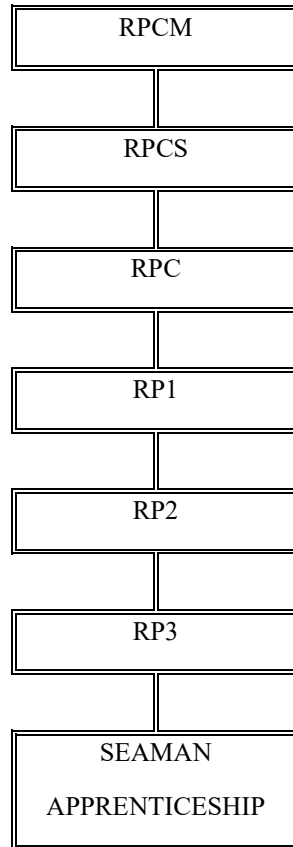
SCOPE OF RATING

Religious Program Specialists (RP) support Professional Naval Chaplaincy (PNC); support the provision and facilitation of Religious Ministry (RM); support the care of Navy and Marine Corps personnel and their families of all faith groups; advise leadership on program planning and execution; support the Command Religious Program (CRP) with data collection, research, and analysis; and provide technical expertise on force protection requirements for Religious Ministry Teams (RMT) in expeditionary and combat environments.

These Occupational Standards are to be incorporated as Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 68.

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**Religious Program Specialist****Job Code****001710****Job Family**
Management**NOC**
TBD**Short Title (30 Characters)**
RELIGIOUS PROGRAM SPECIALIST**Short Title (14 Characters)**
RP SPECIALIST**Pay Plan**
Enlisted**Career Field**
RP**Other Relationships and Rules**
NEC AXXX series and other NECs as assigned.**Job Description**

Religious Program Specialists support Professional Naval Chaplaincy (PNC); assist in the provision and facilitation of Religious Ministry (RM); support the care of service members and their families; advise the chaplain on morale, program planning and execution; support the Command Religious Program (CRP) with data collection, research, and analysis; and provide technical expertise on force protection requirements for Religious Ministry Teams (RMT) in expeditionary and combat environments.

DoD Relationship

<i><u>Group Title</u></i>	<i><u>DoD Code</u></i>
Chaplain's Assistants	156100

O*NET Relationship

<i><u>Occupation Title</u></i>	<i><u>SOC Code</u></i>	<i><u>Job Family</u></i>
Administrative Services Managers	11-3011.00	Management

Skills

Judgment and Decision Making
Critical Thinking
Management of Material Resources
Operation and Control
Coordination
Equipment Selection
Writing
Speaking
Monitoring
Quality Control Analysis

Abilities

Deductive Reasoning
Problem Sensitivity
Oral Expression
Written Expression
Reaction Time
Spatial Orientation
Inductive Reasoning
Information Ordering
Category Flexibility
Written Comprehension

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

E4	CORE	Compile Command Religious Program (CRP) data
E4	CORE	Compile Command Religious Program (CRP) mailing lists
E4	CORE	Configure Command Religious Program (CRP) electronic communications tools (e.g., marquees, websites, collaborative software platforms, etc.)
E5	NON-CORE	Design Command Religious Program (CRP) audio-visual multi-media presentations and databases (e.g., projected images and information, data spreadsheets, etc.)
E5	CORE	Design Command Religious Program (CRP) data collection tools (e.g., periodic, check out, etc.)
E5	CORE	Design Command Religious Program (CRP) literature, informational materials, and request forms (e.g., publicity, religious campaign communications, worship bulletins, chapel usage, etc.)
E4	CORE	Dispose of Command Religious Program (CRP) religious items
E4	CORE	Draft Command Religious Program (CRP) literature, informational materials, and request forms (e.g., publicity, religious campaign communications, worship bulletins, chapel usage, etc.)
E4	CORE	Draft Command Religious Program (CRP) tickler systems
E4	CORE	Draft Religious Ministry (RM) After Action Reports (AAR) and lessons learned
E4	NON-CORE	Draft supply requests to meet Table of Organization and Equipment (T/O&E) requirements
E4	CORE	Enter Command Religious Program (CRP) data in analytics tools
E4	NON-CORE	File administrative documents

ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Maintain Command Religious Program (CRP) electronic communications tools (e.g., marquees, websites, collaborative software platforms, etc.)
E4	CORE	Maintain Command Religious Program (CRP) files
E5	CORE	Maintain Command Religious Program (CRP) inventory control measures (e.g., spreadsheets, alcohol log, religious items supply list, etc.)
E4	CORE	Manage Religious Ministry (RM) facilities and spaces (e.g., scheduling, maintenance, force protection, etc.)
E4	NON-CORE	Populate Command Religious Program (CRP) electronic communications tools (e.g., marquees, websites, collaborative software platforms, etc.)
E4	NON-CORE	Prepare 9 Line Casualty Evacuation (CASEVAC) messages
E4	CORE	Prepare Command Religious Program (CRP) religious documents (e.g., baptismal certificates, wedding certificates, confirmation, etc.)
E4	CORE	Prepare Command Religious Program (CRP) rosters and schedules
E4	NON-CORE	Prepare correspondence
E4	CORE	Prepare upcoming religious, humanitarian, and cultural events materials
E4	NON-CORE	Process correspondence
E5	NON-CORE	Process religious accommodation requests
E4	CORE	Safeguard written and verbal confidential information
E4	CORE	Secure Command Religious Program (CRP) alcohol inventory
E4	NON-CORE	Transmit 9 Line Casualty Evacuation (CASEVAC) messages
E4	CORE	Update Command Religious Program (CRP) literature, informational materials, and request forms (e.g., publicity, religious campaign communications, worship bulletins, chapel usage, etc.)
E4	CORE	Update Command Religious Program (CRP) tickler systems
E4	NON-CORE	Validate Command Religious Program (CRP) mailing lists (e.g., email, social media, postal, etc.)

EXPEDITIONARY MINISTRY SUPPORT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Assess Religious Ministry Team (RMT) Area of Operations (AO) embarkation requirements
E4	CORE	Assess security threat impact to Religious Ministry Team (RMT) and Command Religious Program (CRP)
E4	CORE	Brief Religious Ministry Team (RMT) force protection requirements
E4	NON-CORE	Communicate using hand and arm signals
E4	NON-CORE	Describe principles of overcoming fear
E4	NON-CORE	Describe the elements of combat
E4	NON-CORE	Develop force protection plan for Religious Ministry Team (RMT) mission
E4	CORE	Document Religious Ministry Team (RMT) force protection requirements
E4	NON-CORE	Employ camouflage, cover, and concealment procedures
E4	NON-CORE	Employ Chemical, Biological, Radiological, Neurological (CBRN) protective gear
E4	NON-CORE	Employ Table of Organization and Equipment (T/O&E) weapons
E4	NON-CORE	Gather security threat data

EXPEDITIONARY MINISTRY SUPPORT (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Identify combat-related stress factors
E4	NON-CORE	Identify indicators of Improvised Explosive Devices (IED)
E4	NON-CORE	Implement Religious Ministry Team (RMT) force protection measures
E4	CORE	Maintain expeditionary religious gear (e.g., chaplain kit, mount-out box, etc.)
E4	NON-CORE	Maintain Table of Organization and Equipment (T/O&E) weapons
E4	CORE	Manage field worship services and programs
E4	NON-CORE	Operate communication devices (e.g., Very High Frequency (VHF) radio, satellite phone, closed circuit radio, etc.)
E4	NON-CORE	Operate tactical vehicles
E4	NON-CORE	Perform field health and hygiene techniques
E4	NON-CORE	Perform land navigation techniques (e.g., compass navigation, geographical mapping, compass and map intersection analysis/compass in interaction with map, etc.)
E4	CORE	Perform preventive maintenance on small arms
E4	CORE	Plan Religious Ministry (RM) security arrangements in conjunction with unit
E4	CORE	Provide force protection and individual security for chaplains
E4	CORE	Provide Religious Ministry (RM) stability operations support
E4	CORE	Provide Religious Ministry (RM) support in an expeditionary environment
E4	CORE	Provide Religious Ministry (RM) support to detainees
E4	CORE	Provide Religious Ministry Team (RMT) protective security
E4	NON-CORE	Provide Tactical Combat Casualty Care (TCCC)
E4	NON-CORE	Qualify in the assigned Table of Organization and Equipment (TO&E) weapons
E4	NON-CORE	Reconcile Table of Organization and Equipment (T/O&E) assets
E4	NON-CORE	Report indicators of Improvised Explosive Devices (IED)

LIBRARY SERVICES AND OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Catalog shipboard Learning Media Resource Center (LMRC) materials
E4	CORE	Design shipboard Learning Media Resource Center (LMRC) displays (e.g., library use, resources, new additions, etc.)
E4	CORE	Dispose of library materials (e.g., language audio books, music Compact Discs (CD), etc.)
E4	CORE	Inventory shipboard Learning Media Resource Center (LMRC) materials and equipment
E4	CORE	Manage Learning Media Resource Center (LMRC) media/resource usage schedules
E4	CORE	Prepare overdue book lists
E4	CORE	Prepare shipboard Learning Media Resource Center (LMRC) material requisitions (e.g., books, periodicals, etc.)
E4	CORE	Prepare shipboard Learning Media Resource Center (LMRC) materials for circulation
E4	CORE	Prepare shipboard Learning Media Resource Center (LMRC) volunteer work schedules
E4	CORE	Procure shipboard Learning Media Resource Center (LMRC) materials

LIBRARY SERVICES AND OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Provide shipboard Learning Media Resource Center (LMRC) volunteer instructional training

MINISTRY SUPPORT AND ACCOMMODATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Advise chain of command on need for volunteers
E4	CORE	Advise chaplains in the conduct of memorial service honors
E4	CORE	Advise chaplains on combat stress-related reactions
E4	CORE	Advise chaplains on operational stress-related reactions
E4	CORE	Advise patrons on religious ceremony requirements (e.g., wedding, baptisms, funerals, memorial services, etc.)
E4	CORE	Assess referral requirements (e.g., chaplain, external or internal resources, etc.)
E4	CORE	Authenticate local civilian religious resources and schedules
E4	NON-CORE	Calibrate amplified Voice Communications Systems (VCS)
E4	NON-CORE	Calibrate Public Address (PA) systems
E4	NON-CORE	Calibrate video communication systems
E4	NON-CORE	Calibrate video entertainment systems
E4	NON-CORE	Calibrate video monitoring systems
E4	CORE	Compile local civilian religious resource lists
E4	CORE	Conduct Religious Needs Assessments (RNA)
E4	NON-CORE	Configure amplified Voice Communications Systems (VCS)
E4	NON-CORE	Configure Public Address (PA) systems
E4	NON-CORE	Configure video communication systems
E4	NON-CORE	Configure video entertainment systems
E4	NON-CORE	Configure video monitoring systems
E4	CORE	Coordinate Religious Ministry Team (RMT) movements
E4	CORE	Document evacuee, expellee, migrant, refugee, and displaced persons Religious Ministry (RM) support requirements
E4	CORE	Document ministrations data on wounded and deceased personnel
E4	CORE	Establish liaison with local civilian religious agencies and organizations
E4	NON-CORE	Identify combat stress-related reactions
E4	NON-CORE	Identify operational stress-related reactions
E4	NON-CORE	Initialize amplified Voice Communications Systems (VCS)
E4	NON-CORE	Initialize Public Address (PA) systems
E4	NON-CORE	Initialize video communication systems
E4	NON-CORE	Initialize video entertainment systems
E4	NON-CORE	Initialize video monitoring systems
E4	CORE	Inventory Command Religious Program (CRP) controlled equipage (e.g., chapel furniture, grand pianos, pipe organs, etc.)
E4	CORE	Maintain chapel facilities
E4	CORE	Maintain Command Religious Program (CRP) reference materials

MINISTRY SUPPORT AND ACCOMMODATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Maintain Command Religious Program (CRP) religious gear (e.g., vestments, furniture, etc.)
E4	CORE	Maintain Command Religious Program (CRP) supply inventories (e.g., consumables, non-consumables, etc.)
E4	CORE	Maintain Religious Education (RE) resource libraries
E4	CORE	Make confidential referrals to chaplains
E4	CORE	Manage Command Religious Program (CRP) resource sharing operations (e.g., wine custody transfers, chaplain kits, religious gear, etc.)
E4	CORE	Manage worship services and programs (e.g., chapels, ships, etc.)
E5	CORE	Organize Command Religious Program (CRP) volunteer and outreach programs
E4	CORE	Organize Religious Education (RE) program operations (e.g., support, enrollment, etc.)
E4	CORE	Organize Religious Ministry (RM) multi-media support teams
E5	CORE	Prepare Command Religious Program (CRP) facilities schedules
E4	CORE	Prepare communications and messages (e.g., American Red Cross (AMCROSS), health comfort, etc.)
E4	NON-CORE	Present subject matter using audio-visual multi-media equipment (e.g., video communication systems, video entertainment systems, video monitoring systems, etc.)
E5	CORE	Procure Command Religious Program (CRP) non-consumables (e.g., equipment, vestments, furniture, etc.)
E4	CORE	Procure Command Religious Program (CRP) supplies (e.g., wine, hosts, office supplies, linens, Religious Education (RE) materials, etc.)
E4	CORE	Procure religious and spiritual literature
E4	NON-CORE	Provide customer service
E4	CORE	Provide listing of local civilian religious resources and schedules
E4	CORE	Provide resources to religious lay leaders
E4	CORE	Provide service member and family readiness programs assistance (e.g., information, appointment scheduling, etc.)
E4	CORE	Publish holy days and worship requirements of world religions
E4	CORE	Report combat stress-related reactions to chaplains
E4	CORE	Report operational stress-related reactions to chaplains
E4	CORE	Relay confidential communications policies
E5	CORE	Resolve Command Religious Program (CRP) equipment discrepancies
E4	CORE	Schedule Command Religious Program (CRP) controlled equipage maintenance (e.g., grand pianos, pipe organs, etc.)
E4	CORE	Schedule pastoral visits (e.g., brig, hospital, daily binnacle, etc.)
E4	NON-CORE	Test amplified Voice Communications Systems (VCS)
E4	NON-CORE	Test video communication systems
E4	NON-CORE	Test video entertainment systems
E4	NON-CORE	Test video monitoring systems
E4	CORE	Train religious lay leaders on Command Religious Program (CRP) policy and procedures
E4	NON-CORE	Troubleshoot amplified Voice Communications Systems (VCS)

MINISTRY SUPPORT AND ACCOMMODATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Troubleshoot video communication systems
E4	NON-CORE	Troubleshoot video entertainment systems
E4	NON-CORE	Troubleshoot video monitoring systems

PASTORAL CARE SUPPORT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Advise chaplains on the satisfaction with/perceptions of Command Religious Program (CRP) counseling
E5	CORE	Advise chaplains on the satisfaction with/perceptions of Command Religious Program (CRP) training
E4	NON-CORE	Identify first response procedures in suicide-related cases
E4	NON-CORE	Identify indicators of family member/friend support or non-support (e.g., personal items, visitor's log, distress, etc.)
E4	CORE	Make routine service member/family resource agency referrals (e.g., American Red Cross (AMCROSS), Navy-Marine Corps Relief Society (NMCRS), health comfort, etc.)
E5	CORE	Observe counselees to identify progress in hospital settings
E5	CORE	Organize tasks associated with the care capability (e.g., stress, sexual assault, grief counseling, etc.)
E4	CORE	Perform Religious Ministry (RM) triage in crisis situations
E4	CORE	Provide local religious leader support to ensure faith group coverage for free exercise of religion (e.g., logistics, screening, training, etc.)
E5	CORE	Record Religious Ministry (RM) patient visits in a hospital setting
E4	CORE	Screen personnel requiring routine assistance
E4	CORE	Triage Religious Ministry (RM) support requirements on wounded, injured, or ill service members
E5	CORE	Update chaplains on patient interactions in a hospital setting

RELIGIOUS ADVISEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Advise chaplains on morale and well-being
E4	CORE	Advise chaplains on religious climate
E5	CORE	Advise chaplains on Religious Ministry (RM) accommodation requests
E4	CORE	Advise chaplains on upcoming religious, humanitarian, and cultural events and materials requirements
E4	CORE	Advise personnel on religious observances
E4	NON-CORE	Identify conscientious objection requirements
E4	CORE	Provide faith-based dietary requirements information
E4	CORE	Research upcoming religious, humanitarian, and cultural events

Job Title**Religious Program Supervisor****Job Code****001715****Job Family**

Office and Administrative Support

NOC

TBD

Short Title (30 Characters)

RELIGIOUS PROGRAM SUPERV

Short Title (14 Characters)

RP SUP

Pay Plan

Enlisted

Career Field

RP

Other Relationships and Rules

NEC AXXX series and other NECs as assigned.

Job Description

Religious Program Supervisors administer the Professional Naval Chaplaincy (PNC); assist in the facilitation of Religious Ministry (RM); support the care of service members and their families; advise the chaplain; advise leadership on morale, program planning and execution; support the Command Religious Program (CRP) with data collection, research, and analysis; and provide technical expertise on force protection requirements for Religious Ministry Teams (RMT) in expeditionary and combat environments.

DoD Relationship**Group Title**

Chaplain's Assistants

DoD Code

156100

O*NET Relationship**Occupation Title**

First-Line Supervisors of Office and Administrative Support Workers

SOC Code

43-1011.00

Job Family

Office and Administrative Support

Skills*Critical Thinking**Coordination**Management of Financial Resources**Writing**Management of Material Resources**Judgment and Decision Making**Mathematics**Operation and Control**Service Orientation**Speaking***Abilities***Deductive Reasoning**Number Facility**Inductive Reasoning**Problem Sensitivity**Oral Expression**Written Expression**Mathematical Reasoning**Written Comprehension**Information Ordering**Fluency of Ideas***ADMINISTRATION****Paygrade**

E4

Task Type

CORE

Task Statements

Advise chaplain on religious accommodation support requirements (e.g., dietary, supplies, spaces, etc.)

E4

CORE

Conduct Command Religious Program (CRP) alcohol inventories

E5

CORE

Determine Command Religious Program (CRP) publicity requirements

E6

CORE

Develop Command Religious Program (CRP) data collection criteria/format (e.g., periodic, check out, etc.)

E5

CORE

Evaluate Command Religious Program (CRP) (e.g., periodic, check out, etc.)

E5

CORE

Manage Command Religious Program (CRP) meetings and conferences coordination

E6

CORE

Prepare Command Religious Program (CRP) personnel training plans and materials

E6

CORE

Prepare Command Religious Program (CRP) reports using analytics

E6

CORE

Prepare Operational Orders (OPORD) (e.g., warning, fragmentation, Marine Corps Five (5) Paragraph Order, etc.)

E6

CORE

Prepare Religious Ministry (RM) business plans

E6

CORE

Prepare Religious Ministry (RM) volunteer scopes of responsibilities and descriptions of duties

E5

CORE

Proofread Command Religious Program (CRP) audio-visual multi-media presentations and databases (e.g., projected images and information, data spreadsheets, etc.)

E5

CORE

Proofread Command Religious Program (CRP) literature, informational materials, and request forms (e.g., publicity, worship bulletins, chapel usage, etc.)

ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Research upcoming religious, humanitarian, and cultural events and materials requirements
E4	CORE	Resolve Command Religious Program (CRP) alcohol audit discrepancies
E5	CORE	Screen religious accommodation request packages
E5	CORE	Update Command Religious Program (CRP) personnel training plans and materials
E5	CORE	Verify Command Religious Program (CRP) religious documents dissemination (e.g., baptismal certificates, wedding certificates, confirmation, etc.)
E5	CORE	Verify Command Religious Program (CRP) request form criteria/format (e.g., chapel usage, chaplain/officiant, etc.)
E4	CORE	Verify Command Religious Program (CRP) rosters and schedules
E5	CORE	Verify internal Command Religious Program (CRP) alcohol reports (e.g., inventory, audits, discrepancy resolution, etc.)
E4	NON-CORE	Verify Table of Organization and Equipment (T/O&E) assets

EXPEDITIONARY MINISTRY SUPPORT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Organize Religious Ministry (RM) stability operations support
E6	CORE	Organize Religious Ministry (RM) support in an expeditionary environment
E6	CORE	Organize Religious Ministry (RM) support to detainees
E4	CORE	Schedule field and garrison worship area assignments

FINANCE AND ACCOUNTING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Calculate Religious Offering Fund (ROF) sub-account percentages
E4	CORE	Certify Religious Offering Fund (ROF) receipts
E4	CORE	Correct Religious Offering Fund (ROF) audit discrepancies
E4	CORE	Deposit Religious Offering Fund (ROF) monies
E4	CORE	Disburse Religious Offering Fund (ROF) sub-account fair share monies
E4	CORE	Establish Religious Offering Fund (ROF) bank accounts
E5	CORE	Manage Command Religious Program (CRP) supply expenditures
E6	CORE	Prepare Command Religious Program (CRP) budget requirements proposals
E5	CORE	Prepare Command Religious Program (CRP) budget spending plans
E4	CORE	Prepare Religious Offering Fund (ROF) financial statements and documents (e.g., faith group disbursement requests, net worth and consolidated operations statements, etc.)
E4	CORE	Prepare Religious Offering Fund (ROF) reconciliation forms
E5	CORE	Record Command Religious Program (CRP) appropriated funds financial transactions
E4	CORE	Record Religious Offering Fund (ROF) financial transactions
E4	CORE	Safeguard Religious Offering Fund (ROF) bank account materials
E4	CORE	Safeguard Religious Offering Fund (ROF) monies
E5	CORE	Update Command Religious Program (CRP) budgets spending plans
E4	CORE	Verify Religious Offering Fund (ROF) financial statements and documents (e.g., accounting ledgers, designated offering request letters, etc.)

LIBRARY SERVICES AND OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Determine shipboard library requirements (e.g., space, policy for checking-out books, usage, etc.)
E6	CORE	Manage shipboard Learning Media Resource Center (LMRC) operations
E5	CORE	Prepare shipboard Learning Media Resource Center (LMRC) directives
E5	CORE	Update shipboard Learning Media Resource Center (LMRC) directives

MINISTRY SUPPORT AND ACCOMMODATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Advise chain of command on Command Religious Program (CRP)
E5	CORE	Advise chain of command on volunteer requirements
E5	CORE	Analyze Command Religious Program (CRP) Religious Needs Assessments (RNA) data (e.g., outreach, worship needs, etc.)
E5	CORE	Conduct Command Religious Program (CRP) personnel training (e.g., Religious Ministry (RM) professional duties, providing for religious needs, advising the command, etc.)
E5	CORE	Conduct Command Religious Program (CRP) training (e.g., planning, budgeting, etc.)
E5	NON-CORE	Coordinate Humanitarian Assistance (HA) supply distributions with local organizations
E6	CORE	Direct Command Religious Program (CRP) volunteers
E6	CORE	Direct Religious Education (RE) program operations
E5	CORE	Evaluate Command Religious Program (CRP) personnel training (e.g., Religious Ministry (RM) professional duties, providing for religious needs, advising the command, etc.)
E5	CORE	Inspect Command Religious Program (CRP) religious items inventories (e.g., vestments, altars, menorahs, etc.)
E5	NON-CORE	Liaise with local faith-based organizations for outreach opportunities
E6	CORE	Manage communications and messages evolutions (e.g., American Red Cross (AMCROSS), health comfort, etc.)
E6	CORE	Manage Religious Education (RE) program events
E6	CORE	Manage Religious Education (RE) programs
E6	CORE	Manage Religious Ministries (RM) facilities operations
E5	CORE	Organize command burials at sea
E6	CORE	Organize evacuee, expellee, migrant, refugee, and displaced persons Religious Ministry (RM) support operations
E5	CORE	Organize religious lay leader programs
E5	CORE	Plan Religious Ministry (RM) support efforts with medical personnel during mass Casualty
E5	CORE	Prepare Command Religious Program (CRP) personnel training (e.g., Religious Ministry (RM) professional duties, providing for religious needs, advising the command, etc.)
E6	CORE	Screen religious lay leader applications
E5	CORE	Update Command Religious Program (CRP) personnel training (e.g., Religious Ministry (RM) professional duties, providing for religious needs, advising the command, etc.)
E5	CORE	Verify Command Religious Program (CRP) inventories (e.g., equipment, consumables, non-consumables, etc.)

PASTORAL CARE SUPPORT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Interface with patient healthcare providers in a hospital setting
E6	CORE	Liaise with local religious leader support to ensure faith group coverage for free exercise of religion (e.g., logistics, screening, training, etc.)
E6	CORE	Make non-routine member/family resource agency referrals in coordination with a chaplain (e.g., international, sexual assault, family advocacy, etc.)
E6	CORE	Manage Religious Ministry (RM) component of the command's Combat Stress Programs (CSP) (e.g., psychological first aid, informational referrals, etc.)
E6	CORE	Manage Religious Ministry (RM) support programs for wounded, ill, and injured service members
E5	CORE	Organize support for religious needs and practices
E5	CORE	Prepare Command Religious Program (CRP) crisis response plans
E5	CORE	Prepare Command Religious Program (CRP) training (e.g., planning, budgeting, local procedures and policies, etc.)
E6	CORE	Provide personnel readiness council support (e.g., force preservation, wellness, peer review, etc.)
E6	CORE	Update Command Religious Program (CRP) crisis response plans

RELIGIOUS ADVISEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Advise chaplains on Area of Operations (AO) religious culture
E5	CORE	Advise chaplains on Quality of Life (QOL) issues
E5	CORE	Analyze Command Religious Program (CRP) statistical data
E5	CORE	Conduct Command Religious Program (CRP) briefings (e.g., religious climate, religious culture, etc.)
E5	CORE	Develop Command Religious Program (CRP) briefings (e.g., religious climate, religious culture, etc.)
E5	CORE	Evaluate Command Religious Program (CRP) statistical trends

Job Title**Religious Program Senior Supervisor****Job Code****002785****Job Family**

Office and Administrative Support

NOC

TBD

Short Title (30 Characters)

RELIGIOUS PROGRAM SEN SUPERV

Short Title (14 Characters)

RP SEN SUP

Pay Plan

Enlisted

Career Field

RP

Other Relationships and Rules

NEC AXXX series and other NECs as assigned.

Job Description

Religious Program Senior Supervisors serve as advisors of Professional Naval Chaplaincy (PNC); assist and supervise the support of provision and facilitation of Religious Ministry (RM); support the care of service members and their families; advise chaplains and leadership on morale, program planning and execution; support the Command Religious Program (CRP) with data collection, research, and analysis; provide technical expertise on force protection requirements for Religious Ministry Teams (RMT) in expeditionary and combat environments; assess RMTs on the delivery of RM; advise the Chaplain Corps on manpower, personnel, training and education, policy, and programs.

DoD Relationship**Group Title**

Chaplain's Assistants

DoD Code

15600

O*NET Relationship**Occupation Title**

Executive Secretaries and Executive Administrative Assistants

SOC Code

43-6011.00

Job Family

Office and Administrative Support

Skills*Management of Personnel Resources**Writing**Quality Control Analysis**Coordination**Management of Material Resources**Time Management**Monitoring**Instructing**Management of Financial Resources**Operation and Control***Abilities***Deductive Reasoning**Oral Expression**Problem Sensitivity**Inductive Reasoning**Written Comprehension**Written Expression**Flexibility of Closure**Fluency of Ideas**Oral Comprehension**Information Ordering***ADMINISTRATION****Paygrade**

E6

Task Type

CORE

Task Statements

Advise command leadership on religious accommodation support requirements (e.g., dietary, supplies, spaces, etc.)

E7

CORE

Assess Religious Ministry (RM) Master Scenario Event List (MSEL) exercise injects

E7

CORE

Assess Religious Ministry (RM) readiness against standardized missions and tasks through computer-based systems (e.g., Defense Readiness Reporting System-Strategic (DRRS-S))

E7

CORE

Assess Religious Ministry (RM) Request for Forces (RFF)

E7

CORE

Audit internal Command Religious Program (CRP) alcohol inventories

E7

CORE

Conduct Religious Ministry (RM) operational readiness training and certification inspections

E6

NON-CORE

Determine Religious Ministry (RM) information technology requirements

E7

CORE

Develop faith-based religious observances Religious Ministry (RM) support plans

E6

CORE

Draft Position Descriptions (PD) for civilian Command Religious Program (CRP) staff

E6

NON-CORE

Draft Table of Organization and Equipment (T/O&E) change requests

E7

CORE

Enter Religious Ministry (RM) data and information in computer-based analysis systems (e.g., Navy Marine Corps Joint Lessons Learned Systems)

E7

CORE

Enter Religious Ministry (RM) data and information into computer-based systems (e.g., Defense Readiness Reporting System-Strategic (DRRS-S))

E7

CORE

Establish Command Religious Program (CRP) inventory control measures (e.g., spreadsheets, alcohol log, religious items supply list, etc.)

ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Evaluate Religious Ministry (RM) data and information in computer-based analysis systems (e.g., Navy Marine Corps Joint Lessons Learned Systems)
E7	CORE	Evaluate Religious Ministry (RM) readiness and capability through computer-based systems (e.g., Defense Readiness Reporting System-Strategic (DRRS-S))
E7	CORE	Evaluate Religious Ministry Team (RMT) operational readiness training and certifications
E7	CORE	Generate Religious Ministry (RM) Request for Forces (RFF)
E7	CORE	Identify authorized recipients of Religious Ministry (RM) for situations involving evacuees, detainees, refugees, prisoners of war, and displaced personnel
E6	CORE	Interview Religious Program Specialist (RP) applicants
E7	NON-CORE	Plan Religious Ministry Team (RMT) reserve mobilizations with Reserve Liaison Officers (RLO)
E6	CORE	Prepare Flag Officer/General Officer briefs on emerging religious, humanitarian, and cultural events
E7	NON-CORE	Prepare Enlisted Manning Inquiry Reports (EMIR)
E7	NON-CORE	Prepare Operational Hold (OPHOLD) requests
E6	CORE	Prepare religious estimates for Course of Action (COA) development
E6	CORE	Prepare religious estimates to support the Commander's decision-making process
E7	CORE	Prepare Religious Ministry (RM) Flag Officer/General Officer briefs
E6	CORE	Prepare Religious Ministry Team (RMT) force laydown
E6	CORE	Prepare Religious Ministry Training and Readiness Manual (RM T&R) training material
E7	CORE	Provide input on chapel facility designs and renovations
E7	NON-CORE	Reconcile Billet Based Distribution (BBD) discrepancies
E7	NON-CORE	Reconcile Total Force Structure Management System (TFSMS) with Total Force Manpower Management System (TFMMS)
E6	CORE	Screen Religious Ministry (RM) volunteer applications
E6	CORE	Validate Command Religious Program (CRP) administrative requirements (e.g., Command Religious Program (CRP) volunteer status, religious lay leader appointments, religious assessments, etc.)
E6	CORE	Verify Command Religious Program (CRP) data reporting
E6	CORE	Verify Command Religious Program (CRP) inventory control measures (e.g., spreadsheets, alcohol log, religious items supply list, etc.)
E6	CORE	Verify Command Religious Program (CRP) literature, informational materials, and request forms (e.g., publicity, religious campaign communications, worship bulletins, chapel usage, etc.)
E6	CORE	Verify Command Religious Program (CRP) publicity requirements and materials
E6	NON-CORE	Verify Command Religious Program (CRP) request forms (e.g., chapel, usage, chaplain/officiant, etc.)
E6	CORE	Verify Command Religious Program (CRP) tickler systems
E6	CORE	Verify Religious Ministry (RM) After Action Reports (AAR) and lessons learned
E7	CORE	Verify Religious Ministry (RM) information technology requirements
E7	CORE	Verify Religious Ministry Team (RMT) operational readiness training and certifications

ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Write Religious Ministry (RM) annexes to Operational Plans (OPLAN)
E6	CORE	Write Religious Ministry (RM) Master Scenario Event List (MSEL) exercise injects

EXPEDITIONARY MINISTRY SUPPORT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Advise commanders on Religious Ministry (RM) affecting operational areas
E6	CORE	Conduct Religious Ministry Team (RMT) combat operations readiness inspections (e.g., weapon qualifications, personal security operations, etc.)
E7	CORE	Establish Religious Ministry Team (RMT) liaisons in Area of Operations (AO)
E6	CORE	Evaluate Religious Ministry Team (RMT) combat operations readiness (e.g., weapons qualifications, personal security operations, etc.)
E7	NON-CORE	Reconcile Navy Activity Manning Document (AMD) discrepancies
E7	CORE	Reconcile Table of Organization and Equipment (T/O&E) with Navy Activity Manning Documents (AMD)
E7	NON-CORE	Support engagement with host nations' religious leaders to promote cooperation, understanding, and support
E6	CORE	Verify Religious Ministry Team (RMT) combat operations readiness (e.g., weapons qualifications, personal security operations, etc.)
E6	CORE	Verify Table of Organization and Equipment (T/O&E) Religious Ministry (RM) assets

FINANCE AND ACCOUNTING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Conduct internal Religious Offering Fund (ROF) audits
E6	CORE	Conduct Religious Offering Fund (ROF) vulnerability assessments
E6	CORE	Draft Command Religious Program (CRP) Statements of Work (SOW)
E6	CORE	Evaluate Command Religious Program (CRP) budgets
E6	CORE	Prepare Command Religious Program (CRP) contracts
E6	CORE	Update Position Descriptions (PD) for civilian Command Religious Program (CRP) staff
E6	CORE	Verify Command Religious Program (CRP) contracts and invoices
E6	CORE	Verify Command Religious Program (CRP) financial documents (e.g., budget bookkeeping, budget spending, etc.)

LIBRARY SERVICES AND OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Design shipboard Learning Media Resource Center (LMRC) spaces (e.g., retrofit, Refueling and Complex Overhaul (RCOH), structural, angering, etc.)
E6	CORE	Verify shipboard Learning Media Resource Center (LMRC) directives

MINISTRY SUPPORT AND ACCOMMODATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Advise chaplain on Command Religious Program (CRP) operational requirements
E6	CORE	Advise command leadership in the conduct of memorial service honors
E6	CORE	Advise command leadership on confidential communications policies

MINISTRY SUPPORT AND ACCOMMODATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Brief host nation coordination plans (e.g., joint training, Religious Ministry (RM) support, cooperative solutions, etc.)
E7	CORE	Brief Religious Ministry (RM) plans with Non-Governmental Organizations (NGO), private volunteer organizations, and faith-based organizations
E7	CORE	Coordinate Religious Ministry (RM) plans with Non-Governmental Organizations (NGO), private volunteer organizations, and faith-based organizations
E6	NON-CORE	Determine Command Religious Program (CRP) operational requirements
E7	CORE	Develop Religious Ministry (RM) plans with Non-Governmental Organizations (NGO), private volunteer organizations, and faith-based organizations
E6	CORE	Develop Religious Ministry (RM) support plans to ensure faith group coverage for free exercise of religion
E6	CORE	Establish command-endorsed partnerships with local civilian religious agencies and organizations
E6	CORE	Evaluate Command Religious Program (CRP) outreach programs (e.g., relief services, Vacation Bible School, (VBS), Chaplain Religious Enrichment Development Operation (CREDO)), etc.)
E6	CORE	Evaluate Command Religious Program (CRP) training (e.g., planning, budgeting, etc.)
E7	CORE	Evaluate evacuee, expellee, migrant, refugee, and displaced persons Religious Ministry (RM) support operations
E7	CORE	Plan host nation coordination (e.g., joint training, Religious Ministry (RM) support, cooperative solutions, etc.)
E7	CORE	Plan Religious Ministry (RM) for evacuees at point of embarkation and debarkation
E7	CORE	Plan Religious Ministry (RM) for recovered personnel and immediate families
E7	CORE	Prepare host nation coordination plans (e.g., joint training, Religious Ministry (RM) support, cooperative solutions, etc.)
E7	CORE	Prepare Humanitarian Assistance (HA) supply requests for procurement
E7	CORE	Prepare Religious Ministry (RM) plans with Non-Governmental Organizations (NGO), private volunteer organizations, and faith-based organizations
E7	CORE	Provide actionable Religious Ministry (RM) theater engagement recommendations
E6	CORE	Verify Command Religious Program (CRP) supply support requirements
E6	CORE	Verify fulfillment of religious ceremonial requirements (e.g., weddings, baptisms, funerals, memorial services, etc.)

PASTORAL CARE SUPPORT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Evaluate Command Religious Program (CRP) crisis response plans

RELIGIOUS ADVISEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Advise chain of command on Command Religious Program (CRP) statistical trends (e.g., religious climate, religious culture, morale, moral and ethical decision-making, cross-cultural awareness, conflict resolution, and quality of life issues, etc.)
E7	CORE	Advise chain of command on Religious Ministry (RM) capability to meet Request for Forces (RFF)
E6	CORE	Advise command leadership on free exercise of religion and religious accommodation issues

RELIGIOUS ADVISEMENT (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Advise command leadership on morale and well-being
E6	CORE	Advise command leadership on religious climate
E6	CORE	Advise command leadership on Religious Ministry (RM) instructions
E6	CORE	Advise command leadership on religious observances requirements
E6	NON-CORE	Advise command leadership on standards of exemplary conduct, and moral decision-making training requirements
E7	CORE	Advise leadership on appropriate culture and religious factors as they relate to operations
E6	CORE	Advise leadership on religious accommodation requests
E7	CORE	Advise planners on appropriate culture and religious factors as they relate to operations
E6	CORE	Brief chain of command on Command Religious Program (CRP) statistical trends (e.g., religious climate, religious culture, morale, moral and ethical decision-making, cross-cultural awareness, conflict resolution, and quality of life issues, etc.)

CHAPTER 69



RETAIL SERVICES SPECIALIST (RS)

NAVADMIN 226/19 announced the Ship's Serviceman (SH) rating name was changing to Retail Services Specialist (RS) effective on 1 October 2019. The underlying tasks in this OCCSTD remain unchanged and were last validated by the resource sponsor in April 2019.

The Postal Clerk NEBC and associated tasks have been incorporated in this OCCSTD at the direction of the Rating Sponsor. These postal tasks are identical to the postal tasks contained in the Logistics Specialist (LS) rating as the work begins to shift from the LS rating to the RS rating.

NAVPERS 18068F-69E
Change 86

Updated: April 2021

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

RETAIL SERVICES SPECIALIST (RS)



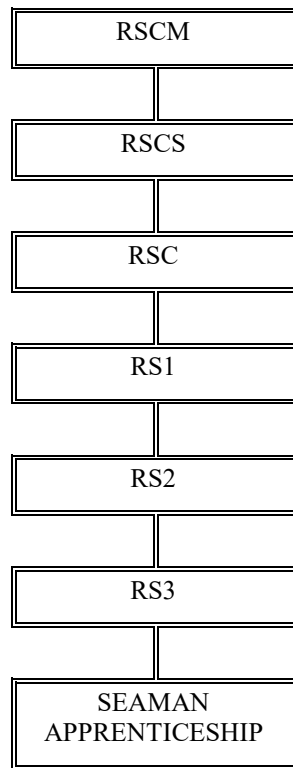
SCOPE OF RATING

Retail Services Specialists (RS) provide direct personal services by operating and managing retail and service activities to include: ship stores, coffee bars, vending and Electronic Point of Sale (EPOS) machines, shipboard barbershop, laundry operations, postal services, and hotel services. Managers perform administrative and automated stock control functions for all activities operated.

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 69.

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**Retail Operator****Job Code****001727****Job Family**

Sales and Related

NOC

TBD

Short Title (30 Characters)

RETAIL OPERATOR

Short Title (14 Characters)

RETAIL OPER

Pay Plan

Enlisted

Career Field

RS

Other Relationships and Rules

NEC S00A and other NECs as assigned

Job Description

Retail Operators manage all shipboard retail activities; maintain vending and Electronic Point of Sale (EPOS) machines; operate ship stores afloat; receive, check, store, and inventory merchandise and materials; track items entering or leaving the storeroom and report damaged or spoiled goods; use hand-held scanners to track inventories; sustain material condition of storerooms; process orders, receipts, inventory adjustments, etc.; use financial and inventory software applications; develop marketing strategies for ship stores; oversee sales and service operations; ensure cleanliness is maintained in all ships store spaces; conduct and manage hotel services; and provide quality customer service.

DoD Relationship O*NET Relationship**Group Title**

Sales Store

DoD Code

182300

Occupation TitleFirst-Line Supervisors of Retail
Sales Workers**SOC Code**

41-1011.00

Job Family

Sales and Related

Skills*Management of Material Resources**Coordination**Monitoring**Systems Evaluation**Operation and Control**Operations Analysis**Judgment and Decision Making**Mathematics**Quality Control Analysis**Management of Financial Resources***Abilities***Visualization**Problem Sensitivity**Written Comprehension**Deductive Reasoning**Selective Attention**Number Facility**Oral Expression**Written Expression**Manual Dexterity**Information Ordering***HOTEL SERVICES****Paygrade****Task Type****Task Statements**

E7

NON-CORE

Approve stateroom and key card access

E6

NON-CORE

Assign stateroom and barracks room key cards

E5

NON-CORE

Conduct furniture inventories

E6

NON-CORE

Conduct stateroom and barrack room vacancy inspections

E5

NON-CORE

Inventory Very Important Person (VIP) stateroom and barrack consumables (e.g., sheets, robes, towels, etc.)

E7

NON-CORE

Log stateroom and key card assignments

E4

NON-CORE

Maintain hotel services financial reports

E4

NON-CORE

Organize supply storerooms

E4

NON-CORE

Perform preventive maintenance on linen lockers

E4

NON-CORE

Requisition consumables

E6

NON-CORE

Validate key control logs

E6

NON-CORE

Verify furniture inventories

E7

NON-CORE

Verify hotel services financial reports

E6

NON-CORE

Verify Very Important Person (VIP) stateroom and barrack consumables (e.g., sheets, robes, towels, etc.)

MANAGEMENT AND SUPERVISION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Analyze customer survey data
E6	CORE	Analyze outgoing financial report data
E5	CORE	Analyze retail and sale profit margins
E6	CORE	Analyze Retail Operation Management (ROM) data
E6	CORE	Analyze stock sales for trends
E7	CORE	Approve retail special orders
E5	CORE	Assemble ship store returns
E7	CORE	Assess retail and service operations
E7	CORE	Audit quarterly retail returns
E6	CORE	Audit receipt and expenditure documents
E6	CORE	Audit ship store records and returns
E6	CORE	Audit the verification and updates of Universal Product Codes (UPC)
E6	CORE	Conduct itemized merchandise inventories
E6	NON-CORE	Conduct material stowage inspections (e.g., secure for sea, deck grating, etc.)
E5	CORE	Coordinate logistical support for retail operations (e.g., ship store merchandise, etc.)
E7	CORE	Coordinate retail and service systems updates
E7	CORE	Coordinate retail and service visits and training events
E6	CORE	Coordinate sanitation inspections
E6	CORE	Determine authorized inventory
E6	CORE	Determine markdown prices
E6	CORE	Develop operational budgets (e.g., load out plans)
E7	CORE	Enforce retail and service policies and procedures (e.g., Standard Operating Procedures (SOPs), publications, etc.)
E5	CORE	Enforce security procedure compliance for retail activity spaces, merchandise, and funds
E6	CORE	Evaluate customer service
E4	CORE	Inspect product quality
E5	CORE	Make future stock recommendations
E7	CORE	Manage cost control cards (e.g., coffee bar)
E7	NON-CORE	Manage hotel services administrative staff (civilian and military)
E7	NON-CORE	Manage hotel services maintenance personnel
E7	CORE	Manage job completion of retail and services managers
E6	CORE	Manage logistical support for retail operations (e.g., ship store merchandise, etc.)
E7	CORE	Manage retail and service policies and procedures (e.g., Standard Operating Procedures(SOPs), publications, etc.)
E7	NON-CORE	Manage stateroom and barrack room vacancy inspections
E5	CORE	Organize ship store files
E5	CORE	Perform end of month close-outs
E5	CORE	Prepare public vouchers for purchases and services other than personal

MANAGEMENT AND SUPERVISION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Prepare requisition and invoice/shipping documents (i.e., Other Supply Officers (OSO), issues to other appropriations)
E7	CORE	Project retail and service operational needs (e.g., parts, supplies, etc.)
E7	CORE	Provide technical guidance and support to ship store afloat
E5	CORE	Reconcile unmatched expenditure listings
E5	CORE	Report Electronic Point of Sale (EPOS) or non-Electronic Point of Sale (EPOS) overages and shortages
E6	CORE	Report financial differences for retail operations
E4	CORE	Report insect and pest infestations
E6	CORE	Resolve customer complaints
E6	CORE	Review locally-generated logs
E4	CORE	Stow merchandise and supplies
E6	NON-CORE	Supervise hotel services administrative staff (civilian and military)
E6	NON-CORE	Supervise hotel services maintenance personnel
E5	CORE	Survey crew to identify desired merchandise and services
E4	CORE	Transport material to storerooms and activities
E5	CORE	Update Universal Product Codes (UPC)
E7	CORE	Validate Coordinated Shipboard Allowance List (COSAL)
E6	CORE	Validate Navy Cash and Retail Operation Management (ROM) cash reports
E7	CORE	Validate operational budgets (e.g., load out plans)
E6	CORE	Validate reconciliation of funds received (e.g., contributions, rebates, etc.)
E6	CORE	Validate surveys for lost or damaged merchandise (DD Form 200)
E5	CORE	Verify Card Access Device (CAD) replacements
E6	CORE	Verify completion of bulk storeroom validity checks
E6	CORE	Verify end of month close-outs
E5	CORE	Verify Navy Cash Point of Sale (POS) equipment and component replacements
E6	CORE	Verify orders for supplies or services
E5	CORE	Verify price validity checks
E6	CORE	Verify public vouchers for purchases and services other than personal
E6	CORE	Verify requisition and invoice/shipping documents (i.e., Other Supply Officers (OSO), issues to other appropriations)
E6	CORE	Verify retail and sale profit margins
E6	CORE	Verify unmatched expenditure listings

RETAIL OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Accept change funds from disbursing
E4	CORE	Accept change funds in retail outlets
E4	CORE	Arrange retail merchandise items
E4	CORE	Arrange visual merchandise displays
E5	CORE	Balance cash collected from retail outlets

RETAIL OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Close register sessions
E5	CORE	Collect cash from retail outlets
E5	CORE	Conduct bulk storeroom validity checks
E4	CORE	Conduct Electronic Point of Sale (EPOS) operations
E5	CORE	Conduct physical merchandise inventories
E4	CORE	Conduct price validity checks
E5	CORE	Conduct special sales events (e.g., hangar bay sales, pier sales, etc.)
E5	CORE	Count cash collected from retail outlets
E4	NON-CORE	Create new menu items
E5	CORE	Deposit cash collected from retail outlets
E4	CORE	Determine operational condition of retail machines and equipment
E4	CORE	Display product prices
E4	CORE	Enter retail information (e.g., inventory, breakout, receipts, etc.) into retail operations systems (e.g., handheld devices)
E5	CORE	Generate returned merchandise documentation (e.g., credit memorandums)
E6	CORE	Implement emergency fall back procedures for retail
E4	CORE	Initiate intra-store transfer documentation (i.e., breakout requirements)
E6	CORE	Issue Navy Cash refund vouchers
E5	CORE	Maintain cash logs
E5	CORE	Maintain expenditure, requisition, and purchase order logs
E5	CORE	Maintain retail and policy signage
E5	CORE	Maintain stock record cards (e.g., retail price, cost price, amounts, locations, etc.)
E4	CORE	Open register sessions
E4	CORE	Perform Electronic Point of Sale (EPOS) end of day procedures
E4	CORE	Perform non-Electronic Point of Sale (EPOS) end of day procedures
E4	CORE	Perform preventive maintenance on vending machines
E5	CORE	Post store receipts in retail database
E6	CORE	Prepare assumed liabilities estimates and projections (e.g., surveys, markdowns, etc.)
E4	CORE	Prepare beverages (e.g., standard recipes, special orders, etc.)
E5	CORE	Prepare intra-store transfer documentation (i.e., breakout requirements)
E5	CORE	Prepare orders for supplies or services
E4	CORE	Prepare storeroom layout
E5	CORE	Prepare surveys for lost or damaged merchandise (DD Form 200)
E4	CORE	Receive retail merchandise
E4	CORE	Receive storeroom stock
E5	CORE	Reconcile funds received (e.g., contributions, rebates, etc.)
E4	CORE	Replace Navy Cash Point of Sale (POS) equipment and components
E4	CORE	Replace Navy Cash system Card Access Devices (CAD)
E4	CORE	Replace vending machines and components

RETAIL OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Replenish ship store merchandise
E4	CORE	Replenish vending machines
E4	CORE	Report lost or damaged merchandise
E5	CORE	Retain daily Navy Cash transaction reports
E4	CORE	Return merchandise to vendor
E4	CORE	Rotate store stock
E4	CORE	Rotate storeroom stock
E4	CORE	Sanitize beverage machines (e.g., coffee machines)
E4	CORE	Sanitize beverage preparation areas
E4	CORE	Sanitize beverage service areas
E4	CORE	Sanitize deep sinks
E4	CORE	Sanitize refrigerated spaces
E4	CORE	Sanitize storerooms
E4	CORE	Sanitize utensils
E4	CORE	Sanitize vending machines and components
E4	CORE	Secure Group III spaces and merchandise (e.g., ship store, storeroom, vending, etc.)
E6	CORE	Submit Continuous Monitoring Program (CMP) reports
E5	CORE	Submit Navy Cash trouble calls
E5	CORE	Submit Navy Electronic Commerce Online (NECO) system procurement orders
E5	CORE	Submit Retail Operation Management (ROM) system trouble calls
E6	CORE	Verify cash collected from retail outlets
E6	CORE	Verify retail operations system assignments
E6	CORE	Verify stock record cards (e.g., retail price, cost price, amounts, locations, etc.)
E4	CORE	Verify Universal Product Codes (UPC)
E6	CORE	Verify vendor credits

Job Title**Laundry Operator****Job Code****001732****Job Family**

Production

NOC

TBD

Short Title (30 Characters)

LAUNDRY OPERATOR

Short Title (14 Characters)

LAUNDRY OPER

Pay Plan

Enlisted

Career Field

RS

Other Relationships and Rules

NEC SXXX series and other NECs as assigned

Job Description

Laundry Operators receive, process, and issue shipboard laundry; operate washing machines to clean shipboard linen and uniform articles; maintain sanitation requirements; and provide quality customer service.

DoD Relationship**Group Title**

Laundry and Personal
Service, General

DoD Code

184000

O*NET Relationship**Occupation Title**

Laundry and Dry-Cleaning Workers

SOC Code

51-6011.00

Job Family

Production

Skills

Management of Material Resources

Coordination

Judgment and Decision Making

Monitoring

Quality Control Analysis

Service Orientation

Management of Personnel Resources

Operation and Control

Systems Evaluation

Critical Thinking

Abilities

Oral Expression

Written Comprehension

Deductive Reasoning

Visualization

Problem Sensitivity

Written Expression

Inductive Reasoning

Information Ordering

Number Facility

Selective Attention

HOTEL SERVICES**Paygrade****Task Type****Task Statements**

E7

NON-CORE

Approve stateroom and key card access

E6

NON-CORE

Assign stateroom and barracks room key cards

E5

NON-CORE

Conduct furniture inventories

E6

NON-CORE

Conduct stateroom and barrack room vacancy inspections

E5

NON-CORE

Inventory Very Important Person (VIP) stateroom and barrack consumables (e.g., sheets, robes, towels, etc.)

E7

NON-CORE

Log stateroom and key card assignments

E4

NON-CORE

Maintain hotel services financial reports

E4

NON-CORE

Organize supply storerooms

E4

NON-CORE

Perform preventive maintenance on linen lockers

E4

NON-CORE

Requisition consumables

E6

NON-CORE

Validate key control logs

E6

NON-CORE

Verify furniture inventories

E7

NON-CORE

Verify hotel services financial reports

E6

NON-CORE

Verify Very Important Person (VIP) stateroom and barrack consumables (e.g., sheets, robes, towels, etc.)

LAUNDRY AND BARBER SERVICES**Paygrade****Task Type****Task Statements**

E4

CORE

Clean primary and secondary lint traps

E4

CORE

Document receipt of laundry

LAUNDRY AND BARBER SERVICES (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Inspect services work spaces
E5	CORE	Investigate lost or damaged laundry
E4	CORE	Issue processed laundry items
E4	CORE	Maintain laundry logs (e.g., bulk, press deck, heat stress, maintenance, etc.)
E6	CORE	Manage stock items
E4	NON-CORE	Monitor pickup and delivery of Very Important Person (VIP) laundry
E4	CORE	Organize laundry items
E4	CORE	Prepare requirements for laundry or barber supplies
E6	CORE	Process laundry claims
E4	CORE	Process ship laundry (e.g., wash, dry, press, etc.)
E4	CORE	Receive laundry supplies
E4	CORE	Replace laundry press pads and covers
E4	CORE	Secure Group IV spaces
E7	CORE	Validate laundry claims
E5	CORE	Validate requirements for laundry or barber supplies

MANAGEMENT AND SUPERVISION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Analyze customer survey data
E7	CORE	Approve retail special orders
E7	CORE	Assess retail and service operations
E6	NON-CORE	Conduct material stowage inspections (e.g., secure for sea, deck grating, etc.)
E5	CORE	Coordinate logistical support for laundry operations (e.g., parts, supplies, washers, contract work, etc.)
E7	CORE	Coordinate retail and service systems updates
E7	CORE	Coordinate retail and service visits and training events
E6	CORE	Coordinate sanitation inspections
E6	CORE	Determine authorized inventory
E6	CORE	Develop operational budgets (e.g., load out plans)
E7	CORE	Enforce retail and service policies and procedures (e.g., Standard Operating Procedures (SOPs), publications, etc.)
E4	CORE	Enforce security procedure compliance for service activity spaces
E6	CORE	Evaluate customer service
E4	CORE	Inspect product quality
E7	NON-CORE	Manage hotel services administrative staff (civilian and military)
E7	NON-CORE	Manage hotel services maintenance personnel
E7	CORE	Manage job completion of retail and services managers
E6	CORE	Manage logistical support for laundry operations (e.g., parts, supplies, washers, contract work, etc.)
E7	CORE	Manage retail and service policies and procedures (e.g., Standard Operating Procedures (SOPs), publications, etc.)

MANAGEMENT AND SUPERVISION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	NON-CORE	Manage stateroom and barrack room vacancy inspections
E7	CORE	Project retail and service operational needs (e.g., parts, supplies, etc.)
E7	CORE	Provide technical guidance and support to ship store afloat
E6	CORE	Recommend laundry schedules
E4	CORE	Report insect and pest infestations
E6	CORE	Resolve customer complaints
E6	CORE	Review locally-generated logs
E4	CORE	Stow merchandise and supplies
E6	NON-CORE	Supervise hotel services administrative staff (civilian and military)
E6	NON-CORE	Supervise hotel services maintenance personnel
E5	CORE	Survey crew to identify desired merchandise and services
E4	CORE	Transport material to storerooms and activities
E7	CORE	Validate Coordinated Shipboard Allowance List (COSAL)
E7	CORE	Validate laundry schedules
E7	CORE	Validate operational budgets (e.g., load out plans)

Job Title**Barber****Job Code****001737****Job Family**

Personal Care and Service

NOC

TBD

Short Title (30 Characters)

BARBER

Short Title (14 Characters)

BARBER

Pay Plan

Enlisted

Career Field

RS

Other Relationships and Rules

NEC 756A and other NECs as assigned

Job Description

Barbers provide military basic haircuts; maintain sanitation requirements; and provide quality customer service

DoD Relationship**Group Title**Laundry and Personal
Service, General**DoD Code**

184000

O*NET Relationship**Occupation Title**

Barbers

SOC Code

39-5011.00

Job Family

Personal Care and Service

Skills

Coordination

Management of Material Resources

Judgment and Decision Making

Monitoring

Quality Control Analysis

Service Orientation

Management of Personnel Resources

Systems Evaluation

Operation and Control

Active Listening

Abilities

Oral Expression

Written Comprehension

Deductive Reasoning

Visualization

Problem Sensitivity

Inductive Reasoning

Written Expression

Information Ordering

Number Facility

Selective Attention

HOTEL SERVICES**Paygrade****Task Type****Task Statements**

E7

NON-CORE

Approve stateroom and key card access

E6

NON-CORE

Assign stateroom and barracks room key cards

E5

NON-CORE

Conduct furniture inventories

E6

NON-CORE

Conduct stateroom and barrack room vacancy inspections

E5

NON-CORE

Inventory Very Important Person (VIP) stateroom and barrack consumables (e.g., sheets, robes, towels, etc.)

E7

NON-CORE

Log stateroom and key card assignments

E4

NON-CORE

Maintain hotel services financial reports

E4

NON-CORE

Organize supply storerooms

E4

NON-CORE

Perform preventive maintenance on linen lockers

E4

NON-CORE

Requisition consumables

E6

NON-CORE

Validate key control logs

E6

NON-CORE

Verify furniture inventories

E7

NON-CORE

Verify hotel services financial reports

E6

NON-CORE

Verify Very Important Person (VIP) stateroom and barrack consumables (e.g., sheets, robes, towels, etc.)

LAUNDRY AND BARBER SERVICES**Paygrade****Task Type****Task Statements**

E4

CORE

Clean barber stations

E6

CORE

Inspect services work spaces

E4

CORE

Maintain appointment lists

LAUNDRY AND BARBER SERVICES (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Maintain barber signage (e.g., policy, Safety Data Sheets (SDS), sanitation, etc.)
E4	CORE	Maintain haircut logs
E6	CORE	Manage stock items
E4	CORE	Perform preventive maintenance on barber equipment
E4	CORE	Prepare requirements for laundry or barber supplies
E4	CORE	Provide barber and cosmetology services
E4	CORE	Sanitize barber equipment
E4	CORE	Secure Group IV spaces
E5	CORE	Validate requirements for laundry or barber supplies

MANAGEMENT AND SUPERVISION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Analyze customer survey data
E7	CORE	Approve retail special orders
E7	CORE	Assess retail and service operations
E6	NON-CORE	Conduct material stowage inspections (e.g., secure for sea, deck grating, etc.)
E4	CORE	Coordinate logistical support for barber operations (e.g., supplies, equipment, etc.)
E7	CORE	Coordinate retail and service systems updates
E7	CORE	Coordinate retail and service visits and training events
E6	CORE	Coordinate sanitation inspections
E6	CORE	Determine authorized inventory
E6	CORE	Develop operational budgets (e.g., load out plans)
E7	CORE	Enforce retail and service policies and procedures (e.g., Standard Operating Procedures (SOPs), publications, etc.)
E4	CORE	Enforce security procedure compliance for service activity spaces
E6	CORE	Evaluate customer service
E4	CORE	Inspect product quality
E7	NON-CORE	Manage hotel services administrative staff (civilian and military)
E7	NON-CORE	Manage hotel services maintenance personnel
E7	CORE	Manage job completion of retail and services managers
E5	CORE	Manage logistical support for barber operations (e.g., supplies, equipment, etc.)
E7	CORE	Manage retail and service policies and procedures (e.g., Standard Operating Procedures (SOPs), publications, etc.)
E7	NON-CORE	Manage stateroom and barrack room vacancy inspections
E7	CORE	Project retail and service operational needs (e.g., parts, supplies, etc.)
E7	CORE	Provide technical guidance and support to ship store afloat
E4	CORE	Report insect and pest infestations
E6	CORE	Resolve customer complaints
E6	CORE	Review locally-generated logs
E4	CORE	Stow merchandise and supplies
E6	NON-CORE	Supervise hotel services administrative staff (civilian and military)

MANAGEMENT AND SUPERVISION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	NON-CORE	Supervise hotel services maintenance personnel
E5	CORE	Survey crew to identify desired merchandise and services
E4	CORE	Transport material to storerooms and activities
E7	CORE	Validate Coordinated Shipboard Allowance List (COSAL)
E7	CORE	Validate operational budgets (e.g., load out plans)

Job Title**Postal Clerk****Job Code****002806****Job Family**

Office and Administrative Support

NOC

TBD

Short Title (30 Characters)

POSTAL CLERK

Short Title (14 Characters)

POSTAL CLERK

Pay Plan

Enlisted

Career Field

RS

Other Relationships and Rules

NEC S12A or other NECs as assigned

Job Description

Postal Clerks are Retail Services Specialists that 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**Group Title**

Postal

DoD Code

155400

O*NET Relationship**Occupation Title**

Mail Clerks and Mail Machine
Operators, Except Postal Service

SOC Code

43-9051.00

Job Family

Office and Administrative Support

Skills*Judgment and Decision Making**Monitoring**Quality Control Analysis**Service Orientation**Complex Problem Solving**Mathematics**Operation and Control**Critical Thinking**Management of Material Resources**Reading Comprehension***Abilities***Deductive Reasoning**Inductive Reasoning**Written Comprehension**Written Expression**Problem Sensitivity**Information Ordering**Number Facility**Speed of Closure**Mathematical Reasoning**Oral Expression***POSTAL SERVICES****Paygrade**

E7

Task Type

CORE

Task Statements

Approve Application for Refund of Fees, Products and Withdrawal of Customer
Accounts (PS Form 3533)

E7

CORE

Approve Daily Financial Reports (PS Form 1412)

E4

CORE

Assign individual mail boxes

E7

CORE

Audit postal accounts

E7

CORE

Collect afloat meter finance data

E7

CORE

Coordinate Department of Defense (DoD) mail movements

E5

CORE

Coordinate local mail movements

E4

CORE

Deliver accountable mail

E7

CORE

Document suspicious mail

E4

NON-CORE

Implement suspicious mail response procedures

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

Inspect mail containers

E7

CORE

Inspect mail handling procedures

E7

CORE

Inspect postal operations

E4

CORE

Inventory stock material and supplies

POSTAL SERVICES

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Maintain files (e.g., expenditure invoices, fuel files, inventory records, postal, etc.)
E4	CORE	Maintain Individual Mail Lock Boxes (IMLB)
E5	CORE	Maintain key-control
E6	CORE	Maintain post office key control program
E7	CORE	Maintain postal Standard Operating Procedures (SOP)
E5	CORE	Manage mail orderly program
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)
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)
E5	CORE	Prepare stamp and money order requisitions (PS Form 17)
E4	CORE	Process accountable mail
E4	CORE	Process customs endorsements
E4	CORE	Process mail (e.g., pro-grade, retro-grade, undeliverable, etc.)
E4	CORE	Process money order transactions
E4	CORE	Process philatelic mail
E4	CORE	Process postage meter transactions
E5	CORE	Process postal claims and inquiries
E4	CORE	Process postal customer service transactions
E4	NON-CORE	Provide customer service
E5	CORE	Report accountable equipment inventory (PS Form 1590)
E7	CORE	Report postal offenses
E5	CORE	Requisition Mail Transportation Equipment (MTE)
E4	CORE	Secure registered mail (e.g., cages, sections, etc.)
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
E7	CORE	Verify nested retro-grade ratios
E7	CORE	Verify official mail
E5	CORE	Verify postage meter transactions
E7	CORE	Verify Product Tracking and Reporting (PTR)
E6	CORE	Verify Registered Mail - Balance and Inventory (DD Form 2261)
E7	CORE	Verify security of postal spaces
E4	CORE	Verify United States Postal Service (USPS) Customs Declarations (PS Form 2976)

CHAPTER 72

SEAMAN (SN)

NAVPERS 18068F-72G
Change 90

Updated: April 2022

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

SEAMAN (SN)
APPRENTICESHIP

SCOPE OF RATING

SEAMEN (SN) maintain ship's compartments, decks, deck machinery, equipment, external structure, lines, and riggings; prepare, preserve, and paint surfaces; stand pier sentry, fire security, anchor, and other command designated watches inport; and stand underway deck watches: helmsman, lee helmsman, lookout, and messenger.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 72.

PATHS OF ADVANCEMENT

Per NAVADMIN 275/19, Professional Career Apprenticeship Track (PACT) Sailors will receive rating designating based upon the billet for which they are selected in MyNavy Assignment (MNA).

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**Seaman****Job Code****002690****Job Family**

Transportation and Material Moving

NOC

TBD

Short Title (30 Characters)

SEAMAN

Short Title (14 Characters)

SEAMAN

Pay Plan

ENLISTED

Career Field

SN

Other Relationships and Rules

N/A

Job Description

Seamen (SN) maintain ship's compartments, decks, deck machinery, equipment, external structure, lines, and riggings; prepare, preserve, and paint surfaces; stand pier sentry, fire security, anchor, and other command designated watches inport; and stand underway deck watches: helmsman, lee helmsman, lookout, and messenger.

DoD Relationship**Group Title**

Non Occupational

DoD Code

190000

O*NET Relationship**Occupation Title**

Sailors and Marine Oilers

SOC Code

53-5011.00

Job Family

Transportation and Material Moving

Skills

Coordination

Management of Material Resources

Speaking

Equipment Selection

Quality Control Analysis

Operation and Control

Operation Monitoring

Equipment Maintenance

Active Learning

Troubleshooting

Abilities

Manual Dexterity

Deductive Reasoning

Problem Sensitivity

Oral Expression

Information Ordering

Spatial Orientation

Far Vision

Control Precision

Oral Comprehension

Glare Sensitivity

AMPHIBIOUS OPERATIONS**Paygrade**

E3

Task Type

CORE

Task Statements

Launch amphibious crafts (e.g., Landing Craft Air Cushion (LCAC), Landing Craft Utility (LCU), Landing Craft Mechanized (LCM), Combat Rubber Raiding Craft (CRRC), etc.)

E3

CORE

Load amphibious crafts (e.g., Landing Craft Air Cushion (LCAC), Landing Craft Utility (LCU), Landing Craft Mechanized (LCM), Combat Rubber Raiding Craft (CRRC), etc.)

E3

CORE

Load amphibious vehicles (e.g., assault vehicles, Lighter Amphibious Resupply Cargo (LARC) vehicles, etc.)

E3

CORE

Perform well deck Foreign Object Damage (FOD) walk downs

E3

CORE

Prepare crafts

E3

CORE

Prepare vehicles

E3

CORE

Prepare well deck equipment (e.g., capstans, lines, tie-downs, ventilations, padeyes, staples, etc.)

E3

CORE

Recover amphibious crafts (e.g., Landing Craft Air Cushion (LCAC), Landing Craft Utility (LCU), Landing Craft Mechanized (LCM), Combat Rubber Raiding Craft (CRRC), etc.)

E3

CORE

Repair well deck equipment (e.g., lines, tie-downs, chains, etc.)

E3

CORE

Report amphibious beach signals and flags

E3

CORE

Report amphibious craft markings and flags

E3

CORE

Report amphibious signals and markings

E3

CORE

Report corrective maintenance needs for well deck equipment (e.g., capstans, lines, tie-downs, ventilations, padeyes, staples, etc.)

AMPHIBIOUS OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E3	CORE	Secure crafts
E3	CORE	Secure vehicles
E3	CORE	Test well deck equipment (e.g., capstans, lines, tie-downs, ventilations, padeyes, staples, etc.)
E3	CORE	Unload amphibious crafts (e.g., Landing Craft Air Cushion (LCAC), Landing Craft Utility (LCU), Landing Craft Mechanized (LCM), Combat Rubber Raiding Craft (CRRC), etc.)
E3	CORE	Unload amphibious vehicles (e.g., assault vehicles, Lighter Amphibious Resupply Cargo (LARC) vehicles, etc.)

ANCHORING, MOORING, AND TOWING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E3	CORE	Assist in anchor chain wash down
E3	CORE	Assist in hoisting and lowering ship's anchor
E3	CORE	Handle ground tackle (e.g., stoppers, shackles, etc.)
E3	CORE	Inspect mooring equipment
E3	CORE	Maintain mooring configurations (e.g., heavy weather, tidal range, etc.)
E3	CORE	Pass heaving lines
E3	CORE	Perform mooring and getting underway evolutions
E3	CORE	Perform the duties associated with anchor watch
E3	CORE	Prepare lines for mooring and getting underway evolutions
E3	CORE	Repair mooring equipment
E3	CORE	Report corrective maintenance needs for anchoring equipment
E3	CORE	Report corrective maintenance needs for mooring equipment
E3	CORE	Report corrective maintenance needs for towing equipment
E3	CORE	Report positions and tensions of anchor chains
E3	CORE	Rig for mooring to buoy
E3	CORE	Rig for towing
E3	CORE	Rig to be towed
E3	CORE	Secure mooring lines after getting underway
E3	CORE	Test anchoring communication equipment
E3	CORE	Test mooring communication equipment
E3	CORE	Test towing communication equipment
E3	CORE	Unrig from mooring buoy
E3	CORE	Unrig from tow

CARGO HANDLING, RIGGING, AND CRANES

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E3	CORE	Package cargo for transfer
E3	CORE	Perform Material Handling Equipment (MHE) evolutions
E3	CORE	Perform shipboard crane evolutions (e.g., line handling, rigger, etc.)
E3	CORE	Perform Weight Handling Equipment (WHE) evolutions (e.g., chain hoist, block and tackle, etc.)

CARGO HANDLING, RIGGING, AND CRANES (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E3	CORE	Replace cargo handling equipment
E3	CORE	Report corrective maintenance needs for cargo handling equipment
E3	CORE	Rig cargo for transfer
E3	CORE	Rig cargo handling equipment
E3	CORE	Unrig cargo for transfer
E3	CORE	Unrig cargo handling equipment

DECK SEAMANSHIP

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E3	CORE	Apply whippings on lines
E3	CORE	Belay lines to deck fittings
E3	CORE	Conduct daily boat reports
E3	CORE	Control ship steering and speed
E3	CORE	Describe basic rules of the road for safety of navigation
E3	CORE	Execute boat hails, recalls, and salutes
E3	CORE	Execute line handling commands
E3	CORE	Follow safety precautions for deck operations (e.g., working aloft and over the side, handling and stowing lines, etc.)
E3	CORE	Handle lines for deck operations
E3	CORE	Identify safety precautions for handling, maintaining, and stowing wire ropes
E3	CORE	Identify ship's interior communication circuits located on the bridge and quarterdecks
E3	CORE	Identify ship's interior communication systems located on the bridge and quarterdecks
E3	CORE	Identify the roles and responsibilities of the members of the bridge watch team
E3	CORE	Inspect abandon ship equipment
E3	CORE	Inspect lifesaving equipment
E3	CORE	Make up lines (i.e., coil, fake, and flemish)
E3	CORE	Perform shipboard man overboard recovery procedures
E3	CORE	Perform the duties of messenger of the watch inport
E3	CORE	Perform the duties of messenger of the watch underway
E3	CORE	Perform the procedures of the Maintenance and Material Management (3M) system
E3	CORE	Replace abandon ship equipment
E3	CORE	Replace lifesaving equipment
E3	CORE	Report aids to navigation (e.g., buoys, day shapes, light configurations, etc.)
E3	CORE	Report air contacts
E3	CORE	Report man overboard
E3	CORE	Report Search And Rescue (SAR) signals
E3	CORE	Report sound signals
E3	CORE	Report surface contacts
E3	CORE	Report visual communications (e.g., signal flags, pennants, flares, etc.)
E3	CORE	Rig brows and gangways
E3	CORE	Rig deck equipment

DECK SEAMANSHIP (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E3	CORE	Rig for davit operations
E3	CORE	Rig life lines
E3	CORE	Rig shipboard ladders
E3	CORE	Rig stages and boatswain's chairs
E3	CORE	Stow lines
E3	CORE	Test abandon ship equipment (e.g., life preservers)
E3	CORE	Test lifesaving equipment
E3	CORE	Unrig brows and gangways
E3	CORE	Unrig deck equipment
E3	CORE	Unrig from davit operations
E3	CORE	Unrig life lines
E3	CORE	Unrig shipboard ladders
E3	CORE	Unrig stages and boatswain's chairs
E3	CORE	Use shipboard communication terminology
E3	CORE	Utilize Personal Protective Equipment (PPE) (e.g., respirators, safety harnesses, lifejackets, etc.)

MARLINESPIKE SEAMANSHIP

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E3	CORE	Inspect lines (e.g., natural, synthetic, etc.)
E3	CORE	Repair lines (e.g., natural, synthetic, etc.)
E3	CORE	Replace lines (e.g., natural, synthetic, etc.)
E3	CORE	Replace synthetic and canvas products
E3	CORE	Replace wire ropes
E3	CORE	Splice 3-strand and 4-strand lines
E3	CORE	Tie knots, bends, and hitches

PAINTING AND PRESERVATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E3	CORE	Control aerial man lift vehicles
E3	CORE	Inventory primer, paint, and non-skid
E3	CORE	Paint prepared surfaces using primer, paint, and non-skid
E3	CORE	Prepare primer, paint, and non-skid
E3	CORE	Prepare surfaces for primer, paint, and non-skid
E3	CORE	Repair painting and preservation equipment
E3	CORE	Replace painting and preservation equipment
E3	CORE	Test painting and preservation equipment
E3	CORE	Troubleshoot painting and preservation equipment

SMALL BOAT OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E3	CORE	Anchor small boats
E3	CORE	Inspect small boat equipment

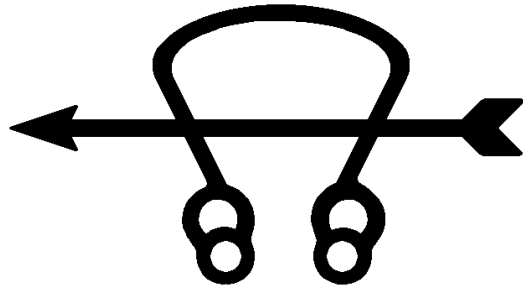
SMALL BOAT OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E3	CORE	Inspect small boat hulls and sponsons
E3	CORE	Launch small boats
E3	CORE	Load small boats (e.g., equipment, passengers, etc.)
E3	CORE	Moor small boats
E3	CORE	Perform small boat man overboard recovery procedures
E3	CORE	Perform the duties associated with boat watch
E3	CORE	Prepare small boats
E3	CORE	Recover small boats
E3	CORE	Repair small boat equipment (e.g., lines, floatation devices, etc.)
E3	CORE	Replace small boat davit components (e.g., man ropes, shackles, wire ropes, etc.)
E3	CORE	Report corrective maintenance needs for small boat davits
E3	CORE	Report corrective maintenance needs for small boats and equipment
E3	CORE	Test small boat equipment
E3	CORE	Test small boat sponsons
E3	CORE	Unload small boats (e.g., equipment, passengers, etc.)

UNDERWAY REPLENISHMENT (UNREP)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E3	CORE	Inspect replenishment equipment
E3	CORE	Perform cargo replenishment evolutions
E3	CORE	Perform external communications (ship-to-ship)
E3	CORE	Perform fueling replenishment evolutions
E3	CORE	Repair replenishment equipment
E3	CORE	Replace replenishment equipment
E3	CORE	Report positions using phones and distance lines
E3	CORE	Rig cargo replenishment stations
E3	CORE	Rig for personnel transfer at sea
E3	CORE	Rig fueling replenishment stations
E3	CORE	Send and receive replenishment at sea signals
E3	CORE	Test replenishment equipment
E3	CORE	Troubleshoot replenishment equipment
E3	CORE	Unrig cargo replenishment stations
E3	CORE	Unrig from personnel transfer at sea
E3	CORE	Unrig fueling replenishment stations

CHAPTER 73



SONAR TECHNICIAN (SURFACE) (STG)

NAVPERS 18068F-73H
Change 97

Updated: January 2024

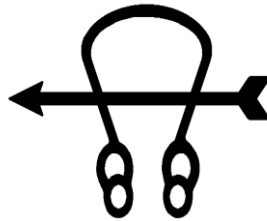
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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

SONAR TECHNICIAN (SURFACE) (STG)



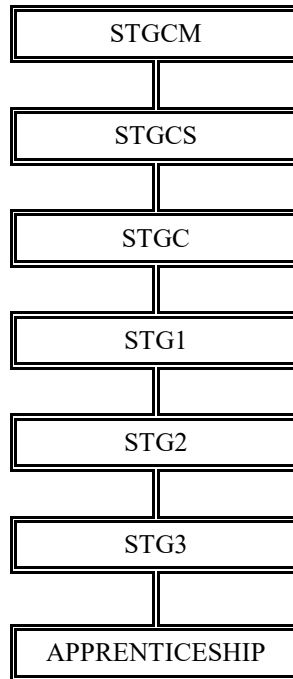
SCOPE OF RATING

Sonar Technicians (Surface) (STG) operate surface sonar and other oceanographic systems; search, track, analyze, and interpret acoustic and oceanographic data for surface and subsurface contacts; operate surface ship underwater fire control systems (with associated equipment) for the solution of Anti-Submarine Warfare (ASW) problems; support Surface Warfare (SUW); conduct ordnance evolutions; and perform organizational and intermediate maintenance on surface sonar and auxiliary equipment.

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 73.

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**Anti-submarine Warfare Manager****Job Code****003746****Job Family**
Management**NOC**
TBD**Short Title (30 Characters)**
ASW MANAGER**Short Title (14 Characters)**
ASW MANAGER**Pay Plan**
Enlisted**Career Field**
STG**Other Relationships and Rules**
VXXX and 7XXX series and other NECs as assigned**Job Description**

Anti-Submarine Warfare Managers manage and supervise the employment of sonar equipment; evaluate, disseminate, and make tactical Anti-Submarine Warfare (ASW) decisions; assist with Surface Warfare (SUW) decisions; coordinate communications; manage equipment maintenance; conduct ordnance oversight; manage training programs; and monitor watch team.

DoD Relationship**Group Title**
Sonar, General**DoD Code**
113000**O*NET Relationship****Occupation Title**
Computer and Information
System Managers**SOC Code**
11-3021.00**Job Family**
Management**Skills**

Judgment and Decision Making
Quality Control Analysis
Management of Material Resources
Monitoring
Critical Thinking
Complex Problem Solving
Speaking
Coordination
Operation and Control
Systems Analysis

Abilities

Deductive Reasoning
Written Comprehension
Problem Sensitivity
Oral Expression
Inductive Reasoning
Information Ordering
Written Expression
Control Precision
Mathematical Reasoning
Flexibility of Closure

AUXILIARY AND SUPPORT SYSTEMS**Paygrade****Task Type****Task Statements**

E4	CORE	Configure Expendable Mobile Anti-Submarine Training Targets (EMATT)
E4	CORE	Configure sonobuoys
E4	CORE	Configure underwater communication systems
E7	CORE	Manage sonar dome pressurization system operations
E5	CORE	Supervise sonar dome pressurization system operations
E5	CORE	Supervise torpedo countermeasure stream and recovery operations
E4	CORE	Test shipboard communication systems
E4	CORE	Test valves
E6	CORE	Verify Expendable Mobile Anti-Submarine Training Target (EMATT) configurations
E6	CORE	Verify sonobuoy configurations

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

E6	CORE	Administer Command, Control, Computer, Communication, and Intelligence (C4I) password accounts
E4	CORE	Analyze blueprints and ship's drawings
E4	CORE	Analyze schematics (e.g., mechanical drawings, electronic schematics, piping and valve drawings, etc.)
E7	CORE	Approve equipment installations, testing, and alterations

EQUIPMENT ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct sound isolation surveys
E7	CORE	Coordinate equipment certifications and recertifications
E6	CORE	Coordinate equipment installations, testing, and alterations
E7	CORE	Coordinate external agency support for major sonar equipment and evolutions
E7	CORE	Coordinate network software and firmware operations
E7	CORE	Coordinate ship's sound silencing programs
E4	CORE	Correct sound isolation deficiencies
E7	CORE	Draft Casualty Reports (CASREP)
E5	CORE	Draft procedural documents (e.g., Standard Operating Procedures (SOP), Temporary Standing Orders (TSO), Departure From Specifications (DFS), etc.)
E4	CORE	Inventory controlled equipment (e.g., Maintenance Assistance Modules (MAM))
E4	CORE	Inventory network software and firmware
E4	CORE	Maintain underwater system password accounts
E6	CORE	Manage Combat Systems Operational Sequencing System (CSOSS) operations
E6	CORE	Manage controlled equipment (e.g., Maintenance Assistance Modules (MAM))
E7	CORE	Manage divisional equipment and system configurations
E7	CORE	Manage divisional maintenance operations
E7	CORE	Manage equipment Casualty Reporting (CASREP) process
E6	CORE	Manage equipment certifications and recertifications
E6	CORE	Manage procedural documents (e.g., Standard Operating Procedures (SOP), Temporary Standing Orders (TSO), Departure From Specifications (DFS), etc.)
E6	CORE	Manage underwater system password accounts
E4	CORE	Perform Combat Systems Operational Sequencing System (CSOSS) procedures (e.g., casualty responses/operations, normal operations, energize/de-energize equipment, etc.)
E5	CORE	Supervise controlled equipment inventories (e.g., Maintenance Assistance Modules (MAM))
E6	CORE	Supervise divisional equipment and system configurations
E6	CORE	Supervise divisional maintenance operations
E4	CORE	Supervise equipment installations, testing, and alterations
E6	CORE	Supervise sound silencing procedures
E5	CORE	Supervise work center equipment and system configurations
E5	CORE	Supervise work center maintenance operations
E5	CORE	Update Combat Systems Operational Sequencing System (CSOSS)
E4	CORE	Update Command, Control, Computer, Communication, and Intelligence (C4I) password accounts
E7	CORE	Validate Combat Systems Operational Sequencing System (CSOSS)
E7	CORE	Verify equipment installations, testing, and alterations
E7	CORE	Verify procedural documents (e.g., Standard Operating Procedures (SOP), Temporary Standing Orders (TSO), Departure From Specifications (DFS), etc.)

ORDNANCE EVOLUTIONS AND MAGAZINE SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Coordinate ordnance handling evolutions
E7	CORE	Coordinate ordnance stowage
E6	CORE	Inspect ordnance containers
E6	CORE	Manage ordnance handling evolutions
E6	CORE	Manage ordnance inspections
E7	CORE	Manage ordnance spill (e.g., Otto Fuel II) containment and decontamination procedures
E6	CORE	Manage ordnance stowage
E7	CORE	Manage torpedo pre-launch procedures (i.e., weapons postures)
E7	CORE	Monitor ordnance handling evolutions (i.e., safety observer)
E6	NON-CORE	Supervise Ordnance Handling Equipment (OHE) testing
E5	CORE	Supervise ordnance handling evolutions
E5	CORE	Supervise ordnance inspections
E6	CORE	Supervise ordnance spill (e.g., Otto Fuel II) containment and decontamination procedures
E5	CORE	Supervise ordnance stowage
E6	CORE	Supervise torpedo pre-launch procedures (i.e., weapons postures)

SONAR SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Adjust towed cable scopes
E4	CORE	Configure Tactical Display Systems (TDS)
E4	CORE	Manage system databases
E6	CORE	Monitor towed array stream and recovery operations (i.e., safety observer)
E4	CORE	Perform preventive maintenance on Tactical Display Systems (TDS)
E4	CORE	Perform towed array stream and recovery operations
E5	CORE	Supervise towed array stream and recovery operations
E4	CORE	Test Tactical Display Systems (TDS)
E6	CORE	Verify sonar System Employment Manuals (SEM)

UNDERSEA WARFARE (USW) PLANNING AND ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze Expendable Bathythermograph (XBT) data
E4	CORE	Analyze projected and historical tactical oceanographic data
E5	CORE	Brief tactical, operational, and situational status reports
E4	CORE	Calculate best depths for submarines to avoid detection
E4	CORE	Calculate bottom loss predictions
E4	CORE	Collect acoustic data media recordings
E6	CORE	Conduct acoustic and non-acoustic training
E6	CORE	Conduct sensor operator proficiency training
E4	CORE	Configure environmental range prediction systems

UNDERSEA WARFARE (USW) PLANNING AND ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Configure sonar systems for stand-alone training operations
E5	CORE	Configure torpedo countermeasure systems and equipment
E7	CORE	Coordinate Anti-Submarine Warfare (ASW) missions
E7	CORE	Coordinate multi-force prosecutions (i.e., air, surface, and subsurface)
E7	CORE	Coordinate personnel qualification and certification programs
E7	CORE	Coordinate Surface Action Unit (SAU) procedures
E7	CORE	Coordinate towed systems handling operations
E7	CORE	Coordinate training evolutions (e.g., Combat Systems Training Teams (CSTT), etc.)
E7	CORE	Develop Anti-Submarine Warfare (ASW) Pre-Planned Responses (PPR)
E5	CORE	Develop Anti-Submarine Warfare (ASW) search, attack, and evasion plans
E7	CORE	Develop Anti-Submarine Warfare (ASW) trip wires
E5	CORE	Develop Prevention of Mutual Interference (PMI) plans
E5	CORE	Develop sonar Tactical Decision Aid (TDA) plans
E7	CORE	Develop Surface Warfare (SUW) Pre-Planned Responses (PPR)
E7	CORE	Develop Surface Warfare (SUW) trip wires
E5	CORE	Develop threat briefs
E5	CORE	Develop training evolutions (e.g., Combat Systems Training Teams (CSTT), etc.)
E5	CORE	Develop Water Space Management (WSM) plans
E6	CORE	Direct execution of operational messages and Commander's intentions
E6	CORE	Draft operational messages
E6	CORE	Evaluate Anti-Submarine Warfare (ASW) search, attack, and evasion plans
E6	CORE	Evaluate Prevention of Mutual Interference (PMI) plans
E6	CORE	Evaluate sonar Tactical Decision Aid (TDA) plans
E6	CORE	Evaluate training evolutions (e.g., Combat Systems Training Teams (CSTT), etc.)
E6	CORE	Evaluate Water Space Management (WSM) plans
E4	CORE	Handle Naval messages
E4	CORE	Interpret requirements from technical briefs, notices, and bulletins
E7	CORE	Manage Anti-Submarine Warfare (ASW) safety programs and instructions
E7	CORE	Manage coordinated Anti-Submarine Warfare (ASW) operations
E6	CORE	Manage personnel qualification and certification programs
E6	CORE	Manage shipboard Anti-Submarine Warfare (ASW) operations
E7	CORE	Manage sonar administration
E5	CORE	Mitigate biological and environmental effects on acoustic data
E4	CORE	Perform Emergency Action Plans (EAP) and Emergency Destruction Plans (EDP)
E5	CORE	Prepare acoustic data media for shipment
E7	CORE	Review drafted operational messages for accuracy

UNDERSEA WARFARE (USW) PLANNING AND ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Supervise personnel qualification and certification programs
E5	CORE	Supervise shipboard Anti-Submarine Warfare (ASW) operations
E5	CORE	Train technicians in casualty control procedures
E7	CORE	Validate Anti-Submarine Warfare (ASW) doctrine statements
E7	CORE	Validate Anti-Submarine Warfare (ASW) search, attack, and evasion plans
E7	CORE	Validate Prevention of Mutual Interference (PMI) plans
E7	CORE	Validate sonar Tactical Decision Aid (TDA) plans
E7	CORE	Validate Water Space Management (WSM) plans
E7	CORE	Verify compliance with operational messages and Commander's intentions

WATCH TEAM OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze active acoustic data
E4	CORE	Analyze in situ tactical oceanographic data
E4	CORE	Analyze passive acoustic data
E4	CORE	Analyze subsurface contacts
E4	CORE	Analyze surface contacts
E5	CORE	Assign subsurface contact priorities
E7	CORE	Assign subsurface engagement Battle Damage Assessments (BDA)
E5	CORE	Assign surface contact priorities
E4	CORE	Calculate real-time sound propagation changes
E5	CORE	Calculate subsurface contact ranges
E5	CORE	Calculate surface contact ranges
E4	CORE	Calculate turn counts and Shaft Revolutions Per Minute (SRPM)
E4	CORE	Collect Acoustic Intelligence (ACINT) data
E4	CORE	Compute subsurface contact course and speed
E4	CORE	Compute surface contact course and speed
E4	CORE	Conduct active sonar searches
E4	CORE	Conduct passive sonar searches
E5	CORE	Conduct Target Motion Analyses (TMA)
E4	CORE	Configure active sonar systems
E5	CORE	Configure Anti-Submarine Warfare (ASW) fire control systems
E4	CORE	Configure passive sonar systems
E5	CORE	Correlate Acoustic Intelligence (ACINT) data
E5	CORE	Correlate Anti-Submarine Warfare (ASW) targeting data
E5	CORE	Correlate multi-sensor data
E5	CORE	Correlate Surface Warfare (SUW) targeting data
E4	CORE	Deploy Expendable Mobile Anti-Submarine Training Targets (EMATT)
E5	CORE	Engage subsurface targets with anti-submarine weapons
E4	CORE	Evaluate subsurface contact acoustic information

WATCH TEAM OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Evaluate surface contact acoustic information
E6	CORE	Evaluate Target Motion Analysis (TMA) solutions
E4	CORE	Identify subsurface contact Closest Point of Approach (CPA)
E4	CORE	Identify subsurface contact geometries
E4	CORE	Identify surface contact Closest Point of Approach (CPA)
E4	CORE	Identify surface contact geometries
E5	CORE	Implement Anti-Submarine Warfare (ASW) doctrine statements
E5	CORE	Input Anti-Submarine Warfare (ASW) fire control parameters
E4	CORE	Input sonar Tactical Decision Aid (TDA) data
E4	CORE	Log amplifying subsurface contact data
E4	CORE	Log amplifying surface contact data
E4	CORE	Make operational and situational reports
E6	CORE	Manage in situ tactical oceanographic data analyses
E7	CORE	Manage Integrated Undersea Surveillance System (IUSS) operations
E4	CORE	Perform external communications (i.e., ship-to-ship, ship-to-shore, ship-to-air, and ship-to-sub)
E5	CORE	Recommend actions to reduce own ship's detectability
E5	CORE	Recommend evasive steering actions
E4	CORE	Recommend own ship's course and speed changes
E7	CORE	Recommend subsurface contact priorities
E7	CORE	Recommend surface contact priorities
E6	CORE	Recommend Surface Warfare (SUW) search plans
E5	CORE	Recommend torpedo evasion actions
E5	CORE	Recommend torpedo evasion tactics
E5	CORE	Report assignment and engagement status of own ship's weapons systems
E4	CORE	Report break point and ambient limited speeds
E4	CORE	Report evasion devices and acoustic jamming
E4	CORE	Report initial subsurface contact classifications
E4	CORE	Report initial surface contact classifications
E4	CORE	Report sources of self-noise
E4	CORE	Report subsurface contacts
E4	CORE	Report subsurface engagement Battle Damage Assessments (BDA)
E4	CORE	Report surface contacts
E4	CORE	Report surface engagement Battle Damage Assessments (BDA)
E4	CORE	Resolve towed array ambiguities
E5	CORE	Supervise configuration of sonar systems for Emission Control (EMCON) conditions
E6	CORE	Supervise Integrated Undersea Surveillance System (IUSS) operations
E5	CORE	Supervise small object avoidance operations

WATCH TEAM OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Supervise sonar control during casualty conditions
E5	CORE	Supervise sonar control during special evolutions
E5	CORE	Supervise sonar watch team performance
E6	CORE	Transition sonar watch teams between conditions of readiness
E4	CORE	Update subsurface contact information
E4	CORE	Update surface contact information
E7	CORE	Validate subsurface contact classifications
E7	CORE	Validate surface contact classifications
E7	CORE	Validate Target Motion Analysis (TMA) solutions
E6	CORE	Verify Emission Control (EMCON) status
E5	CORE	Verify environmental range prediction system configurations
E7	CORE	Verify weapons presets

Job Title**Anti-submarine Warfare Operator****Job Code****003747****Job Family**

Military Specific

NOC

TBD

Short Title (30 Characters)

ASW OPERATOR

Short Title (14 Characters)

ASW OPERATOR

Pay Plan

Enlisted

Career Field

STG

Other Relationships and Rules

VXXX and 7XXX series and other NECs as assigned

Job Description

Anti-Submarine Warfare Operators operate and maintain sonar systems, underwater fire control systems, and support equipment on surface ships and fixed shore stations; conduct undersea surveillance/Anti-Submarine Warfare (ASW) and aid in safe navigation; use shipboard equipment and fixed shore equipment to search, track, analyze, and interpret acoustic and oceanographic data for surface and subsurface contacts; and conduct ordnance handling

DoD Relationship**Group Title**

Sonar, General

DoD Code

113000

O*NET Relationship**Occupation Title**Command and Control
Center Specialists**SOC Code**

55-3015.00

Job Family

Military Specific

Skills*Operation and Control**Quality Control Analysis**Complex Problem Solving**Judgment and Decision Making**Systems Analysis**Reading Comprehension**Operation Monitoring**Speaking**Critical Thinking**Management of Material Resources***Abilities***Deductive Reasoning**Written Comprehension**Control Precision**Manual Dexterity**Oral Expression**Problem Sensitivity**Inductive Reasoning**Information Ordering**Mathematical Reasoning**Written Expression***AUXILIARY AND SUPPORT SYSTEMS****Paygrade****Task Type****Task Statements**

E4

CORE

Configure auxiliary air and cooling water systems

E4

CORE

Configure depth sounding systems

E4

CORE

Configure Expendable Mobile Anti-Submarine Training Targets (EMATT)

E4

CORE

Configure General Purpose Electronic Test Equipment (GPETE)

E4

CORE

Configure sonar dome pressurization systems

E4

CORE

Configure sonobuoys

E4

CORE

Configure underwater communication systems

E4

CORE

Perform corrosion prevention and control procedures on Anti-Submarine Warfare (ASW) systems

E4

CORE

Perform preventive maintenance on auxiliary air and cooling water systems

E4

CORE

Perform preventive maintenance on depth sounding systems

E4

CORE

Perform preventive maintenance on Expendable Bathythermograph (XBT) equipment

E4

CORE

Perform preventive maintenance on interconnecting cables and connectors

E4

CORE

Perform preventive maintenance on sonar dome pressurization systems

E4

CORE

Perform preventive maintenance on torpedo countermeasure systems and equipment

E4

CORE

Perform preventive maintenance on underwater communication systems

E4

CORE

Perform preventive maintenance on valves

AUXILIARY AND SUPPORT SYSTEMS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform torpedo countermeasure stream and recovery operations
E4	CORE	Repair auxiliary air and cooling water systems
E4	CORE	Repair depth sounding systems
E4	CORE	Repair Expendable Bathythermograph (XBT) equipment
E4	CORE	Repair sonar dome pressurization systems
E4	CORE	Repair torpedo countermeasure systems and equipment
E4	CORE	Repair underwater communication systems
E4	CORE	Replace valves
E5	CORE	Supervise torpedo countermeasure stream and recovery operations
E4	CORE	Test Alternating Current (AC) circuits
E4	CORE	Test auxiliary air and cooling water systems
E4	CORE	Test depth sounding systems
E4	CORE	Test digital circuits
E4	CORE	Test Direct Current (DC) circuits
E4	CORE	Test Expendable Bathythermograph (XBT) equipment
E4	CORE	Test shipboard communication systems
E4	CORE	Test sonar dome pressurization systems
E4	CORE	Test torpedo countermeasure systems and equipment
E4	CORE	Test underwater communication systems
E4	CORE	Test valves
E4	CORE	Troubleshoot auxiliary air and cooling water systems
E4	CORE	Troubleshoot depth sounding systems
E4	CORE	Troubleshoot Expendable Bathythermograph (XBT) equipment
E4	CORE	Troubleshoot sonar dome pressurization systems
E4	CORE	Troubleshoot torpedo countermeasure systems and equipment
E4	CORE	Troubleshoot underwater communication systems
E4	CORE	Troubleshoot valves

EQUIPMENT ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze blueprints and ship's drawings
E4	CORE	Analyze schematics (e.g., mechanical drawings, electronic schematics, piping and valve drawings, etc.)
E4	CORE	Conduct sound isolation surveys
E4	CORE	Correct sound isolation deficiencies
E5	CORE	Draft procedural documents (e.g., Standard Operating Procedures (SOP), Temporary Standing Orders (TSO), Departure From Specifications (DFS), etc.)
E4	CORE	Inspect work areas, tools, and equipment
E4	CORE	Inventory controlled equipment (e.g., Maintenance Assistance Modules (MAM))

EQUIPMENT ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Manage procedural documents (e.g., Standard Operating Procedures (SOP), Temporary Standing Orders (TSO), Departure From Specifications (DFS), etc.)
E4	CORE	Perform Combat Systems Operational Sequencing System (CSOSS) procedures (e.g., casualty responses/operations, normal operations, energize/de-energize equipment, etc.)
E5	CORE	Supervise controlled equipment inventories (e.g., Maintenance Assistance Modules (MAM))
E4	CORE	Supervise equipment installations, testing, and alterations
E5	CORE	Update Combat Systems Operational Sequencing System (CSOSS)
E4	CORE	Update Command, Control, Computer, Communication, and Intelligence (C4I) password accounts
E7	CORE	Verify procedural documents (e.g., Standard Operating Procedures (SOP), Temporary Standing Orders (TSO), Departure From Specifications (DFS), etc.)

ORDNANCE EVOLUTIONS AND MAGAZINE SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Inspect ordnance
E4	NON-CORE	Inspect ordnance magazines and lockers
E4	NON-CORE	Install torpedo flight accessories
E4	CORE	Inventory ordnance
E7	CORE	Manage torpedo pre-launch procedures (i.e., weapons postures)
E4	NON-CORE	Pack ordnance
E4	CORE	Perform Ordnance Handling Equipment (OHE) operations
E4	CORE	Perform ordnance spill (e.g., Otto Fuel II) containment and decontamination procedures
E4	CORE	Perform torpedo pre-launch procedures (i.e., weapons postures)
E4	CORE	Stow ordnance
E6	CORE	Supervise torpedo pre-launch procedures (i.e., weapons postures)
E4	NON-CORE	Test Ordnance Handling Equipment (OHE)
E4	NON-CORE	Transfer ordnance
E4	NON-CORE	Transport ordnance
E4	NON-CORE	Unpack ordnance

SONAR SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Adjust towed cable scopes
E4	CORE	Configure computer and peripheral systems
E4	CORE	Configure network interfaces (e.g., Aegis Weapon Systems (AWS), Embedded Training Systems (ETS), etc.)
E4	CORE	Configure network systems (e.g., Computer Information Systems Company (Cisco))
E4	CORE	Configure operating systems (e.g., Linux, Microsoft, etc.)
E4	CORE	Configure Tactical Display Systems (TDS)

SONAR SYSTEMS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Configure Undersea Warfare Decision Support System (USW-DSS)
E4	CORE	Control Electromagnetic Interference (EMI) and Radio Frequency Interference (RFI) effects on electronic systems
E4	CORE	Document equipment and system statuses
E4	CORE	Manage system databases
E4	CORE	Monitor equipment and system statuses
E4	CORE	Perform preventive maintenance on active sonar systems
E4	CORE	Perform preventive maintenance on Anti-Submarine Warfare (ASW) fire control systems
E4	CORE	Perform preventive maintenance on computer and peripheral systems
E4	CORE	Perform preventive maintenance on network systems (e.g., Computer Information Systems Company (Cisco))
E4	CORE	Perform preventive maintenance on passive sonar systems
E4	CORE	Perform preventive maintenance on Tactical Display Systems (TDS)
E4	CORE	Perform preventive maintenance on towed array and handling equipment
E4	CORE	Perform preventive maintenance on Undersea Warfare Decision Support System (USW-DSS)
E4	CORE	Perform torpedo tube interface tests
E4	CORE	Perform towed array stream and recovery operations
E4	CORE	Prepare towed array and handling equipment for deployment and recovery operations
E4	CORE	Repair Undersea Warfare Decision Support System (USW-DSS)
E5	CORE	Supervise towed array stream and recovery operations
E4	CORE	Test active sonar systems
E4	CORE	Test Anti-Submarine Warfare (ASW) fire control systems
E4	CORE	Test computer and peripheral systems
E4	CORE	Test network interfaces (e.g., Aegis Weapon Systems (AWS), Embedded Training Systems (ETS), etc.)
E4	CORE	Test network systems (e.g., Computer Information Systems Company (Cisco))
E4	CORE	Test operating systems (e.g., Linux, Microsoft, etc.)
E4	CORE	Test passive sonar systems
E4	CORE	Test Tactical Display Systems (TDS)
E4	CORE	Test towed array and handling equipment
E4	CORE	Test Undersea Warfare Decision Support System (USW-DSS)
E4	CORE	Troubleshoot active sonar systems
E4	CORE	Troubleshoot Anti-Submarine Warfare (ASW) fire control systems
E4	CORE	Troubleshoot computer and peripheral systems
E4	CORE	Troubleshoot passive sonar systems
E4	CORE	Troubleshoot towed array and handling equipment
E4	CORE	Troubleshoot Undersea Warfare Decision Support System (USW-DSS)

UNDERSEA WARFARE (USW) PLANNING AND ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze Expendable Bathymograph (XBT) data
E4	CORE	Analyze projected and historical tactical oceanographic data
E4	CORE	Calculate best depths for submarines to avoid detection
E4	CORE	Calculate bottom loss predictions
E4	CORE	Calculate environmental range predictions
E4	CORE	Collect acoustic data media recordings
E6	CORE	Conduct acoustic and non-acoustic training
E6	CORE	Conduct sensor operator proficiency training
E4	CORE	Conduct training evolutions (e.g., Combat Systems Training Teams (CSTT), etc.)
E4	CORE	Configure environmental range prediction systems
E4	CORE	Configure sonar systems for stand-alone training operations
E5	CORE	Configure torpedo countermeasure systems and equipment
E4	CORE	Deploy sonobuoys
E5	CORE	Develop threat briefs
E4	CORE	Handle Naval messages
E4	CORE	Interpret requirements from technical briefs, notices, and bulletins
E5	CORE	Mitigate biological and environmental effects on acoustic data
E4	CORE	Perform Emergency Action Plans (EAP) and Emergency Destruction Plans (EDP)
E5	CORE	Prepare acoustic data media for shipment

WATCH TEAM OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze active acoustic data
E4	CORE	Analyze in situ tactical oceanographic data
E4	CORE	Analyze passive acoustic data
E4	CORE	Analyze subsurface contacts
E4	CORE	Analyze surface contacts
E5	CORE	Assign subsurface contact priorities
E5	CORE	Assign surface contact priorities
E4	CORE	Assign symbology to subsurface contacts
E4	CORE	Assign symbology to surface contacts
E4	CORE	Calculate real-time sound propagation changes
E5	CORE	Calculate subsurface contact ranges
E5	CORE	Calculate surface contact ranges
E4	CORE	Calculate turn counts and Shaft Revolutions Per Minute (SRPM)
E4	CORE	Collect Acoustic Intelligence (ACINT) data
E4	CORE	Compute subsurface contact course and speed
E4	CORE	Compute surface contact course and speed

WATCH TEAM OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct active sonar searches
E4	CORE	Conduct Integrated Undersea Surveillance System (IUSS) operations
E4	CORE	Conduct passive sonar searches
E4	CORE	Conduct small object avoidance operations
E5	CORE	Conduct Target Motion Analyses (TMA)
E4	CORE	Configure active sonar systems
E5	CORE	Configure Anti-Submarine Warfare (ASW) fire control systems
E4	CORE	Configure passive sonar systems
E5	CORE	Correlate Acoustic Intelligence (ACINT) data
E5	CORE	Correlate multi-sensor data
E4	NON-CORE	Deploy emergency signal devices
E4	CORE	Deploy Expendable Mobile Anti-Submarine Training Targets (EMATT)
E4	CORE	Document underwater communications
E5	CORE	Engage subsurface targets with anti-submarine weapons
E4	CORE	Evaluate subsurface contact acoustic information
E4	CORE	Evaluate surface contact acoustic information
E4	CORE	Identify subsurface contact Closest Point of Approach (CPA)
E4	CORE	Identify subsurface contact geometries
E4	CORE	Identify surface contact Closest Point of Approach (CPA)
E4	CORE	Identify surface contact geometries
E5	CORE	Implement Anti-Submarine Warfare (ASW) doctrine statements
E5	CORE	Input Anti-Submarine Warfare (ASW) fire control parameters
E4	CORE	Input sonar Tactical Decision Aid (TDA) data
E4	CORE	Launch Expendable Bathythermographs (XBT)
E4	CORE	Log amplifying subsurface contact data
E4	CORE	Log amplifying surface contact data
E4	CORE	Make operational and situational reports
E4	CORE	Perform external communications (i.e., ship-to-ship, ship-to-shore, ship-to-air, and ship-to-sub)
E4	CORE	Plot Water Space Management (WSM) areas
E5	CORE	Recommend actions to reduce own ship's detectability
E5	CORE	Recommend evasive steering actions
E4	CORE	Recommend own ship's course and speed changes
E5	CORE	Recommend torpedo evasion actions
E5	CORE	Recommend torpedo evasion tactics
E5	CORE	Report assignment and engagement status of own ship's weapons systems
E4	CORE	Report biological effects on acoustic data
E4	CORE	Report bottom depths
E4	CORE	Report break point and ambient limited speeds

WATCH TEAM OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Report environmental effects on acoustic data
E4	CORE	Report evasion devices and acoustic jamming
E4	CORE	Report initial subsurface contact classifications
E4	CORE	Report initial surface contact classifications
E4	CORE	Report sources of self-noise
E4	CORE	Report subsurface contact bearings
E4	CORE	Report subsurface contacts
E4	CORE	Report subsurface engagement Battle Damage Assessments (BDA)
E4	CORE	Report surface contact bearings
E4	CORE	Report surface contacts
E4	CORE	Report surface engagement Battle Damage Assessments (BDA)
E4	CORE	Resolve towed array ambiguities
E4	CORE	Set Emission Control (EMCON) conditions
E6	CORE	Supervise Integrated Undersea Surveillance System (IUSS) operations
E4	CORE	Track subsurface contacts
E4	CORE	Track surface contacts
E6	CORE	Transition sonar watch teams between conditions of readiness
E4	CORE	Update status boards
E4	CORE	Update subsurface contact information
E4	CORE	Update surface contact information

Job Title**Anti-submarine Warfare Technician****Job Code****003748****Job Family**

Installation, Maintenance, and Repair

NOC

TBD

Short Title (30 Characters)

ASW TECHNICIAN

Short Title (14 Characters)

ASW TECHNICIAN

Pay Plan

Enlisted

Career Field

STG

Other Relationships and Rules

VXXX and 7XXX series and other NECs as assigned

Job Description

Anti-Submarine Warfare Technicians maintain, troubleshoot, and repair sonar systems, underwater fire control systems, Computer Information Systems Company (Cisco) switches, networks, blade servers, and auxiliary equipment on surface ships and fixed shore stations; conduct maintenance on hydraulic systems, valves, and pneumatic systems; use shipboard equipment and fixed shore equipment to search, track, analyze, and interpret acoustic and oceanographic data for surface and subsurface contacts; and conduct ordnance handling.

DoD Relationship**Group Title**

Sonar, General

DoD Code

113000

O*NET Relationship**Occupation Title**

Electrical and Electronics
Repairers, Commercial and
Industrial Equipment

SOC Code

49-2094.00

Job Family

Installation, Maintenance,
and Repair

Skills

Quality Control Analysis

Systems Evaluation

Operation Monitoring

Reading Comprehension

Repairing

Troubleshooting

Complex Problem Solving

Operation and Control

Systems Analysis

Equipment Maintenance

Abilities

Deductive Reasoning

Written Comprehension

Manual Dexterity

Control Precision

Problem Sensitivity

Inductive Reasoning

Oral Expression

Written Expression

Information Ordering

Speech Clarity

AUXILIARY AND SUPPORT SYSTEMS**Paygrade****Task Type****Task Statements**

E4

CORE

Configure auxiliary air and cooling water systems

E4

CORE

Configure depth sounding systems

E4

CORE

Configure Expendable Mobile Anti-Submarine Training Targets (EMATT)

E4

CORE

Configure General Purpose Electronic Test Equipment (GPETE)

E4

CORE

Configure sonar dome pressurization systems

E4

CORE

Configure sonobuoys

E4

CORE

Configure Special Purpose Electronic Test Equipment (SPETE)

E4

CORE

Configure underwater communication systems

E4

CORE

Perform corrosion prevention and control procedures on Anti-Submarine
Warfare (ASW) systems

E4

CORE

Perform preventive maintenance on auxiliary air and cooling water systems

E4

CORE

Perform preventive maintenance on depth sounding systems

E4

CORE

Perform preventive maintenance on environmental range prediction systems

E4

CORE

Perform preventive maintenance on Expendable Bathythermograph (XBT)
equipment

E4

CORE

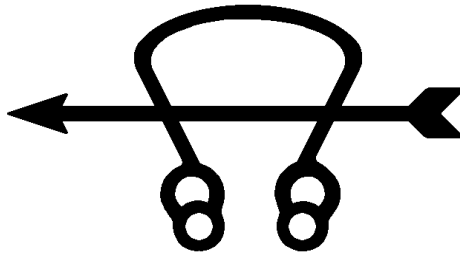
Perform preventive maintenance on fiber optic cables and connectors

E4

CORE

Perform preventive maintenance on interconnecting cables and connectors

CHAPTER 74



SONAR TECHNICIAN (SUBMARINE) (STS)

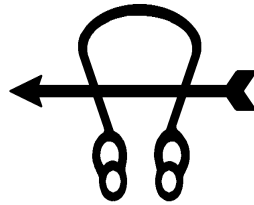
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Change 103

Updated: July 2025

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NAVY ENLISTED OCCUPATIONAL STANDARD
FOR
SONAR TECHNICIAN (SUBMARINE) (STS)



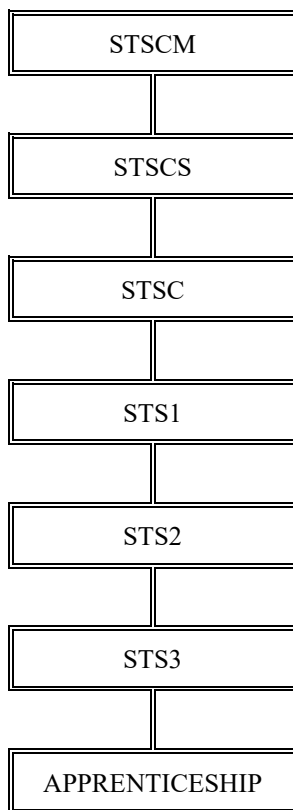
SCOPE OF RATING

Sonar Technicians, Submarine (STS) operate submarine sonar mainframe and auxiliary equipment to include controlling, evaluating and intercepting sonar data from oceanographic equipment; coordinate submarine sonar and underwater fire control interface; employ environmental monitoring equipment; and perform organizational and intermediate maintenance.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 74.

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 article 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**Basic Sonar Operator****Job Code****001755****Job Family**

Transportation and Material Moving

NOC

TBD

Short Title (30 Characters)

BASIC SONAR OPERATOR

Short Title (14 Characters)

BAS SONAR OPER

Pay Plan

Enlisted

Career Field

STS

Other Relationships and Rules

NEC TXXX and 7XXX series and other NECs as assigned

Job Description

Basic Sonar Operators detect, track, and classify surface and sub-surface contacts; conduct minor maintenance on and operate mainframe sonar systems, depth sounding equipment, and other auxiliary equipment; and perform towed array handling evolutions.

DoD Relationship**Group Title**

Sonar, General

DoD Code

113000

O*NET Relationship**Occupation Title**

Air Traffic Controllers

SOC Code

53-2021.00

Job Family

Transportation and Material Moving

Skills*Complex Problem Solving**Critical Thinking**Mathematics**Operation Monitoring**Systems Evaluation**Operation and Control**Active Listening**Equipment Maintenance**Equipment Selection**Judgment and Decision Making***Abilities***Deductive Reasoning**Information Ordering**Flexibility of Closure**Speed of Closure**Auditory Attention**Mathematical Reasoning**Problem Sensitivity**Written Comprehension**Control Precision**Inductive Reasoning***ACOUSTIC INTELLIGENCE****Paygrade**

E4

Task Type

CORE

Task Statements

Calculate acoustic source relationships

E4

CORE

Calculate prime mover characteristics and component relationships

E4

CORE

Classify sonar contacts

ADMINISTRATION**Paygrade**

E4

Task Type

CORE

Task Statements

Record towed array handling data

MAINTENANCE**Paygrade**

E4

Task Type

CORE

Task Statements

Conduct corrective maintenance on sonar equipment

E4

CORE

Conduct preventive maintenance on sonar equipment

E4

CORE

Correct sound isolation deficiencies

E4

CORE

Identify faults in fiber optic cabling, devices, and networks

E4

CORE

Identify sound isolation deficiencies

E4

CORE

Isolate electrical and hydraulic sonar equipment

OCEANOGRAPHY**Paygrade**

E4

Task Type

CORE

Task Statements

Analyze data from tactical decision aids

E4

CORE

Analyze effects of environment on sonar operations

E4

CORE

Analyze real-time oceanographic data

STS-5

OCEANOGRAPHY (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Develop recommendations based on real-time oceanographic data

SONAR EMPLOYMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze contact data utilizing sonar equipment
E4	CORE	Analyze contact transient emissions
E4	CORE	Conduct towed array handling evolutions
E4	CORE	Configure workstation for system employment
E4	CORE	Correlate contacts utilizing multiple sensors (i.e., spherical array, towed array, and other hull sensors)
E4	CORE	Detect navigation hazards utilizing sonar equipment (active and passive)
E4	CORE	Provide contact management recommendations
E4	CORE	Track sonar contacts utilizing sonar equipment

SONAR FUNDAMENTALS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze Doppler effects
E4	CORE	Analyze indications of contact range
E4	CORE	Analyze relative motion for contact management
E4	CORE	Calculate shaft Revolutions Per Minute (RPMs) by system employment
E4	CORE	Detect contacts utilizing passive sensors
E4	CORE	Report sonar data to sonar supervisor

Job Title**Advanced Sonar Operator****Job Code****001760****Job Family**

Protective Service

NOC

TBD

Short Title (30 Characters)

SONAR OPERATOR

Short Title (14 Characters)

ADV SONAR OPER

Pay Plan

Enlisted

Career Field

STS

Other Relationships and Rules

NEC TXXX and 7XXX series and other NECs as assigned

Job Description

Advanced Sonar Operators maintain, troubleshoot, and repair sonar systems, fiber optic networks, and support equipment; operate mainframe sonar systems and auxiliary equipment to detect, track, and classify acoustic contacts; perform towed array handling and tactical oceanography employment; and collect and analyze oceanographic data.

DoD Relationship**Group Title**

Sonar, General

DoD Code

113000

O*NET Relationship**Occupation Title**

Intelligence Analysts

SOC Code

33-3021.06

Job Family

Protective Service

Skills*Complex Problem Solving**Operation Monitoring**Systems Evaluation**Critical Thinking**Operation and Control**Mathematics**Coordination**Repairing**Systems Analysis**Equipment Maintenance***Abilities***Deductive Reasoning**Information Ordering**Flexibility of Closure**Problem Sensitivity**Inductive Reasoning**Speed of Closure**Written Comprehension**Auditory Attention**Mathematical Reasoning**Visual Color Discrimination***ACOUSTIC INTELLIGENCE****Paygrade****Task Type****Task Statements**

E5

CORE

Analyze contact data to determine operational parameters

E4

CORE

Calculate acoustic source relationships

E4

CORE

Calculate prime mover characteristics and component relationships

E4

CORE

Classify sonar contacts

E5

CORE

Collect Acoustic Intelligence (ACINT) data

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

E5

NON-CORE

Manage Acoustic Signature Maintenance Log (ASML) entries

E5

CORE

Prepare Acoustic Intelligence (ACINT) recording packages

E4

CORE

Record towed array handling data

MAINTENANCE**Paygrade****Task Type****Task Statements**

E4

CORE

Conduct corrective maintenance on sonar equipment

E4

CORE

Conduct preventive maintenance on sonar equipment

E5

CORE

Correct fiber optic deficiencies

E4

CORE

Correct sound isolation deficiencies

E4

CORE

Identify faults in fiber optic cabling, devices, and networks

E4

CORE

Identify sound isolation deficiencies

MAINTENANCE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Isolate electrical and hydraulic sonar equipment
E5	CORE	Maintain fiber optic network
E5	CORE	Monitor sonar system status
E5	NON-CORE	Prepare sonar dome for entry and ship's evolutions
E5	CORE	Troubleshoot sonar equipment

OCEANOGRAPHY

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze data from tactical decision aids
E4	CORE	Analyze effects of environment on sonar operations
E4	CORE	Analyze real-time oceanographic data
E5	CORE	Collect scientific oceanographic data
E4	CORE	Develop recommendations based on real-time oceanographic data
E5	CORE	Develop sonar search plans

SONAR EMPLOYMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Analyze active return characteristics
E4	CORE	Analyze contact data utilizing sonar equipment
E4	CORE	Analyze contact transient emissions
E4	CORE	Conduct towed array handling evolutions
E4	CORE	Configure workstation for system employment
E4	CORE	Correlate contacts utilizing multiple sensors (i.e., spherical array, towed array, and other hull sensors)
E4	CORE	Detect navigation hazards utilizing sonar equipment (active and passive)
E4	CORE	Provide contact management recommendations
E5	CORE	Provide recommendations for tactical security conditions
E4	CORE	Track sonar contacts utilizing sonar equipment

SONAR FUNDAMENTALS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze Doppler effects
E4	CORE	Analyze indications of contact range
E5	CORE	Analyze own ship's noise offenders
E4	CORE	Analyze relative motion for contact management
E5	CORE	Analyze self-noise data to determine ship's signature
E4	CORE	Calculate shaft Revolutions Per Minute (RPMs) by system employment
E5	CORE	Collect self-noise data to determine ship signature
E5	CORE	Detect contacts utilizing own ship's active sonar
E4	CORE	Detect contacts utilizing passive sensors
E4	CORE	Report sonar data to sonar supervisor

Job Title**Sonar Supervisor****Job Code****001765****Job Family**

Military Specific

NOC

TBD

Short Title (30 Characters)

SONAR SUPERVISOR

Short Title (14 Characters)

SONAR SUPV

Pay Plan

Enlisted

Career Field

STS

Other Relationships and Rules

NEC TXXX and 7XXX series and other NECs as assigned

Job Description

Sonar Supervisors manage the employment of undersea warfare equipment; evaluate, disseminate, and make tactical undersea warfare decisions; coordinate communications; oversee divisional and departmental operations, maintenance, training, tactical oceanography employment, and decision making; conduct critical work functions to support producing intelligence, processing and attacking targets; supervise equipment maintenance and repair; and provide personnel support.

DoD Relationship**Group Title**

Sonar, General

DoD Code

113000

O*NET Relationship**Occupation Title**Command and Control Center
Officers**SOC Code**

55-1015.00

Job Family

Military Specific

Skills*Complex Problem Solving**Operation Monitoring**Systems Evaluation**Coordination**Critical Thinking**Management of Material Resources**Operation and Control**Judgment and Decision Making**Mathematics**Management of Personnel Resources***Abilities***Information Ordering**Deductive Reasoning**Problem Sensitivity**Flexibility of Closure**Inductive Reasoning**Speed of Closure**Written Comprehension**Written Expression**Auditory Attention**Mathematical Reasoning***ACOUSTIC INTELLIGENCE****Paygrade****Task Type****Task Statements**

E5

CORE

Analyze contact data to determine operational parameters

E4

CORE

Calculate acoustic source relationships

E4

CORE

Calculate prime mover characteristics and component relationships

E4

CORE

Classify sonar contacts

E5

CORE

Collect Acoustic Intelligence (ACINT) data

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

E6

CORE

Conduct tactical briefings (e.g., environmental conditions, expected frequencies, ship equipment characteristics, etc.)

E6

CORE

Coordinate data collection operations (e.g., exercise, mission set, torpedo testing, etc.)

E5

NON-CORE

Manage Acoustic Signature Maintenance Log (ASML) entries

E7

CORE

Manage sonar division administrative requirements (e.g., tactical decision aids, search plans, etc.)

E7

CORE

Manage sonar dome for entry and ship's evolutions

E6

CORE

Perform post-watch reconstruction for data collection and analysis

E5

CORE

Prepare Acoustic Intelligence (ACINT) recording packages

E4

CORE

Record towed array handling data

STS-9

MAINTENANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct corrective maintenance on sonar equipment
E4	CORE	Conduct preventive maintenance on sonar equipment
E5	CORE	Correct fiber optic deficiencies
E4	CORE	Correct sound isolation deficiencies
E4	CORE	Identify faults in fiber optic cabling, devices, and networks
E4	CORE	Identify sound isolation deficiencies
E4	CORE	Isolate electrical and hydraulic sonar equipment
E5	CORE	Maintain fiber optic network
E5	CORE	Monitor sonar system status
E5	NON-CORE	Prepare sonar dome for entry and ship's evolutions
E7	CORE	Supervise sonar corrective maintenance evolutions
E6	CORE	Supervise sonar preventive maintenance evolutions
E5	CORE	Troubleshoot sonar equipment

OCEANOGRAPHY

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze data from tactical decision aids
E4	CORE	Analyze effects of environment on sonar operations
E4	CORE	Analyze real-time oceanographic data
E5	CORE	Collect scientific oceanographic data
E4	CORE	Develop recommendations based on real-time oceanographic data
E5	CORE	Develop sonar search plans

SONAR EMPLOYMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Analyze active return characteristics
E4	CORE	Analyze contact data utilizing sonar equipment
E4	CORE	Analyze contact transient emissions
E4	CORE	Conduct towed array handling evolutions
E4	CORE	Configure workstation for system employment
E4	CORE	Correlate contacts utilizing multiple sensors (i.e., spherical array, towed array, and other hull sensors)
E4	CORE	Detect navigation hazards utilizing sonar equipment (active and passive)
E4	CORE	Provide contact management recommendations
E5	CORE	Provide recommendations for tactical security conditions
E6	CORE	Provide recommendations for towed array employment
E6	CORE	Supervise sonar system employment
E6	CORE	Supervise towed array handling evolutions
E4	CORE	Track sonar contacts utilizing sonar equipment

SONAR FUNDAMENTALS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze Doppler effects
E4	CORE	Analyze indications of contact range
E5	CORE	Analyze own ship's noise offenders
E4	CORE	Analyze relative motion for contact management
E5	CORE	Analyze self-noise data to determine ship's signature
E4	CORE	Calculate shaft Revolutions Per Minute (RPMs) by system employment
E5	CORE	Collect self-noise data to determine ship signature
E5	CORE	Detect contacts utilizing own ship's active sonar
E4	CORE	Detect contacts utilizing passive sensors

CHAPTER 75



STEELWORKER (SW)

NAVPERS 18068F-75H
Change 100

Updated: October 2024

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

STEELWORKER (SW)

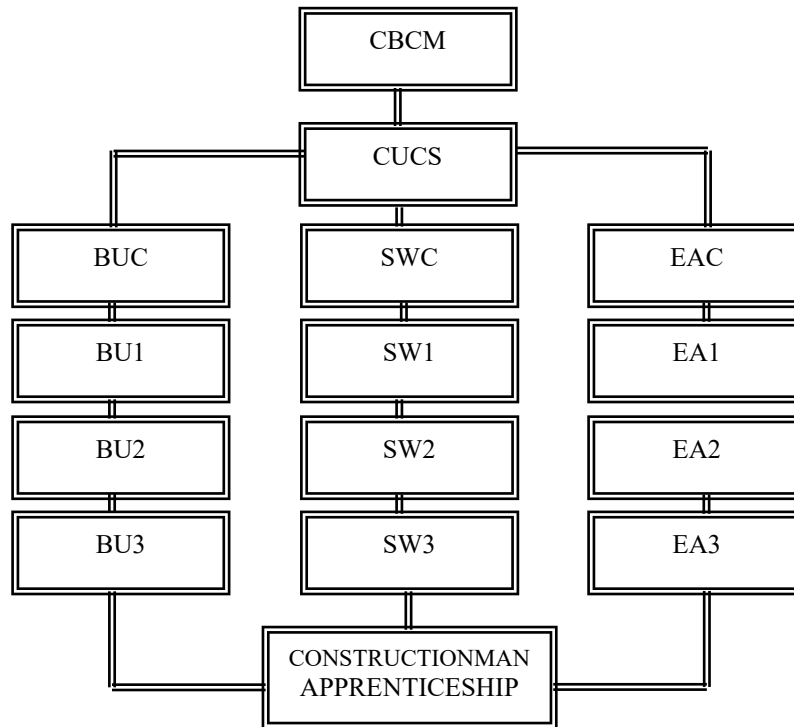


SCOPE OF RATING

Steelworkers (SW) perform tasks directly related to fabrication and erection of pre-engineered structures, including concrete and steel reinforcement; manage construction operations; deploy materials and equipment; direct and coordinate the composition of training and efforts of crews who fabricate, assemble, erect, position, and join structural members and fabricated sections; perform various welding and cutting operations; maintain combat readiness; and perform tasks required in combat and Defense Support of Civil Authorities (DSCA) and Humanitarian Assistance/Disaster Recovery (HADR) operations.

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 75.

**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.

* Career path updated to reflect rating name change to Seabee Master Chief (CBCM) – NAVADMIN 054/21 refers

Job Title**Steelworker****Job Code****001770****Job Family**
Production**NOC**
TBD**Short Title (30 Characters)**
STEELWORKER**Short Title (14 Characters)**
STEELWORKER**Pay Plan**
Enlisted**Career Field**
SW**Other Relationships and Rules**
NEC BXXX series and other NECs as assigned**Job Description**

Steelworkers (SW) perform tasks directly related to fabrication and erection of pre-engineered structures, including concrete and steel reinforcement; manage construction operations; deploy materials and equipment; direct and coordinate the composition of training and efforts of crews who fabricate, assemble, erect, position, and join structural members and fabricated sections; perform various welding and cutting operations; prepare progress reports, time records, construction schedules, material, labor, and tool and equipment estimates for construction projects; act as project managers, planning, staffing, directing, and controlling multiple construction projects to include problem solving, planning, estimating, scheduling, cost control, and personnel management ensuring compliance with specifications, code requirements, plans, and contracts; and act as project supervisors and trainers for junior personnel.

DoD Relationship

<u>Group Title</u>	<u>DoD Code</u>
Steelworking	171100

O*NET Relationship

<u>Occupation Title</u>	<u>SOC Code</u>	<u>Job Family</u>
Welders, Cutters, Solderers, and Brazers	51-4121.00	Production

Skills

Quality Control Analysis
Complex Problem Solving
Critical Thinking
Operation and Control
Equipment Selection
Management of Material Resources
Judgment and Decision Making
Mathematics
Reading Comprehension
Monitoring

Abilities

Problem Sensitivity
Deductive Reasoning
Information Ordering
Dynamic Strength
Inductive Reasoning
Oral Expression
Written Comprehension
Arm-Hand Steadiness
Visualization
Manual Dexterity

ARC WELDING AND CUTTING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Cut ferrous metals using Plasma Arc Cutting (PAC) process
E4	CORE	Cut nonferrous metals using Plasma Arc Cutting (PAC) process
E4	CORE	Fabricate metal components
E4	CORE	Interpret welding symbols and standards from drawings and specifications
E4	CORE	Maintain arc welding and cutting equipment
E4	CORE	Perform arc welding operations in all positions (e.g., vertical, overhead, horizontal, etc.)
E6	CORE	Perform Certified Associate Welding Inspector (CAWI) functions
E7	CORE	Perform Certified Welding Inspector (CWI) functions
E4	NON-CORE	Perform destructive metal tests
E4	CORE	Perform flux cored arc welding operations in all positions (e.g., vertical, overhead, horizontal, etc.)
E5	NON-CORE	Perform maintenance welding operations
E4	NON-CORE	Perform metal stress relieving measures
E4	CORE	Perform non-destructive metal tests
E4	CORE	Prepare surfaces for welding
E5	CORE	Supervise arc welding and cutting operations

ARC WELDING AND CUTTING (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Supervise flux cored arc welding operations
E5	CORE	Supervise metal component fabrications
E5	CORE	Validate weld in accordance with Welding Procedure Specifications (WPS)
E4	CORE	Weld ferrous and nonferrous metals using Gas Metal Arc Welding (GMAW) process
E4	CORE	Weld ferrous and nonferrous metals using Gas Tungsten Arc Welding (GTAW) process
E4	CORE	Weld ferrous and nonferrous metals using Shielded Metal Arc Welding (SMAW) process

CONCRETE CONSTRUCTION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Construct concrete forms
E5	NON-CORE	Establish building lines and elevations
E4	NON-CORE	Perform concrete finishes
E4	NON-CORE	Perform concrete mixing operations
E4	NON-CORE	Perform concrete placements
E4	NON-CORE	Place concrete formwork
E5	NON-CORE	Place embedments in formwork

CONSTRUCTION MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Conduct construction project turnovers
E5	NON-CORE	Conduct safety inspections of projects
E6	NON-CORE	Conduct Three-Phase Quality Control inspections
E4	CORE	Develop construction activities
E4	CORE	Develop construction estimates
E5	CORE	Develop construction project packages
E4	CORE	Develop construction project sketches, diagrams, and shop drawings
E5	NON-CORE	Develop construction safety plans
E5	CORE	Develop environmental protection plans
E5	CORE	Develop master activities listing
E5	NON-CORE	Develop project Three-Phase Quality Control plans
E5	CORE	Establish construction site layouts
E4	CORE	Input project data into construction management software and tools
E5	CORE	Inspect construction materials
E5	CORE	Interpret construction project drawings and specifications
E4	CORE	Inventory project tools and materials
E4	CORE	Lead construction project crews
E6	CORE	Manage construction projects
E5	CORE	Manage construction safety plans
E6	CORE	Manage project Quality Control (QC) plans
E6	CORE	Manage Three-Phase Quality Control process

CONSTRUCTION MANAGEMENT (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Monitor construction project contracts
E5	CORE	Supervise construction project crews
E5	CORE	Supervise construction project safety operations
E5	CORE	Supervise construction projects
E5	CORE	Supervise environmental protection plans
E5	CORE	Supervise job site construction operations (e.g., Quality Control (QC) and safety plan implementation, job site information board, level III chart, etc.)
E5	CORE	Supervise planning and estimating operations
E5	CORE	Supervise project Three-Phase Quality Control process
E6	CORE	Validate construction project packages
E5	CORE	Validate project surveys and elevation data

EXPEDITIONARY CONSTRUCTION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Assess airfield damages (data collection)
E5	NON-CORE	Assess pier damages
E5	NON-CORE	Plan Airfield Damage Repairs (ADR) (e.g., operational length determination, repair quality criteria, operating surface selection, etc.)
E5	NON-CORE	Plan Pier Damage Repairs (PDR)
E4	NON-CORE	Repair damaged airfields (e.g., debris clearing, material staging, spall repair, crater repair, etc.)
E4	NON-CORE	Repair damaged piers
E7	NON-CORE	Supervise Airfield Damage Repair (ADR) operations
E7	NON-CORE	Supervise Pier Damage Repair (PDR) operations

OXYFUEL GAS CUTTING AND WELDING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Bend pipes
E4	CORE	Cut ferrous metals using Oxyfuel Gas Cutting (OFC) equipment
E4	CORE	Fabricate pipes
E4	CORE	Interpret Oxyfuel Gas Cutting and Welding (OFC and OFW) symbols and standards from drawings and specifications
E4	CORE	Join metal using Brazing (B) process
E4	CORE	Maintain Oxyfuel Gas Cutting and Welding (OFC and OFW) equipment
E4	CORE	Prepare metal joints for Oxyfuel Gas Welding (OFW) and Brazing (B) processes
E4	CORE	Prepare oxyfuel gas equipment for cutting and welding
E4	CORE	Solder metals
E5	CORE	Supervise Oxyfuel Gas Cutting and Welding (OFC and OFW) operations
E5	CORE	Validate cutting process
E5	CORE	Validate Oxyfuel Gas Cutting and Welding (OFC and OFW) operations
E4	CORE	Weld metal joints using Oxyfuel Gas Welding (OFW) process

REINFORCING STEEL (RST)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Bend Reinforcing Steel (RST)
E4	CORE	Develop Reinforcing Steel (RST) bending schedules
E4	CORE	Fabricate Reinforcing Steel (RST) components
E4	CORE	Interpret Reinforcing Steel (RST) bending schedules
E4	CORE	Place Reinforcing Steel (RST) components
E5	CORE	Supervise Reinforcing Steel (RST) component fabrication and placement
E5	CORE	Validate Reinforcing Steel (RST) component fabrication and placement

SHEET METAL

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Assemble sheet metal components
E5	CORE	Assemble sheet metal systems
E4	CORE	Develop sheet metal patterns
E4	CORE	Develop sheet metal sketches and diagrams
E4	CORE	Fabricate sheet metal components
E4	CORE	Interpret sheet metal drawings and specifications
E4	CORE	Maintain sheet metal tools and equipment
E5	CORE	Supervise sheet metal component fabrication operations
E5	CORE	Validate sheet metal component installations

SPECIAL CONSTRUCTION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Conduct launch and recovery bridging systems operations (e.g., Mabey Johnson, Medium Girder Bridge (MGB), heavy timber)
E4	NON-CORE	Construct non-standard bridging (gap crossing)
E4	CORE	Erect pre-engineered structures (i.e., K-Span, tension fabric, Pre-Engineered Buildings (PEB), fabricated steel buildings, steel towers, and antennas)
E4	NON-CORE	Fabricate cold-formed steel floor, wall, and roof assemblies
E4	NON-CORE	Install cold-formed steel framing components and prefabricated assemblies
E4	NON-CORE	Install cold-formed steel wall and roof sheathing
E4	CORE	Interpret special construction drawings and specifications
E6	CORE	Manage special construction assembly operations
E5	NON-CORE	Manufacture cold-formed steel framing components
E5	NON-CORE	Manufacture cold-formed steel wall and roof sheathing
E5	CORE	Supervise special construction assembly operations

CHAPTER 76



TORPEDOMAN'S MATE (TM)

NAVPERS 18068F-76I
Change 99

Updated: July 2024

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NAVY ENLISTED OCCUPATIONAL STANDARD
FOR

TORPEDOMAN'S MATE (TM)



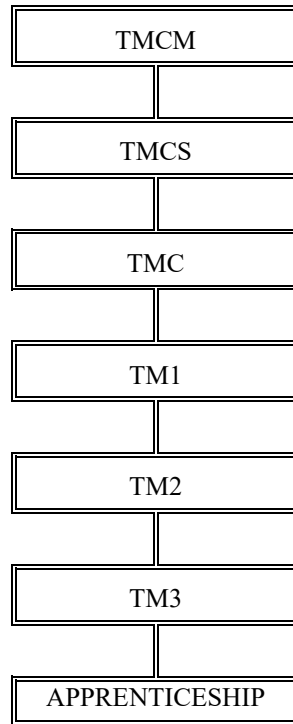
SCOPE OF RATING

Torpedoman's Mate (TM) perform organizational and intermediate level maintenance on test equipment, launching/firing systems, and stowage facilities associated with underwater ordnance, to include hydraulic systems, air systems, and seawater systems associated with launching/firing systems; perform organizational maintenance on underwater ordnance, small arms, and ammunition; prepare underwater ordnance for launching to include conducting pre-launch and post-launch routines; and perform operations and organizational maintenance on submarine anchoring systems

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 76.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer 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**Tactical Weapons Operator****Job Code****001537****Job Family**

Military Specific

NOC

TBD

Short Title (30 Characters)

TACTICAL WEAPONS OPERATOR

Short Title (14 Characters)

TACT WEP OPER

Pay Plan

Enlisted

Career Field

TM

Other Relationships and Rules

NEC QXXX and 7XXX series and other NECs as assigned

Job Description

Tactical Weapons Operators perform operations and basic-level maintenance of submarine anchor systems, Arms, Ammunition, and Explosives (AA&E), weapons shipping and handling systems, submarine-launched mines, missiles, and torpedoes, weapons delivery systems, Vertical Launch Systems (VLS)/Virginia Payload Tubes (VPT), Virginia Payload Modules (VPM), and countermeasure systems; participate in weapons handling evolutions; support the processing and attack of targets; provide munitions to weapon systems and security for operational forces; and repair and maintain weapons systems and equipment.

DoD Relationship**Group Title**

Torpedo Repair

DoD Code

112300

O*NET Relationship**Occupation Title**

Military Enlisted Tactical
Operations and Air/Weapons
Specialists and Crew Members, All
Others

SOC Code

55-3019.00

Job Family

Military Specific

Skills*Operation and Control**Operation Monitoring**Equipment Maintenance**Management of Material Resources**Reading Comprehension**Quality Control Analysis**Active Listening**Repairing**Systems Evaluation**Writing***Abilities***Written Comprehension**Problem Sensitivity**Manual Dexterity**Multi-limb Coordination**Finger Dexterity**Control Precision**Oral Comprehension**Written Expression**Near Vision**Selective Attention***ARMS, AMMUNITION, AND EXPLOSIVES (AA&E)****Paygrade****Task Type****Task Statements**

E4

CORE

Inspect Arms, Ammunition, and Explosives (AA&E)

E4

CORE

Inventory Arms, Ammunition, and Explosives (AA&E)

E4

CORE

Maintain magazines and lockers

E4

CORE

Maintain security force equipment

E4

CORE

Maintain small arms and crew-served weapons

E4

CORE

Perform ammunition and countermeasure transfers

E4

CORE

Test Arms, Ammunition, and Explosives (AA&E)

DAMAGE CONTROL**Paygrade****Task Type****Task Statements**

E4

CORE

Combat torpedo room casualties

E4

CORE

Combat weapons casualties

EXTERNAL LAUNCH SYSTEM MAINTENANCE AND OPERATIONS**Paygrade****Task Type****Task Statements**

E4

CORE

Employ Vertical Launch Systems (VLS)/Virginia Payload Tube (VPT)/Virginia Payload Modules (VPM)

E4

CORE

Maintain Vertical Launch Systems (VLS)/Virginia Payload Tube VPT)/Virginia Payload Modules (VPM)

EXTERNAL LAUNCH SYSTEM MAINTENANCE AND OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Repair Vertical Launch Systems (VLS)/Virginia Payload Tube (VPT)/Virginia Payload Modules (VPM)

ORDNANCE MAINTENANCE AND OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct receipt or transfer inspections
E4	CORE	Control operations of general purpose electronic test equipment (GPETE)
E4	CORE	Handle submarine ordnance
E4	CORE	Launch submarine ordnance
E4	CORE	Maintain submarine launched ordnance
E4	CORE	Test torpedoes
E4	CORE	Test Vertical Launch System (VLS)/Virginia Payload Tube (VPT) tomahawk cruise missiles/Virginia Payload Modules (VPM)

QUALITY ASSURANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Perform Quality Assurance (QA) testing

SIGNAL EJECTOR SYSTEM MAINTENANCE AND OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Adjust countermeasure launcher systems
E4	NON-CORE	Control operations of internal auxiliary launcher in all modes
E4	CORE	Control operations of internal countermeasure launcher in all modes
E4	CORE	Maintain countermeasure launcher systems
E4	CORE	Repair countermeasure launcher systems
E4	CORE	Test countermeasure launcher systems

SUPPORT SYSTEMS MAINTENANCE AND OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Control operations of air system components
E4	CORE	Control operations of anchor system components
E4	CORE	Control operations of hydraulic system components
E4	CORE	Control operations of manually controlled valves
E4	CORE	Control operations of weapons monitoring equipment
E4	CORE	Inspect seals, gaskets, and O-rings
E5	CORE	Inspect tanks and voids
E4	CORE	Maintain air system components
E4	CORE	Maintain anchor systems
E4	CORE	Maintain hydraulic system components
E4	CORE	Maintain shipboard valves
E4	CORE	Repair air system components
E4	CORE	Repair anchor systems
E4	CORE	Repair hydraulic system components
E4	CORE	Repair shipboard valves

SUPPORT SYSTEMS MAINTENANCE AND OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Replace seals, gaskets, and O-rings

TECHNICAL ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Maintain Arms, Ammunition, and Explosives (AA&E) records
E4	CORE	Maintain torpedo and missile record books
E4	CORE	Maintain weight test and calibration records

TORPEDO TUBE SYSTEM MAINTENANCE AND OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Control operations of nitrogen systems
E4	CORE	Employ weapons delivery systems
E4	CORE	Maintain weapons delivery systems
E4	CORE	Repair weapons delivery systems

WEAPONS HANDLING / SHIPPING SYSTEMS MAINTENANCE AND OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Adjust weapons handling systems
E4	CORE	Adjust weapons shipping systems
E4	CORE	Clean weapons handling systems
E4	CORE	Clean weapons shipping systems
E4	CORE	Employ weapons handling systems
E4	CORE	Employ weapons shipping systems
E4	CORE	Maintain weapons handling systems
E4	CORE	Maintain weapons shipping systems
E4	CORE	Perform rigging operations
E4	CORE	Perform weapons delivery system evolutions
E4	CORE	Perform weapons handling evolutions
E4	CORE	Perform weapons shipping evolutions
E4	CORE	Repair weapons handling systems
E4	CORE	Repair weapons shipping systems

Job Title**Tactical Weapons Manager****Job Code****001542****Job Family**

Production

NOC

TBD

Short Title (30 Characters)

TACTICAL WEAPONS MANAGER

Short Title (14 Characters)

TACT WEP MGR

Pay Plan

Enlisted

Career Field

TM

Other Relationships and Rules

NEC QXXX and 7XXX series and other NECs as assigned

Job Description

Tactical Weapons Managers manage the operations of submarine anchor systems, Arms, Ammunition, and Explosives (AA&E), weapons shipping and handling systems, submarine-launched mines, missiles, and torpedoes, weapons delivery systems, Vertical Launch Systems (VLS)/Virginia Payload Tubes (VPT), Virginia Payload Modules (VPM), and countermeasure systems; supervise the employment of weapons systems and weapons handling evolutions; coordinate communications; and oversee divisional and departmental operations, maintenance, and training.

DoD Relationship**Group Title**

Torpedo Repair

DoD Code

112300

O*NET Relationship**Occupation Title**First-Line Supervisors of
Production and Operating Workers**SOC Code**

51-1011.00

Job Family

Production

Skills

Management of Personnel Resources

Coordination

Management of Material Resources

Monitoring

Reading Comprehension

Operation and Control

Quality Control Analysis

Complex Problem Solving

Instructing

Writing

Abilities

Problem Sensitivity

Written Comprehension

Information Ordering

Selective Attention

Inductive Reasoning

Oral Expression

Visualization

Time Sharing

Speech Clarity

Written Expression

ARMS, AMMUNITION, AND EXPLOSIVES (AA&E)**Paygrade****Task Type****Task Statements**

E4

CORE

Conduct force protection training

E5

NON-CORE

Conduct small arms qualifications

E6

CORE

Manage ammunition and countermeasure transfers

DAMAGE CONTROL**Paygrade****Task Type****Task Statements**

E6

CORE

Direct torpedo room casualty procedures

E5

CORE

Direct weapons casualty procedures

E6

CORE

Manage weapons casualty procedures

EXTERNAL LAUNCH SYSTEM MAINTENANCE AND OPERATIONS**Paygrade****Task Type****Task Statements**

E6

CORE

Conduct Vertical Launch System (VLS)/Virginia Payload Tube (VPT) /Virginia Payload Modules (VPM) evolutions

E7

CORE

Supervise Vertical Launch System (VLS)/Virginia Payload Tube VPT)/Virginia Payload Modules (VPM) operations

QUALITY ASSURANCE**Paygrade****Task Type****Task Statements**

E6

CORE

Audit Quality Assurance (QA) packages

E4

CORE

Create Quality Assurance (QA) packages

E6

CORE

Supervise Quality Assurance (QA) testing

QUALITY ASSURANCE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Verify Quality Assurance (QA) packages

SUPPORT SYSTEMS MAINTENANCE AND OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Direct weapons monitoring equipment operations

TECHNICAL ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	NON-CORE	Audit Antiterrorism/Force Protection (AT/FP) security plans
E7	CORE	Audit Arms, Ammunition, and Explosives (AA&E) records
E7	CORE	Audit ordnance certification records
E7	NON-CORE	Audit ship's Antiterrorism/Force Protection (AT/FP) preplanned responses
E6	CORE	Audit torpedo and missile record books
E6	CORE	Audit weight test and calibration records
E6	CORE	Coordinate departmental maintenance
E5	CORE	Coordinate divisional maintenance
E7	CORE	Coordinate equipment alterations and modifications
E7	NON-CORE	Develop ship's Antiterrorism/Force Protection (AT/FP) preplanned responses
E7	CORE	Maintain ordnance handling certification records
E7	CORE	Validate Arms, Ammunition, and Explosives (AA&E) records
E5	CORE	Verify weight test and calibration records

TORPEDO TUBE SYSTEM MAINTENANCE AND OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Conduct weapons delivery systems evolutions
E7	CORE	Supervise weapons delivery system operations

WEAPONS HANDLING / SHIPPING SYSTEMS MAINTENANCE AND OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Direct rigging operations
E5	CORE	Direct weapons handling operations
E5	CORE	Direct weapons shipping operations
E6	CORE	Supervise rigging operations
E6	CORE	Supervise weapons handling operations
E7	CORE	Supervise weapons shipping operations

Job Title**Tactical Weapons Technician****Job Code****001547****Job Family**

Installation, Maintenance, and Repair

NOC

TBD

Short Title (30 Characters)

TACTICAL WEAPONS TECHNICIAN

Short Title (14 Characters)

TACT WEP TECH

Pay Plan

Enlisted

Career Field

TM

Other Relationships and Rules

NEC QXXX and 7XXX series and other NECs as assigned

Job Description

Tactical Weapons Technicians perform organizational maintenance, intermediate maintenance, and advanced systems operations of submarine anchor systems, Arms, Ammunition, and Explosives (AA&E), weapons shipping and handling systems, submarine-launched mines, missiles, and torpedoes, weapons delivery systems, Vertical Launch Systems (VLS)/Virginia Payload Tubes (VPT), Virginia Payload Modules (VPM), and countermeasure systems; supervise divisional operations, maintenance, and training; supervise and participate in weapons handling evolutions; support the processing and attack of targets; provide munitions to weapon systems and security for operational forces; and repair and maintain weapons systems and equipment.

DoD Relationship**Group Title**

Torpedo Repair

DoD Code

112300

O*NET Relationship**Occupation Title**Control and Valve Installers and
Repairers, Except Mechanical Door**SOC Code**

49-9012.00

Job FamilyInstallation, Maintenance, and
Repair**Skills**

Operation and Control

Operation Monitoring

Equipment Maintenance

Management of Material Resources

Reading Comprehension

Management of Personnel Resources

Coordination

Quality Control Analysis

Active Listening

Repairing

Abilities

Written Comprehension

Problem Sensitivity

Manual Dexterity

Multi-limb Coordination

Finger Dexterity

Information Ordering

Control Precision

Oral Comprehension

Selective Attention

Oral Expression

ARMS, AMMUNITION, AND EXPLOSIVES (AA&E)**Paygrade****Task Type****Task Statements**

E4

CORE

Conduct force protection training

E5

NON-CORE

Conduct small arms qualifications

E4

CORE

Inspect Arms, Ammunition, and Explosives (AA&E)

E4

CORE

Inventory Arms, Ammunition, and Explosives (AA&E)

E4

CORE

Maintain magazines and lockers

E4

CORE

Maintain security force equipment

E4

CORE

Maintain small arms and crew-served weapons

E6

CORE

Manage ammunition and countermeasure transfers

E4

CORE

Perform ammunition and countermeasure transfers

E4

CORE

Test Arms, Ammunition, and Explosives (AA&E)

DAMAGE CONTROL**Paygrade****Task Type****Task Statements**

E4

CORE

Combat torpedo room casualties

E4

CORE

Combat weapons casualties

E5

CORE

Direct weapons casualty procedures

EXTERNAL LAUNCH SYSTEM MAINTENANCE AND OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Conduct Vertical Launch System (VLS)/Virginia Payload Tube (VPT) /Virginia Payload Modules (VPM) evolutions
E4	CORE	Employ Vertical Launch Systems (VLS)/Virginia Payload Tube (VPT)/Virginia Payload Modules (VPM)
E4	CORE	Maintain Vertical Launch Systems (VLS)/Virginia Payload Tube VPT)/Virginia Payload Modules (VPM)
E6	CORE	Repair Vertical Launch Systems (VLS)/Virginia Payload Tube (VPT)/Virginia Payload Modules (VPM)

ORDNANCE MAINTENANCE AND OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct receipt or transfer inspections
E4	CORE	Control operations of general purpose electronic test equipment (GPETE)
E4	CORE	Handle submarine ordnance
E4	CORE	Launch submarine ordnance
E4	CORE	Maintain submarine launched ordnance
E4	CORE	Test torpedoes
E4	CORE	Test Vertical Launch System (VLS)/Virginia Payload Tube (VPT) tomahawk cruise missiles/Virginia Payload Modules (VPM)

QUALITY ASSURANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Create Quality Assurance (QA) packages
E4	CORE	Perform Quality Assurance (QA) testing

SIGNAL EJECTOR SYSTEM MAINTENANCE AND OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Adjust countermeasure launcher systems
E4	NON-CORE	Control operations of internal auxiliary launcher in all modes
E4	CORE	Control operations of internal countermeasure launcher in all modes
E4	CORE	Maintain countermeasure launcher systems
E4	CORE	Repair countermeasure launcher systems
E4	CORE	Test countermeasure launcher systems

SUPPORT SYSTEMS MAINTENANCE AND OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Control operations of air system components
E4	CORE	Control operations of anchor system components
E4	CORE	Control operations of hydraulic system components
E4	CORE	Control operations of manually controlled valves
E4	CORE	Control operations of weapons monitoring equipment
E4	CORE	Coordinate tube draining operations
E4	CORE	Direct weapons monitoring equipment operations
E4	CORE	Inspect seals, gaskets, and O-rings
E5	CORE	Inspect tanks and voids

SUPPORT SYSTEMS MAINTENANCE AND OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Maintain air system components
E4	CORE	Maintain anchor systems
E4	CORE	Maintain hydraulic system components
E4	CORE	Maintain shipboard valves
E4	CORE	Repair air system components
E4	CORE	Repair anchor systems
E4	CORE	Repair hydraulic system components
E4	CORE	Repair shipboard valves
E4	CORE	Replace seals, gaskets, and O-rings

TECHNICAL ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Audit torpedo and missile record books
E5	CORE	Coordinate divisional maintenance
E5	CORE	Maintain Arms, Ammunition, and Explosives (AA&E) records
E4	CORE	Maintain torpedo and missile record books
E4	CORE	Maintain weight test and calibration records
E5	CORE	Verify weight test and calibration records

TORPEDO TUBE SYSTEM MAINTENANCE AND OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Repair weapons delivery systems
E6	CORE	Conduct weapons delivery systems evolutions
E4	CORE	Control operations of nitrogen systems
E4	CORE	Employ weapons delivery systems
E4	CORE	Maintain weapons delivery systems

WEAPONS HANDLING / SHIPPING SYSTEMS MAINTENANCE AND OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Adjust weapons handling systems
E4	CORE	Adjust weapons shipping systems
E4	CORE	Clean weapons handling systems
E4	CORE	Clean weapons shipping systems
E5	CORE	Direct rigging operations
E5	CORE	Direct weapons handling operations
E5	CORE	Direct weapons shipping operations
E4	CORE	Employ weapons handling systems
E4	CORE	Employ weapons shipping systems
E4	CORE	Maintain weapons handling systems
E4	CORE	Maintain weapons shipping systems
E4	CORE	Perform rigging operations
E4	CORE	Perform weapons delivery system evolutions

CHAPTER 77



UTILITIESMAN (UT)

NAVPERS 18068F-77H
Change 100

Updated: October 2024

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR
UTILITIESMAN (UT)



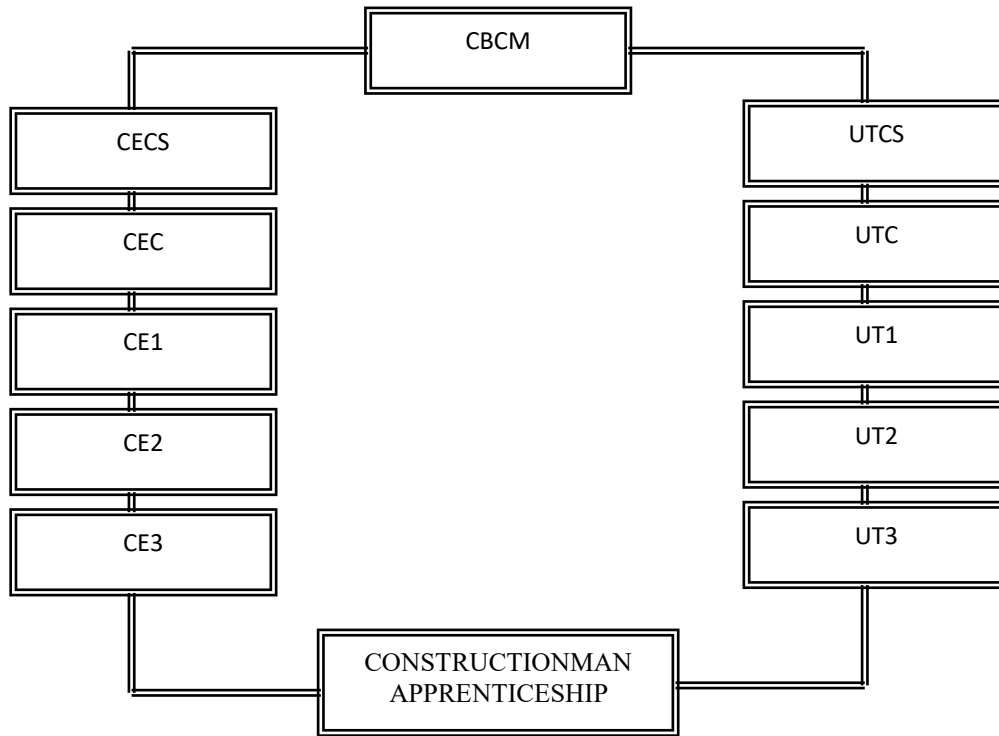
SCOPE OF RATING

Utilitiesmen (UT) plan, supervise, manage, and perform tasks involved in installation, maintenance, and repair of plumbing, heating, steam, compressed air, fuel storage and distribution systems, water treatment and distribution systems, air conditioning and refrigeration equipment, and waste water management systems, as prescribed by blueprints, drawings and specifications; schedule and evaluate installation and operational tasks; prepare records and reports; maintain individual combat readiness; and perform tasks required in combat and disaster preparedness or recovery operations.

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 77.

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.

*Career path updated to reflect rating name change to Seabee Master Chief (CBCM) – NAVADMIN 054/21 refers

Job Title**Utilitiesman****Job Code****001797****Job Family**

Construction and Extraction

NOC

TBD

Short Title (30 Characters)

UTILITIESMAN

Short Title (14 Characters)

UTILITIESMAN

Pay Plan

Enlisted

Career Field

UT

Other Relationships and Rules

NEC BXXX series and other NECs as assigned

Job Description

Utilitiesmen (UT) plan, supervise, manage, and perform tasks involved in installation, maintenance, and repair of plumbing, heating, steam, compressed air, fuel storage and distribution systems, water treatment and distribution systems, air conditioning and refrigeration equipment, and waste water systems, as prescribed by blueprints, drawings and specifications; schedule and evaluate installation and operational tasks; prepare time records, progress reports, construction schedules, and material, labor, tool and equipment estimates for construction projects; act as project managers, staffing, directing, and controlling multiple construction projects to include problem solving, planning, estimating, scheduling, cost control, and personnel management ensuring compliance with specifications, code requirements, plans, and contracts; and function as a project supervisor and subject matter expert.

DoD Relationship**Group Title**

Utilities, General

DoD Code

172000

O*NET Relationship**Occupation Title**Plumbers, Pipefitters, and
Steamfitters**SOC Code**

47-2152.00

Job Family

Construction and Extraction

Skills*Management of Material Resources**Management of Personnel Resources**Operation Monitoring**Repairing**Troubleshooting**Equipment Maintenance**Equipment Selection**Installation**Reading Comprehension**Systems Analysis***Abilities***Oral Expression**Multi-limb Coordination**Deductive Reasoning**Inductive Reasoning**Problem Sensitivity**Visualization**Information Ordering**Written Comprehension**Written Expression**Manual Dexterity***BOILERS****Paygrade****Task Type****Task Statements**

E4

CORE

Conduct boiler system operational checks

E4

CORE

Conduct corrective maintenance on boiler systems

E4

CORE

Conduct preventive maintenance on boiler systems

E6

NON-CORE

Develop sketches and diagrams for boiler supply and return systems

E4

CORE

Install boiler systems

E4

CORE

Interpret boiler blueprints and specifications

E7

NON-CORE

Manage boiler installation and maintenance operations

E6

NON-CORE

Supervise boiler installation and maintenance operations

E4

CORE

Troubleshoot boiler electrical system components

CONSTRUCTION MANAGEMENT**Paygrade****Task Type****Task Statements**

E5

CORE

Conduct construction project turnovers

E6

NON-CORE

Conduct Three-Phase Quality Control inspections

E4

CORE

Develop construction activities

E4

CORE

Develop construction estimates

E5

CORE

Develop construction project packages

E4

CORE

Develop construction project sketches, diagrams, and shop drawings

E4

CORE

Develop construction safety plans

CONSTRUCTION MANAGEMENT (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Develop environmental protection plans
E5	CORE	Develop master activities listing
E4	CORE	Develop project Three-Phase Quality Control plans
E5	CORE	Establish construction site layouts
E5	CORE	Input project data into construction management software and tools
E5	CORE	Inspect construction materials
E4	CORE	Interpret construction project blueprints and specifications
E4	CORE	Inventory project tools and materials
E5	CORE	Lead construction project crews
E7	CORE	Manage construction project resources
E7	CORE	Manage construction projects
E7	CORE	Manage construction safety plans
E7	CORE	Manage job site construction operations (e.g., Quality Control (QC) and safety plan implementation, job site information board, level III chart, etc.)
E7	CORE	Manage project Quality Control (QC) plans
E7	CORE	Manage Three-Phase Quality Control process
E6	CORE	Supervise construction project crews
E5	NON-CORE	Supervise construction project safety operations
E6	CORE	Supervise construction project turnovers
E5	CORE	Supervise environmental protection plans
E6	CORE	Supervise planning and estimating operations
E6	CORE	Supervise project Three-Phase Quality Control process
E6	CORE	Validate construction project packages
E6	NON-CORE	Validate construction project safety plans
E5	NON-CORE	Validate project surveys and elevation data
E5	NON-CORE	Verify construction project contract requirements

EXPEDITIONARY CONSTRUCTION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Assess airfield damages (i.e., data collection)
E5	NON-CORE	Assess pier damages
E6	NON-CORE	Plan Airfield Damage Repairs (ADR) (e.g., operational length determination, repair quality criteria, operating surface selection, etc.)
E6	NON-CORE	Plan Pier Damage Repairs (PDR)
E4	NON-CORE	Repair damaged airfields (e.g., debris clearing, material staging, spall repair, crater repair, etc.)
E4	NON-CORE	Repair damaged piers
E7	NON-CORE	Supervise Airfield Damage Repair (ADR) operations
E7	NON-CORE	Supervise Pier Damage Repairs (PDR)

FACILITIES MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct facilities corrective maintenance
E4	CORE	Conduct facilities preventive maintenance
E5	CORE	Inspect facilities systems
E7	NON-CORE	Manage facilities maintenance contracts
E6	CORE	Manage facilities maintenance operations (e.g., Camp Maintenance, 3M, MAXIMO, etc.)
E5	NON-CORE	Perform sewage treatment plant operations
E5	NON-CORE	Perform water treatment plant operations
E5	CORE	Supervise facilities maintenance (e.g., Camp Maintenance, 3M, MAXIMO, etc.)

HEATING, VENTILATING, AIR CONDITIONING, AND REFRIGERATION (HVAC/R)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct corrective maintenance on Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC/R) systems
E4	CORE	Conduct Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC/R) system operational checks
E4	CORE	Conduct preventive maintenance on Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC/R) systems
E5	NON-CORE	Develop sketches and diagrams for Heating, Ventilating, Air Conditioning, and Refrigeration (HVAC/R) systems
E4	CORE	Install Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC/R) systems
E4	CORE	Interpret Heating, Ventilating, Air Conditioning, and Refrigeration (HVAC/R) blueprints and specifications
E7	CORE	Manage Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC/R) installation and maintenance
E6	CORE	Supervise Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC/R) installation and maintenance
E4	CORE	Troubleshoot Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC/R) electrical system components

PLUMBING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct corrective maintenance on Drain Waste Vent (DWV) systems
E4	CORE	Conduct corrective maintenance on sewer systems
E4	CORE	Conduct corrective maintenance on storm water drainage systems
E4	CORE	Conduct corrective maintenance on water distribution systems
E4	CORE	Conduct preventive maintenance on sewer systems
E4	CORE	Conduct preventive maintenance on storm water drainage systems
E4	CORE	Conduct preventive maintenance on water distribution systems
E4	CORE	Develop sketches and diagrams for Drain Waste Vent (DWV) systems
E4	CORE	Develop sketches and diagrams for plumbing systems
E4	CORE	Establish plumbing system elevations
E4	CORE	Install Drain Waste Vent (DWV) systems
E4	CORE	Install sewer systems
E4	CORE	Install storm water drainage systems

PLUMBING (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Install water distribution systems and components
E4	CORE	Interpret plumbing blueprints and specifications
E4	CORE	Interpret sewer system blueprints and specifications
E7	CORE	Manage Drain Waste Vent (DWV) installation and maintenance operations
E7	CORE	Manage plumbing systems installation and maintenance operations
E6	CORE	Supervise Drain Waste Vent (DWV) installation and maintenance operations
E6	CORE	Supervise plumbing system installation and maintenance operations

PUMPS AND COMPRESSED AIR SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct corrective maintenance on compressed air systems (i.e., general systems under 398 psi)
E4	CORE	Conduct corrective maintenance on pumps and compressors (i.e., general systems under 398 psi)
E4	CORE	Conduct preventive maintenance on compressed air systems (i.e., general systems under 398 psi)
E4	CORE	Conduct preventive maintenance on pumps and compressors (i.e., general systems under 398 psi)
E4	CORE	Develop sketches and diagrams for compressed air systems (i.e., general systems under 398 psi)
E4	CORE	Install compressed air systems (i.e., general systems under 398 psi)
E4	CORE	Install pumps and compressors (i.e., general systems under 398 psi)
E4	CORE	Interpret compressed air system blueprints and specifications (i.e., general systems under 398 psi)
E7	CORE	Manage compressed air systems installation and maintenance operations (i.e., general systems under 398 psi)
E7	CORE	Manage pumps and compressors installation and maintenance operations (i.e., general systems under 398 psi)
E6	CORE	Supervise compressed air systems installation and maintenance operations (i.e., general systems under 398 psi)
E6	CORE	Supervise pumps and compressors installation and maintenance operations (i.e., general systems under 398 psi)

UTILITIES EQUIPMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Conduct bulk fuel storage system operational checks
E4	NON-CORE	Conduct corrective maintenance on galley equipment
E4	CORE	Conduct corrective maintenance on laundry equipment
E4	CORE	Conduct corrective maintenance on shower systems
E4	NON-CORE	Conduct preventive maintenance on galley equipment
E4	CORE	Conduct preventive maintenance on laundry equipment
E4	CORE	Conduct preventive maintenance on shower systems
E4	NON-CORE	Install bulk fuel storage systems
E4	NON-CORE	Install galley equipment
E4	CORE	Install laundry equipment

UTILITIES EQUIPMENT (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Install shower systems
E7	NON-CORE	Manage bulk fuel storage installation and maintenance operations
E7	CORE	Manage utilities equipment installation and maintenance operations (e.g., laundry systems, shower systems, etc.)
E4	NON-CORE	Perform corrective maintenance on bulk fuel storage systems
E4	NON-CORE	Perform preventive maintenance on bulk fuel storage systems
E6	NON-CORE	Supervise bulk fuel storage installation and maintenance operations
E6	CORE	Supervise utilities equipment installation and maintenance operations (e.g., laundry systems, shower systems, etc.)

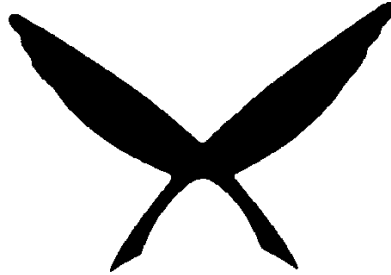
WASTE WATER SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct corrective maintenance on waste water treatment systems
E4	CORE	Conduct preventive maintenance on waste water treatment systems
E4	CORE	Conduct waste water treatment system operational checks
E4	CORE	Develop sketches and diagrams for waste water systems
E4	CORE	Install waste water treatment systems
E4	CORE	Interpret waste water system blueprints and specifications
E7	CORE	Manage waste water treatment system installation and maintenance operations
E6	CORE	Supervise waste water treatment system installation and maintenance operations

WATER TREATMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct corrective maintenance on water treatment systems
E4	CORE	Conduct preventive maintenance on water treatment systems
E4	CORE	Conduct water treatment systems operational checks
E4	CORE	Install water treatment systems
E7	CORE	Manage water treatment system installation and maintenance operations
E5	CORE	Select water source locations
E6	CORE	Supervise water treatment system installation and maintenance operations

CHAPTER 79



YEOMAN
(YN)

NAVPERS 18068F-79F
CH-74

Updated: April 2018

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

YEOMAN (YN)



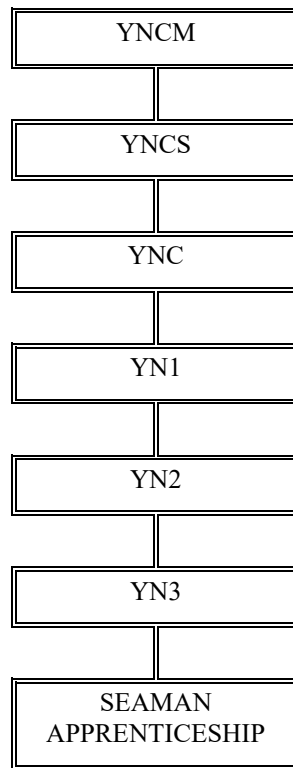
SCOPE OF RATING

Yeomen (YN) perform clerical, customer service, personnel/physical security, and general administrative duties, including typing and filing; prepare and route correspondence, reports and electronic service record entries; maintain records and publications; counsel office personnel on administrative matters; perform administrative support for shipboard legal proceedings and maintain shipboard legal files; conduct reporting and detaching procedures and required retention and transition counseling; prepare and maintain personnel security documents; perform other personnel related functions; provide guidance on protocol matters, and serve as executive office managers.

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 79.

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**Administrative Assistant****Job Code****001802****Job Family**

Office and Administrative Support

NOC

TBD

Short Title (30 Characters)

ADMINISTRATIVE ASSISTANT

Short Title (14 Characters)

ADMIN ASST

Pay Plan

Enlisted

Career Field

YN

Other Relationships and Rules

None

Job Description

Administrative Assistants assist in daily operations of office; prepare, type, and route correspondence and reports; and operate personal computers, reproduction machines, audio-recording devices, and other office machines.

DoD Relationship**Group Title**

Administrators, General

DoD Code

270100

O*NET Relationship**Occupation Title**Executive Secretaries and
Administrative Assistants**SOC Code**

43-6011.00

Job FamilyOffice and Administrative
Support**Skills***Reading Comprehension**Writing**Coordination**Monitoring**Critical Thinking**Systems Evaluation**Management of Material Resources**Service Orientation**Mathematics**Speaking***Abilities***Written Comprehension**Written Expression**Information Ordering**Inductive Reasoning**Oral Expression**Oral Comprehension**Wrist-Finger Speed**Category Flexibility**Deductive Reasoning**Problem Sensitivity***CORRESPONDENCE****Paygrade**

E4

Task Type

CORE

Task Statements

Create North American Treaty Organization (NATO) travel orders

E4

CORE

Distribute message traffic

E4

CORE

Draft classification markings on correspondence and directives

E4

CORE

Draft dependent entry approval messages

E4

CORE

File administrative documents

E4

CORE

Maintain command directive case files

E4

CORE

Prepare award recommendations (personal, unit)

E4

CORE

Prepare command muster reports

E4

CORE

Prepare correspondence

E4

CORE

Prepare letters of authority (e.g. by direction, designation letters, etc.)

E4

CORE

Prepare naval messages (e.g. special duty assignment, overseas screening, delay reporting, etc.)

E4

CORE

Prepare personal award citations

E4

CORE

Prepare statement of service documents

E4

CORE

Process annual directive reviews

E4

CORE

Process correspondence

E4

CORE

Process official mail

E4

CORE

Update ticklers

LEGAL

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Prepare administrative separation packages
E4	CORE	Prepare Charge Sheets (DD-458)
E4	CORE	Record disciplinary proceedings actions

SECURITY

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Administer inadvertent disclosure oaths
E4	CORE	Assist personnel in completing security clearance paperwork (e.g. JPAS, EQIP, etc.)
E5	NON-CORE	Brief Department of Defense Central Adjudication Facility (DODCAF) Letter of Intent (LOI) procedures
E5	NON-CORE	Conduct security briefings
E5	NON-CORE	Conduct Sensitive Compartmented Information (SCI) eligibility pre-screens
E4	NON-CORE	Distribute materials to Defense Courier Service (DCS) stations
E4	CORE	Initiate security clearances (Tier 3, Tier 5)
E4	CORE	Input data into Joint Personnel Adjudication System (JPAS)
E4	NON-CORE	Inventory classified material
E4	NON-CORE	Issue Sensitive Compartmented Information Facility (SCIF) security badges
E4	CORE	Prepare classified materials (e.g. mailing and hand carry)
E4	NON-CORE	Prepare foreign exception packages
E4	NON-CORE	Prepare inbound/outbound Defense Courier Service (DCS) inventories
E4	NON-CORE	Process security termination statements
E4	CORE	Verify Sensitive Compartmented Information Facility (SCIF) security badge system access requirements

TECHNICAL ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Archive awards documents
E5	CORE	Compute Pay Entry Base Dates (PEBD) and Active Duty Service Dates (ADSD)
E5	CORE	Counsel personnel on pay, allowances and entitlements
E5	CORE	Create Enlisted Manning Inquiry Reports (EMIRS)
E5	CORE	Create formal invitations (electronic, paper)
E5	CORE	Create pay and entitlement allowance documents
E5	CORE	Create Personnel and Manning Activity Reports (PERSMAR)
E4	CORE	Create records management files
E4	CORE	Create social rosters
E4	CORE	Draft failed to report messages
E4	CORE	File separation documents
E4	CORE	File Servicemembers' Group Life Insurance (SGLI)/Family Servicemembers' Group Life Insurance (FSGLI) documents
E4	CORE	Initiate Transaction Online Processing System (TOPS) transactions

TECHNICAL ADMINISTRATION (CONT'D)

<u>Pavgrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Maintain Leave Control Number (LCN) logs
E4	CORE	Prepare directives (e.g. instructions, notices, publications, manuals, etc.)
E4	CORE	Prepare Electronic Service Record (ESR) entries
E4	CORE	Prepare Identification Card Applications (DD-1172-2)
E4	CORE	Prepare personnel documents (e.g. personnel receipts, Permanent Change of station (PCS) notifications, etc.)
E4	CORE	Prepare Plan of the Day (POD)/Plan of the Week (POW)
E4	CORE	Prepare sailing lists
E5	CORE	Prepare seating charts
E4	CORE	Prepare Transfer Information Sheets (TIS)
E4	CORE	Process classified mail
E4	CORE	Process Family Servicemembers' Group Life Insurance (FSGLI) documents
E4	CORE	Process name change requests
E4	CORE	Process special duty screenings
E5	CORE	Track formal invitation responses
E4	CORE	Track travel claim submissions and liquidations
E4	CORE	Update Dependency Application and Record of Emergency Data (NAVPERS FORM 1070/602)
E5	CORE	Update Individual Personnel Tempo (ITEMPO) records
E4	CORE	Update Navy Family Accountability and Assessment System (NFAAS) data (personnel, dependents)
E6	NON-CORE	Verify interviewers' appraisal sheets
E4	CORE	Verify leave balances

TRAVEL

<u>Pavgrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Prepare Medical Evacuation (MEDEVAC) orders
E5	CORE	Prepare Request and Authorization for TDY Travel of DoD Personnel (DD FORM 1610)
E5	CORE	Prepare Temporary Additional Duty Target (TADTAR) funding budget reports
E4	CORE	Process funded emergency leave requests
E5	CORE	Process Government Travel Credit Card (GTCC) applications
E4	CORE	Review Defense Travel System (DTS) authorizations and vouchers

Job Title**Administrative Supervisor****Job Code****001810****Job Family**

Office and Administrative Support

NOC

TBD

Short Title (30 Characters)

ADMINISTRATIVE SUPERVISOR

Short Title (14 Characters)

ADMIN SUPV

Pay Plan

Enlisted

Career Field

YN

Other Relationships and Rules

NEC 2514

Job Description

Administrative Supervisors train and supervise administrative personnel; organize and maintain files, records and official publications; perform administrative daily operations; and support legal proceedings.

DoD Relationship**Group Title**

Administration, General

DoD Code

151000

O*NET Relationship**Occupation Title**

First-Line Supervisors/Managers of
Office and Administrative Support
Workers

SOC Code

43-1011.00

Job Family

Office and Administrative
Support

Skills*Reading Comprehension**Monitoring**Writing**Coordination**Critical Thinking**Systems Evaluation**Management of Material Resources**Mathematics**Instructing**Learning Strategies***Abilities***Written Comprehension**Written Expression**Information Ordering**Inductive Reasoning**Oral Comprehension**Oral Expression**Category Flexibility**Wrist-Finger Speed**Deductive Reasoning**Problem Sensitivity***CORRESPONDENCE****Paygrade****Task Type****Task Statements**

E4

CORE

Distribute message traffic

E4

CORE

Draft classification markings on correspondence and directives

E4

CORE

File administrative documents

E6

NON-CORE

Format inquiry replies (congressional, executive)

E4

CORE

Maintain command directive case files

E5

CORE

Manage forms control programs

E6

CORE

Manage official mail control programs

E6

CORE

Manage reports (e.g. action, control, recurring, etc.)

E4

CORE

Prepare award recommendations (personal, unit)

E5

CORE

Prepare command investigation reports

E4

CORE

Prepare command muster reports

E4

CORE

Prepare correspondence

E4

CORE

Prepare letters of authority (e.g. by direction, designation letters, etc.)

E6

CORE

Prepare letters of reprimand or admonishment

E4

CORE

Prepare naval messages (e.g. special duty assignment, overseas screening, delay reporting, etc.)

E4

CORE

Prepare personal award citations

E4

CORE

Process annual directive reviews

CORRESPONDENCE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Process correspondence
E4	CORE	Update ticklers

LEGAL

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Adjust Court Memorandums (NAVPERS FORM 1070/607)
E6	CORE	Authenticate Deserter or Absentee Wanted by Armed Forces (DD FORM 553) data
E5	CORE	Maintain Unit Punishment Books (UPB)
E6	CORE	Prepare administrative board documents
E4	CORE	Prepare administrative separation packages
E4	CORE	Prepare Charge Sheets (DD-458)
E4	CORE	Prepare Non-Judicial Punishment (NJP) documents
E5	CORE	Prepare Record of Unauthorized Absence (NAVPERS FORM 1070/606)
E4	CORE	Prepare Report and Disposition of Offense (NAVPERS 1626/7) forms
E5	CORE	Process Court Memorandums (NAVPERS FORM 1070/607)
E4	CORE	Record disciplinary proceedings actions
E6	CORE	Verify administrative separation correspondence
E7	CORE	Verify command investigation records
E5	CORE	Verify Non-Judicial Punishment (NJP) actions
E6	CORE	Verify Non-Judicial Punishment (NJP) documents

SECURITY

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Administer inadvertent disclosure oaths
E7	NON-CORE	Assist personnel with Sensitive Compartmented Information (SCI) access ineligibility appeals
E5	NON-CORE	Brief Department of Defense Central Adjudication Facility (DODCAF) Letter of Intent (LOI) procedures
E5	NON-CORE	Change combination lock codes
E6	NON-CORE	Conduct Emergency Action Plan (EAP) training
E5	NON-CORE	Conduct security briefings
E5	NON-CORE	Conduct Sensitive Compartmented Information (SCI) eligibility pre-screens
E5	NON-CORE	Conduct Special Security Representative (SSR) training
E7	NON-CORE	Coordinate construction of Sensitive Compartmented Information Facility (SCIF) (creation, modification, disestablishment)
E6	NON-CORE	Coordinate with Department of Defense Central Adjudication Facility (DODCAF) and Office of Personnel Management (OPM) on personnel security issues
E4	NON-CORE	Distribute materials to Defense Courier Service (DCS) stations
E6	NON-CORE	Implement Emergency Action Plans (EAP)
E4	CORE	Initiate security clearances (Tier 3, Tier 5)

SECURITY (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Input data into Joint Personnel Adjudication System (JPAS)
E6	NON-CORE	Inspect Sensitive Compartmented Information Facilities (SCIF)
E4	NON-CORE	Inventory classified material
E4	NON-CORE	Issue Sensitive Compartmented Information Facility (SCIF) security badges
E6	NON-CORE	Maintain physical and personnel security awareness programs
E5	NON-CORE	Monitor Joint Personnel Adjudication System (JPAS) personnel security notification process
E4	CORE	Prepare classified materials (e.g. mailing and hand carry)
E4	NON-CORE	Prepare foreign exception packages
E4	NON-CORE	Prepare inbound/outbound Defense Courier Service (DCS) inventories
E5	NON-CORE	Prepare monthly Sensitive Compartmented Information (SCI) personnel security violation reports
E5	NON-CORE	Prepare Security Access Eligibility Reports (SAER)
E5	NON-CORE	Process Defense Courier Service (DCS) Authorization Records (USTRANSCOM IMT 10)
E4	NON-CORE	Process security termination statements
E5	NON-CORE	Request Sensitive Compartmented Information (SCI) access upgrades
E4	NON-CORE	Review Electronic Questionnaires for Investigations Processing (E-QIP)
E5	NON-CORE	Update Emergency Action Plans (EAP)
E6	CORE	Verify personnel security investigation requests (EQIP)
E4	CORE	Verify Sensitive Compartmented Information Facility (SCIF) security badge system access requirements

TECHNICAL ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Certify Special Duty Assignment Pay (SDAP)
E5	CORE	Compute Pay Entry Base Dates (PEBD) and Active Duty Service Dates (ADSD)
E6	CORE	Coordinate formal command ceremonies
E5	CORE	Counsel personnel on pay, allowances and entitlements
E5	CORE	Create Enlisted Manning Inquiry Reports (EMIRS)
E5	CORE	Create formal invitations (electronic, paper)
E5	CORE	Create pay and entitlement allowance documents
E5	CORE	Create Personnel and Manning Activity Reports (PERSMAR)
E4	CORE	Create records management files
E5	CORE	Create routing organizations in E-Leave
E4	CORE	Initiate Transaction Online Processing System (TOPS) transactions
E6	NON-CORE	Maintain command biographies
E4	NON-CORE	Maintain Leave Control Number (LCN) logs
E6	CORE	Manage command fitness report and evaluation programs
E6	CORE	Manage directives review programs

TECHNICAL ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Manage Navy Standard Integrated Personnel and Pay System (NSIPS) accounts (afloat, web)
E6	NON-CORE	Manage personal correspondence of executive level personnel
E7	CORE	Manage records management programs
E4	CORE	Prepare directives (e.g. instructions, notices, publications, manuals, etc.)
E4	CORE	Prepare Electronic Service Record (ESR) entries
E6	NON-CORE	Prepare executive speeches
E4	CORE	Prepare Identification Card Applications (DD-1172-2)
E4	CORE	Prepare personnel documents (e.g. personnel receipts, Permanent Change of Station (PCS) notifications, etc.)
E5	CORE	Prepare seating charts
E4	CORE	Process awards
E4	CORE	Process classified mail
E5	CORE	Process fitness reports and enlisted performance evaluations
E5	NON-CORE	Process foreign area clearance requests
E5	CORE	Process Navy Enlisted Classification (NEC) code change requests
E7	CORE	Process Navy-wide examination answer sheets
E5	CORE	Process overseas assignment screenings
E5	CORE	Process pay documents
E7	CORE	Release Naval messages
E5	CORE	Request Officer Distribution Control Reports (ODCR)
E5	CORE	Track formal invitation responses
E4	CORE	Update Dependency Application and Record of Emergency Data (NAVPERS FORM 1070/602)
E5	CORE	Update Individual Personnel Tempo (ITEMPO) records
E6	CORE	Verify command muster reports
E7	CORE	Verify completion of enlisted advancement worksheets
E6	NON-CORE	Verify electronic service record entries
E6	CORE	Verify expired gain and loss events
E6	NON-CORE	Verify interviewers' appraisal sheets
E6	CORE	Verify Leave Requests Authorizations (NAVCOMPT Form 3065)
E5	CORE	Verify passenger reservation requests
E6	CORE	Verify Special Duty Assignment Pay (SDAP) recertifications

TRAVEL

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Approve Defense Travel System (DTS) authorizations and vouchers
E7	CORE	Manage command's Defense Travel System (DTS) program
E7	CORE	Manage Government Travel Credit Card (GTCC) programs
E6	CORE	Manage Temporary Additional Duty (TAD) programs

E5	CORE	Prepare Medical Evacuation (MEDEVAC) orders

TRAVEL (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Prepare Request and Authorization for TDY Travel of DoD Personnel (DD FORM 1610)
E5	CORE	Process Government Travel Credit Card (GTCC) applications
E4	CORE	Review Defense Travel System (DTS) authorizations and vouchers
E5	CORE	Verify Permanent Change of Station (PCS) receipt documents
E5	CORE	Verify Permanent Change of Station (PCS) travel liquidation forms
E5	CORE	Verify Temporary Additional Duty Target (TADTAR) funding budget reports
E5	CORE	Verify transfer travel document submissions (e.g. Permanent Change of Station (PCS), Temporary Lodging Expense (TLE), Temporary Lodging Allowance (TLA), etc.)

Job Title**Office Manager****Job Code****001815****Job Family**

Office and Administrative Support

NOC

TBD

Short Title (30 Characters)

OFFICE MANAGER

Short Title (14 Characters)

OFFICE MANAGER

Pay Plan

Enlisted

Career Field

YN

Other Relationships and Rules

NEC 2514

Job Description

Office Managers supervise office personnel administration; communicate work procedures and policies to staff; supervise the work of office, administrative, or customer service personnel to ensure adherence to quality standards, deadlines and proper procedures, correcting errors or problems; evaluate job performance and compliance with regulations and recommend appropriate personnel action; interface and advise executive level personnel; and prepare and issue work schedules, deadlines, and duty assignments of office personnel.

DoD Relationship**Group Title**

Administration, General

DoD Code

151000

O*NET Relationship**Occupation Title**

First-Line Supervisors/Managers of
Office and Administrative Support
Workers

SOC Code

43-1011.00

Job Family

Office and Administrative
Support

Skills*Reading Comprehension**Monitoring**Writing**Coordination**Critical Thinking**Systems Evaluation**Management of Material Resources**Mathematics**Instructing**Learning Strategies***Abilities***Written Comprehension**Written Expression**Inductive Reasoning**Information Ordering**Oral Expression**Oral Comprehension**Category Flexibility**Problem Sensitivity**Visualization**Deductive Reasoning***CORRESPONDENCE****Paygrade****Task Type****Task Statements**

E4

CORE

Distribute message traffic

E4

CORE

Draft classification markings on correspondence and directives

E4

CORE

File administrative documents

E6

NON-CORE

Format inquiry replies (congressional, executive)

E4

CORE

Maintain command directive case files

E5

CORE

Manage forms control programs

E6

CORE

Manage official mail control programs

E6

CORE

Manage reports (e.g. action, control, recurring, etc.)

E4

CORE

Prepare award recommendations (personal, unit)

E5

CORE

Prepare command investigation reports

E4

CORE

Prepare command muster reports

E4

CORE

Prepare correspondence

E6

CORE

Prepare letters of reprimand or admonishment

E4

CORE

Prepare naval messages (e.g. special duty assignment, overseas screening, delay reporting, etc.)

E4

CORE

Prepare personal award citations

E4

CORE

Process annual directive reviews

CORRESPONDENCE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Process correspondence
E4	CORE	Update ticklers

LEGAL

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Authenticate Deserter or Absentee Wanted by Armed Forces (DD FORM 553) data
E5	CORE	Maintain Unit Punishment Books (UPB)
E6	CORE	Prepare administrative board documents
E4	CORE	Prepare administrative separation packages
E4	CORE	Prepare Charge Sheets (DD-458)
E4	CORE	Prepare Non-Judicial Punishment (NJP) documents
E4	CORE	Prepare Report and Disposition of Offense (NAVPERS 1626/7) forms
E4	CORE	Record disciplinary proceedings actions
E6	CORE	Verify administrative separation correspondence
E7	CORE	Verify command investigation records
E6	CORE	Verify Non-Judicial Punishment (NJP) documents

SECURITY

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Administer inadvertent disclosure oaths
E7	NON-CORE	Assist personnel with Sensitive Compartmented Information (SCI) access ineligibility appeals
E5	NON-CORE	Brief Department of Defense Central Adjudication Facility (DODCAF) Letter of Intent (LOI) procedures
E5	NON-CORE	Change combination lock codes
E6	NON-CORE	Conduct Emergency Action Plan (EAP) training
E5	NON-CORE	Conduct security briefings
E5	NON-CORE	Conduct Sensitive Compartmented Information (SCI) eligibility pre-screens
E5	NON-CORE	Conduct Special Security Representative (SSR) training
E7	NON-CORE	Coordinate construction of Sensitive Compartmented Information Facility (SCIF) (creation, modification, disestablishment)
E6	NON-CORE	Coordinate with Department of Defense Central Adjudication Facility (DODCAF) and Office of Personnel Management (OPM) on personnel security issues
E4	NON-CORE	Distribute materials to Defense Courier Service (DCS) stations
E6	NON-CORE	Implement Emergency Action Plans (EAP)
E4	CORE	Initiate security clearances (Tier 3, Tier 5)
E4	CORE	Input data into Joint Personnel Adjudication System (JPAS)
E6	NON-CORE	Inspect Sensitive Compartmented Information Facilities (SCIF)
E4	NON-CORE	Inventory classified material
E4	NON-CORE	Issue Sensitive Compartmented Information Facility (SCIF) security badges

SECURITY (CONT'D)

<u>Pavgrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	NON-CORE	Maintain physical and personnel security awareness programs
E5	NON-CORE	Monitor Joint Personnel Adjudication System (JPAS) personnel security notification process
E4	CORE	Prepare classified materials (e.g. mailing and hand carry)
E4	NON-CORE	Prepare foreign exception packages
E4	NON-CORE	Prepare inbound/outbound Defense Courier Service (DCS) inventories
E5	NON-CORE	Prepare monthly Sensitive Compartmented Information (SCI) personnel security violation reports
E5	NON-CORE	Prepare Security Access Eligibility Reports (SAER)
E5	NON-CORE	Process Defense Courier Service (DCS) Authorization Records (USTRANSCOM IMT 10)
E4	NON-CORE	Process security termination statements
E5	NON-CORE	Request Sensitive Compartmented Information (SCI) access upgrades
E4	NON-CORE	Review Electronic Questionnaires for Investigations Processing (E-QIP)
E5	NON-CORE	Update Emergency Action Plans (EAP)
E6	CORE	Verify personnel security investigation requests (EQIP)
E4	CORE	Verify Sensitive Compartmented Information Facility (SCIF) security badge system access requirements

TECHNICAL ADMINISTRATION

<u>Pavgrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Audit leave accounting records and reports
E7	CORE	Certify separation and retirement documentation
E6	CORE	Certify Special Duty Assignment Pay (SDAP)
E6	CORE	Coordinate formal command ceremonies
E5	CORE	Counsel personnel on pay, allowances and entitlements
E4	CORE	Create records management files
E5	CORE	Create routing organizations in E-Leave
E4	CORE	Initiate Transaction Online Processing System (TOPS) transactions
E6	NON-CORE	Maintain command biographies
E4	NON-CORE	Maintain Leave Control Number (LCN) logs
E6	CORE	Manage command fitness report and evaluation programs
E6	CORE	Manage directives review programs
E7	CORE	Manage Navy Family Accountability and Assessment System (NFAAS) command data
E6	NON-CORE	Manage personal correspondence of executive level personnel
E7	CORE	Manage records management programs
E4	CORE	Prepare directives (e.g. instructions, notices, publications, manuals, etc.)
E4	CORE	Prepare Electronic Service Record (ESR) entries
E6	NON-CORE	Prepare executive speeches

TECHNICAL ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Prepare Identification Card Applications (DD-1172-2)
E4	CORE	Prepare personnel documents (e.g. personnel receipts, Permanent Change of Station (PCS) notifications, etc.)
E4	CORE	Process awards
E4	CORE	Process classified mail
E5	CORE	Process fitness reports and enlisted performance evaluations
E5	NON-CORE	Process foreign area clearance requests
E5	CORE	Process Navy Enlisted Classification (NEC) code change requests
E7	CORE	Process Navy-wide examination answer sheets
E5	CORE	Process pay documents
E7	CORE	Process Personnel and Manning Activity Reports (PERSMAR)
E7	CORE	Release Naval messages
E5	CORE	Request Officer Distribution Control Reports (ODCR)
E4	CORE	Update Dependency Application and Record of Emergency Data (NAVPERS FORM 1070/602)
E5	CORE	Update Individual Personnel Tempo (ITEMPO) records
E7	CORE	Validate Billet Sequence Code (BSC) change requests
E7	CORE	Validate Duty Navy Enlisted Code (DNEC) change requests
E7	CORE	Validate Enlisted Manning Inquiry Reports (EMIRS)
E6	CORE	Verify command muster reports
E7	CORE	Verify completion of enlisted advancement worksheets
E6	NON-CORE	Verify electronic service record entries
E6	CORE	Verify expired gain and loss events
E6	NON-CORE	Verify interviewers' appraisal sheets
E6	CORE	Verify Leave Requests Authorizations (NAVCOMPT Form 3065)
E5	CORE	Verify passenger reservation requests
E6	CORE	Verify Special Duty Assignment Pay (SDAP) recertifications

TRAVEL

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Approve Defense Travel System (DTS) authorizations and vouchers
E7	CORE	Manage command's Defense Travel System (DTS) program
E7	CORE	Manage Government Travel Credit Card (GTCC) programs
E6	CORE	Manage Temporary Additional Duty (TAD) programs
E5	CORE	Prepare Request and Authorization for TDY Travel of DoD Personnel (DD FORM 1610)
E4	CORE	Review Defense Travel System (DTS) authorizations and vouchers
E7	CORE	Verify collection of Defense Travel System (DTS) travel claim overpayments
E5	CORE	Verify Permanent Change of Station (PCS) receipt documents
E5	CORE	Verify Permanent Change of Station (PCS) travel liquidation forms

TRAVEL (CONT'D)

<u>Pavgrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Verify Temporary Additional Duty Target (TADTAR) funding budget reports
E5	CORE	Verify transfer travel document submissions (e.g. Permanent Change of Station (PCS), Temporary Lodging Expense (TLE), Temporary Lodging Allowance (TLA), etc.)

CHAPTER 79



YEOMAN (SUBMARINE) (YNS)

NAVPERS 18068F-79A
CH-73

Updated: January 2018

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

YEOMAN (SUBMARINE) (YNS)



SCOPE OF RATING

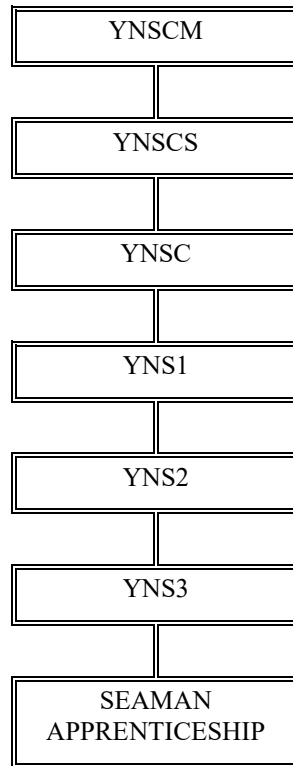
Yeomen (Submarine) (YNS) perform clerical, customer service, personnel/physical security, and general administrative duties, including typing and filing; prepare and route correspondence, reports and electronic service record entries; maintain records and publications; counsel office personnel on administrative matters; perform administrative support for shipboard legal proceedings and maintain shipboard legal files; conduct reporting and detaching procedures and required retention and transition counseling; manage, arrange, review, and approve personnel travel; process and dispatch all classes of mail and parcel post; prepare and maintain personnel security documents; perform other personnel related functions; and serve as executive office managers.



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 79.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in OPNAVINST 1420.1.

For rating entry requirements, refer to MILPERSMAN 1306-618.

SAFETY

The observance of Operational Risk Management (ORM) and proper safety precautions in all areas is an integral part of each billet and the responsibility of every Sailor; therefore, it is a universal requirement for all ratings.

Job Title**Submarine Administrative Assistant****Job Code****002765****Job Family**

Office and Administrative Support

NOC

TBD

Short Title (30 Characters)

SUB ADMINISTRATIVE ASSISTANT

Short Title (14 Characters)

SUB ADMIN ASST

Pay Plan

Enlisted

Career Field

YNS

Other Relationships and Rules

None

Job Description

Submarine Administrative Assistants assist in daily operations of administrative offices onboard submarines and at shore facilities; prepare, type, and route correspondence and reports; and operate personal computers, reproduction machines, audio-recording devices, and other office systems.

DoD Relationship**Group Title**

Administrators, General

DoD Code

270100

O*NET Relationship**Occupation Title**

Executive Secretaries and
Executive Administrative Assistants

SOC Code

43-6011.00

Job Family

Office and Administrative
Support

Skills*Writing**Monitoring**Reading Comprehension**Coordination**Management of Personnel Resources**Critical Thinking**Management of Material Resources**Systems Evaluation**Mathematics**Quality Control Analysis***Abilities***Written Comprehension**Written Expression**Problem Sensitivity**Information Ordering**Deductive Reasoning**Inductive Reasoning**Oral Comprehension**Oral Expression**Number Facility**Wrist-Finger Speed***CORRESPONDENCE****Paygrade****Task Type****Task Statements**

E4

CORE

Draft classification markings on correspondence and directives

E4

CORE

File administrative material

E4

CORE

Maintain award ticklers

E4

CORE

Maintain command directive case files

E4

CORE

Maintain reports control systems

E4

CORE

Prepare command muster reports

E4

CORE

Prepare correspondence

E4

CORE

Prepare naval messages

E4

CORE

Prepare personal award citations

E4

CORE

Prepare Personal Awards Recommendation (OPNAV 1650/3)

E4

CORE

Process annual directive reviews

E4

CORE

Process official mail

E4

CORE

Review message traffic

E4

CORE

Route correspondence

LEGAL**Paygrade****Task Type****Task Statements**

E4

CORE

Maintain legal directives and publications

E4

CORE

Prepare administrative separation packages

LEGAL (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Prepare Record of Unauthorized Absence (NAVPERS FORM 1070/606)
E4	CORE	Process Court Memorandums (NAVPERS FORM 1070/607)
E4	CORE	Record disciplinary proceedings actions
E4	CORE	Report Sailors' disciplinary findings

SECURITY

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Assist personnel in completing security clearance paperwork
E4	CORE	Distribute materials to Defense Courier Service (DCS) stations
E4	CORE	Draft clearance adjudications
E4	CORE	Draft inadvertent disclosure oaths
E4	CORE	Generate classified mail receipt tracers
E4	CORE	Input data into Joint Personnel Adjudication System (JPAS)
E4	NON-CORE	Issue Sensitive Compartmented Information Facility (SCIF) security badges
E4	NON-CORE	Prepare inbound and outbound Defense Courier Service (DCS) inventories
E4	CORE	Prepare classified material (mailing and hand carry)
E4	NON-CORE	Prepare foreign exception packages
E4	CORE	Process Defense Courier Service (DCS) Authorization Records (USTRANSCOM IMT 10)
E4	NON-CORE	Process security termination statements
E4	CORE	Process Single Scope Background Investigation (SSBI) documents
E4	NON-CORE	Review Electronic Questionnaires for Investigations Processing (E-QIP)
E4	CORE	Verify Sensitive Compartmented Information Facility (SCIF) security badge system access requirements

TECHNICAL ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Compute Pay Entry Base Dates (PEBD) or Active Duty Service Dates (ADSD)
E4	CORE	Create records management files
E4	CORE	Create routing organizations in E-Leave
E4	CORE	Draft dependent and family entry request messages
E4	CORE	Draft failed to report messages
E4	CORE	Draft special duty assignment messages
E4	CORE	File separation documents
E4	NON-CORE	Maintain Command Biographies for CPOs and Wardroom
E4	NON-CORE	Prepare Command Biographies for CPOs and Wardroom
E4	CORE	Prepare directives (e.g. instructions, notices, publications, manuals, etc.)
E4	NON-CORE	Prepare discharge and fleet reserve certificates
E4	CORE	Prepare electronic service record entries
E4	CORE	Prepare health records for mailing
E4	CORE	Prepare interviewers' appraisal sheets
E4	CORE	Prepare Medical Evacuation (MEDIVAC) orders

TECHNICAL ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Prepare Navy Standard Integrated Personnel System (NSIPS) service record entries
E4	CORE	Prepare Page 13 (Administrative Remarks, NAVPERS FORM 1070/613)
E4	CORE	Prepare pay entitlement and allowances documents (e.g. Career Sea Pay Premium (CSPP), Special Duty Incentive Pay (SDIP), special pay, etc.)
E4	CORE	Prepare personnel documents (e.g. personnel receipts, Permanent Change of Station (PCS) notifications, command ceremonies, etc.)
E4	CORE	Prepare receipt pay transactions
E4	CORE	Prepare sailing diaries
E4	NON-CORE	Prepare statement of service documents
E4	CORE	Prepare Transfer Information Sheets (TIS)
E4	CORE	Process awards
E4	CORE	Process change of station passenger reservation requests
E4	CORE	Process Dependency Application and Record of Emergency Data (NAVPERS FORM 1070/602)
E4	CORE	Process Electronic Funds Transfer (EFT) forms
E4	CORE	Process Electronic Service Record (ESR) entries
E4	CORE	Process evacuation orders
E4	CORE	Process fitness reports and enlisted performance evaluations
E4	CORE	Process funded emergency leave requests
E4	CORE	Process pay documents
E4	CORE	Process pay entitlements and allowances (e.g. Career Sea Pay Premium (CSPP), Sea Duty Incentive Pay (SDIP), special pay, etc.)
E4	CORE	Process Servicemembers' Group Life Insurance (SGLI) (SGLV 8286)/Family Servicemembers' Group Life Insurance (FSGLI) (SGLV 8286A) documents
E4	CORE	Process Temporary Additional Duty (TEMADD) requests and orders
E4	CORE	Process Transaction Online Processing System (TOPS) pay and personnel transactions
E4	CORE	Reconcile leave balances
E4	CORE	Track classified mail
E4	CORE	Update member's enlisted service records
E4	CORE	Verify Electronic Funds Transfer (EFT) information
E4	CORE	Verify leave balances

TRAVEL

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Prepare advance travel of dependents
E4	CORE	Prepare dependent transportation requests
E4	CORE	Prepare Request and Authorization for TDY Travel of DoD Personnel (DD FORM 1610)
E4	CORE	Prepare requests for delayed travel of dependents
E4	CORE	Process North American Treaty Organization (NATO) travel orders

TRAVEL (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Process Passenger Reservation Requests (PRR)
E4	CORE	Process Temporary Lodging Allowances (TLA) forms
E4	CORE	Process Temporary Lodging Expense (TLE) forms
E5	CORE	Review Defense Travel System (DTS) authorizations and vouchers
E4	CORE	Verify travel payment posting disbursements

Job Title**Submarine Administrative Manager****Job Code****002766****Job Family**

Office and Administrative Support

NOC

TBD

Short Title (30 Characters)

SUB ADMINISTRATIVE MANAGER

Short Title (14 Characters)

SUB ADMIN MGR

Pay Plan

Enlisted

Career Field

YNS

Other Relationships and Rules

2514

Job Description

Submarine Administrative Managers train and lead administrative personnel; organize and maintain files, records, and official publications; manage travel programs; perform administrative daily operations; and support legal proceedings.

DoD Relationship**Group Title**

Administration, General

DoD Code

151000

O*NET Relationship**Occupation Title**

First-Line Supervisors of Office
and Administrative Support
Workers

SOC Code

43-1011.00

Job Family

Office and Administrative
Support

Skills*Monitoring**Writing**Reading Comprehension**Coordination**Critical Thinking**Management of Personnel Resources**Quality Control Analysis**Systems Evaluation**Management of Material Resources**Mathematics***Abilities***Written Comprehension**Written Expression**Problem Sensitivity**Information Ordering**Inductive Reasoning**Deductive Reasoning**Oral Expression**Oral Comprehension**Category Flexibility**Number Facility***CORRESPONDENCE****Paygrade****Task Type****Task Statements**

E4

CORE

Draft classification markings on correspondence and directives

E5

NON-CORE

Draft congressional inquiry replies

E4

CORE

File administrative material

E4

CORE

Maintain award ticklers

E4

CORE

Maintain command directive case files

E4

CORE

Maintain reports control systems

E5

CORE

Manage forms control programs

E5

CORE

Manage official mail control programs

E7

CORE

Manage recurring reports

E5

CORE

Prepare command investigation reports

E4

CORE

Prepare command muster reports

E4

CORE

Prepare correspondence

E5

CORE

Prepare letters of reprimand or admonishment

E4

CORE

Prepare naval messages

E4

CORE

Prepare personal award citations

E4

CORE

Prepare Personal Awards Recommendation (OPNAV 1650/3)

E4

CORE

Process annual directive reviews

CORRESPONDENCE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Process official mail
E4	CORE	Review message traffic
E4	CORE	Route correspondence

LEGAL

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Authenticate Deserter or Absentee Wanted by Armed Forces (DD FORM 553) data
E4	CORE	Maintain legal directives and publications
E5	CORE	Maintain Unit Punishment Books (UPB)
E5	CORE	Prepare administrative board documents
E4	CORE	Prepare administrative separation packages
E5	CORE	Prepare Non-Judicial Punishment (NJP) documents
E4	CORE	Prepare Record of Unauthorized Absence (NAVPERS FORM 1070/606)
E5	CORE	Process Court Memorandum (NAVPERS 1070/607) adjustments
E4	CORE	Process Court Memorandums (NAVPERS FORM 1070/607)
E6	CORE	Process formal grievances
E6	CORE	Process Freedom of Information Act (FOIA) requests
E4	CORE	Record disciplinary proceedings actions
E4	CORE	Report Sailors' disciplinary findings
E6	CORE	Verify administrative separation correspondence
E7	CORE	Verify command investigation records
E7	CORE	Verify Non-Judicial Punishment (NJP) actions
E6	CORE	Verify Non-Judicial Punishment (NJP) documents

SECURITY

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Assist personnel in completing security clearance paperwork
E5	CORE	Assist personnel with Sensitive Compartmented Information (SCI) access ineligibility appeals
E6	NON-CORE	Brief Department of Navy Central Adjudication Facility (DONCAF) Letter of Intent (LOI) procedures
E5	NON-CORE	Change codes to combination locks
E6	NON-CORE	Conduct Emergency Action Plan (EAP) training
E5	NON-CORE	Conduct security briefings
E5	NON-CORE	Conduct Sensitive Compartmented Information (SCI) eligibility pre-screens
E6	NON-CORE	Conduct Special Security Representative (SSR) training
E7	NON-CORE	Coordinate design and construct Sensitive Compartmented Information Facility (SCIF)
E6	NON-CORE	Coordinate with Department of Navy Central Adjudication Facility (DONCAF) and Office of Personnel Management (OPM) on personnel access issues
E4	CORE	Distribute materials to Defense Courier Service (DCS) stations

SECURITY (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Draft clearance adjudications
E4	CORE	Draft inadvertent disclosure oaths
E4	CORE	Generate classified mail receipt tracers
E6	NON-CORE	Implement Emergency Action Plans (EAP)
E4	CORE	Input data into Joint Personnel Adjudication System (JPAS)
E5	NON-CORE	Inspect Sensitive Compartmented Information Facilities (SCIF)
E4	NON-CORE	Issue Sensitive Compartmented Information Facility (SCIF) security badges
E6	NON-CORE	Maintain physical and personnel security awareness programs
E6	CORE	Maintain security administration
E5	NON-CORE	Monitor personnel security notification process
E4	NON-CORE	Prepare inbound and outbound Defense Courier Service (DCS) inventories
E4	CORE	Prepare classified material (mailing and hand carry)
E4	NON-CORE	Prepare foreign exception packages
E5	CORE	Prepare monthly Sensitive Compartmented Information (SCI) personnel security violation reports
E5	CORE	Prepare Security Access Eligibility Reports (SAER)
E7	NON-CORE	Prepare Sensitive Compartmented Information Facility (SCIF) modification documents
E4	CORE	Process Defense Courier Service (DCS) Authorization Records (USTRANSCOM IMT 10)
E4	NON-CORE	Process security termination statements
E4	CORE	Process Single Scope Background Investigation (SSBI) documents
E5	NON-CORE	Request Sensitive Compartmented Information (SCI) access upgrades
E4	NON-CORE	Review Electronic Questionnaires for Investigations Processing (E-QIP)
E7	NON-CORE	Review Sensitive Compartmented Information Facility (SCIF) construction for accreditation
E5	NON-CORE	Update Emergency Action Plans (EAP)
E5	NON-CORE	Verify classified receipt records
E5	CORE	Verify personnel security investigation requests
E4	CORE	Verify Sensitive Compartmented Information Facility (SCIF) security badge system access requirements

TECHNICAL ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Assign Transaction Online Processing System (TOPS) pay and personnel transactions
E5	CORE	Audit leave accounting records and reports
E7	CORE	Authenticate leave accounting records and reports
E7	CORE	Authenticate Medical Evacuation (MEDIVAC) orders
E7	CORE	Certify advance pay
E6	CORE	Certify Authorization To Apply For A "No-Fee" Passport and/or Request for Visa (DD FORM 1056) applications

TECHNICAL ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Certify pay correspondence
E5	CORE	Certify pay transaction ticklers
E7	CORE	Certify separation and retirement documentation
E7	CORE	Certify Special Duty Assignment Pay (SDAP)
E5	CORE	Compile command history inputs
E4	CORE	Compute Pay Entry Base Dates (PEBD) or Active Duty Service Dates (ADSD)
E5	CORE	Coordinate formal command ceremonies
E5	CORE	Correct sea duty and shore duty commencement dates
E5	CORE	Counsel personnel on pay, allowances and entitlements
E5	CORE	Create Personnel and Manning Activity Reports (PERSMAR)
E4	CORE	Create records management files
E4	CORE	Create routing organizations in E-Leave
E4	CORE	Draft dependent and family entry request messages
E4	CORE	Draft failed to report messages
E4	CORE	Draft special duty assignment messages
E5	CORE	Establish command-view access to Electronic Service Records (ESR)
E5	CORE	Establish command-view access to Navy Standard Integrated Personnel System (NSIPS)
E4	CORE	File separation documents
E4	NON-CORE	Maintain Command Biographies for CPOs and Wardroom
E7	CORE	Maintain Defense Travel System (DTS) account access security forms
E5	CORE	Maintain pay and personnel transaction ticklers
E6	CORE	Manage command fitness report and evaluation programs
E6	CORE	Manage directives review programs
E7	CORE	Manage Navy Standard Integrated Personnel and Pay System (NSIPS) accounts (afloat, web)
E6	CORE	Manage personal correspondence of executive level personnel
E6	CORE	Manage records management programs
E7	CORE	Perform counseling on Permanent Change of Station (PCS) transfers
E5	CORE	Prepare Advance Pay Requests (DD FORM 2560)
E4	NON-CORE	Prepare Command Biographies for CPOs and Wardroom
E4	CORE	Prepare directives (e.g. instructions, notices, publications, manuals, etc.)
E4	NON-CORE	Prepare discharge and fleet reserve certificates
E4	CORE	Prepare electronic service record entries
E5	NON-CORE	Prepare executive speeches
E4	CORE	Prepare health records for mailing
E4	CORE	Prepare interviewers' appraisal sheets
E5	NON-CORE	Prepare letters of authority
E4	CORE	Prepare Medical Evacuation (MEDIVAC) orders

TECHNICAL ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Prepare Navy Standard Integrated Personnel System (NSIPS) service record entries
E5	CORE	Prepare Overseas Tour Extension Incentive Program (OTEIP) requests
E4	CORE	Prepare Page 13 (Administrative Remarks, NAVPERS FORM 1070/613)
E5	CORE	Prepare Pay Adjustment Authorizations (DD FORM 139)
E4	CORE	Prepare pay entitlement and allowances documents (e.g. Career Sea Pay Premium (CSPP), Special Duty Incentive Pay (SDIP), special pay, etc.)
E4	CORE	Prepare personnel documents (e.g. personnel receipts, Permanent Change of Station (PCS) notifications, command ceremonies, etc.)
E4	CORE	Prepare receipt pay transactions
E4	CORE	Prepare sailing diaries
E5	CORE	Prepare separation worksheets
E4	NON-CORE	Prepare statement of service documents
E4	CORE	Prepare Transfer Information Sheets (TIS)
E5	CORE	Prepare Unplanned Loss documentation (e.g. TAB A, Electronic Personnel Deficiency Report (EPDR), etc.)
E4	CORE	Process awards
E4	CORE	Process change of station passenger reservation requests
E4	CORE	Process Dependency Application and Record of Emergency Data (NAVPERS FORM 1070/602)
E4	CORE	Process Electronic Funds Transfer (EFT) forms
E4	CORE	Process Electronic Service Record (ESR) entries
E4	CORE	Process evacuation orders
E4	CORE	Process fitness reports and enlisted performance evaluations
E5	NON-CORE	Process foreign area clearance requests
E4	CORE	Process funded emergency leave requests
E5	NON-CORE	Process name change requests
E5	CORE	Process Navy Enlisted Classification (NEC) code change requests
E7	NON-CORE	Process Navy-wide examination answer sheets
E4	CORE	Process pay documents
E4	CORE	Process pay entitlements and allowances (e.g. Career Sea Pay Premium (CSPP), Sea Duty Incentive Pay (SDIP), special pay, etc.)
E6	CORE	Process Personnel and Manning Activity Reports (PERSMAR)
E6	CORE	Process Personnel Routing Instructions (PRI)
E4	CORE	Process Servicemembers' Group Life Insurance (SGLI) (SGLV 8286)/Family Servicemembers' Group Life Insurance (FSGLI) (SGLV 8286A) documents
E5	CORE	Process special duty screenings
E4	CORE	Process Temporary Additional Duty (TEMADD) requests and orders
E4	CORE	Process Transaction Online Processing System (TOPS) pay and personnel transactions
E4	CORE	Reconcile leave balances

TECHNICAL ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Request Officer Distribution Control Report (ODCR) updates
E6	CORE	Request update to Activity Manpower Documents (AMD)
E7	NON-CORE	Respond to official inquiries (DFAS, advise of errors, IG, BCNR, etc.)
E4	CORE	Track classified mail
E5	CORE	Update Individual Personnel Tempo (ITEMPO) records
E4	CORE	Update member's enlisted service records
E5	CORE	Validate Dependency Application and Record of Emergency Data (NAVPERS FORM 1070/602)
E5	CORE	Validate Duty Navy Enlisted Code (DNEC) change requests
E5	CORE	Validate Electronic Service Record (ESR) entries
E7	NON-CORE	Validate overseas assignment screenings
E7	CORE	Validate Personnel and Manning Activity Reports (PERSMAR)
E7	CORE	Validate Record of Unauthorized Absence (NAVPERS FORM 1070/606)
E7	CORE	Validate special duty screenings
E5	CORE	Verify command muster reports
E6	CORE	Verify dual military member spouse enrollment in Defense Enrollment Eligibility Reporting System (DEERS)
E4	CORE	Verify Electronic Funds Transfer (EFT) information
E6	CORE	Verify electronic service record entries
E7	CORE	Verify enlisted advancement worksheets
E5	CORE	Verify enlisted programs eligibility requirements
E6	CORE	Verify expired loss and gain events
E6	CORE	Verify involuntary separation pay eligibility and entitlements
E4	CORE	Verify leave balances
E5	CORE	Verify lump sum leave and correct days paid
E5	CORE	Verify member Career Sea Pay Premium (CSPP) eligibility
E6	CORE	Verify obligated service for transfer to fleet reserve
E6	CORE	Verify passenger reservation requests
E5	CORE	Verify pay and allowance entitlements
E6	CORE	Verify Special Duty Assignment Pay (SDAP) recertifications
E5	CORE	Verify suspended debts
E5	CORE	Verify transfer document submissions

TRAVEL

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Approve Defense Travel System (DTS) authorizations and vouchers
E5	CORE	Audit travel vouchers
E5	CORE	Authenticate advance travel of dependents
E7	CORE	Certify official travel documents
E7	CORE	Certify travel advances
E7	CORE	Manage Government Travel Charge Card (GTCC) programs

TRAVEL (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Manage Temporary Additional Duty (TAD) programs
E6	CORE	Monitor commands Defense Travel System (DTS) program
E4	CORE	Prepare advance travel of dependents
E4	CORE	Prepare dependent transportation requests
E4	CORE	Prepare Request and Authorization for TDY Travel of DoD Personnel (DD FORM 1610)
E4	CORE	Prepare requests for delayed travel of dependents
E5	CORE	Prepare Temporary Additional Duty Target (TADTAR) funding budget reports
E5	CORE	Process delayed travel of dependents
E5	NON-CORE	Process non-Government Travel Charge Card (GTCC) travel advances
E4	CORE	Process North American Treaty Organization (NATO) travel orders
E4	CORE	Process Passenger Reservation Requests (PRR)
E4	CORE	Process Temporary Lodging Allowances (TLA) forms
E4	CORE	Process Temporary Lodging Expense (TLE) forms
E5	CORE	Process travel advance requests
E5	CORE	Review Defense Travel System (DTS) authorizations and vouchers
E5	CORE	Review travel advances
E5	CORE	Review travel liquidation forms
E6	CORE	Track travel claim submissions and liquidations
E6	CORE	Verify Defense Travel System (DTS) authorizations and vouchers
E5	CORE	Verify receipt documents
E6	CORE	Verify Temporary Additional Duty Target (TADTAR) funding budget reports
E5	CORE	Verify travel claim overpayment collections
E4	CORE	Verify travel payment posting disbursements
E7	CORE	Verify waiver claims for erroneous travel payments

Job Title**Submarine Administrative Office Supervisor****Job Code****002767****Job Family**

Office and Administrative Support

NOC

TBD

Short Title (30 Characters)

SUB ADMIN OFFICE SUPERVISOR

Short Title (14 Characters)

SUB ADMN SUPV

Pay Plan

Enlisted

Career Field

YNS

Other Relationships and Rules

2514

Job Description

Submarine Administrative Office Supervisors direct the work of office and administrative personnel; communicate work procedures and policies to staff; provide customer service to ensure adherence to quality standards, deadlines, and proper procedures, correcting errors or problems; evaluate job performance and compliance with regulations and recommend appropriate personnel action; interface with and advise executive level personnel; and prepare and issue work schedules, deadlines, and duty assignments of office personnel.

DoD Relationship**Group Title**

Administration, General

DoD Code

151000

O*NET Relationship**Occupation Title**

First-Line Supervisors of Office and Administrative Support Workers

SOC Code

43-1011.00

Job Family

Office and Administrative Support

Skills*Monitoring**Writing**Reading Comprehension**Coordination**Management of Personnel Resources**Critical Thinking**Systems Evaluation**Quality Control Analysis**Management of Material Resources**Mathematics***Abilities***Written Comprehension**Written Expression**Problem Sensitivity**Information Ordering**Inductive Reasoning**Deductive Reasoning**Oral Expression**Oral Comprehension**Category Flexibility**Finger Dexterity***CORRESPONDENCE****Paygrade****Task Type****Task Statements**

E4

CORE

Draft classification markings on correspondence and directives

E5

NON-CORE

Draft congressional inquiry replies

E4

CORE

File administrative material

E4

CORE

Maintain award ticklers

E4

CORE

Maintain command directive case files

E4

CORE

Maintain reports control systems

E5

CORE

Manage forms control programs

E5

CORE

Manage official mail control programs

E5

CORE

Prepare command investigation reports

E4

CORE

Prepare command muster reports

E4

CORE

Prepare correspondence

E5

CORE

Prepare letters of reprimand or admonishment

E4

CORE

Prepare naval messages

E4

CORE

Prepare personal award citations

E4

CORE

Prepare Personal Awards Recommendation (OPNAV 1650/3)

E4

CORE

Process annual directive reviews

CORRESPONDENCE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Process official mail
E4	CORE	Review message traffic
E4	CORE	Route correspondence

LEGAL

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Maintain legal directives and publications
E5	CORE	Maintain Unit Punishment Books (UPB)
E5	CORE	Prepare administrative board documents
E4	CORE	Prepare administrative separation packages
E5	CORE	Prepare Non-Judicial Punishment (NJP) documents
E4	CORE	Prepare Record of Unauthorized Absence (NAVPERS FORM 1070/606)
E5	CORE	Process Court Memorandum (NAVPERS 1070/607) adjustments
E4	CORE	Process Court Memorandums (NAVPERS FORM 1070/607)
E4	CORE	Record disciplinary proceedings actions
E4	CORE	Report Sailors' disciplinary findings
E6	CORE	Verify administrative separation correspondence
E6	CORE	Verify Non-Judicial Punishment (NJP) documents

SECURITY

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Assist personnel in completing security clearance paperwork
E5	CORE	Assist personnel with Sensitive Compartmented Information (SCI) access ineligibility appeals
E6	NON-CORE	Brief Department of Navy Central Adjudication Facility (DONCAF) Letter of Intent (LOI) procedures
E5	NON-CORE	Change codes to combination locks
E6	NON-CORE	Conduct Emergency Action Plan (EAP) training
E5	NON-CORE	Conduct security briefings
E5	NON-CORE	Conduct Sensitive Compartmented Information (SCI) eligibility pre-screens
E6	NON-CORE	Conduct Special Security Representative (SSR) training
E6	NON-CORE	Coordinate with Department of Navy Central Adjudication Facility (DONCAF) and Office of Personnel Management (OPM) on personnel access issues
E4	CORE	Distribute materials to Defense Courier Service (DCS) stations
E4	CORE	Draft clearance adjudications
E4	CORE	Draft inadvertent disclosure oaths
E4	CORE	Generate classified mail receipt tracers
E4	CORE	Input data into Joint Personnel Adjudication System (JPAS)
E5	NON-CORE	Inspect Sensitive Compartmented Information Facilities (SCIF)
E4	NON-CORE	Issue Sensitive Compartmented Information Facility (SCIF) security badges
E5	NON-CORE	Monitor personnel security notification process
E4	NON-CORE	Prepare inbound and outbound Defense Courier Service (DCS) inventories

SECURITY (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Prepare classified material (mailing and hand carry)
E4	NON-CORE	Prepare foreign exception packages
E5	CORE	Prepare monthly Sensitive Compartmented Information (SCI) personnel security violation reports
E5	CORE	Prepare Security Access Eligibility Reports (SAER)
E4	CORE	Process Defense Courier Service (DCS) Authorization Records (USTRANSCOM IMT 10)
E4	NON-CORE	Process security termination statements
E4	CORE	Process Single Scope Background Investigation (SSBI) documents
E5	NON-CORE	Request Sensitive Compartmented Information (SCI) access upgrades
E4	NON-CORE	Review Electronic Questionnaires for Investigations Processing (E-QIP)
E5	NON-CORE	Update Emergency Action Plans (EAP)
E5	NON-CORE	Verify classified receipt records
E5	CORE	Verify personnel security investigation requests
E4	CORE	Verify Sensitive Compartmented Information Facility (SCIF) security badge system access requirements

TECHNICAL ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Assign Transaction Online Processing System (TOPS) pay and personnel transactions
E5	CORE	Audit leave accounting records and reports
E6	CORE	Certify Authorization To Apply For A "No-Fee" Passport and/or Request for Visa (DD FORM 1056) applications
E5	CORE	Certify pay transaction ticklers
E5	CORE	Compile command history inputs
E4	CORE	Compute Pay Entry Base Dates (PEBD) or Active Duty Service Dates (ADSD)
E5	CORE	Coordinate formal command ceremonies
E5	CORE	Correct sea duty and shore duty commencement dates
E5	CORE	Counsel personnel on pay, allowances and entitlements
E5	CORE	Create Personnel and Manning Activity Reports (PERSMAR)
E4	CORE	Create records management files
E4	CORE	Create routing organizations in E-Leave
E4	CORE	Draft dependent and family entry request messages
E4	CORE	Draft failed to report messages
E4	CORE	Draft special duty assignment messages
E5	CORE	Establish command-view access to Electronic Service Records (ESR)
E5	CORE	Establish command-view access to Navy Standard Integrated Personnel System (NSIPS)
E4	CORE	File separation documents
E4	NON-CORE	Maintain Command Biographies for CPOs and Wardroom
E5	CORE	Maintain pay and personnel transaction ticklers

TECHNICAL ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Manage directives review programs
E6	CORE	Manage personal correspondence of executive level personnel
E6	CORE	Manage records management programs
E7	CORE	Perform counseling on Permanent Change of Station (PCS) transfers
E5	CORE	Prepare Advance Pay Requests (DD FORM 2560)
E4	NON-CORE	Prepare Command Biographies for CPOs and Wardroom
E4	CORE	Prepare directives (e.g. instructions, notices, publications, manuals, etc.)
E4	NON-CORE	Prepare discharge and fleet reserve certificates
E4	CORE	Prepare electronic service record entries
E5	NON-CORE	Prepare executive speeches
E4	CORE	Prepare health records for mailing
E4	CORE	Prepare interviewers' appraisal sheets
E5	NON-CORE	Prepare letters of authority
E4	CORE	Prepare Medical Evacuation (MEDIVAC) orders
E4	CORE	Prepare Navy Standard Integrated Personnel System (NSIPS) service record entries
E5	CORE	Prepare Overseas Tour Extension Incentive Program (OTEIP) requests
E4	CORE	Prepare Page 13 (Administrative Remarks, NAVPERS FORM 1070/613)
E5	CORE	Prepare Pay Adjustment Authorizations (DD FORM 139)
E4	CORE	Prepare pay entitlement and allowances documents (e.g. Career Sea Pay Premium (CSPP), Special Duty Incentive Pay (SDIP), special pay, etc.)
E4	CORE	Prepare personnel documents (e.g. personnel receipts, Permanent Change of Station (PCS) notifications, command ceremonies, etc.)
E4	CORE	Prepare receipt pay transactions
E4	CORE	Prepare sailing diaries
E5	CORE	Prepare separation worksheets
E4	NON-CORE	Prepare statement of service documents
E4	CORE	Prepare Transfer Information Sheets (TIS)
E5	CORE	Prepare Unplanned Loss documentation (e.g. TAB A, Electronic Personnel Deficiency Report (EPDR), etc.)
E4	CORE	Process awards
E4	CORE	Process change of station passenger reservation requests
E4	CORE	Process Dependency Application and Record of Emergency Data (NAVPERS FORM 1070/602)
E4	CORE	Process Electronic Funds Transfer (EFT) forms
E4	CORE	Process Electronic Service Record (ESR) entries
E4	CORE	Process evacuation orders
E4	CORE	Process fitness reports and enlisted performance evaluations
E5	NON-CORE	Process foreign area clearance requests
E4	CORE	Process funded emergency leave requests
E5	NON-CORE	Process name change requests

TECHNICAL ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Process Navy Enlisted Classification (NEC) code change requests
E4	CORE	Process pay documents
E4	CORE	Process pay entitlements and allowances (e.g. Career Sea Pay Premium (CSPP), Sea Duty Incentive Pay (SDIP), special pay, etc.)
E4	CORE	Process Servicemembers' Group Life Insurance (SGLI) (SGLV 8286)/Family Servicemembers' Group Life Insurance (FSGLI) (SGLV 8286A) documents
E5	CORE	Process special duty screenings
E4	CORE	Process Temporary Additional Duty (TEMADD) requests and orders
E4	CORE	Process Transaction Online Processing System (TOPS) pay and personnel transactions
E4	CORE	Reconcile leave balances
E5	CORE	Request Officer Distribution Control Report (ODCR) updates
E6	CORE	Request update to Activity Manpower Documents (AMD)
E4	CORE	Track classified mail
E5	CORE	Update Individual Personnel Tempo (ITEMPO) records
E4	CORE	Update member's enlisted service records
E5	CORE	Validate Dependency Application and Record of Emergency Data (NAVPERS FORM 1070/602)
E5	CORE	Validate Duty Navy Enlisted Code (DNEC) change requests
E5	CORE	Validate Electronic Service Record (ESR) entries
E5	CORE	Verify command muster reports
E4	CORE	Verify Electronic Funds Transfer (EFT) information
E6	CORE	Verify electronic service record entries
E5	CORE	Verify enlisted programs eligibility requirements
E4	CORE	Verify leave balances
E5	CORE	Verify lump sum leave and correct days paid
E5	CORE	Verify member Career Sea Pay Premium (CSPP) eligibility
E6	CORE	Verify obligated service for transfer to fleet reserve
E6	CORE	Verify passenger reservation requests
E5	CORE	Verify pay and allowance entitlements
E5	CORE	Verify suspended debts
E5	CORE	Verify transfer document submissions

TRAVEL

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Audit travel vouchers
E5	CORE	Authenticate advance travel of dependents
E6	CORE	Manage Temporary Additional Duty (TAD) programs
E6	CORE	Monitor commands Defense Travel System (DTS) program
E4	CORE	Prepare advance travel of dependents
E4	CORE	Prepare dependent transportation requests

TRAVEL (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Prepare Request and Authorization for TDY Travel of DoD Personnel (DD FORM 1610)
E4	CORE	Prepare requests for delayed travel of dependents
E5	CORE	Prepare Temporary Additional Duty Target (TADTAR) funding budget reports
E5	CORE	Process delayed travel of dependents
E5	NON-CORE	Process non-Government Travel Charge Card (GTCC) travel advances
E4	CORE	Process North American Treaty Organization (NATO) travel orders
E4	CORE	Process Passenger Reservation Requests (PRR)
E4	CORE	Process Temporary Lodging Allowances (TLA) forms
E4	CORE	Process Temporary Lodging Expense (TLE) forms
E5	CORE	Process travel advance requests
E5	CORE	Review Defense Travel System (DTS) authorizations and vouchers
E5	CORE	Review travel advances
E5	CORE	Review travel liquidation forms
E6	CORE	Track travel claim submissions and liquidations
E6	CORE	Verify Defense Travel System (DTS) authorizations and vouchers
E5	CORE	Verify receipt documents
E6	CORE	Verify Temporary Additional Duty Target (TADTAR) funding budget reports
E5	CORE	Verify travel claim overpayment collections
E4	CORE	Verify travel payment posting disbursements

CHAPTER 80



ROBOTICS WARFARE SPECIALIST (RW)

NAVPERS 18068F-80A
Change 98

Updated: April 2024

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NAVY ENLISTED OCCUPATIONAL STANDARD
FOR

ROBOTICS WARFARE SPECIALIST (RW)



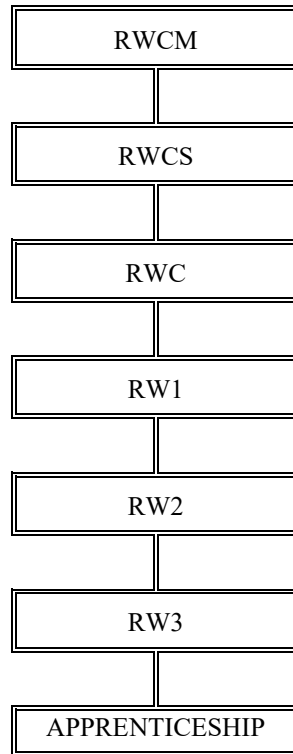
SCOPE OF RATING

Robotics Warfare Specialists (RW) plan, perform, supervise, and train personnel in the operational employment of Robotic Autonomous Systems (RAS); and plan, perform, supervise, and train personnel in both preventative and corrective levels of maintenance, configuration, testing, troubleshooting, data analysis, utilization of technical documentation, and test equipment.

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 80.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer 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

Robotics Systems Specialist

Job Code

002822

Job Family

Architecture and Engineering

NOC

TBD

Short Title (30 Characters)

ROBOTICS SYS SPECIALIST

Short Title (14 Characters)

ROBOT SYS SPEC

Pay Plan

Enlisted

Career Field

RW

Other Relationships and Rules

NEC GXXX, EXXX, HXXX, VXXX, 7XXX, and 8XXX series and other NECs as assigned

Job Description

Robotics Systems Specialists serve as operators/maintainers who plan and control the operations of Robotic Autonomous Systems (RAS) during all phases of the mission; perform preventative and corrective maintenance on RAS and Support Equipment (SE); operate and maintain a variety of active and passive payload/sensors; apply a basic knowledge of oceanography, meteorology, bathymetry, aerodynamics, fluid dynamics, power plants, structural components; demonstrate knowledge of radio frequency theory, electrical theory, acoustics, information systems, and networking; employ internal and external communication devices and circuits; analyze data; and perform associated administrative functions.

DoD Relationship

Group Title

Unmanned Vehicle System
(UVS) Operators, General

DoD Code

108000

O*NET Relationship

Occupation Title

Robotics Technician

SOC Code

17-3024.01

Job Family

Architecture and Engineering

Skills

Critical Thinking

Judgment and Decision Making

Operation and Control

Systems Analysis

Systems Evaluation

Complex Problem Solving

Management of Material Resources

Monitoring

Equipment Selection

Operation Monitoring

Abilities

Deductive Reasoning

Problem Sensitivity

Information Ordering

Selective Attention

Visualization

Spatial Orientation

Inductive Reasoning

Written Comprehension

Oral Expression

Manual Dexterity

ADMINISTRATION

Paygrade

E4

Task Type

NON-CORE

Task Statements

Comply with naval cryptologic and national security requirements (e.g., physical security, Information Security (INFOSEC), Communication Security (COMSEC), Operational Security (OPSEC), and directives and instructions associated with Secret Compartmented Information (SCI), etc.)

E5

CORE

Draft Robotic and Autonomous Systems (RAS) Casualty Reports (CASREP)

E5

CORE

Draft Robotic and Autonomous Systems (RAS) procedural documents (e.g., Standard Operating Procedures (SOP), Temporary Standing Orders (TSO), Departure from Specifications (DFS), etc.)

E4

CORE

Interpret Robotic and Autonomous Systems (RAS) technical briefs, notices, and bulletins

E4

NON-CORE

Inventory Maintenance Assistance Modules (MAM) (i.e., medium/large Robotic Surface Vehicles (RSV))

E4

CORE

Inventory Robotic and Autonomous Systems (RAS) Communications Security (COMSEC) materials

ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Inventory Robotic and Autonomous Systems (RAS) controlled equipment (e.g., Night Vision Goggles (NVG); laser designators; Arms, Ammunition, and Explosives (AA&E), etc.)
E4	CORE	Inventory Robotic and Autonomous Systems (RAS) equipment
E5	CORE	Maintain Robotic and Autonomous Systems (RAS) Communications Security (COMSEC) local element documentation
E5	CORE	Maintain Robotic and Autonomous Systems (RAS) configuration control (e.g., software, firmware, patches, etc.)
E5	CORE	Maintain Robotic and Autonomous Systems (RAS) documentation of certifications and training (e.g., currency, proficiency, qualifications, etc.)
E5	CORE	Maintain Robotic and Autonomous Systems (RAS) maintenance program documents
E4	CORE	Report Robotic and Autonomous Systems (RAS) Communications Security (COMSEC) discrepancies
E5	CORE	Supervise Robotic and Autonomous Systems (RAS) inventories of controlled equipment (e.g., Night Vision Goggles (NVG); laser designators; Arms, Ammunition, and Explosives (AA&E), etc.)
E5	CORE	Supervise robotic divisional equipment and system configurations
E5	CORE	Verify Robotic and Autonomous Systems (RAS) equipment inventories

MAINTENANCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Calibrate robotic electromechanical systems
E4	CORE	Configure Robotic and Autonomous Systems (RAS) electrical, electronic, and mechanical calibration equipment
E4	CORE	Configure Robotic and Autonomous Systems (RAS) electronic components and devices
E4	CORE	Configure Robotic and Autonomous Systems (RAS) navigation components
E4	CORE	Configure Robotic and Autonomous Systems (RAS) network components
E4	CORE	Configure robotic communications systems
E4	CORE	Configure robotic vehicle power plant systems (e.g., gas/diesel engine, electrical motor, fuel systems for Robotic Ground Vehicles (RGV), small/medium Robotic Aerial Vehicles (RAV)/Robotic Undersea Vehicles (RUV), small Robotic Surface Vehicles (RSV), etc.)
E4	CORE	Configure robotic vehicle structural components (e.g., frame, chassis, hydraulic, pneumatic systems for Robotic Ground Vehicles (RGV), small/medium Robotic Aerial Vehicles (RAV)/Robotic Undersea Vehicles (RUV), small Robotic Surface Vehicles (RSV), etc.)
E4	CORE	Document Robotic and Autonomous Systems (RAS) maintenance actions
E5	CORE	Inspect Robotic and Autonomous Systems (RAS) work areas, tools, and systems equipment (i.e., Quality Assurance (QA) inspection)
E4	CORE	Load Robotic and Autonomous Systems (RAS) image software
E4	CORE	Load robotic Communications Security (COMSEC) systems
E4	CORE	Maintain robotic Communications Security (COMSEC) system components

MAINTENANCE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Manage Robotic and Autonomous Systems (RAS) test equipment calibration Programs (e.g., load bearing, tools, scales, etc.)
E4	CORE	Perform corrective maintenance on Robotic and Autonomous Systems (RAS) electrical circuits (e.g., Alternating Current (AC) circuits/Direct Current (DC) circuits, fiber optics, interconnecting cables/circuits, etc.)
E4	CORE	Perform corrective maintenance on Robotic and Autonomous Systems (RAS) electronic components and devices (e.g., Robotic Undersea Vehicles (RUV), Robotic Ground Vehicles (RGV), Robotic Surface Vehicles (RSV), small/medium Robotic Aerial Vehicles (RAV), etc.)
E4	CORE	Perform corrective maintenance on Robotic and Autonomous Systems (RAS) navigation components
E4	CORE	Perform corrective maintenance on Robotic and Autonomous Systems (RAS) network components
E4	CORE	Perform corrective maintenance on Robotic and Autonomous Systems (RAS) structural components (e.g., frame, chassis, hydraulic, pneumatic systems for Robotic Ground Vehicles (RGV), small/medium Robotic Aerial Vehicles (RAV)/Robotic Undersea Vehicles (RUV), small Robotic Surface Vehicles (RSV), etc.)
E4	CORE	Perform corrective maintenance on robotic communications systems
E4	CORE	Perform corrective maintenance on robotic vehicle power plant systems (e.g., gas/diesel engine, electrical motor, fuel systems for Robotic Ground Vehicles (RGV), Robotic Undersea Vehicles (RUV), small/medium Robotic Aerial Vehicles (RAV), small Robotic Surface Vehicles (RSV), etc.)
E4	NON-CORE	Perform Micro-Miniature (2M) repairs
E4	CORE	Perform preventative maintenance on Robotic and Autonomous Systems (RAS) electrical circuits (e.g., Alternating Current (AC) circuits/Direct Current (DC) circuits, fiber optics, interconnecting cables/circuits, etc.)
E4	CORE	Perform preventative maintenance on Robotic and Autonomous Systems (RAS) electronic components and devices
E4	CORE	Perform preventative maintenance on Robotic and Autonomous Systems (RAS) navigation components
E4	CORE	Perform preventative maintenance on Robotic and Autonomous Systems (RAS) network components
E4	CORE	Perform preventative maintenance on Robotic and Autonomous Systems (RAS) structural components (e.g., frame, chassis, hydraulics, pneumatic systems, etc.)
E4	CORE	Perform preventative maintenance on robotic communications systems
E4	CORE	Perform preventative maintenance on robotic electromechanical systems
E4	CORE	Perform preventative maintenance on robotic vehicle power plant systems (e.g., gas/diesel engines, electrical motors, fuel systems, etc.)
E4	CORE	Perform Robotic and Autonomous Systems (RAS) pre- and post-operational inspections
E4	CORE	Set up Robotic and Autonomous Systems (RAS) electrical circuits (e.g., Alternating Current (AC) circuits/Direct Current (DC) circuits, fiber optics, interconnecting cables/circuits, etc.)
E5	NON-CORE	Supervise Maintenance Assistance Modules (MAM) usage (i.e., medium/large Robotic Surface Vehicles (RSV))

MAINTENANCE (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Supervise Robotic and Autonomous Systems (RAS) equipment installations, Testing, and alterations
E5	CORE	Supervise Robotic and Autonomous Systems (RAS) work center maintenance Operations
E4	CORE	Test Robotic and Autonomous Systems (RAS) analog and digital General Purpose Electronic Test Equipment (GPETE)
E4	CORE	Test Robotic and Autonomous Systems (RAS) electrical circuits (e.g., Alternating Current (AC) circuits/Direct Current (DC) circuits, fiber optics, interconnecting cables/circuits, etc.)
E4	CORE	Test Robotic and Autonomous Systems (RAS) electrical, electronic, and mechanical calibration equipment
E4	CORE	Test Robotic and Autonomous Systems (RAS) electronic components and devices
E4	CORE	Test Robotic and Autonomous Systems (RAS) navigation components
E4	CORE	Test Robotic and Autonomous Systems (RAS) network components
E4	CORE	Test Robotic and Autonomous Systems (RAS) Special Purpose Electronic Test Equipment (SPETE)
E4	CORE	Test robotic communications systems
E4	CORE	Test robotic electromechanical systems
E4	CORE	Test robotic vehicle power plant systems (e.g., gas/diesel engines, electrical motors, fuel systems, etc.)
E4	CORE	Test robotic vehicle structural components (e.g., frame, chassis, hydraulics, Pneumatic systems, etc.)
E4	CORE	Troubleshoot Robotic and Autonomous Systems (RAS) electrical circuits (e.g., Alternating Current (AC) circuits/Direct Current (DC) circuits, fiber optics, interconnecting cables/circuits, etc.)
E4	CORE	Troubleshoot Robotic and Autonomous Systems (RAS) electronic components and devices
E4	CORE	Troubleshoot Robotic and Autonomous Systems (RAS) navigation components
E4	CORE	Troubleshoot Robotic and Autonomous Systems (RAS) network components
E4	CORE	Troubleshoot Robotic and Autonomous Systems (RAS) structural components (e.g., frame, chassis, hydraulic, pneumatic systems for Robotic Ground Vehicles (RGV), small/medium Robotic Aerial Vehicles (RAV)/Robotic Undersea Vehicles (RUV), small Robotic Surface Vehicles (RSV), etc.)
E4	CORE	Troubleshoot robotic Communications Security (COMSEC) system components
E4	CORE	Troubleshoot robotic communications systems
E4	CORE	Troubleshoot robotic electromechanical systems
E4	CORE	Troubleshoot robotic vehicle power plant systems (e.g., gas/diesel engine, electrical motor, fuel systems for Robotic Ground Vehicles (RGV), Robotic Undersea Vehicles (RUV), small/medium Robotic Aerial Vehicles (RAV), small Robotic Surface Vehicles (RSV), etc.)

MISSION PLANNING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Analyze environmental effects on Robotic and Autonomous Systems (RAS) sensors and weapons
E4	CORE	Analyze robotic vehicle weight and balance calculations
E4	CORE	Assess Robotic and Autonomous Systems (RAS) operating constraints (e.g., terrain, depth, altitude, distance limitations, etc.)
E5	CORE	Brief Robotic and Autonomous Systems (RAS) mission plans
E4	CORE	Calculate robotic vehicle fuel cell consumption (e.g., vehicle energy power sources for Robotic Undersea Vehicles (RUV), Robotic Surface Vehicles (RSV), small/medium Robotic Aerial Vehicles (RAV), etc.)
E4	CORE	Configure robotic vehicle hardware (e.g., sensor integration, weight and balance, payload control modules, etc.)
E4	CORE	Configure robotic vehicle software for operations (e.g., autonomy, payloads, patches/updates, etc.)
E5	CORE	Coordinate with airfield/port operations
E5	CORE	Develop Robotic and Autonomous Systems (RAS) mission plans
E4	CORE	Employ Tactical Decision Aid (TDA) to forecast Robotic and Autonomous Systems (RAS) sensor effectiveness
E5	CORE	Integrate forecasts and recommendations into Robotic and Autonomous Systems (RAS) mission plans
E4	CORE	Locate Robotic and Autonomous Systems (RAS) satellite assets
E4	CORE	Perform Robotic and Autonomous Systems (RAS) pre-mission checks
E5	CORE	Plan Robotic and Autonomous Systems (RAS) map or chart annotations (e.g., exclusion zones, Points of Interest (POI), Notice to Mariners (NOTM), etc.)
E4	CORE	Prepare Robotic and Autonomous Systems (RAS) mission plans (e.g., Robotic Undersea Vehicles (RUV), Robotic Surface Vehicles (RSV), small/medium Robotic Aerial Vehicles (RAV), etc.)
E4	CORE	Update Robotic and Autonomous Systems (RAS) navigational charts (e.g., National Oceanic Atmospheric Administration (NOAA), National Geospatial Agency (NGA), Notice to Mariners (NOTM), etc.)
E5	CORE	Validate Robotic and Autonomous Systems (RAS) mission plans
E5	CORE	Validate robotic vehicle readiness and configurations (e.g., hardware, software, pre-mission check, log book review, payloads, etc.)

POST MISSION ANALYSIS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Archive Robotic and Autonomous Systems (RAS) data (e.g., log file, mission file, sensor, etc.)
E4	CORE	Disseminate Robotic and Autonomous Systems (RAS) reports (e.g., Acoustic Intelligence (ACINT), Post Mission Data (PMD), asset positions, Image Intelligence (IMINT), etc.)
E4	CORE	Download Robotic and Autonomous Systems (RAS) data (e.g., log file, mission file, sensor, etc.)
E4	CORE	Generate Robotic and Autonomous Systems (RAS) reports (e.g., Acoustic Intelligence (ACINT), Post Mission Data (PMD), asset positions, Image Intelligence (IMINT), etc.)

POST MISSION ANALYSIS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Process Robotic and Autonomous Systems (RAS) data (e.g., log file, mission file, sensor, etc.)
E5	CORE	Supervise Robotic and Autonomous Systems (RAS) data processing (e.g., log file, mission file, sensor data, etc.)

SENSOR OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Conduct Robotic and Autonomous Systems (RAS) sensor operator proficiency training
E4	CORE	Correlate contacts using multiple Robotic and Autonomous Systems (RAS) sensors (e.g., side-scan sonar, multi camera, Signal Intelligence (SIGINT), etc.)
E4	CORE	Correlate Robotic and Autonomous Systems (RAS) multi-sensor data (e.g., side-scan sonar, multi camera, Signal Intelligence (SIGINT), etc.)
E4	CORE	Detect contacts using Robotic and Autonomous Systems (RAS) passive payloads/sensors
E4	CORE	Employ robotic payload/sensor systems
E4	CORE	Report real-time Robotic and Autonomous Systems (RAS) sensor contacts
E5	CORE	Supervise Robotic and Autonomous Systems (RAS) sensor operations

VEHICLE OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct launch/recovery of Robotic and Autonomous Systems (RAS) auxiliary equipment (e.g., support equipment, transponders, Gateway Buoy (GWB), Open Water Transport System (OWTS), etc.)
E4	CORE	Employ robotic auxiliary systems (e.g., support equipment, transponders, Gateway Buoy (GWB), Open Water Transport System (OWTS), etc.)
E4	CORE	Employ robotic Command and Control (C2) systems (e.g., data link, acoustic communications, Radio Frequency (RF), etc.)
E4	CORE	Employ robotic electrical/electronic systems
E4	CORE	Employ robotic fuel/cell systems
E4	CORE	Employ robotic navigation systems
E4	CORE	Employ robotic perception systems (e.g., Light Detection and Ranging (LIDAR), Sound Navigation and Ranging (SONAR), Radio Detection and Ranging (RADAR), etc.)
E5	CORE	Manage robotic single-vehicle operations
E4	CORE	Monitor Robotic and Autonomous Systems (RAS) performance (e.g., vehicle, control station, auxiliary equipment, etc.)
E4	CORE	Perform Robotic and Autonomous Systems (RAS) coordination and reconnaissance operations (i.e., Surface Coordination and Reconnaissance [SCAR])
E4	CORE	Perform Robotic and Autonomous Systems (RAS) Intelligence, Surveillance, and Reconnaissance (ISR) operations (e.g., Pattern of Life (POL), Battle Damage Assessment (BDA), Intelligence Preparation of the Operational Environment (IPOE), etc.)
E4	CORE	Perform robotic vehicle launch and recovery operations (e.g., Robotic Aerial Vehicles (RAV), Robotic Undersea Vehicles (RUV), small Robotic Surface Vehicles (RSV), etc.)

VEHICLE OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Pilot robotic vehicles (e.g., Robotic Ground Vehicles (RGV), Robotic Undersea Vehicles (RUV), Robotic Surface Vehicles (RSV), small/medium Robotic Aerial Vehicles (RAV), etc.)
E5	CORE	Supervise Robotic and Autonomous Systems (RAS) configurations (e.g., modules, payloads, sensors for Robotic Aerial Vehicles (RAV), Robotic Undersea Vehicles (RUV), Robotic Surface Vehicles (RSV), etc.)
E5	CORE	Supervise Robotic and Autonomous Systems (RAS) missions (e.g., Robotic Surface Vehicles (RSV), Robotic Undersea Vehicles (RUV), small/medium Robotic Aerial Vehicles (RAV), etc.)
E5	CORE	Supervise robotic vehicle launches/recoveries (e.g., small/medium Robotic Aerial Vehicles (RAV)/Robotic Undersea Vehicles (RUV), small Robotic Surface Vehicles (RSV), etc.)
E4	NON-CORE	Support small boat evolutions
E4	CORE	Update Robotic and Autonomous Systems (RAS) parameters

Job Title**Robotics Systems Manager****Job Code****002823****Job Family**

Management

NOC

TBD

Short Title (30 Characters)

ROBOTICS SYS MANAGER

Short Title (14 Characters)

ROBOT SYS MGR

Pay Plan

Enlisted

Career Field

RW

Other Relationships and Rules

NEC GXXX, HXXX, 7XXX, and 8XXX series and other NECs as assigned

Job Description

Robotic Systems Managers supervise and train personnel who serve as Robotics Systems Specialist maintainers/operators in the planning and control of Robotic Autonomous Systems (RAS) operations during all phases of the mission; manage preventative and corrective maintenance on RAS and Support Equipment (SE); supervise the operation and maintenance of a variety of active and passive payload/sensors; supervise the application of basic knowledge in oceanography, meteorology, bathymetry, aerodynamics, fluid dynamics, power plants, structural components and the demonstration of knowledge in radio frequency theory, electrical theory, acoustics, information systems, and networking; validate analysis of data; and perform and oversee associated administrative functions.

DoD Relationship**Group Title**

ADP Computers, General

DoD Code

11500

O*NET Relationship**Occupation Title**

Computer and Information Systems Managers

SOC Code

11-3021.00

Job Family

Management

Skills

Critical Thinking

Coordination

Judgment and Decision Making

Management of Material Resources

Time Management

Writing

Complex Problem Solving

Operation and Control

Reading Comprehension

Systems Analysis

Abilities

Information Ordering

Visualization

Inductive Reasoning

Written Expression

Problem Sensitivity

Written Comprehension

Spatial Orientation

Speed of Closure

Category Flexibility

Oral Expression

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

E7

CORE

Coordinate Robotic and Autonomous Systems (RAS) deployment loadouts

E7

CORE

Coordinate Robotic and Autonomous Systems (RAS) pre-deployment work-ups

E7

CORE

Develop Robotic and Autonomous Systems (RAS) After Action Reports (AAR)

E6

CORE

Develop Robotic and Autonomous Systems (RAS) Emergency Action Plans (EAP) and Emergency Destruction Plans (EDP)

E7

CORE

Develop Robotic and Autonomous Systems (RAS) platform-specific training requirements/plans

E7

CORE

Manage equipment Casualty Reporting (CASREP) process

E6

CORE

Manage Robotic and Autonomous Systems (RAS) controlled equipment program (e.g., Night Vision Goggles (NVG); laser designators; Arms, Ammunition, and Explosives (AA&E), etc.)

E6

CORE

Manage Robotic and Autonomous Systems (RAS) deployment loadouts

E6

CORE

Manage Robotic and Autonomous Systems (RAS) equipment certifications and recertifications

E6

CORE

Manage Robotic and Autonomous Systems (RAS) maintenance program

E6

CORE

Manage Robotic and Autonomous Systems (RAS) pre-deployment work-ups

E6

CORE

Manage robotic divisional equipment and system configurations

ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Review Robotic and Autonomous Systems (RAS) procedural documents (e.g., Standard Operating Procedures (SOP), Temporary Standing Orders (TSO), Departure from Specifications (DFS), etc.)
E7	CORE	Validate Robotic and Autonomous Systems (RAS) procedural documents (e.g., Standard Operating Procedures (SOP), Temporary Standing Orders (TSO), Departure from Specifications (DFS), etc.)

MISSION PLANNING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Approve Robotic and Autonomous Systems (RAS) mission plans (e.g., small/medium Robotic Aerial Vehicles (RAV)/Robotic Undersea Vehicles (RUV), small Robotic Surface Vehicles (RSV), etc.)
E6	CORE	Coordinate Robotic and Autonomous Systems (RAS) operational space and deconfliction with governing authority (e.g., Watch floor, Air Traffic Control (ATC), Range Control, etc.)
E6	CORE	Develop Robotic and Autonomous Systems (RAS) Communications Plan (CP)
E6	CORE	Plan Robotic and Autonomous Systems (RAS) Intelligence, Surveillance, and Reconnaissance (ISR) operations
E6	CORE	Plan Robotic and Autonomous Systems (RAS) Surface Coordination and Reconnaissance (SCAR) operations
E6	NON-CORE	Plan small/medium Robotic Aerial Vehicles (RAV) flight operations
E6	CORE	Validate environmental forecast effects on robotic vehicle sensors and weapons
E6	CORE	Validate robotic vehicle weight and balance (i.e., stability)

POST MISSION ANALYSIS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Validate Robotic and Autonomous Systems (RAS) data (e.g., log file, mission file, sensor, etc.)
E6	CORE	Validate Robotic and Autonomous Systems (RAS) reports (e.g., Acoustic Intelligence (ACINT), Post Mission Data (PMD), asset positions, Image Intelligence (IMINT), etc.)

SENSOR OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	NON-CORE	Employ leave-behind or deliverable effects (e.g., active, kinetic, Psychological Operations (PSYOP), tagging for Robotic Undersea Vehicles (RUV), small/medium Robotic Aerial Vehicles (RAV), small Robotic Surface Vehicles (RSV), etc.)
E6	CORE	Manage Robotic and Autonomous Systems (RAS) sensor operations
E7	CORE	Provide recommendations for Robotic and Autonomous Systems (RAS) payload/sensor employment

VEHICLE OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Conduct Robotic and Autonomous Systems (RAS) Battlespace Management System (BMS) operations
E7	CORE	Coordinate robotic vehicle operations
E6	CORE	Manage robotic multi-vehicle operations (e.g., Robotic Undersea Vehicles (RUV), Robotic Surface Vehicles (RSV), small/medium Robotic Aerial Vehicles (RAV), etc.)