CHAPTER 64

PERSONNEL SPECIALIST
(PS)

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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

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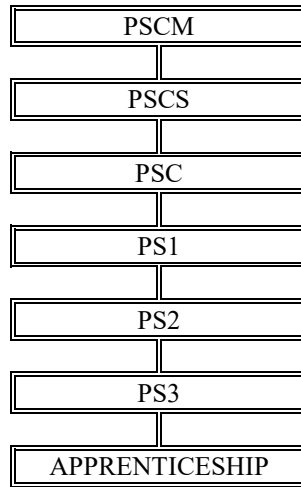
Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories may be found in OPNAVINST 1420.1.

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					**Job Code**

Pay Supervisor

001117

Job Family	**NOC**	**Short Title (30 Characters)**	**Short Title (14 Characters)**
Business and Financial Operations	TBD	PAY SUPERVISOR	PAY SUPERVISOR

Pay Plan	**Career Field**	**Other Relationships and Rules**
ENLISTED	PS	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	*DoD Code*
Combined Personnel and Administration, General	152000

O*NET Relationship

Occupation Title	*SOC Code*	*Job Family*
Accountants and Auditors	13-2011.00	Business and Financial Operations

Skills	**Abilities**
Monitoring	*Deductive Reasoning*
Judgment and Decision Making	*Information Ordering*
Management of Financial Resources	*Number Facility*
Quality Control Analysis	*Mathematical Reasoning*
Complex Problem Solving	*Written Comprehension*
Mathematics	*Inductive Reasoning*
Management of Material Resources	*Problem Sensitivity*
Operation and Control	*Written Expression*
Management of Personnel Resources	*Category Flexibility*
Instructing	*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

Paygrade	**Task Type**	**Task Statements**
E5	CORE	Verify letters of authority

DISBURSING OPERATIONS

Paygrade	**Task Type**	**Task Statements**
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)

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
E5	CORE	Process Court Memorandum (NAVPERS 1070/607) adjustments
E6	CORE	Verify Court Memorandums (NAVPERS 1070/607) and adjustments

MILITARY PAY (MILPAY)

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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)

Paygrade	Task Type	Task .Statements
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

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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)

Paygrade	Task Type	Task Statements
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	**NOC**	**Short Title (30 Characters)**	**Short Title (14 Characters)**
Business and Financial Operations	TBD	PAY MANAGER	PAY MANAGER

Pay Plan	**Career Field**	**Other Relationships and Rules**
ENLISTED	PS	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	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Combined Personnel and Administration, General	152000	Accounts and Auditors	13-2011.02	Business and Financial Operations

Skills	**Abilities**
Monitoring	*Information Ordering*
Quality Control Analysis	*Deductive Reasoning*
Management of Financial Resources	*Number Facility*
Judgment and Decision Making	*Mathematical Reasoning*
Mathematics	*Written Comprehension*
Complex Problem Solving	*Selective Attention*
Coordination	*Written Expression*
Management of Material Resources	*Inductive Reasoning*
Operation and Control	*Perceptual Speed*
Critical Thinking	*Problem Sensitivity*

AUTOMATED DATA PROCESSING (ADP) OPERATIONS

Paygrade	**Task Type**	**Task Statements**
E6	CORE	Maintain pay and personnel system access requests (e.g., System Authorization Access Requests (SAAR) (DD FORM 2875))

CORRESPONDENCE

Paygrade	**Task Type**	**Task Statements**
E5	CORE	Verify letters of authority

DISBURSING OPERATIONS

Paygrade	**Task Type**	**Task Statements**
E4	NON-CORE	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)

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
E6	CORE	Verify Court Memorandums (NAVPERS 1070/607) and adjustments

MILITARY PAY (MILPAY)

Paygrade	Task Type	Task Statements
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)

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
E6	CORE	Manage Inactive Duty Training (IDT) and Inactive Duty Training Travel (IDTT) programs

SEPARATIONS AND RETIREMENTS

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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					**Job Code**

Pay Clerk

001127

Job Family	**NOC**	**Short Title (30 Characters)**		**Short Title (14 Characters)**
Office and Administrative Support	TBD	PAY CLERK		PAY CLERK

Pay Plan	**Career Field**	**Other Relationships and Rules**
ENLISTED	PS	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   **O*NET Relationship**

Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Combined Personnel and Administration, General	152000	Bookkeeping, Accounting, and Auditing Clerks	43-3031.00	Office and Administrative Support

Skills	**Abilities**
Monitoring	*Information Ordering*
Judgment and Decision Making	*Deductive Reasoning*
Complex Problem Solving	*Number Facility*
Management of Financial Resources	*Inductive Reasoning*
Coordination	*Written Comprehension*
Instructing	*Mathematical Reasoning*
Management of Personnel Resources	*Written Expression*
Quality Control Analysis	*Problem Sensitivity*
Operation and Control	*Category Flexibility*
Service Orientation	*Oral Expression*

AUTOMATED DATA PROCESSING (ADP) OPERATIONS

Paygrade	**Task Type**	**Task Statements**
E4	CORE	Submit pay and personnel system transactions

CORRESPONDENCE

Paygrade	**Task Type**	**Task Statements**
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	Verify letters of authority

DISBURSING OPERATIONS

Paygrade	**Task Type**	**Task Statements**
E4	NON-CORE	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)

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
E4	CORE	Certify Record of Unauthorized Absence (NAVPERS 1070/606) adjustments
E4	CORE	Process Court Memorandums (NAVPERS 1070/607)

MILITARY PAY (MILPAY)

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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)

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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				**Job Code**

Personnel Clerk

001665

Job Family	**NOC**	**Short Title (30 Characters)**	**Short Title (14 Characters)**
Office and Administrative Support	TBD	PERSONNEL CLERK	PERS CLERK

Pay Plan	**Career Field**	**Other Relationships and Rules**
ENLISTED	PS	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

O*NET Relationship

Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Combined Personnel and Administration, General	152000	Office Clerks, General	43-9061.00	Office and Administrative Support

Skills	**Abilities**
Monitoring	*Deductive Reasoning*
Complex Problem Solving	*Information Ordering*
Judgment and Decision Making	*Written Comprehension*
Management of Personnel Resources	*Inductive Reasoning*
Coordination	*Written Expression*
Instructing	*Mathematical Reasoning*
Quality Control Analysis	*Oral Expression*
Writing	*Category Flexibility*
Service Orientation	*Number Facility*
Management of Material Resources	*Problem Sensitivity*

AUTOMATED DATA PROCESSING (ADP) OPERATIONS

Paygrade	**Task Type**	**Task Statements**
E4	CORE	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	**Task Type**	**Task Statements**
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
E4	CORE	Update pay and personnel transaction ticklers
E5	CORE	Verify letters of authority

DISBURSING OPERATIONS

Paygrade	**Task Type**	**Task Statements**
E4	NON-CORE	Assist on-site audits and cash verification teams

EDUCATION SERVICES

Paygrade	**Task Type**	**Task Statements**
E4	CORE	Prepare advancement eligibility listings
E4	CORE	Verify Time-in-Rate (TIR) dates

IDENTIFICATION DATA (ID) CARDS

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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)

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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)

Paygrade	Task Type	Task Statements
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	Job Code

Personnel Supervisor

001677

Job Family	NOC	Short Title (30 Characters)	Short Title (14 Characters)
Office and Administrative Support	TBD	PERSONNEL SUPERVISOR	PERS SUPV

Pay Plan	Career Field	Other Relationships and Rules
ENLISTED	PS	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 (CPPA) 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   **O*NET Relationship**

Group Title	DoD Code	Occupation Title	SOC Code	Job Family
Combined Personnel and Administration, General	152000	First-Line Supervisors of Office and Administrative Support Workers	43-1011.00	Office and Administrative Support

Skills	Abilities
Monitoring	Deductive Reasoning
Judgment and Decision Making	Information Ordering
Coordination	Written Comprehension
Complex Problem Solving	Written Expression
Management of Personnel Resources	Category Flexibility
Quality Control Analysis	Inductive Reasoning
Management of Material Resources	Problem Sensitivity
Critical Thinking	Number Facility
Instructing	Oral Expression
Operation and Control	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)

Paygrade	Task Type	Task Statements
E4	CORE	Update pay and personnel transaction ticklers
E5	CORE	Validate pay and personnel transaction ticklers
E5	CORE	Verify letters of authority

DISBURSING OPERATIONS

Paygrade	Task Type	Task Statements
E4	NON-CORE	Assist on-site audits and cash verification teams

EDUCATION SERVICES

Paygrade	Task Type	Task Statements
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 (NWAE)
E6	CORE	Prepare Navy-Wide Advancement Examinations (NWAE) 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

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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)

Paygrade	Task Type	Task Statements
E5	CORE	Process Reports of Return of Absentee (DD FORM 616)
E6	CORE	Verify Court Memorandums (NAVPERS 1070/607) and adjustments

MANNING AND MANPOWER

Paygrade	Task Type	Task Statements
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)

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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)

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
E6	CORE	Process delays in reporting
E5	CORE	Validate overseas assignment screenings
E6	CORE	Validate special duty screenings

TRAVEL AND TRANSPORTATION

Paygrade	Task Type	Task Statements
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 (FEML) 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	**NOC**	**Short Title (30 Characters)**	**Short Title (14 Characters)**
Office and Administrative Support	TBD	PERSONNEL MANAGER	PERS MANAGER

Pay Plan	**Career Field**	**Other Relationships and Rules**
ENLISTED	PS	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   **O*NET Relationship**

Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Combined Personnel and Administration, General	152000	First-Line Supervisors of Office and Administrative Support Workers	43-1011.00	Office and Administrative Support

Skills	**Abilities**
Coordination	*Deductive Reasoning*
Monitoring	*Information Ordering*
Judgment and Decision Making	*Written Comprehension*
Quality Control Analysis	*Written Expression*
Complex Problem Solving	*Inductive Reasoning*
Management of Personnel Resources	*Category Flexibility*
Management of Material Resources	*Selective Attention*
Writing	*Mathematical Reasoning*
Critical Thinking	*Number Facility*
Management of Financial Resources	*Perceptual Speed*

AUTOMATED DATA PROCESSING (ADP) OPERATIONS

Paygrade	**Task Type**	**Task Statements**
E6	CORE	Maintain pay and personnel system access requests (e.g., System Authorization Access Requests (SAAR) (DD FORM 2875))

CORRESPONDENCE

Paygrade	**Task Type**	**Task Statements**
E5	CORE	Verify letters of authority

DISBURSING OPERATIONS

Paygrade	**Task Type**	**Task Statements**
E4	NON-CORE	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	**Task Type**	**Task Statements**
E7	CORE	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)

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
E6	CORE	Verify Court Memorandums (NAVPERS 1070/607) and adjustments

MANNING AND MANPOWER

Paygrade	Task Type	Task Statements
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)

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
E6	CORE	Manage Inactive Duty Training (IDT) and Inactive Duty Training Travel (IDTT) programs
E6	CORE	Manage reserve program accessions

SEPARATIONS AND RETIREMENTS

Paygrade	Task Type	Task Statements
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

Paygrade	Task Type	Task Statements
E6	CORE	Process delays in reporting
E6	CORE	Validate special duty screenings

TRAVEL AND TRANSPORTATION

Paygrade	Task Type	Task Statements
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