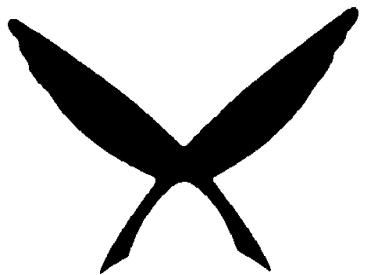


# CHAPTER 79



YEOMAN (SUBMARINE)  
(YNS)

NAVPERS 18068F-79B  
Change 104

Updated: October 2025

**TABLE OF CONTENTS**  
**YEOMAN (SUBMARINE) (YNS)**

<b>SCOPE OF RATING</b>	<b>YNS-3</b>
<b>GENERAL INFORMATION</b>	<b>YNS-4</b>
<b>SUBMARINE ADMINISTRATIVE ASSISTANT</b>	<b>YNS-5</b>
COMMAND PAY AND PERSONNEL ADMINISTRATION (CPPA)	YNS-5
CORRESPONDENCE	YNS-6
LEGAL	YNS-6
TECHNICAL ADMINISTRATION	YNS-7
<b>SUBMARINE ADMINISTRATIVE MANAGER</b>	<b>YNS-8</b>
COMMAND PAY AND PERSONNEL ADMINISTRATION (CPPA)	YNS-8
CORRESPONDENCE	YNS-9
LEGAL	YNS-10
TECHNICAL ADMINISTRATION	YNS-10
TRAVEL	YNS-11
<b>SUBMARINE ADMINISTRATIVE OFFICE SUPERVISOR</b>	<b>YNS-12</b>
COMMAND PAY AND PERSONNEL ADMINISTRATION (CPPA)	YNS-12
CORRESPONDENCE	YNS-14
LEGAL	YNS-14
TECHNICAL ADMINISTRATION	YNS-15
TRAVEL	YNS-16

NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

YEOMAN (SUBMARINE) (YNS)



SCOPE OF RATING

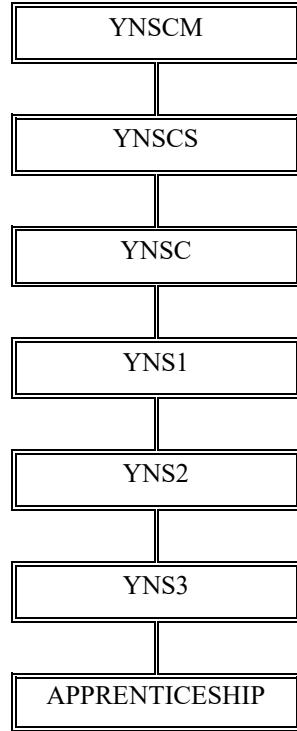
Yeomen (Submarine) (YNS) perform clerical, customer service, and pay and personnel functions; perform personnel security; perform general administrative duties (e.g., typing, filing, preparation, and routing of correspondence and reports, making Electronic Service Record (ESR) entries, etc.); maintain records and publications; counsel office personnel on administrative matters; perform administrative actions in support of shipboard legal proceedings and maintain shipboard legal files; perform reporting and detaching procedures and retention and transition counseling; manage, arrange, review, and approve personnel travel; process and dispatch all classes of mail and parcel post; perform other personnel-related functions; and serve as executive office managers.

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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 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 NEC 7XXX series and other NECs as assigned

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, multi-function devices, media devices, and other office systems.

<u>DoD Relationship</u>		<u>O*NET Relationship</u>	<u>Job Family</u>	
<u>Group Title</u>	<u>DoD Code</u>	<u>Occupation Title</u>	<u>SOC Code</u>	<u>Job Family</u>
Administrators, General	270100	Executive Secretaries and Executive Administrative Assistants	43-6011.00	Office and Administrative Support

Skills

*Writing*  
*Coordination*  
*Monitoring*  
*Reading Comprehension*  
*Operation and Control*  
*Management of Material Resources*  
*Systems Evaluation*  
*Management of Personnel Resources*  
*Quality Control Analysis*  
*Critical Thinking*

Abilities

*Speed of Closure*  
*Problem Sensitivity*  
*Information Ordering*  
*Selective Attention*  
*Written Expression*  
*Written Comprehension*  
*Category Flexibility*  
*Deductive Reasoning*  
*Inductive Reasoning*  
*Mathematical Reasoning*

**COMMAND PAY AND PERSONNEL ADMINISTRATION (CPPA)**

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Certify Authorization to Apply for A "No-Fee" Passport and/or Request for Visa (DD FORM 1056) applications
E4	CORE	Create routing organizations in E-Leave
E4	CORE	Create Salesforce pay and personnel transactions
E4	CORE	Obtain command-level access to Navy Standard Integrated Personnel System (NSIPS)
E4	CORE	Obtain command-view access to Electronic Service Records (ESR)
E4	CORE	Prepare Advance Pay Certification/Authorization (DD FORM 2560) forms
E4	CORE	Prepare applications for transfer and advances
E4	CORE	Prepare Electronic Service Records (ESR)
E4	CORE	Prepare Page 13 entries (i.e., Administrative Remarks (NAVPERS 1070/613))
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 personnel documents (e.g., personnel receipts, Permanent Change of Station (PCS) notifications, command ceremonies, etc.)
E4	CORE	Prepare receipt transactions
E4	CORE	Prepare separation and retirement documents
E4	CORE	Process Dependency Application (NAVPERS 1070/602) forms
E4	CORE	Process dependent transportation requests
E4	NON-CORE	Process Electronic Funds Transfer (EFT) forms
E4	CORE	Process pay documents
E4	CORE	Process Temporary Lodging Allowance (TLA) forms

**COMMAND PAY AND PERSONNEL ADMINISTRATION (CPPA) (CONT'D)**

<b><u>Paygrade</u></b>	<b><u>Task Type</u></b>	<b><u>Task Statements</u></b>
E4	CORE	Process Temporary Lodging Expense (TLE) forms
E4	CORE	Reconcile leave balances
E4	CORE	Verify Passenger Reservation Requests (PRR)
E4	CORE	Verify Servicemembers' Group Life Insurance (SGLI) (SGLV 8286)/Spouse Coverage Election and Certificate (SGLV 8286A) documents

**CORRESPONDENCE**

<b><u>Paygrade</u></b>	<b><u>Task Type</u></b>	<b><u>Task Statements</u></b>
E4	CORE	Conduct annual directive reviews
E4	CORE	Draft classification markings on correspondence and directives
E4	CORE	Draft Naval messages (e.g., overseas screening, delay reporting, etc.)
E4	CORE	File administrative materials
E4	CORE	Maintain award ticklers
E4	CORE	Manage forms control programs
E4	CORE	Manage official mail control programs
E4	CORE	Prepare advance travel of dependents
E4	CORE	Prepare command muster reports
E4	CORE	Prepare correspondence
E4	CORE	Prepare designation letters
E4	CORE	Prepare directives (e.g., instructions, notices, publications, manuals, etc.)
E4	CORE	Prepare personal award citations (i.e., Personal Award Recommendation (OPNAV 1650/3))
E4	CORE	Prepare requests for delayed travel of dependents
E4	CORE	Prepare statement of service documents
E4	CORE	Route correspondence
E4	CORE	Update command directive case files

**LEGAL**

<b><u>Paygrade</u></b>	<b><u>Task Type</u></b>	<b><u>Task Statements</u></b>
E4	CORE	Maintain legal directives and publications
E4	CORE	Maintain Unit Punishment Books (UPB)
E4	CORE	Prepare administrative board documents
E4	CORE	Prepare administrative separation packages
E4	CORE	Prepare Non-Judicial Punishment (NJP) documents
E4	CORE	Prepare Record of Unauthorized Absence (NAVPERS 1070/606) forms
E4	CORE	Record disciplinary proceedings actions

## TECHNICAL ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Create records management files
E4	CORE	Distribute message traffic
E4	CORE	Draft dependent and family entry request messages
E4	CORE	Draft failed to report messages
E4	CORE	Maintain command biographies binders
E4	NON-CORE	Maintain interviewers' appraisal sheets
E4	CORE	Maintain personnel status reports
E4	CORE	Maintain reports control systems (e.g., Navy Standard Integrated Personnel System (NSIPS), Defense Travel System (DTS), Navy Family Accountability and Assessment System (NFAAS), etc.)
E4	NON-CORE	Prepare health records for mailing
E4	CORE	Prepare Request and Authorization for Temporary Duty (TDY) Travel of Department of Defense (DoD) Personnel (DD FORM 1610) forms
E4	CORE	Process awards
E4	CORE	Process fitness reports and enlisted performance evaluations
E4	CORE	Process official mail
E4	CORE	Track classified mail
E4	CORE	Verify disbursements of travel payment postings

**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** NEC 7XXX series and other NECs as assigned

**Job Description**

Submarine Administrative Managers train and lead administrative personnel; organize and maintain files, records, and official publications; perform pay and personnel functions; manage travel programs; perform administrative daily operations; and support legal proceedings.

<b>DoD Relationship</b>		<b>O*NET Relationship</b>	<b>Job Family</b>	
<i>Group Title</i>	<i>DoD Code</i>	<i>Occupation Title</i>	<i>SOC Code</i>	<i>Job Family</i>
Administration, General	151000	First-Line Supervisors of Office and Administrative Support Workers	43-1011.00	Office and Administrative Support

**Skills**

*Coordination*  
*Writing*  
*Monitoring*  
*Reading Comprehension*  
*Operation and Control*  
*Quality Control Analysis*  
*Critical Thinking*  
*Management of Material Resources*  
*Management of Personnel Resources*  
*Mathematics*

**Abilities**

*Speed of Closure*  
*Problem Sensitivity*  
*Selective Attention*  
*Information Ordering*  
*Written Expression*  
*Written Comprehension*  
*Mathematical Reasoning*  
*Category Flexibility*  
*Deductive Reasoning*  
*Inductive Reasoning*

**COMMAND PAY AND PERSONNEL ADMINISTRATION (CPPA)**

<b>Paygrade</b>	<b>Task Type</b>	<b>Task Statements</b>
E4	CORE	Certify Authorization to Apply for A "No-Fee" Passport and/or Request for Visa (DD FORM 1056) applications
E5	CORE	Counsel personnel on pay allowances and entitlements
E4	CORE	Create routing organizations in E-Leave
E4	CORE	Create Salesforce pay and personnel transactions
E5	CORE	Maintain pay transaction ticklers
E4	CORE	Obtain command-level access to Navy Standard Integrated Personnel System (NSIPS)
E4	CORE	Obtain command-view access to Electronic Service Records (ESR)
E5	CORE	Perform counseling on Permanent Change of Station (PCS) transfers
E4	CORE	Prepare Advance Pay Certification/Authorization (DD FORM 2560) forms
E4	CORE	Prepare applications for transfer and advances
E4	CORE	Prepare Electronic Service Records (ESR)
E4	CORE	Prepare Page 13 entries (i.e., Administrative Remarks (NAVPERS 1070/613))
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 personnel documents (e.g., personnel receipts, Permanent Change of Station (PCS) notifications, command ceremonies, etc.)
E4	CORE	Prepare receipt transactions
E4	CORE	Prepare separation and retirement documents
E5	CORE	Process delayed travel of dependents
E4	CORE	Process Dependency Application (NAVPERS 1070/602) forms

### **COMMAND PAY AND PERSONNEL ADMINISTRATION (CPPA) (CONT'D)**

<b><u>Paygrade</u></b>	<b><u>Task Type</u></b>	<b><u>Task Statements</u></b>
E4	CORE	Process dependent transportation requests
E4	NON-CORE	Process Electronic Funds Transfer (EFT) forms
E5	CORE	Process Navy Enlisted Classification (NEC) code change requests
E4	CORE	Process pay documents
E4	CORE	Process Temporary Lodging Allowance (TLA) forms
E4	CORE	Process Temporary Lodging Expense (TLE) forms
E4	CORE	Reconcile leave balances
E5	CORE	Validate Dependency Application (NAVPERS 1070/602) forms
E5	CORE	Verify Electronic Service Record (ESR) entries
E5	CORE	Verify expired gain and loss events
E5	CORE	Verify leave balances
E5	CORE	Verify lump sum leave and correct days paid
E5	CORE	Verify member Career Sea Pay Premium (CSPP) eligibilities
E4	CORE	Verify Passenger Reservation Requests (PRR)
E5	CORE	Verify receipt transactions
E4	CORE	Verify Servicemembers' Group Life Insurance (SGLI) (SGLV 8286)/Spouse Coverage Election and Certificate (SGLV 8286A) documents
E5	CORE	Verify suspended debts (i.e., advanced debts)
E5	CORE	Verify transfer document submissions
E5	CORE	Verify travel liquidation forms

### **CORRESPONDENCE**

<b><u>Paygrade</u></b>	<b><u>Task Type</u></b>	<b><u>Task Statements</u></b>
E4	CORE	Conduct annual directive reviews
E4	CORE	Draft classification markings on correspondence and directives
E5	NON-CORE	Draft congressional inquiry replies
E4	CORE	Draft Naval messages (e.g., overseas screening, delay reporting, etc.)
E4	CORE	File administrative materials
E4	CORE	Maintain award ticklers
E4	CORE	Manage forms control programs
E4	CORE	Manage official mail control programs
E4	CORE	Prepare advance travel of dependents
E4	CORE	Prepare command muster reports
E4	CORE	Prepare correspondence
E4	CORE	Prepare designation letters
E4	CORE	Prepare directives (e.g., instructions, notices, publications, manuals, etc.)
E4	CORE	Prepare personal award citations (i.e., Personal Award Recommendation (OPNAV 1650/3))
E4	CORE	Prepare requests for delayed travel of dependents
E5	CORE	Prepare Sailing Lists
E4	CORE	Prepare statement of service documents

## CORRESPONDENCE (CONT'D)

<b><u>Paygrade</u></b>	<b><u>Task Type</u></b>	<b><u>Task Statements</u></b>
E5	CORE	Process North Atlantic Treaty Organization (NATO) travel orders
E4	CORE	Route correspondence
E4	CORE	Update command directive case files

## LEGAL

<b><u>Paygrade</u></b>	<b><u>Task Type</u></b>	<b><u>Task Statements</u></b>
E4	CORE	Maintain legal directives and publications
E4	CORE	Maintain Unit Punishment Books (UPB)
E4	CORE	Prepare administrative board documents
E4	CORE	Prepare administrative separation packages
E5	CORE	Prepare command investigation reports
E5	CORE	Prepare letters of reprimand or admonishment
E4	CORE	Prepare Non-Judicial Punishment (NJP) documents
E4	CORE	Prepare Record of Unauthorized Absence (NAVPERS 1070/606) forms
E5	CORE	Prepare Sailors' disciplinary findings for service record entries (i.e., Administrative Remarks (NAVPERS 1070/613))
E5	CORE	Process Court Memorandum (NAVPERS 1070/607) adjustments
E5	CORE	Process Court Memorandum (NAVPERS 1070/607) forms
E5	CORE	Process Freedom of Information Act (FOIA) requests and responses
E4	CORE	Record disciplinary proceedings actions

## TECHNICAL ADMINISTRATION

<b><u>Paygrade</u></b>	<b><u>Task Type</u></b>	<b><u>Task Statements</u></b>
E5	CORE	Authenticate Medical Evacuation (MEDEVAC) orders
E4	CORE	Create records management files
E4	CORE	Distribute message traffic
E4	CORE	Draft dependent and family entry request messages
E4	CORE	Draft failed to report messages
E4	CORE	Maintain command biographies binders
E4	NON-CORE	Maintain interviewers' appraisal sheets
E4	CORE	Maintain personnel status reports
E4	CORE	Maintain reports control systems (e.g., Navy Standard Integrated Personnel System (NSIPS), Defense Travel System (DTS), Navy Family Accountability and Assessment System (NFAAS), etc.)
E5	CORE	Manage personal correspondence of executive level personnel
E5	CORE	Prepare changes of homeport administration
E5	NON-CORE	Prepare executive speeches
E4	NON-CORE	Prepare health records for mailing
E4	CORE	Prepare Request and Authorization for Temporary Duty (TDY) Travel of Department of Defense (DoD) Personnel (DD FORM 1610) forms
E4	CORE	Process awards
E5	CORE	Process evacuation orders

#### **TECHNICAL ADMINISTRATION (CONT'D)**

<b><u>Paygrade</u></b>	<b><u>Task Type</u></b>	<b><u>Task Statements</u></b>
E4	CORE	Process fitness reports and enlisted performance evaluations
E5	CORE	Process funded emergency leave requests
E4	CORE	Process official mail
E5	CORE	Review Defense Travel System (DTS) authorizations and vouchers for compliance
E4	CORE	Track classified mail
E5	CORE	Verify command muster reports
E4	CORE	Verify disbursements of travel payment postings

#### **TRAVEL**

<b><u>Paygrade</u></b>	<b><u>Task Type</u></b>	<b><u>Task Statements</u></b>
E5	CORE	Audit travel vouchers
E5	CORE	Authenticate advance travel of dependents
E5	CORE	Manage Government Travel Charge Card (GTCC) programs
E5	CORE	Manage Temporary Additional Duty (TAD) programs
E5	NON-CORE	Process non-Government Travel Charge Card (GTCC) travel advances within Defense Travel System (DTS)

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 NEC 7XXX series and other NECs as assigned

**Job Description**

Submarine Administrative Office Supervisors mentor and 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**

<u>Group Title</u> Administration, General	<u>DoD Code</u> 151000	<u>Occupation Title</u> First-Line Supervisors of Office and Administrative Support Workers	<u>SOC Code</u> 43-1011.00	<u>Job Family</u> Office and Administrative Support
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**Skills**

*Monitoring*  
*Coordination*  
*Writing*  
*Reading Comprehension*  
*Quality Control Analysis*  
*Critical Thinking*  
*Operation and Control*  
*Management of Personnel Resources*  
*Systems Evaluation*  
*Management of Material Resources*

**Abilities**

*Speed of Closure*  
*Problem Sensitivity*  
*Selective Attention*  
*Information Ordering*  
*Written Comprehension*  
*Written Expression*  
*Mathematical Reasoning*  
*Inductive Reasoning*  
*Category Flexibility*  
*Deductive Reasoning*

**COMMAND PAY AND PERSONNEL ADMINISTRATION (CPPA)**

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Audit leave accounting records and reports
E6	CORE	Authenticate leave accounting records and reports
E7	CORE	Certify advance pay
E4	CORE	Certify Authorization to Apply for A "No-Fee" Passport and/or Request for Visa (DD FORM 1056) applications
E6	CORE	Certify pay correspondence
E7	CORE	Certify separation and retirement documentation
E7	CORE	Certify Special Duty Assignment Pay (SDAP)
E6	CORE	Certify travel advances
E6	NON-CORE	Correct sea duty and shore duty commencement dates
E6	CORE	Counsel personnel on indebtedness
E5	CORE	Counsel personnel on pay allowances and entitlements
E4	CORE	Create routing organizations in E-Leave
E4	CORE	Create Salesforce pay and personnel transactions
E5	CORE	Maintain pay transaction ticklers
E6	CORE	Manage Navy Standard Integrated Personnel System (NSIPS) accounts
E4	CORE	Obtain command-level access to Navy Standard Integrated Personnel System (NSIPS)
E4	CORE	Obtain command-view access to Electronic Service Records (ESR)
E5	CORE	Perform counseling on Permanent Change of Station (PCS) transfers

## **COMMAND PAY AND PERSONNEL ADMINISTRATION (CPPA) (CONT'D)**

<b><u>Paygrade</u></b>	<b><u>Task Type</u></b>	<b><u>Task Statements</u></b>
E4	CORE	Prepare Advance Pay Certification/Authorization (DD FORM 2560) forms
E4	CORE	Prepare applications for transfer and advances
E4	CORE	Prepare Electronic Service Records (ESR)
E4	CORE	Prepare Page 13 entries (i.e., Administrative Remarks (NAVPERS 1070/613))
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 personnel documents (e.g., personnel receipts, Permanent Change of Station (PCS) notifications, command ceremonies, etc.)
E4	CORE	Prepare receipt transactions
E4	CORE	Prepare separation and retirement documents
E5	CORE	Process delayed travel of dependents
E4	CORE	Process Dependency Application (NAVPERS 1070/602) forms
E4	CORE	Process dependent transportation requests
E4	NON-CORE	Process Electronic Funds Transfer (EFT) forms
E5	CORE	Process Navy Enlisted Classification (NEC) code change requests
E6	CORE	Process Overseas Tour Extension Incentives Program (OTEIP) requests
E4	CORE	Process pay documents
E4	CORE	Process Temporary Lodging Allowance (TLA) forms
E4	CORE	Process Temporary Lodging Expense (TLE) forms
E4	CORE	Reconcile leave balances
E5	CORE	Validate Dependency Application (NAVPERS 1070/602) forms
E6	CORE	Verify current duty station pay and allowance entitlements via Enhanced Unit Commander's Financial Reports (eUCFR)
E5	CORE	Verify Electronic Service Record (ESR) entries
E5	CORE	Verify expired gain and loss events
E5	CORE	Verify leave balances
E5	CORE	Verify lump sum leave and correct days paid
E5	CORE	Verify member Career Sea Pay Premium (CSPP) eligibilities
E4	CORE	Verify Passenger Reservation Requests (PRR)
E5	CORE	Verify receipt transactions
E4	CORE	Verify Servicemembers' Group Life Insurance (SGLI) (SGLV 8286)/Spouse Coverage Election and Certificate (SGLV 8286A) documents
E5	CORE	Verify suspended debts (i.e., advanced debts)
E5	CORE	Verify transfer document submissions
E5	CORE	Verify travel liquidation forms

## CORRESPONDENCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Conduct annual directive reviews
E4	CORE	Draft classification markings on correspondence and directives
E5	NON-CORE	Draft congressional inquiry replies
E4	CORE	Draft Naval messages (e.g., overseas screening, delay reporting, etc.)
E4	CORE	File administrative materials
E4	CORE	Maintain award ticklers
E4	CORE	Manage forms control programs
E4	CORE	Manage official mail control programs
E4	CORE	Prepare advance travel of dependents
E4	CORE	Prepare command muster reports
E4	CORE	Prepare correspondence
E4	CORE	Prepare designation letters
E4	CORE	Prepare directives (e.g., instructions, notices, publications, manuals, etc.)
E4	CORE	Prepare personal award citations (i.e., Personal Award Recommendation (OPNAV 1650/3))
E4	CORE	Prepare requests for delayed travel of dependents
E5	CORE	Prepare Sailing Lists
E4	CORE	Prepare statement of service documents
E5	CORE	Process North Atlantic Treaty Organization (NATO) travel orders
E4	CORE	Route correspondence
E4	CORE	Update command directive case files
E6	CORE	Verify administrative separation correspondence

## LEGAL

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	NON-CORE	Authenticate Deserter/Absentee Wanted by the Armed Forces (DD FORM 553) data
E4	CORE	Maintain legal directives and publications
E4	CORE	Maintain Unit Punishment Books (UPB)
E4	CORE	Prepare administrative board documents
E4	CORE	Prepare administrative separation packages
E5	CORE	Prepare command investigation reports
E5	CORE	Prepare letters of reprimand or admonishment
E4	CORE	Prepare Non-Judicial Punishment (NJP) documents
E4	CORE	Prepare Record of Unauthorized Absence (NAVPERS 1070/606) forms
E5	CORE	Prepare Sailors' disciplinary findings for service record entries (i.e., Administrative Remarks (NAVPERS 1070/613))
E5	CORE	Process Court Memorandum (NAVPERS 1070/607) adjustments
E5	CORE	Process Court Memorandum (NAVPERS 1070/607) forms
E7	CORE	Process formal grievances
E5	CORE	Process Freedom of Information Act (FOIA) requests and responses
E4	CORE	Record disciplinary proceedings actions

## LEGAL (CONT'D)

<b><u>Paygrade</u></b>	<b><u>Task Type</u></b>	<b><u>Task Statements</u></b>
E7	NON-CORE	Validate Record of Unauthorized Absence (NAVPERS 1070/606) forms
E7	CORE	Verify command investigation records
E7	CORE	Verify Non-Judicial Punishment (NJP) actions
E7	CORE	Verify Non-Judicial Punishment (NJP) documents

## TECHNICAL ADMINISTRATION

<b><u>Paygrade</u></b>	<b><u>Task Type</u></b>	<b><u>Task Statements</u></b>
E6	CORE	Audit recurring reports (e.g., quarterly, annually, periodically, etc.)
E5	CORE	Authenticate Medical Evacuation (MEDEVAC) orders
E6	CORE	Coordinate formal command ceremonies (e.g., Change of Command (CoC) ceremonies, commissioning, decommissioning, etc.)
E7	CORE	Create Billet Based Distribution (BBD) reports
E4	CORE	Create records management files
E4	CORE	Distribute message traffic
E4	CORE	Draft dependent and family entry request messages
E4	CORE	Draft failed to report messages
E4	CORE	Maintain command biographies binders
E4	NON-CORE	Maintain interviewers' appraisal sheets
E4	CORE	Maintain personnel status reports
E4	CORE	Maintain reports control systems (e.g., Navy Standard Integrated Personnel System (NSIPS), Defense Travel System (DTS), Navy Family Accountability and Assessment System (NFAAS), etc.)
E6	CORE	Manage command fitness report and evaluation programs (i.e., Reporting Senior Cumulative Average (RSCA))
E6	CORE	Manage directives review programs
E5	CORE	Manage personal correspondence of executive level personnel
E6	CORE	Manage records management programs
E7	CORE	Monitor command Defense Travel System (DTS) bank programs (e.g., repayment, collections, waiver, appeals, Line Of Accounting (LOA), etc.)
E5	CORE	Prepare changes of homeport administration
E5	NON-CORE	Prepare executive speeches
E4	NON-CORE	Prepare health records for mailing
E6	CORE	Prepare quarterly travel funding budgets
E4	CORE	Prepare Request and Authorization for Temporary Duty (TDY) Travel of Department of Defense (DoD) Personnel (DD FORM 1610) forms
E7	CORE	Prepare unplanned loss documentation (e.g., TAB A, Electronic Personnel Deficiency Report (EPDR), etc.)
E4	CORE	Process awards
E7	CORE	Process changes of homeport administration
E7	CORE	Process command history inputs
E5	CORE	Process evacuation orders
E4	CORE	Process fitness reports and enlisted performance evaluations

### TECHNICAL ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Process funded emergency leave requests
E4	CORE	Process official mail
E7	CORE	Process special duty screenings
E6	CORE	Process Temporary Additional Duty (TEMADD) requests and orders
E7	CORE	Request Officer Distribution Control Report (ODCR) updates
E7	CORE	Request updates to Activity Manpower Documents (AMD)
E7	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.)
E5	CORE	Review Defense Travel System (DTS) authorizations and vouchers for compliance
E4	CORE	Track classified mail
E7	CORE	Update Personnel Tempo (PERSTEMPO) records
E7	CORE	Validate Billet Based Distribution (BBD) reports
E7	CORE	Validate Distribution Navy Enlisted Codes (DNEC)
E6	CORE	Validate overseas assignment screenings
E6	CORE	Validate special duty screenings
E5	CORE	Verify command muster reports
E7	CORE	Verify command Personnel Manning Action Requests (PMAR), Projected Rotation Date (PRD) information, and End of Active Obligated Service (EAOS) information
E6	CORE	Verify deployments administration (e.g., Sailing Lists, personnel status reports, pre deployment sheets, ombudsman forms, etc.)
E4	CORE	Verify disbursements of travel payment postings
E6	CORE	Verify Government Travel Charge Card (GTCC) balances
E7	CORE	Verify Special Duty Assignment Pay (SDAP) recertifications

### TRAVEL

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Approve Defense Travel System (DTS) authorizations and vouchers
E5	CORE	Audit travel vouchers
E5	CORE	Authenticate advance travel of dependents
E6	CORE	Certify official travel documents
E6	CORE	Maintain Defense Travel System (DTS) account access forms
E5	CORE	Manage Government Travel Charge Card (GTCC) programs
E5	CORE	Manage Temporary Additional Duty (TAD) programs
E5	NON-CORE	Process non-Government Travel Charge Card (GTCC) travel advances within Defense Travel System (DTS)