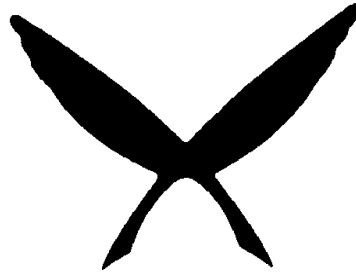


CHAPTER 79



YEOMAN (SUBMARINE) (YNS)

NAVPERS 18068F-79B
Change 104

Updated: October 2025

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

YEOMAN (SUBMARINE) (YNS)



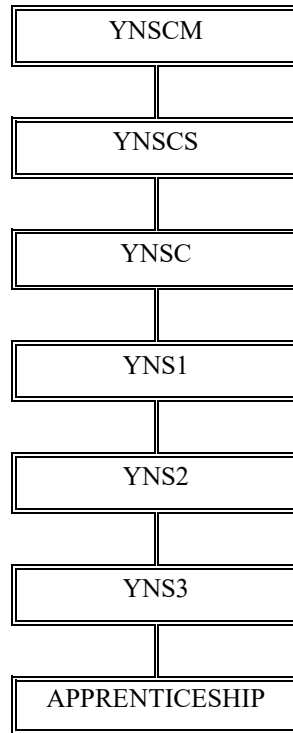
SCOPE OF RATING

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.

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.

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**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)****Paygrade**

E4

Task Type

CORE

Task Statements

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

YNS-5

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

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
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

<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
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

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
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.

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

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)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
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

<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

CORRESPONDENCE (CONT'D)

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

LEGAL

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
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

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
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)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
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

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
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**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

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

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)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
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)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
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

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
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)