CHAPTER 79

YEOMAN (SUBMARINE) (YNS)

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YEOMAN (SUBMARINE) (YNS)

NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

YEOMAN (SUBMARINE) (YNS)

SCOPE OF RATING

Yeomen (Submarine) (YNS) perform clerical, customer service, personnel/physical security, and general administrative duties, including typing and filing; prepare and route correspondence, reports and electronic service record entries; maintain records and publications; counsel office personnel on administrative matters; perform administrative support for shipboard legal proceedings and maintain shipboard legal files; conduct reporting and detaching procedures and required retention and transition counseling; manage, arrange, review, and approve personnel travel; process and dispatch all classes of mail and parcel post; prepare and maintain personnel security documents; perform other personnel related functions; and serve as executive office managers.

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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

YNSCM

YNSCS

YNSC

YNS1

YNS2

YNS3

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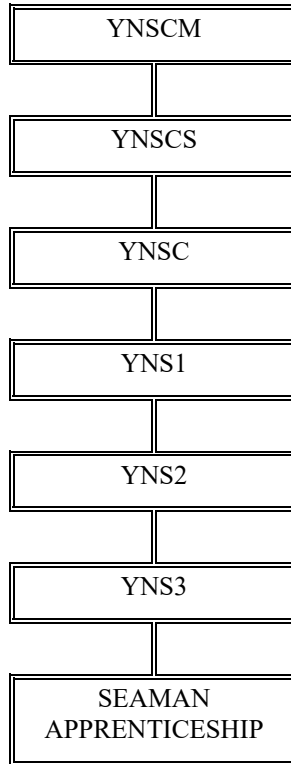
Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in OPNAVINST 1420.1.

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	**NOC**	**Short Title (30 Characters)**	**Short Title (14 Characters)**
Office and Administrative Support	TBD	SUB ADMINISTRATIVE ASSISTANT	SUB ADMIN ASST

Pay Plan	**Career Field**	**Other Relationships and Rules**
Enlisted	YNS	None

Job Description

Submarine Administrative Assistants assist in daily operations of administrative offices onboard submarines and at shore facilities; prepare, type, and route correspondence and reports; and operate personal computers, reproduction machines, audio-recording devices, and other office systems.

DoD Relationship

O*NET Relationship

Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Administrators, General	270100	Executive Secretaries and Executive Administrative Assistants	43-6011.00	Office and Administrative Support

Skills	**Abilities**
Writing	*Written Comprehension*
Monitoring	*Written Expression*
Reading Comprehension	*Problem Sensitivity*
Coordination	*Information Ordering*
Management of Personnel Resources	*Deductive Reasoning*
Critical Thinking	*Inductive Reasoning*
Management of Material Resources	*Oral Comprehension*
Systems Evaluation	*Oral Expression*
Mathematics	*Number Facility*
Quality Control Analysis	*Wrist-Finger Speed*

CORRESPONDENCE

Paygrade	**Task Type**	**Task Statements**
E4	CORE	Draft classification markings on correspondence and directives
E4	CORE	File administrative material
E4	CORE	Maintain award ticklers
E4	CORE	Maintain command directive case files
E4	CORE	Maintain reports control systems
E4	CORE	Prepare command muster reports
E4	CORE	Prepare correspondence
E4	CORE	Prepare naval messages
E4	CORE	Prepare personal award citations
E4	CORE	Prepare Personal Awards Recommendation (OPNAV 1650/3)
E4	CORE	Process annual directive reviews
E4	CORE	Process official mail
E4	CORE	Review message traffic
E4	CORE	Route correspondence

LEGAL

Paygrade	**Task Type**	**Task Statements**
E4	CORE	Maintain legal directives and publications
E4	CORE	Prepare administrative separation packages

LEGAL (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Prepare Record of Unauthorized Absence (NAVPERS FORM 1070/606)
E4	CORE	Process Court Memorandums (NAVPERS FORM 1070/607)
E4	CORE	Record disciplinary proceedings actions
E4	CORE	Report Sailors' disciplinary findings

SECURITY

Paygrade	Task Type	Task Statements
E4	NON-CORE	Assist personnel in completing security clearance paperwork
E4	CORE	Distribute materials to Defense Courier Service (DCS) stations
E4	CORE	Draft clearance adjudications
E4	CORE	Draft inadvertent disclosure oaths
E4	CORE	Generate classified mail receipt tracers
E4	CORE	Input data into Joint Personnel Adjudication System (JPAS)
E4	NON-CORE	Issue Sensitive Compartmented Information Facility (SCIF) security badges
E4	NON-CORE	Prepare inbound and outbound Defense Courier Service (DCS) inventories
E4	CORE	Prepare classified material (mailing and hand carry)
E4	NON-CORE	Prepare foreign exception packages
E4	CORE	Process Defense Courier Service (DCS) Authorization Records (USTRANSCOM IMT 10)
E4	NON-CORE	Process security termination statements
E4	CORE	Process Single Scope Background Investigation (SSBI) documents
E4	NON-CORE	Review Electronic Questionnaires for Investigations Processing (E-QIP)
E4	CORE	Verify Sensitive Compartmented Information Facility (SCIF) security badge system access requirements

TECHNICAL ADMINISTRATION

Paygrade	Task Type	Task Statements
E4	CORE	Compute Pay Entry Base Dates (PEBD) or Active Duty Service Dates (ADSD)
E4	CORE	Create records management files
E4	CORE	Create routing organizations in E-Leave
E4	CORE	Draft dependent and family entry request messages
E4	CORE	Draft failed to report messages
E4	CORE	Draft special duty assignment messages
E4	CORE	File separation documents
E4	NON-CORE	Maintain Command Biographies for CPOs and Wardroom
E4	NON-CORE	Prepare Command Biographies for CPOs and Wardroom
E4	CORE	Prepare directives (e.g. instructions, notices, publications, manuals, etc.)
E4	NON-CORE	Prepare discharge and fleet reserve certificates
E4	CORE	Prepare electronic service record entries
E4	CORE	Prepare health records for mailing
E4	CORE	Prepare interviewers' appraisal sheets
E4	CORE	Prepare Medical Evacuation (MEDIVAC) orders

Paygrade	Task Type	Task Statements
E4	CORE	Prepare Navy Standard Integrated Personnel System (NSIPS) service record entries
E4	CORE	Prepare Page 13 (Administrative Remarks, NAVPERS FORM 1070/613)
E4	CORE	Prepare pay entitlement and allowances documents (e.g. Career Sea Pay Premium (CSPP), Special Duty Incentive Pay (SDIP), special pay, etc.)
E4	CORE	Prepare personnel documents (e.g. personnel receipts, Permanent Change of Station (PCS) notifications, command ceremonies, etc.)
E4	CORE	Prepare receipt pay transactions
E4	CORE	Prepare sailing diaries
E4	NON-CORE	Prepare statement of service documents
E4	CORE	Prepare Transfer Information Sheets (TIS)
E4	CORE	Process awards
E4	CORE	Process change of station passenger reservation requests
E4	CORE	Process Dependency Application and Record of Emergency Data (NAVPERS FORM 1070/602)
E4	CORE	Process Electronic Funds Transfer (EFT) forms
E4	CORE	Process Electronic Service Record (ESR) entries
E4	CORE	Process evacuation orders
E4	CORE	Process fitness reports and enlisted performance evaluations
E4	CORE	Process funded emergency leave requests
E4	CORE	Process pay documents
E4	CORE	Process pay entitlements and allowances (e.g. Career Sea Pay Premium (CSPP), Sea Duty Incentive Pay (SDIP), special pay, etc.)
E4	CORE	Process Servicemembers' Group Life Insurance (SGLI) (SGLV 8286)/Family Servicemembers' Group Life Insurance (FSGLI) (SGLV 8286A) documents
E4	CORE	Process Temporary Additional Duty (TEMADD) requests and orders
E4	CORE	Process Transaction Online Processing System (TOPS) pay and personnel transactions
E4	CORE	Reconcile leave balances
E4	CORE	Track classified mail
E4	CORE	Update member's enlisted service records
E4	CORE	Verify Electronic Funds Transfer (EFT) information
E4	CORE	Verify leave balances

TRAVEL

Paygrade	Task Type	Task Statements
E4	CORE	Prepare advance travel of dependents
E4	CORE	Prepare dependent transportation requests
E4	CORE	Prepare Request and Authorization for TDY Travel of DoD Personnel (DD FORM 1610)
E4	CORE	Prepare requests for delayed travel of dependents
E4	CORE	Process North American Treaty Organization (NATO) travel orders

TRAVEL (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Process Passenger Reservation Requests (PRR)
E4	CORE	Process Temporary Lodging Allowances (TLA) forms
E4	CORE	Process Temporary Lodging Expense (TLE) forms
E5	CORE	Review Defense Travel System (DTS) authorizations and vouchers
E4	CORE	Verify travel payment posting disbursements

Job Title			**Job Code**

Submarine Administrative Manager

002766

Job Family	**NOC**	**Short Title (30 Characters)**	**Short Title (14 Characters)**
Office and Administrative Support	TBD	SUB ADMINISTRATIVE MANAGER	SUB ADMIN MGR

Pay Plan	**Career Field**	**Other Relationships and Rules**	
Enlisted	YNS	2514	

Job Description

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

DoD Relationship   **O*NET Relationship**

Group Title	_DoD Code_	_Occupation Title_	_SOC Code_	_Job Family_
Administration, General	151000	First-Line Supervisors of Office and Administrative Support Workers	43-1011.00	Office and Administrative Support

Skills	**Abilities**
Monitoring	_Written Comprehension_
Writing	_Written Expression_
Reading Comprehension	_Problem Sensitivity_
Coordination	_Information Ordering_
Critical Thinking	_Inductive Reasoning_
Management of Personnel Resources	_Deductive Reasoning_
Quality Control Analysis	_Oral Expression_
Systems Evaluation	_Oral Comprehension_
Management of Material Resources	_Category Flexibility_
Mathematics	_Number Facility_

CORRESPONDENCE

Paygrade	**Task Type**	**Task Statements**
E4	CORE	Draft classification markings on correspondence and directives
E5	NON-CORE	Draft congressional inquiry replies
E4	CORE	File administrative material
E4	CORE	Maintain award ticklers
E4	CORE	Maintain command directive case files
E4	CORE	Maintain reports control systems
E5	CORE	Manage forms control programs
E5	CORE	Manage official mail control programs
E7	CORE	Manage recurring reports
E5	CORE	Prepare command investigation reports
E4	CORE	Prepare command muster reports
E4	CORE	Prepare correspondence
E5	CORE	Prepare letters of reprimand or admonishment
E4	CORE	Prepare naval messages
E4	CORE	Prepare personal award citations
E4	CORE	Prepare Personal Awards Recommendation (OPNAV 1650/3)
E4	CORE	Process annual directive reviews

Paygrade	Task Type	Task Statements
E4	CORE	Process official mail
E4	CORE	Review message traffic
E4	CORE	Route correspondence

LEGAL

Paygrade	Task Type	Task Statements
E7	CORE	Authenticate Deserter or Absentee Wanted by Armed Forces (DD FORM 553) data
E4	CORE	Maintain legal directives and publications
E5	CORE	Maintain Unit Punishment Books (UPB)
E5	CORE	Prepare administrative board documents
E4	CORE	Prepare administrative separation packages
E5	CORE	Prepare Non-Judicial Punishment (NJP) documents
E4	CORE	Prepare Record of Unauthorized Absence (NAVPERS FORM 1070/606)
E5	CORE	Process Court Memorandum (NAVPERS 1070/607) adjustments
E4	CORE	Process Court Memorandums (NAVPERS FORM 1070/607)
E6	CORE	Process formal grievances
E6	CORE	Process Freedom of Information Act (FOIA) requests
E4	CORE	Record disciplinary proceedings actions
E4	CORE	Report Sailors' disciplinary findings
E6	CORE	Verify administrative separation correspondence
E7	CORE	Verify command investigation records
E7	CORE	Verify Non-Judicial Punishment (NJP) actions
E6	CORE	Verify Non-Judicial Punishment (NJP) documents

SECURITY

Paygrade	Task Type	Task Statements
E4	NON-CORE	Assist personnel in completing security clearance paperwork
E5	CORE	Assist personnel with Sensitive Compartmented Information (SCI) access ineligibility appeals
E6	NON-CORE	Brief Department of Navy Central Adjudication Facility (DONCAF) Letter of Intent (LOI) procedures
E5	NON-CORE	Change codes to combination locks
E6	NON-CORE	Conduct Emergency Action Plan (EAP) training
E5	NON-CORE	Conduct security briefings
E5	NON-CORE	Conduct Sensitive Compartmented Information (SCI) eligibility pre-screens
E6	NON-CORE	Conduct Special Security Representative (SSR) training
E7	NON-CORE	Coordinate design and construct Sensitive Compartmented Information Facility (SCIF)
E6	NON-CORE	Coordinate with Department of Navy Central Adjudication Facility (DONCAF) and Office of Personnel Management (OPM) on personnel access issues
E4	CORE	Distribute materials to Defense Courier Service (DCS) stations

Paygrade	Task Type	Task Statements
E4	CORE	Draft clearance adjudications
E4	CORE	Draft inadvertent disclosure oaths
E4	CORE	Generate classified mail receipt tracers
E6	NON-CORE	Implement Emergency Action Plans (EAP)
E4	CORE	Input data into Joint Personnel Adjudication System (JPAS)
E5	NON-CORE	Inspect Sensitive Compartmented Information Facilities (SCIF)
E4	NON-CORE	Issue Sensitive Compartmented Information Facility (SCIF) security badges
E6	NON-CORE	Maintain physical and personnel security awareness programs
E6	CORE	Maintain security administration
E5	NON-CORE	Monitor personnel security notification process
E4	NON-CORE	Prepare inbound and outbound Defense Courier Service (DCS) inventories
E4	CORE	Prepare classified material (mailing and hand carry)
E4	NON-CORE	Prepare foreign exception packages
E5	CORE	Prepare monthly Sensitive Compartmented Information (SCI) personnel security violation reports
E5	CORE	Prepare Security Access Eligibility Reports (SAER)
E7	NON-CORE	Prepare Sensitive Compartmented Information Facility (SCIF) modification documents
E4	CORE	Process Defense Courier Service (DCS) Authorization Records (USTRANSCOM IMT 10)
E4	NON-CORE	Process security termination statements
E4	CORE	Process Single Scope Background Investigation (SSBI) documents
E5	NON-CORE	Request Sensitive Compartmented Information (SCI) access upgrades
E4	NON-CORE	Review Electronic Questionnaires for Investigations Processing (E-QIP)
E7	NON-CORE	Review Sensitive Compartmented Information Facility (SCIF) construction for accreditation
E5	NON-CORE	Update Emergency Action Plans (EAP)
E5	NON-CORE	Verify classified receipt records
E5	CORE	Verify personnel security investigation requests
E4	CORE	Verify Sensitive Compartmented Information Facility (SCIF) security badge system access requirements

TECHNICAL ADMINISTRATION

Paygrade	Task Type	Task Statements
E4	CORE	Assign Transaction Online Processing System (TOPS) pay and personnel transactions
E5	CORE	Audit leave accounting records and reports
E7	CORE	Authenticate leave accounting records and reports
E7	CORE	Authenticate Medical Evacuation (MEDIVAC) orders
E7	CORE	Certify advance pay
E6	CORE	Certify Authorization To Apply For A "No-Fee" Passport and/or Request for Visa (DD FORM 1056) applications

Paygrade	Task Type	Task Statements
E7	CORE	Certify pay correspondence
E5	CORE	Certify pay transaction ticklers
E7	CORE	Certify separation and retirement documentation
E7	CORE	Certify Special Duty Assignment Pay (SDAP)
E5	CORE	Compile command history inputs
E4	CORE	Compute Pay Entry Base Dates (PEBD) or Active Duty Service Dates (ADSD)
E5	CORE	Coordinate formal command ceremonies
E5	CORE	Correct sea duty and shore duty commencement dates
E5	CORE	Counsel personnel on pay, allowances and entitlements
E5	CORE	Create Personnel and Manning Activity Reports (PERSMAR)
E4	CORE	Create records management files
E4	CORE	Create routing organizations in E-Leave
E4	CORE	Draft dependent and family entry request messages
E4	CORE	Draft failed to report messages
E4	CORE	Draft special duty assignment messages
E5	CORE	Establish command-view access to Electronic Service Records (ESR)
E5	CORE	Establish command-view access to Navy Standard Integrated Personnel System (NSIPS)
E4	CORE	File separation documents
E4	NON-CORE	Maintain Command Biographies for CPOs and Wardroom
E7	CORE	Maintain Defense Travel System (DTS) account access security forms
E5	CORE	Maintain pay and personnel transaction ticklers
E6	CORE	Manage command fitness report and evaluation programs
E6	CORE	Manage directives review programs
E7	CORE	Manage Navy Standard Integrated Personnel and Pay System (NSIPS) accounts (afloat, web)
E6	CORE	Manage personal correspondence of executive level personnel
E6	CORE	Manage records management programs
E7	CORE	Perform counseling on Permanent Change of Station (PCS) transfers
E5	CORE	Prepare Advance Pay Requests (DD FORM 2560)
E4	NON-CORE	Prepare Command Biographies for CPOs and Wardroom
E4	CORE	Prepare directives (e.g. instructions, notices, publications, manuals, etc.)
E4	NON-CORE	Prepare discharge and fleet reserve certificates
E4	CORE	Prepare electronic service record entries
E5	NON-CORE	Prepare executive speeches
E4	CORE	Prepare health records for mailing
E4	CORE	Prepare interviewers' appraisal sheets
E5	NON-CORE	Prepare letters of authority
E4	CORE	Prepare Medical Evacuation (MEDIVAC) orders

Paygrade	Task Type	Task Statements
E4	CORE	Prepare Navy Standard Integrated Personnel System (NSIPS) service record entries
E5	CORE	Prepare Overseas Tour Extension Incentive Program (OTEIP) requests
E4	CORE	Prepare Page 13 (Administrative Remarks, NAVPERS FORM 1070/613)
E5	CORE	Prepare Pay Adjustment Authorizations (DD FORM 139)
E4	CORE	Prepare pay entitlement and allowances documents (e.g. Career Sea Pay Premium (CSPP), Special Duty Incentive Pay (SDIP), special pay, etc.)
E4	CORE	Prepare personnel documents (e.g. personnel receipts, Permanent Change of Station (PCS) notifications, command ceremonies, etc.)
E4	CORE	Prepare receipt pay transactions
E4	CORE	Prepare sailing diaries
E5	CORE	Prepare separation worksheets
E4	NON-CORE	Prepare statement of service documents
E4	CORE	Prepare Transfer Information Sheets (TIS)
E5	CORE	Prepare Unplanned Loss documentation (e.g. TAB A, Electronic Personnel Deficiency Report (EPDR), etc.)
E4	CORE	Process awards
E4	CORE	Process change of station passenger reservation requests
E4	CORE	Process Dependency Application and Record of Emergency Data (NAVPERS FORM 1070/602)
E4	CORE	Process Electronic Funds Transfer (EFT) forms
E4	CORE	Process Electronic Service Record (ESR) entries
E4	CORE	Process evacuation orders
E4	CORE	Process fitness reports and enlisted performance evaluations
E5	NON-CORE	Process foreign area clearance requests
E4	CORE	Process funded emergency leave requests
E5	NON-CORE	Process name change requests
E5	CORE	Process Navy Enlisted Classification (NEC) code change requests
E7	NON-CORE	Process Navy-wide examination answer sheets
E4	CORE	Process pay documents
E4	CORE	Process pay entitlements and allowances (e.g. Career Sea Pay Premium (CSPP), Sea Duty Incentive Pay (SDIP), special pay, etc.)
E6	CORE	Process Personnel and Manning Activity Reports (PERSMAR)
E6	CORE	Process Personnel Routing Instructions (PRI)
E4	CORE	Process Servicemembers' Group Life Insurance (SGLI) (SGLV 8286)/Family Servicemembers' Group Life Insurance (FSGLI) (SGLV 8286A) documents
E5	CORE	Process special duty screenings
E4	CORE	Process Temporary Additional Duty (TEMADD) requests and orders
E4	CORE	Process Transaction Online Processing System (TOPS) pay and personnel transactions
E4	CORE	Reconcile leave balances

TECHNICAL ADMINISTRATION (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Request Officer Distribution Control Report (ODCR) updates
E6	CORE	Request update to Activity Manpower Documents (AMD)
E7	NON-CORE	Respond to official inquiries (DFAS, advise of errors, IG, BCNR, etc.)
E4	CORE	Track classified mail
E5	CORE	Update Individual Personnel Tempo (ITEMPO) records
E4	CORE	Update member's enlisted service records
E5	CORE	Validate Dependency Application and Record of Emergency Data (NAVPERS FORM 1070/602)
E5	CORE	Validate Duty Navy Enlisted Code (DNEC) change requests
E5	CORE	Validate Electronic Service Record (ESR) entries
E7	NON-CORE	Validate overseas assignment screenings
E7	CORE	Validate Personnel and Manning Activity Reports (PERSMAR)
E7	CORE	Validate Record of Unauthorized Absence (NAVPERS FORM 1070/606)
E7	CORE	Validate special duty screenings
E5	CORE	Verify command muster reports
E6	CORE	Verify dual military member spouse enrollment in Defense Enrollment Eligibility Reporting System (DEERS)
E4	CORE	Verify Electronic Funds Transfer (EFT) information
E6	CORE	Verify electronic service record entries
E7	CORE	Verify enlisted advancement worksheets
E5	CORE	Verify enlisted programs eligibility requirements
E6	CORE	Verify expired loss and gain events
E6	CORE	Verify involuntary separation pay eligibility and entitlements
E4	CORE	Verify leave balances
E5	CORE	Verify lump sum leave and correct days paid
E5	CORE	Verify member Career Sea Pay Premium (CSPP) eligibility
E6	CORE	Verify obligated service for transfer to fleet reserve
E6	CORE	Verify passenger reservation requests
E5	CORE	Verify pay and allowance entitlements
E6	CORE	Verify Special Duty Assignment Pay (SDAP) recertifications
E5	CORE	Verify suspended debts
E5	CORE	Verify transfer document submissions

TRAVEL

Paygrade	Task Type	Task Statements
E7	CORE	Approve Defense Travel System (DTS) authorizations and vouchers
E5	CORE	Audit travel vouchers
E5	CORE	Authenticate advance travel of dependents
E7	CORE	Certify official travel documents
E7	CORE	Certify travel advances
E7	CORE	Manage Government Travel Charge Card (GTCC) programs

TRAVEL (CONT'D)

Paygrade	Task Type	Task Statements
E6	CORE	Manage Temporary Additional Duty (TAD) programs
E6	CORE	Monitor commands Defense Travel System (DTS) program
E4	CORE	Prepare advance travel of dependents
E4	CORE	Prepare dependent transportation requests
E4	CORE	Prepare Request and Authorization for TDY Travel of DoD Personnel (DD FORM 1610)
E4	CORE	Prepare requests for delayed travel of dependents
E5	CORE	Prepare Temporary Additional Duty Target (TADTAR) funding budget reports
E5	CORE	Process delayed travel of dependents
E5	NON-CORE	Process non-Government Travel Charge Card (GTCC) travel advances
E4	CORE	Process North American Treaty Organization (NATO) travel orders
E4	CORE	Process Passenger Reservation Requests (PRR)
E4	CORE	Process Temporary Lodging Allowances (TLA) forms
E4	CORE	Process Temporary Lodging Expense (TLE) forms
E5	CORE	Process travel advance requests
E5	CORE	Review Defense Travel System (DTS) authorizations and vouchers
E5	CORE	Review travel advances
E5	CORE	Review travel liquidation forms
E6	CORE	Track travel claim submissions and liquidations
E6	CORE	Verify Defense Travel System (DTS) authorizations and vouchers
E5	CORE	Verify receipt documents
E6	CORE	Verify Temporary Additional Duty Target (TADTAR) funding budget reports
E5	CORE	Verify travel claim overpayment collections
E4	CORE	Verify travel payment posting disbursements
E7	CORE	Verify waiver claims for erroneous travel payments

	Job Code
Job Title	**002767**

Submarine Administrative Office Supervisor

Job Family	**NOC**	**Short Title (30 Characters)**	**Short Title (14 Characters)**
Office and Administrative Support	TBD	SUB ADMIN OFFICE SUPERVISOR	SUB ADMN SUPV

Pay Plan	**Career Field**	**Other Relationships and Rules**
Enlisted	YNS	2514

Job Description

Submarine Administrative Office Supervisors direct the work of office and administrative personnel; communicate work procedures and policies to staff; provide customer service to ensure adherence to quality standards, deadlines, and proper procedures, correcting errors or problems; evaluate job performance and compliance with regulations and recommend appropriate personnel action; interface with and advise executive level personnel; and prepare and issue work schedules, deadlines, and duty assignments of office personnel.

DoD Relationship

O*NET Relationship

Group Title	_DoD Code_	_Occupation Title_	_SOC Code_	_Job Family_
Administration, General	151000	First-Line Supervisors of Office and Administrative Support Workers	43-1011.00	Office and Administrative Support

Skills	**Abilities**
Monitoring	_Written Comprehension_
Writing	_Written Expression_
Reading Comprehension	_Problem Sensitivity_
Coordination	_Information Ordering_
Management of Personnel Resources	_Inductive Reasoning_
Critical Thinking	_Deductive Reasoning_
Systems Evaluation	_Oral Expression_
Quality Control Analysis	_Oral Comprehension_
Management of Material Resources	_Category Flexibility_
Mathematics	_Finger Dexterity_

CORRESPONDENCE

Paygrade	**Task Type**	**Task Statements**
E4	CORE	Draft classification markings on correspondence and directives
E5	NON-CORE	Draft congressional inquiry replies
E4	CORE	File administrative material
E4	CORE	Maintain award ticklers
E4	CORE	Maintain command directive case files
E4	CORE	Maintain reports control systems
E5	CORE	Manage forms control programs
E5	CORE	Manage official mail control programs
E5	CORE	Prepare command investigation reports
E4	CORE	Prepare command muster reports
E4	CORE	Prepare correspondence
E5	CORE	Prepare letters of reprimand or admonishment
E4	CORE	Prepare naval messages
E4	CORE	Prepare personal award citations
E4	CORE	Prepare Personal Awards Recommendation (OPNAV 1650/3)
E4	CORE	Process annual directive reviews

CORRESPONDENCE (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Process official mail
E4	CORE	Review message traffic
E4	CORE	Route correspondence

LEGAL

Paygrade	Task Type	Task Statements
E4	CORE	Maintain legal directives and publications
E5	CORE	Maintain Unit Punishment Books (UPB)
E5	CORE	Prepare administrative board documents
E4	CORE	Prepare administrative separation packages
E5	CORE	Prepare Non-Judicial Punishment (NJP) documents
E4	CORE	Prepare Record of Unauthorized Absence (NAVPERS FORM 1070/606)
E5	CORE	Process Court Memorandum (NAVPERS 1070/607) adjustments
E4	CORE	Process Court Memorandums (NAVPERS FORM 1070/607)
E4	CORE	Record disciplinary proceedings actions
E4	CORE	Report Sailors' disciplinary findings
E6	CORE	Verify administrative separation correspondence
E6	CORE	Verify Non-Judicial Punishment (NJP) documents

SECURITY

Paygrade	Task Type	Task Statements
E4	NON-CORE	Assist personnel in completing security clearance paperwork
E5	CORE	Assist personnel with Sensitive Compartmented Information (SCI) access ineligibility appeals
E6	NON-CORE	Brief Department of Navy Central Adjudication Facility (DONCAF) Letter of Intent (LOI) procedures
E5	NON-CORE	Change codes to combination locks
E6	NON-CORE	Conduct Emergency Action Plan (EAP) training
E5	NON-CORE	Conduct security briefings
E5	NON-CORE	Conduct Sensitive Compartmented Information (SCI) eligibility pre-screens
E6	NON-CORE	Conduct Special Security Representative (SSR) training
E6	NON-CORE	Coordinate with Department of Navy Central Adjudication Facility (DONCAF) and Office of Personnel Management (OPM) on personnel access issues
E4	CORE	Distribute materials to Defense Courier Service (DCS) stations
E4	CORE	Draft clearance adjudications
E4	CORE	Draft inadvertent disclosure oaths
E4	CORE	Generate classified mail receipt tracers
E4	CORE	Input data into Joint Personnel Adjudication System (JPAS)
E5	NON-CORE	Inspect Sensitive Compartmented Information Facilities (SCIF)
E4	NON-CORE	Issue Sensitive Compartmented Information Facility (SCIF) security badges
E5	NON-CORE	Monitor personnel security notification process
E4	NON-CORE	Prepare inbound and outbound Defense Courier Service (DCS) inventories

Paygrade	Task Type	Task Statements
E4	CORE	Prepare classified material (mailing and hand carry)
E4	NON-CORE	Prepare foreign exception packages
E5	CORE	Prepare monthly Sensitive Compartmented Information (SCI) personnel security violation reports
E5	CORE	Prepare Security Access Eligibility Reports (SAER)
E4	CORE	Process Defense Courier Service (DCS) Authorization Records (USTRANSCOM IMT 10)
E4	NON-CORE	Process security termination statements
E4	CORE	Process Single Scope Background Investigation (SSBI) documents
E5	NON-CORE	Request Sensitive Compartmented Information (SCI) access upgrades
E4	NON-CORE	Review Electronic Questionnaires for Investigations Processing (E-QIP)
E5	NON-CORE	Update Emergency Action Plans (EAP)
E5	NON-CORE	Verify classified receipt records
E5	CORE	Verify personnel security investigation requests
E4	CORE	Verify Sensitive Compartmented Information Facility (SCIF) security badge system access requirements

TECHNICAL ADMINISTRATION

Paygrade	Task Type	Task Statements
E4	CORE	Assign Transaction Online Processing System (TOPS) pay and personnel transactions
E5	CORE	Audit leave accounting records and reports
E6	CORE	Certify Authorization To Apply For A "No-Fee" Passport and/or Request for Visa (DD FORM 1056) applications
E5	CORE	Certify pay transaction ticklers
E5	CORE	Compile command history inputs
E4	CORE	Compute Pay Entry Base Dates (PEBD) or Active Duty Service Dates (ADSD)
E5	CORE	Coordinate formal command ceremonies
E5	CORE	Correct sea duty and shore duty commencement dates
E5	CORE	Counsel personnel on pay, allowances and entitlements
E5	CORE	Create Personnel and Manning Activity Reports (PERSMAR)
E4	CORE	Create records management files
E4	CORE	Create routing organizations in E-Leave
E4	CORE	Draft dependent and family entry request messages
E4	CORE	Draft failed to report messages
E4	CORE	Draft special duty assignment messages
E5	CORE	Establish command-view access to Electronic Service Records (ESR)
E5	CORE	Establish command-view access to Navy Standard Integrated Personnel System (NSIPS)
E4	CORE	File separation documents
E4	NON-CORE	Maintain Command Biographies for CPOs and Wardroom
E5	CORE	Maintain pay and personnel transaction ticklers

Paygrade	Task Type	Task Statements
E6	CORE	Manage directives review programs
E6	CORE	Manage personal correspondence of executive level personnel
E6	CORE	Manage records management programs
E7	CORE	Perform counseling on Permanent Change of Station (PCS) transfers
E5	CORE	Prepare Advance Pay Requests (DD FORM 2560)
E4	NON-CORE	Prepare Command Biographies for CPOs and Wardroom
E4	CORE	Prepare directives (e.g. instructions, notices, publications, manuals, etc.)
E4	NON-CORE	Prepare discharge and fleet reserve certificates
E4	CORE	Prepare electronic service record entries
E5	NON-CORE	Prepare executive speeches
E4	CORE	Prepare health records for mailing
E4	CORE	Prepare interviewers' appraisal sheets
E5	NON-CORE	Prepare letters of authority
E4	CORE	Prepare Medical Evacuation (MEDIVAC) orders
E4	CORE	Prepare Navy Standard Integrated Personnel System (NSIPS) service record entries
E5	CORE	Prepare Overseas Tour Extension Incentive Program (OTEIP) requests
E4	CORE	Prepare Page 13 (Administrative Remarks, NAVPERS FORM 1070/613)
E5	CORE	Prepare Pay Adjustment Authorizations (DD FORM 139)
E4	CORE	Prepare pay entitlement and allowances documents (e.g. Career Sea Pay Premium (CSPP), Special Duty Incentive Pay (SDIP), special pay, etc.)
E4	CORE	Prepare personnel documents (e.g. personnel receipts, Permanent Change of Station (PCS) notifications, command ceremonies, etc.)
E4	CORE	Prepare receipt pay transactions
E4	CORE	Prepare sailing diaries
E5	CORE	Prepare separation worksheets
E4	NON-CORE	Prepare statement of service documents
E4	CORE	Prepare Transfer Information Sheets (TIS)
E5	CORE	Prepare Unplanned Loss documentation (e.g. TAB A, Electronic Personnel Deficiency Report (EPDR), etc.)
E4	CORE	Process awards
E4	CORE	Process change of station passenger reservation requests
E4	CORE	Process Dependency Application and Record of Emergency Data (NAVPERS FORM 1070/602)
E4	CORE	Process Electronic Funds Transfer (EFT) forms
E4	CORE	Process Electronic Service Record (ESR) entries
E4	CORE	Process evacuation orders
E4	CORE	Process fitness reports and enlisted performance evaluations
E5	NON-CORE	Process foreign area clearance requests
E4	CORE	Process funded emergency leave requests
E5	NON-CORE	Process name change requests

TECHNICAL ADMINISTRATION (CONT'D)

Paygrade	Task Type	Task Statements
E5	CORE	Process Navy Enlisted Classification (NEC) code change requests
E4	CORE	Process pay documents
E4	CORE	Process pay entitlements and allowances (e.g. Career Sea Pay Premium (CSPP), Sea Duty Incentive Pay (SDIP), special pay, etc.)
E4	CORE	Process Servicemembers' Group Life Insurance (SGLI) (SGLV 8286)/Family Servicemembers' Group Life Insurance (FSGLI) (SGLV 8286A) documents
E5	CORE	Process special duty screenings
E4	CORE	Process Temporary Additional Duty (TEMADD) requests and orders
E4	CORE	Process Transaction Online Processing System (TOPS) pay and personnel transactions
E4	CORE	Reconcile leave balances
E5	CORE	Request Officer Distribution Control Report (ODCR) updates
E6	CORE	Request update to Activity Manpower Documents (AMD)
E4	CORE	Track classified mail
E5	CORE	Update Individual Personnel Tempo (ITEMPO) records
E4	CORE	Update member's enlisted service records
E5	CORE	Validate Dependency Application and Record of Emergency Data (NAVPERS FORM 1070/602)
E5	CORE	Validate Duty Navy Enlisted Code (DNEC) change requests
E5	CORE	Validate Electronic Service Record (ESR) entries
E5	CORE	Verify command muster reports
E4	CORE	Verify Electronic Funds Transfer (EFT) information
E6	CORE	Verify electronic service record entries
E5	CORE	Verify enlisted programs eligibility requirements
E4	CORE	Verify leave balances
E5	CORE	Verify lump sum leave and correct days paid
E5	CORE	Verify member Career Sea Pay Premium (CSPP) eligibility
E6	CORE	Verify obligated service for transfer to fleet reserve
E6	CORE	Verify passenger reservation requests
E5	CORE	Verify pay and allowance entitlements
E5	CORE	Verify suspended debts
E5	CORE	Verify transfer document submissions

TRAVEL

Paygrade	Task Type	Task Statements
E5	CORE	Audit travel vouchers
E5	CORE	Authenticate advance travel of dependents
E6	CORE	Manage Temporary Additional Duty (TAD) programs
E6	CORE	Monitor commands Defense Travel System (DTS) program
E4	CORE	Prepare advance travel of dependents
E4	CORE	Prepare dependent transportation requests

TRAVEL (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Prepare Request and Authorization for TDY Travel of DoD Personnel (DD FORM 1610)
E4	CORE	Prepare requests for delayed travel of dependents
E5	CORE	Prepare Temporary Additional Duty Target (TADTAR) funding budget reports
E5	CORE	Process delayed travel of dependents
E5	NON-CORE	Process non-Government Travel Charge Card (GTCC) travel advances
E4	CORE	Process North American Treaty Organization (NATO) travel orders
E4	CORE	Process Passenger Reservation Requests (PRR)
E4	CORE	Process Temporary Lodging Allowances (TLA) forms
E4	CORE	Process Temporary Lodging Expense (TLE) forms
E5	CORE	Process travel advance requests
E5	CORE	Review Defense Travel System (DTS) authorizations and vouchers
E5	CORE	Review travel advances
E5	CORE	Review travel liquidation forms
E6	CORE	Track travel claim submissions and liquidations
E6	CORE	Verify Defense Travel System (DTS) authorizations and vouchers
E5	CORE	Verify receipt documents
E6	CORE	Verify Temporary Additional Duty Target (TADTAR) funding budget reports
E5	CORE	Verify travel claim overpayment collections
E4	CORE	Verify travel payment posting disbursements