CHAPTER 79

YEOMAN
(YN)

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YEOMAN (YN)

NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

YEOMAN (YN)

SCOPE OF RATING

<u>Yeomen (YN)</u> perform clerical, customer service, personnel/physical security, and general administrative duties, including typing and filing; prepare and route correspondence, reports and electronic service record entries; maintain records and publications; counsel office personnel on administrative matters; perform administrative support for shipboard legal proceedings and maintain shipboard legal files; conduct reporting and detaching procedures and required retention and transition counseling; prepare and maintain personnel security documents; perform other personnel related functions; provide guidance on protocol matters, and serve as executive office managers.

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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

YNCM

YNCS

YNC

YN1

YN2

YN3

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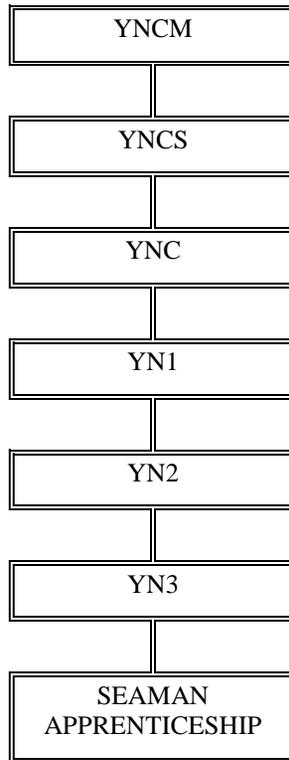
Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in OPNAVINST 1420.1.

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	**Job Code**

Administrative Assistant

001802

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

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

Job Description

Administrative Assistants assist in daily operations of office; prepare, type, and route correspondence and reports; and operate personal computers, reproduction machines, audio-recording devices, and other office machines.

DoD Relationship

O*NET Relationship

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

Skills	**Abilities**
Reading Comprehension	*Written Comprehension*
Writing	*Written Expression*
Coordination	*Information Ordering*
Monitoring	*Inductive Reasoning*
Critical Thinking	*Oral Expression*
Systems Evaluation	*Oral Comprehension*
Management of Material Resources	*Wrist-Finger Speed*
Service Orientation	*Category Flexibility*
Mathematics	*Deductive Reasoning*
Speaking	*Problem Sensitivity*

CORRESPONDENCE

Paygrade	**Task Type**	**Task Statements**
E4	CORE	Create North American Treaty Organization (NATO) travel orders
E4	CORE	Distribute message traffic
E4	CORE	Draft classification markings on correspondence and directives
E4	CORE	Draft dependent entry approval messages
E4	CORE	File administrative documents
E4	CORE	Maintain command directive case files
E4	CORE	Prepare award recommendations (personal, unit)
E4	CORE	Prepare command muster reports
E4	CORE	Prepare correspondence
E4	CORE	Prepare letters of authority (e.g. by direction, designation letters, etc.)
E4	CORE	Prepare naval messages (e.g. special duty assignment, overseas screening, delay reporting, etc.)
E4	CORE	Prepare personal award citations
E4	CORE	Prepare statement of service documents
E4	CORE	Process annual directive reviews
E4	CORE	Process correspondence
E4	CORE	Process official mail
E4	CORE	Update ticklers

LEGAL

Paygrade	Task Type	Task Statements
E4	CORE	Prepare administrative separation packages
E4	CORE	Prepare Charge Sheets (DD-458)
E4	CORE	Record disciplinary proceedings actions

SECURITY

Paygrade	Task Type	Task Statements
E4	CORE	Administer inadvertent disclosure oaths
E4	CORE	Assist personnel in completing security clearance paperwork (e.g. JPAS, EQIP, etc.)
E5	NON-CORE	Brief Department of Defense Central Adjudication Facility (DODCAF) Letter of Intent (LOI) procedures
E5	NON-CORE	Conduct security briefings
E5	NON-CORE	Conduct Sensitive Compartmented Information (SCI) eligibility pre-screens
E4	NON-CORE	Distribute materials to Defense Courier Service (DCS) stations
E4	CORE	Initiate security clearances (Tier 3, Tier 5)
E4	CORE	Input data into Joint Personnel Adjudication System (JPAS)
E4	NON-CORE	Inventory classified material
E4	NON-CORE	Issue Sensitive Compartmented Information Facility (SCIF) security badges
E4	CORE	Prepare classified materials (e.g. mailing and hand carry)
E4	NON-CORE	Prepare foreign exception packages
E4	NON-CORE	Prepare inbound/outbound Defense Courier Service (DCS) inventories
E4	NON-CORE	Process security termination statements
E4	CORE	Verify Sensitive Compartmented Information Facility (SCIF) security badge system access requirements

TECHNICAL ADMINISTRATION

Paygrade	Task Type	Task Statements
E4	CORE	Archive awards documents
E5	CORE	Compute Pay Entry Base Dates (PEBD) and Active Duty Service Dates (ADSD)
E5	CORE	Counsel personnel on pay, allowances and entitlements
E5	CORE	Create Enlisted Manning Inquiry Reports (EMIRS)
E5	CORE	Create formal invitations (electronic, paper)
E5	CORE	Create pay and entitlement allowance documents
E5	CORE	Create Personnel and Manning Activity Reports (PERSMAR)
E4	CORE	Create records management files
E4	CORE	Create social rosters
E4	CORE	Draft failed to report messages
E4	CORE	File separation documents
E4	CORE	File Servicemembers' Group Life Insurance (SGLI)/Family Servicemembers' Group Life Insurance (FSGLI) documents
E4	CORE	Initiate Transaction Online Processing System (TOPS) transactions

TECHNICAL ADMINISTRATION (CONT'D)

Paygrade	Task Type	Task Statements
E4	NON-CORE	Maintain Leave Control Number (LCN) logs
E4	CORE	Prepare directives (e.g. instructions, notices, publications, manuals, etc.)
E4	CORE	Prepare Electronic Service Record (ESR) entries
E4	CORE	Prepare Identification Card Applications (DD-1172-2)
E4	CORE	Prepare personnel documents (e.g. personnel receipts, Permanent Change of station (PCS) notifications, etc.)
E4	CORE	Prepare Plan of the Day (POD)/Plan of the Week (POW)
E4	CORE	Prepare sailing lists
E5	CORE	Prepare seating charts
E4	CORE	Prepare Transfer Information Sheets (TIS)
E4	CORE	Process classified mail
E4	CORE	Process Family Servicemembers' Group Life Insurance (FSGLI) documents
E4	CORE	Process name change requests
E4	CORE	Process special duty screenings
E5	CORE	Track formal invitation responses
E4	CORE	Track travel claim submissions and liquidations
E4	CORE	Update Dependency Application and Record of Emergency Data (NAVPERS FORM 1070/602)
E5	CORE	Update Individual Personnel Tempo (ITEMPO) records
E4	CORE	Update Navy Family Accountability and Assessment System (NFAAS) data (personnel, dependents)
E6	NON-CORE	Verify interviewers' appraisal sheets
E4	CORE	Verify leave balances

TRAVEL

Paygrade	Task Type	Task Statements
E5	CORE	Prepare Medical Evacuation (MEDEVAC) orders
E5	CORE	Prepare Request and Authorization for TDY Travel of DoD Personnel (DD FORM 1610)
E5	CORE	Prepare Temporary Additional Duty Target (TADTAR) funding budget reports
E4	CORE	Process funded emergency leave requests
E5	CORE	Process Government Travel Credit Card (GTCC) applications
E4	CORE	Review Defense Travel System (DTS) authorizations and vouchers

Job Title			Job Code

Administrative Supervisor

001810

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

Pay Plan	**Career Field**	**Other Relationships and Rules**
Enlisted	YN	NEC 2514

Job Description

Administrative Supervisors train and supervise administrative personnel; organize and maintain files, records and official publications; perform administrative daily operations; and support legal proceedings.

DoD Relationship

O*NET Relationship

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

Skills	**Abilities**
Reading Comprehension	Written Comprehension
Monitoring	Written Expression
Writing	Information Ordering
Coordination	Inductive Reasoning
Critical Thinking	Oral Comprehension
Systems Evaluation	Oral Expression
Management of Material Resources	Category Flexibility
Mathematics	Wrist-Finger Speed
Instructing	Deductive Reasoning
Learning Strategies	Problem Sensitivity

CORRESPONDENCE

Paygrade	**Task Type**	**Task Statements**
E4	CORE	Distribute message traffic
E4	CORE	Draft classification markings on correspondence and directives
E4	CORE	File administrative documents
E6	NON-CORE	Format inquiry replies (congressional, executive)
E4	CORE	Maintain command directive case files
E5	CORE	Manage forms control programs
E6	CORE	Manage official mail control programs
E6	CORE	Manage reports (e.g. action, control, recurring, etc.)
E4	CORE	Prepare award recommendations (personal, unit)
E5	CORE	Prepare command investigation reports
E4	CORE	Prepare command muster reports
E4	CORE	Prepare correspondence
E4	CORE	Prepare letters of authority (e.g. by direction, designation letters, etc.)
E6	CORE	Prepare letters of reprimand or admonishment
E4	CORE	Prepare naval messages (e.g. special duty assignment, overseas screening, delay reporting, etc.)
E4	CORE	Prepare personal award citations
E4	CORE	Process annual directive reviews

CORRESPONDENCE (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Process correspondence
E4	CORE	Update ticklers

LEGAL

Paygrade	Task Type	Task Statements
E5	CORE	Adjust Court Memorandums (NAVPERS FORM 1070/607)
E6	CORE	Authenticate Deserter or Absentee Wanted by Armed Forces (DD FORM 553) data
E5	CORE	Maintain Unit Punishment Books (UPB)
E6	CORE	Prepare administrative board documents
E4	CORE	Prepare administrative separation packages
E4	CORE	Prepare Charge Sheets (DD-458)
E4	CORE	Prepare Non-Judicial Punishment (NJP) documents
E5	CORE	Prepare Record of Unauthorized Absence (NAVPERS FORM 1070/606)
E4	CORE	Prepare Report and Disposition of Offense (NAVPERS 1626/7) forms
E5	CORE	Process Court Memorandums (NAVPERS FORM 1070/607)
E4	CORE	Record disciplinary proceedings actions
E6	CORE	Verify administrative separation correspondence
E7	CORE	Verify command investigation records
E5	CORE	Verify Non-Judicial Punishment (NJP) actions
E6	CORE	Verify Non-Judicial Punishment (NJP) documents

SECURITY

Paygrade	Task Type	Task Statements
E4	CORE	Administer inadvertent disclosure oaths
E7	NON-CORE	Assist personnel with Sensitive Compartmented Information (SCI) access ineligibility appeals
E5	NON-CORE	Brief Department of Defense Central Adjudication Facility (DODCAF) Letter of Intent (LOI) procedures
E5	NON-CORE	Change combination lock codes
E6	NON-CORE	Conduct Emergency Action Plan (EAP) training
E5	NON-CORE	Conduct security briefings
E5	NON-CORE	Conduct Sensitive Compartmented Information (SCI) eligibility pre-screens
E5	NON-CORE	Conduct Special Security Representative (SSR) training
E7	NON-CORE	Coordinate construction of Sensitive Compartmented Information Facility (SCIF) (creation, modification, disestablishment)
E6	NON-CORE	Coordinate with Department of Defense Central Adjudication Facility (DODCAF) and Office of Personnel Management (OPM) on personnel security issues
E4	NON-CORE	Distribute materials to Defense Courier Service (DCS) stations
E6	NON-CORE	Implement Emergency Action Plans (EAP)
E4	CORE	Initiate security clearances (Tier 3, Tier 5)

Paygrade	Task Type	Task Statements
E4	CORE	Input data into Joint Personnel Adjudication System (JPAS)
E6	NON-CORE	Inspect Sensitive Compartmented Information Facilities (SCIF)
E4	NON-CORE	Inventory classified material
E4	NON-CORE	Issue Sensitive Compartmented Information Facility (SCIF) security badges
E6	NON-CORE	Maintain physical and personnel security awareness programs
E5	NON-CORE	Monitor Joint Personnel Adjudication System (JPAS) personnel security notification process
E4	CORE	Prepare classified materials (e.g. mailing and hand carry)
E4	NON-CORE	Prepare foreign exception packages
E4	NON-CORE	Prepare inbound/outbound Defense Courier Service (DCS) inventories
E5	NON-CORE	Prepare monthly Sensitive Compartmented Information (SCI) personnel security violation reports
E5	NON-CORE	Prepare Security Access Eligibility Reports (SAER)
E5	NON-CORE	Process Defense Courier Service (DCS) Authorization Records (USTRANSCOM IMT 10)
E4	NON-CORE	Process security termination statements
E5	NON-CORE	Request Sensitive Compartmented Information (SCI) access upgrades
E4	NON-CORE	Review Electronic Questionnaires for Investigations Processing (E-QIP)
E5	NON-CORE	Update Emergency Action Plans (EAP)
E6	CORE	Verify personnel security investigation requests (EQIP)
E4	CORE	Verify Sensitive Compartmented Information Facility (SCIF) security badge system access requirements

TECHNICAL ADMINISTRATION

Paygrade	Task Type	Task Statements
E6	CORE	Certify Special Duty Assignment Pay (SDAP)
E5	CORE	Compute Pay Entry Base Dates (PEBD) and Active Duty Service Dates (ADSD)
E6	CORE	Coordinate formal command ceremonies
E5	CORE	Counsel personnel on pay, allowances and entitlements
E5	CORE	Create Enlisted Manning Inquiry Reports (EMIRS)
E5	CORE	Create formal invitations (electronic, paper)
E5	CORE	Create pay and entitlement allowance documents
E5	CORE	Create Personnel and Manning Activity Reports (PERSMAR)
E4	CORE	Create records management files
E5	CORE	Create routing organizations in E-Leave
E4	CORE	Initiate Transaction Online Processing System (TOPS) transactions
E6	NON-CORE	Maintain command biographies
E4	NON-CORE	Maintain Leave Control Number (LCN) logs
E6	CORE	Manage command fitness report and evaluation programs
E6	CORE	Manage directives review programs

Paygrade	Task Type	Task Statements
E6	CORE	Manage Navy Standard Integrated Personnel and Pay System (NSIPS) accounts (afloat, web)
E6	NON-CORE	Manage personal correspondence of executive level personnel
E7	CORE	Manage records management programs
E4	CORE	Prepare directives (e.g. instructions, notices, publications, manuals, etc.)
E4	CORE	Prepare Electronic Service Record (ESR) entries
E6	NON-CORE	Prepare executive speeches
E4	CORE	Prepare Identification Card Applications (DD-1172-2)
E4	CORE	Prepare personnel documents (e.g. personnel receipts, Permanent Change of Station (PCS) notifications, etc.)
E5	CORE	Prepare seating charts
E4	CORE	Process awards
E4	CORE	Process classified mail
E5	CORE	Process fitness reports and enlisted performance evaluations
E5	NON-CORE	Process foreign area clearance requests
E5	CORE	Process Navy Enlisted Classification (NEC) code change requests
E7	CORE	Process Navy-wide examination answer sheets
E5	CORE	Process overseas assignment screenings
E5	CORE	Process pay documents
E7	CORE	Release Naval messages
E5	CORE	Request Officer Distribution Control Reports (ODCR)
E5	CORE	Track formal invitation responses
E4	CORE	Update Dependency Application and Record of Emergency Data (NAVPERS FORM 1070/602)
E5	CORE	Update Individual Personnel Tempo (ITEMPO) records
E6	CORE	Verify command muster reports
E7	CORE	Verify completion of enlisted advancement worksheets
E6	NON-CORE	Verify electronic service record entries
E6	CORE	Verify expired gain and loss events
E6	NON-CORE	Verify interviewers' appraisal sheets
E6	CORE	Verify Leave Requests Authorizations (NAVCOMPT Form 3065)
E5	CORE	Verify passenger reservation requests
E6	CORE	Verify Special Duty Assignment Pay (SDAP) recertifications

TRAVEL

Paygrade	Task Type	Task Statements
E7	CORE	Approve Defense Travel System (DTS) authorizations and vouchers
E7	CORE	Manage command's Defense Travel System (DTS) program
E7	CORE	Manage Government Travel Credit Card (GTCC) programs
E6	CORE	Manage Temporary Additional Duty (TAD) programs

| E5 | CORE | Prepare Medical Evacuation (MEDEVAC) orders |

TRAVEL (CONT'D)

Paygrade	**Task Type**	**Task Statements**
E5	CORE	Prepare Request and Authorization for TDY Travel of DoD Personnel (DD FORM 1610)
E5	CORE	Process Government Travel Credit Card (GTCC) applications
E4	CORE	Review Defense Travel System (DTS) authorizations and vouchers
E5	CORE	Verify Permanent Change of Station (PCS) receipt documents
E5	CORE	Verify Permanent Change of Station (PCS) travel liquidation forms
E5	CORE	Verify Temporary Additional Duty Target (TADTAR) funding budget reports
E5	CORE	Verify transfer travel document submissions (e.g. Permanent Change of Station (PCS), Temporary Lodging Expense (TLE), Temporary Lodging Allowance (TLA), etc.)

Job Title				Job Code
Office Manager				**001815**

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

Pay Plan	**Career Field**	**Other Relationships and Rules**
Enlisted	YN	NEC 2514

Job Description

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

DoD Relationship

O*NET Relationship

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

Skills	**Abilities**
Reading Comprehension	*Written Comprehension*
Monitoring	*Written Expression*
Writing	*Inductive Reasoning*
Coordination	*Information Ordering*
Critical Thinking	*Oral Expression*
Systems Evaluation	*Oral Comprehension*
Management of Material Resources	*Category Flexibility*
Mathematics	*Problem Sensitivity*
Instructing	*Visualization*
Learning Strategies	*Deductive Reasoning*

CORRESPONDENCE

Paygrade	**Task Type**	**Task Statements**
E4	CORE	Distribute message traffic
E4	CORE	Draft classification markings on correspondence and directives
E4	CORE	File administrative documents
E6	NON-CORE	Format inquiry replies (congressional, executive)
E4	CORE	Maintain command directive case files
E5	CORE	Manage forms control programs
E6	CORE	Manage official mail control programs
E6	CORE	Manage reports (e.g. action, control, recurring, etc.)
E4	CORE	Prepare award recommendations (personal, unit)
E5	CORE	Prepare command investigation reports
E4	CORE	Prepare command muster reports
E4	CORE	Prepare correspondence
E6	CORE	Prepare letters of reprimand or admonishment
E4	CORE	Prepare naval messages (e.g. special duty assignment, overseas screening, delay reporting, etc.)
E4	CORE	Prepare personal award citations
E4	CORE	Process annual directive reviews

CORRESPONDENCE (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Process correspondence
E4	CORE	Update ticklers

LEGAL

Paygrade	Task Type	Task Statements
E6	CORE	Authenticate Deserter or Absentee Wanted by Armed Forces (DD FORM 553) data
E5	CORE	Maintain Unit Punishment Books (UPB)
E6	CORE	Prepare administrative board documents
E4	CORE	Prepare administrative separation packages
E4	CORE	Prepare Charge Sheets (DD-458)
E4	CORE	Prepare Non-Judicial Punishment (NJP) documents
E4	CORE	Prepare Report and Disposition of Offense (NAVPERS 1626/7) forms
E4	CORE	Record disciplinary proceedings actions
E6	CORE	Verify administrative separation correspondence
E7	CORE	Verify command investigation records
E6	CORE	Verify Non-Judicial Punishment (NJP) documents

SECURITY

Paygrade	Task Type	Task Statements
E4	CORE	Administer inadvertent disclosure oaths
E7	NON-CORE	Assist personnel with Sensitive Compartmented Information (SCI) access ineligibility appeals
E5	NON-CORE	Brief Department of Defense Central Adjudication Facility (DODCAF) Letter of Intent (LOI) procedures
E5	NON-CORE	Change combination lock codes
E6	NON-CORE	Conduct Emergency Action Plan (EAP) training
E5	NON-CORE	Conduct security briefings
E5	NON-CORE	Conduct Sensitive Compartmented Information (SCI) eligibility pre-screens
E5	NON-CORE	Conduct Special Security Representative (SSR) training
E7	NON-CORE	Coordinate construction of Sensitive Compartmented Information Facility (SCIF) (creation, modification, disestablishment)
E6	NON-CORE	Coordinate with Department of Defense Central Adjudication Facility (DODCAF) and Office of Personnel Management (OPM) on personnel security issues
E4	NON-CORE	Distribute materials to Defense Courier Service (DCS) stations
E6	NON-CORE	Implement Emergency Action Plans (EAP)
E4	CORE	Initiate security clearances (Tier 3, Tier 5)
E4	CORE	Input data into Joint Personnel Adjudication System (JPAS)
E6	NON-CORE	Inspect Sensitive Compartmented Information Facilities (SCIF)
E4	NON-CORE	Inventory classified material
E4	NON-CORE	Issue Sensitive Compartmented Information Facility (SCIF) security badges

SECURITY (CONT'D)

Paygrade	Task Type	Task Statements
E6	NON-CORE	Maintain physical and personnel security awareness programs
E5	NON-CORE	Monitor Joint Personnel Adjudication System (JPAS) personnel security notification process
E4	CORE	Prepare classified materials (e.g. mailing and hand carry)
E4	NON-CORE	Prepare foreign exception packages
E4	NON-CORE	Prepare inbound/outbound Defense Courier Service (DCS) inventories
E5	NON-CORE	Prepare monthly Sensitive Compartmented Information (SCI) personnel security violation reports
E5	NON-CORE	Prepare Security Access Eligibility Reports (SAER)
E5	NON-CORE	Process Defense Courier Service (DCS) Authorization Records (USTRANSCOM IMT 10)
E4	NON-CORE	Process security termination statements
E5	NON-CORE	Request Sensitive Compartmented Information (SCI) access upgrades
E4	NON-CORE	Review Electronic Questionnaires for Investigations Processing (E-QIP)
E5	NON-CORE	Update Emergency Action Plans (EAP)
E6	CORE	Verify personnel security investigation requests (EQIP)
E4	CORE	Verify Sensitive Compartmented Information Facility (SCIF) security badge system access requirements

TECHNICAL ADMINISTRATION

Paygrade	Task Type	Task Statements
E7	CORE	Audit leave accounting records and reports
E7	CORE	Certify separation and retirement documentation
E6	CORE	Certify Special Duty Assignment Pay (SDAP)
E6	CORE	Coordinate formal command ceremonies
E5	CORE	Counsel personnel on pay, allowances and entitlements
E4	CORE	Create records management files
E5	CORE	Create routing organizations in E-Leave
E4	CORE	Initiate Transaction Online Processing System (TOPS) transactions
E6	NON-CORE	Maintain command biographies
E4	NON-CORE	Maintain Leave Control Number (LCN) logs
E6	CORE	Manage command fitness report and evaluation programs
E6	CORE	Manage directives review programs
E7	CORE	Manage Navy Family Accountability and Assessment System (NFAAS) command data
E6	NON-CORE	Manage personal correspondence of executive level personnel
E7	CORE	Manage records management programs
E4	CORE	Prepare directives (e.g. instructions, notices, publications, manuals, etc.)
E4	CORE	Prepare Electronic Service Record (ESR) entries
E6	NON-CORE	Prepare executive speeches

TECHNICAL ADMINISTRATION (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Prepare Identification Card Applications (DD-1172-2)
E4	CORE	Prepare personnel documents (e.g. personnel receipts, Permanent Change of Station (PCS) notifications, etc.)
E4	CORE	Process awards
E4	CORE	Process classified mail
E5	CORE	Process fitness reports and enlisted performance evaluations
E5	NON-CORE	Process foreign area clearance requests
E5	CORE	Process Navy Enlisted Classification (NEC) code change requests
E7	CORE	Process Navy-wide examination answer sheets
E5	CORE	Process pay documents
E7	CORE	Process Personnel and Manning Activity Reports (PERSMAR)
E7	CORE	Release Naval messages
E5	CORE	Request Officer Distribution Control Reports (ODCR)
E4	CORE	Update Dependency Application and Record of Emergency Data (NAVPERS FORM 1070/602)
E5	CORE	Update Individual Personnel Tempo (ITEMPO) records
E7	CORE	Validate Billet Sequence Code (BSC) change requests
E7	CORE	Validate Duty Navy Enlisted Code (DNEC) change requests
E7	CORE	Validate Enlisted Manning Inquiry Reports (EMIRS)
E6	CORE	Verify command muster reports
E7	CORE	Verify completion of enlisted advancement worksheets
E6	NON-CORE	Verify electronic service record entries
E6	CORE	Verify expired gain and loss events
E6	NON-CORE	Verify interviewers' appraisal sheets
E6	CORE	Verify Leave Requests Authorizations (NAVCOMPT Form 3065)
E5	CORE	Verify passenger reservation requests
E6	CORE	Verify Special Duty Assignment Pay (SDAP) recertifications

TRAVEL

Paygrade	Task Type	Task Statements
E7	CORE	Approve Defense Travel System (DTS) authorizations and vouchers
E7	CORE	Manage command's Defense Travel System (DTS) program
E7	CORE	Manage Government Travel Credit Card (GTCC) programs
E6	CORE	Manage Temporary Additional Duty (TAD) programs
E5	CORE	Prepare Request and Authorization for TDY Travel of DoD Personnel (DD FORM 1610)
E4	CORE	Review Defense Travel System (DTS) authorizations and vouchers
E7	CORE	Verify collection of Defense Travel System (DTS) travel claim overpayments
E5	CORE	Verify Permanent Change of Station (PCS) receipt documents
E5	CORE	Verify Permanent Change of Station (PCS) travel liquidation forms

Paygrade	Task Type	Task Statements
E5	CORE	Verify Temporary Additional Duty Target (TADTAR) funding budget reports
E5	CORE	Verify transfer travel document submissions (e.g. Permanent Change of Station (PCS), Temporary Lodging Expense (TLE), Temporary Lodging Allowance (TLA), etc.)