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 human resource duties to include the following: clerical, customer service, personnel/physical security, and general administrative duties; type, file, and route correspondence; address pay and personnel matters; maintain records, reports, and publications; prepare and distribute official mail; provide administrative support for legal proceedings and maintain legal files; provide guidance on social and 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

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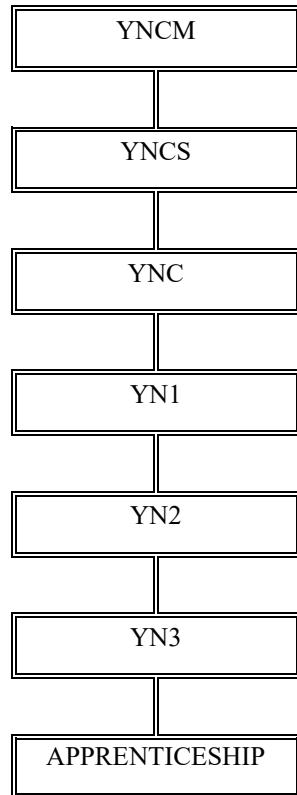
Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in OPNAVINST 1420.1.

For rating entry requirements, refer to MILPERSMAN 1306-618.

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| **SAFETY** |
| **The observance of 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.** |
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Job Title				**Job Code**

Administrative Assistant

Job Code

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	NEC 7XXX, AXXX series and other NECs as assigned

Job Description

Administrative Assistants assist in daily office operations; 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	Office Clerks, General	43-9061.00	Office and Administrative Support

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

COMMAND PAY AND PERSONNEL ADMINISTRATOR (CPPA)

Paygrade	**Task Type**	**Task Statements**
E5	CORE	Create pay and entitlement allowance documents
E4	CORE	Create Salesforce pay and personnel transactions
E4	CORE	Draft dependent entry approval messages
E4	CORE	Prepare personnel documents (e.g., Transfer Information Sheet (TIS), Permanent Change of Station (PCS) notifications, etc.)
E5	CORE	Prepare separation and retirement documents
E4	CORE	Process pay documents

CORRESPONDENCE

Paygrade	**Task Type**	**Task Statements**
E4	CORE	Conduct annual directive reviews
E4	CORE	Draft classification markings on correspondence and directives
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 Plan of the Day (POD)/Plan of the Week (POW)
E4	CORE	Process award recommendations and citations (e.g., personal, unit, etc.)
E4	CORE	Process correspondence
E4	CORE	Update ticklers (e.g., awards, correspondence, directives, personnel, etc.)

LEGAL

Paygrade	Task Type	Task Statements
E5	CORE	Draft Deserter/Absentee Wanted by Armed Forces (DD FORM 553) forms
E4	CORE	Prepare Administrative Separation (ADSEP) packages
E4	CORE	Prepare Non-Judicial Punishment (NJP) documents
E4	CORE	Prepare Record of Unauthorized Absence (NAVPERS 1070/606) forms
E4	CORE	Prepare Report and Disposition of Offense(s) (NAVPERS 1626/7) forms
E4	CORE	Record disciplinary proceedings actions

SECURITY

Paygrade	Task Type	Task Statements
E4	CORE	Administer inadvertent disclosure oaths
E4	NON-CORE	Assist personnel in completing security clearance paperwork (e.g., Defense Information System for Security (DISS), National Background Investigation Services (NBIS), etc.)
E5	NON-CORE	Conduct security briefings
E5	NON-CORE	Conduct Sensitive Compartmented Information (SCI) eligibility pre-screens
E4	CORE	Control classified mail
E4	NON-CORE	Distribute materials to Defense Courier Service (DCS) stations
E4	NON-CORE	Initiate security clearances (e.g., Tier 3, Tier 5, etc.)
E4	NON-CORE	Input data into Defense Information System for Security (DISS)
E4	NON-CORE	Inventory classified materials
E4	NON-CORE	Issue Sensitive Compartmented Information Facility (SCIF) security badges
E4	NON-CORE	Prepare classified materials for transport
E4	NON-CORE	Prepare inbound/outbound Defense Courier Service (DCS) inventories
E4	NON-CORE	Process security termination statements
E4	NON-CORE	Review National Background Investigation Services (NBIS) investigation questionnaires for accuracy
E4	NON-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 formal invitations
E4	CORE	Create leave routing in Navy Standard Integrated Personnel System (NSIPS)
E4	CORE	Create records management files
E4	CORE	Create social/alpha rosters
E4	CORE	File administrative materials
E4	CORE	File separation and retirement documents
E4	CORE	File Servicemembers' Group Life Insurance (SGLI)/Family Servicemembers' Group Insurance (FSGLI) documents
E4	CORE	Maintain command directive case files
E4	CORE	Maintain social/alpha rosters

TECHNICAL ADMINISTRATION (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Prepare directives (e.g., instructions, notices, publications, manuals, etc.)
E4	CORE	Prepare Electronic Service Record (ESR) entries
E4	CORE	Prepare failed to report messages
E4	CORE	Process official mail
E4	CORE	Validate Dependency Application (NAVPERS 1070/602) and Record of Emergency Data (DD FORM 93) forms

TRAVEL

Paygrade	Task Type	Task Statements
E4	NON-CORE	Create North Atlantic Treaty Organization (NATO) travel orders
E5	CORE	Prepare Request and Authorization for Temporary Duty (TDY) Travel of Department of Defense (DoD) Personnel (DD FORM 1610) forms
E4	CORE	Process funded emergency leave requests
E4	CORE	Process Government Travel Charge Card (GTCC) applications
E4	CORE	Review Defense Travel System (DTS) authorizations and vouchers
E4	CORE	Track travel claim submissions and liquidations

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 7XXX, AXXX series and other NECs as assigned

Job Description

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

DoD Relationship

O*NET Relationship

Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Administration, General	151000	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	43-6014.00	Office and Administrative Support

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

COMMAND PAY AND PERSONNEL ADMINISTRATOR (CPPA)

Paygrade	**Task Type**	**Task Statements**
E7	CORE	Certify separation and retirement documentation
E6	CORE	Certify Special Duty Assignment Pay (SDAP)
E5	CORE	Create pay and entitlement allowance documents
E4	CORE	Create Salesforce pay and personnel transactions
E4	CORE	Draft dependent entry approval messages
E4	CORE	Prepare personnel documents (e.g., Transfer Information Sheet (TIS), Permanent Change of Station (PCS) notifications, etc.)
E5	CORE	Prepare separation and retirement documents
E5	CORE	Process Navy Enlisted Classification (NEC) code change requests
E4	CORE	Process pay documents
E5	CORE	Verify expired gain and loss events
E6	CORE	Verify Special Duty Assignment Pay (SDAP) recertifications
E5	CORE	Verify transfer travel document submissions (e.g., Permanent Change of Station (PCS), Temporary Lodging Expense (TLE), Temporary Lodging Allowance (TLA), etc.)

CORRESPONDENCE

Paygrade	**Task Type**	**Task Statements**
E4	CORE	Conduct annual directive reviews
E5	CORE	Distribute message traffic
E4	CORE	Draft classification markings on correspondence and directives
E5	NON-CORE	Format inquiry replies (e.g., congressional, executive, etc.)

CORRESPONDENCE (CONT'D)

Paygrade	Task Type	Task Statements
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.)
E6	CORE	Prepare Sailing Lists
E4	CORE	Process award recommendations and citations (e.g., personal, unit, etc.)
E4	CORE	Process correspondence
E4	CORE	Update ticklers (e.g., awards, correspondence, directives, personnel, etc.)

LEGAL

Paygrade	Task Type	Task Statements
E6	CORE	Authenticate Deserter/Absentee Wanted by Armed Forces (DD FORM 553) data
E5	CORE	Control Court Memorandum (NAVPERS 1070/607) forms
E5	CORE	Draft Deserter/Absentee Wanted by Armed Forces (DD FORM 553) forms
E5	CORE	Maintain Unit Punishment Books (UPB)
E6	CORE	Prepare administrative board documents
E4	CORE	Prepare Administrative Separation (ADSEP) packages
E5	CORE	Prepare command investigation reports
E6	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
E4	CORE	Prepare Report and Disposition of Offense(s) (NAVPERS 1626/7) forms
E4	CORE	Record disciplinary proceedings actions
E5	CORE	Verify Administrative Separation (ADSEP) correspondence
E7	CORE	Verify command investigation records
E5	CORE	Verify Non-Judicial Punishment (NJP) actions (e.g., restrictions, reductions, Preliminary Investigation (PI), etc.)
E6	CORE	Verify Non-Judicial Punishment (NJP) documents

SECURITY

Paygrade	Task Type	Task Statements
E4	CORE	Administer inadvertent disclosure oaths
E4	NON-CORE	Assist personnel in completing security clearance paperwork (e.g., Defense Information System for Security (DISS), National Background Investigation Services (NBIS), etc.)
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
E5	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

Paygrade	Task Type	Task Statements
E5	NON-CORE	Conduct Special Security Representative (SSR) training
E4	CORE	Control classified mail
E7	NON-CORE	Coordinate construction of Sensitive Compartmented Information Facility (SCIF) (e.g., creation, modification, disestablishment, etc.)
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
E5	NON-CORE	Implement Emergency Action Plans (EAP)
E4	NON-CORE	Initiate security clearances (e.g., Tier 3, Tier 5, etc.)
E4	NON-CORE	Input data into Defense Information System for Security (DISS)
E6	NON-CORE	Inspect Sensitive Compartmented Information Facilities (SCIF)
E4	NON-CORE	Inventory classified materials
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 Defense Information System for Security (DISS) personnel security processes
E4	NON-CORE	Prepare classified materials for transport
E6	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)
E5	NON-CORE	Process foreign area clearance requests
E4	NON-CORE	Process security termination statements
E5	NON-CORE	Request Sensitive Compartmented Information (SCI) access upgrades
E4	NON-CORE	Review National Background Investigation Services (NBIS) investigation questionnaires for accuracy
E5	NON-CORE	Update Emergency Action Plans (EAP)
E6	NON-CORE	Verify personnel security investigation requests National Background Investigation Services (NBIS)
E4	NON-CORE	Verify Sensitive Compartmented Information Facility (SCIF) security badge system access requirements

TECHNICAL ADMINISTRATION

Paygrade	Task Type	Task Statements
E5	CORE	Compute Pay Entry Base Dates (PEBD) and Active Duty Service Dates (ADSD)
E5	NON-CORE	Control personal correspondence of executive level personnel
E6	CORE	Coordinate formal command ceremonies (e.g., Change of Command (CoC), commissioning, decommissioning, etc.)
E5	CORE	Counsel personnel on pay, allowances and entitlements
E5	CORE	Create formal invitations
E4	CORE	Create leave routing in Navy Standard Integrated Personnel System (NSIPS)

TECHNICAL ADMINISTRATION (CONT'D)

Paygrade	Task Type	Task Statements
E4	CORE	Create records management files
E4	CORE	File administrative materials
E5	NON-CORE	Maintain command biographies
E4	CORE	Maintain command directive case files
E4	CORE	Maintain social/alpha rosters
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 forms control programs
E5	CORE	Manage Navy Family Accountability and Assessment System (NFAAS) command data
E6	CORE	Manage Navy Standard Integrated Personnel System (NSIPS) accounts
E6	CORE	Manage official mail control programs
E7	CORE	Manage records management programs
E5	CORE	Manage reports (e.g., action, control, recurring, etc.)
E4	CORE	Prepare directives (e.g., instructions, notices, publications, manuals, etc.)
E4	CORE	Prepare Electronic Service Record (ESR) entries
E5	CORE	Prepare seating charts
E5	CORE	Process fitness reports and enlisted performance evaluations
E6	CORE	Release naval messages
E5	CORE	Request Officer Distribution Control Reports (ODCR)
E5	CORE	Track formal invitation responses
E5	CORE	Update Personnel Tempo (PERSTEMPO) records
E4	CORE	Validate Dependency Application (NAVPERS 1070/602) and Record of Emergency Data (DD FORM 93) forms
E6	CORE	Verify command muster reports
E5	NON-CORE	Verify Electronic Service Record (ESR) entries
E6	NON-CORE	Verify interviewers' appraisal sheets
E5	CORE	Verify Leave Request/Authorization (NAVCOMPT Form 3065) forms

TRAVEL

Paygrade	Task Type	Task Statements
E6	CORE	Manage command Defense Travel System (DTS) programs
E6	CORE	Manage Government Travel Charge Card (GTCC) programs
E6	CORE	Manage Temporary Additional Duty (TAD) programs
E5	CORE	Prepare Request and Authorization for Temporary Duty (TDY) Travel of Department of Defense (DoD) Personnel (DD FORM 1610) forms
E6	CORE	Prepare Temporary Additional Duty Travel Target (TADTAR) funding budget reports
E4	CORE	Process Government Travel Charge Card (GTCC) applications
E4	CORE	Review Defense Travel System (DTS) authorizations and vouchers
E4	CORE	Track travel claim submissions and liquidations

Job Title				**Job Code**

Office Manager

001815

Job Family	**NOC**	**Short Title (30 Characters)**	**Short Title (14 Characters)**
Management	TBD	OFFICE MANAGER	OFFICE MANAGER

Pay Plan	**Career Field**	**Other Relationships and Rules**
Enlisted	YN	NEC 7XXX, AXXX series and other NECs as assigned

Job Description

Office Managers supervise personnel administration; distribute procedures and policies; manage office duty assignments and administrative work; provide customer service to increase compliance and evaluate job performance; and interface and advise executive level personnel.

DoD Relationship   **O*NET Relationship**

Group Title	*DoD Code*	*Occupation Title*	*SOC Code*	*Job Family*
Administration, General	151000	Administrative Services Managers	11-3012.00	Management

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	*Number Facility*
Learning Strategies	*Selective Attention*

COMMAND PAY AND PERSONNEL ADMINISTRATOR (CPPA)

Paygrade	**Task Type**	**Task Statements**
E7	CORE	Certify separation and retirement documentation
E6	CORE	Certify Special Duty Assignment Pay (SDAP)
E4	CORE	Create Salesforce pay and personnel transactions
E4	CORE	Prepare personnel documents (e.g., Transfer Information Sheet (TIS), Permanent Change of Station (PCS) notifications, etc.)
E5	CORE	Process Navy Enlisted Classification (NEC) code change requests
E4	CORE	Process pay documents
E5	CORE	Verify expired gain and loss events
E6	CORE	Verify Special Duty Assignment Pay (SDAP) recertifications
E5	CORE	Verify transfer travel document submissions (e.g., Permanent Change of Station (PCS), Temporary Lodging Expense (TLE), Temporary Lodging Allowance (TLA), etc.)

CORRESPONDENCE

Paygrade	**Task Type**	**Task Statements**
E4	CORE	Conduct annual directive reviews
E5	CORE	Distribute message traffic
E5	NON-CORE	Format inquiry replies (e.g., congressional, executive, etc.)
E6	CORE	Prepare Sailing Lists
E4	CORE	Process award recommendations and citations (e.g., personal, unit, etc.)
E4	CORE	Process correspondence
E4	CORE	Update ticklers (e.g., awards, correspondence, directives, personnel, etc.)

LEGAL

Paygrade	Task Type	Task Statements
E6	CORE	Authenticate Deserter/Absentee Wanted by Armed Forces (DD FORM 553) data
E5	CORE	Control Court Memorandum (NAVPERS 1070/607) forms
E5	CORE	Maintain Unit Punishment Books (UPB)
E6	CORE	Prepare administrative board documents
E4	CORE	Prepare Administrative Separation (ADSEP) packages
E5	CORE	Prepare command investigation reports
E6	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
E4	CORE	Prepare Report and Disposition of Offense(s) (NAVPERS 1626/7) forms
E4	CORE	Record disciplinary proceedings actions
E5	CORE	Verify Administrative Separation (ADSEP) correspondence
E7	CORE	Verify command investigation records
E5	CORE	Verify Non-Judicial Punishment (NJP) actions (e.g., restrictions, reductions, Preliminary Investigation (PI), etc.)
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
E5	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
E4	CORE	Control classified mail
E7	NON-CORE	Coordinate construction of Sensitive Compartmented Information Facility (SCIF) (e.g., creation, modification, disestablishment, etc.)
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
E5	NON-CORE	Implement Emergency Action Plans (EAP)
E4	NON-CORE	Initiate security clearances (e.g., Tier 3, Tier 5, etc.)
E4	NON-CORE	Input data into Defense Information System for Security (DISS)
E6	NON-CORE	Inspect Sensitive Compartmented Information Facilities (SCIF)
E4	NON-CORE	Inventory classified materials
E4	NON-CORE	Issue Sensitive Compartmented Information Facility (SCIF) security badges
E6	NON-CORE	Maintain physical and personnel security awareness programs

SECURITY (CONT'D)

Paygrade	Task Type	Task Statements
E5	NON-CORE	Monitor Defense Information System for Security (DISS) personnel security processes
E4	NON-CORE	Prepare classified materials for transport
E6	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)
E5	NON-CORE	Process foreign area clearance requests
E5	NON-CORE	Request Sensitive Compartmented Information (SCI) access upgrades
E4	NON-CORE	Review National Background Investigation Services (NBIS) investigation questionnaires for accuracy
E7	CORE	Transport classified materials
E5	NON-CORE	Update Emergency Action Plans (EAP)
E6	NON-CORE	Verify personnel security investigation requests National Background Investigation Services (NBIS)
E4	NON-CORE	Verify Sensitive Compartmented Information Facility (SCIF) security badge system access requirements

TECHNICAL ADMINISTRATION

Paygrade	Task Type	Task Statements
E5	NON-CORE	Control personal correspondence of executive level personnel
E6	CORE	Coordinate formal command ceremonies (e.g., Change of Command (CoC), commissioning, decommissioning, etc.)
E5	CORE	Counsel personnel on pay, allowances and entitlements
E7	CORE	Create Enlisted Manning Inquiry Reports (EMIRS)
E7	CORE	Create Personnel and Manning Activity Reports (PERSMAR)
E5	NON-CORE	Maintain command biographies
E4	CORE	Maintain command directive case files
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 forms control programs
E5	CORE	Manage Navy Family Accountability and Assessment System (NFAAS) command data
E6	CORE	Manage official mail control programs
E7	CORE	Manage records management programs
E5	CORE	Manage reports (e.g., action, control, recurring, etc.)
E4	CORE	Prepare directives (e.g., instructions, notices, publications, manuals, etc.)
E4	CORE	Prepare Electronic Service Record (ESR) entries
E7	NON-CORE	Prepare executive speeches
E5	CORE	Process fitness reports and enlisted performance evaluations
E7	NON-CORE	Process Navy-wide examination answer sheets

TECHNICAL ADMINISTRATION (CONT'D)

Paygrade	Task Type	Task Statements
E7	CORE	Process Personnel and Manning Activity Reports (PERSMAR)
E6	CORE	Release naval messages
E5	CORE	Request Officer Distribution Control Reports (ODCR)
E5	CORE	Track formal invitation responses
E5	CORE	Update Personnel Tempo (PERSTEMPO) records
E7	CORE	Validate Billet Sequence Code (BSC) change requests
E4	CORE	Validate Dependency Application (NAVPERS 1070/602) and Record of Emergency Data (DD FORM 93) forms
E7	CORE	Validate Distribution Navy Enlisted Classification (DNEC) code change requests
E7	CORE	Validate Enlisted Manning Inquiry Reports (EMIR)
E6	CORE	Verify command muster reports
E7	NON-CORE	Verify completion of enlisted advancement worksheets
E5	NON-CORE	Verify Electronic Service Record (ESR) entries
E6	NON-CORE	Verify interviewers' appraisal sheets
E5	CORE	Verify Leave Request/Authorization (NAVCOMPT Form 3065) forms

TRAVEL

Paygrade	Task Type	Task Statements
E7	CORE	Approve Defense Travel System (DTS) authorizations and vouchers
E6	CORE	Manage command Defense Travel System (DTS) programs
E6	CORE	Manage Government Travel Charge Card (GTCC) programs
E6	CORE	Manage Temporary Additional Duty (TAD) programs
E6	CORE	Prepare Temporary Additional Duty Travel Target (TADTAR) funding budget reports
E7	CORE	Verify collection of Defense Travel System (DTS) travel claim overpayments
E7	CORE	Verify Temporary Additional Duty Travel Target (TADTAR) funding budget reports