

A. **Occupation:** YN (NEW)

1. **Job:** YN

a. **Duty:** CORRESPONDENCE

COI: Module: Correspondence, Incomplete

(1) **Task:** DISSEMINATE INCOMING CORRESPONDENCE

Verb: DISSEMINATE

Task Level: Organizational

Status of Training: Not Being Trained

Type of Training: OJT

Condition: Using proper procedures

Standard: IAW applicable documentation

Source: SECNAV M-5216.5, Department of the Navy Correspondence Manual

Safety Hazard Severity: Minor

Criticality of Performance: Marginal

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: About as often as other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 50 to 74% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task performed during first 3 months after assignment

Traditional Instructor-led Training: OJT

KSATRs:

- 1) **Knowledge:** (GENERAL) KNOWLEDGE OF CORRESPONDENCE MANUAL
- 2) **Knowledge:** (GENERAL) KNOWLEDGE OF TYPES OF CORRESPONDENCE
- 3) **Knowledge:** (GENERAL) NAVAL CORRESPONDENCE
- 4) **Knowledge:** (GENERAL) TYPES OF CORRESPONDENCE
- 5) **Knowledge:** SECNAVINST 5216.5D, DEPARTMENT OF THE NAVY CORRESPONDENCE MANUAL

(2) **Task:** DISSEMINATE OUTGOING CORRESPONDENCE

Verb: DISSEMINATE

Task Level: Organizational

Status of Training: Not Being Trained

Type of Training: OJT

Condition: Using proper procedures

Standard: IAW applicable documentation

Source: SECNAV M-5216.5

Safety Hazard Severity: Minor

Criticality of Performance: Marginal

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: More often than other tasks

Difficulty of Performance: Task requires 1 to 3 days to learn

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 50 to 74% of the personnel perform this task

Percent of Time Spent on Performance: More time spent on this task than most others

Immediacy of Performance: Task performed during first 3 months after assignment

Traditional Instructor-led Training: OJT

KSATRs:

- 1) **Knowledge:** (GENERAL) KNOWLEDGE OF CORRESPONDENCE MANUAL
- 2) **Knowledge:** (GENERAL) KNOWLEDGE OF TYPES OF CORRESPONDENCE
- 3) **Knowledge:** (GENERAL) NAVAL CORRESPONDENCE
- 4) **Knowledge:** (GENERAL) TYPES OF CORRESPONDENCE
- 5) **Knowledge:** SECNAVINST 5216.5D, DEPARTMENT OF THE NAVY CORRESPONDENCE MANUAL

(a) **Subtask:** DISSEMINATE LETTERS

Verb: DISSEMINATE

(b) **Subtask:** DISSEMINATE MEMORANDUMS

Verb: DISSEMINATE

(3) **Task:** DRAFT NAVAL MESSAGES

Verb: DRAFT

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: PQS

Condition: AS DIRECTED

Standard: IAW

Source: NTP 3

Safety Hazard Severity: Minor

Criticality of Performance: Marginal

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: At least monthly, but less than twice per week

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 25 to 49% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task performed during first 3 months after assignment

No training required: OJT

KSATRs:

- 1) **Knowledge:** DRAFT MESSAGES
- 2) **Knowledge:** (GENERAL) KNOWLEDGE OF NTP
- 3) **Knowledge:** (INTERFACE) MICROSOFT OFFICE
- 4) **Tool:** COMPUTER AND PRINTER
- 5) **Resource:** NTP-6

(a) **Subtask:** INFORM COMMAND OF WHAT TYPE OF MESSAGE

Verb: INFORM

Task Level: Organizational

(4) **Task:** FILE ADMINISTRATIVE MATERIAL

Verb: FILE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Condition: Using proper procedures

Standard: IAW applicable documentation

Source: SECNAV M-5210.2

Safety Hazard Severity: Minor

Criticality of Performance: Marginal

Task Delay Tolerance: High delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: More often than other tasks

Difficulty of Performance: Task requires 1 to 3 days to learn

Task Learning Difficulty: Task requires 1 to 3 days to learn

Percent Performing: 50 to 74% of the personnel perform this task

Percent of Time Spent on Performance: More time spent on this task than most others

Immediacy of Performance: Task performed during first 3 months after assignment

COI: Section: Filing correspondence, Incomplete

COI: Section: Records retention and disposal standards, Incomplete

COI: Section: Filing copies of cross-referenced files, Incomplete

COI: Section: Locating cross-referenced files, Incomplete

COI: Section: Using a cross reference, Incomplete

COI: Section: Closing files, Incomplete

COI: Section: Administrative Material, Incomplete

COI: Section: Retention and Disposal, Incomplete

COI: Section: Filing Lab, Incomplete

Traditional Instructor-led Training: CBT

KSATRs:

- 1) **Knowledge:** (GENERAL) KNOWLEDGE OF GRAMMAR
- 2) **Knowledge:** (GENERAL) KNOWLEDGE OF PROOF READING
- 3) **Knowledge:** (GENERAL) KNOWLEDGE OF PUNCTUATION
- 4) **Knowledge:** (GENERAL) KNOWLEDGE OF SECNAVINST 5210.2
- 5) **Knowledge:** (GENERAL) KNOWLEDGE OF TYPES OF CORRESPONDENCE
- 6) **Knowledge:** (INTERFACE) CUSTOMER SERVICE
- 7) **Knowledge:** (MAINTENANCE) KNOWLEDGE OF DISPOSAL
- 8) **Knowledge:** (MAINTENANCE) KNOWLEDGE OF STORAGE
- 9) **Knowledge:** (OPERATIONAL) FAXING
- 10) **Knowledge:** (OPERATIONAL) FILING
- 11) **Knowledge:** (OPERATIONAL) PRINTING
- 12) **Knowledge:** (PHYSICAL) USE OF PRINTER
- 13) **Knowledge:** NEW KNOWLEDGE
- 14) **Tool:** PRINTER
- 15) **Skill:** (OPERATION/SKILL) FILE MANAGEMENT

(a) **Subtask:** DISSEMINATE INCOMING CORRESPONDENCE

Verb: DISSEMINATE

COI: Section: Disseminating correspondence, Incomplete

COI: Section: Marking Incoming Correspondence, Incomplete

COI: Section: Controls for Incoming Correspondence, Incomplete

COI: Section: Tracking Incoming Correspondence, Incomplete

COI: Section: Disseminating Incoming Correspondence Lab, Incomplete

(b) **Subtask:** DISSEMINATE OUTGOING CORRESPONDENCE

Verb: DISSEMINATE

COI: Section: Disseminate Outgoing Correspondence, Incomplete

COI: Section: Due Dates for Outgoing Correspondence, Incomplete

COI: Section: Tracing Outgoing Correspondence, Incomplete

COI: Section: Disseminating Outgoing Correspondence Lab, Incomplete

KSATRs:

a) **Knowledge:** (INTERFACE) MICROSOFT OFFICE

b) **Knowledge:** (INTERFACE) PROGRAMS

c) **Skill:** (OPERATION/SKILL) BASIC COMPUTER SKILLS

d) **Knowledge:** (PHYSICAL) USE OF COMPUTER

e) **Tool:** PRINTER

(5) **Task:** MAINTAIN AWARD TICKLERS

Verb: MAINTAIN

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: OJT

Condition: Using proper procedures

Standard: IAW applicable documentation

Source: SECNAVINST 1650.1(SERIES), UNITED STATES NAVY AND MARINE CORPS AWARDS MANUAL

Safety Hazard Severity: Minor

Criticality of Performance: Minor

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: At least monthly, but less than twice per week

Probability of Inadequate Performance: About as often as other tasks

Difficulty of Performance: Task requires 1 to 3 days to learn

Task Learning Difficulty: Task requires 1 to 3 days to learn

Percent Performing: 50 to 74% of the personnel perform this task

Percent of Time Spent on Performance: Same amount of time spent on this task as most others

Immediacy of Performance: Task first performed within 6 months after assignment

On-the-job Training: OJT

KSATRs:

1) **Knowledge:** (INTERFACE) MICROSOFT PROGRAMS

2) **Tool:** FILING CABINETS

3) **Tool:** COMPUTER AND PRINTER

4) **Skill:** (OPERATION/SKILL) FILE MANAGMENT

(6) **Task:** MAINTAIN COMMAND DIRECTIVE CASE FILES

Verb: MAINTAIN

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Condition: Using proper procedures

Standard: IAW applicable documentation

Source: SECNAV M-5210.2

Safety Hazard Severity: Minor

Criticality of Performance: Minor

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: At least monthly, but less than twice per week

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 25 to 49% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task performed during first 3 months after assignment

COI: Section: Filing command directive case files, Incomplete

COI: Section: Maintaining Command Directives, Incomplete

COI: Section: Maintaining Command Directives Lab, Incomplete

Traditional Instructor-led Training: CBT

KSATRs:

- 1) **Knowledge:** (GENERAL) KNOWLEDGE OF GRAMMAR
 - 2) **Knowledge:** (GENERAL) KNOWLEDGE OF PROOF READING
 - 3) **Knowledge:** (GENERAL) KNOWLEDGE OF PUNCTUATION
 - 4) **Knowledge:** (GENERAL) KNOWLEDGE OF TYPES OF CORRESPONDENCE
 - 5) **Knowledge:** (INTERFACE) CUSTOMER SERVICE
 - 6) **Knowledge:** (INTERFACE) MICROSOFT PROGRAMS
 - 7) **Knowledge:** (INTERFACE) PROGRAMS
 - 8) **Knowledge:** (MAINTENANCE) KNOWLEDGE OF DISPOSAL
 - 9) **Knowledge:** (MAINTENANCE) KNOWLEDGE OF STORAGE
 - 10) **Skill:** (OPERATION/SKILL) BASIC COMPUTER SKILLS
 - 11) **Knowledge:** (OPERATIONAL) FAXING
 - 12) **Knowledge:** (OPERATIONAL) FILING
 - 13) **Knowledge:** (OPERATIONAL) PRINTING
 - 14) **Knowledge:** (PHYSICAL) USE OF COMPUTER
 - 15) **Knowledge:** (PHYSICAL) USE OF PRINTER
 - 16) **Tool:** COMPUTER
 - 17) **Knowledge:** NEW KNOWLEDGE
 - 18) **Tool:** PRINTER
 - 19) **Knowledge:** SECNAVINST 5210.2, STANDARD SUBJECT IDENTIFICATION CODE (SSIC) MANUAL
 - 20) **Knowledge:** SECNAVINST 5216.5D, DEPARTMENT OF THE NAVY CORRESPONDENCE MANUAL
 - 21) **Knowledge:** SECURITY AND ADMINISTRATION
- (a) **Subtask:** VERIFY COMMAND DIRECTIVES
- Verb:** VERIFY
- COI: Section:** Verifying command directives, Incomplete
- COI: Section:** Verifying Command Directives, Incomplete
- COI: Section:** Verifying Command Directives Lab, Incomplete
- (b) **Subtask:** VERIFY COMMAND STANDARD SUBJECT IDENTIFICATION CODE (SSIC) FILES
- Verb:** VERIFY

COI: Section: Verifying command Standard Subject Identification Code (SSIC) files, Incomplete

COI: Section: SSIC Guidelines, Incomplete

COI: Section: SSIC Major Subject Groups, Incomplete

COI: Section: SSIC Sub-divisions, Incomplete

COI: Section: SSIC Changes, Incomplete

COI: Section: SSIC Filing Lab, Incomplete

(7) Task: MAINTAIN REPORTS CONTROL SYSTEMS

Verb: MAINTAIN

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: PQS

Condition: Using proper procedures

Standard: IAW applicable documentation

Source: SECNAV M-5213.1

Safety Hazard Severity: Minor

Criticality of Performance: Marginal

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: At least monthly, but less than twice per week

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 25 to 49% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task first performed within 6 months after assignment

On-the-job Training: OJT

KSATRs:

- 1) **Knowledge:** (GENERAL) KNOWLEDGE OF SECNAV M-5216.5
- 2) **Knowledge:** SECNAVINST 5210.2, STANDARD SUBJECT IDENTIFICATION CODE (SSIC) MANUAL
- 3) **Knowledge:** SECNAVINST 5216.5D, DEPARTMENT OF THE NAVY CORRESPONDENCE MANUAL
- 4) **Skill:** (OPERATION/SKILL) FILE MANAGEMENT

5) **Tool:** FILING CABINETS

6) **Resource:** SECNAV M-5216.5, DEPARTMENT OF THE NAVY
CORRESPONDENCE MANUAL

(a) **Subtask:** VERIFY COMMAND REPORTS ANNUALLY

Verb: VERIFY

(8) **Task:** MANAGE FORMS CONTROL PROGRAMS

Verb: MANAGE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: PQS

Condition: Using proper procedures

Standard: IAW applicable documentation

Source: SECNAV M-5213.1

Safety Hazard Severity: Minor

Criticality of Performance: Marginal

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: At least monthly, but less than twice per week

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 25 to 49% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task first performed within 1 to 2 years after assignment

On-the-job Training: OJT

KSATRs:

1) **Knowledge:** FORMS

2) **Knowledge:** (GENERAL) KNOWLEDGE OF CORRESPONDENCE MANUAL

3) **Knowledge:** (GENERAL) TYPES OF CORRESPONDENCE

4) **Knowledge:** (GENERAL) KNOWLEDGE OF AVAILABLE PROGRAMS AND
COMPUTER SYSTEMS

5) **Knowledge:** (INTERFACE) PROGRAMS AND CUSTOMER SERVICE

6) **Tool:** COMPUTER

(a) **Subtask:** VERIFY COMMAND FORMS ANNUALLY

Verb: VERIFY

(9) **Task:** PREPARE COMMAND MUSTER REPORTS

Verb: PREPARE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: OJT

Condition: AS DIRECTED

Standard: IAW applicable documentation

Source: OPNAVINST 3120.32

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: High delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: More often than other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 75 to 100% of the personnel perform this task

Percent of Time Spent on Performance: More time spent on this task than most others

Immediacy of Performance: Task first performed within 1 to 2 years after assignment

On-the-job Training: OJT

KSATRs:

- 1) **Knowledge:** (GENERAL) MAKE REPORTS
- 2) **Knowledge:** DRAFT REPORTS
- 3) **Ability:** THE ABILITY TO READ, COMPREHEND, AND FOLLOW WRITTEN OPERATING INSTRUCTIONS
- 4) **Skill:** (OPERATION/SKILL) BASIC MATH
- 5) **Tool:** COMPUTER AND PRINTER
- 6) **Resource:** OPNAVINST 3120.32 (SERIES) STANDARD ORGANIZATION REGULATIONS OF THE U.S. NAVY
- 7) **Resource:** LOCAL OPERATING PROCEDURE (LOP)

(10) **Task:** PREPARE CORRESPONDENCE

Verb: PREPARE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Condition: Using proper procedures

Standard: IAW applicable documentation

Source: SECNAV M-5216.5

Safety Hazard Severity: Minor

Criticality of Performance: Marginal

Task Delay Tolerance: High delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: More often than other tasks

Difficulty of Performance: Task requires 1 to 3 days to learn

Task Learning Difficulty: Task requires 1 to 3 days to learn

Percent Performing: 75 to 100% of the personnel perform this task

Percent of Time Spent on Performance: More time spent on this task than most others

Immediacy of Performance: Task first performed within 6 months after assignment

COI: Section: Identifying correspondence, Incomplete

COI: Section: Letterhead stationery, Incomplete

COI: Section: Formatting correspondence, Incomplete

COI: Section: Proofreading correspondence, Incomplete

COI: Section: Retention and disposal, Incomplete

COI: Section: Correspondence Procedures, Incomplete

COI: Section: Correspondence Examples, Incomplete

COI: Section: Correspondence Techniques, Incomplete

COI: Section: Proofreading, Incomplete

COI: Section: Common Errors, Incomplete

COI: Section: Proper Formatting, Incomplete

COI: Section: Microsoft Office Tips, Incomplete

COI: Section: Letterhead Stationery, Incomplete

COI: Section: Correspondence Lab, Incomplete

COI: Section: Correspondence Procedures, Incomplete

COI: Section: Formatting, Incomplete

Traditional Instructor-led Training: CBT

KSATRs:

- 1) **Knowledge:** (GENERAL) KNOWLEDGE OF CORRESPONDENCE MANUAL
- 2) **Knowledge:** (GENERAL) KNOWLEDGE OF GRAMMAR
- 3) **Knowledge:** (GENERAL) KNOWLEDGE OF PROOF READING
- 4) **Knowledge:** (GENERAL) KNOWLEDGE OF PUNCTUATION
- 5) **Knowledge:** (GENERAL) KNOWLEDGE OF TYPES OF CORRESPONDENCE
- 6) **Knowledge:** (INTERFACE) FAXING
- 7) **Knowledge:** (INTERFACE) FILING
- 8) **Knowledge:** (INTERFACE) MICROSOFT OFFICE
- 9) **Knowledge:** (MAINTENANCE) KNOWLEDGE OF DISPOSAL
- 10) **Knowledge:** (MAINTENANCE) KNOWLEDGE OF STORAGE
- 11) **Skill:** (OPERATION/SKILL) BASIC COMPUTER SKILLS
- 12) **Knowledge:** (PHYSICAL) USE OF COMPUTER
- 13) **Knowledge:** (PHYSICAL) USE OF PRINTER
- 14) **Tool:** COMPUTER
- 15) **Tool:** PRINTER

(11) Task: PROCESS AWARDS

Verb: PROCESS

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: OJT

Condition: Using proper procedures

Standard: IAW applicable documentation

Source: SECNAVINST 1650.1(SERIES), UNITED STATES NAVY AND MARINE CORPS AWARDS MANUAL

Safety Hazard Severity: Minor

Criticality of Performance: Minor

Task Delay Tolerance: High delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: About as often as other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 50 to 74% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task performed during first 3 months after assignment

On-the-job Training: OJT

KSATRs:

- 1) **Knowledge:** (GENERAL) KNOWLEDGE OF PROOF READING
- 2) **Knowledge:** (GENERAL) PROOF READING
- 3) **Knowledge:** (GENERAL) KNOWLEDGE OF CORRESPONDENCE MANUAL
- 4) **Knowledge:** SECNAVINST 1650 (SERIES) NAVY AND MARINE CORPS AWARDS MANUAL
- 5) **Skill:** PRINTING ABILITY, WRITTEN COMMUNICATION, TYPING
- 6) **Tool:** COMPUTER AND PRINTER

(a) **Subtask:** PROCESS PERSONAL AWARDS

Verb: PROCESS

(b) **Subtask:** PROCESS UNIT AWARDS FOR THE COMMAND

Verb: PROCESS

(12) **Task:** PROCESS MAIL

Verb: PROCESS

Task Level: Organizational

Status of Training: Not Being Trained

Type of Training: OJT

Condition: AS DIRECTED

Standard: IAW applicable documentation

Source: OPNAVINST 5218.7

Safety Hazard Severity: Minor

Criticality of Performance: Marginal

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: About as often as other tasks

Difficulty of Performance: Task requires 1 to 3 days to learn

Task Learning Difficulty: Task requires 1 to 3 days to learn

Percent Performing: 25 to 49% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task first performed within 6 months after assignment

On-the-job Training: CBT

KSATRs:

- 1) **Knowledge:** (GENERAL) KNOWLEDGE OF OFFICIAL MAIL MANAGEMENT (OMM), GRAMMAR, PUNCTUATION, PROOFREADING, AND KNOWLEDGE OF TYPES OF CORRESPONDENCE
- 2) **Knowledge:** PROCESSING
- 3) **Knowledge:** (GENERAL) KNOWLEDGE OF PROOF READING
- 4) **Knowledge:** (GENERAL) PROOF READING
- 5) **Resource:** OPNAVINST 5218.7 (SERIES) - NAVY OFFICIAL MAIL MANAGEMENT PROGRAM

(a) **Subtask:** PROCESS CLASSIFIED/REGISTERED MAIL

Verb: PROCESS

(b) **Subtask:** PROCESS UNCLASSIFIED MAIL

Verb: PROCESS

(13) **Task:** PROCESS MESSAGE TRAFFIC

Verb: PROCESS

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Condition: AS DIRECTED

Standard: IAW applicable documentation

Source: NTP 3

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: At least monthly, but less than twice per week

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 25 to 49% of the personnel perform this task

Percent of Time Spent on Performance: More time spent on this task than most others

Immediacy of Performance: Task performed during first 3 months after assignment

COI: Section: Defense Message System (DMS), Incomplete

COI: Section: Message Traffic Procedures, Incomplete

COI: Section: Message Traffic Representative, Incomplete

COI: Section: Message Types, Incomplete

COI: Section: Message Addressing, Incomplete

COI: Section: Message Sequencing, Incomplete

COI: Section: Message Traffic Lab, Incomplete

Traditional Instructor-led Training: OJT

KSATRs:

- 1) **Knowledge:** (GENERAL) KNOWLEDGE OF GRAMMAR
- 2) **Knowledge:** (GENERAL) KNOWLEDGE OF NTP
- 3) **Knowledge:** (GENERAL) KNOWLEDGE OF PROOF READING
- 4) **Knowledge:** (GENERAL) KNOWLEDGE OF PUNCTUATION
- 5) **Knowledge:** (GENERAL) KNOWLEDGE OF TYPES OF CORRESPONDENCE
- 6) **Knowledge:** (INTERFACE) CUSTOMER SERVICE
- 7) **Knowledge:** (INTERFACE) MICROSOFT OFFICE
- 8) **Knowledge:** (INTERFACE) PROGRAMS
- 9) **Knowledge:** (MAINTENANCE) KNOWLEDGE OF DISPOSAL
- 10) **Knowledge:** (MAINTENANCE) KNOWLEDGE OF STORAGE
- 11) **Skill:** (OPERATION/SKILL) BASIC COMPUTER SKILLS
- 12) **Knowledge:** (OPERATIONAL) FAXING
- 13) **Knowledge:** (OPERATIONAL) FILING
- 14) **Knowledge:** (OPERATIONAL) PRINTING
- 15) **Knowledge:** (PHYSICAL) USE OF COMPUTER
- 16) **Knowledge:** (PHYSICAL) USE OF PRINTER
- 17) **Tool:** COMPUTER
- 18) **Tool:** PRINTER

b. Duty: CUSTOMER SERVICE

COI: Module: Customer Service, Incomplete

(1) Task: COUNSEL PERSONNEL ON NAVY DIRECTIVES

Verb: COUNSEL

Task Level: Organizational

Status of Training: Not Being Trained

Type of Training: OJT

Condition: Using proper procedures

Standard: IAW applicable documentation

Source: OPNAVINST 5215.17

Safety Hazard Severity: Minor

Criticality of Performance: Minor

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: At least monthly, but less than twice per week

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 25 to 49% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task performed during first 3 months after assignment

On-the-job Training: CBT

KSATRs:

- 1) **Ability:** CLEAR VERBAL COMMUNICATIONS
- 2) **Ability:** COMMUNICATE TO HIGHER LEVEL OFFICER
- 3) **Ability:** COMMUNICATING WITH PEERS
- 4) **Ability:** COMMUNICATING WITH PEERS/SUBORDINATES
- 5) **Ability:** COMMUNICATING WITH PERSONS OUTSIDE ORGANIZATION
- 6) **Knowledge:** (OPERATION/SKILL) BASIC COMPUTER SKILLS
- 7) **Knowledge:** (INTERFACE) CUSTOMER SERVICE
- 8) **Knowledge:** (GENERAL) KNOWLEDGE OF PROOF READING

(a) **Subtask:** VERIFY ANNUAL REVIEWS

Verb: VERIFY

(2) **Task:** COUNSEL PERSONNEL ON NAVY STANDARD INTEGRATED PERSONNEL SYSTEM (NSIPS)

Verb: COUNSEL

Task Level: Organizational

Status of Training: Not Being Trained

Type of Training: OJT

Condition: AS DIRECTED

Standard: IAW applicable documentation

Source: with local command practices

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: High delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: About as often as other tasks

Difficulty of Performance: Task requires 1 to 3 days to learn

Task Learning Difficulty: Task requires 1 to 3 days to learn

Percent Performing: 75 to 100% of the personnel perform this task

Percent of Time Spent on Performance: Same amount of time spent on this task as most others

Immediacy of Performance: Task performed during first 3 months after assignment

On-the-job Training: OJT

KSATRs:

- 1) **Knowledge:** (GENERAL) KNOWLEDGE OF NSIPS
- 2) **Ability:** CLEAR VERBAL COMMUNICATIONS
- 3) **Ability:** COMMUNICATE TO HIGHER LEVEL OFFICER
- 4) **Ability:** COMMUNICATING WITH PEERS
- 5) **Ability:** COMMUNICATING WITH PEERS/SUBORDINATES
- 6) **Ability:** COMMUNICATING WITH PERSONS OUTSIDE ORGANIZATION
- 7) **Tool:** COMPUTER AND PRINTER

(3) **Task:** COUNSEL PERSONNEL ON PAY, ALLOWANCES, AND ENTITLEMENTS

Verb: COUNSEL

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Condition: AS DIRECTED

Standard: IAW applicable documentation

Source: DODFMR

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: High delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: About as often as other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 25 to 49% of the personnel perform this task

Percent of Time Spent on Performance: More time spent on this task than most others

Immediacy of Performance: Task performed during first 3 months after assignment

COI: Section: Military pay policy, allowances, and entitlements, Incomplete

COI: Section: Documentation for personnel pay, allowances, and entitlements, Incomplete

COI: Section: Determining personnel pay, allowances, and entitlements, Incomplete

COI: Section: Explaining pay, allowances, and entitlements to personnel, Incomplete

COI: Section: Customer Service Standards, Incomplete

COI: Section: Customer Service Techniques, Incomplete

COI: Section: Customer Service in Counseling Personnel, Incomplete

COI: Section: Customer Service Techniques Lab, Incomplete

COI: Section: Customer Service in Counseling Personnel Lab, Incomplete

Traditional Instructor-led Training: OJT

KSATRs:

- 1) **Knowledge:** (GENERAL) KNOWLEDGE OF DODFMR
- 2) **Knowledge:** (GENERAL) KNOWLEDGE OF GRAMMAR
- 3) **Knowledge:** (GENERAL) KNOWLEDGE OF MMPA
- 4) **Knowledge:** (GENERAL) KNOWLEDGE OF NSIPS
- 5) **Knowledge:** (GENERAL) KNOWLEDGE OF PROOF READING
- 6) **Knowledge:** (GENERAL) KNOWLEDGE OF PUNCTUATION
- 7) **Knowledge:** (GENERAL) KNOWLEDGE OF TYPES OF CORRESPONDENCE
- 8) **Knowledge:** (INTERFACE) CUSTOMER SERVICE
- 9) **Knowledge:** (INTERFACE) MICROSOFT OFFICE
- 10) **Knowledge:** (INTERFACE) PROGRAMS
- 11) **Knowledge:** (OPERATION/SKILL) BASIC COMPUTER SKILLS
- 12) **Knowledge:** (OPERATIONAL) FAXING
- 13) **Knowledge:** (OPERATIONAL) FILING
- 14) **Knowledge:** (OPERATIONAL) PRINTING
- 15) **Knowledge:** (PHYSICAL) USE OF COMPUTER
- 16) **Tool:** COMPUTER

17) **Knowledge:** NEW KNOWLEDGE

18) **Tool:** PRINTER

(4) **Task:** GUIDE PERSONNEL ON FORM PREPARATION

Verb: GUIDE

Task Level: Organizational

Status of Training: Not Being Trained

Type of Training: OJT

Condition: Using proper procedures

Standard: IAW applicable documentation

Source: SECNAV M-5213.1

Safety Hazard Severity: Minor

Criticality of Performance: Minor

Task Delay Tolerance: High delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: About as often as other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 75 to 100% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task first performed within 6 months after assignment

On-the-job Training: OJT

KSATRs:

1) **Knowledge:** (OPERATION/SKILL) BASIC COMPUTER SKILLS

2) **Knowledge:** (INTERFACE) CUSTOMER SERVICE

3) **Knowledge:** (INTERFACE) MICROSOFT OFFICE

4) **Knowledge:** FORMS

5) **Knowledge:** (GENERAL) KNOWLEDGE OF PROOF READING

6) **Tool:** COMPUTER AND PRINTER

(5) **Task:** GUIDE PERSONNEL ON MAIL MANAGEMENT

Verb: GUIDE

Task Level: Organizational

Status of Training: Not Being Trained

Type of Training: OJT

Condition: Using proper procedures

Standard: IAW applicable documentation

Source: OPNAVINST 5218.7

Safety Hazard Severity: Minor

Criticality of Performance: Marginal

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task requires 1 to 3 days to learn

Task Learning Difficulty: Task requires 1 to 3 days to learn

Percent Performing: 50 to 74% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task performed during first 3 months after assignment

On-the-job Training: OJT

KSATRs:

- 1) **Knowledge:** (GENERAL) KNOWLEDGE OF OFFICIAL MAIL MANAGEMENT (OMM), GRAMMAR, PUNCTUATION, PROOFREADING, AND KNOWLEDGE OF TYPES OF CORRESPONDENCE
- 2) **Ability:** COMMUNICATING WITH PEERS/SUBORDINATES
- 3) **Ability:** COMMUNICATING WITH PERSONS OUTSIDE ORGANIZATION
- 4) **Knowledge:** (INTERFACE) PROGRAMS AND CUSTOMER SERVICE
- 5) **Resource:** OPNAVINST 5218.7 (SERIES) - NAVY OFFICIAL MAIL MANAGEMENT PROGRAM

(a) **Subtask:** VERIFY ACCOUNTABILITY OF MAIL

Verb: VERIFY

(6) **Task:** GUIDE PERSONNEL ON NAVY CORRESPONDENCE PROCEDURES

Verb: GUIDE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: OJT

Condition: Using proper procedures

Standard: IAW applicable documentation

Source: SECNAV M-5216.5

Safety Hazard Severity: Minor

Criticality of Performance: Marginal

Task Delay Tolerance: High delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: More often than other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 50 to 74% of the personnel perform this task

Percent of Time Spent on Performance: More time spent on this task than most others

Immediacy of Performance: Task first performed within 1 to 2 years after assignment

On-the-job Training: CBT

KSATRs:

- 1) **Knowledge:** (GENERAL) KNOWLEDGE OF CORRESPONDENCE MANUAL
- 2) **Knowledge:** (GENERAL) KNOWLEDGE OF TYPES OF CORRESPONDENCE
- 3) **Knowledge:** SECNAVINST 5216.5D, DEPARTMENT OF THE NAVY CORRESPONDENCE MANUAL
- 4) **Skill:** COMMUNICATION, READING AND COMPREHENSION
- 5) **Skill:** PRINTING ABILITY, WRITTEN COMMUNICATION, TYPING
- 6) **Skill:** VERBAL COMMUNICATION
- 7) **Tool:** COMPUTER AND PRINTER
- 8) **Resource:** SECNAV M-5216.5, DEPARTMENT OF THE NAVY CORRESPONDENCE MANUAL

(7) **Task:** MAINTAIN COMMAND SCHEDULES

Verb: MAINTAIN

Task Level: Organizational

Status of Training: Not Being Trained

Type of Training: OJT

Condition: AS DIRECTED

Standard: IAW applicable documentation

Source: Microsoft Program

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: High delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 25 to 49% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task first performed within 6 months after assignment

Traditional Instructor-led Training: OJT

KSATRs:

- 1) **Knowledge:** (GENERAL) LOCALLY PRESCRIBED COMMANDER'S POLICY
- 2) **Knowledge:** COMMAND STANDARD OPERATING PROCEDURES (SOP)
- 3) **Knowledge:** UNIT COMMAND/OBJECTIVES
- 4) **Skill:** ORGANIZE, PLAN, AND PRIORITIZE INFORMATION DURING MEETINGS, WORKGROUPS, CONFERENCES
- 5) **Tool:** COMPUTER AND PRINTER
- 6) **Resource:** LOCAL OPERATING PROCEDURE (LOP)

c. **Duty:** LEGAL ADMINISTRATION

COI: Module: Legal Administration, Incomplete

(1) **Task:** MAINTAIN UNIT PUNISHMENT BOOKS (UPBS)

Verb: MAINTAIN

Task Level: Organizational

Status of Training: Not Being Trained

Type of Training: OJT

Condition: Using proper procedures

Standard: IAW applicable documentation

Source: Manual for Court Martial 2008

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: High delay tolerance

Frequency of Performance: At least monthly, but less than twice per week

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 25 to 49% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task first performed within 1 to 2 years after assignment

On-the-job Training: OJT

KSATRs:

- 1) **Knowledge:** (GENERAL) KNOWLEDGE OF PROOF READING
- 2) **Knowledge:** (GENERAL) PROOF READING
- 3) **Knowledge:** (INTERFACE) MICROSOFT OFFICE PROGRAMS AND CUSTOMER SERVICE
- 4) **Skill:** (OPERATION/SKILL) TYPING
- 5) **Tool:** COMPUTER AND PRINTER
- 6) **Resource:** MANUAL FOR COURTS-MARTIAL (MCM), UNITED STATES, 2012 EDITION
- 7) **Resource:** JAGINST 5800.7 (SERIES) - MANUAL OF THE JUDGE ADVOCATE GENERAL
- 8) **Knowledge:** (GENERAL) GRAMMER
- 9) **Knowledge:** (GENERAL) KNOWLEDGE OF PUNCTUATION
- 10) **Knowledge:** (GENERAL) PUNCTUATION
- 11) **Knowledge:** (GENERAL) KNOWLEDGE OF TYPES OF CORRESPONDENCE
- 12) **Knowledge:** (GENERAL) TYPES OF CORRESPONDENCE
- 13) **Knowledge:** (INTERFACE) MICROSOFT PROGRAMS
- 14) **Knowledge:** (INTERFACE) CUSTOMER SERVICE
- 15) **Knowledge:** (OPERATION/SKILL) BASIC COMPUTER SKILLS
- 16) **Knowledge:** (GENERAL) KNOWLEDGE OF JAGINST 5800.7
- 17) **Knowledge:** (GENERAL) KNOWLEDGE OF MANUAL FOR COURTS-MARTIAL

(2) **Task:** PERFORM LEGAL BRIEFS

Verb: PERFORM

Task Level: Organizational

Status of Training: Not Being Trained

Type of Training: OJT

Condition: AS DIRECTED

Standard: IAW applicable documentation

Source: JAGINST 5800.7

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: High delay tolerance

Frequency of Performance: At least monthly, but less than twice per week

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 0 to 24% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task first performed within 2 to 4 years after assignment

Traditional Instructor-led Training: OJT

KSATRs:

- 1) **Knowledge:** (GENERAL) KNOWLEDGE OF THE MANUAL FOR COURTS MARTIAL
 - 2) **Knowledge:** (GENERAL) KNOWLEDGE OF PROOF READING
 - 3) **Knowledge:** (GENERAL) PROOF READING
 - 4) **Skill:** PRINTING ABILITY, WRITTEN COMMUNICATION, TYPING
 - 5) **Tool:** COMPUTER AND PRINTER
 - 6) **Resource:** JAGINST 5800.7 (SERIES) - MANUAL OF THE JUDGE ADVOCATE GENERAL
 - 7) **Resource:** MANUAL FOR COURTS-MARTIAL (MCM), UNITED STATES, 2012 EDITION
 - 8) **Knowledge:** (GENERAL) GRAMMER
 - 9) **Knowledge:** (GENERAL) KNOWLEDGE OF PUNCTUATION
 - 10) **Knowledge:** (GENERAL) PUNCTUATION
 - 11) **Knowledge:** (GENERAL) KNOWLEDGE OF TYPES OF CORRESPONDENCE
 - 12) **Knowledge:** (GENERAL) TYPES OF CORRESPONDENCE
 - 13) **Knowledge:** (INTERFACE) MICROSOFT OFFICE
 - 14) **Knowledge:** (INTERFACE) CUSTOMER SERVICE
 - 15) **Knowledge:** (OPERATION/SKILL) BASIC COMPUTER SKILLS
 - 16) **Knowledge:** (GENERAL) KNOWLEDGE OF JAGINST 5800.7
 - 17) **Knowledge:** (GENERAL) KNOWLEDGE OF MANUAL FOR COURTS-MARTIAL
- (3) **Task:** PERFORM LEGAL DE-BRIEFS

Verb: PERFORM

Task Level: Organizational

Status of Training: Not Being Trained

Type of Training: OJT

Condition: AS DIRECTED

Standard: IAW applicable documentation

Source: JAGINST 5800.7

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: High delay tolerance

Frequency of Performance: At least monthly, but less than twice per week

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 0 to 24% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task first performed within 2 to 4 years after assignment

Traditional Instructor-led Training: OJT

KSATRs:

- 1) **Knowledge:** (GENERAL) KNOWLEDGE OF PROOF READING
- 2) **Knowledge:** (GENERAL) PROOF READING
- 3) **Knowledge:** (INTERFACE) CUSTOMER SERVICE
- 4) **Skill:** (OPERATION/SKILL) ORAL COMMUNICATION SKILLS
- 5) **Tool:** COMPUTER AND PRINTER
- 6) **Resource:** JAGINST 5800.7 (SERIES) - MANUAL OF THE JUDGE ADVOCATE GENERAL
- 7) **Resource:** MANUAL FOR COURTS-MARTIAL (MCM), UNITED STATES, 2012 EDITION
- 8) **Knowledge:** (GENERAL) GRAMMER
- 9) **Knowledge:** (GENERAL) KNOWLEDGE OF PUNCTUATION
- 10) **Knowledge:** (GENERAL) PUNCTUATION
- 11) **Knowledge:** (GENERAL) KNOWLEDGE OF TYPES OF CORRESPONDENCE
- 12) **Knowledge:** (GENERAL) TYPES OF CORRESPONDENCE

- 13) **Knowledge:** (INTERFACE) MICROSOFT OFFICE
 - 14) **Knowledge:** (INTERFACE) CUSTOMER SERVICE
 - 15) **Knowledge:** (OPERATION/SKILL) BASIC COMPUTER SKILLS
 - 16) **Knowledge:** (GENERAL) KNOWLEDGE OF JAGINST 5800.7
 - 17) **Knowledge:** (GENERAL) KNOWLEDGE OF MANUAL FOR COURTS-MARTIAL
- (4) **Task:** PREPARE REPORT AND DISPOSITION OF OFFENSE FORMS (NAVPERS 1626/7)
- Verb:** PREPARE
- Task Level:** Organizational
- Status of Training:** Currently Being Trained
- Type of Training:** Formal
- Condition:** Using proper procedures
- Standard:** IAW applicable documentation
- Source:** Manual for Court Martial 2008
- Safety Hazard Severity:** Minor
- Criticality of Performance:** Critical
- Task Delay Tolerance:** High delay tolerance
- Frequency of Performance:** At least monthly, but less than twice per week
- Probability of Inadequate Performance:** Less often than other tasks
- Difficulty of Performance:** Task may be learned in 1 to 2 weeks
- Task Learning Difficulty:** Task may be learned in 1 to 2 weeks
- Percent Performing:** 25 to 49% of the personnel perform this task
- Percent of Time Spent on Performance:** Less time spent on this task than most other tasks
- Immediacy of Performance:** Task first performed within 1 to 2 years after assignment
- COI: Section:** Report and Disposition of Offense Forms, Incomplete
- COI: Section:** Report and Disposition of Offense Forms Lab, Incomplete
- Traditional Instructor-led Training:** OJT
- KSATRs:**
- 1) **Knowledge:** (GENERAL) KNOWLEDGE OF GRAMMAR
 - 2) **Knowledge:** (GENERAL) KNOWLEDGE OF MANUAL FOR COURTS-MARTIAL
 - 3) **Knowledge:** (GENERAL) KNOWLEDGE OF PROOF READING
 - 4) **Knowledge:** (GENERAL) KNOWLEDGE OF PUNCTUATION
 - 5) **Knowledge:** (GENERAL) KNOWLEDGE OF TYPES OF CORRESPONDENCE
 - 6) **Knowledge:** (INTERFACE) CUSTOMER SERVICE

- 7) **Knowledge:** (INTERFACE) MICROSOFT OFFICE
- 8) **Knowledge:** (INTERFACE) PROGRAMS
- 9) **Knowledge:** (MAINTENANCE) KNOWLEDGE OF DISPOSAL
- 10) **Knowledge:** (MAINTENANCE) KNOWLEDGE OF STORAGE
- 11) **Knowledge:** (OPERATION/SKILL) BASIC COMPUTER SKILLS
- 12) **Knowledge:** (OPERATIONAL) FAXING
- 13) **Knowledge:** (OPERATIONAL) FILING
- 14) **Knowledge:** (OPERATIONAL) PRINTING
- 15) **Knowledge:** (PHYSICAL) USE OF COMPUTER
- 16) **Knowledge:** (PHYSICAL) USE OF PRINTER
- 17) **Tool:** COMPUTER
- 18) **Tool:** PRINTER

(5) **Task:** PROCESS ADMINISTRATIVE SEPARATION BOARDS

Verb: PROCESS

Task Level: Organizational

Status of Training: Not Being Trained

Type of Training: OJT

Condition: Using proper procedures

Standard: IAW applicable documentation

Source: JAGINST 5800.7

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: High delay tolerance

Frequency of Performance: At least once every 6 months

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may require up to 1 month or more to learn

Task Learning Difficulty: Task may require up to 1 month or more to learn

Percent Performing: 0 to 24% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task first performed within 2 to 4 years after assignment

Traditional Instructor-led Training: OJT

KSATRs:

- 1) **Knowledge:** (GENERAL) GRAMMER

- 2) **Knowledge:** (GENERAL) KNOWLEDGE OF PROOF READING
- 3) **Knowledge:** (GENERAL) PROOF READING
- 4) **Knowledge:** (GENERAL) KNOWLEDGE OF PUNCTUATION
- 5) **Knowledge:** (GENERAL) PUNCTUATION
- 6) **Knowledge:** (GENERAL) KNOWLEDGE OF TYPES OF CORRESPONDENCE
- 7) **Knowledge:** (GENERAL) KNOWLEDGE OF MANUAL FOR COURTS-MARTIAL
- 8) **Knowledge:** (GENERAL) KNOWLEDGE OF JAGINST 5800.7
- 9) **Knowledge:** (INTERFACE) CUSTOMER SERVICE
- 10) **Knowledge:** (OPERATION/SKILL) BASIC COMPUTER SKILLS
- 11) **Tool:** COMPUTER AND PRINTER
- 12) **Resource:** JAGINST 5800.7 (SERIES) - MANUAL OF THE JUDGE ADVOCATE GENERAL
- 13) **Resource:** MANUAL FOR COURTS-MARTIAL (MCM), UNITED STATES, 2012 EDITION

(6) **Task:** PROCESS COURT-MARTIAL PROCEDURES

Verb: PROCESS

Task Level: Organizational

Status of Training: Not Being Trained

Type of Training: Formal

Condition: Using proper procedures

Standard: IAW applicable documentation

Source: JAGINST 5800.7

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: High delay tolerance

Frequency of Performance: At least once every 6 months

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may require up to 1 month or more to learn

Task Learning Difficulty: Task may require up to 1 month or more to learn

Percent Performing: 0 to 24% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task first performed within 2 to 4 years after assignment

COI: Section: Manual for Courts-Martial, Incomplete

COI: Section: Courts-Martial Lab, Incomplete

Traditional Instructor-led Training: OJT

KSATRs:

- 1) **Knowledge:** (GENERAL) KNOWLEDGE OF GRAMMAR
 - 2) **Knowledge:** (GENERAL) KNOWLEDGE OF JAGINST 5800.7
 - 3) **Knowledge:** (GENERAL) KNOWLEDGE OF PROOF READING
 - 4) **Knowledge:** (GENERAL) KNOWLEDGE OF PUNCTUATION
 - 5) **Knowledge:** (GENERAL) KNOWLEDGE OF THE MANUAL FOR COURTS MARTIAL
 - 6) **Knowledge:** (GENERAL) KNOWLEDGE OF TYPES OF CORRESPONDENCE
 - 7) **Knowledge:** (INTERFACE) CUSTOMER SERVICE
 - 8) **Knowledge:** (INTERFACE) MICROSOFT OFFICE
 - 9) **Knowledge:** (INTERFACE) PROGRAMS
 - 10) **Knowledge:** (MAINTENANCE) KNOWLEDGE OF DISPOSAL
 - 11) **Knowledge:** (MAINTENANCE) KNOWLEDGE OF STORAGE
 - 12) **Knowledge:** (OPERATION/SKILL) BASIC COMPUTER SKILLS
 - 13) **Knowledge:** (OPERATIONAL) FAXING
 - 14) **Knowledge:** (OPERATIONAL) FILING
 - 15) **Knowledge:** (OPERATIONAL) PRINTING
 - 16) **Knowledge:** (PHYSICAL) USE OF COMPUTER
 - 17) **Knowledge:** (PHYSICAL) USE OF PRINTER
 - 18) **Tool:** COMPUTER
 - 19) **Tool:** PRINTER
- (7) **Task:** PROCESS DISCIPLINARY PROCEEDINGS ACTIONS
- Verb:** PROCESS
- Task Level:** Organizational
- Status of Training:** Currently Being Trained
- Type of Training:** Formal
- Condition:** Using proper procedures
- Standard:** IAW applicable documentation
- Source:** Manual for Court Martial 2008
- Safety Hazard Severity:** Minor
- Criticality of Performance:** Critical

Task Delay Tolerance: High delay tolerance

Frequency of Performance: At least monthly, but less than twice per week

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 25 to 49% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task first performed within 2 to 4 years after assignment

COI: Section: Completing Report and Disposition of Offense forms, Incomplete

COI: Section: Processing disciplinary proceedings actions, Incomplete

COI: Section: Disciplinary Proceedings Actions, Incomplete

COI: Section: Disciplinary Proceedings Actions Lab, Incomplete

On-the-job Training: OJT

KSATRs:

- 1) **Knowledge:** (GENERAL) KNOWLEDGE OF GRAMMAR
- 2) **Knowledge:** (GENERAL) KNOWLEDGE OF JAGINST 5800.7
- 3) **Knowledge:** (GENERAL) KNOWLEDGE OF MANUAL FOR COURTS-MARTIAL
- 4) **Knowledge:** (GENERAL) KNOWLEDGE OF PROOF READING
- 5) **Knowledge:** (GENERAL) KNOWLEDGE OF PUNCTUATION
- 6) **Knowledge:** (GENERAL) KNOWLEDGE OF TYPES OF CORRESPONDENCE
- 7) **Knowledge:** (INTERFACE) CUSTOMER SERVICE
- 8) **Knowledge:** (INTERFACE) MICROSOFT OFFICE
- 9) **Knowledge:** (INTERFACE) PROGRAMS
- 10) **Knowledge:** (MAINTENANCE) KNOWLEDGE OF DISPOSAL
- 11) **Knowledge:** (MAINTENANCE) KNOWLEDGE OF STORAGE
- 12) **Knowledge:** (OPERATION/SKILL) BASIC COMPUTER SKILLS
- 13) **Knowledge:** (OPERATIONAL) FAXING
- 14) **Knowledge:** (OPERATIONAL) FILING
- 15) **Knowledge:** (OPERATIONAL) PRINTING
- 16) **Knowledge:** (PHYSICAL) USE OF COMPUTER
- 17) **Knowledge:** (PHYSICAL) USE OF PRINTER
- 18) **Tool:** COMPUTER
- 19) **Tool:** PRINTER

(8) Task: PROCESS FACT-FINDING BODIES

Verb: PROCESS

Task Level: Organizational

Status of Training: Not Being Trained

Type of Training: OJT

Condition: Using proper procedures

Standard: IAW applicable documentation

Source: JAGINST 5800.7

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: High delay tolerance

Frequency of Performance: At least once every 6 months

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may require up to 1 month or more to learn

Task Learning Difficulty: Task may require up to 1 month or more to learn

Percent Performing: 0 to 24% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task first performed within 2 to 4 years after assignment

On-the-job Training: OJT

KSATRs:

- 1) **Knowledge:** (GENERAL) GRAMMER
- 2) **Knowledge:** (GENERAL) KNOWLEDGE OF PROOF READING
- 3) **Knowledge:** (GENERAL) PROOF READING
- 4) **Knowledge:** (GENERAL) KNOWLEDGE OF PUNCTUATION
- 5) **Knowledge:** (GENERAL) PUNCTUATION
- 6) **Knowledge:** (GENERAL) KNOWLEDGE OF TYPES OF CORRESPONDENCE
- 7) **Knowledge:** (GENERAL) TYPES OF CORRESPONDENCE
- 8) **Knowledge:** (INTERFACE) MICROSOFT OFFICE
- 9) **Knowledge:** (INTERFACE) CUSTOMER SERVICE
- 10) **Knowledge:** (OPERATION/SKILL) BASIC COMPUTER SKILLS
- 11) **Knowledge:** (GENERAL) KNOWLEDGE OF JAGINST 5800.7
- 12) **Knowledge:** (GENERAL) KNOWLEDGE OF MANUAL FOR COURTS-MARTIAL
- 13) **Tool:** COMPUTER AND PRINTER

14) **Resource:** JAGINST 5800.7 (SERIES) - MANUAL OF THE JUDGE ADVOCATE GENERAL

15) **Resource:** MANUAL FOR COURTS-MARTIAL (MCM), UNITED STATES, 2012 EDITION

d. **Duty:** SECURITY ADMINISTRATION

COI: Module: Security Administration, Incomplete

(1) **Task:** ASSIST PERSONNEL WITH SENSITIVE COMPARTMENTED INFORMATION (SCI) ACCESS INELIGIBILITY APPEALS

Verb: ASSIST

Task Level: Organizational

Status of Training: Not Being Trained

Type of Training: OJT

Condition: Using proper procedures

Standard: IAW applicable documentation

Source: DODD 5105.21-M-1; SECNAV M-5510.30

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: High delay tolerance

Frequency of Performance: At least monthly, but less than twice per week

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 0 to 24% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task first performed within 2 to 4 years after assignment

Traditional Instructor-led Training: OJT

KSATRs:

- 1) **Knowledge:** (FUNCTIONAL) HOW TO DETERMINE CLASSIFIED MATERIAL
- 2) **Knowledge:** (GENERAL) KNOWLEDGE OF DIDD 5105.21-M-1
- 3) **Knowledge:** (GENERAL) KNOWLEDGE OF DODD 5200.1-4
- 4) **Knowledge:** (GENERAL) KNOWLEDGE OF CORRESPONDENCE MANUAL
- 5) **Knowledge:** (GENERAL) GRAMMER
- 6) **Knowledge:** (GENERAL) KNOWLEDGE OF PROOF READING

- 7) **Knowledge:** (GENERAL) PUNCTUATION
- 8) **Knowledge:** (GENERAL) KNOWLEDGE OF TYPES OF CORRESPONDENCE
- 9) **Knowledge:** (INTERFACE) CUSTOMER SERVICE
- 10) **Knowledge:** (INTERFACE) MICROSOFT OFFICE
- 11) **Knowledge:** (INTERFACE) PROGRAMS
- 12) **Knowledge:** (MAINTENANCE) KNOWLEDGE OF DISPOSAL AND STORAGE
- 13) **Knowledge:** (GENERAL) KNOWLEDGE OF DODD 5200.33
- 14) **Tool:** COMPUTER AND PRINTER
- 15) **Resource:** SECNAV M-5510.30 - DEPARTMENT OF THE NAVY PERSONNEL SECURITY PROGRAM

(2) **Task:** CONDUCT DEFENSE COURIER SERVICE (DCS) INVENTORIES

Verb: CONDUCT

Task Level: Organizational

Status of Training: Not Being Trained

Type of Training: Formal

Condition: Using proper procedures

Standard: IAW applicable documentation

Source: DODD 5200.33

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: High delay tolerance

Frequency of Performance: At least monthly, but less than twice per week

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 25 to 49% of the personnel perform this task

Percent of Time Spent on Performance: Same amount of time spent on this task as most others

Immediacy of Performance: Task first performed within 1 to 2 years after assignment

COI: Section: Defense Courier Service (DCS) inventories, Incomplete

COI: Section: DCS Inventory, Incomplete

On-the-job Training: OJT

KSATRs:

- 1) **Knowledge:** (FUNCTIONAL) HOW TO DETERMINE CLASSIFIED MATERIAL
 - 2) **Knowledge:** (GENERAL) KNOWLEDGE OF DIDD 5105.21-M-1
 - 3) **Knowledge:** (GENERAL) KNOWLEDGE OF DODD 5200.1-4
 - 4) **Knowledge:** (GENERAL) KNOWLEDGE OF DODD 5200.33
 - 5) **Knowledge:** (GENERAL) KNOWLEDGE OF GRAMMAR
 - 6) **Knowledge:** (GENERAL) KNOWLEDGE OF PROOF READING
 - 7) **Knowledge:** (GENERAL) KNOWLEDGE OF PUNCTUATION
 - 8) **Knowledge:** (GENERAL) KNOWLEDGE OF SECNAV M-5510.36
 - 9) **Knowledge:** (GENERAL) KNOWLEDGE OF TYPES OF CORRESPONDENCE
 - 10) **Knowledge:** (INTERFACE) CUSTOMER SERVICE
 - 11) **Knowledge:** (INTERFACE) MICROSOFT OFFICE
 - 12) **Knowledge:** (INTERFACE) PROGRAMS
 - 13) **Knowledge:** (MAINTENANCE) KNOWLEDGE OF DISPOSAL
 - 14) **Knowledge:** (MAINTENANCE) KNOWLEDGE OF STORAGE
 - 15) **Skill:** (OPERATION/SKILL) BASIC COMPUTER SKILLS
 - 16) **Knowledge:** (OPERATION/SKILL) BASIC COMPUTER SKILLS
 - 17) **Knowledge:** (OPERATIONAL) FAXING
 - 18) **Knowledge:** (OPERATIONAL) FILING
 - 19) **Knowledge:** (OPERATIONAL) PRINTING
 - 20) **Knowledge:** (PHYSICAL) USE OF COMPUTER
 - 21) **Knowledge:** (PHYSICAL) USE OF PRINTER
 - 22) **Tool:** COMPUTER
 - 23) **Tool:** PRINTER
 - 24) **Resource:** U.S. TRANSPORTATION COMMAND DEFENSE COURIER DIVISION
CUSTOMER SERVICE GUIDE
- (3) **Task:** CONDUCT EMERGENCY ACTION PLAN (EAP) TRAINING
- Verb:** CONDUCT
- Task Level:** Organizational
- Status of Training:** Currently Being Trained
- Type of Training:** PQS
- Condition:** Using proper procedures
- Standard:** IAW applicable documentation
- Source:** SECNAV M-5510.36

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: High delay tolerance

Frequency of Performance: At least monthly, but less than twice per week

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 0 to 24% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task first performed within 1 to 2 years after assignment

On-the-job Training: OJT

KSATRs:

- 1) **Knowledge:** (FUNCTIONAL) HOW TO DETERMINE CLASSIFIED MATERIAL
 - 2) **Knowledge:** (GENERAL) KNOWLEDGE OF DIDD 5105.21-M-1
 - 3) **Knowledge:** (GENERAL) KNOWLEDGE OF DODD 5200.1-4
 - 4) **Knowledge:** (GENERAL) KNOWLEDGE OF DODD 5200.33
 - 5) **Knowledge:** (GENERAL) GRAMMER
 - 6) **Knowledge:** (GENERAL) KNOWLEDGE OF PROOF READING
 - 7) **Knowledge:** (GENERAL) PUNCTUATION
 - 8) **Knowledge:** KNOWLEDGE OF SECNAV M-5510.30
 - 9) **Knowledge:** (GENERAL) KNOWLEDGE OF SECNAV M-5510.36
 - 10) **Knowledge:** (GENERAL) KNOWLEDGE OF TYPES OF CORRESPONDENCE
 - 11) **Knowledge:** (INTERFACE) CUSTOMER SERVICE
 - 12) **Knowledge:** (INTERFACE) MICROSOFT OFFICE
 - 13) **Knowledge:** (INTERFACE) PROGRAMS
 - 14) **Knowledge:** (MAINTENANCE) KNOWLEDGE OF DISPOSAL AND STORAGE
 - 15) **Knowledge:** (OPERATION/SKILL) BASIC COMPUTER SKILLS
 - 16) **Resource:** SECNAV M-5510.36 - DEPARTMENT OF THE NAVY INFORMATION SECURITY PROGRAM
- (4) **Task:** CONDUCT SENSITIVE COMPARTMENTED INFORMATION (SCI) ELIGIBILITY INTERVIEWS
- Verb:** CONDUCT
- Task Level:** Organizational

Status of Training: Not Being Trained

Type of Training: Formal

Condition: Using proper procedures

Standard: IAW applicable documentation

Source: DODD 5105.21-M-1

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: High delay tolerance

Frequency of Performance: At least monthly, but less than twice per week

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 50 to 74% of the personnel perform this task

Percent of Time Spent on Performance: Same amount of time spent on this task as most others

Immediacy of Performance: Task first performed within 2 to 4 years after assignment

COI: Section: SCI Eligibility Interviews, Incomplete

COI: Section: Conducting an SCI Eligibility Interview Lab, Incomplete

On-the-job Training: OJT

KSATRs:

- 1) **Knowledge:** (FUNCTIONAL) HOW TO DETERMINE CLASSIFIED MATERIAL
- 2) **Knowledge:** (GENERAL) KNOWLEDGE OF DODD 5105.21-M-1
- 3) **Knowledge:** (GENERAL) KNOWLEDGE OF DODD 5200.2-R
- 4) **Knowledge:** (GENERAL) KNOWLEDGE OF GRAMMAR
- 5) **Knowledge:** (GENERAL) KNOWLEDGE OF NAVSUPP
- 6) **Knowledge:** (GENERAL) KNOWLEDGE OF PROOF READING
- 7) **Knowledge:** (GENERAL) KNOWLEDGE OF PUNCTUATION
- 8) **Knowledge:** (GENERAL) KNOWLEDGE OF SECNAV M-5510.36
- 9) **Knowledge:** (GENERAL) KNOWLEDGE OF TYPES OF CORRESPONDENCE
- 10) **Knowledge:** (INTERFACE) CUSTOMER SERVICE
- 11) **Knowledge:** (INTERFACE) MICROSOFT OFFICE
- 12) **Knowledge:** (INTERFACE) PROGRAMS
- 13) **Knowledge:** (MAINTENANCE) KNOWLEDGE OF DISPOSAL

- 14) **Knowledge:** (MAINTENANCE) KNOWLEDGE OF STORAGE
 - 15) **Knowledge:** (OPERATION/SKILL) BASIC COMPUTER SKILLS
 - 16) **Skill:** (OPERATION/SKILL) BASIC COMPUTER SKILLS
 - 17) **Knowledge:** (OPERATIONAL) FAXING
 - 18) **Knowledge:** (OPERATIONAL) FILING
 - 19) **Knowledge:** (OPERATIONAL) PRINTING
 - 20) **Tool:** COMPUTER
 - 21) **Tool:** PRINTER
 - 22) **Resource:** SECNAV M-5510.30 - DEPARTMENT OF THE NAVY PERSONNEL SECURITY PROGRAM
 - 23) **Resource:** SECNAV M-5510.36 - DEPARTMENT OF THE NAVY INFORMATION SECURITY PROGRAM
- (5) **Task:** DISTRIBUTE MATERIAL TO DEFENSE COURIER SERVICE (DCS) STATIONS
- Verb:** DISTRIBUTE
- Task Level:** Organizational
- Status of Training:** Currently Being Trained
- Type of Training:** PQS
- Condition:** AS DIRECTED
- Standard:** IAW applicable documentation
- Source:** DODD 5200.33
- Safety Hazard Severity:** Minor
- Criticality of Performance:** Critical
- Task Delay Tolerance:** High delay tolerance
- Frequency of Performance:** At least monthly, but less than twice per week
- Probability of Inadequate Performance:** Less often than other tasks
- Difficulty of Performance:** Task may be learned in 1 to 2 weeks
- Task Learning Difficulty:** Task may be learned in 1 to 2 weeks
- Percent Performing:** 0 to 24% of the personnel perform this task
- Percent of Time Spent on Performance:** Less time spent on this task than most other tasks
- Immediacy of Performance:** Task first performed within 1 to 2 years after assignment
- On-the-job Training:** OJT
- KSATRs:**
- 1) **Knowledge:** (GENERAL) KNOWLEDGE OF SECNAV M-5510.36

- 2) **Knowledge:** (FUNCTIONAL) HOW TO DETERMINE CLASSIFIED MATERIAL
- 3) **Knowledge:** (GENERAL) KNOWLEDGE OF DIDD 5105.21-M-1
- 4) **Knowledge:** (GENERAL) KNOWLEDGE OF DODD 5200.1-4
- 5) **Knowledge:** KNOWLEDGE OF SECNAV M-5510.30
- 6) **Knowledge:** (GENERAL) PROOF READING
- 7) **Knowledge:** (GENERAL) PUNCTUATION
- 8) **Knowledge:** (GENERAL) KNOWLEDGE OF TYPES OF CORRESPONDENCE
- 9) **Knowledge:** (INTERFACE) CUSTOMER SERVICE
- 10) **Knowledge:** (INTERFACE) PROGRAMS
- 11) **Knowledge:** (OPERATION/SKILL) BASIC COMPUTER SKILLS
- 12) **Tool:** COMPUTER AND PRINTER
- 13) **Resource:** U.S. TRANSPORTATION COMMAND DEFENSE COURIER DIVISION
CUSTOMER SERVICE GUIDE
- (a) **Subtask:** CONDUCT PREPARATION FOR TRANSPORTING
Verb: CONDUCT
- (6) **Task:** EXECUTE INFORMATION SECURITY PROCEDURES
Verb: EXECUTE
Task Level: Organizational
Status of Training: Not Being Trained
Type of Training: Formal
Condition: Using proper procedures
Standard: IAW applicable documentation
Source: SECNAV M-5510.36
Safety Hazard Severity: Minor
Criticality of Performance: Critical
Task Delay Tolerance: High delay tolerance
Frequency of Performance: At least monthly, but less than twice per week
Probability of Inadequate Performance: About as often as other tasks
Difficulty of Performance: Task may be learned in 1 to 2 weeks
Task Learning Difficulty: Task may be learned in 1 to 2 weeks
Percent Performing: 50 to 74% of the personnel perform this task
Percent of Time Spent on Performance: Same amount of time spent on this task as most others

Immediacy of Performance: Task first performed within 1 to 2 years after assignment

COI: Section: Information Security Overview, Incomplete

COI: Section: Information security procedures, Incomplete

COI: Section: Command Security, Incomplete

COI: Section: Classifying Material, Incomplete

COI: Section: Security Classification Guides (SCGs), Incomplete

COI: Section: Classifying Material Lab, Incomplete

COI: Section: SCI, Incomplete

COI: Section: Marking Materials, Incomplete

COI: Section: Marking Materials Lab, Incomplete

COI: Section: Physical Security Lab, Incomplete

Traditional Instructor-led Training: OJT

KSATRs:

- 1) **Knowledge:** (FUNCTIONAL) HOW TO DETERMINE CLASSIFIED MATERIAL
- 2) **Knowledge:** (GENERAL) KNOWLEDGE OF DODD 5105.21-M-1
- 3) **Knowledge:** (GENERAL) KNOWLEDGE OF DODD 5200.1.R
- 4) **Knowledge:** (GENERAL) KNOWLEDGE OF GRAMMAR
- 5) **Knowledge:** (GENERAL) KNOWLEDGE OF NAVSUPP SECNAV M-5510.36
- 6) **Knowledge:** (GENERAL) KNOWLEDGE OF PROOF READING
- 7) **Knowledge:** (GENERAL) KNOWLEDGE OF PUNCTUATION
- 8) **Knowledge:** (GENERAL) KNOWLEDGE OF TYPES OF CORRESPONDENCE
- 9) **Knowledge:** (INTERFACE) CUSTOMER SERVICE
- 10) **Knowledge:** (INTERFACE) MICROSOFT OFFICE
- 11) **Knowledge:** (INTERFACE) PROGRAMS
- 12) **Knowledge:** (MAINTENANCE) KNOWLEDGE OF DISPOSAL
- 13) **Knowledge:** (MAINTENANCE) KNOWLEDGE OF STORAGE
- 14) **Skill:** (OPERATION/SKILL) BASIC COMPUTER SKILLS
- 15) **Knowledge:** (OPERATION/SKILL) BASIC COMPUTER SKILLS
- 16) **Knowledge:** (OPERATIONAL) FAXING
- 17) **Knowledge:** (OPERATIONAL) FILING
- 18) **Knowledge:** (OPERATIONAL) PRINTING
- 19) **Knowledge:** (PHYSICAL) USE OF COMPUTER
- 20) **Knowledge:** (PHYSICAL) USE OF PRINTER

21) **Tool:** COMPUTER

22) **Tool:** NEW TOOL

(7) **Task:** IMPLEMENT PHYSICAL SECURITY PROGRAMS

Verb: IMPLEMENT

Task Level: Organizational

Status of Training: Not Being Trained

Type of Training: Formal

Condition: Using proper procedures

Standard: IAW applicable documentation

Source: SECNAV M-5510.36

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: High delay tolerance

Frequency of Performance: At least monthly, but less than twice per week

Probability of Inadequate Performance: About as often as other tasks

Difficulty of Performance: Task may require up to 1 month or more to learn

Task Learning Difficulty: Task may require up to 1 month or more to learn

Percent Performing: 50 to 74% of the personnel perform this task

Percent of Time Spent on Performance: Same amount of time spent on this task as most others

Immediacy of Performance: Task first performed within 2 to 4 years after assignment

COI: Section: Physical security programs, Incomplete

COI: Section: Physical Security, Incomplete

Traditional Instructor-led Training: OJT

KSATRs:

- 1) **Knowledge:** (FUNCTIONAL) HOW TO DETERMINE CLASSIFIED MATERIAL
- 2) **Knowledge:** (GENERAL) KNOWLEDGE OF DODD 5105.21 M-1
- 3) **Knowledge:** (GENERAL) KNOWLEDGE OF GRAMMAR
- 4) **Knowledge:** (GENERAL) KNOWLEDGE OF ICD 705
- 5) **Knowledge:** (GENERAL) KNOWLEDGE OF PROOF READING
- 6) **Knowledge:** (GENERAL) KNOWLEDGE OF PUNCTUATION
- 7) **Knowledge:** (GENERAL) KNOWLEDGE OF SECNAV 5510.36
- 8) **Knowledge:** (GENERAL) KNOWLEDGE OF TYPES OF CORRESPONDENCE

- 9) **Knowledge:** (INTERFACE) CUSTOMER SERVICE
- 10) **Knowledge:** (INTERFACE) MICROSOFT OFFICE
- 11) **Knowledge:** (INTERFACE) PROGRAMS
- 12) **Knowledge:** (MAINTENANCE) KNOWLEDGE OF DISPOSAL
- 13) **Knowledge:** (MAINTENANCE) KNOWLEDGE OF STORAGE
- 14) **Skill:** (OPERATION/SKILL) BASIC COMPUTER SKILLS
- 15) **Knowledge:** (OPERATIONAL) FAXING
- 16) **Knowledge:** (OPERATIONAL) FILING
- 17) **Knowledge:** (OPERATIONAL) PRINTING
- 18) **Knowledge:** (PHYSICAL) USE OF COMPUTER
- 19) **Knowledge:** (PHYSICAL) USE OF PRINTER
- 20) **Tool:** COMPUTER
- 21) **Tool:** PRINTER
- (a) **Subtask:** IMPLEMENT CONSTRUCTION OF SENSITIVE COMPARTMENTAL INFORMATION FACILITY (SCIF)
 - Verb:** IMPLEMENT
 - COI: Section:** Construction of Sensitive Compartmental Information Facility (SCIF), Incomplete
 - COI: Section:** SCIF Requirements, Incomplete
 - KSATRs:**
 - a) **Knowledge:** (GENERAL) KNOWLEDGE OF DCID 69
- (b) **Subtask:** IMPLEMENT EQUIPMENT FOR SENSITIVE COMPARTMENTAL INFORMATION FACILITY (SCIF)
 - Verb:** IMPLEMENT
 - COI: Section:** Equipment for Sensitive Compartmental Information Facility (SCIF), Incomplete
 - COI: Section:** Equipment for a SCIF, Incomplete
 - COI: Section:** Selecting Components for a SCIF Lab, Incomplete
 - COI: Section:** Selecting Equipment for a SCIF Lab, Incomplete
 - KSATRs:**
 - a) **Knowledge:** NEW KNOWLEDGE
- (8) **Task:** IMPLEMENT SECURITY AWARENESS PROGRAMS
 - Verb:** IMPLEMENT
 - Task Level:** Organizational

Status of Training: Currently Being Trained

Type of Training: PQS

Condition: Using proper procedures

Standard: IAW applicable documentation

Source: SECNAV M-5510.36

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: High delay tolerance

Frequency of Performance: At least monthly, but less than twice per week

Probability of Inadequate Performance: About as often as other tasks

Difficulty of Performance: Task may require up to 1 month or more to learn

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 50 to 74% of the personnel perform this task

Percent of Time Spent on Performance: Same amount of time spent on this task as most others

Immediacy of Performance: Task first performed within 2 to 4 years after assignment

Traditional Instructor-led Training: CBT

KSATRs:

- 1) **Knowledge:** KNOWLEDGE OF SECNAV M-5510.30
- 2) **Knowledge:** (FUNCTIONAL) HOW TO DETERMINE CLASSIFIED MATERIAL
- 3) **Knowledge:** (GENERAL) KNOWLEDGE OF DODD 5105.21 M-1
- 4) **Knowledge:** (GENERAL) GRAMMER
- 5) **Knowledge:** (GENERAL) KNOWLEDGE OF ICD 705
- 6) **Knowledge:** (GENERAL) KNOWLEDGE OF PROOF READING
- 7) **Knowledge:** (GENERAL) KNOWLEDGE OF PUNCTUATION
- 8) **Knowledge:** (GENERAL) KNOWLEDGE OF SECNAV 5510.36
- 9) **Knowledge:** (GENERAL) KNOWLEDGE OF TYPES OF CORRESPONDENCE
- 10) **Knowledge:** (INTERFACE) CUSTOMER SERVICE
- 11) **Knowledge:** (INTERFACE) MICROSOFT OFFICE
- 12) **Knowledge:** (INTERFACE) MICROSOFT PROGRAMS
- 13) **Knowledge:** (INTERFACE) PROGRAMS
- 14) **Knowledge:** (MAINTENANCE) KNOWLEDGE OF DISPOSAL AND STORAGE
- 15) **Knowledge:** (OPERATION/SKILL) BASIC COMPUTER SKILLS

- 16) **Knowledge:** (OPERATIONAL) FILING
- 17) **Tool:** COMPUTER AND PRINTER
- (9) **Task:** INVENTORY CLASSIFIED MATERIAL
 - Verb:** INVENTORY
 - Task Level:** Organizational
 - Status of Training:** Currently Being Trained
 - Type of Training:** PQS
 - Condition:** Using proper procedures
 - Standard:** IAW applicable documentation
 - Source:** SECNAV M-5510.30
 - Safety Hazard Severity:** Minor
 - Criticality of Performance:** Critical
 - Task Delay Tolerance:** High delay tolerance
 - Frequency of Performance:** At least monthly, but less than twice per week
 - Probability of Inadequate Performance:** About as often as other tasks
 - Difficulty of Performance:** Task may require up to 1 month or more to learn
 - Task Learning Difficulty:** Task may require up to 1 month or more to learn
 - Percent Performing:** 50 to 74% of the personnel perform this task
 - Percent of Time Spent on Performance:** Same amount of time spent on this task as most others
 - Immediacy of Performance:** Task first performed within 2 to 4 years after assignment
 - Traditional Instructor-led Training:** CBT
 - KSATRs:**
 - 1) **Knowledge:** (FUNCTIONAL) HOW TO DETERMINE CLASSIFIED MATERIAL
 - 2) **Knowledge:** (GENERAL) KNOWLEDGE OF DODD 5105.21 M-1
 - 3) **Knowledge:** (GENERAL) GRAMMER
 - 4) **Knowledge:** (GENERAL) KNOWLEDGE OF ICD 705
 - 5) **Knowledge:** (GENERAL) PROOF READING
 - 6) **Knowledge:** (GENERAL) PUNCTUATION
 - 7) **Knowledge:** (GENERAL) KNOWLEDGE OF SECNAV M-5510.36
 - 8) **Knowledge:** (GENERAL) TYPES OF CORRESPONDENCE
 - 9) **Knowledge:** CUSTOMER SERVICE
 - 10) **Knowledge:** (INTERFACE) MICROSOFT OFFICE

- 11) **Knowledge:** (INTERFACE) PROGRAMS
- 12) **Knowledge:** (MAINTENANCE) KNOWLEDGE OF DISPOSAL AND STORAGE
- 13) **Knowledge:** KNOWLEDGE OF SECNAV M-5510.30
- 14) **Knowledge:** (OPERATION/SKILL) BASIC COMPUTER SKILLS
- 15) **Knowledge:** (OPERATIONAL) FILING
- 16) **Tool:** COMPUTER AND PRINTER

- (a) **Subtask:** INVENTORY SENSITIVE COMPARTMENTAL INFORMATION (SCI) MATERIAL

Verb: INVENTORY

- (10) **Task:** INVESTIGATE SECURITY VIOLATIONS

Verb: INVESTIGATE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: PQS

Condition: Using proper procedures

Standard: IAW applicable documentation

Source: SECNAV M-5510.30

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: High delay tolerance

Frequency of Performance: At least monthly, but less than twice per week

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may require up to 1 month or more to learn

Task Learning Difficulty: Task may require up to 1 month or more to learn

Percent Performing: 25 to 49% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task first performed within 1 to 2 years after assignment

Traditional Instructor-led Training: OJT

KSATRs:

- 1) **Knowledge:** KNOWLEDGE OF SECNAV M-5510.30
- 2) **Knowledge:** (FUNCTIONAL) HOW TO DETERMINE CLASSIFIED MATERIAL
- 3) **Knowledge:** (GENERAL) KNOWLEDGE OF SECNAV M-5510.36
- 4) **Knowledge:** (GENERAL) KNOWLEDGE OF DODD 5105.21 M-1

- 5) **Knowledge:** (GENERAL) KNOWLEDGE OF ICD 705
- 6) **Knowledge:** (GENERAL) GRAMMER
- 7) **Knowledge:** (GENERAL) PROOF READING
- 8) **Knowledge:** (GENERAL) KNOWLEDGE OF PUNCTUATION
- 9) **Knowledge:** (GENERAL) KNOWLEDGE OF TYPES OF CORRESPONDENCE
- 10) **Knowledge:** (INTERFACE) CUSTOMER SERVICE
- 11) **Knowledge:** (INTERFACE) MICROSOFT OFFICE
- 12) **Knowledge:** (INTERFACE) PROGRAMS
- 13) **Knowledge:** (OPERATION/SKILL) BASIC COMPUTER SKILLS
- 14) **Knowledge:** (OPERATIONAL) FILING
- 15) **Tool:** COMPUTER AND PRINTER

(11) Task: ISSUE SECURITY BADGES

Verb: ISSUE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: PQS

Condition: Using proper procedures

Standard: IAW applicable documentation

Source: SECNAV M-5510.30

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: High delay tolerance

Frequency of Performance: At least monthly, but less than twice per week

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 25 to 49% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task first performed within 1 to 2 years after assignment

Traditional Instructor-led Training: OJT

KSATRs:

- 1) **Knowledge:** KNOWLEDGE OF SECNAV M-5510.30
- 2) **Knowledge:** (GENERAL) KNOWLEDGE OF SECNAV M-5510.36

- 3) **Knowledge:** (GENERAL) KNOWLEDGE OF DODD 5105.21 M-1
- 4) **Knowledge:** (GENERAL) KNOWLEDGE OF ICD 705
- 5) **Knowledge:** (GENERAL) PROOF READING
- 6) **Knowledge:** (GENERAL) TYPES OF CORRESPONDENCE
- 7) **Knowledge:** CUSTOMER SERVICE
- 8) **Knowledge:** (INTERFACE) MICROSOFT OFFICE
- 9) **Knowledge:** (INTERFACE) PROGRAMS
- 10) **Knowledge:** (OPERATION/SKILL) BASIC COMPUTER SKILLS
- 11) **Knowledge:** (OPERATIONAL) FILING
- 12) **Tool:** BADGES
- 13) **Tool:** COMPUTER AND PRINTER

(12) Task: MAIL CLASSIFIED MATERIAL

Verb: mail

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Condition: Using proper procedures

Standard: IAW applicable documentation

Source: SECNAV M-5510.30

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: High delay tolerance

Frequency of Performance: At least monthly, but less than twice per week

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may require up to 1 month or more to learn

Task Learning Difficulty: Task may require up to 1 month or more to learn

Percent Performing: 50 to 74% of the personnel perform this task

Percent of Time Spent on Performance: Same amount of time spent on this task as most others

Immediacy of Performance: Task first performed within 1 to 2 years after assignment

COI: Section: Mailing classified material, Incomplete

COI: Section: Procedures for Mailing Classified Material, Incomplete

COI: Section: Mailing Classified Material Lab, Incomplete

COI: Section: DCS Inventory Lab, Incomplete

Traditional Instructor-led Training: CBT

KSATRs:

- 1) **Knowledge:** (FUNCTIONAL) HOW TO DETERMINE CLASSIFIED MATERIAL
- 2) **Knowledge:** (GENERAL) KNOWLEDGE OF GRAMMAR
- 3) **Knowledge:** (GENERAL) KNOWLEDGE OF PROOF READING
- 4) **Knowledge:** (GENERAL) KNOWLEDGE OF PUNCTUATION
- 5) **Knowledge:** (GENERAL) KNOWLEDGE OF SECNAV M-5510.36
- 6) **Knowledge:** (GENERAL) KNOWLEDGE OF TYPES OF CORRESPONDENCE
- 7) **Knowledge:** (INTERFACE) CUSTOMER SERVICE
- 8) **Knowledge:** (MAINTENANCE) KNOWLEDGE OF DISPOSAL
- 9) **Knowledge:** (MAINTENANCE) KNOWLEDGE OF STORAGE
- 10) **Knowledge:** (OPERATIONAL) FAXING
- 11) **Knowledge:** (OPERATIONAL) FILING
- 12) **Knowledge:** (OPERATIONAL) PRINTING
- 13) **Resource:** OPNAVINST 5218.7 (SERIES) - NAVY OFFICIAL MAIL MANAGEMENT PROGRAM
- 14) **Resource:** SECNAV M-5510.36 - DEPARTMENT OF THE NAVY INFORMATION SECURITY PROGRAM

(a) **Subtask:** VERIFY SECRET AND BELOW MATERIALS

Verb: VERIFY

COI: Section: Verifying Secret and below material, Incomplete

COI: Section: Security Levels, Incomplete

COI: Section: Secret and Below Material Lab, Incomplete

(b) **Subtask:** VERIFY TOP SECRET AND BELOW MATERIALS

Verb: VERIFY

COI: Section: Verifying Top Secret and below material, Incomplete

COI: Section: Top Secret and Below Material Lab, Incomplete

(13) **Task:** PERFORM SECURITY BRIEFS

Verb: PERFORM

Task Level: Organizational

Status of Training: Not Being Trained

Type of Training: Formal

Condition: Using proper procedures

Standard: IAW applicable documentation

Source: SECNAV M-5510.30

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: High delay tolerance

Frequency of Performance: At least monthly, but less than twice per week

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may require up to 1 month or more to learn

Task Learning Difficulty: Task may require up to 1 month or more to learn

Percent Performing: 50 to 74% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task first performed within 2 to 4 years after assignment

COI: Section: Security Policies and Procedures Documentation, Incomplete

COI: Section: Briefing Personnel Lab, Incomplete

Traditional Instructor-led Training: OJT

KSATRs:

- 1) **Knowledge:** (FUNCTIONAL) HOW TO DETERMINE CLASSIFIED MATERIAL
- 2) **Knowledge:** (GENERAL) KNOWLEDGE OF DODD 5105.21-M-1
- 3) **Knowledge:** (GENERAL) KNOWLEDGE OF GRAMMAR
- 4) **Knowledge:** (GENERAL) KNOWLEDGE OF NAVSUPP
- 5) **Knowledge:** (GENERAL) KNOWLEDGE OF PROOF READING
- 6) **Knowledge:** (GENERAL) KNOWLEDGE OF PUNCTUATION
- 7) **Knowledge:** (GENERAL) KNOWLEDGE OF TYPES OF CORRESPONDENCE
- 8) **Knowledge:** (INTERFACE) CUSTOMER SERVICE
- 9) **Knowledge:** (MAINTENANCE) KNOWLEDGE OF DISPOSAL
- 10) **Knowledge:** (MAINTENANCE) KNOWLEDGE OF STORAGE
- 11) **Knowledge:** (OPERATIONAL) FAXING
- 12) **Knowledge:** (OPERATIONAL) FILING
- 13) **Knowledge:** (OPERATIONAL) PRINTING

(14) **Task:** PERFORM SECURITY DE-BRIEFS

Verb: PERFORM

Task Level: Organizational

Status of Training: Not Being Trained

Type of Training: Formal

Condition: Using proper procedures

Standard: IAW applicable documentation

Source: SECNAV M-5510.30

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: High delay tolerance

Frequency of Performance: At least monthly, but less than twice per week

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may require up to 1 month or more to learn

Task Learning Difficulty: Task may require up to 1 month or more to learn

Percent Performing: 0 to 24% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task first performed within 2 to 4 years after assignment

COI: Section: Security Policies and Procedures Documentation, Incomplete

COI: Section: De-briefing Personnel Lab, Incomplete

Traditional Instructor-led Training: OJT

KSATRs:

- 1) **Knowledge:** (FUNCTIONAL) HOW TO DETERMINE CLASSIFIED MATERIAL
- 2) **Knowledge:** (GENERAL) KNOWLEDGE OF DODD 5105.21-M-1
- 3) **Knowledge:** (GENERAL) KNOWLEDGE OF GRAMMAR
- 4) **Knowledge:** (GENERAL) KNOWLEDGE OF NAVSUPP
- 5) **Knowledge:** (GENERAL) KNOWLEDGE OF PROOF READING
- 6) **Knowledge:** (GENERAL) KNOWLEDGE OF PUNCTUATION
- 7) **Knowledge:** (GENERAL) KNOWLEDGE OF SECNAV M-5510.30
- 8) **Knowledge:** (GENERAL) KNOWLEDGE OF TYPES OF CORRESPONDENCE
- 9) **Knowledge:** (INTERFACE) CUSTOMER SERVICE
- 10) **Knowledge:** (MAINTENANCE) KNOWLEDGE OF DISPOSAL
- 11) **Knowledge:** (MAINTENANCE) KNOWLEDGE OF STORAGE
- 12) **Knowledge:** (OPERATIONAL) FAXING
- 13) **Knowledge:** (OPERATIONAL) FILING
- 14) **Knowledge:** (OPERATIONAL) PRINTING

(15) Task: PREPARE CLASSIFIED MATERIAL FOR HAND CARRY

Verb: PREPARE

Task Level: Organizational

Status of Training: Not Being Trained

Type of Training: OJT

Condition: Using proper procedures

Standard: IAW applicable documentation

Source: SECNAV M-5510.30

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: High delay tolerance

Frequency of Performance: At least monthly, but less than twice per week

Probability of Inadequate Performance: About as often as other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 0 to 24% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task first performed within 2 to 4 years after assignment

Traditional Instructor-led Training: OJT

KSATRs:

- 1) **Knowledge:** (FUNCTIONAL) HOW TO DETERMINE CLASSIFIED MATERIAL
- 2) **Knowledge:** (GENERAL) KNOWLEDGE OF SECNAV M-5510.36
- 3) **Knowledge:** (GENERAL) GRAMMER
- 4) **Knowledge:** (GENERAL) PUNCTUATION
- 5) **Knowledge:** (GENERAL) TYPES OF CORRESPONDENCE
- 6) **Knowledge:** CUSTOMER SERVICE
- 7) **Knowledge:** (MAINTENANCE) KNOWLEDGE OF DISPOSAL AND STORAGE
- 8) **Knowledge:** (OPERATIONAL) FILING
- 9) **Tool:** COMPUTER AND PRINTER

- (a) **Subtask:** VERIFY CONTINENTAL UNITED STATES (CONUS) CLASSIFIED MATERIALS

Verb: VERIFY

(b) **Subtask:** VERIFY OUTSIDE CONTINENTAL UNITED STATES (OCONUS)
CLASSIFIED MATERIALS

Verb: VERIFY

(16) **Task:** PROCESS AREA CLEARANCE REQUESTS

Verb: PROCESS

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: PQS

Condition: Using proper procedures

Standard: IAW applicable documentation

Source: DODD 4500.54

Safety Hazard Severity: Minor

Criticality of Performance: Marginal

Task Delay Tolerance: High delay tolerance

Frequency of Performance: At least monthly, but less than twice per week

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may require up to 1 month or more to learn

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 0 to 24% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task first performed within 1 to 2 years after assignment

On-the-job Training: OJT

KSATRs:

- 1) **Knowledge:** KNOWLEDGE OF DOD FEREIGN CLEARANCE GUIDE
- 2) **Knowledge:** KNOWLEDGE OF SECNAV M-5510.30
- 3) **Knowledge:** (GENERAL) PROOF READING
- 4) **Knowledge:** (GENERAL) GRAMMER
- 5) **Knowledge:** (GENERAL) PUNCTUATION
- 6) **Knowledge:** (GENERAL) KNOWLEDGE OF TYPES OF CORRESPONDENCE
- 7) **Knowledge:** (OPERATIONAL) CUSTOMER SERVICE
- 8) **Knowledge:** (MAINTENANCE) KNOWLEDGE OF DISPOSAL AND STORAGE
- 9) **Knowledge:** (OPERATIONAL) FILING
- 10) **Tool:** COMPUTER AND PRINTER

(a) **Subtask:** VERIFY IN THEATER COUNTRY CLEARANCE

Verb: VERIFY

(b) **Subtask:** VERIFY VISIT CERTIFICATION

Verb: VERIFY

(17) **Task:** PROCESS SECURITY BADGE SYSTEM ACCESS REQUIREMENTS

Verb: PROCESS

Task Level: Organizational

Status of Training: Not Being Trained

Type of Training: OJT

Condition: Using proper procedures

Standard: IAW applicable documentation

Source: SECNAV M-5510.30

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: High delay tolerance

Frequency of Performance: At least monthly, but less than twice per week

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 25 to 49% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task first performed within 1 to 2 years after assignment

Traditional Instructor-led Training: OJT

KSATRs:

- 1) **Knowledge:** KNOWLEDGE OF SECNAV M-5510.30
- 2) **Knowledge:** (GENERAL) GRAMMER
- 3) **Knowledge:** (GENERAL) PROOF READING
- 4) **Knowledge:** (GENERAL) PUNCTUATION
- 5) **Knowledge:** (GENERAL) TYPES OF CORRESPONDENCE
- 6) **Knowledge:** (OPERATIONAL) CUSTOMER SERVICE
- 7) **Knowledge:** (MAINTENANCE) KNOWLEDGE OF DISPOSAL AND STORAGE
- 8) **Knowledge:** (OPERATIONAL) FILING
- 9) **Tool:** COMPUTER AND PRINTER

10) **Tool:** BADGES

(18) **Task:** PROCESS SECURITY TERMINATION STATEMENTS

Verb: PROCESS

Task Level: Organizational

Status of Training: Not Being Trained

Type of Training: OJT

Condition: Using proper procedures

Standard: IAW

Source: SECNAV M-5510.30

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: High delay tolerance

Frequency of Performance: At least monthly, but less than twice per week

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may require up to 1 month or more to learn

Task Learning Difficulty: Task may require up to 1 month or more to learn

Percent Performing: 50 to 74% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task first performed within 1 to 2 years after assignment

Traditional Instructor-led Training: OJT

KSATRs:

- 1) **Knowledge:** KNOWLEDGE OF SECNAV M-5510.30
- 2) **Knowledge:** (GENERAL) KNOWLEDGE OF SECNAV M-5510.36
- 3) **Knowledge:** (FUNCTIONAL) HOW TO DETERMINE CLASSIFIED MATERIAL
- 4) **Knowledge:** (GENERAL) GRAMMER
- 5) **Knowledge:** (GENERAL) PROOF READING
- 6) **Knowledge:** (GENERAL) PUNCTUATION
- 7) **Knowledge:** (GENERAL) KNOWLEDGE OF TYPES OF CORRESPONDENCE
- 8) **Knowledge:** (INTERFACE) CUSTOMER SERVICE
- 9) **Knowledge:** (MAINTENANCE) KNOWLEDGE OF DISPOSAL AND STORAGE
- 10) **Knowledge:** (OPERATIONAL) FILING
- 11) **Tool:** COMPUTER AND PRINTER

(19) Task: PROVIDE PERSONNEL ASSISTANCE IN COMPLETING SECURITY CLEARANCE PAPERWORK

Verb: PROVIDE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Condition: Using proper procedures

Standard: IAW applicable documentation

Source: Equip PROGRAM; SECNAV M-5510.30

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: High delay tolerance

Frequency of Performance: At least monthly, but less than twice per week

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may require up to 1 month or more to learn

Task Learning Difficulty: Task may require up to 1 month or more to learn

Percent Performing: 0 to 24% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task first performed within 2 to 4 years after assignment

COI: Section: Assistance in completing security clearance paperwork, Incomplete

COI: Section: Security Clearance Paperwork, Incomplete

COI: Section: Security Clearance Paperwork Lab, Incomplete

Traditional Instructor-led Training: OJT

KSATRs:

- 1) **Knowledge:** (FUNCTIONAL) HOW TO DETERMINE CLASSIFIED MATERIAL
- 2) **Knowledge:** (GENERAL) KNOWLEDGE OF DODD 5105.21-M-1
- 3) **Knowledge:** (GENERAL) KNOWLEDGE OF GRAMMAR
- 4) **Knowledge:** (GENERAL) KNOWLEDGE OF NAVSUPP
- 5) **Knowledge:** (GENERAL) KNOWLEDGE OF PROOF READING
- 6) **Knowledge:** (GENERAL) KNOWLEDGE OF PUNCTUATION
- 7) **Knowledge:** (GENERAL) KNOWLEDGE OF SECNAV M-5510.30
- 8) **Knowledge:** (GENERAL) KNOWLEDGE OF TYPES OF CORRESPONDENCE
- 9) **Knowledge:** (INTERFACE) CUSTOMER SERVICE

10) **Knowledge:** (MAINTENANCE) KNOWLEDGE OF DISPOSAL

11) **Knowledge:** (MAINTENANCE) KNOWLEDGE OF STORAGE

12) **Knowledge:** (OPERATIONAL) FAXING

13) **Knowledge:** (OPERATIONAL) FILING

14) **Knowledge:** (OPERATIONAL) PRINTING

(20) **Task:** REPLACE COMBINATION LOCKS

Verb: REPLACE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: PQS

Condition: AS DIRECTED

Standard: IAW applicable documentation

Source: SECNAV M-5510.36

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: High delay tolerance

Frequency of Performance: At least monthly, but less than twice per week

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 25 to 49% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task performed during first 3 months after assignment

On-the-job Training: OJT

KSATRs:

1) **Knowledge:** KNOWLEDGE OF SECNAV M-5510.30

2) **Knowledge:** (GENERAL) KNOWLEDGE OF SECNAV M-5510.36

3) **Knowledge:** (GENERAL) PROOF READING

4) **Knowledge:** (OPERATIONAL) CUSTOMER SERVICE

5) **Knowledge:** (MAINTENANCE) KNOWLEDGE OF DISPOSAL AND STORAGE

6) **Tool:** COMBINATION LOCKS

(21) **Task:** REQUEST SENSITIVE COMPARTMENTED INFORMATION (SCI) ACCESS FROM DEPARTMENT OF THE NAVY CENTRAL ADJUDICATION FACILITY (DONCAF)

Verb: REQUEST

Task Level: Organizational

Status of Training: Not Being Trained

Type of Training: Formal

Condition: Using proper procedures

Standard: IAW applicable documentation

Source: DODD 5105.21-M-1

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: High delay tolerance

Frequency of Performance: At least monthly, but less than twice per week

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may require up to 1 month or more to learn

Task Learning Difficulty: Task may require up to 1 month or more to learn

Percent Performing: 25 to 49% of the personnel perform this task

Percent of Time Spent on Performance: Same amount of time spent on this task as most others

Immediacy of Performance: Task first performed within 1 to 2 years after assignment

COI: Section: Sensitive Compartmented Information (SCI) access, Incomplete

COI: Section: Procedures to Request SCI Access, Incomplete

COI: Section: Requesting SCI Access Lab, Incomplete

Traditional Instructor-led Training: OJT

KSATRs:

- 1) **Knowledge:** (GENERAL) KNOWLEDGE OF DODD 5105.21-M-1
- 2) **Knowledge:** (GENERAL) KNOWLEDGE OF GRAMMAR
- 3) **Knowledge:** (GENERAL) KNOWLEDGE OF NAVSUPP
- 4) **Knowledge:** (GENERAL) KNOWLEDGE OF PROOF READING
- 5) **Knowledge:** (GENERAL) KNOWLEDGE OF PUNCTUATION
- 6) **Knowledge:** (GENERAL) KNOWLEDGE OF SECNAV 5510.30
- 7) **Knowledge:** (GENERAL) KNOWLEDGE OF TYPES OF CORRESPONDENCE
- 8) **Knowledge:** (INTERFACE) CUSTOMER SERVICE
- 9) **Knowledge:** (INTERFACE) MICROSOFT OFFICE
- 10) **Knowledge:** (INTERFACE) PROGRAMS

- 11) **Knowledge:** (MAINTENANCE) KNOWLEDGE OF DISPOSAL
- 12) **Knowledge:** (MAINTENANCE) KNOWLEDGE OF STORAGE
- 13) **Knowledge:** (OPERATIONAL) FAXING
- 14) **Knowledge:** (OPERATIONAL) FILING
- 15) **Knowledge:** (OPERATIONAL) PRINTING
- 16) **Tool:** COMPUTER
- 17) **Tool:** PRINTER

(22) **Task:** UPDATE EMERGENCY ACTION PLANS (EAPS)

Verb: UPDATE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: PQS

Condition: Using proper procedures

Standard: IAW applicable documentation

Source: SECNAV M-5510.36

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: High delay tolerance

Frequency of Performance: At least monthly, but less than twice per week

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may require up to 1 month or more to learn

Task Learning Difficulty: Task may require up to 1 month or more to learn

Percent Performing: 25 to 49% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task first performed within 1 to 2 years after assignment

Traditional Instructor-led Training: OJT

KSATRs:

- 1) **Knowledge:** KNOWLEDGE OF SECNAV M-5510.30
- 2) **Knowledge:** (GENERAL) KNOWLEDGE OF SECNAV M-5510.36
- 3) **Knowledge:** (GENERAL) GRAMMER
- 4) **Knowledge:** (GENERAL) PROOF READING
- 5) **Knowledge:** (GENERAL) PUNCTUATION
- 6) **Knowledge:** (GENERAL) KNOWLEDGE OF TYPES OF CORRESPONDENCE

- 7) **Knowledge:** (INTERFACE) CUSTOMER SERVICE
- 8) **Knowledge:** (INTERFACE) CUSTOMER SERVICE
- 9) **Knowledge:** (OPERATIONAL) FILING
- 10) **Tool:** COMPUTER AND PRINTER

(a) **Subtask:** VERIFY EAPS ANNUALLY

Verb: VERIFY

e. **Duty:** TECHNICAL ADMINISTRATION

COI: Module: Technical Administration, Incomplete

(1) **Task:** CONDUCT NAVY STANDARD INTEGRATED PERSONNEL SYSTEM (NSIPS)
CLOSE OF BUSINESS PROCEDURES

Verb: CONDUCT

Task Level: Organizational

Status of Training: Not Being Trained

Type of Training: OJT

Condition: Using proper procedures

Standard: IAW applicable documentation

Source: local command practices

Safety Hazard Severity: Minor

Criticality of Performance: Marginal

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: At least monthly, but less than twice per week

Probability of Inadequate Performance: About as often as other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 50 to 74% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task first performed within 1 to 2 years after assignment

On-the-job Training: OJT

KSATRs:

1) **Knowledge:** (GENERAL) KNOWLEDGE OF NSIPS

2) **Tool:** COMPUTER AND PRINTER

(2) **Task:** DRAFT CLEARANCE CERTIFICATIONS

Verb: DRAFT

Task Level: Organizational

Status of Training: Not Being Trained

Type of Training: OJT

Condition: AS DIRECTED

Standard: IAW applicable documentation

Source: JPAS; SECNAV M-5510.30

Safety Hazard Severity: Minor

Criticality of Performance: Marginal

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: At least monthly, but less than twice per week

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 0 to 24% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task first performed within 1 to 2 years after assignment

Traditional Instructor-led Training: OJT

KSATRs:

- 1) **Knowledge:** KNOWLEDGE OF SECNAV M-5510.30
- 2) **Knowledge:** (GENERAL) KNOWLEDGE OF SECNAV M-5510.36
- 3) **Knowledge:** (FUNCTIONAL) HOW TO DETERMINE CLASSIFIED MATERIAL
- 4) **Knowledge:** (GENERAL) GRAMMER
- 5) **Knowledge:** (GENERAL) PROOF READING
- 6) **Knowledge:** (GENERAL) PUNCTUATION
- 7) **Knowledge:** (GENERAL) KNOWLEDGE OF TYPES OF CORRESPONDENCE
- 8) **Knowledge:** (INTERFACE) CUSTOMER SERVICE
- 9) **Knowledge:** (OPERATIONAL) FILING
- 10) **Knowledge:** (OPERATION/SKILL) TYPING
- 11) **Tool:** COMPUTER AND PRINTER

- (a) **Subtask:** INPUT CLEARANCE CERTIFICATION INFORMATION INTO JOINT PERSONNEL ADJUDICATION SYSTEM (JPAS)

Verb: INPUT

- (3) **Task:** DRAFT INADVERTENT DISCLOSURE OATHS

Verb: DRAFT

Task Level: Organizational

Status of Training: Not Being Trained

Type of Training: OJT

Condition: AS DIRECTED

Standard: IAW applicable documentation

Source: SECNAV M-5510.36

Safety Hazard Severity: Minor

Criticality of Performance: Marginal

Task Delay Tolerance: High delay tolerance

Frequency of Performance: At least once every 6 months

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 0 to 24% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task first performed within 2 to 4 years after assignment

On-the-job Training: OJT

KSATRs:

- 1) **Knowledge:** (GENERAL) KNOWLEDGE OF NSIPS
- 2) **Knowledge:** KNOWLEDGE OF SECNAV M-5510.30
- 3) **Knowledge:** (OPERATION/SKILL) TYPING
- 4) **Knowledge:** (GENERAL) PROOF READING
- 5) **Knowledge:** (GENERAL) GRAMMER
- 6) **Knowledge:** (OPERATIONAL) CUSTOMER SERVICE
- 7) **Knowledge:** (OPERATIONAL) FILING
- 8) **Tool:** COMPUTER AND PRINTER
- 9) **Resource:** JAGINST 5800.7 (SERIES) - MANUAL OF THE JUDGE ADVOCATE GENERAL

(4) **Task:** DRAFT SECURITY ACCESS ELIGIBILITY REPORTS (SAERS)

Verb: DRAFT

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: PQS

Condition: Using proper procedures

Standard: IAW applicable documentation

Source: DODD 5105.21-M-1

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: At least once every 6 months

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 25 to 49% of the personnel perform this task

Percent of Time Spent on Performance: Same amount of time spent on this task as most others

Immediacy of Performance: Task first performed within 1 to 2 years after assignment

Traditional Instructor-led Training: OJT

KSATRs:

- 1) **Knowledge:** KNOWLEDGE OF SECNAV M-5510.30
- 2) **Knowledge:** (GENERAL) GRAMMER
- 3) **Knowledge:** (OPERATION/SKILL) TYPING
- 4) **Knowledge:** (GENERAL) PUNCTUATION
- 5) **Knowledge:** (GENERAL) TYPES OF CORRESPONDENCE
- 6) **Knowledge:** (OPERATIONAL) CUSTOMER SERVICE
- 7) **Knowledge:** (MAINTENANCE) KNOWLEDGE OF DISPOSAL AND STORAGE
- 8) **Knowledge:** (OPERATIONAL) FILING
- 9) **Tool:** COMPUTER AND PRINTER

(5) **Task:** GENERATE CLASSIFIED MAIL RECEIPT TRACERS

Verb: GENERATE

Task Level: Organizational

Status of Training: Not Being Trained

Type of Training: OJT

Condition: AS DIRECTED

Standard: IAW applicable documentation

Source: SECNAV M-5510.36

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: High delay tolerance

Frequency of Performance: At least monthly, but less than twice per week

Probability of Inadequate Performance: About as often as other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 25 to 49% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task first performed within 6 months after assignment

On-the-job Training: OJT

KSATRs:

- 1) **Knowledge:** (GENERAL) KNOWLEDGE OF SECNAV M-5510.36
 - 2) **Knowledge:** (GENERAL) PROOF READING
 - 3) **Knowledge:** (INTERFACE) CUSTOMER SERVICE
 - 4) **Skill:** (OPERATION/SKILL) TYPING
 - 5) **Knowledge:** (OPERATIONAL) FILING
 - 6) **Tool:** COMPUTER AND PRINTER
 - 7) **Resource:** OPNAVINST 5218.7 (SERIES) - NAVY OFFICIAL MAIL MANAGEMENT PROGRAM
 - 8) **Resource:** SECNAV M-5510.36 - DEPARTMENT OF THE NAVY INFORMATION SECURITY PROGRAM
- (6) **Task:** INPUT DATA INTO JOINT PERSONNEL ADJUDICATION SYSTEM (JPAS) APPLICATION

Verb: INPUT

Task Level: Organizational

Status of Training: Not Being Trained

Type of Training: OJT

Condition: Using proper procedures

Standard: IAW applicable documentation

Source: SECNAV M-5510.30

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: At least monthly, but less than twice per week

Probability of Inadequate Performance: About as often as other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 25 to 49% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task first performed within 1 to 2 years after assignment

On-the-job Training: OJT

KSATRs:

- 1) **Knowledge:** KNOWLEDGE OF JOINT PERSONNEL ADJUDICATION SYSTEM
 - 2) **Knowledge:** (GENERAL) GRAMMER
 - 3) **Knowledge:** (GENERAL) PUNCTUATION
 - 4) **Knowledge:** KNOWLEDGE OF SECNAV M-5510.30
 - 5) **Knowledge:** (OPERATION/SKILL) TYPING
 - 6) **Tool:** COMPUTER AND PRINTER
- (7) **Task:** MANAGE COMMAND FITNESS REPORTS (FITREPS) AND EVALUATION PROGRAMS

Verb: MANAGE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: OJT

Condition: Using proper procedures

Standard: IAW applicable documentation

Source: BUPERSINST 1610.10 (SERIES), Navy Performance Evaluation System

Safety Hazard Severity: Minor

Criticality of Performance: Marginal

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: About as often as other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 25 to 49% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task first performed within 6 months after assignment

On-the-job Training: CBT

KSATRs:

- 1) **Knowledge:** (GENERAL) GRAMMER
- 2) **Knowledge:** (GENERAL) PROOF READING
- 3) **Knowledge:** (GENERAL) PUNCTUATION
- 4) **Knowledge:** (GENERAL) TYPES OF CORRESPONDENCE
- 5) **Knowledge:** (MAINTENANCE) KNOWLEDGE OF DISPOSAL AND STORAGE
- 6) **Knowledge:** (OPERATIONAL) FILING
- 7) **Tool:** COMPUTER AND PRINTER
- 8) **Tool:** FILING CABINETS
- 9) **Resource:** BUPERSINST 1610.10 (SERIES) - NAVY PERFORMANCE EVALUATION SYSTEM

(a) **Subtask:** MANAGE ENLISTED EVALUATIONS (EVALS)

Verb: MANAGE

(b) **Subtask:** MANAGE OFFICER FITNESS REPORTS (FITREPS)

Verb: MANAGE

(8) **Task:** PREPARE DOCUMENTS FOR PERSONNEL RECEIPTS

Verb: PREPARE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Condition: AS DIRECTED

Standard: IAW applicable documentation

Source: MILPERSMAN

Safety Hazard Severity: Minor

Criticality of Performance: Marginal

Task Delay Tolerance: High delay tolerance

Frequency of Performance: At least monthly, but less than twice per week

Probability of Inadequate Performance: About as often as other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 25 to 49% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task first performed within 1 to 2 years after assignment

COI: Section: Personnel Receipts, Incomplete

COI: Section: Personnel Receipts Lab, Incomplete

Traditional Instructor-led Training: OJT

KSATRs:

- 1) **Knowledge:** (GENERAL) KNOWLEDGE OF GRAMMAR
 - 2) **Knowledge:** (GENERAL) KNOWLEDGE OF MILITARY MASTER PAY ACCOUNTS (MMPAS)
 - 3) **Knowledge:** (GENERAL) KNOWLEDGE OF NSIPS
 - 4) **Knowledge:** (GENERAL) KNOWLEDGE OF PROOF READING
 - 5) **Knowledge:** (GENERAL) KNOWLEDGE OF PUNCTUATION
 - 6) **Knowledge:** (GENERAL) KNOWLEDGE OF TYPES OF CORRESPONDENCE
 - 7) **Knowledge:** (INTERFACE) CUSTOMER SERVICE
 - 8) **Knowledge:** (INTERFACE) MICROSOFT OFFICE
 - 9) **Knowledge:** (INTERFACE) PROGRAMS
 - 10) **Knowledge:** (MAINTENANCE) KNOWLEDGE OF DISPOSAL
 - 11) **Knowledge:** (MAINTENANCE) KNOWLEDGE OF STORAGE
 - 12) **Knowledge:** (OPERATIONAL) FAXING
 - 13) **Knowledge:** (OPERATIONAL) FILING
 - 14) **Knowledge:** (OPERATIONAL) PRINTING
 - 15) **Knowledge:** (PHYSICAL) USE OF COMPUTER
 - 16) **Tool:** COMPUTER
 - 17) **Tool:** PRINTER
- (9) **Task:** PREPARE INTERVIEWER APPRAISAL SHEETS
- Verb:** PREPARE
- Task Level:** Organizational
- Status of Training:** Currently Being Trained
- Type of Training:** OJT
- Condition:** AS DIRECTED
- Standard:** IAW applicable documentation

Source: SECNAVINST 1420.1

Safety Hazard Severity: Minor

Criticality of Performance: Marginal

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: At least monthly, but less than twice per week

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task requires 1 to 3 days to learn

Task Learning Difficulty: Task requires 1 to 3 days to learn

Percent Performing: 0 to 24% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task first performed within 1 to 2 years after assignment

On-the-job Training: OJT

KSATRs:

- 1) **Knowledge:** (GENERAL) TYPES OF CORRESPONDENCE
 - 2) **Knowledge:** (GENERAL) GRAMMER
 - 3) **Knowledge:** (GENERAL) PUNCTUATION
 - 4) **Knowledge:** (GENERAL) PROOF READING
 - 5) **Skill:** (OPERATION/SKILL) TYPING
 - 6) **Skill:** PRINTING ABILITY, WRITTEN COMMUNICATION, TYPING
 - 7) **Tool:** COMPUTER AND PRINTER
 - 8) **Resource:** OPNAVINST 1420.1 (SERIES) ENLISTED TO OFFICE COMMISSIONING PROGRAMS APPLICATION ADMINISTRATIVE PROGRAM
 - 9) **Resource:** SECNAV M-5213.1 - DEPARTMENT OF THE NAVY FORMS MANAGEMENT PROGRAM
- (10) **Task:** PREPARE REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL FORMS (DD FORM 1610)
- Verb:** PREPARE
- Task Level:** Organizational
- Status of Training:** Currently Being Trained
- Type of Training:** OJT
- Condition:** AS DIRECTED
- Standard:** IAW applicable documentation
- Source:** JFTR Volume 1

Safety Hazard Severity: Minor

Criticality of Performance: Marginal

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 0 to 24% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task first performed within 1 to 2 years after assignment

On-the-job Training: CBT

KSATRs:

- 1) **Knowledge:** DTS UNDERSTANDING
- 2) **Knowledge:** (GENERAL) GRAMMER
- 3) **Skill:** (OPERATION/SKILL) TYPING
- 4) **Knowledge:** (GENERAL) PROOF READING
- 5) **Knowledge:** FORMS
- 6) **Tool:** DD FORM 1610 - REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL
- 7) **Tool:** COMPUTER AND PRINTER
- 8) **Resource:** FEDERAL TRAVEL REGULATIONS
- 9) **Resource:** JOINT FEDERAL TRAVEL REGULATIONS - VOLUME 1
- 10) **Resource:** SECNAV M-5213.1 - DEPARTMENT OF THE NAVY FORMS MANAGEMENT PROGRAM

(11) Task: PREPARE SENSITIVE COMPARTMENTED INFORMATION (SCI) SECURITY VIOLATION REPORTS

Verb: PREPARE

Task Level: Organizational

Status of Training: Not Being Trained

Type of Training: Formal

Condition: Using proper procedures

Standard: IAW applicable documentation

Source: DODD 5105.21-M-1

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: At least monthly, but less than twice per week

Probability of Inadequate Performance: About as often as other tasks

Difficulty of Performance: Task may require up to 1 month or more to learn

Task Learning Difficulty: Task may require up to 1 month or more to learn

Percent Performing: 25 to 49% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task first performed within 1 to 2 years after assignment

COI: Section: Completing Sensitive Compartmented Information (SCI) security violation reports, Incomplete

COI: Section: SCI Security Violation Reports, Incomplete

COI: Section: SCI Security Violation Report Lab, Incomplete

Traditional Instructor-led Training: OJT

KSATRs:

- 1) **Knowledge:** (FUNCTIONAL) HOW TO DETERMINE CLASSIFIED MATERIAL
- 2) **Knowledge:** (GENERAL) KNOWLEDGE OF DODD 5105.21-M-1
- 3) **Knowledge:** (GENERAL) KNOWLEDGE OF GRAMMAR
- 4) **Knowledge:** (GENERAL) KNOWLEDGE OF NAVSUPP
- 5) **Knowledge:** (GENERAL) KNOWLEDGE OF PROOF READING
- 6) **Knowledge:** (GENERAL) KNOWLEDGE OF PUNCTUATION
- 7) **Knowledge:** (GENERAL) KNOWLEDGE OF SECNAV 5510.36
- 8) **Knowledge:** (GENERAL) KNOWLEDGE OF TYPES OF CORRESPONDENCE
- 9) **Knowledge:** (INTERFACE) CUSTOMER SERVICE
- 10) **Knowledge:** (INTERFACE) MICROSOFT OFFICE
- 11) **Knowledge:** (INTERFACE) PROGRAMS
- 12) **Knowledge:** (MAINTENANCE) KNOWLEDGE OF DISPOSAL
- 13) **Knowledge:** (MAINTENANCE) KNOWLEDGE OF STORAGE
- 14) **Knowledge:** (OPERATIONAL) FAXING
- 15) **Knowledge:** (OPERATIONAL) FILING
- 16) **Knowledge:** (OPERATIONAL) PRINTING
- 17) **Knowledge:** (PHYSICAL) USE OF COMPUTER

18) **Tool:** COMPUTER

19) **Tool:** PRINTER

(12) **Task:** PREPARE SERVICE RECORD ENTRIES

Verb: PREPARE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Condition: Using proper procedures

Standard: IAW applicable documentation

Source: NKO Electronic Service Record Guide

Safety Hazard Severity: Minor

Criticality of Performance: Marginal

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 0 to 24% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task first performed within 6 months after assignment

COI: Section: Service Record Entries, Incomplete

COI: Section: Completing Service Record Entries Lab, Incomplete

Traditional Instructor-led Training: CBT

KSATRs:

1) **Knowledge:** (GENERAL) KNOWLEDGE OF GRAMMAR

2) **Knowledge:** (GENERAL) KNOWLEDGE OF NSIPS

3) **Knowledge:** (GENERAL) KNOWLEDGE OF PROOF READING

4) **Knowledge:** (GENERAL) KNOWLEDGE OF PUNCTUATION

5) **Knowledge:** (GENERAL) KNOWLEDGE OF TYPES OF CORRESPONDENCE

6) **Knowledge:** (INTERFACE) CUSTOMER SERVICE

7) **Knowledge:** (INTERFACE) MICROSOFT OFFICE

8) **Knowledge:** (INTERFACE) PROGRAMS

9) **Knowledge:** (MAINTENANCE) KNOWLEDGE OF DISPOSAL

10) **Knowledge:** (MAINTENANCE) KNOWLEDGE OF STORAGE

11) **Knowledge:** (OPERATIONAL) FAXING

12) **Knowledge:** (OPERATIONAL) FILING

13) **Knowledge:** (OPERATIONAL) PRINTING

14) **Knowledge:** (PHYSICAL) USE OF COMPUTER

15) **Tool:** COMPUTER

16) **Knowledge:** NEW KNOWLEDGE

17) **Tool:** PRINTER

(13) Task: PROCESS PAY DOCUMENTS

Verb: PROCESS

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Condition: Using proper procedures

Standard: IAW applicable documentation

Source: DODFMR

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: High delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: About as often as other tasks

Difficulty of Performance: Task may require up to 1 month or more to learn

Task Learning Difficulty: Task may require up to 1 month or more to learn

Percent Performing: 25 to 49% of the personnel perform this task

Percent of Time Spent on Performance: Same amount of time spent on this task as most others

Immediacy of Performance: Task first performed within 6 months after assignment

COI: Section: Pay documents, Incomplete

COI: Section: Pay Documents, Incomplete

COI: Section: Pay Documents Lab, Incomplete

Traditional Instructor-led Training: OJT

KSATRs:

1) **Knowledge:** (FUNCTIONAL) HOW TO DETERMINE CLASSIFIED MATERIAL

- 2) **Knowledge:** (GENERAL) KNOWLEDGE OF DOD FINANCIAL MANAGEMENT REGULATION (DODFMR)
 - 3) **Knowledge:** (GENERAL) KNOWLEDGE OF GRAMMAR
 - 4) **Knowledge:** (GENERAL) KNOWLEDGE OF MMPA
 - 5) **Knowledge:** (GENERAL) KNOWLEDGE OF NSIPS
 - 6) **Knowledge:** (GENERAL) KNOWLEDGE OF PROOF READING
 - 7) **Knowledge:** (GENERAL) KNOWLEDGE OF PUNCTUATION
 - 8) **Knowledge:** (GENERAL) KNOWLEDGE OF TYPES OF CORRESPONDENCE
 - 9) **Knowledge:** (INTERFACE) CUSTOMER SERVICE
 - 10) **Knowledge:** (INTERFACE) MICROSOFT OFFICE
 - 11) **Knowledge:** (INTERFACE) PROGRAMS
 - 12) **Knowledge:** (MAINTENANCE) KNOWLEDGE OF DISPOSAL
 - 13) **Knowledge:** (MAINTENANCE) KNOWLEDGE OF STORAGE
 - 14) **Knowledge:** (OPERATIONAL) FAXING
 - 15) **Knowledge:** (OPERATIONAL) FILING
 - 16) **Knowledge:** (OPERATIONAL) PRINTING
 - 17) **Knowledge:** (PHYSICAL) USE OF COMPUTER
 - 18) **Tool:** COMPUTER
 - 19) **Tool:** PRINTER
- (14) **Task:** PROCESS SINGLE SCOPE BACKGROUND INVESTIGATION (SSBI) DOCUMENTS
- Verb:** PROCESS
- Task Level:** Organizational
- Status of Training:** Currently Being Trained
- Type of Training:** Formal
- Condition:** Using proper procedures
- Standard:** IAW applicable documentation
- Source:** SECNAV M-5510.30
- Safety Hazard Severity:** Minor
- Criticality of Performance:** Critical
- Task Delay Tolerance:** High delay tolerance
- Frequency of Performance:** At least monthly, but less than twice per week
- Probability of Inadequate Performance:** About as often as other tasks
- Difficulty of Performance:** Task may require up to 1 month or more to learn

Task Learning Difficulty: Task may require up to 1 month or more to learn

Percent Performing: 25 to 49% of the personnel perform this task

Percent of Time Spent on Performance: Same amount of time spent on this task as most others

Immediacy of Performance: Task first performed within 1 to 2 years after assignment

COI: Section: Locating Single Scope Background Investigation (SSBI) documents, Incomplete

COI: Section: Completing Single Scope Background Investigation (SSBI) documents, Incomplete

COI: Section: SSBI Documents, Incomplete

COI: Section: SSBI Documents Lab, Incomplete

Traditional Instructor-led Training: OJT

KSATRs:

- 1) **Knowledge:** (FUNCTIONAL) HOW TO DETERMINE CLASSIFIED MATERIAL
- 2) **Knowledge:** (GENERAL) KNOWLEDGE OF DODD 5105.21-M-1
- 3) **Knowledge:** (GENERAL) KNOWLEDGE OF GRAMMAR
- 4) **Knowledge:** (GENERAL) KNOWLEDGE OF NAVSUPP
- 5) **Knowledge:** (GENERAL) KNOWLEDGE OF PROOF READING
- 6) **Knowledge:** (GENERAL) KNOWLEDGE OF PUNCTUATION
- 7) **Knowledge:** (GENERAL) KNOWLEDGE OF SECNAV M-5510.30
- 8) **Knowledge:** (GENERAL) KNOWLEDGE OF TYPES OF CORRESPONDENCE
- 9) **Knowledge:** (INTERFACE) CUSTOMER SERVICE
- 10) **Knowledge:** (INTERFACE) MICROSOFT OFFICE
- 11) **Knowledge:** (INTERFACE) PROGRAMS
- 12) **Knowledge:** (MAINTENANCE) KNOWLEDGE OF DISPOSAL
- 13) **Knowledge:** (MAINTENANCE) KNOWLEDGE OF STORAGE
- 14) **Knowledge:** (OPERATIONAL) FAXING
- 15) **Knowledge:** (OPERATIONAL) FILING
- 16) **Knowledge:** (OPERATIONAL) PRINTING
- 17) **Knowledge:** (PHYSICAL) USE OF COMPUTER
- 18) **Tool:** COMPUTER
- 19) **Tool:** PRINTER

(15) **Task:** TRACK CLASSIFIED MAIL

Verb: TRACK

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: PQS

Condition: Using proper procedures

Standard: IAW applicable documentation

Source: SECNAV M-5510.36

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: High delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: About as often as other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 0 to 24% of the personnel perform this task

Percent of Time Spent on Performance: Same amount of time spent on this task as most others

Immediacy of Performance: Task first performed within 6 months after assignment

On-the-job Training: OJT

KSATRs:

- 1) **Knowledge:** (FUNCTIONAL) HOW TO DETERMINE CLASSIFIED MATERIAL
- 2) **Knowledge:** (GENERAL) PROOF READING
- 3) **Knowledge:** (GENERAL) TYPES OF CORRESPONDENCE
- 4) **Knowledge:** (OPERATIONAL) CUSTOMER SERVICE
- 5) **Knowledge:** (GENERAL) KNOWLEDGE OF SECNAV M-5510.36
- 6) **Knowledge:** KNOWLEDGE OF SECNAV M-5510.30
- 7) **Resource:** SECNAV M-5510.36 - DEPARTMENT OF THE NAVY INFORMATION SECURITY PROGRAM
- 8) **Resource:** OPNAVINST 5218.7 (SERIES) - NAVY OFFICIAL MAIL MANAGEMENT PROGRAM

(16) **Task:** UPDATE INDIVIDUAL PERSONNEL TEMPO (ITEMPO) RECORDS

Verb: UPDATE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: PQS

Condition: AS DIRECTED

Standard: IAW applicable documentation

Source: OPNAVINST 3013.C

Safety Hazard Severity: Minor

Criticality of Performance: Marginal

Task Delay Tolerance: High delay tolerance

Frequency of Performance: At least monthly, but less than twice per week

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 0 to 24% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task first performed within 1 to 2 years after assignment

On-the-job Training: OJT

KSATRs:

- 1) **Knowledge:** (GENERAL) PROOF READING
- 2) **Knowledge:** (OPERATIONAL) CUSTOMER SERVICE
- 3) **Knowledge:** (OPERATION/SKILL) TYPING
- 4) **Knowledge:** (PHYSICAL) DATABASE MANAGEMENT
- 5) **Tool:** COMPUTER AND PRINTER
- 6) **Resource:** OPNAVINST 3000.13 (SERIES) - PERSONNEL TEMPO OF OPERATIONS PROGRAM

f. **Duty:** TRAVEL ADMINISTRATION

COI: Module: Travel Administration, Incomplete

- (1) **Task:** PREPARE PERMANENT CHANGE OF STATION (PCS) NOTIFICATION DOCUMENTS

Verb: PREPARE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Condition: Using proper procedures

Standard: IAW applicable documentation

Source: NAVPERS 15560, Naval Military Personnel Manual (MILPERSMAN)

Safety Hazard Severity: Minor

Criticality of Performance: Marginal

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: At least monthly, but less than twice per week

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 0 to 24% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task first performed within 6 months after assignment

COI: Section: PCS Notification Documents, Incomplete

COI: Section: Completing PCS Notification Documents Lab, Incomplete

COI: Section: Completing Permanent Change of Station (PCS) notification documents, Incomplete

Traditional Instructor-led Training: CBT

KSATRs:

- 1) **Knowledge:** (GENERAL) KNOWLEDGE OF DODFMR
- 2) **Knowledge:** (GENERAL) KNOWLEDGE OF GRAMMAR
- 3) **Knowledge:** (GENERAL) KNOWLEDGE OF MMPA
- 4) **Knowledge:** (GENERAL) KNOWLEDGE OF NSIPS
- 5) **Knowledge:** (GENERAL) KNOWLEDGE OF PROOF READING
- 6) **Knowledge:** (GENERAL) KNOWLEDGE OF PUNCTUATION
- 7) **Knowledge:** (GENERAL) KNOWLEDGE OF TYPES OF CORRESPONDENCE
- 8) **Knowledge:** (INTERFACE) CUSTOMER SERVICE
- 9) **Knowledge:** (INTERFACE) MICROSOFT OFFICE
- 10) **Knowledge:** (INTERFACE) PROGRAMS
- 11) **Knowledge:** (MAINTENANCE) KNOWLEDGE OF DISPOSAL
- 12) **Knowledge:** (MAINTENANCE) KNOWLEDGE OF STORAGE
- 13) **Knowledge:** (PHYSICAL) USE OF COMPUTER
- 14) **Tool:** COMPUTER
- 15) **Tool:** PRINTER

(2) **Task:** REVIEW TRAVEL LIQUIDATION FORMS

Verb: REVIEW

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Condition: Using proper procedures

Standard: IAW applicable documentation

Source: JFTR Volume 1

Safety Hazard Severity: Minor

Criticality of Performance: Marginal

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: At least monthly, but less than twice per week

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 25 to 49% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task performed during first 3 months after assignment

COI: Section: Travel liquidation forms, Incomplete

COI: Section: Travel Liquidation Forms, Incomplete

COI: Section: Travel Liquidation Forms Lab, Incomplete

Traditional Instructor-led Training: CBT

KSATRs:

- 1) **Knowledge:** (GENERAL) KNOWLEDGE OF DODFMR
- 2) **Knowledge:** (GENERAL) KNOWLEDGE OF GRAMMAR
- 3) **Knowledge:** (GENERAL) KNOWLEDGE OF MMPA
- 4) **Knowledge:** (GENERAL) KNOWLEDGE OF NSIPS
- 5) **Knowledge:** (GENERAL) KNOWLEDGE OF PROOF READING
- 6) **Knowledge:** (GENERAL) KNOWLEDGE OF PUNCTUATION
- 7) **Knowledge:** (GENERAL) KNOWLEDGE OF TYPES OF CORRESPONDENCE
- 8) **Knowledge:** (INTERFACE) CUSTOMER SERVICE
- 9) **Knowledge:** (INTERFACE) MICROSOFT OFFICE
- 10) **Knowledge:** (INTERFACE) PROGRAMS

- 11) **Knowledge:** (MAINTENANCE) KNOWLEDGE OF DISPOSAL
- 12) **Knowledge:** (MAINTENANCE) KNOWLEDGE OF STORAGE
- 13) **Knowledge:** (OPERATIONAL) FAXING
- 14) **Knowledge:** (OPERATIONAL) FILING
- 15) **Knowledge:** (OPERATIONAL) PRINTING
- 16) **Knowledge:** (PHYSICAL) USE OF COMPUTER
- 17) **Tool:** COMPUTER
- 18) **Tool:** PRINTER

(3) **Task:** VERIFY DEFENSE TRAVEL SYSTEMS (DTSS)

Verb: VERIFY

Task Level: Organizational

Status of Training: Not Being Trained

Type of Training: OJT

Condition: Using proper procedures

Standard: IAW applicable documentation

Source: JFTR Volume 1

Safety Hazard Severity: Minor

Criticality of Performance: Marginal

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: At least monthly, but less than twice per week

Probability of Inadequate Performance: About as often as other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 50 to 74% of the personnel perform this task

Percent of Time Spent on Performance: Same amount of time spent on this task as most others

Immediacy of Performance: Task first performed within 1 to 2 years after assignment

Traditional Instructor-led Training: OJT

KSATRs:

- 1) **Knowledge:** (GENERAL) KNOWLEDGE OF DOD FINANCIAL MANAGEMENT REGULATION (DODFMR)
- 2) **Knowledge:** (GENERAL) GRAMMER
- 3) **Knowledge:** (GENERAL) KNOWLEDGE OF MMPA

- 4) **Knowledge:** DTS UNDERSTANDING
- 5) **Knowledge:** (GENERAL) KNOWLEDGE OF PROOF READING
- 6) **Knowledge:** (GENERAL) KNOWLEDGE OF PUNCTUATION
- 7) **Knowledge:** (GENERAL) TYPES OF CORRESPONDENCE
- 8) **Knowledge:** (INTERFACE) CUSTOMER SERVICE
- 9) **Knowledge:** (INTERFACE) MICROSOFT OFFICE
- 10) **Tool:** NOTEBOOK COMPUTERS, CELL PHONE, DEFENSE TRAVEL SYSTEM (DTS)

(4) **Task:** VERIFY PASSENGER RESERVATION REQUESTS

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: PQS

Condition: Using proper procedures

Standard: IAW applicable documentation

Source: OPNAVINST 4650.15

Safety Hazard Severity: Minor

Criticality of Performance: Minor

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: At least monthly, but less than twice per week

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 0 to 24% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task first performed within 6 months after assignment

On-the-job Training: OJT

KSATRs:

- 1) **Knowledge:** (GENERAL) KNOWLEDGE OF DOD FINANCIAL MANAGEMENT REGULATION (DODFMR)
- 2) **Knowledge:** (GENERAL) KNOWLEDGE OF MMPA
- 3) **Knowledge:** (GENERAL) GRAMMER
- 4) **Knowledge:** (GENERAL) KNOWLEDGE OF NSIPS

- 5) **Knowledge:** (GENERAL) PROOF READING
- 6) **Knowledge:** (GENERAL) PUNCTUATION
- 7) **Knowledge:** (GENERAL) TYPES OF CORRESPONDENCE
- 8) **Knowledge:** (INTERFACE) CUSTOMER SERVICE
- 9) **Knowledge:** (INTERFACE) MICROSOFT OFFICE
- 10) **Knowledge:** (MAINTENANCE) KNOWLEDGE OF DISPOSAL AND STORAGE
- 11) **Tool:** COMPUTER AND PRINTER

(5) **Task:** VERIFY RECEIPT AND TRANSFER DOCUMENTS

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Condition: Using proper procedures

Standard: IAW applicable documentation

Source: NAVPERS 15560, Naval Military Personnel Manual (MILPERSMAN)

Safety Hazard Severity: Minor

Criticality of Performance: Marginal

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: At least monthly, but less than twice per week

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 0 to 24% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task first performed within 6 months after assignment

COI: Section: Receipt and transfer documents, Incomplete

COI: Section: Receipt and Transfer Documents, Incomplete

COI: Section: Receipt and Transfer Documents Lab, Incomplete

Traditional Instructor-led Training: OJT

KSATRs:

- 1) **Knowledge:** (GENERAL) KNOWLEDGE OF DODFMR
- 2) **Knowledge:** (GENERAL) KNOWLEDGE OF GRAMMAR
- 3) **Knowledge:** (GENERAL) KNOWLEDGE OF MMPA

- 4) **Knowledge:** (GENERAL) KNOWLEDGE OF NSIPS
- 5) **Knowledge:** (GENERAL) KNOWLEDGE OF PROOF READING
- 6) **Knowledge:** (GENERAL) KNOWLEDGE OF PUNCTUATION
- 7) **Knowledge:** (GENERAL) KNOWLEDGE OF TYPES OF CORRESPONDENCE
- 8) **Knowledge:** (INTERFACE) CUSTOMER SERVICE
- 9) **Knowledge:** (INTERFACE) MICROSOFT OFFICE
- 10) **Knowledge:** (INTERFACE) PROGRAMS
- 11) **Knowledge:** (MAINTENANCE) KNOWLEDGE OF DISPOSAL
- 12) **Knowledge:** (MAINTENANCE) KNOWLEDGE OF STORAGE
- 13) **Knowledge:** (OPERATIONAL) FAXING
- 14) **Knowledge:** (OPERATIONAL) FILING
- 15) **Knowledge:** (OPERATIONAL) PRINTING
- 16) **Knowledge:** (PHYSICAL) USE OF COMPUTER
- 17) **Tool:** COMPUTER
- 18) **Tool:** PRINTER

2. **Job:** YN FLAG WRITER NEC 2514

a. **Duty:** APPLY ENGLISH MECHANICS TO EDITING MILITARY CORRESPONDENCE

(1) **Task:** APPLY ENGLISH GRAMMAR RULES

Verb: APPLY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: English Grammar Rules

Condition: Utilizing U.S. Government Printing Office Style Manual; Utilizing Merriam-Webster collegiate Dictionary

Standard: In accordance with (IAW) MERRIAM-WEBSTER COLLEGIATE DICTIONARY; In accordance with (IAW) U.S. GOVERNMENT PRINTING OFFICE STYLE MANUAL

Source: N/A, Merriam-Webster's Collegiate Dictionary; N/A, U.S. Government Printing Office Style Manual

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: More often than other tasks

Difficulty of Performance: Task may require up to 1 month or more to learn

Task Learning Difficulty: Task may require up to 1 month or more to learn

Percent Performing: 75 to 100% of the personnel perform this task

Percent of Time Spent on Performance: More time spent on this task than most others

Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:

- 1) **Knowledge:** (GENERAL) KNOWLEDGE OF OFFICIAL MAIL MANAGEMENT (OMM), GRAMMAR, PUNCTUATION, PROOFREADING, AND KNOWLEDGE OF TYPES OF CORRESPONDENCE
 - 2) **Knowledge:** (GENERAL) READING, WRITING, AND COMPREHENSION SKILLS
 - 3) **Skill:** ACTIVE LISTENING, CRITICAL THINKING, READING COMPREHENSION, TIME MANAGEMENT, SPEAKING, SOCIAL PERCEPTIVENESS, WRITING, COORDINATION, PERSUASION, SERVICE ORIENTATION
 - 4) **Resource:** MERRIAM-WEBSTER'S COLLEGIATE DICTIONARY
 - 5) **Resource:** U.S. GOVERNMENT PRINTING OFFICE STYLE MANUAL, 30TH EDITION
 - 6) **Ability:** WRITING COMPREHENSION
- (2) **Task:** APPLY ENGLISH MECHANICS TO COMPOSITION INTEGRATION
- Verb:** APPLY
- Task Level:** Organizational
- Status of Training:** Currently Being Trained
- Type of Training:** Formal
- Object:** Non-Equipment: English Mechanics
- Condition:** Utilizing Merriam-Webster's Collegiate Dictionary; Utilizing U.S. Government Printing Office Style Manual
- Standard:** In accordance with (IAW) MERRIAM-WEBSTER COLLEGIATE DICTIONARY; In accordance with (IAW) U.S. GOVERNMENT PRINTING OFFICE STYLE MANUAL
- Source:** N/A, Merriam-Webster's Collegiate Dictionary; N/A, U.S. Government Printing Office Style Manual
- Safety Hazard Severity:** Minor
- Criticality of Performance:** Critical
- Task Delay Tolerance:** Low delay tolerance
- Frequency of Performance:** Twice per week or more

Probability of Inadequate Performance: More often than other tasks

Difficulty of Performance: Task may require up to 1 month or more to learn

Task Learning Difficulty: Task may require up to 1 month or more to learn

Percent Performing: 75 to 100% of the personnel perform this task

Percent of Time Spent on Performance: More time spent on this task than most others

Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:

- 1) **Knowledge:** (GENERAL) KNOWLEDGE OF OMM (OFFICIAL MAIL MANAGEMENT), GRAMMAR, PUNCTUATION, PROOF READING AND KNOWLEDGE TYPES OF CORRESPONDENCE
 - 2) **Skill:** ACTIVE LISTENING, CRITICAL THINKING, READING COMPREHENSION, TIME MANAGEMENT, SPEAKING, SOCIAL PERCEPTIVENESS, WRITING, COORDINATION, PERSUASION, SERVICE ORIENTATION
 - 3) **Resource:** MERRIAM-WEBSTER'S COLLEGIATE DICTIONARY
 - 4) **Resource:** U.S. GOVERNMENT PRINTING OFFICE STYLE MANUAL, 30TH EDITION
 - 5) **Knowledge:** (GENERAL) READING, WRITING, AND COMPREHENSION SKILLS
 - 6) **Ability:** WRITING COMPREHENSION
- (3) **Task:** APPLY NUMERAL/WORD DIVISION USAGE RULES
- Verb:** APPLY
- Task Level:** Organizational
- Status of Training:** Currently Being Trained
- Type of Training:** Formal
- Object:** Non-Equipment: Numeral/Word Division Rules
- Condition:** Utilizing Merriam-Webster collegiate Dictionary; Utilizing U.S. Government Printing Office Style Manual
- Standard:** In accordance with (IAW) MERRIAM-WEBSTER COLLEGIATE DICTIONARY; In accordance with (IAW) U.S. GOVERNMENT PRINTING OFFICE STYLE MANUAL
- Source:** N/A, Merriam-Webster's Collegiate Dictionary; N/A, U.S. Government Printing Office Style Manual
- Safety Hazard Severity:** Minor
- Criticality of Performance:** Critical
- Task Delay Tolerance:** Low delay tolerance
- Frequency of Performance:** Twice per week or more

Probability of Inadequate Performance: More often than other tasks

Difficulty of Performance: Task may require up to 1 month or more to learn

Task Learning Difficulty: Task may require up to 1 month or more to learn

Percent Performing: 75 to 100% of the personnel perform this task

Percent of Time Spent on Performance: More time spent on this task than most others

Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:

- 1) **Knowledge:** (GENERAL) KNOWLEDGE OF OFFICIAL MAIL MANAGEMENT (OMM), GRAMMAR, PUNCTUATION, PROOFREADING, AND KNOWLEDGE OF TYPES OF CORRESPONDENCE
- 2) **Knowledge:** (GENERAL) READING, WRITING, AND COMPREHENSION SKILLS
- 3) **Skill:** ACTIVE LISTENING, ACTIVE LEARNING, CRITICAL THINKING
- 4) **Ability:** WRITING COMPREHENSION
- 5) **Tool:** MERRIAM-WEBSTER COLLEGIATE DICTIONARY
- 6) **Resource:** MERRIAM-WEBSTER'S COLLEGIATE DICTIONARY

(4) Task: APPLY PUNCTUATION RULES

Verb: APPLY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: Punctuation Rules

Condition: Utilizing Merriam-Webster collegiate Dictionary; Utilizing U.S. Government Printing Office Style Manual

Standard: In accordance with (IAW) MERRIAM-WEBSTER COLLEGIATE DICTIONARY; In accordance with (IAW) U.S. GOVERNMENT PRINTING OFFICE STYLE MANUAL

Source: N/A, Merriam-Webster's Collegiate Dictionary; N/A, U.S. Government Printing Office Style Manual

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: More often than other tasks

Difficulty of Performance: Task may require up to 1 month or more to learn

Task Learning Difficulty: Task may require up to 1 month or more to learn

Percent Performing: 75 to 100% of the personnel perform this task

Percent of Time Spent on Performance: More time spent on this task than most others

Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:

- 1) **Knowledge:** (GENERAL) KNOWLEDGE OF OMM (OFFICIAL MAIL MANAGEMENT), GRAMMAR, PUNCTUATION, PROOF READING AND KNOWLEDGE TYPES OF CORRESPONDENCE
- 2) **Knowledge:** (GENERAL) READING, WRITING, AND COMPREHENSION SKILLS
- 3) **Skill:** ACTIVE LISTENING, SPEAKING, CRITICAL THINKING, READING COMPREHENSION, TIME MANAGEMENT
- 4) **Ability:** WRITING COMPREHENSION
- 5) **Resource:** MERRIAM-WEBSTER'S COLLEGIATE DICTIONARY
- 6) **Resource:** U.S. GOVERNMENT PRINTING OFFICE STYLE MANUAL, 30TH EDITION

(5) Task: APPLY SENTENCE COMPLETENESS RULES

Verb: APPLY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: Sentence Completeness Rules

Condition: Utilizing Merriam-Webster collegiate Dictionary; Utilizing U.S. Government Printing Office Style Manual

Standard: In accordance with (IAW) MERRIAM-WEBSTER COLLEGIATE DICTIONARY; In accordance with (IAW) U.S. GOVERNMENT PRINTING OFFICE STYLE MANUAL

Source: N/A, Merriam-Webster's Collegiate Dictionary; N/A, U.S. Government Printing Office Style Manual

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: More often than other tasks

Difficulty of Performance: Task may require up to 1 month or more to learn

Task Learning Difficulty: Task may require up to 1 month or more to learn

Percent Performing: 75 to 100% of the personnel perform this task

Percent of Time Spent on Performance: More time spent on this task than most others

Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:

- 1) **Knowledge:** (GENERAL) KNOWLEDGE OF OMM (OFFICIAL MAIL MANAGEMENT), GRAMMAR, PUNCTUATION, PROOF READING AND KNOWLEDGE TYPES OF CORRESPONDENCE
- 2) **Knowledge:** (GENERAL) READING, WRITING, AND COMPREHENSION SKILLS
- 3) **Skill:** ACTIVE LISTENING, CRITICAL THINKING, READING COMPREHENSION, COORDINATION, TIME MANAGEMENT, SPEAKING, ACTIVE LISTENING, SOCIAL PERCEPTIVENESS, WRITING, PERSUASION
- 4) **Ability:** WRITING COMPREHENSION
- 5) **Resource:** MERRIAM-WEBSTER'S COLLEGIATE DICTIONARY
- 6) **Resource:** U.S. GOVERNMENT PRINTING OFFICE STYLE MANUAL, 30TH EDITION

b. **Duty:** EXECUTE FINANCIAL DISCLOSURE REPORT (SF-278)

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: At least annually

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task requires 1 to 3 days to learn

Task Learning Difficulty: Task requires 1 to 3 days to learn

Percent Performing: 75 to 100% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task first performed within 1 to 2 years after assignment

(1) **Task:** PREPARE FINANCIAL DISCLOSURE REPORT (SF-278)

Verb: PREPARE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: Financial Disclosure Report (SF-278)

Condition: Utilizing Financial Disclosure Report Form (SF-278)

Standard: In accordance with (iaw) DOD 5500-7-R, JOINT ETHICS REGULATION

Source: DOD 5500-7-R, JOINT ETHICS REGULATION

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: At least annually

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task requires 1 to 3 days to learn

Task Learning Difficulty: Task requires 1 to 3 days to learn

Percent Performing: 75 to 100% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task first performed within 1 to 2 years after assignment

KSATRs:

- 1) **Knowledge:** (GENERAL) KNOWLEDGE OF OMM, GRAMMAR, PUNCTUATION, PROOFREADING, AND KNOWLEDGE OF TYPES OF CORRESPONDENCE
 - 2) **Knowledge:** (GENERAL) READING, WRITING, AND COMPREHENSION SKILLS
 - 3) **Skill:** (OPERATION/SKILL) TYPING
 - 4) **Ability:** WRITTEN COMPREHENSION
 - 5) **Tool:** COMPUTER AND PRINTER
 - 6) **Tool:** SF-278 - EXECUTIVE BRANCH PERSONNEL PUBLIC FINANCIAL DISCLOSURE REPORT
 - 7) **Resource:** JOINT ETHICS REGULATION, DOD 5500.7-R
- (2) **Task:** ROUTE FINANCIAL DISCLOSURE REPORT (SF-278) TO JAG FOR REVIEW
- Verb:** ROUTE
- Task Level:** Organizational
- Status of Training:** Currently Being Trained
- Type of Training:** Formal
- Object:** Non-Equipment: Financial Disclosure Report (SF-278)
- Condition:** Utilizing Financial Disclosure Report (SF-278)
- Standard:** In accordance with (iaw) DOD 5500-7-R, JOINT ETHICS REGULATION
- Source:** DOD 5500-7-R, JOINT ETHICS REGULATION
- Safety Hazard Severity:** Minor
- Criticality of Performance:** Critical
- Task Delay Tolerance:** Low delay tolerance

Frequency of Performance: At least annually

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task requires 1 to 3 days to learn

Task Learning Difficulty: Task requires 1 to 3 days to learn

Percent Performing: 75 to 100% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task first performed within 1 to 2 years after assignment

KSATRs:

- 1) **Knowledge:** (GENERAL) KNOWLEDGE OF OMM (OFFICIAL MAIL MANAGEMENT), GRAMMAR, PUNCTUATION, PROOF READING AND KNOWLEDGE TYPES OF CORRESPONDENCE
- 2) **Knowledge:** (GENERAL) READING, WRITING, AND COMPREHENSION SKILLS
- 3) **Skill:** ACTIVE LISTENING, CRITICAL THINKING, READING COMPREHENSION, COORDINATION, TIME MANAGEMENT, SPEAKING, ACTIVE LISTENING, SOCIAL PERCEPTIVENESS, WRITING, PERSUASION
- 4) **Ability:** WRITING COMPREHENSION
- 5) **Tool:** COMPUTER AND PRINTER
- 6) **Resource:** JOINT ETHICS REGULATION, DOD 5500.7-R

c. **Duty:** EXECUTE OFFICER FITNESS REPORTS

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: At least annually

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 75 to 100% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task first performed within 1 to 2 years after assignment

(1) **Task:** FORWARD OFFICER FITNESS REPORTS FOR OFFICER REVIEWS

Verb: FORWARD

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: OFFICER FITNESS REPORTS

Condition: Utilizing officer fitness reports

Standard: In accordance with (IAW) BUPERS 1610.10 (Series), Navy Performance Evaluation System (NPES)

Source: BUPERS 1610.10 (Series), NAVY PERFORMANCE EVALUATION SYSTEM

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: At least annually

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 75 to 100% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task first performed within 6 months after assignment

KSATRs:

- 1) **Knowledge:** (GENERAL) GRAMMER
- 2) **Knowledge:** (GENERAL) PUNCTUATION
- 3) **Knowledge:** FORMS
- 4) **Skill:** (OPERATION/SKILL) TYPING
- 5) **Ability:** THE ABILITY TO READ, COMPREHEND, AND FOLLOW WRITTEN OPERATING INSTRUCTIONS
- 6) **Tool:** COMPUTER AND PRINTER
- 7) **Resource:** BUPERSINST 1610.10 (SERIES) - NAVY PERFORMANCE EVALUATION SYSTEM
- 8) **Knowledge:** DISSEMINATE REPORTS

(2) **Task:** MAINTAIN OFFICER FITNESS REPORTS

Verb: MAINTAIN

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: OFFICER FITNESS REPORTS

Condition: Utilizing officer fitness reports

Standard: In accordance with (IAW) BUPERSINST 1610.10 (series) Navy Performance Evaluation System (NPES)

Source: BUPERSINST 1610.10 (SERIES), Navy Performance Evaluation System

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: At least once every 6 months

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 75 to 100% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task first performed within 6 months after assignment

KSATRs:

- 1) **Knowledge:** (GENERAL) TYPES OF CORRESPONDENCE
- 2) **Knowledge:** (OPERATIONAL) CUSTOMER SERVICE
- 3) **Tool:** FILING CABINETS
- 4) **Resource:** BUPERSINST 1610.10 (SERIES) - NAVY PERFORMANCE EVALUATION SYSTEM

(3) Task: PREPARE OFFICER FITNESS REPORTS

Verb: PREPARE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: OFFICER FITNESS REPORTS

Condition: Utilizing officer fitness reports

Standard: In accordance with (IAW) BUPERSINST 1610.10 (series) Navy Performance Evaluation System (NPES)

Source: BUPERSINST 1610.10 (SERIES), Navy Performance Evaluation System

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: At least annually

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may require up to 1 month or more to learn

Task Learning Difficulty: Task may require up to 1 month or more to learn

Percent Performing: 75 to 100% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task first performed within 1 to 2 years after assignment

KSATRs:

- 1) **Knowledge:** (GENERAL) GRAMMER
- 2) **Knowledge:** (GENERAL) PUNCTUATION
- 3) **Knowledge:** CUSTOMER SERVICE
- 4) **Knowledge:** FORMS
- 5) **Skill:** (OPERATION/SKILL) TYPING
- 6) **Knowledge:** (INTERFACE) MICROSOFT OFFICE
- 7) **Tool:** COMPUTER AND PRINTER
- 8) **Resource:** BUPERSINST 1610.10 (SERIES) - NAVY PERFORMANCE EVALUATION SYSTEM

(4) Task: SUBMIT OFFICER FITNESS REPORTS

Verb: SUBMIT

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: OFFICER FITNESS REPORTS

Condition: Utilizing officer fitness reports

Standard: In accordance with (IAW) BUPERS 1610.10 (Series), Navy Performance Evaluation System (NPES)

Source: BUPERS 1610.10 (Series), NAVY PERFORMANCE EVALUATION SYSTEM

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: At least annually

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 75 to 100% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task first performed within 1 to 2 years after assignment

KSATRs:

- 1) **Knowledge:** (GENERAL) PROOF READING
- 2) **Knowledge:** DISSEMINATE REPORTS
- 3) **Resource:** BUPERSINST 1610.10 (SERIES) - NAVY PERFORMANCE EVALUATION SYSTEM
- 4) **Skill:** SKILL IN SUBMITTING OFFICER FITNESS REPORTS
- 5) **Ability:** ABILITY TO PROVIDE OFFICER FITNESS REPORTS FOR SUBMISSION

d. **Duty:** EXECUTE OFFICIAL REPRESENTATION FUND (ORF) REQUEST

Safety Hazard Severity: Minor

Criticality of Performance: Marginal

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: At least once every 6 months

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task requires 1 to 3 days to learn

Task Learning Difficulty: Task requires 1 to 3 days to learn

Percent Performing: 75 to 100% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task first performed within 6 months after assignment

(1) **Task:** ENSURE PROPER USE OF OFFICIAL REPRESENTATION FUND(S) (ORF)

Verb: ENSURE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: PROPER USE OF OFFICIAL REPRESENTATION FUND(S) (ORF)

Condition: Utilizing SECNAVINST 7042.7 (Series), Guidelines for Use of Official Representation Funds

Standard: IN ACCORDANCE WITH (iaw) SECNAVINST 7042.7 (Series), Guidelines for Use of Official Representation Funds

Source: SECNAVINST 7042.7 (Series), Guidelines for Use of Official Representation Funds

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: At least once every 6 months

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task requires 1 to 3 days to learn

Task Learning Difficulty: Task requires 1 to 3 days to learn

Percent Performing: 75 to 100% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task first performed within 6 months after assignment

KSATRs:

- 1) **Knowledge:** (GENERAL) PROOF READING
- 2) **Knowledge:** (GENERAL) GRAMMER
- 3) **Knowledge:** (OPERATIONAL) CUSTOMER SERVICE
- 4) **Resource:** DOD INSTRUCTION 7250.13 (SERIES) USE OF APPROPRIATED FUNDS FOR OFFICIAL REPRESENTATION PURPOSES
- 5) **Knowledge:** (GENERAL) TYPES OF CORRESPONDENCE

- (2) **Task:** FORWARD OFFICIAL REPRESENTATION FUND (ORF) REQUEST UP THE CHAIN OF COMMAND FOR REVIEW

Verb: FORWARD

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: OFFICIAL REPRESENTATION FUND (ORF) REQUEST

Condition: Utilizing SECNAVINST 7042.7 (Series), Guidelines for Use of Official Representation Funds

Standard: iN ACCORDANCE WITH (iaw) SECNAVINST 7042.7 (Series), Guidelines for Use of Official Representation Funds

Source: SECNAVINST 7042.7 (Series), Guidelines for Use of Official Representation Funds

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: At least once every 6 months

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task requires 1 to 3 days to learn

Task Learning Difficulty: Task requires 1 to 3 days to learn

Percent Performing: 75 to 100% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task first performed within 6 months after assignment

KSATRs:

- 1) **Knowledge:** (GENERAL) PROOF READING
- 2) **Knowledge:** REPORT DISSEMINATION
- 3) **Knowledge:** (GENERAL) GRAMMER
- 4) **Knowledge:** (GENERAL) TYPES OF CORRESPONDENCE
- 5) **Resource:** DOD INSTRUCTION 7250.13 (SERIES) USE OF APPROPRIATED FUNDS FOR OFFICIAL REPRESENTATION PURPOSES
- 6) **Knowledge:** (OPERATIONAL) CUSTOMER SERVICE

(3) **Task:** PREPARE OFFICIAL REPRESENTATION FUND (ORF) REQUEST

Verb: PREPARE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: OFFICIAL REPRESENTATION FUND (ORF) REQUEST

Condition: Utilizing SECNAVINST 7042.7 (Series), Guidelines for Use of Official Representation Funds

Standard: iN ACCORDANCE WITH (iaw) SECNAVINST 7042.7 (Series), Guidelines for Use of Official Representation Funds

Source: SECNAVINST 7042.7 (Series), Guidelines for Use of Official Representation Funds

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: At least once every 6 months

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task requires 1 to 3 days to learn

Task Learning Difficulty: Task requires 1 to 3 days to learn

Percent Performing: 75 to 100% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task first performed within 6 months after assignment

KSATRs:

- 1) **Knowledge:** (GENERAL) PROOF READING
- 2) **Knowledge:** (GENERAL) GRAMMER
- 3) **Knowledge:** (GENERAL) TYPES OF CORRESPONDENCE
- 4) **Knowledge:** (OPERATIONAL) CUSTOMER SERVICE
- 5) **Resource:** DOD INSTRUCTION 7250.13 (SERIES) USE OF APPROPRIATED FUNDS FOR OFFICIAL REPRESENTATION PURPOSES

e. **Duty:** MAINTAIN FLAG OFFICER PERSONAL FILES

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: About as often as other tasks

Difficulty of Performance: Task may require up to 1 month or more to learn

Task Learning Difficulty: Task may require up to 1 month or more to learn

Percent Performing: 75 to 100% of the personnel perform this task

Percent of Time Spent on Performance: Same amount of time spent on this task as most others

Immediacy of Performance: Task performed during first 3 months after assignment

(1) **Task:** ORGANIZE FLAG OFFICER PERSONAL FILES

Verb: ORGANIZE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: FLAG OFFICER PERSONAL FILES

Condition: Utilizing Flag officer personal files

Standard: IN ACCORDANCE WITH (IAW) SECNAV M-5210.1 DON RECORDS MANAGEMENT PROGRAM MANUAL

Source: SECNAV M-5210.1, DON RECORDS MANAGEMENT PROGRAM MANUAL

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: About as often as other tasks

Difficulty of Performance: Task may require up to 1 month or more to learn

Task Learning Difficulty: Task may require up to 1 month or more to learn

Percent Performing: 75 to 100% of the personnel perform this task

Percent of Time Spent on Performance: Same amount of time spent on this task as most others

Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:

- 1) **Knowledge:** (OPERATIONAL) CUSTOMER SERVICE
- 2) **Knowledge:** (GENERAL) PROOF READING
- 3) **Knowledge:** (GENERAL) GRAMMER
- 4) **Knowledge:** (GENERAL) KNOWLEDGE OF TYPES OF CORRESPONDENCE
- 5) **Knowledge:** (INTERFACE) MICROSOFT PROGRAMS
- 6) **Knowledge:** (GENERAL) FILES MANAGEMENT
- 7) **Skill:** (OPERATION/SKILL) TYPING
- 8) **Tool:** COMPUTER AND PRINTER
- 9) **Tool:** FILING CABINETS
- 10) **Resource:** NAVY RECORDS MANAGEMENT PROGRAM MANUAL - SECNAV M-5210.1

(2) **Task:** UPDATE FLAG OFFICER PERSONAL FILES

Verb: UPDATE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: FLAG OFFICER PERSONAL FILES

Condition: Utilizing Flag officer personal files

Standard: IN ACCORDANCE WITH (IAW) SECNAV M-5210.1 DON RECORDS MANAGEMENT PROGRAM MANUAL

Source: SECNAV M-5210.1, DON RECORDS MANAGEMENT PROGRAM MANUAL

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: About as often as other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 75 to 100% of the personnel perform this task

Percent of Time Spent on Performance: Same amount of time spent on this task as most others

Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:

- 1) **Knowledge:** (OPERATIONAL) CUSTOMER SERVICE
- 2) **Knowledge:** (GENERAL) PROOF READING
- 3) **Knowledge:** (GENERAL) GRAMMER
- 4) **Knowledge:** (GENERAL) TYPES OF CORRESPONDENCE
- 5) **Knowledge:** (INTERFACE) MICROSOFT PROGRAMS
- 6) **Knowledge:** (GENERAL) FILES MANAGEMENT
- 7) **Skill:** (OPERATION/SKILL) TYPING
- 8) **Tool:** COMPUTER AND PRINTER
- 9) **Tool:** FILING CABINETS
- 10) **Resource:** NAVY RECORDS MANAGEMENT PROGRAM MANUAL - SECNAV M-5210.1

f. **Duty:** MAINTAIN FLAG OFFICER SERVICE RECORDS

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: At least monthly, but less than twice per week

Probability of Inadequate Performance: About as often as other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 75 to 100% of the personnel perform this task

Percent of Time Spent on Performance: Same amount of time spent on this task as most others

Immediacy of Performance: Task performed during first 3 months after assignment

(1) **Task:** COORDINATE FLAG OFFICER SERVICE RECORDS

Verb: COORDINATE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: FLAG OFFICER SERVICE RECORDS

Condition: Utilizing Flag Officer Service Records

Standard: IN ACCORDANCE WITH (IAW) NAVPERS 15560, NAVAL MILITARY PERSONNEL MANUAL (MILPERSMAN)

Source: NAVPERS 15560, Naval Military Personnel Manual (MILPERSMAN)

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: At least monthly, but less than twice per week

Probability of Inadequate Performance: About as often as other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 75 to 100% of the personnel perform this task

Percent of Time Spent on Performance: Same amount of time spent on this task as most others

Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:

- 1) **Knowledge:** (OPERATIONAL) CUSTOMER SERVICE
- 2) **Knowledge:** (GENERAL) PROOF READING
- 3) **Knowledge:** (GENERAL) GRAMMER
- 4) **Knowledge:** (GENERAL) TYPES OF CORRESPONDENCE
- 5) **Knowledge:** (INTERFACE) MICROSOFT PROGRAMS
- 6) **Skill:** (OPERATION/SKILL) TYPING
- 7) **Tool:** COMPUTER AND PRINTER
- 8) **Resource:** MILPERSMAN 1070-020 - OFFICER OFFICIAL MILITARY PERSONNEL FILE (OMPF)

g. **Duty:** MAINTAIN FLAG OFFICER UNIFORMS

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: More often than other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 75 to 100% of the personnel perform this task

Percent of Time Spent on Performance: More time spent on this task than most others

Immediacy of Performance: Task performed during first 3 months after assignment

(1) **Task:** APPLY FLAG OFFICER UNIFORM COMPONENTS

Verb: APPLY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: Flag Officer Uniform Components

Condition: Utilizing flag officer uniform components

Standard: In accordance with (IAW) SECNAVINST 1650.1 (Series), Navy and Marine Corps Awards Manual; NPC, United States Navy Uniform Regulations

Source: NPC, United States Navy Uniform Regulations; SECNAVINST 1650.1 (Series), Navy and Marine Corps Awards Manual

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: More often than other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 75 to 100% of the personnel perform this task

Percent of Time Spent on Performance: More time spent on this task than most others

Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:

1) **Knowledge:** KNOWLEDGE OF NAVAL OFFICER UNIFORM COMPONENTS

2) **Knowledge:** KNOWLEDGE OF NAVAL OFFICER UNIFORMS

3) **Resource:** UNITED STATES NAVY UNIFORM REGULATIONS

(2) **Task:** ASSEMBLE FLAG OFFICER UNIFORM

Verb: ASSEMBLE

Type of Training: Formal

Object: Non-Equipment: Flag Officer Uniform

Condition: Utilizing flag officer uniform components

Standard: In accordance with (IAW) SECNAVINST 1650.1 (Series), Navy and Marine Corps Awards Manual; NPC, United States Navy Uniform Regulations

Source: NPC, United States Navy Uniform Regulations; SECNAVINST 1650.1 (Series), Navy and Marine Corps Awards Manual

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: More often than other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 75 to 100% of the personnel perform this task

Percent of Time Spent on Performance: More time spent on this task than most others

Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:

- 1) **Knowledge:** KNOWLEDGE OF NAVAL OFFICER UNIFORM COMPONENTS
- 2) **Knowledge:** KNOWLEDGE OF NAVAL OFFICER UNIFORMS
- 3) **Resource:** UNITED STATES NAVY UNIFORM REGULATIONS

h. **Duty:** MANAGE FLAG OFFICER TRAVEL

(1) **Task:** CREATE DEFENSE TRAVEL SYSTEM (DTS) AUTHORIZATION

Verb: CREATE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: DEFENSE TRAVEL SYSTEM (DTS) AUTHORIZATION

Condition: Utilizing Defense Travel System (DTS)

Standard: In accordance with (IAW) NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1

Source: NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: About as often as other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 75 to 100% of the personnel perform this task

Percent of Time Spent on Performance: More time spent on this task than most others

Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:

- 1) **Knowledge:** (OPERATIONAL) CUSTOMER SERVICE
- 2) **Knowledge:** (GENERAL) PROOF READING
- 3) **Knowledge:** (GENERAL) TYPES OF CORRESPONDENCE
- 4) **Knowledge:** DTS UNDERSTANDING
- 5) **Knowledge:** (INTERFACE) MICROSOFT PROGRAMS
- 6) **Skill:** (OPERATION/SKILL) TYPING
- 7) **Tool:** COMPUTER AND PRINTER
- 8) **Resource:** JOINT FEDERAL TRAVEL REGULATIONS (JTFR) VOLUME 1 - NAVSO P-6034

(2) **Task:** CREATE DEFENSE TRAVEL SYSTEM (DTS) VOUCHER

Verb: CREATE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: DEFENSE TRAVEL SYSTEM (DTS) VOUCHER

Condition: Utilizing Defense Travel System (DTS)

Standard: In accordance with (IAW) NAVSO P-6034, Joint Federal Travel Regulations (JTFR), Volume 1

Source: NAVSO P-6034, Joint Federal Travel Regulations (JTFR), Volume 1

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: About as often as other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 75 to 100% of the personnel perform this task

Percent of Time Spent on Performance: More time spent on this task than most others

Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:

- 1) **Knowledge:** (OPERATIONAL) CUSTOMER SERVICE
- 2) **Knowledge:** (GENERAL) PROOF READING
- 3) **Knowledge:** (GENERAL) TYPES OF CORRESPONDENCE
- 4) **Knowledge:** DTS UNDERSTANDING
- 5) **Knowledge:** (INTERFACE) MICROSOFT PROGRAMS
- 6) **Skill:** (OPERATION/SKILL) TYPING
- 7) **Tool:** COMPUTER AND PRINTER
- 8) **Resource:** JOINT FEDERAL TRAVEL REGULATIONS (JTFR) VOLUME 1 - NAVSO P-6034

(3) **Task:** PREPARE TRAVEL ARRANGEMENTS

Verb: PREPARE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: TRAVEL ARRANGEMENTS

Condition: Utilizing Defense Travel System (DTS)

Standard: In accordance with (IAW) NAVSO P-6034, Joint Federal Travel Regulations (JTFR), Volume 1

Source: NAVSO P-6034, Joint Federal Travel Regulations (JTFR), Volume 1

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: About as often as other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 75 to 100% of the personnel perform this task

Percent of Time Spent on Performance: More time spent on this task than most others

Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:

- 1) **Knowledge:** (OPERATIONAL) CUSTOMER SERVICE
- 2) **Knowledge:** (GENERAL) PROOF READING
- 3) **Knowledge:** (GENERAL) TYPES OF CORRESPONDENCE
- 4) **Knowledge:** DTS UNDERSTANDING
- 5) **Knowledge:** (INTERFACE) MICROSOFT PROGRAMS
- 6) **Skill:** (OPERATION/SKILL) TYPING
- 7) **Tool:** COMPUTER AND PRINTER
- 8) **Resource:** JOINT FEDERAL TRAVEL REGULATIONS (JTFR) VOLUME 1 - NAVSO P-6034

(a) **Subtask:** CREATE TRAVEL CHECKLIST

Verb: CREATE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

(b) **Subtask:** CREATE TRAVEL TRIP BOOK

Verb: CREATE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

(4) **Task:** PREPARE TRAVEL MESSAGES

Verb: PREPARE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: Travel Messages

Condition: Utilizing NTP-4, Fleet Communications; DOD 4500.54 (Series), Foreign Clearance Guide; OPNAVINST 1000.1 (Series), REPORTING REQUIREMENT FOR FLAG OFFICERS VISITING THE WASHINGTON, D. C. AREA

Standard: In accordance with (IAW) NTP-4, Fleet Communications; DOD 4500.54 (Series), Foreign Clearance Guide; OPNAVINST 1000.1 (Series), REPORTING REQUIREMENT FOR FLAG OFFICERS VISITING THE WASHINGTON, D. C. AREA

Source: DOD 4500.54 (Series), Foreign Clearance Guide; NTP-4, Fleet Communications; OPNAVINST 1000.1 (Series), REPORTING REQUIREMENT FOR FLAG OFFICERS VISITING THE WASHINGTON, D. C. AREA

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: About as often as other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 75 to 100% of the personnel perform this task

Percent of Time Spent on Performance: Same amount of time spent on this task as most others

Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:

- 1) **Knowledge:** (OPERATIONAL) CUSTOMER SERVICE
- 2) **Knowledge:** (GENERAL) PROOF READING
- 3) **Knowledge:** (GENERAL) TYPES OF CORRESPONDENCE
- 4) **Knowledge:** DRAFT MESSAGES
- 5) **Skill:** (OPERATION/SKILL) TYPING
- 6) **Tool:** COMPUTER AND PRINTER
- 7) **Resource:** NTP-6
- 8) **Resource:** JOINT FEDERAL TRAVEL REGULATIONS (JTFR) VOLUME 1 - NAVSO P-6034

(a) **Subtask:** CREATE PERSONAL FOR MESSAGE

Verb: CREATE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: Personal For Message

Condition: AS A FLAG WRITER

Standard: Applicable technical publications, procedures, and specifications

Source: NTP-4, Fleet Communications

(b) **Subtask:** CREATE REPORTING REQUIREMENT FOR FLAG OFFICER WASHINGTON, D.C. AREA VISIT

Verb: CREATE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: Reporting Requirement for Flag Officer Washington, D.C. Area Visit

Condition: AS A FLAG WRITER

Standard: Applicable technical publications, procedures, and specifications

Source: OPNAVINST 1000.1 (Series), REPORTING REQUIREMENT FOR FLAG OFFICERS VISITING THE WASHINGTON, D. C. AREA

(c) **Subtask:** CREATE THEATER AND COUNTRY CLEARANCE MESSAGE

Verb: CREATE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: THEATER AND COUNTRY CLEARANCE MESSAGE

Condition: AS A FLAG WRITER

Standard: Applicable technical publications, procedures, and specifications

Source: DOD 4500.54 (Series), Foreign Clearance Guide

i. **Duty:** OBSERVE FLAG OFFICE ETHICAL READINESS

(1) **Task:** MONITOR ETHICAL DECISION MAKING

Verb: MONITOR

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: Ethical Decision Making

Condition: Utilizing DOD 5500-7-R, Joint Ethics Regulation

Standard: In accordance with (iaw) DOD 5500-7-R, JOINT ETHICS REGULATION

Source: DOD 5500-7-R, JOINT ETHICS REGULATION

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 75 to 100% of the personnel perform this task

Percent of Time Spent on Performance: More time spent on this task than most others

Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:

- 1) **Knowledge:** JUDGMENT AND DECISION MAKING
- 2) **Knowledge:** MONITORING, PROBLEM SOLVING, CRITICAL THINKING, CASUALTY CONTROL ANALYSIS, READING COMPREHENSION, SPEAKING
- 3) **Ability:** CRITICAL THINKING
- 4) **Resource:** JOINT ETHICS REGULATION, DOD 5500.7-R

(2) **Task:** REVIEW STANDARDS OF CONDUCT

Verb: REVIEW

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: STANDARDS OF CONDUCT GUIDANCE

Condition: Utilizing DOD 5500-7-R, Joint Ethics Regulation

Standard: In accordance with (iaw) DOD 5500-7-R, JOINT ETHICS REGULATION

Source: DOD 5500-7-R, JOINT ETHICS REGULATION

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 75 to 100% of the personnel perform this task

Percent of Time Spent on Performance: More time spent on this task than most others

Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:

- 1) **Knowledge:** JUDGMENT AND DECISION MAKING
- 2) **Knowledge:** MONITORING, PROBLEM SOLVING, CRITICAL THINKING, CASUALTY CONTROL ANALYSIS, READING COMPREHENSION, SPEAKING
- 3) **Ability:** CRITICAL THINKING
- 4) **Resource:** JOINT ETHICS REGULATION, DOD 5500.7-R

j. **Duty:** OBSERVE PROTOCOL

(1) **Task:** MAKE SEATING ARRANGEMENTS

Verb: MAKE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: SEATING ARRANGEMENTS

Condition: Utilizing OPNAVINST 1710.7 (Series), SOCIAL USAGE AND PROTOCOL; ISBN: 13-1-59337-368-9, Service Etiquette, 5th Edition, Kiss, Bow, or Shake Hands by Terri Morrison and Wayne A. Conaway

Standard: In accordance with (IAW) OPNAVINST 1710.7 (Series), SOCIAL USAGE AND PROTOCOL; ISBN: 13-1-59337-368-9, Service Etiquette, 5th Edition, Kiss, Bow, or Shake Hands by Terri Morrison and Wayne A. Conaway

Source: ISBN: 13-1-59337-368-9, Service Etiquette, 5th Edition, Kiss, Bow, or Shake Hands by Terri Morrison and Wayne A. Conaway; OPNAVINST 1710.7 (Series), Social Usage and Protocol

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: At least monthly, but less than twice per week

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task requires 1 to 3 days to learn

Task Learning Difficulty: Task requires 1 to 3 days to learn

Percent Performing: 25 to 49% of the personnel perform this task

Percent of Time Spent on Performance: Same amount of time spent on this task as most others

Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:

- 1) **Knowledge:** PLANNING

- 2) **Ability:** CRITICAL THINKING
- 3) **Tool:** COMPUTER AND PRINTER
- 4) **Resource:** OPNAVINST 1710.7 (SERIES) - SOCIAL USAGE AND PROTOCOL
- 5) **Resource:** SERVICE ETIQUETTE, 5TH EDITION - ISBN 13:1-59337-368-9

(a) **Subtask:** CREATE MENU CARDS

Verb: CREATE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: MENU CARDS

Condition: AS A FLAG WRITER

Standard: Applicable technical publications, procedures, and specifications

Source: ISBN: 13-1-59337-368-9, Service Etiquette, 5th Edition, Kiss, Bow, or Shake Hands by Terri Morrison and Wayne A. Conaway; OPNAVINST 1710.7 (Series), Social Usage and Protocol

(b) **Subtask:** CREATE PLACECARDS

Verb: CREATE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: PLACE CARDS

Condition: AS A FLAG WRITER

Standard: Applicable technical publications, procedures, and specifications

Source: ISBN: 13-1-59337-368-9, Service Etiquette, 5th Edition, Kiss, Bow, or Shake Hands by Terri Morrison and Wayne A. Conaway; OPNAVINST 1710.7 (Series), Social Usage and Protocol

(c) **Subtask:** CREATE SEATING CHARTS

Verb: CREATE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: SEATING CHARTS

Condition: AS A FLAG WRITER

Standard: Applicable technical publications, procedures, and specifications

Source: ISBN: 13-1-59337-368-9, Service Etiquette, 5th Edition, Kiss, Bow, or Shake Hands by Terri Morrison and Wayne A. Conaway; OPNAVINST 1710.7 (Series), Social Usage and Protocol

(d) **Subtask:** CREATE SEATING PRECEDENCE

Verb: CREATE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: SEATING PRECEDENCE

Condition: AS A FLAG WRITER

Standard: Applicable technical publications, procedures, and specifications

Source: ISBN: 13-1-59337-368-9, Service Etiquette, 5th Edition, Kiss, Bow, or Shake Hands by Terri Morrison and Wayne A. Conaway; OPNAVINST 1710.7 (Series), Social Usage and Protocol

(2) **Task:** MANAGE INVITATIONS

Verb: MANAGE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: INVITATIONS

Condition: Utilizing OPNAVINST 1710.7 (Series), SOCIAL USAGE AND PROTOCOL; ISBN: 13-1-59337-368-9, Service Etiquette, 5th Edition, Kiss, Bow, or Shake Hands by Terri Morrison and Wayne A. Conaway

Standard: In accordance with (IAW) OPNAVINST 1710.7 (Series), SOCIAL USAGE AND PROTOCOL; ISBN: 13-1-59337-368-9, Service Etiquette, 5th Edition, Kiss, Bow, or Shake Hands by Terri Morrison and Wayne A. Conaway

Source: ISBN: 13-1-59337-368-9, Service Etiquette, 5th Edition, Kiss, Bow, or Shake Hands by Terri Morrison and Wayne A. Conaway; OPNAVINST 1710.7 (Series), Social Usage and Protocol

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: At least monthly, but less than twice per week

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task requires 1 to 3 days to learn

Task Learning Difficulty: Task requires 1 to 3 days to learn

Percent Performing: 25 to 49% of the personnel perform this task

Percent of Time Spent on Performance: Same amount of time spent on this task as most others

Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:

- 1) **Knowledge:** KNOWLEDGE OF SOCIAL USAGE AND PROTOCOL
- 2) **Skill:** ACTIVE LISTENING, SPEAKING, CRITICAL THINKING, TIME MANAGEMENT, COORDINATION, SERVICE ORIENTATION, JUDGEMENT AND DECISION MAKING,
- 3) **Resource:** U.S. GOVERNMENT PRINTING OFFICE STYLE MANUAL, 30TH EDITION
- 4) **Resource:** OPNAVINST 1710.7 (SERIES) - SOCIAL USAGE AND PROTOCOL
- 5) **Resource:** SERVICE ETIQUETTE, 5TH EDITION - ISBN 13:1-59337-368-9

(a) **Subtask:** PREPARE INVITATION ENVELOPES

Verb: PREPARE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: Invitation Envelopes

Condition: AS A FLAG WRITER

Standard: Applicable technical publications, procedures, and specifications

Source: ISBN: 13-1-59337-368-9, Service Etiquette, 5th Edition, Kiss, Bow, or Shake Hands by Terri Morrison and Wayne A. Conaway; OPNAVINST 1710.7 (Series), Social Usage and Protocol

(b) **Subtask:** PREPARE INVITATIONS

Verb: PREPARE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: INVITATIONS

Condition: AS A FLAG WRITER

Standard: Applicable technical publications, procedures, and specifications

Source: ISBN: 13-1-59337-368-9, Service Etiquette, 5th Edition, Kiss, Bow, or Shake Hands by Terri Morrison and Wayne A. Conaway; OPNAVINST 1710.7 (Series), Social Usage and Protocol

(c) **Subtask:** PREPARE REPLIES TO INVITATIONS

Verb: PREPARE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: REPLIES TO INVITATIONS

Condition: AS A FLAG WRITER

Standard: Applicable technical publications, procedures, and specifications

Source: ISBN: 13-1-59337-368-9, Service Etiquette, 5th Edition, Kiss, Bow, or Shake Hands by Terri Morrison and Wayne A. Conaway; OPNAVINST 1710.7 (Series), Social Usage and Protocol

(d) **Subtask:** PREPARE TO REMIND CARD

Verb: PREPARE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

(3) **Task:** PREPARE OFFICER/DIGNITARY OFFICIAL VISIT ITINERARY REQUIRING HONORS

Verb: PREPARE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: Officer/Dignitary Official Visit Itinerary Requiring Honors

Condition: Utilizing OPNAVINST 1710.7 (Series), SOCIAL USAGE AND PROTOCOL; ISBN: 13-1-59337-368-9, Service Etiquette, 5th Edition, Kiss, Bow, or Shake Hands by Terri Morrison and Wayne A. Conaway

Standard: In accordance with (IAW) OPNAVINST 1710.7 (Series), SOCIAL USAGE AND PROTOCOL; ISBN: 13-1-59337-368-9, Service Etiquette, 5th Edition, Kiss, Bow, or Shake Hands by Terri Morrison and Wayne A. Conaway

Source: ISBN: 13-1-59337-368-9, Service Etiquette, 5th Edition, Kiss, Bow, or Shake Hands by Terri Morrison and Wayne A. Conaway; OPNAVINST 1710.7 (Series), Social Usage and Protocol

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task requires 1 to 3 days to learn

Task Learning Difficulty: Task requires 1 to 3 days to learn

Percent Performing: 75 to 100% of the personnel perform this task

Percent of Time Spent on Performance: More time spent on this task than most others

Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:

1) **Knowledge:** SHIPBOARD CEREMONIES

2) **Ability:** CRITICAL THINKING

3) **Resource:** JOINT ETHICS REGULATION, DOD 5500.7-R

4) **Resource:** OPNAVINST 1710.7 (SERIES) - SOCIAL USAGE AND PROTOCOL

(a) **Subtask:** ARRANGE OFFICER/DIGNITARY OFFICIAL VISIT

Verb: ARRANGE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: Officer/Dignitary Official Visit Itinerary Requiring Honors

Condition: AS A FLAG WRITER

Standard: Applicable technical publications, procedures, and specifications

Source: ISBN: 13-1-59337-368-9, Service Etiquette, 5th Edition, Kiss, Bow, or Shake Hands by Terri Morrison and Wayne A. Conaway; OPNAVINST 1710.7 (Series), Social Usage and Protocol

(4) **Task:** PREPARE PRECEDENCE CHARTS

Verb: PREPARE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: Precedence Charts

Condition: Utilizing OPNAVINST 1710.7 (Series), SOCIAL USAGE AND PROTOCOL; ISBN: 13-1-59337-368-9, Service Etiquette, 5th Edition, Kiss, Bow, or Shake Hands by Terri Morrison and Wayne A. Conaway

Standard: In accordance with (IAW) OPNAVINST 1710.7 (Series), SOCIAL USAGE AND

PROTOCOL; ISBN: 13-1-59337-368-9, Service Etiquette, 5th Edition, Kiss, Bow, or Shake Hands by Terri Morrison and Wayne A. Conaway

Source: ISBN: 13-1-59337-368-9, Service Etiquette, 5th Edition, Kiss, Bow, or Shake Hands by Terri Morrison and Wayne A. Conaway; OPNAVINST 1710.7 (Series), Social Usage and Protocol

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task requires 1 to 3 days to learn

Task Learning Difficulty: Task requires 1 to 3 days to learn

Percent Performing: 75 to 100% of the personnel perform this task

Percent of Time Spent on Performance: Same amount of time spent on this task as most others

Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:

- 1) **Knowledge:** KNOWLEDGE OF OFFICER PRECEDENCE
- 2) **Knowledge:** CHARTS
- 3) **Skill:** (OPERATION/SKILL) TYPING
- 4) **Resource:** JOINT ETHICS REGULATION, DOD 5500.7-R
- 5) **Resource:** OPNAVINST 1710.7 (SERIES) - SOCIAL USAGE AND PROTOCOL

(a) **Subtask:** ARRANGE JOB TITLE ORDER

Verb: ARRANGE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: JOB TITLE ORDER

(b) **Subtask:** OBTAIN JOB TITLE

Verb: OBTAIN

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

k. **Duty:** PERFORM COMPUTER OPERATIONS

(1) **Task:** CREATE DOCUMENTS

Verb: CREATE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: CREATE DOCUMENTS

Condition: Utilizing Microsoft Office suite Software

Standard: In accordance with (IAW) Microsoft Office suite Software

Source: N/A, Microsoft Office suite Software

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: More often than other tasks

Difficulty of Performance: Task requires 1 to 3 days to learn

Task Learning Difficulty: Task requires 1 to 3 days to learn

Percent Performing: 75 to 100% of the personnel perform this task

Percent of Time Spent on Performance: More time spent on this task than most others

Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:

- 1) **Knowledge:** (GENERAL) TYPES OF CORRESPONDENCE
- 2) **Knowledge:** (INTERFACE) MICROSOFT PROGRAMS
- 3) **Knowledge:** (GENERAL) PROOF READING
- 4) **Skill:** (OPERATION/SKILL) TYPING
- 5) **Tool:** COMPUTER AND PRINTER
- 6) **Resource:** MICROSOFT OFFICE USERS GUIDE
- 7) **Resource:** MICROSOFT OFFICE SUITE SOFTWARE
- 8) **Skill:** (OPERATION/SKILL) BASIC COMPUTER SKILLS

(2) **Task:** EDIT DOCUMENTS

Verb: EDIT

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: EDIT DOCUMENTS

Condition: Utilizing Microsoft Office suite Software

Standard: In accordance with (IAW) Microsoft Office suite Software

Source: N/A, Microsoft Office suite Software

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: More often than other tasks

Difficulty of Performance: Task requires 1 to 3 days to learn

Task Learning Difficulty: Task requires 1 to 3 days to learn

Percent Performing: 75 to 100% of the personnel perform this task

Percent of Time Spent on Performance: More time spent on this task than most others

Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:

- 1) **Knowledge:** (GENERAL) TYPES OF CORRESPONDENCE
- 2) **Knowledge:** (INTERFACE) MICROSOFT PROGRAMS
- 3) **Skill:** (OPERATION/SKILL) TYPING
- 4) **Tool:** COMPUTER AND PRINTER
- 5) **Resource:** MICROSOFT OFFICE SUITE SOFTWARE
- 6) **Resource:** MICROSOFT OFFICE USERS GUIDE
- 7) **Skill:** (OPERATION/SKILL) BASIC COMPUTER SKILLS

(3) **Task:** PRINT DOCUMENTS

Verb: PRINT

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: PRINTING DOCUMENT

Condition: Utilizing Microsoft Office suite Software

Standard: In accordance with (IAW) Microsoft Office suite Software

Source: N/A, Microsoft Office suite Software

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: More often than other tasks

Difficulty of Performance: Task requires 1 to 3 days to learn

Task Learning Difficulty: Task requires 1 to 3 days to learn

Percent Performing: 75 to 100% of the personnel perform this task

Percent of Time Spent on Performance: More time spent on this task than most others

Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:

- 1) **Knowledge:** (GENERAL) TYPES OF CORRESPONDENCE
- 2) **Knowledge:** (INTERFACE) MICROSOFT PROGRAMS
- 3) **Skill:** (OPERATION/SKILL) TYPING
- 4) **Tool:** COMPUTER AND PRINTER
- 5) **Resource:** MICROSOFT OFFICE SUITE SOFTWARE
- 6) **Resource:** MICROSOFT OFFICE USERS GUIDE
- 7) **Skill:** (OPERATION/SKILL) BASIC COMPUTER SKILLS

(4) **Task:** SAVE DOCUMENTS

Verb: SAVE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: SAVE DOCUMENTS

Condition: Utilizing Microsoft Office suite Software

Standard: In accordance with (IAW) Microsoft Office suite Software

Source: N/A, Microsoft Office suite Software

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task requires 1 to 3 days to learn

Task Learning Difficulty: Task requires 1 to 3 days to learn

Percent Performing: 75 to 100% of the personnel perform this task

Percent of Time Spent on Performance: More time spent on this task than most others

Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:

- 1) **Knowledge:** (GENERAL) TYPES OF CORRESPONDENCE
- 2) **Knowledge:** (INTERFACE) MICROSOFT PROGRAMS
- 3) **Skill:** (OPERATION/SKILL) TYPING
- 4) **Skill:** (OPERATION/SKILL) BASIC COMPUTER SKILLS
- 5) **Tool:** COMPUTER AND PRINTER
- 6) **Resource:** MICROSOFT OFFICE SUITE SOFTWARE
- 7) **Resource:** MICROSOFT OFFICE USERS GUIDE

1. **Duty:** PREPARE FLAG OFFICER CORRESPONDENCE

(1) **Task:** PREPARE OFFICIAL CORRESPONDENCE

Verb: PREPARE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: OFFICIAL CORRESPONDENCE

Condition: Utilizing SECNAV M-5216.5, Navy correspondence manual

Standard: IN ACCORDANCE WITH (IAW) SECNAV M-5216.5, NAVY CORRESPONDENCE MANUAL

Source: SECNAV M-5216.5, Department of the Navy Correspondence Manual

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task requires 1 to 3 days to learn

Task Learning Difficulty: Task requires 1 to 3 days to learn

Percent Performing: 75 to 100% of the personnel perform this task

Percent of Time Spent on Performance: More time spent on this task than most others

Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:

- 1) **Knowledge:** (GENERAL) TYPES OF CORRESPONDENCE

- 2) **Knowledge:** (GENERAL) PROOF READING
- 3) **Knowledge:** (OPERATIONAL) CUSTOMER SERVICE
- 4) **Knowledge:** (INTERFACE) MICROSOFT PROGRAMS
- 5) **Skill:** (OPERATION/SKILL) TYPING
- 6) **Tool:** COMPUTER AND PRINTER
- 7) **Resource:** SECNAV M-5216.5, DEPARTMENT OF THE NAVY CORRESPONDENCE MANUAL

(2) **Task:** PREPARE PERSONAL CORRESPONDENCE

Verb: PREPARE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: PERSONAL CORRESPONDENCE

Condition: Utilizing SECNAV M-5216.5, Navy correspondence manual

Standard: IN ACCORDANCE WITH (IAW) SECNAV M-5216.5, NAVY CORRESPONDENCE MANUAL

Source: SECNAV M-5216.5, Department of the Navy Correspondence Manual

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task requires 1 to 3 days to learn

Task Learning Difficulty: Task requires 1 to 3 days to learn

Percent Performing: 75 to 100% of the personnel perform this task

Percent of Time Spent on Performance: More time spent on this task than most others

Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:

- 1) **Knowledge:** (GENERAL) TYPES OF CORRESPONDENCE
- 2) **Knowledge:** (GENERAL) PROOF READING
- 3) **Knowledge:** (OPERATIONAL) CUSTOMER SERVICE
- 4) **Knowledge:** (INTERFACE) MICROSOFT PROGRAMS
- 5) **Skill:** (OPERATION/SKILL) TYPING

6) **Tool:** COMPUTER AND PRINTER

7) **Resource:** SECNAV M-5216.5, DEPARTMENT OF THE NAVY
CORRESPONDENCE MANUAL

m. **Duty:** PREPARE SCHEDULES

(1) **Task:** PREPARE DAILY SCHEDULE

Verb: PREPARE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: DAILY SCHEDULE

Condition: Utilizing OPNAVINST 1710.7 (Series), SOCIAL USAGE AND PROTOCOL

Standard: in accordance with (IAW) OPNAVINST 1710.7 (Series), SOCIAL USAGE AND PROTOCOL

Source: OPNAVINST 1710.7 (Series), Social Usage and Protocol

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task requires 1 to 3 days to learn

Task Learning Difficulty: Task requires 1 to 3 days to learn

Percent Performing: 75 to 100% of the personnel perform this task

Percent of Time Spent on Performance: More time spent on this task than most others

Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:

1) **Knowledge:** ADMINISTRATION AND MANAGEMENT

2) **Knowledge:** (OPERATIONAL) CUSTOMER SERVICE

3) **Knowledge:** (GENERAL) PROOF READING

4) **Skill:** (OPERATION/SKILL) TYPING

5) **Resource:** OPNAVINST 1710.7 (SERIES) - SOCIAL USAGE AND PROTOCOL

6) **Tool:** COMPUTER AND PRINTER

(2) **Task:** PREPARE MONTHLY SCHEDULE

Verb: PREPARE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: MONTHLY SCHEDULE

Condition: Utilizing OPNAVINST 1710.7 (Series), SOCIAL USAGE AND PROTOCOL

Standard: in accordance with (IAW) OPNAVINST 1710.7 (Series), SOCIAL USAGE AND PROTOCOL

Source: OPNAVINST 1710.7 (Series), Social Usage and Protocol

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task requires 1 to 3 days to learn

Task Learning Difficulty: Task requires 1 to 3 days to learn

Percent Performing: 75 to 100% of the personnel perform this task

Percent of Time Spent on Performance: More time spent on this task than most others

Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:

1) **Knowledge:** ADMINISTRATION AND MANAGEMENT

2) **Knowledge:** (INTERFACE) CUSTOMER SERVICE

3) **Skill:** (OPERATION/SKILL) TYPING

4) **Tool:** COMPUTER AND PRINTER

5) **Resource:** OPNAVINST 1710.7 (SERIES) - SOCIAL USAGE AND PROTOCOL

(3) **Task:** PREPARE WEEKLY SCHEDULE

Verb: PREPARE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: WEEKLY SCHEDULE

Condition: Utilizing OPNAVINST 1710.7 (Series), SOCIAL USAGE AND PROTOCOL

Standard: in accordance with (IAW) OPNAVINST 1710.7 (Series), SOCIAL USAGE AND PROTOCOL

Source: OPNAVINST 1710.7 (Series), Social Usage and Protocol

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task requires 1 to 3 days to learn

Task Learning Difficulty: Task requires 1 to 3 days to learn

Percent Performing: 75 to 100% of the personnel perform this task

Percent of Time Spent on Performance: More time spent on this task than most others

Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:

- 1) **Knowledge:** ADMINISTRATION AND MANAGEMENT
- 2) **Knowledge:** (OPERATIONAL) CUSTOMER SERVICE
- 3) **Knowledge:** (GENERAL) PROOF READING
- 4) **Skill:** (OPERATION/SKILL) TYPING
- 5) **Tool:** COMPUTER AND PRINTER
- 6) **Resource:** OPNAVINST 1710.7 (SERIES) - SOCIAL USAGE AND PROTOCOL

n. **Duty:** WRITE EXECUTIVE SPEECHES

(1) **Task:** ANALYZE EXECUTIVE SPEECH AUDIENCE

Verb: ANALYZE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: EXECUTIVE SPEECH AUDIENCE

Condition: Utilizing ISBN: 13-1-59337-368-9, Service Etiquette, 5th Edition, Kiss, Bow, or Shake Hands by Terri Morrison and Wayne A. Conaway; ISBN: 13-978-0-618-75386-4, Keys for Writers

Standard: In accordance with (IAW) International Standard Book Number (ISBN): 13-1-59337-368-9, Service Etiquette, 5th Edition, Kiss, Bow, or Shake Hands by Terri Morrison and Wayne A. Conaway; ISBN: 13-978-0-618-75386-4, Keys for Writers

Source: ISBN: 13-978-0-618-75386-4, Keys for Writers; ISBN: 13-1-59337-368-9, Service Etiquette, 5th Edition, Kiss, Bow, or Shake Hands by Terri Morrison and Wayne A. Conaway

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 75 to 100% of the personnel perform this task

Percent of Time Spent on Performance: More time spent on this task than most others

Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:

- 1) **Knowledge:** WRITTEN COMPREHENSION
- 2) **Knowledge:** (OPERATIONAL) CUSTOMER SERVICE
- 3) **Resource:** KEYS FOR WRITERS - ISBN 13: 978-0- 618-75386-4
- 4) **Resource:** SERVICE ETIQUETTE, 5TH EDITION - ISBN 13:1-59337-368-9

(2) **Task:** DRAFT EXECUTIVE SPEECH

Verb: DRAFT

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: EXECUTIVE SPEECH

Condition: Utilizing ISBN: 13-1-59337-368-9, Service Etiquette, 5th Edition, Kiss, Bow, or Shake Hands by Terri Morrison and Wayne A. Conaway; ISBN: 13-978-0-618-75386-4, Keys for Writers

Standard: In accordance with (IAW) International Standard Book Number (ISBN): 13-1-59337-368-9, Service Etiquette, 5th Edition, Kiss, Bow, or Shake Hands by Terri Morrison and Wayne A. Conaway; ISBN: 13-978-0-618-75386-4, Keys for Writers

Source: ISBN: 13-978-0-618-75386-4, Keys for Writers; ISBN: 13-1-59337-368-9, Service Etiquette, 5th Edition, Kiss, Bow, or Shake Hands by Terri Morrison and Wayne A. Conaway

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 75 to 100% of the personnel perform this task

Percent of Time Spent on Performance: More time spent on this task than most others

Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:

- 1) **Knowledge:** (GENERAL) TYPES OF CORRESPONDENCE
- 2) **Knowledge:** (GENERAL) GRAMMER
- 3) **Knowledge:** (OPERATIONAL) CUSTOMER SERVICE
- 4) **Knowledge:** (GENERAL) PROOF READING
- 5) **Knowledge:** (INTERFACE) MICROSOFT PROGRAMS
- 6) **Skill:** (OPERATION/SKILL) TYPING
- 7) **Ability:** WRITING COMPREHENSION
- 8) **Tool:** COMPUTER AND PRINTER
- 9) **Resource:** KEYS FOR WRITERS - ISBN 13: 978-0- 618-75386-4
- 10) **Resource:** SERVICE ETIQUETTE, 5TH EDITION - ISBN 13:1-59337-368-9

(3) **Task:** FINALIZE EXECUTIVE SPEECH

Verb: FINALIZE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: EXECUTIVE SPEECH

Condition: Utilizing ISBN: 13-1-59337-368-9, Service Etiquette, 5th Edition, Kiss, Bow, or Shake Hands by Terri Morrison and Wayne A. Conaway; ISBN: 13-978-0-618-75386-4, Keys for Writers

Standard: In accordance with (IAW) International Standard Book Number (ISBN): 13-1-59337-368-9, Service Etiquette, 5th Edition, Kiss, Bow, or Shake Hands by Terri Morrison and Wayne A. Conaway; ISBN: 13-978-0-618-75386-4, Keys for Writers

Source: ISBN: 13-978-0-618-75386-4, Keys for Writers; ISBN: 13-1-59337-368-9, Service Etiquette, 5th Edition, Kiss, Bow, or Shake Hands by Terri Morrison and Wayne A. Conaway

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 75 to 100% of the personnel perform this task

Percent of Time Spent on Performance: More time spent on this task than most others

Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:

- 1) **Knowledge:** (GENERAL) TYPES OF CORRESPONDENCE
- 2) **Knowledge:** (GENERAL) GRAMMER
- 3) **Knowledge:** (OPERATIONAL) CUSTOMER SERVICE
- 4) **Knowledge:** (GENERAL) PROOF READING
- 5) **Knowledge:** (INTERFACE) MICROSOFT PROGRAMS
- 6) **Skill:** (OPERATION/SKILL) TYPING
- 7) **Ability:** WRITING COMPREHENSION
- 8) **Tool:** COMPUTER AND PRINTER
- 9) **Resource:** KEYS FOR WRITERS - ISBN 13: 978-0- 618-75386-4
- 10) **Resource:** SERVICE ETIQUETTE, 5TH EDITION - ISBN 13:1-59337-368-9

(4) **Task:** OBTAIN EXECUTIVE SPEECH APPROVAL

Verb: OBTAIN

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: EXECUTIVE SPEECH APPROVAL

Condition: Utilizing ISBN: 13-978-0-618-75386-4, Keys for Writers

Standard: in accordance with (IAW) International Standard Book Number (ISBN): 13-978-0-618-75386-4, Keys for Writers

Source: ISBN: 13-978-0-618-75386-4, Keys for Writers

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 75 to 100% of the personnel perform this task

Percent of Time Spent on Performance: More time spent on this task than most others

Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:

1) **Knowledge:** (GENERAL) TYPES OF CORRESPONDENCE

2) **Knowledge:** (GENERAL) GRAMMER

3) **Knowledge:** (INTERFACE) CUSTOMER SERVICE

4) **Knowledge:** (GENERAL) PROOF READING

5) **Knowledge:** (INTERFACE) MICROSOFT PROGRAMS

6) **Knowledge:** APPROVAL PROCEDURES

7) **Resource:** KEYS FOR WRITERS - ISBN 13: 978-0- 618-75386-4

8) **Resource:** SERVICE ETIQUETTE, 5TH EDITION - ISBN 13:1-59337-368-9

(5) **Task:** RESEARCH EXECUTIVE SPEECH SUBJECT

Verb: Research

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: Executive Speech Subject

Condition: Utilizing ISBN: 13-978-0-618-75386-4, Keys for Writers

Standard: in accordance with (IAW) International Standard Book Number (ISBN): 13-978-0-618-75386-4, Keys for Writers

Source: ISBN: 13-978-0-618-75386-4, Keys for Writers

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 75 to 100% of the personnel perform this task

Percent of Time Spent on Performance: More time spent on this task than most others

Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:

- 1) **Knowledge:** (GENERAL) TYPES OF CORRESPONDENCE
 - 2) **Knowledge:** (OPERATIONAL) CUSTOMER SERVICE
 - 3) **Knowledge:** RESEARCHING
 - 4) **Resource:** KEYS FOR WRITERS - ISBN 13: 978-0- 618-75386-4
 - 5) **Resource:** SERVICE ETIQUETTE, 5TH EDITION - ISBN 13:1-59337-368-9
- (6) **Task:** SUBMIT EXECUTIVE SPEECH DRAFT FOR REVIEW
- Verb:** SUBMIT
- Task Level:** Organizational
- Status of Training:** Currently Being Trained
- Type of Training:** Formal
- Object:** Non-Equipment: Executive Speech Draft
- Condition:** Utilizing ISBN: 13-978-0-618-75386-4, Keys for Writers
- Standard:** in accordance with (IAW) International Standard Book Number (ISBN): 13-978-0-618-75386-4, Keys for Writers
- Source:** ISBN: 13-978-0-618-75386-4, Keys for Writers
- Safety Hazard Severity:** Minor
- Criticality of Performance:** Critical
- Task Delay Tolerance:** Low delay tolerance
- Frequency of Performance:** Twice per week or more
- Probability of Inadequate Performance:** Less often than other tasks
- Difficulty of Performance:** Task may be learned in 1 to 2 weeks
- Task Learning Difficulty:** Task may be learned in 1 to 2 weeks
- Percent Performing:** 75 to 100% of the personnel perform this task
- Percent of Time Spent on Performance:** More time spent on this task than most others
- Immediacy of Performance:** Task performed during first 3 months after assignment
- KSATRs:**
- 1) **Knowledge:** (GENERAL) TYPES OF CORRESPONDENCE
 - 2) **Knowledge:** (GENERAL) GRAMMER
 - 3) **Knowledge:** (INTERFACE) CUSTOMER SERVICE
 - 4) **Knowledge:** (GENERAL) PROOF READING
 - 5) **Resource:** KEYS FOR WRITERS - ISBN 13: 978-0- 618-75386-4
 - 6) **Resource:** SERVICE ETIQUETTE, 5TH EDITION - ISBN 13:1-59337-368-9

3. **Job:** YN/PS ADVANCED ADMINISTRATION

a. **Duty:** DESCRIBE MILITARY PAY

(1) **Task:** DESCRIBE COMMON MILITARY ALLOWANCES

Verb: DESCRIBE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: common military allowances

Condition: Utilizing Yeoman Training Manual, NAVEDTRA 15009

Standard: In Accordance with (IAW) NAVEDTRA 15009, Yeoman Training Manual,

Source: NAVEDTRA 15009, Yeoman Training Manual

KSATRs:

- 1) **Knowledge:** (GENERAL) COMMON PROBLEMS ON THE LEAVE AND EARNINGS STATEMENT (LES) (INCORRECT PAY, ALLOWANCES, ALLOTMENTS, DEDUCTIONS)
- 2) **Knowledge:** (GENERAL) KNOWLEDGE OF MILITARY MASTER PAY ACCOUNTS (MMPAS)
- 3) **Knowledge:** (GENERAL) MYPAY WEBSITE LOCATION AND OPTIONS
- 4) **Skill:** SPEECH CLARITY
- 5) **Ability:** "RECOGNIZE, MONITOR, ACKNOWLEDGE, DEMONSTRATE, DESCRIBE, OBSERVE, COORDINATE, COMPLY, REVIEW, VERIFY"
- 6) **Tool:** COMPUTER AND PRINTER
- 7) **Resource:** MMPA
- 8) **Resource:** MMPA READ GUIDE
- 9) **Resource:** DOD FINANCIAL MANAGEMENT REGULATION 7000.14-R, VOLUME 7A

(a) **Subtask:** NEW SUBTASK

(2) **Task:** DESCRIBE DATES ASSOCIATED WITH CREDITABLE SERVICE, INCLUDING THE MILITARY SERVICE OBLIGATION DATE, THE ACTIVE DUTY SERVICE DATE, AND THE PAY ENTRY BASE DATE

Verb: DESCRIBE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: dates associated with creditable service, including the Military Service Obligation date, the Active Duty Service Date, and the Pay Entry Base Date

Condition: Utilizing Yeoman Training Manual, NAVEDTRA 15009

Standard: In Accordance with (IAW) NAVEDTRA 15009, Yeoman Training Manual,

Source: NAVEDTRA 15009, Yeoman Training Manual

(3) **Task:** DESCRIBE DOCUMENTS ASSOCIATED WITH UNAUTHORIZED ABSENCE

Verb: DESCRIBE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: documents associated with unauthorized absence

Condition: Utilizing Yeoman Training Manual, NAVEDTRA 15009

Standard: In Accordance with (IAW) NAVEDTRA 15009, Yeoman Training Manual,

Source: NAVEDTRA 15009, Yeoman Training Manual

(4) **Task:** DESCRIBE ENLISTED ADVANCEMENT ELIGIBILITY REQUIREMENTS

Verb: DESCRIBE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: enlisted advancement eligibility requirements

Condition: UTILIZING Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve, BUPERSINST 1430.16

Standard: In accordance with (IAW) Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve, BUPERSINST 1430.16

Source: BUPERSINST 1430.16, Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve

(5) **Task:** DESCRIBE FINAL PAY COMPUTATION PROCEDURES

Verb: DESCRIBE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: final pay computation procedures

Condition: Utilizing Yeoman Training Manual, NAVEDTRA 15009

Standard: In Accordance with (IAW) NAVEDTRA 15009, Yeoman Training Manual,

Source: NAVEDTRA 15009, Yeoman Training Manual

(6) **Task:** DESCRIBE THE CONTENTS OF A COURT MEMORANDUM

Verb: DESCRIBE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the contents of a Court Memorandum

Condition: Utilizing Yeoman Training Manual, NAVEDTRA 15009

Standard: In Accordance with (IAW) NAVEDTRA 15009, Yeoman Training Manual,

Source: NAVEDTRA 15009, Yeoman Training Manual

(7) **Task:** DESCRIBE THE CONTENTS OF A RECORD OF UNAUTHORIZED ABSENCE

Verb: DESCRIBE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the contents of a Record of Unauthorized Absence

Condition: Utilizing Yeoman Training Manual, NAVEDTRA 15009

Standard: In Accordance with (IAW) NAVEDTRA 15009, Yeoman Training Manual,

Source: NAVEDTRA 15009, Yeoman Training Manual

(8) **Task:** DESCRIBE THE ELEMENTS THAT COMPRISE A PROFILE SHEET

Verb: DESCRIBE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the elements that comprise a profile sheet

Condition: UTILIZING Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve, BUPERSINST 1430.16

Standard: In accordance with (IAW) Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve, BUPERSINST 1430.16

Source: BUPERSINST 1430.16, Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve

(9) **Task:** DESCRIBE THE ELIGIBILITY REQUIREMENTS FOR THE COMMAND ADVANCEMENT PROGRAM

Verb: DESCRIBE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the eligibility requirements for the Command Advancement Program

Condition: UTILIZING Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve, BUPERSINST 1430.16

Standard: In accordance with (IAW) Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve, BUPERSINST 1430.16

Source: BUPERSINST 1430.16, Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve

(10) **Task:** DESCRIBE THE PURPOSE OF THE PERFORM TO SERVE INCLUDING RATING ENTRY FOR GENERAL APPRENTICES AND CAREER REENLISTMENT OBJECTIVES

Verb: DESCRIBE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the purpose of the Perform to Serve including Rating Entry for General Apprentices and Career Reenlistment Objectives

Condition: Utilizing Yeoman Training Manual, NAVEDTRA 15009

Standard: In Accordance with (IAW) NAVEDTRA 15009, Yeoman Training Manual,

Source: NAVEDTRA 15009, Yeoman Training Manual

(11) **Task:** DESCRIBE THE REQUIREMENTS ASSOCIATED WITH THE ENLISTED AVIATION WARFARE SPECIALIST PROGRAM

Verb: DESCRIBE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the requirements associated with the Enlisted Aviation Warfare Specialist program

Condition: UTILIZING Enlisted Aviation Warfare Specialist Program, COMNAVAIRFORINST 1414.2

Standard: IN ACCORDANCE WITH (IAW) ENLISTED AVIATION WARFARE SPECIALIST PROGRAM, COMNAVAIRFORINST 1414.2

Source: COMNAVAIRFORINST 1414.2, Enlisted Aviation Warfare Specialist Program

(12) **Task:** DESCRIBE THE REQUIREMENTS ASSOCIATED WITH THE ENLISTED SUBMARINE WARFARE PROGRAM

Verb: DESCRIBE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the requirements associated with the Enlisted Submarine Warfare program

Condition: Utilizing enlisted requirements for submarine qualification, COMNAVSUBFORINST 1552.16A

Standard: IN ACCORDANCE WITH (IAW) Enlisted Requirements for Submarine Qualification, COMNAVSUBFORINST 1552.16A

Source: COMNAVSUBFORINST 1552.16A, Enlisted Requirements for Submarine Qualification

(13) **Task:** DESCRIBE THE REQUIREMENTS ASSOCIATED WITH THE ENLISTED SURFACE WARFARE SPECIALIST PROGRAM

Verb: DESCRIBE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the requirements associated with the Enlisted Surface Warfare Specialist program

Condition: UTILIZING Enlisted Surface Warfare Specialist Program, COMNAVSURFPACINST 1414.1/COMNAVSURFLANTINST 1414.1

Standard: IN ACCORDANCE WITH (IAW) ENLISTED SURFACE WARFARE SPECIALIST PROGRAM, COMNAVSURFPACINST 1414.1/COMNAVSURFLANTINST 1414.1

Source: COMNAVSURFPACINST 1414.1/COMNAVSURFLANTINST 1414.1, Enlisted Surface Warfare Specialist Program

(14) **Task:** DESCRIBE THE REQUIREMENTS ASSOCIATED WITH THE SEABEE COMBAT WARFARE PROGRAM AS IT PERTAINS TO ENLISTED PERSONNEL

Verb: DESCRIBE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the requirements associated with the Seabee Combat Warfare program as it pertains to officers

Condition: Utilizing Seabee Combat Warfare Qualification, NAVFACINST 1410.1

Standard: IN ACCORDANCE WITH (IAW) Seabee Combat Warfare Qualification, NAVFACINST 1410.1

Source: NAVFACINST 1410.1, Seabee Combat Warfare Qualification

- (15) **Task:** DESCRIBE THE REQUIREMENTS ASSOCIATED WITH THE SEABEE COMBAT WARFARE PROGRAM AS IT PERTAINS TO OFFICERS

Verb: DESCRIBE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the requirements associated with the Seabee Combat Warfare program as it pertains to enlisted personnel

Condition: Utilizing Seabee Combat Warfare Qualification, NAVFACINST 1410.1

Standard: IN ACCORDANCE WITH (IAW) Seabee Combat Warfare Qualification, NAVFACINST 1410.1

Source: NAVFACINST 1410.1, Seabee Combat Warfare Qualification

- (16) **Task:** DESCRIBE THE REQUIREMENTS ASSOCIATED WITH THE SUBMARINE WARFARE OFFICER PROGRAM

Verb: DESCRIBE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the requirements associated with the Submarine Warfare Officer program

Condition: UTILIZING Line Officer Requirements for Qualification in Submarines, COMSUBLANT/COMSUBPACINST155 2.10

Standard: IN ACCORDANCE WITH (IAW) Line Officer Requirements for Qualification in Submarines, COMSUBLANT/COMSUBPACINST155 2.10

Source: COMSUBLANT/COMSUBPACINST 1552.10, Line Officer Requirements for Qualification in Submarines

- (17) **Task:** DESCRIBE THE REQUIREMENTS ASSOCIATED WITH THE SURFACE WARFARE OFFICER PROGRAM

Verb: DESCRIBE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the requirements associated with the Surface Warfare Officer program

Condition: Utilizing Surface Warfare Officer Qualification and Designation, COMNAVSURFORINST 1412.1C

Standard: In accordance with (IAW) COMNAVSURFORINST 1412.1C, Surface Warfare Officer Qualification and Designation

Source: COMNAVSURFORINST 1412.1C, Surface Warfare Officer Qualification and Designation

(18) Task: DETERMINE OFFICER PROMOTION ZONES

Verb: DETERMINE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: officer promotion zones

Condition: Utilizing Yeoman Training Manual, NAVEDTRA 15009

Standard: In Accordance with (IAW) NAVEDTRA 15009, Yeoman Training Manual,

Source: NAVEDTRA 15009, Yeoman Training Manual

(19) Task: DETERMINE THE TYPES OF OFFICER PROMOTIONS

Verb: DETERMINE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the types of officer promotions

Condition: Utilizing Yeoman Training Manual, NAVEDTRA 15009

Standard: In Accordance with (IAW) NAVEDTRA 15009, Yeoman Training Manual,

Source: NAVEDTRA 15009, Yeoman Training Manual

(20) Task: INTERPRET DATA CONTAINED ON A REPORT OF DISPOSITION OF OFFENSES

Verb: INTERPRET

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: data contained on a Report of Disposition of Offenses

Condition: Utilizing Yeoman Training Manual, NAVEDTRA 15009

Standard: In Accordance with (IAW) NAVEDTRA 15009, Yeoman Training Manual,

Source: NAVEDTRA 15009, Yeoman Training Manual

- (21) **Task:** PREPARE AN ADMINISTRATIVE SEPARATION PROCESSING NOTICE - ADMINISTRATIVE BOARD PROCEDURE; AND AN ADMINISTRATIVE SEPARATION PROCESSING NOTIFICATION PROCEDURE

Verb: PREPARE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: an Administrative Separation Processing Notice - Administrative Board Procedure; and an Administrative Separation Processing Notification Procedure

Condition: Utilizing Yeoman Training Manual, NAVEDTRA 15009

Standard: In Accordance with (IAW) NAVEDTRA 15009, Yeoman Training Manual,

Source: NAVEDTRA 15009, Yeoman Training Manual

- (22) **Task:** VALIDATE THE CONTENTS OF AN ADMINISTRATIVE SEPARATION PACKAGE

Verb: VALIDATE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the contents of an administrative separation package

Condition: Utilizing Yeoman Training Manual, NAVEDTRA 15009

Standard: In Accordance with (IAW) NAVEDTRA 15009, Yeoman Training Manual,

Source: NAVEDTRA 15009, Yeoman Training Manual

- (23) **Task:** VERIFY AN ACTIVITY GAIN

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: an activity gain

Condition: Utilizing Yeoman Training Manual, NAVEDTRA 15009

Standard: In Accordance with (IAW) NAVEDTRA 15009, Yeoman Training Manual,

Source: NAVEDTRA 15009, Yeoman Training Manual

- (24) **Task:** VERIFY AN ACTIVITY LOSS

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: AN ACTIVITY LOSS

Condition: Utilizing Yeoman Training Manual, NAVEDTRA 15009

Standard: In Accordance with (IAW) NAVEDTRA 15009, Yeoman Training Manual,

Source: NAVEDTRA 15009, Yeoman Training Manual

(25) **Task:** VERIFY OFFICER PROMOTION TIMELINES AND ASSOCIATED PAPERWORK

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: officer promotion timelines and associated paperwork

Condition: Utilizing Yeoman Training Manual, NAVEDTRA 15009

Standard: In Accordance with (IAW) NAVEDTRA 15009, Yeoman Training Manual,

Source: NAVEDTRA 15009, Yeoman Training Manual

(26) **Task:** VERIFY SEPARATION TRAVEL ORDERS

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: separation travel orders

Condition: Utilizing Yeoman Training Manual, NAVEDTRA 15009

Standard: In Accordance with (IAW) NAVEDTRA 15009, Yeoman Training Manual,

Source: NAVEDTRA 15009, Yeoman Training Manual

(27) **Task:** VERIFY THE CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the Certificate of Release or Discharge from Active Duty

Condition: Utilizing Yeoman Training Manual, NAVEDTRA 15009

Standard: In Accordance with (IAW) NAVEDTRA 15009, Yeoman Training Manual,

Source: NAVEDTRA 15009, Yeoman Training Manual

(28) **Task:** VERIFY THE CONTENTS OF AN AGREEMENT TO EXTEND ENLISTMENT

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the contents of an Agreement to Extend Enlistment

Condition: Utilizing Yeoman Training Manual, NAVEDTRA 15009

Standard: In Accordance with (IAW) NAVEDTRA 15009, Yeoman Training Manual,

Source: NAVEDTRA 15009, Yeoman Training Manual

(29) **Task:** VERIFY THE CONTENTS OF AN AGREEMENT TO REMAIN ON ACTIVE DUTY

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the contents of an Agreement to Remain on Active Duty

Condition: Utilizing Yeoman Training Manual, NAVEDTRA 15009

Standard: In Accordance with (IAW) NAVEDTRA 15009, Yeoman Training Manual,

Source: NAVEDTRA 15009, Yeoman Training Manual

(30) **Task:** VERIFY THE CONTENTS OF AN IMMEDIATE REENLISTMENT CONTRACT

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the contents of an Immediate Reenlistment Contract

Condition: Utilizing Yeoman Training Manual, NAVEDTRA 15009

Standard: In Accordance with (IAW) NAVEDTRA 15009, Yeoman Training Manual,

Source: NAVEDTRA 15009, Yeoman Training Manual

b. **Duty:** MANAGE ADMINISTRATIVE PROCEDURES

(1) **Task:** COORDINATE THE DISPOSAL OF OFFICIAL FILES AND RECORDS

Verb: COORDINATE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the disposal of official files and records

Condition: UTILIZING Department of the Navy, Navy Records Management Program, SECNAV M- 5210.1

Standard: In accordance with (IAW) Department of the Navy, Navy Records Management Program, SECNAV M- 5210.1

Source: SECNAV M-5210.1, Department of the Navy, Navy Records Management Program

(2) **Task:** COORDINATE THE RECORDS CONTROL SYSTEM

Verb: COORDINATE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the Records Control System

Condition: UTILIZING Department of the Navy Information Requirements (REPORTS) Management Program, SECNAV M-5214.1

Standard: In accordance with (IAW) Department of the Navy Information Requirements (REPORTS) Management Program, SECNAV M-5214.1

Source: SECNAV M-5214.1, Department of the Navy Information Requirements (REPORTS) Management Program

(3) **Task:** EDIT NAVAL CORRESPONDENCE

Verb: EDIT

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: Naval Correspondence

Condition: Utilizing Department of the Navy Correspondence Manual, SECNAV M-5216.5

Standard: IN ACCORDANCE WITH (IAW) SECNAV M-5216.5 - Department of the Navy Correspondence Manual

Source: SECNAV M-5216.5, Department of the Navy Correspondence Manual

(4) **Task:** REVIEW A SHIP'S OFFICE INSPECTION SHEET

Verb: REVIEW

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: a ship's office inspection sheet

Condition: UTILIZING Standard Organization and Regulations of the U.S. Navy (SORM), OPNAVINST 3120.32

Standard: IN ACCORDANCE WITH (IAW) Standard Organization and Regulations of the U.S. Navy (SORM), OPNAVINST 3120.32

Source: OPNAVINST 3120.32, Standard Organization and Regulations of the U.S. Navy (SORM)

(5) **Task:** REVIEW AWARD RECOMMENDATION PROCEDURES

Verb: REVIEW

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: Award recommendation procedures

Condition: UTILIZING United States Navy and Marine Corps Awards Manual, SECNAVINST 1650.1

Standard: IN ACCORDANCE WITH (IAW) United States Navy and Marine Corps Awards Manual, SECNAVINST 1650.1

Source: SECNAVINST 1650.1, United States Navy and Marine Corps Awards Manual

(6) **Task:** REVIEW DOCUMENTATION ASSOCIATED WITH PERFORM TO SERVE INCLUDING RATING ENTRY FOR GENERAL APPRENTICES AND CAREER REENLISTMENT OBJECTIVES

Verb: REVIEW

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: documentation associated with Perform to Serve including Rating Entry for General Apprentices and Career Reenlistment Objectives

Condition: UTILIZING Naval Military Personnel Manual, NAVPERS 15560

Standard: IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560

Source: NAVPERS 15560, Naval Military Personnel Manual

(7) **Task:** REVIEW NAVAL CORRESPONDENCE

Verb: REVIEW

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: Naval Correspondence

Condition: Utilizing Department of the Navy Correspondence Manual, SECNAV M-5216.5

Standard: IN ACCORDANCE WITH (IAW) SECNAV M-5216.5 - Department of the Navy Correspondence Manual

Source: SECNAV M-5216.5, Department of the Navy Correspondence Manual

- (8) **Task:** REVIEW OFFICER/ENLISTED EVALUATIONS AND FITNESS REPORTS FOR ACCURACY

Verb: REVIEW

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: Officer/Enlisted evaluations and fitness reports for accuracy

Condition: UTILIZING Navy Performance Evaluation System, BUPERSINST 1610.10

Standard: IN ACCORDANCE WITH (IAW) Navy Performance Evaluation System, BUPERSINST 1610.10

Source: BUPERSINST 1610.10 (SERIES), Navy Performance Evaluation System

- (9) **Task:** REVIEW SELECTIVE REENLISTMENT BONUS MESSAGE AND ASSOCIATED NAVADMINs

Verb: REVIEW

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: Selective Reenlistment Bonus message and associated NAVADMINs

Condition: Utilizing Selective Reenlistment Bonus, OPNAVINST 1160.8

Standard: IN ACCORDANCE WITH (IAW) Selective Reenlistment Bonus, OPNAVINST 1160.8

Source: OPNAVINST 1160.8, Selective Reenlistment Bonus

- (10) **Task:** REVIEW SHIP'S OFFICE PRACTICES AND PROCEDURES

Verb: REVIEW

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: ship's office practices and procedures

Condition: UTILIZING Standard Organization and Regulations of the U.S. Navy (SORM), OPNAVINST 3120.32

Standard: IN ACCORDANCE WITH (IAW) Standard Organization and Regulations of the U.S. Navy (SORM), OPNAVINST 3120.32

Source: OPNAVINST 3120.32, Standard Organization and Regulations of the U.S. Navy (SORM)

(11) Task: REVIEW THE CONGRESSIONAL INQUIRY PROCESS

Verb: REVIEW

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the congressional inquiry process

Condition: UTILIZING Mission, Function and Responsibilities of the Office of Legislative Affairs and Procedures for Handling Legislative Affairs and Congressional Relations, SECNAVINST 5730.5

Standard: IN ACCORDANCE WITH (IAW) Mission, Function and Responsibilities of the Office of Legislative Affairs and Procedures for Handling Legislative Affairs and Congressional Relations, SECNAVINST 5730.5

Source: SECNAVINST 5730.5 (SERIES), Mission, Function and Responsibilities of the Office of Legislative Affairs and Procedures for Handling Legislative Affairs and Congressional Relations

(12) Task: REVIEW THE CONTENTS OF AN EDVR

Verb: REVIEW

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the contents of an EDVR

Condition: UTILIZING Enlisted Distribution and Verification Report User's Manual, BUPERSINST 1080.53

Standard: IN ACCORDANCE WITH (IAW) Enlisted Distribution and Verification Report User's Manual, BUPERSINST 1080.53

Source: BUPERSINST 1080.53, Enlisted Distribution and Verification Report User's Manual

(13) Task: REVIEW THE CONTENTS OF AN ODCR

Verb: REVIEW

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the contents of an ODCR

Condition: UTILIZING Format and Procedures for Validating the Officer Distribution Control Report, BUPERSINST 1301.40

Standard: IN ACCORDANCE WITH (IAW) Format and Procedures for Validating the Officer Distribution Control Report, BUPERSINST 1301.40

Source: BUPERSINST 1301.40, Format and Procedures for Validating the Officer Distribution Control Report

(14) **Task:** VALIDATE DOCUMENTS ASSOCIATED WITH REENLISTMENTS AND EXTENSIONS

Verb: VALIDATE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: documents associated with reenlistments and extensions

Condition: UTILIZING Naval Military Personnel Manual, NAVPERS 15560

Standard: IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560

Source: NAVPERS 15560, Naval Military Personnel Manual

(15) **Task:** VALIDATE DOCUMENTS CONTAINED WITHIN THE ENLISTED SERVICE RECORD

Verb: VALIDATE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: documents contained within the enlisted service record

Condition: UTILIZING Naval Military Personnel Manual, NAVPERS 15560

Standard: IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560

Source: NAVPERS 15560, Naval Military Personnel Manual

(16) **Task:** VERIFY CREDIBLE SERVICE INCLUDING THE MILITARY SERVICE OBLIGATION DATE, THE ACTIVE DUTY SERVICE DATE, AND THE PAY ENTRY BASE DATE

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: credible service including the Military Service Obligation Date, the Active Duty Service Date, and the Pay Entry Base Date

Condition: UTILIZING Naval Military Personnel Manual, NAVPERS 15560

Standard: IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560

Source: NAVPERS 15560, Naval Military Personnel Manual

(17) **Task:** VERIFY DATA RECORDED ON A DEPENDENCY APPLICATION / EMERGENCY DATA

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: data recorded on a Dependency Application / Emergency Data

Condition: UTILIZING Naval Military Personnel Manual, NAVPERS 15560

Standard: IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560

Source: NAVPERS 15560, Naval Military Personnel Manual

(18) **Task:** VERIFY LEAVE AND LIBERTY TIME

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: leave and liberty time

Condition: UTILIZING Naval Military Personnel Manual, NAVPERS 15560

Standard: IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560

Source: NAVPERS 15560, Naval Military Personnel Manual

(19) **Task:** VERIFY THE CONTENTS OF AN AGREEMENT TO EXTEND ENLISTMENT

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the contents of an Agreement to Extend Enlistment

Condition: UTILIZING Naval Military Personnel Manual, NAVPERS 15560

Standard: IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560

Source: NAVPERS 15560, Naval Military Personnel Manual

(20) **Task:** VERIFY THE CONTENTS OF AN IMMEDIATE REENLISTMENT CONTRACT

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the contents of an Immediate Reenlistment Contract

Condition: UTILIZING Naval Military Personnel Manual, NAVPERS 15560

Standard: IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560

Source: NAVPERS 15560, Naval Military Personnel Manual

(21) **Task:** VERIFY THE DOCUMENTS FOR ADMINISTERING NAVY ENLISTED CLASSIFICATION

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the documents for administering Navy Enlisted Classifications

Condition: UTILIZING Navy Enlisted Classifications (NEC) Manual, NAVPERS 18068

Standard: IN ACCORDANCE WITH (IAW) Navy Enlisted Classifications (NEC) Manual, NAVPERS 18068

Source: NAVPERS 18068, Navy Enlisted Classifications (NEC) Manual

c. **Duty:** MANAGE ADMINISTRATIVE PROCEDURES-CBT

E-Learning (ILE compliant learning object): CBT

(1) **Task:** IMPLEMENT DIRECTIVES ISSUANCE GUIDELINES

Verb: IMPLEMENT

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: directives issuance guidelines

Condition: Utilizing Yeoman Training Manual, NAVEDTRA 15009

Standard: In Accordance with (IAW) NAVEDTRA 15009, Yeoman Training Manual,

Source: NAVEDTRA 15009, Yeoman Training Manual

(2) **Task:** IMPLEMENT THE SHIP'S MAIL AND CORRESPONDENCE PROGRAM

Verb: IMPLEMENT

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the ship's mail and correspondence program

Condition: Utilizing Yeoman Training Manual, NAVEDTRA 15009

Standard: In Accordance with (IAW) NAVEDTRA 15009, Yeoman Training Manual,

Source: NAVEDTRA 15009, Yeoman Training Manual

(3) **Task:** REVIEW NAVAL CORRESPONDENCE

Verb: REVIEW

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: Naval Correspondence

Condition: Utilizing Yeoman Training Manual, NAVEDTRA 15009

Standard: In Accordance with (IAW) NAVEDTRA 15009, Yeoman Training Manual,

Source: NAVEDTRA 15009, Yeoman Training Manual

(4) **Task:** VERIFY ADMINISTRATIVE REMARKS

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: Administrative Remarks

Condition: Utilizing Yeoman Training Manual, NAVEDTRA 15009

Standard: In Accordance with (IAW) NAVEDTRA 15009, Yeoman Training Manual,

Source: NAVEDTRA 15009, Yeoman Training Manual

(5) **Task:** VERIFY DATA RECORDED ON A DEPENDENCY APPLICATION / EMERGENCY DATA

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: data recorded on a Dependency Application / Emergency Data

Condition: Utilizing Yeoman Training Manual, NAVEDTRA 15009

Standard: In Accordance with (IAW) NAVEDTRA 15009, Yeoman Training Manual,

Source: NAVEDTRA 15009, Yeoman Training Manual

(6) **Task:** VERIFY DATA RECORDED ON A SERVICEMEMBER'S GROUP LIFE INSURANCE ELECTION AND CERTIFICATE

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: data recorded on a Servicemember's Group Life Insurance Election and Certificate

Condition: Utilizing Yeoman Training Manual, NAVEDTRA 15009

Standard: In Accordance with (IAW) NAVEDTRA 15009, Yeoman Training Manual,

Source: NAVEDTRA 15009, Yeoman Training Manual

(7) **Task:** VERIFY ENLISTED QUALIFICATIONS HISTORY

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: Enlisted Qualifications History

Condition: Utilizing Yeoman Training Manual, NAVEDTRA 15009

Standard: In Accordance with (IAW) NAVEDTRA 15009, Yeoman Training Manual,

Source: NAVEDTRA 15009, Yeoman Training Manual

(8) **Task:** VERIFY HISTORY OF ASSIGNMENTS

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: History of Assignments

Condition: Utilizing Yeoman Training Manual, NAVEDTRA 15009

Standard: In Accordance with (IAW) NAVEDTRA 15009, Yeoman Training Manual,

Source: NAVEDTRA 15009, Yeoman Training Manual

d. **Duty:** MANAGE PERSONNEL PROCEDURES

(1) **Task:** COORDINATE AN ADMINISTRATIVE SEPARATION BOARD

Verb: COORDINATE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: an Administrative Separation Board

Condition: UTILIZING Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7

Standard: IN ACCORDANCE WITH (IAW) Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7

Source: JAGINST 5800.7, Manual of Judge Advocate General (JAGMAN)

(2) **Task:** COORDINATE THE ASPECTS FOR NON JUDICIAL PUNISHMENT (NJP)

Verb: COORDINATE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: THE ASPECTS FOR NON JUDICIAL PUNISHMENT (NJP)

Condition: UTILIZING Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7

Standard: IN ACCORDANCE WITH (IAW) Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7

Source: JAGINST 5800.7, Manual of Judge Advocate General (JAGMAN)

(3) **Task:** COORDINATE THE PROCESSES IN THE ENLISTED ADVANCEMENT SYSTEM

Verb: COORDINATE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the processes in the Enlisted Advancement System

Condition: UTILIZING Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve, BUPERSINST 1430.16

Standard: In accordance with (IAW) Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve, BUPERSINST 1430.16

Source: BUPERSINST 1430.16, Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve

(4) **Task:** PROCESS ADMINISTRATIVE SEPARATION RELATED DOCUMENTS

Verb: PROCESS

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: administrative separation related documents

Condition: UTILIZING Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7

Standard: IN ACCORDANCE WITH (IAW) Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7

Source: JAGINST 5800.7, Manual of Judge Advocate General (JAGMAN)

(5) **Task:** PROCESS LOST TIME

Verb: PROCESS

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: lost time

Condition: UTILIZING Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7

Standard: IN ACCORDANCE WITH (IAW) Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7

Source: JAGINST 5800.7, Manual of Judge Advocate General (JAGMAN)

(6) **Task:** REVIEW A PROFILE SHEET

Verb: REVIEW

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: a profile sheet

Condition: UTILIZING Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve, BUPERSINST 1430.16

Standard: In accordance with (IAW) Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve, BUPERSINST 1430.16

Source: BUPERSINST 1430.16, Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve

(7) **Task:** REVIEW A RECORD OF UNAUTHORIZED ABSENCE

Verb: REVIEW

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: a Record of Unauthorized Absence

Condition: UTILIZING Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7

Standard: IN ACCORDANCE WITH (IAW) Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7

Source: JAGINST 5800.7, Manual of Judge Advocate General (JAGMAN)

(8) **Task:** REVIEW DATA CONTAINED ON A REPORT OF DISPOSITION AND OFFENSES

Verb: REVIEW

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: data contained on a Report of Disposition and Offenses

Condition: UTILIZING Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7

Standard: IN ACCORDANCE WITH (IAW) JAGINST 5800.7E – MANUAL OF THE JUDGE ADVOCATE GENERAL (JAGMAN)

Source: JAGINST 5800.7, Manual of Judge Advocate General (JAGMAN)

(9) **Task:** REVIEW DOCUMENTS AND PROCEDURES FOR SOCIAL USAGE, PROTOCOL AND OFFICIAL CEREMONIES

Verb: REVIEW

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: documents and procedures for social usage, protocol and official ceremonies

Condition: UTILIZING Social Usage and Protocol Handbook, OPNAVINST 1710.7A

Standard: In Accordance with (IAW) Social Usage and Protocol Handbook, OPNAVINST 1710.7A

Source: OPNAVINST 1710.7A, Social Usage and Protocol Handbook

(10) **Task:** REVIEW DOCUMENTS ASSOCIATED WITH UNAUTHORIZED ABSENCE

Verb: REVIEW

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: documents associated with unauthorized absence

Condition: UTILIZING Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7

Standard: IN ACCORDANCE WITH (IAW) Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7

Source: JAGINST 5800.7, Manual of Judge Advocate General (JAGMAN)

(11) **Task:** REVIEW THE CONTENTS OF A COURT MEMORANDUM

Verb: REVIEW

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the contents of a Court Memorandum

Condition: UTILIZING Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7

Standard: IN ACCORDANCE WITH (IAW) Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7

Source: JAGINST 5800.7, Manual of Judge Advocate General (JAGMAN)

(12) **Task:** VALIDATE DISCIPLINARY RELATED DOCUMENTS

Verb: VALIDATE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: disciplinary related documents

Condition: UTILIZING Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7

Standard: IN ACCORDANCE WITH (IAW) Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7

Source: JAGINST 5800.7, Manual of Judge Advocate General (JAGMAN)

(13) **Task:** VALIDATE PERSONNEL TRANSACTIONS FOR TRANSFERS AND RECIEPT

Verb: VALIDATE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: personnel transactions for transfers and receipt

Condition: UTILIZING Joint Federal Travel Regulations (JFTR), Volume 1, NAVSO P-6034

Standard: IN ACCORDANCE WITH (IAW) Joint Federal Travel Regulations (JFTR), Volume 1, NAVSO P-6034

Source: NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1

(14) Task: VALIDATE SEPARATION DOCUMENTS

Verb: VALIDATE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: separation documents

Condition: UTILIZING Naval Military Personnel Manual, NAVPERS 15560

Standard: IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560

Source: NAVPERS 15560, Naval Military Personnel Manual

(15) Task: VERIFY ADMINISTRATIVE DOCUMENTS FOR NJP

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: administrative documents for NJP

Condition: UTILIZING Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7

Standard: IN ACCORDANCE WITH (IAW) Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7

Source: JAGINST 5800.7, Manual of Judge Advocate General (JAGMAN)

(16) Task: VERIFY ADMINISTRATIVE SEPARATION DOCUMENTS

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: administrative separation documents

Condition: UTILIZING Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7

Standard: IN ACCORDANCE WITH (IAW) Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7

Source: JAGINST 5800.7, Manual of Judge Advocate General (JAGMAN)

(17) Task: VERIFY AN ACTIVITY GAIN

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: an activity gain

Condition: UTILIZING Joint Federal Travel Regulations (JFTR), Volume 1, NAVSO P-6034

Standard: IN ACCORDANCE WITH (IAW) Joint Federal Travel Regulations (JFTR), Volume 1, NAVSO P-6034

Source: NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1

(18) Task: VERIFY AN ACTIVITY LOSS

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: AN ACTIVITY LOSS

Condition: UTILIZING Joint Federal Travel Regulations (JFTR), Volume 1, NAVSO P-6034

Standard: IN ACCORDANCE WITH (IAW) Joint Federal Travel Regulations (JFTR), Volume 1, NAVSO P-6034

Source: NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1

(19) Task: VERIFY AN APPLICATION FOR AN ID CARD

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: an application for an ID card

Condition: UTILIZING Armed Forces Identification Cards, BUPERINST 1750.10

Standard: In accordance with (IAW) Armed Forces Identification Cards, BUPERINST 1750.10

Source: BUPERINST 1750.10, Armed Forces Identification Cards

(20) **Task:** VERIFY DATA RECORDED ON A SERVICEMEMBER'S GROUP LIFE INSURANCE ELECTION AND CERTIFICATE

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: data recorded on a Servicemember's Group Life Insurance Election and Certificate

Condition: UTILIZING Naval Military Personnel Manual, NAVPERS 15560

Standard: IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560

Source: NAVPERS 15560, Naval Military Personnel Manual

(21) **Task:** VERIFY ENLISTED ADVANCEMENT ELIGIBILITY REQUIREMENTS

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: enlisted advancement eligibility requirements

Condition: UTILIZING Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve, BUPERSINST 1430.16

Standard: In accordance with (IAW) Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve, BUPERSINST 1430.16

Source: BUPERSINST 1430.16, Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve

(22) **Task:** VERIFY FINAL PAY COMPUTATIONS

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: final pay computations

Condition: UTILIZING Naval Military Personnel Manual, NAVPERS 15560

Standard: IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560

Source: NAVPERS 15560, Naval Military Personnel Manual

(23) Task: VERIFY MILITARY ALLOWANCES

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: military allowances

Condition: UTILIZING Special Duty Assignment Pay Program, OPNAVINST 1160.6

Standard: IN ACCORDANCE WITH (IAW) Special Duty Assignment Pay Program, OPNAVINST 1160.6

Source: OPNAVINST 1160.6, Special Duty Assignment Pay Program

(24) Task: VERIFY MILITARY COMPENSATION DOCUMENTS

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: military compensation documents

Condition: UTILIZING Special Duty Assignment Pay Program, OPNAVINST 1160.6

Standard: IN ACCORDANCE WITH (IAW) Special Duty Assignment Pay Program, OPNAVINST 1160.6

Source: OPNAVINST 1160.6, Special Duty Assignment Pay Program

(25) Task: VERIFY MILITARY PAY

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: military pay

Condition: UTILIZING Special Duty Assignment Pay Program, OPNAVINST 1160.6

Standard: IN ACCORDANCE WITH (IAW) Special Duty Assignment Pay Program, OPNAVINST 1160.6

Source: OPNAVINST 1160.6, Special Duty Assignment Pay Program

(26) Task: VERIFY PROCEDURES FOR SUBMITTING A CASUALTY REPORT

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: procedures for submitting a casualty report

Condition: UTILIZING Naval Military Personnel Manual, NAVPERS 15560

Standard: IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560

Source: NAVPERS 15560, Naval Military Personnel Manual

(27) Task: VERIFY SEPARATION TRAVEL ORDERS

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: separation travel orders

Condition: UTILIZING Naval Military Personnel Manual, NAVPERS 15560

Standard: IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560

Source: NAVPERS 15560, Naval Military Personnel Manual

(28) Task: VERIFY THE ADMINISTRATIVE PROCEDURES FOR UNAUTHORIZED ABSENCES AND DESERTERS

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the administrative procedures for unauthorized absences and deserters

Condition: UTILIZING Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7

Standard: IN ACCORDANCE WITH (IAW) Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7

Source: JAGINST 5800.7, Manual of Judge Advocate General (JAGMAN)

(29) Task: VERIFY THE CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the Certificate of Release or Discharge from Active Duty

Condition: UTILIZING Naval Military Personnel Manual, NAVPERS 15560

Standard: IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560

Source: NAVPERS 15560, Naval Military Personnel Manual

(30) Task: VERIFY THE ELIGIBILITY REQUIREMENTS FOR THE COMMAND ADVANCEMENT PROGRAM

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the eligibility requirements for the Command Advancement Program

Condition: UTILIZING Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve, BUPERSINST 1430.16

Standard: In accordance with (IAW) Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve, BUPERSINST 1430.16

Source: BUPERSINST 1430.16, Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve

(31) Task: VERIFY THE PROCESS FOR A CHANGE IN RATE

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the process for a change in rate

Condition: UTILIZING Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve, BUPERSINST 1430.16

Standard: In accordance with (IAW) Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve, BUPERSINST 1430.16

Source: BUPERSINST 1430.16, Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve

(32) Task: VERIFY THE PROCESS FOR A CONCURRENT CHANGE IN RATE

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the process for a concurrent change in rate

Condition: UTILIZING Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve, BUPERSINST 1430.16

Standard: In accordance with (IAW) Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve, BUPERSINST 1430.16

Source: BUPERSINST 1430.16, Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve

(33) Task: VERIFY THE PROCESS FOR A LATERAL CHANGE IN RATE

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the process for a lateral change in rate

Condition: UTILIZING Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve, BUPERSINST 1430.16

Standard: In accordance with (IAW) Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve, BUPERSINST 1430.16

Source: BUPERSINST 1430.16, Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve

(34) Task: VERIFY THE PROCESS IN THE RECEIPT OF PERSONNEL

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the process in the receipt of personnel

Condition: UTILIZING Joint Federal Travel Regulations (JFTR), Volume 1, NAVSO P-6034

Standard: IN ACCORDANCE WITH (IAW) Joint Federal Travel Regulations (JFTR), Volume 1, NAVSO P-6034

Source: NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1

(35) Task: VERIFY THE PROCESS IN THE TRANSFER OF PERSONNEL

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the process in the transfer of personnel

Condition: UTILIZING Joint Federal Travel Regulations (JFTR), Volume 1, NAVSO P-6034

Standard: IN ACCORDANCE WITH (IAW) Joint Federal Travel Regulations (JFTR), Volume 1, NAVSO P-6034

Source: NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1

(36) **Task:** VERIFY TOTAL ELAPSED TIME, LEAVE, TRAVEL AND PROCEED TIME

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: total elapsed time, leave, travel and proceed time

Condition: UTILIZING Joint Federal Travel Regulations (JFTR), Volume 1, NAVSO P-6034

Standard: IN ACCORDANCE WITH (IAW) Joint Federal Travel Regulations (JFTR), Volume 1, NAVSO P-6034

Source: NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1

4. **Job:** YN/PS AVANCED ADMINISTRATION WITH CHANGES REQUESTED 4/6/2012

a. **Duty:** MANAGE ADMINISTRATIVE PROCEDURES

(1) **Task:** COORDINATE AN ADMINISTRATIVE SEPARATION BOARD

Verb: COORDINATE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: an Administrative Separation Board

Condition: UTILIZING Naval Military Personnel Manual, NAVPERS 15560

Standard: IN ACCORDANCE WITH (IAW) NAVPERS 15560, NAVAL MILITARY PERSONNEL MANUAL (MILPERSMAN)

Source: NAVPERS 15560 (Series), Naval Military Personnel Manual

KSATRs:

1) **Knowledge:** (GENERAL) KNOWLEDGE OF JAGINST 5800.7

- 2) **Knowledge:** (GENERAL) KNOWLEDGE OF THE MANUAL FOR COURTS MARTIAL
- 3) **Skill:** (OPERATION/SKILL) SCHEDULE, COORDINATE, AND FACILITATE A MEETING.
- 4) **Ability:** ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS
- 5) **Ability:** ABILITY TO PROVIDE AND FOLLOW SPECIFIC INSTRUCTIONS AND PROCEDURES
- 6) **Tool:** COMPUTER AND PRINTER
- 7) **Tool:** BALL POINT PEN
- 8) **Tool:** NOTEBOOK
- 9) **Resource:** JAGINST 5800.7 (SERIES) - MANUAL OF THE JUDGE ADVOCATE GENERAL
- 10) **Resource:** MANUAL FOR COURTS-MARTIAL (MCM), UNITED STATES, 2012 EDITION

(2) **Task:** COORDINATE THE ASPECTS FOR NON JUDICIAL PUNISHMENT (NJP)

Verb: COORDINATE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: THE ASPECTS FOR NON JUDICIAL PUNISHMENT (NJP)

Condition: UTILIZING Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7; UTILIZING Manual for Courts-Martial (MCM)

Standard: IN ACCORDANCE WITH (IAW) Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7; IN ACCORDANCE WITH (IAW) Manual for Courts-Martial (MCM)

Source: JAGINST 5800.7, Manual of Judge Advocate General (JAGMAN); NAVSO P-6064, Manual for Courts-Martial United States 2008

KSATRs:

- 1) **Knowledge:** (GENERAL) KNOWLEDGE OF THE MANUAL FOR COURTS MARTIAL
- 2) **Knowledge:** (GENERAL) KNOWLEDGE OF JAGINST 5800.7
- 3) **Skill:** (OPERATION/SKILL) PLANNING, COORDINATION, AND DECONFLICTION
- 4) **Skill:** ACTIVE LEARNING, ACTIVE LISTENING, CRITICAL THINKING, COORDINATION, COMPLEX PROBLEM SOLVING

- 5) **Ability:** ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS
- 6) **Ability:** ABILITY TO PROVIDE AND FOLLOW SPECIFIC INSTRUCTIONS AND PROCEDURES
- 7) **Tool:** NOTEBOOK
- 8) **Tool:** BALL POINT PEN
- 9) **Tool:** COMPUTER AND PRINTER
- 10) **Resource:** MANUAL FOR COURTS-MARTIAL (MCM), UNITED STATES, 2012 EDITION
- 11) **Resource:** JAGINST 5800.7 (SERIES) - MANUAL OF THE JUDGE ADVOCATE GENERAL

(3) **Task:** COORDINATE THE DISPOSAL OF OFFICIAL FILES AND RECORDS

Verb: COORDINATE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the disposal of official files and records

Condition: UTILIZING Department of the Navy, Navy Records Management Program, SECNAV M- 5210.1

Standard: In accordance with (IAW) Department of the Navy, Navy Records Management Program, SECNAV M- 5210.1

Source: SECNAV M-5210.1, Department of the Navy, Navy Records Management Program

KSATRs:

- 1) **Knowledge:** (GENERAL) KNOWLEDGE OF SECNAV M-5214.1
- 2) **Knowledge:** (GENERAL) KNOWLEDGE OF SECNAV M-5210.1
- 3) **Knowledge:** (GENERAL) KNOWLEDGE OF SECNAV M-5510.36
- 4) **Skill:** COORDINATION OF DISPOSING OFFICIAL FILES AND RECORDS.
- 5) **Ability:** ABILITY TO PROVIDE AND FOLLOW SPECIFIC INSTRUCTIONS AND PROCEDURES
- 6) **Tool:** CROSS-CUT SHREDDER
- 7) **Resource:** DEPARTMENT OF THE NAVY INFORMATION REQUIREMENTS (REPORTS) MANUAL - SECNAV M-5214.1
- 8) **Resource:** SECNAV M-5510.36 - DEPARTMENT OF THE NAVY INFORMATION SECURITY PROGRAM
- 9) **Resource:** NAVY RECORDS MANAGEMENT PROGRAM MANUAL - SECNAV M-5210.1

(4) **Task:** COORDINATE THE RECORDS CONTROL SYSTEM

Verb: COORDINATE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the Records Control System

Condition: UTILIZING Department of the Navy Information Requirements (REPORTS) Management Program, SECNAV M-5214.1

Standard: In accordance with (IAW) Department of the Navy Information Requirements (REPORTS) Management Program, SECNAV M-5214.1

Source: SECNAV M-5214.1, Department of the Navy Information Requirements (REPORTS) Management Program

KSATRs:

- 1) **Knowledge:** (GENERAL) KNOWLEDGE OF SECNAV M-5210.1
- 2) **Knowledge:** (GENERAL) KNOWLEDGE OF SECNAV M-5214.1
- 3) **Knowledge:** (GENERAL) KNOWLEDGE OF SECNAV M-5510.36
- 4) **Skill:** COORDINATE RECORDS CONTROL SYSTEM
- 5) **Ability:** ABILITY TO PROVIDE AND FOLLOW SPECIFIC INSTRUCTIONS AND PROCEDURES
- 6) **Tool:** FILING CABINETS
- 7) **Resource:** SECNAV M-5510.36 - DEPARTMENT OF THE NAVY INFORMATION SECURITY PROGRAM
- 8) **Resource:** DEPARTMENT OF THE NAVY INFORMATION REQUIREMENTS (REPORTS) MANUAL - SECNAV M-5214.1
- 9) **Resource:** NAVY RECORDS MANAGEMENT PROGRAM MANUAL - SECNAV M-5210.1

(5) **Task:** DESCRIBE DOCUMENTS ASSOCIATED WITH UNAUTHORIZED ABSENCE

Verb: DESCRIBE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: documents associated with unauthorized absence

Condition: UTILIZING Naval Military Personnel Manual, NAVPERS 15560

Standard: IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560

Source: NAVPERS 15560 (Series), Naval Military Personnel Manual

KSATRs:

- 1) **Knowledge:** (GENERAL) KNOWLEDGE OF JAGINST 5800.7
- 2) **Knowledge:** (GENERAL) KNOWLEDGE OF THE MANUAL FOR COURTS MARTIAL
- 3) **Skill:** ACTIVE LISTENING, JUDGEMENT AND DECISION MAKING, COMPLEX PROBLEM SOLVING, SPEAKING, CRITICAL THINKING, ACTIVE LEARNING, READING COMPREHENSION, COORDINATION, MONITORING, WRITING
- 4) **Ability:** "RECOGNIZE, MONITOR, ACKNOWLEDGE, DEMONSTRATE, DESCRIBE, OBSERVE, COORDINATE, COMPLY, REVIEW, VERIFY"
- 5) **Tool:** COMPUTER AND PRINTER
- 6) **Resource:** MANUAL FOR COURTS-MARTIAL (MCM), UNITED STATES, 2012 EDITION
- 7) **Resource:** JAGINST 5800.7 (SERIES) - MANUAL OF THE JUDGE ADVOCATE GENERAL
- 8) **Tool:** NAVPERS 1070/613
- 9) **Tool:** NAVPERS 1070/606

(6) **Task:** DETERMINE OFFICER PROMOTION ZONES

Verb: DETERMINE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: officer promotion zones

Condition: Utilizing Promotion, Special Selection, Selective Early Retirement, and Selective Early Removal Boards for Commissioned Officers of the Navy and Marine Corps, SECNAVINST 1420.1(SERIES); Utilizing Regulations to Govern the Promotion and Continuation of Limited Duty Officers (LDOS) and Chief Warrant Officers (CWOS) Serving on the Active-Duty List (ADL) and Reserve Active-Status List (RASL) in the U.S. Navy, SECNAVINST 1412.8(SERIES)

Standard: In accordance with (IAW) Regulations to Govern the Promotion and Continuation of Limited Duty Officers (LDOS) and Chief Warrant Officers (CWOS) Serving on the Active-Duty List (ADL) and Reserve Active-Status List (RASL) in the U.S. Navy, SECNAVINST 1412.8 (SERIES); In accordance with (IAW) Promotion, Special Selection, Selective Early Retirement, and Selective Early Removal Boards for Commissioned Officers of the Navy and Marine Corps, SECNAVINST 1420.1 (SERIES)

Source: SECNAV 1420.1 (SERIES), PROMOTION, SPECIAL SELECTION, SELECTIVE EARLY RETIREMENT AND SELECTIVE EARLY REMOVAL BOARDS FOR COMMISSIONED OFFICERS OF THE NAVY AND MARINE CORPS; SECNAVINST

1412.8 (SERIES), Regulations to Govern the Promotion and Continuation of Limited Duty Officers (LDOS) and Chief Warrant Officers (CWOS) Serving on the Active-Duty List (ADL) and Reserve Active-Status List (RASL) in the U.S. Navy

KSATRs:

- 1) **Knowledge:** KNOWLEDGE OF OFFICER PROMOTION ZONES
 - 2) **Knowledge:** KNOWLEDGE OF MILPERSMAN 1426-010
 - 3) **Knowledge:** KNOWLEDGE OF MILPERSMAN 1420-040
 - 4) **Knowledge:** KNOWLEDGE OF NAVPERS 15018
 - 5) **Knowledge:** KNOWLEDGE OF MILPERSMAN 1420-030
 - 6) **Skill:** VERIFY THE VARIOUS OFFICER PROMOTION ZONES
 - 7) **Ability:** ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS
 - 8) **Ability:** ABILITY TO PROVIDE AND FOLLOW SPECIFIC INSTRUCTIONS AND PROCEDURES
 - 9) **Tool:** COMPUTER AND PRINTER
 - 10) **Resource:** PERMANENT APPOINTMENT TO ACTIVE DUTY CHIEF WARRANT OFFICER AND LIMITED DUTY OFFICER STAUS - MILPERSMAN 1426-010
 - 11) **Resource:** PROMOTION TO WARRANT OFFICER - MILPERSMAN 1420-040
 - 12) **Resource:** REGULATIONS GOVERNING PHYSICAL EXAMINATION FOR PROMOTION TO COMMISSIONED OFFICERS AND COMMISSIONED WARRANT OFFICERS -MILPERSMAN 1420-030
 - 13) **Resource:** NAVPERS 15018 - REGISTER OF COMMISSIONED AND WARRANT OFFICERS OF THE ACTIVE DUTY LIST
- (7) **Task:** DETERMINE THE TYPES OF OFFICER PROMOTIONS
- Verb:** DETERMINE
- Task Level:** Organizational
- Status of Training:** Currently Being Trained
- Type of Training:** Formal
- Object:** Non-Equipment: the types of officer promotions
- Condition:** Utilizing Frocking of Commissioned Officers, SECNAVINST 1420.2(SERIES); Utilizing Temporary (Spot) Promotion of Officers, SECNAVINST 1421.3(SERIES)
- Standard:** In accordance with (IAW) Temporary (Spot) Promotion of Officers, SECNAVINST 1421.3(SERIES); In accordance with (IAW) Frocking of Commissioned Officers, SECNAVINST 1420.2(SERIES)
- Source:** SECNAVINST 1421.3(SERIES), Temporary (Spot) Promotion of Officers; SECNAVINST 1420.2(SERIES), FROCKING OF COMMISSIONED OFFICERS

KSATRs:

- 1) **Knowledge:** KNOWLEDGE OF MILPERSMAN 1420-030
- 2) **Knowledge:** KNOWLEDGE OF MILPERSMAN 1420-040
- 3) **Knowledge:** KNOWLEDGE OF MILPERSMAN 1426-010
- 4) **Knowledge:** KNOWLEDGE OF NAVPERS 15018
- 5) **Skill:** VERIFY THE VARIOUS OFFICER PROMOTION ZONES
- 6) **Ability:** ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS
- 7) **Ability:** ABILITY TO PROVIDE AND FOLLOW SPECIFIC INSTRUCTIONS AND PROCEDURES
- 8) **Tool:** COMPUTER AND PRINTER
- 9) **Resource:** REGULATIONS GOVERNING PHYSICAL EXAMINATION FOR PROMOTION TO COMMISSIONED OFFICERS AND COMMISSIONED WARRANT OFFICERS -MILPERSMAN 1420-030
- 10) **Resource:** NAVPERS 15018 - REGISTER OF COMMISSIONED AND WARRANT OFFICERS OF THE ACTIVE DUTY LIST
- 11) **Resource:** PROMOTION TO WARRANT OFFICER - MILPERSMAN 1420-040
- 12) **Resource:** PERMANENT APPOINTMENT TO ACTIVE DUTY CHIEF WARRANT OFFICER AND LIMITED DUTY OFFICER STAUS - MILPERSMAN 1426-010

(8) **Task:** EDIT NAVAL CORRESPONDENCE

Verb: EDIT

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: Naval Correspondence

Condition: Utilizing Department of the Navy Correspondence Manual, SECNAV M-5216.5

Standard: IN ACCORDANCE WITH (IAW) SECNAV M-5216.5 - Department of the Navy Correspondence Manual

Source: SECNAV M-5216.5, Department of the Navy Correspondence Manual

KSATRs:

- 1) **Knowledge:** (GENERAL) KNOWLEDGE OF SECNAV M-5216.5
- 2) **Skill:** SKILL IN CORRECTING NAVAL CORRESPONDENCE
- 3) **Ability:** ABILITY TO PROOFREAD AND CORRECT TYPOGRAPHICAL ERRORS IN NAVAL CORRESPONDENCE
- 4) **Tool:** COMPUTER AND PRINTER

- 5) **Resource:** SECNAV M-5216.5, DEPARTMENT OF THE NAVY
CORRESPONDENCE MANUAL

(9) **Task:** IMPLEMENT DIRECTIVES ISSUANCE GUIDELINES

Verb: IMPLEMENT

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: directives issuance guidelines

Condition: Utilizing OPNAVINST 5215.17(SERIES) Navy Directives Issuance System

Standard: IN ACCORDANCE WITH (IAW) OPNAVINST 5215.17(SERIES) NAVY
DIRECTIVES ISSUANCE SYSTEM

Source: OPNAVINST 5215.17(SERIES), NAVY DIRECTIVES ISSUANCE SYSTEM

KSATRs:

- 1) **Knowledge:** (GENERAL) KNOWLEDGE OF SECNAV M-5210.2 - STANDARD
SUBJECT IDENTIFICATION CODE (SSIC) MANUAL
- 2) **Knowledge:** GENERAL KNOWLEDGE OF OPNAVINST 5215.17 (SERIES) - NAVY
DIRECTIVES ISSUANCE SYSTEM
- 3) **Skill:** THE SKILL OF REVIEWING INFORMATION TO DEVELOP AND
IMPLEMENT SOLUTIONS
- 4) **Ability:** THE ABILITY TO ARRANGE THINGS OR ACTIONS IN A CERTAIN
ORDER OR PATTERN ACCORDING TO A SPECIFIC RULE OR SET OF RULES
- 5) **Tool:** COMPUTER AND PRINTER
- 6) **Tool:** FILING CABINETS
- 7) **Resource:** DEPARTMENT OF THE NAVY STANDARD SUBJECT
IDENTIFICATION CODE (SSIC) MANUAL - SECNAV M-5210.2
- 8) **Resource:** NAVY DIRECTIVES ISSUANCE SYSTEM - OPNAVINST 5215.17

(10) **Task:** IMPLEMENT THE SHIP'S MAIL AND CORRESPONDENCE PROGRAM

Verb: IMPLEMENT

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the ship's mail and correspondence program

Condition: Utilizing Yeoman Training Manual, NAVEDTRA 15009

Standard: In Accordance with (IAW) NAVEDTRA 15009, Yeoman Training Manual,

Source: NAVEDTRA 15009, Yeoman Training Manual

KSATRs:

- 1) **Knowledge:** (GENERAL) KNOWLEDGE OF DODI 4525.08 (SERIES)
 - 2) **Knowledge:** (GENERAL) KNOWLEDGE OF SECNAV M-5216.5
 - 3) **Skill:** THE SKILL OF REVIEWING INFORMATION TO DEVELOP AND IMPLEMENT SOLUTIONS
 - 4) **Ability:** THE ABILITY TO ARRANGE THINGS OR ACTIONS IN A CERTAIN ORDER OR PATTERN ACCORDING TO A SPECIFIC RULE OR SET OF RULES
 - 5) **Tool:** COMPUTER AND PRINTER
 - 6) **Tool:** FILING CABINETS
 - 7) **Resource:** NAVY POSTAL INSTRUCTION - OPNAVINST 5112.6 (SERIES)
 - 8) **Resource:** DEPARTMENT OF THE NAVY CORRESPONDENCE MANUAL - SECNAV M-5216.5
 - 9) **Resource:** DEPARTMENT OF DEFENSE OFFICIAL MAIL MANAGEMENT PROGRAM - DODI 4525.08 (SERIES)
 - 10) **Knowledge:** (GENERAL) KNOWLEDGE OF OPNAVINST 5112.6 (SERIES)
- (11) **Task:** INTERPRET DATA CONTAINED ON A REPORT OF DISPOSITION OF OFFENSES

Verb: INTERPRET

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: data contained on a Report of Disposition of Offenses

Condition: UTILIZING Manual for Courts-Martial (MCM)

Standard: IN ACCORDANCE WITH (IAW) Manual for Courts-Martial (MCM)

Source: NAVSO P-6064, Manual for Courts-Martial United States 2008

KSATRs:

- 1) **Knowledge:** (GENERAL) KNOWLEDGE OF THE MANUAL FOR COURTS MARTIAL
- 2) **Knowledge:** (GENERAL) KNOWLEDGE OF JAGINST 5800.7
- 3) **Skill:** (OPERATION/SKILL) DEVELOP AND ORALLY DELIVER PRESENTATION TO SMALL AND LARGE GROUPS.
- 4) **Ability:** THE ABILITY TO COMMUNICATE INFORMATION AND IDEAS IN SPEAKING SO OTHERS WILL UNDERSTAND
- 5) **Tool:** REPORT AND DISPOSITION OF OFFENCES - NAVPERS 1626/7
- 6) **Tool:** COMPUTER AND PRINTER

- 7) **Resource:** JAGINST 5800.7 (SERIES) - MANUAL OF THE JUDGE ADVOCATE GENERAL
- 8) **Resource:** MANUAL FOR COURTS-MARTIAL (MCM), UNITED STATES, 2012 EDITION

(12) **Task:** PREPARE AN ADMINISTRATIVE SEPARATION PROCESSING NOTICE - ADMINISTRATIVE BOARD PROCEDURE; AND AN ADMINISTRATIVE SEPARATION PROCESSING NOTIFICATION PROCEDURE

Verb: PREPARE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: an Administrative Separation Processing Notice - Administrative Board Procedure; and an Administrative Separation Processing Notification Procedure

Condition: UTILIZING Naval Military Personnel Manual, NAVPERS 15560

Standard: IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560

Source: NAVPERS 15560 (Series), Naval Military Personnel Manual

KSATRs:

- 1) **Knowledge:** KNOWLEDGE OF ADMINISTRATIVE SEPARATION POLICY AND GENERAL INFORMATION
- 2) **Knowledge:** KNOWLEDGE OF ENLISTED ADMINISTRATIVE SEPARATIONS
- 3) **Skill:** TYPE CORRESPONDENCE RELATING TO ADMINISTRATIVE SEPARATIONS
- 4) **Ability:** ABILITY TO PROVIDE AND FOLLOW SPECIFIC INSTRUCTIONS AND PROCEDURES
- 5) **Tool:** ADMINISTRATIVE SEPARATION PROCESSING NOTIFICATION PROCEDURES - NAVPERS 1910/32
- 6) **Tool:** COMPUTER AND PRINTER
- 7) **Resource:** ENLISTED ADMINISTRATIVE SEPARATIONS - MILPERSMAN 1910
- 8) **Resource:** ADMINISTRATIVE SEPARATION (ADSEP) POLICY AND GENERAL INFORMATION - MILPERSMAN 1910-010

(13) **Task:** PROCESS ADMINISTRATIVE SEPARATION RELATED DOCUMENTS

Verb: PROCESS

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: administrative separation related documents

Condition: UTILIZING Naval Military Personnel Manual, NAVPERS 15560

Standard: IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560

Source: NAVPERS 15560 (Series), Naval Military Personnel Manual

KSATRs:

- 1) **Knowledge:** KNOWLEDGE OF ENLISTED ADMINISTRATIVE SEPARATION PROCEDURES
- 2) **Knowledge:** KNOWLEDGE OF ADMINISTRATIVE SEPARATION POLICY AND GENERAL INFORMATION
- 3) **Skill:** TYPE CORRESPONDENCE RELATING TO ADMINISTRATIVE SEPARATIONS
- 4) **Ability:** ABILITY TO PROVIDE AND FOLLOW SPECIFIC INSTRUCTIONS AND PROCEDURES
- 5) **Tool:** ADMINISTRATIVE SEPARATION PROCESSING NOTIFICATION PROCEDURE - NAVPERS 1910/32
- 6) **Tool:** ADMINISTRATIVE SEPARATION PROCESSING NOTICE - ADMINISTRATIVE PROCEDURE -NAVPER 1910/31
- 7) **Tool:** COMPUTER AND PRINTER

(14) Task: REVIEW A RECORD OF UNAUTHORIZED ABSENCE

Verb: REVIEW

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: a Record of Unauthorized Absence

Condition: UTILIZING Naval Military Personnel Manual, NAVPERS 15560

Standard: IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560

Source: NAVPERS 15560 (Series), Naval Military Personnel Manual

KSATRs:

- 1) **Knowledge:** (GENERAL) KNOWLEDGE OF THE MANUAL FOR COURTS MARTIAL
- 2) **Knowledge:** (GENERAL) KNOWLEDGE OF JAGINST 5800.7
- 3) **Skill:** ACTIVE LISTENING, JUDGEMENT AND DECISION MAKING, COMPLEX PROBLEM SOLVING, MONITORING, SPEAKING, CRITICAL THINKING, ACTIVE LEARNING, READING COMPREHENSION, COORDINATION

- 4) **Ability:** "RECOGNIZE, MONITOR, ACKNOWLEDGE, DEMONSTRATE, DESCRIBE, OBSERVE, COORDINATE, COMPLY, REVIEW, VERIFY"
- 5) **Tool:** NAVPERS 1070/606
- 6) **Tool:** NAVPERS 1070/613
- 7) **Resource:** JAGINST 5800.7 (SERIES) - MANUAL OF THE JUDGE ADVOCATE GENERAL
- 8) **Resource:** MANUAL FOR COURTS-MARTIAL (MCM), UNITED STATES, 2012 EDITION

(15) Task: REVIEW AWARD RECOMMENDATION PROCEDURES

Verb: REVIEW

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: Award recommendation procedures

Condition: Utilizing SECNAVINST 1650.1 (SERIES), United States Navy and Marine Corps Award Manual

Standard: IN ACCORDANCE WITH (IAW) SECNAVINST 1650.1(SERIES) UNITED STATES NAVY AND MARINE CORPS AWARDS MANUAL

Source: SECNAVINST 1650.1(SERIES), UNITED STATES NAVY AND MARINE CORPS AWARDS MANUAL

KSATRs:

- 1) **Knowledge:** SECNAVINST 1650 (SERIES) NAVY AND MARINE CORPS AWARDS MANUAL
- 2) **Skill:** REVIEW NAVY AND LOCAL COMMAND PROCEDURES FOR AWARD RECOMMENDATIONS.
- 3) **Ability:** NSCS: ABILITY TO UNDERSTAND AND FOLLOW SPECIFIC INSTRUCTIONS AND PROCEDURES.
- 4) **Knowledge:** KNOWLEDGE OF NAVY AWARDS
- 5) **Tool:** COMPUTER AND PRINTER
- 6) **Resource:** NAVY AND MARINE CORPS AWARDS MANUAL - SECNAVINST 1650 (SERIES)

(16) Task: REVIEW DATA CONTAINED ON A REPORT OF DISPOSITION AND OFFENSES

Verb: REVIEW

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: data contained on a Report of Disposition and Offenses

Condition: UTILIZING Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7; UTILIZING Manual for Courts-Martial (MCM)

Standard: IN ACCORDANCE WITH (IAW) JAGINST 5800.7E – MANUAL OF THE JUDGE ADVOCATE GENERAL (JAGMAN); IN ACCORDANCE WITH (IAW) Manual for Courts-Martial (MCM)

Source: NAVSO P-6064, Manual for Courts-Martial United States 2008; JAGINST 5800.7F, Manual of the Judge Advocate General

KSATRs:

- 1) **Knowledge:** KNOWLEDGE OF MANUAL FOR COURTS-MARTIAL - UNITED STATES (2012 EDITION)
- 2) **Knowledge:** (GENERAL) KNOWLEDGE OF JAGINST 5800.7
- 3) **Skill:** SKILL IN REVIEWING DATA ELEMENTS OF NAVPERS 1626/7
- 4) **Ability:** ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS
- 5) **Tool:** REPT OF DISPOSITION AND OFFENSES - NAVPERS 1626/7
- 6) **Tool:** COMPUTER AND PRINTER
- 7) **Resource:** MANUAL FOR COURTS-MARTIAL (MCM), UNITED STATES, 2012 EDITION
- 8) **Resource:** JAGINST 5800.7 (SERIES) - MANUAL OF THE JUDGE ADVOCATE GENERAL

(17) **Task:** REVIEW DOCUMENTS AND PROCEDURES FOR SOCIAL USAGE, PROTOCOL AND OFFICIAL CEREMONIES

Verb: REVIEW

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: documents and procedures for social usage, protocol and official ceremonies

Condition: Utilizing Social Usage and Protocol Handbook, OPNAVINST 1710.7(SERIES)

Standard: IN ACCORDANCE WITH (IAW) SOCIAL USAGE AND PROTOCOL HANDBOOK, OPNAVINST 1710.7(SERIES)

Source: OPNAVINST 1710.7(SERIES), SOCIAL USAGE AND PROTOCOL HANDBOOK

KSATRs:

- 1) **Knowledge:** KNOWLEDGE OF SOCIAL USAGE AND PROTOCOL HANDBOOK - OPNAVINST 1710.7 (SERIES)
- 2) **Skill:** SKILL IN REVIEWING OFFICIAL CEREMONIAL DOCUMENTATION.
- 3) **Ability:** ABILITY TO EVALUATE CORRESPONDENCE FOR OFFICIAL CEREMONIES.
- 4) **Tool:** COMPUTER AND PRINTER
- 5) **Resource:** SOCIAL USAGE AND PROTOCOL HANBOOK - OPNAVINST 1710.7 (SERIES)

(18) Task: REVIEW DOCUMENTS ASSOCIATED WITH UNAUTHORIZED ABSENCE

Verb: REVIEW

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: documents associated with unauthorized absence

Condition: UTILIZING Naval Military Personnel Manual, NAVPERS 15560

Standard: IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560

Source: NAVPERS 15560 (Series), Naval Military Personnel Manual

KSATRs:

- 1) **Knowledge:** KNOWLEDGE OF MANUAL FOR COURTS-MARTIAL - UNITED STATES (2012 EDITION)
- 2) **Knowledge:** (GENERAL) KNOWLEDGE OF JAGINST 5800.7
- 3) **Skill:** SKILL IN REVIEWING DATA ELEMENTS OF NAVPERS 1626/7
- 4) **Ability:** ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS
- 5) **Tool:** NAVPERS 1070/606
- 6) **Tool:** NAVPERS 1070/613
- 7) **Resource:** JAGINST 5800.7 (SERIES) - MANUAL OF THE JUDGE ADVOCATE GENERAL
- 8) **Resource:** MANUAL FOR COURTS-MARTIAL (MCM), UNITED STATES, 2012 EDITION

(19) Task: REVIEW NAVAL CORRESPONDENCE

Verb: REVIEW

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: Naval Correspondence

Condition: Utilizing Department of the Navy Correspondence Manual, SECNAV M-5216.5

Standard: IN ACCORDANCE WITH (IAW) SECNAV M-5216.5 - Department of the Navy Correspondence Manual

Source: SECNAV M-5216.5, Department of the Navy Correspondence Manual

KSATRs:

- 1) **Knowledge:** (GENERAL) KNOWLEDGE OF SECNAV M-5216.5
- 2) **Skill:** SKILL IN PROOFREADING NAVAL CORRESPONDENCE
- 3) **Skill:** SKILL IN CORRECTING NAVAL CORRESPONDENCE
- 4) **Ability:** ABILITY TO PROOFREAD AND CORRECT TYPOGRAPHICAL ERRORS IN NAVAL CORRESPONDENCE
- 5) **Tool:** COMPUTER AND PRINTER
- 6) **Tool:** BALL POINT PEN
- 7) **Resource:** DEPARTMENT OF THE NAVY CORRESPONDENCE MANUAL - SECNAV M-5216.5

(20) **Task:** REVIEW OFFICER/ENLISTED EVALUATIONS AND FITNESS REPORTS FOR ACCURACY

Verb: REVIEW

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: Officer/Enlisted evaluations and fitness reports for accuracy

Condition: UTILIZING Navy Performance Evaluation System, BUPERSINST 1610.10

Standard: IN ACCORDANCE WITH (IAW) Navy Performance Evaluation System, BUPERSINST 1610.10

Source: BUPERSINST 1610.10 (SERIES), Navy Performance Evaluation System

KSATRs:

- 1) **Knowledge:** KNOWLEDGE OF BUPERSINST 1080.53 (SERIES)
- 2) **Knowledge:** KNOWLEDGE OF BUPERSINST 1301.40 (SERIES)
- 3) **Skill:** SKILL IN PROOFREADING OFFICER/ENLISTED FITNESS REPORTS AND EVALUATIONS
- 4) **Ability:** ABILITY TO VERIFY FITNESS REPORT/EVALUATION ACCURACY
- 5) **Tool:** COMPUTER AND PRINTER

- 6) **Resource:** ENLISTED DISTRIBUTION AND VERIFICATION REPORT USERS MANUAL - BUPERSINST 1080.53 (SERIES)
- 7) **Resource:** FORMAT AND PROCEDURES FOR VALIDATION AND DISTRIBUTION OF THE OFFICER DISTRIBUTION CONTROL REPORT - BUPERSINST 1301.40 (SERIES)

(21) **Task:** REVIEW SELECTIVE REENLISTMENT BONUS MESSAGE AND ASSOCIATED NAVADMINS

Verb: REVIEW

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: Selective Reenlistment Bonus message and associated NAVADMINS

Condition: Utilizing Selective Reenlistment Bonus, OPNAVINST 1160.8

Standard: IN ACCORDANCE WITH (IAW) Selective Reenlistment Bonus, OPNAVINST 1160.8

Source: OPNAVINST 1160.8 (Series), Selective Reenlistment Bonus (SRB) Program

KSATRs:

- 1) **Knowledge:** KNOWLEDGE OF OPNAVINST1160.8 (SERIES)
- 2) **Knowledge:** KNOWLEDGE OF NAVADMIN 077/13
- 3) **Skill:** SKILL IN ASSESSING THE CONTENTS OF THE EDVR MANUAL
- 4) **Skill:** SKILL IN PROOFREADING NAVAL CORRESPONDENCE
- 5) **Ability:** ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS
- 6) **Tool:** COMPUTER AND PRINTER
- 7) **Resource:** NAVADMIN 077/13 - SELECTIVE REENLISTMENT BONUS AND POLICY UPDATE
- 8) **Resource:** OPNAVINST 1160.8 (SERIES) - SELECTIVE REENLISTMENT PROGRAM

(22) **Task:** REVIEW SHIP'S OFFICE PRACTICES AND PROCEDURES

Verb: REVIEW

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: ship's office practices and procedures

Condition: UTILIZING Standard Organization and Regulations of the U.S. Navy (SORM), OPNAVINST 3120.32

Standard: IN ACCORDANCE WITH (IAW) Standard Organization and Regulations of the U.S. Navy (SORM), OPNAVINST 3120.32

Source: OPNAVINST 3120.32, Standard Organization and Regulations of the U.S. Navy (SORM)

KSATRs:

- 1) **Knowledge:** KNOWLEDGE OF OPNAVINST 3120.32
- 2) **Skill:** SKILL IN ASSESSING OFFICE POLICIES AND PROCEDURES
- 3) **Ability:** NSCS: ABILITY TO LEARN THROUGH OBSERVATION AND HANDS ON TRAINING.
- 4) **Tool:** STANDARD ORGANIZATION AND AND REGULATIONS OF THE U.S. NAVY AND LOCAL GUIDANCE
- 5) **Resource:** OPNAVINST 3120.32 (SERIES) - ORGANIZATION AND REGULATIONS OF THE U.S. NAVY

(23) Task: REVIEW THE CONGRESSIONAL INQUIRY PROCESS

Verb: REVIEW

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the congressional inquiry process

Condition: UTILIZING Mission, Function and Responsibilities of the Office of Legislative Affairs and Procedures for Handling Legislative Affairs and Congressional Relations, SECNAVINST 5730.5

Standard: IN ACCORDANCE WITH (IAW) Mission, Function and Responsibilities of the Office of Legislative Affairs and Procedures for Handling Legislative Affairs and Congressional Relations, SECNAVINST 5730.5

Source: SECNAVINST 5730.5 (SERIES), Mission, Function and Responsibilities of the Office of Legislative Affairs and Procedures for Handling Legislative Affairs and Congressional Relations

KSATRs:

- 1) **Knowledge:** KNOWLEDGE OF SECNAVINST 4650.16 (SERIES)
- 2) **Knowledge:** (GENERAL) KNOWLEDGE OF SECNAV M-5216.5
- 3) **Skill:** SKILL IN ASSESSING CONGRESSIONAL CORRESPONDENCE
- 4) **Ability:** NSCS: ABILITY TO GATHER DATA, TO COMPILE INFORMATION, AND PREPARE REPORTS.

- 5) **Tool:** LOGS AND RECORDS
- 6) **Resource:** MISSION, FUNCTIONS, AND RESPONSIBILITIES OF THE OFFICE OF LEGISLATIVE AFFAIRS AND PROCEDURES FOR HANDLING NAVAL LEGISLATIVE AFFAIRS AND CONGRESSIONAL PROCEDURES - SECNAVINST 5730.5 (SERIES)
- 7) **Resource:** DEPARTMENT OF THE NAVY CORRESPONDENCE MANUAL - SECNAV M-5216.5

(24) Task: REVIEW THE CONTENTS OF A COURT MEMORANDUM

Verb: REVIEW

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the contents of a Court Memorandum

Condition: UTILIZING Naval Military Personnel Manual, NAVPERS 15560

Standard: IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560

Source: NAVPERS 15560 (Series), Naval Military Personnel Manual

KSATRs:

- 1) **Knowledge:** (GENERAL) KNOWLEDGE OF JAGINST 5800.7
- 2) **Knowledge:** KNOWLEDGE OF MANUAL FOR COURTS-MARTIAL - UNITED STATES (2012 EDITION)
- 3) **Skill:** SKILL IN PROOFREADING NAVAL CORRESPONDENCE
- 4) **Ability:** NSCS: ABILITY TO USE DEDUCTIVE / INDUCTIVE REASONING, ORAL EXPRESSION, PROBLEM SENSITIVITY, ORAL / WRITTEN COMPREHENSION / EXPRESSION, INFORMATION ORDERING, AND CATEGORY FLEXIBILITY.
- 5) **Tool:** NAVPERS 1070/606
- 6) **Tool:** NAVPERS 1070/613
- 7) **Tool:** REPORT AND DISPOSITION OF OFFENCES - NAVPERS 1626/7
- 8) **Resource:** JAGINST 5800.7 (SERIES) - MANUAL OF THE JUDGE ADVOCATE GENERAL
- 9) **Resource:** MANUAL FOR COURTS-MARTIAL (MCM), UNITED STATES, 2012 EDITION

(25) Task: REVIEW THE CONTENTS OF AN EDVR

Verb: REVIEW

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the contents of an EDVR

Condition: UTILIZING Enlisted Distribution and Verification Report User's Manual, BUPERSINST 1080.53

Standard: IN ACCORDANCE WITH (IAW) Enlisted Distribution and Verification Report User's Manual, BUPERSINST 1080.53

Source: BUPERSINST 1080.53(SERIES), ENLISTED DISTRIBUTION AND VERIFICATION REPORT USER'S MANUAL (EDVRMAN)

KSATRs:

- 1) **Knowledge:** KNOWLEDGE OF BUPERSINST 1080.53 (SERIES)
- 2) **Skill:** SKILL IN ASSESSING THE CONTENTS OF THE EDVR MANUAL
- 3) **Ability:** NSCS: ABILITY TO GATHER DATA, TO COMPILE INFORMATION, AND PREPARE REPORTS.
- 4) **Tool:** COMPUTER AND PRINTER
- 5) **Resource:** ENLISTED DISTRIBUTION AND VERIFICATION REPORT USERS MANUAL - 1080.53 (SERIES)

(26) Task: REVIEW THE CONTENTS OF AN ODCR

Verb: REVIEW

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the contents of an ODCR

Condition: UTILIZING Format and Procedures for Validating the Officer Distribution Control Report, BUPERSINST 1301.40

Standard: IN ACCORDANCE WITH (IAW) Format and Procedures for Validating the Officer Distribution Control Report, BUPERSINST 1301.40

Source: BUPERSINST 1301.40(SERIES), FORMAT AND PROCEDURES FOR VALIDATION AND DISTRIBUTION OF THE OFFICER DISTRIBUTION CONTROL REPORT (ODCR)

KSATRs:

- 1) **Knowledge:** KNOWLEDGE OF BUPERSINST 1301.40 (SERIES)
- 2) **Skill:** SKILL IN ASSESSING THE CONTENTS OF THE ODCR MANUAL
- 3) **Ability:** ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS
- 4) **Tool:** COMPUTER AND PRINTER

- 5) **Resource:** FORMAT AND PROCEDURES FOR VALIDATION AND DISTRIBUTION OF THE OFFICER DISTRIBUTION CONTROL REPORT - BUPERSINST 1301.40 (SERIES)

(27) Task: VALIDATE DISCIPLINARY RELATED DOCUMENTS

Verb: VALIDATE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: disciplinary related documents

Condition: UTILIZING Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7; UTILIZING Manual for Courts-Martial (MCM)

Standard: IN ACCORDANCE WITH (IAW) Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7; IN ACCORDANCE WITH (IAW) Manual for Courts-Martial (MCM)

Source: JAGINST 5800.7, Manual of Judge Advocate General (JAGMAN); NAVSO P-6064, Manual for Courts-Martial United States 2008

KSATRs:

- 1) **Knowledge:** KNOWLEDGE OF MANUAL FOR COURTS-MARTIAL - UNITED STATES (2012 EDITION)
- 2) **Knowledge:** (GENERAL) KNOWLEDGE OF JAGINST 5800.7
- 3) **Skill:** GATHER, PROCESS, AND DISTRIBUTE INFORMATION
- 4) **Ability:** ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS
- 5) **Ability:** ABILITY TO PROVIDE AND FOLLOW SPECIFIC INSTRUCTIONS AND PROCEDURES
- 6) **Tool:** NAVPERS 1070/606
- 7) **Tool:** NAVPERS 1070/613
- 8) **Tool:** REPORT AND DISPOSITION OF OFFENCES - NAVPERS 1626/7
- 9) **Tool:** COMPUTER AND PRINTER
- 10) **Resource:** MANUAL FOR COURTS-MARTIAL (MCM), UNITED STATES, 2012 EDITION
- 11) **Resource:** JAGINST 5800.7 (SERIES) - MANUAL OF THE JUDGE ADVOCATE GENERAL

(28) Task: VALIDATE DOCUMENTS ASSOCIATED WITH REENLISTMENTS AND EXTENSIONS

Verb: VALIDATE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: documents associated with reenlistments and extensions

Condition: UTILIZING Naval Military Personnel Manual, NAVPERS 15560

Standard: IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560

Source: NAVPERS 15560 (Series), Naval Military Personnel Manual

Safety Hazard Severity: Minor

Criticality of Performance: Minor

Task Delay Tolerance: High delay tolerance

Frequency of Performance: At least monthly, but less than twice per week

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task requires 1 to 3 days to learn

Task Learning Difficulty: Task requires 1 to 3 days to learn

Percent Performing: 25 to 49% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task first performed within 6 months after assignment

KSATRs:

- 1) **Knowledge:** GENERAL KNOWLEDGE OF MILPERSMAN
- 2) **Knowledge:** GENERAL KNOWLEDGE OF THE CWAY SYSTEM.
- 3) **Knowledge:** GENERAL KNOWLEDGE OF NSIPS
- 4) **Skill:** ABILITY TO VALIDATE REQUIREMENTS OF ENLISTED PERSONNEL
- 5) **Ability:** ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS
- 6) **Ability:** ABILITY TO IDENTIFY VARIOUS REPORTING FORMS
- 7) **Ability:** ABILITY TO PROVIDE AND FOLLOW SPECIFIC INSTRUCTIONS AND PROCEDURES
- 8) **Ability:** NSCS: ABILITY TO ANALYZE AND PROBLEM SOLVE.
- 9) **Tool:** NSIPS
- 10) **Resource:** ELECTRONIC SERVICE RECORD

(29) **Task:** VALIDATE DOCUMENTS CONTAINED WITHIN THE ENLISTED SERVICE RECORD

Verb: VALIDATE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: documents contained within the enlisted service record

Condition: UTILIZING Naval Military Personnel Manual, NAVPERS 15560

Standard: IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560

Source: NAVPERS 15560 (Series), Naval Military Personnel Manual

Safety Hazard Severity: Minor

Criticality of Performance: Minor

Task Delay Tolerance: High delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task requires 1 to 3 days to learn

Task Learning Difficulty: Task requires 1 to 3 days to learn

Percent Performing: 25 to 49% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task first performed within 6 months after assignment

KSATRs:

- 1) **Knowledge:** GENERAL KNOWLEDGE OF NSIPS
- 2) **Knowledge:** GENERAL KNOWLEDGE OF MILPERSMAN
- 3) **Skill:** ABILITY TO VALIDATE REQUIREMENTS OF ENLISTED PERSONNEL
- 4) **Ability:** ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS
- 5) **Ability:** ABILITY TO IDENTIFY VARIOUS REPORTING FORMS
- 6) **Ability:** ABILITY TO PROVIDE AND FOLLOW SPECIFIC INSTRUCTIONS AND PROCEDURES
- 7) **Ability:** NSCS: ABILITY TO ANALYZE AND PROBLEM SOLVE.
- 8) **Tool:** NSIPS
- 9) **Resource:** ELECTRONIC SERVICE RECORD

(30) **Task:** VALIDATE THE CONTENTS OF AN ADMINISTRATIVE SEPARATION PACKAGE

Verb: VALIDATE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the contents of an administrative separation package

Condition: UTILIZING Naval Military Personnel Manual, NAVPERS 15560

Standard: IN ACCORDANCE WITH (IAW) NAVPERS 15560, NAVAL MILITARY PERSONNEL MANUAL (MILPERSMAN)

Source: NAVPERS 15560 (Series), Naval Military Personnel Manual

Safety Hazard Severity: Minor

Criticality of Performance: Minor

Task Delay Tolerance: High delay tolerance

Frequency of Performance: At least monthly, but less than twice per week

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 0 to 24% of the personnel perform this task

Percent of Time Spent on Performance: Same amount of time spent on this task as most others

Immediacy of Performance: Task first performed within 1 to 2 years after assignment

KSATRs:

- 1) **Knowledge:** (GENERAL) KNOWLEDGE OF JAGINST 5800.7
- 2) **Knowledge:** KNOWLEDGE OF MANUAL FOR COURTS-MARTIAL - UNITED STATES (2012 EDITION)
- 3) **Knowledge:** KNOWLEDGE OF DODI 1332.14 (SERIES)
- 4) **Knowledge:** KNOWLEDGE OF MILITARY PERSONNEL MANUAL - MPM 1910 (SERIES)
- 5) **Skill:** SKILL IN ASSESSING ADMINISTRATIVE SEPARATION CORRESPONDENCE
- 6) **Ability:** NSCS: ABILITY TO UNDERSTAND AND FOLLOW SPECIFIC INSTRUCTIONS AND PROCEDURES.
- 7) **Tool:** ADMINISTRATIVE SEPARATION PROCESSING NOTICE - ADMINISTRATIVE BOARD PROCEDURES - NAVPERS 1910/31
- 8) **Tool:** ADMINISTRATIVE SEPARATION PROCESSING NOTIFICATION PROCEDURES - NAVPERS 1910/32
- 9) **Resource:** MILITARY PERSONNEL MANUAL (SEPARTIONS) - MPM 1910 (SERIES)

- 10) **Resource:** ENLISTED ADMINISTRATIVE SEPARATIONS - DODI 1332.14 (SERIES)
- 11) **Resource:** JAGINST 5800.7 (SERIES) - MANUAL OF THE JUDGE ADVOCATE GENERAL
- 12) **Resource:** MANUAL FOR COURTS-MARTIAL (MCM), UNITED STATES, 2012 EDITION

(31) **Task:** VERIFY ADMINISTRATIVE DOCUMENTS FOR NJP

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: administrative documents for NJP

Condition: UTILIZING Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7; UTILIZING Manual for Courts-Martial (MCM)

Standard: IN ACCORDANCE WITH (IAW) Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7; IN ACCORDANCE WITH (IAW) Manual for Courts-Martial (MCM)

Source: JAGINST 5800.7, Manual of Judge Advocate General (JAGMAN); NAVSO P-6064, Manual for Courts-Martial United States 2008

Safety Hazard Severity: Minor

Criticality of Performance: Minor

Task Delay Tolerance: High delay tolerance

Frequency of Performance: At least monthly, but less than twice per week

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 0 to 24% of the personnel perform this task

Percent of Time Spent on Performance: Same amount of time spent on this task as most others

Immediacy of Performance: Task first performed within 6 months after assignment

KSATRs:

- 1) **Knowledge:** (GENERAL) KNOWLEDGE OF THE MANUAL FOR COURTS MARTIAL
- 2) **Knowledge:** (GENERAL) KNOWLEDGE OF JAGINST 5800.7
- 3) **Ability:** ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS

- 4) **Ability:** ABILITY TO PROVIDE AND FOLLOW SPECIFIC INSTRUCTIONS AND PROCEDURES
- 5) **Tool:** COMPUTER AND PRINTER
- 6) **Tool:** NAVPERS 1070/606
- 7) **Tool:** NAVPERS 1070/613
- 8) **Tool:** REPORT AND DISPOSITION OF OFFENCES - NAVPERS 1626/7
- 9) **Resource:** MANUAL FOR COURTS-MARTIAL (MCM), UNITED STATES, 2012 EDITION
- 10) **Resource:** JAGINST 5800.7 (SERIES) - MANUAL OF THE JUDGE ADVOCATE GENERAL

(32) Task: VERIFY AN ACTIVITY GAIN

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: an activity gain

Condition: UTILIZING Joint Federal Travel Regulations (JFTR), Volume 1, NAVSO P-6034

Standard: IN ACCORDANCE WITH (IAW) Joint Federal Travel Regulations (JFTR), Volume 1, NAVSO P-6034

Source: NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1

Safety Hazard Severity: Minor

Criticality of Performance: Minor

Task Delay Tolerance: High delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: About as often as other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 25 to 49% of the personnel perform this task

Percent of Time Spent on Performance: More time spent on this task than most others

Immediacy of Performance: Task first performed within 6 months after assignment

KSATRs:

- 1) **Knowledge:** GENERAL KNOWLEDGE OF MILPERSMAN
- 2) **Knowledge:** GENERAL KNOWLEDGE OF NSIPS

- 3) **Skill:** GENERAL CUSTOMER SERVICE SKILLS
- 4) **Skill:** COMPUTATE LEAVE AND DETERMINE ACCURATE AMOUNT OF LEAVE AND PROCEED TIME
- 5) **Tool:** MASTER MILITARY PAY AUTHORITY
- 6) **Tool:** NSIPS
- 7) **Resource:** MMPA READ GUIDE
- 8) **Resource:** MASTER MILITARY PAY ACCOUNT (MMPA) GUIDE
- 9) **Resource:** NSIPS JOB PERFORMANCE AID (JPA)

(33) Task: VERIFY AN ACTIVITY LOSS

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: AN ACTIVITY LOSS

Condition: UTILIZING Joint Federal Travel Regulations (JFTR), Volume 1, NAVSO P-6034

Standard: IN ACCORDANCE WITH (IAW) Joint Federal Travel Regulations (JFTR), Volume 1, NAVSO P-6034

Source: NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1

Safety Hazard Severity: Minor

Criticality of Performance: Minor

Task Delay Tolerance: High delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: About as often as other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 25 to 49% of the personnel perform this task

Percent of Time Spent on Performance: More time spent on this task than most others

Immediacy of Performance: Task first performed within 6 months after assignment

KSATRs:

- 1) **Knowledge:** GENERAL KNOWLEDGE OF NSIPS
- 2) **Knowledge:** GENERAL KNOWLEDGE OF MILPERSMAN
- 3) **Skill:** COMPUTATE LEAVE AND DETERMINE ACCURATE AMOUNT OF LEAVE AND PROCEED TIME

- 4) **Skill:** GENERAL CUSTOMER SERVICE SKILLS
 - 5) **Tool:** MASTER MILITARY PAY AUTHORITY
 - 6) **Tool:** NSIPS
 - 7) **Resource:** MMPA
 - 8) **Resource:** MMPA READ GUIDE
 - 9) **Resource:** NSIPS JOB PERFORMANCE AID (JPA)
- (34) **Task:** VERIFY CREDIBLE SERVICE INCLUDING THE MILITARY SERVICE OBLIGATION DATE, THE ACTIVE DUTY SERVICE DATE, AND THE PAY ENTRY BASE DATE
- Verb:** VERIFY
- Task Level:** Organizational
- Status of Training:** Currently Being Trained
- Type of Training:** Formal
- Object:** Non-Equipment: credible service including the Military Service Obligation Date, the Active Duty Service Date, and the Pay Entry Base Date
- Condition:** UTILIZING Naval Military Personnel Manual, NAVPERS 15560
- Standard:** IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560
- Source:** NAVPERS 15560 (Series), Naval Military Personnel Manual
- Safety Hazard Severity:** Minor
- Criticality of Performance:** Minor
- Task Delay Tolerance:** High delay tolerance
- Frequency of Performance:** At least monthly, but less than twice per week
- Probability of Inadequate Performance:** Less often than other tasks
- Difficulty of Performance:** Task requires 1 to 3 days to learn
- Task Learning Difficulty:** Task requires 1 to 3 days to learn
- Percent Performing:** 0 to 24% of the personnel perform this task
- Percent of Time Spent on Performance:** Less time spent on this task than most other tasks
- Immediacy of Performance:** Task performed during first 3 months after assignment
- KSATRs:**
- 1) **Knowledge:** GENERAL KNOWLEDGE OF MILPERSMAN
 - 2) **Knowledge:** GENERAL KNOWLEDGE OF NSIPS
 - 3) **Skill:** ABILITY TO ASSESS RECORD INFORMATION
 - 4) **Skill:** GENERAL CUSTOMER SERVICE SKILLS

5) **Tool:** NSIPS

6) **Resource:** MMPA READ GUIDE

(35) **Task:** VERIFY DATA RECORDED ON A DEPENDENCY APPLICATION / EMERGENCY DATA

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: data recorded on a Dependency Application / Emergency Data

Condition: UTILIZING Naval Military Personnel Manual, NAVPERS 15560

Standard: IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560

Source: NAVPERS 15560 (Series), Naval Military Personnel Manual

Safety Hazard Severity: Minor

Criticality of Performance: Minor

Task Delay Tolerance: High delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task requires 1 to 3 days to learn

Task Learning Difficulty: Task requires 1 to 3 days to learn

Percent Performing: 25 to 49% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:

1) **Knowledge:** KNOWLEDGE OF MILPERSMAN 1070-270

2) **Skill:** ABILITY TO ASSESS RECORD INFORMATION

3) **Ability:** ABILITY TO PROOFREAD AND CORRECT TYPOGRAPHICAL ERRORS IN NAVAL CORRESPONDENCE

4) **Tool:** NAVPERS 1070/602

5) **Resource:** DEPENDENCY APPLICATION/RECORD OF EMERGENCY DATA AND RECORD OF EMERGENCY DATA - MILPERSMAN 1070-270

(36) **Task:** VERIFY LEAVE AND LIBERTY TIME

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: leave and liberty time

Condition: UTILIZING Naval Military Personnel Manual, NAVPERS 15560

Standard: IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560

Source: NAVPERS 15560 (Series), Naval Military Personnel Manual

(37) Task: VERIFY OFFICER PROMOTION TIMELINES AND ASSOCIATED PAPERWORK

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: officer promotion timelines and associated paperwork

Condition: Utilizing Promotion, Special Selection, Selective Early Retirement, and Selective Early Removal Boards for Commissioned Officers of the Navy and Marine Corps, SECNAVINST 1420.1 (SERIES); Utilizing Regulations to Govern the Promotion and Continuation of Limited Duty Officers (LDOS) and Chief Warrant Officers (CWOS) Serving on the Active-Duty List (ADL) and Reserve Active-Status List (RASL) in the U.S. Navy, SECNAVINST 1412.8 (SERIES)

Standard: In accordance with (IAW)) Regulations to Govern the Promotion and Continuation of Limited Duty Officers (LDOS); Chief Warrant Officers (CWOS) Serving on the Active Duty List (ADL); Reserve Active-Status List (RASL) in the U.S. Navy, SECNAVINST 1412.8 (series); In accordance with (IAW) Promotion, Special Selection, Selective Early Retirement, and Selective Early Removal Boards for Commissioned Officers of the Navy and Marine Corps, SECNAVINST 1420.1 (SERIES)

Source: 1420.1(SERIES), Promotion, Special Selection, Selective Early Retirement, and Selective Early Removal Boards for Commissioned Officers of the Navy and Marine Corps; SECNAVINST 1412.8 (SERIES), Regulations to Govern the Promotion and Continuation of Limited Duty Officers (LDOS) and Chief Warrant Officers (CWOS) Serving on the Active-Duty List (ADL) and Reserve Active-Status List (RASL) in the U.S. Navy

Safety Hazard Severity: Minor

Criticality of Performance: Minor

Task Delay Tolerance: High delay tolerance

Frequency of Performance: At least monthly, but less than twice per week

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 25 to 49% of the personnel perform this task

Percent of Time Spent on Performance: Same amount of time spent on this task as most others

Immediacy of Performance: Task first performed within 6 months after assignment

KSATRs:

- 1) **Knowledge:** KNOWLEDGE OF OFFICER PROMOTION ZONES
 - 2) **Knowledge:** KNOWLEDGE OF MILPERSMAN 1426-010
 - 3) **Knowledge:** KNOWLEDGE OF MILPERSMAN 1420-040
 - 4) **Knowledge:** KNOWLEDGE OF NAVPERS 15018
 - 5) **Knowledge:** KNOWLEDGE OF MILPERSMAN 1420-030
 - 6) **Skill:** VERIFY THE VARIOUS OFFICER PROMOTION ZONES
 - 7) **Ability:** ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS
 - 8) **Ability:** ABILITY TO PROVIDE AND FOLLOW SPECIFIC INSTRUCTIONS AND PROCEDURES
 - 9) **Resource:** NAVPERS 15018 - REGISTER OF COMMISSIONED AND WARRANT OFFICERS OF THE ACTIVE DUTY LIST
 - 10) **Resource:** PERMANENT APPOINTMENT TO ACTIVE DUTY CHIEF WARRANT OFFICER AND LIMITED DUTY OFFICER STAUS - MILPERSMAN 1426-010
 - 11) **Resource:** PROMOTION TO WARRANT OFFICER - MILPERSMAN 1420-040
 - 12) **Resource:** REGULATIONS GOVERNING PHYSICAL EXAMINATION FOR PROMOTION TO COMMISSIONED OFFICERS AND COMMISSIONED WARRANT OFFICERS -MILPERSMAN 1420-030
- (38) **Task:** VERIFY THE DOCUMENTS FOR ADMINISTERING NAVY ENLISTED CLASSIFICATION

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the documents for administering Navy Enlisted Classifications

Condition: UTILIZING Navy Enlisted Classifications (NEC) Manual, NAVPERS 18068

Standard: IN ACCORDANCE WITH (IAW) Navy Enlisted Classifications (NEC) Manual, NAVPERS 18068

Source: NAVPERS 18068, Navy Enlisted Classifications (NEC) Manual

KSATRs:

- 1) **Knowledge:** NAVY ENLISTED MANPOWER AND PERSONNEL CLASSIFICATIONS AND OCCUPATIONAL STANDARDS - NAVPERS 18068F
- 2) **Skill:** AUTHENTICATE DOCUMENTATION FOR AWARDING NAVY ENLISTED CLASSIFICATION
- 3) **Ability:** ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS
- 4) **Tool:** NAVY ENLISTED CLASSIFICATION CHANGE REQUEST - NAVPERS 1221/6
- 5) **Tool:** COMPUTER AND PRINTER
- 6) **Resource:** NAVY ENLISTED MANPOWER AND PERSONNEL CLASSIFICATIONS AND OCCUPATIONAL STANDARDS - NAVPERS 18068F

b. **Duty:** MANAGE PERSONNEL PROCEDURES

(1) **Task:** COORDINATE THE PROCESSES IN THE ENLISTED ADVANCEMENT SYSTEM

Verb: COORDINATE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the processes in the Enlisted Advancement System

Condition: UTILIZING Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve, BUPERSINST 1430.16

Standard: In accordance with (IAW) Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve, BUPERSINST 1430.16

Source: BUPERSINST 1430.16 (Series), Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve

Safety Hazard Severity: Minor

Criticality of Performance: Marginal

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: At least once every 6 months

Probability of Inadequate Performance: About as often as other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 25 to 49% of the personnel perform this task

Percent of Time Spent on Performance: Same amount of time spent on this task as most others

KSATRs:

- 1) **Knowledge:** (GENERAL) KNOWLEDGE OF BUPERSINST 1430.16 (SERIES)
 - 2) **Skill:** ACTIVE LEARNING, ACTIVE LISTENING, CRITICAL THINKING, COORDINATION, OPERATION MONITORING, OPERATION AND CONTROL
 - 3) **Ability:** PLANNING
 - 4) **Tool:** COMPUTER AND PRINTER
 - 5) **Resource:** NSCS: BUPERSINST 1430.16F
- (2) **Task:** DESCRIBE COMMON MILITARY ALLOWANCES
- Verb:** DESCRIBE
- Task Level:** Organizational
- Status of Training:** Currently Being Trained
- Type of Training:** Formal
- Object:** Non-Equipment: common military allowances
- Condition:** UTILIZING Naval Military Personnel Manual, NAVPERS 15560
- Standard:** IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560
- Source:** NAVPERS 15560 (Series), Naval Military Personnel Manual
- Safety Hazard Severity:** Minor
- Criticality of Performance:** Critical
- Task Delay Tolerance:** Low delay tolerance
- Frequency of Performance:** Twice per week or more
- Probability of Inadequate Performance:** Less often than other tasks
- Difficulty of Performance:** Task may be learned in 1 to 2 weeks
- Task Learning Difficulty:** Task may be learned in 1 to 2 weeks
- Percent Performing:** 50 to 74% of the personnel perform this task
- Percent of Time Spent on Performance:** Same amount of time spent on this task as most others
- Immediacy of Performance:** Task performed during first 3 months after assignment
- KSATRs:**
- 1) **Knowledge:** KNOWLEDGE OF JOINT FEDERAL TRAVEL REGULATIONS (JTFR), VOLUME 1
 - 2) **Skill:** ACTIVE LISTENING, DECISION MAKING, COMPLEX PROBLEM SOLVING, SPEAKING, CRITICAL THINKING, ACTIVE LEARNING, READING COMPREHENSION, COORDINATION, OPERATION MONITORING
 - 3) **Ability:** ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS

- 4) **Tool:** MASTER MILITARY PAY AUTHORITY
 - 5) **Tool:** COMPUTER AND PRINTER
 - 6) **Resource:** JOINT FEDERAL TRAVEL REGULATIONS (JTFR) VOLUME 1 - NAVSO P-6034
 - 7) **Resource:** DEFENSE JOINT MILITARY PAY SYSTEM (DJMS)
- (3) **Task:** DESCRIBE DATES ASSOCIATED WITH CREDITABLE SERVICE, INCLUDING THE MILITARY SERVICE OBLIGATION DATE, THE ACTIVE DUTY SERVICE DATE, AND THE PAY ENTRY BASE DATE

Verb: DESCRIBE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: dates associated with creditable service, including the Military Service Obligation date, the Active Duty Service Date, and the Pay Entry Base Date

Condition: UTILIZING Naval Military Personnel Manual, NAVPERS 15560

Standard: IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560

Source: NAVPERS 15560 (Series), Naval Military Personnel Manual

Safety Hazard Severity: Minor

Criticality of Performance: Minor

Task Delay Tolerance: High delay tolerance

Frequency of Performance: At least monthly, but less than twice per week

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task requires 1 to 3 days to learn

Task Learning Difficulty: Task requires 1 to 3 days to learn

Percent Performing: 0 to 24% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:

- 1) **Knowledge:** GENERAL KNOWLEDGE OF MILPERSMAN
- 2) **Knowledge:** GENERAL KNOWLEDGE OF NSIPS
- 3) **Skill:** ACTIVE LEARNING, ACTIVE LISTENING, CRITICAL THINKING, COORDINATION, COMPLEX PROBLEM SOLVING
- 4) **Skill:** GENERAL CUSTOMER SERVICE SKILLS

- 5) **Tool:** NSIPS
- 6) **Resource:** MASTER MILITARY PAY ACCOUNT (MMPA) GUIDE
- (4) **Task:** DESCRIBE ENLISTED ADVANCEMENT ELIGIBILITY REQUIREMENTS
 - Verb:** DESCRIBE
 - Task Level:** Organizational
 - Status of Training:** Currently Being Trained
 - Type of Training:** Formal
 - Object:** Non-Equipment: enlisted advancement eligibility requirements
 - Condition:** UTILIZING Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve, BUPERSINST 1430.16
 - Standard:** In accordance with (IAW) Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve, BUPERSINST 1430.16
 - Source:** BUPERSINST 1430.16 (Series), Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve
 - Safety Hazard Severity:** Minor
 - Criticality of Performance:** Critical
 - Task Delay Tolerance:** Low delay tolerance
 - Frequency of Performance:** At least monthly, but less than twice per week
 - Probability of Inadequate Performance:** About as often as other tasks
 - Difficulty of Performance:** Task may be learned in 1 to 2 weeks
 - Task Learning Difficulty:** Task may be learned in 1 to 2 weeks
 - Percent Performing:** 25 to 49% of the personnel perform this task
 - Percent of Time Spent on Performance:** Less time spent on this task than most other tasks
 - Immediacy of Performance:** Task performed during first 3 months after assignment
 - KSATRs:**
 - 1) **Knowledge:** (GENERAL) KNOWLEDGE OF BUPERSINST 1430.16 (SERIES)
 - 2) **Skill:** ACTIVE LISTENING, JUDGEMENT AND DECISION MAKING, COMPLEX PROBLEM SOLVING, MONITORING, SPEAKING, CRITICAL THINKING, ACTIVE LEARNING, READING COMPREHENSION, COORDINATION
 - 3) **Ability:** ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS
 - 4) **Tool:** NAVY LEADERSHIP DEVELOPMENT PROGRAM
 - 5) **Tool:** ELECTRONIC SERVICE RECORD
 - 6) **Resource:** ADVANCEMENT MANUAL FOR ENLISTED PERSONNEL OF THE U.S. NAVY AND U.S. NAVY RESERVE - BUPERSINST 1430.16 (SERIES)

7) **Resource:** ELECTRONIC SERVICE RECORD

(5) **Task:** DESCRIBE FINAL PAY COMPUTATION PROCEDURES

Verb: DESCRIBE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: final pay computation procedures

Condition: Utilizing DOD 7000.14R, Department Of Defense Financial Management Regulation, VOLUME 7A, Military Pay Policy and Procedures Active Duty and Reserve Pay

Standard: IN ACCORDANCE WITH (IAW) DOD 7000.14-R, DEPARTMENT OF DEFENSE FINANCIAL MANAGEMENT REGULATION, VOLUME 7A, MILITARY PAY POLICY AND PROCEDURES ACTIVE DUTY AND RESERVE PAY

Source: DoD FMR 7000.14-R, Financial Management Regulation

Safety Hazard Severity: Minor

Criticality of Performance: Marginal

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 50 to 74% of the personnel perform this task

Percent of Time Spent on Performance: Same amount of time spent on this task as most others

Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:

- 1) **Knowledge:** KNOWLEDGE OF JOINT FEDERAL TRAVEL REGULATIONS (JTFR), VOLUME 1
- 2) **Skill:** ACTIVE LEARNING, ACTIVE LISTENING, CRITICAL THINKING, OPERATION AND CONTROL, OPERATION MONITORING, COORDINATION
- 3) **Ability:** NSCS: ABILITY TO MANAGE PERSONNEL, PROCEDURES, AND PROCESSES.
- 4) **Tool:** MASTER MILITARY PAY AUTHORITY
- 5) **Tool:** NSIPS
- 6) **Tool:** COMPUTER AND PRINTER
- 7) **Resource:** DEFENSE JOINT MILITARY PAY SYSTEM (DJMS)

- 8) **Resource:** JOINT FEDERAL TRAVEL REGULATIONS (JTFR) VOLUME 1 - NAVSO P-6034

(6) **Task:** DESCRIBE THE CONTENTS OF A COURT MEMORANDUM

Verb: DESCRIBE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the contents of a Court Memorandum

Condition: UTILIZING Naval Military Personnel Manual, NAVPERS 15560

Standard: IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560

Source: NAVPERS 15560 (Series), Naval Military Personnel Manual

KSATRs:

- 1) **Knowledge:** (GENERAL) KNOWLEDGE OF JAGINST 5800.7
- 2) **Knowledge:** KNOWLEDGE OF MANUAL FOR COURTS-MARTIAL - UNITED STATES (2012 EDITION)
- 3) **Skill:** SKILL IN DEFINING MATERIAL NEEDED FOR LEGAL PROCESSING
- 4) **Ability:** VERBAL AND WRITTEN COMMUNICATION SKILLS
- 5) **Tool:** NAVPERS 1070/606
- 6) **Tool:** NAVPERS 1070/613
- 7) **Tool:** REPORT AND DISPOSITION OF OFFENCES - NAVPERS 1626/7
- 8) **Tool:** NAVPERS 1070/607
- 9) **Resource:** JAGINST 5800.7 (SERIES) - MANUAL OF THE JUDGE ADVOCATE GENERAL
- 10) **Resource:** MANUAL FOR COURTS-MARTIAL (MCM), UNITED STATES, 2012 EDITION

(7) **Task:** DESCRIBE THE CONTENTS OF A RECORD OF UNAUTHORIZED ABSENCE

Verb: DESCRIBE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the contents of a Record of Unauthorized Absence

Condition: UTILIZING Naval Military Personnel Manual, NAVPERS 15560

Standard: IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560

Source: NAVPERS 15560 (Series), Naval Military Personnel Manual

Safety Hazard Severity: Minor

Criticality of Performance: Marginal

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: At least monthly, but less than twice per week

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 25 to 49% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:

- 1) **Knowledge:** (GENERAL) KNOWLEDGE OF NSIPS
 - 2) **Knowledge:** KNOWLEDGE OF MILPERSMAN 1600-1699
 - 3) **Knowledge:** (GENERAL) KNOWLEDGE OF JAGINST 5800.7
 - 4) **Skill:** UTILIZE DATA BASED SYSTEMS
 - 5) **Ability:** ABILITY TO IDENTIFY VARIOUS REPORTING FORMS
 - 6) **Tool:** NAVPERS 1070/606
 - 7) **Tool:** NAVPERS 1070/613
 - 8) **Tool:** NSIPS
 - 9) **Tool:** SOURCE DOCUMENT
 - 10) **Resource:** JAGINST 5800.7 (SERIES) - MANUAL OF THE JUDGE ADVOCATE GENERAL
 - 11) **Resource:** MILPERSMAN 1600-1699 PERFORMANCE AND DISCIPLINE
 - 12) **Resource:** NSIPS JOB PERFORMANCE AID
- (8) **Task:** DESCRIBE THE ELEMENTS THAT COMPRISE A PROFILE SHEET
- Verb:** DESCRIBE
- Task Level:** Organizational
- Status of Training:** Currently Being Trained
- Type of Training:** Formal
- Object:** Non-Equipment: the elements that comprise a profile sheet

Condition: UTILIZING Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve, BUPERSINST 1430.16

Standard: In accordance with (IAW) Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve, BUPERSINST 1430.16

Source: BUPERSINST 1430.16 (Series), Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve

Safety Hazard Severity: Minor

Criticality of Performance: Minor

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: At least once every 6 months

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 25 to 49% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:

- 1) **Knowledge:** (GENERAL) KNOWLEDGE OF BUPERSINST 1430.16 (SERIES)
 - 2) **Skill:** ACTIVE LISTENING, JUDGEMENT AND DECISION MAKING, COMPLEX PROBLEM SOLVING, SPEAKING, CRITICAL THINKING, ACTIVE LEARNING, COORDINATION, MONITORING
 - 3) **Ability:** ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS
 - 4) **Tool:** ELECTRONIC SERVICE RECORD
 - 5) **Resource:** ADVANCEMENT MANUAL FOR ENLISTED PERSONNEL OF THE U.S. NAVY AND U.S. NAVY RESERVE - BUPERSINST 1430.16 (SERIES)
 - 6) **Resource:** ELECTRONIC SERVICE RECORD
- (9) **Task:** DESCRIBE THE ELIGIBILITY REQUIREMENTS FOR THE COMMAND ADVANCEMENT PROGRAM

Verb: DESCRIBE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the eligibility requirements for the Command Advancement Program

Condition: UTILIZING Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve, BUPERSINST 1430.16

Standard: In accordance with (IAW) Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve, BUPERSINST 1430.16

Source: BUPERSINST 1430.16 (Series), Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve

Safety Hazard Severity: Minor

Criticality of Performance: Minor

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: At least annually

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 25 to 49% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:

- 1) **Knowledge:** (GENERAL) KNOWLEDGE OF BUPERSINST 1430.16 (SERIES)
- 2) **Skill:** ACTIVE LISTENING, JUDGEMENT AND DECISION MAKING, SPEAKING, READING COMPREHENSION, COORDINATION, MONITORING, WRITING, CRITICAL THINKING, JUDGEMENT
- 3) **Ability:** ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS
- 4) **Tool:** ELECTRONIC SERVICE RECORD
- 5) **Tool:** NAVY LEADERSHIP DEVELOPMENT PROGRAM
- 6) **Resource:** ADVANCEMENT MANUAL FOR ENLISTED PERSONNEL OF THE U.S. NAVY AND U.S. NAVY RESERVE - BUPERSINST 1430.16 (SERIES)
- 7) **Resource:** ELECTRONIC SERVICE RECORD

(10) **Task:** DESCRIBE THE REQUIREMENTS ASSOCIATED WITH THE ENLISTED AVIATION WARFARE SPECIALIST PROGRAM

Verb: DESCRIBE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the requirements associated with the Enlisted Aviation Warfare Specialist program

Condition: UTILIZING Enlisted Aviation Warfare Specialist Program, COMNAVAIRFORINST 1414.2

Standard: IN ACCORDANCE WITH (IAW) ENLISTED AVIATION WARFARE SPECIALIST PROGRAM, COMNAVAIRFORINST 1414.2

Source: COMNAVAIRFORINST 1414.2, Enlisted Aviation Warfare Specialist Program

Safety Hazard Severity: Minor

Criticality of Performance: Minor

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: At least once every 6 months

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may require up to 1 month or more to learn

Task Learning Difficulty: Task may require up to 1 month or more to learn

Percent Performing: 25 to 49% of the personnel perform this task

Percent of Time Spent on Performance: Same amount of time spent on this task as most others

Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:

- 1) **Knowledge:** KNOWLEDGE OF NAVADMIN 268/10
- 2) **Knowledge:** KNOWLEDGE OF OPNAVINST 1414.9 (SERIES)
- 3) **Ability:** ABILITY TO LEARN THROUGH OBSERVATION AND HANDS ON TRAINING
- 4) **Tool:** COMMON CORE AND SPECIFIC PLATFORM PERSONNEL QUALIFICATION STANDARDS
- 5) **Resource:** NAVY ENLISTED WARFARE QUALIFICATION PROGRAMS - NAVADMIN 268/10
- 6) **Resource:** NAVY ENLISTED WARFARE QUALIFICATION PROGRAMS - OPNAVINST 1414.9 (SERIES)
- 7) **Skill:** SKILL IN ASSESSING ENLISTED AVIATION WARFARE DUTIES AND TERMINOLOGY

(11) **Task:** DESCRIBE THE REQUIREMENTS ASSOCIATED WITH THE ENLISTED SUBMARINE WARFARE PROGRAM

Verb: DESCRIBE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the requirements associated with the Enlisted Submarine Warfare program

Condition: Utilizing enlisted requirements for submarine qualification, COMNAVSUBFORINST 1552.16A

Standard: IN ACCORDANCE WITH (IAW) Enlisted Requirements for Submarine Qualification, COMNAVSUBFORINST 1552.16A

Source: COMNAVSUBFORINST 1552.16A, Enlisted Requirements for Submarine Qualification

Safety Hazard Severity: Minor

Criticality of Performance: Minor

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: At least once every 6 months

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may require up to 1 month or more to learn

Task Learning Difficulty: Task may require up to 1 month or more to learn

Percent Performing: 25 to 49% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:

- 1) **Knowledge:** KNOWLEDGE OF OPNAVINST 1414.9 (SERIES)
- 2) **Knowledge:** KNOWLEDGE OF NAVADMIN 268/10
- 3) **Skill:** SKILL IN ASSESSING ENLISTED SUBMARINE WARFARE DUTIES AND TERMINOLOGY
- 4) **Ability:** ABILITY TO LEARN THROUGH OBSERVATION AND HANDS ON TRAINING
- 5) **Tool:** COMMON CORE AND SPECIFIC PLATFORM PERSONNEL QUALIFICATION STANDARDS
- 6) **Resource:** NAVY ENLISTED WARFARE QUALIFICATION PROGRAMS - NAVADMIN 268/10
- 7) **Resource:** NAVY ENLISTED WARFARE QUALIFICATION PROGRAMS - OPNAVINST 1414.9 (SERIES)

(12) **Task:** DESCRIBE THE REQUIREMENTS ASSOCIATED WITH THE ENLISTED SURFACE WARFARE SPECIALIST PROGRAM

Verb: DESCRIBE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the requirements associated with the Enlisted Surface Warfare Specialist program

Condition: UTILIZING Enlisted Surface Warfare Specialist Program, COMNAVSURFPACINST 1414.1/COMNAVSURFLANTINST 1414.1

Standard: IN ACCORDANCE WITH (IAW) ENLISTED SURFACE WARFARE SPECIALIST PROGRAM, COMNAVSURFPACINST 1414.1/COMNAVSURFLANTINST 1414.1

Source: COMNAVSURFPACINST 1414.1/COMNAVSURFLANTINST 1414.1, Enlisted Surface Warfare Specialist Program

Safety Hazard Severity: Minor

Criticality of Performance: Minor

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: At least once every 6 months

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may require up to 1 month or more to learn

Task Learning Difficulty: Task may require up to 1 month or more to learn

Percent Performing: 25 to 49% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:

- 1) **Knowledge:** KNOWLEDGE OF NAVADMIN 268/10
- 2) **Knowledge:** KNOWLEDGE OF OPNAVINST 1414.9 (SERIES)
- 3) **Skill:** SKILL IN ASSESSING ENLISTED SURFACE WARFARE DUTIES AND TERMINOLOGY
- 4) **Ability:** ABILITY TO LEARN THROUGH OBSERVATION AND HANDS ON TRAINING
- 5) **Tool:** COMMON CORE AND SPECIFIC PLATFORM PERSONNEL QUALIFICATION STANDARDS
- 6) **Resource:** NAVY ENLISTED WARFARE QUALIFICATION PROGRAMS - NAVADMIN 268/10
- 7) **Resource:** NAVY ENLISTED WARFARE QUALIFICATION PROGRAMS - OPNAVINST 1414.9 (SERIES)

(13) **Task:** DESCRIBE THE REQUIREMENTS ASSOCIATED WITH THE SEABEE COMBAT WARFARE PROGRAM AS IT PERTAINS TO ENLISTED PERSONNEL

Verb: DESCRIBE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the requirements associated with the Seabee Combat Warfare program as it pertains to officers

Condition: Utilizing Seabee Combat Warfare Qualification, NAVFACINST 1410.1

Standard: IN ACCORDANCE WITH (IAW) Seabee Combat Warfare Qualification, NAVFACINST 1410.1

Source: NAVFACINST 1410.1, Seabee Combat Warfare Qualification

Safety Hazard Severity: Minor

Criticality of Performance: Minor

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: At least once every 6 months

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may require up to 1 month or more to learn

Task Learning Difficulty: Task may require up to 1 month or more to learn

Percent Performing: 25 to 49% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:

- 1) **Knowledge:** KNOWLEDGE OF OPNAVINST 1414.9 (SERIES)
- 2) **Knowledge:** KNOWLEDGE OF NAVADMIN 268/10
- 3) **Skill:** SKILL IN ASSESSING ENLISTED SEABEE COMBAT WARFARE DUTIES AND TERMINOLOGY
- 4) **Ability:** ABILITY TO LEARN THROUGH OBSERVATION AND HANDS ON TRAINING
- 5) **Tool:** ENLISTED COMBAT WARFARE PERSONNEL QUALIFICATION STANDARDS
- 6) **Resource:** NAVY ENLISTED WARFARE QUALIFICATION PROGRAMS - NAVADMIN 268/10
- 7) **Resource:** NAVY ENLISTED WARFARE QUALIFICATION PROGRAMS - OPNAVINST 1414.9 (SERIES)

(14) **Task:** DESCRIBE THE REQUIREMENTS ASSOCIATED WITH THE SEABEE COMBAT WARFARE PROGRAM AS IT PERTAINS TO OFFICERS

Verb: DESCRIBE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the requirements associated with the Seabee Combat Warfare program as it pertains to enlisted personnel

Condition: Utilizing Seabee Combat Warfare Qualification, NAVFACINST 1410.1

Standard: IN ACCORDANCE WITH (IAW) Seabee Combat Warfare Qualification, NAVFACINST 1410.1

Source: NAVFACINST 1410.1, Seabee Combat Warfare Qualification

Safety Hazard Severity: Minor

Criticality of Performance: Minor

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may require up to 1 month or more to learn

Task Learning Difficulty: Task may require up to 1 month or more to learn

Percent Performing: 25 to 49% of the personnel perform this task

Percent of Time Spent on Performance: Same amount of time spent on this task as most others

Immediacy of Performance: Task first performed within 6 months after assignment

KSATRs:

- 1) **Knowledge:** KNOWLEDGE OF OPNAVINST 1410.1D
- 2) **Skill:** ABILITY TO DEMONSTRATE EFFECTIVE LEADERSHIP AND DIRECTION
- 3) **Ability:** ABILITY TO QUALIFY WITH A TABLE OF ALLOWANCE WEAPON
- 4) **Ability:** ABILITY TO COMPLETE QUALIFYING FIELD TRAINING EXERCISES
- 5) **Tool:** SHIPS MAINTENANCE AND MATERIAL MANAGEMENT SYSTEM PERSONNEL QUALIFICATION STANDARDS
- 6) **Tool:** NAVAL SAFETY SUPERVISOR COURSE
- 7) **Tool:** SEABEE COMBAT HANDBOOK, VOLUMES I & II (NAVEDTRA 12003/12004)
- 8) **Resource:** SEABEE COMBAT WARFARE QUALIFICATION - OPNAVINST 1410.1D

(15) **Task:** DESCRIBE THE REQUIREMENTS ASSOCIATED WITH THE SUBMARINE WARFARE OFFICER PROGRAM

Verb: DESCRIBE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the requirements associated with the Submarine Warfare Officer program

Condition: UTILIZING Line Officer Requirements for Qualification in Submarines, COMSUBLANT/COMSUBPACINST155 2.10

Standard: IN ACCORDANCE WITH (IAW) Line Officer Requirements for Qualification in Submarines, COMSUBLANT/COMSUBPACINST155 2.10

Source: COMSUBLANT/COMSUBPACINST 1552.10, Line Officer Requirements for Qualification in Submarines

Safety Hazard Severity: Minor

Criticality of Performance: Minor

Task Delay Tolerance: High delay tolerance

Frequency of Performance: At least once every 6 months

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may require up to 1 month or more to learn

Task Learning Difficulty: Task may require up to 1 month or more to learn

Percent Performing: 25 to 49% of the personnel perform this task

Percent of Time Spent on Performance: Same amount of time spent on this task as most others

Immediacy of Performance: Task first performed within 6 months after assignment

KSATRs:

- 1) **Knowledge:** KNOWLEDGE OF COMSUBLANT/COMSUBPACINST 1552.10 (SERIES)
- 2) **Skill:** SKILL IN ASSESSING INPUTTED INFORMATION
- 3) **Ability:** NSCS: ABILITY TO LEARN THROUGH OBSERVATION AND HANDS ON TRAINING.
- 4) **Tool:** PERSONNEL QUALIFICATION STANDARDS
- 5) **Resource:** LINE OFFICER REQUIREMENTS FOR QUALIFICATION IN SUBMARINES - COMSUBLANT/COMSUBPACINST 1552.10 (SERIES)

(16) **Task:** DESCRIBE THE REQUIREMENTS ASSOCIATED WITH THE SURFACE WARFARE OFFICER PROGRAM

Verb: DESCRIBE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the requirements associated with the Surface Warfare Officer program

Condition: Utilizing Surface Warfare Officer Qualification and Designation, COMNAVSURFORINST 1412.1C

Standard: In accordance with (IAW) COMNAVSURFORINST 1412.1C, Surface Warfare Officer Qualification and Designation

Source: COMNAVSURFORINST 1412.1C, Surface Warfare Officer Qualification and Designation

Safety Hazard Severity: Minor

Criticality of Performance: Minor

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may require up to 1 month or more to learn

Task Learning Difficulty: Task may require up to 1 month or more to learn

Percent Performing: 25 to 49% of the personnel perform this task

Percent of Time Spent on Performance: Same amount of time spent on this task as most others

Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:

- 1) **Knowledge:** KNOWLEDGE OF COMNAVSURFLANTINST 1412.1
- 2) **Knowledge:** KNOWLEDGE OF COMNAVSURFPACINST 1412.1
- 3) **Knowledge:** KNOWLEDGE OF MILPERSMAN 1210-090
- 4) **Skill:** ABILITY TO COMPLETE 100-300 SERIES OF PERSONNEL QUALIFICATION STANDARDS
- 5) **Tool:** PLATFORM ENDORSEMENT
- 6) **Tool:** SUFACE SHIP ASSIGNMENT
- 7) **Ability:** PASS A MULTI-MEMBER ORAL BOARD
- 8) **Resource:** SURFACE WARFARE (SWO) DESIGNATION - MILPERSMAN 1210-090
- 9) **Resource:** SURFACE WARFARE OFFICER QUALIFICATION AND DESIGNATION - COMNAVSURFLANTINST 1412.1

10) **Resource:** SURFACE WARFARE OFFICER QUALIFICATION AND DESIGNATION
- COMNAVSURFPACINST 1412.1

(17) **Task:** PROCESS LOST TIME

Verb: PROCESS

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: lost time

Condition: UTILIZING Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7

Standard: IN ACCORDANCE WITH (IAW) Manual of Judge Advocate General
(JAGMAN), JAGINST 5800.7

Source: JAGINST 5800.7, Manual of Judge Advocate General (JAGMAN)

Safety Hazard Severity: Minor

Criticality of Performance: Marginal

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: At least once every 6 months

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task requires 1 to 3 days to learn

Task Learning Difficulty: Task requires 1 to 3 days to learn

Percent Performing: 0 to 24% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:

- 1) **Knowledge:** (GENERAL) KNOWLEDGE OF NSIPS
- 2) **Knowledge:** KNOWLEDGE OF MILPERSMAN 1600-1699
- 3) **Knowledge:** (GENERAL) KNOWLEDGE OF JAGINST 5800.7
- 4) **Skill:** UTILIZE DATA BASED SYSTEMS
- 5) **Ability:** ABILITY TO INPUT INFORMATION INTO DATA BASED SYSTEMS
- 6) **Tool:** SOURCE DOCUMENT
- 7) **Tool:** COMPUTER AND PRINTER
- 8) **Tool:** NSIPS
- 9) **Resource:** MILPERSMAN 1600-1699 PERFORMANCE AND DISCIPLINE

10) **Resource:** JAGINST 5800.7 (SERIES) - MANUAL OF THE JUDGE ADVOCATE GENERAL

11) **Resource:** NSIPS JOB PERFORMANCE AID

(18) **Task:** REVIEW A PROFILE SHEET

Verb: REVIEW

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: a profile sheet

Condition: UTILIZING Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve, BUPERSINST 1430.16

Standard: In accordance with (IAW) Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve, BUPERSINST 1430.16

Source: BUPERSINST 1430.16 (Series), Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve

Safety Hazard Severity: Minor

Criticality of Performance: Minor

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: At least once every 6 months

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 25 to 49% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:

- 1) **Knowledge:** (GENERAL) KNOWLEDGE OF BUPERSINST 1430.16 (SERIES)
- 2) **Skill:** SKILL IN PROOFREADING NAVAL CORRESPONDENCE
- 3) **Skill:** UTILIZE DATA BASED SYSTEMS
- 4) **Ability:** ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS
- 5) **Ability:** ABILITY TO PROOFREAD AND CORRECT TYPOGRAPHICAL ERRORS IN NAVAL CORRESPONDENCE
- 6) **Tool:** SOURCE DOCUMENT

- 7) **Resource:** ADVANCEMENT MANUAL FOR ENLISTED PERSONNEL OF THE U.S. NAVY AND U.S. NAVY RESERVE - BUPERSINST 1430.16 (SERIES)

(19) **Task:** REVIEW DOCUMENTS ASSOCIATED WITH UNAUTHORIZED ABSENCE

Verb: REVIEW

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: documents associated with unauthorized absence

Condition: UTILIZING Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7

Standard: IN ACCORDANCE WITH (IAW) Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7

Source: JAGINST 5800.7, Manual of Judge Advocate General (JAGMAN)

Safety Hazard Severity: Minor

Criticality of Performance: Minor

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: At least monthly, but less than twice per week

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task requires 1 to 3 days to learn

Task Learning Difficulty: Task requires 1 to 3 days to learn

Percent Performing: 25 to 49% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:

- 1) **Knowledge:** KNOWLEDGE OF MILPERSMAN 1600-1699
- 2) **Knowledge:** GENERAL KNOWLEDGE OF NSIPS
- 3) **Knowledge:** (GENERAL) KNOWLEDGE OF JAGINST 5800.7
- 4) **Knowledge:** KNOWLEDGE OF MANUAL FOR COURTS-MARTIAL - UNITED STATES (2012 EDITION)
- 5) **Skill:** ABILITY TO VERIFY REPORTING DOCUMENTS
- 6) **Ability:** ABILITY TO IDENTIFY VARIOUS REPORTING FORMS
- 7) **Tool:** NAVPERS 1070/606
- 8) **Tool:** NAVPERS 1070/613
- 9) **Tool:** SOURCE DOCUMENT

10) **Resource:** MILPERSMAN 1600-1699 PERFORMANCE AND DISCIPLINE

11) **Resource:** JAGINST 5800.7 (SERIES) - MANUAL OF THE JUDGE ADVOCATE GENERAL

12) **Resource:** NSIPS JOB PERFORMANCE AID (JPA)

(20) **Task:** REVIEW THE CONTENTS OF A COURT MEMORANDUM

Verb: REVIEW

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the contents of a Court Memorandum

Condition: UTILIZING Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7

Standard: IN ACCORDANCE WITH (IAW) Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7

Source: JAGINST 5800.7, Manual of Judge Advocate General (JAGMAN)

Safety Hazard Severity: Minor

Criticality of Performance: Minor

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: At least once every 6 months

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 25 to 49% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:

1) **Knowledge:** (GENERAL) KNOWLEDGE OF JAGINST 5800.7

2) **Knowledge:** KNOWLEDGE OF MANUAL FOR COURTS-MARTIAL - UNITED STATES (2012 EDITION)

3) **Skill:** SKILL IN DEFINING MATERIAL NEEDED FOR LEGAL PROCESSING

4) **Ability:** ABILITY TO PROOFREAD AND CORRECT TYPOGRAPHICAL ERRORS IN NAVAL CORRESPONDENCE

5) **Tool:** NAVPERS 1070/606

6) **Tool:** NAVPERS 1070/607

7) **Tool:** NAVPERS 1070/613

- 8) **Tool:** REPT OF DISPOSITION AND OFFENSES - NAVPERS 1626/7
- 9) **Resource:** MANUAL FOR COURTS-MARTIAL (MCM), UNITED STATES, 2012 EDITION
- 10) **Resource:** JAGINST 5800.7 (SERIES) - MANUAL OF THE JUDGE ADVOCATE GENERAL

(21) Task: VALIDATE PERSONNEL TRANSACTIONS FOR TRANSFERS AND RECIEPT

Verb: VALIDATE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: personnel transactions for transfers and reciept

Condition: UTILIZING Joint Federal Travel Regulations (JFTR), Volume 1, NAVSO P-6034

Standard: IN ACCORDANCE WITH (IAW) Joint Federal Travel Regulations (JFTR), Volume 1, NAVSO P-6034

Source: NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1

Safety Hazard Severity: Minor

Criticality of Performance: Minor

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 50 to 74% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:

- 1) **Knowledge:** GENERAL KNOWLEDGE OF NSIPS
- 2) **Skill:** ABILITY TO VERIFY REPORTING DOCUMENTS
- 3) **Ability:** ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS
- 4) **Tool:** NSIPS
- 5) **Tool:** SOURCE DOCUMENT
- 6) **Resource:** NSIPS JOB PERFORMANCE AID (JPA)

(22) Task: VALIDATE SEPARATION DOCUMENTS

Verb: VALIDATE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: separation documents

Condition: UTILIZING Naval Military Personnel Manual, NAVPERS 15560

Standard: IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560

Source: NAVPERS 15560 (Series), Naval Military Personnel Manual

Safety Hazard Severity: Minor

Criticality of Performance: Minor

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: At least once every 6 months

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 25 to 49% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:

- 1) **Knowledge:** KNOWLEDGE OF MILPERSMAN 1900 SERIES
- 2) **Knowledge:** (GENERAL) KNOWLEDGE OF JAGINST 5800.7
- 3) **Knowledge:** KNOWLEDGE OF MANUAL FOR COURTS-MARTIAL - UNITED STATES (2012 EDITION)
- 4) **Skill:** ASSESS SEPARATION INFORMATION FOR OFFICER AND ENLISTED PERSONNEL
- 5) **Ability:** ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS
- 6) **Ability:** ABILITY TO PROOFREAD AND CORRECT TYPOGRAPHICAL ERRORS IN NAVAL CORRESPONDENCE
- 7) **Tool:** ADMINISTRATIVE SEPARATION PROCESSING NOTIFICATION PROCEDURES - NAVPERS 1910/32
- 8) **Tool:** NAVPERS 1070/606

- 9) **Tool:** NAVPERS 1070/607
- 10) **Tool:** NAVPERS 1070/613
- 11) **Tool:** SOURCE DOCUMENT
- 12) **Resource:** JAGINST 5800.7 (SERIES) - MANUAL OF THE JUDGE ADVOCATE GENERAL
- 13) **Resource:** MANUAL FOR COURTS-MARTIAL (MCM), UNITED STATES, 2012 EDITION
- 14) **Resource:** MILITARY PERSONNEL MANUAL (SEPARTIONS) - MPM 1910 (SERIES)

(23) Task: VERIFY ADMINISTRATIVE REMARKS

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: Administrative Remarks

Condition: UTILIZING Naval Military Personnel Manual, NAVPERS 15560

Standard: IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560

Source: NAVPERS 15560 (Series), Naval Military Personnel Manual

Safety Hazard Severity: Minor

Criticality of Performance: Minor

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: At least monthly, but less than twice per week

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task requires 1 to 3 days to learn

Task Learning Difficulty: Task requires 1 to 3 days to learn

Percent Performing: 25 to 49% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:

- 1) **Knowledge:** KNOWLEDGE OF MILPERSMAN 1070-320
- 2) **Skill:** SKILL IN ASSESSING INPUTTED INFORMATION
- 3) **Skill:** PROPER HANDLING, STORAGE AND DISPOSAL PROCEDURES OF OFFICIAL FILES AND RECORDS.

- 4) **Ability:** ABILITY TO PROVIDE AND FOLLOW SPECIFIC INSTRUCTIONS AND PROCEDURES
- 5) **Tool:** NAVPERS 1070/613
- 6) **Tool:** COMPUTER AND PRINTER
- 7) **Resource:** 10 U.S.C. CHAPTER 47
- 8) **Resource:** MILPERSMAN 1070-320 - ADMINISTRATIVE REMARKS

(24) Task: VERIFY ADMINISTRATIVE SEPARATION DOCUMENTS

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: administrative separation documents

Condition: UTILIZING Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7

Standard: IN ACCORDANCE WITH (IAW) Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7

Source: JAGINST 5800.7, Manual of Judge Advocate General (JAGMAN)

Safety Hazard Severity: Minor

Criticality of Performance: Minor

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: At least once every 6 months

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 25 to 49% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:

- 1) **Knowledge:** KNOWLEDGE OF MILPERSMAN 1900 SERIES
- 2) **Knowledge:** (GENERAL) KNOWLEDGE OF JAGINST 5800.7
- 3) **Knowledge:** KNOWLEDGE OF MANUAL FOR COURTS-MARTIAL - UNITED STATES (2012 EDITION)
- 4) **Skill:** SKILL IN ASSESSING ADMINISTRATIVE SEPARATION CORRESPONDENCE

- 5) **Ability:** ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS
- 6) **Ability:** ABILITY TO PROOFREAD AND CORRECT TYPOGRAPHICAL ERRORS IN NAVAL CORRESPONDENCE
- 7) **Tool:** ADMINISTRATIVE SEPARATION PROCESSING NOTIFICATION PROCEDURE - NAVPERS 1910/32
- 8) **Tool:** REPORT AND DISPOSITION OF OFFENSES - NAVPERS 1626/7
- 9) **Tool:** NAVPERS 1070/606
- 10) **Tool:** NAVPERS 1070/607
- 11) **Tool:** NAVPERS 1070/613
- 12) **Tool:** SOURCE DOCUMENT
- 13) **Resource:** ADMINISTRATIVE SEPARATION (ADSEP) POLICY AND GENERAL INFORMATION - MILPERSMAN 1910-010
- 14) **Resource:** ENLISTED ADMINISTRATIVE SEPARATIONS - DODI 1332.14 (SERIES)
- 15) **Resource:** ENLISTED ADMINISTRATIVE SEPARATIONS - MILPERSMAN 1910
- 16) **Resource:** JAGINST 5800.7 (SERIES) - MANUAL OF THE JUDGE ADVOCATE GENERAL
- 17) **Resource:** MANUAL FOR COURTS-MARTIAL (MCM), UNITED STATES, 2012 EDITION

(25) Task: VERIFY AN ACTIVITY GAIN

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: an activity gain

Condition: UTILIZING Joint Federal Travel Regulations (JFTR), Volume 1, NAVSO P-6034

Standard: IN ACCORDANCE WITH (IAW) Joint Federal Travel Regulations (JFTR), Volume 1, NAVSO P-6034

Source: NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1

Safety Hazard Severity: Minor

Criticality of Performance: Minor

Task Delay Tolerance: High delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: About as often as other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 25 to 49% of the personnel perform this task

Percent of Time Spent on Performance: More time spent on this task than most others

Immediacy of Performance: Task first performed within 6 months after assignment

KSATRs:

- 1) **Knowledge:** GENERAL KNOWLEDGE OF MILPERSMAN
- 2) **Knowledge:** GENERAL KNOWLEDGE OF NSIPS
- 3) **Skill:** COMPUTATE LEAVE AND DETERMINE ACCURATE AMOUNT OF LEAVE AND PROCEED TIME
- 4) **Skill:** GENERAL CUSTOMER SERVICE SKILLS
- 5) **Tool:** NSIPS
- 6) **Tool:** MASTER MILITARY PAY AUTHORITY
- 7) **Resource:** MMPA
- 8) **Resource:** MMPA READ GUIDE
- 9) **Resource:** NSIPS JOB PERFORMANCE AID (JPA)

(26) Task: VERIFY AN ACTIVITY LOSS

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: AN ACTIVITY LOSS

Condition: UTILIZING Joint Federal Travel Regulations (JFTR), Volume 1, NAVSO P-6034

Standard: IN ACCORDANCE WITH (IAW) Joint Federal Travel Regulations (JFTR), Volume 1, NAVSO P-6034

Source: NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1

Safety Hazard Severity: Minor

Criticality of Performance: Minor

Task Delay Tolerance: High delay tolerance

Frequency of Performance: At least once every 6 months

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 25 to 49% of the personnel perform this task

Percent of Time Spent on Performance: Same amount of time spent on this task as most others

Immediacy of Performance: Task first performed within 6 months after assignment

KSATRs:

- 1) **Knowledge:** GENERAL KNOWLEDGE OF NSIPS
- 2) **Knowledge:** (GENERAL) KNOWLEDGE OF MILITARY MASTER PAY ACCOUNTS (MMPAS)
- 3) **Skill:** COMPUTATE LEAVE AND DETERMINE ACCURATE AMOUNT OF LEAVE AND PROCEED TIME
- 4) **Skill:** GENERAL CUSTOMER SERVICE SKILLS
- 5) **Tool:** MASTER MILITARY PAY AUTHORITY
- 6) **Tool:** NSIPS
- 7) **Resource:** MMPA READ GUIDE
- 8) **Resource:** NSIPS JOB PERFORMANCE AID

(27) Task: VERIFY AN APPLICATION FOR AN ID CARD

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: an application for an ID card

Condition: UTILIZING Armed Forces Identification Cards, BUPERINST 1750.10

Standard: In accordance with (IAW) Armed Forces Identification Cards, BUPERINST 1750.10

Source: BUPERINST 1750.10, Armed Forces Identification Cards

Safety Hazard Severity: Minor

Criticality of Performance: Minor

Task Delay Tolerance: High delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 0 to 24% of the personnel perform this task

Percent of Time Spent on Performance: Same amount of time spent on this task as most others

Immediacy of Performance: Task first performed within 1 to 2 years after assignment

KSATRs:

- 1) **Knowledge:** (GENERAL) KNOWLEDGE OF OPNAVINST 1750.5 (SERIES)
- 2) **Skill:** GENERAL CUSTOMER SERVICE SKILLS
- 3) **Tool:** DEERS/RAPIDS WORK STATION

(28) **Task:** VERIFY DATA RECORDED ON A SERVICEMEMBER'S GROUP LIFE INSURANCE ELECTION AND CERTIFICATE

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: data recorded on a Servicemember's Group Life Insurance Election and Certificate

Condition: UTILIZING Naval Military Personnel Manual, NAVPERS 15560

Standard: IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560

Source: NAVPERS 15560 (Series), Naval Military Personnel Manual

Safety Hazard Severity: Minor

Criticality of Performance: Minor

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: At least monthly, but less than twice per week

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task requires 1 to 3 days to learn

Task Learning Difficulty: Task requires 1 to 3 days to learn

Percent Performing: 25 to 49% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:

- 1) **Knowledge:** KNOWLEDGE OF SGLV 8286
- 2) **Skill:** ABILITY TO ASSESS RECORD INFORMATION

- 3) **Ability:** ABILITY TO PROOFREAD AND CORRECT TYPOGRAPHICAL ERRORS IN NAVAL CORRESPONDENCE
- 4) **Tool:** NAVPERS 1070/602
- 5) **Tool:** SERVICEMEMBERS GROUP LIFE INSURANCE ELECTION AND CERTIFICATE - SGLV 8286
- 6) **Resource:** DEPENDENCY APPLICATION/RECORD OF EMERGENCY DATA AND RECORD OF EMERGENCY DATA - MILPERSMAN 1070-270

(29) Task: VERIFY ENLISTED ADVANCEMENT ELIGIBILITY REQUIREMENTS

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: enlisted advancement eligibility requirements

Condition: UTILIZING BUPERSINST 1430.16F - Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve

Standard: In accordance with (IAW) BUPERSINST 1430.16F – Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve

Source: BUPERSINST 1430.16 (Series), Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve

Safety Hazard Severity: Minor

Criticality of Performance: Marginal

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: At least once every 6 months

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 25 to 49% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:

- 1) **Knowledge:** (GENERAL) KNOWLEDGE OF BUPERSINST 1430.16 (SERIES)
- 2) **Skill:** ACTIVE LEARNING, ACTIVE LISTENING, CRITICAL THINKING, OPERATION AND CONTROL, OPERATION MONITORING, COORDINATION
- 3) **Ability:** ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS

- 4) **Tool:** ELECTRONIC SERVICE RECORD
- 5) **Tool:** NAVY LEADERSHIP DEVELOPMENT PROGRAM
- 6) **Resource:** ADVANCEMENT MANUAL FOR ENLISTED PERSONNEL OF THE U.S. NAVY AND U.S. NAVY RESERVE - BUPERSINST 1430.16 (SERIES)
- 7) **Resource:** ELECTRONIC SERVICE RECORD

(30) **Task:** VERIFY ENLISTED QUALIFICATIONS HISTORY

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: Enlisted Qualifications History

Condition: UTILIZING Naval Military Personnel Manual, NAVPERS 15560

Standard: IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560

Source: NAVPERS 15560 (Series), Naval Military Personnel Manual

Safety Hazard Severity: Minor

Criticality of Performance: Minor

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task requires 1 to 3 days to learn

Task Learning Difficulty: Task requires 1 to 3 days to learn

Percent Performing: 25 to 49% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:

- 1) **Knowledge:** KNOWLEDGE OF NAVPERS 1070/881
- 2) **Knowledge:** GENERAL KNOWLEDGE OF NSIPS
- 3) **Skill:** ABILITY TO VALIDATE REQUIREMENTS OF ENLISTED PERSONNEL
- 4) **Ability:** ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS
- 5) **Tool:** ELECTRONIC SERVICE RECORD
- 6) **Tool:** NSIPS

- 7) **Tool:** SOURCE DOCUMENT
- 8) **Resource:** NSIPS JOB PERFORMANCE AID (JPA)
- 9) **Tool:** ELECTRONIC SERVICE RECORD TRAINING, EDUCATION, AND QUALIFICATION - NAVPERS 1070/881

(31) Task: VERIFY FINAL PAY COMPUTATIONS

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: final pay computations

Condition: UTILIZING Naval Military Personnel Manual, NAVPERS 15560

Standard: IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560

Source: NAVPERS 15560 (Series), Naval Military Personnel Manual

Safety Hazard Severity: Minor

Criticality of Performance: Minor

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: At least monthly, but less than twice per week

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 25 to 49% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:

- 1) **Knowledge:** (GENERAL) KNOWLEDGE OF DODFMR VOL 7A
- 2) **Knowledge:** KNOWLEDGE OF JOINT FEDERAL TRAVEL REGULATIONS (JTFR), VOLUME 1
- 3) **Skill:** ACTIVE LISTENING AND CRITICAL THINKING
- 4) **Ability:** ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS
- 5) **Tool:** MASTER MILITARY PAY AUTHORITY
- 6) **Tool:** NSIPS
- 7) **Tool:** SOURCE DOCUMENT

- 8) **Resource:** DJMS PTG
- 9) **Resource:** DOD FINANCIAL MANAGEMENT REGULATION 7000.14-R, VOLUME 7A
- 10) **Resource:** JOINT FEDERAL TRAVEL REGULATIONS (JFTR), VOLUME 1, NAVSO P-6034
- 11) **Resource:** MASTER MILITARY PAY ACCOUNT (MMPA) GUIDE
- 12) **Resource:** NSIPS JOB PERFORMANCE AID (JPA)

(32) Task: VERIFY HISTORY OF ASSIGNMENTS

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: History of Assignments

Condition: UTILIZING Naval Military Personnel Manual, NAVPERS 15560

Standard: IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560

Source: NAVPERS 15560 (Series), Naval Military Personnel Manual

Safety Hazard Severity: Minor

Criticality of Performance: Minor

Task Delay Tolerance: High delay tolerance

Frequency of Performance: At least once every 6 months

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task requires 1 to 3 days to learn

Task Learning Difficulty: Task requires 1 to 3 days to learn

Percent Performing: 25 to 49% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:

- 1) **Knowledge:** GENERAL KNOWLEDGE OF NSIPS
- 2) **Knowledge:** (OPERATIONAL) CUSTOMER SERVICE
- 3) **Skill:** ABILITY TO VERIFY REPORTING DOCUMENTS
- 4) **Tool:** NSIPS
- 5) **Resource:** NSIPS JOB PERFORMANCE AID (JPA)

(33) Task: VERIFY MILITARY ALLOWANCES

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: military allowances

Condition: UTILIZING Special Duty Assignment Pay Program, OPNAVINST 1160.6

Standard: IN ACCORDANCE WITH (IAW) Special Duty Assignment Pay Program, OPNAVINST 1160.6

Source: OPNAVINST 1160.6, Special Duty Assignment Pay Program

Safety Hazard Severity: Minor

Criticality of Performance: Marginal

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 50 to 74% of the personnel perform this task

Percent of Time Spent on Performance: Same amount of time spent on this task as most others

Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:

- 1) **Knowledge:** KNOWLEDGE OF JOINT FEDERAL TRAVEL REGULATIONS (JTFR), VOLUME 1
- 2) **Skill:** ACTIVE LEARNING, ACTIVE LISTENING, CRITICAL THINKING, COORDINATION, COMPLEX PROBLEM SOLVING
- 3) **Ability:** ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS
- 4) **Tool:** MASTER MILITARY PAY AUTHORITY
- 5) **Tool:** NSIPS
- 6) **Tool:** SOURCE DOCUMENT
- 7) **Resource:** DEFENSE JOINT MILITARY PAY SYSTEM (DJMS)
- 8) **Resource:** JOINT FEDERAL TRAVEL REGULATIONS (JFTR), VOLUME 1, NAVSO P-6034

(34) **Task:** VERIFY MILITARY COMPENSATION DOCUMENTS

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: military compensation documents

Condition: UTILIZING Special Duty Assignment Pay Program, OPNAVINST 1160.6

Standard: IN ACCORDANCE WITH (IAW) Special Duty Assignment Pay Program, OPNAVINST 1160.6

Source: OPNAVINST 1160.6, Special Duty Assignment Pay Program

Safety Hazard Severity: Minor

Criticality of Performance: Minor

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 50 to 74% of the personnel perform this task

Percent of Time Spent on Performance: Same amount of time spent on this task as most others

Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:

- 1) **Knowledge:** KNOWLEDGE OF JOINT FEDERAL TRAVEL REGULATIONS (JTFR), VOLUME 1
- 2) **Skill:** ACTIVE LISTENING, ACTIVE LEARNING, CRITICAL THINKING
- 3) **Ability:** ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS
- 4) **Tool:** MASTER MILITARY PAY AUTHORITY
- 5) **Tool:** NSIPS
- 6) **Tool:** SOURCE DOCUMENT
- 7) **Resource:** DJMS PTG
- 8) **Resource:** DOD FINANCIAL MANAGEMENT REGULATION 7000.14-R, VOLUME 7A

- 9) **Resource:** JOINT FEDERAL TRAVEL REGULATIONS (JFTR), VOLUME 1, NAVSO P-6034

(35) **Task:** VERIFY MILITARY PAY

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: military pay

Condition: UTILIZING Special Duty Assignment Pay Program, OPNAVINST 1160.6

Standard: IN ACCORDANCE WITH (IAW) Special Duty Assignment Pay Program, OPNAVINST 1160.6

Source: OPNAVINST 1160.6, Special Duty Assignment Pay Program

Safety Hazard Severity: Minor

Criticality of Performance: Minor

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 50 to 74% of the personnel perform this task

Percent of Time Spent on Performance: Same amount of time spent on this task as most others

Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:

- 1) **Knowledge:** KNOWLEDGE OF JOINT FEDERAL TRAVEL REGULATIONS (JTFR), VOLUME 1
- 2) **Knowledge:** (GENERAL) KNOWLEDGE OF DODFMR VOL 7A
- 3) **Skill:** ACTIVE LISTENING, ACTIVE LEARNING, CRITICAL THINKING
- 4) **Ability:** ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS
- 5) **Tool:** MASTER MILITARY PAY AUTHORITY
- 6) **Tool:** NSIPS
- 7) **Resource:** DEPARTMENT OF DEFENSE FINANCIAL MANAGEMENT REGULATION (DODFMR), VOLUME 7A

- 8) **Resource:** DJMS PTG
- 9) **Resource:** JOINT FEDERAL TRAVEL REGULATIONS (JFTR), VOLUME 1, NAVSO P-6034

(36) Task: VERIFY PROCEDURES FOR SUBMITTING A CASUALTY REPORT

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: procedures for submitting a casualty report

Condition: UTILIZING Naval Military Personnel Manual, NAVPERS 15560

Standard: IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560

Source: NAVPERS 15560, Naval Military Personnel Manual

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: At least annually

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may require up to 1 month or more to learn

Task Learning Difficulty: Task may require up to 1 month or more to learn

Percent Performing: 25 to 49% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task first performed within 1 to 2 years after assignment

KSATRs:

- 1) **Knowledge:** KNOWLEDGE OF CNICINST 1770.2 (SERIES)
- 2) **Knowledge:** KNOWLEDGE OF DODI 1300.18
- 3) **Knowledge:** KNOWLEDGE OF OPNAVINST 1770.1 (SERIES)
- 4) **Knowledge:** KNOWLEDGE OF MILPERSMAN 1770-160
- 5) **Skill:** ABILITY TO ASSESS THE STEPS FOR COMPLETING A CASUALTY REPORT
- 6) **Ability:** ABILITY TO PROVIDE AND FOLLOW SPECIFIC INSTRUCTIONS AND PROCEDURES
- 7) **Tool:** NAVPERS 1770/7 - CASUALTY ASSISTANCE CALLS PROGRAM

- 8) **Tool:** FORM TSP-U-17 - INFORMATION RELATING TO DECEASED PARTICIPANTS
- 9) **Tool:** SGLV 8283 - CLAIM FOR DEATH BENEFITS
- 10) **Tool:** VA FORM 21-534A - APPLICATION FOR DEPENDENCY AND INDEMNITY COMPENSATION
- 11) **Tool:** VA FORM 40-1330 - APPLICATION FOR STANDARD GOVERNMENT HEADSTONE OR MARKER
- 12) **Resource:** CASUALTY ASSISTANCE CALLS PROGRAM - CNICINST 1770.2 (SERIES)
- 13) **Resource:** CASUALTY ASSISTANCE CALLS AND FUNERAL HONORS SUPPORT PROGRAM COORDINATION - OPNAVINST 1770.1 (SERIES)
- 14) **Resource:** PERSONNEL CASUALTY MATTERS, POLICIES, AND PROCEDURES - DODI 1300.18 (SERIES)
- 15) **Resource:** CASUALTY ASSISTANCE CALLS PROGRAM - MILPERSMAN 1770-160

(37) **Task:** VERIFY SEPARATION TRAVEL ORDERS

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: separation travel orders

Condition: Utilizing Yeoman Training Manual, NAVEDTRA 15009

Standard: In Accordance with (IAW) NAVEDTRA 15009, Yeoman Training Manual,

Source: NAVEDTRA 15009, Yeoman Training Manual

Safety Hazard Severity: Minor

Criticality of Performance: Minor

Task Delay Tolerance: High delay tolerance

Frequency of Performance: At least monthly, but less than twice per week

Probability of Inadequate Performance: About as often as other tasks

Difficulty of Performance: Task requires 1 to 3 days to learn

Task Learning Difficulty: Task requires 1 to 3 days to learn

Percent Performing: 25 to 49% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task first performed within 6 months after assignment

KSATRs:

- 1) **Knowledge:** BUPERSINST 7040.6(SERIES)
- 2) **Skill:** GENERAL CUSTOMER SERVICE SKILLS
- 3) **Ability:** ABILITY TO PROOFREAD AND CORRECT TYPOGRAPHICAL ERRORS IN NAVAL CORRESPONDENCE
- 4) **Ability:** ABILITY TO PROVIDE AND FOLLOW SPECIFIC INSTRUCTIONS AND PROCEDURES
- 5) **Tool:** ELECTRONIC SERVICE RECORD
- 6) **Tool:** MASTER MILITARY PAY AUTHORITY
- 7) **Tool:** SOURCE DOCUMENT
- 8) **Resource:** BUPERSINST 7040.6(SERIES)

(38) **Task:** VERIFY THE ADMINISTRATIVE PROCEDURES FOR UNAUTHORIZED ABSENCES AND DESERTERS

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the administrative procedures for unauthorized absences and deserters

Condition: UTILIZING Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7

Standard: IN ACCORDANCE WITH (IAW) Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7

Source: JAGINST 5800.7, Manual of Judge Advocate General (JAGMAN)

Safety Hazard Severity: Minor

Criticality of Performance: Marginal

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: At least monthly, but less than twice per week

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 25 to 49% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:

- 1) **Knowledge:** (GENERAL) KNOWLEDGE OF NSIPS

- 2) **Knowledge:** KNOWLEDGE OF MILPERSMAN 1600-1699
 - 3) **Knowledge:** (GENERAL) KNOWLEDGE OF JAGINST 5800.7
 - 4) **Skill:** UTILIZE DATA BASED SYSTEMS
 - 5) **Ability:** ABILITY TO IDENTIFY VARIOUS REPORTING FORMS
 - 6) **Tool:** MASTER MILITARY PAY AUTHORITY
 - 7) **Tool:** NAVPERS 1070/606
 - 8) **Tool:** NAVPERS 1070/607
 - 9) **Tool:** NAVPERS 1070/613
 - 10) **Tool:** NSIPS
 - 11) **Resource:** JAGINST 5800.7 (SERIES) - MANUAL OF THE JUDGE ADVOCATE GENERAL
 - 12) **Resource:** MANUAL FOR COURTS-MARTIAL (MCM), UNITED STATES, 2012 EDITION
 - 13) **Resource:** MILPERSMAN 1600-1699 PERFORMANCE AND DISCIPLINE
 - 14) **Resource:** NSIPS JOB PERFORMANCE AID
- (39) **Task:** VERIFY THE CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY
- Verb:** VERIFY
- Task Level:** Organizational
- Status of Training:** Currently Being Trained
- Type of Training:** Formal
- Object:** Non-Equipment: the Certificate of Release or Discharge from Active Duty
- Condition:** UTILIZING Certificate of Release or Discharge from Active Duty (DD 214/DD 214C/DD 214WS & DD 215), BUPERSINST 1900.8D
- Standard:** In accordance with (IAW) Certificate of Release or Discharge from Active Duty (DD 214/DD 214C/DD 214WS & DD 215), BUPERSINST 1900.8D
- Source:** BUPERSINST 1900.8 (SERIES), CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY (DD 214/DD 214C/DD 214WS & DD 215)
- Safety Hazard Severity:** Minor
- Criticality of Performance:** Minor
- Task Delay Tolerance:** Low delay tolerance
- Frequency of Performance:** At least once every 6 months
- Probability of Inadequate Performance:** Less often than other tasks
- Difficulty of Performance:** Task may be learned in 1 to 2 weeks
- Task Learning Difficulty:** Task may be learned in 1 to 2 weeks

Percent Performing: 25 to 49% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:

- 1) **Knowledge:** KNOWLEDGE OF OPNAVINST 7220.14(SERIES)
 - 2) **Knowledge:** KNOWLEDGE OF NAVPERS 15560D
 - 3) **Knowledge:** (GENERAL) KNOWLEDGE OF BUPERSINST 1900.8 (SERIES)
 - 4) **Skill:** PROPER HANDLING, STORAGE AND DISPOSAL PROCEDURES OF OFFICIAL FILES AND RECORDS.
 - 5) **Ability:** ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS
 - 6) **Ability:** ABILITY TO PROOFREAD AND CORRECT TYPOGRAPHICAL ERRORS IN NAVAL CORRESPONDENCE
 - 7) **Tool:** DD 214 - CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY
 - 8) **Resource:** NAVAL MILITARY PERSONNEL MANUAL - NAVPERS 15560D
 - 9) **Resource:** CAREER SEA PAY AND CAREER SEA PAY PREMIUM - OPNAVINST 7220.14
 - 10) **Resource:** CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY (DD FORM 214/5 SERIES) - DODI 1336.01
 - 11) **Resource:** CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY (DD 214/DD 214C/DD 214WS AND DD 215) - BUPERSINST 1900.8 (SERIES)
- (40) **Task:** VERIFY THE CONTENTS OF AN AGREEMENT TO EXTEND ENLISTMENT

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the contents of an Agreement to Extend Enlistment

Condition: UTILIZING Naval Military Personnel Manual, NAVPERS 15560

Standard: IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560

Source: NAVPERS 15560 (Series), Naval Military Personnel Manual

Safety Hazard Severity: Minor

Criticality of Performance: Minor

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task requires 1 to 3 days to learn

Task Learning Difficulty: Task requires 1 to 3 days to learn

Percent Performing: 25 to 49% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:

- 1) **Knowledge:** KNOWLEDGE OF MILPERSMAN 1160-040
- 2) **Skill:** SKILL IN PROOFREADING NAVAL CORRESPONDENCE
- 3) **Ability:** ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS
- 4) **Ability:** ABILITY TO PROOFREAD AND CORRECT TYPOGRAPHICAL ERRORS IN NAVAL CORRESPONDENCE
- 5) **Tool:** NAVPERS 1070/621 - AGREEMENT TO EXTEND ENLISTMENT
- 6) **Resource:** MILPERSMAN 1160-040 - EXTENSION OF ENLISTMENTS
- 7) **Resource:** DJMS PTG

(41) **Task:** VERIFY THE CONTENTS OF AN AGREEMENT TO REMAIN ON ACTIVE DUTY

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the contents of an Agreement to Remain on Active Duty

Condition: UTILIZING Naval Military Personnel Manual, NAVPERS 15560

Standard: IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560

Source: NAVPERS 15560 (Series), Naval Military Personnel Manual

Safety Hazard Severity: Minor

Criticality of Performance: Minor

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 25 to 49% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:

- 1) **Knowledge:** KNOWLEDGE OF MILPERSMAN 1160-040
- 2) **Skill:** SKILL IN PROOFREADING NAVAL CORRESPONDENCE
- 3) **Ability:** ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS
- 4) **Ability:** ABILITY TO PROOFREAD AND CORRECT TYPOGRAPHICAL ERRORS IN NAVAL CORRESPONDENCE
- 5) **Tool:** NAVPER 1070/622 - AGREEMENT TO RECALL OR EXTEND ACTIVE DUTY
- 6) **Resource:** MILPERSMAN 1160-040 - EXTENSION OF ENLISTMENTS
- 7) **Resource:** DJMS PTG

(42) **Task:** VERIFY THE CONTENTS OF AN IMMEDIATE REENLISTMENT CONTRACT

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the contents of an Immediate Reenlistment Contract

Condition: UTILIZING Naval Military Personnel Manual, NAVPERS 15560

Standard: IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560

Source: NAVPERS 15560 (Series), Naval Military Personnel Manual

Safety Hazard Severity: Minor

Criticality of Performance: Minor

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 25 to 49% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:

- 1) **Knowledge:** KNOWLEDGE OF MILPERSMAN 1070-240
- 2) **Skill:** SKILL IN ASSESSING OFFICE POLICIES AND PROCEDURES
- 3) **Skill:** SKILL IN PROOFREADING NAVAL CORRESPONDENCE
- 4) **Ability:** ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS
- 5) **Ability:** ABILITY TO INPUT INFORMATION INTO DATA BASED SYSTEMS
- 6) **Tool:** NVPERS 1070/601 - IMMEDIATE REENLISTMENT CONTRACT
- 7) **Tool:** ELECTRONIC SERVICE RECORD
- 8) **Tool:** COMPUTER AND PRINTER
- 9) **Resource:** DFAS PAY/PERSONNEL PROCEDURES MANUAL
- 10) **Resource:** DIARY MESSAGE REPORTING SYSTEM USERS MANUAL
- 11) **Resource:** NAVSO P-3069 - SOURCE DATA SYSTEM PROCEDURES MANUAL

(43) **Task:** VERIFY THE ELIGIBILITY REQUIREMENTS FOR THE COMMAND ADVANCEMENT PROGRAM

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the eligibility requirements for the Command Advancement Program

Condition: UTILIZING Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve, BUPERSINST 1430.16

Standard: In accordance with (IAW) Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserves, BUPERSINST 1430.16

Source: BUPERSINST 1430.16 (Series), Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve

Safety Hazard Severity: Minor

Criticality of Performance: Minor

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: At least annually

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 25 to 49% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:

- 1) **Knowledge:** (GENERAL) KNOWLEDGE OF BUPERSINST 1430.16 (SERIES)
- 2) **Skill:** SKILL IN PROOFREADING NAVAL CORRESPONDENCE
- 3) **Skill:** UTILIZE DATA BASED SYSTEMS
- 4) **Ability:** ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS
- 5) **Ability:** ABILITY TO INPUT INFORMATION INTO DATA BASED SYSTEMS
- 6) **Tool:** ELECTRONIC SERVICE RECORD
- 7) **Tool:** NSIPS
- 8) **Resource:** ADVANCEMENT MANUAL FOR ENLISTED PERSONNEL OF THE U.S. NAVY AND U.S. NAVY RESERVE - BUPERSINST 1430.16 (SERIES)

(44) Task: VERIFY THE PROCESS FOR A CHANGE IN RATE

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the process for a change in rate

Condition: UTILIZING Naval Military Personnel Manual, NAVPERS 15560; UTILIZING Advancement Manual for Enlisted of Personnel of the U.S. Navy and U.S. Navy Reserve, BUPERSINST 1430.16

Standard: IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560; IAW Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve, BUPERSINST 1430.16

Source: BUPERSINST 1430.16 (Series), Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve; NAVPERS 15560 (Series), Naval Military Personnel Manual

Safety Hazard Severity: Minor

Criticality of Performance: Marginal

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: At least once every 6 months

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may require up to 1 month or more to learn

Task Learning Difficulty: Task may require up to 1 month or more to learn

Percent Performing: 25 to 49% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:

- 1) **Skill:** ACTIVE LISTENING, ACTIVE LEARNING, CRITICAL THINKING
- 2) **Ability:** ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS
- 3) **Tool:** NSIPS
- 4) **Tool:** ELECTRONIC SERVICE RECORD
- 5) **Tool:** SOURCE DOCUMENT
- 6) **Resource:** ADVANCEMENT MANUAL FOR ENLISTED PERSONNEL OF THE U.S. NAVY AND U.S. NAVY RESERVE - BUPERSINST 1430.16 (SERIES)
- 7) **Resource:** ELECTRONIC SERVICE RECORD
- 8) **Resource:** NSIPS JOB PERFORMANCE AID
- 9) **Knowledge:** (GENERAL) KNOWLEDGE OF BUPERSINST 1430.16 (SERIES)

(45) **Task:** VERIFY THE PROCESS FOR A CONCURRENT CHANGE IN RATE

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the process for a concurrent change in rate

Condition: UTILIZING Naval Military Personnel Manual, NAVPERS 15560; UTILIZING Advancement Manual for the Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve, BUPERSINST 1430.16

Standard: IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560; IAW Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve, BUPERSINST 1430.16

Source: NAVPERS 15560 (Series), Naval Military Personnel Manual; BUPERSINST 1430.16 (Series), Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve

Safety Hazard Severity: Minor

Criticality of Performance: Marginal

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: At least once every 6 months

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may require up to 1 month or more to learn

Task Learning Difficulty: Task may require up to 1 month or more to learn

Percent Performing: 25 to 49% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:

- 1) **Knowledge:** (GENERAL) KNOWLEDGE OF BUPERSINST 1430.16 (SERIES)
- 2) **Skill:** ACTIVE LEARNING, ACTIVE LISTENING, CRITICAL THINKING, OPERATION MONITORING
- 3) **Ability:** ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS
- 4) **Tool:** ELECTRONIC SERVICE RECORD
- 5) **Tool:** SOURCE DOCUMENT
- 6) **Resource:** ADVANCEMENT MANUAL FOR ENLISTED PERSONNEL OF THE U.S. NAVY AND U.S. NAVY RESERVE - BUPERSINST 1430.16 (SERIES)
- 7) **Resource:** ELECTRONIC SERVICE RECORD
- 8) **Resource:** NSIPS JOB PERFORMANCE AID

(46) Task: VERIFY THE PROCESS FOR A LATERAL CHANGE IN RATE

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the process for a lateral change in rate

Condition: UTILIZING BUPERSINST 1430.16F - Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve; UTILIZING Naval Military Personnel Manual, NAVPERS 15560

Standard: IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560; In accordance with (IAW) BUPERSINST 1430.16F – Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve

Source: BUPERSINST 1430.16 (Series), Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve; NAVPERS 15560 (Series), Naval Military Personnel Manual

Safety Hazard Severity: Minor

Criticality of Performance: Marginal

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: At least once every 6 months

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may require up to 1 month or more to learn

Task Learning Difficulty: Task may require up to 1 month or more to learn

Percent Performing: 25 to 49% of the personnel perform this task

Percent of Time Spent on Performance: Less time spent on this task than most other tasks

Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:

- 1) **Knowledge:** (GENERAL) KNOWLEDGE OF BUPERSINST 1430.16 (SERIES)
- 2) **Skill:** ACTIVE LEARNING, EQUIPMENT MAINTENANCE, CRITICAL THINKING, ACTIVE LISTENING, COORDINATION
- 3) **Ability:** ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS
- 4) **Tool:** ELECTRONIC SERVICE RECORD
- 5) **Tool:** SOURCE DOCUMENT
- 6) **Resource:** ADVANCEMENT MANUAL FOR ENLISTED PERSONNEL OF THE U.S. NAVY AND U.S. NAVY RESERVE - BUPERSINST 1430.16 (SERIES)
- 7) **Resource:** ELECTRONIC SERVICE RECORD
- 8) **Resource:** NSIPS JOB PERFORMANCE AID

(47) Task: VERIFY THE PROCESS IN THE RECEIPT OF PERSONNEL

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the process in the receipt of personnel

Condition: UTILIZING Joint Federal Travel Regulations (JFTR), Volume 1, NAVSO P-6034

Standard: IN ACCORDANCE WITH (IAW) Joint Federal Travel Regulations (JFTR), Volume 1, NAVSO P-6034

Source: NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1

Safety Hazard Severity: Minor

Criticality of Performance: Minor

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: Less often than other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 50 to 74% of the personnel perform this task

Percent of Time Spent on Performance: Same amount of time spent on this task as most others

Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:

- 1) **Knowledge:** GENERAL KNOWLEDGE OF NSIPS
- 2) **Skill:** SKILL IN PROOFREADING NAVAL CORRESPONDENCE
- 3) **Ability:** ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS
- 4) **Tool:** TECHNICAL DOCUMENTATION
- 5) **Tool:** NSIPS
- 6) **Resource:** DEPARTMENT OF DEFENSE FINANCIAL MANAGEMENT REGULATION (DODFMR), VOLUME 7A
- 7) **Resource:** DJMS PTG

(48) Task: VERIFY THE PROCESS IN THE TRANSFER OF PERSONNEL

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the process in the transfer of personnel

Condition: UTILIZING Joint Federal Travel Regulations (JFTR), Volume 1, NAVSO P-6034

Standard: IN ACCORDANCE WITH (IAW) Joint Federal Travel Regulations (JFTR), Volume 1, NAVSO P-6034

Source: NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1

Safety Hazard Severity: Minor

Criticality of Performance: Minor

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: About as often as other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 50 to 74% of the personnel perform this task

Percent of Time Spent on Performance: Same amount of time spent on this task as most others

Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:

- 1) **Knowledge:** GENERAL KNOWLEDGE OF NSIPS
- 2) **Skill:** SKILL IN PROOFREADING NAVAL CORRESPONDENCE
- 3) **Ability:** ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS
- 4) **Tool:** TECHNICAL DOCUMENTATION
- 5) **Tool:** NSIPS
- 6) **Resource:** DJMS PTG
- 7) **Resource:** DEPARTMENT OF DEFENSE FINANCIAL MANAGEMENT REGULATION (DODFMR), VOLUME 7A

(49) **Task:** VERIFY TOTAL ELAPSED TIME, LEAVE, TRAVEL AND PROCEED TIME

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: total elapsed time, leave, travel and proceed time

Condition: UTILIZING Joint Federal Travel Regulations (JFTR), Volume 1, NAVSO P-6034

Standard: IN ACCORDANCE WITH (IAW) Joint Federal Travel Regulations (JFTR), Volume 1, NAVSO P-6034

Source: NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1

Safety Hazard Severity: Minor

Criticality of Performance: Marginal

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: About as often as other tasks

Difficulty of Performance: Task may be learned in 1 to 2 weeks

Task Learning Difficulty: Task may be learned in 1 to 2 weeks

Percent Performing: 50 to 74% of the personnel perform this task

Percent of Time Spent on Performance: Same amount of time spent on this task as most others

Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:

- 1) **Knowledge:** KNOWLEDGE OF MILPERSMAN 1050-082
- 2) **Skill:** COMPUTATE LEAVE AND DETERMINE ACCURATE AMOUNT OF LEAVE AND PROCEED TIME
- 3) **Ability:** ASSESS TOTAL AMOUNT OF LEAVE, TRAVEL AND PROCEED
- 4) **Tool:** MILPERSMAN 1050-082
- 5) **Tool:** SOURCE DOCUMENT
- 6) **Resource:** MILPERSMAN 1050-082 - EXAMPLES OF CHARGING LEAVE, PROCEED, AND TRAVEL TIME
- 7) **Resource:** DEFENSE JOINT MILITARY PAY SYSTEM (DJMS)