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NAVY ENLISTED

MANPOWER AND PERSONNEL

CLASSIFICATIONS AND OCCUPATIONS STANDARDS

VOLUME I

NAVY ENLISTED OCCUPATIONAL STANDARDS

NAVPERS 18068F

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To: All Ships and Stations (Less Marine Corps field addressees not having Navy personnel attached)

Subj: PROMULGATION OF REVISION/CH-26 TO MANUAL OF NAVY ENLISTED MANPOWER AND PERSONNEL CLASSIFICATIONS AND OCCUPATIONAL STANDARDS, VOLUME I, PARTS A AND B, NAVPERS 18068F

Encl: (1) NAVPERS 18068 Listing of Publication Dates, pages ii and iii
(2) Chapter 7, Aviation Structural Mechanic (AM)
(3) Chapter 22, Disbursing Clerk (DK)
(4) Chapter 37, Fire Control Technician (FT)
(5) Chapter 51, Machinist's Mate (MM)
(6) Chapter 74, Sonar Technician (Submarine) (STS)
(7) Chapter 76, Torpedoman's Mate (TM)

1. This letter promulgates Change 26 to NAVPERS 18068F, Volume I, Parts A and B for the following revisions:

a. NAVPERS 18068 Listing of Publication Dates, pages ii and iii, enclosure (1);

b. Chapter 7, Aviation Structural Mechanic (AM), enclosure (2);

c. Chapter 22, Disbursing Clerk (DK), enclosure (3);

d. Chapter 37, Fire Control Technician (FT), enclosure (4);

e. Chapter 51, Machinist's Mate (MM), enclosure (5);

f. Chapter 74, Sonar Technician (Submarine) (STS), enclosure (6);

g. Chapter 76, Torpedoman's Mate (TM), enclosure (7).

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J. C. HARVEY, JR.

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INTRODUCTION

THE ENLISTED RATING STRUCTURE,
NAVAL STANDARDS AND OCCUPATIONAL STANDARDS

The Navy Enlisted Occupational Classification System (NEOCS) provides the means by which all Navy enlisted personnel are classified. To support enlisted personnel planning, procurement, training, promotion, distribution, assignment, and mobilization within that classification system, the Navy has established specific standards. These standards define minimum skill and knowledge requirements for enlisted personnel at each paygrade and within each career field.

1. Volume I, Part A of this manual contains an introductory overview of NEOCS, an explanation of Naval Standards (NAVSTDs) and Occupational Standards (OCCSTDs), and pertinent appendixes.

2. Volume I, Part B of this manual contains individual chapters with the OCCSTDs for each rating. Refer to Volume I, Part B, Page i for listing of current chapter and revision.

3. Volume II of this manual contains an explanation of the Navy Enlisted Classification (NEC) structure, a listing of those NECs and related appendixes.

4. The standards and classifications in Volume I and II are important to all Navy personnel and commands. Familiarity with these standards and classifications will provide enlisted personnel and commands with a better understanding of an important part of the training, advancement, and distribution systems.

NEOCS OVERVIEW

The Navy Enlisted Occupational Classification System (NEOCS) consists of (1) the enlisted rating structure and (2) its supplement, the NEC structure. Special qualifications further complement both the enlisted rating structure and NEC structure. These special qualifications, found in the *Naval Military Personnel Manual, NAVPERS 15560C*, identify and define requirements for specialized mission areas which cross broad occupational fields (e.g., submarine qualifications).

1. The enlisted rating structure consists of occupational fields (i.e., broad groupings of similar occupations), ratings (i.e., occupational specialties) and rates (i.e., a paygrade within a rating). This structure provides a framework for enlisted career development and advancement, and is the primary administrative means for classifying and identifying enlisted personnel.

a. The enlisted rating structure provides:

(1) A single, integrated structure for the regular Navy and Naval Reserve. This structure serves both peacetime and wartime needs and eliminates the need for extensive expansion and conversion of the classification system upon mobilization.

(2) Specialization at appropriate petty officer levels to: meet expanding technology, reduce training time, and improve the utilization of first enlistment personnel.

(3) Senior petty officers with broad military and technical qualifications.

b. The Secretary of the Navy approves the establishment and disestablishment of general and emergency ratings and general rates under the authority of Title 10 USC 6013. The Deputy Chief of Naval Operations, (Manpower and Personnel) approves modifications to existing ratings, including the establishment or disestablishment of service ratings. A NEOCS Board assists in the management of the NEOCS and serves as the central point for changes in rates, ratings, and NEC classifications. OPNAVINST 1223.1 establishes the NEOCS Board and outlines its objectives, authority, and composition. Volume I, Part A, Appendix A of this manual contains the criteria and guidelines for proposing changes to the enlisted rating structure.

c. The following paragraphs provide a brief description of major components of the enlisted rating structure:

(1) Occupational fields are broad groupings of similar occupations used by manpower, personnel, and training managers to organize the analysis, management, and administration of Navy ratings. Occupational fields are also used to organize career guides and conversion manuals for use by counselors and Department of Defense managers. A listing of the occupational fields and their associated ratings are listed in Appendix B of this manual.

(2) Ratings (general, service, and emergency) are broad enlisted career fields. They identify occupational specialties that encompass related aptitude, training, experience, knowledge, and skills for the purpose of career development and advancement.

(a) General ratings identify personnel from paygrades E-4 through E-9. They provide the primary means of identifying billet requirements and personnel qualifications. Some ratings are combined at paygrade E-8 or E-9 to form broader career fields when the occupational content is similar. This provides for progressively higher levels and scopes of authority and responsibility (e.g., combination of Senior Chief Utilitiesman (UTCS) and Senior Chief Construction Electrician (CECS) to form the Master Chief Utilitiesman (UCCM)).

(b) Service ratings are subdivisions of certain general ratings. They identify required specialization and specific areas of qualifications in the utilization and training of personnel. Service ratings permit optimum utilization of personnel and economy of training.

(c) Emergency ratings are career fields encompassing skills or qualifications which do not require identification by a rating during peacetime, but are required in time of war. Currently, there are no emergency ratings.

(3) Rates identify personnel occupationally by paygrades E-1 through E-9 and they reflect levels of aptitude, training, experience, knowledge, skill, and responsibility. Enlisted rates are divided into three groups: general rates (E-1 through E-3 apprenticeships), petty officers (E-4 through E-6), and chief petty officers (E-7 through E-9).

(a) General rates are apprenticeships assigned to personnel at paygrades E-1 through E-3 to indicate their eligibility for entry into various ratings. These apprenticeships are: Seaman (SN), Fireman (FN), Airman (AN), Constructionman (CN), Hospitalman (HN), and Dentalman (DN).

((1)) Non-designated strikers are personnel in paygrades E-1 through E-3 who are not yet designated to enter a specific rating.

((2)) Designated strikers are personnel in paygrades E-1 through E-3 who are identified as apprentices for a specific rating. Striker designation identifies the rating in which an apprentice has significant skills as a result of on-the-job experience or formal classroom training, and indicates basic occupational skills on a par with the minimum skills for paygrade E-4 in the rating for which identified. A rating abbreviation is added to an apprentice's general rate abbreviation to indicate the rating for which the individual is designated (e.g.,a SN who demonstrates significant skills in the Electronics Technician (ET) rating would be designated by the rating abbreviation, ETSN). Further details on the identification of strikers in these apprenticeships are found in the *Naval Military Personnel Manual, NAVPERS 15560C*.

(b) Petty Officers (paygrades E-4, E-5, and E-6) are the technicians and work managers within ratings who possess increasing degrees of skill responsibility and authority as they advance in paygrade. Petty officers are capable of accomplishing tasks normal to their rating and paygrade and they provide the "hands on" skills required to maintain, repair, and operate systems and subsystems.

(c) The Chief Petty Officer (CPO) (paygrade E-7) is the technical authority, expert, and supervisor within a rating. The CPO is capable of accomplishing all tasks normal to a rating using technical supervision, instruction, and training of lower rated personnel.

(d) The Senior Chief Petty Officer (SCPO) (paygrade E-8) is the senior technical supervisor within a rating or occupational field with primary responsibilities for supervising and training enlisted personnel oriented to system and subsystem maintenance, repair, and operation. Based on wide ranging experience and specialized training, the SCPO provides the command with a higher level of technical and managerial expertise than is expected at the E-7 level.

(e) The Master Chief Petty Officer (MCPO) (paygrade E-9) is the senior enlisted petty officer in the United States Navy. As such, the MCPO is vested with special command trust and confidence extending to administrative and managerial functions involving enlisted personnel. Based upon experience, proven performance, and technical knowledge necessary for advancement to the grade of MCPO, individuals of that rate within a command hold the senior enlisted positions and contribute to forming as well as implementing policy within their occupational field or across the full Navy rating spectrum.

(f) The title Command Master Chief does not reflect a paygrade higher than E-9 but does identify the MCPO who serves as the senior enlisted advisor to the command in formulating and implementing policies pertaining to the morale, utilization, and training of all enlisted personnel. As such, the Command Master Chief has direct access to the Commanding Officer. Additionally, the Command Master Chief is responsible for carrying out established command policy in specific areas as directed by the Commanding Officer and Executive Officer. The Command Master Chief takes precedence over all enlisted members within a command.

2. The Navy Enlisted Classification (NEC) Structure supplements the enlisted rating structure by identifying a non-rating wide skill/knowledge/aptitude/qualification that must be documented to identify both people and billets for management purposes. Volume II of this manual contains a more detailed explanation of the NEC structure.

3. Enlisted management communities encompass both Navy ratings and NEC codes that individually or as a group form a Navy "community" for management purposes. These communities are

used by managers for issues such as the distribution, retention or advancement of personnel. Selected career paths, which typify the advancement of personnel within an enlisted management community, are contained in Appendix G. The career paths presented may also serve as a useful guidance tool for individuals planning career decisions.

STANDARDS

The term Standards as used in this manual is defined as the systematic listing of those minimum capabilities which the Navy expects and requires of individuals with each rating. Standards are generally expressed in terms of task statements (duties and responsibilities) and they represent the abilities, skills, and knowledge needed to accomplish those tasks, duties, and responsibilities. Within the Navy, these standards are divided into two categories: Naval Standards (NAVSTDs) and Occupational Standards (OCCSTDs). Collectively, these standards occupationally define the work performed by enlisted personnel. Both NAVSTDs and OCCSTDs are developed, revised, and maintained by the Navy Manpower Analysis Center (NAVMAC). NAVMAC coordinates standards revisions Navy-wide. The schedule for these revisions is contained in Volume I, Part A, Appendix C of this manual. This coordination includes the rating advisors listed in Appendix E. Appendix F of this manual contains the criteria and guidelines for recommending changes to the standards.

1. Naval Standards (NAVSTDs) are standards that generally express the non-rating specific skill and knowledge requirements for enlisted personnel in paygrades E-2 through E-9 (e.g., all E-6 personnel must know how to write enlisted performance evaluations).

a. NAVSTDs together with occupational standards form the basis for implementing and supporting actions for enlisted manning, distribution, recruit training, military requirements training, and advancement.

b. NAVSTDs are stated in the form of skill or knowledge statements to assist enlisted personnel, commanding officers, and personnel managers in identifying the basic military requirements for enlisted personnel in paygrades E-2 through E-9.

c. NAVSTDs express requirements for skill or knowledge and abilities which individuals must be proficient in even though their present duty assignment may not require the use of that skill or knowledge. Enlisted personnel are required to demonstrate the capability to perform a skill or their attainment of knowledge described by a Naval Standard as part of their advancement process.

d. The more routine skill or knowledge requirements described by NAVSTDs are at the lower paygrades. Those skill or knowledge statements requiring additional experience or involving leadership or supervision are at progressively higher paygrades.

e. NAVSTDs include, at the appropriate paygrades, specific knowledge requirements in the areas of security and safety.

f. The following NAVSTDs format is used in this manual:

(1) They are grouped under Apprentices (paygrades E-2 and E-3) and Petty Officer Third Class (paygrade E-4) through Master Chief Petty Officer (paygrade E-9).

(2) Functional areas are used to provide a standardized grouping of similar NAVSTDs for the various paygrades.

2. Occupational Standards (OCCSTDs) express the Navy's minimum requirements for enlisted occupational skills established by manpower and personnel managers. They, along with NAVSTDs, form the basis for implementing and supporting actions for enlisted manning, distribution, training, and advancement.

a. OCCSTD skills required of rates and ratings are stated in the form of task statements to assist enlisted personnel, commanding officers, manpower managers, and personnel managers in identifying the basic occupational content of rates and ratings. Some OCCSTDs require successful completion of specific skills tests. Appendix D of this manual contains the performance test instructions for ratings having OCCSTDs that require these tests.

b. OCCSTDs state what enlisted personnel must do in their rate or rating. The knowledge required to perform a task is inherent to the proper performance of the task. Specific knowledge required to perform a task may be derived from task analysis data for developing training programs and advancement examinations. Development of specific knowledge to support OCCSTDs fall under the purview of Chief of Naval Education and Training (CNET).

c. OCCSTDs are minimum essential tasks and general responsibility levels required of a majority of personnel in a rate. Although they may not be performed by the majority of personnel in a rate at any given time, they are still applied to all members of a rate. The more routine tasks are at the lower paygrades. The more difficult tasks and tasks requiring additional experience or involving leadership and supervision are at progressively higher paygrades.

d. OCCSTDs do not limit the utilization of personnel or ratings as to performance of duty. Personnel of any rate or rating may be required by higher authority to perform any task or duty, depending on local circumstance.

e. OCCSTDs generally exclude the broad area of security. All Navy personnel are responsible for the security regulations in DODINST 5200.1-R, OPNAVINST 5510.1 and items on security which are described by the Naval Standards in this manual. Specific security related OCCSTDs are included in those ratings requiring special emphasis on security.

f. OCCSTDs contain no specific reference to safety in the performance of required tasks. Observing safety precautions is inherent to the satisfactory performance of a task.

g. The following OCCSTDs format is used in this manual:

(1) Title, abbreviation, and specialty mark identified with the rating.

(2) Rating Scope is a brief statement of the occupational content of general and service ratings. The scope is all encompassing and includes responsibilities normal to the rating.

(3) Career Pattern is a diagram of the normal advancement path from apprentice to master chief petty officer.

(4) Directives information on chief warrant officer and limited duty officer categories.

(5) Special requirements describe the special physical, citizenship, security, and other requirements for the rating, if applicable.

(6) Safety Statement is a universal self-explanatory statement for all ratings.

(7) OCCSTDs, together with NAVSTDs, are patterned to present the total career progression from paygrades E-4 through E-9 for general ratings, general ratings with service ratings, and general ratings with specialty areas. For example:

(a) The general rating of Boatswain's Mate (BM) has no service ratings or specialty areas. The BM OCCSTDs commence at paygrade E-4 and progress through paygrade E-9.

(b) The general rating of Aviation Boatswain's Mate (AB) and its three service ratings, ABF, ABE and ABH have individual OCCSTDs at paygrades E-4 through E-8 and common AB OCCSTDs at paygrade E-9.

(c) The general rating of Aviation Warfare Systems Operator (AW) has three specialty areas. The AW (acoustic), AW (helicopter), and AW (non-acoustic) specialty areas have individual OCCSTDs at paygrades E-4 through E-6 and common AW OCCSTDs at paygrades E-7, E-8, and E-9.

(8) OCCSTDs are identified alphanumerically. The first letter identifies the functional area and the last three digits sequentially identify the specific OCCSTD.

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NAVAL STANDARDS

Naval standards are skills and knowledges, other than those defined by occupational standards, which are essential to the overall effectiveness of enlisted personnel in the performance of duty. They encompass military requirements; essential virtues of pride of service in support of oath of enlistment; maintenance of good order and discipline; and basic skills and knowledges, pertaining to the well-being of Navy personnel, which directly contribute to the mission of the Navy.

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I329 KNOW THE SAFETY PRECAUTIONS FOR OPERATING MOTOR VEHICLES (OPNAVINST 5100.12 SERIES)
I330 KNOW HOW TO REPORT SAFETY HAZARDS AND VIOLATIONS
I331 KNOW THE PURPOSE AND PROCEDURES OF THE NAVY TAG-OUT SYSTEM
I332 KNOW THE SAFETY PROCEDURES TO FOLLOW WHEN LIFTING OBJECTS
I333 KNOW THE SAFETY PRECAUTIONS IN HANDLING FIRE ARMS
I338 KNOW THE NAVY'S OCCUPATIONAL SAFETY AND HEALTH (NAVOSH) PROGRAM
I595 KNOW THE SAFETY PRECAUTIONS WHEN WORKING IN AN ELECTRICAL STORM

J. FIRST AID & HEALTH

J341 KNOW HOW TO APPLY BATTLE DRESSINGS, COMPRESSES, AND BANDAGES
J342 KNOW HOW TO CONTROL EXTERNAL BLEEDING BY DIRECT PRESSURE, ELEVATION, INDIRECT PRESSURE, AND TOURNIQUET
J343 KNOW THE SYMPTOMS OF, AND FIRST-AID TREATMENT FOR OPEN AND CLOSED FRACTURES, AND DISLOCATIONS
J344 KNOW THE FIRST-AID TREATMENT FOR STRAINS AND SPRAINS
J345 KNOW THE SYMPTOMS OF DRUG AND ALCOHOL ABUSE
J346 ADMINISTER CARDIOPULMONARY RESUSCITATION (CPR)
J347 KNOW HOW TO TRANSPORT AN INJURED PERSON BY FIREMAN'S LIFT, TIED HANDS CRAWL, AND STANDARD SHIPBOARD LITTERS
J348 KNOW THE PREVENTION MEASURES AND SYMPTOMS FOR SEXUALLY TRANSMITTED DISEASES
J349 KNOW THE PURPOSE, GENERAL RULES, AND LIMITATIONS OF FIRST-AID
J350 KNOW THE SYMPTOMS, PREVENTION, AND TREATMENT FOR SHOCK
J351 KNOW HOW TO RESCUE A PERSON IN CONTACT WITH ENERGIZED CIRCUITS AND THE TREATMENT FOR ELECTRICAL SHOCK
J352 KNOW THE SYMPTOMS OF AND FIRST-AID TREATMENT FOR HEAT CRAMPS, HEAT EXHAUSTION, AND HEAT STROKE
J353 KNOW THE SYMPTOMS, CLASSIFICATION, AND FIRST-AID TREATMENT FOR BURNS
J354 KNOW THE PROCEDURES FOR MAINTAINING SANITARY CONDITIONS IN AND AROUND LIVING AND WORKING SPACES
J355 KNOW THE PROCEDURES FOR MAINTAINING GOOD PERSONAL HYGIENE, HEALTH, AND FITNESS
J356 KNOW THE PROCEDURES FOR MAINTAINING GOOD DENTAL (ORAL) HYGIENE
J357 KNOW HOW TO ADMINISTER THE ABDOMINAL/CHEST THRUST (HEIMLICH MANEUVER)
J358 KNOW HOW TO ADMINISTER ARTIFICIAL VENTILATION BY MOUTH-TO-MOUTH AND ALTERNATE METHODS
J359 KNOW THE SYMPTOMS OF AND FIRST-AID TREATMENT FOR HYPOTHERMIA AND FROSTBITE
J579 KNOW HOW TO RECOGNIZE AND REPORT SUICIDAL TENDENCIES

K. SURVIVAL

K055 USE SHIRT AND TROUSERS AS AUXILIARY FLOATATION DEVICES
K056 PERFORM FLOATING TECHNIQUE USING BUOYANT DEBRIS SUCH AS SHORING AND BUCKETS
K057 DEMONSTRATE TECHNIQUE FOR SWIMMING THROUGH BURNING FUEL, OIL, AND DEBRIS
K058 ENTER WATER FROM A HEIGHT OF TEN FEET USING ABANDON SHIP PROCEDURES
K059 PERFORM THIRD CLASS SWIMMER QUALIFICATIONS
K361 EGRESS FROM WORKING, BERTHING, AND GENERAL QUARTERS (GQ) SPACES
K362 KNOW HOW TO USE CLOTHING AND BUOYANT OBJECTS TO STAY AFLOAT
K363 KNOW HOW TO CARE FOR AND USE PERSONAL FLOATATION DEVICES
K365 DESCRIBE METHOD USED TO DON AND ADJUST CO2 INFLATABLE AND INHERENTLY BUOYANT LIFE PRESERVER
K366 DESCRIBE FUNCTIONAL CHARACTERISTICS OF CO2 INFLATABLE LIFE PRESERVER
K367 KNOW THE TECHNIQUES FOR SWIMMING THROUGH OIL, FLAMES, AND DEBRIS

K368 KNOW THE METHODS AND PROCEDURES FOR ABANDONING SHIP

K369 KNOW HOW TO USE LIFEBOATS AND ASSOCIATED SURVIVAL GEAR
K370 KNOW THE RESPONSIBILITIES AND AUTHORITY OF THE SENIOR PERSON IN A SURVIVAL SITUATION

L. CHEMICAL, BIOLOGICAL AND RADIOLOGICAL DEFENSE

L063 KNOW THE TYPES OF AND PURPOSE OF PERSONAL DOSIMETERS
L371 KNOW HOW TO CARE FOR AND USE THE CHEMICAL, BIOLOGICAL, AND RADIOLOGICAL (CBR) PROTECTIVE MASK
L372 KNOW HOW TO USE EQUIPMENT AND CLOTHING TO PROTECT AGAINST CBR CONTAMINATION
L373 KNOW THE MARKERS USED TO INDICATE CBR CONTAMINATION
L374 KNOW THE PURPOSE OF CBR MONITORING AND DECONTAMINATION TEAMS
L375 KNOW THE METHODS OF DISSEMINATING CHEMICAL AND BIOLOGICAL AGENTS
L376 KNOW THE PROCEDURES FOR PERSONNEL DECONTAMINATION
L377 KNOW SELF-AID AND FIRST-AID METHODS IN COUNTERING THE EFFECTS OF NERVE, BLISTER, BLOOD, AND CHOKING AGENTS
L378 KNOW THE EFFECTS OF NUCLEAR RADIATION (ALPHA, BETA, GAMMA, AND NEUTRON)
L379 KNOW THE PROCEDURES FOR AREA DECONTAMINATION ASHORE AND AFLOAT
L380 KNOW THE SYMPTOMS OF CHEMICAL WARFARE (CW) AGENTS AS THEY RELATE TO INGESTION, INHALATION AND ABSORPTION
L381 KNOW THE PROCEDURES FOR PROTECTION AFFORDED BY EACH LEVEL OF MISSION ORIENTED PROTECTIVE POSTURE (MOPP)
L382 KNOW THE MEANING OF THE TERMS: RADIAC, RADIATION DOSE, RADIATION DOSE RATE, SAFE STAY TIME, AND MATERIAL CONDITION OF "CIRCLE WILLIAM"
L383 KNOW THE DIFFERENCE BETWEEN RADIATION AND RADIOLOGICAL CONTAMINATION
L384 KNOW THE PURPOSE OF AND PROCEDURES FOR ENTERING, PERSONAL CLEANSING, AND EXITING THE COLLECTIVE PROTECTION SYSTEM (CPS)/DECONTAMINATION STATION
L385 KNOW THE PURPOSE FOR AND THE USE OF RADIATION DETECTION DEVICES AND EQUIPMENT

M. DAMAGE CONTROL

M067 LOCATE DAMAGE CONTROL FITTINGS AND EQUIPMENT WITHIN COMPARTMENTS USING COMPARTMENT CHECK-OFF LISTS
M069 SET AND MAINTAIN PRIMARY AND SECONDARY FIRE AND FLOODING BOUNDARIES
M070 PROPERLY OPERATE PORTABLE AND INSTALLED SHIPBOARD FIRE EXTINGUISHING EQUIPMENT
M071 PROPERLY OPERATE PORTABLE AND INSTALLED SHIPBOARD DEWATERING EQUIPMENT
M072 PROPERLY DON AND OPERATE AN OXYGEN BREATHING APPARATUS (OBA)
M386 KNOW THE HAZARDS ASSOCIATED WITH FIREFIGHTING
M387 KNOW HOW TO DETERMINE THE FOUR CLASSES OF FIRE
M388 KNOW THE RECOMMENDED EXTINGUISHING AGENTS FOR EACH CLASS OF FIRE
M389 KNOW THE FUNCTION AND USE OF THE OXYGEN BREATHING APPARATUS (OBA)
M390 KNOW THE FIRE TRIANGLE AND FIRE TETRAHEDRON IN TERMS OF FIRE PREVENTION AND FIREFIGHTING
M391 KNOW THE CONDITIONS THAT CAUSE SPONTANEOUS COMBUSTION
M392 KNOW HOW TO PREVENT FIRES THROUGH GOOD HOUSEKEEPING PRACTICES
M393 KNOW HOW TO REPORT A FIRE OR OTHER CASUALTIES
M394 KNOW THE LETTERS AND SYMBOLS THAT DESIGNATE MATERIAL CONDITIONS OF READINESS
M395 KNOW THE PROCEDURES FOR COMPARTMENTATION AND ITS USE IN MAINTAINING WATERTIGHT INTEGRITY
M396 KNOW THE PROCEDURES FOR BREAKING WATERTIGHT INTEGRITY AND DARKEN SHIP
M397 KNOW HOW TO USE AND STOW THE EMERGENCY ESCAPE BREATHING DEVICE (EEBD)
M398 KNOW HOW TO USE AND STOW THE SUPPLEMENTAL EMERGENCY ESCAPE DEVICE (SEED)
M399 KNOW THE DUTIES AND RESPONSIBILITIES OF A REPAIR PARTY
M400 KNOW THE SHIPBOARD PIPING IDENTIFICATION CODING SYSTEM

M401 KNOW THE PURPOSE AND PRECEDENCE OF SHIPBOARD EMERGENCY ALARMS
M402 KNOW WHAT ACTIONS TO TAKE WHEN EMERGENCY ALARMS ARE SOUNDED
M403 KNOW THE MATERIAL CONDITIONS OF READINESS

M404 KNOW THE REASONS FOR AND HOW TO SET MATERIAL CONDITIONS OF READINESS
M405 KNOW THE PROCEDURES FOR OPERATION OF PORTABLE AND INSTALLED SHIPBOARD FIRE EXTINGUISHING SYSTEMS
M406 KNOW THE PROCEDURES FOR OPERATION OF PORTABLE AND INSTALLED DEWATERING EQUIPMENT
M407 KNOW THE DAMAGE CONTROL ORGANIZATION
M408 KNOW THE METHODS AND PROCEDURES FOR COMMUNICATIONS IN A DAMAGE CONTROL SITUATION
M409 KNOW HOW TO LOCATE SHIPBOARD DAMAGE CONTROL LOCKERS
M410 KNOW HOW TO USE THE CONTENTS OF A SHIPBOARD DAMAGE CONTROL LOCKER
M411 KNOW THE DUTIES AND RESPONSIBILITIES OF DAMAGE CONTROL EMERGENCY PARTIES

N. SURFACE PRESERVATION

N077 IDENTIFY FIXTURES, DEVICES AND SURFACES TO WHICH PAINT OR LIQUID CLEANERS SHOULD NOT BE APPLIED
N416 KNOW THE PURPOSES OF CLEANING AND PRESERVATION

O. MILITARY JUSTICE

O421 KNOW THE PURPOSE OF GOOD ORDER AND MILITARY DISCIPLINE
O422 KNOW THE AUTHORITY AND FUNCTIONS OF MILITARY POLICE/SHORE PATROL
O423 KNOW THE CONTENT AND RESPONSIBILITIES STATED IN ARTICLE (I) THROUGH (VI) OF THE CODE OF CONDUCT FOR MEMBERS OF THE ARMED FORCES OF THE UNITED STATES
O424 KNOW THE GENERAL CONTENT OF NAVY REGULATIONS, CHAPTER 8 (ARTICLES 0801-0803, 0810-0816, 0825-0826, 0829-0830, 0834 AND A0847) AND CHAPTER 11
O425 KNOW THE GENERAL CONTENT OF UCMJ ARTICLES 2, 3, 7-15, 25, A27, 37, 55, 77-134, 137-139
O426 KNOW THE TYPES OF COURTS-MARTIAL
O427 KNOW THE PURPOSE OF THE REPORT OF OFFENSE
O430 KNOW THE PROCEDURES FOR REDRESS OF GRIEVANCE

P. CAREER INFORMATION

P432 KNOW THE PURPOSE OF THE PROFESSIONAL DEVELOPMENT BOARD
P433 KNOW THE CAREER REENLISTMENT OBJECTIVES (CREO) PROGRAM
P434 KNOW THE REQUIREMENTS FOR ADVANCEMENT OF NON-RATED PERSONNEL
P435 KNOW THE PURPOSE OF THE ENLISTED PERFORMANCE EVALUATION SYSTEM
P436 KNOW THE OPPORTUNITIES FOR EDUCATION AND TRAINING
P437 KNOW HOW TO MANAGE PERSONAL FINANCES
P438 KNOW MILITARY PAY ENTITLEMENTS AND THE CONTENTS OF LEAVE AND EARNING STATEMENTS
P439 KNOW THE BENEFITS OF GOVERNMENT INSURANCE
P440 KNOW THE RIGHTS AND PRIVILEGES OF AND BENEFITS FOR FAMILY MEMBERS
P441 KNOW THE PROCEDURES AND REGULATIONS GOVERNING LEAVE AND LIBERTY REQUESTS
P442 KNOW HOW TO PREPARE LEAVE AND LIBERTY REQUESTS
P444 KNOW THE DEFINITIONS OF SEA DUTY, SHORE DUTY, AND NEUTRAL DUTY
P446 KNOW THE REQUIREMENTS FOR THE GOOD CONDUCT MEDAL
P447 KNOW THE REASONS FOR AND CONSEQUENCES OF THE VARIOUS TYPES OF DISCHARGES
P448 KNOW THE POLICY REGARDING PERSONAL RESPONSIBILITIES AND CONSEQUENCES OF DRUG AND ALCOHOL ABUSE

P450 KNOW THE PROGRAMS THAT LEAD TO NAVAL OFFICER COMMISSIONS
P466 KNOW THE ROLES AND FUNCTIONS OF MASTER CHIEF PETTY OFFICER OF THE NAVY (MCPON), FLEET/FORCE (FMC) AND COMMAND MASTER CHIEF (CMC)
P576 KNOW THE FUNCTION OF THE COMMAND CAREER COUNSELOR

Q. TRAINING
Q469 KNOW THE PURPOSE AND GENERAL PROVISIONS OF THE PERSONNEL QUALIFICATION STANDARD (PQS) SYSTEM
Q577 KNOW THE FUNCTION OF THE DEPARTMENTAL AND DIVISION TRAINING PETTY OFFICER
Q578 KNOW THE FUNCTION OF THE EDUCATIONAL SERVICES OFFICER (ESO)

R. MANAGEMENT/ADMINISTRATION
R105 PERFORM THE BASIC PROCEDURES USED IN THE MAINTENANCE MATERIAL MANAGEMENT (3M) SYSTEMS
R107 MAINTAIN MANUALS, PUBLICATIONS, AND DIRECTIVES
R474 DESCRIBE THE PURPOSE OF THE MAINTENANCE AND MATERIAL MANAGEMENT (3M) SYSTEMS

S. SEA POWER
S476 KNOW GENERAL NAVAL HISTORY AND THE EVOLUTION OF TODAY'S NAVY
S477 KNOW THE U.S. NAVY'S PEACETIME AND WARTIME ROLES, MISSIONS, RESPONSIBILITIES, AND CHALLENGES
S478 KNOW THE COMPONENTS OF UNITED STATES SEA POWER: NAVY, MERCHANT MARINE, COAST GUARD, AND MILITARY SEALIFT COMMAND
S479 KNOW THE OPERATIONAL COMPONENTS OF THE U.S. NAVY SEAPOWER: STRIKING FORCES, TRIAD, WEAPONS AND SYSTEMS, GEOGRAPHIC AREAS OF CONCERN, AND OPERATIONAL READINESS

T. CUSTOMS, TRADITIONS & COURTESIES
T481 KNOW THE PROCEDURES FOR CONDUCTING COLORS
T482 PERFORM MILITARY COURTESIES DURING COLORS
T483 HANDLE THE ENSIGN AND JACK
T484 KNOW HOW, WHEN, AND TO WHOM THE HAND SALUTE IS RENDERED
T485 PERFORM MILITARY COURTESIES WHEN BOARDING AND LEAVING A NAVAL VESSEL
T486 PERFORM MILITARY COURTESIES WHEN CROSSING OR BEING IN THE VICINITY OF THE QUARTERDECK
T487 PERFORM MILITARY COURTESIES WHEN THE NATIONAL ENSIGN PASSES, THE NATIONAL ANTHEM, OR THE NAVY SERVICE SONG IS PLAYED
T488 PERFORM MILITARY COURTESIES WHEN PASSING, MEETING, ADDRESSING, INTRODUCING, REPLYING TO, WALKING, OR RIDING WITH AN OFFICER OF THE U.S. OR FOREIGN ARMED FORCES
T489 PERFORM MILITARY COURTESIES WHEN ADDRESSING AND INTRODUCING ENLISTED PERSONNEL OF THE U.S. ARMED FORCES
T490 PERFORM MILITARY COURTESIES WHEN SHIP AND BOAT PASSING HONORS ARE RENDERED
T491 PERFORM MILITARY COURTESIES WHEN HONORS ARE BEING RENDERED
T492 PERFORM MILITARY COURTESIES WHEN A FOREIGN NATIONAL ANTHEM IS PLAYED
T558 PERFORM COURTESIES AFFORDED JUNIOR, MIDGRADE, AND SENIOR ENLISTED/ OFFICERS
T580 KNOW NATIONAL ENSIGN ETIQUETTE
T581 KNOW THE TRADITIONS RELATED TO UNIFORMS AND NAVY JARGON (SCUTTLEBUTT, HEAD, ETC.)
T592 KNOW THE PLEDGE OF ALLEGIANCE

U. ORGANIZATION

U493 EXPLAIN THE PURPOSE AND FUNCTION OF THE CHAIN OF COMMAND
U494 SUMMARIZE SCOPE AND PURPOSE OF THE STANDARD ORGANIZATION AND REGULATIONS MANUAL (SORM) OF THE U.S. NAVY
U495 REVIEW THE CONTENT OF THE COMMAND'S STANDARD ORGANIZATION AND REGULATIONS MANUAL (SORM)

V. LEADERSHIP/SUPERVISION

V499 EXPLAIN THE PURPOSE OF FOLLOWERSHIP AND LEADERSHIP
V500 DESCRIBE THE CONCEPTS OF CORE VALUES
V502 DESCRIBE THE AUTHORITY AND RESPONSIBILITY OF A PETTY OFFICER
V504 STATE THE FUNDAMENTAL TERMS AND CONCEPTS OF TOTAL QUALITY LEADERSHIP (TQL)
V582 IDENTIFY THE FUNDAMENTALS OF FOLLOWERSHIP

W. INTERNATIONAL AGREEMENTS

W505 KNOW THE GENERAL PROVISIONS OF THE GENEVA CONVENTION CONCERNING TREATMENT AND RIGHTS OF PRISONERS OF WAR
W507 KNOW THE GENERAL PROVISIONS OF THE LAW OF ARMED CONFLICT
W508 KNOW THE GENERAL PROVISIONS OF THE CODE OF CONDUCT

X. SECURITY REQUIREMENTS

X509 KNOW THE BASIC SECURITY POLICIES, REQUIREMENTS AND PROCEDURES FOR HANDLING CLASSIFIED MATERIAL AND INFORMATION
X520 KNOW THE BASIC SECURITY REQUIREMENTS AND PROCEDURES PERTAINING TO AUTOMATED DATA PROCESSING (ADP) SECURITY
X521 KNOW THE BASIC SECURITY REQUIREMENTS AND PROCEDURES PERTAINING TO TELEPHONE SECURITY
X523 KNOW THE SAFEGUARDS AGAINST TERRORISM WHILE TRAVELING AND IN FOREIGN COUNTRIES
X524 KNOW THE BASIC REQUIREMENTS AND PROCEDURES PERTAINING TO A BOMB THREAT
X583 KNOW THE SAFEGUARDS AGAINST ACTS OF TERRORISM AND VICTIMIZATION

Y. PROGRAMS AND POLICIES

Y525 KNOW THE PURPOSE OF THE NAVY SPONSOR PROGRAM
Y526 KNOW THE PURPOSE OF THE HEALTH AND PHYSICAL READINESS PROGRAM
Y527 KNOW THE PROVISIONS OF THE PRIVACY ACT
Y528 KNOW THE DEFINITION OF AND POLICIES PERTAINING TO SEXUAL HARASSMENT
Y529 KNOW THE STANDARDS OF CONDUCT AND PROFESSIONAL ETHICS
Y530 KNOW THE PROVISIONS OF THE NAVY'S INTEGRITY AND EFFICIENCY PROGRAM (FRAUD, WASTE, AND ABUSE)
Y531 KNOW THE PROCEDURES FOR STATE AND NATIONAL VOTING
Y532 KNOW THE POLICY FOR EQUAL OPPORTUNITY AND HUMAN RIGHTS
Y534 KNOW THE POLICY ON FRATERNIZATION
Y535 KNOW THE PURPOSE OF THE NAVY ENERGY CONSERVATION PROGRAM
Y537 KNOW THE CONTROLS FOR ENVIRONMENTAL CONDITIONS AND POLLUTION (PLASTICS AT SEA, OZONE DEPLETIONS, ETC.)
Y539 KNOW THE PROVISIONS OF THE FAMILY OMBUDSMAN PROGRAM
Y545 KNOW THE POLICIES OF COMMAND MANAGED EQUAL OPPORTUNITY
Y552 KNOW THE SOURCES OF INFORMATION CONCERNING SERVICES AVAILABLE TO SINGLE SAILORS AND NAVY FAMILIES
Y555 KNOW THE BASIC FUNDAMENTALS OF QUALITY ASSURANCE (QA)
Y590 KNOW HOW TO COMMUNICATE WITH ELECTED OFFICIALS
Y591 KNOW THE PURPOSE OF THE NAVY’S RELIGIOUS PROGRAM

Z. HAZARDOUS MATERIALS

Z041 IDENTIFY HAZARDOUS MATERIALS USING LABELS, SIGNS, AND SYMBOLS
Z263 REVIEW MATERIAL SAFETY DATA SHEETS (MSDS)
Z266 DISPOSE OF USED AND EXCESS HAZARDOUS MATERIALS
Z268 CLEANUP HAZMAT SPILLS
Z269 DISPOSE OF USED ABSORBENTS (SPEEDY DRY, RAGS, ETC.)
Z322 KNOW THE SAFETY PRECAUTIONS WHEN WORKING WITH OR IN THE VICINITY OF HAZARDOUS MATERIALS
Z323 KNOW THE SAFETY PRECAUTIONS WHEN WORKING WITH OR IN THE VICINITY OF MARINE SANITATION SYSTEMS
Z328 KNOW THE SAFETY PRECAUTIONS WHEN WORKING WITH OR IN THE VICINITY OF PAINTS AND SOLVENTS
Z334 KNOW THE PURPOSE AND USE OF THE MATERIAL SAFETY DATA SHEET (MSDS)
Z335 KNOW HOW TO HANDLE AND STOW HAZARDOUS MATERIALS
Z339 KNOW HOW TO READ AND INTERPRET HAZMAT LABELS
Z420 KNOW THE SAFETY AND ENVIRONMENTAL PRECAUTIONS NECESSARY FOR REMOVING SURFACE COATINGS CONTAINING HAZARDOUS MATERIALS (LEAD, CHROMATE, ETC.)
Z559 CLEAN HAZMAT CONTAINERS

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D. UNIFORMS
D283 KNOW THE REGULATIONS FOR UPKEEP, WEARING, AND MARKING OF ORGANIZATIONAL AND SPECIAL CLOTHING

F. WATCH STANDING
F291 KNOW THE COMMAND'S WATCH ORGANIZATION

H. SHIPS & AIRCRAFT CHARACTERISTICS
H042 TAG-OUT EQUIPMENT

L. CHEMICAL, BIOLOGICAL AND RADIOLOGICAL DEFENSE
L064 PERFORM DUTIES OF MONITORING AND DECONTAMINATION TEAM MEMBERS

N. SURFACE PRESERVATION
N076 MAINTAIN AND INVENTORY EQUIPMENT AND MATERIAL USED FOR PREPARING AND PAINTING A SURFACE
N078 IDENTIFY TYPES OF PRESERVATIVE COATINGS AND THE SURFACE UPON WHICH THEY ARE USED
N415 KNOW HOW TO CLEAN AND STOW PAINTING EQUIPMENT
N417 KNOW THE EQUIPMENT REQUIRED AND HOW TO PREPARE A SURFACE AND APPLY PRESERVATIVE COATINGS

P. CAREER INFORMATION
P083 DRAFT DUTY PREFERENCE FORMS
P092 ASSIST IN INDOCTRINATING NEWLY REPORTING PERSONNEL
P451 KNOW THE REQUIREMENTS FOR ADVANCEMENT IN RATE AND SELECTION OF PETTY OFFICERS
P452 KNOW HOW ENLISTED ASSIGNMENTS ARE MADE
P453 KNOW THE PROGRAMS FOR AWARDS, COMMENDATIONS, AND PERSONNEL RECOGNITION
P459 KNOW THE INCENTIVES FOR REENLISTMENT, EDUCATION, AND SPECIAL DUTY

Q. TRAINING
Q470 EXPLAIN THE PURPOSE OF THE NAVY TRAINING FEEDBACK SYSTEM (NTFS)(OPNAVINST 1500.71 SERIES)

R. MANAGEMENT/ADMINISTRATION
R103 MAINTAIN LOGS AND FILES

X. SECURITY REQUIREMENTS
X544 KNOW OPPORTUNITIES AVAILABLE THROUGH THE MILITARY CASH AWARDS PROGRAM (INCLUDING BOSS)

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C. DRILL AND FORMATION
C584 KNOW PROCEDURES FOR CLOSE ORDER DRILL

D. UNIFORMS
D281 KNOW THE REGULATIONS CONCERNING MALE AND FEMALE GROOMING STANDARDS
D284 KNOW HOW TO WEAR PETTY OFFICER INSIGNIAS

F. WATCHSTANDING
F022 RELIEVE AN ARMED WATCH
F025 STAND PETTY OFFICER MILITARY WATCHES (PETTY OFFICER OF THE WATCH, MASTER-AT-ARMS, POLICE PETTY OFFICER, SHORE PATROL, ETC.)

I. SAFETY
I043 AUDIT TAG-OUT LOG
I047 SUPERVISE WORK CENTER AND JOB SITE SAFETY
I048 INSTRUCT PERSONNEL IN WORK-RELATED HAZARDS, SAFETY PRECAUTIONS, AND IN THE USE AND MAINTENANCE OF PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING

M. DAMAGE CONTROL
M068 MAKE DAMAGE CONTROL CLOSURE LOG ENTRIES
M074 MAINTAIN DAMAGE CONTROL FITTINGS AND EQUIPMENT

O. MILITARY JUSTICE
O079 PREPARE A REPORT OF OFFENSE
O082 INFORM CHAIN OF COMMAND ON MATTERS PERTAINING TO GOOD ORDER AND DISCIPLINE
O428 KNOW THE PROCEEDINGS LEADING TO CAPTAINS MAST
O585 KNOW THE COMPOSITION OF COURTS-MARTIALS

P. CAREER INFORMATION
P084 PROVIDE INPUTS FOR ENLISTED EVALUATIONS
P445 KNOW THE CONTENTS OF THE ENLISTED SERVICE RECORD
P449 KNOW THE PROGRAMS FOR COUNSELING AND TREATING PERSONNEL WITH DRUG AND/OR ALCOHOL PROBLEMS
P454 KNOW THE REQUIREMENTS FOR ENLISTED WARFARE SPECIALIST DESIGNATIONS
P455 KNOW THE OPTIONS FOR SPECIAL PROGRAMS AND/OR ASSIGNMENTS
P456 KNOW THE FUNCTION AND USE OF THE NAVY ENLISTED CLASSIFICATION (NEC) SYSTEM

Q. TRAINING
Q093 TRAIN PERSONNEL USING DEMONSTRATION, DISCUSSION, AND LECTURE METHODS
Q094 MAINTAIN QUALIFICATION RECORDS

R. MANAGEMENT/ADMINISTRATION
R104 REQUISITION SUPPLIES AND MATERIAL THROUGH THE NAVY SUPPLY SYSTEM

U. ORGANIZATION
U496 IDENTIFY THE NAMES, ABBREVIATIONS, AND STATE THE MISSION OF MAJOR

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COMMANDS WITHIN THE DEPARTMENT OF THE NAVY, SHORE ESTABLISHMENTS, AND OPERATING FORCES

[E-4]

V. LEADERSHIP/SUPERVISION

V146 TRANSLATE ASSIGNMENTS FROM THE IMMEDIATE SUPERVISOR INTO SPECIFIC TASKS FOR SUBORDINATES (REPAIR TEAM, WORK PARTY, WATCH, ETC.)
V148 DETERMINE AVAILABILITY OF SUPPLIES, EQUIPMENT, AND TOOLS REQUIRED BY SUBORDINATES
V151 ENSURE THAT SUBORDINATES ARE USING CORRECT AND SAFE PROCEDURES WHILE ACCOMPLISHING TASKS
V152 MEASURE PROGRESS OF SUBORDINATES JOB PERFORMANCE
V153 GIVE SUBORDINATES IMMEDIATE FEEDBACK ON QUALITY OF JOB
V154 EVALUATE COMPLETED ASSIGNMENTS OF SUBORDINATES FOR QUALITY, COMPLETENESS, AND TIMELINESS
V155 REPORT JOB PROGRESS TO IMMEDIATE SUPERVISOR
V156 EVALUATE SUBORDINATES SUGGESTIONS TO IMPROVE JOB PERFORMANCE AND MAKE APPROPRIATE RECOMMENDATIONS TO THE CHAIN OF COMMAND
V157 APPRISE IMMEDIATE SUPERVISORS OF SUBORDINATES PERFORMANCE
V158 RESOLVE CONFLICTS OR DIFFERENCES BETWEEN SUBORDINATES
V501 IDENTIFY THE FUNDAMENTALS OF LEADERSHIP
V503 EXPLAIN EQUAL OPPORTUNITY AND HUMAN RIGHTS ELEMENTS OF LEADERSHIP PROGRAMS AND POLICIES
V540 KNOW THE PURPOSE OF THE PRIDE, PROFESSIONALISM, PERSONAL EXCELLENCE, AND COMMUNITY SUPPORT PROGRAMS
V542 KNOW THE PETTY OFFICER'S RESPONSIBILITY IN THE NAVY'S DRUG AND ALCOHOL ABUSE PREVENTION AND CONTROL PROGRAM
V550 KNOW THE PURPOSE OF THE CASUALTY ASSISTANCE CALLS OFFICER (CACO)
V596 PARTICIPATE IN PROCESS IMPROVEMENT ACTIVITIES USING FUNDAMENTAL TQL CONCEPTS

Z. HAZARDOUS MATERIALS

Z267 INSPECT HAZMAT CONTAINERS
Z336 KNOW PROPER SAFETY AND HANDLING PROCEDURES WHEN DISPOSING OF HAZARDOUS MATERIALS
Z419 KNOW WHICH CLEANING SOLVENTS TO USE AND ISSUE THEM FOR USE IN INTERIOR AND EXTERIOR SPACES
Z560 SUPERVISE THE DISPOSAL OF USED AND EXCESS HAZARDOUS MATERIALS
Z561 SUPERVISE THE DISPOSAL OF USED ABSORBENTS (SPEEDY DRY, RAGS, ETC.)

[E-5]

A. WATCH, QUARTER, AND STATION BILL
A001 PREPARE A DIVISIONAL WATCH, QUARTER, AND STATION BILL

C. DRILL AND FORMATION
C008 CONDUCT CLOSE ORDER DRILL

D. UNIFORMS
D017 CONDUCT SEABAG INSPECTIONS

I. SAFETY
I045 PERFORM DUTIES OF A DIVISIONAL SAFETY PETTY OFFICER
I049 CONDUCT SAFETY AWARENESS TRAINING
I340 KNOW THE PURPOSE AND FUNCTION OF THE COMMAND'S SAFETY COUNCIL

J. FIRST AID & HEALTH
J360 KNOW HOW TO HANDLE SUICIDAL SITUATIONS

L. CHEMICAL, BIOLOGICAL AND RADIOLOGICAL DEFENSE
L065 INSTRUCT PERSONNEL IN THE USE OF CBR PROTECTIVE CLOTHING AND EQUIPMENT FOR EACH LEVEL OF MISSION ORIENTED PROTECTIVE POSTURE (MOPP)
L066 INSTRUCT PERSONNEL ON ENTERING, EXITING, AND PERSONAL CLEANING IN THE COLLECTIVE PROTECTIVE SYSTEM (CPS) DECONTAMINATION STATION

M. DAMAGE CONTROL
M075 PERFORM THE DUTIES OF THE DUTY DIVISION DAMAGE CONTROL PETTY OFFICER (DUTY
M412 KNOW THE DUTIES OF THE DIVISION DAMAGE CONTROL PETTY OFFICER (DDCPO)

O. MILITARY JUSTICE
O586 EXPLAIN THE PROCEDURES FOR REDRESS OF GRIEVANCE

P. CAREER INFORMATION
P085 PROVIDE INFORMATION ON FINANCIAL MANAGEMENT TO JUNIOR PERSONNEL
P460 KNOW THE PURPOSE OF THE PETTY OFFICER QUALITY CONTROL REVIEW BOARD
P461 KNOW HOW TO APPLY FOR LIMITED DUTY OFFICER (LDO) AND CHIEF WARRANT OFFICER (CWO) COMMISSIONING PROGRAMS
P464 KNOW THE FLEET RESERVE AND RETIREMENT PROGRAMS

Q. TRAINING
Q096 PERFORM THE DUTIES AND RESPONSIBILITIES OF THE TRAINING PETTY OFFICER

R. MANAGEMENT/ADMINISTRATION
R115 PREPARE NAVAL AND BUSINESS CORRESPONDENCE (SECNAVINST A5216.5)
R473 IDENTIFY WHO IS AUTHORIZED TO SIGN OFFICIAL NAVY DOCUMENTS
R475 EXPLAIN THE RESPONSIBILITY OF SIGNATURE (BY DIRECTION) AUTHORITY

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T. CUSTOMS, TRADITIONS & COURTESIES
T563 PERFORM MILITARY COURTESIES AS FORMATION LEADERS
T587 KNOW THE TRADITIONS RELATED TO CEREMONIES AND HONORS

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U. ORGANIZATION

U498 DESCRIBE THE MISSION AND FUNCTION OF: THE PRESIDENT, SECRETARY OF DEFENSE, SECRETARIES OF THE MILITARY DEPARTMENTS, CHAIRMAN AND JOINT CHIEFS OF STAFF, UNIFIED AND SPECIFIED COMMANDS OF THE U.S. ARMED FORCES

V. LEADERSHIP/SUPERVISION

V160 TRANSLATE DAILY WORK REQUIREMENTS FROM IMMEDIATE SUPERVISOR INTO SPECIFIC ASSIGNMENTS FOR WORK CENTERS
V163 COORDINATE AVAILABILITY OF TOOLS, SUPPLIES, EQUIPMENT, AND PARTS TO PERFORM TASKS
V165 EVALUATE SUBORDINATE QUALIFICATIONS TO PERFORM TASKS
V166 COUNSEL SUBORDINATES ON PROFESSIONAL PERFORMANCE
V167 RECOMMEND FORMAL REWARD OR RECOGNITION FOR SUBORDINATES
V169 DEVELOP AND PUBLISH DAILY WORK SCHEDULES FOR SHIFTS, OFFICES, OR WORK CENTERS
V185 PROVIDE RATING SPECIFIC EXPERTISE TO SUBORDINATES
V188 PROVIDE LEADERSHIP IN SUPPORT OF COMMAND MANAGEMENT POLICIES
V564 EXPLAIN THE DEPARTMENT OF THE NAVY'S (DON) PRIMARY STRATEGY FOR IMPROVING MISSION READINESS USING BASIC TOTAL QUALITY (TQ) PROCESSES
V597 PARTICIPATE AS A TEAM MEMBER OF A PROCESS IMPROVEMENT TEAM

X. SECURITY REQUIREMENTS

X242 TRAIN PERSONNEL IN THE SAFEGUARDS AGAINST ACTS OF TERRORISM AND VICTIMIZATION
X565 TRAIN PERSONNEL IN PROCEDURES PERTAINING TO BOMB THREATS

Y. PROGRAMS AND POLICIES

Y546 KNOW THE SUPERVISORY RESPONSIBILITIES FOR COMMAND MANAGED EQUAL OPPORTUNITY
Y547 KNOW THE PROGRAMS AND POLICES FOR IDENTIFYING AND PROVIDING TREATMENT FOR DRUG AND ALCOHOL ABUSERS
Y548 KNOW THE COMMAND ASSESSMENT TEAM (CAT) PROCESS
Y549 KNOW THE COMMAND TRAINING TEAM (CTT) PROCESS

Z. HAZARDOUS MATERIALS

Z046 PERFORM DUTIES OF HAZARDOUS MATERIAL CONTROL AND MANAGEMENT TECHNICIAN
Z261 REVIEW HAZARDOUS MATERIAL USERS GUIDE (HMUG)
Z262 REVIEW HAZMAT INVENTORIES
Z265 INSPECT HAZMAT STORAGE AREAS MATERIALS
Z337 KNOW THE PROCEDURES FOR REPORTING AND CLEANING UP HAZARDOUS MATERIAL SPILLS

[E-6]

A. WATCH, QUARTER, AND STATION BILL
A002 MAINTAIN A DIVISIONAL WATCH, QUARTER, AND STATION BILL
A003 ASSIGN PERSONNEL TO A WATCH, QUARTER, AND STATION BILL

C. DRILL AND FORMATION
C011 PREPARE PERSONNEL FOR PRESENTATION AT INSPECTIONS, QUARTERS, AND CEREMONIAL EVENTS
C012 PRESENT PERSONNEL AT INSPECTIONS, QUARTERS, AND CEREMONIAL EVENTS

D. UNIFORMS
D018 CONDUCT PERSONNEL INSPECTIONS

F. WATCHSTANDING
F026 STAND WATCH AS JUNIOR OFFICER OF THE DECK (JOOD) IN PORT
F027 STAND DUTY AS A SECTION LEADER
F028 STAND WATCH AS DIVISIONAL DUTY OFFICER
F029 STAND WATCH AS OFFICER OF THE DECK (OOD) IN PORT
F030 STAND WATCH AS OFFICER OF THE DECK (OOD) AT ANCHOR
F033 COORDINATE ENLISTED WATCHBILLS

M. DAMAGE CONTROL
M414 KNOW THE DUTIES OF MEMBERS OF THE DAMAGE CONTROL TRAINING TEAM

O. MILITARY JUSTICE
O080 CONDUCT PRELIMINARY INVESTIGATION OF OFFENSES

P. CAREER INFORMATION
P087 SUPERVISE THE ADMINISTRATION OF THE PERSONNEL ADVANCEMENT REQUIREMENTS (PARS) SYSTEM
P089 REVIEW ENLISTED SERVICE RECORDS
P090 PROVIDE CAREER INFORMATION TO JUNIOR PERSONNEL
P091 PROVIDE FINANCIAL MANAGEMENT INFORMATION AND REFERRALS
P462 KNOW THE ROLES AND FUNCTIONS OF THE CHIEF, SENIOR CHIEF, AND MASTER CHIEF PETTY OFFICER
P463 KNOW THE PROCEDURES FOR ADVANCING AND SELECTING CHIEF, SENIOR CHIEF, AND MASTER CHIEF PETTY OFFICER
P593 KNOW THE ELIGIBILITY REQUIREMENTS OF THE SENIOR ENLISTED ACADEMY AND SERVICE ACADEMIES

Q. TRAINING
Q095 SUPERVISE DIVISIONAL PERSONNEL QUALIFICATION STANDARDS (PQS) SYSTEM

R. MANAGEMENT/ADMINISTRATION
R114 PERFORM THE DUTIES OF THE LEADING PETTY OFFICER (LPO)
R116 PREPARE NAVAL MESSAGES (NAVAL TELECOMMUNICATIONS PUBLICATION (NTP3))
R123 PREPARE AND PRESENT BRIEFINGS
R594 KNOW HOW TO COORDINATE INFORMATION WITH OTHER SERVICES AND GOVERNMENT AGENCIES

V. LEADERSHIP/SUPERVISION

V113 SUPERVISE INDIVIDUALS ASSIGNED EXTRA MILITARY INSTRUCTION, EXTENSION OF WORKING HOURS, AND WITHHOLDING OF PRIVILEGES
V120 SUPERVISE THE PROCUREMENT, CARE, PRESERVATION, STOWAGE, INVENTORY, AND DISPOSAL OF SUPPLIES, EQUIPMENT, AND REPAIR PARTS
V162 EVALUATE SPECIFIC ASSIGNMENTS TO DETERMINE TIMELINES AND REQUIRED RESOURCES
V164 DIRECT DAILY WORK CENTER ASSIGNMENTS
V168 REVIEW OPERATIONAL SCHEDULES TO BUILD SHIFT, OFFICE, OR WORK CENTER SCHEDULES
V173 ASSESS AND REPORT MATERIAL AND PERSONNEL READINESS FOR SHIFTS, OFFICES, OR WORK CENTERS
V175 PRIORITIZE OVERALL JOB TASKS FOR SHIFTS, OFFICES OR WORK CENTERS
V177 ASSIGN WORK LOCATIONS TO MEMBERS OF SHIFTS, OFFICES, OR WORKCENTERS
V180 TRACK PROGRESS OF OVERALL WORK EFFORTS IN SHIFTS, OFFICES, OR WORK CENTERS
V181 RECOMMEND SUBORDINATES FOR ASSIGNMENT TO COMMAND OR DEPARTMENTAL COLLATERAL DUTIES
V183 DRAFT RECOMMENDATIONS FOR AWARD/RECOGNITION FOR ASSIGNED SUBORDINATES
V184 IDENTIFY MANPOWER/PERSONNEL REQUIREMENTS/DEFICIENCIES OF SHIFTS, OFFICES, OR WORK CENTERS
V205 MONITOR WORK CENTER OR OFFICE PROGRAMS (QUALITY, TRAINING, SAFETY, ETC.)
V237 COUNSEL ENLISTED PERSONNEL ON PERSONAL MATTERS
V566 EXPLAIN THE DON'S PRIMARY STRATEGY FOR IMPROVING MISSION READINESS USING INTERMEDIATE TQ PROCESSES
V598 SUPERVISE PROCESS IMPROVEMENT ACTIVITIES USING TQL KNOWLEDGE AND SKILLS

X. SECURITY REQUIREMENTS

X243 TRAIN PERSONNEL IN SECURITY REQUIREMENTS REGARDING VISITS TO SHIP OR COMMAND
X244 TRAIN PERSONNEL IN SECURITY REQUIREMENTS REGARDING VISITORS WITH AND WITHOUT VISIT CLEARANCES
X245 TRAIN PERSONNEL IN SECURITY REQUIREMENTS REGARDING UNAUTHORIZED VISITORS
X246 TRAIN PERSONNEL IN SECURITY REQUIREMENTS REGARDING SECURITY WATCHES IN U.S.AND FOREIGN PORTS
X247 TRAIN PERSONNEL IN THE BASIC POLICIES OF THE DEPARTMENT OF THE NAVY INFORMATION AND PERSONNEL SECURITY PROGRAM

Y. PROGRAMS AND POLICIES

Y259 SUPERVISE INTEGRITY AND EFFICIENCY PROGRAMS (FRAUD, WASTE, AND ABUSE)
Y541 IMPLEMENT THE NAVY'S PRIDE, PROFESSIONALISM, PERSONAL EXCELLENCE, AND COMMUNITY SUPPORT PROGRAMS
Y567 PROVIDE INFORMATION SERVICES AVAILABLE TO SINGLE SAILORS AND NAVY FAMILIES
Y568 TRAIN TO THE NAVY'S QA PROGRAM

[E-7]

A. WATCH, QUARTER, AND STATION BILL
A004 REVIEW AND MONITOR ASSIGNMENT OF PERSONNEL TO THE WATCH, QUARTER, AND STATION BILL

C. DRILL AND FORMATION
C009 PLAN AND COORDINATE INSPECTIONS, QUARTERS, AND CEREMONIAL EVENTS

D. UNIFORMS
D019 MAKE RECOMMENDATIONS CONCERNING UNIFORM MATTERS TO THE UNIFORM BOARD
D285 KNOW HOW TO MARK, WEAR, AND MAINTAIN CPO UNIFORMS

F. WATCHSTANDING
F031 STAND DUTY AS BOAT OFFICER

M. DAMAGE CONTROL
M413 KNOW THE DUTIES OF THE DEPARTMENTAL DAMAGE CONTROL CHIEF PETTY OFFICER (DDCCPO)

O. MILITARY JUSTICE
O081 PERFORM THE DUTIES AS A MEMBER OF A DISCIPLINARY REVIEW BOARD

P. CAREER INFORMATION
P088 MONITOR THE COMPLETION OF PARS WITHIN THE DIVISION
P465 KNOW THE FLEET OR FORCE AND COMMAND MASTER CHIEF PROGRAMS
P468 KNOW THE ROLES AND FUNCTIONS OF THE CHIEF OF NAVAL OPERATIONS(CNO)/ MASTER CHIEF PETTY OFFICER OF THE NAVY'S (MCPON) SENIOR ENLISTED LEADERSHIP FORUM

Q. TRAINING
O097 PLAN AND DIRECT PERSONNEL TRAINING
O098 TRAIN JUNIOR OFFICERS
O101 PROVIDE INPUT TO COMMAND INDOCTRINATION AND TRAINING PROGRAMS

R. MANAGEMENT/ADMINISTRATION
R110 PROVIDE GUIDANCE TO PERSONNEL PREPARING ENLISTED PERFORMANCE EVALUATIONS
R111 COUNSEL PERSONNEL ON ENLISTED PERFORMANCE EVALUATIONS
R112 PREPARE ENLISTED PERFORMANCE EVALUATIONS
R119 PREPARE AND SUBMIT BUDGET REQUESTS
R124 REVIEW NAVAL CORRESPONDENCE AND MESSAGES
R130 PERFORM THE DUTIES OF A DIVISION OFFICER
R131 PROVIDE INPUT TO MANPOWER AUTHORIZATION CHANGE REQUESTS
R133 PREPARE POINT PAPERS
R134 PREPARE INSTRUCTIONS AND DIRECTIVES
R135 REVIEW ENLISTED DISTRIBUTION AND VERIFICATION REPORTS (EDVR) FOR DISCREPANCIES AND REPORT FINDINGS

T. CUSTOMS, TRADITIONS & COURTESIES
T588 KNOW THE PROCEDURES FOR CEREMONIAL EVENTS (CHANGE OF COMMAND,

RETIREMENTS, ETC.)

U. ORGANIZATION

U144 REVIEW AND SUBMIT CHANGES TO COMMAND'S STANDARD ORGANIZATION AND REGULATIONS MANUAL (SORM)
U497 REVIEW THE CONTENT OF THE STANDARD ORGANIZATION AND REGULATIONS MANUAL (SORM) OF THE U.S. NAVY

V. LEADERSHIP/SUPERVISION

V111 COUNSEL PERSONNEL ON ENLISTED PERFORMANCE EVALUATIONS
V189 TRANSLATE COMMAND OR DEPARTMENTAL INSTRUCTIONS AND DOCUMENTS INTO DIVISION WORK REQUIREMENTS
V190 REVIEW OPERATIONAL SCHEDULES TO BUILD DIVISION WORK SCHEDULES AND TIMELINES
V192 PRIORITIZE OVERALL DIVISION TASKING
V195 ASSESS AND REPORT DIVISION MATERIAL AND PERSONNEL READINESS
V198 DELEGATE AUTHORITY TO SUBORDINATES TO PERFORM DIVISION FUNCTIONS
V199 PROVIDE GUIDANCE TO THE LPO ON JOB TASK PERFORMANCE
V200 MONITOR ASSIGNMENT AND UTILIZATION OF DIVISION PERSONNEL
V201 TRACK PROGRESS OF OVERALL DIVISION WORK EFFORTS
V202 COORDINATE AND EVALUATE STATUS AND IMPACT OF DIVISION WORK WITH OTHER DIVISIONS
V203 REVIEW, EDIT, AND FORWARD RECOMMENDATIONS FOR FORMAL AWARDS OR RECOGNITION
V204 ASSIST THE BRANCH OR DIVISION OFFICER IN THE DEVELOPMENT OF POLICY
V206 DEVELOP PLAN OF ACTION AND MILESTONES (POA&M)
V238 REFER PERSONNEL WITH PROBLEMS BEYOND THE CAPABILITY OF THE COMMAND TO APPROPRIATE RESOURCES
V571 EXPLAIN THE DON'S PRIMARY STRATEGY FOR IMPROVING MISSION READINESS USING ADVANCED TQ PROCESSES
V572 MONITOR DIVISIONAL PROGRAMS (QUALITY ASSURANCE, TRAINING, SAFETY, ETC.)
V599 LEAD A PROCESS IMPROVEMENT TEAM

X. SECURITY REQUIREMENTS

X248 TRAIN PERSONNEL REGARDING COMPROMISE OF U.S. NAVY INFORMATION AND OTHER SECURITY VIOLATIONS
X249 TRAIN PERSONNEL IN COUNTERINTELLIGENCE MATTERS TO BE REPORTED TO NAVAL CRIMINAL INVESTIGATIVE SERVICE
X250 TRAIN PERSONNEL IN THE CLASSIFICATION, DECLASSIFICATION, DOWNGRADING, AND UPGRADING OF CLASSIFIED MATTER
X251 TRAIN PERSONNEL IN THE SECURITY POLICIES, REQUIREMENTS, AND PROCEDURES FOR HANDLING CLASSIFIED MATERIAL AND INFORMATION
X257 TRAIN PERSONNEL REGARDING PERSONNEL CLEARANCES
X258 TRAIN PERSONNEL REGARDING ADP SECURITY

[E-8]

A. WATCH, QUARTER, AND STATION BILL

A005 COORDINATE THE PREPARATION AND ASSIGNMENT OF PERSONNEL TO THE DEPARTMENTAL WATCH, QUARTER, AND STATION BILL

O. MILITARY JUSTICE

O569 PERFORM THE DUTIES AS CHAIRMAN OF A DISCIPLINARY REVIEW BOARD
O589 KNOW THE PROCEDURES FOR CONDUCTING CAPTAINS MAST

Q. TRAINING

Q099 ORGANIZE, SCHEDULE, AND EVALUATE TRAINING PROGRAMS

R. MANAGEMENT/ADMINISTRATION

R126 COORDINATE PREPARATION FOR ADMINISTRATIVE, MATERIAL AND/OR OPERATIONAL READINESS INSPECTIONS
R136 MONITOR LEAVE AND LIBERTY SCHEDULES
R570 REVIEW CONTENTS OF DEPARTMENTAL MANNING DOCUMENTS AND MAKE RECOMMENDATIONS FOR CHANGES

V. LEADERSHIP/SUPERVISION

V208 COORDINATE DEPARTMENTAL LEVEL WORK SCHEDULES
V209 PROVIDE PROGRAM AND TECHNICAL DIRECTION AT THE DEPARTMENTAL LEVEL
V210 TRANSLATE COMMAND OR DEPARTMENTAL INSTRUCTIONS AND DOCUMENTS INTO DEPARTMENT'S WORK REQUIREMENTS
V212 ASSESS AND REPORT DEPARTMENT'S MATERIAL AND PERSONNEL READINESS
V214 PRIORITIZE OVERALL DEPARTMENT WORK
V215 DELEGATE AUTHORITY FOR DEPARTMENT FUNCTIONS
V218 COORDINATE AND EVALUATE STATUS AND IMPACT OF DEPARTMENT WORK ON OTHER DEPARTMENTS
V219 REVIEW OPERATIONAL SCHEDULES TO BUILD DEPARTMENT WORK SCHEDULES AND TIMELINES
V220 PROVIDE GUIDANCE ON JOB PERFORMANCE TO DIVISION CHIEFS
V221 MONITOR ASSIGNMENT AND UTILIZATION OF DEPARTMENT PERSONNEL
V222 TRACK PROGRESS OF OVERALL DEPARTMENT WORK EFFORTS
V223 ENSURE THAT DIVISION SUPERVISORS SUBMIT RECOMMENDATIONS FOR FORMAL AWARDS OR RECOGNITION
V224 ASSIST THE DEPARTMENT HEAD IN DEVELOPMENT OF POLICY
V225 MONITOR DIVISIONAL POLICIES
V226 MONITOR DEPARTMENT PROGRAMS (QUALITY ASSURANCE, TRAINING, SAFETY, ETC.)
V600 TRAIN PERSONNEL ON FUNDAMENTAL TQL CONCEPTS AND ABILITIES

Y. PROGRAMS AND POLICIES

Y260 KNOW THE DUTIES OF CASUALTY ASSISTANCE CALLS OFFICER (CACO)

[E-9]

A. WATCH, QUARTER, AND STATION BILL

A006 ADVISE THE CHAIN OF COMMAND ON THE CURRENCY OF THE COMMAND'S WATCH, QUARTER, AND STATION BILL

O. MILITARY JUSTICE

O573 ADVISE CHAIN OF COMMAND ON MATTERS OF GOOD ORDER AND DISCIPLINE OF THE COMMAND

Q. TRAINING

Q100 DEVELOP AND MONITOR COMMAND'S TRAINING PROGRAMS
Q102 MONITOR COMMAND INDOCTRINATION PROGRAM

R. MANAGEMENT/ADMINISTRATION

R137 REVIEW CONTENTS OF COMMAND'S MANNING DOCUMENTS AND MAKE RECOMMENDATIONS FOR CHANGE

V. LEADERSHIP/SUPERVISION

V227 PROVIDE GUIDANCE TO JUNIOR OFFICERS IN DEVELOPING LEADERSHIP SKILLS
V228 PROVIDE GUIDANCE TO SENIOR ENLISTED IN DEVELOPING LEADERSHIP SKILLS
V229 ADVISE CHAIN OF COMMAND ON ENLISTED PERSONNEL MATTERS
V230 PROVIDE LEADERSHIP IN THE CHIEF PETTY OFFICER'S MESS
V231 TRANSLATE NAVY AND COMMAND POLICES INTO UNIT REQUIREMENTS
V232 ASSESS AND REPORT COMMAND OR UNIT MATERIAL AND PERSONNEL READINESS
V234 REVIEW, RECOMMEND, AND MONITOR IMPLEMENTATION OF POLICY STATEMENTS, OPERATION ORDERS, AND DIRECTIVES
V236 PROVIDE COUNSEL TO SENIOR PERSONNEL
V574 IDENTIFY AND MEDIATE INTER-DEPARTMENTAL DIFFERENCES
V575 PROVIDE INPUT AND MONITOR COMMAND PROGRAMS (SAILOR OF THE YEAR, SPONSOR, ETC.)

APPENDIX A

GUIDELINES FOR PROPOSING CHANGES TO THE ENLISTED RATING STRUCTURE

A. INTRODUCTION

This Appendix provides guidance on how to prepare and submit recommendations for establishing, disestablishing, or revising Navy ratings.

The Executive Secretary of the NEOCS Board processes all changes to the rating structure. Send proposals via your chain of command to:

Executive Secretary NEOCS Board
Navy Manpower Analysis Center (NAVMAC)
5722 Integrity Drive
Millington TN 38054-5011

The Navy Enlisted Occupational Classification System (NEOCS) Board serves as the central monitoring and control point for system changes to ratings and overall system direction. The NEOCS Board formally reviews all proposals and supplies relevant data to the chain of command to assist in the review and approval process.

OPNAVINST 1223.1 series details NEOCS Board composition and responsibilities. The NEOCS Board is a standing board made up of members representing the following commands:

CNO N4J	CNO N6T	CNO N86
CNO N87	CNO N88	CNO N95
CNO N12	CNO N732	Pers-4
Pers-9	*Pers-3	CINCPACFLT
CINCLANTFLT	CNET	*COMNAVFACENGCOM
*COMNAVSEASYSCOM	*COMNAVSUPSYSCOM	*COMNAVAIRSYSCOM
*COMNAVCOMTELCOM	*COMSPAWARSYSCOM	*BUMED (CNO N093)
*COMNAVSPECWARCOM	*COMNAVOCEANCOM	*COMNAVSECGRU
*Pers-64	*DIRSSPO	*CHINFO
*COMNEXCOM	*COMNAVCRUITCOM	CNO-N13

***Board members as designated for attendance based on topic under review. Fleet commander representatives also provide inputs from fleet units on NEOCS Board issues.**

The Deputy Chief of Naval Operations, (Manpower and Personnel) approves modifications to existing ratings. Under the authority of Title 10 U.S.C. 6013, the Secretary of the Navy approves the establishment and disestablishment of Navy ratings.

B. CRITERIA FOR NAVY RATINGS

The following considerations are intended for use in developing proposals to establish new ratings. All ratings:

· must apply to the regular Navy and Naval Reserve in peacetime and wartime with no basic change in structure during mobilization;

· must provide necessary generalization in paygrades E-4 through E-6 to ensure the availability of broadly qualified senior petty officers capable of supervising any work in their rating;

· must provide the fleet with a rating that can, with other ratings, accomplish all necessary tasks, yet possess specific knowledge and skills different from other ratings;

· must be useful at sea, ashore, or at an overseas activity;

· should be composed of occupational (work) content in sufficient scope and range so that the rating comprises a family of related jobs;

· should require essentially the same basic experience, training, techniques, abilities and physical and mental capacities;

· should involve a sufficient number of personnel to establish the need for training programs and related administrative functions;

· should have a skill level and qualifications structure; and

· should provide workload equity among ratings as far as practicable.

C. QUESTIONS A PROPOSAL SHOULD ADDRESS

The following questions highlight some of the major issues evaluated by the NEOCS Board during the rating proposal review process.

1. Is the proposal for a general rating, or rating merger?

2. What are the operational requirements of the proposed rating; why is it necessary?

3. If the proposal is for a rating, what related service ratings, if any, are required?

4. If the proposed rating contains service ratings, what proportion should be assigned to each service rating?

5. What is the title of the proposed rating?

6. What tasks and duties will personnel in the proposed rating be required to perform?

7. How will the work requirements be assigned among the paygrades?

8. To what extent will the level of skill and knowledge increase with each higher paygrade?

9. What degree of formal and on-the-job training is required?

10. What special personal qualifications are needed for the new rating (mental, physical or other requirements)?

11. To what limited duty officer and chief warrant officer classifications would personnel in the rating advance?

APPENDIX B

OCCUPATIONAL FIELDS AND ASSOCIATED RATINGS

1 - General Seamanship (BM, SM)

2 - Ship Operations (OS, QM)

3 - Marine Engineering (EM, EN, GS, IC, MM)

4 - Ship Maintenance (DC, HT, MR)

5 - Aviation Maintenance/Weapons (PR, AE, AT, AD, AZ, AO, AM)

6 - Aviation Ground Support (AB, AS)

7 - Air Traffic Control (AC)

8 - Weapons Control (ET, FT, FC)

9 - Ordnance Systems (GM, MN, MT, TM)

10 - Sensor Operations (EW, STG, STS)

12 - Construction (BU, CE, CM, EA, EO, SW, UT)

13 - Health Care (DT, HM)

14 - Administration (LN, NC, PN, PC, YN, RP)

15 - Logistics (AK, DK, MS, SH, SK)

16 - Media (DM, JO, LI, PH)

17 - Music (MU)

18 - Master-at-Arms (MA)

19 - Cryptology (CTA, CTI, CTM, CTO, CTR, CTT)

20 - Communications (IT)

21 - Intelligence (IS)

22 - Meteorology and Oceanography (AG)

23 - Aviation Sensor Operations (AW)

APPENDIX C

SCHEDULES FOR OCCUPATIONAL STANDARDS (OCCSTDS) REVISIONS

OCCSTDs are reviewed on a periodic basis. OCCSTDs schedules can change based on the complexity of the rating, warfare sponsor requests, and the needs of the Navy. The OCCSTDs CY schedules are shown below. (NOTE: "**x**" indicates the year a rating is projected for review. Requests to obtain a complete rating schedule (project begin/end dates, etc.) should be E-Mailed to: michelle.jackson@navmac.navy.mil.)

RATINGS	2001	2002	2003	TBD
*AB				X
#AC			X	
#AD	X			
#AE	X			
#AG			X	
*AK	X			
#AM	X			
AN	X			
*AO				X
#AS			X	
-AT		X		
-AW		X		
*AZ	X			
*BM		X		
*BU				X
#CE				X
*CM				X
CN				X
*CTA	X			
*CTI	X			
#CTM		X		
*CTO	X			
#CTR		X		
*CTT		X		
*DC				X

RATINGS	2001	2002	2003	TBD
-GS	X		X	
#HM		X		
HN		X		
*HT				X
-IC		X		
#IS	X			
-IT	X		X	
*JO				X
*LI				X
*LN				X
*MA		X		
-MM	X		X	
-MN		X		X
#MR			X	
*MS			X	
#MT			X	
*MU	X			
*NC	X			X
-OS	X		X	
*PC				X
*PH				X
*PN	X			
#PR		X		
*QM		X		
*RP		X		

The symbols shown define how often a rating will be reviewed:

'TBD'- To Be Determined
'*' - Upon Warfare Sponsor Request
'#' - Annually (if reviews are necessary)
'-' - On a Continuous Basis

RATINGS	2001	2002	2003	TBD
#DK				X
*DM				X
DN	X			
#DT	X			
*EA				X
-EM		X		
#EN	X			
*EO				X
-ET	X		X	
-EW	X		X	
-FC	X		X	
FN	X			
-FT		X		
-GM		X		

RATINGS	2001	2002	2003	TBD
*SH				X
*SK	X			
*SM		X		
SN			X	
-STG		X		
-STS		X		
*SW				X
-TM		X		
*UT				X
*YN	X			
NAVSTD	X			

The symbols shown define how often a rating will be reviewed:

'TBD'- To Be Determined
'*' - Upon Warfare Sponsor Request
'#' - Annually (if reviews are necessary)
'-' - On a Continuous Basis

APPENDIX D

PERFORMANCE TESTS

The Navy requires performance tests for certain Navy ratings, as listed below. The Manual of Advancement, BUPERSINST 1430.16, contains the procedure for ordering these tests.

1. FLASHING LIGHT AND SEMAPHORE TESTS FOR THE QM AND SM RATINGS

a. Performance Tests. Send and receive five-character code groups and plain language by flashing light and send and receive plain language by semaphore. The use of an assist ship is recommended for the administration of these performance tests.

(1) SM3 candidates must transmit and receive code groups by flashing light at 6 Groups Per Minute (GPM), transmit and receive plain language messages by flashing light at 8 Words Per Minute (WPM), and transmit and receive plain language messages by semaphore at 10 WPM.

(2) SM2 candidates must transmit and receive code groups by flashing light at 8 GPM, transmit and receive plain language messages by flashing light at 10 WPM, and transmit and receive plain language messages by semaphore at 15 WPM.

(3) SM1 candidates must transmit and receive code groups by flashing light at 10 GPM, transmit and receive plain language messages by flashing light at 12 WPM, and transmit and receive plain language messages by semaphore at 20 WPM.

(4) QM3 candidates must transmit and receive code groups by flashing light at 4 GPM, transmit and receive plain language messages by flashing light at 4 WPM, and transmit and receive plain language messages by semaphore at 6 WPM.

b. Observers. Qualified impartial observers, who are senior in paygrade to individuals being tested, must monitor and grade performance tests. The Communications Officer selects observers for the SM rating. The Navigator selects observers for the QM rating. The order of selecting observers is, as listed below.

(1) Staff SM or QM

(2) Senior SM or QM of assist ship

(3) Senior SM or QM from any available ship

(4) Senior SM or QM on board

c. Material. The five-character code groups and plain language transmissions for the official tests must be different from the ones used for rehearsal and must be unknown to the applicant before starting the test.

d. Practice Period. One complete rehearsal is permissible, and it must immediately precede the official tests for both flashing light and semaphore.

e. Errors (uncorrected or omitted characters). One error is permissible in transmitting and receiving plain language by flashing light. Two errors are permissible in other tests.

f. Time. Flashing light tests are three minutes in duration. Semaphore tests are two minutes in duration.

2. TYPING TESTS FOR THE AG, AZ, JO, LN, PN, PC, RP, AND YN RATINGS

a. Performance Tests.

(1) The candidates (except LN) may take the typing test on either a typewriter or a personal computer (PC). The candidates may use word processing software in a regular typing mode, but are prohibited from using features such as spell check, word wrap, or backspace. LN candidates must take the typing test on a typewriter.

(2) AG3, AZ3, JO3, and PC3 candidates must type 20 WPM.

(3) JO2, PN3, RP3, and YN3 candidates must type 30 WPM.

(4) PN2 candidates must type 35 WPM.

(5) LN2, PN1, and YN2 candidates must type 40 WPM.

(6) LN1 and YN1 candidates must type 50 WPM.

b. Material. The contents of the official test must differ from that used during the practice period and shall be unknown to the applicant before the test starts. Type (copy) material on a 8 1/2" X 11" plain paper. The typewriter or PC shall be set for double spacing with margin stops set for a line of 80 spaces.

c. Practice Period. A five minute practice period is permissible, and it must immediately precede the official test.

d. Errors.

(1) Each character transposed, omitted, or inserted and each word misspelled, incorrectly hyphenated, omitted, or in any way different from the original copy are errors.

(2) Crowding or piling of letters, strikeovers, faulty shifting, and improper indentation are errors.

(3) An error in punctuation or spacing is an error in the preceding word.

(4) Only one error may be charged in any word.

(5) Errors will not be charged for length of lines in test copy, when they differ slightly from the length of lines in the original copy.

e. Time. The test is five minutes in duration.

f. Calculating Net Words Per Minute. Count the total number of strokes (each space and each character within the line is a stroke), subtract 50 strokes for each error, and divide the remainder by five to determine the number of gross words. Divide the gross words by the time allowed for the test. The formula is

$$\frac{\text{Total number of strokes minus 50 strokes per error}}{5} = \text{Gross words and}$$

$$\frac{\text{Gross Words}}{5} = \text{Net words per minute.}$$

g. Scoring. Use the typing speed requirements (qualifying rate) listed by rating and paygrade. Determine the score by comparing the net words per minute with the qualifying rate as follows:

Net words per minute	Score
Below qualifying rate	0
Qualifying rate	2.5
Qualifying rate plus 1-2 words per minute	2.8
Qualifying rate plus 3-4 words per minute	3.1
Qualifying rate plus 5-6 words per minute	3.4
Qualifying rate plus 7-8 words per minute	3.7
Qualifying rate plus 9 or more words per minute	4.0

Example: The qualifying rate for a YN3 candidate is 30 WPM. A candidate types 34 WPM which is the qualifying rate plus 4. The score is then 3.1.

3. DEFENSE LANGUAGE PROFICIENCY TEST FOR THE CTI RATING

a. Performance Tests. Achieve a language proficiency standard of level 2 or higher in both the reading and listening portions of the Defense Language Proficiency Test. Commencing with the September 2000 advancement cycle 168, all candidates competing for paygrades E-5 (CTI2) through E-8 (CTICS) must achieve, at least once per paygrade, a proficiency score of L2/R2 in the language that reflects their primary duty as determined by the member's commanding officer. Minimum proficiency of L2/R2 must be attained prior to being eligible to the next higher paygrade.

b. Material. Test materials, instructions, and grading criteria are held by designated command DLPT control officers or may be obtained as required from NETPDTC, Code N321, 6490 Saufley Field Road, Pensacola, FL 32509-5237. BUPERS-221N (CTI TECHAD) can be contacted for additional information on obtaining appropriate examinations.

APPENDIX E
RATING ADVISORS

Primary and technical rating advisors from among the Deputy Chiefs of Naval Operations, Systems Commanders and heads of other offices assist the Chief of Naval Operations and the Chief of Naval Personnel in executing their responsibilities for enlisted manpower and personnel. OPNAVINST 1000.16 series contains the definitions and responsibilities for enlisted rating advisors.

RATING	PRIMARY ADVISOR	TECHNICAL ADVISOR
AB	CNO (N88)	COMNAVAIRSYSCOM (PMA205-3I)
AC	CNO (N88)	COMNAVAIRSYSCOM (PMA205-3I)
AD	CNO (N88)	COMNAVAIRSYSCOM (PMA205-3I)
AE	CNO (N88)	COMNAVAIRSYSCOM (PMA205-3I)
AF	CNO (N88)	COMNAVAIRSYSCOM (PMA205-3I)
AG	CNO (N096)	COMNAVOCEANCOM (N43)
AK	CNO (N41, N88)	COMNAVSUPSYSCOM (SUP OP-33)
AM	CNO (N88)	COMNAVAIRSYSCOM (PMA205-3I)
AN	CNO (N88)	COMNAVAIRSYSCOM (PMA205-3I), EPMAC
AO	CNO (N88)	COMNAVAIRSYSCOM (PMA205-3I)
AS	CNO (N88)	COMNAVAIRSYSCOM (PMA205-3I)
AT	CNO (N88)	COMNAVAIRSYSCOM (PMA205-3I)
AV	CNO (N88)	COMNAVAIRSYSCOM (PMA205-3I)
AW	CNO (N88)	COMNAVAIRSYSCOM (PMA205-3I)
AZ	CNO (N88)	COMNAVAIRSYSCOM (PMA205-3I)
BM	CNO (N86)	COMNAVPERSCOM (NPC-405C)
BU	Chief of Civil Engineers	COMNAVFACENGCOM (CODE SEABEE)
CE	Chief of Civil Engineers	COMNAVFACENGCOM (CODE SEABEE)
CM	Chief of Civil Engineers	COMNAVFACENGCOM (CODE SEABEE)
CN	Chief of Civil Engineers	COMNAVFACENGCOM (CODE SEABEE)
CT	CNO (N201)	COMNAVSECGRU (G10)
CU	COMNAVFACENGCOM (NAVFAC-06)	
DC	CNO (N86, N87)	COMNAVSEASYSCOM (SEA-04MP18)
DK	CNO (N41)	COMNAVSUPSYSCOM (SUP OP-33), NAFC (N-43)
DM	CNO (N3/N5)	CNO (N311)

RATING	PRIMARY ADVISOR	TECHNICAL ADVISOR
DN	CNO (N093)	BUMED (MED-53)
DT	CNO (N093)	BUMED (MED-53)
EA	Chief of Civil Engineers	COMNAVFACENGCOM (CODE SEABEE)
EM	CNO (N86, N87)	COMNAVSEASYSCOM (SEA-04MP18)
EN	CNO (N86)	COMNAVSEASYSCOM (SEA-04MP18)
EO	Chief of Civil Engineers	COMNAVFACENGCOM (CODE SEABEE)
EQ	Chief of Civil Engineers	COMNAVFACENGCOM (CODE SEABEE)
ET	CNO (N6, N86, N87, N88)	COMNAVAIRSYSCOM (PMA205-3I) COMSPAWARSYSCOM (SPAWAR 223-1) COMNAVCOMTELCOM (N-1), DIRSSP (SP-11) COMNAVSEASYSCOM (SEA-04MP18)
EW	CNO (N6, N86)	COMNAVSECGRU (G10)
FC	CNO (N6, N86)	COMNAVSEASYSCOM (SEA-04MP18)
FN	CNO (N86, N87)	COMNAVSEASYSCOM (SEA-04MP18), EPMAC
FT	CNO (N87)	COMNAVSEASYSCOM (SEA-04MP18) DIRSSP (SP-11)
GM	CNO (N86)	COMNAVSEASYSCOM (SEA-04MP18)
GS	CNO (N86)	COMNAVSEASYSCOM (SEA-04MP18)
HM	CNO (N093)	BUMED (MED-53)
HN	CNO (N093)	BUMED (MED-53)
HT	CNO (N86, N87)	COMNAVSEASYSCOM (SEA-04MP18)
IC	CNO (N86, N87)	COMNAVSEASYSCOM (SEA-04MP18)
IS	CNO (N2)	ONI (ONI-15)
IT	CNO (N6, N86, N87)	COMNAVCOMTELCOM (N-1) COMSPAWARSYSCOM (SPAWAR 233-1) COMNAVSEASYSCOM (SEA-04M18)
JO	CNO (N09C)	CHINFO
LI	CNO (N41)	COMNAVSUPSYSCOM (SUP OP-33) DEFENSE PRINTING SERVICE (CODE-31)
LN	Judge Advocate General	
MA	CNO (N09N)	CNO (N09N)
MM	CNO (N86, N87)	COMNAVSEASYSCOM (SEA-04MP18)

RATING	PRIMARY ADVISOR	TECHNICAL ADVISOR
MN	CNO (N85)	COMNAVSEASYSCOM (SEA-04MP18) COMNAVAIRSYSCOM (PMA205-3I)
MR	CNO (N86)	COMNAVSEASYSCOM (SEA-04MP18)
MS	CNO (N41)	COMNAVSUPSYSCOM (SUP OP-33), NAVFSSO
MT	CNO (N87)	DIRSSP (SP-11)
MU	BUPERS (PERS-65)	
NC	BUPERS (PERS-206) COMNAVCRUITCOM	
OS	CNO (N6, N86)	COMNAVSEASYSCOM (SEA-04MP18)
PC	CNO (N4)	COMNAVSUPSYSCOM (SUP-54)
PH	CNO (N09C4)	
PN	CNO (N86, N87) BUPERS (PERS-33)	
PR	CNO (N88)	COMNAVAIRSYSCOM (PMA205-3I)
QM	CNO (N86, N87)	COMNAVPERSCOM (PERS-405C)
RP	CNO (N097)	CNO (N971)
SH	CNO (N41)	COMNAVSUPSYSCOM (SUP OP-33) NEXCOM, COMNAVSEASYSCOM
SK	CNO (N41, N86)	COMNAVSUPSYSCOM (SUP OP-33)
SM	CNO (N86)	COMNAVPERSCOM (PERS-405C)
SN	CNO (N86, N87)	COMNAVSEASYSCOM (SEA-04MP18), EPMAC
STG STS	CNO (N86, N87)	COMNAVSEASYSCOM (SEA-04MP18)
SW	Chief of Civil Engineers	COMNAVFACENGCOM (CODE SEABEE)
TM	CNO (N86, N87)	COMNAVSEASYSCOM (SEA-04MP18)
UC	Chief of Civil Engineers	COMNAVFACENGCOM (CODE SEABEE)
UT	Chief of Civil Engineers	COMNAVFACENGCOM (CODE SEABEE)
YN	CNO (N7)	COMNAVPERSCOM (PERS-405C)

APPENDIX F

CRITERIA AND GUIDELINES FOR RECOMMENDING CHANGES TO STANDARDS

A. GENERAL

1. The Navy requires a periodic review and update of enlisted Occupational Standards (OCCSTDs). Although the Navy Manpower Analysis Center (NAVMAC) conducts this review and update, all commands are urged to submit recommended changes to the OCCSTDs whenever they identify new or obsolete requirements.

2. The procedure for developing updated OCCSTDs includes a preliminary review of current OCCSTDs by rating advisors. This validates and identifies new or changing requirements. NAVMAC uses this information and information from the Navy Occupational Task Analysis Program (NOTAP) data bank as primary references when analyzing and developing proposed updated OCCSTDs. Fleet Commanders-in-Chief, Type Commanders, the Chief of Naval Education and Training, rating advisors, enlisted community managers, and other interested activities then receive these proposals for review and comment. A final review of the proposed OCCSTDs and related comments is made by the warfare/resource sponsor and primary advisor of the rating for concurrence and recommendation for approval and promulgation by the Chief of Naval Personnel.

3. Forward your recommended changes to OCCSTDs via the chain of command to:

Commanding Officer
Navy Manpower Analysis Center
5722 Integrity Drive
Millington, TN 38054-5011

B. CRITERIA

1. OCCSTDs should:

a. Be consistent with the approved scope of the rate or rating.

b. Be stated as an action (i.e., a task to be done). The details of tasks are derived from NOTAP task analyses and other data.

c. Be concise and understandable.

d. Be paygraded at the level (rate) at which the task should normally be performed. Changing factors, such as existing or projected low manning levels, should not influence paygrade determination.

e. Include only those tasks which are attainable by the average incumbent of a rate.

f. Reflect skill progression among the various paygrades as appropriate for the rating.

2. OCCSTDs should not include:

a. Knowledge requirements. These are implied in the performance of a task.

b. Qualifiers, such as perform an action "in accordance with..." It is assumed that personnel comply with applicable directives and publications when performing a task.

c. Enabling tasks, such as perform a task "in order to..." The purpose of the task should be evident.

d. Subordinate tasks (i.e., tasks which are elements or sub-tasks of a task which is broadly stated).

e. Specific identification of equipment (e.g., AN, MOD or MK). Such detail is not necessary and is subject to rapid obsolescence.

f. Equipment or tool lists, such as listing of test equipment to be used. The equipment or tools to be used are inherent to the tasks to be performed. Such lists are questionable as to inclusiveness and accuracy.

g. Skills that are represented by the naval standards.

h. Security requirements applicable to all Navy personnel as specified in OPNAVINST 5510.1 and related DoD instructions. Specific security requirements may be selectively included in those ratings where special emphasis and qualification are required.

i. Safety requirements inherent to the performance of a task. Observing safety precautions should be continually emphasized on the job and in training programs. Safety requirements may be broadly stated at the supervisory level where special emphasis is required or at the managerial level for developing safety programs.

C. GUIDELINES AND FORMAT

1. If the proposed change is a revision or change in paygrade of an existing OCCSTD, use the following format:

a. Identify the OCCSTD.

b. State the revision and the applicable paygrade.

c. Give justification for the proposed change.

2. If the proposed change is a new OCCSTD, use the following format:

a. State the proposed OCCSTD and the related paygrade.

b. Give justification for the proposed OCCSTD.

3. If the proposed change is a deletion of an existing OCCSTD, use the following format:

a. Identify the OCCSTD.

b. Give justification for deleting the OCCSTD.

Appendix G

ENLISTED RATINGS LONG TITLES

General Ratings	Rating Long Title
AB	AVIATION BOATSWAIN'S MATE
	AVIATION BOATSWAIN'S MATE (LAUNCHING AND RECOVERY EQUIPMENT) (ABE)
	AVIATION BOATSWAIN'S MATE (FUELS) (ABF)
	AVIATION BOATSWAIN'S MATE (HANDLING) (ABH)
AC	AIR TRAFFIC CONTROLLER
AD	AVIATION MACHINIST'S MATE
AE	AVIATION ELECTRICIAN'S MATE
AG	AEROGRAHPER'S MATE
AK	AVIATION STOREKEEPER
AM	AVIATION STRUCTURAL MECHANIC
	AVIATION STRUCTURAL MECHANIC (SAFETY EQUIPMENT) (AME)
	AVIATION STRUCTURAL MECHANIC (HYDRAULICS) (AMH)
	AVIATION STRUCTURAL MECHANIC (STRUCTURES) (AMS)
AO	AVIATION ORDNANCEMAN
AS	AVIATION SUPPORT EQUIPMENT TECHNICIAN
AT	AVIATION ELECTRONICS TECHNICIAN
	AVIATION ELECTRONICS TECHNICIAN (INTERMEDIATE MAINTENANCE) (ATI)
	AVIATION ELECTRONICS TECHNICIAN (ORGANIZATIONAL MAINTENANCE) (ATO)
AW	AVIATION ANTISUBMARINE WARFARE OPERATOR
	AVIATION WARFARE SYSTEMS OPERATOR (ACOUSTIC) (AWA)
	AVIATION WARFARE SYSTEMS OPERATOR (HELICOPTER) (AWH)
	AVIATION WARFARE SYSTEMS OPERATOR (NON-ACOUSTIC) (AWN)
AZ	AVIATION MAINTENANCE ADMINISTRATIONMAN
BM	BOATSWAIN'S MATE
BU	BUILDER
CE	CONSTRUCTION ELECTRICIAN
CM	CONSTRUCTION MECHANIC
CTA	CRYPTOLOGIC TECHNICIAN (ADMINISTRATIVE)
CTI	CRYPTOLOGIC TECHNICIAN (INTERPRETIVE)
CTM	CRYPTOLOGIC TECHNICIAN (MAINTENANCE)
CTO	CRYPTOLOGIC TECHNICIAN (COMMUNICATIONS)
CTR	CRYPTOLOGIC TECHNICIAN (COLLECTIONS)
CTT	CRYPTOLOGIC TECHNICIAN (TECHNICAL)
DC	DAMAGE CONTROLMAN
DK	DISBURSING CLERK
DM	ILLUSTRATOR DRAFTSMAN
DT	DENTAL TECHNICIAN
EA	ENGINEERING AID
EM	ELECTRICIAN'S MATE
	ELECTRICIAN'S MATE (NUCLEAR) (EM (NUC))
EN	ENGINEMAN
EO	EQUIPMENT OPERATOR
ET	ELECTRONICS TECHNICIAN
	ELECTRONICS TECHNICIAN (SUBMARINE) (ET (SUB))
	ELECTRONICS TECHNICIAN (SURFACE) (ET (SURF))
	ELECTRONICS TECHNICIAN (NUCLEAR) (ET (NUC))
EW	ELECTRONICS WARFARE TECHNICIAN
General Ratings	**Rating Long Title**

Appendix G

ENLISTED RATINGS LONG TITLES

FC	FIRE CONTROLMAN
FT	FIRE CONTROL TECHNICIAN
	FIRE CONTROL TECHNICIAN (BALLISTIC MISSILE FIRE CONTROL) (FTB)
GM	GUNNER'S MATE
GS	GAS TURBINE SYSTEMS TECHNICIAN
	GAS TURBINE SYSTEMS TECHNICIAN (ELECTRICAL) (GSE)
	GAS TURBINE SYSTEMS TECHNICIAN (MECHANICAL) (GSM)
HM	HOSPITAL CORPSMAN
HT	HULL MAINTENANCE TECHNICIAN
IC	INTERIOR COMMUNICATIONS ELECTRICIAN
IT	INFORMATION SYSTEMS TECHNICIAN
JO	JOURNALIST
LI	LITHOGRAPHERS
LN	LEGALMAN
MA	MASTER-AT-ARMS
MM	MACHINIST'S MATE
	MACHINIST'S MATE (SUBMARINE) (MM (SUB))
	MACHINIST'S MATE (SURFACE) (MM (SURF))
	MACHINIST'S MATE (NUCLEAR) (MM (NUC))
MN	MINEMAN
MR	MACHINERY REPAIRMAN
MS	MESS MANAGEMENT SPECIALIST
MT	MISSILE TECHNICIAN
MU	MUSICIAN
NC	NAVY COUNSELOR
	NAVY COUNSELOR (COUNSELOR) (NCC)
	NAVY COUNSELOR (RECRUITER) (NCR)
OS	OPERATIONS SPECIALIST
PC	POSTAL CLERK
PH	PHOTOGRAPHER'S MATE
PN	PERSONNELMAN
PR	AIRCREW SURVIVAL EQUIPMENTMAN
QM	QUARTERMASTER
RP	RELIGIOUS PROGRAM SPECIALIST
SH	SHIP'S SERVICEMAN
SK	STOREKEEPER
SM	SIGNALMAN
STG	SONAR TECHNICIAN, SURFACE
STS	SONAR TECHNICIAN, SUBMARINE
SW	STEELWORKER
TM	TORPEDOMAN'S MATE
UT	UTILITIESMAN
YN	YEOMAN

CHAPTER 1

AVIATION BOATSWAIN'S MATE (AB)

NAVPERS 18068-1A

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

AVIATION BOATSWAIN'S MATE (AB)

SCOPE OF RATING

Aviation Boatswain's Mates (AB) operate, maintain, and perform organizational maintenance on catapults, arresting gear, barricades, and associated flightdeck launching and recovery equipment; operate and service aircraft ground-handling equipment and machinery; operate and service aircraft crash, firefighting, and rescue equipment; handle aircraft afloat and ashore; operate, maintain, and repair aviation fueling, defueling, lubricating oil, and inert gas systems; perform crash rescue, firefighting, crash removal, and damage control duties.

Aviation Boatswain's Mates, Launching and Recovery Equipment (ABE) operate, maintain, and perform organizational maintenance on hydraulic and steam catapults, barricades, arresting gear, arresting gear engines, and associated equipment ashore and afloat; operate catapult launch and retract panels, consoles, firing panels, water brakes, chronographs, blast deflectors, and cooling panels; rig, inspect, and proof-load cables and fittings and pour wire rope sockets; perform aircraft-handling duties related to the operation of aircraft launching and recovery equipment.

Aviation Boatswain's Mates, Fuels (ABF) operate, maintain, and perform organizational maintenance on aviation fueling and lubricating oil systems in CVs, LPHs, and LPDs, including aviation fuel and lubricating oil service stations and pumprooms, piping, valves, pumps, tanks, and portable equipment related to the fuel system; operate, maintain, and repair valves and piping of purging and protective systems within the Air Department's spaces aboard ship; supervise the operation and servicing of fuel farms and equipment associated with the fueling and defueling of aircraft ashore and afloat; operate and service motorized fueling equipment; maintain fuel quality surveillance and control in aviation fuel systems ashore and afloat; train, direct, and supervise firefighting crews, fire rescue teams, and damage control parties in assigned fuel and lubricating oil spaces; observe and enforce fuel-handling safety precautions.

Aviation Boatswain's Mates, Aircraft Handling (ABH) direct the movement and spotting of aircraft ashore and afloat; operate, maintain, and perform organizational maintenance on ground-handling equipment used for moving and hoisting of aircraft ashore and afloat; supervise securing of aircraft and equipment; perform crash rescue, firefighting, crash removal, and damage control duties; perform duties in connection with launching and recovery of aircraft.

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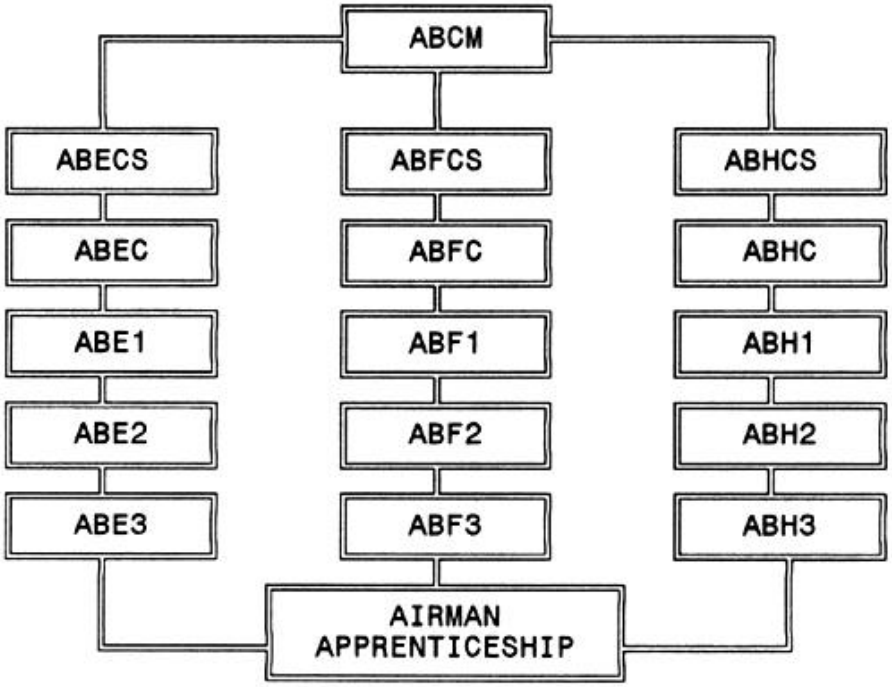
These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 1.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in BUPERSINST 1131.1 series.

SPECIAL PHYSICAL REQUIREMENTS

Vision 20/100 correctable in each eye to 20/20; normal color perception; normal hearing. Normal stereoscopic vision (ABH only).

Refer to Chapter 15 of the Manual of the Medical Department, U.S. Navy for details on hearing and color perception requirements.

CITIZENSHIP/SECURITY REQUIREMENTS

None.

SAFETY

The observance of proper safety precautions in all areas is an integral part of each billet and the responsibility of every Navy man and woman; safety is a universal requirement for all ratings.

AVIATION BOATSWAIN'S MATE (LAUNCHING AND RECOVERY EQUIPMENT) (ABE) FUNCTIONAL AREAS

A. RECOVERY SYSTEMS OPERATIONS

B. RECOVERY SYSTEMS MAINTENANCE

C. LAUNCHING SYSTEMS OPERATIONS

D. LAUNCHING SYSTEMS MAINTENANCE

AVIATION BOATSWAIN'S MATE (LAUNCHING AND RECOVERY EQUIPMENT) THIRD CLASS (ABE3)

A. RECOVERY SYSTEMS OPERATIONS

A001 ATTACH AND DETACH BARRICADE WEBBING TO STANCHIONS
A002 INSTALL AND REMOVE METAL DECK RAMPS
A005 OPERATE STANCHION WINCHES
A007 CONDUCT PRE/POSTOPERATIONAL INSPECTIONS ON RECOVERY SYSTEMS
A012 MAKE WEIGHT SETTINGS ON ARRESTING GEAR (AG) ENGINES
A013 MONITOR AG HYDRAULIC PRESSURES
A018 DRAIN CONDENSATION FROM PNEUMATIC SYSTEMS
A019 OPERATE SHEAVE DAMPERS

C. LAUNCHING SYSTEMS OPERATIONS

C105 MONITOR DIGITAL END SPEED INDICATOR SYSTEMS (DESI)
C112 MONITOR WATER BRAKE GAUGES DURING LAUNCHES
C115 BREAK OUT BRIDLES, TENSION BARS (T-BARS), ETC.
C117 HOOK UP BRIDLES AND PENDANTS
C118 HOOK UP HOLDBACK FITTINGS
C119 HOOK UP TENSION BARS
C120 INSTALL CATAPULT SLOT BUTTONS
C121 MONITOR CATAPULT GRAVITY TANK LEVELS
C122 MONITOR CATAPULT HYDRAULIC PRESSURES AND TEMPERATURES
C123 MONITOR CATAPULT STEAM PRESSURES AND TEMPERATURES
C124 MONITOR LAUNCH VALVE SPACE VENTILATION SYSTEMS
C126 OPERATE JET BLAST DEFLECTORS (JBD) SYSTEMS
C132 OPERATE WEIGHT CONFIRMATION UNIT WITH AIRCRAFT
C133 PERFORM EMERGENCY PROCEDURES FOR CATAPULT FIRES
C137 PERFORM EMERGENCY PROCEDURES FOR INOPERABLE STEAM SMOTHERING DEVICES
C139 REMOVE AND STOW CATAPULT RUBBER SLOT SEALS
C140 RIG NOSE GEAR LAUNCH HARDWARE

D. LAUNCHING SYSTEMS MAINTENANCE

D257 USE CHRONOGRAPH TO COMPUTE END SPEED OF CATAPULTS
D258 MAN SAFETY LINES DURING NO LOADS

AVIATION BOATSWAIN'S MATE (LAUNCHING AND RECOVERY EQUIPMENT) SECOND CLASS (ABE2)

A. RECOVERY SYSTEMS OPERATIONS

A004 RAISE AND LOWER BARRICADES
A009 MONITOR RECOVERY SYSTEMS OPERATIONS
A010 MONITOR RECOVERY OPERATIONS FROM PRIMARY FLIGHT (PRI-FLY)
A014 TRANSFER AG ENGINE FLUID TO STOWAGE TANKS
A457 MONITOR OPERATION OF RECOVERY PRI-FLY STATION CONTROL PANELS

B. RECOVERY SYSTEMS MAINTENANCE

B031 TROUBLESHOOT AG ENGINEROOM CONTROLS
B032 REPAIR AG ENGINEROOM CONTROLS
B039 TROUBLESHOOT AG POWER PACKAGE CONTROLS
B053 TROUBLESHOOT AG ENGINE CYLINDER AND RAM ASSEMBLIES
B045 TROUBLESHOOT AG ENGINE CABLE ANCHOR DAMPER SYSTEMS
B046 REPAIR AG ENGINE CABLE ANCHOR DAMPER SYSTEMS

B049 TROUBLESHOOT AG ENGINE CROSSHEAD AND FIXED SHEAVE ASSEMBLIES
B057 TROUBLESHOOT AG ENGINE FLUID COOLER SYSTEMS
B058 REPAIR AG ENGINE FLUID COOLER SYSTEMS
B061 TROUBLESHOOT AG ENGINE RETRACT VALVES
B062 REPAIR AG ENGINE RETRACT VALVES
B063 OVERHAUL AG ENGINE RETRACT VALVES
B065 TROUBLESHOOT AG FAIRLEAD SYSTEMS SHEAVES
B066 REPAIR AG FAIRLEAD SYSTEMS SHEAVES
B067 OVERHAUL AG FAIRLEAD SYSTEMS SHEAVES
B070 REPAIR AG WIRE SUPPORT SYSTEMS
B071 OVERHAUL AG WIRE SUPPORT SYSTEMS
B076 TROUBLESHOOT BARRICADE ENGINE ASSEMBLIES
B077 REPAIR BARRICADE ENGINE ASSEMBLIES
B080 TROUBLESHOOT BARRICADE POWER PACKAGES
B081 REPAIR BARRICADE POWER PACKAGES
B084 TROUBLESHOOT BARRICADE STANCHIONS
B085 REPAIR BARRICADE STANCHIONS
B088 TROUBLESHOOT BARRICADE TENSIONING ASSEMBLIES
B089 REPAIR BARRICADE TENSIONING ASSEMBLIES
B090 OVERHAUL BARRICADE TENSIONING ASSEMBLIES
B096 TROUBLESHOOT AG PURCHASE CABLES
B098 REMOVE AND REPLACE CROSSDECK PENDANTS (CDP)
B101 REMOVE AND REPLACE AG IMPACT PADS
B103 SET TENSION ON BARRICADE WEBBING ASSEMBLIES
B104 BLOW DOWN AG ENGINES
B458 PERFORM QUALITY ASSURANCE INSPECTIONS FOR RECOVERY SYSTEMS MAINTENANCE

C. LAUNCHING SYSTEMS OPERATIONS

C109 OPERATE AUXILIARY DECK-EDGE PANELS (SIGNAL BOX)
C110 OPERATE DECK-EDGE CONTROL PANELS DURING LAUNCHES
C113 FIRE C7 AND C13 CATAPULTS WITH BRIDLES AND PENDANTS
C114 FIRE C7 AND C13 CATAPULTS WITH NOSE GEAR LAUNCH EQUIPMENT
C116 OPERATE BRIDLE ARRESTERS
C127 PERFORM EMERGENCY LOWERING OF JET BLAST DEFLECTORS (JBD)
C129 OPERATE RETRACTION AND TENSIONING EQUIPMENT

D. LAUNCHING SYSTEMS MAINTENANCE

D160 TROUBLESHOOT CATAPULT CHRONOGRAPH SYSTEMS
D148 TROUBLESHOOT CATAPULT ADVANCE AND RETRACT STROKE BUFFERS
D149 REPAIR CATAPULT ADVANCE AND RETRACT STROKE BUFFERS
D150 OVERHAUL CATAPULT ADVANCE AND RETRACT STROKE BUFFERS
D176 TROUBLE SHOOT CATAPULT LINEAR RETRACTION ENGINE ACCUMULATORS
D184 TROUBLESHOOT CATAPULT MAIN HYDRAULIC ACCUMULATORS
D185 REPAIR CATAPULT MAIN HYDRAULIC ACCUMULATORS
D188 TROUBLESHOOT CATAPULT NOSE GEAR LAUNCH ASSEMBLIES
D189 REPAIR CATAPULT NOSE GEAR LAUNCH ASSEMBLIES
D196 TROUBLESHOOT CATAPULT RETRACTION ENGINE
D197 REPAIR CATAPULT RETRACTION ENGINE
D200 TROUBLESHOOT CATAPULT RETRACTION CONTROL VALVES
D201 REPAIR CATAPULT RETRACTION CONTROL VALVES
D204 TROUBLESHOOT CATAPULT RETRACTION ENGINE CABLE TENSIONER ASSEMBLIES
D205 REPAIR CATAPULT RETRACTION ENGINE CABLE TENSIONER ASSEMBLIES
D208 TROUBLESHOOT CATAPULT RETRACTION ENGINE CONTROL PANELS
D209 REPAIR CATAPULT RETRACTION ENGINE CONTROL PANELS
D210 OVERHAUL CATAPULT RETRACTION ENGINE CONTROL PANELS
D212 TROUBLESHOOT CATAPULT RETRACTION ENGINE CYLINDER AND PISTONS
D220 TROUBLESHOOT CATAPULT SHUTTLE SYSTEMS

D221 REPAIR CATAPULT SHUTTLE SYSTEMS
D232 REPAIR CHRONOGRAPH SYSTEMS
D235 TROUBLESHOOT JBD COOLING WATER SYSTEMS
D237 OVERHAUL JBD COOLING WATER SYSTEMS
D239 TROUBLESHOOT JBD HYDRAULIC CYLINDERS
D243 TROUBLESHOOT JBD PANEL ASSEMBLIES
D244 REPAIR JBD PANEL ASSEMBLIES
D245 OVERHAUL JBD PANEL ASSEMBLIES
D249 TROUBLESHOOT CATAPULT FLOW CONTROL VALVE SYSTEMS
D255 REPACK CABLE TENSIONERS
D256 TAKE DYNAMOMETER READINGS ON BRIDLE TENSIONERS
D459 PERFORM DYE PENETRANT INSPECTIONS
D460 PERFORM QUALITY ASSURANCE INSPECTION FOR LAUNCHING SYSTEMS MAINTENANCE

AVIATION BOATSWAIN'S MATE (LAUNCHING AND RECOVERY EQUIPMENT) FIRST CLASS (ABE1)

A. RECOVERY SYSTEMS OPERATIONS
A006 STOW BARRICADE WEBBING
A016 PERFORM EMERGENCY PROCEDURES FOR ARRESTING GEAR (AG) MALFUNCTIONS
A461 COORDINATE RECOVERY SYSTEMS OPERATIONS
A462 MONITOR OPERATION OF BARRICADE STANCHION CONTROLS

B. RECOVERY SYSTEMS MAINTENANCE
B022 PERFORM QUALITY ASSURANCE INSPECTIONS FOR RECOVERY SYSTEMS OVERHAULS
B025 PERFORM QUALITY ASSURANCE INSPECTIONS FOR RECOVERY SYSTEMS REPAIRS
B027 TROUBLESHOOT AG AUTOMATIC LUBRICATING SYSTEMS
B028 REPAIR AG AUTOMATIC LUBRICATING SYSTEMS
B029 OVERHAUL AG AUTOMATIC LUBRICATING SYSTEMS
B033 OVERHAUL AG ENGINEROOM CONTROLS
B035 TROUBLESHOOT AG SHEAVE DAMPER SYSTEMS
B036 REPAIR AG SHEAVE DAMPER SYSTEMS
B037 OVERHAUL AG SHEAVE DAMPER SYSTEMS
B041 TROUBLESHOOT AG ENGINE ACCUMULATOR SYSTEMS
B042 REPAIR AG ENGINE ACCUMULATOR SYSTEMS
B043 OVERHAUL AG ENGINE ACCUMULATOR SYSTEMS
B047 OVERHAUL AG ENGINE CABLE ANCHOR DAMPER SYSTEMS
B054 REPAIR AG ENGINE CYLINDER AND RAM ASSEMBLIES
B055 OVERHAUL AG ENGINE CYLINDER AND RAM ASSEMBLIES
B059 OVERHAUL AG ENGINE FLUID COOLER SYSTEMS
B073 REPAIR AG ENGINE CONTROL VALVES
B074 OVERHAUL AG ENGINE CONTROL VALVES
B078 OVERHAUL BARRICADE ENGINE ASSEMBLIES
B082 OVERHAUL BARRICADE POWER PACKAGES
B086 OVERHAUL BARRICADE STANCHIONS
B097 REPLACE AG PURCHASE CABLES
B099 PREPARE CABLES AND TERMINALS FOR POURING
B102 RIG AG BARRICADE ENGINES
B463 COORDINATE RECOVERY SYSTEMS REPAIRS

C. LAUNCHING SYSTEMS OPERATIONS
C106 CONDUCT PRE/POSTOPERATIONAL INSPECTIONS ON CATAPULT CONSOLE AND CHARGING PANELS
C107 OPERATE CENTRAL CHARGING PANEL DURING LAUNCHES

C108 CONDUCT PRE/POSTOPERATIONAL INSPECTIONS ON INTEGRATED CATAPULT CONTROL STATIONS
C111 OPERATE MAIN CONTROL CONSOLES DURING LAUNCHES
C125 OPERATE INTEGRATED CATAPULT CONTROL SYSTEMS (ICCS)
C128 OPERATE LAUNCHING VALVES AND ASSEMBLIES
C138 PERFORM EMERGENCY PROCEDURES FOR LOSS OF CATAPULT HYDRAULICS
C464 MONITOR AND EVALUATE PRE/POSTOPERATIONAL INSPECTIONS ON CATAPULT CONSOLE AND CENTRAL CHARGING PANELS
C465 MONITOR AND EVALUATE PRE/POSTOPERATIONAL INSPECTIONS ON INTEGRATED CATAPULT CONTROL STATIONS
C466 MONITOR AND EVALUATE CATAPULT GRAVITY TANK LEVELS
C467 MONITOR AND EVALUATE CATAPULT HYDRAULIC PRESSURE AND TEMPERATURES
C468 MONITOR AND EVALUATE CATAPULT STEAM PRESSURE AND TEMPERATURES
C469 MONITOR AND EVALUATE EMERGENCY LOWERING OF JET BLAST DEFLECTORS (JBD)
C470 MONITOR AND EVALUATE EMERGENCY PROCEDURES FOR CATAPULT FIRES

D. LAUNCHING SYSTEMS MAINTENANCE
D143 PERFORM QUALITY ASSURANCE INSPECTIONS FOR LAUNCHING SYSTEMS OVERHAULS
D145 PERFORM QUALITY ASSURANCE INSPECTIONS FOR LAUNCHING SYSTEMS REPAIRS
D156 TROUBLESHOOT CATAPULT BRIDLE TENSIONING SYSTEMS
D158 OVERHAUL CATAPULT BRIDLE TENSIONING SYSTEMS
D161 REPAIR CATAPULT CHRONOGRAPH SYSTEMS
D164 TROUBLESHOOT CATAPULT EXHAUST VALVES
D165 REPAIR CATAPULT EXHAUST VALVES
D168 TROUBLESHOOT CATAPULT LAUNCHING ENGINE CYLINDER SYSTEMS
D172 TROUBLESHOOT CATAPULT LAUNCHING PISTON SYSTEMS
D173 REPAIR CATAPULT LAUNCHING PISTON SYSTEMS
D174 OVERHAUL CATAPULT LAUNCHING PISTON SYSTEMS
D177 REPAIR CATAPULT LINEAR RETRACTION ENGINE ACCUMULATORS
D180 TROUBLESHOOT CATAPULT LUBRICATING SYSTEMS
D181 REPAIR CATAPULT LUBRICATING SYSTEMS
D182 OVERHAUL CATAPULT LUBRICATING SYSTEMS
D186 OVERHAUL CATAPULT MAIN HYDRAULIC ACCUMULATORS
D190 OVERHAUL CATAPULT NOSE GEAR LAUNCH ASSEMBLIES
D198 OVERHAUL CATAPULT RETRACTION ENGINES
D202 OVERHAUL CATAPULT RETRACTION CONTROL VALVES
D206 OVERHAUL CATAPULT RETRACTION ENGINE CABLE TENSIONER ASSEMBLIES
D213 REPAIR CATAPULT RETRACTION ENGINE CYLINDER AND PISTONS
D214 OVERHAUL CATAPULT RETRACTION ENGINE CYLINDER AND PISTONS
D222 OVERHAUL CATAPULT SHUTTLE SYSTEMS
D226 TROUBLESHOOT CATAPULT WATER BRAKE ASSEMBLIES
D227 REPAIR CATAPULT WATER BRAKE ASSEMBLIES
D228 RIG WATER BRAKE FOR REMOVAL AND INSTALLATIONS
D236 REPAIR JBD COOLING WATER SYSTEMS
D240 REPAIR JBD HYDRAULIC CYLINDERS
D241 OVERHAUL JBD HYDRAULIC CYLINDERS
D247 TROUBLESHOOT CATAPULT LAUNCHING VALVES AND ASSEMBLIES
D248 REPAIR CATAPULT LAUNCHING VALVES AND ASSEMBLIES
D254 REEVE CATAPULT RETRACTION AND TENSIONING ENGINE CABLES

CHIEF AVIATION BOATSWAIN'S MATE (LAUNCHING AND RECOVERY EQUIPMENT) (ABEC)

A. RECOVERY SYSTEMS OPERATIONS
A008 COORDINATE RECOVERY SYSTEMS OPERATIONS
A471 MONITOR AND EVALUATE RECOVERY SYSTEMS OPERATIONS
A472 MONITOR AND EVALUATE ARRESTING GEAR HYDRAULIC PRESSURES

A473 MONITOR AND EVALUATE EMERGENCY PROCEDURES FOR ARRESTING GEAR MALFUNCTIONS
A474 MONITOR AND EVALUATE EMERGENCY PROCEDURES FOR BROKEN PURCHASE CABLES

B. RECOVERY SYSTEMS MAINTENANCE
B020 COORDINATE RECOVERY SYSTEMS OVERHAULS
B021 COORDINATE RECOVERY SYSTEMS REPAIRS
B023 MONITOR RECOVERY SYSTEMS OVERHAULS
B024 MONITOR RECOVERY SYSTEMS REPAIRS
B050 REPAIR AG ENGINE CROSSHEAD AND FIXED SHEAVE ASSEMBLIES
B051 OVERHAUL AG ENGINE CROSSHEAD AND FIXED SHEAVE ASSEMBLIES
B092 TROUBLESHOOT BARRICADE WEBBING ASSEMBLIES

C. LAUNCHING SYSTEMS OPERATIONS
C475 MONITOR AND EVALUATE EMERGENCY PROCEDURES FOR CATAPULT RUNAWAY SHOTS
C476 MONITOR AND EVALUATE EMERGENCY PROCEDURES FOR INOPERABLE STEAM SMOTHERING DEVICES
C477 MONITOR AND EVALUATE EMERGENCY PROCEDURES FOR LOSS OF CATAPULT HYDRAULICS

D. LAUNCHING SYSTEMS MAINTENANCE
D141 COORDINATE LAUNCHING SYSTEMS OVERHAULS
D142 MONITOR LAUNCHING SYSTEMS OVERHAULS
D144 COORDINATE LAUNCHING SYSTEMS REPAIRS
D146 MONITOR LAUNCHING SYSTEMS REPAIRS
D157 REPAIR CATAPULT BRIDLE TENSIONING SYSTEMS
D166 OVERHAUL CATAPULT EXHAUST VALVES
D169 REPAIR CATAPULT LAUNCHING ENGINE CYLINDER SYSTEMS
D170 OVERHAUL CATAPULT LAUNCHING ENGINE CYLINDER SYSTEMS
D178 OVERHAUL CATAPULT LINEAR RETRACTION ENGINE ACCUMULATORS
D223 TROUBLESHOOT CATAPULT STEAM OPERATED PRESSURE SWITCHES
D229 OVERHAUL CATAPULT WATER BRAKE ASSEMBLIES

SENIOR CHIEF AVIATION BOATSWAIN'S MATE (LAUNCHING AND RECOVERY EQUIPMENT) (ABECS)

B. RECOVERY SYSTEMS MAINTENANCE
B478 MONITOR AND EVALUATE QUALITY ASSURANCE INSPECTIONS FOR RECOVERY SYSTEMS OVERHAULS
B479 MONITOR AND EVALUATE QUALITY ASSURANCE INSPECTIONS FOR RECOVERY SYSTEMS REPAIRS

D. LAUNCHING SYSTEMS MAINTENANCE
D480 MONITOR AND EVALUATE QUALITY ASSURANCE INSPECTIONS FOR LAUNCHING SYSTEMS OVERHAULS
D481 MONITOR AND EVALUATE QUALITY ASSURANCE INSPECTIONS FOR LAUNCHING SYSTEMS REPAIRS

MASTER CHIEF AVIATION BOATSWAIN'S MATE (ABCM)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

AVIATION BOATSWAIN'S MATE (FUELS) (ABF) FUNCTIONAL AREAS

A. QUALITY SURVEILLANCE

B. JP-5 BELOW DECKS SYSTEM OPERATIONS

C. JP-5 BELOW DECKS SYSTEM MAINTENANCE

D. CATAPULT LUBE OIL SYSTEM OPERATIONS

E. CATAPULT LUBE OIL SYSTEM MAINTENANCE

F. FLIGHT/HANGAR DECK OPERATIONS

G. FLIGHT/HANGAR DECK EQUIPMENT MAINTENANCE

H. MOTOR GASOLINE (MOGAS)/INERT GAS SYSTEM OPERATIONS

G. MOTOR GASOLINE (MOGAS)/INERT GAS SYSTEM MAINTENANCE

J. SHOREBASED REFUELING

K. AVIATION FUELS TECHNICAL ADMINISTRATION

AVIATION BOATSWAIN'S MATE (FUELS) THIRD CLASS (ABF3)

A. QUALITY SURVEILLANCE

A001 CLEAN AND DRY SAMPLE CONTAINERS
A002 TAKE FUEL SAMPLES FROM AIRCRAFT (A/C) BEFORE DEFUELINGS
A004 TAKE ALL LEVELS SAMPLES FROM FUEL TANKS
A005 TAKE LINE SAMPLES FROM PIPES OR HOSES
A007 DETERMINE THE AMOUNT OF FREE WATER PRESENT IN A/C FUELS
A008 DETERMINE THE AMOUNT OF SOLID CONTAMINATION PRESENT IN A/C FUELS
A009 DETERMINE THE FLASH POINT OF JET FUELS
A010 DETERMINE THE AMOUNT OF FUEL SYSTEM ICING INHIBITOR (FSII) PRESENT IN JET FUELS
A011 DETERMINE THE SPECIFIC GRAVITY OF A/C FUELS
A014 TROUBLESHOOT FREE WATER DETECTORS
A015 REPAIR FREE WATER DETECTORS
A016 CALIBRATE FREE WATER DETECTORS
A018 TROUBLESHOOT CONTAMINATED FUEL DETECTORS
A019 REPAIR CONTAMINATED FUEL DETECTORS
A020 CALIBRATE CONTAMINATED FUEL DETECTORS
A024 CALIBRATE COMBINED CONTAMINATED FUEL DETECTORS
A027 PREPARE ROUTINE SAMPLES FOR DELIVERY TO LABORATORIES
A028 PREPARE SPECIAL SAMPLES FOR DELIVERY TO LABORATORIES

B. JP-5 BELOW DECKS SYSTEMS OPERATIONS

B029 LOCATE AND ENERGIZE VENTILATION SYSTEMS FOR AVIATION FUELS SPACES
B031 ALIGN JP-5 SERVICE FILTER VALVES FOR DELIVERY TO A/C FUELING STATIONS
B032 ALIGN VALVES TO BYPASS JP-5 SERVICE FILTERS
B033 VENT JP-5 FUEL FILTERS
B034 OBTAIN AND RECORD JP-5 FUEL FILTER CLEARWELL AND SUMP SAMPLES
B036 MONITOR AND RECORD JP-5 FUEL FILTER PRESSURES
B037 OPERATE AND MONITOR JP-5 SYSTEM LIQUID LEVEL INDICATORS
B038 SECURE JP-5 FUEL FILTERS
B044 LOCATE JP-5 DISTRIBUTION SYSTEM CASUALTIES AND PERFORM EMERGENCY ISOLATIONS
B050 LOCATE TANK SOUNDING CAPS AND PERFORM SOUNDINGS ON JP-5 FUEL TANKS
B051 PERFORM WATER CUTS ON JP-5 FUEL TANKS
B052 ALIGN FILL AND TRANSFER SYSTEMS TO TRANSFER JP-5
B053 LOCATE FILL AND TRANSFER SYSTEM CASUALTIES AND PERFORM EMERGENCY ISOLATIONS
B059 START JP-5 CENTRIFUGAL PURIFIERS
B060 PLACE JP-5 CENTRIFUGAL PURIFIERS IN STANDBY CONDITION
B061 SECURE JP-5 CENTRIFUGAL PURIFIERS
B062 PERFORM PROCEDURES FOR EMERGENCY STOPPAGE OF JP-5 CENTRIFUGAL PURIFIERS
B065 ALIGN JP-5 SERVICE SYSTEM AND PUMP JP-5
B067 ALIGN JP-5 STRIPPING SYSTEMS
B068 STRIP JP-5 STOWAGE AND SERVICE TANKS
B069 EMPTY JP-5 SERVICE AND PURIFIER SUMP TANKS
B070 SECURE JP-5 STRIPPING SYSTEMS
B077 ALIGN FIXED EDUCTOR SYSTEM AND EMPTY BILGES AND SUMP TANKS
B078 SECURE FIXED EDUCTOR SYSTEM
B081 PERFORM AUXILIARY FUELING OF BOATS, EMERGENCY DIESELS, YELLOW GEAR ETC.
B082 SECURE JP-5 AUXILIARY SERVICE SYSTEMS
B083 PERFORM EMERGENCY PROCEDURES FOR JP-5 AUXILIARY SERVICE SYSTEM CASUALTIES
B085 ALIGN JP-5 JET TEST SERVICE SYSTEM AND PUMP SERVICE FUEL TO THE JET TEST FACILITIES
B087 SECURE JET TEST SERVICE SYSTEMS IN JP-5 PUMPROOMS

B088 SECURE JET TEST SERVICE FILTERS
B093 MONITOR VENTILATION SYSTEMS IN BELOW DECK SPACES

C. JP-5 BELOW DECKS SYSTEM MAINTENANCE
C097 TROUBLESHOOT VALVES
C098 REPAIR VALVES
C105 TROUBLESHOOT JP-5 POSITIVE DISPLACEMENT PUMPS
C109 TROUBLESHOOT JP-5 CENTRIFUGAL PUMPS
C113 CLEAN AND INSPECT CENTRIFUGAL PURIFIERS
C128 TROUBLESHOOT PIPING
C162 REMOVE AND INSTALL PRESSURE GAUGES
C163 INSTALL FLANGE SHIELDINGS

D. CATAPULT LUBE OIL SYSTEM OPERATIONS
D165 ALIGN LUBE OIL SYSTEMS
D166 RECEIVE LUBE OIL BY TRUCK OR DRUM
D167 ISSUE LUBE OIL TO CATAPULT STOWAGE TANKS
D168 OFF-LOAD LUBE OIL
D173 TAKE OIL SAMPLES FROM LUBE OIL STOWAGE TANKS
D174 SECURE LUBE OIL SYSTEMS
D175 PERFORM EMERGENCY PROCEDURES FOR LUBE OIL SYSTEM CASUALTIES

E. CATAPULT LUBE OIL SYSTEM MAINTENANCE
E186 TROUBLESHOOT LUBE OIL AUTOMATIC RELIEF VALVES
E190 TROUBLESHOOT LUBE OIL PIPINGS

F. FLIGHT/HANGAR DECK OPERATIONS
F197 PERFORM STATIC GROUNDING PROCEDURES
F200 ALIGN AND FLUSH A/C FUELING STATIONS
F201 MONITOR ALIGNMENT OF A/C FUELING STATIONS
F202 SECURE A/C FUELING STATIONS
F203 ALIGN A/C FUELING STATIONS FOR REFUELING AND DEFUELING OPERATIONS
F204 PERFORM EMERGENCY PROCEDURES FOR A/C FUELING STATIONS CASUALTIES
F209 PERFORM A/C REFUELINGS
F210 PERFORM A/C FUEL OPERATIONS HAND SIGNALS
F211 CONNECT PRESSURE NOZZLE TO A/C PRESSURE FUELING ADAPTERS
F214 PERFORM ROUTINE A/C DEFUELING
F218 REFUEL SUPPORT EQUIPMENT AND SHIP'S BOATS
F221 ALIGN UNDERWAY REPLENISHMENT STATION AND RECEIVE JP-5
F224 SECURE JP-5 UNDERWAY REPLENISHMENT STATIONS
F225 PERFORM EMERGENCY PROCEDURES FOR RUPTURED FUEL HOSES

G. FLIGHT/HANGAR DECK EQUIPMENT MAINTENANCE
G236 REPAIR FUEL HOSES
G238 TROUBLESHOOT A/C FUELING NOZZLES
G239 REPAIR A/C FUELING NOZZLES
G241 TROUBLESHOOT A/C FUELING NOZZLE QUICK DISCONNECTS
G242 REPAIR A/C FUELING NOZZLE QUICK DISCONNECTS
G247 TROUBLESHOOT A/C AUTOMATIC FUELING AND DEFUELING VALVES
G248 REPAIR AUTOMATIC FUELING AND DEFUELING VALVES
G251 TROUBLESHOOT A/C FUELING STATION DEFUEL PUMPS
G252 REPAIR A/C FUELING STATION DEFUEL PUMPS
G255 TROUBLESHOOT A/C FUELING STATION HOSE REELS
G256 REPAIR A/C FUELING STATION HOSE REELS
G259 TROUBLESHOOT VALVES MAIN DECK AND ABOVE

G260 REPAIR VALVES MAIN DECK AND ABOVE
G263 TROUBLESHOOT PIPING MAIN DECK AND ABOVE

H. MOTOR GASOLINE (MOGAS)/INERT GAS SYSTEM OPERATIONS
H280 MONITOR AND RECORD MOGAS SYSTEM PRESSURES
H283 ALIGN MOGAS FUELING STATION AND REFUEL VEHICLES
H284 SECURE MOGAS FUELING STATIONS
H304 OPERATE PORTABLE INERTNESS ANALYZERS (PIA)

J. SHOREBASED REFUELING
J372 OPERATE TRUCK LOADING RACKS
J373 CONDUCT PRE/POSTOPERATIONAL INSPECTIONS ON REFUEL AND DEFUEL VEHICLES
J374 POSITION VEHICLE TO REFUEL A/C
J385 PERFORM OVERWING REFUELING
J393 INSPECT AND INSTALL FUEL MONITOR FUSES
J395 REPLACE FUEL METERS

AVIATION BOATSWAIN'S MATE (FUELS) SECOND CLASS (ABF2)

A. QUALITY SURVEILLANCE
A026 VERIFY FUEL SAMPLES ARE PROPERLY PREPARED AND IDENTIFIED FOR DELIVERY TO LABORATORIES

B. JP-5 BELOW DECKS SYSTEMS OPERATIONS
B058 MONITOR JP-5 CENTRIFUGAL PURIFIER OPERATIONS
B066 MONITOR JP-5 STRIPPING OPERATIONS
B072 MONITOR JP-5 RECLAMATION SYSTEMS OPERATIONS
B079 MONITOR JP-5 AUXILIARY SERVICE SYSTEM OPERATIONS
B084 COORDINATE JP-5 AUXILIARY SERVICE SYSTEM OPERATIONS
B086 MONITOR JET TEST SYSTEM OPERATIONS

C. JP-5 BELOW DECKS SYSTEM MAINTENANCE
C099 OVERHAUL VALVES
C106 REPAIR JP-5 POSITIVE DISPLACEMENT PUMPS
C107 OVERHAUL JP-5 POSITIVE DISPLACEMENT PUMPS
C110 REPAIR JP-5 CENTRIFUGAL PUMPS
C121 REPAIR JP-5 CENTRIFUGAL PURIFIERS
C142 TROUBLESHOOT JP-5 SERVICE FILTERS
C143 REPAIR JP-5 SERVICE FILTERS
C144 OVERHAUL JP-5 SERVICE FILTERS

D. CATAPULT LUBE OIL SYSTEM OPERATIONS
D170 MEASURE AND RECORD QUANTITY OF LUBE OIL ISSUED OR RECEIVED

E. CATAPULT LUBE OIL SYSTEM MAINTENANCE
E178 TROUBLESHOOT LUBE OIL PUMPS
E179 REPAIR LUBE OIL PUMPS
E180 OVERHAUL LUBE OIL PUMPS
E182 TROUBLESHOOT LUBE OIL VALVES
E183 REPAIR LUBE OIL VALVES
E184 OVERHAUL LUBE OIL VALVES
E187 REPAIR LUBE OIL AUTOMATIC RELIEF VALVES

E188 OVERHAUL LUBE OIL AUTOMATIC RELIEF VALVES
E191 REPAIR LUBE OIL PIPING

F. FLIGHT/HANGAR DECK OPERATIONS
F217 PERFORM PROCEDURES FOR EMERGENCY AIRCRAFT (A/C) DEFUELING
F232 MAINTAIN A/C FUEL STATUS BOARDS
F230 RECORD DAILY A/C FUEL ISSUES

G. FLIGHT/HANGAR DECK EQUIPMENT MAINTENANCE
G244 TROUBLESHOOT A/C FUELING STATION ELECTRICAL CONTINUITY SYSTEMS
G245 REPAIR A/C FUELING STATION ELECTRICAL CONTINUITY SYSTEMS
G249 OVERHAUL AUTOMATIC FUELING AND DEFUELING VALVES
G253 OVERHAUL A/C FUELING STATION DEFUEL PUMPS
G257 OVERHAUL A/C FUELING STATION HOSE REELS
G261 OVERHAUL VALVES MAIN DECK AND ABOVE

H. MOTOR GASOLINE (MOGAS)/INERT GAS SYSTEM OPERATIONS
H286 ALIGN MOGAS DISTRIBUTION AND INERT GAS SYSTEMS AND PERFORM SYSTEM DRAINBACK
H289 ALIGN DISTRIBUTION, FILLING AND SEAWATER SYSTEMS AND RECEIVE MOGAS
H306 ALIGN STRIPPING SYSTEM VALVES AND STRIP DRAW OFF TANKS

I. MOTOR GASOLINE (MOGAS)/INERT GAS SYSTEM MAINTENANCE
I335 TROUBLESHOOT MOGAS AUTOMATIC PRESSURE REGULATING SYSTEMS

J. SHOREBASED REFUELING
J371 RECEIVE FUEL FROM TANK TRUCKS
J375 DEFUEL A/C WITH MOBILE DEFUELERS
J376 DISPATCH FUEL TRUCKS
J377 RECEIVE FUEL FROM PIPELINES
J383 OPERATE TANK DIKE DRAINS
J386 PERFORM TANDEM REFUELINGS
J388 COORDINATE REFUELING AND DEFUELING OPERATIONS
J389 COLLECT AND VERIFY FUEL ISSUE DOCUMENTS
J390 PREPARE FUEL ISSUE DOCUMENTS
J391 REVIEW DEFUEL CERTIFICATION DOCUMENTS

K. AVIATION FUELS TECHNICAL ADMINISTRATION
K402 PREPARE AVIATION FUELS SECURITY WATCH BILLS
K404 MONITOR AVIATION FUEL QUALITY SURVEILLANCE PROCEDURES

AVIATION BOATSWAIN'S MATE (FUELS) FIRST CLASS (ABF1)

B. JP-5 BELOW DECKS SYSTEMS OPERATIONS
B039 TAKE CORRECTIVE ACTION FOR EXCESSIVE WATER IN JP-5 FILTER CLEARWELLS
B040 TAKE CORRECTIVE ACTION FOR EXCESSIVE PRESSURE DROP ACROSS JP-5 FILTER ELEMENTS
B041 TAKE CORRECTIVE ACTION FOR EXCESSIVE AMOUNT AND UNUSUAL APPEARANCE OF SEDIMENT IN JP-5 FILTER SUMPS
B046 MONITOR JP-5 FILL AND TRANSFER SYSTEM OPERATIONS
B063 MONITOR JP-5 SERVICE SYSTEM OPERATIONS
B074 ALIGN BALLAST SYSTEM AND FLOOD JP-5 AND BALLAST TANKS

B075 SECURE BALLAST SYSTEMS
B076 ALIGN FIXED EDUCTOR SYSTEM AND DRAIN JP-5 AND BALLAST TANKS
B091 MONITOR JP-5 BELOW DECKS SYSTEMS OPERATIONS

C. JP-5 BELOW DECKS SYSTEM MAINTENANCE
C116 OVERHAUL JP-5 CENTRIFUGAL PURIFIERS
C121 REPAIR JP-5 CENTRIFUGAL PURIFIERS
C122 OVERHAUL JP-5 CENTRIFUGAL PUMPS
C124 TEST CENTRIFUGAL PURIFIERS
C129 REPAIR PIPING
C155 MONITOR AVIATION FUELS EQUIPMENT REPAIRS
C157 MONITOR AVIATION FUELS EQUIPMENT OVERHAULS

D. CATAPULT LUBE OIL SYSTEM OPERATIONS
D176 MONITOR LUBE OIL SYSTEM OPERATIONS

E. CATAPULT LUBE OIL SYSTEM MAINTENANCE
E195 MONITOR REPAIR OF LUBE OIL SYSTEMS
E196 MONITOR OVERHAUL OF LUBE OIL SYSTEMS

F. FLIGHT/HANGAR DECK OPERATIONS
F198 MONITOR AIRCRAFT (A/C) FUELING STATIONS FLUSHING OPERATIONS
F199 COORDINATE A/C FUELING STATIONS FLUSHING OPERATIONS
F205 MONITOR A/C REFUELING OPERATIONS
F212 MONITOR A/C DEFUELING OPERATIONS
F213 COORDINATE A/C DEFUELING OPERATIONS
F215 MONITOR EMERGENCY A/C DEFUELING OPERATIONS
F216 COORDINATE EMERGENCY A/C DEFUELING OPERATIONS
F223 MONITOR JP-5 UNDERWAY REPLENISHMENT STATIONS
F231 MONITOR SUPPORT EQUIPMENT AND SHIP'S BOATS REFUELING OPERATIONS
F233 MAINTAIN FUEL SYSTEMS ISOLATION STATUS

G. FLIGHT/HANGAR DECK EQUIPMENT MAINTENANCE
G264 REPAIR PIPING MAIN DECK AND ABOVE
G267 MONITOR AVIATION FUELS FLIGHT DECK EQUIPMENT REPAIRS
G269 MONITOR AVIATION FUELS FLIGHT DECK EQUIPMENT OVERHAULS
G274 DIRECT AN AVIATION FUEL DAMAGE CONTROL REPAIR PARTY

H. MOTOR GASOLINE (MOGAS)/INERT GAS SYSTEM OPERATIONS
H276 MONITOR MOGAS SYSTEM OPERATIONS

I. MOTOR GASOLINE (MOGAS)/INERT GAS SYSTEM MAINTENANCE
I367 MONITOR MOGAS AND INERT GAS EQUIPMENT REPAIRS

J. SHOREBASED REFUELING
J370 REFUEL SHIPS AND BARGES
J380 RECEIVE FUEL FROM BARGES AND TANKERS
J381 OPERATE CONTROL AND PUMP HOUSES
J382 OPERATE OIL AND WATER SEPARATORS
J387 MONITOR COMPLIANCE WITH PRE/POSTOPERATIONAL INSPECTIONS
J397 MONITOR CATHODIC PROTECTION SYSTEMS

K. AVIATION FUELS TECHNICAL ADMINISTRATION
K399 PREPARE AVIATION FUELS SOUNDING REPORTS
K403 PREPARE UNDERWAY REPLENISHMENT BILLS
K412 DOCUMENT AVIATION FUELS EQUIPMENT/MATERIAL DEFICIENCIES ON CURRENT SHIP'S MAINTENANCE PROJECTS
K413 PERFORM MATERIAL INSPECTION OF AVIATION FUELS SPACES
K414 COORDINATE AVIATION FUELS SHIP'S FORCE WORK LIST (SFWL)

CHIEF AVIATION BOATSWAIN'S MATE (FUELS) (ABFC)

B. JP-5 BELOW DECKS SYSTEMS OPERATIONS
B054 COORDINATE TANK EMPTYING SEQUENCE
B055 MONITOR TANK EMPTYING SEQUENCE
B056 COORDINATE TANK FILLING SEQUENCE
B057 MONITOR TANK FILLING SEQUENCE
B090 COORDINATE JP-5 BELOW DECKS SYSTEMS OPERATIONS

C. JP-5 BELOW DECKS SYSTEM MAINTENANCE
C154 COORDINATE AVIATION FUELS EQUIPMENT REPAIRS
C156 COORDINATE AVIATION FUELS EQUIPMENT OVERHAULS

F. FLIGHT/HANGAR DECK OPERATIONS
F206 COORDINATE AIRCRAFT (A/C) REFUELING OPERATIONS
F222 COORDINATE UNDERWAY REPLENISHMENT FOR V-4 DIVISION

G. FLIGHT/HANGAR DECK EQUIPMENT MAINTENANCE
G266 COORDINATE AVIATION FUELS FLIGHT DECK EQUIPMENT REPAIRS
G268 COORDINATE AVIATION FUELS FLIGHT DECK EQUIPMENT OVERHAULS

H. MOTOR GASOLINE (MOGAS)/INERT GAS SYSTEM OPERATIONS
H275 COORDINATE MOGAS SYSTEM OPERATIONS

I. MOTOR GASOLINE (MOGAS)/INERT GAS SYSTEM MAINTENANCE
I366 COORDINATE MOGAS AND INERT GAS EQUIPMENT REPAIRS

K. AVIATION FUELS TECHNICAL ADMINISTRATION
K398 PREPARE AVIATION FUELS CASUALTY REPORTS
K400 PREPARE AVIATION FUELS DAILY FUEL REPORTS
K401 MAINTAIN JP-5/LUBE OIL ISSUE AND RECEIPT LEDGERS
K405 REQUISITION FUELS/LUBRICATING OILS
K406 PERFORM FUEL AUDITS
K408 REVIEW AVIATION FUELS OVERHAUL WORK PACKAGES
K409 EVALUATE AVIATION FUELS MAINTENANCE REQUIREMENTS AND SUBMIT REQUESTS FOR TECHNICAL ASSISTANCE
K410 EVALUATE AVIATION FUELS DIVISIONAL EQUIPMENT OVERHAUL PROCEDURES
K411 REVIEW AVIATION FUELS DIVISIONAL LOGS, RECORDS AND REPORTS

SENIOR CHIEF AVIATION BOATSWAIN'S MATE (FUELS) (ABFCS)

A. QUALITY SURVEILLANCE

A531 MONITOR AND EVALUATE CORRECTIVE ACTION WHEN LABORATORY TESTS INDICATE AIRCRAFT FUEL HAS BEEN CONTAMINATED

B. JP-5 BELOW DECKS OPERATIONS

B532 MONITOR AND EVALUATE EMERGENCY FUELS SYSTEMS ISOLATIONS
B533 MONITOR AND EVALUATE EMERGENCY DRAIN BACK OF FUEL FILTERS
B534 MONITOR AND EVALUATE EMERGENCY PROCEDURES FOR SERVICE SYSTEMS CASUALTIES
B535 MONITOR AND EVALUATE EMERGENCY PROCEDURES FOR FILL AND SYSTEMS CASUALTIES TRANSFERS
B536 MONITOR AND EVALUATE EMERGENCY PROCEDURES FOR STRIPPING, FLOOD AND DRAIN SYSTEMS CASUALTIES
B537 MONITOR AND EVALUATE EMERGENCY PROCEDURES FOR AUXILIARY SERVICE SYSTEMS CASUALTIES
B538 MONITOR AND EVALUATE EMERGENCY PROCEDURES FOR JET TEST SERVICE SYSTEMS CASUALTIES
B539 MONITOR AND EVALUATE EMERGENCY PROCEDURES FOR STOPPAGE OF JP-5 CENTRIFUGAL PURIFIERS
B540 MONITOR AND EVALUATE BELOW DECKS SYSTEMS OPERATIONS
B541 MONITOR AND EVALUATE BELOW DECKS LOGS AND RECORDS
B542 MONITOR AND EVALUATE TANK EMPTYING SEQUENCE
B543 MONITOR AND EVALUATE TANK FILLING SEQUENCE

D. CATAPULT LUBE OIL SYSTEM OPERATIONS

D544 MONITOR AND EVALUATE EMERGENCY PROCEDURES FOR LUBE OIL SYSTEMS CASUALTIES
D545 MONITOR AND EVALUATE LUBE OIL SYSTEMS OPERATIONS

E. CATAPULT LUBE OIL SYSTEM MAINTENANCE

E546 MONITOR AND EVALUATE AVIATION FUELS EQUIPMENT REPAIRS
E547 MONITOR AND EVALUATE AVIATION FUELS EQUIPMENT OVERHAULS
E548 MONITOR AND EVALUATE REPAIR OF LUBE OIL SYSTEMS
E549 MONITOR AND EVALUATE OVERHAUL OF LUBE OIL SYSTEMS
E550 EVALUATE AVIATION FUELS DIVISIONAL EQUIPMENT OVERHAUL PROCEDURES

F. FLIGHT/HANGAR DECK OPERATIONS

F551 MONITOR AND EVALUATE EMERGENCY PROCEDURES FOR RUPTURED FUEL HOSES
F552 MONITOR AND EVALUATE EMERGENCY PROCEDURES FOR LOSS OF ELECTRICAL CONTINUITY
F553 MONITOR AND EVALUATE EMERGENCY PROCEDURES FOR AIRCRAFT FUELING STATION CASUALTIES
F554 MONITOR AND EVALUATE SUPPORT EQUIPMENT AND SHIP'S BOATS REFUELING OPERATIONS
F555 MONITOR AND EVALUATE AIRCRAFT REFUELING OPERATIONS
F556 MONITOR AND EVALUATE AIRCRAFT DEFUELING OPERATIONS
F557 MONITOR AND EVALUATE AIRCRAFT HOT REFUELING OPERATIONS
F558 MONITOR AND EVALUATE AUXILIARY SERVICE SYSTEMS OPERATIONS
F559 MONITOR AND EVALUATE UNDERWAY REPLENISHMENT OPERATIONS

J. SHOREBASED REFUELING

J396 MONITOR PROGRAMMED MAINTENANCE

K. AVIATION FUELS TECHNICAL ADMINISTRATION

K560 MONITOR AND EVALUATE JP-5 AND LUBE OIL ISSUE AND RECEIPT LEDGERS
K561 MONITOR AND EVALUATE STATUS BOARDS (AIRCRAFT, FUEL SYSTEMS, ETC.)
K562 MONITOR AND EVALUATE AVIATION FUEL OPERATING SEQUENCE SYSTEMS (AFOSS)
K563 MONITOR AND EVALUATE AVIATION FUEL QUALITY SURVEILLANCE PROCEDURES
K564 MONITOR AND EVALUATE FUEL AUDITS
K565 REVIEW AVIATION FUELS DIVISIONAL LOGS, RECORDS AND REPORTS

MASTER CHIEF AVIATION BOATSWAIN'S MATE (FUELS) (ABCM)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

AVIATION BOATSWAIN'S MATE (HANDLING) (ABH) FUNCTIONAL AREAS

A. SHIPBOARD/SHORE STATION AIRCRAFT HANDLING

B. AIRCRAFT FIREFIGHTING/CRASH AND SALVAGE

C. SHORE BASED EMERGENCY ARRESTING GEAR OPERATIONS

D. SHIPBOARD/SHORE STATIONS MAINTENANCE

AVIATION BOATSWAIN'S MATE (AIRCRAFT HANDLING) THIRD CLASS (ABH3)

A. SHIPBOARD/SHORE STATIONS AIRCRAFT HANDLING

A011 DIRECT HELICOPTER LAUNCH AND RECOVERY AS LANDING SIGNAL ENLISTED (LSE)
A015 MONITOR LAUNCH AND RECOVERY DURING EMCON CONDITIONS
A016 DIRECT AIRCRAFT DURING NIGHT OPERATIONS USING WANDS
A017 RAISE AND LOWER FLIGHT DECK ELEVATORS
A018 OPEN AND CLOSE ELEVATOR DOORS
A019 OPEN AND CLOSE ELEVATOR LOCKS
A023 SPOT AIRCRAFT ASHORE
A024 SPOT AIRCRAFT FOR MAINTENANCE ON HANGAR DECK
A025 SPOT OPERATIONAL AIRCRAFT ON HANGAR DECK
A026 WALK WINGS DURING AIRCRAFT TOWING OPERATIONS
A028 ORGANIZE PRE/POSTOPERATIONAL INSPECTIONS ON SUPPORT EQUIPMENT
A029 CONDUCT PRE/POSTOPERATIONAL INSPECTIONS ON MOBILE CRASH CRANE
A031 STOW AIRCRAFT HANDLING EQUIPMENT
A032 RIG TEMPORARY LIFELINES
A033 MONITOR RIGGING OF TEMPORARY LIFELINES
A034 RAISE AND LOWER SAFETY STANCHIONS
A035 CHECK PLATFORM AND STANCHIONS ARE FREE FROM OBSTRUCTIONS
A036 RAISE AND LOWER WHIP ANTENNAS
A037 RIG, DERIG AND STOW SAFETY RAILS, FLAG STAFFS, ETC.
A038 START AND SHUT DOWN AUXILIARY POWER UNITS (APU), AUXILIARY POWER PLANTS (APP) AND ENGINES
A039 OPERATE FLIGHT DECK AND HANGAR DECK COMMUNICATION SYSTEMS
A041 PERFORM EMERGENCY PROCEDURES FOR AIRCRAFT HUNG ORDNANCE
A043 PERFORM CHOCKING OF AIRCRAFT DURING AIRCRAFT BRAKE FAILURES
A044 INSTALL AND REMOVE AIRCRAFT CHOCKS, CHAINS AND TOW BARS
A046 MONITOR STARTING UNIT POSITION FOR AIRCRAFT STARTING EVOLUTIONS
A047 DIRECT AIRCRAFT ASHORE
A048 PULL OUT ARRESTING GEAR CABLES

B. AIRCRAFT FIREFIGHTING/CRASH AND SALVAGE

B052 INITIATE HANGAR DECK SPRINKLER SYSTEMS
B057 PERFORM DUTIES AS HOSE TEAM LEADER DURING FLIGHT OR HANGAR DECK CRASHES, FIRES, AND RESCUE OPERATIONS
B058 PERFORM DUTIES AS HOSE TEAM MEMBER DURING FLIGHT OR HANGAR DECK CRASHES, FIRES, AND RESCUE OPERATIONS
B059 PERFORM DUTIES AS CRASH AND SALVAGE CREWMAN DURING FLIGHT DECK CRASHES, FIRES, AND RESCUE OPERATIONS
B061 PERFORM DUTIES OF AQUEOUS FILM FORMING FOAM (AFFF) STATION OPERATOR DURING FLIGHT OR HANGAR DECK FIRES AND CRASHES
B075 ATTACH/REMOVE HOISTING CABLES
B077 ATTACH/REMOVE WING HOIST FITTINGS
B079 REMOVE HAZARDOUS MATERIALS FROM FIRE SCENE
B080 POSITION CRASH DOLLIES
B081 RIG AND DERIG BARRICADES RAMPS

C. SHORE BASED EMERGENCY ARRESTING GEAR OPERATIONS

C087 ATTACH CROSSDECK PENDANTS ON E-5 AND E-28 ARRESTING GEAR
C088 INSPECT CROSSDECK PENDANTS ON E-5 AND E-28 ARRESTING GEAR
C089 INSTALL DONUT WIRE SUPPORT ON E-5 AND E-28 CROSSDECK PENDANTS

D. SHIPBOARD/SHORE STATIONS MAINTENANCE

D127 PERFORM FLIGHT AND HANGAR DECK SCRUBBINGS
D130 REPAIR FLIGHT DECK PERSONAL PROTECTIVE AND SAFETY EQUIPMENT

D131 PERFORM PREVENTIVE MAINTENANCE (PM) ON SAFETY NETS
D132 REPAIR SAFETY NETS
D134 INSPECT AND TAG PADEYES
D135 APPLY FLIGHT DECK AND HANGAR DECK MARKINGS
D136 REMOVE AND APPLY NONSKIDS

AVIATION BOATSWAIN'S MATE (AIRCRAFT HANDLING) SECOND CLASS (ABH2)

A. SHIPBOARD/SHORE STATIONS AIRCRAFT HANDLING
A001 ORGANIZE MOVEMENT AND SPOTTING OF AIRCRAFT DURING LAUNCH AND RESPOT OPERATIONS
A002 DIRECT MOVEMENT OF AIRCRAFT DURING LAUNCH OPERATIONS
A004 DIRECT MOVEMENT OF AIRCRAFT DURING RECOVERY OPERATIONS
A006 DIRECT MOVEMENT OF AIRCRAFT DURING RESPOT OPERATIONS
A010 DIRECT CARGO MOVEMENTS DURING VERTICAL REPLENISHMENTS (VERTREP)
A012 DIRECT LOADING OF COMBAT PERSONNEL
A013 CONDUCT LAUNCH AND RECOVERY DURING EMISSIONS CONTROL (EMCON) CONDITIONS
A020 MONITOR AIRCRAFT ELEVATOR OPERATIONS
A021 SECURE AIRCRAFT ELEVATORS
A027 DISPATCH SUPPORT EQUIPMENT DURING FLIGHT DECK AND RESPOT OPERATIONS
A030 MONITOR PRE/POSTOPERATIONAL INSPECTION ON SUPPORT EQUIPMENT

B. AIRCRAFT FIREFIGHTING/CRASH AND SALVAGE
B056 PERFORM DUTIES AS ON SCENE LEADER DURING FLIGHT AND HANGAR DECK CRASHES, FIRES AND RESCUE OPERATIONS
B060 PERFORM DUTIES AS CRASH FORKLIFT OPERATOR DURING FLIGHT DECK CRASHES, FIRES AND RESCUE OPERATIONS
B062 PERFORM DUTIES AS TWINNED-AGENT UNIT (TAU) OPERATOR DURING FLIGHT AND HANGAR DECK CRASHES, FIRES, AND RESCUE OPERATIONS
B063 PERFORM DUTIES AS MOBILE FIRE FIGHTING EQUIPMENT (P-16) OPERATOR DURING FLIGHT DECK CRASHES AND FIRES

C. SHORE BASED EMERGENCY ARRESTING GEAR OPERATIONS
C084 REEVE THREE-FOLD PURCHASE TAPES (E-28)
C094 REPAIR E-5 ARRESTING GEAR
C096 OVERHAUL E-5 ARRESTING GEAR
C102 TROUBLESHOOT E-5 ARRESTING GEAR TENSIONING SYSTEMS
C103 REPAIR E-5 ARRESTING GEAR TENSIONING SYSTEMS
C109 REPAIR E-28 ARRESTING GEAR ARRESTER ENGINES
C111 OVERHAUL E-28 ARRESTING GEAR ARRESTER ENGINES
C115 REPAIR E-28 ARRESTING GEAR RETRIEVE SYSTEM ASSEMBLIES
C116 OVERHAUL E-28 ARRESTING GEAR RETRIEVE SYSTEM ASSEMBLIES

AVIATION BOATSWAIN'S MATE (AIRCRAFT HANDLING) FIRST CLASS (ABH1)

A. SHIPBOARD/SHORE STATIONS AIRCRAFT HANDLING
A007 CONDUCT VERTREP OPERATIONS
A252 REEVE CABLES ON MOBILE AIRCRAFT CRANE

B. AIRCRAFT FIREFIGHTING/CRASH AND SALVAGE
B050 TEST FLIGHT DECK SPRINKLER VALVES
B053 TEST HANGAR DECK SPRINKLER VALVES

B055 DIRECT UNIT OF A LAND CRASH, FIRE AND RESCUE GROUPS
B064 PERFORM DUTIES AS CRASH CRANE OPERATOR DURING FLIGHT DECK CRASHES AND FIRES

C. SHORE BASED EMERGENCY ARRESTING GEAR OPERATIONS
C083 MONITOR OPERATIONS OF E-28 ARRESTING GEAR
C092 ORGANIZE TROUBLESHOOTING AND REPAIRS OF E-5 ARRESTING GEAR
C097 MONITOR TROUBLESHOOTING AND REPAIR OF E-5 ARRESTING GEAR
C114 TROUBLESHOOT E-28 ARRESTING GEAR RETRIEVE SYSTEM ASSEMBLIES
C108 TROUBLESHOOT E-28 ARRESTING GEAR ARRESTER ENGINES
C122 MONITOR TROUBLESHOOT AND REPAIR OF E-28 ARRESTING GEAR

D. SHIPBOARD/SHORE STATIONS MAINTENANCE
D126 ORGANIZE FLIGHT AND HANGAR DECK SCRUBBING
D128 MONITOR FLIGHT AND HANGAR DECK SCRUBBING

CHIEF AVIATION BOATSWAIN'S MATE (AIRCRAFT HANDLING (ABHC)

A. SHIPBOARD/SHORE STATIONS AIRCRAFT HANDLING
A003 COORDINATE MOVEMENT AND SPOTTING OF AIRCRAFT DURING RECOVERY OPERATIONS
A009 MONITOR VERTREP OPERATIONS
A022 COORDINATE AIRCRAFT SPOT SHEETS
A045 CONDUCT PRELAUNCH BRIEFINGS OF PLANE DIRECTORS
A253 MONITOR AIR TERMINAL OPERATIONS

B. AIRCRAFT FIREFIGHTING/CRASH AND SALVAGE
B049 COORDINATE ACTIVATION OF FLIGHT DECK COUNTERMEASURES WASHDOWN SYSTEMS
B254 ASSIST IN AIRCRAFT ACCIDENT INVESTIGATIONS

C. SHORE BASED EMERGENCY ARRESTING GEAR OPERATIONS
C095 ORGANIZE OVERHAULS OF E-5 ARRESTING GEAR
C098 MONITOR OVERHAUL OF E-5 ARRESTING GEAR
C107 ORGANIZE TROUBLESHOOTING AND REPAIRS OF E-28 ARRESTING GEAR
C110 ORGANIZE OVERHAULS OF E-28 ARRESTING GEAR
C123 MONITOR OVERHAUL OF E-28 ARRESTING GEAR SYSTEMS AND ASSEMBLIES

SENIOR CHIEF AVIATION BOATSWAIN'S MATE (AIRCRAFT HANDLING) (ABHCS)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

MASTER CHIEF AVIATION BOATSWAIN'S MATE (ABCM)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

CHAPTER 2

AIR TRAFFIC CONTROLLER (AC)

NAVPERS 18068-2B

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

AIR TRAFFIC CONTROLLER (AC)

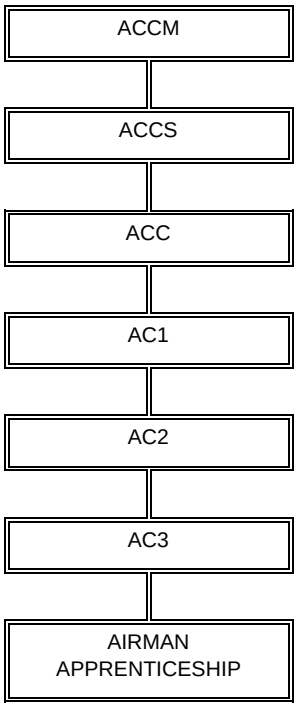
SCOPE OF RATING

Air Traffic Controllers (AC) provide air traffic control services in air traffic control towers, radar air traffic control facilities, fleet area control and surveillance facilities, and air operations offices ashore and afloat; operate radio communication systems and light signals; direct aircraft under Visual Flight Rules (VFR) and Instrument Flight Rules (IFR) conditions; operate surveillance radar, precision radar, data link approach systems and Identify Friend or Foe(IFF) equipment; operate ground and shipboard controlled approach systems; respond to emergency air traffic situations; maintain current flight planning information and reference material; assist pilots in preparation and processing flight plans and clearances.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 2.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Limited Duty Officer categories can be found in BUPERSINST 1131.1 series.

SPECIAL PHYSICAL REQUIREMENTS

Vision 20/200 correctable in each eye to 20/20; normal color perception; normal hearing; and no speech impediment. All air traffic control personnel must maintain a current annual medical examination in accordance with physical standards established in the Manual of the Medical Department, Chapter 15-77, and must have a current NAVMED 6410/2 clearance notice (aeromedical) or civilian equivalent on file, when providing or supervising ATC services. Refer to Chapter 15 of the Manual of the Medical Department, U.S. Navy for details on hearing, color perception, and speech requirements.

CITIZENSHIP/SECURITY REQUIREMENTS

Must be eligible for access to classified information.

OTHER REQUIREMENTS

Must possess Airman Written Examination Report, AC 8060-37/AC 8080-2; Temporary Airman Certificate, AC 8060-4 or AC 8060-1; and Air Traffic Control Specialist (ATCS) Certificate, FAA Form 7220-1. The FAA certification, while a requirement for the rating, is not to be construed as a prerequisite for entrance into the required training leading to qualification. The certification is normally obtained during the course of the required rating entry training and, in any case, must be obtained before designation.

SAFETY

The observance of proper safety precautions in all areas is an integral part of each billet and the responsibility of every man and woman; safety is a universal requirement for all ratings.

AIR TRAFFIC CONTROLLER (AC) FUNCTIONAL AREAS

A. RADAR (ASHORE, CARRIER, AMPHIBIOUS)

B. CONTROL TOWER OPERATIONS

C. FLEET AREA CONTROL AND SURVEILLANCE FACILITY (FACSFAC)

D. EMERGENCY OPERATIONS

E. FLIGHT PLANNING

F. GENERAL OPERATING PROCEDURES

G. TECHNICAL ADMINISTRATION

AIR TRAFFIC CONTROLLER THIRD CLASS (AC3)

A. RADAR (ASHORE, CARRIER, AMPHIBIOUS)

A001 IDENTIFY SECONDARY RADAR BEACON RETURNS
A003 DETERMINE ALTITUDES FOR DIRECTIONS OF FLIGHTS
A004 ASSIGN AIRCRAFT HEADINGS AND ALTITUDES
A005 CONTROL AIRCRAFT WITH PRECISION APPROACH LANDING SYSTEMS (PALS)
A007 CONTROL AIRCRAFT WITH AIRPORT SURVEILLANCE RADAR (ASR)
A009 CONTROL AIRCRAFT UNDER VISUAL METEOROLOGICAL CONDITIONS (VMC)
A011 CONTROL AIRCRAFT WITH PRECISION APPROACH RADAR (PAR)
A012 MAINTAIN RADAR CONTACT
A013 PROVIDE AIRCRAFT RADAR ADVISORY INFORMATION
A014 RECEIVE HAND-OFFS FROM CONTROL POSITIONS
A015 VERIFY HAND-OFFS
A016 HAND-OFF AIRCRAFT TO CONTROL POSITIONS
A022 ADVISE PILOTS OF ANTICIPATED DELAYS
A026 RELAY IDENTIFICATION FRIEND OR FOE (IFF) CODES
A030 OPERATE DIRECT ALTITUDE IDENTIFICATION AND READOUT (DAIR)
A035 DISPLAY AIRCRAFT STATUS INFORMATION
A038 SELECT AND ADJUST RADAR PRESENTATIONS SENSITIVITY TIME CONTROL (STC)
A039 SELECT AND ADJUST RADAR VIDEO (LINEAR/LOG VIDEO)
A040 SELECT AND ADJUST RADAR MOVING TARGET INDICATOR (MTI)
A041 SELECT AND ADJUST RADAR FAST TIME CONSTANT (FTC)
A048 DETERMINE SHIP'S POSITION WITH RESPECT TO AIRWAYS/HOT AREAS
A049 DETERMINE POSITION/TRACK/DISTANCE OF AIRCRAFT
A052 RELAY SHIP'S POSITIONS
A053 PLOT SHIP'S PLANNED INTENDED MOVEMENT (PIM)
A055 RELAY LAUNCH AND RECOVERY INFORMATION
A072 RECORD TIMES IN AND OUT OF TIME ZONES
A073 DIRECT CLOSE AIR SUPPORT AIRCRAFT TO TARGET AREAS
A074 COORDINATE HELICOPTER AND TACTICAL AIR REQUESTS
A082 UPDATE PLOTTING BOARDS
A096 VECTOR NO-GYRO AIRCRAFT
A101 OBTAIN AND RELAY AIRCRAFT INFORMATION FROM TRANSIENT LINES (FUEL, ETC.)
A112 CONTROL AIRCRAFT UNDER VISUAL FLIGHT RULES (VFR)

B. CONTROL TOWER OPERATIONS

B021 TRANSMIT AIR TRAFFIC CONTROL (ATC) RELEASES
B108 DISSEMINATE AIRFIELD ADVISORIES TO LOCAL USERS
B118 CONTROL AIRCRAFT MOVEMENT ON AIRFIELDS
B119 CONTROL VEHICLES ON AIRFIELDS
B121 OBTAIN POSITION REPORTS
B122 PROVIDE NON-CONTROL SERVICES TO PILOTS
B126 RECORD AIRCRAFT TAKEOFFS
B127 RECORD AIRCRAFT LANDINGS
B134 MONITOR NAVIGATION AIDS (NAVAIDS)
B139 TEST EMERGENCY ALARMS
B144 REPORT UNUSUAL OCCURRENCES (FOREST FIRES, FLARES, PILOT REPORTS, ETC.)
B199 REPORT TOWER/SECTOR VISIBILITY
B200 RELAY HOURLY WEATHER OBSERVATIONS
B201 RELAY INFORMATION TO WEATHER OFFICE ON WEATHER HAZARDS
B202 RECORD WEATHER CHANGES AND REPORTS
B238 OPERATE FIELD LIGHTING SYSTEMS

D. EMERGENCY OPERATIONS

D170 REPORT AIRCRAFT EMERGENCIES
D172 DIRECT VEHICLES TO EMERGENCY SITES
D179 OPERATE CRASH PHONE FOR TEST/ACTUAL EMERGENCIES

E. FLIGHT PLANNING

E103 COORDINATE VERY IMPORTANT PERSON (VIP) ARRIVALS AND DEPARTURES
E135 RELAY ORDNANCE HANDLING INFORMATION
E136 INFORM INSPECTORS (CUSTOMS, AGRICULTURAL, MEDICAL) OF ARRIVING FLIGHTS
E143 NOTIFY AIRCRAFT OF HAZARDS OF ELECTROMAGNETIC RADIATION TO ORDNANCE (HERO) CONDITIONS
E181 MAINTAIN NAVIGATION AND INSTRUMENT BAGS
E182 ISSUE NAVIGATION AND INSTRUMENT BAGS
E185 NOTIFY FACILITIES OF FLIGHT PLAN CANCELLATIONS
E186 CHECK FLIGHT PLANS
E187 REVIEW AND APPLY APPROPRIATE NAVAL AIR TRAINING AND OPERATIONS PROCEDURES (NATOPS) WITH FLIGHT PLANS
E188 ASSIST PILOTS IN FLIGHT PLAN PREPARATION
E189 VERIFY FLIGHT PLAN FILING
E190 TRANSMIT FLIGHT PLANS
E192 UPDATE STATUS OF AIRFIELDS
E193 UPDATE STATUS OF AIRFIELD EQUIPMENT
E272 UPDATE NOTICES TO AIRMEN (NOTAMS)
E273 POST NOTAMS
E293 FILE MAPS AND CHARTS

F. GENERAL OPERATING PROCEDURES

F017 REQUEST ATC CLEARANCES
F018 ISSUE ATC CLEARANCES
F019 TRANSMIT ATC CLEARANCES
F031 DIRECT RADIO FREQUENCY CHANGES
F032 MONITOR RADIO FREQUENCIES
F034 MAINTAIN RADIO COMMUNICATIONS WITH OTHER ACTIVITIES
F080 CONVERT LOCAL/UNIVERSAL TIME (UTC)
F086 IDENTIFY AIRSPACE TYPES AND VERTICAL LIMITS
F113 COLLECT, PREPARE, AND TRANSMIT DATA FOR AUTOMATIC TERMINAL INFORMATION SERVICE (ATIS) TAPES
F191 RELAY PILOT REPORTS (PIREPS)
F212 PERFORM OPERATIONAL CHECKS ON ASSIGNED EQUPMENT
F265 PREPARE DATA ON FLIGHT PROGRESS STRIPS
F266 COORDINATE DATA ON FLIGHT PROGRESS STRIPS
F267 UPDATE DATA ON FLIGHT PROGRESS STRIPS
F268 DISTRIBUTE DATA ON FLIGHT PROGRESS STRIPS
F270 FILE FLIGHT PROGRESS STRIPS
F274 MAINTAIN STATUS BOARDS
F295 LOG AIRCRAFT INCIDENTS

G. TECHNICAL ADMINISTRATION

G210 IDENTIFY AIRCRAFT TYPES AND OPERATIONAL CHARACTERISTICS
G218 PERFORM OPERATIONAL CHECKS ON PALS

G269 TABULATE TRAFFIC COUNT
G282 APPLY CHANGES TO FEDERAL AVIATION ADMINISTRATION (FAA) RULES
G336 RECORD DAILY PALS REPORTS

AIR TRAFFIC CONTROLLER SECOND CLASS (AC2)

A. RADAR (ASHORE, CARRIER, AMPHIBIOUS)

A002 LOAD CARRIER AIR TRAFFIC CONTROL COMPUTER (CATCC) OPERATIONAL PROGRAM (COP)
A008 CONTROL AIRCRAFT UNDER INSTRUMENT METEOROLOGICAL CONDITIONS (IMC)
A010 PROVIDE AIRCRAFT INSTRUMENT APPROACH VECTORS
A020 APPROVE ATC RELEASES
A023 ASSIGN APPROACH AND DEPARTURE TIMES
A028 OPERATE IFF/SELECTIVE IDENTIFICATION FEATURE (SIF) EQUIPMENT
A036 DETERMINE MARSHAL PATTERN
A037 CHECK MARSHAL STATUS BOARD
A042 ACCEPT RADAR HAND-OFF FROM COMBAT DIRECTION CENTER (CDC)
A044 CONTROL RENDEZVOUS FOR AIRCRAFT REFUELING
A047 SEQUENCE AND RE-SEQUENCE AIRCRAFT INTO THE RADAR PATTERN
A054 CONDUCT PRELIMINARY COMMUNICATIONS SEARCHES FOR OVERDUE AIRCRAFT
A056 COORDINATE AIRCRAFT MOVEMENT BETWEEN AIRCRAFT OPERATING POSITIONS
A058 VECTOR AIRCRAFT TO MARSHAL AREAS
A060 VERIFY VERTICAL, LONGITUDINAL, AND LATERAL SEPARATION OF AIRCRAFT
A063 MONITOR AIRCRAFT REFUELINGS
A067 COORDINATE MULTIPLE AIRCRAFT INTO LOCALLY CONTROLLED AIRSPACE
A068 ASSIGN CONTROL POINTS FOR AIRCRAFT DURING ASSAULTS
A070 ASSIST OTHER RADAR UNITS IN ACQUISITION OF AIRCRAFT
A071 ASSIGN HOLDING POINTS FOR AIRCRAFT DURING ASSAULTS
A075 MONITOR COMMAND CONTROL HELICOPTER INSTRUCTIONS
A079 RECEIVE/RELAY BOMB DAMAGE ASSESSMENT (BDB) INFORMATION
A092 ISSUE NON-RADAR ROUTINGS FOR IFR AIRCRAFT
A097 CONTROL AIRCRAFT USING NAVAIDS
A099 SEPARATE VFR AIRCRAFT FROM IFR AIRCRAFT FOR CLASS "C" AIRSPACE
A109 CLEAR AIRCRAFT FOR RUNWAY OPERATIONS
A111 VECTOR AIRCRAFT INTO VISUAL TRAFFIC PATTERN
A148 PROVIDE AIRCRAFT VECTORS AROUND SPECIAL USE AIRSPACE (SUA)
A198 TRANSMIT WEATHER INFORMATION
A207 ASSIGN RADIAL AND DISTANCE MEASURING EQUIPMENT (DME) FOR AIRCRAFT HOLDING
A211 ASSIST PILOTS IN DETERMINING POSITION

B. CONTROL TOWER OPERATIONS

B120 CLEAR TAXIWAYS FOR AIRCRAFT UNDER TOW OPERATIONS
B124 CLEAR AIRCRAFT FOR TAKEOFF/LANDING
B128 SEQUENCE AND RE-SEQUENCE AIRCRAFT INTO VISUAL TRAFFIC PATTERN
B131 INITIATE WAVE-OFFS
B132 VERIFY WHEELS DOWN
B133 ISSUE RUNWAY BRAKING ACTION REPORTS
B138 COORDINATE AIRCRAFT POSITIONS BETWEEN RADAR AND TOWER
B141 CLEAR/DENY AIRCRAFT OPERATIONS

C. FLEET AREA CONTROL AND SURVEILLANCE FACILITY (FACSFAC)

C146 NOTIFY AIRCRAFT OF ACTIVITY IN SUA
C153 PROVIDE HOT AREA CONTAINMENT/BOUNDARY ALERTS
C160 MAINTAIN REAL TIME AIRSPACE DATA FOR TURNOVER

D. EMERGENCY OPERATIONS

D166 NOTIFY ENROUTE AND DESTINATION STATIONS OF AIRCRAFT REQUIRING SPECIAL HANDLING
D171 INITIATE SEARCHES FOR OVERDUE AIRCRAFT
D174 DIRECT AIRCRAFT EXPERIENCING EMERGENCIES
D175 VECTOR AIRCRAFT TO RENDEZVOUS DURING EMERGENCIES
D176 DIRECT NO RADIO (NORDO) AIRCRAFT USING LIGHT GUN SIGNALS
D180 CONDUCT INITIAL SEARCH FOR MISSING AIRCRAFT

E. FLIGHT PLANNING

E304 MAINTAIN CHARTS AND MAPS

F. GENERAL OPERATING PROCEDURES

F083 MONITOR TOWER/RADAR POSITIONS
F117 MONITOR ATIS TRANSMISSIONS

G. TECHNICAL ADMINISTRATION

G224 PERFORM OPERATIONAL CHECKS ON INSTRUMENT CONTROLLED LANDING SYSTEM (ICLS) EQUIPMENT
G226 SELECT TACTICAL AIR NAVIGATIONAL (TACAN) TRANSPONDER
G227 PERFORM OPERATIONAL CHECKS ON TACAN MONITOR
G291 MAINTAIN MILITARY AND FAA PUBLICATIONS
G294 REPORT OPERATIONAL DEVIATIONS
G302 PREPARE ATC EQUIPMENT STATUS REPORTS
G309 MAINTAIN ATC AND FLIGHT INFORMATION PUBLICATIONS (FLIP)
G343 TRACK PRODUCTIVE TRAINING HOURS (PTH)
G344 COUNSEL PERSONNEL ON QUALIFYING WITHIN THE PTH TIME FRAMES
G347 REVIEW MATERIAL SAFETY DATA SHEETS (MSDS)

AIR TRAFFIC CONTROLLER FIRST CLASS (AC1)

A. RADAR (ASHORE, CARRIER, AMPHIBIOUS)

A025 INSERT DATA LINK ADDRESSES
A043 ESTABLISH RECOVERY ORDER USING NON-RADAR SEPARATION
A045 CONTROL AND COORDINATE AIRSPACE USE WITH FAA AND OTHER USERS
A057 DETERMINE MARSHAL AREAS
A066 MONITOR ASSIGNED AIRSPACE
A085 COORDINATE FLIGHT OPERATIONS WITH BRIDGE, “PRI FLY”, LANDING SIGNAL OFFICER (LSO), AND COMMAND INFORMATION CENTER (CIC)
A095 TRANSITION AIRCRAFT CONTROL FROM RADAR TO NON-RADAR SEPARATION
A100 COORDINATE REAL TIME USE OF AIRSPACE
A104 MAINTAIN SURVEILLANCE OF AIRCRAFT IN HOLDING PATTERNS
A105 ISSUE DETAILED HOLDING INSTRUCTIONS
A106 COORDINATE MAINTENANCE OF ATC FACILITY EQUIPMENT

B. CONTROL TOWER OPERATIONS
B129 PLAN AND ASSIGN USE OF RUNWAYS

C. FLEET AREA CONTROL AND SURVEILLANCE FACILITY (FACSFAC)
C147 PROVIDE DATA ON SUA
C149 COORDINATE USAGE OF SUA
C154 PREPARE SUA USE REPORTS
C163 MONITOR REAL-TIME USE OF AIRSPACE

F. GENERAL OPERATING PROCEDURES
F081 NOTIFY PERSONNEL OF PROBLEMS AFFECTING AVIATION OPERATIONS

G. TECHNICAL ADMINISTRATION
G254 VERIFY COMPLIANCE WITH ATC FACILITIES MANUAL
G255 SUBMIT PROPOSALS TO CHANGE ATC PROCEDURES
G256 REVIEW PROPOSALS TO CHANGE ATC PROCEDURES
G271 PREPARE NOTAMS
G289 UPDATE ATC FACILITY DAILY RECORDS
G296 MAINTAIN DATA LOGS ON EQUIPMENT OPERATIONS
G297 PREPARE AIRCRAFT INCIDENT REPORTS
G298 PROVIDE DATA FOR ACCIDENT AND INCIDENT INVESTIGATIONS
G299 PROVIDE DATA FOR ALLEGED FLIGHT VIOLATIONS
G303 REVIEW ATC EQUIPMENT STATUS REPORTS
G305 DETERMINE DISTANT MEASURING AREA (DMA) AND FLIGHT INFORMATION PUBLICATION CHARTS USAGE
G317 APPLY CHANGES TO AIR OPERATIONS MANUALS
G321 APPLY CHANGES TO ATC FACILITY MANUALS
G338 PREPARE QUARTERLY PALS REPORTS
G339 PROVIDE DATA FOR “AIROPS” SUMMARY

CHIEF AIR TRAFFIC CONTROLLER (ACC)

A. RADAR (ASHORE, CARRIER, AMPHIBIOUS)
A006 DETERMINE PALS MODES (1, 1A, 2, 2T, 3)
A107 COORDINATE AIR TO AIR REFUELING
A123 SCHEDULE/MONITOR TARGET SIMULATOR OPERATIONS
A208 ANALYZE RADAR PERFORMANCE
A209 DETERMINE ADEQUACY OF RADAR PRESENTATION
A288 MONITOR FAA FLIGHT INSPECTIONS
A341 EVALUATE ATC RADAR OPERATORS FOR POSITION CERTIFICATIONS

B. CONTROL TOWER OPERATIONS
B145 EVALUATE CONTROL TOWER OPERATORS FOR POSITION CERTIFICATIONS
B241 VERIFY AIRPORT LAYOUT

C. FLEET AREA CONTROL AND SURVEILLANCE FACILITY (FACSFAC)

C064 REVIEW ALTITUDE RESERVATION (ALTRV) REQUESTS
C150 PREPARE OPERATIONAL AREA (OPAREA)/SUA MESSAGES
C152 REVISE OPAREA/SUA MESSAGES
C155 REVIEW SUA USE REPORTS
C158 DOCUMENT UTILIZATION DATA FOR SUA
C162 COORDINATE SIMULTANEOUS OPERATIONS IN SUA
C165 COMMAND AND COORDINATE SUA OPERATIONS INFORMATION WITH OTHER ORGANIZATIONS

D. EMERGENCY OPERATIONS

D177 COORDINATE SEARCH AND RESCUE (SAR) COMMUNICATIONS

E. FLIGHT PLANNING

E196 CONDUCT PRELAUNCH BRIEFS
E307 COORDINATE DISTINGUISHED VISITOR MOVEMENTS

G. TECHNICAL ADMINISTRATION

G240 REVIEW ATC FACILITIES MANUALS
G242 SUBMIT PROPOSALS FOR MODIFICATIONS OF ATC FACILITIES
G244 PREPARE OCIR
G249 REVIEW FEDERAL AVIATION REGULATIONS (FARS)
G250 VERIFY CURRENCY OF FARS AND GOVERNING DIRECTIVES
G261 COORDINATE ATC MATTERS BETWEEN CIVIL AND MILITARY AUTHORITIES
G262 PRIORITIZE OPERATIONAL COMMITMENTS
G279 PERFORM ANNUAL CONTROLLER PROFICIENCY EVALUATIONS
G280 DEVELOP ATC FACILITY TRAINING PROGRAMS
G281 MONITOR ATC FACILITIES TRAINING PROGRAMS
G283 REVIEW FAA ADVISORY CIRCULARS
G284 APPLY CHANGES TO POLICY AND PROCEDURES AFFECTED BY FAA
G285 DETERMINE NEED FOR FLIGHT CHECKS
G287 COORDINATE FAA FLIGHT INSPECTIONS
G290 VERIFY ATC FACILITY DAILY RECORDS
G300 VERIFY ALLEGED FLIGHT VIOLATION DATA
G301 DRAFT FLIGHT VIOLATION REPORTS
G306 PREPARE AIR ACTIVITY REPORTS
G308 MAINTAIN AVIATION FACILITY LICENSE FILES
G311 MAINTAIN DAILY OPERATIONS, POSITION, TOWER VISIBILITY LOGS
G313 PREPARE AIR TRAFFIC CONTROLLER SPECIALIST CERTIFICATE/REVOCATION PACKAGES
G314 PREPARE REDUCED RUNWAY SEPARATION CRITERIA WAIVERS
G316 PREPARE AIR OPERATIONS MANUALS
G318 REVISE AIR OPERATIONS MANUALS
G320 PREPARE AND REVISE ATC FACILITY MANUALS
G326 ROUTE ATC FACILITY DIRECTIVES
G328 REVIEW AIR ACTIVITY REPORTS
G330 DRAFT AND UPDATE COMMUNICATIONS FREQUENCY PLANS
G332 DRAFT LETTERS OF AGREEMENT
G333 REVIEW LETTERS OF AGREEMENT
G342 RESEARCH LOCAL ATC QUALIFICATION TRENDS

SENIOR CHIEF AIR TRAFFIC CONTROLLER (ACCS)

A. RADAR (ASHORE, CARRIER, AMPHIBIOUS)
A065 PROJECT AIRSPACE REQUIREMENTS

C. FLEET AREA CONTROL AND SURVEILLANCE FACILITY (FACSFAC)
C151 REVIEW OPAREA/SUA MESSAGES
C156 APPROVE SUA USE REPORTS
C159 PREPARE REQUEST FOR ESTABLISHMENT OF SUA
C252 REVIEW MILITARY TRAINING ROUTE (MTR) USE REPORTS

G. TECHNICAL ADMINISTRATION
G094 SUBMIT FACILITY DEFICIENCIES THROUGH NAVAL AIR TRAFFIC CONTROL AIR NAVIGATION AIDS AND NAVIGATION SYSTEM (NAALS)
G243 REVIEW PROPOSALS FOR MODIFICATIONS OF ATC FACILITIES
G245 SUBMIT OPERATIONAL CAPABILITY IMPROVEMENT REQUESTS (OCIR)
G275 REVIEW NOISE ABATEMENT PLANS
G276 MONITOR APPLICATION OF NOISE ABATEMENT PLANS
G257 REVIEW STANDARD INSTRUMENT APPROACH DATA
G258 SUBMIT STANDARD APPROACH/DEPARTURE DATA
G259 REVIEW STANDARD INSTRUMENT DEPARTURE DATA
G324 PREPARE ATC FACILITY DIRECTIVES

MASTER CHIEF AIR TRAFFIC CONTROLLER (ACCM)

C. FLEET AREA CONTROL AND SURVEILLANCE FACILITY (FACSFAC)
C253 APPROVE MTR USE REPORTS

G. TECHNICAL ADMINISTRATION
G277 REVIEW AND MONITOR ENVIRONMENTAL PROGRAMS
G319 APPROVE CHANGES TO AIR OPERATIONS MANUALS
G322 APPROVE CHANGES TO ATC FACILITY MANUALS
G325 APPROVE ATC FACILITY DIRECTIVES
G329 APPROVE AIR ACTIVITY REPORTS

CHAPTER 3

AVIATION MACHINIST'S MATE (AD)

NAVPERS 18068-3C

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

AVIATION MACHINIST'S MATE (AD)

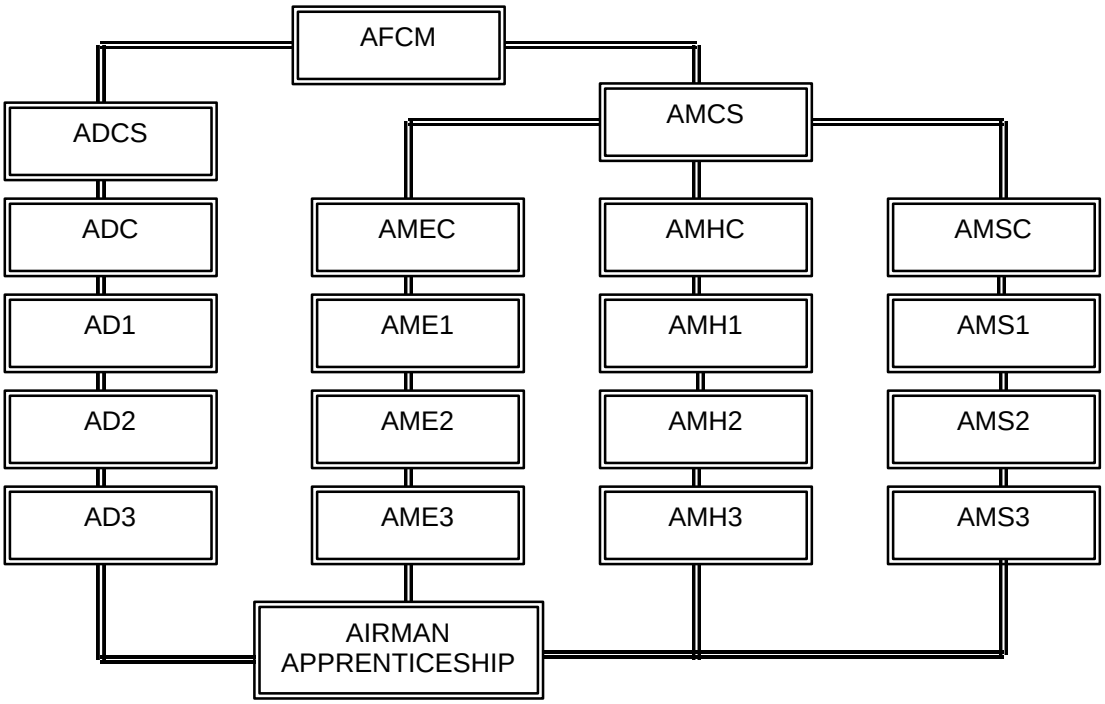
SCOPE OF RATING

Aviation Machinist's Mates (AD) maintain aircraft engines and their related systems, including the induction, cooling, fuel, oil, compression, combustion, turbine, gas turbine compressor, exhaust and propeller systems; preflight aircraft; conduct periodic inspections on engines and engine-related systems; field-test and adjust engine components, including fuel controls, pumps, valves and regulators; remove, repair and replace compressor and turbine blades and combustion chamber liners; preserve and depreserve engines, engine accessories and components; and supervise engine work centers.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 3.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in BUPERSINST 1131.1 series.

SPECIAL PHYSICAL REQUIREMENTS

Normal color perception. Refer to Chapter 15 of the Manual of the Medical Department, U.S. Navy for details on color perception requirements.

CITIZENSHIP REQUIREMENTS

None.

SAFETY

The observance of proper safety precautions in all areas is an integral part of each billet and the responsibility of every Navy man and woman; safety is a universal requirement for all ratings.

AVIATION MACHINIST'S MATE (AD) FUNCTIONAL AREAS

A. GENERAL POWER PLANT MAINTENANCE

B. ENGINE COMPONENT INSPECTION AND MAINTENANCE

C. ELECTRO/MECHANICAL MAINTENANCE

D. ENGINE LINKAGE MAINTENANCE

E. AUXILIARY POWER

F. HELICOPTER MAINTENANCE

G. GENERAL MAINTENANCE

H. AVIATION SUPPORT

I. CORROSION CONTROL

J. HAZARDOUS MATERIAL CONTROL AND HANDLING

K. MAINTENANCE ADMINISTRATION

L. AIRCRAFT FUEL SYSTEMS MAINTENANCE

M. PROPELLER SYSTEMS

AVIATION MACHINIST'S MATE THIRD CLASS (AD3)

A. GENERAL POWER PLANT MAINTENANCE

A001 PERFORM FUNCTIONAL CHECKS ON AIRCRAFT ENGINES
A002 TROUBLESHOOT ENGINE MECHANICAL MALFUNCTIONS
A003 TROUBLESHOOT ENGINE LOW-POWER
A004 TROUBLESHOOT ENGINE OVERSPEED
A005 TROUBLESHOOT TURBINE INLET TEMPERATURE (TIT) GAUGES
A006 MEASURE TIT
A007 TROUBLESHOOT ENGINE GAS TEMPERATURE (EGT) GAUGES
A008 MEASURE EGT
A009 TROUBLESHOOT ENGINE PRESSURE RATIO (EPR) GAUGES
A010 MEASURE EPR
A011 TROUBLESHOOT TURBINE MEASURED TEMPERATURE (TMT)
A013 REMOVE AIRCRAFT ENGINES
A014 INSTALL AIRCRAFT ENGINES
A015 TROUBLESHOOT ENGINE OIL SYSTEMS
A016 CLEAN AND INSPECT ENGINE OIL SYSTEMS
A017 SERVICE ENGINE OIL SYSTEMS
A018 DRAIN ENGINE OIL SYSTEMS
A019 FLUSH ENGINE OIL SYSTEMS
A020 ASSEMBLE COMPONENTS OF ENGINE OIL SYSTEMS
A021 DISASSEMBLE COMPONENTS OF ENGINE OIL SYSTEMS
A022 REPLACE COMPONENTS OF ENGINE OIL SYSTEMS
A023 ADJUST COMPONENTS OF ENGINE OIL SYSTEMS
A024 TROUBLESHOOT ENGINE FUEL SYSTEMS
A025 TROUBLESHOOT ENGINE FUEL FLOW FLUCTUATIONS
A026 INSPECT ENGINE FUEL SYSTEMS
A027 ADJUST ENGINE FUEL FLOW
A028 DRAIN ENGINE FUEL SYSTEMS
A029 FLUSH ENGINE FUEL SYSTEMS
A030 TROUBLESHOOT COMPONENTS OF ENGINE FUEL SYSTEMS
A031 CLEAN AND LUBRICATE COMPONENTS OF ENGINE FUEL SYSTEMS
A032 CLEAN AND INSPECT ENGINE FUEL FILTERS AND STRAINERS
A033 ASSEMBLE COMPONENTS OF ENGINE FUEL SYSTEMS
A034 DISASSEMBLE COMPONENTS OF ENGINE FUEL SYSTEMS
A035 REPLACE COMPONENTS OF ENGINE FUEL SYSTEMS
A036 TROUBLESHOOT COMPONENTS OF BLEED AIR SYSTEMS
A037 CLEAN COMPONENTS OF BLEED AIR SYSTEMS
A038 INSPECT COMPONENTS OF BLEED AIR SYSTEMS
A039 REPLACE COMPONENTS OF BLEED AIR SYSTEMS
A043 TROUBLESHOOT ENGINE INTAKE SYSTEMS
A044 INSPECT ENGINE INTAKE SYSTEMS
A045 TROUBLESHOOT COMPONENTS OF ENGINE INTAKE SYSTEMS
A046 CLEAN AND LUBRICATE COMPONENTS OF ENGINE INTAKE SYSTEMS
A047 INSPECT COMPONENTS OF ENGINE INTAKE SYSTEMS
A048 REPLACE COMPONENTS OF ENGINE INTAKE SYSTEMS
A049 TROUBLESHOOT COMPONENTS OF ENGINE ANTI-ICE SYSTEMS
A050 CLEAN COMPONENTS OF ENGINE ANTI-ICE SYSTEMS
A051 INSPECT COMPONENTS OF ENGINE ANTI-ICE SYSTEMS
A052 REPLACE COMPONENTS OF ENGINE ANTI-ICE SYSTEMS
A053 TROUBLESHOOT COMPONENTS OF ENGINE EXHAUST SYSTEMS
A054 CLEAN COMPONENTS OF ENGINE EXHAUST SYSTEMS
A055 INSPECT COMPONENTS OF ENGINE EXHAUST SYSTEMS

A056 REPLACE COMPONENTS OF ENGINE EXHAUST SYSTEMS
A057 CLEAN AND INSPECT ENGINE REDUCTION GEARBOXES
A058 TROUBLESHOOT COMPONENTS OF ENGINE REDUCTION GEARBOXES
A059 CLEAN AND LUBRICATE COMPONENTS OF ENGINE REDUCTION GEARBOXES
A060 INSPECT COMPONENTS OF ENGINE REDUCTION GEARBOXES
A061 REPLACE ENGINE REDUCTION GEARBOXES
A062 INSPECT COMPONENTS OF ENGINE ACCESSORY GEARBOXES
A063 TROUBLESHOOT COMPONENTS OF ENGINE ACCESSORY GEARBOXES
A064 CLEAN AND LUBRICATE COMPONENTS OF ENGINE ACCESSORY GEARBOXES
A065 REPLACE COMPONENTS OF ENGINE ACCESSORY GEARBOXES
A066 REPLACE ENGINE ACCESSORY GEARBOXES

B. ENGINE COMPONENT INSPECTION AND MAINTENANCE

B067 ASSEMBLE ENGINES
B068 DISASSEMBLE ENGINES
B069 INSPECT ENGINE BLADES FOR WEAR AND DAMAGE (INTAKE/COMPRESS/TURBINE)
B070 BLEND NICKS AND SCRATCHES IN ENGINE BLADES (INTAKE/COMPRESS/TURBINE)
B071 INSPECT ENGINE STATOR VANES
B072 BLEND NICKS AND SCRATCHES IN ENGINE STATOR VANES
B073 BORESCOPE ENGINE COMPRESSOR STAGES
B074 INSPECT ENGINE COMPRESSOR CASES
B075 REPAIR ENGINE COMPRESSOR CASES
B076 REPLACE ENGINE COMPRESSOR CASES
B077 PERFORM ENGINE SCHEDULING (TRIM ENGINE)
B078 TROUBLESHOOT ENGINE COMBUSTION SECTIONS
B079 PERFORM ENGINE HOT SECTION INSPECTIONS
B080 REPLACE ENGINE COMBUSTION CANS
B083 INSPECT ENGINE BEARINGS
B084 REPLACE ENGINE BEARINGS
B085 INSPECT ENGINE INLET CASES
B091 INSPECT ENGINE EXHAUST CASES
B094 INSPECT ENGINE FUEL NOZZLES
B095 PERFORM ENGINE FUEL NOZZLE LEAK CHECKS
B096 REPLACE ENGINE FUEL NOZZLES
B097 TROUBLESHOOT COMPONENTS OF FUEL CONTROL SYSTEMS
B098 CLEAN COMPONENTS OF FUEL CONTROL SYSTEMS
B099 INSPECT COMPONENTS OF FUEL CONTROL SYSTEMS
B100 REPLACE COMPONENTS OF FUEL CONTROL SYSTEMS
B101 RIG AND ADJUST COMPONENTS OF FUEL CONTROL SYSTEMS
B102 PERFORM FUNCTIONAL CHECKS ON ENGINE FUEL PUMPS
B103 TROUBLESHOOT COMPONENTS OF ENGINE FUEL PUMPS
B104 CLEAN COMPONENTS OF ENGINE FUEL PUMPS
B105 INSPECT COMPONENTS OF ENGINE FUEL PUMPS
B106 ADJUST COMPONENTS OF ENGINE FUEL PUMPS
B115 CLEAN COMPONENTS OF ENGINE AFTERBURNER SYSTEMS
B120 REMOVE COMPRESSOR TURBINE ROTOR ASSEMBLIES
B121 REPLACE COMPONENTS OF COMPRESSOR TURBINE ROTOR ASSEMBLIES
B122 CLEAN/LUBRICATE COMPONENTS OF COMPRESSOR TURBINE ROTOR ASSEMBLIES
B123 INSPECT COMPONENTS OF COMPRESSOR TURBINE ASSEMBLIES
B124 INSTALL COMPRESSOR TURBINE ROTOR ASSEMBLIES

C. ELECTRO/MECHANICAL MAINTENANCE

C128 TROUBLESHOOT ENGINE HARNESSES AND WIRING

C129 INSPECT ENGINE HARNESSES AND WIRING
C130 REPOSITION ENGINE HARNESSES AND WIRING
C131 REPLACE ENGINE WIRING HARNESSES
C132 CONNECT ENGINE WIRING HARNESSES
C133 DISCONNECT ENGINE WIRING HARNESSES
C134 TROUBLESHOOT SWITCHES AND SOLENOIDS
C135 REPLACE SWITCHES AND SOLENOIDS
C136 CLEAN MAGNETIC CHIP DETECTORS
C137 INSPECT MAGNETIC CHIP DETECTORS
C138 REPLACE MAGNETIC CHIP DETECTORS
C139 PERFORM ENGINE THERMOCOUPLE RESISTANCE CHECKS
C140 REPLACE ENGINE THERMOCOUPLES
C141 TROUBLESHOOT ENGINE FUEL FLOW TRANSMITTERS
C142 REPLACE ENGINE FUEL FLOW TRANSMITTERS
C143 TROUBLESHOOT ENGINE STARTER SYSTEMS
C144 INSPECT ENGINE STARTER SYSTEMS
C145 TROUBLESHOOT COMPONENTS OF ENGINE STARTER SYSTEMS
C146 CLEAN AND LUBRICATE COMPONENTS OF ENGINE STARTER SYSTEMS
C147 INSPECT COMPONENTS OF ENGINE STARTER SYSTEMS
C148 REPLACE COMPONENTS OF ENGINE STARTER SYSTEMS
C149 INSPECT ENGINE IGNITION SYSTEMS
C150 TROUBLESHOOT ENGINE IGNITION SYSTEMS
C151 TROUBLESHOOT COMPONENTS OF ENGINE IGNITION SYSTEMS
C152 CLEAN COMPONENTS OF ENGINE IGNITION SYSTEMS
C153 INSPECT COMPONENTS OF ENGINE IGNITION SYSTEMS
C154 REPLACE COMPONENTS OF ENGINE IGNITION SYSTEMS
C161 CLEAN AND LUBRICATE ENGINE SPEED CONTROLS
C162 INSPECT ENGINE SPEED CONTROLS
C164 REPLACE COMPONENTS OF ENGINE ELECTRICAL SYSTEMS
C166 TROUBLESHOOT COMPONENTS OF CONSTANT SPEED DRIVE (CSD) GENERATOR SYSTEMS
C167 INSPECT COMPONENTS OF CSD GENERATOR SYSTEMS
C168 REPLACE COMPONENTS OF CSD GENERATOR SYSTEMS

D. ENGINE LINKAGE MAINTENANCE

D169 PERFORM FUNCTIONAL CHECKS ON ENGINE POWER CONTROL SYSTEMS
D170 TROUBLESHOOT COMPONENTS OF ENGINE POWER CONTROL SYSTEMS
D171 CLEAN AND LUBRICATE COMPONENTS OF ENGINE POWER CONTROL SYSTEMS
D172 INSPECT COMPONENTS OF ENGINE POWER CONTROL SYSTEMS
D173 REPLACE COMPONENTS OF ENGINE POWER CONTROL SYSTEMS
D174 RIG AND ADJUST COMPONENTS OF ENGINE POWER CONTROL SYSTEMS
D176 CLEAN/LUBRICATE COMPONENTS OF EMERGENCY SHUTDOWN CONTROL SYSTEMS
D180 RIG AND ADJUST COMPONENTS OF THROTTLE QUADRANT ASSEMBLIES
D181 INSPECT COMPONENTS OF THROTTLE QUADRANT ASSEMBLIES
D182 TROUBLESHOOT THROTTLE QUADRANT ASSEMBLIES
D183 INSPECT THROTTLE QUADRANT ASSEMBLIES
D184 TROUBLESHOOT THROTTLE LINKAGES
D185 CLEAN AND LUBRICATE THROTTLE LINKAGES
D186 INSPECT THROTTLE LINKAGES
D187 REPLACE COMPONENTS OF THROTTLE LINKAGES
D188 RIG AND ADJUST THROTTLE LINKAGES
D189 PERFORM FUNCTIONAL CHECKS ON THROTTLE QUADRANTS
D190 REPLACE COMPONENTS OF THROTTLE QUADRANTS
D191 CLEAN AND LUBRICATE COMPONENTS OF THROTTLE QUADRANTS

E. AUXILIARY POWER

E192 TROUBLESHOOT AUXILIARY POWER UNIT (APU) SYSTEMS
E193 CLEAN AND LUBRICATE COMPONENTS OF APU SYSTEMS
E194 INSPECT COMPONENTS OF APU SYSTEMS
E195 REPLACE COMPONENTS OF APU SYSTEMS
E196 RIG AND ADJUST COMPONENTS OF APU SYSTEMS
E197 PERFORM APU TURNS

F. HELICOPTER MAINTENANCE

F199 CLEAN AND LUBRICATE COMPONENTS OF ROTARY HEAD ASSEMBLIES
F200 INSPECT COMPONENTS OF ROTARY HEAD ASSEMBLIES
F201 REPLACE COMPONENTS OF ROTARY HEAD ASSEMBLIES
F204 TROUBLESHOOT COMPONENTS OF HELICOPTER TRANSMISSION SYSTEMS
F205 CLEAN AND LUBRICATE COMPONENTS OF HELICOPTER TRANSMISSION SYSTEMS
F206 INSPECT COMPONENTS OF HELICOPTER TRANSMISSION SYSTEMS
F207 REPLACE COMPONENTS OF HELICOPTER TRANSMISSION SYSTEMS
F209 SERVICE TRANSMISSION OIL SYSTEMS
F210 CLEAN AND LUBRICATE COMPONENTS OF ROTARY BLADE ASSEMBLIES
F212 REPLACE ROTOR BLADE ASSEMBLIES
F216 BALANCE ROTOR BLADES
F217 TRIM ROTOR BLADES
F218 TRACK ROTOR BLADES
F219 PERFORM FUNCTIONAL CHECKS ON HELICOPTER BLADE TRACKING SYSTEMS
F222 CLEAN/LUBRICATE COMPONENTS OF HELICOPTER BLADE TRACKING SYSTEMS
F227 CLEAN/LUBRICATE COMPONENTS OF HELICOPTER FLIGHT CONTROL SYSTEMS
F223 REPLACE COMPONENTS OF HELICOPTER BLADE TRACKING SYSTEMS
F228 INSPECT COMPONENTS OF HELICOPTER FLIGHT CONTROL SYSTEMS
F229 REPLACE COMPONENTS OF HELICOPTER FLIGHT CONTROL SYSTEMS

G. GENERAL MAINTENANCE

G233 INSPECT LINES AND HOSES FOR CHAFING (OIL, FUEL, HYDRAULIC, ETC)
G234 REPOSITION LINES AND HOSES TO PREVENT CHAFING
G235 REPLACE LINES AND HOSES
G236 DRAW ENGINE OIL SAMPLES
G237 SUBMIT OIL SAMPLES FOR LABORATORY ANALYSIS
G239 REPLACE FAIRINGS, COWLINGS, AND PANELS
G240 REPLACE ENGINE HEAT SHIELD PANELS
G244 CAULK AIRCRAFT WINGS
G245 REPLACE ENGINE SUPPORT BRACKETS AND MOUNTS
G246 SAFETY WIRE HARDWARE ON COMPONENTS
G247 CLEAN AND LUBRICATE SEALS ("O" RINGS, GASKETS, ETC)
G248 REPLACE SEALS
G249 REPLACE FIRE SEALS
G250 TROUBLESHOOT AIRCRAFT LEAKS (OIL, FUEL, HYDRAULIC)
G251 CLEAN FILTERS AND STRAINERS (OIL, FUEL, HYDRAULIC)
G252 INSPECT FILTERS AND STRAINERS FOR CONTAMINATION
G253 REPLACE FILTERS
G255 CLEAN MAGNETIC PLUGS
G256 INSPECT MAGNETIC PLUGS
G257 REPLACE MAGNETIC PLUGS

H. AVIATION SUPPORT

H264 PERFORM SUPPORT EQUIPMENT (SE) PRE-OPERATIONAL CHECKS
H265 INSPECT SE (LEAKS, WEAR, AND DAMAGE)
H266 SERVICE SE
H267 DIRECT FOREIGN OBJECT DAMAGE (FOD) WALKDOWNS
H268 PERFORM FOD WALKDOWNS
H269 REMOVE AIRCRAFT EXTERNAL STORAGE TANKS
H270 INSTALL AIRCRAFT EXTERNAL STORAGE TANKS
H271 PERFORM AIRCRAFT FUELING OPERATIONS
H272 DIRECT AIRCRAFT FUELING OPERATIONS
H273 PERFORM AIRCRAFT DEFUELING OPERATIONS
H274 DIRECT AIRCRAFT DEFUELING OPERATIONS
H275 DIRECT AIRCRAFT TOWING OPERATIONS
H276 TOW AIRCRAFT
H277 WALK AIRCRAFT WINGS, TAIL, AND BLADES
H278 DIRECT PILOTED AIRCRAFT ON DECK
H279 PERFORM VIBRATION ANALYSIS

I. CORROSION CONTROL AND MATERIAL PRESERVATION

I289 CONDUCT SPECIAL INSPECTIONS
I290 CONDUCT PHASE INSPECTIONS
I291 CONDUCT CALENDAR INSPECTIONS
I292 CONDUCT CONDITIONAL INSPECTIONS
I293 CONDUCT DAILY INSPECTIONS
I294 CONDUCT TURNAROUND INSPECTIONS
I295 PRESERVE AIRCRAFT FUEL SYSTEMS
I296 DEPRESERVE AIRCRAFT FUEL SYSTEMS
I300 REMOVE CORROSION FROM ENGINES AND ENGINE COMPONENTS
I301 CLEAN AIRCRAFT ENGINES
I302 PRESERVE AIRCRAFT ENGINES
I303 DEPRESERVE AIRCRAFT ENGINES
I304 CLEAN AIRCRAFT SURFACES AND STRUCTURES

J. HAZARDOUS MATERIAL CONTROL AND HANDLING

J305 REVIEW MATERIAL SAFETY DATA SHEETS (MSDS)
J306 UPDATE MSDS
J307 POST MSDS
J308 REVIEW HAZARDOUS MATERIALS USERS GUIDE (HMUG)
J309 REVIEW HAZARDOUS MATERIAL (HAZMAT) INVENTORIES
J310 TAG AND LABEL HAZMAT
J311 RECYCLE HAZMAT
J312 CLEAN AND INSPECT HAZMAT CONTAINERS
J316 CLEAN UP FUEL AND OIL SPILLS
J317 DISPOSE OF USED CHEMICALS
J318 DISPOSE OF USED ABSORBENTS (SPEEDY DRY, RAGS, PADS, ETC)

K. MAINTENANCE ADMINISTRATION

K320 REVIEW AIRCRAFT DISCREPANCY BOOKS (ADB)
K322 LOG OIL CONSUMPTION
K352 CONDUCT AIRCRAFT INVENTORY ACCEPTANCE AND TRANSFER INSPECTIONS
K353 CONDUCT COLLATERAL DUTY INSPECTIONS (CDI)
K360 REVIEW TOOL INVENTORIES

K361 UPDATE TOOL INVENTORIES
K362 ENGRAVE IDENTIFYING MARKS ON TOOLS
K363 INSPECT TOOL CONTAINERS FOR MISSING OR BROKEN TOOLS
K364 INSPECT TOOL CONTAINERS FOR DAMAGE
K365 PREPARE BROKEN AND MISSING TOOL REPORTS
K366 REVIEW BROKEN AND MISSING TOOL REPORTS
K367 DOCUMENT MAINTENANCE ACTIONS ON NAVAL AVIATION LOGISTICS COMMAND MANAGEMENT INFORMATION SYSTEM (NALCOMIS)
K368 DOCUMENT MAINTENANCE ACTIONS ON VISUAL INFORMATION DISPLAY SYSTEM (VIDS)/MAINTENANCE ACTION FORM (MAF) AS BACKUP FOR NALCOMIS

L. AIRCRAFT FUEL SYSTEMS MAINTENANCE
L375 TROUBLESHOOT AIRCRAFT FUEL SYSTEMS
L376 INSPECT AIRCRAFT FUEL SYSTEMS
L377 TROUBLESHOOT COMPONENTS OF AIRCRAFT FUEL SYSTEMS (NON ENGINE)
L378 CLEAN/INSPECT COMPONENTS OF AIRCRAFT FUEL SYSTEMS (NON ENGINE)
L379 DISASSEMBLE COMPONENTS OF AIRCRAFT FUEL SYSTEMS (NON ENGINE)
L380 REPLACE COMPONENTS OF AIRCRAFT FUEL SYSTEMS (OTHER THAN ENGINES)
L383 DRAW FUEL SAMPLES
L384 INSPECT FUEL SAMPLES
L385 CLEAN/LUBRICATE COMPONENTS OF IN-FLIGHT REFUELING (IFR) SYSTEMS
L387 REPLACE COMPONENTS OF IFR SYSTEMS
L388 INSPECT COMPONENTS OF IFR SYSTEMS
L389 REMOVE FUEL CELLS
L390 INSTALL FUEL CELLS
L394 TROUBLESHOOT FUEL CELL LEAKS
L399 REPLACE AUXILIARY FUEL TANK PNEUMATIC FUEL REPRESSURIZATION LINES
L400 PERFORM AUXILIARY FUEL TANK FLOAT CHECKS
L401 REPLACE AUXILIARY FUEL TANK LOW-POINT WATER DRAINS
L402 PERFORM AUXILIARY FUEL TANK PRESSURIZATION CHECKS
L403 REMOVE AUXILIARY FUEL TANKS
L405 TROUBLESHOOT COMPONENTS OF FUEL DUMP SYSTEMS
L407 INSPECT COMPONENTS OF FUEL DUMP SYSTEMS
L408 REPLACE COMPONENTS OF FUEL DUMP SYSTEMS
L409 PERFORM FUNCTIONAL CHECKS ON FUEL TRANSFER SYSTEMS
L410 TROUBLESHOOT COMPONENTS OF FUEL TRANSFER SYSTEMS
L411 INSPECT COMPONENTS OF FUEL TRANSFER SYSTEMS
L412 REPLACE COMPONENTS OF FUEL TRANSFER SYSTEMS

AVIATION MACHINIST'S MATE SECOND CLASS (AD2)

B. ENGINE COMPONENT INSPECTION AND MAINTENANCE
B092 REPLACE ENGINE EXHAUST CASES
B093 REPAIR ENGINE EXHAUST CASES
B109 TROUBLESHOOT ENGINE AFTERBURNERS
B110 REMOVE ENGINE AFTERBURNERS
B111 INSTALL ENGINE AFTERBURNERS
B112 ASSEMBLE ENGINE AFTERBURNERS
B113 DISASSEMBLE ENGINE AFTERBURNERS
B114 TROUBLESHOOT COMPONENTS OF ENGINE AFTERBURNER SYSTEMS
B116 INSPECT COMPONENTS OF ENGINE AFTERBURNER SYSTEMS
B117 REPLACE COMPONENTS OF ENGINE AFTERBURNER SYSTEMS

B118 REPLACE ENGINE AFTERBURNERS
B119 RIG COMPONENTS OF ENGINE AFTERBURNER SYSTEMS
B127 INSPECT TURBOFAN SECTIONS

C. ELECTRO/MECHANICAL MAINTENANCE
C155 TROUBLESHOOT COMPONENTS OF ENGINE PERFORMANCE INDICATING SYSTEMS
C163 PERFORM FUNCTIONAL CHECKS ON ENGINE ELECTRICAL SYSTEMS

D. ENGINE LINKAGE MAINTENANCE
D175 TROUBLESHOOT COMPONENTS OF EMERGENCY SHUTDOWN CONTROL SYSTEMS
D177 INSPECT COMPONENTS OF EMERGENCY SHUTDOWN CONTROL SYSTEMS
D178 REPLACE COMPONENTS OF EMERGENCY SHUTDOWN CONTROL SYSTEMS
D179 RIG AND ADJUST COMPONENTS OF EMERGENCY SHUTDOWN CONTROL SYSTEMS

F. HELICOPTER MAINTENANCE
F198 TROUBLESHOOT COMPONENTS OF ROTARY HEAD ASSEMBLIES
F202 RIG AND ADJUST COMPONENTS OF ROTARY HEAD ASSEMBLIES
F203 PERFORM FUNCTIONAL CHECKS ON HELICOPTER TRANSMISSION SYSTEMS
F208 ALIGN COMPONENTS OF HELICOPTER TRANSMISSION SYSTEMS
F211 INSPECT COMPONENTS OF ROTOR BLADE ASSEMBLIES
F213 INSPECT ROTOR BLADES
F214 REMOVE ROTOR BLADES
F215 INSTALL ROTOR BLADES
F220 TROUBLESHOOT COMPONENTS OF HELICOPTER BLADE TRACKING SYSTEMS
F221 INSPECT COMPONENTS OF HELICOPTER BLADE TRACKING SYSTEMS
F224 RIG AND ADJUST COMPONENTS OF HELICOPTER BLADE TRACKING SYSTEMS
F225 PERFORM FUNCTIONAL CHECKS ON HELICOPTER FLIGHT CONTROL SYSTEMS
F226 TROUBLESHOOT COMPONENTS OF HELICOPTER FLIGHT CONTROL SYSTEMS
F230 RIG AND ADJUST COMPONENTS OF HELICOPTER FLIGHT CONTROL SYSTEMS
F231 TROUBLESHOOT HELICOPTER GEARBOX OIL PRESSURE FLUCTUATIONS
F232 REPLACE HELICOPTER IN-FLIGHT REFUELING (HIFR) FILTERS

G. GENERAL MAINTENANCE
G238 TEST OIL SAMPLES FOR CONTAMINANTS
G254 TROUBLESHOOT GEARBOX OIL PRESSURE FLUCTUATIONS(NON HELICOPTER)

H. AVIATION SUPPORT
H280 PERFORM ENGINE LOW-POWER AIRCRAFT TURNUPS
H281 PERFORM ENGINE HIGH-POWER AIRCRAFT TURNUPS
H285 JACK AIRCRAFT

K. MAINTENANCE ADMINISTRATION
K319 VERIFY TECHNICAL DIRECTIVES' DOCUMENTATION IN AIRCRAFT LOGBOOKS
K323 PREPARE SPECIAL REPORTS (TECHNICAL PUBLICATION DEFICIENCY REPORTS (TPDR), HAZARDOUS MATERIAL REPORTS (HMR), ETC)
K328 PREPARE QUALITY DEFICIENCY REPORTS (QDR)
K330 REVIEW MAINTENANCE DATA REPORTS (MDR)

L. AIRCRAFT FUEL SYSTEMS MAINTENANCE
L386 TROUBLESHOOT IFR SYSTEMS
L395 INSPECT FUEL CELLS

M. PROPELLER SYSTEMS
M415 TROUBLESHOOT COMPONENTS OF PROPELLER SYSTEMS
M416 CLEAN AND LUBRICATE COMPONENTS OF PROPELLER SYSTEMS
M417 INSPECT COMPONENTS OF PROPELLER SYSTEMS
M418 REPLACE COMPONENTS OF PROPELLER SYSTEMS
M420 INSPECT PROPELLERS
M421 REMOVE PROPELLERS
M422 INSTALL PROPELLERS
M423 SERVICE PROPELLER SYSTEMS
M424 BALANCE PROPELLERS

AVIATION MACHINIST'S MATE FIRST CLASS (AD1)

K. MAINTENANCE ADMINISTRATION
K324 MONITOR WORK CENTER SE OPERATOR QUALIFICATION PROGRAMS
K333 INVESTIGATE AIRCRAFT DAMAGE (BIRD-STRIKE, BATTLE, ETC)
K340 PREPARE AIRCRAFT HISTORY REPORTS
K341 REVIEW AIRCRAFT HISTORY REPORTS
K342 UPDATE AIRCRAFT HISTORY REPORTS
K354 CONDUCT IN-PROCESS QUALITY ASSURANCE (QA) INSPECTIONS
K355 CONDUCT FINAL QA INSPECTIONS

CHIEF AVIATION MACHINIST'S MATE (ADC)

K. MAINTENANCE ADMINISTRATION
K325 INVESTIGATE SE MISUSE/ABUSE
K329 REVIEW QDR
K332 ASSIGN AIRCRAFT TO MISSIONS
K334 CERTIFY AIRCRAFT SAFE FOR FLIGHT
K335 REVIEW OIL ANALYSIS REPORTS
K336 APPROVE AIRCRAFT MAINTENANCE ACTIONS
K337 PREPARE AIRCRAFT STATUS REPORTS
K338 REVIEW AIRCRAFT STATUS REPORTS
K339 UPDATE AIRCRAFT STATUS REPORTS
K347 REVIEW EQUIPMENT STATUS REPORTS
K349 REVIEW SUBSYSTEM CAPABILITY IMPACT REPORTS (SCIR)
K350 PREPARE REQUESTS FOR TECHNICAL ASSISTANCE
K351 REVIEW REQUESTS FOR TECHNICAL ASSISTANCE
K356 EVALUATE MATERIAL CONDITIONS FOR COMBAT READINESS
K358 SCHEDULE AIRCRAFT FOR MAINTENANCE
K359 SCHEDULE AIRCRAFT INSPECTIONS
K427 EVALUATE DISCREPANCY TRENDS
K428 DRAFT A/C STATUS REPORTS

SENIOR CHIEF AVIATION MACHINIST'S MATE (ADCS)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

MASTER CHIEF AIRCRAFT MAINTENANCEMAN (AFCM)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

CHAPTER 4

AVIATION ELECTRICIAN'S MATE (AE)

NAVPERS 18068-4C

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

AVIATION ELECTRICIAN'S MATE (AE)

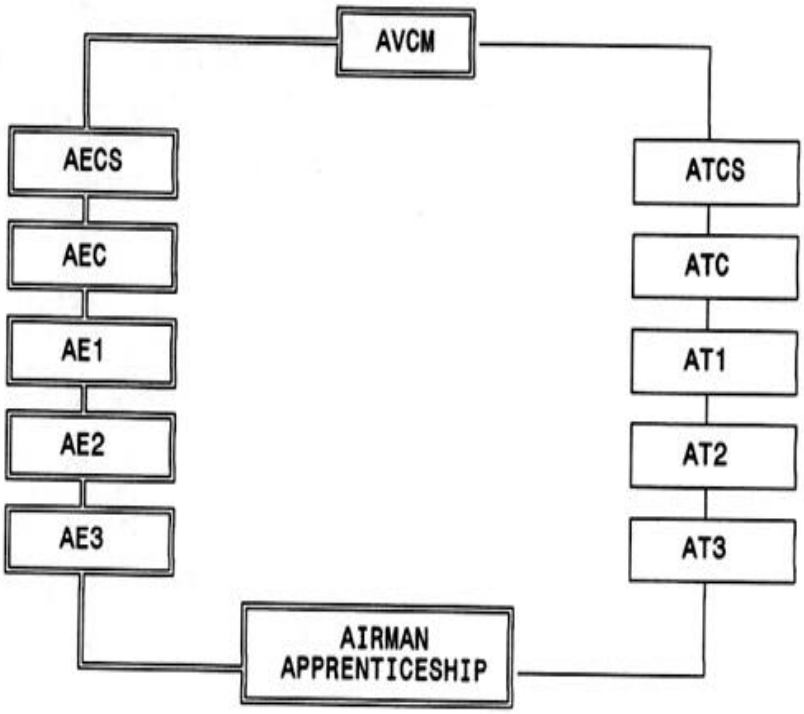
SCOPE OF RATING

Aviation Electrician's Mates (AE) maintain electrical and instrument systems, including power generation, conversion, and distribution systems; aircraft batteries; interior and exterior lighting; electrical control of aircraft systems, including hydraulic, landing gear, flight control, utility, and power plant engine, flight and non-instrument-type indicating and warning systems; automatic flight control and stabilization systems; aircraft compass systems; attitude reference systems; and inertial navigation systems.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 4.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in BUPERSINST 1131.1 series.

SPECIAL PHYSICAL REQUIREMENTS

Normal color perception. Refer to Chapter 15 of the Manual of the Medical Department, U.S. Navy for details on color perception requirements.

CITIZENSHIP/SECURITY REQUIREMENTS

Must be eligible for access to classified information.

SAFETY

The observance of proper safety precautions in all areas is an integral part of each billet and the responsibility of every Navy man and woman; safety is a universal requirement for all ratings.

AVIATION ELECTRICIAN'S MATE (AE) FUNCTIONAL AREAS

A. ELECTRICAL MAINTENANCE

B. POWER GENERATION AND DISTRIBUTION SYSTEMS

C. AIRCRAFT ELECTRICAL SYSTEMS

D. AIRCRAFT POWER PLANT ELECTRICAL SYSTEMS

E. AIRCRAFT INSTRUMENTS

F. COMPASS AND INERTIAL NAVIGATION SYSTEMS

G. AUTOMATIC FLIGHT CONTROL SYSTEMS

I. HAZARDOUS MATERIAL

J. TOOL CONTROL

K. QUALITY ASSURANCE

L. TECHNICAL ADMINISTRATION

M. AVIATION SUPPORT OPERATIONS

N. CORROSION CONTROL

O. MAINTENANCE PLANNING

P. LOGISTICS

AVIATION ELECTRICIAN'S MATE THIRD CLASS (AE3)

A. ELECTRICAL MAINTENANCE

A003 INSTALL AVIONICS CHANGES
A004 FABRICATE ELECTRICAL CABLE ASSEMBLIES (WIRE HARNESS, SHIELDED, RIBBON, ETC.)
A005 REPLACE ELECTRICAL CABLE ASSEMBLIES
A006 REPAIR ELECTRICAL CABLE ASSEMBLIES
A007 PERFORM COMPONENT SOLDERING
A011 TROUBLESHOOT ELECTROSTATIC DISCHARGE SENSITIVE (ESDS) COMPONENTS (OTHER THAN CIRCUIT CARDS)
A012 REPLACE ESDS COMPONENTS (OTHER THAN CIRCUIT CARDS)
A013 PACKAGE REPAIRABLES CONTAINING ESDS COMPONENTS
A014 TROUBLESHOOT COAXIAL CONNECTORS
A015 REPLACE COAXIAL CONNECTORS
A016 TROUBLESHOOT CONNECTOR PLUG ASSEMBLIES
A017 REPLACE CONNECTOR PLUG ASSEMBLIES
A018 REPAIR CONNECTOR PLUG ASSEMBLIES
A019 TROUBLESHOOT RELAY PANELS/RELAYS
A020 REPLACE RELAY PANELS/RELAYS
A021 REPAIR RELAY PANELS/RELAYS
A022 REPLACE BONDING WIRES
A024 PERFORM ELECTRIC MOTOR AND ACTUATOR FUNCTIONAL CHECKS
A025 TROUBLESHOOT ELECTRIC MOTORS AND ACTUATORS
A026 REPLACE ELECTRIC MOTORS AND ACTUATORS
A029 MEASURE CURRENT
A030 MEASURE RESISTANCE
A031 MEASURE VOLTAGE

B. POWER GENERATION AND DISTRIBUTION SYSTEMS

B038 PERFORM FUNCTIONAL CHECKS ON ALTERNATING CURRENT AND DIRECT CURRENT (AC/DC) POWER SUPPLIES
B039 TROUBLESHOOT AC/DC POWER SUPPLIES
B040 REPLACE COMPONENTS OF AC/DC POWER SUPPLIES
B042 PERFORM FUNCTIONAL CHECKS ON AC/DC POWER GENERATING SYSTEMS
B043 TROUBLESHOOT AC/DC POWER GENERATING SYSTEMS
B044 REPLACE COMPONENTS OF AC/DC POWER GENERATING SYSTEMS
B045 REPAIR COMPONENTS OF AC/DC POWER GENERATING SYSTEMS
B050 REPLACE AIRCRAFT BATTERIES
B051 REPLACE FUSES
B052 TROUBLESHOOT CIRCUIT BREAKERS
B053 REPLACE CIRCUIT BREAKERS
B054 PERFORM FUNCTIONAL CHECKS ON JUNCTION BOXES
B055 TROUBLESHOOT JUNCTION BOXES
B056 REPLACE JUNCTION BOXES
B057 REPAIR JUNCTION BOXES
B058 PERFORM FUNCTIONAL CHECKS ON INVERTERS
B059 TROUBLESHOOT INVERTERS
B060 REPLACE INVERTERS
B062 PERFORM FUNCTIONAL CHECKS ON MAIN GENERATORS
B064 REPLACE GENERATORS
B066 PERFORM FUNCTIONAL CHECKS ON PHASE GENERATORS
B067 TROUBLESHOOT GENERATORS
B070 PERFORM FUNCTIONAL CHECKS ON TRANSFORMER RECTIFIERS

B071 TROUBLESHOOT TRANSFORMER RECTIFIERS
B072 REPLACE TRANSFORMER RECTIFIERS

C. AIRCRAFT ELECTRICAL SYSTEMS

C082 PERFORM FUNCTIONAL CHECKS ON EXTERIOR LIGHTING SYSTEMS
C083 TROUBLESHOOT EXTERIOR LIGHTING SYSTEMS
C084 REPLACE COMPONENTS OF EXTERIOR LIGHTING SYSTEMS
C085 REPAIR COMPONENTS OF EXTERIOR LIGHTING SYSTEMS
C086 PERFORM FUNCTIONAL CHECKS ON INTERIOR LIGHTING SYSTEMS
C087 TROUBLESHOOT INTERIOR LIGHTING SYSTEMS
C088 REPLACE COMPONENTS OF INTERIOR LIGHTING SYSTEMS
C089 REPAIR COMPONENTS OF INTERIOR LIGHTING SYSTEMS
C094 PERFORM FUNCTIONAL CHECKS ON ANTI-ICING SYSTEMS
C095 TROUBLESHOOT ANTI-ICING SYSTEMS
C096 REPLACE COMPONENTS OF ANTI-ICING SYSTEMS
C098 PERFORM FUNCTIONAL CHECKS ON DEICING SYSTEMS
C099 TROUBLESHOOT DEICING SYSTEMS
C100 REPLACE COMPONENTS OF DEICING SYSTEMS
C101 REPAIR COMPONENTS OF DEICING SYSTEMS
C106 PERFORM FUNCTIONAL CHECKS ON ANTI-SKID SYSTEMS
C107 TROUBLESHOOT ANTI-SKID SYSTEMS
C108 REPLACE COMPONENTS OF ANTI-SKID SYSTEMS
C109 REPAIR COMPONENTS OF ANTI-SKID SYSTEMS
C118 PERFORM FUNCTIONAL CHECKS ON BLADE FOLD SYSTEMS
C119 TROUBLESHOOT BLADE FOLD SYSTEMS
C120 REPLACE COMPONENTS OF BLADE FOLD SYSTEMS
C126 PERFORM FUNCTIONAL CHECKS ON WING FOLD SYSTEMS
C127 TROUBLESHOOT WING FOLD SYSTEMS
C128 REPLACE COMPONENTS OF WING FOLD SYSTEMS
C139 PERFORM FUNCTIONAL CHECKS ON CABIN HEATER SYSTEMS
C140 TROUBLESHOOT CABIN HEATER SYSTEMS
C141 REPLACE COMPONENTS OF CABIN HEATER SYSTEMS
C153 PERFORM FUNCTIONAL CHECKS ON HYDRAULIC PRESSURE INDICATING SYSTEMS
C154 TROUBLESHOOT HYDRAULIC PRESSURE INDICATING SYSTEMS
C155 REPLACE COMPONENTS OF HYDRAULIC PRESSURE INDICATING SYSTEMS
C156 REPAIR COMPONENTS OF HYDRAULIC PRESSURE INDICATING SYSTEMS
C157 PERFORM FUNCTIONAL CHECKS ON LANDING GEAR CONTROL AND POSITION INDICATING SYSTEMS
C158 TROUBLESHOOT LANDING GEAR CONTROL AND POSITION INDICATING SYSTEMS
C159 REPLACE COMPONENTS OF LANDING GEAR CONTROL AND POSITION INDICATING SYSTEMS
C160 REPAIR COMPONENTS OF LANDING GEAR CONTROL AND POSITION INDICATING SYSTEMS
C161 ADJUST COMPONENTS OF LANDING GEAR CONTROL AND POSITION INDICATING SYSTEMS
C172 PERFORM FUNCTIONAL CHECKS ON WINDSHIELD WIPER SYSTEMS
C173 TROUBLESHOOT WINDSHIELD WIPER SYSTEMS
C174 REPLACE COMPONENTS OF WINDSHIELD WIPER SYSTEMS
C177 PERFORM FUNCTIONAL CHECKS ON WING SPEEDBRAKE ASYMMETRY SYSTEMS
C186 PERFORM FUNCTIONAL CHECKS ON RESCUE HOIST SYSTEMS
C220 PERFORM FUNCTIONAL CHECKS ON ELECTROHYDRAULIC CONTROL SYSTEMS
C221 TROUBLESHOOT ELECTROHYDRAULIC CONTROL SYSTEMS
C222 REPLACE COMPONENTS OF ELECTROHYDRAULIC CONTROL SYSTEMS

D. AIRCRAFT POWER PLANT ELECTRICAL SYSTEMS

D224 PERFORM FUNCTIONAL CHECKS ON ENGINE TEMPERATURE INDICATING SYSTEMS
D225 TROUBLESHOOT ENGINE TEMPERATURE INDICATING SYSTEMS
D226 REPLACE COMPONENTS OF ENGINE TEMPERATURE INDICATING SYSTEMS
D227 REPAIR COMPONENTS OF ENGINE TEMPERATURE INDICATING SYSTEMS
D228 PERFORM FUNCTIONAL CHECKS ON OIL QUANTITY INDICATING SYSTEMS
D229 TROUBLESHOOT OIL QUANTITY INDICATING SYSTEMS
D230 REPLACE COMPONENTS OF OIL QUANTITY INDICATING SYSTEMS
D231 REPAIR COMPONENTS OF OIL QUANTITY INDICATING SYSTEMS
D232 PERFORM FUNCTIONAL CHECKS ON REVOLUTIONS PER MINUTE (RPM) INDICATING SYSTEMS
D233 TROUBLESHOOT RPM INDICATING SYSTEMS
D234 REPLACE COMPONENTS OF RPM INDICATING SYSTEMS
D235 REPAIR COMPONENTS OF RPM INDICATING SYSTEMS
D240 PERFORM FUNCTIONAL CHECKS ON THROTTLE CONTROL SYSTEMS
D241 TROUBLESHOOT THROTTLE CONTROL SYSTEMS
D242 REPLACE COMPONENTS OF THROTTLE CONTROL SYSTEMS
D243 REPAIR COMPONENTS OF THROTTLE CONTROL SYSTEMS
D244 PERFORM FUNCTIONAL CHECKS ON ENGINE PERFORMANCE INDICATING AND WARNING SYSTEMS
D245 TROUBLESHOOT ENGINE PERFORMANCE INDICATING AND WARNING SYSTEMS
D246 REPLACE COMPONENTS OF ENGINE PERFORMANCE INDICATING AND WARNING SYSTEMS
D256 TROUBLESHOOT ENGINE WIRING HARNESSES
D257 REPLACE ENGINE WIRING HARNESSES
D258 REPAIR ENGINE WIRING HARNESSES
D267 PERFORM FUNCTIONAL CHECKS ON BLEED AIR SYSTEMS
D268 TROUBLESHOOT BLEED AIR SYSTEMS
D269 REPLACE COMPONENTS OF BLEED AIR SYSTEMS
D288 PERFORM FUNCTIONAL CHECKS ON CHIP DETECTION SYSTEMS
D289 TROUBLESHOOT CHIP DETECTION SYSTEMS
D290 REPLACE COMPONENTS OF CHIP DETECTION SYSTEMS
D292 PERFORM FUNCTIONAL CHECKS ON ENGINE FIRE DETECTION SYSTEMS
D293 TROUBLESHOOT ENGINE FIRE DETECTION SYSTEMS
D294 REPLACE COMPONENTS OF ENGINE FIRE DETECTION SYSTEMS
D295 REPAIR COMPONENTS OF ENGINE FIRE DETECTION SYSTEMS
D296 PERFORM FUNCTIONAL CHECKS ON ENGINE FIRE EXTINGUISHING SYSTEMS
D297 TROUBLESHOOT ENGINE FIRE EXTINGUISHING SYSTEMS
D298 REPLACE COMPONENTS OF ENGINE FIRE EXTINGUISHING SYSTEMS
D300 PERFORM FUNCTIONAL CHECKS ON ENGINE IGNITION SYSTEMS
D301 TROUBLESHOOT ENGINE IGNITION SYSTEMS
D302 REPLACE COMPONENTS OF ENGINE IGNITION SYSTEMS
D303 REPAIR COMPONENTS OF ENGINE IGNITION SYSTEMS
D308 PERFORM FUNCTIONAL CHECKS ON FUEL FLOW INDICATING SYSTEMS
D309 TROUBLESHOOT FUEL FLOW INDICATING SYSTEMS
D310 REPLACE COMPONENTS OF FUEL FLOW INDICATING SYSTEMS
D311 REPAIR COMPONENTS OF FUEL FLOW INDICATING SYSTEMS
D316 PERFORM FUNCTIONAL CHECKS ON FUEL TRANSFER SYSTEMS
D317 TROUBLESHOOT FUEL TRANSFER SYSTEMS
D318 REPLACE COMPONENTS OF FUEL TRANSFER SYSTEMS
D319 REPAIR COMPONENTS OF FUEL TRANSFER SYSTEMS
D320 PERFORM FUNCTIONAL CHECKS ON FUEL QUANTITY INDICATING SYSTEMS
D321 TROUBLESHOOT FUEL QUANTITY INDICATING SYSTEMS
D322 REPLACE COMPONENTS OF FUEL QUANTITY INDICATING SYSTEMS
D323 REPAIR COMPONENTS OF FUEL QUANTITY INDICATING SYSTEMS
D324 CALIBRATE FUEL QUANTITY INDICATING SYSTEMS

D325 PERFORM FUNCTIONAL CHECKS ON IN-FLIGHT REFUELING SYSTEMS
D326 TROUBLESHOOT IN-FLIGHT REFUELING SYSTEMS

E. AIRCRAFT INSTRUMENTS

E338 PERFORM FUNCTIONAL CHECKS ON PITOT-STATIC SYSTEMS
E339 TROUBLESHOOT PITOT-STATIC SYSTEMS
E340 REPLACE COMPONENTS OF PITOT-STATIC SYSTEMS
E341 REPAIR COMPONENTS OF PITOT-STATIC SYSTEMS
E342 PERFORM FUNCTIONAL CHECKS ON BAROMETRIC ALTIMETERS
E343 TROUBLESHOOT BAROMETRIC ALTIMETERS
E344 REPLACE BAROMETRIC ALTIMETERS
E346 PERFORM FUNCTIONAL CHECKS ON VERTICAL VELOCITY INDICATORS
E347 TROUBLESHOOT VERTICAL VELOCITY INDICATORS
E348 REPLACE VERTICAL VELOCITY INDICATORS
E350 PERFORM VERTICAL VELOCITY INDICATOR ZERO ADJUSTMENTS
E351 PERFORM FUNCTIONAL CHECKS ON AIRSPEED INDICATING SYSTEMS
E352 TROUBLESHOOT AIRSPEED INDICATING SYSTEMS
E353 REPLACE COMPONENTS OF AIRSPEED INDICATING SYSTEMS
E354 REPAIR COMPONENTS OF AIRSPEED INDICATING SYSTEMS
E355 PERFORM FUNCTIONAL CHECKS ON MASTER CAUTION PANELS
E356 TROUBLESHOOT MASTER CAUTION PANELS
E357 REPLACE MASTER CAUTION PANELS
E358 REPAIR MASTER CAUTION PANELS
E359 PERFORM FUNCTIONAL CHECKS ON CONSOLE AND INSTRUMENT LIGHTS
E360 TROUBLESHOOT CONSOLE AND INSTRUMENT LIGHTS
E361 REPLACE CONSOLE AND INSTRUMENT LIGHTS
E362 PERFORM FUNCTIONAL CHECKS ON INSTRUMENT TRANSMITTERS
E363 TROUBLESHOOT INSTRUMENT TRANSMITTERS
E364 REPLACE INSTRUMENT TRANSMITTERS
E366 PERFORM FUNCTIONAL CHECKS ON LIQUID QUANTITY INDICATING SYSTEMS
E367 TROUBLESHOOT LIQUID QUANTITY INDICATING SYSTEMS
E368 REPLACE COMPONENTS OF LIQUID QUANTITY INDICATING SYSTEMS
E374 PERFORM FUNCTIONAL CHECKS ON ATTITUDE INDICATING SYSTEMS
E375 TROUBLESHOOT ATTITUDE INDICATING SYSTEMS
E376 REPLACE COMPONENTS OF ATTITUDE INDICATING SYSTEMS
E377 REPAIR COMPONENTS OF ATTITUDE INDICATING SYSTEMS
E378 ADJUST COMPONENTS OF ATTITUDE INDICATING SYSTEMS

F. COMPASS AND INERTIAL NAVIGATION SYSTEMS

F379 PERFORM FUNCTIONAL CHECKS ON ACCELEROMETERS
F380 TROUBLESHOOT ACCELEROMETERS
F381 REPLACE ACCELEROMETERS
F383 PERFORM FUNCTIONAL CHECKS ON AIRCRAFT COMPASS SYSTEMS
F384 TROUBLESHOOT AIRCRAFT COMPASS SYSTEMS
F385 REPLACE COMPONENTS OF AIRCRAFT COMPASS SYSTEMS
F386 REPAIR COMPONENTS OF AIRCRAFT COMPASS SYSTEMS
F387 ADJUST AIRCRAFT COMPASS SYSTEMS
F388 PERFORM COMPASS SWINGS
F389 PERFORM FUNCTIONAL CHECKS ON ATTITUDE HEADING REFERENCE SYSTEMS (AHRS)
F390 TROUBLESHOOT AHRS
F391 REPLACE COMPONENTS OF AHRS
F392 REPAIR COMPONENTS OF AHRS
F406 PERFORM FUNCTIONAL CHECKS ON INERTIAL NAVIGATION SYSTEMS (INS)

F407 TROUBLESHOOT INS
F408 REPLACE COMPONENTS OF INS

G. AUTOMATIC FLIGHT CONTROL SYSTEMS
G423 PERFORM FUNCTIONAL CHECKS ON ANGLE OF ATTACK (AOA) SYSTEMS
G424 TROUBLESHOOT AOA SYSTEMS
G425 REPLACE COMPONENTS OF AOA SYSTEMS
G426 REPAIR COMPONENTS OF AOA SYSTEMS
G435 PERFORM FUNCTIONAL CHECKS ON AIR DATA COMPUTER (ADC) SYSTEMS
G436 TROUBLESHOOT ADC SYSTEMS
G437 REPLACE COMPONENTS OF ADC SYSTEMS
G439 PERFORM FUNCTIONAL CHECKS ON AUTOMATIC FLIGHT CONTROL SYSTEMS (AFCS)
G440 TROUBLESHOOT AFCS
G441 REPLACE COMPONENTS OF AFCS
G442 REPAIR COMPONENTS OF AFCS
G463 PERFORM FUNCTIONAL CHECKS ON FLAP SYSTEMS
G464 TROUBLESHOOT FLAP SYSTEMS
G465 REPLACE COMPONENTS OF FLAP SYSTEMS
G467 PERFORM FUNCTIONAL CHECKS ON FLIGHT CONTROL TRIM POSITION INDICATING SYSTEMS
G468 TROUBLESHOOT FLIGHT CONTROL TRIM POSITION INDICATING SYSTEMS
G469 REPLACE COMPONENTS OF FLIGHT CONTROL TRIM POSITION INDICATING SYSTEMS

I. HAZARDOUS MATERIAL
I485 REVIEW HAZARDOUS MATERIAL (HAZMAT) USER'S GUIDE
I486 REVIEW HAZMAT INVENTORIES
I487 REVIEW MATERIAL SAFETY DATA SHEETS (MSDS)
I488 UPDATE HAZMAT INVENTORIES
I490 HANDLE AIRCRAFT SUPPORT EQUIPMENT (SE) BATTERIES AND ELECTROLYTE
I493 DISPOSE OF USED ABSORBENTS (SPEEDY DRY, RAGS, ETC.)

J. TOOL CONTROL
J494 INVENTORY AVIATION TOOL BOXES AND POUCHES
J495 REVIEW AVIATION TOOL INVENTORIES
J496 UPDATE AVIATION TOOL INVENTORIES
J497 APPLY AVIATION TOOL IDENTIFICATION MARKS
J498 CLEAN AND INSPECT AVIATION TOOL CONTAINERS
J499 PERFORM AVIATION MISSING TOOL SEARCH
J500 FILL OUT AVIATION BROKEN TOOL REPORTS
J501 FILL OUT AVIATION MISSING TOOL REPORTS
J502 FILL OUT AVIATION BROKEN TOOL REQUISITION FORMS
J503 FILL OUT AVIATION MISSING TOOL REQUISITION FORMS
J504 FILL OUT AVIATION TOOL CONTAINER CHANGE FORMS

K. QUALITY ASSURANCE
K505 PERFORM ACCEPTANCE AND TRANSFER INSPECTIONS
K509 PERFORM PHASE INSPECTIONS
K510 PERFORM AIRCRAFT (A/C) PREFLIGHT AND POSTFLIGHT INSPECTIONS
K511 PERFORM A/C FOREIGN OBJECT DAMAGE (FOD) INSPECTIONS
K513 INSPECT A/C MATERIAL (DAMAGE, QUALITY, ETC.)

L. TECHNICAL ADMINISTRATION
L520 REVIEW DAILY AUDIT REPORTS
L531 DOCUMENT VISUAL INFORMATION DISPLAY SYSTEM (VIDS) MAINTENANCE ACTION FORM (MAF) DATA
L532 UPDATE VIDS BOARDS
L534 REVIEW A/C DISCREPANCY BOOKS (ADB)

M. AVIATION SUPPORT OPERATIONS
M541 INSTALL A/C SECURING DEVICES (CHOCKS, STRUTS, TIEDOWNS, ETC.)
M542 REMOVE A/C SECURING DEVICES (CHOCKS, STRUTS, TIEDOWNS, ETC.)
M543 INSTALL A/C PROTECTIVE DEVICES (COVERS, CAPS, PLUGS, ETC.)
M544 REMOVE A/C PROTECTIVE DEVICES (COVERS, CAPS, PLUGS, ETC.)
M545 PERFORM SE PREOPERATIONAL CHECKS
M556 WALK A/C WINGS, TAILS, AND BLADES
M578 CONNECT AND DISCONNECT GROUND POWER

N. CORROSION CONTROL
N585 PERFORM A/C CORROSION INSPECTIONS
N586 REMOVE A/C CORROSION
N587 APPLY A/C CORROSION PREVENTIVE COMPOUNDS
N592 APPLY ELECTRICAL AND ELECTRONIC COMPONENT PRESERVATIVES (CANNON PLUGS, CABLES, ETC.)

AVIATION ELECTRICIAN'S MATE SECOND CLASS (AE2)

L. TECHNICAL ADMINISTRATION
L521 UPDATE DAILY AUDIT REPORTS
L535 REVIEW A/C MAINTENANCE DATA REPORTS (MDR)

AVIATION ELECTRICIAN'S MATE FIRST CLASS (AE1)

I. HAZARDOUS MATERIAL
I489 INSPECT HAZMAT STORAGE AREAS

K. QUALITY ASSURANCE
K512 DIRECT A/C FOD INSPECTIONS
K515 EVALUATE DISCREPANCY TRENDS

L. TECHNICAL ADMINISTRATION
L517 DRAFT NAVAL AVIATION MAINTENANCE DISCREPANCY REPORTING PROGRAM (NAMDRP) REPORTS AND MESSAGES

CHIEF AVIATION ELECTRICIAN'S MATE (AEC)

L. TECHNICAL ADMINISTRATION
L519 DRAFT A/C STATUS REPORTS
L537 REVIEW A/C HISTORY RECORDS

L538 REVIEW EQUIPMENT HISTORY RECORDS
L539 EVALUATE STATUS BOARDS (A/C, FUEL SYSTEMS, ETC.)

M. AVIATION SUPPORT OPERATIONS
M549 DIRECT A/C FUELING OPERATIONS

O. MAINTENANCE PLANNING
O595 DRAFT A/C MAINTENANCE SCHEDULES
O596 UPDATE A/C MAINTENANCE SCHEDULES
O599 REVIEW A/C PERIODIC MAINTENANCE INFORMATION CARDS (PMIC)

P. LOGISTICS
P600 INPUT NAVAL AVIATION LOGISTICS COMMAND MANAGEMENT INFORMATION SYSTEM (NALCOMIS) DATA

SENIOR CHIEF AVIATION ELECTRICIAN'S MATE (AECS)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

MASTER CHIEF AVIONICS MAINTENANCE TECHNICIAN (AVCM)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

CHAPTER 5

AEROGRAPHER'S MATE

(AG)

NAVPERS 18068-5B

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

AEROGRAPHER'S MATE (AG)

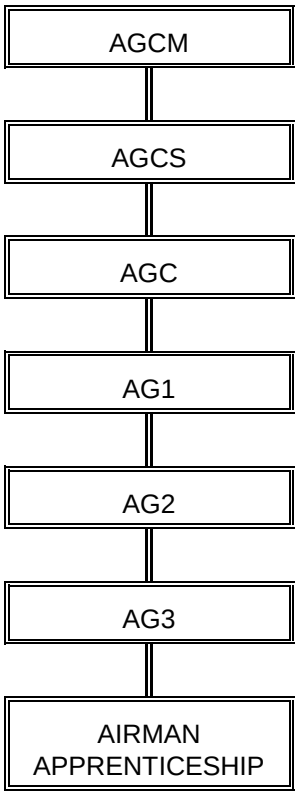
SCOPE OF RATING

Aerographer's Mates (AG) observe, collect, record and analyze meteorological and oceanographic data; make visual and instrument observations of weather and sea conditions; operate meteorological satellite receivers and interpret and apply satellite data; interpret and brief radar imagery and data; interpret meteorological and oceanographic codes; verify meteorological and oceanographic products; evaluate recent meteorological and oceanographic developments for integration into local routines and enter data on appropriate charts; operate ancillary equipment for the processing, dissemination and display of environmental data; perform preventive maintenance on meteorological and oceanographic equipment; prepare warnings of severe and hazardous weather and sea conditions; forecast meteorological and oceanographic conditions; and prepare and present briefings concerning current and predicted environmental conditions and their effect on operations.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 5.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in BUPERSINST 1131.1.

SPECIAL PHYSICAL REQUIREMENTS

Normal color perception. Refer to Chapter 15 of the Manual of the Medical Department, U.S. Navy for details on color perception requirements.

CITIZENSHIP/SECURITY REQUIREMENTS

Must be eligible for access to classified information.

Performance Tests

Must pass performance test for typing. Refer to Performance Tests in Appendix D of this Manual.

SAFETY

The observance of proper safety precautions in all areas is an integral part of each billet and the responsibility of every Navy man and woman; therefore, it is a universal requirement for all ratings.

AEROGRAPHER'S MATE (AG) FUNCTIONAL AREAS

A. OBSERVATIONS

B. ANALYSIS

C. FORECASTS

D. APPLICATIONS

E. COMMUNICATIONS

F. METEOROLOGICAL AND OCEANOGRAPHIC (METOC) BRIEFS

G. METEOROLOGICAL AND OCEANOGRAPHIC (METOC) CODES

H. EQUIPMENT

I. TECHNICAL ADMINISTRATION

J. MANAGEMENT

AEROGRAPHER'S MATE THIRD CLASS (AG3)

A. OBSERVATIONS

A001 COMPUTE ALTIMETER SETTINGS
A002 COMPUTE DENSITY ALTITUDES
A003 COMPUTE DEW POINTS
A004 COMPUTE RELATIVE HUMIDITIES
A005 COMPUTE SEA LEVEL PRESSURES
A006 COMPUTE STATION PRESSURE
A007 COMPUTE TRUE WIND SPEEDS AND DIRECTIONS
A008 COMPUTE WIND CHILL FACTORS
A009 CONVERT FAHRENHEIT TEMPERATURES TO CELSIUS
A010 CONVERT HECTOPASCALS TO INCHES OF MERCURY
A011 MEASURE TEMPERATURES
A012 OBSERVE STATE OF SKIES
A013 OBSERVE TYPES OF WEATHER PHENOMENA
A014 OBSERVE VISIBILITIES
A015 OBSERVE SEA STATE CONDITIONS
A016 OBTAIN SEA SURFACE TEMPERATURES
A017 RECORD OBSERVATION TYPES
A018 RECORD PSYCHROMETRIC COMPUTER
A019 RECORD TYPES OF WEATHER PHENOMENA
A020 RECORD WAVE DATA

B. ANALYSIS

B024 ANALYZE RAWINSONDE DATA
B054 PLOT METEOROLOGICAL AND OCEANOGRAPHIC (METOC) OBSERVATION DATA
B055 PLOT METEOROLOGICAL AND OCEANOGRAPHIC (METOC) WARNINGS AND ADVISORIES
B056 PREPARE SKEW-T LOG-P DIAGRAM
B057 PREPARE STABILITY INDICES
B058 VERIFY AUTOMATIC SURFACE OBSERVING SYSTEMS (ASOS) AND SHIPBOARD METEOROLOGICAL OCEANOGRAPHIC OBSERVATION SYSTEMS (SMOOS)

C. FORECASTS

C090 FORECAST WIND SHEAR
C104 PREPARE CLIMATOLOGICAL DATA
C107 PREPARE FLIGHT WEATHER FOLDERS

D. APPLICATIONS

D118 PREPARE CHEMICAL, BIOLOGICAL AND RADIOLOGICAL (CBR) PRODUCTS AND INFORMATION
D119 PREPARE ELECTROMAGNETIC PROPAGATION PRODUCTS AND INFORMATION
D120 PREPARE OPTIMUM PATH AIRCRAFT ROUTING SYSTEM (OPARS) REQUESTS
D121 PREPARE ACOUSTIC ACTIVE AND PASSIVE PROPAGATION PRODUCTS AND INFORMATION
D122 PREPARE NAVAL SEARCH AND RESCUE (SAR) PRODUCTS AND INFORMATION
D123 PREPARE RAY TRACE DIAGRAMS
D124 PREPARE SOUND SPEED PROFILE DIAGRAMS
D125 PREPARE TIDAL PRODUCTS AND INFORMATION

E. COMMUNICATIONS

E127 DISSEMINATE METEOROLOGICAL AND OCEANOGRAPHIC (METOC) DATA
E128 DISSIMINATE TIDAL PRODUCTS AND INFORMATION
E129 OBTAIN AND DISSIMINATE ALPHA INDEX DATA
E131 PREPARE BATHYTHERMOGRAPH (BT) MESSAGES

G. METEOROLOGICAL AND OCEANOGRAPHIC (METOC) CODES

G150 DECODE EFFECTIVE DOWNWIND MESSAGE (EDM)
G151 DECODE METEOROLOGICAL AVIATION REPORTS (METAR)
G152 DECODE OPTIMUM PATH AIRCRAFT ROUTING SYSTEM (OPARS) MESSAGES
G153 DECODE PILOT REPORTS (PIREPS)
G154 DECODE RAWINSONDE DATA
G155 DECODE RUNWAY CONDITION DATA
G156 DECODE SYNOPTIC OBSERVATION DATA
G157 DECODE TERMINAL AERODROME FORECASTS (TAFS)
G158 DECODE BATHYTHERMOGRAPH MESSAGES
G159 DECODE BUOY DATA
G160 ENCODE METEOROLOGICAL AVIATION REPORTS (METAR)
G161 ENCODE PILOT REPORTS (PIREPS)
G162 ENCODE RUNWAY CONDITION DATA
G163 ENCODE SYNOPTIC OBSERVATION
G165 ENCODE BATHYTHERMOGRAPH MESSAGE

H. EQUIPMENT

H166 MONITOR METEOROLOGICAL AND OCEANOGRAPHIC (METOC) COMMUNICATIONS SYSTEMS
H167 MONITOR METEOROLOGICAL AND OCEANOGRAPHIC (METOC) OBSERVING SYSTEMS
H168 OPERATE METEOROLOGICAL AND OCEANOGRAPHIC (METOC) DISPLAY SYSTEMS
H170 OPERATE METEOROLOGICAL AND OCEANOGRAPHIC (METOC) SATELLITE SYSTEMS
H171 OPERATE METEOROLOGICAL AND OCEANOGRAPHIC (METOC) DATA PROCESSING

I. TECHNICAL ADMINISTRATION

I175 PREPARE MONTHLY CLIMATOLOGICAL STATION SUMMARIES
I176 PREPARE MONTHLY RECORDS-TRANSMITTAL REPORTS
I182 REVIEW METEOROLOGICAL AND OCEANOGRAPHIC (METOC) TECHNICAL BULLETINS
I183 UPDATE METEOROLOGICAL AND OCEANOGRAPHIC (METOC) FILES AND RECORDS

J. MANAGEMENT

J192 REVIEW METEOROLOGICAL AND OCEANOGRAPHIC (METOC) SUPPORT MANUAL

AEROGRAPHER'S MATE SECOND CLASS (AG2)

B. ANALYSIS

B021 ANALYZE CONSTANT PRESSURE PRODUCTS AND INFORMATION
B022 ANALYZE ELECTROMAGNETIC PROPAGATION PRODUCTS AND INFORMATION
B023 ANALYZE JET STREAM POSITIONS
B025 ANALYZE SATELLITE IMAGERY DATA
B026 ANALYZE THICKNESS PRODUCTS AND INFORMATION
B027 ANALYZE SURFACE SYNOPTIC CHARTS

B029 ANALYZE TROPICAL METEOROLOGICAL FEATURES
B032 ANALYZE ACOUSTIC ACTIVE AND PASSIVE PROPAGATION PRODUCTS AND INFORMATION
B033 ANALYZE ACOUSTIC SENSOR PERFORMANCE PREDICTION
B034 ANALYZE BATHYTHERMOGRAPH (BT) DATA
B035 ANALYZE BEACH PROFILE DATA
B036 ANALYZE OCEAN FRONTS AND EDDIES
B037 ANALYZE RAY TRACE DIAGRAMS
B038 ANALYZE SEA AND SWELL WAVE DIRECTION, PERIOD AND HEIGHT DATA
B039 ANALYZE SEA SURFACE TEMPERATURE PRODUCTS AND INFORMATION
B040 ANALYZE SOUND SPEED PROFILE DIAGRAMS
B042 EVALUATE REFRACTIVE CONDITIONS EFFECTS
B043 EVALUATE SKEW-T LOG P DIAGRAM
B044 EVALUATE STABILITY INDICES
B045 EVALUATE BEST EVASION AND DETECTION DEPTHS
B046 EVALUATE BIOLUMINESCENCE IMPACTS
B047 EVALUATE BOTTOM TOPOGRAPHY AND CHARACTERISTIC DATA
B049 EVALUATE OCEAN FRONT AND EDDY EFFECTS
B050 IDENTIFY VISUAL METEOROLOGICAL CONDITIONS (VMC)/INSTRUMENT METEOROLOGICAL CONDITIONS (IMC)
B051 INTERPRET DOPPLER RADAR DATA
B053 MONITOR METEOROLOGICAL AND OCEANOGRAPHIC (METOC) WARNINGS AND ADVISORIES

D. APPLICATIONS
D112 COMPUTE ACTIVE FIGURES OF MERIT
D113 COMPUTE AMBIENT AND SELF NOISE LIMITING SPEEDS
D114 COMPUTE BREAKPOINT SPEEDS
D116 OBTAIN RADAR OPERATING PARAMETERS

F. METEOROLOGICAL AND OCEANOGRAPHIC (METOC) BRIEFS
F132 BRIEF CLIMATOLOGICAL DATA
F139 BRIEF METEOROLOGICAL AND OCEANOGRAPHIC (METOC) WARNINGS AND ADVISORIES
F140 BRIEF NAVY FLIGHT FORECAST FOLDER
F144 BRIEF TROPICAL CYCLONE WARNINGS

H. EQUIPMENT
H169 OPERATE METEOROLOGICAL AND OCEANOGRAPHIC (METOC) RADAR SYSTEMS
H172 OPERATE METEOROLOGICAL AND OCEANOGRAPHIC (METOC) TACTICAL DECISION AIDES (TDA)

I. TECHNICAL ADMINISTRATION
I184 UPDATE METEOROLOGICAL AND OCEANOGRAPHIC (METOC) PUBLICATIONS

AEROGRAPHER'S MATE FIRST CLASS (AG1)

B. ANALYSIS

B028 ANALYZE TROPICAL CYCLONE INTENSIFICATION CHANGES
B030 ANALYZE TYPES OF WEATHER PHENOMENA
B031 ANALYZE WIND SHEAR
B041 ASSESS METEOROLOGICAL AND OCEANOGRAPHIC (METOC) FORECASTING MODEL STRENGTHS AND WEAKNESSES
B048 EVALUATE MAGNETIC ANOMALY DETECTION (MAD) OPERATIONAL EFFECTIVENESS PRODUCTS AND INFORMATION
B052 INTERPRET LIGHTNING POSITIONING AND TRACKING SYSTEMS (LPATS) DATA
B059 VERIFY METEOROLOGICAL AND OCEANOGRAPHIC (METOC) WARNINGS AND ADVISORIES
B060 VERIFY PROGNOSTIC SURFACE CHARTS
B061 VERIFY TERMINAL AERODROME FORECASTS (TAF)

C. FORECASTS

C062 AMEND TERMINAL AERODROME FORECASTS (TAFS)
C063 DRAFT OPTIMUM TRACK SHIP ROUTING FORECASTS
C064 FORECAST ATMOSPHERIC EFFECTS ON ELECTRO-OPTIC SENSORS, WEAPONS AND COMMUNICATION
C065 FORECAST ELECTROMAGNETIC PROPAGATION CONDITIONS
C066 FORECAST AIR TEMPERATURES AND DEW POINTS
C067 FORECAST AIRCRAFT DITCH HEADINGS
C068 FORECAST AIRCRAFT ENROUTE WEATHER
C069 FORECAST AIRCRAFT ICING
C070 FORECAST ALTIMETER SETTINGS
C071 FORECAST CLOUD TYPES, AMOUNTS AND LAYER HEIGHTS
C072 FORECAST FREEZING LEVELS
C073 FORECAST HEAT STRESS INDEX
C074 FORECAST JET STREAM POSITIONS
C075 FORECAST METEOROLOGICAL AND OCEANOGRAPHIC (METOC) CONDITIONS ALONG SHIP'S POINTS OF INTENDED MOVEMENT (PIM)
C076 FORECAST PRECIPITATION EFFECTS
C077 FORECAST PRECIPITATION TYPES, INTENSITIES, AND DURATIONS
C078 FORECAST SEVERE WEATHER
C079 FORECAST SHIP ICING
C080 FORECAST SYNOPTIC FEATURES
C081 PREPARE TACTICAL ATMOSPHERIC SUMMARY (TAS)
C082 FORECAST TAKEOFF WEATHER
C083 FORECAST TROPICAL CYCLONE INTENSIFICATION CHANGES
C084 FORECAST TURBULENCE TYPES, INTENSITIES AND LEVELS
C085 FORECAST TYPES OF WEATHER PHENOMENA
C086 FORECAST UPPER AIR SOUNDING FOR ELECTROMAGNETIC AND ELECTRO-OPTICAL APPLICATIONS
C087 FORECAST VISIBILITY OBSTRUCTIONS
C088 FORECAST VISUAL METEOROLOGICAL CONDITIONS (VMC) AND INSTRUMENT METEOROLOGICAL CONDITIONS (IMC)
C089 FORECAST WIND CHILL TEMPERATURES
C091 FORECAST WIND SPEEDS AND DIRECTIONS
C092 FORECAST ACOUSTIC RANGES
C093 FORECAST AMBIENT NOISE EFFECTS
C094 FORECAST CUTOFF FREQUENCIES

C095 FORECAST LITTORAL CURRENTS, SPEEDS AND DIRECTIONS
C096 FORECAST MODIFIED SURF INDEXES (MSI)
C097 FORECAST SEA AND SWELL WAVE DIRECTION, PERIOD AND HEIGHT
C098 FORECAST SEA SURFACE TEMPERATURES
C099 FORECAST SONIC LAYER DEPTHS
C100 FORECAST SOUND CHANNEL DEPTHS
C101 FORECAST SURF CONDITIONS
C102 FORECAST UPWELLING AREAS
C103 ISSUE METEOROLOGICAL AND OCEANOGRAPHIC (METOC) WARNINGS AND ADVISORIES
C105 PREPARE AVIATION FORECASTS
C106 PREPARE DD 175-1 FLIGHT WEATHER BRIEFS
C108 PREPARE OPERATION AREA FORECASTS
C109 PREPARE PROGNOSTIC SURFACE CHARTS
C110 PREPARE TACTICAL OCEANOGRAPHIC SUMMARY (TOS)

D. APPLICATIONS
D111 ASSESS OPERATIONAL LIMITATIONS OF ACOUSTIC SENSORS
D115 COMPUTE MODIFIED SURF INDEXES (MSI)
D117 PREPARE ATTACK MISSILE SUPPORT PRODUCTS AND INFORMATION

E. COMMUNICATIONS
E126 ASSESS MOVEMENT REPORTS (MOVREPS) AND SAIL ORDERS
E130 PREPARE METEOROLOGICAL AND OCEANOGRAPHIC (METOC) OPERATIONS TASK (OPTASK) MESSAGES

F. METEOROLOGICAL AND OCEANOGRAPHIC (METOC) BRIEFS
F133 BRIEF LONG RANGE METEOROLOGICAL AND OCEANOGRAPHIC FORECASTS
F134 BRIEF ATMOSPHERIC EFFECTS ON ELECTRO-OPTICAL SENSOR, WEAPON, AND COMMUNICATION PERFORMANCE
F135 BRIEF CHEMICAL, BIOLOGICAL AND RADIOLOGICAL (CBR) PRODUCTS AND INFORMATION
F136 BRIEF ELECTROMAGNETIC PRODUCTS AND INFORMATION
F137 BRIEF FLIGHT WEATHER
F138 BRIEF METEOROLOGICAL AND OCEANOGRAPHIC (METOC) CONDITIONS OF READINESS
F141 BRIEF RUNWAY CONDITIONS
F142 BRIEF TARGET WEATHER
F143 BRIEF TROPICAL CYCLONE EVASIVE ACTION AND SORTIES
F145 BRIEF LANDING CRAFT CREW ON SURFACE CONDITIONS
F146 BRIEF SEARCH AND RESCUE (SAR) AREA METEOROLOGICAL AND OCEANOGRAPHIC (METOC) CONDITIONS
F147 CONDUCT CYCLIC OPERATIONS FLIGHT FORECAST BRIEFS
F148 CONDUCT NAVIGATION BRIEFS
F149 CONDUCT PRE-SAIL BRIEFS

G. METEOROLOGICAL AND OCEANOGRAPHIC (METOC) CODES
G164 ENCODE TERMINAL AERODROME FORECASTS (TAFS)

I. TECHNICAL ADMINISTRATION
I174 PREPARE ANNUAL METEOROLOGICAL STATION AND DESCRIPTION REPORTS
I178 REVIEW FLEET OPERATIONAL ORDERS (OPORDS)

I179 REVIEW LOCAL AREA FORECASTER'S HANDBOOKS
I180 REVIEW METEOROLOGICAL AND OCEANOGRAPHIC (METOC) EQUIPMENT CONTINGENCY BACKUP PLANS

J. MANAGEMENT
J188 DIRECT METEOROLOGICAL AND OCEANOGRAPHIC (METOC) WATCHSTATION OPERATIONS
J189 EVALUATE METEOROLOGICAL AND OCEANOGRAPHIC (METOC) EQUIPMENT AND COMMUNICATIONS REQUIREMENTS
J193 REVIEW PREDEPLOYMENT AND LONG-RANGE PLANNING CLIMATOLOGICAL DATA

CHIEF AEROGRAPHER'S MATE (AGC)

I. TECHNICAL ADMINISTRATION
I173 DEVELOP METEOROLOGICAL AND OCEANOGRAPHIC (METOC) POST DEPLOYMENT REPORTS
I177 REVIEW ANNUAL METEOROLOGICAL STATION AND DESCRIPTION REPORTS
I181 REVIEW METEOROLOGICAL AND OCEANOGRAPHIC (METOC) OPERATIONS TASKING (OPTASK) MESSAGES

J. MANAGEMENT
J185 COORDINATE METEOROLOGICAL AND OCEANOGRAPHIC (METOC) EQUIPMENT CONTINGENCY BACKUP PLANS
J186 COORDINATE METEOROLOGICAL AND OCEANOGRAPHIC (METOC) SERVICE REQUIREMENTS
J187 COORDINATE TACTICAL METEOROLOGICAL AND OCEANOGRAPHIC (METOC) SUPPORT
J190 MONITOR METEOROLOGICAL AND OCEANOGRAPHIC (METOC) BRIEFINGS
J191 MONITOR QUALITY ASSURANCE METEOROLOGICAL AND OCEANOGRAPHIC (METOC) DATA MANUALS

SENIOR CHIEF AEROGRAPHER'S MATE (AGCS)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

MASTER CHIEF AEROGRAPHER'S MATE (AGCM)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

CHAPTER 6

AVIATION STOREKEEPER (AK)

NAVPERS 18068-6A

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

AVIATION STOREKEEPER (AK)

SCOPE OF RATING

Aviation Storekeepers (AK) requisition, receive, identify, store, and issue aviation supplies; confirm shipments and make reports for excesses, shortages or damages; classify and stow materials using the required protective measures; process and stow equipment and parts; conduct inventories; reconcile and post discrepancies; perform data entry functions; prepare and maintain records pertaining to stock control; process allowance changes, validate requirements, and monitor supply requests; maintain control of status, physical inventory, and location of repairable and retrograde components; and maintain financial control records.

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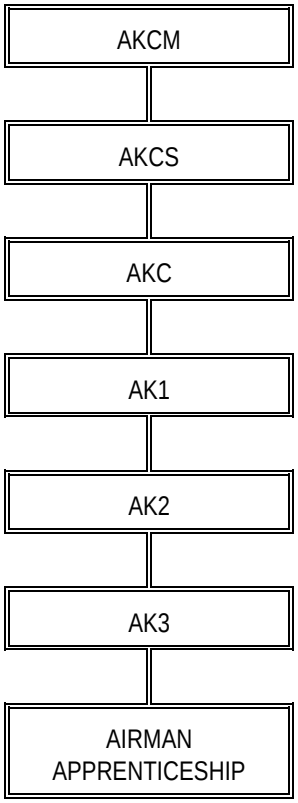
These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 6.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in BUPERSINST 1131.1 series.

SPECIAL PHYSICAL REQUIREMENTS

None.

CITIZENSHIP/SECURITY REQUIREMENTS

None.

SAFETY

The observance of proper safety precautions in all areas is an integral part of each billet and the responsibility of every Navy man and woman; safety is a

universal requirement for all ratings.

AVIATION STOREKEEPER (AK) FUNCTIONAL AREAS

B. TECHNICAL ADMINISTRATION

C. SECURITY

F. CUSTOMER SERVICE

G. FINANCIAL CONTROL

H. LOGISTICS

AVIATION STOREKEEPER THIRD CLASS (AK3)

B. TECHNICAL ADMINISTRATION

B001 MAKE VISUAL INFORMATION DISPLAY SYSTEM/MAINTENANCE ACTION FORM (VIDS/MAF) ENTRIES
B002 VERIFY VIDS/MAF FOR CORRECT DATA ENTRIES
B016 MAINTAIN STOCK RECORDS
B020 MAINTAIN REGISTER, FILE OR LOG OF ALL REQUIREMENTS
B026 MAINTAIN MATERIAL CONTROL REGISTERS
B029 VALIDATE EXPEDITIOUS REPAIR (EXREP) REPORTS
B031 PREPARE AWAITING PARTS (AWP) REPORTS
B033 VALIDATE I. O.U. REPORTS
B043 RESEARCH PUBLICATIONS, CATALOGS, AND DIRECTIVES FOR SUPPLY DATA
B055 MAINTAIN AND PROVIDE STATUS OF OUTSTANDING REQUISITIONS
B057 UTILIZE INDIVIDUAL CONSOLIDATED REQUIREMENTS LIST (ICRL)
B214 VERIFY AND VALIDATE NOT MISSION CAPABLE SUPPLY/PARTIAL MISSION CAPABLE SUPPLY (NMCS/PMCS) LISTINGS

C. SECURITY

C063 IDENTIFY CLASSIFIED MATERIALS
C064 MAINTAIN CONTROL AND ACCOUNTABILITY OF CLASSIFIED MATERIAL
C065 MAINTAIN CONTROL AND ACCOUNTABILITY OF PILFERABLE ITEMS
C071 UTILIZE KEY CONTROL PROCEDURES
C073 MAINTAIN SECURITY OF SUPPLY DEPARTMENT SPACES AND MATERIALS

F. CUSTOMER SERVICE

F384 USE SOUND PRINCIPLES OF CUSTOMER RELATIONS

G. FINANCIAL CONTROL

G053 PROCESS AGED UNFILLED ORDER LISTINGS (AUOL)
G089 MAINTAIN OPERATING TARGET (OPTAR) REQUISITION LOGS (NAVCOMPT FORM 2155)
G091 PROCESS MATERIAL OBLIGATION VALIDATIONS (MOV)
G092 PROCESS SUMMARY FILLED ORDER EXPENDITURE DIFFERENCE LISTINGS (SFOEDL)
G093 PROCESS UNMATCHED EXPENDITURE LISTINGS
G096 PREPARE OPTAR DOCUMENT TRANSMITTAL REPORTS (NAVCOMPT FORM 2156)
G098 PREPARE BUDGET OPTAR REPORTS (BOR) (NAVCOMPT FORM 2157)

H. LOGISTICS

H127 MAINTAIN INVENTORY OF MATERIALS NOT IN PHYSICAL CUSTODY OF THE SUPPLY OFFICER
H138 PARTICIPATE IN LOADING AND OFF-LOADING EVOLUTIONS
H144 PREPARE MATERIAL FOR SHIPMENT
H149 PROCESS REPAIRABLES FOR TURN-IN
H152 FILL OUT REQUISITION AND INVOICE/SHIPPING DOCUMENTS
H154 FILL OUT RECEIPT FOR MATERIAL RECEIVED WITHOUT PAPERWORK
H155 INSPECT ALL MATERIAL UPON RECEIPT FOR DAMAGE, QUALITY, AND QUANTITY
H163 MAINTAIN AIRCRAFT FLIGHT PACKETS
H165 ISSUE MATERIALS

H173 CHECK LISTINGS FOR AVAILABILITY OF ITEMS (ROTATABLE POOL, PRE-EXPENDED BIN (PEB), ETC.)
H175 MAINTAIN SHIPPING FILES
H178 PERFORM SPOT INVENTORIES
H179 PERFORM VELOCITY INVENTORIES
H182 INVENTORY AIRCRAFT AND MAINTAIN AIRCRAFT INVENTORY RECORDS (AIR)
H187 FILL OUT SURVEY REQUESTS, REPORTS, AND EXPENDITURE FORMS
H188 MAINTAIN CONTROLLED EQUIPAGE CUSTODY RECORDS
H210 MAINTAIN RECEIPTS AND DELIVERY FILES
H211 CHECK PARTS AND EQUIPMENT AGAINST REQUISITION
H219 MAINTAIN COMPLETED AND OUTSTANDING REQUISITION FILES
H221 VERIFY/UPDATE VIDS BOARDS
H227 PALLETIZE CARGO AND STORES
H231 SCREEN MATERIAL SAFETY DATA SHEETS (MSDS)
H385 PREPARE MILSTRIP FOLLOW-UPS
H386 PROCESS AND STOW MATERIALS
H387 PERFORM SHELF LIFE INVENTORIES

AVIATION STOREKEEPER SECOND CLASS (AK2)

B. TECHNICAL ADMINISTRATION
B009 MAINTAIN AVIATION CONSOLIDATED ALLOWANCE LIST (AVCAL)
B387 VALIDATE AWAITING PARTS (AWP) REPORTS

G. FINANCIAL CONTROL
G097 REVIEW OPTAR DOCUMENT TRANSMITTAL REPORTS (NAVCOMPT FORM 2156)
G099 REVIEW BUDGET OPTAR REPORTS (BOR) (NAVCOMPT FORM 2157)
G388 REVIEW OPTAR REQUISITION LOGS (NAVCOMPT FORM 2155)
G389 REVIEW SUMMARY FILLED ORDER EXPENDITURE DIFFERENCE LISTINGS (SFOEDL)
G390 REVIEW AGED UNFILLED ORDER LISTINGS (AUOL)
G391 REVIEW UNMATCHED EXPENDITURE LISTINGS

H. LOGISTICS
H128 PREPARE UNIFORM MATERIAL MOVEMENT ISSUE PRIORITY SYSTEM (UMMIPS) REPORTS
H132 MAINTAIN PLANT ACCOUNT AND PROPERTY RECORDS
H392 EXPEDITE HIGH PRIORITY REQUISITIONS
H393 VERIFY AVIATION DEPOT LEVEL REPAIRABLES (AVDLR) PROCEDURES

AVIATION STOREKEEPER FIRST CLASS (AK1)

C. SECURITY
C072 MONITOR KEY CONTROL PROCEDURES

F. CUSTOMER SERVICE
F086 DETERMINE METHODS OF IMPROVING SUPPORT TO CUSTOMERS

H. LOGISTICS

H131 RECONCILE DIFFERENCES IN PHYSICAL COUNT AND QUANTITY ON STOCK RECORDS

H157 MONITOR DELIVERY TIME REPORTS

H191 MONITOR RECEIPT AND DISPOSITION OF MATERIALS

CHIEF AVIATION STOREKEEPER (AKC)

B. TECHNICAL ADMINISTRATION

B394 REVIEW THE INDIVIDUAL COMPONENT REPAIR LIST (ICRL)

B395 REVIEW I.O.U. REPORTS

G. FINANCIAL CONTROL

G240 FORECAST BUDGET AND OPERATIONAL REQUIREMENTS

H. LOGISTICS

H129 REVIEW UNIFORM MATERIAL MOVEMENT ISSUE PRIORITY SYSTEM (UMMIPS) REPORTS

H193 DEVELOP AND LAY OUT PLANS FOR MATERIAL STOWAGE AND OFFICE SPACES

H396 MANAGE THE AVIATION CONSOLIDATED ALLOWANCE LISTING (AVCAL)/SHORE CONSOLIDATED ALLOWANCE LISTING (SHORCAL)

H397 MONITOR REPAIRABLES MANAGEMENT PROGRAM

H398 REVIEW PLANT ACCOUNT AND PROPERTY RECORDS

F. CUSTOMER SERVICE

F399 MONITOR THE EFFECTIVENESS OF CUSTOMER SERVICE RELATIONS

SENIOR CHIEF AVIATION STOREKEEPER (AKCS)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

MASTER CHIEF AVIATION STOREKEEPER (AKCM)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

CHAPTER 7

AVIATION STRUCTURAL MECHANIC (AM)

NAVPERS 18068-7D

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

AVIATION STRUCTURAL MECHANIC (AM)

SCOPE OF RATING

*Aviation Structural Mechanics (AM) maintain aircraft airframe and structural components flight surfaces and controls hydraulic and pneumatic control and actuating systems and mechanisms, landing gear systems, air conditioning, pressurization, visual improvement, oxygen and other utility systems, egress systems including seat and canopy ejection systems and components, fabricate and repair metallic and nonmetallic materials; perform aircraft daily, special, hourly, and conditional inspections, supervise operation of airframe work centers; maintain aircraft metallic and non-metallic structures including fuselages, fixed and moveable flight surfaces, tail booms, doors, panels, decks, empennages, and seats (except ejection seats); flight controls and related mechanisms; hydraulic power storage and distribution systems including main (primary and secondary), auxiliary (utility), and emergency systems; hydraulic actuating subsystems; landing gear systems including wheels and tires, brakes, and emergency systems; pneumatic power, storage and distribution systems; hoists and winches, wing and tail fold systems; launch and arresting gear systems; hydraulic component repair and test; and perform aircraft daily, special, hourly, and conditional inspections.

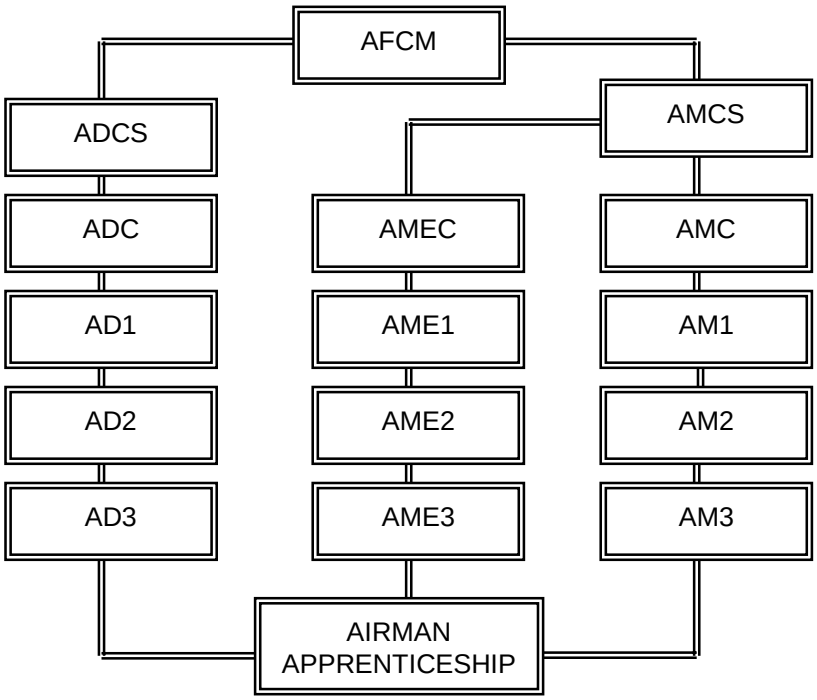
Aviation Structural Mechanics, Safety Equipment (AME) maintain safety belts, shoulder harnesses and integrated flight harnesses in aircraft, inertia reels, seat and canopy ejection systems, gaseous and liquid oxygen systems, liferaft ejection systems, fire extinguishing systems excluding fire detection systems, portable fire extinguishers, emergency egress systems, air-conditioning, heating cabin and cockpit pressurization, ventilating and antiG systems, visual improvement systems, other utility systems and associated lines, fittings, rigging, valves and control mechanisms; replenish liquid and gaseous oxygen systems; remove and install oxygen system valves, gages, converters and regulators; inspect, remove, install and rig ejection seats, shoulder harnesses, lap belts and facecurtain mechanisms; inspect, remove, install and adjust firing mechanisms and cartridges for ejection seats, lap belts and canopies; operate and maintain liquid nitrogen and liquid and gaseous oxygen shop transfer and recharge equipment; perform daily, preflight, postflight and other periodic aircraft inspections.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 7.

* Denotes Revision CH-25

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in BUPERSINST 1131.1 series.

SPECIAL PHYSICAL REQUIREMENTS

Normal color perception. Refer to Chapter 15 of the Manual of the Medical Department, U.S. Navy for details on color perception requirements.

CITIZENSHIP/SECURITY REQUIREMENTS

None.

SAFETY

The observance of proper safety precautions in all areas is an integral part of each billet and the responsibility of every Navy man and woman; safety is a universal requirement for all ratings.

AVIATION STRUCTURAL MECHANIC (AM) FUNCTIONAL AREAS

A. FLIGHT CONTROL SYSTEMS ROTARY

B. FLIGHT CONTROL SYSTEMS FIXED WING

C. UTILITY SYSTEMS

D. LANDING GEAR SYSTEMS

E. BRAKES AND WHEELS

F. POWER SYSTEMS

G. HOSE AND TUBE REPAIR/MANUFACTURING

H. STRUCTURAL REPAIR/MAINTENANCE

I. QUALITY ASSURANCE

J. AVIATION SUPPORT

K. CORROSION CONTROL

L. MAINTENANCE ADMINISTRATION

M. LOGISTICS

AVIATION STRUCTURAL MECHANIC THIRD CLASS (AM3)

A. FLIGHT CONTROL SYSTEMS ROTARY

A001 INSPECT MAIN ROTOR SYSTEMS
A002 SERVICE MAIN ROTOR SYSTEMS
A003 INSPECT FLIGHT CONTROL SYSTEMS (FCS)
A004 TEST AND TROUBLESHOOT ROTARY FLIGHT CONTROL SYSTEMS (FCS)
A005 REMOVE AND INSTALL ROTARY FLIGHT CONTROL SYSTEM (FCS) COMPONENTS
A006 RIG ROTARY FLIGHT CONTROL SYSTEMS (FCS)
A007 INSPECT AUTOMATIC FLIGHT CONTROL SYSTEMS (AFCS)
A008 TEST AND TROUBLESHOOT AUTOMATIC FLIGHT CONTROL SYSTEMS (AFCS)
A009 REMOVE AND INSTALL AUTOMATIC FLIGHT CONTROL SYSTEM (AFCS) COMPONENTS
A010 RIG ROTARY AUTOMATIC FLIGHT CONTROL SYSTEMS (AFCS)

B. FLIGHT CONTROL SYSTEMS FIXED WING

B014 INSPECT FIXED WING FLIGHT CONTROL SYSTEMS (FCS)
B015 TEST AND TROUBLESHOOT FIXED WING FLIGHT CONTROL SYSTEMS (FCS)
B016 REMOVE AND INSTALL FIXED WING FLIGHT CONTROL SYSTEM (FCS) COMPONENTS
B017 INSPECT PRIMARY FLIGHT CONTROLS (AILERONS, ELEVATORS, STABILATORS, RUDDERS)
B018 REMOVE AND INSTALL PRIMARY FLIGHT CONTROLS
B019 INSPECT SECONDARY FLIGHT CONTROLS (LEADING AND TRAILING EDGE FLAPS, SPOILERS, SPEED BRAKE, SLATS)
B020 REMOVE AND INSTALL SECONDARY FLIGHT CONTROLS
B021 RIG FIXED WING FLIGHT CONTROL SYSTEMS (FCS)

C. UTILITY SYSTEMS

C023 INSPECT NOSE GEAR STEERING SYSTEMS
C024 TEST AND TROUBLESHOOT NOSE GEAR STEERING SYSTEMS
C025 REMOVE AND INSTALL COMPONENTS OF NOSE GEAR STEERING SYSTEMS
C026 RIG NOSE GEAR STEERING SYSTEMS
C027 INSPECT LAUNCH BAR SYSTEMS
C028 TEST AND TROUBLESHOOT LAUNCH BAR SYSTEMS
C029 REMOVE AND INSTALL COMPONENTS OF LAUNCH BAR SYSTEMS
C030 RIG LAUNCH BAR SYSTEMS
C031 SERVICE LAUNCH BAR SYSTEMS
C032 INSPECT TAIL HOOK SYSTEMS
C033 TEST AND TROUBLESHOOT TAIL HOOK SYSTEMS
C034 REMOVE AND INSTALL COMPONENTS OF TAIL HOOK SYSTEMS
C035 RIG TAIL HOOK SYSTEMS
C036 SERVICE TAIL HOOK SYSTEMS
C037 INSPECT WING AND TAIL FOLDING SYSTEMS
C038 TEST AND TROUBLESHOOT WING AND TAIL FOLDING SYSTEMS
C039 REMOVE AND INSTALL COMPONENTS OF WING AND TAIL FOLDING SYSTEMS
C040 INSPECT IN-FLIGHT REFUELING (IFR) SYSTEMS
C041 TEST AND TROUBLESHOOT IN-FLIGHT REFUELING (IFR) SYSTEMS
C042 REMOVE AND INSTALL IN-FLIGHT REFUELING (IFR) SYSTEM COMPONENTS
C043 INSPECT WINDSHIELD WIPER SYSTEMS
C044 TEST AND TROUBLESHOOT WINDSHIELD WIPER SYSTEMS
C045 REMOVE AND INSTALL WINDSHIELD WIPER SYSTEM COMPONENTS

C046 INSPECT HOIST AND WINCH SYSTEMS
C047 TEST AND TROUBLESHOOT HOIST AND WINCH SYSTEMS
C048 REMOVE AND INSTALL HOISTS, WINCHES AND RELATED COMPONENTS
C049 INSPECT BLADE FOLD SYSTEMS
C050 TEST AND TROUBLESHOOT BLADE FOLD SYSTEMS
C051 REMOVE AND INSTALL BLADE FOLD SYSTEM COMPONENTS
C052 INSPECT DE-ICING SYSTEMS
C053 TEST AND TROUBLESHOOT DE-ICE SYSTEMS
C054 REMOVE AND INSTALL DE-ICE SYSTEM COMPONENTS
C055 INSPECT HELICOPTER ROTOR BRAKE SYSTEMS
C056 TEST AND TROUBLESHOOT HELICOPTER ROTOR BRAKE SYSTEMS
C057 REMOVE AND INSTALL ROTOR BRAKE SYSTEM COMPONENTS
C058 SERVICE HELICOPTER ROTOR BRAKE SYSTEMS

D. LANDING GEAR SYSTEMS
D064 INSPECT MAIN LANDING GEAR SYSTEMS
D065 TEST AND TROUBLESHOOT MAIN LANDING GEAR (MLG) SYSTEMS
D066 REMOVE AND INSTALL MAIN LANDING GEAR (MLG) COMPONENTS
D067 RIG MAIN LANDING GEAR (MLG) SYSTEM
D068 SERVICE MAIN LANDING GEAR (MLG) STRUTS
D069 INSPECT NOSE LANDING GEAR (NLG) SYSTEMS
D070 TEST AND TROUBLESHOOT NOSE LANDING GEAR (NLG) SYSTEMS
D071 REMOVE AND INSTALL NOSE LANDING GEAR (NLG) COMPONENTS
D072 RIG NOSE LANDING GEAR (NLG) SYSTEMS
D073 SERVICE NOSE LANDING GEAR (NLG) STRUTS
D074 INSPECT TAIL LANDING GEAR (TLG) SYSTEMS
D075 TEST AND TROUBLESHOOT TAIL LANDING GEAR (TLG) SYSTEMS
D076 REMOVE AND INSTALL TAIL LANDING GEAR (TLG) COMPONENTS
D077 RIG TAIL LANDING GEAR (TLG) SYSTEMS
D078 SERVICE TAIL LANDING GEAR (TLG) SYSTEMS

E. BRAKES AND WHEELS
E081 INSPECT AIRCRAFT BRAKE SYSTEMS
E082 TEST AND TROUBLESHOOT AIRCRAFT BRAKE SYSTEMS
E083 REMOVE AND INSTALL AIRCRAFT BRAKE SYSTEM COMPONENTS
E084 SERVICE AIRCRAFT BRAKE SYSTEMS
E085 INSPECT AIRCRAFT WHEEL AND TIRE ASSEMBLIES
E086 REMOVE AND INSTALL AIRCRAFT WHEEL AND TIRE ASSEMBLIES
E087 SERVICE AIRCRAFT WHEEL AND TIRE ASSEMBLIES
E088 DISASSEMBLE WHEEL AND TIRE ASSEMBLIES
E089 ASSEMBLE WHEEL AND TIRE ASSEMBLIES
E090 PREPARE WHEEL ASSEMBLIES FOR NON-DESTRUCTIVE INSPECTIONS (NDI)
E091 PERFORM WHEEL AND TIRE ASSEMBLIES PRESSURE TESTING

F. POWER SYSTEMS
F092 INSPECT AIRCRAFT HYDRAULIC SYSTEMS
F093 SERVICE AIRCRAFT HYDRAULIC SYSTEMS
F094 PERFORM AIRCRAFT HYDRAULIC SYSTEM FLUID SAMPLING
F095 TEST AND TROUBLESHOOT AIRCRAFT HYDRAULIC SYSTEMS
F096 REMOVE AND INSTALL AIRCRAFT HYDRAULIC SYSTEM COMPONENTS
F097 INSPECT AIRCRAFT PNEUMATIC SYSTEMS
F098 SERVICE AIRCRAFT PNEUMATIC SYSTEMS

F099 TEST AND TROUBLESHOOT AIRCRAFT PNEUMATIC SYSTEMS
F100 REMOVE AND INSTALL AIRCRAFT PNEUMATIC SYSTEM COMPONENTS
F101 REMOVE AND INSTALL HYDRAULIC FILTERS
F102 APPLY HYDRAULIC POWER TO AIRCRAFT
F103 DECONTAMINATE AIRCRAFT HYDRAULIC SYSTEMS
F104 REPAIR CYLINDERS
F105 REPAIR COMPONENTS OF SELECTOR VALVES
F106 REPAIR COMPONENTS OF SERVO-CYLINDERS
F107 REMOVE AND INSTALL BRAKE ASSEMBLIES
F108 PREPARE HYDRAULIC COMPONENTS FOR TESTS

G. HOSE AND TUBE REPAIR/MANUFACTURING

G111 INSPECT RIGID TUBING
G112 REMOVE AND INSTALL RIGID TUBING
G113 INSPECT HOSES
G114 REMOVE AND REPLACE FLEXIBLE HOSES
G115 INSPECT QUICK DISCONNECTS
G116 REMOVE AND INSTALL QUICK DISCONNECTS
G117 FABRICATE RIGID TUBING ASSEMBLIES
G118 FABRICATE FLEXIBLE HOSE ASSEMBLIES

H. STRUCTURAL REPAIR/MAINTENANCE

H119 INSPECT AIRCRAFT METALLIC STRUCTURES AND COMPONENTS
H120 REMOVE AND INSTALL METALLIC AIRCRAFT STRUCTURAL PARTS
H121 FABRICATE METALLIC AIRCRAFT STRUCTURAL PARTS
H122 REMOVE AND INSTALL AIRCRAFT ACCESS PANELS, DOORS, AND COWLINGS
H123 REPAIR METALLIC AIRCRAFT ACCESS PANELS, DOORS, AND COWLINGS
H124 INSPECT AIRCRAFT NON-METALLIC STRUCTURES AND COMPONENTS
H125 REMOVE AND INSTALL NON-METALLIC AIRCRAFT STRUCTURAL PARTS
H126 REPAIR NON-METALLIC AIRCRAFT ACCESS PANELS, DOORS, AND COWLINGS
H127 INSPECT AIRCRAFT WINDSHIELDS, WINDSCREENS AND CANOPIES
H128 REMOVE AND INSTALL AIRCRAFT WINDSHIELDS, WINDSCREENS AND CANOPIES
H129 REMOVE AND INSTALL FLIGHT SURFACES (ROTARY/FIXED WING)
H130 INSPECT FLIGHT CONTROL STRUCTURAL COMPONENTS
H131 REPAIR FLIGHT CONTROL STRUCTURAL COMPONENTS
H132 PREPARE AND APPLY SEALANTS
H133 REMOVE AND INSTALL STRUCTURAL FASTENERS (RIVITS, BLIND RIVITS, COMPOSIT-LOK, RIVNUT, CAM-LOC, ETC)
H134 INSPECT NOSE AND TAIL RADOMES
H135 REMOVE AND INSTALL RADOMES
H136 REMOVE AND INSTALL AIRCRAFT HEAT SHIELDS
H137 REPAIR AIRCRAFT HEAT SHIELDS
H138 INSPECT AIRCRAFT HONEYCOMB MATERIALS
H139 REPAIR AIRCRAFT HONEYCOMB MATERIALS
H140 INSPECT AIRCRAFT BONDING WIRES
H141 REMOVE AND INSTALL AIRCRAFT BONDING WIRES
H142 INSPECT AIRCRAFT STATIC DISCHARGE WICKS
H143 INSPECT MAIN ROTOR BLADES
H144 REPAIR MAIN ROTOR BLADES
H145 INSPECT TAIL ROTOR BLADES
H146 REPAIR TAIL ROTOR BLADES
H147 FABRICATE AIRCRAFT CABLES

J. AVIATION SUPPORT

J152 DOCUMENT INSPECTIONS AND CORRECTIVE MAINTENANCE ACTIONS USING NAVAL AVIATION LOGISTICS COMMAND MANAGEMENT INFORMATION SYSTEM (NALCOMIS)
J153 PREPARE PARTS FOR TURN-IN
J154 PREPARE AIRCRAFT PARTS FOR NON-DESTRUCTIVE INSPECTION (NDI)
J155 PERFORM FOREIGN OBJECT DAMAGE (FOD) WALKDOWNS
J156 REVIEW HAZARDOUS MATERIAL (HAZMAT) MATERIAL SAFETY DATA SHEETS (MSDS)
J157 REMOVE AND INSTALL AIRCRAFT SECURING DEVICES (LANDING GEAR LOCKS, STRUTS, PLUGS AND COVERS, BLADE TIEDOWNS, ETC)
J158 INSPECT AIRCRAFT HARDWARE (NUTS, SECURING DEVICES, BOLTS, CLAMPS, ETC)
J159 TORQUE NUTS, BOLTS, AND LOCKING DEVICES
J160 SAFETY WIRE AIRCRAFT HARDWARE
J161 JACK AIRCRAFT
J162 JACK AIRCRAFT AXLE
J163 PERFORM TOOL INVENTORIES
J164 INSPECT TOOLS FOR DAMAGE AND BREAKAGE
J165 MARK TOOLS WITH INVENTORY INFORMATION
J166 PERFORM SUPPORT EQUIPMENT HYDRAULIC SYSTEM FLUID SAMPLING
J167 PERFORM HYDRAULIC FLUID PATCH TESTS
J168 LUBRICATE AIRCRAFT BEARINGS, HINGE POINTS, AND RELATED HARDWARE
J169 MAINTAIN AIRFRAME SPECIAL TOOLS, EQUIPMENT, AND SERVICING EQUIPMENT
J170 INSTALL AIRFRAME CHANGES (AFC)
J171 PREPARE AIRFRAME BULLETINS (AFB)
J172 PERFORM DAILY, SPECIAL, HOURLY, AND CONDITIONAL INSPECTIONS

K. CORROSION CONTROL

K182 PRESERVE AIRCRAFT AND AIRCRAFT PARTS
K183 PREPARE AIRCRAFT FOR WASHING
K184 WASH AIRCRAFT
K185 INSPECT AIRCRAFT FOR CORROSION
K186 REMOVE CORROSION FROM AIRCRAFT
K187 PREPARE METAL AIRCRAFT SURFACES FOR PAINTING
K188 PREPARE NON-METALIC AIRCRAFT SURFACES FOR PAINTING
K189 PREPARE AND APPLY PRIMER AND TOPCOAT PAINTS
K190 LAYOUT AND APPLY AIRCRAFT MARKINGS

AVIATION STRUCTURAL MECHANIC SECOND CLASS (AM2)

A. FLIGHT CONTROL SYSTEMS ROTARY

A011 PERFORM FLIGHT CONTROL SYSTEM (FCS) FUNCTIONAL CHECKS (ROTARY)
A012 PERFORM AUTOMATIC FLIGHT CONTROL SYSTEM (AFCS) FUNCTIONAL CHECKS
A013 REVIEW HELICOPTER TRACK, BALANCE AND VIBRATION ANALYSIS DATA AND RECORDS

B. FLIGHT CONTROL SYSTEMS FIXED WING

B022 PERFORM FLIGHT CONTROL SYSTEM (FCS) FUNCTIONAL CHECKS (FIXED WING)

C. UTILITY SYSTEMS

C059 PERFORM NOSE GEAR STEERING SYSTEM FUNCTIONAL CHECKS

C060 PERFORM WING AND TAIL FOLDING SYSTEM FUNCTIONAL CHECKS
C061 PERFORM DE-ICE SYSTEMS FUNCTIONAL CHECKS
C062 PERFORM HELICOPTER ROTOR BRAKE SYSTEM FUNCTIONAL CHECKS
C063 PERFORM BLADE FOLD SYSTEM FUNCTIONAL CHECKS

D. LANDING GEAR SYSTEMS
D079 PERFORM MAIN LANDING GEAR FUNCTIONAL CHECKS
D080 PERFORM NOSE LANDING GEAR FUNCTIONAL CHECKS

F. POWER SYSTEMS
F100 PERFORM HYDRAULIC SYSTEM FUNCTIONAL CHECKS
F110 PERFORM PNEUMATIC SYSTEM FUNCTIONAL CHECKS

H. STRUCTURAL REPAIR/MAINTENANCE
H148 ASSESS EXTENT OF DAMAGE TO AIRCRAFT STRUCTURES

J. AVIATION SUPPORT
J173 DIRECT FOREIGN OBJECT DAMAGE (FOD) WALKDOWNS
J174 DIRECT MISSING TOOL SEARCHES
J175 PREPARE TECHNICAL PUBLICATION DEFICIENCY REPORTS
J176 PREPARE AND MAINTAIN EMERGENCY RECLAMATION KITS

L. MAINTENANCE ADMINISTRATION
L192 REVIEW AND CORRECT DAILY AUDIT REPORTS (DAR)
L193 REVIEW MAINTENANCE DATA REPORTS (MDR)
L194 CORRECT MAINTENANCE DATA REPORTS (MDR)
L195 DOCUMENT AIRFRAME CHANGES (AFC) AND AIRFRAME BULLETINS (AFB)

M. LOGISTICS
M213 INVENTORY AIRCRAFT
M214 TURN IN PRECISION MEASURING EQUIPMENT (PME) TO CALIBRATION LABORATORIES

AVIATION STRUCTURAL MECHANIC FIRST CLASS (AM1)

I. QUALITY ASSURANCE
I149 PERFORM WORK CENTER AUDITS
I150 PERFORM SPECIAL AVIATION PROGRAM AUDITS

J. AVIATION SUPPORT
J177 REVIEW SUPPLY DEPARTMENTS HAZARDOUS MATERIAL (HAZMAT) USERS GUIDES
J178 DETERMINE REQUIREMENTS FOR EMERGENCY RECLAMATION KITS
J179 REVIEW AVIATION SPECIAL PROGRAM REQUIREMENTS
J180 REVIEW WEIGHT AND BALANCE RECORDS
J181 REVIEW INDIVIDUAL MATERIAL READINESS LISTS (IMRL)

K. CORROSION CONTROL

K191 RESEARCH AIRCRAFT CORROSION PREVENTION AND CONTROL AS WELL AS MATERIAL PRESERVATION PUBLICATIONS AND MANUALS

L. MAINTENANCE ADMINISTRATION

L196 PREPARE QUALITY DEFICIENCY REPORTS (QDR)
L197 CONDUCT AIRCRAFT INVENTORIES
L198 IDENTIFY AIRCRAFT INVENTORY DISCREPANCIES

M. LOGISTICS

M215 REVIEW SUPPLY STATUS REPORTS

CHIEF AVIATION STRUCTURAL MECHANIC (AMC)

I. QUALITY ASSURANCE

I151 REVIEW WORK CENTER AUDIT RESULTS

L. MAINTENANCE ADMINISTRATION

L199 CORRECT AIRCRAFT INVENTORY DISCREPANCIES
L200 REVIEW EQUIPMENT STATUS BOARDS
L201 CONDUCT MAINTENANCE BRIEFS
L202 CERTIFY AIRCRAFT SAFE FOR FLIGHT
L203 REVIEW AIRCRAFT HISTORY RECORDS
L204 PREPARE AIRCRAFT STATUS REPORTS
L205 REVIEW AIRCRAFT STATUS REPORTS
L206 SCREEN ELECTRICAL AND ELECTRONIC TECHNICAL DIRECTIVES
L207 DEBRIEF FLIGHT CREWS
L208 DEBRIEF AIRCRAFT INSPECTION PERSONNEL
L209 REVIEW AIRCRAFT MANIFESTS
L210 SCHEDULE AIRCRAFT INSPECTIONS
L211 SCHEDULE EQUIPMENT INSPECTIONS
L212 DEVELOP AND UPDATE HAZARDOUS MATERIAL (HAZMAT) SPILL RESPONSE PROCEDURES

M. LOGISTICS

M216 REVIEW PERFORMANCE MEASURING EQUIPMENT (PME) CALIBRATION SCHEDULES
M217 RESEARCH EMERGENCY RECLAMATION MANUALS
M218 REVIEW AIRCRAFT MAINTENANCE MATERIAL READINESS LISTS (AMMRL)
M219 REVIEW CONSOLIDATED REMAIN IN PLACE LISTS (CRIPL)

SENIOR CHIEF AVIATION STRUCTURAL MECHANIC (AMCS)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

MASTER CHIEF AIRCRAFT MAINTENANCEMAN (AFCM)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

AVIATION STRUCTURAL MECHANIC (SAFETY EQUIPMENT) (AME) FUNCTIONAL AREAS

A. MECHANICAL MAINTENANCE

B. ORDNANCE MAINTENANCE

C. OXYGEN, NITROGEN, AND LIQUID OXYGEN SYSTEMS

F. AIRCREW PERSONAL PROTECTIVE GEAR

H. GENERAL MAINTENANCE

I. TOOL CONTROL

J. HAZARDOUS MATERIAL

K. QUALITY ASSURANCE (QA)

L. MAINTENANCE ADMINISTRATION

M. CORROSION CONTROL

AVIATION STRUCTURAL MECHANIC (SAFETY EQUIPMENT) THIRD CLASS (AME3)

A. MECHANICAL MAINTENANCE

A001 CLEAN AND INSPECT PRIMARY HEAT EXCHANGERS
A002 TROUBLESHOOT PRIMARY HEAT EXCHANGERS
A003 REPLACE PRIMARY HEAT EXCHANGERS
A004 PERFORM PRIMARY HEAT EXCHANGER FUNCTIONAL CHECKS
A005 CLEAN AND INSPECT SECONDARY HEAT EXCHANGERS
A006 TROUBLESHOOT SECONDARY HEAT EXCHANGERS
A007 REPLACE SECONDARY HEAT EXCHANGERS
A008 PERFORM SECONDARY HEAT EXCHANGER FUNCTIONAL CHECKS
A009 CLEAN AND INSPECT HEAT EXCHANGER FANS
A010 TROUBLESHOOT HEAT EXCHANGER FANS
A011 REPLACE HEAT EXCHANGER FANS
A012 PERFORM HEAT EXCHANGER FAN FUNCTIONAL CHECKS
A013 REPLACE HEAT EXCHANGER FAN COMPONENTS
A014 CLEAN AND INSPECT REHEATER HEAT EXCHANGERS
A015 TROUBLESHOOT REHEATER HEAT EXCHANGERS
A016 REPLACE REHEATER HEAT EXCHANGERS
A017 PERFORM REHEATER HEAT EXCHANGER FUNCTIONAL CHECKS
A018 CLEAN AND INSPECT CONDENSER AND VENT SUIT HEAT EXCHANGERS
A019 TROUBLESHOOT CONDENSER AND VENT SUIT HEAT EXCHANGERS
A020 REPLACE CONDENSER AND VENT SUIT HEAT EXCHANGERS
A021 PERFORM CONDENSER AND VENT SUIT HEAT EXCHANGER FUNCTIONAL CHECKS
A022 REPLACE CONDENSER AND VENT SUIT HEAT EXCHANGER COMPONENTS
A023 CLEAN AND INSPECT PRIMARY EJECTOR VALVES
A024 TROUBLESHOOT PRIMARY EJECTOR VALVES
A025 LUBRICATE PRIMARY EJECTOR VALVES
A026 REPLACE PRIMARY EJECTOR VALVES
A027 PERFORM PRIMARY EJECTOR VALVE FUNCTIONAL CHECKS
A028 REPLACE PRIMARY EJECTOR VALVE COMPONENTS
A029 CLEAN AND INSPECT SECONDARY EJECTOR VALVES
A030 TROUBLESHOOT SECONDARY EJECTOR VALVES
A031 LUBRICATE SECONDARY EJECTOR VALVES
A032 REPLACE SECONDARY EJECTOR VALVES
A033 PERFORM SECONDARY EJECTOR VALVE FUNCTIONAL CHECKS
A034 REPLACE SECONDARY EJECTOR VALVE COMPONENTS
A035 CLEAN AND INSPECT PRESSURE REGULATOR VALVES
A036 TROUBLESHOOT PRESSURE REGULATOR VALVES
A037 LUBRICATE PRESSURE REGULATOR VALVES
A038 REPLACE PRESSURE REGULATOR VALVES
A039 PERFORM PRESSURE REGULATOR VALVE FUNCTIONAL CHECKS
A040 REPLACE PRESSURE REGULATOR VALVE COMPONENTS
A041 LUBRICATE RAM AIR VALVES
A042 REPLACE RAM AIR VALVES
A043 PERFORM RAM AIR VALVE FUNCTIONAL CHECKS
A044 REPLACE RAM AIR VALVE COMPONENTS
A045 CLEAN AND INSPECT AVIONICS RAM AIR SERVOS
A046 TROUBLESHOOT AVIONICS RAM AIR SERVOS
A047 LUBRICATE AVIONICS RAM AIR SERVOS
A048 REPLACE AVIONICS RAM AIR SERVOS
A049 PERFORM AVIONICS RAM AIR SERVO FUNCTIONAL CHECKS
A050 REPLACE AVIONICS RAM AIR SERVO COMPONENTS
A051 CLEAN AND INSPECT RAM AIR VALVES
A052 TROUBLESHOOT RAM AIR VALVES

A053 CLEAN AND INSPECT COMPRESSOR PROTECTIVE TEMPERATURE SENSORS
A054 TROUBLESHOOT COMPRESSOR PROTECTIVE TEMPERATURE SENSORS
A055 REPLACE COMPRESSOR PROTECTIVE TEMPERATURE SENSORS
A056 PERFORM COMPRESSOR PROTECTIVE TEMPERATURE SENSOR FUNCTIONAL CHECKS
A057 CLEAN AND INSPECT TURBINE PROTECTIVE TEMPERATURE SENSORS
A058 TROUBLESHOOT TURBINE PROTECTIVE TEMPERATURE SENSORS
A059 REPLACE TURBINE PROTECTIVE TEMPERATURE SENSORS
A060 PERFORM TURBINE PROTECTIVE TEMPERATURE SENSOR FUNCTIONAL CHECKS
A061 CLEAN AND INSPECT WATER SEPARATORS
A062 TROUBLESHOOT WATER SEPARATORS
A063 REPLACE WATER SEPARATORS
A064 REPLACE WATER SEPARATOR COMPONENTS
A065 PERFORM WATER SEPARATOR FUNCTIONAL CHECKS
A066 CLEAN AND INSPECT AIR CONDITIONING TURBINE COMPRESSOR ASSEMBLIES
A067 TROUBLESHOOT AIR CONDITIONING TURBINE COMPRESSOR ASSEMBLIES
A068 LUBRICATE AIR CONDITIONING TURBINE COMPRESSOR ASSEMBLIES
A069 REPLACE AIR CONDITIONING TURBINE COMPRESSOR ASSEMBLIES
A070 PERFORM A/C TURBINE COMPRESSOR ASSEMBLY FUNCTIONAL CHECKS
A071 REPLACE AIR CONDITIONING TURBINE COMPRESSOR ASSEMBLY COMPONENTS
A072 CLEAN AND INSPECT ENVIRONMENTAL CONTROL SYSTEMS (ECS)
A073 TROUBLE SHOOT ENVIRONMENTAL CONTROL SYSTEMS (ECS)
A074 REPLACE ENVIRONMENTAL CONTROL SYSTEM (ECS) COMPONENTS
A075 CLEAN AND INSPECT ANTI-ICE ADD HEAT VALVES
A076 TROUBLESHOOT ANTI-ICE ADD HEAT VALVES
A077 LUBRICATE ANTI-ICE ADD HEAT VALVES
A078 REPLACE ANTI-ICE ADD HEAT VALVES
A079 PERFORM ANTI-ICE ADD HEAT VALVE FUNCTIONAL CHECKS
A080 REPLACE ANTI-ICE ADD HEAT VALVE COMPONENTS
A081 CLEAN AND INSPECT AIR MULTIPLIER PACKAGES
A082 TROUBLESHOOT AIR MULTIPLIER PACKAGES
A083 LUBRICATE AIR MULTIPLIER PACKAGES
A084 REPLACE AIR MULTIPLIER PACKAGES
A085 PERFORM AIR MULTIPLIER PACKAGE FUNCTIONAL CHECKS
A086 REPLACE AIR MULTIPLIER PACKAGE COMPONENTS
A087 CLEAN AND INSPECT AIR TEMPERATURE CONTROLLERS
A088 TROUBLESHOOT AIR TEMPERATURE CONTROLLERS
A089 REPLACE AIR TEMPERATURE CONTROLLERS
A090 PERFORM AIR TEMPERATURE CONTROLLER FUNCTIONAL CHECKS
A091 REPLACE AIR TEMPERATURE CONTROLLER COMPONENTS
A098 PERFORM AIR CONDITIONING SYSTEM FUNCTIONAL CHECKS
A099 CLEAN AND INSPECT BLEED AIR DUCTS
A100 REPLACE BLEED AIR DUCTS
A101 CLEAN AND INSPECT ENGINE BLEED AIR PRESSURE REGULATION VALVES
A102 TROUBLESHOOT ENGINE BLEED AIR PRESSURE REGULATION VALVES
A103 LUBRICATE ENGINE BLEED AIR PRESSURE REGULATION VALVES
A104 REPLACE ENGINE BLEED AIR PRESSURE REGULATION VALVES
A105 PERFORM ENGINE BLEED AIR PRESSURE REGULATION VALVE FUNCTIONAL CHECKS
A106 CLEAN AND INSPECT ENGINE BLEED AIR SECOND PRESSURE REGULATION VALVES
A107 TROUBLESHOOT ENGINE BLEED AIR SECOND PRESSURE REGULATION VALVES
A108 LUBRICATE ENGINE BLEED AIR SECONDARY PRESSURE REGULATION VALVES
A109 REPLACE ENGINE BLEED AIR SECONDARY PRESSURE REGULATION VALVES
A110 PERFORM ENGINE BLEED AIR SECOND PRESS REGULATOR VALVE FUNCTIONAL CHECKS
A111 CLEAN AND INSPECT PRIMARY BLEED AIR OVERPRESSURE SWITCHES
A112 TROUBLESHOOT PRIMARY BLEED AIR OVERPRESSURE SWITCHES
A113 REPLACE PRIMARY BLEED AIR OVERPRESSURE SWITCHES

A114 PERFORM PRIMARY BLEED AIR OVERPRESSURE SWITCH FUNCTIONAL CHECKS
A115 CLEAN AND INSPECT SECONDARY BLEED AIR OVERPRESSURE SWITCHES
A116 TROUBLESHOOT SECONDARY BLEED AIR OVERPRESSURE SWITCHES
A117 REPLACE SECONDARY BLEED AIR OVERPRESSURE SWITCHES
A118 PERFORM SECONDARY BLEED AIR OVERPRESSURE SWITCH FUNCTIONAL CHECKS
A119 CLEAN AND INSPECT AIR ISOLATION VALVE OVERPRESSURE SWITCHES
A120 CLEAN AND INSPECT REGULATING VALVES
A121 TROUBLESHOOT REGULATING VALVES
A122 LUBRICATE REGULATING VALVES
A123 REPLACE REGULATING VALVES
A124 PERFORM REGULATING VALVE FUNCTIONAL CHECKS
A125 TROUBLESHOOT AIR ISOLATION VALVES
A126 LUBRICATE AIR ISOLATION VALVES
A127 REPLACE AIR ISOLATION VALVES
A128 PERFORM AIR ISOLATION VALVES FUNCTIONAL CHECKS
A129 CLEAN AND INSPECT PNEUMATIC SYSTEM COMPONENTS
A130 TROUBLESHOOT PNEUMATIC SYSTEMS
A131 LUBRICATE PNEUMATIC SYSTEM COMPONENTS
A132 REPLACE PNEUMATIC SYSTEM COMPONENTS
A133 REPLACE PNEUMATIC SYSTEM STORAGE BOTTLES
A134 PERFORM PNEUMATIC SYSTEM STORAGE BOTTLE FUNCTIONAL CHECKS
A135 REPLACE PNEUMATIC ACTUATORS
A136 TROUBLESHOOT RADAR LIQUID COOLING SYSTEM AIR-TO-AIR HEAT EXCHANGERS
A137 PERFORM RADAR COOLING SYSTEM AIR-TO-AIR HEAT EXCHANGE FUNCTIONAL CHECKS
A138 CLEAN AND INSPECT RADAR COOLING SYSTEM AIR-TO-AIR HEAT EXCHANGER COMPONENTS
A139 REPLACE RADAR COOLING SYSTEM AIR-TO-AIR HEAT EXCHANGER COMPONENTS
A140 REFILL RADAR LIQUID COOLING SYSTEM
A141 CLEAN AND INSPECT LIQUID COOLANT PUMPS
A142 TROUBLESHOOT LIQUID COOLANT PUMPS
A143 REPLACE LIQUID COOLANT PUMPS
A144 PERFORM LIQUID COOLANT PUMP FUNCTIONAL CHECKS
A145 REPLACE LIQUID COOLANT PUMP COMPONENTS
A146 CLEAN AND INSPECT GROUND COOLING FANS
A147 TROUBLESHOOT GROUND COOLING FANS
A148 REPLACE GROUND COOLING FANS
A149 PERFORM GROUND COOLING FAN FUNCTIONAL CHECKS
A150 REPLACE GROUND COOLING FAN COMPONENTS
A151 CLEAN AND INSPECT COOLANT FILTER ASSEMBLIES
A152 TROUBLESHOOT COOLANT FILTER ASSEMBLIES
A153 REPLACE COOLANT FILTER ASSEMBLIES
A154 PERFORM COOLANT FILTER ASSEMBLY FUNCTIONAL CHECKS
A155 CLEAN AND INSPECT LOW-PRESSURE SENSORS
A156 TROUBLESHOOT LOW-PRESSURE SENSORS
A157 REPLACE LOW-PRESSURE SENSORS
A158 PERFORM LOW-PRESSURE SENSOR FUNCTIONAL CHECKS
A159 CLEAN AND INSPECT HIGH-PRESSURE SENSORS
A160 TROUBLESHOOT HIGH-PRESSURE SENSORS
A161 REPLACE HIGH-PRESSURE SENSORS
A162 PERFORM HIGH-PRESSURE SENSOR FUNCTIONAL CHECKS
A163 CLEAN AND INSPECT AIRFLOW VALVES
A164 TROUBLESHOOT AIRFLOW VALVES
A165 LUBRICATE AIRFLOW VALVES
A166 REPLACE AIRFLOW VALVES
A167 PERFORM AIRFLOW VALVE FUNCTIONAL CHECKS

A168 REPLACE AIRFLOW VALVE COMPONENTS
A169 CLEAN AND INSPECT SHUT-OFF VALVES
A170 TROUBLESHOOT SHUT-OFF VALVES
A171 LUBRICATE SHUT-OFF VALVES
A172 REPLACE SHUT-OFF VALVES
A173 PERFORM SHUT-OFF VALVE FUNCTIONAL CHECKS
A174 CLEAN AND INSPECT CHECK VALVES
A175 TROUBLESHOOT CHECK VALVES
A176 LUBRICATE CHECK VALVES
A177 REPLACE CHECK VALVES
A178 PERFORM CHECK VALVE FUNCTIONAL CHECKS
A179 CLEAN AND INSPECT MODULATING VALVES
A180 TROUBLESHOOT MODULATING VALVES
A181 LUBRICATE MODULATING VALVES
A182 REPLACE MODULATING VALVES
A183 PERFORM MODULATING VALVE FUNCTIONAL CHECKS
A184 CLEAN AND INSPECT WATER EXTRACTORS
A185 TROUBLESHOOT WATER EXTRACTORS
A186 REPLACE WATER EXTRACTORS
A187 PERFORM WATER EXTRACTOR FUNCTIONAL CHECKS
A188 REPLACE WATER EXTRACTOR COMPONENTS
A189 CLEAN AND INSPECT COOLANT TEMPERATURE SENSORS
A190 TROUBLESHOOT COOLANT TEMPERATURE SENSORS
A191 REPLACE COOLANT TEMPERATURE SENSORS
A192 PERFORM COOLANT TEMPERATURE SENSOR FUNCTIONAL CHECKS
A193 CLEAN AND INSPECT WAVEGUIDE FILTERS
A194 TROUBLESHOOT WAVEGUIDE FILTERS
A195 REPLACE WAVEGUIDE FILTERS
A196 PERFORM WAVEGUIDE FILTER FUNCTIONAL CHECKS
A197 REPLACE WAVEGUIDE FILTER COMPONENTS
A198 CLEAN AND INSPECT AIR DESICCATORS
A199 TROUBLESHOOT AIR DESICCATORS
A200 REPLACE AIR DESICCATORS
A201 PERFORM AIR DESICCATOR FUNCTIONAL CHECKS
A202 REPLACE AIR DESICCATOR COMPONENTS
A203 TROUBLESHOOT DE-ICING SYSTEMS
A204 PERFORM DE-ICING SYSTEM FUNCTIONAL CHECKS
A205 CLEAN AND INSPECT DE-ICING SYSTEM COMPONENTS
A206 LUBRICATE DE-ICING SYSTEM COMPONENTS
A207 REPLACE DE-ICING SYSTEM COMPONENTS
A208 REPAIR DE-ICING BOOTS
A209 CLEAN AND INSPECT DEFOG SYSTEM COMPONENTS
A210 TROUBLESHOOT DEFOG SYSTEM COMPONENTS
A211 PERFORM DEFOG SYSTEM FUNCTIONAL CHECKS
A212 REPLACE DEFOG SYSTEM COMPONENTS
A213 TROUBLESHOOT ANTI-ICING SYSTEMS
A214 PERFORM ANTI-ICING SYSTEM FUNCTIONAL CHECKS
A215 CLEAN AND INSPECT ANTI-ICING SYSTEM COMPONENTS
A216 REPLACE ANTI-ICING SYSTEM COMPONENTS
A217 TROUBLESHOOT RAIN REMOVAL SYSTEMS
A218 CLEAN AND INSPECT RAIN REMOVAL SYSTEM COMPONENTS
A219 PERFORM RAIN REMOVAL SYSTEM FUNCTIONAL CHECKS
A220 REPLACE RAIN REMOVAL SYSTEM COMPONENTS
A225 TROUBLESHOOT WINDSHIELD WASHER SYSTEMS
A226 PERFORM WINDSHIELD WASHER SYSTEM FUNCTIONAL CHECKS
A227 REPLACE WINDSHIELD WASHER SYSTEM COMPONENTS

A228 TROUBLESHOOT AIRCRAFT FIRE EXTINGUISHER SYSTEMS
A229 PERFORM AIRCRAFT FIRE EXTINGUISHER SYSTEM FUNCTIONAL CHECKS
A230 CLEAN AND INSPECT AIRCRAFT FIRE EXTINGUISHER SYSTEM COMPONENTS
A231 REPLACE AIRCRAFT FIRE EXTINGUISHER SYSTEM COMPONENTS
A232 CLEAN AND INSPECT AIRCRAFT FIRE BOTTLES
A233 WEIGH AIRCRAFT FIRE BOTTLES
A234 REMOVE AIRCRAFT FIRE BOTTLES
A235 INSTALL AIRCRAFT FIRE BOTTLES
A236 CLEAN AND INSPECT AIRCRAFT FIRE BOTTLE COMPONENTS
A248 TROUBLESHOOT CLAMSHELL CANOPY SYSTEMS
A249 CLEAN AND INSPECT CLAMSHELL CANOPY SYSTEM COMPONENTS
A250 LUBRICATE CLAMSHELL CANOPY SYSTEM COMPONENTS
A251 REPLACE CLAMSHELL CANOPY SYSTEM COMPONENTS
A252 PERFORM CANOPY SYSTEM COMPONENT FUNCTIONAL CHECKS
A253 RECHARGE CLAMSHELL CANOPY SYSTEM PNEUMATIC COMPONENTS
A254 REPLACE CLAMSHELL CANOPIES
A255 PERFORM CLAMSHELL CANOPY FUNCTIONAL CHECKS
A256 CLEAN AND INSPECT EJECTION SEATS
A257 TROUBLESHOOT EJECTION SEATS
A258 LUBRICATE EJECTION SEATS
A259 REPLACE EJECTION SEATS
A260 PERFORM EJECTION SEAT COMPONENT FUNCTIONAL CHECKS
A261 REPLACE EJECTION SEAT COMPONENTS
A262 SAFETY PIN EJECTION SEATS
A263 PERFORM EJECT SEAT FACE CURTAIN AND LOWER EJECT PUSH-PULL CHECKS
A264 CLEAN AND INSPECT SEAT PANS
A265 REPLACE SEAT PANS
A266 REPAIR SEAT PANS
A267 REPLACE SEAT PAN COMPONENTS
A268 CLEAN AND INSPECT SEAT PAN CUSHIONS
A269 REPLACE SEAT PAN CUSHIONS
A270 ADJUST SEAT PAN LOCKING MECHANISMS
A273 PERFORM SEAT PAN HANDLE PULL TESTS
A278 APPLY TAMPER DOT COMPOUND TO SCREWS AND FITTINGS

B. ORDNANCE MAINTENANCE

B279 INSPECT AIRCRAFT SEAT ACTUATORS
B280 TROUBLESHOOT AIRCRAFT SEAT ACTUATORS
B281 REPLACE AIRCRAFT SEAT ACTUATORS
B282 PERFORM AIRCRAFT SEAT ACTUATOR FUNCTIONAL CHECKS
B283 CLEAN AND INSPECT ROCKET MOTORS
B284 REPLACE ROCKET MOTORS
B285 PERFORM ROCKET MOTOR FUNCTIONAL CHECKS
B286 CLEAN AND INSPECT ROCKET MOTOR INITIATORS
B287 REPLACE ROCKET MOTOR INITIATORS
B288 INSPECT CARTRIDGE ACTIVATED DEVICES (CAD)
B289 REMOVE CARTRIDGE ACTIVATED DEVICES (CAD)
B290 INSTALL CARTRIDGE ACTIVATED DEVICES (CAD)
B291 INSPECT CARTRIDGE ACTIVATED DEVICES (CAD)/EXPLOSIVE DEVICE STORAGE FACILITIES
B292 CLEAN AND INSPECT SHIELDED MILD DETONATING CORDS (SMDC)
B293 REPLACE SHIELDED MILD DETONATING CORDS (SMDC)
B294 PERFORM SHIELDED MILD DETONATING CORD (SMDC) FUNCTIONAL CHECKS
B295 CLEAN AND INSPECT FLEXIBLE CONFINED DETONATING CORDS (FCDC)
B296 REPLACE FLEXIBLE CONFINED DETONATING CORDS (FCDC)

B297 ARM CANOPY JETTISON SYSTEMS
B298 DISARM CANOPY JETTISON SYSTEMS
B299 CHECK FIRING MECHANISM PIN PROTRUSIONS
B300 ARM EJECTION SEATS
B301 DISARM EJECTION SEATS
B302 PERFORM EJECT SYSTEM SEQUENCING CHECKS (DROGUE, GUILLOTINE, ETC)
B303 PERFORM FIRING HEAD PUSH-PULL CHECKS
B304 CLEAN AND INSPECT SEAWATER ACTIVATED RELEASED SYSTEMS (SEAWARS)

C. OXYGEN, NITROGEN, AND LIQUID OXYGEN SYSTEMS

C306 TROUBLESHOOT OXYGEN SYSTEMS
C308 PURGE OXYGEN SYSTEMS
C309 CLEAN AND INSPECT AIRCRAFT GASEOUS OXYGEN BOTTLES
C310 REPLACE AIRCRAFT GASEOUS OXYGEN BOTTLES
C311 CLEAN AND INSPECT OXYGEN REGULATORS
C312 TROUBLESHOOT OXYGEN REGULATORS
C313 REPLACE OXYGEN REGULATORS
C315 CLEAN AND INSPECT PANEL MOUNTED OXYGEN REGULATORS
C316 PERFORM PANEL MOUNTED OXYGEN REGULATOR FUNCTIONAL CHECKS
C319 REPLACE OXYGEN REGULATOR COMPONENTS
C320 PERFORM OXYGEN SYSTEM GROUND CHECKS
C321 REFILL GASEOUS PORTABLE OXYGEN SYSTEMS
C322 TROUBLESHOOT WALKAROUND CYLINDERS
C323 CLEAN AND INSPECT WALKAROUND CYLINDERS
C324 REFILL WALKAROUND CYLINDERS
C325 PERFORM WALKAROUND CYLINDER FUNCTIONAL CHECKS
C326 TROUBLESHOOT ONBOARD OXYGEN GENERATING SYSTEM (OBOGS)
C327 PERFORM ONBOARD OXYGEN GENERATING SYSTEM (OBOGS) FUNCTIONAL CHECKS
C328 CLEAN AND INSPECT ONBOARD OXYGEN GENERATING SYSTEM (OBOGS) COMPONENTS
C329 REPLACE ONBOARD OXYGEN GENERATING SYSTEM (OBOGS) COMPONENTS
C330 CLEAN AND INSPECT OXYGEN SUPPORT EQUIPMENT (SE)
C331 PERFORM OXYGEN SUPPORT EQUIPMENT (SE) PRE-OPERATIONAL CHECKS
C334 TOW OXYGEN SUPPORT EQUIPMENT (SE)
C338 REPLACE UPPER BLOCK
C339 REPLACE LOWER BLOCK
C340 CLEAN AND INSPECT OXYGEN TEST EQUIPMENT SUPPLY SYSTEM COMPONENTS
C354 TROUBLESHOOT LIQUID OXYGEN (LOX) SYSTEMS
C355 REFILL LIQUID OXYGEN (LOX) SYSTEMS
C356 PERFORM LIQUID OXYGEN (LOX) SYSTEM FUNCTIONAL CHECKS
C357 REPLACE LIQUID OXYGEN (LOX) SYSTEM COMPONENTS
C360 CLEAN AND INSPECT LIQUID OXYGEN (LOX) CONVERTERS
C361 TROUBLESHOOT LIQUID OXYGEN (LOX) CONVERTERS
C362 REPLACE LIQUID OXYGEN (LOX) CONVERTERS
C363 PERFORM LIQUID OXYGEN (LOX) CONVERTER FUNCTIONAL CHECKS
C364 PURGE LIQUID OXYGEN (LOX) CONVERTERS
C365 FILL LIQUID OXYGEN (LOX) CONVERTERS
C366 CLEAN AND INSPECT LIQUID OXYGEN (LOX) CONVERTER COMPONENTS
C372 REFILL SEAT PAN OXYGEN BOTTLES

F. AIRCREW PERSONAL PROTECTIVE GEAR

F430 CLEAN AND INSPECT AIRCRAFT PERSONNEL RESTRAINTS
F434 REPLACE LAP BELTS AND SHOULDER HARNESSES

F438 TEST AND INSPECT HARNESS RELEASE SYSTEMS
F439 REPLACE INERTIA REELS
F440 ADJUST INERTIA REELS

H. GENERAL MAINTENANCE

H528 CLEAN AND INSPECT AIRCRAFT FLOORBOARDS
H529 CLEAN AND INSPECT COCKPIT FURNISHINGS
H530 ADJUST MECHANICAL LINKAGES
H531 LUBRICATE MECHANICAL LINKAGES
H532 REMOVE DOWNLOCKS, JURY STRUTS, AND SAFETY PINS
H533 INSTALL DOWNLOCKS, JURY STRUTS, AND SAFETY PINS
H534 REMOVE CRAFT SECURE DEVICES (CHOCKS, STRUTS, TIE DOWNS, ETC)
H535 INSTALL CRAFT SECURE DEVICES (CHOCKS, STRUTS, TIE DOWNS, ETC)
H536 REMOVE AIRCRAFT PROTECTIVE DEVICES (COVERS, CAPS, PLUGS, ETC)
H537 INSTALL AIRCRAFT PROTECTIVE DEVICES (COVERS, CAPS, PLUGS, ETC)
H538 PERFORM AIRCRAFT PRE-TURNUP INSPECTIONS
H539 PERFORM CALENDAR INSPECTIONS
H540 PERFORM PHASE INSPECTIONS
H541 PERFORM DAILY INSPECTIONS
H542 PERFORM PREFLIGHT INSPECTIONS
H543 PERFORM POSTFLIGHT INSPECTIONS
H544 PERFORM TURNAROUND INSPECTIONS

I. TOOL CONTROL

I545 INVENTORY TOOL BOXES AND POUCHES
I546 REVIEW TOOL INVENTORIES
I547 UPDATE TOOL INVENTORIES
I548 APPLY TOOL IDENTIFICATION MARKS
I549 CLEAN AND INSPECT TOOL CONTAINERS
I550 DRAFT BROKEN TOOL REPORTS
I551 DRAFT BROKEN TOOL REQUISITION FORMS
I552 PERFORM MISSING TOOL SEARCHES
I553 DRAFT MISSING TOOL REPORTS
I554 DRAFT MISSING TOOL REQUISITION FORMS

J. HAZARDOUS MATERIAL

J555 REVIEW HAZARDOUS MATERIAL USER'S GUIDE (HMUG)
J556 REVIEW HAZARDOUS MATERIAL (HAZMAT) INVENTORIES
J557 REVIEW MATERIAL SAFETY DATA SHEETS (MSDS)
J558 UPDATE HAZARDOUS MATERIAL (HAZMAT) INVENTORIES
J560 CLEAN AND INSPECT HAZARDOUS MATERIAL (HAZMAT) CONTAINERS
J561 IMPLEMENT HAZARDOUS MATERIAL (HAZMAT) WASTE DISPOSAL METHODS
J562 DISPOSE OF USED ABSORBENTS (SPEEDY DRY, RAGS, ETC)

K. QUALITY ASSURANCE (QA)

K564 MONITOR CORROSION CONTROL PROGRAM
K565 MONITOR TOOL CONTROL PROGRAM
K566 PERFORM CONDITIONAL INSPECTIONS
K568 PERFORM AIRCRAFT ACCEPTANCE AND TRANSFER INSPECTIONS
K569 PERFORM SUPPORT EQUIPMENT (SE) ACCEPTANCE AND TRANSFER INSPECTIONS
K574 SCHEDULE EJECTION SEAT CHECK OUT DATES

L. MAINTENANCE ADMINISTRATION

L594 UPDATE COMMAND MANAGEMENT INFORMATION SYSTEM (NALCOMIS) STATUS BOARDS
L596 FILL OUT READY FOR ISSUE (RFI) AND NON-READY FOR ISSUE (RFI) CARDS
L597 DEMONSTRATE OPERATION OF AIRCREW SURVIVAL EQUIPMENT

M. CORROSION CONTROL

M602 PERFORM AIRCRAFT CORROSION INSPECTIONS
M603 REMOVE AIRCRAFT CORROSION
M604 APPLY AIRCRAFT CORROSION PREVENTIVE COMPOUNDS
M605 APPLY AIRCRAFT PRIMERS
M606 APPLY AIRCRAFT PAINTS
M607 WASH AIRCRAFT

AVIATION STRUCTURAL MECHANIC (SAFETY EQUIPMENT) SECOND CLASS (AME2)

J. HAZARDOUS MATERIAL

J559 INSPECT HAZARDOUS MATERIAL (HAZMAT) STORAGE AREAS

L. MAINTENANCE ADMINISTRATION

L575 BRIEF FLIGHT CREWS
L577 CONDUCT MAINTENANCE BRIEFS
L578 CONDUCT MAINTENANCE DEBRIEFS
L580 REVIEW AIRCRAFT DISCREPANCY BOOKS (ADB)
L584 DRAFT SUPPORT EQUIPMENT (SE) MISUSE AND ABUSE REPORTS
L587 DRAFT QUALITY DEFICIENCY REPORTS (QDR)
L589 REVIEW MAINTENANCE DATA REPORTS
L593 INPUT NAVAL AVIATION LOGISTICS COMMAND MANAGEMENT INFORMATION SYSTEM (NALCOMIS) DATA
L598 REVIEW CARTRIDGE ACTIVATED DEVICES (CAD)/EXPLOSIVE DEVICE INVENTORY RECORDS
L599 UPDATE CARTRIDGE ACTIVATED DEVICES (CAD)/EXPLOSIVE DEVICE INVENTORY RECORDS

L600 REVIEW CARTRIDGE ACTIVATED DEVICES (CAD)/EXPLOSIVE DEVICE STORAGE RECORDS
L601 UPDATE CARTRIDGE ACTIVATED DEVICES (CAD)/EXPLOSIVE DEVICE STORAGE RECORDS

AVIATION STRUCTURAL MECHANIC (SAFETY EQUIPMENT) FIRST CLASS (AME1)

K. QUALITY ASSURANCE (QA)

K563 MONITOR AVIATOR'S BREATHING OXYGEN (ABO) PROGRAM
K567 PERFORM AIRCRAFT ZONAL INSPECTIONS
K570 PERFORM IN-PROCESS QUALITY ASSURANCE (QA) INSPECTIONS
K571 PERFORM FINAL QUALITY ASSURANCE (QA) INSPECTIONS
K573 SCHEDULE WORK CENTER AUDITS

L. MAINTENANCE ADMINISTRATION

L581 REVIEW AIRCRAFT HISTORY RECORDS (AHR)
L582 REVIEW AIRCRAFT STATUS REPORTS
L585 REVIEW EQUIPMENT HISTORY RECORDS (EHR)
L588 DRAFT EXPLOSIVE MISHAP REPORTS (EMR)
L590 CORRECT MAINTENANCE DATA REPORTS
L591 REVIEW DAILY AUDIT REPORTS

CHIEF AVIATION STRUCTURAL MECHANIC (SAFETY EQUIPMENT) (AMEC)

L. MAINTENANCE ADMINISTRATION

L576 DEBRIEF FLIGHT CREWS
L579 ASSIGN AIRCRAFT TO MISSIONS
L583 REVIEW EQUIPMENT STATUS REPORTS
L592 REVIEW NAVAL AIRCRAFT FLIGHT RECORD SUBSYSTEM (NAVFLIRS) FORMS
L608 DRAFT AIRCRAFT STATUS REPORTS
L609 REVIEW AIRCRAFT HISTORY RECORDS
L610 REVIEW EQUIPMENT HISTORY RECORDS
L611 EVALUATE STATUS BOARDS (AIRCRAFT, FUEL SYSTEMS, ETC)
L612 DRAFT AIRCRAFT MAINTENANCE SCHEDULES
L613 UPDATE AIRCRAFT MAINTENANCE SCHEDULES
L614 REVIEW AIRCRAFT PERIODIC MAINTENANCE INFORMATION CARDS (PMIC)
L615 INPUT NAVAL AVIATION LOGISTICS COMMAND MANAGEMENT INFORMATION SYSTEM (NALCOMIS) DATA

SENIOR CHIEF AVIATION STRUCTURAL MECHANIC (AMCS)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

MASTER CHIEF AIRCRAFT MAINTENANCEMAN (AFCM)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

CHAPTER 8

AIRMAN
(AN)

NAVPERS 18068-8A

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

AIRMAN (AN)

AIRMAN (AN)
APPRENTICESHIP OCCUPATIONAL STANDARDS

SCOPE OF RATING

Airmen (AN) assist in the maintenance of aircraft and associated aeronautical equipment and in the maintenance of aircraft support equipment; service and clean aircraft; assist in aircraft handling; and perform other apprenticeship duties required in the operation of naval aviation activities afloat and ashore.

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These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 8.

PATHS OF ADVANCEMENT FOR ENLISTED PERSONNEL

CAREER PATHS FROM THE AIRMAN APPRENTICESHIP

Rating Title	E-4	E-5	E-6	E-7	E-8	E-9
Aerographer's Mate	AG3	AG2	AG1	AGC	AGCS	AGCM
Air Traffic Controller	AC3	AC2	AC1	ACC	ACCS	ACCM
Aircrew Survival Equipmentman	PR3	PR2	PR1	PRC	PRCS	PRCM
Aviation Antisubmarine Warfare Operator	AW3	AW2	AW1	AWC	AWCS	AWCM
Aviation Boatswain's Mate	ABE3 ABF3 ABH3	ABE2 ABF2 ABH2	ABE1 ABF1 ABH1	ABEC ABFC ABHC	ABECS ABFCS ABHCS	ABCM
Aviation Electrician's Mate	AE3	AE2	AE1	AEC	AECS	*AVCM
Aviation Electronics Technician	AT3(I)	AT2(I)	AT1(I)	ATC(I)	ATCS(I)	*AVCM
Aviation Electronics Technician	AT3(O)	AT2(O)	AT1(O)	ATC(O)	ATCS(O)	*AVCM
Aviation Machinist's Mate	AD3	AD2	AD1	ADC	ADCS	*AFCM
Aviation Maintenance Administrationman	AZ3	AZ2	AZ1	AZC	AZCS	AZCM
Aviation Ordnanceman	AO3	AO2	AO1	AOC	AOCS	AOCM
Aviation Storekeeper	AK3	AK2	AK1	AKC	AKCS	AKCM
Aviation Structural Mechanic	AME3 AMH3 AMS3	AME2 AMH2 AMS2	AME1 AMH1 AMS1	AMEC AMHC AMSC	AMCS	*AFCM
Aviation Support Equipment Technician	AS3	AS2	AS1	ASC	ASCS	ASCM
Photographer's Mate	PH3	PH2	PH1	PHC	PHCS	PHCM

* INDICATES CHANGE (FROM PAYGRADE E8 TO E9) IN RATING'S NAME AS FOLLOWS:

* AVCM = MASTER CHIEF AVIONICS MAINTENANCE TECHNICIAN
* AFCM = MASTER CHIEF AVIATION MAINTENANCEMAN

AIRMAN (AN) FUNCTIONAL AREAS

A. AVIATION SUPPORT OPERATIONS

C. MECHANICAL MAINTENANCE

D. FABRICATION AND MANUFACTURING

E. ELECTRICAL/ELECTRONIC MAINTENANCE

F. CORROSION CONTROL AND MATERIAL PRESERVATION

G. SAFETY

I. GENERAL WATCHSTANDING

J. NAVAL ORIENTATION AND ORGANIZATION

AIRMAN (AN)

A. AVIATION SUPPORT OPERATIONS

A001 DEFINE COMMON AVIATION TERMS AND NOMENCLATURE
A002 READ AIRCRAFT QUANTITY, TEMPERATURE AND PRESSURE GAGES AND INSTRUMENTS
A003 KNOW THE DESIGNATION SYSTEM FOR NAVAL AIRCRAFT
A004 IDENTIFY BASIC TYPES OF AIRCRAFT POWER PLANTS
A005 IDENTIFY GENERAL TYPES OF AIRCRAFT ELECTRONIC AND ARMAMENT EQUIPMENT
A006 KNOW THE GENERAL PURPOSES OF AIRCRAFT HYDRAULIC, ELECTRICAL, PNEUMATIC, AND CABLE CONTROL SYSTEMS
A007 IDENTIFY MAJOR STRUCTURAL COMPONENTS OF AIRCRAFT
A008 STAND FIRE WATCH DURING FUELING/DEFUELING AND STARTING OF AIRCRAFT
A009 KNOW THE COLOR MARKING SYSTEM FOR VEHICLES USED ON AIRFIELDS AND FLIGHT LINES
A010 DIRECT AIRCRAFT USING STANDARD AIRCRAFT TAXI SIGNALS
A011 PERFORM DUTIES AS A MEMBER OF AIRCRAFT HANDLING TEAMS
A012 SECURE AND TIE DOWN AIRCRAFT
A013 RIDE BRAKES OF AIRCRAFT BEING TOWED OR PUSHED
A014 OPERATE MOBILE EQUIPMENT AROUND AIRCRAFT
A015 CLEAN, SERVICE, AND LUBRICATE AIRCRAFT HANDLING EQUIPMENT
A016 KNOW THE GENERAL METHODS OF HANDLING LAND BASED AND CARRIER AIRCRAFT
A017 KNOW THE COLOR CODING OF FLIGHT DECK CLOTHING PROTECTIVE EQUIPMENT USED ABOARD AIRCRAFT CARRIERS
A018 IDENTIFY TYPES AND KNOW THE PURPOSES OF COMMON AVIATION SUPPORT EQUIPMENT
A019 SERVICE AIRCRAFT SERVICING EQUIPMENT
A020 SERVICE AIRCRAFT WITH OIL, FUEL, HYDRAULIC FLUID, AND NITROGEN/AIR
A021 KNOW THE COLOR CODES/MARKINGS USED FOR AIRCRAFT LINES, TUBING AND HOSES
A022 CONNECT AND DISCONNECT EXTERNAL POWER CABLES FOR STARTING AND SERVICING AIRCRAFT
A023 KNOW THE MAJOR TYPES OF HANDLING EQUIPMENT ASSOCIATED WITH LAND BASED AND CARRIER AIRCRAFT

C. MECHANICAL MAINTENANCE

C001 INSTALL COMMON AIRCRAFT SAFETY AND LOCKING DEVICES
C002 USE COMMON AIRCRAFT SCREWS, NUTS, BOLTS, AND MEASURING TOOLS

D. FABRICATION AND MANUFACTURING

D001 ASSEMBLE, HANDLE, CLEAN, AND PRESERVE AIRCRAFT TIE DOWNS

E. ELECTRICAL/ELECTRONIC MAINTENANCE

E001 CONNECT/DISCONNECT AIRCRAFT BATTERIES

F. CORROSION CONTROL AND MATERIAL PRESERVATION

F001 INSPECT AIRCRAFT VISUALLY FOR PRESENCE OF CORROSION, RUST, AND PITTING

G. SAFETY

G001 KNOW THE MARKINGS INDICATING DANGEROUS AREAS ON AIRFIELDS, AIRCRAFT, AND FLIGHT DECKS

G002 KNOW THE TOXIC PROPERTIES OF AIRCRAFT CLEANING MATERIALS

G003 KNOW THE PROCEDURES FOR EXTINGUISHING FIRES CAUSED BY HOT BRAKES

G004 CARRY OUT GENERAL PROCEDURES FOR GAINING ENTRANCE TO AIRCRAFT UNDER EMERGENCY CONDITIONS

G005 KNOW WHEN AN EJECTION SEAT IS ARMED/SAFE

I. GENERAL WATCHSTANDING

I001 STAND AIRCRAFT SECURITY WATCH

J. NAVAL ORIENTATION AND ORGANIZATION

J001 KNOW THE GENERAL ORGANIZATION OF THE NAVAL AVIATION

J002 KNOW THE GENERAL FUNCTIONS OF SQUADRONS/DEPARTMENTS/DIVISIONS OF ASHORE/AFLOAT AVIATION ACTIVITIES

CHAPTER 9

AVIATION ORDNANCEMAN (AO)

NAVPERS 18068-9B

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

AVIATION ORDNANCEMAN (AO)

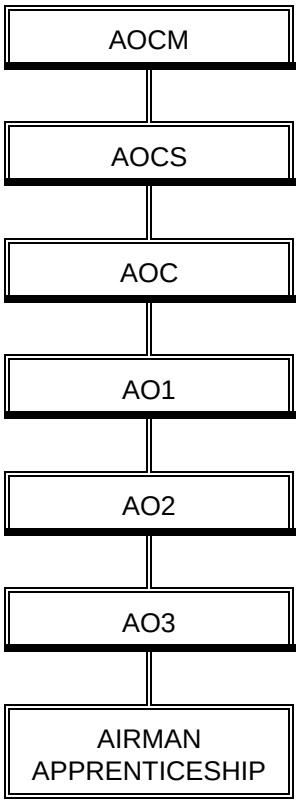
SCOPE OF RATING

Aviation Ordnancemen (AO) receive, inspect, package, store, handle, and process for shipment: airborne weapons, air launched torpedoes, aerial mines, and ammunition; test, assemble, fuze, load, download, arm, de-arm all airborne weapons, torpedoes, and mines for aircraft carriage; receive, inspect, store, load, and download sonobuoys; perform authorized maintenance on airborne weapons, aircraft guns, and targets; receive, inspect inventory, configure, test, and maintain Airborne Weapons Support Equipment (AWSE), Ordnance Handling Equipment (OHE), and materials handling equipment; test and maintain aircraft armament release and control systems; inspect and maintain conventional ordnance magazines and ready service lockers; maintain and operate magazine sprinkler systems; maintain and operate aircraft carrier weapons elevators; perform preventative maintenance and inventory small arms weapons; accounting systems, rework of airborne weapons/systems/equipment, and conventional weapons qualification/certification programs, afloat and ashore; prepare, review, maintain, and inspect compliance with directives and reports applicable to Notice of Ammunition Reclassification (NAR), High Energy Radiation Hazards to Ordnance (HERO), Weapons Certification Program, and Explosive Handling Certification Program.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068) as Chapter 9.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in BUPERSINST 1131.1 series.

SPECIAL PHYSICAL REQUIREMENTS

Vision 20/100 correctable in each eye to 20/20; normal color perception. Refer to Chapter 15 of the Manual of the Medical Department, U.S. Navy for details on color perception requirements.

CITIZENSHIP/SECURITY REQUIREMENTS

Must be eligible for access to classified information.

SAFETY

The observance of proper safety precautions in all areas is an integral part of each billet and the responsibility of every Navy man and woman; safety is a universal requirement for all ratings.

AVIATION ORDNANCEMAN (AO) FUNCTIONAL AREAS

A. WEAPONS SYSTEMS MAINTENANCE

B. WEAPONS HANDLING

C. ORDNANCE MAINTENANCE: AIRBORNE WEAPONS SUPPORT EQUIPMENT (AWSE)

D. ORDNANCE MAINTENANCE: BOMBS

E. ORDNANCE MAINTENANCE: GUNS

F. ORDNANCE MAINTENANCE: MISSILES/ROCKETS/LAUNCHERS/DISPENSERS

G. ORDNANCE MAINTENANCE: ANTISUBMARINE WARFARE

H. ORDNANCE MAINTENANCE: MAGAZINES

I. ELECTRICAL/ELECTRONIC MAINTENANCE

J. ELECTRONIC/MECHANICAL MAINTENANCE

K. QUALITY ASSURANCE

L. TECHNICAL ADMINISTRATION

M. AVIATION SUPPORT OPERATIONS

N. MANAGEMENT AND SUPERVISION

O. PYROTECHNICS AND COUNTERMEASURES

P. AIRCRAFT ARMAMENT EQUIPMENT (AAE)

AVIATION ORDNANCEMAN THIRD CLASS (AO3)

A. WEAPONS SYSTEMS MAINTENANCE

A026 TROUBLESHOOT EMERGENCY JETTISON CIRCUITS
A027 TROUBLESHOOT WEAPONS RELEASE CIRCUITS
A028 TROUBLESHOOT WEAPONS ARMING CIRCUITS
A055 INSTALL AND REMOVE PYLONS ON AIRCRAFT
A247 TEST EMERGENCY JETTISON CIRCUITS
A248 TEST WEAPONS RELEASE CIRCUITS
A249 TEST WEAPONS ARMING CIRCUITS

B. WEAPONS HANDLING

B025 PERFORM BORE EROSION CHECKS
B038 REMOVE AND REPLACE COMPONENTS OF WEAPONS ELEVATORS
B039 BLEED AND FILL HYDRAULIC LINES AND RESERVOIRS ON WEAPONS ELEVATORS
B040 REMOVE AND REPLACE HYDRAULIC FILTERS ON WEAPONS ELEVATORS
B041 LUBRICATE WEAPONS ELEVATOR CABLES
B046 TRANSPORT ORDNANCE USING MOTOR VEHICLES (EXPLOSIVE DRIVER)
B047 LAUNCH AND RECOVER TOW BANNER ASSEMBLIES
B053 INFORM OF HAZARDS OF ELECTROMAGNETIC RADIATION TO ORDNANCE CONDITION

C. ORDNANCE MAINTENANCE: AIRBORNE WEAPONS SUPPORT EQUIPMENT (AWSE)

C051 INSTALL AND REMOVE ARMING WIRES
C058 ARM AND DE-ARM MARINE LOCATION MARKERS (SMOKES)
C065 INSTALL AND REMOVE TOW TARGETS
C262 REPAIR AND REPLACE COMPONENTS ON MATERIAL HANDLING EQUIPMENT
C263 TEST AND CHECK COMPONENTS ON MATERIAL HANDLING EQUIPMENT
C269 CHARGE ELECTRICAL EXPLOSIVE FORKLIFT

D. ORDNANCE MAINTENANCE: BOMBS

D084 ASSEMBLE/DISASSEMBLE GENERAL PURPOSE BOMBS
D085 ASSEMBLE/DISASSEMBLE GUIDED BOMB UNITS
D086 PREPARE FUZES FOR INSTALLATION IN BOMBS
D087 INSTALL AND REMOVE BOMB FUZES

E. ORDNANCE MAINTENANCE: GUNS

E004 PERFORM FUNCTIONAL CHECKS ON AIRCRAFT GUN SYSTEMS
E005 BORESIGHT GUNS
E006 REMOVE AND REPLACE AIRCRAFT GUN SYSTEM COMPONENTS
E008 REMOVE AND REPLACE LINKLESS AMMUNITION LOADING SYSTEM (LALS)
E009 REMOVE AND REPLACE CHUTE ELEMENTS
E010 ADJUST HEAD SPACE ON AIRCRAFT GUNS
E012 GAUGE CONVEYOR ELEMENTS OF AIRCRAFT GUN SYSTEMS
E013 TROUBLESHOOT AIRCRAFT GUN CIRCUITS
E097 LOAD AND UNLOAD AIRCRAFT GUNS
E098 INSTALL AND REMOVE AIRCRAFT GUN ASSEMBLIES
E099 REMOVE AND REPLACE AIRCRAFT GUN BARRELS
E246 TEST AIRCRAFT GUN CIRCUITS

F. ORDNANCE MAINTENANCE: MISSILES/ROCKETS/LAUNCHERS/DISPENSERS

F061 INSTALL AND REMOVE SPACER ASSEMBLIES
F114 ARM/DE-ARM MISSILES
F115 CLEAN/PRESERVE MISSILES AND MISSILE COMPONENTS
F117 TEST AND CHECK ROCKET LAUNCHERS (TROUBLESHOOT/REPAIR)
F119 LOAD AND DOWNLOAD ROCKET LAUNCHERS
F254 STRIKE UP/DOWN MISSILES AND COMPONENTS
F255 CAN/DE-CAN MISSILES
F256 RECEIVE, TURNAROUND AND ISSUE MISSILES

G. ORDNANCE MAINTENANCE: ANTI-SUBMARINE WARFARE

G018 MAKE LIFE AND DEPTH SELECTIONS ON SONOBUOYS
G019 PERFORM FUNCTIONAL CHECKS ON SONOBUOY LAUNCHERS
G134 REMOVE AND REPLACE SONOBUOY LAUNCHER DOORS AND SEALS
G135 REMOVE AND REPLACE SONOBUOY LAUNCHERS AND COMPONENTS (TEST/CHECK/TROUBLESHOOT/REPAIR)
G136 LOAD AND DOWNLOAD UNDERWATER WEAPONS
G138 ASSEMBLE AND DISASSEMBLE AIRCRAFT MINES
G139 TAKE AND RECORD MERCURY BATTERY TEMPERATURES

H. ORDNANCE MAINTENANCE: MAGAZINES

H021 TEST AND CHECK MAGAZINE SAFETY DEVICES
H043 INSPECT COMPONENTS OF SHIP'S PNEUMATIC AND MANUAL BOMB HOISTS
H069 BREAK OUT ORDNANCE
H070 STOW ORDNANCE
H071 STRIKE UP/DOWN ORDNANCE
H142 RECEIVE, ISSUE, AND TURN IN AIRCREW ESCAPE PROPULSION SYSTEMS
H143 ISSUE, BREAKOUT, AND STOW SMALL ARMS
H144 CLEAN AND INSPECT MAGAZINES
H146 RECORD MAGAZINE TEMPERATURES
H147 REPLACE GROUNDING CABLES IN MAGAZINES
H148 ISSUE, BREAKOUT, STOW SMALL ARMS AMMUNITION
H251 REPAIR COMPONENTS OF SHIP'S PNEUMATIC AND MANUAL BOMB HOISTS
H257 TEST, CHECK, REPAIR MAGAZINE SPRINKLER SYSTEMS
H258 REMOVE AND REPLACE MAGAZINE SPRINKLER SYSTEMS COMPONENTS
H259 ISSUE, BREAKOUT, AND STOW AIR LAUNCHED WEAPONS

I. ELECTRICAL/ELECTRONIC MAINTENANCE

I152 MANUFACTURE ELECTRICAL CONNECTORS
I153 REPLACE KNOBS, LIGHTS, AND FUSES IN COCKPIT WEAPONS CONSOLES
I155 CLEAN ELECTRICAL AND ELECTRONIC EQUIPMENT USING SOLVENTS
I156 APPLY PRESERVATIVES TO ELECTRICAL/ELECTRONIC COMPONENTS

J. ELECTRONIC/MECHANICAL MAINTENANCE

J157 PERFORM EMERGENCY JETTISON CHECK ON AIRCRAFT ARMAMENT WEAPONS RELEASE SYSTEMS
J158 PERFORM RELEASE CHECK ON AIRCRAFT ARMAMENT WEAPONS RELEASE SYSTEMS
J159 PERFORM STRAY VOLTAGE CHECKS

K. QUALITY ASSURANCE

K162 MANAGE DISPERSED TECHNICAL PUBLICATION LIBRARIES
K172 UPDATE TOOLBOX INVENTORY SHEETS
K173 INSPECT TOOL CONTAINERS FOR MISSING OR BROKEN TOOLS
K174 INSPECT TOOL CONTAINERS FOR DAMAGE
K175 SEARCH FOR MISSING TOOLS
K177 PREPARE BROKEN AND MISSING TOOL REPORTS
K182 REVIEW HAZARDOUS MATERIAL (HAZMAT) INVENTORIES
K183 REVIEW MATERIAL SAFETY DATA SHEETS (MSDS)
K186 CLEAN HAZMAT CONTAINERS
K189 PERFORM ACCEPTANCE AND TRANSFER INSPECTIONS ON WEAPONS/RACKS
K190 PERFORM DAILY AND TURN AROUND INSPECTIONS ON WEAPONS/RACKS
K191 PERFORM AIRCRAFT PREFLIGHT AND POSTFLIGHT INSPECTIONS
K192 INSPECT AIRCRAFT FOR FOREIGN OBJECT DAMAGE (FOD) UPON COMPLETION OF MAINTENANCE ACTIONS
K195 INSPECT AIRCRAFT ORDNANCE PRIOR TO LOADING
K197 INSPECT MISSILES PRIOR TO ISSUING
K198 PERFORM TONE CHECKS ON MISSILES
K200 INSPECT NITROGEN BOTTLES ON MISSILE LAUNCHERS

L. TECHNICAL ADMINISTRATION

L068 ISSUE ORDNANCE
L202 UPDATE EQUIPMENT HISTORY RECORDS (EHR)
L210 UPDATE ORDNANCE LOADED STATUS BOARD IN FLIGHT DECK CONTROL
L211 UPDATE SCHEDULED REMOVAL COMPONENTS CARDS (SRCS)
L266 RESEARCH CONSOLIDATED SHIPBOARD ALLOWANCE LISTING (COSAL) REQUIREMENTS

M. AVIATION SUPPORT OPERATIONS

M073 INSTALL AND REMOVE BUDDY STORES ON AIRCRAFT
M074 REMOVE AND REPLACE BOMB SHACKLES ON AIRCRAFT
M116 REMOVE AND REPLACE MISSILE WELL COVERS
M218 PERFORM STANDARD ARMING AND SAFING SIGNALS
M219 REMOVE AND REPLACE "O" RINGS, GASKETS, AND SEALS
M220 PULL AND INSTALL SAFETY PINS
M221 DIRECT FOD WALK DOWNS
M223 PERFORM CORROSION INSPECTIONS
M224 PREPARE SURFACES FOR PRIMING AND PAINTING
M225 APPLY CORROSION PREVENTIVE COMPOUNDS
M226 APPLY PRIMERS AND PAINTS
M228 CLEAN HYDRAULIC SYSTEM COMPONENTS
M229 LUBRICATE HYDRAULIC SYSTEM COMPONENTS
M230 CLEAN PNEUMATIC SYSTEM COMPONENTS
M231 LUBRICATE PNEUMATIC SYSTEM COMPONENTS
M261 CLEAN AND CYCLE JETTISON RAMPS

O. PYROTECHNICS AND COUNTERMEASURES

O034 INSPECT ARMAMENT WEAPONS SUPPORT EQUIPMENT (AWSE)
O036 CONFIGURE AWSE (CHANGE ADAPTERS)
O056 INSTALL AND REMOVE CARTRIDGE ACTUATED DEVICES (CADS)
O057 LOAD AND DISPENSE MARINE LOCATION MARKERS (SMOKES)
O060 LOAD AND DOWNLOAD PARACHUTE FLARES

O105 ASSEMBLE AND DISASSEMBLE TACTICAL AIR LAUNCHED DECOYS (TALD)/IMPROVED TACTICAL AIR LAUNCHED DECOYS (ITALD)
O106 LOAD AND DOWNLOAD TALD/ITALD
O107 TEST TALD/ITALD
O108 PROGRAM TALD/ITALD
O123 REMOVE AND REPLACE CHAFF/FLARE DISPENSERS
O124 LOAD AND UNLOAD EXPENDABLE COUNTERMEASURES
O125 LOAD AND DOWNLOAD LAU-138 MISSILE/CHAFF DISPENSERS
O126 INSTALL AND REMOVE CADS FOR CHAFF/FLARE CIRCUIT BOARDS
O129 CONFIGURE PYROTECHNICS FOR LOADING
O250 REPAIR AWSE

P. AIRCRAFT ARMAMENT EQUIPMENT (AAE)
P001 PERFORM FUNCTIONAL CHECKS ON IMPROVED MULTIPLE EJECTOR RACKS (IMER)/IMPROVED TRIPLE EJECTOR RACKS (ITER)
P002 ADJUST COMPONENTS OF BOMB RACKS
P003 PERFORM FUNCTIONAL CHECKS ON BOMB RACKS
P014 PURGE MISSILE LAUNCHERS
P015 CHARGE MISSILE LAUNCHER NITROGEN BOTTLES
P016 TEST MISSILE LAUNCHERS
P017 TROUBLESHOOT MISSILE LAUNCHER MECHANICAL MECHANISMS
P050 REMOVE AND REPLACE ARMING SOLENOIDS
P054 CLEAN, LUBRICATE, AND PRESERVE AIRCRAFT ARMAMENT EQUIPMENT
P076 TROUBLESHOOT BOMB RACKS
P079 REMOVE AND REPLACE BOMB RACKS
P080 REMOVE AND REPLACE BOMB RACK EJECTOR UNITS
P081 REMOVE AND REPLACE BOMB RACK FAIRINGS
P083 REMOVE AND REPLACE BOMB RACK IMER/ITER
P110 REMOVE AND REPLACE MISSILE LAUNCHERS
P118 REPAIR MISSILE LAUNCHERS
P252 TEST AND CHECK MISSILE LAUNCHERS
P253 TEST AND CHECK FLARE DISPENSERS
P273 TROUBLESHOOT MISSILE LAUNCHERS
P274 REPAIR MISSILE LAUNCHERS
P275 TROUBLESHOOT FLARE DISPENSERS
P276 REPAIR FLARE DISPENSERS

AVIATION ORDNANCEMAN SECOND CLASS (AO2)

A. WEAPONS SYSTEMS MAINTENANCE
A032 PREPARE TARGETS

B. WEAPONS HANDLING
B022 TROUBLESHOOT WEAPONS ELEVATOR HYDRAULIC SYSTEMS
B024 TROUBLESHOOT WEAPONS ELEVATOR ELECTRICAL SYSTEMS
B035 PERFORM WEIGHT TEST ON AWSE
B037 PERFORM WEIGHT TEST ON WEAPONS ELEVATORS
B272 CONFIGURE WEAPONS FOR FLEET UNIT ISSUE LOAD

F. ORDNANCE MAINTENANCE: MISSILES/ROCKETS/LAUNCHERS/DISPENSERS
F113 REMOVE AND REPLACE MISSILE LAUNCHING AND FIRING SEQUENCE CONTROL BOXES

H. ORDNANCE MAINTENANCE: MAGAZINES
H020 TEST, CHECK, AND MONITOR MAGAZINE SECURITY ALARM SYSTEMS
H268 UTILIZE COMPUTERIZED MAGAZINE ARRANGEMENT PLANNING AID

K. QUALITY ASSURANCE
K161 MONITOR TEST EQUIPMENT REPAIR AND CALIBRATION
K168 PREPARE CONVENTIONAL ORDNANCE DEFICIENCY REPORTS (CODR)
K171 REVIEW TOOL INVENTORIES
K194 PERFORM COLLATERAL DUTY INSPECTIONS

L. TECHNICAL ADMINISTRATION
L206 PREPARE AMMUNITION REQUISITION DOCUMENTS
L207 PREPARE AMMUNITION TURN IN DOCUMENTS
L212 PREPARE MATERIAL CONDITION TAGS FOR READY FOR ISSUE (RFI) AND NON-READY FOR ISSUE (NON-RFI) ASSETS
L214 OPERATE FLEET OPTICAL SCANNING AMMUNITION MARKING SYSTEMS
L217 DIRECT AIRCRAFT WEAPONS/ORDNANCE LOADING/UNLOADING OPERATIONS

N. MANAGEMENT AND SUPERVISION
N235 CONDUCT SAFETY INSPECTIONS PRIOR TO LOADING AND UNLOADING ORDNANCE

AVIATION ORDNANCEMAN FIRST CLASS (AO1)

K. QUALITY ASSURANCE
K163 MONITOR CORROSION PREVENTION AND CONTROL PROGRAMS
K164 MANAGE SUPPORT EQUIPMENT (SE) MISUSE AND ABUSE PROGRAM
K165 MONITOR SE OPERATOR TRAINING AND LICENSING PROGRAM
K166 MANAGE NAVAL AVIATION MAINTENANCE DISCREPANCY REPORTING PROGRAMS (NAMDRP)
K167 PREPARE NAMDRP REPORTS
K169 PERFORM QUALITY ASSURANCE AUDITS
K170 PERFORM TREND ANALYSIS
K176 COORDINATE SEARCH FOR MISSING TOOLS
K178 REVIEW BROKEN AND MISSING TOOL REPORTS
K179 MONITOR TOOL CONTROL PROGRAMS
K180 CHECK MAGNETIC/STATIC ELECTRICAL STABILITY OF TOOLS
K184 INSPECT HAZMAT STORAGE AREAS
K185 IMPLEMENT HAZMAT WASTE DISPOSAL METHODS
K187 PERFORM QUALITY ASSURANCE INSPECTIONS
K193 MONITOR HERO PROGRAMS
K199 PERFORM MAGAZINE ELECTRICAL GROUND SYSTEM INSPECTIONS
K246 MONITOR HAZMAT PROGRAMS
K247 MONITOR FOD PROGRAMS
K260 DISPOSE OF OVERAGE ORDNANCE AND MUNITIONS

L. TECHNICAL ADMINISTRATION

L201 CONDUCT WORK CENTER AUDITS
L205 PREPARE AIRCRAFT STATUS REPORTS
L208 PREPARE AMMUNITION SHIPPING DOCUMENTS
L209 PREPARE AMMUNITION TRANSACTION REPORTS
L213 PREPARE ORDNANCE EXPENDITURE REPORTS
L215 COMPUTE AMMUNITION NET EXPLOSIVE WEIGHTS
L264 EVALUATE DAILY WEAPONS LOAD PLAN
L265 EXAMINE NOTICES OF AMMUNITION RECLASSIFICATION (NAR)
L271 CONSTRUCT AMMUNITION ALLOWANCE LISTS

M. AVIATION SUPPORT OPERATIONS

M270 CONFIGURE WEAPONS FOR UNDERWAY VERTICAL AND CONNECTED REPLENISHMENT

N. MANAGEMENT AND SUPERVISION

N232 COORDINATE AND MONITOR CORROSION CONTROL PROGRAMS
N233 REVIEW OVERHAUL WORK PACKAGES
N234 MONITOR SAFETY PROGRAMS
N237 CONDUCT RADIATION HAZARD (RADHAZ) SAFETY INSPECTIONS
N242 MONITOR ARMING AND DEARMING CREWS
N243 COORDINATE WEAPONS ASSEMBLY FUNCTIONS
N244 MONITOR EXPLOSIVES HANDLING PERSONNEL QUALIFICATION AND CERTIFICATION PROGRAMS
N245 CONDUCT EXPLOSIVES HANDLING CERTIFICATION BOARDS

CHIEF AVIATION ORDNANCEMAN (AOC)

L. TECHNICAL ADMINISTRATION

L203 REVIEW WEAPONS DELIVERY DATA SECTION OF NAVAL AIRCRAFT FLIGHT RECORD SUBSYSTEMS (NAVFLIRS)
L216 PREPARE EXPLOSIVE SAFETY WAIVER AND EXEMPTION REQUESTS

N. MANAGEMENT AND SUPERVISION

N236 CONDUCT AIRCRAFT ACCIDENT INVESTIGATIONS
N238 SCREEN SERVICE RECORDS TO VERIFY DATA FOR ORDNANCE HANDLING TEAMS
N239 INTERVIEW NEWLY REPORTED PERSONNEL FOR ORDNANCE TEAMS
N240 ASSIGN JOB PRIORITIES TO WORK CENTERS
N241 EVALUATE EQUIPMENT OPERATIONAL CAPABILITIES (EOC)
N267 IDENTIFY ARMS/AMMUNITION/EXPLOSIVE SECURITY REQUIREMENTS

SENIOR CHIEF AVIATION ORDNANCEMAN (AOCS)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

MASTER CHIEF AVIATION ORDNANCEMAN (AOCM)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

CHAPTER 10

AVIATION SUPPORT EQUIPMENT TECHNICIAN (AS)

NAVPERS 18068-10B

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

AVIATION SUPPORT EQUIPMENT TECHNICIAN (AS)

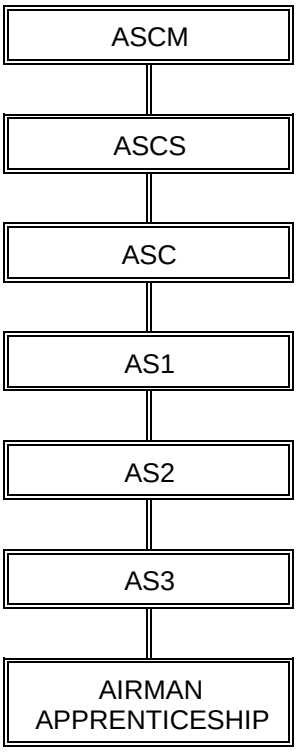
SCOPE OF RATING

Aviation Support Equipment Technicians (AS) perform preventive and corrective maintenance on aviation support equipment, aviation armament handling equipment, aviation mobile firefighting units, material handling equipment, hoisting and lifting devices, and associated components and systems; service, inspect, test, troubleshoot, and repair gasoline and diesel engine systems, transmission systems, hydraulic, hydrostatic, and pneumatic systems, steering and suspension systems, cryogenic systems, electrical systems, gas turbine compressor units, electrical and hydraulic power generating equipment, air-conditioning and refrigeration systems (excluding avionics support equipment); manage support equipment assets at different command levels; and provide training in operation and maintenance of aviation support equipment.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 10.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in BUPERSINST 1131.1 series.

SPECIAL PHYSICAL REQUIREMENTS

Normal color perception. Refer to Chapter 15 of the Manual of the Medical Department, U.S. Navy for details on color perception requirements.

CITIZENSHIP/SECURITY REQUIREMENTS

Must be eligible for access to classified information.

SAFETY

The observance of proper safety precautions in all areas is an integral part of each billet and the responsibility of every Navy man and woman; safety is a universal requirement for all ratings.

AVIATION SUPPORT EQUIPMENT TECHNICIAN (AS) FUNCTIONAL AREAS

A. MECHANICAL MAINTENANCE

B. ELECTRO/MECHANICAL MAINTENANCE

C. HYDRAULIC/PNEUMATIC MAINTENANCE

D. GENERAL SUPPORT EQUIPMENT MAINTENANCE

E. QUALITY ASSURANCE

F. TECHNICAL ADMINISTRATION

G. CORROSION CONTROL

H. SAFETY

I. MANAGEMENT

J. GENERAL ADMINISTRATION

AVIATION SUPPORT EQUIPMENT TECHNICIAN THIRD CLASS (AS3)

A. MECHANICAL MAINTENANCE

A001 TROUBLESHOOT STEERING SYSTEMS
A002 REPAIR STEERING SYSTEMS
A003 REMOVE AND REPLACE STEERING SYSTEM COMPONENTS
A004 PERFORM STEERING AND FRONT END ALIGNMENTS
A005 TROUBLESHOOT SUSPENSION SYSTEMS
A006 REPAIR SUSPENSION SYSTEMS
A007 REMOVE AND REPLACE SUSPENSION SYSTEM COMPONENTS
A008 TROUBLESHOOT TRANSMISSION SYSTEMS
A009 ADJUST AUTOMATIC TRANSMISSION BANDS
A010 ADJUST AUTOMATIC TRANSMISSION SHIFT CABLES AND LINKAGES
A011 REMOVE AND REPLACE TRANSMISSIONS
A012 REMOVE AND REPLACE FLYWHEEL STARTER RING GEARS
A013 TROUBLESHOOT DIFFERENTIALS
A014 REMOVE AND REPLACE DIFFERENTIAL COMPONENTS
A015 REPAIR DIFFERENTIALS
A016 REMOVE AND REPLACE DIFFERENTIALS
A017 REMOVE AND REPLACE SUPPORT EQUIPMENT (SE) AXLES
A018 CLEAN BRAKES
A019 TROUBLESHOOT BRAKE SYSTEMS
A020 REPAIR BRAKE SYSTEMS
A021 ADJUST BRAKES
A022 BLEED BRAKE SYSTEMS
A023 REMOVE AND REPLACE BRAKE SYSTEM COMPONENTS
A024 TROUBLESHOOT DIESEL ENGINES
A025 REMOVE AND REPLACE DIESEL ENGINES
A026 TROUBLESHOOT DIESEL ENGINE TIMING SYSTEMS
A027 ADJUST DIESEL ENGINE TIMING SYSTEMS
A028 REPAIR DIESEL ENGINE TIMING SYSTEMS
A029 TROUBLESHOOT DIESEL ENGINE ELECTRICAL SYSTEMS
A030 REPAIR DIESEL ENGINE ELECTRICAL SYSTEMS
A031 REPAIR DIESEL ENGINE ETHER SYSTEMS
A032 TIME DIESEL ENGINE INJECTORS
A033 TROUBLESHOOT DIESEL FUEL INJECTORS
A034 TEST AND CHECK DIESEL FUEL INJECTORS
A035 PERFORM DIESEL ENGINE TUNE UPS
A036 TROUBLESHOOT GASOLINE ENGINES
A037 REMOVE AND REPLACE GASOLINE ENGINES
A038 TROUBLESHOOT GASOLINE ENGINE TIMING SYSTEMS
A039 ADJUST GASOLINE ENGINE TIMING SYSTEMS
A040 REPAIR GASOLINE ENGINE TIMING SYSTEMS
A041 TROUBLESHOOT GASOLINE ENGINE ELECTRICAL SYSTEMS
A042 REPAIR GASOLINE ENGINE ELECTRICAL SYSTEMS
A043 PERFORM VALVE TRAIN ADJUSTMENTS
A044 REMOVE AND REPLACE ENGINE CYLINDER HEADS
A045 REMOVE AND REPLACE ENGINE MANIFOLDS
A046 CHANGE ENGINE GASKETS
A047 ADJUST ENGINE GOVERNORS (MECHANICAL, ELECTRICAL, HYDRAULIC)
A048 REMOVE AND REPLACE ENGINE GOVERNORS (MECHANICAL)
A049 REMOVE AND REPLACE GOVERNOR CONTROL UNITS
A050 REPAIR GOVERNOR CONTROL UNITS
A051 REMOVE AND REPLACE GOVERNOR ACTUATORS

A052 REPAIR GOVERNOR ACTUATORS
A053 REMOVE AND REPLACE OIL PANS
A054 REMOVE AND REPLACE MOTOR MOUNTS
A056 TROUBLESHOOT EMISSIONS CONTROL SYSTEMS
A057 CHECK EMISSIONS CONTROL SYSTEMS
A058 REPAIR EMISSIONS CONTROL SYSTEMS
A059 CHANGE POSITIVE CRANKCASE VENTILATION (PCV) VALVES
A060 REMOVE AND REPLACE MUFFLERS AND EXHAUST PIPES
A061 REMOVE AND REPLACE FUEL INJECTOR NOZZLES
A062 TROUBLESHOOT FUEL SYSTEMS
A063 CHANGE FUEL PUMPS
A064 TIME INJECTOR FUEL PUMPS
A065 FLUSH FUEL TANKS
A066 REMOVE AND REPLACE FUEL LINES
A067 REMOVE AND REPLACE FUEL TANKS
A068 REPAIR FUEL TANKS
A069 BLEED FUEL SYSTEMS
A070 TROUBLESHOOT GAS TURBINE COMPRESSORS (GTC)
A071 REMOVE AND REPLACE FUEL CONTROL UNITS ON GTC
A072 PERFORM FUNCTIONAL CHECKS ON GTC
A073 TROUBLESHOOT GTC ATOMIZERS
A074 REPAIR GTC ATOMIZERS
A075 REMOVE AND REPLACE GTC ATOMIZERS
A076 REMOVE AND REPLACE COMBUSTION CANS ON GTC
A077 REMOVE AND REPLACE DUCT ASSEMBLIES ON GTC
A078 BUILD GTC UNIT BLEED AIR HOSES (HUFFER HOSES)
A079 REPAIR GTC UNIT BLEED AIR HOSES
A080 REMOVE AND REPLACE HEAT SHIELDS ON GTC
A085 REMOVE AND REPLACE GTC COMPONENTS
A086 TROUBLESHOOT GAS TURBINE ENCLOSURES
A087 REPAIR GAS TURBINE ENCLOSURES
A088 TROUBLESHOOT COOLING SYSTEMS
A089 REPAIR COOLING SYSTEMS
A090 CHANGE THERMOSTATS
A091 REPAIR RADIATORS
A092 REMOVE AND REPLACE RADIATORS
A093 SERVICE ENGINE COOLING SYSTEMS
A094 TROUBLESHOOT FLIGHT DECK SCRUBBERS
A095 REPAIR FLIGHT DECK SCRUBBERS
A096 REMOVE AND REPLACE COMPONENTS OF FLIGHT DECK SCRUBBERS
A101 PERFORM STRUCTURAL REPAIRS ON SE
A102 TROUBLESHOOT SE CHASSIS AND FRAMES
A103 REPAIR SE CHASSIS AND FRAMES
A104 TROUBLESHOOT HOISTING AND LIFTING DEVICES
A105 REPAIR HOISTING AND LIFTING DEVICES
A106 TROUBLESHOOT FORKLIFTS
A107 REPAIR FORKLIFTS
A108 ADJUST DEADMAN SEATS (SAFETY SEATS) ON FORKLIFTS
A109 TEST AND CHECK CARBURETION SYSTEMS
A110 TROUBLESHOOT CARBURETION SYSTEMS
A111 REPAIR CARBURETION SYSTEMS
A112 ADJUST CARBURETORS
A113 ADJUST FUEL INJECTOR RACK ASSEMBLIES

B. ELECTRO/MECHANICAL MAINTENANCE

B126 REMOVE AND REPLACE DISTRIBUTORS
B127 REMOVE AND REPLACE IGNITION COMPONENTS
B129 REMOVE AND REPLACE VEHICLE ALTERNATORS
B131 REMOVE AND REPLACE STARTERS
B132 TEST VOLTAGE REGULATORS
B133 ADJUST VOLTAGE REGULATORS
B134 REMOVE AND REPLACE VOLTAGE REGULATORS
B135 CHECK VOLTAGE AND FREQUENCY ON ELECTRICAL POWER GENERATING UNITS
B136 ADJUST VOLTAGE AND FREQUENCY ON ELECTRICAL POWER GENERATING UNITS
B137 TROUBLESHOOT ELECTRICAL POWER GENERATING SYSTEMS
B139 LOAD BANK MOBILE ELECTRIC POWER PLANT (MEPP) ENGINES
B140 LOAD BANK MEPP GENERATORS
B142 REMOVE AND REPLACE ELECTRICAL WIRING
B143 REPAIR ELECTRICAL SYSTEMS
B144 SPLICE ELECTRICAL WIRES
B145 SOLDER ELECTRICAL CONNECTIONS
B146 SPOT TIE WIRING
B148 REMOVE AND REPLACE BATTERIES
B149 TEST LEAD ACID BATTERIES
B150 SERVICE LEAD ACID BATTERIES
B151 REMOVE AND REPLACE ELECTRONIC AND ELECTRICAL COMPONENTS

C. HYDRAULIC/PNEUMATIC MAINTENANCE

C162 TROUBLESHOOT HYDRAULIC SYSTEMS
C163 ADJUST HYDRAULIC SYSTEM VALVES AND REGULATORS
C164 BLEED HYDRAULIC SYSTEMS
C165 CHANGE FILTERS ON HYDRAULIC SYSTEMS
C166 FLUSH HYDRAULIC SYSTEMS
C167 CLEAN AND INSPECT HYDRAULIC SYSTEM COMPONENTS
C168 REMOVE AND REPLACE HYDRAULIC SYSTEM COMPONENTS
C169 PERFORM FUNCTIONAL CHECKS ON HYDRAULIC SYSTEM COMPONENTS
C170 SERVICE HYDRAULIC SYSTEMS
C171 LOCATE HYDRAULIC SYSTEM LEAKS
C172 REPAIR HYDRAULIC SYSTEM LEAKS
C173 PERFORM HYDRAULIC CONTAMINATION ANALYSIS
C174 SERVICE PORTABLE HYDRAULIC POWER SUPPLIES
C175 REPAIR PORTABLE HYDRAULIC POWER SUPPLIES
C176 PRESSURE CHECK HYDRAULIC SYSTEMS
C177 TROUBLESHOOT PNEUMATIC SYSTEMS
C178 CLEAN AND INSPECT PNEUMATIC SYSTEM COMPONENTS
C179 REMOVE AND REPLACE PNEUMATIC SYSTEM COMPONENTS
C180 ADJUST PNEUMATIC SYSTEM COMPONENTS
C181 PRESSURE CHECK PNEUMATIC SYSTEMS

D. GENERAL SUPPORT EQUIPMENT MAINTENANCE

D183 TROUBLESHOOT CRYOGENIC SYSTEMS
D184 REPAIR CRYOGENIC SYSTEMS
D185 REMOVE AND REPLACE CRYOGENIC SYSTEM COMPONENTS
D187 CHANGE ENGINE FILTERS (FUEL, AIR, OIL, ETC.)
D188 REPACK WHEEL BEARINGS
D189 REMOVE AND REPLACE WHEEL BEARINGS
D190 CHANGE TIRES

D191 CHECK TIRE PRESSURES
D192 BUILD UP SE TIRE/WHEEL ASSEMBLIES
D193 REPLACE FLEXIBLE LINES, RIGID LINES, AND TUBING
D194 PLACE FORCED REMOVAL DATES ON HYDRAULIC HOSES
D195 REPLACE GAUGES (ELECTRICAL, HYDRAULIC, PNEUMATIC, ETC.)
D196 TAP OR RETAP BOLT HOLES
D197 ADJUST TENSION ON DRIVE BELTS
D198 REPLACE DRIVE BELTS
D199 CHANGE DRUMS ON LUBRICATING UNITS
D200 REPAIR REELS (CABLES AND HOSES)
D201 REPAIR ELECTRICAL POWER CABLES
D202 LOAD TEST JACKS
D203 LUBRICATE JACKS
D204 REPAIR JACKS
D205 PERFORM ACCEPTANCE OR TRANSFER INSPECTIONS ON SE
D207 INCORPORATE TECHNICAL DIRECTIVES (TD)
D208 VERIFY TD
D211 INSPECT TIRES AND RIMS
D212 PERFORM PREOPERATIONAL INSPECTIONS ON SE

E. QUALITY ASSURANCE
E213 MANAGE DISPERSED TECHNICAL PUBLICATION LIBRARIES
E220 MONITOR TOOL CONTROL PROGRAM (E-6)
E223 REVIEW MAINTENANCE INSTRUCTIONS (MI) (E-6)

G. CORROSION CONTROL
G251 CLEAN ELECTRIC AND ELECTRONIC EQUIPMENT
G252 REMOVE CORROSION MECHANICALLY (WIRE BRUSH, TYCO WHEEL, ETC.)
G253 CHEMICALLY TREAT METAL AFTER CORROSION REMOVAL
G254 PRESERVE AND DEPRESERVE SE AND RELATED EQUIPMENT
G255 INSTALL/APPLY NONSKID ON SE

I. MANAGEMENT
I260 DIRECT SE ISSUES AND RECEIPTS

J. GENERAL ADMINISTRATION
J119 INITIATE MAINTENANCE ACTIONS ON NAVAL AVIATION LOGISTICS COMMAND MANAGEMENT INFORMATION SYSTEM (NALCOMIS)
J120 ORDER PARTS ON NALCOMIS
J121 REVIEW AWAITING PARTS (AWP) STATUS ON NALCOMIS
J122 SIGN OFF COMPLETED MAINTENANCE ACTIONS ON NALCOMIS
J285 PREPARE EQUIPMENT FOR SHIPMENT
J299 REVIEW HAZARDOUS MATERIAL USER'S GUIDE (HMUG)
J300 REVIEW HAZARDOUS MATERIAL (HAZMAT) INVENTORIES
J301 REVIEW MATERIAL SAFETY DATA SHEETS (MSDS)
J303 IMPLEMENT HAZMAT WASTE DISPOSAL METHODS
J304 CLEAN AND INSPECT HAZMAT CONTAINERS

AVIATION SUPPORT EQUIPMENT TECHNICIAN SECOND CLASS (AS2)

A. MECHANICAL MAINTENANCE
A097 TROUBLESHOOT MOBILE FIRE FIGHTING UNITS

B. ELECTRO/MECHANICAL MAINTENANCE
B123 TROUBLESHOOT ENGINE OVER SPEED SWITCHES
B124 ADJUST ENGINE OVER SPEED SWITCHES
B125 REMOVE AND REPLACE ENGINE OVER SPEED SWITCHES
B130 REMOVE AND REPLACE DC MOTORS
B138 REPAIR ELECTRICAL POWER GENERATING SYSTEMS
B141 TROUBLESHOOT ELECTRICAL SYSTEMS
B147 REMOVE AND REPLACE SENDING UNITS (MECHANICAL AND ELECTRICAL)
B152 TROUBLESHOOT DC MOTORS

C. HYDRAULIC/PNEUMATIC MAINTENANCE
C155 TROUBLESHOOT AIR CONDITIONING (A/C) SYSTEMS
C156 REPAIR A/C SYSTEMS
C157 ADJUST COMPONENTS ON A/C SYSTEMS
C158 CHARGE A/C SYSTEMS
C159 CHECK A/C SYSTEMS FOR LEAKS
C160 REMOVE AND REPLACE COMPONENTS ON A/C SYSTEMS
C161 EVACUATE A/C SYSTEMS

E. QUALITY ASSURANCE
E214 MANAGE SE MISUSE AND ABUSE PROGRAM

I. MANAGEMENT
I259 PREPARE WORK REQUESTS AND WORK ORDERS
I277 COMPLETE SE TRANSACTION DOCUMENTS (TR)
I278 REVIEW SE RELATED TECHNICAL MANUALS
I283 CONDUCT SE OPERATOR TRAINING

J. GENERAL ADMINISTRATION
J286 REVIEW AWAITING PARTS (AWP) LISTS
J290 INVENTORY INTEGRATED MANAGEMENT REQUIREMENTS LISTINGS (IMRL)
J302 INSPECT HAZMAT STORAGE AREAS

AVIATION SUPPORT EQUIPMENT TECHNICIAN FIRST CLASS (AS1)

E. QUALITY ASSURANCE
E215 MONITOR CORROSION PREVENTION AND CONTROL PROGRAMS
E216 MONITOR SE OPERATOR TRAINING AND LICENSING PROGRAMS
E217 MONITOR HYDRAULIC FLUID CONTAMINATION CONTROL PROGRAMS
E218 MONITOR SE TIRE AND WHEEL MAINTENANCE SAFETY PROGRAMS
E219 MONITOR COLLATERAL DUTY INSPECTOR PROGRAMS
E221 MANAGE NAVAL AVIATION MAINTENANCE DISCREPANCY REPORTING PROGRAMS

E222 PREPARE NAVAL AIR MAINTENANCE DISCREPANCY REPORTING PROGRAM (NAMDRP) REPORTS
E224 MONITOR AVIATION GAS FREE ENGINEERING (AVGFE) PROGRAMS
E225 PERFORM IN PROCESS INSPECTIONS ON SE
E226 MONITOR FOREIGN OBJECT DAMAGE (FOD) PROGRAMS
E227 MONITOR POLLUTION CONTROL REQUIREMENTS
E228 MONITOR ELECTROSTATIC DISCHARGE (ESD) PROGRAMS
E229 MONITOR MICRO-MINIATURE COMPONENT REPAIR PROGRAMS
E230 MONITOR AVIATORS BREATHING OXYGEN SURVEILLANCE AND CONTAMINATION CONTROL PROGRAMS
E231 MANAGE MAINTENANCE DEPARTMENT SAFETY PROGRAMS
E232 PERFORM QUALITY ASSURANCE AUDITS
E233 PERFORM TREND ANALYSIS

H. SAFETY
H256 PREPARE ACCIDENT REPORTS

I. MANAGEMENT
I261 DIRECT WORK CENTER QUALITY ASSURANCE (QA) PROGRAMS
I263 DIRECT INSTALLATION OF TECHNICAL DIRECTIVE CHANGES (TDC) ON SE
I264 DIRECT WORK CENTER CORROSION PREVENTION AND CONTROL PROGRAMS
I267 MANAGE WORK CENTER MAINTENANCE DATA COLLECTION SYSTEMS
I279 UPDATE SE RELATED TECHNICAL MANUALS
I280 REVIEW MAINTENANCE, MATERIAL, AND MANAGEMENT (3M) SOURCE DOCUMENTS
I281 SCREEN DEFECTIVE SE AND COMPONENTS
I282 SUBMIT REQUESTS FOR MANUFACTURE OF MATERIAL OR EQUIPMENT

J. GENERAL ADMINISTRATION
J284 UPDATE PERIODIC MAINTENANCE INFORMATION CARDS

CHIEF AVIATION SUPPORT EQUIPMENT TECHNICIAN (ASC)

F. TECHNICAL ADMINISTRATION
F234 MAINTAIN AERONAUTICAL EQUIPMENT SERVICE RECORDS (AESR)
F236 MONITOR AND UPDATE SE STANDARDIZATION SYSTEMS (SESS)
F237 MONITOR DIVISION SE ASSET CALIBRATION REQUIREMENTS
F238 MONITOR TECHNICAL DIRECTIVES
F239 COORDINATE DEPARTMENTAL SUPPORT EQUIPMENT ASSETS BETWEEN DIVISIONS
F240 COORDINATE DIVISIONAL SE REQUIREMENTS
F241 COORDINATE FLEET AND WING SE ASSET REQUIREMENTS
F242 COORDINATE TENANT ACTIVITIES SE REQUIREMENTS
F243 MONITOR DEPARTMENTAL SE ASSET PROCUREMENT
F244 REVIEW AND UPDATE AVIATION CONSOLIDATED ALLOWANCE LISTS
F245 MONITOR DEPARTMENTAL SE ASSET REWORK REQUIREMENTS
F250 COORDINATE FLEET AND WING SE ASSET REWORK REQUIREMENTS

H. SAFETY
H257 SUBMIT INCIDENT REPORTS ON SE
H258 CONDUCT INCIDENT AND ACCIDENT INVESTIGATIONS

I. MANAGEMENT

I268 MANAGE DIVISIONAL QA PROGRAMS
I270 DIRECT SE ASSET INVENTORY AND STATUS REPORTING
I271 MANAGE SCHEDULING OF DIVISIONAL SE MAINTENANCE
I273 DIRECT SE OPERATOR TRAINING AND LICENSING PROGRAMS
I275 MANAGE DIVISIONAL SE ASSETS

J. GENERAL ADMINISTRATION

J287 REVIEW SUPPLY REQUESTS
J289 SURVEY LOST EQUIPMENT
J291 TRACK SUPPLY REQUISITIONS

SENIOR CHIEF AVIATION SUPPORT EQUIPMENT TECHNICIAN (ASCS)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

MASTER CHIEF AVIATION SUPPORT EQUIPMENT TECHNICIAN (ASCM)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

CHAPTER 11

AVIATION ELECTRONICS TECHNICIAN (AT)

NAVPERS 18068-11C

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

AVIATION ELECTRONICS TECHNICIAN (AT)

SCOPE OF RATING

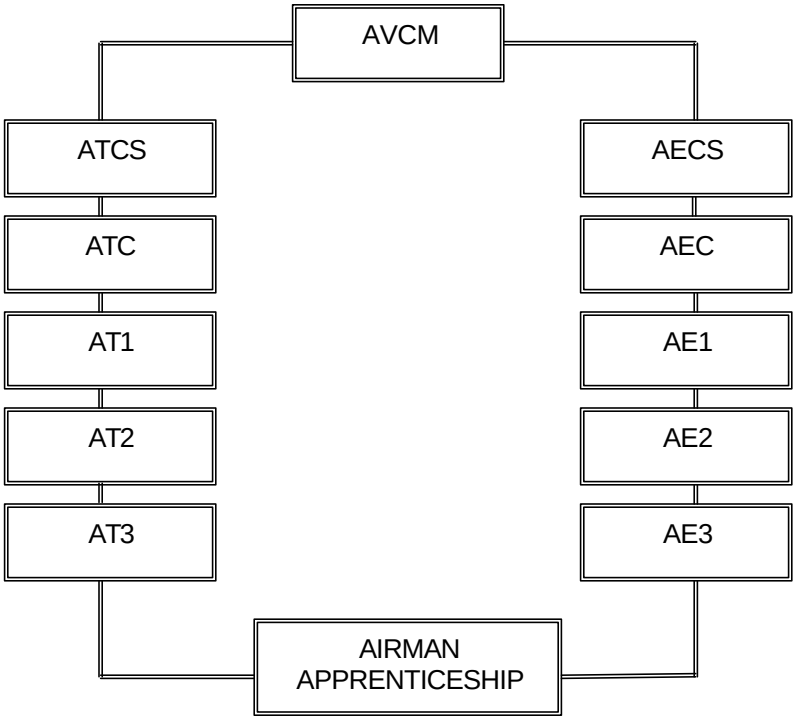
Aviation Electronics Technicians (Intermediate) (AT(I)) perform intermediate level maintenance on aviation electronic components supported by conventional and automatic test equipment, including repair of Weapons Replaceable Assemblies (WRA) and Shop Replaceable Assemblies (SRA) and perform test equipment calibration/repair and associated test bench maintenance.

Aviation Electronics Technicians (Organizational) (AT(O)) perform organizational level maintenance on aviation electronics systems, to include: communications, radar, navigation, antisubmarine warfare sensors, electronic warfare, data link, fire control and tactical displays with associated equipment.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 11.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in BUPERSINST 1131.1 series.

SPECIAL PHYSICAL REQUIREMENTS

Normal color perception. Refer to CHAPTER 15 of the Manual of the Medical Department, U.S. Navy for details on color perception requirements.

CITIZENSHIP/SECURITY REQUIREMENTS

Must be eligible for access to classified information.

SAFETY

The observance of proper safety precautions in all areas is an integral part of each billet and the responsibility of every Navy man and woman; safety is a universal requirement for all ratings.

AVIATION ELECTRONICS TECHNICIAN (INTERMEDIATE) (AT(I)) FUNCTIONAL AREAS

A. AVIONICS SYSTEMS MAINTENANCE

B. ELECTRICAL AND ELECTRONIC MAINTENANCE

C. MECHANICAL MAINTENANCE

D. TEST EQUIPMENT

E. QUALITY ASSURANCE

F. AUTOMATED INFORMATION OPERATIONS

G. LOGISTICS/TECHNICAL ADMINISTRATION

AVIATION ELECTRONICS TECHNICIAN (INTERMEDIATE) THIRD CLASS (AT3)

A. AVIONICS SYSTEMS MAINTENANCE

A001 TROUBLESHOOT CONTROL INDICATOR SYSTEMS
A002 REPAIR CONTROL INDICATOR SYSTEM WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A003 REMOVE CONTROL INDICATOR SYSTEM MODULES OR SUBASSEMBLIES
A004 INSTALL CONTROL INDICATOR SYSTEM MODULES OR SUBASSEMBLIES
A005 PERFORM FUNCTIONAL CHECKS ON CONTROL INDICATOR SYSTEMS MODULES OR SUBASSEMBLIES
A006 ADJUST CONTROL INDICATOR SYSTEM MODULES OR SUBASSEMBLIES
A007 TROUBLESHOOT DATA DISPLAY SYSTEMS
A008 REMOVE DATA DISPLAY MODULES OR SUBASSEMBLIES
A009 REPAIR DATA DISPLAY WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A010 INSTALL DATA DISPLAY MODULES OR SUBASSEMBLIES
A011 PERFORM OPERATIONAL CHECKS ON DATA DISPLAY SYSTEM MODULES OR SUBASSEMBLIES
A012 ADJUST DATA DISPLAY SYSTEM MODULES OR SUBASSEMBLIES
A013 TROUBLESHOOT DATA LINK SYSTEMS
A014 REMOVE DATA LINK SYSTEM MODULES OR SUBASSEMBLIES
A015 REPAIR DATA LINK SYSTEM WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A016 INSTALL DATA LINK SYSTEM MODULES OR SUBASSEMBLIES
A017 ADJUST DATA LINK SYSTEM MODULES OR SUBASSEMBLIES
A018 TROUBLESHOOT DIGITAL DATA SYSTEMS
A019 REMOVE DIGITAL DATA SYSTEM MODULES OR SUBASSEMBLIES
A020 REPAIR DIGITAL DATA SYSTEM WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A021 INSTALL DIGITAL DATA SYSTEM MODULES OR SUBASSEMBLIES
A022 ADJUST DIGITAL DATA SYSTEM MODULES OR SUBASSEMBLIES
A023 TROUBLESHOOT INTEGRATED ELECTRONICS SYSTEMS
A024 ADJUST INTEGRATED ELECTRONIC SYSTEM MODULES OR SUBASSEMBLIES
A025 REMOVE INTEGRATED ELECTRONIC SYSTEM MODULES OR SUBASSEMBLIES
A026 REPAIR INTEGRATED ELECTRONIC SYSTEM WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A027 INSTALL INTEGRATED ELECTRONIC SYSTEM MODULES OR SUBASSEMBLIES
A028 TROUBLESHOOT RADAR SYSTEMS
A029 REMOVE RADAR SYSTEM MODULES OR SUBASSEMBLIES
A030 REPAIR RADAR SYSTEM WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A031 INSTALL RADAR SYSTEM MODULES OR SUBASSEMBLIES
A032 ADJUST RADAR SYSTEM MODULES OR SUBASSEMBLIES
A033 TROUBLESHOOT IDENTIFICATION FRIEND OR FOE (IFF) SYSTEMS
A038 TROUBLESHOOT ULTRA HIGH FREQUENCY (UHF) RADIO SYSTEMS
A039 REMOVE ULTRA HIGH FREQUENCY (UHF) RADIO MODULES OR SUBASSEMBLIES
A040 REPAIR ULTRA HIGH FREQUENCY (UHF) RADIO WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A041 INSTALL ULTRA HIGH FREQUENCY (UHF) RADIO MODULES OR SUBASSEMBLIES
A042 ADJUST ULTRA HIGH FREQUENCY (UHF) RADIO MODULES OR SUBASSEMBLIES
A043 TROUBLESHOOT VERY HIGH FREQUENCY (VHF) RADIO SYSTEMS
A047 ADJUST VERY HIGH FREQUENCY (VHF) RADIO SYSTEM MODULES OR SUBASSEMBLIES
A050 REPAIR VERY HIGH FREQUENCY (VHF) RADIO SYSTEM WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A069 TROUBLESHOOT NAVIGATIONAL SYSTEMS
A070 REMOVE NAVIGATIONAL SYSTEM MODULES OR SUBASSEMBLIES
A071 REPAIR NAVIGATIONAL SYSTEM WEAPON REPLACEABLE ASSEMBLIES (WRAs)

A072 INSTALL NAVIGATIONAL SYSTEM MODULES OR SUBASSEMBLIES
A073 ADJUST NAVIGATIONAL SYSTEM MODULES OR SUBASSEMBLIES

B. ELECTRICAL AND ELECTRONIC MAINTENANCE

B100 MEASURE VOLTAGE
B101 MEASURE CURRENT
B102 MEASURE RESISTANCE
B103 PERFORM VISUAL INSPECTION FOR DEFECTIVE COMPONENTS
B104 ISOLATE FAULT TO DEFECTIVE COMPONENTS
B105 REPLACE DEFECTIVE COMPONENTS
B106 TROUBLESHOOT ELECTRICAL CABLES
B107 FABRICATE ELECTRICAL CABLES
B109 SPLICE CABLES
B110 ASSEMBLE ELECTRICAL CONNECTORS
B111 FABRICATE ELECTRICAL CONNECTORS
B112 REMOVE ELECTRICAL CONNECTORS
B113 REPAIR ELECTRICAL CONNECTORS
B114 INSTALL ELECTRICAL CONNECTORS
B115 TROUBLESHOOT PRINTED CIRCUITS
B116 TROUBLESHOOT SOLID STATE CIRCUITS
B117 INTERPRET ELECTRONIC COMPONENT COLOR CODINGS
B118 SPLICE WIRES
B119 TROUBLESHOOT CHASSIS WIRING
B120 REMOVE FUSES
B121 INSTALL FUSES
B122 REMOVE CIRCUIT BREAKERS
B123 INSTALL CIRCUIT BREAKERS
B124 WIREWRAP CONNECTIONS
B125 ISOLATE ELECTRICAL NOISE
B130 TROUBLESHOOT ANTENNAS
B132 REPAIR ANTENNAS
B134 PERFORM WAVEFORM MEASUREMENT ANALYSES
B135 INTERPRET COMPLEX WAVEFORMS
B136 IDENTIFY ABNORMAL WAVEFORM CAUSES
B137 TEST CIRCUIT CARDS CONTAINING ELECTROSTATIC DISCHARGE SENSITIVE (ESDS) COMPONENTS
B138 REMOVE ELECTROSTATIC DISCHARGE SENSITIVE (ESDS) COMPONENTS
B139 INSTALL ELECTROSTATIC DISCHARGE SENSITIVE (ESDS) COMPONENTS
B140 PACKAGE AND LABEL REPAIRABLES CONTAINING ELECTROSTATIC DISCHARGE SENSITIVE (ESDS) COMPONENTS
B141 INSPECT ELECTROSTATIC DISCHARGE (ED) SAFE AREAS
B142 REMOVE ELECTRONIC GROUNDING DEVICES
B143 INSTALL ELECTRONIC GROUNDING DEVICES
B144 INTERPRET CHARTS
B145 INTERPRET DIAGRAMS
B146 INTERPRET SCHEMATICS
B147 INSPECT ELECTRONIC MAGNETIC INTERFERENCE (EMI) SHIELDING
B148 REMOVE ELECTRONIC MAGNETIC INTERFERENCE (EMI) SHIELDING
B150 INSTALL ELECTRONIC MAGNETIC INTERFERENCE (EMI) SHIELDING
B151 INSPECT ELECTRONIC COMPONENTS
B152 PERFORM CORROSION PREVENTION OR CONTROL PROCEDURE ON ELECTRONIC COMPONENTS

C. MECHANICAL MAINTENANCE

C154 INSPECT PRESSURIZED EQUIPMENT

C155 CLEAN PRESSURIZED EQUIPMENT
C156 PURGE PRESSURIZED EQUIPMENT
C157 REPLACE AIR FILTERS
C159 REMOVE WAVEGUIDE COMPONENTS
C160 INSTALL WAVEGUIDE COMPONENTS
C161 TROUBLESHOOT SERVO SYSTEMS
C162 REPLACE AVIONIC GASKETS
C163 REPLACE AVIONIC SEALS
C164 LUBRICATE AVIONIC SYSTEMS
C165 INTERPRET SCHEMATIC

D. TEST EQUIPMENT

D165 INSTALL MODIFICATIONS TO TEST BENCHES
D166 CALIBRATE TEST EQUIPMENT
D168 TROUBLESHOOT GENERAL PURPOSE ELECTRONIC TEST EQUIPMENT (GPETE)
D169 REPAIR GENERAL PURPOSE ELECTRONIC TEST EQUIPMENT (GPETE)
D170 PERFORM OPERATIONAL CHECKS ON GENERAL PURPOSE ELECTRONIC TEST EQUIPMENT (GPETE)
D171 ADJUST GENERAL PURPOSE ELECTRONIC TEST EQUIPMENT (GPETE) MODULES OR SUBASSEMBLIES
D172 TROUBLESHOOT AUTOMATIC TEST EQUIPMENT (ATE)
D173 REMOVE GENERAL PURPOSE ELECTRONIC AUTOMATIC TEST EQUIPMENT (ATE) COMPONENTS
D174 REPAIR GENERAL PURPOSE ELECTRONIC AUTOMATIC TEST EQUIPMENT (ATE) COMPONENTS
D175 INSTALL AUTOMATIC TEST EQUIPMENT (ATE) COMPONENTS
D176 PERFORM AUTOMATIC TEST EQUIPMENT (ATE) OPERATIONAL CHECKS
D177 ADJUST AUTOMATIC TEST EQUIPMENT (ATE) MODULES OR SUBASSEMBLIES

E. QUALITY ASSURANCE

E181 IMPLEMENT WORK CENTER FOREIGN OBJECT DAMAGE (FOD) PROGRAM PROCEDURES
E182 MONITOR FOREIGN OBJECT DAMAGE (FOD) PROGRAM
E183 INVENTORY TOOL BOXES AND POUCHES
E184 PERFORM MISSING TOOL SEARCH

F. AUTOMATED INFORMATION OPERATIONS

F190 ANALYZE DIAGNOSTIC COMPUTER PROGRAM DATA
F191 TROUBLESHOOT DIGITAL COMPUTING DEVICES
F192 TROUBLESHOOT ANALOG COMPUTING DEVICES
F193 PERFORM COMPUTER DISK DRIVE OPERATIONAL CHECKS
F195 REMOVE COMPUTER DISK DRIVES
F196 INSTALL COMPUTER DISK DRIVES
F197 INTERPRET COMPUTER LANGUAGES (ATLAS, ADA, UNIX, ETC)
F198 TROUBLESHOOT INPUT/OUTPUT (I/O) DEVICES AND INTERFACES (CDROM, SCSI, ETC)

G. LOGISTICS/TECHNICAL ADMINISTRATION

G199 INITIATE REPAIR ACTION FORM INTO NAVAL AVIATION LOGISTICS COMMAND ORGANIZATIONAL MANAGEMENT INFORMATION SYSTEM (NALCOMIS)
G200 ORDER PARTS ON NAVAL AVIATION LOGISTICS COMMAND ORGANIZATIONAL MANAGEMENT INFORMATION SYSTEM (NALCOMIS)

G201 REVIEW REPAIR STATUS ON NAVAL AVIATION LOGISTICS COMMAND ORGANIZATIONAL MANAGEMENT INFORMATION SYSTEM (NALCOMIS)
G208 PREPARE ELECTRONIC PARTS FOR TURN-IN
G209 PACKAGE ELECTRONIC PARTS OR SYSTEMS FOR TEMPORARY STORAGE
G216 REVIEW HAZARDOUS MATERIAL USER'S GUIDE (HMUG)
G217 REVIEW HAZARDOUS MATERIAL (HAZMAT) INVENTORIES
G218 REVIEW MATERIAL SAFETY DATA SHEETS (MSDS)
G219 INSPECT HAZARDOUS MATERIAL (HAZMAT) STORAGE AREAS
G220 IMPLEMENT HAZARDOUS MATERIAL (HAZMAT) WASTE DISPOSAL METHODS
G221 CLEAN AND INSPECT HAZARDOUS MATERIAL (HAZMAT) CONTAINERS
G222 REVIEW INDIVIDUAL MATERIAL READINESS LIST (IMRL)
G223 COMPLETE A REPAIR ACTION ON THE NAVAL LOGISTICS COMMAND ORGANIZATIONAL MANAGEMENT INFORMATION SYSTEM (NALCOMIS)

AVIATION ELECTRONICS TECHNICIAN (INTERMEDIATE) SECOND CLASS (AT2)

A. AVIONICS SYSTEMS MAINTENANCE
A084 INSTALL FIELD CHANGES/MODIFICATIONS TO AVIONIC SYSTEMS
A085 MONITOR AVIONIC SYSTEM FIELD CHANGES/MODIFICATIONS INSTALLATION

B. ELECTRICAL AND ELECTRONIC MAINTENANCE
B108 REPAIR ELECTRICAL CABLES
B153 MONITOR ELECTRONIC CORROSION CONTROL PROGRAM

C. MECHANICAL MAINTENANCE
C158 REPLACE DESICCANTS

D. TEST EQUIPMENT
D167 MONITOR TEST EQUIPMENT CALIBRATION PROGRAM
D178 MONITOR TEST EQUIPMENT REPAIRS

E. QUALITY ASSURANCE
E180 PREPARE SPECIAL REPORTS (QUALITY DEFICIENCY REPORT (QDR), TECHINICAL PUBLICATION DEFICIENCY REPORT (TPDR), ENGINEERING INVESTIGATION (EI) REPORT, ETC)

F. AUTOMATED INFORMATION OPERATIONS
F188 LOAD COMPUTER PROGRAMS (DIAGNOSTIC/OPERATIONAL)
F189 MONITOR OPERATIONAL COMPUTER PROGRAMS
F194 TROUBLESHOOT COMPUTER DISK DRIVES

G. LOGISTICS/TECHNICAL ADMINISTRATION
G202 PERFORM AWAITING PARTS (AWP) VALIDATION
G205 UPDATE INDIVIDUAL COMPONENT REPAIR LISTS (ICRL)
G206 REVIEW INDIVIDUAL COMPONENT REPAIR LISTS (ICRL)
G207 INTERPRET ELECTRONIC TECHNICAL DIRECTIVES (TDs)

G210 UPDATE INDIVIDUAL MATERIAL READINESS LISTS (IMRL)
G214 SET AVIONICS WORK CENTER PRIORITIES
G222 REVIEW MAINTENANCE DATA SYSTEMS REPORTS
G223 PERFORM DISPERSED TECHNICAL PUBLICATION LIBRARY FUNCTIONS

AVIATION ELECTRONICS TECHNICIAN (INTERMEDIATE) FIRST CLASS (AT1)

E. QUALITY ASSURANCE
E185 PERFORM QUALITY ASSURANCE (QA) REPRESENTATIVE INSPECTIONS
E187 MONITOR SAFETY PROGRAM

G. LOGISTICS/TECHNICAL ADMINISTRATION
G211 MONITOR INDIVIDUAL MATERIAL READINESS LIST (IMRL) PROGRAM
G215 MONITOR WORK CENTER TOOL CONTROL PROGRAM

CHIEF AVIATION ELECTRONICS TECHNICIAN (INTERMEDIATE) (ATC)

E. QUALITY ASSURANCE
E179 AUDIT QUALITY ASSURANCE (QA) PROGRAM

G. LOGISTICS/TECHNICAL ADMINISTRATION
G212 COORDINATE REPAIRS FROM AVIONICS PRODUCTION CONTROL
G213 SET AVIONICS PRODUCTION CONTROL PRIORITIES
G214 INVESTIGATE SE MISUSE/ABUSE
G215 REVIEW QUALITY DEFICIENCY REPORTS
G216 REVIEW EQUIPMENT STATUS REPORTS
G217 REVIEW SUBSYSTEM CAPABILITY IMPACT REPORTS (SCIR)
G218 PREPARE REQUESTS FOR TECHNICAL ASSISTANCE
G219 REVIEW REQUESTS FOR TECHNICAL ASSISTANCE
G220 REVIEW EQUIPMENT HISTORY RECORDS
G221 REVIEW A/C PERIODIC MAINTENANCE INFORMATION CARDS (PMIC)
G222 INPUT NAVAL AVIATION LOGISTICS COMMAND ORGANIZATIONAL MANAGEMENT INFORMATION SYSTEM (NALCOMIS) DATA

SENIOR CHIEF AVIATION ELECTRONICS TECHNICIAN (INTERMEDIATE) (ATCS)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVY STANDARDS

MASTER CHIEF AVIATION ELECTRONICS TECHNICIAN (INTERMEDIATE) (AVCM)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVY STANDARDS

AVIATION ELECTRONICS TECHNICIAN (ORGANIZATIONAL) (AT(O)) FUNCTIONAL AREAS

A. AVIONICS SYSTEMS MAINTENANCE

B. AVIONICS MAINTENANCE

C. MECHANICAL MAINTENANCE

D. QUALITY ASSURANCE

E. LOGISTICS/TECHNICAL ADMINISTRATION

AVIATION ELECTRONICS TECHNICIAN (ORGANIZATIONAL) THIRD CLASS (AT3)

A. AVIONICS SYSTEMS MAINTENANCE

A227 PERFORM ACOUSTIC PROCESSING SYSTEMS OPERATIONAL CHECKS
A228 TROUBLESHOOT ACOUSTIC PROCESSING SYSTEMS
A229 REMOVE ACOUSTIC PROCESSING SYSTEMS MODULES OR SUBASSEMBLIES
A230 INSTALL ACOUSTIC PROCESSING SYSTEMS MODULES OR SUBASSEMBLIES
A231 PERFORM AUTOMATIC CARRIER LANDING SYSTEMS (ACLS) OPERATIONAL CHECKS
A232 TROUBLESHOOT AUTOMATIC CARRIER LANDING SYSTEMS (ACLS)
A233 REMOVE AUTOMATIC CARRIER LANDING SYSTEMS (ACLS) WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A234 INSTALL AUTOMATIC CARRIER LANDING SYSTEMS (ACLS) WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A235 PERFORM AUTOMATIC DIRECTION FINDER (ADF) SET OPERATIONAL CHECKS
A236 TROUBLESHOOT AUTOMATIC DIRECTION FINDER (ADF) SETS
A237 REMOVE AUTOMATIC DIRECTION FINDER (ADF) SET WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A238 INSTALL AUTOMATIC DIRECTION FINDER (ADF) SET WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A239 PERFORM AUTOMATIC HEADING REFERENCE SYSTEMS (AHRS) OPERATIONAL CHECKS
A240 TROUBLESHOOT AUTOMATIC HEADING REFERENCE SYSTEMS (AHRS)
A241 REMOVE AUTOMATIC HEADING REFERENCE SYSTEMS (AHRS) WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A242 INSTALL AUTOMATIC HEADING REFERENCE SYSTEMS (AHRS) WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A243 PERFORM CONTROL INDICATOR SYSTEMS OPERATIONAL CHECKS
A244 TROUBLESHOOT CONTROL INDICATOR SYSTEMS
A245 REMOVE CONTROL INDICATOR SYSTEMS WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A246 INSTALL CONTROL INDICATOR SYSTEMS WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A247 PERFORM CRYPTOLOGIC SYSTEMS OPERATIONAL CHECKS
A248 TROUBLESHOOT CRYPTOLOGIC SYSTEMS
A249 REMOVE CRYPTOLOGIC SYSTEMS WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A250 INSTALL CRYPTOLOGIC SYSTEMS WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A251 PERFORM DATA BUS LINE OPERATIONAL CHECKS
A252 TROUBLESHOOT DATA BUS LINES
A253 PERFORM DATA DISPLAY SYSTEMS OPERATIONAL CHECKS
A254 TROUBLESHOOT DATA DISPLAY SYSTEMS
A255 REMOVE DATA DISPLAY SYSTEMS WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A256 INSTALL DATA DISPLAY SYSTEMS WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A257 PERFORM DATA LINK SYSTEMS OPERATIONAL CHECKS
A258 TROUBLESHOOT DATA LINK SYSTEMS
A259 REMOVE DATA LINK SYSTEMS WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A260 INSTALL DATA LINK SYSTEMS WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A261 PERFORM DIRECTIONAL FREQUENCY AND RANGING (DIFAR) SYSTEMS OPERATIONAL CHECKS
A262 TROUBLESHOOT DIRECTIONAL FREQUENCY AND RANGING (DIFAR) SYSTEMS
A263 REMOVE DIRECTIONAL FREQUENCY AND RANGING (DIFAR) SYSTEMS WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A264 INSTALL DIRECTIONAL FREQUENCY AND RANGING (DIFAR) SYSTEMS WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A265 INSTALL SINGLE ADVANCED SIGNAL PROCESSOR (SASP) SYSTEMS WEAPON REPLACEABLE ASSEMBLIES (WRAs)

A266 PERFORM DIGITAL DATA SYSTEMS OPERATIONAL CHECKS
A267 TROUBLESHOOT DIGITAL DATA SYSTEMS
A268 REMOVE DIGITAL DATA SYSTEMS WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A269 INSTALL DIGITAL DATA SYSTEMS WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A270 PERFORM FIRE CONTROL DATA LINK SYSTEMS OPERATIONAL CHECKS
A271 TROUBLESHOOT FIRE CONTROL DATA LINK SYSTEMS
A272 REMOVE FIRE CONTROL DATA LINK SYSTEMS WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A273 INSTALL FIRE CONTROL DATA LINK SYSTEMS WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A274 PERFORM FIRE CONTROL RADAR SYSTEMS OPERATIONAL CHECKS
A275 TROUBLESHOOT FIRE CONTROL RADAR SYSTEMS
A276 REMOVE FIRE CONTROL RADAR SYSTEMS WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A277 INSTALL FIRE CONTROL RADAR SYSTEMS WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A278 PERFORM FIRE CONTROL TELEVISION (TV) SYSTEMS OPERATIONAL CHECKS
A279 INSTALL FIRE CONTROL TELEVISION (TV) SYSTEMS WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A280 PERFORM GLIDE SLOPE SYSTEMS OPERATIONAL CHECKS
A281 TROUBLESHOOT GLIDE SLOPE SYSTEMS
A282 REMOVE GLIDE SLOPE SYSTEMS WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A283 INSTALL GLIDE SLOPE SYSTEMS WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A284 PERFORM GLOBAL POSITIONING SYSTEMS (GPS) OPERATIONAL CHECKS
A285 TROUBLESHOOT GLOBAL POSITIONING SYSTEMS (GPS)
A286 REMOVE GLOBAL POSITIONING SYSTEMS (GPS) WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A287 INSTALL GLOBAL POSITIONING SYSTEMS (GPS) WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A288 PERFORM WEAPONS CONTROL SYSTEMS (WCS) OPERATIONAL CHECKS
A289 TROUBLESHOOT WEAPONS CONTROL SYSTEMS (WCS)
A290 REMOVE WEAPONS CONTROL SYSTEMS (WCS) WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A291 INSTALL WEAPONS CONTROL SYSTEMS (WCS) WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A292 PERFORM HEADS UP DISPLAY (HUD) SYSTEMS OPERATIONAL CHECKS
A293 TROUBLESHOOT HEADS UP DISPLAY (HUD) SYSTEMS
A294 REMOVE HEADS UP DISPLAY (HUD) SYSTEMS WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A295 INSTALL HEADS UP DISPLAY (HUD) SYSTEMS WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A296 PERFORM HIGH FREQUENCY (HF) RADIO SET OPERATIONAL CHECKS
A297 TROUBLESHOOT HIGH FREQUENCY (HF) RADIO SETS
A298 REMOVE HIGH FREQUENCY (HF) RADIO SET WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A299 INSTALL HIGH FREQUENCY (HF) RADIO SET WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A300 PERFORM IDENTIFY FRIEND OR FOE (IFF) SYSTEMS OPERATIONAL CHECKS
A301 TROUBLESHOOT IDENTIFY FRIEND OR FOE (IFF) SYSTEMS
A302 REMOVE IDENTIFY FRIEND OR FOE (IFF) SYSTEMS WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A303 INSTALL IDENTIFY FRIEND OR FOE (IFF) SYSTEMS WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A304 PERFORM INFARED (IR) DETECTION SYSTEMS OPERATIONAL CHECKS
A305 TROUBLESHOOT INFARED (IR) DETECTION SYSTEMS
A306 REMOVE INFARED (IR) DETECTION SYSTEMS WEAPON REPLACEABLE ASSEMBLIES

(WRAs)
A307 INSTALL INFARED (IR) DETECTION SYSTEMS WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A308 PERFORM INTEGRATED ELECTRONICS SYSTEMS OPERATIONAL CHECKS
A309 TROUBLESHOOT INTEGRATED ELECTRONICS SYSTEMS
A310 REMOVE INTEGRATED ELECTRONICS SYSTEMS WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A311 INSTALL INTEGRATED ELECTRONICS SYSTEMS WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A312 PERFORM INTERIOR COMMUNICATIONS SET (ICS) OPERATIONAL CHECKS
A313 TROUBLESHOOT INTERIOR COMMUNICATIONS SET (ICS)
A314 REMOVE INTERIOR COMMUNICATIONS SET (ICS) WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A315 INSTALL INTERIOR COMMUNICATIONS SET (ICS) WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A316 PERFORM ON TOP POSITION INDICATOR (OTPI) SYSTEMS OPERATIONAL CHECKS
A317 TROUBLESHOOT ON TOP POSITION INDICATOR (OTPI) SYSTEMS
A318 REMOVE ON TOP POSITION INDICATOR (OTPI) SYSTEMS WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A319 INSTALL ON TOP POSITION INDICATOR (OTPI) SYSTEMS WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A320 PERFORM PULSE ANALYZER SYSTEMS OPERATIONAL CHECKS
A321 TROUBLESHOOT PULSE ANALYZER SYSTEMS
A322 REMOVE PULSE ANALYZER SYSTEMS WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A323 INSTALL PULSE ANALYZER SYSTEMS WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A324 PERFORM RADAR ALTIMETER SYSTEMS OPERATIONAL CHECKS
A325 TROUBLESHOOT RADAR ALTIMETER SYSTEMS
A326 REMOVE RADAR ALTIMETER SYSTEMS WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A327 INSTALL RADAR ALTIMETER SYSTEMS WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A328 PERFORM RADAR BEACON SYSTEMS OPERATIONAL CHECKS
A329 TROUBLESHOOT RADAR BEACON SYSTEMS
A330 REMOVE RADAR BEACON SYSTEMS WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A331 INSTALL RADAR BEACON SYSTEMS WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A332 PERFORM DIGITAL DATA RECORDER SYSTEMS OPERATIONAL CHECKS
A333 TROUBLESHOOT DIGITAL DATA RECORDER SYSTEMS
A334 REMOVE DIGITAL DATA RECORDER SYSTEMS WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A335 INSTALL DIGITAL DATA RECORDER SYSTEMS WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A336 PERFORM SEARCH RADAR SYSTEMS OPERATIONAL CHECKS
A337 TROUBLESHOOT SEARCH RADAR SYSTEMS
A338 REMOVE SEARCH RADAR SYSTEMS WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A339 INSTALL SEARCH RADAR SYSTEMS WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A340 PERFORM SONOBUOY RECEIVER SET OPERATIONAL CHECKS
A341 TROUBLESHOOT SONOBUOY RECEIVER SETS
A342 REMOVE SONOBUOY RECEIVER SET WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A343 INSTALL SONOBUOY RECEIVER SET WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A344 PERFORM SONOBUOY REFERENCE SYSTEMS OPERATIONAL CHECKS
A345 TROUBLESHOOT SONOBUOY REFERENCE SYSTEMS
A346 REMOVE SONOBUOY REFERENCE SYSTEMS WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A347 INSTALL SONOBUOY REFERENCE SYSTEMS WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A348 PERFORM SOUND RECORDER AND REPRODUCER SET OPERATIONAL CHECKS

A349 TROUBLESHOOT SOUND RECORDER AND REPRODUCER SETS
A350 REMOVE SOUND RECORDER AND REPRODUCER SET WEAPON REPLACEABLE ASSEMBLIES (WRAs)

A351 INSTALL SOUND RECORDER AND REPRODUCER SET WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A352 PERFORM SURVIVAL BEACON OPERATIONAL CHECKS
A353 TROUBLESHOOT SURVIVAL BEACONS
A354 REMOVE SURVIVAL BEACON WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A355 INSTALL SURVIVAL BEACON WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A356 PERFORM TACTICAL AIR NAVIGATION (TACAN) SYSTEMS OPERATIONAL CHECKS
A357 TROUBLESHOOT TACTICAL AIR NAVIGATION (TACAN) SYSTEMS
A358 REMOVE TACTICAL AIR NAVIGATION (TACAN) SYSTEMS WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A359 INSTALL TACTICAL AIR NAVIGATION (TACAN) SYSTEMS WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A360 PERFORM TACTICAL NAVIGATION (TACNAV) SYSTEMS OPERATIONAL CHECKS
A361 TROUBLESHOOT TACTICAL NAVIGATION (TACNAV) SYSTEMS
A362 REMOVE TACTICAL NAVIGATION (TACNAV) SYSTEMS WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A363 INSTALL TACTICAL NAVIGATION (TACNAV) SYSTEMS WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A364 PERFORM ULTRA HIGH FREQUENCY (UHF) RADIO SET OPERATIONAL CHECKS
A365 TROUBLESHOOT ULTRA HIGH FREQUENCY (UHF) RADIO SETS
A366 REMOVE ULTRA HIGH FREQUENCY (UHF) RADIO SET WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A367 INSTALL ULTRA HIGH FREQUENCY (UHF) RADIO SET WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A368 PERFORM VERY HIGH FREQUENCY (VHF) RADIO SET OPERATIONAL CHECKS
A369 TROUBLESHOOT VERY HIGH FREQUENCY (VHF) RADIO SETS
A370 REMOVE VERY HIGH FREQUENCY (VHF) RADIO SET WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A371 INSTALL VERY HIGH FREQUENCY (VHF) RADIO SET WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A372 PERFORM VERY HIGH FREQUENCY (VHF) OMNI-DIRECTIONAL RANGE (VOR) SYSTEMS OPERATIONAL CHECKS
A373 TROUBLESHOOT VERY HIGH FREQUENCY (VHF) OMNI-DIRECTIONAL RANGE (VOR) SYSTEMS
A374 REMOVE VERY HIGH FREQUENCY (VHF) OMNI-DIRECTIONAL RANGE (VOR) SYSTEMS WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A375 INSTALL VERY HIGH FREQUENCY (VHF) OMNI-DIRECTIONAL RANGE (VOR) SYSTEMS WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A376 PERFORM VIDEO RECORDER SYSTEMS OPERATIONAL CHECKS
A377 TROUBLESHOOT VIDEO RECORDER SYSTEMS
A378 REMOVE VIDEO RECORDER SYSTEMS WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A379 INSTALL VIDEO RECORDER SYSTEMS WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A380 PERFORM GENERAL PURPOSE ELECTRONIC TEST EQUIPMENT (GPETE) OPERATIONAL CHECKS
A381 PERFORM DOPPLER SYSTEMS OPERATIONAL CHECKS
A382 TROUBLESHOOT DOPPLER SYSTEMS
A383 REMOVE DOPPLER SYSTEMS WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A384 INSTALL DOPPLER SYSTEMS WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A385 PERFORM ELECTRONIC COUNTERMEASURES (ECM) SYSTEMS OPERATIONAL CHECKS
A386 TROUBLESHOOT ELECTRONIC COUNTERMEASURES (ECM) SYSTEMS

A387 REMOVE ELECTRONIC COUNTERMEASURES (ECM) SYSTEMS WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A388 INSTALL ELECTRONIC COUNTERMEASURES (ECM) SYSTEMS WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A389 PERFORM ELECTRONIC SUPPORT MEASURES (ESM) SYSTEMS OPERATIONAL CHECKS
A390 TROUBLESHOOT ELECTRONIC SUPPORT MEASURES (ESM) SYSTEMS
A391 REMOVE ELECTRONIC SUPPORT MEASURES (ESM) SYSTEMS WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A392 INSTALL ELECTRONIC SUPPORT MEASURES (ESM) SYSTEMS WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A393 PERFORM THREAT INDICATOR SYSTEMS OPERATIONAL CHECKS
A394 TROUBLESHOOT THREAT INDICATOR SYSTEMS
A395 REMOVE THREAT INDICATOR SYSTEMS WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A396 INSTALL THREAT INDICATOR SYSTEMS WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A397 PERFORM LASER SYSTEMS OPERATIONAL CHECKS
A398 TROUBLESHOOT LASER SYSTEMS
A399 REMOVE LASER SYSTEMS WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A400 INSTALL LASER SYSTEMS WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A401 PERFORM NON-ACOUSTIC ANTI-SUBMARINE WARFARE (ASW) SYSTEMS OPERATIONAL CHECKS
A402 TROUBLESHOOT NON-ACOUSTIC ANTI-SUBMARINE WARFARE (ASW) SYSTEMS
A403 REMOVE NON-ACOUSTIC ANTI-SUBMARINE WARFARE (ASW) SYSTEMS WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A404 INSTALL NON-ACOUSTIC ANTI-SUBMARINE WARFARE (ASW) SYSTEMS WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A405 PERFORM FORWARD LOOKING INFRARED RADAR (FLIR) SYSTEMS OPERATIONAL CHECKS
A406 REMOVE FORWARD LOOKING INFRARED RADAR (FLIR) POD ASSEMBLIES
A407 INSTALL FORWARD LOOKING INFRARED RADAR (FLIR) POD ASSEMBLIES
A408 LOAD CRYPTOLOGIC CODES
A409 PERFORM NIGHT VISION SYSTEMS OPERATIONAL CHECKS
A410 TROUBLESHOOT NIGHT VISION CAPABLE SYSTEMS
A411 REMOVE NIGHT VISION SYSTEMS WEAPON REPLACEABLE ASSEMBLIES (WRAs)
A412 INSTALL NIGHT VISION SYSTEMS WEAPON REPLACEABLE ASSEMBLIES (WRAs)

B. AVIONICS MAINTENANCE

B413 MEASURE VOLTAGE
B414 MEASURE CURRENT
B415 MEASURE RESISTANCE
B416 PERFORM WAVEFORM ANALYSES
B417 PERFORM FREQUENCY DOMAIN REFLECTOMETRY TESTING
B418 PERFORM TIME DOMAIN REFLECTOMETRY TESTING
B419 TROUBLESHOOT ELECTRICAL CABLES
B420 FABRICATE ELECTRICAL CABLES
B421 REMOVE ELECTRICAL CABLES
B422 REPAIR ELECTRICAL CABLES
B423 INSTALL ELECTRICAL CABLES
B424 TROUBLESHOOT ELECTRICAL CONNECTORS
B425 REMOVE ELECTRICAL CONNECTORS
B426 REPAIR ELECTRICAL CONNECTORS
B427 INSTALL ELECTRICAL CONNECTORS
B428 INSTALL AVIONIC SYSTEMS FIELD CHANGES/MODIFICATIONS
B429 INTERPRET ELECTRONIC COMPONENT COLOR CODING

B430 SPLICE WIRES
B431 REMOVE FUSES
B432 INSTALL FUSES
B433 REMOVE CIRCUIT BREAKERS
B434 INSTALL CIRCUIT BREAKERS
B435 SOLDER CONNECTIONS
B436 WIRE-WRAP CONNECTIONS
B437 ISOLATE ELECTRICAL NOISE
B438 TROUBLESHOOT TRANSMISSION LINES
B439 REMOVE TRANSMISSION LINES
B440 REPAIR TRANSMISSION LINES
B441 INSTALL TRANSMISSION LINES
B442 TROUBLESHOOT ANTENNAS
B443 REMOVE ANTENNAS
B444 REPAIR ANTENNAS
B445 INSTALL ANTENNAS
B446 REMOVE ELECTROSTATIC DISCHARGE SENSITIVE (ESDS) COMPONENTS
B447 INSTALL ELECTROSTATIC DISCHARGE SENSITIVE (ESDS) COMPONENTS
B448 PACKAGE AND LABEL REPAIRABLES CONTAINING ELECTROSTATIC DISCHARGE SENSITIVE (ESDS) COMPONENTS
B449 INSTALL ELECTROSTATIC DISCHARGE (ESD) PROTECTION
B450 MAINTAIN ELECTROSTATIC DISCHARGE (ESD) SAFE AREAS
B451 INSPECT ELECTRONIC MAGNETIC INTERFERENCE (EMI) SHIELDING
B452 REPAIR ELECTRONIC MAGNETIC INTERFERENCE (EMI) SHIELDING
B453 INSPECT FOR CORROSION IN ELECTRONIC EQUIPMENT
B454 PERFORM AVIONICS CORROSION CONTROL
B455 INTERPRET CHARTS
B456 INTERPRET DIAGRAMS

C. MECHANICAL MAINTENANCE

C457 INTERPRET SCHEMATICS
C458 TROUBLESHOOT PRESSURIZED EQUIPMENT
C459 PURGE PRESSURIZED EQUIPMENT
C460 REPLACE AIR FILTERS
C461 CLEAN AIR FILTERS
C462 REPLACE DESICCANTS
C463 REMOVE WAVEGUIDE COMPONENTS
C464 INSTALL WAVEGUIDE COMPONENTS
C465 REMOVE GROUNDING DEVICES
C466 INSTALL GROUNDING DEVICES
C467 REPLACE GASKETS AND SEALS
C468 LUBRICATE AVIONICS SYSTEMS

D. QUALITY ASSURANCE

D469 CONDUCT PERIODIC AIRCRAFT INSPECTIONS
D470 INSPECT AIRCRAFT ELECTRICAL EQUIPMENT
D471 IMPLEMENT WORK CENTER FOREIGN OBJECT DAMAGE (FOD) PROCEDURES
D472 PERFORM AIRCRAFT DAILY INSPECTIONS
D473 PERFORM AIRCRAFT PREFLIGHT INSPECTIONS
D474 PERFORM AIRCRAFT POSTFLIGHT INSPECTIONS
D475 PERFORM AIRCRAFT TURNAROUND INSPECTIONS
D476 INVENTORY TOOL BOXES AND POUCHES

D477 PERFORM MISSING TOOL PROCEDURES

E. LOGISTICS/TECHNICAL ADMINISTRATION

E478 REVIEW INDIVIDUAL MATERIAL READINESS LIST (IMRL)
E479 REVIEW HAZARDOUS MATERIAL USER'S GUIDE (HMUG)
E480 REVIEW HAZARDOUS MATERIAL (HAZMAT) INVENTORIES
E481 REVIEW MATERIAL SAFETY DATA SHEETS (MSDS)
E482 IMPLEMENT HAZARDOUS MATERIAL (HAZMAT) WASTE DISPOSAL METHODS
E483 CLEAN AND INSPECT HAZARDOUS MATERIAL (HAZMAT) CONTAINERS
E484 INITIATE MAINTENANCE ACTION ON NAVAL AVIATION LOGISTICS COMMAND ORGANIZATIONAL MANAGEMENT INFORMATION SYSTEMS (NALCOMIS)
E485 REVIEW REPAIR STATUS ON NAVAL AVIATION LOGISTICS COMMAND ORGANIZATIONAL MANAGEMENT INFORMATION SYSTEMS (NALCOMIS)
E486 ORDER PARTS ON NAVAL AVIATION LOGISTICS COMMAND ORGANIZATIONAL MANAGEMENT INFORMATION SYSTEMS (NALCOMIS)
E487 COMPLETE MAINTENANCE ACTION ON NAVAL AVIATION LOGISTICS COMMAND ORGANIZATIONAL MANAGEMENT INFORMATION SYSTEMS (NALCOMIS)
E489 REVIEW EQUIPMENT HISTORY RECORD (EHR) CARDS
E490 REVIEW AIRCRAFT DISCREPANCY BOOKS (ADB)

AVIATION ELECTRONICS TECHNICIAN (ORGANIZATIONAL) SECOND CLASS (AT2)

B. AVIONICS MAINTENANCE

B491 MONITOR INSTALLATION OF AVIONIC SYSTEMS FIELD CHANGES/MODIFICATIONS
B492 MONITOR AVIONICS CORROSION CONTROL PROGRAMS

D. QUALITY ASSURANCE

D493 PREPARE SPECIAL REPORTS (QUALITY DEFICIENCY REPORTS, ETC)
D494 MONITOR AIRCRAFT DAILY INSPECTIONS
D495 UPDATE INDIVIDUAL MATERIAL READINESS LIST (IMRL)

E. LOGISTICS/TECHNICAL ADMINISTRATION

E488 REVIEW MAINTENANCE DATA SYSTEMS (MDS) REPORTS
E496 INSPECT HAZARDOUS MATERIAL (HAZMAT) STORAGE AREAS

AVIATION ELECTRONICS TECHNICIAN (ORGANIZATIONAL) FIRST CLASS (AT1)

D. QUALITY ASSURANCE

D497 MONITOR MAINTENANCE TRAINING IMPROVEMENT PROGRAM (MTIP)
D498 MONITOR WORK CENTER FOREIGN OBJECT DAMAGE (FOD) PROGRAMS
D499 MONITOR ELECTROSTATIC DISCHARGE SENSITIVE (ESDS) PROGRAMS
D500 PERFORM COLLATERAL DUTY INSPECTIONS
D501 MONITOR INDIVIDUAL MATERIAL READINESS LIST (IMRL) PROGRAMS

E. LOGISTICS/TECHNICAL ADMINISTRATION

E502 MONITOR TOOL CONTROL PROGRAMS

CHIEF AVIATION ELECTRONICS TECHNICIAN (ORGANIZATIONAL) (ATC)

E. LOGISTICS/TECHNICAL ADMINISTRATION

E503 APPROVE NAVAL AVIATION LOGISTICS COMMAND ORGANIZATIONAL MANAGEMENT INFORMATION SYSTEMS (NALCOMIS) MAINTENANCE ACTIONS
E504 DRAFT A/C INSPECTION SCHEDULES
E505 UPDATE A/C INSPECTION SCHEDULES
E506 INVESTIGATE SE MISUSE/ABUSE
E507 REVIEW QUALITY DEFICIENCY REPORT (QDR)
E508 ASSIGN A/C TO MISSIONS
E509 CERTIFY A/C SAFE FOR FLIGHT
E510 PREPARE A/C STATUS REPORTS
E511 REVIEW A/C STATUS REPORTS
E512 UPDATE A/C STATUS REPORTS
E513 REVIEW EQUIPMENT STATUS REPORTS
E514 REVIEW SUBSYSTEM CAPABILITY IMPACT REPORTS (SCIR)
E515 PREPARE REQUESTS FOR TECHNICAL ASSISTANCE
E516 REVIEW REQUESTS FOR TECHNICAL ASSISTANCE
E517 EVALUATE MATERIAL CONDITIONS FOR COMBAT READINESS
E518 SCHEDULE A/C FOR MAINTENANCE
E519 SCHEDULE A/C FOR INSPECTIONS
E520 DRAFT A/C STATUS REPORTS
E521 REVIEW A/C HISTORY RECORDS
E522 REVIEW EQUIPMENT HISTORY RECORDS
E523 EVALUATE STATUS BOARDS (A/C, FUEL SYSTEMS, ETC)
E524 DRAFT A/C MAINTENANCE SCHEDULES
E525 UPDATE A/C MAINTENANCE SCHEDULES
E526 REVIEW A/C PERIODIC MAINTENANCE INFORMATION CARDS (PMIC)
E527 INPUT NAVAL AVIATION LOGISTICS COMMAND ORGANIZATIONAL MANAGEMENT INFORMATION SYSTEMS (NALCOMIS) DATA

SENIOR CHIEF AVIATION ELECTRONICS TECHNICIAN (ORGANIZATIONAL) (ATCS)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVY STANDARDS

MASTER CHIEF AVIATION ELECTRONICS TECHNICIAN (ORGANIZATIONAL) (AVCM)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVY STANDARDS

CHAPTER 12

AVIATION WARFARE SYSTEMS OPERATOR (AW)

NAVPERS 18068-12C

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

AVIATION WARFARE SYSTEMS OPERATOR (AW)

SCOPE OF RATING

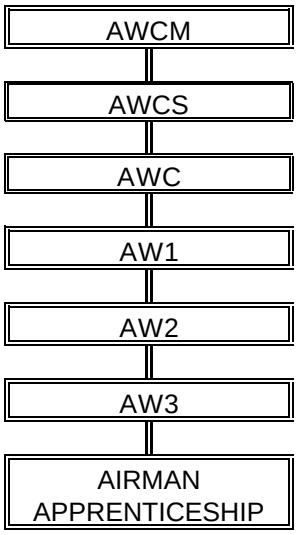
Aviation Warfare Systems Operators (AW) perform general flight crew duties; operate various USW and non-USW related sensor systems to extract, analyze and classify data obtained; perform specified preflight, inflight and postflight operations in a multitude of Naval aircraft serving Anti-surface, USW, Mine countermeasures, Electronic, Counter narcotics, and Land and Sea rescue Warfare missions; perform diagnostic functions using manual and computer aided techniques to effect fault isolation and optimize system performance; operate tactical support center systems to analyze and classify USW and non-USW data; assist in aircrew briefing and debriefing; and provide data base information to the Tactical Commander for use in prescribing mission objectives and tactics.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 12.

NAVPERS 18068-12C

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in BUPERSINST 1131.1.

SPECIAL PHYSICAL REQUIREMENTS

Vision 20/200 correctable in each eye to 20/20; normal color perception; no speech impediment. Refer to Articles 15.10, 15.13A, 15.21 and 15.69 of the Manual of the Medical Department, U.S. Navy for details on color perception, hearing and speech requirements. Physically qualified and psychologically adapted for flight as required by Article 15-69, Manual of the Medical Department, U.S. Navy. Third class swimmer with potential for qualification during AW school training as a first class swimmer as defined in MILPERSMAN 6610120.

CITIZENSHIP/SECURITY REQUIREMENTS

Must be eligible for access to classified information.

SAFETY

The observance of proper safety precautions in all areas is an integral part of each billet and the responsibility of every Navy man & woman; therefore, it is a universal requirement for all ratings.

AVIATION WARFARE SYSTEMS OPERATOR (ACOUSTIC) (AWA) FUNCTIONAL AREAS

A. AIRCREW DUTIES

B. AIRCREW TRAINING EXERCISES

C. TRAINING MANAGEMENT

D. AIRCREW ADMINISTRATION

E. ENVIRONMENTALS

F. TACTICAL SUPPORT CENTER (TSC)/CARRIER TACTICAL SUPPORT CENTER (CV-TSC)

G. MAINTENANCE SUPPORT

H. COMMUNICATIONS

I. SENSOR SYSTEMS

J. PASSIVE ACOUSTIC SONOBUOY OPERATIONS

K. ACTIVE SONOBUOY OPERATIONS

N. INFRARED (IR) OPERATIONS

Q. SPECIAL WARFARE/VISUAL/PHOTOGRAPHIC OPERATIONS

R. SEARCH AND RESCUE (SAR)/COMBAT SEARCH AND RESCUE (CSAR) OPERATIONS

S. ORDNANCE/STORES

AVIATION WARFARE SYSTEMS OPERATOR (ACOUSTIC) THIRD CLASS (AWA3)

A. AIRCREW DUTIES

A001 PERFORM AIRCRAFT PREFLIGHT INSPECTIONS
A002 PERFORM AIRCRAFT POSTFLIGHT INSPECTIONS
A004 PERFORM NIGHT VISION GOGGLES (NVG) PREFLIGHT INSPECTIONS
A005 CONDUCT NIGHT VISION GOGGLES (NVG) SEARCHES
A006 CONDUCT SEARCHES OTHER THAN NIGHT VISION GOGGLES (NVG)
A008 PERFORM VISUAL HAZARDOUS TERRAIN AVOIDANCES
A009 PERFORM PREFLIGHT AIRBORNE TACTICAL SYSTEMS OPERATIONAL CHECKS
A010 PERFORM POSTFLIGHT AIRBORNE TACTICAL SYSTEMS OPERATIONAL CHECKS
A011 PERFORM INFLIGHT AIRBORNE TACTICAL SYSTEMS OPERATIONAL CHECKS
A013 PERFORM PERSONAL SURVIVAL EQUIPMENT PREFLIGHT INSPECTIONS
A014 CONDUCT PASSENGER BRIEFS
A015 PERFORM AIRCRAFT EMERGENCY DRILLS
A016 PREPARE AIRCRAFT PASSENGER MANIFESTS
A021 TRANSFER PASSENGERS (MILITARY, CIVILIAN, ETC)
A027 CONDUCT AIRCRAFT FUELING/DEFUELING OPERATIONS
A028 SECURE AIRCRAFT EQUIPMENT
A029 SECURE AIRCRAFT
A030 PREPARE LOAD SHEETS
A031 PERFORM ON-STATION MISSION TURNOVERS

B. AIRCREW TRAINING EXERCISES

B033 PERFORM NAVAL AIR TRAINING AND OPERATING PROCEDURES STANDARDIZATION (NATOPS) TRAINING
B034 PERFORM WATER SURVIVAL TRAINING
B035 PERFORM LAND SURVIVAL TRAINING
B036 PERFORM SURVIVAL FIRST AID TRAINING
B037 PERFORM AIRBORNE TRAINING
B040 PERFORM SHIP RECOGNITION TRAINING
B041 PERFORM AIRCRAFT RECOGNITION TRAINING
B042 PERFORM SUBMARINE RECOGNITION TRAINING
B043 PERFORM AERIAL CARDIOPULMONARY RESUSCITATION (CPR)
B044 CONDUCT WARFARE TRAINING
B045 CONDUCT SEARCH STORES TRAINING
B046 CONDUCT FIRST AID TRAINING
B047 DRAW ELECTRONIC SYSTEM BLOCK DIAGRAMS (ACOUSTIC, NON-ACOUSTIC, ETC)

D. AIRCREW ADMINISTRATION

D065 CONDUCT MONTHLY FLIGHT HOUR AUDITS
D066 PREPARE MONTHLY FLIGHT HOUR SUMMARIES
D067 UPDATE FLIGHT TIME LOG BOOKS
D069 PREPARE ENLISTED PERSONNEL FLIGHT TIME SUMMARIES
D070 UPDATE PERSONNEL FLIGHT TIME SUMMARIES

E. ENVIRONMENTALS

E079 EVALUATE ENVIRONMENTAL DATA
E080 UPDATE ACOUSTIC CONTACT HISTORY REPORTS

E081 CALCULATE PREDICTED TRANSMISSION PATH RANGES
E082 EVALUATE OCEAN BOTTOM TOPOGRAPHY
E083 DRAW SOUND VELOCITY PROFILES
E084 LABEL SOUND VELOCITY PROFILES
E085 CALCULATE FIGURE OF MERIT (FOM)
E088 CONDUCT BATHYTHERMOGRAPH (BT) READINGS

F. TACTICAL SUPPORT CENTER (TSC)/CARRIER TACTICAL SUPPORT CENTER (CV-TSC)
F092 ENTER REAL-TIME TACTICAL DATA
F093 ENTER POSTFLIGHT TACTICAL DATA
F115 COMPUTE SOUND PRESSURE LEVELS (SPL)
F116 CALCULATE CONVERGENCE ZONES (LOCATIONS, SIZE, DEPTH)
F117 CALCULATE DIRECT TARGET INTERCEPT PATHS
F118 CALCULATE BOTTOM BOUNCE RANGES
F119 CLASSIFY SOUND TRANSMISSION PATHS
F120 CALCULATE ACOUSTIC RANGES
F122 ANALYZE BATHYTHERMOGRAPH (BT) SONOBUOY DATA
F125 TRANSMIT DATA LINK PASSIVE ACOUSTIC SONOBUOY CONTACTS
F131 ANALYZE POSTFLIGHT ACOUSTICS DATA
F132 UPDATE FUSION PLOTS
F136 PERFORM BATTLE DAMAGE ASSESSMENTS (BDA)
F137 UPLOAD MISSION TAPE RECORDERS
F138 DOWNLOAD MISSION TAPE RECORDERS
F142 PERFORM DATA EXTRACTIONS

G. MAINTENANCE SUPPORT
G144 CLEAN TACTICAL MISSION RECORDERS
G145 TROUBLESHOOT TACTICAL MISSION RECORDERS
G148 PERFORM BUILT-IN TEST EQUIPMENT (BITE) TESTS

H. COMMUNICATIONS
H154 PERFORM BREVITY CODES COMMUNICATIONS
H155 PERFORM RADIO CIRCUIT COMMUNICATIONS
H156 PERFORM VISUAL SIGNALS COMMUNICATIONS
H157 PERFORM INTERCOMMUNICATION SYSTEMS (ICS) COMMUNICATIONS
H166 PERFORM NONSECURE COMMUNICATIONS
H170 CLASSIFY SUBSURFACE-TO-AIR PYROTECHNIC COMMUNICATIONS
H172 DEPLOY AIR-TO-SUBSURFACE EMERGENCY SIGNALS DEVICE

I. SENSOR SYSTEMS
I174 SET SONOBUOY LIFE
I175 SET SONOBUOY DEPTHS
I176 SET SONOBUOY CHANNELS

J. PASSIVE ACOUSTIC SONOBUOY OPERATIONS
J182 CALCULATE CLOSEST POINT OF APPROACH (CPA)
J183 RECORD SURFACE CONTACTS ACOUSTIC SIGNATURES
J184 RECORD SUBSURFACE CONTACT ACOUSTIC SIGNATURES
J185 CLASSIFY RADIO FREQUENCY (RF) INTERFERENCE

J186 CLASSIFY MULTI-TARGET CONTACTS
J187 PERFORM TARGET MOTION ANALYSIS
J188 PERFORM AMBIENT NOISE LEVEL MEASUREMENTS
J189 DETERMINE NON-TARGET ARTIFACTS
J191 TUNE PASSIVE SONOBUOY
J192 DISPLAY POST PROCESSOR UNIT (PPU) FORMATS
J194 IDENTIFY PASSIVE CONTACTS
J195 RECORD PASSIVE ACOUSTIC DATA
J196 CONDUCT PASSIVE TRACKING WITH PASSIVE TRACKING ALGORITHMS
J197 PROGRAM PASSIVE SONOBUOY AUTO ALERT PARAMETERS
J199 CALCULATE PASSIVE ACOUSTIC DETECTION RANGES
J200 CALCULATE PASSIVE ACOUSTIC SONOBUOY CONTACT (COURSE/SPEED/DEPTH)
J201 IDENTIFY PASSIVE ACOUSTIC SONOBUOY CONTACTS CLOSEST POINT OF APPROACH (CPA)
J202 MONITOR WEAPONS DEPLOYMENTS
J203 CLASSIFY ACTIVE EMISSIONS
J204 INITIATE VERNIER PROCESSING
J205 CONDUCT PASSIVE ACOUSTIC SONOBUOY SEARCHES
J206 TRACK PASSIVE ACOUSTIC SONOBUOY CONTACTS
J207 ANALYZE PASSIVE ACOUSTIC SONOBUOY CONTACTS
J208 CLASSIFY PASSIVE ACOUSTIC SONOBUOY CONTACTS
J209 FIX PASSIVE ACOUSTIC SONOBUOY CONTACTS
J210 RECORD PASSIVE ACOUSTIC SONOBUOY CONTACTS
J211 TRANSMIT PASSIVE ACOUSTIC SONOBUOY CONTACT DATA
J212 EMPLOY PASSIVE SONOBUOY TACTICS

K. ACTIVE SONOBUOY OPERATIONS

K213 DETERMINE OPTIMUM ACTIVE SONOBUOY EFFECTIVENESS
K214 IDENTIFY ACTIVE SONOBUOY CONTACTS
K215 CALCULATE ACTIVE SONOBUOY RANGES
K216 DETERMINE ACTIVE SONOBUOY SEARCH DEPTHS
K217 TRACK ACTIVE SONOBUOY CONTACTS
K218 ANALYZE ACTIVE SONOBUOY CONTACTS
K219 CLASSIFY ACTIVE SONOBUOY CONTACTS
K220 CLASSIFY ACTIVE SONOBUOY AURAL CUES
K221 CALCULATE ACTIVE SONOBUOY TARGET COURSES AND SPEEDS
K222 CLASSIFY ACTIVE SONOBUOY NON-TARGET CONTACTS
K223 TUNE ACTIVE SONOBUOY
K224 DISPLAY ACTIVE SONOBUOY DATA
K225 MARK ACTIVE CONTACT BEARINGS
K226 MARK ACTIVE CONTACT RANGES
K227 UTILIZE ACOUSTIC TARGET TRACKER

N. INFRARED (IR) OPERATIONS

N293 CALCULATE INFRARED (IR) FORMULAS
N294 DETERMINE OPTIMUM INFRARED (IR) EFFECTIVENESS
N295 CALCULATE INFRARED (IR) RANGES
N296 IDENTIFY INFRARED (IR) CONTACTS
N297 ANALYZE INFRARED (IR) CONTACTS
N298 CLASSIFY INFRARED (IR) CONTACTS
N299 FIX INFRARED (IR) CONTACTS
N300 TRACK INFRARED (IR) CONTACTS

N301 CALCULATE INFRARED (IR) CONTACT COURSES AND SPEEDS
N302 IDENTIFY INFRARED (IR) CONTACT MANEUVERS
N304 IDENTIFY THERMAL DISCONTINUITY INFRARED (IR)
N305 CONDUCT INFRARED (IR) BATTLE DAMAGE ASSESSMENTS (BDA)

Q. SPECIAL WARFARE/VISUAL/PHOTOGRAPHIC OPERATIONS

Q350 CONDUCT DRUG INTERDICTION SEARCHES
Q351 LOAD INTELLIGENCE GATHERING CAMERAS
Q352 SET INTELLIGENCE GATHERING CAMERAS
Q353 PERFORM VISUAL SEARCHES
Q356 CLASSIFY VISUAL CONTACTS
Q357 ESTIMATE SEA STATES
Q358 PERFORM PHOTOGRAPHIC RIGGINGS
Q367 PERFORM PREFLIGHT OF ELECTRO OPTICAL (EO) EQUIPMENT
Q368 CONDUCT ELECTRO OPTICAL (EO) SURVEILLANCE
Q369 CONDUCT ELECTRO OPTICAL (EO) POSTFLIGHT
Q370 CONDUCT ELECTRO OPTICAL (EO) ANALYSIS

S. ORDNANCE/STORES

S394 PREPARE LOAD SHEETS
S403 MONITOR WEAPONS DEPLOYMENT
S404 SET SEARCH STORES
S405 LOAD SEARCH STORES
S406 UNLOAD SEARCH STORES
S407 ARM SEARCH STORES
S409 LAUNCH SEARCH STORES
S411 LOAD KILL STORES
S412 UNLOAD KILL STORES
S415 TRACK ORDNANCE EXPENDITURES

AVIATION WARFARE SYSTEMS OPERATOR (ACOUSTIC) SECOND CLASS (AWA2)

C. TRAINING MANAGEMENT

C050 EVALUATE AIRCREW TRAINING PROGRAM EFFECTIVENESS
C051 COORDINATE AIRCREW QUALIFICATION AND READINESS PROGRAMS
C052 UPDATE AIRCREW QUALIFICATION AND READINESS PROGRAMS
C053 EVALUATE AIRCREW QUALIFICATION AND READINESS PROGRAMS
C054 EVALUATE SENSOR OPERATOR PROFICIENCIES
C055 ADMINISTER NAVAL AIR TRAINING AND OPERATING PROCEDURES STANDARDIZATION (NATOPS) PROGRAM TESTING

D. AIRCREW ADMINISTRATION

D058 UPDATE AIRCREW FLIGHT STATUS BOARDS
D059 ADMINISTER NAVAL AIR TRAINING AND OPERATING PROCEDURES STANDARDIZATION (NATOPS) PROGRAMS
D060 UPDATE NAVAL AIR TRAINING AND OPERATING PROCEDURES STANDARDIZATION (NATOPS) TRAINING JACKETS
D062 UPDATE AVIATION WARFARE (AW) INTEEIGENCE DATABASES
D077 EVALUATE FLIGHT SAFETY PROGRAMS
D078 REVISE EQUIPMENT OPERATING INSTRUCTIONS

F. TACTICAL SUPPORT CENTER (TSC)/CARRIER TACTICAL SUPPORT CENTER (CV-TSC)
F091 UPDATE ACOUSTIC CONTACT HISTORY RECORDS
F094 CONDUCT DATA TRANSFERS (TACTICAL, NONTACTICAL, ETC)
F098 PREPARE MISSION BRIEF BOOKS
F099 UPDATE MISSION BRIEF BOOKS
F100 PREPARE MISSION SUMMARY LOGS
F101 UPDATE MISSION SUMMARY LOGS
F107 CONDUCT POSTFLIGHT ANALYSES (PFA)
F124 ANNOTATE LOW FREQUENCY ACQUISITION AND RANGING GRAMS
F134 PERFORM TACTICAL MISSION RECONSTRUCTIONS
F139 LOAD PREFLIGHT DATA INSERTION PROGRAM (PDIP) TAPES
F140 UNLOAD PREFLIGHT DATA INSERTION PROGRAM (PDIP) TAPES

J. PASSIVE ACOUSTIC SONOBUOY OPERATIONS
J190 DETERMINE OPTIMUM SENSOR EFFECTIVENESS

AVIATION WARFARE SYSTEMS OPERATOR (ACOUSTIC) FIRST CLASS (AWA1)

C. TRAINING MANAGEMENT
C048 ESTABLISH AIRCREW TRAINING PROGRAMS
C049 UPDATE AIRCREW TRAINING PROGRAMS

F. TACTICAL SUPPORT CENTER (TSC)/CARRIER TACTICAL SUPPORT CENTER (CV-TSC)
F110 PREPARE WARFARE BRIEFS
F111 CONDUCT WARFARE BRIEFS
F143 ANALYZE POSTFLIGHT TACTICAL DATA

CHIEF AVIATION WARFARE SYSTEMS OPERATOR (AWC)

A. AIRCREW DUTIES
A026 CONDUCT PATHFINDER BRIEFS

D. AIRCREW ADMINISTRATION
D064 DRAFT AVIATION WARFARE (AW) TECHNICAL EQUIPMENT UPGRADES AND IMPROVEMENT INPUTS
D071 CONDUCT FLIGHT ORDER AUDIT BOARDS
D072 PREPARE TACTICAL EQUIPMENT EVALUATION PROGRAMS
D073 PREPARE TACTICS EVALUATION PROGRAMS

F. TACTICAL SUPPORT CENTER (TSC)/ CARRIER TACTICAL SUPPORT CENTER (CV-TSC)
F097 COORDINATE TACTICAL EXERCISES
F103 PLAN TACTICAL MISSIONS
F104 DRAFT TACTICAL MESSAGES
F106 CONDUCT FLIGHT CREW DEBRIEFS

H. COMMUNICATIONS
H161 INITIATE SECURE COMMUNICATIONS

R. SEARCH AND RESCUE (SAR)/COMBAT SEARCH AND RESCUE (CSAR) OPERATIONS
R374 PERFORM DOWN PILOT AUTHENTICATIONS

S. ORDNANCE/STORES
S395 VERIFY SEARCH STORES TABLEAUS

SENIOR CHIEF AVIATION WARFARE SYSTEMS OPERATOR (AWCS)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

MASTER CHIEF AVIATION WARFARE SYSTEMS OPERATOR (AWCM)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

AVIATION WARFARE SYSTEMS OPERATOR (HELICOPTER) (AWH) FUNCTIONAL AREAS

A. AIRCREW DUTIES

B. AIRCREW TRAINING EXERCISES

C. TRAINING MANAGEMENT

D. AIRCREW ADMINISTRATION

E. ENVIRONMENTALS

F. TACTICAL SUPPORT CENTER (TSC)/CARRIER TACTICAL SUPPORT CENTER (CV-TSC)

G. MAINTENANCE SUPPORT

H. COMMUNICATIONS

I. SENSOR SYSTEMS

J. PASSIVE ACOUSTIC SONOBUOY OPERATIONS

K. ACTIVE SONOBUOY OPERATIONS

L. DIPPING SONAR OPERATIONS

M. RADAR/NAVIGATION OPERATIONS

O. ELECTRONIC WARFARE SUPPORT (ES) OPERATIONS

P. MAGNETIC ANOMALY DETECTION (MAD) OPERATIONS

Q. SPECIAL WARFARE/VISUAL/PHOTOGRAPHIC OPERATIONS

R. SEARCH AND RESCUE (SAR)/COMBAT SEARCH AND RESCUE (CSAR) OPERATIONS

S. ORDNANCE/STORES

AVIATION WARFARE SYSTEMS OPERATOR (HELICOPTER) THIRD CLASS (AWH3)

A. AIRCREW DUTIES

A001 PERFORM AIRCRAFT PREFLIGHT INSPECTIONS
A002 PERFORM AIRCRAFT POSTFLIGHT INSPECTIONS
A003 CONDUCT HOT SEAT TRANSFER BRIEFS
A004 PERFORM NIGHT VISION GOGGLES (NVG) PREFLIGHT INSPECTIONS
A005 CONDUCT NIGHT VISION GOGGLES (NVG) SEARCHES
A006 CONDUCT SEARCHES OTHER THAN NIGHT VISION GOGGLES (NVG)
A007 CONDUCT NIGHT VISION GOGGLES (NVG) TERRAIN AVOIDANCES
A008 PERFORM VISUAL HAZARDOUS TERRAIN AVOIDANCES
A009 PERFORM PREFLIGHT AIRBORNE TACTICAL SYSTEMS OPERATIONAL CHECKS
A010 PERFORM POSTFLIGHT AIRBORNE TACTICAL SYSTEMS OPERATIONAL CHECKS
A011 PERFORM INFLIGHT AIRBORNE TACTICAL SYSTEMS OPERATIONAL CHECKS
A012 TROUBLESHOOT AIRBORNE TACTICAL SYSTEMS
A014 CONDUCT PASSENGER BRIEFS
A015 PERFORM AIRCRAFT EMERGENCY DRILLS
A018 PERFORM RECOVERY AND ASSIST SECURING AND TRAVERSING (RAST) OPERATIONS
A019 MONITOR VERTICAL REPLENISHMENT (VERTREP) LOADS
A020 PERFORM VERTICAL REPLENISHMENT (VERTREP) LOAD RELEASES
A021 TRANSFER PASSENGERS (MILITARY, CIVILIAN, ETC)
A022 PERFORM CARGO HOIST TRANSFERS
A023 TRANSFER CARGO
A027 SERVICE AIRCRAFT
A028 SECURE AIRCRAFT EQUIPMENT
A029 SECURE AIRCRAFT
A031 PERFORM ON-STATION MISSION TURNOVERS
A032 PERFORM HELICOPTER IN-FLIGHT REFUELINGS (HIFR)

B. AIRCREW TRAINING EXERCISES

B033 PERFORM NAVAL AIR TRAINING AND OPERATING PROCEDURES STANDARDIZATION (NATOPS) TRAINING
B034 PERFORM WATER SURVIVAL TRAINING
B035 PERFORM LAND SURVIVAL TRAINING
B036 PERFORM SURVIVAL FIRST AID TRAINING
B037 PERFORM AIRBORNE TRAINING
B038 PERFORM AIRCREW HOSTILE ENVIRONMENT TRAINING (HET)
B039 PERFORM AIR NAVIGATION TRAINING
B040 PERFORM SHIP RECOGNITION TRAINING
B041 PERFORM AIRCRAFT RECOGNITION TRAINING
B042 PERFORM SUBMARINE RECOGNITION TRAINING
B044 CONDUCT WARFARE TRAINING
B045 CONDUCT SEARCH STORES TRAINING
B046 CONDUCT FIRST AID TRAINING
B047 DRAW ELECTRONIC SYSTEM BLOCK DIAGRAMS (ACOUSTIC, NON-ACOUSTIC, ETC)

D. AIRCREW ADMINISTRATION

D061 UPDATE ACOUSTIC SIGNATURE DATABASES
D065 CONDUCT MONTHLY FLIGHT HOUR AUDITS
D066 PREPARE MONTHLY FLIGHT HOUR SUMMARIES

D067 UPDATE FLIGHT TIME LOG BOOKS
D069 PREPARE ENLISTED PERSONNEL FLIGHT TIME SUMMARIES
D070 UPDATE ENLISTED PERSONNEL FLIGHT TIME SUMMARIES

E. ENVIRONMENTALS

E081 CALCULATE PREDICTED TRANSMISSION PATH RANGES
E082 EVALUATE OCEAN BOTTOM TOPOGRAPHY
E083 DRAW SOUND VELOCITY PROFILES
E084 LABEL SOUND VELOCITY PROFILES
E085 CALCULATE FIGURE OF MERIT (FOM)
E086 EVALUATE MAGNETIC ANOMALY DETECTION (MAD) OPERATIONAL EFFECTIVENESS (MOE) CHARTS
E087 EVALUATE AMBIENT AIR TEMPERATURE PROFILES
E088 CONDUCT BATHYTHERMOGRAPH (BT) READINGS

F. TACTICAL SUPPORT CENTER (TSC)/CARRIER TACTICAL SUPPORT CENTER (CV-TSC)

F092 ENTER REAL-TIME TACTICAL DATA
F093 ENTER POSTFLIGHT TACTICAL DATA
F105 CONDUCT FLIGHT CREW BRIEFS
F107 CONDUCT POSTFLIGHT ANALYSES (PFA)
F112 RECOMMEND EVASIVE DEVICES COUNTERMEASURES EMPLOYMENT
F116 CALCULATE CONVERGENCE ZONES (LOCATIONS, SIZE, DEPTH)
F117 CALCULATE DIRECT TARGET INTERCEPT PATHS
F118 CALCULATE BOTTOM BOUNCE RANGES
F119 CLASSIFY SOUND TRANSMISSION PATHS
F120 CALCULATE ACOUSTIC RANGES
F121 CONDUCT BATHYTHERMOGRAPH (BT) SONOBUOY DROPS
F122 ANALYZE BATHYTHERMOGRAPH (BT) SONOBUOY DATA
F125 TRANSMIT DATA LINK PASSIVE ACOUSTIC SONOBUOY CONTACTS
F130 CALCULATE ELECTRONIC WARFARE COUNTER DETECTION RANGES
F131 ANALYZE POSTFLIGHT ACOUSTICS DATA
F136 PERFORM BATTLE DAMAGE ASSESSMENTS (BDA)
F137 UPLOAD MISSION TAPE RECORDERS
F138 DOWNLOAD MISSION TAPE RECORDERS

G. MAINTENANCE SUPPORT

G145 TROUBLESHOOT TACTICAL MISSION RECORDERS
G148 PERFORM BUILT-IN TEST EQUIPMENT (BITE) TESTS
G149 INSTALL BLADE CRUTCHES
G150 CONDUCT MISSING TOOL SEARCHES
G151 INSTALL SONOBUOYS

H. COMMUNICATIONS

H154 PERFORM BREVITY CODES COMMUNICATIONS
H155 PERFORM RADIO CIRCUIT COMMUNICATIONS
H156 PERFORM VISUAL SIGNALS COMMUNICATIONS
H157 PERFORM INTERCOMMUNICATION SYSTEMS (ICS) COMMUNICATIONS
H158 TEST COMMUNICATIONS SYSTEMS
H160 TROUBLESHOOT COMMUNICATIONS
H166 PERFORM NONSECURE COMMUNICATIONS

H167 CONDUCT VERBAL CONTACT REPORTS
H173 CONDUCT DATA LINK TRANSFERS

I. SENSOR SYSTEMS

I174 SET SONOBUOY LIFE
I175 SET SONOBUOY DEPTHS
I176 SET SONOBUOY CHANNELS

J. PASSIVE ACOUSTIC SONOBUOY OPERATIONS

J182 CALCULATE CLOSEST POINT OF APPROACH (CPA)
J183 RECORD SURFACE CONTACTS ACOUSTIC SIGNATURES
J184 RECORD SUBSURFACE CONTACT ACOUSTIC SIGNATURES
J185 CLASSIFY RADIO FREQUENCY (RF) INTERFERENCE
J186 CLASSIFY MULTI-TARGET CONTACTS
J187 PERFORM TARGET MOTION ANALYSIS
J188 PERFORM AMBIENT NOISE LEVEL MEASUREMENTS
J189 DETERMINE NON-TARGET ARTIFACTS
J190 DETERMINE OPTIMUM SENSOR EFFECTIVENESS
J191 TUNE PASSIVE SONOBUOY
J193 MARK PASSIVE BEARING FREQUENCIES OF INTEREST
J194 IDENTIFY PASSIVE CONTACTS
J195 RECORD PASSIVE ACOUSTIC DATA
J196 CONDUCT PASSIVE TRACKING WITH PASSIVE TRACKING ALGORITHMS
J197 PROGRAM PASSIVE SONOBUOY AUTO ALERT PARAMETERS
J198 MARK PASSIVE ACOUSTIC SONOBUOY CONTACTS
J199 CALCULATE PASSIVE ACOUSTIC DETECTION RANGES
J200 CALCULATE PASSIVE ACOUSTIC SONOBUOY CONTACT (COURSE/SPEED/DEPTH)
J201 IDENTIFY PASSIVE ACOUSTIC SONOBUOY CONTACTS CLOSEST POINT OF APPROACH (CPA)
J202 MONITOR WEAPONS DEPLOYMENTS
J203 CLASSIFY ACTIVE EMISSIONS
J204 INITIATE VERNIER PROCESSING
J205 CONDUCT PASSIVE ACOUSTIC SONOBUOY SEARCHES
J206 TRACK PASSIVE ACOUSTIC SONOBUOY CONTACTS
J207 ANALYZE PASSIVE ACOUSTIC SONOBUOY CONTACTS
J208 CLASSIFY PASSIVE ACOUSTIC SONOBUOY CONTACTS
J209 FIX PASSIVE ACOUSTIC SONOBUOY CONTACTS
J210 RECORD PASSIVE ACOUSTIC SONOBUOY CONTACTS
J211 TRANSMIT PASSIVE ACOUSTIC SONOBUOY CONTACT DATA
J212 EMPLOY PASSIVE SONOBUOY TACTICS

K. ACTIVE SONOBUOY OPERATIONS

K213 DETERMINE OPTIMUM ACTIVE SONOBUOY EFFECTIVENESS
K214 IDENTIFY ACTIVE SONOBUOY CONTACTS
K215 CALCULATE ACTIVE SONOBUOY RANGES
K216 DETERMINE ACTIVE SONOBUOY SEARCH DEPTHS
K217 TRACK ACTIVE SONOBUOY CONTACTS
K218 ANALYZE ACTIVE SONOBUOY CONTACTS
K219 CLASSIFY ACTIVE SONOBUOY CONTACTS
K220 CLASSIFY ACTIVE SONOBUOY AURAL CUES
K221 CALCULATE ACTIVE SONOBUOY TARGET COURSE AND SPEED

K222 CLASSIFY ACTIVE SONOBUOY NON-TARGET CONTACTS
K223 TUNE ACTIVE SONOBUOY
K224 DISPLAY ACTIVE SONOBUOY DATA
K225 MARK ACTIVE CONTACT BEARINGS
K226 MARK ACTIVE CONTACT RANGES
K227 UTILIZE ACOUSTIC TARGET TRACKER

L. DIPPING SONAR OPERATIONS
L242 PLOT DIPPING SONAR CONTACTS
L245 TRACK WEAPONS DEPLOYMENTS
L249 CALCULATE OPTIMUM SONAR TRANSDUCER SEARCH DEPTHS
L250 CONDUCT ACTIVE SONAR SEARCHES
L251 RECORD SONAR CONTACTS (ACTIVE, PASSIVE)
L252 IDENTIFY SONOBUOY AURAL CUES (ACTIVE, PASSIVE)
L253 CLASSIFY AURAL CUES (ACTIVE, PASSIVE)
L254 CALCULATE SONAR EQUATIONS (ACTIVE, PASSIVE)

M. RADAR/NAVIGATION OPERATIONS
M255 CONDUCT RADAR RUN IN
M256 CALCULATE RADAR FORMULAS
M257 CONVERT TRUE BEARINGS
M258 CONVERT RELATIVE BEARINGS
M259 CONVERT MAGNETIC BEARINGS
M261 ANALYZE RADAR CONTACTS
M262 CLASSIFY RADAR CONTACTS
M270 FIX RADAR CONTACTS
M271 TRACK AIRBORNE RADAR CONTACTS
M273 TRACK SEA RADAR CONTACTS
M274 CALCULATE RADAR CONTACT COURSE AND SPEED
M276 VECTOR AIRCRAFT
M278 PERFORM IDENTIFICATION FRIEND OR FOE (IFF) INTERROGATIONS
M281 PERFORM NAVIGATIONAL UPDATES
M282 PERFORM AIRCRAFT NAVIGATION INITIALIZATIONS
M285 CONDUCT RADAR SEARCHES
M288 TRANSMIT RADAR DATA
M289 PERFORM WEATHER AVOIDANCE RADAR NAVIGATIONS
M292 CONDUCT OVER-THE-HORIZON TARGETING

O. ELECTRONIC WARFARE SUPPORT (ES) OPERATIONS
O308 DETERMINE OPTIMUM ELECTRONIC WARFARE SUPPORT (ES) EFFECTIVENESS
O309 CALCULATE ELECTRONIC WARFARE SUPPORT (ES) RANGES
O310 CONDUCT ELECTRONIC WARFARE SUPPORT (ES) SEARCHES
O317 ANALYZE ELECTRONIC WARFARE SUPPORT (ES) CONTACTS
O318 PLOT ELECTRONIC WARFARE SUPPORT (ES) CONTACTS
O319 FIX ELECTRONIC WARFARE SUPPORT (ES) CONTACTS
O320 TRACK ELECTRONIC WARFARE SUPPORT (ES) CONTACTS
O321 CALCULATE ELECTRONIC WARFARE SUPPORT (ES) TARGET COURSE AND SPEED
O322 COMPUTE ELECTRONIC WARFARE SUPPORT (ES) CONTACT INTERCEPTS
O323 RECORD ELECTRONIC WARFARE SUPPORT (ES) PARAMETERS

P. MAGNETIC ANOMALY DETECTION (MAD) OPERATIONS

P326 CALCULATE MAGNETIC ANOMALY DETECTION (MAD) FORMULAS
P327 DETERMINE OPTIMUM MAGNETIC ANOMALY DETECTION (MAD) EFFECTIVENESS
P328 MARK MAGNETIC ANOMALY DETECTION (MAD) CONTACTS
P329 ANALYZE MAGNETIC ANOMALY DETECTION (MAD) CONTACTS
P330 CLASSIFY MAGNETIC ANOMALY DETECTION (MAD) CONTACTS
P331 FIX MAGNETIC ANOMALY DETECTION (MAD) CONTACTS
P332 TRACK MAGNETIC ANOMALY DETECTION (MAD) CONTACTS
P333 CALCULATE MAGNETIC ANOMALY DETECTION (MAD) SLANT RANGES
P334 COMPUTE TARGET DEPTHS
P335 IDENTIFY MAGNETIC ANOMALY DETECTION (MAD) CONTACT MANEUVERS
P336 IDENTIFY MAGNETIC ANOMALY DETECTION (MAD) NOISES
P337 FILTER OUT MAGNETIC ANOMALY DETECTION (MAD) NOISES
P338 CALCULATE MAGNETIC ANOMALY DETECTION (MAD) CONTACT COURSE AND SPEED
P339 TROUBLESHOOT MAGNETIC ANOMALY DETECTION (MAD) CONTACTS
P340 PERFORM MAGNETIC ANOMALY DETECTION (MAD) COMPENSATIONS
P341 DEPLOY MAGNETIC ANOMALY DETECTION (MAD)
P342 RECOVER MAGNETIC ANOMALY DETECTION (MAD)
P343 PERFORM OPERATIONAL FIGURE OF MERIT (OFOM)

Q. SPECIAL WARFARE/VISUAL/PHOTOGRAPHIC OPERATIONS

Q344 RIG FAST ROPES
Q346 CONDUCT SPECIAL WARFARE PERSONNEL INSERTIONS
Q347 CONDUCT SPECIAL WARFARE PERSONNEL EXTRACTIONS
Q348 CONDUCT HELICOPTER VISIT BOARDING SEARCH AND SEIZURE (HVBSS)
Q350 CONDUCT DRUG INTERDICTION SEARCHES
Q351 LOAD INTELLIGENCE GATHERING CAMERAS
Q352 SET INTELLIGENCE GATHERING CAMERAS
Q353 PERFORM VISUAL SEARCHES
Q354 SET UP VISION ENHANCEMENT EQUIPMENT
Q355 DON VISION ENHANCEMENT EQUIPMENT
Q356 CLASSIFY VISUAL CONTACTS
Q357 ESTIMATE SEA STATES
Q358 PERFORM PHOTOGRAPHIC RIGGINGS
Q359 TAKE AERIAL COMBAT TARGET PHOTOGRAPHS
Q360 UPDATE PHOTOGRAPH RIG LOGS
Q361 CALCULATE VISUAL SEARCH ALTITUDES
Q367 PERFORM PREFLIGHT OF ELECTRO OPTICAL (EO) EQUIPMENT
Q368 CONDUCT ELECTRO OPTICAL (EO) SURVEILLANCE
Q369 CONDUCT ELECTRO OPTICAL (EO) POST FLIGHT
Q370 CONDUCT ELECTRO OPTICAL (EO) ANALYSIS

R. SEARCH AND RESCUE (SAR)/COMBAT SEARCH AND RESCUE (CSAR) OPERATIONS

R371 MARK SURVIVOR LOCATIONS
R372 DEPLOY SEARCH AND RESCUE (SAR) KITS
R373 PERFORM RESCUE SWIMMER EQUIPMENT INSPECTIONS
R375 DEPLOY RESCUE SWIMMERS
R376 VECTOR RESCUE UNITS
R377 PERFORM SEARCH AND RESCUE (SAR) SWIMMER VISUAL COMMUNICATIONS
R378 PREPARE SURVIVORS FOR TRANSPORT

R379 RIG AIRCRAFT FOR RESCUES
R380 RECOVER SURVIVORS AND SWIMMERS
R381 CONDUCT SEARCH AND RESCUE (SAR) MEDICAL EVACUATION (MEDEVAC)
R382 DEPLOY COLLAPSIBLE MEDICAL EVACUATION (MEDEVAC) LITTERS
R383 ASSEMBLE AND DISASSEMBLE COLLAPSIBLE LITTERS
R384 INSPECT AVIATION LIFE SUPPORT SYSTEMS (ALSS)
R385 CLEAN AND INSPECT RESCUE HARNESSES
R386 CLEAN AND INSPECT SURVIVAL SLINGS
R388 PERFORM SURVIVAL RADIO FUNCTIONAL CHECKS
R389 PERFORM SURVIVAL BEACON FUNCTIONAL CHECKS
R390 SET SEARCH AND RESCUE (SAR) ALERT CONDITIONS

S. ORDNANCE/STORES
S396 DISASSEMBLE SMALL ARMS
S397 CLEAN AND LUBRICATE SMALL ARMS
S398 INSPECT SMALL ARMS
S399 ASSEMBLE SMALL ARMS
S401 MOUNT SMALL ARMS
S402 PERFORM SMALL ARMS BARREL CHANGES
S403 MONITOR WEAPONS DEPLOYMENTS
S404 SET SEARCH STORES
S405 LOAD SEARCH STORES
S406 UNLOAD SEARCH STORES
S407 ARM SEARCH STORES
S409 LAUNCH SEARCH STORES
S411 LOAD KILL STORES
S412 UNLOAD KILL STORES
S415 TRACK ORDNANCE EXPENDITURES
S419 LOAD AIRCRAFT-MOUNTED SMALL ARMS
S420 UNLOAD AIRCRAFT-MOUNTED SMALL ARMS

AVIATION WARFARE SYSTEMS OPERATOR (HELICOPTER) SECOND CLASS (AWH2)

C. TRAINING MANAGEMENT
C050 EVALUATE AIRCREW TRAINING PROGRAMS EFFECTIVENESS
C051 COORDINATE AIRCREW QUALIFICATION AND READINESS PROGRAMS
C052 UPDATE AIRCREW QUALIFICATION AND READINESS PROGRAMS
C053 EVALUATE AIRCREW QUALIFICATION AND READINESS PROGRAMS
C054 EVALUATE SENSOR OPERATOR PROFICIENCIES

D. AIRCREW ADMINISTRATION
D055 ADMINISTER NAVAL AIR TRAINING AND OPERATING PROCEDURES STANDARDIZATION (NATOPS) PROGRAMS
D058 UPDATE AIRCREW FLIGHT STATUS BOARDS
D059 ADMINISTER NAVAL AIR TRAINING AND OPERATING PROCEDURES STANDARDIZATION (NATOPS) PROGRAMS
D060 UPDATE NAVAL AIR TRAINING AND OPERATING PROCEDURES STANDARDIZATION (NATOPS) TRAINING JACKETS

E. ENVIRONMENTALS
E079 EVALUATE ENVIRONMENTAL DATABASES

F. TACTICAL SUPPORT CENTER (TSC)/CARRIER TACTICAL SUPPORT CENTER (CV-TSC)
F091 UPDATE ACOUSTIC CONTACT HISTORY RECORDS
F094 CONDUCT DATA TRANSFERS (TACTICAL, NONTACTICAL, ETC)
F100 PREPARE MISSION SUMMARY LOGS
F101 UPDATE MISSION SUMMARY LOGS
F108 CONDUCT SEARCH AND RESCUE (SAR) SWIMMER BRIEFS
F109 PLAN SEARCH AND RESCUE (SAR) MISSIONS
F134 PERFORM TACTICAL MISSION RECONSTRUCTIONS

AVIATION WARFARE SYSTEMS OPERATOR (HELICOPTER) FIRST CLASS (AWH1)

C. TRAINING MANAGEMENT
C048 ESTABLISH AIRCREW TRAINING PROGRAMS
C049 UPDATE AIRCREW TRAINING PROGRAMS

F. TACTICAL SUPPORT CENTER (TSC)/ CARRIER TACTICAL SUPPORT CENTER (CV-TSC)
F143 ANALYZE POSTFLIGHT TACTICAL DATA

M. RADAR/NAVIGATION OPERATIONS
M291 CONDUCT OVER-THE-HORIZON DETECTION CLASSIFICATIONS

CHIEF AVIATION WARFARE SYSTEMS OPERATOR (AWC)

A. AIRCREW DUTIES
A026 CONDUCT PATHFINDER BRIEFS

D. AIRCREW ADMINISTRATION
D064 DRAFT AVIATION WARFARE (AW) TECHNICAL EQUIPMENT UPGRADES AND IMPROVEMENT INPUTS
D071 CONDUCT FLIGHT ORDER AUDIT BOARDS
D072 PREPARE TACTICAL EQUIPMENT EVALUATION PROGRAMS
D073 PREPARE TACTICS EVALUATION PROGRAMS

F. TACTICAL SUPPORT CENTER (TSC)/CARRIER TACTICAL SUPPORT CENTER (CV-TSC)
F097 COORDINATE TACTICAL EXERCISES
F103 PLAN TACTICAL MISSIONS
F104 DRAFT TACTICAL MESSAGES
F106 CONDUCT FLIGHT CREW DEBRIEFS

H. COMMUNICATIONS
H161 INITIATE SECURE COMMUNICATIONS

R. SEARCH AND RESCUE (SAR)/COMBAT SEARCH AND RESCUE (CSAR) OPERATIONS
R374 PERFORM DOWN PILOT AUTHENTICATIONS

S. ORDNANCE/STORES
S395 VERIFY SEARCH STORES TABLEAUS

SENIOR CHIEF AVIATION WARFARE SYSTEMS OPERATOR (AWCS)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

MASTER CHIEF AVIATION WARFARE SYSTEMS OPERATOR (AWCM)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

AVIATION WARFARE SYSTEMS OPERATOR (NON-ACOUSTIC) (AWN) FUNCTIONAL AREAS

A. AIRCREW DUTIES

B. AIRCREW TRAINING EXERCISES

C. TRAINING MANAGEMENT

D. AIRCREW ADMINISTRATION

E. ENVIRONMENTALS

F. TACTICAL SUPPORT CENTER (TSC)/CARRIER TACTICAL SUPPORT CENTER (CV-TSC)

H. COMMUNICATIONS

I. SENSOR SYSTEMS

M. RADAR/NAVIGATION OPERATIONS

N. INFRARED (IR) OPERATIONS

O. ELECTRONIC WARFARE SUPPORT (ES) OPERATIONS

P. MAGNETIC ANOMALY DETECTION (MAD) OPERATIONS

Q. SPECIAL WARFARE/VISUAL/PHOTOGRAPHIC OPERATIONS

R. SEARCH AND RESCUE (SAR)/COMBAT SEARCH AND RESCUE (CSAR) OPERATIONS

S. ORDNANCE/STORES

AVIATION WARFARE SYSTEMS OPERATOR (NON-ACOUSTIC) THIRD CLASS (AWN3)

A. AIRCREW DUTIES

A001 PERFORM AIRCRAFT PREFLIGHT INSPECTIONS
A002 PERFORM AIRCRAFT POSTFLIGHT INSPECTIONS
A004 PERFORM NIGHT VISION GOGGLES (NVG) PREFLIGHT INSPECTIONS
A005 CONDUCT NIGHT VISION GOGGLES (NVG) SEARCHES
A006 CONDUCT SEARCHES OTHER THAN NIGHT VISION GOGGLES (NVG)
A008 PERFORM VISUAL HAZARDOUS TERRAIN AVOIDANCES
A009 PERFORM PREFLIGHT AIRBORNE TACTICAL SYSTEMS OPERATIONAL CHECKS
A010 PERFORM POSTFLIGHT AIRBORNE TACTICAL SYSTEMS OPERATIONAL CHECKS
A011 PERFORM INFLIGHT AIRBORNE TACTICAL SYSTEMS OPERATIONAL CHECKS
A013 PERFORM PERSONAL SURVIVAL EQUIPMENT PREFLIGHT INSPECTIONS
A014 CONDUCT PASSENGER BRIEFS
A015 PERFORM AIRCRAFT EMERGENCY DRILLS
A016 PREPARE AIRCRAFT PASSENGER MANIFESTS
A027 CONDUCT AIRCRAFT FUELING/DEFUELING OPERATIONS
A028 SECURE AIRCRAFT EQUIPMENT
A029 SECURE AIRCRAFT
A030 PREPARE LOAD SHEETS
A031 PERFORM ON-STATION MISSION TURNOVERS

B. AIRCREW TRAINING EXERCISES

B033 PERFORM NAVAL AIR TRAINING AND OPERATING PROCEDURES STANDARDIZATION (NATOPS) TRAINING
B034 PERFORM WATER SURVIVAL TRAINING
B035 PERFORM LAND SURVIVAL TRAINING
B036 PERFORM SURVIVAL FIRST AID TRAINING
B037 PERFORM AIRBORNE TRAINING
B039 PERFORM AIR NAVIGATION TRAINING
B040 PERFORM SHIP RECOGNITION TRAINING
B041 PERFORM AIRCRAFT RECOGNITION TRAINING
B042 PERFORM SUBMARINE RECOGNITION TRAINING
B043 PERFORM AERIAL CARDIOPULMONARY RESUSCITATION (CPR)
B044 CONDUCT WARFARE TRAINING
B046 CONDUCT FIRST AID TRAINING
B047 DRAW ELECTRONIC SYSTEM BLOCK DIAGRAMS (ACOUSTIC, NON-ACOUSTIC, ETC)

D. AIRCREW ADMINISTRATION

D065 CONDUCT MONTHLY FLIGHT HOUR AUDITS
D066 PREPARE MONTHLY FLIGHT HOUR SUMMARIES
D067 UPDATE FLIGHT TIME LOG BOOKS
D069 PREPARE PERSONNEL FLIGHT TIME SUMMARIES
D070 UPDATE PERSONNEL FLIGHT TIME SUMMARIES

E. ENVIRONMENTALS

E086 EVALUATE MAGNETIC ANOMALY DETECTION (MAD) OPERATIONAL EFFECTIVENESS (MOE) CHARTS

F. TACTICAL SUPPORT CENTER (TSC)/CARRIER TACTICAL SUPPORT CENTER (CV-TSC)

F092 ENTER REAL-TIME TACTICAL DATA
F093 ENTER POSTFLIGHT TACTICAL DATA
F132 UPDATE FUSION PLOTS
F142 PERFORM DATA EXTRACTIONS

H. COMMUNICATIONS

H154 PERFORM BREVITY CODES COMMUNICATIONS
H155 PERFORM RADIO CIRCUIT COMMUNICATIONS
H156 PERFORM VISUAL SIGNALS COMMUNICATIONS
H157 PERFORM INTERCOMMUNICATION SYSTEMS (ICS) COMMUNICATIONS
H166 PERFORM NONSECURE COMMUNICATIONS
H170 CLASSIFY SUBSURFACE-TO-AIR PYROTECHNIC COMMUNICATIONS
H172 DEPLOY AIR-TO-SUBSURFACE EMERGENCY SIGNALS DEVICE

I. SENSOR SYSTEMS

I174 SET SONOBUOY LIFE
I175 SET SONOBUOY DEPTHS
I176 SET SONOBUOY CHANNELS

M. RADAR/NAVIGATION OPERATIONS

M255 CONDUCT RADAR RUN IN
M256 CALCULATE RADAR FORMULAS
M257 CONVERT TRUE BEARINGS
M258 CONVERT RELATIVE BEARINGS
M259 CONVERT MAGNETIC BEARINGS
M260 CALCULATE RADAR RANGES
M261 ANALYZE RADAR CONTACTS
M262 CLASSIFY RADAR CONTACTS
M265 LOAD INVERSE SYNTHETIC APERTURE RADAR (ISAR) DATA TAPES
M270 FIX RADAR CONTACTS
M271 TRACK AIRBORNE RADAR CONTACTS
M272 TRACK LAND RADAR CONTACTS
M273 TRACK SEA RADAR CONTACTS
M274 CALCULATE RADAR CONTACT COURSES AND SPEEDS
M275 COMPUTE RADAR CONTACT INTERCEPTS
M276 VECTOR AIRCRAFT
M278 PERFORM IDENTIFICATION FRIEND OR FOE (IFF) INTERROGATIONS
M279 PERFORM SELECTIVE IDENTIFICATION FEATURE (SIF) INTERROGATIONS
M280 IDENTIFY RADAR CONTACT MANEUVERS
M281 PERFORM NAVIGATIONAL UPDATES
M283 SELECT RADAR FREQUENCIES
M284 MODIFY RADAR FREQUENCIES
M285 CONDUCT RADAR SEARCHES
M288 TRANSMIT RADAR DATA
M289 PERFORM WEATHER AVOIDANCE RADAR NAVIGATIONS
M290 PERFORM TERRAIN AVOIDANCE RADAR NAVIGATIONS
M291 CONDUCT OVER-THE-HORIZON DETECTION CLASSIFICATIONS
M292 CONDUCT OVER-THE-HORIZON TARGETING

N. INFRARED (IR) OPERATIONS

N293 CALCULATE INFRARED (IR) FORMULAS
N294 DETERMINE OPTIMUM INFRARED (IR) EFFECTIVENESS
N295 CALCULATE INFRARED (IR) RANGES
N296 IDENTIFY INFRARED (IR) CONTACTS
N297 ANALYZE INFRARED (IR) CONTACTS
N298 CLASSIFY INFRARED (IR) CONTACTS
N299 FIX INFRARED (IR) CONTACTS
N300 TRACK INFRARED (IR) CONTACTS
N301 CALCULATE INFRARED (IR) CONTACT COURSES AND SPEEDS
N302 IDENTIFY INFRARED (IR) CONTACT MANEUVERS
N303 IDENTIFY INFRARED (IR) COUNTERMEASURES
N304 IDENTIFY THERMAL DISCONTINUITY INFRARED (IR)
N305 CONDUCT INFRARED (IR) BATTLE DAMAGE ASSESSMENT (BDA)
N306 LOAD INFRARED DETECTION SYSTEM (IRDS) TAPES
N307 UNLOAD INFRARED DETECTION SYSTEM (IRDS) TAPES

O. ELECTRONIC WARFARE SUPPORT (ES) OPERATIONS

O308 DETERMINE OPTIMUM ELECTRONIC WARFARE SUPPORT (ES) EFFECTIVENESS
O309 CALCULATE ELECTRONIC WARFARE SUPPORT (ES) RANGES
O310 CONDUCT ELECTRONIC WARFARE SUPPORT (ES) SEARCHES
O311 CONSTRUCT ELECTRONIC WARFARE SUPPORT (ES) TABLEAUS
O312 LOAD ELECTRONIC WARFARE SUPPORT (ES) APRIORI TABLEAUS
O313 MODIFY APRIORI TABLEAUS
O314 UPLOAD APRIORI TABLEAUS
O315 DOWNLOAD APRIORI TABLEAUS
O316 CLASSIFY ELECTRONIC WARFARE SUPPORT (ES) CONTACTS
O317 ANALYZE ELECTRONIC WARFARE SUPPORT (ES) CONTACTS
O318 PLOT ELECTRONIC WARFARE SUPPORT (ES) CONTACTS
O319 FIX ELECTRONIC WARFARE SUPPORT (ES) CONTACTS
O320 TRACK ELECTRONIC WARFARE SUPPORT (ES) CONTACTS
O321 CALCULATE ELECTRONIC WARFARE SUPPORT (ES) TARGET COURSES AND SPEEDS
O322 COMPUTE ELECTRONIC WARFARE SUPPORT (ES) CONTACT INTERCEPTS
O323 RECORD ELECTRONIC WARFARE SUPPORT (ES) PARAMETERS
O324 TRANSMIT ELECTRONIC WARFARE SUPPORT (ES) DATA
O325 CONDUCT HULL TO EMITTER CORRELATIONS (HULTEC)

P. MAGNETIC ANOMALY DETECTION (MAD) OPERATIONS

P326 CALCULATE MAGNETIC ANOMALY DETECTION (MAD) FORMULAS
P327 DETERMINE OPTIMUM MAGNETIC ANOMALY DETECTION (MAD) EFFECTIVENESS
P328 MARK MAGNETIC ANOMALY DETECTION (MAD) CONTACTS
P329 ANALYZE MAGNETIC ANOMALY DETECTION (MAD) CONTACTS
P330 CLASSIFY MAGNETIC ANOMALY DETECTION (MAD) CONTACTS
P331 FIX MAGNETIC ANOMALY DETECTION (MAD) CONTACTS
P332 TRACK MAGNETIC ANOMALY DETECTION (MAD) CONTACTS
P333 CALCULATE MAGNETIC ANOMALY DETECTION (MAD) SLANT RANGES
P334 COMPUTE TARGET DEPTHS
P335 IDENTIFY MAGNETIC ANOMALY DETECTION (MAD) CONTACT MANEUVERS
P336 IDENTIFY MAGNETIC ANOMALY DETECTION (MAD) NOISES
P337 FILTER OUT MAGNETIC ANOMALY DETECTION (MAD) NOISES
P338 CALCULATE MAGNETIC ANOMALY DETECTION (MAD) CONTACT COURSES AND SPEEDS

P340 PERFORM MAGNETIC ANOMALY DETECTION (MAD) COMPENSATIONS
P343 PERFORM OPERATIONAL FIGURE OF MERIT (OFOM)

Q. SPECIAL WARFARE/VISUAL/PHOTOGRAPHIC OPERATIONS

Q350 CONDUCT DRUG INTERDICTION SEARCHES
Q351 LOAD INTELLIGENCE GATHERING CAMERAS
Q352 SET INTELLIGENCE GATHERING CAMERAS
Q353 PERFORM VISUAL SEARCHES
Q356 CLASSIFY VISUAL CONTACTS
Q357 ESTIMATE SEA STATES
Q358 PERFORM PHOTOGRAPHIC RIGGINGS
Q362 CALCULATE VISUAL TRACK SPACINGS
Q363 VERIFY POST MISSION REPORT INPUTS
Q367 PERFORM PREFLIGHT OF ELECTRO OPTICAL (EO) EQUIPMENT
Q368 CONDUCT ELECTRO OPTICAL (EO) SURVEILLANCE
Q369 CONDUCT ELECTRO OPTICAL (EO) POST FLIGHT
Q370 CONDUCT ELECTRO OPTICAL (EO) ANALYSIS

S. ORDNANCE/STORES

S394 PREPARE LOAD SHEETS
S403 MONITOR WEAPONS DEPLOYMENTS
S404 SET SEARCH STORES
S405 LOAD SEARCH STORES
S406 UNLOAD SEARCH STORES
S407 ARM SEARCH STORES
S409 LAUNCH SEARCH STORES
S411 LOAD KILL STORES
S412 UNLOAD KILL STORES
S415 TRACK ORDNANCE EXPENDITURES

AVIATION WARFARE SYSTEMS OPERATOR (NON-ACOUSTIC) SECOND CLASS (AWN2)

B. AIRCREW TRAINING EXERCISES

B045 CONDUCT SEARCH STORES TRAINING
B049 UPDATE AIRCREW TRAINING PROGRAMS

C. TRAINING MANAGEMENT

C050 EVALUATE AIRCREW TRAINING PROGRAMS EFFECTIVENESS
C051 COORDINATE AIRCREW QUALIFICATION AND READINESS PROGRAMS
C052 UPDATE AIRCREW QUALIFICATION AND READINESS PROGRAMS
C053 EVALUATE AIRCREW QUALIFICATION AND READINESS PROGRAMS
C054 EVALUATE SENSOR OPERATOR PROFICIENCIES

D. AIRCREW ADMINISTRATION

D058 UPDATE AIRCREW FLIGHT STATUS BOARDS
D059 ADMINISTER NAVAL AIR TRAINING AND OPERATING PROCEDURES STANDARDIZATION (NATOPS) PROGRAMS
D060 UPDATE NAVAL AIR TRAINING AND OPERATING PROCEDURES STANDARDIZATION (NATOPS) TRAINING JACKETS
D062 UPDATE AVIATION WARFARE (AW) INTELLIGENCE DATABASES

D063 UPDATE AVIATION WARFARE (AW) ELECTRONIC DATABASES

D076 UPDATE ELECTRONIC WARFARE SUPPORT (ES) LOGS
D077 EVALUATE FLIGHT SAFETY PROGRAMS
D078 REVISE EQUIPMENT OPERATING INSTRUCTIONS

E. ENVIRONMENTALS
E079 EVALUATE ENVIRONMENTAL DATA

F. TACTICAL SUPPORT CENTER (TSC)/CARRIER TACTICAL SUPPORT CENTER (CV-TSC)
F091 UPDATE ACOUSTIC CONTACT HISTORY RECORDS
F098 PREPARE MISSION BRIEF BOOKS
F099 UPDATE MISSION BRIEF BOOKS
F100 PREPARE MISSION SUMMARY LOGS
F101 UPDATE MISSION SUMMARY LOGS
F102 DRAFT ELECTRONIC ORDER OF BATTLES
F105 CONDUCT FLIGHT CREW BRIEFS
F106 CONDUCT FLIGHT CREW DEBRIEFS
F107 CONDUCT POSTFLIGHT ANALYSES (PFA)
F134 PERFORM TACTICAL MISSION RECONSTRUCTIONS
F139 LOAD PREFLIGHT DATA INSERTION PROGRAM (PDIP) TAPES
F140 UNLOAD PREFLIGHT DATA INSERTION PROGRAM (PDIP) TAPES

Q. SPECIAL WARFARE/VISUAL/PHOTOGRAPHIC OPERATIONS
Q364 ANALYZE INTELLIGENCE COLLECTION GATHERING DATA

AVIATION WARFARE SYSTEMS OPERATOR (NON-ACOUSTIC) FIRST CLASS (AWN1)

C. TRAINING MANAGEMENT
C048 ESTABLISH AIRCREW TRAINING PROGRAMS
C049 UPDATE AIRCREW TRAINING PROGRAMS

F. TACTICAL SUPPORT CENTER (TSC)/CARRIER TACTICAL SUPPORT CENTER (CV-TSC)
F110 PREPARE WARFARE BRIEFS
F111 CONDUCT WARFARE BRIEFS
F143 ANALYZE POSTFLIGHT TACTICAL DATA

Q. SPECIAL WARFARE/VISUAL/PHOTOGRAPHIC OPERATIONS
Q365 CONDUCT INTELLIGENCE BRIEFINGS
Q366 CONDUCT INTELLIGENCE DEBRIEFINGS

CHIEF AVIATION WARFARE SYSTEMS OPERATOR (AWC)

A. AIRCREW DUTIES
A026 CONDUCT PATHFINDER BRIEFS

D. AIRCREW ADMINISTRATION
D064 DRAFT AVIATION WARFARE (AW) TECHNICAL EQUIPMENT UPGRADES AND IMPROVEMENT INPUTS
D071 CONDUCT FLIGHT ORDER AUDIT BOARDS
D072 PREPARE TACTICAL EQUIPMENT EVALUATION PROGRAMS
D073 PREPARE TACTICS EVALUATION PROGRAMS

F. TACTICAL SUPPORT CENTER (TSC)/CARRIER TACTICAL SUPPORT CENTER (CV-TSC)
F097 COORDINATE TACTICAL EXERCISES
F103 PLAN TACTICAL MISSIONS
F104 DRAFT TACTICAL MESSAGES

H. COMMUNICATIONS
H161 INITIATE SECURE COMMUNICATIONS

R. SEARCH AND RESCUE (SAR)/COMBAT SEARCH AND RESCUE (CSAR) OPERATIONS
R374 PERFORM DOWN PILOT AUTHENTICATIONS

S. ORDNANCE/STORES
S395 VERIFY SEARCH STORES TABLEAUS

SENIOR CHIEF AVIATION WARFARE SYSTEMS OPERATOR (AWCS)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

MASTER CHIEF AVIATION WARFARE SYSTEMS OPERATOR (AWCM)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

CHAPTER 13

AVIATION MAINTENANCE ADMINISTRATIONMAN (AZ)

NAVPERS 18068-13B

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

AVIATION MAINTENANCE ADMINISTRATIONMAN (AZ)

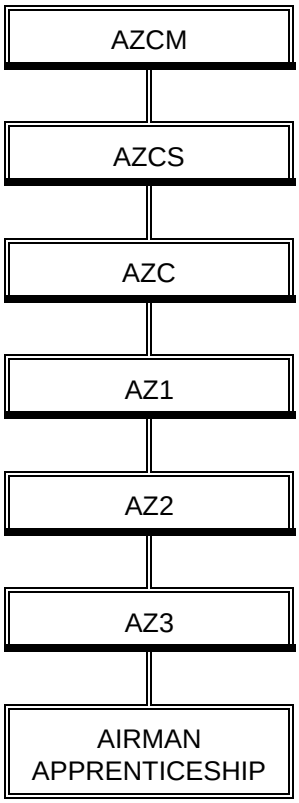
SCOPE OF RATING

Aviation Maintenance Administrationmen (AZ) perform technical, managerial, and support duties required by the Naval Aviation Maintenance Program; prepare aircraft and maintenance related correspondence; maintain directive control and custody records, control forms and reporting requirements; maintain files on departmental organization, manning, personnel TAD and transfers, and training requirements; plan, program, and coordinate scheduled and unscheduled maintenance tasks and the incorporation of changes and modifications on/to aircraft and aeronautical equipment and support equipment; coordinate squadron/activity maintenance reporting requirements and recommend changes to maintenance policies and procedures; organize, maintain and operate Navy Aeronautical Technical Publications Library, oversee dispersed libraries, audit and train dispersed librarians; operate the Naval Aviation Logistics Command Management Information System (NALCOMIS); input, verify, and validate data pertaining to the history, operation, maintenance, configuration, receipt, and transfer of naval aircraft, related aeronautical equipment, and components installed in those equipment; maintain operations department flight data historical files and aviator data; provide support/assistance to organizational, intermediate, and depot maintenance staff areas; and perform other duties, as required, when attached to organizational, intermediate, and depot maintenance activities or aviation staff commands.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 13.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in BUPERSINST 1131.1 series.

SPECIAL PHYSICAL REQUIREMENTS. NONE.

SPECIAL REQUIREMENTS

ASVAB=BTB GTC&ARI=105; ASVAB 5/6/7 WK&AR=104; ASVAB 8//9/10/11/12/13/14/J1 VE&AR=104

CITIZENSHIP/SECURITY REQUIREMENTS

Must be eligible for access to classified information.

Performance Tests

Must pass performance test for typing. Refer to Performance Tests in Appendix D of this Manual.

SAFETY

The observance of proper safety precautions in all areas is an integral part of each billet and the responsibility of every Navy man and woman; safety is a universal requirement for all ratings.

AVIATION MAINTENANCE ADMINISTRATIONMAN (AZ) FUNCTIONAL AREAS

A. MAINTENANCE ADMINISTRATION

B. MAINTENANCE MANAGEMENT AND SUPERVISION

C. MAINTENANCE/PRODUCTION CONTROL

D. LOGS AND RECORDS

E. TECHNICAL PUBLICATIONS LIBRARY

F. MAINTENANCE PLANNING

G. NAVAL AVIATION LOGISTICS COMMAND MAINTENANCE INFORMATION SYSTEM (NALCOMIS) MANAGEMENT/AUTOMATED DATA PROCESSING (ADP)

H. OPERATIONS AND LOGISTICS

I. TECHNICAL MANAGEMENT

AVIATION MAINTENANCE ADMINISTRATIONMAN THIRD CLASS (AZ3)

A. MAINTENANCE ADMINISTRATION

A004 CONSOLIDATE AND ROUTE DEPARTMENTAL MUSTER REPORTS
A005 RECORD TEMPORARY ADDITIONAL DUTY ASSIGNMENTS
A006 UPDATE TICKLER FILES
A007 UPDATE MILITARY PERSONNEL DATA
A008 DESTROY CLASSIFIED MATERIALS
A009 ESTABLISH RECALL BILLS
A010 UPDATE RECALL BILLS
A011 VERIFY RECALL BILLS
A013 PREPARE LOCAL FORMS
A014 PREPARE SUPPORT EQUIPMENT LICENSES FOR SIGNATURE
A020 ESTABLISH AND UPDATE MAINTENANCE MESSAGE BOARDS AND FILES
A043 FILE DEPARTMENTAL CORRESPONDENCE
A045 ORDER FORMS AND DIRECTIVES
A049 PREPARE SUPPORT EQUIPMENT MISUSE AND ABUSE REPORTS
A052 PREPARE NAVAL CORRESPONDENCE UTILIZING WORD PROCESSING APPLICATIONS
A053 PURGE DEPARTMENTAL CORRESPONDENCE FILES
A057 VALIDATE ACTION TAKEN ON MAINTENANCE MESSAGE BOARD
A058 ROUTE DEPARTMENTAL CORRESPONDENCE
A059 ROUTE PERSONNEL MAIL
A060 CONTROL CLASSIFIED MATERIALS
A547 RECEIVE CLASSIFIED MATERIALS
A555 INPUT DATA INTO AUTOMATED DATA PRODUCT/COMPUTER SYSTEMS

C. MAINTENANCE/PRODUCTION CONTROL

C134 VERIFY AND UPDATE WEAPON SYSTEM EQUIPMENT CUSTODY AND SUB-CUSTODY RECORDS
C136 INITIALIZE SUPPORT EQUIPMENT (SE) RECORDS
C137 DOCUMENT SE ACCEPTANCE AND TRANSFER
C138 DETERMINE SE PLANNED MAINTENANCE (PM)
C139 VALIDATE SE STATUS
C140 VERIFY SE PRESERVATION/DEPRESERVATION
C174 VERIFY WORK CENTER WORKLOAD REPORTS
C175 VERIFY AWAITING PARTS (AWP) STATUS
C177 ASSIGN JOB CONTROL NUMBER (JCN)/SUFFIX
C198 UPDATE AIRCRAFT LAUNCH/RECOVERY EQUIPMENT PROGRAM EQUIPMENT RECORDS
C199 UPDATE MAINTENANCE/PRODUCTION CONTROL EQUIPMENT STATUS
C200 PREPARE “DAILY” MAINTENANCE REPORTS
C213 UPDATE AVIATION STANDARD SUPPORT EQUIPMENT TRANSACTION (ASSET) DATA REPORTS
C215 VERIFY AND UPDATE AIRCRAFT DISCREPANCY BOOKS (ADB)
C216 VERIFY ADB RECORDS WITH NAVAL AVIATION LOGISTICS COMMAND MAINTENANCE INFORMATION SYSTEM (NALCOMIS)
C218 INITIATE AIRCRAFT INSPECTION ACTIONS
C226 ENTER DISCREPANCIES INTO NALCOMIS
C548 UPDATE SUPPORT EQUIPMENT RECORDS
C549 VERIFY SUPPORT EQUIPMENT RECORDS

D. LOGS AND RECORDS

D129 CLOSET LOGS AND RECORDS
D250 RECORD AIRCRAFT, ENGINE AND COMPONENT FLIGHT HOURS
D286 INITIATE TECHNICAL DIRECTIVE (TD) COMPLIANCE
D550 UPDATE AIRCRAFT LOGBOOKS
D551 UPDATE AIRCRAFT HISTORY FILES

E. TECHNICAL PUBLICATIONS LIBRARY

E332 REVIEW NAVAL AIR TRAINING AND OPERATIONS PROCEDURES STANDARDIZATION (NATOPS) QUARTERLY REPORTS
E349 ISSUE TECHNICAL INFORMATION MATERIAL
E354 MAKE CHANGES AND REVISIONS TO TECHNICAL PUBLICATIONS
E367 CONTROL CENTRAL FILE OF MAINTENANCE INSTRUCTIONS (MI)
E377 UPDATE NALCOMIS TECHNICAL PUBLICATIONS LIBRARY

G. NAVAL AVIATION LOGISTICS COMMAND MAINTENANCE INFORMATION SYSTEM (NALCOMIS) MANAGEMENT/AUTOMATED DATA PROCESSING (ADP)

G378 INPUT AND VALIDATE FLIGHT TRAINING CODES
G426 PERFORM PREVENTIVE MAINTENANCE ON SYSTEM HARDWARE AND SOFTWARE

H. OPERATIONS AND LOGISTICS

H159 PREPARE NAVAL AIRCRAFT FLIGHT RECORD (NAVFLIR) FOR CANCELED FLIGHT
H438 VERIFY OPERATIONS FLIGHT DATA
H439 COMPARE LOGS AND RECORDS FLIGHT DATA WITH OPERATIONS FLIGHT DATA
H440 SUBMIT FLIGHT CREW PERSONNEL INTO THE FLIGHT DATA SUBSYSTEM
H441 REMOVE PERSONNEL FROM FLIGHT DATA SUBSYSTEM
H442 UPDATE FLIGHT CREW REQUIREMENTS WITH NATOPS RECORDS
H443 CORRECT FLIGHT DATA
H444 VERIFY MISSION NUMBER WITH FLIGHT ADVISORIES
H445 ENTER FLIGHT DATA INTO NALCOMIS
H446 VERIFY AND CORRECT ANNUAL NAVAL SAFETY CENTER REPORTS
H447 UPDATE NATOPS JACKETS
H449 TRACK AND REPORT FLIGHT CREW NATOPS REQUIREMENTS
H450 VERIFY FLIGHT DATA INPUT
H451 CORRECT FLIGHT DATA
H452 VERIFY FLIGHT DATA DAILY AUDIT REPORTS
H453 VERIFY MONTHLY FLIGHT REPORTS
H454 VERIFY AND CORRECT INDIVIDUAL MASTER ROSTER (IMR)
H455 UPDATE IMR WITH PERSONNEL GAINS AND LOSSES
H456 VERIFY AND CORRECT MONTHLY AIRCRAFT MISSION REPORTS
H457 FILE MONTHLY AIRCRAFT MISSION REPORTS
H458 VERIFY AND CORRECT MONTHLY INDIVIDUAL FLIGHT ACTIVITY REPORTS
H459 FILE MONTHLY INDIVIDUAL FLIGHT ACTIVITY REPORTS
H460 VERIFY AND CORRECT MONTHLY AIRCRAFT LOGISTICS REPORTS
H461 FILE MONTHLY AIRCRAFT LOGISTICS REPORTS
H462 UPDATE AVIATOR'S FLIGHT LOG BOOK
H463 UPDATE OPERATIONS PUBLICATIONS AND MANUALS
H464 UPDATE AND FILE MAPS AND CHARTS
H465 UPDATE AND FILE NOTICE TO AIRMEN (NOTAMS)
H466 UPDATE AIRCRAFT FLIGHT LIBRARY (NATOPS, CHARTS, AND MAPS)
H467 VERIFY DAILY AIRCRAFT STATUS REPORT WITH AIRCRAFT SCHEDULES
H468 MONITOR FLIGHT CREW GAINS AND LOSSES

H469 REPORT POTENTIAL DISCREPANCIES IN CREW NUMBER UPLINE
H470 TRACK SIMULATOR TIME
H471 TRACK FLIGHT QUALIFICATIONS
H472 VERIFY WEAPONS PROFICIENCY DATA
H473 VERIFY DEPARTURE/ARRIVAL WITH TOTAL MISSION REQUIREMENTS (TMR) FLIGHT HOURS
H474 PREPARE DUPLICATE NAVFLIR FOR MONTHLY INDIVIDUAL FLIGHT ACTIVITY UPDATES
H475 RECORD SIMULATOR DATA
H476 PREPARE FLIGHT SCHEDULES
H477 ADJUST FLIGHT SCHEDULES
H478 FILE FLIGHT SCHEDULES
H479 PRINT HARD COPIES OF NAVFLIR FOR LOCAL ACTIVITY USE
H480 VALIDATE NAVFLIR DATA BLOCKS FOR CODES FROM FLIGHT PLANS
H481 CHECK AIRCREW DATA WITH IMR FOR DATA
H482 UPDATE AND FILE DETACHMENT MASTER FLIGHT FILES
H483 UPDATE AND FILE SQUADRON/ACTIVITY MASTER FLIGHT FILES (MFF)
H484 UPDATE WEIGHT AND BALANCE FORM FILES
H485 PREPARE MFF LETTER OF TRANSMITTAL

AVIATION MAINTENANCE ADMINISTRATIONMAN SECOND CLASS (AZ2)

A. MAINTENANCE ADMINISTRATION

A001 ESTABLISH MAINTENANCE DEPARTMENT ORGANIZATIONAL CHARTS (PERSONNEL CHART)
A002 UPDATE MAINTENANCE DEPARTMENT ORGANIZATIONAL CHARTS (PERSONNEL CHART)
A003 VERIFY MAINTENANCE DEPARTMENT ORGANIZATIONAL CHARTS (PERSONNEL CHART)
A019 PREPARE BILLET AND JOB DESCRIPTIONS
A026 PROVIDE ADMINISTRATIVE SUPPORT TO SEAOPDETS FOR PERSONNEL/LOGISTICS
A046 PREPARE MONTHLY MAINTENANCE PLAN
A056 TRACK CORRESPONDENCE

B. MAINTENANCE MANAGEMENT AND SUPERVISION

B077 VALIDATE AIRCRAFT AND EQUIPMENT MAINTENANCE SCHEDULES
B083 CALCULATE INSPECTION DEVIATION REQUIREMENTS
B084 CALCULATE INSPECTION BASE INTERVALS
B086 ALIGN AIRCRAFT, ENGINE AND COMPONENT PHASE BASE HOURS
B087 ALIGN AIRCRAFT, ENGINE AND COMPONENT SPECIAL INSPECTION DATES/HOURS
B088 ASSEMBLE PRE-INSPECTION MEETING DOCUMENTS AND PLANS
B089 PREPARE AIRCRAFT SERVICE PERIOD ADJUSTMENT/PACE REPORTS
B091 PREPARE CHANGE OF LOCATION ACTIVITY REPORTS
B102 DOCUMENT DEVIATION OF SCHEDULED MAINTENANCE
B106 PREPARE FLIGHT LOADS, LAUNCH AND LANDING DATA REPORTS
B112 TRACK RELIABILITY CENTERED MAINTENANCE (RCM) SCHEDULES
B113 TRACK STRUCTURAL APPRAISAL OF FATIGUE EFFECTS REQUIREMENTS
B114 ANALYZE SERVICE LIFE EXTENSION PROGRAM (SLEP) REQUIREMENTS
B116 DETERMINE MAXIMUM OPERATING TIME/HOURS/CYCLES FOR EQUIPMENT

C. MAINTENANCE/PRODUCTION CONTROL

C122 MARK RECORDS WITH ORGANIZATIONAL EQUIPMENT REMOVED FOR TRANSFER/REWORK
C123 MARK AND REPORT MISSION EQUIPMENT FOR AIRCRAFT TRANSFERRED
C124 MARK AND REPORT MISSION EQUIPMENT MISSING FROM AIRCRAFT RECEIVED
C125 SUBMIT AIRCRAFT DISCREPANCY REPORTS (ADR)
C131 TRACK AIRBORNE MINE COUNTERMEASURES EQUIPMENT MAINTENANCE REQUIREMENTS
C141 INITIATE MOBILE FACILITY (MF) LOGS AND RECORDS
C142 UPDATE MF INVENTORIES
C143 VERIFY MF TECHNICAL DIRECTIVE (TD) COMPLIANCE
C146 COMPILE INPUT DATA FOR MAINTENANCE PLANS
C155 UPDATE MAINTENANCE CONTROL CALIBRATION VISUAL DISPLAY BOARDS
C156 PREPARE DAILY TIME SHEETS FOR AIRCRAFT AND AERONAUTICAL EQUIPMENT
C157 PREPARE TIME TRACKING RECORDS FOR HOT SECTION INSPECTION AND ENG RUN-UPS
C158 CALCULATE PHASE/SPECIAL INSPECTION ELAPSED TIME
C162 VALIDATE NAVFLIR EXCEPTION CODES WITH OPERATIONS
C183 VERIFY ENGINE COMPONENT TRACKING (ECOMTRAC) AND PARTS LIFE TRACKING SYSTEMS (PLTS) VALIDITY
C185 VERIFY ENGINE CONFIGURATION BASELINES WITH NALCOMIS
C186 VERIFY AIRCRAFT CONFIGURATION BASELINES WITH NALCOMIS
C197 MANAGE SUPPORT EQUIPMENT PREVENTIVE MAINTENANCE PM FILES
C209 VERIFY WARRANTY INFORMATION
C224 UPDATE SCHEDULES FOR INDIVIDUAL AVIATION LIFE SUPPORT SYSTEM (ALSS) GEAR
C225 UPDATE ALSS TDS FOR INDIVIDUAL FLIGHT GEAR
C230 COMPARE MASTER AIRCRAFT INVENTORY WITH AIRCRAFT INVENTORY RECORDS
C231 INPUT WEIGHT AND BALANCE DATA INTO RECORDS

D. LOGS AND RECORDS

D236 RECORD FLIGHT LOADS, LAUNCH AND LANDING DATA REPORTS
D239 RECORD ONE TIME AND EXPERIMENTAL AIRCRAFT MODIFICATIONS
D240 PREPARE OPNAV XRAY REPORTS
D241 ESTABLISH AIRCRAFT LOGBOOK
D243 ESTABLISH AIRCRAFT HISTORY FILES
D246 UPDATE IMPROVED CARTRIDGE ACTUATED PROGRAM (ICAP) AND CARTRIDGE ACTUATED DEVICE (CAD) RECORDS
D254 RECORD AIRCRAFT, ENGINE AND COMPONENT OPERATING CYCLES
D256 UPDATE AIRCRAFT RECORD "A" CARDS
D257 RECORD AND FILE COMPASS SWING RESULTS IN AIRCRAFT LOGS AND RECORDS
D258 PREPARE ENGINE TRANSACTION REPORTS
D259 UPDATE ENGINE RECORD CARDS
D260 INITIATE LIFE LIMITED COMPONENT RECORDS
D263 INSPECT AERONAUTICAL EQUIPMENT SERVICE RECORD (AESR) FORMS
D264 CALCULATE AESR HIGH TIMES
D265 UPDATE AESRS
D266 UPDATE AIRCREW ESCAPE PROPULSION SYSTEM (AEPS) RECORDS
D267 VERIFY MODULAR SERVICE RECORDS (MSR)
D273 VERIFY ASSEMBLY SERVICE RECORDS (ASR)
D274 CALCULATE ASR HIGH TIMES
D276 ENTER MONTHLY FLIGHT ACTIVITY INTO LOGS AND RECORDS
D277 REBUILD AIRCRAFT/EQUIPMENT HISTORY FOR LOST OR DESTROYED RECORDS
D283 VERIFY INSTALLED COMPONENTS AND ACCESSORIES BY SERIAL NUMBER

D284 VERIFY EXPLOSIVE DEVICE LOT/CARTRIDGE NUMBERS REPORTED IN LOGS/RECORDS
D285 SCREEN TDS
D287 ORDER TD KITS
D289 MONITOR COMPLIANCE WITH TDS ON AIRCRAFT AND EQUIPMENT
D292 VERIFY PREVIOUS TD COMPLIANCE ON NEWLY RECEIVED EQUIPMENT
D293 UPDATE TECHNICAL DIRECTIVE STATUS ACCOUNTING (TDSA) PROGRAM LISTS AND REPORTS (LISTS 2, 4, 4H)
D294 RECORD INSPECTION COMPLIANCE IN AIRCRAFT/ENGINE RECORD LISTS
D297 PREPARE AIRCRAFT ACCOUNTING AUDIT REPORTS
D298 UPDATE PARACHUTE HISTORY CARDS
D302 UPDATE AND VERIFY AIRCRAFT LOGBOOKS UPON TRANSFER/RECEIPT
D303 UPDATE AND VERIFY AERONAUTICAL EQUIPMENT SERVICE RECORDS UPON TRANSFER/RECEIPT
D304 UPDATE AND VERIFY EQUIPMENT/COMPONENT RECORD CARDS UPON TRANSFER/RECEIPT
D305 VERIFY INVENTORY OF AIRCRAFT UPON RECEIPTS/TRANSFERS
D306 VERIFY TYPE EQUIPMENT INVENTORY UPON RECEIPTS/TRANSFERS
D312 PREPARE AIRCRAFT INVENTORY RECORDS
D313 PROVIDE INFORMATION FROM LOGS AND RECORDS FOR THE NAVAL AVIATION MAINTENANCE DISCREPANCY REPORTING PROGRAM (NAMDRP)
D315 PREPARE END OF QUARTER (EOQ) REPORTS
D316 DISPOSE OF AIRCRAFT LOGBOOKS, AESRS AND COMPONENT RECORDS
D317 REVIEW SOURCE DATA FOR LOGS AND RECORDS ENTRIES
D318 UPDATE AND FILE MAINTENANCE DATA SYSTEM DETACHMENT REPORTS
D319 CONSOLIDATE MAINTENANCE DATA SYSTEM DETACHMENT REPORTS
D320 COORDINATE MAINTENANCE DATA SYSTEM DETACHMENT TRAINING
D321 PREPARE DETACHMENT REQUIRED RECORDS, REPORTS AND PERSONNEL DATA
D552 DISPOSE OF AIRCRAFT HISTORY FILES
D553 UPDATE LIFE LIMITED COMPONENT RECORDS
D554 DISPOSE OF LIFE LIMITED COMPONENT RECORDS

E. TECHNICAL PUBLICATIONS LIBRARY

E322 LOAD, VERIFY, UPDATE AND USE AUTOMATED LIBRARY TECHNICAL MANUAL SYSTEM
E323 UTILIZE AUTOMATED TRACKING INFORMATION SYSTEM (ATIS)
E324 REQUEST INITIAL OUTFITTING LISTS
E325 INSPECT AUTOMATIC DISTRIBUTION REQUIREMENTS LISTINGS (ADRL)
E326 CORRECT AUTOMATIC DISTRIBUTION ERRORS
E327 VERIFY CURRENT DATABASE WITH PUBLICATIONS
E328 AUDIT DISPERSED LIBRARIES
E330 VERIFY WEEKLY SUMMARY OF ISSUED TDS
E331 UPDATE TECHNICAL PUBLICATION LIBRARY INFORMATION SHEETS (TPLIS)
E334 UPDATE MASTER INDEX FILES OF TECHNICAL INFORMATION MATERIAL
E335 ORDER PUBLICATIONS, FORMS, DIRECTIVES AND TDS
E340 UPDATE TD MASTER FILES
E341 UTILIZE MILITARY STANDARD REQUISITION AND ISSUE PROCEDURES (MILSTRIP) AND STREAMLINED AUTOMATED LOGISTIC TRANSMISSION SYSTEM (SALTS) DATA
E345 RECEIVE, UPDATE AND FILE CLASSIFIED PUBLICATIONS
E347 VERIFY INTERIM RAPID ACTION (IRACS) CHANGES AND TRACKERS
E351 DELIVER TECHNICAL PUBLICATION DEFICIENCY REPORTS
E353 UPDATE OFF SITE LIBRARIES RECORDS
E355 ISSUE AND TRACK CHANGE ENTRY CERTIFICATION RECORDS
E356 UPDATE AND CORRECT TECHNICAL PUBLICATIONS REQUISITION DATA
E358 CONDUCT TRAINING FOR DISPERSED LIBRARIANS
E361 PREPARE LOCAL MAINTENANCE REQUIREMENTS CARDS (MRCS)

E364 AUDIT CENTRAL LIBRARY
E365 SUBMIT LIBRARY SHORTAGES AUTOMATED DISTRIBUTION REQUIREMENTS LISTS (ADRL)
E370 PROCESS FORMAL AND INTERIM CHANGE BULLETINS FOR CDROM PUBLICATION
E371 VALIDATE CHANGE INCORPORATION TO CDROM UPON REISSUE
E372 ORDER, UPDATE AND FILE DEPARTMENT OF DEFENSE (DOD) AND MANUFACTURER PUBLICATIONS/SERVICE BULLETINS/DIGESTS AND PERIODICALS NOT UNDER ADRL
E373 VERIFY NAVAL AERONAUTICAL PUBLICATIONS INDEX (NAPI)/NAVAL LOGISTICS LIBRARY (NLL) FOR AIRCRAFT AND EQUIPMENT APPLICATION

G. NAVAL AVIATION LOGISTICS COMMAND MAINTENANCE INFORMATION SYSTEM (NALCOMIS) MANAGEMENT/AUTOMATED DATA PROCESSING (ADP)

G376 CONDUCT NALCOMIS FUNCTIONAL SYSTEM TRAINING
G381 PERFORM REBUILD/BUILDUP FOR HOST
G384 UTILIZE ADHOC REPORTS AND INQUIRIES
G387 VERIFY AND EXTRACT NALCOMIS REPORTS
G389 REVIEW AND UPDATE NALCOMIS COMPUTER BACKUP LIBRARIES
G390 FORMAT NALCOMIS COMPUTER DISKS OR TAPES
G392 DOWNLOAD AND UPLOAD DATA ON NALCOMIS
G393 CONDUCT ON-THE-JOB NALCOMIS COMPUTER TRAINING
G396 CONDUCT NALCOMIS COMPUTER SECURITY TRAINING
G405 REVIEW NALCOMIS MAILBOXES
G406 APPROVE NALCOMIS MAILBOXES
G410 TROUBLESHOOT NALCOMIS COMPUTER PROBLEMS
G411 IDENTIFY NALCOMIS USER PROBLEMS
G413 COORDINATE AND SCHEDULE SYSTEM NON-AVAILABILITY PERIODS
G419 CREATE ARCHIVES FOR DEPLOYMENT AND DETACHMENT OPERATIONS
G420 CREATE BACKUPS FOR DEPLOYMENT AND DETACHMENT OPERATIONS
G421 CREATE TAPE BUILDS FOR DEPLOYMENT AND DETACHMENT OPERATIONS
G422 CREATE DATA SAVES FOR DEPLOYMENT AND DETACHMENT OPERATIONS
G423 REVIEW, ORDER AND STOCK FORMS AND ADP MATERIALS

I. TECHNICAL MANAGEMENT

I513 VERIFY AND UPDATE SURVIVAL EQUIPMENT ASSET TRACKING SYSTEM/INCREASED CAPACITY (SEATS/ICAP)
I514 UPDATE SUPPORT EQUIPMENT STANDARDIZATION SYSTEM (SESS)
I515 INPUT DETACHMENT ENGINE TRANSACTION REPORTS INTO AIRCRAFT ENGINE MANAGEMENT SYSTEM (AEMS)
I516 CORRECT AEMS ERRORS

AVIATION MAINTENANCE ADMINISTRATIONMAN FIRST CLASS (AZ1)

A. MAINTENANCE ADMINISTRATION

A021 RECOMMEND PERFORMANCE, PRODUCTIVITY REQUIREMENTS AND UTILIZATION OF ASSETS
A022 RECOMMEND MAINTENANCE PERFORMANCE REQUIREMENTS AND STANDARDS
A023 REVIEW AND REPORT (SEAOPDET) TRAINING REQUIREMENTS
A024 REVIEW (PERSTEMPO) OF OPERATIONS REQUIREMENTS FOR DEPARTMENT
A025 PROJECT REQUIREMENTS FOR NAVY ENLISTED CLASSIFICATION (NEC) SYSTEM FOR PROPOSED DETACHMENTS

B. MAINTENANCE MANAGEMENT AND SUPERVISION

B090 REQUEST DISPOSITION OF AIRCRAFT NOT MEETING CONTINUATION CRITERIA
B092 FURNISH INFORMATION AND ADVICE ON MAINTENANCE DATA SYSTEMS
B094 PREPARE PLANNER AND ESTIMATING (P&E) REQUESTS
B105 PREPARE AIRCRAFT MATERIAL READINESS REPORTS (AMRR)
B115 DETERMINE TOUR PERIOD END DATE OF NAVAL AIRCRAFT

C. MAINTENANCE/PRODUCTION CONTROL

C126 UPDATE EQUIPMENT MASTER ROSTER (EOO)
C130 VERIFY INVENTORY RECORDS WITH WEIGHT AND BALANCE RECORDS
C191 VERIFY PERIODIC MAINTENANCE INFORMATION CARD (PMIC) SCHEDULES WITH CURRENT MRCS
C193 TRACK AIRBORNE MINE COUNTERMEASURES (AMCM) EQUIPMENT
C194 UPDATE AMCM EQUIPMENT RECORDS
C195 UPDATE COMMON AND PECULIAR SUPPORT EQUIPMENT RECORDS
C232 REVIEW SHORTAGE ITEMS AIRCRAFT RECORDS
C337 TRACK TD SUPPLY STATUS

D. LOGS AND RECORDS

D251 VERIFY AIRCRAFT, ENGINE AND COMPONENT FLIGHT HOURS
D255 VERIFY AIRCRAFT, ENGINE AND COMPONENT OPERATING CYCLES

F. MAINTENANCE PLANNING

F385 REVIEW PHASE CHANGE IMPLEMENTATION CARDS
F386 VERIFY SEQUENCE CONTROL CHARTS
F402 PREPARE CHARTS, GRAPHS AND DISPLAYS

I. TECHNICAL MANAGEMENT

I512 OPERATE AIRCRAFT ENGINE MANAGEMENT SYSTEM (AEMS) DATABASE
I535 RECOMMEND CHANGES TO DIRECTIVES PROCEDURES

CHIEF AVIATION MAINTENANCE ADMINISTATIONMAN (AZC)

A. MAINTENANCE ADMINISTRATION

A036 VERIFY AND UPDATE MANPOWER PUBLICATIONS
A037 REVIEW AND UPDATE ACTIVITY MANPOWER DOCUMENT (AMD) AND ENLISTED DISTRIBUTION AND VERIFICATION REPORT (EDVR)
A039 PLACE PERSONNEL INTO MANPOWER/MANNING SLOTS
A040 TRACK PROSPECTIVE GAINS AND LOSSES
A041 PREPARE MANPOWER CHANGE REQUESTS
A042 TAKE ACTION ON EDVR DISCREPANCIES

B. MAINTENANCE MANAGEMENT AND SUPERVISION

B078 COORDINATE UNSCHEDULED MAINTENANCE ACTIONS
B079 CONDUCT MAINTENANCE PLANNING MEETINGS
B080 BRIEF FUNCTIONAL CHECK FLIGHT REQUIREMENTS
B096 RECOMMEND DEPARTMENTAL MAINTENANCE MANAGEMENT GOALS
B097 ALIGN DEPARTMENTAL MAINTENANCE MANAGEMENT FUNCTIONS WITH GOALS

B098 DETERMINE AIRCRAFT MISSION CAPABILITIES
B119 REQUEST FLEET READINESS ACTION GROUP (FRAG) ASSISTANCE
B120 SUBMIT STANDARD DEPOT LEVEL MAINTENANCE (SDLM) SPECIAL WORK REQUESTS
B121 SUBMIT SDLM WORK REQUESTS

C. MAINTENANCE/PRODUCTION CONTROL

C154 COORDINATE DEPLOYING SQUADRON MAINTENANCE AND PACK UP NEEDS
C167 REVIEW AND APPROVE NAVY DEPOT (NADEP) WORK REQUESTS
C201 VERIFY DAILY MAINTENANCE REPORTS
C208 REVIEW MONTHLY MAINTENANCE PLAN FOR INTERMEDIATE MAINTENANCE
C288 ORDER HIGH TIME COMPONENTS

F. MAINTENANCE PLANNING

F397 RESEARCH AND PROVIDE INPUT TO NALCOMIS COMPUTER USERS MEETINGS
F399 RESEARCH AND INPUT CHANGES TO NALCOMIS END USER MANUAL
F400 RESEARCH AND RECOMMEND NALCOMIS COMPUTER OPERATING REQUIREMENTS

I. TECHNICAL MANAGEMENT

I487 REVIEW MAINTENANCE REPORTING PROBLEMS AND PROVIDE FOR CORRECTIVE ACTION
I489 REVIEW MAINTENANCE TRAINING IMPROVEMENT PROGRAM (MTIP) REPORTS FOR TRAINING DEFICIENCIES
I491 REVIEW EXAMINATION CRITERIA FOR MTIP TESTING
I492 GRADE COMPLETED MTIP TESTS
I493 REPORT MTIP COMPLETION RATES
I494 REPORT PASS/FAIL RESULTS
I497 VALIDATE ENGINE ACCOUNTING DATA
I498 CONSOLIDATE AND PROVIDE EXTERNAL DATA INFORMATION TO SQUADRONS
I500 CORRECT FLEET SQUADRON FLIGHT AND MAINTENANCE DISCREPANCIES
I504 REVIEW ASSISTANCE REQUESTS FROM FLEET ACTIVITIES
I505 PLAN ASSIST VISIT FOR FLEET ACTIVITIES
I509 REPORT ACTIVITY TRAINING REQUIREMENTS
I511 DIRECT CORRECTION TO UPLINE REPORTS
I521 PREPARE BACKGROUND INFORMATION FOR MAINTENANCE TRAINING REQUIREMENTS REVIEW (MTRR)
I522 CONDUCT PRELIMINARY MAINTENANCE TRAINING REQUIREMENTS REVIEW
I524 CONSOLIDATE SQUADRON/ACTIVITY REPORTS FOR UPLINE USE
I525 REVIEW SQUADRON REPORTS FOR CONSISTENCY OF AVIATION MAINTENANCE REPORTING
I527 PREPARE AND CONSOLIDATE ACTIVITY CHARTS AND GRAPHS
I534 RECOMMEND CHANGES TO POLICY AND PROCEDURES
I536 RECOMMEND CHANGES TO INSTRUCTIONS AND NOTICES
I542 ADVISE ACTIVITIES ON PRODUCTION MANAGEMENT PROCEDURES
I545 DETERMINE AVIATION MAINTENANCE MATERIAL REQUIREMENTS LIST (AMMRL) PROGRAM REQUIREMENTS

SENIOR CHIEF AVIATION MAINTENANCE ADMINISTRATIONMAN (AZCS)

C. MAINTENANCE/PRODUCTION CONTROL

C132 VALIDATE EXPEDITIOUS REPAIR REPORTS (EXREP)
C168 PREPARE BROAD ARROW REPORTS AND CAPABILITY REPORTS
C169 EXPEDITE BROAD ARROW WORKLOAD
C170 PREPARE TEST EQUIPMENT IN SERVICE MESSAGE (TEIS)
C171 MONITOR SATELLITE PRODUCTION CONTROLS (PC)
C172 COORDINATE SATELLITE PRODUCTION CONTROLS
C173 ASSIGN PRODUCTION WORK LOAD PRIORITIES TO DIVISIONS
C176 VERIFY BROAD ARROW REPORTS
C204 DETERMINE AIRCRAFT AVAILABILITY TO MEET SCHEDULED FLIGHT REQUIREMENTS
C206 REVIEW AND ADVISE ON LOCAL REPAIR CYCLE ASSET (LRCA) LIMITS
C234 REPORT SQUADRON AVIATION USAGE DATA PROJECTIONS

F. MAINTENANCE PLANNING

F382 LIAISON WITH NAVAL AVIATION ENGINEERING SERVICES UNIT (NAESU) FOR EQUIPMENT REPAIR/MODIFICATION

I. TECHNICAL MANAGEMENT

I501 REVIEW AND ACCEPT LOGBOOKS, AESRS AND RECORDS FOR END ITEMS NOT IN NAVY INVENTORY
I506 MONITOR ACTIVITY MANAGEMENT METHODS AND PROVIDE ASSISTANCE
I532 VALIDATE CONTRACTOR MAINTENANCE REQUIREMENTS
I533 REPORT CONTRACTOR MAINTENANCE COMPLIANCE
I546 CONDUCT PRE AND POST CRUISE ASSESSMENTS

MASTER CHIEF AVIATION MAINTENANCE ADMINISTRATIONMAN (AZCM)

I. TECHNICAL MANAGEMENT

I437 VALIDATE NAVY TRAINING SYSTEM PLANS (NTSPS) FOR MAINTENANCE AND MANPOWER REQUIREMENTS
I488 RESOLVE FLEET ISSUES ASSOCIATED WITH ACTIVITY STAFF AND TECHNICAL PROBLEMS
I519 VERIFY SHIPS OPERATIONAL READINESS AND TRAINING STATUS (SORTS) REPORT WITH REQUIRED OPERATIONAL CAPABILITY FOR A PROJECTED OPERATIONAL ENVIRONMENT (ROC/POE) AND MISSION CAPABILITY REQUIREMENTS
I539 RESEARCH AND ADVISE ON INPUT TO NAVAL AVIATION MAINTENANCE PROGRAM (NAMP) POLICY COMMITTEE

CHAPTER 14

BOATSWAIN'S MATE
(BM)

NAVPERS 18068-14B

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

BOATSWAIN'S MATE (BM)

SCOPE OF RATING

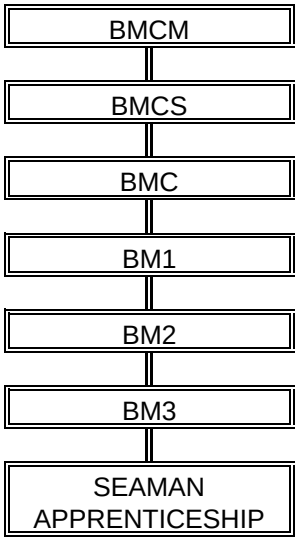
Boatswain's Mates (BM) train, direct, and supervise personnel in ship's maintenance duties in all activities relating to marlinespike, deck, boat seamanship, painting, upkeep of ship's external structure, rigging, deck equipment, and boats; take charge of working parties; perform seamanship tasks; act as petty officer-in-charge of picketboats, self-propelled barges, tugs, and other yard and district craft; maintain discipline as master-at-arms and police petty officers; serve in, or take charge of, guncrews or damage control parties; and operate and maintain equipment used in loading and unloading cargo, ammunition, fuel, and general stores.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 14.

NAVPERS 18068-14B

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in BUPERSINST 1131.1 series.

SPECIAL PHYSICAL REQUIREMENTS

Normal color perception; no speech impediment. Refer to Chapter 15 of the Manual of the Medical Department, U.S. Navy for details on color perception and speech requirements.

CITIZENSHIP/SECURITY REQUIREMENTS

None.

SAFETY

The observance of proper safety precautions in all areas is an integral part of each billet and the responsibility of every Navy man and woman; safety is a universal requirement for all ratings.

BOATSWAIN'S MATE (BM) FUNCTIONAL AREAS

A. MARLINESPIKE SEAMANSHIP

B. DECK SEAMANSHIP

C. CARGO HANDLING

D. ANCHORING, MOORING AND TOWING

E. UNDERWAY REPLENISHMENT (UNREP)

F. BOAT SEAMANSHIP

G. PAINTING AND PRESERVATION

H. FLIGHT DECK, SEARCH AND RESCUE OPERATIONS

I. BOAT HANDLING AND SMALL BOAT OPERATIONS

J. AMPHIBIOUS OPERATIONS

BOATSWAIN'S MATE THIRD CLASS (BM3)

A. MARLINESPIKE SEAMANSHIP

A001 RENDER CALLS ON BOATSWAIN'S PIPE
A002 MAKE FANCY WORK
A003 MAKE FENDERS
A004 REPAIR FENDERS
A005 APPLY WHIPPING TO LINES
A006 DESIGN CANVAS COVERS
A007 MAKE CANVAS COVERS
A008 SEW CANVAS AND LEATHER
A009 SPLICE LINES (DOUBLE BRAIDED, KEVLAR, PLAITED, ETC)
A010 INSPECT LINES, WIRES AND END FITTINGS
A011 TEST WIRES
A012 MEASURE WIRE ROPES
A013 SEIZE BITTER ENDS OF WIRE ROPES
A014 INSTALL WIRE ROPE CLIPS
A015 COIL DOWN LINES
A016 FAKE DOWN LINES
A017 FLEMISH DOWN LINES
A018 MAKE LIFE LINES
A019 MAKE LEAD LINES
A020 MAKE BOLO LINES
A021 MAKE MOORING STOPPERS
A022 REPLACE MOORING STOPPERS
A023 MAKE SLINGS
A024 INSTALL TATTLETALES ON MOORING LINES
A025 TIE AND UNTIE KNOTS, BENDS AND HITCHES
A026 CLEAN AND INSPECT LIFE LINES
A027 REPAIR LIFE LINES
A028 REPLACE LIFE LINES

B. DECK SEAMANSHIP

B029 INVENTORY PNEUMATIC TOOLS
B030 CLEAN AND INSPECT PNEUMATIC TOOLS
B031 ISSUE PNEUMATIC TOOLS
B032 REPAIR PNEUMATIC TOOLS
B033 RIG AND UNRIG ACCOMMODATION LADDERS
B034 RIG AND UNRIG BOATSWAIN'S CHAIRS
B035 RIG AND UNRIG BRIDLES
B036 RIG AND UNRIG CAMELS
B037 RIG AND UNRIG FENDERS
B038 RIG AND UNRIG FLAGSTAFFS
B039 RIG AND UNRIG GANGWAYS AND BROWS
B040 RIG AND UNRIG JACK STAFFS
B041 RIG AND UNRIG PILOTS LADDERS
B042 RIG AND UNRIG JACOB'S LADDERS
B043 RIG AND UNRIG LEADSMAN PLATFORMS
B044 RIG AND UNRIG PORTABLE DAVITS
B045 RIG AND UNRIG RAT GUARDS
B046 RIG AND UNRIG SAFETY NETS
B047 RIG AND UNRIG STAGES
B048 RIG AND UNRIG BOAT BOOMS

B049 TEND AND MAN LINES (STAGING, BOATSWAIN'S CHAIRS, ETC)
B050 THROW AND READ LEAD LINES
B051 HEAVE HEAVING LINES
B052 CLEAN AND INSPECT CAPSTANS
B053 TEST CAPSTANS
B054 IN-HAUL OR OUT-HAUL CAPSTANS

C. CARGO HANDLING

C059 RIG AND UNRIG KING POSTS
C060 RIG AND UNRIG SINGLE SWINGING BOOMS
C061 RIG AND UNRIG YARD AND STAY BOOMS
C062 LOAD CARGO
C063 UNLOAD CARGO
C064 BAND CARGO
C065 SPOT CARGO
C066 STOW CARGO
C067 MOVE CARGO (MATERIAL HANDLING EQUIPMENT)
C068 TIE DOWN DECK CARGO EQUIPMENT
C069 PERFORM DYNAMIC, STATIC, AND RATED LOAD TESTS
C070 REEVE TACKLES
C071 CLEAN AND INSPECT CRANE RIGGINGS
C072 TEST CRANE RIGGINGS
C073 PERFORM WINCH OPERATIONS
C074 PERFORM AS WINCH CHECKER
C075 PERFORM CRANE AND BOOM OPERATIONS
C076 CLEAN AND INSPECT BOOMS
C077 TEST BOOMS
C078 CLEAN AND INSPECT CABLES AND PENDANTS
C079 TEST CABLES AND PENDANTS

D. ANCHORING, MOORING AND TOWING

D083 TEST ANCHOR WINDLASS
D084 DETERMINE REQUIRED SCOPE OF ANCHOR CHAIN
D085 DETERMINE SCOPE OF ANCHOR CHAIN
D086 DROP ANCHORS
D087 HEAVE AROUND ANCHORS
D088 READ ANCHOR TENDINGS
D089 SECURE ANCHORS
D090 CLEAN AND INSPECT DETACHABLE LINKS
D091 LUBRICATE DETACHABLE LINKS
D092 PREPARE GROUND TACKLE
D093 MOOR TO PIERS
D094 UNMOOR FROM PIERS
D095 MOOR TO BUOYS
D096 UNMOOR FROM BUOYS
D097 PRESERVE GROUND TACKLE
D098 INSPECT MOORING LINES AND GEAR
D099 DETERMINE STRAIN ON MOORING LINES
D100 PASS STOPPERS ON MOORING LINES
D101 FRAP MOORING LINES
D102 TEND MOORING LINES

D103 RIG AND UNRIG DIP ROPES

D104 RIG AND UNRIG CLEAR HAWSE PENNANTS
D105 RIG SHIP FOR TOWING
D106 RIG SHIP TO BE TOWED
D107 SLIP ANCHORS

E. UNDERWAY REPLENISHMENT (UNREP)

E112 RIG AND UNRIG SNATCH BLOCKS
E113 RIG AND UNRIG BRIDGE-TO-BRIDGE TELEPHONES AND DISTANCE LINES
E114 RIG AND UNRIG CARGO DROP REELS
E115 RIG AND UNRIG CLOSE-IN FUELING STATIONS
E116 RIG AND UNRIG DAYTIME AND NIGHTTIME MARKERS
E117 RIG AND UNRIG HIGHLINES
E118 RIG AND UNRIG SYNTHETIC PERSONNEL HIGHLINES
E119 RIG AND UNRIG LIGHT LINE TRANSFERS
E120 RIG AND UNRIG NATO BREAKABLE SPOOL FUELING STATIONS
E121 RIG AND UNRIG PROBE FUELING STATIONS
E122 RIG AND UNRIG ROBB FUELING STATIONS
E123 RIG AND UNRIG JP-5 FUELING STATIONS
E124 RIG AND UNRIG WATER TRANSFER STATIONS
E125 RIG AND UNRIG TEMPORARY LIFE LINES
E126 RIG AND TEST PHONE AND DISTANCE LINE
E127 CLEAN AND INSPECT FUELING COUPLING COMPONENTS
E128 REPAIR FUELING COUPLING COMPONENTS
E129 REPLACE FUELING COUPLING COMPONENTS
E130 TEST AND INSPECT REFUELING HOSES
E131 TEST WINCHES
E132 TEST SLIDING PAD EYES
E133 RECEIVE UNDERWAY REPLENISHMENT (UNREP) SIGNALS
E134 SEND UNDERWAY REPLENISHMENT (UNREP) SIGNALS
E135 RECEIVE FUELING AT SEA (FAS) OR REPLENISHMENT AT SEA (RAS) MESSENGERS
E136 SEND FUELING AT SEA (FAS) OR REPLENISHMENT AT SEA (RAS) MESSENGERS
E137 MAKE FUELING AT SEA (FAS) OR REPLENISHMENT AT SEA (RAS) MESSENGERS
E138 SEND STANDARD TENSION AUTOMATIC RELEASE (STAR) MESSENGERS
E139 RECEIVE STANDARD TENSION AUTOMATIC RELEASE (STAR) MESSENGERS
E140 MAKE STANDARD TENSION AUTOMATIC RELEASE (STAR) MESSENGERS
E141 RIG AND UNRIG TRAVELING SURF
E142 RIG AND UNRIG STANDARD TENSION REPLENISHMENT ALONGSIDE METHOD (STREAM)
E143 RIG AND UNRIG STAR LATCH ASSEMBLY
E144 CONDUCT EMERGENCY BREAKAWAYS

F. BOAT SEAMANSHIP

F147 RENDER HONORS
F148 READ SIGNAL FLAGS
F149 RECEIVE NAVIGATIONAL SOUND SIGNALS
F150 RELAY NAVIGATIONAL SOUND SIGNALS
F151 RIG AND UNRIG BOAT BOOMS
F152 RIG AND UNRIG SEA PAINTERS
F153 CLEAN AND INSPECT BOAT COVERS
F154 CLEAN AND INSPECT LIFE RAFT STATIC TENSION RELEASES
F155 REPLACE LIFE RAFT STATIC TENSION RELEASES
F156 TEST LIFE RAFT STATIC TENSION RELEASES

F157 CONDUCT PUNT OPERATIONS

F158 RIG DEAD MAN
F159 RIG AND UNRIG LAZY GUIDE

G. PAINTING AND PRESERVATION

G160 CLEAN AND INSPECT PAINT STORAGE LOCKERS
G161 INVENTORY PAINT STORAGE LOCKERS
G162 PREPARE PAINT SURFACES FOR PAINTING
G163 PREPARE DIFFERENT PAINT AND PRIMER FORMULAS
G164 ISSUE PAINTS AND SOLVENTS
G165 STORE PAINTS AND SOLVENTS
G166 SELECT TYPES OF PAINTS
G167 DISTRIBUTE PAINTING EQUIPMENT (BRUSHES, ROLLERS, PAINT SPRAYERS, ETC)
G168 SPRAY PAINT SURFACES (PNEUMATIC OR ELECTRIC)
G169 CLEAN PAINTING EQUIPMENT (BRUSHES, ROLLERS, PAINT SPRAYERS, ETC)
G170 MIX NONSKID
G171 LAY NONSKID
G172 PAINT BULKHEADS SURFACE LAY ON/LAY OFF
G173 APPLY ANTI-FOULING
G174 APPLY POLYVINYL RUBBERIZED COMPOUND (PRC) DECK COVERING
G175 REVIEW MATERIAL SAFETY DATA SHEETS (MSDS)
G176 REVIEW HAZARDOUS MATERIAL (HAZMAT) USERS GUIDE (HMUG)
G177 CLEAN UP LARGE AND SMALL SPILLS (PAINTS, SOLVENTS, ETC)
G178 PROPERLY DISPOSE OF PAINT WASTE MATERIAL AND HAZARDOUS MATERIALS (HAZMAT)

H. FLIGHT DECK, SEARCH AND RESCUE OPERATIONS

H180 INSPECT FLIGHT DECK EQUIPMENT (LIFE JACKETS, CRANIALS, ETC)
H181 INSPECT SEARCH AND RESCUE (SAR) EQUIPMENT
H182 INVENTORY SEARCH AND RESCUE (SAR) EQUIPMENT
H183 RIG AND UNRIG SHIPBOARD RECOVERY EQUIPMENT
H184 MAN READY LIFEBOAT FOR SMALL BOAT RECOVERIES
H185 RECOVER MAN OVERBOARD
H186 CONDUCT FOREIGN OBJECT DAMAGE (FOD) WALKDOWNS
H187 CHOCK AND CHAIN HELICOPTER
H188 INSPECT GROUNDING WAND
H189 USE GROUNDING WAND
H190 LAY OUT HELO-IN-FLIGHT REFUELING (HIFR) RIG
H191 HOOK UP CARGO
H192 UNHOOK CARGO
H195 REFUEL HELICOPTERS

I. BOAT HANDLING AND SMALL BOAT OPERATIONS

I196 CLEAN AND INSPECT BOAT DAVITS
I197 CLEAN AND INSPECT BOAT DAVIT FALLS
I198 REMOVE BOAT DAVIT FALLS
I199 INSPECT BOAT DAVIT SAFETY DEVICES (LIMIT SWITCHES OR FALLS TENSIONING DEVICES)
I200 RIG AND UNRIG HEAVY WEATHER PENNANTS
I201 RIG AND UNRIG BELLY GRIPES

I202 RIG AND UNRIG STEADYING LINES

I203 RIG AND UNRIG BOAT HANDLING PENDANTS
I204 LOAD BOATS
I205 OFF-LOAD BOATS
I206 LAUNCH SMALL BOATS
I207 RAISE BOAT CRADLE
I208 LOWER BOAT CRADLE
I209 RECOVER SMALL BOATS
I210 RAISE AND LOWER BOATS TO RAILS
I211 LOWER BOATS TO WATER
I212 RAISE BOATS FROM WATER
I213 STOW AND UNSTOW BOATS
I214 REPLACE MANROPES
I215 INSPECT BOAT STOWAGES
I216 HOOK AND UNHOOK SEA PAINTERS
I217 RIG AND UNRIG SMALL BOATS FOR EMERGENCIES
I218 REMOVE COMPONENTS OF SMALL BOATS
I219 REPLACE COMPONENTS OF SMALL BOATS
I220 INSPECT AND INVENTORY BOAT EQUIPMENT
I221 TEST SMALL BOATS
I222 START ENGINES
I225 IDENTIFY NAVIGATIONAL BUOYS
I226 IDENTIFY NAVIGATIONAL LIGHTS
I227 INSPECT SMALL BOAT HULLS
I228 MOOR BOAT ALONGSIDE PIER
I229 MOOR BOAT ALONGSIDE ACCOMMODATION LADDER

J. AMPHIBIOUS OPERATIONS
J230 POSITION SMALL CRAFT FOR ANCHORAGES

BOATSWAIN'S MATE SECOND CLASS (BM2)

B. DECK SEAMANSHIP
B055 CONDUCT RESCUE SALVAGE OPERATIONS
B056 INSPECT STANDING RIGGINGS
B057 RIG AND UNRIG STANDING RIGGINGS

C. CARGO HANDLING
C080 CALCULATE SAFE WORKING LOADS (BOOMS, CRANES, ETC)
C082 SIGNAL CRANES AND BOOMS

G. PAINTING AND PRESERVATION
G179 ADMINISTER LONG RANGE PAINTING AND PRESERVATION PROGRAMS

H. FLIGHT DECK, SEARCH AND RESCUE OPERATIONS
H193 LAUNCH HELICOPTERS
H194 RECOVER HELICOPTERS

I. BOAT HANDLING AND SMALL BOAT OPERATIONS
I223 PLOT AND FOLLOW NAVIGATIONAL COURSES (DEAD RECKONING METHODS)

I224 CONDUCT SMALL BOAT TOWING EXERCISES (MANEUVERING TOW, ASTERN TOW, ETC)

J. AMPHIBIOUS OPERATIONS
J231 IDENTIFY AMPHIBIOUS SIGNALS
J232 IDENTIFY AMPHIBIOUS MARKINGS

BOATSWAIN'S MATE FIRST CLASS (BM1)

C. CARGO HANDLING
C081 CALCULATE CUBE AND VOLUME OF STOWAGE AREAS

D. ANCHORING, MOORING, AND TOWING
D108 CONDUCT MOORING WITH ANCHORS (MEDITERRANEAN, HAMMERLOCK, ETC)
D109 CONDUCT UNMOORING WITH ANCHORS (MEDITERRANEAN, HAMMERLOCK, ETC)
D110 SEND TOWING HAWSER
D111 RECEIVE TOWING HAWSER

E. UNDERWAY REPLENISHMENT (UNREP)
E145 RIG AND UNRIG STERN FUELING STATIONS (FLOTATION)
E146 RECEIVE ASTERN REFUELING RIG

CHIEF BOATSWAIN'S MATE (BMC)

B. DECK SEAMANSHIP
B058 COORDINATE SHIPBOARD HONORS AND CEREMONIES

SENIOR CHIEF BOATSWAIN'S MATE (BMCS)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

MASTER CHIEF BOATSWAIN'S MATE (BMCM)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

CHAPTER 16

BUILDER
(BU)

NAVPERS 18068-16B

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

BUILDER (BU)

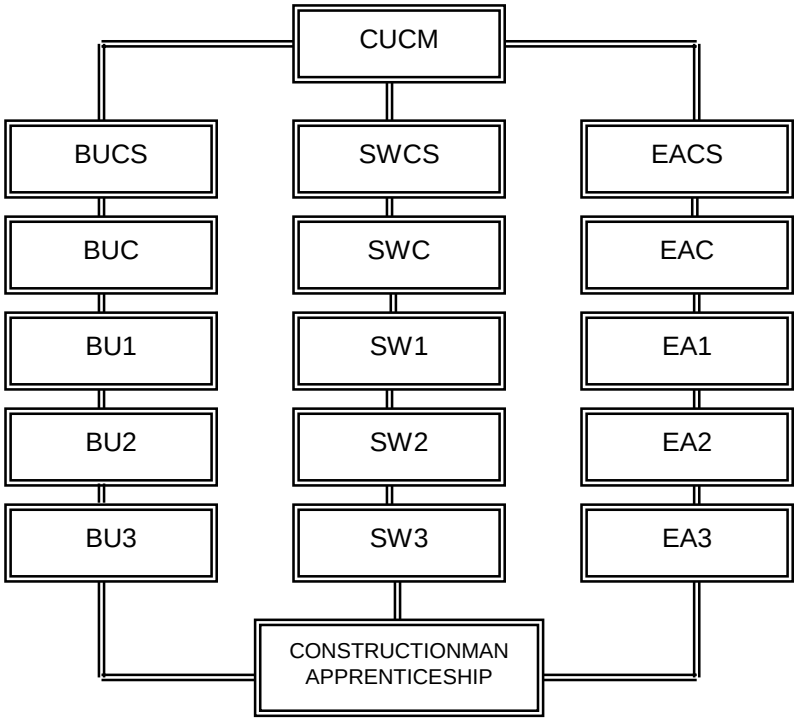
SCOPE OF RATING

Builders (BU) build and repair wood, concrete and masonry structures; performs rough, finished carpentry, and masonry; install sheet rock, paneling, ceramic tile, millwork, trim, and perform paint and preservation; build forms, mixes, places, and finishes concrete for various types of projects; operate and maintain carpentry and cabinet making shops; build and repair waterfront structures; make estimates for materials and labor for construction projects; and maintain individual combat readiness and perform tasks required in combat and disaster preparedness or recovery operations.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 16.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in BUPERSINST 1131.1.

SPECIAL PHYSICAL REQUIREMENTS

None.

CITIZENSHIP/SECURITY REQUIREMENTS

None.

SAFETY

The observance of proper safety precautions in all areas is an integral part of each billet and the responsibility of every Navy man and woman; therefore, it is a universal requirement for all ratings.

BUILDER (BU) FUNCTIONAL AREAS

A. TECHNICAL ADMINISTRATION

B. ENVIRONMENTAL PROTECTION

C. CONSTRUCTION SUPPORT

D. CONSTRUCTION OPERATIONS

G. CONSTRUCTION COMBAT READINESS

BUILDER THIRD CLASS (BU3)

A. TECHNICAL ADMINISTRATION

A001 MAINTAIN TOOL KIT INVENTORY
A002 WORK FROM CONSTRUCTION DRAWINGS AND SPECIFICATIONS
A003 PREPARE DATA FOR PROJECT PROGRESS CHARTS
A004 PREPARE TIME CARDS
A017 PREPARE WORK REQUESTS AND WORK ORDERS
A346 ESTIMATE FROM DRAWINGS AND SPECIFICATIONS (TOOLS, EQUIPMENT, ETC)

B. ENVIRONMENTAL PROTECTION

B031 UPDATE MATERIAL SAFETY DATA SHEETS (MSDS)
B032 REVIEW MATERIAL SAFETY DATA SHEETS (MSDS)
B034 PERFORM HAZARDOUS MATERIAL (HAZMAT) INVENTORIES
B038 CLEAN AND INSPECT HAZARDOUS MATERIAL (HAZMAT) CONTAINERS

C. CONSTRUCTION SUPPORT

C040 CONDUCT CONCRETE SLUMP TESTS
C041 DETERMINE CONCRETE ADMIXTURE REQUIREMENTS (TYPE, QUANTITY, ETC)
C042 USE GRADE AND SITE STAKE MARKINGS
C045 LAYOUT CONCRETE FOUNDATIONS AND SLABS

D. CONSTRUCTION OPERATIONS

D064 CALCULATE BOARD FEET
D066 CUT, BEND, INSTALL, AND TIE REINFORCING STEEL
D070 CUT, BEND, INSTALL, AND TIE WELDED WIRE FABRIC
D074 ERECT WOODEN SCAFFOLDS
D075 ERECT PRE-FABRICATED METAL SCAFFOLDING
D077 LAYOUT, CUT, FIT, AND INSTALL ASPHALT AND VINYL TILES
D081 LAYOUT, CUT, FIT, AND INSTALL FLOOR TILES (CERAMIC AND QUARRY)
D082 LAYOUT, CUT, FIT, AND INSTALL WALL TILES (CERAMIC, CULTURED MARBLE AND PLASTIC)
D083 APPLY TILE GROUT
D085 MIX, PLACE AND FINISH PLASTER
D086 INSTALL, TAPE, FLOAT, AND FINISH DRY WALL
D089 LAYOUT, CUT, FIT, AND INSTALL INTERIOR WALL COVERINGS
D093 LAYOUT, CUT, FIT, AND INSTALL INTERIOR TRIM (BASE BOARDS AND MOLDINGS)
D098 LAYOUT, CUT, FIT, AND INSTALL EXTERIOR TRIM
D102 INSTALL EXTERIOR FINISHING MATERIALS
D112 INSTALL SUSPENDED ACOUSTICAL CEILING SYSTEMS
D113 CUT, FIT, DRESS, AND INSTALL WINDOW GLASS
D117 INSTALL PRE-FABRICATED DOORS
D118 INSTALL PRE-FABRICATED WINDOWS
D119 INSTALL PRE-FABRICATED CABINETS
D120 INSTALL COMMON HARDWARE (LOCKSETS, HINGES, ETC)
D123 CONSTRUCT AND INSTALL MILLWORK PRODUCTS
D133 LAYOUT, CUT, FIT, AND INSTALL PLEXIGLAS
D137 PREPARE ROOFS FOR BUILT-UP ROOFING APPLICATIONS
D139 APPLY BUILT-UP ROOFING
D140 INSTALL ROLL ROOFING MATERIALS
D141 INSTALL CORRUGATED ROOFING MATERIALS

D142 INSTALL SHINGLES
D144 LAYOUT, CUT, FIT, AND INSTALL DRIP CAPS, DRIP EDGES, AND GRAVEL STOPS
D148 PERFORM HEATING KETTLE OPERATIONS
D153 INSTALL INSULATING MATERIALS
D155 LAYOUT AND FRAME IN WALL, FLOOR AND CEILING OPENINGS
D156 LAYOUT, CUT AND INSTALL JOISTS
D159 LAYOUT, CUT AND INSTALL RAFTERS
D162 LAYOUT, CONSTRUCT AND INSTALL WOOD TRUSSES
D165 INSTALL BRIDGING (SOLID/CROSS)
D166 LAYOUT, CUT AND INSTALL SILLS AND GIRDERS
D170 LAYOUT, CUT, FIT, AND INSTALL GABLE END STUDS
D174 LAYOUT, CUT, FIT, AND INSTALL STAIRWAYS
D178 INSTALL PRE-FABRICATED STAIRS
D179 CUT, FIT AND INSTALL SUB-FLOORING
D182 LAYOUT, CUT, FIT, AND ERECT LIGHT WOODEN STRUCTURAL FRAMING
D188 LAYOUT, CUT, FIT, AND INSTALL METAL STUDS
D199 OPERATE PORTABLE MIXERS
D200 MIX MORTAR
D201 CONSTRUCT CONCRETE MASONRY UNIT (CMU) STRUCTURES
D202 CONSTRUCT AND INSTALL OVERHEAD CONCRETE FORMS
D204 CONSTRUCT AND INSTALL VERTICAL CONCRETE FORMS
D208 SET CONCRETE SCREEDS
D209 CONSTRUCT CONCRETE FOOTING FORMS
D211 CONSTRUCT ON-GRADE SLAB FORMS
D212 STRIP CONCRETE FORMS
D213 CHASE OUT BOND FOR CONCRETE MASONRY UNITS (CMU)
D214 CONSTRUCT BRICK STRUCTURES
D215 CHASE OUT BOND FOR BRICK STRUCTURES
D220 OPERATE CONCRETE MASONRY UNIT (BLOCK) SAWS
D221 ERECT PRE-ENGINEERED BUILDINGS
D227 LAYOUT, CUT, FIT, AND ERECT HEAVY TIMBER STRUCTURES
D234 OPERATE TRAILER-MOUNTED FIELD SAWS
D235 PREPARE SURFACES FOR PROTECTIVE COATINGS
D236 PREPARE AND APPLY PROTECTIVE COATINGS
D239 PERFORM FACILITY MAINTENANCE
D240 PERFORM FACILITY REPAIRS
D252 OPERATE SPRAY PAINTING EQUIPMENT
D258 COMPUTE QUANTITY MATERIALS STUCCO/MORTAR/PLASTER MIXES RULE 38
D259 COMPUTE QUANTITY MATERIALS CONCRETE MIXES USING RULES OF 41/42
D261 MIX CONCRETE
D262 PLACE, FINISH AND CURE CONCRETE
D265 OPERATE MOBILE CONCRETE BATCH PLANTS
D268 OPERATE CONCRETE FINISHING MACHINES
D271 OPERATE CONCRETE SAWS
D272 MIX, PLACE AND FINISH STUCCO
D279 ESTABLISH ELEVATIONS
D280 CONSTRUCT AND INSTALL SHORING
D285 OPERATE WATER PUMPS
D289 COMPUTE AREA AND VOLUME OF GEOMETRIC FIGURES
D293 CONSTRUCT STRONGBACK TENTS AND SEA HUTS
D294 CONSTRUCT ADVANCED BASE FUNCTIONAL COMPONENTS (ABFC) FACILITIES AND ASSEMBLIES
D301 SET UP BATTER BOARDS
D327 PERFORM NAVAL CONSTRUCTION FORCE (NCF) HAND SIGNALS
D331 CLEAN AND INSPECT FIBER AND SYNTHETIC LINES

D334 DETERMINE SAFE WORKING LOAD (SWL) OF FIBER AND SYNTHETIC LINES
D337 DETERMINE SAFE WORKING LOAD (SWL) FOR COMPONENTS OF LIFTING DEVICES
D339 COMPUTE MECHANICAL ADVANTAGES OF BLOCK AND TACKLE
D340 RIG BLOCK AND TACKLE
D342 DRAW SHOP DRAWINGS AND SKETCHES
D345 OPERATE POWDER ACTUATED TOOLS (HILTI)

G CONSTRUCTION COMBAT READINESS
G001 ADMINISTER FIRST AID UNDER COMBAT CONDITIONS
G002 PERFORM AMBUSH COUNTERMEASURES
G003 PERFORM SURVIVAL, EVASION, RESISTANCE, AND ESCAPE PROCEDURES
G006 PERFORM CHEMICAL, BIOLOGICAL AND RADIOLOGICAL (CBR) DEFENSIVE MEASURES
G007 PERFORM DUTIES OF GRENADIER
G010 PERFORM DUTIES OF FIRE TEAM AUTOMATIC RIFLEMAN
G011 PERFORM LAND-BASED COMBAT DUTIES UNDER CHEMICAL, BIOLOGICAL AND RADIOLOGICAL (CBR) CONDITIONS
G012 PLACE TRIP FLARES AND OTHER EARLY WARNING DEVICES
G013 CONDUCT BOOBY TRAP COUNTERMEASURES
G014 TRANSPORT PERSONNEL INJURED IN COMBAT
G015 PERFORM MINOR REPAIR ON TACTICAL FIELD TELEPHONE SYSTEMS
G019 PERFORM FIELD SANITATION PROCEDURES
G020 CONDUCT PATROLS
G026 PLACE PROTECTIVE AND TACTICAL WIRE ENTANGLEMENTS
G046 PERFORM LAND NAVIGATION PROCEDURES
G047 OPERATE NIGHT VISION EQUIPMENT
G048 INSTALL TACTICAL FIELD TELEPHONE SYSTEMS
G049 OPERATE TACTICAL FIELD TELEPHONE SYSTEMS
G050 PERFORM ENEMY PRISONER OF WAR (EPW) HANDLING PROCEDURES

BUILDER SECOND CLASS (BU2)

A. TECHNICAL ADMINISTRATION
A007 PREPARE PROJECT PACKAGES
A008 UPDATE PROJECT PACKAGES
A009 PREPARE RED LINE DRAWINGS
A010 ORGANIZE DEPLOYMENT OF MATERIAL AND EQUIPMENT
A011 PREPARE PROJECT PROGRESS CHARTS
A012 UPDATE PROJECT PROCESS CHARTS
A015 SCHEDULE PROJECT TOOLS AND EQUIPMENT UTILIZATION
A016 PLAN ADVANCE BASE REQUIREMENTS
A021 PREPARE LEVEL I, II AND III PROJECT PROGRESS CHARTS
A022 UPDATE LEVEL I, II AND III PROJECT PROGRESS CHARTS
A029 ADMINISTER TOOL KIT INVENTORY AND INSPECTION PROGRAMS
A050 DEVELOP PRECEDENCE DIAGRAMS
A347 PREPARE MATERIAL USAGE DATA

B. ENVIRONMENTAL PROTECTION
B033 REVIEW HAZARDOUS MATERIAL USERS GUIDE (HMUG)
B037 IMPLEMENT HAZARDOUS WASTE (HAZWASTE) DISPOSAL METHOD

C. CONSTRUCTION SUPPORT

C045 LAYOUT CONCRETE FOUNDATION AND SLAB
C046 DIRECT CONCRETE CONSTRUCTION OPERATIONS
C052 PERFORM FACILITIES INSPECTIONS
C053 PERFORM MAINTENANCE INSPECTIONS
C056 DIRECT CONSTRUCTION OF ADVANCE BASE STRUCTURES

D. CONSTRUCTION OPERATIONS

D097 DIRECT INSTALLATION OF INTERIOR FINISHING MATERIALS
D103 DIRECT INSTALLATION OF EXTERIOR FINISHING MATERIALS
D121 ESTABLISH AND DIRECT MILLWORK SHOP OPERATIONS
D125 LAYOUT, CUT, FIT, AND INSTALL HARDWOOD FLOORING
D129 LAYOUT, CUT, FIT, AND INSTALL PLASTIC LAMINATES
D187 DIRECT CONSTRUCTION OF WOOD STRUCTURES
D207 DIRECT CONCRETE FORM INSTALLATIONS
D216 DIRECT CONCRETE MASONRY UNIT (CMU) AND BRICK CONSTRUCTION
D222 DIRECT ERECTION OF PRE-ENGINEERED BUILDINGS
D224 PERFORM PILE DRIVING OPERATIONS
D231 DIRECT CONSTRUCTION OF HEAVY TIMBER STRUCTURES
D296 DIRECT CONSTRUCTION OF ADVANCED BASE FUNCTIONAL COMPONENTS (ABFC) FACILITIES AND ASSEMBLIES
D302 DIRECT BATTER BOARD LAYOUT
D305 CONSTRUCT CONCRETE COFFERDAMS AND CAISSONS
D307 CONSTRUCT BREAKWATERS AND JETTIES
D313 CONSTRUCT SEAWALLS AND BULKHEADS
D319 ERECT PIERS
D322 ERECT STANDARD BRIDGES (BAILEY AND MEDIUM GIRDER)
D341 DIRECT HOISTING OPERATIONS
D343 PREPARE SHOP DRAWINGS AND SKETCHES
D344 DRAFT FIELD ADJUSTMENT REQUESTS (FARS) AND DESIGN CHANGE DIRECTIVES (DCDS)

G. CONSTRUCTION COMBAT READINESS

G021 PERFORM DUTIES OF FIRE TEAM LEADER
G024 EMPLOY CLAYMORE MINES
G025 POSITION PERIMETER GUARDS
G029 MANEUVER FIRE TEAM USING ARM AND HAND SIGNALS
G030 PREPARE ROUGH MAPS, FIELD SKETCHES AND OVERLAYS
G037 DIRECT INSTALLATION OF PROTECTIVE AND TACTICAL WIRE ENTANGLEMENTS

BUILDER FIRST CLASS (BU1)

A. TECHNICAL ADMINISTRATION

A005 CONDUCT PERSONNEL READINESS CAPABILITY PROGRAM (PRCP) INTERVIEWS
A006 UTILIZE PERSONNEL READINESS CAPABILITY PROGRAM (PRCP) DATA
A013 COORDINATE LABOR REPORTING DATA
A018 SCHEDULE PUBLIC WORKS REQUESTS AND WORK ORDERS
A023 COORDINATE EQUIPMENT ASSIGNMENTS
A024 COORDINATE SUBCONTRACTOR OPERATIONS
A026 COORDINATE FACILITIES REPAIR, ALTERATIONS AND MAINTENANCE
A030 ADMINISTER CONSTRUCTION QUALITY CONTROL PROGRAMS

A044 COORDINATE PREPARATION OF MATERIALS/EQUIPMENT FOR EMBARKATION
A350 PERFORM QUALITY ASSURANCE (QA) EVALUATION ACCORDING TO PLANS AND SPECIFICATIONS

B. ENVIRONMENTAL PROTECTION
B035 REVIEW HAZARDOUS MATERIAL (HAZMAT) INVENTORIES
B036 INSPECT HAZARDOUS MATERIAL (HAZMAT) STORAGE AREAS

C. CONSTRUCTION SUPPORT
C049 PERFORM PRE-CAST OPERATIONS
C057 PROVIDE TECHNICAL ASSISTANCE (PLANS AND SPECIFICATIONS)
C058 PROVIDE TECHNICAL ASSISTANCE (CONSTRUCTION TECHNIQUES)

D. CONSTRUCTION OPERATIONS
D192 DIRECT CONSTRUCTION OF METAL STRUCTURES
D226 DIRECT PILE DRIVING OPERATIONS
D282 DIRECT SHORING OPERATIONS
D306 DIRECT LAYOUT AND CONSTRUCTION OF CONCRETE COFFERDAMS AND CAISSONS
D308 DIRECT LAYOUT OF BREAKWATERS AND JETTIES
D314 DIRECT LAYOUT OF SEAWALLS AND BULKHEADS
D320 DIRECT LAYOUT AND CONSTRUCTION OF PIERS
D323 DIRECT LAYOUT AND CONSTRUCTION OF STANDARD BRIDGES (BAILEY AND MEDIUM GIRDER)

G. CONSTRUCTION COMBAT READINESS
G031 PERFORM DUTIES OF RIFLE SQUAD LEADER
G032 PERFORM DUTIES OF RIFLE PLATOON GUIDE
G033 PERFORM DUTIES OF RIFLE PLATOON PETTY OFFICER
G034 PERFORM DUTIES OF MACHINE GUN SQUAD LEADER
G036 PERFORM DUTIES OF WEAPONS PLATOON PETTY OFFICER
G038 INSTRUCT PERIMETER GUARDS
G039 DIRECT INSTALLATION OF TRIP FLARES AND OTHER EARLY WARNING DEVICES
G051 DIRECT PLACING OF LIMITING STAKES

CHIEF BUILDER (BUC)

A. TECHNICAL ADMINISTRATION
A014 EVALUATE LABOR REPORTING DATA
A349 COORDINATE BATTALION TURNOVER (PROJECT, MATERIAL, EQUIPMENT, ETC)

B. ENVIRONMENTAL PROTECTION
B039 MONITOR ENVIRONMENTAL PROTECTION PROGRAMS

C. CONSTRUCTION SUPPORT
C059 REVIEW MATERIAL REQUIREMENTS (DIVISION, COMPANY, ETC)
C060 REVIEW TOOL/EQUIPMENT REQUIREMENTS (DIVISION, COMPANY, ETC)
C061 COORDINATE CONSTRUCTION TASKS ASSIGNED TO DETACHMENTS

C063 COORDINATE ASSIGNED PROJECTS BETWEEN COMMANDS AND CUSTOMERS

G. CONSTRUCTION COMBAT READINESS

G041 PERFORM DUTIES OF PLATOON COMMANDER
G042 ASSIST IN OPERATION OF COMPANY COMMAND POSTS
G043 ASSIST IN PREPARATION OF COMPANY DEFENSE PLANS
G044 ASSIST IN OPERATION OF COMMAND OPERATIONS CENTER (COC)

SENIOR CHIEF BUILDER (BUCS)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

MASTER CHIEF CONSTRUCTIONMAN (CUCM)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

CHAPTER 17

CONSTRUCTION ELECTRICIAN (CE)

NAVPERS 18068-17B

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

CONSTRUCTION ELECTRICIAN (CE)

SCOPE OF RATING

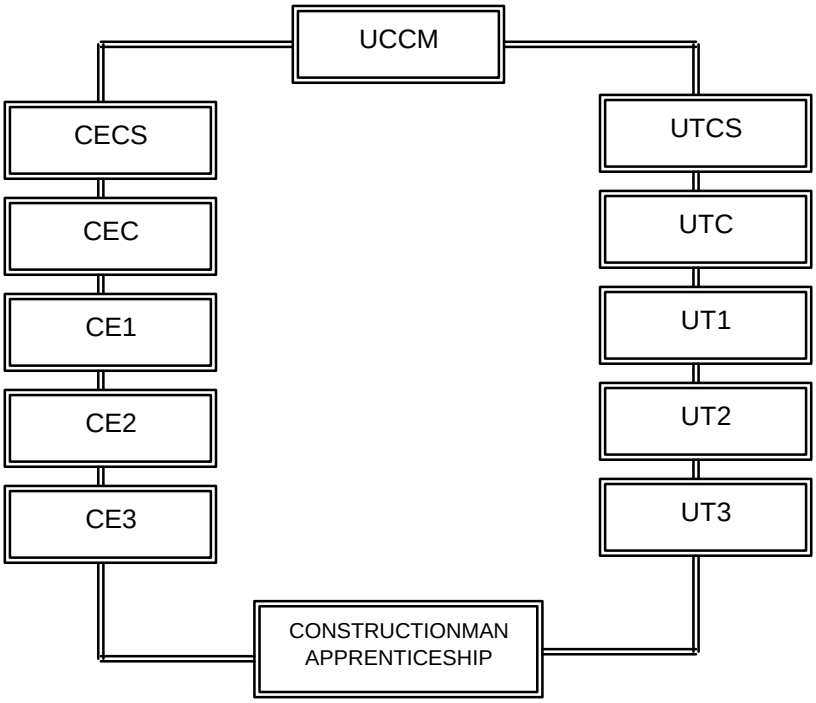
Construction Electricians (CE) install and repair interior wiring; overhead and underground primary and secondary distribution systems; setup, operate and service electrical equipment; climb poles and towers utilizing lineman's equipment; attach and service electrical equipment, (i.e. transformers, switching equipment, motors, motor controllers, controls and electrical system) perform tasks required in combat and disaster preparedness or recovery operations.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 17.

NAVPERS 18068-17B

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in BUPERSINST 1131.1.

SPECIAL PHYSICAL REQUIREMENTS

Vision 20/20 corrected; normal color perception. Refer to Chapter 15 of the Manual of the Medical Department, U.S. Navy for details on vision and color perception requirements.

CITIZENSHIP/SECURITY REQUIREMENTS

None.

SAFETY

The observance of proper safety precautions in all areas is an integral part of each billet and the responsibility of every Navy man and woman; therefore, it is a universal requirement for all ratings.

CONSTRUCTION ELECTRICIAN (CE) FUNCTIONAL AREAS

A. TECHNICAL ADMINISTRATION

B. GENERAL MANAGEMENT

C. ENVIRONMENTAL PROTECTION

D. CONSTRUCTION SUPPORT

E. CONSTRUCTION OPERATIONS

F. QUALITY ASSURANCE

G. CONSTRUCTION COMBAT READINESS

H. HIGH POWER DISTRIBUTION

I. INTERIOR WIRING

J. ELECTRICAL/ELECTRONIC MAINTENANCE

K. LIGHTING

L. COMMUNICATION

M. ELECTRIC MOTORS AND CONTROLLERS

N. GENERATORS

O. ELECTRICAL TOOLS

CONSTRUCTION ELECTRICIAN THIRD CLASS (CE3)

A. TECHNICAL ADMINISTRATION

A001 INTERPRET DRAWINGS, SPECIFICATIONS AND ELECTRICAL DIAGRAMS
A002 CONDUCT WORK FROM CONSTRUCTION DRAWINGS AND SPECIFICATIONS
A003 PREPARE AND UPDATE SHOP DRAWINGS AND SKETCHES
A005 PREPARE AND UPDATE TIME CARDS
A010 PREPARE WORK REQUESTS AND JOB ORDERS
A015 CONDUCT MATERIAL INVENTORIES AND INSPECTIONS
A018 PERFORM EQUIPMENT LOCKOUT/TAG-OUT REQUIREMENTS

C. ENVIRONMENTAL PROTECTION

C020 PERFORM HAZARDOUS MATERIAL (HAZMAT) INVENTORIES
C021 COMPLY WITH HAZARDOUS MATERIAL USER'S GUIDE (HMUG) STANDARDS
C025 UPDATE MATERIAL SAFETY DATA SHEET (MSDS) FILES
C027 COMPLY WITH ENVIRONMENTAL PROTECTION PROGRAMS
C029 IMPLEMENT EXCAVATION AND SHORING SAFETY REQUIREMENTS

D. CONSTRUCTION SUPPORT

D030 PREPARE MATERIAL AND EQUIPMENT FOR EMBARKATION
D037 PREPARE PROJECT PACKAGES
D043 PREPARE EQUIPMENT, MANPOWER AND MATERIAL ESTIMATES FROM DRAWINGS AND SPECIFICATIONS

E. CONSTRUCTION OPERATIONS

E053 PERFORM NAVAL CONSTRUCTION FORCES (NCF) HAND SIGNALS

F. QUALITY ASSURANCE

F065 PERFORM TOOL KIT INVENTORIES

G. CONSTRUCTION COMBAT READINESS

G152 ADMINISTER FIRST AID UNDER COMBAT CONDITIONS
G153 PERFORM AMBUSH COUNTERMEASURES
G154 PERFORM SURVIVAL, EVASION, RESISTANCE AND ESCAPE PROCEDURES
G155 PERFORM CHEMICAL BIOLOGICAL RADIOLOGICAL (CBR) DEFENSIVE MEASURES
G156 PERFORM DUTIES OF GRENADIER
G157 PERFORM DUTIES OF FIRE TEAM AUTOMATIC RIFLEMAN
G158 PERFORM LAND-BASED COMBAT DUTIES UNDER CHEMICAL BIOLOGICAL RADIOLOGICAL (CBR) CONDITIONS
G159 PLACE TRIP FLARES AND OTHER EARLY WARNING DEVICES
G160 CONDUCT BOOBY TRAP COUNTERMEASURES
G161 TRANSPORT PERSONNEL INJURED IN COMBAT
G162 PERFORM MINOR REPAIR ON TACTICAL FIELD TELEPHONE SYSTEMS
G163 PERFORM FIELD SANITATION PROCEDURES
G164 CONDUCT PATROLS
G165 PERFORM DUTIES OF FIRE TEAM LEADER
G166 PLACE PROTECTIVE AND TACTICAL WIRE ENTANGLEMENTS
G167 MANEUVER FIRE TEAM USING ARM AND HAND SIGNALS
G168 PERFORM LAND NAVIGATION PROCEDURES

G169 OPERATE NIGHT VISION EQUIPMENT
G170 INSTALL TACTICAL FIELD TELEPHONE SYSTEMS
G171 OPERATE TACTICAL FIELD TELEPHONE SYSTEMS
G172 PERFORM ENEMY PRISONER OF WAR (EPW) HANDLING PROCEDURES

H. HIGH POWER DISTRIBUTION
H069 CLIMB POLES
H070 CLIMB STRUCTURES
H071 PERFORM POLE TOP RESCUES
H072 TRAVERSE OBSTACLES WHILE WORKING ON POLES
H076 PERFORM TIE AND UNTIE OF OVERHEAD CONDUCTORS
H077 DIRECT INSTALLATION OF OVERHEAD AND UNDERGROUND DISTRIBUTION SYSTEM
H078 INSTALL OVERHEAD AND UNDERGROUND POWER DISTRIBUTION SYSTEMS
H079 OPERATE POWER DISTRIBUTION EQUIPMENT
H080 TROUBLESHOOT AND REPAIR POWER DISTRIBUTION EQUIPMENT
H081 MAINTAIN OVERHEAD AND UNDERGROUND DISTRIBUTION SYSTEMS
H108 OPERATE AND TEST TOOLS AND SAFETY EQUIPMENT

I. INTERIOR WIRING
I082 DIRECT INTERIOR WIRING SYSTEMS INSTALLATION
I084 INSTALL INTERIOR WIRING SYSTEMS
I085 TROUBLESHOOT AND REPAIR INTERIOR WIRING
I086 PERFORM BENDING AND INSTALLATION OF CONDUIT USING MECHANICAL BENDERS
I087 PERFORM BENDING AND INSTALLATION OF CONDUIT USING HYDRAULIC BENDERS
I092 TROUBLESHOOT AND REPAIR FIRE DETECTION AND FIRE ALARM SYSTEMS

J. ELECTRICAL/ELECTRONIC MAINTENANCE
J094 INSTALL ELECTRICAL EQUIPMENT AND APPLIANCES
J095 TROUBLESHOOT AND REPAIR ELECTRICAL EQUIPMENT AND APPLIANCES
J097 INSTALL GROUNDING SYSTEMS
J099 COMPUTE ELECTRICAL LOAD REQUIREMENTS
J109 TROUBLESHOOT LOW VOLTAGE CIRCUITS

K. LIGHTING
K110 INSTALL STREET/SECURITY LIGHTING SYSTEMS
K111 TROUBLESHOOT STREET/SECURITY LIGHTING SYSTEMS
K112 REPAIR OR REPLACE STREET/SECURITY LIGHTING COMPONENTS

L. COMMUNICATION
L125 INSTALL MULTI-PAIR AND FIBER OPTIC CABLES

M. ELECTRIC MOTORS AND CONTROLLERS
M128 TEST AND INSTALL MOTOR CONTROLLERS, COMPONENTS AND CIRCUITS
M130 TROUBLESHOOT AND REPAIR MOTOR CONTROLLERS, COMPONENTS AND CIRCUITS

N. GENERATORS
N135 TROUBLESHOOT AND REPAIR GENERATING EQUIPMENT (LIGHTING PANELS)
N136 INSTALL GENERATORS

N137 OPERATE GENERATORS (SINGLE, PARALLEL AND LIGHT PLANTS)
N149 TROUBLESHOOT AND REPAIR ADVANCE BASED FUNCTIONAL COMPONENTS (ABFC) DISTRIBUTION SYSTEMS
N150 INSTALL ADVANCE BASED FUNCTIONAL COMPONENTS (ABFC) DISTRIBUTION SYSTEMS

O. ELECTRICAL TOOLS
O142 TROUBLESHOOT AND REPAIR ELECTRICAL POWER TOOLS
O143 OPERATE CABLE AND WIRE PULLING SYSTEMS
O145 PERFORM ELECTRICAL POWER TOOL SAFETY INSPECTIONS

CONSTRUCTION ELECTRICIAN SECOND CLASS (CE2)

A. TECHNICAL ADMINISTRATION
A007 REVIEW TIME CARDS
A008 PREPARE RED LINE DRAWINGS
A009 CONDUCT FACILITIES AND MAINTENANCE INSPECTIONS
A011 ORGANIZE AND CONTROL DEPLOYMENT OF MATERIAL AND EQUIPMENT
A016 DIRECT JOB SITE STORAGE (BUILDING MATERIAL AND EQUIPMENT)

C. ENVIRONMENTAL PROTECTION
C022 INSPECT HAZARDOUS MATERIAL (HAZMAT) STORAGE AREAS

D. CONSTRUCTION SUPPORT
D038 UPDATE PROJECT PACKAGES
D151 REVIEW EQUIPMENT, MANPOWER AND MATERIAL ESTIMATES

E. CONSTRUCTION OPERATIONS
E052 DIRECT FACILITIES REPAIR, ALTERATION AND MAINTENANCE
E056 DIRECT INSTALLATION OF ADVANCED BASE FUNTIONAL COMPONENT (ABFC) ASSEMBLIES

F. QUALITY ASSURANCE
F064 UPDATE TOOL KIT INVENTORIES

G. CONSTRUCTION COMBAT READINESS
G173 EMPLOY CLAYMORE MINES
G174 POSITION PERIMETER GUARDS
G175 PREPARE ROUGH MAPS, FIELD SKETCHES AND OVERLAYS
G176 DIRECT INSTALLATION OF PROTECTIVE AND TACTICAL WIRE ENTANGLEMENTS

H. HIGH POWER DISTRIBUTION
H073 PERFORM CABLE SPLICING
H148 OPERATE BUCKET TRUCK AND AUGER TRUCK

I. INTERIOR WIRING
I083 PLAN INSTALLATION OF INTERIOR WIRING SYSTEMS

J. ELECTRICAL/ELECTRONIC MAINTENANCE
J098 TEST GROUNDING SYSTEMS
J100 ANALYZE ELECTRICAL LOAD DATA
J104 ANALYZE SIMPLE SOLID STATE CIRCUITS
J105 TROUBLESHOOT AND REPAIR ELECTRONIC EQUIPMENT TO THE CIRCUIT CARD LEVEL

L. COMMUNICATION
L126 PLAN INSTALLATION OF MULTI-PAIR AND FIBER OPTIC CABLES
L127 TROUBLESHOOT AND REPAIR FIBER OPTIC CABLES

N. GENERATORS
N141 LOAD TEST GENERATORS

CONSTRUCTION ELECTRICIAN FIRST CLASS (CE1)

A. TECHNICAL ADMINISTRATION
A012 MANAGE UTILITIES AND ENERGY CONSERVATION PROGRAMS
A017 IMPLEMENT MAINTENANCE AND COST CONTROL PROGRAMS

C. ENVIRONMENTAL PROTECTION
C024 INSPECT HAZARDOUS MATERIAL (HAZMAT) CONTAINERS
C026 VALIDATE MATERIAL SAFETY DATA SHEET (MSDS) FILES

D. CONSTRUCTION SUPPORT
D033 COORDINATE EQUIPMENT ASSIGNMENTS
D034 COORDINATE BATTALION EQUIPMENT/MATERIAL TURNOVER
D039 DIRECT UTILITIES MAINTENANCE
D044 UPDATE LEVEL I AND LEVEL II PROJECT PROGRESS CHARTS
D047 PROVIDE TECHNICAL ASSISTANCE ON CONSTRUCTION AND MAINTENANCE TECHNIQUES
D048 PROVIDE TECHNICAL ASSISTANCE ON PLANS AND SPECIFICATIONS

F. QUALITY ASSURANCE
F062 MANAGE TOOL KIT INVENTORY PROGRAM

G. CONSTRUCTION COMBAT READINESS
G177 PERFORM DUTIES OF RIFLE SQUAD LEADER
G178 PERFORM DUTIES OF RIFLE PLATOON GUIDE
G179 PERFORM DUTIES OF RIFLE PLATOON PETTY OFFICER
G180 PERFORM DUTIES OF MACHINE GUN SQUAD LEADER
G181 PERFORM DUTIES OF WEAPONS PLATOON PETTY OFFICER
G182 INSTRUCT PERIMETER GUARDS
G183 DIRECT INSTALLATION OF TRIP FLARES AND OTHER EARLY WARNING DEVICES
G184 DIRECT PLACING OF LIMITING STAKES

H. HIGH POWER DISTRIBUTION
H075 DIRECT POWER PLANT OPERATIONS

N. GENERATORS
N138 PLAN INSTALLATION OF GENERATORS, LIGHTING PANELS AND ADVANCE BASED FUNCTIONAL COMPONENTS (ABFC) SYSTEMS

CHIEF CONSTRUCTION ELECTRICIAN (CEC)

B. GENERAL MANAGEMENT
B013 ADMINISTER SEABEE SKILLS ASSESSMENT (SSA) PROGRAM
B014 CONDUCT SEABEE SKILLS ASSESSMENT (SSA) PROGRAM INTERVIEWS

C. ENVIRONMENTAL PROTECTION
C023 IMPLEMENT HAZARDOUS MATERIAL (HAZMAT) WASTE DISPOSAL METHODS

D. CONSTRUCTION SUPPORT
D032 DIRECT PREPARATION OF MATERIAL AND EQUIPMENT FOR EMBARKATION
D036 DIRECT TURNOVER OF PROJECTS
D046 COORDINATE ASSIGNED PROJECTS BETWEEN COMMANDS AND CUSTOMERS

E. CONSTRUCTION OPERATIONS
E055 COORDINATE INSTALLATION OF ADVANCED BASE FUNTIONAL COMPONENT (ABFC) ASSEMBLIES

G. CONSTRUCTION COMBAT READINESS
G185 PERFORM DUTIES OF PLATOON COMMANDER
G186 ASSIST IN OPERATION OF COMMAND OPERATIONS CENTER (COC)

H. HIGH POWER DISTRIBUTION
H074 PLAN POWER DISTRIBUTION SYSTEM LAYOUTS

SENIOR CHIEF CONSTRUCTION ELECTRICIAN (CECS)

D. CONSTRUCTION SUPPORT
D049 ASSIST IN MANAGEMENT OPERATION OF MOBILE CONSTRUCTION BATTALIONS
D050 ASSIST IN OPERATIONAL MANAGEMENT OF CONSTRUCTION BATTALION UNITS
D051 ASSIST IN OPERATIONAL MANAGEMENT OF PUBLIC WORKS DEPARTMENT

G. CONSTRUCTION COMBAT READINESS
G187 ASSIST IN OPERATION OF COMPANY COMMAND POSTS
G188 ASSIST IN PREPARATION OF COMPANY DEFENSE PLANS

MASTER CHIEF UTILITIESMAN (UCCM)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

CHAPTER 18

CONSTRUCTION MECHANIC (CM)

NAVPERS 18068-18B

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

CONSTRUCTION MECHANIC (CM)

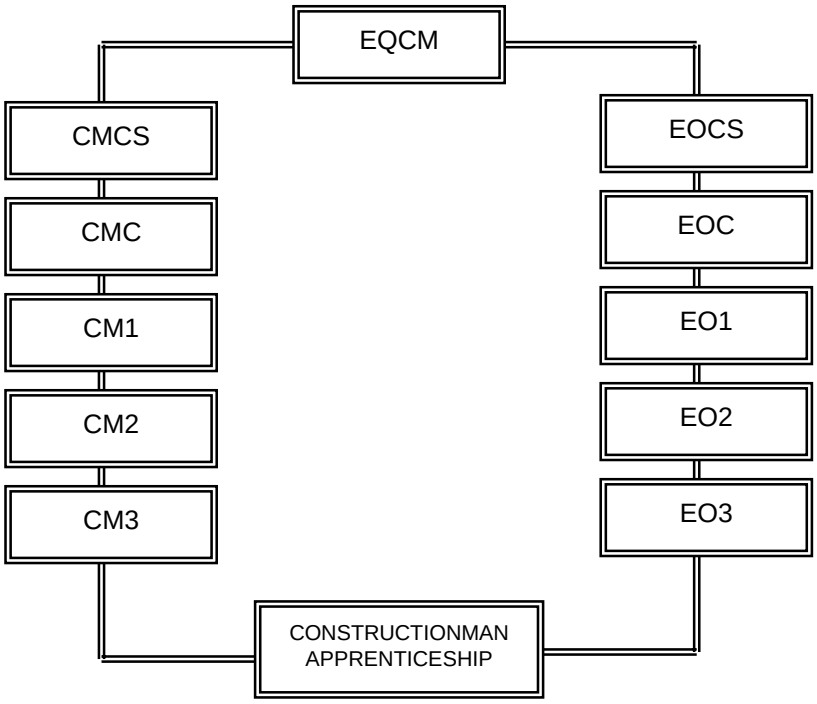
SCOPE OF RATING

Construction Mechanics (CM) perform tasks involved in maintenance, repair and overhaul of automotive, materials handling and construction equipment; assign and supervise activities of assistants who locate, analyze and correct malfunctions in equipment and issue repair parts; maintain records; prepare requisitions and reports; train assistants in repair procedures and techniques; maintain individual combat readiness and perform tasks required in combat and disaster preparedness or recovery operations.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 18.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in BUPERSINST 1131.1.

SPECIAL PHYSICAL REQUIREMENTS

None.

CITIZENSHIP/SECURITY REQUIREMENTS

None.

SAFETY

The observance of proper safety precautions in all areas is an integral part of each billet and the responsibility of every Navy man and woman; therefore, it is a universal requirement for all ratings.

CONSTRUCTION MECHANIC (CM) FUNCTIONAL AREAS

A. TECHNICAL ADMINISTRATION

B. GENERAL ADMINISTRATION

C. ENVIRONMENTAL PROTECTION

D. CONSTRUCTION OPERATIONS

E. INTERNAL COMBUSTION ENGINES

F. POWER TRAINS

G. CONSTRUCTION COMBAT READINESS

H. HYDRAULIC/PNEUMATIC MAINTENANCE

I. COOLING SYSTEMS

K. ELECTRICAL/ELECTRONIC SYSTEMS

L. CHASSIS AND BODIES

M. BRAKE SYSTEMS

N. FUEL/LUBRICATION SYSTEMS

CONSTRUCTION MECHANIC THIRD CLASS (CM3)

A. TECHNICAL ADMINISTRATION

A001 PREPARE REPAIR ORDERS
A003 REVIEW REPAIR ORDERS
A004 RESEARCH PART NUMBERS
A005 PREPARE EQUIPMENT HISTORY JACKETS
A007 REVIEW EQUIPMENT HISTORY JACKETS
A008 PREPARE REPAIR PARTS INVENTORIES
A010 REVIEW REPAIR PARTS INVENTORIES
A016 PREPARE EQUIPMENT INSPECTION FORMS
A017 REVIEW EQUIPMENT INSPECTION FORMS
A018 MAINTAIN PREVENTIVE MAINTENANCE CARDS FOR VEHICLES AND EQUIPMENT
A024 PREPARE AND UPDATE EQUIPMENT STATUS BOARDS
A026 REVIEW EQUIPMENT STATUS BOARDS
A031 MONITOR TOOL KIT INVENTORY

B. GENERAL ADMINISTRATION

B047 EVALUATE MAINTENANCE DATA

C. ENVIRONMENTAL PROTECTION

C051 INSPECT EMISSION CONTROL COMPONENTS
C052 REPLACE EMISSION CONTROL COMPONENTS
C053 PERFORM HAZARDOUS MATERIAL (HAZMAT) INVENTORIES
C055 UPDATE SAFETY DATA SHEET FILES
C061 INSPECT EMISSION CONTROL SYSTEMS
C062 ADJUST EMISSION CONTROL SYSTEMS
C063 DIAGNOSE ELECTRONIC ENGINE CONTROLS ON BOARD DIAGNOSTIC (OBD) GENERATION II
C064 DIAGNOSE/REPAIR DIESEL ELECTRONIC FUEL CONTROL SYSTEMS
C065 REPAIR DIESEL ELECTRON FUEL CONTROL SYSTEMS

D. CONSTRUCTION OPERATIONS

D063 PREPARE MATERIAL AND EQUIPMENT FOR EMBARKATION
D065 PERFORM NAVAL CONSTRUCTION FORCE (NCF) HAND SIGNALS

E. INTERNAL COMBUSTION ENGINES

E069 PERFORM OPERATIONAL CHECKS ON ENGINES
E070 PERFORM CYLINDER COMPRESSION TESTS
E071 PERFORM CYLINDER LEAKAGE TESTS
E072 PERFORM VACUUM TESTS
E073 INSPECT ENGINE CYLINDER HEADS
E074 REPLACE ENGINE CYLINDER HEADS
E075 INSPECT ENGINE VALVES AND SEATS
E076 ADJUST ENGINE VALVES AND SEATS
E077 GRIND ENGINE VALVES AND SEATS

E078 REPLACE ENGINE VALVES AND SEATS
E079 REPLACE ENGINE COMPONENT GASKETS
E080 INSPECT DIESEL ENGINE BLOWERS
E081 REPAIR DIESEL ENGINE BLOWERS
E082 REPLACE DIESEL ENGINE BLOWERS
E083 OVERHAUL BLOWERS
E086 INSPECT DIESEL ENGINE TURBOCHARGERS
E088 REPLACE DIESEL ENGINE TURBOCHARGERS
E089 OVERHAUL DIESEL ENGINE TURBOCHARGERS
E091 INSPECT FAN BELTS
E092 ADJUST FAN BELTS
E093 REPLACE FAN BELTS
E094 DIAGNOSE INTERNAL COMBUSTION ENGINE MALFUNCTIONS
E095 OVERHAUL INTERNAL COMBUSTION ENGINES
E096 PERFORM MINOR REPAIRS ON INTERNAL COMBUSTION ENGINES

F. POWER TRAINS

F097 PERFORM MINOR REPAIRS ON AUTOMOTIVE, CONSTRUCTION AND MATERIAL HANDLING EQUIPMENT (MHE) POWER TRAINS
F098 CHANGE STANDARD TRANSMISSION FLUIDS
F099 CHANGE AUTOMATIC TRANSMISSION FLUIDS
F100 INSPECT AUTOMATIC TRANSMISSION FILTERS AND SCREENS
F101 REPLACE AUTOMATIC TRANSMISSION FILTERS AND SCREENS
F102 INSPECT MANUAL AND AUXILIARY TRANSMISSIONS
F103 REPAIR MANUAL AND AUXILIARY TRANSMISSIONS
F104 REPLACE MANUAL AND AUXILIARY TRANSMISSIONS
F105 INSPECT TRANSMISSION LINKAGES
F106 ADJUST TRANSMISSION LINKAGES
F107 REPLACE TRANSMISSION LINKAGES
F108 ADJUST PRESSURE PLATE LEVER
F109 INSPECT AUTOMATIC OR POWER SHIFT TRANSMISSIONS
F110 REPAIR AUTOMATIC OR POWER SHIFT TRANSMISSIONS
F111 REPLACE AUTOMATIC OR POWER SHIFT TRANSMISSIONS
F112 INSPECT CLUTCHES
F113 ADJUST CLUTCHES
F114 REPAIR CLUTCHES
F115 REPLACE CLUTCHES
F116 INSPECT MASTER CLUTCHES ON CONSTRUCTION EQUIPMENT
F117 ADJUST MASTER CLUTCHES ON CONSTRUCTION EQUIPMENT
F118 REPAIR MASTER CLUTCHES ON CONSTRUCTION EQUIPMENT
F119 REPLACE MASTER CLUTCHES ON CONSTRUCTION EQUIPMENT
F120 DIAGNOSE CLUTCH SYSTEM MALFUNCTIONS
F121 INSPECT RELEASE BEARINGS
F122 REPLACE RELEASE BEARINGS
F123 INSPECT PILOT BEARINGS
F124 REPLACE PILOT BEARINGS
F125 INSPECT GEAR OIL IN DIFFERENTIALS
F126 CHANGE GEAR OIL IN DIFFERENTIALS
F127 INSPECT DRIVE SHAFTS
F128 REPLACE DRIVE SHAFTS

F129 INSPECT UNIVERSAL JOINTS
F131 INSPECT DIFFERENTIALS
F132 ADJUST DIFFERENTIALS
F133 REPAIR DIFFERENTIALS
F134 REPLACE DIFFERENTIALS
F135 INSPECT DIFFERENTIAL HOUSING ASSEMBLIES
F136 REPLACE DIFFERENTIAL HOUSING ASSEMBLIES
F137 INSPECT AXLES
F138 REPLACE AXLES
F139 INSPECT WINCHES AND POWER CONTROLS
F140 ADJUST WINCHES AND POWER CONTROLS
F141 REPAIR WINCHES AND POWER CONTROLS
F142 REPLACE WINCHES AND POWER CONTROLS
F143 DIAGNOSE WINCH AND POWER CONTROL MALFUNCTIONS
F144 REPLACE WINCH ASSEMBLY COMPONENTS
F145 INSPECT POWER-TAKE-OFF UNIT COMPONENTS
F146 REPAIR POWER-TAKE-OFF UNIT COMPONENTS
F147 REPLACE POWER-TAKE-OFF UNIT COMPONENTS
F148 DIAGNOSE POWER-TAKE-OFF UNIT MALFUNCTIONS
F149 INSPECT TRACK LAYING EQUIPMENT BRAKES
F150 ADJUST TRACK LAYING EQUIPMENT BRAKES
F151 INSPECT TRACK ROLLERS, IDLERS AND SPROCKETS
F152 REPLACE TRACK ROLLERS, IDLERS AND SPROCKETS
F153 INSPECT TRACK PADS AND GROUSERS
F154 REPLACE TRACK PADS AND GROUSERS
F155 INSPECT TORQUE CONVERTERS AND FLUID COUPLINGS
F156 REPLACE TORQUE CONVERTERS AND FLUID COUPLINGS
F157 INSPECT PLANETARY ASSEMBLY COMPONENTS
F158 REPLACE PLANETARY ASSEMBLY COMPONENTS
F160 REPLACE SPROCKET SEGMENTS
F162 REPLACE RECOIL SPRING ASSEMBLIES
F163 INSPECT POWER TRAIN COMPONENTS AND SUBASSEMBLIES
F164 ADJUST POWER TRAIN COMPONENTS AND SUBASSEMBLIES
F165 REPAIR POWER TRAIN COMPONENTS AND SUBASSEMBLIES
F166 REPLACE POWER TRAIN COMPONENTS AND SUBASSEMBLIES
F169 ADJUST TRANSMISSION BANDS
F170 REPLACE TRANSFER CASE COMPONENTS
F171 DIAGNOSE TRANSFER CASE MALFUNCTIONS
F172 INSPECT TRACKS
F173 REPAIR TRACKS
F174 REPLACE TRACKS
F175 INSPECT MASTER PINS
F176 REPLACE MASTER PINS
F180 INSPECT FINAL DRIVE UNITS
F181 REPAIR FINAL DRIVE UNITS
F182 REPLACE FINAL DRIVE UNITS
F185 DIAGNOSE AUTOMATIC TRANSMISSION MALFUNCTIONS
F188 DIAGNOSE TORQUE CONVERTER MALFUNCTIONS
F193 INSPECT TRANSMISSION ALIGNMENTS
F194 ADJUST POWER SHIFT TRANSMISSION REGULATING VALVES
F200 ALIGN TRACK FRAME ASSEMBLIES

F201 REPAIR TRACK FRAME ASSEMBLIES
F202 REPLACE TRACK FRAME ASSEMBLIES
F203 ADJUST TORQUE ARMS

G. CONSTRUCTION COMBAT READINESS

G001 ADMINISTER FIRST AID UNDER COMBAT CONDITIONS
G002 PERFORM AMBUSH COUNTERMEASURES
G003 PERFORM SURVIVAL, EVASION, RESISTANCE, AND ESCAPE PROCEDURES
G006 PERFORM CHEMICAL, BIOLOGICAL AND RADIOLOGICAL (CBR) DEFENSIVE MEASURES
G007 PERFORM DUTIES OF GRENADIER
G010 PERFORM DUTIES OF FIRE TEAM AUTOMATIC RIFLEMAN
G011 PERFORM LAND-BASED COMBAT DUTIES UNDER CHEMICAL, BIOLOGICAL AND RADIOLOGICAL (CBR) CONDITIONS
G012 PLACE TRIP FLARES AND OTHER EARLY WARNING DEVICES
G013 CONDUCT BOOBY TRAP COUNTERMEASURES
G014 TRANSPORT PERSONNEL INJURED IN COMBAT
G015 PERFORM MINOR REPAIR ON TACTICAL FIELD TELEPHONE SYSTEMS
G019 PERFORM FIELD SANITATION PROCEDURES
G020 CONDUCT PATROLS
G026 LAY OUT PROTECTIVE AND TACTICAL WIRE ENTANGLEMENTS
G046 PERFORM LAND NAVIGATION PROCEDURES
G047 OPERATE NIGHT VISION EQUIPMENT
G048 INSTALL TACTICAL FIELD TELEPHONE SYSTEMS
G049 OPERATE TACTICAL FIELD TELEPHONE SYSTEMS
G050 PERFORM ENEMY PRISONER OF WAR (EPW) HANDLING PROCEDURES

H. HYDRAULIC/PNEUMATIC MAINTENANCE

H236 FLUSH HYDRAULIC SYSTEMS
H237 REPLACE HYDRAULIC SYSTEM FILTERS
H238 INSPECT HYDRAULIC OIL RESERVOIRS
H239 REPAIR HYDRAULIC OIL RESERVOIRS
H240 REPLACE HYDRAULIC OIL RESERVOIRS
H242 BLEED MATERIAL HANDELING EQUIPMENT (MHE) AND CONSTRUCTION EQUIPMENT HYDRAULIC SYSTEMS
H243 INSPECT MATERIAL HANDELING EQUIPMENT (MHE) AND CONSTRUCTION EQUIPMENT HYDRAULIC LINES AND HOSES
H244 REPLACE MATERIAL HANDELING EQUIPMENT (MHE) AND CONSTRUCTION EQUIPMENT HYDRAULIC LINES AND HOSES
H245 PRESSURE TEST MATERIAL HANDELING EQUIPMENT (MHE) AND CONSTRUCTION EQUIPMENT HYDRAULIC SYSTEMS
H246 INSPECT HYDRAULIC/PNEUMATIC RAMS AND ACTUATORS
H248 REPAIR HYDRAULIC/PNEUMATIC RAMS AND ACTUATORS
H249 REPLACE HYDRAULIC/PNEUMATIC RAMS AND ACTUATORS
H250 ADJUST HYDRAULIC PRESSURE REGULATORS
H251 REPLACE HYDRAULIC PUMP COMPONENTS
H252 REPLACE HYDRAULIC CONTROL VALVE ASSEMBLY COMPONENTS
H253 INSPECT HYDRAULIC ACCUMULATORS
H255 REPLACE HYDRAULIC ACCUMULATORS
H263 DIAGNOSE HYDRAULIC SYSTEM MALFUNCTIONS

I. COOLING SYSTEMS

I264 SERVICE COOLING SYSTEMS
I265 REPLACE COOLING SYSTEM THERMOSTATS
I266 DIAGNOSE COOLING SYSTEM MALFUNCTIONS
I267 TEST AND REPAIR OIL COOLERS
I268 PRESSURE TEST RADIATORS FOR LEAKS
I269 REPLACE RADIATOR CORE ASSEMBLIES
I270 REPLACE RADIATORS
I271 REPLACE WATER PUMPS
I272 WINTERIZE EQUIPMENT

K. ELECTRICAL/ELECTRONIC SYSTEMS

K273 CLEAN ELECTRICAL AND ELECTRONIC EQUIPMENT
K274 APPLY PRESERVATIVES TO ELECTRICAL AND ELECTRONIC COMPONENTS (CANNON PLUGS, CABLES, ETC)
K276 TEST AND ADJUST AIR GAPS
K277 INSPECT DISTRIBUTOR COMPONENTS
K278 ADJUST DISTRIBUTOR COMPONENTS
K279 REPAIR DISTRIBUTOR COMPONENTS
K280 REPLACE DISTRIBUTOR COMPONENTS
K281 TEST SPARK PLUGS
K282 ADJUST ENGINE TIMING
K283 TEST BATTERIES
K284 RECHARGE BATTERIES
K285 REPLACE BATTERIES
K286 FILL BATTERIES WITH ELECTROLYTE
K287 FABRICATE BATTERY CABLES
K288 CLEAN AND LUBRICATE CRANKING SYSTEMS
K289 TEST AND INSPECT CRANKING SYSTEMS
K290 ADJUST CRANKING SYSTEMS
K291 REPAIR CRANKING SYSTEMS
K292 CLEAN AND LUBRICATE CHARGING SYSTEMS
K293 TEST AND INSPECT CHARGING SYSTEMS
K294 ADJUST CHARGING SYSTEMS
K295 REPAIR CHARGING SYSTEMS
K296 INSPECT VOLTAGE REGULATORS
K297 ADJUST VOLTAGE REGULATORS
K298 REPLACE VOLTAGE REGULATORS
K301 INSPECT SOLENOIDS, RELAYS AND SWITCHES
K302 REPLACE SOLENOIDS, RELAYS AND SWITCHES
K303 ALIGN HEAD LAMPS
K304 REPLACE FLASHERS, FUSES AND CIRCUIT BREAKERS
K305 TEST ELECTRICAL WIRES/WIRE HARNESSES
K306 REPLACE ELECTRICAL WIRES/WIRE HARNESSES
K307 REPLACE INSTRUMENTS AND GAUGES
K308 DIAGNOSE GLOW PLUG CIRCUITRY MALFUNCTIONS
K309 INSPECT GLOW PLUG SYSTEM COMPONENTS
K310 REPLACE GLOW PLUGS
K311 REPAIR GLOW PLUG CIRCUITRY
K312 TROUBLESHOOT AIR BAG CIRCUITRY

K313 REPLACE AIR BAGS
K314 INSPECT DISTRIBUTORLESS IGNITION SYSTEM COMPONENTS

L. CHASSIS AND BODIES

L312 PERFORM CORROSION CONTROL ON CIVIL ENGINEER SUPPORT EQUIPMENT (CESE)
L313 REMOVE CORROSION (CHEMICALLY/MECHANICALLY)
L314 TREAT METAL
L315 APPLY PRESERVATIVES TO METAL
L316 PREPARE EQUIPMENT (AUTOMOTIVE, CONSTRUCTION, ETC) FOR PAINTING
L317 PRIME EQUIPMENT (AUTOMOTIVE, CONSTRUCTION, ETC)
L318 PAINT EQUIPMENT (AUTOMOTIVE, CONSTRUCTION, ETC)
L325 REPACK WHEEL BEARINGS
L326 REPLACE WHEEL GREASE SEALS
L327 REPLACE INNER AND OUTER WHEEL BEARINGS
L328 REPLACE REAR AXLE BEARINGS
L329 REPAIR TIRES AND TUBES
L330 REPLACE TIRES FROM RIMS
L331 BALANCE WHEELS
L332 REPLACE DAMAGED RIMS AND WHEELS
L333 REPLACE BROKEN STUDS ON WHEEL HUBS
L334 REPLACE SHOCK ABSORBERS
L335 REPLACE DRAG LINKS
L336 REPLACE PITMAN ARMS
L337 REPLACE IDLER ARMS
L338 REPLACE TIE ROD ENDS
L339 REPLACE SUSPENSION BUSHINGS
L340 REPLACE SPRINGS
L341 REPLACE MCPHERSON STRUTS
L342 REPLACE KING PINS AND BALL JOINTS
L343 INSPECT POWER STEERING COMPONENTS
L344 ADJUST POWER STEERING COMPONENTS
L345 REPAIR POWER STEERING COMPONENTS
L346 REPLACE POWER STEERING COMPONENTS
L347 ADJUST MANUAL STEERING UNITS
L348 REPAIR STEERING GEAR BOXES
L350 ADJUST TRUNNION BEARINGS
L352 ADJUST RACK AND PINION STEERING ASSEMBLIES
L353 REPLACE RACK AND PINION STEERING ASSEMBLIES
L354 PERFORM FRONT-END ALIGNMENTS
L355 PERFORM CUTTING AND WELDING OPERATIONS (GAS)
L356 PERFORM ARC WELDING OPERATIONS

M. BRAKE SYSTEMS

M357 ADJUST SAFETY VALVES
M360 REPLACE QUICK RELEASE VALVES
M364 REPLACE AIR BRAKE SYSTEM AIR LINES
M365 REPLACE SLACK ADJUSTERS AND CAM ASSEMBLIES
M366 CLEAN BRAKE ASSEMBLIES
M367 ADJUST HYDRAULIC BRAKE ASSEMBLIES

M368 REPLACE HYDRAULIC BRAKE LINES
M369 BLEED HYDRAULIC BRAKE SYSTEMS
M370 REPLACE BRAKE SHOES
M371 REPLACE BRAKE DRUMS
M372 ADJUST BRAKE SHOES AND BANDS
M373 REPLACE BRAKE CALIPERS
M374 REPLACE BRAKE PADS
M375 REPLACE COMPONENTS OF HUBS AND ROTOR ASSEMBLIES
M376 REPLACE MASTER CYLINDERS
M377 REPLACE WHEEL CYLINDERS
M378 REPAIR AIR-HYDRAULIC POWER CYLINDER (AIR-PAK)
M379 REPLACE AIR-HYDRAULIC POWER CYLINDER (AIR-PAK)
M380 REPLACE BRAKE CHAMBERS
M381 REPLACE COMPONENTS OF BRAKE VALVE ASSEMBLIES
M382 ADJUST AIR BRAKE ASSEMBLIES
M383 REPLACE HYDRAULIC SLAVE CYLINDERS
M384 REPLACE VACUUM BOOSTERS
M385 ADJUST HAND BRAKES
M386 REPLACE HAND BRAKE COMPONENTS
M387 REPAIR DISC BRAKE ROTOR ASSEMBLIES
M388 REPAIR CALIPER ASSEMBLIES
M389 MEASURE BRAKE DRUMS AND ROTORS
M390 RESURFACE BRAKE DRUMS
M391 REPAIR AIR-HYDRAULIC POWER CYLINDER (AIR-PAK)
M392 REPAIR HYDRAULIC POWER BOOSTERS
M393 REPAIR ANTI-LOCK BRAKE SYSTEMS
M394 SERVICE EMERGENCY BRAKE AIR CHAMBERS
M395 REPAIR EMERGENCY BRAKE AIR CHAMBERS

N. FUEL/LUBRICATION SYSTEMS

N200 PERFORM FUEL SYSTEM MINOR REPAIRS
N201 REPLACE DIESEL FUEL TRANSFER PUMPS
N202 REPLACE GAS ENGINE FUEL PUMPS
N203 FLUSH FUEL TANKS
N204 TRACE FUEL FLOW
N205 INSPECT CARBURETORS
N206 ADJUST CARBURETORS
N207 REPAIR CARBURETORS
N208 REPLACE COMPONENTS ON CARBURETORS
N209 REPLACE CARBURETORS
N210 INSPECT GOVERNORS
N211 ADJUST GOVERNORS
N212 REPAIR GOVERNORS
N213 REPLACE GOVERNORS
N214 INSPECT GOVERNOR ACTUATORS
N215 ADJUST GOVERNOR ACTUATORS
N216 REPLACE GOVERNOR ACTUATORS
N217 REPLACE GASOLINE FUEL INJECTION SYSTEM COMPONENTS
N218 ADJUST DIESEL ENGINE FUEL RACKS
N219 INSPECT FUEL INJECTORS

N220 REPAIR FUEL INJECTORS
N221 REPLACE FUEL INJECTORS
N222 INSPECT FUEL INJECTOR PUMPS
N223 ADJUST FUEL INJECTOR PUMPS
N224 REPAIR FUEL INJECTOR PUMPS
N225 REPLACE FUEL INJECTOR PUMPS
N226 REPLACE FUEL INJECTOR NOZZLES
N227 REPAIR GOVERNOR CONTROL UNITS
N228 OVERHAUL FUEL SYSTEMS
N229 DIAGNOSE GASOLINE FUEL SYSTEM MALFUNCTIONS
N230 INSPECT DIESEL FUEL SYSTEM COMPONENTS
N231 REPAIR DIESEL FUEL SYSTEM COMPONENTS
N232 INSPECT OIL PUMPS
N233 REPAIR OIL PUMPS
N234 REPLACE OIL PUMPS
N235 REPLACE OIL FILTER ELEMENTS
N236 TROUBLESHOOT ELECTRONIC FUEL INJECTION SYSTEMS (GAS)

CONSTRUCTION MECHANIC SECOND CLASS (CM2)

B. GENERAL ADMINISTRATION
B034 PERFORM SHOP PLANNING AND MAINTENANCE SCHEDULING
B042 DIRECT TRANSPORTATION OPERATIONS AND MAINTENANCE SERVICES

D. CONSTRUCTION OPERATIONS
D064 COORDINATE PREPARATION OF MATERIAL AND EQUIPMENT FOR EMBARKATION

E. INTERNAL COMBUSTION ENGINES
E084 DIAGNOSE BLOWER MALFUNCTIONS
E087 REPAIR DIESEL ENGINE TURBOCHARGERS
E090 DIAGNOSE DIESEL ENGINE TURBOCHARGER MALFUNCTIONS

F. POWER TRAINS
F159 INSPECT SPROCKET SEGMENTS
F161 INSPECT RECOIL SPRING ASSEMBLIES
F189 REPLACE CONSTANT VELOCITY JOINTS
F196 DIAGNOSE POWER TRAIN MALFUNCTIONS
F197 MEASURE TRACK PINS FOR WEAR
F199 INSPECT DRIVE LINE ANGLES

G. CONSTRUCTION COMBAT READINESS
G021 PERFORM DUTIES OF FIRE TEAM LEADER
G024 EMPLOY CLAYMORE MINES
G025 POSITION PERIMETER GUARDS
G029 MANEUVER FIRE TEAM USING ARM AND HAND SIGNALS

G030 PREPARE ROUGH MAPS, FIELD SKETCHES AND OVERLAYS
G037 DIRECT INSTALLATION OF PROTECTIVE AND TACTICAL WIRE ENTANGLEMENTS

H. HYDRAULIC/PNEUMATIC MAINTENANCE
H256 TEST RECIPROCATING ROTARY AND SCREW TYPE AIR COMPRESSORS
H257 ADJUST RECIPROCATING ROTARY AND SCREW TYPE AIR COMPRESSORS
H258 REPAIR RECIPROCATING ROTARY AND SCREW TYPE AIR COMPRESSORS
H259 REPLACE RECIPROCATING ROTARY AND SCREW TYPE AIR COMPRESSORS

I. COOLING SYSTEMS
I273 INSPECT AIR CONDITIONING SYSTEMS
I274 DIAGNOSE AIR CONDITIONING SYSTEM MALFUNCTIONS
I275 SERVICE/REPAIR AIR CONDITIONING SYSTEMS

K. ELECTRICAL/ELECTRONIC SYSTEMS
K354 REPLACE DISTRIBUTORLESS IGNITION SYSTEMS
K355 DIRECT BODY REPAIR SHOP OPERATIONS

L. CHASSIS AND BODIES
L319 HANDLE AND STORE WELDING GASES
L320 REPAIR BODIES AND FENDERS
L321 INSPECT TRACK FRAME ASSEMBLIES
L351 INSPECT RACK AND PINION STEERING ASSEMBLIES

M. BRAKE SYSTEMS
M356 INSPECT SAFETY VALVES
M358 REPLACE SAFETY VALVES

CONSTRUCTION MECHANIC FIRST CLASS (CM1)

A. TECHNICAL ADMINISTRATION
A020 ADMINISTER PERSONNEL READINESS CAPABILITY PROGRAMS (PRCP)

B. GENERAL ADMINISTRATION
B041 UPDATE CIVIL ENGINEER SUPPORT EQUIPMENT (CESE) ALLOWANCE RECORDS
B045 COORDINATE EQUIPMENT ASSIGNMENTS

C. ENVIRONMENTAL PROTECTION
C057 DEVELOP HAZARDOUS MATERIAL (HAZMAT) SPILLS CONTINGENCY PLANS

G. CONSTRUCTION COMBAT READINESS

G031 PERFORM DUTIES OF RIFLE SQUAD LEADER
G032 PERFORM DUTIES OF RIFLE PLATOON GUIDE
G033 PERFORM DUTIES OF RIFLE PLATOON PETTY OFFICER
G034 PERFORM DUTIES OF MACHINE GUN SQUAD LEADER
G036 PERFORM DUTIES OF WEAPONS PLATOON PETTY OFFICER
G038 INSTRUCT PERIMETER GUARDS
G039 DIRECT INSTALLATION OF TRIP FLARES AND OTHER EARLY WARNING DEVICES
G051 DIRECT PLACING OF LIMITING STAKES

CHIEF CONSTRUCTION MECHANIC (CMC)

B. GENERAL ADMINISTRATION

B037 DIRECT EQUIPMENT MAINTENANCE SHOPS
B038 DIRECT EQUIPMENT SERVICE OPERATIONS AND MAINTENANCE
B044 COORDINATE BATTALION EQUIPMENT EVALUATION PROGRAMS (BEEP)

G. CONSTRUCTION COMBAT READINESS

G041 PERFORM DUTIES OF PLATOON COMMANDER
G044 ASSIST IN OPERATION OF COMMAND OPERATIONS CENTER (COC)

SENIOR CHIEF CONSTRUCTION MECHANIC (CMCS)

G. CONSTRUCTION COMBAT READINESS

G042 ASSIST IN OPERATION OF COMPANY COMMAND POSTS
G043 ASSIST IN PREPARATION OF COMPANY DEFENSE PLANS

MASTER CHIEF EQUIPMENTMAN (EQCM)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

CHAPTER 19

CONSTRUCTIONMAN
(CN)

NAVPERS 18068-19A

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

CONSTRUCTIONMAN (CN)

SCOPE OF RATING

Constructionmen (CN) perform tasks directly related to the seven construction ratings (occupational field 13) and the duties of tactical Squad/Team members of Seabee Combat Units.

&&&

CAREER PATH FROM THE CONSTRUCTIONMAN APPRENTICESHIP

RATING TITLE	E-4	E-5	E-6	E-7	E-8	E-9
Builder	BU3	BU2	BU1	BUC	BUCS	*CUCM
Construction Electrician	CE3	CE2	CE1	CEC	CECS	*UCCM
Construction Mechanic	CM3	CM2	CM1	CMC	CMCS	*EQCM
Engineering Aid	EA3	EA2	EA1	EAC	EACS	*CUCM
Equipment Operator	EO3	EO2	EO1	EOC	EOCS	*EQCM
Steelworker	SW3	SW2	SW1	SWC	SWCS	*CUCM
Utilitiesman	UT3	UT2	UT1	UTC	UTCS	*UCCM

* INDICATES CHANGE (FROM PAYGRADE E8 TO E9) IN RATING'S NAME AS FOLLOWS:

CUCM = MASTER CHIEF CONSTRUCTIONMAN

EQCM = MASTER CHIEF EQUIPMENTMAN

UCCM = MASTER CHIEF UTILITIESMAN

CONSTRUCTIONMAN (CN) APPRENTICESHIP FUNCTIONAL AREAS

A. MECHANICAL MAINTENANCE

B. TECHNICAL ADMINISTRATION

C. CONSTRUCTION COMBAT READINESS

D. CONSTRUCTION OPERATIONS

CONSTRUCTIONMAN (CN)

A. MECHANICAL MAINTENANCE

A001 USE AND MAINTAIN BASIC HAND AND PORTABLE POWER TOOLS

B. TECHNICAL ADMINISTRATION

B001 CONVERT STANDARD U.S. WEIGHTS AND MEASURES TO THE METRIC SYSTEM
B002 PREPARE AN INSPECTION GUIDE AND TROUBLE REPORT (NAVFAC 9-11240/13)
B003 PREPARE DD FORM 1970 TRIP TICKET
B004 PREPARE AN ACCIDENT REPORT (STANDARD FORM 91)

C. CONSTRUCTION COMBAT READINESS

C001 ASSEMBLE AND CARE FOR INDIVIDUAL COMBAT (782) GEAR
C002 INTERPRET STANDARD TACTICAL ARM AND HAND SIGNALS
C003 PERFORM INDIVIDUAL COVER AND CONCEALMENT MEASURES
C004 PERFORM HAND GRENADE THROWING
C005 LOAD, FIRE, FIELD STRIP AND CLEAN SERVICE RIFLE
C006 PERFORM DUTIES OF A RIFLEMAN
C007 PERFORM LAND NAVIGATION USING MAP AND COMPASS
C008 PERFORM DUTIES OF AMMO-CARRIER FOR CREW SERVED WEAPONS
C009 PERFORM DUTIES OF MESSENGER/COMMUNICATOR

D. CONSTRUCTION OPERATIONS

D001 PERFORM BRUSHING AND ROLLING ON OF PRIMERS, PAINTS AND SURFACE COATINGS
D002 PERFORM PRESTART CHECKS AND OPERATOR MAINTENANCE FOR MOTOR VEHICLES THROUGH 1 1/4-TON CAPACITY
D003 USE AND CARE FOR SYNTHETIC LINES
D004 USE AND CARE FOR WIRE ROPE
D005 OPERATE AND PERFORM OPERATOR MAINTENANCE ON CONSTRUCTION SUPPORT EQUIPMENT
D006 INTERPRET CONSTRUCTION SKETCHES AND DIAGRAMS

CHAPTER 20

CRYPTOLOGIC TECHNICIAN (CT)

NAVPERS 18068-20C

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

CRYPTOLOGIC TECHNICIAN (ADMINISTRATIVE) (CTA)

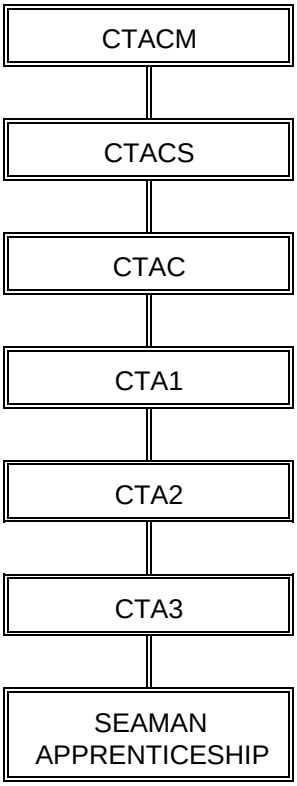
SCOPE OF RATING

Cryptologic Technicians (Administrative) (CTA) perform technology-based administrative functions using software applications within a global information environment; perform personnel security duties for the Naval Security Group and Intelligence communities both ashore and afloat; perform manpower management functions; maintain accountability of highly Sensitive Compartmented Information (SCI); operate Information Systems (IS) equipment and current software applications; perform Joint duty as a Department of Defense (DOD) courier within the Defense Courier Service; perform in a Full Time Support (FTS) capacity for the Naval Security Group Cryptologic Reserve Program.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 20.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in BUPERSINST 1131.1 series.

SPECIAL PHYSICAL REQUIREMENTS

None.

CITIZENSHIP/SECURITY REQUIREMENTS

Must be a U.S. citizen; must be eligible for access to special intelligence information.

PERFORMANCE TESTS

None

SAFETY

The observance of proper safety precautions in all areas is an integral part of each billet and the responsibility of every Navy man and woman; safety is a universal requirement for all ratings.

CRYPTOLOGIC TECHNICIAN (ADMINISTRATIVE) (CTA) FUNCTIONAL AREAS

A. INFORMATION SYSTEMS (IS) OPERATIONS

B. SECURITY

C. INFORMATION OPERATIONS/INFORMATION WARFARE

D. COMMUNICATIONS

E. SOFTWARE APPLICATIONS

F. GENERAL ADMINISTRATION

G. INFORMATION MANAGEMENT

H. SPECIAL SECURITY OFFICE (SSO)

CRYPTOLOGIC TECHNICIAN (ADMINISTRATIVE) THIRD CLASS (CTA3)

A. INFORMATION SYSTEMS (IS) OPERATIONS

A001 CREATE DATA FILES
A002 STORE DATA FILES
A003 REVIEW AND UPDATE DATA FILES
A004 DELETE DATA FILES
A006 DEVELOP STANDARDIZED INFORMATION SYSTEMS (IS) FILE MANAGEMENT PROCEDURES
A007 SET-UP COMPUTER EQUIPMENT

B. SECURITY

B012 MARK AND HANDLE GENERAL SERVICE (GENSER)/SPECIAL COMPARTMENTED INFORMATION (SCI) MATERIAL
B013 CHANGE COMBINATION LOCKING DEVICES
B014 DESTROY GENSER/SCI MATERIAL DURING EMERGENCY DESTRUCTION
B015 CONDUCT SECURITY CHECKS OF WORK STATIONS AND EQUIPMENT
B016 DESTROY ROUTINE GENSER/SCI MATERIAL
B017 DOCUMENT DESTRUCTION OF GENSER/ACCOUNTABLE SCI MATERIAL
B018 ENSURE PROTECTION OF CLASSIFIED MATERIAL LEAVING SENSITIVE COMPARTMENTED INFORMATION FACILITY (SCIF)
B034 REPORT THREATS TO SECURITY
B035 REPORT COMPROMISES
B036 REPORT SECURITY VIOLATIONS AND BREACHES
B044 RECORD PERSONNEL SECURITY INVESTIGATIONS
B045 RECORD CLEARANCES AND ACCESS
B047 VERIFY CLEARANCE LEVELS
B048 VERIFY ACCESS LEVELS
B049 VERIFY NEED TO KNOW LEVELS FOR CLASSIFIED INFORMATION
B050 CREATE COMPUTER PASSWORDS
B051 DELETE COMPUTER PASSWORDS
B052 SAFEGUARD COMPUTER PASSWORDS
B053 SAFEGUARD PERSONAL COMPUTERS
B054 SAFEGUARD DATA ON PERSONAL COMPUTERS
B055 SCAN HARD DRIVES AND DISKS FOR VIRUSES

C. INFORMATION OPERATIONS/INFORMATION WARFARE

C070 UPDATE CRYPTOLOGIC TECHNICAL PUBLICATIONS LIBRARIES (TPL)
C071 UPDATE UNITED STATES SIGNALS INTELLIGENCE DIRECTIVES (USSID)
C072 EXECUTE GLOBAL NETWORKING FUNCTIONS
C073 EXECUTE BASIC INFORMATION OPERATIONS/INFORMATION WARFARE POLICIES

D. COMMUNICATIONS

D074 OPERATE SECURE TELEPHONE UNITS
D075 OPERATE SECURE FACSIMILE EQUIPMENT
D076 OPERATE UNCLASSIFIED FACSIMILE EQUIPMENT
D077 TRANSMIT ELECTRONIC DATA (E-MAIL, INTERNET, LAN, WAN, WEB)
D078 RECEIVE ELECTRONIC DATA

E. SOFTWARE APPLICATIONS

E079 USE WORD PROCESSING SOFTWARE
E080 USE DATABASE MANAGEMENT SYSTEMS
E081 USE GRAPHICS APPLICATIONS SOFTWARE
E082 USE SPREADSHEET APPLICATIONS SOFTWARE
E083 USE FILE MANAGER SOFTWARE
E084 PERFORM COMPUTER SYSTEM OPERATIONS IN INTEGRATED SOFTWARE ENVIRONMENT
E085 DRAFT MESSAGES IN GENERAL ADMINISTRATION (GENADMIN) FORMATS
E087 DRAFT MESSAGES IN SPECIAL INTELLIGENCE (SI) FORMATS
E089 CONSTRUCT WEB PAGES
E090 UPDATE WEB PAGES
E093 LOAD SOFTWARE APPLICATIONS
E094 EXECUTE UTILITY FUNCTION PROGRAMS

F. GENERAL ADMINISTRATION

F095 PREPARE CORRESPONDENCE (LETTERS, MEMORANDA, POD, ETC.)
F096 REVIEW CORRESPONDENCE
F097 ROUTE INCOMING CORRESPONDENCE
F098 SMOOTH CORRESPONDENCE
F099 FILE CORRESPONDENCE
F101 UPDATE CORRESPONDENCE AND SUSPENSE FILES/TICKLERS
F102 DRAFT CORRESPONDENCE ACTION TICKLERS
F103 PROCESS/ROUTE INCOMING MESSAGES
F105 MAINTAIN MESSAGE FILES
F106 REVIEW MESSAGES
F107 FILE MESSAGES
F112 REVIEW INSTRUCTIONS AND NOTICES
F113 UPDATE INSTRUCTIONS AND NOTICES
F114 ROUTE INSTRUCTIONS AND NOTICES
F115 FILE INSTRUCTIONS AND NOTICES
F117 FILE PUBLICATIONS AND MANUALS
F118 UPDATE PUBLICATIONS AND MANUALS
F124 UPDATE RECALL ROSTERS
F125 COORDINATE REVIEW OF RECALL ROSTERS
F126 UPDATE DAILY CALENDARS
F128 PRINT PERSONNEL PERFORMANCE EVALUATIONS
F129 FORMAT PERSONNEL PERFORMANCE EVALUATIONS
F131 DRAFT LETTER OF SUMMARY FOR PERSONNEL PERFORMANCE EVALUATIONS
F132 FILE COPY OF PERSONNEL PERFORMANCE EVALUATIONS
F133 MAIL PERSONNEL PERFORMANCE EVALUATIONS
F137 ROUTE DIRECTIVES
F139 PREPARE AREA CLEARANCE REQUESTS
F143 DELIVER MAIL
F144 SORT MAIL
F145 RECEIVE MAIL
F146 PURGE (FORWARD) MAIL
F147 ROUTE MAIL
F149 PREPARE MUSTER REPORTS
F150 ROUTE TRAVEL CLAIMS
F151 ROUTE LEAVE AND EARNINGS STATEMENTS
F152 PREPARE ENDORSEMENTS ON AWARDS
F153 ASSIGN LEAVE CONTROL NUMBERS (LCN)
F154 ROUTE LEAVE PAPERS

F155 VERIFY LEAVE DATES AND TIMES
F156 PREPARE TAD ORDERS
F157 TRACK LEAVE PAPERS
F160 UPDATE LOGS
F161 REVIEW LOGS
F166 UPDATE TICKLERS
F069 MAIL TRACERS
F218 FORMAT PERSONAL AWARDS

G. INFORMATION MANAGEMENT

G168 PREPARE AND ENTER MATERIALS FOR SHIPMENT VIA DEFENSE COURIER SERVICE (DCS)
G169 MAIL MATERIALS VIA US POSTAL SERVICE
G170 PREPARE MATERIALS FOR HAND CARRY
G171 UPDATE DATABASES
G172 DELETE DATABASES

H. SPECIAL SECURITY OFFICE (SSO)

H174 PREPARE INDOCTRINATION FORMS
H175 PREPARE DEBRIEF FORMS
H176 PREPARE NON-DISCLOSURE AGREEMENT (NDA) FORMS
H177 ASSIST PERSONNEL IN COMPLETING SINGLE SCOPE BACKGROUND INVESTIGATION (SSBI) PAPERWORK
H179 DRAFT TRANSFER IN STATUS (TIS) MESSAGES
H180 ASSIST PERSONNEL IN COMPLETING SSBI-PERIODIC REINVESTIGATION
H181 ASSIST PERSONNEL IN PREPARING CHANGE IN MARITAL STATUS REPORTS
H182 DRAFT SPECIAL SECURITY OFFICE (SSO) FORMATTED MESSAGES
H183 DRAFT CLEARANCE CERTIFICATIONS
H184 ASSIST PERSONNEL IN COMPLETING BACKGROUND INVESTIGATION (BI) PACKAGES
H188 FILE COURIER CARDS
H189 UPDATE COURIER CARDS
H190 PREPARE COURIER CARDS
H191 ISSUE COURIER CARDS
H192 DENY ACCESS TO UNCLEARED INDIVIDUALS
H204 RECEIVE SCI FOLDERS
H205 MAIL SCI FOLDERS
H206 FILE SCI FOLDERS
H207 REVIEW SCI FOLDERS
H208 LOG SCI FOLDERS
H209 ISSUE SECURITY BADGES
H212 ESCORT NON-ELIGIBLE PERSONNEL THROUGH SECURED SPACES
H216 SANITIZE WORK AREA FOR NON-SCI CLEARED INDIVIDUALS

CRYPTOLOGIC TECHNICIAN (ADMINISTRATIVE) SECOND CLASS (CTA2)

A. INFORMATION SYSTEMS (IS) OPERATIONS

A008 MONITOR COMPUTER EQUIPMENT SETUP
A009 MONITOR COMPUTER EQUIPMENT OPERATIONS

B. SECURITY

B019 EXECUTE EMERGENCY ACTION PLAN (EAP) DESTRUCTION PROCEDURES
B020 PREPARE SECURITY VIOLATION REPORTS
B024 ENFORCE PHYSICAL SECURITY PROGRAMS
B028 MONITOR SECURITY CHECKS OF ASSIGNED SPACES
B031 SUPERVISE SECURITY PROCEDURES
B032 DEVELOP PERSONNEL SECURITY PROCEDURES
B037 RECORD THREATS TO SECURITY
B038 RECORD COMPROMISES
B039 RECORD SECURITY VIOLATIONS AND BREACHES
B046 UPDATE RECORDS OF PERSONAL FOREIGN TRAVEL
B057 ENFORCE INFORMATION SECURITY (INFOSEC) POLICIES
B060 MONITOR IS VIRUS COUNTERMEASURES

C. INFORMATION OPERATIONS/INFORMATION WARFARE

C068 REQUEST COPIES OF CRYPTOLOGIC PUBLICATIONS FROM ORIGINATORS

E. SOFTWARE APPLICATIONS

E086 DRAFT MESSAGES IN PROFORMA FORMATS

F. GENERAL ADMINISTRATION

F116 COORDINATE REVIEW OF INSTRUCTIONS AND NOTICES
F127 DRAFT PERSONNEL PERFORMANCE EVALUATIONS
F130 REVIEW PERSONNEL PERFORMANCE EVALUATIONS
F140 PRIORITIZE PREPARATION OF CORRESPONDENCE

H. SPECIAL SECURITY OFFICE (SSO)

H178 REVIEW SSBI PAPERWORK
H185 CONDUCT DEBRIEFS
H186 UPDATE REINVESTIGATION SUBMISSION TICKLERS
H193 ASSIST PERSONNEL IN PREPARING FOREIGN BORN SPOUSE STATEMENTS
H195 PREPARE INADVERTENT DISCLOSURE OATHS
H196 MANAGE COMMAND SCI BILLET ACCESS PROGRAMS
H200 PREPARE SECURITY ACCESS ELIGIBILITY REPORTS (SAER)
H203 UPDATE SCI FOLDERS
H210 TAKE PHOTOGRAPHS FOR BADGES AND COURIER CARDS
H211 LAMINATE SECURITY BADGES AND COURIER CARDS
H214 REVIEW LIST OF PERSONNEL AWAITING CLEARANCES
H217 INITIATE SCI ACCESS INVESTIGATIONS

CRYPTOLOGIC TECHNICIAN (ADMINISTRATIVE) FIRST CLASS (CTA1)

A. INFORMATION SYSTEMS (IS) OPERATIONS

A010 FORECAST IS REQUIREMENTS
A011 MONITOR COMMAND IS FILE MANAGEMENT PROCEDURES

B. SECURITY

B022 DEVELOP EMERGENCY ACTION PLAN (EAP)
B023 CONDUCT EAP DRILLS
B025 EVALUATE EAP
B026 DEVELOP SCIF ACCREDITATION PACKAGE
B027 MONITOR EMERGENCY DESTRUCTION PROCEDURES FOR GENSER/SCI MATERIALS
B029 MONITOR CLASSIFIED MATERIAL CONTROL PROGRAMS
B030 SUPERVISE NETWORK ACCESS
B033 FORMULATE AND COORDINATE SECURITY EDUCATION PROGRAMS
B040 INVESTIGATE THREATS TO SECURITY
B041 INVESTIGATE COMPROMISES
B042 INVESTIGATE SECURITY VIOLATIONS
B043 ADMINISTER CLASSIFICATION, DECLASSIFICATION, AND DOWNGRADE OF CLASSIFIED INFORMATION
B061 IMPLEMENT INFOSEC AWARENESS PROGRAMS
B219 CONDUCT SCIF ACCREDITATION

F. GENERAL ADMINISTRATION

F100 DRAFT POINT PAPERS
F108 DRAFT AWARD RECOMMENDATIONS
F109 REVIEW AWARD RECOMMENDATIONS
F111 DRAFT INSTRUCTIONS AND NOTICES
F119 DRAFT BRIEFINGS
F120 REVIEW BRIEFINGS
F122 CONDUCT BRIEFINGS
F123 UPDATE BRIEFINGS
F134 COORDINATE PREPARATION OF COMMAND PERFORMANCE EVALUATIONS
F135 MONITOR COMMAND PERSONNEL PERFORMANCE EVALUATIONS AND COUNSELING SYSTEMS
F136 COORDINATE PREPARATION OF COMMAND FITNESS REPORTS
F138 UPDATE DIRECTIVES
F141 ORDER DIRECTIVES
F164 VERIFY ENLISTED DISTRIBUTION VERIFICATION REPORTS (EDVR)
F220 DRAFT DIRECTIVES

H. SPECIAL SECURITY OFFICE (SSO)

H187 CONDUCT DEFENSIVE SECURITY BRIEFINGS
H194 DRAFT PERSONNEL UNDER WAIVER REPORTS
H197 PREPARE QUARTERLY SECURITY READING FOLDERS
H198 ASSIST PERSONNEL WITH ACCESS INELIGIBILITY APPEAL PROCEDURES
H199 MANAGE ACCESS CONTROL PROGRAMS
H201 CONDUCT PRELIMINARY PERSONNEL SECURITY INTERVIEWS
H202 MANAGE COMPARTMENTED BILLET REQUIREMENTS AND AUTHORIZATIONS
H213 INITIATE PAPERWORK TO REVOKE CLEARANCES
H221 PREPARE COMPELLING NEED STATEMENTS

CHIEF CRYPTOLOGIC TECHNICIAN (ADMINISTRATIVE) (CTAC)

B. SECURITY
B222 ENFORCE PHYSICAL SECURITY PROGRAMS

F. GENERAL ADMINISTRATION
F104 RELEASE MESSAGES
F148 PREPARE BUDGET SUBMISSIONS
F162 VERIFY ACTIVITY MANNING DOCUMENTS (AMD)
F163 UPDATE AMD
F165 UPDATE EDVR

SENIOR CHIEF CRYPTOLOGIC TECHNICIAN (ADMINISTRATIVE) (CTACS)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

MASTER CHIEF CRYPTOLOGIC TECHNICIAN (ADMINISTRATIVE) (CTACM)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

CRYPTOLOGIC TECHNICIAN (INTERPRETIVE) (CTI)

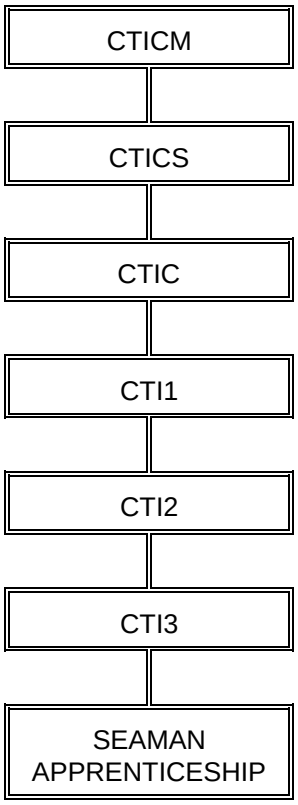
SCOPE OF RATING

Cryptologic Technicians (Interpretive) (CTI) translate, interpret, and transcribe foreign languages; operate sophisticated computer-assisted information systems; prepare technical reports and statistical studies requiring foreign language skills; and provide language-related analysis and guidance to the fleet (air, surface, and subsurface) in support of national security requirements.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 20.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in BUPERSINST 1131.1 series.

SPECIAL PHYSICAL REQUIREMENTS

Normal hearing. Refer to Chapter 15 of the Manual of the Medical Department, U.S. Navy for details on hearing requirements.

CITIZENSHIP/SECURITY REQUIREMENTS

Must be a U.S. citizen; must be eligible for access to special intelligence information.

PERFORMANCE TESTS

Refer to performance test instructions, contained herein, under Appendix D of this manual.

SAFETY

The observance of proper safety precautions in all areas is an integral part of each billet and the responsibility of every Navy man and woman; safety is a universal requirement for all ratings.

CRYPTOLOGIC TECHNICIAN (INTERPRETIVE) (CTI) FUNCTIONAL AREAS

A. AUTOMATED INFORMATION SYSTEMS (IS) OPERATIONS

B. SECURITY

C. CRYPTOLOGIC OPERATIONS

D. MANAGEMENT AND SUPERVISION

E. TECHNICAL ADMINISTRATION

F. TRAINING

CRYPTOLOGIC TECHNICIAN (INTERPRETIVE) THIRD CLASS (CTI3)

A. INFORMATION SYSTEMS (IS) OPERATIONS

A001 IDENTIFY COMPUTER SYSTEMS HARDWARE COMPONENTS
A002 MANIPULATE COMPUTER PERIPHERAL EQUIPMENT
A003 PERFORM COMPUTER OPERATING SYSTEMS MANIPULATIONS
A004 PERFORM FILE MAINTENANCE PROCEDURES
A005 MANIPULATE WORD PROCESSING SOFTWARE
A006 PERFORM DATABASE MANAGEMENT FUNCTIONS
A007 PERFORM ELECTRONIC COMMUNICATIONS FUNCTIONS
A008 PERFORM COMPUTER SYSTEMS OPERATIONS IN AN INTEGRATED SOFTWARE ENVIRONMENT
A009 COMPLY WITH COMPUTER SYSTEMS FUNCTIONS OF LOCAL AREA NETWORK (LAN)
A010 COMPLY WITH COMPUTER SYSTEMS FUNCTIONS OF WIDE AREA NETWORK (WAN)

B. SECURITY

B011 MARK AND HANDLE CLASSIFIED MATERIAL IN ACCORDANCE WITH INFORMATION, SECURITY, AND PROGRAM REQUIREMENTS
B012 MARK AND HANDLE CLASSIFIED MATERIAL WITH SENSITIVE COMPARTMENTED INFORMATION (SCI) CATEGORIES
B013 PERFORM EMERGENCY DESTRUCTION PROCEDURES FOR CLASSIFIED/SCI MATERIAL
B014 PERFORM ROUTINE DESTRUCTION OF CLASSIFIED/SCI MATERIAL
B015 PERFORM WORK STATIONS AND EQUIPMENT SECURITY CHECKS
B016 COMPLY WITH AUTOMATED INFORMATION SYSTEMS (AIS) SECURITY REQUIREMENTS
B017 COMPLY WITH CRYPTOLOGIC AND NATIONAL SECURITY REQUIREMENTS
B018 COMPLY WITH INFORMATION SECURITY (INFOSEC) REQUIREMENTS
B019 COMPLY WITH OPERATIONAL SECURITY (OPSEC) REQUIREMENTS
B020 COMPLY WITH NATIONAL PHYSICAL SECURITY REQUIREMENTS

C. CRYPTOLOGIC OPERATIONS

C021 PLOT LINES OF BEARING AND DETERMINE FIX
C022 UPDATE PLOTTING CHARTS AND MAPS
C023 CALCULATE TIME ZONE CONVERSIONS
C024 PERFORM MANUAL SIGNALS SEARCH AND ACQUISITION
C025 PERFORM AUTOMATED SIGNALS SEARCH AND ACQUISITION
C026 PERFORM INITIAL SIGNAL ANALYSIS AND IDENTIFICATION
C027 PROCESS ACQUIRED SIGNALS
C028 IDENTIFY AND TIP-OFF ESSENTIAL ELEMENTS OF INFORMATION (EEI)
C029 IDENTIFY MEACONING, INTERFERENCE, JAMMING, AND INTRUSION (MIJI)
C030 RECOGNIZE AND REPORT CRITIC CRITERIA
C031 TRANSLATE FOREIGN LANGUAGES TO ENGLISH
C032 TRANSCRIBE FOREIGN LANGUAGES
C033 PERFORM PRELIMINARY ANALYSIS OF FOREIGN LANGUAGE TARGET MATERIALS
C034 PERFORM PRELIMINARY ANALYSIS OF TARGET OPERATIONS CONDUCTED IN A FOREIGN LANGUAGE
C053 PREPARE MESSAGES FOR TRANSMISSION IN SPECIAL INTELLIGENCE (SI) FORMAT
C068 PERFORM INITIAL KLIEGLIGHT (KL) PROCESSING

E. TECHNICAL ADMINISTRATION

E059 REFERENCE UNITED STATES SIGNALS INTELLIGENCE DIRECTIVES (USSID)
E060 PERFORM CRYPTOLOGIC ADMINISTRATIVE FUNCTIONS

CRYPTOLOGIC TECHNICIAN (INTERPRETIVE) SECOND CLASS (CTI2)

C. CRYPTOLOGIC OPERATIONS

C035 PERFORM ANALYSIS OF FOREIGN LANGUAGE TARGET MATERIALS
C036 PERFORM ANALYSIS OF TARGET OPERATIONS CONDUCTED IN FOREIGN LANGUAGES
C037 UPDATE TECHNICAL DATABASES
C038 SELECT COMMUNICATION SYSTEMS FOR SI AND GENERAL SERVICE (GENSER) REPORTING
C039 USE ADVISORY REPORTS TO ADJUST DIRECT SUPPORT OPERATIONS
C040 MONITOR EFFECTS OF ENVIRONMENTAL AND ATMOSPHERIC CONDITIONS ON COLLECTION OPERATIONS
C041 IMPLEMENT CRITIC REPORTING PROCEDURES
C042 DIAGRAM COMMUNICATION NETS
C054 VALIDATE FOREIGN LANGUAGE TRANSLATIONS AND TRANSCRIPTS

E. TECHNICAL ADMINISTRATION

E061 PREPARE CRYPTOLOGIC TECHNICAL REPORTS
E062 PROVIDE INPUTS FOR INTELLIGENCE REPORTS
E063 USE TASKING MESSAGES TO ADJUST COLLECTIONS

CRYPTOLOGIC TECHNICIAN (INTERPRETIVE) FIRST CLASS (CTI1)

C. CRYPTOLOGIC OPERATIONS

C043 COMPLY WITH ALERT CONDITIONS (LERTCONS)
C044 PERFORM ADVANCED ANALYSIS OF FOREIGN LANGUAGE MATERIALS
C045 COORDINATE INPUT FOR INTELLIGENCE REPORTING
C046 PREPARE ANALYTICAL SUPPORT DOCUMENTS
C047 PREPARE SIGNAL INTELLIGENCE (SIGINT) PRODUCTS
C048 DESIGN COVERAGE PLANS
C049 DRAFT CRYPTOLOGIC ACTIVITY SUMMARY REPORTS

D. MANAGEMENT AND SUPERVISION

D055 SUPERVISE SECURITY AND EMERGENCY DESTRUCTION PROCEDURES
D056 SUPERVISE CRYPTOLOGIC FLEET SUPPORT OPERATIONS
D057 SUPERVISE NATIONALLY TASKED CRYPTOLOGIC OPERATIONS
D058 SUPERVISE JOINT CRYPTOLOGIC OPERATIONS

F. TRAINING

F064 INSTRUCT IN THE USE OF GLOBAL FOREIGN LANGUAGES, STRUCTURES, AND VOCABULARIES
F065 INSTRUCT IN THE USE OF OPERATIONAL FOREIGN LANGUAGES

CHIEF CRYPTOLOGIC TECHNICIAN (INTERPRETIVE) (CTIC)

C. CRYPTOLOGIC OPERATIONS
C050 DIRECT CRYPTOLOGIC LANGUAGE OPERATIONS
C051 DIRECT FOREIGN LANGUAGE PROCESSING
C052 DIRECT FOREIGN LANGUAGE ANALYSES AND REPORTING

F. TRAINING
F066 COORDINATE OPERATIONAL FOREIGN LANGUAGE TRAINING
F067 COORDINATE GLOBAL FOREIGN LANGUAGE TRAINING

SENIOR CHIEF CRYPTOLOGIC TECHNICIAN (INTERPRETIVE) (CTICS)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

MASTER CHIEF CRYPTOLOGIC TECHNICIAN (INTERPRETIVE) CTICM)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

CRYPTOLOGIC TECHNICIAN (MAINTENANCE) (CTM)

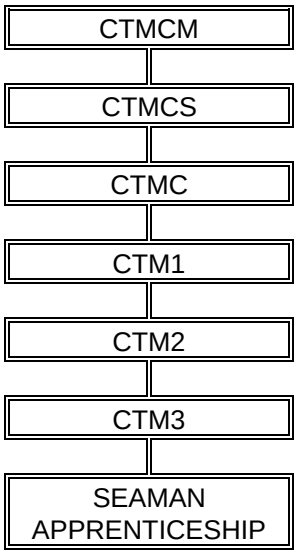
SCOPE OF RATING

Cryptologic Technicians (Maintenance) (CTM) perform maintenance on electrical and electronic equipment used for communications, distortion analysis, tracking, recognition, and identification; troubleshoot, adjust, repair or replace electrical, and electronic equipment, subassemblies, and components; test, troubleshoot, and repair digital interfaces and data systems; prepare reports; and perform inspections and inventories of assigned equipment.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 20.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in BUPERSINST 1131.1 series.

SPECIAL PHYSICAL REQUIREMENTS

Normal color perception; normal hearing. Refer to Chapter 15 of the Manual of the Medical Department, U.S. Navy for details on color perception and hearing requirements.

CITIZENSHIP/SECURITY REQUIREMENTS

Must be a U.S. citizen; must be eligible for access to special intelligence information.

PERFORMANCE TEST

None.

SAFETY

The observance of proper safety precautions in all areas is an integral part of each billet and the responsibility of every Navy man and woman; safety is a universal requirement for all ratings.

CRYPTOLOGIC TECHNICIAN MAINTENANCE (CTM) FUNCTIONAL AREAS

A. INFORMATION SYSTEMS (IS) SUPPORT

B. SECURITY

C. COMMUNICATIONS

D. GENERAL INSTALLATION

E. CRYPTOLOGIC ELECTRONIC MAINTENANCE

F. GENERAL MAINTENANCE

G. TEST EQUIPMENT

H. CRYPTOLOGIC MAINTENANCE ADMINISTRATION

I. LOGISTICS

J. SAFETY

K. CRYPTOLOGIC MAINTENANCE MANAGEMENT

L. NETWORK MAINTENANCE

M. INFORMATION ASSURANCE

CRYPTOLOGIC TECHNICIAN (MAINTENANCE) THIRD CLASS (CTM3)

A. INFORMATION SYSTEMS (IS) SUPPORT

A001 ASSEMBLE COMPUTER SYSTEMS
A002 CONFIGURE COMPUTER SYSTEMS AND COMPONENTS
A003 PERFORM PREVENTIVE MAINTENANCE ON COMPUTER SYSTEMS AND COMPONENTS
A004 TROUBLESHOOT COMPUTER SYSTEMS AND COMPONENTS
A005 REPAIR COMPUTER SYSTEMS AND COMPONENTS
A006 REPLACE COMPUTER SYSTEMS AND COMPONENTS
A007 CONFIGURE COMPUTER SYSTEM INTERFACES
A008 TROUBLESHOOT COMPUTER SYSTEM INTERFACES
A009 PERFORM FILE MAINTENANCE PROCEDURES (DATA ARCHIVES)
A010 INSTALL COMPUTER OPERATING SYSTEM SOFTWARE
A011 CONFIGURE COMPUTER OPERATING SYSTEM SOFTWARE
A012 TROUBLESHOOT COMPUTER OPERATING SYSTEM SOFTWARE
A013 INSTALL COMPUTER APPLICATION SOFTWARE
A014 CONFIGURE COMPUTER APPLICATION SOFTWARE
A015 TROUBLESHOOT COMPUTER APPLICATION SOFTWARE
A017 INTERPRET COMPUTER DIAGNOSTIC SOFTWARE RESULTS
A018 WRITE COMPUTER PROGRAMS
A019 MODIFY COMPUTER PROGRAMS
A020 WRITE COMPUTER BATCH FILES
A021 MODIFY COMPUTER BATCH FILES
A022 WRITE COMPUTER SHELL SCRIPTS
A023 MODIFY COMPUTER SHELL SCRIPTS

B. SECURITY

B030 TROUBLESHOOT ACCESS CONTROL CARD READERS
B031 REPLACE ACCESS CONTROL CARD READERS
B032 TROUBLESHOOT ACCESS CONTROL KEYPADS
B033 REPLACE ACCESS CONTROL KEYPADS
B034 CLEAN BALANCED MAGNETIC SWITCHES (BMS)
B035 INSPECT BMS
B036 TEST BMS
B037 REPLACE BMS
B038 CLEAN CIPHER LOCKS
B039 INSPECT CIPHER LOCKS
B040 TEST CIPHER LOCKS
B041 LUBRICATE CIPHER LOCKS
B042 REPLACE CIPHER LOCKS
B043 CHANGE LOCKING DEVICES COMBINATIONS
B044 CLEAN INTRUSION ALARMS
B045 INSPECT INTRUSION ALARMS
B046 TEST INTRUSION ALARMS
B047 ADJUST INTRUSION ALARMS
B048 TROUBLESHOOT INTRUSION ALARMS
B049 REPLACE INTRUSION ALARMS
B050 CLEAN MOTION DETECTORS
B051 INSPECT MOTION DETECTORS
B052 TROUBLESHOOT MOTION DETECTORS
B053 REPLACE MOTION DETECTORS
B060 INSPECT VIDEO CAMERAS
B061 TEST VIDEO CAMERAS

B062 TROUBLESHOOT VIDEO CAMERAS
B063 REPLACE VIDEO CAMERAS
B064 MARK AND HANDLE CLASSIFIED MATERIAL USING SECURITY CLASS DESIGNATIONS
B065 MARK AND HANDLE CLASSIFIED MATERIAL WITH SENSITIVE COMPARTMENTED INFORMATION (SCI) CATEGORIES
B066 PERFORM ROUTINE DESTRUCTION OF CLASSIFIED/SCI MATERIAL
B067 PERFORM EMERGENCY DESTRUCTION OF CLASSIFIED/SCI MATERIAL
B068 PERFORM DAILY SECURITY CHECKS OF WORK STATIONS
B069 PERFORM SECURITY CHECKS OF EQUIPMENT/MATERIAL PRIOR TO REMOVAL FROM CLASSIFIED SPACES
B071 LABEL IS MEDIA/HARDWARE WITH CLASSIFICATION MARKINGS
B072 RUN SECURITY CHECK SOFTWARE ON MAGNETIC MEDIA PRIOR TO REMOVAL FROM CLASSIFIED SPACES
B073 ACCOUNT FOR COMMUNICATION SECURITY (COMSEC) MATERIAL USING LOCAL HOLDER COMMUNICATIONS MATERIAL SECURITY (CMS) REGULATIONS
B074 PERFORM CLASSIFIED MATERIAL INVENTORIES
B084 REVIEW PHYSICAL SECURITY PROGRAMS
B410 INSPECT PHYSICAL SECURITY SYSTEMS
B411 TROUBLESHOOT PHYSICAL SECURITY SYSTEMS
B412 REPLACE COMPONENTS OF PHYSICAL SECURITY SYSTEMS

C. COMMUNICATIONS

C095 ESTABLISH COMMUNICATION CIRCUITS
C096 ALTROUTE COMMUNICATION CIRCUITS
C097 TROUBLESHOOT COMMUNICATION PATHS
C098 PREPARE MESSAGES FOR TRANSMISSION
C101 IDENTIFY MESSAGE PRECEDENCE

D. GENERAL INSTALLATION

D105 FABRICATE CABLES (FIBER OPTIC, COAXIAL, UTP, 10 BASE T, ETC)
D106 INSTALL CABLES
D107 INSPECT CABLES
D108 TEST CABLES
D110 INSTALL WIRING (MULTIPAIR SIGNAL WIRE, POWER, ETC)
D111 INSPECT WIRING
D112 TEST WIRING
D114 INSTALL RADIO FREQUENCY (RF) TRANSMISSION LINES
D115 INSPECT RF TRANSMISSION LINES
D116 TEST RF TRANSMISSION LINES
D118 INSTALL CRYPTOLOGIC CARRY-ON PROGRAM (CCOP) EQUIPMENT
D119 DE-INSTALL CCOP EQUIPMENT
D120 INSTALL CRYPTOLOGIC DIRECT SUPPORT EQUIPMENT (CDSE)
D121 DE-INSTALL CDSE
D122 INSTALL SHORE ELECTRONIC EQUIPMENT
D123 REMOVE SHORE ELECTRONIC EQUIPMENT
D124 INSTALL DIRECT SUPPORT ELECTRONIC EQUIPMENT
D125 REMOVE DIRECT SUPPORT ELECTRONIC EQUIPMENT
D126 INSTALL PHYSICAL SECURITY EQUIPMENT
D127 DE-INSTALL PHYSICAL SECURITY EQUIPMENT
D130 INSTALL NETWORK EQUIPMENT
D131 REMOVE NETWORK EQUIPMENT
D132 INSTALL NETWORK WORKSTATIONS AND PERIPHERALS
D136 COMPLETE MINOR SCOPE INSTALLATIONS

D137 COMPLETE MINOR SCOPE DOCUMENTATION
D141 PERFORM ACCEPTANCE TESTING

E. CRYPTOLOGIC ELECTRONIC MAINTENANCE

E030 TROUBLESHOOT ACCESS CONTROL CARD READERS
E031 REPLACE ACCESS CONTROL CARD READERS
E032 TROUBLESHOOT ACCESS CONTROL KEYPADS
E033 REPLACE ACCESS CONTROL KEYPADS
E034 CLEAN BALANCED MAGNETIC SWITCHES (BMS)
E035 INSPECT BMS
E036 TEST BMS
E037 REPLACE BMS
E038 CLEAN CIPHER LOCKS
E039 INSPECT CIPHER LOCKS
E040 TEST CIPHER LOCKS
E041 LUBRICATE CIPHER LOCKS
E042 REPLACE CIPHER LOCKS
E043 CHANGE LOCKING DEVICE COMBINATIONS
E044 CLEAN INTRUSION ALARMS
E045 INSPECT INTRUSION ALARMS
E046 TEST INTRUSION ALARMS
E047 ADJUST INTRUSION ALARMS
E048 TROUBLESHOOT INTRUSION ALARMS
E049 REPLACE INTRUSION ALARMS
E050 CLEAN MOTION DETECTORS
E051 INSPECT MOTION DETECTORS
E052 TROUBLESHOOT MOTION DETECTORS
E053 REPLACE MOTION DETECTORS
E059 CLEAN VIDEO CAMERAS
E060 INSPECT VIDEO CAMERAS
E061 TEST VIDEO CAMERAS
E062 TROUBLESHOOT VIDEO CAMERAS
E063 REPLACE VIDEO CAMERAS
E143 CLEAN AIR FILTERS
E144 INSPECT AIR FILTERS
E145 REPLACE AIR FILTERS
E147 INSPECT AMPLIFIERS
E148 TEST AMPLIFIERS
E149 ADJUST AMPLIFIERS
E150 TROUBLESHOOT AMPLIFIERS
E158 CLEAN ANTENNAS
E159 INSPECT ANTENNAS
E160 TEST ANTENNAS
E161 SET UP ANTENNAS
E162 WEATHER PROOF ANTENNA CONNECTIONS
E163 TROUBLESHOOT ANTENNAS
E165 CONFIGURE AUTOMATED/PROGRAMMABLE TELEPHONE SWITCHES
E166 TROUBLESHOOT AUTOMATED/PROGRAMMABLE TELEPHONE SWITCHES
E167 REPLACE AUTOMATED/PROGRAMMABLE TELEPHONE SWITCHES
E175 INSPECT PRINTED CIRCUIT BOARDS
E176 TEST PRINTED CIRCUIT BOARDS
E177 REPAIR PRINTED CIRCUIT BOARDS
E195 CLEAN CRYPTOLOGIC DEVICES
E196 INSPECT CRYPTOLOGIC DEVICES

E197 TEST CRYPTOLOGIC DEVICES
E198 TROUBLESHOOT CRYPTOLOGIC DEVICES
E199 REPLACE CRYPTOLOGIC DEVICES
E208 TEST DEMODULATORS
E210 TROUBLESHOOT DEMODULATORS
E211 REPLACE DEMODULATORS
E212 TEST DEMULTIPLEXERS
E214 TROUBLESHOOT DEMULTIPLEXERS
E215 REPLACE DEMULTIPLEXERS
E220 CLEAN DIGITAL TAPE DRIVES
E221 INSPECT DIGITAL TAPE DRIVES
E222 TEST DIGITAL TAPE DRIVES
E223 TROUBLESHOOT DIGITAL TAPE DRIVES
E224 REPLACE DIGITAL TAPE DRIVES AND COMPONENTS
E244 TEST EARPHONES/HEADSETS
E245 REPAIR EARPHONES/HEADSETS
E246 CLEAN ELECTRONIC CHASSIS (VME, VX1, ETC)
E247 INSPECT ELECTRONIC CHASSIS (VME, VX1, ETC)
E248 CLEAN ELECTRONIC EQUIPMENT CABINETS
E249 INSPECT ELECTRONIC EQUIPMENT CABINETS
E250 CLEAN ELECTRONIC EQUIPMENT COOLING FANS
E251 INSPECT ELECTRONIC EQUIPMENT COOLING FANS
E252 REPLACE ELECTRONIC EQUIPMENT COOLING FANS
E253 INSPECT ELECTROSTATIC DISCHARGE (ESD) PROTECTION DEVICES
E261 TEST FREQUENCY STANDARDS
E290 CLEAN MAGNETIC TAPE RECORDERS
E291 INSPECT MAGNETIC TAPE RECORDERS
E292 TEST MAGNETIC TAPE RECORDERS
E293 ALIGN MAGNETIC TAPE RECORDERS
E294 DEGAUSS MAGNETIC TAPE RECORDERS
E295 TROUBLESHOOT MAGNETIC TAPE RECORDERS
E296 REPLACE MAGNETIC TAPE RECORDERS AND COMPONENTS
E302 TROUBLESHOOT MASTER CLOCKS
E303 REPLACE MASTER CLOCKS
E307 CONFIGURE MODEMS
E308 TROUBLESHOOT MODEMS (COMPUTER, NETWORK, COMMUNICATIONS)
E309 REPLACE MODEMS (COMPUTER, NETWORK, COMMUNICATIONS)
E315 TEST MULTICOUPLERS
E317 TROUBLESHOOT MULTICOUPLERS
E326 INSPECT PATCH PANELS
E327 TROUBLESHOOT PATCH PANELS
E328 REPAIR PATCH PANELS
E329 CLEAN POWER SUPPLIES
E330 INSPECT POWER SUPPLIES
E331 TEST POWER SUPPLIES
E332 ADJUST POWER SUPPLIES
E333 TROUBLESHOOT POWER SUPPLIES
E334 REPLACE POWER SUPPLIES AND COMPONENTS
E335 CLEAN PRINTERS
E336 INSPECT PRINTERS
E337 TEST PRINTERS
E338 LUBRICATE PRINTERS
E339 TROUBLESHOOT PRINTERS
E340 REPLACE PRINTERS AND COMPONENTS
E352 CLEAN RECEIVERS

E353 INSPECT RECEIVERS
E354 TEST RECEIVERS
E355 ALIGN RECEIVERS
E356 TROUBLESHOOT RECEIVERS
E357 REPLACE RECEIVERS
E374 TEST TRANSCEIVERS
E375 REPLACE TRANSCEIVERS
E399 TROUBLESHOOT CCOP SYSTEMS
E400 REPLACE COMPONENTS OF CCOP SYSTEMS
E402 TROUBLESHOOT CDSE SYSTEMS
E403 REPLACE COMPONENTS OF CDSE SYSTEMS
E407 INSPECT COLLECTION SYSTEMS
E408 TROUBLESHOOT COLLECTION SYSTEMS
E409 REPLACE COMPONENTS OF COLLECTION SYSTEMS
E414 TROUBLESHOOT SPECIAL PROJECTS SYSTEMS
E415 REPLACE COMPONENTS OF SPECIAL PROJECTS SYSTEMS
E418 RECONFIGURE EQUIPMENT TO MAINTAIN MISSION COVERAGE

F. GENERAL MAINTENANCE
F388 TEST UNINTERRUPTABLE POWER SUPPLIES
F430 INSPECT BATTERIES
F431 TEST BATTERIES
F432 REPLACE BATTERIES
F464 CLEAN PAPER SHREDDERS
F465 INSPECT PAPER SHREDDERS
F466 LUBRICATE PAPER SHREDDERS
F483 TEST UTILITY POWER DISTRIBUTION SYSTEMS
F487 LABEL POWER DISTRIBUTION SYSTEM COMPONENTS
F488 INSPECT POWER DISTRIBUTION SYSTEM LABELING

G. TEST EQUIPMENT
G489 PERFORM TEST EQUIPMENT FUNCTIONAL CHECKS
G492 VERIFY CALIBRATION OF TEST EQUIPMENT

H. CRYPTOLOGIC MAINTENANCE ADMINISTRATION
H504 GENERATE MAINTENANCE WATCH SUPERVISOR (MWS) LOGS
H505 REVIEW MWS LOGS
H506 INITIATE ELECTRONIC LOGS (E-LOGS) USING NAVAL SECURITY GROUP MAINTENANCE MANAGEMENT SYSTEM (NMMS)
H507 UPDATE E-LOGS
H508 COMPLETE E-LOGS
H509 REVIEW E-LOGS
H510 REVIEW SHOP LOGS
H511 RECORD PLANNED MAINTENANCE SYSTEMS (PMS) ACTIONS USING NMMS

I. LOGISTICS

I546 INVENTORY SPARES/CONSUMABLES
I547 PERFORM EQUIPMENT REPORTING AND REGISTRATION TRACKING SYSTEM (ERRTS) INVENTORIES
I550 USE INTERGRATED LOGISTIC SUPPORT PLAN (ILSP), INTERGRATED LOGISTIC SUPPORT SUMMARY (ILSS), AND USER LOGISTIC SUPPORT SUMMARY (ULSS) TO REQUEST TECHNICAL ASSISTANCE

J. SAFETY

J558 REVIEW HAZARDOUS MATERIAL (HAZMAT) USER'S GUIDE
J562 REVIEW MATERIAL SAFETY DATA SHEETS (MSDS)

L. NETWORK MAINTENANCE

L404 TEST GTS/GCS
L405 TROUBLESHOOT GTS/GCS
L406 REPLACE GTS/GCS COMPONENTS
L599 TEST COMMUNICATIONS MEDIA (T1, T3, ISDN, ATM, OC3, ETC)
L604 PERFORM REMOTE FILE MANIPULATIONS (DOWNLOAD, VIRTUAL TERMINAL, ETC)
L607 TROUBLESHOOT NETWORK SYSTEMS AND COMPONENTS
L608 REPLACE NETWORK SYSTEM COMPONENTS
L609 EVALUATE NETWORK SYSTEM PERFORMANCE
L610 INSTALL NETWORK SYSTEM SOFTWARE
L611 CONFIGURE NETWORK SYSTEM SOFTWARE
L612 TROUBLESHOOT NETWORK SYSTEM SOFTWARE
L614 TEST VIDEO TELECONFERENCING (VTC) LINKS
L615 TROUBLESHOOT VTC LINKS
L618 TEST NETWORK SYSTEMS AND COMPONENTS (BRIDGES/ROUTERS, HUBS, ETC)
L619 INSTALL INTEGRATED DIGITAL NETWORK EXCHANGE (IDNX)
L620 CONFIGURE IDNX
L621 ADJUST IDNX

M. INFORMATION ASSURANCE

M623 CONFIGURE FIREWALLS
M624 INSTALL FIREWALLS
M625 PERFORM INFORMATION SYSTEM (IS) VIRUS COUNTERMEASURES

CRYPTOLOGIC TECHNICIAN (MAINTENANCE) SECOND CLASS (CTM2)

A. INFORMATION SYSTEMS (IS) SUPPORT

A018 WRITE COMPUTER PROGRAMS
A019 MODIFY COMPUTER PROGRAMS
A020 WRITE COMPUTER BATCH FILES
A021 MODIFY COMPUTER BATCH FILES
A022 WRITE COMPUTER SHELL SCRIPTS
A023 MODIFY COMPUTER SHELL SCRIPTS

B. SECURITY

B081 PREPARE SECURITY VIOLATION REPORTS

D. GENERAL INSTALLATION

D134 UPDATE STATION DRAWINGS
D139 CREATE INSTALLATION TASK FILES
D140 UPDATE INSTALLATION TASK FILES

E. CRYPTOLOGIC ELECTRONIC MAINTENANCE

E164 REPLACE ANTENNAS
E172 CONFIGURE BRIDGES/ROUTERS
E174 REPLACE BRIDGES/ROUTERS
E416 INSTALL FIELD CHANGES

H. CRYPTOLOGIC MAINTENANCE ADMINISTRATION

H512 DRAFT PARTS SUPPORT REQUESTS
H513 DRAFT TECHNICAL ASSIST REQUESTS
H515 DRAFT MISSING, LOST, STOLEN, OR RECOVERED (MLSR) REPORTS
H516 DRAFT EQUIPMENT STATUS REPORT
H520 DRAFT NMMS REPORTS
H535 DRAFT LOCAL JOB QUALIFICATION REQUIREMENTS (JQR)
H536 UPDATE LOCAL JQR
H537 REVIEW LOCAL JQR

J. SAFETY

J559 CONDUCT HAZMAT INVENTORIES
J561 REVIEW HAZMAT INVENTORIES

K. CRYPTOLOGIC MAINTENANCE MANAGEMENT

K567 SCHEDULE EQUIPMENT MAINTENANCE DOWNTIME WITH LOCAL OPERATIONS PERSONNEL
K569 MANAGE INSTALLATION OF EQUIPMENT
K570 MANAGE REMOVAL OF EQUIPMENT
K577 IMPLEMENT ESD PROGRAMS
K578 INSPECT ESD WORKSTATIONS
K579 INSPECT ESD QUALIFICATIONS
K580 SPOT CHECK ESD PROCEDURES

L. NETWORK MAINTENANCE

L626 PERFORM NETWORK OPERATING SYSTEMS SECURITY FUNCTIONS

M. INFORMATION ASSURANCE

M627 ANALYZE IS SECURITY THREATS
M628 PERFORM IS SECURITY THREAT COUNTERMEASURES
M629 MONITOR IS SECURITY THREAT COUNTERMEASURES
M630 DETECT IS SECURITY THREATS

CRYPTOLOGIC TECHNICIAN (MAINTENANCE) FIRST CLASS (CTM1)

B. SECURITY
B075 PREPARE CLASSIFIED MATERIAL DESTRUCTION REPORTS
B078 DEVELOP EMERGENCY ACTION PLAN (EAP)
B087 REVIEW OPSEC PROGRAMS
B092 DRAFT SENSITIVE COMPARTMENT INFORMATION FACILITY (SCIF) ACCREDITATION PACKAGES
B093 REVIEW SCIF ACCREDITATION PACKAGES
B094 UPDATE SCIF ACCREDITATION PACKAGES

C. COMMUNICATIONS
C099 DOWNLOAD MESSAGE TRAFFIC
C631 REVIEW MESSAGE PRECEDENCE

D. GENERAL INSTALLATION
D138 REVIEW TETON INSTALLATION PLANNING DOCUMENTS (TIPD)
D142 DOCUMENT ACCEPTANCE TESTING

F. GENERAL MAINTENANCE
F477 TEST CRITICIAL POWER DISTRIBUTION SYSTEMS

G. TEST EQUIPMENT
G495 IDENTIFY OBSOLETE TEST EQUIPMENT
G496 REPLACE OBSOLETE TEST EQUIPMENT
G497 ADMINISTER METEOROLOGICAL CALIBRATION (METCAL) PROGRAM REQUIREMENTS

H. CRYPTOLOGIC MAINTENANCE ADMINISTRATION
H532 DRAFT STANDARD OPERATING PROCEDURES (SOP)
H533 UPDATE SOP
H534 REVIEW SOP
H538 CREATE NAVAL SECURITY GROUP (NAVSECGRU) TRAINING RECORDS
H539 REVIEW NAVSECGRU TRAINING RECORDS
H540 UPDATE NAVSECGRU TRAINING RECORDS
H541 DRAFT TRAINING REPORTS

K. CRYPTOLOGIC MAINTENANCE MANAGEMENT
K581 COORDINATE CDSE INSTALLATION SUPPORT
K582 COORDINATE CDSE REMOVAL

M. INFORMATION ASSURANCE
M024 DRAFT INFORMATION SYSTEMS (IS) ACCREDITATION PACKAGES
M026 UPDATE (IS) ACCREDITATION PACKAGES

CHIEF CRYPTOLOGIC TECHNICIAN (MAINTENANCE) (CTMC)

B. SECURITY
B076 REVIEW CLASSIFIED MATERIAL DESTRUCTION REPORTS
B077 VERIFY CLASSIFIED MATERIAL DESTRUCTION REPORTS
B082 REVIEW SECURITY VIOLATION REPORTS
B083 IMPLEMENT PHYSICAL SECURITY PROGRAMS
B084 REVIEW PHYSICAL SECURITY PROGRAMS
B085 MONITOR PHYSICAL SECURITY PROGRAMS
B088 MONITOR OPERATIONAL SECURITY (OPSEC) PROGRAMS

D. GENERAL INSTALLATION
D135 PERFORM SITE SURVEYS

G. TEST EQUIPMENT
G499 REVIEW CALIBRATION LAB ACCREDITATION DOCUMENTATION

H. CRYPTOLOGIC MAINTENANCE ADMINISTRATION
H521 REVIEW NMMS REPORTS
H522 REVIEW POSITION EQUIPMENT INDICATOR (POEI) LISTINGS
H523 UPDATE POEI LISTINGS
H542 DRAFT INTERSERVICE SUPPORT AGREEMENTS (ISSA)

J. SAFETY
J564 INSPECT HAZMAT STORAGE AREAS

K. CRYPTOLOGIC MAINTENANCE MANAGEMENT
K568 MANAGE MAINTENANCE OF ELECTRONIC SYSTEMS
K575 CONDUCT SYSTEMS OPERATIONAL EVALUATIONS
K591 REVIEW OPERATIONS ORDERS (OPORDS) IN SUPPORT OF CDSE SYSTEMS
K593 REVIEW OPERATIONS PLANS (OPLANS) IN SUPPORT OF CDSE SYSTEMS
K596 COORDINATE MISSION REQUIREMENTS WITH EXTERNAL COMMANDS
K632 MANAGE INSTALLATION OF EQUIPMENT
K633 MANAGE REMOVAL OF EQUIPMENT

L. NETWORK MAINTENANCE
L605 PLAN NETWORK SYSTEMS INTEGRATION

M. INFORMATION ASSURANCE
M634 MANAGE INFORMATION OPERATION (IO) / INFORMATION WARFARE (IW) OPERATIONS
M025 REVIEW (IS) ACCREDITATION PACKAGES

SENIOR CHIEF CRYPTOLOGIC TECHNICIAN (MAINTENANCE) (CTMCS)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

MASTER CHIEF CRYPTOLOGIC TECHNICIAN (MAINTENANCE) (CTMCM)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

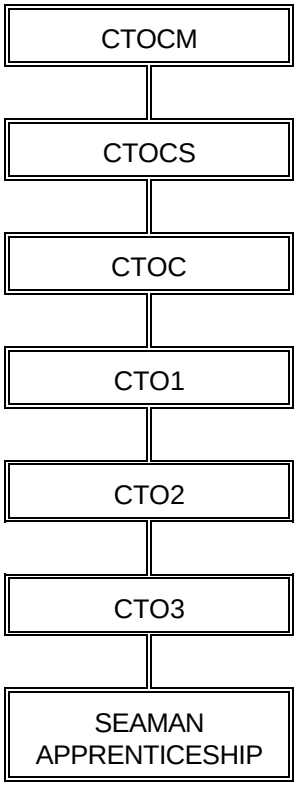
CRYPTOLOGIC TECHNICIAN (COMMUNICATIONS) (CTO)

SCOPE OF RATING

Cryptologic Technicians (Communications) (CTO) transmit, receive, and process all forms of communications associated with automated telecommunications systems and equipment in various worldwide networks; process messages using teletypewriter equipment or computer terminals; control and operate computerized communications systems and associated equipment, including mainframe systems, satellite systems, terminals, patch panels, modems, multiplexers, and communications security devices; and use test equipment and state-of-the-art signal analysis equipment.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 20.

GENERAL INFORMATION
CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in BUPERSINST 1131.1 series.

SPECIAL PHYSICAL REQUIREMENTS
Normal hearing. Refer to Chapter 15 of the Manual of the Medical Department, U.S. Navy for details on hearing requirements.

CITIZENSHIP/SECURITY REQUIREMENTS
Must be a U.S. citizen; must be eligible for access to special intelligence information.

PERFORMANCE TEST
Refer to performance test instructions contained herein under Appendix D of this manual.

SAFETY
The observance of proper safety precautions in all areas is an integral part of each billet and the responsibility of every Navy man and woman; safety is a universal requirement for all ratings.

CRYPTOLOGIC TECHNICIAN (COMMUNICATIONS) FUNCTIONAL AREAS

A. INFORMATION SYSTEMS (IS) OPERATIONS

B. SECURITY

C. COMMUNICATIONS

E. TECHNICAL ADMINISTRATION

G. NETWORK OPERATIONS

CRYPTOLOGIC TECHNICIAN (COMMUNICATIONS) THIRD CLASS (CTO3)

A. INFORMATION SYSTEMS (IS) OPERATIONS

A001 START COMPUTER SYSTEMS
A002 SECURE COMPUTER SYSTEMS
A003 REBOOT COMPUTER SYSTEMS
A004 BACKUP COMPUTER SYSTEMS
A005 PREPARE COMPUTER SYSTEMS FOR MOVEMENT
A006 PERFORM EMERGENCY POWER PROCEDURES DOWN ON COMMUNICATIONS AND INFORMATION SYSTEMS (IS) EQUIPMENT
A008 CONFIGURE MODEMS
A009 CONFIGURE COMPUTER SOFTWARE
A010 CONVERT DATA FILES
A011 PROCESS DATA FILES
A012 TRANSFER DATA FILES
A014 USE WORD PROCESSING SOFTWARE
A015 USE RELATIONAL DATABASE MANAGEMENT SYSTEMS
A016 PERFORM COMPUTER SYSTEMS OPERATION IN AN INTEGRATED SOFTWARE ENVIRONMENT
A017 USE CORRECT LOG-IN/LOG-OUT PROCEDURES
A020 USE GENERAL PURPOSE ELECTRONIC TEST EQUIPMENT (GPETE) TO CONDUCT OPERATIONAL CHECKS
A021 OPERATE BUILT-IN TEST EQUIPMENT (BITE)
A022 DE-ENERGIZE ELECTRICAL CIRCUITS
A024 CONVERT NUMBERING SYSTEMS (BINARY, DECIMAL, HEXADECIMAL, AND OCTAL)
A025 PERFORM OPERATIONAL RECOVERY OF COMPUTER SYSTEMS
A026 INSPECT COMPUTER SYSTEM COMPONENTS
A027 QUERY SYSTEM STATUS
A028 MONITOR STATUS OF APPLICATION AND SYSTEM PROGRAMS
A029 SCREEN LOGS
A031 DOCUMENT SYSTEM OPERATING ERRORS
A032 RESET TAPE DRIVES OR TAPE CONTROLLERS
A038 LOAD MEDIA INTO STORAGE DEVICES
A039 UNLOAD MEDIA FROM STORAGE DEVICES
A040 INITIALIZE STORAGE MEDIA
A041 FORMAT STORAGE MEDIA
A045 PACKAGE MEDIA FOR SHIPMENT
A046 SET COMPUTER TIME CLOCKS AND DATE CALENDARS
A047 SET UP AND INSTALL PERIPHERAL DEVICES
A054 RESET PRINTERS
A056 INVENTORY IS MATERIAL
A057 DESTROY IS MATERIAL
A060 LOG IS REQUESTS
A061 SAFEGUARD IS CLASSIFIED MATERIAL

B. SECURITY

B071 MARK AND HANDLE GENERAL SERVICE (GENSER)/SENSITIVE COMPARTMENTED INFORMATION (SCI) EQUIPMENT AND MATERIAL
B072 ISSUE CLASSIFICATION MARKINGS
B074 CONDUCT COMPUTER DISK, HARD DRIVE AND NETWORK SECURITY SCANS
B075 INVENTORY GENSER/SCI MATERIAL
B077 DESTROY GENSER/SCI MATERIAL (ROUTINE)
B079 DESTROY GENSER/SCI MATERIAL (EMERGENCY)

B080 DOCUMENT DESTRUCTION OF GENSER/SCI MATERIAL
B081 VERIFY DESTRUCTION OF GENSER/SCI MATERIAL
B082 CONTROL ACCESS TO RESTRICTED AREAS
B083 PREPARE SECURITY PROCEDURE CHECKLISTS
B084 MAINTAIN PHYSICAL SECURITY
B085 CONDUCT WORK STATION AND EQUIPMENT SECURITY CHECKS
B086 SANITIZE SITE AND EQUIPMENT
B087 CONDUCT VIRUS SCANS (COMPUTER DISKS, HARD DRIVES AND NETWORKS)
B093 VERIFY MESSAGE RECIPIENT'S IDENTIFICATION AND SECURITY CLEARANCES
B096 PERFORM TWO PERSON INTEGRITY (TPI)
B097 RECEIPT FOR CLASSIFIED/COMMUNICATIONS MATERIAL SYSTEM (CMS) MATERIAL
B098 INVENTORY CMS MATERIAL
B099 TRANSFER CMS MATERIAL
B100 SAFEGUARD CMS MATERIAL
B103 SUBMIT CMS REPORTS TO CMS CUSTODIAN
B104 STORE MATERIAL IN SAFES
B105 CHANGE COMBINATION LOCKING DEVICES
B106 CHANGE COMBINATIONS
B108 LOAD KEYMAT
B109 SEAL KEYMAT
B110 UPDATE KEY
B112 DESTROY KEYMAT
B115 INVENTORY SECURED TELEPHONE EQUIPMENT (STE)
B117 ZEROIZE STE
B118 OPERATE STE
B120 REVIEW EMERGENCY ACTION PLANS (EAP)
B122 CONDUCT EMERGENCY DESTRUCTION DRILLS

C. COMMUNICATIONS

C130 ESTABLISH SECURE VOICE COMMUNICATIONS
C131 CONDUCT VOICE NETWORK COMMUNICATIONS
C133 TRANSMIT/RECEIVE CRYPTOGRAPHIC KEYING MATERIAL VIA OVER THE AIR TRANSFERS (OTAT)/OVER THE AIR REKEYS (OTAR)
C134 UPDATE COMMUNICATIONS GUARD LISTS
C135 VERIFY COMMUNICATIONS GUARD LISTS
C137 PROCESS CRITIC MESSAGES
C138 PROCESS SERVICE MESSAGES
C139 PROCESS TACTICAL MESSAGES
C140 PROCESS ORGANIZATIONAL MESSAGES
C141 PROCESS TOP SECRET (TS), SPECIAL CATEGORY (SPECAT) AND SPECIAL HANDLING MESSAGES
C142 DRAFT COMMUNICATIONS RELATED MESSAGES
C143 TRANSMIT MESSAGES
C149 RECEIVE MESSAGES
C150 LOG MESSAGES
C151 ROUTE MESSAGES
C152 REVIEW ROUTED MESSAGES
C154 VERIFY MESSAGE CORRECTNESS
C155 CORRECT MESSAGE FORMATS
C156 CORRECT TRANSMISSION ERRORS
C157 VERIFY FEEDBACK MESSAGE COPIES
C163 ESTABLISH DATA COMMUNICATIONS WITH REMOTE COMPUTER TERMINALS
C164 USE DISTRIBUTION/PATCHING SYSTEMS FOR LOCAL EQUIPMENT AND CIRCUITRY TO REMOTE STATIONS AND TERMINALS

C165 SET-UP AND OPERATE DIAL-IN TERMINALS FOR USE WITH REMOTE USERS
C166 VERIFY DIAL-IN PARAMETERS FOR USE WITH REMOTE USERS
C168 VERIFY TRANSMISSION CONTROL CODES (TCC)
C170 USE TELECOMMUNICATIONS ORDERWIRES
C171 OPERATE FACSIMILE EQUIPMENT
C173 ESTABLISH SHIP/SHORE/SHIP CRYPTOLOGIC COMMUNICATIONS (DATA/VOICE)
C174 MONITOR SHIP/SHORE/SHIP CRYPTOLOGIC COMMUNICATIONS (DATA/VOICE)
C175 UPDATE ROUTING INDICATORS
C176 UPDATE PLAIN LANGUAGE ADDRESSES
C186 VERIFY PRESENCE OF DATA ON STORAGE MEDIA
C188 DEGAUSS MAGNETIC MEDIA
C189 DESTROY STORAGE MEDIA
C190 REVIEW PATCH PANELS
C192 ROUTE CIRCUITS
C193 ACTIVATE CIRCUITS
C194 DEACTIVATE CIRCUITS
C198 REPORT CIRCUIT OUTAGES/BACKLOGS
C201 MONITOR COMMUNICATION CIRCUIT QUALITY
C202 DRAFT TRACERS
C207 TROUBLESHOOT COMMUNICATION LINE PROBLEMS
C208 TROUBLESHOOT COMMUNICATIONS SYSTEM MALFUNCTIONS
C212 ZEROIZE CRYPTOGRAPHIC EQUIPMENT
C215 MONITOR TACTICAL COMMUNICATIONS OPERATIONS
C216 MONITOR FACILITIES CONTROL OPERATIONS
C217 CORRECT RIBBON AND PAPER MOVEMENT PROBLEMS IN PRINTERS
C223 SET UP RECEIVERS
C226 COORDINATE COMPUTER DOWNTIME WITH USERS
C227 COORDINATE TROUBLE CALLS WITH USERS
C229 PERFORM COMMUNICATIONS SYSTEM RESTORATIONS
C232 SHIFT FREQUENCIES
C233 VERIFY BROADCAST NUMBER CONTINUITY
C236 SET EMISSION CONTROL (EMCON) CONDITIONS
C254 DRAFT CRITIC HANDLING REPORTS

E. TECHNICAL ADMINISTRATION

E245 ESTABLISH CRYPTOLOGIC COMMUNICATIONS FILES
E246 UPDATE CRYPTOLOGIC COMMUNICATIONS FILES
E247 UPDATE CRYPTOLOGIC COMMUNICATIONS LOGS AND RECORDS
E248 UPDATE HARDCOPY AND ELECTRONIC COMMUNICATIONS PUBLICATIONS
E252 DRAFT LOCAL EQUIPMENT FAILURE AND TROUBLE REPORTS
E253 DRAFT EQUIPMENT AND CIRCUIT STATUS REPORTS
E256 PREPARE MONTHLY INVENTORY FORMS
E257 UPDATE COMMUNICATIONS SYSTEMS ROUTING GUIDES AND ROUTING TABLES
E259 UPDATE TELECOMMUNICATIONS STANDARD OPERATING PROCEDURES (SOP)
E264 CREATE HISTORY FILES

G. NETWORK OPERATIONS

G284 CREATE LOCAL AREA NETWORK (LAN)/WIDE AREA NETWORK (WAN) USER ACCOUNTS
G285 CONNECT USERS TO LAN/WAN
G287 CONFIGURE NETWORKING PROTOCOLS
G288 ADD NETWORKING PROTOCOLS
G289 TROUBLESHOOT NETWORK FAULTS
G290 MONITOR NETWORK INTERFACES

G291 MONITOR HOST SERVER
G294 PERFORM NETWORK SYSTEM RESTORATIONS
G296 ESTABLISH NETWORK CONNECTIONS
G297 CONFIGURE NETWORK CONNECTIONS
G310 VERIFY NETWORK SETTINGS
G311 MONITOR NETWORK PERFORMANCE
G320 UPGRADE COMPUTERS
G325 LOAD OPERATING SYSTEMS SOFTWARE
G326 LOAD APPLICATIONS SOFTWARE
G327 LOAD NETWORK SOFTWARE
G328 CONFIGURE SOFTWARE (NETWORK APPLICATIONS AND OPERATING SYSTEMS)
G339 ESTABLISH VIDEO TELECONFERENCING (VTC)
G359 INSPECT COMPUTER CABLES
G362 TROUBLESHOOT COMPUTER SYSTEM COMPONENTS ERROR CONDITIONS AND FAILURES

CRYPTOLOGIC TECHNICIAN (COMMUNICATIONS) SECOND CLASS (CTO2)

A. INFORMATION SYSTEMS (IS) OPERATIONS
A018 COORDINATE INSTALLATION OF NEW EQUIPMENT
A019 TEST AND EVALUATE NEWLY INSTALLED COMMUNICATIONS EQUIPMENT
A035 CALCULATE STORAGE REQUIREMENTS FOR DATA
A048 INSTALL EXTENDED OR EXPANDED MEMORY
A049 CONFIGURE EXTENDED OR EXPANDED MEMORY

B. SECURITY
B090 DRAFT ACCESS CONTROL LISTS
B091 UPDATE ACCESS CONTROL LISTS
B092 VALIDATE CUSTOMER AUTHORIZATION TO ACCESS FILES

C. COMMUNICATIONS
C158 CONDUCT MESSAGE TRAFFIC ANALYSIS
C159 COMPILE MESSAGE TOTALS
C195 CUT-OVER CIRCUITS
C196 COORDINATE CIRCUIT CUT-OVERS

E. TECHNICAL ADMINISTRATION
E258 DRAFT TELECOMMUNICATIONS SOP

G. NETWORK OPERATIONS
G332 TROUBLESHOOT SOFTWARE
G368 CREATE AND MODIFY SYSTEM DIRECTORIES
G370 DELETE SYSTEM DIRECTORIES

CRYPTOLOGIC TECHNICIAN (COMMUNICATIONS) FIRST CLASS (CTO1)

A. INFORMATION SYSTEMS (IS) OPERATIONS
A055 ISSUE IS MATERIAL
A058 DEVELOP IS SECURITY ACCREDITATION PLANS

B. SECURITY
B101 PERFORM SPOT CHECKS ON CMS MATERIALS
B102 REVIEW CMS DISCREPANCIES AND RECOMMEND CORRECTIVE ACTION
B107 ISSUE KEYMAT
B121 UPDATE APPLICABLE PORTIONS OF EMERGENCY ACTION PLANS (EAPS)
B128 MAINTAIN TEMPEST REQUIREMENTS

E. TECHNICAL ADMINISTRATION
E251 DRAFT TELECOMMUNICATIONS CORRESPONDENCE AND MESSAGES

CHIEF CRYPTOLOGIC TECHNICIAN (COMMUNICATIONS) (CTOC)

A. INFORMATION SYSTEMS (IS) OPERATIONS
A063 PERFORM IS SECURITY INSPECTIONS
A067 REPORT IS COMPUTER SECURITY INCIDENTS AND VIOLATIONS

E. TECHNICAL INFORMATION
E269 EVALUATE MANPOWER AUTHORIZATION CHANGES
E270 INITIATE MANPOWER AUTHORIZATION CHANGES

SENIOR CHIEF CRYPTOLOGIC TECHNICIAN (COMMUNICATIONS) (CTOCS)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

MASTER CHIEF CRYPTOLOGIC TECHNICIAN (COMMUNICATIONS) (CTOCM)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

CRYPTOLOGIC TECHNICIAN (COLLECTION) (CTR)

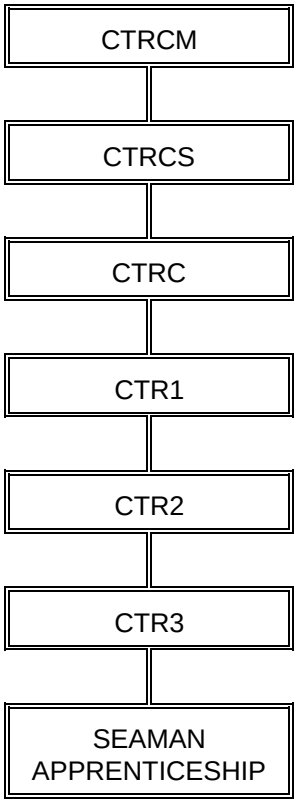
SCOPE OF RATING

Cryptologic Technicians (Collection) (CTR) operate sophisticated, state-of-the-art electronic signals analysis devices; perform analog and digital signal conversion; identify communications and non-communications signals; operate computer systems, networks, files, graphics software programs and associated computer peripherals; maintain and draft classified tactical and technical reports, files, records and publications; provide tactical signals analysis, technical guidance and information warfare support to fleet (surface, subsurface and air), joint, theater and national consumers in support of national security requirements.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 20.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in BUPERSINST 1131.1 series.

SPECIAL PHYSICAL REQUIREMENTS

CTR - Normal hearing. Refer to Chapter 15 of the Manual of the Medical Department, U.S. Navy for details on hearing requirements.

CITIZENSHIP/SECURITY REQUIREMENTS

Must be a U.S. citizen; must be eligible for access to special Intelligence information.

PERFORMANCE TEST.

None.

SAFETY

The observance of proper safety precautions in all areas is an integral part of each billet and the responsibility of every Navy man and woman; safety is a universal requirement for all ratings.

CRYPTOLOGIC TECHNICIAN (COLLECTION) (CTR) FUNCTIONAL AREA

A. AUTOMATED INFORMATION SYSTEMS (AIS) OPERATIONS

B. SECURITY

C. CRYPTOLOGIC OPERATIONS

D. COMMUNICATIONS

E. QUALITY ASSURANCE

G. TECHNICAL ADMINISTRATION

H. MANAGEMENT

I. INFORMATION WARFARE

CRYPTOLOGIC TECHNICIAN (COLLECTION) THIRD CLASS (CTR3)

A. AUTOMATED INFORMATION SYSTEMS (AIS) OPERATIONS

A001 IDENTIFY COMPUTER SYSTEMS HARDWARE COMPONENTS
A002 PERFORM COMPUTER PERIPHERAL EQUIPMENT MANIPULATION
A003 PERFORM COMPUTER OPERATING SYSTEMS MANIPULATIONS
A004 PERFORM FILE MAINTENANCE PROCEDURES
A005 PERFORM WORD PROCESSING SOFTWARE MANIPULATION
A006 PERFORM DATABASE MANAGEMENT MANAGEMENT
A008 PERFORM COMPUTER SYSTEMS OPERATION IN AN INTEGRATED SOFTWARE ENVIRONMENT
A009 COMPLY WITH COMPUTER SYSTEMS FUNCTIONS OF LOCAL AREA NETWORK (LAN)
A010 COMPLY WITH COMPUTER SYSTEMS FUNCTIONS OF WIDE AREA NETWORK (WAN)
A011 PERFORM GRAPHICS SOFTWARE MANIPULATIONS
A130 IDENTIFY COMPUTER SYSTEM SECURITY REQUIREMENTS
A131 PERFORM COMPUTER OPERATING SYSTEMS SECURITY OPERATIONS AND PROCEDURES

B. SECURITY

B013 MARK AND HANDLE CLASSIFIED MATERIAL IN ACCORDANCE WITH INFORMATION, SECURITY, AND PROGRAM REQUIREMENTS
B014 MARK AND HANDLE CLASSIFIED MATERIAL WITH SENSITIVE COMPARTMENTED INFORMATION (SCI) CATEGORIES
B015 CHANGE COMBINATION LOCKING DEVICES
B016 PERFORM EMERGENCY DESTRUCTION PROCEDURES FOR CLASSIFIED/SCI MATERIAL
B017 PERFORM SECURITY CHECKS OF WORK STATIONS AND EQUIPMENT
B018 PERFORM ROUTINE DESTRUCTION OF CLASSIFIED/SCI MATERIAL
B019 COMPLY WITH AIS SECURITY REQUIREMENTS
B020 COMPLY WITH NAVAL CRYPTOLOGIC AND NATIONAL SECURITY REQUIREMENTS
B021 COMPLY WITH INFORMATION SECURITY (INFOSEC) REQUIREMENTS
B022 COMPLY WITH OPERATIONAL SECURITY (OPSEC) REQUIREMENTS
B023 COMPLY WITH NAVAL AND NATIONAL PHYSICAL SECURITY REQUIREMENTS

C. CRYPTOLOGIC OPERATIONS

C038 IDENTIFY RADIO WAVE PRINCIPLES AND PROPAGATION
C039 PERFORM RADIO WAVE FREQUENCY AND WAVE LENGTH CONVERSIONS
C040 IDENTIFY FREQUENCY CHARACTERISTICS OF VARIOUS ANTENNAS
C041 IDENTIFY RADIO FREQUENCY BANDS
C042 PERFORM GEO-LOCATION APPLICATIONS
C043 COMPLY WITH ALERT CONDITIONS
C044 MEASURE SPECTRAL CHARACTERISTICS OF A SINE WAVE
C045 PERFORM SIGNAL ANALYSIS OF AMPLITUDE MODULATED (AM) SIGNALS
C046 PERFORM SIGNAL ANALYSIS OF ANGLE MODULATION
C047 PERFORM SIGNAL ANALYSIS OF PULSE MODULATION SIGNALS
C048 CALCULATE DECIBELS AS RELATED TO POWER AND VOLTAGE RATIOS
C049 PERFORM CRYPTOLOGIC COLLECTION RADIO RECEIVERS OPERATIONS

C050 PERFORM OSCILLOSCOPE OPERATION IN SUPPORT OF SIGNALS ANALYSIS
C051 PERFORM FREQUENCY COUNTER OPERATIONS IN SUPPORT OF SIGNAL ANALYSIS
C053 PERFORM DEMODULATOR OPERATIONS
C054 IDENTIFY SIGNALS RESEARCH AND TARGET DEVELOPMENT (SRTD)
C055 PERFORM SONOGRAPH OPERATIONS IN SUPPORT OF SIGNAL ANALYSIS
C057 USE CRYPTOLOGIC PUBLICATIONS IN SUPPORT OF SIGNAL ANALYSIS
C058 PERFORM SIGNALS ANALYSIS OF MULTIPLEXING SCHEMES
C059 PERFORM SIGNAL ANALYSIS TO DETERMINE ERROR DETECTION AND CORRECTION (EDAC) SCHEMES
C060 PERFORM SIGNALS ANALYSIS TO RECOVER LINEAR RECURSIVE SEQUENCES
C061 PERFORM LINE CODING ANALYSIS TECHNIQUES
C062 PERFORM BASIC GRAPHIC SIGNAL ANALYSIS
C063 CLASSIFY SIGNALS TO APPROPRIATE DESIGNATORS
C064 PERFORM SIGNAL ANALYSIS OF SPEECH PRIVACY SYSTEMS
C065 PERFORM SIGNAL ANALYSIS OF SHORT DURATION SIGNALS
C066 PERFORM ANALOG RECORDING OPERATIONS
C067 PERFORM DIGITAL RECORDING OPERATIONS
C068 PERFORM OPTICAL RECORDING OPERATIONS
C069 PERFORM FUNDAMENTAL TRAFFIC ANALYSIS OF COMMUNICATIONS INTELLIGENCE (COMINT) SIGNALS
C070 INTERPRET INTERNATIONAL COMMUNICATIONS PROCEDURES
C071 REPORT COMINT
C072 COMPLY WITH TASKING MESSAGES
C073 DETERMINE GLOBAL NETWORKING SERVICES
C076 IDENTIFY SATELLITE METHODOLOGY AND ORBITALOGY TECHNIQUES
C079 PERFORM ANALYSIS OF BASIC COMMUNICATIONS PROTOCOLS
C080 PERFORM SIGNAL ANALYSIS USING COMPUTER BASED ANALYSIS PROGRAMS
C081 PERFORM SPECTRUM ANALYSIS OPERATIONS IN SUPPORT OF SIGNAL ANALYSIS
C082 IDENTIFY WITH SEARCH AND RESCUE PROCEDURES
C083 IDENTIFY THE MISSION OF FLEET DIRECT SUPPORT (DIRSUP)
C084 IDENTIFY CRYPTOLOGIC SENSOR CAPABILITIES OF AIR, SURFACE AND SUBSURFACE PLATFORMS
C085 IDENTIFY MISSION OF INFORMATION ASSURANCE (IA)
C086 IDENTIFY THREAT BASED ON SIGNAL ANALYSIS
C088 PERFORM INITIAL KLEIGLIGHT (KL) PROCESSING
C090 PERFORM JOINT MARITIME COMMAND INFORMATION SYSTEMS (JMCIS) AND/OR GLOBAL COMMAND AND CONTROL SYSTEM MARITIME (GCCS-M) CRYPTOLOGIC UNIFIED BUILD OPERATIONS AND APPLICATIONS
C091 PERFORM ANALOG/DIGITAL (A/D) CONVERSIONS
C132 PERFORM STANDARD TECHNICAL REPORT USING MODULES (STRUM) PROCESSING

E. QUALITY ASSURANCE

E133 PERFORM QUALITY CONTROL OF STRUM REPORTS

G. TECHNICAL ADMINISTRATION

G117 USE UNITED STATES SIGNALS INTELLIGENCE DIRECTIVES (USSID) PUBLICATIONS

I. INFORMATION WARFARE

I128 IDENTIFY MISSION OF INFORMATION WARFARE (IW) AND COMMAND, AND COMMAND AND CONTROL WARFARE (C2W)
I129 PERFORM CRYPTOLOGIC SUPPORT TO IW AND C2W
I134 IDENTIFY MISSION OF INFORMATION OPERATIONS (IO)/IW

CRYPTOLOGIC TECHNICIAN (COLLECTION) SECOND CLASS (CTR2)

A. AUTOMATED INFORMATION SYSTEMS (AIS) OPERATIONS

A135 DETERMINE NETWORK SYSTEM OPERATIONS CAPABILITIES

B. SECURITY

B024 PREPARE CLASSIFIED MATERIAL DESTRUCTION REPORTS

C. CRYPTOLOGIC OPERATIONS

C074 PERFORM SIGNAL ANALYSIS OF TERRESTRIAL MICROWAVE SIGNALS
C075 PERFORM SIGNAL ANALYSIS OF DIRECT SEQUENCE SPREAD SPECTRUM SIGNALS
C077 IDENTIFY VERY SMALL APERTURE TERMINAL SIGNALS
C078 IDENTIFY SIGNAL ANALYSIS OF TROPOSCATTER SIGNALS
C092 IDENTIFY NON-COMMUNICATIONS SIGNALS
C093 IDENTIFY CELLULAR COMMUNICATIONS
C094 PERFORM FINE-GRAIN SIGNALS ANALYSIS ON COMINT SIGNALS
C095 PERFORM FINE-GRAIN TRAFFIC ANALYSIS ON COMINT SIGNALS
C096 DRAFT CRITIC REPORTS
C097 IMPLEMENT TASKING MESSAGES
C098 MAINTAIN CONTINUITY ON THREAT NATION COMMUNICATIONS
C099 REPORT SIGNIFICANT TACTICAL INFORMATION AND WARNING (I&W) DATA
C100 COORDINATE COMINT OPERATIONS
C102 IDENTIFY CRITIC ASSOCIATED ACTIVITY
C136 ISSUE STRUM REPORTS
C137 PERFORM JDISS ADVANCED TACTICAL CRYPTOLOGIC SYSTEM (JATACS) OPERATIONS AND APPLICATIONS
C139 DRAFT PRODUCT REPORTS

D. COMMUNICATIONS

D112 BRIEF CRYPTOLOGIC OPERATIONAL EVENTS

E. QUALITY ASSURANCE

E113 PROVIDE QUALITY CONTROL OF COLLECTED SIGNALS OF INTEREST
E114 PERFORM QUALITY CONTROL OF COMINT SUMMARY REPORTS
E115 PERFORM QUALITY CONTROL OF KL REPORTS

G. TECHNICAL ADMINISTRATION

G118 PROVIDE INFORMATION FOR MISSION STATEMENT ON EQUIPMENT OUTAGES USED IN COLLECTION OPERATIONS

CRYPTOLOGIC TECHNICIAN (COLLECTION) FIRST CLASS (CTR1)

A. AUTOMATED INFORMATION SYSTEMS (AIS) OPERATIONS

A138 COORDINATE INFORMATION SYSTEM OPERATIONS

B. SECURITY

B025 PERFORM CLASSIFIED MATERIAL INVENTORIES
B026 COORDINATE EMERGENCY ACTION PLANS (EAP)
B027 IMPLEMENT PHYSICAL ALERT CONDITIONS
B028 IMPLEMENT OPSEC PROCEDURES
B029 IMPLEMENT INFOSEC PROCEDURES
B030 VERIFY CLASSIFIED MATERIAL DESTRUCTION REPORTS
B031 MAINTAIN CLASSIFIED MATERIAL INVENTORIES

C. CRYPTOLOGIC OPERATIONS

C104 ISSUE CRITIC REPORT
C105 PERFORM ALL-SOURCE SIGINT FUSION ANALYSIS
C106 DRAFT TARGET STUDIES
C107 MAINTAIN TARGET STUDIES
C108 ISSUE KL REPORTS
C110 ISSUE COMINT SUMMARY REPORTS

E. QUALITY ASSURANCE

E140 PERFORM QUALITY CONTROL OF PRODUCT REPORTS

G. TECHNICAL ADMINISTRATION

G119 DRAFT MISSION STATEMENT ON EQUIPMENT OUTAGE AFFECTING COLLECTION OPERATIONS
G120 MAINTAIN RECURRING CRYPTOLOGIC REPORT TICKLER AFFECTING COLLECTION OPERATIONS

H. MANAGEMENT

H121 MANAGE COMINT OPERATIONS

CHIEF CRYPTOLOGIC TECHNICIAN (COLLECTION) (CTRC)

B. SECURITY

B032 IMPLEMENT EAP
B033 ENFORCE PHYSICAL SECURITY PROGRAMS
B034 EVALUATE OPSEC
B035 EVALUATE INFOSEC
B036 REVIEW EAP
B037 COORDINATE SENSITIVE COMPARTMENTED INFORMATION FACILITY (SCIF) ACCREDITATION

H. MANAGEMENT

H123 COORDINATE MISSION REQUIREMENTS (EXTERNAL COMMANDS)
H124 CONDUCT SECURITY VIOLATION INVESTIGATIONS
H125 EVALUATE COLLECTION OPERATIONS
H126 COORDINATE INTELLIGENCE OVERSIGHT PROGRAMS
H127 COORDINATE USSID 18 PROGRAMS

SENIOR CHIEF CRYPTOLOGIC TECHNICIAN (COLLECTION) (CTRCS)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

MASTER CHIEF CRYPTOLOGIC TECHNICIAN (COLLECTION) (CTRCM)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

CRYPTOLOGIC TECHNICIAN (TECHNICAL) (CTT)

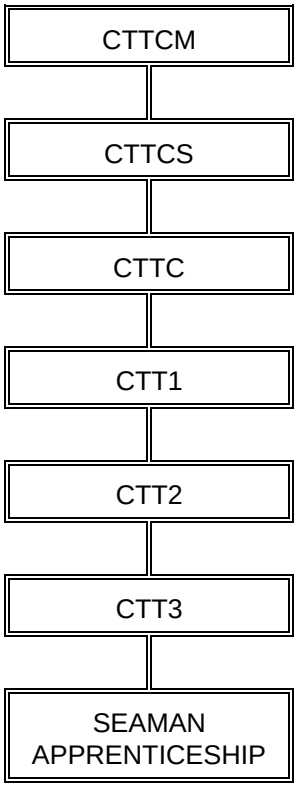
SCOPE OF RATING

Cryptologic Technicians (Technical) (CTT) perform measurements on non-communications signals using digital and analog equipment and determines required non-communications collection and analysis procedures and priorities; evaluates and correlates Electronic Intelligence (ELINT) and other Special Compartmented Intelligence (SCI) information to provide integrated tactical support to the Information Warfare (IW)/Command and Control Warfare (C2W) Commander; assists in nodal analysis of non-communication signals using Tactical Data Processors (TDP) to include, but not limited to, Joint Maritime Command Information Systems (JMCIS)/ELINT Correlator and Standard TRE Display (STRED); knowledgeable in IW/C2W concepts including Over-The Horizon-Targeting (OTH-T) principles, National Systems, Tactical Receive Equipment (TRE) operations and communications connectivity at an SCI level.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 20.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in BUPERSINST 1131.1 series.

SPECIAL PHYSICAL REQUIREMENTS

Normal hearing. Refer to Chapter 15 of the Manual of the Medical Department, U.S. Navy for details on hearing requirements.

CITIZENSHIP/SECURITY REQUIREMENTS

Must be a U.S. citizen; must be eligible for access to special intelligence information.

PERFORMANCE TESTS

None

SAFETY

The observance of proper safety precautions in all areas is an integral part of each billet and the responsibility of every Navy man and woman; safety is a universal requirement for all ratings.

CRYPTOLOGIC TECHNICIAN (TECHNICAL) (CTT) FUNCTIONAL AREAS

A. INFORMATION SYSTEMS

B. SECURITY

C. CRYPTOLOGIC OPERATIONS

D. COMMUNICATIONS

E. GENERAL WATCHSTANDING

G. TECHNICAL ADMINISTRATION

H. MANAGEMENT SUPERVISION

I. GENERAL CRYPTOLOGIC ADMINISTRATION

CRYPTOLOGIC TECHNICIAN (TECHNICAL) THIRD CLASS (CTT3)

A. INFORMATION SYSTEMS

A001 MANIPULATE COMPUTERS AND PERIPHERAL EQUIPMENT
A002 USE COMMON OPERATING SOFTWARE/APPLICATIONS
A003 CREATE COMPUTER FILES
A004 VERIFY COMPUTER FILES
A005 MAINTAIN COMPUTER FILES
A006 PERFORM DATABASE MANIPULATION
A007 COMMUNICATE ELECTRONICALLY (ACCESS INFORMATION VIA TRANSMISSION CONTROL PROTOCOL (TCP)/INTERNET PROTOCAL (IP)TECHNOLOGY)
A008 PERFORM LOCAL AREA NETWORK (LAN) COMPUTER FUNCTIONS

B. SECURITY

B015 MARK CLASSIFIED MATERIAL IN ACCORDANCE WITH INFORMATION/SECURITY AND PROGRAM REQUIREMENTS
B016 CHANGE COMBINATION LOCKING DEVICES
B017 DESTROY CLASSIFIED SENSITIVE COMPARTMENTED INFORMATION (SCI) MATERIAL (EMERGENCY/ROUTINE)
B018 CONDUCT SECURITY CHECK OF WORK STATIONS AND EQUIPMENT
B019 COMPLY WITH INFORMATION SECURITY REQUIREMENTS
B020 COMPLY WITH NAVAL CRYPTOLOGIC AND NATIONAL SECURITY REQUIREMENTS INCLUDING INFORMATION SECURITY (INFOSEC), COMMINICATION SECURITY (COMSEC) AND OPERATIONAL SECURITY (OPSEC)
B021 COMPLY WITH NAVAL AND NATIONAL PHYSICAL SECURITY REQUIREMENTS
B022 COMPLY WITH PROCEDURES FOR REMOVAL OF MATERIAL FROM A (SENSITIVE COMPARTMENTED INFORMATION FACILITY (SCIF)
B023 INVENTORY CLASSIFIED MATERIAL
B024 PREPARE CLASSIFIED MATERIAL DESTRUCTION REPORTS
B025 IMPLEMENT PHYSICAL, OPERATIONAL AND INFORMATION SECURITY PROGRAMS

C. CRYPTOLOGIC OPERATIONS

C028 RECORD SIGNALS USING MAGNETIC AND DIGITAL MEDIA
C029 PLOT BEARING AND DETERMINE FIX COORDINATES
C030 CALCULATE TIME ZONE CONVERSIONS
C031 CALCULATE MATH FORMULAS ASSOCIATED WITH ANALYSIS
C032 VERIFY MEACONING, INTRUSION, JAMMING, AND INTERFERENCE (MIJI) SIGNALS
C033 DETERMINE ANTENNA/TRANSMISSION LINES FUNCTIONS AND CAPABILITIES
C034 CALCULATE RADAR SYSTEM CAPABILITIES AND LIMITATIONS
C035 MEASURE RADAR SIGNAL PARAMETERS
C036 VERIFY RADAR AND RADIO FREQUENCY BANDS
C037 USE RADIO WAVE PRINCIPLES, PROPAGATION AND MODULATION
C038 SEARCH ELECTROMAGNETIC SPECTRUM TO IDENTIFY AND COLLECT SIGNALS FOR ELECTRONIC INTELLIGENCE (ELINT)
C039 HANDLE, STOW AND SPLICE MAGNETIC TAPES
C040 COLLECT, PATCH AND MONITOR QUALITY OF SIGNALS
C041 OPERATE ELINT COLLECTION EQUIPMENT
C042 PREPARE AND DISSEMINATE REPORTS USING APPLICABLE DIRECTIVES
C043 EXTRACT DATA FROM REFERENCE SOURCES
C044 ANALYZE INDICATIONS AND WARNINGS (I&W) FOR OPERATIONAL ELINT

C045 COLLECT, IDENTIFY AND REPORT USING TACTICAL DATA PROCESSORS (TDP) SYMBOLS AND TERMINOLOGY
C046 FUSE ALL-SOURCE INTELLIGENCE INFORMATION
C047 VERIFY, RECORD AND REPORT TELEMETRY SYSTEMS EXTERNAL CHARACTERISTICS
C048 VERIFY, RECORD AND REPORT SIGNALS ASSOCIATED WITH ELECTRONIC ATTACK (EA)
C049 ANALYZE SIGNALS USING DIGITAL AND ANALOG SYSTEMS
C050 PREPARE AND MAINTAIN ELECTRONIC ORDER OF BATTLE (EOB) TO SUPPORT WARFARE COMMANDERS REQUIREMENTS

D. COMMUNICATIONS
D053 UPDATE IW PUBLICATIONS
D054 CONDUCT COMMAND CRYPTOLOGIC/INTELLIGENCE BRIEFINGS
D055 HANDLE INCOMING AND OUTGOING MESSAGES

E. GENERAL WATCHSTANDING
E056 VERIFY FRIENDLY/NEUTRAL FORCES
E057 MONITOR STRATEGIC AND TACTICAL SITUATIONS
E058 PERFORM RAPID EMITTER EVALUATIONS
E059 EVALUATE INTERCEPTED ELECTRONIC EMISSIONS
E060 DISSEMINATE CRYPTOLOGIC TACTICAL INFORMATION
E061 USE AUTHENTIFICATION PROCEDURE DURING RADIO/PHONE ENVIRONMENT

G. TECHNICAL ADMINISTRATION
G066 UPDATE IW PUBLICATIONS
G067 CONDUCT QUALITY CONTROL CHECKS OF COLLECTED SIGNALS INTELLIGENCE (SIGINT) DATA
G068 UPDATE CRYPTOLOGIC PUBLICATIONS, FILES AND RECORDS
G069 MAINTAIN CRYPTOLOGIC PUBLICATIONS
G070 UPDATE CRYPTOLOGIC-RELATED FILES, LOGS AND RECORDS
G071 MAINTAIN CRYPTOLOGIC-RELATED FILES, LOGS AND RECORDS
G072 INPUT INTELLIGENCE SUMMARIES AND REPORTS DATA
G073 MAINTAIN LOCAL AND NAVAL SECURITY GROUP (NAVSECGRU) STANDARD OPERATING PROCEDURES MANUALS
G074 PREPARE CRYPTOLOGIC-RELATED CORRESPONDENCE, REPORTS AND MESSAGES
G075 RECORD SIGNAL CHARACTERISTICS IN OPERATOR INTERCEPT LOGS/RECORDER LOGS

H. MANAGEMENT SUPERVISION
H081 COORDINATE ELINT COLLECTION, ANALYSIS AND REPORTING
H082 VERIFY SIGINT COLLECTION, ANALYSIS AND REPORTING

CRYPTOLOGIC TECHNICIAN (TECHNICAL) SECOND CLASS (CTT2)

A. INFORMATION SYSTEMS
A009 DETERMINE COMPUTER SYSTEMS COMPONENTS AND CAPABILITIES
A010 PERFORM WIDE AREA NETWORK (WAN) COMPUTER FUNCTIONS
A011 MONITOR STANDARDIZED INFORMATION SYSTEMS (IS) POLICIES AND PROCEDURES

B. SECURITY

B026 REVIEW LOCAL EMERGENCY ACTION PLAN (EAP) AND DETERMINE PROCEDURES FOR IMPLEMENTING EAP

B027 EVALUATE PHYSICAL, INFORMATIONAL AND OPERATIONAL SECURITY PROGRAMS

C. CRYPTOLOGIC OPERATIONS

C051 REPORT INTELLIGENCE INFORMATION DERIVED FROM HULL TO EMITTER (HULTEC)/SPECIFIC EMITTER IDENTIFICATION (SEI) CORRELATION TECHNIQUES

C052 PROCESS SIGINT ALERTS AND CRITICS AND CONDUCT OPERATIONS TO SUPPORT REQUIREMENTS

E. GENERAL WATCHSTANDING

E062 UTILIZE COMMUNICATION NETWORKS AND SYSTEMS EQUIPMENT

E063 RESOLVE IDENTIFICATION CONFLICTS

E064 ASSESS STRATEGIC AND TACTICAL SITUATION USING TACTICAL DATA PROCESSORS

G. TECHNICAL ADMINISTRATION

G076 CONDUCT QUALITY CONTROL OF OUTGOING ADMINISTRATIVE AND INTELLIGENCE REPORTS

G077 DRAFT CRYPTOLOGIC TECHNICAL REPORTS

G078 MANAGE ELINT COLLECTION

G079 REVIEW CRYPTOLOGIC BRIEFS, NOTICES AND BULLETINS

H. MANAGEMENT SUPERVISION

H083 CONDUCT SECURITY AND EMERGENCY DESTRUCTION PROCEDURES

CRYPTOLOGIC TECHNICIAN (TECHNICAL) FIRST CLASS (CTT1)

A. INFORMATION SYSTEMS

A012 DETERMINE THE DUTIES AND RESPONSIBILITIES OF TERMINAL AREA SECURITY OFFICER (TASO)

A013 COORDINATE IS OPERATIONS

A014 MAINTAIN STANDARDIZED IS POLICIES AND PROCEDURES

E. GENERAL WATCHSTANDING

E065 RECOMMAND TACTICS USING OWN FORCE TACTICAL DECISION AIDS

G. TECHNICAL ADMINISTRATION

G080 INTERPRET JOINT CHIEF OF STAFF/ALERT CONDITION (JCS/LERT) SYSTEMS

H. MANAGEMENT AND SUPERVISION

H084 COORDINATE ELINT COLLECTION, ANALYSIS AND REPORTING

H085 VERIFY SIGINT COLLECTION, ANALYSIS AND REPORTING

CHIEF CRYPTOLOGIC TECHNICIAN (TECHNICAL) (CTTC)

I. GENERAL CRYPTOLOGIC ADMINISTRATION

I086 REVIEW MEMORANDUM OF UNDERSTANDING (MOU)

I087 REVIEW MISSION, FUNCTIONS AND RESPONSIBILITIES OF NATIONAL/THEATER CRYPTOLOGIC INTELLIGENCE ORGANIZATIONS

I088 ENFORCE NAVAL CRYPTOLOGIC AND NATIONAL SECURITY REQUIREMENTS INCLUDING INFOSEC,COMSEC AND OPSEC

I089 COORDINATE FLEET DIRECT SUPPORT OPERATIONS

I090 REVIEW CRYTOPLOGIC RESOURCE UTILIZATION, CAPABILITIES, RELIABILITIES AND OPERATIONS

I091 REVIEW INTERSERVICE SUPPORT AGREEMENTS (ISSA)

SENIOR CHIEF CRYPTOLOGIC TECHNICIAN (TECHNICAL) (CTTCS)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

MASTER CHIEF CRYPTOLOGIC TECHNICIAN (TECHNICAL) (CTTCM)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

CHAPTER 21

DAMAGE CONTROLMAN (DC)

NAVPERS 18068-21B

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

DAMAGE CONTROLMAN (DC)

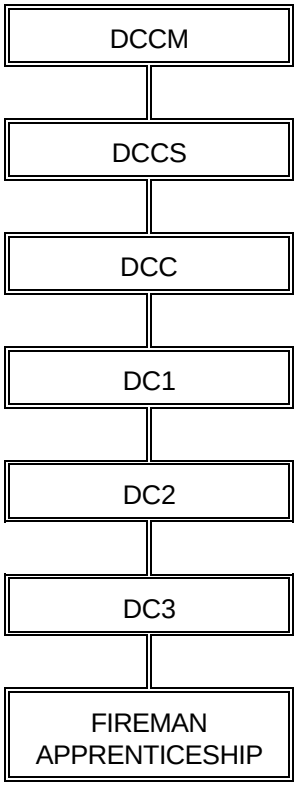
SCOPE OF RATING

Damage Controlmen (DC) perform organizational and intermediate level maintenance and repair of damage control equipment and systems; plan, supervise, and perform tasks necessary for damage control, ship stability, preservation of watertight integrity, fire fighting, and chemical, biological and radiological (CBR) warfare defense; instruct and coordinate damage control parties; instruct personnel in the techniques of damage control and CBR defense; supervise and perform tasks in procurement and issuance of supplies and repair parts; prepare records and reports.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 21.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in BUPERSINST 1131.1 series.

SPECIAL PHYSICAL REQUIREMENTS

Normal color perception. Refer to Chapter 15 of the Manual of the Medical Department, U.S. Navy for details on color perception requirements.

CITIZENSHIP/SECURITY REQUIREMENTS

Must be eligible for access to classified information.

SAFETY

The observance of proper safety precautions in all areas is an integral part of each billet and the responsibility of every Navy man and woman; safety is a universal requirement for all ratings.

DAMAGE CONTROLMAN (DC) FUNCTIONAL AREAS

A. FIRE FIGHTING

B. EQUIPMENT MAINTENANCE

C. DAMAGE CONTROL

D. CHEMICAL, BIOLOGICAL, AND RADIOLOGICAL (CBR) DEFENSE

E. DAMAGE CONTROL CENTRAL/CENTRAL CONTROL STATION

F. TECHNICAL ADMINISTRATION

G. SHIPBOARD DAMAGE CONTROL TRAINING

H. ENVIRONMENTAL PROTECTION

DAMAGE CONTROLMAN THIRD CLASS (DC3)

A. FIRE FIGHTING

A001 ALIGN AQUEOUS FILM FORMING FOAM (AFFF) STATIONS
A002 OPERATE AFFF STATIONS
A003 OPERATE HALON SYSTEMS
A004 INVESTIGATE AND REPORT FIRE CONDITIONS
A005 LOCATE FIRES/HOT SPOTS USING NAVAL FIREFIGHTERS THERMAL IMAGERS (NFTI)
A007 DON FIREFIGHTERS ENSEMBLE (FFE)
A008 DOFF FFE
A009 SET REFLASH WATCHES
A011 DIRECT FIRE PARTIES

B. EQUIPMENT MAINTENANCE

B013 TEST AFFF SAMPLES
B014 INSPECT AFFF LEVEL IN SOLUTION TANKS
B015 REPLACE AFFF IN SOLUTION TANKS
B016 CLEAN AND INSPECT AFFF CONCENTRATE PUMPS
B018 LUBRICATE AFFF CONCENTRATE PUMPS
B019 TEST AFFF CONCENTRATE PUMPS
B020 REPAIR AFFF CONCENTRATE PUMPS
B021 CLEAN AND INSPECT AFFF SYSTEM VALVES
B023 LUBRICATE AFFF SYSTEM VALVES
B024 TEST AFFF SYSTEM VALVES
B025 REPAIR AFFF SYSTEM VALVES
B026 CLEAN AND INSPECT AFFF HOSE REELS
B028 LUBRICATE AFFF HOSE REELS
B029 TEST AFFF HOSE REELS
B030 REPAIR AFFF HOSE REELS
B031 REPLACE COMPONENTS OF AFFF STATIONS
B032 CLEAN VARIABLE NOZZLES
B033 INSPECT VARIABLE NOZZLES
B034 CLEAN AND INSPECT AFFF INLINE EDUCTORS AND PICKUP TUBES
B036 REPAIR AFFF INLINE EDUCTORS AND PICKUP TUBES
B037 INSPECT AFFF HOSES
B038 PERFORM HYDROSTATIC TEST ON AFFF HOSES
B039 INSPECT AFFF PIPING AND SPRINKLER HEADS
B040 TEST AFFF PIPING AND SPRINKLER HEADS
B041 CLEAN COMPONENTS OF HALON SYSTEMS
B042 INSPECT COMPONENTS OF HALON SYSTEMS
B043 TEST COMPONENTS OF HALON SYSTEMS
B044 REPLACE COMPONENTS OF HALON SYSTEMS
B045 TEST LIQUID LEVELS OF HALON BOTTLES
B046 RECORD HALON PRESSURE READINGS
B047 TEST HALON SYSTEMS
B048 CLEAN FIXED CO_2 SYSTEMS
B049 INSPECT FIXED CO_2 SYSTEMS
B050 TEST FIXED CO_2 SYSTEMS
B051 REPLACE COMPONENTS OF FIXED CO_2 SYSTEMS
B052 INSPECT PORTABLE AFFF FIRE EXTINGUISHERS
B053 REPLACE COMPONENTS OF PORTABLE AFFF FIRE EXTINGUISHERS
B054 INSPECT PORTABLE CO_2 FIRE EXTINGUISHERS
B055 REPLACE COMPONENTS OF PORTABLE CO_2 FIRE EXTINGUISHERS

B056 INSPECT POTASSIUM BICARBONATE (PKP) BOTTLES
B057 FILL PKP BOTTLES
B058 REPLACE PKP BOTTLES CO2 CARTRIDGES
B059 CLEAN AND INSPECT AQUEOUS POTASSIUM CARBONATE (APC) SYSTEMS
B061 TEST APC SYSTEMS
B062 REPLACE COMPONENTS OF APC SYSTEMS
B063 REPLACE BOTTLES AND CYLINDERS (CO2, HALON, ETC.)
B064 WEIGH BOTTLES AND CYLINDERS (CO2, HALON, ETC.)
B065 INSPECT FIXED-SYSTEMS DISCHARGE NOZZLES
B066 CLEAN AND INSPECT CO2 TRANSFER UNITS
B068 LUBRICATE CO2 TRANSFER UNITS
B069 TEST CO2 TRANSFER UNITS
B070 REPLACE COMPONENTS OF CO2 TRANSFER UNITS
B071 RECHARGE CO2 BOTTLES
B072 INSPECT SPRINKLER SYSTEMS
B073 TEST SPRINKLER SYSTEMS
B074 REPLACE COMPONENTS OF SPRINKLER SYSTEMS
B075 INSPECT WATER WASHDOWN SYSTEMS
B076 TEST WATER WASHDOWN SYSTEMS
B077 REPLACE COMPONENTS OF WATER WASHDOWN SYSTEMS
B078 INVENTORY DAMAGE CONTROL REPAIR STATIONS (DCRS)
B079 MAINTAIN DCRS EQUIPMENT
B080 INSPECT EMERGENCY ESCAPE BREATHING DEVICES (EEBD)
B081 DISPOSE OF EEBD
B082 CLEAN SUPPLEMENTAL EMERGENCY EGRESS DEVICES (SEED)
B083 INSPECT SEED
B084 CLEAN OXYGEN BREATHING APPARATUS (OBA)
B085 INSPECT OBA
B086 TEST OBA
B087 REPLACE COMPONENTS OF OBA
B088 INSPECT OBA AUDIO PROJECTION SETS (APS)
B089 TEST OBA APS
B090 CLEAN SELF-CONTAINED BREATHING APPARATUS (SCBA)
B091 INSPECT SCBA
B092 CLEAN SUPPLIED AIR RESPIRATOR (SAR) SCBA
B093 INSPECT SAR SCBA
B094 CLEAN AND INSPECT NFTI
B096 TEST NFTI
B100 CLEAN FFE
B101 INSPECT FFE
B102 CLEAN AND INSPECT PORTABLE SMOKE GENERATORS
B104 TEST PORTABLE SMOKE GENERATORS
B105 REPLACE COMPONENTS OF PORTABLE SMOKE GENERATORS
B106 CLEAN AND INSPECT PORTABLE ELECTRIC DESMOKING FANS
B108 TEST PORTABLE ELECTRIC DESMOKING FANS
B109 REPLACE COMPONENTS OF PORTABLE ELECTRIC DESMOKING FANS
B110 CLEAN AND INSPECT PORTABLE WATER DRIVEN BLOWERS
B112 TEST PORTABLE WATER DRIVEN BLOWERS
B113 REPLACE COMPONENTS OF PORTABLE WATER DRIVEN BLOWERS
B114 INSPECT AND TEST FLASHLIGHTS
B116 REPLACE COMPONENTS OF FLASHLIGHTS
B117 INSPECT AND TEST DAMAGE CONTROL HEADLAMPS
B119 REPLACE COMPONENTS OF DAMAGE CONTROL HEADLAMPS
B120 INSPECT AND TEST BATTLE LANTERNS
B122 REPLACE COMPONENTS OF BATTLE LANTERNS

B123 CLEAN PORTABLE EXOTHERMIC CUTTING UNITS (PECU)
B124 INSPECT PECU
B125 TEST PECU
B126 REPLACE COMPONENTS OF PECU
B127 CLEAN AND INSPECT PORTABLE HYDRAULIC ACCESS/RESCUE SYSTEMS (PHARS)
B129 LUBRICATE PHARS
B130 REPLACE COMPONENTS OF PHARS
B131 CLEAN GAS-FREE ENGINEERING TEST EQUIPMENT
B132 INSPECT GAS-FREE ENGINEERING TEST EQUIPMENT
B133 TEST GAS-FREE ENGINEERING TEST EQUIPMENT
B134 REPLACE COMPONENTS OF GAS-FREE ENGINEERING TEST EQUIPMENT
B135 CLEAN AIR LINE HOSE MASKS
B136 INSPECT AIR LINE HOSE MASKS
B137 TEST AIR LINE HOSE MASKS
B138 REPLACE COMPONENTS OF AIR LINE HOSE MASKS
B139 CLEAN AND DISINFECT GAS MASKS
B140 INSPECT GAS MASKS
B141 TEST GAS MASKS
B142 REPLACE COMPONENTS OF GAS MASKS
B143 CLEAN AND INSPECT FIRE STATIONS
B145 LUBRICATE FIRE STATIONS
B146 TEST FIRE STATIONS
B147 REPLACE COMPONENTS OF FIRE STATIONS
B148 INSPECT FIRE HOSES
B149 HYDROSTATICALLY TEST FIRE HOSES
B150 CLEAN COMPONENTS OF FIREMAIN SYSTEMS
B151 INSPECT COMPONENTS OF FIREMAIN SYSTEMS
B152 LUBRICATE COMPONENTS OF FIREMAIN SYSTEMS
B153 TEST COMPONENTS OF FIREMAIN SYSTEMS
B154 REPLACE COMPONENTS OF FIREMAIN SYSTEMS
B155 FLUSH FIREMAIN SYSTEMS
B156 CLEAN Y-TYPE STRAINERS
B157 INSPECT Y-TYPE STRAINERS
B158 TEST Y-TYPE STRAINERS
B159 REPLACE COMPONENTS OF Y-TYPE STRAINERS
B160 FLUSH Y-TYPE STRAINERS
B161 CLEAN AND INSPECT INSTALLED EDUCTOR SYSTEMS
B163 TEST INSTALLED EDUCTOR SYSTEMS
B164 REPLACE COMPONENTS OF INSTALLED EDUCTOR SYSTEMS
B165 CLEAN MISCELLANEOUS VALVE HYDRAULIC CONTROL (MVHC) STATIONS
B166 INSPECT MVHC STATIONS
B167 TEST MVHC STATIONS
B168 REPLACE COMPONENTS OF MVHC STATIONS
B169 CLEAN AND INSPECT EMERGENCY OVERBOARD DISCHARGE CONNECTIONS
B171 LUBRICATE EMERGENCY OVERBOARD DISCHARGE CONNECTIONS
B172 REPLACE COMPONENTS OF EMERGENCY OVERBOARD DISCHARGE CONNECTIONS
B173 CLEAN AND INSPECT PORTABLE EMERGENCY PUMPS
B175 LUBRICATE PORTABLE EMERGENCY PUMPS
B176 TEST PORTABLE EMERGENCY PUMPS
B177 REPAIR PORTABLE EMERGENCY PUMPS
B178 CLEAN AND INSPECT INFLATABLE LIFE VESTS
B180 TEST INFLATABLE LIFE VESTS
B181 REPLACE COMPONENTS OF INFLATABLE LIFE VESTS
B182 INSPECT COMPARTMENTS AND SPACES FOR DAMAGE CONTROL DISCREPANCIES
B183 CONDUCT COMPARTMENT VISUAL LIGHT LEAK TESTS

B184 INSPECT LADDERS AND ASSOCIATED COMPONENTS
B185 REPLACE COMPONENTS OF LADDERS
B186 INSPECT GAUGES (STEAM, WATER, OIL, ETC.)
B187 CLEAN TANKS AND VOIDS (BALLASTING, STORAGE, ETC.)
B188 INSPECT TANKS AND VOIDS (BALLASTING, STORAGE, ETC.)
B189 TEST TANKS AND VOIDS (BALLASTING, STORAGE, ETC.)
B192 CLEAN PREHEATER AND REHEATER COILS
B193 INSPECT PREHEATER AND REHEATER COILS
B194 REPLACE COMPONENTS OF VENTILATION PREHEATERS
B195 CLEAN FAN UNIT COOLING COILS
B196 INSPECT FAN UNIT COOLING COILS
B197 CLEAN VENTILATION DUCTING
B198 INSPECT VENTILATION DUCTING
B199 REPLACE COMPONENTS OF VENTILATION DUCTING
B200 CLEAN VENTILATION DAMPERS AND CLOSURES
B201 INSPECT VENTILATION DAMPERS AND CLOSURES
B202 LUBRICATE VENTILATION DAMPERS AND CLOSURES
B203 TEST VENTILATION DAMPERS AND CLOSURES
B204 REPLACE COMPONENTS OF VENTILATION DAMPERS AND CLOSURES
B205 CLEAN VENTILATION SYSTEM AIR FILTERS
B206 INSPECT VENTILATION SYSTEM AIR FILTERS
B207 REPLACE VENTILATION SYSTEM AIR FILTERS
B208 CLEAN COMPONENTS OF COLLECTIVE PROTECTION SYSTEMS (CPS)
B209 INSPECT COMPONENTS OF CPS
B210 TEST COMPONENTS OF CPS
B211 REPLACE COMPONENTS OF CPS
B213 INSPECT VENTILATION WEATHER OPENINGS
B215 CLEAN BALANCED TYPE FUMETIGHT DOORS
B216 INSPECT BALANCED TYPE FUMETIGHT DOORS
B217 TEST BALANCED TYPE FUMETIGHT DOORS
B218 REPLACE COMPONENTS OF BALANCED TYPE FUMETIGHT DOORS
B219 ADJUST BALANCED TYPE FUMETIGHT DOORS
B220 CLEAN WATERTIGHT DOORS, HATCHES, AND SCUTTLES
B221 INSPECT WATERTIGHT DOORS, HATCHES, AND SCUTTLES
B222 LUBRICATE WATERTIGHT DOORS, HATCHES, AND SCUTTLES
B223 TEST WATERTIGHT DOORS, HATCHES, AND SCUTTLES
B224 REPLACE COMPONENTS OF WATERTIGHT DOORS, HATCHES, AND SCUTTLES
B225 ADJUST WATERTIGHT DOORS, HATCHES, AND SCUTTLES
B240 CLEAN COMPONENTS OF COLLECTION, HOLDING, AND TRANSFER (CHT) SYSTEMS
B241 INSPECT COMPONENTS OF CHT SYSTEMS
B242 TEST COMPONENTS OF CHT SYSTEMS
B243 REPLACE COMPONENTS OF CHT SYSTEMS
B244 ALIGN CHT SYSTEMS
B363 INSPECT DAMAGE CONTROL COMMUNICATION SYSTEMS (WIFCOM, HYDRA, ETC.)

C. DAMAGE CONTROL

C245 INSPECT SHIP FOR FIRE HAZARDS AND FLOODING
C246 TAKE SOUNDINGS (TANKS, VOIDS, COMPARTMENTS, ETC.)
C247 PREPARE MESSAGES USING DAMAGE CONTROL REPORTING SYMBOLS
C248 COMMUNICATE VIA DC COMMUNICATIONS SYSTEMS
C249 DIRECT DAMAGE CONTROL REPAIR TEAMS
C250 DEWATER SPACES USING PORTABLE EDUCTORS AND PUMPS
C251 DEWATER SPACES USING INSTALLED EDUCTORS
C252 OPERATE EMERGENCY ACCESS EQUIPMENT (PHARS, PECU, ETC.)

C253 DON OBA
C254 DOFF OBA
C255 DON SCBA
C256 DOFF SCBA
C257 DON SAR SCBA
C258 DOFF SAR SCBA
C259 CONSTRUCT SHORINGS
C260 STRING LEADS (EMERGENCY COMMUNICATION, POWER, WELDING, ETC.)
C261 INSTALL EMERGENCY PIPE PATCHES
C262 INSTALL HULL PATCHES
C263 PLUG CRACKED WELD SEAMS
C264 VERIFY COMPARTMENT CHECK OFF LISTS (CCOL)
C265 CONDUCT COMPARTMENT AIR TESTS

D. CHEMICAL, BIOLOGICAL, AND RADIOLOGICAL (CBR) DEFENSE

D266 INSPECT CHEMICAL PROTECTIVE EQUIPMENT
D267 DON CHEMICAL PROTECTION ENSEMBLE
D268 DOFF CHEMICAL PROTECTION ENSEMBLE
D269 INSPECT CHEMICAL AGENT DETECTION KITS
D270 TEST RADIATION, DETECTION, INDICATION, AND COMPUTATION (RADIAC) DETECTORS
D271 OPERATE RADIAC DETECTORS
D272 TEST RADIAC COMPUTER-INDICATORS
D273 OPERATE RADIAC COMPUTER-INDICATORS
D274 MEASURE AND RECORD RADIATION EXPOSURE OF RADIAC DETECTORS
D275 CLEAN AND INSPECT RADIAC DETECTOR CHARGERS
D277 TEST RADIAC DETECTOR CHARGERS
D278 OPERATE RADIAC DETECTOR CHARGERS
D279 CALIBRATE RADIAC MONITORING DEVICES
D280 SET UP DECONTAMINATION (DECON) STATIONS
D281 INSPECT DECON STATIONS
D282 INVENTORY DECON STATIONS
D283 TEST DECON SHOWERS
D284 SET UP CONTAMINATION CONTROL AREAS (CCA)
D285 INSPECT CCA
D286 ORGANIZE CBR DEFENSE MONITORING TEAMS
D287 PERFORM CHEMICAL MONITORING AND SURVEYING
D288 PERFORM RADIOLOGICAL MONITORING AND SURVEYING
D289 PERFORM SHIPBOARD CBR DECONTAMINATION
D290 PERFORM PERSONNEL CBR DECONTAMINATION

E. DAMAGE CONTROL CENTRAL/CENTRAL CONTROL STATION

E295 START FIRE PUMPS FROM DAMAGE CONTROL CONSOLE (DCC)
E296 STOP FIRE PUMPS FROM DCC
E297 OPEN/CLOSE FIREMAIN VALVES FROM DCC
E301 START VENTILATION SYSTEMS FROM DCC
E302 STOP VENTILATION SYSTEMS FROM DCC
E304 MONITOR THE SETTING OF MATERIAL CONDITIONS
E305 READ DAMAGE CONTROL PLATES
E307 COORDINATE DAMAGE CONTROL PARTIES

F. TECHNICAL ADMINISTRATION
F306 REVIEW DAMAGE CONTROL PLATES
F313 UPDATE CLOSURE LOGS
F314 COMPUTE DAILY DRAFT REPORTS
F322 UPDATE DCC/CCS LOGS
F323 UPDATE PMS RECORDS
F325 MAINTAIN ORDERS FOR THE SOUND AND SECURITY WATCH

G. SHIPBOARD DAMAGE CONTROL TRAINING
G343 INSTRUCT SHIPBOARD PERSONNEL IN OPERATION OF PORTABLE DC EQUIPMENT
G344 INSTRUCT SHIPBOARD PERSONNEL IN OPERATION OF INSTALLED DC EQUIPMENT
G345 INSTRUCT SHIPBOARD PERSONNEL IN THE USE OF PROTECTIVE CLOTHING
G346 INSTRUCT SHIPBOARD PERSONNEL IN OPERATION OF CBR DEFENSE EQUIPMENT
G347 INSTRUCT SHIPBOARD PERSONNEL IN DC TACTICS AND PROCEDURES
G349 CONDUCT DC TRAINING DRILLS

H. ENVIRONMENTAL PROTECTION
H354 RECORD DRY BULB TEMPERATURE READINGS
H355 REVIEW HAZARDOUS MATERIAL (HAZMAT) USER'S GUIDE
H356 REVIEW HAZMAT INVENTORIES
H357 REVIEW MATERIAL SAFETY DATA SHEETS (MSDS)
H358 CLEAN AND INSPECT HAZMAT WASTE CONTAINERS
H359 INSPECT HAZMAT STORAGE AREAS

DAMAGE CONTROLMAN SECOND CLASS (DC2)

A. FIRE FIGHTING
A010 OPERATE ATMOSPHERIC TEST EQUIPMENT

D. CHEMICAL, BIOLOGICAL, AND RADIOLOGICAL (CBR) DEFENSE
D291 DIRECT CBR DEFENSE MONITORING TEAMS
D292 COMPUTE RADIOLOGICAL TIME-INTENSITY PLOTS
D293 UPDATE RADIOLOGICAL TIME-INTENSITY PLOTS
D294 COMPUTE STAY TIMES IN FALLOUT AREAS

E. DAMAGE CONTROL CENTRAL/CENTRAL CONTROL STATION
E310 COMPUTE EFFECTS OF WEIGHT SHIFTS ON SHIP'S STABILITY

F. TECHNICAL ADMINISTRATION
F315 UPDATE ENGINEERING DEPARTMENT TRAINING RECORDS
F324 MAINTAIN DAMAGE CONTROL DIRECTIVES
F326 MAINTAIN MASTER DAMAGE CONTROL BOOKS
F327 MAINTAIN MASTER CCOL

G. SHIPBOARD DAMAGE CONTROL TRAINING
G348 QUALIFY AS DAMAGE CONTROL TRAINING TEAM (DCTT) MEMBER
G350 EVALUATE DC TRAINING DRILLS
G351 MONITOR DC TRAINING PROGRAMS
G352 SCHEDULE DC TRAINING PROGRAMS
G353 DEVELOP DC EXERCISES

DAMAGE CONTROLMAN FIRST CLASS (DC1)

E. DAMAGE CONTROL CENTRAL/CENTRAL CONTROL STATION
E308 COMPUTE AND PLOT STABILITY CURVES
E309 CALCULATE EFFECTS OF DAMAGE ON SHIP'S STABILITY AND BUOYANCY
E311 COMPUTE EFFECTS OF BUOYANCY AND GRAVITY ON SHIP'S STABILITY

F. TECHNICAL ADMINISTRATION
F317 UPDATE CBR DEFENSE BILLS
F321 UPDATE DARKEN SHIP BILLS
F338 PREPARE DC EQUIPMENT TEST AND INSPECTION REPORTS

CHIEF DAMAGE CONTROLMAN (DCC)

E. DAMAGE CONTROL CENTRAL/CENTRAL CONTROL STATION
E312 COMPUTE EFFECTS OF EMERGENCY REPAIR ON SHIP'S STABILITY

F. TECHNICAL ADMINISTRATION
F316 UPDATE BATTLE BILLS
F318 UPDATE RESCUE AND ASSISTANCE BILLS
F319 UPDATE COLD WEATHER BILLS
F320 UPDATE TOXIC GAS BILLS
F328 PREPARE CASUALTY REPORTS (CASREP)
F329 REVIEW CASREP
F330 PREPARE CASUALTY CORRECTIONS (CASCOR)
F331 REVIEW CASCOR
F334 PREPARE QUALITY ASSURANCE (QA) REPORTS
F335 REVIEW QA REPORTS
F336 CONDUCT QA AUDITS
F339 CONDUCT QA PROGRAM INSPECTIONS
F340 MONITOR QA PROGRAM FOR COMPLIANCE
F341 UPDATE DAMAGE CONTROL SELECTIVE RECORDS

H. ENVIRONMENTAL PROTECTION
H361 MONITOR HEARING CONSERVATION PROGRAMS
H362 MONITOR HEAT STRESS PROGRAMS

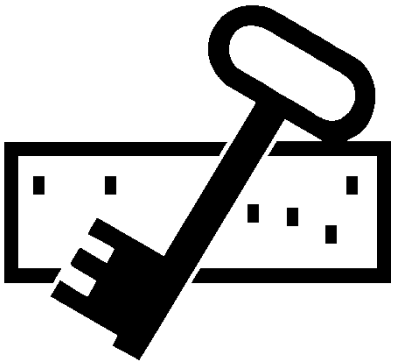
SENIOR CHIEF DAMAGE CONTROLMAN (DCCS)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

MASTER CHIEF DAMAGE CONTROLMAN (DCCM)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

CHAPTER 22



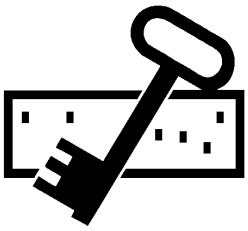
DISBURSING CLERK
(DK)

NAVPERS 18068-22B

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

DISBURSING CLERK (DK)



SCOPE OF RATING

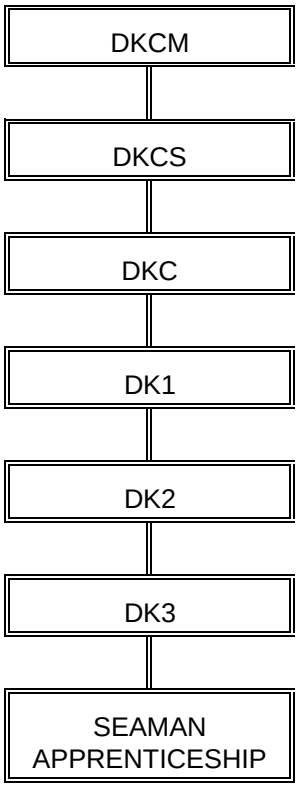
Disbursing Clerks (DK) maintain Personal Financial Records of military personnel and provide customer service to service members and dependents, review for accuracy and process documents affecting military pay entitlements and deductions and perform related computations; prepare military payrolls; determine transportation entitlements, compute travel allowances incurred by military personnel and their dependents; process vouchers supporting receipt and expenditures of public monies, ensure accuracy of accounting data; maintain related fiscal records and prepare associated reports and returns; and operate ADP equipment associated with the administration of the Navy pay system.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 22.

NAVPERS 18068-22B

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in BUPERSINST 1131.1.

SPECIAL PHYSICAL REQUIREMENTS

None.

CITIZENSHIP/SECURITY REQUIREMENTS

None.

SAFETY

The observance of proper safety precautions in all areas is an integral part of each billet and the responsibility of every Navy man and woman; safety is a universal requirement for all ratings.

DISBURSING CLERK (DK) FUNCTIONAL AREAS

A. PERSONAL FINANCIAL RECORDS

B. ALLOWANCES

C. PAYS

D. DISTRIBUTION OF FUNDS

E. RESERVES

F. DEDUCTIONS

G. FINANCIAL RECORDS/REPORTS

H. LOGS/FILES

I. TRAVEL

J. VOUCHERS

L. SECURITY

DISBURSING CLERK THIRD CLASS (DK3)

A. PERSONAL FINANCIAL RECORDS

A001 VERIFY PERSONAL FINANCIAL RECORDS (PFR)
A002 FILE PERSONAL FINANCIAL RECORD (PFR) DOCUMENTS (NET PAY ADVISORIES (NPA) FORMS, BASIC ALLOWANCE FOR HOUSING (BAH) CERTIFICATES, ETC)
A003 PROCESS PERSONAL FINANCIAL RECORDS (PFR) FOR TRANSFERS
A004 PREPARE PERSONAL FINANCIAL RECORDS (PFR) FOR MAILING
A005 VERIFY OUTSTANDING TRANSACTION FILES
A006 PRINT LEAVE AND EARNINGS STATEMENTS (LES)
A007 RECONCILE LEAVE AND EARNINGS STATEMENTS (LES)
A008 PROCESS CHANGE OF LEGAL RESIDENCE
A009 FILE LEAVE AND EARNINGS STATEMENTS (LES)
A010 VERIFY PAY ENTRY BASE DATES (PEBD)
A011 VERIFY AND PROCESS REPORTING TRANSACTIONS
A012 VERIFY AND PROCESS DETACHING TRANSACTIONS
A014 REVIEW MILITARY MASTER PAY ACCOUNTS (MMPA)

B. ALLOWANCES

B019 VERIFY ENTITLEMENT TO BASIC ALLOWANCE FOR HOUSING (BAH)
B021 VERIFY AND COMPUTE ADVANCE BASIC ALLOWANCE FOR HOUSING (BAH)
B023 VERIFY AND COMPUTE BASIC ALLOWANCE FOR HOUSING (BAH) DIFFERENCE PAY
B025 PROCESS BASIC ALLOWANCE FOR HOUSING (BAH) DOCUMENTS
B026 VERIFY AND PROCESS BASIC ALLOWANCE FOR SUBSISTENCE (BAS) DOCUMENTS
B028 VERIFY AND PROCESS FAMILY SEPARATION HOUSING (FSH) ALLOWANCE DOCUMENTS
B030 VERIFY AND PROCESS ENLISTED CLOTHING ALLOWANCE DOCUMENTS
B033 VERIFY AND PROCESS COST OF LIVING ALLOWANCE (COLA) DOCUMENTS
B035 VERIFY AND PROCESS OVERSEAS HOUSING ALLOWANCE (OHA) DOCUMENTS
B037 VERIFY AND PROCESS TEMPORARY LODGING ALLOWANCE (TLA) DOCUMENTS
B041 VERIFY AND PROCESS MOVE-IN HOUSING ALLOWANCE (MIHA) DOCUMENTS

C. PAYS

C043 VERIFY AND COMPUTE SELECTIVE REENLISTMENT BONUS (SRB) ENTITLEMENTS
C050 VERIFY ENLISTMENT BONUSES
C051 COMPUTE AND VERIFY LUMP SUM LEAVE (LSL) ENTITLEMENTS
C053 VERIFY AND PROCESS OFFICER CONTINUATION PAY/BONUS
C061 VERIFY AND PROCESS DEPENDENTS' ADVANCE ALLOTMENTS
C063 VERIFY AND PROCESS DEPENDENCY APPLICATION/EMERGENCY DATA FORMS (NAVPERS 1070/602R)
C065 VERIFY AND PROCESS CAREER SEA PAY (CSP) AND CAREER SEA PAY PREMIUM (CSPP) DOCUMENTS
C067 VERIFY AND PROCESS FOREIGN DUTY PAY AND HARDSHIP DUTY PAY DOCUMENTS
C069 VERIFY AND PROCESS SPECIAL AND INCENTIVE PAY DOCUMENTS
C071 VERIFY AND PROCESS HOSTILE FIRE PAY DOCUMENTS
C079 ESTABLISH TEMPORARY PAY ACCOUNTS
C080 PROCESS UNAUTHORIZED ABSENTEE AND DESERTER PAY ACCOUNTS
C081 UPDATE UNAUTHORIZED ABSENTEE AND DESERTER PAY ACCOUNTS
C084 VERIFY AUTOMATIC TELLER MACHINE (ATM) ACCOUNTS
C086 VERIFY AND PROCESS LEAVE DOCUMENTS
C088 COMPUTE NET PAY DUE
C089 COMPUTE PERMANENT CHANGE OF STATION (PCS) ADVANCE PAY

D. DISTRIBUTION OF FUNDS

D091 VERIFY AND PROCESS SPLIT PAY OPTION (SPO) PAYROLLS
D092 COMPUTE CASUAL AND PARTIAL PAYMENTS
D093 PRINT AND DISTRIBUTE NET PAY ADVISORIES (NPA) AND LEAVE AND EARNING STATEMENTS (LES)
D094 PREPARE CERTIFICATES OF DEPOSITS
D101 PREPARE CHECKS FOR PUBLIC VOUCHERS
D111 PERFORM AUTOMATIC TELLER MACHINE (ATM) END-OF-SESSIONS (EOS)
D112 CLOSE AUTOMATIC TELLER MACHINE (ATM) ACCOUNTS
D113 REPLENISH AUTOMATIC TELLER MACHINES (ATM)
D115 REPORT IRREGULARITIES IN DISBURSING ACCOUNTS

E. RESERVES

E120 COMPUTE ACTIVE DUTY TRAINING (ACDUTRA) TRAVEL TIME
E121 COMPUTE ACTIVE DUTY TRAINING (ACDUTRA) TRANSPORTATION ALLOWANCES
E122 PAY ACTIVE DUTY TRAINING (ACDUTRA) TRANSPORTATION ALLOWANCES
E123 COMPUTE MORE THAN 30 DAYS ACTIVE DUTY TRAINING (ACDUTRA) PAY AND ALLOWANCES
E124 COMPUTE LESS THAN 30 DAYS ACTIVE DUTY TRAINING (ACDUTRA) PAY AND ALLOWANCES

F. DEDUCTIONS

F129 COMPUTE FEDERAL INCOME TAX WITHHOLDINGS
F130 PREPARE FEDERAL INCOME TAX WITHHOLDING DOCUMENTS
F131 COMPUTE STATE INCOME TAX WITHHOLDINGS
F132 PREPARE STATE INCOME TAX WITHHOLDING DOCUMENTS
F134 COMPUTE FEDERAL INSURANCE CONTRIBUTION ACT (FICA) TAXES
F135 VERIFY AND PROCESS SERVICE MEMBERS GROUP LIFE INSURANCE (SGLI) DOCUMENTS
F136 PROCESS ALLOTMENT AUTHORIZATIONS
F138 PROCESS MISCELLANEOUS DEDUCTIONS (MONTGOMERY GOVERNMENT ISSUE BILL (MGIB), DELTA DENTAL PLAN (DDP), ETC)
F140 PROCESS SAVINGS DEPOSIT PROGRAM DOCUMENTS
F142 PROCESS COMBAT ZONE TAX EXCLUSION DOCUMENTS
F146 PROCESS NON-RESIDENT ALIEN (NRA) DOCUMENTS
F148 PREPARE WAGE AND TAX STATEMENTS (FORM W-2)
F149 DISTRIBUTE WAGE AND TAX STATEMENTS (FORM W-2)
F151 VERIFY AND PROCESS COURT MEMORANDA (NAVPERS 1070/607R)

G. FINANCIAL RECORDS/REPORTS

G153 PREPARE CERTIFICATE OF DESTRUCTION FOR VOIDED CHECKS
G166 DISPOSE OF RETAINED FINANCIAL RECORDS AND RETURNS
G167 PREPARE TRANSMITTAL OF STATEMENTS AND VOUCHERS
G169 PREPARE FINANCIAL RETURNS FOR MAILING
G170 VERIFY ACCOUNTING DATA

H. LOGS/FILES

H177 MAINTAIN TRANSMITTAL LOGS
H178 BACKUP AUTOMATIC TELLER MACHINE (ATM) DATA FILES

I. TRAVEL

I179 PROCESS DISLOCATION ALLOWANCE (DLA) DOCUMENTS
I181 VERIFY AND PROCESS TEMPORARY LODGING EXPENSE (TLE) DOCUMENTS
I183 COMPUTE TRAVEL ADVANCES
I184 COMPUTE PER DIEM
I185 COMPUTE LEAVE, TRAVEL, AND PROCEED TIME
I186 PROCESS LETTER OF NOTIFICATION FOR TRAVEL OVERPAYMENTS
I187 COMPUTE AND LIQUIDATE TRAVEL CLAIMS AND MISCELLANEOUS REIMBURSEMENT CLAIMS
I188 BREAKDOWN AND DISTRIBUTE TRAVEL DOCUMENTS

J. VOUCHERS

J196 VERIFY AND PROCESS DISBURSEMENT/COLLECTION VOUCHERS
J197 DISTRIBUTE DISBURSEMENT/COLLECTION VOUCHERS

DISBURSING CLERK SECOND CLASS (DK2)

A. PERSONAL FINANCIAL RECORDS

A017 RESOLVE SYSTEMS MANAGEMENT FOR REJECTED TRANSACTIONS (SMART) DISCREPANCIES/EVALUATION REPORTS
A018 TRANSMIT/RECEIVE DISBURSING DATA VIA AUTOMATED SYSTEMS

B. ALLOWANCES

B020 AUDIT BASIC ALLOWANCE FOR HOUSING (BAH) DOCUMENTS
B022 AUDIT ADVANCE BASIC ALLOWANCE FOR HOUSING (BAH) DOCUMENTS
B024 AUDIT BASIC ALLOWANCE FOR HOUSING (BAH) DIFFERENCE PAY DOCUMENTS
B027 AUDIT BASIC ALLOWANCE FOR SUBSISTENCE (BAS) DOCUMENT
B029 AUDIT FAMILY SEPARATION HOUSING (FSH) ALLOWANCE DOCUMENTS
B031 VERIFY AND PROCESS OFFICER UNIFORM ALLOWANCE DOCUMENTS
B032 AUDIT UNIFORM ALLOWANCES
B038 AUDIT TEMPORARY LODGING ALLOWANCE (TLA) DOCUMENTS

C. PAYS

C044 AUDIT ENLISTMENT BONUS DOCUMENTS
C045 COMPUTE SELECTIVE REENLISTMENT BONUS (SRB) RECOUPMENTS
C047 VERIFY AND PROCESS OFFICER BONUSES
C048 AUDIT OFFICER BONUS DOCUMENTS
C049 COMPUTE OFFICER BONUS RECOUPMENTS
C052 AUDIT LUMP SUM LEAVE (LSL) PAY DOCUMENTS
C055 COMPUTE DISCHARGE AND SEPARATION PAYMENTS
C057 COMPUTE SEVERANCE PAY
C073 VERIFY AND PROCESS HEALTH AND COMFORT PAYMENT DOCUMENTS
C075 VERIFY AND PROCESS PAY ADJUSTMENT AUTHORIZATIONS (PAA)
C077 VERIFY AND PROCESS DEATH GRATUITY CLAIMS
C090 PRINT PAYROLL SYSTEM REPORTS

D. DISTRIBUTION OF FUNDS

D096 MAKE BANK DEPOSITS
D097 PREPARE RECORD OF DEPOSITED INSTRUMENTS

D100 COLLECT FUNDS (SHIP'S STORE, POST OFFICE, ETC)
D103 PREPARE RECERTIFIED CHECKS
D104 CASH NEGOTIABLE INSTRUMENTS
D109 REPORT FALSE, FICTITIOUS OR FRAUDULENT CLAIMS
D114 TRANSFER PAYROLL TO AUTOMATIC TELLER MACHINES (ATM)

E. RESERVES
E125 AUDIT ACTIVE DUTY TRAINING (ACDUTRA) PAY DOCUMENTS
E126 PREPARE ACTIVE DUTY TRAINING (ACDUTRA) MONEY LISTS (NAVCOMPT 2261)
E127 VERIFY ACTIVE DUTY TRAINING (ACDUTRA) MONEY LISTS
E128 PAY ACTIVE DUTY TRAINING (ACDUTRA) PERSONNEL

F. DEDUCTIONS
F133 AUDIT TAX WITHHOLDING DOCUMENTS
F137 AUDIT ALLOTMENT AUTHORIZATIONS
F139 AUDIT MISCELLANEOUS DEDUCTIONS (MONTGOMERY GOVERNMENT ISSUE BILL (MGIB), DELTA DENTAL PLAN (DDP), ETC)
F141 AUDIT SAVINGS DEPOSIT PROGRAM DOCUMENTS
F143 AUDIT COMBAT ZONE TAX EXCLUSION DOCUMENTS
F144 PROCESS INTERNAL REVENUE SERVICE (IRS) NOTICE OF TAX LEVY ON WAGES, SALARY AND OTHER INCOME
F145 AUDIT CHANGE OF LEGAL RESIDENCE DOCUMENTS
F147 AUDIT NON-RESIDENT ALIEN (NRA) DOCUMENTS
F150 AUDIT FORM W-4

G. FINANCIAL RECORDS/REPORTS
G152 VERIFY AND PROCESS MONTH END CHECK ISSUE SUMMARIES
G154 DESTROY VOIDED CHECKS
G155 PREPARE STATEMENT OF ACCOUNTABILITY
G156 PREPARE MESSAGE REPORT OF STATEMENT OF ACCOUNTABILITY AND DISBURSEMENTS AND COLLECTIONS
G157 PREPARE AND PROCESS CHECKING ACCOUNT RETURNS
G158 VERIFY CHECKING ACCOUNT RETURNS
G159 BALANCE DAILY AGENT ACCOUNTABILITY SUMMARIES (DD-FORM 2265)
G160 PREPARE DAILY STATEMENT OF ACCOUNTABILITY (DD-FORM 2657)
G161 BALANCE DISBURSING OFFICERS ACCOUNTABILITY
G162 PREPARE DETAILED ANALYSIS OF CASH AND OTHER ASSETS
G164 PROCESS REMISSION AND CANCELLATION OF INDEBTEDNESS AND WAIVER OF CLAIMS FOR ERRONEOUS PAYMENTS OF PAY AND ALLOWANCES
G168 VERIFY TRANSMITTAL OF STATEMENTS AND VOUCHERS
G171 AUDIT PAYROLLS
G172 PREPARE FINANCIAL REPORTING SYSTEM (FRS) REPORTS
G173 VERIFY FINANCIAL REPORTING SYSTEM (FRS) REPORTS

H. LOGS/FILES
H175 ESTABLISH AND UPDATE RECERTIFIED CHECK REGISTERS
H176 VERIFY RECERTIFIED CHECK REGISTERS

I. TRAVEL
I180 AUDIT DISLOCATION ALLOWANCE (DLA) DOCUMENTS
I182 AUDIT TEMPORARY LODGING EXPENSE (TLE) DOCUMENTS

I189 AUDIT SHORE PATROL REIMBURSEMENT CLAIMS
I190 PROCESS SHORE PATROL REIMBURSEMENT CLAIMS

J. VOUCHERS
J191 PREPARE SCHEDULE OF CANCELED OR UNDELIVERED CHECKS
J192 AUDIT SCHEDULE OF CANCELED OR UNDELIVERED CHECKS
J193 PROCESS REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS CLAIMS
J194 PREPARE DISBURSEMENT/COLLECTION VOUCHERS
J195 AUDIT DISBURSEMENT/COLLECTION VOUCHERS

L. SECURITY
L209 INSTALL/UPDATE AUTOMATED DISBURSING SYSTEMS

DISBURSING CLERK FIRST CLASS (DK1)

A. PERSONAL FINANCIAL RECORDS
A013 VERIFY AND PROCESS NAVY RETIRED/RETAINER PAY DATA FORMS
A015 PRINT STANDARD DISBURSING MANAGEMENT REPORTS
A016 VERIFY/RESOLVE DISCREPANCIES IN STANDARD DISBURSING MANAGEMENT REPORTS

B. ALLOWANCES
B034 AUDIT COST OF LIVING ALLOWANCE (COLA) DOCUMENTS

C. PAYS
C046 AUDIT SELECTIVE REENLISTMENT BONUS (SRB) RECOUPMENT DOCUMENTS
C054 AUDIT CONTINUATION PAY DOCUMENTS
C056 AUDIT DISCHARGE AND SEPARATION DOCUMENTS
C058 AUDIT SEVERANCE PAY DOCUMENTS
C060 AUDIT DEPENDENTS' EMERGENCY EVACUATION PAY DOCUMENTS
C062 AUDIT DEPENDENTS' ADVANCE ALLOTMENTS
C064 AUDIT DEPENDENCY APPLICATION/EMERGENCY DATA FORMS (NAVPERS 1070/602R)
C066 AUDIT CAREER SEA PAY (CSP) AND CAREER SEA PAY PREMIUM (CSPP) DOCUMENTS
C068 AUDIT FOREIGN DUTY AND HARDSHIP DUTY PAY (HDP-L, HDP-M) DOCUMENTS
C070 AUDIT SPECIAL AND INCENTIVE PAY DOCUMENTS
C072 AUDIT HOSTILE FIRE PAY DOCUMENTS
C074 AUDIT HEALTH AND COMFORT PAY DOCUMENTS
C076 AUDIT PAY ADJUSTMENT AUTHORIZATION (PAA) DOCUMENTS
C078 AUDIT DEATH GRATUITY CLAIMS
C082 ESTABLISH AUTOMATIC TELLER MACHINE (ATM) ACCOUNTS
C083 CHANGE AUTOMATIC TELLER MACHINE (ATM) ACCOUNTS
C085 AUDIT AUTOMATIC TELLER MACHINE (ATM) PAYROLL TRANSFERS
C087 AUDIT LEAVE DOCUMENTS

D. DISTRIBUTION OF FUNDS
D095 AUDIT CERTIFICATES OF DEPOSITS
D099 ISSUE CHANGE FUNDS (SHIP'S STORE OPERATORS, FOOD SERVICE CASHIER, ETC)
D102 AUDIT CHECKS FOR PUBLIC VOUCHERS
D105 PROCURE FUNDS
D106 PROCURE CHECKS

D108 VERIFY AND PROCESS UNAVAILABLE CHECK CLAIMS
D110 ACCOUNT FOR SAFEKEEPING DEPOSITS
D116 DOCUMENT IRREGULARITIES IN DISBURSING ACCOUNTS
D117 RESOLVE IRREGULARITIES IN DISBURSING ACCOUNTS

G. FINANCIAL RECORDS/REPORTS
G163 VERIFY DETAILED ANALYSIS OF CASH AND OTHER ASSETS
G165 PREPARE DISBURSING OFFICER COMMENCEMENT/RELIEVING LETTERS
G174 VERIFY AND FILE AUTOMATIC TELLER MACHINE (ATM) REPORTS

L. SECURITY
L207 PERFORM AUTOMATIC TELLER MACHINE (ATM) SYSTEM FUNCTIONAL CHECKS
L208 PERFORM AUTOMATIC TELLER MACHINE (ATM) PHYSICAL SECURITY

DISBURSING CLERK (DKC)

D. DISTRIBUTION OF FUNDS
D098 DISTRIBUTE CASH FUNDS TO AGENTS
D107 ESTIMATE CASH REQUIREMENTS

SENIOR CHIEF DISBURSING CLERK (DKCS)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

MASTER CHIEF DISBURSING CLERK (DKCM)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

CHAPTER 23

ILLUSTRATOR DRAFTSMAN (DM)

NAVPERS 18068-23A

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

ILLUSTRATOR DRAFTSMAN (DM)

SCOPE OF RATING

Illustrator Draftsmen (DM) design and prepare art and copy layouts for materials to be presented by visual information media; technical illustrations for training aids and printed materials; technical sketches and working drawings for the fabrication of materials; operate and maintain graphic arts reproduction and visual information presentation equipment.

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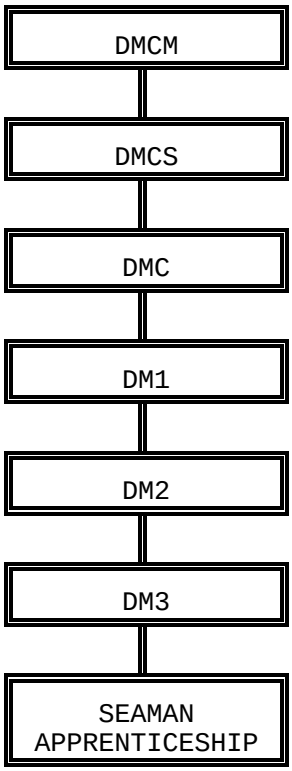
These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 23.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in BUPERSINST 1131.1 series.

SPECIAL PHYSICAL REQUIREMENTS

Vision 20/20 corrected; normal color perception. Refer to Chapter 15 of the Manual of the Medical Department, U.S. Navy for details on color perception requirements.

CITIZENSHIP/SECURITY REQUIREMENTS

Must be eligible for access to classified information.

SAFETY

The observance of proper safety precautions in all areas is an integral part of each billet and the responsibility of every Navy man and woman; safety is a universal requirement for all ratings.

ILLUSTRATOR DRAFTSMAN (DM) FUNCTIONAL AREAS

A. ILLUSTRATIONS AND MEDIUMS

B. VISUAL INFORMATION PRODUCTS

C. COPY PREPARATIONS

D. GRAPHICS MANAGEMENT

E. LETTERING

G. AIRBRUSH

H. GRAPHIC ARTS PHOTOGRAPHY

I. TECHNICAL DRAFTING AND DRAWING

J. GRAPHICS EQUIPMENT MAINTENANCE

N. COMPUTER FUNDAMENTALS

ILLUSTRATOR DRAFTSMAN THIRD CLASS (DM3)

A. ILLUSTRATIONS AND MEDIUMS

A001 DRAW FREEHAND SKETCHES
A002 SELECT CLIP ART
A004 CREATE ORIGINAL CARTOON FIGURES
A005 CONSTRUCT BACKGROUNDS
A006 DRAW HUMAN FIGURES
A007 ADD BACKGROUNDS AND PROPS TO FIGURE ILLUSTRATIONS
A008 LOCATE FIGURES WITHIN COMPOSITIONS
A013 CREATE PEN AND INK DRAWINGS
A014 CREATE PENCIL DRAWINGS
A015 CREATE PASTEL DRAWINGS
A016 CREATE CHARCOAL DRAWINGS
A023 SELECT COLOR SCHEME FOR ILLUSTRATIONS

B. VISUAL INFORMATION PRODUCTS

B001 CREATE VIEWGRAPHS
B002 MOUNT VIEWGRAPHS
B003 CATALOG AND FILE VIEWGRAPHS
B005 MOUNT 35MM SLIDES
B006 CATALOG AND FILE 35MM SLIDES
B007 ASSEMBLE 35MM SLIDE TRAYS OR CAROUSELS
B009 MAT AND MOUNT PHOTOGRAPHS
B010 CREATE CHARTS AND GRAPHS
B011 MOUNT CHARTS AND GRAPHS
B012 CATALOG AND FILE CHARTS AND GRAPHS

C. COPY PREPARATIONS

C001 PREPARE THUMBNAIL SKETCHES, ROUGHS, AND COMPREHENSIVES
C003 PASTE UP MECHANICALS
C004 SELECT TYPE FACES
C005 SELECT TYPE SIZES
C006 SELECT TYPE FONTS
C007 SELECT FORMAT
C008 SELECT ARTWORK
C009 CROP ARTWORK/PHOTOGRAPHS
C010 SCALE ARTWORK/PHOTOGRAPHS
C013 CREATE LINE COPY
C018 PRODUCE LINE NEGATIVES
C023 SELECT SIZES AND TYPES OF HEADLINES
C024 SELECT SIZES OF PAGES
C025 PRODUCE COPIES
C027 MAKE ENTRIES IN PRINTING JOB LOGS

D. GRAPHICS MANAGEMENT

D006 UPDATE PICTURE MORGUE/CLIP ART FILES

E. LETTERING

E001 CREATE FREEHAND LETTERING
E005 LETTER TRANSPARENCIES
E008 ENGRAVE SIGNS, NAMETAGS, PLAQUES, ETC.
E009 APPLY DRY TRANSFER LETTERING

G. AIRBRUSH

G002 ATTACH MOISTURE TRAPS TO AIR SOURCES
G003 ATTACH REGULATORS TO AIR SOURCES
G004 CUT FRISKETS/TEMPLATES
G005 MASK AREAS
G006 SELECT PIGMENTS FOR AIRBRUSHING
G009 RETOUCH PHOTOGRAPHS
G011 APPLY GRADUATED TONES

H. GRAPHIC ARTS PHOTOGRAPHY

H001 REPRODUCE ARTWORK
H005 ENLARGE OR REDUCE ARTWORK
H006 CALCULATE EXPOSURE TIMES AND "F" STOP SETTINGS
H007 CALCULATE PERCENTAGES OF REDUCTIONS OR ENLARGEMENTS
H012 POSITION UNEXPOSED FILM OR PAPER IN PROCESS CAMERAS
H013 PROGRAM COPY CAMERAS

I. TECHNICAL DRAFTING AND DRAWING

I002 DRAW SCHEMATICS
I003 DRAW WIRING DIAGRAMS
I004 DRAW EQUIPMENT LAYOUTS
I005 DRAW FLOOR PLANS
I006 DRAW ORTHOGRAPHIC PROJECTIONS
I007 DRAW OBLIQUE PROJECTIONS
I008 DRAW ISOMETRIC PROJECTIONS
I009 DRAW EXPLODED VIEWS
I010 DRAW TECHNICAL SKETCHES
I011 CREATE CONSTRUCTION DRAWINGS AND ARCHITECTURAL LAYOUTS
I016 CREATE SHOP AND FABRICATION DRAWINGS
I017 CREATE LAYOUTS OF ROADS, PARKING AREAS, AND EXISTING OR PROPOSED CONTOURS

J. GRAPHICS EQUIPMENT MAINTENANCE

J003 CLEAN AND INSPECT REPRODUCTION EQUIPMENT
J004 PERFORM OPERATOR ADJUSTMENTS ON REPRODUCTION EQUIPMENT
J005 CLEAN AND INSPECT DRAWING INSTRUMENTS
J006 CLEAN AND INSPECT TYPESETTING PAPER PROCESSORS
J007 PERFORM OPERATOR CHECKS ON TYPESETTING PAPER PROCESSORS
J008 PERFORM OPERATOR ADJUSTMENTS ON TYPESETTING PAPER PROCESSORS
J012 CLEAN AND INSPECT COMPONENTS OF COPY CAMERAS
J013 PERFORM OPERATOR CHECKS ON COPY CAMERAS
J014 PERFORM OPERATOR ADJUSTMENTS ON COPY CAMERAS
J015 CLEAN AND INSPECT TYPECOMPOSING EQUIPMENT

J016 PERFORM OPERATOR CHECKS ON TYPECOMPOSING EQUIPMENT
J021 CHANGE CHEMICALS IN PROCESSORS
J022 REPLENISH CHEMICALS IN PROCESSORS
J027 CLEAN AND INSPECT COPIERS
J028 REPLENISH LIQUID/DRY TONERS IN COPIERS
J031 CLEAN AND INSPECT ENGRAVING EQUIPMENT
J032 REMOVE AND REPLACE COMPONENTS OF ENGRAVING EQUIPMENT
J033 CLEAN AND INSPECT FLATBED SCANNERS
J048 TEST AND INSPECT FILM DRYERS
J054 PERFORM OPERATOR CHECKS ON COPIERS

N. COMPUTER FUNDAMENTALS
N001 PRINT COLOR DOCUMENTS
N002 PRINT COLOR TRANSPARENCIES
N003 PRODUCE LARGE DRAWINGS/DOCUMENTS WITH PLOTTERS
N004 CREATE DIRECTORIES AND SUBDIRECTORIES
N005 RETRIEVE DIRECTORIES
N006 MAKE CHANGES TO DIRECTORIES AND SUBDIRECTORIES
N007 LAYOUT PROJECT DIMENSIONS
N008 INSTALL MOUSE TYPE DEVICES
N009 CREATE TAGS
N010 MODIFY EXISTING TAGS
N011 RETRIEVE EXISTING TAGS
N012 CREATE FRAMES
N013 RETRIEVE EXISTING FRAMES
N014 MODIFY EXISTING FRAMES
N015 CREATE STYLE SHEETS
N016 MODIFY EXISTING STYLE SHEETS
N017 RETRIEVE EXISTING STYLE SHEETS
N019 CHANGE TEXT ATTRIBUTES

ILLUSTRATOR DRAFTSMAN SECOND CLASS (DM2)

A. ILLUSTRATIONS AND MEDIUMS
A009 DRAW ONE POINT PERSPECTIVES
A010 DRAW TWO POINT PERSPECTIVES
A011 DRAW THREE POINT PERSPECTIVES
A012 CREATE CARICATURES
A018 CREATE OIL PAINT ILLUSTRATIONS
A020 CREATE TEMPERA PAINT ILLUSTRATIONS
A021 CREATE WATER COLOR ILLUSTRATIONS
A022 CREATE ACRYLIC PAINT ILLUSTRATIONS

B. VISUAL INFORMATION PRODUCTS
B004 CREATE ARTWORK FOR 35MM SLIDES
B016 FABRICATE DISPLAYS AND EXHIBITS
B019 SCAN IMAGES
B021 INPUT IMAGES INTO LASER COPIER FROM 35MM SLIDES
B022 INPUT IMAGES INTO LASER COPIER FROM STILL VIDEO DISKS

B024 INPUT DIGITAL IMAGERY
B025 TRANSFER DIGITAL IMAGERY TO 35MM FILM

C. COPY PREPARATIONS

C002 SELECT PROPER PRINTING PROCESSES
C011 SELECT INKS
C012 SELECT PRINT STOCK
C014 COMPOSE COPY FROM A MANUSCRIPT
C016 CREATE CONTINUOUS-TONE COPY
C017 CREATE HALFTONE COPY
C019 ELIMINATE PHOTO BACKGROUNDS (SILHOUETTE)
C020 SOFTEN BACKGROUNDS (VIGNETTE)
C021 PREPARE COPY LAYOUTS IN SIGNATURE FORMATS
C031 PERFORM QUALITY CONTROL INSPECTIONS

D. GRAPHICS MANAGEMENT

D004 EVALUATE AND MAKE RECOMMENDATIONS ON MEDIA PRODUCTION REQUIREMENTS
D005 REVIEW AND PROCESS WORK REQUESTS FOR ITEMS SUBJECT TO FORMS CONTROL
D008 RESEARCH AND ESTIMATE PRINTING COSTS
D009 CHECK PROOF SHEETS AGAINST JOB SPECIFICATIONS
D010 RECEIVE CLASSIFIED ORIGINALS, NEGATIVES, AND COPIES
D011 RELEASE CLASSIFIED ORIGINALS, NEGATIVES, AND COPIES

G. AIRBRUSH

G001 ASSEMBLE AIRBRUSHES AND COMPRESSORS
G007 MIX PIGMENTS FOR AIRBRUSHING
G008 AIRBRUSH ILLUSTRATIONS/TEXTILES
G010 APPLY EVEN TONES

H. GRAPHICS ARTS PHOTOGRAPHY

H008 CREATE REVERSALS
H009 CREATE HALFTONE POSITIVES
H010 CREATE SPECIAL EFFECTS
H011 CREATE FILM POSITIVES
H014 ANNOTATE PICTURES, SLIDES, AND NEGATIVES
H018 MEASURE GRAY SCALE RANGES
H026 ENLARGE AND REDUCE PHOTOGRAPHS

I. TECHNICAL DRAFTING AND DRAWING

I001 DRAW MAPS/NAUTICAL CHARTS
I013 CHECK LAYOUTS AND DRAWINGS FOR TECHNICAL ACCURACY AND COMPLETENESS
I018 CREATE AS-BUILT DRAWINGS (3-D)

J. GRAPHICS EQUIPMENT MAINTENANCE

J001 CLEAN AND INSPECT VISUAL PRESENTATION EQUIPMENT
J002 PERFORM OPERATOR ADJUSTMENTS ON VISUAL PRESENTATION EQUIPMENT
J009 CLEAN AND INSPECT DIAZO MACHINES

J010 PERFORM OPERATOR CHECKS ON DIAZO MACHINES
J011 PERFORM OPERATOR ADJUSTMENTS ON DIAZO MACHINES
J017 PERFORM OPERATOR ADJUSTMENTS ON TYPECOMPOSING EQUIPMENT
J023 CLEAN AND INSPECT EXPOSURE EQUIPMENT
J029 CLEAN AND INSPECT THERMAL PRINTERS
J030 PERFORM OPERATOR ADJUSTMENTS ON THERMAL PRINTERS
J034 CLEAN AND INSPECT HAND SCANNERS
J035 CLEAN AND INSPECT DISPLAY LETTERING COMPOSERS
J036 PERFORM OPERATOR ADJUSTMENTS ON DISPLAY LETTERING COMPOSERS
J037 CLEAN AND INSPECT AIRBRUSHES
J038 PERFORM OPERATOR CHECKS ON AIRBRUSHES
J039 PERFORM OPERATOR ADJUSTMENTS ON AIRBRUSHES
J040 PERFORM OPERATOR CHECKS ON PROCESS CAMERAS
J042 TEST AND INSPECT PROCESS CAMERAS

ILLUSTRATOR DRAFTSMAN FIRST CLASS (DM1)

B. VISUAL INFORMATION PRODUCTS
B013 CREATE ANIMATIONS FOR TELEVISION (TV)/VIDEO GRAPHICS PRESENTATIONS
B014 CREATE TV GRAPHICS
B017 CATALOG AND STORE DISPLAYS AND EXHIBITS

C. COPY PREPARATIONS
C015 PROOFREAD COMPOSED TEXT COPY
C022 PREPARE MULTI-PAGE SPREADS

D. GRAPHICS MANAGEMENT
D001 COMPILE AUDIOVISUAL PRESENTATION REPORTS
D002 FILE AUDIOVISUAL PRESENTATION REPORTS
D003 REVIEW WORK REQUESTS FOR COMPLIANCE WITH COPYRIGHT AND REPRODUCTION REGULATIONS

N. COMPUTER FUNDAMENTALS
N018 INSERT INDEX REFERENCES, HEADERS, AND FOOTNOTES

CHIEF ILLUSTRATOR DRAFTSMAN (DMC)

D. GRAPHICS MANAGEMENT
D013 CONDUCT JOINT CONGRESSIONAL PRINT (JCP) INVENTORIES
D014 MAKE ENTRIES IN REPROGRAPHICS PRODUCTION LOGS
D015 PREPARE JCP FORMS 1 AND 5

SENIOR CHIEF ILLUSTRATOR DRAFTSMAN (DMCS)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

MASTER CHIEF ILLUSTRATOR DRAFTSMAN (DMCM)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

CHAPTER 24

DENTALMAN
(DN)

NAVPERS 18068-24A

DENTALMAN (DN)

APPRENTICESHIP OCCUPATIONAL STANDARDS

SCOPE OF RATING

Dentalmen (DN) assist dental officers in operative dentistry and oral diagnostic procedures; render first aid; prepare patients for treatment; sterilize and arrange dental instruments; care for dental equipment; maintain dental offices; and record dental conditions and treatment rendered.

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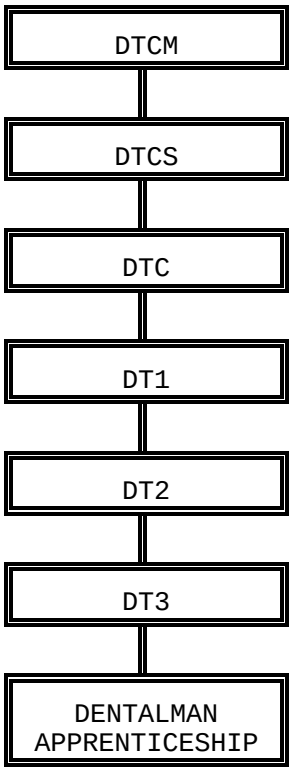
These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 24.

(Effective February 1992)

NAVPERS 18068-24A

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in BUPERSINST 1131.1 series.

SPECIAL PHYSICAL REQUIREMENTS

None.

CITIZENSHIP/SECURITY REQUIREMENTS

None.

SAFETY

The observance of proper safety precautions in all areas is an integral part of each billet and the responsibility of every Navy man and woman; safety is a universal requirement for all ratings.

DENTALMAN (DN) APPRENTICESHIP FUNCTIONAL AREAS

A. EMERGENCY CARE

B. RADIOLOGY

C. INFECTION CONTROL

D. CLINICAL DENTISTRY

N. DENTAL ADMINISTRATION

DENTALMAN (DN)

A. EMERGENCY CARE

A001 TAKE VITAL SIGNS
A002 PROVIDE EMERGENCY FIRST AID TREATMENT
A003 MAKE ASSESSMENT OF SHOCK
A004 PROVIDE TREATMENT FOR SHOCK
A005 MAKE ASSESSMENT OF RESPIRATORY EMERGENCIES
A006 PROVIDE TREATMENT FOR RESPIRATORY EMERGENCIES
A007 MAKE ASSESSMENT OF CARDIOPULMONARY EMERGENCIES
A008 PROVIDE TREATMENT FOR CARDIOPULMONARY EMERGENCIES
A009 MAKE ASSESSMENT OF SYNCOPE
A010 PROVIDE TREATMENT FOR SYNCOPE

B. RADIOLOGY

B002 ENFORCE X-RAY PROTECTION PROCEDURES
B003 POST ENVIRONMENTAL FILM (CONTROL FILM)
B004 CONDUCT FUNCTIONAL CHECK OF X-RAY EQUIPMENT
B005 MAINTAIN X-RAY LOGS
B006 LOAD FILM CASSETTES
B007 UNLOAD FILM CASSETTES
B008 TAKE PANOGRAPHIC X-RAYS
B009 TAKE INTRA-ORAL X-RAYS
B010 DEVELOP X-RAYS (AUTOMATIC PROCESSING)
B011 DEVELOP X-RAYS (MANUAL PROCESSING)
B012 INSPECT DEVELOPED FILM QUALITY
B013 MOUNT DEVELOPED X-RAYS
B014 CLEAN AND LUBRICATE COMPONENTS OF AUTOMATIC FILM PROCESSORS
B015 PREPARE CHEMICALS FOR FILM PROCESSING
B016 MIX CHEMICALS FOR FILM PROCESSING
B017 DRAIN AND REFILL PROCESSING TANKS
B018 COLLECT AND STOW SOLUTIONS FOR RECLAMATION
B019 COLLECT AND STOW EXPOSED FILMS FOR RECLAMATION
B020 PERFORM LEVEL I MAINTENANCE ON INTRA-ORAL RADIOGRAPHIC EQUIPMENT
B021 PERFORM LEVEL I MAINTENANCE ON PANORAMIC EQUIPMENT
B022 PERFORM LEVEL I MAINTENANCE ON RADIOGRAPHIC VIEWING EQUIPMENT
B023 CLEAN AND LUBRICATE COMPONENTS OF X-RAY EQUIPMENT
B024 CLEAN AND LUBRICATE COMPONENTS OF AUTOMATIC X-RAY PROCESSORS
B025 REMOVE OR REPLACE COMPONENTS OF AUTOMATIC X-RAY PROCESSORS
B644 PERFORM DUPLICATION OF PANORAMIC X-RAYS

C. INFECTION CONTROL

C001 CLEAN AND SCRUB INSTRUMENTS, EQUIPMENT AND SUPPLIES
C003 MAINTAIN A STERILE FIELD
C004 ENFORCE STERILIZATION PROTECTION PROCEDURES
C005 REPORT BREAKS IN ASEPTIC TECHNIQUES
C006 DRAPE PATIENTS WITH STERILE DRAPES
C007 DRAPE TABLES, STANDS AND EQUIPMENT
C008 FIT AND TIE SURGICAL GOWNS ON SURGICAL TEAM MEMBERS
C009 PERFORM SURGICAL/NONSURGICAL SCRUB, MASKING AND GLOVING PROCEDURES

C010 PREPARE DEBRIDEMENT AND DISINFECTANT CHEMICALS AND SOLUTIONS
C011 PREPARE LINENS FOR STERILIZATION
C012 STERILIZE DENTAL INSTRUMENT PACKS
C013 STERILIZE DENTAL MATERIAL PACKS (LINEN, RUBBER GOODS, SUTURES)
C016 RECEIVE CONTAMINATED INSTRUMENTS, EQUIPMENT AND MATERIALS IN CENTRAL STERILIZATION ROOM (CSR)
C017 SEPARATE CONTAMINATED DISPOSABLES AND NON-DISPOSABLES
C018 REMOVE AMALGAM SCRAPS FROM ASPIRATOR SYSTEMS AND CUSPIDORS
C019 FLUSH ASPIRATOR SYSTEM WITH MERCURY DECONTAMINATION SOLUTION (HGX)
C020 FLUSH HAND INSTRUMENTS
C021 INSPECT DENTAL HAND INSTRUMENTS FOR DAMAGE/SHARPNESS
C022 STORE AND INVENTORY PRESET PACKS/TRAYS
C024 DISINFECT IMPRESSIONS
C025 CONDUCT POST-OPERATIVE CLEANING OF DENTAL OPERATING ROOMS (DOR)
C026 INSPECT DOR FOR CLEANLINESS
C028 CLEAN STERILIZERS
C645 PERFORM HAZARDOUS INFECTIOUS WASTE HANDLING PROCEDURES

D. CLINICAL DENTISTRY

D002 CONDUCT PRELIMINARY SCREENING OF DENTAL SICK CALL PATIENTS
D003 CLASSIFY TEETH BY CHARACTERISTICS
D004 CLASSIFY TEETH BY LOCATION
D005 CLASSIFY TEETH BY NAME
D006 CLASSIFY TEETH BY NUMBER
D018 PERFORM USER MAINTENANCE ON AIR COMPRESSOR
D019 PREPARE EQUIPMENT/MATERIALS FOR VITALITY TESTING
D020 ASSIST DURING VITALITY TESTING
D021 POSITION PATIENTS TO RECEIVE DENTAL TREATMENT
D022 SET UP BRACKET TABLES WITH DENTAL INSTRUMENTS, MATERIALS AND ACCESSORIES
D025 APPLY PLAQUE DISCLOSING AGENTS
D027 SCALE TEETH (SUPRAGINGIVAL) USING MANUAL/ELECTROMECHANICAL INSTRUMENTATION
D028 POLISH TEETH
D029 APPLY STANNOUS FLUORIDE
D030 APPLY TOPICAL ANESTHETIC TO GINGIVA
D031 LOAD AND TRANSFER ANESTHETIC SYRINGES
D032 ASSIST DURING ORAL SURGERY
D033 CIRCULATE DURING ORAL SURGERY
D034 MONITOR VITAL SIGNS
D037 PREPARE, PLACE, AND REMOVE RUBBER DAMS
D038 INSERT SALIVA EJECTOR
D039 INSERT ROTARY CUTTING INSTRUMENTS IN DENTAL HANDPIECES
D040 EXCHANGE AND TRANSFER DENTAL INSTRUMENTS WITH DENTAL OFFICER
D041 REMOVE DEBRIS FROM INSTRUMENTS DURING SURGICAL PROCEDURES
D042 RETRACT TISSUE FROM SURGICAL SITES
D043 REMOVE FLUID AND TISSUE FROM SURGICAL SITES WITH STERILE SPONGES
D044 SUPPORT LOWER JAW (MANDIBLE) DURING TREATMENT
D045 HOLD TISSUE WITH TISSUE FORCEPS FOR PLACEMENT OF SUTURES
D046 CUT LOOSE ENDS OF SUTURE MATERIAL
D047 REMOVE SUTURES
D048 CONTROL SECONDARY HEMORRHAGE FOLLOWING EXTRACTIONS

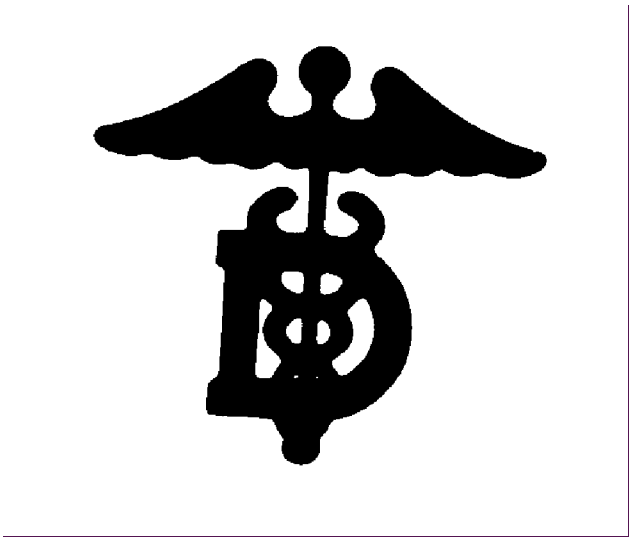
D050 EVACUATE WATER AND DEBRIS FROM ORAL CAVITIES
D051 FLUSH AND DRY CAVITY PREPARATIONS
D052 PLACE MATRIX (PLASTIC STRIP) IN RETAINERS
D053 PLACE MATRIX (PLASTIC STRIP) BETWEEN TEETH
D054 MIX DENTAL BASES AND LINERS
D055 MIX DENTAL FILLING MATERIALS
D056 MIX PERIODONTAL MATERIALS
D057 PREPARE POLISHING AGENTS FOR FINISHING AMALGAM RESTORATIONS
D059 STOW AMALGAM SCRAP
D060 REMOVE PERIODONTAL DRESSINGS
D061 PLACE STOPS ON ROOT CANAL INSTRUMENTS
D062 MIX ROOT CANAL SEALERS
D063 PERFORM PAPER POINT CULTURES
D064 ASSIST IN BLEACHING DISCOLORED TEETH
D065 PREPARE ZINC OXIDE AND EUGENOL SEDATIVE RESTORATIONS
D066 PLACE AND REMOVE TEMPORARY FILLINGS
D068 INSTRUCT PATIENTS ON HOME DENTAL CARE PROGRAM
D069 INSTRUCT PATIENTS REGARDING RELATIONSHIP OF PLAQUE, CARIES AND ORAL HEALTH
D070 INSTRUCT PATIENTS IN POSTOPERATIVE PROCEDURES
D071 INSTRUCT PATIENTS IN SELF-ADMINISTRATION OF PRESCRIBED MEDICATIONS
D073 PREPARE DENTAL INSTRUMENT PACKS
D074 SHARPEN DENTAL HAND INSTRUMENTS
D075 LUBRICATE SHARPENING DEVICES
D076 CONDUCT FUNCTIONAL CHECKS ON MECHANICAL EQUIPMENT
D079 CLEAN AND LUBRICATE DENTAL HANDPIECES
D080 PERFORM CHAIRSIDE ASSISTANCE DURING PROSTHETIC DENTAL TREATMENTS
D081 MIX PROSTHODONTIC MATERIAL
D082 MIX DENTAL CEMENTS
D083 REMOVE EXCESS CEMENTS
D084 POUR AND SEPARATE PRELIMINARY IMPRESSIONS
D085 MIX IMPRESSION MATERIALS
D086 TEST AND INSPECT DENTAL HANDPIECES
D087 CLEAN AND LUBRICATE DENTAL ENGINES
D088 TEST AND INSPECT SPHYGMOMANOMETERS
D089 CLEAN COMPONENTS OF SPHYGMOMANOMETERS
D090 PERFORM LEVEL I MAINTENANCE ON DENTAL OPERATING ROOM EQUIPMENT
D646 CLEAN AND LUBRICATE COMPONENTS OF DENTAL CHAIRS
D647 CLEAN AND LUBRICATE COMPONENTS OF DENTAL UNITS
D648 MIX PROSTHETIC/ORTHODONTIC RESINS
D649 IDENTIFY SYMPTOMS OF ORAL DISEASES AND CONDITIONS
D650 ASSIST IN TREATMENT OF ORAL DISEASES AND CONDITIONS
D651 IDENTIFY FRACTURES OF THE TEETH
D652 ASSIST IN TREATMENT OF FRACTURES OF THE TEETH
D653 IDENTIFY POSTOPERATIVE PAIN
D654 ASSIST IN TREATMENT OF POSTOPERATIVE PAIN
D655 ASSIST IN OBTAINING BIOPSY

N. DENTAL ADMINISTRATION

N013 PREPARE DENTAL APPOINTMENT CARDS
N015 INITIATE NEW DENTAL RECORDS
N017 SCREEN DENTAL RECORDS

N018 FILE DENTAL RECORDS
N021 INSTRUCT PATIENTS IN COMPLETION OF DENTAL HEALTH QUESTIONNAIRES
N022 PREPARE HEALTH RECORD RECEIPTS
N023 PREPARE CONSULTATION SHEETS
N034 PREPARE DENTAL INFORMATION RETRIEVAL SYSTEM (DIRS) REPORT
N048 ADMINISTER PRIVACY ACT STATEMENTS
N056 COMBINE DOCTOR'S SCHEDULE WITH PATIENT LOAD SHEET
N057 RECORD TREATMENT RENDERED AND FURTHER TREATMENT REQUIRED ON PATIENT DENTAL RECORDS
N656 INPUT DATA FOR DENTAL INFORMATION RETRIEVAL SYSTEM (DIRS)
N657 INPUT DATA FOR DENTAL MANAGEMENT INFORMATION (DENMIS) REPORTS
N658 MAKE ENTRIES ON REPORT OF MEDICAL EXAMINATIONS
N659 RECORD PATIENT DATA ON CONSULTATION RECORD SF-513

CHAPTER 27



DENTAL TECHNICIAN
(DT)

NAVPERS 18068-27B

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

DENTAL TECHNICIAN (DT)

SCOPE OF RATING

Dental Technicians (DT) perform duties as assistants in the prevention and treatment of dental diseases and disabilities and in the administration of dental facilities; perform dental treatment room assistance and preventive dentistry treatment, including oral prophylaxis; rendering emergency dental first aid; expose and process dental X-ray films; prepare dental materials and medications; assist in preparation and maintenance of dental records; assist in the procurement, storage, issue and accountability of dental supplies and equipment; and during a contingency scenario integrate with and assist medical personnel in the emergency treatment of casualties. In addition, Dental Technicians may be trained and qualified in technical specialties such as advanced dental administration, dental prosthetic laboratory techniques, and maintenance and repair of dental equipment.

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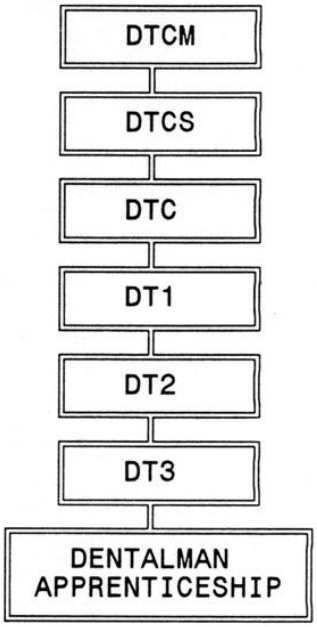
These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 27.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in BUPERSINST 1131.1.

SPECIAL PHYSICAL REQUIREMENTS

None.

CITIZENSHIP/SECURITY REQUIREMENTS

None.

SAFETY

The observance of proper safety precautions in all areas is an integral part of each billet and the responsibility of every Navy man and woman; safety is a universal requirement for all ratings.

DENTAL TECHNICIAN (DT) FUNCTIONAL AREAS

A. CONTINGENCY ROLE

B. INFECTION CONTROL

C. CLINICAL DENTISTRY

D. RADIOLOGY

E. DENTAL EQUIPMENT

F. ADMINISTRATION/LOGISTICS

G. DENTAL PROGRAM MANAGEMENT

DENTAL TECHNICIAN THIRD CLASS (DT3)

A. CONTINGENCY ROLE

A189 PROVIDE HEALTH CARE PROVIDER LEVEL BASIC LIFE SUPPORT
A191 DRESS WOUNDS
A192 CONTROL HEMORRHAGE
A193 TREAT FOR SHOCK
A195 ASSIST FORENSIC DENTAL IDENTIFICATION
A208 PERFORM TRIAGE
A209 PERFORM PRELIMINARY ASSESSMENT AND TREATMENT OF CHEMICAL, BIOLOGICAL, RADIOLOGICAL (CBR) CONTAMINATED PATIENTS
A210 DECONTAMINATE CBR CONTAMINATED PATIENTS
A211 PERFORM PRELIMINARY ASSESSMENT AND TREATMENT OF ORTHOPEDIC INJURIES

B. INFECTION CONTROL

B016 PERFORM STERILIZATION MONITORING
B017 ENFORCE STERILIZATION SAFETY PRECAUTIONS
B019 ENFORCE INFECTION CONTROL SAFETY PRECAUTIONS
B020 COLLECT INFECTIOUS WASTE MATERIALS
B021 STORE INFECTIOUS WASTE MATERIALS
B022 DISPOSE OF INFECTIOUS WASTE MATERIALS
B025 MIX CHEMICAL DISINFECTANTS
B026 REPLENISH CHEMICAL DISINFECTANTS
B027 MIX ULTRASONIC SOLUTIONS
B028 DISINFECT INSTRUMENTS
B029 WASH INSTRUMENTS
B030 PRESERVE INSTRUMENTS FROM RUST
B031 PACK AND WRAP INSTRUMENTS
B032 STERILIZE INSTRUMENTS
B035 DISINFECT DENTAL EQUIPMENT
B212 TRANSFER CONTAMINATED MATERIALS AND INSTRUMENTS
B213 COLLECT LINEN
B214 REPLACE LINEN
B215 DISINFECT DENTAL TREATMENT ROOMS (DTR)

C. CLINICAL DENTISTRY

C048 SHARPEN DENTAL INSTRUMENTS
C075 ENFORCE MERCURY SAFETY PRECAUTIONS
C076 PREPARE MATERIEL FOR METALLIC RESTORATIONS
C081 ASSESS ORAL CONDITIONS
C082 ASSESS FOR SIDE EFFECTS OF MEDICATIONS AND DRUGS
C083 PREPARE MATERIEL FOR NON-METALLIC RESTORATIONS
C088 TAKE IMPRESSIONS
C089 POUR IMPRESSIONS
C090 APPLY SEALANTS
C091 ASSEMBLE MATRIX BANDS
C092 PLACE MATRIX BANDS
C094 DISPOSE OF MERCURY BEARING WASTES
C104 SCALE TEETH ELECTROMAGNETICALLY (SUPRAGINGIVAL)
C105 SCALE TEETH MANUALLY (SUPRAGINGIVAL)

C106 POLISH TEETH
C107 FLOSS TEETH
C108 MIX PULP PROTECTION MATERIALS
C109 PREPARE MATERIEL FOR PULP TESTING
C110 FLUSH AND DRY CAVITY PREPARATIONS
C111 EVACUATE FLUID AND DEBRIS FROM THE ORAL CAVITY
C112 APPLY FLUORIDE
C115 FILL OUT ANESTHESIA AND SURGICAL CONSENT FORMS
C116 FILL OUT LIMITED DUTY AND NO DUTY CHITS
C117 SET UP TREATMENT ROOMS
C118 BREAK DOWN TREATMENT ROOMS
C119 PREPARE CLAMPS AND RUBBER DAMS
C120 PLACE CLAMPS AND RUBBER DAMS
C121 SET UP OPERATIVE INSTRUMENT TRAYS
C130 TAKE VITAL SIGNS
C132 INSTRUCT PATIENTS IN ORAL HEALTH CARE
C216 SET UP ORAL DIAGNOSIS INSTRUMENT TRAYS
C217 PREPARE MATERIEL FOR ORAL DIAGNOSIS PROCEDURES
C218 ASSIST IN ORAL DIAGNOSIS PROCEDURES
C219 TREAT ORAL CONDITIONS
C220 COUNSEL PATIENTS ON TREATMENT AND SELF CARE
C221 PREPARE MATERIEL FOR OPERATIVE PROCEDURES
C222 ASSIST IN OPERATIVE PROCEDURES
C223 REMOVE CLAMPS AND RUBBER DAMS
C224 SET UP ENDODONTIC INSTRUMENT TRAYS
C225 PREPARE MATERIEL FOR ENDODONTIC PROCEDURES
C226 ASSIST IN ENDODONTIC PROCEDURES
C227 SET UP PERIODONTIC INSTRUMENT TRAYS
C228 PREPARE MATERIEL FOR PERIODONTIC PROCEDURES
C229 ASSIST IN PERIODONTIC PROCEDURES
C230 SET UP PROSTHODONTIC INSTRUMENT TRAYS
C231 PREPARE MATERIEL FOR PROSTHODONTIC PROCEDURES
C232 ASSIST IN PROSTHODONTIC PROCEDURES
C233 TRIM DENTAL CASTS
C234 FABRICATE MOUTH GUARDS
C235 FABRICATE CUSTOM TRAYS
C236 SET UP ORAL SURGERY INSTRUMENT TRAYS
C237 PREPARE MATERIEL FOR ORAL SURGERY PROCEDURES
C238 ASSIST IN ORAL SURGERY PROCEDURES
C239 SET UP PREVENTIVE DENTISTRY INSTRUMENT TRAYS
C240 PREPARE MATERIEL FOR PREVENTIVE DENTISTRY PROCEDURES
C241 MIX FLUORIDE

D. RADIOLOGY

D006 INSPECT DEVELOPED FILM QUALITY
D007 RECOVER PROCESSING SOLUTIONS
D008 REPLACE PROCESSING SOLUTIONS
D009 DISPOSE OF PROCESSING SOLUTIONS
D010 ENFORCE RADIOGRAPHIC SAFETY PRECAUTIONS
D011 EXPOSE INTRAORAL RADIOGRAPHS
D012 PROCESS DENTAL RADIOGRAPHS
D013 MOUNT DENTAL RADIOGRAPHS

D014 LABEL DENTAL RADIOGRAPHS
D015 DUPLICATE DENTAL RADIOGRAPHS
D243 EXPOSE EXTRAORAL RADIOGRAPHS
D244 STORE RADIOGRAPHIC FILM
D245 STORE PROCESSING SOLUTIONS

E. DENTAL EQUIPMENT

E246 PERFORM LEVEL I MAINTENANCE ON DTR EQUIPMENT
E247 PERFORM LEVEL I MAINTENANCE ON CENTRAL STERILIZATION ROOM (CSR) EQUIPMENT
E248 PERFORM LEVEL I MAINTENANCE ON DENTAL RADIOGRAPHIC EQUIPMENT
E249 PERFORM LEVEL I MAINTENANCE ON DENTAL LABORATORY EQUIPMENT
E250 PREPARE MEDICAL/DENTAL MAINTENANCE WORK ORDER

F. ADMINISTRATION/LOGISTICS

F159 SCHEDULE DENTAL APPOINTMENTS
F160 LOG IN PATIENTS
F162 CONDUCT PATIENT RECALL
F164 OPEN DENTAL RECORDS
F166 VERIFY AND UPDATE DENTAL RECORDS
F170 PREPARE PROSTHODONTICS WORK REQUESTS
F174 OPEN HEALTH RECORD FORMS
F242 LIAISON BETWEEN DENTIST, STAFF, AND PATIENT TO RESOLVE PROBLEMS
F251 ENTER PATIENT DATA INTO AUTOMATED INFORMATION SYSTEMS
F252 RETRIEVE PATIENT DATA FROM AUTOMATED INFORMATION SYSTEMS
F253 FILE DENTAL TREATMENT RECORDS
F254 COMPILE DATA FOR DENTAL INFORMATION RETRIEVAL SYSTEM (DIRS) REPORTS
F255 STOCK DENTAL SUPPLIES AND EQUIPMENT ACCORDING TO AUTHORIZED DENTAL ALLOWANCE LIST (ADAL)
F256 STORE DENTAL SUPPLIES
F257 INSPECT DENTAL SUPPLIES FOR SERVICEABILITY
F258 INSPECT DENTAL INSTRUMENTS FOR SERVICEABILITY
F259 INSPECT DENTAL EQUIPMENT FOR SERVICEABILITY

DENTAL TECHNICIAN SECOND CLASS (DT2)

C. CLINICAL DENTISTRY

C260 PERFORM SIMPLE ACRYLIC REPAIR

F. ADMINISTRATION/LOGISTICS

F161 TRACK PATIENT RECALL
F167 TRANSFER DENTAL RECORDS
F171 PREPARE MEDICAL EXPENSE AND PERFORMANCE REPORTING SYSTEMS (MEPRS) TIME REPORTS
F261 IMPLEMENT DENTAL RECORDS/REPORTS MANAGEMENT PROGRAMS
F262 COMPILE DENTAL MANAGEMENT INFORMATION SYSTEM (DENMIS)REPORTS
F263 PREPARE REPORTS OF NARCOTICS, ALCOHOL AND CONTROLLED DRUGS
F264 SUBMIT DENTAL LINEN REPORT

F265 COLLECT PRECIOUS AND SPECIAL DENTAL METALS
F266 STORE PRECIOUS AND SPECIAL DENTAL METALS

DENTAL TECHNICIAN FIRST CLASS (DT1)

A. CONTINGENCY ROLE
A204 DIRECT TRIAGE TEAMS

F. ADMINISTRATION/LOGISTICS
F163 EVALUATE CENTRAL APPOINTMENT DESK OPERATIONS
F176 PREPARE DENTAL EQUIPMENT AND FACILITIES REPORTS STANDARDS
F188 SURVEY EQUIPMENT AND SUPPLIES THAT ARE NOT SERVICEABLE
F267 REVIEW DIRS REPORTS
F268 DISPOSE OF PRECIOUS AND SPECIAL DENTAL METALS

G. DENTAL PROGRAM MANAGEMENT
G136 COORDINATE PATIENT CONTACT PROGRAMS
G137 MONITOR DENTAL PATIENT ADMINISTRATIVE PROGRAMS
G140 COORDINATE DENTAL RECORDS/REPORTS MANAGEMENT PROGRAMS

CHIEF DENTAL TECHNICIAN (DTC)

A. CONTINGENCY ROLE
A201 COORDINATE CONTINGENCY AND DISASTER (MEDICAL) PREPARATION PLANS
A202 COORDINATE CONTINGENT'S BILLET ASSIGNMENTS
A205 COORDINATE BATTLE DRESS STATIONS (BDS) AND BATTLE AID STATIONS (BAS)
A206 COORDINATE TREATMENT OF MASS CASUALTIES

F. ADMINISTRATION/LOGISTICS
F178 REVIEW STATEMENT AND INVENTORY OF PRECIOUS AND SPECIAL DENTAL METALS REPORTS

G. DENTAL PROGRAM MANAGEMENT
G135 EVALUATE PATIENT CONTACT PROGRAMS
G138 EVALUATE DENTAL PATIENT ADMINISTRATION PROGRAMS
G141 EVALUATE DENTAL RECORDS/REPORTS MANAGEMENT PROGRAMS
G143 COORDINATE CREDENTIAL PROGRAM DATA
G144 COORDINATE DENTAL LINEN CONTROL
G145 COORDINATE DENTAL ORGANIZATIONAL PERFORMANCE IMPROVEMENT PROGRAMS
G146 COORDINATE PREVENTIVE DENTISTRY PROGRAMS
G147 COORDINATE INFECTION CONTROL PROGRAM
G148 COORDINATE INFECTIOUS WASTE PROGRAM
G149 ADMINISTER MERCURY CONTROL PROGRAM
G150 REVIEW PRECIOUS AND SPECIAL DENTAL METALS PROGRAM
G152 COORDINATE MEDICAL AUGMENTATION

G154 COORDINATE DENMIS
G157 COORDINATE DENTAL LIAISON PROGRAM
G158 ANALYZE REPORTS OF DEFECTIVE MEDICAL AND DENTAL EQUIPMENT

SENIOR CHIEF DENTAL TECHNICIAN (DTCS)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS.

MASTER CHIEF DENTAL TECHNICIAN (DTCM)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS.

CHAPTER 28

ENGINEERING AIDE
(EA)

NAVPERS 18068-28B

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

ENGINEERING AIDE (EA)

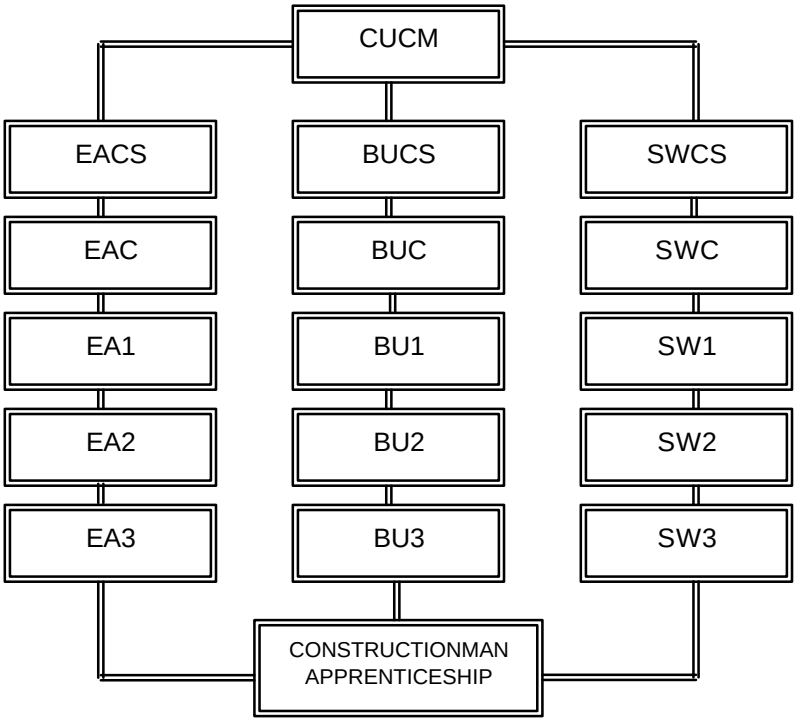
SCOPE OF RATING

Engineering Aides (EA) plan, supervise and perform tasks required in construction surveying, construction drafting, planning and estimating and quality control; prepare progress reports, time records, construction schedules and material and labor estimates; establish/operate a basic quality control system for testing soils, concrete and bituminous materials; prepare, edit and reproduce construction drawings; make control surveys, performing such tasks as running and closing traverses, staking out for excavations and obtaining and converting field notes into topographic maps; maintain individual combat readiness and perform tasks required in combat and disaster preparedness or recovery operations.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 28.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in BUPERSINST 1131.1.

SPECIAL PHYSICAL REQUIREMENTS

None.

CITIZENSHIP/SECURITY REQUIREMENTS

None.

SAFETY

The observance of proper safety precautions in all areas is an integral part of each billet and the responsibility of every Navy man and woman; therefore, it is a universal requirement for all ratings.

ENGINEERING AIDE (EA) FUNCTIONAL AREAS

A. TECHNICAL ADMINISTRATION

B. GENERAL ADMINISTRATION

C. ENVIRONMENTAL PROTECTION

D. CONSTRUCTION SUPPORT

E. CONSTRUCTION OPERATIONS

F. QUALITY ASSURANCE

G. CONSTRUCTION COMBAT READINESS

H. COMPUTER-AIDED DESIGNS (CAD)

I. SURVEYING

J. AUTOMATED SURVEYING

K. MATERIAL TESTING

L. PLANNING, ESTIMATING AND SCHEDULING

M. CONVENTIONAL DRAFTING

ENGINEERING AIDE THIRD CLASS (EA3)

A. TECHNICAL ADMINISTRATION
A001 INVENTORY TOOL KITS
A002 PREPARE TIME CARDS
A003 INVENTORY ENGINEERING TECHNICAL LIBRARY
A004 FILE CONSTRUCTION DRAWINGS
A005 INVENTORY DRAFTING/DESIGN SOFTWARE AND FILES

B. GENERAL ADMINISTRATION
B001 INVENTORY AND PROCURE SUPPLIES FOR OPERATIONS DEPARTMENT
B002 FILE CHARTS AND GRAPHS

C. ENVIRONMENTAL PROTECTION
C001 PERFORM HAZARDOUS MATERIAL (HAZMAT) INVENTORIES
C002 UPDATE MATERIAL SAFETY DATA SHEETS (MSDS)
C003 REVIEW HAZARDOUS MATERIAL USER'S GUIDE (HMUG)
C004 INSPECT HAZARDOUS MATERIAL STORAGE AREAS
C005 CLEAN AND INSPECT HAZARDOUS MATERIAL CONTAINERS
C006 CONDUCT SWIPE AND LEAK TESTS ON NUCLEAR MOISTURE DENSITY METERS

D. CONSTRUCTION SUPPORT
D001 PREPARE MATERIAL FOR EMBARKATION

E. CONSTRUCTION OPERATIONS
E001 PERFORM STANDARD NAVAL CONSTRUCTION FORCE (NCF) HAND SIGNALS IN EQUIPMENT OPERATIONS
E002 PERFORM OPERATORS MAINTENANCE ON VARIOUS SOIL, SURVEYING AND DRAFTING ROOM EQUIPMENT
E003 LAYOUT ADVANCED BASE FUNCTIONAL COMPONENTS (ABFC)

G. CONSTRUCTION COMBAT READINESS
G001 ADMINISTER FIRST AID UNDER COMBAT CONDITIONS
G002 PERFORM AMBUSH COUNTERMEASURES
G003 PERFORM SURVIVAL, EVASION, RESISTANCE AND ESCAPE PROCEDURES
G006 PERFORM CHEMICAL, BIOLOGICAL AND RADIOLOGICAL (CBR) DEFENSIVE MEASURES
G007 PERFORM DUTIES OF GRENADIER
G010 PERFORM DUTIES OF FIRE TEAM AUTOMATIC RIFLEMAN
G011 PERFORM LAND-BASED COMBAT DUTIES UNDER CHEMICAL, BIOLOGICAL AND RADIOLOGICAL (CBR) CONDITIONS
G012 PLACE TRIP FLARES AND OTHER EARLY WARNING DEVICES
G013 CONDUCT BOOBY TRAP COUNTERMEASURES
G014 TRANSPORT PERSONNEL INJURED IN COMBAT
G015 PERFORM MINOR REPAIR ON TACTICAL FIELD TELEPHONE SYSTEMS
G019 PERFORM FIELD SANITATION PROCEDURES
G020 CONDUCT PATROLS
G021 PERFORM DUTIES OF FIRE TEAM LEADER
G026 PLACE PROTECTIVE AND TACTICAL WIRE ENTANGLEMENTS

G029 MANEUVER FIRE TEAM USING ARM AND HAND SIGNALS
G046 PERFORM LAND NAVIGATION PROCEDURES
G047 OPERATE NIGHT VISION EQUIPMENT
G048 INSTALL TACTICAL FIELD TELEPHONE SYSTEMS
G049 OPERATE TACTICAL FIELD TELEPHONE SYSTEMS
G050 PERFORM ENEMY PRISONER OF WAR (EPW) HANDLING PROCEDURES

H. COMPUTER-AIDED DRAFTING (CAD)

H001 OPERATE COMPUTER-AIDED DRAFTING (CAD) DRAFTING EQUIPMENT
H002 PERFORM COMPUTER-AIDED DRAFTING (CAD) FUNDAMENTALS
H003 REVIEW COMPUTER-AIDED DRAFTING (CAD) DRAWINGS
H004 REVISE COMPUTER-AIDED DRAFTING (CAD) DRAWINGS
H005 PRINT/PLOT COMPUTER-AIDED DRAFTING (CAD) DRAWINGS

I. SURVEYING

I001 PLACE CONSTRUCTION SURVEY STAKES, HUBS AND BATTERBOARDS
I002 LOCATE MONUMENTS AND REFERENCES
I003 MARK CONSTRUCTION SURVEY STAKES, HUBS AND BATTERBOARDS
I004 DETERMINE DIFFERENCES IN ELEVATION FROM STADIA OBSERVATIONS
I005 DETERMINE HORIZONTAL DISTANCES FROM STADIA OBSERVATIONS
I006 EVALUATE BUILDING LAYOUTS BY COMPUTING DIAGONALS
I007 CALCULATE AZIMUTHS, BEARINGS AND DEFLECTION ANGLES
I008 STAKE OUT FOR CUTS AND FILLS (SLOPE STAKES)
I009 STAKE OUT FOR CLEARING, GRUBBING AND ROUGH GRADING
I010 LOCATE UNDER-GROUND UTILITIES
I011 EMPLOY STANDARD SURVEYOR'S HAND SIGNALS AND VOICE COMMANDS
I012 ESTABLISH VERTICAL CONTROL
I013 PERFORM CHAINING OPERATIONS
I014 PREPARE SURVEY FIELD NOTES
I015 DETERMINE VERTICAL ANGLE MEASUREMENTS
I016 DETERMINE HORIZONTAL ANGLE MEASUREMENTS
I017 PERFORM TRAVERSING OPERATIONS
I018 CALCULATE AREA AND VOLUME OF GEOMETRIC FIGURES
I019 DETERMINE LINEAR ERROR OF CLOSURE
I020 DETERMINE CORRECTIONS FOR TEMPERATURE, SAG AND SLOPE IN CHAINING OPERATIONS
I021 DETERMINE GROUND ELEVATIONS FROM DIRECT LEVELING OBSERVATIONS
I022 PERFORM SURVEYING EQUIPMENT FIELD TESTS
I023 PERFORM INDIRECT LEVELING SURVEYS

J. AUTOMATED SURVEYING

J001 PERFORM AUTOMATED SURVEYING
J002 EVALUATE ELECTRONIC FIELD DATA
J003 PRODUCE DRAWINGS FROM COLLECTION DATA
J004 OPERATE AUTOMATED SURVEY EQUIPMENT

K. MATERIAL TESTING

K001 PERFORM SPECIFIC GRAVITY TESTS
K002 PERFORM SIEVE ANALYSIS TESTS
K003 PERFORM ATTERBERG LIMIT TESTS

K004 OBTAIN FRESH CONCRETE SPECIMENS
K005 OBTAIN UNDISTURBED SOIL SAMPLES
K006 PERFORM SLUMP TESTS
K007 OBTAIN DENSITY AND MOISTURE CONTENT OF SOIL USING NUCLEAR MOISTURE/DENSITY METER
K008 DETERMINE SOIL MOISTURE CONTENT
K009 DETERMINE IN-PLACE SOIL DENSITIES USING SAND CONE METHOD
K010 PERFORM MOISTURE/DENSITY RELATIONSHIP TESTS
K011 DETERMINE SOIL BEARING CAPACITIES
K012 PERFORM HYDROMETER ANALYSIS TESTS
K013 MOLD CONCRETE SPECIMENS FOR FLEXURAL STRENGTH TESTS
K014 OBTAIN DISTURBED SOIL SAMPLES
K015 PERFORM CONCRETE FLEXURAL STRENGTH TESTS
K016 PERFORM CONCRETE COMPRESSIVE STRENGTH TESTS
K017 MOLD CONCRETE SPECIMENS FOR COMPRESSIVE STRENGTH TESTS
K018 CLASSIFY SOILS USING LABORATORY TESTS
K019 CLASSIFY SOILS USING FIELD IDENTIFICATION METHODS

M. CONVENTIONAL DRAFTING

M001 PREPARE DRAWINGS USING CONSTRUCTION STANDARDS (CONVENTIONS, SYMBOLS AND FORMATS)
M002 PREPARE RED-LINE DRAWINGS
M003 PREPARE AS-BUILT DRAWINGS
M004 PREPARE CIVIL PLANS BASED ON FIELD NOTES, CONSTRUCTION PLANS AND AREA MAPS
M005 PREPARE PLUMBING PLANS AND ISOMETRIC DIAGRAMS
M006 PREPARE ARCHITECTURAL PLANS
M007 PREPARE SKETCHES
M008 UPDATE DRAWINGS
M009 PREPARE AND UPDATE CHARTS FOR PRESENTATION
M010 PREPARE ORTHOGRAPHIC DRAWINGS
M011 PLOT PROFILES FROM FIELD NOTES, PLANS AND MAPS
M012 PREPARE CROSS SECTIONS FROM FIELD NOTES, PLANS AND MAPS
M013 PREPARE SHOP DRAWINGS
M014 DRAW TOPOGRAPHIC MAPS
M015 PREPARE ARCHITECTURAL SECTIONS AND DETAILS
M016 PREPARE ELECTRICAL PLANS DIAGRAMS AND DETAILS
M017 OPERATE REPRODUCTION EQUIPMENT
M018 PREPARE STRUCTURAL PLANS
M019 PREPARE STRUCTURAL DETAILS

ENGINEERING AIDE SECOND CLASS (EA2)

A. TECHNICAL ADMINISTRATION

A006 UPDATE AND FILE ENGINEERING PROJECT FILES

B. GENERAL ADMINISTRATION

B003 USE NETWORK ANALYSIS
B004 PREPARE AND UPDATE PROJECT PROGRESS CHARTS
B005 MAINTAIN SOILS AND SURVEYING FILES FOR REPORTS AND CORRESPONDENCE

C. ENVIRONMENTAL PROTECTION
C007 IMPLEMENT HAZARDOUS MATERIAL DISPOSAL METHOD
C008 PERFORM ASSISTANT RADIATION SAFETY OFFICER (ARSO) DUTIES

D. CONSTRUCTION SUPPORT
D002 PREPARE AIRCRAFT AND SHIP LOAD PLANS

E. CONSTRUCTION OPERATIONS
E004 DIRECT MAINTENANCE ON SOIL, SURVEYING, AND DRAFTING ROOM EQUIPMENT
E005 ASSIST PLANNING ADVANCED BASE FUNCTIONAL COMPONENTS (ABFC) INSTALLATION

G. CONSTRUCTION COMBAT READINESS
G024 EMPLOY CLAYMORE MINES
G025 POSITION PERIMETER GUARDS
G030 PREPARE ROUGH MAPS, FIELD SKETCHES, AND OVERLAYS
G037 DIRECT INSTALLATION OF PROTECTIVE AND TACTICAL WIRE ENTANGLEMENTS

H. COMPUTER-AIDED DRAFTING (CAD)
H006 DIRECT COMPUTER-AIDED DRAFTING (CAD) OPERATIONS

I. SURVEYING
I024 ADJUST ANGULAR ERROR OF CLOSURES (TRAVERSE)
I025 CALCULATE LOCATION OF STATION POINTS ON HORIZONTAL AND VERTICAL CURVES
I026 LAY OUT HORIZONTAL AND VERTICAL CURVES
I027 CALCULATE ALLOWABLE ERRORS FOR LEVEL NETS
I028 ADJUST LEVEL NETS
I029 CONDUCT ROUTE, PROFILE SURVEYS AND CROSS SECTIONS
I030 ESTABLISH REFERENCE BASE LINES DURING SURVEY OPERATIONS
I031 SELECT VERTICAL AND HORIZONTAL SURVEY CONTROL POINTS
I032 PERFORM LEVEL AND TRANSIT SURVEY CREW LEADER DUTIES
I033 CONDUCT TOPOGRAPHIC SURVEY OPERATIONS
I034 LOCATE AND RE-ESTABLISH PROPERTY BOUNDARIES
I035 CONDUCT PRELIMINARY SURVEYS
I036 ESTABLISH HORIZONTAL CONTROLS
I037 PERFORM LAND AREA CALCULATIONS
I038 LOCATE OFF-SHORE POINTS
I039 DETERMINE PILE LOCATIONS
I040 PREPARE PILE DRIVING LOGS
I041 PERFORM MINOR ADJUSTMENTS ON SURVEYING EQUIPMENT
I042 TIE-IN HORIZONTAL CONTROL STATIONS WITH GRID COORDINATE SYSTEMS
I043 CONDUCT FINAL LOCATION SURVEYS
I044 UPDATE PILE DRIVING LOGS

J. AUTOMATED SURVEYING
J005 OPERATE GLOBAL POSITIONING SYSTEM (GPS) EQUIPMENT
J006 PERFORM AUTOMATED SURVEY CREW LEADER DUTIES

K. MATERIAL TESTING

K020 PERFORM BITUMINOUS MATERIALS IDENTIFICATION TESTS
K021 PERFORM TESTS ON AGGREGATES USED FOR CONCRETE AND FLEXIBLE PAVEMENT MIXTURE DESIGNS
K022 DETERMINE UNIT WEIGHTS OF FINE OR COARSE AGGREGATES
K023 OBTAIN ASPHALT CORE SAMPLES
K024 OBTAIN ASPHALT SAMPLES
K025 CONDUCT SOILS EXPLORATION
K026 WRITE SOIL TECHNICAL REPORTS
K027 PERFORM MARSHALL STABILITY TESTS
K028 PERFORM NON-DESTRUCTIVE TESTS OF IN-PLACE CONCRETE
K029 PERFORM CALIFORNIA BEARING RATIO TESTS
K030 PERFORM ASPHALT EXTRACTION TESTS
K031 PERFORM AIR ENTRAINMENT TESTS

L. PLANNING, ESTIMATING AND SCHEDULING

L001 DETERMINE VOLUME OF HORIZONTAL CONSTRUCTION MATERIALS FROM DRAWINGS AND SPECIFICATIONS
L002 DETERMINE EARTHWORK USING MASS DIAGRAM METHODS
L003 PREPARE TIME, LABOR, MATERIAL, AND COST ESTIMATES BASED ON DRAWINGS, SPECIFICATIONS AND GUIDES
L004 PREPARE NETWORK ANALYSIS

M. CONVENTIONAL DRAFTING

M020 EDIT DRAFTING WORK
M021 DEVELOP MAPS
M022 PREPARE MECHANICAL PLANS, LAYOUTS, DIAGRAMS, AND DETAILS
M023 PREPARE ELECTRICAL DISTRIBUTION PLANS, LAYOUTS, DIAGRAMS AND DETAILS
M024 PREPARE WATER DISTRIBUTION AND SEWAGE COLLECTION PLANS, LAYOUTS, DIAGRAMS, AND DETAILS
M025 DESIGN ROADS AND PARKING AREAS
M026 DESIGN ARCHITECTURAL SECTIONS AND DETAILS
M027 DESIGN ELECTRICAL PLANS, DIAGRAMS AND DETAILS
M028 DESIGN STRUCTURAL PLANS
M029 DESIGN STRUCTURAL DETAILS
M030 DESIGN MECHANICAL PLANS, LAYOUTS, DIAGRAMS AND DETAILS

ENGINEERING AIDE FIRST CLASS (EA1)

A. TECHNICAL ADMINISTRATION

A007 COMPILE DATA FOR PROJECT COMPLETION REPORTS (PCR)
A008 PREPARE WORK SCHEDULES
A009 CONDUCT SEABEE SKILLS ASSESSMENT PROGRAM (SSAP) INTERVIEWS
A010 ADMINISTER SEABEE SKILLS ASSESSMENT PROGRAM (SSAP)
A011 PERFORM FACILITIES MAINTENANCE INSPECTIONS

B. GENERAL ADMINISTRATION

B006 PRIORITIZE WORK SCHEDULES
B007 COORDINATE ENGINEERING OFFICE AND FIELD OPERATIONS
B008 COORDINATE PREPARATION OF MATERIALS AND EQUIPMENT FOR EMBARKATION

C. ENVIRONMENTAL PROTECTION

C009 CONTROL ENVIRONMENTAL PROTECTION FOR NAVAL CONSTRUCTION FORCE (NCF) AND PUBLIC WORKS (PW)
C010 PERFORM RADIATION SAFETY OFFICER (RSO) DUTIES

E. CONSTRUCTION OPERATIONS

E006 PROVIDE TECHNICAL EXPERTISE ON SOILS, SURVEYING AND DRAFTING ROOM EQUIPMENT MAINTENANCE
E007 COORDINATE ADVANCED BASE FUNCTIONAL COMPONENTS (ABFC) INSTALLATION
E008 PREPARE PROJECT PACKAGES

F. QUALITY ASSURANCE

F001 PERFORM CONSTRUCTION INSPECTIONS
F002 INSPECT PREPARED AREAS FOR CONCRETE PLACEMENT
F003 INSPECT CONCRETE PLACEMENT OPERATIONS
F004 INSPECT PREPARED AREAS FOR ASPHALT PLACEMENT

G. CONSTRUCTION COMBAT READINESS

G031 PERFORM DUTIES OF RIFLE SQUAD LEADER
G032 PERFORM DUTIES OF RIFLE PLATOON GUIDE
G033 PERFORM DUTIES OF RIFLE PLATOON PETTY OFFICER
G038 INSTRUCT PERIMETER GUARDS
G039 DIRECT INSTALLATION OF TRIP FLARES AND OTHER EARLY WARNING DEVICES

I. SURVEYING

I045 ESTABLISH HORIZONTAL CONTROL OPERATIONS BY TRIANGULATIONS
I046 DIRECT LEVELING SURVEY PARTIES
I047 DIRECT TOPOGRAPHIC SURVEY OPERATIONS
I048 DIRECT CONSTRUCTION SURVEY OPERATIONS
I049 VERIFY ACCURACY AND QUALITY OF SURVEY NOTE KEEPING AND DATA TABULATIONS

K. MATERIAL TESTING

K032 EVALUATE MATERIAL TESTING RESULTS
K033 MONITOR CONCRETE BATCH OPERATIONS
K034 DIRECT MATERIALS TESTING OPERATIONS
K035 PREPARE CONCRETE DESIGN MIXES
K036 PREPARE BITUMINOUS DESIGN MIXES
K037 PREPARE SOIL STABILIZATION DESIGN MIXES

L. PLANNING, ESTIMATING AND SCHEDULING

L005 WRITE CONSTRUCTION PROJECTS SPECIFICATIONS
L006 PREPARE PROJECT SCHEDULES BASED ON ESTIMATES

M. CONVENTIONAL DRAFTING

M031 DEVELOP SITE ADAPTATION CHANGES FOR BUILDINGS AND STRUCTURES
M032 DETERMINE DRAINAGE AREAS USED IN DITCH AND CULVERT DESIGNS
M033 PREPARE DESIGN SKETCHES
M034 REVIEW ALTERNATE DESIGNS AND CONSTRUCTION CONCEPTS
M035 DEVELOP ALTERNATE CONSTRUCTION DESIGNS
M036 REVIEW DRAWINGS TECHNICAL ACCURACY AND COMPLETENESS

CHIEF ENGINEERING AIDE (EAC)

A. TECHNICAL ADMINISTRATION

A012 PROVIDE TECHNICAL ASSISTANCE ON PLANS AND SPECIFICATIONS

B. GENERAL ADMINISTRATION

B009 DETERMINE PERSONNEL AND WORK ASSIGNMENT BASED ON SEABEE SKILLS ASSESSMENT PROGRAM (SSAP) DATA ANALYSIS
B010 PROCESS FIELD ADJUSTMENT REQUEST
B011 COORDINATE TURNOVER OF PROJECTS, MATERIALS AND RELATED EQUIPMENT
B012 MANAGE UTILITIES AND ENERGY CONSERVATION PROGRAMS
B013 IMPLEMENT MAINTENANCE AND COST CONTROL PROGRAMS
B014 COORDINATE CONSTRUCTION PROJECTS ASSIGNED TO A COMPANY OR DETACHMENT
B015 DIRECT OPERATION AND MAINTENANCE OF UTILITIES
B016 DIRECT REPAIR, ALTERATION AND MAINTENANCE OF FACILITIES
B017 COORDINATE PROJECTS BETWEEN COMMANDS AND CUSTOMERS

C. ENVIRONMENTAL PROTECTION

C011 MANAGE RADIATION SAFETY PROGRAM IN THE NAVAL CONSTRUCTION FORCE (NCF) UNIT
C012 MANAGE ENVIRONMENTAL PROTECTION PROGRAMS AT NAVAL CONSTRUCTION FORCE (NCF) AND PUBLIC WORKS (PW)

D. CONSTRUCTION SUPPORT

D003 COORDINATE NAVAL CONSTRUCTION FORCE (NCF) AND PUBLIC WORKS (PW) UNITS OPERATIONS

E. CONSTRUCTION OPERATIONS

E009 PERFORM DETACHMENT ASSISTANT OFFICER IN CHARGE DUTIES

F. QUALITY ASSURANCE

F005 ADMINISTER CONSTRUCTION QUALITY CONTROL PROGRAMS
F006 ADMINISTER TOOL KIT INVENTORY AND INSPECTION PROGRAMS
F007 ADMINISTER SHORE FACILITIES INSPECTION PROGRAMS

G. CONSTRUCTION COMBAT READINESS

G041 PERFORM DUTIES OF PLATOON COMMANDER
G044 ASSIST IN OPERATION OF COMMAND OPERATIONS CENTER (COC)

SENIOR CHIEF ENGINEERING AIDE (EACS)

A. TECHNICAL ADMINISTRATION
A013 PROVIDE TECHNICAL ADVICE FOR CONSTRUCTION OPERATIONS

D. CONSTRUCTION SUPPORT
D004 PERFORM READY RESERVE SITE SUPERVISOR DUTIES
D005 PERFORM FACILITIES MANAGER/OPERATIONS SUPERVISOR AT PUBLIC WORKS DEPARTMENT/CENTER (PWD) (PWC) DUTIES

E. CONSTRUCTION OPERATIONS
E010 PERFORM CONSTRUCTION BATTALION UNIT (CBU) ASSISTANT OFFICER IN CHARGE DUTIES
E011 PERFORM NAVAL MOBILE CONSTRUCTION BATTALION (NMCB) OPERATIONS CHIEF DUTIES

G. CONSTRUCTION COMBAT READINESS
G042 ASSIST IN OPERATION OF COMPANY COMMAND POSTS
G043 ASSIST IN PREPARATION OF COMPANY DEFENSE PLANS

MASTER CHIEF CONSTRUCTIONMAN (CUCM)

D. CONSTRUCTION SUPPORT
D006 ASSIST IN MANAGEMENT AND OPERATIONS OF NAVAL MOBILE CONSTRUCTION BATTALION (NMCB), CONSTRUCTION BATTALION UNIT (CBU), AND PUBLIC WORKS DEPARTMENT (PWD)

CHAPTER 29

ELECTRICIAN'S MATE
(EM)

NAVPERS 18068-29C

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

ELECTRICIAN'S MATE (EM)

SCOPE OF RATING

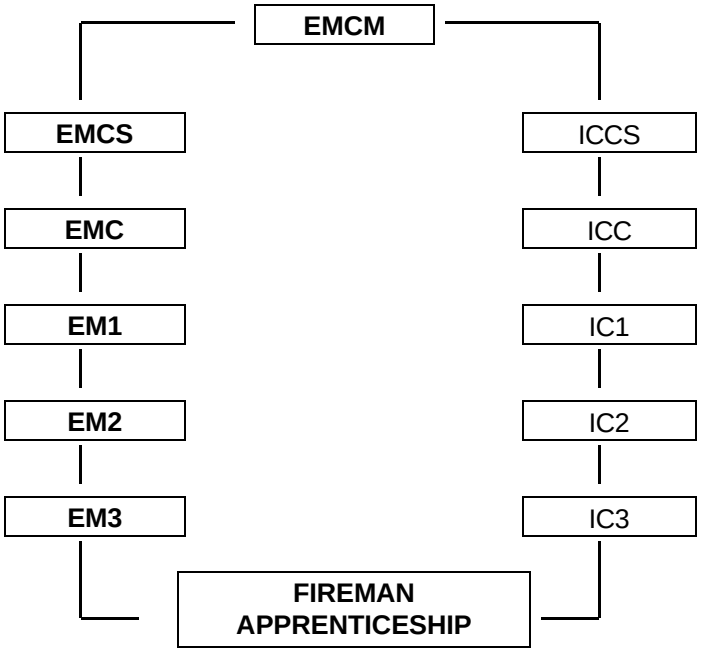
Electrician's Mates (EM) stand watch on generators, switchboards, control equipment and electrical equipment; operate and perform organizational and intermediate maintenance on power and lighting circuits, electrical fixtures, film projectors, motors, generators, voltage and frequency regulators, controllers, distribution switchboards and other electrical equipment; test for short circuits, ground or other casualties; and rebuild electrical equipment, including solid state circuitry elements, in an electrical shop.

Electrician's Mates (Nuclear) (EM) occupational standards are classified **NOFORN**, they may be obtained by contacting the Nuclear Program Enlisted Community Manager.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 29.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in BUPERSINST 1131.1 series.

SPECIAL PHYSICAL REQUIREMENTS

Normal color perception. Refer to Chapter 15 of the Manual of the Medical Department, U.S. Navy for details on color perception requirements.

CITIZENSHIP/SECURITY REQUIREMENTS

None.

SAFETY

The observance of proper safety precautions in all areas is an integral part of each billet and the responsibility of every Navy man and woman; safety is a universal requirement for all ratings.

ELECTRICIAN'S MATE (EM) FUNCTIONAL AREAS

A. ELECTRICAL INSTALLATIONS

B. POWER DISTRIBUTION

C. MOTORS AND GENERATORS

D. LIGHTING SYSTEMS

F. DEGAUSSING SYSTEMS

G. AUXILIARY ELECTRICAL EQUIPMENT

H. ELEVATORS AND CONVEYORS

I. LIFTING EQUIPMENT

J. SMALL CRAFT

L. TECHNICAL ADMINISTRATION

ELECTRICIAN'S MATE THIRD CLASS (EM3)

A. ELECTRICAL INSTALLATIONS

A004 CLEAN AND INSPECT/TEST COMPONENTS OF POWER CASUALTY CABLES
A007 TROUBLESHOOT AND REPAIR COMPONENTS OF POWER CASUALTY CABLES
A011 FABRICATE SHORE POWER CABLES
A012 CLEAN AND INSPECT/TEST COMPONENTS OF SHORE POWER CABLES
A018 RIG SHORE POWER CABLES
A019 UNRIG SHORE POWER CABLES
A024 CLEAN AND INSPECT GROUNDING STRAPS
A025 TEST GROUNDING STRAPS
A026 REPAIR GROUNDING STRAPS
A027 REPLACE GROUNDING STRAPS
A028 MEASURE CURRENT, VOLTAGE AND RESISTANCE

B. POWER DISTRIBUTION

B029 CLEAN, INSPECT AND TEST COMPONENTS OF AUTOMATIC BUS TRANSFERS (ABT)
B036 CLEAN, INSPECT AND TEST COMPONENTS OF MANUAL BUS TRANSFERS (MBT)
B040 TROUBLESHOOT AND REPAIR COMPONENTS OF MBT
B043 CLEAN, INSPECT AND TEST COMPONENTS OF ELECTRICAL DISTRIBUTION SWITCHBOARDS
B044 CLEAN, INSPECT AND TEST ELECTRICAL POWER MONITORING SYSTEMS
B058 CLEAN, INSPECT AND TEST COMPONENTS OF CASUALTY POWER SYSTEMS
B068 CLEAN, INSPECT AND TEST COMPONENTS OF POWER DISTRIBUTION SYSTEMS
B071 CLEAN, INSPECT AND TEST STORAGE BATTERIES
B073 CLEAN, INSPECT AND TEST BATTERY SUPPORT SYSTEMS

C. MOTORS AND GENERATORS

C081 CLEAN, INSPECT AND TEST ELECTRICAL COMPONENTS OF SHIP'S SERVICE GENERATORS (SSG)
C088 CLEAN, INSPECT AND TEST MOTOR GENERATOR (MG) SETS
C096 CLEAN AND INSPECT/TEST ELECTRICAL COMPONENTS OF GENERATOR GOVERNOR SYSTEMS
C104 CLEAN, INSPECT AND TEST COMPONENTS OF AC MOTORS
C108 TROUBLESHOOT AND REPAIR COMPONENTS OF AC MOTORS
C112 CLEAN, INSPECT AND TEST COMPONENTS OF DIRECT CURRENT (DC) GENERATORS
C120 CLEAN, INSPECT AND TEST DC MOTORS
C124 TROUBLESHOOT AND REPAIR COMPONENTS OF DC MOTORS
C125 LUBRICATE DC MOTORS

D. LIGHTING SYSTEMS

D130 CLEAN, INSPECT AND TEST COMPONENTS OF SHIP'S GENERAL LIGHTING SYTEMS
D131 INSTALL COMPONENTS OF SHIP'S GENERAL LIGHTING SYSTEMS
D132 TROUBLESHOOT AND REPAIR COMPONENTS OF SHIP'S GENERAL LIGHTING SYSTEMS
D133 CLEAN, INSPECT AND TEST COMPONENTS OF SHIP'S NAVIGATION AND SIGNAL LIGHTING SYSTEMS
D134 TROUBLESHOOT AND REPAIR COMPONENTS OF SHIP'S NAVIGATION AND SIGNAL LIGHTING SYSTEMS
D135 CLEAN, INSPECT AND TEST COMPONENTS OF FLIGHT DECK LIGHTING SYSTEMS
D136 TROUBLESHOOT AND REPAIR COMPONENTS OF FLIGHT DECK LIGHTING SYSTEMS

F. DEGAUSSING SYSTEMS

F152 CLEAN, INSPECT AND TEST COMPONENTS OF DEGAUSSING SYSTEMS
F157 REPLACE COMPONENTS OF DEGAUSSING SYSTEMS

G. AUXILIARY ELECTRICAL EQUIPMENT

G159 CLEAN AND INSPECT/TEST COMPONENTS OF ARC FAULT DETECTOR (AFD) SYSTEMS
G166 CLEAN, INSPECT AND TEST CIRCUIT BREAKERS
G168 TROUBLESHOOT AND REPAIR CIRCUIT BREAKERS
G169 CLEAN, INSPECT AND TEST BATTERIES
G174 TROUBLESHOOT AND REPAIR BATTERIES
G175 CHARGE BATTERIES
G176 CLEAN, INSPECT AND TEST COMPONENTS OF CATHODIC PROTECTION SYSTEMS
G177 TROUBLESHOOT AND REPAIR COMPONENTS OF CATHODIC PROTECTION SYSTEMS
G184 CLEAN, INSPECT AND TEST COMPONENTS OF SHIP'S STEERING CONTROL SYSTEMS
G187 CLEAN, INSPECT AND TEST MAGNETIC CONTROLLERS
G188 TROUBLESHOOT AND REPAIR MAGNETIS CONTROLLERS
G189 CLEAN, INSPECT AND TEST LOGIC CONTROLLERS PLC (PROGRAMMABLE LOGIC CONTROLLERS)
G191 CLEAN, INSPECT AND TEST COMPONENTS OF REMOTE VALVE CONTROL SYSTEMS
G198 CLEAN, INSPECT AND TEST SENSING AND CONTROL ELECTRICAL DEVICES
G247 CLEAN, INSPECT AND TEST COMPONENTS OF VENTILATION SYSTEM
G255 CLEAN, INSPECT AND TEST COMPONENTS OF ULTRASONIC CLEANERS
G257 CLEAN, INSPECT AND TEST COMPONENTS OFCHILLED WATER SYSTEMS
G260 CLEAN, INSPECT AND TEST COMPONENTS OF COMPONENTS OF ELECTRICALLY OPERATED VALVES
G262 CLEAN, INSPECT AND TEST COMPONENTS OF STATIC CONVERTERS
G263 CLEAN, INSPECT AND TEST COMPONENTS OF PRECIPITATORS
G270 CLEAN, INSPECT AND TEST ELECTRICAL COMPONENTS OF COLLECTION, HOLDING, AND TRANSFER (CHT) SYSTEMS
G280 CLEAN, INSPECT AND TEST ELECTRICAL COMPONENTS OF DISTILLING PLANTS
G284 CLEAN, INSPECT AND TEST COMPONENTS OF STATIC INVERTERS
G285 CLEAN, INSPECT AND TEST ELECTRICAL COMPONENTS OF CAPSTANS
G288 TROUBLESHOOT AND REPAIR ELECTRICAL COMPONENTS OF CAPSTANS
G291 CLEAN, INSPECT AND TEST ELECTRICAL COMPONENTS OF WINDLASSES
G297 CLEAN, INSPECT AND TEST ELECTRICAL COMPONENTS OF REFRIGERATION SYSTEMS
G300 TROUBLESHOOT AND REPAIR ELECTRICAL COMPONENTS OF REFRIGERATION SYSTEMS
G304 CLEAN, INSPECT AND TEST ELECTRICAL COMPONENTS OF AIR CONDITIONING SYSTEMS
G307 TROUBLESHOOT AND REPAIR ELECTRICAL COMPONENTS OF AIR CONDITIONING SYSTEMS
G311 CLEAN, INSPECT AND TEST ELECTRICAL COMPONENTS OF AIR COMPRESSORS
G315 TROUBLESHOOT AND REPAIR ELECTRICAL COMPONENTS OF AIR COMPRESSORS
G325 CLEAN, INSPECT AND TEST ELECTRICAL COMPONENTS OF FIRE PROTECTION SYSTEMS
G339 CLEAN, INSPECT AND TEST ELECTRICAL COMPONENTS OF GALLEY EQUIPMENT
G343 TROUBLESHOOT AND REPAIR ELECTRICAL COMPONENTS OF GALLEY EQUIPMENT
G347 CLEAN, INSPECT AND TEST ELECTRICAL COMPONENTS OF MESS DECK EQUIPMENT
G351 TROUBLESHOOT AND REPAIR ELECTRICAL COMPONENTS OF MESS DECK EQUIPMENT
G355 CLEAN, INSPECT AND TEST ELECTRICAL COMPONENTS OF SCULLERY EQUIPMENT
G540 TROUBLESHOOT AND REPAIR COMPONENTS OF SCULLERY EQUIPMENT
G363 CLEAN, INSPECT AND TEST ELECTRICAL COMPONENTS OF LAUNDRY EQUIPMENT
G366 TROUBLESHOOT AND REPAIR ELECTRICAL COMPONENTS OF LAUNDRY EQUIPMENT
G376 CLEAN, INSPECT AND TEST ELECTRICAL COMPONENTS OF SHIP'S HEATING SYSTEMS

G383 CLEAN, INSPECT AND TEST ELECTRICAL COMPONENTS OF WELDING EQUIPMENT
G413 CLEAN AND INSPECT SOLDERED ELECTRICAL CONNECTIONS
G415 REPLACE SOLDERED ELECTRICAL CONNECTIONS
G423 CLEAN, INSPECT AND TEST COMPONENTS OF COMMON ALARM SYSTEMS
G419 CLEAN, INSPECT AND TEST ELECTRICAL COMPONENTS OF DEHYDRATORS
G421 CLEAN, INSPECT AND TEST COMPONENTS OF SALINITY INDICATING SYSTEMS
G541 CLEAN, INSPECT AND TEST COMPONENTS OF AUXILIARY (AUX) BOILERS
G552 CLEAN, INSPECT AND TEST SHAFT SPEED SENSING, INDICATION AND ENGINE ORDER TELEGRAPH (EOT) COMPONENTS

ELECTRICIAN'S MATE SECOND CLASS (EM2)

A. ELECTRICAL INSTALLATIONS
A002 TEST EMERGENCY SHUTDOWN SYSTEMS

B. POWER DISTRIBUTION
B033 TROUBLESHOOT AND REPAIR COMPONENTS OF ABT
B045 TEST AND OPERATE COMPONENTS OF ELECTRICAL DISTRIBUTION SWITCHBOARDS
B047 TROUBLESHOOT AND REPAIR COMPONENTS OF ELECTRICAL DISTRIBUTION SWITCHBOARDS
B062 TROUBLESHOOT AND REPAIR COMPONENTS OF CASUALTY POWER SYSTEMS
B070 TROUBLESHOOT AND REPAIR COMPONENTS OF POWER DISTRIBUTION SYSTEMS
B072 TROUBLESHOOT AND REPAIR STORAGE BATTERIES
B074 TROUBLESHOOT AND REPAIR BATTERY SUPPORT SYSTEMS

C. MOTORS AND GENERATORS
C084 TROUBLESHOOT AND REPAIR ELECTRICAL COMPONENTS OF SSG
C085 TEST ELECTRICAL COMPONENTS OF SSG
C090 TEST MG SETS
C092 TROUBLESHOOT AND REPAIR MG SETS
C116 TROUBLESHOOT AND REPAIR COMPONENTS OF DC GENERATORS

F. DEGAUSSING SYSTEMS
F155 TROUBLESHOOT AND REPAIR COMPONENTS OF DEGAUSSING SYSTEMS
F156 REPAIR COMPONENTS OF DEGAUSSING SYSTEMS

G. AUXILIARY ELECTRICAL EQUIPMENT
G185 TROUBLESHOOT AND REPAIR COMPONENTS OF SHIP'S STEERING CONTROL SYSTEMS
G194 ADJUST COMPONENTS OF REMOTE VALVE CONTROL SYSTEMS
G195 TROUBLESHOOT COMPONENTS OF REMOTE VALVE CONTROL SYSTEMS
G199 TROUBLESHOOT AND REPAIR SENSING AND CONTROL ELECTRICAL DEVICES
G162 TROUBLESHOOT AND REPAIR COMPONENTS OF AFD SYSTEMS
G248 TROUBLESHOOT AND REPAIR COMPONENTS OF VENTILATION SYSTEM
G256 TROUBLESHOOT AND REPAIR COMPONENTS OF ULTRASONIC CLEANERS
G259 TROUBLESHOOT AND REPAIR COMPONENTS OF CHILLED WATER SYSTEMS
G261 TROULBESHOOT AND REPAIR COMPONENTS OF ELECTRICALLY OPERATED VALVES
G266 TROUBLESHOOT AND REPAIR COMPONENTS OF PRECIPITATORS
G273 TROUBLESHOOT AND REPAIR ELECTRICAL COMPONENTS OF CHT SYSTEMS
G278 TROULBESHOOT AND REPAIR COMPONENTS OF STATIC CONVERTERS

G281 TROUBLESHOOT ELECTRICAL COMPONENTS OF DISTILLING PLANTS
G294 TROUBLESHOOT AND REPAIR ELECTRICAL COMPONENTS OF WINDLASSES
G283 TROUBLESHOOT AND REPAIR COMPONENTS OF STATIC INVERTERS
G326 TROUBLESHOOT AND REPAIR ELECTRICAL COMPONENTS FIRE PROTECTION SYSTEMS
G386 TROUBLESHOOT AND REPAIR ELECTRICAL COMPONENTS OF WELDING EQUIPMENT
G379 TROUBLESHOOT AND REPAIR ELECTRICAL COMPONENTS OF SHIP'S HEATING SYSTEMS
G420 TROUBLESHOOT AND REPAIR ELECTRICAL COMPONENTS OF DEHYDRATORS
G422 TROUBLESHOOT AND REPAIR COMPONENTS OF SALINITY INDICATING SYSTEMS
G424 TROUBLESHOOT AND REPAIR COMPONENTS OF COMMON ALARM SYSTEMS
G543 TROUBLESHOOT AND REPAIR COMPONENTS OF AUX BOILERS
G553 TROUBLESHOOT AND REPAIR SHAFT SPEED SENSING, INDICATION AND ENGINE ORDER TELEGRAPH (EOT) COMPONENTS

H. ELEVATORS AND CONVEYORS
H449 CLEAN, INSPECT AND TEST ELECTRICAL COMPONENTS OF CONVEYORS
H451 CLEAN, INSPECT AND TEST ELECTRICAL COMPONENTS OF ELEVATORS AND DUMBWAITERS

I. LIFTING EQUIPMENT
I460 CLEAN, INSPECT AND TEST ELECTRICAL COMPONENTS OF CRANES
I461 TROUBLESHOOT AND REPAIR ELECTRICAL COMPONENTS OF CRANES
I462 CLEAN, INSPECT AND TEST COMPONENTS OF ELECTRICAL HOISTS
I463 TROUBLESHOOT AND REPAIR COMPONENTS OF ELECTRICAL HOISTS
I464 REPAIR ELECTRICAL COMPONENTS OF CRANES
I467 CLEAN, INSPECT AND TEST COMPONENTS OF ELECTRICAL WINCHES
I468 TROUBLESHOOT AND REPAIR COMPONENTS OF ELECTRICAL WINCHES

J. SMALL CRAFT
J482 CLEAN, INSPECT AND TEST COMPONENTS OF SMALL CRAFT ELECTRICAL SYSTEMS
J486 TROUBLESHOOT REPAIR COMPONENTS OF SMALL CRAFT ELECTRICAL SYSTEMS
J488 REMOVE COMPONENTS OF SMALL CRAFT ELECTRICAL SYSTEMS
J489 REPLACE COMPONENTS OF SMALL CRAFT ELECTRICAL SYSTEMS

ELECTRICIAN'S MATE FIRST CLASS (EM1)

C. MOTORS AND GENERATORS
C102 TROUBLESHOOT AND REPAIR ELECTRICAL COMPONENTS OF GENERATOR GOVERNOR SYSTEMS

H. ELEVATORS AND CONVEYORS
H450 TROUBLESHOOT AND REPAIR ELECTRICAL COMPONENTS OF CONVEYORS
H452 TROUBLESHOOT AND REPAIR ELECTRICAL COMPONENTS OF ELEVATORS AND DUMBWAITERS

L. TECHNICAL ADMINISTRATION
L511 CONSTRUCT ENGINEERING CASUALTY CONTROL DRILL SCENARIOS
L514 UPDATE EOSS MANUALS

CHIEF ELECTRICIAN'S MATE (EMC)

L. TECHNICAL ADMINISTRATION
L530 DRAFT CASUALTY REPORTS (CASREP)
L531 REVIEW CASREP
L532 DRAFT CASUALTY CORRECTION (CASCOR) REPORTS
L533 REVIEW CASCOR
L534 PREPARE QUALITY ASSURANCE (QA) FORMS
L535 DRAFT QA REPORTS
L536 CONDUCT QA PROGRAM INSPECTIONS
L537 ADMINISTER THE COMMAND'S ELECTRICAL SAFTEY PROGRAM

SENIOR CHIEF ELECTRICIAN'S MATE (EMCS)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

MASTER CHIEF ELECTRICIAN'S MATE (EMCM)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

CHAPTER 30

ENGINEMAN
(EN)

NAVPERS 18068-30B

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

ENGINEMAN (EN)

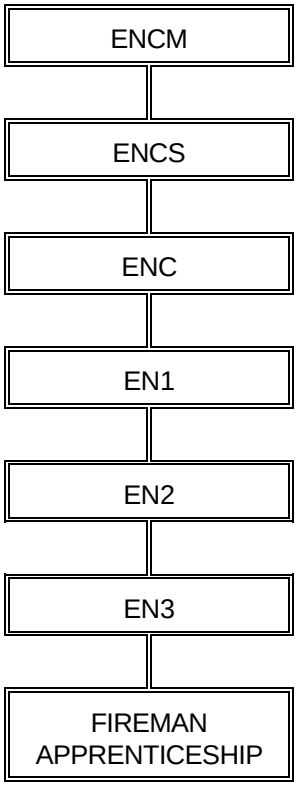
SCOPE OF RATING

Enginemen (EN) operate, maintain, and repair (organizational and intermediate level) internal-combustion engines, main propulsion machinery, refrigeration, air conditioning, gas turbine engines, and assigned auxiliary equipment. Stand watch on auxiliary boilers.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 30.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in BUPERSINST 1131.1 series.

SPECIAL PHYSICAL REQUIREMENTS

None.

CITIZENSHIP/SECURITY REQUIREMENTS

None.

SAFETY

The observance of proper safety precautions in all areas is an integral part of each billet and the responsibility of every Navy man and woman; safety is a universal requirement for all ratings.

ENGINEMAN (EN) FUNCTIONAL AREAS

A. MECHANICAL SYSTEMS OPERATIONS

B. MECHANICAL MAINTENANCE

C. FABRICATION AND MANUFACTURING

D. HAZMAT AND POLLUTION CONTROL

E. TECHNICAL ADMINISTRATION

F. MATERIAL CASUALTY

G. ENGINEERING MANAGEMENT

H. LABORATORY ANALYSIS

I. QUALITY ASSURANCE

ENGINEMAN THIRD CLASS (EN3)

A. MECHANICAL SYSTEMS OPERATIONS

A001 CLEAN AND INSPECT AIRCRAFT (AC), SMALL BOAT, AND LCAC REFUELING NOZZLES
A010 ALIGN AIR COMPRESSORS
A011 START AIR COMPRESSORS
A012 ADJUST COMPONENTS OF AIR COMPRESSORS
A013 STOP AIR COMPRESSORS
A014 SECURE AIR COMPRESSORS
A015 ALIGN AIR SYSTEMS
A016 ADJUST COMPONENTS OF AIR SYSTEMS
A017 SECURE AIR SYSTEMS
A018 ALIGN LOW PRESSURE (LP) STEAM DRAIN SYSTEMS
A019 SECURE LP STEAM DRAIN SYSTEMS
A020 ALIGN AUXILIARY BOILERS
A021 LIGHT OFF AUXILIARY BOILERS
A022 ADJUST COMPONENTS OF AUXILIARY BOILERS
A023 SECURE AUXILIARY BOILERS
A024 ALIGN AUXILIARY STEAM SYSTEMS
A026 SECURE AUXILIARY STEAM SYSTEMS
A027 ALIGN SHORE STEAM SYSTEMS
A028 SECURE SHORE STEAM SYSTEMS
A029 ALIGN AUXILIARY EXHAUST SYSTEMS
A030 ADJUST COMPONENTS OF AUXILIARY EXHAUST SYSTEMS
A031 SECURE AUXILIARY EXHAUST SYSTEMS
A032 ALIGN FRESH WATER DRAIN COLLECTION TANK (FWDCT) PUMPS
A033 START FWDCT PUMPS
A034 STOP FWDCT PUMPS
A035 ALIGN FEEDWATER PUMPS
A036 START OR PLACE FEEDWATER PUMPS IN OPERATION
A037 STOP FEEDWATER PUMPS
A038 SECURE FEEDWATER PUMPS
A043 ALIGN FEEDWATER SYSTEMS
A044 SECURE FEEDWATER SYSTEMS
A045 ALIGN RESERVE FEEDWATER SYSTEMS
A046 SECURE RESERVE FEEDWATER SYSTEMS
A047 ALIGN DISTILLATE TRANSFER SYSTEMS
A048 SECURE DISTILLATE TRANSFER SYSTEMS
A049 ALIGN VACUUM PRIMING PUMPS
A050 START VACUUM PRIMING PUMPS
A051 STOP VACUUM PRIMING PUMPS
A052 ALIGN POTABLE WATER PUMPS
A053 START POTABLE WATER PUMPS
A054 STOP POTABLE WATER PUMPS
A055 SECURE POTABLE WATER PUMPS
A056 ALIGN POTABLE WATER SYSTEMS
A057 SECURE POTABLE WATER SYSTEMS
A058 ALIGN FIRE AND FLUSHING PUMPS
A059 START OR PLACE FIRE AND FLUSHING PUMPS IN OPERATION
A060 STOP FIRE AND FLUSHING PUMPS
A061 SECURE FIRE AND FLUSHING PUMPS
A062 ALIGN MAIN DRAIN SYSTEMS
A063 MONITOR MAIN DRAIN SYSTEMS
A064 SECURE MAIN DRAIN SYSTEMS

A065 ALIGN SECONDARY DRAIN SYSTEMS
A066 MONITOR SECONDARY DRAIN SYSTEMS
A067 SECURE SECONDARY DRAIN SYSTEMS
A068 ALIGN FIREMAIN SYSTEMS
A069 SECURE FIREMAIN SYSTEMS
A070 ALIGN STRIPPING SYSTEMS
A071 MONITOR STRIPPING SYSTEMS
A072 SECURE STRIPPING SYSTEMS
A073 ALIGN BILGE AND STRIPPING PUMPS
A074 START OR PLACE BILGE AND STRIPPING PUMPS IN OPERATION
A075 MONITOR BILGE AND STRIPPING PUMPS
A076 STOP BILGE AND STRIPPING PUMPS
A077 SECURE BILGE AND STRIPPING PUMPS
A078 ALIGN AUXILIARY COOLING WATER SYSTEMS
A079 ADJUST COMPONENTS OF AUXILIARY COOLING WATER SYSTEMS
A080 SECURE AUXILIARY COOLING WATER SYSTEMS
A081 SHIFT, INSPECT, AND CLEAN SEAWATER SERVICE STRAINERS
A082 ALIGN FUEL OIL (F/O) AND LUBE OIL (L/O) SERVICE PUMPS
A083 START OR PLACE OIL SERVICE PUMPS IN OPERATION
A084 STOP OIL SERVICE PUMPS
A085 SECURE OIL SERVICE PUMPS
A087 SECURE TRANSFER SYSTEMS AFTER RECEIVING FUEL
A088 ALIGN PRESSURIZED OIL SERVICE SYSTEMS (F/O AND L/O)
A089 ADJUST COMPONENTS OF PRESSURIZED OIL SERVICE SYSTEMS
A090 SECURE COMPONENTS OF PRESSURIZED OIL SERVICE SYSTEMS
A091 ALIGN OIL TRANSFER SYSTEMS (F/O AND L/O)
A092 TRANSFER OILS
A093 ADJUST COMPONENTS OF OIL TRANSFER SYSTEMS
A094 SECURE OIL TRANSFER SYSTEMS
A095 SHIFT, INSPECT, AND CLEAN OIL STRAINERS (F/O AND L/O)
A096 ALIGN OIL PURIFICATION SYSTEMS (F/O AND L/O)
A097 ADJUST COMPONENTS OF OIL PURIFICATION SYSTEMS
A098 SECURE OIL PURIFICATION SYSTEMS
A099 ALIGN REDUCING STATIONS (STEAM, WATER, AIR, ETC.)
A100 ADJUST COMPONENTS OF REDUCING STATIONS
A101 SECURE REDUCING STATIONS
A102 ALIGN VENTILATION SYSTEMS
A103 START VENTILATION SYSTEMS
A104 SECURE VENTILATION SYSTEMS
A105 ACTIVATE EMERGENCY SHUTDOWN DEVICES
A106 RECORD OPERATING EQUIPMENT READINGS
A107 ALIGN OIL AND WATER SEPARATOR SYSTEMS
A108 START OIL AND WATER SEPARATORS
A109 MONITOR OIL AND WATER SEPARATORS
A110 STOP OIL AND WATER SEPARATORS
A111 SECURE OIL AND WATER SEPARATOR SYSTEMS
A112 SOUND TANKS OR VOIDS AND RECORD READINGS
A113 ADJUST PRESSURE CONTROL DEVICES
A114 ADJUST TEMPERATURE CONTROL DEVICES
A115 ALIGN BROMINATORS
A116 START BROMINATORS
A117 ADJUST BROMINATOR FLOW RATES
A118 SECURE BROMINATORS
A119 ALIGN CONDENSATE PUMPS
A120 START OR PLACE CONDENSATE PUMPS IN OPERATION

A121 STOP CONDENSATE PUMPS
A122 SECURE CONDENSATE PUMPS
A123 ALIGN AUXILIARY SEAWATER CIRCULATING SYSTEMS
A124 ADJUST COMPONENTS OF AUXILIARY SEAWATER CIRCULATING SYSTEMS
A125 SECURE AUXILIARY SEAWATER CIRCULATING SYSTEMS
A126 ENGAGE TURNING (JACKING) GEARS
A127 START TURNING (JACKING) GEARS
A128 STOP TURNING (JACKING) GEARS
A129 DISENGAGE TURNING (JACKING) GEARS
A130 STOP AND LOCK SHAFTS
A131 ALIGN AIR EJECTOR SYSTEMS
A132 SECURE AIR EJECTOR SYSTEMS
A133 ALIGN AIR CONDITIONING SYSTEMS
A134 START AIR CONDITIONING SYSTEMS
A135 ADJUST COMPONENTS OF AIR CONDITIONING SYSTEMS
A136 SECURE AIR CONDITIONING SYSTEMS
A137 ALIGN REFRIGERATION SYSTEMS
A138 START REFRIGERATION SYSTEMS
A139 ADJUST COMPONENTS OF REFRIGERATION SYSTEMS
A140 SECURE REFRIGERATION SYSTEMS
A141 ALIGN REFRIGERANT RECOVERY UNITS
A142 START REFRIGERANT RECOVERY UNITS
A143 STOP REFRIGERANT RECOVERY UNITS
A144 SECURE REFRIGERANT RECOVERY UNITS
A145 ALIGN AIR DRYER SYSTEMS
A146 ADJUST COMPONENTS OF AIR DRYER SYSTEMS
A147 SECURE AIR DRYER SYSTEMS
A148 ALIGN DISTILLING PLANTS
A149 START DISTILLING PLANTS
A150 ADJUST COMPONENTS OF DISTILLING PLANTS
A151 SECURE DISTILLING PLANTS
A152 ALIGN AMEROYAL INJECTION SYSTEMS
A153 START AMEROYAL INJECTION
A154 ADJUST AMEROYAL INJECTION SYSTEMS
A155 STOP AMEROYAL INJECTION
A156 SECURE AMEROYAL INJECTION SYSTEMS
A157 ALIGN CHILL WATER SYSTEMS
A158 ALIGN OILY WASTE WATER SYSTEMS
A159 SECURE OILY WASTE WATER SYSTEMS
A160 ALIGN HYDRAULIC STEERING GEAR SYSTEMS
A161 START HYDRAULIC STEERING GEAR SYSTEMS
A162 SECURE HYDRAULIC STEERING GEAR SYSTEMS
A163 ALIGN SHIPS HEATING SYSTEMS
A164 SECURE SHIPS HEATING SYSTEMS
A165 ALIGN DIESEL ENGINES
A166 START DIESEL ENGINES
A167 ADJUST COMPONENTS OF DIESEL ENGINES
A168 MONITOR DIESEL ENGINES
A169 SECURE DIESEL ENGINES
A170 ENGAGE CLUTCHES
A171 DISENGAGE CLUTCHES
A172 ENGAGE TURNING (ENGINE JACKING) GEARS
A173 DISENGAGE TURNING (ENGINE JACKING) GEARS
A174 ALIGN SMALL BOAT OIL/WATER SEPARATOR SYSTEMS (SBOWS)
A175 SECURE SBOWS

A176 ALIGN BALLASTING AND DEBALLASTING SYSTEMS
A177 MONITOR BALLASTING AND DEBALLASTING SYSTEMS
A178 ADJUST BALLASTING AND DEBALLASTING SYSTEMS
A179 SECURE BALLASTING AND DEBALLASTING SYSTEMS
A191 CLEAN AND INSPECT COMPONENTS OF AUXILIARY STEAM SYSTEMS
A192 TROUBLESHOOT AUXILIARY STEAM SYSTEMS

B. MECHANICAL MAINTENANCE

B180 CLEAN AND INSPECT COMPONENTS OF AIR COMPRESSORS
B182 REPAIR AIR COMPRESSORS
B183 REMOVE AND REPLACE COMPONENTS OF AIR COMPRESSORS
B184 TEST AIR COMPRESSORS
B185 CLEAN AND INSPECT COMPONENTS OF COMPRESSED AIR SYSTEMS
B186 TROUBLESHOOT COMPRESSED AIR SYSTEMS
B188 REMOVE AND REPLACE COMPONENTS OF COMPRESSED AIR SYSTEMS
B189 PERFORM OPERATIONAL TESTS ON COMPRESSED AIR SYSTEMS
B190 TEST LOW CONTROL AIR PRESSURE ALARMS
B193 REPAIR AUXILIARY STEAM SYSTEMS
B194 REMOVE AND REPLACE COMPONENTS OF AUXILIARY STEAM SYSTEMS
B195 TEST AUXILIARY STEAM SYSTEMS
B196 CLEAN AND INSPECT COMPONENTS OF LP STEAM DRAIN SYSTEMS
B197 TROUBLESHOOT LP STEAM DRAIN SYSTEMS
B198 REPAIR LP STEAM DRAIN SYSTEMS
B199 REMOVE AND REPLACE COMPONENTS OF LP STEAM DRAIN SYSTEMS
B200 TEST LP STEAM DRAIN SYSTEMS
B206 CLEAN AND INSPECT COMPONENTS OF FRESH WATER DRAIN SYSTEMS
B207 TROUBLESHOOT FRESH WATER DRAIN SYSTEMS
B208 REPAIR FRESH WATER DRAIN SYSTEMS
B209 REMOVE AND REPLACE COMPONENTS OF FRESH WATER DRAIN SYSTEMS
B210 TEST FRESH WATER DRAIN SYSTEMS
B211 CLEAN AND INSPECT COMPONENTS OF FEEDWATER SYSTEMS
B212 TROUBLESHOOT COMPONENTS OF FEEDWATER SYSTEMS
B213 REPAIR COMPONENTS OF FEEDWATER SYSTEMS
B214 REMOVE AND REPLACE COMPONENTS OF FEEDWATER SYSTEMS
B215 TEST FEEDWATER SYSTEMS
B216 CLEAN AND INSPECT PUMPS
B217 TROUBLESHOOT PUMPS
B218 REPAIR PUMPS
B219 REMOVE AND REPLACE COMPONENTS OF PUMPS
B220 OVERHAUL PUMPS
B221 REMOVE AND REPLACE PUMPS
B222 CONDUCT PUMP ALIGNMENT CHECKS
B223 TEST PUMPS
B224 CLEAN AND INSPECT COMPONENTS OF FIREMAIN SYSTEMS
B226 REPAIR FIREMAIN SYSTEMS
B227 REMOVE AND REPLACE COMPONENTS OF FIREMAIN SYSTEMS
B228 TEST FIREMAIN SYSTEMS
B229 CLEAN AND INSPECT COMPONENTS OF BILGE AND TANK STRIPPING SYSTEMS
B232 REMOVE AND REPLACE COMPONENTS OF BILGE AND TANK STRIPPING SYSTEMS
B233 TEST BILGE AND TANK STRIPPING SYSTEMS
B234 CLEAN AND INSPECT COMPONENTS OF AUXILIARY COOLING WATER SYSTEMS
B236 REPAIR AUXILIARY COOLING WATER SYSTEMS
B237 REMOVE AND REPLACE COMPONENTS OF AUXILIARY COOLING WATER SYSTEMS
B238 TEST AUXILIARY COOLING WATER SYSTEMS

B239 BLOW DOWN SEA CHESTS
B240 CLEAN AND INSPECT COMPONENTS OF POTABLE WATER SYSTEMS
B243 REMOVE AND REPLACE COMPONENTS OF POTABLE WATER SYSTEMS
B244 TEST POTABLE WATER SYSTEMS
B245 CLEAN AND INSPECT COMPONENTS OF BROMINATORS
B247 REPAIR BROMINATORS
B248 REMOVE AND REPLACE COMPONENTS OF BROMINATORS
B249 TEST BROMINATORS
B250 PERFORM BATCH CHLORINATION OF POTABLE WATER TANKS
B251 CLEAN AND INSPECT COMPONENTS OF OIL TRANSFER SYSTEMS
B254 REMOVE AND REPLACE COMPONENTS OF OIL TRANSFER SYSTEMS
B255 TEST OIL TRANSFER SYSTEMS
B256 CLEAN AND INSPECT COMPONENTS OF OIL SERVICE SYSTEMS
B259 REMOVE AND REPLACE COMPONENTS OF OIL SERVICE SYSTEMS
B261 CLEAN AND INSPECT COMPONENTS OF OIL PURIFICATION SYSTEMS
B263 ADJUST COMPONENTS OF OIL PURIFICATION SYSTEMS
B265 REMOVE AND REPLACE COMPONENTS OF OIL PURIFICATION SYSTEMS
B266 TEST OIL PURIFICATION SYSTEMS
B268 DISASSEMBLE HEAT EXCHANGERS
B269 CLEAN AND INSPECT HEAT EXCHANGER TUBES
B270 INSPECT HEAT EXCHANGERS
B273 REASSEMBLE HEAT EXCHANGERS
B275 CLEAN AND INSPECT COMPONENTS OF MAIN DRAIN SYSTEMS
B278 REMOVE AND REPLACE COMPONENTS OF MAIN DRAIN SYSTEMS
B279 TEST MAIN DRAIN SYSTEMS
B280 CLEAN AND INSPECT COMPONENTS OF SECONDARY DRAIN SYSTEMS
B283 REMOVE AND REPLACE COMPONENTS OF SECONDARY DRAIN SYSTEMS
B284 TEST SECONDARY DRAIN SYSTEMS
B285 CLEAN AND INSPECT MACHINERY SPEED LIMITING DEVICES
B287 ADJUST MACHINERY SPEED LIMITING DEVICES
B288 REMOVE AND REPLACE COMPONENTS OF MACHINERY SPEED LIMITING DEVICES
B290 TEST MACHINERY SPEED LIMITING DEVICES
B291 CLEAN TANKS AND VOIDS
B294 INSPECT FLANGE SHIELDS
B295 REMOVE AND REPLACE FLANGE SHIELDS
B296 INSPECT INSULATION/LAGGING
B297 REMOVE AND REPLACE INSULATION/LAGGING
B298 CLEAN AND INSPECT VALVES
B299 REMOVE AND REPLACE VALVES
B300 REMOVE AND REPLACE COMPONENTS OF VALVES
B301 CONDUCT HYDROSTATIC TEST ON VALVES
B302 BLUE CHECK VALVE SEATS
B303 LAP VALVE SEATS
B304 REPACK VALVES
B305 CONDUCT LIFT AND RESEAT OF RELIEF AND SENTINEL VALVES
B306 CLEAN AND INSPECT DIAPHRAGM CONTROL VALVES
B307 TROUBLESHOOT DIAPHRAGM CONTROL VALVES
B308 ADJUST VALVE TRAVEL ON DIAPHRAGM CONTROL VALVES
B309 REMOVE AND REPLACE COMPONENTS OF DIAPHRAGM CONTROL VALVES
B310 OVERHAUL DIAPHRAGM CONTROL VALVES
B311 REPACK DIAPHRAGM CONTROL VALVES
B312 TEST DIAPHRAGM CONTROL VALVES
B313 CLEAN AND INSPECT COMPONENTS OF REDUCING STATIONS
B316 REMOVE AND REPLACE COMPONENTS OF REDUCING STATIONS
B318 TEST REDUCING STATIONS

B319 CLEAN AND INSPECT LP AND HP TUBING
B320 CLEAN AND INSPECT LP AND HP PIPING
B321 CONDUCT HYDROSTATIC TEST ON LP AND HP PIPING
B322 CLEAN AND INSPECT PIPING EXPANSION JOINTS
B323 INSTALL BLANK FLANGES ON PIPING
B324 INSPECT PIPE HANGERS/SUPPORT DEVICES
B325 ADJUST PIPE HANGERS/SUPPORT DEVICES
B326 INSPECT STEAM ORIFICES
B327 REMOVE AND REPLACE STEAM ORIFICES
B328 DISASSEMBLE FLEXIBLE COUPLINGS
B329 CLEAN AND INSPECT FLEXIBLE COUPLINGS
B330 REMOVE AND REPLACE FLEXIBLE COUPLINGS
B331 REASSEMBLE FLEXIBLE COUPLINGS
B332 ALIGN FLEXIBLE COUPLINGS
B333 INSPECT FLEXIBLE HOSES
B334 REMOVE AND REPLACE FLEXIBLE HOSES
B335 INSPECT OIL SERVICE PUMPS SAFETY DEVICES
B336 CLEAN AND INSPECT COMPONENTS OF EMERGENCY SHUTDOWN DEVICES
B338 REMOVE AND REPLACE COMPONENTS OF EMERGENCY SHUTDOWN DEVICES
B339 TEST EMERGENCY SHUTDOWN DEVICES
B340 TEST LOW LUBE OIL PRESSURE ALARMS
B341 ADJUST LOW LUBE OIL PRESSURE ALARMS
B342 TEST HIGH TEMPERATURE ALARMS
B343 ADJUST HIGH TEMPERATURE ALARMS
B345 TEST FEEDWATER CONTROL (FWC) SYSTEMS
B346 CLEAN AND INSPECT COMPONENTS OF AUXILIARY BOILERS
B347 REMOVE AND REPLACE COMPONENTS OF AUXILIARY BOILERS
B348 CLEAN AUXILIARY BOILER FIRESIDES
B349 CLEAN AUXILIARY BOILER WATERSIDES
B350 TEST WATER LEVEL INDICATORS/ALARMS
B351 ADJUST MECHANICAL COMPONENTS OF WATER LEVEL INDICATORS/ALARMS
B352 LAY UP AUXILIARY BOILERS
B353 CLEAN AND INSPECT AIR CONDITIONING SYSTEMS
B355 REPAIR COMPONENTS OF AIR CONDITIONING SYSTEMS
B356 REMOVE AND REPLACE COMPONENTS OF AIR CONDITIONING SYSTEMS
B358 CHARGE AIR CONDITIONING SYSTEMS
B359 TEST AIR CONDITIONING SYSTEMS
B360 CLEAN AND INSPECT REFRIGERATION SYSTEMS
B361 TROUBLESHOOT REFRIGERATION SYSTEMS
B362 REPAIR COMPONENTS OF REFRIGERATION SYSTEMS
B363 REMOVE AND REPLACE COMPONENTS OF REFRIGERATION SYSTEMS
B365 CHARGE REFRIGERATION SYSTEMS
B366 TEST REFRIGERATION SYSTEMS
B367 CLEAN AND INSPECT REFRIGERANT RECOVERY UNITS
B368 REMOVE AND REPLACE COMPONENTS OF REFRIGERANT RECOVERY UNITS
B369 CLEAN AND INSPECT COMPONENTS OF AIR DRYER SYSTEMS
B372 REMOVE AND REPLACE COMPONENTS OF AIR DRYER SYSTEMS
B373 TEST AIR DRYER SYSTEMS
B374 CLEAN AND INSPECT COMPONENTS OF DISTILLING PLANTS
B376 REPAIR COMPONENTS OF DISTILLING PLANTS
B377 REMOVE AND REPLACE COMPONENTS OF DISTILLING PLANTS
B378 OVERHAUL DISTILLING PLANTS
B379 TEST DISTILLING PLANTS
B380 CLEAN AND INSPECT COMPONENTS OF DISTILLATE TRANSFER SYSTEMS
B382 REPAIR COMPONENTS OF DISTILLATE TRANSFER SYSTEMS

B383 REMOVE AND REPLACE COMPONENTS OF DISTILLATE TRANSFER SYSTEMS
B384 CLEAN AND INSPECT COMPONENTS OF CONDENSATE SYSTEMS
B387 REMOVE AND REPLACE COMPONENTS OF CONDENSATE SYSTEMS
B388 TEST CONDENSATE SYSTEMS
B389 CLEAN AND INSPECT COMPONENTS OF CONVEYORS
B391 ADJUST COMPONENTS OF CONVEYORS
B392 REPAIR COMPONENTS OF CONVEYORS
B393 REMOVE AND REPLACE COMPONENTS OF CONVEYORS
B394 TEST CONVEYORS
B395 CLEAN AND INSPECT OIL PURIFIERS (FUEL OIL AND LUBE OIL)
B398 REMOVE AND REPLACE COMPONENTS OF OIL PURIFIERS
B399 OVERHAUL OIL PURIFIERS
B400 TEST OIL PURIFIERS
B401 CLEAN AND INSPECT COMPONENTS OF MECHANICAL/HYDRAULIC STEERING GEAR SYSTEMS
B407 CLEAN AND INSPECT HYDRAULIC SYSTEMS
B409 REPAIR COMPONENTS OF HYDRAULIC SYSTEMS
B410 REMOVE AND REPLACE COMPONENTS OF HYDRAULIC SYSTEMS
B411 OVERHAUL HYDRAULIC SYSTEMS
B412 TEST HYDRAULIC SYSTEMS
B413 CLEAN AND INSPECT COMPONENTS OF ANCHOR WINDLASSES
B415 ADJUST COMPONENTS OF ANCHOR WINDLASSES
B416 REMOVE AND REPLACE COMPONENTS OF ANCHOR WINDLASSES
B418 CLEAN AND INSPECT COMPONENTS OF CAPSTANS
B420 ADJUST COMPONENTS OF CAPSTANS
B421 REPAIR COMPONENTS OF CAPSTANS
B422 REMOVE AND REPLACE COMPONENTS OF CAPSTANS
B423 TEST CAPSTANS
B424 CLEAN AND INSPECT COMPONENTS OF BOAT DAVITS
B426 ADJUST COMPONENTS OF BOAT DAVITS
B427 REPAIR COMPONENTS OF BOAT DAVITS
B428 REMOVE AND REPLACE COMPONENTS OF BOAT DAVITS
B429 TEST BOAT DAVITS
B433 CLEAN AND INSPECT COMPONENTS OF MAIN LUBE OIL SYSTEMS
B435 ADJUST COMPONENTS OF MAIN LUBE OIL SYSTEMS
B436 REMOVE AND REPLACE COMPONENTS OF MAIN LUBE OIL SYSTEMS
B437 TEST MAIN LUBE OIL SYSTEMS
B442 CLEAN AND INSPECT COMPONENTS OF SHIPS HEATING SYSTEMS
B444 REMOVE AND REPLACE COMPONENTS OF SHIPS HEATING SYSTEMS
B445 TEST SHIPS HEATING SYSTEMS
B446 CLEAN AND INSPECT WATER HEATERS
B447 TROUBLESHOOT WATER HEATERS
B448 ADJUST COMPONENTS OF WATER HEATERS
B449 REPAIR COMPONENTS OF WATER HEATERS
B450 REMOVE AND REPLACE COMPONENTS OF WATER HEATERS
B451 TEST WATER HEATERS
B452 CLEAN AND INSPECT COMPONENTS OF WINCHES
B454 ADJUST COMPONENTS OF WINCHES
B458 CLEAN AND INSPECT COMPONENTS OF MAIN SHAFTS
B463 ADJUST STERN TUBE GLANDS
B466 CLEAN AND INSPECT COMPONENTS OF AIR EJECTOR SYSTEMS
B468 REMOVE AND REPLACE COMPONENTS OF AIR EJECTOR SYSTEMS
B469 TEST AIR EJECTOR SYSTEMS
B470 CLEAN AND INSPECT LAUNDRY EQUIPMENT
B471 TROUBLESHOOT LAUNDRY EQUIPMENT

B472 ADJUST LAUNDRY EQUIPMENT
B473 REPAIR LAUNDRY EQUIPMENT
B474 REMOVE AND REPLACE COMPONENTS OF LAUNDRY EQUIPMENT
B475 TEST LAUNDRY EQUIPMENT
B476 CLEAN AND INSPECT GALLEY EQUIPMENT
B478 REPAIR GALLEY EQUIPMENT
B479 REMOVE AND REPLACE COMPONENTS OF GALLEY EQUIPMENT
B480 TEST GALLEY EQUIPMENT
B481 CLEAN AND INSPECT MESS DECK EQUIPMENT
B482 TROUBLESHOOT MESS DECK EQUIPMENT
B483 REPAIR MESS DECK EQUIPMENT
B484 REMOVE AND REPLACE COMPONENTS OF MESS DECK EQUIPMENT
B485 TEST MESS DECK EQUIPMENT
B486 CLEAN AND INSPECT SCULLERY EQUIPMENT
B487 TROUBLESHOOT SCULLERY EQUIPMENT
B488 REPAIR SCULLERY EQUIPMENT
B489 REMOVE AND REPLACE COMPONENTS OF SCULLERY EQUIPMENT
B490 TEST SCULLERY EQUIPMENT
B491 CLEAN AND INSPECT COMPONENTS OF CRANES
B493 ADJUST COMPONENTS OF CRANES
B494 REMOVE AND REPLACE COMPONENTS OF CRANES
B495 TEST CRANES
B496 CLEAN AND INSPECT COMPONENTS OF ELEVATORS
B498 ADJUST COMPONENTS OF ELEVATORS
B499 REMOVE AND REPLACE COMPONENTS OF ELEVATORS
B500 TEST ELEVATORS
B501 CLEAN AND INSPECT COMPONENTS OF SHIPS WHISTLES
B502 TROUBLESHOOT SHIPS WHISTLES
B503 ADJUST COMPONENTS OF SHIPS WHISTLES
B504 REMOVE AND REPLACE COMPONENTS OF SHIPS WHISTLES
B505 TEST SHIPS WHISTLES
B506 CLEAN AND INSPECT COMPONENTS OF DUMBWAITERS
B508 ADJUST COMPONENTS OF DUMBWAITERS
B510 REMOVE AND REPLACE COMPONENTS OF DUMBWAITERS
B511 TEST DUMBWAITERS
B512 CLEAN AND INSPECT COMPONENTS OF HYDRAULIC CARGO HATCH COVERS
B514 ADJUST COMPONENTS OF HYDRAULIC CARGO HATCH COVERS
B515 REMOVE AND REPLACE COMPONENTS OF HYDRAULIC CARGO HATCH COVERS
B516 TEST HYDRAULIC CARGO HATCH COVERS
B517 CLEAN AND INSPECT COMPONENTS OF MONORAILS
B520 REMOVE AND REPLACE COMPONENTS OF MONORAILS
B521 TEST MONORAILS
B522 CLEAN AND INSPECT COMPONENTS OF OVERSPEED TRIPS
B524 ADJUST OVERSPEED TRIPS
B526 REMOVE AND REPLACE COMPONENTS OF OVERSPEED TRIPS
B527 TEST OVERSPEED TRIPS
B528 CLEAN AND INSPECT COALESCERS
B531 REMOVE AND REPLACE COMPONENTS OF COALESCERS
B532 OVERHAUL COALESCERS
B533 REMOVE AND REPLACE COALESCERS
B534 TEST COALESCERS
B535 CLEAN AND INSPECT COMPONENTS OF ENGINE AIR SYSTEMS
B537 REMOVE AND REPLACE COMPONENTS OF ENGINE AIR SYSTEMS
B538 TEST ENGINE COMPONENTS OF AIR SYSTEMS (INTAKE AND EXHAUST)
B539 CLEAN AND INSPECT COMPONENTS OF ENGINE IGNITION SYSTEMS

B542 REMOVE AND REPLACE COMPONENTS OF ENGINE IGNITION SYSTEMS
B543 TEST ENGINE IGNITION SYSTEMS
B544 CLEAN AND INSPECT COMPONENTS OF GASOLINE ENGINES
B547 REMOVE AND REPLACE COMPONENTS OF GASOLINE ENGINES
B548 OVERHAUL GASOLINE ENGINES
B549 TEST GASOLINE ENGINES
B550 CLEAN AND INSPECT COMPONENTS OF DIESEL ENGINES
B552 ADJUST DIESEL ENGINES
B553 REPAIR DIESEL ENGINES
B554 REMOVE AND REPLACE COMPONENTS OF DIESEL ENGINES
B555 OVERHAUL DIESEL ENGINES
B556 TEST DIESEL ENGINES
B557 LAY UP DIESEL ENGINES
B558 INSPECT TURBO CHARGERS
B559 REMOVE AND REPLACE TURBO CHARGERS
B560 INSPECT BLOWERS
B561 REPAIR BLOWERS
B562 CLEAN AND INSPECT COMPONENTS OF CLUTCHES
B566 REMOVE AND REPLACE COMPONENTS OF CLUTCHES
B567 TEST CLUTCHES
B568 CLEAN AND INSPECT COMPONENTS OF PROPELLER PITCH CONTROL UNITS
B570 ADJUST PROPELLER PITCH CONTROL UNITS
B572 REMOVE AND REPLACE COMPONENTS OF PROPELLER PITCH CONTROL UNITS
B573 TEST PROPELLER PITCH CONTROL UNITS
B574 CLEAN AND INSPECT COMPONENTS OF BOW/STERN RAMP AND DOOR MACHINERY
B576 ADJUST COMPONENTS OF BOW/STERN RAMP AND DOOR MACHINERY
B578 REMOVE AND REPLACE COMPONENTS OF BOW/STERN RAMP AND DOOR MACHINERY
B579 OVERHAUL BOW/STERN RAMP AND DOOR MACHINERY
B580 TEST BOW RAMP/STERN AND DOOR MACHINERY
B581 CLEAN AND INSPECT TRANSMISSIONS
B584 REMOVE AND REPLACE COMPONENTS OF TRANSMISSIONS
B585 TEST TRANSMISSIONS
B586 CLEAN AND INSPECT COMPONENTS OF MAIN REDUCTION GEARS (MRG)
B588 TEST COMPONENTS OF MRG

C. FABRICATION AND MANUFACTURING

C591 MEASURE, CUT, AND FIT GASKETS (VALVE, PUMP, PIPE, ETC.)
C592 MEASURE, CUT, AND FIT LP TUBING
C593 MEASURE, CUT, AND FIT FLANGE SHIELDS
C594 MEASURE, CUT, AND FIT LAGGING PADS
C595 MEASURE, CUT, AND FIT FLEXIBLE HOSE ASSEMBLIES
C596 PERFORM BASIC MACHINING ON LATHES
C600 DRAW SCHEMATIC DIAGRAMS

D. HAZMAT AND POLLUTION CONTROL

D608 REVIEW HAZARDOUS MATERIAL (HAZMAT) USER'S GUIDES (HMUG)
D609 REVIEW HAZMAT INVENTORIES
D610 REVIEW MATERIAL SAFETY DATA SHEETS (MSDS)
D611 INSPECT HAZMAT STORAGE AREAS
D613 CLEAN AND INSPECT HAZMAT CONTAINERS

G. ENGINEERING MANAGEMENT

G627 PARTICIPATE IN ENGINEERING CASUALTY CONTROL DRILLS
G628 CONDUCT ENGINEERING CASUALTY CONTROL DRILLS
G639 RECORD DIESEL ENGINE TREND ANALYSIS

H. LABORATORY ANALYSIS

H640 DRAW FLUID SAMPLES (FEEDWATER, POTABLE WATER, LUBE OIL, ETC.)
H641 INSPECT FLUID SAMPLES (VISUALLY)
H642 TEST FLUID SAMPLES
H643 PREPARE WATER TREATMENT CHEMICAL SOLUTIONS
H644 PERFORM WATER PASTE TESTS ON FUEL TANKS
H646 TREAT DIESEL JACKET WATER

ENGINEMAN SECOND CLASS (EN2)

A. MECHANICAL SYSTEMS OPERATIONS

A007 CLEAN AND INSPECT COMPONENTS OF GAS TURBINE SYSTEMS
A008 TROUBLESHOOT COMPONENTS OF GAS TURBINE SYSTEMS
A009 TEST COMPONENTS OF GAS TURBINE SYSTEMS
A025 ADJUST COMPONENTS OF AUXILIARY STEAM SYSTEMS
A086 ALIGN TRANSFER SYSTEMS FOR RECEIVING FUELS
A344 PERFORM PRECISION MECHANICAL MEASURING

B. MECHANICAL MAINTENANCE

B002 TROUBLESHOOT AIRCRAFT, SMALL BOAT, AND LCAC REFUELING NOZZLES
B003 REPAIR AIRCRAFT, SMALL BOAT, AND LCAC REFUELING NOZZLES
B004 REMOVE AIRCRAFT, SMALL BOAT, AND LCAC REFUELING NOZZLES
B005 INSTALL AIRCRAFT, SMALL BOAT, AND LCAC REFUELING NOZZLES
B006 TEST AIRCRAFT, SMALL BOAT, AND LCAC REFUELING NOZZLES
B181 TROUBLESHOOT AIR COMPRESSORS
B187 REPAIR COMPRESSED AIR SYSTEMS
B225 TROUBLESHOOT FIREMAIN SYSTEMS
B230 TROUBLESHOOT BILGE AND TANK STRIPPING SYSTEMS
B231 REPAIR BILGE AND TANK STRIPPING SYSTEMS
B235 TROUBLESHOOT AUXILIARY COOLING WATER SYSTEMS
B241 TROUBLESHOOT POTABLE WATER SYSTEMS
B242 REPAIR POTABLE WATER SYSTEMS
B246 TROUBLESHOOT BROMINATORS
B252 TROUBLESHOOT OIL TRANSFER SYSTEMS
B253 REPAIR OIL TRANSFER SYSTEMS
B257 TROUBLESHOOT OIL SERVICE SYSTEMS
B258 REPAIR OIL SERVICE SYSTEMS
B260 TEST OIL SERVICE SYSTEMS
B262 TROUBLESHOOT OIL PURIFICATION SYSTEMS
B264 REPAIR OIL PURIFICATION SYSTEMS
B267 BACK FLUSH HEAT EXCHANGERS
B271 PLUG HEAT EXCHANGER TUBES
B272 REMOVE AND REPLACE HEAT EXCHANGER TUBES
B274 CONDUCT HYDROSTATIC TEST ON HEAT EXCHANGERS
B276 TROUBLESHOOT MAIN DRAIN SYSTEMS
B277 REPAIR MAIN DRAIN SYSTEMS

B281 TROUBLESHOOT SECONDARY DRAIN SYSTEMS
B282 REPAIR SECONDARY DRAIN SYSTEMS
B286 TROUBLESHOOT MACHINERY SPEED LIMITING DEVICES
B289 OVERHAUL MACHINERY SPEED LIMITING DEVICES
B292 CONDUCT STRUCTURAL INTEGRITY INSPECTIONS OF TANKS AND VOIDS
B293 CONDUCT PRELIMINARY CLOSEOUT INSPECTIONS OF TANKS AND VOIDS
B314 TROUBLESHOOT REDUCING STATIONS
B315 REPAIR REDUCING STATIONS
B317 OVERHAUL REDUCING STATIONS
B337 TROUBLESHOOT EMERGENCY SHUTDOWN DEVICES
B354 TROUBLESHOOT AIR CONDITIONING SYSTEMS
B357 OVERHAUL AIR CONDITIONING SYSTEMS
B364 OVERHAUL REFRIGERATION SYSTEMS
B370 TROUBLESHOOT AIR DRYER SYSTEMS
B371 REPAIR COMPONENTS OF AIR DRYER SYSTEMS
B375 TROUBLESHOOT DISTILLING PLANTS
B381 TROUBLESHOOT DISTILLATE TRANSFER SYSTEMS
B385 TROUBLESHOOT CONDENSATE SYSTEMS
B386 REPAIR COMPONENTS OF CONDENSATE SYSTEMS
B390 TROUBLESHOOT CONVEYORS
B396 TROUBLESHOOT OIL PURIFIERS
B397 REPAIR COMPONENTS OF OIL PURIFIERS
B402 TROUBLESHOOT MECHANICAL/HYDRAULIC STEERING GEAR SYSTEMS
B403 ADJUST COMPONENTS OF MECHANICAL/HYDRAULIC STEERING GEAR SYSTEMS
B404 REPAIR COMPONENTS OF MECHANICAL/HYDRAULIC STEERING GEAR SYSTEMS
B405 REMOVE AND REPLACE COMPONENTS OF MECHANICAL/HYDRAULIC STEERING GEAR SYSTEMS
B406 TEST MECHANICAL/HYDRAULIC STEERING GEAR SYSTEMS
B408 TROUBLESHOOT HYDRAULIC SYSTEMS
B417 TEST ANCHOR WINDLASSES
B419 TROUBLESHOOT CAPSTANS
B425 TROUBLESHOOT BOAT DAVITS
B430 CLEAN AND INSPECT COMPONENTS OF JACKING GEARS
B431 REMOVE AND REPLACE COMPONENTS OF JACKING GEARS
B432 TEST JACKING GEARS
B434 TROUBLESHOOT MAIN LUBE OIL SYSTEMS
B438 CLEAN AND INSPECT COMPONENTS OF AUXILIARY MRG ASSEMBLIES
B439 TROUBLESHOOT AUXILIARY MRG ASSEMBLIES
B440 REMOVE AND REPLACE COMPONENTS OF AUXILIARY MRG
B441 TEST AUXILIARY MRG ASSEMBLIES
B443 TROUBLESHOOT SHIPS HEATING SYSTEMS
B453 TROUBLESHOOT WINCHES
B459 TROUBLESHOOT MAIN SHAFTS
B460 REPAIR COMPONENTS OF MAIN SHAFTS
B461 REMOVE AND REPLACE COMPONENTS OF MAIN SHAFTS
B462 CLEAN AND INSPECT COMPONENTS OF STERN TUBES
B464 REPACK STERN TUBE GLANDS
B465 TEST STERN TUBES
B467 TROUBLESHOOT AIR EJECTOR SYSTEMS
B477 TROUBLESHOOT GALLEY EQUIPMENT
B492 TROUBLESHOOT CRANES
B497 TROUBLESHOOT ELEVATORS
B507 TROUBLESHOOT DUMBWAITERS
B509 REPAIR COMPONENTS OF DUMBWAITERS
B513 TROUBLESHOOT HYDRAULIC CARGO HATCH COVERS

B518 TROUBLESHOOT MONORAILS
B519 REPAIR COMPONENTS OF MONORAILS
B523 TROUBLESHOOT OVERSPEED TRIPS
B525 REPAIR COMPONENTS OF OVERSPEED TRIPS
B529 TROUBLESHOOT COALESCERS
B530 REPAIR COMPONENTS OF COALESCERS
B536 TROUBLESHOOT ENGINE AIR SYSTEMS (INTAKE AND EXHAUST)
B540 TROUBLESHOOT IGNITION SYSTEMS
B541 REPAIR ENGINE IGNITION SYSTEMS
B545 TROUBLESHOOT GASOLINE ENGINES
B546 REPAIR GASOLINE ENGINES
B551 TROUBLESHOOT DIESEL ENGINES
B563 TROUBLESHOOT CLUTCHES
B565 REPAIR CLUTCHES
B569 TROUBLESHOOT PROPELLER PITCH CONTROL UNITS
B571 REPAIR PROPELLER PITCH CONTROL UNITS
B575 TROUBLESHOOT BOW RAMP AND DOOR MACHINERY
B577 REPAIR BOW RAMP AND DOOR MACHINERY
B582 TROUBLESHOOT TRANSMISSIONS
B583 REPAIR COMPONENTS OF TRANSMISSIONS
B587 TROUBLESHOOT COMPONENTS OF MRG

D. HAZMAT AND POLLUTION CONTROL
D597 CONDUCT SPILL CONTAINMENT AND CLEAN UP DRILLS
D598 PREPARE ENVIRONMENTAL POLLUTION CONTROL REPORTS
D599 MONITOR ENVIRONMENTAL POLLUTION CONTROL PROGRAMS

E. TECHNICAL ADMINISTRATION
E607 REVIEW AND UPDATE ENGINEERING RECORDS AND LOGS
E616 PREPARE DAILY FUEL, OIL, AND WATER REPORTS
E625 REVIEW DIESEL ENGINE JACKET WATER LOGS
E626 ANALYZE RESULTS OF DIESEL ENGINE TREND ANALYSIS
E629 EVALUATE ENGINEERING CASUALTY CONTROL DRILLS

ENGINEMAN FIRST CLASS (EN1)

B. MECHANICAL MAINTENANCE
B589 INSTALL DIESEL ENGINE HOT OIL FLUSH SYSTEMS
B590 PLACE DIESEL ENGINE HOT OIL FLUSH SYSTEMS IN OPERATION

D. HAZMAT AND POLLUTION CONTROL
D612 IMPLEMENT HAZMAT WASTE DISPOSAL METHODS

E. TECHNICAL ADMINISTRATION
E600 DRAW SCHEMATIC DIAGRAMS
E601 REVIEW SHIP TO SHOP MAINTENANCE PROGRESS REPORTS
E602 UPDATE EQUIPMENT CALIBRATION SCHEDULES
E603 REVIEW AND VALIDATE ENGINEERING OPERATING SEQUENCING SYSTEMS (EOSS) MANUALS

E604 REVIEW ENGINEERING OPERATIONAL PROCEDURES (EOP)
E605 REVIEW ENGINEERING OPERATIONAL CASUALTY CONTROL (EOCC) PROCEDURES
E630 VERIFY ACCURACY OF SHIPS SYSTEMS TECHNICAL DRAWINGS

G. ENGINEERING MANAGEMENT
G617 ESTIMATE PROJECTED FUEL, LUBE OIL, AND WATER REQUIREMENTS
G624 REVIEW AND UPDATE BOAT FUELING RECORDS
G634 RECORD FULL POWER AND ECONOMY TRIAL DATA
G635 PREPARE SHIPS TRIAL REPORTS
G636 REVIEW SHIPS TRIAL REPORTS

CHIEF ENGINEMAN (ENC)

D. HAZMAT AND POLLUTION CONTROL
D597 CONDUCT SPILL CONTAINMENT AND CLEAN UP DRILLS
D598 PREPARE ENVIRONMENTAL POLLUTION CONTROL REPORTS
D599 MONITOR ENVIRONMENTAL POLLUTION CONTROL PROGRAMS

E. TECHNICAL ADMINISTRATION
E606 PREPARE EOSS REPORTS AND CHANGE REQUESTS
E614 CONDUCT EQUIPMENT CASUALTY ANALYSES
E615 CONDUCT SYSTEMS CASUALTY ANALYSES
E620 PREPARE SITUATION REPORTS (SITREP)
E621 REVIEW SITREP
E631 EVALUATE ENGINEERING MANAGEMENT PROGRAMS
E632 EVALUATE EQUIPMENT CAPABILITIES AND PERFORMANCES

F. MATERIAL CASUALTY
F618 PREPARE CASUALTY REPORTS (CASREP)
F619 REVIEW CASREP
F622 PREPARE CASUALTY CORRECTIONS (CASCOR)
F623 REVIEW CASCOR

G. ENGINEERING MANAGEMENT
G633 COORDINATE PREPARATIONS FOR FULL POWER AND ECONOMY TRIALS
G637 DOCUMENT SPECIAL PROJECTS ALTERATIONS (SHIPALTS AND MACHALTS)
G638 DEVELOP ENGINEERING PROGRAM EVALUATION REVIEW TECHNIQUE (PERT) CHARTS

H. LABORATORY ANALYSIS
H645 TREAT AUXILIARY BOILER WATER

I. QUALITY ASSURANCE
I647 DEVELOP QUALITY ASSURANCE (QA) TRAINING PROGRAMS
I648 MONITOR QA PROGRAMS
I649 CONDUCT QA AUDITS
I650 CONDUCT QA INSPECTIONS
I651 PREPARE QA REPORTS

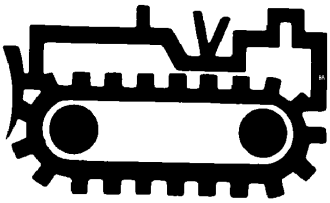
SENIOR CHIEF ENGINEMAN (ENCS)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

MASTER CHIEF ENGINEMAN (ENCM)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

CHAPTER 31



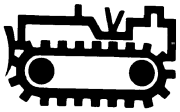
EQUIPMENT OPERATOR (EO)

NAVPERS 18068-31B

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

EQUIPMENT OPERATOR (EO)



SCOPE OF RATING

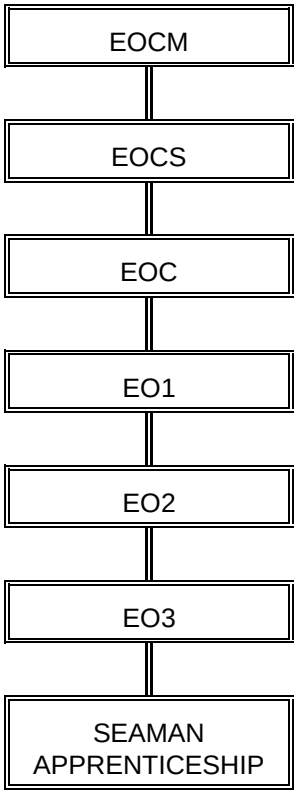
Equipment Operators (EO) perform tasks involving deployment and operation of automotive, materials handling, weight lifting and construction equipment; direct and coordinate efforts of individuals and crews in execution of construction, earth-moving, roadbuilding, quarrying, asphalt batching and paving, concrete batch plant operations, concrete paving and transit mixer operation assignments; maintain records and reports on mobile and stationary equipment and organize and supervise automotive and construction equipment pools; maintain individual combat readiness and perform tasks required in combat and disaster preparedness or recovery operations.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 31.

NAVPERS 18068-31B

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in BUPERSINST 1131.1.

SPECIAL PHYSICAL REQUIREMENTS

Normal color perception; normal stereoscopic vision. Refer to Chapter 15 of the Manual of the Medical Department, U.S. Navy for details on color perception requirements.

CITIZENSHIP/SECURITY REQUIREMENTS

None.

SAFETY

The observance of proper safety precautions in all areas is an integral part of each billet and the responsibility of every Navy man and woman; therefore, it is a universal requirement for all ratings.

EQUIPMENT OPERATOR (EO) FUNCTIONAL AREAS

A. TECHNICAL ADMINISTRATION

B. MANAGEMENT AND SUPERVISION

C. ENVIRONMENTAL PROTECTION

D. CONSTRUCTION SUPPORT

E. CONSTRUCTION OPERATION

F. QUALITY ASSURANCE

G. CONSTRUCTION COMBAT READINESS

I. GRAPHICS

EQUIPMENT OPERATOR THIRD CLASS (EO3)

A. TECHNICAL ADMINISTRATION

A001 FILL OUT DAILY PREVENTIVE MAINTENANCE REPORTS (NAVFAC 9-11260/4)
A002 FILL OUT VEHICLE MISHAP REPORTS (SF 91)
A003 FILL OUT OPERATOR'S INSPECTION GUIDES AND TROUBLE REPORTS (NAVFAC 9-11240/13)

D. CONSTRUCTION SUPPORT

D001 PREPARE MATERIALS FOR EMBARKATION
D002 ISSUE FUEL FROM FUEL TRUCKS (GASOLINE, DIESEL, ETC)
D003 REMOVE TIRES AND RIMS FROM EQUIPMENT AND VEHICLES
D004 REMOVE TIRES FROM RIMS
D005 REPAIR TIRES AND TUBES
D006 INFLATE TIRES USING SAFETY CAGES AND HAND CHUCKS
D007 MOUNT TIRES ON EQUIPMENT AND VEHICLES
D008 PERFORM PRESTART CHECKS ON AUTOMOTIVE VEHICLES
D009 PERFORM OPERATOR MAINTENANCE AND LUBRICATION ON AUTOMOTIVE VEHICLES
D010 PERFORM PRESTART CHECKS ON TRUCKS, TRACTORS AND SEMITRAILERS
D011 PERFORM OPERATOR MAINTENANCE AND LUBRICATION ON TRUCKS, TRACTORS AND SEMITRAILERS
D012 PERFORM PRESTART CHECKS ON CONSTRUCTION EQUIPMENT
D013 PERFORM OPERATOR MAINTENANCE AND LUBRICATION ON CONSTRUCTION EQUIPMENT
D014 PERFORM PRESTART CHECKS ON MATERIAL HANDLING AND SUPPORT EQUIPMENT
D015 PERFORM OPERATOR MAINTENANCE AND LUBRICATION ON MATERIAL HANDLING AND SUPPORT EQUIPMENT
D016 TRANSPORT HEAVY CONSTRUCTION EQUIPMENT
D017 TRANSPORT BOXED, LOOSE AND PALLETIZED MATERIALS
D018 PERFORM PAYLOAD DISTRIBUTION PROCEDURES
D019 LOAD AND SECURE HEAVY CONSTRUCTION EQUIPMENT
D020 LOAD AND SECURE BOXED AND PALLETIZED MATERIALS
D024 INVENTORY TOOL KITS

E. CONSTRUCTION OPERATION

E001 OPERATE FRONT-END LOADERS
E002 OPERATE TRUCKS, TRACTORS AND SEMITRAILERS
E003 CHANGE FRONT-MOUNTED AND REAR-MOUNTED ATTACHMENTS ON FRONT END LOADERS
E004 OPERATE FORKLIFTS (WAREHOUSE, ROUGH TERRAIN ETC)
E005 OPERATE GRADERS
E007 OPERATE DOZERS
E008 OPERATE AIR COMPRESSORS
E009 OPERATE DITCHERS
E010 OPERATE EARTH AUGERS
E011 OPERATE DUMP TRUCKS
E012 OPERATE EXCAVATORS
E013 OPERATE COMPACTION EQUIPMENT (ROLLER)
E014 CHANGE ATTACHMENTS ON EXCAVATORS

E015 CHANGE CUTTING EDGES ON EARTHMOVING EQUIPMENT (LOADERS, SCRAPERS, GRADERS AND DOZERS)
E016 CHANGE CAPS AND SHANKS ON BUCKETS AND RIPPERS
E017 CHANGE TEETH AND BUCKETS ON DITCHERS
E018 CHANGE BITS ON AUGER TRUCKS
E019 PLACE FILL MATERIALS
E020 COMPACT FILL MATERIALS
E021 USE SLINGS AND RIGGINGS
E022 MAINTAIN SLINGS AND RIGGINGS
E023 INTERPRET GRADE STAKE MARKINGS IN EARTHWORK CONSTRUCTION
E024 CHECK GRADE WITH LEVELING INSTRUMENTS AND LEVELING RODS
E025 PERFORM DUMPING AND SPREADING OPERATIONS
E026 PERFORM BACKING PROCEDURES WITH A SIGNALMAN
E027 COUPLE AND UNCOUPLE TRACTORS TO TRAILERS
E028 PERFORM STANDARD NAVAL CONSTRUCTION FORCE (NCF) HAND SIGNALS USED IN EQUIPMENT OPERATIONS
E029 ERECT TENT CAMP FACILITIES
E030 INSTALL ADVANCED BASE FUNCTIONAL COMPONENT (ABFC) ASSEMBLIES

G. CONSTRUCTION COMBAT READINESS

G001 ADMINISTER FIRST AID UNDER COMBAT CONDITIONS
G002 PERFORM AMBUSH COUNTERMEASURES
G003 PERFORM SURVIVAL, EVASION, RESISTANCE AND ESCAPE PROCEDURES
G006 PERFORM CHEMICAL, BIOLOGICAL, AND RADIOLOGICAL (CBR) DEFENSIVE MEASURES
G007 PERFORM DUTIES OF GRENADIER
G010 PERFORM DUTIES OF FIRE TEAM AUTOMATIC RIFLEMAN
G011 PERFORM LAND-BASED COMBAT DUTIES UNDER CHEMICAL, BIOLOGICAL, AND RADIOLOGICAL (CBR) CONDITIONS
G012 PLACE TRIP FLARES AND OTHER EARLY WARNING DEVICES
G013 CONDUCT BOOBY TRAP COUNTERMEASURES
G014 TRANSPORT PERSONNEL INJURED IN COMBAT
G015 PERFORM MINOR REPAIR ON TACTICAL FIELD TELEPHONE SYSTEMS
G019 PERFORM FIELD SANITATION PROCEDURES
G020 CONDUCT PATROLS
G021 PERFORM DUTIES OF FIRE TEAM LEADER
G026 PLACE PROTECTIVE AND TACTICAL WIRE ENTANGLEMENTS
G029 MANEUVER FIRE TEAM USING ARM AND HAND SIGNALS
G046 PERFORM LAND NAVIGATION PROCEDURES
G047 OPERATE NIGHT VISION EQUIPMENT
G048 INSTALL TACTICAL FIELD TELEPHONE SYSTEMS
G049 OPERATE TACTICAL FIELD TELEPHONE SYSTEMS
G050 PERFORM ENEMY PRISONER OF WAR (EPW) HANDLING PROCEDURES

EQUIPMENT OPERATOR SECOND CLASS (EO2)

A. TECHNICAL ADMINISTRATION

A004 MAINTAIN DISPATCH RECORDS
A005 TRACK LEVEL III PROGRESS CHARTS
A006 UPDATE EQUIPMENT AND ATTACHMENT STATUS BOARDS
A007 PREPARE FUEL AND MILEAGE UTILIZATION REPORTS

A008 PREPARE TIME CARDS AND SHEETS
A009 PREPARE AND UPDATE EQUIPMENT HARDCARD LOGS
A010 PREPARE AND UPDATE EQUIPMENT CYCLE LOGS
A011 ISSUE AND RECEIVE COLLATERAL EQUIPAGE
A012 INVENTORY AND RECORD ACCOUNTABILITY OF COLLATERAL EQUIPAGE
A013 DEVELOP PROJECT PACKAGES
A017 RESEARCH PART NUMBERS FOR COLLATERAL EQUIPAGE

B. MANAGEMENT AND SUPERVISION

B001 SUPERVISE PERSONNEL ON CUT AND FILL OPERATIONS USING GRADERS, SCRAPERS AND DOZERS
B002 SUPERVISE PERSONNEL IN OPERATION OF AUTOMOTIVE, CONSTRUCTION, MATERIAL HANDLING AND SUPPORT EQUIPMENT
B003 SUPERVISE PERSONNEL ON OPERATOR MAINTENANCE AND LUBRICATION PROCEDURES
B004 SUPERVISE PERSONNEL USING DUMP TRUCKS
B005 SUPERVISE PERSONNEL USING TRACTOR TRAILERS
B006 SUPERVISE PERSONNEL USING DITCHERS AND EXCAVATORS
B007 SUPERVISE PERSONNEL USING AUGER TRUCKS
B008 SUPERVISE PERSONNEL USING DOZERS, GRADERS AND SCRAPERS
B009 SUPERVISE PERSONNEL USING FORKLIFTS AND LOADERS
B010 SUPERVISE PERSONNEL USING FUEL AND WATER DISTRIBUTORS
B011 SUPERVISE PERSONNEL USING ASPHALT OPERATIONS

C. ENVIRONMENTAL PROTECTION

C001 UPDATE AND MAINTAIN SAFETY DATA SHEET FILES
C002 PERFORM HAZARDOUS MATERIAL (HAZMAT) INVENTORIES

D. CONSTRUCTION SUPPORT

D021 DISPATCH AUTOMOTIVE AND HEAVY CONSTRUCTION EQUIPMENT USING LOGS AND FORMS (TRIP TICKETS, HARD CARDS, ETC)
D023 USE CONSTRUCTION NETWORK ANALYSIS
D025 PERFORM OPERATOR MAINTENANCE AND PRESTART CHECKS ON CRAWLER OR MOBILE CRANES
D026 PERFORM UPKEEP AND MAINTENANCE OF EQUIPMENT YARDS
D027 PERFORM OPERATOR MAINTENANCE AND PRESTART CHECKS ON CREATE MOBILES
D028 PERFORM OPERATOR MAINTENANCE AND PRESTART CHECKS ON TRANSIT MIXERS
D029 PERFORM OPERATOR MAINTENANCE AND PRESTART CHECKS ON ROCK DRILLS
D030 PERFORM OPERATOR MAINTENANCE AND PRESTART CHECKS ON SCRAPERS
D031 PERFORM OPERATOR MAINTENANCE AND PRESTART CHECKS ON ASPHALT EQUIPMENT

E. CONSTRUCTION OPERATION

E031 OPERATE DISTRIBUTOR TRUCKS
E032 POSITION CRANE FOR LIFTING OPERATIONS
E033 OPERATE PORTABLE CREATE MOBILES
E034 OPERATE SCRAPERS
E035 OPERATE ROCK DRILLS
E036 OPERATE ROCK CRUSHER/SCREENING PLANTS

E037 OPERATE MULTIPURPOSE EXCAVATORS
E038 OPERATE PILE DRIVERS AND EXTRACTORS
E039 PERFORM ADJUSTMENTS ON ROTARY ROCK DRILLS
E040 CHANGE ATTACHMENTS ON CRANES (BOOMS, HOOKBLOCKS, JIBS, CLAMSHELLS, DRAGLINES, TAG LINES, CATWALKS AND LEADS)
E041 REMOVE AND INSTALL WIRE ROPES ON CRANES
E042 TRANSFER AND CHECK ELEVATIONS WITH A ROD AND ENGINEER'S LEVEL
E043 PERFORM ASPHALT PAVING AND REPAIR OPERATIONS
E044 APPLY SINGLE-SURFACE AND DOUBLE BITUMINOUS-SURFACE TREATMENTS
E045 PERFORM SOIL STABILIZATION OPERATIONS
E046 DETERMINE EARTHFILL REQUIREMENTS BY COMPUTING VOLUME
E047 COMPUTE EARTHWORK AND EQUIPMENT REQUIREMENTS USING PLANNER'S AND ESTIMATOR'S HANDBOOK (NAVFAC-P405)
E048 WORK FROM CONSTRUCTION DRAWINGS AND SPECIFICATIONS
E049 DIRECT AND COORDINATE INSTALLATION OF ADVANCE BASED FUNCTIONAL COMPONENT (ABFC) ASSEMBLIES

G. CONSTRUCTION COMBAT READINESS
G024 EMPLOY CLAYMORE MINES
G025 POSITION PERIMETER GUARDS
G030 PREPARE ROUGH MAPS, FIELD SKETCHES AND OVERLAYS
G037 DIRECT INSTALLATION OF PROTECTIVE AND TACTICAL WIRE ENTANGLEMENTS

I. GRAPHICS
I001 DRAW SIMPLE SHOP SKETCHES

EQUIPMENT OPERATOR FIRST CLASS (EO1)

A. TECHNICAL ADMINISTRATION
A014 ADMINISTER LICENSING PROGRAMS FOR MOTOR VEHICLES AND CONSTRUCTION EQUIPMENT OPERATORS
A015 PREPARE WORK REQUESTS AND JOB ORDERS
A016 PREPARE AND USE CONSTRUCTION NETWORK ANALYSIS
A018 CONDUCT PERSONNEL READINESS CAPABILITY PROGRAM (PRCP) INTERVIEWS
A019 PREPARE EXCESS MATERIAL REPORTS
A020 REVIEW CONSTRUCTION EQUIPMENT AND MATERIAL USAGE
A021 MAINTAIN PROJECT LEVEL III PROGRESS CHARTS
A022 PREPARE AND SUBMIT FIELD ADJUSTMENT REQUESTS (FAR) AND DESIGN CHANGE DRAWINGS (DCD)
A023 MAINTAIN PROJECT PACKAGES

B. MANAGEMENT AND SUPERVISION
B013 SUPERVISE PERSONNEL ON CONSTRUCTION NETWORK ANALYSIS
B014 SUPERVISE PERSONNEL IN DEVELOPMENT OF EQUIPMENT, MANPOWER AND MATERIAL ESTIMATES
B015 SUPERVISE PERSONNEL COMPUTING EARTHWORK REQUIREMENTS
B016 SUPERVISE PERSONNEL OPERATING WEIGHT HANDLING EQUIPMENT

C. ENVIRONMENTAL PROTECTION

C003 MONITOR ENVIRONMENTAL PROTECTION CONTROL PROGRAMS

D. CONSTRUCTION SUPPORT

D032 DIRECT EQUIPMENT PREPARATION FOR EMBARKATION
D033 RED LINE CONSTRUCTION DRAWINGS
D035 CONDUCT NAVAL CONSTRUCTION FORCE (NCF) TOOL KIT INSPECTION PROGRAMS
D036 PREPARE EQUIPMENT, MANPOWER AND MATERIAL ESTIMATES FROM DRAWINGS AND SPECIFICATIONS

E. CONSTRUCTION OPERATION

E050 DIRECT AND COORDINATE INSTALLATION OF ADVANCE BASED FUNCTIONAL COMPONENT (ABFC) FACILITIES
E051 DETERMINE SAFE WORKING LOAD (SWL) FOR COMPONENTS OF SIMPLE LIFTING DEVICES
E052 COMPUTE SAFE WORKING LOAD (SWL) LEVEL FOR CRANE OPERATIONS
E053 INSPECT CRANE SETUP FOR SAFE LIFTING OPERATIONS
E054 PROVIDE TECHNICAL ADVICE ON CONSTRUCTION TECHNIQUES
E055 REVIEW PROJECT SPECIFICATIONS
E056 PERFORM MAINTENANCE AND LUBRICATION ON ASPHALT PLANTS
E057 PERFORM MAINTENANCE AND LUBRICATION ON CONCRETE BATCH PLANTS
E058 PERFORM MAINTENANCE AND LUBRICATION ON ROCK CRUSHER PLANTS
E059 PERFORM MAINTENANCE AND LUBRICATION ON AGGREGATE WASHING PLANTS
E060 PERFORM MAINTENANCE AND LUBRICATION ON ROCK CRUSHER SCREENING PLANTS
E061 OPERATE ASPHALT PLANTS
E062 OPERATE ROCK CRUSHER PLANTS

G. CONSTRUCTION COMBAT READINESS

G031 PERFORM DUTIES OF RIFLE SQUAD LEADER
G032 PERFORM DUTIES OF RIFLE PLATOON GUIDE
G033 PERFORM DUTIES OF RIFLE PLATOON PETTY OFFICER
G034 PERFORM DUTIES OF MACHINE GUN SQUAD LEADER
G036 PERFORM DUTIES OF WEAPONS PLATOON PETTY OFFICER
G038 INSTRUCT PERIMETER GUARDS
G039 DIRECT INSTALLATION OF TRIP FLARES AND OTHER EARLY WARNING DEVICES
G051 DIRECT PLACING OF LIMITING STAKES

CHIEF EQUIPMENT OPERATOR (EOC)

A. TECHNICAL ADMINISTRATION

A024 ADMINISTER PERSONNEL READINESS CAPABILITY PROGRAMS (PRCP)
A025 ADMINISTER PROJECT LEVEL II PROGRESS CHARTS
A026 MANAGE CONSTRUCTION PROJECTS
A027 DETERMINE TRAINING REQUIREMENTS BASED ON PERSONNEL READINESS CAPABILITY PROGRAM (PRCP) DATA ANALYSIS

A028 COORDINATE PREPARATION OF MATERIAL, EQUIPMENT AND PERSONNEL FOR EMBARKATION
A029 PREPARE PROJECT PROGRESS CHARTS

B. MANAGEMENT AND SUPERVISION
B001 ASSIST IN THE MANAGEMENT AND OPERATION OF A PUBLIC WORKS DEPARTMENT
B002 MANAGE TRANSPORTATION OPERATIONS
B003 COORDINATE EQUIPMENT ASSIGNMENTS
B009 MANAGE TOOL KIT INVENTORY AND INSPECTION PROGRAMS

C. ENVIRONMENTAL PROTECTION
C004 MANAGE ENVIRONMENTAL PROTECTION CONTROL PROGRAMS

D. CONSTRUCTION SUPPORT
D038 DIRECT CRANE CERTIFICATION PROGRAMS
D039 PROVIDE TECHNICAL ADVICE ON EQUIPMENT OPERATOR MAINTENANCE TECHNIQUES

E. CONSTRUCTION OPERATIONS
E063 DIRECT AND COORDINATE INSTALLATION OF ADVANCED BASED FUNCTIONAL COMPONENTS (ABFC)
E064 ORGANIZE AND CONTROL DEPLOYMENT OF MATERIAL AND EQUIPMENT FOR CONSTRUCTION PROJECTS
E065 COORDINATE BATTALION PROJECT TURNOVERS
E066 COORDINATE BATTALION MATERIAL TURNOVERS
E067 PERFORM CONSTRUCTION PROJECT INSPECTIONS
E068 PROVIDE TECHNICAL ADVICE ON INTERPRETATION OF PLANS AND SPECIFICATIONS

F. QUALITY ASSURANCE
F001 ADMINISTER CONSTRUCTION QUALITY CONTROL PROGRAMS

G. CONSTRUCTION COMBAT READINESS
G041 PERFORM DUTIES OF PLATOON COMMANDER
G044 ASSIST IN OPERATION OF COMMAND OPERATIONS CENTER (COC)

SENIOR CHIEF EQUIPMENT OPERATOR (EOCS)

A. TECHNICAL ADMINISTRATION
A030 PROVIDE TECHNICAL ADVICE ON CONSTRUCTION AND MAINTENANCE TECHNIQUES

B. MANAGEMENT AND SUPERVISION
B004 DIRECT EQUIPMENT OPERATIONS
B005 DIRECT OPERATIONS AND MAINTENANCE OF UTILITIES

B006 DIRECT REPAIR, ALTERATION AND MAINTENANCE OF FACILITIES
B007 COORDINATE ASSIGNED PROJECTS BETWEEN COMMANDS AND CUSTOMERS
B008 PREPARE MONTHLY EQUIPMENT AVAILABILITY REPORTS

D. CONSTRUCTION SUPPORT

D041 SCHEDULE MAINTENANCE CONSTRUCTION PROJECTS
D042 DIRECT THE OPERATION OF UTILITIES UNDER THE COGNIZANCE OF PUBLIC WORKS DEPARTMENTS
D043 DIRECT THE MAINTENANCE OF UTILITIES UNDER THE COGNIZANCE OF PUBLIC WORKS DEPARTMENTS
D044 DIRECT THE REPAIR AND ALTERATION OF FACILITIES UNDER THE COGNIZANCE OF PUBLIC WORKS DEPARTMENTS

E. CONSTRUCTION OPERATIONS

E069 DIRECT REPAIR, ALTERATION AND MAINTENANCE ON ROADS
E070 DIRECT REPAIR, ALTERATION AND MAINTENANCE ON RUNWAYS
E073 ADMINISTER CRANE SAFETY PROGRAMS

F. QUALITY ASSURANCE

F002 ADMINISTER SHORE FACILITIES INSPECTION PROGRAMS

G. CONSTRUCTION COMBAT READINESS

G042 ASSIST IN OPERATION OF COMPANY COMMAND POSTS
G043 ASSIST IN PREPARATION OF COMPANY DEFENSE PLANS

MASTER CHIEF EQUIPMENTMAN (EQCM)

D. CONSTRUCTION SUPPORT

D020 ASSIST IN MANAGEMENT AND OPERATION OF MOBILE CONSTRUCTION BATTALIONS, CONSTRUCTION BATTALION UNITS AND PUBLIC WORKS DEPARTMENTS

CHAPTER 32

ELECTRONICS TECHNICIAN (ET)

NAVPERS 18068-32E

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

ELECTRONICS TECHNICIAN (ET)

SCOPE OF RATING

*Electronics Technicians (Submarine) (ET) operate and perform maintenance on electronic equipment used for detection, tracking, recognition and identification, aids to navigation, radar, interior communications, alarm, warning, ship's control, entertainment, gyrocompass and plotting, electronic warfare systems, and instrumentation and control; operate and perform maintenance on general purpose test equipment, personal computers, and auxiliary equipment; operate, monitor, and control information systems in support of the world-wide telecommunications network; perform assigned mission organizational level maintenance and repair of Command, Control, Communications, Computer and Intelligence Systems; and stand watch on related equipment.

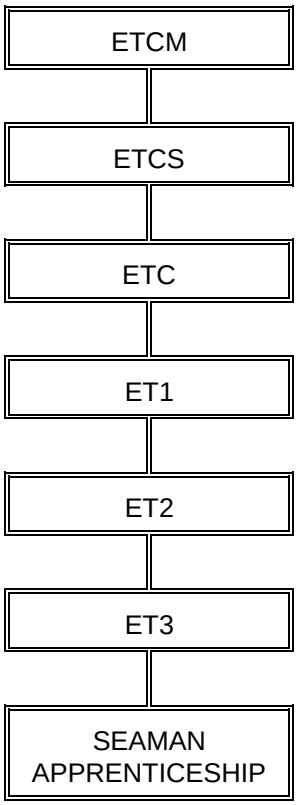
Electronics Technicians (Surface) (ET) operate and perform maintenance on electronic equipment used for communication, detection, tracking, recognition, identification, and aids to navigation, and instrumentation and control; operate and perform maintenance on general purpose test equipment, personal computers, and auxiliary equipment. (Exceptions: airborne equipment, data processing systems, interior communications systems, teletypewriters, sonar, dead reckoning analyzer indicators, weapons control systems, and electronic warfare systems.)

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 32.

*Indicates Change 18

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in BUPERSINST 1131.1 series.

SPECIAL PHYSICAL REQUIREMENTS

Normal color perception; no speech impediment. Refer to Chapter 15 of the Manual of the Medical Department, U.S. Navy for details on color perception and speech requirements.

CITIZENSHIP/SECURITY REQUIREMENTS

Must be a U.S. citizen; must be eligible for access to classified information.

SAFETY

The observance of proper safety precautions in all areas is an integral part of each billet and the responsibility of every Navy man and woman; safety is a universal requirement for all ratings.

ELECTRONICS TECHNICIAN SUBMARINE (ET) FUNCTIONAL AREAS

A. RADAR SYSTEMS

B. NAVIGATION SYSTEMS

C. ELECTRONIC WARFARE SYSTEMS

D. AUXILIARY/SUPPORT EQUIPMENT

E. GENERAL ELECTRONICS

G. NAVIGATION

I. COMMUNICATIONS AND OPERATIONS

ELECTRONIC TECHNICIAN (SUBMARINE) THIRD CLASS (ET3)

A. RADAR SYSTEMS

A001 CLEAN AND INSPECT NAVIGATION (NAV) RADAR EQUIPMENT
A002 TEST, OPERATE AND EVALUATE NAV RADAR EQUIPMENT
A005 TEST AND OPERATE COMMERCIAL RADAR EQUIPMENT
A007 CLEAN AND INSPECT IDENTIFICATION FRIEND OR FOE (IFF) EQUIPMENT
A008 TEST, OPERATE, AND EVALUATE IFF EQUIPMENT

B. NAVIGATION SYSTEMS

B015 TEST AND OPERATE SHIP'S INERTIAL NAVIGATION SYSTEM (INS) EQUIPMENT
B016 EVALUATE INS EQUIPMENT PERFORMANCE
B020 TEST, OPERATE, AND EVALUATE GLOBAL POSITIONING SYSTEM (GPS) EQUIPMENT

C. ELECTRONIC WARFARE SYSTEMS

C025 CLEAN AND INSPECT ELECTRONIC SUPPORT MEASURE (ESM) EQUIPMENT
C026 TEST, OPERATE, AND EVALUATE ESM EQUIPMENT
C031 EVALUATE RADIO FREQUENCY (RF) SIGNALS
C032 ANALYZE RF SIGNALS
C033 IDENTIFY RF SIGNALS
C034 TEST, OPERATE, AND EVALUATE PERISCOPE ELECTRONIC EQUIPMENT
C168 PREPARE ESM SEARCH PLANS

D. AUXILIARY/SUPPORT EQUIPMENT

D038 CLEAN AND INSPECT SYNCHROS AND SERVO SYSTEMS
D039 TEST, OPERATE, AND EVALUATE SYNCHRO AND SERVO SYSTEMS
D053 TROUBLESHOOT AND REPAIR REMOTE WATER LEVEL AND INDICATING CONTROL SYSTEMS
D074 REPLACE SWITCHBOARD METERS
D088 TROUBLESHOOT AND REPAIR LOUDSPEAKERS
D091 TROUBLESHOOT AND REPAIR SOUND-POWERED PHONE AMPLIFIERS
D094 TROUBLESHOOT AND REPAIR PHONE STATIONS
D096 TROUBLESHOOT AND REPAIR CABLES/CONNECTORS
D103 ALIGN PRESSURE ALARM SENSING DEVICES
D109 TROUBLESHOOT AND REPAIR LIQUID LEVEL ALARM SENSING DEVICES
D111 TROUBLESHOOT AND REPAIR POWER FAILURE ALARM DEVICES
D152 TEST AND OPERATE PORTABLE SHIP CONTROL UNIT (BRIDGE SUITCASE)
D374 TEST AND OPERATE CENTRAL ATMOSPHERE MONITORING SYSTEM (CAMS) EQUIPMENT
D392 OPERATE AND MAINTAIN THE SHIPBOARD INFORMATION TRAINING AND ENTERTAINMENT (SITE) SYSTEM

E. GENERAL ELECTRONICS

E044 CLEAN AND INSPECT POWER SUPPLIES
E045 TEST AND OPERATE POWER SUPPLIES
E154 INTERPRET MAINTENANCE SCHEMATICS
E160 ANALYZE SYSTEM DIAGRAMS

G. NAVIGATION

G176 COMPUTE AND PLOT LINES OF POSITION
G177 COMPUTE AND PLOT DANGER RANGES AND BEARINGS
G178 COMPUTE RED AND YELLOW SOUNDINGS FOR SURFACE/SUBMERGED OPERATIONS
G179 COMPUTE AND PLOT SHIP'S TRACK FOR RHUMB LINE AND GREAT CIRCLE SAILING
G180 DETERMINE SHIP'S POINT OF INTENDED MOVEMENT (PIM) AND SPEED OF ADVANCE (SOA) FOR TRACKS
G181 DETERMINE SHIP'S POSITION USING COMPOSITE FIX AND RUNNING FIX METHODS
G182 APPLY FIX EXPANSION CONCEPT
G183 DETERMINE AND APPLY VISUAL BEARING AND GYROCOMPASS ERROR (SUN, AZIMUTH, POLARIS AND VISUAL RANGE)
G184 COMPUTE AND PLOT TURN BEARINGS AND TURN RANGES
G185 COMPUTE AND APPLY SHIP'S ADVANCE AND TRANSFER
G186 IDENTIFY HYDROGRAPHIC CHART SYMBOLS AND ABBREVIATIONS
G187 COMPUTE AND APPLY SHIP'S SET AND DRIFT TO SHIP'S POSITION
G189 RECOMMEND COURSE OF ACTION BASED ON INTERNATIONAL AND INLAND RULES OF ROAD
G191 PREPARE PRECISION ANCHORING PLANS
G192 PREPARE CHARTS FOR RESTRICTED WATERS AND OPEN OCEAN TRANSIT
G196 PLOT RELATIVE BEARING USING PARALLEL MOTION PROTRACTOR (PMP)
G197 PLOT RELATIVE BEARING USING THREE ARM PROTRACTOR
G199 PERFORM MAN OVERBOARD PLOTTING PROCEDURES
G200 IDENTIFY GYROCOMPASS FAILURE ALARM
G202 INTERPRET RADAR INFORMATION AND DISPLAYS
G203 INTERPRET FATHOMETER DISPLAYS
G204 RECORD AND COMPARE FATHOMETER SOUNDINGS TO CHARTED DEPTHS
G205 SET UP AND INITIALIZE NAVIGATIONAL EQUIPMENT
G206 PLOT SHIP'S POSITION USING AVAILABLE FIX SOURCES
G207 COMPUTE AND RECORD MOONRISE AND MOONSET
G208 COMPUTE AND RECORD SUNRISE AND SUNSET
G209 COMPUTE ZONE TIME (ZT) AND TIME CONVERSION PROBLEMS
G210 CONVERT ARC TO TIME
G211 COMPUTE AND GRAPH TIDES AND CURRENTS
G216 OBSERVE AND RECORD WEATHER CONDITIONS
G220 IDENTIFY INFORMATION CONTAINED WITHIN SAILING DIRECTION, FLEET GUIDE, AND PORT DIRECTORY
G221 INTERPRET AND PLOT SUBMARINE MOVEMENT MESSAGES
G222 COMPUTE AND DETERMINE CONTACT SOLUTIONS USING MANEUVERING BOARD
G225 IDENTIFY NAVIGATIONAL INFORMATION FROM OPERATION ORDERS
G227 MAINTAIN NAVIGATION INFORMATION NETWORK (NAVINFONET) SYSTEM
G234 DETERMINE AND INSERT GPS WAYPOINTS TO SUPPORT PILOTING OPERATIONS
G235 INTERPRET LIGHT CHARACTERISTICS INFORMATION USING LIGHT LIST
G238 SELECT ESSENTIAL CHARTS FOR PROPOSED TRANSIT
G239 CONVERT BETWEEN RELATIVE BEARINGS AND TRUE BEARINGS
G243 RENDER HONORS AND CEREMONIES
G246 IDENTIFY SIGNAL FLAGS AND PENNANT DISPLAYS
G248 IDENTIFY VISUAL STORM WARNING SIGNALS
G250 IDENTIFY BUOY TYPES AND SYSTEMS
G251 IDENTIFY NAVIGATIONAL WARNINGS CONTAINED IN NAVAREAS, HYDROLANTS, AND HYDROPACS
G252 SIGHT AND IDENTIFY VISUAL NAVIGATIONAL AIDS
G253 COMPUTE LIGHT VISIBILITY'S AND RANGES
G255 PROVIDE NAVIGATION DATA INPUT FOR REQUIRED REPORTS
G256 DERIVE TRUE DIRECTION OF CHARTED POSITIONS WITH PMP/COMPASS ROSE

G267 USE VERY HIGH FREQUENCY (VHF) RADIO FOR CONTACT MANAGEMENT AND HARBOR CONTROL
G377 CONDUCT COMPASS CHECKS BETWEEN OWN SHIP'S MASTER HEADING REFERENCE, INSTALLED INDICATORS, AND REPEATERS
G378 PREPARE SHIP'S CURRENT OPERATIONS BINDER
G379 UPDATE SHIP'S CURRENT OPERATIONS BINDER
G389 APPLY CORRECTIONS TO NAVIGATIONAL CHARTS, PUBLICATIONS, AND DIRECTIVES

I. COMMUNICATIONS AND OPERATIONS

I269 PERFORM COMMUNICATION SECURITY MATERIAL SYSTEMS (CMS) USER OPERATIONS
I270 MAKE COURSE RECOMMENDATIONS FOR ANTENNA ALIGNMENT
I272 TEST, OPERATE, AND EVALUATE EXTREMELY LOW FREQUENCY (ELF) SYSTEMS
I273 TEST, OPERATE, AND EVALUATE ULTRA HIGH FREQUENCY (UHF) SYSTEMS
I274 TEST, OPERATE, AND EVALUATE VERY LOW FREQUENCY/LOW FREQUENCY (VLF/LF) SYSTEMS
I386 TEST, OPERATE, AND EVALUATE HIGH FREQUENCY (HF) SYSTEMS
I388 TEST, OPERATE, AND EVALUATE EXTREMELY HIGH FREQUENCY (EHF) SYSTEMS
I387 TEST, OPERATE, AND EVALUATE COMMUNICATION SOFTWARE SYSTEMS
I285 RIG AND TUNE EMERGENCY ANTENNAS
I287 IDENTIFY AND SET EMISSION CONTROL (EMCON) CONDITIONS
I290 AUTHENTICATE WHILE USING COMMUNICATION CIRCUITS
I292 INITIATE ESSENTIAL ELEMENTS OF FRIENDLY INFORMATION PROCEDURES
I293 MONITOR FLEET BROADCASTS
I294 MONITOR HARBOR COMMON CIRCUITS
I295 MONITOR INTERNATIONAL DISTRESS FREQUENCIES
I299 ENCRYPT/DECRYPT MESSAGES AND CALL SIGNS
I301 CONTROL CLASSIFIED/SPECIAL CATEGORY (SPECAT) MATERIAL
I305 TEST AND OPERATE FLOATING WIRE ANTENNA SYSTEM
I309 PROGRAM EXPENDABLE COMMUNICATIONS BUOYS
I315 DETECT AND IDENTIFY MEACONING, INTRUSION, JAMMING, INTERFERENCE (MIJI)
I323 PROCESS MESSAGE TRAFFIC
I331 DRAFT COMMUNICATION RELATED MESSAGES (COMMUNICATION SPOTS (COMMSPOTS), BROADCAST SCREEN REQUESTS (BSR), ETC)
I332 UPDATE COMMUNICATION FILES
I340 OPERATE GATEGUARD SYSTEM
I348 REVIEW AND UPDATE COMMUNICATIONS PUBLICATIONS
I367 CONDUCT COMMUNICATIONS PUBLICATIONS INVENTORIES
I368 CONDUCT OVER THE AIR TRANSFER (OTAT) AND REKEY(OTAR)

ELECTRONIC TECHNICIAN (SUBMARINE) SECOND CLASS (ET2)

A. RADAR SYSTEMS

A004 TROUBLESHOOT AND REPAIR NAV RADAR EQUIPMENT
A006 TROUBLESHOOT AND REPAIR COMMERCIAL RADAR EQUIPMENT
A010 TROUBLESHOOT AND REPAIR IFF EQUIPMENT
A014 ADJUST AND ALIGN NAV RADAR EQUIPMENT

B. NAVIGATION SYSTEMS

B017 TROUBLESHOOT AND REPAIR INS EQUIPMENT
B022 TROUBLESHOOT AND REPAIR GPS EQUIPMENT

C. ELECTRONIC WARFARE SYSTEMS

C028 TROUBLESHOOT AND REPAIR ESM EQUIPMENT
C029 ADJUST AND ALIGN ESM EQUIPMENT
C036 TROUBLESHOOT AND REPAIR PERISCOPE ELECTRONIC EQUIPMENT
C037 ADJUST AND ALIGN PERISCOPE ELECTRONIC EQUIPMENT

D. AUXILIARY/SUPPORT EQUIPMENT

D041 TROUBLESHOOT, REPAIR, AND ALIGN SYNCHROS AND SERVO SYSTEMS
D046 TROUBLESHOOT AND REPAIR POWER SUPPLIES
D049 ADJUST AND ALIGN POWER SUPPLIES
D050 TROUBLESHOOT AND REPAIR FLOW EQUIPMENT
D059 TROUBLESHOOT AND REPAIR CAMS EQUIPMENT
D060 ADJUST AND ALIGN CAMS EQUIPMENT
D061 REMOVE AND REPLACE COMPONENTS OF CAMS EQUIPMENT
D062 TROUBLESHOOT AND REPAIR DEPTH DETECTORS
D063 ADJUST AND ALIGN DEPTH DETECTORS
D065 TROUBLESHOOT, REPAIR, AND REPLACE VOLTAGE REGULATORS
D068 TROUBLESHOOT AND REPAIR INTERIOR COMMUNICATIONS (IC) SWITCHBOARDS
D076 TROUBLESHOOT AND REPAIR IC TEST PANELS
D079 TROUBLESHOOT AND REPAIR CENTRAL AMPLIFIER SYSTEMS
D082 TROUBLESHOOT AND REPAIR MICROPHONE CONTROL STATIONS
D085 TROUBLESHOOT AND REPAIR INTERCOMMUNICATING STATIONS
D098 TROUBLESHOOT AND REPAIR ALARM EQUIPMENT
D101 TROUBLESHOOT AND REPAIR TEMPERATURE ALARM SENSING DEVICES
D104 TROUBLESHOOT AND REPAIR PRESSURE ALARM SENSING DEVICES
D115 TROUBLESHOOT AND REPAIR ALARM SWITCHBOARDS
D118 TROUBLESHOOT AND REPAIR SYNCRO AMPLIFIERS
D135 TROUBLESHOOT AND REPAIR ELECTRO MAGNETIC (EM) LOG SYSTEMS
D139 TROUBLESHOOT AND REPAIR SHIP'S CONTROL CONSOLES
D141 TROUBLESHOOT AND REPAIR INDICATING DRIVES UNITS
D153 TROUBLESHOOT AND REPAIR PORTABLE SHIP CONTROL UNIT (BRIDGE SUITCASE)
D375 TROUBLESHOOT AND REPAIR STEERING AND DIVING ELECTRICAL SYSTEMS
D376 TROUBLESHOOT AND REPAIR SHIP'S DEPTH ANGLE INDICATOR SYSTEM
D122 TROUBLESHOOT AND REPAIR GYROCOMPASS REPEATERS

E. GENERAL ELECTRONICS

E075 TROUBLESHOOT AND REPAIR TRANSFORMERS
E151 MEASURE TRANSMISSION LINES' CHARACTERISTICS USING TIME DOMAIN REFLECTOMETER (TDR)
E157 DRAW WIRING DIAGRAMS
E158 ANALYZE SCHEMATIC DIAGRAMS
E159 VERIFY SHIP'S BLUEPRINTS

G. NAVIGATION

G194 INTERPRET AND PLOT WEATHER AND ICE MESSAGE INFORMATION
G213 INTERPRET HYDROGRAPHIC (PILOT) CHART INFORMATION
G215 PREPARE BATHYMETRIC COLLECTION REPORT
G219 CONDUCT INVENTORIES (CHARTS, PUBLICATIONS, LOGS)
G226 CONDUCT NAVINFONET SYSTEM OPERATIONS
G229 DETERMINE SHIP'S TACTICAL CHARACTERISTICS

G232 CONDUCT PILOTING BRIEFS
G233 ANALYZE FOR MISHAP PREVENTION AND SUBMARINE INCIDENTS LESSONS
G265 DETERMINE AND PLOT DISPERSAL AND REACTOR ACCIDENT ANCHORAGE

I. COMMUNICATIONS AND OPERATIONS
I303 DEVELOP AND INTERPRET SATELLITE VULNERABILITY REPORTS
I310 ADJUST TIME STANDARD AGAINST WORLDWIDE MASTER CLOCKS
I319 MONITOR COMMUNICATIONS SYSTEM AND EQUIPMENT PERFORMANCE USING TEST EQUIPMENT
I349 PREPARE AND UPDATE COMMUNICATIONS STANDARD OPERATING PROCEDURES (SOP)
I371 TROUBLESHOOT AND REPAIR ANTENNA SYSTEMS
I372 TROUBLESHOOT AND REPAIR ELF SYSTEMS
I381 TROUBLESHOOT AND REPAIR HF SYSTEMS
I382 TROUBLESHOOT AND REPAIR VHF SYSTEMS
I383 TROUBLESHOOT AND REPAIR UHF SYSTEMS
I384 TROUBLESHOOT AND REPAIR EHF SYSTEMS
I385 TROUBLESHOOT AND REPAIR VLF/LF SYSTEMS

ELECTRONIC TECHNICIAN (SUBMARINE) FIRST CLASS (ET1)

D. AUXILIARY/SUPPORT EQUIPMENT
D056 TROUBLESHOOT, REPAIR, AND ALIGN VALVE INDICATING EQUIPMENT
D143 REPAIR VALVE POSITION INDICATING SYSTEMS

G. NAVIGATION
G198 ANALYZE NAVIGATION EXERCISES
G268 EVALUATE NAVIGATIONAL INFORMATION AS THE ASSISTANT NAVIGATOR DURING SUBMERGED AND SURFACE TRANSITS

I. COMMUNICATIONS AND OPERATIONS
I280 PREPARE COMMUNICATIONS PLANS
I284 PLOT SHIP'S POSITION FOR ANTENNA OPTIMUM COURSE FOR ELF
I297 ENFORCE TWO PERSON INTEGRITY RULES
I300 SUBMIT CMS REPORTS
I311 PREPARE AND UPDATE COMMUNICATIONS PORTION OF EMERGENCY ACTION PLANS
I316 REPORT MIJI
I352 PREPARE U.S. MESSAGE TEXT FORMATS (MTF) MESSAGES
I366 PERFORM ANTENNA RESISTANCE CHECKS
I373 REPLACE COMPONENTS OF ANTENNA SYSTEMS

CHIEF ELECTRONIC TECHNICIAN (SUBMARINE) (ETC)

G. NAVIGATION
G165 PREPARE NARRATIVE REPORTS OF OPERATIONS/EXERCISES
G230 EVALUATE PILOTING AND MODIFIED PILOTING TEAM PERFORMANCE

I. COMMUNICATIONS AND OPERATIONS

I313 PREPARE COMMUNICATIONS EMERGENCY DESTRUCTION PLANS

I390 PERFORM CMS CUSTODIAN OPERATIONS

I391 VERIFY COMMUNICATION PLANS

SENIOR CHIEF ELECTRONIC TECHNICIAN (SUBMARINE) (ETCS)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS.

MASTER CHIEF ELECTRONIC TECHNICIAN (SUBMARINE) (ETCM)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS.

ELECTRONICS TECHNICIAN (SURFACE) (ET) FUNCTIONAL AREAS

A. RADAR SYSTEMS

B. NAVIGATION SYSTEMS

C. COMMUNICATION SYSTEMS

E. AUXILIARY/SUPPORT EQUIPMENT

F. COMPUTER/AUTOMATED INFORMATION SYSTEM (AIS) EQUIPMENT

G. ELECTRICAL/ELECTRONIC MAINTENANCE

H. TEST EQUIPMENT

I. TECHNICAL ADMINISTRATION

J. ELECTRONIC SAFETY

K. HAZARDOUS MATERIAL SAFETY

ELECTRONICS TECHNICIAN (SURFACE) THIRD CLASS (ET3)

A. RADAR SYSTEMS

A001 TROUBLESHOOT RADAR EQUIPMENT
A002 ADJUST AND ALIGN RADAR EQUIPMENT
A003 REPLACE COMPONENTS ON RADAR EQUIPMENT
A004 TEST AND OPERATE RADAR EQUIPMENT
A005 EVALUATE PERFORMANCE OF RADAR EQUIPMENT
A006 CLEAN AND INSPECT RADAR EQUIPMENT
A007 REPLACE MODULES AND CIRCUIT CARDS ON RADAR EQUIPMENT
A008 TROUBLESHOOT RADAR ANTENNA SYSTEMS
A009 ADJUST AND ALIGN RADAR ANTENNA SYSTEMS
A010 REPLACE COMPONENTS ON RADAR ANTENNA SYSTEMS
A011 TEST AND OPERATE RADAR ANTENNA SYSTEMS
A012 EVALUATE PERFORMANCE OF RADAR ANTENNA SYSTEMS
A013 CLEAN AND INSPECT RADAR ANTENNA SYSTEMS
A014 REPLACE MODULES AND CIRCUIT CARDS ON RADAR ANTENNA SYSTEMS
A015 BORESIGHT RADAR ANTENNA
A016 TROUBLESHOOT IDENTIFICATION FRIEND OR FOE (IFF) EQUIPMENT
A017 TEST AND OPERATE IFF EQUIPMENT
A018 EVALUATE PERFORMANCE OF IFF EQUIPMENT
A019 REPLACE MODULES AND CIRCUIT CARDS ON IFF EQUIPMENT
A020 TROUBLESHOOT REPEATER AND INDICATORS
A021 ADJUST AND ALIGN REPEATER AND INDICATORS
A022 REPLACE COMPONENTS ON REPEATER AND INDICATORS
A023 TEST AND OPERATE REPEATER AND INDICATORS
A024 EVALUATE PERFORMANCE OF REPEATER AND INDICATORS
A025 CLEAN AND INSPECT REPEATER AND INDICATORS
A026 REPLACE MODULES AND CIRCUIT CARDS ON REPEATER AND INDICATORS

B. NAVIGATION SYSTEMS

B027 TEST AND OPERATE GLOBAL POSITIONING SYSTEM (GPS) EQUIPMENT
B028 EVALUATE PERFORMANCE OF GPS EQUIPMENT
B029 TROUBLESHOOT TACTICAL AIR NAVIGATION (TACAN) EQUIPMENT
B030 REPLACE COMPONENTS ON TACAN EQUIPMENT
B031 TEST AND OPERATE TACAN EQUIPMENT
B032 EVALUATE PERFORMANCE OF TACAN EQUIPMENT
B033 REPLACE MODULES AND CIRCUIT CARDS ON TACAN EQUIPMENT
B034 TROUBLESHOOT FATHOMETERS
B035 TEST AND OPERATE SATELLITE NAVIGATION (SATNAV) EQUIPMENT
B036 EVALUATE PERFORMANCE OF SATNAV EQUIPMENT
B037 CLEAN AND INSPECT SATNAV EQUIPMENT

C. COMMUNICATION SYSTEMS

C038 TROUBLESHOOT HIGH FREQUENCY (HF) RECEIVERS
C039 ADJUST AND ALIGN HF RECEIVERS
C040 REPLACE COMPONENTS ON HF RECEIVERS
C041 TEST AND OPERATE HF RECEIVERS
C042 EVALUATE PERFORMANCE OF HF RECEIVERS

C043 CLEAN AND INSPECT HF RECEIVERS
C044 REPLACE MODULES AND CIRCUIT CARDS ON HF RECEIVERS
C045 TROUBLESHOOT HF TRANSMITTERS
C046 ADJUST AND ALIGN HF TRANSMITTERS
C047 REPLACE COMPONENTS ON HF TRANSMITTERS
C048 TEST AND OPERATE HF TRANSMITTERS
C049 EVALUATE PERFORMANCE OF HF TRANSMITTERS
C050 CLEAN AND INSPECT HF TRANSMITTERS
C051 REPLACE MODULES AND CIRCUIT CARDS ON HF TRANSMITTERS
C052 TROUBLESHOOT VERY HIGH FREQUENCY/ULTRA HIGH FREQUENCY (VHF/UHF) RECEIVERS
C053 ADJUST AND ALIGN VHF/UHF RECEIVERS
C054 REPLACE COMPONENTS ON VHF/UHF RECEIVERS
C055 TEST AND OPERATE VHF/UHF RECEIVERS
C056 EVALUATE PERFORMANCE OF VHF/UHF RECEIVERS
C057 CLEAN AND INSPECT VHF/UHF RECEIVERS
C058 REPLACE MODULES AND CIRCUIT CARDS ON VHF/UHF RECEIVERS
C059 TROUBLESHOOT VHF/UHF TRANSMITTERS
C060 ADJUST AND ALIGN VHF/UHF TRANSMITTERS
C061 REPLACE COMPONENTS ON VHF/UHF TRANSMITTERS
C062 TEST AND OPERATE VHF/UHF TRANSMITTERS
C063 EVALUATE PERFORMANCE OF VHF/UHF TRANSMITTERS
C064 CLEAN AND INSPECT VHF/UHF TRANSMITTERS
C065 REPLACE MODULES AND CIRCUIT CARDS ON VHF/UHF TRANSMITTERS
C066 TROUBLESHOOT VHF/UHF TRANSCEIVERS
C067 ADJUST AND ALIGN VHF/UHF TRANSCEIVERS
C068 REPLACE COMPONENTS ON VHF/UHF TRANSCEIVERS
C069 TEST AND OPERATE VHF/UHF TRANSCEIVERS
C070 EVALUATE PERFORMANCE OF VHF/UHF TRANSCEIVERS
C071 CLEAN AND INSPECT VHF/UHF TRANSCEIVERS
C072 REPLACE MODULES AND CIRCUIT CARDS ON VHF/UHF TRANSCEIVERS
C073 TROUBLESHOOT SINGLE AUDIO SYSTEMS (SAS) EQUIPMENT
C074 ADJUST AND ALIGN SAS EQUIPMENT
C075 TEST AND OPERATE SAS EQUIPMENT
C076 EVALUATE PERFORMANCE OF SAS EQUIPMENT
C077 CLEAN AND INSPECT SAS UNITS
C078 PERFORM FUNCTIONAL CHECKS ON SECURE VOICE SYSTEMS (SVS)
C079 TROUBLESHOOT COUPLERS
C080 ADJUST AND ALIGN COUPLERS
C081 REPLACE COMPONENTS OF COUPLERS
C082 TEST AND OPERATE COUPLERS
C083 EVALUATE PERFORMANCE OF COUPLERS
C084 CLEAN AND INSPECT COUPLERS
C085 REPLACE MODULES AND CIRCUIT CARDS ON COUPLERS
C086 TROUBLESHOOT MULTICOUPLERS
C087 ADJUST AND ALIGN MULTICOUPLERS
C088 REPLACE COMPONENTS ON MULTICOUPLERS
C089 TEST AND OPERATE MULTICOUPLERS
C090 EVALUATE PERFORMANCE OF MULTICOUPLERS
C091 CLEAN AND INSPECT MULTICOUPLERS
C092 REPLACE MODULES AND CIRCUIT CARDS ON MULTICOUPLERS
C093 TROUBLESHOOT ANTENNA CONTROL SYSTEM EQUIPMENT

C094 ADJUST AND ALIGN ANTENNA CONTROL SYSTEM EQUIPMENT
C095 REPLACE COMPONENTS ON ANTENNA CONTROL SYSTEM EQUIPMENT
C096 TEST AND OPERATE ANTENNA CONTROL SYSTEM EQUIPMENT
C097 EVALUATE PERFORMANCE OF ANTENNA CONTROL SYSTEM EQUIPMENT
C098 CLEAN AND INSPECT ANTENNA CONTROL SYSTEM EQUIPMENT
C099 REPLACE MODULES AND CIRCUIT CARDS ON ANTENNA CONTROL SYSTEM EQUIPMENT
C100 TEST AND OPERATE WHIP ANTENNAS
C101 EVALUATE PERFORMANCE OF WHIP ANTENNAS
C102 CLEAN AND INSPECT WHIP ANTENNAS
C103 TROUBLESHOOT UHF ANTENNAS
C104 TEST AND OPERATE UHF ANTENNAS
C105 EVALUATE PERFORMANCE OF UHF ANTENNAS
C106 CLEAN AND INSPECT UHF ANTENNAS
C107 REMOVE AND REPLACE ANTENNAS
C108 TROUBLESHOOT ANTENNA FILTERS
C109 ADJUST AND ALIGN ANTENNA FILTERS
C110 REPLACE COMPONENTS ON ANTENNA FILTERS
C111 TEST AND OPERATE ANTENNA FILTERS
C112 EVALUATE PERFORMANCE OF ANTENNA FILTERS
C113 CLEAN AND INSPECT ANTENNA FILTERS
C114 PERFORM FUNCTIONAL CHECKS ON ELECTRONIC FREQUENCY CONVERTERS
C115 TROUBLESHOOT CONVERTERS
C116 MONITOR UNINTERRUPTIBLE POWER SUPPLIES (UPS) (CURRENT, VOLTAGE, AND FREQUENCY)
C117 PERFORM FUNCTIONAL CHECKS ON UPS
C118 ADJUST AND ALIGN CONVERTERS
C119 REPLACE COMPONENTS ON CONVERTERS
C120 TEST AND OPERATE CONVERTERS
C121 EVALUATE PERFORMANCE OF CONVERTERS
C122 CLEAN AND INSPECT CONVERTERS
C123 REPLACE MODULES AND CIRCUIT CARDS ON CONVERTERS
C124 TROUBLESHOOT KEYER AND ADAPTER EQUIPMENT
C125 ADJUST AND ALIGN KEYER AND ADAPTER EQUIPMENT
C126 REPLACE COMPONENTS ON KEYER AND ADAPTER EQUIPMENT
C127 TEST AND OPERATE KEYER AND ADAPTER EQUIPMENT
C128 EVALUATE PERFORMANCE OF KEYER AND ADAPTER EQUIPMENT
C129 CLEAN AND INSPECT KEYER AND ADAPTER EQUIPMENT
C130 REPLACE MODULES AND CIRCUIT CARDS ON KEYER AND ADAPTER EQUIPMENT
C131 PERFORM FUNCTIONAL CHECKS ON DATA LINK TERMINAL SETS
C132 CLEAN AND INSPECT DATA LINK TERMINAL SETS
C133 TROUBLESHOOT DATA LINK TERMINAL SETS
C134 TROUBLESHOOT MULTIPLEXERS
C135 ADJUST AND ALIGN MULTIPLEXERS
C136 REPLACE COMPONENTS ON MULTIPLEXERS
C137 TEST AND OPERATE MULTIPLEXERS
C138 EVALUATE PERFORMANCE OF MULTIPLEXERS
C139 CLEAN AND INSPECT MULTIPLEXERS
C140 REPLACE MODULES AND CIRCUIT CARDS ON MULTIPLEXERS
C141 TROUBLESHOOT PORTABLE RADIOS
C142 ADJUST AND ALIGN PORTABLE RADIOS
C143 REPLACE COMPONENTS ON PORTABLE RADIOS

C144 TEST AND OPERATE PORTABLE RADIOS
C145 EVALUATE PERFORMANCE OF PORTABLE RADIOS
C146 CLEAN AND INSPECT PORTABLE RADIOS
C147 REPLACE MODULES AND CIRCUIT CARDS ON PORTABLE RADIOS
C148 TROUBLESHOOT AUDIO AMPLIFIERS
C149 ADJUST AND ALIGN AUDIO AMPLIFIERS
C150 REPLACE COMPONENTS ON AUDIO AMPLIFIERS
C151 TEST AND OPERATE AUDIO AMPLIFIERS
C152 EVALUATE PERFORMANCE OF AUDIO AMPLIFIERS
C153 CLEAN AND INSPECT AUDIO AMPLIFIERS
C154 REPLACE MODULES AND CIRCUIT CARDS ON AUDIO AMPLIFIERS

E. AUXILIARY/SUPPORT EQUIPMENT

E155 TROUBLESHOOT LOW LEVEL PATCH PANELS
E156 ADJUST AND ALIGN LOW LEVEL PATCH PANELS
E157 REPLACE COMPONENTS ON LOW LEVEL PATCH PANELS
E158 TEST AND OPERATE LOW LEVEL PATCH PANELS
E159 EVALUATE PERFORMANCE OF LOW LEVEL PATCH PANELS
E160 CLEAN AND INSPECT LOW LEVEL PATCH PANELS
E161 REPLACE MODULES AND CIRCUIT CARDS ON LOW LEVEL PATCH PANELS
E162 TROUBLESHOOT RADIO FREQUENCY (RF) PATCH PANELS
E163 TEST AND OPERATE RF PATCH PANELS
E164 TROUBLESHOOT AUDIO PATCH PANELS
E165 ADJUST AND ALIGN AUDIO PATCH PANELS
E166 REPLACE COMPONENTS ON AUDIO PATCH PANELS
E167 TEST AND OPERATE AUDIO PATCH PANELS
E168 EVALUATE PERFORMANCE OF AUDIO PATCH PANELS
E169 CLEAN AND INSPECT AUDIO PATCH PANELS
E170 REPLACE MODULES AND CIRCUIT CARDS ON AUDIO PATCH PANELS
E171 MONITOR DRY AIR CONTROL PANELS
E172 TEST AND OPERATE DRY AIR SYSTEMS
E173 EVALUATE PERFORMANCE OF DRY AIR SYSTEMS
E174 CLEAN AND INSPECT DRY AIR SYSTEMS
E175 PURGE DRY AIR SYSTEMS
E176 TROUBLESHOOT SYNCHROS AND SERVO SYSTEMS
E177 ADJUST AND ALIGN SYNCHROS AND SERVO SYSTEMS
E178 REPLACE COMPONENTS ON SYNCHROS AND SERVO SYSTEMS
E179 TEST AND OPERATE SYNCHROS AND SERVO SYSTEMS
E180 EVALUATE PERFORMANCE OF SYNCHROS AND SERVO SYSTEMS
E181 CLEAN AND INSPECT SYNCHROS AND SERVO SYSTEMS
E182 ADJUST AND ALIGN RESOLVERS
E183 TROUBLESHOOT RADAR SWITCHBOARDS
E184 REPLACE COMPONENTS ON RADAR SWITCHBOARDS
E185 TEST AND OPERATE RADAR SWITCHBOARDS
E186 EVALUATE PERFORMANCE OF RADAR SWITCHBOARDS
E187 CLEAN AND INSPECT RADAR SWITCHBOARDS
E188 REPLACE MODULES AND CIRCUIT CARDS ON RADAR SWITCHBOARDS
E189 TROUBLESHOOT TRIGGER AND PULSE AMPLIFIERS
E190 ADJUST AND ALIGN TRIGGER AND PULSE AMPLIFIERS
E191 REPLACE COMPONENTS ON TRIGGER AND PULSE AMPLIFIERS
E192 TEST AND OPERATE TRIGGER AND PULSE AMPLIFIERS

E193 EVALUATE PERFORMANCE OF TRIGGER AND PULSE AMPLIFIERS
E194 CLEAN AND INSPECT TRIGGER AND PULSE AMPLIFIERS
E195 REPLACE MODULES AND CIRCUIT CARDS ON TRIGGER AND PULSE AMPLIFIERS
E196 TROUBLESHOOT FACSIMILE (FAX) EQUIPMENT
E197 ADJUST AND ALIGN FAX EQUIPMENT
E198 REPLACE COMPONENTS ON FAX EQUIPMENT
E199 TEST AND OPERATE FAX EQUIPMENT
E200 EVALUATE PERFORMANCE OF FAX EQUIPMENT
E201 CLEAN AND INSPECT FAX EQUIPMENT
E202 REPLACE MODULES AND CIRCUIT CARDS ON FAX EQUIPMENT
E203 TROUBLESHOOT VIDEO AMPLIFIERS
E204 ADJUST AND ALIGN VIDEO AMPLIFIERS
E205 REPLACE COMPONENTS ON VIDEO AMPLIFIERS
E206 TEST AND OPERATE VIDEO AMPLIFIERS
E207 EVALUATE PERFORMANCE OF VIDEO AMPLIFIERS
E208 CLEAN AND INSPECT VIDEO AMPLIFIERS
E209 REPLACE MODULES AND CIRCUIT CARDS ON VIDEO AMPLIFIERS
E210 PERFORM FUNCTIONAL CHECKS ON VIDEO MONITORS
E211 CLEAN AND INSPECT VIDEO MONITORS
E212 ADJUST AND ALIGN VIDEO MONITORS
E213 TROUBLESHOOT VIDEO MONITORS
E214 REMOVE AND REPLACE VIDEO MONITOR COMPONENTS
E215 PERFORM FUNCTIONAL CHECKS ON VIDEO TERMINALS
E216 CLEAN AND INSPECT VIDEO TERMINALS
E217 ADJUST AND ALIGN VIDEO TERMINALS
E218 TROUBLESHOOT VIDEO TERMINALS
E219 REMOVE AND REPLACE VIDEO TERMINAL COMPONENTS
E220 TROUBLESHOOT COPIER EQUIPMENT
E221 ADJUST AND ALIGN COPIER EQUIPMENT
E222 TEST AND OPERATE COPIER EQUIPMENT
E223 TEST AND OPERATE ELECTRONIC EQUIPMENT COOLING SYSTEMS
E224 EVALUATE PERFORMANCE OF ELECTRONIC EQUIPMENT COOLING SYSTEMS
E225 CLEAN AND INSPECT ELECTRONIC EQUIPMENT COOLING SYSTEMS
E226 PERFORM FUNCTIONAL CHECKS ON LOW PRESSURE (LP) AIR COMPRESSORS
E227 CLEAN AND INSPECT LP AIR COMPRESSORS

F. COMPUTER/AUTOMATED INFORMATION SYSTEM (AIS) EQUIPMENT

F228 LOAD DIAGNOSTIC PROGRAMS
F229 MONITOR DIAGNOSTIC PROGRAMS
F230 RECORD RESULTS OF DIAGNOSTIC PROGRAMS
F231 ANALYZE RESULTS OF DIAGNOSTIC MAINTENANCE
F232 REMOVE AND REPLACE MAINFRAME COMPUTER
F233 PERFORM FUNCTIONAL CHECKS ON MINICOMPUTERS (AN/UYK-7, AN/UYK-20, AN/UYK-43, AN/UYK-62, SNAP II, ETC.)
F234 CLEAN AND INSPECT MINICOMPUTERS
F235 TROUBLESHOOT MINICOMPUTERS
F236 REMOVE AND REPLACE MINICOMPUTER ASSEMBLIES
F237 PERFORM FUNCTIONAL CHECKS ON HARD DISK MEMORY UNITS
F238 CLEAN AND INSPECT HARD DISK MEMORY UNITS
F239 TROUBLESHOOT HARD DISK MEMORY UNITS
F240 PERFORM FUNCTIONAL CHECKS ON HARD DISK MEMORY CONTROLLERS (DMC)

F241 CLEAN AND INSPECT HARD DMC
F242 TROUBLESHOOT HARD DMC
F243 REMOVE AND REPLACE HARD DMC COMPONENTS
F244 PERFORM FUNCTIONAL CHECKS ON COMPACT DISK READ ONLY MEMORY (CD ROM)
F245 CLEAN AND INSPECT CD ROM UNITS
F246 TROUBLESHOOT CD ROM UNITS
F247 PERFORM FUNCTIONAL CHECKS ON FLEXIBLE DISKETTE (FLOPPY) DRIVE UNITS
F248 CLEAN AND INSPECT FLOPPY DRIVE UNITS
F249 REMOVE AND REPLACE FLOPPY DRIVE UNITS
F250 PERFORM FUNCTIONAL CHECKS ON MAGNETIC TAPE UNITS (MTU)
F251 CLEAN AND INSPECT MTU
F252 LUBRICATE MTU
F253 TROUBLESHOOT MTU
F254 REMOVE AND REPLACE MTU COMPONENTS
F255 ADJUST AND ALIGN MAGNETIC TAPE CONTROLLERS
F256 TROUBLESHOOT MAGNETIC TAPE CONTROLLERS
F257 PERFORM FUNCTIONAL CHECKS ON MAGNETIC TAPE CERTIFIER/CLEANERS
F258 PERFORM FUNCTIONAL CHECKS ON PAPER TAPE PUNCH/READER UNITS
F259 CLEAN AND INSPECT PAPER TAPE PUNCH/READER UNITS
F260 LUBRICATE PAPER TAPE PUNCH/READER UNITS
F261 TROUBLESHOOT PAPER TAPE PUNCH/READER UNITS
F262 REMOVE AND REPLACE PAPER TAPE PUNCH/READER UNIT COMPONENTS
F263 ADJUST AND ALIGN PAPER TAPE PUNCH/READER UNITS
F264 CLEAN AND INSPECT COMPUTER KEYBOARDS
F265 PERFORM FUNCTIONAL CHECKS ON IMPACT PRINTERS/PLOTTERS (DOT MATRIX, DAISY WHEEL, ETC.)
F266 CLEAN AND INSPECT IMPACT PRINTERS/PLOTTERS
F267 LUBRICATE IMPACT PRINTERS/PLOTTERS
F268 ADJUST AND ALIGN IMPACT PRINTERS/PLOTTERS
F269 REMOVE AND REPLACE IMPACT PRINTER/PLOTTER COMPONENTS
F270 PERFORM FUNCTIONAL CHECKS ON NON-IMPACT PRINTERS/PLOTTERS (LASER, THERMAL, ETC.)
F271 CLEAN AND INSPECT NON-IMPACT PRINTERS/PLOTTERS
F272 TROUBLESHOOT NON-IMPACT PRINTERS/PLOTTERS
F273 REMOVE AND REPLACE NON-IMPACT PRINTER/PLOTTER COMPONENTS
F274 SET UP DATA INTERFACE PATCH PANELS
F275 SET UP AUTOMATED/MANUAL SWITCHBOARDS
F276 SET UP TACTICAL DATA SYSTEM FOR DUAL OPERATIONAL AND TRAINING MODES (LESSON TRANSLATOR)
F277 MOUNT MAGNETIC DISK PACKS
F278 CHANGE DATA MEDIA (CD ROM/FLOPPY DISKETTE/WORM DISK)
F279 MOUNT MAGNETIC TAPES
F280 MOUNT PAPER TAPES
F281 CHANGE PRINTER RIBBONS
F282 PERFORM SYSTEM BACKUPS
F283 DOCUMENT COMPUTER PROGRAMS
F284 WRITE APPLICATIONS/UTILITY PROGRAMS
F285 DEBUG APPLICATIONS/UTILITY PROGRAMS
F286 FORMAT FLOPPY DISKETTES
F287 COPY FLOPPY DISKETTES
F288 DEGAUSS MAGNETIC TAPES
F289 COPY MAGNETIC TAPES

F290 VERIFY MAGNETIC TAPES
F291 COPY MAGNETIC DISKS
F292 FORMAT MAGNETIC DISKS
F293 VERIFY MAGNETIC DISKS
F294 INSTALL OPERATIONAL PROGRAM PATCHES
F295 INSTALL SYSTEM PROGRAM UPDATES
F296 INSTALL MICROCOMPUTER SOFTWARE PACKAGES
F298 EVALUATE PROGRAMMED OPERATIONAL AND FUNCTIONAL APPRAISALS (POFA) RESULTS
F299 PERFORM SYSTEM AUDITS (FIELD CHANGES, SHIPALT, ETC.)
F300 EVALUATE AIS SECURITY PLANS
F301 ADMINISTER AIS SECURITY PLANS
F302 DEVELOP ORGANIZATIONAL SOFTWARE PLANS
F305 SUBMIT VIRUS INFECTION INCIDENT REPORTS
F306 DOCUMENT RECEIPT OF CLASSIFIED SOFTWARE
F307 DISPOSE OF CLASSIFIED DATA MEDIA
F308 VERIFY CLASSIFIED DATA MEDIA DESTRUCTION
F309 DEVELOP AIS STANDARD OPERATING PROCEDURES (SOP)
F310 DEVELOP AIS ORGANIZATIONAL DIRECTIVES
F311 REVISE AIS ORGANIZATIONAL DIRECTIVES
F312 REVIEW HARDWARE/SOFTWARE PACKAGE REQUISITIONS
F313 INVENTORY EQUIPMENT SOFTWARE
F315 EVALUATE INADEQUACIES IN OPERATIONAL PROGRAMS
F316 EVALUATE INADEQUACIES IN MAINTENANCE PROGRAMS
F317 SET UP LOCAL AREA NETWORK (LAN)
F318 TROUBLESHOOT LAN
F319 REMOVE AND REPLACE LAN ASSEMBLIES

G. ELECTRICAL/ELECTRONIC MAINTENANCE

G320 TROUBLESHOOT POWER SUPPLIES
G321 ADJUST AND ALIGN POWER SUPPLIES
G322 REPLACE COMPONENTS ON POWER SUPPLIES
G323 TEST AND OPERATE POWER SUPPLIES
G324 EVALUATE PERFORMANCE OF POWER SUPPLIES
G325 CLEAN AND INSPECT POWER SUPPLIES
G326 REPLACE MODULES AND CIRCUIT CARDS ON POWER SUPPLIES
G327 VERIFY THAT EQUIPMENT INTERLOCKS WORK
G328 REPLACE EQUIPMENT LIGHT BULBS
G329 INSPECT EQUIPMENT SHIELDING
G330 REPLACE SWITCHES
G331 INTERPRET MAINTENANCE SCHEMATICS
G332 INTERPRET FUNCTIONALLY ORIENTED MAINTENANCE MANUALS (FOMMS)
G333 INTERPRET FLOW CHARTS
G334 INTERPRET FAULT MATRIX DIAGRAMS
G335 INTERPRET SHIP'S INTEGRATED MAINTENANCE MANUALS (SIMMS)
G336 INSTALL/REPAIR RADIO FREQUENCY (RF) CONNECTORS
G337 INSTALL/REPAIR MULTI-PIN CONNECTORS
G338 PERFORM HAZARDOUS MATERIAL CLEANUP
G339 INSPECT SHOCK MOUNTS
G340 PERFORM FRESH WATER WASH DOWN ON ANTENNAS
G341 TEST CABLE ASSEMBLIES

G342 REPLACE GASKETS AND "O" RINGS
G343 INSPECT CABLE FEED THROUGH ASSEMBLIES
G344 INSPECT CABLE CONNECTORS (CORROSION, CRACKS, DAMAGED PINS, WEAR, ETC.)
G345 TREAT ELECTRONIC CONNECTORS WITH CORROSION PREVENTATIVES
G346 TURN IN EQUIPMENT FOR CALIBRATION
G347 INSTALL EQUIPMENT FIELD CHANGES
G348 PERFORM ELECTROSTATIC DISCHARGE (ESD) PREVENTION MEASURES WHEN HANDLING SOLID STATE DEVICES
G349 REPLACE CIRCUIT CARDS CONTAINING ELECTROSTATIC DISCHARGE SENSITIVE (ESDS) COMPONENTS
G350 REMOVE ESDS COMPONENTS
G351 REPLACE ESDS COMPONENTS
G352 PACKAGE AND LABEL REPAIRABLES CONTAINING ESDS COMPONENTS
G353 LAYOUT CABLE RUNS
G354 INSPECT RIBBON CABLES
G355 TEST RIBBON CABLES
G356 TROUBLESHOOT RIBBON CABLES
G357 REPAIR RIBBON CABLES
G358 REMOVE AND REPLACE RIBBON CABLES
G359 INSPECT COAXIAL CABLES
G360 TEST COAXIAL CABLES
G361 TROUBLESHOOT COAXIAL CABLES
G362 REPAIR COAXIAL CABLES
G363 REMOVE AND REPLACE COAXIAL CABLES
G364 INSTALL CABLES (EXCLUDING FIBER OPTIC)
G365 REMOVE CABLES
G366 PERFORM COMPONENT LEVEL SOLDERING AND REPAIR (SINGLE SIDED CIRCUIT BOARDS)
G367 PERFORM MANUAL WIRE WRAP CONNECTIONS
G368 PERFORM WIRE WRAP GUN CONNECTIONS
G369 PERFORM TERMI-POINT CONNECTIONS
G370 PERFORM CRIMP CONNECTIONS
G371 PERFORM PIN INSERTION AND EXTRACTION
G372 REMOVE AND REPLACE PRINTED CIRCUIT BOARDS (PCB)
G373 TEST PCB
G374 INSPECT PCB FOR DAMAGE (EXCESSIVE HEAT, COLD SOLDER JOINTS, CORROSION, ETC.)
G375 REMOVE PCB CORROSION
G376 TREAT PCB WITH CORROSION PREVENTATIVES
G377 REMOVE PCB COMPONENTS (NON-MULTILAYER)
G378 REPLACE PCB COMPONENTS (NON-MULTILAYER)
G379 DETERMINE COMPONENT CHARACTERISTICS USING COLOR CODE
G380 DETERMINE COMPONENT VALUES USING COLOR CODE
G381 DETERMINE RESISTANCE USING COLOR CODE
G382 TROUBLESHOOT NORMAL POWER DISTRIBUTION SYSTEMS
G383 TROUBLESHOOT EMERGENCY POWER DISTRIBUTION SYSTEMS
G384 IDENTIFY AND LABEL MULTIPLE POWER SOURCE EQUIPMENT
G385 DISCHARGE ELECTROLYTIC COMPONENTS
G386 DISCHARGE CATHODE RAY TUBES (CRT)
G387 REMOVE AND REPLACE CRT
G388 REPLACE FUSES IN EQUIPMENT
G389 REPLACE CIRCUIT BREAKERS

G390 TEST FOR GROUNDED CIRCUITS
G391 TEST FOR SHORT-CIRCUITS
G392 TEST FOR CIRCUIT CONTINUITY
G393 TEST AND INSPECT REPAIRED ELECTRONIC CIRCUITS
G394 TEST AND INSPECT REPAIRED ELECTRONIC SUBASSEMBLIES
G395 DEGAUSS MAGNETIC RECORDING DEVICES
G396 PRESERVE INSTALLED CONNECTORS
G397 PERFORM FUNCTIONAL CHECKS ON HANDSETS
G398 CLEAN AND INSPECT HANDSETS
G399 TROUBLESHOOT HANDSETS
G400 REPAIR HANDSETS
G401 TEST HANDSETS
G402 REMOVE AND REPLACE HANDSET COMPONENTS
G403 PERFORM FUNCTIONAL CHECKS ON HEADSETS
G404 INSPECT HEADSETS
G405 TROUBLESHOOT HEADSETS
G406 REPAIR HEADSETS
G407 TEST HEADSETS
G408 REMOVE AND REPLACE HEADSET COMPONENTS
G409 MEASURE ELECTROMAGNETIC INTERFERENCE (EMI)
G410 MEASURE RADIO-FREQUENCY INTERFERENCE (RFI)
G411 CLEAN AND INSPECT EMI PROTECTION CIRCUITS
G412 TEST EMI PROTECTION CIRCUITS
G413 TROUBLESHOOT EMI PROTECTION CIRCUITS
G414 REMOVE AND REPLACE EMI PROTECTION CIRCUIT COMPONENTS
G415 IDENTIFY POSSIBLE SOURCES OF ELECTROMAGNETIC INTERFERENCE (EMI) (FUNCTIONAL, INCIDENTAL, NATURAL, HULL GENERATED, ETC.)
G416 PERFORM QUALITY ASSURANCE (QA) ELECTRONIC REPAIRS
G417 DISCHARGE COMPONENTS USING SHORTING PROBE
G418 REMOVE AND REPLACE FAULTY CIRCUIT COMPONENTS
G419 INTERPRET POWER DISTRIBUTION DIAGRAMS TO ASSIST IN TROUBLESHOOTING
G420 INSPECT WAVEGUIDE SECTIONS
G421 REPLACE WAVEGUIDE SECTIONS
G422 CONDUCT PRE-TEMPEST INSPECTIONS
G423 INVENTORY ELECTRONIC CASUALTY CONTROL (ECC) REPAIR KITS
G424 PLACE EQUIPMENT IN BATTLE SHORT CONDITION

H. TEST EQUIPMENT

H425 VERIFY CALIBRATION OF TEST EQUIPMENT
H426 VERIFY PROPER OPERATION OF TEST EQUIPMENT
H427 ANALYZE WAVEFORM SIGNAL MEASUREMENTS USING OSCILLOSCOPE
H428 INTERPRET WAVEFORM SIGNAL MEASUREMENTS USING OSCILLOSCOPE
H429 MEASURE CURRENT
H430 MEASURE RESISTANCE
H431 MEASURE VOLTAGE
H432 MEASURE CAPACITANCE AND INDUCTANCE
H433 MEASURE POWER
H434 PERFORM FUNCTIONAL CHECKS ON TEST EQUIPMENT
H435 EVALUATE PERFORMANCE OF TEST EQUIPMENT
H436 MEASURE FREQUENCY
H437 MEASURE TRANSISTOR PERFORMANCE CHARACTERISTICS USING TRANSISTOR

TESTER
H438 EVALUATE IN-CIRCUIT COMPONENT CONDITIONS USING AN OCTOPUS OR TRACKER
H439 ANALYZE ELECTRONIC COMPONENT SIGNATURES
H440 ANALYZE CIRCUIT BANDWIDTH AND MODULATION
H441 INJECT SIGNALS
H442 IDENTIFY ELECTRONIC COMPONENT CHARACTERISTICS
H443 IDENTIFY ELECTRONIC COMPONENT VALUES
H444 MEASURE TIME DIFFERENTIAL USING A STOPWATCH
H445 MEASURE CHARACTERISTICS OF TRANSMISSION LINES
H446 INJECT SIGNAL USING A SIGNAL GENERATOR
H447 MAKE WAVEFORM COMPARISONS USING A SIGNAL GENERATOR AND OSCILLOSCOPE
H448 DETERMINE OUTPUT FREQUENCY USING A SPECTRUM ANALYZER
H449 DETERMINE MODULATION USING A SPECTRUM ANALYZER
H450 DETERMINE BANDWIDTH USING A SPECTRUM ANALYZER
H451 MEASURE POWER USING ATTENUATORS
H452 ZERO MULTIMETER
H453 MEASURE VOLTAGE STANDING WAVE RATIO ON TRANSMISSION LINES

I. TECHNICAL ADMINISTRATION
I454 INVENTORY CLASSIFIED COMMUNICATION SECURITY MATERIAL SYSTEM (CMS) MATERIALS
I455 SURVEY EQUIPMENT
I456 UPDATE DOCUMENTATION FOR NEWLY INSTALLED EQUIPMENT
I457 INVENTORY MAINTENANCE ASSISTANCE MODULES (MAMS)
I458 INVENTORY READY SERVICE SPARES (RSS)

J. ELECTRONIC SAFETY
J459 PERFORM ELECTRONIC SAFETY CHECKS ON PERSONAL EQUIPMENT
J460 TEST RUBBER MATTING
J461 INSTALL GROUNDING STRAPS
J462 REPLACE GROUNDING STRAPS
J463 TEST AND INSPECT EQUIPMENT GROUNDING STRAPS
J464 TEST AND INSPECT GROUNDING STRAPS
J465 VERIFY EQUIPMENT STATUS IN EMISSION CONTROL (EMCON) PLAN
J466 PLACE EQUIPMENT IN AN EMISSION CONTROL CONDITION
J467 PLACE EQUIPMENT IN A HAZARDOUS ELECTRONIC RADIATION TO ORDNANCE (HERO) CONDITION
J468 PLACE EQUIPMENT IN A HAZARDOUS ELECTRONIC RADIATION TO FUEL (HERF) CONDITION
J469 DISPOSE OF CRT
J470 EVALUATE HAZARDOUS MATERIAL STORAGE

K. HAZARDOUS MATERIAL SAFETY
K549 REVIEW HAZARDOUS MATERIAL USER'S GUIDE (HMUG)
K550 REVIEW HAZARDOUS MATERIAL (HAZMAT) INVENTORIES
K551 REVIEW MATERIAL SAFETY DATA SHEETS (MSDS)
K552 INSPECT HAZMAT STORAGE AREAS
K553 IMPLEMENT HAZMAT WASTE DISPOSAL METHOD
K554 CLEAN AND INSPECT HAZMAT CONTAINERS

ELECTRONICS TECHNICIAN (SURFACE) SECOND CLASS (ET2)

A. RADAR SYSTEMS

A471 REPLACE COMPONENTS ON IFF EQUIPMENT

E. AUXILIARY/SUPPORT EQUIPMENT

E472 REPLACE MODULES AND CIRCUIT CARDS ON SYNCHROS AND SERVO SYSTEMS
E473 TROUBLESHOOT TEMPERATURE AND FLOW EQUIPMENT
E474 ADJUST AND ALIGN TEMPERATURE AND FLOW EQUIPMENT
E475 REPLACE COMPONENTS ON TEMPERATURE AND FLOW EQUIPMENT
E476 TEST AND OPERATE TEMPERATURE AND FLOW EQUIPMENT
E477 EVALUATE PERFORMANCE OF TEMPERATURE AND FLOW EQUIPMENT
E478 CLEAN AND INSPECT TEMPERATURE AND FLOW EQUIPMENT
E479 REPLACE MODULES AND CIRCUIT CARDS ON TEMPERATURE AND FLOW EQUIPMENT
E480 TROUBLESHOOT REMOTE WATER LEVEL AND INDICATING CONTROL SYSTEMS
E481 ADJUST AND ALIGN REMOTE WATER LEVEL AND INDICATING CONTROL SYSTEMS
E482 REPLACE COMPONENTS ON REMOTE WATER LEVEL AND INDICATING CONTROL SYSTEMS
E483 TEST AND OPERATE REMOTE WATER LEVEL AND INDICATING CONTROL SYSTEMS
E484 EVALUATE PERFORMANCE OF REMOTE WATER LEVEL AND INDICATING CONTROL SYSTEMS
E485 CLEAN AND INSPECT REMOTE WATER LEVEL AND INDICATING CONTROL SYSTEMS
E486 TROUBLESHOOT ALARM EQUIPMENT
E487 ADJUST AND ALIGN ALARM EQUIPMENT
E488 REPLACE COMPONENTS ON ALARM EQUIPMENT
E489 TEST AND OPERATE ALARM EQUIPMENT
E490 EVALUATE PERFORMANCE OF ALARM EQUIPMENT
E491 CLEAN AND INSPECT ALARM EQUIPMENT
E492 REPLACE MODULES AND CIRCUIT CARDS ON ALARM EQUIPMENT

F. COMPUTER/AUTOMATED INFORMATION SYSTEM (AIS) EQUIPMENT

F493 TROUBLESHOOT MICROCOMPUTER (PC) EQUIPMENT
F494 REPLACE COMPONENTS OF PC EQUIPMENT
F495 LOAD COMPUTER PROGRAMS
F496 DIAGNOSE DIGITAL DATA SYSTEMS MALFUNCTIONS
F497 PERFORM FUNCTIONAL CHECKS ON MICROCOMPUTERS (PC BASED, DTC 2, 286, 386, 486, ETC.)
F498 CLEAN AND INSPECT MICROCOMPUTERS
F499 TROUBLESHOOT MICROCOMPUTERS
F500 REMOVE AND REPLACE MICROCOMPUTER ASSEMBLIES
F501 TROUBLESHOOT COMPUTER KEYBOARDS
F502 TROUBLESHOOT IMPACT PRINTERS/PLOTTERS
F503 FORMAT HARD DRIVES
F504 VERIFY FLOPPY DISKETTES

G. ELECTRICAL/ELECTRONIC MAINTENANCE

G505 PERFORM QUALITY CONTROL CHECKS
G506 PERFORM ECC ON SHIPBOARD SYSTEMS
G507 PERFORM DUTIES OF SHIP'S ELECTRONIC READINESS TEAM (SERT)

H. TEST EQUIPMENT
H508 MEASURE CHARACTERISTICS OF TRANSMISSION LINES USING TIME DOMAIN REFLECTOMETERS (TDR)
H509 MEASURE RESISTANCE USING A RESISTANCE BRIDGE
H510 DETERMINE TEMPERATURE USING A MILLIVOLT POTENTIOMETER
H511 PLAN INSTALLATIONS
H512 ADJUST AND ALIGN TEST EQUIPMENT
H513 REPLACE COMPONENTS OF TEST EQUIPMENT

I. TECHNICAL ADMINISTRATION
I514 PERFORM QUALITY ASSURANCE INSPECTIONS
I515 WRITE EQUIPMENT DOCUMENTATION FOR INSTALLED EQUIPMENT

ELECTRONICS TECHNICIAN (SURFACE) FIRST CLASS (ET1)

F. COMPUTER/AUTOMATED INFORMATION SYSTEM (AIS) EQUIPMENT
F516 TEST AND OPERATE AIS AND COMPUTER EQUIPMENT
F517 INSTALL COMPUTER SOFTWARE PACKAGES
F518 VERIFY INSTALLATION OF MICROCOMPUTER SOFTWARE PACKAGES
F519 INSPECT COMPUTER WORK STATIONS FOR UNAUTHORIZED SOFTWARE
F520 PURGE UNAUTHORIZED AND CLASSIFIED SOFTWARE FROM COMPUTER WORK STATIONS
F521 DIAGNOSE MICROCOMPUTER VIRUS INFECTIONS
F522 REMOVE VIRUS INFECTIONS
F523 CONTROL DISTRIBUTION OF COMPUTER HARDWARE/SOFTWARE

G. ELECTRICAL/ELECTRONIC MAINTENANCE
G524 TEST AND EVALUATE ELECTRONIC EQUIPMENT
G525 COORDINATE SHIPBOARD ELECTRONICS SYSTEMS MAINTENANCE

H. TEST EQUIPMENT
H526 PERFORM COMBAT SYSTEMS INTERFACE TESTING/FAULT ISOLATION AND CORRECTION
H527 COORDINATE REPAIR AND CALIBRATION OF SHIPBOARD TEST EQUIPMENT

I. TECHNICAL ADMINISTRATION
I528 CONDUCT TEMPEST CHECKS
I529 DOCUMENT FIELD CHANGES
I530 PREPARE MAINTENANCE AND PERFORMANCE REPORTS FOR SHIPBOARD COMBAT SYSTEMS

CHIEF ELECTRONICS TECHNICIAN (SURFACE) (ETC)

G. ELECTRICAL/ELECTRONIC MAINTENANCE
G531 MONITOR SHIPBOARD ECC
G532 COORDINATE SERT
G533 EVALUATE COMBAT SYSTEMS READINESS
G534 PROVIDE RECOMMENDATIONS ON CAPABILITIES AND RELIABILITY OF DEGRADED SYSTEMS

H. TEST EQUIPMENT
H535 PLAN SITE SURVEYS
H536 COORDINATE DELIVERY OF TEST EQUIPMENT

I. TECHNICAL ADMINISTRATION
I537 ADMINISTER ELECTRONICS REPAIR BILL
I538 PREPARE WORK PACKAGES
I539 REVIEW OVERHAUL WORK PACKAGES
I540 REVIEW ELECTRONIC EQUIPMENT WORK PACKAGES
I541 PREPARE CASUALTY REPORTS (CASREP) FOR SHIPBOARD ELECTRONIC SYSTEMS
I542 REVIEW CASREP
I543 PREPARE CASUALTY UPDATES
I544 REVIEW CASUALTY UPDATES
I545 PREPARE CASUALTY CORRECTIONS (CASCOR)
I546 MONITOR PERSONNEL CARDIOPULMONARY RESUSCITATION (CPR) QUALIFICATIONS
I547 CHANGE COMBINATIONS (CIPHER LOCKS, SAFES, ETC.)

SENIOR CHIEF ELECTRONICS TECHNICIAN (SURFACE) (ETCS)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

MASTER CHIEF ELECTRONICS TECHNICIAN (SURFACE) (ETCM)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

CHAPTER 33

ELECTRONICS WARFARE TECHNICIAN (EW)

NAVPERS 18068-33C

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

ELECTRONICS WARFARE TECHNICIAN (EW)

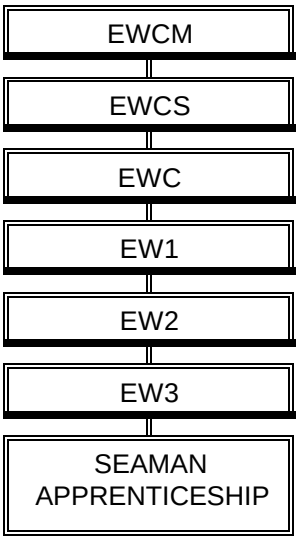
SCOPE OF RATING

Electronics Warfare Technicians (EW) operate and perform organizational and intermediate level maintenance on Electronic Warfare Systems; maintain situational awareness by extracting, interpreting, and applying data from Tactical Data Processors (TDP's), intelligence sources, reports, and other documentation; evaluate, interpret, process, apply and disseminate National/Theater/Organic intercepted signal data, tactics and doctrine to support C2W operational requirements to all echelons; advise Tactical and Operation Commanders in Information Warfare (IW) actions and mission areas; train and supervise personnel; and perform administrative tasks.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 33.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in BUPERSINST 1131.1 series.

SPECIAL PHYSICAL REQUIREMENTS

Normal color perception. Refer to Chapter 15 of the Manual of the Medical Department, U.S. Navy for details on color perception requirements.

Vision 20/20 corrected. Examinations shall be conducted once every three calendar years.

Minimum auditory requirements:

EW

CYCLES	500	1000	2000	4000	8000
ISO	35	30	30	40	45

Auditory examinations shall be conducted as specified in Chapter 15 of the Manual of the Medical Department once each calendar year and results entered on page 13 of the Enlisted Service Record. Personnel failing the examination shall be reported to the BUREAU of NAVAL PERSONNEL (PERS-831) via the Type Commander with recommendation for disposition.

CITIZENSHIP/SECURITY REQUIREMENTS

Must be eligible for access to classified information.

SAFETY

The observance of proper safety precautions in all areas is an integral part of each billet and the responsibility of every Navy man and woman; safety is a universal requirement for all ratings.

ELECTRONICS WARFARE TECHNICIAN (EW) FUNCTIONAL AREAS

A. OPERATIONAL PLANNING

B. ELECTRONIC SYSTEMS OPERATIONS

C. ELECTRONIC MAINTENANCE

D. GENERAL WATCHSTANDING

E. INFORMATION SYSTEMS

ELECTRONICS WARFARE TECHNICIAN THIRD CLASS (EW3)

A. OPERATIONAL PLANNING

A001 SELECT STATUS BOARD DISPLAY REQUIREMENTS
A002 ASSEMBLE ELECTRONIC WARFARE (EW) STATUS BOARD INFORMATION
A003 UPDATE EW STATUS BOARDS
A004 ASSEMBLE EW PLOT INFORMATION
A005 ENTER EW PLOT INFORMATION INTO AUTOMATED SYSTEMS
A006 IDENTIFY THREATS USING CURRENT INTELLIGENCE
A007 IDENTIFY CAPABILITIES TO COUNTER SPECIFIC THREATS
A008 IDENTIFY LIMITATIONS TO COUNTER SPECIFIC THREATS
A011 PREDICT ELECTRONIC SUPPORT (ES) PERFORMANCE CHARACTERISTICS BASED ON ATMOSPHERIC DATA
A012 VERIFY FRIENDLY FORCES
A013 VERIFY NEUTRAL FORCES
A014 DETERMINE EW SYSTEM PERFORMANCE LIMITATIONS
A015 SELECT OPTIMUM EW SENSOR CONFIGURATIONS
A016 PREPARE ORDER OF BATTLE
A017 PREPARE ELECTRONIC ORDER OF BATTLE (EOB) FOR FRIENDLY FORCES
A018 PREPARE EOB FOR THREATS
A019 PREPARE EOB FOR NEUTRAL FORCES
A020 CONSTRUCT AUTOMATED EMITTER LIBRARIES
A021 DETERMINE ONBOARD HARD KILL WEAPONS CAPABILITIES
A022 DETERMINE ONBOARD SOFT KILL WEAPONS CAPABILITIES
A023 RECOMMEND TACTICS USING OWN FORCE TACTICAL DECISION AIDS
A024 REVIEW SHIP'S MILITARY DECEPTION (MILDEC) PLANS
A026 REVIEW OWNSHIP'S ELECTRONIC FIT
A039 REVIEW WARFARE COMMANDER REPORTING REQUIREMENTS
A045 REVIEW SHIP'S COMBAT SYSTEMS EW DOCTRINE
A156 REVIEW COMMANDING OFFICERS (C.O'S) STANDING/BATTLE ORDERS
A157 DEVELOP HULL TO EMITTER DATABASE
A047 UPDATE HULL TO EMITTER DATABASE
A052 IDENTIFY INFORMATION WARFARE (IW) PUBLICATIONS

B. ELECTRONIC SYSTEMS OPERATIONS

B058 ENERGIZE EW SYSTEMS
B059 INITIALIZE EW SYSTEMS
B060 PERFORM EW SYSTEMS ON-LINE OPERATIONAL TESTS
B061 SECURE EW SYSTEMS
B062 ENABLE AIRBORNE DATA LINKS
B063 ASSESS EW SYSTEMS DEGRADATIONS
B064 ASSESS IMPACT OF EW SYSTEMS CASUALTIES

C. ELECTRONIC MAINTENANCE

C065 PERFORM FUNCTIONAL CHECKS ON ELECTRONIC ATTACK (EA) SYSTEMS
C066 PERFORM SYSTEM DIAGNOSTIC TEST ON EA SYSTEMS
C067 CLEAN AND INSPECT COMPONENTS OF EA SYSTEMS
C068 LUBRICATE COMPONENTS OF EA SYSTEMS
C069 TROUBLESHOOT COMPONENTS OF EA SYSTEMS
C070 REPLACE COMPONENTS OF EA SYSTEMS
C071 PERFORM FUNCTIONAL CHECKS ON COOLANT SYSTEMS

C072 CLEAN AND INSPECT COMPONENTS OF COOLANT SYSTEMS
C073 LUBRICATE COMPONENTS OF COOLANT SYSTEMS
C074 TROUBLESHOOT COMPONENTS OF COOLANT SYSTEMS
C075 REPLACE COMPONENTS OF COOLANT SYSTEMS
C076 PERFORM FUNCTIONAL CHECKS ON DECOY LAUNCHING SYSTEMS
C077 CLEAN AND INSPECT COMPONENTS OF DECOY LAUNCHING SYSTEMS
C078 LUBRICATE COMPONENTS OF DECOY LAUNCHING SYSTEMS
C079 TROUBLESHOOT COMPONENTS OF DECOY LAUNCHING SYSTEMS
C080 REPLACE COMPONENTS OF DECOY LAUNCHING SYSTEMS
C081 PERFORM FUNCTIONAL CHECKS ON ES SYSTEMS
C082 CLEAN AND INSPECT COMPONENTS OF ES SYSTEMS
C083 LUBRICATE COMPONENTS OF ES SYSTEMS
C084 TROUBLESHOOT COMPONENTS OF ES SYSTEMS
C085 REPLACE COMPONENTS OF ES SYSTEMS
C086 PERFORM FUNCTIONAL CHECKS ON SERIES BLANKER-VIDEO MIXER GROUP VIDEO CIRCUITS
C087 CLEAN AND INSPECT COMPONENTS OF SERIES BLANKER-VIDEO MIXER GROUP VIDEO CIRCUITS
C088 TROUBLESHOOT COMPONENTS OF SERIES BLANKER-VIDEO MIXER GROUP VIDEO CIRCUITS
C089 REPLACE COMPONENTS OF SERIES BLANKER-VIDEO MIXER GROUP VIDEO CIRCUITS
C090 PERFORM FUNCTIONAL CHECKS ON PULSE ANALYZERS
C091 CLEAN AND INSPECT COMPONENTS OF PULSE ANALYZERS
C092 TROUBLESHOOT COMPONENTS OF PULSE ANALYZERS
C093 REPLACE COMPONENTS OF PULSE ANALYZERS
C095 REPAIR DEFECTIVE WIRING
C096 REPAIR DEFECTIVE CONNECTORS
C097 ALIGN EA SYSTEMS
C098 ALIGN ES SYSTEMS
C099 ALIGN SERIES BLANKER-VIDEO MIXER GROUP VIDEO CIRCUITS
C100 ALIGN PULSE ANALYZERS
C104 PERFORM SYSTEM DIAGNOSTIC TEST ON ES SYSTEMS

D. GENERAL WATCHSTANDING

D105 MONITOR TACTICAL SITUATIONS
D106 PERFORM RAPID EMITTER EVALUATIONS
D107 EVALUATE INTERCEPTED ELECTRONIC EMISSIONS
D108 DISSEMINATE EW TACTICAL INFORMATION
D109 PERFORM EMITTER TO PLATFORM CORRELATIONS
D110 ASSESS THREATS
D111 EXECUTE PREPLANNED RESPONSES
D112 RECOMMEND COUNTERMEASURES
D113 INITIATE COUNTERMEASURES
D114 CORRELATE EW INFORMATION WITH ONBOARD SENSORS
D115 CORRELATE EW INFORMATION WITH OFF-BOARD SENSORS
D116 CORRELATE EW INFORMATION WITH INTELLIGENCE INFORMATION
D117 TRIANGULATE CONTACT POSITIONS
D118 VERIFY EMISSION CONTROL (EMCON) CONDITIONS IN EFFECT
D119 MONITOR EMCON CONDITIONS IN EFFECT
D120 RECOMMEND EMCON CONDITION CHANGES
D121 IMPLEMENT EMCON CONDITION CHANGES
D122 MAINTAIN EW OPERATIONAL LOGS
D123 ENCODE TACTICAL TRANSMISSIONS
D124 DECODE TACTICAL TRANSMISSIONS

D125 PERFORM AUTHENTICATION PROCEDURES OF RADIO/TELEPHONE COMMUNICATIONS
D126 CONDUCT ANALYSIS TARGET SIGNAL CHARACTERISTICS
D127 MODIFY EW WATCH CONDITIONS
D132 PREPARE UNIT EW REPORTS
D135 REVIEW EW STATUS BOARDS
D136 REVIEW EW PLOTS
D137 EVALUATE EXTERNAL EW REPORTS
D141 COMPILE EW DATA FOR ANALYSIS
D142 ASSESS OWN SHIP'S EW READINESS
D145 RESOLVE IDENTIFICATION CONFLICTS
D146 MONITOR WEAPONS STATUS
D148 OPERATE TACTICAL DATA PROCESSOR'S (TDP'S)
D149 IMPLEMENT ELECTRONIC PROTECT (EP) PROCEDURES

E. INFORMATION SYSTEMS
E158 MANIPULATE COMPUTER AND PERIPHERAL EQUIPMENT
E159 PERFORM WORD PROCESSING FUNCTIONS
E160 PERFORM LOCAL AREA NETWORK (LAN) COMPUTER FUNCTIONS
E161 PERFORM ELECTRONIC COMMUNICATIONS FUNCTIONS
E166 CREATE COMPUTER FILES
E167 VERIFY COMPUTER FILES

ELECTRONICS WARFARE TECHNICIAN SECOND CLASS (EW2)

A. OPERATIONAL PLANNING
A009 DIRECT EW MODULE RESOURCES
A010 COORDINATE TACTICAL EW OPERATIONS
A025 COORDINATE UNIT SUPPORT FOR MILDEC PLANS
A029 REPORT CHANGES IN OWN SHIP'S ELECTRONIC FIT
A030 INTEGRATE EW ACTIONS WITH OWN SHIP'S OFFENSIVE WEAPONS SYSTEMS
A031 INTEGRATE EW ACTIONS WITH OWN SHIP'S DEFENSIVE WEAPONS SYSTEMS
A032 IDENTIFY LIMITATIONS OF COMBAT SYSTEMS IN EA ENVIRONMENTS
A033 IDENTIFY LIMITATIONS OF COMBAT SYSTEMS IN HIGH DENSITY ENVIRONMENTS
A048 IDENTIFY CAPABILITIES OF COMBAT SYSTEMS IN EA ENVIRONMENTS
A049 IDENTIFY CAPABILITIES OF COMBAT SYSTEMS IN HIGH DENSITY ENVIRONMENTS
A050 DRAFT EA REQUESTS
A051 DRAFT EW RANGE/SERVICE REQUESTS
A053 IDENTIFY EP PROCEDURES

C. ELECTRONIC MAINTENANCE
C101 VERIFY CONTENTS OF FIELD CHANGE KITS
C102 INSTALL FIELD CHANGE KITS

D. GENERAL WATCHSTANDING
D139 INTEGRATE IW INFORMATION
D147 ASSESS TACTICAL SITUATIONS
D152 ANALYZE TARGET SIGNAL CHARACTERISTICS TO DETERMINE EA EFFECTIVENESS

D153 PERFORM EMISSION CAPABILITIES (EMCAP) IN SUPPORT OF ES
D154 APPLY RULES OF ENGAGEMENT (ROE) IN THE EW MODULE
D162 COMPILE MULTI-SOURCE DATA, AND FUSE AVAILABLE INFORMATION WITH ES TO PROVIDE REAL TIME AND HISTORICAL SUPPORT

ELECTRONICS WARFARE TECHNICIAN FIRST CLASS (EW1)

A. OPERATIONAL PLANNING
A027 DRAFT EMCON BILLS
A028 ESTABLISH EMCON BILL PROCEDURES
A046 DRAFT INPUTS FOR SHIP'S COMBAT SYSTEMS DOCTRINE
A056 IDENTIFY IW ELEMENTS
A165 RECOMMEND MODIFICATIONS TO SHIP'S MILDEC PROCEDURES

C. ELECTRONIC MAINTENANCE
C103 DOCUMENT FIELD CHANGES

D. GENERAL WATCHSTANDING
D128 RECOMMEND INTERCEPT GUARD ASSIGNMENTS
D134 ANALYZE POST OPERATIONAL EW LOGS

CHIEF ELECTRONICS WARFARE TECHNICIAN (EWC)

A. OPERATIONAL PLANNING
A042 PROVIDE EW OPERATIONAL OBJECTIVES INPUTS
A043 ASSESS AVAILABILITY OF NATIONAL ASSETS
A055 IDENTIFY IW/COMMAND, CONTROL, COMMUNICATIONS, COMPUTER, AND INTELLIGENCE (C4I) CONNECTIVITY CAPABILITIES REQUIREMENTS

B. ELECTRONIC SYSTEMS OPERATIONS
B163 EXECUTE OPERATIONAL SECURITY (OPSEC) PROCEDURES

D. GENERAL WATCHSTANDING
D150 DEVELOP SCENARIOS FOR EMBEDDED TRAINING DEVICES
D151 PERFORM SPECTRUM MANAGEMENT

SENIOR CHIEF ELECTRONICS WARFARE TECHNICIAN (EWCS)

A. OPERATIONAL PLANNING
A034 COORDINATE BATTLE GROUP COMMAND CONTROL WARFARE (C2W) MISSION OBJECTIVES
A035 RECOMMEND MODIFICATION BATTLE GROUP C2W MISSION OBJECTIVES
A036 DEVELOP BATTLE GROUP PRE-PLANNED C2W RESPONSES
A037 DRAFT BATTLE GROUP TASKING MESSAGES

A038 REQUEST SUPPORTING IW ASSETS
A040 CONDUCT BATTLE GROUP PRE-SAIL CONFERENCES
A041 PROVIDE CONTINGENCY OPERATION PLANS INPUTS
A044 DRAFT INPUTS FOR OPERATIONAL TASKING (OPTASK)
A054 DRAFT/UPDATE FORCE EMCON PLANS

B. ELECTRONIC SYSTEMS OPERATIONS
B057 DEVELOP OPSEC PROCEDURES

D. GENERAL WATCHSTANDING
D129 ASSESS BATTLE GROUP/FORCE C2W PERFORMANCES
D130 ANALYZE BATTLE GROUP/FORCE C2W DEFICIENCIES
D131 COORDINATE UNDERWAY BATTLE GROUP C2W SYSTEMS MAINTENANCE
D133 PROVIDE FLEET C2W REQUIREMENTS INPUTS
D138 COORDINATE C2W ASSETS
D140 ASSIGN BATTLE GROUP C2W DATA COLLECTION RESPONSIBILITIES
D143 IMPLEMENT JOINT IW MISSION OBJECTIVES
D144 EVALUATE IW INTEROPERABILITY DURING JOINT OPERATIONS
D155 RECOMMEND MODIFICATION TO BATTLE GROUP ROE FOR IW
D164 COORDINATE BATTLE GROUP SPECTRUM MANAGEMENT

MASTER CHIEF ELECTRONICS WARFARE TECHNICIAN (EWCM)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

CHAPTER 34

FIRE CONTROLMAN
(FC)

NAVPERS 18068-34C

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

FIRE CONTROLMAN (FC)

SCOPE OF RATING

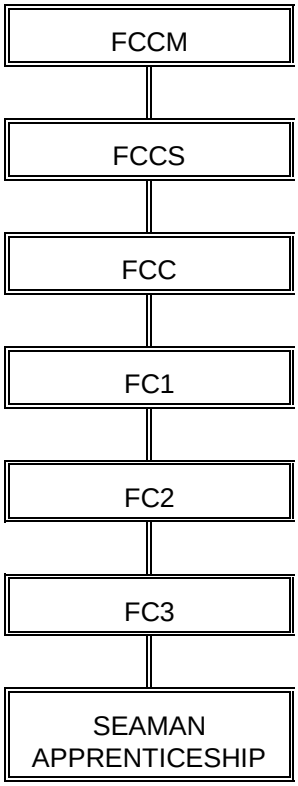
Fire Controlmen (FC) provide system employment recommendations; perform organizational and intermediate maintenance on digital computer equipment, subsystems, and systems; operate and maintain combat and weapons direction systems, surface-to-air and surface-to-surface missile systems, and gun fire control systems at the organizational and intermediate level; inspect, test, align, and repair micro/minicomputers and associated peripheral equipment, data conversion units, data display equipment, data link terminal equipment, print devices, and system related equipment; make analyses for detailed systems, computer programs, electronics, and electronic casualty control; and operate associated built-in and external test equipment; load, initialize, and run preprogrammed diagnostic, performance and testing routines for digital computer equipment, digital subsystems, digital systems, and overall combat systems.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 34.

NAVPERS 18068-34C

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in BUPERSINST 1131.1 series.

SPECIAL PHYSICAL REQUIREMENTS

Vision 20/20 corrected; normal color perception. Refer to Chapter 15 of the Manual of the Medical Department, U.S. Navy for details on color perception requirements.

CITIZENSHIP/SECURITY REQUIREMENTS

Must be eligible for access to classified information.

SAFETY

The observance of proper safety precautions in all areas is an integral part of each billet and the responsibility of every Navy man and woman; safety is a universal requirement for all ratings.

FIRE CONTROLMAN (FC) FUNCTIONAL AREAS

A. ELECTRICAL/ELECTRONIC MAINTENANCE

B. ELECTRONIC SUPPORT EQUIPMENT

C. ELECTRONIC CASUALTY CONTROL

D. ELECTRONIC HAZARDOUS MATERIAL CONTROL

E. COMPUTER AND PERIPHERAL MAINTENANCE

F. COMPUTER SYSTEMS OPERATIONS

G. WEAPONS HANDLING/MAINTENANCE

H. COMBAT DIRECTION/WEAPONS DIRECTION/ FIRE CONTROL SYSTEMS MAINTENANCE

I. COMBAT DIRECTION/WEAPONS DIRECTION/ FIRE CONTROL SYSTEMS OPERATIONS

J. COMBAT SYSTEM READINESS ASSESSMENT

K. ELECTRONIC SYSTEMS MANAGEMENT

L. RADAR MAINTENANCE

FIRE CONTROLMAN THIRD CLASS (FC3)

A. ELECTRICAL/ELECTRONIC MAINTENANCE

A001 INSPECT EQUIPMENT SHIELDING
A004 MEASURE ALTERNATING CURRENT (AC)
A005 MEASURE DIRECT CURRENT (DC)
A006 MEASURE ALTERNATING CURRENT (AC) VOLTAGES
A007 MEASURE DIRECT CURRENT (DC) VOLTAGES
A008 MEASURE CIRCUIT RESISTANCE
A009 MEASURE CIRCUIT CAPACITANCE AND INDUCTANCE
A010 MEASURE FREQUENCY
A011 MEASURE POWER
A012 MEASURE TRANSMISSION LINE STANDING WAVE RATIO
A013 TEST FOR GROUNDED CIRCUITS
A014 TEST FOR SHORT-CIRCUITS
A015 TEST FOR CIRCUIT CONTINUITY
A016 ANALYZE CIRCUIT WAVEFORMS
A017 ANALYZE CIRCUIT BANDWIDTH AND MODULATION
A018 INJECT SIGNALS
A019 IDENTIFY ELECTRONIC COMPONENT CHARACTERISTICS/VALUES
A020 ADJUST AND ALIGN SERVOS
A021 ADJUST AND ALIGN SYNCHROS
A022 TEST EQUIPMENT INTERLOCKS
A023 PERFORM TEST EQUIPMENT PRE-OPERATIONAL CHECKS
A024 REPLACE FAULTY CIRCUIT COMPONENTS
A025 IDENTIFY CIRCUIT CARDS CONTAINING ELECTROSTATIC DISCHARGE SENSITIVE (ESDS) COMPONENTS
A026 REPLACE CIRCUIT CARDS CONTAINING ELECTROSTATIC DISCHARGE SENSITIVE (ESDS) COMPONENTS
A027 PACKAGE AND LABEL REPAIRABLES CONTAINING ELECTROSTATIC DISCHARGE SENSITIVE (ESDS) COMPONENTS
A033 REPLACE CIRCUIT CARD ASSEMBLIES (CCA)
A034 TEST AND INSPECT CIRCUIT CARD ASSEMBLIES (CCA) FOR DAMAGE (HEAT, COLD, SOLDER JOINT CORROSION)
A035 REMOVE CIRCUIT CARD ASSEMBLIES (CCA) CORROSION
A036 TREAT CIRCUIT CARD ASSEMBLIES (CCA) WITH CORROSION PREVENTATIVES
A037 TEST AND INSPECT REPAIRED ELECTRONIC CIRCUITS/SUBASSEMBLIES
A039 INSPECT CABLE CONNECTORS (CORROSION, CRACKS, DAMAGED PINS, WEAR)
A040 WEATHERPROOF EXTERIOR CABLE CONNECTIONS
A041 TREAT ELECTRONIC CONNECTORS WITH CORROSION PREVENTATIVES
A042 TEST CABLE CONNECTORS
A043 TROUBLESHOOT CABLE CONNECTORS
A044 REPLACE CABLE CONNECTORS
A045 TEST AND INSPECT RIBBON CABLES
A046 TROUBLESHOOT RIBBON CABLES
A047 REPLACE RIBBON CABLES
A048 TEST AND INSPECT COAXIAL CABLES
A049 TROUBLESHOOT COAXIAL CABLES
A050 REPAIR COAXIAL CABLES
A051 REPLACE COAXIAL CABLES
A052 PERFORM FUNCTIONAL CHECKS ON LOW/HIGH VOLTAGE POWER SUPPLIES
A053 TROUBLESHOOT LOW/HIGH VOLTAGE POWER SUPPLIES
A054 ADJUST LOW/HIGH VOLTAGE POWER SUPPLIES
A055 REPLACE LOW/HIGH VOLTAGE POWER SUPPLY COMPONENTS
A056 CLEAN AND INSPECT ELECTRONIC MAGNETIC INTERFERENCE (EMI) PROTECTION

CIRCUITS
A057 REPLACE ELECTRONIC MAGNETIC INTERFERENCE (EMI) PROTECTION CIRCUIT COMPONENTS
A058 TEST ELECTRONIC MAGNETIC INTERFERENCE (EMI) PROTECTION CIRCUITS
A059 PERFORM FUNCTIONAL CHECKS ON VIDEO MONITORS
A060 CLEAN AND INSPECT VIDEO MONITORS
A061 TROUBLESHOOT VIDEO MONITORS
A062 ADJUST AND ALIGN VIDEO MONITORS
A063 REPLACE VIDEO MONITOR COMPONENTS
A069 IDENTIFY AND LABEL MULTIPLE POWER SOURCE EQUIPMENT
A070 DISCHARGE ELECTROLYTIC COMPONENTS
A071 DISCHARGE CATHODE RAY TUBES (CRT)
A072 REPLACE CATHODE RAY TUBES (CRT)
A073 DISPOSE OF CATHODE RAY TUBES (CRT)
A074 INSPECT RUBBER MATTING
A075 TEST AND INSPECT EQUIPMENT GROUNDING STRAPS
A076 REPLACE EQUIPMENT GROUNDING STRAPS
A077 PLACE EQUIPMENT IN A HAZARD FROM ELECTROMAGNETIC RADIATION TO ORDNANCE (HERO) HIGH ENERGY RECEIVER FREQUENCY (HERF) CONDITION
A078 INVENTORY MAINTENANCE ASSISTANCE MODULES (MAMS)
A079 INVENTORY READY SERVICE SPARES (RSS)
A080 PERFORM BASIC SOLDERING

B. ELECTRONIC SUPPORT EQUIPMENT
B087 MONITOR ELECTRONIC EQUIPMENT LIQUID COOLING SYSTEMS (EELCS)
B088 ALIGN ELECTRONIC EQUIPMENT LIQUID COOLING SYSTEMS (EELCS) COMPONENTS
B089 CLEAN AND INSPECT ELECTRONIC EQUIPMENT LIQUID COOLING SYSTEMS (EELCS) COMPONENTS
B090 LUBRICATE ELECTRONIC EQUIPMENT LIQUID COOLING SYSTEMS (EELCS) COMPONENTS
B091 PURGE ELECTRONIC EQUIPMENT LIQUID COOLING SYSTEMS (EELCS)
B092 REPLACE ELECTRONIC EQUIPMENT LIQUID COOLING SYSTEMS (EELCS) PUMPS
B093 REPLACE ELECTRONIC EQUIPMENT LIQUID COOLING SYSTEMS (EELCS) FILTERS
B094 ADJUST TEMPERATURE ELECTRONIC EQUIPMENT LIQUID COOLING SYSTEMS (EELCS) REGULATING VALVES
B095 REPLACE ELECTRONIC EQUIPMENT LIQUID COOLING SYSTEMS (EELCS) REGULATING VALVES
B096 REPLACE ELECTRONIC EQUIPMENT LIQUID COOLING SYSTEMS (EELCS) VALVE STEM PACKING
B097 REPLACE ELECTRONIC EQUIPMENT LIQUID COOLING SYSTEMS (EELCS) SALINITY CELLS
B098 REPLACE ELECTRONIC EQUIPMENT LIQUID COOLING SYSTEMS (EELCS) TEMPERATURE CELLS
B099 REPLACE ELECTRONIC EQUIPMENT LIQUID COOLING SYSTEMS (EELCS) GAUGES
B100 TEST ELECTRONIC EQUIPMENT LIQUID COOLING SYSTEMS (EELCS) ALARMS
B101 ADJUST ELECTRONIC EQUIPMENT LIQUID COOLING SYSTEMS (EELCS) ALARM SYSTEMS
B102 TROUBLESHOOT ELECTRONIC EQUIPMENT LIQUID COOLING SYSTEMS (EELCS) ALARM UNITS
B103 REPLACE EQUIPMENT LIQUID COOLING SYSTEMS (EELCS) ALARM UNIT COMPONENTS
B104 CLEAN AND INSPECT SEA STRAINERS
B105 BACK FLUSH HEAT EXCHANGERS
B106 REPLACE HEAT EXCHANGERS
B107 REPLACE HEAT EXCHANGER COMPONENTS
B108 PERFORM FUNCTIONAL CHECKS ON TEMPERATURE/HUMIDITY RECORDERS
B112 MONITOR ELECTRONIC FREQUENCY CONVERTERS (CURRENT, VOLTAGE,

FREQUENCY)
B113 PERFORM FUNCTIONAL CHECKS ON ELECTRONIC FREQUENCY CONVERTERS
B114 CLEAN AND INSPECT ELECTRONIC FREQUENCY CONVERTERS
B115 TROUBLESHOOT ELECTRONIC FREQUENCY CONVERTERS
B116 ADJUST AND ALIGN ELECTRONIC FREQUENCY CONVERTERS
B117 REPLACE ELECTRONIC FREQUENCY CONVERTER COMPONENTS
B133 PERFORM FUNCTIONAL CHECKS ON DRY AIR SYSTEMS
B134 MONITOR DRY AIR CONTROL PANELS
B135 PURGE DRY AIR SYSTEMS
B136 CLEAN AND INSPECT DEHYDRATORS
B137 ADJUST DEHYDRATORS
B138 REPLACE DEHYDRATOR COMPONENTS
B139 REPLACE COMPRESSED GAS BOTTLES
B140 CLEAN AND INSPECT WAVEGUIDE ASSEMBLIES
B141 REPLACE WAVEGUIDE ASSEMBLIES
B142 PERFORM FUNCTIONAL CHECKS ON POWER CONTROL DEVICES
B143 TROUBLESHOOT POWER CONTROL DEVICES
B144 REPLACE POWER CONTROL DEVICES
B391 VERIFY CALIBRATION OF TEST EQUIPMENT

C. ELECTRONIC CASUALTY CONTROL
C145 PERFORM ALTERNATE BUS TRANSFERS
C146 PERFORM COOLING SYSTEM ALIGNMENTS (CASUALTY/NORMAL)
C147 PLACE EQUIPMENT IN BATTLE SHORT CONDITION
C148 PLACE COMBAT SYSTEMS EQUIPMENT IN CASUALTY MODE

D. ELECTRONIC HAZARDOUS MATERIAL CONTROL
D152 REVIEW MATERIAL SAFETY DATA SHEETS (MSDS)
D153 REVIEW HAZARDOUS MATERIAL USER'S GUIDE (HMUG)
D154 REVIEW HAZARDOUS MATERIAL (HAZMAT) INVENTORIES
D155 INSPECT HAZARDOUS MATERIAL (HAZMAT) STORAGE AREAS
D156 EVALUATE HAZARDOUS MATERIAL (HAZMAT) STORAGE
D157 IMPLEMENT HAZARDOUS MATERIAL (HAZMAT) WASTE DISPOSAL METHODS
D158 CLEAN AND INSPECT HAZARDOUS MATERIAL (HAZMAT) CONTAINERS

E. COMPUTER AND PERIPHERAL MAINTENANCE
E159 CONFIGURE SYSTEM FOR DIRECT SYSTEM OPERABILITY TESTS (DSOT)/ OVERALL COMBAT SYSTEM OPERABILITY TESTS (OCSOT)
E160 MONITOR DIRECT SYSTEM OPERABILITY TESTS (DSOT)/ OVERALL COMBAT SYSTEM OPERABILITY TESTS (OCSOT)
E161 RECORD DIRECT SYSTEM OPERABILITY TESTS (DSOT)/ OVERALL COMBAT SYSTEM OPERABILITY TESTS (OCSOT) RESULTS
E162 COORDINATE DIRECT SYSTEM OPERABILITY TESTS (DSOT)/ OVERALL COMBAT SYSTEM OPERABILITY TESTS (OCSOT) TESTING
E166 LOAD PROGRAMMED OPERATIONAL AND FUNCTIONAL APPRAISALS (POFA)
E172 LOAD MAINTENANCE TEST PROGRAMS (MTP)/STANDARD TEST PROGRAMS (STP)
E173 MONITOR MAINTENANCE TEST PROGRAMS (MTP)/STANDARD TEST PROGRAMS (STP)
E174 RECORD MAINTENANCE TEST PROGRAMS (MTP)/STANDARD TEST PROGRAMS (STP) RESULTS
E175 ANALYZE MAINTENANCE TEST PROGRAMS (MTP)/STANDARD TEST PROGRAMS (STP) RESULTS
E176 LOAD DIAGNOSTIC PROGRAMS
E177 MONITOR DIAGNOSTIC PROGRAMS
E178 RECORD DIAGNOSTIC PROGRAM RESULTS

E179 ANALYZE DIAGNOSTIC MAINTENANCE RESULTS
E180 EVALUATE INTERFACE OPERATIONS
E181 DIAGNOSE DIGITAL DATA SYSTEM MALFUNCTIONS
E185 PERFORM FUNCTIONAL CHECKS ON VIDEO PROCESSORS
E186 CLEAN AND INSPECT VIDEO PROCESSORS
E187 TROUBLESHOOT VIDEO PROCESSORS
E188 ADJUST VIDEO PROCESSORS
E189 REPLACE VIDEO PROCESSOR ASSEMBLIES
E190 PERFORM FUNCTIONAL CHECKS ON COMPUTER MAINTENANCE PANELS
E191 CLEAN AND INSPECT COMPUTER MAINTENANCE PANELS
E192 TROUBLESHOOT COMPUTER MAINTENANCE PANELS
E193 REPLACE COMPUTER MAINTENANCE PANEL COMPONENTS
E210 PERFORM FUNCTIONAL CHECKS ON MAGNETIC TAPE UNITS (MTU)
E211 CLEAN AND INSPECT MAGNETIC TAPE UNITS (MTU)
E212 LUBRICATE MAGNETIC TAPE UNITS (MTU)
E213 ADJUST AND ALIGN MAGNETIC TAPE UNITS (MTU)
E214 TROUBLESHOOT MAGNETIC TAPE UNITS (MTU)
E215 REPLACE MAGNETIC TAPE UNITS (MTU) COMPONENTS
E216 PERFORM FUNCTIONAL CHECKS ON MAGNETIC TAPE CONTROLLERS
E217 CLEAN AND INSPECT MAGNETIC TAPE CONTROLLERS
E218 TROUBLESHOOT MAGNETIC TAPE CONTROLLERS
E219 ADJUST AND ALIGN MAGNETIC TAPE CONTROLLERS
E220 REPLACE MAGNETIC TAPE CONTROLLER COMPONENTS
E222 PERFORM FUNCTIONAL CHECKS ON INPUT/OUTPUT (I/O) CONSOLES
E223 CLEAN AND INSPECT INPUT/OUTPUT (I/O) CONSOLES
E224 TROUBLESHOOT INPUT/OUTPUT (I/O) CONSOLES
E225 ADJUST AND ALIGN INPUT/OUTPUT (I/O) CONSOLES
E226 REPLACE INPUT/OUTPUT (I/O) CONSOLE COMPONENTS
E227 PERFORM FUNCTIONAL CHECKS ON DATA DISPLAY CONSOLES
E228 CLEAN AND INSPECT DATA DISPLAY CONSOLES
E229 TROUBLESHOOT DATA DISPLAY CONSOLES
E230 ADJUST AND ALIGN DATA DISPLAY CONSOLES
E231 REPLACE DATA DISPLAY CONSOLE COMPONENTS
E232 PERFORM FUNCTIONAL CHECKS ON WEAPONS/ENGAGEMENT CONTROL CONSOLES
E233 CLEAN AND INSPECT WEAPONS/ENGAGEMENT CONTROL CONSOLES
E234 TROUBLESHOOT WEAPONS/ENGAGEMENT CONTROL CONSOLES
E235 ADJUST AND ALIGN WEAPONS/ENGAGEMENT CONTROL CONSOLES
E236 REPLACE WEAPONS/ENGAGEMENT CONTROL CONSOLE COMPONENTS
E237 PERFORM FUNCTIONAL CHECKS ON VIDEO TERMINALS
E238 CLEAN AND INSPECT VIDEO TERMINALS
E244 CLEAN AND INSPECT PRINTERS/PLOTTERS
E245 TROUBLESHOOT PRINTERS/PLOTTERS
E246 ADJUST AND ALIGN PRINTERS/PLOTTERS
E247 REPLACE PRINTER/PLOTTER COMPONENTS
E264 PERFORM FUNCTIONAL CHECKS ON SIGNAL/DATA CONVERTERS
E265 CLEAN AND INSPECT SIGNAL/DATA CONVERTERS
E266 TROUBLESHOOT SIGNAL/DATA CONVERTERS
E267 ADJUST SIGNAL/DATA CONVERTERS
E268 REPLACE SIGNAL/DATA CONVERTER COMPONENTS

F. COMPUTER SYSTEMS OPERATIONS

F269 LOAD SYSTEM AND OPERATIONAL PROGRAMS
F270 MONITOR SYSTEM AND OPERATIONAL PROGRAMS
F276 MOUNT MAGNETIC TAPES

G. WEAPONS HANDLING/MAINTENANCE

G293 VERIFY WEAPON AND COMPONENT LIFE SPANS
G294 CAN AND UNCAN WEAPONS AND COMPONENTS
G295 INSPECT WEAPON CONTAINERS
G296 INSPECT WEAPON COMPONENT CONTAINERS
G297 ON-LOAD WEAPONS AND COMPONENTS
G298 OFF-LOAD WEAPONS AND COMPONENTS
G299 STOW WEAPONS AND COMPONENTS
G301 OPERATE WEAPON HANDLING EQUIPMENT
G303 PERFORM FUNCTIONAL CHECKS ON WEAPON VENTILATION SYSTEMS

H. COMBAT DIRECTION/WEAPONS DIRECTION/FIRE CONTROL SYSTEMS MAINTENANCE

H307 CONDUCT BENCHMARK CHECKS
H308 CONDUCT TRANSMISSION CHECKS
H309 VERIFY AND RECORD BENCHMARK READINGS/TRAM ELEMENTS/DATA
H310 PERFORM DYNAMIC ACCURACY TESTS ON GUN FIRE CONTROL (GFC) EQUIPMENT
H314 PERFORM SEARCH RADAR ALIGNMENTS AND TRACK ACCURACY
H315 PERFORM RELATIVE TRACK ALIGNMENTS
H316 PERFORM FUNCTIONAL CHECKS/TARGET DESIGNATION TRANSMITTERS (TDT)
H317 CLEAN AND INSPECT TARGET DESIGNATION TRANSMITTERS (TDT)
H318 ADJUST AND ALIGN TARGET DESIGNATION TRANSMITTERS (TDT)
H319 TROUBLESHOOT TARGET DESIGNATION TRANSMITTERS (TDT)
H321 PERFORM FUNCTIONAL CHECKS ON TRACKING RECEIVERS
H322 CLEAN AND INSPECT TRACKING RECEIVERS
H323 ADJUST AND ALIGN TRACKING RECEIVERS
H324 TROUBLESHOOT TRACKING RECEIVERS
H325 REPLACE TRACKING RECEIVER COMPONENTS
H326 PERFORM FUNCTIONAL CHECKS ON TRACKING TRANSMITTERS
H327 CLEAN AND INSPECT TRACKING TRANSMITTERS
H328 ADJUST AND ALIGN TRACKING TRANSMITTERS
H329 TROUBLESHOOT TRACKING TRANSMITTERS
H330 REPLACE TRACKING TRANSMITTER COMPONENTS
H331 PERFORM FUNCTIONAL CHECKS ON CONTINUAL WAVE ILLUMINATION (CWI) TRANSMITTERS
H332 CLEAN AND INSPECT CONTINUAL WAVE ILLUMINATION (CWI) TRANSMITTERS
H333 ADJUST AND ALIGN CONTINUAL WAVE ILLUMINATION (CWI) TRANSMITTERS
H334 TROUBLESHOOT CONTINUAL WAVE ILLUMINATION (CWI) TRANSMITTERS
H335 REPLACE CONTINUAL WAVE ILLUMINATION (CWI) TRANSMITTER COMPONENTS
H341 COLLIMATE RADARS
H342 INTERPRET DISPLAY SYMBOLOGY
H493 PERFORM BATTERY ALIGNMENTS

I. COMBAT DIRECTION/WEAPONS DIRECTION/FIRE CONTROL SYSTEMS OPERATIONS

I343 PERFORM PRE-FIRE CHECKS
I344 PERFORM WEAPONS SELF-TESTS
I345 PERFORM WEAPON IDENTIFICATION CHECKS
I346 RECONFIGURE FOR DEGRADED WEAPON SYSTEMS
I347 VALIDATE CALIBRATION GO
I348 MANUALLY TRACK TARGETS
I349 VERIFY COAST MODE
I350 IDENTIFY AIR/SURFACE TARGET VIDEO CHARACTERISTICS
I351 ADJUST RADAR PRESENTATIONS
I353 SELECT TARGET FOR ACQUISITION
I354 DESIGNATE FIRE CONTROL RADARS
I355 AID IN TARGET ACQUISITION

I357 EVALUATE TARGET THREAT PARAMETERS
I358 OPTIMIZE TARGET TRACKS
I360 IDENTIFY VIDEO SEPARATION
I361 ASSIGN LAUNCHER
I362 SELECT MISSILES
I363 ASSIGN MISSILES
I364 VERIFY GUN/MISSILE ORDERS
I365 DESTROY MISSILES IN FLIGHT
I366 INPUT ENVIRONMENTAL CONDITIONS (AIR DENSITY, TEMPERATURE, ETC)
I367 INPUT PROJECTILE WEIGHT/TEMPERATURE
I369 VERIFY BALLISTIC SOLUTIONS
I370 ASSIGN GUNS
I149 VERIFY EQUIPMENT STATUS IN EMISSIONS CONTROL (EMCON) PLANS
I150 PLACE EQUIPMENT IN EQUIPMENT STATUS IN EMISSIONS CONTROL (EMCON) CONDITION
I151 MONITOR EQUIPMENT STATUS IN EMISSIONS CONTROL (EMCON) COMPLIANCE
I371 VERIFY CONTROL OF DIRECTORS
I372 VERIFY READY TO FIRE
I373 CLOSE FIRING CIRCUITS
I374 VERIFY WEAPON AWAY
I375 VERIFY ROUNDS FIRED
I376 EVALUATE ACCURACY OF ROUNDS
I377 APPLY TARGET AND ROUND SPOTTING
I378 VERIFY WEAPON INTERCEPT
I379 INITIATE DUD FIRE
I380 IDENTIFY GUN MISFIRES
I382 PLACE GUN MOUNT IN SAFE FIRE POSITION
I383 PERFORM POST-FIRE CHECKS

J. COMBAT SYSTEM READINESS ASSESSMENT
J462 UPDATE COMBAT SYSTEMS SMOOTH LOGS

K. ELECTRONIC SYSTEMS MANAGEMENT
K463 ANALYZE MAINTENANCE DATA

L. RADAR MAINTENANCE
L395 CLEAN AND INSPECT ANTENNA CONTROL SYSTEMS
L396 TROUBLESHOOT ANTENNA CONTROL SYSTEMS
L402 PERFORM FUNCTIONAL CHECKS ON RADAR RECEIVERS
L403 CLEAN AND INSPECT RADAR RECEIVERS
L404 ADJUST AND ALIGN RADAR RECEIVERS
L405 TROUBLESHOOT RADAR RECEIVERS
L406 REPLACE RADAR RECEIVER COMPONENTS
L407 PERFORM FUNCTIONAL CHECKS ON RADAR TRANSMITTERS
L408 CLEAN AND INSPECT RADAR TRANSMITTERS
L409 ADJUST AND ALIGN RADAR TRANSMITTERS
L410 TROUBLESHOOT RADAR TRANSMITTERS
L411 REPLACE RADAR TRANSMITTER COMPONENTS
L412 PERFORM FUNCTIONAL CHECKS ON TRIGGER/PULSE AMPLIFIERS
L413 CLEAN AND INSPECT TRIGGER/PULSE AMPLIFIERS
L414 ADJUST AND ALIGN TRIGGER/PULSE AMPLIFIERS
L415 TROUBLESHOOT TRIGGER/PULSE AMPLIFIERS
L416 REPLACE TRIGGER/PULSE AMPLIFIER COMPONENTS
L417 PERFORM FUNCTIONAL CHECKS ON KLYSTRON AMPLIFIERS

L418 ADJUST KLYSTRON AMPLIFIERS
L419 TROUBLESHOOT KLYSTRON AMPLIFIERS
L420 REPLACE KLYSTRON AMPLIFIERS
L421 TROUBLESHOOT KLYSTRON TUBES
L422 REPLACE KLYSTRON TUBES
L423 PERFORM FUNCTIONAL ON TRAVELING WAVE TUBE (TWT)/MAGNETRON AMPLIFIERS
L424 TROUBLESHOOT TRAVELING WAVE TUBE (TWT)/MAGNETRON AMPLIFIERS
L425 ADJUST TRAVELING WAVE TUBE (TWT)/MAGNETRON AMPLIFIERS
L426 REPLACE TRAVELING WAVE TUBE (TWT)/MAGNETRON AMPLIFIERS
L427 TROUBLESHOOT TRAVELING WAVE TUBE (TWT)/MAGNETRON AMPLIFIER TUBES
L428 REPLACE TRAVELING WAVE TUBE (TWT)/MAGNETRON AMPLIFIER TUBES
L429 PERFORM FUNCTIONAL CHECKS ON RECTIFIER UNITS
L430 CLEAN AND INSPECT RECTIFIER UNITS
L431 ADJUST RECTIFIER UNITS
L432 TROUBLESHOOT RECTIFIER UNITS
L433 REPLACE RECTIFIER UNIT COMPONENTS
L434 CLEAN AND INSPECT RADOMES
L435 REPLACE RADOMES
L436 PERFORM FUNCTIONAL CHECKS ON RADAR ANTENNAS
L437 CLEAN AND INSPECT RADAR ANTENNAS
L438 TROUBLESHOOT RADAR ANTENNAS
L439 ADJUST AND ALIGN RADAR ANTENNAS
L440 REPLACE RADAR ANTENNAS
L441 PERFORM FUNCTIONAL CHECKS ON STABILIZATION EQUIPMENT
L442 CLEAN AND INSPECT STABILIZATION EQUIPMENT
L443 ADJUST AND ALIGN STABILIZATION EQUIPMENT
L444 LUBRICATE STABILIZATION EQUIPMENT
L445 CLEAN AND INSPECT ELEVATION AND TRAIN MOTORS
L446 LUBRICATE ELEVATION AND TRAIN MOTORS
L447 REPLACE ELEVATION AND TRAIN MOTORS

FIRE CONTROLMAN SECOND CLASS (FC2)

A. ELECTRICAL/ELECTRONIC MAINTENANCE
A002 IDENTIFY ELECTROMAGNETIC INTERFERENCE (EMI)
A003 IDENTIFY RADIO FREQUENCY INTERFERENCE (RFI)
A028 PERFORM MANUAL WIRE WRAP CONNECTIONS
A029 PERFORM WIRE WRAP GUN CONNECTIONS
A030 PERFORM TERMI-POINT CONNECTIONS
A031 PERFORM CRIMP CONNECTIONS
A032 PERFORM PIN INSERTION AND EXTRACTION
A038 INSTALL EQUIPMENT FIELD CHANGES
A081 TEST AND INSPECT FIBER OPTICS
E. COMPUTER AND PERIPHERAL MAINTENANCE
E243 PERFORM FUNCTIONAL CHECKS ON PRINTERS/PLOTTERS

G. WEAPONS HANDLING/MAINTENANCE
G300 INSPECT WEAPON HANDLING EQUIPMENT
G302 INSPECT MISSILE CONNECTIONS, FITTINGS, AND MATTING SURFACES

FIRE CONTROLMAN FIRST CLASS (FC1)

E. COMPUTER AND PERIPHERAL MAINTENANCE
E163 DIRECT SYSTEM OVERALL COMBAT SYSTEM OPERABILITY TESTS (OCSOT)
E164 ANALYZE OVERALL COMBAT SYSTEM OPERABILITY TESTS (OCSOT) RESULTS
E167 OVERSEE PROGRAMMED OPERATIONAL AND FUNCTIONAL APPRAISALS (POFA)

I. COMBAT DIRECTION/WEAPONS DIRECTION/FIRE CONTROL SYSTEMS OPERATIONS
I352 EVALUATE IDENTIFICATION FRIEND OR FOE (IFF) RESPONSE
I359 IDENTIFY HOSTILE INTENT

J. COMBAT SYSTEM READINESS ASSESSMENT
J470 SCHEDULE COMBAT SYSTEMS WATCH TEAMS
J500 SCHEDULE COMBAT SYSTEM MAINTENANCE AND TESTING
J510 EVALUATE COMBAT SYSTEMS OPERATING SEQUENCING SYSTEM (CSOSS) PROCEDURES AND DOCTRINE FOR SHIP CLASS AND TYPE
J512 EVALUATE COMBAT SYSTEMS OPERATING SEQUENCING SYSTEM (CSOSS) DRILLS

K. ELECTRONIC SYSTEMS MANAGEMENT
K464 CHANGE COMBINATIONS (CIPHER LOCKS, SAFES, ETC)
K518 UPDATE ACCESS LISTS

CHIEF FIRE CONTROLMAN (FCC)

H. COMBAT DIRECTION/WEAPONS DIRECTION/FIRE CONTROL SYSTEMS MAINTENANCE
H496 EVALUATE RESULTS OF BATTERY ALIGNMENT

I. COMBAT DIRECTION/WEAPONS DIRECTION/FIRE CONTROL SYSTEMS OPERATIONS
I356 RESOLVE CORRELATION CONFLICTS

J. COMBAT SYSTEM READINESS ASSESSMENT
J468 ANALYZE OPERATIONAL FAILURES (TACTICAL)
J469 ORGANIZE COMBAT SYSTEMS WATCH TEAMS
J499 EVALUATE COMBAT SYSTEM READINESS
J501 PROVIDE RECOMMENDATIONS ON CAPABILITY AND RELIABILITY OF DEGRADED SYSTEMS
J509 AUDIT FIRING REPORT SMOOTH LOGS
J511 CONDUCT COMBAT SYSTEMS OPERATING SEQUENCING SYSTEM (CSOSS) DRILLS

K. ELECTRONIC SYSTEMS MANAGEMENT
K472 PREPARE CASUALTY REPORTS (CASREP)
K473 REVIEW CASUALTY REPORTS (CASREP)
K474 PREPARE CASUALTY UPDATES
K475 REVIEW CASUALTY UPDATES
K476 PREPARE CASUALTY CORRECTIONS (CASCOR) REPORTS
K477 REVIEW CASUALTY CORRECTIONS (CASCOR) REPORTS
K478 PREPARE CASUALTY CANCELED (CASCAN) REPORTS
K479 REVIEW CASUALTY CANCELED (CASCAN) REPORTS

K490 EVALUATE INADEQUACIES IN OPERATIONAL PROGRAMS
K513 REVIEW OVERHAUL WORK PACKAGES
K514 DOCUMENT SHIP ALTERATION (SHIPALT) PACKAGES

SENIOR CHIEF FIRE CONTROLMAN (FCCS)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVY STANDARDS

MASTER CHIEF FIRE CONTROLMAN (FCCM)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVY STANDARDS

CHAPTER 35

FIREMAN
(FN)

NAVPERS 18068-35

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

FIREMAN (FN)

FIREMAN (FN)
APPRENTICESHIP OCCUPATIONAL STANDARDS

SCOPE OF RATING

Firemen (FN) stand engineering watches; clean engineering spaces and equipment; make minor repairs to engineering equipment; record readings of gages; participate in general drills; and perform general detail duties.

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PATHS OF ADVANCEMENT FOR ENLISTED PERSONNEL

CAREER PATHS FROM THE FIREMAN APPRENTICESHIP

Rating Title	E-4	E-5	E-6	E-7	E-8	E-9
Damage Controlman	DC3	DC2	DC1	DCC	DCCS	DCCM
Electrician's Mate	EM3	EM2	EM1	EMC	EMCS	EMCM
Engineman	EN3	EN2	EN1	ENC	ENCS	ENCM
Gas Turbine System Technician	GSE3 GSM3	GSE2 GSM2	GSE1 GSM1	GSEC GSMC	GSCS	GSCM
Hull Maintenance Technician	HT3	HT2	HT1	HTC	HTCS	HTCM
Interior Communication Technician	IC3	IC2	IC1	ICC	ICCS	EMCM
Machinery Repairman	MR3	MR2	MR1	MRC	MRCS	MRCM
Machinist's Mate	MM3	MM2	MM1	MMC	MMCS	MMCM

FIREMAN (FN) APPRENTICESHIP FUNCTIONAL AREAS

A. MECHANICAL SYSTEMS OPERATION

B. MECHANICAL MAINTENANCE

C. DAMAGE CONTROL

D. GENERAL WATCHSTANDING

E. NAVAL ORIENTATION AND ORGANIZATION

F. TECHNICAL ADMINISTRATION

FIREMAN (FN)

A. MECHANICAL SYSTEMS OPERATION

A500 LOCATE REFRIGERATION EQUIPMENT, ANCHOR WINDLASSES, DISTILLING PLANTS, COMPRESSORS, STEERING ENGINES, CRANES, ELEVATORS, WINCHES, AND THE FOLLOWING PUMPS: FUEL OIL SERVICE, FUEL OIL TRANSFER, FIRE, AND FLUSHING, FIRE, AND BILGE, MAIN LUBRICATING OIL, FRESH WATER, CONDENSATE, MAIN CIRCULATING, MAIN FEED, MAIN FEED BOOSTER, AND EMERGENCY FEED

A501 OPERATE CENTRIFUGAL AND RECIPROCATING PUMPS USING ENGINEERING OPERATING SEQ UENCING SYSTEM (EOSS)

A502 IDENTIFY FUNCTIONS OF THE FOLLOWING AUXILIARY EQUIPMENT: AIR COMPRESSORS, DISTILLING PLANTS, REFRIGERATION PLANTS, LUBE OIL COOLERS, MAIN AND AUXILIARY CONDENSERS, AIR EJECTOR CONDENSER ASSEMBLY, A.C. AND D.C. GENERATORS AND MOTORS, PUMPS, LINE SHAFT BEARINGS, STERN TUBE, SYTRON SEAL, STRUT BEARING, THRUST BEARING AND JACKING GEAR

B. MECHANICAL MAINTENANCE

B503 PERFORM SOUND TESTS ON FUEL OIL TANKS

B504 TEST FUEL OIL SERVICE, STANDBY AND STORAGE TANKS FOR PRESENCE OF WATER

B505 READ AND INTERPRET FUEL, WATER, OIL, AIR, AND STEAM GAGES, INDICATORS, AND THERMOMETERS

B506 IDENTIFY BASIC TYPES AND COMPONENT PARTS OF:

A. NAVAL BOILERS
B. STEAM TURBINES
C. REDUCTION GEARS
D. PROPELLER AND SHAFTING
E. SHIPBOARD ELECTRICAL SYSTEMS
F. INTERNAL COMBUSTION ENGINES
G. GAS TURBINE ENGINES

B507 IDENTIFY FUNCTIONS OF VALVES FOUND IN ENGINEERING SYSTEMS

B508 PERFORM FUNCTIONS OF BOAT ENGINEER

B509 REPLACE GASKETS AND REPACK VALVES IN LOW PRESSURE STEAM AND WATER PIPING SYSTEMS

B510 PERFORM MINOR ENGINE MAINTENANCE

B511 TRACE PATH OF MAIN STEAM FROM BOILER TO ENGINE AND BACK TO BOILER, NAMING ESSENTIAL FITTINGS, PIPING, AND MAIN MACHINERY THROUGH WHICH IT PASSES

B512 INTERPRET PRINCIPLES OF MAIN AND AUXILIARY STEAM CYCLES

B513 INTERPRET BASIC PRINCIPLES OF:

A. MASS, WEIGHT AND INERTIA
B. FORCE, ENERGY AND POWER
C. SPEED, VELOCITY AND ACCELERATION
D. PRESSURE AND VACUUM
E. HYDRAULICS AND PNEUMATICS
F. COMBUSTION, HEAT AND TEMPERATURE

B514 TRACE PATH OF AIR THROUGH GAS TURBINE FROM AIR INLET PLENUM TO EXHAUST NAMING COMPONENTS THROUGH WHICH IT PASSES

B515 IDENTIFY DRIVE TRAIN COMPONENTS INCLUDING, CLUTCH, CONTROLLABLE PITCH PROPELLER SYSTEM, REDUCTION GEAR AND BREAK
B516 RECOGNIZE COMMON ENGINEERING TERMS AND NOMENCLATURE
B517 CLEAN AND CONDITION VENTILATION FILTERS
B518 USE ELECTRIC AND PNEUMATIC POWER TOOLS
B519 USE AND MAINTAIN HAND TOOLS
B520 USE LUBRICATING OILS AND GREASES
B521 INSPECT AND MAINTAIN STRAINERS
B522 USE CHAIN HOISTS AND JACKS

C. DAMAGE CONTROL

C523 PERFORM DUTIES OF DAMAGE CONTROL REPAIR PARTY TELEPHONE-TALKER AND MESSENGER

D. GENERAL WATCHSTANDING

D524 STAND FOLLOWING ENGINEERING WATCHES:
- A. MESSENGER
- B. COLD IRON
- C. SOUNDING AND SECURITY
- D. PROPULSION SYSTEMS MONITOR
- E. AUXILIARY SYSTEMS MONITOR

D525 MAINTAIN REQUIRED RECORDS AT WATCH STATION

E. NAVAL ORIENTATION AND ORGANIZATION

E526 IDENTIFY ORGANIZATIONAL STRUCTURE OF THE ENGINEERING DEPARTMENT

F. TECHNICAL ADMINISTRATION

F527 READ THREE-VIEW WORKING DRAWINGS
F528 USE DAMAGE CONTROL DRAWINGS TO LOCATE PRINCIPAL VALVES IN MAIN STEAM, AUXILIARY STEAM, DRAIN, FIREMAIN, FUEL AND LUBE OIL PIPING SYSTEMS AND LINES
F529 FILE SHIP'S BLUEPRINTS

CHAPTER 37

FIRE CONTROL TECHNICIAN (FT)

NAVPERS 18068-37C

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

FIRE CONTROL TECHNICIAN (FT)

SCOPE OF RATING

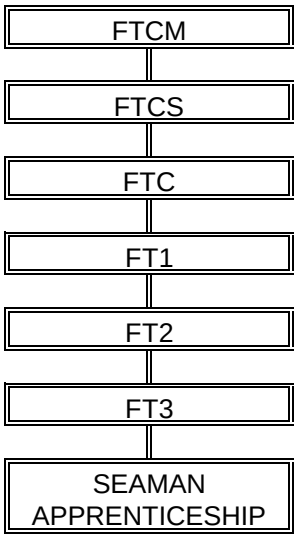
Fire Control Technicians (FT) perform organizational and intermediate level maintenance on submarine combat control systems, equipment, and associated combat control systems test equipment; operate submarine combat control systems; test submarine combat control systems; operate and maintain combat control systems associated systems; and participate in weapons handling functions and operate and maintain non-tactical computer systems and peripherals.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 37.

NAVPERS 18068-37C

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in BUPERSINST 1131.1 series.

SPECIAL PHYSICAL REQUIREMENTS

Vision 20/100 correctable in each eye to 20/20; normal color perception. Refer to Chapter 15 of the Manual of Medical Department, U.S. Navy for details on color perception requirements.

CITIZENSHIP/SECURITY REQUIREMENTS

Must be eligible for access to classified information.

SAFETY

The observance of proper safety precautions in all areas is an integral part of each billet and the responsibility of every Navy man and woman; safety is a universal requirement for all ratings.

FIRE CONTROL TECHNICIAN (FT) FUNCTIONAL AREAS

A. TACTICS

B. WEAPONS HANDLING

C. WEAPONS SECURITY

D. MECHANICAL SYSTEM MAINTENANCE

E. ELECTRICAL/ELECTRONIC TROUBLESHOOTING

F. COMBAT SYSTEM OPERATIONS

G. OPTICAL SYSTEMS

H. TECHNICAL ADMINISTRATION

I. INFORMATION SYSTEMS MANAGEMENT

FIRE CONTROL TECHNICIAN THIRD CLASS (FT3)

A. TACTICS

A002 PERFORM TORPEDO TUBE LAUNCHING SYSTEM (TTLS) EQUIPMENT TRANSMISSION CHECKS
A004 EMPLOY FIRE CONTROL SYSTEM (FCS) IN TARGET MOTION ANALYSIS (TMA) MODES
A005 EMPLOY COMBAT CONTROL SYSTEMS (CCS) IN WEAPONS CONTROL MODES
A006 COMPUTE TORPEDO PRESETS
A007 ASSIGN TORPEDO PRESETS
A008 ENTER TORPEDO PRESETS
A010 COMPUTE MISSILE PRESETS
A011 ASSIGN MISSILE PRESETS
A012 ENTER MISSILE PRESETS
A015 LAUNCH WEAPONS IN ALL LAUNCH MODES
A016 DETERMINE TARGET PARAMETERS USING CONTACT EVALUATION PLOT (CEP)
A017 DETERMINE TARGET PARAMETERS USING TIME RANGE PLOT
A018 DETERMINE TARGET PARAMETERS USING TIME FREQUENCY PLOT
A019 DETERMINE TARGET PARAMETERS USING GEOGRAPHIC (GEO) PLOT
A020 DETERMINE TARGET PARAMETERS USING TIME BEARING (T/B) PLOT
A023 PERFORM OVER THE HORIZON-TARGETING (OTH-T) COMMUNICATIONS
A026 PERFORM OVER THE HORIZON-TARGETING (OTH-T) MANUAL PLOTTING
A027 MAINTAIN OVER THE HORIZON (OTH) DATABASE
A028 PREPARE OVER THE HORIZON (OTH) COMMUNICATIONS MESSAGES
A030 ENTER COUNTERMEASURES PRESETS
A031 LAUNCH COUNTERMEASURES
A032 PERFORM TORPEDO SNAPSHOT MODE ATTACKS
A033 PERFORM LINK OPERATIONS
A036 DETERMINE EFFECTS OF SUBMARINE EXPENDABLE BATHYTHERMOGRAPH (SSXBT) DATA
A037 EMPLOY OPTICAL EQUIPMENT
A038 PERFORM TARGET MOTION ANALYSIS (TMA)
A040 RECOMMEND SHIP'S MANEUVERS TO PROSECUTE A CONTACT OF INTEREST
A041 PERFORM WEAPONS CASUALTY LAUNCHES
A042 UPDATE TOMAHAWK COMMAND INFORMATION
A043 PERFORM MISSION DATA UPDATE (MDU) OPERATIONS IN ALL MODES
A046 PERFORM CAPSULE LAUNCHING SYSTEM (CLS) OPERATION TESTS
A057 RECOMMEND EVASION TACTICS
A058 PERFORM TOMAHAWK ENGAGEMENT PLANNING
A059 PERFORM TORPEDO ENGAGEMENT PLANNING
A115 PERFORM COMBAT CONTROL SYSTEM (CCS) WEAPONS TRANSMISSION CHECKS
A160 INTERPRET FIRE CONTROL PLOTS
A236 PERFORM TOMAHAWK LAND ATTACK MISSILE (TLAM) COMMANDING OFFICER (CO) BATTLE READINESS TESTS

B. WEAPONS HANDLING

B061 PERFORM WEAPONS ONLOAD
B062 PERFORM WEAPONS OFFLOAD
B063 PERFORM PYROTECHNICS ONLOAD
B064 PERFORM PYROTECHNICS OFFLOAD
B065 PERFORM COUNTERMEASURES ONLOAD
B066 PERFORM COUNTERMEASURES OFFLOAD
B069 PERFORM CAPSULE LAUNCHING SYSTEM (CLS) PRE-LOADOUT CHECKS

D. MECHANICAL SYSTEM MAINTENANCE

D078 CLEAN, INSPECT AND LUBRICATE MECHANICAL EQUIPMENT
D080 ADJUST AND ALIGN MECHANICAL EQUIPMENT
D081 CHECK MECHANICAL INTERLOCKS
D083 REMOVE AND INSTALL TORPEDO TUBE LAUNCHING SYSTEM (TTLS) EQUIPMENT COMPONENTS
D092 INSPECT ELECTRONIC COOLING SYSTEMS (ECS)
D266 PERFORM CAPSULE LAUNCHING SYSTEM (CLS) OPERATIONAL TESTS
D267 PERFORM TORPEDO TUBE LAUNCHING SYSTEM (TTLS) OPERATIONAL TESTS

E. ELECTRICAL/ELECTRONIC TROUBLESHOOTING

E093 INSPECT ELECTRICAL INTERLOCKS
E094 INSPECT ELECTRICAL CABLE AND CONNECTOR ASSEMBLIES
E095 REMOVE, REPAIR AND INSTALL ELECTRICAL CABLE AND CONNECTOR ASSEMBLIES
E132 REMOVE AND INSTALL COMBAT CONTROL SYSTEM (CCS) EQUIPMENT COMPONENTS AND MODULES
E139 TEST COMBAT CONTROL SYSTEM (CCS) TEST EQUIPMENT
E142 MONITOR COMBAT CONTROL SYSTEM (CCS) SYSTEM STATUS
E147 VERIFY COMBAT CONTROL SYSTEM (CCS) ALIGNMENTS
E148 REMOVE, INSPECT AND INSTALL COMBAT CONTROL SYSTEM (CCS) CABLES
E153 TEST FOR CIRCUIT CONTINUITY/PING
E155 TEST FOR SHORT CIRCUITS
E156 PERFORM SOLDERING AND DESOLDERING
E157 CLEAN AND INSPECT ELECTRONIC EQUIPMENT
E158 ADJUST AND ALIGN ELECTRONIC EQUIPMENT
E159 PERFORM SYSTEM ALIGNMENT PROCEDURES
E234 OPERATE GENERAL PURPOSE TEST EQUIPMENT (GPETE)
E235 OPERATE SPECIAL PURPOSE TEST EQUIPMENT (SPETE)

F. COMBAT SYSTEM OPERATIONS

F001 PERFORM TORPEDO TUBE LAUNCHING SYSTEM (TTLS) EQUIPMENT DAILY SYSTEMS OPERATIONS TEST (DSOT)
F050 INTERPRET COMBAT CONTROL SYSTEM (CCS) ALERTS AND MODE MESSAGES
F098 PERFORM PRESSURE VENT CONTROL (PVC) CHECKS
F099 PERFORM SYSTEM OPERABILITY TESTS
F101 PERFORM COMBAT CONTROL SYSTEM (CCS) EQUIPMENT OPERATIONAL TESTS
F102 INTERPRET TACTICAL NON-FIRE CONTROL DEVICE DISPLAYS
F103 INTERPRET AUXILIARY SONAR VISUAL DISPLAY UNIT (ASVDU) AND MONITORING SUBSYSTEM (MS) DATA DISPLAYS
F105 EMPLOY FIRE CONTROL SWITCHBOARDS
F106 EMPLOY TARGET BEARING TRANSMITTERS
F107 EMPLOY FIRE CONTROL PLOTTER EQUIPMENT
F108 PERFORM COMBAT SYSTEM INTERFACE TESTING
F109 PERFORM SHIP'S DATA INTERFACE TESTS
F110 PERFORM COMBAT CONTROL SYSTEM (CCS) CASUALTY MODE OPERATIONS
F111 PERFORM WEAPONS PRESET TESTS
F112 PERFORM FAULT INDICATION TESTS
F116 PERFORM MONITORING SUB-SYSTEM OPERATIONS
F117 PERFORM FIRING CRAFT OPERATION PROCEDURES
F118 ANNOTATE WEAPON SYSTEMS TEST DATA
F121 PERFORM SUBMARINE TACTICAL DATA LINK (STDL) OPERATIONS
F123 OPERATE FIRE CONTROL SYSTEMS

F124 PERFORM RETARGETING OPERATIONS IN ALL MODES
F126 ANALYZE COMBAT CONTROL SYSTEM (CCS) INTERFACE TEST DATA
F128 PERFORM COMBAT CONTROL SYSTEM (CCS) OPERATIONAL EVALUATION TESTS
F129 PERFORM WEAPONS FIRING SEQUENCE TESTS
F232 PERFORM TOMAHAWK LAND ATTACK MISSILE (TLAM) DSMAC FLIGHT SOFTWARE/GLOBAL POSITIONING SYSTEM FLIGHT SOFTWARE (DFS/GFS) DOWNLOAD
F233 PERFORM TOMAHAWK LAND ATTACK MISSILE (TLAM) MODE 7 CONFIDENCE TESTS

G. OPTICAL SYSTEMS
G171 TEST OPTICAL EQUIPMENT
G173 PERFORM PERISCOPE BENCHMARK AND BEARING TRANSMISSION TESTS
G174 VERIFY TARGET BEARING TRANSMITTER OUTPUT ACCURACY

H. TECHNICAL ADMINISTRATION
H175 DRAFT PROGRAM TROUBLE REPORTS
H181 UPDATE FIRE CONTROL LOGS
H182 ANALYZE FIRE CONTROL LOG DATA
H192 ANALYZE WEAPON SYSTEMS TEST DATA
H194 PERFORM TOMAHAWK COMMAND INFORMATION (TCI) MAINTENANCE
H199 COLLECT DATA DURING WEAPONS COMMAND

FIRE CONTROL TECHNICIAN SECOND CLASS (FT2)

A. TACTICS
A035 ENTER MINE PRESETS
A039 MONITOR COMBAT CONTROL SYSTEMS (CCS) WEAPONS TRANSMISSION CHECKS
A049 DRAFT WEAPONS SYSTEMS REQUIRED MESSAGES AND REPORTS
A051 PERFORM SPECIAL WEAPONS TARGETING PROCEDURES
A052 RECOMMEND TOMAHAWK EMPLOYMENT TACTICS
A053 RECOMMEND TORPEDO EMPLOYMENT TACTICS
A054 RECOMMEND MINE EMPLOYMENT TACTICS
A055 CALCULATE MINE PRESETS
A060 PERFORM MINE ENGAGEMENT PLANNING
A264 INTERPRET INCOMING TACTICAL MESSAGE TRAFFIC

B. WEAPONS HANDLING
B070 PERFORM SUBMARINE LAUNCHED MOBILE MINES (SLMM) PRESET TESTS
B072 PERFORM SUBMARINE LAUNCHED MOBILE MINES (SLMM) SYSTEM SHUTDOWN
B088 EMPLOY AN/PDR-73 PERSONAL RADIAC SETS

C. WEAPONS SECURITY
C075 TEST WEAPONS SECURITY SYSTEMS
C076 TEST SECURITY ALARM SYSTEMS
C077 INSPECT SECURITY ALARM SYSTEMS

D. MECHANICAL SYSTEM MAINTENANCE
D082 ISOLATE TORPEDO TUBE LAUNCHING SYSTEM (TTLS) EQUIPMENT FAULTS
D090 MONITOR TORPEDO TUBE LAUNCHING SYSTEM (TTLS) MAINTENANCE PROCEDURES

D091 MONITOR CAPSULE LAUNCHING SYSTEM (CLS) MAINTENANCE PROCEDURES

E. ELECTRICAL/ELECTRONIC TROUBLESHOOTING

E122 TROUBLESHOOT FIRE CONTROL SWITCHBOARDS
E127 ALIGN TARGET BEARING TRANSMITTERS
E131 ISOLATE COMBAT CONTROL SYSTEM (CCS) EQUIPMENT FAULTS
E138 MONITOR COMBAT CONTROL SYSTEM (CCS) EQUIPMENT FAULT ISOLATION
E149 REPAIR COMBAT CONTROL SYSTEM (CCS) CABLES
E161 MONITOR MEASUREMENTS, COMPUTATIONS AND CORRECTIONS DURING SYSTEMS ALIGNMENT
E165 INSPECT FIBER OPTIC SYSTEMS
E166 TROUBLESHOOT AND REPAIR FIBER OPTIC SYSTEMS
E168 REMOVE AND INSTALL FIBER OPTIC CONNECTORS
E170 SPLICE FIBER OPTIC CABLES

F. COMBAT SYSTEM OPERATIONS

F100 MONITOR SYSTEM OPERABILITY TESTS
F114 PERFORM COMBAT SYSTEMS FAULT ISOLATIONS
F119 MONITOR WEAPONS FIRING SEQUENCE TESTS

H. TECHNICAL ADMINISTRATION

H177 UPDATE PROGRAM TROUBLE REPORTS
H183 DRAFT COMBAT CONTROL SYSTEM (CCS) TECHNICAL MANUAL DEFICIENCY REPORTS (TMDR)
H185 DRAFT TRIDENT COMBAT CONTROL SYSTEM (CCS) PROBLEM REPORTS
H186 PREPARE TRIDENT COMBAT CONTROL SYSTEM (CCS) DATA PACKAGES
H188 COORDINATE COMBAT SYSTEMS INTERFACE TESTING
H189 ANALYZE EQUIPMENT RECORDS
H190 REVIEW EQUIPMENT TREND ANALYSIS
H191 ANALYZE FAILURE REPORTS (DISCREPANCIES, TRENDS, ETC)

I. INFORMATION SYSTEMS MANAGEMENT

I239 DETERMINE COMMUNICATION PROTOCOLS
I240 ANALYZE NETWORK CAPACITY AND RELIABILITY
I241 DETERMINE SYSTEM INPUT/OUTPUT (I/O) REQUIREMENTS
I242 INTERPRET EQUIPMENT OR SYSTEMS DIAGNOSTIC TESTS
I243 TROUBLESHOOT AUTOMATED INFORMATION SYSTEM (AIS) ERRORS AND FAILURES
I244 TESTS MODEMS
I245 SET UP TACTICAL INFORMATION DISTRIBUTION SYSTEM (TIDS) INTERFACES
I246 TEST TACTICAL INFORMATION DISTRIBUTION SYSTEMS (TIDS)
I247 MONITOR TACTICAL INFORMATION DISTRIBUTION SYSTEMS (TIDS)
I248 TROUBLESHOOT TACTICAL INFORMATION DISTRIBUTION SYSTEMS (TIDS)
I249 CONFIGURE HARDWARE (ROUTERS, HUBS, BRIDGES AND GATEWAYS)
I250 PERFORM BIOS UPDATES
I251 PERFORM APPLICATION TESTING
I252 DIAGNOSE APPLICATION ERRORS
I253 TROUBLESHOOT NETWORK SYSTEM MALFUNCTIONS
I254 PERFORM NETWORK SYSTEM RESTORATIONS
I255 COORDINATE COMPUTER DOWNTIME
I256 WRITE PROGRAM TROUBLE REPORTS
I257 WRITE SOFTWARE CHANGE REQUESTS

I265 INVENTORY SOFTWARE LICENSES

FIRE CONTROL TECHNICIAN FIRST CLASS (FT1)

B. WEAPONS HANDLING
B237 MONITOR TORPEDO ROOM WEAPONS HANDLING
B238 MONITOR TOPSIDE WEAPONS HANDLING
B258 MONITOR WEAPONS HANDLING SYSTEM TESTING

E. ELECTRICAL/ELECTRONIC TROUBLESHOOTING
E143 COORDINATE COMBAT CONTROL SYSTEM (CCS) MAINTENANCE AND ALTERATIONS (WORK CENTERS, ETC)
E144 VERIFY COMBAT CONTROL SYSTEM (CCS) MAINTENANCE AND ALTERATIONS
E145 ANALYZE COMBAT CONTROL SYSTEM (CCS) OPERABILITY TEST DATA
E146 COORDINATE COMBAT CONTROL SYSTEM (CCS) OPERABILITY TESTS

H. TECHNICAL ADMINISTRATION
H176 REVIEW PROGRAM TROUBLE REPORTS
H178 REVIEW DATA PACKAGES
H180 REVIEW FIRE CONTROL LOGS
H184 REVIEW TRIDENT COMBAT CONTROL SYSTEM (CCS) PROBLEM REPORTING SYSTEMS
H193 EVALUATE WEAPON SYSTEM ALIGNMENT RESULTS

CHIEF FIRE CONTROL TECHNICIAN (FTC)

A. TACTICS
A259 MAINTAIN TOMAHAWK COMMAND INFORMATION (TCI)
A260 RECOMMEND OVER THE HORIZON-TARGETING (OTH-T) SENSOR EMPLOYMENT
A261 DIRECT STRIKE OPERATIONS
A262 VALIDATE TORPEDO PRE-SETS
A263 DRAFT CHANGES TO SHIP'S TACTICAL DOCUMENTS

SENIOR CHIEF FIRE CONTROL TECHNICIAN (FTCS)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

MASTER CHIEF FIRE CONTROL TECHNICIAN (FTCM)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

CHAPTER 38

GUNNER'S MATE
(GM)

NAVPERS 18068-38B

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

GUNNER'S MATE (GM)

SCOPE OF RATING

Gunner's Mates (GM) operate, perform, and coordinate organizational and intermediate maintenance on guided-missile launching systems, missile launching groups, guns, gun mounts, small arms and associated handling equipment; make detailed electrical, electronic, hydraulic, and mechanical casualty analyses; inspect, test, analyze, and direct repair of electric, electronic, hydraulic, mechanical, and servo systems; test and inspect ammunition, missiles, and their components; prepare missiles and launching equipment for checkout and firing; test, inspect, and repair magazine sprinkler systems, supervise personnel in handling and stowing of ammunition, missiles, and their components; supervise personnel in small arms qualifications; inspect and direct repair of magazines and ammunition stowage spaces; supervise crews assigned to ordnance equipment.

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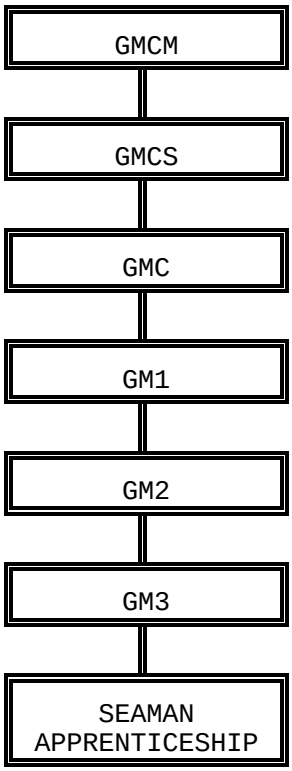
These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 38.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in BUPERSINST 1131.1.

SPECIAL PHYSICAL REQUIREMENTS

Normal color perception. Refer to Chapter 15 of the Manual of the Medical Department, U.S. Navy for details on color perception requirements.

CITIZENSHIP/SECURITY REQUIREMENTS

Must be eligible for access to classified information.

SAFETY

The observance of proper safety precautions in all areas is an integral part of each billet and the responsibility of every Navy man and woman; safety is a universal requirement for all ratings.

GUNNER'S MATE (GM) FUNCTIONAL AREAS

A. WEAPON SYSTEMS OPERATIONS

B. WEAPON SYSTEMS/COMPONENTS MAINTENANCE

C. WEAPONS HANDLING/MAINTENANCE

D. ORDNANCE/COMPONENT MAINTENANCE

E. SMALL ARMS/SECURITY FORCES EQUIPMENT

F. ELECTRICAL/ELECTRONIC MAINTENANCE

G. GENERAL MAINTENANCE (HYDRAULICS, PNEUMATICS, ETC.)

H. MAGAZINE AND FIRE SUPPRESSION SYSTEMS MAINTENANCE/OPERATIONS

I. TEST EQUIPMENT

J. QUALITY ASSURANCE

K. TECHNICAL ADMINISTRATION

L. SAFETY

GUNNER'S MATE THIRD CLASS (GM3)

A. WEAPON SYSTEMS OPERATIONS

A001 CONDUCT OVERALL COMBAT SYSTEM OPERABILITY TESTS (OCSOT) ON GUIDED MISSILE LAUNCHERS (GML) AND GUN MOUNTS
A002 CONDUCT COMBAT SYSTEM OPERABILITY TESTS (CSOT) ON GML AND GUN MOUNTS
A003 CONDUCT DAILY SYSTEM OPERABILITY TESTS (DSOT) ON GML AND GUN MOUNTS
A008 TEST GML AND GUN MOUNT OPERATIONS IN LOCAL MODES
A010 INSPECT ACCURACY OF TRAIN AND ELEVATION INDICATORS
A011 CHECK GML AND GUN MOUNT ELEVATION/TRAIN LIMIT STOPS
A015 TEST OPERATE GML AND GUN MOUNT TRAIN/ELEVATION POWER DRIVES
A019 PERFORM OPERATIONAL TESTS ON GML AND GUN MOUNT AIR DRIVE MOTORS
A021 CONDUCT GML AND GUN MOUNT PREFIRING CHECKS
A022 CONDUCT GML AND GUN MOUNT POSTFIRING CHECKS
A025 TEST OPERATE GUN AND MISSILE LOADING SYSTEMS
A026 TEST OPERATE GUN AND MISSILE LOADING SYSTEMS IN SIMULATE MODE
A033 CONDUCT WEAPON JETTISONS
A034 TEST GML AND GUN MOUNT FIRING CUTOUT ASSEMBLIES
A036 PRE-ARM AND ARM ORDNANCE
A040 PERFORM EMERGENCY LAUNCHER FIRING

B. WEAPON SYSTEMS/COMPONENTS MAINTENANCE

B048 PERFORM MODULAR COMPONENT REPLACEMENTS
B049 TEST AND INSPECT GML AND GUN MOUNT ASSEMBLIES
B051 TIME GUN AND MISSILE LOADING SYSTEM
B052 INVENTORY REPAIR ASSEMBLIES (READY SPARES, MAINTENANCE ASSISTANCE MODULES, ETC.)
B053 CLEAN, INSPECT, AND LUBRICATE TRAIN AND ELEVATION GEARS
B054 PERFORM COSMETIC REPAIRS TO TRAIN AND ELEVATION GEARS
B057 REPAIR AND REPLACE GUN MOUNT MECHANICAL COMPONENTS
B062 TRAM GUN MOUNT IN TRAIN AND ELEVATION
B064 CLEAN AND INSPECT GUN MOUNT FIRING CUTOUT ASSEMBLIES (NO FIRE ZONE)
B068 CLEAN AND INSPECT GUN MOUNT FIRING CIRCUIT COMPONENTS
B070 REPLACE GUN MOUNT FIRING CIRCUIT COMPONENTS
B075 INSPECT GML AND GUN MOUNT MECHANICAL SYSTEMS
B077 CLEAN, INSPECT, AND LUBRICATE GML AND GUN MOUNT POWER DRIVE COMPONENTS
B084 REPLACE GUN MOUNT AIR DRIVE MOTOR COMPONENTS
B086 REPLACE GUN MOUNT ELECTRICAL CONTROL (EC) PANEL COMPONENTS
B087 CLEAN, INSPECT, AND LUBRICATE GML AND GUN MOUNT EC PANEL COMPONENTS
B089 CLEAN, INSPECT, AND LUBRICATE GML AND GUN MOUNT LOADER COMPONENTS
B092 REPLACE GUN MOUNT LOADER COMPONENTS
B096 CLEAN, INSPECT, AND LUBRICATE GML CARRIAGE COMPONENTS
B098 CLEAN, INSPECT, AND LUBRICATE GML GUIDE RAIL COMPONENTS
B100 CLEAN, INSPECT, AND LUBRICATE GML DUD-JETTISON COMPONENTS
B103 CLEAN, INSPECT, AND LUBRICATE GML AND GUN MOUNT HOIST COMPONENTS
B106 REPLACE GUN MOUNT HOIST COMPONENTS
B108 CLEAN, INSPECT, AND LUBRICATE GML LOADER CRANE COMPONENTS
B110 CLEAN, INSPECT, AND LUBRICATE GML SELECTOR RELAY RACK COMPONENTS
B111 CLEAN, INSPECT, AND LUBRICATE GML AND GUN MOUNT TRAIN AND ELEVATION

COMPONENTS
B116 CLEAN, INSPECT, AND LUBRICATE GML HEATING AND COOLING COMPONENTS
B118 CLEAN, INSPECT, AND LUBRICATE GML READY SERVICE RING (RSR) COMPONENTS
B120 CLEAN, INSPECT, AND LUBRICATE GML STAND COMPONENTS
B122 CLEAN, INSPECT, AND LUBRICATE GML STRIKEDOWN CONTROL UNIT (SCU) COMPONENTS
B126 INSPECT GUN MOUNT CABLE TWIST AREAS
B132 CLEAN, INSPECT, AND LUBRICATE GML AND GUN MOUNT SPECIAL TOOLS
B134 INVENTORY GML AND GUN MOUNT SPECIAL TOOLS
B140 CLEAN, INSPECT, AND LUBRICATE GUN MOUNT CARRIER AND LOADER DRUMS
B142 CLEAN, INSPECT, AND LUBRICATE GUN MOUNT CRADLE COMPONENTS
B144 CLEAN, INSPECT, AND LUBRICATE GUN MOUNT TRANSFER TRAY COMPONENTS
B146 CLEAN, INSPECT, AND LUBRICATE GUN MOUNT FUZE SETTER COMPONENTS
B147 CLEAN, INSPECT, AND LUBRICATE GUN MOUNT RAMMER COMPONENTS
B149 CLEAN, INSPECT, AND LUBRICATE GUN MOUNT BREECH BLOCK COMPONENTS
B151 CLEAN, INSPECT, AND LUBRICATE GUN MOUNT GAS EJECTOR COMPONENTS
B153 CLEAN, INSPECT, AND LUBRICATE GUN MOUNT RECOIL AND COUNTER-RECOIL COMPONENTS
B155 CLEAN, INSPECT, AND LUBRICATE GUN MOUNT EMPTY CASE EJECTOR COMPONENTS
B157 CLEAN, INSPECT, AND LUBRICATE GUN MOUNT SLIDE COMPONENTS
B159 CLEAN, INSPECT, AND LUBRICATE FIRING PINS
B160 TEST FIRING PINS
B161 REPLACE FIRING PINS
B162 CLEAN, INSPECT, AND LUBRICATE MUZZLE BRAKES
B164 CLEAN, INSPECT, AND LUBRICATE GUN MOUNT BARRELS
B167 CLEAN, INSPECT, AND LUBRICATE GUN MOUNT FITTINGS AND CABLES
B170 CLEAN, INSPECT, AND LUBRICATE LAUNCHER AND GUN MOUNT HEATING AND VENTILATION COMPONENTS
B171 INSPECT DE-ICING SYSTEMS PRESSURE
B172 CLEAN AND INSPECT DOOR AND HATCH SEALS
B173 REPLACE DOOR AND HATCH SEALS
B174 CLEAN, INSPECT, AND LUBRICATE GUN PORT SHIELD COMPONENTS

C. WEAPONS HANDLING/MAINTENANCE
C185 MANEUVER WEAPONS
C189 CLEAN AND LUBRICATE WEAPONS HOISTS (HAND CHAIN, ELECTRIC, PNEUMATIC, AND HYDRAULIC)
C191 ATTACH WEAPONS TO HOISTS
C192 INVENTORY ORDNANCE HANDLING TOOLS
C194 UNPACKAGE MISSILES AND COMPONENTS
C195 PACKAGE MISSILES AND COMPONENTS
C203 STOW AMMUNITION (SEPARATED, FIXED, AND SMALL ARMS)
C204 STOW PYROTECHNICS
C205 STOW DEMOLITION CHARGES AND COMPONENTS
C208 PERFORM ORDNANCE UNDERWAY REPLENISHMENT (UNREP) AND CONNECTED REPLENISHMENT (CONREP)
C210 PREPARE ORDNANCE FOR SHIPMENT (PALLETIZE, CRATE, ETC.)
C212 REPLACE ORDNANCE CONTAINER FASTENING HARDWARE
C215 PERFORM POST MAINTENANCE OPERATIONAL TESTS OF WEAPONS HANDLING EQUIPMENT
C221 CLEAN, INSPECT, AND LUBRICATE WEAPONS ELEVATOR COMPONENTS

D. ORDNANCE/COMPONENT MAINTENANCE

D237 CLEAN AND INSPECT MISSILES STOWED IN MAGAZINES
D239 PERFORM CLEANING AND PRESERVATION AFTER CASUALTY WET-DOWNS
D240 PERFORM MISSILE CLEANING AND PRESERVATION AFTER LAUNCHING MISFIRES
D241 TREAT AMMUNITION AND COMPONENTS FOR CORROSION
D242 TREAT MISSILES AND COMPONENTS FOR CORROSION
D243 CLEAN UP MISSILE FUEL LEAKS
D244 CLEAN AND INSPECT TEST MISSILES
D245 CONDUCT SELF-TEST OF TEST MISSILES
D248 REPLACE GROUNDING PLUGS
D249 INSPECT MISSILE CONNECTIONS, FITTINGS, AND MATING SURFACES
D250 MATE AND UNMATE MISSILES AND BOOSTERS (ROCKET MOTORS)
D252 CLEAN AND INSPECT MISSILE GUIDANCE SECTIONS
D258 CLEAN AND INSPECT MISSILE ORDNANCE SECTIONS
D260 CLEAN AND INSPECT MISSILE CONTROL SECTIONS
D264 CLEAN AND INSPECT MISSILE PROPULSION SECTIONS
D266 CLEAN AND INSPECT MISSILE BOOSTER SECTIONS
D289 REPLACE FIN FASTENING HARDWARE
D290 PREPARE AERODYNAMIC SURFACES FOR FLIGHT OR STOWAGE
D293 SET PROJECTILE FUZING DEVICES

E. SMALL ARMS/SECURITY FORCES EQUIPMENT

E298 CONFIGURE RIFLES FOR USE AS LINE THROWING GUNS
E299 PERFORM MAINTENANCE ON LINE THROWING KITS AND ADAPTERS
E300 FIRE LINE THROWING GUNS
E301 STOW SMALL ARMS
E302 ISSUE SMALL ARMS
E303 INVENTORY SMALL ARMS
E304 FIELD STRIP, CLEAN, AND INSPECT SMALL ARMS
E305 FIRE SMALL ARMS
E309 CORRECT SMALL ARMS MISFIRES
E310 PERFORM SMALL ARMS PREFIRING AND POSTFIRING CHECKS
E311 STOW SMALL ARMS AMMUNITION
E312 ISSUE SMALL ARMS AMMUNITION
E313 INVENTORY SMALL ARMS AMMUNITION
E314 CLEAN, INSPECT, AND TEST NIGHT VISION (NV) SIGHTS
E315 CLEAN, INSPECT, AND TEST NV GOGGLES
E316 CLEAN AND INSPECT SHIP'S SELF DEFENSE FORCE (SSDF) EQUIPMENT
E317 ISSUE SSDF EQUIPMENT
E319 INSPECT PHYSICAL SECURITY EQUIPMENT
E320 ISSUE SECURITY ALERT TEAM (SAT), BACKUP ALERT FORCE (BAF), AND RESERVE FORCE (RF) WEAPONS AND EQUIPMENT
E324 INSPECT SMALL ARMS MAGAZINES AND ARMORIES
E326 LAUNCH PYROTECHNICS

F. ELECTRICAL/ELECTRONIC MAINTENANCE

F327 SOLDER ELECTRICAL CONNECTIONS
F329 TEST FOR SHORTS, GROUNDS, AND CONTINUITY
F330 MEASURE CIRCUIT CAPACITANCE AND INDUCTANCE
F331 MEASURE FREQUENCIES
F338 TEST EQUIPMENT INTERLOCKS
F339 CLEAN AND INSPECT SOLENOID OPERATED PILOT VALVES (SOPV)

F342 CLEAN AND INSPECT CIRCUIT BOARDS
F343 TEST PRINTED CIRCUIT BOARDS
F344 REPLACE PRINTED CIRCUIT BOARDS
F345 TEST BATTERIES AND POWER SUPPLIES
F348 INSPECT ELECTRIC MOTORS
F350 INSPECT AND TEST CABLE CONNECTORS
F360 REPLACE ELECTRICAL AND ELECTRONIC COMPONENTS AND MODULES

G. GENERAL MAINTENANCE (HYDRAULICS, PNEUMATICS, ETC.)

G365 INSPECT MISSILE LAUNCHING AND GUN MOUNT HYDRAULIC SYSTEMS
G366 INSPECT MISSILE LAUNCHING AND GUN MOUNT PNEUMATIC SYSTEMS
G369 TRACE AIR AND FLUID FLOW ON MAINTENANCE DIAGRAMS
G371 CLEAN, INSPECT, AND LUBRICATE ARMATURES AND LINKAGES
G372 ADJUST MECHANICAL LINKAGES
G373 INSPECT FASTENING HARDWARE AND SEALS
G374 REPLACE FASTENING HARDWARE AND SEALS
G375 INSPECT PIPING, FITTINGS, AND GASKETS
G376 REPLACE PIPING, FITTINGS, AND GASKETS
G385 CLEAN AND INSPECT PNEUMATIC MANIFOLDS (LP, HP, N2, ETC.)
G386 CHARGE AND EVACUATE PNEUMATIC SYSTEMS
G387 INSTALL PNEUMATIC COMPONENTS
G388 TROUBLESHOOT PNEUMATIC COMPONENTS
G391 FILL AND BLEED HYDRAULIC SYSTEMS
G396 CHECK HYDRAULIC FLUID RESERVOIR LEVELS
G397 FILL AND DRAIN HYDRAULIC RESERVOIRS
G399 TAKE HYDRAULIC FLUID SAMPLES
G401 CHECK ACCUMULATOR NITROGEN PRESSURE
G402 REPLACE NITROGEN CYLINDERS
G403 CLEAN, INSPECT, AND LUBRICATE ACCUMULATOR SYSTEM COMPONENTS
G405 CLEAN, INSPECT, AND LUBRICATE NITROGEN CHARGING SYSTEM COMPONENTS
G408 CHARGE NITROGEN SYSTEMS
G409 CLEAN AND INSPECT AIR FILTERS
G410 CLEAN AND INSPECT HYDRAULIC FLUID FILTERS
G411 REPLACE AIR FILTERS
G412 REPLACE HYDRAULIC FLUID FILTERS
G414 INSPECT FLEXIBLE HOSES
G415 REPLACE FLEXIBLE HOSES
G416 TEST HYDRAULICALLY OPERATED COMPONENTS
G417 RECORD RESULTS OF HYDRAULIC COMPONENT TESTS
G419 TEST AND INSPECT HYDRAULIC AND PNEUMATIC VALVES
G421 DRAIN, CLEAN, AND INSPECT AIR LUBRICATORS
G422 CLEAN, INSPECT, AND TEST REDUCERS

H. MAGAZINE AND FIRE SUPPRESSION SYSTEMS MAINTENANCE/OPERATIONS

H425 INSPECT MAGAZINE AREAS
H426 INSPECT PYROTECHNIC LOCKERS
H427 INSPECT READY SERVICE LOCKERS
H429 CLEAN, INSPECT, AND LUBRICATE SECURITY LOCKS
H431 MONITOR AND RECORD MAGAZINE TEMPERATURES AND HUMIDITY

H443 PERFORM WATER INJECTION TANK LEVEL AND PRESSURE VERIFICATIONS
H448 CLEAN AND INSPECT MAGAZINE COOLING AND VENTILATION SYSTEMS
H449 REPAIR MAGAZINE COOLING AND VENTILATION SYSTEMS
H450 INSPECT HEAT SENSING DEVICES (HSD) FUSIBLE LINKS
H452 CLEAN AND INSPECT SPRINKLER HEADS
H454 CLEAN AND INSPECT SPRINKLER SYSTEM SEA WATER STRAINERS
H455 CLEAN AND INSPECT SPRINKLER SYSTEM PIPING
H457 CLEAN AND INSPECT SPRINKLER SYSTEM VALVES
H468 INSPECT SPRINKLER SYSTEM PRESSURE
H469 LUBRICATE SPRINKLER SYSTEM COMPONENTS
H472 INSTALL MAGAZINE SPRINKLER SYSTEMS TEST CASTINGS
H473 REMOVE AND STOW MAGAZINE SPRINKLER SYSTEMS TEST CASTINGS

I. TEST EQUIPMENT
I478 INVENTORY GENERAL PURPOSE ELECTRONIC TEST EQUIPMENT (GPETE)

K. TECHNICAL ADMINISTRATION
K532 TRACE SIGNAL FLOW DIAGRAMS (SFD)

L. SAFETY
L539 DON APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT
L540 DISPOSE OF USED AND EXCESS HAZARDOUS MATERIALS (HAZMAT)
L542 CLEANUP HAZMAT SPILLS

GUNNER'S MATE SECOND CLASS (GM2)

A. WEAPON SYSTEMS OPERATIONS
A037 INSPECT ALIGNMENT OF GUN AND MISSILE BATTERIES
A042 MONITOR EMERGENCY FIRINGS
A043 MONITOR DISPOSITION OF MISFIRED ROUNDS

B. WEAPON SYSTEMS/COMPONENTS MAINTENANCE
B055 REPAIR AND REPLACE GML MECHANICAL COMPONENTS
B059 SET PROXIMITY SWITCH CLEARANCES IN GUN MOUNTS AND GML
B063 CLEAN AND INSPECT GML FIRING CUTOUT ASSEMBLIES (NO FIRE ZONES)
B060 ADJUST VERNIER COUPLINGS IN GUN MOUNTS AND GUIDED MISSILE LAUNCHERS (GML)
B067 CLEAN AND INSPECT GML FIRING CIRCUIT COMPONENTS
B072 ADJUST GUN MOUNT ELEVATION LIMIT STOPS
B074 ADJUST GUN MOUNT TRAIN LIMIT STOPS
B080 REPLACE GUN MOUNT TRAIN POWER DRIVE COMPONENTS
B082 REPLACE GUN MOUNT ELEVATOR POWER DRIVE COMPONENTS
B083 REPLACE GML AIR DRIVE MOTOR COMPONENTS
B085 REPLACE GML EC PANEL COMPONENTS
B091 REPLACE GML LOADER COMPONENTS
B093 REPLACE GML STOWAGE TRANSFER CONTROL UNIT (STCU) COMPONENTS

B095 REPLACE GML CARRIAGE COMPONENTS
B097 REPLACE GML GUIDE RAIL COMPONENTS
B105 REPLACE GML HOIST COMPONENTS
B107 REPLACE GML LOADER CRANE COMPONENTS
B109 REPLACE GML SELECTOR RELAY RACK COMPONENTS
B069 REPLACE GML FIRING CIRCUIT COMPONENTS
B113 REPLACE GML AND GUN MOUNT TRAIN AND ELEVATION COMPONENTS
B115 REPLACE GML HEATING AND COOLING COMPONENTS
B117 REPLACE GML RSR COMPONENTS
B119 REPLACE GML STAND COMPONENTS
B121 REPLACE GML SCU COMPONENTS
B129 TEST AND ADJUST HEAT EXCHANGERS
B130 REPAIR AND REPLACE HEAT EXCHANGERS
B136 INSTALL ALIGNMENT EQUIPMENT ON GML AND GUN MOUNTS
B138 ADJUST FUZE SETTER COMPONENTS
B139 REPAIR AND REPLACE GUN MOUNT FUZE SETTER COMPONENTS
B141 REPLACE GUN MOUNT AND LOADER DRUM COMPONENTS
B143 REPLACE GUN MOUNT CRADLE COMPONENTS
B145 REPLACE GUN MOUNT TRANSFER TRAY COMPONENTS
B148 REPLACE GUN MOUNT RAMMER COMPONENTS
B150 REPLACE GUN MOUNT BREECH BLOCK COMPONENTS
B152 REPLACE GUN MOUNT GAS EJECTOR COMPONENTS
B154 REPLACE GUN MOUNT RECOIL AND COUNTER-RECOIL COMPONENTS
B156 REPLACE GUN MOUNT EMPTY CASE EJECTOR COMPONENTS
B158 REPLACE GUN MOUNT SLIDE COMPONENTS
B165 CHECK GUN BORES FOR EROSION
B168 REPLACE GUN MOUNT FITTINGS AND CABLES
B175 REPLACE GUN PORT SHIELD COMPONENTS
B181 PROVIDE ASSISTANCE REMOVING GUN MOUNTS

C. WEAPONS HANDLING/MAINTENANCE

C190 TEST AND INSPECT WEAPONS HOISTS (HAND CHAIN, ELECTRIC, PNEUMATIC, AND HYDRAULIC)
C193 INSPECT MISSILE HANDLING EQUIPMENT
C202 STOW CONVENTIONAL MISSILES AND COMPONENTS
C209 PERFORM ORDNANCE VERTICAL REPLENISHMENTS (VERTREP)
C214 PERFORM OPERATIONAL TESTS OF WEAPONS HANDLING EQUIPMENT
C216 REPAIR WEAPONS HANDLING EQUIPMENT
C222 PERFORM OPERATIONAL TEST OF ELEVATORS
C223 REPLACE WEAPONS ELEVATOR COMPONENTS
C224 ADJUST WEAPONS ELEVATOR COMPONENTS
C225 REPAIR WEAPONS ELEVATOR COMPONENTS

D. ORDNANCE/COMPONENT MAINTENANCE

D246 ASSEMBLE MISSILES
D247 DISASSEMBLE MISSILES

E. SMALL ARMS/SECURITY FORCES EQUIPMENT
E306 INSTRUCT PERSONNEL IN RANGE SAFETY
E307 CONDUCT SMALL ARMS QUALIFICATIONS (SECURITY FORCE, RIBBONS, ETC.)
E308 CONDUCT SMALL ARMS FAMILIARIZATION FIRINGS (FAMFIRE)

F. ELECTRICAL/ELECTRONIC MAINTENANCE
F334 REMOVE SYNCHROS
F335 INSTALL SYNCHROS
F336 ALIGN SYNCHROS
F337 CLEAN AND INSPECT COMMUTATORS AND SLIP RINGS
F340 REMOVE AND REPLACE SOPV
F341 INSPECT AND REPAIR ELECTRICAL CABLING
F346 ADJUST POWER SUPPLIES
F347 REPLACE POWER SUPPLIES AND TRANSFORMERS
F349 REPLACE ELECTRIC MOTORS
F351 REPAIR AND REPLACE CABLE CONNECTORS
F358 TROUBLESHOOT ELECTRONIC MALFUNCTIONS
F359 TROUBLESHOOT ELECTRICAL MALFUNCTIONS
F361 TROUBLESHOOT ALARM DEVICES
F362 REPAIR ALARM DEVICES
F363 TROUBLESHOOT SENSING DEVICES
F364 REPAIR SENSING DEVICES

G. GENERAL MAINTENANCE (HYDRAULICS, PNEUMATICS, ETC.)
G370 TROUBLESHOOT AND REPAIR MECHANICAL INTERLOCKS
G378 CUT INTERNAL AND EXTERNAL THREADS
G379 REPAIR DAMAGED SEALING SURFACES, MATING AREAS, AND THREADS
G381 CUT, FLARE, AND INSTALL TUBING
G382 CUT, BEND, AND INSTALL PIPING
G384 TEST REDUCING STATION MANIFOLDS
G389 REPAIR PNEUMATIC COMPONENTS
G392 INSTALL HYDRAULIC COMPONENTS
G393 TROUBLESHOOT HYDRAULIC COMPONENTS
G394 REPAIR HYDRAULIC COMPONENTS
G404 REPLACE ACCUMULATOR SYSTEM COMPONENTS
G406 REPLACE NITROGEN CHARGING SYSTEM COMPONENTS
G407 REPAIR NITROGEN CHARGING SYSTEM COMPONENTS
G418 TROUBLESHOOT AND REPAIR HYDRAULIC PUMPS
G420 REPLACE PACKINGS OF HYDRAULIC CONTROL VALVES AND VALVE BLOCKS
G423 ADJUST, REPAIR, AND REPLACE REDUCERS
G424 PERFORM EMERGENCY REPAIRS TO PNEUMATIC AND HYDRAULIC LINES

H. MAGAZINE AND FIRE SUPPRESSION SYSTEMS MAINTENANCE/OPERATIONS
H433 TEST AND ADJUST TEMPERATURE ALARMS
H434 REPAIR AND REPLACE TEMPERATURE ALARMS
H435 TEST AND INSPECT FLOODING ALARMS
H436 REPAIR AND REPLACE FLOODING ALARMS
H437 TEST AND ADJUST TEMPERATURE SENSING DEVICES
H438 REPAIR AND REPLACE TEMPERATURE SENSING DEVICES
H444 CHARGE WATER INJECTION SYSTEMS

H451 REPLACE HSD FUSIBLE LINKS
H453 REPLACE SPRINKLER HEADS
H456 REPLACE SPRINKLER SYSTEM PIPING
H458 REMOVE SPRINKLER SYSTEM VALVES
H459 REPLACE SPRINKLER SYSTEM VALVES
H462 REPLACE VENTED CHECK VALVES
H465 TEST SPRINKLER SYSTEM ALARMS
H467 REPAIR BOOSTER SUPPRESSION SYSTEMS
H471 REPAIR MAGAZINE SPRINKLER SYSTEMS AND COMPONENTS
H475 REPAIR AND REPLACE HYDRAULICALLY OPERATED CONTROL VALVES AND HYDRAULICALLY OPERATED CHECK VALVES
H476 REPAIR AND REPLACE THREE-WAY CONTROL VALVES

K. TECHNICAL ADMINISTRATION
K496 COMPILE MATERIAL SAFETY DATA SHEETS (MSDS)
K507 UPDATE GUIDED MISSILE SERVICE LOGS
K522 REVIEW WEIGHT TEST RENEWAL DATA
K533 INTERPRET DRAWINGS (BLUEPRINTS, SCHEMATICS, ETC.)
K535 PREPARE STORAGE PLANS

L. SAFETY
L541 INSPECT HAZMAT STOWAGE AREAS

GUNNER'S MATE FIRST CLASS (GM1)

A. WEAPON SYSTEMS OPERATIONS
A029 ANALYZE BARREL WEAR TEST DATA
A030 ANALYZE LOADING SYSTEM TIMING TEST DATA
A031 ANALYZE ERROR RECORDER TEST DATA
A038 ALIGN MISSILE AND GUN BATTERIES
A044 DEVELOP LAUNCHER AND GUN MOUNT CASUALTY DRILLS
A045 CONDUCT LAUNCHER AND GUN MOUNT CASUALTY DRILLS

B. WEAPON SYSTEMS/COMPONENTS MAINTENANCE
B056 OVERHAUL GML AND GUN MOUNT MECHANICAL COMPONENTS
B066 REPAIR AND ADJUST GUN MOUNT FIRING CUTOUT ASSEMBLES
B071 ADJUST GML LIMIT STOPS
B099 REMOVE AND INSPECT GML DUD-JETTISON COMPONENTS
B101 REPAIR AND ADJUST JETTISONING EQUIPMENT
B102 OVERHAUL JETTISONING EQUIPMENT
B131 REPAIR BRAKE ASSEMBLIES AND COMPONENTS
B166 REPLACE GUN MOUNT BARRELS
B176 PERFORM LAUNCHER AND GUN MOUNT MODERNIZATIONS, ORDNANCE ALTERATIONS (ORDALTS), AND FIELD CHANGES

C. WEAPONS HANDLING/MAINTENANCE
C197 DEVELOP ON-LOAD AND OFF-LOAD PLANS
C206 PREPARE ORDNANCE FOR UNREP AND CONREP
C207 PREPARE ORDNANCE FOR VERTICAL REPLENISHMENTS (VERTREP)
C211 PERFORM RECEIPT INSPECTIONS ON ORDNANCE CONTAINERS
C227 CONDUCT WEAPONS CASUALTY DRILLS
C232 MONITOR HANDLING OF MISSILES AND MISSILE COMPONENTS
C233 MONITOR HANDLING OF AMMUNITION, PYROTECHNICS, AND EXPLOSIVES
C234 IMPLEMENT CONVENTIONAL EXPLOSIVES HANDLING AND STOWAGE PROGRAMS

D. ORDNANCE/COMPONENT MAINTENANCE
D238 PERFORM MISSILE RECEIPT AND TRANSFER INSPECTIONS
D278 PERFORM SYSTEM OPERATION OF GUIDED MISSILE TEST SETS
D294 INSPECT EXPLOSIVE ORDNANCE ITEMS FOR DAMAGE
D295 MARK DAMAGED EXPLOSIVE COMPONENTS

G. GENERAL MAINTENANCE (HYDRAULICS, PNEUMATICS, ETC.)
G390 INSPECT PNEUMATIC AND HYDRAULIC EQUIPMENT MODIFICATIONS AND CHANGES
G413 EVALUATE PNEUMATIC AND HYDRAULIC SYSTEMS MAINTENANCE PROCEDURES

H. MAGAZINE AND FIRE SUPPRESSION SYSTEMS MAINTENANCE/OPERATIONS
H428 INVENTORY SECURITY LOCKS AND COMPONENTS
H430 CHANGE SECURITY LOCKS AND COMPONENTS
H432 TEST HSD
H439 TEST OPERATE DRY MAGAZINE SPRINKLER SYSTEMS
H441 TEST OPERATE CO2 FIRE SUPPRESSION SYSTEMS
H442 TEST OPERATE WATER INJECTION SYSTEMS
H445 FLUSH WATER INJECTION TANKS AND PIPING
H460 PERFORM SPRINKLER SYSTEM AIR TESTS
H461 TEST AND REPLACE ROCKBESTOS TUBING
H463 TEST AND REPLACE VENTED CHECK VALVES
H464 FLUSH SPRINKLER SYSTEMS
H466 TEST BOOSTER SUPPRESSION SYSTEMS
H474 REPLACE PNEUMATICALLY RELEASED PILOT (PRP) VALVES

J. QUALITY ASSURANCE
J484 CONDUCT QUALITY ASSURANCE (QA) INSPECTIONS
J485 REVIEW DISCREPANCY TRENDS AND PROPOSE CORRECTIVE ACTIONS
J486 ANNOTATE AND ATTACH APPROPRIATE QA MATERIAL CONDITION TAGS
J490 PERFORM RECEIPT AND TRANSFER INSPECTIONS ON ORDNANCE (OTHER THAN MISSILES)

K. TECHNICAL ADMINISTRATION
K493 PREPARE WEAPONS CHECKSHEETS
K494 CONDUCT AMMUNITION INVENTORIES (OTHER THAN SMALL ARMS)
K495 SURVEY LOST OR STOLEN WEAPONS, AMMUNITION, AND COMPONENTS

K497 REVIEW MSDS
K498 REVIEW CALIBRATION SCHEDULES
K499 UPDATE STANDARDIZED CONVENTIONAL AMMUNITION AUTOMATED INVENTORY RECORDS (SCAAIR)
K503 PREPARE AMMUNITION TRANSACTION REPORTS (ATR)
K504 SELECT ATR CLASSIFICATIONS AND PRIORITIES
K505 UPDATE AND REVIEW ATR RECORDS
K509 PREPARE MASTER STOCK RECORD CARDS
K510 INVENTORY MASTER STOCK RECORD CARDS
K511 REVIEW NOTICE OF AMMUNITION RECLASSIFICATION (NAR) FILES
K513 REVIEW AND UPDATE PHYSICAL SECURITY BILLS
K515 INVENTORY AND ORDER SPARE LOCKS AND KEYS
K516 UPDATE AMMUNITION INFORMATION NOTICES (AIN) AND OVERHEAD FIRE DOCTRINES
K517 UPDATE SHIP'S ARMAMENT INSTALLATION LISTS (SAIL)
K518 UPDATE COMBAT SYSTEMS AND WEAPONS DEPARTMENT SMOOTH LOGS
K521 REVIEW WEIGHT TEST DATA FOR ASSIGNED EQUIPMENT
K524 UPDATE NAVY AMMUNITION LOGISTICS CODE (NALC) CARDS
K525 UPDATE NATIONAL ITEM IDENTIFICATION NUMBER (NIIN) CARDS
K526 PREPARE AMMUNITION LOT AND LOCATION CARDS
K527 UPDATE AMMUNITION LOT AND LOCATION CARDS
K530 REQUISITION AMMUNITION
K531 CANCEL AMMUNITION REQUISITIONS
K534 PREPARE LOADING PLANS
K543 MANAGE AND INVENTORY AMMUNITION USING THE FLEET OPTICAL SCANNING AMMUNITION MARKING SYSTEM (FOSAMS)

CHIEF GUNNER'S MATE (GMC)

A. WEAPON SYSTEMS OPERATIONS
A028 ANALYZE ALIGNMENT TEST DATA

B. WEAPON SYSTEMS/COMPONENTS MAINTENANCE
B178 INSPECT COMPLETED WEAPONS SYSTEMS MODERNIZATIONS, ORDALTS, AND FIELD CHANGES
B179 INSPECT COMPLETED GUN MOUNT MODERNIZATIONS, ORDALTS AND FIELD CHANGES
B183 COORDINATE SURFACE WEAPONS SYSTEMS OVERHAUL AND REPAIR ONBOARD SHIPS
B184 COORDINATE SURFACE WEAPONS SYSTEMS OVERHAUL AND REPAIR AT INTERMEDIATE MAINTENANCE ACTIVITY (IMA) FACILITIES

C. WEAPONS HANDLING/MAINTENANCE
C196 CONDUCT AMMUNITION HANDLING SAFETY BRIEFS
C198 CONDUCT ON-LOAD OF MISSILES
C199 CONDUCT OFF-LOAD OF MISSILES
C200 CONDUCT ON-LOAD OF AMMUNITION

C201 CONDUCT OFF-LOAD OF AMMUNITION
C226 DEVELOP WEAPONS CASUALTY DRILLS
C229 INSPECT MODIFICATIONS TO WEAPONS HANDLING EQUIPMENT
C230 INSPECT WEAPONS HANDLING CHECKSHEETS
C231 INSPECT LOADING AND STOWAGE PLANS
C235 MONITOR CONVENTIONAL WEAPONS EXPLOSIVES HANDLING (CWEH) AND STOWAGE

D. ORDNANCE/COMPONENT MAINTENANCE
D296 DISPOSE OF DAMAGED EXPLOSIVE COMPONENTS
D543 PERFORM MISSILE INSPECTION AFTER CASUALTY WET-DOWNS

E. SMALL ARMS/SECURITY FORCES EQUIPMENT
E318 MONITOR SSDF EXERCISES
E321 DEVELOP SSDF AND SECURITY ALERT EXERCISES
E322 MONITOR SECURITY ALERT EXERCISES
E323 CONDUCT PHYSICAL SECURITY SURVEYS

H. MAGAZINE AND FIRE SUPPRESSION SYSTEMS MAINTENANCE/OPERATIONS
H446 TEST OPERATE DELUGE SPRINKLER SYSTEMS
H447 ACTIVATE DELUGE VALVES (MANUALLY)
H477 PERFORM MAGAZINE SPRINKLER SYSTEM INSPECTIONS AND CERTIFICATIONS

J. QUALITY ASSURANCE
J487 PERFORM ACCEPTANCE INSPECTIONS ON MISSILES
J488 PERFORM ACCEPTANCE INSPECTIONS ON AMMUNITION AND OTHER ORDNANCE
J489 PERFORM RECEIPT AND TRANSFER INSPECTIONS ON MISSILES
J492 CONDUCT QA SAFETY AUDITS

K. TECHNICAL ADMINISTRATION
K506 SUBMIT DAMAGED AND IMPROPER SHIPMENT REPORTS
K512 UPDATE SMALL ARMS CUSTODY LOGS
K514 UPDATE ARMS, AMMUNITION, AND EXPLOSIVES (AA&E) KEY CONTROL LOGS
K519 DEVELOP COMBAT SYSTEMS CASUALTY CONTROL SHIPBOARD PACKAGES
K520 REVIEW COMBAT SYSTEMS CASUALTY CONTROL SHIPBOARD PACKAGES
K537 PREPARE PROCEDURAL GUIDES

SENIOR CHIEF GUNNER'S MATE (GMCS)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

MASTER CHIEF GUNNER'S MATE (GMCM)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

CHAPTER 39

GAS TURBINE SYSTEMS TECHNICIAN (GS)

NAVPERS 18068-39B

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

GAS TURBINE SYSTEMS TECHNICIAN

SCOPE OF RATING

Gas Turbine Systems Technicians (GS) operate, repair, and perform organizational and intermediate maintenance on gas turbine engines, main propulsion machinery (including gears, shafting, and controllable pitch propellers), assigned auxiliary equipment, propulsion control systems, assigned electrical and electronic circuitry up to the printed circuit and alarm warning circuitry.

Gas Turbine Systems Technicians (Electrical) (GSE) operate, repair, and perform organizational and intermediate maintenance on electrical components of gas turbine engines, main propulsion machinery, auxiliary equipment, propulsion control systems, assigned electrical and electronic circuitry up to the printed circuit and alarm and warning circuitry.

Gas Turbine Systems Technicians (Mechanical) (GSM) operate, repair, and perform organizational and intermediate maintenance on mechanical components of gas turbine engines, main propulsion machinery (including gears, shafts, and controllable pitch propellers), assigned auxiliary equipment and propulsion control systems.

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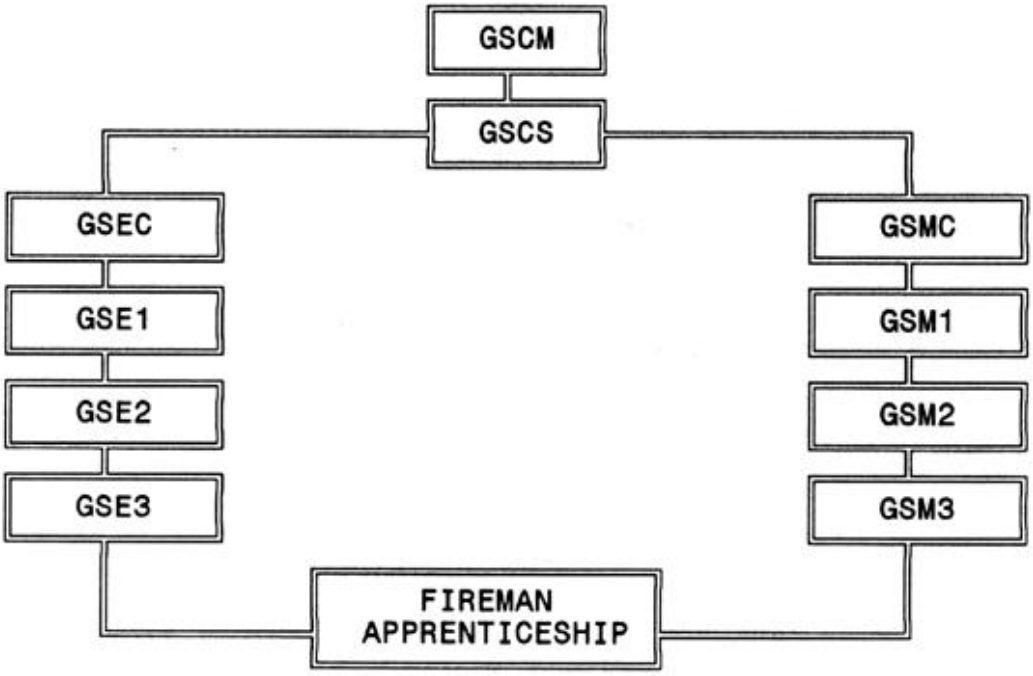
These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 39.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in BUPERSINST 1131.1 series.

SPECIAL PHYSICAL REQUIREMENTS

Normal color perception. Refer to Chapter 15 of the Manual of the Medical Department, U.S. Navy for details on color perception requirements.

CITIZENSHIP/SECURITY REQUIREMENTS

None.

SAFETY

The observance of proper safety precautions in all areas is an integral part of each billet and the responsibility of every Navy man and woman; safety is a universal requirement for all ratings.

GAS TURBINE SYSTEMS TECHNICIAN (ELECTRICAL) (GSE) FUNCTIONAL AREAS

A. GAS TURBINE

B. AUXILIARY EQUIPMENT

C. MAIN PROPULSION

D. PROPULSION CONTROL SYSTEMS

E. ENVIRONMENTAL PROTECTION

F. TECHNICAL ADMINISTRATION

GAS TURBINE SYSTEMS TECHNICIAN (ELECTRICAL) THIRD CLASS (GSE3)

A. GAS TURBINE

A001 PERFORM GAS TURBINE (GT) ENGINE PRE-OPERATIONAL CHECKS
A002 PERFORM GT ENGINE SUPPORT SYSTEMS ALIGNMENT CHECKS
A003 START GT ENGINES LOCALLY
A005 SECURE GT ENGINES LOCALLY
A007 PERFORM GT GENERATOR SETS PRE-OPERATIONAL CHECKS
A008 PERFORM GT GENERATOR SUPPORT SYSTEM ALIGNMENT CHECKS
A009 START GT GENERATOR SETS LOCALLY
A011 SECURE GT GENERATOR SETS LOCALLY
A013 CLEAN AND INSPECT GT GENERATORS
A014 TROUBLESHOOT GT GENERATORS
A015 REPAIR GT GENERATORS
A017 CLEAN AND INSPECT GT GENERATOR ASSEMBLY COMPONENTS
A018 TEST GT GENERATOR ASSEMBLY COMPONENTS
A021 REPLACE GT GENERATOR ASSEMBLY COMPONENTS
A023 TEST GT POWER TURBINE COMPONENTS
A024 TROUBLESHOOT GT POWER TURBINE COMPONENTS
A030 TROUBLESHOOT GT ACCESSORY GEAR BOX COMPONENTS
A032 PERFORM GT ENGINE COMPONENTS FUNCTIONAL CHECKS
A038 WATER WASH GT ENGINES
A039 CLEAN AND INSPECT GT COMPRESSOR SECTIONS
A040 TEST GT COMPRESSOR SECTIONS
A041 TROUBLESHOOT GT COMPRESSOR SECTIONS
A043 CLEAN AND INSPECT GT INLET AND EXHAUST SYSTEMS
A044 TEST GT INLET AND EXHAUST SYSTEMS
A048 TEST GT FUEL SYSTEMS
A049 REPLACE GT FUEL SYSTEM COMPONENTS
A050 CLEAN AND INSPECT GT FUEL SYSTEM COMPONENTS
A051 TROUBLESHOOT GT FUEL SYSTEM COMPONENTS
A053 DETERMINE FUEL TANK LEVEL
A054 ALIGN GT LUBE OIL SYSTEMS
A055 SECURE GT LUBE OIL SYSTEMS
A056 CLEAN AND INSPECT GT LUBE OIL SYSTEM COMPONENTS
A057 TROUBLESHOOT GT LUBE OIL SYSTEM COMPONENTS
A058 REPLACE GT LUBE OIL SYSTEM COMPONENTS
A060 CLEAN AND INSPECT GT MODULES
A061 TEST GT MODULE COMPONENTS
A062 CLEAN AND INSPECT GT SOUND ABATEMENT MODULE DOORS
A073 LOCKWIRE GTE COMPONENTS
A074 INTERPRET LOCKWIRE DIAGRAMS
A079 FABRICATE GASKETS
A080 FABRICATE WIRING HARNESSES
A082 PERFORM MAIN SWITCHBOARD PHASE GROUND CHECKS

B. AUXILIARY EQUIPMENT

B083 ENERGIZE MAIN SWITCHBOARDS

B084 DE-ENERGIZE MAIN SWITCHBOARDS
B085 CLEAN AND INSPECT MAIN SWITCHBOARDS
B089 ALIGN LOW PRESSURE AIR COMPRESSORS (LPAC)
B090 START LPAC
B091 SECURE LPAC
B092 CLEAN AND INSPECT LPAC COMPONENTS
B093 TEST LPAC COMPONENTS
B096 VERIFY PROPULSION AND AUXILIARY CONTROL CONSOLE (PACC) AND PROPULSION LOCAL CONTROL CONSOLE (PLCC) ILLUMINATION PANEL FOR BLEED AIR SYSTEM ALIGNMENTS
B097 SECURE BLEED AIR SYSTEMS
B098 CLEAN AND INSPECT BLEED AIR SYSTEMS
B099 TEST BLEED AIR SYSTEMS
B100 TROUBLESHOOT BLEED AIR SYSTEMS
B101 REPLACE BLEED AIR SYSTEM COMPONENTS
B102 ALIGN WASTE HEAT BOILERS (WHB)
B103 START WHB
B104 SECURE WHB
B107 TROUBLESHOOT WHB
B109 ALIGN WASTE OIL SYSTEMS
B110 START WASTE OIL PUMPS
B111 SECURE WASTE OIL PUMPS
B113 CLEAN AND INSPECT ELECTRONIC ENCLOSURES
B119 CLEAN AND INSPECT SALINITY CELL COMPONENTS
B120 TEST SALINITY CELL COMPONENTS
B122 REPLACE SALINITY CELL COMPONENTS
B123 CLEAN AND INSPECT WATER WASH SYSTEM COMPONENTS
B124 TEST WATER WASH SYSTEM COMPONENTS
B125 ADJUST WATER WASH SYSTEM COMPONENTS
B126 REPLACE WATER WASH SYSTEM COMPONENTS
B131 CLEAN AND INSPECT ELECTRICAL MOTORS
B132 TEST ELECTRICAL MOTORS
B133 TROUBLESHOOT ELECTRICAL MOTORS
B134 REPLACE ELECTRICAL MOTORS
B135 CLEAN AND INSPECT POWER SUPPLIES
B136 TEST POWER SUPPLIES
B137 TROUBLESHOOT POWER SUPPLIES
B138 CALIBRATE AND ADJUST POWER SUPPLIES
B139 REPLACE POWER SUPPLIES
B140 CLEAN AND INSPECT TEMPERATURE INDICATOR COMPONENTS
B141 TEST TEMPERATURE INDICATOR COMPONENTS
B142 TROUBLESHOOT TEMPERATURE INDICATOR COMPONENTS
B143 REPLACE TEMPERATURE INDICATOR COMPONENTS
B144 CLEAN AND INSPECT ALARM/INDICATING SYSTEMS
B145 TEST ALARM/INDICATING SYSTEMS
B146 TROUBLESHOOT ALARM/INDICATING SYSTEMS
B147 ADJUST ALARM/INDICATING SYSTEMS
B148 REPLACE ALARM WARNING SYSTEM COMPONENTS
B149 CLEAN AND INSPECT ELECTRICAL CONTROLLERS
B150 TEST ELECTRICAL CONTROLLERS
B152 ADJUST ELECTRICAL CONTROLLERS
B153 REPLACE ELECTRICAL CONTROLLERS

B154 CLEAN AND INSPECT PUMPS
B159 LUBRICATE PUMP LINKAGES
B160 CLEAN AND INSPECT BUS TRANSFER SWITCHES
B161 TEST BUS TRANSFER SWITCHES
B162 TROUBLESHOOT BUS TRANSFER SWITCHES
B164 CLEAN AND INSPECT VALVES
B165 TEST ELECTRIC SOLENOID VALVES
B166 LUBRICATE ELECTRIC SOLENOID VALVE COMPONENTS
B167 REPLACE ELECTRIC SOLENOID VALVE COMPONENTS
B168 ADJUST ELECTRIC SOLENOID VALVE COMPONENTS
B169 REPLACE VALVES
B170 CLEAN AND INSPECT MECHANICAL VALVE ACTUATORS
B171 LUBRICATE MECHANICAL VALVE ACTUATORS
B172 TEST MECHANICAL VALVE ACTUATORS
B175 CLEAN AND INSPECT TEMPERATURE DETECTORS
B176 TEST TEMPERATURE DETECTORS
B178 REPLACE TEMPERATURE DETECTORS
B179 CLEAN AND INSPECT TEMPERATURE REGULATING DEVICES (ENCLOSURE HEATERS, SUMP HEATERS, ETC.)
B180 TEST TEMPERATURE REGULATING DEVICES
B181 ADJUST TEMPERATURE REGULATING DEVICES
B182 REPLACE TEMPERATURE REGULATING DEVICES
B183 CLEAN AND INSPECT TANK LEVEL CONTROL/INDICATING DEVICES
B184 TEST TANK LEVEL CONTROL/INDICATING DEVICES
B185 ADJUST TANK LEVEL CONTROL/INDICATING DEVICES
B186 TROUBLESHOOT TANK LEVEL CONTROL/INDICATING DEVICES
B187 REPLACE TANK LEVEL CONTROL/INDICATING DEVICES
B188 REPAIR TANK LEVEL CONTROL/INDICATING DEVICES
B190 TEST VIBRATION SENSORS
B191 TROUBLESHOOT VIBRATION SENSORS
B192 REPLACE VIBRATION SENSORS
B193 CLEAN AND INSPECT COUPLINGS
B194 LUBRICATE COUPLINGS
B206 CLEAN AND INSPECT TRANSFORMERS
B208 TROUBLESHOOT TRANSFORMERS
B209 REPLACE TRANSFORMER COMPONENTS
B211 CLEAN AND INSPECT FLEXIBLE HOSES (RUBBER, METALLIC, BRAIDED, ETC.)
B212 REPLACE FLEXIBLE HOSES
B215 CLEAN AND INSPECT RIGID TUBING (COPPER AND STAINLESS STEEL)
B217 CLEAN AND INSPECT BATTERIES
B218 TEST BATTERIES
B219 REPLACE BATTERIES
B220 CLEAN AND INSPECT INDICATING MICROSWITCHES
B225 CLEAN AND INSPECT INDICATING RELAYS
B226 TEST INDICATING RELAYS
B228 ALIGN INDICATING RELAYS
B230 CLEAN AND INSPECT CONVERTERS AND INVERTERS
B233 REPLACE CONVERTER AND INVERTER COMPONENTS
B234 REPLACE CONVERTERS AND INVERTERS

B236 CLEAN AND INSPECT PRESSURE AND TEMPERATURE SWITCH COMPONENTS
B237 TEST PRESSURE AND TEMPERATURE SWITCH COMPONENTS
B239 REPLACE PRESSURE AND TEMPERATURE SWITCHES
B240 CLEAN AND INSPECT PRESSURE AND TEMPERATURE TRANSDUCER COMPONENTS
B241 TEST PRESSURE AND TEMPERATURE TRANSDUCER COMPONENTS
B242 TROUBLESHOOT PRESSURE AND TEMPERATURE TRANSDUCER COMPONENTS
B243 REPLACE PRESSURE AND TEMPERATURE TRANSDUCERS
B248 CLEAN AND INSPECT ELECTROHYDRAULIC SYSTEM COMPONENTS
B249 LUBRICATE ELECTROHYDRAULIC SYSTEM COMPONENTS
B250 TEST ELECTROHYDRAULIC SYSTEM COMPONENTS
B251 TROUBLESHOOT ELECTROHYDRAULIC SYSTEMS
B252 REPLACE ELECTROHYDRAULIC SYSTEM COMPONENTS
B253 INSPECT HYDRAULIC HOSES
B261 CLEAN GAUGES
B262 VERIFY GAUGE CALIBRATIONS
B263 ALIGN GAUGES
B264 REPLACE GAUGES
B265 CLEAN AND INSPECT SEAWATER SYSTEM (SWS) STRAINERS (SEAWATER, FIREMAIN, ETC.)
B266 TEST SWS
B275 CLEAN AND INSPECT METERS
B278 CLEAN AND INSPECT FOREIGN OBJECT DAMAGE (FOD) SCREENS
B280 CLEAN AND INSPECT CABLEWAYS
B283 CLEAN AND INSPECT CANNON PLUGS
B284 REPAIR CANNON PLUGS
B285 REPLACE CANNON PLUGS
B286 CLEAN AND INSPECT DETECTOR COMPONENTS (ICE, FLAME, PRESSURE)
B287 TEST DETECTOR COMPONENTS
B288 TROUBLESHOOT DETECTOR COMPONENTS
B290 CLEAN AND INSPECT PRESSURE CONTROL COMPONENTS
B292 TEST PRESSURE CONTROL COMPONENTS
B304 CLEAN AND INSPECT MAIN DRAIN SYSTEMS
B305 TEST MAIN DRAIN SYSTEMS
B309 CLEAN AND INSPECT WIRING HARNESSES (IGNITER, EXCITER LEADS, ETC.)
B310 TEST WIRING HARNESSES
B312 REPLACE WIRING HARNESSES
B313 CLEAN AND INSPECT CONSOLE COOLING FAN COMPONENTS
B314 TEST CONSOLE COOLING FAN COMPONENTS
B315 TROUBLESHOOT CONSOLE COOLING FAN COMPONENTS
B316 REPLACE CONSOLE COOLING FANS
B317 CLEAN AND INSPECT LIGHT EMITTING DIODE (LED) CIRCUITS
B318 TEST LED CIRCUITS
B319 TROUBLESHOOT LED CIRCUITS
B320 REPLACE LED CIRCUITS
B321 CLEAN AND INSPECT PREWIRED BOARDS (PWB) AND PRINTED CIRCUIT BOARDS (PCB)
B325 CLEAN AND INSPECT RELAYS
B328 REPLACE RELAYS
B333 CLEAN AND INSPECT AUTOMATIC CONTROL VALVES
B351 CLEAN AND INSPECT BLOW-IN DOORS
B352 TEST BLOW-IN DOORS
B353 TROUBLESHOOT BLOW-IN DOORS
B354 ADJUST BLOW-IN DOORS

B355 REPLACE BLOW-IN DOORS
B356 CLEAN AND INSPECT INTAKE LOUVER HATCHES
B365 CLEAN AND INSPECT HALON SYSTEMS
B366 TEST HALON SYSTEMS
B367 TROUBLESHOOT HALON SYSTEMS

C. MAIN PROPULSION

C375 ALIGN CONTROLLABLE PITCH PROPELLER SYSTEMS (CPP)/CONTROLLABLE REVERSIBLE PITCH SYSTEMS (CRP)
C376 START CPP/CRP PUMPS
C377 SECURE CPP/CRP PUMPS
C378 TEST CPP/CRP SYSTEM COMPONENTS
C379 CLEAN AND INSPECT CPP/CRP SYSTEM COMPONENTS
C380 TROUBLESHOOT CPP/CRP SYSTEM COMPONENTS
C381 ADJUST CPP/CRP SYSTEM COMPONENTS
C382 REPLACE CPP/CRP SYSTEM COMPONENTS
C394 ALIGN MAIN REDUCTION GEAR (MRG) LUBE OIL PUMPS
C395 START MRG LUBE OIL PUMPS
C396 SECURE MRG LUBE OIL PUMPS
C397 CLEAN, INSPECT, AND SHIFT MRG LUBE OIL STRAINERS
C398 REPLACE MRG LUBE OIL STRAINERS
C399 CLEAN AND INSPECT MRG LUBE OIL SYSTEMS
C400 TEST MRG LUBE OIL SYSTEMS
C401 TROUBLESHOOT MRG LUBE OIL SYSTEMS
C402 REPLACE MRG LUBE OIL SYSTEM COMPONENTS
C403 ENGAGE MRG ATTACHED LUBE OIL PUMPS
C404 DISENGAGE MRG ATTACHED LUBE OIL PUMPS
C405 CLEAN AND INSPECT MRG COMPONENTS
C406 TEST MRG COMPONENTS
C420 ENGAGE AND DISENGAGE JACKING GEARS
C421 ROTATE SHAFT USING JACKING GEARS
C426 CLEAN AND INSPECT LINE SHAFT BEARINGS
C429 VERIFY PRAIRIE AND MASKER AIR SYSTEMS ALIGNMENT
C435 ALIGN MAIN LUBE OIL SERVICE SYSTEMS
C436 SECURE MAIN LUBE OIL SERVICE SYSTEMS
C437 ALIGN FUEL OIL SERVICE SYSTEMS (F-76, JP-5)
C438 START FUEL OIL SERVICE PUMPS
C439 SECURE FUEL OIL SERVICE SYSTEMS
C440 ALIGN FUEL OIL FILL AND TRANSFER SYSTEMS (F-76, JP-5)
C442 SECURE FUEL OIL FILL AND TRANSFER SYSTEMS
C443 START FUEL OIL TRANSFER PUMPS
C444 SECURE FUEL OIL TRANSFER PUMPS
C445 ALIGN FUEL OIL PURIFIERS
C446 START FUEL OIL PURIFIERS
C447 SECURE FUEL OIL PURIFIERS
C448 ALIGN FUEL OIL COALESCERS
C449 SECURE FUEL OIL COALESCERS
C450 CLEAN AND INSPECT FUEL OIL COALESCERS COMPONENTS
C451 TEST FUEL OIL COALESCERS COMPONENTS
C453 REPLACE FUEL OIL COALESCERS COMPONENTS
C463 ALIGN LUBE OIL PURIFIERS
C464 START LUBE OIL PURIFIERS

C465 SECURE LUBE OIL PURIFIERS
C466 PERFORM FUEL PUMP LOGIC CALIBRATIONS
C472 TAKE AND INSPECT FLUID SAMPLES (FUEL OIL, LUBE OIL, ETC.)
C473 CLEAN AND INSPECT PURIFIERS
C474 TEST PURIFIERS
C482 ALIGN START AIR SYSTEMS
C485 SECURE START AIR SYSTEMS
C502 INSPECT FLANGE SHIELDS
C503 REPLACE FLANGE SHIELDS
C506 CLEAN AND INSPECT PIPING
C508 CLEAN AND INSPECT LAGGING
C509 REPLACE LAGGING
C510 CLEAN AND INSPECT LAGGING PADS
C511 REPLACE LAGGING PADS

D. PROPULSION CONTROL SYSTEMS

D512 PERFORM PROPULSION AND AUXILIARY CONTROL CONSOLE (PACC) PRE-OPERATIONAL CHECKS
D513 CLEAN AND INSPECT PACC
D514 TEST PACC
D518 PERFORM PROPULSION CONTROL CONSOLE (PCC) PRE-OPERATIONAL CHECKS
D519 CLEAN AND INSPECT PCC
D520 TEST PCC
D521 ADJUST PCC
D522 TROUBLESHOOT PCC
D523 REPLACE PCC COMPONENTS
D524 PERFORM PROPULSION LOCAL CONTROL CONSOLE (PLCC) PRE-OPERATIONAL CHECKS
D525 CLEAN AND INSPECT PLCC
D526 TEST PLCC
D529 REPLACE PLCC COMPONENTS
D530 PERFORM ELECTRIC PLANT CONTROL CONSOLE (EPCC) PRE-OPERATIONAL CHECKS
D531 CLEAN AND INSPECT EPCC
D532 TEST EPCC
D536 PERFORM SHIP CONTROL CONSOLE (SCC) PRE-OPERATIONAL CHECKS
D542 PERFORM LOCAL OPERATING PANEL (LOP) PRE-OPERATIONAL CHECKS
D543 CLEAN AND INSPECT LOP
D544 TEST LOP
D545 TROUBLESHOOT LOP
D546 ADJUST LOP
D547 REPLACE LOP COMPONENTS
D552 PERFORM AUXILIARY CONTROL CONSOLE (ACC) PRE-OPERATIONAL CHECKS
D553 CLEAN AND INSPECT ACC
D554 TEST ACC
D555 TROUBLESHOOT ACC
D556 ADJUST ACC
D557 REPLACE ACC COMPONENTS

D558 PERFORM FUEL SYSTEMS CONTROL CONSOLE (FSCC) PRE-OPERATIONAL CHECKS
D559 CLEAN AND INSPECT FSCC
D560 TEST FSCC
D562 ADJUST FSCC
D570 PERFORM DAMAGE CONTROL CONSOLE (DCC) PRE-OPERATIONAL CHECKS
D571 CLEAN AND INSPECT DCC
D572 TEST DCC
D573 TROUBLESHOOT DCC
D574 ADJUST DCC
D575 REPLACE DCC COMPONENTS

E. ENVIRONMENTAL PROTECTION
E581 INVENTORY OIL SPILL RECOVERY KITS
E582 RECORD DRY BULB TEMPERATURE READINGS
E583 REVIEW HAZARDOUS MATERIAL (HAZMAT) USERS GUIDE
E584 REVIEW HAZMAT INVENTORIES
E585 REVIEW MATERIAL SAFETY DATA SHEETS (MSDS)
E586 INSPECT HAZMAT STORAGE AREAS
E588 CLEAN AND INSPECT HAZMAT WASTE CONTAINERS

F. TECHNICAL ADMINISTRATION
F593 RECORD METER READINGS

GAS TURBINE SYSTEMS TECHNICIAN (ELECTRICAL) SECOND CLASS (GSE2)

A. GAS TURBINE
A004 START GT ENGINES REMOTELY
A006 SECURE GT ENGINES REMOTELY
A010 START GT GENERATOR SETS REMOTELY
A012 SECURE GT GENERATOR SETS REMOTELY
A019 TROUBLESHOOT GT GENERATOR ASSEMBLY COMPONENTS
A020 REPAIR GT GENERATOR ASSEMBLY COMPONENTS
A046 REPLACE GT INLET AND EXHAUST SYSTEM COMPONENTS
A059 PERFORM GT ENGINE BORESCOPE INSPECTIONS
A067 REPAIR GT POWER TURBINE BRAKES ELECTRICAL COMPONENTS

B. AUXILIARY EQUIPMENT
B086 TEST MAIN SWITCHBOARDS
B087 TROUBLESHOOT SWITCHBOARDS
B088 REPLACE SWITCHBOARD COMPONENTS
B108 REPLACE WHB SYSTEM COMPONENTS
B112 PERFORM ELECTRONIC ENCLOSURES PRE-OPERATIONAL CHECKS
B114 ALIGN ELECTRONIC ENCLOSURES
B115 TEST ELECTRONIC ENCLOSURES
B116 TROUBLESHOOT ELECTRONIC ENCLOSURES

B117 CALIBRATE ELECTRONIC ENCLOSURES
B118 REPLACE ELECTRONIC ENCLOSURE COMPONENTS
B121 TROUBLESHOOT SALINITY CELL COMPONENTS
B128 TEST AIR COMPRESSOR COMPONENTS
B129 TROUBLESHOOT AIR COMPRESSOR COMPONENTS
B130 REPLACE AIR COMPRESSOR COMPONENTS
B151 TROUBLESHOOT ELECTRICAL CONTROLLERS
B163 REPLACE BUS TRANSFER SWITCH COMPONENTS
B196 CLEAN AND INSPECT FREQUENCY REGULATORS
B197 TEST FREQUENCY REGULATORS
B198 ADJUST FREQUENCY REGULATORS
B199 REPLACE FREQUENCY REGULATOR COMPONENTS
B200 REPLACE FREQUENCY REGULATORS
B201 CLEAN AND INSPECT VOLTAGE REGULATORS
B202 TEST VOLTAGE REGULATORS
B203 ADJUST VOLTAGE REGULATORS
B204 REPLACE VOLTAGE REGULATOR COMPONENTS
B207 TEST TRANSFORMERS
B221 TEST INDICATING MICROSWITCHES
B222 TROUBLESHOOT INDICATING MICROSWITCHES
B223 ADJUST INDICATING MICROSWITCHES
B224 REPLACE INDICATING MICROSWITCHES
B227 TROUBLESHOOT INDICATING RELAYS
B229 REPLACE INDICATING RELAYS
B231 TEST CONVERTERS AND INVERTERS
B232 TROUBLESHOOT CONVERTERS AND INVERTERS
B235 PERFORM SHORE POWER PHASE SEQUENCE CHECKS
B238 TROUBLESHOOT PRESSURE AND TEMPERATURE SWITCH COMPONENTS
B267 TROUBLESHOOT SWS
B276 TEST METERS
B277 REPLACE METERS
B281 REPAIR CABLEWAYS
B282 REPLACE CABLEWAYS
B289 REPLACE DETECTOR COMPONENTS
B293 TROUBLESHOOT PRESSURE CONTROL COMPONENTS
B294 ADJUST PRESSURE CONTROL COMPONENTS
B295 REPLACE PRESSURE CONTROL COMPONENTS
B296 CLEAN AND INSPECT TEMPERATURE CONTROL COMPONENTS
B297 TEST TEMPERATURE CONTROL COMPONENTS
B298 TROUBLESHOOT TEMPERATURE CONTROL COMPONENTS
B299 REPLACE TEMPERATURE CONTROL COMPONENTS
B300 CLEAN AND INSPECT LEVEL CONTROL COMPONENTS
B301 TEST LEVEL CONTROL COMPONENTS
B302 TROUBLESHOOT LEVEL CONTROL COMPONENTS
B303 REPLACE LEVEL CONTROL COMPONENTS
B311 TROUBLESHOOT WIRING HARNESSES
B322 TROUBLESHOOT PWB AND PCB
B324 REPLACE PWB AND PCB
B326 TEST RELAYS
B327 TROUBLESHOOT RELAYS
B329 CLEAN AND INSPECT AUTOMATIC ELECTRONIC CONTROLS

B330 TEST AUTOMATIC ELECTRONIC CONTROLS
B331 TROUBLESHOOT AUTOMATIC ELECTRONIC CONTROLS
B332 REPLACE AUTOMATIC ELECTRONIC CONTROLS
B334 TEST AUTOMATIC CONTROL VALVES
B335 TROUBLESHOOT AUTOMATIC CONTROL VALVES
B336 REPLACE AUTOMATIC CONTROL VALVES
B341 CLEAN AND INSPECT TORSION METERS
B342 TEST TORSION METERS
B343 TROUBLESHOOT TORSION METERS
B344 ADJUST TORSION METERS
B345 REPLACE TORSION METERS

C. MAIN PROPULSION
C407 TROUBLESHOOT MRG COMPONENTS
C411 TEST MRG CLUTCH AND BRAKE ASSEMBLY ELECTRICAL COMPONENTS
C412 TROUBLESHOOT MRG CLUTCH AND BRAKE ASSEMBLY ELECTRICAL COMPONENTS
C432 TROUBLESHOOT PRAIRIE AND MASKER AIR SYSTEMS
C434 SECURE PRAIRIE AND MASKER AIR SYSTEMS
C452 TROUBLESHOOT FUEL OIL COALESCERS ELECTRICAL COMPONENTS
C461 TROUBLESHOOT SHIP'S SERVICE FUEL OIL ELECTRICAL SYSTEMS
C466 PERFORM FUEL PUMP LOGIC CALIBRATIONS
C467 PERFORM LUBE OIL PUMP LOGIC CALIBRATIONS
C475 TROUBLESHOOT PURIFIERS
C476 REPLACE PURIFIER ELECTRICAL COMPONENTS
C484 TEST START AIR SYSTEMS
C486 TROUBLESHOOT START AIR SYSTEMS
C489 TEST START AIR SYSTEMS COMPONENTS
C490 TROUBLESHOOT START AIR SYSTEMS COMPONENTS

D. PROPULSION CONTROL SYSTEMS
D515 TROUBLESHOOT PACC
D516 ADJUST PACC
D517 REPLACE PACC COMPONENTS
D527 TROUBLESHOOT PLCC
D528 ADJUST PLCC
D533 TROUBLESHOOT EPCC
D534 ADJUST EPCC
D535 REPLACE EPCC COMPONENTS
D537 CLEAN AND INSPECT SCC
D538 TEST SCC
D539 TROUBLESHOOT SCC
D540 ADJUST SCC
D541 REPLACE SCC COMPONENTS
D561 TROUBLESHOOT FSCC
D563 REPLACE FSCC COMPONENTS

F. TECHNICAL ADMINISTRATION
F591 REVIEW AUTOMATED ALARM DATA LOGS

GAS TURBINE SYSTEMS TECHNICIAN (ELECTRICAL) FIRST CLASS (GSE1)

F. TECHNICAL ADMINISTRATION
F592 PREPARE EQUIPMENT CALIBRATION SCHEDULES
F594 REVIEW FILE ENGINEERING LOGS
F595 REVIEW SHIP-TO-SHORE MAINTENANCE PROGRESS REPORTS
F598 UPDATE ENGINEERING OPERATIONAL SEQUENCING SYSTEMS (EOSS) PUBLICATIONS
F599 PREPARE DAILY FUEL AND WATER REPORTS
F600 UPDATE FUEL LOGS
F606 INVENTORY AND VALIDATE ENGINEERING BULLETINS AND CHANGES
F607 UPDATE MARINE GAS TURBINE SERVICE RECORDS (MGTSR)
F608 REVIEW MGTSR

CHIEF GAS TURBINE SYSTEMS TECHNICIAN (ELECTRICAL) (GSEC)

E. ENVIRONMENTAL PROTECTION
E587 ESTABLISH HAZMAT WASTE DISPOSAL METHODS
E589 MONITOR HEARING CONSERVATION AND HEAT STRESS PROGRAMS

F. TECHNICAL ADMINISTRATION
F590 UPDATE GAS TURBINE OPERATING LOGS
F597 UPDATE ENGINEER'S BELL LOGS
F601 REVIEW ENGINEERING AND EQUIPMENT DEGRADATIONS
F605 PREPARE FULL POWER AND ECONOMY TRIAL REPORTS

SENIOR CHIEF GAS TURBINE SYSTEMS TECHNICIAN (GSCS)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

MASTER CHIEF GAS TURBINE SYSTEMS TECHNICIAN (GSCM)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

GAS TURBINE SYSTEMS TECHNICIAN (MECHANICAL) (GSM) FUNCTIONAL AREAS

A. GAS TURBINE

B. AUXILIARY EQUIPMENT

C. MAIN PROPULSION

D. PROPULSION CONTROL SYSTEMS

E. ENVIRONMENTAL PROTECTION

F. TECHNICAL ADMINISTRATION

GAS TURBINE SYSTEMS TECHNICIAN (MECHANICAL) THIRD CLASS (GSM3)

A. GAS TURBINE

A001 PERFORM GAS TURBINE (GT) ENGINE PRE-OPERATIONAL CHECKS
A002 PERFORM GT ENGINE SUPPORT SYSTEMS ALIGNMENT CHECKS
A003 START GT ENGINES LOCALLY
A005 SECURE GT ENGINES LOCALLY
A007 PERFORM GT GENERATOR SETS PRE-OPERATIONAL CHECKS
A008 PERFORM GT GENERATOR SUPPORT SYSTEM ALIGNMENT CHECKS
A009 START GT GENERATOR SETS LOCALLY
A011 SECURE GT GENERATOR SETS LOCALLY
A017 CLEAN AND INSPECT GT GENERATOR ASSEMBLY COMPONENTS
A018 TEST GT GENERATOR ASSEMBLY COMPONENTS
A019 TROUBLESHOOT GT GENERATOR ASSEMBLY COMPONENTS
A020 REPAIR GT GENERATOR ASSEMBLY COMPONENTS
A021 REPLACE GT GENERATOR ASSEMBLY COMPONENTS
A022 CLEAN AND INSPECT GT POWER TURBINE COMPONENTS
A026 CLEAN AND INSPECT GT COMBUSTION CHAMBER COMPONENTS
A029 CLEAN AND INSPECT GT ACCESSORY GEAR BOX COMPONENTS
A030 TROUBLESHOOT GT ACCESSORY GEAR BOX COMPONENTS
A031 REPLACE GT ACCESSORY GEAR BOX COMPONENTS
A032 PERFORM GT ENGINE COMPONENTS FUNCTIONAL CHECKS
A033 TROUBLESHOOT GT ENGINE COMPONENTS
A034 REPLACE GT ENGINE COMPONENTS
A035 CLEAN AND INSPECT GT WATER WASH SYSTEMS
A036 TEST GT WATER WASH SYSTEMS
A037 TROUBLESHOOT GT WATER WASH SYSTEMS
A038 WASH GT ENGINES
A039 CLEAN AND INSPECT GT COMPRESSOR SECTIONS
A043 CLEAN AND INSPECT GT INLET AND EXHAUST SYSTEMS
A044 TEST GT INLET AND EXHAUST SYSTEMS
A045 TROUBLESHOOT GT INLET AND EXHAUST SYSTEMS
A046 REPLACE GT INLET AND EXHAUST SYSTEM COMPONENTS
A048 TEST GT FUEL SYSTEMS
A049 REPLACE GT FUEL SYSTEM COMPONENTS
A050 CLEAN AND INSPECT GT FUEL SYSTEM COMPONENTS
A051 TROUBLESHOOT GT FUEL SYSTEM COMPONENTS
A053 DETERMINE FUEL TANK LEVEL
A054 ALIGN GT LUBE OIL SYSTEMS
A055 SECURE GT LUBE OIL SYSTEMS
A056 CLEAN AND INSPECT GT LUBE OIL SYSTEM COMPONENTS
A057 TROUBLESHOOT GT LUBE OIL SYSTEM COMPONENTS
A058 REPLACE GT LUBE OIL SYSTEM COMPONENTS
A060 CLEAN AND INSPECT GT MODULES
A061 TEST GT MODULE COMPONENTS
A062 CLEAN AND INSPECT GT SOUND ABATEMENT MODULE DOORS
A063 ALIGN GT SOUND ABATEMENT MODULE DOORS
A065 CLEAN AND INSPECT GT POWER TURBINE BRAKES
A066 TEST GT POWER TURBINE BRAKES

A067 REPAIR GT POWER TURBINE BRAKES
A069 CLEAN AND INSPECT GT MECHANICAL LINKAGES
A073 LOCKWIRE GTE COMPONENTS
A074 INTERPRET LOCKWIRE DIAGRAMS
A079 FABRICATE GASKETS

B. AUXILIARY EQUIPMENT

B078 MEASURE, CUT, AND FIT LAGGING PADS
B089 ALIGN LOW PRESSURE AIR COMPRESSORS (LPAC)
B090 START LPAC
B091 SECURE LPAC
B092 CLEAN AND INSPECT LPAC COMPONENTS
B095 REPLACE LPAC COMPONENTS
B096 VERIFY PROPULSION AND AUXILIARY CONTROL CONSOLE (PACC) AND PROPULSION LOCAL CONTROL CONSOLE (PLCC) ILLUMINATION PANEL FOR BLEED AIR SYSTEM ALIGNMENTS
B097 SECURE BLEED AIR SYSTEMS
B098 CLEAN AND INSPECT BLEED AIR SYSTEMS
B099 TEST BLEED AIR SYSTEMS
B101 REPLACE BLEED AIR SYSTEM COMPONENTS
B102 ALIGN WASTE HEAT BOILERS (WHB)
B103 START WHB
B104 SECURE WHB
B105 CLEAN AND INSPECT WHB
B108 REPLACE WHB SYSTEM COMPONENTS
B109 ALIGN WASTE OIL SYSTEMS
B110 START WASTE OIL PUMPS
B111 SECURE WASTE OIL PUMPS
B123 CLEAN AND INSPECT WATER WASH SYSTEM COMPONENTS
B124 TEST WATER WASH SYSTEM COMPONENTS
B125 ADJUST WATER WASH SYSTEM COMPONENTS
B126 REPLACE WATER WASH SYSTEM COMPONENTS
B128 TEST AIR COMPRESSOR COMPONENTS
B129 TROUBLESHOOT AIR COMPRESSOR COMPONENTS
B154 CLEAN AND INSPECT PUMPS
B155 TEST PUMPS
B156 TROUBLESHOOT PUMPS
B157 REPLACE PUMP COMPONENTS
B164 CLEAN AND INSPECT VALVES
B165 TEST VALVES
B166 LUBRICATE VALVE COMPONENTS
B167 REPLACE VALVE COMPONENTS
B168 ADJUST VALVE COMPONENTS
B169 REPLACE VALVES
B170 CLEAN AND INSPECT MECHANICAL VALVE ACTUATORS
B171 LUBRICATE MECHANICAL VALVE ACTUATORS
B172 TEST MECHANICAL VALVE ACTUATORS
B173 REPLACE MECHANICAL VALVE ACTUATOR COMPONENTS
B174 REPLACE MECHANICAL VALVE ACTUATORS

B175 CLEAN AND INSPECT TEMPERATURE DETECTORS
B181 ADJUST TEMPERATURE REGULATING DEVICES
B193 CLEAN AND INSPECT COUPLINGS
B194 LUBRICATE COUPLINGS
B195 REPLACE COUPLINGS
B211 CLEAN AND INSPECT FLEXIBLE HOSES (RUBBER, METALLIC, BRAIDED, ETC.)
B212 REPLACE FLEXIBLE HOSES
B213 CLEAN AND INSPECT NOISE ABATEMENT COMPONENTS (RUBBER MOUNTS)
B215 CLEAN AND INSPECT RIGID TUBING (COPPER AND STAINLESS STEEL)
B244 CLEAN AND INSPECT SHIP'S SERVICE AIR SYSTEMS
B245 TEST SHIP'S SERVICE AIR SYSTEMS
B246 TROUBLESHOOT SHIP'S SERVICE AIR SYSTEMS
B247 REPLACE SHIP'S SERVICE AIR SYSTEM COMPONENTS
B248 CLEAN AND INSPECT HYDRAULIC SYSTEM COMPONENTS
B261 CLEAN GAUGES
B262 VERIFY GAUGE CALIBRATIONS
B263 ALIGN GAUGES
B264 REPLACE GAUGES
B265 CLEAN AND INSPECT SEAWATER SYSTEM (SWS) STRAINERS (SEAWATER, FIREMAIN, ETC.)
B266 TEST SWS
B267 TROUBLESHOOT SWS
B268 REPLACE SWS COMPONENTS
B269 CLEAN AND INSPECT HEAT EXCHANGERS (FUEL OIL, SEAWATER, ETC.)
B270 TEST HEAT EXCHANGERS
B271 TROUBLESHOOT HEAT EXCHANGERS
B272 REPLACE HEAT EXCHANGER COMPONENTS
B278 CLEAN AND INSPECT FOREIGN OBJECT DAMAGE (FOD) SCREENS
B304 CLEAN AND INSPECT MAIN DRAIN SYSTEMS
B305 TEST MAIN DRAIN SYSTEMS
B306 TROUBLESHOOT MAIN DRAIN SYSTEMS
B307 REPAIR MAIN DRAIN SYSTEM COMPONENTS
B308 REPLACE MAIN DRAIN SYSTEM COMPONENTS
B346 CLEAN AND INSPECT MOISTURE SEPARATORS
B351 CLEAN AND INSPECT BLOW-IN DOORS
B352 TEST BLOW-IN DOORS
B353 TROUBLESHOOT BLOW-IN DOORS
B354 ADJUST BLOW-IN DOORS
B356 CLEAN AND INSPECT INTAKE LOUVER HATCHES

C. MAIN PROPULSION

C375 ALIGN CONTROLLABLE PITCH PROPELLER SYSTEMS (CPP)/CONTROLLABLE REVERSIBLE PITCH SYSTEMS (CRP)
C376 START CPP/CRP PUMPS
C377 SECURE CPP/CRP PUMPS
C378 TEST CPP/CRP SYSTEM COMPONENTS
C379 CLEAN AND INSPECT CPP/CRP SYSTEM COMPONENTS
C380 TROUBLESHOOT CPP/CRP SYSTEM COMPONENTS
C381 ADJUST CPP/CRP SYSTEM COMPONENTS

C382 REPLACE CPP/CRP SYSTEM COMPONENTS
C383 CLEAN AND INSPECT STERN TUBE SEALS
C384 TEST STERN TUBE SEALS
C387 CLEAN AND INSPECT BULKHEAD SEALS
C388 TEST BULKHEAD SEALS
C391 CLEAN AND INSPECT INFLATABLE SHAFT SEALS
C392 TEST INFLATABLE SHAFT SEALS
C394 ALIGN MAIN REDUCTION GEAR (MRG) LUBE OIL PUMPS
C395 START MRG LUBE OIL PUMPS
C396 SECURE MRG LUBE OIL PUMPS
C397 CLEAN, INSPECT, AND SHIFT MRG LUBE OIL STRAINERS
C398 REPLACE MRG LUBE OIL STRAINERS
C399 CLEAN AND INSPECT MRG LUBE OIL SYSTEMS
C400 TEST MRG LUBE OIL SYSTEMS
C401 TROUBLESHOOT MRG LUBE OIL SYSTEMS
C402 REPLACE MRG LUBE OIL SYSTEM COMPONENTS
C403 ENGAGE MRG ATTACHED LUBE OIL PUMPS
C404 DISENGAGE MRG ATTACHED LUBE OIL PUMPS
C405 CLEAN AND INSPECT MRG COMPONENTS
C406 TEST MRG COMPONENTS
C410 CLEAN AND INSPECT MRG CLUTCH AND BRAKE ASSEMBLY COMPONENTS
C411 TEST MRG CLUTCH AND BRAKE ASSEMBLY COMPONENTS
C420 ENGAGE AND DISENGAGE JACKING GEARS
C421 ROTATE SHAFT USING JACKING GEARS
C422 CLEAN AND INSPECT JACKING GEARS
C423 TEST JACKING GEARS
C426 CLEAN AND INSPECT LINE SHAFT BEARINGS
C429 VERIFY PRAIRIE AND MASKER AIR SYSTEMS ALIGNMENT
C430 CLEAN AND INSPECT PRAIRIE AND MASKER AIR SYSTEMS
C431 TEST PRAIRIE AND MASKER AIR SYSTEMS
C432 TROUBLESHOOT PRAIRIE AND MASKER AIR SYSTEMS
C433 REPLACE PRAIRIE AND MASKER AIR SYSTEM COMPONENTS
C434 SECURE PRAIRIE AND MASKER AIR SYSTEMS
C435 ALIGN MAIN LUBE OIL SERVICE SYSTEMS
C436 SECURE MAIN LUBE OIL SERVICE SYSTEMS
C437 ALIGN FUEL OIL SERVICE SYSTEMS (F-76, JP-5)
C438 START FUEL OIL SERVICE PUMPS
C439 SECURE FUEL OIL SERVICE SYSTEMS
C440 ALIGN FUEL OIL FILL AND TRANSFER SYSTEMS (F-76, JP-5)
C442 SECURE FUEL OIL FILL AND TRANSFER SYSTEMS
C443 START FUEL OIL TRANSFER PUMPS
C444 SECURE FUEL OIL TRANSFER PUMPS
C445 ALIGN FUEL OIL PURIFIERS
C446 START FUEL OIL PURIFIERS
C447 SECURE FUEL OIL PURIFIERS

C448 ALIGN FUEL OIL COALESCERS
C449 SECURE FUEL OIL COALESCERS
C450 CLEAN AND INSPECT FUEL OIL COALESCERS COMPONENTS
C451 TEST FUEL OIL COALESCERS COMPONENTS
C452 TROUBLESHOOT FUEL OIL COALESCERS COMPONENTS
C453 REPLACE FUEL OIL COALESCERS COMPONENTS
C455 CLEAN AND INSPECT FUEL OIL PREFILTER COMPONENTS
C456 TEST FUEL OIL PREFILTER COMPONENTS
C457 TROUBLESHOOT FUEL OIL PREFILTER COMPONENTS
C458 REPLACE FUEL OIL PREFILTER COMPONENTS
C459 CLEAN AND INSPECT SHIP'S SERVICE FUEL OIL SYSTEMS
C460 TEST SHIP'S SERVICE FUEL OIL SYSTEMS
C462 REPLACE SHIP'S SERVICE FUEL OIL SYSTEM COMPONENTS
C463 ALIGN LUBE OIL PURIFIERS
C464 START LUBE OIL PURIFIERS
C465 SECURE LUBE OIL PURIFIERS
C472 TAKE AND INSPECT FLUID SAMPLES (FUEL OIL, LUBE OIL, ETC.)
C473 CLEAN AND INSPECT PURIFIERS
C474 TEST PURIFIERS
C475 TROUBLESHOOT PURIFIERS
C476 REPLACE PURIFIER COMPONENTS
C480 ADJUST OIL HEATER COMPONENTS
C482 ALIGN START AIR SYSTEMS
C483 CLEAN AND INSPECT START AIR SYSTEMS
C484 TEST START AIR SYSTEMS
C485 SECURE START AIR SYSTEMS
C486 TROUBLESHOOT START AIR SYSTEMS
C488 CLEAN AND INSPECT START AIR SYSTEMS COMPONENTS
C489 TEST START AIR SYSTEMS COMPONENTS
C490 TROUBLESHOOT START AIR SYSTEMS COMPONENTS
C491 REPLACE START AIR SYSTEMS COMPONENTS
C492 CLEAN AND INSPECT RIGHT ANGLE GEAR BOXES
C502 INSPECT FLANGE SHIELDS
C503 REPLACE FLANGE SHIELDS
C504 CLEAN AND INSPECT MANIFOLDS
C505 REPLACE MANIFOLDS
C506 CLEAN AND INSPECT PIPING
C507 REPLACE PIPING
C508 CLEAN AND INSPECT LAGGING
C509 REPLACE LAGGING
C510 CLEAN AND INSPECT LAGGING PADS
C511 REPLACE LAGGING PADS

E. ENVIRONMENTAL PROTECTION
E579 ALIGN OIL TANKS (CONTAMINATED, HOLDING, ETC.)
E581 INVENTORY OIL SPILL RECOVERY KITS
E582 RECORD DRY BULB TEMPERATURE READINGS
E583 REVIEW HAZARDOUS MATERIAL (HAZMAT) USERS GUIDE
E584 REVIEW HAZMAT INVENTORIES
E585 REVIEW MATERIAL SAFETY DATA SHEETS (MSDS)
E586 INSPECT HAZMAT STORAGE AREAS
E588 CLEAN AND INSPECT HAZMAT WASTE CONTAINERS

F. TECHNICAL ADMINISTRATION
F593 RECORD METER READINGS
F599 PREPARE DAILY FUEL AND WATER REPORTS
F600 UPDATE FUEL LOGS

GAS TURBINE SYSTEMS TECHNICIAN (MECHANICAL) SECOND CLASS (GSM2)

A. GAS TURBINE
A004 START GT ENGINES REMOTELY
A006 SECURE GT ENGINES REMOTELY
A010 START GT GENERATOR SETS REMOTELY
A012 SECURE GT GENERATOR SETS REMOTELY
A016 REPLACE GT GENERATORS
A023 TEST GT POWER TURBINE COMPONENTS
A024 TROUBLESHOOT GT POWER TURBINE COMPONENTS
A025 REPLACE GT POWER TURBINE COMPONENTS
A027 TROUBLESHOOT GT COMBUSTION CHAMBER COMPONENTS
A028 REPLACE GT COMBUSTION CHAMBER COMPONENTS
A040 TEST GT COMPRESSOR SECTIONS
A041 TROUBLESHOOT GT COMPRESSOR SECTIONS
A042 REPLACE GT COMPRESSOR SECTIONS
A059 PERFORM GT ENGINE BORESCOPE INSPECTIONS
A068 REPLACE GT POWER TURBINE BRAKES
AO70 TEST GT MECHANICAL LINKAGES
A071 ADJUST GT MECHANICAL LINKAGES
A072 REPLACE GT MECHANICAL LINKAGES

B. AUXILIARY EQUIPMENT
B100 TROUBLESHOOT BLEED AIR SYSTEMS
B107 TROUBLESHOOT WHB
B130 REPLACE AIR COMPRESSOR COMPONENTS
B216 REPLACE RIGID TUBING
B338 LOCATE WATER CHEMISTRY CASUALTIES
B339 ISOLATE WATER CHEMISTRY CASUALTIES
B340 PERFORM CASUALTY CONTROL TO CORRECT WATER CHEMISTRY CASUALTIES
B370 CLEAN AND INSPECT POWER TAKE-OFF (PTO) SHAFTS
B371 REPAIR PTO SHAFTS
B372 REPLACE PTO SHAFTS

C. MAIN PROPULSION
C385 REPAIR STERN TUBE SEALS
C386 REPLACE COMPONENTS OF STERN TUBE SEAL SYSTEMS
C389 REPAIR BULKHEAD SEALS
C390 REPLACE BULKHEAD SEALS
C393 REPLACE INFLATABLE SHAFT SEALS
C407 TROUBLESHOOT MRG COMPONENTS
C408 REPAIR MRG COMPONENTS
C409 REPLACE MRG COMPONENTS
C412 TROUBLESHOOT MRG CLUTCH AND BRAKE ASSEMBLY COMPONENTS

C413 REPAIR MRG CLUTCH AND BRAKE ASSEMBLY COMPONENTS
C414 REPLACE MRG CLUTCH AND BRAKE ASSEMBLY COMPONENTS
C428 REPLACE LINE SHAFT BEARINGS
C461 TROUBLESHOOT SHIP'S SERVICE FUEL OIL SYSTEMS
C494 TROUBLESHOOT RIGHT ANGLE GEAR BOXES

E. ENVIRONMENTAL PROTECTION
E587 ESTABLISH HAZMAT WASTE DISPOSAL METHODS

F. TECHNICAL ADMINISTRATION
F596 ESTIMATE FUEL, LUBE OIL, AND WATER REQUIREMENTS

GAS TURBINE SYSTEMS TECHNICIAN (MECHANICAL) FIRST CLASS (GSM1)

F. TECHNICAL ADMINISTRATION
F590 UPDATE GAS TURBINE OPERATING LOGS
F594 FILE ENGINEERING LOGS
F595 REVIEW SHIP-TO-SHORE MAINTENANCE PROGRESS REPORTS
F601 REVIEW ENGINEERING AND EQUIPMENT DEGRADATIONS

CHIEF GAS TURBINE SYSTEMS TECHNICIAN (MECHANICAL) (GSMC)

E. ENVIRONMENTAL PROTECTION
E589 MONITOR HEARING CONSERVATION AND HEAT STRESS PROGRAMS

F. TECHNICAL ADMINISTRATION
F591 REVIEW AUTOMATED ALARM DATA LOGS
F597 UPDATE ENGINEER'S BELL LOGS
F598 UPDATE ENGINEERING OPERATIONAL SEQUENCING SYSTEMS (EOSS) PUBLICATIONS
F605 PREPARE FULL POWER AND ECONOMY TRIAL REPORTS
F606 INVENTORY AND VALIDATE ENGINEERING BULLETINS AND CHANGES
F607 UPDATE MARINE GAS TURBINE SERVICE RECORDS (MGTSR)
F608 REVIEW MGTSR

SENIOR CHIEF GAS TURBINE SYSTEMS TECHNICIAN (GSCS)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

MASTER CHIEF GAS TURBINE SYSTEMS TECHNICIAN (GSCM)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

CHAPTER 40

HOSPITAL CORPSMAN
(HM)

NAVPERS 18068-40A

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

HOSPITAL CORPSMAN (HM)

SCOPE OF RATING

Hospital Corpsmen (HM) perform duties as assistants in the prevention and treatment of disease and injury; including first aid and preventive medicine procedures; assist with physical examinations; provide patient care and the administration of medicinals and parenteral solutions; perform general laboratory, pharmacy and other patient support services; assist in the administrative supply and accounting procedures within medical departments ashore, afloat and with the Marine Corps; instruct medical and non-medical personnel in first aid, self aid, personal hygiene and medical records maintenance and assist in the transportation of the sick and injured; assist in the maintenance of environmental health standards; be prepared to assist in the prevention and treatment of chemical, biological and radiological (CBR) casualties and other contingencies; senior hospital corpsmen perform supervisory, technical, planning and management functions in support of medical readiness and quality health care delivery; In addition to their general assignments, hospital corpsmen trained as technicians perform specialized functions within the operational forces, clinical specialities, administrative departments and may be assigned independent of a medical officer.

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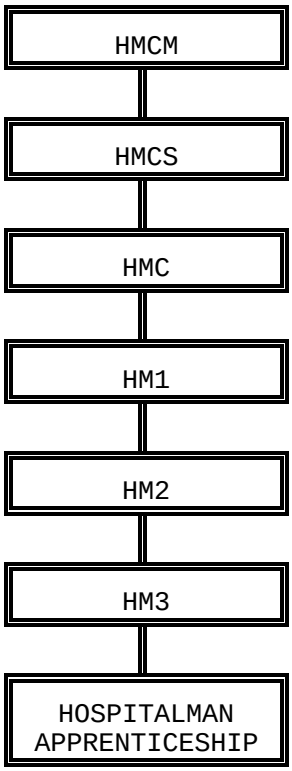
These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 40.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Physician's Assistant can be found in BUPERSINST 1131.1 series; to Medical Service Corps in SECNAVINST 1120.8; and to Nurse Corps through the Medical Enlisted Commissioning Program in MILPERSMAN 1131-050.

SPECIAL PHYSICAL REQUIREMENTS

None.

CITIZENSHIP/SECURITY REQUIREMENTS

None.

SAFETY

The observance of proper safety precautions in all areas is an integral part of each billet and the responsibility of every Navy man and woman; safety is a universal requirement for all ratings.

HOSPITAL CORPSMAN (HM) FUNCTIONAL AREAS

A. EMERGENCY/FIELD TREATMENT

B. PATIENT CARE

D. ANCILLARY SERVICES

E. PREVENTIVE/OCCUPATIONAL MEDICINE

F. TRAINING/ADMINISTRATION/LOGISTICS

HOSPITAL CORPSMAN THIRD CLASS (HM3)

A. EMERGENCY/FIELD TREATMENT

A001 PERFORM PRELIMINARY ASSESSMENT AND TREATMENT OF CHEMICAL, BIOLOGICAL, RADIOLOGICAL (CBR) CONTAMINATED PATIENTS
A002 DECONTAMINATE CBR CONTAMINATED PATIENTS
A004 APPLY ANTI-SHOCK GARMENTS
A005 TREAT PATIENTS FOR SHOCK
A006 PERFORM HEALTH CARE PROVIDER LEVEL BASIC LIFE SUPPORT (BLS)
A008 INSERT ARTIFICIAL AIRWAYS
A009 PERFORM ARTIFICIAL RESPIRATION
A010 PROVIDE CARE DURING EMERGENCY CHILD BIRTHS
A011 APPLY TOURNIQUETS
A012 MONITOR AND ADJUST TOURNIQUETS
A013 CALCULATE MEDICATION DOSAGE REQUIREMENTS
A014 INVENTORY AND INSPECT ANTIDOTE LOCKERS
A015 ADMINISTER INJECTIONS
A016 OBSERVE FOR ANAPHYLACTIC REACTIONS
A017 TREAT ANAPHYLACTIC REACTIONS
A018 PERFORM EMERGENCY TREATMENT FOR SOFT TISSUE INJURIES
A020 PERFORM PRELIMINARY ASSESSMENT AND TREATMENT OF DENTAL EMERGENCIES
A022 INVENTORY BATTLE DRESSING STATIONS (BDS)
A024 PERFORM TRIAGE
A025 PREPARE PATIENTS FOR MEDICAL EVACUATIONS
A027 RESTRAIN PATIENTS
A028 TRANSPORT PATIENTS
A029 ADMINISTER MEDICATIONS IN EMERGENCY SITUATIONS
A030 PERFORM BASIC NEUROLOGICAL CHECKS
A032 PERFORM PRELIMINARY ASSESSMENT AND TREATMENT OF HEAD AND NECK INJURIES
A033 PERFORM PRELIMINARY ASSESSMENT AND TREATMENT OF EYE INJURIES
A034 PERFORM PRELIMINARY ASSESSMENT AND TREATMENT OF SPINAL CORD INJURIES
A035 PERFORM PRELIMINARY ASSESSMENT AND TREATMENT OF ORTHOPEDIC INJURIES
A036 PERFORM PRELIMINARY ASSESSMENT AND TREATMENT OF ABDOMINAL INJURIES
A037 PERFORM PRELIMINARY ASSESSMENT AND TREATMENT OF THORACIC INJURIES
A038 PERFORM PRELIMINARY ASSESSMENT AND TREATMENT OF GENITOURINARY INJURIES
A039 PERFORM PRELIMINARY ASSESSMENT AND TREATMENT OF CHEMICAL BURNS OR INJURIES
A040 CONDUCT PRELIMINARY ASSESSMENT AND TREATMENT OF THERMAL BURNS OR INJURIES
A041 PERFORM PRELIMINARY ASSESSMENT AND TREATMENT OF EAR, NOSE, AND THROAT (ENT) INJURIES
A042 PERFORM PRELIMINARY ASSESSMENT AND TREATMENT OF INTERNAL HEMORRHAGES
A043 PERFORM PRELIMINARY ASSESSMENT AND TREATMENT OF ENVIRONMENTAL INJURIES
A044 PERFORM PRELIMINARY ASSESSMENT OF MENTAL STABILITY
A045 PERFORM PRELIMINARY ASSESSMENT OF SEIZURE DISORDERS
A046 AID PATIENTS WITH SEIZURE DISORDERS
A047 PERFORM PRELIMINARY ASSESSMENT AND TREATMENT OF ACUTE DRUG INTOXICATIONS AND POISONINGS
A048 PERFORM PRELIMINARY ASSESSMENT AND TREATMENT OF CHEMICAL INTOXICATIONS, CHEMICAL POISONINGS, OR HAZARDOUS MATERIAL EXPOSURES

A049 PERFORM PRELIMINARY ASSESSMENT AND TREATMENT OF CARDIOVASCULAR CONDITIONS
A050 PERFORM PRELIMINARY ASSESSMENT AND TREATMENT OF UNCONSCIOUS PATIENTS
A051 DRESS WOUNDS
A289 PERFORM PRELIMINARY ASSESSMENT AND TREATMENT OF DERMATOLOGICAL CONDITIONS

B. PATIENT CARE

B054 MEASURE FLUID INTAKE
B055 MEASURE FLUID OUTPUT
B060 APPLY ORTHOPEDIC APPLIANCES
B062 PERFORM CIRCULATION CHECKS FOR PATIENTS WITH ORTHOPEDIC APPLIANCES
B063 CONDUCT RANGE OF MOTION EXERCISES
B079 ASSIST IN OPENING AND DRAINING INCISIONS
B080 ASSIST IN OPENING AND DRAINING INFECTED AREAS
B082 ADMINISTER MEDICATIONS
B084 ASSESS FOR SIDE EFFECTS OF TREATMENTS OR MEDICATIONS
B085 REPORT SIDE EFFECTS OF TREATMENTS OR MEDICATIONS
B086 TREAT FEBRILE CONDITIONS
B090 PERFORM PRELIMINARY ASSESSMENT OF LABORATORY RESULTS
B094 PREPARE INSTRUMENTS AND OTHER MATERIALS FOR STERILIZATION
B099 DON STERILE SURGICAL GOWNS AND GLOVES
B100 PERFORM POSTPROCEDURE CLEANING OF TREATMENT ROOMS AND EQUIPMENT
B101 SET-UP OXYGEN EQUIPMENT
B102 PROVIDE OXYGEN THERAPY
B103 SET-UP SUCTION EQUIPMENT
B104 OPERATE SUCTION EQUIPMENT
B105 SET-UP HUMIDIFIERS OR VAPORIZERS
B106 PERFORM URINARY CATHETERIZATION
B109 ADMINISTER ENEMAS
B110 PERFORM INTRAVENOUS (IV) THERAPY
B113 MONITOR DRESSINGS FOR HEMORRHAGING
B114 TAKE VITAL SIGNS
B115 MONITOR VITAL SIGNS
B119 PERFORM PATIENT ISOLATION TECHNIQUES
B122 COUNSEL PATIENTS ON TREATMENT AND SELF-CARE
B124 ANNOTATE INPATIENT RECORDS/CHARTS
B125 ANNOTATE MEDICAL RECORDS AND CHARTS USING COMPLAINT SUBJECTIVE, OBJECTIVE, DIAGNOSIS ASSESSMENT, AND TREATMENT PLAN (S.O.A.P.) FORMAT
B126 LIAISE BETWEEN DOCTOR, STAFF, AND PATIENT TO FACILITATE PROBLEM RESOLUTION
B127 PREPARE PATIENT FOR EXAMINATIONS
B129 PERFORM ELECTROCARDIOGRAMS (EKG)
B131 PERFORM AUDIOGRAMS
B132 OBTAIN CULTURES
B136 REMOVE ORTHOPEDIC APPLIANCES
B138 ASSESS BITES AND STINGS (HUMAN, ANIMAL, OR INSECT)
B139 TREAT BITES AND STINGS (HUMAN, ANIMAL, OR INSECT)
B142 MEASURE VISUAL ACUITY
B143 PERFORM COLOR PERCEPTION TESTS

B146 ORDER EYEGLASSES OR OPTICAL INSERTS
B148 SCREEN PATIENTS (SICK CALLS, PHYSICAL EXAMS, ETC.)
B149 ASSESS WOUNDS FOR SIGNS OF INFECTION AND HEALING
B150 PERFORM PRELIMINARY ASSESSMENT OF ORTHOPEDIC CONDITIONS
B151 PERFORM PRELIMINARY ASSESSMENT OF EYE CONDITIONS
B152 PERFORM PRELIMINARY ASSESSMENT OF ABDOMINAL OR THORACIC CONDITIONS
B153 PERFORM PRELIMINARY ASSESSMENT OF RESPIRATORY CONDITIONS
B154 PERFORM PRELIMINARY ASSESSMENT OF GASTROINTESTINAL (GI) CONDITIONS
B155 PERFORM PRELIMINARY ASSESSMENT OF GENITOURINARY CONDITIONS
B156 PERFORM PRELIMINARY ASSESSMENT OF DERMATOLOGICAL CONDITIONS
B157 PERFORM PRELIMINARY ASSESSMENT OF ENT CONDITIONS
B158 PERFORM PRELIMINARY ASSESSMENT OF DIABETIC CONDITIONS
B159 ASSIST IN TREATMENT OF UNCONSCIOUS PATIENTS
B160 ASSIST IN TREATMENT OF CARDIOVASCULAR CONDITIONS
B161 ASSIST IN TREATMENT OF RESPIRATORY CONDITIONS
B162 ASSIST IN TREATMENT OF GI CONDITIONS
B163 ASSIST IN TREATMENT OF GENITOURINARY CONDITIONS
B164 ASSIST IN TREATMENT OF CHEMICAL BURNS OR INJURIES
B165 ASSIST IN TREATMENT OF THERMAL BURNS OR INJURIES
B166 ASSIST IN TREATMENT OF INTERNAL HEMORRHAGES
B168 ASSIST IN TREATMENT OF DIABETIC CONDITIONS
B169 ASSIST IN TREATMENT OF FOOD BORNE ILLNESSES
B170 ASSIST IN TREATMENT OF HEAD AND NECK CONDITIONS
B171 ASSIST IN TREATMENT OF EYE CONDITIONS
B172 ASSIST IN TREATMENT OF ENT CONDITIONS
B173 ASSIST IN TREATMENT OF SPINAL CORD INJURIES
B174 ASSIST IN TREATMENT OF ORTHOPEDIC CONDITIONS
B175 ASSIST IN TREATMENT OF ABDOMINAL AND THORACIC CONDITIONS
B176 ASSIST IN TREATMENT OF ACUTE DRUG AND CHEMICAL INTOXICATIONS OR POISONINGS
B177 PERFORM MINOR INCISIONS (TOE NAIL RESECTIONS, LANCING, ETC.)
B178 SUTURE LACERATIONS
B179 REMOVE SUTURES
B180 DEBRIDE WOUNDS
B181 REMOVE SUPERFICIAL FOREIGN BODIES
B182 ADMINISTER LOCAL ANESTHETICS
B184 ADMINISTER IMMUNIZATIONS
B188 ADMINISTER INTRADERMAL SKIN TESTS
B189 ASSESS INTRADERMAL SKIN TESTS
B280 ORGANIZE INPATIENT RECORDS/CHARTS
B283 OBTAIN MEDICAL HISTORY OF PATIENTS
B284 RECORD MEDICAL HISTORY OF PATIENTS
B290 IRRIGATE INFECTED AREAS
B291 STERILIZE INSTRUMENTS AND OTHER MATERIALS
B292 SET-UP AND MAINTAIN A STERILE FIELD
B293 REMOVE SURGICAL GOWNS AND GLOVES
B294 PERFORM PRELIMINARY ASSESSMENT OF CARDIOVASCULAR CONDITIONS
B295 PERFORM PRELIMINARY ASSESSMENT OF CHEMICAL BURNS OR INJURIES
B296 PERFORM PRELIMINARY ASSESSMENT OF THERMAL BURNS OR INJURIES
B297 PERFORM PRELIMINARY ASSESSMENT OF HEAD AND NECK CONDITIONS
B298 RECORD INTRADERMAL SKIN TEST RESULTS
B299 ASSIST IN TREATMENT OF DERMATOLOGICAL CONDITIONS
B300 PERFORM PRELIMINARY ASSESSMENT OF UNCONSCIOUS PATIENTS

B301 PERFORM PRELIMINARY ASSESSMENT OF INTERNAL HEMORRHAGES
B302 PERFORM PRELIMINARY ASSESSMENT OF SPINAL CORD INJURIES
B303 PERFORM PRELIMINARY ASSESSMENT OF ACUTE DRUG AND CHEMICAL INTOXICATIONS OR POISONINGS

D. ANCILLARY SERVICES

D194 PERFORM BASIC LABORATORY DIAGNOSTIC TESTS (UA, KOH, ETC.)
D195 PERFORM SEXUALLY TRANSMITTED DISEASE (STD) TESTS
D197 OBTAIN BLOOD SPECIMENS
D198 VERIFY LABEL OF LABORATORY SPECIMENS
D199 PERFORM COMPLETE BLOOD COUNT (CBC)
D202 CONVERT BETWEEN GENERIC AND TRADE NAME EQUIVALENCY OF DRUGS
D203 DETERMINE DRUG INTERACTIONS
D204 DETERMINE DRUG CONTRAINDICATIONS
D205 DETERMINE ADVERSE DRUG AFFECTS
D206 FILE PRESCRIPTIONS
D207 DISPENSE MEDICATIONS
D208 RECONSTITUTE MEDICATIONS FOR ADMINISTRATION

E. PREVENTIVE/OCCUPATIONAL MEDICINE

E190 SORT BIOMEDICAL WASTE
E191 COLLECT BIOMEDICAL WASTE
E192 PACKAGE BIOMEDICAL WASTE
E193 DISPOSE OF BIOMEDICAL WASTE
E220 ASSESS AND TREAT EXTERNAL PARASITE INFESTATIONS (LICE, CRABS, SCABIES, ETC.)
E222 CONDUCT PRELIMINARY INTERVIEWS OF PERSONNEL EXPOSED TO COMMUNICABLE DISEASES (OTHER THAN STD)
E224 CONDUCT PRELIMINARY STD INTERVIEWS
E226 PERFORM HEAT STRESS INDEX TESTS
E228 FIT AND ISSUE NOISE PROTECTION DEVICES
E230 TEST WATER SAMPLES
E231 DETERMINE SOURCE OF WATER CONTAMINATION
E236 PERFORM PEST CONTROL INSPECTIONS
E237 INSPECT MESSING AND FOOD SERVICE FACILITIES

F. TRAINING/ADMINISTRATION/LOGISTICS

F210 INVENTORY MEDICAL DEPARTMENT EQUIPMENT AND SUPPLIES
F211 STOCK MEDICAL SUPPLIES AND EQUIPMENT ACCORDING TO AUTHORIZED MEDICAL ALLOWANCE LIST (AMAL)
F212 INSPECT MEDICAL SUPPLIES FOR SERVICEABILITY
F213 INSPECT MEDICAL EQUIPMENT FOR SERVICEABILITY
F214 INSPECT MEDICAL INSTRUMENTS FOR SERVICEABILITY
F215 STORE MEDICAL SUPPLIES
F238 CONDUCT FIRST AID AND HEALTH TRAINING FOR NON-MEDICAL PERSONNEL
F242 PREPARE MONTHLY MORBIDITY REPORTS
F246 PREPARE LABORATORY REQUESTS
F247 REVIEW LABORATORY REQUESTS

F252 PREPARE HEAT CASUALTY REPORTS
F265 PREPARE MEDICAL ACCIDENT AND INCIDENT REPORTS
F271 OPEN MEDICAL RECORDS
F272 OPEN DENTAL RECORDS
F273 VERIFY MEDICAL RECORDS
F274 VERIFY DENTAL RECORDS
F275 MAKE ENTRIES IN MEDICAL RECORDS
F276 MAKE ENTRIES IN DENTAL RECORDS
F277 CLOSE MEDICAL RECORDS
F278 CLOSE DENTAL RECORDS
F304 ENTER PATIENT DATA INTO AUTOMATED MEDICAL INFORMATION SYSTEMS
F305 RETRIEVE PATIENT DATA FROM AUTOMATED MEDICAL INFORMATION SYSTEMS (CHCS, DEERS, ETC.)
F306 PREPARE GENERAL MEDICAL REPORTS (BINNACLE LIST, MEPRS, ETC.)
F307 PREPARE BIRTH CERTIFICATES

HOSPITAL CORPSMAN SECOND CLASS (HM2)

A. EMERGENCY/FIELD TREATMENT
A026 COORDINATE MEDICAL EVACUATIONS

E. PREVENTIVE/OCCUPATIONAL MEDICINE
E221 CONDUCT PRELIMINARY INVESTIGATION OF FOOD BORNE ILLNESSES
E227 CONDUCT HABITABILITY INSPECTIONS

F. TRAINING/ADMINISTRATION/LOGISTICS
F239 PREPARE DEATH CERTIFICATES
F240 PREPARE DECEDENT AFFAIRS DEATH REPORTS
F250 PREPARE DISEASE ALERT REPORTS
F253 REVIEW HEAT CASUALTY REPORTS
F254 COORDINATE THIRD PARTY CLAIMS
F256 CONDUCT HEALTH BENEFITS COUNSELLING
F266 REVIEW MEDICAL ACCIDENT AND INCIDENT REPORTS
F308 REVIEW MEDICAL ACCIDENT AND INCIDENT REPORTS

HOSPITAL CORPSMAN FIRST CLASS (HM1)

A. EMERGENCY/FIELD TREATMENT
A021 DIRECT BATTALION AID STATION (BAS) OPERATIONS
A023 INSPECT BDS

D. ANCILLARY SERVICES
D209 INVENTORY CONTROLLED DRUGS AND SUBSTANCES

F. TRAINING/ADMINISTRATION/LOGISTICS
F241 REVIEW DECEDENT AFFAIRS DEATH REPORTS
F243 REVIEW MONTHLY MORBIDITY REPORTS
F251 REVIEW DISEASE ALERT REPORTS
F257 ASSIST IN DRAFTING COMMAND MEDICAL READINESS PLANS
F262 PREPARE MEDICAL PERSONNEL AUGMENTATION REQUESTS
F309 REVIEW GENERAL MEDICAL REPORTS (BINNACLE LIST, MEPRS, ETC.)

CHIEF HOSPITAL CORPSMAN (HMC)

F. TRAINING/ADMINISTRATION/LOGISTICS
F258 MONITOR COMMAND MEDICAL READINESS PLANS
F259 ASSIST IN DRAFTING JOINT MEDICAL OPERATIONAL PLANS
F260 ASSIST IN MONITORING JOINT MEDICAL OPERATIONAL PLANS
F261 ASSIST IN COORDINATION OF JOINT MEDICAL OPERATIONAL PLANS
F310 INVENTORY CONTROLLED MEDICINALS
F311 COORDINATE MEDICAL ORGANIZATIONAL PERFORMANCE IMPROVEMENT PROGRAM
F312 COORDINATE MEDICAL PERSONNEL AUGMENTATION

SENIOR CHIEF HOSPITAL CORPSMAN (HMCS)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

MASTER CHIEF HOSPITAL CORPSMAN (HMCM)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

CHAPTER 41

HOSPITALMAN
(HN)

NAVPERS 18068-41

HOSPITALMAN (HN)
APPRENTICESHIP
OCCUPATIONAL STANDARDS

SCOPE OF RATING

Hospitalmen (HN) perform duties as assistants in the prevention and treatment of disease and injury; including first aid and preventive medicine procedures; assist with physical examinations; provide patient care and the administration of medicinals and parenteral solutions; perform general laboratory, pharmacy, and other patient support services; assist in the administrative supply and accounting procedures within medical departments ashore, afloat, and with the Marine Corps; instruct medical and non-medical personnel in first aid, self aid, personal hygiene, and medical records maintenance and assist in the transportation of the sick and injured; assist in the maintenance of environmental health standards; be prepared to assist in the prevention and treatment of chemical, biological, and radiological (CBR) casualties and other contingencies; senior hospital corpsmen perform supervisory, technical, planning, and management functions in support of medical readiness and quality health care delivery. In addition to their general assignments, hospital corpsmen trained as technicians perform specialized functions within the operational forces, clinical specialities, administrative departments, and may be assigned independent of a medical officer.

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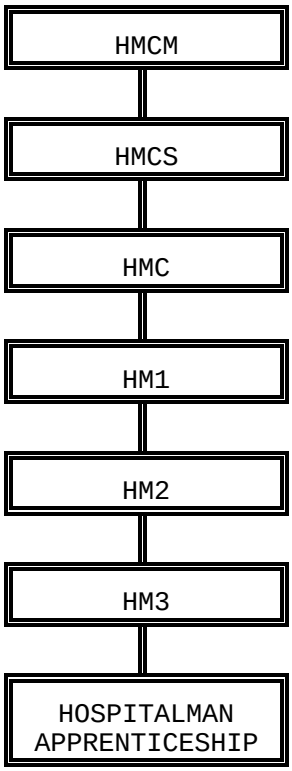
GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Physician's Assistant can be found in BUPERSINST 1131.1 series; to medical Service Corps in SECNAVINST 1120.8; and to Nurse Corps through the Medical Enlisted Commissioning Program in MILPERSMAN 1131-050.

SPECIAL PHYSICAL REQUIREMENTS

None.

CITIZENSHIP/SECURITY REQUIREMENTS

None.

SAFETY

The observance of proper safety precautions in all areas is an integral part of each billet and the responsibility of every Navy man and woman; safety is a universal requirement for all ratings.

HOSPITALMAN (HN) FUNCTIONAL AREAS

A. HEALTH CARE

B. PATIENT ASSISTANCE AND SUPPORT

C. TECHNICAL ADMINISTRATION

D. SAFETY

E. LABORATORY ANALYSIS

F. PHARMACY

G. LOGISTICS

HOSPITALMAN (HN)

A. HEALTH CARE

A001 AMBULATE PATIENTS
A002 PERFORM CARDIO-PULMONARY RESUSCITATION (CPR)
A003 PERFORM EMERGENCY CARE (OTHER THAN CPR AND DEFIBRILLATION)
A004 CLEAN AND PACK WOUNDS
A005 REINFORCE DRESSINGS
A006 APPLY SPLINTS (NON-TRACTION)
A007 ASSESS AND TREAT DECUBITUS ULCER FORMATIONS
A008 ASSESS AND PERFORM PRELIMINARY TREATMENT OF BURNS
A009 ASSESS AND TREAT EXTERNAL HEMORRHAGES
A010 ASSIST IN TREATMENT OF SOFT TISSUE DISEASES/DISORDERS/INJURIES
A011 ASSESS AND TREAT BITES AND STINGS (HUMAN,ANIMAL/INSECT)
A012 ASSESS AND ASSIST IN TREATMENT OF SHOCK
A013 ASSESS AND TREAT HEAT CASUALTIES
A014 PERFORM URINARY CATHETERIZATION
A015 PROVIDE URINARY CATHETER CARE
A016 REMOVE URINARY CATHETERS
A017 ADMINISTER ENEMAS
A018 INITIATE INTRAVENOUS (IV) THERAPY (SITE PREP,TOURNIQUET, VENIPUNCTURE)
A019 MAINTAIN IV THERAPY
A020 DISCONTINUE IV TREATMENT
A021 MONITOR DRESSING OF POSTOPERATIVE PATIENTS FOR HEMORRHAGING
A022 ADMINISTER SUBCUTANEOUS INJECTIONS
A023 ADMINISTER INTRAMUSCULAR INJECTIONS
A024 ADMINISTER INTRADERMAL INJECTIONS
A025 INSERT/REMOVE GASTRIC AND NASOGASTRIC TUBES
A026 ADMINISTER MEDICATIONS VIA NASOGASTRIC
A027 ADMINISTER ORAL MEDICATIONS
A028 ADMINISTER RECTAL MEDICATIONS
A029 ADMINISTER SUBLINGUAL MEDICATIONS
A030 MAINTAIN CONTINUOUS/INTERMITTENT NASOGASTRIC
A031 ASSIST PATIENTS WITH POSTURAL DRAINAGE
A032 PERFORM FEVER REDUCING PROCEDURE (SPONGE BATHS,ALCOHOL RUBS, ETC.)
A033 PERFORM CIRCULATION CHECKS FOR PATIENTS IN HARD OR SOFT CASTS
A034 TURN, COUGH AND DEEP BREATHE PATIENTS
A035 OBTAIN THROAT/WOUND CULTURES
A036 PERFORM PHLEBOTOMY

B. PATIENT ASSISTANCE AND SUPPORT

B001 PREPARE HOSPITAL BEDS
B002 OPEN STERILE TRAYS AND PACKS
B003 SORT AND TAG PATIENTS BY TRIAGE GROUPS
B004 MOVE PATIENTS TO DESIGNATED HOLDING AREAS
B005 PREPARE PATIENTS FOR MEDICAL EVACUATIONS
B006 TRANSPORT PATIENTS FROM SCENE OF ACCIDENT WITHOUT SPECIAL TREATMENT
B007 MAINTAIN ORAL AIRWAYS

B008 REPORT ABNORMAL VITAL SIGN VALUES
B009 OBTAIN/GRAPH/MONITOR VITAL SIGNS
B010 POSITION PATIENT
B011 SHAVE AND PREP PATIENTS FOR SURGERY
B012 PREPARE AND MONITOR SITZ BATH
B013 MONITOR IV HYPERALIMENTATION ADMINISTRATION
B014 MONITOR IV MEDICATIONS
B015 MEASURE FLUID INTAKE AND OUTPUT
B016 PARTICIPATE IN PATIENT ROUNDS
B017 MONITOR PATIENT'S PRESCRIBED DIET
B018 TRANSFER PATIENTS (BED TO CHAIR, CHAIR TO BED, ETC.)
B019 PERFORM ISOLATION AND REVERSE ISOLATION TECHNIQUES
B020 ESCORT PATIENTS TO MEDICAL TREATMENT FACILITIES
B021 TRANSPORT PATIENTS WITHIN MEDICAL FACILITY
B022 FEED PATIENTS
B023 PROVIDE POSTMORTEM CARE

C. TECHNICAL ADMINISTRATION

C001 PREPARE MEDICATION CARDS/MEDICATION ADMINISTRATION RECORDS (MAR)/ PATIENT PROFILE
C002 PREPARE LAB REQUESTS
C003 TRANSCRIBE MEDICAL OFFICER'S ORDERS
C004 RECORD ENTRIES ON PATIENT CHARTS

D. SAFETY

D001 DISPOSE OF HAZARDOUS MEDICAL SUBSTANCES (RADIOLOGICAL/BIOLOGICAL/ CHEMICAL/INFECTIOUS)

E. LABORATORY ANALYSIS

E001 PERFORM FINGER STICK TECHNIQUE FOR CAPILLARY BLOOD SPECIMEN

F. PHARMACY

F001 CONVERT COMMON WEIGHTS AND MEASURES FROM ONE SYSTEM TO ANOTHER
F002 CALCULATE MEDICATION DOSAGE REQUIREMENTS

G. LOGISTICS

G001 DISPOSE OF SUPPLIES/INSTRUMENTS/EQUIPMENT AFTER TIME LIMIT/ EXPIRATION DATE

CHAPTER 42

HULL MAINTENANCE TECHNICIAN (HT)

NAVPERS 18068-42B

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

HULL MAINTENANCE TECHNICIAN (HT)

SCOPE OF RATING

Hull Maintenance Technicians (HT) plan, supervise, and perform tasks necessary for fabrication, installation and repair of all types of shipboard structures, plumbing, and piping systems; organize, supervise, and train personnel in maintenance and hull repair; supervise and perform tasks in procurement and issuance of supplies and repair parts; instruct personnel and enforce safety and security precautions; prepare records and reports.

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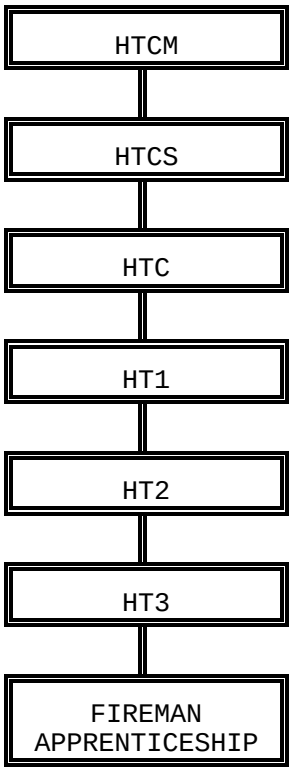
These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 42.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in BUPERSINST 1131.1 series.

SPECIAL PHYSICAL REQUIREMENTS

Normal color perception. Refer to Chapter 15 of the Manual of the Medical Department, U.S. Navy for details on color perception requirements.

CITIZENSHIP/SECURITY REQUIREMENTS

Must be eligible for access to classified information.

SAFETY

The observance of proper safety precautions in all areas is an integral part of each billet and the responsibility of every Navy man and woman; safety is a universal requirement for all ratings.

HULL MAINTENANCE TECHNICIAN (HT) FUNCTIONAL AREAS

A. PLUMBING AND PIPING SYSTEMS REPAIR

B. SEWAGE SYSTEMS MAINTENANCE AND REPAIR

C. METAL LAYOUT, FABRICATION, AND INSTALLATION

D. WOOD, INSULATION AND FIBERGLASS, LAYOUT, FABRICATION, AND INSTALLATION

E. CUTTING AND WELDING

F. BRAZING

G. TOOL AND EQUIPMENT MAINTENANCE AND REPAIR

I. TECHNICAL ADMINISTRATION

HULL MAINTENANCE TECHNICIAN THIRD CLASS (HT3)

A. PLUMBING AND PIPING SYSTEMS REPAIR

A002 REPAIR FLUSHOMETERS
A003 FABRICATE GASKETS
A004 REPLACE GASKETS
A005 REPAIR AND REPLACE SHOWER FIXTURES
A006 REPLACE FAUCET WASHERS
A007 INSTALL/TEST SINKS
A009 INSPECT AND REPAIR SINKS
A011 REPAIR DECK DRAINS
A012 REPLACE DECK DRAINS
A013 REPLACE PIPING
A015 REPLACE PIPE FITTINGS
A017 REPLACE FLANGES
A018 REPLACE LOW PRESSURE STEAM TRAPS (NON-LEVEL)
A020 CLEAR CLOGGED PIPING
A021 REPAIR PIPING ASSEMBLIES
A022 REPLACE VALVES (FLANGED, THREADED)
A023 TEST REPAIRED PIPING AND TUBING
A024 INSPECT REPAIRED PIPING AND TUBING
A025 INSPECT VALVES
A026 REPACK VALVES
A027 REPLACE COMPONENTS OF VALVES
A030 REMOVE INSULATION AND LAGGING MATERIALS
A031 INSTALL INSULATION AND LAGGING MATERIALS
A032 INSPECT BRACKETS AND PIPING FOR DETERIORATION
A247 RUN PIPING
A248 BEND PIPES
A249 TARGET PIPING
A251 VISUALLY IDENTIFY THE CLASSES OF PIPING
A252 IDENTIFY PIPING SYSTEMS MATERIAL AND FITTINGS BY MARKINGS
A253 FABRICATE PIPING TEMPLATES
A254 OVERHAUL RESILIENT SOUND ISOLATION COUPLINGS (RESICS)
A255 HYDRO-TEST PIPING SYSTEMS AND COMPONENTS
A259 INSPECT FLEX HOSES AND CONNECTIONS
A265 FLARE TUBING
A266 MANUFACTURE GAUGE LINES
A285 MANUFACTURE FLEX HOSES
A286 PERFORM DRILLING, TAPPING, AND THREADING

B. SEWAGE SYSTEMS MAINTENANCE AND REPAIR

B001 REPLACE COMMODES AND URINALS
B036 ALIGN SEWAGE PUMPS FOR PROPER MODE
B037 TEST SEWAGE PUMPS
B038 CLEAN SEWAGE PUMPS
B039 LUBRICATE SEWAGE PUMPS
B042 INSPECT COMMINUTOR FOR CORRECT ROTATION
B043 INSPECT COMMINUTOR BELTS FOR TIGHTNESS

B044 CYCLE DIVERTER VALVES
B256 TEST COLLECTION HOLDING TANK (CHT) FLOAT SENSORS

C. METAL LAYOUT, FABRICATION, AND INSTALLATION
C045 CONSTRUCT COFFERDAMS
C046 INSTALL VENT DUCTS
C048 REPAIR METAL FURNITURE
C049 READ BLUEPRINTS
C050 TAKE MEASUREMENTS (TAPE MEASURE, RULER, ETC.)
C051 TAKE CLEARANCE READINGS (MIKES, FEELER GAUGES, TORQUE WRENCHES, ETC.)
C055 INSTALL SHOWER STALLS
C056 FABRICATE SHEET METAL BOXES, DUCTING, FUNNELS, AND SINKS
C057 INSTALL SHEET METAL BULKHEADS
C058 REPAIR SHEET METAL BULKHEADS
C059 MANUFACTURE TEMPLATES
C060 MAKE SHEET METAL LAYOUT PATTERNS
C061 INSTALL JOINER DOORS

D. WOOD, INSULATION AND FIBERGLASS, LAYOUT, FABRICATION, AND INSTALLATION
D063 INSULATE BULKHEADS AND OVERHEADS
D065 INSULATE AIR CONDITIONING DUCTS
D260 MANUFACTURE BOAT BEADING
D261 MANUFACTURE WOODEN PRODUCTS
D264 MANUFACTURE WOODEN COFFERDAMS
D282 SAMPLE LAGGING AND INSULATING MATERIALS FOR HAZARDOUS MATERIAL
D283 DISPOSE OF USED HAZARDOUS MATERIAL
D284 STORE HAZARDOUS MATERIAL
D287 PERFORM ASBESTOS RIPOUTS
D288 PERFORM GLASS REINFORCED PLASTIC (GRP)/FIBERGLASS/PLASTICS REPAIR

E. CUTTING AND WELDING
E074 INSPECT/REPLACE ZINCS
E075 REPAIR STANCHIONS
E092 MANUFACTURE BLANK FLANGES
E094 MANUFACTURE DECKPLATES
E096 WELD METALS
E097 PERFORM SPOT WELDS
E102 PREPARE SURFACES FOR WELDING
E103 CLEAN WELDS AND CASTINGS
E104 PERFORM HARD SURFACING
E105 PREHEAT, POSTHEAT, AND STRESS-RELIEVE METAL
E109 REPAIR STRUCTURAL DAMAGE
E111 CHECK FITUPS (TACKS, CLEARANCE, ETC.)
E250 CUT METALS
E269 CONDUCT NON-DESTRUCTIVE TESTS (VT, PT)
E272 PATCH ALUMINUM BOAT HULLS
E273 LAY TILES

F. BRAZING
F112 BRAZE WELD METALS
F113 SILVER BRAZE METALS

G. TOOL AND EQUIPMENT MAINTENANCE AND REPAIR
G114 SHARPEN TOOLS (CHISELS, CUTTING BITS, PLANNERS, ETC.)
G115 DRESS GRINDING WHEELS
G116 CHANGE CUTTING EDGE ON POWER SHEARS
G120 REPLACE SAW BLADES, BELTS, BITS, AND DISKS
G289 SET UP WELDING EQUIPMENT

HULL MAINTENANCE TECHNICIAN SECOND CLASS (HT2)

D. WOOD, INSULATION AND FIBERGLASS, LAYOUT, FABRICATION, AND INSTALLATION
D285 MONITOR ASBESTOS RIPOUTS

E. CUTTING AND WELDING
E270 CONDUCT SPARK TEST TO IDENTIFY METALS
E271 CONDUCT ACID TEST TO IDENTIFY METALS

I. TECHNICAL ADMINISTRATION
I275 DRAW PIPING DIAGRAMS

HULL MAINTENANCE TECHNICIAN FIRST CLASS (HT1)

I. TECHNICAL ADMINISTRATION
I289 UPDATE CALIBRATION RECORDS
I290 VERIFY ACCURACY OF SHIP'S DRAWINGS

CHIEF HULL MAINTENANCE TECHNICIAN (HTC)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

SENIOR CHIEF HULL MAINTENANCE TECHNICIAN (HTCS)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

MASTER CHIEF HULL MAINTENANCE TECHNICIAN (HTCM)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

CHAPTER 43

INTERIOR COMMUNICATIONS ELECTRICIAN (IC)

NAVPERS 18068-43B

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

INTERIOR COMMUNICATIONS ELECTRICIAN (IC)

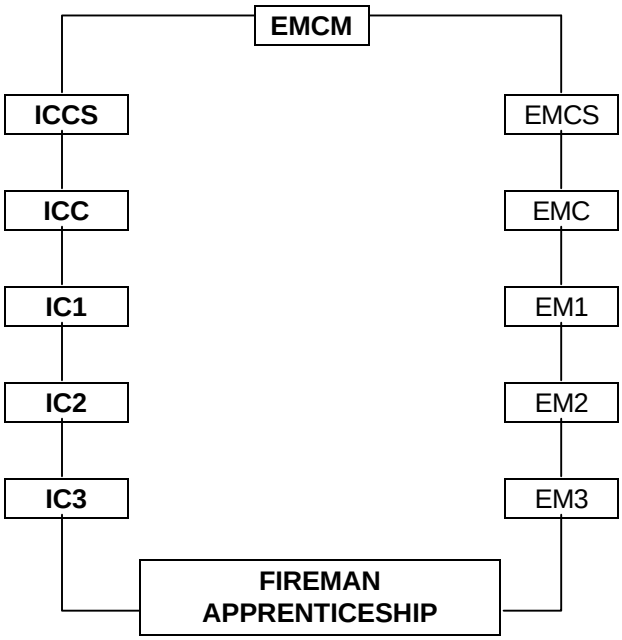
SCOPE OF RATING

Interior Communications Electricians (IC) operate and perform organizational and intermediate maintenance on alarm, warning, and indicator systems; interior communications; and ship's control, entertainment, and navigation systems.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 43.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in BUPERSINST 1131.1 series.

SPECIAL PHYSICAL REQUIREMENTS

Normal color perception. Refer to Chapter 15 of the Manual of the Medical Department, U.S. Navy for details on color perception requirements.

CITIZENSHIP/SECURITY REQUIREMENTS

Must be eligible for access to classified information.

SAFETY

The observance of proper safety precautions in all areas is an integral part of each billet and the responsibility of every Navy man and woman; safety is a universal requirement for all ratings.

INTERIOR COMMUNICATIONS ELECTRICIAN (IC) FUNCTIONAL AREAS

A. SWITCHES, PROTECTIVE DEVICES, AND CABLES

B. POWER DISTRIBUTION

C. AMPLIFIED VOICE AND CALL SYSTEMS

D. TELEPHONE SYSTEMS

E. ALARMS AND WARNING SYSTEMS

F. SHIP'S ENTERTAINMENT SYSTEMS

G. GYROCOMPASS SYSTEMS

H. INDICATING AND METERING SYSTEMS

I. POWER GENERATION, STORAGE, AND MOTORS

J. FLIGHT DECK AND AVIATION SUPPORT SYSTEMS

K. AUXILIARY ELECTRICAL EQUIPMENT

L. TECHNICAL ADMINISTRATION

INTERIOR COMMUNICATIONS ELECTRICIAN THIRD CLASS (IC3)

A. SWITCHES, PROTECTIVE DEVICES, AND CABLES

A001 CLEAN AND INSPECT AUTOMATIC BUS TRANSFERS (ABT)
A002 TEST ABT
A006 CLEAN AND INSPECT MANUAL BUS TRANSFERS (MBT)
A007 TEST MBT
A008 TROUBLESHOOT MBT
A009 REPLACE COMPONENTS OF MBT
A010 INSPECT CABLES (OTHER THAN FIBER OPTIC)
A451 INSPECT FIBER OPTIC CABLES
A011 TEST CABLES (OTHER THAN FIBER OPTIC)
A012 TROUBLESHOOT CABLES (OTHER THAN FIBER OPTIC)
A014 MEASURE AND INSTALL CABLES (OTHER THAN FIBER OPTIC)
A015 BAND CABLES (OTHER THAN FIBER OPTIC)
A020 CLEAN AND INSPECT CIRCUIT BREAKERS
A021 TEST CIRCUIT BREAKERS
A027 RIG CASUALTY POWER CABLES
A028 UNRIG CASUALTY POWER CABLES
A029 RIG SHORE TELEPHONE LINES
A030 UNRIG SHORE TELEPHONE LINES

B. POWER DISTRIBUTION

B031 CLEAN AND INSPECT VOLTAGE REGULATORS
B032 TEST VOLTAGE REGULATORS
B049 TEST FUSES
B050 REPLACE FUSES
B051 CLEAN AND INSPECT SWITCHBOARD METERS
B057 REPLACE TRANSFORMERS
B058 CLEAN AND INSPECT POWER SUPPLIES
B059 TEST POWER SUPPLIES
B064 CLEAN AND INSPECT INTERIOR COMMUNICATIONS (IC) TEST PANELS
B065 TEST IC TEST PANELS
B068 REPLACE COMPONENTS OF IC TEST PANELS

C. AMPLIFIED VOICE AND CALL SYSTEMS

C069 ALIGN CENTRAL AMPLIFIER SYSTEMS (1MC, 5MC, ETC.)
C070 CLEAN AND INSPECT CENTRAL AMPLIFIER SYSTEMS
C071 TEST CENTRAL AMPLIFIER SYSTEMS
C076 CLEAN AND INSPECT MICROPHONE CONTROL STATIONS (1MC, 5MC, ETC.)
C077 TEST MICROPHONE CONTROL STATIONS
C078 TROUBLESHOOT MICROPHONE CONTROL STATIONS
C079 REPAIR MICROPHONE CONTROL STATIONS
C080 REPLACE COMPONENTS OF MICROPHONE CONTROL STATIONS
C081 CLEAN AND INSPECT COMPONENTS OF INTERCOMMUNICATING STATIONS
C082 LUBRICATE COMPONENTS OF INTERCOMMUNICATING STATIONS
C083 TEST INTERCOMMUNICATING STATIONS
C084 TROUBLESHOOT INTERCOMMUNICATING STATIONS
C085 REPAIR INTERCOMMUNICATING STATIONS
C086 REPLACE COMPONENTS OF INTERCOMMUNICATING STATIONS
C087 CLEAN AND INSPECT LOUDSPEAKERS

C088 TEST LOUDSPEAKERS
C089 ADJUST LOUDSPEAKERS
C090 TROUBLESHOOT LOUDSPEAKERS
C091 REPAIR LOUDSPEAKERS
C092 REPLACE COMPONENTS OF LOUDSPEAKERS
C106 CLEAN AND INSPECT COMPONENTS OF SOUND-POWERED TELEPHONE CALL CIRCUITS (E-CALL, A-CALL, ETC.)
C107 TEST SOUND-POWERED TELEPHONE CALL CIRCUITS
C108 TROUBLESHOOT SOUND-POWERED TELEPHONE CALL CIRCUITS
C109 REPAIR SOUND-POWERED TELEPHONE CALL CIRCUITS
C110 REPLACE COMPONENTS OF SOUND-POWERED TELEPHONE CALL CIRCUITS

D. TELEPHONE SYSTEMS

D111 CLEAN AND INSPECT SOUND-POWERED TELEPHONE SWITCHBOARDS
D112 TEST SOUND-POWERED TELEPHONE SWITCHBOARDS
D113 ALIGN SOUND-POWERED TELEPHONE SWITCHBOARDS
D114 TROUBLESHOOT SOUND-POWERED TELEPHONE SWITCHBOARDS
D115 REPAIR SOUND-POWERED TELEPHONE SWITCHBOARDS
D116 REPLACE COMPONENTS OF SOUND-POWERED TELEPHONE SWITCHBOARDS
D117 CLEAN AND INSPECT SOUND-POWERED TELEPHONE SWITCHBOXES
D118 TEST SOUND-POWERED TELEPHONE SWITCHBOXES
D119 ALIGN SOUND-POWERED TELEPHONE SWITCHBOXES
D120 TROUBLESHOOT SOUND-POWERED TELEPHONE SWITCHBOXES
D121 REPAIR SOUND-POWERED TELEPHONE SWITCHBOXES
D122 REPLACE COMPONENTS OF SOUND-POWERED TELEPHONE SWITCHBOXES
D129 CLEAN AND INSPECT DIAL TELEPHONE STATIONS
D130 TEST DIAL TELEPHONE STATIONS
D131 ADJUST COMPONENTS OF DIAL TELEPHONE STATIONS
D132 TROUBLESHOOT DIAL TELEPHONE STATIONS
D133 REPLACE COMPONENTS OF DIAL TELEPHONE STATIONS
D134 CLEAN AND INSPECT SOUND-POWERED TELEPHONES
D135 TEST SOUND-POWERED TELEPHONES
D136 TROUBLESHOOT SOUND-POWERED TELEPHONES
D137 REPAIR SOUND-POWERED TELEPHONES
D138 REPLACE COMPONENTS OF SOUND-POWERED TELEPHONES
D139 TEST SOUND-POWERED TELEPHONE CIRCUITS
D140 RIG EMERGENCY SOUND-POWERED TELEPHONE CIRCUITS
D141 UNRIG EMERGENCY SOUND-POWERED TELEPHONE CIRCUITS
D142 CROSS-CONNECT SOUND-POWERED TELEPHONE CIRCUITS (SWITCHBOARD, SWITCHBOX, ETC.)
D144 ISOLATE SOUND-POWERED TELEPHONE CIRCUITS
D145 CLEAN AND INSPECT SOUND-POWERED TELEPHONE CIRCUIT GROWLERS
D146 LUBRICATE COMPONENTS OF SOUND-POWERED TELEPHONE CIRCUIT GROWLERS
D147 TEST SOUND-POWERED TELEPHONE CIRCUIT GROWLERS
D148 TROUBLESHOOT SOUND-POWERED TELEPHONE CIRCUIT GROWLERS
D149 REPAIR SOUND-POWERED TELEPHONE CIRCUIT GROWLERS
D150 REPLACE COMPONENTS OF SOUND-POWERED TELEPHONE CIRCUIT GROWLERS
D151 CLEAN AND INSPECT SOUND-POWERED TELEPHONE AMPLIFIERS
D152 TEST SOUND-POWERED TELEPHONE AMPLIFIERS

E. ALARMS AND WARNING SYSTEMS

E156 CLEAN AND INSPECT TEMPERATURE ALARM SENSING DEVICES
E159 REPLACE TEMPERATURE ALARM SENSING DEVICES
E160 CLEAN AND INSPECT PRESSURE ALARM SENSING DEVICES
E164 REPAIR PRESSURE ALARM SENSING DEVICES
E165 REPLACE PRESSURE ALARM SENSING DEVICES
E166 CLEAN AND INSPECT SECURITY ALARM SENSING DEVICES
E167 TEST SECURITY ALARM SENSING DEVICES
E172 CLEAN AND INSPECT LIQUID LEVEL ALARM SENSING DEVICES (CIRCUIT FL, 40TD, ETC.)
E173 TEST LIQUID LEVEL ALARM SENSING DEVICES
E174 TROUBLESHOOT LIQUID LEVEL ALARM SENSING DEVICES
E175 REPLACE COMPONENTS OF LIQUID LEVEL ALARM SENSING DEVICES
E176 CLEAN AND INSPECT POWER FAILURE ALARM DEVICES
E177 TEST POWER FAILURE ALARM DEVICES
E178 TROUBLESHOOT POWER FAILURE ALARM DEVICES
E179 REPAIR POWER FAILURE ALARM DEVICES
E180 REPLACE COMPONENTS OF POWER FAILURE ALARM DEVICES
E186 CLEAN AND INSPECT ALARM SWITCHBOARDS
E187 TEST ALARM SWITCHBOARDS
E188 ADJUST COMPONENTS OF ALARM SWITCHBOARDS

F. SHIP'S ENTERTAINMENT SYSTEMS

F452 CLEAN AND INSPECT PUBLIC ADDRESS (PA) SETS
F453 TEST PA SETS
F454 RIG PA SETS
F455 UNRIG PA SETS

G. GYROCOMPASS SYSTEMS

G198 CLEAN AND INSPECT SYNCHRO SIGNAL AMPLIFIERS (SYNC AMPS)
G199 LUBRICATE MECHANICAL COMPONENTS OF SYNC AMPS
G200 TEST SYNC AMPS
G456 CLEAN AND INSPECT GYROCOMPASS SYSTEMS
G205 ALIGN GYROCOMPASS SYSTEMS
G206 CLEAN AND INSPECT GYROCOMPASS REPEATERS
G207 LUBRICATE COMPONENTS OF GYROCOMPASS REPEATERS
G208 TEST GYROCOMPASS REPEATERS

H. INDICATING AND METERING SYSTEMS

H213 CLEAN AND INSPECT SYNCHRO DEVICES (TRANSMITTERS, RECEIVERS, ETC.)
H214 TEST SYNCHROS
H215 TROUBLESHOOT SYNCHROS
H216 REPLACE SYNCHROS
H217 CLEAN AND INSPECT DEAD RECKONING TRACERS (DRT)
H218 LUBRICATE COMPONENTS OF DRT
H219 TEST DRT
H224 CLEAN AND INSPECT DEAD RECKONING ANALYZER INDICATORS (DRAI)
H225 LUBRICATE COMPONENTS OF DRAI
H226 TEST DRAI
H231 CLEAN AND INSPECT DEAD RECKONING ANALYZERS (DRA)
H232 LUBRICATE COMPONENTS OF DRA

H233 TEST DRA
H238 CLEAN AND INSPECT SYNCHRO REPEATERS (IC CIRCUIT L, IC CIRCUIT N, ETC.)
H239 LUBRICATE COMPONENTS OF SYNCHRO REPEATERS
H240 TEST SYNCHRO REPEATERS
H241 ADJUST SYNCHRO REPEATERS
H242 TROUBLESHOOT SYNCHRO REPEATERS
H243 REPAIR SYNCHRO REPEATERS
H244 REPLACE COMPONENTS OF SYNCHRO REPEATERS
H245 CLEAN AND INSPECT RETRACTABLE RODMETERS (PIT SWORDS)
H246 LUBRICATE RETRACTABLE RODMETERS (PIT SWORDS)
H247 TEST RODMETERS (PIT SWORDS)
H248 TROUBLESHOOT RODMETERS (PIT SWORDS)
H251 RAISE RETRACTABLE RODMETERS (PIT SWORDS)
H252 LOWER RETRACTABLE RODMETERS (PIT SWORDS)
H260 CLEAN AND INSPECT DUMMY LOG CIRCUITS
H261 TEST DUMMY LOG CIRCUITS
H285 CLEAN AND INSPECT WIND DIRECTION AND SPEED DETECTORS
H286 LUBRICATE COMPONENTS OF WIND DIRECTION AND SPEED DETECTORS
H287 TEST WIND DIRECTION AND SPEED DETECTORS
H305 CLEAN AND INSPECT VALVE POSITION INDICATING SYSTEMS
H306 LUBRICATE COMPONENTS OF VALVE POSITION INDICATING SYSTEMS
H307 TEST VALVE POSITION INDICATING SYSTEMS
H308 ADJUST COMPONENTS OF VALVE POSITION INDICATING SYSTEMS
H309 TROUBLESHOOT VALVE POSITION INDICATING SYSTEMS
H310 REPAIR VALVE POSITION INDICATING SYSTEMS
H311 REPLACE COMPONENTS OF VALVE POSITION INDICATING SYSTEMS
H312 CLEAN AND INSPECT SALINITY INDICATOR PANELS
H313 TEST SALINITY INDICATOR PANELS
H314 ADJUST COMPONENTS OF SALINITY INDICATOR PANELS
H318 CLEAN AND INSPECT SALINITY CELLS
H319 TEST SALINITY CELLS
H320 LUBRICATE COMPONENTS OF SALINITY CELLS
H321 TROUBLESHOOT SALINITY CELLS
H322 REPLACE SALINITY CELLS
H323 CLEAN AND INSPECT DUMP VALVE SOLENOIDS
H324 LUBRICATE COMPONENTS OF DUMP VALVE SOLENOIDS
H325 TEST DUMP VALVE SOLENOIDS
H326 ADJUST DUMP VALVE SOLENOIDS
H327 TROUBLESHOOT DUMP VALVE SOLENOIDS
H329 REPLACE COMPONENTS OF DUMP VALVE SOLENOIDS
H330 CLEAN AND INSPECT BOILER WATER LEVEL INDICATING SYSTEMS
H331 TEST BOILER WATER LEVEL INDICATING SYSTEMS
H336 CLEAN AND INSPECT TEMPERATURE MONITORING SYSTEMS
H337 TEST TEMPERATURE MONITORING SYSTEMS
H338 ADJUST COMPONENTS OF TEMPERATURE MONITORING SYSTEMS
H347 CLEAN AND INSPECT VENTILATION AIRFLOW INDICATORS
H348 TEST VENTILATION AIRFLOW INDICATORS
H349 ADJUST COMPONENTS OF VENTILATION AIRFLOW INDICATORS
H350 TROUBLESHOOT VENTILATION AIRFLOW INDICATORS
H352 REPLACE COMPONENTS OF VENTILATION AIRFLOW INDICATORS
H353 CLEAN AND INSPECT VENTILATION AIRFLOW SENSORS
H355 TEST VENTILATION AIRFLOW SENSORS

I. POWER GENERATION, STORAGE, AND MOTORS

I372 CLEAN AND INSPECT MOTOR GENERATOR (MG) SETS
I374 TEST MG SETS
I376 SEAT MG SET BRUSHES
I380 CLEAN AND INSPECT MG SET CONTROLLERS
I386 CLEAN AND INSPECT STORAGE BATTERIES
I387 TEST STORAGE BATTERIES
I388 REGULATE SPECIFIC GRAVITY OF STORAGE BATTERIES
I389 REPLACE STORAGE BATTERIES

J. FLIGHT DECK AND AVIATION SUPPORT SYSTEMS

J396 CLEAN AND INSPECT STABILIZED GLIDE SLOPE INDICATING (GSI) SYSTEMS
J397 LUBRICATE COMPONENTS OF GSI SYSTEMS
J403 CLEAN AND INSPECT WAVE-OFF LIGHTS
J404 TEST WAVE-OFF LIGHTS

K. AUXILIARY ELECTRICAL EQUIPMENT

K409 CLEAN AND INSPECT ELECTRICAL COMPONENTS OF SHIP'S WHISTLES
K411 TEST SHIP'S WHISTLES
K413 TROUBLESHOOT ELECTRICAL COMPONENTS OF SHIP'S WHISTLES
K423 CLEAN AND INSPECT IMPRESSED CURRENT CATHODIC PROTECTION (CAPOC) SYSTEMS
K424 TEST CAPOC SYSTEMS

L. TECHNICAL ADMINISTRATION

L457 REVIEW HAZARDOUS MATERIALS (HAZMAT) USERS GUIDE (HMUG)
L458 CLEAN AND INSPECT HAZMAT CONTAINERS
L435 DRAW SCHEMATIC DIAGRAMS
L436 READ AND INTERPRET SCHEMATICS/BLUEPRINTS/SHIPS INFORMATION BOOKS
L447 DOCUMENT IMPRESSED CURRENT CAPOC SYSTEM LOGS

INTERIOR COMMUNICATIONS ELECTRICIAN SECOND CLASS (IC2)

A. SWITCHES, PROTECTIVE DEVICES, AND CABLES

A003 TROUBLESHOOT ABT
A004 ADJUST COMPONENTS OF ABT
A005 REPLACE COMPONENTS OF ABT
A458 TEST FIBER OPTIC CABLES
A459 TROUBLESHOOT FIBER OPTIC CABLES
A013 REPAIR CABLES (OTHER THAN FIBER OPTIC)
A022 TROUBLESHOOT CIRCUIT BREAKERS
A023 REPLACE CIRCUIT BREAKERS

B. POWER DISTRIBUTION

B033 ADJUST VOLTAGE REGULATORS
B034 TROUBLESHOOT VOLTAGE REGULATORS
B035 REPAIR VOLTAGE REGULATORS
B036 REPLACE COMPONENTS OF VOLTAGE REGULATORS

B037 ALIGN IC SWITCHBOARDS (MAIN AND LOCAL)
B038 CLEAN AND INSPECT COMPONENTS OF IC SWITCHBOARDS (MAIN AND LOCAL)
B039 TEST IC SWITCHBOARDS
B043 ALIGN ACTION CUTOUT (ACO) SWITCHBOARDS
B044 CLEAN AND INSPECT COMPONENTS OF ACO SWITCHBOARDS
B045 TEST ACO SWITCHBOARDS
B052 TEST SWITCHBOARD METERS
B053 REPLACE SWITCHBOARD METERS
B055 TEST TRANSFORMERS
B056 TROUBLESHOOT TRANSFORMERS
B060 ADJUST COMPONENTS OF POWER SUPPLIES
B061 TROUBLESHOOT POWER SUPPLIES
B062 REPAIR POWER SUPPLIES
B063 REPLACE COMPONENTS OF POWER SUPPLIES
B066 TROUBLESHOOT IC TEST PANELS
B067 REPAIR IC TEST PANELS

C. AMPLIFIED VOICE AND CALL SYSTEMS
C072 ADJUST COMPONENTS OF CENTRAL AMPLIFIER SYSTEMS (1MC, 5MC, ETC.)

D. TELEPHONE SYSTEMS
D153 TROUBLESHOOT SOUND-POWERED TELEPHONE AMPLIFIERS
D154 REPAIR SOUND-POWERED TELEPHONE AMPLIFIERS
D155 REPLACE COMPONENTS OF SOUND-POWERED TELEPHONE AMPLIFIERS

E. ALARMS AND WARNING SYSTEMS
E157 TEST TEMPERATURE ALARM SENSING DEVICES
E158 TROUBLESHOOT TEMPERATURE ALARM SENSING DEVICES
E161 TEST PRESSURE ALARM SENSING DEVICES
E162 ADJUST PRESSURE ALARM SENSING DEVICES
E163 TROUBLESHOOT PRESSURE ALARM SENSING DEVICES
E168 ADJUST SECURITY ALARM SENSING DEVICES
E169 TROUBLESHOOT SECURITY ALARM SENSING DEVICES
E170 REPAIR SECURITY ALARM SENSING DEVICES
E171 REPLACE SECURITY ALARM SENSING DEVICES
E189 TROUBLESHOOT ALARM SWITCHBOARDS
E190 REPAIR ALARM SWITCHBOARDS
E191 REPLACE COMPONENTS OF ALARM SWITCHBOARDS

F. SHIP'S ENTERTAINMENT SYSTEMS
F460 ADJUST PA SETS
F461 TROUBLESHOOT PA SETS
F462 REPAIR PA SETS
F463 REPLACE COMPONENTS OF PA SETS
F193 CLEAN AND INSPECT SHIPS ENTERTAINMENT SYSTEMS

G. GYROCOMPASS SYSTEMS
G201 ADJUST COMPONENTS OF SYNC AMPS
G202 TROUBLESHOOT SYNC AMPS

G203 REPAIR SYNC AMPS
G204 REPLACE COMPONENTS OF SYNC AMPS
G209 ADJUST COMPONENTS OF GYROCOMPASS REPEATERS
G210 TROUBLESHOOT GYROCOMPASS REPEATERS
G211 REPAIR GYROCOMPASS REPEATERS
G212 REPLACE COMPONENTS OF GYROCOMPASS REPEATERS

H. INDICATING AND METERING SYSTEMS

H464 CLEAN AND INSPECT DIGITAL DEAD RECKONING TRACERS/INERTIAL NAVIGATION TACTICAL PLOTTING SYSTEMS (DDRT/INTPS)
H465 TEST DDRT/INTPS
H253 CLEAN AND INSPECT SPEED AND DISTANCE TRANSMITTERS (UNDERWATER LOGS)
H254 LUBRICATE COMPONENTS OF SPEED AND DISTANCE TRANSMITTERS (UNDERWATER LOGS)
H255 TEST SPEED AND DISTANCE TRANSMITTERS
H262 TROUBLESHOOT DUMMY LOG CIRCUITS
H263 REPAIR DUMMY LOG CIRCUITS
H264 REPLACE COMPONENTS OF DUMMY LOG CIRCUITS
H265 CLEAN AND INSPECT SHIPS CONTROL CONSOLES
H266 LUBRICATE COMPONENTS OF SHIPS CONTROL CONSOLES
H279 CLEAN AND INSPECT SHAFT TACHOMETERS
H280 LUBRICATE COMPONENTS OF SHAFT TACHOMETERS
H281 TEST SHAFT TACHOMETERS
H288 ADJUST COMPONENTS OF WIND DIRECTION DETECTORS
H289 TROUBLESHOOT WIND DIRECTION AND SPEED DETECTORS
H290 REPAIR WIND DIRECTION AND SPEED DETECTORS
H291 REPLACE COMPONENTS OF WIND DIRECTION AND SPEED DETECTORS
H292 CLEAN AND INSPECT WIND DIRECTION AND SPEED TRANSMITTERS
H293 LUBRICATE COMPONENTS OF WIND DIRECTION AND SPEED TRANSMITTERS
H294 TEST WIND DIRECTION AND SPEED TRANSMITTERS
H315 TROUBLESHOOT SALINITY INDICATOR PANELS
H316 REPAIR SALINITY INDICATOR PANELS
H317 REPLACE COMPONENTS OF SALINITY INDICATOR PANELS
H332 ADJUST COMPONENTS OF BOILER WATER LEVEL INDICATING SYSTEMS
H333 TROUBLESHOOT BOILER WATER LEVEL INDICATING SYSTEMS
H334 REPAIR BOILER WATER LEVEL INDICATING SYSTEMS
H335 REPLACE COMPONENTS OF BOILER WATER LEVEL INDICATING SYSTEMS
H339 TROUBLESHOOT TEMPERATURE MONITORING SYSTEMS
H340 REPAIR TEMPERATURE MONITORING SYSTEMS
H341 REPLACE COMPONENTS OF TEMPERATURE MONITORING SYSTEMS
H357 TROUBLESHOOT VENTILATION AIRFLOW SENSORS
H359 REPLACE COMPONENTS OF VENTILATION AIRFLOW SENSORS
H360 CLEAN AND INSPECT TANK LEVEL INDICATOR (TLI) SYSTEMS
H361 TEST TLI SYSTEMS
H362 ADJUST COMPONENTS OF TLI SYSTEMS
H363 TROUBLESHOOT TLI SYSTEMS
H364 REPAIR TLI SYSTEMS
H365 REPLACE COMPONENTS OF TLI SYSTEMS

I. POWER GENERATION, STORAGE, AND MOTORS

I375 ADJUST MG SET BRUSH RIGGING
I377 TROUBLESHOOT MG SETS

I378 REPAIR MG SETS
I379 REPLACE COMPONENTS OF MG SETS
I381 TEST MG SET CONTROLLERS
I382 ADJUST COMPONENTS OF MG SET CONTROLLERS
I383 TROUBLESHOOT MG SET CONTROLLERS
I384 REPAIR MG SET CONTROLLERS
I385 REPLACE COMPONENTS OF MG SET CONTROLLERS

J. FLIGHT DECK AND AVIATION SUPPORT SYSTEMS
J398 TEST STABILIZED GSI SYSTEMS
J466 CLEAN AND INSPECT HELICOPTER OPERATIONS SURVEILLANCE SYSTEMS (HOSS)
J467 LUBRICATE HOSS COMPONENTS
J468 TEST HOSS
J469 CLEAN AND INSPECT COMPONENTS OF INTEGRATED LAUNCH AND RECOVERY TELEVISION SYSTEMS (ILARTS)
J470 LUBRICATE COMPONENTS OF ILARTS SYSTEMS
J471 ALIGN ILARTS SYSTEMS
J472 TEST ILARTS SYSTEMS
J473 INSPECT AND LUBRICATE FRESNEL LENS OPTICAL LANDING SYSTEM (FLOLS) DECK EDGE ASSEMBLIES

K. AUXILIARY ELECTRICAL EQUIPMENT
K474 CLEAN AND INSPECT DATA MULTIPLEX SYSTEMS (DMS)
K475 CLEAN AND INSPECT FIBER OPTIC DATA MULTIPLEX SYSTEMS (FODMS)

L. TECHNICAL ADMINISTRATION
L476 REVIEW HAZMAT MATERIAL INVENTORIES
L439 VERIFY EQUIPMENT CALIBRATION SCHEDULES (GENERAL PURPOSE ELECTRONIC TEST EQUIPMENT (GPETE), METROLOGY AND CALIBRATION (METCAL), ETC.)

INTERIOR COMMUNICATIONS ELECTRICIAN FIRST CLASS (IC1)

A. SWITCHES, PROTECTIVE DEVICES, AND CABLES
A478 REPAIR FIBER OPTIC CABLES
A479 REPLACE FIBER OPTIC CABLES
A024 TEST PHASE SEQUENCE OF SHORE POWER CONNECTIONS

B. POWER DISTRIBUTION
B040 TROUBLESHOOT IC SWITCHBOARDS
B041 REPAIR COMPONENTS OF IC SWITCHBOARDS
B042 REPLACE COMPONENTS OF IC SWITCHBOARDS
B046 TROUBLESHOOT COMPONENTS OF ACO SWITCHBOARDS
B047 REPAIR COMPONENTS OF ACO SWITCHBOARDS
B048 REPLACE COMPONENTS OF ACO SWITCHBOARDS

C. AMPIFIED VOICE AND CALL SYSTEMS
C073 TROUBLESHOOT CENTRAL AMPLIFIER SYSTEMS
C074 REPAIR CENTRAL AMPLIFIER SYSTEMS
C075 REPLACE COMPONENTS OF CENTRAL AMPLIFIER SYSTEMS

F. SHIP'S ENTERTAINMENT SYSTEMS
F192 ALIGN SHIP'S ENTERTAINMENT SYSTEMS
F194 TEST SHIP'S ENTERTAINMENT SYSTEMS

H. INDICATING AND METERING SYSTEMS
H256 ADJUST COMPONENTS OF SPEED AND DISTANCE TRANSMITTERS
H257 TROUBLESHOOT SPEED AND DISTANCE TRANSMITTERS
H258 REPAIR SPEED AND DISTANCE TRANSMITTERS
H259 REPLACE COMPONENTS OF SPEED AND DISTANCE TRANSMITTERS
H267 TEST SHIP'S CONTROL CONSOLES
H268 ADJUST COMPONENTS OF SHIP'S CONTROL CONSOLES
H269 TROUBLESHOOT SHIP'S CONTROL CONSOLES
H270 REPAIR SHIP'S CONTROL CONSOLES
H271 REPLACE COMPONENTS OF SHIP'S CONTROL CONSOLES
H282 TROUBLESHOOT SHAFT TACHOMETERS
H283 REPAIR SHAFT TACHOMETERS
H284 REPLACE COMPONENTS OF SHAFT TACHOMETERS
H298 REPLACE COMPONENTS OF WIND DIRECTION AND SPEED TRANSMITTERS

J. FLIGHT DECK AND AVIATION SUPPORT SYSTEMS
J480 CLEAN AND INSPECT VERTICAL TAKE-OFF OPTICAL LANDING SYSTEMS (VTOLS)

K. AUXILIARY ELECTRICAL EQUIPMENT
K425 ADJUST COMPONENTS OF IMPRESSED CURRENT CAPOC SYSTEMS
K426 TROUBLESHOOT CAPOC SYSTEMS
K427 REPAIR CAPOC SYSTEMS
K428 REPLACE COMPONENTS OF CAPOC SYSTEMS
K481 TEST DMS
K482 TEST FODMS

L. TECHNICAL ADMINISTRATION
L483 INSPECT HAZMAT STORAGE AREAS
L484 IMPLEMENT HAZMAT WASTE DISPOSAL METHODS
L437 VERIFY ACCURACY OF SHIP'S BLUEPRINTS
L438 VERIFY ACCURACY OF SYSTEM DIAGRAMS
L444 PREPARE QUALITY ASSURANCE (QA) FORMS
L446 PREPARE QA REPORTS
L448 ANALYZE IMPRESSED CURRENT CAPOC SYSTEM LOGS
L449 DOCUMENT GYRO COMPASS SERVICE LOGS

CHIEF INTERIOR COMMUNICATIONS ELECTRICIAN (ICC)

H. INDICATING AND METERING SYSTEMS
H250 REPLACE RODMETERS

K. AUXILIARY ELECTRICAL EQUIPMENT
K485 IDENTIFY FAULTS ON DMS MAINTENANCE GROUPS
K486 IDENTIFY DMS EXTERNAL SYSTEM INTERFACES (STEERING CONTROL SYSTEMS, MACHINERY CONTROL SYSTEMS, ETC)
K487 IDENTIFY FAULTS ON FODMS MAINTENANCE GROUPS
K488 IDENTIFY FODMS EXTERNAL SYSTEM INTERFACES

L. TECHNICAL ADMINISTRATION
L440 PREPARE CASUALTY REPORTS (CASREP)
L441 REVIEW CASREP
L442 PREPARE CASUALTY CORRECTION (CASCOR) REPORTS
L443 REVIEW CASCOR
L445 CONDUCT QA PROGRAM INSPECTIONS
L450 ANALYZE GYRO COMPASS SERVICE LOGS

SENIOR CHIEF INTERIOR COMMUNICATIONS ELECTRICIAN (ICCS)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

MASTER CHIEF ELECTRICIAN'S MATE (EMCM)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

CHAPTER 45

INTELLIGENCE SPECIALIST (IS)

NAVPERS 18068-45B

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

INTELLIGENCE SPECIALIST (IS)

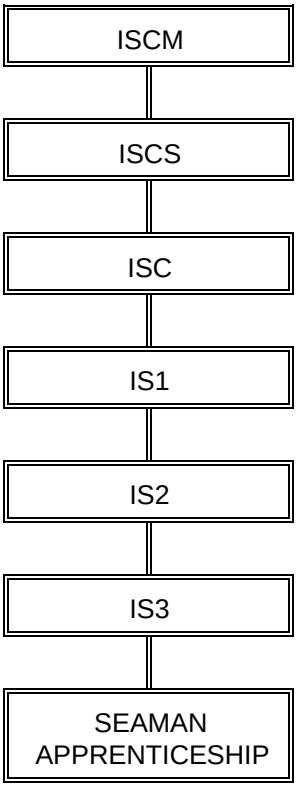
SCOPE OF RATING

Intelligence Specialists (IS) assist in every phase of the collection, processing, and dissemination of intelligence information; assemble and analyze multi-source operational intelligence of surface, sub-surface, and air weapons in support of intelligence briefings, reporting, and analytical programs; prepare and present intelligence briefings; prepare material for use in planning attack and photographic reconnaissance missions; prepare graphics (annotated photographs, plot sheets, mosaics, overlays, etc.); plot and prepare multi-sensor imagery; draft intelligence reports; provide input to and receive data from computerized intelligence systems, ashore and afloat; maintain intelligence files (photographs, maps, charts, photographic interpretation keys, etc.); and maintain and update intelligence libraries.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 45.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in BUPERSINST 1131.1 series.

SPECIAL PHYSICAL REQUIREMENTS

Vision 20/20 corrected; normal color perception. Refer to Chapter 15 of the Manual of the Medical Department, U.S. Navy for details on color perception requirements.

CITIZENSHIP/SECURITY REQUIREMENTS

Must be a U.S. Citizen; eligible for clearance for access to special security information.

PERFORMANCE TESTS

None.

SAFETY

The observance of proper safety precautions in all areas is an integral part of each billet and the responsibility of every Navy man and woman; safety is a universal requirement for all ratings.

INTELLIGENCE SPECIALIST (IS) FUNCTIONAL AREAS

A. INTELLIGENCE BRIEFINGS/REPORTS

B. MAPS AND CHARTS

C. TECHNICAL ADMINISTRATION

D. INTELLIGENCE ANALYSIS

E. BLUE FORCE CAPABILITIES

F. INFORMATION SYSTEMS

G. IMAGERY INTERPRETATION

H. OPERATIONS

I. INTELLIGENCE COLLECTION

INTELLIGENCE SPECIALIST THIRD CLASS (IS3)

A. INTELLIGENCE BRIEFINGS/REPORTS

A001 CREATE INTELLIGENCE COMPUTER GRAPHICS
A002 CONDUCT PREPARED INTELLIGENCE BRIEFS (INCLUDING USE OF VISUAL AIDS)
A004 DRAFT INTELLIGENCE SUMMARIES
A005 DETERMINE AND GATHER MATERIALS/INFORMATION NEEDED FOR INTELLIGENCE BRIEFS
A006 DRAFT BRIEFING PRESENTATIONS
A009 DRAFT INTELLIGENCE REPORTS
A012 CREATE INTELLIGENCE HARDCOPY GRAPHICS

B. MAPS AND CHARTS

B016 PREPARE MAP AND CHART OVERLAYS
B017 PLOT GEOGRAPHIC COORDINATES
B018 INVENTORY INTELLIGENCE MAPS AND CHARTS
B019 ORDER MAPS AND CHARTS
B020 VERIFY CURRENCY OF MAPS AND CHARTS
B021 UPDATE MAPS AND CHARTS
B023 MOUNT HARD COPY CHARTS
B024 DISPLAY SOFT COPY CHARTS
B025 INTERPRET LEGEND AND MARGINAL DATA
B026 INTERPRET LEGEND AND MARGINAL DATA
B027 ANNOTATE HARD COPY MAPS AND CHARTS
B028 ANNOTATE SOFT COPY MAPS AND CHARTS
B029 CALCULATE DISTANCE, COURSE, AND SPEED (MANUALLY)
B030 DETERMINE GRID ZONE DESIGNATOR
B031 PLOT UNIVERSAL TRANSVERSE MERCATOR (UTM) COORDINATES
B032 IDENTIFY GEOGRAPHICAL LOCATIONS
B033 CALCULATE DISTANCE, COURSE, AND SPEED USING AUTOMATED SYSTEMS
B034 MANUALLY CALCULATE CLOSEST POINT OF APPROACH (CPA)
B035 CALCULATE SPEED OF ADVANCE (MANUALLY)
B036 PLOT DEAD RECKONING
B037 PLOT LINE-OF-BEARINGS
B038 PLOT ELLIPTICAL FIXES

C. TECHNICAL ADMINISTRATION

C040 MAKE CHANGES AND CORRECTIONS TO INTELLIGENCE PUBLICATIONS
C041 INVENTORY INTELLIGENCE PUBLICATIONS
C042 CREATE AND EDIT DOCUMENTS USING A WORD PROCESSOR
C044 MAINTAIN INTELLIGENCE FILES
C045 DRAFT CORRESPONDENCE
C046 DRAFT NAVAL MESSAGES

D. INTELLIGENCE ANALYSIS

D054 RESEARCH ALL-SOURCE INTELLIGENCE
D055 ANALYZE INTELLIGENCE INFORMATION THROUGH INDUCTIVE REASONING

D056 ANALYZE INTELLIGENCE INFORMATION THROUGH DEDUCTIVE REASONING
D057 EVALUATE RELIABILITY OF INTELLIGENCE SOURCES
D074 CREATE TARGET INTELLIGENCE FOLDERS
D076 PROVIDE TARGETING SUPPORT MATERIALS

F. INFORMATION SYSTEMS
F099 IDENTIFY INFORMATION SYSTEMS PROBLEMS
F100 TROUBLESHOOT INITIAL INFORMATION SYSTEMS
F101 CREATE TACTICAL DATA BASES
F102 ACCESS DATA BASES
F103 QUERY DATA BASES
F104 EXTRACT INFORMATION FROM DATA BASES
F105 INPUT INTO DATA BASES

G. IMAGERY INTERPRETATION
G107 CREATE ANNOTATED IMAGERY PRODUCTS
G108 EVALUATE RESULTS OF PHOTO RECONNAISSANCE MISSIONS
G110 DETERMINE DIMENSIONS OF AN OBJECT FOUND ON IMAGERY
G111 DETERMINE IMAGERY SCALE
G112 SET UP LIGHT TABLE FOR DIFFERENT TYPES OF HARD COPY IMAGERY
G113 DETERMINE OBJECTS OF INTELLIGENCE INTEREST
G115 MAINTAIN IMAGERY SECURITY
G116 OPERATE LIGHT TABLE FUNCTIONS
G117 ADJUST LIGHT TABLE OPTICS
G118 SET UP HARD COPY IMAGERY FOR STEREO VIEWING
G125 DETERMINE IMAGE SUITABILITY
G133 LOCATE AND EXTRACT IMAGERY FROM A HARD COPY IMAGE LIBRARY
G134 LOCATE AND EXTRACT IMAGERY FROM A DIGITAL SOFT COPY LIBRARY
G139 CORRELATE A GEODETIC POINT ON A MAP TO THE SAME GEODETIC POINT ON IMAGERY
G140 DETERMINE ELEVATIONS ON A MAP USING CONTOUR LINES
G143 DETECT, IDENTIFY, AND CLASSIFY OBJECTS ON IMAGERY USING AN IMAGERY KEY
G181 EVALUATE CONVENTIONAL FILM QUALITY
G183 HANDLE FILM
G184 SCAN IMAGES

H. OPERATIONS
H188 UPDATE ORDER OF BATTLE FOR U.S./FRIENDLY FORCES
H189 UPDATE SITUATION PLOTS
H194 MAINTAIN MANUAL TACTICAL PLOT
H195 MAINTAIN AUTOMATED TACTICAL PLOT
H197 DETERMINE ORDER OF BATTLE FOR OPPOSING FORCES
H198 DETERMINE ORDER OF BATTLE FOR OTHER/NEUTRAL FORCES
H199 UPDATE ORDER OF BATTLE FOR OPPOSING FORCES
H200 UPDATE ORDER OF BATTLE FOR OTHER/NEUTRAL FORCES
H204 IDENTIFY CHARACTERISTICS OF SURFACE PLATFORMS
H205 IDENTIFY CHARACTERISTICS OF AIR PLATFORMS
H206 IDENTIFY CHARACTERISTICS OF WEAPON SYSTEMS

H207 IDENTIFY CHARACTERISTICS OF SUBSURFACE PLATFORMS
H208 DETERMINE CAPABILITIES OF SURFACE PLATFORMS
H209 DETERMINE CAPABILITIES OF AIR PLATFORMS
H210 DETERMINE CAPABILITIES OF WEAPONS SYSTEMS
H211 DETERMINE CAPABILITIES OF SUBSURFACE PLATFORMS
H214 DETERMINE CAPABILITIES OF GROUND FORCES
H217 PERFORM RADIO-TELEPHONE COMMUNICATIONS
H218 IDENTIFY COMPOSITE WARFARE COMMANDER CALL SIGNS

I. INTELLIGENCE COLLECTION
I231 COLLECT DATA DURING COLLECTION OPPORTUNITY

INTELLIGENCE SPECIALIST SECOND CLASS (IS2)

A. INTELLIGENCE BRIEFINGS/REPORTS
A003 CONDUCT IMPROMPTU INTELLIGENCE BRIEFS
A007 DETERMINE BRIEFING OBJECTIVES
A008 DETERMINE BRIEFING REQUIREMENTS
A010 REVIEW INTELLIGENCE REPORTS
A011 EDIT INTELLIGENCE REPORTS
A013 DRAFT INTELLIGENCE POINT PAPERS

B. MAPS AND CHARTS
B022 SELECT MAPS AND CHARTS FOR UNIT MISSION

C. TECHNICAL ADMINISTRATION
C039 ORDER INTELLIGENCE PUBLICATIONS
C043 ESTABLISH INTELLIGENCE FILES
C052 REVIEW/EDIT CORRESPONDENCE
C053 REVIEW/EDIT NAVAL MESSAGES

D. INTELLIGENCE ANALYSIS
D058 CORRELATE LINE-OF-BEARING INFORMATION TO OTHER INTELLIGENCE INFORMATION
D062 ANALYZE OVER-THE-HORIZON TARGETING DATA
D064 DETERMINE AIR WARFARE THREATS AND INDICATORS
D065 DETERMINE SURFACE WARFARE THREATS AND INDICATORS
D066 DETERMINE UNDERSEA WARFARE THREATS AND INDICATORS
D067 DETERMINE AMPHIBIOUS WARFARE THREATS AND INDICATORS
D068 DETERMINE INFORMATION WARFARE THREATS AND INDICATORS
D069 DETERMINE STRIKE WARFARE THREATS AND INDICATORS
D070 ASSESS NON-U.S. INFORMATION WARFARE CAPABILITIES
D071 DETERMINE SPECIAL WARFARE THREATS AND INDICATORS
D072 PRIORITIZE THE THREAT
D073 CREATE TARGET INTELLIGENCE FOLDERS
D075 DETERMINE TARGET CHARACTERISTICS

D077 PERFORM MISSION PLANNING THREAT ANALYSIS
D078 CONDUCT MISSION ASSESSMENTS
D079 PROVIDE INDICATIONS AND WARNINGS

E. BLUE FORCE CAPABILITIES
E081 ASSESS FOREIGN/FRIENDLY FORCES CAPABILITIES
E082 ASSESS U.S. MARITIME FORCE CAPABILITIES

F. INFORMATION SYSTEMS
F095 DETERMINE LOCAL/ONBOARD SYSTEMS COMPONENT REQUIREMENTS
F106 PREPARE REQUESTS FOR INFORMATION

G. IMAGERY INTERPRETATION
G114 DETERMINE AVAILABLE IMAGERY RESOURCES
G119 DISPLAY AND MANIPULATE SOFT COPY IMAGERY
G123 DETERMINE IMAGERY HISTORY OF COVERAGE
G126 DETERMINE PREDICTED IMAGERY COVERAGE
G130 DETERMINE TIME ON TARGET AND NORTH DIRECTION OF AN IMAGE USING IMAGE TITLING
G132 CREATE FORMATTED IMAGERY ANALYSIS TARGET REPORTS
G135 DETERMINE IMAGE NIIRS RATING
G137 CONDUCT STEREO IMAGERY INTERPRETATION
G141 DETERMINE AVENUES OF APPROACH USING TERRAIN ANALYSIS
G144 DETECT AND IDENTIFY ROAD, RAIL, AIR, AND WATER TRANSPORTATION COMPONENTS ON IMAGERY
G145 DETECT AND IDENTIFY POWER AND FUEL NETWORKS ON IMAGERY
G146 DETECT, IDENTIFY, AND TYPE MARITIME SHIPPING FACILITIES ON IMAGERY
G147 DETECT, IDENTIFY, AND TYPE MARITIME SHIPPING ASSOCIATED STORAGE FACILITIES ON IMAGERY
G148 DETECT, IDENTIFY, AND TYPE SURFACE COMBATANTS, SUBMARINES, MERCHANT SHIPS, AND AUXILIARIES ON IMAGERY
G149 DETERMINE NAVAL ORDER OF BATTLE NORMALCY AND TABLE OF EQUIPMENT
G150 DETECT, IDENTIFY, AND TYPE FIXED MISSILES AND MISSILE LAUNCHERS ON IMAGERY
G151 DETECT, IDENTIFY, AND TYPE FIXED MISSILE CANISTERS AND MISSILE SUPPORT SYSTEMS ON IMAGERY
G152 DETERMINE MISSILE ORDER OF BATTLE NORMALCY AND TABLE OF EQUIPMENT ON IMAGERY
G153 DETECT, IDENTIFY AND TYPE FIXED WING AIRCRAFT ON IMAGERY
G154 DETECT, IDENTIFY AND TYPE ROTARY WING AIRCRAFT ON IMAGERY
G155 DETECT, IDENTIFY, AND TYPE AIRFIELDS AND AIR FACILITIES ON IMAGERY
G159 DETERMINE AIR ORDER OF BATTLE NORMALCY AND TABLE OF EQUIPMENT
G161 DETECT, IDENTIFY, AND TYPE FIXED COMMAND, CONTROL, AND COMMUNICATIONS SITES ON IMAGERY
G163 DETECT, IDENTIFY AND TYPE RADAR EQUIPMENT ON IMAGERY
G172 DETECT, IDENTIFY, AND TYPE INDUSTRIAL COMPLEXES ON IMAGERY
G182 EVALUATE DIGITAL IMAGERY QUALITY

H. OPERATIONS
H185 ANALYZE INTELLIGENCE REPORTS
H186 ANALYZE OPERATIONAL REPORTS
H187 DETERMINE ORDER OF BATTLE FOR U.S./FRIENDLY FORCES
H190 DETERMINE TACTICAL GEOGRAPHIC CHARACTERISTICS
H213 IDENTIFY KEY INDICATORS OF SURFACE WARFARE OPERATIONS
H215 IDENTIFY KEY INDICATORS OF AIR WARFARE OPERATIONS
H216 IDENTIFY KEY INDICATORS OF UNDERSEA WARFARE OPERATIONS
H219 REVIEW INTELLIGENCE DISSEMINATION PLANS
H220 PREPARE INTELLIGENCE INFORMATION FOR DISSEMINATION
H221 DISSEMINATE INTELLIGENCE INFORMATION

INTELLIGENCE SPECIALIST FIRST CLASS (IS1)

A. INTELLIGENCE BRIEFINGS/REPORTS
A014 REVIEW INTELLIGENCE POINT PAPERS
A015 EDIT INTELLIGENCE POINT PAPERS

C. TECHNICAL ADMINISTRATION
C047 REVIEW OPERATION PLANS (OPLANS)
C048 REVIEW OPERATION ORDERS (OPORDS)
C049 COMPLY WITH OPERATION TASKS (OPTASKS)
C050 REVIEW LOCA, THEATER, AND NATIONAL INTELLIGENCE PLANS, POLICIES, PROCEDURES, GUIDANCE, AND DOCTRINE FOR NAVAL JOINT AND COMBINED OPERATIONS

D. INTELLIGENCE ANALYSIS
D059 DETERMINE ENVIRONMENTAL EFFECTS ON TACTICAL OPERATIONS
D060 DETERMINE MISSION OBJECTIVES
D080 COORDINATE ANALYSIS EFFORTS

E. BLUE FORCE CAPABILITIES
E085 ASSESS U.S. TACTICAL SENSOR SYSTEMS CAPABILITIES

H. OPERATIONS
H212 ASSESS REGIONAL GEOPOLITICAL SITUATIONS

I. INTELLIGENCE COLLECTION
I223 DETERMINE COLLECTION ELEMENTS WITHIN STANDARD OPTASK INTEL
I228 REVIEW STANDING INTELLIGENCE COLLECTION REQUIREMENTS
I230 REVIEW ADHOC INTELLIGENCE COLLECTION REQUIREMENTS
I234 ASSESS EFFECTIVENESS OF SHIPBOARD INTELLIGENCE COLLECTION TEAM
I236 COORDINATE INTELLIGENCE COLLECTION PLAN

CHIEF INTELLIGENCE SPECIALIST (ISC)

C. TECHNICAL ADMINISTRATION
C051 DETERMINE THEATER INTELLIGENCE DOCTRINE ARCHITECTURE

F. INFORMATION SYSTEMS
F095 DETERMINE LOCAL/ONBOARD SYSTEMS COMPONENT REQUIREMENTS
F096 DETERMINE INTELLIGENCE SYSTEMS ARCHITECTURE

G. IMAGERY INTERPRETATION
G122 DETERMINE RELEASABILITY REQUIREMENTS

SENIOR CHIEF INTELLIGENCE SPECIALIST (ISCS)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

MASTER CHIEF INTELLIGENCE SPECIALIST (ISCM)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

CHAPTER 46

JOURNALIST
(JO)

NAVPERS 18068-46B

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

JOURNALIST (JO)

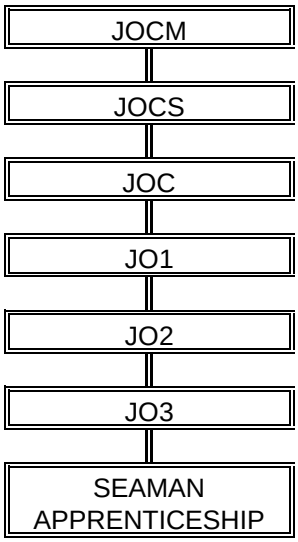
SCOPE OF RATING

Journalists (JO) assist public affairs officers and officers in command with public affairs; prepare material contributing to the Navy's Fleet Home Town News Program; write Navy news releases and feature articles from personal interviews, examination of messages and witnessing of events; take and process news photographs and write captions; coordinate special events; prepare histories; prepare material for commercial radio and television use; serve on the staff of Armed Forces Radio and Television stations; operate and schedule command internal information and programming for Shipboard Information Training and Entertainment (SITE) systems; prepare official correspondence and directives; prepare and lay out Navy publications, such as newspapers, command information brochures and cruise books; and assist in preparing speeches/presentations on naval topics.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 46.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in BUPERSINST 1131.1 series.

SPECIAL PHYSICAL REQUIREMENTS

None.

CITIZENSHIP/SECURITY REQUIREMENTS

Must be eligible for access to classified information.

Performance Tests

Must pass performance test for typing. Refer to Performance Tests in Appendix D of this Manual.

SAFETY

The observance of proper safety precautions in all areas is an integral part of each billet and the responsibility of every Navy man and woman; safety is a universal requirement for all ratings.

JOURNALIST (JO) FUNCTIONAL AREAS

A. BROADCASTING

B. PUBLISHING

C. VIDEOTAPING AND PHOTOGRAPHY

D. EQUIPMENT MAINTENANCE

E. PUBLIC AFFAIRS

F. TECHNICAL ADMINISTRATION

G. MANAGEMENT AND SUPERVISION

JOURNALIST THIRD CLASS (JO3)

A. BROADCASTING

A001 PRODUCE RADIO PROGRAMS
A002 DIRECT AUDIO PRODUCTIONS
A003 CONDUCT INTERVIEWS
A004 EVALUATE AUDIO PROGRAM MUSIC
A005 EVALUATE RADIO PROGRAMMING
A006 AIR PRE-RECORDED AUDIO PRODUCTS
A007 PROGRAM RADIO BROADCAST COMPUTER DATABASES
A008 PROGRAM RADIO BROADCASTS (MANUALLY)
A009 MIX AUDIO SOURCES
A010 PATCH AUDIO INPUTS AND OUTPUTS
A011 SET AUDIO LEVELS
A012 MONITOR AUDIO LEVELS
A013 WRITE RADIO SPOT SCRIPTS
A014 EDIT RADIO SPOT SCRIPTS
A015 PROOFREAD RADIO SPOT SCRIPTS
A016 SEARCH MUSIC INVENTORY DATABASE RECORDS
A017 UPDATE MUSIC INVENTORY DATABASES
A018 DUPLICATE AUDIO TAPES
A019 EVALUATE VIDEO PROGRAMMING
A020 PLACE CONTROL TRACK ON VIDEO TAPES
A021 DUPLICATE VIDEO TAPES
A023 ADJUST VIDEO LEVELS
A024 MIX VIDEO SOURCES
A025 DESIGN VIDEO PRODUCTION SETS
A026 SET UP TV LIGHTING STANDS
A027 EDIT VIDEOTAPES
A028 CUE VIDEO RECORDINGS
A029 WRITE TELEVISION CHARACTER GENERATOR (CG)/ROLLERS
A030 EDIT TELEVISION CHARACTER GENERATOR (CG)/ROLLERS
A031 PROOFREAD TELEVISION CHARACTER GENERATOR (CG)/ROLLERS
A032 PRODUCE VIDEO PROMOTIONS
A033 DIRECT VIDEO PRODUCTIONS
A034 SHOOT ELECTRONIC NEWS GATHERING (ENG) SUPPORTING VIDEOS
A035 OPERATE SHIPBOARD INFORMATION TRAINING AND ENTERTAINMENT (SITE) SYSTEMS
A036 AIR LIVE SHIPBOARD INFORMATION TRAINING AND ENTERTAINMENT (SITE) SYSTEMS PROGRAMS
A037 SCRIPT BROADCASTING NEWS COPY
A038 EDIT BROADCASTING NEWS COPY
A039 PROOFREAD BROADCASTING NEWS COPY
A040 ANNOUNCE ON-AIR BROADCASTS
A041 PACK ELECTRONIC NEWS GATHERING (ENG) EQUIPMENT
A042 SCRIPT ELECTRONIC NEWS GATHERING (ENG) STORIES
A043 PRODUCE ELECTRONIC NEWS GATHERING (ENG) STORIES
A044 OPERATE TELEVISION STUDIO CAMERAS
A045 PRODUCE TELEVISION PROGRAMS
A046 WRITE TELEVISION SPOT SCRIPTS
A047 EDIT TELEVISION SPOT SCRIPTS
A048 PROOFREAD TELEVISION SPOT SCRIPTS
A049 PRODUCE TELEVISION NEWSCASTS
A050 DIRECT TELEVISION NEWS PRODUCTIONS
A051 SET UP LIVE BROADCASTING EQUIPMENT

B. PUBLISHING

B052 FORMAT DATA STORAGE MEDIUMS
B053 RESEARCH STORIES
B054 WRITE HARD NEWS STORIES
B055 WRITE FOLLOW-UP STORIES
B056 WRITE SPORTS STORIES
B057 WRITE FEATURE STORIES
B058 WRITE STOCK STORIES
B068 LAY OUT NEWSPAPER PAGES
B070 UPDATE NEWSPAPER ARCHIVES
B072 VERIFY DATA AND PROCESS FLEET HOMETOWN NEWS FORMS
B073 WRITE FLEET HOMETOWN NEWS SERVICE FEATURE STORIES
B074 UPDATE NEWSPAPER AND MAGAZINE CLIP FILE ARCHIVES
B084 WRITE COMMAND NEWSLETTERS AND FAMILYGRAMS
B085 EDIT COMMAND NEWSLETTERS
B086 PROOFREAD COMMAND NEWSLETTERS
B087 COORDINATE NEWS COVERAGE
B091 COMPILE INTERVIEW QUESTIONS
B092 CREATE PICTURE STORY SHOOTING SCRIPTS
B093 LOCALIZE NAVY NEWS WIRE STORIES
B099 EDIT NEWS AND FEATURE STORIES FOR COPYRIGHT, LIBEL, SLANDER, AND PRIVACY ACT VIOLATIONS

C. VIDEOTAPING AND PHOTOGRAPHY

C099 ELECTRONICALLY CAPTURE VIDEO IMAGES
C100 SELECT VIDEO CAMERA FILTERS
C101 VIDEOTAPE EVOLUTIONS
C102 VIDEOTAPE SPORTING EVENTS
C103 VIDEOTAPE OFFICIAL CEREMONIES
C105 SHOOT FEATURE STORIES AND HOMETOWN NEWS RELEASE PHOTOS
C107 ADJUST WHITE-BALANCE OF VIDEO CAMERAS
C108 DOWNLOAD DIGITAL PHOTOGRAPHY
C109 PROCESS DIGITAL PHOTOGRAPHY

D. EQUIPMENT MAINTENANCE

D110 CLEAN AND INSPECT CAMERA LENSES
D111 PERFORM AUDIO EQUIPMENT FUNCTIONAL CHECKS
D112 CLEAN AUDIO TAPE RECORDER HEADS
D113 PERFORM VIDEO EQUIPMENT FUNCTIONAL CHECKS
D114 CLEAN AND INSPECT DIGITAL CAMERAS
D115 PERFORM DIGITAL CAMERA FUNCTIONAL CHECKS

E. PUBLIC AFFAIRS

E139 ROLE PLAY IN MEDIA TRAINING
E148 ASSEMBLE WELCOME ABOARD KITS
E149 FILE PUBLIC AFFAIRS DIRECTIVES AND MESSAGE TRAFFIC

F. TECHNICAL ADMINISTRATION

F159 SCHEDULE INTERVIEWS (RADIO, TELEVISION, AND PUBLICATION)
F160 GENERATE COMPUTER DATABASE BROADCAST LOGS
F161 GENERATE BROADCAST LOGS (MANUALLY)

F162 DEVELOP BROADCAST SCHEDULES
F163 DEVELOP MONTHLY BROADCAST REPORTS
F164 LOG RADIO REQUEST DATA
F165 CREATE RADIO AND TELEVISION PROGRAM LOGS
F166 REVIEW RADIO AND TELEVISION PROGRAM LOGS
F167 RECORD BROADCAST LOGS INFORMATION
F169 UPDATE AUDIO RECORDING LIBRARIES
F170 UPDATE VIDEO TAPE COMPUTER DATABASE LIBRARIES
F171 UPDATE VIDEO TAPE LIBRARIES (MANUALLY)
F172 UPDATE ELECTRONIC NEWS GATHERING (ENG) STOCK FOOTAGE LIBRARIES
F173 PACKAGE PRE-RECORDED VIDEO PROGRAM SHIPMENTS
F174 INVENTORY AUDIOVISUAL EQUIPMENT
F176 SCHEDULE STUDIO TIME (RADIO AND TELEVISION)
F182 INVENTORY RADIO AND TELEVISION PRODUCTS
F187 REVIEW HAZARDOUS MATERIAL USER'S GUIDE (HMUG)
F188 REVIEW HAZARDOUS MATERIAL (HAZMAT) INVENYORY
F189 REVIEW MATERIAL SAFETY DATA SHEETS (MSDS)

JOURNALIST SECOND CLASS (JO2)

B. PUBLISHING
B060 WRITE HEADLINES (TRIPODS, HAMMERS, CROSSLINES, ETC)
B064 PROOFREAD NEWSPAPER STORIES
B067 PUBLISH NEWSPAPERS (OTHER THAN OFFSET)
B075 EVALUATE NAVY NEWS SOURCE STORIES
B080 EVALUATE PHOTOGRAPHS FOR PUBLICATION
B081 CROP, SCALE, AND PREPARE ARTWORK
B090 CREATE PHOTO READY COPY
B094 CONSTRUCT COMMAND WORLD WIDE WEB (WWW) HOME PAGES
B095 UPDATE COMMAND WORLD WIDE WEB (WWW) HOME PAGES
B096 UPLOAD DIGITAL IMAGES TO COMMAND WORLD WIDE WEB (WWW) HOME PAGES
B097 UPLOAD TEXT TO COMMAND WORLD WIDE WEB (WWW) HOME PAGES
B098 UPLOAD GRAPHICS TO COMMAND WORLD WIDE WEB (WWW) HOME PAGES

C. VIDEOTAPING AND PHOTOGRAPHY
C104 PHOTOGRAPH COMMAND FUNCTIONS AND CEREMONIES
C106 EXAMINE PHOTOGRAPH QUALITY

E. PUBLIC AFFAIRS
E121 RECORD NEWS RELEASE LOG DATA
E150 COMPILE ANNUAL COMMAND HISTORY

F. TECHNICAL ADMINISTRATION
F168 SCREEN PROPOSED RADIO TOPICS
F175 SCHEDULE RADIO AND TELEVISION PROGRAMS
F177 SCREEN PRINT PRODUCTS
F178 FORMAT BROADCAST SCHEDULES

JOURNALIST FIRST CLASS (JO1)

B. PUBLISHING
B059 WRITE CUTLINES
B061 EDIT CUTLINES AND HEADLINES
B062 EDIT NEWSPAPER STORIES
B063 EDIT MAGAZINE STORIES
B065 PROOFREAD MAGAZINE STORIES
B071 DRAFT NEWS RELEASES
B076 WRITE FULL-LENGTH PHOTO FEATURE STORIES
B077 RESEARCH MEDIA MARKETING OPPORTUNITIES
B079 MARKET STORIES TO EXTERNAL MEDIA
B088 PROOFREAD GALLEY AND PAGE PROOFS

E. PUBLIC AFFAIRS
E122 RESEARCH MEDIA INQUIRIES RESPONSES
E131 DRAFT PUBLIC AFFAIRS DIRECTIVES
E149 ASSEMBLE PRESS KITS
E151 WRITE ANNUAL COMMAND HISTORY
E200 RELEASE PUBLIC AFFAIRS DIRECTIVES AND MESSAGE TRAFFIC

F. TECHNICAL ADMINISTRATION
F183 WRITE SURVEYS
F184 CONDUCT SURVEYS
F185 EVALUATE SURVEY RESULTS
F186 SCREEN PROGRAMMING CONTENT FOR HOST NATION SENSITIVITIES

G. MANAGEMENT AND SUPERVISION
G193 ANALYZE PUBLIC AFFAIRS CAMPAIGN RESULTS

CHIEF JOURNALIST (JOC)

B. PUBLISHING
B089 SCREEN COPY FOR COPYRIGHT INFRINGEMENTS, LIBEL, AND SLANDER

E. PUBLIC AFFAIRS
E117 ESTABLISH COMMAND SPEAKERS BUREAU
E118 RESEARCH SPEECHES
E119 WRITE SPEECHES
E123 DRAFT MEDIA INQUIRIES RESPONSES
E124 COORDINATE MEDIA INQUIRIES RESPONSES
E125 PROVIDE PUBLIC INQUIRIES INFORMATION
E126 ESCORT MEDIA (HOMECOMINGS, DEPLOYMENTS, ETC)
E127 ESCORT DISTINGUISHED VISITORS
E128 COORDINATE REQUIREMENTS OF EMBARKED NEWS MEDIA
E129 WRITE PUBLIC AFFAIRS PLANS
E130 UPDATE PUBLIC AFFAIRS PLANS
E132 CONDUCT PUBLIC AFFAIRS BRIEFS

E133 COORDINATE NAVY PUBLIC AFFAIRS PROJECTS
E134 COORDINATE CEREMONIES AND SPECIAL EVENTS
E135 WRITE PUBLIC AFFAIRS ANNEXES
E136 DEVELOP CONTINGENCY AND CRISIS PUBLIC AFFAIRS PLANS
E137 DIRECT PUBLIC AFFAIRS COVERAGE
E138 BRIEF OFFICIALS FOR MEDIA INTERVIEWS
E140 PLAN MEDIA EXCHANGES
E141 ESTABLISH MEDIA GROUND RULES
E142 DEVELOP MEDIA OPERATING PROCEDURES
E143 ESTABLISH COMMAND INFORMATION BUREAUS
E144 COORDINATE NEWS CONFERENCES
E145 SCREEN MILITARY IMPACT MEDIA STORIES
E147 COORDINATE AIRCRAFT FLYOVER REQUESTS
E154 NEGOTIATE CRUISE BOOK PHOTO SUPPORT

G. MANAGEMENT AND SUPERVISION
G192 SCHEDULE NEWS CONFERENCES
G194 SCHEDULE CIVILIAN AND NEWS MEDIA PERSONNEL EMBARKATION
G195 SCHEDULE SPECIAL EVENTS NEWS COVERAGE
G196 EVALUATE EVENT NEWS WORTHINESS
G197 PREPARE BROADCASTING STATION BUDGETS
G198 COORDINATE INTERNAL MEDIA NEWS RELEASES
G199 COORDINATE EXTERNAL MEDIA NEWS RELEASES

SENIOR CHIEF JOURNALIST (JOCS)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

MASTER CHIEF JOURNALIST (JOCM)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

CHAPTER 47

LITHOGRAPHERS (LI)

NAVPERS 18068-47B

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

LITHOGRAPHER (LI)

SCOPE OF RATING

Lithographers (LI) perform graphic reproduction using lithographic and digital processes; utilize desktop publishing systems; perform process camera operations; perform film assembly operations; produce lithographic plates; operate high-speed copiers and digital duplicators; operate sheet fed and stream fed offset presses; operate bindery equipment troubleshoot and repair mechanical and digital reprographic equipment; these skills apply to single and multi-color printing.

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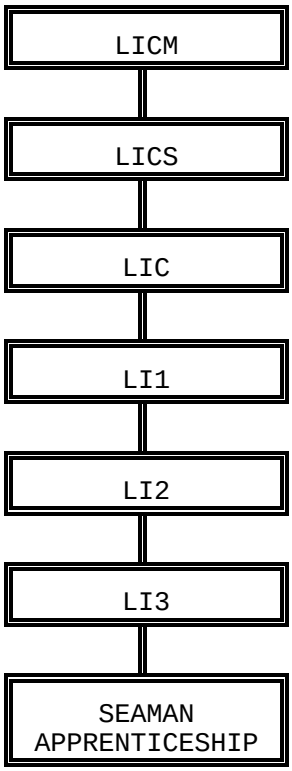
These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 47.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in BUPERSINST 1131.1 series.

SPECIAL PHYSICAL REQUIREMENTS

None.

CITIZENSHIP/SECURITY REQUIREMENTS

Must be eligible for access to classified information.

SAFETY

The observance of proper safety precautions in all areas is an integral part of each billet and the responsibility of every Navy man and woman; safety is a universal requirement for all ratings.

LITHOGRAPHER (LI) FUNCTIONAL AREAS

A. PRINTING MANAGEMENT

B. ELECTRONIC PRE-PRESS

C. COPY CAMERA OPERATION

D. FILM ASSEMBLY

E. PLATEMAKING

F. ELECTRONIC PUBLISHING SYSTEMS

G. EQUIPMENT MAINTENANCE

H. OFFSET PRESS OPERATIONS

I. DIGITAL DUPLICATOR OPERATIONS

J. COPIER OPERATIONS

K. PAPER AND INK

L. BINDERY

LITHOGRAPHER THIRD CLASS (LI3)

A. PRINTING MANAGEMENT
A001 PREPARE ELECTRONIC OR CONVENTIONAL PRINTING JOB WORK JACKETS
A002 REPRODUCE CLASSIFIED MATERIALS
A003 RECORD JOINT CONGRESSIONAL PRINT (JCP FORM 5) INVENTORY
A004 REVIEW MATERIAL SAFETY DATA SHEETS (MSDS)
A005 REVIEW HAZARDOUS MATERIAL (HAZMAT) USERS GUIDE
A006 CLEAN AND INSPECT HAZMAT CONTAINERS

B. ELECTRONIC PRE-PRESS
B007 OPERATE PERSONAL COMPUTER
B008 OPERATE DIGITAL DUPLICATOR
B009 CREATE TEXT
B010 SPELLCHECK TEXT
B011 EDIT TEXT
B012 FORMAT TEXT
B013 FILE TEXT
B014 CREATE SINGLE-PAGE LAYOUTS
B015 CREATE MULTI-PAGE LAYOUTS
B016 CREATE FRAME-BASED LAYOUTS
B017 PROOFREAD LAYOUTS
B018 EDIT LAYOUTS
B019 CONDUCT SEARCH AND REPLACE FUNCTIONS
B020 CHECK JOB SPECIFICATIONS PROOF SHEETS
B021 SCALE COPY AND PHOTOGRAPHS
B022 CROP PHOTOGRAPHS
B023 LAYOUT PROJECT DIMENSIONS (POINTS, PICAS, INCHES, ETC.)
B024 CREATE DIRECTORIES AND SUBDIRECTORIES
B025 UPDATE DIRECTORIES AND SUBDIRECTORIES
B026 IMPORT TEXT AND GRAPHICS
B027 SCAN IMAGES
B028 EDIT SCANNED IMAGES
B029 VERIFY OPTIMAL FILE SIZES
B030 SAVE DIGITAL HALFTONE FILES
B031 PRINT DOCUMENTS
B032 FORMAT STORAGE MEDIA (FLOPPY DISKETTES, TAPES, ETC.)
B033 COPY STORAGE MEDIA (FLOPPY DISKETTES, TAPES, ETC.)
B034 VERIFY STORAGE MEDIA (FLOPPY DISKETTES, TAPES, ETC.)

C. COPY CAMERA OPERATIONS
C035 MEASURE TONAL RANGES
C036 MIX PHOTOGRAPHIC SOLUTIONS
C037 SELECT FILM (SIZE, THICKNESS, ETC.)
C038 SELECT FILTERS TO HOLD AND DROP COLOR
C039 SELECT HALFTONE SCREENS
C040 PRODUCE LINE NEGATIVES

C041 PRODUCE HALFTONE NEGATIVES
C042 PRODUCE FILM NEGATIVES AND POSITIVES
C043 INSPECT NEGATIVES
C044 IDENTIFY NEGATIVE DIFFICULTIES
C045 MAKE NEGATIVE CORRECTIONS
C046 ENLARGE AND REDUCE IMAGES
C047 PERFORM COPY CAMERA OPERATOR CHECKS
C048 PERFORM TEMPERATURE CONTROL SINK OPERATOR CHECKS
C049 PERFORM FILM DRYER OPERATOR CHECKS

D. FILM ASSEMBLY
D050 PREPARE JOB DUMMY IMPOSITIONS
D051 PREPARE JOB FLATS
D052 ASSEMBLE NEGATIVES ON MASKING SHEETS
D053 OPAQUE NEGATIVES AND POSITIVES

E. PLATEMAKING
E054 PERFORM VACUUM FRAME OPERATOR CHECKS
E055 EXPOSE PRESENSITIZED PLATES (VACUUM FRAME)
E056 PERFORM PHOTO-DIRECT PLATEMAKER OPERATOR CHECKS
E057 EXPOSE PHOTO-DIRECT PLATES
E058 PROCESS PRESENSITIZED PLATES
E059 INSPECT PRINTING PLATES
E060 PRESERVE METAL PRINTING PLATES
E061 PERFORM PHOTO-DIRECT PLATEMAKING CAMERA OPERATOR CHECKS

F. ELECTRONIC PUBLISHING SYSTEMS
F062 LOG WORK REQUESTS
F063 CREATE JOB TICKETS
F064 MODIFY JOB TICKETS
F065 FILE JOB TICKETS
F066 LOAD DOCUMENTS
F067 MODIFY DOCUMENTS
F068 FILE DOCUMENTS
F069 SELECT PRINT DESTINATION
F070 MODIFY PRINT ATTRIBUTES
F071 SELECT BINDERY OPTION
F072 SELECT IMAGE QUALITIES (TINT, BRIGHTNESS, SHARPNESS, ETC.)
F073 MERGE IMAGES
F074 REPLACE IMAGES
F075 DIGITALLY MASK AREAS
F076 DIGITALLY COPY AREAS

G. EQUIPMENT MAINTENANCE
G077 CLEAN AND LUBRICATE COPY CAMERAS
G078 TEST AND INSPECT COPY CAMERAS
G079 CLEAN AND LUBRICATE PHOTO-DIRECT PLATEMAKING CAMERAS
G080 TEST AND INSPECT TEMPERATURE CONTROL SINKS
G081 CLEAN AND LUBRICATE FILM DRYERS
G082 TEST AND INSPECT FILM DRYERS

G083 CLEAN AND LUBRICATE STRIPPING ROOM EQUIPMENT
G084 CLEAN AND LUBRICATE PHOTO-DIRECT PLATEMAKERS
G085 TEST AND INSPECT PHOTO-DIRECT PLATEMAKERS
G086 CLEAN AND LUBRICATE VACUUM FRAMES
G087 TEST AND INSPECT VACUUM FRAMES
G088 CLEAN SCANNER GLASS
G089 CHECK FUSER AGENT LEVELS
G090 REPLENISH FUSER AGENTS
G091 CHECK DRY INK LEVELS
G092 REPLENISH DRY INKS
G093 REMOVE AND REPLACE STITCHER HEADS
G094 REMOVE AND REPLACE BINDER TAPES
G095 CLEAN AND LUBRICATE SHEET FED PRESSES
G096 TEST AND INSPECT SHEET FED PRESSES
G097 CLEAN AND SHARPEN PAPER DRILL BITS
G098 CLEAN AND LUBRICATE FOLDERS
G099 TEST AND INSPECT FOLDERS
G100 TEST AND INSPECT IN-LINE STITCHERS
G101 CLEAN AND LUBRICATE STANDARD STITCHERS
G102 TEST AND INSPECT STANDARD STITCHERS
G103 CLEAN AND LUBRICATE COLLATORS
G104 TEST AND INSPECT COLLATORS
G105 CLEAN AND INSPECT COMPUTER KEYBOARDS
G106 PERFORM FUNCTIONAL CHECKS ON IMPACT PRINTERS/PLOTTERS (DOT, MATRIX, DAISY WHEEL, ETC.)
G107 CLEAN AND INSPECT IMPACT PRINTERS/PLOTTERS
G108 PERFORM FUNCTIONAL CHECKS ON NON-IMPACT PRINTERS/PLOTTERS (LASER, THERMAL, ETC.)
G109 CLEAN AND INSPECT NON-IMPACT PRINTERS/PLOTTERS

H. OFFSET PRESS OPERATIONS
H110 PRODUCE PRINTED PRODUCT
H111 PREPARE PRESS FOUNTAIN SOLUTIONS
H112 PERFORM SHEET FED PRESSES OPERATOR CHECKS
H113 PERFORM PRESS CLEAN UP

I. DIGITAL DUPLICATOR OPERATIONS
I114 REMOVE AND REPLACE PRINT CYLINDERS
I115 REMOVE AND REPLACE COLOR CARTRIDGES
I116 REMOVE AND REPLACE THERMAL MASTER CARTRIDGES
I117 PERFORM DIGITAL DUPLICATOR OPERATOR CHECKS

J. COPIER OPERATIONS
J118 SELECT PAPER REQUIREMENTS (SIZE, COLOR, WEIGHT, ETC.)
J119 LOAD PAPER
J120 SELECT PRINT REQUIREMENTS (QUANTITY, SINGLE OR DUPLEX, ETC.)
J121 SELECT FINISHING REQUIREMENTS (COLLATE, STAPLE, FOLD, ETC.)
J122 COPY DOCUMENTS
J123 CLEAR PAPER JAMS
J124 REPLACE TONER CARTRIDGES

K. PAPER AND INK
K125 SELECT INKS
K126 SELECT PAPER

L. BINDERY
L127 PERFORM PAPER CUTTER OPERATIONAL CHECKS
L128 CHANGE PAPER CUTTER STICKS
L129 PERFORM OPERATOR CHECKS ON PAPER DRILLS
L130 DRILL HOLES IN PAPER
L131 SCORE AND PERFORATE PAPER
L132 COMPLETE REQUIRED CUTS FROM STOCK PAPER SIZES
L133 TRIM FINISHED WORK
L134 COLLATE PAGES
L135 PERFORM IN-LINE STITCHER OPERATOR CHECKS
L136 PERFORM STANDARD STITCHER OPERATOR CHECKS
L137 STITCH FINISHED WORK
L138 APPLY PADDING CEMENT
L139 SEPARATE PADDED JOBS
L140 PROGRAM MULTIPLE PAGE FOLDERS
L141 PROGRAM TABLE TOP FOLDERS
L142 PERFORM FOLDER OPERATOR CHECKS
L143 ADJUST TRIMMER SIZE
L144 ADJUST FOLDER TO JOB SIZES
L145 LOCK OR UNLOCK COMPILER MODULE
L146 CHANGE COMPILER PLATES
L147 ADJUST COMPILER MODULE FOR STOCK SIZES
L148 ADJUST STITCHER
L149 POSITION STITCHER HEADS
L150 POSITION CLINCHERS
L151 ADJUST PAPER STOPS

LITHOGRAPHER SECOND CLASS (LI2)

A. PRINTING MANAGEMENT
A152 REVIEW HAZMAT INVENTORY
A153 INSPECT HAZMAT STORAGE AREAS
A154 UPDATE PRINTING JOB LOGS
A155 REVIEW PRINTING JOB LOGS
A156 PERFORM PRODUCTION QUALITY CONTROL INSPECTIONS
A157 UPDATE DOCUMENT AUTOMATION CENTER (DAC) TECHNICAL LIBRARIES
A158 CONDUCT JCP FORM 5 INVENTORY
A159 REVIEW WORK REQUESTS
A160 MONITOR CLASSIFIED MATERIAL REPRODUCTION

B. ELECTRONIC PRE-PRESS

B161 UPDATE DAC SOFTWARE REQUIREMENTS
B162 PREPARE DIGITAL SPOT OR PROCESS COLOR REPRODUCTION LAYOUTS
B163 INSTALL AND UPGRADE MICROCOMPUTER SOFTWARE PACKAGES
B164 INSPECT COMPUTER WORK STATIONS FOR UNAUTHORIZED SOFTWARE
B165 PURGE UNAUTHORIZED AND CLASSIFIED SOFTWARE FROM COMPUTER WORK STATIONS
B166 DIAGNOSE MICROCOMPUTER VIRUS INFECTIONS
B167 REMOVE VIRUS INFECTIONS
B168 SUBMIT VIRUS INFECTION INCIDENT REPORTS

C. COPY CAMERA OPERATIONS

C169 CALIBRATE DENSITOMETERS
C170 PERFORM FILM PROCESSORS OPERATOR CHECKS
C171 TROUBLESHOOT COPY CAMERAS
C172 CORRECT COPY CAMERA FAULTS

D. FILM ASSEMBLY

D173 VERIFY JOB DUMMY IMPOSITIONS
D174 VERIFY JOB FLATS

E. PLATEMAKING

E175 IDENTIFY PLATE FAULTS

F. ELECTRONIC PUBLISHING SYSTEMS

F176 MONITOR JOB MANAGER FILES
F177 UPDATE JOB MANAGER FILES
F178 SELECT PUBLISHING SYSTEMS DIAGNOSTIC ICONS (KEY OPERATOR LEVEL)
F179 TROUBLESHOOT PUBLISHING SYSTEMS FAULTS (KEY OPERATOR LEVEL)
F180 ISOLATE PUBLISHING SYSTEMS FAULTS (KEY OPERATOR LEVEL)
F181 CORRECT PUBLISHING SYSTEMS FAULTS (KEY OPERATOR LEVEL)
F182 CREATE CUSTOMER ACCOUNTS
F183 UPDATE ELECTRONIC JOB TICKETS
F184 MONITOR NETWORK JOB FILES
F185 PRODUCE DIGITAL SPOT OR PROCESS COLOR REPRODUCTIONS

G. EQUIPMENT MAINTENANCE

G186 REMOVE AND REPLACE MECHANICAL COMPONENTS OF COPY CAMERAS
G187 REMOVE AND REPLACE MECHANICAL COMPONENTS OF FILM DRYERS
G188 REMOVE AND REPLACE MECHANICAL COMPONENTS OF VACUUM FRAMES
G189 REMOVE AND REPLACE MECHANICAL COMPONENTS OF SHEET FED PRESSES
G190 REMOVE AND REPLACE MECHANICAL COMPONENTS OF COLLATORS
G191 REMOVE AND REPLACE MECHANICAL COMPONENTS OF PHOTO-DIRECT PLATEMAKING CAMERAS
G192 CLEAN AND LUBRICATE FILM PROCESSORS
G193 TEST AND INSPECT FILM PROCESSORS
G194 REMOVE AND REPLACE MECHANICAL COMPONENTS OF FILM PROCESSORS
G195 CHANGE PAPER CUTTER KNIFEBLADES

G196 REMOVE AND REPLACE IN-LINE STITCHERS MECHANICAL COMPONENTS
G197 REMOVE AND REPLACE STANDARD STITCHERS MECHANICAL COMPONENTS
G198 REMOVE AND REPLACE MECHANICAL COMPONENTS OF FOLDERS

I. DIGITAL DUPLICATOR OPERATIONS
I199 REMOVE AND REPLACE MECHANICAL COMPONENTS OF DIGITAL DUPLICATORS
I200 TROUBLESHOOT DIGITAL DUPLICATORS (OPERATOR LEVEL)

J. COPIER OPERATIONS
J201 UPDATE CUSTOMER COPY ACCOUNTS

LITHOGRAPHER FIRST CLASS (LI1)

A. PRINTING MANAGEMENT
A202 IMPLEMENT HAZMAT WASTE DISPOSAL METHODS
A203 CONDUCT PRODUCTION PLANNING
A204 CALCULATE OPERATING COSTS
A205 PROVIDE TECHNICAL PRINTING ASSISTANCE
A206 RESEARCH PRINTING EQUIPMENT AND MATERIALS PROCUREMENT
A207 VERIFY JOINT CONGRESSIONAL PRINTING REPORT (JCP FORM 5)
A208 PROVIDE TECHNICAL GUIDANCE ON PRINTING EQUIPMENT INSTALLATION
A209 CALCULATE PRINTING JOB COSTS (ESTIMATE)
A210 MONITOR PRINTING QUALITY CONTROL PROGRAM

F. ELECTRONIC PUBLISHING SYSTEMS
F211 ENABLE DOCUMENT HANDLERS
F212 ENABLE BOOKLET MAKERS (FOLDERS)
F213 ENABLE COLLATORS
F214 ENABLE BINDERS
F215 CREATE MERGE LIBRARIES
F216 CREATE SPECIAL PAGES
F217 EDIT SPECIAL PAGES
F218 ADJUST IMAGE DENSITIES
F219 CREATE USER SECURITY PROFILES
F220 CREATE USER ACCESS FILES
F221 MONITOR USER ACCESS FILES
F222 DELETE USER ACCESS FILES
F223 SET JOB TICKET DEFAULTS
F224 SET ADMINISTRATOR SWITCH DEFAULTS
F225 SET NETWORK SITE SETTING WINDOWS

J. COPIER OPERATIONS
J226 VERIFY CUSTOMER COPY ACCOUNTS

CHIEF LITHOGRAPHER (LIC)

A. PRINTING MANAGEMENT
A227 SUBMIT OPERATING BUDGETS
A228 MAKE PRINTING EQUIPMENT AND MATERIAL PROCUREMENT RECOMMENDATIONS
A229 ADVISE COMMAND ON PRINTING REGULATIONS
A230 MONITOR COMMAND SILVER RECOVERY PROGRAM
A231 MONITOR COMPLIANCE OF COPYRIGHT LAWS

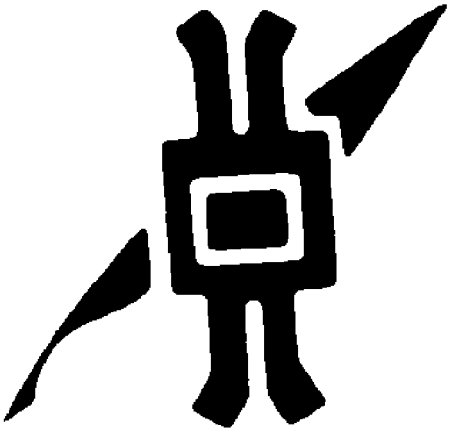
SENIOR CHIEF LITHOGRAPHER (LICS)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

MASTER CHIEF LITHOGRAPHER (LICM)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

CHAPTER 48



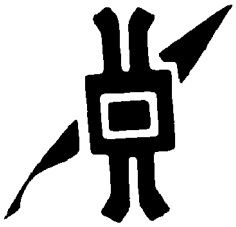
LEGALMAN
(LN)

NAVPERS 18068-48A

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

LEGALMAN (LN)



SCOPE OF RATING

Legalmen (LN) perform paralegal duties under the direction and supervision of Judge Advocates in providing and administering legal services, including matters concerned with military justice, administrative discharges, claims, admiralty law and legal assistance; record and transcribe proceedings of courts martial, courts of inquiry, investigations and military commissions and prepare and submit necessary records and reports; prepare correspondence; conduct interviews; perform legal research of pertinent material for evaluation; and provide advice and assistance to personnel and command on matters of legal administration.

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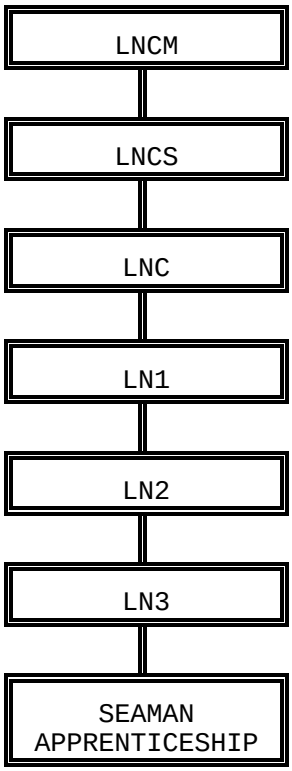
These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 48.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in BUPERSINST 1131.1.

SPECIAL PHYSICAL REQUIREMENTS

Normal hearing; no speech impediment. Refer to Chapter 15 of the Manual of the Medical Department, U.S. Navy for details on hearing and speech requirements.

CITIZENSHIP/SECURITY REQUIREMENTS

Must be eligible for access to classified information.

PERFORMANCE TESTS

Must pass performance test for typing. Refer to Performance Tests in Appendix D of this Manual.

SAFETY

The observance of proper safety precautions in all areas is an integral part of each billet and the responsibility of every Navy man and woman; safety is a universal requirement for all ratings.

LEGALMAN (LN) FUNCTIONAL AREAS

A. MANAGEMENT AND SUPERVISION

B. GENERAL ADMINISTRATION

C. TECHNICAL ADMINISTRATION

D. PERSONNEL SUPPORT

LEGALMAN THIRD CLASS (LN3)

B. GENERAL ADMINISTRATION
B009 PREPARE UNIT PUNISHMENT BOOK
B011 UPDATE UNIT PUNISHMENT BOOK
B012 PREPARE LETTERS OF INDEBTEDNESS
B013 PROCESS LETTERS OF INDEBTEDNESS
B014 PURGE OBSOLETE RECORDS

C. TECHNICAL ADMINISTRATION
C031 ASSEMBLE RECORDS OF TRIAL
C032 DISTRIBUTE RECORDS OF TRIAL
C033 TRANSFER TRIAL RECORDS
C034 TRANSCRIBE COURTS-MARTIAL RECORDS
C054 PREPARE ARTICLE 31 UNIFORM CODE OF MILITARY JUSTICE (UCMJ) WARNINGS
C057 TRANSCRIBE ARTICLE 32 UCMJ REPORTS
C061 MAINTAIN LAW LIBRARIES
C068 NOTIFY PERSONNEL OF TRIAL DATE (TIME, PLACE, ETC.)
C073 DRAFT APPOINTING ORDERS
C074 DRAFT ADMINISTRATIVE (ADMIN) DISCHARGE BOARD DOCUMENTS
C075 DRAFT REPORTS AND DISPOSITION OF OFFENSES
C076 DRAFT TRIAL RESULTS
C078 RECORD COURT PROCEEDINGS
C082 SCHEDULE COURTROOMS
C083 SETUP COURTROOMS
C133 PREPARE FINDINGS AND SENTENCE WORKSHEETS
C150 PREPARE CHARGE SHEETS

LEGALMAN SECOND CLASS (LN2)

A. MANAGEMENT AND SUPERVISION
A008 DRAFT LEGAL BRIEFS

B. GENERAL ADMINISTRATION
B015 ESTABLISH SERVICE RECORD ACCOUNTABILITY SYSTEMS
B022 CONDUCT ELECTRONIC LEGAL RESEARCH

C. TECHNICAL ADMINISTRATION
C023 DRAFT ADMINISTRATIVE REPORTS
C025 REVIEW PERSONNEL RECORDS
C027 COLLECT EVIDENCE
C028 SAFEGUARD EVIDENCE
C029 REVIEW DOCUMENTED EVIDENCE
C035 CONDUCT INFORMAL JUDGE ADVOCATE GENERAL (JAG) MANUAL INVESTIGATIONS

C036 WRITE JAG MANUAL INVESTIGATION REPORTS
C039 CONDUCT LIMITED CLAIMS INVESTIGATIONS
C041 REVIEW LIMITED CLAIMS INVESTIGATION REPORTS
C047 REVIEW CRIMINAL INVESTIGATION REPORTS
C050 REVIEW THEFT INVESTIGATION REPORTS
C055 CONDUCT ARTICLE 31 UCMJ COUNSELING
C056 RECORD ARTICLE 31 UCMJ WARNINGS
C062 ADMINISTER JUDGE ADVOCATE GENERALS MANAGEMENT INFORMATION SYSTEM (JAGMIS) COMPUTER PROGRAMS
C064 CONDUCT GENERAL LEGAL RESEARCH
C065 RESEARCH COURTS-MARTIAL CASES
C066 RESEARCH NON-JUDICIAL PUNISHMENT (NJP) CASES
C069 DRAFT CHARGES AND SPECIFICATIONS
C071 DRAFT COURTS-MARTIAL ORDERS (CMO)
C072 DRAFT ADMIN DISCHARGE TRANSMITTAL LETTERS
C079 TRANSCRIBE COURT PROCEEDINGS
C080 REVIEW CHARGE SHEETS
C081 REVIEW COURTS-MARTIAL TRANSCRIPTS
C084 DRAFT PRE-TRIAL AGREEMENTS
C086 DRAFT CONFINEMENT ORDERS
C087 DRAFT RESTRICTION ORDERS
C088 RECORD NJP RESULTS
C089 RECORD COURTS-MARTIAL RESULTS
C093 DRAFT DRUG LABORATORY REPORT REQUESTS
C096 DRAFT CONVENING AUTHORITY (CA) ACTIONS
C129 PREPARE NJP NOTIFICATION AND APPEALS FORMS
C130 CONDUCT NJP NOTIFICATION AND APPEALS COUNSELING
C136 SERVE ADMIN DISCHARGE LETTERS OF NOTIFICATION
C137 PREPARE RESPONDENT STATEMENTS OF AWARENESS DOCUMENTS
C138 CONDUCT RESPONDENT STATEMENT OF AWARENESS COUNSELING
C140 DRAFT OTHER THAN HONORABLE (OTH) DISCHARGE IN LIEU OF TRIAL BY COURTS-MARTIAL REQUESTS
C145 DRAFT NJP APPEALS ENDORSEMENTS
C158 INTERVIEW WITNESSES
C159 TAKE WITNESS STATEMENTS
C161 DRAFT ADMINISTRATIVE DISCHARGE WARNING DOCUMENTS
C162 CONDUCT ADMINISTRATIVE DISCHARGE WARNING COUNSELING

D. PERSONNEL SUPPORT
D174 CONDUCT INITIAL LEGAL ASSISTANCE INTERVIEWS

LEGALMAN FIRST CLASS (LN1)

A. MANAGEMENT AND SUPERVISION
A004 EVALUATE POLICY STATEMENTS
A007 ESTABLISH REPORTS CONTROL SYSTEMS

B. GENERAL ADMINISTRATION
B018 DRAFT PUNITIVE OR ADMINISTRATIVE INSTRUCTIONS
B019 DRAFT CONGRESSIONAL INQUIRY RESPONSES
B175 ESTABLISH AND MAINTAIN REPORTS CONTROL SYSTEM
B176 MAINTAIN LEGAL DIRECTIVES AND PUBLICATIONS

C. TECHNICAL ADMINISTRATION
C024 REVIEW ADMINISTRATIVE REPORTS
C037 REVIEW JAG MANUAL INVESTIGATION REPORTS
C038 DRAFT JAG MANUAL INVESTIGATION ENDORSEMENTS
C040 PREPARE LIMITED CLAIMS INVESTIGATION REPORTS
C042 CONDUCT LINE OF DUTY INVESTIGATIONS
C043 PREPARE LINE OF DUTY INVESTIGATION REPORTS
C044 REVIEW LINE OF DUTY INVESTIGATION REPORTS
C058 DRAFT MILITARY JUSTICE CASE ADVICE CORRESPONDENCE
C059 DRAFT MILITARY JUSTICE CASE RECOMMENDATIONS
C077 DETERMINE BOARD PROCEEDINGS DISTRIBUTION
C106 REVIEW PRIVACY ACT REQUESTS COMPLIANCE
C107 REVIEW FREEDOM OF INFORMATION ACT (FOIA) COMPLIANCE
C108 VERIFY FOIA REQUEST COMPLIANCE
C109 MAINTAIN CLAIMS ACCOUNTING SYSTEM
C113 DRAFT WILLS
C123 COMPILE LEGAL ASSISTANCE STATISTICS
C124 REVIEW LEGAL ASSISTANCE STATISTICS
C125 DRAFT LEGAL ASSISTANCE REPORTS
C131 RECORD SWORN STATEMENTS
C132 DRAFT AFFIDAVITS
C146 REVIEW ARTICLE 138 UCMJ COMPLAINTS
C152 INVESTIGATE NONSUPPORT COMPLAINTS
C153 INVESTIGATE PATERNITY COMPLAINTS

D. PERSONNEL SUPPORT
D172 DRAFT POWER OF ATTORNEY DOCUMENTS

CHIEF LEGALMAN (LNC)

A. MANAGEMENT AND SUPERVISION
A001 EVALUATE NAVAL LEGAL SERVICE OFFICE (NLSO) PERSONNEL REQUIREMENTS
A002 EVALUATE NLSO EQUIPMENT REQUIREMENTS

C. TECHNICAL ADMINISTRATION
C053 REVIEW CLAIMS INVESTIGATION REPORTS
C091 DRAFT INITIAL PRE-TRIAL CONFINEMENT OFFICER LETTERS
C155 UPDATE DATA BASED MANAGEMENT SYSTEMS

D. PERSONNEL SUPPORT
D164 VERIFY ENLISTED PROGRAM ELIGIBILITY
D171 DRAFT BUDGET EXPENDITURE REPORTS

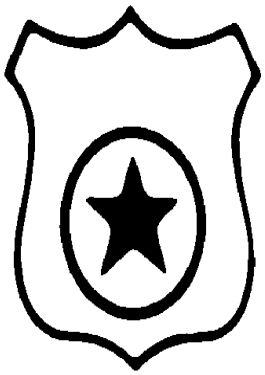
SENIOR CHIEF LEGALMAN (LNCS)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

MASTER CHIEF LEGALMAN (LNCM)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

CHAPTER 49



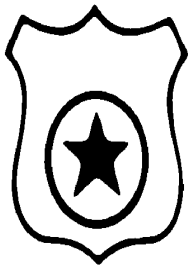
MASTER-AT-ARMS
(MA)

NAVPERS 18068-49B

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

MASTER-AT-ARMS (MA)



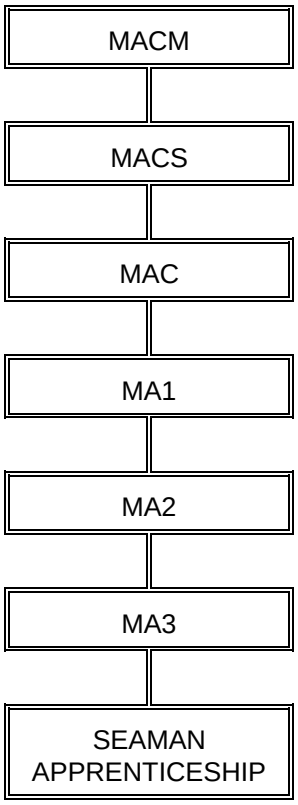
SCOPE OF RATING

Master-At-Arms (MA) perform, conduct or advise appropriate personnel on matters of investigations, interrogations, apprehension, crime prevention, preservation of crime scenes and evidence, enforcement of orders, and regulations, shore patrol, and crowd control; implement, develop, conduct, physical security policy, plans, programs, and assessments; recommend enhancement to physical security of navy bases, installations, property, and personnel; supervise and train security forces in antiterrorism defense and weapons proficiency; assist commands in establishing terrorist threat conditions and implementing defensive measures to combat threat.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 49.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in BUPERSINST 1131.1 series.

SPECIAL PHYSICAL REQUIREMENTS

None.

CITIZENSHIP/SECURITY REQUIREMENTS

Must be eligible for access to classified information.

SAFETY

The observance of proper safety precautions in all areas is an integral part of each billet and the responsibility of every Navy man and woman; safety is a universal requirement for all ratings.

MASTER-AT-ARMS (MA) FUNCTIONAL AREAS

A. LEGAL

B. LAW ENFORCEMENT AND INVESTIGATIONS

C. EVIDENCE

D. PHYSICAL SECURITY

E. GENERAL DUTIES

F. TECHNICAL ADMINISTRATION

G. ANTITERRORISM/FORCE PROTECTION

MASTER-AT-ARMS THIRD CLASS (MA3)

A. LEGAL

A001 READ AND EXPLAIN UCMJ ARTICLE 31 TO MILITARY SUSPECTS
A002 INFORM ACCUSED OF CHARGES
A003 INFORM PERSONNEL OF MASTS/COURT-MARTIAL (TIME/LOCATION/UNIFORM, ETC)
A004 BRIEF SUSPECTS ON EXECUTIVE OFFICER'S INQUIRY (XOI)/NON JUDICIAL PUNISHMENT (NJP) PROCEDURES
A005 OFFICIATE AT XOI
A006 OFFICIATE AT CAPTAIN'S MASTS
A007 MAINTAIN ORDER AT COURTS-MARTIAL AND CAPTAIN'S MASTS
A008 TESTIFY AT OFFICIAL PROCEEDINGS
A011 IDENTIFY FACTS OF PROBABLE CAUSE FOR COMMAND AUTHORIZED SEARCHES
A013 INFORM COMMANDS OF PERSONNEL DETAINED IN CUSTODY
A017 READ AND EXPLAIN MIRANDA RIGHTS TO CIVILIAN SUSPECTS
A018 IDENTIFY LIMITS OF JURISDICTIONAL AUTHORITY
A019 IDENTIFY AND EMPLOY USE OF FORCE/DEADLY FORCE

B. LAW ENFORCEMENT AND INVESTIGATIONS

B020 INVESTIGATE OFFENSES OF THE UNIFORM CODE OF MILITARY JUSTICE (UCMJ)
B022 COORDINATE SEARCHES
B023 CONDUCT SEARCHES
B024 CONDUCT SURVEILLANCE
B025 IDENTIFY NARCOTICS AND DANGEROUS DRUGS
B026 COORDINATE DETECTOR DOG SEARCHES
B027 COORDINATE DETECTOR DOG INSPECTIONS
B030 APPREHEND SUSPECTS
B031 ISSUE AND RECEIVE WEAPONS AND AMMUNITION
B032 CONDUCT FIELD SOBRIETY TESTS
B033 ADMINISTER BREATHALYZER TESTS
B036 CONDUCT AND RECORD INTERROGATIONS AND INTERVIEWS
B037 ASSIGN CASE CONTROL NUMBERS
B038 CONDUCT PATROLS (VEHICLE, FOOT, ETC)
B039 PERFORM FINGERPRINTING TECHNIQUES
B040 PERFORM WEAPONS QUALIFICATIONS
B041 PERFORM WEAPONS REQUALIFICATIONS
B042 PERFORM CRISIS INTERVENTION (DOMESTIC DISTURBANCES, SUICIDE, ETC)
B043 CONDUCT STOPS (ROUTINE, FELONY, ETC)
B044 IMPLEMENT VICTIM/WITNESS RIGHTS AND RESPONSIBILITIES PROGRAM
B047 RESPOND TO ALARMS
B048 RESPOND TO BOMB THREATS
B050 COMMUNICATE WITH TWO WAY RADIOS
B051 DISPATCH SECURITY PERSONNEL
B052 CONDUCT FIELD TESTS
B055 CONDUCT BUILDING CHECKS
B056 CONDUCT SECURITY LIGHTING CHECKS
B057 CONDUCT PERIMETER CHECKS
B058 DIRECT TRAFFIC (VEHICLE/PEDESTRIAN)
B059 INVESTIGATE VEHICLE ACCIDENTS
B060 DETERMINE VEHICLE SPEED WITH RADAR SYSTEMS
B061 MONITOR AND REPORT POTENTIAL OFF LIMITS AREAS/ESTABLISHMENTS

B062 PATROL OFF LIMITS AREAS
B063 INVESTIGATE ABANDONED VEHICLES
B064 INVENTORY EMERGENCY VEHICLE EQUIPMENT

C. EVIDENCE

C065 SAFEGUARD EVIDENCE AND PRESERVE EVIDENCE CHAIN OF CUSTODY
C066 SECURE CRIME SCENES
C067 SECURE ACCIDENT SCENES
C068 INSPECT CRIME SCENES
C069 INSPECT ACCIDENT SCENES
C070 DOCUMENT CRIME SCENE EVIDENCE (PHOTOGRAPHY, DRAWINGS, ETC)
C071 DOCUMENT ACCIDENT SCENE EVIDENCE (PHOTOGRAPHY, MEASUREMENTS, ETC)
C072 PRESERVE CRIME SCENE EVIDENCE
C074 SEIZE EVIDENCE/CONTRABAND
C075 MARK AND TAG EVIDENCE/CONTRABAND

D. PHYSICAL SECURITY

D084 CONTROL ACCESS POINTS TO SECURITY AREAS
D086 STOW WEAPONS
D088 SAFEGUARD KEYS
D089 MONITOR ALARM SYSTEMS
D090 TEST ALARM SYSTEMS
D091 MONITOR AND INSPECT MASTER-AT-ARMS (MAA) COMMUNICATIONS SYSTEMS
D097 CONDUCT ACCESS CONTROL INSPECTIONS

E. GENERAL DUTIES

E087 STOW SPECIAL EQUIPMENT
E115 INSTRUCT URINALYSIS OBSERVERS
E116 COORDINATE URINALYSIS COLLECTION
E118 MONITOR DAILY MUSTER REPORT FOR UNAUTHORIZED ABSENTEES (UA)
E121 CONTROL PERSONNEL LINES
E122 MONITOR LIBERTY PARTIES
E125 ISSUE UNIFORM DEFICIENCY SLIPS
E126 MUSTER RESTRICTED PERSONNEL
E127 ESCORT RESTRICTED PERSONNEL
E128 PREPARE RESTRICTED PERSONNEL REPORT
E129 RESTRAIN PERSONNEL APPLYING (PART)
E130 ENGRAVE PERSONAL PROPERTY
E131 CONDUCT INSPECTIONS (SWEEPERS, TAPS, ETC)
E132 MONITOR CLOSED CIRCUIT TELEVISION SECURITY SYSTEMS
E133 PROVIDE SECURITY ESCORT SERVICES
E134 PERFORM HONORS AND CEREMONIES (SEA BURIAL, CHANGE OF COMMAND, ETC)
E135 APPLY LAW ENFORCEMENT CODE OF ETHICS
E136 APPLY SAFE PRACTICES REGARDING BLOODBORN PATHOGENS
E140 OPERATE EMERGENCY VEHICLES
E142 LIAISON WITH OTHER LAW ENFORCEMENT AGENCIES (NAVAL CRIMINAL INVESTIGATIVE SERVICE (NCIS), LOCAL, ETC)
E143 REVIEW HAZARDOUS MATERIAL USER'S GUIDE (HMUG)
E145 REVIEW MATERIAL SAFETY DATA SHEETS (MSDS)
E149 PROCESS AWARDEES FOR CORRECTIONAL CUSTODY UNIT/BRIG
E150 COLLECT UNIFORMS/GOVERNMENT PROPERTY FROM DISCIPLINARY DISCHARGE

F. TECHNICAL ADMINISTRATION

F151 PREPARE URINALYSIS DOCUMENTS (LEDGER, LABELS, CUSTODY DOCUMENTS, ETC)
F154 PREPARE INCIDENT/COMPLAINT REPORTS (OPNAV 5527/1)
F155 PROCESS INCIDENT/COMPLAINT REPORTS
F156 PREPARE TRAFFIC ACCIDENT REPORTS (OPNAV 5527/1A)
F157 PROCESS TRAFFIC ACCIDENT REPORTS
F158 PREPARE VOLUNTARY STATEMENTS (WITNESS) (OPNAV 5527/2)
F159 PROCESS VOLUNTARY STATEMENTS (WITNESS)
F160 PREPARE CIVILIAN SUSPECTS ACKNOWLEDGMENT AND WAIVER OF RIGHTS
F161 PROCESS CIVILIAN SUSPECTS ACKNOWLEDGMENT AND WAIVER OF RIGHTS
F162 PREPARE PERMISSIVE AUTHORIZATION FOR SEARCH AND SEIZURE (OPNAV 5527/16)
F163 PROCESS PERMISSIVE AUTHORIZATION FOR SEARCH AND SEIZURE
F164 PREPARE MILITARY SUSPECTS ACKNOWLEDGMENT AND WAIVER OF RIGHTS FORMS
F165 PROCESS MILITARY SUSPECTS ACKNOWLEDGMENT AND WAIVER OF RIGHTS FORMS
F168 PREPARE EVIDENCE TAGS (INDEX OR ADHESIVE) (OPNAV 5527/17A, 5527/17B)
F169 PREPARE DESK JOURNALS (OPNAV 5527/19)
F170 REVIEW DESK JOURNALS
F171 PREPARE FIELD INTERVIEW CARDS (OPNAV 5527/21)
F172 PROCESS FIELD INTERVIEW CARDS
F173 PREPARE EVIDENCE/PROPERTY CUSTODY DOCUMENTS (OPNAV 5527/22)
F174 PROCESS EVIDENCE/PROPERTY CUSTODY DOCUMENTS
F175 PREPARE LAW ENFORCEMENT COMMUNICATIONS LOGS (OPNAV 5527/25)
F176 REVIEW LAW ENFORCEMENT COMMUNICATIONS LOGS
F177 PREPARE FINGERPRINT CARDS (MAJOR CASE PRINTS) (OPNAV 5527/27)
F180 PREPARE ARMED FORCES TRAFFIC CITATIONS (DD FORM 1408)
F181 PROCESS ARMED FORCES TRAFFIC CITATIONS
F184 PREPARE ALCOHOL INFLUENCE REPORTS (DD FORM 1920)
F185 PROCESS ALCOHOL INFLUENCE REPORTS
F194 PREPARE INVESTIGATIVE NOTES (OPNAV 5527/6)
F195 PROCESS INVESTIGATIVE NOTES
F196 PREPARE INTERVIEW/INTERROGATION LOGS (OPNAV 5527/7)
F198 PREPARE COMMAND AUTHORIZATION FOR SEARCH AND SEIZURE FORMS
F199 PROCESS COMMAND AUTHORIZATION FOR SEARCH AND SEIZURE FORMS
F227 ISSUE TEMPORARY VEHICLE PASSES

G. ANTITERRORISM/FORCE PROTECTION

G235 ESTABLISH INCIDENT PERIMETER
G236 MAINTAIN INCIDENT PERIMETER
G237 CLEAR BUILDINGS/AREAS

MASTER-AT-ARMS SECOND CLASS (MA2)

A. LEGAL

A009 INFORM ACCUSED OF APPEAL RIGHTS
A016 BRIEF PERSONNEL ON STATUS OF FORCES AGREEMENT

B. LAW ENFORCEMENT AND INVESTIGATIONS

B028 CONDUCT MILITARY CUSTOMS INSPECTIONS
B029 MONITOR U. S. CUSTOMS INSPECTIONS
B035 IDENTIFY PERSONNEL (PHOTOGRAPHS, DRAWINGS, ETC)

C. EVIDENCE
C073 PRESERVE ACCIDENT SCENE EVIDENCE
C076 PREPARE EVIDENCE/CONTRABAND FOR TESTING
C077 SUBMIT EVIDENCE/CONTRABAND FOR TESTING
C079 ASSIGN EVIDENCE CUSTODY LOG NUMBER
C080 PACKAGE AND MAIL CONTROLLED SUBSTANCES FOR TESTING

D. PHYSICAL SECURITY
D098 CONDUCT SECURITY INSPECTIONS

E. GENERAL DUTIES
E117 PACKAGE AND MAIL URINALYSIS SPECIMENS FOR TESTING

F. TECHNICAL ADMINISTRATION
F152 PROCESS URINALYSIS DOCUMENTS (LEDGER SHEET, LABELS, ETC)
F166 PREPARE TELEPHONIC THREAT/COMPLAINT FORMS (OPNAV 5527/8)
F197 REVIEW INTERVIEW/INTERROGATION LOGS (OPNAV 5527/7)
F224 PROVIDE ADMINISTRATIVE ASSISTANCE TO OTHER LAW ENFORCEMENT AGENCIES

MASTER-AT-ARMS FIRST CLASS (MA1)

A. LEGAL
A012 INFORM COMMANDS OF CIVIL SENTENCES AWARDED TO PERSONNEL
A014 ASSIST IN INFORMAL JUDGE ADVOCATE GENERAL (JAG) INVESTIGATIONS
A015 BRIEF PERSONNEL ON LEGAL RIGHTS OF INQUIRY

B. LAW ENFORCEMENT AND INVESTIGATIONS
B021 RECRUIT INDIVIDUAL SOURCES OF INFORMATION (INFORMERS)
B045 IMPLEMENT SEXUAL ASSAULT VICTIM INTERVENTION (SAVI) PROGRAM
B053 PREPARE FIELD TEST REPORTS

C. EVIDENCE
C078 DISPOSE OF EVIDENCE/CONTRABAND
C081 MANAGE EVIDENCE CUSTODIAN PROGRAM
C082 INVENTORY EVIDENCE SAFE CONTENTS

D. PHYSICAL SECURITY
D085 CONDUCT PHYSICAL SECURITY SURVEYS
D096 COORDINATE ACCESS CONTROL INSPECTIONS
D109 CONDUCT CRIME PREVENTION PROGRAM BRIEFS

F. TECHNICAL ADMINISTRATION
F186 PREPARE DISPOSITION OF OFFENSES REPORTS (NAVPERS 1626/7)
F187 PROCESS DISPOSITION OF OFFENSES REPORTS
F208 PREPARE INVESTIGATIVE NOTES ENVELOPES (OPNAV 5527/18)

F209 PROCESS INVESTIGATIVE NOTES ENVELOPES
F212 PREPARE EVIDENCE LOGS (OPNAV 5527/24)
F213 REVIEW EVIDENCE LOGS
F214 DISPOSE OF ABANDONED PROPERTY
F215 DISPOSE OF RECOVERED PROPERTY
F218 PREPARE COMMAND INVESTIGATOR IDENTIFICATION CARDS (OPNAV 5527/26)
F220 PREPARE CONFINEMENT ORDERS
F225 INVENTORY PERSONAL EFFECTS OF DECEASED OR DESERTED PERSONNEL

G. ANTITERRORISM/FORCE PROTECTION
G230 EMPLOY ANTITERRORISM MEASURES
G234 CONDUCT ANTITERRORISM AWARENESS TRAINING

CHIEF MASTER-AT-ARMS (MAC)

A. LEGAL
A010 BRIEF PROSECUTING/DEFENSE ATTORNEYS

B. LAW ENFORCEMENT AND INVESTIGATIONS
B046 MARK ITEMS WITH DETECTION POWDERS

D. PHYSICAL SECURITY
D092 REVIEW AND REPORT RESULTS OF PHYSICAL SECURITY SURVEYS
D093 BRIEF COMMAND ON ADDITIONAL SECURITY REQUIREMENTS FOR SHIPS
D094 CONDUCT COMMAND SECURITY PROGRAM BRIEFS
D095 BRIEF COMMAND ON UPGRADING THREAT CONDITIONS
D099 COORDINATE PHYSICAL SECURITY REVIEW COMMITTEE/BOARD (PSRC/PSRB)
D100 COORDINATE LOSS PREVENTION SUB-COMMITTEE (LPS)
D101 BRIEF COMMAND ON EMPLOYMENT OF AUXILIARY SECURITY FORCE (ASF)
D103 DEVELOP COMMAND PHYSICAL SECURITY PLANS
D104 IMPLEMENT COMMAND PHYSICAL SECURITY PLANS
D105 DEVELOP CRIME PREVENTION PROGRAMS
D106 IMPLEMENT CRIME PREVENTION PROGRAMS
D107 MONITOR CRIME PREVENTION PROGRAMS
D108 CONDUCT FACILITY/ACTIVITY CRIME PREVENTION PROGRAMS
D112 COORDINATE MISSING, LOST, STOLEN, AND RECOVERED (MLSR) PROGRAMS
D113 DEVELOP HOST TENANT AND INTERSERVICE SUPPORT AGREEMENTS/MEMORANDUMS OF UNDERSTANDING
D114 PREPARE CRIME STATISTICAL REPORTS

E. GENERAL DUTIES
E124 INSTRUCT SHIPBOARD SHORE PATROL PERSONNEL
E137 DEVELOP LAW ENFORCEMENT PHYSICAL SECURITY TRAINING PROGRAM

F. TECHNICAL ADMINISTRATION
F219 SCREEN COMMAND INVESTIGATIVE SUMMARIES AND COMPLAINT REPORTS

G. ANTITERRORISM/FORCE PROTECTION

G231 SUPERVISE ANTITERRORISM MEASURES
G232 RESEARCH ANTITERRORISM AWARENESS TRAINING
G233 COORDINATE ANTITERRORISM AWARENESS TRAINING

SENIOR CHIEF MASTER-AT-ARMS (MACS)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

MASTER CHIEF MASTER-AT-ARMS (MACM)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

CHAPTER 51

MACHINIST'S MATE
(MM)

NAVPERS 18068-51C

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

MACHINIST'S MATE (MM)

SCOPE OF RATING

*Machinist's Mates (Surface) (MM) operate, maintain, and repair (organizational and intermediate level) ship propulsion machinery, auxiliary equipment, and outside machinery, such as: steering engine, hoisting machinery, food preparation equipment, refrigeration and air conditioning equipment, windlasses, elevators, and laundry equipment. Operate and maintain (organizational and Intermediate level) marine boilers, pumps, forced draft blowers, and heat exchangers; perform tests, transfers, and inventory of lubricating oils, fuels, and water. Maintain records and reports, and may perform duties in the generation and stowage of industrial gases.

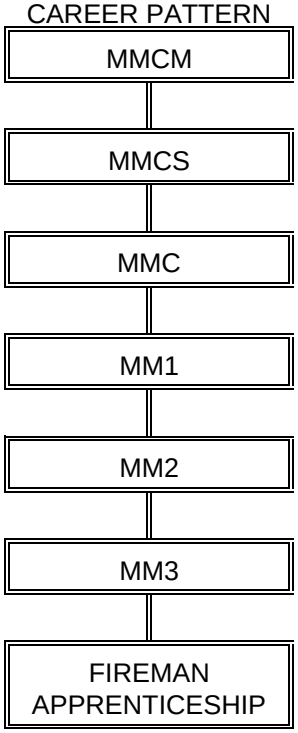
Machinist's Mates (Submarine) (MM) also perform organizational and intermediate level maintenance on test equipment, launching/firing systems, and stowage facilities associated with underwater ordnance. Perform organizational maintenance on underwater ordnance and small arms. Additionally, MM(SS)'s prepare underwater ordnance for launching, conduct post fire and post run routines.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 51.

*Denotes CH-26

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in BUPERSINST 1131.1 series.

SPECIAL PHYSICAL REQUIREMENTS

For Submarines only: Normal color perception. Refer to Article 15.13A of the Manual of the Medical Department, U.S. Navy for details on color perception requirements.

CITIZENSHIP/SECURITY REQUIREMENTS

For Submarines only: Must be eligible for access to classified information.

GENERAL KNOWLEDGE AREAS

In addition to the knowledge inherent to proper performance of tasks assigned to the Machinist's Mate by the Occupational Standards, knowledge in the following general areas would enhance the professional performance of MMs.

Principles of steam cycle; definitions of propulsion engineering terminology; purposes and methods of oil andwater testing and of boilerwater and feedwater treatment; purpose of engineering administrative and management systems; mechanical operation of propulsion plant components, applicable physical laws, and modes of operation; and design characteristics of components of steam cycle and of steam propulsion plant and auxiliary systems.

NOTE: Task statements specifying preventive maintenance actions shall be performed in accordance with the specifications of pertinent MRCs.

SAFETY

The observance of proper safety precautions in all areas is an integral part of each billet and the responsibility of every Navy man and woman; safety is a universal requirement for all ratings.

MACHINIST'S MATE (SURFACE) (MM) FUNCTIONAL AREAS

A. MECHANICAL SYSTEMS OPERATION

B. MECHANICAL MAINTENANCE

C. FABRICATION AND MANUFACTURING

D. POLLUTION CONTROL

E. TECHNICAL ADMINISTRATION

F. MATERIAL CASUALTY CONTROL

G. ENGINEERING MANAGEMENT

H. LABORATORY MANAGEMENT

I. QUALITY ASSURANCE

J. CORROSION CONTROL

MACHINIST'S MATE (SURFACE) THIRD CLASS (MM3)

A. MECHANICAL SYSTEMS OPERATION

A001 ALIGN AIR COMPRESSORS
A002 START AIR COMPRESSORS
A003 ADJUST COMPONENTS OF AIR COMPRESSORS
A004 STOP AIR COMPRESSORS
A005 ALIGN AIR SYSTEMS
A006 ADJUST COMPONENTS OF AIR SYSTEMS
A007 SECURE AIR SYSTEMS
A008 ALIGN LOW PRESSURE (LP) STEAM DRAIN SYSTEMS
A009 SECURE LP STEAM DRAIN SYSTEMS
A010 ALIGN AUXILIARY BOILERS
A011 LIGHT OFF AUXILIARY BOILERS
A012 ADJUST COMPONENTS OF AUXILIARY BOILERS
A013 SECURE AUXILIARY BOILERS
A014 ALIGN AUXILIARY STEAM SYSTEMS
A015 ADJUST COMPONENTS OF AUXILIARY STEAM SYSTEMS
A016 SECURE AUXILIARY STEAM SYSTEMS
A017 ALIGN SHORE STEAM SYSTEMS
A018 SECURE SHORE STEAM SYSTEMS
A019 ALIGN AUXILIARY EXHAUST SYSTEMS
A020 ADJUST COMPONENTS OF AUXILIARY EXHAUST SYSTEMS
A021 SECURE AUXILIARY EXHAUST SYSTEMS
A022 ALIGN FRESH WATER DRAIN COLLECTION TANK (FWDCT) PUMPS
A023 START FRESH WATER DRAIN COLLECTION TANK (FWDCT) PUMPS
A024 STOP FRESH WATER COLLECTION TANK (FWDCT) PUMPS
A025 ALIGN FEED BOOSTER PUMPS
A026 START OR PLACE FEED BOOSTER PUMPS IN OPERATION
A027 STOP FEED BOOSTER PUMPS
A028 SECURE FEED BOOSTER PUMPS
A029 ALIGN MAIN FEED PUMPS
A030 START OR PLACE MAIN FEED PUMPS IN OPERATION
A031 STOP MAIN FEED PUMPS
A032 SECURE MAIN FEED PUMPS
A033 ALIGN MAIN FEED SYSTEMS
A034 SECURE MAIN FEED SYSTEMS
A035 ALIGN RESERVE FEEDWATER SYSTEMS
A036 SECURE RESERVE FEEDWATER SYSTEMS
A037 ALIGN DISTILLATE TRANSFER SYSTEMS
A038 SECURE DISTILLATE TRANSFER SYSTEMS
A039 ALIGN VACUUM PRIMING PUMPS
A040 START VACUUM PRIMING PUMPS
A041 STOP VACUUM PRIMING PUMPS
A042 ALIGN POTABLE WATER PUMPS
A043 START POTABLE WATER PUMPS
A044 STOP POTABLE WATER PUMPS
A045 SECURE POTABLE WATER PUMPS
A046 ALIGN POTABLE WATER PUMPS
A047 SECURE POTABLE WATER SYSTEMS
A048 ALIGN FIRE AND FLUSHING PUMPS
A049 START OR PLACE FIRE AND FLUSHING PUMPS IN OPERATION
A050 STOP FIRE AND FLUSHING PUMPS
A051 SECURE FIRE AND FLUSHING PUMPS

A052 ALIGN MAIN DRAIN SYSTEMS
A053 MONITOR MAIN DRAIN SYSTEMS
A054 SECURE MAIN DRAIN SYSTEMS
A055 ALIGN SECONDARY DRAIN SYSTEMS
A056 MONITOR SECONDARY DRAIN SYSTEMS
A057 SECURE SECONDARY DRAIN SYSTEMS
A058 ALIGN FIREMAIN SYSTEMS
A059 SECURE FIREMAIN SYSTEMS
A060 ALIGN STRIPPING SYSTEMS
A061 MONITOR STRIPPING SYSTEMS
A062 SECURE STRIPPING SYSTEMS
A063 ALIGN BILGE AND STRIPPING PUMPS
A064 START OR PLACE BILGE AND STRIPPING PUMPS IN OPERATION
A065 MONITOR BILGE AND STRIPPING PUMPS
A066 STOP BILGE AND STRIPPING PUMPS
A067 SECURE BILGE AND STRIPPING PUMPS
A068 ALIGN AUXILIARY COOLING WATER SYSTEMS
A069 ADJUST COMPONENTS OF AUXILIARY COOLING WATER SYSTEMS
A070 SECURE AUXILIARY COOLING WATER SYSTEMS
A071 SHIFT, INSPECT, AND CLEAN SEAWATER SERVICE STRAINERS
A072 ALIGN OIL SERVICE PUMPS (FUEL OIL AND LUBE OIL)
A073 START OR PLACE OIL SERVICE PUMPS IN OPERATION
A074 STOP OIL SERVICE PUMPS
A075 SECURE OIL SERVICE PUMPS
A076 ALIGN TRANSFER SYSTEMS FOR RECEIVING FUELS
A077 SECURE TRANSFER SYSTEMS AFTER RECEIVING FUELS
A078 ALIGN LUBE OIL SERVICE SYSTEMS
A079 PRESSURIZE OIL SERVICE SYSTEMS
A080 ADJUST COMPONENTS OF OIL SERVICE SYSTEMS
A081 SECURE OIL SERVICE SYSTEMS
A082 ALIGN FUEL OIL TRANSFER SYSTEMS
A083 TRANSFER OILS
A084 ADJUST COMPONENTS OF OIL TRANSFER SYSTEMS
A085 SECURE OIL TRANSFER SYSTEMS
A086 SHIFT, INSPECT, AND CLEAN OIL STRAINERS (FUEL OIL AND LUBE OIL)
A087 ALIGN OIL PURIFICATION SYSTEMS (FUEL OIL AND LUBE OIL
A088 ADJUST COMPONENTS OF PURIFICATION SYSTEMS (WATER SEALS AND OIL HEATERS)
A089 SECURE OIL PURIFICATION SYSTEMS
A090 ALIGN REDUCING STATIONS (STEAM, WATER, AIR, ETC)
A091 ADJUST COMPONENTS OF REDUCING STATIONS
A092 SECURE REDUCING STATIONS
A093 ALIGN VENTILATION SYSTEMS
A094 START VENTILATION SYSTEMS
A095 SECURE VENTILATION SYSTEMS
A096 ACTIVATE EMERGENCY SHUTDOWN DEVICES
A097 RECORD OPERATING EQUIPMENT READINGS
A098 ALIGN OIL AND WATER SEPARATOR SYSTEMS
A099 START OIL AND WATER SEPARATORS
A100 MONITOR OIL AND WATER SEPARATORS
A101 STOP OIL AND WATER SEPARATORS
A102 SECURE OIL AND WATER SEPARATOR SYSTEMS
A103 SOUND TANKS OR VOIDS AND RECORD READINGS
A104 ADJUST PRESSURE CONTROL DEVICES
A105 ADJUST TEMPERATURE CONTROL DEVICES
A106 ALIGN BROMINATORS
A107 START BROMINATORS

A108 ADJUST BROMINATOR FLOW RATES
A109 SECURE BROMINATORS
A110 ALIGN CONDENSATE PUMPS
A111 START OR PLACE CONDENSATE PUMPS IN OPERATION
A112 STOP CONDENSATE PUMPS
A113 SECURE CONDENSATE PUMPS
A114 ALIGN AUXILIARY SEAWATER CIRCULATING SYSTEMS
A115 ADJUST COMPONENTS OF AUXILIARY SEAWATER CIRCULATING SYSTEMS
A116 SECURE AUXILIARY SEAWATER CIRCULATING SYSTEMS
A117 ENGAGE TURNING (JACKING) GEARS
A118 START TURNING (JACKING) GEARS
A119 STOP TURNING (JACKING) GEARS
A120 DISENGAGE TURNING (JACKING) GEARS
A121 STOP AND LOCK SHAFTS
A122 ALIGN AIR EJECTOR SYSTEMS
A123 SECURE AIR EJECTOR SYSTEMS
A124 ALIGN AIR CONDITIONING SYSTEMS
A125 START AIR CONDITIONING SYSTEMS
A126 ADJUST COMPONENTS OF AIR CONDITIONING SYSTEMS
A127 SECURE AIR CONDITIONING SYSTEMS
A128 ALIGN REFRIGERATION SYSTEMS
A129 START REFRIGERATION SYSTEMS
A130 ADJUST COMPONENTS OF REFRIGERATION SYSTEMS
A131 SECURE REFRIGERATION SYSTEMS
A136 ALIGN AIR DRYER SYSTEMS
A138 SECURE AIR DRYER SYSTEMS
A139 ALIGN DISTILLING PLANTS
A140 START DISTILLING PLANTS
A141 ADJUST COMPONENTS OF DISTILLING PLANTS
A142 SECURE DISTILLING PLANTS
A143 ALIGN LIQUID FEED TREATMENT INJECTION SYSTEMS
A144 START LIQUID FEED TREATMENT INJECTION SYSTEMS
A145 ADJUST LIQUID FEED TREATMENT INJECTION SYSTEMS
A146 STOP LIQUID FEED TREATMENT INJECTION SYSTEMS
A147 SECURE LIQUID FEED TREATMENT INJECTION SYSTEMS
A148 ENERGIZE SALINITY INDICATORS
A149 TEST SALINITY INDICATORS
A150 MONITOR SALINITY INDICATORS FOR CONTAMINATION
A151 SECURE SALINITY INDICATORS
A152 ALIGN CHILL WATER SYSTEMS
A154 SECURE CHILL WATER SYSTEMS
A155 ALIGN OILY WASTE WATER SYSTEMS
A156 SECURE OILY WASTE WATER SYSTEMS
A160 ALIGN SHIP'S HEATING SYSTEMS
A161 SECURE SHIP'S HEATING SYSTEMS
A162 ALIGN MAIN STEAM SYSTEM
A163 SECURE MAIN STEAM SYSTEM
A164 ALIGN DEAERATING FEED TANK (DFT)
A165 SECURE DEAERATING FEED TANK (DFT)
A166 ALIGN MAKEUP FEED (MUF) AND DEMINERALIZER SYSTEMS
A167 SECURE MAKEUP FEED (MUF) AND DEMINERALIZER SYSTEMS
A168 ALIGN FRESH WATER DRAIN COLLECTION TANK (FWDCT) SYSTEMS
A169 ADJUST COMPONENTS OF FRESH WATER DRAIN COLLECTION TANK (FWDCT) SYSTEMS
A170 SECURE FRESH WATER DRAIN COLLECTION TANK (FWDCT) SYSTEMS
A171 ALIGN HIGH-PRESSURE (HP) DRAIN SYSTEMS

A172 SECURE HIGH PRESSURE (HP) DRAIN SYSTEMS
A173 SHUT STEAM STOPS REMOTELY
A199 ALIGN MAIN CIRCULATING PUMPS
A200 START OR PLACE MAIN CIRCULATING PUMPS IN OPERATION
A201 STOP MAIN CIRCULATING PUMPS
A202 SECURE MAIN CIRCULATING PUMPS
A203 ALIGN MAIN CIRCULATING PUMP EMERGENCY BILGE SUCTIONS
A204 ALIGN MAIN CIRCULATING SYSTEMS
A205 SECURE MAIN CIRCULATING SYSTEMS
A206 ALIGN MAIN ENGINE STEAM TURBINES
A207 PLACE MAIN ENGINE STEAM TURBINES IN OPERATION
A208 SECURE MAIN ENGINE STEAM TURBINES
A209 ALIGN SHIP'S SERVICE TURBINE GENERATORS (SSTG)
A210 PLACE SHIP’S SERVICE TURBINE GENERATORS (SSTG) IN OPERATION
A211 SECURE SHIP’S SERVICE TURBINE GENERATORS (SSTG)
A212 ALIGN GLAND SEAL SYSTEMS
A213 ADJUST COMPONENTS OF GLAND SEAL SYSTEMS
A214 SECURE GLAND SEAL SYSTEMS
A644 ALIGN IN-LINE DESUPERHEATERS
A645 ADJUST COMPONENTS OF IN-LINE DESUPERHEATERS
A646 SECURE IN-LINE DESUPERHEATERS
A647 ALIGN MAIN FEED PUMP CONTROL SYSTEMS
A648 SECURE MAIN FEED PUMP CONTROL SYSTEMS
A649 ALIGN FORCED DRAFT BLOWERS (FDB)
A650 START OR PLACE FORCED DRAFT BLOWERS (FDB) IN OPERATION
A651 STOP FORCED DRAFT BLOWERS (FDB)
A652 SECURE FORCED DRAFT BLOWERS (FDB)
A653 ALIGN CONTINUOUS BLOWDOWN SYSTEMS
A654 ADJUST CONTINUOUS BLOWDOWN FLOW RATES
A655 SECURE CONTINUOUS BLOWDOWN SYSTEMS
A656 ALIGN CHEMICAL INJECTION SYSTEMS
A657 ADD CHEMICALS TO CHEMICAL TREATMENT SYSTEMS
A658 FLUSH CHEMICAL INJECTION SYSTEMS
A659 PRESSURIZE CHEMICAL INJECTION SYSTEMS
A660 DEPRESSURIZE CHEMICAL INJECTION SYSTEMS
A661 SECURE CHEMICAL INJECTION SYSTEMS
A665 DUMP BOILER WATER
A666 FILL AND TREAT BOILERS
A667 REGULATE FORCED DRAFT BLOWERS (FDB) SPEED IN REMOTE MANUAL
A668 ALIGN SOOT BLOWER SYSTEMS
A669 START OR PLACE SOOT SYSTEMS IN OPERATION
A670 SECURE SOOT BLOWER SYSTEMS
A671 ALIGN BLOWDOWN SYSTEMS
A672 PERFORM BOTTOM BLOWDOWN
A673 PERFORM SURFACE BLOWDOWN
A674 SECURE BLOWDOWN SYSTEMS
A675 ALIGN SUPERHEATER PROTECTION SYSTEMS (SPS)
A676 SECURE SUPERHEATER PROTECTION SYSTEMS (SPS)
A677 ALIGN LOW PRESSURE (LP) AIR TO STEAM ATOMIZATION SYSTEMS
A678 SHIFT ATOMIZATION FROM LOW PRESSURE LOW PRESSURE (LP) AIR TO STEAM
A679 SECURE ATOMIZATION SYSTEMS
A680 ALIGN FEEDWATER CONTROL FEEDWATER CONTROL (FWC) SYSTEMS
A681 SECURE FEEDWATER CONTROL (FWC) SYSTEMS
A682 ALIGN STEAM SMOTHERING SYSTEMS
A683 ACTIVATE STEAM SMOTHERING SYSTEMS
A684 SECURE STEAM SMOTHERING SYSTEMS

A685 ASSEMBLE AND INSERT BURNER BARRELS FOR LIGHT OFF
A686 INSPECT BURNER BARREL ASSEMBLIES
A688 MAINTAIN BOILER WATER LEVEL IN LOCAL MANUAL CONTROL
A691 CONDUCT FIREBOX INSPECTIONS
A692 VERIFY FIRESAFE FUEL OIL STRAINER DRAINS ARE PROPERLY ALIGNED TO CONTAMINATED OIL TANKS
A772 ALIGN CHELANT SYSTEMS
A773 ADJUST CHELANT SYSTEMS' FLOW RATES
A774 SECURE CHELANT SYSTEMS
A779 ALIGN SHIP'S WHISTLE
A812 ALIGN FUEL OIL SERVICE SYSTEM

B. MECHANICAL MAINTENANCE

B215 CLEAN AND INSPECT COMPONENTS OF AIR COMPRESSORS
B216 TROUBLESHOOT AIR COMPRESSORS
B217 REPAIR AIR COMPRESSORS
B218 REMOVE AND REPLACE COMPONENTS OF AIR COMPRESSORS
B219 TEST AIR COMPRESSORS
B220 CLEAN AND INSPECT COMPONENTS OF COMPRESSED AIR SYSTEMS
B223 REMOVE AND REPLACE COMPONENTS OF COMPRESSED AIR SYSTEMS
B226 CLEAN AND INSPECT COMPONENTS OF AUXILIARY STEAM SYSTEMS
B227 TROUBLESHOOT AUXILIARY STEAM SYSTEMS
B228 REPAIR AUXILIARY STEAM SYSTEMS
B229 REMOVE AND REPLACE COMPONENTS OF AUXILIARY STEAM SYSTEM
B231 CLEAN AND INSPECT COMPONENTS OF LOW PRESSURE (LP) STEAM DRAIN SYSTEMS
B232 TROUBLESHOOT LOW PRESSURE (LP) STEAM DRAIN SYSTEMS
B233 REPAIR LOW PRESSURE (LP) STEAM DRAIN SYSTEMS
B234 REMOVE AND REPLACE COMPONENTS OF LOW PRESSURE (LP) STEAM DRAIN SYSTEMS
B235 TEST LOW PRESSURE (LP) STEAM DRAIN SYSTEMS
B236 CLEAN AND INSPECT COMPONENTS OF HIGH PRESSURE (HP) STEAM DRAIN SYSTEMS
B237 TROUBLESHOOT HIGH PRESSURE (HP) STEAM DRAIN SYSTEMS
B238 REPAIR HIGH PRESSURE (HP) STEAM DRAIN SYSTEMS
B239 REMOVE AND REPLACE COMPONENTS OF HIGH PRESSURE (HP) STEAM DRAIN SYSTEMS
B240 TEST HIGH PRESSURE (HP) STEAM DRAIN SYSTEMS
B241 CLEAN AND INSPECT COMPONENTS OF FRESH WATER DRAIN SYSTEMS
B242 TROUBLESHOOT FRESH WATER DRAIN SYSTEMS
B243 REPAIR FRESH WATER DRAIN SYSTEMS
B244 REMOVE AND REPLACE COMPONENTS OF FRESH WATER DRAIN SYSTEMS
B245 TEST FRESH WATER DRAIN SYSTEMS
B251 CLEAN AND INSPECT PUMPS
B254 REMOVE AND REPLACE COMPONENTS OF PUMPS
B256 REMOVE AND REPLACE PUMPS
B259 CLEAN AND INSPECT COMPONENTS OF FIREMAIN SYSTEMS
B260 TROUBLESHOOT FIREMAIN SYSTEMS
B261 REPAIR FIREMAIN SYSTEMS
B262 REMOVE AND REPLACE COMPONENTS OF FIREMAIN SYSTEMS
B264 CLEAN AND INSPECT COMPONENTS OF BILGE AND TANK STRIPPING SYSTEMS
B265 TROUBLESHOOT BILGE AND TANK STRIPPING SYSTEMS
B266 REPAIR BILGE AND TANK STRIPPING SYSTEMS
B267 REMOVE AND REPLACE COMPONENTS OF BILGE AND TANK STRIPPING SYSTEMS
B268 TEST BILGE AND TANK STRIPPING SYSTEMS
B269 CLEAN AND INSPECT COMPONENTS OF AUXILIARY COOLING WATER SYSTEMS
B270 TROUBLESHOOT AUXILIARY COOLING WATER SYSTEMS

B271 REPAIR AUXILIARY COOLING WATER SYSTEMS
B272 REMOVE AND REPLACE COMPONENTS OF AUXILIARY COOLING WATER SYSTEMS
B274 BLOW DOWN SEA CHESTS
B275 CLEAN AND INSPECT COMPONENTS OF POTABLE WATER SYSTEMS
B276 TROUBLESHOOT POTABLE WATER SYSTEMS
B277 REPAIR POTABLE WATER SYSTEMS
B278 REMOVE AND REPLACE COMPONENTS OF POTABLE WATER SYSTEMS
B280 CLEAN AND INSPECT COMPONENTS OF BROMINATORS
B281 TROUBLESHOOT BROMINATORS
B282 REPAIR BROMINATORS
B283 REMOVE AND REPLACE COMPONENTS OF BROMINATORS
B284 TEST BROMINATORS
B286 CLEAN AND INSPECT COMPONENTS OF OIL TRANSFER SYSTEMS (FUEL OIL AND LUBE OIL)
B288 REPAIR OIL TRANSFER SYSTEMS B288 REPAIR OIL TRANSFER SYSTEMS
B289 REMOVE AND REPLACE COMPONENTS OF OIL TRANSFER SYSTEMS
B291 CLEAN AND INSPECT COMPONENTS OF OIL SERVICE SYSTEMS (FUEL OIL AND LUBE OIL)
B293 REPAIR OIL SERVICE SYSTEMS
B294 REMOVE AND REPLACE COMPONENTS OF OIL SERVICE SYSTEMS
B296 CLEAN AND INSPECT COMPONENTS OF OIL PURIFICATION SYSTEMS (FUEL OIL AND LUBE OIL)
B298 ADJUST COMPONENTS OF OIL PURIFICATION SYSTEMS
B299 REPAIR OIL PURIFICATION SYSTEMS
B300 REMOVE AND REPLACE COMPONENTS OF OIL PURIFICATION SYSTEMS
B302 BACK FLUSH HEAT EXCHANGERS
B303 DISASSEMBLE HEAT EXCHANGERS
B304 CLEAN AND INSPECT HEAT EXCHANGER TUBES
B305 INSPECT HEAT EXCHANGERS
B306 PLUG HEAT EXCHANGER TUBES
B307 REMOVE AND REPLACE HEAT EXCHANGER TUBES
B308 REASSEMBLE HEAT EXCHANGERS
B309 CONDUCT HYDROSTATIC TEST ON HEAT EXCHANGERS
B310 CLEAN AND INSPECT COMPONENTS OF MAIN DRAIN SYSTEMS
B311 TROUBLESHOOT MAIN DRAIN SYSTEMS
B312 REPAIR MAIN DRAIN SYSTEMS
B313 REMOVE AND REPLACE COMPONENTS OF MAIN DRAIN SYSTEMS
B314 TEST MAIN DRAIN SYSTEMS
B315 CLEAN AND INSPECT COMPONENTS OF SECONDARY DRAIN SYSTEMS
B316 TROUBLESHOOT SECONDARY DRAIN SYSTEMS
B317 REPAIR SECONDARY DRAIN SYSTEMS
B318 REMOVE AND REPLACE COMPONENTS OF SECONDARY DRAIN SYSTEMS
B319 TEST SECONDARY DRAIN SYSTEMS
B320 CLEAN AND INSPECT MACHINERY SPEED LIMITING DEVICES
B323 REMOVE AND REPLACE COMPONENTS OF MACHINERY SPEED LIMITING DEVICES
B326 CLEAN TANKS AND VOIDS
B329 INSPECT FLANGE SHIELDS
B330 REMOVE AND REPLACE FLANGE SHIELDS
B331 INSPECT INSULATION/LAGGING
B332 REMOVE AND REPLACE INSULATION/LAGGING
B333 CLEAN AND INSPECT VALVES
B334 REMOVE AND REPLACE VALVES
B335 REMOVE AND REPLACE COMPONENTS OF VALVES
B336 CONDUCT HYDROSTATIC TEST ON VALVES
B337 BLUE CHECK VALVE SEATS
B338 LAP VALVE SEATS

B339 REPACK VALVES
B340 CONDUCT LIFT AND RESEAT OF RELIEF AND SENTINEL VALVES
B341 CLEAN AND INSPECT DIAPHRAGM CONTROL VALVES
B344 REMOVE AND REPLACE COMPONENTS OF DIAPHRAGM CONTROL VALVES
B346 REPACK DIAPHRAGM CONTROL VALVES
B348 CLEAN AND INSPECT COMPONENTS OF REDUCING STATIONS (STEAM, AIR, ETC)
B350 REPAIR REDUCING STATIONS
B351 REMOVE AND REPLACE COMPONENTS OF REDUCING STATIONS
B356 CONDUCT HYDROSTATIC TEST ON LOW PRESSURE (LP) AND HIGH PRESSURE (HP) PIPING
B357 CLEAN AND INSPECT PIPING EXPANSION JOINTS
B358 INSTALL BLANK FLANGES ON PIPING
B359 INSPECT PIPE HANGERS/SUPPORT DEVICES
B360 ADJUST PIPE HANGERS/SUPPORT DEVICES
B361 INSPECT STEAM ORIFICES
B362 REMOVE AND REPLACE STEAM ORIFICES
B364 CLEAN AND INSPECT FLEXIBLE COUPLINGS
B365 REMOVE AND REPLACE FLEXIBLE COUPLINGS
B367 ALIGN FLEXIBLE COUPLINGS
B368 INSPECT FLEXIBLE HOSES
B369 REMOVE AND REPLACE FLEXIBLE HOSES
B370 INSPECT OIL SERVICE PUMP SAFETY DEVICES
B371 CLEAN AND INSPECT COMPONENTS OF EMERGENCY SHUTDOWN DEVICES
B373 REMOVE AND REPLACE COMPONENTS OF EMERGENCY SHUTDOWN DEVICES
B375 TEST LOW LUBE OIL PRESSURE ALARMS
B376 ADJUST LOW LUBE OIL PRESSURE ALARMS
B377 TEST HIGH TEMPERATURE ALARMS
B378 ADJUST HIGH TEMPERATURE ALARMS
B379 PERFORM PRECISION MECHANICAL MEASURING
B380 TEST FEEDWATER CONTROL (FWC) SYSTEMS
B381 CLEAN AND INSPECT COMPONENTS OF AUXILIARY BOILERS
B386 ADJUST COMPONENTS OF MECHANICAL WATER LEVEL INDICATORS/ALARMS
B394 CLEAN AND INSPECT REFRIGERATION SYSTEMS
B403 CLEAN AND INSPECT COMPONENTS OF AIR DRYER SYSTEMS
B404 TROUBLESHOOT AIR DRYER SYSTEMS
B405 REPAIR COMPONENTS OF AIR DRYER SYSTEMS
B406 REMOVE AND REPLACE COMPONENTS OF AIR DRYER SYSTEMS
B407 TEST AIR DRYER SYSTEMS
B408 CLEAN AND INSPECT COMPONENTS OF DISTILLING PLANTS
B411 REMOVE AND REPLACE COMPONENTS OF DISTILLING PLANTS
B414 CLEAN AND INSPECT COMPONENTS OF DISTILLATE TRANSFER SYSTEMS
B416 REPAIR COMPONENTS OF DISTILLATE TRANSFER SYSTEMS
B417 REMOVE AND REPLACE COMPONENTS OF DISTILLATE TRANSFER SYSTEMS
B418 CLEAN AND INSPECT COMPONENTS OF CONDENSATE SYSTEMS
B419 TROUBLESHOOT CONDENSATE SYSTEMS
B420 REPAIR COMPONENTS OF CONDENSATE SYSTEMS
B421 REMOVE AND REPLACE COMPONENTS OF CONDENSATE SYSTEMS
B423 CLEAN AND INSPECT COMPONENTS OF CONVEYORS
B424 TROUBLESHOOT CONVEYORS
B425 ADJUST COMPONENTS OF CONVEYORS
B426 REPAIR COMPONENTS OF CONVEYORS
B427 REMOVE AND REPLACE COMPONENTS OF CONVEYORS
B428 TEST CONVEYORS
B429 CLEAN AND INSPECT OIL PURIFIERS (FUEL OIL AND LUBE OIL)
B432 REMOVE AND REPLACE COMPONENTS OF OIL PURIFIERS
B433 OVERHAUL OIL PURIFIERS

B435 CLEAN AND INSPECT COMPONENTS OF MECHANICAL/HYDRAULIC STEERING GEAR
B436 TROUBLESHOOT MECHANICAL/HYDRAULIC STEERING GEAR SYSTEMS
B437 REPAIR COMPONENTS OF MECHANICAL/HYDRAULIC STEERING GEAR SYSTEMS
B438 REMOVE AND REPLACE COMPONENTS OF MECHANICAL/HYDRAULIC STEERING GEAR SYSTEMS
B440 CLEAN AND INSPECT HYDRAULIC SYSTEMS
B441 TROUBLESHOOT HYDRAULIC SYSTEMS
B442 REPAIR COMPONENTS OF HYDRAULIC SYSTEMS
B443 REMOVE AND REPLACE COMPONENTS OF HYDRAULIC SYSTEMS
B444 OVERHAUL HYDRAULIC SYSTEMS
B445 TEST HYDRAULIC SYSTEMS
B446 CLEAN AND INSPECT COMPONENTS OF ANCHOR WINDLASSES
B447 TROUBLESHOOT ANCHOR WINDLASSES
B448 ADJUST COMPONENTS OF ANCHOR WINDLASSES
B449 REMOVE AND REPLACE COMPONENTS OF ANCHOR WINDLASSES
B450 TEST ANCHOR WINDLASSES
B451 CLEAN AND INSPECT COMPONENTS OF CAPSTANS
B452 TROUBLESHOOT CAPSTANS
B453 ADJUST COMPONENTS OF CAPSTANS
B454 REPAIR COMPONENTS OF CAPSTANS
B455 REMOVE AND REPLACE COMPONENTS OF CAPSTANS
B456 TEST CAPSTANS
B457 CLEAN AND INSPECT COMPONENTS OF BOAT DAVITS
B458 TROUBLESHOOT BOAT DAVITS
B459 ADJUST COMPONENTS OF BOAT DAVITS
B460 REPAIR COMPONENTS OF BOAT DAVITS
B461 REMOVE AND REPLACE COMPONENTS OF BOAT DAVITS
B462 TEST BOAT DAVITS
B463 CLEAN AND INSPECT COMPONENTS OF JACKING GEARS
B464 REMOVE AND REPLACE COMPONENTS OF JACKING GEARS
B466 CLEAN AND INSPECT COMPONENTS OF MAIN LUBE OIL SYSTEMS
B468 ADJUST COMPONENTS OF MAIN LUBE OIL SYSTEMS
B469 REMOVE AND REPLACE COMPONENTS OF MAIN LUBE OIL SYSTEMS
B471 CLEAN AND INSPECT COMPONENTS OF SHIP'S HEATING SYSTEMS
B472 TROUBLESHOOT SHIP'S HEATING SYSTEMS
B473 REMOVE AND REPLACE COMPONENTS OF SHIP'S HEATING SYSTEMS
B474 TEST SHIP'S HEATING SYSTEMS
B475 CLEAN AND INSPECT WATER HEATERS
B477 ADJUST COMPONENTS OF WATER HEATERS
B478 REPAIR COMPONENTS OF WATER HEATERS
B479 REMOVE AND REPLACE COMPONENTS OF WATER HEATERS
B480 TEST WATER HEATERS
B481 CLEAN AND INSPECT COMPONENTS OF WINCHES
B482 TROUBLESHOOT WINCHES
B483 ADJUST COMPONENTS OF WINCHES
B485 REMOVE AND REPLACE COMPONENTS OF WINCHES
B486 TEST WINCHES
B487 CLEAN AND INSPECT COMPONENTS OF MAIN SHAFTING AND BEARINGS
B491 CLEAN AND INSPECT COMPONENTS OF STERN TUBES
B492 ADJUST STERN TUBE GLANDS
B493 REPACK STERN TUBE GLANDS
B494 TEST STERN TUBES
B495 CLEAN AND INSPECT COMPONENTS OF AIR EJECTOR SYSTEMS
B496 TROUBLESHOOT AIR EJECTOR SYSTEMS
B497 REMOVE AND REPLACE COMPONENTS OF AIR EJECTOR SYSTEMS
B498 TEST AIR EJECTOR SYSTEMS

B502 REPAIR COMPONENTS OF LAUNDRY EQUIPMENT
B505 CLEAN AND INSPECT GALLEY EQUIPMENT
B506 TROUBLESHOOT GALLEY EQUIPMENT
B507 REPAIR COMPONENTS OF GALLEY EQUIPMENT
B508 REMOVE AND REPLACE COMPONENTS OF GALLEY EQUIPMENT
B509 TEST GALLEY EQUIPMENT
B510 CLEAN AND INSPECT MESS DECK EQUIPMENT (ICE MACHINES, MILK DISPENSERS, ETC)
B511 TROUBLESHOOT MESS DECK EQUIPMENT
B512 REPAIR MESS DECK EQUIPMENT
B513 REMOVE AND REPLACE COMPONENTS OF MESS DECK EQUIPMENT
B514 TEST MESS DECK EQUIPMENT
B516 TROUBLESHOOT SCULLERY EQUIPMENT
B517 REPAIR COMPONENTS OF SCULLERY EQUIPMENT
B518 REMOVE AND REPLACE COMPONENTS OF SCULLERY EQUIPMENT
B519 TEST SCULLERY EQUIPMENT
B530 CLEAN AND INSPECT COMPONENTS OF SHIP'S WHISTLES
B531 TROUBLESHOOT SHIP’S WHISTLE
B532 ADJUST COMPONENTS OF SHIP'S WHISTLES
B533 REMOVE AND REPLACE COMPONENTS OF SHIP'S WHISTLES
B534 TEST SHIP'S WHISTLE
B565 CLEAN AND INSPECT COMPONENTS OF MAKEUP FEED (MUF) SYSTEMS
B566 TROUBLESHOOT MAKEUP FEED (MUF) SYSTEMS
B567 ADJUST COMPONENTS OF MAKEUP FEED (MUF) SYSTEMS
B568 REMOVE AND REPLACE COMPONENTS OF MAKEUP FEED (MUF) SYSTEMS
B569 TEST MAKEUP FEED (MUF) SYSTEMS
B574 CLEAN AND INSPECT COMPONENTS OF MAIN STEAM SYSTEMS
B575 REMOVE AND REPLACE COMPONENTS OF MAIN STEAM SYSTEMS
B577 CLEAN AND INSPECT COMPONENTS OF MAIN REDUCTION GEARS
B578 TROUBLESHOOT COMPONENTS OF REDUCTION GEARS
B693 TEST LOW CONTROL AIR PRESSURE ALARMS
B694 CLEAN AND INSPECT COMPONENTS OF MAIN FEED SYSTEMS
B696 REPAIR MAIN FEED SYSTEMS
B697 REMOVE AND REPLACE COMPONENTS OF MAIN FEED SYSTEMS
B699 CLEAN AND INSPECT LOW PRESSURE (LP) AND HIGH PRESSURE (HP) TUBING
B700 CLEAN AND INSPECT LOW PRESSURE (LP) AND HIGH PRESSURE HP PIPING
B702 TROUBLESHOOT EMERGENCY SHUTDOWN DEVICES
B703 REMOVE AND REPLACE COMPONENTS OF EMERGENCY SHUTDOWN DEVICES
B704 REMOVE AND REPLACE COMPONENTS OF AUXILIARY BOILERS
B710 REMOVE AND REPLACE DEMINERALIZER RESIN
B711 REMOVE AND REPLACE BOILER FIREBRICKS
B712 PERFORM TEMPORARY BOILER REFRACTORY REPAIRS
B713 REMOVE AND REPLACE BOILER REFRACTORIES
B714 PLUG BOILER TUBES
B716 CONDUCT HYDROSTATIC TESTS ON SUPERHEATERS
B728 CLEAN AND INSPECT SOOT BLOWERS
B730 REMOVE AND REPLACE COMPONENTS OF SOOT BLOWERS
B731 REPAIR SOOT BLOWERS
B735 REMOVE AND REPLACE COMPONENTS OF STEAM SMOTHERING SYSTEMS
B736 CLEAN STEAM SMOTHERING SYSTEMS
B705 CLEAN AUXILIARY BOILER FIRESIDES
B706 CLEAN AUXILIARY BOILER WATERSIDES
B708 REMOVE AND REPLACE COMPONENTS OF DEAERATING FEED TANK (DFT)
B719 ADJUST BOILER SAFETY VALVES
B720 TEST BOILER SAFETY VALVES
B727 CLEAN AUXILIARY MACHINERY LUBE OIL SUMPS FORCED DRAFT BLOWERS, MAIN FEED PUMPS, FUEL OIL SERVICE PUMPS (FDB, MFP, FOSP, ETC)

B734 CLEAN, INSPECT, AND LUBRICATE BOILER SLIDING FEET
B738 CLEAN AND INSPECT BOILER INTERNAL FITTINGS
B740 REMOVE AND REPLACE BOILER INTERNAL FITTINGS
B741 REMOVE AND REPLACE MANHOLE AND HANDHOLE SEAT GASKETS
B742 REMOVE AND REPLACE AIR CASING DOOR GASKETS
B743 OVERHAUL GAUGE GLASS
B744 CONDUCT BOILER FRONT CHECKS
B746 MEASURE BOILER SPRAYER PLATES
B747 CLEAN BOILER FIRESIDES
B748 CLEAN BOILER WATERSIDES
B751 CLEAN AND INSPECT HYDROSTATIC TEST PUMPS
B752 REPAIR HYDROSTATIC TEST PUMPS
B753 REMOVE AND REPLACE COMPONENTS OF HYDROSTATIC TEST PUMPS
B754 TEST HYDROSTATIC TEST PUMPS
B756 TEST BOILER AIR CASINGS
B796 CONDUCT STRUCTURAL INTEGRITY INSPECTIONS OF TANKS AND VOIDS

C. FABRICATION AND MANUFACTURING
C589 MEASURE, CUT, AND FIT GASKETS (VALVE, PUMP, PIPE, ETC)
C590 MEASURE, CUT, AND FIT LOW PRESSURE (LP) TUBING
C593 MEASURE, CUT, AND FIT FLEXIBLE HOSE ASSEMBLIES
C591 MEASURE, CUT, AND FIT FLANGE SHIELDS
C592 MEASURE, CUT, AND FIT LAGGING PADS

D. POLLUTION CONTROL
D594 CONDUCT SPILL CONTAINMENT AND CLEAN UP
D604 REVIEW HAZARDOUS MATERIAL (HAZMAT) USERS GUIDES
D605 REVIEW MATERIAL SAFETY DATA SHEETS (MSDS) FOR HAZARDOUS MATERIAL (HAZMAT)
D807 REVIEW ASBESTOS GASKET FABRICATION AND REMOVAL PRECAUTIONS
D813 CLEAN AND INSPECT HAZARDOUS MATERIAL (HAZMAT) CONTAINERS

E. TECHNICAL ADMINISTRATION
E597 DRAW DIAGRAMS
E598 DRAW SKETCHES

F. MATERIAL CASUALTY CONTROL
F616 PARTICIPATE IN BASIC ENGINEERING CASUALTY CONTROL EXERCISES

H. LABORATORY MANAGEMENT
H629 DRAW FLUID SAMPLES (FEEDWATER, POTABLE WATER, LUBE OIL, ETC)
H630 INSPECT FLUID SAMPLES (VISUALLY)
H631 TEST FLUID SAMPLES
H632 PREPARE WATER TREATMENT CHEMICAL SOLUTIONS
H633 PERFORM WATER-PASTE TESTS ON FUEL TANKS
H758 CONDUCT TESTS ON FLASH POINT TESTERS
H762 TEST DEAERATING FEED TANK (DFT) FOR DISSOLVED OXYGEN
H763 PREPARE CONTINUOUS TREATMENT SOLUTIONS
H764 PREPARE REAGENTS AND CHEMICALS
H765 CONDUCT TESTS ON CENTRIFUGES
H766 CONDUCT SALINITY/CONDUCTIVITY INDICATOR COMPARISON TESTS

H788 CONDUCT COMPARISON BETWEEN DISTILLATE TEST RESULTS AND SALINITY INDICATOR READOUTS
H809 DISPOSE OF USED LABORATORY HAZARDOUS MATERIAL (HAZMAT)
H810 STOW HAZARDOUS MATERIAL (HAZMAT)

I. QUALITY ASSURANCE
I640 FOLLOW PROPER MATERIAL AND MATERIAL PROCESS CONTROL REQUIREMENTS (FASTENERS, O-RINGS, ETC)
I643 REVIEW HYDROSTATIC TEST REQUIREMENTS FOR SYSTEMS AND EQUIPMENT (PIPING, VALVES, PRESSURE VESSELS, ETC)

J. CORROSION CONTROL
J767 CONDUCT STEAM BLANKET LAY-UPS
J768 CONDUCT HOT DEAERATED LAY-UPS
J769 CONDUCT DESICCANT LAY-UPS
J770 CONDUCT HOT AIR LAY-UPS
J771 CONDUCT HYDRAZINE/MORPHOLINE LAY-UPS

MACHINIST'S MATE (SURFACE) SECOND CLASS (MM2)

A. MECHANICAL SYSTEMS OPERATION
A137 ADJUST COMPONENTS OF AIR DRYER SYSTEMS
A153 ADJUST COMPONENTS OF CHILL WATER SYSTEMS
A157 ALIGN HYDRAULIC STEERING GEAR SYSTEMS
A159 SECURE HYDRAULIC STEERING GEAR SYSTEMS
A689 EQUALIZE BOILER LOADS
A775 ALIGN AUTOMATIC BOILER CONTROL (ABC) SYSTEMS
A776 PERFORM AUTOMATIC BOILER CONTROL (ABC) COLD PLANT CHECKS
A778 CONTROL BOILER OPERATIONS IN REMOTE MANUAL
A790 INSPECT MANHOLE AND HANDHOLE SEATS

B. MECHANICAL MAINTENANCE
B221 TROUBLESHOOT COMPRESSED AIR SYSTEMS
B222 REPAIR COMPRESSED AIR SYSTEMS
B224 TEST COMPRESSED AIR SYSTEMS
B230 TEST AUXILIARY STEAM SYSTEMS
B252 TROUBLESHOOT PUMPS
B253 REPAIR PUMPS
B255 OVERHAUL PUMPS
B257 CONDUCT PUMP ALIGNMENT CHECKS
B258 TEST PUMPS
B263 TEST FIREMAIN SYSTEMS
B273 TEST AUXILIARY COOLING WATER SYSTEMS
B279 TEST POTABLE WATER SYSTEMS
B285 PERFORM BATCH CHLORINATION OF POTABLE WATER TANKS
B287 TROUBLESHOOT OIL TRANSFER SYSTEMS
B290 TEST OIL TRANSFER SYSTEMS
B292 TROUBLESHOOT OIL SERVICE SYSTEMS
B295 TEST OIL SERVICE SYSTEMS
B297 TROUBLESHOOT OIL PURIFICATION SYSTEMS
B301 TEST OIL PURIFICATION SYSTEMS

B321 TROUBLESHOOT MACHINERY SPEED LIMITING DEVICES
B322 ADJUST MACHINERY SPEED LIMITING DEVICES
B324 OVERHAUL MACHINERY SPEED LIMITING DEVICES
B325 TEST MACHINERY SPEED LIMITING DEVICES
B342 TROUBLESHOOT DIAPHRAGM CONTROL VALVES
B343 ADJUST VALVE TRAVEL ON DIAPHRAGM CONTROL VALVES
B345 OVERHAUL DIAPHRAGM CONTROL VALVES
B347 TEST DIAPHRAGM CONTROL VALVES
B349 TROUBLESHOOT REDUCING STATIONS
B352 OVERHAUL REDUCING STATIONS
B353 TEST REDUCING STATIONS
B372 TROUBLESHOOT EMERGENCY SHUTDOWN DEVICES
B374 TEST EMERGENCY SHUTDOWN DEVICES
B385 TEST WATER LEVEL INDICATORS/ALARMS (BOILER AND DEAERATING FEED TANK)
B409 TROUBLESHOOT DISTILLING PLANTS
B410 REPAIR COMPONENTS OF DISTILLING PLANTS
B413 TEST DISTILLING PLANTS
B415 TROUBLESHOOT DISTILLATE TRANSFER SYSTEMS
B422 TEST CONDENSATE SYSTEMS
B434 TEST OIL PURIFIERS
B439 TEST MECHANICAL/HYDRAULIC STEERING GEAR SYSTEMS
B465 TEST JACKING GEARS
B470 TEST MAIN LUBE OIL SYSTEMS
B476 TROUBLESHOOT WATER HEATERS
B478 REPAIR COMPONENTS OF WATER HEATERS
B479 REMOVE AND REPLACE COMPONENTS OF WATER HEATERS
B480 TEST WATER HEATERS
B481 CLEAN AND INSPECT COMPONENTS OF WINCHES
B482 TROUBLESHOOT WINCHES
B483 ADJUST COMPONENTS OF WINCHES
B484 REPAIR COMPONENTS OF WINCHES
B485 REMOVE AND REPLACE COMPONENTS OF WINCHES
B486 TEST WINCHES
B487 CLEAN AND INSPECT COMPONENTS OF MAIN SHAFTING AND BEARINGS
B488 TROUBLESHOOT MAIN SHAFTING AND BEARINGS
B489 REPAIR COMPONENTS OF MAIN SHAFTING AND BEARINGS
B490 REMOVE AND REPLACE COMPONENTS OF MAIN SHAFTING AND BEARINGS
B499 CLEAN AND INSPECT COMPONENTS OF LAUNDRY EQUIPMENT
B500 TROUBLESHOOT LAUNDRY EQUIPMENT
B501 ADJUST COMPONENTS OF LAUNDRY EQUIPMENT
B502 REPAIR COMPONENTS OF LAUNDRY EQUIPMENT
B503 REMOVE AND REPLACE COMPONENTS OF LAUNDRY EQUIPMENT
B504 TEST LAUNDRY EQUIPMENT
B505 CLEAN AND INSPECT GALLEY EQUIPMENT
B506 TROUBLESHOOT GALLEY EQUIPMENT
B507 REPAIR COMPONENTS OF GALLEY EQUIPMENT
B508 REMOVE AND REPLACE COMPONENTS OF GALLEY EQUIPMENT
B509 TEST GALLEY EQUIPMENT
B510 CLEAN AND INSPECT MESS DECK EQUIPMENT (ICE MACHINES, MILK DISPENSERS, ETC)
B511 TROUBLESHOOT MESS DECK EQUIPMENT
B512 REPAIR MESS DECK EQUIPMENT
B513 REMOVE AND REPLACE COMPONENTS OF MESS DECK EQUIPMENT
B514 TEST MESS DECK EQUIPMENT
B515 CLEAN AND INSPECT SCULLERY EQUIPMENT
B516 TROUBLESHOOT SCULLERY EQUIPMENT
B517 REPAIR COMPONENTS OF SCULLERY EQUIPMENT

B518 REMOVE AND REPLACE COMPONENTS OF SCULLERY EQUIPMENT
B519 TEST SCULLERY EQUIPMENT
B552 TROUBLESHOOT OVERSPEED TRIPS
B553 ADJUST OVERSPEED TRIPS
B555 REMOVE AND REPLACE COMPONENTS OF OVERSPEED TRIPS
B557 DRAIN AND FLUSH DEAERATING FEED TANK (DFT)
B558 CLEAN AND INSPECT COMPONENTS OF DEAERATING FEED TANK (DFT)
B559 TROUBLESHOOT DEAERATING FEED TANK (DFT)
B560 ADJUST COMPONENTS OF DEAERATING FEED TANK (DFT)
B561 REPAIR COMPONENTS OF DEAERATING FEED TANK (DFT)
B562 REMOVE AND REPLACE COMPONENTS OF DEAERATING FEED TANK (DFT)
B563 TEST DEAERATING FEED TANK (DFT)
B581 TROUBLESHOOT SHIP'S SERVICE TURBINE GENERATORS (SSTG)
B582 REPAIR COMPONENTS OF SHIP'S SERVICE TURBINE GENERATORS (SSTG)
B583 REMOVE AND REPLACE COMPONENTS OF SHIP'S SERVICE TURBINE GENERATORS (SSTG)
B584 TEST SHIP'S SERVICE TURBINE GENERATORS (SSTG)

B585 CLEAN AND INSPECT COMPONENTS OF GLAND SEALS
B587 REMOVE AND REPLACE COMPONENTS OF GLAND SEALS
B588 TEST GLAND SEALS
B695 TROUBLESHOOT MAIN FEED SYSTEMS
B709 TEST COMPONENTS OF DEAERATING FEED TANK (DFT)
B717 CONDUCT HYDROSTATIC TEST ON BOILERS
B721 CLEAN AND INSPECT COMPONENTS OF FORCED DRAFT BLOWERS (FDB)
B722 REMOVE AND REPLACE COMPONENTS OF FORCED DRAFT BLOWERS (FDB)
B723 TROUBLESHOOT FORCED DRAFT BLOWERS (FDB)
B724 TEST FORCED DRAFT BLOWERS (FDB)
B725 REPAIR FORCED DRAFT BLOWERS (FDB)
B726 INSPECT FORCED DRAFT BLOWERS (FDB) BLADE CLEARANCES
B739 REPAIR BOILER INTERNAL FITTINGS
B745 INSPECT AND ADJUST AIR REGISTER ASSEMBLIES
B755 TEST AND ADJUST BURNER SAFETY SHUT-OFF DEVICES (SSD)
B785 CLEAN AND INSPECT COMPONENTS OF SHIP'S SERVICE TURBINE GENERATORS (SSTG)
B811 CONDUCT PRELIMINARY MAIN REDUCTION GEAR (MRG) CLOSEOUT/BEARING INSPECTIONS

D. POLLUTION CONTROL
D814 REVIEW HAZARDOUS MATERIAL (HAZMAT) INVENTORIES

E. TECHNICAL ADMINISTRATION
E602 PREPARE ENGINEERING OPERATIONAL SEQUENCING SYSTEM (EOSS) REPORTS
E603 REVIEW AND UPDATE ENGINEERING RECORDS AND LOGS
E606 CONDUCT EQUIPMENT CASUALTY ANALYSES
E607 CONDUCT SYSTEMS CASUALTY ANALYSES
E608 PREPARE DAILY FUEL, OIL, AND WATER REPORTS
E609 ESTIMATE PROJECTED FUEL, LUBE OIL, AND WATER REQUIREMENTS
E786 UPDATE EQUIPMENT CALIBRATION SCHEDULES

F. MATERIAL CASUALTY CONTROL
F617 CONDUCT BASIC ENGINEERING CASUALTY CONTROL EXERCISES

J. CORROSION CONTROL
J789 MONITOR SODIUM NITRATE LAY-UPS

MACHINIST'S MATE (SURFACE) FIRST CLASS (MM1)

A. MECHANICAL SYSTEMS OPERATION
A662 LIGHT OFF MAIN BOILERS
A663 REGULATE FIRING RATE THROUGHOUT BOILER OPERATIONS
A664 EXTINGUISH BOILER FIRES
A687 CONTROL BOILER OPERATIONS IN LOCAL MANUAL

B. MECHANICAL MAINTENANCE
B328 CONDUCT PRELIMINARY CLOSEOUT INSPECTIONS OF TANKS AND VOIDS
B467 TROUBLESHOOT MAIN LUBE OIL SYSTEMS
B576 TEST MAIN STEAM SYSTEM
B698 TEST MAIN FEED SYSTEMS
B715 CONDUCT HYDROSTATIC TESTS ON DESUPERHEATERS
B718 CONDUCT HYDROSTATIC TESTS ON ECONOMIZERS
B719 ADJUST BOILER SAFETY VALVES
B720 TEST BOILER SAFETY VALVES
B729 ADJUST SOOT BLOWER PRESSURE
B732 CHECK AND SET BLOWING ARC OF SOOT BLOWERS
B733 TEST SOOT BLOWERS
B737 INSPECT STEAM SMOTHERING SYSTEMS
B749 PREPARE BOILER FOR INSPECTIONS
B784 TEST DEAERATING FEED TANK (DFT) FOR INTEGRITY
B804 PRESENT BOILER FOR INSPECTION APPRAISAL
B805 CONDUCT PRELIMINARY BOILER CLOSEOUT INSPECTIONS
B806 CONDUCT STRUCTURAL INSPECTION OF BOILERS
B811 CONDUCT PRELIMINARY MAIN REDUCTION GEAR (MRG) CLOSEOUT/BEARING INSPECTIONS

D. POLLUTION CONTROL
D795 CONDUCT STOCK HYDRAZINE SPILL CLEAN UP PROCEDURES
D815 COORDINATE SPILL CONTAINMENT AND CLEAN UP
D816 INSPECT HAZARDOUS MATERIAL (HAZMAT) STORAGE AREAS
D817 IMPLEMENT HAZARDOUS WASTE DISPOSAL METHOD

E. TECHNICAL ADMINISTRATION
E599 REVIEW SHIP-TO-SHOP MAINTENANCE PROGRESS REPORTS
E792 REVIEW BOILER INSPECTION AND REPAIR MANAGEMENT INFORMATION SYSTEMS (BIRMIS)
E798 REVIEW AND UPDATE BOILER TUBE RENEWAL SHEETS
E808 REVIEW GAS-FREE PROCEDURES FOR TANKS AND VOIDS

F. MATERIAL CASUALTY CONTROL
F795 CONDUCT STOCK HYDRAZINE SPILL CLEAN UP PROCEDURES
F812 CONDUCT ENGINEERING CASUALTY CONTROL DRILLS

G. ENGINEERING MANAGEMENT
G626 COORDINATE PREPARATIONS FOR PROPULSION PLANT START-UP AND OPERATIONS

I. QUALITY ASSURANCE
I635 DEVELOP QUALITY ASSURANCE (QA) TRAINING PROGRAMS
I636 MONITOR QUALITY ASSURANCE (QA) PROGRAMS
I637 CONDUCT QUALITY ASSURANCE (QA) AUDITS
I638 CONDUCT QUALITY ASSURANCE (QA) INSPECTIONS
I639 PREPARE QUALITY ASSURANCE (QA) REPORTS
I642 PREPARE CONTROLLED WORK PACKAGES FOR LEVEL 1 SYSTEM MAINTENANCE VALVES, PRESSURE VESSELS, ETC)

CHIEF MACHINIST'S MATE (SURFACE) (MMC)

B. MECHANICAL MAINTENANCE
B750 INSPECT BOILERS (WATERSIDE, FIRESIDE)

D. POLLUTION CONTROL
D595 PREPARE ENVIRONMENTAL POLLUTION CONTROL REPORTS
D797 MONITOR ENVIRONMENTAL POLLUTION CONTROL PROGRAMS

E. TECHNICAL ADMINISTRATION
E601 REVIEW AND VALIDATE ENGINEERING OPERATIONAL SEQUENCING SYSTEM (EOSS) MANUALS (ENGINEERING OPERATIONAL PROCEDURE (EOP), ENGINEERING OPERATIONAL CASUALTY CONTROL (EOCC))

F. MATERIAL CASUALTY CONTROL
F618 EVALUATE BASIC ENGINEERING CASUALTY CONTROL EXERCISES

G. ENGINEERING MANAGEMENT
G619 VERIFY ACCURACY OF SHIP'S SYSTEMS TECHNICAL DRAWINGS
G620 EVALUATE EFFECTIVENESS OF ENGINEERING MANAGEMENT PROGRAMS
G621 EVALUATE EQUIPMENT CAPABILITIES AND PERFORMANCES
G622 COORDINATE PREPARATIONS FOR FULL POWER AND ECONOMY TRIALS
G623 RECORD FULL POWER AND ECONOMY TRIAL DATA
G624 PREPARE SHIP'S TRIAL REPORTS
G625 REVIEW SHIP'S TRIAL REPORTS
G627 DOCUMENT SPECIAL PROJECTS ALTERATIONS SHIP ALTERATIONS (SHIPALTS) AND MACHINERY ALTERATIONS (MACHALTS)
G628 DEVELOP ENGINEERING PROGRAM EVALUATION REVIEW TECHNIQUE (PERT) CHARTS
G757 INVENTORY OIL LAB TEST EQUIPMENT AND CHEMICALS
G787 CONDUCT BOILER FLEXIBILITY TESTS
G794 COORDINATE PREPARATIONS FOR BOILER FLEXIBILITY TESTS
G801 PREPARE SHIP’S TRIAL REPORTS
G802 REVIEW SHIP’S TRIAL REPORTS

I. QUALITY ASSURANCE
I641 REVIEW SPECIFICATIONS FOR LEVEL 1 BOUNDARIES

SENIOR CHIEF MACHINIST'S MATE (SURFACE) (MMCS)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

MASTER CHIEF MACHINIST'S MATE (SURFACE) (MMCM)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

MACHINIST'S MATE (SUBMARINE) (MM) FUNCTIONAL AREAS

A. MECHANICAL SYSTEMS OPERATIONS

B. MECHANICAL MAINTENANCE

C. QUALITY ASSURANCE

D. TECHNICAL ADMINISTRATION

E. MATERIAL CASUALTY/DAMAGE CONTROL

F. LABORATORY ANALYSIS

G. ORDNANCE/COMPONENT MAINTENANCE/OPERATIONS

H. SMALL ARMS MAINTENANCE

I. TORPEDO TUBE/SIGNAL EJECTOR SYSTEM MAINTENANCE/OPERATIONS

J. VERTICAL LAUNCH SYSTEM MAINTENANCE

K. TEST EQUIPMENT MAINTENANCE/OPERATIONS

L. WEAPONS HANDLING/EQUIPMENT MAINTENANCE/OPERATIONS

M. MAGAZINE MAINTENANCE/OPERATIONS

N. ELECTRICAL/ELECTRONIC MAINTENANCE

MACHINIST'S MATE (SUBMARINE) THIRD CLASS (MM3)

A. MECHANICAL SYSTEMS OPERATIONS

A001 RECORD EQUIPMENT OPERATING PARAMETERS
A002 LINE UP DIESEL ENGINES
A003 START UP DIESEL ENGINES
A004 ADJUST DIESEL ENGINES
A005 SECURE DIESEL ENGINES
A006 LINE UP MAIN ENGINE STEAM TURBINES
A007 START UP MAIN ENGINE STEAM TURBINES
A008 ADJUST MAIN ENGINE STEAM TURBINES
A009 SECURE MAIN ENGINE STEAM TURBINES
A010 LINE UP TURNING (JACKING) GEARS
A011 START UP TURNING (JACKING) GEARS
A012 ADJUST TURNING (JACKING) GEARS
A013 SECURE TURNING (JACKING) GEARS
A014 ALIGN MAIN SHAFTS
A015 ADJUST MAIN SHAFTS
A016 SECURE AND LOCK SHAFTS
A017 LINE UP SHIP'S SERVICE TURBINE GENERATORS (SSTG)
A018 START UP SSTG
A019 ADJUST SSTG
A020 SECURE SSTG
A021 LINE UP MAIN STEAM SYSTEMS
A022 START UP MAIN STEAM SYSTEMS
A023 ADJUST MAIN STEAM SYSTEMS
A024 SECURE MAIN STEAM SYSTEMS
A025 START UP AUXILIARY STEAM SYSTEMS
A026 ADJUST AUXILIARY STEAM SYSTEMS
A027 SECURE AUXILIARY STEAM SYSTEMS
A028 START UP STEAM DRAIN SYSTEMS
A029 ADJUST STEAM DRAIN SYSTEMS
A030 SECURE STEAM DRAIN SYSTEMS
A031 LINE UP AUXILIARY STEAM DRAIN SYSTEMS
A032 ADJUST AUXILIARY STEAM DRAIN SYSTEMS
A033 LINE UP SEAWATER CIRCULATING SYSTEMS
A034 START UP SEAWATER CIRCULATING SYSTEMS
A035 ADJUST SEAWATER CIRCULATING SYSTEMS
A036 SECURE SEAWATER CIRCULATING SYSTEMS
A037 LINE UP AUXILIARY CIRCULATING SYSTEMS
A038 START UP AUXILIARY CIRCULATING SYSTEMS
A039 ADJUST AUXILIARY CIRCULATING SYSTEMS
A040 SECURE AUXILIARY CIRCULATING SYSTEMS
A041 LINE UP CONDENSATE SYSTEMS
A042 START UP CONDENSATE SYSTEMS
A043 ADJUST CONDENSATE SYSTEMS
A044 SECURE CONDENSATE SYSTEMS
A045 LINE UP MAIN FEED SYSTEMS
A046 START UP MAIN FEED SYSTEMS
A047 ADJUST MAIN FEED SYSTEMS
A048 SECURE MAIN FEED SYSTEMS

A049 LINE UP MAKE UP FEEDWATER SYSTEMS
A050 START UP MAKE UP FEEDWATER SYSTEMS
A051 ADJUST MAKE UP FEEDWATER SYSTEMS
A052 SECURE MAKE UP FEEDWATER SYSTEMS
A053 LINE UP FRESH WATER DRAIN COLLECTION SYSTEMS
A054 START UP FRESH WATER DRAIN COLLECTION SYSTEMS
A055 ADJUST FRESH WATER DRAIN COLLECTION SYSTEMS
A056 SECURE FRESH WATER DRAIN COLLECTION SYSTEMS
A057 LINE UP WASTE WATER DRAIN SYSTEMS
A058 START UP WASTE WATER DRAIN SYSTEMS
A059 ADJUST WASTE WATER DRAIN SYSTEMS
A060 SECURE WASTE WATER DRAIN SYSTEMS
A061 LINE UP REFRIGERATION SYSTEMS
A062 START UP REFRIGERATION SYSTEMS
A063 ADJUST REFRIGERATION SYSTEMS
A064 SECURE REFRIGERATION SYSTEMS
A065 LINE UP AIR CONDITIONING SYSTEMS
A066 START UP AIR CONDITIONING SYSTEMS
A067 ADJUST AIR CONDITIONING SYSTEMS
A068 SECURE AIR CONDITIONING SYSTEMS
A069 LINE UP HEATING SYSTEMS
A070 START UP HEATING SYSTEMS
A071 SECURE HEATING SYSTEMS
A072 LINE UP VENTILATION SYSTEMS
A073 START UP VENTILATION SYSTEMS
A074 SECURE VENTILATION SYSTEMS
A075 INSPECT VENTILATION SYSTEMS
A076 LINE UP OXYGEN SYSTEMS
A077 START UP OXYGEN SYSTEMS
A078 ADJUST OXYGEN SYSTEMS
A079 SECURE OXYGEN SYSTEMS
A080 LINE UP NITROGEN SYSTEMS
A081 START UP NITROGEN SYSTEMS
A082 ADJUST NITROGEN SYSTEMS
A083 SECURE NITROGEN SYSTEMS
A084 LINE UP STEERING AND DIVING SYSTEMS
A085 START UP STEERING AND DIVING SYSTEMS
A086 ADJUST STEERING AND DIVING SYSTEMS
A087 SECURE STEERING AND DIVING SYSTEMS
A088 LINE UP AIR COMPRESSORS
A089 START UP AIR COMPRESSORS
A090 ADJUST AIR COMPRESSORS
A091 SECURE AIR COMPRESSORS
A092 LINE UP AIR DRYER SYSTEMS
A093 START UP AIR DRYER SYSTEMS
A094 ADJUST AIR DRYER SYSTEMS
A095 SECURE AIR DRYER SYSTEMS
A096 LINE UP AIR SYSTEMS
A097 START UP AIR SYSTEMS
A098 ADJUST AIR SYSTEMS
A099 SECURE AIR SYSTEMS
A100 LINE UP REDUCING STATIONS
A101 START UP REDUCING STATIONS

A102 ADJUST REDUCING STATIONS
A103 SECURE REDUCING STATIONS
A104 LINE UP DISTILLING PLANTS
A105 START UP DISTILLING PLANTS
A106 ADJUST DISTILLING PLANTS
A107 SECURE DISTILLING PLANTS
A108 LINE UP DISTILLATE TRANSFER SYSTEMS
A109 LINE UP POTABLE WATER SYSTEMS
A110 START UP POTABLE WATER SYSTEMS
A111 ADJUST POTABLE WATER SYSTEMS
A112 SECURE POTABLE WATER SYSTEMS
A113 LINE UP CHILL WATER SYSTEMS
A114 START UP CHILL WATER SYSTEMS
A115 ADJUST CHILL WATER SYSTEMS
A116 SECURE CHILL WATER SYSTEMS
A117 LINE UP COOLING WATER SYSTEMS
A118 START UP COOLING WATER SYSTEMS
A119 ADJUST COOLING WATER SYSTEMS
A120 SECURE COOLING WATER SYSTEMS
A121 LINE UP FIREMAIN SYSTEMS
A122 START UP FIREMAIN SYSTEMS
A123 ADJUST FIREMAIN SYSTEMS
A124 SECURE FIREMAIN SYSTEMS
A125 LINE UP BALLASTING AND DEBALLASTING SYSTEMS
A126 START UP BALLASTING AND DEBALLASTING SYSTEMS
A127 ADJUST BALLASTING AND DEBALLASTING SYSTEMS
A128 SECURE BALLASTING AND DEBALLASTING SYSTEMS
A129 LINE UP FUEL OIL SYSTEMS
A130 START UP FUEL OIL SYSTEMS
A131 ADJUST FUEL OIL SYSTEMS
A132 SECURE FUEL OIL SYSTEMS
A133 LINE UP LUBE OIL SYSTEMS
A134 START UP LUBE OIL SYSTEMS
A135 ADJUST LUBE OIL SYSTEMS
A136 SECURE LUBE OIL SYSTEMS
A137 LINE UP OIL PURIFICATION SYSTEMS
A138 START UP OIL PURIFICATION SYSTEMS
A139 ADJUST OIL PURIFICATION SYSTEMS
A140 SECURE OIL PURIFICATION SYSTEMS
A141 LINE UP OIL TRANSFER SYSTEMS
A142 START UP OIL TRANSFER SYSTEMS
A143 ADJUST OIL TRANSFER SYSTEMS
A144 SECURE OIL TRANSFER SYSTEMS
A145 LINE UP OIL AND WATER SEPARATOR SYSTEMS
A146 START UP OIL AND WATER SEPARATOR SYSTEMS
A147 ADJUST OIL AND WATER SEPARATOR SYSTEMS
A148 SECURE OIL AND WATER SEPARATOR SYSTEMS
A149 LINE UP CONDENSATE PUMPS
A150 START UP CONDENSATE PUMPS
A151 SECURE CONDENSATE PUMPS
A152 LINE UP DRAIN PUMPS
A153 START UP DRAIN PUMPS
A154 SECURE DRAIN PUMPS

A155 LINE UP VACUUM PRIMING PUMPS
A156 START UP VACUUM PRIMING PUMPS
A157 SECURE VACUUM PRIMING PUMPS
A158 LINE UP MAIN FEED PUMPS
A159 START UP MAIN FEED PUMPS
A160 SECURE MAIN FEED PUMPS
A161 LINE UP AUXILIARY DRAIN PUMPS
A162 START UP AUXILIARY DRAIN PUMPS
A163 SECURE AUXILIARY DRAIN PUMPS
A164 START UP SHIP'S SERVICE HYDRAULIC POWER PLANT
A165 SHIFT SHIP'S SERVICE HYDRAULIC POWER PLANT OPERATIONAL MODES
A166 ADJUST SHIP'S SERVICE HYDRAULIC POWER PLANT
A167 SECURE SHIP'S SERVICE HYDRAULIC POWER PLANT
A168 START UP ATMOSPHERIC CONTROL EQUIPMENT
A169 DISPOSE OF HAZARDOUS WASTE (HW) AND HAZARDOUS MATERIALS (HM)
A170 STORE HW AND HM
A171 HANDLE HW AND HM
A172 RECEIVE HW AND HM
A173 LINE UP ATMOSPHERIC CONTROL EQUIPMENT
A174 SECURE ATMOSPHERIC CONTROL EQUIPMENT
A175 ADJUST ATMOSPHERIC CONTROL EQUIPMENT
A176 LINE UP EXTERNAL HYDRAULICS
A177 SECURE EXTERNAL HYDRAULICS
A178 ADJUST EXTERNAL HYDRAULICS
A179 START UP ANCHOR WINDLASS
A180 LINE UP ANCHOR WINDLASS
A181 SECURE ANCHOR WINDLASS
A182 ADJUST ANCHOR WINDLASS

B. MECHANICAL MAINTENANCE

B183 FABRICATE GASKETS (VALVE, PUMP, PIPE, ETC.)
B184 MEASURE, CUT, AND FIT FLEXIBLE HOSE ASSEMBLIES
B185 MEASURE, CUT, AND FIT TUBING
B186 CLEAN AND LUBRICATE DISTILLING PLANTS COMPONENTS
B187 INSPECT SEALS, GASKETS, AND O-RINGS
B188 REPLACE SEALS, GASKETS, AND O-RINGS
B189 CLEAN AND LUBRICATE DISTILLATE TRANSFER SYSTEMS COMPONENTS
B190 INSPECT DISTILLATE TRANSFER SYSTEMS
B191 CLEAN AND LUBRICATE MAKE UP FEED (MUF) SYSTEMS COMPONENTS
B192 INSPECT MUF SYSTEMS
B193 CLEAN AND LUBRICATE MAIN FEED SYSTEMS COMPONENTS
B194 INSPECT MAIN FEED SYSTEMS
B195 CLEAN AND LUBRICATE AUXILIARY COOLING WATER SYSTEMS COMPONENTS
B196 INSPECT AUXILIARY COOLING WATER SYSTEMS
B197 TEST AUXILIARY COOLING WATER SYSTEMS
B198 CLEAN AND LUBRICATE SEAWATER CIRCULATING SYSTEMS COMPONENTS
B199 REPLACE WATER HEATER COMPONENTS
B200 INSPECT WATER HEATERS
B201 TEST WATER HEATERS
B202 CLEAN AND LUBRICATE FIREMAIN SYSTEMS COMPONENTS
B203 CLEAN COOLER TUBES
B204 BACK FLUSH COOLER TUBES

B205 CLEAN HEAT EXCHANGERS
B206 BACK FLUSH HEAT EXCHANGERS
B207 PERFORM WATER LANCING OF HEAT EXCHANGER TUBES
B208 INSTALL BLANK FLANGE ON PIPING
B209 CLEAN AND LUBRICATE CONDENSATE SYSTEMS COMPONENTS
B210 INSPECT CONDENSATE SYSTEMS
B211 BACK FLUSH CONDENSERS
B212 CLEAN CONDENSERS
B213 INSPECT CONDENSERS
B214 CLEAN AND LUBRICATE DRAIN SYSTEMS COMPONENTS
B215 CLEAN AND LUBRICATE AUXILIARY STEAM SYSTEMS COMPONENTS
B216 INSPECT AUXILIARY STEAM SYSTEMS
B217 CLEAN AND LUBRICATE STEAM REDUCING STATIONS COMPONENTS
B218 INSPECT STEAM REDUCING STATIONS
B219 REPLACE AIR EJECTOR SYSTEMS COMPONENTS
B220 INSPECT AIR EJECTOR SYSTEMS
B221 CLEAN AND LUBRICATE MAIN ENGINE STEAM TURBINES COMPONENTS
B222 CLEAN AND LUBRICATE SSTG COMPONENTS
B223 CLEAN AND LUBRICATE MAIN SHAFTS COMPONENTS
B224 INSPECT MAIN SHAFTS
B225 REPLACE AIR COMPRESSORS COMPONENTS
B226 CLEAN AND LUBRICATE AIR COMPRESSORS COMPONENTS
B227 INSPECT AIR COMPRESSORS
B228 TEST AIR COMPRESSORS
B229 REPLACE AIR SYSTEMS COMPONENTS
B230 CLEAN AND LUBRICATE AIR SYSTEMS COMPONENTS
B231 INSPECT AIR SYSTEMS
B232 TEST AIR SYSTEMS
B233 REPLACE AIR DRYER SYSTEMS COMPONENTS
B234 CLEAN AND LUBRICATE AIR DRYER SYSTEMS COMPONENTS
B235 INSPECT AIR DRYER SYSTEMS
B236 TEST AIR DRYER SYSTEMS
B237 REPLACE REDUCING STATIONS COMPONENTS
B238 CLEAN AND LUBRICATE REDUCING STATIONS COMPONENTS
B239 INSPECT REDUCING STATIONS
B240 TEST REDUCING STATIONS
B241 REPLACE OIL PURIFICATION AND TRANSFER SYSTEMS COMPONENTS
B242 CLEAN AND LUBRICATE OIL PURIFICATION AND TRANSFER SYSTEMS COMPONENTS
B243 INSPECT OIL PURIFICATION AND TRANSFER SYSTEMS
B244 TEST OIL PURIFICATION AND TRANSFER SYSTEMS
B245 CLEAN AND LUBRICATE MAIN LUBE OIL SYSTEMS COMPONENTS
B246 INSPECT MAIN LUBE OIL SYSTEMS
B247 REPLACE FUEL AND LUBE OIL PURIFIERS
B248 CLEAN AND LUBRICATE FUEL AND LUBE OIL PURIFIERS
B249 INSPECT FUEL AND LUBE OIL PURIFIERS
B250 TEST FUEL AND LUBE OIL PURIFIERS
B251 REPLACE OIL PURIFICATION SYSTEMS COMPONENTS
B252 CLEAN AND LUBRICATE OIL PURIFICATION SYSTEMS COMPONENTS
B253 INSPECT OIL PURIFICATION SYSTEMS
B254 TEST OIL PURIFICATION SYSTEMS
B255 REPLACE OIL TRANSFER SYSTEMS COMPONENTS
B256 CLEAN AND LUBRICATE OIL TRANSFER SYSTEMS COMPONENTS
B257 INSPECT OIL TRANSFER SYSTEMS

B258 TEST OIL TRANSFER SYSTEMS
B259 REPLACE SHIP'S WHISTLES COMPONENTS
B260 CLEAN AND LUBRICATE SHIP'S WHISTLES COMPONENTS
B261 INSPECT SHIP'S WHISTLES
B262 ADJUST SHIP'S WHISTLES
B263 TEST SHIP'S WHISTLES
B264 CLEAN AND LUBRICATE REFRIGERATION SYSTEMS COMPONENTS
B265 REPLACE VENTILATION SYSTEMS COMPONENTS
B266 CLEAN AND LUBRICATE VENTILATION SYSTEMS COMPONENTS
B267 INSPECT VENTILATION SYSTEMS
B268 TEST VENTILATION SYSTEMS
B269 REPLACE PUMP COMPONENTS
B270 CLEAN AND LUBRICATE PUMP COMPONENTS
B271 INSPECT PUMPS
B272 ADJUST PUMPS
B273 TEST PUMPS
B274 REPLACE VALVE COMPONENTS
B275 CLEAN AND LUBRICATE VALVE COMPONENTS
B276 INSPECT VALVES
B277 ADJUST VALVES
B278 TEST VALVES
B279 CLEAN TANKS AND VOIDS
B280 SOUND TANKS AND VOIDS
B281 CLEAN AND LUBRICATE STEERING AND DIVING HYDRAULIC SYSTEMS COMPONENTS
B282 CLEAN AND LUBRICATE DIESEL ENGINES COMPONENTS
B283 CLEAN AND LUBRICATE EMERGENCY SHUTDOWN SYSTEMS COMPONENTS
B284 INSPECT EMERGENCY SHUTDOWN SYSTEMS
B285 CLEAN AND LUBRICATE DIESEL ENGINE AIR SYSTEMS COMPONENTS
B286 INSPECT DIESEL ENGINE AIR SYSTEMS
B289 CLEAN AND LUBRICATE OVERSPEED TRIPS COMPONENTS
B290 INSPECT OVERSPEED TRIPS
B291 CLEAN AND LUBRICATE GOVERNORS COMPONENTS
B292 INSPECT GOVERNORS
B293 CLEAN AND LUBRICATE FUEL INJECTION SYSTEMS COMPONENTS
B294 INSPECT FUEL INJECTION SYSTEMS
B295 CLEAN AND LUBRICATE DIESEL EXHAUST SYSTEMS COMPONENTS
B296 REPLACE CAPSTANS COMPONENTS
B297 CLEAN AND LUBRICATE CAPSTANS COMPONENTS
B298 INSPECT CAPSTANS
B299 ADJUST CAPSTANS
B300 TEST CAPSTANS
B301 REPLACE LAUNDRY EQUIPMENT COMPONENTS
B302 CLEAN AND LUBRICATE LAUNDRY EQUIPMENT COMPONENTS
B303 INSPECT LAUNDRY EQUIPMENT
B304 TEST LAUNDRY EQUIPMENT
B305 REPLACE MESS DECK EQUIPMENT COMPONENTS
B306 CLEAN AND LUBRICATE MESS DECK EQUIPMENT COMPONENTS
B307 INSPECT MESS DECK EQUIPMENT
B308 ADJUST MESS DECK EQUIPMENT
B309 TEST MESS DECK EQUIPMENT
B310 REPLACE GALLEY EQUIPMENT COMPONENTS
B311 CLEAN AND LUBRICATE GALLEY EQUIPMENT COMPONENTS
B312 INSPECT GALLEY EQUIPMENT

B313 TEST GALLEY EQUIPMENT
B314 REPLACE SCULLERY EQUIPMENT COMPONENTS
B315 CLEAN AND LUBRICATE SCULLERY EQUIPMENT COMPONENTS
B316 INSPECT SCULLERY EQUIPMENT
B317 TEST SCULLERY EQUIPMENT
B318 PERFORM HYDROSTATIC TESTS
B319 REPLACE SYSTEM FILTERS AND STRAINERS
B320 CLEAN SYSTEM FILTERS AND STRAINERS
B321 CLEAN AND BLOW SEA CHESTS
B322 REPLACE EXPANSION JOINTS
B323 INSPECT EXPANSION JOINTS
B324 REPLACE FLEXIBLE COUPLINGS COMPONENTS
B325 CLEAN AND LUBRICATE FLEXIBLE COUPLINGS COMPONENTS
B326 INSPECT FLEXIBLE COUPLINGS
B327 ALIGN FLEXIBLE COUPLINGS
B328 ADJUST FLEXIBLE COUPLINGS
B329 TEST FLEXIBLE COUPLINGS
B330 TROUBLESHOOT AUXILIARY STEAM SYSTEMS
B331 REPAIR AUXILIARY STEAM SYSTEMS
B332 TROUBLESHOOT STEAM REDUCING STATIONS
B333 REPAIR STEAM REDUCING STATIONS
B334 TROUBLESHOOT STEAM TRAPS
B335 REPAIR STEAM TRAPS
B336 OVERHAUL STEAM TRAPS
B337 REPAIR DRAIN SYSTEMS
B338 TROUBLESHOOT CENTRIFUGAL AIR COMPRESSORS
B339 REPAIR CENTRIFUGAL AIR COMPRESSORS
B340 TROUBLESHOOT RECIPROCATING AIR COMPRESSORS
B341 REPAIR RECIPROCATING AIR COMPRESSORS
B342 OVERHAUL RECIPROCATING AIR COMPRESSORS
B343 TROUBLESHOOT PUMPS
B344 REPAIR PUMPS
B345 OVERHAUL PUMPS
B346 TROUBLESHOOT VALVES
B347 REPAIR VALVES
B348 OVERHAUL VALVES
B349 TROUBLESHOOT AUXILIARY COOLING WATER SYSTEMS
B350 REPAIR AUXILIARY COOLING WATER SYSTEMS
B351 TROUBLESHOOT AIR DRYER SYSTEMS
B352 REPAIR AIR DRYER SYSTEMS
B353 OVERHAUL AIR DRYER SYSTEMS
B354 TROUBLESHOOT AIR SYSTEMS
B355 REPAIR AIR SYSTEMS
B356 TROUBLESHOOT CONDENSATE SYSTEMS
B357 REPAIR CONDENSATE SYSTEMS
B358 TROUBLESHOOT DISTILLATE TRANSFER SYSTEMS
B359 REPAIR DISTILLATE TRANSFER SYSTEMS
B360 TROUBLESHOOT DISTILLING PLANTS
B361 REPAIR DISTILLING PLANTS
B362 OVERHAUL DISTILLING PLANTS
B363 TROUBLESHOOT FUEL AND LUBE OIL PURIFIERS
B364 REPAIR FUEL AND LUBE OIL PURIFIERS
B365 OVERHAUL FUEL AND LUBE OIL PURIFIERS

B366 TROUBLESHOOT LUBE OIL SYSTEMS
B367 REPAIR LUBE OIL SYSTEMS
B368 TROUBLESHOOT OIL PURIFICATION AND TRANSFER SYSTEMS
B369 REPAIR OIL PURIFICATION AND TRANSFER SYSTEMS
B370 TROUBLESHOOT MESS DECK EQUIPMENT
B371 REPAIR MESS DECK EQUIPMENT
B372 OVERHAUL MESS DECK EQUIPMENT
B373 TROUBLESHOOT SCULLERY EQUIPMENT
B374 REPAIR SCULLERY EQUIPMENT
B375 OVERHAUL SCULLERY EQUIPMENT
B376 TROUBLESHOOT GALLEY EQUIPMENT
B377 REPAIR GALLEY EQUIPMENT
B378 OVERHAUL GALLEY EQUIPMENT
B379 TROUBLESHOOT LAUNDRY EQUIPMENT
B380 REPAIR LAUNDRY EQUIPMENT
B381 OVERHAUL LAUNDRY EQUIPMENT
B382 REPAIR FLEXIBLE COUPLINGS
B383 FILL AND CHARGE HYDRAULIC ACCUMULATORS
B384 FILL, BLEED, AND CHARGE HYDRAULIC SYSTEMS
B385 TROUBLESHOOT HYDRAULIC SYSTEMS
B386 REPAIR HYDRAULIC SYSTEMS
B387 REPAIR AND REPLACE HYDRAULIC SYSTEM COMPONENTS
B388 MAINTAIN HYDRAULIC RAMS
B389 INSPECT AIR SYSTEM LUBRICATOR OIL LEVELS
B390 CLEAN AIR SYSTEM LUBRICATORS
B391 DRAIN CONDENSATE FROM ACCUMULATOR AIR FLASKS
B392 FILL, BLEED, AND CHARGE PNEUMATIC SYSTEMS
B393 CLEAN AND LUBRICATE SHIP'S SERVICE HYDRAULIC POWER PLANT
B394 CLEAN AND LUBRICATE ATMOSPHERIC CONTROL EQUIPMENT
B395 INSPECT ATMOSPHERIC CONTROL EQUIPMENT
B396 TEST ATMOSPHERIC CONTROL EQUIPMENT
B397 REPLACE COMPONENTS OF ATMOSPHERIC CONTROL EQUIPMENT
B398 CLEAN AND LUBRICATE EXTERNAL HYDRAULICS
B399 REPLACE EXTERNAL HYDRAULICS COMPONENTS
B400 CLEAN AND LUBRICATE THE ANCHOR WINDLASS
B401 CLEAN AND LUBRICATE WATERTIGHT DOORS AND HATCHES

B402 CONDUCT RIGGING OPERATIONS
B403 ASSEMBLE GREASE GUNS
B404 VERIFY GREASING PLAN

C. QUALITY ASSURANCE

C405 CONDUCT RECEIPT AND TRANSFER INSPECTION OF TORPEDOES AND MISSILES
C406 SUBMIT APPROPRIATE QA FORMS

D. TECHNICAL ADMINISTRATION

D407 MAINTAIN WEIGHT TEST AND CALIBRATION LOGS
D408 PREPARE TRIDENT COMMAND AND CONTROL PROBLEM REPORTS (TCPR)
D409 PREPARE TORPEDO MAINTENANCE DATA FORMS (TMIS, TMDER, ETC.)
D410 MAINTAIN FEEDWATER LOGS
D411 RECORD USAGE RATES (LUBE OIL AND WATER)
D412 MAINTAIN FUEL RECORDS AND LOGS
D413 PREPARE DAILY FUEL, OIL, AND WATER REPORTS
D414 MAINTAIN EQUIPMENT OPERATION LOGS
D415 MAINTAIN DAILY FUEL AND LUBE OIL ACCOUNTS
D416 MAINTAIN DAILY WATER ACCOUNTS
D417 DRAW DIAGRAMS AND SKETCHES
D418 VERIFY ACCURACY OF SHIP'S DRAWINGS AND DIAGRAMS
D419 USE DRAWINGS (BLUEPRINTS, SCHEMATICS, ETC.)

E. MATERIAL CASUALTY/DAMAGE CONTROL

E420 PERFORM BASIC ENGINEERING CASUALTY CONTROL EXERCISES
E421 PERFORM TORPEDO/MISSILE CASUALTY PROCEDURES
E422 PERFORM OIL SPILL CONTAINMENT AND CLEAN UP DRILLS
E423 TEST EMERGENCY SHUTDOWN SYSTEMS
E424 MAINTAIN OTTO FUEL/H-E SPILL KITS
E425 CLEAN UP FUEL SPILLS
E426 INSPECT BREATHING APPARATUS CYLINDER PRESSURE
E427 CLEAN BREATHING APPARATUS
E428 TEST AND INSPECT BREATHING APPARATUS
E429 REPAIR BREATHING APPARATUS

F. LABORATORY ANALYSIS

F430 DRAW FLUID (I.E., WATER, LUBE OIL, ETC.) SAMPLES
F431 MIX CHEMICAL TREATMENT SOLUTIONS
F432 PREPARE WATER TREATMENT CHEMICALS
F433 CONDUCT STANDARD CHEMICAL TESTS
F434 TEST LUBE OIL SAMPLES
F435 TEST POTABLE WATER SAMPLES
F436 TAKE TANK SOUNDINGS

G. ORDNANCE/COMPONENT MAINTENANCE/OPERATIONS

G437 PERFORM FRESH WATER WASHDOWN ON TORPEDOES
G438 REMOVE CORROSION AND SALT DEPOSITS ON TORPEDOES
G439 INSPECT TORPEDO JOINT BANDS
G440 INSPECT BEARING PLATES, GUIDE STUD ASSEMBLIES AND GUIDES
G441 CLEAN AND LUBRICATE BEARING PLATES, GUIDE STUD ASSEMBLIES AND GUIDES
G442 REPLACE BEARING PLATES, GUIDE STUD ASSEMBLIES AND GUIDES
G443 INSPECT TOMAHAWK NOSE COVER ALIGNMENT GUIDES
G444 INSPECT TRANSDUCERS FOR DAMAGE AND OIL LEAKS
G445 SPLICE TORPEDO COMMUNICATION WIRES
G446 CONNECT TORPEDO COMMUNICATION WIRES TO BREECH DOORS
G447 INSPECT TORPEDOES FOR OTTO FUEL LEAKS
G448 TEST AND INSPECT A-CABLES
G449 INSTALL A-CABLES TO TORPEDOES/MINES
G450 CLEAN AND INSPECT TORPEDO MOUNTED DISPENSERS (TMD)
G451 REPAIR TMD
G452 TEST TMD
G453 INSTALL TMD ON TORPEDOES
G454 CLEAN AND INSPECT WARHEAD SECTIONS
G455 INSPECT TORPEDO EXPLODERS
G456 REMOVE EXPLODER SAFETY SCREWS
G457 CLEAN AND INSPECT EXERCISE HEAD SECTIONS
G458 CLEAN AND PRESERVE WEAPONS SURFACES
G459 CLEAN AND INSPECT ROTORS AND STATORS
G460 CONDUCT TORPEDO CONTINUITY CHECKS
G461 CONDUCT FIRING TRANSMISSION CHECKS
G462 CONNECT FIRE CONTROL GUIDANCE WIRES
G463 CLEAN AND INSPECT MOBILE SUBMARINE SIMULATOR (MOSS) CHARGING LINE ASSEMBLIES
G464 TEST MOSS CHARGING REDUCING MANIFOLD RELIEF VALVE SETPOINTS
G465 ADJUST MOSS CHARGING REDUCING MANIFOLD RELIEF VALVES
G466 CLEAN AND INSPECT MOSS REDUCING MANIFOLD FILTER ASSEMBLIES
G467 FLUSH EMPTY MOSS LAUNCHERS
G468 CLEAN AND LUBRICATE MOSS LAUNCHERS
G469 INSPECT MOSS LAUNCHERS
G470 CLEAN AND LUBRICATE MOSS TRAY AND BRIDGE ASSEMBLIES
G471 INSPECT MOSS TRAY AND BRIDGE ASSEMBLIES
G472 INSTALL MOSS ON TRAYS
G473 INSTALL MOSS IN LAUNCHERS
G474 INSPECT MISSILES (HARPOON, TOMAHAWK, ETC.)
G475 CLEAN AND INSPECT TOMAHAWK HOSE ASSEMBLIES
G476 CONDUCT MISSILE PRESSURIZATION CHECKS
G477 DEPRESSURIZE ENCAPSULATED MISSILES
G478 REMOVE EXTERIOR COMPONENTS FROM CAPSULES
G479 INSPECT MISSILE CONTROL COMPONENTS (COOLANT LINES, ELECTRICAL CABLES, ETC.)
G480 INSPECT VELOCITY SENSOR SWITCHES
G481 PREPARE EXERCISE TORPEDOES FOR LAUNCH
G482 CLEAN, INSPECT, AND INSTALL UMBILICAL CABLES (PNEUMATIC/ELECTRICAL)
G483 CLEAN AND INSPECT MINES
G484 CLEAN AND INSPECT ENCAPSULATED MISSILES
G485 INSPECT PYROTECHNICS AND COUNTERMEASURES
G486 REPLACE HARPOON CAPSULE LANYARD ASSEMBLIES

G487 REPLACE HARPOON CAPSULE FIN SHEAR PINS

H. SMALL ARMS MAINTENANCE

H488 CLEAN AND INSPECT PISTOLS
H489 CLEAN AND INSPECT MAGAZINES
H490 CLEAN AND INSPECT RIFLES
H491 CLEAN AND INSPECT LINE THROWING RIFLE ADAPTER
H492 CLEAN AND INSPECT SHOTGUNS
H493 CLEAN AND INSPECT SECURITY FORCE EQUIPMENT
H494 INSPECT AMMUNITION

I. TORPEDO TUBE/SIGNAL EJECTOR SYSTEM MAINTENANCE/OPERATIONS

I495 CLEAN AND LUBRICATE TORPEDO TUBES
I496 INSPECT TORPEDO TUBES/TORPEDO EJECTION PUMPS
I497 TEST AND INSPECT TORPEDO DOORS
I498 REPAIR TORPEDO DOORS
I499 CLEAN AND LUBRICATE TORPEDO TUBE INBOARD COMPONENTS
I500 TEST AND INSPECT TORPEDO TUBE INBOARD COMPONENTS
I501 CLEAN AND LUBRICATE TORPEDO TUBE OUTBOARD COMPONENTS
I502 CLEAN AND LUBRICATE TORPEDO EJECTION PUMP COMPONENTS
I503 CLEAN AND LUBRICATE WIRE CUTTER ACTUATOR ASSEMBLIES
I504 INSPECT WIRE CUTTER ACTUATOR ASSEMBLIES
I505 TEST WIRE CUTTER ACTUATOR ASSEMBLIES
I506 REPAIR/REPLACE WIRE CUTTER ACTUATOR ASSEMBLIES
I507 CLEAN AND INSPECT BREECH DOOR PENETRATOR CONNECTOR ASSEMBLIES
I508 TEST PENETRATOR ASSEMBLIES
I509 TEST CONNECTORS FOR PIN CONTINUITY
I510 TEST CABLES FOR INSULATION RESISTANCE
I511 CLEAN AND LUBRICATE DETENT MECHANISMS
I512 REPAIR/REPLACE DETENT MECHANISMS
I513 TEST DETENT MECHANISMS
I514 CLEAN AND INSPECT SECURITY COVERS
I515 TEST AND INSPECT TORPEDO TUBE FLOOD/DRAIN SENSORS/ELECTRODES
I516 TEST TORPEDO TUBE BLOW AND VENT MANIFOLDS
I517 TEST IMPULSE MANIFOLD RELIEF VALVES
I518 INSPECT BREECH DOOR GASKETS
I519 CLEAN AND LUBRICATE HAND RAM PLUNGER MECHANISMS
I520 TEST HAND RAM PLUNGER MECHANISMS
I521 BLOW DOWN TORPEDO TUBE IMPULSE AIR FLASKS
I522 TEST AND INSPECT TORPEDO TUBE HYDRAULIC SYSTEMS
I523 TEST AND INSPECT TORPEDO TUBE PNEUMATIC SYSTEMS
I524 TEST AND INSPECT TORPEDO TUBE FIRE CONTROL CIRCUITS
I525 TEST AND INSPECT TORPEDO TUBE MECHANICAL SYSTEMS
I526 CLEAN AND LUBRICATE TORPEDO TUBE LOCKING RINGS
I527 INSPECT TORPEDO TUBE LOCKING RINGS
I528 REPLACE BUSHINGS, BEARINGS, AND ROLLERS
I529 CLEAN AND LUBRICATE BUSHINGS, BEARINGS, AND ROLLERS
I530 INSPECT BUSHINGS, BEARINGS, AND ROLLERS
I531 ADJUST AND ALIGN BUSHINGS, BEARINGS, AND ROLLERS
I532 REMOVE AND REPLACE SIGHT GLASSES
I533 CLEAN AND INSPECT SIGHT GLASSES

I534 CONDUCT TORPEDO PREFIRING TESTS
I535 INSPECT PRESSURIZATION AND VENT SYSTEM MANIFOLD VALVES
I536 INSPECT TORPEDO TUBE OPERATING MECHANISMS
I537 TEST IMPULSE FLASKS, LINES, AND DRAINS FOR LEAKAGE
I538 TEST OPERATE TORPEDO TUBES
I539 LOAD AND UNLOAD MINES AND COUNTERMEASURES
I540 LAUNCH MINES AND COUNTERMEASURES
I541 CLEAN AND LUBRICATE SIGNAL EJECTORS
I542 TEST AND INSPECT SIGNAL EJECTORS
I543 OPERATE SIGNAL EJECTORS
I544 LOAD AND UNLOAD SIGNAL EJECTORS
I545 PERFORM LAUNCH FROM SIGNAL EJECTOR
I546 FIRE TORPEDO TUBES FROM TORPEDO ROOM
I547 FIRE TORPEDO TUBES LOCALLY USING TORPEDO TUBE CASUALTY PROCEDURES
I548 CONDUCT PRESSURIZATION AND VENT SYSTEM CASUALTY PROCEDURES FOR TORPEDO TUBES
I549 REPLACE SLIDE VALVE/BARREL GASKETS
I550 VERIFY DISCONNECT/REALIGNMENT OF INTERLOCKS

J. VERTICAL LAUNCH SYSTEM MAINTENANCE

J551 INSPECT MISSILE TUBE EXTENSION LOADER (MTEL) ALIGNMENTS
J552 INSPECT VERTICAL LAUNCH SYSTEM (VLS) DEPLOYMENT STANDS
J553 CLEAN AND LUBRICATE VLS LOADING PLATFORM SECTIONS
J554 INSPECT VLS LOADING PLATFORM SECTIONS
J555 CLEAN AND LUBRICATE VLS LOADING PLATFORM INTERLOCK FITTINGS
J556 CLEAN/INSPECT/LUBRICATE VLS TUBES
J557 INSPECT AND TEST VLS LOADING PLATFORM INTERLOCK FITTINGS
J558 CLEAN AND LUBRICATE VLS ADJUSTABLE SUPPORT LEGS
J559 INSPECT VLS ADJUSTABLE SUPPORT LEGS
J560 INSPECT VLS PLATFORM ACCESSORIES
J561 CLEAN AND LUBRICATE VLS TUBE HATCHES AND FAIRINGS
J562 TEST AND INSPECT VLS TUBE HATCHES AND FAIRINGS
J563 TEST AND INSPECT MISSILE TUBE INBOARD AND OUTBOARD COMPONENTS
J564 TEST AND INSPECT MISSILE TUBE PENETRATORS
J565 TEST AND INSPECT FLOOD/DRAIN VALVES
J566 TEST AND INSPECT PRESSURE/VENT VALVES AND HATCHES
J567 TEST AND INSPECT FLOOD/DRAIN CONTROL VALVES
J568 CLEAN AND INSPECT MISSILE TUBE CONTROL PANELS
J569 TEST AND INSPECT MISSILE TUBE FIRE CONTROL CIRCUITS
J570 INSPECT VLS LIFTING ADAPTER
J571 INSPECT AND OPERATE VLS HYDRAULIC POWER UNIT
J572 READY MISSILE TUBE FOR LAUNCH
J573 CONDUCT PRESSURIZATION AND VENT SYSTEM CASUALTY PROCEDURES FOR VERTICAL LAUNCH SYSTEMS

K. TEST EQUIPMENT MAINTENANCE/OPERATIONS

K574 USE GENERAL PURPOSE ELECTRONIC TEST EQUIPMENT (GPETE)
K575 CLEAN, INSPECT, AND TEST OTTO FUEL DETECTORS
K576 CLEAN AND INSPECT GPETE/SPECIAL PURPOSE ELECTRONIC TEST EQUIPMENT (SPETE)
K577 CONDUCT LOAD BANK ASSEMBLY (LBA) SELF TESTS

K578 REPLACE TEST SET CABLES
K579 INSPECT TEST SET CABLES
K580 CLEAN ALL-UP-ROUND ELECTRIC SIMULATORS (AURES)
K581 INSPECT AURES
K582 CONDUCT AURES LAMP TESTS
K583 CONDUCT AURES SELF TESTS
K584 CLEAN AND INSPECT TOMAHAWK PRESSURIZING GEAR TESTERS
K585 OPERATE VLS CALIBRATION TEST EQUIPMENT
K586 OPERATE TORPEDO/MISSILE TEST SET

L. WEAPONS HANDLING/EQUIPMENT MAINTENANCE/OPERATION

L587 TORQUE WEAPON STOWAGE AND HANDLING LASHING STRAPS
L588 BREAK OUT AND SET UP WEAPONS HANDLING EQUIPMENT
L589 BREAK DOWN AND STOW WEAPONS HANDLING EQUIPMENT
L560 CLEAN AND LUBRICATE WEAPONS HOISTS (HAND CHAIN, HYDRAULIC, PNEUMATIC, AND ELECTRIC)
L561 INSPECT AND TEST WEAPONS HOISTS (HAND CHAIN, HYDRAULIC, PNEUMATIC, AND ELECTRIC)
L562 SERVICE WEAPONS HANDLING VEHICLES
L563 STOW WEAPONS IN TORPEDO ROOM
L564 USE HOISTS DURING WEAPONS EVOLUTIONS
L565 PACKAGE WEAPONS AND COMPONENTS
L566 UNPACKAGE WEAPONS AND COMPONENTS
L567 REPAIR WEAPONS HOISTS (HAND CHAIN, HYDRAULIC, PNEUMATIC, AND ELECTRIC)
L568 READ RELATIVE HUMIDITY INDICATORS
L569 REPLACE RELATIVE HUMIDITY INDICATORS
L570 REPLACE DESICCANT BAGS
L571 CLEAN, INSPECT, AND LUBRICATE WEAPONS LOADING TRAYS
L572 REPAIR WEAPONS LOADING TRAYS
L573 INSPECT MOSS HOLD-DOWN STRAPS
L574 CONDUCT ONLOAD/OFFLOAD OF WEAPONS/AMMUNITION, PYROTECHNICS, AND COUNTERMEASURES
L575 CLEAN TOMAHAWK NOSE COVER ALIGNMENT GUIDES
L576 INSTALL WEAPONS ALIGNMENT GUIDES
L577 SHIFT WEAPONS TO LOAD LINES
L578 PERFORM PRE-MOVEMENT WEAPONS CARRIER/VEHICLE INSPECTIONS
L579 CONDUCT TUBE LOAD/UNLOAD OF TORPEDOES AND MISSILES
L580 CONDUCT PRIOR-TO-USE INSPECTION AND MAINTENANCE ON PORTABLE HANDLING EQUIPMENT (BELLYBANDS, NOSE PIECES, WIRE ROPES, FIBER/SYNTHETICS, TORQUE WRENCHES, ETC.)
L581 CONDUCT PRIOR-TO-USE INSPECTION AND MAINTENANCE ON INSTALLED HANDLING EQUIPMENT (TORPEDO LOAD LINE RAMMERS, PIVOT TRAYS, TORPEDOES)
L582 TUBE LOAD MOSS AND LAUNCHERS
L583 BACKHAUL MOSS AND LAUNCHER FROM TORPEDO TUBES
L584 ON-LOAD MOSS AND LAUNCHERS
L585 OFF-LOAD MOSS AND LAUNCHERS
L586 SET UP AND CONDUCT EMERGENCY HANDLING
L590 CONDUCT PRIOR TO USE MAINTENANCE/INSPECTION ON WEAPON HANDLING INTERLOCK SYSTEMS

M. MAGAZINE MAINTENANCE/OPERATIONS

M588 INSPECT MAGAZINE THERMOMETERS
M589 INSPECT MAGAZINE TEMPERATURE RECORD CARDS
M590 INSPECT MAGAZINES FOR CLEANLINESS AND SECURITY
M591 INSPECT NON-CONTAINERIZED AMMUNITION STOWAGE AND SECURITY DEVICES
M592 INSPECT AND MAINTAIN READY STOWAGE LOCKERS

N. ELECTRICAL/ELECTRONIC MAINTENANCE
N593 CONDUCT POINT-TO-POINT VOLTAGE AND CURRENT MEASUREMENTS
N594 CONDUCT POINT-TO-POINT RESISTANCE AND CONTINUITY MEASUREMENTS

MACHINIST'S MATE (SUBMARINE) SECOND CLASS (MM2)

B. MECHANICAL MAINTENANCE
B595 REPLACE DISTILLING PLANTS COMPONENTS
B596 INSPECT DISTILLING PLANTS
B597 TEST DISTILLING PLANTS
B598 TEST DISTILLATE TRANSFER SYSTEMS
B599 REPLACE MUF SYSTEMS COMPONENTS
B600 TEST MUF SYSTEMS
B601 REPLACE MAIN FEED SYSTEMS COMPONENTS
B602 TEST MAIN FEED SYSTEMS
B603 REPLACE AUXILIARY COOLING WATER SYSTEMS COMPONENTS
B604 REPLACE SEAWATER CIRCULATING SYSTEMS COMPONENTS
B605 INSPECT SEAWATER CIRCULATING SYSTEMS
B606 TEST SEAWATER CIRCULATING SYSTEMS
B607 REPLACE FIREMAIN SYSTEMS COMPONENTS
B608 INSPECT FIREMAIN SYSTEMS
B609 TEST FIREMAIN SYSTEMS
B610 INSPECT COOLER TUBES
B611 TEST COOLER TUBES
B612 INSPECT HEAT EXCHANGERS
B613 TEST HEAT EXCHANGERS
B614 REPLACE CONDENSATE SYSTEMS COMPONENTS
B615 TEST CONDENSATE SYSTEMS
B616 TEST CONDENSERS
B617 REPLACE DRAIN SYSTEMS COMPONENTS
B618 INSPECT DRAIN SYSTEMS
B619 TEST DRAIN SYSTEMS
B620 REPLACE AUXILIARY STEAM SYSTEMS COMPONENTS
B621 TEST AUXILIARY STEAM SYSTEMS
B622 REPLACE STEAM REDUCING STATIONS COMPONENTS
B623 TEST STEAM REDUCING STATIONS
B624 TEST AIR EJECTOR SYSTEMS
B625 TEST MAIN ENGINE STEAM TURBINES
B626 TEST SSTG
B627 TEST MAIN SHAFTS
B628 REPLACE MAIN LUBE OIL SYSTEMS COMPONENTS
B629 TEST MAIN LUBE OIL SYSTEMS
B630 REPLACE REFRIGERATION SYSTEMS COMPONENTS

B631 INSPECT REFRIGERATION SYSTEMS
B632 TEST REFRIGERATION SYSTEMS
B633 REPLACE AIR CONDITIONING SYSTEMS COMPONENTS
B634 CLEAN AND LUBRICATE AIR CONDITIONING SYSTEMS COMPONENTS
B635 INSPECT AIR CONDITIONING SYSTEMS
B636 TEST AIR CONDITIONING SYSTEMS
B637 CHARGE AIR CONDITIONING AND REFRIGERATION SYSTEMS
B638 REPLACE OXYGEN AND NITROGEN SYSTEMS COMPONENTS
B639 INSPECT OXYGEN AND NITROGEN SYSTEMS
B640 TEST OXYGEN AND NITROGEN SYSTEMS
B641 INSPECT TANKS AND VOIDS
B642 TEST TANKS AND VOIDS
B643 REPLACE STEERING AND DIVING HYDRAULIC SYSTEMS COMPONENTS
B644 INSPECT STEERING AND DIVING HYDRAULIC SYSTEMS
B645 TEST STEERING AND DIVING HYDRAULIC SYSTEMS
B646 REPLACE DIESEL ENGINES COMPONENTS
B647 INSPECT DIESEL ENGINES
B648 TEST DIESEL ENGINES
B649 REPLACE EMERGENCY SHUTDOWN SYSTEMS COMPONENTS
B650 TEST EMERGENCY SHUTDOWN SYSTEMS
B651 REPLACE DIESEL ENGINE AIR SYSTEMS COMPONENTS
B652 TEST DIESEL ENGINE AIR SYSTEMS
B653 REPLACE OVERSPEED TRIPS COMPONENTS
B654 TEST OVERSPEED TRIPS
B655 ADJUST GOVERNORS
B656 TEST GOVERNORS
B657 REPLACE FUEL INJECTION SYSTEMS COMPONENTS
B658 ADJUST FUEL INJECTION SYSTEMS
B659 TEST FUEL INJECTION SYSTEMS
B660 CLEAN AND LUBRICATE REDUCTION GEARS COMPONENTS
B661 TEST REDUCTION GEARS
B662 REPLACE JACKING GEARS COMPONENTS
B663 CLEAN AND LUBRICATE JACKING GEARS COMPONENTS
B664 TEST JACKING GEARS
B665 REPLACE DIESEL EXHAUST SYSTEMS COMPONENTS
B666 INSPECT DIESEL EXHAUST SYSTEMS
B667 PERFORM SOUNDING OF FOUNDATION BOLTS
B668 TROUBLESHOOT SSTG
B669 REPAIR SSTG
B670 OVERHAUL STEAM REDUCING STATIONS
B671 TROUBLESHOOT DRAIN SYSTEMS
B672 TROUBLESHOOT DIESEL ENGINES
B673 REPAIR DIESEL ENGINES
B674 TROUBLESHOOT DIESEL SPEED LIMITERS
B675 TROUBLESHOOT DIESEL GOVERNORS
B676 TROUBLESHOOT OVERSPEED TRIPS
B677 REPAIR OVERSPEED TRIPS
B678 OVERHAUL OVERSPEED TRIPS
B679 TROUBLESHOOT AIR CONDITIONING SYSTEMS
B680 REPAIR AIR CONDITIONING SYSTEMS
B681 OVERHAUL AIR CONDITIONING PLANT
B682 TROUBLESHOOT REFRIGERATION SYSTEMS
B683 REPAIR REFRIGERATION SYSTEMS

B684 OVERHAUL REFRIGERATION PLANT
B685 TROUBLESHOOT VENTILATION SYSTEMS
B686 REPAIR VENTILATION SYSTEMS
B687 INSPECT HYDRAULIC POWER PLANT
B688 TEST HYDRAULIC POWER PLANT
B689 REPLACE HYDRAULIC POWER PLANT COMPONENTS
B690 TEST EXTERNAL HYDRAULICS
B691 REPLACE ANCHOR WINDLASS COMPONENTS
B692 TEST ANCHOR WINDLASS
B693 INSPECT ANCHOR WINDLASS
B694 INSPECT WATERTIGHT DOORS AND HATCHES
B695 INSPECT EXTERNAL HYDRAULICS
B696 REPAIR WATERTIGHT DOORS AND HATCHES
B697 TEST WATERTIGHT DOORS AND HATCHES

C. QUALITY ASSURANCE
C698 SUBMIT QUALITY DISCREPANCY REPORTS (QDR)
C699 CONDUCT QA PROGRAM INSPECTIONS
C700 PREPARE AND SUBMIT RE-ENTRY CONTROL FORMS
C701 PREPARE CONTROL WORK PACKAGES
C702 SUBMIT DEPARTURE FROM SPECIFICATIONS PACKAGES
C703 CONDUCT ACCEPTANCE INSPECTIONS ON COMPONENTS

D. TECHNICAL ADMINISTRATION
D704 SUBMIT CORRECTIVE ACTION REQUESTS (CAR)
D705 ESTIMATE PROJECTED FUEL, LUBE OIL, AND WATER REQUIREMENTS
D706 MAINTAIN AND UPDATE AMMUNITION LOT/LOCATION CARDS/SCAAIR
D707 INVENTORY AMMUNITION, WEAPONS, AND COMPONENTS
D708 UPDATE AND SUBMIT TORPEDO RECORD BOOKS
D709 ANALYZE ENGINEERING AND EQUIPMENT CASUALTIES
D710 VERIFY ACCURACY OF WEAPONS SYSTEMS DIAGRAMS AND DRAWINGS
D711 REVIEW/UPDATE WEIGHT TEST RECORD CARDS
D712 REVIEW/UPDATE DIVISIONAL LOGS/RECORDS
D713 COMPILE EQUIPMENT PERFORMANCE DATA

H. SMALL ARMS MAINTENANCE
H714 COORDINATE QUALIFICATIONS FIRING FOR SECURITY FORCES

I. TORPEDO TUBE/SIGNAL EJECTOR SYSTEM MAINTENANCE/OPERATION
I715 CONDUCT TORPEDO TUBE/TORPEDO EJECTION PUMP INSPECTIONS
I716 ADJUST AND ALIGN TORPEDO TUBE INBOARD COMPONENTS
I717 REPAIR TORPEDO TUBE INBOARD COMPONENTS
I718 TEST AND INSPECT TORPEDO TUBE OUTBOARD COMPONENTS
I719 ADJUST AND ALIGN TORPEDO TUBE OUTBOARD COMPONENTS
I720 REPAIR TORPEDO TUBE OUTBOARD COMPONENTS
I721 REPLACE EJECTION PUMP SHAFT/HULL PACKINGS
I722 REPAIR SIGNAL EJECTOR COMPONENTS

J. VERTICAL LAUNCH SYSTEM MAINTENANCE
J723 REPAIR MISSILE TUBE INBOARD AND OUTBOARD COMPONENTS
J724 CONDUCT MISSILE TUBE PRE-LOAD AND CLOSEOUT

K. TEST EQUIPMENT MAINTENANCE/OPERATION
K725 USE SPETE
K726 TEST AND INSPECT WEAPONS SECURITY ALARM SYSTEMS

MACHINIST'S MATE (SUBMARINE) FIRST CLASS (MM1)

B. MECHANICAL MAINTENANCE
B727 PLUG HEAT EXCHANGER TUBES
B728 PLUG CONDENSER TUBES
B729 REPLACE MAIN ENGINE STEAM TURBINES COMPONENTS
B730 INSPECT MAIN ENGINE STEAM TURBINES
B731 REPLACE SSTG COMPONENTS
B732 INSPECT SSTG
B733 INSPECT REDUCTION GEARS
B734 INSPECT JACKING GEARS

C. QUALITY ASSURANCE
C735 COORDINATE AND MAINTAIN QA MATERIAL STORAGE SURVEILLANCES AND SCHEDULES
C736 CONDUCT SUBSAFE QUALITY ASSURANCE SURVEILLANCES

D. TECHNICAL ADMINISTRATION
D737 DOCUMENT FIELD CHANGES
D738 MAINTAIN AND UPDATE CAR
D739 PREPARE AMMUNITION TRANSACTION REPORTS (ATR)
D740 REVIEW MASTER STOCK RECORD CARDS
D741 SCHEDULE WEAPONS TRANSFERS TO INTERMEDIATE MAINTENANCE ACTIVITIES (IMA)
D742 SUPERVISE NON-NUCLEAR EXPLOSIVES HANDLING AND CERTIFICATION PROGRAMS
D743 SUBMIT ORDNANCE ALTERATION (ORDALT) DOCUMENTATION
D744 CHANGE SAFE COMBINATIONS
D745 MAINTAIN ATR/SCAAIR
D746 VERIFY PROCEDURAL DOCUMENTATION
D747 DEVELOP PROCEDURAL DOCUMENTATION

H. SMALL ARMS MAINTENANCE
H748 MONITOR QUALIFICATIONS FIRING FOR SECURITY FORCES

I. TORPEDO TUBE/SIGNAL EJECTOR SYSTEM MAINTENANCE/OPERATIONS
I749 COORDINATE WEAPONS/COUNTERMEASURES FIRING TESTS

L. WEAPONS HANDLING/EQUIPMENT MAINTENANCE/OPERATIONS
L750 COORDINATE WEAPONS/COMPONENT HANDLING EVOLUTIONS

CHIEF MACHINIST'S MATE (SUBMARINE) (MMC)

B. MECHANICAL MAINTENANCE
B751 SUPERVISE OFF HULL CHARGING OF OXYGEN/NITROGEN SYSTEMS
B752 SUPERVISE THE INSPECTION OF DIESEL ENGINES

C. QUALITY ASSURANCE
C753 CONDUCT QUALITY ASSURANCE (QA) SAFETY SURVEILLANCES

D. TECHNICAL ADMINISTRATION
D754 DOCUMENT SPECIAL PROJECTS ALTERATIONS (SPALT)
D755 REVIEW TORPEDO READINESS ACCEPTANCE INSPECTION (TRA) REPORTS
D756 MAINTAIN WEAPONS AUDIT FILES
D757 MANAGE MAINTENANCE OF WEAPONS AUDIT FILES
D758 CONDUCT AA&E PHYSICAL SECURITY SURVEYS
D759 IMPLEMENT NON-NUCLEAR EXPLOSIVES HANDLING AND CERTIFICATION PROGRAMS
D760 REQUISITION WEAPONS AND COMPONENTS
D761 REVIEW AND APPROVE ATR
D762 CONDUCT EXPLOSIVE SAFETY INSPECTIONS
D763 REVIEW WORK PACKAGES

E. MATERIAL CASUALTY/DAMAGE CONTROL
E764 CREATE, SCHEDULE, AND IMPLEMENT WEAPONS CASUALTY DRILLS
E765 CREATE, SCHEDULE, AND IMPLEMENT ENGINEERING CASUALTY DRILLS

SENIOR CHIEF MACHINIST'S MATE (SUBMARINE) (MMCS)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

MASTER CHIEF MACHINIST'S MATE (SUBMARINE) (MMCM)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

CHAPTER 52

MINEMAN
(MN)

NAVPERS 18068-52C

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

MINEMAN (MN)

SCOPE OF RATING

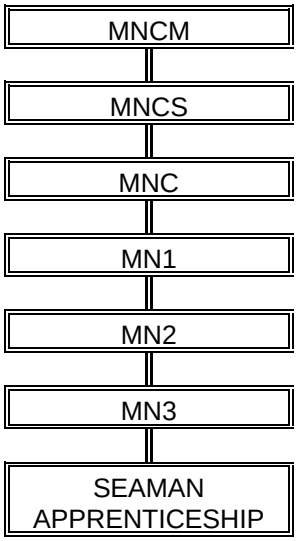
Minemen (MN) perform organizational and intermediate level maintenance on underwater mines and associated equipment, guns, gun mounts, handling equipment, small arms, surface sonar and mine countermeasures equipment; assemble, test, stow, and transport underwater mines; operate, maintain, and perform authorized modifications on material handling equipment, assembly-level items, and test equipment; perform safety criteria testing on material handling equipment; participate in fleet mining and exercise training programs; train, direct, and supervise personnel in ship's maintenance duties in all activities relating to marlinespike, deck, boat seamanship, painting, maintenance, upkeep of ship's external structure, rigging, deck equipment, and boats; perform seamanship tasks; test and inspect gun ammunition; inspect and repair magazine sprinkler systems; supervise personnel in handling and stowage of gun ammunition; direct crews in operation of guns, gun mounts, ammunition hoists, and handling rooms; function as Plotters and Radiotelephone talkers; maintain Combat Information Center (CIC) displays of strategic and tactical information; operate surveillance radar, Identification Friend or Foe (IFF) Systems, and associated equipment; interpret radar presentations, evaluate tactical situations, and make recommendations to superiors during watch conditions; apply current doctrine and procedures to CIC operations as necessary for radar navigation; provide technical information and assistance related to Mine Warfare and search and rescue operations; provide technical information and advice on capabilities, limitations, reliability, and operational readiness; advise staffs and commands on matters of operations and personnel; operate (manipulate, control, evaluate, and interpret data) surface sonar and other oceanographic systems.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 52.

NAVPERS 18068-52C

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in BUPERSINST 1131.1 series.

SPECIAL PHYSICAL REQUIREMENTS

Normal color perception. Refer to Chapter 15 of the Manual of the Medical Department, U.S. Navy for details on color perception requirements.

CITIZENSHIP/SECURITY REQUIREMENTS

Must be eligible for access to classified information.

SAFETY

The observance of proper safety precautions in all areas is an integral part of each billet and the responsibility of every Navy man and woman; safety is a universal requirement for all ratings.

MINEMAN (MN) FUNCTIONAL AREAS

A. MINE ASSEMBLY/DISASSEMBLY

B. ORDNANCE/COMPONENT MAINTENANCE/HANDLING

C. MINE WARFARE OPERATIONS

D. TECHNICAL ADMINISTRATION

E. QUALITY ASSURANCE

F. MAGAZINE AND FIRE SUPPRESSION SYSTEMS MAINTENANCE/OPERATIONS

G. MINE MANAGEMENT AND SUPERVISION

H. MARLINESPIKE SEAMANSHIP

I. DECK SEAMANSHIP

J. CARGO HANDLING

K. ANCHORING, MOORING, AND TOWING

L. UNDERWAY REPLENISHMENT (UNREP)

M. BOAT SEAMANSHIP

N. SEARCH AND RESCUE OPERATIONS

O. BOAT HANDLING AND SMALL BOAT OPERATIONS

P. TACTICAL SUPPORT OPERATIONS

Q. NAVIGATION

R. ELECTRICAL AND ELECTRONIC SYSTEMS OPERATIONS

S. COMMUNICATIONS

T. SMALL ARMS/SECURITY FORCE EQUIPMENT

U. SONAR OPERATIONS

V. MECHANICAL SYSTEMS OPERATIONS

W. CORRECTIVE MAINTENANCE

MINEMAN THIRD CLASS (MN3)

A. MINE ASSEMBLY/DISASSEMBLY

A001 REMOVE AND INSTALL SUSPENSION LUGS
A002 REMOVE AND INSTALL INSTRUMENT RACKS
A003 ASSEMBLE AND DISASSEMBLE INSTRUMENT RACKS
A004 REMOVE AND INSTALL BOOSTERS
A005 REMOVE AND INSTALL INITIATORS, EXPLOSIVE FITTINGS AND DRIVERS
A006 MARRY AND UNMARRY EXPLOSIVE SECTIONS
A007 REMOVE AND INSTALL BLANKING PLATES
A008 REMOVE AND INSTALL SONAR TRANSMITTERS
A009 REMOVE AND INSTALL ARMING WIRES
A010 REMOVE AND INSTALL ARMING DEVICES
A011 TORQUE MINE WATERTIGHT OPENINGS, COMPONENTS AND ACCESSORIES
A012 REMOVE AND INSTALL TAILS, FINS AND FLIGHT GEAR TO MINES
A013 REMOVE AND INSTALL TAIL COVERS
A014 TEST AND INSPECT TAIL COVERS
A015 REMOVE AND INSTALL ANCHORS
A016 ASSEMBLE AND DISASSEMBLE ANCHORS
A017 REMOVE AND INSTALL INTERCONNECTION CABLES
A018 REMOVE AND INSTALL FIRING MECHANISMS
A019 REMOVE AND INSTALL TIMING ELEMENTS
A020 DISASSEMBLE AND ASSEMBLE TARGET DETECTING DEVICES (TDD)
A021 PROGRAM TARGET DETECTING DEVICES (TDD)
A022 REMOVE AND INSTALL TARGET DETECTING DEVICES (TDD)
A023 DISASSEMBLE AND ASSEMBLE MINE FLIGHT GEAR
A024 REMOVE AND INSTALL FLOAT AND SHIELD SUBASSEMBLIES
A025 ASSEMBLE AND DISASSEMBLE FLOAT AND SHIELD SUBASSEMBLIES
A026 REMOVE AND INSTALL SIGNALS
A027 DISASSEMBLE AND ASSEMBLE ACTUATION SYSTEMS
A028 REMOVE AND INSTALL ACTUATION SYSTEMS
A029 DISASSEMBLE AND ASSEMBLE MAIN MINE ASSEMBLY
A030 REMOVE AND INSTALL SAFE AND ARMING GROUP
A031 ASSEMBLE AND DISASSEMBLE BUOY SECTIONS
A032 ASSEMBLE AND DISASSEMBLE BALLAST SECTIONS
A033 TEST AND INSPECT MINE ASSEMBLY AREA GROUNDING SYSTEMS
A034 INSPECT DESICCANTS

B. ORDNANCE/COMPONENT MAINTENANCE/HANDLING

B035 REPLACE SYSTEM BATTERIES
B036 TEST, INSPECT AND CHARGE BATTERIES
B037 CONDUCT STRAY VOLTAGE AND CONTINUITY CHECKS
B038 CONDUCT CLASS "B" TESTS
B039 CONDUCT CLASS "C" TESTS
B040 CONDUCT CYCLIC MAINTENANCE OF MINES AND MINE COMPONENTS
B041 PERFORM ENGINEERING CHANGE INSTRUCTIONS (ECI)
B042 REFURBISH FLOATS AND SHIELDS
B043 TEST ELECTRO-EXPLOSIVE DEVICES (EED)
B044 REMOVE AND INSTALL O-RINGS
B045 GROUND ORDNANCE
B046 WELD SPOILERS TO INERT MINES
B047 DRILL PINGER HOLES IN INERT BOMB BODIES
B048 DRILL FAIRING HOLES IN INERT MINES

B049 TEST ACTUATION SYSTEMS
B050 INSPECT TEST SETS
B051 SET UP TEST SETS
B052 INSPECT ORDNANCE AND COMPONENTS
B053 REFURBISH ORDNANCE AND COMPONENTS
B054 REFURBISH MINE CASE SURFACES
B055 OPERATE CASE RENOVATION SYSTEMS
B056 INSPECT ORDNANCE HANDLING EQUIPMENT
B057 SERVICE ORDNANCE HANDLING EQUIPMENT
B058 UPDATE TEST RECORDS FOR ORDNANCE HANDLING EQUIPMENT
B059 CONFIGURE ORDNANCE HANDLING EQUIPMENT
B060 OPERATE ORDNANCE HANDLING EQUIPMENT
B061 CONDUCT ON-LOAD AND OFF-LOAD OF AMMUNITION
B062 STOW AMMUNITION
B063 PREPARE ORDNANCE FOR SHIPMENT
B064 PERFORM RECEIPT INSPECTIONS ON ORDNANCE CONTAINERS
B067 OPERATE EXERCISE SUPPORT SYSTEM (ESS)
B068 INSTALL ORDNANCE FOR AN/SLQ-48(V) MINE NEUTRALIZATION SYSTEMS

C. MINE WARFARE OPERATIONS
C069 LABEL ORDNANCE, EQUIPMENT AND COMPONENTS
C070 PERFORM OPERATIONAL SETTINGS
C072 SET RADIATION HAZARDS (RADHAZ) AND HAZARDS OF ELECTRONIC RADIATION ORDNANCE (HERO) SAFEGUARDS

D. TECHNICAL ADMINISTRATION
D075 COMPLETE MILITARY STANDARDS (MILSTD) TAGS
D078 COMPLETE EXPLOSIVE VEHICLE INSPECTIONS
D079 UPDATE PUBLICATION ALLOWANCE LISTS
D080 UPDATE CHART CORRECTION RECORD CARDS
D081 COMPLETE CHART REQUISITION FORMS
D083 UPDATE SMALL ARMS CUSTODY LOGS
D088 RECORD CHANGES TO OPERATIONAL PLANS AND OPERATIONAL ORDERS
D090 INVENTORY AND ORDER MAGAZINE LOCKS AND KEYS
D092 UPDATE AMMUNITION STOCK RECORD CARDS

E. QUALITY ASSURANCE
E126 REVIEW MATERIAL SAFETY DATA SHEETS (MSDS) FOR HAZARDOUS MATERIALS (HAZMAT)
E127 REVIEW HAZARDOUS MATERIAL USERS GUIDES (HMUG)
E128 REVIEW HAZARDOUS MATERIAL (HAZMAT) INVENTORIES
E129 CLEAN AND INSPECT HAZARDOUS MATERIAL (HAZMAT) CONTAINERS

F. MAGAZINE AND FIRE SUPPRESSION SYSTEMS MAINTENANCE/OPERATIONS
F136 CLEAN, INSPECT, AND LUBRICATE SECURITY LOCKS
F137 CHANGE SECURITY LOCKS AND COMPONENTS
F138 RECORD MAGAZINE TEMPERATURES AND HUMIDITY
F139 TEST DRY MAGAZINE SPRINKLER SYSTEMS
F140 CLEAN AND INSPECT MAGAZINE COOLING AND VENTILATION SYSTEMS
F141 CLEAN AND INSPECT SPRINKLER HEADS
F142 REPLACE SPRINKLER HEADS

F143 CLEAN AND INSPECT SPRINKLER SYSTEM SEA WATER STRAINERS
F144 CLEAN AND INSPECT SPRINKLER SYSTEM PIPING
F145 CLEAN AND INSPECT SPRINKLER SYSTEM VALVES
F146 REPLACE SPRINKLER SYSTEM VALVES
F147 TEST AND REPLACE TRANSMISSION TUBING
F148 TEST AND REPLACE CIRCLE SEAL CHECK VALVES
F149 TEST AND INSPECT VENTED CHECK VALVES
F150 FLUSH SPRINKLER SYSTEMS
F151 TEST SPRINKLER SYSTEM ALARMS
F152 INSPECT SPRINKLER SYSTEM PRESSURE
F153 LUBRICATE COMPONENTS OF SPRINKLER SYSTEMS
F154 REPAIR SPRINKLER SYSTEMS AND COMPONENTS
F155 INSTALL MAGAZINE SPRINKLER SYSTEMS TEST CASTINGS
F156 REMOVE AND STOW MAGAZINE SPRINKLER SYSTEMS TEST CASTINGS
F157 REPLACE PNEUMATICALLY RELEASED PILOT (PRP) VALVES

G. MINE MANAGEMENT AND SUPERVISION
G159 SCREEN ORDNANCE COMPONENTS TO DETERMINE REPAIR CAPABILITY
G161 PACKAGE MINE COMPONENTS FOR STORAGE
G162 PROCESS REPAIRABLES FOR TURN-IN

H. MARLINESPIKE SEAMANSHIP
H172 APPLY WHIPPING TO LINES
H174 SPLICE LINES
H175 INSPECT LINES, WIRES AND END FITTINGS
H176 TEST LINES AND WIRES
H177 MEASURE WIRE ROPES
H178 SEIZE BITTER ENDS OF WIRE ROPES
H179 INSTALL WIRE ROPE CLIPS
H180 COIL DOWN LINES
H181 FAKE DOWN LINES
H182 FLEMISH DOWN LINES
H183 MAKE LIFE LINES
H184 MAKE LEAD LINES
H186 MAKE MOORING STOPPERS
H187 INSTALL TATTLETALE LINES
H188 TIE AND UNTIE KNOTS, BENDS AND HITCHES
H189 DESIGN CANVAS COVERS
H190 MAKE SLINGS

I. DECK SEAMANSHIP
I191 INVENTORY PNEUMATIC TOOLS
I192 CLEAN AND INSPECT PNEUMATIC TOOLS
I193 ISSUE PNEUMATIC TOOLS
I194 REPAIR PNEUMATIC TOOLS
I195 RIG AND UNRIG BOATSWAIN'S CHAIRS
I196 RIG AND UNRIG CAMELS
I197 RIG AND UNRIG FENDERS
I198 RIG AND UNRIG GANGWAYS AND BROWS
I199 RIG AND UNRIG PILOTS LADDERS
I200 RIG AND UNRIG JACOB'S LADDERS
I202 RIG AND UNRIG RAT GUARDS

I203 RIG AND UNRIG SAFETY NETS
I204 RIG AND UNRIG STAGES
I205 TEND STAGING LINES
I206 HEAVE HEAVING LINES
I207 RIG AND UNRIG FLAGSTAFFS
I208 RIG AND UNRIG JACK STAFFS
I209 THROW AND READ LEAD LINES
I210 CONDUCT RESCUE SALVAGE OPERATIONS
I211 ARM AN/SLQ-48 (V) MINE NEUTRALIZATION SYSTEMS (MNS)
I212 LAUNCH AN/SLQ-48(V) MINE NEUTRALIZATION SYSTEMS (MNS)
I213 RECOVER AN/SLQ-48(V) MINE NEUTRALIZATION SYSTEMS (MNS)
I214 RIG DAN BUOYS
I215 LAUNCH DAN BUOYS
I216 RECOVER DAN BUOYS

J. CARGO HANDLING
J217 REEVE TACKLE
J218 CLEAN AND INSPECT CRANE RIGGING
J219 CLEAN AND INSPECT CABLES AND PENDANTS
J220 TEST CABLES AND PENDANTS
J222 TEST CRANE RIGGINGS
J223 COORDINATE OPERATIONS OF WINCHES

K. ANCHORING, MOORING, AND TOWING
K226 TEST ANCHOR WINDLASSES
K229 READ ANCHOR TENDINGS
K232 PRESERVE DETACHABLE LINKS
K233 PREPARE GROUND TACKLE
K236 MOOR TO PIERS
K237 UNMOOR FROM PIERS
K240 PRESERVE GROUND TACKLE
K242 CALCULATE STRAIN ON MOORING LINES
K243 PASS STOPPERS ON MOORING LINES
K244 FRAP MOORING LINES
K245 TEND MOORING LINES
K248 GREASE ROLLING CHOCKS

L. UNDERWAY REPLENISHMENT (UNREP)
L256 RIG AND UNRIG DAYTIME AND NIGHTTIME MARKERS
L257 RIG AND UNRIG LIGHT LINE TRANSFERS
L258 RIG AND UNRIG TEMPORARY LIFE LINES
L259 TEST WINCHES
L260 INTERPRET UNDERWAY REPLENISHMENT (UNREP) SIGNALS
L261 SEND UNDERWAY REPLENISHMENT (UNREP) SIGNALS
L262 RECEIVE FUELING AT SEA (FAS) OR REPLENISHMENT AT SEA (RAS) MESSENGERS
L263 SEND FUELING AT SEA (FAS) OR REPLENISHMENT AT SEA (RAS) MESSENGERS
L264 RIG AND UNRIG HIGHLINES

M. BOAT SEAMANSHIP
M267 READ SIGNAL FLAGS
M268 INTERPRET NAVIGATIONAL SOUND SIGNALS

M269 RELAY NAVIGATIONAL SOUND SIGNALS
M270 RIG AND UNRIG SEA PAINTERS
M271 CLEAN AND INSPECT BOAT COVERS
M272 CLEAN AND INSPECT LIFE RAFT STATIC TENSION RELEASES
M273 CONDUCT PUNT OPERATIONS

N. SEARCH AND RESCUE OPERATIONS

N274 MAN READY LIFEBOAT
N275 RECOVER MAN OVERBOARD
N277 PLOT MAN OVERBOARD
N284 CALCULATE SURVIVABILITY FOR MEN IN THE WATER
N291 RIG AND UNRIG SHIPBOARD RECOVERY EQUIPMENT

O. BOAT HANDLING AND SMALL BOAT OPERATIONS

O293 INSPECT BOAT DAVITS AND FALLS
O295 RIG AND UNRIG STEADYING LINES
O296 RIG AND UNRIG BOAT HANDLING PENDANTS
O297 LOAD BOATS
O298 OFFLOAD BOATS
O299 STOW BOATS
O300 UNSTOW BOATS
O301 INSPECT MANROPES
O302 REPLACE MANROPES
O303 INSPECT BOAT STOWAGES
O304 HOOK SEA PAINTERS
O305 UNHOOK SEA PAINTERS
O306 INSPECT SMALL BOAT HULLS
O307 INSPECT BOAT EQUIPMENT
O308 START ENGINES
O309 PLOT NAVIGATIONAL COURSES
O310 CONDUCT SMALL BOAT TOWING EXERCISES
O311 REMOVE AND REPLACE BOAT DAVIT FALLS
O312 INSPECT BOAT DAVIT SAFETY DEVICES
O313 LAUNCH SMALL BOATS
O314 RECOVER SMALL BOATS

P. TACTICAL SUPPORT OPERATIONS

P318 COMPARE LOOKOUT AND RADAR INFORMATION WITH COMBAT INFORMATION CENTER (CIC)
P319 MARK CONTACTS
P320 EVALUATE CONTACT INFORMATION
P321 ASSIGN CONTACT SYMBOLS
P322 PLOT POP-UP CONTACTS
P324 COMPUTE SURFACE CONTACT'S COURSES AND SPEEDS
P325 COMPUTE TIME FOR CLOSEST POINT OF APPROACH (CPA)
P326 CALCULATE TRUE WIND
P339 EVALUATE RADAR ENVIRONMENTAL CONDITIONS
P340 UPDATE COMBAT INFORMATION CENTER (CIC) LOGS
P342 SET UP COMBAT INFORMATION CENTER (CIC) FOR GETTING UNDERWAY
P345 EVALUATE RADAR PERFORMANCE DEGRADATIONS DUE TO ENVIRONMENTAL CONDITIONS

Q. NAVIGATION

Q348 MAINTAIN CHART ALLOWANCES
Q350 PLOT NAVIGATION HAZARDS
Q351 INFORM BRIDGE OF NAVIGATION HAZARDS
Q352 COMPUTE TURN TIMES TO CHARTED COURSES
Q353 CONSTRUCT DEAD RECKONING SPEED TIME CONVERTER ON HARBOR CHARTS
Q354 CONSTRUCT CURRENT GEOGRAPHIC PLOTS
Q355 UPDATE CURRENT GEOGRAPHIC PLOTS
Q356 DETERMINE AND UPDATE FIXED POINTS ON CHARTS
Q357 CALCULATE BEARINGS AND RANGES FROM FIXED POINTS ON NAVIGATIONAL CHARTS
Q359 PLOT LATITUDES AND LONGITUDES FROM FIXED INFORMATION
Q360 PLOT DEVIATION AND VARIATION ON CHARTS
Q361 PLOT VISUAL FIXES
Q362 CALCULATE RADAR'S RANGE AND BEARING ERROR PRIOR TO GETTING UNDERWAY
Q363 CALCULATE GYROCOMPASS ERROR PRIOR TO GETTING UNDERWAY
Q364 FIX SHIP'S POSITION USING NAVIGATIONAL AIDS
Q365 COMPARE SHIP'S POSITION DATA WITH BRIDGE
Q366 COMPARE LOOKOUT AND RADAR INFORMATION WITH NAVIGATION PLOTS
Q367 COMPARE RADAR SCOPE PRESENTATION WITH APPLICABLE CHARTS
Q368 PLOT SHIP'S TRACK USING DEAD RECKONING (DR)
Q369 INTERPRET ELECTRONIC NAVIGATION DATA
Q370 COMPARE VISUAL WITH RADAR FIX DATA
Q371 COMPARE SHIP'S POSITION DURING RADAR ASSISTED PILOTING (RAP)
Q372 COMPUTE COURSES MADE GOOD
Q380 RECORD FATHOMETER READINGS
Q381 COMPARE FATHOMETER READINGS WITH CHARTS
Q383 PLOT LATITUDES AND LONGITUDES FOR ANCHORAGE
Q384 PLOT APPROACHES TO ANCHORAGE
Q387 PLOT WHISTLE SIGNALS DURING LOW VISIBILITY NAVIGATION
Q390 PASS PILOTING OFFICER'S RECOMMENDATIONS TO BRIDGE
Q392 RECOMMEND ACTIONS FOR MEETING SITUATIONS
Q395 IDENTIFY NAVIGATIONAL BUOYS AND LIGHTS
Q397 CONSTRUCT NAVIGATION LOGS
Q398 UPDATE NAVIGATION LOGS
Q402 UPDATE CLOSE CONTACTS
Q403 COMPUTE TIME OF CLOSEST POINT OF APPROACH (CPA)
Q404 COMPUTE CONSTANT BEARING DECREASING RANGE PROBLEMS
Q406 EVALUATE SURFACE CONTACTS
Q407 UPDATE STATUS BOARDS
Q408 PLOT SURFACE CONTACT BEARINGS AND RANGES
Q409 UPDATE RUNNING TRACKS OF CONTACTS
Q410 PLOT CONTACTS ON MANEUVERING BOARD

R. ELECTRICAL AND ELECTRONIC SYSTEMS OPERATIONS

R416 ENERGIZE RADARS
R417 EXAMINE PERFORMANCE OF RADAR REPEATERS
R418 ENERGIZE RADAR REPEATERS
R419 TUNE RADAR SETS
R420 ADJUST RADAR SETS
R421 TEST RADAR REMOTE UNIT CONTROLS
R423 ENERGIZE DISPLAY CONSOLES

S. COMMUNICATIONS

S429 TEST COMMUNICATIONS SYSTEMS
S430 TEST COMMUNICATIONS PATCHES
S436 CONDUCT INTERNAL AND EXTERNAL COMMUNICATIONS
S437 PERFORM TIME AUTHENTICATIONS
S438 PERFORM TRANSMISSION AUTHENTICATIONS
S443 TRANSMIT BEADWINDOW REPORTS TO ALERT NET STATIONS
S444 TRANSMIT GINGERBREAD REPORTS TO ALERT NET STATIONS
S445 TRANSMIT ON UNDERWATER COMMUNICATIONS EQUIPMENT

T. SMALL ARMS/SECURITY FORCE EQUIPMENT

T452 CONFIGURE RIFLES FOR USE AS LINE THROWING GUNS
T453 PERFORM MAINTENANCE ON LINE THROWING KITS AND ADAPTERS
T454 FIRE LINE THROWING GUNS
T455 STOW SMALL ARMS
T456 ISSUE SMALL ARMS
T457 INVENTORY SMALL ARMS
T458 FIELD STRIP, CLEAN AND INSPECT SMALL ARMS AND GRENADE LAUNCHERS
T461 ISSUE SMALL ARMS AMMUNITION
T463 ISSUE SHIP SELF DEFENSE FORCE (SSDF) EQUIPMENT
T464 INSPECT PHYSICAL SECURITY EQUIPMENT
T466 LAUNCH PYROTECHNICS

U. SONAR OPERATIONS

U470 PERFORM PRE-UNDERWAY OPERATIONAL CHECKS
U471 PERFORM PRE-WATCH CHECKS ON SONAR EQUIPMENT SPACES
U473 CONDUCT SEARCH FOR SONAR CONTACTS
U474 DETECT CONTACTS
U475 REPORT CONTACTS
U476 LOG CONTACTS
U477 CONVERT TRUE BEARINGS TO RELATIVE BEARINGS
U478 CONVERT RELATIVE BEARINGS TO TRUE BEARINGS
U479 TRACK CONTACTS
U480 DETERMINE CONTACT CHARACTERISTICS
U481 DETERMINE CONTACT BEARING AND RANGE
U482 DETERMINE CONTACT POSITION
U483 CLASSIFY CONTACTS
U484 DETECT ACOUSTIC INTERFERENCE
U485 IDENTIFY OBJECTS WITH MINE NEUTRALIZATION SYSTEM (MNS)
U486 CALCULATE SONAR SOURCE LEVELS (LS)
U487 CALCULATE SONAR NOISE LEVELS (LN)
U488 PERFORM SONAR CONDITION CHECKS
U489 CALCULATE SONAR CONTROL RANGES USING DEPRESS/ELEVATION (D/E) ANGLE AND BOTTOM DEPTH INFORMATION
U491 LAUNCH EXPENDABLE BATHYTHERMOGRAPHS (XBT) AND EXPENDABLE SOUND VELOCITY BATHYTHERMOGRAPHS (XSV)
U492 CALCULATE DEPTH OF UNDERWATER OBJECTS USING SONAR
U494 CONDUCT MINE AVOIDANCE
U495 CONDUCT ROUTE SURVEYS
U503 OPERATE BATTLE SPACE PROFILER
U504 ANALYZE BATTLE SPACE PROFILER DATA
U505 LAUNCH BATTLE SPACE PROFILER
U506 RECOVER BATTLE SPACE PROFILER

V. MECHANICAL SYSTEMS OPERATIONS
V507 START UP HYDRAULIC PUMPS AND MOTORS
V508 DEPLOY MINE COUNTERMEASURES EQUIPMENT
V509 RECOVER MINE COUNTERMEASURES EQUIPMENT
V510 CONFIGURE HYDRAULIC SERVICE UNIT FOR MINE NEUTRALIZATION VEHICLE
V511 DEPLOY REMOTELY OPERATED SENSORS
V514 TEST MOTORS
V515 INSPECT MINE HUNTING SONAR (MHS) HYDRAULIC SYSTEMS
V516 ADJUST MINE HUNTING SONAR (MHS) HYDRAULIC SYSTEMS
V517 OPERATE OVERSIDE BODY HANDLING SYSTEMS (OSBHS)

W. CORRECTIVE MAINTENANCE
W521 INSTALL GAUGES
W522 REMOVE GAUGES

MINEMAN SECOND CLASS (MN2)

B. ORDNANCE/COMPONENT MAINTENANCE/HANDLING
B065 INSPECT MAGAZINE STOWAGE

D. TECHNICAL ADMINISTRATION
D076 COMPLETE MASTER RECORD SHEETS
D077 COMPLETE MINE-SYSTEM DATA REPORTS
D082 CONDUCT AMMUNITION INVENTORIES
D086 DISSEMINATE TECHNICAL INFORMATION PERTAINING TO THE TESTING AND MAINTENANCE OF ORDNANCE
D087 COMPUTE LIFE OF MINE/MINE NEUTRALIZER SYSTEMS (MNS) BATTERIES
D089 REVIEW NOTICE OF AMMUNITION RECLASSIFICATION (NAR) FILES

E. QUALITY ASSURANCE
E123 CONDUCT RECEIPT INSPECTIONS OF MINES AND MINE MATERIALS
E124 VERIFY AMMUNITION TRANSACTION REPORTS (ATR)
E131 IMPLEMENT HAZARDOUS MATERIAL (HAZMAT) WASTE DISPOSAL METHODS

F. MAGAZINE AND FIRE SUPPRESSION SYSTEMS MAINTENANCE/OPERATIONS
F132 INSPECT MAGAZINE AREAS
F134 INSPECT READY SERVICE LOCKERS
F158 DIRECT MAGAZINE AND READY SERVICE LOCKER MAINTENANCE AND STOWAGE

G. MINE MANAGEMENT AND SUPERVISION
G160 INITIATE MINE WORK ORDERS
G164 REVIEW MINE WORK ORDERS

J. CARGO HANDLING
J221 SIGNAL CRANES
J224 COORDINATE OPERATION OF CRANES
J225 CALCULATE SAFE WORKING LOADS

K. ANCHORING, MOORING, AND TOWING

K241 INSPECT MOORING LINES AND GEAR
K251 SEND TOWING HAWSER
K252 RECEIVE TOWING HAWSER

N. SEARCH AND RESCUE OPERATIONS

N278 RECOMMEND MANEUVERS TO RECOVER MAN OVERBOARD
N279 PLOT EXPANDING SQUARE SEARCHES
N280 MONITOR SEARCH AND RESCUE (SAR) EMERGENCY FREQUENCIES
N281 IDENTIFY SHIPBOARD EMERGENCY SIGNALS
N282 IDENTIFY AIRCRAFT EMERGENCY SIGNALS
N283 CALCULATE EFFECTS OF WIND AND CURRENT ON RAFTS AND PERSONNEL
N285 DRAFT SHIPBOARD SEARCH PATTERNS
N286 PLOT AND TRACK WEATHER CONDITION IN SEARCH AND RESCUE (SAR) AREAS
N287 COORDINATE ASSISTANCE WITH SEARCH AND RESCUE (SAR) FACILITIES
N292 COMPUTE PARACHUTE'S DRIFT

P. TACTICAL SUPPORT OPERATIONS

P315 CONSTRUCT SURFACE SUMMARY PLOTS
P316 UPDATE SURFACE SUMMARY PLOTS
P317 CONSTRUCT FORMATION DIAGRAMS
P323 SET UP SPECIAL WARFARE FORMATIONS AND DISPOSITIONS
P327 CALCULATE DESIRED WIND
P328 CALCULATE RELATIVE WIND
P329 CALCULATE APPARENT WIND
P330 PLOT EMERGENCY FALLOUT AREAS
P331 PLOT POINT ROMEO
P332 RECOMMEND ACTIONS TO CLEAR FALLOUT AREAS
P333 COMPUTE SAFE AREAS
P334 PLOT MINE FIELDS
P335 PLOT AND UPDATE Q ROUTES
P336 PLOT AND UPDATE SWEPT LANES

Q. NAVIGATION

Q349 LAY OUT APPROVED TRACKS AND COMPARE CHARTS WITH NAVIGATOR
Q373 CALCULATE COMPENSATING COURSES
Q374 CALCULATE COMPENSATING SPEEDS
Q375 CALCULATE CORRECTING COURSES
Q376 CALCULATE CORRECTING SPEEDS
Q377 CALCULATE DRIFT
Q378 CALCULATE SET
Q379 COMPUTE ADVANCE AND TRANSFER
Q385 CALCULATE ANCHOR DROP DISTANCES
Q386 CORRELATE LOW VISIBILITY LOOKOUT INFORMATION
Q388 RECOMMEND LOW VISIBILITY SOUND SIGNALS
Q394 RECOMMEND WHISTLE SIGNALS FOR EXISTING SITUATIONS
Q396 INFORM PILOTING OFFICER ABOUT SHIPPING CONDITIONS
Q399 COMPUTE DRAG CIRCLE
Q400 COMPUTE SWING CIRCLE
Q405 COMPUTE AVOIDANCE COURSES

R. ELECTRICAL AND ELECTRONIC SYSTEMS OPERATIONS
R415 INITIALIZE ELECTRONIC EQUIPMENT PRIOR TO GETTING UNDERWAY
R422 LOAD DAILY IDENTIFICATION FRIEND OR FOE (IFF) CRYPTOLOGICAL CODE
R424 RESTORE EQUIPMENT OPERATION UNDER EMERGENCY CONDITIONS

S. COMMUNICATIONS
S450 PREPARE SEARCH AND RESCUE (SAR) INCIDENT MESSAGES

T. SMALL ARMS/SECURITY FORCE EQUIPMENT
T462 CLEAN, INSPECT AND TEST NIGHT VISION ELECTRO-OPTICAL EQUIPMENT
T465 INSPECT SMALL ARMS ARMORIES

U. MECHANICAL SYSTEMS OPERATIONS
U472 EVALUATE OCEAN ENVIRONMENTAL CHANGES
U501 CORRELATE CONTACTS WITH INTELLIGENCE DATA

W. CORRECTIVE MAINTENANCE
W518 TROUBLESHOOT ELECTRICAL PROBLEMS
W519 REPAIR ELECTRICAL PROBLEMS
W520 SOLDER ELECTRICAL AND ELECTRONIC COMPONENTS
W523 RETERMINATE ELECTRONIC CONNECTORS

MINEMAN FIRST CLASS (MN1)

B. ORDNANCE/COMPONENT MAINTENANCE/HANDLING
B066 MONITOR HANDLING OF AMMUNITION

C. MINE WARFARE OPERATIONS
C071 PERFORM FINAL INSPECTIONS OF ASSEMBLED MINES

D. TECHNICAL ADMINISTRATION
D084 UPDATE ARMS, AMMUNITION AND EXPLOSIVES (AA&E) KEY CONTROL LOGS
D085 RECOMMEND ADDITIONS, DELETIONS AND CHANGES TO MINE BILL OF MATERIALS
D091 UPDATE COMBAT SYSTEMS AND WEAPONS DEPARTMENT SMOOTH LOGS
D093 PREPARE STORAGE AND LOADING PLANS
D095 DRAFT AMMUNITION TRANSACTION REPORTS (ATR)
D096 UPDATE AMMUNITION TRANSACTION REPORT (ATR) RECORDS
D097 DRAFT AMMUNITION REQUISITIONS
D098 CANCEL AMMUNITION REQUISITIONS
D105 SURVEY LOST OR STOLEN WEAPONS, AMMUNITION AND COMPONENTS
D106 UPDATE STANDARDIZED CONVENTIONAL AMMUNITION AUTOMATED INVENTORY RECORDS (SCAAIR)
D108 UPDATE SHIP'S ARMAMENT INVENTORY LISTS (SAIL)
D110 REVIEW SHIP'S ACOUSTIC TRIAL REPORTS
D112 SUBMIT EQUIPMENT PERFORMANCE AND OPERATIONAL (P&O) REPORTS
D115 REVIEW MINE READINESS CAPABILITY REPORTS

E. QUALITY ASSURANCE

E118 PERFORM ORDNANCE ACCEPTANCE INSPECTIONS
E120 CONDUCT QUALITY ASSURANCE (QA) INSPECTIONS OF ORDNANCE AND COMPONENTS DURING ASSEMBLY AND DISASSEMBLY
E122 COORDINATE MINE ASSEMBLY AND DISASSEMBLY QUALITY ASSURANCE (QA) INSPECTIONS

F. MAGAZINE AND FIRE SUPPRESSION SYSTEMS MAINTENANCE/OPERATIONS

F133 INSPECT PYROTECHNIC LOCKERS
F135 INVENTORY SECURITY LOCKS AND COMPONENTS

G. MINE MANAGEMENT AND SUPERVISION

G163 CONDUCT 1/12 SUPPLY INVENTORY
G165 DIRECT FINAL PREPARATIONS OF MINES FOR DELIVERY
G166 COORDINATE MOVEMENT OF EXPLOSIVES WITHIN COMMAND
G167 DIRECT MAINTENANCE AND UPKEEP OF MAGAZINE AND WORK SPACES
G168 DIRECT MINE MAINTENANCE, ASSEMBLY AND DISASSEMBLY
G169 COORDINATE MOVEMENT OF EXPLOSIVES AND INERT MATERIAL ON STATION AND OFF STATION

K. ANCHORING, MOORING, AND TOWING

K227 DROP ANCHORS
K228 HEAVE AROUND ANCHORS
K230 SLIP ANCHORS
K231 SECURE ANCHORS
K234 MOOR WITH ANCHORS
K235 UNMOOR WITH ANCHORS
K238 MOOR TO BUOYS
K239 UNMOOR FROM BUOYS
K249 RIG SHIP FOR TOWING
K250 RIG SHIP TO BE TOWED

L. UNDERWAY REPLENISHMENT (UNREP)

L255 RIG AND UNRIG REFUELING STATIONS
L266 CONDUCT EMERGENCY BREAKAWAYS

N. SEARCH AND RESCUE OPERATIONS

N276 REPORT MAN OVERBOARD POSITIONS
N288 PREPARE SEARCH AND RESCUE (SAR) AIR PATTERNS ON ASSETS AND ENVIRONMENTAL CONDITIONS
N289 DIRECT SEARCH AND RESCUE (SAR) APPROACHES FOR AIRCRAFT AND HELICOPTERS
N290 VECTOR SEARCH AND RESCUE (SAR) CRAFT TO RECOVERY POINTS

O. BOAT HANDLING AND SMALL BOAT OPERATIONS

O294 RIG AND UNRIG HEAVY WEATHER PENNANTS

P. TACTICAL SUPPORT OPERATIONS

P341 SET UP COMBAT INFORMATION CENTER (CIC) FOR SWEPT CHANNELS
P343 SET UP COMBAT INFORMATION CENTER (CIC) FOR UNDERWAY REPLENISHMENT
P344 SET UP COMBAT INFORMATION CENTER (CIC) FOR GENERAL QUARTER AND MODIFIED CONDITIONS OF READINESS
P347 EVALUATE TACTICAL AND EMISSION CONTROL (EMCON) SITUATIONS

Q. NAVIGATION

Q358 COMPUTE LATITUDES AND LONGITUDES FROM FIXED INFORMATION
Q389 PREPARE COMBAT INFORMATION CENTER (CIC) FOR MOORING TO A BUOY
Q401 APPLY RULES OF THE ROAD WHILE MANEUVERING
Q411 MAKE COURSE CHANGE RECOMMENDATIONS TO MAINTAIN CHANNEL BOUNDARIES
Q412 EVALUATE FIXED DATA ON NAVIGATIONAL CHARTS
Q413 SET UP COMBAT INFORMATION CENTER (CIC) FOR PRECISION ANCHORING
Q414 MAKE NAVIGATIONAL RECOMMENDATIONS USING INTERNATIONAL AND INLAND RULES OF ROAD

R. ELECTRICAL AND ELECTRONIC SYSTEMS OPERATIONS

R425 PERFORM BUILT-IN-TEST EQUIPMENT (BITE) DIAGNOSTICS
R426 EVALUATE COMBAT SYSTEMS READINESS

S. COMMUNICATIONS

S427 COORDINATE PLATFORM REQUIREMENTS FOR BATTLE GROUP OPERATIONS
S428 VERIFY COMMUNICATION NET CONTROL FROM THE COMMUNICATIONS PLAN
S431 SET EQUIPMENT CONDITIONS ACCORDING TO EMISSION CONTROL PLANS
S432 MONITOR EXECUTED EMISSION CONTROL (EMCON) PLANS FOR VIOLATIONS
S439 ENCODE TACTICAL COMMUNICATIONS
S440 DECODE TACTICAL COMMUNICATIONS
S441 CONDUCT VERBAL CONTACT REPORTS
S442 INTERPRET COMMUNICATIONS MESSAGES
S446 DRAFT OPERATIONS REPORTS (OPREP)
S448 DRAFT MINE WARFARE REPORTS
S449 DRAFT INPUT FOR COMMUNICATIONS PLANS
S451 VERIFY COMMUNICATION SECURITY MATERIAL SYSTEM (COMSEC) ALLOWANCE

T. SMALL ARMS/SECURITY FORCE EQUIPMENT

T459 CONDUCT SMALL ARMS QUALIFICATIONS
T460 CONDUCT SMALL ARMS FAMILIARIZATION (FAM) FIRINGS
T467 DIRECT SHIP SELF DEFENSE FORCE (SSDF) EXERCISES

U. SONAR OPERATIONS

U493 VECTOR SMALL CRAFT FOR MINE NEUTRALIZATION
U496 EVALUATE INTELLIGENCE REPORTS FOR POSSIBLE THREATS
U500 RECOMMEND TACTICAL EMPLOYMENT OF MINE HUNTING SONAR (MHS)
U502 CONN SHIP FROM COMBAT INFORMATION CENTER (CIC)

W. CORRECTIVE MAINTENANCE

W524 REMOVE ELECTROSTATIC DISCHARGE (ESD) SENSITIVE COMPONENTS

CHIEF MINEMAN (MNC)

C. MINE WARFARE OPERATIONS
C073 ANALYZE MINE FIELD PLANS
C074 WRITE INPUTS TO MINE WARFARE PLANS

D. TECHNICAL ADMINISTRATION
D094 CONSOLIDATE PLANNING DATA FOR MINE COUNTERMEASURES OPERATIONS
D099 REVIEW OPERATIONAL REPORTS OF MINES AND ASSOCIATED EQUIPMENT
D100 REVIEW INSPECTION REPORTS OF MINES AND ASSOCIATED EQUIPMENT
D101 UPDATE CERTIFICATION AND QUALIFICATION RECORDS
D102 DRAFT MINE ASSEMBLY FLOW CHARTS
D103 UPDATE MINE ASSEMBLY FLOW CHARTS
D104 ASSESS COMPLIANCE WITH ARMS, AMMUNITION AND EXPLOSIVES (AA&E) SECURITY PROCEDURES
D107 REVIEW AND UPDATE PHYSICAL SECURITY BILLS
D109 RECOMMEND CHANGES TO MINE WARFARE DOCTRINE
D111 REVIEW OVERHAUL WORK PACKAGES
D113 INTERPRET MINE FIELD PLANNING FOLDERS (MFPF) AND MINE SETTING SHEETS (MSS)
D114 PREPARE QUARTERLY PERSONNEL AND CONDITION REPORTS
D116 REVIEW STATUS OF READINESS AND TRAINING REPORTS (SORTS)
D117 PREPARE EQUIPMENT CASUALTY REPORTS (CASREPS)

E. QUALITY ASSURANCE
E119 VERIFY ADHERENCE TO STANDARD INSPECTION PROCEDURES (SIP)
E121 INSPECT TESTING PROCEDURES
E125 CONDUCT POST ANALYSIS INSPECTIONS
E130 INSPECT HAZARDOUS MATERIAL (HAZMAT) STORAGE AREAS

G. MINE MANAGEMENT AND SUPERVISION
G170 COORDINATE FINAL PREPARATION TEAMS WITH DELIVERY AGENT
G171 CRITIQUE MINE EXERCISES

P. TACTICAL SUPPORT OPERATIONS
P337 REVIEW COMMANDING OFFICER'S STANDING ORDERS
P338 REVIEW COMMANDING OFFICER'S STANDING NIGHT ORDERS
P346 INTERPRET RULES OF ENGAGEMENT (ROE)

Q. NAVIGATION
Q382 PLOT ESTIMATED POSITIONS (EP)
Q391 RECOMMEND ACTIONS FOR CROSSING SITUATIONS
Q393 RECOMMEND ACTIONS FOR OVERTAKING SITUATIONS

S. COMMUNICATIONS
S447 DRAFT SITUATION REPORTS (SITREP)

T. SMALL ARMS/SECURITY FORCES EQUIPMENT
T468 DEVELOP SHIP SELF DEFENSE FORCE (SSDF) AND SECURITY ALERT EXERCISES
T469 CONDUCT PHYSICAL SECURITY SURVEYS

U. SONAR OPERATIONS
U497 RECOMMEND OWN SHIP CHANGES IN COURSE
U498 RECOMMEND OWN SHIP CHANGES IN SPEED
U499 RECOMMEND SONAR OPERATING MODES

SENIOR CHIEF MINEMAN (MNCS)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

MASTER CHIEF MINEMAN (MNCM)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

CHAPTER 53

MACHINERY REPAIRMAN (MR)

NAVPERS 18068-53B

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

MACHINERY REPAIRMAN (MR)

SCOPE OF RATING

Machinery Repairmen (MR) perform organizational and intermediate maintenance on assigned equipment and in support of other ships, requiring the skillful use of lathes, milling machines, boring mills, grinders, power hack saws, drill presses, and other machine tools; portable machinery; and hand tools; and measuring instruments found in a machine shop.

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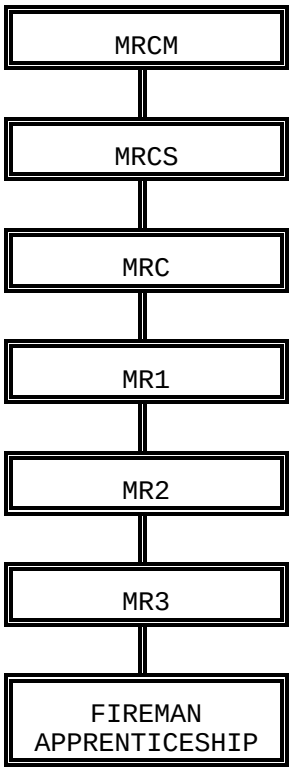
These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 53.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in BUPERSINST 1131.1 series.

SPECIAL PHYSICAL REQUIREMENTS

Vision 20/100 correctable in each eye to 20/20. Refer to Chapter 15 of the Manual of the Medical Department, U.S. Navy for details on vision requirements.

CITIZENSHIP/SECURITY REQUIREMENTS

None.

SAFETY

The observance of proper safety precautions in all areas is an integral part of each billet and the responsibility of every Navy man and woman; safety is a universal requirement for all ratings.

MACHINERY REPAIRMAN (MR) FUNCTIONAL AREAS

A. PREMANUFACTURING PREPARATIONS

B. MACHINE OPERATIONS

C. FABRICATIONS AND MANUFACTURING

D. ENGRAVING

E. METALS AND PLASTICS

F. SHOP OPERATIONS

G. PUMPS AND VALVES

H. MECHANICAL MAINTENANCE

I. TECHNICAL ADMINISTRATION

J. QUALITY ASSURANCE

MACHINERY REPAIRMAN THIRD CLASS (MR3)

A. PREMANUFACTURING PREPARATIONS

A001 EXTRACT JOB SPECIFICATION DATA FROM BLUEPRINTS
A002 DRAFT PART MANUFACTURING AND ALTERATION WORKING DRAWINGS
A003 DESIGN SPECIAL TOOLS AND ADAPTERS
A004 COMPUTE AREAS AND VOLUMES
A005 TAKE MEASUREMENTS FOR SHOP MANUFACTURE
A006 SELECT METALS OR PLASTICS NEEDED TO MANUFACTURE REPAIR PARTS
A007 LAYOUT GEOMETRIC CONSTRUCTION WORK
A008 PERFORM PLAIN, RAPID, AND ANGULAR INDEXING
A009 SET UP MILLING MACHINES (INCLUDING DIGITAL READOUT EQUIPMENT)
A010 SET UP LATHES (INCLUDING DIGITAL READOUT EQUIPMENT)
A011 SELECT CARBIDE TOOLS AND TOOL HOLDERS (COMPATIBLE WITH METALS TO BE MACHINED)
A012 SET UP DRILLING MACHINES
A013 SET UP ENGRAVERS (INCLUDING COMPUTER OPERATED)
A014 SET UP METAL CUTTING SAWS
A015 SET METAL DISINTEGRATORS
A016 SET UP OXYACETYLENE EQUIPMENT
A017 SET UP PRESSES
A018 SET UP SANDBLAST CABINETS
A019 IDENTIFY CONTROLLED MATERIALS
A020 LAY OUT VALVE FLANGE BOLT HOLES
A021 PERFORM MACHINE SHOP RELATED MATHEMATICS

B. MACHINE OPERATIONS

B042 PERFORM BRUSH-ON CONTACT ELECTROPLATING
B043 MILL PLASTIC COMPONENTS
B044 MACHINE DAMAGED TOOLS
B045 MACHINE-OUT BROKEN STUDS
B046 MACHINE SURFACE OF VALVES
B047 MACHINE SEATS OF VALVES
B048 MACHINE DISKS OF VALVES
B049 MACHINE STRAINER BODIES
B050 MACHINE SURFACE OF END BELL HOUSINGS
B051 MACHINE SURFACE OF PUMP HOUSING
B052 MACHINE PUMP WEARING RINGS
B053 MACHINE PUMP CASINGS RINGS
B054 MACHINE PUMP SHAFTS
B055 MACHINE PUMP SHAFT SLEEVES
B056 MACHINE BEARING SURFACES
B057 MACHINE VALVE HANDWHEELS FROM CASTINGS
B058 MACHINE COUPLINGS FROM CASTINGS
B059 MACHINE IMPELLERS FROM CASTINGS
B060 MACHINE-OUT OF ROUND SURFACES (COMMUTATORS, SLIP RINGS, ETC)
B061 MACHINE ZINCS
B062 PERFORM FLY CUTTING
B063 PERFORM GANG MILLING

B064 DRILL USING MILLING MACHINES
B065 BORE USING MILLING MACHINES
B066 REAM USING MILLING MACHINES
BO67 PERFORM CONTOUR SAWING USING BANDSAW ATTACHMENTS
B068 MACHINE PARTS USING MILLING ATTACHMENTS ON LATHES
B069 DRILL-OUT AND DISINTEGRATE PARTS
B070 RESTORE THREADED HOLES USING HELI-COILS
B071 CUT SQUARE AND HEXAGONAL HOLES
B072 PERFORM BROACHING
B073 CUT EXTERNAL THREADS
B074 CUT INTERNAL THREADS
B075 MANUFACTURE END BELL HOUSINGS

C. FABRICATIONS AND MANUFACTURING

C084 FABRICATE TEMPLATES
C085 MANUFACTURE TOOLS
C086 MANUFACTURE SPUR GEARS
C087 MANUFACTURE SHAFTS
C088 MANUFACTURE SHAFT SLEEVES
C089 MANUFACTURE HATCH DOGS FROM CASTINGS
C090 MANUFACTURE RINGS (FLINGERS, SEALS, ETC)
C091 MANUFACTURE FLANGES
C092 MANUFACTURE VALVE PARTS (STEMS, BONNETS, ETC)
C093 MANUFACTURE PUMP CASTINGS AND WEARING RINGS
C094 MANUFACTURE MANDRELS
C095 MANUFACTURE BUSHINGS
C096 MANUFACTURE PRECISION SHIMS
C097 MANUFACTURE SPACERS
C098 MANUFACTURE PLUGGING CAPS
C099 MANUFACTURE PINS (SHEAR, DOWEL, ETC)
C100 MANUFACTURE ADAPTERS (STANCHION, REACH ROD, ETC)
C101 MANUFACTURE FITTINGS (REDUCER, LESLIE, ETC)
C102 MANUFACTURE FASTENERS (NUTS, BOLTS, ETC)
C103 MANUFACTURE BRACKETS AND SUPPORTS
C104 MANUFACTURE PULLEYS
C105 MANUFACTURE THREADED SLEEVE SOUNDING TUBES
C106 MANUFACTURE KEYS FOR KEYWAYS
C107 MANUFACTURE PAD EYES
C108 MANUFACTURE DECK BOLTS
C109 MANUFACTURE DECK PLUGS
C110 MANUFACTURE DECK SOCKETS
C111 MANUFACTURE STANCHION BOLTS
C112 MANUFACTURE SHIMS

D. ENGRAVING

D125 ENGRAVE FLEX-STOCK
D126 ENGRAVE PLATES, SIGNS, AND TAGS
D127 EDGE FLEX-STOCK
D128 BUFF FINISHED ENGRAVED PRODUCTS
D129 SHARPEN ENGRAVING CUTTERS (HIGH SPEED STEEL, CARBIDE, ETC)
D130 ENGRAVE STATIONARY METALS

E. METALS AND PLASTICS

E133 PERFORM MAGNETIC TEST
E134 PERFORM CHIP TEST
E135 PERFORM FILE TEST TO IDENTIFY METALS
E136 DETERMINE METAL HARDNESS BY FILE TEST
E137 VISUALLY INSPECT METALS FOR CRACKS

F. SHOP OPERATIONS

F144 PERFORM PRECISION MEASUREMENTS
F145 PERFORM HAND SCRAPING OF PARTS AND SURFACES
F146 CONDUCT PRE-OPERATIONAL CHECK OF EQUIPMENT
F147 OBTAIN OIL SAMPLES FOR ANALYSIS
F148 ISSUE TOOLS
F149 OPERATE ELECTRICAL HAND TOOLS
F150 INSPECT TOOLS FOR DAMAGE
F151 DETERMINE SURFACE ROUGHNESS BY AIDED VISUAL INSPECTION
F152 UTILIZE SURFACE ROUGHNESS SCALES TO DETERMINE SURFACE FINISH QUALITY
F153 GRIND MACHINE SHOP SINGLE POINT TOOLS
F154 PERFORM DRAW FILING
F155 DIAL IN A SHAFT ON A LATHE
F156 DIAL IN A SHAFT ON A MILL
F157 DIAL IN BORES USING A DIAL FINGER
F158 MEASURE ANGLES WITH VERNIER BEVEL PROTRACTOR
F159 MEASURE BORE ROUNDNESS WITH BORE GAUGE
F160 TAKE CLEARANCE READINGS FEELER GAUGE
F161 CHECK SURFACES FOR SQUARENESS
F162 PERFORM BLUING OF SURFACES FOR FLATNESS AND FITS
F163 SHARPEN DRILL BITS

G. PUMPS AND VALVES

G169 CUT AND HONE VALVE SEATING SURFACES (GATE, GLOBE, ETC.)
G170 REPLACE DAMAGED OR BROKEN STUDS
G171 REPLACE SHAFT BEARINGS
G172 STRAIGHTEN SHAFTS
G173 CUT THREADS ON SHAFTS

H. MECHANICAL MAINTENANCE

H182 TEST AND ADJUST COMPONENTS OF SURFACE ANALYZERS
H183 INSPECT, CLEAN, AND LUBRICATE COMPONENTS OF MEASURING INSTRUMENTS
H184 TEST COMPONENTS OF MEASURING INSTRUMENTS
H185 VERIFY ACCURACY OF PRECISION MEASURING INSTRUMENTS
H186 INSPECT, CLEAN, AND LUBRICATE SHOP EQUIPMENT
H187 TEST AND ADJUST SHOP EQUIPMENT

I. TECHNICAL ADMINISTRATION

I188 RESEARCH TECHNICAL PUBLICATIONS FOR JOB SPECIFICATIONS

MACHINERY REPAIRMAN SECOND CLASS (MR2)

A. PREMANUFACTURING PREPARATIONS
A022 PERFORM DIFFERENTIAL INDEXING
A023 SET UP BORING MACHINES
A024 SET UP FLAME SPRAY EQUIPMENT
A025 SET UP FLANGE REFACING MACHINES
A026 SET UP CYLINDRICAL GRINDERS
A027 SET UP HARDNESS TESTING EQUIPMENT
A028 SET UP HONING MACHINES
A029 SET UP OVENS
A030 SET UP PLANERS
A031 SET UP PORTABLE ELECTROPLATING EQUIPMENT
A032 SET UP PORTABLE TOP LOADING VALVE BORING EQUIPMENT
A033 SET UP THERMAL SPRAY EQUIPMENT
A034 SET UP VALVE RESEATING MACHINES
A035 SET UP VERTICAL SHAPERS
A036 SET UP GEAR TRAINS
A037 SET UP TOOL AND CUTTER GRINDERS
A038 SET UP SURFACE GRINDERS
A039 ALIGN AND LEVEL LATHES
A040 ALIGN AND LEVEL MILLS
A041 PERFORM COMPOUND INDEXING

B. MACHINE OPERATIONS
B076 PERFORM FLAME SPRAY METAL BUILD-UP
B077 HEAT PARTS FOR EXPANSION
B078 HEAT TREAT METALS
B079 MACHINE PUMP CASINGS
B080 MACHINE IN-PLACE EQUIPMENT (PUMP CASINGS, VALVE BODIES, ETC)
B081 SAND AND CUT DEFECTIVE ROTORS
B082 MACHINE ANGLES ON VERTICAL TURRET LATHE
B083 PREPARE SURFACES FOR THERMAL SPRAYING

C. FABRICATIONS AND MANUFACTURING
C113 MANUFACTURE SPLINES
C114 MANUFACTURE SPROCKETS
C115 MANUFACTURE BEVEL GEARS
C116 MANUFACTURE HELICAL GEARS
C117 MANUFACTURE STUB TOOTH GEARS
C118 MANUFACTURE WORM GEARS
C119 MANUFACTURE WORM WHEELS
C120 MANUFACTURE STRAINER PLUGS
C121 MANUFACTURE GAUGE PLUGS
C122 MANUFACTURE WEIGHT HANDLING EQUIPMENT
C123 MANUFACTURE HOBS
C124 HOB WORM WHEELS

D. ENGRAVING
D131 ENGRAVE CYLINDRICAL COMPONENTS
D132 ENGRAVE DIAL FACES

E. METALS AND PLASTICS
E138 PERFORM SPARK TEST
E139 PERFORM ACID REACTION TEST
E140 DETERMINE METAL HARDNESS USING ROCKWELL TESTERS
E141 DETERMINE METAL HARDNESS USING BRINELL TESTERS
E142 DETERMINE METAL HARDNESS USING SCLEROSCOPE TESTERS
E143 IDENTIFY PLASTICS USING MILITARY SPECIFICATIONS HANDBOOK AND FEDERAL SUPPLY CATALOG

F. SHOP OPERATIONS
F164 DETERMINE SURFACE ROUGHNESS USING PROFILOMETER
F165 DIAL IN PUMP CASING ON HORIZONTAL BORING MILL
F166 STATIC BALANCE GRINDING WHEELS
F167 STORE CONTROLLED MATERIALS
F168 STORE ELECTROPLATING MATERIALS

G. PUMPS AND VALVES
G174 INSPECT PUMPS
G175 REPLACE COMPONENTS OF PUMPS
G176 ADJUST AND ALIGN PUMPS
G177 INSPECT VALVES
G178 REPLACE COMPONENTS OF VALVES
G179 PERFORM IN-PLACE VALVE GRINDING
G180 ALIGN SHAFTS
G181 REPLACE SEALS ON SHAFTS

I. TECHNICAL ADMINISTRATION
I189 MAINTAIN PRECISION MEASURING INSTRUMENTS CALIBRATION LOG
I190 ANALYZE EQUIPMENT CASUALTIES

MACHINERY REPAIRMAN FIRST CLASS (MR1)

I. TECHNICAL ADMINISTRATION
I191 DEVELOP PROCEDURES FOR REPAIR WORK

J. QUALITY ASSURANCE
J192 CONDUCT QA INSPECTIONS

CHIEF MACHINERY REPAIRMAN (MRC)

J. QUALITY ASSURANCE
J193 MONITOR QA PROGRAMS FOR COMPLIANCE

SENIOR CHIEF MACHINERY REPAIRMAN (MRCS)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

MASTER CHIEF MACHINERY REPAIRMAN (MRCM)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

CHAPTER 54

MESS MANAGEMENT SPECIALIST (MS)

NAVPERS 18068-54B

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

MESS MANAGEMENT SPECIALIST (MS)

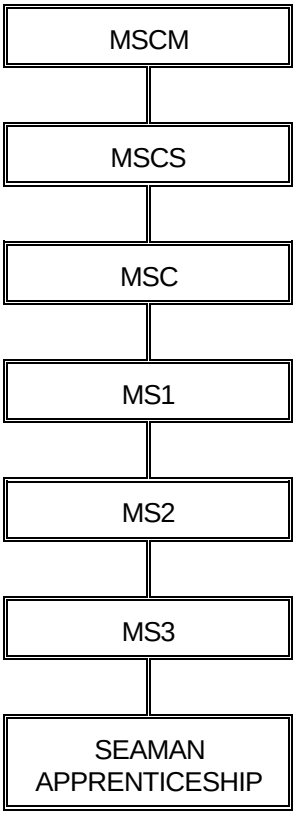
SCOPE OF RATING

Mess Management Specialists (MS) operate and manage Navy messes and living quarters established to subsist and accommodate Naval personnel; estimate quantities and kinds of foodstuffs required; assist Supply Officer in ordering and stowage of subsistence items and procurement of equipment and mess gear; check delivery for quantity and assist medical personnel in inspection for quality; prepare menus; plan, prepare, and serve meals; maintain food service spaces and associated equipment in a clean and sanitary condition, including storerooms and refrigerated spaces; maintain records of financial transactions and submit required reports; and maintain, oversee, and manage quarters afloat and ashore.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 54.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in BUPERSINST 1131.1 series.

SPECIAL PHYSICAL REQUIREMENTS

None.

CITIZENSHIP/SECURITY REQUIREMENTS

None.

SAFETY

The observance of proper safety precautions in all areas is an integral part of each billet and the responsibility of every Navy man and woman; safety is a universal requirement for all ratings.

MESS MANAGEMENT SPECIALIST (MS) FUNCTIONAL AREAS

A. FOOD PREPARATION

B. MENUS

C. DINING FACILITY SETUP/SERVE

D. SANITATION

E. SUPPLY

F. TECHNICAL ADMINISTRATION

G. FACILITIES MANAGEMENT

H. TECHNICAL MANAGEMENT

I. NUTRITION

MESS MANAGEMENT SPECIALIST THIRD CLASS (MS3)

A. FOOD PREPARATION

A001 IDENTIFY RECIPE CARD CATEGORIES
A002 IDENTIFY USAGE OF INDEX AND GUIDELINE CARDS
A003 PERFORM, ADJUST, AND REVIEW RECIPE CONVERSIONS
A004 PREPARE DOUGH (SWEET, FOLD-IN, YEAST-RAISED, COOKIE, ETC)
A005 PREPARE AND BAKE QUICK BREADS
A006 PREPARE PIZZA
A007 PREPARE DOUGHNUTS (CAKE AND RAISED)
A008 PREPARE FROSTINGS AND FROST CAKES
A009 PREPARE AND BAKE PIES
A010 PREPARE AND BAKE COBBLERS
A011 PREPARE AND BAKE CRISPS
A012 PREPARE AND BAKE COOKIES
A013 PREPARE AND BAKE CAKES
A014 PREPARE ICE CREAMS AND SHERBETS
A015 PREPARE PUDDINGS AND CUSTARDS (MOUSSES AND CREAM DESSERTS)
A016 PREPARE DESSERTS (GELATIN AND FRUIT)
A017 PREPARE FRUIT
A018 PREPARE BREAKFAST MEATS
A019 IDENTIFY TYPES OF MEATS
A020 PREPARE AND COOK MEATS
A021 IDENTIFY POULTRY
A022 PREPARE AND COOK POULTRY
A023 IDENTIFY SEAFOOD
A024 PREPARE AND COOK SEAFOOD
A025 PREPARE AND COOK VEGETABLES
A026 PREPARE BREAD DRESSINGS AND STUFFINGS
A027 CARVE MEAT AND POULTRY
A028 PREPARE GRAVIES AND SAUCES
A029 PREPARE COLD CUT TRAYS
A030 PREPARE SALADS
A031 PREPARE COLD SAUCES, SALAD DRESSINGS, DIPS, AND SPREADS
A032 IDENTIFY AND PREPARE HORS D'OEUVRES
A033 PREPARE RELISH TRAYS
A034 PREPARE AND COOK EGGS
A035 COOK HOT CEREALS
A036 PREPARE AND COOK PANCAKES
A037 PREPARE AND COOK WAFFLES
A038 PREPARE AND COOK FRENCH TOAST
A039 PREPARE AND COOK SOUPS
A040 PREPARE AND COOK RICE
A041 PREPARE AND COOK PASTA
A042 PREPARE AND COOK LEGUMES
A043 PREPARE BEVERAGES
A044 PREPARE SANDWICHES
A045 PREPARE GARNISHES
A046 PREPARE BOX LUNCHES
A047 PREPARE AND COOK CUSTOM FOODS
A048 OPERATE FOOD SERVICE EQUIPMENT
A049 CONDUCT FOOD QUALITY ASSURANCE CHECKS

A050 PREPARE AND BAKE PASTRIES
A051 PREPARE BREADS AND ROLLS
A052 IDENTIFY BREADING TECHNIQUES
A053 IDENTIFY FLAVORINGS, HERBS, AND SPICES
A054 IDENTIFY VEGETABLE CUTS
A055 PREPARE MARINADES
A056 IDENTIFY TYPES OF STARCHES

B. MENUS

B061 PREPARE SPECIAL EVENT MENU ITEMS (FORMAL, HOLIDAY, ETC)

C. FACILITY SETUP/SERVE

C072 SET UP AND ARRANGE STEAM TABLES
C073 SET UP AND BREAK DOWN SCULLERIES AND DEEP SINKS
C074 SET UP AND BREAKDOWN MESSDECKS
C075 SET WARDROOM TABLES (FORMAL/INFORMAL)
C076 FOLD TABLECLOTHS AND ROLL NAPKINS
C077 PORTION INDIVIDUAL SERVINGS
C078 SET UP AND BREAK DOWN SERVING LINES
C079 SERVE FOODS ON SERVING LINES
C080 MONITOR AND ADJUST SERVING LINE FOOD TEMPERATURES
C081 REPLENISH SERVING LINE FOOD AND BEVERAGES
C082 REFILL AND STORE CONDIMENT CONTAINERS
C083 SERVE MEALS UNDER ABNORMAL CONDITIONS (LOSS OF POWER, STEAM, WATER, ETC)
C084 IDENTIFY BATTLE-FEEDING CONDITIONS
C085 IDENTIFY TYPES OF WARDROOM MEAL SERVICE AND ETIQUETTE

D. SANITATION

D086 INSPECT SCULLERIES (CLEANLINESS, PROPER OPERATION, ETC)
D087 INSPECT ISSUED/LEFTOVER FOODS (SPOILAGE, EXPIRATION DATE, ETC)
D088 CLEAN AND SANITIZE DISPENSERS (MILK, SODA, ETC)
D089 INSPECT FOOD FOR CONTAMINATION
D090 IDENTIFY INSECT AND PEST INFESTATIONS
D091 DISPOSE OF CONTAMINATED FOODS
D092 CLEAN FOOD PREPARATION AND SERVING AREAS
D093 CLEAN FOOD PREPARATION EQUIPMENT (OVEN, STEAMERS, ETC)
D094 CLEAN FOOD STORAGE AREAS
D095 CLEAN GALLEY UTENSILS
D096 DEFROST AND CLEAN FREEZERS AND REFRIGERATORS
D097 MAINTAIN FOOD SERVICE SANITATION STANDARDS
D098 SORT PLASTICS
D099 OPERATE PLASTIC COMPACTOR
D100 OPERATE PULPER
D101 COMPLY WITH HAZARD ANALYSIS CRITICAL CONTROL POINTS (HACCP) PROGRAM
D102 MAINTAIN TEMPERATURE LOGS (SERVING LINE, FREEZERS, ETC)
D103 IDENTIFY BLOOD-BORNE PATHOGEN (BODILY FLUIDS) EXPOSURE CONTROL PROCEDURES

E. SUPPLY

E111 RECEIVE AND INSPECT PROVISIONS

E112 INVENTORY SUBSISTENCE AND CONSUMABLE PROVISIONS
E113 ISSUE AND STOW PERISHABLE AND SEMI-PERISHABLE SUBSISTENCE PROVISIONS
E114 ROTATE PROVISIONS

F. TECHNICAL ADMINISTRATION

F123 DRAW CHANGE FUNDS
F124 CASH CHECKS
F125 PREPARE BILLS
F126 COLLECT BACHELOR QUARTERS (BQ) BILL PAYMENTS
F127 PREPARE FOOD PREPARATION WORKSHEETS
F128 PREPARE PETTY CASH VOUCHERS (NAVSUP P-486, 1291, 1292, ETC)
F129 ISSUE BERTHING NON-AVAILABILITY CERTIFICATES
F130 PREPARE DAILY ACTIVITY RECORDS (DAR)
F131 CONDUCT CASH SALES
F132 ASSIGN ROOMS
F133 MAINTAIN RECORDS OF RESIDENT STATUS
F134 CONDUCT NIGHT AUDITS
F135 PREPARE HOUSEKEEPING REPORTS
F136 OPERATE COMMUNICATION SYSTEMS
F137 OPERATE COMPUTERIZED PROPERTY MANAGEMENT SYSTEMS
F138 PERFORM PROPERTY MANAGEMENT SYSTEM BACK-UP PROCEDURES
F139 MAKE BACHELOR HOUSING RESERVATIONS

G. FACILITIES MANAGEMENT

G185 VERIFY MESSING ELIGIBILITY
G186 VERIFY BERTHING ELIGIBILITY
G187 CHECK GUEST IN/OUT (BACHELOR QUARTERS, BERTHING SPACES, ETC)
G188 ISSUE AND RETRIEVE KEYS
G189 MAKE KEYS
G190 SET UP BACHELOR HOUSING FACILITIES
G191 SET UP WAREHOUSING FACILITIES
G192 CONDUCT SUNDRY INVENTORIES
G193 CONDUCT KEY INVENTORIES
G194 ISSUE AND RECEIVE LINEN

I. NUTRITION

I243 IDENTIFY AND POST FOOD NUTRITIONAL CONTENTS
I244 IDENTIFY UNITED STATES DEPARTMENT OF AGRICULTURE (USDA) FOOD PYRAMID AND DAILY FOOD REQUIREMENTS

MESS MANAGEMENT SPECIALIST SECOND CLASS (MS2)

A. FOOD PREPARATION

A057 DECORATE CAKES
A058 PREPARE DESSERT SAUCES AND TOPPINGS
A059 MAKE CENTERPIECES

B. MENUS

B062 RECOMMEND CHANGES TO MENUS
B063 RECOMMEND SCHEDULED MENU SUBSTITUTE ITEMS

D. SANITATION

D103 INSPECT MESS FACILITY EQUIPMENT (CLEANLINESS, PROPER OPERATION, ETC)
D104 INSPECT FOOD HANDLERS (PERSONAL HYGIENE)
D105 REVIEW STOWAGE OF CONTAMINATED FOODS
D106 INSPECT FOOD SERVICE SPACES

E. SUPPLY

E115 REQUISITION FOOD ITEMS
E116 REQUISITION CONSUMABLES
E117 RECEIVE AND STOW CONSUMABLES
E118 CONDUCT APPROPRIATED FUND SUPPLY PURCHASES
E119 CONDUCT NON-APPROPRIATED FUND SUPPLY PURCHASES
E120 REQUISITION FOOD ITEMS USING EMERGENCY (SUPPLEMENTAL) BREAKOUT PROCEDURES

F. TECHNICAL ADMINISTRATION

F140 RECONCILE CASH COLLECTIONS
F141 MAKE DEPOSITS
F142 PREPARE MONTHLY BILLS (DD-1155)
F143 PREPARE FOOD SERVICE MANAGEMENT (FSM) SYSTEM COMPUTERIZED RECORDS
F144 PERFORM FOOD SERVICE MANAGEMENT (FSM) SYSTEM RESTORE PROCEDURES
F145 PERFORM FOOD SERVICE MANAGEMENT (FSM) SYSTEM BACK-UP PROCEDURES
F146 PREPARE SURVEY DOCUMENTS
F147 PREPARE DAILY ACTIVITY RECORDS (DAR) SUMMARIES
F148 REVIEW NIGHT AUDITS
F149 REVIEW HOUSEKEEPING REPORTS
F150 PROCESS PRIME VENDOR CATALOG
F151 PROCESS ORDERS AND RECEIVE REQUISITIONS UTILIZING STORES NT
F152 SET UP COMPUTERIZED PROPERTY MANAGEMENT SYSTEM
F153 PERFORM COMPUTERIZED PROPERTY MANAGEMENT SYSTEM UPDATES
F154 PERFORM COMPUTERIZED PROPERTY MANAGEMENT SYSTEM BACK-UPS
F155 PERFORM COMPUTERIZED PROPERTY MANAGEMENT RESTORATION PROCEDURES
F156 CONDUCT PROPERTY MANAGEMENT SYSTEM TRAINING
F157 PREPARE WORK SCHEDULES
F158 MANAGE GROUP RESERVATIONS
F159 PREPARE MONTHLY UTILIZATION REPORTS

G. FACILITIES MANAGEMENT

G195 UPDATE KEY LOGBOOKS
G196 ORGANIZE SUPPLY STOREROOMS
G197 STOCK SUPPLY STOREROOMS
G198 VALIDATE KEY INVENTORIES
G199 CONDUCT SUNDRY INVENTORY AUDITS

H. TECHNICAL MANAGEMENT
H215 REVIEW MAINTENANCE TROUBLE LOGS
H216 UPDATE MAINTENANCE TROUBLE LOGS
H217 SUBMIT TROUBLE CALLS

I. NUTRITION
I245 IDENTIFY HEALTHY COOKING TECHNIQUES
I246 IDENTIFY NUTRITIONAL COMPONENTS OF MENU ITEMS (VITAMINS, MINERALS, ETC)

MESS MANAGEMENT SPECIALIST FIRST CLASS (MS1)

A. FOOD PREPARATION
A060 MONITOR AND MANAGE FOOD PRODUCTION SCHEDULE

B. MENUS
B064 DEVELOP MENU ITEM FREQUENCY CHARTS AND MEAT BLOCKS
B065 MAKE CHANGES TO MENU ITEM FREQUENCY CHARTS
B066 MAKE CHANGES TO MENUS
B067 DEVELOP MENUS
B068 DEVELOP COST ANALYSIS

D. SANITATION
D107 IMPLEMENT AND COMPLY WITH NAVMED P-5010 PROTOCOLS FOR SAFE FOOD HANDLING AND SERVICE
D108 CONDUCT BACHELOR HOUSING SANITATION INSPECTIONS

E. SUPPLY
E121 PLAN PROVISION LOADOUTS (LOCAL OPERATIONS, DEPLOYMENTS, ETC)
E122 ADJUST HIGH AND LOW LIMITS FOR SUBSISTENCE AND CONSUMABLES
E122 CONDUCT INVENTORY AUDITS (SUBSISTENCE AND CONSUMABLES)

F. TECHNICAL ADMINISTRATION
F160 REVIEW CUSTOMER SERVICE SURVEYS
F161 VERIFY ROOM OCCUPANCIES
F162 MONITOR CONTRACTS FOR QUALITY ASSURANCE
F163 PREPARE SUPPLY BUDGETS
F164 PREPARE EMERGENCY AND DISASTER FEEDING PLANS

G. FACILITIES MANAGEMENT
G200 INVENTORY LINEN
G201 ORGANIZE, INVENTORY, AND SECURE BAGGAGE STOREROOMS
G202 CONDUCT MINOR PROPERTY INVENTORIES
G203 SUPERVISE MINOR MAINTENANCE
G204 DEVELOP EMPLOYEE SCHEDULES

G205 PREPARE CIVILIAN EMPLOYEE TIMECARDS
G206 IDENTIFY SPECIAL MESS OPERATIONS (PRIVATE AND FIELD)

H. TECHNICAL MANAGEMENT
H218 REQUISITION CONSUMABLES (SNAPIII, OPEN PURCHASE, ETC)
H219 ISSUE CONSUMABLES
H220 REVIEW FOOD PREPARATION PROCEDURES
H221 RECOMMEND FOOD WASTE CORRECTIVE ACTIONS
H222 COORDINATE INSECT AND PEST INFESTATION PREVENTIVE PROGRAMS
H223 MANAGE FOOD SERVICE FACILITY OPERATIONS
H224 VALIDATE FOOD PREPARATION WORKSHEETS
H225 COORDINATE FIRE, SECURITY, AND SAFETY INSPECTIONS
H226 PREPARE PAY CHECKAGE AUTHORIZATION FORMS

I. NUTRITION
I247 DEVELOP HEALTHY CHOICE MENU
I248 CONVERT ARMED FORCES RECIPE SERVICE (AFRS) RECIPE CARDS TO LOW FAT/LOW CALORIE ALTERNATIVES

CHIEF MESS MANAGEMENT SPECIALIST (MSC)

B. MENUS
B069 EVALUATE, REVIEW, AND SUBMIT SELECTIVE AND CYCLE MENUS
B070 CONDUCT MENU PLANNING BOARDS
B071 FACILITATE MENU REVIEW BOARDS

D. SANITATION
D109 MANAGE HAZARD ANALYSIS CRITICAL CONTROL POINTS (HACCP) PROGRAMS
D110 MANAGE FOOD SERVICE SANITATION INSPECTION PROGRAMS

F. TECHNICAL ADMINISTRATION
F165 PREPARE FOOD SERVICE BUDGETS
F166 COMPARE DAILY FOOD COSTS TO MONETARY ALLOWANCES
F167 CONDUCT CUSTOMER SURVEYS
F168 FORMULATE CUSTOMER COMMENT CARDS RESPONSES
F169 REVIEW EMERGENCY AND DISASTER FEEDING PLANS
F170 REVIEW FOOD SERVICE EQUIPMENT SAFETY PRECAUTIONS
F171 PREPARE AND SUBMIT BACHELOR QUARTERS UTILIZATION REPORTS
F172 VERIFY RECEIPTS, DEPOSITS, DISBURSEMENTS OF NON-APPROPRIATED BILLETING FUNDS
F173 CONDUCT INFORMAL AUDITS ON NON-APPROPRIATED FUNDS
F174 PREPARE BACHELOR QUARTERS UTILIZATION PLANS
F175 PREPARE APPROPRIATED FUND/NON-APPROPRIATED FUND BUDGETS
F176 REVIEW MONTHLY BILLS
F177 REVIEW MONTHLY FINANCIAL STATEMENTS
F178 PROCESS CLAIMS
F179 PREPARE HOST-TENANT AGREEMENTS

F180 MANAGE BACHELOR HOUSING RESOURCES (MANPOWER, FACILITIES, FUNDS, MATERIALS, ETC)
F181 RECRUIT PERSONNEL
F182 INTERVIEW AND HIRE PERSONNEL
F183 PROMOTE/DEMOTE PERSONNEL
F184 ADJUST DISPUTES/GRIEVANCES

G. FACILITIES MANAGEMENT

G207 DEVELOP LONG/SHORT RANGE REPAIR/RENOVATION PROJECTS
G208 VALIDATE PLANT PROPERTY RECORDS
G209 VALIDATE R19 (DETERMINATION OF BACHELOR HOUSING REQUIREMENTS)
G210 VALIDATE R21 (BACHELOR HOUSING ASSETS REPORT)
G211 VALIDATE HOUSING ALLOWANCE LIST
G212 VALIDATE BASE LOADING DOCUMENTS
G213 SUPERVISE MAINTENANCE DIVISION
G214 CONDUCT ANNUAL INSPECTION SUMMARY (AIS)

H. TECHNICAL MANAGEMENT

H227 CONDUCT LIVING QUARTERS FACILITIES INSPECTIONS
H228 PREPARE MONTHLY INSPECTION STATUS REPORTS
H229 RECOMMEND FACILITY IMPROVEMENT PLAN OF ACTION AND MILESTONES (POA&M)
H230 PREPARE JOB ROTATION PLANS
H231 REVISE FOOD PREPARATION PROCEDURES
H232 EVALUATE FOOD SERVICE PROGRAMS
H233 DRAFT FOOD SERVICE ORGANIZATIONAL POLICY RECOMMENDATIONS
H234 AUDIT FINANCIAL RECORDS
H235 CONDUCT HOUSEKEEPING SERVICE CHARGE ANALYSIS
H236 AUDIT REGISTRATION LOGS AND FILES
H237 UPDATE QUARTERLY UTILIZATION PLAN
H238 CONDUCT BACHELOR QUARTERS ADVISORY BOARD
H239 CONDUCT FAIR RENTAL MARKET ANALYSIS
H240 ESTABLISH FAIR RENTAL MARKET RATES
H241 EVALUATE BACHELOR HOUSING OPERATION FOR ACCREDITATION
H242 EVALUATE DINING FACILITY OPERATION FOR ACCREDITATION

SENIOR CHIEF MESS MANAGEMENT SPECIALIST (MSCS)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

MASTER CHIEF MESS MANAGEMENT SPECIALIST (MSCM)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

CHAPTER 55

MISSILE TECHNICIAN (MT)

NAVPERS 18068-55B

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

MISSILE TECHNICIAN (MT)

SCOPE OF RATING

Missile Technicians (MT) perform organizational and intermediate level maintenance on ballistic missile weapons systems. Missile technicians operate and maintain ballistic missile fire control systems, guidance subsystems, associated guidance subsystem test equipments, and missile and launcher/tube groups, along with all ancillary equipments. Missile technicians operate and perform maintenance on strategic weapons systems; operate, test and repair associated ship/weapon subsystem test equipments, and test and handling equipments.

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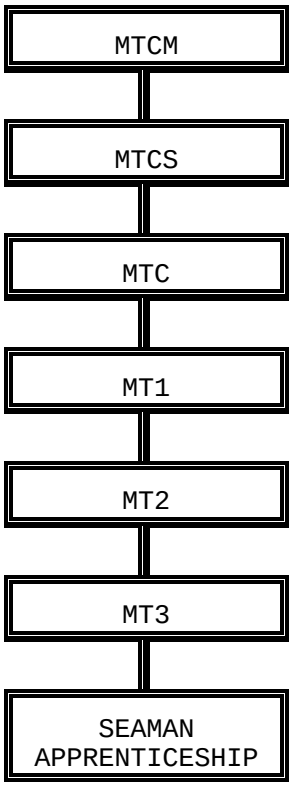
These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 55.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in BUPERSINST 1131.1.

SPECIAL PHYSICAL REQUIREMENTS

Normal color perception. Refer to Chapter 15 of the Manual of the Medical Department, U.S. Navy for details on color perception requirements.

CITIZENSHIP/SECURITY REQUIREMENTS

Must be eligible for access to classified information.

SAFETY

The observance of proper safety precautions in all areas is an integral part of each billet and the responsibility of every Navy man and woman; therefore, it is a universal requirement for all ratings.

MISSILE TECHNICIAN (MT) FUNCTIONAL AREAS

A. FIRE CONTROL SUBSYSTEM OPERATIONS

B. LAUNCHER SUBSYSTEM OPERATIONS

C. MISSILE SUBSYSTEM OPERATIONS

D. SHIP SUPPORT SUBSYSTEM OPERATIONS

E. SECURITY

F. TECHNICAL ADMINISTRATION

G. ELECTRICAL/ELECTRONIC MAINTENANCE

H. MECHANICAL MAINTENANCE

MISSILE TECHNICIAN THIRD CLASS (MT3)

A. FIRE CONTROL SUBSYSTEM OPERATIONS

A001 SET CONDITIONS OF READINESS FOR FIRE CONTROL SYSTEM (FCS)
A002 PERFORM MISSILE READYING ROUTINES ON FCS FOR LAUNCH/SIMULATOR LAUNCH
A003 CONFIGURE FCS EQUIPMENT
A004 PERFORM FIRE CONTROL SYSTEM CASUALTY IMMEDIATE AND DEFERRED ACTIONS
A006 INITIATE DATA RECORDING SYSTEMS (DRS)
A008 DETERMINE MISSILE READINESS AND STATUS
A009 DETERMINE LAUNCH STATUS AND READINESS FOR FCS
A013 TRANSFER DATA USING MAGNETIC AND OPTICAL MEDIA
A015 PERFORM TARGETING OR RETARGETING
A016 VERIFY MISSILE ALIGNMENT USING THE OPTICAL ALIGNMENT GROUP (OAG)
A017 RECEIVE AND TRANSFER SOFTWARE KITS
A252 ISOLATE AND RESTORE FCS POWER

B. LAUNCHER SUBSYSTEM OPERATIONS

B018 SET CONDITIONS OF READINESS FOR LAUNCHER SYSTEM
B020 PERFORM MISSILE READYING ROUTINES ON LAUNCHER SYSTEM FOR LAUNCH/SIMULATED LAUNCH
B021 PERFORM LAUNCHER SYSTEM CASUALTY IMMEDIATE AND DEFERRED ACTIONS
B022 DETERMINE LAUNCH STATUS AND READINESS FOR LAUNCHER SYSTEM
B030 INSTALL AND REMOVE GAS GENERATORS AND FIRING UNITS
B034 INSTALL AND REMOVE MISSILE TUBE CLOSURES AND DETONATORS
B039 PERFORM CONVENTIONAL ORDNANCE HANDLING EVOLUTIONS
B042 IDENTIFY EXPLOSIVE ORDNANCE HAZARDS
B253 ISOLATE AND RESTORE LAUNCHER SYSTEM POWER

C. MISSILE SUBSYSTEM OPERATIONS

C045 PERFORM STANDARD RADIAC CHECKS
C046 MEASURE RADIATION LEVELS
C049 RECEIVE AND TRANSFER MISSILE COMPONENTS (INVERTERS, ELECTRONIC ASSEMBLIES (EA), ETC.)
C050 INSTALL AND REMOVE MISSILE INVERTERS
C052 INSTALL AND REMOVE MISSILE ELECTRONIC COMPONENTS
C054 INSTALL AND REMOVE MISSILE FLIGHT CONTROL ELECTRONIC PACKAGES/ASSEMBLIES (FCEP/FCEA)
C056 INSTALL AND REMOVE INERTIAL MEASUREMENT UNITS (IMU) AND EA IN STOWAGE CABINET TEST IN PLACE (SCTIP)
C058 CONNECT AND DISCONNECT GUIDANCE TEMPERATURE MONITOR (GTM)
C060 INSTALL AND REMOVE IMU IN MISSILES
C062 INSTALL AND REMOVE MISSILE BATTERIES
C064 INSTALL AND REMOVE MISSILE PACKAGE SIMULATORS
C069 PERFORM MISSILE RECEIPT AND TRANSFER INSPECTIONS
C070 PERFORM UMBILICAL MATING AND DEMATING
C071 INSTALL AND REMOVE UMBILICAL RETRACT MECHANISM ASSEMBLIES
C072 INSTALL AND REMOVE UMBILICALS

C083 PERFORM MISSILE EMERGENCY ACTIONS
C254 ISOLATE AND RESTORE MISSILE EXTERNAL POWER
C257 IDENTIFY RADIATION HAZARDS

D. SHIP SUPPORT SUBSYSTEM OPERATIONS

D086 LINE UP STRATEGIC WEAPONS SYSTEMS (SWS) VENTILATION SYSTEM FOR ALL MODES
D087 LINE UP MISSILE TUBE DEHUMIDIFICATION AND DRYING (MDD) SYSTEM FOR VARIOUS MODES (DEHUMIDIFY, DRY, ETC.)
D088 SHIFT MISSILE HEATING AND COOLING (MHC) COMPONENTS
D094 ISOLATE AND RESTORE WEAPONS SYSTEM POWER
D260 LINE UP MISSILE GAS (MG) FOR ALL MODES OF OPERATIONS
D262 LINE UP MISSILE TUBE HYDRAULICS (HML) FOR ALL MODES OF OPERATION

E. SECURITY

E097 DEMONSTRATE REACTION FORCE SECURITY ENGAGEMENT TACTICS
E098 ESTABLISH NUCLEAR WEAPONS SECURITY AREAS
E100 MAINTAIN TWO PERSON CONCEPT DURING SWS OPERATIONS

F. TECHNICAL ADMINISTRATION

F111 WRITE TROUBLE FAILURE REPORTS (TFR)
F255 WRITE SWS LOG AND RECORD ENTRIES

G. ELECTRICAL/ELECTRONIC MAINTENANCE

G130 CLEAN AND INSPECT ELECTRONIC CABINETS
G132 CLEAN AND INSPECT ELECTRICAL CABLES AND CONNECTORS
G133 INSTALL AND REMOVE EXTENDER CARDS AND BREAKOUT BOXES
G134 REPAIR WIRE CONNECTIONS (SOLDER, WIRE WRAP, CRIMPING)
G135 REPAIR ELECTRICAL CONNECTORS
G140 PERFORM GROUND ISOLATION PROCEDURES
G144 TEST RECTIFIER VOLTAGES AND WAVEFORMS
G146 REPLACE ELECTROSTATIC SENSITIVE COMPONENTS
G153 PERFORM FCS SUBSYSTEM TESTING
G155 CONDUCT PROCEDURAL TROUBLESHOOTING OF FCS (FAULT INDICATION INDEX/TABLE (FII/FIT))
G165 PERFORM LAUNCHER SUBSYSTEM ELECTRONIC TESTING
G169 TROUBLESHOOT LAUNCHER SYSTEM ELECTRICAL FAULTS
G171 PERFORM INDICATION, CONTROL, AND ALARM SYSTEM (ICAS) EQUIPMENT TESTING (CONTROL AND MONITORING PANELS (CAMP), TUBE INTERFACE BOXES (TIB), ETC.)
G173 REPLACE LAUNCHER CONTROL GROUP COMPONENTS
G175 PERFORM MISSILE TESTING

H. MECHANICAL MAINTENANCE
H090 DRAW AND ANALYZE MHC WATER SAMPLES
H194 REVIEW MATERIAL SAFETY DATA SHEETS
H198 TEST PRESSURE SENSING DEVICES (GAGES, SWITCHES, TRANSDUCERS, ETC.)
H199 ADJUST LIMIT SWITCHES
H200 ADJUST CONTROL VALVE TIMING
H206 REPAIR OR REPLACE HML SYSTEM COMPONENTS
H207 CHARGE EXTERNAL COMPONENTS WITH MG SYSTEM
H208 LINE UP MG REDUCERS FOR ALL MODES
H210 REPAIR OR REPLACE MG COMPONENTS
H212 CLEAN AND INSPECT MCC OR NAVIGATION CENTER (NAV CTR) EQUIPMENT COOLING SYSTEM COMPONENTS
H213 TROUBLESHOOT FAULTS ON SWS VENTILATION EQUIPMENT
H219 REPAIR OR REPLACE MHC COMPONENTS (VALVES, PUMPS, ETC.)
H225 LUBRICATE AND INSPECT MISSILE TUBE COMPONENTS
H227 PRESSURIZE AND VENT MISSILE TUBES
H230 INSPECT LAUNCH TUBE COMPONENTS
H240 REMOVE AND INSTALL SUPPORT GROUP COMPONENTS
H259 REPAIR/REPLACE LAUNCH TUBE COMPONENTS
H263 DEMONSTRATE PROPER USE OF TORQUE WRENCHES

MISSILE TECHNICIAN SECOND CLASS (MT2)

A. FIRE CONTROL SUBSYSTEM OPERATIONS
A005 DIRECT FCS CASUALTY ACTIONS

B. LAUNCHER SUBSYSTEM OPERATIONS
B025 PERFORM MISSILE JETTISON OPERATIONS/EXERCISES
B041 COORDINATE CONVENTIONAL ORDNANCE HANDLING EVOLUTIONS
B044 PREPARE LAUNCHER SYSTEM FOR MISSILE ONLOADS OR OFFLOADS
B256 DIRECT LAUNCHER TUBE TEAM CASUALTY ACTION

C. MISSILE SUBSYSTEM OPERATIONS
C047 EVALUATE RADIATION HAZARDS
C073 ADJUST MISSILE RIFLING DURING MISSILE LOADING
C074 TRANSFER LOAD TUBES/MISSILE LINERS TO OR FROM SHIP
C075 INSTALL LOAD TUBES/MISSILE LINERS ON SHIP
C076 LOAD MISSILES INTO LAUNCH TUBES FROM LOAD TUBES/MISSILE LINERS
C077 OFFLOAD MISSILES FROM LAUNCH TUBES INTO LOAD TUBES/MISSILE LINERS

D. SHIP SUPPORT SUBSYSTEM OPERATIONS
D261 CHARGE NITROGEN BANKS

F. TECHNICAL ADMINISTRATION
F117 PREPARE UNSATISFACTORY REPORTS/INFORMATION REPORTS (UR/IR)
F119 UPDATE MAINTENANCE SUPPORT DATA SYSTEMS (MSDS)
F121 COLLECT DATA FOR SWS REFIT/PATROL REPORTS
F125 PREPARE LOCAL CHANGES/PROCEDURES FOR SWS PROCEDURAL DOCUMENTATION
F264 UPDATE SPECIAL WEAPONS ORDNANCE PUBLICATIONS (SWOPS)
F265 UPDATE SWS PROCEDURAL DOCUMENTATION

G. ELECTRICAL/ELECTRONIC MAINTENANCE
G137 TRACE DIGITAL SIGNALS USING LOGIC PROBE
G148 TROUBLESHOOT WEAPONS SYSTEM INTERFACE FAULTS
G156 CONDUCT MANUAL TROUBLESHOOTING OF FCS
G157 PERFORM NON ROUTINE MAINTENANCE
G172 PERFORM MANUAL TROUBLESHOOTING OF ICAS EQUIPMENT FAULTS
G178 COORDINATE MISSILE TESTING

H. MECHANICAL MAINTENANCE
H192 REVIEW HAZARDOUS MATERIAL USER'S GUIDE (HMUG)
H193 REVIEW HAZARDOUS MATERIAL (HAZMAT) INVENTORIES
H195 INSPECT HAZMAT STORAGE AREAS
H196 IMPLEMENT HAZMAT WASTE DISPOSAL METHOD
H197 CLEAN AND INSPECT HAZMAT CONTAINERS
H237 PERFORM MISSILE REPAIRS

MISSILE TECHNICIAN FIRST CLASS (MT1)

A. FIRE CONTROL SUBSYSTEM OPERATIONS
A011 COORDINATE FCS EXERCISES
A251 COORDINATE TARGETING AND RETARGETING

B. LAUNCHER SUBSYSTEM OPERATIONS
B028 COORDINATE LAUNCHER EXERCISES

C. MISSILE SUBSYSTEM OPERATIONS
C085 COORDINATE MISSILE EMERGENCY ACTIONS
C258 PERFORM MISSILE CLOSEOUT INSPECTION

D. SHIP SUPPORT SUBSYSTEM OPERATIONS
D269 COORDINATE MUZZLE HATCH EVOLUTIONS

E. SECURITY
E104 COORDINATE NUCLEAR WEAPONS SECURITY EXERCISES

F. TECHNICAL ADMINISTRATION
F113 ADMINISTER TFR PROGRAM
F115 ANALYZE TFR SUMMARY REPORTS
F120 PREPARE SWS LOG SUMMARIES
F122 INVENTORY AND REVIEW SWS DATA PACKAGES
F124 COORDINATE SHIPBOARD SPECIAL PROJECT ALTERATION (SPALT) PROGRAM
F127 PERFORM REFIT/PATROL PLANNING

G. ELECTRICAL/ELECTRONIC MAINTENANCE
G158 COORDINATE MANUAL TROUBLESHOOTING

CHIEF MISSILE TECHNICIAN (MTC)

A. FIRE CONTROL SUBSYSTEM OPERATIONS
A012 EVALUATE FCS EXERCISES

B. LAUNCHER SUBSYSTEM OPERATIONS
B029 DIRECT LAUNCHER SYSTEM CASUALTY ACTIONS
B266 EVALUATE LAUNCHER EXERCISES

C. MISSILE SUBSYSTEM OPERATIONS
C078 COORDINATE FLEET BALLISTIC MISSILE (FBM) EXPLOSIVE HANDLING WHARF OPERATIONS
C267 EVALUATE MISSILE EMERGENCY EXERCISES
C268 EVALUATE DAMAGED MISSILE HANDLING CRITERIA

E. SECURITY

E099 VERIFY ADEQUACY OF NUCLEAR WEAPONS SECURITY AREAS
E105 EVALUATE NUCLEAR WEAPONS SECURITY EXERCISES
E108 EVALUATE PHYSICAL SECURITY MEASURES

F. TECHNICAL ADMINISTRATION
F112 REVIEW TFR
F114 EVALUATE TFR CORRECTIVE ACTION REPORTS (CAR)
F118 REVIEW UNSATISFACTORY REPORTS/INFORMATION REPORTS (UR/IR)
F129 EVALUATE PERSONNEL TEST AND EVALUATION PROGRAM (PTEP) RESULTS

SENIOR CHIEF MISSILE TECHNICIAN (MTCS)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

MASTER CHIEF MISSILE TECHNICIAN (MTCM)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

CHAPTER 56

MUSICIAN
(MU)

NAVPERS 18068-56

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

MUSICIAN (MU)

SCOPE OF RATING

Musicians (MU) perform on one or more designated instruments to provide musical services onboard ships and at Armed Forces bases to inspire patriotism, elevate esprit de corps, enhance retention, and foster pride in the Naval service; provide musical services off base that reenforce recruiting efforts; provide musical services to the general public, therefore increasing community awareness, promoting respect, and enhancing the reputation of the Navy; and perform other musical skills as may be required in performance of the rating.

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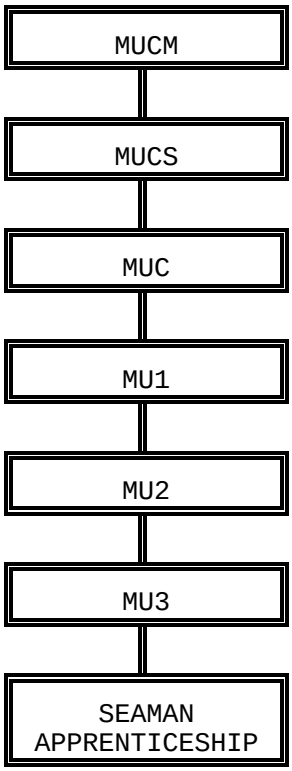
These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 56.

(Effective January 1992)

NAVPERS 18068-56

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in BUPERSINST 1131.1 series.

SPECIAL PHYSICAL REQUIREMENTS

None.

CITIZENSHIP/SECURITY REQUIREMENTS

None.

SAFETY

The observance of proper safety precautions in all areas is an integral part of each billet and the responsibility of every Navy man and woman; safety is a universal requirement for all ratings.

MUSICIAN (MU) FUNCTIONAL AREAS

A. MECHANICAL MAINTENANCE

B. MUSIC

C. ELECTRONIC SYSTEMS OPERATIONS

D. GENERAL ADMINISTRATION

E. TECHNICAL ADMINISTRATION

F. LOGISTICS

G. MANAGEMENT AND SUPERVISION

MUSICIAN THIRD CLASS (MU3)

A. MECHANICAL MAINTENANCE

A500 PERFORM PREVENTIVE MAINTENANCE AND MAKE MINOR REPAIRS TO ASSIGNED MUSICAL EQUIPMENT

B. MUSIC

B501 TRANSPOSE AND PERFORM ELEMENTARY MUSIC AT SIGHT
B502 PERFORM FROM MEMORY ALL MAJOR AND MINOR SCALES, (PERCUSSIONISTS PERFORM ALL RUDIMENTS)
B503 PERFORM FROM MEMORY ASSIGNED FIRST PARTS OF THE U.S. NATIONAL ANTHEM, HONORS AND CEREMONIAL MUSIC
B504 IDENTIFY BY SIGHT AND SOUND MAJOR, MINOR, DIMINISHED, AUGMENTED AND DOMINANT SEVENTH CHORDS IN ROOT POSITION
B505 IDENTIFY BY SIGHT AND SOUND MAJOR AND MINOR TRIADS IN INVERSIONS
B506 NOTATE ELEMENTARY MELODIC DICTATION
B507 COPY MUSIC LEGIBLY AND ACCURATELY
B508 PERFORM AS A MEMBER OF CEREMONIAL, DANCE AND CONCERT BAND ENSEMBLES
B509 IMPROVISE AN ELEMENTARY EIGHT-BAR MELODY FOLLOWING ALPHABETICAL CHORD SYMBOLS
B510 SIGHT-READ INTERMEDIATE MUSIC
B511 PERFORM FROM MEMORY INTERMEDIATE LITERATURE
B512 PERFORM TWO STANDARD MELODIES WITH A FIVE-PIECE ENSEMBLE

MUSICIAN SECOND CLASS (MU2)

B. MUSIC

B513 NOTATE INTERMEDIATE MELODIC DICTATION
B514 IDENTIFY ELEMENTARY CHORD PROGRESSIONS BY SOUND
B515 ARRANGE A STANDARD DANCE TUNE FOR A TWO-HORN, FOUR-RHYTHM ENSEMBLE EXHIBITING THE USE OF NONHARMONIC TONES, DOMINANT SEVENTH CHORDS, SECONDARY TRIADS, PROGRESSIONS AND CADENCES
B516 REHEARSE AN ENSEMBLE OF AT LEAST SIX PERFORMERS
B517 PLAY IMPROVISED INTERMEDIATE MELODIES FOLLOWING ALPHABETICAL CHORD SYMBOLS
B518 CONDUCT THE NATIONAL ANTHEM AND ONE PREPARED MARCH
B519 SIGHT-READ ADVANCED MUSIC
B520 CONSTRUCT CHORDS GIVEN STANDARD ALPHABETICAL SYMBOLS USED IN DANCE AND MODERN MUSIC
B521 HARMONIZE MELODIES IN FOUR PARTS USING PRIMARY TRIADS
B522 PERFORM FROM MEMORY ADVANCED LITERATURE
B523 WRITE STANDARD ALPHABETICAL SYMBOLS USED IN DANCE AND MODERN MUSIC GIVEN NOTATED CHORDS
B524 NOTATE FROM MEMORY MELODIC LINES OF THE U.S. NATIONAL ANTHEM, HONORS AND CEREMONIAL MUSIC
B525 PERFORM AS AN INSTRUMENTAL SECTION LEADER

C. ELECTRONIC SYSTEMS OPERATION

C526 SET UP AND OPERATE SOUND REINFORCEMENT EQUIPMENT

MUSICIAN FIRST CLASS (MU1)

B. MUSIC

B527 NOTATE ADVANCED MELODIC DICTATION

B528 HARMONIZE MELODIES IN FOUR PARTS USING DIATONIC TRIADS, DOMINANT AND DIATONIC SEVENTH CHORDS

B529 WRITE AN ARRANGEMENT OF A STANDARD DANCE TUNE FOR A FOUR-HORN, FOUR RHYTHM ENSEMBLE, EXHIBITING VARIOUS VOICING AND ENSEMBLE METHODS

B530 REHEARSE AN ENSEMBLE OF AT LEAST EIGHT INSTRUMENTALISTS

B531 PLAY IMPROVISED ADVANCED MELODIES FOLLOWING ALPHABETICAL CHORD SYMBOLS

B532 REHEARSE AND CONDUCT FROM MEMORY THE U.S. NATIONAL ANTHEM, HONORS AND CEREMONIAL MUSIC

B533 CONDUCT A CEREMONIAL BAND IN PUBLIC PERFORMANCE

B534 ASSEMBLE AND MANEUVER A MARCHING BAND

D. GENERAL ADMINISTRATION

D535 PREPARE REQUESTS FOR PROCUREMENT AND DISPOSITION OF MUSIC MATERIAL

CHIEF MUSICIAN (MUC)

B. MUSIC

B536 HARMONIZE MELODIES IN FOUR PARTS USING ADVANCED TRADITIONAL HARMONIC TECHNIQUES

B537 IDENTIFY ADVANCED CHORD PROGRESSIONS BY SOUND

B538 ARRANGE A STANDARD MELODY OF 32 MEASURES OR MORE FOR A SMALL CONCERT BAND OR 17-PIECE DANCE BAND

B539 REHEARSE AND CONDUCT A SMALL CONCERT BAND OR 17-PIECE DANCE BAND IN A PUBLIC PERFORMANCE FEATURING SOLO OR ENTERTAINMENT CAPABILITIES OF BAND PERSONNEL

D. GENERAL ADMINISTRATION

D540 SUPERVISE THE DAILY OPERATION OF A PERFORMING UNIT OF A NAVY BAND

E. TECHNICAL ADMINISTRATION

E541 CONDUCT AUDITIONS

F. LOGISTICS

F542 MANAGE NON-MUSICAL LOGISTIC SUPPORT FOR A PERFORMING UNIT OF A NAVY BAND

F543 EVALUATE REQUESTS FOR BAND PERFORMANCE

SENIOR CHIEF MUSICIAN (MUCS)

B. MUSIC

B544 REHEARSE AND CONDUCT A MEDIUM-SIZED CONCERT BAND IN A PUBLIC PERFORMANCE

B545 ANALYZE ADVANCED COMPOSITIONS FOR HARMONIC CONTENT

E. TECHNICAL ADMINISTRATION

E546 MANAGE, SCHEDULE AND COORDINATE THE REHEARSALS AND PERFORMANCES OF ALL UNITS OF A NAVY BAND

F. LOGISTICS

F547 MANAGE NON-MUSICAL LOGISTIC SUPPORT FOR A NAVY BAND

G. MANAGEMENT AND SUPERVISION

G548 EVALUATE AND PROVIDE INFORMATION ON THE USE, CAPABILITIES, RELIABILITY AND OPERATIONS OF ALL UNITS OF A NAVY BAND

MASTER CHIEF MUSICIAN (MUCM)

B. MUSIC

B549 REHEARSE AND CONDUCT A LARGE CONCERT BAND IN PUBLIC PERFORMANCE

CHAPTER 57

NAVY COUNSELOR
(NC)

NAVPERS 18068-57C

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

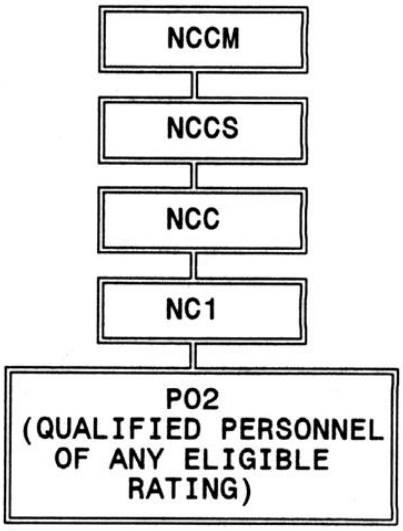
NAVY COUNSELOR (NC)

SCOPE OF RATING

Navy Counselor (NC) assist commands in organizing and implementing an aggressive enlisted recruiting and career information program; evaluate enlisted recruiting and career information programs within own command and/or subordinate commands as applicable; supervise and coordinate interviewing and counseling efforts; counsel individuals and give presentation to civic groups, naval personnel, and their family members on the advantages of career opportunities in the Navy; establish and maintain liaison with local media.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 57.

GENERAL INFORMATION
CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in BUPERSINST 1131.1.

RATING CONVERSION REQUIREMENTS

Petty Officer Second Class may enter NC(R) specialty rating as an NC. Refer to Article 1440-020 of the Naval Military Personnel Manual (NMP MANUAL) for details on application procedures and additional requirements.

SPECIAL PHYSICAL REQUIREMENTS

No speech impediment. Refer to Chapter 15 of the Manual of the Medical Department, U.S. Navy for details on speech requirements.

CITIZENSHIP/SECURITY REQUIREMENTS

None.

SAFETY

The observance of proper safety precautions in all areas is an integral part of each billet and the responsibility of every Navy man & woman; therefore, it is a universal requirement for all ratings.

NAVY COUNSELOR (COUNSELOR) (NC(C)) FUNCTIONAL AREAS

A. PERSONNEL ENTRY SYSTEMS

B. COMMUNICATIONS

C. LOSS TRACKING SYSTEMS

D. CAREER INFORMATION TEAM MANAGEMENT

E. CAREER INFORMATION PROGRAM MANAGEMENT

F. COUNSELING

G. INTERVIEW SYSTEMS

H. PROGRAM EVALUATION

NAVY COUNSELOR (COUNSELOR) FIRST CLASS (NC1)

A. PERSONNEL ENTRY SYSTEMS

A001 COORDINATE COMMAND SPONSOR PROGRAM
A002 EVALUATE COMMAND SPONSOR PROGRAM
A003 EVALUATE COMMAND CHECKIN PROCESSES
A005 EVALUATE COMMAND INDOCTRINATION PROGRAM
A006 SCREEN PROFESSIONAL DEVELOPMENT BOARD (PDB) APPLICANTS
A007 PREPARE PDB APPLICANTS BACKGROUND DATA SHEETS

B. COMMUNICATIONS

B009 PREPARE COMMANDS CAREER INFORMATION NEWSLETTER OR PAMPHLETS
B010 ESTABLISH CAREER INFORMATION BULLETIN BOARDS
B011 UPDATE CAREER INFORMATION BULLETIN BOARDS
B012 INPUT ELECTRONIC MEDIA INFORMATION (INTERNET, BULLETIN BOARD, ETC.)
B013 REVIEW ELECTRONIC MEDIA (INTERNET, BULLETIN BOARD, ETC.)
B014 DRAFT COMMAND CAREER INFORMATION (CORRESPONDENCE, INSTRUCTIONS, MESSAGES, ETC.)
B015 REVIEW COMMAND CAREER INFORMATION (CORRESPONDENCE, INSTRUCTIONS, MESSAGES, ETC.)
B016 DRAFT SELECTIVE REENLISTMENT BONUS (SRB) AUTHORIZATION REQUESTS
B017 REVIEW SRB AUTHORIZATIONS
B018 DRAFT GUARANTEED ASSIGNMENT RETENTION DETAILING (GUARD III) REQUESTS
B019 VERIFY COMMAND CAREER INFORMATION (CORRESPONDENCE, INSTRUCTIONS, MESSAGES, ETC.)
B022 COORDINATE DETAILER VISITS
B023 SET UP SPECIAL NAVY CAREER INFORMATION EVENTS (DISPLAYS, EXHIBITS, ETC.)
B024 COORDINATE WITH SERVICE PROVIDING AGENCIES
B333 CONDUCT CAREER INFORMATION TRAINING LECTURES

C. LOSS TRACKING SYSTEMS

C025 ESTABLISH TRANSITION ASSISTANCE PROGRAM (TAP) FILES
C026 PREPARE INDIVIDUAL TRANSITION PLANS (ITP)
C027 COORDINATE NAVAL RESERVE PRESEPARATION SEMINAR REQUIREMENTS
C028 ANALYZE STATISTICAL CAREER INFORMATION DATA
C030 PREPARE IMMEDIATE SUPERIOR IN COMMAND (ISIC) CAREER INFORMATION REPORTS
C031 REVIEW CAREER INFORMATION PROGRAM MANAGEMENT GUIDELINES TO MINIMIZE ATTRITION
C032 ANALYZE COMMAND ATTRITION DATA
C034 PREPARE ATTRITION TREND ANALYSIS REPORTS
C035 ANALYZE REENLISTMENT STATISTICS
C036 COLLECT REENLISTMENT DEMOGRAPHICS

D. CAREER INFORMATION TEAM MANAGEMENT

D038 ASSESS CAREER INFORMATION TRAINING COURSE (CITC) TRAINING LEVELS
D040 DEVELOP CAREER INFORMATION TRAINING RECORDS
D041 UPDATE CAREER INFORMATION TRAINING RECORDS

D042 ASSESS CLIENT-TO-COUNSELOR RATIOS
D043 CONDUCT CAREER INFORMATION BRIEFS
D045 COORDINATE CITC QUOTAS
D046 PREPARE CAREER INFORMATION FOR PLANNING BOARD FOR TRAINING (PBFT) INPUTS

E. CAREER INFORMATION PROGRAM MANAGEMENT

E048 DEVELOP CAREER INFORMATION RECOGNITION CRITERIA
E049 COORDINATE SPECIAL CEREMONIES (RETIREMENT, REENLISTMENT, AWARDS, ETC.)
E050 ESTABLISH CAREER INFORMATION PROGRAM MANAGEMENT (CIPM) REFERENCE LIBRARIES
E051 UPDATE CIPM REFERENCE LIBRARIES
E052 REVIEW DUTY PREFERENCE FORMS
E054 SCREEN REENLISTMENT ELIGIBLE PERSONNEL
E055 COMPUTE SRB
E056 SCREEN REENLISTMENT CONTRACTS
E057 REVIEW ADVANCEMENT EXAMINATION ELIGIBILITY REQUIREMENTS
E058 COORDINATE ARMED SERVICE VOCATIONAL APTITUDE BATTERY (ASVAB) REEXAMINATIONS
E059 SCREEN HOMETOWN AREA RECRUITING PROGRAM (HARP) APPLICANTS
E060 UPDATE CAREER INFORMATION TICKLER FILES
E062 PREPARE CAREER INFORMATION PROGRAM REPORTS
E064 REVIEW ENLISTED MANPOWER REPORTS
E065 CREATE CAREER INFORMATION GRAPHS, CHARTS, SPREADSHEETS, ETC.
E066 CONSOLIDATE CAREER INFORMATION GRAPHS, CHARTS, SPREADSHEETS, ETC.
E070 REVIEW CAREER COUNSELORS MANNING AND BILLET ALLOWANCES
E071 COORDINATE COMMANDS CAREER INFORMATION PROGRAMS
E072 ESTABLISH CAREER INFORMATION POLICIES
E073 ASSESS DIVISIONAL OR DEPARTMENTAL CAREER INFORMATION PROGRAMS
E075 ADVISE PERSONNEL OF CAREER INFORMATION PROGRAM IMPROVEMENT
E076 ESTABLISH CAREER INFORMATION PROGRAM MANAGEMENT PLAN OF ACTION AND MILESTONES (POA&M)
E077 UPDATE CAREER INFORMATION PROGRAM MANAGEMENT POA&M
E079 CONDUCT "IDEA EXCHANGE" SESSIONS

F. COUNSELING

F080 COUNSEL PERSONNEL ON EXCHANGE OF DUTY ASSIGNMENTS (SWAPS)
F081 COUNSEL PERSONNEL ON ENTITLEMENTS
F082 COUNSEL PERSONNEL ON SOCIAL SECURITY PROGRAMS AND BENEFITS
F083 COUNSEL PERSONNEL ON SURVIVORS BENEFIT PLAN
F084 COUNSEL PERSONNEL ON SURVIVOR ANNUITIES
F086 COUNSEL PERSONNEL ON VETERANS BENEFITS
F087 COUNSEL PERSONNEL ON RETIREMENT OR FLEET RESERVE
F088 COUNSEL PERSONNEL ON REENLISTMENT INCENTIVE PROGRAMS
F089 COUNSEL PERSONNEL ON COMMISSIONING PROGRAMS
F090 COUNSEL PERSONNEL ON ENLISTED ADVANCEMENT PROGRAM
F091 COUNSEL PERSONNEL ON NAVAL RESERVE PROGRAMS

F092 COUNSEL PERSONNEL ON EDUCATIONAL PROGRAMS
F093 COUNSEL PERSONNEL ON HARDSHIP OR HUMANITARIAN ASSIGNMENT ELIGIBILITY
F095 COUNSEL PERSONNEL ON GOVERNMENT LIFE INSURANCE PROGRAMS
F140 COUNSEL PERSONNEL ON COMMERCIAL LIFE INSURANCE PROGRAMS

G. INTERVIEW SYSTEMS

G096 COORDINATE INTERVIEWS
G098 REVIEW FLEET RESERVE OR RETIREMENT STATEMENT OF SERVICE FORMS
G099 REVIEW CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY FORMS
G100 REVIEW PAY AND ALLOWANCES ENTITLEMENTS
G101 COMPUTE RETAINER/RETIREMENT PAY
G102 PREPARE EDUCATIONAL EXPERIENCES EVALUATION FORMS
G103 DETERMINE ACADEMIC SKILLS PROGRAM CANDIDATES ELIGIBILITY
G104 EVALUATE ASVAB RE-EXAMINATION CANDIDATES
G105 SCREEN SPECIAL PROGRAMS REQUESTS
G106 SCREEN HARDSHIP OR HUMANITARIAN TRANSFER REQUESTS
G107 COORDINATE OFFICER APPLICANTS TESTING OR INTERVIEW BOARDS
G108 ESTABLISH PERSONNEL TRACKING DATABASE PROGRAMS (INTERVIEW, END OF OBLIGATED SERVICE, ETC.)
G109 UPDATE PERSONNEL TRACKING DATABASE PROGRAMS
G110 SCREEN OVERSEAS ASSIGNMENT CANDIDATES
G111 MAKE REPORTING INTERVIEW PRESENTATIONS
G112 CONDUCT REPORTING ABOARD INTERVIEWS
G113 MAKE RETENTION INTERVIEW PRESENTATIONS
G114 CONDUCT RETENTION INTERVIEWS
G115 MAKE INCENTIVE INTERVIEW PRESENTATIONS
G116 CONDUCT INCENTIVE PROGRAM INTERVIEWS
G117 MAKE PRE-SEPARATION INTERVIEW PRESENTATIONS
G118 CONDUCT PRE-SEPARATION INTERVIEWS
G119 MAKE 17-YEAR INTERVIEW PRESENTATIONS
G120 CONDUCT 17-YEAR INTERVIEWS
G121 ANALYZE INTERVIEW RESULTS DATA
G122 MAKE HEALTH CARE BENEFITS PROGRAM REFERRALS
G123 MAKE FAMILY SERVICE CENTER COUNSELING REFERRALS
G124 MAKE NAVY CAMPUS REFERRALS
G125 MAKE LOCAL SERVICE AGENCY REFERRALS
G126 INTERPRET ADVANCEMENT EXAMINATION PROFILE SHEETS

H. PROGRAM EVALUATION

H128 ASSESS COMMAND CAREER INFORMATION PROGRAMS
H130 CONDUCT ANNUAL COMMAND RETENTION DIAGNOSTIC SURVEYS
H131 PREPARE ANNUAL COMMAND SURVEY REPORTS
H133 ANALYZE ANNUAL COMMAND RETENTION DIAGNOSTIC DATA
H135 REVIEW ENLISTED AND OFFICER RETENTION/SEPARATION QUESTIONNAIRES

CHIEF NAVY COUNSELOR (COUNSELOR) (NCC)

A. PERSONNEL ENTRY SYSTEMS
A004 COORDINATE COMMAND INDOCTRINATION PROGRAMS

B. COMMUNICATIONS
B021 REVIEW ARTICLES FOR COMMAND PUBLICATIONS (FAMILY GRAMS, NEWSLETTERS, ETC.)

C. LOSS TRACKING SYSTEMS
C029 CONDUCT ISIC CAREER INFORMATION TREND ANALYSIS

E. CAREER INFORMATION PROGRAM MANAGEMENT
E067 ANALYZE ISIC CAREER INFORMATION REPORTS
E068 PREPARE FLEET OR FORCE COMMANDER'S CAREER INFORMATION REPORTS
E074 ASSESS SUBORDINATE COMMANDS CAREER INFORMATION PROGRAMS
E078 MONITOR CAREER INFORMATION PROGRAMS

H. PROGRAM EVALUATION
H129 PREPARE CAREER INFORMATION PROGRAM ASSESSMENT REPORTS
H132 ANALYZE ADVANCEMENT DEMOGRAPHICS
H134 CONDUCT SUBORDINATE COMMANDS CAREER INFORMATION COMPARATIVE ANALYSIS
H136 CONDUCT COMMAND RETENTION ASSIST VISITS

SENIOR CHIEF NAVY COUNSELOR (COUNSELOR) (NCCS)

C. LOSS TRACKING SYSTEMS
C033 ANALYZE FLEET OR FORCE ATTRITION TREND DATA

H. PROGRAM EVALUATION
H138 PREPARE CAREER INFORMATION PROGRAM AWARD NOMINATION PACKAGES
H139 EVALUATE CAREER INFORMATION PROGRAM AWARD NOMINATION PACKAGES

MASTER CHIEF NAVY COUNSELOR (COUNSELOR) (NCCM)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

NAVY COUNSELOR (RECRUITER) (NC(R)) FUNCTIONAL AREAS

I. OPERATIONS AND ADMINISTRATION

J. MARKETING

K. PRODUCTION PLANNING AND PROSPECTING

L. APPLICANT PROCESSING

M. DELAYED ENTRY PROGRAM (DEP) MANAGEMENT

N. PUBLIC RELATIONS

O. COUNSELING

P. RECRUITING MANAGEMENT

Q. SALES

NAVY COUNSELOR (RECRUITER) SECOND CLASS (NC2)

I. OPERATIONS AND ADMINISTRATION

I140 PREPARE PRODUCTION RECRUITER OUT OF POCKET EXPENSE (OPE) FORMS
I143 REVIEW RECRUITING POLICY STATEMENTS, OPERATION ORDERS, AND DIRECTIVES
I145 REVIEW RECRUITING CORRESPONDENCE, INSTRUCTIONS, AND FILES
I146 UPDATE RECRUITING INSTRUCTIONS, PUBLICATIONS, AND MANUALS
I148 IMPLEMENT COMMANDER NAVY RECRUITING COMMAND (CNRC) TRAINING PLANS
I149 IMPLEMENT RECRUITER QUALIFICATION STANDARDS (RQS) PROGRAMS
I151 UPDATE NAVY RECRUITING STATION (NRS) LOGS AND REPORTS
I152 REVIEW PRE-ENLISTMENT KIT ERROR REPORTS
I158 REVIEW APPLICANT PROCESSING PROCEDURES
I159 IMPLEMENT RECRUITING OFFICES SECURITY MEASURES
I161 PREPARE GOVERNMENT VEHICLE ACCIDENT REPORTS
I166 COORDINATE GOVERNMENT VEHICLE SCHEDULED OR UNSCHEDULED MAINTENANCE
I168 CONDUCT GOVERNMENT VEHICLES OPERATOR INSPECTIONS
I169 PREPARE GOVERNMENT VEHICLE REPORTS
I170 REVIEW GOVERNMENT CREDIT CARD USAGE DATA
I171 PREPARE RECRUITING RECOGNITION REPORTS
I173 UPDATE OFFICE AUTOMATION AND RECRUITING TOOLS (R-TOOLS) SYSTEMS

J. MARKETING

J175 ANALYZE NRS TERRITORY DATA
J178 EVALUATE ASSIGNED TERRITORIES PRODUCTIVITY DATA
J179 EVALUATE NRS PRODUCTION RECRUITERS TERRITORY DISTRIBUTIONS
J185 IDENTIFY WORK FORCE MARKETS
J186 ANALYZE WORK FORCE MARKET DATA
J187 IDENTIFY HIGH SCHOOL MARKETS
J188 ANALYZE HIGH SCHOOL MARKET DATA
J189 UPDATE STANDARDIZED TERRITORY EVALUATION AND ANALYSIS FOR MANAGEMENT (STEAM) DATA
J190 IDENTIFY TARGET MARKET CENTERS
J192 ANALYZE DEPARTMENT OF DEFENSE (DOD) ACCESSION DATA
J194 DEVELOP STATION MARKET ANALYSIS AND REVIEW TECHNIQUES (SMART) SYSTEM INFORMATION
J195 UPDATE SMART SYSTEM INFORMATION
J196 PREPARE RECRUITING AREA CANVASSING PLANS
J198 ANALYZE RECRUITING AREA CANVASSING RESULTS

K. PRODUCTION PLANNING AND PROSPECTING

K213 CONDUCT NRS DAILY PRODUCTION REVIEWS (DPR)
K214 DEVELOP STATION PLANNERS
K215 ADJUST STATION PLANNERS
K227 DEVELOP NRS PROSPECTING PLANS
K237 DEVELOP SCHOOL CANVASSING PLANS
K238 EVALUATE SCHOOL CANVASSING PLANS
K242 UPDATE RECRUITERS WORKING TICKLERS

K243 COORDINATE RECRUITING MAILOUTS
K244 IMPLEMENT R-TOOLS SYSTEMS (LOCAL EFFECTIVE ACCESSION DELIVERY (LEAD), NATIONAL ADVERTISING LEAD TRACKING SYSTEMS (NALTS), ETC.)
K245 UPDATE R-TOOLS SYSTEMS (LEAD, NALTS, ETC.)
K246 EVALUATE R-TOOLS SYSTEMS (LEAD, NALTS, ETC.)
K247 COMPILE PROSPECT NAMES (SCHOOL LISTS, REFERRALS, PERSONALLY DEVELOPED CONTACTS (PDC), ETC.)
K248 PREPARE APPLICANT RECORDS
K249 UPDATE APPLICANT RECORDS
K251 PROVIDE LEAD FEEDBACK DATA
K252 INITIATE PDC
K253 CONDUCT TELEPHONE PROSPECTING
K254 CONDUCT REFERRAL PROSPECTING

L. APPLICANT PROCESSING

L259 MAKE OFFICER PROGRAM REFERRALS
L263 CONDUCT ENLISTED SCREENING TESTING (EST)
L264 SECURE EST MATERIALS
L265 COORDINATE ARMED SERVICES VOCATIONAL APTITUDE BATTERY (ASVAB) EXAMINATIONS
L266 REVIEW ASVAB EXAMINATION RESULTS DATA
L267 EVALUATE APPLICANTS ASVAB RE-EXAMINATION ELIGIBILITY
L271 OBTAIN APPLICANTS BASIC ENLISTMENT ELIGIBILITY REQUIREMENTS (BEERS) DOCUMENTS
L272 VERIFY APPLICANTS BEERS DOCUMENTS
L273 PREPARE PRIOR SERVICE PRE-ENLISTMENT KITS
L274 PREPARE STANDARD PRE-ENLISTMENT KITS
L275 PREPARE WAIVER PRE-ENLISTMENT KITS
L278 CONDUCT APPLICANTS PROCESSING PROCEDURE BRIEFS
L279 COORDINATE APPLICANTS ENLISTMENT PROCESSING
L280 TRANSPORT APPLICANTS
L282 CONDUCT ENLISTMENT KIT QUALITY ASSURANCE (QA) CHECKS

M. DELAYED ENTRY PROGRAM (DEP) MANAGEMENT

M285 UPDATE DELAYED ENTRY PROGRAM (DEP) STATUS BOARDS
M286 CONTACT DEP PERSONNEL
M288 ESTABLISH DEP MEETING CURRICULUM AND ACTIVITIES
M289 CONDUCT DEP MEETINGS
M290 CONDUCT DEP TRAINING
M291 CONDUCT DEP AWARD PRESENTATIONS

N. PUBLIC RELATIONS

N294 COORDINATE LOCAL COMMUNITY SUPPORT
N295 INITIATE COMMUNITY RESOURCE CONTACTS
N300 SET UP MOBILE RECRUITING DISPLAY UNITS (STATIC DISPLAY, RECRUIT MOBILE, ETC.)

N304 DELIVER NAVY INFORMATION SPEECHES
N305 REVIEW ADVERTISING MATERIALS
N306 CONDUCT RADIO OR TELEVISION INTERVIEWS

O. COUNSELING
O307 COUNSEL REJECTED APPLICANTS
O308 COUNSEL APPLICANTS ON HEALTH BENEFITS
O309 COUNSEL APPLICANTS ON VETERANS BENEFITS
O310 COUNSEL APPLICANTS ON COMMISSIONING PROGRAMS
O311 COUNSEL APPLICANTS ON ENTITLEMENTS
O312 COUNSEL APPLICANTS ON EDUCATIONAL PROGRAMS
O313 COMPUTE APPLICANTS PAY AND ALLOWANCES
O314 COUNSEL RECRUITERS ON INCENTIVE PROGRAMS
O315 COUNSEL PERSONNEL ON STRESS MANAGEMENT

P. RECRUITING MANAGEMENT
P325 CONDUCT NRS INDOCTRINATIONS
P326 SOLICIT REFERRAL PROSPECTS

Q. SALES
Q327 INTERVIEW APPLICANTS
Q328 CRITIQUE SALES TECHNIQUES
Q329 CONDUCT APPLICANT HOME VISITS
Q330 BLUEPRINT APPLICANTS
Q331 REVIEW BLUEPRINT INFORMATION
Q332 INTERVIEW WAIVER APPLICANTS

NAVY COUNSELOR (RECRUITER) FIRST CLASS (NC1)

I. OPERATIONS AND ADMINISTRATION
I141 REVIEW PRODUCTION RECRUITER OPE FORMS
I144 PREPARE RECRUITING CORRESPONDENCE, INSTRUCTIONS, AND FILES
I150 CONDUCT RQS BOARDS
I155 PREPARE NRS BUDGET INPUTS
I162 REVIEW GOVERNMENT VEHICLE ACCIDENT REPORTS
I165 LOG DOMICILE-TO-DUTY GOVERNMENT VEHICLE USAGE DATA
I172 EVALUATE RECRUITING ASSISTANCE PARTICIPANTS (HOMETOWN AREA RECRUITING PROGRAM (HARP), SEMINAR, ETC.)

J. MARKETING
J177 MAKE TERRITORY BOUNDARIES RECOMMENDATIONS
J180 ASSIGN PRODUCTION RECRUITERS TERRITORIES
J184 MAKE FACILITIES OR NRS LOCATION RECOMMENDATIONS
J191 ANALYZE EDUCATIONAL INSTITUTION DATA

J197 REVIEW RECRUITING AREA CANVASSING PLANS
J201 MAKE NRS MANNING REQUIREMENTS RECOMMENDATIONS
J202 EVALUATE ACCESSION REQUIREMENTS
J209 EVALUATE NRS GOAL ACCOMPLISHMENTS

K. PRODUCTION PLANNING AND PROSPECTING
K224 DEVELOP NRS PRODUCTION PLANS
K225 EVALUATE NRS PRODUCTION PLANS
K226 EVALUATE NRS PRODUCTION LEVELS
K228 EVALUATE NRS PROSPECTING PLANS
K229 EVALUATE NRS PROSPECTING LEVELS
K236 EVALUATE NRS WORKING HOURS
K241 UPDATE RECRUITER IN CHARGE (RINC) WORKING TICKLERS
K250 PURGE R-TOOLS SYSTEMS

L. APPLICANT PROCESSING
L255 INTERVIEW POTENTIAL ATTRITES
L257 REVIEW RECRUITING QUALITY ASSURANCE TEAM (RQAT) REPORTS
L258 ANALYZE DEP ATTRITION DATA

M. DELAYED ENTRY PROGRAM (DEP) MANAGEMENT
M283 PREPARE ATTRITION REDUCTION PLANS
M284 EVALUATE ATTRITION REDUCTION PLANS
M287 CONDUCT DEP EXECUTIVE SCREENINGS
M293 EVALUATE NRS DEP MANAGEMENT PROCEDURES

N. PUBLIC RELATIONS
N296 EVALUATE USAGE OF COMMUNITY PERSONNEL RESOURCES

P. RECRUITING MANAGEMENT
P320 ANALYZE APPLICANTS PROCESSING DATA
P321 ANALYZE WAIVER DATA

CHIEF NAVY COUNSELOR (RECRUITER) (NCC)

I. OPERATIONS AND ADMINISTRATION
I147 UPDATE ZONE LOGS AND REPORTS
I154 PREPARE ZONE BUDGET INPUTS
I156 EVALUATE ZONE FUNDING EXPENDITURES
I157 CONDUCT NRS INSPECTIONS

I160 INVESTIGATE GOVERNMENT VEHICLE ACCIDENTS AND INCIDENTS
I163 RESEARCH RECRUITER MALPRACTICES OR CONGRESSIONAL INQUIRIES
I164 RESEARCH RECRUITER IRREGULARITY DATA
I167 EVALUATE GOVERNMENT VEHICLES UTILIZATION

J. MARKETING
J176 ANALYZE ZONE TERRITORY DATA
J181 EVALUATE ZONE NAVY RECRUITING DISTRICT (NRD) TERRITORY DISTRIBUTIONS
J182 EVALUATE ZONE NRS TERRITORY DISTRIBUTIONS
J183 EVALUATE NRS LOCATIONS
J200 MAKE ZONE MANNING REQUIREMENTS RECOMMENDATIONS
J203 ANALYZE CENSUS TRACK DATA
J205 EVALUATE ZONE GOAL DISTRIBUTIONS
J206 EVALUATE ZONE GOAL ACCOMPLISHMENTS
J208 EVALUATE NRS GOAL DISTRIBUTIONS
J210 MAKE NRS GOALING ASSIGNMENTS RECOMMENDATIONS

K. PRODUCTION PLANNING AND PROSPECTING
K212 CONDUCT ZONE DPR
K216 PREPARE SUPERVISOR MONTHLY PLANNER/ITINERARY
K217 ADJUST SUPERVISOR MONTHLY PLANNER/ITINERARY
K230 DEVELOP ZONE PRODUCTION PLANS
K231 EVALUATE ZONE PRODUCTION PLANS
K232 EVALUATE ZONE PRODUCTION LEVELS
K233 DEVELOP ZONE PROSPECTING PLANS
K234 EVALUATE ZONE PROSPECTING PLANS
K235 EVALUATE ZONE PROSPECTING LEVELS

M. DELAYED ENTRY PROGRAM (DEP) MANAGEMENT
M292 EVALUATE ZONE DEP MANAGEMENT PROCEDURES

P. RECRUITING MANAGEMENT
P316 ANALYZE LOCAL AND NATIONAL LEAD DATA
P318 MAKE FAULT OR NO FAULT TRANSFERS
P322 MAKE RECRUITER SUITABILITY BOARD RECOMMENDATIONS
P324 CONDUCT PRODUCTION MEETINGS

SENIOR CHIEF NAVY COUNSELOR (RECRUITER) (NCCS)

I. OPERATIONS AND ADMINISTRATION
I153 PREPARE NRD BUDGET INPUTS

J. MARKETING

J174 ANALYZE NRD TERRITORY DATA
J193 MAKE NRD MARKETING PLAN RECOMMENDATIONS
J199 EVALUATE COMMANDS MANNING AND BILLET ALLOWANCES
J204 MAKE NRD PRODUCTION GOAL RECOMMENDATIONS
J207 MAKE ZONE GOALING ASSIGNMENTS RECOMMENDATIONS
J211 DRAFT NRD GOALING LETTERS

K. PRODUCTION PLANNING AND PROSPECTING

K219 EVALUATE NRD PRODUCTION PLANS
K220 EVALUATE NRD PRODUCTION LEVELS
K222 EVALUATE NRD PROSPECTING PLANS
K223 EVALUATE NRD PROSPECTING LEVELS

L. APPLICANT PROCESSING

L260 CONDUCT OFFICER APPLICANT TESTING
L261 SECURE OFFICER TESTING MATERIALS
L262 ANALYZE OFFICER APPLICANT TEST RESULTS DATA
L268 COORDINATE OFFICER APPLICANTS TESTING OR INTERVIEW BOARDS
L276 SCREEN OFFICER APPLICANTS ADVANCE DOCUMENTS
L277 PREPARE OFFICER APPLICANT KITS
L281 COORDINATE OFFICER APPLICANTS COMMISSIONING CEREMONIES

P. RECRUITING MANAGEMENT

P319 REVIEW FAULT OR NO FAULT TRANSFER RECOMMENDATIONS

MASTER CHIEF NAVY COUNSELOR (RECRUITER) (NCCM)

K. PRODUCTION PLANNING AND PROSPECTING

K218 DEVELOP NRD PRODUCTION PLANS
K221 DEVELOP NRD PROSPECTING PLANS

CHAPTER 59

OPERATIONS SPECIALIST
(OS)

NAVPERS 18068-59B

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

OPERATIONS SPECIALIST

SCOPE OF RATING

Operations Specialists (OS) function as Plotters, Radiotelephone, and Command and Control internal communications talkers; maintain Combat Information Center (CIC) displays of strategic and tactical information; operate surveillance radars, Identification Friend or Foe (IFF) Systems, and associated equipment; interpret radar presentations, evaluate tactical situations, and make recommendations to superiors during watch conditions; apply current doctrine and procedures to CIC operations as specified by U. S. Navy Instructions and Joint/Allied/U. S. Navy publications; and apply current doctrine and procedures to radar navigation; provide technical information and assistance during Surface Warfare, Air Warfare, Submarine Warfare, Amphibious Warfare, Mine Warfare, Naval Surface Fire Support, and Search and Rescue operations; provide technical information and advice on capabilities, limitations, reliability, and operational readiness.

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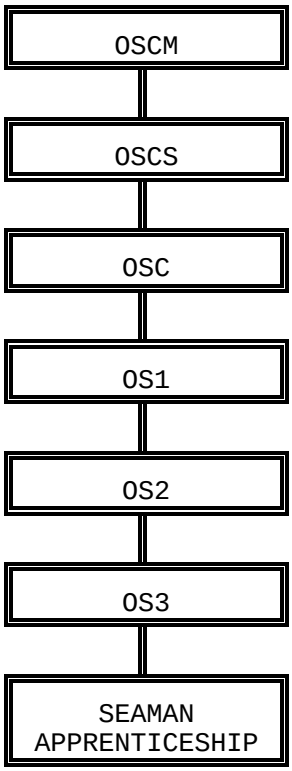
These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 59.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in BUPERSINST 1131.1 series.

SPECIAL PHYSICAL REQUIREMENTS

Vision 20/100 correctable in each eye to 20/20; normal color perception; normal hearing; no speech impediment. Refer to Chapter 15 of the Manual of the Medical Department, U.S. Navy for details on color perception requirements.

CITIZENSHIP/SECURITY REQUIREMENTS

Must be eligible for access to classified information.

SAFETY

The observance of proper safety precautions in all areas is an integral part of each billet and the responsibility of every Navy man and woman; safety is a universal requirement for all ratings.

OPERATIONS SPECIALIST (OS) FUNCTIONAL AREAS

A. TACTICAL SUPPORT OPERATIONS

B. AIR WARFARE (AW)

C. UNDERSEA WARFARE (USW)

D. SURFACE WARFARE (SUW)

E. NAVAL SURFACE FIRE SUPPORT (NSFS)

F. AMPHIBIOUS WARFARE

G. SEARCH AND RESCUE

H. NAVIGATION

I. ELECTRONIC SYSTEMS OPERATIONS

J. COMMUNICATIONS

K. TECHNICAL ADMINISTRATION

OPERATIONS SPECIALIST THIRD CLASS (OS3)

A. TACTICAL SUPPORT OPERATIONS

A001 REVIEW COMMANDING OFFICERS STANDING ORDERS
A002 REVIEW COMMANDING OFFICERS STANDING NIGHT ORDERS
A003 PLOT AND MAINTAIN SUMMARY AND GEOGRAPHIC PLOTS
A005 CONSTRUCT FORMATION DIAGRAMS AND DISPOSITIONS
A006 COMPARE LOOKOUT AND SENSOR INFORMATION
A007 INTERPRET WARNING AND WEAPONS STATUS
A009 MARK AND INTERPRET CONTACT INFORMATION
A010 ASSIGN SYMBOLOGY
A011 DISPLAY CONTACT INFORMATION
A014 COMPUTE SURFACE CONTACTS COURSES AND SPEEDS
A015 PLOT AND CORRELATE ELECTRONIC WARFARE INFORMATION
A016 COMPUTE AVOIDING COURSES
A017 COMPUTE TIME FOR CLOSEST POINT OF APPROACH (CPA)
A018 DETERMINE TRUE WIND
A019 DETERMINE DESIRED WIND
A020 DETERMINE RELATIVE WIND
A021 DETERMINE APPARENT WIND
A022 DETERMINE COURSE, SPEED, AND TIME FOR STATIONING
A024 PLOT EMERGENCY FALLOUT AREAS
A025 PLOT POINT ROMEO
A026 DETERMINE ACTIONS TO CLEAR FALLOUT AREAS
A028 PLOT VARIOUS ENVIRONMENTAL CONDITIONS
A029 DETERMINE RADAR ENVIRONMENTAL CONDITIONS
A030 MAINTAIN COMBAT INFORMATION CENTER (CIC) LOGS
A033 DISSEMINATE TACTICAL INFORMATION FLOW
A350 DETERMINE LINE OF SOUND FOR TARGET MOTION ANALYSIS (TMA)/CONTACT MOTION ANALYSIS (CMA)
A351 IDENTIFY AND REPORT CONSTANT BEARING DECREASING RANGE (CBDR) SITUATIONS
A352 PLOT MINE FIELDS
A353 PLOT AND UPDATE Q ROUTES AND SWEPT CHANNELS

B. AIR WARFARE (AW)

B040 REPORT AIR CONTACTS
B042 VERIFY FRIENDLY AND HOSTILE AIR TRACKS
B045 VERIFY AIR CONTACTS ALTITUDES
B046 TRACK AND UPDATE AIR TRACKS
B047 DETERMINE POSITIVE IDENTIFICATION FRIEND OR FOE (IFF) RETURNS
B048 INTERPRET AUTOMATIC IDENTIFICATION (AUTO ID) PRESENTATIONS
B049 UPDATE AIR STATUS PLOTS
B050 RESOLVE IDENTIFICATION CONFLICTS
B055 CONTROL AUTOMATIC TRACKING FEATURES
B056 PERFORM MANUAL OVERRIDE FUNCTION OF AUTO ID TRACKS

C. UNDERSEA WARFARE (USW)

C075 MAINTAIN USW STATUS BOARDS
C076 PLOT SONAR CONTACTS
C077 DETERMINE TARGET BEARINGS AND RANGES
C078 DETERMINE TARGET PARAMETERS USING TIME BEARING PLOTS
C079 PLOT LINE OF SOUND (LOS) DIAGRAMS
C080 PLOT SONOBUOY DROPS AND PATTERNS
C082 PLOT DATUMS
C083 PLOT DATUMS ERRORS
C084 PLOT TORPEDO DANGER AREAS (TDA) AND TORPEDO DANGER ZONES (TDZ)
C086 COMPUTE ESTIMATED TIME OF ARRIVAL (ETA) TO TDA
C088 RECOMMEND EVASIVE STEERING ACTIONS
C090 PLOT CONE OF COURSES
C091 PLOT FURTHEST-ON-CIRCLE (FOC)
C093 PLOT LIMITING LINES OF APPROACH
C094 PLOT HYDROPHONE EFFECTS
C096 PERFORM FREQUENCY PLOTTING
C102 CONSTRUCT GEOGRAPHIC/MASTER TACTICAL PLOTS
C103 PERFORM EKLUND RANGINGS
C105 PERFORM TMA AND CMA PLOTTING
C354 INTERPRET USW PLOTS
C355 PLOT SECTOR SCREENS

D. SURFACE WARFARE (SUW)

D118 COMPARE TARGET SOLUTIONS BETWEEN MANUAL AND AUTOMATED PLOTS
D120 DETERMINE SHIPS MANEUVERS TO PROSECUTE A CONTACT OF INTEREST (COI)
D356 PLOT SUW INFORMATION
D357 INTERPRET SUW PLOTTING

E. NAVAL SURFACE FIRE SUPPORT (NSFS)

E133 CONDUCT NAVAL GUNFIRE SUPPORT (NSFS) RADIO TELEPHONE (R/T) COMMUNICATIONS
E134 PERFORM NSFS NAVIGATION PLOTTING
E135 CONVERT GRID POSITIONS INTO RANGES AND BEARINGS
E136 PLOT TARGETS USING GRID METHODS
E137 PLOT TARGETS USING POLAR METHODS
E138 PLOT TARGETS USING SHIFT FROM KNOWN POSITION METHODS
E139 PLOT FRIENDLY FRONT LINES
E140 PLOT GROUND OBSERVER AND COMMAND POST POSITIONS
E145 PLOT NO FIRE ZONES
E146 LAY OUT FREE FIRE ZONES
E148 PLOT WEAPON IMPACT AREAS
E151 CONDUCT RECORD AS TARGET
E358 LAY OUT GUN TARGET LINES
E359 PLOT COUNTER BATTERY TARGETS
E360 RECORD TARGET DATA

F. AMPHIBIOUS WARFARE

F153 DETERMINE POSITION OF WAVES
F154 OBTAIN AND REPORT VISUAL BEARINGS OF BOAT WAVES
F155 PLOT SHIPS RELATIONSHIP TO LINE OF DEPARTURE (LOD)
F156 PLOT LANDING CRAFT AIR CUSHION (LCAC) SHIP TO SHORE MOVEMENTS
F157 RECORD LCAC MOVEMENTS
F159 UPDATE MODIFIED SURF INDEX (MSI)
F160 PLOT AIR TRAFFIC CORRIDORS FOR VERTICAL ASSAULTS
F161 PLOT AIR ASSAULT POINTS
F163 MARK WAVE TIMES
F165 READ WAVE GRIDS
F168 CONTROL SMALL CRAFT IN SHIP-TO-SHORE MOVEMENTS
F361 PLOT ASSAULT BOAT WAVES

G. SEARCH AND RESCUE

G171 MAKE MAN OVERBOARD RECOMMENDATIONS
G172 PLOT MAN OVERBOARD
G173 RECOMMEND MANEUVERS TO RECOVER MAN OVERBOARD
G175 MONITOR SEARCH AND RESCUE (SAR) EMERGENCY FREQUENCIES
G176 IDENTIFY SHIPBOARD EMERGENCY SIGNALS
G177 IDENTIFY AIRCRAFT EMERGENCY SIGNALS
G178 DETERMINE STAY TIME FOR PERSONNEL IN THE WATER
G179 OBTAIN DISTRESS SIGNALS BEARINGS AND RANGES
G181 PREPARE AND PLOT SHIPBOARD SEARCH PATTERNS
G182 COMPUTE EFFECTS OF WIND AND CURRENT ON RAFTS AND PERSONNEL
G362 PREPARE AND PLOT USING HALIFAX PROCEDURES

H. NAVIGATION

H191 SELECT AND UPDATE NAUTICAL CHARTS
H193 PLOT APPROVED TRACKS AND COMPARE CHARTS WITH THE NAVIGATOR
H194 PLOT NAVIGATION HAZARDS
H195 REPORT NAVIGATIONAL HAZARDS
H196 COMPUTE TURN TIMES TO CHARTED COURSES
H197 CONSTRUCT DEAD RECKONING SPEED TIME CONVERTOR ON HARBOR CHARTS
H198 CONSTRUCT CURRENT GEOGRAPHIC PLOTS
H199 UPDATE CURRENT GEOGRAPHIC PLOTS
H200 DETERMINE AND UPDATE FIXED POINTS ON CHARTS
H201 OBTAIN BEARINGS AND RANGES FROM FIXED POINTS ON NAVIGATIONAL CHARTS
H202 COMPUTE LATITUDES AND LONGITUDES FROM FIXED INFORMATION
H203 PLOT LATITUDES AND LONGITUDES FROM FIXED INFORMATION
H204 PLOT DEVIATION AND VARIATION ON CHARTS
H205 PROVIDE MARK TIMES
H206 PLOT VISUAL FIXES
H207 DETERMINE RADARS RANGE AND BEARING ERRORS
H208 DETERMINE GYROCOMPASS ERROR
H209 DETERMINE SHIPS POSITION USING NAVIGATIONAL AIDS
H210 COMPARE SHIPS POSITION DATA WITH BRIDGE
H211 COMPARE LOOKOUT AND RADAR INFORMATION WITH NAVIGATION PLOTS
H212 COMPARE RADAR SCOPE PRESENTATION WITH APPLICABLE CHARTS
H213 SELECT FIXED NAVIGATIONAL POINTS WITH THE NAVIGATION PLOTTER
H214 MAINTAIN PLOT OF SHIPS TRACK USING DEAD RECKONING (DR)

H215 INTERPRET SATELLITE NAVIGATION SYSTEMS DATA
H216 COMPARE VISUAL WITH RADAR FIX DATA
H217 COMPUTE COURSES AND SPEEDS MADE GOOD
H218 CALCULATE COMPENSATING COURSES AND SPEEDS
H220 CALCULATE CORRECTING COURSES AND SPEEDS
H222 CALCULATE SET AND DRIFT
H224 COMPUTE ADVANCE AND TRANSFER
H225 OBTAIN FATHOMETER READINGS
H226 COMPARE FATHOMETER READINGS WITH CHARTS
H227 PLOT ESTIMATED POSITIONS (EP)
H228 PLOT APPROACHES AND ANCHORAGE
H229 CALCULATE ANCHOR DROP DISTANCES
H230 OBTAIN LOW VISIBILITY LOOKOUT INFORMATION
H231 PLOT SOUND SIGNALS DURING LOW VISIBILITY NAVIGATION
H232 LOG PILOTING OFFICERS RECOMMENDATIONS TO BRIDGE
H233 DETERMINE ACTIONS FOR CROSSING SITUATIONS
H234 DETERMINE ACTIONS FOR MEETING SITUATIONS
H235 DETERMINE ACTIONS FOR OVERTAKING SITUATIONS
H236 DETERMINE SOUND SIGNALS FOR EXISTING CONDITIONS
H237 RECOMMEND LOW VISIBILITY SOUND SIGNALS
H238 IDENTIFY LIGHTS AND BUOYS DURING NAVIGATION
H239 COMPUTE AND PLOT DRAG CIRCLE
H241 COMPUTE AND PLOT SWING CIRCLE
H246 PLOT DANGER BEARINGS
H254 INTERPRET RULES OF THE ROAD
H255 COMPARE AND CORRELATE LOW VISIBILITY LOOKOUT INFORMATION
H363 INTERPRET SHIPS POSITION IN RELATIONSHIP TO POSITION OF INTENDED MOVEMENT (PIM)

I. ELECTRONICS SYSTEMS OPERATIONS

I259 ENERGIZE AND DE-ENERGIZE ELECTRONIC EQUIPMENT
I265 REPORT TACTICAL DATA SYSTEM (TDS) MALFUNCTIONS
I268 OPERATE RADAR REPEATERS
I271 MEASURE RADAR SENSITIVITIES
I275 LOAD IFF CRYPTOLOGICAL CODES
I278 OPERATE EQUIPMENT UNDER CASUALTY CONDITIONS
I290 ENTER/UPDATE TDS INITIALIZATION DATA
I303 MONITOR TDS INFORMATION
I364 OPERATE TDS EQUIPMENT
I365 RESTORE EQUIPMENT OPERATION UNDER EMERGENCY CONDITIONS
I366 OPERATE NAVAL TACTICAL COMMAND SYSTEM AFLOAT (NTCS-A)/JOINT MARITIME CONTROL INFORMATION SYSTEM (JMCIS) IN PARTICIPATE MODE

J. COMMUNICATIONS

J308 INTERPRET SHIPS COMMUNICATIONS PLAN
J309 TEST COMMUNICATIONS SYSTEMS
J313 SET EQUIPMENT CONDITIONS ACCORDING TO EMISSION CONTROL (EMCON) PLANS
J315 DETERMINE TYPES OF INTERFERENCE (INTRUSION, JAMMING AND INTERFERENCE) ENCOUNTERED

J316 RESPOND TO INTRUSION, JAMMING, AND INTERFERENCE ON RT CIRCUITS
J319 PERFORM TIME AUTHENTICATIONS
J320 PERFORM TRANSMISSION AUTHENTICATIONS
J321 ENCODE/DECODE TACTICAL COMMUNICATIONS
J323 CONDUCT VERBAL REPORTS
J327 INITIATE BEADWINDOW REPORTS
J328 INITIATE GINGERBREAD REPORTS
J367 PERFORM INTERNAL COMMUNICATIONS
J368 PERFORM EXTERNAL COMMUNICATIONS
J369 MONITOR EXECUTED EMCON PLAN FOR VIOLATIONS

K. TECHNICAL ADMINISTRATION
K335 PERFORM CLASSIFIED MATERIAL INVENTORY
K338 UPDATE PUBLICATION CORRECTION RECORD CARDS
K344 REVIEW HAZARDOUS MATERIAL USERS GUIDE (HMUG)
K346 REVIEW MATERIAL SAFETY DATA SHEETS (MSDS)
K386 PERFORM EMERGENCY ACTION PROCEDURES
K387 REVIEW CIC STANDARD OPERATING PROCEDURES (SOP)
K388 MAINTAIN PUBLICATION ALLOWANCE

OPERATIONS SPECIALIST SECOND CLASS (OS2)

A. TACTICAL SUPPORT OPERATIONS
A370 EVALUATE TACTICAL AND EMCON SITUATIONS
A374 INTERPRET RULES OF ENGAGEMENT

B. AIR WARFARE (AW)
B051 DETERMINE AIRCRAFT ALERT POSTURES
B052 UPDATE STATUS OF AIRBORNE AIRCRAFT (FUEL, WEAPONS, ETC.)
B053 RECOMMEND ACTIVATION/DEACTIVATION OF ID DOCTRINE STATEMENTS
B059 MONITOR RETURN TO FORCE (RTF) ASSETS
B371 PROVIDE TACTICAL INFORMATION TO AIRCRAFT
B372 PERFORM SURVEILLANCE OF ASSIGNED AW AREAS

C. UNDERSEA WARFARE (USW)
C089 COMPUTE CONE OF COURSES
C092 COMPUTE LIMITING LINES OF APPROACH
C097 RECOMMEND AND IMPLEMENT USW SEARCH AND ATTACK PLANS
C373 OBTAIN USW INTELLIGENCE FOR ANALYSIS
C388 RECOMMEND TORPEDO EVASION TACTICS

D. SURFACE WARFARE (SUW)
D392 CORRELATE SUW TARGETING DATA

E. NAVAL SURFACE FIRE SUPPORT (NSFS)
E144 CONVERT SPOTTER GRID CORRECTIONS TO CORRECTIVE GRIDS
E149 CONDUCT CHECKFIRE
E150 CONDUCT CHECK SOLUTION

F. AMPHIBIOUS WARFARE
F158 CONTROL LCAC MOVEMENTS
F162 PLOT ASSAULT LANES, CORRIDORS, AND SWEPT CHANNELS
F166 MANEUVER ASSAULT WAVES
F170 PLOT AMPHIBIOUS ASSAULT DIAGRAMS

G. SEARCH AND RESCUE
G183 COORDINATE ASSISTANCE WITH SAR FACILITIES
G184 PREPARE SAR AIR PATTERNS
G185 PROVIDE SAR APPROACHES FOR AIRCRAFT AND HELICOPTERS
G186 VECTOR SAR CRAFT TO RECOVERY POINTS
G187 COMPUTE PARACHUTE DRIFT

H. NAVIGATION
H253 PREPARE CIC FOR PRECISION ANCHORING
H374 MAKE SHIPPING/MANEUVERING RECOMMENDATIONS USING RULES OF THE ROAD
H375 MAINTAIN CIC CHART LIBRARY
H376 MAINTAIN CHART CORRECTION RECORD CARDS

I. ELECTRONIC SYSTEMS OPERATIONS
I261 OPERATE RADAR SET CONTROLS (RSC)
I299 COORDINATE DATA LINK OPERATIONS
I300 INITIATE LINK COMMUNICATIONS
I301 PERFORM LINK TRACK CORRELATIONS
I326 MONITOR TACTICAL DATA SYSTEM INTERFACES
I377 CONFIGURE NTCS-A/JMCIS FOR OPERATION

J. COMMUNICATIONS
J310 ESTABLISH COMMUNICATIONS PATCHES
J311 TEST COMMUNICATIONS PATCHES
J312 RESTORE LOST COMMUNICATIONS
J329 DRAFT OPERATIONS REPORTS (OPREP)
J331 DRAFT SITUATION REPORTS (SITREP)
J333 DRAFT NAVAL AND JOINT MESSAGES
J378 INTERPRET NAVAL AND JOINT MESSAGES

K. TECHNICAL ADMINISTRATION
K339 PREPARE CLASSIFIED DOCUMENT DESTRUCTION REPORTS
K340 CONDUCT CLASSIFIED MATERIAL INVENTORY SPOT CHECKS
K342 ENTER CHANGES TO OPERATIONAL PLANS AND OPERATIONAL ORDERS
K379 PERFORM EMERGENCY ACTION PROCEDURES
K380 PREPARE CHART REQUISITIONS
K389 MAINTAIN PUBLICATION CORRECTION RECORD CARDS

OPERATIONS SPECIALIST FIRST CLASS (OS1)

A. TACTICAL SUPPORT OPERATIONS

A032 EVALUATE RADAR PERFORMANCE DEGRADATIONS DUE TO ENVIRONMENTAL CONDITIONS
A034 COORDINATE TACTICAL INFORMATION FLOW
A035 TRAIN SHIPS LOOKOUTS
A036 PREPARE CIC FOR SPECIAL EVOLUTIONS
A039 TRANSITION CIC BETWEEN CONDITIONS OF READINESS
A386 REVIEW CAPTAINS BATTLE ORDERS

B. AIR WARFARE (AW)

B060 DETERMINE SURVEILLANCE OF ASSIGNED AW AREAS
B061 DETERMINE ENGAGEABILITY OF ASSIGNED AW AREAS
B062 RECOMMEND TYPE OF WEAPON TO BE USED AGAINST HOSTILE AIRCRAFT
B063 RECOMMEND MANEUVERS TO EMPLOY AW BATTERIES
B064 RECOMMEND USE OF ELECTRONIC PROTECTION (EP)
B065 COORDINATE AW EVENTS BETWEEN AW COMMANDER AND AIR RESOURCES ELEMENT COORDINATOR (AREC)
B066 COORDINATE AW EVENTS WITH COMMAND AND CONTROL WARFARE COORDINATOR (C2W)
B072 COORDINATE EMERGENCY DEFENSE AMPHIBIOUS TASK FORCE (EDATF) PROCEDURES
B390 RECOMMEND SHIPS ACTIONS FOR ANTI-SHIP MISSILE DEFENSE (ASMD)

C. UNDERSEA WARFARE (USW)

C095 PLOT WATER SPACE MANAGEMENT
C106 EVALUATE TMA/CMA PLOTTING
C108 DETERMINE ATTACK CRITERIA FOR URGENT AND DELIBERATE SCENARIOS
C109 RECOMMEND SEARCH AND ATTACK UNIT (SAU) APPROACH TO DATUMS

D. SURFACE WARFARE (SUW)

D125 RECOMMEND SUW ENGAGEMENT TACTICS
D128 RECOMMEND LAUNCH PARAMETERS FOR SUW MISSILES
D130 EVALUATE SUW PLOTTING

F. AMPHIBIOUS WARFARE

F381 COORDINATE AMPHIBIOUS BOAT CONTROL TEAMS
F382 REVIEW AMPHIBIOUS DIAGRAMS

G. SEARCH AND RESCUE

G383 COORDINATE SAR TEAMS

I. ELECTRONIC SYSTEMS OPERATIONS

I384 CONDUCT COMBAT SYSTEMS TESTING

J. COMMUNICATIONS
J330 REVIEW NAVAL AND JOINT MESSAGES
J385 FORMULATE COMMUNICATIONS PLAN
J391 MAINTAIN LOCAL COMMUNICATIONS MATERIAL SECURITY (CMS) INVENTORY

K. TECHNICAL ADMINISTRATION
K337 UPDATE CIC DOCTRINE
K345 REVIEW HAZARDOUS MATERIAL (HAZMAT) INVENTORIES

CHIEF OPERATIONS SPECIALIST (OSC)

B. AIR WARFARE (AW)
B070 ASSIGN HOSTILE AIRCRAFT TO WEAPONS CONTROL
B071 COORDINATE AW WEAPONS EMPLOYMENT

C. UNDERSEA WARFARE (USW)
C100 RECOMMEND EMPLOYMENT OF ACTIVE COUNTERMEASURES (SLQ-25 NIXIE)
C110 EVALUATE USW TEAMS
C113 RECOMMEND SCREENING TACTICS
C115 RECOMMEND TACTICS TO THE SCENE OF ACTION COMMANDER (SAC)

D. SURFACE WARFARE (SUW)
D126 CONDUCT ATTACKS ON LOCALIZED TARGETS
D129 COORDINATE SUW AND ASMD
D131 RECOMMEND TACTICS TO SURFACE ACTION GROUP (SAG) COMMANDERS
D132 COORDINATE SUW WEAPONS EMPLOYMENT

I. ELECTRONIC SYSTEMS OPERATIONS
I305 EVALUATE COMBAT SYSTEMS READINESS
I306 COORDINATE PLATFORM REQUIREMENTS FOR BATTLE GROUP OPERATIONS

SENIOR CHIEF OPERATIONS SPECIALIST (OSCS)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

MASTER CHIEF OPERATIONS SPECIALIST (OSCM)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

CHAPTER 61

POSTAL CLERK
(PC)

NAVPERS 18068-61A

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

POSTAL CLERK (PC)

SCOPE OF RATING

Postal Clerks (PC) operate Navy post offices; supervise, organize and establish or disestablish a Navy post office; perform postal counterwork, including sale of stamps and money orders; process incoming and outgoing mail; route mail; maintain a mail directory; process official mail; maintain security of postal effects and mail matter; process claims and inquiries; and prepare and file postal correspondence, records and reports.

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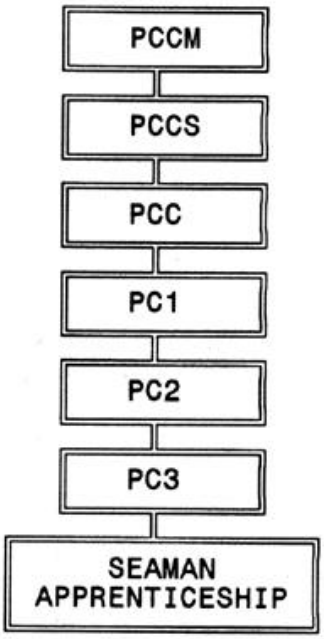
These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 61.

GENERAL INFORMATION
CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in BUPERSINST 1131.1.

SPECIAL PHYSICAL REQUIREMENTS

None.

CITIZENSHIP/SECURITY REQUIREMENTS

Must be a U.S. citizen.

OPNAVINST 5112.6 series (Subj: Department of the Navy Postal Instructions) contains special guidance.

Performance Tests

Must pass performance test for typing. Refer to Performance Tests in Appendix D of this Manual.

SAFETY

The observance of proper safety precautions in all areas is an integral part of each billet and the responsibility of every Navy man & woman; therefore, it is a universal requirement for all ratings.

POSTAL CLERK (PC) FUNCTIONAL AREAS

A. GENERAL POSTAL

B. SECURITY

C. EQUIPMENT MAINTENANCE

D. SUPPLY

E. CUSTODIAN OF POSTAL EFFECTS

F. FINANCIAL

G. CLAIMS AND INQUIRIES

H. CUSTOMS

I. RECEIPTS AND DISPATCHES

J. MAIL DISTRIBUTION

K. MAIL PROCESS CENTER

L. CUSTOMER SERVICE

M. MONEY ORDERS

N. ACCOUNTABLE MAIL

O. OFFICIAL MAIL

P. PLANNING AND ORGANIZING

Q. DIRECTING AND IMPLEMENTING

R. INSPECTING AND EVALUATING

S. TECHNICAL ADMINISTRATION

POSTAL CLERK THIRD CLASS (PC3)

A. GENERAL POSTAL
A001 CONDUCT TRANSIT TIME SURVEYS
A006 POST MAIL COLLECTION SCHEDULES
A007 PREPARE POSTAL ACTIVITY REPORTING SYSTEM (PARS) REPORTS

B. SECURITY
B018 LOCK POSTAGE METERS
B021 PREPARE KEY CONTROL FORMS (MODIFIED CASH RECEIPT, PS FORM (1096))
B022 UPDATE KEY CONTROL FORMS (MODIFIED CASH RECEIPT, PS FORM (1096))
B023 SECURE POSTAL EFFECTS
B303 CONDUCT COMBINATION SAFE AND LOCK CHANGES
B304 LOCK STAMP STOCK AND FUNDS

C. EQUIPMENT MAINTENANCE
C024 CLEAN ADDING MACHINES
C025 INSPECT ADDING MACHINES
C027 CLEAN MONEY ORDER IMPRINTERS
C028 INSPECT MONEY ORDER IMPRINTERS
C031 CLEAN POSTAL SCALES
C032 INSPECT POSTAL SCALES
C035 CLEAN COMBINATION LOCKS
C040 CLEAN POSTAGE METERS
C305 CLEAN AND INSPECT CALCULATOR
C308 REPLENISH INK SUPPLY (POSTAGE METER BASES, CANCELLING MACHINES, ETC)
C309 REPLACE AND TEST INK RIBBONS (CALCULATORS, MONEY ORDER IMPRINTERS, ETC)

D. SUPPLY
D043 PREPARE REQUISITION FOR RUBBER AND STEEL STAMPS ONLY FORMS (PS 1567)
D044 PREPARE REQUISITION FOR NONSTANDARD FACING SLIPS OR LABELS FORMS (PS 1578B)
D045 REVIEW REQUISITION FOR NONSTANDARD FACING SLIPS OR LABELS FORMS (PS 1578B)
D046 PREPARE SUPPLY RECORD (CARD) FORMS (PS 1586)
D047 REVIEW SUPPLY RECORD (CARD) FORMS (PS 1586)
D062 PREPARE SUPPLY CENTER REQUISITION FORMS (PS 7380)
D063 REVIEW SUPPLY CENTER REQUISITION FORMS (PS 7380)
D064 PREPARE REQUISITION FOR SUPPLIES, SERVICES, OR EQUIPMENT FORMS (PS 7381)
D065 REVIEW REQUISITION FOR SUPPLIES, SERVICES, OR EQUIPMENT FORMS (PS 7381)
D306 VERIFY SUPPLIES SHIPPING ORDER FORMS (PS 4686)

E. CUSTODIAN OF POSTAL EFFECTS

E048 PREPARE SUPPLIES AND EQUIPMENT RECEIPT FORMS (PS 1590)
E049 REVIEW SUPPLIES AND EQUIPMENT RECEIPT FORMS (PS 1590)
E069 VERIFY POSTAGE METER SETTINGS
E076 PREPARE DUPLICATE KEY ENVELOPE FORMS (PS 3977)
E077 REVIEW DUPLICATE KEY ENVELOPE FORMS (PS 3977)

F. FINANCIAL
F050 PREPARE STAMP REQUISITION FORMS (PS 17)
F051 REVIEW STAMP REQUISITION FORMS (PS 17)
F086 REMIT FIXED CREDIT OVERAGES
F094 DOCUMENT STAMP STOCK SHORTAGES AND OVERAGES
F098 PREPARE REPORT OF AUDIT OF POSTAL ACCOUNTS FORMS (DD 2259)
F099 REVIEW REPORT OF AUDIT OF POSTAL ACCOUNTS FORMS (DD 2259)
F102 PREPARE CONSIGNED CREDIT RECEIPT FORMS (PS 3369)
F104 PREPARE DAILY RECORD OF STAMPS, STAMPED PAPER, AND NONPOSTAL STAMPS ON HAND FORMS (PS 3295)
F105 REVIEW DAILY RECORD OF STAMPS, STAMPED PAPER, AND NONPOSTAL STAMPS ON HAND FORMS (PS 3295)
F112 TURN IN DAMAGED STAMP STOCKS
F113 WITNESS CUSTODIAN OF POSTAL EFFECTS (COPE) INITIATED STAMP REQUISITIONS
F135 AFFIX POSTAGE
F137 ENDORSE MAIL
F155 ENDORSE SPECIAL SERVICES ARTICLES
F166 REVIEW INTERNATIONAL MAIL MANUAL
F215 COMPUTE POSTAGE AND FEES
F216 COLLECT POSTAGE AND FEES
F221 CONDUCT POSTAGE METER TRANSACTIONS
F222 SELL POSTAGE STAMPS
F223 SELL STAMPED PAPERS
F243 PREPARE RETURN RECEIPT FOR INTERNATIONAL INSURED OR REGISTERED MAIL FORMS (PS 2865)
F244 REVIEW RETURN RECEIPT FOR INTERNATIONAL INSURED OR REGISTERED MAIL FORMS (PS 2865)
F245 PREPARE RECEIPT FOR CERTIFIED MAIL FORMS (PS 3800)
F246 REVIEW RECEIPT FOR CERTIFIED MAIL FORMS (PS 3800)
F247 PREPARE RECEIPT FOR REGISTERED MAIL FORMS (PS 3806)
F248 REVIEW RECEIPT FOR REGISTERED MAIL FORMS (PS 3806)
F249 PREPARE RETURN RECEIPT FOR REGISTERED, INSURED, AND CERTIFIED MAIL FORMS (PS 3811)
F250 REVIEW RETURN RECEIPT FOR REGISTERED, INSURED, AND CERTIFIED MAIL FORMS (PS 3811)
F251 PREPARE REQUEST FOR RETURN RECEIPTS AFTER MAILING FORMS (PS 3811A)
F252 REVIEW REQUEST FOR RETURN RECEIPTS AFTER MAILING FORMS (PS 3811A)
F253 PREPARE RECEIPT FOR DOMESTIC UNNUMBERED INSURED PARCEL FORMS (PS 3813)
F254 REVIEW RECEIPT FOR DOMESTIC UNNUMBERED INSURED PARCEL FORMS (PS 3813)
F255 PREPARE RECEIPT FOR INSURED MAIL-DOMESTIC AND INTERNATIONAL INSURED FORMS (PS 3813-P)

F256 REVIEW RECEIPT FOR INSURED MAIL-DOMESTIC AND INTERNATIONAL INSURED FORMS (PS 3813-P)
F257 PREPARE CERTIFICATE OF MAILING FORMS (PS 3817)
F258 REVIEW CERTIFICATE OF MAILING FORMS (PS 3817)

G. CLAIMS AND INQUIRIES

G117 PREPARE RECEIPT FOR ARTICLES DAMAGED IN MAIL FORMS (PS 3831)
G118 REVIEW RECEIPT FOR ARTICLES DAMAGED IN MAIL FORMS (PS 3831)
G120 REVIEW CUSTOMER COMPLAINTS
G121 PREPARE DOMESTIC CLAIM, REGISTERED, INSURED, OR EXPRESS MAIL INQUIRY FORMS (PS 1000)
G122 REVIEW DOMESTIC CLAIM, REGISTERED, INSURED, OR EXPRESS MAIL INQUIRY FORMS (PS 1000)
G123 INITIATE TRACER ACTIONS, OTHER THAN DOMESTIC CLAIM, OR REGISTERED MAIL INQUIRY FORMS (PS 1000)
G124 PREPARE APPLICATION AND VOUCHER FOR REFUND OF POSTAGE AND FEES FORMS (PS 3533)
G125 REVIEW APPLICATION AND VOUCHER FOR REFUND OF POSTAGE AND FEES FORMS (PS 3533)
G307 PREPARE MAIL LOSS OR RIFLING REPORT (PS 1510)
G310 REVIEW MAIL LOSS OR RIFLING REPORT FOR ORDINARY AND CERTIFIED MAIL (PS 1510)

H. CUSTOMS

H126 COLLECT CUSTOMS DUTIES
H311 PROCESS CUSTOMS DUTY COLLECTIONS
H127 PREPARE PARCEL POST CUSTOMS DECLARATION FORMS (PS 2966A)
H128 REVIEW PARCEL POST CUSTOMS DECLARATION FORMS (PS 2966A)
H129 PREPARE PARCEL POST CUSTOMS DECLARATION AND DISPATCH FORMS (PS 2966B)
H130 REVIEW PARCEL POST CUSTOMS DECLARATION AND DISPATCH FORMS (PS 2966B)
H131 PREPARE AUTHORITY FOR CUSTOMS TO OPEN INTERNATIONAL MAIL FORMS (PS 2976)
H132 REVIEW AUTHORITY FOR CUSTOMS TO OPEN INTERNATIONAL MAIL FORMS (PS 2976)
H133 PREPARE CUSTOMS DECLARATION FORMS (PS 2976A)
H134 REVIEW CUSTOMS DECLARATION FORMS (PS 2976A)

I. RECEIPTS AND DISPATCHES

I003 COLLECT MAIL
I004 LOAD MAIL
I005 UNLOAD MAIL
I014 TURN IN DAMAGED MAIL SACKS, POUCHES, AND EQUIPMENT
I136 CANCEL POSTAGE
I138 WEIGH MAIL
I139 POSTMARK MAIL
I140 TIE OUT MAIL

I141 BACK-STAMP MAIL
I142 BREAKDOWN MAIL
I143 SORT MAIL
I144 SCREEN MAIL
I145 ROUTE MAIL
I146 STOW MAIL
I147 AFFIX POSTAL VEHICLE SEALS
I148 RECORD SEAL NUMBERS
I149 ATTACH FLIGHT LABELS
I150 ATTACH FLIGHT TAGS
I151 INSPECT MAIL POUCHES OR SACKS
I152 INSPECT MAIL CONTAINERS
I154 REWRAP DAMAGED LETTERS OR PARCELS
I156 LABEL OUTSIDE PIECES
I157 PREPARE FACING SLIPS
I158 PREPARE MAIL SHIPPING DOCUMENTS
I161 PREPARE STRIP/SLIDE LABELS
I162 VERIFY ADDRESSES
I163 VERIFY ZIP CODES
I164 ENDORSE UNDELIVERABLE MAIL
I165 VERIFY AND SIGN INCOMING ORDINARY MAIL SHIPPING DOCUMENTS

J. MAIL DISTRIBUTION
J169 COORDINATE MAIL DISPATCHES
J170 COORDINATE MAIL MOVEMENTS
J175 PREPARE SHIP ROUTING BOARDS
J176 REVIEW SHIP ROUTING BOARDS
J178 PREPARE TRANSPORTATION CONTROL AND MOVEMENT DOCUMENT FORMS (DD 1384)
J182 PREPARE MAIL MANIFESTS (OPNAV 5110/9)
J183 REVIEW MAIL MANIFESTS (OPNAV 5110/9)
J189 PREPARE AV-7 DELIVERY LIST FORMS (PS 2942A)
J190 REVIEW AV-7 DELIVERY LIST FORMS (PS 2942A)
J194 TRANSFER OUTGOING MAIL
J195 VERIFY EXPRESS MAIL COUNTS
J196 VERIFY PIECE MAIL COUNTS

K. MAIL PROCESS CENTER
K204 POST POSTAL WARNINGS AND OTHER NOTICES
K205 PREPARE TEMPORARY MAIL DISPOSITION INSTRUCTIONS FORMS (DD 2258)
K208 PREPARE STANDING DELIVERY ORDER FORMS (PS 3801)
K209 PREPARE NOTICE TO CALL AT WINDOW FORMS (PS 3907)
K210 PREPARE DELIVERY NOTICE/REMINDER/RECEIPT FORMS (PS 3849)
K211 DATE HOLD MAIL
K212 INSPECT DATE HOLD MAIL

L. CUSTOMER SERVICE
L075 INVENTORY LEAD SEAL HAND PRESSES
L217 EXCHANGE DAMAGED POSTAGE STOCKS
L219 PREPARE CASH RECEIPT FORMS (PS 1096)

M. MONEY ORDERS

M224 PROCURE MONEY ORDER SETS
M225 SELL MONEY ORDERS
M226 SPOIL MONEY ORDERS
M227 INSPECT MONEY ORDERS
M228 CASH MONEY ORDERS
M229 PREPARE MONEY ORDER CONTROL RECORD FORMS (DD 885)
M230 REVIEW MONEY ORDER CONTROL RECORD FORMS (DD 885)
M231 PREPARE MILITARY POST OFFICE (MPO) REPORT OF MONEY ORDER BUSINESS FORMS (PS 6019-MPO)
M232 REVIEW MPO REPORT OF MONEY ORDER BUSINESS FORMS (PS 6019-MPO)
M233 PREPARE DAILY MONEY ORDER BUSINESS VERIFICATION TAPES
M234 REVIEW DAILY MONEY ORDER BUSINESS VERIFICATION TAPES
M312 PREPARE DOMESTIC MONEY ORDER INQUIRY (PS 6401)
M313 REVIEW DOMESTIC MONEY ORDER INQUIRY (PS 6401)

N. ACCOUNTABLE MAIL

N235 AFFIX POUCHES, SACKS, AND VEHICLES SEALS
N236 VERIFY POUCHES, SACKS, AND VEHICLES SEALS
N237 COORDINATE HIGH VALUE REGISTERED MAIL SHIPMENTS
N238 ENDORSE MANIFOLD DISPATCH BILLS
N239 LOCK REGISTRY CAGES AND SECTIONS
N240 PREPARE REGISTERED MAIL - BALANCE AND INVENTORY FORMS (DD 2261)
N241 REVIEW REGISTERED MAIL - BALANCE AND INVENTORY FORMS (DD 2261)
N242 PREPARE ACCOUNTABLE MAIL CONTAINERS
N259 PREPARE MANIFOLD REGISTRY DISPATCH FORMS (PS 3854)
N260 REVIEW MANIFOLD REGISTRY DISPATCH FORMS (PS 3854)
N263 PREPARE FIRM MAILING BOOK FOR ACCOUNTABLE MAIL FORMS (PS 3877)
N264 REVIEW FIRM MAILING BOOK FOR ACCOUNTABLE MAIL FORMS (PS 3877)
N265 PREPARE FIRM DELIVERY BOOK FOR ACCOUNTABLE MAIL FORMS (PS 3883)
N266 REVIEW FIRM DELIVERY BOOK FOR ACCOUNTABLE MAIL FORMS (PS 3883)
N011 PREPARE EXPRESS MAIL SERVICE LABELS (PS 11B)
N012 ATTACH EXPRESS MAIL OUTSIDE LABELS (PS 86)
N314 REVIEW EXPRESS MAIL SERVICE LABELS (PS 11B)
N315 PREPARE RETURN RECEIPT FOR MERCHANDISE (PS 3804)
N316 REVIEW RETURN RECEIPT FOR MERCHANDISE (PS 3804)

O. OFFICIAL MAIL

O268 VERIFY USE OF SPECIAL SERVICES
O269 CLASSIFY OFFICIAL MAIL
O270 COMPUTE OFFICIAL MAIL POSTAGE AND FEES
O271 CONSOLIDATE OFFICIAL MAIL
O272 PERFORM GUARD MAIL RUNS

S. TECHNICAL ADMINISTRATION

S298 PREPARE MILITARY POSTAL CLERK (MPC), CUSTODIAN OF POSTAL EFFECTS, POSTAL FINANCE OFFICER (PFO) DESIGNATION/TERMINATION FORMS (DD 2257)
S299 PREPARE APPOINTMENT OF MILITARY POSTAL CLERK, UNIT MAIL CLERK, OR MAIL ORDERLY FORMS (DD 285)

POSTAL CLERK SECOND CLASS (PC2)

A. GENERAL POSTAL
A002 ISSUE POSTAL EQUIPMENT
A013 PREPARE EXPRESS MAIL MILITARY SERVICE TAGS (PS 176, 176B)

B. SECURITY
B015 CONDUCT MAIL INSPECTIONS
B016 PREPARE POSTAL OFFENSES AND VIOLATIONS REPORTS
B017 REVIEW POSTAL OFFENSES AND VIOLATIONS REPORTS

C. EQUIPMENT MAINTENANCE
C034 CALIBRATE POSTAL SCALES
C037 CLEAN CANCELING MACHINES
C038 INSPECT CANCELING MACHINES
C039 ADJUST CANCELING MACHINES

D. SUPPLY
D052 PREPARE REQUEST FOR MILITARY TAGS (PS 1957C)
D053 REVIEW REQUEST FOR MILITARY TAGS (PS 1957C)
D055 REVIEW REQUEST FOR MILITARY LABELS (PS 1957D)

E. CUSTODIAN OF POSTAL EFFECTS
E070 RESET POSTAGE METERS
E072 COLLECT POSTAGE METER REMITTANCES
E079 REVIEW DAILY FINANCIAL REPORT FORMS (PS 1412B)
E082 PREPARE APPLICATION FOR POSTAGE METER LICENSE FORMS (PS 3601A)

F. FINANCIAL
F084 ISSUE FIXED CREDITS
F087 PREPARE FIXED CREDIT INVENTORY LOGS (PS 3295)
F088 REVIEW FIXED CREDIT INVENTORY LOGS (PS 3295)
F089 TURN IN FIXED CREDITS
F090 ISSUE FLEXIBLE CREDITS
F092 REMIT FLEXIBLE CREDIT OVERAGES
F097 PREPARE CASH REMITTANCES
F100 PREPARE STAMP CREDIT EXAMINATION REPORT FORMS (PS 3368)
F101 REVIEW STAMP CREDIT EXAMINATION REPORT FORMS (PS 3368)
F103 REVIEW CONSIGNED CREDIT RECEIPT FORMS (PS 3369)

G. CLAIMS AND INQUIRES
G115 REVIEW CLAIM LOGS

J. MAIL DISTRIBUTION
J174 INSPECT STAGING AREAS
J179 REVIEW TRANSPORTATION CONTROL AND MOVEMENT DOCUMENT FORMS (DD 1384)
J180 PREPARE IRREGULARITIES IN MAKEUP AND DISPATCH OF MAIL FORMS (DD 2273)
J181 REVIEW IRREGULARITIES IN MAKEUP AND DISPATCH OF MAIL FORMS (DD 2273)

K. MAIL PROCESS CENTER
K197 ASSIGN LOCK BOXES
K198 BLOCK LOCK BOXES
K199 INSPECT LOCK BOXES
K200 DISTRIBUTE LOCK BOX MAIL
K201 POST LOCK BOX MAIL NOTICES
K202 PREPARE RECEPTACLE RECORD FORMS (DD 2262)
K203 REVIEW RECEPTACLE RECORD FORMS (DD 2262)
K206 PREPARE MAILING ADDRESS/COMBINATION NOTICE FORMS (DD 2263)

P. PLANNING AND ORGANIZING
P283 ESTABLISH POSTAL OPERATIONS POLICIES

Q. DIRECTING AND IMPLEMENTING
Q285 DESIGNATE POSTAL CLERKS

POSTAL CLERK FIRST CLASS (PC1)

B. SECURITY
B019 PREPARE POST OFFICE ENTRY CONTROL FORMS
B020 REVIEW POST OFFICE ENTRY CONTROL FORMS

D. SUPPLY
D059 REVIEW WORK RECORD SHEET FORMS (PS 4805)

E. CUSTODIAN OF POSTAL EFFECTS
E068 ISSUE POSTAGE METERS
E071 INVENTORY METER SETTING KEYS
E073 REVIEW POSTAGE METER REMITTANCES
E074 INVENTORY POSTAGE METER RECORDS
E078 PREPARE DAILY FINANCIAL REPORT FORMS (PS 1412B)
E080 PREPARE POSTAGE COLLECTED THROUGH POST OFFICE METERS FORMS (PS 3602-PO)
E081 REVIEW POSTAGE COLLECTED THROUGH POST OFFICE METERS FORMS (PS 3602-PO)
E083 REVIEW APPLICATION FOR POSTAGE METER LICENSE FORMS (PS 3601A)

F. FINANCIAL
F085 CONDUCT FIXED CREDIT AUDITS
F091 CONDUCT FLEXIBLE CREDIT AUDITS
F093 DOCUMENT POSTAGE METER SHORTAGES AND OVERAGES
F107 REVIEW DAILY RECORD OF METER REGISTER READINGS FORMS (PS 3602A)
F108 PREPARE RECEIPT FOR POSTAGE METER SETTINGS FORMS (PS 3603)
F109 REVIEW RECEIPT FOR POSTAGE METER SETTINGS FORMS (PS 3603)

K. MAIL PROCESS CENTER

K207 PREPARE APPLICATION TO MAIL WITHOUT AFFIXING POSTAGE STAMPS FORMS (PS 3601)

L. CUSTOMER SERVICE

L214 CONDUCT INTERNATIONAL REPLY COUPONS (IRC) TRANSACTIONS
L116 REVIEW CONSUMER SERVICE CARD FORMS (PS 4314C)

O. OFFICIAL MAIL

O274 PREPARE OFFICIAL MAIL MANAGER'S INSPECTION CHECKLIST FORMS (DD 2495)

P. PLANNING AND ORGANIZATION

P278 COORDINATE POSTAL DIRECTIVES
P282 ESTABLISH OFFICIAL MAIL PROCEDURES

R. INSPECTING AND EVALUATING

R293 EVALUATE POSTAL ACTIVITY REPORTING SYSTEM (PARS) REPORTS
R295 CONDUCT OFFICIAL MAIL INSPECTIONS

CHIEF POSTAL CLERK (PCC)

D. SUPPLY

D041 PREPARE POSTAL REPAIR PARTS JUSTIFICATIONS
D042 REVIEW POSTAL REPAIR PARTS JUSTIFICATIONS
D056 PREPARE REQUISITION FOR POSTMARKING DIES AND ENGRAVED STATION DIE HUBS FORMS (PS 4636)
D057 REVIEW REQUISITION FOR POSTMARKING DIES AND STATION DIE HUBS FORMS (PS 4636)
D058 PREPARE WORK RECORD SHEET FORMS (PS 4805)
D061 REVIEW REPAIR PARTS REQUISITION FORMS (PS 4984)

F. FINANCIAL

F106 PREPARE DAILY RECORD OF METER REGISTER READINGS FORMS (PS 3602A)
F110 PREPARE RECORD OF POSTAGE METER SETTING FORMS (PS 3610)
F111 REVIEW RECORD OF POSTAGE METER SETTING FORMS (PS 3610)

J. MAIL DISTRIBUTION

J168 COORDINATE MAIL AIR CARRIER SCHEDULES
J171 COORDINATE MAIL DISTRIBUTION SYSTEMS OPERATING PROCEDURES
J173 INSPECT CONTAINERS
J177 PREPARE MAIL DISTRIBUTION SCHEMES
J184 TRACK AIR CARRIER PERFORMANCES
J186 REVIEW REPORT OF IRREGULAR HANDLING OF MILITARY MAIL FORMS (PS 2759M)
J192 REVIEW SEA-VAN REPORTS
J193 PUBLISH MAIL DISPATCH SCHEDULES

K. MAIL PROCESS CENTER
K213 COORDINATE FLOOR CHANGES

O. OFFICIAL MAIL
O275 REVIEW OFFICIAL MAIL MANAGER'S INSPECTION CHECKLIST FORMS (DD 2495)
O276 TRACK EXPENDITURES OF APPROPRIATED FUNDS POSTAGE

P. PLANNING AND ORGANIZING
P277 COORDINATE POSTAL CUSTOMS REQUIREMENTS
P279 COORDINATE POSTAL ACTIVITY OPENINGS
P280 COORDINATE POSTAL ACTIVITY SUSPENSIONS
P281 COORDINATE POSTAL ACTIVITY CLOSINGS
P284 PLAN POSTAL AREA LABELING SCHEMES

Q. DIRECTING AND IMPLEMENTING
Q286 DESIGNATE OFFICIAL MAIL CLERKS
Q288 DIRECT POSTAL AUDITS AND INSPECTIONS
Q289 IMPLEMENT OFFICIAL MAIL COST CONTROL PROGRAMS
Q290 IMPLEMENT POSTAL ASSISTANCE ADVISOR PROGRAMS

R. INSPECTING AND EVALUATING
R291 CONDUCT MAIL HANDLING INSPECTIONS
R292 EVALUATE MOVEMENT OF MAIL REPORT DATA
R294 CONDUCT POSTAL OPERATION EFFICIENCY INSPECTIONS

SENIOR CHIEF POSTAL CLERK (PCCS)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

MASTER CHIEF POSTAL CLERK (PCCM)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

CHAPTER 62

PHOTOGRAPHER'S MATE
(PH)

NAVPERS 18068-62B

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

PHOTOGRAPHER'S MATE (PH)

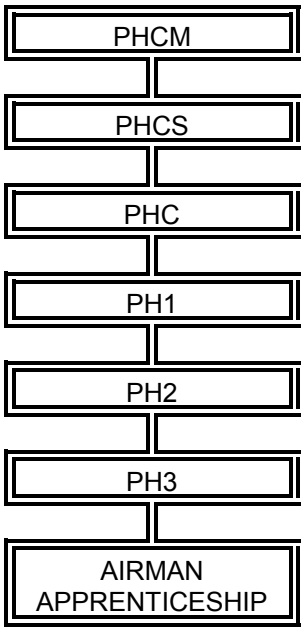
SCOPE OF RATING

Photographer's Mates (PH) provide visual information documentation of air, surface and subsurface events, using still and motion media formats, as required; provide visual documentation of combat, combat support operations and related peacetime training activities; provide motion media and still documentation aboard ship and shore of technical and non-technical events; provide direct support to intelligence center functions; support aerial reconnaissance systems; plan and produce visual information productions by combining motion media with sound in a self-contained, complete presentation, developed according to a plan or script; plan and develop still and multimedia products; expose and process light-sensitive material; arrange, compose and illuminate photographic subjects; make finished VI products; acquire, transmit and print electronic imagery; inspect and maintain film based and electronic still and motion media cameras, laboratory equipment and related visual information equipment and material; and maintain associated visual information files, records and local supplies.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 62.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in BUPERSINST 1131.1.

SPECIAL PHYSICAL REQUIREMENTS

Vision 20/20 corrected; normal color perception. Refer to Chapter 15 of the Manual of the Medical Department, U.S. Navy for details on color perception requirements.

CITIZENSHIP/SECURITY REQUIREMENTS

Must be eligible for access to classified information.

SAFETY

The observance of proper safety precautions in all areas is an integral part of each billet and the responsibility of every Navy man & woman; therefore, it is a universal requirement for all ratings.

PHOTOGRAPHER'S MATE (PH) FUNCTIONAL AREAS

A. IMAGING

B. IMAGING SUPPORT

C. PROCESS AND REPRODUCTION

D. MAINTENANCE

E. ENVIRONMENTAL CONTROL

F. ADMINISTRATION

G. QUALITY ASSURANCE

H. MANAGEMENT AND SUPERVISION

I. LOGISTICS

J. DIGITAL IMAGING

PHOTOGRAPHER'S MATE THIRD CLASS (PH3)

A. IMAGING

A001 SELECT FILM AND FILTER COMBINATIONS
A002 USE SELECTIVE FOCUS TECHNIQUES (DEPTH OF FIELD, COMPOSITION, ETC)
A003 USE STOP MOTION TECHNIQUES
A004 SHOOT STUDIO PHOTOS (FORMAL PORTRAITS, PASSPORTS, GROUP PORTRAITS, ETC)
A005 SHOOT DOCUMENTARY PHOTOS
A006 SHOOT INVESTIGATIVE PHOTOS (MISHAPS, MEDICAL, CRIME, ETC)
A007 SHOOT EQUIPMENT DAMAGE PHOTOS
A008 SHOOT QUALITY DEFICIENCY REPORT (QDR)/ENGINEERING INVESTIGATION (EI) PHOTOS
A010 SHOOT UNCONTROLLED ACTION PHOTOS
A011 SHOOT OVERLAPPING PHOTOGRAPHS (TERRAIN, SHIPS, CHANNELS, ETC)
A012 SHOOT PHOTOS USING MIXTURE OF SUNLIGHT AND FLASHES (SYNCRO SUN)
A013 SET UP STUDIO BACKGROUNDS
A014 SET UP AND POSITION LIGHTING
A015 TAKE HAND HELD LIGHT METER/FLASH METER READINGS
A016 ADJUST LIGHTING INTENSITY TO DESIRED RATIOS
A017 SLATE STILL AND MOTION IMAGERY
A018 RECORD SCENES AND EVENTS WITH VIDEO EQUIPMENT
A020 PRODUCE STILL IMAGES FROM DIGITAL CAMERA SYSTEMS
A021 PRODUCE STILL IMAGES FROM CONVENTIONAL CAMERA SYSTEMS
A022 VIDEOTAPE UNCONTROLLED ACTION
A023 VIDEOTAPE CONTROLLED ACTIONS
A025 SHOOT AERIAL MISSIONS USING HAND-HELD VIDEO EQUIPMENT
A026 RECORD IMAGES FROM VARIOUS VISUALS DISPLAYS (RADARS, COMPUTER SCREENS, ETC)
A030 SHOOT PHOTOGRAPHS USING VARIOUS LENS AND ANGLE PERSPECTIVE TECHNIQUES
A031 SHOOT PHOTOGRAPHS UNDER VARIOUS LIGHTING CONDITIONS
A033 SHOOT VIDEO USING PANNING AND TILTING TECHNIQUES
A034 VIDEOTAPE INTERVIEWS USING PORTABLE LIGHTING
A035 VIDEOTAPE INTERVIEWS MIXING AMBIENT INDOOR AND OUTDOOR LIGHTING
A186 SHOOT AERIAL MISSIONS USING HAND-HELD STILL EQUIPMENT

B. IMAGING SUPPORT

B036 GENERATE AND ASSIGN VIRIN NUMBERS
B037 CATALOG DIGITAL IMAGE FILES
B038 DOWNLOAD IMAGES TO ELECTRONIC IMAGING WORKSTATIONS
B039 CUT PRINTS FROM ROLLS
B040 SORT FILM AND PRINTS
B041 PREPARE CAPTIONS FOR IMAGING PRODUCTS
B042 MOUNT AND FINISH PRINTS
B043 ADVISE CUSTOMERS OF IMAGING CAPABILITIES AND PRODUCTS
B044 PREPARE DIGITAL IMAGERY FOR TRANSMISSION
B045 TRANSMIT DIGITAL IMAGERY
B048 PREPARE DIGITAL FILES FOR ARCHIVAL STORAGE
B050 REVIEW IMAGERY FOR QUALITY AND CONTENT

C. PROCESS AND REPRODUCTION

C054 MIX PREPACKAGED PHOTOGRAPHIC CHEMICALS
C055 FOLLOW PHOTOGRAPHIC CHEMICAL SAFETY PRECAUTIONS
C056 REPLENISH PROCESSING CHEMICALS
C057 SET UP FILM PROCESSING CHEMICALS
C058 PROCESS BLACK AND WHITE NEGATIVES AND PRINTS BY HAND
C059 PROCESS BLACK AND WHITE NEGATIVES USING AUTOMATIC PROCESSING MACHINES
C060 SELECT PAPER AND CONTRAST PRINTING FILTERS FOR BLACK AND WHITE PRINTS
C061 PRODUCE BLACK AND WHITE PRINTS USING AUTOMATED PROCESSING MACHINES
C062 PRODUCE BLACK AND WHITE PRINTS USING AN ENLARGER
C063 OPERATE AUTOMATIC COLOR PRINTER-PROCESSORS
C064 OPERATE AUTOMATIC COLOR FILM PROCESSORS
C065 PRODUCE HIGH CONTRAST BLACK AND WHITE NEGATIVES AND POSITIVES FROM LINE ORIGINALS
C066 PRODUCE BLACK AND WHITE CONTINUOUS TONE NEGATIVES AND POSITIVES FROM CONTINUOUS TONE ORIGINALS
C067 DUPLICATE BLACK AND WHITE NEGATIVES
C068 PROCESS COLOR NEGATIVES BY HAND
C069 PROCESS COLOR POSITIVES BY HAND
C070 SELECT FILTERS FOR PRINTING COLOR
C071 PRINT COLOR PRINTS ON PROJECTION ENLARGERS
C075 PERFORM START-UP AND SHUTDOWN PROCEDURES ON AUTOMATED PROCESSING EQUIPMENT
C076 PROGRAM AUTOMATIC PRINTERS FOR PRINTING COLOR
C077 DUPLICATE COLOR SLIDES
C079 PRODUCE SLIDES (PICTURES, CHARTS, ETC)

D. MAINTENANCE
D091 PERFORM SCHEDULED AND UNSCHEDULED MAINTENANCE ON CAMERA SYSTEMS
D092 PERFORM SCHEDULED AND UNSCHEDULED MAINTENANCE ON PHOTOGRAPHIC EQUIPMENT
D093 PERFORM SCHEDULED AND UNSCHEDULED MAINTENANCE ON PROCESSORS/PRINTERS
D096 PERFORM OPERATIONAL EQUIPMENT CHECKS

E. ENVIRONMENTAL CONTROL
E098 DISPOSE OF USED PHOTOGRAPHIC CHEMICALS
E099 DISPOSE OF HAZARDOUS WASTE MATERIALS
E100 OPERATE SILVER RECOVERY UNITS FOR MAXIMUM COLLECTION
E104 REVIEW HAZARDOUS MATERIAL USER'S GUIDE (HMUG)
E106 REVIEW MATERIAL SAFETY DATA SHEETS (MSDS)
E107 STOW AND LABEL CONTAINERIZED HAZARDOUS MATERIAL (HAZMAT)
E109 CLEAN AND INSPECT HAZARDOUS MATERIAL (HAZMAT) AREAS

F. ADMINISTRATION
F112 COMPLY WITH COPYRIGHT AND REPRODUCTION REQUIREMENTS
F113 PREPARE PHOTOGRAPHIC JOB ORDERS
F114 CLOSE-OUT PHOTOGRAPHIC JOB ORDERS
F115 COMPLY WITH SECURITY REQUIREMENTS AND CORRESPONDING REGULATIONS
F116 PREPARE VIDEO/FILM DATA SHEETS
F118 PACKAGE PHOTOGRAPHIC MATERIALS FOR SHIPMENT
F124 COMPILE PRODUCTION DATA

G. QUALITY ASSURANCE

G138 PRODUCE SENSITOMETRIC STRIPS (STEP WEDGES)
G139 PLOT SENSITOMETRIC RESULTS ON CONTROL CHARTS
G140 READ SENSITOMETRIC STRIPS
G143 MONITOR CHEMICAL AND WATER TANK TEMPERATURES
G146 TAKE SPECIFIC GRAVITY READINGS
G148 TAKE pH READING AND PLOT RESULTS

H. MANAGEMENT AND SUPERVISION

H172 DIRECT PERSONNEL IN PHOTOGRAPHIC AND ENVIRONMENTAL SAFETY PROCEDURES

J. DIGITAL IMAGERY

J081 SCAN FILM TO IMPORT INTO ELECTRONIC IMAGING WORKSTATIONS
J082 SCAN PRINTS TO IMPORT INTO ELECTRONIC IMAGING WORKSTATIONS
J083 COLOR CORRECT, ENHANCE, CROP, AND SIZE DIGITAL IMAGERY USING ELECTRONIC IMAGING WORKSTATIONS
J084 RESTORE DAMAGED IMAGES USING DIGITAL IMAGERY EQUIPMENT
J085 PRODUCE COLOR CORRECTED PRINT USING DYE SUBLIMATION, INKJET, OR CONVENTIONAL PRINTERS
J086 PRODUCE ELECTRONIC PROOF SHEET (THUMBNAIL)
J087 PRODUCE PHOTOGRAPHIC LAYOUT USING ELECTRONIC WORKSTATIONS
J088 WRITE IMAGERY TO REMOVABLE ELECTRONIC MEDIA
J089 PRODUCE ELECTRONIC IMAGE FILES IN VARIOUS RESOLUTIONS AND SIZES
J096 PERFORM OPERATIONAL EQUIPMENT CHECKS
J119 PREPARE AND CAPTION PHOTOGRAPHIC DIGITAL FILES

PHOTOGRAPHER'S MATE SECOND CLASS (PH2)

A. IMAGING

A009 SHOOT INTELLIGENCE PHOTOS
A027 PREPARE PICTURE STORIES FOR MEDIA RELEASE
A028 PLAN PHOTOGRAPHIC EVOLUTIONS OF TIME CRITICAL, SPECIAL INTEREST ITEMS
A029 PLAN PHOTOGRAPHIC SUPPORT OPERATIONS
A032 PHOTOGRAPH SUBJECTS USING ADVANCED STUDIO TECHNIQUES
A185 SHOOT PHOTOS USING ADVANCED FLASH TECHNIQUES (OPEN, MULTIPLE, ETC)

B. IMAGING SUPPORT

B049 UPDATE IMAGERY FILES
B053 SCHEDULE PHOTOGRAPHIC ASSIGNMENTS

C. PROCESS AND REPRODUCTION

C090 EDIT VIDEO USING LINEAR AND NON-LINEAR EDITING EQUIPMENT

E. ENVIRONMENTAL CONTROL

E105 REVIEW HAZARDOUS MATERIAL (HAZMAT) INVENTORIES
E111 INSPECT HAZARDOUS MATERIAL (HAZMAT) STORAGE AREAS

F. ADMINISTRATION
F120 UPDATE STATUS BOARDS
F122 PREPARE EQUIPMENT STATUS REPORTS
F128 COORDINATE IMAGING MISSIONS WITH OTHER ACTIVITIES

G. QUALITY ASSURANCE
G134 INSPECT FILM FOR STAINS, SCRATCHES, PROPER FOCUS, DENSITY, AND DAMAGE
G135 INSPECT PRINTS FOR PROPER DENSITY AND COLOR BALANCE
G136 INSPECT BLACK AND WHITE PRINTS FOR PROPER DENSITY AND CONTRAST
G137 CHECK PRINTS FOR PROPER IMAGE SIZES
G141 INSPECT PRINTS FOR CONTENT AND QUALITY
G142 SCREEN NEGATIVES FOR CONTENT AND QUALITY
G144 MONITOR CHEMICAL MIXING PROCEDURES
G147 CONSTRUCT PROCESS CONTROL CHARTS
G149 CONSTRUCT TIME VERSES GAMMA CHARTS
G150 CONSTRUCT FAMILY OF CHARACTERISTIC CURVES
G151 ANALYZE PROCESS CONTROL CHARTS AND CHARACTERISTICS CURVES FOR SPECIFIC FILM AND PROCESS CONDITIONS
G154 INSPECT IMAGERY RECORDED ON ELECTRONIC MEDIA FOR CONTENT AND QUALITY
G156 INSPECT ELECTRONIC IMAGERY FILES (SIZES, RESOLUTION, CAPTIONS)
G158 EVALUATE PRODUCT FOR JOB ORDER REQUIREMENTS
G160 PERFORM QUALITY ASSURANCE (QA) INSPECTIONS

I. LOGISTICS
I178 INVENTORY PHOTOGRAPHIC MATERIALS
I179 ESTABLISH HIGH AND LOW LIMITS FOR PHOTOGRAPHIC MATERIALS
I180 PREPARE PHOTOGRAPHIC MATERIAL REQUISITIONS AND TURN-IN DOCUMENTS
I181 UPDATE OPERATIONAL TARGET (OPTAR) LOG FOR PHOTOGRAPHIC SUPPLIES
I182 UPDATE PHOTOGRAPHIC EQUIPMENT CUSTODY RECORDS

J. DIGITAL IMAGERY
J094 INSTALL IMAGING SOFTWARE
J095 TROUBLESHOOT ELECTRONIC IMAGING SOFTWARE APPLICATIONS
J152 CALIBRATE COLOR MONITORS TO COLOR DIGITAL PRINTING OUTPUT
J153 ANALYZE DIGITAL PRINTS TO DETERMINE PROPER OPERATION OF DIGITAL PRINTERS

PHOTOGRAPHER'S MATE FIRST CLASS (PH1)

A. IMAGING
A024 PLAN AERIAL MISSIONS USING HAND HELD STILL AND VIDEO EQUIPMENT

B. IMAGING SUPPORT
B051 SELECT IMAGERY FOR CUSTOMER NEEDS AND REQUIREMENTS

E. ENVIRONMENTAL CONTROL
E103 MONITOR ENVIRONMENTAL CONTROL PROCEDURES

F. ADMINISTRATION
F121 MONITOR STATUS BOARDS
F123 INITIATE SURVEY REQUESTS FOR ACCOUNTABLE IMAGING EQUIPMENT
F129 PREPARE IMAGING REPORTS

G. QUALITY ASSURANCE
G159 MONITOR PHOTOGRAPHIC PRODUCTS FOR CONTENT AND QUALITY

H. MANAGEMENT AND SUPERVISION
H163 EVALUATE OPERATIONAL CAPABILITIES AND PERFORMANCE
H164 SUPERVISE CAMERA CREW
H165 SCHEDULE PREVENTATIVE MAINTENANCE ON IMAGING EQUIPMENT AND ACCESSORIES
H166 SUPERVISE OPERATION AND HANDLING OF IMAGING EQUIPMENT AND ACCESSORIES

J. DIGITAL IMAGERY
J097 INSTALL AND CONFIGURE ELECTRONIC IMAGING WORKSTATIONS

CHIEF PHOTOGRAPHER'S MATE (PHC)

B. IMAGING SUPPORT
B052 IDENTIFY IMAGERY FOR ACCESSIONING

E. ENVIRONMENTAL CONTROL
E101 MONITOR SILVER CONCENTRATE IN EFFLUENT
E102 MONITOR SILVER RECOVERY PROCESS IN COMPLIANCE WITH PRECIOUS METAL RECOVERY PROGRAM
E110 IMPLEMENT HAZARD MATERIAL (HAZMAT) WASTE DISPOSAL PROGRAM

F. ADMINISTRATION
F125 MONITOR PHOTOGRAPHIC SECURITY PROGRAMS
F126 REVIEW EQUIPMENT STATUS REPORTS
F127 REVIEW REQUESTS FOR TECHNICAL ASSISTANCE
F130 INSPECT AND EVALUATE IMAGING FACILITIES
F157 MONITOR ACCESSIONING PROCEDURES AND PROCESSES

G. QUALITY ASSURANCE
G161 MONITOR QUALITY ASSURANCE (QA) PROGRAMS

G162 MONITOR PHOTOGRAPHIC QUALITY CONTROL (QC) PROGRAMS

H. MANAGEMENT AND SUPERVISION

H132 MANAGE JOB ORDER PROGRAM SYSTEMS
H174 SUPERVISE AND MONITOR IMAGING TRAINING PROGRAMS
H173 MONITOR PHOTOGRAPHIC SECURITY PROGRAMS

I. LOGISTICS

I183 PREPARE PHOTOGRAPHIC OPERATIONAL TARGET (OPTAR) BUDGETS
I184 DETERMINE IMAGING EQUIPMENT, SUPPLY REQUIREMENTS, AND COORDINATE PROCUREMENT
I185 UPDATE AVIATION CONSOLIDATE ALLOWANCE LIST (AVCAL), COORDINATE SHIPBOARD ALLOWANCE LIST (COSAL), AND ALLOWANCE EQUIPMENT LIST (AEL)

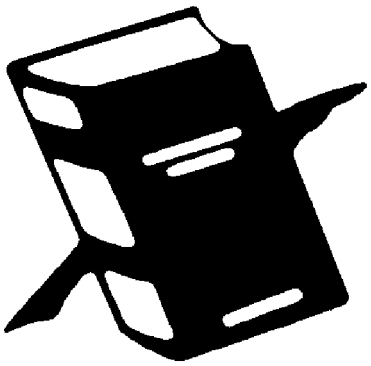
SENIOR CHIEF PHOTOGRAPHER'S MATE (PHCS)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

MASTER CHIEF PHOTOGRAPHER'S MATE (PHCM)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

CHAPTER 64



PERSONNELMAN
(PN)

NAVPERS 18068-64B

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

PERSONNELMAN (PN)

SCOPE OF RATING

Personnelmen (PN) perform clerical and administration duties involved in maintaining personnel records, preparing reports and accomplishing accounting procedures; counsel enlisted personnel concerning Navy ratings, training, advancement, educational opportunities, and the rights, benefits and advantages of a Navy career; utilize and maintain current publications and directives pertaining to personnel administration and operate associated ADP equipment.

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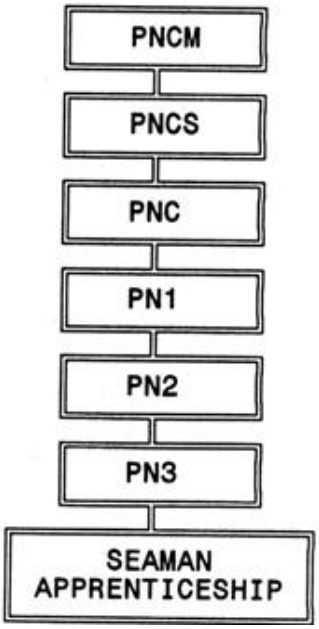
These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 64.

GENERAL INFORMATION
CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in BUPERSINST 1131.1 series.

SPECIAL PHYSICAL REQUIREMENTS

None.

CITIZENSHIP/SECURITY REQUIREMENTS

None.

PERFORMANCE TESTS

Must pass performance test for typing. Refer to Performance Tests in Appendix D of this Manual.

SAFETY

The observance of proper safety precautions in all areas is an integral part of each billet and the responsibility of every Navy man & woman; therefore, it is a universal requirement for all ratings.

PERSONNELMAN (PN) FUNCTIONAL AREAS

A. CORRESPONDENCE

B. OFFICER AND ENLISTED SERVICE RECORDS

C. FILES, PUBLICATIONS, AND DIRECTIVES

D. CUSTOMER SERVICE

E. PAY AND ALLOWANCES

F. SEPARATION AND RETIREMENTS

G. EDUCATION SERVICES

H. TECHNICAL ADMINISTRATION

I. TRAVEL

J. AUTOMATED DATA PROCESSING (ADP) OPERATIONS

PERSONNELMAN THIRD CLASS (PN3)

A. CORRESPONDENCE

A002 PREPARE CORRESPONDENCE FOR DISTRIBUTION
A004 SERIALIZE CORRESPONDENCE
A005 MAIL CORRESPONDENCE
A006 REVIEW AND ROUTE INCOMING CORRESPONDENCE/MAIL
A007 MAINTAIN CORRESPONDENCE ACTION TICKLERS
A008 DRAFT MESSAGES

B. OFFICER AND ENLISTED SERVICE RECORDS

B014 PREPARE IMMEDIATE REENLISTMENT CONTRACT (NAVPERS 1070/601)(PAGE 1)
B015 PREPARE AGREEMENT TO EXTEND ENLISTMENT FORMS (NAVPERS 1070/621)(PAGE 1A)
B016 PREPARE ASSIGNMENT TO AND EXTENSION OF ACTIVE DUTY (NAVPERS 1070/622) (PAGE 1B)
B017 PREPARE DEPENDENCY APPLICATION/RECORD OF EMERGENCY DATA (NAVPERS 1070/602)(PAGE 2)
B018 MAKE ENTRIES TO ENLISTED QUALIFICATION HISTORY (NAVPERS 1070/604) (PAGE 4)
B019 MAKE ENTRIES TO HISTORY OF ASSIGNMENTS (NAVPERS 1070/605)(PAGE 5)
B023 PREPARE ADMINISTRATIVE REMARKS (NAVPERS 1070/613)(PAGE 13)
B024 PREPARE NAVY CAREER CERTIFICATES (GOOD CONDUCT, REENLISTMENT, ETC.)
B025 PREPARE CERTIFICATES OF RELEASE OR DISCHARGE FROM ACTIVE DUTY (DD FORM 214)(PAGE 15)
B029 VERIFY ELIGIBILITY FOR GOOD CONDUCT AWARDS
B033 INPUT ENLISTED SOURCE DATA SYSTEM (SDS) LOCAL MASTER RECORD FILE
B035 MAINTAIN SERVICE RECORDS
B037 SECURE SERVICE RECORDS
B038 VERIFY SERVICE RECORDS
B039 VERIFY SERVICE RECORDS AGAINST SOURCE DATA SYSTEM (SDS)
B040 PURGE SERVICE RECORDS
B042 CLOSE OUT ENLISTED SERVICE RECORDS

C. FILES, PUBLICATIONS, AND DIRECTIVES

C044 MAINTAIN TICKLER FILE SYSTEM
C045 FILE CORRESPONDENCE
C046 FILE INSTRUCTIONS AND NOTICES
C047 UPDATE INSTRUCTIONS AND NOTICES
C048 FILE MESSAGES
C049 MAINTAIN MESSAGE ACTION FILES
C051 FILE PUBLICATIONS AND MANUALS
C052 UPDATE PUBLICATIONS AND MANUALS

D. CUSTOMER SERVICE

D058 DIRECT CUSTOMER SERVICE PROGRAM
D059 PREPARE COMMAND SPONSOR/WELCOME ABOARD PACKAGES
D060 ISSUE MEAL PASSES
D064 PREPARE APPLICATION FOR UNIFORMED SERVICES IDENTIFICATION AND PRIVILEGE CARDS
D066 PREPARE IDENTIFICATION CARDS

E. PAY AND ALLOWANCES

E074 DETERMINE ENTITLEMENT FOR PAY, ALLOWANCES, AND BONUSES (OTHER THAN SELECTIVE REENLISTMENT BONUS (SRB))
E078 BRIEF PERSONNEL ON BENEFITS AND ENTITLEMENTS
E079 BRIEF PERSONNEL ON PAY AND ALLOWANCES
E080 PREPARE SRB PAYMENT AUTHORIZATION (NAVCOMPT 3060)
E081 PREPARE BASIC ALLOWANCE FOR SUBSISTENCE FORMS (NAVCOMPT 3064)
E082 PREPARE FAMILY SEPARATION ALLOWANCE FORMS (SINGLE NAVCOMPT 3057/ MULTIPLE NAVCOMPT 3058)
E083 PREPARE MILITARY PAY ORDER FORMS (NAVCOMPT 3060/3061)
E085 VERIFY DOCUMENTS SUPPORTING PAY ALLOWANCES AND BONUSES

F. SEPARATION AND RETIREMENTS

F088 TYPE DISCHARGE/FLEET RESERVE CERTIFICATES
F090 CONDUCT PRE-SEPARATION COUNSELING
F091 TYPE TRANSFER TO THE USNR AND RELEASE TO INACTIVE DUTY OF USN PERSONNEL (NAVPERS 1910/29)
F093 TYPE RELEASE TO INACTIVE DUTY OF USNR PERSONNEL (OTHER THAN FLEET RESERVE) FORMS (NAVPERS 1910/30)

G. EDUCATION SERVICES

G026 COUNSEL PERSONNEL ON ADVANCEMENT REQUIREMENTS
G027 PREPARE/TYPE ELIGIBILITY STATUS OF PERSONNEL RECOMMENDED FOR ADVANCEMENT
G028 PREPARE RECOMMENDATIONS FOR ADVANCEMENT IN RATE OR CHANGE OF RATING WORKSHEETS (NAVPERS 1430/2)
G100 VERIFY ADVANCEMENT WORKSHEETS

H. TECHNICAL ADMINISTRATION

H113 VERIFY LEAVE AUTHORIZATION FORMS (NAVCOMPT 3065)
H114 ASSIGN LEAVE CONTROL NUMBERS (LCN)
H115 MAINTAIN LCN LOG
H117 VERIFY ENLISTED DISTRIBUTION AND VERIFICATION REPORTS (EDVR)/OFFICER DISTRIBUTION CONTROL REPORTS (ODCR)
H121 PICK UP MESSAGES
H122 SORT MESSAGES
H123 PREPARE COMMAND MUSTER REPORTS

I. TRAVEL

I069 COUNSEL PERSONNEL ON TRANSFER PROCEDURES
I124 PROCESS TEMPORARY ADDITIONAL DUTY (TEMADD) ORDER REQUESTS
I125 PROCESS TEMADD TRAVEL ORDERS (NAVPERS 1320/16)
I126 MONITOR PERSONNEL IN THE COMPLETION OF TRAVEL CLAIMS
I128 MONITOR PERSONNEL IN THE COMPLETION OF TEMPORARY LODGING EXPENSES (TLE) FORMS
I132 PREPARE ENTRY APPROVAL REQUESTS
I133 CONSTRUCT ACCOUNTING DATA (PCS, TEMADD, ETC.)
I134 TYPE NOTIFICATIONS OF TRANSFER
I136 TYPE AUTHORIZATION REQUESTS FOR "NO FEE" PASSPORTS OR VISA (DD FORM 1056)

I137 PREPARE APPLICATION FOR TRANSPORTATION OF DEPENDENTS (DD FORM 884)
I138 TYPE PASSENGER RESERVATION REQUESTS
I139 TYPE DETACHING ENDORSEMENTS (NAVCOMPT 3067)
I140 COMPUTE LEAVE, TRAVEL, AND PROCEED TIMES
I141 PREPARE REPORTING ENDORSEMENTS (NAVCOMPT 3068)
I143 TYPE STANDARD TRANSFER ORDERS (STO) (NAVCOMPT 536/NAVPERS 1326/11)
I145 PREPARE TRAVEL CERTIFICATE SEPARATION WITHOUT ORDERS (NAVPERS 4650/22)

J. AUTOMATED DATA PROCESSING (ADP) OPERATIONS
J146 PROCESS SDS ENTRIES

PERSONNELMAN SECOND CLASS (PN2)

A. CORRESPONDENCE
A001 DRAFT CORRESPONDENCE (LETTERS, MEMORANDA, ETC.)
A003 REVIEW OUTGOING CORRESPONDENCE

B. OFFICER AND ENLISTED SERVICE RECORDS
B021 PREPARE RECORDS OF UNAUTHORIZED ABSENCE (UA) (NAVPERS 1070/606) (PAGE 6)
B022 PREPARE COURT MEMORANDUM (NAVPERS 1070/607R)(PAGE 7)

E. PAY AND ALLOWANCES
E084 TYPE ORDERS FOR HAZARDOUS OR SPECIAL DUTY (NAVCOMPT 3062)

F. SEPARATION AND RETIREMENTS
F086 DETERMINE ELIGIBILITY FOR FLEET RESERVE/RETIREMENT
F089 TYPE RELEASE FROM ACTIVE DUTY RETIRED FLEET RESERVE FORMS (NAVPERS 1910/26)
F092 COUNSEL PERSONNEL ON RETIREMENT/FLEET RESERVE PROCEDURES
F094 PREPARE NAVY RETIRED/RETAINER PAY DATA FORMS (NAVCOMPT 2272) (INCLUDES SURVIVOR BENEFIT PLAN (SBP) ELECTION)
F200 PROCESS NAVY RETIRED/RETAINER PAY DATA FORMS (NAVCOMPT 2272) (INCLUDES SBP ELECTION)

H. TECHNICAL ADMINISTRATION
H110 PREPARE DIARY MESSAGE REPORTING SYSTEM (DMRS) TRANSACTIONS
H116 PREPARE NAVY ENLISTED CLASSIFICATIONS (NEC) CHANGE RECOMMENDATION (NAVPERS 1221/1)

I. TRAVEL
I125 PROCESS TEMADD TRAVEL ORDERS (NAVPERS 1320/16)
I129 PREPARE AVAILABILITY REPORTS
I130 TYPE REPORT OF SUITABILITY FOR OVERSEAS ASSIGNMENTS (BUPERS REPORT 1300-1)(NAVPERS 1300/16)
I131 COUNSEL PERSONNEL ON OVERSEAS ASSIGNMENTS

PERSONNELMAN FIRST CLASS (PN1)

A. CORRESPONDENCE
A009 RELEASE MESSAGES
A010 PREPARE PERSONAL AWARD RECOMMENDATIONS (NAVPERS 1650/6)
A011 PREPARE LETTERS OF APPRECIATION AND COMMENDATION

B. OFFICER AND ENLISTED SERVICE RECORDS
B032 PREPARE REPORT OF ENLISTED MID-YEAR COUNSELING AND EVALUATION FORMS
B034 RELEASE ENLISTED SDS ENTRIES
B036 PREPARE REPORTS OF COUNSELING
B041 SIGN SERVICE RECORD ENTRIES

C. FILES, PUBLICATIONS, AND DIRECTIVES
C050 FILE REPORTS
C057 ROUTE INSTRUCTIONS AND NOTICES

D. CUSTOMER SERVICE
D061 ORGANIZE CEREMONIES (RETIREMENTS, REENLISTMENTS, ETC.)
D063 COUNSEL PERSONNEL ON MEDICAL BOARD/LIMITED DUTY PROCEDURES
D065 VERIFY AND SIGN IDENTIFICATION CARD APPLICATIONS
D067 INVENTORY IDENTIFICATION CARDS
D068 DETERMINE ENLISTED PROGRAMS ELIGIBILITY
D073 COUNSEL PERSONNEL ON AVAILABILITY OF LOCAL SOCIAL SERVICE AGENCIES

G. EDUCATION SERVICES
G097 CERTIFY APPLICATION FOR THE EVALUATION OF LEARNING EXPERIENCES DURING MILITARY SERVICE (DD 295)
G098 DETERMINE SERVICE SCHOOL ELIGIBILITY
G101 COUNSEL PERSONNEL ON OFFICER PROGRAMS (LDO, CWO, ETC.)
G103 ORDER ADVANCEMENT EXAMINATIONS
G108 REVIEW NAVY-WIDE EXAMINATION ANSWER SHEETS

I. TRAVEL
I142 SIGN DETACHING OR ARRIVING ENDORSEMENTS
I144 SIGN STANDARD TRANSFER ORDERS (STO)

J. AUTOMATED DATA PROCESSING (ADP) OPERATIONS
J147 VERIFY THE ACCURACY OF SDS ENTRIES
J148 MANAGE SECURITY OF SDS
J149 REVIEW SDS GENERATED REPORTS

CHIEF PERSONNELMAN (PNC)

C. FILES, PUBLICATIONS, AND DIRECTIVES
C054 WRITE INSTRUCTIONS AND NOTICES
C056 REVIEW INSTRUCTIONS AND NOTICES

D. CUSTOMER SERVICE
D062 PLAN MEETINGS AND CONFERENCES

G. EDUCATION SERVICES
G105 PROCTOR TESTS AND EXAMINATIONS

H. TECHNICAL ADMINISTRATION
H111 WRITE BILLET/JOB DESCRIPTIONS
H112 MAKE PERSONNEL BILLET ASSIGNMENTS
H118 PREPARE PERSONNEL CASUALTY REPORTS
H201 PREPARE ACTIVITY MANPOWER DOCUMENT (AMD) REQUEST

SENIOR CHIEF PERSONNELMAN (PNCS)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

MASTER CHIEF PERSONNELMAN (PNCM)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

CHAPTER 65

AIRCREW SURVIVAL EQUIPMENTMAN (PR)

NAVPERS 18068-65C

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

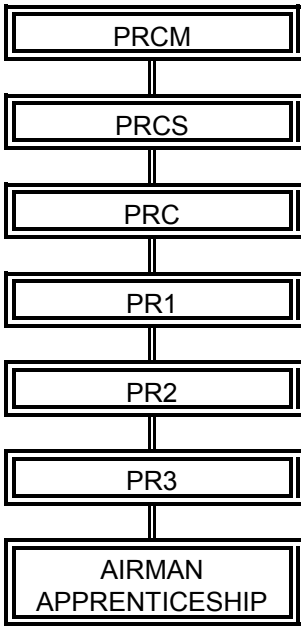
AIRCREW SURVIVAL EQUIPMENTMAN (PR)

SCOPE OF RATING

Aircrew Survival Equipmentmen (PR) inspect, maintain and repair parachutes, seat pans, survival equipment, and flight and protective clothing and equipment; pack and rig parachutes; pack and equip liferafts;troubleshoot oxygen systems, repair and test oxygen regulators and liquid oxygen converters removed from aircraft; fit and maintain oxygen masks, flight clothing, anti exposure suits and anti G suits; operate and maintain carbon dioxide transfer and recharge equipment; operate and repair sewing machines; conduct special calendar/periodic inspections of survival equipment; supervise operation of parachute lofts and survival equipment work centers.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 65.

GENERAL
CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in BUPERSINST 1131.1 series.

SPECIAL PHYSICAL REQUIREMENTS

Vision 20/20 corrected; Normal color perception; No obvious Heterotropia or Symptomatic Heterophoria.

CITIZENSHIP/SECURITY REQUIREMENTS

None.

SAFETY
The observance of proper safety precautions in all areas is an integral part of each billet and the responsibility of every Navy man and woman; safety is a universal requirement for all ratings.

AIRCREW SURVIVAL EQUIPMENTMAN (PR) FUNCTIONAL AREAS

A. MECHANICAL MAINTENANCE

B. ORDNANCE MAINTENANCE

C. OXYGEN, NITROGEN, AND LIQUID OXYGEN SYSTEMS

D. SEWING MACHINE MAINTENANCE

E. FABRICATE AND MANUFACTURE

F. AIRCREW PERSONAL PROTECTIVE GEAR

G. SURVIVAL AND RESCUE GEAR

H. GENERAL MAINTENANCE

I. TOOL CONTROL

J. HAZARDOUS MATERIAL

K. QUALITY ASSURANCE (QA)

L. MAINTENANCE ADMINISTRATION

M. CORROSION CONTROL

AIRCREW SURVIVAL EQUIPMENTMAN THIRD CLASS (PR3)

A. MECHANICAL MAINTENANCE

A233 WEIGH AIRCRAFT FIRE BOTTLES
A236 CLEAN AND INSPECT AIRCRAFT FIRE BOTTLE COMPONENTS
A237 CLEAN AND INSPECT CARBON DIOXIDE CYLINDERS
A238 RECHARGE CARBON DIOXIDE CYLINDERS
A239 REPLACE CARBON DIOXIDE CYLINDERS
A240 WEIGH CARBON DIOXIDE CYLINDERS
A241 PERFORM CARBON DIOXIDE CYLINDER FUNCTIONAL CHECKS
A264 CLEAN AND INSPECT SEAT PANS
A265 REPLACE SEAT PANS
A266 REPAIR SEAT PANS
A267 REPLACE SEAT PAN COMPONENTS
A268 CLEAN AND INSPECT SEAT PAN CUSHIONS
A269 REPLACE SEAT PAN CUSHIONS
A270 ADJUST SEAT PAN LOCKING MECHANISMS
A271 INVENTORY SEAT PAN ACCESSORY EQUIPMENT
A273 PERFORM SEAT PAN HANDLE PULL TESTS
A274 PERFORM SEAT PAN CYCLIC FUNCTIONAL CHECKS
A275 PACK SEAT PAN ASSEMBLIES
A276 TIE KNOTS IN NYLON CORDS AND ROPES
A277 WAX NYLON AND COTTON CORDS
A278 APPLY TAMPER DOT COMPOUND TO SCREWS AND FITTINGS

B. ORDNANCE MAINTENANCE

B288 INSPECT CARTRIDGE ACTIVATED DEVICES (CAD)
B289 REMOVE CARTRIDGE ACTIVATED DEVICES (CAD)
B290 INSTALL CARTRIDGE ACTIVATED DEVICES (CAD)
B291 INSPECT CARTRIDGE ACTIVATED DEVICES (CAD)/EXPLOSIVE DEVICE STORAGE FACILITIES
B304 CLEAN AND INSPECT SEAWATER ACTIVATED RELEASED SYSTEMS (SEAWARS)
B305 REPLACE SEAWATER ACTIVATED RELEASED SYSTEMS (SEAWARS) SYSTEM COMPONENTS

C. OXYGEN, NITROGEN, AND LIQUID OXYGEN SYSTEMS

C306 TROUBLESHOOT OXYGEN SYSTEMS
C308 PURGE OXYGEN SYSTEMS
C311 CLEAN AND INSPECT OXYGEN REGULATORS
C312 TROUBLESHOOT OXYGEN REGULATORS
C313 REPLACE OXYGEN REGULATORS
C314 ADJUST OXYGEN REGULATORS
C315 CLEAN AND INSPECT PANEL MOUNTED OXYGEN REGULATORS
C316 PERFORM PANEL MOUNTED OXYGEN REGULATOR FUNCTIONAL CHECKS
C317 PERFORM CHEST MOUNTED OXYGEN REGULATOR FUNCTIONAL CHECKS
C326 TROUBLESHOOT ONBOARD OXYGEN GENERATING SYSTEM (OBOGS)
C327 PERFORM ONBOARD OXYGEN GENERATING SYSTEM (OBOGS) FUNCTIONAL CHECKS
C328 CLEAN AND INSPECT ONBOARD OXYGEN GENERATING SYSTEM (OBOGS) COMPONENTS
C329 REPLACE ONBOARD OXYGEN GENERATING SYSTEM (OBOGS) COMPONENTS
C331 PERFORM OXYGEN SUPPORT EQUIPMENT (SE) PRE-OPERATIONAL CHECKS
C354 TROUBLESHOOT LIQUID OXYGEN (LOX) SYSTEMS

C355 REFILL LIQUID OXYGEN (LOX) SYSTEMS
C356 PERFORM LIQUID OXYGEN (LOX) SYSTEM FUNCTIONAL CHECKS
C360 CLEAN AND INSPECT LIQUID OXYGEN (LOX) CONVERTERS
C362 REPLACE LIQUID OXYGEN (LOX) CONVERTERS
C363 PERFORM LIQUID OXYGEN (LOX) CONVERTER FUNCTIONAL CHECKS
C364 PURGE LIQUID OXYGEN (LOX) CONVERTERS
C365 FILL LIQUID OXYGEN (LOX) CONVERTERS
C366 CLEAN AND INSPECT LIQUID OXYGEN (LOX) CONVERTER COMPONENTS
C369 CLEAN AND INSPECT SEAT PAN OXYGEN SYSTEM COMPONENTS

D. SEWING MACHINE MAINTENANCE
D374 CLEAN AND INSPECT SEWING MACHINES
D375 TROUBLESHOOT SEWING MACHINES
D376 LUBRICATE SEWING MACHINES
D377 ADJUST SEWING MACHINE TIMING
D378 ADJUST SEWING MACHINE TENSION
D379 REPLACE SEWING MACHINE COMPONENTS

E. FABRICATE AND MANUFACTURE
E381 CLEAN AND INSPECT SNAPS (DURA-DOT, THREE WAY LOCKING, ETC)
E382 REPLACE SNAPS
E383 CLEAN AND INSPECT RIVETS
E384 REPLACE RIVETS
E385 CLEAN AND INSPECT GROMMETS
E386 REPLACE GROMMETS
E387 CLEAN AND INSPECT SLIDE FASTENERS
E388 REPAIR SLIDE FASTENERS
E389 REPLACE SLIDE FASTENERS
E390 INSPECT HOOK AND PILE TAPE
E391 REPLACE HOOK AND PILE TAPE
E392 DESIGN PATTERNS
E393 LAY OUT PATTERNS
E394 CUT OUT PATTERNS
E395 CUT MATERIAL
E396 MANUFACTURE TEMPLATES
E397 FABRICATE CLOTH/RUBBER IMPREGNATED ITEMS (CURTAINS, ENGINE COVERS)
E398 FABRICATE WEBBING ITEMS (TIEDOWN STRAPS, RETAINING STRAPS, ETC)
E399 FABRICATE FABRIC PROTECTIVE COVERS FOR AIRCRAFT AND SUPPORT EQUIPMENT (SE)
E400 SEW NAME TAGS, PATCHES, AND POCKETS
E401 REPAIR SEAMS, RIPS, SNAGS, OR TEARS

F. AIRCREW PERSONAL PROTECTIVE GEAR
F402 CLEAN AND INSPECT OXYGEN MASKS
F403 FIT OXYGEN MASKS
F404 PERFORM OXYGEN MASK FUNCTIONAL CHECKS
F405 REPLACE OXYGEN MASK COMPONENTS
F406 PERFORM HELMET COMMUNICATION SYSTEM CONTINUITY CHECKS
F407 REPLACE HELMET COMMUNICATION SYSTEM COMPONENTS
F408 FINISH HELMETS (REFLECTIVE TAPE, PAINT, ETC)
F409 INSTALL FORM FIT HELMET LINER MOLD KITS
F412 CLEAN AND INSPECT HELMETS

F413 PERFORM HELMET FUNCTIONAL CHECKS
F414 REPLACE VISOR COMPONENTS
F415 CLEAN AND INSPECT NIGHT VISION GOGGLES
F416 TROUBLESHOOT NIGHT VISION GOGGLES
F418 PERFORM NIGHT VISION GOGGLE FUNCTIONAL CHECKS
F419 CLEAN AND INSPECT ANTI-G SUITS
F420 TROUBLESHOOT ANTI-G SUITS
F421 REPAIR ANTI-G SUITS
F422 CUSTOM FIT ANTI-G SUITS
F423 TEST ANTI-G SUITS
F425 CLEAN AND INSPECT ANTI-EXPOSURE SUITS
F426 TROUBLESHOOT ANTI-EXPOSURE SUITS
F427 REPAIR ANTI-EXPOSURE SUITS
F428 CUSTOM FIT ANTI-EXPOSURE SUITS
F429 TEST ANTI-EXPOSURE SUITS
F430 CLEAN AND INSPECT AIRCRAFT PERSONNEL RESTRAINTS
F431 CLEAN AND INSPECT DROGUE PARACHUTE ASSEMBLIES
F432 STENCIL LAP BELTS AND SHOULDER HARNESSES
F434 REPLACE LAP BELTS AND SHOULDER HARNESSES
F435 CLEAN AND INSPECT TORSO HARNESS ACCESSORY EQUIPMENT
F436 INVENTORY TORSO HARNESS ACCESSORY EQUIPMENT
F437 ATTACH TORSO HARNESS LIFE PRESERVERS
F438 TEST AND INSPECT HARNESS RELEASE SYSTEMS
F441 TROUBLESHOOT PARACHUTE ASSEMBLIES
F442 CLEAN AND INSPECT PARACHUTE ASSEMBLIES
F443 REPLACE PARACHUTE ASSEMBLIES
F444 REPAIR PARACHUTE ASSEMBLIES
F445 REMOVE PARACHUTE ASSEMBLY CONTAMINANTS
F446 UNTANGLE PARACHUTE SUSPENSION LINES
F447 CLEAN AND INSPECT PERSONNEL PARACHUTE COMPONENTS
F448 REPLACE PERSONNEL PARACHUTE COMPONENTS
F449 REPAIR PERSONNEL PARACHUTE COMPONENTS
F450 LUBRICATE PERSONNEL PARACHUTE COMPONENTS
F451 STENCIL PARACHUTE COMPONENTS
F452 INSPECT AND REPACK PERSONNEL PARACHUTES
F453 PERFORM AUTOMATIC PARACHUTE ACTUATOR ALTITUDE TESTS
F454 PERFORM PARACHUTE SPREADER GUN PULL FORCE TESTS
F455 PERFORM PARACHUTE RIPCORD PULL FORCE TESTS
F456 CLEAN AND INSPECT DROGUE PARACHUTE ASSEMBLIES
F457 PACK DROGUE PARACHUTE ASSEMBLIES
F458 REPLACE DROGUE PARACHUTE ASSEMBLIES
F459 REPAIR DROGUE PARACHUTE ASSEMBLIES
F460 TROUBLESHOOT INFLATABLE SURVIVAL EQUIPMENT
F461 ISOLATE INFLATABLE SURVIVAL EQUIPMENT LEAKS
F462 INSPECT INFLATABLE SURVIVAL EQUIP INFLATABLE BOTTLE HYDROSTATIC TEST DATES
F463 INSPECT INFLATION BOTTLES
F464 REPLACE INFLATION BOTTLES

G. SURVIVAL AND RESCUE GEAR

G466 CLEAN AND INSPECT SIGNALING MIRRORS
G467 INSTALL SIGNALING MIRRORS IN SURVIVAL VESTS
G468 INSTALL SIGNAL KITS IN SURVIVAL VESTS
G469 INSTALL SIGNAL FLARES IN SURVIVAL VESTS

G470 CLEAN AND INSPECT SURVIVAL VESTS
G471 INSTALL DISTRESS LIGHTS IN SURVIVAL VESTS AND SEARCH AND RESCUE (SAR) HARNESSES
G472 INSPECT SIGNAL FLARES
G473 PERFORM SURVIVAL BEACON FUNCTIONAL CHECKS
G474 CLEAN AND INSPECT DISTRESS LIGHTS
G475 DISPOSE OF NONPYROTECHNIC SURVIVAL ACCESSORIES
G476 SCHEDULE SURVIVAL EQUIPMENT INSPECTION DATES
G477 CLEAN AND INSPECT AIRCRAFT SURVIVAL EQUIPMENT
G478 REPLACE AIRCRAFT SURVIVAL EQUIPMENT
G479 INVENTORY SEARCH AND RESCUE (SAR) KITS
G480 PACK AIR DROPPABLE SEARCH AND RESCUE (SAR) KITS
G481 INSPECT AIR DROPPABLE SEARCH AND RESCUE (SAR) KITS
G482 INVENTORY AIRCRAFT MOUNTED FIRST AID KITS
G483 REPLACE SURVIVAL GEAR HARDWARE (O-RINGS, SNAP HOOKS, ETC)
G484 INSTALL INDIVIDUAL SURVIVAL KITS IN SEAT PANS
G485 TROUBLESHOOT HELICOPTER EMERGENCY EGRESS DEVICE SYSTEM (HEEDS)
G486 CLEAN AND INSPECT HELICOPTER EMERGENCY EGRESS DEVICE SYSTEM (HEEDS) BOTTLES
G487 REFILL HELICOPTER EMERGENCY EGRESS DEVICE SYSTEM (HEEDS) BOTTLES
G488 REPAIR HELICOPTER EMERGENCY EGRESS DEVICE SYSTEM (HEEDS) BOTTLES
G489 REPLACE HELICOPTER EMERGENCY EGRESS DEVICE SYSTEM (HEEDS) BOTTLES
G490 REPLACE HELICOPTER EMERGENCY EGRESS DEVICE SYSTEM (HEEDS) BOTTLE COMPONENTS
G491 CLEAN AND INSPECT RESCUE HARNESSES
G492 REPAIR RESCUE HARNESSES
G493 CLEAN AND INSPECT SURVIVOR'S SLINGS (HORSE COLLARS)
G494 REPAIR SURVIVOR'S SLINGS (HORSE COLLARS)
G495 LOAD TEST SURVIVOR'S SLINGS (HORSE COLLARS)
G496 CLEAN AND INSPECT RESCUE LITTER SLINGS
G500 CLEAN AND INSPECT RESCUE HOOKS
G501 CLEAN AND INSPECT QUICK-SPLICE PLATES
G509 INSPECT SEAT SURVIVAL ITEMS
G510 INSPECT PARACHUTE COMPONENT EXPIRATION DATES (SERVICE LIFE)
G511 REPLACE LIFE PRESERVER COMPONENTS
G512 REPLACE LIFE PRESERVERS
G513 CLEAN AND SERVICE LIFE PRESERVERS
G514 REPAIR LIFE PRESERVERS
G515 REPLACE LIFE PRESERVER CONTAINERS
G516 PACK LIFE PRESERVERS
G517 INVENTORY LIFE PRESERVER ACCESSORY EQUIPMENT
G518 CLEAN AND INSPECT LIFE PRESERVER ACCESSORY EQUIPMENT
G519 CLEAN AND INSPECT LIFE RAFTS
G520 REMOVE LIFE RAFTS
G521 INSTALL LIFE RAFTS
G522 STENCIL LIFE RAFTS
G523 PACK LIFE RAFTS
G524 PERFORM LIFE RAFT FUNCTIONAL CHECKS
G525 PERFORM LIFE RAFT RELEASE SYSTEM FUNCTIONAL CHECKS
G526 INVENTORY LIFE RAFT ACCESSORY EQUIPMENT
G527 TURN IN FLOTATION SHOP EQUIPMENT FOR CALIBRATION

H. GENERAL MAINTENANCE

H539 PERFORM CALENDAR INSPECTIONS
H540 PERFORM PHASE INSPECTIONS
H541 PERFORM DAILY INSPECTIONS
H542 PERFORM PREFLIGHT INSPECTIONS
H543 PERFORM POSTFLIGHT INSPECTIONS
H544 PERFORM TURNAROUND INSPECTIONS

I. TOOL CONTROL

I545 INVENTORY TOOL BOXES AND POUCHES
I546 REVIEW TOOL INVENTORIES

I547 UPDATE TOOL INVENTORIES
I548 APPLY TOOL IDENTIFICATION MARKS
I549 CLEAN AND INSPECT TOOL CONTAINERS
I550 DRAFT BROKEN TOOL REPORTS
I551 DRAFT BROKEN TOOL REQUISITION FORMS
I552 PERFORM MISSING TOOL SEARCH
I553 DRAFT MISSING TOOL REPORTS
I554 DRAFT MISSING TOOL REQUISITION FORMS

J. HAZARDOUS MATERIAL

J555 REVIEW HAZARDOUS MATERIAL USER'S GUIDE (HMUG)
J556 REVIEW HAZARDOUS MATERIAL (HAZMAT) INVENTORIES
J557 REVIEW MATERIAL SAFETY DATA SHEETS (MSDS)
J558 UPDATE HAZARDOUS MATERIAL (HAZMAT) INVENTORIES
J559 INSPECT HAZARDOUS MATERIAL (HAZMAT) STORAGE AREAS
J560 CLEAN AND INSPECT HAZARDOUS MATERIAL (HAZMAT) CONTAINERS
J561 IMPLEMENT HAZARDOUS MATERIAL (HAZMAT) WASTE DISPOSAL METHODS
J562 DISPOSE OF USED ABSORBENTS (SPEEDY DRY, RAGS, ETC)

K. QUALITY ASSURANCE (QA)

K564 MONITOR CORROSION CONTROL PROGRAM
K565 MONITOR TOOL CONTROL PROGRAM
K566 PERFORM CONDITIONAL INSPECTIONS
K568 PERFORM AIRCRAFT ACCEPTANCE AND TRANSFER INSPECTIONS

L. MAINTENANCE ADMINISTRATION

L585 REVIEW EQUIPMENT HISTORY RECORDS (EHR)
L586 FILE AIRCREW SURVIVAL EQUIPMENT CARDS (HISTORY CARDS, CUSTODY CARDS)
L593 INPUT NAVAL AVIATION LOGISTICS COMMAND MANAGEMENT INFORMATION SYSTEM (NALCOMIS) DATA
L594 UPDATE NAVAL AVIATION LOGISTICS COMMAND MANAGEMENT INFORMATION SYSTEM (NALCOMIS) STATUS BOARDS
L596 FILL OUT READY FOR ISSUE (RFI) AND NON-READY FOR ISSUE (RFI) CARDS
L597 DEMONSTRATE OPERATION OF AIRCREW SURVIVAL EQUIPMENT
L598 REVIEW CARTRIDGE ACTIVATED DEVICES (CAD)/EXPLOSIVE DEVICE INVENTORY RECORDS
L599 UPDATE CARTRIDGE ACTIVATED DEVICES (CAD)/EXPLOSIVE DEVICE INVENTORY RECORDS

L600 REVIEW CARTRIDGE ACTIVATED DEVICES (CAD)/EXPLOSIVE DEVICE STORAGE RECORDS
L601 UPDATE CARTRIDGE ACTIVATED DEVICES (CAD)/EXPLOSIVE DEVICE STORAGE RECORDS

M. CORROSION CONTROL
M602 PERFORM AIRCRAFT CORROSION INSPECTIONS
M603 REMOVE AIRCRAFT CORROSION
M607 WASH AIRCRAFT
M608 CUT STENCILS

AIRCREW SURVIVAL EQUIPMENTMAN SECOND CLASS (PR2)

C. OXYGEN, NITROGEN, AND LIQUID OXYGEN SYSTEMS
C318 DRAFT OXYGEN REGULATOR TEST SHEETS
C319 REPLACE OXYGEN REGULATOR COMPONENTS
C321 REFILL GASEOUS PORTABLE OXYGEN SYSTEMS
C330 CLEAN AND INSPECT OXYGEN SUPPORT EQUIPMENT (SE)
C348 PERFORM OXYGEN EQUIPMENT BENCH TESTS
C361 TROUBLESHOOT LIQUID OXYGEN (LOX) CONVERTERS
C367 REPLACE LIQUID OXYGEN (LOX) CONVERTER COMPONENTS
C368 CLEAN AND INSPECT LIQUID OXYGEN (LOX) CONVERTER TEST STANDS
C370 PERFORM SEAT PAN OXYGEN SYSTEM COMPONENT FUNCTIONAL CHECKS
C371 PERFORM SEAT PAN OXYGEN SYSTEM LEAK CHECKS
C372 REFILL SEAT PAN OXYGEN BOTTLES

AIRCREW SURVIVAL EQUIPMENTMAN FIRST CLASS (PR1)

K. QUALITY ASSURANCE (QA)
K570 PERFORM IN-PROCESS QUALITY ASSURANCE (QA) INSPECTIONS
K571 PERFORM FINAL QUALITY ASSURANCE (QA) INSPECTIONS
K572 SCHEDULE EQUIPMENT INSPECTIONS

L. MAINTENANCE ADMINISTRATION
L587 DRAFT QUALITY DEFICIENCY REPORTS (QDR)
L589 REVIEW MAINTENANCE DATA REPORTS
L591 REVIEW DAILY AUDIT REPORTS

CHIEF AIRCREW SURVIVAL EQUIPMENTMAN (PRC)

L. MAINTENANCE ADMINISTRATION
L575 BRIEF FLIGHT CREWS
L576 DEBRIEF FLIGHT CREWS
L577 CONDUCT MAINTENANCE BRIEFS
L578 CONDUCT MAINTENANCE DEBRIEFS
L579 ASSIGN AIRCRAFT TO MISSIONS
L580 REVIEW AIRCRAFT DISCREPANCY BOOKS (ADB)

L581 REVIEW AIRCRAFT HISTORY RECORDS (AHR)
L582 REVIEW AIRCRAFT STATUS REPORTS
L583 REVIEW EQUIPMENT STATUS REPORTS
L584 DRAFT SUPPORT EQUIPMENT (SE) MISUSE AND ABUSE REPORTS
L608 DRAFT AIRCRAFT STATUS REPORTS
L609 REVIEW AIRCRAFT HISTORY RECORDS
L610 REVIEW EQUIPMENT HISTORY RECORDS
L611 EVALUATE STATUS BOARDS (AIRCRAFT, FUEL SYSTEMS, ETC)
L612 DRAFT AIRCRAFT MAINTENANCE SCHEDULES
L613 UPDATE AIRCRAFT MAINTENANCE SCHEDULES
L614 REVIEW AIRCRAFT PERIODIC MAINTENANCE INFORMATION CARDS (PMIC)
L615 INPUT NAVAL AVIATION LOGISTICS COMMAND MANAGEMENT INFORMATION SYSTEM (NALCOMIS) DATA

SENIOR CHIEF AIRCREW SURVIVAL EQUIPMENTMAN (PRCS)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

MASTER CHIEF AIRCREW SURVIVAL EQUIPMENTMAN (PRCM)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

CHAPTER 66

QUARTERMASTER
(QM)

NAVPERS 18068-66B

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

QUARTERMASTER (QM)

SCOPE OF RATING

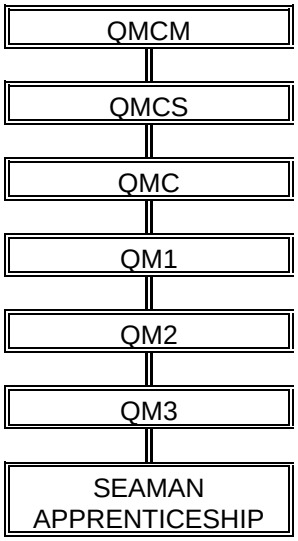
Quartermasters (QM) stand watch as assistants to officers of the deck and to the navigator; serve as steersmen and perform ship control, navigation, and bridge watch duties; procure, correct, use, and stow navigational and oceanographic publications and charts; maintain navigational instruments and keep correct navigational time; render "honors and ceremonies" in accordance with national observance and foreign customs; and serve as petty officers in charge of tugs, self propelled barges, and other yard and district craft.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 66.

NAVPERS 18068-66B

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty in BUPERSINST 1131.1 series.

SPECIAL PHYSICAL REQUIREMENTS

Vision 20/100 correctable in each eye to 20/20; normal color perception. Refer to Chapter 15 of the Manual of Medical Department, U.S. Navy for details on color perception requirements.

CITIZENSHIP/SECURITY REQUIREMENTS

Must be eligible for access to classified information.

SAFETY

The observance of proper safety precautions in all areas is an integral part of each billet and the responsibility of every Navy man and woman; safety is a universal requirement for all ratings.

QUARTERMASTER (QM) FUNCTIONAL AREAS

A. NAVIGATION

B. ELECTRONIC NAVIGATION

C. CELESTIAL NAVIGATION

D. COASTAL NAVIGATION

E. TECHNICAL ADMINISTRATION

F. GENERAL WATCHSTANDING

G. COMMUNICATIONS

H. WEATHER

QUARTERMASTER THIRD CLASS (QM3)

A. NAVIGATION

A001 DETERMINE RADAR RANGES
A002 DETERMINE MAGNETIC COMPASS ERRORS USING VISUAL BEARINGS
A003 DETERMINE MAGNETIC COMPASS ERRORS USING VISUAL RANGES
A004 DETERMINE MAGNETIC COMPASS ERRORS USING GYROCOMPASS
A008 DETERMINE AND HIGHLIGHT SHOAL WATERS
A011 DETERMINE SHIP'S POSITION RELATIVE TO PLANNED INTENDED MOVEMENT (PIM)
A012 DETERMINE MERIDIAN PASSAGE
A014 DETERMINE SHIP'S POSITION USING RUNNING FIX METHOD
A016 DETERMINE GYROCOMPASS ERRORS BY USE OF VISUAL RANGES
A017 DETERMINE MAGNETIC COMPASS ERRORS USING RECIPROCAL BEARINGS
A018 DETERMINE SHIP'S SPEED OF ADVANCE (SOA)
A019 COMPUTE FOUR HOUR PLANNED INTENDED MOVEMENT (PIM) POSITIONS
A020 COMPUTE TIME AND DISTANCE AHEAD OR BEHIND PLANNED INTENDED MOVEMENT (PIM)
A024 COMPUTE AND APPLY SHIP'S SET AND DRIFT
A026 COMPUTE SHIP'S COURSE AND SPEED MADE GOOD
A027 COMPUTE ESTIMATED TIME OF ARRIVAL (ETA)
A035 RECOMMEND SHIP'S BEST COURSE AND SPEED
A046 SET UP ALIDADES
A047 SET UP AZIMUTH CIRCLES
A048 SET UP PARALLEL MOTION PROTRACTORS FOR RELATIVE BEARING NAVIGATION
A049 SET UP PARALLEL MOTION PROTRACTORS FOR GYROCOMPASS NAVIGATION
A050 OBTAIN AND RECORD MAGNETIC COMPASS RECORD BOOK ENTRIES
A055 PERFORM NAVIGATION PROCEDURES FOR MAN OVERBOARD PROCEDURES
A058 MEASURE DISTANCES ON NAUTICAL CHARTS
A060 IDENTIFY GYROCOMPASS FAILURE ALARMS
A062 PROVIDE NAVIGATION INPUT FOR POSITION REPORTS
A063 DERIVE TRUE DIRECTION FROM CHARTED POSITIONS WITH PARALLEL MOTION PROTRACTOR (PMP) AND PARALLEL RULERS
A064 EXTRACT LATITUDE AND LONGITUDE FROM PLOTTED POSITIONS

B. ELECTRONIC NAVIGATION

B068 INTERPRET FATHOMETER DISPLAYS
B072 ANNOTATE FATHOMETER ECHOGRAMS
B073 RECORD FATHOMETER SOUNDINGS
B074 COMPARE FATHOMETER READINGS TO CHARTED DEPTHS
B075 VERIFY CHARTED DEPTHS WITH FATHOMETER/LEADLINE
B078 PLOT SHIP'S POSITION BY USING RADAR AND GLOBAL POSITIONING SYSTEM (GPS)

C. CELESTIAL NAVIGATION

C081 COMPUTE AN AZIMUTH OF THE SUN
C083 RECORD TIMES AND ALTITUDES OF CELESTIAL OBSERVATIONS
C084 OBSERVE AND RECORD SUN'S BEARING USING AN AZIMUTH CIRCLE
C085 DETERMINE GYROCOMPASS ERROR BY AMPLITUDE OF THE SUN
C088 COMPUTE TIME OF LOCAL APPARENT NOON (LAN)
C089 COMPUTE AND RECORD TIME OF MOONRISE AND MOONSET
C090 COMPUTE AND RECORD TIME OF SUNRISE AND SUNSET
C091 COMPUTE AND RECORD TIME OF MORNING AND EVENING TWILIGHT
C093 COMPUTE ZONE TIME (ZT)

C094 CONVERT ZONE TIME (ZT) TO UNIVERSAL COORDINATED TIME (UCT)/GREENWICH MEAN TIME (GMT)
C095 CONVERT UNIVERSAL COORDINATED TIME (UCT)/GREENWICH MEAN TIME (GMT) TO ZONE TIME (ZT)
C096 CONVERT ZONE TIME (ZT) TO LOCAL MEAN TIME (LMT)
C097 CONVERT UNIVERSAL COORDINATED TIME (UCT)/GREENWICH MEAN TIME (GMT) TO LOCAL MEAN TIME (LMT)
C098 CONVERT LOCAL MEAN TIME (LMT) TO ZONE TIME (ZT)
C099 CONVERT LOCAL MEAN TIME (LMT) TO UNIVERSAL COORDINATED TIME (UCT)/GREENWICH MEAN TIME (GMT)
C100 DETERMINE UNIVERSAL COORDINATED TIME (UCT)/GREENWICH MEAN TIME (GMT) OF CELESTIAL OBSERVATIONS
C101 IDENTIFY TIME ZONES (EAST OR WEST) ON UNIVERSAL COORDINATED TIME (UCT)/GREENWICH MEAN TIME (GMT)
C102 IDENTIFY TIME ZONES AND STANDARD MERIDIANS
C103 CONVERT ARC TO TIME
C104 CONVERT TIME TO ARC

D. COASTAL NAVIGATION

D107 OBTAIN VISUAL BEARINGS USING AN ALIDADE
D108 OBTAIN VISUAL BEARINGS USING AN AZIMUTH CIRCLE
D109 OBTAIN BEARINGS USING TERRESTRIAL RANGES
D110 DETERMINE SHIP'S POSITION BY VISUAL BEARINGS TO THREE OR MORE OBJECTS
D111 DETERMINE SHIP'S POSITION BY BEARING AND RANGE TO A SINGLE POINT
D112 DETERMINE SHIP'S POSITION BY RELATIVE BEARINGS
D113 DETERMINE SHIP'S POSITION BY TWO OR MORE BEARINGS TO A SINGLE POINT

E. TECHNICAL ADMINISTRATION

E129 MAINTAIN DECK LOGS
E134 INVENTORY CHARTS
E136 MAKE CHANGES TO CHARTS
E137 STOW CHARTS
E138 MAINTAIN CHART FILES
E139 PREPARE CHART CORRECTION CARDS
E140 MAINTAIN CHART CORRECTION CARDS
E143 INVENTORY NAUTICAL PUBLICATIONS
E144 MAKE CHANGES TO NAUTICAL PUBLICATIONS
E145 MAINTAIN NAUTICAL PUBLICATIONS
E147 PREPARE SHIP'S POSITION REPORTS
E149 PREPARE SYNOPTIC OBSERVATION MESSAGES

F. GENERAL WATCHSTANDING

F157 MAKE CHRONOMETER REPORTS
F158 COMPUTE SUCCESSIVE DAILY RATE (SDR) OF CHRONOMETER ERRORS
F159 COMPUTE AVERAGE DAILY RATE (ADR) OF CHRONOMETER ERRORS
F160 COMPUTE PREDICTED CHRONOMETER ERRORS
F161 COMPUTE CURRENT MAGNETIC VARIATION ON CHARTS USING ANNUAL CHANGE
F163 DETERMINE AND APPLY VARIATIONS FROM NAVIGATIONAL CHARTS
F164 RECORD ERRORS AND HEADINGS IN MAGNETIC COMPASS LOGS
F165 CORRECT MAGNETIC COMPASS HEADINGS USING DEVIATION TABLES
F166 COMPARE GYROCOMPASS AND MAGNETIC COMPASS
F167 CONVERT BETWEEN RELATIVE BEARINGS AND TRUE BEARINGS

F168 CONVERT MAGNETIC BEARINGS TO TRUE BEARINGS
F169 MAINTAIN BEARING LOG DURING RELATIVE BEARING PILOTING
F170 RECORD DATA IN STANDARD BEARING BOOKS
F171 SIGHT AND REPORT VISUAL CONTACTS TO OFFICER OF THE DECK (OOD)
F172 DRESS AND FULL DRESS SHIP
F173 RENDER HONORS AND CEREMONIES
F174 CONDUCT MORNING AND EVENING COLORS
F175 OBSERVE SUNRISE AND SUNSET
F176 MAKE FLAG AND PENNANT SIGNALS
F177 IDENTIFY SIGNAL FLAGS AND PENNANT DISPLAYS
F178 IDENTIFY NATIONAL ENSIGN AND UNION JACK DISPLAYS
F179 IDENTIFY MERCHANT FLAGS OF PRINCIPAL MARITIME AND MAJOR NAVAL POWERS
F180 IDENTIFY VISUAL STORM WARNING SIGNALS
F181 IDENTIFY REDUCED VISIBILITY SIGNALS
F182 IDENTIFY BUOY TYPES AND SYSTEMS
F183 IDENTIFY INTERNATIONAL FLAG DISTRESS SIGNALS
F185 IDENTIFY NAVIGATIONAL LIGHT DISPLAYS
F184 IDENTIFY NAVIGATIONAL DAY SHAPE DISPLAYS
F186 IDENTIFY NAVIGATIONAL WARNINGS CONTAINED IN NAVAREAS, HYDROLANTS, AND HYDROPACS
F187 IDENTIFY DAY MARKERS
F188 IDENTIFY RANGE MARKERS
F189 INTERPRET BELL SIGNALS
F190 INTERPRET GONG SIGNALS
F191 INTERPRET WHISTLE SIGNALS
F192 SOUND DANGER SIGNALS
F193 SOUND SHIP'S BELLS AND GONGS
F194 SOUND SHIP'S WHISTLES
F195 ENERGIZE NAVIGATION LIGHTS FOR (SHIP UNDERWAY, ANCHOR, SPECIALOPERATIONS AND EMERGENCY SITUATIONS)
F197 SET UP AND ENERGIZE SHIP'S AIRCRAFT WARNING LIGHTS
F198 COMPUTE VISIBILITY OF LIGHTS
F199 PREPARE BRIDGE FOR GETTING UNDERWAY AND ENTERING PORTS
F200 PREPARE BRIDGE FOR SPECIAL EVOLUTIONS (UNDERWAY REPLENISHMENT (UNREP) GENERAL QUARTERS (GQ), ANCHORAGE, ETC)
F205 STEER SHIP FROM AFTER STEERING
F206 STEER SHIP BY RUDDER ORDER ANGLE (ROA) INDICATORS
F207 STEER SHIP BY MAGNETIC COMPASS
F208 STEER SHIP BY GYROCOMPASS
F209 STEER SHIP IN RESTRICTED WATERS
F210 STEER SHIP DURING GENERAL QUARTERS
F211 STEER SHIP DURING UNDERWAY REPLENISHMENTS (UNREPS)
F212 STEER SHIP DURING MAN OVERBOARD RECOVERIES
F213 STEER SHIP DURING SPECIAL SEA AND ANCHOR DETAILS
F214 STEER SHIP IN ACCORDANCE WITH EVASIVE STEERING PLAN
F215 SHIFT STEERING CONTROL TO BRIDGE FROM AFTER STEERING
F216 SHIFT STEERING CONTROL TO AUTOPILOT
F217 SHIFT STEERING TO EMERGENCY STEERING AND CONTROL
F218 OPERATE NIGHT VISION DEVICES
F220 INSPECT HALYARDS
F221 REPAIR OR REPLACE HALYARDS
F222 CLEAN AND INSPECT HALYARD BLOCKS
F223 REPLACE SNAPS AND RINGS
F225 CLEAN AND INSPECT SEARCHLIGHTS
F226 REPLACE SEARCHLIGHT COMPONENTS

F227 TEST AND OPERATE SEARCHLIGHTS

G. COMMUNICATIONS

G230 TRANSMIT AND RECEIVE BY FLASHING LIGHT (MORSE CODE)
G233 COMMUNICATE WITH SHIP BY VISUAL MEANS
G235 HOIST FLAGS, PENNANTS, AND DAYS SHAPES
G236 ROUTE INCOMING AND OUTGOING VISUAL MESSAGES
G239 EXERCISE RULES OF VISUAL RESPONSIBILITIES
G240 PERFORM INTERNATIONAL COMMUNICATIONS PROCEDURES (PUB 102)

H. WEATHER

H245 TAKE BAROMETRIC PRESSURE READINGS
H246 TAKE WET AND DRY BULB TEMPERATURES
H247 DETERMINE RELATIVE HUMIDITY
H248 DETERMINE DEW POINT
H249 DETERMINE TRUE WIND
H250 DETERMINE RELATIVE WIND
H251 DETERMINE APPARENT WIND
H253 INTERPRET HYDROGRAPHIC (WEATHER) CHARTS
H254 ENCODE AND DECODE SYNOPTIC WEATHER MESSAGES
H255 OBSERVE, RECORD, AND REPORT SEA SWELLS, SEA WAVE HEIGHTS, AND DIRECTIONS
H256 OBSERVE AND RECORD VARIOUS WEATHER CONDITIONS
H257 OBSERVE AND RECORD CELSIUS TEMPERATURES
H258 OBSERVE AND RECORD FAHRENHEIT TEMPERATURES
H259 CONVERT BAROMETRIC STATION PRESSURE READINGS TO SEA LEVEL PRESSURES
H260 CONVERT CELSIUS TEMPERATURES TO FAHRENHEIT
H261 CONVERT FAHRENHEIT TEMPERATURES TO CELSIUS
H262 PLOT LOCATIONS AND PROBABLE PATHS OF STORM CENTERS (HURRICANES, TYPHOONS, ETC)
H264 OBSERVE AND INTERPRET CLOUD FORMATIONS AND HEIGHTS

QUARTERMASTER SECOND CLASS (QM2)

A. NAVIGATION

A005 DETERMINE AND PLOT DANGER RANGES
A006 DETERMINE AND PLOT DANGER BEARINGS
A007 DETERMINE DANGER AND CAUTION SOUNDINGS
A009 DETERMINE AND PLOT SLIDE BARS
A013 DETERMINE SHIP'S POSITION USING COMPOSITE FIX METHOD
A021 COMPUTE AND PLOT TURN BEARINGS
A022 COMPUTE PREDICTED RADAR LANDFALLS
A023 COMPUTE SHIP'S ADVANCE AND TRANSFER
A025 COMPUTE ANGLE OF TURN
A029 MAINTAIN POSITIONAL PLOT IN SUPPORT OF WEAPONS
A030 MAINTAIN POSITIONAL PLOT IN SUPPORT OF OVER THE HORIZON (OTH) OPERATIONS (TARGETING, AMPHIBIOUS BOATS, AIRCRAFT, ETC)
A031 COORDINATE EXCHANGE OF INTER-SHIP NAVIGATION DATA
A032 DETERMINE LINE OF DEMARCATION
A033 RECOMMEND COURSE OF ACTION BASED ON INTERNATIONAL RULES OF THE ROAD
A034 RECOMMEND COURSE OF ACTION BASED ON INLAND RULES OF THE ROAD

A036 PREPARE PRECISION ANCHORING PLANS
A038 PREPARE RESTRICTED WATERS TRACKS
A039 APPLY COMPASS ERRORS TO OBTAIN COMPASS COURSES
A040 APPLY COMPASS ERRORS TO OBTAIN TRUE COURSES
A041 PLOT WEATHER MESSAGE INFORMATION
A042 PLOT SHIP'S ADVANCE AND TRANSFER DATA
A043 PLOT SHIP'S PROPOSED TRACK USING MERCATOR PROJECTION CHARTS
A044 PLOT SHIP'S PROPOSED TRACK USING GNOMONIC PROJECTION CHARTS
A045 PLOT MAXIMUM DEVIATIONS FROM PROPOSED TRACK
A052 CALCULATE AND PLOT TURN POINTS FOR COASTAL AND OPEN OCEAN NAVIGATION
A053 LAY OUT NAVIGATIONAL TRACKS FOR DEPLOYMENTS
A059 SELECT APPROPRIATE MANUAL SETTINGS FOR DEGAUSSING REMOTE PANEL
A061 PREPARE FOR RUNNING A MEASURED MILE
A266 DETERMINE GYRO REPEATER ERROR
A267 DETERMINE RADAR REPEATER BEARING AND RANGE ERRORS

B. ELECTRONIC NAVIGATION
B067 INTERPRET RADAR SCOPE DISPLAYS
B069 EVALUATE RADAR INFORMATION
B070 DETERMINE SHIP'S POSITION USING RADAR
B071 DETERMINE SHIP'S POSITION BY USE OF SOUNDINGS
B076 PLOT INERTIAL NAVIGATION SYSTEM (INS) PERFORMANCE DATA
B077 INTERPRET INERTIAL NAVIGATION SYSTEM (INS) DISPLAY DATA
B079 OPERATE AND INTERPRET NAVIGATION SENSOR SYSTEM INTERFACE (NAVSSI)

C. CELESTIAL NAVIGATION
C080 PLOT SHIP'S POSITION BY CELESTIAL NAVIGATION
C082 OBTAIN CELESTIAL DATA BY MARINE SEXTANT
C086 DETERMINE GYROCOMPASS ERROR BY POLARIS
C087 TAKE BEARING OF CELESTIAL BODY AT RISING OR SETTING POINT
C092 COMPUTE AND RECORD TIME OF MORNING AND EVENING STAR TIME (LHA OF ARIES)
C105 OBTAIN CELESTIAL DATA FROM AIR ALMANACS
C106 OBTAIN AND COMPUTE ENTERING ARGUMENTS FOR SIGHT REDUCTION TABLES FOR MARINE NAVIGATION

D. COASTAL NAVIGATION
D114 PLOT SHIP'S POSITION USING TWO HORIZONTAL SEXTANT ANGLES BETWEEN THREE OBJECTS
D115 DETERMINE HORIZONTAL ANGLES USING A SEXTANT
D116 PREPARE CHARTS FOR PILOTING
D117 DETERMINE GYROCOMPASS ERRORS BY BEARING TO A DISTANT OBJECT
D118 DETERMINE GYROCOMPASS ERROR BY GYRO BEARING TRIAL AND ERROR
D119 COMPUTE WATER LEVEL AT HIGH AND LOW TIDES
D120 COMPUTE WATER LEVEL AT OTHER THAN HIGH AND LOW TIDES
D121 COMPUTE TIME OF HIGH AND LOW TIDES
D122 COMPUTE CURRENT DIRECTION AND VELOCITY
D123 GRAPH TIDAL DATA
D124 GRAPH CURRENT DATA
D125 COMPARE TIDAL CURRENT GRAPH DATA WITH TABLE 3 OF TIDAL CURRENT TABLES BOOK
D126 DETERMINE WIND EFFECTS ON SHIP'S MOVEMENTS
D127 DETERMINE TIDE EFFECTS ON SHIP'S MOVEMENTS

D128 DETERMINE CURRENT EFFECTS ON SHIP'S MOVEMENTS

E. TECHNICAL ADMINISTRATION
E131 PREPARE OCEANOGRAPHIC REPORTS FOR SHIPMENT
E133 ORDER CHARTS
E135 DETERMINE CHART ACCURACY
E142 ORDER NAUTICAL PUBLICATIONS

F. GENERAL WATCHSTANDING
F153 PREPARE INPUTS TO COMMANDING OFFICER'S (CO'S) NIGHT ORDERS
F154 OBTAIN RADIO TIME TICKS AND COMPARE CHRONOMETERS
F155 START SHIP'S CHRONOMETERS
F162 SELECT ESSENTIAL CHARTS FOR PROPOSED TRANSITS
F196 VERIFY NAVIGATIONAL LIGHT PHASE DISTINCTIONS
F201 INFORM FORECASTLE OF THE TYPE BOTTOM, DEPTH OF WATER AT ANCHORAGE, AND SCOPE OF CHAIN TO BE USED FOR PRECISION ANCHORAGE
F202 COMPUTE TIMES AND DISTANCES TO DROP ANCHOR
F203 COMPUTE SWING AND DRAG CIRCLES FOR PRECISION ANCHORAGE
F204 PLOT SWING AND DRAG CIRCLES

G. COMMUNICATIONS
G229 MAINTAIN RADIO NAVIGATIONAL WARNING MESSAGES
G232 IDENTIFY ALLIED FLAGS AND PENNANTS
G234 OPERATE CHEMICAL WARFARE DIRECTIONAL DETECTORS

H. WEATHER
H252 DETERMINE DESIRED WIND

QUARTERMASTER FIRST CLASS (QM1)

A. NAVIGATION
A010 CALCULATE TRACK DATA FOR GREAT CIRCLE SAILING
A015 DETERMINE WORST CASE CIRCLE USING FIX EXPANSION METHOD
A037 PREPARE COMPASS DEVIATION TABLES
A051 DETERMINE AND PLOT DEPARTURE AND APPROACH POINTS FOR GREAT CIRCLE SAILING
A057 REVIEW AND EVALUATE EFFECTIVENESS OF FORCE NAVIGATION
A065 PERFORM MAGNETIC COMPASS DOCKSIDE TESTS
A066 SWING SHIP
A265 ADJUST MAGNETIC COMPASS FOR DEVIATION

E. TECHNICAL ADMINISTRATION
E132 DETERMINE CHART ALLOWANCES
E141 DETERMINE NAUTICAL PUBLICATIONS ALLOWANCES
E146 EXTRACT NAVIGATION INFORMATION FROM OPERATION ORDERS (OPORDS)
E148 PREPARE MOVEMENT REPORTS (MOVREPS)
E150 PREPARE OPTIMUM TRACK SHIP ROUTING (OTSR) REQUESTS
F. GENERAL WATCHSTANDING

F151 INTERPRET FOREIGN CHART INFORMATION USING SAILING DIRECTIONS AND LOCAL PORT DIRECTIVES
F219 COMPILE NAVIGATION BRIEF DATA

G. COMMUNICATIONS
G228 ENCODE AND DECODE SIGNALS USING ALLIED TACTICAL PUBLICATIONS (ATP)

H. WEATHER
H263 MAKE RECOMMENDATIONS FOR STORM EVASION

CHIEF QUARTERMASTER (QMC)

A. NAVIGATION
A054 ANALYZE AND RECOMMEND IMPROVEMENTS TO NAVIGATION EXERCISES

E. TECHNICAL ADMINISTRATION
E130 REVIEW DECK LOGS

F. GENERAL WATCHSTANDING
F152 REVIEW COMMANDING OFFICER'S (CO'S) NIGHT ORDERS

SENIOR CHIEF QUARTERMASTER (QMCS)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

MASTER CHIEF QUARTERMASTER (QMCM)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

CHAPTER 67

INFORMATION SYSTEMS TECHNICIAN (IT)

NAVPERS 18068-67B

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

INFORMATION SYSTEMS TECHNICIAN (IT)

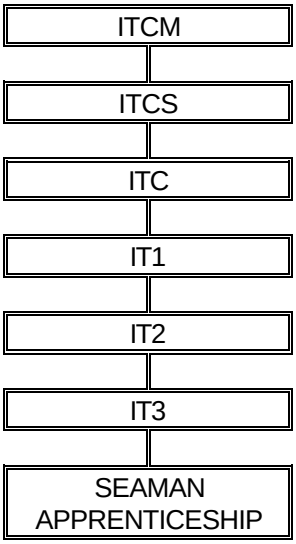
SCOPE OF RATING

Information Systems Technicians (IT) execute information transfer with state-of-the-art multi-media technology such as fiber optics, digital microwave, and tactical and commercial satellites on a global basis; operate, manage and provide hardware and software support to multi-media Automated Information Systems (AIS) to include: mainframes, mini, and microcomputers, Local Area Networks (LAN's), Wide Area Networks (WAN's), and telecommunications; apply diagnostic and restoral techniques utilizing knowledge of electronic and operational system theory; advise on capabilities, limitations, and condition of equipment; implement production control procedures including input/output quality control support; implement and monitor security procedures; perform assigned mission organizational level maintenance and repair of Command, Control, Communications, Computer, and Intelligence Systems.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 67.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in BUPERSINST 1131.1 series.

SPECIAL PHYSICAL REQUIREMENTS

Normal hearing; no speech impediment. Refer to Chapter 15 of the Manual of the Medical Department, U.S. Navy for details on hearing and speech requirements.

CITIZENSHIP/SECURITY REQUIREMENTS

Must be eligible for access to classified information.

SAFETY

The observance of proper safety precautions in all areas is an integral part of each billet and the responsibility of every Navy man and woman; safety is a universal requirement for all ratings.

INFORMATION SYSTEMS TECHNICIAN (IT) FUNCTIONAL AREAS

A. SYSTEM MANAGEMENT

B. APPLICATION MANAGEMENT

C. COMMUNICATIONS

D. TECHNICAL ADMINISTRATION

E. SECURITY

INFORMATION SYSTEMS TECHNICIAN THIRD CLASS (IT3)

A. SYSTEM MANAGEMENT

A001 DE-ENERGIZE ELECTRICAL CIRCUITS
A002 INSPECT ELECTRICAL CIRCUITS
A003 CONVERT NUMBERING SYSTEMS (BINARY, DECIMAL, HEXADECIMAL, OCTAL)
A004 POWER UP AND POWER DOWN COMPUTER SYSTEM COMPONENTS
A005 EMERGENCY POWER DOWN COMMUNICATIONS AND AUTOMATED INFORMATION SYSTEM (AIS) EQUIPMENT
A006 UPDATE AUTOMATED INFORMATION SYSTEMS (AIS) EQUIPMENT INVENTORY
A007 STARTUP COMPUTER SYSTEMS
A008 RESTART COMPUTER SYSTEMS
A009 RECOVER COMPUTER SYSTEMS
A010 BACKUP COMPUTER SYSTEMS
A011 INSPECT COMPUTER SYSTEM COMPONENTS
A012 INTERPRET INDICATOR LIGHTS ON COMPUTER SYSTEM COMPONENTS
A013 QUERY SYSTEM STATUS VIA CONSOLE
A014 MONITOR APPLICATION AND SYSTEM PROGRAM STATUS
A015 SCREEN JOURNAL LOGS AND CONSOLE PRINTOUTS
A016 DOCUMENT SYSTEM OPERATING ERRORS
A017 RESET TAPE DRIVES OR TAPE CONTROLLERS
A018 INPUT COMPUTER SYSTEM DATA
A019 MANIPULATE COMPUTER SYSTEM DATA
A020 PRINT COMPUTER SYSTEM DATA
A021 INSPECT PRINTED DATA
A022 ESTABLISH DATA COMMUNICATIONS WITH REMOTE COMPUTER TERMINAL
A023 VERIFY AUTOMATED COMMUNICATIONS SYSTEM PARAMETERS
A025 MONITOR COMPUTER SYSTEM TRANSMISSIONS
A026 CONVERT DATA FILES
A027 PROCESS DATA FILES
A028 TRANSFER DATA FILES
A029 VERIFY DATA FILES
A031 UPDATE MEDIA LIBRARY FILES
A032 CHECK STORAGE MEDIA INTO AND OUT OF MEDIA LIBRARY
A033 AUDIT MEDIA LIBRARY LISTINGS
A034 PERFORM PHYSICAL INVENTORY OF MEDIA LIBRARY
A037 CLEAN AND INSPECT STORAGE MEDIA
A038 INITIALIZE OR FORMAT STORAGE MEDIA
A039 PREPARE PROCEDURES AND PARAMETERS FOR INITIALIZATION OF STORAGE MEDIA
A040 LOAD OR UNLOAD STORAGE MEDIA INTO OR FROM STORAGE MEDIA DEVICES
A041 PREPARE LABELS FOR INTERNAL OR EXTERNAL MEDIA
A042 VERIFY STORAGE MEDIA INTERNAL AND EXTERNAL LABELS AND SECURITY MARKINGS
A043 VERIFY PRESENCE OF DATA ON STORAGE MEDIA
A045 DESTROY STORAGE MEDIA
A046 COPY AND VERIFY DATA FROM ONE MEDIA TO ANOTHER
A050 DEGAUSS MAGNETIC MEDIA
A051 INSTALL NETWORK SOFTWARE
A052 TEST NETWORK SOFTWARE
A053 SET NETWORK SOFTWARE PARAMETERS
A054 CHANGE NETWORK SYSTEM SOFTWARE CONFIGURATIONS
A056 INSTALL AND INSPECT NETWORK COMPONENTS
A057 INSTALL ROUTERS/BRIDGES/REPEATERS/GATEWAYS FOR USE ON NETWORKS

A058 START UP NETWORKS
A059 MONITOR NETWORKS
A060 TERMINATE NETWORKS
A061 MAKE PHYSICAL CONNECTIONS TO NETWORKS
A062 SET COMPUTER TIME CLOCKS AND DATE CALENDARS
A063 SET UP AND INSTALL PERIPHERAL DEVICES
A064 INSTALL AND CONFIGURE EXTENDED OR EXPANDED MEMORY
A065 RUN EQUIPMENT PERFORMANCE CHECKS
A066 PERFORM SYSTEMS BUILT-IN TESTS (BIT)
A069 MAINTAIN ENVIRONMENTAL CONDITIONS
A070 INSPECT OPERATION OF ENVIRONMENT MONITORING EQUIPMENT
A071 INSPECT COMPUTER CABLES
A072 REPLACE COMPUTER CABLES
A073 REPAIR COMPUTER CABLES
A074 TROUBLESHOOT ERROR CONDITIONS AND FAILURES ON COMPUTER SYSTEM COMPONENTS
A075 TROUBLESHOOT COMMUNICATION LINE PROBLEMS
A076 CORRECT PRINTER RIBBON AND PAPER MOVEMENT PROBLEMS
A077 RESET PRINTERS
A078 LOG DAILY TROUBLE REPORTS
A079 PERFORM COMPUTER INTERFACE EQUIPMENT CHANGES
A080 PERFORM EQUIPMENT CONFIGURATION CHANGES
A081 PERFORM SOFTWARE CONFIGURATIONS
A082 SET PARAMETERS FOR COMPUTER AND PERIPHERAL OPERATIONS
A083 PERFORM EQUIPMENT OR SYSTEM DIAGNOSTIC TESTS
A085 MAKE COMPLEMENTARY METAL OXIDE SEMICONDUCTOR (CMOS) CHANGES
A087 CALCULATE COMPUTER HARDWARE REQUIREMENTS
A088 PREPARE COMPUTER SYSTEMS FOR MOVEMENT
A089 SET UP ANTENNA COUPLERS AND MULTI-COUPLERS
A090 SET UP CONVERTERS AND MULTIPLEXERS
A091 TEST MULTIPLEXERS
A092 SET UP KEYERS
A093 SET UP RECEIVERS
A094 SET UP TRANSMITTERS AND TRANSCEIVERS
A095 SET UP EMERGENCY DISTRESS COMMUNICATIONS EQUIPMENT
A098 SET UP DEMAND ASSIGNED MULTIPLE ACCESS (DAMA) SYSTEM INTERFACE
A099 TEST DEMAND ASSIGNED MULTIPLE ACCESS (DAMA) SYSTEMS
A100 MONITOR DEMAND ASSIGNED MULTIPLE ACCESS (DAMA) SYSTEMS
A101 TROUBLESHOOT DEMAND ASSIGNED MULTIPLE ACCESS (DAMA) SYSTEMS
A102 SET UP SUPER HIGH FREQUENCY (SHF) SYSTEM INTERFACE
A103 TEST SUPER HIGH FREQUENCY (SHF) SYSTEMS
A104 MONITOR SUPER HIGH FREQUENCY (SHF) SYSTEMS
A105 TROUBLESHOOT SUPER HIGH FREQUENCY (SHF) SYSTEMS
A106 SET UP EXTREMELY HIGH FREQUENCY (EHF) SYSTEM INTERFACE
A107 TEST EXTREMELY HIGH FREQUENCY (EHF) SYSTEMS
A108 MONITOR EXTREMELY HIGH FREQUENCY (EHF) SYSTEMS
A109 TROUBLESHOOT EXTREMELY HIGH FREQUENCY (EHF) SYSTEMS
A110 SET UP HIGH FREQUENCY (HF) SYSTEM INTERFACE
A111 TEST HIGH FREQUENCY (HF) SYSTEMS
A112 MONITOR HIGH FREQUENCY (HF) SYSTEMS
A113 TROUBLESHOOT HIGH FREQUENCY (HF) SYSTEMS
A122 REVIEW HAZARDOUS MATERIALS USER'S GUIDE (HMUG)
A123 REVIEW HAZARDOUS MATERIALS (HAZMAT) INVENTORIES

A124 REVIEW MATERIAL SAFETY DATA SHEETS (MSDS)
A126 CLEAN AND INSPECT HAZARDOUS MATERIALS (HAZMAT) CONTAINERS
A278 INTERPRET SYSTEM FLOWCHARTS
A292 SET UP ULTRA HIGH FREQUENCY (UHF) SYSTEM INTERFACE
A293 TEST ULTRA HIGH FREQUENCY (UHF) SYSTEMS
A294 MONITOR ULTRA HIGH FREQUENCY (UHF) SYSTEMS
A295 TROUBLESHOOT ULTRA HIGH FREQUENCY (UHF) SYSTEMS

B. APPLICATION MANAGEMENT

B128 INSTALL COMPUTER SYSTEM SOFTWARE
B129 UPGRADE COMPUTER SYSTEM SOFTWARE
B130 PERFORM SYSTEM DUMPS
B131 PERFORM LOW LEVEL FORMAT ON HARD DRIVE
B132 ORGANIZE AND COMPRESS HARD DRIVE
B133 EXECUTE APPLICATION UTILITY PROGRAMS
B134 RUN BATCH JOB PROCESSES
B138 EXECUTE AUTOMATED INFORMATION SYSTEMS (AIS) VIRUS PROTECTION OF SOFTWARE
B141 CORRECT PROGRAM ERRORS
B142 CREATE SYSTEM DIRECTORIES
B143 MODIFY SYSTEM DIRECTORIES
B144 BACKUP SYSTEM DIRECTORIES
B145 RESTORE SYSTEM DIRECTORIES
B146 CREATE FILES
B147 MODIFY FILES
B148 RECOVER FILES
B149 BACKUP FILES
B150 RESTORE FILES

C. COMMUNICATIONS

C158 LOG MESSAGES
C159 DETERMINE DISTRIBUTION AND ROUTING OF MESSAGES
C160 PROCESS AND VERIFY MESSAGES
C161 PROCESS TOP SECRET (TS) MESSAGES
C162 PROCESS SPECIAL CATEGORY (SPECAT) MESSAGES
C163 PROCESS EMERGENCY ACTION MESSAGES (EAM)
C164 VERIFY AND DISSEMINATE MESSAGES (ELECTRONICALLY)
C165 PREPARE OUTGOING MESSAGES
C166 REVIEW MESSAGES FOR MINIMIZE CONSIDERATION
C167 REVIEW OPERATIONAL TASKING (OPTASK) MESSAGES
C168 DRAFT COMMUNICATION SPOTS (COMMSPOTS)
C169 VERIFY RECEIPT OF COMMUNICATION SPOTS (COMMSPOTS)
C170 UPDATE COMMUNICATION SPOTS (COMMSPOTS)
C171 DRAFT BROADCAST SCREEN REQUESTS (BSR)
C172 TRANSMIT MESSAGES VIA AUTOMATED SYSTEMS
C173 TRANSMIT MESSAGES VIA MANUAL CIRCUITS
C174 CONDUCT VOICE NETWORK COMMUNICATIONS
C175 CONDUCT TRANSMISSION AUTHENTICATIONS
C176 MONITOR AND REPORT CIRCUIT BACKLOGS
C177 MONITOR COMMUNICATION CIRCUIT QUALITY
C178 MONITOR SYSTEM STATUS

C179 SHIFT FREQUENCIES
C180 ACTIVATE OR DEACTIVATE COMMUNICATION CIRCUITS
C181 RESTORE PRIMARY POWER CIRCUITS
C182 RESTORE CASUALTY POWER CIRCUITS
C183 RESTORE COMMUNICATION SYSTEMS
C184 TROUBLESHOOT COMMUNICATION SYSTEM MALFUNCTIONS
C185 MONITOR INTERNATIONAL DISTRESS FREQUENCIES
C186 CONDUCT TRAFFIC ANALYSIS
C187 COMPILE MESSAGE TOTALS
C188 VERIFY BROADCAST NUMBER CONTINUITY
C189 RESET COMMUNICATIONS SYSTEMS AT BEGINNING OF RADIO DAY (RADAY)
C190 PREPARE AND UPDATE COMMAND GUARD LISTS
C191 VERIFY COMMAND GUARD LISTS
C192 UPDATE MESSAGE PICKUP AUTHORIZATION LISTS
C193 UPDATE COMMUNICATION FILES
C194 CONDUCT COMMUNICATIONS PUBLICATION INVENTORIES
C195 UPDATE NAVAL WARFARE PUBLICATIONS (NWP)
C196 TRANSMIT CRYPTOGRAPHIC KEYING MATERIAL VIA OVER-THE-AIR-TRANSFER (OTAT)/OVER-THE-AIR-REKEY (OTAR)
C197 RECEIVE CRYPTOGRAPHIC KEYING MATERIAL VIA OVER-THE-AIR-TRANSFER (OTAT)/OVER-THE-AIR-REKEY (OTAR)
C198 SET UP AND OPERATE SECURE TELEPHONE UNIT (STU-III) TERMINALS FOR USE WITH REMOTE OR DIAL-IN-USERS
C199 VERIFY SECURE TELEPHONE UNIT (STU-III) SYSTEM PARAMETERS FOR USE WITH REMOTE OR DIAL-IN USERS
C200 VERIFY AND UPDATE DAILY CALL SIGNS
C201 SET EMISSION CONTROL (EMCON) CONDITIONS
C202 SET HAZARDS OF ELECTROMAGNETIC RADIATION TO ORDNANCE (HERO) CONDITIONS
C203 CALCULATE SATELLITE AZIMUTH AND ELEVATION
C204 PERFORM ANTENNA ASSIGNMENT SELECTIONS
C205 RAISE AND LOWER ANTENNAS
C206 ROTATE AND ALIGN DIRECTIONAL ANTENNAS FOR OPTIMUM RECEPTION
C210 DRAFT COMMUNICATION GUARD SHIFTS (COMMSHIFTS)
C211 LOG COMMUNICATION GUARD SHIFTS (COMMSHIFTS)
C212 PERFORM COMMUNICATION GUARD SHIFTS (COMMSHIFTS)
C213 SET UP VIDEO TELECONFERENCING (VTC) TRANSMISSION EQUIPMENT
C214 MONITOR VIDEO TELECONFERENCING (VTC) TRANSMISSION EQUIPMENT

E. SECURITY

E227 ISSUE AND UPDATE ON-LINE USER IDENTIFICATION AND PASSWORDS
E228 VALIDATE CUSTOMER AUTHORIZATION TO ACCESS FILES
E229 VERIFY MESSAGE RECIPIENT'S IDENTIFICATION AND SECURITY CLEARANCES
E230 SAFEGUARD AUTOMATED INFORMATION SYSTEMS (AIS) CLASSIFIED MATERIAL
E231 MAINTAIN TEMPEST REQUIREMENTS
E232 CONTROL ACCESS TO RESTRICTED AREAS
E235 DESTROY CLASSIFIED MATERIAL (SECRET AND BELOW)
E236 COMPLETE DESTRUCTION REPORTS (SECRET AND BELOW)
E237 VERIFY DESTRUCTION RECORDS (SECRET AND BELOW)
E238 SANITIZE SITE AND EQUIPMENT
E239 MARK CLASSIFIED MEDIA
E240 CLEAR MEDIA AND HARDWARE
E241 DECLASSIFY OR DESTROY CLASSIFIED HARDWARE

E242 CONDUCT CLASSIFIED MATERIAL INVENTORIES (SECRET AND BELOW)
E244 STORE CRYPTOGRAPHIC KEYING MATERIAL (CKM)
E245 UPDATE CRYPTOGRAPHIC KEYING MATERIAL (CKM)
E246 DESTROY CRYPTOGRAPHIC KEYING MATERIAL (CKM)
E247 SET UP COMMUNICATIONS SECURITY (COMSEC) EQUIPMENT
E248 RECEIVE COMMUNICATIONS SECURITY (COMSEC) MATERIAL
E250 HANDLE COMMUNICATIONS SECURITY (COMSEC) MATERIAL
E251 INVENTORY COMMUNICATIONS SECURITY (COMSEC) MATERIAL
E252 DESTROY COMMUNICATIONS SECURITY (COMSEC) MATERIAL
E253 VERIFY DESTRUCTION OF COMMUNICATIONS SECURITY (COMSEC) MATERIAL
E254 RECEIVE MATERIAL (CLASSIFIED SPECIAL CATEGORY (SPECAT) OR TOP SECRET AND ABOVE)
E256 HANDLE MATERIAL (CLASSIFIED SPECIAL CATEGORY (SPECAT) OR TOP SECRET AND ABOVE)
E257 DESTROY MATERIAL (CLASSIFIED SPECIAL CATEGORY (SPECAT) OR TOP SECRET AND ABOVE)

INFORMATION SYSTEMS TECHNICIAN SECOND CLASS (IT2)

A. SYSTEM MANAGEMENT
A024 DETERMINE COMMUNICATIONS PROTOCOLS
A055 ANALYZE NETWORK CAPACITY AND RELIABILITY
A067 DETERMINE SYSTEMS INPUT/OUTPUT (I/O) REQUIREMENTS
A084 INTERPRET EQUIPMENT OR SYSTEM DIAGNOSTIC TESTS
A086 TROUBLESHOOT ERROR CONDITIONS AND/OR FAILURES ON PROGRAM PRODUCTION OUTPUT
A097 TEST MODEMS
A114 SET UP AUTOMATED DIGITAL NETWORK SYSTEM (ADNS) INTERFACE
A115 TEST AUTOMATED DIGITAL NETWORK SYSTEM (ADNS)
A116 MONITOR AUTOMATED DIGITAL NETWORK SYSTEM (ADNS)
A117 TROUBLESHOOT AUTOMATED DIGITAL NETWORK SYSTEM (ADNS)
A125 INSPECT HAZARDOUS MATERIALS (HAZMAT) STORAGE AREAS
A127 IMPLEMENT HAZARDOUS MATERIALS (HAZMAT) WASTE DISPOSAL METHODS

B. APPLICATION MANAGEMENT
B139 PERFORM COMPUTER PROGRAM TESTING
B140 DIAGNOSE PROGRAM ERRORS
B152 TROUBLESHOOT NETWORK MALFUNCTIONS
B153 PERFORM NETWORK SYSTEM RESTORATIONS
B154 COORDINATE COMPUTER DOWNTIME
B155 COORDINATE TROUBLE CALLS

C. COMMUNICATIONS
C207 PREPARE COMMUNICATION PLANS

D. TECHNICAL ADMINISTRATION
D217 WRITE TROUBLE REPORTS
D296 WRITE SOFTWARE CHANGE REQUEST

E. SECURITY

E233 REPORT AND LOG AUTOMATED INFORMATION SYSTEMS (AIS) SECURITY VIOLATIONS
E234 CHANGE SAFE AND CIPHER COMBINATIONS
E255 INSPECT MATERIAL (CLASSIFIED SPECIAL CATEGORY (SPECAT) OR TOP SECRET AND ABOVE)
E258 VERIFY DESTRUCTION OF MATERIAL (CLASSIFIED SPECIAL CATEGORY (SPECAT) OR TOP SECRET AND ABOVE)
E261 COORDINATE RESTORATION OF COMMUNICATION SYSTEMS

INFORMATION SYSTEMS TECHNICIAN FIRST CLASS (IT1)

D. TECHNICAL ADMINISTRATION

D218 REVIEW TROUBLE REPORTS
D297 REVIEW SOFTWARE CHANGE REQUEST

E. SECURITY

E249 ISSUE COMMUNICATIONS SECURITY (COMSEC) MATERIAL RECEIPTS
E263 PREPARE AND UPDATE APPLICABLE PORTIONS OF EMERGENCY ACTION PLANS

CHIEF INFORMATION SYSTEMS TECHNICIAN (ITC)

E. SECURITY

E259 SUBMIT COMMUNICATIONS SECURITY MATERIAL SYSTEM (CMS) REPORTS

SENIOR CHIEF INFORMATION SYSTEMS TECHNICIAN (ITCS)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS.

MASTER CHIEF INFORMATION SYSTEMS TECHNICIAN (ITCM)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS.

CHAPTER 68

RELIGIOUS PROGRAM SPECIALIST (RP)

NAVPERS 18068-68A

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

RELIGIOUS PROGRAM SPECIALIST (RP)

SCOPE OF RATING

Religious Program Specialists (RP) support chaplains in implementing Command Religious Programs (CRPs) to accommodate the religious needs and rights of sea service personnel and their families; facilitate the delivery of ministry by chaplains by conducting rehearsals, making referrals, and rigging and unrigging for religious services and CRP events; recruit, train, and supervise CRP volunteers who assist in worship, religious education, and other programs; publicize CRP programs and events; organize, coordinate, and support religious education programs; serve as bookkeepers and custodians of Religious Offering Funds; provide library services onboard ships; manage and administratively support CRP program elements; determine, requisition, and manage logistic support for CRPs; manage, maintain, and assist in designing and determining requirements for Religious Ministry Facilities afloat and ashore; provide physical security for chaplains in combat.

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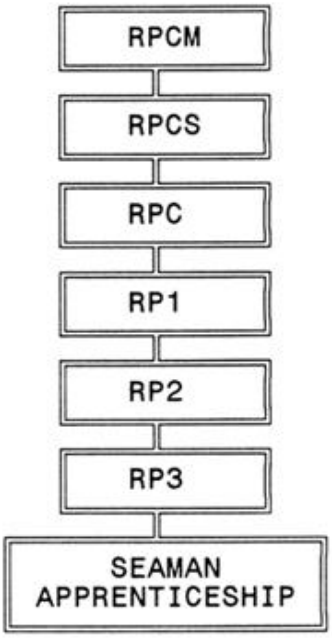
These Occupational Standards are to be incorporated as Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 68.

GENERAL INFORMATION
CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in BUPERSINST 1131.1.

SPECIAL PHYSICAL REQUIREMENTS

No speech impediments. Refer to Chapter 15 of the Manual of the Medical Department, U.S. Navy for details on speech requirements.

CITIZENSHIP/SECURITY REQUIREMENTS

None.

PERFORMANCE TESTS

Must pass a performance test for typing. Refer to Performance Tests in Appendix D of this manual.

SAFETY

The observance of proper safety precautions in all areas is an integral part of each billet and the responsibility of every Navy man & woman; therefore, it is a universal requirement for all ratings.

RELIGIOUS PROGRAM SPECIALIST (RP) FUNCTIONAL AREAS

A. RELIGIOUS PROGRAM SUPPORT

B. RELIGIOUS EDUCATION

C. RELIGIOUS OFFERING FUND

D. LIBRARY

E. ADMINISTRATION

F. LOGISTICS

RELIGIOUS PROGRAM SPECIALIST THIRD CLASS (RP3)

A. RELIGIOUS PROGRAM SUPPORT

A002 PLAN COMMAND RELIGIOUS PROGRAM (CRP) ACTIVITIES
A004 CONDUCT CRP ACTIVITIES
A006 RIG CRP WORSHIP SERVICES
A007 UNRIG CRP WORSHIP SERVICES
A008 DRAFT CRP SCHEDULES
A010 UPDATE CRP SCHEDULES
A018 DRAFT CRP ROSTERS
A020 UPDATE CRP ROSTERS
A021 SCREEN PERSONNEL REQUIRING ASSISTANCE
A022 MAKE SCREENING REFERRALS
A024 COORDINATE HUMANITARIAN MESSAGE DELIVERIES (AMCROSS, HEALTH AND COMFORT, ETC.)
A025 RECORD MINISTRATIONS DATA ON WOUNDED AND DECEASED PERSONNEL
A027 REVIEW BRIG, HOSPITAL, AND DAILY BINNACLE PERSONNEL LISTS
A028 DISTRIBUTE BRIG, HOSPITAL, AND DAILY BINNACLE PERSONNEL LISTS
A029 RIG CRP PUBLIC ANNOUNCING, AUDIO-VISUAL (A/V) AND LIGHTING EQUIPMENT
A030 UNRIG CRP PUBLIC ANNOUNCING, A/V AND LIGHTING EQUIPMENT
A031 PERFORM CRP PUBLIC ANNOUNCING, A/V AND LIGHTING EQUIPMENT OPERATIONAL CHECKS
A035 VERIFY ECCLESIASTICAL ENDORSEMENTS (AUXILIARY CHAPLAINS, CLERGY FOR OCCASIONAL MINISTRY, ETC.)
A036 DESIGN CRP WORSHIP BULLETINS
A037 PREPARE CRP WORSHIP BULLETINS
A040 PREPARE CRP LITERATURE (BROCHURES, PAMPHLETS, ETC.)
A042 UPDATE AND DISTRIBUTE CRP LITERATURE (BROCHURES, PAMPHLETS, ETC.)
A044 PREPARE CRP PUBLICATIONS (NEWSLETTERS, MARRIAGE PREPARATION HANDBOOKS)
A046 UPDATE AND DISTRIBUTE CRP PUBLICATIONS (NEWSLETTERS, MARRIAGE PREPARATION HANDBOOKS)
A047 COMPILE LOCAL CIVILIAN RELIGIOUS PROGRAM LISTS
A049 UPDATE LOCAL CIVILIAN RELIGIOUS PROGRAM LISTS
A050 DISTRIBUTE LOCAL CIVILIAN RELIGIOUS PROGRAM LISTS
A052 UPDATE LAY READER TRAINING MATERIALS
A058 PREPARE LAY READER SERVICE SCHEDULES
A068 PREPARE CRP PUBLICITY MATERIALS
A070 UPDATE AND DISTRIBUTE CRP PUBLICITY MATERIALS
A076 PREPARE CRP DEPLOYMENT BRIEFS
A077 SCHEDULE CRP DEPLOYMENT BRIEFS
A086 PREPARE CRP REFERENCE MATERIALS FOR CIRCULATION
A088 CORRECT CRP REFERENCE MATERIAL INVENTORY DISCREPANCIES
A089 MONITOR DISPLAY OF DIVINE WORSHIP PENNANTS
A090 CONDUCT WEDDING CEREMONY REHEARSALS
A095 ASSEMBLE BURIAL AT SEA NEXT OF KIN MEMENTOS
A239 ESTABLISH FIELD OPERATIONS PHYSICAL SECURITY (UNIT MINISTRY TEAMS, FIELD MINISTRIES, ETC.)

C. RELIGIOUS OFFERING FUND

C112 PREPARE RELIGIOUS OFFERING FUND (ROF) APPOINTMENT LETTERS (CUSTODIAN, ADMINISTRATOR, ETC.)
C114 UPDATE ROF BANK ACCOUNT MATERIALS (CHECKBOOKS, LEDGERS, ETC.)

C116 PREPARE ROF ACCOUNTING LEDGERS
C117 SECURE ROF MONIES
C118 DEPOSIT ROF MONIES
C119 PREPARE ROF RECEIPT VOUCHERS
C120 COLLECT ROF RECEIPT VOUCHERS
C123 UPDATE ROF ACCOUNTING LEDGERS
C125 CALCULATE SUB-ACCOUNT FAIR SHARE MONIES
C128 PREPARE DESIGNATED FAITH GROUP DISBURSEMENT REQUEST DOCUMENTS
C131 PREPARE ROF PURCHASE ORDERS
C134 PREPARE MONTHLY ROF SUB-ACCOUNT REPORTS
C136 UPDATE MONTHLY ROF SUB-ACCOUNT REPORTS
C137 PREPARE NET WORTH AND CONSOLIDATED OPERATIONS STATEMENTS (QUARTERLY, ANNUAL, ETC.)
C141 CALCULATE PROJECTED ANNUAL MAXIMUM ROF BALANCES
C147 POST ROF FINANCIAL STATEMENTS

D. LIBRARY
D154 SET UP LIBRARY DISPLAYS
D156 PREPARE LIBRARY PUBLICITY MATERIALS
D157 FILL OUT LIBRARY MATERIAL REQUISITIONS (BOOKS, PERIODICALS, ETC.)
D158 PREPARE LIBRARY MATERIALS FOR CIRCULATION
D159 CIRCULATE LIBRARY MATERIALS
D161 CORRECT LIBRARY MATERIAL INVENTORY DISCREPANCIES
D170 UPDATE LIBRARY DIRECTIVES
D174 UPDATE LIBRARY SPACE USAGE SCHEDULES

E. ADMINISTRATION
E178 ESTABLISH CRP FILES
E179 FILE CRP MATERIALS
E181 UPDATE CRP FILES
E184 PREPARE NAVY AND MARINE CORPS CRP DIRECTIVES
E186 UPDATE NAVY AND MARINE CORPS CRP DIRECTIVES
E188 PREPARE CRP CRISIS RESPONSE PLANS
E190 UPDATE CRP CRISIS RESPONSE PLANS
E192 PREPARE CRP CORRESPONDENCE
E196 COMPILE CRP MAILING LIST DATA
E197 PREPARE CRP MAILING LISTS
E199 UPDATE CRP MAILING LISTS
E202 UPDATE CRP TICKLER FILES
E204 PREPARE CRP FORMS
E206 UPDATE CRP FORMS
E208 PREPARE CRP REPORTS
E210 UPDATE AND DISTRIBUTE CRP REPORTS

F. LOGISTICS
F211 PREPARE NAVY AND MARINE CORPS CRP STANDARD STOCK ITEM REQUISITIONS (HOSTS, FIELD ALTARS, ETC.)
F212 PREPARE NAVY AND MARINE CORPS CRP NON-STANDARD STOCK ITEM REQUISITIONS (CHALICES, VESTMENTS, ETC.)
F217 SERVICE CRP GEAR
F218 INVENTORY CRP GEAR
F232 UPDATE NAVY AND MARINE CORPS CRP DEPLOYMENT AND FIELD OPERATION SUPPLY

REQUIREMENTS
F233 VERIFY CRP EQUIPMENT LISTS (ALLOWANCE EQUIPMENT LISTS, TABLE OF EQUIPMENT, ETC.)
F235 CORRECT CRP EQUIPMENT DISCREPANCIES
F237 SECURE SACRAMENTAL WINES
F238 UPDATE SACRAMENTAL WINE CONSUMPTION LOGS

RELIGIOUS PROGRAM SPECIALIST SECOND CLASS (RP2)

A. RELIGIOUS PROGRAM SUPPORT
A001 DETERMINE CRP REQUIREMENTS
A003 COORDINATE CRP ACTIVITIES
A009 REVIEW CRP SCHEDULES
A011 CONDUCT CRP BRIEFS
A012 CONDUCT CRP DEBRIEFS
A019 REVIEW CRP ROSTERS
A032 DRAFT CRP A/V PRESENTATIONS (SLIDES, OVERHEADS, ETC.)
A034 UPDATE CRP A/V PRESENTATIONS
A038 REVIEW CRP WORSHIP BULLETINS
A039 DESIGN CRP LITERATURE (BROCHURES, PAMPHLETS, ETC.)
A043 DESIGN CRP PUBLICATIONS (NEWSLETTERS, MARRIAGE PREPARATION HANDBOOKS, ETC.)
A048 REVIEW LOCAL CIVILIAN RELIGIOUS PROGRAM LISTS
A051 PREPARE LAY READER TRAINING MATERIALS
A055 CONDUCT LAY READER INSTRUCTIONAL CLASSES
A056 CONDUCT LAY READER BRIEFS
A057 CONDUCT LAY READER DEBRIEFS
A067 DESIGN CRP PUBLICITY MATERIALS
A074 UPDATE CRP NURSERY OPERATIONAL REQUIREMENTS
A075 DETERMINE CRP DEPLOYMENT BRIEF REQUIREMENTS
A079 CONDUCT CRP DEPLOYMENT BRIEFS
A087 CONDUCT CRP REFERENCE MATERIAL INVENTORIES
A092 COORDINATE BURIALS AT SEA
A094 MONITOR BURIALS AT SEA
A096 COORDINATE DELIVERY OF BURIAL AT SEA NEXT OF KIN MEMENTOS
A098 CONDUCT CRP SURVEYS
A102 COORDINATE CRP OUTREACH PROGRAMS
A105 PROVIDE FAITH DIETARY REQUIREMENT INFORMATION

B. RELIGIOUS EDUCATION
B107 COORDINATE RELIGIOUS EDUCATION (RE) ENROLLMENT PROGRAMS

D. LIBRARY
D149 COORDINATE LIBRARY PROGRAMS
D152 UPDATE LIBRARY PROGRAMS
D153 DESIGN LIBRARY DISPLAYS
D155 DESIGN LIBRARY PUBLICITY MATERIALS
D160 CONDUCT LIBRARY MATERIAL INVENTORIES
D162 ESTABLISH LIBRARY VOLUNTEER PROGRAMS
D164 CONDUCT LIBRARY VOLUNTEER INSTRUCTIONAL CLASSES
D165 COORDINATE LIBRARY VOLUNTEER WORK SCHEDULES
D166 PROCURE LIBRARY DEPLOYMENT PACKAGES
D167 DISPOSE OF LIBRARY MATERIALS
D168 DRAFT LIBRARY DIRECTIVES

D172 DRAFT LIBRARY SPACE USAGE SCHEDULES

E. ADMINISTRATION
E175 DETERMINE CRP ADMINISTRATIVE REQUIREMENTS
E180 REVIEW CRP FILES
E182 DISPOSE OF CRP FILES
E191 DRAFT CRP CORRESPONDENCE
E194 DRAFT CRP MESSAGES (DIVINE SERVICES, AMCROSS, ETC.)
E198 REVIEW CRP MAILING LISTS
E200 ESTABLISH CRP TICKLER FILES
E203 DESIGN CRP FORMS
E207 COMPILE CRP REPORTS DATA

F. LOGISTICS
F214 VALIDATE CRP SERVICES CONTRACTOR PAYMENT INVOICES
F215 ESTABLISH CRP INVENTORY CONTROL SYSTEMS (ALTARS, MENORAHS, ETC.)
F216 INSPECT CRP INVENTORY FOR SERVICEABILITY
F219 DISPOSE OF NON-SERVICEABLE CRP GEAR
F222 UPDATE CRP STATEMENT OF WORK (SOW)
F226 UPDATE CRP BUDGETS
F229 UPDATE CRP APPROPRIATED FUND SPENDING PLANS
F230 DETERMINE NAVY AND MARINE CORPS CRP DEPLOYMENT AND FIELD OPERATION SUPPLY REQUIREMENTS
F234 INSPECT CRP EQUIPMENT
F236 CONDUCT SACRAMENTAL WINE INVENTORIES

RELIGIOUS PROGRAM SPECIALIST FIRST CLASS (RP1)

A. RELIGIOUS PROGRAM SUPPORT
A005 EVALUATE CRP ACTIVITIES
A013 CONDUCT CRP VOLUNTEER RECRUITING INTERVIEWS
A014 DRAFT CRP TRAINING MATERIALS
A016 UPDATE CRP TRAINING MATERIALS
A017 CONDUCT CRP VOLUNTEER INSTRUCTIONAL CLASSES
A023 CONDUCT REFERRAL RESOURCE BRIEFS
A033 REVIEW CRP A/V PRESENTATIONS
A041 REVIEW CRP LITERATURE (BROCHURES, PAMPHLETS, ETC.)
A045 REVIEW CRP PUBLICATIONS (NEWSLETTERS, MARRIAGE PREPARATION HANDBOOKS)
A059 COORDINATE LAY READER PROGRAMS
A060 DETERMINE CRP SPONSORED COMMUNITY RELATIONS PROJECT REQUIREMENTS (ORPHANAGE REFURBISHMENT, FOOD DRIVES)
A062 COORDINATE CRP SPONSORED COMMUNITY RELATIONS PROJECTS
A065 UPDATE CRP SPONSORED COMMUNITY RELATIONS PROJECT REQUIREMENTS
A066 DETERMINE CRP PUBLICITY REQUIREMENTS
A069 REVIEW CRP PUBLICITY MATERIALS
A078 REVIEW CRP DEPLOYMENT BRIEF REQUIREMENTS
A084 DETERMINE CRP REFERENCE MATERIALS (PROFESSIONAL, RELIGIOUS EDUCATION, ETC.)
A099 COMPILE CRP STATISTICAL DATA
A103 MONITOR CRP OUTREACH PROGRAMS
A240 EVALUATE FIELD OPERATIONS PHYSICAL SECURITY (UNIT MINISTRY TEAMS, FIELD MINISTRIES, ETC.)

B. RELIGIOUS EDUCATION

B106 COORDINATE RE PROGRAMS

B110 CONDUCT RE VOLUNTEER INSTRUCTIONAL THEORY CLASSES

C. RELIGIOUS OFFERING FUND

C113 ESTABLISH ROF BANK ACCOUNTS
C115 SAFEGUARD ROF BANK ACCOUNT MATERIALS
C121 VERIFY ROF RECEIPT VOUCHERS
C122 REVIEW ROF ACCOUNTING LEDGERS
C124 RECONCILE ROF BANK STATEMENTS
C126 VERIFY SUB-ACCOUNT FAIR SHARE MONIES
C127 DISBURSE SUB-ACCOUNT FAIR SHARE MONIES
C129 VERIFY DESIGNATED FAITH GROUP DISBURSEMENT REQUEST DOCUMENTS
C130 ENDORSE DESIGNATED FAITH GROUP DISBURSEMENT REQUEST DOCUMENTS
C132 REVIEW ROF PURCHASE ORDERS
C133 PREPARE ROF EXPENDITURE CHECKS
C135 REVIEW MONTHLY ROF SUB-ACCOUNT REPORTS
C138 REVIEW NET WORTH AND CONSOLIDATED OPERATIONS STATEMENTS
C142 VERIFY PROJECTED ANNUAL MAXIMUM ROF BALANCES
C144 CORRECT ROF AUDIT DISCREPANCIES
C146 REVIEW ROF FINANCIAL STATEMENTS

D. LIBRARY

D148 DETERMINE LIBRARY REQUIREMENTS
D150 MONITOR LIBRARY PROGRAMS
D151 REVIEW LIBRARY PROGRAMS
D169 REVIEW LIBRARY DIRECTIVES
D173 COORDINATE LIBRARY SPACE USAGE SCHEDULES

E. ADMINISTRATION

E176 COORDINATE CRP ADMINISTRATIVE PROCEDURES
E183 DRAFT NAVY AND MARINE CORPS CRP DIRECTIVES
E187 DRAFT CRP CRISIS RESPONSE PLANS
E193 REVIEW CRP CORRESPONDENCE
E195 REVIEW CRP MESSAGES
E201 REVIEW CRP TICKLER FILES
E205 REVIEW CRP FORMS
E209 REVIEW CRP REPORTS

F. LOGISTICS

F213 PREPARE CRP SERVICES CONTRACT REQUISITIONS (ORGANIST, DIRECTOR OF RELIGIOUS EDUCATION, ETC,)
F220 DRAFT CRP NON-PERSONAL SERVICE SOW
F224 PREPARE CRP BUDGETS
F227 PREPARE CRP APPROPRIATED FUND SPENDING PLANS
F231 REVIEW NAVY AND MARINE CORPS CRP DEPLOYMENT AND FIELD OPERATION SUPPLY REQUIREMENTS

CHIEF RELIGIOUS PROGRAM SPECIALIST (RPC)

A. RELIGIOUS PROGRAM SUPPORT
A015 REVIEW CRP TRAINING MATERIALS
A063 MONITOR CRP SPONSORED COMMUNITY RELATIONS PROJECTS
A064 REVIEW CRP SPONSORED COMMUNITY RELATIONS PROJECT REQUIREMENTS
A071 DETERMINE CRP NURSERY REQUIREMENTS
A072 MONITOR CRP NURSERY OPERATIONS
A073 REVIEW CRP NURSERY OPERATIONS
A097 DRAFT CRP SURVEYS (NEEDS ASSESSMENTS, QUESTIONNAIRES, ETC.)
A100 ANALYZE CRP STATISTICAL DATA
A101 ESTABLISH CRP OUTREACH PROGRAMS (MEMBERSHIP DRIVES, PROGRAM RECRUITING, ETC.)
A104 REVIEW CRP OUTREACH PROGRAMS

B. RELIGIOUS EDUCATION
B108 REVIEW RE MATERIALS FOR EDUCATION SUITABILITY
B109 REVIEW RE MATERIALS FOR FAITH GROUP SUITABILITY
B111 MONITOR RE PROGRAMS

C. RELIGIOUS OFFERING FUND
C139 CONDUCT ROF VULNERABILITY ASSESSMENTS
C140 PREPARE ROF VULNERABILITY ASSESSMENT REPORTS
C143 CONDUCT INTERNAL ROF AUDITS

D. LIBRARY
D171 DESIGN LIBRARY SPACES

E. ADMINISTRATION
E177 MONITOR CRP ADMINISTRATIVE PROCEDURES
E185 REVIEW NAVY AND MARINE CORPS CRP DIRECTIVES
E189 REVIEW CRP CRISIS RESPONSE PLANS

F. LOGISTICS
F221 REVIEW CRP SOW
F223 DETERMINE CRP BUDGET REQUIREMENTS
F225 REVIEW CRP BUDGETS
F228 REVIEW CRP APPROPRIATED FUND SPENDING PLANS

SENIOR CHIEF RELIGIOUS PROGRAM SPECIALIST (RPCS)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

MASTER CHIEF RELIGIOUS PROGRAM SPECIALIST (RPCM)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

CHAPTER 69

SHIP'S SERVICEMAN
(SH)

NAVPERS 18068-69B

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

SHIP'S SERVICEMAN (SH)

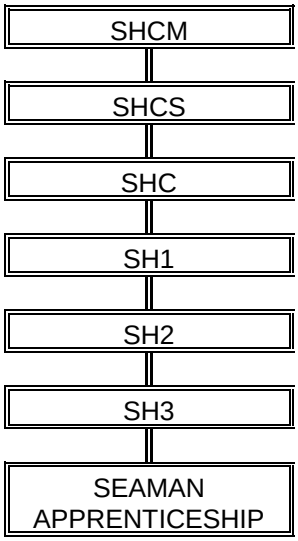
SCOPE OF RATING

Ship's Servicemen (SH) provide direct personal services by operating and managing resale activities, such as ship's stores, commissary stores, and Navy exchange retail stores; service activities of the ship's stores and Navy exchanges, such as laundry and dry-cleaning facilities, vending machines, snack bars, and barber shops; and perform administrative and automated stock control functions for all activities operated.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 69.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in BUPERSINST 1131.1 series.

SPECIAL PHYSICAL REQUIREMENTS

None.

CITIZENSHIP/SECURITY REQUIREMENTS

As applicable.

SAFETY

The observance of proper safety precautions in all areas is an integral part of each billet and the responsibility of every Navy man and woman; safety is a universal requirement for all ratings.

SHIP'S SERVICEMAN (SH) FUNCTIONAL AREAS

A. CUSTOMER SERVICE

B. FINANCIAL CONTROL

C. TECHNICAL ADMINISTRATION

D. MANAGEMENT AND SUPERVISION

E. LOGISTICS

F. SECURITY

SHIP'S SERVICEMAN THIRD CLASS (SH3)

A. CUSTOMER SERVICE
A001 RECEIVE AND WEIGH LAUNDRY
A002 SORT AND INSPECT INCOMING/OUTGOING LAUNDRY
A003 VERIFY CLOTHES AGAINST LAUNDRY LISTS
A004 TAG INDIVIDUAL LAUNDRY (DRY CLEANING ITEMS)
A005 STENCIL LAUNDRY
A006 WASH LAUNDRY
A007 DRY LAUNDRY
A008 PRESS/IRON LAUNDRY
A009 CHANGE PRESS PADS AND COVERS
A010 STEAM PRESS LAUNDRY
A011 FOLD LAUNDRY
A012 IDENTIFY AND REMOVE STAINS
A013 DRY CLEAN CLOTHES
A015 UPDATE LAUNDRY LOGS
A021 CLEAN AND STERILIZE BARBER EQUIPMENT
A022 LUBRICATE CLIPPERS
A023 SANITIZE RETAIL AND SERVICE ACTIVITIES

B. FINANCIAL CONTROL
B029 PROCESS RETURNED MERCHANDISE
B040 ARRANGE CASH TRAYS
B041 PERFORM SALES TRANSACTION IN RETAIL OUTLETS
B134 PREPARE CASH SALES FOR COLLECTION
B135 PERFORM PRICE CHANGES

C. TECHNICAL ADMINISTRATION
C087 CLEAN AND INSPECT HAZARDOUS MATERIAL (HAZMAT) CONTAINERS

E. LOGISTICS
E101 STOCK SHELVES
E102 CONDUCT INVENTORIES
E106 ROTATE STOCK
E109 TRANSPORT STOCK AND BREAKOUTS
E110 ARRANGE DISPLAYS
E116 TAKE TEMPERATURE READINGS
E117 REPLENISH VENDING MACHINES

F. SECURITY
F129 SECURE GROUP III SPACES AND MERCHANDISE
F130 SECURE GROUP IV SPACES

SHIP'S SERVICEMAN SECOND CLASS (SH2)

A. CUSTOMER SERVICE
A025 MONITOR LAUNDRY LOGS

B. FINANCIAL CONTROL

B030 PREPARE CASHIER'S CHANGE FUND DOCUMENTS
B031 PREPARE DAILY CASH REPORTS
B032 PREPARE CASH REGISTER RECORDS
B033 PREPARE CASH VOUCHERS
B035 ESTABLISH CASH RECEIPT BOOKS
B037 COLLECT MONEY FROM VENDING MACHINES
B038 COLLECT MONEY FROM SHIP'S STORES
B039 DEPOSIT MONEY
B046 RECEIVE CHANGE FUNDS
B049 RING OUT CASH REGISTERS
B050 CHANGE CASH REGISTER TAPES
B056 BALANCE CASH RECEIVED FROM SALES
B136 AUDIT CASH REGISTER RECORDS

C. TECHNICAL ADMINISTRATION

C068 PRELIST AND POST INVENTORIES

E. LOGISTICS

E105 RECEIVE STOCK
E107 ISSUE STOCK
E115 PREPARE MERCHANDISE FOR TRANSFER

F. SECURITY

F127 UTILIZE KEY CONTROL PROCEDURES
F131 SECURE CASH FUNDS

SHIP'S SERVICEMAN FIRST CLASS (SH1)

A. CUSTOMER SERVICE

A014 PREPARE AND PROMULGATE LAUNDRY SCHEDULES
A016 REVIEW LAUNDRY LIST (NAVSUP 233)
A017 CONDUCT LOSS/DAMAGED LAUNDRY INVESTIGATIONS
A018 CONDUCT CUSTOMER COMPLAINTS INVESTIGATIONS
A019 EVALUATE CUSTOMER SATISFACTION
A020 VALIDATE AND RECONCILE LAUNDRY DISCREPANCIES
A024 CONDUCT RETAIL AND SERVICE ACTIVITIES SANITATION INSPECTIONS
A026 CONDUCT CUSTOMER SURVEYS
A027 RESOLVE CUSTOMER COMPLAINTS
A028 INVESTIGATE AND RESOLVE CUSTOMER COMPLAINTS

B. FINANCIAL CONTROL

B034 PREPARE AND ASSEMBLE SHIP'S STORE RETURNS
B036 REVIEW AND UPDATE CASH RECEIPT BOOKS
B042 PREPARE AND PROCESS LAUNDRY CLAIMS
B043 PROCESS DEALER'S BILLS
B044 PROCESS CASH SALE INVOICES
B045 PROCESS PURCHASE ORDERS AND REQUISITIONS
B047 AUDIT CHANGE FUNDS

B048 CALCULATE SALES
B051 PREPARE CASH SALES FOR COLLECTIONS
B052 DETERMINE RETAIL PRICES
B053 COMPUTE MARKDOWN SALE PRICES
B054 MARKDOWN DAMAGED ITEMS
B055 PROCESS PRICE CHANGES
B057 COMPARE CASH REGISTER RECORDS AND CASH RECEIPT BOOKS
B061 PREPARE MONTHLY REPORTS AND TRANSMITTALS
B063 COMPUTE RETAIL PRICES

C. TECHNICAL ADMINISTRATION

C064 REVIEW AND UPDATE PRICE LISTS
C065 REVIEW AND UPDATE STOCK RECORD MASTER LISTINGS
C066 CREATE AND UPDATE STOCK RECORDS
C069 PREPARE AND POST BREAKOUT DOCUMENTS
C070 PREPARE PURCHASE AND REQUISITION ORDERS
C071 POST RECEIPTS AND EXPENDITURES
C072 PROCESS PURCHASE AND REQUISITION ORDERS
C073 PROCESS EXPENDITURES
C075 RECONCILE INVOICES
C076 REVIEW PURCHASE AND REQUISITION ORDER LOGS
C077 VERIFY REQUISITION LOGS
C078 VERIFY EXPENDITURE LOGS
C079 MONITOR BREAKOUT PROCEDURES
C081 REVIEW AND UPDATE SHIP'S STORE AFLOAT (SSA) FILES
C082 PROCESS PRICE CHANGES
C084 REVIEW HAZARDOUS MATERIAL (HAZMAT) INVENTORIES
C085 REVIEW MATERIAL SAFETY DATA SHEETS (MSDS)
C086 IMPLEMENT HAZARDOUS MATERIAL (HAZMAT) WASTE DISPOSAL

D. MANAGEMENT AND SUPERVISION

D089 PLAN INVENTORIES
D090 SUPERVISE THE OPERATION OF RETAIL AND SERVICE ACTIVITIES
D092 PLAN WORKFLOW FOR RESALE AND OFFICE OPERATIONS

E. LOGISTICS

E103 MONITOR SLOW MOVING STOCK ITEMS
E104 UPDATE MINIMUM STOCK REQUIREMENTS
E108 PREPARE BREAKOUT REQUIREMENTS
E113 INSPECT FOR SPOILED, OUTDATED, OR DAMAGED MERCHANDISE

F. SECURITY

F128 MONITOR KEY CONTROL PROCEDURES

CHIEF SHIP'S SERVICEMAN (SHC)

B. FINANCIAL CONTROL

B058 AUDIT RECORDS AND RETURNS
B059 DEVELOP OPERATIONAL BUDGETS
B060 REVIEW AND PROCESS UNMATCHED EXPENDITURE LISTINGS
B062 AUDIT CASH RECEIPT BOOKS AND CASH REGISTER RECORDS

C. TECHNICAL ADMINISTRATION

C067 PREPARE PRICE VALIDITY CHECKS
C074 REVIEW AND UPDATE SHIP'S STORE PUBLICATIONS AND LOGS
C080 CONDUCT PRICE/INVENTORY VALIDITY CHECKS
C083 REVIEW HAZARDOUS MATERIAL USER'S GUIDE (HMUG)
C088 EVALUATE OPERATIONAL COMMITMENTS

D. MANAGEMENT AND SUPERVISION

D091 PLAN PHYSICAL LAYOUT OF SERVICE AND RESALE ACTIVITIES
D093 REVIEW INCOMING AND OUTGOING REPORTS
D094 REVIEW LOAD OUT PLAN FOR DEPLOYMENTS
D095 MONITOR OPERATIONAL GOALS
D096 INVESTIGATE INVENTORY OVERAGES
D097 INVESTIGATE INVENTORY SHORTAGES
D098 INVESTIGATE CASH OVERAGES
D099 INVESTIGATE CASH SHORTAGES
D100 MONITOR MONTHLY REPORTS AND TRANSMITTALS

E. LOGISTICS

E111 CANVASS CUSTOMERS TO DETERMINE STOCK ITEMS
E112 CONDUCT SPECIAL SALES
E114 CONDUCT DAMAGED MERCHANDISE INVESTIGATIONS
E118 PREPARE SURVEY DOCUMENTS
E119 MONITOR SUPPLY REQUISITIONS
E120 INITIATE ACTIONS TO PROCURE EQUIPMENT USING SHIP STORE PROFIT NAVY (SSPN)
E121 PREPARE LOAD OUT REQUIREMENTS FOR DEPLOYMENT
E122 INITIATE ACTIONS TO LEASE RETAIL EQUIPMENT

F. SECURITY

F123 MONITOR RETAIL SERVICE SPACES AND FUNDS SECURITY PROCEDURES
F124 ESTABLISH RETAIL AND SERVICE ACTIVITY SPACES, MERCHANDISE, AND FUNDS SECURITY PROCEDURES
F125 CONDUCT RETAIL AND SERVICE ACTIVITY SPACES, MERCHANDISE, AND FUND SECURITY INSPECTIONS
F126 ESTABLISH KEY CONTROL PROCEDURES

SENIOR CHIEF SHIP'S SERVICEMAN (SHCS)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

MASTER CHIEF SHIP'S SERVICEMAN (SHCM)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

CHAPTER 70

STOREKEEPER
(SK)

NAVPERS 18068-70A

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

STOREKEEPER (SK)

SCOPE OF RATING

Storekeepers (SK) order, receive, inspect, stow, preserve, package, ship, and issue materials and cargo; account for government materials; and prepare and maintain required forms, records, correspondence, reports, and files.

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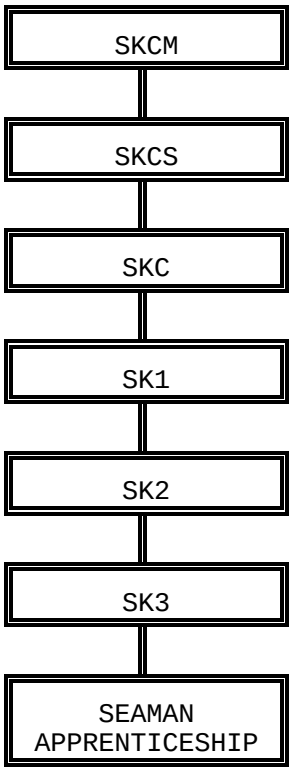
These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 70.

NAVPERS 18068-70A

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in BUPERSINST 1131.1 series.

SPECIAL PHYSICAL REQUIREMENTS

None.

CITIZENSHIP/SECURITY REQUIREMENTS

None.

SAFETY

The observance of proper safety precautions in all areas is an integral part of each billet and the responsibility of every Navy man and woman; safety is a universal requirement for all ratings.

STOREKEEPER (SK) FUNCTIONAL AREAS

A. SECURITY

B. TECHNICAL ADMINISTRATION

C. FINANCIAL CONTROL

J. MANAGEMENT AND SUPERVISION

M. LOGISTICS

N. CUSTOMER SERVICE

STOREKEEPER THIRD CLASS (SK3)

A. SECURITY
A003 CONDUCT DAILY INSPECTION OF SUPPLY SPACES
A326 UTILIZE KEY CONTROL PROCEDURES

B. TECHNICAL ADMINISTRATION
B005 MAINTAIN OUTSTANDING REQUISITION FILES
B007 MAINTAIN ORDER FOR SUPPLIES OR SERVICES (DD FORM 1155)
B011 MAINTAIN COMPLETED REQUISITIONS
B012 PREPARE AND MAINTAIN STOCK RECORDS
B013 PREPARE/PROCESS REQUISITIONS AND RECEIPTS
B030 PREPARE SERVMART SHOPPING LISTS (NAVSUP FORM 1314)
B031 PREPARE SUPPLY PORTION OF CASUALTY REPORTS (CASREP)
B036 PREPARE MILITARY STANDARD REQUISITIONING AND ISSUE PROCEDURES (MILSTRIP) MESSAGES TRANSMITTAL WORKSHEETS (NAVSUP FORM 1353)
B048 PREPARE DISCREPANCY AND EXPENDITURE FORMS
B063 VERIFY SOURCE DOCUMENT DATA
B102 PREPARE CLAIMS/BILLS FOR CERTIFICATION/PAYMENTS
B327 UTILIZE SUPPLY PUBLICATIONS

C. FINANCIAL CONTROL
C078 DETERMINE FUND CODE ASSIGNMENTS

M. LOGISTICS
M092 MAINTAIN EXPENDITURE LOGS
M251 ISSUE STOCK AND DIRECT TURNOVER (DTO) MATERIALS
M267 PROCESS DEPOT LEVEL REPAIRABLES (DLR) FOR TURN-IN
M271 PALLETIZE CARGO AND STORES
M274 RECEIVE AND STOW MATERIALS
M276 PREPARE MATERIALS FOR SHIPMENT
M278 PERFORM MATERIAL INVENTORIES
M289 PREPARE CONTROLLED EQUIPAGE CUSTODY RECORDS (NAVSUP 306)

N. CUSTOMER SERVICE
N328 PROVIDE REQUISITION STATUS
N329 USE SOUND PRINCIPLES OF CUSTOMER RELATIONS

STOREKEEPER SECOND CLASS (SK2)

B. TECHNICAL ADMINISTRATION
B041 PERFORM MATERIAL OBLIGATION VALIDATIONS (MOV)
B061 PREPARE UNIFORM MATERIAL MOVEMENT ISSUE PRIORITY SYSTEM (UMMIPS) REPORTS
B064 PREPARE MISSING, LOST, STOLEN, AND RECOVERED (MLSR) REPORTS

C. FINANCIAL CONTROL
C035 PROCESS AGED UNFILLED ORDER LISTINGS (AUOL)
C068 REVIEW AND UPDATE FINANCIAL REPORTS
C077 DETERMINE AND ASSIGN ACCOUNTING SPREADS
C084 PREPARE OPERATING TARGET (OPTAR) FINANCIAL REPORTS
C101 PROCESS SUMMARY FILLED ORDER EXPENDITURE DIFFERENCE LISTINGS (SFOEDL)
C103 PROCESS UNMATCHED EXPENDITURE LISTINGS
C329 PREPARE DEPARTMENTAL BUDGET REPORTS

J. MANAGEMENT AND SUPERVISION
J191 VERIFY SUPPLY PORTION OF CASREP
J192 VERIFY INVENTORY REPORTS
J195 COORDINATE INVENTORIES

M. LOGISTICS
M290 REVIEW AND UPDATE CONTROLLED EQUIPAGE CUSTODY RECORDS
M315 MAINTAIN COORDINATED SHIPBOARD ALLOWANCE LIST (COSAL)

STOREKEEPER FIRST CLASS (SK1)

B. TECHNICAL ADMINISTRATION
B033 ESTABLISH PRE-EXPENDED BIN (PEB) PROGRAM

C. FINANCIAL CONTROL
C067 PERFORM FINANCIAL REPORT PRELIMINARY ANALYSIS
C081 PREPARE BUDGET AND MATERIAL REQUIREMENTS
C330 REVIEW SFOEDL
C331 REVIEW AUOL
C332 REVIEW UNMATCHED EXPENDITURE LISTING

J. MANAGEMENT AND SUPERVISION
J187 ESTABLISH ADEQUATE STOCK LEVEL OF SUPPLIES, MATERIALS, AND REPAIR PARTS
J188 MONITOR STOCK LEVEL OF SUPPLIES, MATERIALS, AND REPAIR PARTS
J193 PERFORM PRELIMINARY AND CAUSATIVE RESEARCH ON INVENTORY ADJUSTMENTS
J333 PREPARE ANNUAL INVENTORY SCHEDULES

M. LOGISTICS
M334 VERIFY DLR PROCEDURES

CHIEF STOREKEEPER (SKC)

A. SECURITY

A004 EVALUATE EFFECTIVENESS OF SUPPLY DEPARTMENT SECURITY PROGRAMS

B. TECHNICAL ADMINISTRATION
B034 REVIEW PEB PROGRAM
B045 PREPARE RESPONSE TO SUPPLY MANAGEMENT INSPECTION (SMI)
B335 REVIEW UMMIPS REPORTS
B336 REVIEW MLSR REPORTS
B337 REVIEW CLAIMS AND BILLS FOR PAYMENTS

J. MANAGEMENT AND SUPERVISION
J178 DEVELOP OPERATIONAL REQUIREMENTS FOR SERVMARTS/SUBMARTS/SEAMARTS
J182 DETERMINE AVAILABILITY OF MATERIALS AND FACILITIES REQUIRED FOR SHIP OR STATION OPERATIONS

M LOGISTICS
M304 REVIEW BUDGET AND MATERIAL REQUIREMENTS
M338 MONITOR REPAIRABLES MANAGEMENT PROGRAM
M339 MONITOR COSAL MAINTENANCE

N. CUSTOMER SERVICE
N196 DEVELOP METHODS OF IMPROVING SUPPORT TO CUSTOMERS

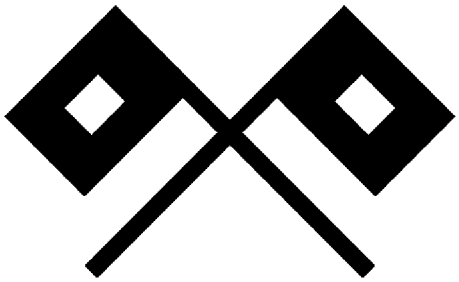
SENIOR CHIEF STOREKEEPER (SKCS)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

MASTER CHIEF STOREKEEPER (SKCM)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

CHAPTER 71



SIGNALMAN
(SM)

NAVPERS 18068-71A

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

SIGNALMAN (SM)

SCOPE OF RATING

Signalmen (SM) stand watches on signal bridges; send and receive messages by flashing light, semaphore, and flaghoist; prepare headings and addresses for out-going messages; handle, route, and file messages; encode and decode message headings; operate voice radio; maintain visual signal equipment; render passing honors to ships and boats; display ensigns and personal flags during salutes and during personal and national honors; perform duties of lookouts; send and receive visual recognition signals; repair signal flags, pennants, and ensigns; take bearings, recognize visual navigational aids, and serve as navigators' assistants.

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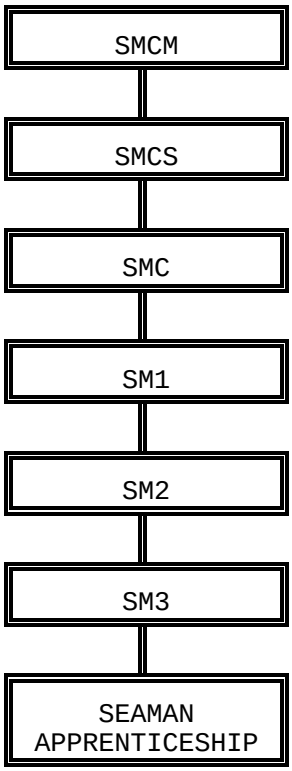
These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 71.

NAVPERS 18068-71A

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in BUPERSINST 1131.1 series.

SPECIAL PHYSICAL REQUIREMENTS

Normal color perception; no speech impediment. Refer to Chapter 15 of the Manual of the Medical Department, U.S. Navy for details on color perception and speech requirements.

Vision 20/20 corrected. Examinations shall be conducted once every three calendar years.

CITIZENSHIP/SECURITY REQUIREMENTS

Must be eligible for access to classified information.

PERFORMANCE TESTS

Must pass performance test for flashing light and semaphore. Refer to Performance Tests in Appendix D of this Manual.

SAFETY

The observance of proper safety precautions in all areas is an integral part of each billet and the responsibility of every Navy man and woman; safety is a universal requirement for all ratings.

SIGNALMAN (SM) FUNCTIONAL AREAS

A. TACTICAL SUPPORT

B. NAVIGATION

C. COMMUNICATIONS

D. SIGNAL EQUIPMENT MAINTENANCE

E. HONORS AND CEREMONIES

G. TECHNICAL ADMINISTRATION

SIGNALMAN THIRD CLASS (SM3)

A. TACTICAL SUPPORT

A001 LOCATE SHIPS IN FORMATION
A002 PERFORM VISUAL IDENTIFICATION OF AIRCRAFT AND SHIPS
A004 PERFORM VISUAL IDENTIFICATION OF SIGNAL FLAGS
A006 DIRECT BOATS USING VISUAL SIGNALS (DAY, NIGHT, AND RESCUE OPERATION)
A009 RECOGNIZE VISUAL OR AUDIO IDENTIFICATION OF EMERGENCY SIGNALS (AIRCRAFT, SHIPS, ETC.)
A01O PERFORM VISUAL IDENTIFICATION OF UNDERWAY REPLENISHMENT STATION MARKERS (DAY AND NIGHT)
A117 PERFORM VISUAL IDENTIFICATION OF SIGNALS DURING UNDERWAY REPLENISHMENT (DAY AND NIGHT)
A118 RECOGNIZE VISUAL OR AUDIO IDENTIFICATION OF DISTRESS SIGNALS (AIRCRAFT, SHIPS, ETC.)
A119 COMMUNICATE WITH SHIP FROM BOAT BY VISUAL MEANS
A120 IDENTIFY PYROTECHNIC SHELLS BY CHARACTERISTICS (DAY AND NIGHT)
A121 PERFORM VISUAL IDENTIFICATION OF SIGNALS DURING AMPHIBIOUS OPERATIONS (DAY AND NIGHT)
A122 OPERATE CHEMICAL WARFARE DIRECTIONAL DETECTORS
A123 PARTICIPATE IN SMALL BOAT OPERATIONS

B. NAVIGATION

B011 TAKE POSITION ANGLES
B012 TAKE RELATIVE BEARINGS
B013 IDENTIFY BUOYS
B014 IDENTIFY DAYMARKERS
B015 IDENTIFY DAY BEACONS
B016 RECEIVE NAVIGATIONAL SOUND SIGNALS
B021 APPLY INTERNATIONAL AND INLAND RULES OF THE ROAD
B124 RELAY NAVIGATIONAL SOUND SIGNALS

C. COMMUNICATIONS

C022 HOIST FLAGS, PENNANTS, AND DAY SHAPES
C023 HAUL D0WN FLAGS, PENNANTS, AND DAY SHAPES
C024 ENCODE SIGNALS
C025 DECODE SIGNALS
C026 TRANSMIT SEMAPHORE
C027 RECEIVE SEMAPHORE
C028 TRANSMIT FLASHING LIGHT
C029 RECEIVE FLASHING LIGHT
C032 PREPARE OUTGOING MESSAGE
C033 READDRESS VISUAL MESSAGES
C034 ROUTE INCOMING AND OUTGOING MESSAGES
C035 PERFORM CHALLENGE AND REPLY PROCEDURES
C037 EXERCISE RULES OF VISUAL RESPONSIBILITY
C038 PERFORM INTERNATIONAL COMMUNICATIONS PROCEDURES
C039 PERFORM ALLIED COMMUNICATIONS PROCEDURES

C040 DRAFT SERVICE MESSAGES
C041 ENCODE VISUAL CALL SIGNS
C042 DECODE VISUAL CALL SIGNS
C043 IDENTIFY SPECIAL FLAGS IN CONVOY FORMATION
C046 IDENTIFY SPECIAL CALL SIGNS USED IN A CONVOY
C125 PROCESS MESSAGES ACCORDING TO PRECEDENCE
C126 SERVICE VISUAL MESSAGES
C127 PERFORM EMERGENCY COMMUNICATIONS PROCEDURES
C128 PERFORM COMMUNICATIONS UTILIZING THE INCIDENT AT SEA AGREEMENT (INCSEA)

D. SIGNAL EQUIPMENT MAINTENANCE
D048 INSPECT HALYARDS
D049 REPLACE HALYARDS
D051 SPLICE HALYARDS
D052 CLEAN AND INSPECT HALYARD BLOCKS
D053 REPLACE SNAPS AND RINGS
D054 INSPECT PYROTECHNIC PISTOLS
D056 CLEAN AND INSPECT 12" SEARCHLIGHTS
D057 REPLACE 12" SEARCHLIGHT COMPONENTS
D058 TEST 12" SEARCHLIGHTS
D059 CLEAN AND INSPECT 24" SEARCHLIGHTS
D062 CLEAN AND INSPECT TELESCOPES
D063 CLEAN AND INSPECT SHIP'S MOUNTED BINOCULARS (BIG EYES)
D064 CLEAN AND INSPECT HAND-HELD BINOCULARS
D065 CLEAN AND INSPECT INFRARED VIEWING SETS
D066 TEST INFRARED VIEWING SETS
D067 CLEAN AND INSPECT NIGHT VISION DEVICES
D068 TEST NIGHT VISION DEVICES
D069 CLEAN AND INSPECT MULTIPURPOSE LIGHTS
D070 REPLACE COMPONENTS OF MULTIPURPOSE LIGHTS
D071 TEST MULTIPURPOSE LIGHTS
D072 CLEAN AND INSPECT CHEMICAL WARFARE DIRECTIONAL DETECTORS
D073 PURGE CHEMICAL WARFARE DIRECTIONAL DETECTORS
D074 TEST CHEMICAL WARFARE DIRECTIONAL DETECTORS
D075 CLEAN AND INSPECT YARDARM BLINKER SYSTEMS
D076 REPLACE COMPONENTS OF YARDARM BLINKER SYSTEMS
D077 TEST YARDARM BLINKER SYSTEMS
D078 INSPECT MARINE DAY SHAPE COVERS
D079 REPLACE MARINE DAY SHAPE COVERS
D081 CLEAN AND INSPECT FINGERS IN FLAG BAGS
D082 REPLACE FINGERS IN FLAG BAGS
D083 INSPECT FLAGS, PENNANTS, AND BUNTINGS
D084 MEND FLAGS, PENNANTS, AND BUNTINGS
D085 AIR DRY FLAGS, PENNANTS, AND BUNTINGS
D086 REPLACE FLAGS, PENNANTS, AND BUNTINGS
D130 REMOVE HALYARDS
D131 REMOVE COMPONENTS OF MULTIPURPOSE LIGHTS
D132 MANUFACTURE SPECIAL FLAGS AND PENNANTS

E. HONORS AND CEREMONIES
E089 DRESS AND FULL DRESS SHIP
E090 RENDER HONORS (PASSING, SIDE, ETC.)
E092 IDENTIFY PERSONAL FLAGS AND PENNANTS
E093 OBSERVE COLORS AND SUNRISE PROCEDURES
E133 RECOGNIZE AND USE RULES TO GOVERN THE DISPLAY OF THE U.S. ENSIGN AND UNION JACK
E134 RECOGNIZE AND USE RULES TO GOVERN THE DISPLAY OF PERSONAL FLAGS AND PENNANTS
E135 RECOGNIZE AND USE RULES TO GOVERN THE DISPLAY OF THE UNITED NATION FLAG

G. TECHNICAL ADMINISTRATION
G102 REVIEW HAZARDOUS MATERIAL (HAZMAT) USERS GUIDES
G103 REVIEW MATERIAL SAFETY DATA SHEETS (MSDS)
G104 MAKE VISUAL LOG ENTRIES
G106 PREPARE GOING ALOFT CHITS
G107 PREPARE SHIPS' PRESENT LISTS
G108 FILE VISUAL MESSAGE TRAFFIC
G110 REVIEW VISUAL COMMUNICATIONS SECTIONS OF OPERATIONS ORDERS AND PLANS
G111 REVIEW COMMUNICATIONS PUBLICATIONS (ATP-1, ACP-129, ETC.)
G112 UPDATE COMMUNICATIONS PUBLICATIONS (ATP-1, ACP-129, ETC.)
G116 CONDUCT WATCH-TO-WATCH PUBLICATION INVENTORY
G136 REVIEW SIGNAL BRIDGE STANDARD OPERATING PROCEDURES

SIGNALMAN SECOND CLASS (SM2)

C. COMMUNICATIONS
C129 PREPARE CONTACT REPORTS (JOINT INTEROPERABILITY TACTICAL COMMAND AND CONTROL SYSTEMS MESSAGES, ETC.)

G. TECHNICAL ADMINISTRATION
G137 MAINTAIN VISUAL LOGS
G138 MAINTAIN VISUAL STATION FILES

SIGNALMAN FIRST CLASS (SM1)

G. TECHNICAL ADMINISTRATION
G113 PREPARE STANDING ORDERS
G139 PREPARE VISUAL COMMUNICATIONS SECTION OF THE OPERATION ORDERS AND PLANS
G140 IMPLEMENT WARTIME COMMUNICATIONS PROCEDURES

CHIEF SIGNALMAN (SMC)

C. COMMUNICATIONS
C030 TRANSMIT MESSAGES VIA RADIOTELEPHONE
C031 RECEIVE MESSAGES VIA RADIOTELEPHONE

G. TECHNICAL ADMINISTRATION
G141 MONITOR VISUAL COMMUNICATIONS PROCEDURES

SENIOR CHIEF SIGNALMAN (SMCS)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO NAVAL STANDARDS

MASTER CHIEF SIGNALMAN (SMCM)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO NAVAL STANDARDS

CHAPTER 72

SEAMAN
(SN)

NAVPERS 18068-72C

SEAMAN (SN)
APPRENTICESHIP
OCCUPATIONAL STANDARDS

SCOPE OF RATING

SEAMEN (SN) maintain ship's compartments, decks, deck machinery, and equipment, external structure, lines, and riggings; stand deck watches, such as helmsman, lookout, and messenger watches underway; stand pier sentry, fire security, anchor, and other special watches inport; man and operate small boats, booms, cranes, and winches; act as members of gun crews and damage control parties.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 72.

NAVPERS 18068-72C

CAREER PATH FROM THE SEAMAN APPRENTICESHIP

RATING TITLE	E-4	E-5	E-6	E-7	E-8	E-9
Boatswain's Mate	BM3	BM2	BM1	BMC	BMCS	BMCM
Cryptologic Technician	CTA3 CTI3 CTM3 CTO3 CTR3 CTT3	CTA2 CTI2 CTM2 CTO2 CTR2 CTT2	CTA1 CTI1 CTM1 CTO1 CTR1 CTT1	CTAC CTIC CTMC CTOC CTRC CTTC	CTACS CTICS CTMCS CTOCS CTRCS CTTCS	CTACM CTICM CTMCM CTOCM CTRCM CTTCM
Disbursing Clerk	DK3	DK2	DK1	DKC	DKCS	DKCM
Electronics Technician	ET3	ET2	ET1	ETC	ETCS	ETCM
Electronics Warfare Technician	EW3	EW2	EW1	EWC	EWCS	EWCM
Fire Controlman	FC3	FC2	FC1	FCC	FCCS	FCCM
Gunner’s Mate	GM3	GM2	GM1	GMC	GMCS	GMCM
Illustrator Draftsman	DM3	DM2	DM1	DMC	DMCS	DMCM
Journalist	JO3	JO2	JO1	JOC	JOCS	JOCM
Legalman	LN3	LN2	LN1	LNC	LNCS	LNCM
Lithographer	LI3	LI2	LI1	LIC	LICS	LICM
Mess Management Specialist	MS3	MS2	MS1	MSC	MSCS	MSCM
Mineman	MN3	MN2	MN1	MNC	MNCS	MNCM
Missile technician	MT3	MT2	MT1	MTC	MTCS	MTCM
Musician	MU3	MU2	MU1	MUC	MUCS	MUCM
Operations Specialist	OS3	OS2	OS1	OSC	OSCS	OSCM
Personnelman	PN3	PN2	PN1	PNC	PNCS	PNCM
Postal Clerk	PC3	PC2	PC1	PCC	PCCS	PCCM
Quartermaster	QM3	QM2	QM1	QMC	QMCS	QMCM
Information Systems Technician	IT3	IT2	IT1	ITC	ITCS	ITCM
Religious Program Specialist	RP3	RP2	RP1	RPC	RPCS	RPCM
Ship’s Serviceman	SH3	SH2	SH1	SHC	SHCS	SHCM
Signalman	SM3	SM2	SM1	SMC	SMCS	SMCM

RATING TITLE	E-4	E-5	E-6	E-7	E-8	E-9
Sonar Technician	STG3 STS3	STG2 STS2	STG1 STS1	STGC STSC	STGCS STSCS	STGCM STSCM
Storekeeper	SK3	SK2	SK1	SKC	SKCS	SKCM
Torpedoman's Mate	TM3	TM2	TM1	TMC	TMCS	TMCM
Yeoman	YN3	YN2	YN1	YNC	YNCS	YNCM

SEAMAN (SN) APPRENTICESHIP FUNCTIONAL AREAS

A. WEAPONS SYSTEMS OPERATION

B. WEAPONS HANDLING

C. ORDNANCE MAINTENANCE

D. NAVIGATION

E. MECHANICAL MAINTENANCE

F. SAFETY

G. GENERAL WATCHSTANDING

H. SEAMANSHIP

SEAMAN (SN)

A. WEAPONS SYSTEMS OPERATION

A500 PERFORM FUNCTIONS OF SIGHTSETTER, POINTER, AND TRAINER IN LOCAL AND AUTOMATIC CONTROL

A501 INTERPRET THE COMMANDS STATION, LOAD, COMMENCE FIRING, CHECK FIRING, RESUME FIRING, CEASE FIRE, AND SILENCE

B. WEAPONS HANDLING

B502 DISTINGUISH ARMOR-PIERCING AND TRACER AMMUNITION BY FIXED, SEMI-FIXED, AND SEPARATE LOADING, USING PAINT MARKINGS AND NOTING THE CHARACTERISTICS OF EACH

B503 IDENTIFY PARTS OF A SHELL

B504 IDENTIFY FUNCTIONS OF A PRIMER AND A FUZE

C. ORDNANCE MAINTENANCE

C505 HANDLE AND STOW AMMUNITION

D. NAVIGATION

D506 IDENTIFY STANDARD COMPASS, STEERING COMPASS, GYRO REPEATERS, AND PELORUS

D507 IDENTIFY DIFFERENCES BETWEEN BEARING BY DEGREES AND BEARING BY POINTS

D508 STEER BY COMPASS AND ENTER DATA IN COMPASS COURSE BOOK

D509 IDENTIFY BASIC RULES OF THE ROAD FOR DETERMINING BURDENED AND PRIVILEGED VESSELS FOR AVOIDING COLLISION IN MEETING END ON, CROSSING AND OVERTAKING SITUATIONS

D510 IDENTIFY VISUAL AND SOUND SHIP DISTRESS AND BREAKDOWN SIGNALS ACCORDING TO INTERNATIONAL AND INLAND RULES OF THE ROAD

D511 IDENTIFY CHANNEL BUOYS, OBSTRUCTION BUOYS, AND MIDCHANNEL OR FAIRWAY BUOYS IN U.S. WATERS

D512 IDENTIFY BASIC RULES OF THE ROAD FOR, AND CHARACTERISTICS OF, RUNNING AND ANCHOR LIGHTS

D513 IDENTIFY THE DIFFERENCES BETWEEN MAGNETIC COMPASS AND GYRO COMPASS

E. MECHANICAL MAINTENANCE

E514 LUBRICATE AND PRESERVE STANDING RIGGING, BLOCKS, PELICAN HOOKS, TURN BUCKLES, FALLS, AND WEATHER DECK EQUIPMENT

E515 USE WEEKLY SCHEDULE FOR DETERMINING MAINTENANCE ASSIGNMENTS

F. SAFETY

F516 IDENTIFY SIGNAL FOR MAN OVERBOARD AND PROCEDURE FOR REPORTING MAN OVERBOARD

F517 MAINTAIN LIFESAVING EQUIPMENT

F518 USE HAND AND POWER TOOLS

G. GENERAL WATCHSTANDING

G519 STAND WATCH AS A TELEPHONE TALKER

G520 MAINTAIN STATUS BOARDS

H. SEAMANSHIP

H521 PERFORM THE FOLLOWING:

A. HEAVE A HEAVING LINE

B. COIL-DOWN, FAKE-DOWN AND FLEMISH-DOWN A LINE

C. COIL-DOWN AND FAKE-DOWN A WIRE

H522 DETERMINE SIZE OF LINE AND WIRE

H523 APPLY TEMPORARY AND PERMANENT WHIPPING ON A LINE; PUT A SEIZING ON A WIRE

H524 TIE A BOWLINE ON A BIGHT, ROLLING HITCH AND CLOVE HITCH; PASS A STOPPER; MAKE AN EYE SPLICE AND SHORT SPLICE; TIE A CARRICK BEND

H525 RIG A GANTLINE TO A BOATSWAIN'S CHAIR AND A STAGE FOR SELF-LOWERING

H526 IDENTIFY FUNCTIONS OF GROUND TACKLE EQUIPMENT, BITTS, CHOCKS, TOWING PADS, CLEATS, AND LEADMAN'S CHAINS, BINNACLE, RUDDER ANGLE INDICATOR, ENGINE SPEED INDICATOR AND ENGINE ORDER TELEGRAPH

H527 MAINTAIN NATURAL AND SYNTHETIC FIBER LINES AND WIRE ROPE

H528 IDENTIFY FUNCTIONS OF ANCHOR WINDLASSES, BOAT BOOMS, ACCOMMODATION LADDERS, WINCHES, CRANES, CAPSTANS, AND DAVITS

H529 IDENTIFY TYPES OF SHIP ANCHORS

H530 REPAIR AND MAINTAIN CANVAS

H531 HEAVE A LEAD LINE AND IDENTIFY MARKINGS

H532 IDENTIFY SHIP'S CALL SIGN BY FLAG HOIST, SIGNAL LIGHT, AND SEMAPHORE

H533 IDENTIFY NAVY SMALL CRAFT

H534 PERFORM FUNCTIONS OF BOWHOOK, STERNHOOK, AND BOATKEEPER IN A BOAT

H535 ASSIST IN HOISTING AND LOWERING A BOAT

H536 RECOGNIZE BOAT HAILS, RECALLS, AND SALUTES

H537 INTERPRET PROCEDURES FOR BOAT HANDLING IN HEAVY SEAS

H538 PERFORM ANCHORING AND DOCKSIDE MOORING OF A BOAT

H539 PARTICIPATE IN REPLENISHMENT AT SEA

H540 PERFORM RAISING AND LOWERING OF SHIP ANCHORS

H541 PERFORM HIGHLINE PERSONNEL TRANSFER

CHAPTER 73

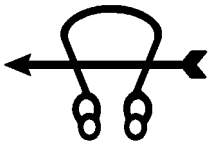
SONAR TECHNICIAN (SURFACE) (STG)

NAVPERS 18068-73C

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

SONAR TECHNICIAN (SURFACE) (STG)



SCOPE OF RATING

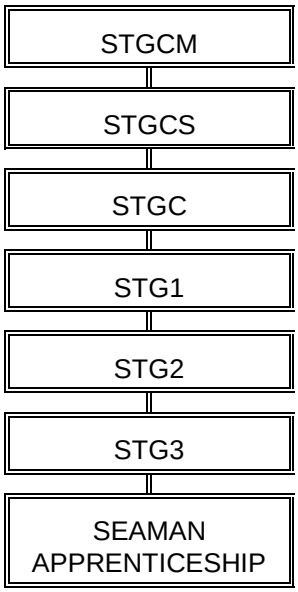
Sonar Technicians, Surface (STG) operate (manipulate, control, evaluate, and interpret data) surface sonar and other oceanographic systems; operate surface ship underwater fire control systems (with associated equipment) for the solution of antisubmarine warfare problems; perform organizational and intermediate maintenance on surface sonar and allied equipment.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 73.

NAVPERS 18068-73C

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in BUPERSINST 1131.1 series.

SPECIAL PHYSICAL REQUIREMENTS

Normal color perception. Refer to Chapter 15 of the Manual of the Medical Department, U.S. Navy for details on color perception requirements. Minimum auditory requirements:

	STG			
CYCLES	500	1000	2000	4000
ISO	35	30	30	40

Examinations shall be conducted as specified in Chapter 15 of the Manual of the Medical Department once each calendar year and results entered on page 13 of the Enlisted Service Record. Personnel failing the examination shall be reported to the Commander Navy Personnel Command (Pers-815) via the Type Commander with recommendation for disposition.

CITIZENSHIP/SECURITY REQUIREMENTS

Must be eligible for access to classified information.

SAFETY

The observance of proper safety precautions in all areas is an integral part of each billet and the responsibility of every Navy man and woman; safety is a universal requirement for all ratings.

SONAR TECHNICIAN (SURFACE) (STG) FUNCTIONAL AREAS

A. SONAR OPERATIONS

B. SONAR SYSTEM MAINTENANCE

C. MECHANICAL SYSTEMS

D. SOUND SILENCING

E. SONAR SOFTWARE MAINTENANCE

F. TECHNICAL ADMINISTRATION

G. WEAPONS SYSTEMS

SONAR TECHNICIAN (SURFACE) THIRD CLASS (STG3)

A. SONAR OPERATIONS

A001 PERFORM SYSTEM OPERATIONAL CHECKS
A002 PERFORM SONAR EQUIPMENT AND SPACES CHECKS
A003 CHECK INTELLIGENCE THREAT DATA FOR CONTACTS OF INTEREST
A006 CONDUCT SONAR SEARCHES
A008 SECURE SONAR AND UNDERWATER FIRE CONTROL SYSTEM (UFCS)/ANTISUBMARINE WARFARE CONTROL SYSTEM (ASWCS) EQUIPMENT FOR SHOCK
A009 DETECT ACOUSTIC CONTACTS
A010 LOG CONTACT DATA
A011 DETERMINE CONTACT BEARING
A014 TRACK ACOUSTIC CONTACTS
A015 RECOMMEND WAKE OR BAFFLE CLEARING MANEUVERS
A016 RECOMMEND OWN SHIP COURSE AND SPEED CHANGES
A026 INPUT COUNTERMEASURES (CM) OPERATOR PANEL AND REMOTE PANEL SETTINGS
A027 CALCULATE SONAR PERFORMANCE PARAMETERS (SOURCE LEVELS (Ls), NOISE LEVELS (Ln), ETC)
A028 EVALUATE SONAR PERFORMANCE (MANUAL RANGE PREDICTIONS, SONAR IN-SITU MODE ASSESSMENT SYSTEMS (SIMAS), ETC)
A030 DETERMINE UNDERWATER SOUND PROPAGATION PATHS
A031 CALCULATE DETECTION AND COUNTER DETECTION RANGE PROBABILITY
A032 LAUNCH EXPENDABLE BATHYTHERMOGRAPHS (XBT)
A033 ANALYZE EXPENDABLE BATHYTHERMOGRAPHS (XBT) DATA
A034 RIG AND DEPLOY SONOBUOYS
A035 LAUNCH MINI MOBILE TARGET/EXPENDABLE MOBILE ACOUSTIC TRAINING TARGET
A036 COLLECT EXERCISE/EVENT DATA
A039 OBTAIN WATER DEPTH SOUNDINGS
A040 REFINE CONTACT POSITIONS USING TARGET MOTION INDICATORS
A041 IDENTIFY EQUIPMENT MALFUNCTIONS
A042 INTERPRET COMPUTERIZED ALERTING SYSTEMS DATA
A043 CONVERT ACOUSTIC DATA INTO REPORTING FORMATS
A045 CONVERT BETWEEN TRUE AND RELATIVE BEARINGS
A046 REPORT CONTACTS
A047 OBTAIN CONTACT TURN COUNTS OR SHAFT RPM
A048 IDENTIFY CONTACT CONFIDENCE LEVELS
A050 DETERMINE CONTACT RANGES
A051 DETERMINE CONTACT GEOGRAPHIC POSITION
A053 PERFORM TARGET MOTION ANALYSIS (TMA)
A054 PLOT CONTACTS
A055 COMPUTE ANGLE ON THE BOW (AOB)
A056 COMPUTE CONTACT COURSE AND SPEED
A057 COMPUTE CONTACT CLOSEST POINT OF APPROACH (CPA)
A059 INTERPRET ACTIVE SONAR ECHO CHARACTERISTICS
A060 IDENTIFY ACOUSTIC SOURCE RELATIONSHIPS
A061 IDENTIFY CONTACT OPERATING CHARACTERISTICS
A066 IDENTIFY SURFACED AND SUBMERGED TRANSIENT NOISES
A067 IDENTIFY CONTACT MANEUVERS (CONTACT TURN TOWARD, ETC)
A069 DETECT SUBMERGED OBJECTS (MINES, BOTTOM CONTOUR, ETC)
A071 DETERMINE BEST DEPTH FOR CONTACT TO AVOID DETECTION
A073 IDENTIFY OCEAN ENVIRONMENTAL CHANGES
A074 IDENTIFY ENVIRONMENTAL EFFECTS ON ACOUSTIC DISPLAYS
A075 MAKE ACOUSTIC DATA TAPE RECORDINGS
A077 ANALYZE GRAMS, CHARTS, AND TAPE RECORDING DATA
A078 COLLECT ACOUSTIC INTELLIGENCE (ACINT) DATA
A080 ESTABLISH VOICE UNDERWATER COMMUNICATIONS

A085 TRANSMIT PROBE ALERT MESSAGES
A087 UPDATE EMISSION CONTROL (EMCON) CONDITIONS
A088 ANALYZE ACTIVE AND PASSIVE CONTACT DATA

B. SONAR SYSTEM MAINTENANCE

B091 CLEAN AND INSPECT SONAR ELECTRONIC EQUIPMENT
B092 ADJUST SONAR DETECTING/RANGING EQUIPMENT
B093 CALIBRATE SONAR DETECTING/RANGING EQUIPMENT
B094 TROUBLESHOOT SONAR DETECTING/RANGING EQUIPMENT
B095 REPLACE COMPONENTS OF SONAR DETECTING/RANGING EQUIPMENT
B096 PERFORM ACTIVE SONAR TRANSMITTER SOURCE LEVEL TESTS
B097 INSPECT TOWED ARRAYS
B098 FILL TOWED ARRAYS
B099 TEST AND OPERATE SONAR ACOUSTIC EQUIPMENT
B100 CLEAN AND INSPECT SONAR ACOUSTIC COMMUNICATIONS EQUIPMENT
B101 TROUBLESHOOT SONAR ACOUSTIC EQUIPMENT
B102 REPLACE COMPONENTS OF SONAR ACOUSTIC EQUIPMENT
B103 TEST AND OPERATE SONAR BATHYTHERMOGRAPHIC EQUIPMENT
B104 CLEAN AND INSPECT SONAR BATHYTHERMOGRAPHIC EQUIPMENT
B105 TROUBLESHOOT SONAR BATHYTHERMOGRAPHIC EQUIPMENT
B106 REPLACE COMPONENTS OF SONAR BATHYTHERMOGRAPHIC EQUIPMENT
B107 TEST AND OPERATE SONAR CLASSIFICATION/DATA GATHERING EQUIPMENT
B108 CLEAN AND INSPECT SONAR CLASSIFICATION/DATA GATHERING EQUIPMENT
B109 TROUBLESHOOT SONAR CLASSIFICATION/DATA GATHERING EQUIPMENT
B110 REPLACE COMPONENTS OF SONAR CLASSIFICATION/DATA GATHERING EQUIPMENT
B111 TEST AND OPERATE TOWED COUNTERMEASURES (CM) EQUIPMENT
B112 CLEAN AND INSPECT TOWED COUNTERMEASURES (CM) EQUIPMENT
B113 TROUBLESHOOT TOWED COUNTERMEASURES (CM) EQUIPMENT
B114 REPLACE COMPONENTS OF TOWED COUNTERMEASURES (CM) EQUIPMENT
B115 TEST AND OPERATE SONAR DEPTH SOUNDING EQUIPMENT
B116 CLEAN AND INSPECT SONAR DEPTH SOUNDING EQUIPMENT
B117 TROUBLESHOOT SONAR DEPTH SOUNDING EQUIPMENT
B118 REPLACE COMPONENTS OF SONAR DEPTH SOUNDING EQUIPMENT
B119 REPLACE ELECTROSTATIC DISCHARGE (ESD) SENSITIVE COMPONENTS
B120 REPAIR INTERFACES BETWEEN EQUIPMENT
B121 TEST OPERATE TOWED SENSOR ELECTRIC AND ELECTRONIC SYSTEMS
B122 CLEAN AND INSPECT TOWED SENSOR ELECTRIC AND ELECTRONIC SYSTEMS
B123 TROUBLESHOOT TOWED SENSOR ELECTRIC AND ELECTRONIC SYSTEMS
B124 ADJUST TOWED SENSOR ELECTRIC AND ELECTRONIC SYSTEMS
B125 OPERATE GENERAL PURPOSE ELECTRONIC TEST EQUIPMENT (GPETE)
B126 TROUBLESHOOT SONAR COMPUTERS
B127 REPLACE SONAR COMPUTER COMPONENTS
B128 TROUBLESHOOT SONAR COMPUTER PERIPHERAL EQUIPMENT
B129 REPLACE SONAR COMPUTER PERIPHERAL EQUIPMENT COMPONENTS
B211 PERFORM SONAR SYSTEM CONSOLIDATED OPERABILITY TESTS (SCOT)
B212 PERFORM BEARING AND RANGE ACCURACY TESTS
B213 DEGAUSS SONAR DATA GATHERING MAGNETIC TAPE RECORDER HEADS AND TAPES
B214 REPLACE TOWED ARRAY SECTIONS
B215 CLEAN AND INSPECT SONAR AND UNDERWATER FIRE CONTROL SYSTEM (UFCS)/ANTISUBMARINE WARFARE CONTROL SYSTEM (ASWCS)

C. MECHANICAL SYSTEMS

C132 START UP HYDRAULIC PUMPS AND MOTORS
C133 TEST HYDRAULIC PUMPS AND MOTORS
C134 DEPLOY TOWED ARRAYS

C135 RETRIEVE TOWED ARRAYS
C136 CHANGE TOWED ARRAYS CABLE SCOPE
C137 CLEAN AND INSPECT TOWED ARRAY HANDLING/STOWAGE GROUP (TAHSG) EQUIPMENT
C138 TROUBLESHOOT TOWED ARRAY HANDLING/STOWAGE GROUP (TAHSG) EQUIPMENT
C139 LUBRICATE TOWED ARRAY HANDLING/STOWAGE GROUP (TAHSG) EQUIPMENT
C140 ADJUST TOWED ARRAY HANDLING/STOWAGE GROUP (TAHSG) EQUIPMENT
C141 STREAM OR RECOVER TOWED COUNTERMEASURES (CM)
C142 CLEAN AND INSPECT COUNTERMEASURES (CM) HANDLING GROUPS
C143 LUBRICATE COUNTERMEASURES (CM) HANDLING GROUPS
C144 ADJUST COUNTERMEASURES (CM) HANDLING GROUPS
C145 INSPECT COUNTERMEASURES (CM) TOW OR TOWED ARRAY CABLES
C146 RIG OR UNRIG HYDROPHONE TEST BOOMS
C154 REPLACE PAPER DRIVE RECORDER HELICES AND STYLI
C155 REPLACE PAPER DRIVE RECORDER PAPER ROLLS
C156 LINE UP ELECTRONIC COOLING SYSTEMS (ECS) VALVES
C157 TEST ELECTRONIC COOLING SYSTEMS (ECS) FLOW RATE SWITCHES, FLOWMETERS, AND INDICATORS
C158 INSPECT ELECTRONIC COOLING SYSTEMS (ECS) MICRON FILTERS
C159 REPLACE ELECTRONIC COOLING SYSTEMS (ECS) MICRON FILTERS
C160 CLEAN AND INSPECT EQUIPMENT AIR FILTERS (CHARCOAL, MESH, ETC)
C161 REPLACE EQUIPMENT AIR FILTERS
C162 CLEAN AND INSPECT HEAT EXCHANGERS
C163 CLEAN AND INSPECT SONAR DOME PRESSURIZATION SYSTEMS
C164 REPLACE SONAR DOME PRESSURIZATION SYSTEM COMPONENTS
C204 ADJUST AND ALIGN SONAR DOME PRESSURIZATION COMPONENTS

E. SONAR SOFTWARE MAINTENANCE
E177 PERFORM TACTICAL SYSTEM PROGRAM INITIALIZATIONS

F. TECHNICAL ADMINISTRATION
F187 UPDATE SONAR LOGS
F190 DOCUMENT EXPENDABLE BATHYTHERMOGRAPHIC (XBT) DATA
F191 INVENTORY SONOBUOYS
F193 INVENTORY MAINTENANCE ASSISTANCE MODULES (MAMS)

G. WEAPONS SYSTEMS
G199 LOAD AND UNLOAD TORPEDO TUBES
G201 PERFORM TORPEDO HANDLING DURING ONLOAD/OFFLOAD EVOLUTIONS

SONAR TECHNICIAN (SURFACE) SECOND CLASS (STG2)

A. SONAR OPERATIONS
A004 DETERMINE OPTIMUM SONAR OPERATING MODES
A005 DETERMINE OPTIMUM SONAR SUITE CONFIGURATION

A007 COMPUTE SEARCH ARCS FROM UNDERWATER FIRE CONTROL SYSTEM (UFCS)/ANTISUBMARINE WARFARE CONTROL SYSTEM (ASWCS) DATA
A012 RESOLVE TOWED ARRAY BEARING AMBIGUITY
A013 ASSIGN PRIORITIES TO CONTACTS
A017 RECOMMEND SONAR OPERATING MODES TO BRIDGE OR COMBAT INFORMATION CENTER

A019 RECOMMEND USE OF EVASION DEVICES
A020 RECOMMEND SONAR SENSOR TACTICAL EMPLOYMENT
A021 CONN SHIP USING UNDERWATER FIRE CONTROL (UFCP) PLOT DURING ANTISUMARINE (ASW) ATTACKS
A023 CONDUCT ANTI-SUBMARINE WARFARE (ASW) ATTACKS
A024 COLLECT ANTI-SUBMARINE WARFARE (ASW) WEAPONS FIRING DATA
A025 ANALYZE ANTI-SUBMARINE WARFARE (ASW) WEAPONS FIRING DATA
A029 DETERMINE AMBIENT LIMITED AND BREAKPOINT SPEEDS
A038 INTERPRET HYDROGRAPHIC CHARTS
A049 CORRELATE LAMPS AND UNDERWATER FIRE CONTROL SYSTEM (UFCS)/ANTI-SUBMARINE WARFARE CONTROL SYSTEM (ASWCS) CONTACT DATA
A052 DETERMINE CONTACT ASPECT
A062 CLASSIFY ACOUSTIC SIGNATURES TO PLATFORM TYPE
A063 CLASSIFY ACOUSTIC SIGNATURES TO PLATFORM CLASS
A064 IDENTIFY CONTACT WEAPONS AND SENSOR SYSTEMS CAPABILITIES
A065 MANUALLY CALCULATE CONTACT DOPPLER AND RANGE RATES
A068 IDENTIFY EVASION DEVICES AND ACOUSTIC JAMMING
A070 DETERMINE BEST AREA FOR CONTACT TO AVOID DETECTION
A072 ANALYZE OCEANOGRAPHIC AND METEOROLOGICAL DATA
A076 ANNOTATE GRAMS, CHARTS, AND TAPE RECORDINGS
A086 CORRELATE MULTISENSOR DATA
A089 PERFORM WEAPONS SELECTIONS
A090 LAUNCH ANTI-SUBMARINE WARFARE (ASW) WEAPONS

B. SONAR SYSTEM MAINTENANCE
B130 TROUBLESHOOT SONAR DESK TOP COMPUTERS
B131 REPLACE SONAR DESK TOP COMPUTER COMPONENTS
B210 PERFORM OVERALL COMBAT SYSTEMS OPERABILITY TEST (OCSOT)
B216 MONITOR SONAR NOISE RECOGNITION DIFFERENTIAL (NRD) MEASUREMENTS
B217 REPLACE HYDROPHONES AND TRANSDUCERS

C. MECHANICAL SYSTEMS
C147 PREPARE SONAR DOME FOR ENTRY
C148 CLEAN AND INSPECT SONAR DOME INTERIORS
C149 CLEAN AND INSPECT SONAR DOME WATERTIGHT DOORS
C150 LUBRICATE SONAR DOME WATERTIGHT DOORS
C151 TEST SONAR DOME WATERTIGHT DOORS
C152 TEST SONAR DOME PRESSURIZATION SYSTEMS
C153 PERFORM SONAR DOME AIR-WATER INTERCHANGES

D. SOUND SILENCING
D168 IDENTIFY AND ISOLATE SOURCES OF SELF NOISE
D171 INSPECT RESILIENT MOUNTS AND GROUND STRAPS

E. SONAR SOFTWARE MAINTENANCE
E172 RECORD DATA TO/RETRIEVE DATA FROM DIGITAL DATA STORAGE DEVICES
E173 COPY DATABASES
E178 PERFORM TACTICAL SYSTEM PROGRAM RECOVERIES
E179 PERFORM TACTICAL SYSTEM DATABASE RECOVERIES
E180 INSTALL TACTICAL SYSTEM SOFTWARE
E181 COPY TACTICAL SYSTEM SOFTWARE

F. TECHNICAL ADMINISTRATION
F192 DOCUMENT OWN-SHIP-RADIATED NOISE LEVELS

G. WEAPONS SYSTEMS
G200 PRESET SHIPBOARD TORPEDOES
G202 CONDUCT WEAPONS RECEIPT OR TRANSFER INSPECTIONS
G203 TRANSFER WEAPONS

SONAR TECHNICIAN (SURFACE) FIRST CLASS (STG1)

A. SONAR OPERATIONS
A022 RECOMMEND TORPEDO EVASIVE MANEUVERS
A037 EVALUATE EXERCISE/EVENT DATA
A079 PREPARE ACOUSTIC INTELLIGENCE (ACINT) DATA FOR SHIPMENT

C. MECHANICAL SYSTEMS
C165 MONITOR SONAR DOME AIR-WATER INTERCHANGES

D. SOUND SILENCING
D169 UPDATE OWN-SHIP'S QUIET SHIP BILL

F. TECHNICAL ADMINISTRATION
F182 EVALUATE NEW ANTI-SUBMARINE WARFARE (ASW) EQUIPMENT OPERATIONAL TEST DATA
F185 PREPARE SONAR SEARCH PLANS (FIXED AND MOBILE)
F186 UPDATE SONAR SEARCH PLANS (FIXED AND MOBILE)
F197 UPDATE COMBAT SYSTEM SMOOTH LOGS
F198 UPDATE SONAR DOME DIVE LOGS
F205 SUPERVISE INTEGRATED UNDERWATER SURVEILLANCE SYSTEM (IUSS) QUALITY ASSURANCE (QA) PROGRAM
F207 DEVELOP SURVEILLANCE TRAINING AND OPERATING PROCEDURES (SURTOPS) TRAINING PROGRAM
F208 UPDATE SURVEILLANCE TRAINING AND OPERATING PROCEDURES (SURTOPS) TRAINING PROGRAM

G. WEAPONS SYSTEMS
G202 CONDUCT WEAPONS RECEIPT OR TRANSFER INSPECTIONS

CHIEF SONAR TECHNICIAN (SURFACE) (STGC)

A. SONAR OPERATIONS
A018 RECOMMEND ACTIONS TO REDUCE OWN SHIP'S DETECTABILITY
A044 ANALYZE COORDINATED ANTI-SUBMARINE WARFARE (ASW) OPERATIONS
A058 COMPUTE CONTACT INTERCEPT COURSES
A081 DRAFT TACTICAL MESSAGES
A082 UPDATE TACTICAL MESSAGES
A083 INTERPRET INFORMATION FROM TACTICAL MESSAGES
A084 REVIEW OPERATIONAL MESSAGES

C. MECHANICAL SYSTEMS
C166 COORDINATE SONAR DOME DIVING EVOLUTIONS
C167 COORDINATE SONAR DOME CLOSEOUT EVOLUTIONS

D. SOUND SILENCING
D170 ANALYZE ACOUSTIC TRIAL REPORT DATA

E. SONAR SOFTWARE MAINTENANCE
E174 RECORD TACTICAL SYSTEM HARDWARE MODIFICATIONS
E175 RECORD TACTICAL SYSTEM SOFTWARE REVISION INSTALLATIONS
E176 UPDATE TACTICAL SYSTEMS SOFTWARE TAPE LIBRARY

F. TECHNICAL ADMINISTRATION
F183 EVALUATE ANTI-SUBMARINE WARFARE (ASW) DOCTRINE EXPERIMENTAL PROCEDURES
F184 RECOMMEND CHANGES TO ANTI-SUBMARINE WARFARE (ASW) DOCTRINE
F188 ANALYZE WEAPONS SYSTEM ACCURACY TESTS (WSAT)
F189 REVIEW WEAPONS SYSTEM ACCEPTANCE TESTS
F194 REVIEW OWN-SHIP'S ACOUSTIC TRIAL REPORTS
F195 ANALYZE WEAPONS SYSTEM TEST DATA
F196 PREPARE WEAPONS FIRING REPORTS
F206 COORDINATE INTEGRATED UNDERWATER SURVEILLANCE SYSTEM (IUSS) QUALITY ASSURANCE PROGRAM
F209 COORDINATE SURVEILLANCE TRAINING AND OPERATING PROCEDURES (SURTOPS) TRAINING PROGRAM

SENIOR CHIEF SONAR TECHNICIAN (SURFACE) (STGCS)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

MASTER CHIEF SONAR TECHNICIAN (SURFACE) (STGCM)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

CHAPTER 74

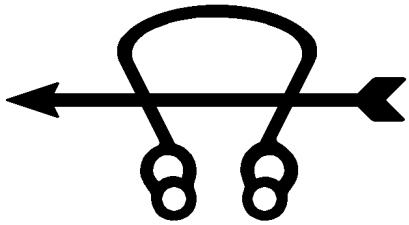
SONAR TECHNICIAN (SUBMARINE) (STS)

NAVPERS 18068-74C

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

SONAR TECHNICIAN (SUBMARINE) (STS)



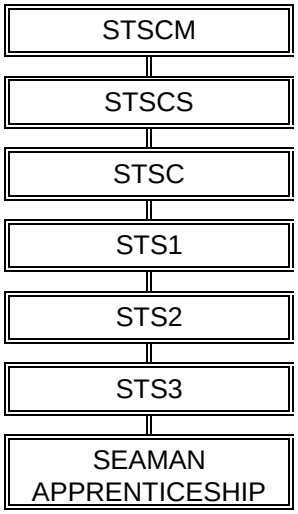
SCOPE OF RATING

Sonar Technicians, Submarine (STS) operate (control, evaluate, and interpret data) submarine sonar, oceanographic equipment, and submarine auxiliary sonar; coordinate submarine sonar and underwater fire control interface; perform organizational and intermediate maintenance on submarine and allied equipment.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 74.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in BUPERSINST 1131.1 series.

SPECIAL PHYSICAL REQUIREMENTS

Normal color perception. Refer to Chapter 15 of the Manual of the Medical Department, U.S. Navy for details on color perception requirements.
Minimum auditory requirements:

	STS				
CYCLES	500	1000	2000	4000	8000
ISO	35	30	30	40	45

Audiometric testing at 6000 Hz may be substituted for Submarine Sonar Technicians when testing at 8000 Hz is impractical. The minimum Hearing Threshold Level (HTL) at 6000 Hz should be 40 db (150 scale). When the HTL exceeds 40 db at 6000 Hz, but is within specifications at all other frequencies, including 8000 Hz, the 6000 Hz deficit may be disregarded.

CITIZENSHIP/SECURITY REQUIREMENTS

Must be eligible for access to classified information.

SAFETY

The observance of proper safety precautions in all areas is an integral part of each billet and the responsibility of every Navy man and woman; safety is a universal requirement for all ratings.

SONAR TECHNICIAN (SUBMARINE) (STS) FUNCTIONAL AREAS

A. SONAR OPERATIONS

B. MECHANICAL SYSTEMS OPERATION

C. MAINTENANCE

D. NOISE REDUCTION

E. ENVIRONMENTAL PROTECTION

F. TECHNICAL ADMINISTRATION

SONAR TECHNICIAN (SUBMARINE) THIRD CLASS (STS3)

A. SONAR OPERATION

A001 PERFORM SONAR PRE-UNDERWAY CHECKS
A002 IDENTIFY SONAR OPERATING MODES
A003 CONDUCT SEARCHES FOR CONTACTS
A004 DETECT SONAR CONTACTS (ACTIVE, PASSIVE, HIGH FREQUENCY ACTIVE (HFA))
A005 REPORT SONAR CONTACTS
A006 LOG SONAR CONTACTS
A007 DETERMINE CONTACT BEARING
A008 OBTAIN TURN COUNTS
A009 TRACK SONAR CONTACTS
A010 DETERMINE CONTACT ASPECT (STERN, BROAD, ETC)
A011 DETERMINE CONTACT COURSE AND SPEED
A012 CALCULATE CONTACT ANGLE ON THE BOW (AOB)
A013 DETERMINE SONAR CONTACT RANGES
A014 COMPUTE CONTACT RANGE RATES
A015 DETERMINE CONTACT DEPTH (SURFACE OR SUBMERGED)
A016 PROVIDE PLOT DATA TO FIRE CONTROL
A017 DETERMINE CONTACT CLOSEST POINT OF APPROACH (CPA)
A018 PERFORM LOW FREQUENCY ANALYSIS AND RANGING CONTACT
A019 CORRELATE SONAR CONTACT DATA WITH OTHER SENSORS
A020 IDENTIFY SONAR CONTACT MANEUVERS
A021 IDENTIFY CHANGES IN SONAR CONTACT OPERATING MODES
A022 IDENTIFY TRANSIENT NOISES
A023 DETERMINE CONTACT GEOGRAPHIC POSITION
A024 CALCULATE BEST COURSE TO INTERCEPT SONAR CONTACTS
A025 ANALYZE GRAM CONTACT DATA
A026 CORRELATE CONTACTS WITH INTELLIGENCE DATA
A027 ANALYZE UNDERWATER FIRE CONTROL SYSTEM
A028 CONVERT TRUE BEARINGS TO RELATIVE BEARINGS
A029 CONVERT RELATIVE BEARINGS TO TRUE BEARINGS
A030 DETECT EVASIVE DEVICES AND ACOUSTIC JAMMING
A031 OBTAIN WATER DEPTH SOUNDS
A032 CHANGE PATCH PANEL INPUTS AND OUTPUTS
A033 MAKE SONAR TAPE RECORDINGS
A034 ANNOTATE GRAMS, CHARTS, AND RECORDED DATA
A035 COLLECT ANTISUBMARINE WARFARE (ASW) WEAPONS FIRING DATA
A036 OBTAIN SONAR EQUATION DATA (ACTIVE AND PASSIVE)
A037 INTERPRET SONAR EQUATIONS
A038 DETERMINE PROPAGATION PATHS OF UNDERWATER SOUND
A039 LAUNCH SUBMARINE EXPENDABLE BATHYTHERMOGRAPHS (SSXBT)
A040 ENTER SOUND SPEED PROFILE (SSP) DATA INTO AUXILIARY EQUIPMENT
A041 INTERPRET SOUND SPEED PROFILE (SSP) TRACES
A042 DETECT OCEAN ENVIRONMENTAL CHANGES
A043 ADJUST AUGMENTATION UNIT
A056 IDENTIFY CODED UNDERWATER COMMUNICATIONS

B. MECHANICAL SYSTEMS OPERATIONS

B067 CLEAN AND INSPECT TOWED ARRAY HANDLING GROUPS
B068 LUBRICATE TOWED ARRAY HANDLING GROUPS
B072 PERFORM ELECTRICAL CHECKS ON TOWED ARRAY

B073 DEPLOY TOWED ARRAYS
B074 RETRIEVE TOWED ARRAYS

C. MAINTENANCE
C078 TEST SONAR DETECTION AND RANGING EQUIPMENT
C083 CLEAN AND INSPECT SONAR EQUIPMENT
C084 ADJUST SONAR AUXILIARY EQUIPMENT
C085 ALIGN SONAR AUXILIARY EQUIPMENT
C086 TEST SONAR AUXILIARY EQUIPMENT
C095 PREPARE SONAR DOME FOR ENTRY
C106 CHANGE PAPER DRIVE RECORDER (STYLI, HELICES, ETC)
C107 CHANGE PAPER ROLLS ON PAPER DRIVE RECORDERS
C108 CHECK ELECTRONIC COOLING SYSTEM (ECS) FLOW METER OR INDICATORS
C109 CLEAN AND INSPECT SONAR DOME OR SPHERE INTERIORS
C110 CLEAN AND INSPECT SONAR ACOUSTIC WINDOWS
C111 INSPECT SONAR RELATED ZINC ANODES
C112 REPLACE SONAR RELATED ZINC ANODES

D. NOISE REDUCTION
D118 INSPECT DAMPING MATERIALS
D120 CONDUCT HOUSEKEEPING SURVEYS

E. ENVIRONMENT PROTECTION
E130 REVIEW HAZARDOUS MATERIAL (HAZMAT) INVENTORIES
E131 CLEAN AND INSPECT HAZARDOUS MATERIAL (HAZMAT) CONTAINERS
E132 INSPECT HAZARDOUS MATERIAL (HAZMAT) STORAGE AREAS
E133 IMPLEMENT HAZARDOUS MATERIAL (HAZMAT) WASTE DISPOSAL METHODS
E134 REVIEW HAZARDOUS MATERIAL USER'S GUIDE (HMUG)
E135 REVIEW MATERIAL SAFETY DATA SHEETS (MSDS)

F. TECHNICAL ADMINISTRATION
F136 INVENTORY MAINTENANCE ASSISTANCE MODULES (MAMS)
F144 COLLECT ACOUSTIC DATA PACKAGE ITEMS

SONAR TECHNICIAN (SUBMARINE) SECOND CLASS (STS2)

A. SONAR OPERATION
A046 RECOMMEND MANEUVERS TO CONN (BAFFLE CLEARANCE, INITIAL DETECTION, ETC)
A048 INTERPRET ANTISUBMARINE WARFARE (ASW) WEAPONS FIRING DATA
A054 ANALYZE TACTICAL OCEANOGRAPHIC (OCEANO) AND METEOROLOGICAL (MET) DATA
A057 ANALYZE ACOUSTIC INTERCEPT DATA
A058 CONDUCT UNDERWATER SUBMARINE WARFARE (USW) ATTACKS
A059 CONDUCT SURFACE UNDERWATER WARFARE (SUW) ATTACKS
A062 CONDUCT ONBOARD TRAINER EXERCISES

B. MECHANICAL SYSTEMS OPERATIONS
B069 ADJUST TOWED ARRAY HANDLING GROUPS
B070 ALIGN TOWED ARRAY ELECTRICAL SYSTEMS

B071 REPLACE TOWED ARRAY ELECTRICAL SYSTEM COMPONENTS
B076 LINE UP ELECTRONIC COOLING SYSTEM (ECS) VALVES

C. MAINTENANCE

C077 ISOLATE ELECTRICAL CIRCUITS
C079 ADJUST SONAR DETECTION AND RANGING EQUIPMENT
C080 ALIGN SONAR DETECTION AND RANGING EQUIPMENT
C081 TROUBLESHOOT SONAR DETECTION AND RANGING EQUIPMENT
C082 REPLACE SONAR DETECTION AND RANGING EQUIPMENT COMPONENTS
C087 TROUBLE SHOOT SONAR AUXILIARY EQUIPMENT
C088 REPLACE SONAR AUXILIARY EQUIPMENT COMPONENTS
C089 PERFORM MAINFRAME COMPUTER AND PERIPHERAL DIAGNOSTIC TESTS
C090 CHECK SONAR INTERFACES FOR ELECTROMAGNETIC INTERFERENCE (EMI)
C091 PERFORM WAVEFORM AND SIGNAL MEASUREMENT ANALYSIS
C092 INSPECT ELECTRICAL HULL FITTINGS
C093 TEST HYDROPHONES OR TRANSDUCERS
C094 DUMMY LOAD FAULTY HYDROPHONE OR TRANSDUCER ELEMENTS
C096 CONDUCT CLOSE-OUT INSPECTION
C097 REPLACE SYNCHRO/SERVO/RESOLVER SYSTEMS
C098 ALIGN SYNCHRO/SERVO/RESOLVER SYSTEMS
C099 CHECK INTERFACES BETWEEN EQUIPMENT
C149 TROUBLESHOOT INTERFACES BETWEEN EQUIPMENT
C150 REPAIR INTERFACES BETWEEN EQUIPMENT
C100 TROUBLESHOOT ELECTRICAL OR ELECTRONIC CABLES AND WIRING
C101 REPAIR ELECTRICAL OR ELECTRONIC CABLES AND WIRING
C102 REPLACE ELECTRICAL OR ELECTRONIC CABLES AND WIRING
C103 REPAIR ELECTRONIC CONNECTORS
C104 REPLACE ELECTRONIC CONNECTORS
C105 REPLACE ELECTROSTATIC DISCHARGE (ESD) SENSITIVE COMPONENTS

D. NOISE REDUCTION

D113 UPDATE OWN SHIP'S RADIATED NOISE AND EQUIPMENT LINE UP LIBRARIES
D114 OBTAIN OWN SHIP'S CAVITATION CURVES (STATIC AND DYNAMIC)
D115 UPDATE OWN SHIP'S CAVITATION CURVES
D117 INSPECT ISOLATION COMPONENTS AND GROUND STRAPS
D119 PERFORM ISOLATION SYSTEM SURVEY (AS PER CLASS)
D121 CONDUCT RADIATED NOISE SURVEYS
D122 IDENTIFY CHARACTERISTICS AND SOURCES OF SELF NOISE
D123 OBTAIN BASELINE ACOUSTIC DATA
D124 UPDATE BASELINE ACOUSTIC DATA
D126 CONDUCT SOUND SHORT ISOLATION DIAGNOSTICS
D128 COORDINATE CORRECTION OF ACOUSTIC DISCREPANCIES
D129 CONDUCT LINE OF SITE (LOS) SOUND CUTS

F. TECHNICAL ADMINISTRATION

F138 UPDATE SONAR SEARCH PLANS
F139 PREPARE SONAR SEARCH PLANS
F145 PREPARE ACOUSTIC DATA PACKAGES FOR SHIPMENT

SONAR TECHNICIAN (SUBMARINE) FIRST CLASS (STS1)

A. SONAR OPERATION

A044 CHECK INTELLIGENCE DATA FOR POSSIBLE THREATS
A045 DETERMINE OPTIMUM SONAR SUITE LINEUPS
A047 ANALYZE PLOTS, CHARTS, AND RECORDED DATA
A049 DETERMINE BEST DEPTH TO AVOID DETECTION
A050 DETERMINE BEST AREA TO AVOID DETECTION
A051 DETERMINE BEST EVASION DEPTH
A052 DETERMINE BEST SEARCH AREA
A053 DETERMINE BEST SEARCH DEPTH
A055 CONDUCT SONAR PRE-WATCH BRIEFINGS
A060 RECOMMEND TACTICAL EMPLOYMENT OF TOWED ARRAYS
A061 RECOMMEND PROCEDURES TO REDUCE OWN SHIP'S DETECTABILITY

B. MECHANICAL SYSTEMS OPERATION

B075 SUPERVISE TOWED ARRAY HANDLING OPERATIONS

D. NOISE REDUCTION

D116 ANALYZE OWN SHIP'S CAVITATION CURVE DATA

F. TECHNICAL ADMINISTRATION

F146 UPDATE EQUIPMENT STATUS LOG (SHIPBOARD NON-TACTICAL AUTOMATED DATA PROCESSING (SNAP III) PROGRAM)
F140 PREPARE TACTICAL OCEANOGRAPHY CHARTS
F141 PREPARE SONAR MESSAGES
F142 INTERPRET SONAR MESSAGES
F143 ANALYZE SONAR EQUIPMENT DISCREPANCY TREND DATA
F147 PREPARE QUALITY ASSURANCE (QA) PACKAGE

CHIEF SONAR TECHNICIAN (SUBMARINE) (STSC)

A. SONAR OPERATIONS

A063 EVALUATE OPERATION TESTS OF NEW UNDERWATER SUBMARINE WARFARE EQUIPMENT
A064 EVALUATE ONBOARD TRAINER EXERCISES
A065 EVALUATE EXPERIMENTAL UNDERWATER SUBMARINE WARFARE (USW) DOCTRINES
A066 RECOMMEND CHANGES TO UNDERWATER SUBMARINE WARFARE DOCTRINE

D. NOISE REDUCTION

D125 ANALYZE ACOUSTIC TRIAL REPORT DATA
D127 ANALYZE ACOUSTIC DISCREPANCY DATA

F. TECHNICAL ADMINISTRATION

F148 REVIEW QUALITY ASSURANCE (QA) PACKAGES

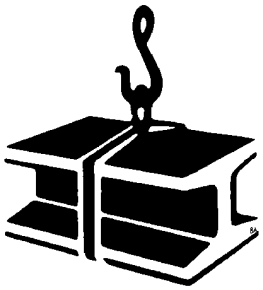
SENIOR CHIEF SONAR TECHNICIAN (SUBMARINE) (STSCS)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

MASTER CHIEF SONAR TECHNICIAN (SUBMARINE) (STSCM)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

CHAPTER 75



STEELWORKER
(SW)

NAVPERS 18068-75B

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

STEELWORKER (SW)

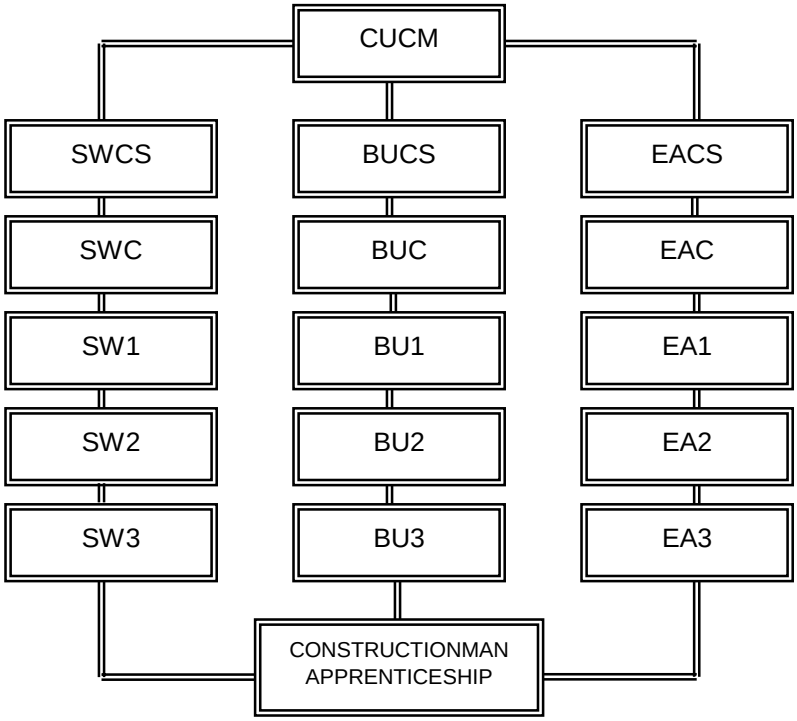
SCOPE OF RATING

Steelworkers (SW) perform tasks directly related to fabrication and erection of pre-engineered structures, including steel reinforcement; control job site deployment of materials and equipment; direct and coordinate the composition, training and efforts of crews who fabricate, assemble, erect, position and join structural members and fabricated sections; maintain individual combat readiness; and perform tasks required in combat and disaster preparedness or recovery operations.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 75.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in BUPERSINST 1131.1.

SPECIAL PHYSICAL REQUIREMENTS

None.

CITIZENSHIP/SECURITY REQUIREMENTS

None.

SAFETY

The observance of proper safety precautions in all areas is an integral part of each billet and the responsibility of every Navy man and woman; therefore, it is a universal requirement for all ratings.

STEELWORKER (SW) FUNCTIONAL AREAS

A. TECHNICAL ADMINISTRATION

B. MANAGEMENT AND SUPERVISION

C. ENVIRONMENTAL PROTECTION

D. CONSTRUCTION SUPPORT

E. CONSTRUCTION OPERATIONS

G. CONSTRUCTION COMBAT READINESS

H. PLANNING AND ESTIMATING

I. METAL FABRICATION

STEELWORKER THIRD CLASS (SW3)

A. TECHNICAL ADMINISTRATION
A011 PREPARE WORK REQUESTS AND JOB ORDERS
A146 PREPARE MATERIAL ESTIMATES
A161 INTERPRET CONSTRUCTION DRAWINGS AND SPECIFICATIONS

C. ENVIRONMENTAL PROTECTION
C037 UPDATE MATERIAL SAFETY DATA SHEET (MSDS) FILES
C039 PERFORM HAZARDOUS MATERIAL (HAZMAT) INVENTORIES

D. CONSTRUCTION SUPPORT
D046 PREPARE MATERIALS FOR EMBARKATION (MOUNT-OUT)

E. CONSTRUCTION OPERATIONS
E067 CUT, BEND, PLACE AND TIE REINFORCING STEEL
E070 ERECT METAL CONSTRUCTION SCAFFOLDS
E072 INSTALL SHORING
E073 INSPECT AND STORE FIBER/SYNTHETIC LINES
E078 DETERMINE SAFE WORKING LOAD (SWL) OF FIBER AND SYNTHETIC LINES
E080 COMPUTE SAFE WORKING LOAD (SWL) FOR SIMPLE LIFTING DEVICES
E081 DETERMINE MECHANICAL ADVANTAGES OF BLOCK AND TACKLE ARRANGEMENTS
E083 PERFORM TAGMAN DUTIES
E084 PERFORM STANDARD NAVAL CONSTRUCTION FORCE (NCF) HAND SIGNALS
E085 HANDLE AND STORE WELDING GASES
E086 PREPARE OXYGAS EQUIPMENT FOR CUTTING AND WELDING
E087 PERFORM GAS CUTTING ON MILD STEEL PLATES
E088 PERFORM GAS CUTTING ON PIPES
E089 PREPARE METAL JOINTS FOR GAS WELDING AND BRAZING
E090 PERFORM GAS WELDING AND BRAZING
E092 PERFORM WEAR FACING PROCEDURES
E093 INTERPRET WELDING SYMBOLS ON CONSTRUCTION DRAWINGS
E094 PERFORM SPARK TEST FOR METAL IDENTIFICATION
E095 PERFORM CHIP TEST FOR METAL IDENTIFICATION
E096 PERFORM SET UP AND OPERATOR MAINTENANCE ON ELECTRIC ARC WELDERS
E098 SELECT AND PREPARE ELECTRIC ARC WELDING MATERIALS
E100 PERFORM ELECTRIC ARC WELDING ON STEEL PLATES
E101 RELIEVE STRESS FROM FERROUS METALS
E102 ERECT STEEL STRUCTURES
E103 ASSEMBLE PONTOON COMPONENTS
E104 INSTALL AIRFIELD MATTING
E108 INSTALL ADVANCED BASE FUNCTIONAL COMPONENT (ABFC) ASSEMBLIES
E114 ERECT PRE-ENGINEERED STRUCTURES
E119 SPLICE FIBER/SYNTHETIC LINES
E125 CUT AND SCARF METAL USING CARBON-ARC PROCESSES
E126 ERECT GIN POLES AND RELATED EQUIPMENT
E127 INSTALL TRIPODS AND RELATED EQUIPMENT
E128 INSTALL A-FRAME STRUCTURES AND RELATED EQUIPMENT
E162 CONTROL METAL DISTORTION DURING WELDING

E163 HEAT TREAT METALS
E164 OPERATE K-SPAN MACHINE
E165 ERECT BRIDGES (BAILEY/MGB)

G. CONSTRUCTION COMBAT READINESS

G166 ADMINISTER FIRST AID UNDER COMBAT CONDITIONS
G167 PERFORM AMBUSH COUNTERMEASURES
G168 PERFORM SURVIVAL, EVASION, RESISTANCE AND ESCAPE PROCEDURES
G169 PERFORM CHEMICAL, BIOLOGICAL AND RADIOLOGICAL (CBR) DEFENSE MEASURES
G170 PERFORM DUTIES OF GRENADIER
G171 PERFORM DUTIES OF FIRE TEAM AUTOMATIC RIFLEMAN
G172 PERFORM LAND-BASED COMBAT DUTIES UNDER CHEMICAL, BIOLOGICAL AND RADIOLOGICAL (CBR) CONDITIONS
G173 PLACE TRIP FLARES AND OTHER EARLY WARNING DEVICES
G174 CONDUCT BOOBY TRAP COUNTERMEASURES
G175 TRANSPORT PERSONNEL INJURED IN COMBAT
G176 PERFORM MINOR REPAIR ON TACTICAL FIELD TELEPHONE SYSTEMS
G177 PERFORM FIELD SANITATION PROCEDURES
G178 CONDUCT PATROLS
G179 PERFORM DUTIES OF FIRE TEAM LEADER
G180 PLACE PROTECTIVE AND TACTICAL WIRE ENTANGLEMENTS
G181 MANEUVER FIRE TEAM USING ARM AND HAND SIGNALS
G182 PERFORM LAND NAVIGATION PROCEDURES
G183 OPERATE NIGHT VISION EQUIPMENT
G184 INSTALL TACTICAL FIELD TELEPHONE SYSTEMS
G185 OPERATE TACTICAL FIELD TELEPHONE SYSTEMS
G186 PERFORM ENEMY PRISONER OF WAR (EPW) HANDLING PROCEDURES

I. METAL FABRICATION

I133 DEVELOP BASIC SHEET METAL PATTERNS
I137 RIVET, SOLDER OR SPOT WELD SHEET METAL SEAMS
I140 SET UP AND OPERATE SHEET METAL TOOLS AND EQUIPMENT
I141 LAY OUT AND FABRICATE SIMPLE STEEL STRUCTURES

STEELWORKER SECOND CLASS (SW2)

A. TECHNICAL ADMINISTRATION

A001 DRAFT PROJECT PACKAGES
A003 PREPARE PROJECT PROGRESS CHARTS
A005 DRAFT FIELD ADJUSTMENT REQUESTS (FAR) AND DESIGN CHANGE DIRECTIVES (DCD)
A006 PREPARE PROJECT MATERIAL AND EQUIPMENT LIST FOR DEPLOYMENT
A012 REVIEW WORK REQUESTS AND JOB ORDERS
A033 PREPARE LABOR REPORTING DATA
A050 DEVELOP PRECEDENCE DIAGRAMS
A052 PREPARE CONSTRUCTION ACTIVITY SUMMARY SHEETS (CASS)
A053 PREPARE MASTER ACTIVITY SUMMARY SHEETS
A054 PREPARE CONSTRUCTION NETWORK ANALYSIS DATA
A145 PREPARE MANPOWER ESTIMATES
A151 PREPARE SHOP DRAWINGS AND SKETCHES
A158 REVIEW AND UPDATE RED-LINE DRAWINGS

C. ENVIRONMENTAL PROTECTION

C040 REVIEW HAZARDOUS MATERIAL (HAZMAT) USER'S GUIDE

D. CONSTRUCTION SUPPORT

D023 PERFORM FACILITIES MAINTENANCE INSPECTIONS
D051 DEVELOP REINFORCING STEEL BENDING SCHEDULES
D064 REVIEW TABLE OF ALLOWANCE (TOA)

E. CONSTRUCTION OPERATIONS

E056 PERFORM DESTRUCTIVE AND NONDESTRUCTIVE METAL TESTS
E058 COORDINATE AND DIRECT JOB SITE STORAGE OF BUILDING MATERIALS AND EQUIPMENT
E066 SET UP BENDING TABLES OR PORTABLE BENDING UNITS
E105 APPLY FIELD STRAIGHTENING TECHNIQUES TO DAMAGED STRUCTURAL SHAPES
E106 INSTALL SHEET METAL DUCT SYSTEMS
E109 COORDINATE AND DIRECT INSTALLATION OF ADVANCED BASE FUNCTIONAL COMPONENT (ABFC) ASSEMBLIES
E111 LAY OUT FOUNDATION FOR ERECTION OF PRE-ENGINEERED BUILDINGS
E115 COORDINATE AND DIRECT PRE-ENGINEERED STRUCTURE INSTALLATION
E116 COORDINATE AND DIRECT PONTOON COMPONENT INSTALLATION
E120 COORDINATE AND DIRECT HOISTING OPERATIONS
E121 PERFORM PIPE FITTING OPERATIONS
E122 PERFORM PIPE WELDING
E123 PERFORM GAS METAL ARC (GMA) WELDING
E124 PERFORM GAS TUNGSTEN-ARC WELDING
E187 COORDINATE AND DIRECT BRIDGE ERECTION (BAILEY AND MGB)

G. CONSTRUCTION COMBAT READINESS

G188 EMPLOY CLAYMORE MINES
G189 POSITION PERIMETER GUARDS
G190 PREPARE ROUGH MAPS, FIELD SKETCHES AND OVERLAYS
G191 DIRECT INSTALLATION OF PROTECTIVE AND TACTICAL WIRE ENTANGLEMENTS

H. PLANNING AND ESTIMATING

H152 REVIEW AND UPDATE SHOP DRAWINGS AND SKETCHES
H157 PREPARE RED-LINE DRAWING
H158 REVIEW AND UPDATE RED-LINE DRAWING

I. METAL FABRICATION

I135 LAY OUT AND FABRICATE BASIC SHEET METAL COMPONENTS
I143 LAY OUT AND FABRICATE SHEET METAL DUCT SYSTEMS

STEELWORKER FIRST CLASS (SW1)

A. TECHNICAL ADMINISTRATION
A002 REVIEW PROJECT PACKAGES
A004 REVIEW PROJECT PROGRESS CHARTS

A007 MONITOR AND UPDATE PROJECT PROGRESS CHARTS
A013 ADMINISTER PERSONNEL READINESS CAPABILITY PROGRAMS (PRCP)

B. MANAGEMENT AND SUPERVISION
B027 ADMINISTER TOOL KIT INVENTORY AND INSPECTION PROGRAMS

C. ENVIRONMENTAL PROTECTION
C038 MONITOR ENVIRONMENTAL PROTECTION PROGRAMS
C041 INSPECT HAZARDOUS MATERIAL (HAZMAT)/HAZARDOUS WASTE (HAZWASTE) STORAGE AREAS

D. CONSTRUCTION SUPPORT
D047 COORDINATE BATTALION PROJECT TURNOVER
D055 MONITOR ENVIRONMENTAL PROTECTION PROGRAMS

G. CONSTRUCTION COMBAT READINESS
G192 PERFORM DUTIES OF RIFLE SQUAD LEADER
G193 PERFORM DUTIES OF RIFLE PLATOON GUIDE
G194 PERFORM DUTIES OF RIFLE PLATOON PETTY OFFICER
G195 PERFORM DUTIES OF MACHINE GUN SQUAD LEADER
G196 PERFORM DUTIES OF WEAPONS PLATOON PETTY OFFICER
G197 INSTRUCT PERIMETER GUARDS
G198 DIRECT INSTALLATION OF TRIP FLARES AND OTHER EARLY WARNING DEVICES
G199 DIRECT PLACING OF LIMITING STAKES

CHIEF STEELWORKER (SWC)

A. TECHNICAL ADMINISTRATION
A014 ESTABLISH TRAINING REQUIREMENTS UTILIZING PERSONNEL READINESS CAPABILITY PROGRAMS (PRCP)
A034 EVALUATE LABOR REPORTING DATA

B. MANAGEMENT AND SUPERVISION
B017 COORDINATE CONSTRUCTION EQUIPMENT ASSIGNMENTS
B019 DIRECT UTILITIES MAINTENANCE AND OPERATIONS
B021 DIRECT FACILITIES MAINTENANCE AND OPERATIONS
B025 ADMINISTER CONSTRUCTION QUALITY CONTROL PROGRAMS
B029 COORDINATE COMMAND AND CUSTOMER PROJECTS
B035 MANAGE PUBLIC WORKS (PW) DEPARTMENT OPERATIONS

G. CONSTRUCTION COMBAT READINESS

G200 PERFORM DUTIES OF PLATOON COMMANDER
G201 ASSIST IN OPERATION OF COMPANY COMMAND POSTS
G202 ASSIST IN PREPARATION OF COMPANY DEFENSE PLANS
G203 ASSIST IN OPERATION OF COMMAND OPERATIONS CENTER (COC)

SENIOR CHIEF STEELWORKER (SWCS)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

MASTER CHIEF CONSTRUCTIONMAN (CUCM)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

CHAPTER 76

TORPEDOMAN'S MATE
(TM)

NAVPERS 18068-76C

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

TORPEDOMAN'S MATE (TM)

SCOPE OF RATING

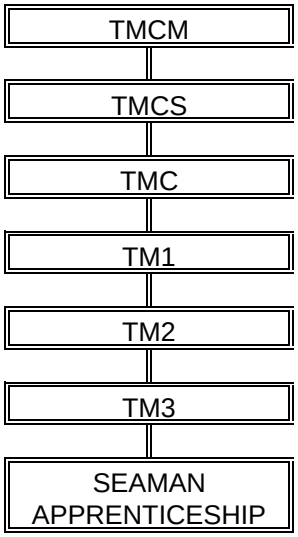
Torpedoman's Mates (TM) perform organizational and intermediate level maintenance on underwater ordnance; handle torpedoes and antisubmarine rockets (ASROC) launched from surface ships, submarines, and aircraft, as well as missiles (TOMAHAWK/HARPOON), decoys, and countermeasures launched from submarines; operate and maintain test equipment, launching/firing systems, and stowage facilities associated with underwater ordnance; and prepare underwater ordnance for launching, conduct postfire/postrun routines, and weapons performance evaluation procedures.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 76.

NAVPERS 18068-76C

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in BUPERSINST 1131.1 series.

SPECIAL PHYSICAL REQUIREMENTS

Normal color perception. Refer to Chapter 15 of the Manual of the Medical Department, U.S. Navy for details on color perception requirements.

CITIZENSHIP/SECURITY REQUIREMENTS

Must be eligible for access to classified information.

SAFETY

The observance of proper safety precautions in all areas is an integral part of each billet and the responsibility of every Navy man and woman; safety is a universal requirement for all ratings.

TORPEDOMAN'S MATE (SURFACE) FUNCTIONAL AREAS

A. ORDNANCE/COMPONENT MAINTENANCE/OPERATIONS

B. SMALL ARMS MAINTENANCE

C. TORPEDO TUBE SYSTEM MAINTENANCE/OPERATIONS

D. TEST EQUIPMENT MAINTENANCE/OPERATIONS

E. WEAPONS/COMPONENT HANDLING

F. WEAPONS/HANDLING EQUIPMENT MAINTENANCE/OPERATIONS

G. MAGAZINE AND MAGAZINE SPRINKLER MAINTENANCE/OPERATIONS

H. QUALITY ASSURANCE

I. PNEUMATIC/HYDRAULIC MAINTENANCE

J. ELECTRICAL/ELECTRONIC MAINTENANCE

K. TECHNICAL ADMINISTRATION

L. DAMAGE CONTROL

M. ENVIRONMENTAL PROTECTION

TOREPODMAN'S MATE (SURFACE) THIRD CLASS (TM3)

A. ORDNANCE/COMPONENT MAINTENANCE/OPERATIONS

A001 PERFORM FRESH WATER WASHDOWN ON TORPEDOES
A002 REMOVE CORROSION AND SALT DEPOSITS ON TORPEDOES
A003 INSPECT TORPEDO JOINT BANDS
A004 INSPECT TRANSDUCERS FOR DAMAGE
A005 INSPECT TORPEDOES FOR OTTO FUEL LEAKS
A006 CLEAN AND INSPECT WARHEAD SECTIONS
A007 INSPECT TORPEDO EXPLODERS
A008 CLEAN AND INSPECT EXERCISE HEAD SECTIONS
A009 CLEAN AND PRESERVE WEAPONS SURFACES
A012 CONNECT TORPEDOES TO TEST SETS
A013 CLEAN AND INSPECT PROPELLERS
A014 CLEAN AND INSPECT ROTORS AND STATORS
A015 PERFORM TORPEDO CONTINUITY CHECKS
A017 PRESET TORPEDOES
A021 INSPECT A-CABLES
A023 CLEAN, INSPECT, AND TEST TORPEDO MOUNTED DISPENSERS (TMD)
A025 INSTALL AIRCRAFT ACCESSORIES
A026 REMOVE AIRCRAFT ACCESSORIES

B. SMALL ARMS MAINTENANCE

B035 CLEAN AND INSPECT PISTOLS
B036 CLEAN AND INSPECT MAGAZINES
B037 CLEAN AND INSPECT RIFLES
B038 CLEAN AND INSPECT LINE THROWING RIFLE ADAPTER KITS
B039 CLEAN AND INSPECT SHOTGUNS
B040 CLEAN AND INSPECT SECURITY FORCE EQUIPMENT
B041 COORDINATE FAMILIARIZATION FIRING FOR SECURITY FORCES

C. TORPEDO TUBE SYSTEM MAINTENANCE/OPERATIONS

C042 CONDUCT OVERALL COMBAT SYSTEMS OPERABILITY TESTS (OCSOT)
C043 CLEAN AND LUBRICATE TORPEDO DOORS (MUZZLE, COVERS, BREECH, ETC)
C044 INSPECT TORPEDO DOORS (MUZZLE, COVERS, BREECH, ETC)
C045 TEST TORPEDO DOORS (MUZZLE, COVERS, BREECH, ETC)
C046 REPAIR TORPEDO DOORS (MUZZLE, COVERS, BREECH, ETC)
C047 TEST CONNECTORS FOR PIN CONTINUITY
C048 TEST CABLES FOR INSULATION RESISTANCE
C049 INSPECT FIRE CONTROL CABLES
C050 REPLACE FIRE CONTROL CABLES
C051 CLEAN AND LUBRICATE TORPEDO TUBES
C052 INSPECT SEALS, GASKETS, AND O-RINGS
C053 REPLACE SEALS, GASKETS, AND O-RINGS
C054 INSPECT AND TEST TORPEDO TUBE HYDRAULIC SYSTEMS
C055 INSPECT AND TEST TORPEDO TUBE PNEUMATIC SYSTEMS
C057 INSPECT AND TEST TORPEDO TUBE MECHANICAL SYSTEMS
C058 CLEAN AND LUBRICATE TORPEDO TUBE LOCKING RINGS
C059 INSPECT TORPEDO TUBE LOCKING RINGS
C060 CONDUCT TORPEDO PREFIRING TESTS
C061 INSPECT TORPEDO TUBE OPERATING MECHANISMS
C062 TEST AND OPERATE TORPEDO TUBES

C063 REMOVE AND REPLACE BREECH MECHANISMS
C064 CHARGE BREECH MECHANISMS
C065 REMOVE AND REPLACE FIRING VALVES ON BREECH MECHANISMS
C066 PERFORM HYDROSTATIC TEST OF BREECH MECHANISMS
C067 MOUNT TORPEDO TUBE SECURING MECHANISM TO TORPEDO EXHAUST VALVES
C068 LOCK TORPEDO SECURING MECHANISM IN TUBES
C069 REMOVE TORPEDO TUBE SECURING MECHANISMS
C070 INSPECT AND TEST TORPEDO TUBE BARREL HEATERS
C071 REPLACE TORPEDO TUBE BARREL HEATERS
C072 FIRE TORPEDO TUBES FROM TORPEDO ROOM
C073 FIRE TORPEDO TUBES FROM TORPEDO DECK
C074 FIRE TORPEDO TUBE LOCALLY USING TORPEDO TUBE CASUALTY PROCEDURE
C075 CONDUCT TORPEDO TUBE INSPECTIONS
C076 PERFORM ORDNANCE ALTERATIONS (ORDALTS)
C077 INSTALL FIELD CHANGES

D. TEST EQUIPMENT MAINTENANCE/OPERATIONS
D079 USE GENERAL PURPOSE ELECTRONIC TEST EQUIPMENT (GPETE)
D080 USE SPECIAL PURPOSE TEST EQUIPMENT
D081 CLEAN, INSPECT, AND TEST OTTO FUEL DETECTORS
D082 CLEAN AND INSPECT TEST EQUIPMENT
D083 PERFORM TORPEDO SETTING PANELS (TSP) OPERABILITY CHECKS
D085 PERFORM TORPEDO PRESETTERS OPERABILITY CHECKS
D086 REMOVE AND REPLACE TEST SET CABLES

E. WEAPONS/COMPONENT HANDLING
E094 BREAK OUT AND SET UP WEAPONS HANDLING EQUIPMENT
E095 BREAK DOWN AND STOW WEAPONS HANDLING EQUIPMENT
E096 STOW WEAPONS IN MAGAZINES
E097 INSPECT WEAPONS SHIPPING CONTAINERS
E098 PACKAGE WEAPONS AND COMPONENTS
E099 UNPACK WEAPONS AND COMPONENTS
E100 READ RELATIVE HUMIDITY INDICATORS
E101 REPLACE DESICCANT BAGS
E102 REPLACE RELATIVE HUMIDITY INDICATORS
E103 CONDUCT ON-LOAD/OFF-LOAD OF WEAPONS/AMMUNITION
E104 CONDUCT TUBE LOADS/DOWNLOADS
E105 PERFORM RECOVERY OF EXPENDED EXERCISE TORPEDOES
E107 COORDINATE WEAPONS/COMPONENT HANDLING EVOLUTIONS

F. WEAPONS/HANDLING EQUIPMENT MAINTENANCE/OPERATIONS
F108 CLEAN AND LUBRICATE WEAPONS HOISTS
F109 INSPECT AND TEST WEAPONS HOISTS
F110 REPAIR WEAPONS HOISTS
F111 USE HOISTS DURING WEAPONS EVOLUTIONS
F112 INSPECT WEAPONS MONORAILS
F113 CLEAN AND LUBRICATE WEAPONS AERONAUTICAL (AERO) SKIDS/DOLLIES
F114 INSPECT AND TEST WEAPONS AERONAUTICAL (AERO) SKIDS/DOLLIES
F115 USE AERONAUTICAL (AERO) SKIDS/DOLLIES DURING WEAPONS EVOLUTIONS
F116 REPAIR WEAPONS AERONAUTICAL (AERO) SKIDS/DOLLIES
F117 CLEAN, INSPECT, AND LUBRICATE WEAPONS LOADING TRAYS
F118 REPAIR WEAPONS LOADING TRAYS

F119 CLEAN AND LUBRICATE BRIDGE CRANES
F120 INSPECT AND TEST BRIDGE CRANES
F121 REPAIR BRIDGE CRANES
F122 OPERATE CRANES DURING WEAPONS HANDLING EVOLUTIONS
F123 TORQUE WEAPON STOWAGE AND HANDLING LASHING STRAPS
F124 SERVICE WEAPONS HANDLING VEHICLES
F126 CONDUCT PRIOR-TO-USE INSPECTION/MAINTENANCE OF PORTABLE HANDLING EQUIPMENT

G. MAGAZINE AND MAGAZINE SPRINKLER MAINTENANCE/OPERATIONS

G127 INSPECT MAGAZINE CONTROL SYSTEM PIPING AND COMPONENTS
G128 TEST AND OPERATE MAGAZINE SPRINKLER SYSTEMS
G129 INSPECT AND TEST FLOODING ALARM FLOAT SWITCHES
G130 INSPECT MAGAZINE THERMOMETERS
G131 INSPECT MAGAZINE TEMPERATURE RECORD CARDS
G132 INSPECT AND TEST MAGAZINE HAND LANTERNS
G133 INSPECT MAGAZINES FOR CLEANLINESS AND SECURITY
G134 INSPECT AND TEST MAGAZINE ALARMS
G135 INSPECT AND TEST MAGAZINE SPRINKLER SYSTEMS
G136 INSPECT AND TEST MAGAZINE HIGH TEMPERATURE ALARMS
G137 REPLACE MAGAZINE SPRINKLER SYSTEMS COMPONENTS
G138 REPAIR MAGAZINE SPRINKLER SYSTEMS
G139 INSPECT HEAT SENSING DEVICE (HSD) FUSIBLE LINKS
G140 REPLACE HEAT SENSING DEVICE (HSD)
G142 INSPECT MAGAZINE VENTILATION SYSTEMS
G143 INSPECT NON-CONTAINERIZED AMMUNITION STOWAGE/SECURING DEVICES
G144 INSPECT READY STOWAGE LOCKERS
G145 INVENTORY READY STOWAGE LOCKERS
G146 LOAD READY STOWAGE LOCKERS

H. QUALITY ASSURANCE

H147 CONDUCT ACCEPTANCE INSPECTIONS ON WEAPON COMPONENT CONTAINERS
H148 CONDUCT ACCEPTANCE INSPECTIONS OF TORPEDOES
H149 CONDUCT RECEIPT AND TRANSFER INSPECTIONS OF TORPEDOES/MISSILES
H156 CONDUCT WEAPONS SAFETY INSPECTIONS

I. PNEUMATIC/HYDRAULIC MAINTENANCE

I157 CLEAN, DRAIN, AND INSPECT AIR SYSTEM LUBRICATORS
I158 INSPECT AIR SYSTEM LUBRICATOR OIL LEVELS
I159 TEST AND INSPECT VALVES (PNEUMATIC AND HYDRAULIC)
I160 REBUILD VALVES (PNEUMATIC AND HYDRAULIC)
I161 FILL, BLEED, AND CHARGE HYDRAULIC SYSTEMS
I162 REMOVE, REPAIR, AND REPLACE HYDRAULIC SYSTEM COMPONENTS
I163 FILL, BLEED, AND CHARGE PNEUMATIC SYSTEMS
I164 REMOVE, REPAIR, AND REPLACE PNEUMATIC SYSTEM COMPONENTS
I165 CLEAN AND INSPECT PNEUMATIC/HYDRAULIC SYSTEM FILTERS

J. ELECTRICAL/ELECTRONIC MAINTENANCE

J169 CONDUCT POINT-TO-POINT VOLTAGE MEASUREMENTS
J170 CONDUCT CURRENT MEASUREMENTS
J171 CONDUCT POINT-TO-POINT RESISTANCE AND CONTINUITY MEASUREMENTS

K. TECHNICAL ADMINISTRATION
K178 UPDATE WEIGHT TEST LOGS
K182 INTERPRET DRAWINGS (BLUEPRINTS, SCHEMATICS, ETC)
K185 INVENTORY AMMUNITION, WEAPONS, AND COMPONENTS

L. DAMAGE CONTROL
L207 PERFORM TORPEDO/MISSILE CASUALTY PROCEDURES
L208 INVENTORY OTTO FUEL AND T-H DIMER SPILL LOCKERS
L209 REPLACE OTTO FUEL AND T-H DIMER SPILL LOCKERS MATERIALS
L213 CLEAN AND INSPECT BREATHING APPARATUS
L214 TEST BREATHING APPARATUS

M. ENVIRONMENTAL PROTECTION
M218 REVIEW HAZARDOUS MATERIAL USER'S GUIDE (HMUG)
M219 REVIEW HAZARDOUS MATERIAL (HAZMAT) INVENTORIES
M220 REVIEW MATERIAL SAFETY DATA SHEETS (MSDS)
M223 CLEAN AND INSPECT HAZARDOUS MATERIAL (HAZMAT) CONTAINERS

TOREDOMAN'S MATE (SURFACE) SECOND CLASS (TM2)

A. ORDNANCE/COMPONENT MAINTENANCE/OPERATIONS
A010 PREPARE EXERCISE TORPEDOES FOR LAUNCH
A011 CONDUCT TORPEDO POST-RUN MAINTENANCE OPERATIONS

D. TEST EQUIPMENT MAINTENANCE/OPERATIONS
D087 INSPECT TEST SET CABLES

H. QUALITY ASSURANCE
H151 CONDUCT ACCEPTANCE INSPECTIONS ON WEAPONS AND COMPONENTS

K. TECHNICAL ADMINISTRATION
K181 FILL OUT TECHNICAL FEEDBACK REPORTS

M. ENVIRONMENTAL PROTECTION
M222 IMPLEMENT HAZARDOUS MATERIAL (HAZMAT) WASTE DISPOSAL METHODS

L. DAMAGE CONTROL
L211 CLEAN UP OTTO FUEL SPILLS
L212 INSPECT BREATHING APPARATUS CYLINDER PRESSURE

TORPEDOMAN'S MATE (SURFACE) FIRST CLASS (TM1)

C. TORPEDO TUBE SYSTEM MAINTENANCE/OPERATIONS
C078 COORDINATE TORPEDO PREFIRING TESTS

K. TECHNICAL ADMINISTRATION
K174 REVIEW CONVENTIONAL WEAPONS MANUALS PRIOR TO WEAPONS EVOLUTIONS

M. ENVIRONMENTAL PROTECTION
M221 INSPECT HAZARDOUS MATERIAL (HAZMAT) STORAGE AREAS

CHIEF TORPEDOMAN'S MATE (SURFACE) (TMC)

L. DAMAGE CONTROL
L215 CONSTRUCT WEAPONS CASUALTY DRILLS
L216 SCHEDULE WEAPONS CASUALTY DRILLS
L217 CONDUCT WEAPONS CASUALTY DRILLS

SENIOR CHIEF TORPEDOMAN'S MATE (SURFACE) (TMCS)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

MASTER CHIEF TORPEDOMAN'S MATE (SURFACE) (TMCM)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

CHAPTER 77

UTILITIESMAN
(UT)

NAVPERS 18068-77B

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

UTILITIESMAN (UT)

SCOPE OF RATING

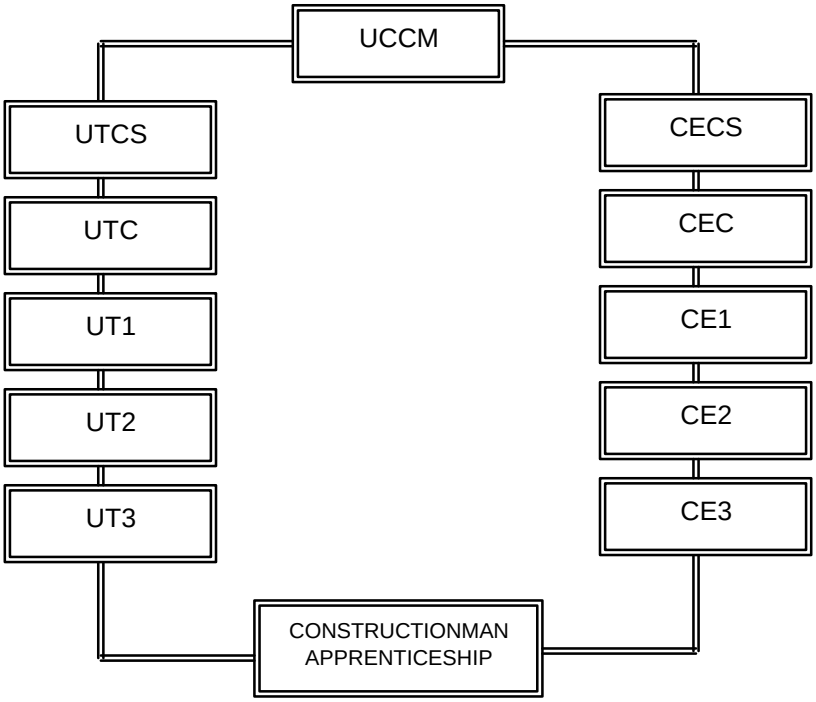
Utilitiesmen (UT) plan, supervise and perform tasks involved in installation, maintenance and repair of plumbing, heating, steam, compressed air, fuel storage and distribution systems, water treatment and distribution systems, air conditioning and refrigeration equipment, septic system, as prescribed by drawings and specifications; schedule and evaluate installation and operational tasks; prepare records and reports; maintain individual combat readiness; and perform tasks required in combat and disaster preparedness or recovery operations.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 77.

NAVPERS 18068-77B

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in BUPERSINST 1131.1.

SPECIAL PHYSICAL REQUIREMENTS

Normal color perception. Refer to Chapter 15 of the Manual of the Medical Department, U.S. Navy for details on color perception requirements.

CITIZENSHIP/SECURITY REQUIREMENTS

Must be eligible for access to classified information.

SAFETY

The observance of proper safety precautions in all areas is an integral part of each billet and the responsibility of every Navy man and woman; therefore, it is a universal requirement for all ratings.

UTILITIESMAN (UT) FUNCTIONAL AREAS

A. TECHNICAL ADMINISTRATION

B. GENERAL ADMINISTRATION

C. ENVIRONMENTAL PROTECTION

D. CONSTRUCTION SUPPORT

E. CONSTRUCTION OPERATIONS

F. QUALITY ASSURANCE

G. CONSTRUCTION COMBAT READINESS

H. BOILER MAINTENANCE

I. HEATING, VENTILATING, AIR CONDITIONING, AND REFRIGERATION (HVAC/R)

J. PUMPS AND AIR COMPRESSORS

K. PLUMBING

L. ELECTRICAL CONTROLS

M. WATER AND SEWAGE TREATMENT

N. PLANNING, ESTIMATING AND SCHEDULING

UTILITIESMAN THIRD CLASS (UT3)

A. TECHNICAL ADMINISTRATION

A001 FILL OUT CARDS AND SHEETS
A002 VERIFY AND UPDATE BOILER PLANT OPERATOR LOGS
A003 VERIFY AND UPDATE OPERATOR LOG READINGS (WATER TREATMENT PLANT, ETC)
A004 VERIFY AND UPDATE AIR CONDITIONING AND REFRIGERATION EQUIPMENT LOGS
A005 INTERPRET SIMPLE DIAGRAMS AND SCHEMATICS IN INSTALLATION OF UTILITIES
A006 INTERPRET DRAWINGS TO DETERMINE MATERIAL REQUIREMENTS
A007 INTERPRET DRAWINGS TO LOCATE FIXTURES
A008 PROVIDE MATERIAL USAGE DATA

C. ENVIRONMENTAL PROTECTION

C001 REVIEW HAZARDOUS MATERIAL (HAZMAT) INVENTORIES
C002 CLEAN AND INSPECT HAZARDOUS MATERIAL (HAZMAT) CONTAINERS
C003 ISOLATE SPILLS (OIL, FUEL, CHEMICAL, ETC)
C004 CLEAN UP SPILLS

D. CONSTRUCTION SUPPORT

D001 PREPARE MATERIAL FOR EMBARKATION
D002 PERFORM STANDARD NAVAL CONSTRUCTION FORCE (NCF) HAND SIGNALS USED IN EQUIPMENT OPERATIONS
D003 ERECT COMMON TYPES OF CONSTRUCTION SCAFFOLDING AND SHORING
D004 SHORE EARTH EXCAVATIONS

E. CONSTRUCTION OPERATIONS

E001 INSTALL IMMERSION CAN HEATERS
E002 PERFORM PREVENTIVE MAINTENANCE ON IMMERSION CANS HEATERS
E003 REPAIR IMMERSION CAN HEATERS
E004 INSTALL SPACE HEATERS
E005 PERFORM PREVENTIVE MAINTENANCE ON SPACE HEATERS
E006 REPAIR SPACE HEATERS
E007 INSTALL LEACHING FIELDS
E008 INSTALL LAUNDRY WASHERS
E009 INSTALL LAUNDRY DRYERS
E010 PERFORM MAINTENANCE ON LAUNDRY EQUIPMENT
E011 REPAIR FIELD GALLEY RANGES
E012 INSTALL TOILETS (FLUSHOMETER/TANK TYPE)
E013 INSTALL ADVANCED BASE FUNCTIONAL COMPONENT (ABFC) ASSEMBLIES
E014 PERFORM FIELD SANITATION PROCEDURES

G. CONSTRUCTION COMBAT READINESS

G001 ADMINISTER FIRST AID UNDER COMBAT CONDITIONS
G002 PERFORM AMBUSH COUNTERMEASURES
G003 PERFORM SURVIVAL, EVASION, RESISTANCE AND ESCAPE PROCEDURES
G006 PERFORM CHEMICAL, BIOLOGICAL AND RADIOLOGICAL (CBR) DEFENSIVE MEASURES
G007 PERFORM DUTIES OF GRENADIER
G010 PERFORM DUTIES OF FIRE TEAM AUTOMATIC RIFLEMAN
G011 PERFORM LAND-BASED COMBAT DUTIES UNDER CHEMICAL, BIOLOGICAL AND RADIOLOGICAL (CBR) CONDITIONS
G012 PLACE TRIP FLARES AND OTHER EARLY WARNING DEVICES

G013 CONDUCT BOOBY TRAP COUNTERMEASURES
G014 TRANSPORT PERSONNEL INJURED IN COMBAT
G015 PERFORM MINOR REPAIR ON TACTICAL FIELD TELEPHONE SYSTEMS
G019 PERFORM FIELD SANITATION PROCEDURES
G020 CONDUCT PATROLS
G021 PERFORM DUTIES OF FIRE TEAM LEADER
G026 PLACE PROTECTIVE AND TACTICAL WIRE ENTANGLEMENTS
G029 MANEUVER FIRE TEAM USING ARM AND HAND SIGNALS
G046 PERFORM LAND NAVIGATION PROCEDURES
G047 OPERATE NIGHT VISION EQUIPMENT
G048 INSTALL TACTICAL FIELD TELEPHONE SYSTEMS
G049 OPERATE TACTICAL FIELD TELEPHONE SYSTEMS
G050 PERFORM ENEMY PRISONER OF WAR (EPW) HANDLING PROCEDURES

H. BOILER MAINTENANCE

H001 PRE-START CHECK BOILER EQUIPMENT
H002 PERFORM BOILER OPERATIONAL TESTS
H003 PERFORM OPERATIONAL TESTS ON FIRED PRESSURE VESSELS
H004 PERFORM CHEMICAL TESTS AND TREATMENT OF BOILERWATER/FEEDWATER
H005 CLEAN BOILER WATERSIDE TUBES
H006 REPAIR BOILER FEED PUMPS
H007 REPLACE GAGE GLASS ON WATER COLUMN
H008 REMOVE AND REPLACE BOILER REFRACTORIES
H009 REPAIR BOILER REFRACTORIES
H010 PERFORM BOILER EQUIPMENT AND STEAM PLANT OPERATOR MAINTENANCE
H011 INSPECT AND REPAIR STEAM TRAPS
H012 INSTALL FUEL OIL STORAGE TANKS
H013 INSTALL FUEL LINES TO EQUIPMENT FROM TANKS
H014 PERFORM FUEL TANK SAMPLING AND GAUGING
H015 INSPECT AND REPAIR FUEL BURNERS

I. HEATING, VENTILATING, AIR CONDITIONING, AND REFRIGERATION (HVAC/R)

I001 INSTALL HEATING VENTILATION AND AIR CONDITIONING (HVAC) SYSTEM DUCT WORK
I002 PROCURE ENVIRONMENTAL PROTECTION AGENCY (EPA) REFRIGERANT CERTIFICATE
I003 INSPECT AND CLEAN HEATING UNITS
I004 CHANGE AND GAP HEATING SYSTEM ELECTRODES
I005 PERFORM AIR CONDITIONING AND REFRIGERATION (AC/R) SYSTEMS MAINTENANCE
I006 PERFORM AIR CONDITIONING AND REFRIGERATION (AC/R) EQUIPMENT OPERATOR'S MAINTENANCE
I007 INSTALL INSULATING MATERIAL ON AIR CONDITIONING SYSTEM PRESSURE VESSELS
I008 INSPECT FUEL AND AIR FILTERS
I009 REPLACE FUEL AND AIR FILTERS
I010 INSTALL HEATING SYSTEMS GAS LINES

J. PUMPS AND AIR COMPRESSORS

J001 TROUBLESHOOT PUMPS
J002 REPLACE PUMPS
J003 REPAIR PUMPS
J004 TEST PUMPS
J005 INSTALL COMPRESSED AIR SYSTEMS
J006 PERFORM COMPRESSED AIR SYSTEMS MAINTENANCE

K. PLUMBING

K001 INSTALL PRESSURE VALVES
K002 INSTALL SHUTOFF VALVES
K003 INSTALL PLUMBING FIXTURES
K004 INSTALL DOMESTIC WATER HEATERS
K005 INSTALL WATER DISTRIBUTION MAINS
K006 INSTALL HOT AND COLD WATER DISTRIBUTION SYSTEMS
K007 INSTALL WATER DISTRIBUTION SYSTEMS
K008 INSTALL SEWAGE DISTRIBUTION SYSTEMS
K009 INSTALL DRAINAGE SYSTEM ROUGH-IN PIPING
K010 REPAIR SHUTOFF VALVES
K011 PERFORM PIPING SYSTEMS REPAIRS
K012 CHECK PIPING SYSTEMS FOR LEAKS
K013 CHECK PIPING SYSTEMS FOR CORROSION
K014 PRESERVE PIPING SYSTEMS
K015 TEST PIPING SYSTEMS
K016 INSTALL PIPING SYSTEM INSULATING MATERIAL
K017 FABRICATE AND INSTALL COPPER CONNECTIONS (SWEDGING, FLAIRING, FARROW)
K018 SOLDER COPPER TUBING/PIPING AND FITTINGS
K019 SILVER SOLDER COPPER TUBING/PIPING AND FITTINGS
K020 MEASURE, CUT, THREAD AND JOIN STEEL PIPING
K021 MEASURE AND CUT CAST-IRON SOIL PIPE
K022 JOIN CAST-IRON SOIL PIPE WITH LEAD
K023 JOIN CAST-IRON SOIL PIPE WITH NO HUB COUPLINGS
K024 JOIN CAST-IRON WATER PIPE WITH FLANGED FITTINGS
K025 MEASURE AND CUT VITRIFIED CLAY PIPE
K026 JOIN VITRIFIED CLAY PIPE WITH “O” RINGS SEALS
K027 JOIN VITRIFIED CLAY PIPE WITH MORTAR
K028 MEASURE AND CUT CONCRETE PIPE
K029 JOIN CONCRETE PIPE WITH MORTAR
K030 JOIN CONCRETE PIPE WITH “O” RING SEALS
K031 MEASURE, CUT, AND JOIN POLYVINYL CHLORIDE (PVC)
K032 SELECT PIPE OR TUBING AND FITTINGS BY SIZE AND USAGE
K033 MAINTAIN GALLEY EQUIPMENT
K034 OPERATE METHYL-ACETYLENE PROPANE (MAPP) EQUIPMENT
K035 OPERATE OXYGEN ACETYLENE EQUIPMENT
K036 INSTALL FIRE HYDRANTS
K037 FLUSH FIRE MAIN SYSTEMS
K038 INSTALL GALLEY EQUIPMENT

L. ELECTRICAL CONTROLS

L001 INTERPRET ELECTRICAL EQUIPMENT SCHEMATICS
L002 TEST ELECTRICAL COMPONENTS
L003 ADJUST HEATING, VENTILATING, AIR CONDITIONING (HVAC) AND REFRIGERATION SYSTEMS TIMING RELAYS
L004 TROUBLESHOOT AIR CONDITIONING EQUIPMENT AUTOMATIC CONTROLS
L005 TEST HEATING SYSTEM ELECTRICAL COMPONENTS

M. WATER AND SEWAGE TREATMENT

M001 PERFORM WATER PLANT OPERATOR’S MAINTENANCE
M002 CLEAN WATER TREATMENT PLANT FILTRATION EQUIPMENT
M003 PREPARE CHEMICALS USED IN TESTING SEWAGE
M004 PERFORM WATER TREATMENT TESTS
M005 PERFORM SEWAGE TREATMENT TESTS

M006 PERFORM WATER STORAGE TANK REPAIRS
M007 PREPARE CHEMICALS USED IN TESTING WATER
M008 FLUSH SEWAGE SYSTEMS
M009 INSTALL SEWAGE LIFT STATIONS

UTILITIESMAN SECOND CLASS (UT2)

A. TECHNICAL ADMINISTRATION
A009 PREPARE SHOP DRAWINGS AND SKETCHES
A010 INTERPRET CONSTRUCTION DRAWINGS AND SPECIFICATIONS FOR UTILITIES INSTALLATIONS
A011 PREPARE RED LINE DRAWINGS
A012 PREPARE WORK REQUESTS AND JOB ORDERS

B. GENERAL ADMINISTRATION
B001 DIRECT BUILDING MATERIALS AND EQUIPMENT JOB SITE STORAGE

C. ENVIRONMENTAL PROTECTION
C005 UPDATE SAFETY DATA SHEET FILES
C006 ADJUST FUEL-AIR MIXTURE ON BURNERS
C007 ADJUST ELECTRODES ON BURNERS
C008 CONTAIN OIL AND FUEL SPILLS

D. CONSTRUCTION SUPPORT
D005 DIRECT AND COORDINATE ADVANCED BASE FUNCTIONAL COMPONENT (ABFC) ASSEMBLY INSTALLATION
D006 INSTALL ADVANCED BASE BOILERS AND HEAT EXCHANGERS
D007 REPAIR LAUNDRY EQUIPMENT
D008 CONSTRUCT VARIOUS TYPES OF FIELD SANITATION FACILITIES

G. CONSTRUCTION COMBAT READINESS
G024 EMPLOY CLAYMORE MINES
G025 POSITION PERIMETER GUARDS
G030 PREPARE ROUGH MAPS, FIELD SKETCHES AND OVERLAYS
G037 DIRECT INSTALLATION OF PROTECTIVE AND TACTICAL WIRE ENTANGLEMENTS

H. BOILER MAINTENANCE
H016 REPAIR BOILER FEED PUMPS
H017 INSPECT BOILER REFRACTORIES
H018 INSPECT WATER SIDE ACCESS PLATES FOR DAMAGE
H019 PERFORM BOILERS AND PRESSURE VESSELS REPAIRS
H020 TEST, ADJUST AND CALIBRATE GAUGES

I. HEATING, VENTILATING, AIR CONDITIONING, AND REFRIGERATION (HVAC/R)
I011 TEST AUTOMOTIVE AND CONSTRUCTION EQUIPMENT AIR CONDITIONING/REFRIGERATION (AC/R) SYSTEMS
I012 EVACUATE AUTOMOTIVE AND CONSTRUCTION EQUIPMENT AIR CONDITIONING/REFRIGERATION (AC/R) SYSTEMS

I013 CHARGE AUTOMOTIVE AND CONSTRUCTION EQUIPMENT AIR CONDITIONING/ REFRIGERATION (AC/R) SYSTEMS
I014 PERFORM HEATING SYSTEM MECHANICAL ADJUSTMENTS
I015 TROUBLESHOOT HEATING, VENTILATING, AIR CONDITIONING (HVAC) AND AIR CONDITIONING/REFRIGERATION (AC/R) SYSTEMS
I016 ADJUST AIR CONDITIONING/REFRIGERATION (AC/R) ELECTRICAL CONTROLS
I017 INSTALL FORCED AIR/HEATING SYSTEMS
I018 INSTALL AND MOUNT FURNACES
I019 INSTALL AIR CONDITIONING/REFRIGERATION (AC/R) PACKAGE UNITS

J. PUMPS AND AIR COMPRESSORS
J007 REPAIR PUMPS
J008 REPAIR DEEP WELL PUMPS
J009 REPAIR AIR COMPRESSORS

K. PLUMBING
K039 REPAIR PRESSURE VALVES
K040 REPLACE PRESSURE VALVES
K041 REPAIR GALLEY EQUIPMENT
K042 LAY OUT WATER DISTRIBUTION SYSTEMS
K043 PERFORM FIRE PROTECTION SYSTEM MAINTENANCE
K044 INSTALL FIRE PROTECTION SPRINKLER SYSTEMS
K045 REPAIR FIRE PROTECTION SPRINKLER SYSTEMS
K046 TEST, OPERATE AND FLUSH FIRE PROTECTION SPRINKLER SYSTEMS

L. ELECTRICAL CONTROLS
L006 REPAIR AIR CONDITIONING EQUIPMENT AUTOMATIC CONTROLS
L007 REPAIR HEATING, VENTILATING, AIR CONDITIONING (HVAC) SYSTEMS AND REFRIGERATION EQUIPMENT ELECTRICAL PROBLEMS

M. WATER AND SEWAGE TREATMENT
M010 TREAT POTABLE WATER
M011 PERFORM WATER TREATMENT AND TEST EQUIPMENT MAINTENANCE OPERATIONS
M012 PERFORM WATER TREATMENT EQUIPMENT MAINTENANCE OPERATIONS
M013 REPAIR WATER TREATMENT EQUIPMENT
M014 REPAIR WATER PURIFICATION EQUIPMENT
M015 PERFORM WATER PURIFICATION EQUIPMENT MAINTENANCE
M016 SET UP AND OPERATE WATER PURIFICATION EQUIPMENT
M017 INTERPRET WATER TREATMENT TEST RESULTS
M018 PERFORM SOIL LEACHING TESTS
M019 TEST SEWER SYSTEMS
M020 LAY OUT SEPTIC SYSTEMS
M021 INSTALL SEPTIC TANKS

UTILITIESMAN FIRST CLASS (UT1)

A. TECHNICAL ADMINISTRATION
A013 CONDUCT PERSONNEL READINESS CAPABILITY PROGRAM (PRCP) INTERVIEWS

B. GENERAL ADMINISTRATION

B002 DIRECT STEAM PLANT OPERATIONS
B003 DIRECT STEAM PLANT MAINTENANCE
B004 DIRECT AIR CONDITIONING AND REFRIGERATION (AC/R) PLANT OPERATIONS
B005 DIRECT WATER TREATMENT PLANT OPERATIONS
B006 DIRECT SEWAGE TREATMENT PLANT OPERATIONS
B007 DIRECT WATER DISTRIBUTION SYSTEMS OPERATIONS
B008 DIRECT WATER WELL OPERATIONS
B009 DIRECT COMPRESSED AIR SYSTEMS INSTALLATIONS
B010 DIRECT FIRE PROTECTION SYSTEMS INSTALLATIONS
B011 DIRECT SEPTIC TANKS AND LEACHING FIELDS INSTALLATIONS
B012 REVIEW PROJECT LEVEL EQUIPMENT REQUIREMENTS
B013 REVIEW PROJECT LEVEL MATERIAL REQUIREMENTS
B014 COORDINATE BATTALION PROJECT TURNOVER
B015 ADMINISTER NAVAL CONSTRUCTION FORCE TOOL KIT INVENTORY AND INSPECTION PROGRAM
B016 MONITOR STEAM TESTING CERTIFICATION COMPLIANCE

C. ENVIRONMENTAL PROTECTION

C009 MONITOR EMISSIONS PLANT TO COMPLY WITH ENVIRONMENTAL PROTECTION AGENCY (EPA) STANDARDS
C010 MONITOR ENVIRONMENTAL PROTECTION PROGRAMS FOR COMPLIANCE
C011 CONTROL ENVIRONMENTAL POLLUTION
C012 SELECT CESSPOOLS SITES

D. CONSTRUCTION SUPPORT

D009 PERFORM FACILITIES/MAINTENANCE INSPECTIONS
D010 PREPARE CONSTRUCTION NETWORK ANALYSIS

E. CONSTRUCTION OPERATIONS

E015 DIRECT AND COORDINATE INSTALLATION OF ADVANCED BASE FUNCTIONAL COMPONENTS (ABFC) FACILITIES

F. QUALITY ASSURANCE

F001 PERFORM CONSTRUCTION QUALITY CONTROL INSPECTIONS

G. CONSTRUCTION COMBAT READINESS

G031 PERFORM DUTIES OF RIFLE SQUAD LEADER
G032 PERFORM DUTIES OF RIFLE PLATOON GUIDE
G033 PERFORM DUTIES OF RIFLE PLATOON PETTY OFFICER
G034 PERFORM DUTIES OF MACHINE GUN SQUAD LEADER
G036 PERFORM DUTIES OF WEAPONS PLATOON PETTY OFFICER
G038 INSTRUCT PERIMETER GUARDS
G039 DIRECT INSTALLATION OF TRIP FLARES AND OTHER EARLY WARNING DEVICES
G051 DIRECT PLACING OF LIMITING STAKES

I. HEATING, VENTILATING, AIR CONDITIONING, AND REFRIGERATION (HVAC)

I020 ADJUST AIR CONDITIONING/REFRIGERATION (AC/R) EXPANSION VALVES

M. WATER AND SEWAGE TREATMENT
M022 DETERMINE FIELD SANITATION REQUIREMENTS

N. PLANNING, ESTIMATING AND SCHEDULING
N001 PREPARE EQUIPMENT/MATERIAL ESTIMATES FROM DRAWINGS AND SPECIFICATIONS
N002 PREPARE MANPOWER ESTIMATES FROM DRAWINGS AND SPECIFICATIONS

CHIEF UTILITIESMAN (UTC)

A. TECHNICAL ADMINISTRATION
A014 ADMINISTER PERSONNEL READINESS CAPABILITY PROGRAM (PRCP)
A015 ORGANIZE AND CONTROL DEPLOYMENT OF MATERIAL AND EQUIPMENT
A016 MAINTAIN LEVEL I AND LEVEL II PROJECT PROGRESS
A017 PROVIDE TECHNICAL ADVICE ON CONSTRUCTION AND MAINTENANCE TECHNIQUES
A018 PROVIDE TECHNICAL ASSISTANCE ON PLANS AND SPECIFICATIONS

B. GENERAL ADMINISTRATION
B017 RECOMMEND PERSONNEL AND WORK ASSIGNMENTS BASED ON PERSONNEL READINESS CAPABILITY PROGRAM (PRCP) DATA ANALYSIS
B018 DIRECT OPERATION AND MAINTENANCE OF UTILITIES
B019 COORDINATE EQUIPMENT ASSIGNMENTS
B020 REVIEW MATERIAL REQUIREMENTS AT COMPANY LEVEL
B021 CONDUCT ORGANIZATIONAL RESOURCE ANALYSIS
B022 MANAGE CONSTRUCTION TASKS ASSIGNED TO A COMPANY OR DETACHMENT
B023 COMPILE AND EVALUATE LABOR REPORTING DATA
B024 COMPILE AND EVALUATE MAINTENANCE DATA
B025 MANAGEMENT ENVIRONMENTAL PROTECTION PROGRAMS
B026 MANAGE ENERGY CONSERVATION PROGRAMS
B027 COORDINATE AND DIRECT TURNOVER OF COMPANY PROJECTS
B028 COORDINATE ASSIGNED PROJECTS BETWEEN COMMANDS AND CUSTOMERS
B029 COORDINATE BATTALION EQUIPMENT/MATERIAL TURNOVER

C. ENVIRONMENTAL PROTECTION
C013 MANAGE ENVIRONMENTAL PROTECTION PROGRAMS

D. CONSTRUCTION SUPPORT
D011 IMPLEMENT FACILITIES MAINTENANCE COST CONTROL PROGRAM
D012 COORDINATE AND SUPERVISE PREPARATION OF MATERIAL AND EQUIPMENT FOR EMBARKATION
D013 MANAGE CONSTRUCTION PROJECT USING NETWORK ANALYSIS
D014 ASSIST IN MANAGEMENT AND OPERATION OF MOBILE CONSTRUCTION BATTALIONS, CONSTRUCTION BATTALION UNITS OR A PUBLIC WORKS DEPARTMENT

E. CONSTRUCTION OPERATIONS
E016 DIRECT ADVANCED BASE FUNCTIONAL COMPONENT (ABFC) SET UPS

F. QUALITY ASSURANCE
F002 ADMINISTER CONSTRUCTION QUALITY CONTROL PROGRAMS

F003 ADMINISTER SHORE FACILITIES INSPECTION PROGRAMS

G. CONSTRUCTION COMBAT READINESS

G041 PERFORM DUTIES OF PLATOON COMMANDER
G044 ASSIST IN OPERATION OF COMMAND OPERATIONS CENTER (COC)

N. PLANNING, ESTIMATING AND SCHEDULING

N003 DRAFT PROJECT SCHEDULES
N004 ASSEMBLE PROJECT PROGRESS CHARTS (LEVEL I, II, AND III)
N005 UPDATE PROJECT PROGRESS CHARTS (LEVEL I, II, AND III)
N006 MONITOR PROJECT PROGRESS CHARTS (LEVEL I, II, AND III)
N007 EVALUATE PROJECT PROGRESS CHARTS (LEVEL I, II, AND III) CHANGES

SENIOR CHIEF UTILITIESMAN (UTCS)

G. CONSTRUCTION COMBAT READINESS

G042 ASSIST IN OPERATION OF COMPANY COMMAND POSTS
G043 ASSIST IN PREPARATION OF COMPANY DEFENSE PLANS

MASTER CHIEF UTILITIESMAN (UCCM)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

CHAPTER 79

YEOMAN
(YN)

NAVPERS 18068-79B

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

YEOMAN (YN)

SCOPE OF RATING

Yeomen (YN) perform clerical and administrative duties, including typing and filing; prepare and route correspondence and reports; maintain records, publications, and service records; counsel officer personnel on administrative matters; perform administrative support for shipboard legal proceedings and maintain shipboard legal files; conduct reporting/detaching, and required retention related interviews; and serve as office managers.

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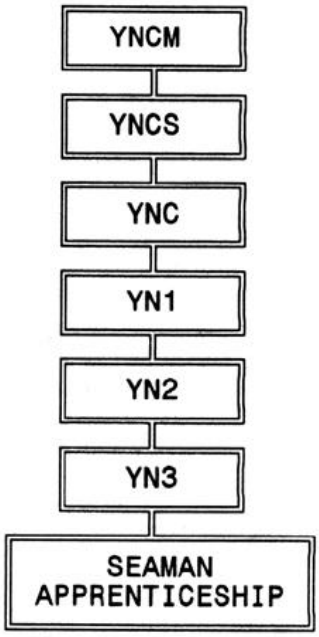
These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 79.

GENERAL INFORMATION
CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in BUPERSINST 1131.1.

SPECIAL PHYSICAL REQUIREMENTS

None.

CITIZENSHIP/SECURITY REQUIREMENTS

Must be eligible for access to classified information.

PERFORMANCE TESTS

Must pass performance tests for typing. Refer to Performance Tests in Appendix D of this Manual.

SAFETY

The observance of proper safety precautions in all areas is an integral part of each billet and the responsibility of every Navy man & woman; therefore, it is a universal requirement for all ratings.

YEOMAN (YN) FUNCTIONAL AREAS

A. CORRESPONDENCE

B. CUSTOMER SERVICE

C. FILES, PUBLICATIONS, AND DIRECTIVES

D. LEGAL

E. OFFICER SERVICE RECORDS

F. SECURITY

G. TECHNICAL ADMINISTRATION

H. TRAVEL

YEOMAN THIRD CLASS (YN3)

A. CORRESPONDENCE

A001 PREPARE CORRESPONDENCE (LETTERS, MEMORANDA, PLAN OF THE DAY, ETC.)
A002 REVIEW CORRESPONDENCE
A003 MAIL CORRESPONDENCE
A004 ROUTE INCOMING CORRESPONDENCE
A005 FILE CORRESPONDENCE
A006 UPDATE CORRESPONDENCE AND SUSPENSE FILES/TICKLERS
A007 PREPARE CORRESPONDENCE ACTION TICKLERS
A008 PREPARE MESSAGES
A009 PROCESS INCOMING MESSAGES
A011 MAINTAIN MESSAGE FILES
A012 PREPARE PERSONAL AWARD RECOMMENDATIONS (NAVPERS 1650/6)
A013 REVIEW PERSONAL AWARD RECOMMENDATIONS (NAVPERS 1650/6)
A014 PREPARE LETTERS OF APPRECIATION AND COMMENDATION
A015 REVIEW LETTERS OF APPRECIATION AND COMMENDATION

B. CUSTOMER SERVICE

B016 PROCESS SPECIAL REQUESTS AND AUTHORIZATIONS (NAVPERS 1336/3, NAVPERS 1306/7)
B017 PREPARE APPLICATIONS FOR ARMED FORCES IDENTIFICATION CARDS
B027 PREPARE DOCUMENTS SUPPORTING PAY, ALLOWANCES, AND BONUSES OR ENTER SOURCE DATA SYSTEM (SDS) EVENT
B028 VERIFY DOCUMENTS SUPPORTING PAY, ALLOWANCES, AND BONUSES
B041 BRIEF PERSONNEL ON LEAVE PROCEDURES

C. FILES, PUBLICATIONS, AND DIRECTIVES

C046 REVIEW INSTRUCTIONS AND NOTICES
C047 UPDATE INSTRUCTIONS AND NOTICES
C048 ROUTE INSTRUCTIONS AND NOTICES
C049 FILE INSTRUCTIONS AND NOTICES
C050 MAINTAIN DIRECTIVE CASE FILES
C051 COORDINATE REVIEW OF INSTRUCTIONS AND NOTICES
C052 MAINTAIN CROSS-REFERENCE FILES
C053 FILE PUBLICATIONS AND MANUALS
C054 UPDATE PUBLICATIONS AND MANUALS
C058 UPDATE STANDARD ORGANIZATION AND REGULATIONS MANUAL (SORM)

D. LEGAL

D062 PREPARE REPORT AND DISPOSITION OF OFFENSE(S) (NAVPERS 1626/7)
D064 RECORD CAPTAIN'S MASTS
D065 PREPARE UNAUTHORIZED ABSENCE (UA) (NAVPERS 1070/606)(PAGE 6)
D080 PREPARE RESPONSES TO LETTERS OF INDEBTEDNESS

E. OFFICER SERVICE RECORDS

E081 BUILD OFFICER/ENLISTED SERVICE RECORDS
E082 PREPARE OFFICER PHOTOGRAPH SUBMISSION SHEETS (NAVPERS 1070/10)
E086 PREPARE APPOINTMENT TO PRESENT GRADE FORMS (NAVPERS 1421/27)
E090 TYPE OFFICER DESIGNATION LETTERS (OFFICER OF THE DECK, HELICOPTER CONTROL OFFICER, ETC.)
E091 PREPARE DEPENDENCY APPLICATION/RECORD OF EMERGENCY DATA (NAVPERS 1070/602)(PAGE 2)

E096 FILE DOCUMENTS IN SERVICE RECORDS
E097 FILE SERVICE RECORDS
E098 VERIFY SERVICE RECORDS
E105 PREPARE ADMINISTRATIVE REMARKS (NAVPERS 1070/613)(PAGE 13)

F. SECURITY
F110 PREPARE CLASSIFIED MATERIAL FOR TRANSMISSION
F111 PREPARE CLASSIFIED MATERIAL FOR SHIPMENT
F113 ROUTE CLASSIFIED MATERIAL
F116 DESTROY CLASSIFIED MATERIAL

G. TECHNICAL ADMINISTRATION
G124 PROCESS LEAVE REQUEST FORMS
G128 RECORD INSPECTION RESULTS (PERSONNEL, ZONE, ADMIN, ETC.)
G129 MAINTAIN OFFICIAL MAIL LOG

H. TRAVEL
H130 PREPARE TEMPORARY ADDITIONAL DUTY (TEMADD) TRAVEL ORDERS (NAVPERS 1320/16)
H131 REVIEW TEMADD TRAVEL ORDERS (NAVPERS 1320/16)
H132 PROCESS TEMADD TRAVEL CLAIM LIQUIDATIONS
H142 COMPUTE LEAVE, TRAVEL, AND PROCEED TIMES

YEOMAN SECOND CLASS (YN2)

B. CUSTOMER SERVICE
B022 BRIEF PERSONNEL ON TRANSFER PROCEDURES
B024 BRIEF PERSONNEL ON REPORTING PROCEDURES
B026 BRIEF PERSONNEL ON PAY AND ALLOWANCES
B042 COUNSEL PERSONNEL ON OVERSEAS ASSIGNMENTS

C. FILES, PUBLICATIONS, AND DIRECTIVES
C045 DRAFT INSTRUCTIONS AND NOTICES
C055 ESTABLISH REPORTS AND FORMS CONTROL PROGRAM
C056 MANAGE REPORTS AND FORMS CONTROL FILES

D. LEGAL
D067 PREPARE COURT MEMORANDA (NAVPERS 1070/607R)(PAGE 7)
D069 UPDATE UNIT PUNISHMENT BOOK
D070 REVIEW UNIT PUNISHMENT BOOK
D075 PREPARE POWER OF ATTORNEY DOCUMENTS

E. OFFICER SERVICE RECORDS
E085 TYPE ACCEPTANCE AND OATH OF OFFICE FORMS (NAVPERS 1000/22 OR NAVPERS 1421/7)
E087 PREPARE FITNESS REPORT AND COUNSELING RECORD (FITREP)
E089 PREPARE CERTIFICATES OF RELEASE OR DISCHARGE FROM ACTIVE DUTY (DD FORM 214)
E092 COUNSEL PERSONNEL ON SERVICEMEN GROUP LIFE INSURANCE (SGLI) OPTIONS
E093 TYPE DISCHARGE OR RETIREMENT CERTIFICATES
E100 CLOSE OUT SERVICE RECORDS

F. SECURITY

F106 BRIEF PERSONNEL ON SECURITY PROCEDURES AND POLICIES
F107 PREPARE SECURITY TERMINATION STATEMENTS (OPNAV 5511/14)
F112 INVENTORY CLASSIFIED MATERIAL
F114 MANAGE CLASSIFIED MATERIAL STORAGE
F118 PREPARE CERTIFICATE OF PERSONNEL SECURITY INVESTIGATION, CLEARANCE, AND ACCESS FORMS (OPNAV 5520/20)

H. TRAVEL

H135 PREPARE AUTHORIZATION REQUESTS FOR "NO FEE" PASSPORTS OR VISAS (DD FORM 1056)
H137 PREPARE PASSENGER RESERVATION REQUESTS
H139 VERIFY COMPLETION OF TRAVEL CLAIMS
H140 VERIFY COMPLETION OF TEMPORARY LODGING EXPENSES (TLE) FORMS
H141 PREPARE DETACHING ENDORSEMENTS (NAVCOMPT 3067) OR ENTER SDS EVENT
H143 PREPARE REPORTING ENDORSEMENT (NAVCOMPT 3068) OR ENTER SDS EVENT
H144 VERIFY TRANSFER AND RECEIPT DOCUMENTS

YEOMAN FIRST CLASS (YN1)

A. CORRESPONDENCE

A010 RELEASE MESSAGES

B. CUSTOMER SERVICE

B018 VERIFY IDENTIFICATION CARD APPLICATIONS OR SDS EVENT
B023 CONDUCT PRE-SEPARATION COUNSELING
B025 BRIEF PERSONNEL ON BENEFITS AND ENTITLEMENTS
B029 COUNSEL PERSONNEL ON PROMOTION REQUIREMENTS
B030 COUNSEL PERSONNEL ON ADVANCEMENT REQUIREMENTS
B032 VERIFY ADVANCEMENT WORKSHEETS
B034 COUNSEL PERSONNEL ON EDUCATION AND TRAINING OPPORTUNITIES
B037 BRIEF PERSONNEL ON HUMANITARIAN REASSIGNMENT PROCEDURES
B038 COUNSEL PERSONNEL ON HARDSHIP DISCHARGE PROCEDURES
B039 BRIEF PERSONNEL ON MEDICAL AND DENTAL BENEFITS
B040 COUNSEL PERSONNEL ON VETERAN'S BENEFITS (LIFE INSURANCE, SURVIVOR BENEFIT PLAN (SBP), ETC.)
B043 ORGANIZE CEREMONIES (RETIREMENTS, AWARDS, ETC.)
B044 COUNSEL PERSONNEL ON RETIREMENT PROCEDURES

D. LEGAL

D059 DRAFT APPOINTING ORDERS
D060 PREPARE RECORDS OF FORMAL AND INFORMAL INVESTIGATIONS
D061 ASSEMBLE RECORDS OF FORMAL AND INFORMAL INVESTIGATIONS
D063 DRAFT SUSPECT'S RIGHTS ACKNOWLEDGMENT/STATEMENTS (NAVJAG 5810/10)
D068 TYPE LETTERS OF REPRIMAND OR ADMONISHMENT

D076 ORGANIZE ADMINISTRATIVE DISCHARGE BOARDS
D077 DRAFT ADMINISTRATIVE DISCHARGE DOCUMENTS

E. OFFICER SERVICE RECORDS
E088 ADMINISTER COMMAND FITREP PROGRAM
E095 PROCESS REQUESTS FOR RETIREMENT OR RESIGNATION
E101 UPDATE OFFICER DISTRIBUTION CONTROL REPORTS (ODCR)
E102 DRAFT ODCR LETTER CORRECTION REQUESTS

F. SECURITY
F119 PREPARE REQUEST FOR PERSONNEL SECURITY INVESTIGATION FORMS (DD FORM 1879)

G. TECHNICAL ADMINISTRATION
G125 PREPARE PERSONNEL CASUALTY REPORTS
G126 PREPARE CORRESPONDENCE TO PRIMARY NEXT OF KIN OR SECONDARY NEXT OF KIN (PNOK/SNOK)

CHIEF YEOMAN (YNC)

B. CUSTOMER SERVICE
B036 COUNSEL PERSONNEL ON APPLYING TO OFFICER PROGRAMS

C. FILES, PUBLICATIONS, AND DIRECTIVES
C057 REVIEW COMMAND STANDARD ORGANIZATION AND REGULATIONS MANUAL (SORM)

G. TECHNICAL ADMINISTRATION
G127 UPDATE APPOINTMENT SCHEDULES

SENIOR CHIEF YEOMAN (YNCS)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

MASTER CHIEF YEOMAN (YNCM)

RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS