Skill Hierarchy

A. Occupation: YN (NEW)

1. Job: YN
   a. Duty: CORRESPONDENCE
      
      COI: Module: Correspondence, Incomplete
      
      (1) Task: DISSEMINATE INCOMING CORRESPONDENCE
      Verb: DISSEMINATE
      Task Level: Organizational
      Status of Training: Not Being Trained
      Type of Training: OJT
      Condition: Using proper procedures
      Standard: IAW applicable documentation
      Source: SECNAV M-5216.5, Department of the Navy Correspondence Manual
      Safety Hazard Severity: Minor
      Criticality of Performance: Marginal
      Task Delay Tolerance: Low delay tolerance
      Frequency of Performance: Twice per week or more
      Probability of Inadequate Performance: About as often as other tasks
      Difficulty of Performance: Task may be learned in 1 to 2 weeks
      Task Learning Difficulty: Task may be learned in 1 to 2 weeks
      Percent Performing: 50 to 74% of the personnel perform this task
      Percent of Time Spent on Performance: Less time spent on this task than most other tasks
      Immediacy of Performance: Task performed during first 3 months after assignment
      Traditional Instructor-led Training: OJT
      KSATRs:
      1) Knowledge: (GENERAL) KNOWLEDGE OF CORRESPONDENCE MANUAL
      2) Knowledge: (GENERAL) KNOWLEDGE OF TYPES OF CORRESPONDENCE
      3) Knowledge: (GENERAL) NAVAL CORRESPONDENCE
      4) Knowledge: (GENERAL) TYPES OF CORRESPONDENCE
      5) Knowledge: SECNAVINST 5216.5D, DEPARTMENT OF THE NAVY CORRESPONDENCE MANUAL
      (2) Task: DISSEMINATE OUTGOING CORRESPONDENCE
      Verb: DISSEMINATE
      Task Level: Organizational
Skill Hierarchy

Status of Training: Not Being Trained
Type of Training: OJT
Condition: Using proper procedures
Standard: IAW applicable documentation
Source: SECNAV M-5216.5
Safety Hazard Severity: Minor
Criticality of Performance: Marginal
Task Delay Tolerance: Low delay tolerance
Frequency of Performance: Twice per week or more
Probability of Inadequate Performance: More often than other tasks
Difficulty of Performance: Task requires 1 to 3 days to learn
Task Learning Difficulty: Task may be learned in 1 to 2 weeks
Percent Performing: 50 to 74% of the personnel perform this task
Percent of Time Spent on Performance: More time spent on this task than most others
Immediacy of Performance: Task performed during first 3 months after assignment

Traditional Instructor-led Training: OJT

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

(a) Subtask: DISSEMINATE LETTERS
   Verb: DISSEMINATE

(b) Subtask: DISSEMINATE MEMORANDUMS
   Verb: DISSEMINATE

(3) Task: DRAFT NAVAL MESSAGES
   Verb: DRAFT

Task Level: Organizational
Status of Training: Currently Being Trained
Type of Training: PQS
Condition: AS DIRECTED
Skill Hierarchy

Standard: IAW
Source: NTP 3
Safety Hazard Severity: Minor
Criticality of Performance: Marginal
Task Delay Tolerance: Low delay tolerance
Frequency of Performance: At least monthly, but less than twice per week
Probability of Inadequate Performance: Less often than other tasks
Difficulty of Performance: Task may be learned in 1 to 2 weeks
Task Learning Difficulty: Task may be learned in 1 to 2 weeks
Percent Performing: 25 to 49% of the personnel perform this task
Percent of Time Spent on Performance: Less time spent on this task than most other tasks
Immediacy of Performance: Task performed during first 3 months after assignment
No training required: OJT

KSATRs:
1) Knowledge: DRAFT MESSAGES
2) Knowledge: (GENERAL) KNOWLEDGE OF NTP
3) Knowledge: (INTERFACE) MICROSOFT OFFICE
4) Tool: COMPUTER AND PRINTER
5) Resource: NTP-6
(a) Subtask: INFORM COMMAND OF WHAT TYPE OF MESSAGE
   Verb: INFORM
   Task Level: Organizational
(4) Task: FILE ADMINISTRATIVE MATERIAL
   Verb: FILE
   Task Level: Organizational
   Status of Training: Currently Being Trained
   Type of Training: Formal
   Condition: Using proper procedures
   Standard: IAW applicable documentation
   Source: SECNAV M-5210.2
   Safety Hazard Severity: Minor
   Criticality of Performance: Marginal
   Task Delay Tolerance: High delay tolerance
Frequency of Performance: Twice per week or more
Probability of Inadequate Performance: More often than other tasks
Difficulty of Performance: Task requires 1 to 3 days to learn
Task Learning Difficulty: Task requires 1 to 3 days to learn
Percent Performing: 50 to 74% of the personnel perform this task
Percent of Time Spent on Performance: More time spent on this task than most others
Immediacy of Performance: Task performed during first 3 months after assignment

COI: Section: Filing correspondence, Incomplete
COI: Section: Records retention and disposal standards, Incomplete
COI: Section: Filing copies of cross-referenced files, Incomplete
COI: Section: Locating cross-referenced files, Incomplete
COI: Section: Using a cross reference, Incomplete
COI: Section: Closing files, Incomplete
COI: Section: Administrative Material, Incomplete
COI: Section: Retention and Disposal, Incomplete
COI: Section: Filing Lab, Incomplete

Traditional Instructor-led Training: CBT

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

**Verb:** DISSEMINATE

**COI:** **Section:** Disseminating correspondence, Incomplete

**COI:** **Section:** Marking Incoming Correspondence, Incomplete

**COI:** **Section:** Controls for Incoming Correspondence, Incomplete

**COI:** **Section:** Tracking Incoming Correspondence, Incomplete

**COI:** **Section:** Disseminating Incoming Correspondence Lab, Incomplete

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

**Verb:** DISSEMINATE

**COI:** **Section:** Disseminate Outgoing Correspondence, Incomplete

**COI:** **Section:** Due Dates for Outgoing Correspondence, Incomplete

**COI:** **Section:** Tracing Outgoing Correspondence, Incomplete

**COI:** **Section:** Disseminating Outgoing Correspondence Lab, Incomplete

**KSATRs:**

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

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

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

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

e) **Tool:** PRINTER

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

**Verb:** MAINTAIN

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** OJT

**Condition:** Using proper procedures

**Standard:** IAW applicable documentation

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

**Safety Hazard Severity:** Minor

**Criticality of Performance:** Minor

**Task Delay Tolerance:** Low delay tolerance

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

**Probability of Inadequate Performance:** About as often as other tasks
Skill Hierarchy

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

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

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

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

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

**On-the-job Training:** OJT

**KSATRs:**
1) **Knowledge:** (INTERFACE) MICROSOFT PROGRAMS
2) **Tool:** FILING CABINETS
3) **Tool:** COMPUTER AND PRINTER
4) **Skill:** (OPERATION/SKILL) FILE MANAGEMENT

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

**Verb:** MAINTAIN

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Condition:** Using proper procedures

**Standard:** IAW applicable documentation

**Source:** SECNAV M-5210.2

**Safety Hazard Severity:** Minor

**Criticality of Performance:** Minor

**Task Delay Tolerance:** Low delay tolerance

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

**Probability of Inadequate Performance:** Less often than other tasks

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

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

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

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

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

**COI: Section:** Filing command directive case files, Incomplete

**COI: Section:** Maintaining Command Directives, Incomplete

**COI: Section:** Maintaining Command Directives Lab, Incomplete
Traditional Instructor-led Training: CBT

KSATRs:

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

(a) **Subtask**: VERIFY COMMAND DIRECTIVES

**Verb**: VERIFY

**COI**: **Section**: Verifying command directives, Incomplete

**COI**: **Section**: Verifying Command Directives, Incomplete

**COI**: **Section**: Verifying Command Directives Lab, Incomplete

(b) **Subtask**: VERIFY COMMAND STANDARD SUBJECT IDENTIFICATION CODE (SSIC) FILES

**Verb**: VERIFY
Skill Hierarchy

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

**COI: Section:** SSIC Guidelines, Incomplete

**COI: Section:** SSIC Major Subject Groups, Incomplete

**COI: Section:** SSIC Sub-divisions, Incomplete

**COI: Section:** SSIC Changes, Incomplete

**COI: Section:** SSIC Filing Lab, Incomplete

(7) **Task:** MAINTAIN REPORTS CONTROL SYSTEMS

**Verb:** MAINTAIN

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** PQS

**Condition:** Using proper procedures

**Standard:** IAW applicable documentation

**Source:** SECNAV M-5213.1

**Safety Hazard Severity:** Minor

**Criticality of Performance:** Marginal

**Task Delay Tolerance:** Low delay tolerance

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

**Probability of Inadequate Performance:** Less often than other tasks

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

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

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

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

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

**On-the-job Training:** OJT

**KSATRs:**

1) **Knowledge:** (GENERAL) KNOWLEDGE OF SECNAV M-5216.5

2) **Knowledge:** SECNAVINST 5210.2, STANDARD SUBJECT IDENTIFICATION CODE (SSIC) MANUAL

3) **Knowledge:** SECNAVINST 5216.5D, DEPARTMENT OF THE NAVY CORRESPONDENCE MANUAL

4) **Skill:** (OPERATION/SKILL) FILE MANAGEMENT
5) **Tool:** FILING CABINETS  
6) **Resource:** SECNAV M-5216.5, DEPARTMENT OF THE NAVY CORRESPONDENCE MANUAL  
   
(a) **Subtask:** VERIFY COMMAND REPORTS ANNUALLY  
   **Verb:** VERIFY  

(8) **Task:** MANAGE FORMS CONTROL PROGRAMS  
   **Verb:** MANAGE  
   **Task Level:** Organizational  
   **Status of Training:** Currently Being Trained  
   **Type of Training:** PQS  
   **Condition:** Using proper procedures  
   **Standard:** IAW applicable documentation  
   **Source:** SECNAV M-5213.1  
   **Safety Hazard Severity:** Minor  
   **Criticality of Performance:** Marginal  
   **Task Delay Tolerance:** Low delay tolerance  
   **Frequency of Performance:** At least monthly, but less than twice per week  
   **Probability of Inadequate Performance:** Less often than other tasks  
   **Difficulty of Performance:** Task may be learned in 1 to 2 weeks  
   **Task Learning Difficulty:** Task may be learned in 1 to 2 weeks  
   **Percent Performing:** 25 to 49% of the personnel perform this task  
   **Percent of Time Spent on Performance:** Less time spent on this task than most other tasks  
   **Immediacy of Performance:** Task first performed within 1 to 2 years after assignment  
   **On-the-job Training:** OJT  

**KSATRs:**  
1) **Knowledge:** FORMS  
2) **Knowledge:** (GENERAL) KNOWLEDGE OF CORRESPONDENCE MANUAL  
3) **Knowledge:** (GENERAL) TYPES OF CORRESPONDENCE  
4) **Knowledge:** (GENERAL) KNOWLEDGE OF AVAILABLE PROGRAMS AND COMPUTER SYSTEMS  
5) **Knowledge:** (INTERFACE) PROGRAMS AND CUSTOMER SERVICE  
6) **Tool:** COMPUTER  
   
(a) **Subtask:** VERIFY COMMAND FORMS ANNUALLY
Skill Hierarchy

Verb: VERIFY

(9) Task: PREPARE COMMAND MUSTER REPORTS

Verb: PREPARE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: OJT

Condition: AS DIRECTED

Standard: IAW applicable documentation

Source: OPNAVINST 3120.32

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: High delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: More often than other tasks

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

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

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

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

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

   On-the-job Training: OJT

KSATRs:

1) Knowledge: (GENERAL) MAKE REPORTS

2) Knowledge: DRAFT REPORTS

3) Ability: THE ABILITY TO READ, COMPREHEND, AND FOLLOW WRITTEN OPERATING INSTRUCTIONS

4) Skill: (OPERATION/SKILL) BASIC MATH

5) Tool: COMPUTER AND PRINTER

6) Resource: OPNAVINST 3120.32 (SERIES) STANDARD ORGANIZATION REGULATIONS OF THE U.S. NAVY

7) Resource: LOCAL OPERATING PROCEDURE (LOP)

(10) Task: PREPARE CORRESPONDENCE

Verb: PREPARE

Task Level: Organizational
Skill Hierarchy

Status of Training: Currently Being Trained
Type of Training: Formal
Condition: Using proper procedures
Standard: IAW applicable documentation
Source: SECNAV M-5216.5
Safety Hazard Severity: Minor
Criticality of Performance: Marginal
Task Delay Tolerance: High delay tolerance
Frequency of Performance: Twice per week or more
Probability of Inadequate Performance: More often than other tasks
Difficulty of Performance: Task requires 1 to 3 days to learn
Task Learning Difficulty: Task requires 1 to 3 days to learn
Percent Performing: 75 to 100% of the personnel perform this task
Percent of Time Spent on Performance: More time spent on this task than most others
Immediacy of Performance: Task first performed within 6 months after assignment

COI: Section: Identifying correspondence, Incomplete
COI: Section: Letterhead stationery, Incomplete
COI: Section: Formatting correspondence, Incomplete
COI: Section: Proofreading correspondence, Incomplete
COI: Section: Retention and disposal, Incomplete
COI: Section: Correspondence Procedures, Incomplete
COI: Section: Correspondence Examples, Incomplete
COI: Section: Correspondence Techniques, Incomplete
COI: Section: Proofreading, Incomplete
COI: Section: Common Errors, Incomplete
COI: Section: Proper Formatting, Incomplete
COI: Section: Microsoft Office Tips, Incomplete
COI: Section: Letterhead Stationery, Incomplete
COI: Section: Correspondence Lab, Incomplete
COI: Section: Correspondence Procedures, Incomplete
COI: Section: Formatting, Incomplete

Traditional Instructor-led Training: CBT
KSATRs:
Skill Hierarchy

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

(11) Task: PROCESS AWARDS

Verb: PROCESS

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: OJT

Condition: Using proper procedures

Standard: IAW applicable documentation

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

Safety Hazard Severity: Minor

Criticality of Performance: Minor

Task Delay Tolerance: High delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: About as often as other tasks

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

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

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

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

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

**On-the-job Training**: OJT

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

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

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

(12) **Task**: PROCESS MAIL
   - **Verb**: PROCESS

**Task Level**: Organizational

**Status of Training**: Not Being Trained

**Type of Training**: OJT

**Condition**: AS DIRECTED

**Standard**: IAW applicable documentation

**Source**: OPNAVINST 5218.7

**Safety Hazard Severity**: Minor

**Criticality of Performance**: Marginal

**Task Delay Tolerance**: Low delay tolerance

**Frequency of Performance**: Twice per week or more

**Probability of Inadequate Performance**: About as often as other tasks

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

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

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

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

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

**On-the-job Training**: CBT
KSATRs:
1) Knowledge: (GENERAL) KNOWLEDGE OF OFFICIAL MAIL MANAGEMENT (OMM), GRAMMAR, PUNCTUATION, PROOFREADING, AND KNOWLEDGE OF TYPES OF CORRESPONDENCE
2) Knowledge: PROCESSING
3) Knowledge: (GENERAL) KNOWLEDGE OF PROOF READING
4) Knowledge: (GENERAL) PROOF READING
5) Resource: OPNAVINST 5218.7 (SERIES) - NAVY OFFICIAL MAIL MANAGEMENT PROGRAM
   (a) Subtask: PROCESS CLASSIFIED/REGISTERED MAIL
       Verb: PROCESS
   (b) Subtask: PROCESS UNCLASSIFIED MAIL
       Verb: PROCESS
(13) Task: PROCESS MESSAGE TRAFFIC
       Verb: PROCESS
       Task Level: Organizational
       Status of Training: Currently Being Trained
       Type of Training: Formal
       Condition: AS DIRECTED
       Standard: IAW applicable documentation
       Source: NTP 3
       Safety Hazard Severity: Minor
       Criticality of Performance: Critical
       Task Delay Tolerance: Low delay tolerance
       Frequency of Performance: At least monthly, but less than twice per week
       Probability of Inadequate Performance: Less often than other tasks
       Difficulty of Performance: Task may be learned in 1 to 2 weeks
       Task Learning Difficulty: Task may be learned in 1 to 2 weeks
       Percent Performing: 25 to 49% of the personnel perform this task
       Percent of Time Spent on Performance: More time spent on this task than most others
       Immediacy of Performance: Task performed during first 3 months after assignment
       COI: Section: Defense Message System (DMS), Incomplete
       COI: Section: Message Traffic Procedures, Incomplete
Skill Hierarchy

COI: Section: Message Traffic Representative, Incomplete
COI: Section: Message Types, Incomplete
COI: Section: Message Addressing, Incomplete
COI: Section: Message Sequencing, Incomplete
COI: Section: Message Traffic Lab, Incomplete

Traditional Instructor-led Training: OJT

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

b. Duty: CUSTOMER SERVICE

COI: Module: Customer Service, Incomplete

(1) Task: COUNSEL PERSONNEL ON NAVY DIRECTIVES

Verb: COUNSEL
Task Level: Organizational
Status of Training: Not Being Trained
Type of Training: OJT
Condition: Using proper procedures
Skill Hierarchy

Standard: IAW applicable documentation
Source: OPNAVINST 5215.17
Safety Hazard Severity: Minor
Criticality of Performance: Minor
Task Delay Tolerance: Low delay tolerance
Frequency of Performance: At least monthly, but less than twice per week
Probability of Inadequate Performance: Less often than other tasks
Difficulty of Performance: Task may be learned in 1 to 2 weeks
Task Learning Difficulty: Task may be learned in 1 to 2 weeks
Percent Performing: 25 to 49% of the personnel perform this task
Percent of Time Spent on Performance: Less time spent on this task than most other tasks
Immediacy of Performance: Task performed during first 3 months after assignment
On-the-job Training: CBT

KSATRs:
1) Ability: CLEAR VERBAL COMMUNICATIONS
2) Ability: COMMUNICATE TO HIGHER LEVEL OFFICER
3) Ability: COMMUNICATING WITH PEERS
4) Ability: COMMUNICATING WITH PEERS/SUBORDINATES
5) Ability: COMMUNICATING WITH PERSONS OUTSIDE ORGANIZATION
6) Knowledge: (OPERATION/SKILL) BASIC COMPUTER SKILLS
7) Knowledge: (INTERFACE) CUSTOMER SERVICE
8) Knowledge: (GENERAL) KNOWLEDGE OF PROOF READING
(a) Subtask: VERIFY ANNUAL REVIEWS
   Verb: VERIFY
(2) Task: COUNSEL PERSONNEL ON NAVY STANDARD INTEGRATED PERSONNEL SYSTEM (NSIPS)
   Verb: COUNSEL
   Task Level: Organizational
   Status of Training: Not Being Trained
   Type of Training: OJT
   Condition: AS DIRECTED
   Standard: IAW applicable documentation
   Source: with local command practices
Skill Hierarchy

Safety Hazard Severity: Minor
Criticality of Performance: Critical
Task Delay Tolerance: High delay tolerance
Frequency of Performance: Twice per week or more
Probability of Inadequate Performance: About as often as other tasks
Difficulty of Performance: Task requires 1 to 3 days to learn
Task Learning Difficulty: Task requires 1 to 3 days to learn
Percent Performing: 75 to 100% of the personnel perform this task
Percent of Time Spent on Performance: Same amount of time spent on this task as most others
Immediacy of Performance: Task performed during first 3 months after assignment

On-the-job Training: OJT

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

(3) Task: COUNSEL PERSONNEL ON PAY, ALLOWANCES, AND ENTITLEMENTS
Verb: COUNSEL
Task Level: Organizational
Status of Training: Currently Being Trained
Type of Training: Formal
Condition: AS DIRECTED
Standard: IAW applicable documentation
Source: DODFMR
Safety Hazard Severity: Minor
Criticality of Performance: Critical
Task Delay Tolerance: High delay tolerance
Frequency of Performance: Twice per week or more
Probability of Inadequate Performance: About as often as other tasks
Skill Hierarchy

Difficulty of Performance: Task may be learned in 1 to 2 weeks
Task Learning Difficulty: Task may be learned in 1 to 2 weeks
Percent Performing: 25 to 49% of the personnel perform this task
Percent of Time Spent on Performance: More time spent on this task than most others
Immediacy of Performance: Task performed during first 3 months after assignment

COI: Section: Military pay policy, allowances, and entitlements, Incomplete
COI: Section: Documentation for personnel pay, allowances, and entitlements, Incomplete
COI: Section: Determining personnel pay, allowances, and entitlements, Incomplete
COI: Section: Explaining pay, allowances, and entitlements to personnel, Incomplete
COI: Section: Customer Service Standards, Incomplete
COI: Section: Customer Service Techniques, Incomplete
COI: Section: Customer Service in Counseling Personnel, Incomplete
COI: Section: Customer Service Techniques Lab, Incomplete
COI: Section: Customer Service in Counseling Personnel Lab, Incomplete

Traditional Instructor-led Training: OJT

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

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

**Verb:** GUIDE

**Task Level:** Organizational

**Status of Training:** Not Being Trained

**Type of Training:** OJT

**Condition:** Using proper procedures

**Standard:** IAW applicable documentation

**Source:** SECNAV M-5213.1

**Safety Hazard Severity:** Minor

**Criticality of Performance:** Minor

**Task Delay Tolerance:** High delay tolerance

**Frequency of Performance:** Twice per week or more

**Probability of Inadequate Performance:** About as often as other tasks

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

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

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

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

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

**On-the-job Training:** OJT

**KSATRs:**

1) **Knowledge:** (OPERATION/SKILL) BASIC COMPUTER SKILLS
2) **Knowledge:** (INTERFACE) CUSTOMER SERVICE
3) **Knowledge:** (INTERFACE) MICROSOFT OFFICE
4) **Knowledge:** FORMS
5) **Knowledge:** (GENERAL) KNOWLEDGE OF PROOF READING
6) **Tool:** COMPUTER AND PRINTER

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

**Verb:** GUIDE

**Task Level:** Organizational

**Status of Training:** Not Being Trained

**Type of Training:** OJT
Skill Hierarchy

**Condition:** Using proper procedures

**Standard:** IAW applicable documentation

**Source:** OPNAVINST 5218.7

**Safety Hazard Severity:** Minor

**Criticality of Performance:** Marginal

**Task Delay Tolerance:** Low delay tolerance

**Frequency of Performance:** Twice per week or more

**Probability of Inadequate Performance:** Less often than other tasks

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

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

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

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

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

**On-the-job Training:** OJT

**KSATRs:**

1) **Knowledge:** (GENERAL) KNOWLEDGE OF OFFICIAL MAIL MANAGEMENT (OMM), GRAMMAR, PUNCTUATION, PROOFREADING, AND KNOWLEDGE OF TYPES OF CORRESPONDENCE

2) **Ability:** COMMUNICATING WITH PEERS/SUBORDINATES

3) **Ability:** COMMUNICATING WITH PERSONS OUTSIDE ORGANIZATION

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

5) **Resource:** OPNAVINST 5218.7 (SERIES) - NAVY OFFICIAL MAIL MANAGEMENT PROGRAM

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

Verb: VERIFY

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

Verb: GUIDE

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** OJT

**Condition:** Using proper procedures

**Standard:** IAW applicable documentation

**Source:** SECNAV M-5216.5
Safety Hazard Severity: Minor
Criticality of Performance: Marginal
Task Delay Tolerance: High delay tolerance
Frequency of Performance: Twice per week or more
Probability of Inadequate Performance: More often than other tasks
Difficulty of Performance: Task may be learned in 1 to 2 weeks
Task Learning Difficulty: Task may be learned in 1 to 2 weeks
Percent Performing: 50 to 74% of the personnel perform this task
Percent of Time Spent on Performance: More time spent on this task than most others
Immediacy of Performance: Task first performed within 1 to 2 years after assignment
On-the-job Training: CBT

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

(7) Task: MAINTAIN COMMAND SCHEDULES
Verb: MAINTAIN
Task Level: Organizational
Status of Training: Not Being Trained
Type of Training: OJT
Condition: AS DIRECTED
Standard: IAW applicable documentation
Source: Microsoft Program
Safety Hazard Severity: Minor
Criticality of Performance: Critical
Task Delay Tolerance: High delay tolerance
Skill Hierarchy

**Frequency of Performance:** Twice per week or more

**Probability of Inadequate Performance:** Less often than other tasks

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

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

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

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

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

**Traditional Instructor-led Training:** OJT

**KSATRs:**

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

c. **Duty:** LEGAL ADMINISTRATION

**COI:** Module: Legal Administration, Incomplete

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

**Verb:** MAINTAIN

**Task Level:** Organizational

**Status of Training:** Not Being Trained

**Type of Training:** OJT

**Condition:** Using proper procedures

**Standard:** IAW applicable documentation

**Source:** Manual for Court Martial 2008

**Safety Hazard Severity:** Minor

**Criticality of Performance:** Critical

**Task Delay Tolerance:** High delay tolerance

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

**Probability of Inadequate Performance:** Less often than other tasks

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

**Task Learning Difficulty:** Task may be learned in 1 to 2 weeks
Percent Performing: 25 to 49% of the personnel perform this task

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

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

On-the-job Training: OJT

KSATRs:

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

(2) Task: PERFORM LEGAL BRIEFS

Verb: PERFORM

Task Level: Organizational

Status of Training: Not Being Trained

Type of Training: OJT

Condition: AS DIRECTED

Standard: IAW applicable documentation

Source: JAGINST 5800.7
Safety Hazard Severity: Minor
Criticality of Performance: Critical
Task Delay Tolerance: High delay tolerance
Frequency of Performance: At least monthly, but less than twice per week
Probability of Inadequate Performance: Less often than other tasks
Difficulty of Performance: Task may be learned in 1 to 2 weeks
Task Learning Difficulty: Task may be learned in 1 to 2 weeks
Percent Performing: 0 to 24% of the personnel perform this task
Percent of Time Spent on Performance: Less time spent on this task than most other tasks
Immediacy of Performance: Task first performed within 2 to 4 years after assignment

Traditional Instructor-led Training: OJT

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

(3) **Task**: PERFORM LEGAL DE-BRIEFS
Skill Hierarchy

Verb: PERFORM
Task Level: Organizational
Status of Training: Not Being Trained
Type of Training: OJT
Condition: AS DIRECTED
Standard: IAW applicable documentation
Source: JAGINST 5800.7
Safety Hazard Severity: Minor
Criticality of Performance: Critical
Task Delay Tolerance: High delay tolerance
Frequency of Performance: At least monthly, but less than twice per week
Probability of Inadequate Performance: Less often than other tasks
Difficulty of Performance: Task may be learned in 1 to 2 weeks
Task Learning Difficulty: Task may be learned in 1 to 2 weeks
Percent Performing: 0 to 24% of the personnel perform this task
Percent of Time Spent on Performance: Less time spent on this task than most other tasks
Immediacy of Performance: Task first performed within 2 to 4 years after assignment

Traditional Instructor-led Training: OJT

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

(4) **Task**: PREPARE REPORT AND DISPOSITION OF OFFENSE FORMS (NAVPERS 1626/7)
   **Verb**: PREPARE

   **Task Level**: Organizational
   **Status of Training**: Currently Being Trained
   **Type of Training**: Formal
   **Condition**: Using proper procedures
   **Standard**: IAW applicable documentation
   **Source**: Manual for Court Martial 2008
   **Safety Hazard Severity**: Minor
   **Criticality of Performance**: Critical
   **Task Delay Tolerance**: High delay tolerance
   **Frequency of Performance**: At least monthly, but less than twice per week
   **Probability of Inadequate Performance**: Less often than other tasks
   **Difficulty of Performance**: Task may be learned in 1 to 2 weeks
   **Task Learning Difficulty**: Task may be learned in 1 to 2 weeks
   **Percent Performing**: 25 to 49% of the personnel perform this task
   **Percent of Time Spent on Performance**: Less time spent on this task than most other tasks
   **Immediacy of Performance**: Task first performed within 1 to 2 years after assignment
      **COI: Section**: Report and Disposition of Offense Forms, Incomplete
      **COI: Section**: Report and Disposition of Offense Forms Lab, Incomplete
   **Traditional Instructor-led Training**: OJT

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

(5) **Task:** PROCESS ADMINISTRATIVE SEPARATION BOARDS  
**Verb:** PROCESS  
**Task Level:** Organizational  
**Status of Training:** Not Being Trained  
**Type of Training:** OJT  
**Condition:** Using proper procedures  
**Standard:** IAW applicable documentation  
**Source:** JAGINST 5800.7  
**Safety Hazard Severity:** Minor  
**Criticality of Performance:** Critical  
**Task Delay Tolerance:** High delay tolerance  
**Frequency of Performance:** At least once every 6 months  
**Probability of Inadequate Performance:** Less often than other tasks  
**Difficulty of Performance:** Task may require up to 1 month or more to learn  
**Task Learning Difficulty:** Task may require up to 1 month or more to learn  
**Percent Performing:** 0 to 24% of the personnel perform this task  
**Percent of Time Spent on Performance:** Less time spent on this task than most other tasks  
**Immediacy of Performance:** Task first performed within 2 to 4 years after assignment  
**Traditional Instructor-led Training:** OJT  
**KSATRs:**  
1) **Knowledge:** (GENERAL) GRAMMER
2) **Knowledge**: (GENERAL) KNOWLEDGE OF PROOF READING
3) **Knowledge**: (GENERAL) PROOF READING
4) **Knowledge**: (GENERAL) KNOWLEDGE OF PUNCTUATION
5) **Knowledge**: (GENERAL) PUNCTUATION
6) **Knowledge**: (GENERAL) KNOWLEDGE OF TYPES OF CORRESPONDENCE
7) **Knowledge**: (GENERAL) KNOWLEDGE OF MANUAL FOR COURTS-MARTIAL
8) **Knowledge**: (GENERAL) KNOWLEDGE OF JAGINST 5800.7
9) **Knowledge**: (INTERFACE) CUSTOMER SERVICE
10) **Knowledge**: (OPERATION/SKILL) BASIC COMPUTER SKILLS
11) **Tool**: COMPUTER AND PRINTER
12) **Resource**: JAGINST 5800.7 (SERIES) - MANUAL OF THE JUDGE ADVOCATE GENERAL
13) **Resource**: MANUAL FOR COURTS-MARTIAL (MCM), UNITED STATES, 2012 EDITION

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

**Verb**: PROCESS

**Task Level**: Organizational

**Status of Training**: Not Being Trained

**Type of Training**: Formal

**Condition**: Using proper procedures

**Standard**: IAW applicable documentation

**Source**: JAGINST 5800.7

**Safety Hazard Severity**: Minor

**Criticality of Performance**: Critical

**Task Delay Tolerance**: High delay tolerance

**Frequency of Performance**: At least once every 6 months

**Probability of Inadequate Performance**: Less often than other tasks

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

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

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

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

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

**COI**: **Section**: Manual for Courts-Martial, Incomplete
COI: Section: Courts-Martial Lab, Incomplete

Traditional Instructor-led Training: OJT

KSATRs:

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

(7) Task: PROCESS DISCIPLINARY PROCEEDINGS ACTIONS

Verb: PROCESS
Task Level: Organizational
Status of Training: Currently Being Trained
Type of Training: Formal
Condition: Using proper procedures
Standard: IAW applicable documentation
Source: Manual for Court Martial 2008
Safety Hazard Severity: Minor
Criticality of Performance: Critical
Skill Hierarchy

Task Delay Tolerance: High delay tolerance
Frequency of Performance: At least monthly, but less than twice per week
Probability of Inadequate Performance: Less often than other tasks
Difficulty of Performance: Task may be learned in 1 to 2 weeks
Task Learning Difficulty: Task may be learned in 1 to 2 weeks
Percent Performing: 25 to 49% of the personnel perform this task
Percent of Time Spent on Performance: Less time spent on this task than most other tasks
Immediacy of Performance: Task first performed within 2 to 4 years after assignment

   COI: Section: Completing Report and Disposition of Offense forms, Incomplete
   COI: Section: Processing disciplinary proceedings actions, Incomplete
   COI: Section: Disciplinary Proceedings Actions, Incomplete
   COI: Section: Disciplinary Proceedings Actions Lab, Incomplete

   On-the-job Training: OJT

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

- **Verb:** PROCESS
- **Task Level:** Organizational
- **Status of Training:** Not Being Trained
- **Type of Training:** OJT
- **Condition:** Using proper procedures
- **Standard:** IAW applicable documentation
- **Source:** JAGINST 5800.7
- **Safety Hazard Severity:** Minor
- **Criticality of Performance:** Critical
- **Task Delay Tolerance:** High delay tolerance
- **Frequency of Performance:** At least once every 6 months
- **Probability of Inadequate Performance:** Less often than other tasks
- **Difficulty of Performance:** Task may require up to 1 month or more to learn
- **Task Learning Difficulty:** Task may require up to 1 month or more to learn
- **Percent Performing:** 0 to 24% of the personnel perform this task
- **Percent of Time Spent on Performance:** Less time spent on this task than most other tasks
- **Immediacy of Performance:** Task first performed within 2 to 4 years after assignment

  - **On-the-job Training:** OJT

**KSATRs:**

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

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

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

d. **Duty:** SECURITY ADMINISTRATION

   **COI:** Module: Security Administration, Incomplete

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

   **Verb:** ASSIST

   **Task Level:** Organizational

   **Status of Training:** Not Being Trained

   **Type of Training:** OJT

   **Condition:** Using proper procedures

   **Standard:** IAW applicable documentation

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

   **Safety Hazard Severity:** Minor

   **Criticality of Performance:** Critical

   **Task Delay Tolerance:** High delay tolerance

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

   **Probability of Inadequate Performance:** Less often than other tasks

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

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

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

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

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

   **Traditional Instructor-led Training:** OJT

   **KSATRs:**

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

   2) **Knowledge:** (GENERAL) KNOWLEDGE OF DIDD 5105.21-M-1

   3) **Knowledge:** (GENERAL) KNOWLEDGE OF DODD 5200.1-4

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

   5) **Knowledge:** (GENERAL) GRAMMER

   6) **Knowledge:** (GENERAL) KNOWLEDGE OF PROOF READING
Skill Hierarchy

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

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

**Verb**: CONDUCT

**Task Level**: Organizational

**Status of Training**: Not Being Trained

**Type of Training**: Formal

**Condition**: Using proper procedures

**Standard**: IAW applicable documentation

**Source**: DODD 5200.33

**Safety Hazard Severity**: Minor

**Criticality of Performance**: Critical

**Task Delay Tolerance**: High delay tolerance

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

**Probability of Inadequate Performance**: Less often than other tasks

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

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

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

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

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

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

**COI**: **Section**: DCS Inventory, Incomplete

**On-the-job Training**: OJT

**KSATRs**: 
1) **Knowledge**: (FUNCTIONAL) HOW TO DETERMINE CLASSIFIED MATERIAL
2) **Knowledge**: (GENERAL) KNOWLEDGE OF DIDD 5105.21-M-1
3) **Knowledge**: (GENERAL) KNOWLEDGE OF DODD 5200.1-4
4) **Knowledge**: (GENERAL) KNOWLEDGE OF DODD 5200.33
5) **Knowledge**: (GENERAL) KNOWLEDGE OF GRAMMAR
6) **Knowledge**: (GENERAL) KNOWLEDGE OF PROOF READING
7) **Knowledge**: (GENERAL) KNOWLEDGE OF PUNCTUATION
8) **Knowledge**: (GENERAL) KNOWLEDGE OF SECNAV M-5510.36
9) **Knowledge**: (GENERAL) KNOWLEDGE OF TYPES OF CORRESPONDENCE
10) **Knowledge**: (INTERFACE) CUSTOMER SERVICE
11) **Knowledge**: (INTERFACE) MICROSOFT OFFICE
12) **Knowledge**: (INTERFACE) PROGRAMS
13) **Knowledge**: (MAINTENANCE) KNOWLEDGE OF DISPOSAL
14) **Knowledge**: (MAINTENANCE) KNOWLEDGE OF STORAGE
15) **Skill**: (OPERATION/SKILL) BASIC COMPUTER SKILLS
16) **Knowledge**: (OPERATION/SKILL) BASIC COMPUTER SKILLS
17) **Knowledge**: (OPERATIONAL) FAXING
18) **Knowledge**: (OPERATIONAL) FILING
19) **Knowledge**: (OPERATIONAL) PRINTING
20) **Knowledge**: (PHYSICAL) USE OF COMPUTER
21) **Knowledge**: (PHYSICAL) USE OF PRINTER
22) **Tool**: COMPUTER
23) **Tool**: PRINTER
24) **Resource**: U.S. TRANSPORTATION COMMAND DEFENSE COURIER DIVISION CUSTOMER SERVICE GUIDE

(3) **Task**: CONDUCT EMERGENCY ACTION PLAN (EAP) TRAINING

**Verb**: CONDUCT

**Task Level**: Organizational

**Status of Training**: Currently Being Trained

**Type of Training**: PQS

**Condition**: Using proper procedures

**Standard**: IAW applicable documentation

**Source**: SECNAV M-5510.36
Safety Hazard Severity: Minor
Criticality of Performance: Critical
Task Delay Tolerance: High delay tolerance
Frequency of Performance: At least monthly, but less than twice per week
Probability of Inadequate Performance: Less often than other tasks
Difficulty of Performance: Task may be learned in 1 to 2 weeks
Task Learning Difficulty: Task may be learned in 1 to 2 weeks
Percent Performing: 0 to 24% of the personnel perform this task
Percent of Time Spent on Performance: Less time spent on this task than most other tasks
Immediacy of Performance: Task first performed within 1 to 2 years after assignment

On-the-job Training: OJT

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

(4) Task: CONDUCT SENSITIVE COMPARTMENTED INFORMATION (SCI) ELIGIBILITY INTERVIEWS

Verb: CONDUCT

Task Level: Organizational
Status of Training: Not Being Trained
Type of Training: Formal
Condition: Using proper procedures
Standard: IAW applicable documentation
Source: DODD 5105.21-M-1
Safety Hazard Severity: Minor
Criticality of Performance: Critical
Task Delay Tolerance: High delay tolerance
Frequency of Performance: At least monthly, but less than twice per week
Probability of Inadequate Performance: Less often than other tasks
Difficulty of Performance: Task may be learned in 1 to 2 weeks
Task Learning Difficulty: Task may be learned in 1 to 2 weeks
Percent Performing: 50 to 74% of the personnel perform this task
Percent of Time Spent on Performance: Same amount of time spent on this task as most others
Immediacy of Performance: Task first performed within 2 to 4 years after assignment
   COI: Section: SCI Eligibility Interviews, Incomplete
   COI: Section: Conducting an SCI Eligibility Interview Lab, Incomplete
On-the-job Training: OJT
KSATRs:
1) Knowledge: (FUNCTIONAL) HOW TO DETERMINE CLASSIFIED MATERIAL
2) Knowledge: (GENERAL) KNOWLEDGE OF DODD 5105.21-M-1
3) Knowledge: (GENERAL) KNOWLEDGE OF DODD 5200.2-R
4) Knowledge: (GENERAL) KNOWLEDGE OF GRAMMAR
5) Knowledge: (GENERAL) KNOWLEDGE OF NAVSUPP
6) Knowledge: (GENERAL) KNOWLEDGE OF PROOF READING
7) Knowledge: (GENERAL) KNOWLEDGE OF PUNCTUATION
8) Knowledge: (GENERAL) KNOWLEDGE OF SECNAV M-5510.36
9) Knowledge: (GENERAL) KNOWLEDGE OF TYPES OF CORRESPONDENCE
10) Knowledge: (INTERFACE) CUSTOMER SERVICE
11) Knowledge: (INTERFACE) MICROSOFT OFFICE
12) Knowledge: (INTERFACE) PROGRAMS
13) Knowledge: (MAINTENANCE) KNOWLEDGE OF DISPOSAL
14) **Knowledge:** (MAINTENANCE) KNOWLEDGE OF STORAGE

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

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

17) **Knowledge:** (OPERATIONAL) FAXING

18) **Knowledge:** (OPERATIONAL) FILING

19) **Knowledge:** (OPERATIONAL) PRINTING

20) **Tool:** COMPUTER

21) **Tool:** PRINTER

22) **Resource:** SECNAV M-5510.30 - DEPARTMENT OF THE NAVY PERSONNEL SECURITY PROGRAM

23) **Resource:** SECNAV M-5510.36 - DEPARTMENT OF THE NAVY INFORMATION SECURITY PROGRAM

(5) **Task:** DISTRIBUTE MATERIAL TO DEFENSE COURIER SERVICE (DCS) STATIONS

   **Verb:** DISTRIBUTE

   **Task Level:** Organizational

   **Status of Training:** Currently Being Trained

   **Type of Training:** PQS

   **Condition:** AS DIRECTED

   **Standard:** IAW applicable documentation

   **Source:** DODD 5200.33

   **Safety Hazard Severity:** Minor

   **Criticality of Performance:** Critical

   **Task Delay Tolerance:** High delay tolerance

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

   **Probability of Inadequate Performance:** Less often than other tasks

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

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

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

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

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

   **On-the-job Training:** OJT

   **KSATRs:**

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

3) **Knowledge**: (GENERAL) KNOWLEDGE OF DIDD 5105.21-M-1

4) **Knowledge**: (GENERAL) KNOWLEDGE OF DODD 5200.1-4

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

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

7) **Knowledge**: (GENERAL) PUNCTUATION

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

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

10) **Knowledge**: (INTERFACE) PROGRAMS

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

12) **Tool**: COMPUTER AND PRINTER

13) **Resource**: U.S. TRANSPORTATION COMMAND DEFENSE COURIER DIVISION CUSTOMER SERVICE GUIDE

(a) **Subtask**: CONDUCT PREPARATION FOR TRANSPORTING

   **Verb**: CONDUCT

(6) **Task**: EXECUTE INFORMATION SECURITY PROCEDURES

   **Verb**: EXECUTE

   **Task Level**: Organizational

   **Status of Training**: Not Being Trained

   **Type of Training**: Formal

   **Condition**: Using proper procedures

   **Standard**: IAW applicable documentation

   **Source**: SECNAV M-5510.36

   **Safety Hazard Severity**: Minor

   **Criticality of Performance**: Critical

   **Task Delay Tolerance**: High delay tolerance

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

   **Probability of Inadequate Performance**: About as often as other tasks

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

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

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

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

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

COI: Section: Information Security Overview, Incomplete
COI: Section: Information security procedures, Incomplete
COI: Section: Command Security, Incomplete
COI: Section: Classifying Material, Incomplete
COI: Section: Security Classification Guides (SCGs), Incomplete
COI: Section: Classifying Material Lab, Incomplete
COI: Section: SCI, Incomplete
COI: Section: Marking Materials, Incomplete
COI: Section: Marking Materials Lab, Incomplete
COI: Section: Physical Security Lab, Incomplete

Traditional Instructor-led Training: OJT

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

22) **Tool:** NEW TOOL

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

**Verb:** IMPLEMENT

**Task Level:** Organizational

**Status of Training:** Not Being Trained

**Type of Training:** Formal

**Condition:** Using proper procedures

**Standard:** IAW applicable documentation

**Source:** SECNAV M-5510.36

**Safety Hazard Severity:** Minor

**Criticality of Performance:** Critical

**Task Delay Tolerance:** High delay tolerance

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

**Probability of Inadequate Performance:** About as often as other tasks

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

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

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

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

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

- **COI: Section:** Physical security programs, Incomplete

- **COI: Section:** Physical Security, Incomplete

**Traditional Instructor-led Training:** OJT

**KSATRs:**

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

2) **Knowledge:** (GENERAL) KNOWLEDGE OF DODD 5105.21 M-1

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

4) **Knowledge:** (GENERAL) KNOWLEDGE OF ICD 705

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

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

7) **Knowledge:** (GENERAL) KNOWLEDGE OF SECNAV 5510.36

8) **Knowledge:** (GENERAL) KNOWLEDGE OF TYPES OF CORRESPONDENCE
9) **Knowledge**: (INTERFACE) CUSTOMER SERVICE
10) **Knowledge**: (INTERFACE) MICROSOFT OFFICE
11) **Knowledge**: (INTERFACE) PROGRAMS
12) **Knowledge**: (MAINTENANCE) KNOWLEDGE OF DISPOSAL
13) **Knowledge**: (MAINTENANCE) KNOWLEDGE OF STORAGE
14) **Skill**: (OPERATION/SKILL) BASIC COMPUTER SKILLS
15) **Knowledge**: (OPERATIONAL) FAXING
16) **Knowledge**: (OPERATIONAL) FILING
17) **Knowledge**: (OPERATIONAL) PRINTING
18) **Knowledge**: (PHYSICAL) USE OF COMPUTER
19) **Knowledge**: (PHYSICAL) USE OF PRINTER
20) **Tool**: COMPUTER
21) **Tool**: PRINTER

(a) **Subtask**: IMPLEMENT CONSTRUCTION OF SENSITIVE COMPARTMENTAL INFORMATION FACILITY (SCIF)

**Verb**: IMPLEMENT

**COI**: **Section**: Construction of Sensitive Compartmental Information Facility (SCIF), Incomplete

**COI**: **Section**: SCIF Requirements, Incomplete

**KSATRs**:

a) **Knowledge**: (GENERAL) KNOWLEDGE OF DCID 69

(b) **Subtask**: IMPLEMENT EQUIPMENT FOR SENSITIVE COMPARTMENTAL INFORMATION FACILITY (SCIF)

**Verb**: IMPLEMENT

**COI**: **Section**: Equipment for Sensitive Compartmental Information Facility (SCIF), Incomplete

**COI**: **Section**: Equipment for a SCIF, Incomplete

**COI**: **Section**: Selecting Components for a SCIF Lab, Incomplete

**COI**: **Section**: Selecting Equipment for a SCIF Lab, Incomplete

**KSATRs**:

a) **Knowledge**: NEW KNOWLEDGE

(8) **Task**: IMPLEMENT SECURITY AWARENESS PROGRAMS

**Verb**: IMPLEMENT

**Task Level**: Organizational
Skill Hierarchy

Status of Training: Currently Being Trained
Type of Training: PQS
Condition: Using proper procedures
Standard: IAW applicable documentation
Source: SECNAV M-5510.36
Safety Hazard Severity: Minor
Criticality of Performance: Critical
Task Delay Tolerance: High delay tolerance
Frequency of Performance: At least monthly, but less than twice per week
Probability of Inadequate Performance: About as often as other tasks
Difficulty of Performance: Task may require up to 1 month or more to learn
Task Learning Difficulty: Task may be learned in 1 to 2 weeks
Percent Performing: 50 to 74% of the personnel perform this task
Percent of Time Spent on Performance: Same amount of time spent on this task as most others
Immediacy of Performance: Task first performed within 2 to 4 years after assignment

Traditional Instructor-led Training: CBT

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

(9) **Task:** INVENTORY CLASSIFIED MATERIAL

**Verb:** INVENTORY
**Task Level:** Organizational
**Status of Training:** Currently Being Trained
**Type of Training:** PQS
**Condition:** Using proper procedures
**Standard:** IAW applicable documentation
**Source:** SECNAV M-5510.30
**Safety Hazard Severity:** Minor
**Criticality of Performance:** Critical
**Task Delay Tolerance:** High delay tolerance
**Frequency of Performance:** At least monthly, but less than twice per week
**Probability of Inadequate Performance:** About as often as other tasks
**Difficulty of Performance:** Task may require up to 1 month or more to learn
**Task Learning Difficulty:** Task may require up to 1 month or more to learn
**Percent Performing:** 50 to 74% of the personnel perform this task
**Percent of Time Spent on Performance:** Same amount of time spent on this task as most others
**Immediacy of Performance:** Task first performed within 2 to 4 years after assignment

**Traditional Instructor-led Training:** CBT

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

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

**Verb**: INVENTORY

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

**Verb**: INVESTIGATE

**Task Level**: Organizational

**Status of Training**: Currently Being Trained

**Type of Training**: PQS

**Condition**: Using proper procedures

**Standard**: IAW applicable documentation

**Source**: SECNAV M-5510.30

**Safety Hazard Severity**: Minor

**Criticality of Performance**: Critical

**Task Delay Tolerance**: High delay tolerance

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

**Probability of Inadequate Performance**: Less often than other tasks

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

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

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

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

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

**Traditional Instructor-led Training**: OJT

**KSATRs**:

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

(11) **Task:** ISSUE SECURITY BADGES

  **Verb:** ISSUE  
  **Task Level:** Organizational  
  **Status of Training:** Currently Being Trained  
  **Type of Training:** PQS  
  **Condition:** Using proper procedures  
  **Standard:** IAW applicable documentation  
  **Source:** SECNAV M-5510.30  
  **Safety Hazard Severity:** Minor  
  **Criticality of Performance:** Critical  
  **Task Delay Tolerance:** High delay tolerance  
  **Frequency of Performance:** At least monthly, but less than twice per week  
  **Probability of Inadequate Performance:** Less often than other tasks  
  **Difficulty of Performance:** Task may be learned in 1 to 2 weeks  
  **Task Learning Difficulty:** Task may be learned in 1 to 2 weeks  
  **Percent Performing:** 25 to 49% of the personnel perform this task  
  **Percent of Time Spent on Performance:** Less time spent on this task than most other tasks  
  **Immediacy of Performance:** Task first performed within 1 to 2 years after assignment  
  **Traditional Instructor-led Training:** OJT

**KSATRs:**
1) **Knowledge:** KNOWLEDGE OF SECNAV M-5510.30  
2) **Knowledge:** (GENERAL) KNOWLEDGE OF SECNAV M-5510.36
3) **Knowledge**: (GENERAL) KNOWLEDGE OF DODD 5105.21 M-1
4) **Knowledge**: (GENERAL) KNOWLEDGE OF ICD 705
5) **Knowledge**: (GENERAL) PROOF READING
6) **Knowledge**: (GENERAL) TYPES OF CORRESPONDENCE
7) **Knowledge**: CUSTOMER SERVICE
8) **Knowledge**: (INTERFACE) MICROSOFT OFFICE
9) **Knowledge**: (INTERFACE) PROGRAMS
10) **Knowledge**: (OPERATION/SKILL) BASIC COMPUTER SKILLS
11) **Knowledge**: (OPERATIONAL) FILING
12) **Tool**: BADGES
13) **Tool**: COMPUTER AND PRINTER

(12) **Task**: MAIL CLASSIFIED MATERIAL

**Verb**: mail

**Task Level**: Organizational

**Status of Training**: Currently Being Trained

**Type of Training**: Formal

**Condition**: Using proper procedures

**Standard**: IAW applicable documentation

**Source**: SECNAV M-5510.30

**Safety Hazard Severity**: Minor

**Criticality of Performance**: Critical

**Task Delay Tolerance**: High delay tolerance

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

**Probability of Inadequate Performance**: Less often than other tasks

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

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

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

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

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

**COI**: Section: Mailing classified material, Incomplete

**COI**: Section: Procedures for Mailing Classified Material, Incomplete

**COI**: Section: Mailing Classified Material Lab, Incomplete
COI: **Section:** DCS Inventory Lab, Incomplete

Traditional Instructor-led Training: CBT

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

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

**Verb:** VERIFY

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

COI: **Section:** Security Levels, Incomplete

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

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

**Verb:** VERIFY

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

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

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

**Verb:** PERFORM

**Task Level:** Organizational

**Status of Training:** Not Being Trained

**Type of Training:** Formal
Skill Hierarchy

Condition: Using proper procedures
Standard: IAW applicable documentation
Source: SECNAV M-5510.30
Safety Hazard Severity: Minor
Criticality of Performance: Critical
Task Delay Tolerance: High delay tolerance
Frequency of Performance: At least monthly, but less than twice per week
Probability of Inadequate Performance: Less often than other tasks
Difficulty of Performance: Task may require up to 1 month or more to learn
Task Learning Difficulty: Task may require up to 1 month or more to learn
Percent Performing: 50 to 74% of the personnel perform this task
Percent of Time Spent on Performance: Less time spent on this task than most other tasks
Immediacy of Performance: Task first performed within 2 to 4 years after assignment

   COI: Section: Security Policies and Procedures Documentation, Incomplete
   COI: Section: Briefing Personnel Lab, Incomplete

Traditional Instructor-led Training: OJT

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

(14) Task: PERFORM SECURITY DE-BRIEFS
   Verb: PERFORM
   Task Level: Organizational
Skill Hierarchy

**Status of Training:** Not Being Trained

**Type of Training:** Formal

**Condition:** Using proper procedures

**Standard:** IAW applicable documentation

**Source:** SECNAV M-5510.30

**Safety Hazard Severity:** Minor

**Criticality of Performance:** Critical

**Task Delay Tolerance:** High delay tolerance

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

**Probability of Inadequate Performance:** Less often than other tasks

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

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

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

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

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

- **COI: Section:** Security Policies and Procedures Documentation, Incomplete
- **COI: Section:** De-briefing Personnel Lab, Incomplete

**Traditional Instructor-led Training:** OJT

**KSATRs:**

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

2) **Knowledge:** (GENERAL) KNOWLEDGE OF DODD 5105.21-M-1

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

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

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

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

7) **Knowledge:** (GENERAL) KNOWLEDGE OF SECNAV M-5510.30

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

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

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

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

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

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

14) **Knowledge:** (OPERATIONAL) PRINTING
(15) **Task:** PREPARE CLASSIFIED MATERIAL FOR HAND CARRY  
**Verb:** PREPARE  
**Task Level:** Organizational  
**Status of Training:** Not Being Trained  
**Type of Training:** OJT  
**Condition:** Using proper procedures  
**Standard:** IAW applicable documentation  
**Source:** SECNAV M-5510.30  
**Safety Hazard Severity:** Minor  
**Criticality of Performance:** Critical  
**Task Delay Tolerance:** High delay tolerance  
**Frequency of Performance:** At least monthly, but less than twice per week  
**Probability of Inadequate Performance:** About as often as other tasks  
**Difficulty of Performance:** Task may be learned in 1 to 2 weeks  
**Task Learning Difficulty:** Task may be learned in 1 to 2 weeks  
**Percent Performing:** 0 to 24% of the personnel perform this task  
**Percent of Time Spent on Performance:** Less time spent on this task than most other tasks  
**Immediacy of Performance:** Task first performed within 2 to 4 years after assignment  

**Traditional Instructor-led Training:** OJT  

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

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

**Verb:** VERIFY

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

**Verb:** PROCESS

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** PQS

**Condition:** Using proper procedures

**Standard:** IAW applicable documentation

**Source:** DODD 4500.54

**Safety Hazard Severity:** Minor

**Criticality of Performance:** Marginal

**Task Delay Tolerance:** High delay tolerance

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

**Probability of Inadequate Performance:** Less often than other tasks

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

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

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

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

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

**On-the-job Training:** OJT

**KSATRs:**

1) **Knowledge:** KNOWLEDGE OF DOD FOREIGN CLEARANCE GUIDE

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

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

4) **Knowledge:** (GENERAL) GRAMMER

5) **Knowledge:** (GENERAL) PUNCTUATION

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

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

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

9) **Knowledge:** (OPERATIONAL) FILING

10) **Tool:** COMPUTER AND PRINTER
(a) **Subtask:** VERIFY IN THEATER COUNTRY CLEARANCE  
**Verb:** VERIFY

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

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

**Task Level:** Organizational  
**Status of Training:** Not Being Trained  
**Type of Training:** OJT  
**Condition:** Using proper procedures  
**Standard:** IAW applicable documentation  
**Source:** SECNAV M-5510.30  
**Safety Hazard Severity:** Minor  
**Criticality of Performance:** Critical  
**Task Delay Tolerance:** High delay tolerance  
**Frequency of Performance:** At least monthly, but less than twice per week  
**Probability of Inadequate Performance:** Less often than other tasks  
**Difficulty of Performance:** Task may be learned in 1 to 2 weeks  
**Task Learning Difficulty:** Task may be learned in 1 to 2 weeks  
**Percent Performing:** 25 to 49% of the personnel perform this task  
**Percent of Time Spent on Performance:** Less time spent on this task than most other tasks  
**Immediacy of Performance:** Task first performed within 1 to 2 years after assignment  

**Traditional Instructor-led Training:** OJT

**KSATRs:**

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

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

**Verb:** PROCESS

**Task Level:** Organizational

**Status of Training:** Not Being Trained

**Type of Training:** OJT

**Condition:** Using proper procedures

**Standard:** IAW

**Source:** SECNAV M-5510.30

**Safety Hazard Severity:** Minor

**Criticality of Performance:** Critical

**Task Delay Tolerance:** High delay tolerance

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

**Probability of Inadequate Performance:** Less often than other tasks

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

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

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

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

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

**Traditional Instructor-led Training:** OJT

**KSATRs:**

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

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

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

4) **Knowledge:** (GENERAL) GRAMMER

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

6) **Knowledge:** (GENERAL) PUNCTUATION

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

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

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

10) **Knowledge:** (OPERATIONAL) FILING

11) **Tool:** COMPUTER AND PRINTER
(19) **Task:** PROVIDE PERSONNEL ASSISTANCE IN COMPLETING SECURITY CLEARANCE PAPERWORK

**Verb:** PROVIDE

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Condition:** Using proper procedures

**Standard:** IAW applicable documentation

**Source:** Eqip PROGRAM; SECNAV M-5510.30

**Safety Hazard Severity:** Minor

**Criticality of Performance:** Critical

**Task Delay Tolerance:** High delay tolerance

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

**Probability of Inadequate Performance:** Less often than other tasks

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

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

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

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

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

- **COI: Section:** Assistance in completing security clearance paperwork, Incomplete
- **COI: Section:** Security Clearance Paperwork, Incomplete
- **COI: Section:** Security Clearance Paperwork Lab, Incomplete

**Traditional Instructor-led Training:** OJT

**KSATRs:**

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

2) **Knowledge:** (GENERAL) KNOWLEDGE OF DODD 5105.21-M-1

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

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

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

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

7) **Knowledge:** (GENERAL) KNOWLEDGE OF SECNAV M-5510.30

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

9) **Knowledge:** (INTERFACE) CUSTOMER SERVICE
10) **Knowledge:** (MAINTENANCE) KNOWLEDGE OF DISPOSAL
11) **Knowledge:** (MAINTENANCE) KNOWLEDGE OF STORAGE
12) **Knowledge:** (OPERATIONAL) FAXING
13) **Knowledge:** (OPERATIONAL) FILING
14) **Knowledge:** (OPERATIONAL) PRINTING

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

**Verb:** REPLACE

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** PQS

**Condition:** AS DIRECTED

**Standard:** IAW applicable documentation

**Source:** SECNAV M-5510.36

**Safety Hazard Severity:** Minor

**Criticality of Performance:** Critical

**Task Delay Tolerance:** High delay tolerance

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

**Probability of Inadequate Performance:** Less often than other tasks

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

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

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

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

**Immedicacy of Performance:** Task performed during first 3 months after assignment

**On-the-job Training:** OJT

**KSATRs:**

1) **Knowledge:** KNOWLEDGE OF SECNAV M-5510.30
2) **Knowledge:** (GENERAL) KNOWLEDGE OF SECNAV M-5510.36
3) **Knowledge:** (GENERAL) PROOF READING
4) **Knowledge:** (OPERATIONAL) CUSTOMER SERVICE
5) **Knowledge:** (MAINTENANCE) KNOWLEDGE OF DISPOSAL AND STORAGE
6) **Tool:** COMBINATION LOCKS

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

Task Level: Organizational

Status of Training: Not Being Trained

Type of Training: Formal

Condition: Using proper procedures

Standard: IAW applicable documentation

Source: DODD 5105.21-M-1

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: High delay tolerance

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

Probability of Inadequate Performance: Less often than other tasks

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

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

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

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

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

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

   COI: Section: Procedures to Request SCI Access, Incomplete

   COI: Section: Requesting SCI Access Lab, Incomplete

Traditional Instructor-led Training: OJT

KSATRs:

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

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

**Verb:** UPDATE

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** PQS

**Condition:** Using proper procedures

**Standard:** IAW applicable documentation

**Source:** SECNAV M-5510.36

**Safety Hazard Severity:** Minor

**Criticality of Performance:** Critical

**Task Delay Tolerance:** High delay tolerance

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

**Probability of Inadequate Performance:** Less often than other tasks

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

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

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

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

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

**Traditional Instructor-led Training:** OJT

**KSATRs:**

1) **Knowledge:** KNOWLEDGE OF SECNAV M-5510.30
2) **Knowledge:** (GENERAL) KNOWLEDGE OF SECNAV M-5510.36
3) **Knowledge:** (GENERAL) GRAMMER
4) **Knowledge:** (GENERAL) PROOF READING
5) **Knowledge:** (GENERAL) PUNCTUATION
6) **Knowledge:** (GENERAL) KNOWLEDGE OF TYPES OF CORRESPONDENCE
7) **Knowledge:** (INTERFACE) CUSTOMER SERVICE
8) **Knowledge:** (INTERFACE) CUSTOMER SERVICE
9) **Knowledge:** (OPERATIONAL) FILING
10) **Tool:** COMPUTER AND PRINTER

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

**Verb:** VERIFY

e. **Duty:** TECHNICAL ADMINISTRATION

**COI: Module:** Technical Administration, Incomplete

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

**Verb:** CONDUCT

**Task Level:** Organizational

**Status of Training:** Not Being Trained

**Type of Training:** OJT

**Condition:** Using proper procedures

**Standard:** IAW applicable documentation

**Source:** local command practices

**Safety Hazard Severity:** Minor

**Criticality of Performance:** Marginal

**Task Delay Tolerance:** Low delay tolerance

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

**Probability of Inadequate Performance:** About as often as other tasks

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

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

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

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

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

**On-the-job Training:** OJT

**KSATRs:**

1) **Knowledge:** (GENERAL) KNOWLEDGE OF NSIPS
2) **Tool:** COMPUTER AND PRINTER

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

**Verb:** DRAFT
Skill Hierarchy

Task Level: Organizational  
Status of Training: Not Being Trained  
Type of Training: OJT  
Condition: AS DIRECTED  
Standard: IAW applicable documentation  
Source: JPAS; SECNAV M-5510.30  
Safety Hazard Severity: Minor  
Criticality of Performance: Marginal  
Task Delay Tolerance: Low delay tolerance  
Frequency of Performance: At least monthly, but less than twice per week  
Probability of Inadequate Performance: Less often than other tasks  
Difficulty of Performance: Task may be learned in 1 to 2 weeks  
Task Learning Difficulty: Task may be learned in 1 to 2 weeks  
Percent Performing: 0 to 24% of the personnel perform this task  
Percent of Time Spent on Performance: Less time spent on this task than most other tasks  
Immediacy of Performance: Task first performed within 1 to 2 years after assignment  

Traditional Instructor-led Training: OJT  

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

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

(3) Task: DRAFT INADVERTENT DISCLOSURE OATHS
Verb: DRAFT
Task Level: Organizational
Status of Training: Not Being Trained
Type of Training: OJT
Condition: AS DIRECTED
Standard: IAW applicable documentation
Source: SECNAV M-5510.36
Safety Hazard Severity: Minor
Criticality of Performance: Marginal
Task Delay Tolerance: High delay tolerance
Frequency of Performance: At least once every 6 months
Probability of Inadequate Performance: Less often than other tasks
Difficulty of Performance: Task may be learned in 1 to 2 weeks
Task Learning Difficulty: Task may be learned in 1 to 2 weeks
Percent Performing: 0 to 24% of the personnel perform this task
Percent of Time Spent on Performance: Less time spent on this task than most other tasks
Immediacy of Performance: Task first performed within 2 to 4 years after assignment

On-the-job Training: OJT

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

(4) Task: DRAFT SECURITY ACCESS ELIGIBILITY REPORTS (SAERS)
Verb: DRAFT
Task Level: Organizational
Status of Training: Currently Being Trained
Skill Hierarchy

Type of Training: PQS
Condition: Using proper procedures
Standard: IAW applicable documentation
Source: DODD 5105.21-M-1
Safety Hazard Severity: Minor
Criticality of Performance: Critical
Task Delay Tolerance: Low delay tolerance
Frequency of Performance: At least once every 6 months
Probability of Inadequate Performance: Less often than other tasks
Difficulty of Performance: Task may be learned in 1 to 2 weeks
Task Learning Difficulty: Task may be learned in 1 to 2 weeks
Percent Performing: 25 to 49% of the personnel perform this task
Percent of Time Spent on Performance: Same amount of time spent on this task as most others
Immediacy of Performance: Task first performed within 1 to 2 years after assignment

Traditional Instructor-led Training: OJT

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

(5) Task: GENERATE CLASSIFIED MAIL RECEIPT TRACERS
Verb: GENERATE
Task Level: Organizational
Status of Training: Not Being Trained
Type of Training: OJT
Condition: AS DIRECTED
Standard: IAW applicable documentation
Skill Hierarchy

Source: SECNAV M-5510.36
Safety Hazard Severity: Minor
Criticality of Performance: Critical
Task Delay Tolerance: High delay tolerance
Frequency of Performance: At least monthly, but less than twice per week
Probability of Inadequate Performance: About as often as other tasks
Difficulty of Performance: Task may be learned in 1 to 2 weeks
Task Learning Difficulty: Task may be learned in 1 to 2 weeks
Percent Performing: 25 to 49% of the personnel perform this task
Percent of Time Spent on Performance: Less time spent on this task than most other tasks
Immediacy of Performance: Task first performed within 6 months after assignment
On-the-job Training: OJT

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

(6) Task: INPUT DATA INTO JOINT PERSONNEL ADJUDICATION SYSTEM (JPAS) APPLICATION

Verb: INPUT
Task Level: Organizational
Status of Training: Not Being Trained
Type of Training: OJT
Condition: Using proper procedures
Standard: IAW applicable documentation
Source: SECNAV M-5510.30
Safety Hazard Severity: Minor
Skill Hierarchy

Criticality of Performance: Critical
Task Delay Tolerance: Low delay tolerance
Frequency of Performance: At least monthly, but less than twice per week
Probability of Inadequate Performance: About as often as other tasks
Difficulty of Performance: Task may be learned in 1 to 2 weeks
Task Learning Difficulty: Task may be learned in 1 to 2 weeks
Percent Performing: 25 to 49% of the personnel perform this task
Percent of Time Spent on Performance: Less time spent on this task than most other tasks
Immediacy of Performance: Task first performed within 1 to 2 years after assignment
On-the-job Training: OJT
KSATRs:
1) Knowledge: KNOWLEDGE OF JOINT PERSONNEL ADJUDICATION SYSTEM
2) Knowledge: (GENERAL) GRAMMER
3) Knowledge: (GENERAL) PUNCTUATION
4) Knowledge: KNOWLEDGE OF SECNAV M-5510.30
5) Knowledge: (OPERATION/SKILL) TYPING
6) Tool: COMPUTER AND PRINTER

(7) Task: MANAGE COMMAND FITNESS REPORTS (FITREPS) AND EVALUATION PROGRAMS

Verb: MANAGE
Task Level: Organizational
Status of Training: Currently Being Trained
Type of Training: OJT
Condition: Using proper procedures
Standard: IAW applicable documentation
Source: BUPERSINST 1610.10 (SERIES), Navy Performance Evaluation System
Safety Hazard Severity: Minor
Criticality of Performance: Marginal
Task Delay Tolerance: Low delay tolerance
Frequency of Performance: Twice per week or more
Probability of Inadequate Performance: About as often as other tasks
Difficulty of Performance: Task may be learned in 1 to 2 weeks
Task Learning Difficulty: Task may be learned in 1 to 2 weeks
Percent Performing: 25 to 49% of the personnel perform this task

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

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

On-the-job Training: CBT

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

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

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

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

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Condition: AS DIRECTED

Standard: IAW applicable documentation

Source: MILPERSMAN

Safety Hazard Severity: Minor

Criticality of Performance: Marginal

Task Delay Tolerance: High delay tolerance

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

Probability of Inadequate Performance: About as often as other tasks

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

Task Learning Difficulty: Task may be learned in 1 to 2 weeks
Percent Performing: 25 to 49% of the personnel perform this task
Percent of Time Spent on Performance: Less time spent on this task than most other tasks
Immediacy of Performance: Task first performed within 1 to 2 years after assignment
  COI: Section: Personnel Receipts, Incomplete
  COI: Section: Personnel Receipts Lab, Incomplete
  Traditional Instructor-led Training: OJT

KSATRs:
1) Knowledge: (GENERAL) KNOWLEDGE OF GRAMMAR
2) Knowledge: (GENERAL) KNOWLEDGE OF MILITARY MASTER PAY ACCOUNTS (MMPAS)
3) Knowledge: (GENERAL) KNOWLEDGE OF NSIPS
4) Knowledge: (GENERAL) KNOWLEDGE OF PROOF READING
5) Knowledge: (GENERAL) KNOWLEDGE OF PUNCTUATION
6) Knowledge: (GENERAL) KNOWLEDGE OF TYPES OF CORRESPONDENCE
7) Knowledge: (INTERFACE) CUSTOMER SERVICE
8) Knowledge: (INTERFACE) MICROSOFT OFFICE
9) Knowledge: (INTERFACE) PROGRAMS
10) Knowledge: (MAINTENANCE) KNOWLEDGE OF DISPOSAL
11) Knowledge: (MAINTENANCE) KNOWLEDGE OF STORAGE
12) Knowledge: (OPERATIONAL) FAXING
13) Knowledge: (OPERATIONAL) FILING
14) Knowledge: (OPERATIONAL) PRINTING
15) Knowledge: (PHYSICAL) USE OF COMPUTER
16) Tool: COMPUTER
17) Tool: PRINTER

(9) Task: PREPARE INTERVIEWER APPRAISAL SHEETS
  Verb: PREPARE
  Task Level: Organizational
  Status of Training: Currently Being Trained
  Type of Training: OJT
  Condition: AS DIRECTED
  Standard: IAW applicable documentation
Source: SECNAVINST 1420.1

Safety Hazard Severity: Minor

Criticality of Performance: Marginal

Task Delay Tolerance: Low delay tolerance

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

Probability of Inadequate Performance: Less often than other tasks

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

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

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

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

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

On-the-job Training: OJT

KSATRs:

1) Knowledge: (GENERAL) TYPES OF CORRESPONDENCE
2) Knowledge: (GENERAL) GRAMMER
3) Knowledge: (GENERAL) PUNCTUATION
4) Knowledge: (GENERAL) PROOF READING
5) Skill: (OPERATION/SKILL) TYPING
6) Skill: PRINTING ABILITY, WRITTEN COMMUNICATION, TYPING
7) Tool: COMPUTER AND PRINTER
8) Resource: OPNAVINST 1420.1 (SERIES) ENLISTED TO OFFICE COMMISSIONING PROGRAMS APPLICATION ADMINISTRATIVE PROGRAM

(10) Task: PREPARE REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL FORMS (DD FORM 1610)

Verb: PREPARE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: OJT

Condition: AS DIRECTED

Standard: IAW applicable documentation

Source: JFTR Volume 1
Skill Hierarchy

Safety Hazard Severity: Minor
Criticality of Performance: Marginal
Task Delay Tolerance: Low delay tolerance
Frequency of Performance: Twice per week or more
Probability of Inadequate Performance: Less often than other tasks
Difficulty of Performance: Task may be learned in 1 to 2 weeks
Task Learning Difficulty: Task may be learned in 1 to 2 weeks
Percent Performing: 0 to 24% of the personnel perform this task
Percent of Time Spent on Performance: Less time spent on this task than most other tasks
Immediacy of Performance: Task first performed within 1 to 2 years after assignment
On-the-job Training: CBT

KSATRs:
1) Knowledge: DTS UNDERSTANDING
2) Knowledge: (GENERAL) GRAMMER
3) Skill: (OPERATION/SKILL) TYPING
4) Knowledge: (GENERAL) PROOF READING
5) Knowledge: FORMS
6) Tool: DD FORM 1610 - REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL
7) Tool: COMPUTER AND PRINTER
8) Resource: FEDERAL TRAVEL REGULATIONS
9) Resource: JOINT FEDERAL TRAVEL REGULATIONS - VOLUME 1
(11) Task: PREPARE SENSITIVE COMPARTMENTED INFORMATION (SCI) SECURITY VIOLATION REPORTS

Verb: PREPARE
Task Level: Organizational
Status of Training: Not Being Trained
Type of Training: Formal
Condition: Using proper procedures
Standard: IAW applicable documentation
Source: DODD 5105.21-M-1
Safety Hazard Severity: Minor
Criticality of Performance: Critical
Task Delay Tolerance: Low delay tolerance
Frequency of Performance: At least monthly, but less than twice per week
Probability of Inadequate Performance: About as often as other tasks
Difficulty of Performance: Task may require up to 1 month or more to learn
Task Learning Difficulty: Task may require up to 1 month or more to learn
Percent Performing: 25 to 49% of the personnel perform this task
Percent of Time Spent on Performance: Less time spent on this task than most other tasks
Immediacy of Performance: Task first performed within 1 to 2 years after assignment

   COI: Section: Completing Sensitive Compartmented Information (SCI) security violation reports, Incomplete
   COI: Section: SCI Security Violation Reports, Incomplete
   COI: Section: SCI Security Violation Report Lab, Incomplete
   Traditional Instructor-led Training: OJT

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

(12) Task: PREPARE SERVICE RECORD ENTRIES

Verb: PREPARE
Task Level: Organizational
Status of Training: Currently Being Trained
Type of Training: Formal
Condition: Using proper procedures
Standard: IAW applicable documentation
Source: NKO Electronic Service Record Guide
Safety Hazard Severity: Minor
Criticality of Performance: Marginal
Task Delay Tolerance: Low delay tolerance
Frequency of Performance: Twice per week or more
Probability of Inadequate Performance: Less often than other tasks
Difficulty of Performance: Task may be learned in 1 to 2 weeks
Task Learning Difficulty: Task may be learned in 1 to 2 weeks
Percent Performing: 0 to 24% of the personnel perform this task
Percent of Time Spent on Performance: Less time spent on this task than most other tasks
Immediacy of Performance: Task first performed within 6 months after assignment

COI: Section: Service Record Entries, Incomplete
COI: Section: Completing Service Record Entries Lab, Incomplete

Traditional Instructor-led Training: CBT

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

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

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

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

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

15) **Tool**: COMPUTER

16) **Knowledge**: NEW KNOWLEDGE

17) **Tool**: PRINTER

(13) **Task**: PROCESS PAY DOCUMENTS

**Verb**: PROCESS

**Task Level**: Organizational

**Status of Training**: Currently Being Trained

**Type of Training**: Formal

**Condition**: Using proper procedures

**Standard**: IAW applicable documentation

**Source**: DODFMR

**Safety Hazard Severity**: Minor

**Criticality of Performance**: Critical

**Task Delay Tolerance**: High delay tolerance

**Frequency of Performance**: Twice per week or more

**Probability of Inadequate Performance**: About as often as other tasks

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

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

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

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

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

- **COI**: **Section**: Pay documents, Incomplete

- **COI**: **Section**: Pay Documents, Incomplete

- **COI**: **Section**: Pay Documents Lab, Incomplete

**Traditional Instructor-led Training**: OJT

**KSATRs**:

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

(14) **Task:** PROCESS SINGLE SCOPE BACKGROUND INVESTIGATION (SSBI) DOCUMENTS

**Verb:** PROCESS

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Condition:** Using proper procedures

**Standard:** IAW applicable documentation

**Source:** SECNAV M-5510.30

**Safety Hazard Severity:** Minor

**Criticality of Performance:** Critical

**Task Delay Tolerance:** High delay tolerance

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

**Probability of Inadequate Performance:** About as often as other tasks

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

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

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

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

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

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

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

COI: Section: SSBI Documents, Incomplete

COI: Section: SSBI Documents Lab, Incomplete

Traditional Instructor-led Training: OJT

KSATRs:

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

2) Knowledge: (GENERAL) KNOWLEDGE OF DODD 5105.21-M-1

3) Knowledge: (GENERAL) KNOWLEDGE OF GRAMMAR

4) Knowledge: (GENERAL) KNOWLEDGE OF NAVSUPP

5) Knowledge: (GENERAL) KNOWLEDGE OF PROOF READING

6) Knowledge: (GENERAL) KNOWLEDGE OF PUNCTUATION

7) Knowledge: (GENERAL) KNOWLEDGE OF SECNAV M-5510.30

8) Knowledge: (GENERAL) KNOWLEDGE OF TYPES OF CORRESPONDENCE

9) Knowledge: (INTERFACE) CUSTOMER SERVICE

10) Knowledge: (INTERFACE) MICROSOFT OFFICE

11) Knowledge: (INTERFACE) PROGRAMS

12) Knowledge: (MAINTENANCE) KNOWLEDGE OF DISPOSAL

13) Knowledge: (MAINTENANCE) KNOWLEDGE OF STORAGE

14) Knowledge: (OPERATIONAL) FAXING

15) Knowledge: (OPERATIONAL) FILING

16) Knowledge: (OPERATIONAL) PRINTING

17) Knowledge: (PHYSICAL) USE OF COMPUTER

18) Tool: COMPUTER

19) Tool: PRINTER

(15) Task: TRACK CLASSIFIED MAIL
Verb: TRACK

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: PQS

Condition: Using proper procedures

Standard: IAW applicable documentation

Source: SECNAV M-5510.36

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: High delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: About as often as other tasks

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

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

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

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

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

On-the-job Training: OJT

KSATRs:

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

2) Knowledge: (GENERAL) PROOF READING

3) Knowledge: (GENERAL) TYPES OF CORRESPONDENCE

4) Knowledge: (OPERATIONAL) CUSTOMER SERVICE

5) Knowledge: (GENERAL) KNOWLEDGE OF SECNAV M-5510.36

6) Knowledge: KNOWLEDGE OF SECNAV M-5510.30

7) Resource: SECNAV M-5510.36 - DEPARTMENT OF THE NAVY INFORMATION SECURITY PROGRAM

8) Resource: OPNAVINST 5218.7 (SERIES) - NAVY OFFICIAL MAIL MANAGEMENT PROGRAM

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

Verb: UPDATE

Task Level: Organizational
Skill Hierarchy

Status of Training: Currently Being Trained
Type of Training: PQS
Condition: AS DIRECTED
Standard: IAW applicable documentation
Source: OPNAVINST 3013.C
Safety Hazard Severity: Minor
Criticality of Performance: Marginal
Task Delay Tolerance: High delay tolerance
Frequency of Performance: At least monthly, but less than twice per week
Probability of Inadequate Performance: Less often than other tasks
Difficulty of Performance: Task may be learned in 1 to 2 weeks
Task Learning Difficulty: Task may be learned in 1 to 2 weeks
Percent Performing: 0 to 24% of the personnel perform this task
Percent of Time Spent on Performance: Less time spent on this task than most other tasks
Immediacy of Performance: Task first performed within 1 to 2 years after assignment

On-the-job Training: OJT

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

Duty: TRAVEL ADMINISTRATION

COI: Module: Travel Administration, Incomplete

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

Verb: PREPARE
Task Level: Organizational
Status of Training: Currently Being Trained
Type of Training: Formal
Condition: Using proper procedures
Skill Hierarchy

Standard: IAW applicable documentation
Source: NAVPERS 15560, Naval Military Personnel Manual (MILPERSMAN)
Safety Hazard Severity: Minor
Criticality of Performance: Marginal
Task Delay Tolerance: Low delay tolerance
Frequency of Performance: At least monthly, but less than twice per week
Probability of Inadequate Performance: Less often than other tasks
Difficulty of Performance: Task may be learned in 1 to 2 weeks
Task Learning Difficulty: Task may be learned in 1 to 2 weeks
Percent Performing: 0 to 24% of the personnel perform this task
Percent of Time Spent on Performance: Less time spent on this task than most other tasks
Immediacy of Performance: Task first performed within 6 months after assignment

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

Traditional Instructor-led Training: CBT

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

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

**Verb:** REVIEW

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Condition:** Using proper procedures

**Standard:** IAW applicable documentation

**Source:** JFTR Volume 1

**Safety Hazard Severity:** Minor

**Criticality of Performance:** Marginal

**Task Delay Tolerance:** Low delay tolerance

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

**Probability of Inadequate Performance:** Less often than other tasks

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

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

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

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

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

- **COI: Section:** Travel liquidation forms, Incomplete
- **COI: Section:** Travel Liquidation Forms, Incomplete
- **COI: Section:** Travel Liquidation Forms Lab, Incomplete

**Traditional Instructor-led Training:** CBT

**KSATRs:**

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

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

**Verb:** VERIFY

**Task Level:** Organizational

**Status of Training:** Not Being Trained

**Type of Training:** OJT

**Condition:** Using proper procedures

**Standard:** IAW applicable documentation

**Source:** JFTR Volume 1

**Safety Hazard Severity:** Minor

**Criticality of Performance:** Marginal

**Task Delay Tolerance:** Low delay tolerance

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

**Probability of Inadequate Performance:** About as often as other tasks

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

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

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

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

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

**Traditional Instructor-led Training:** OJT

**KSATRs:**

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

4) **Knowledge**: DTS UNDERSTANDING

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

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

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

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

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

10) **Tool**: NOTEBOOK COMPUTERS, CELL PHONE, DEFENSE TRAVEL SYSTEM (DTS)

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

  **Verb**: VERIFY

  **Task Level**: Organizational

  **Status of Training**: Currently Being Trained

  **Type of Training**: PQS

  **Condition**: Using proper procedures

  **Standard**: IAW applicable documentation

  **Source**: OPNAVINST 4650.15

  **Safety Hazard Severity**: Minor

  **Criticality of Performance**: Minor

  **Task Delay Tolerance**: Low delay tolerance

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

  **Probability of Inadequate Performance**: Less often than other tasks

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

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

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

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

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

  **On-the-job Training**: OJT

**KSATRs**:

1) **Knowledge**: (GENERAL) KNOWLEDGE OF DOD FINANCIAL MANAGEMENT REGULATION (DODFMR)

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

3) **Knowledge**: (GENERAL) GRAMMER

4) **Knowledge**: (GENERAL) KNOWLEDGE OF NSIPS
Skill Hierarchy

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

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

**Verb**: VERIFY  
**Task Level**: Organizational  
**Status of Training**: Currently Being Trained  
**Type of Training**: Formal  
**Condition**: Using proper procedures  
**Standard**: IAW applicable documentation  
**Source**: NAVPERS 15560, Naval Military Personnel Manual (MILPERSMAN)  
**Safety Hazard Severity**: Minor  
**Criticality of Performance**: Marginal  
**Task Delay Tolerance**: Low delay tolerance  
**Frequency of Performance**: At least monthly, but less than twice per week  
**Probability of Inadequate Performance**: Less often than other tasks  
**Difficulty of Performance**: Task may be learned in 1 to 2 weeks  
**Task Learning Difficulty**: Task may be learned in 1 to 2 weeks  
**Percent Performing**: 0 to 24% of the personnel perform this task  
**Percent of Time Spent on Performance**: Less time spent on this task than most other tasks  
**Immediacy of Performance**: Task first performed within 6 months after assignment  
   **COI**: Section: Receipt and transfer documents, Incomplete  
   **COI**: Section: Receipt and Transfer Documents, Incomplete  
   **COI**: Section: Receipt and Transfer Documents Lab, Incomplete  
**Traditional Instructor-led Training**: OJT

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

2. **Job:** YN FLAG WRITER NEC 2514  
   a. **Duty:** APPLY ENGLISH MECHANICS TO EDITING MILITARY CORRESPONDENCE  
      (1) **Task:** APPLY ENGLISH GRAMMAR RULES  
         **Verb:** APPLY  
         **Task Level:** Organizational  
         **Status of Training:** Currently Being Trained  
         **Type of Training:** Formal  
         **Object:** Non-Equipment: English Grammar Rules  
         **Condition:** Utilizing U.S. Government Printing Office Style Manual; Utilizing Merriam-Webster collegiate Dictionary  
         **Standard:** In accordance with (IAW) MERRIAM-WEBSTER COLLEGIATE DICTIONARY; In accordance with (IAW) U.S. GOVERNMENT PRINTING OFFICE STYLE MANUAL  
         **Source:** N/A, Merriam-Webster's Collegiate Dictionary; N/A, U.S. Government Printing Office Style Manual  
         **Safety Hazard Severity:** Minor  
         **Criticality of Performance:** Critical  
         **Task Delay Tolerance:** Low delay tolerance  
         **Frequency of Performance:** Twice per week or more
**Skill Hierarchy**

**Probability of Inadequate Performance:** More often than other tasks

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

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

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

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

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

**KSATRs:**

1) **Knowledge:** (GENERAL) KNOWLEDGE OF OFFICIAL MAIL MANAGEMENT (OMM), GRAMMAR, PUNCTUATION, PROOFREADING, AND KNOWLEDGE OF TYPES OF CORRESPONDENCE

2) **Knowledge:** (GENERAL) READING, WRITING, AND COMPREHENSION SKILLS

3) **Skill:** ACTIVE LISTENING, CRITICAL THINKING, READING COMPREHENSION, TIME MANAGEMENT, SPEAKING, SOCIAL PERCEPTIVENESS, WRITING, COORDINATION, PERSUASION, SERVICE ORIENTATION

4) **Resource:** MERRIAM-WEBSTER'S COLLEGIATE DICTIONARY

5) **Resource:** U.S. GOVERNMENT PRINTING OFFICE STYLE MANUAL, 30TH EDITION

6) **Ability:** WRITING COMPREHENSION

(2) **Task:** APPLY ENGLISH MECHANICS TO COMPOSITION INTEGRATION

**Verb:** APPLY

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: English Mechanics

**Condition:** Utilizing Merriam-Webster's Collegiate Dictionary; Utilizing U.S. Government Printing Office Style Manual

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

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

**Safety Hazard Severity:** Minor

**Criticality of Performance:** Critical

**Task Delay Tolerance:** Low delay tolerance

**Frequency of Performance:** Twice per week or more
**Skill Hierarchy**

**Probability of Inadequate Performance:** More often than other tasks

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

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

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

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

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

**KSATRs:**

1) **Knowledge:** (GENERAL) KNOWLEDGE OF OMM (OFFICIAL MAIL MANAGEMENT), GRAMMAR, PUNCTUATION, PROOF READING AND KNOWLEDGE TYPES OF CORRESPONDENCE

2) **Skill:** ACTIVE LISTENING, CRITICAL THINKING, READING COMPREHENSION, TIME MANAGEMENT, SPEAKING, SOCIAL PERCEPTIVENESS, WRITING, COORDINATION, PERSUASION, SERVICE ORIENTATION

3) **Resource:** MERRIAM-WEBSTER’S COLLEGIATE DICTIONARY

4) **Resource:** U.S. GOVERNMENT PRINTING OFFICE STYLE MANUAL, 30TH EDITION

5) **Knowledge:** (GENERAL) READING, WRITING, AND COMPREHENSION SKILLS

6) **Ability:** WRITING COMPREHENSION

(3) **Task:** APPLY NUMERAL/WORD DIVISION USAGE RULES

   **Verb:** APPLY

   **Task Level:** Organizational

   **Status of Training:** Currently Being Trained

   **Type of Training:** Formal

   **Object:** Non-Equipment: Numeral/Word Division Rules

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

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

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

   **Safety Hazard Severity:** Minor

   **Criticality of Performance:** Critical

   **Task Delay Tolerance:** Low delay tolerance

   **Frequency of Performance:** Twice per week or more
Skill Hierarchy

Probability of Inadequate Performance: More often than other tasks
Difficulty of Performance: Task may require up to 1 month or more to learn
Task Learning Difficulty: Task may require up to 1 month or more to learn
Percent Performing: 75 to 100% of the personnel perform this task
Percent of Time Spent on Performance: More time spent on this task than most others
Immediacy of Performance: Task performed during first 3 months after assignment

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

(4) Task: APPLY PUNCTUATION RULES
Verb: APPLY
Task Level: Organizational
Status of Training: Currently Being Trained
Type of Training: Formal
Object: Non-Equipment: Punctuation Rules
Standard: In accordance with (IAW) MERRIAM-WEBSTER COLLEGIATE DICTIONARY; In accordance with (IAW) U.S. GOVERNMENT PRINTING OFFICE STYLE MANUAL
Safety Hazard Severity: Minor
Criticality of Performance: Critical
Task Delay Tolerance: Low delay tolerance
Frequency of Performance: Twice per week or more
Probability of Inadequate Performance: More often than other tasks
Difficulty of Performance: Task may require up to 1 month or more to learn
Skill Hierarchy

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

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

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

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

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

(5) Task: APPLY SENTENCE COMPLETENESS RULES

Verb: APPLY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: Sentence Completeness Rules


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


Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: More often than other tasks

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

Task Learning Difficulty: Task may require up to 1 month or more to learn
Percent Performing: 75 to 100% of the personnel perform this task
Percent of Time Spent on Performance: More time spent on this task than most others
Immediacy of Performance: Task performed during first 3 months after assignment

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

b. **Duty**: EXECUTE FINANCIAL DISCLOSURE REPORT (SF-278)
   Safety Hazard Severity: Minor
   Criticality of Performance: Critical
   Task Delay Tolerance: Low delay tolerance
   Frequency of Performance: At least annually
   Probability of Inadequate Performance: Less often than other tasks
   Difficulty of Performance: Task requires 1 to 3 days to learn
   Task Learning Difficulty: Task requires 1 to 3 days to learn
   Percent Performing: 75 to 100% of the personnel perform this task
   Percent of Time Spent on Performance: Less time spent on this task than most other tasks
   Immediacy of Performance: Task first performed within 1 to 2 years after assignment

(1) **Task**: PREPARE FINANCIAL DISCLOSURE REPORT (SF-278)
   Verb: PREPARE
   Task Level: Organizational
   Status of Training: Currently Being Trained
   Type of Training: Formal
   Condition: Utilizing Financial Disclosure Report Form (SF-278)
   Standard: In accordance with (iaw) DOD 5500-7-R, JOINT ETHICS REGULATION
Skill Hierarchy

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

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: At least annually

Probability of Inadequate Performance: Less often than other tasks

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

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

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

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

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

KSATRs:

1) Knowledge: (GENERAL) KNOWLEDGE OF OMM, GRAMMAR, PUNCTUATION, PROOFREADING, AND KNOWLEDGE OF TYPES OF CORRESPONDENCE

2) Knowledge: (GENERAL) READING, WRITING, AND COMPREHENSION SKILLS

3) Skill: (OPERATION/SKILL) TYPING

4) Ability: WRITTEN COMPREHENSION

5) Tool: COMPUTER AND PRINTER

6) Tool: SF-278 - EXECUTIVE BRANCH PERSONNEL PUBLIC FINANCIAL DISCLOSURE REPORT

7) Resource: JOINT ETHICS REGULATION, DOD 5500.7-R

(2) Task: ROUTE FINANCIAL DISCLOSURE REPORT (SF-278) TO JAG FOR REVIEW

Verb: ROUTE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal


Condition: Utilizing Financial Disclosure Report (SF-278)

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

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

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: Low delay tolerance
Skill Hierarchy

**Frequency of Performance:** At least annually

**Probability of Inadequate Performance:** Less often than other tasks

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

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

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

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

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

**KSATRs:**

1) **Knowledge:** (GENERAL) KNOWLEDGE OF OMM (OFFICIAL MAIL MANAGEMENT), GRAMMAR, PUNCTUATION, PROOF READING AND KNOWLEDGE TYPES OF CORRESPONDENCE

2) **Knowledge:** (GENERAL) READING, WRITING, AND COMPREHENSION SKILLS

3) **Skill:** ACTIVE LISTENING, CRITICAL THINKING, READING COMPREHENSION, COORDINATION, TIME MANAGEMENT, SPEAKING, ACTIVE LISTENING, SOCIAL PERCEPTIVENESS, WRITING, PERSUASION

4) **Ability:** WRITING COMPREHENSION

5) **Tool:** COMPUTER AND PRINTER

6) **Resource:** JOINT ETHICS REGULATION, DOD 5500.7-R

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

   **Safety Hazard Severity:** Minor

   **Criticality of Performance:** Critical

   **Task Delay Tolerance:** Low delay tolerance

   **Frequency of Performance:** At least annually

   **Probability of Inadequate Performance:** Less often than other tasks

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

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

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

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

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

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

   **Verb:** FORWARD

   **Task Level:** Organizational

   **Status of Training:** Currently Being Trained

   **Type of Training:** Formal
Skill Hierarchy

Object: Non-Equipment: OFFICER FITNESS REPORTS

Condition: Utilizing officer fitness reports

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

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

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: At least annually

Probability of Inadequate Performance: Less often than other tasks

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

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

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

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

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

KSATRs:

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

(2) Task: MAINTAIN OFFICER FITNESS REPORTS

Verb: MAINTAIN

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: OFFICER FITNESS REPORTS

Condition: Utilizing officer fitness reports
**Standard:** In accordance with (IAW) BUPERSINST 1610.10 (series) Navy Performance Evaluation System (NPES)

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

**Safety Hazard Severity:** Minor

**Criticality of Performance:** Critical

**Task Delay Tolerance:** Low delay tolerance

**Frequency of Performance:** At least once every 6 months

**Probability of Inadequate Performance:** Less often than other tasks

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

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

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

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

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

**KSATRs:**

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

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

3) **Tool:** FILING CABINETS

4) **Resource:** BUPERSINST 1610.10 (SERIES) - NAVY PERFORMANCE EVALUATION SYSTEM

(3) **Task:** PREPARE OFFICER FITNESS REPORTS

**Verb:** PREPARE

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: OFFICER FITNESS REPORTS

**Condition:** Utilizing officer fitness reports

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

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

**Safety Hazard Severity:** Minor

**Criticality of Performance:** Critical

**Task Delay Tolerance:** Low delay tolerance

**Frequency of Performance:** At least annually
Skill Hierarchy

**Probability of Inadequate Performance:** Less often than other tasks

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

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

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

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

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

**KSATRs:**

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

(4) **Task:** SUBMIT OFFICER FITNESS REPORTS

**Verb:** SUBMIT

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: OFFICER FITNESS REPORTS

**Condition:** Utilizing officer fitness reports

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

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

**Safety Hazard Severity:** Minor

**Criticality of Performance:** Critical

**Task Delay Tolerance:** Low delay tolerance

**Frequency of Performance:** At least annually

**Probability of Inadequate Performance:** Less often than other tasks

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

**Task Learning Difficulty:** Task may be learned in 1 to 2 weeks
Percent Performing: 75 to 100% of the personnel perform this task

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

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

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

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

Safety Hazard Severity: Minor
Criticality of Performance: Marginal
Task Delay Tolerance: Low delay tolerance
Frequency of Performance: At least once every 6 months
Probability of Inadequate Performance: Less often than other tasks
Difficulty of Performance: Task requires 1 to 3 days to learn
Task Learning Difficulty: Task requires 1 to 3 days to learn
Percent Performing: 75 to 100% of the personnel perform this task
Percent of Time Spent on Performance: Less time spent on this task than most other tasks
Immediacy of Performance: Task first performed within 6 months after assignment

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

Verb: ENSURE
Task Level: Organizational
Status of Training: Currently Being Trained
Type of Training: Formal
Object: Non-Equipment: PROPER USE OF OFFICIAL REPRESENTATION FUND(S) (ORF)
Condition: Utilizing SECNAVINST 7042.7 (Series), Guidelines for Use of Official Representation Funds
Standard: iN ACCORDANCE WITH (iaw) SECNAVINST 7042.7 (Series), Guidelines for Use of Official Representation Funds
Source: SECNAVINST 7042.7 (Series), Guidelines for Use of Official Representation Funds
Safety Hazard Severity: Minor
Criticality of Performance: Critical
Task Delay Tolerance: Low delay tolerance
Frequency of Performance: At least once every 6 months
Probability of Inadequate Performance: Less often than other tasks
Difficulty of Performance: Task requires 1 to 3 days to learn
Task Learning Difficulty: Task requires 1 to 3 days to learn
Percent Performing: 75 to 100% of the personnel perform this task
Percent of Time Spent on Performance: Less time spent on this task than most other tasks
Immediacy of Performance: Task first performed within 6 months after assignment

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

(2) Task: FORWARD OFFICIAL REPRESENTATION FUND (ORF) REQUEST UP THE CHAIN OF COMMAND FOR REVIEW
Verb: FORWARD
Task Level: Organizational
Status of Training: Currently Being Trained
Type of Training: Formal
Object: Non-Equipment: OFFICIAL REPRESENTATION FUND (ORF) REQUEST
Condition: Utilizing SECNAVINST 7042.7 (Series), Guidelines for Use of Official Representation Funds
Standard: iN ACCORDANCE WITH (iaw) SECNAVINST 7042.7 (Series), Guidelines for Use of Official Representation Funds
Source: SECNAVINST 7042.7 (Series), Guidelines for Use of Official Representation Funds
Safety Hazard Severity: Minor
Criticality of Performance: Critical
Task Delay Tolerance: Low delay tolerance
Frequency of Performance: At least once every 6 months
Probability of Inadequate Performance: Less often than other tasks
Difficulty of Performance: Task requires 1 to 3 days to learn
Skill Hierarchy

Task Learning Difficulty: Task requires 1 to 3 days to learn
Percent Performing: 75 to 100% of the personnel perform this task
Percent of Time Spent on Performance: Less time spent on this task than most other tasks
Immediacy of Performance: Task first performed within 6 months after assignment

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

(3) Task: PREPARE OFFICIAL REPRESENTATION FUND (ORF) REQUEST
Verb: PREPARE
Task Level: Organizational
Status of Training: Currently Being Trained
Type of Training: Formal
Object: Non-Equipment: OFFICIAL REPRESENTATION FUND (ORF) REQUEST
Condition: Utilizing SECNAVINST 7042.7 (Series), Guidelines for Use of Official Representation Funds
Standard: iN ACCORDANCE WITH (iaw) SECNAVINST 7042.7 (Series), Guidelines for Use of Official Representation Funds
Source: SECNAVINST 7042.7 (Series), Guidelines for Use of Official Representation Funds

Safety Hazard Severity: Minor
Criticality of Performance: Critical
Task Delay Tolerance: Low delay tolerance
Frequency of Performance: At least once every 6 months
Probability of Inadequate Performance: Less often than other tasks
Difficulty of Performance: Task requires 1 to 3 days to learn
Task Learning Difficulty: Task requires 1 to 3 days to learn
Percent Performing: 75 to 100% of the personnel perform this task
Percent of Time Spent on Performance: Less time spent on this task than most other tasks
Immediacy of Performance: Task first performed within 6 months after assignment
KSATRs:

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

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

   **Safety Hazard Severity**: Minor
   **Criticality of Performance**: Critical
   **Task Delay Tolerance**: Low delay tolerance
   **Frequency of Performance**: Twice per week or more
   **Probability of Inadequate Performance**: About as often as other tasks
   **Difficulty of Performance**: Task may require up to 1 month or more to learn
   **Task Learning Difficulty**: Task may require up to 1 month or more to learn
   **Percent Performing**: 75 to 100% of the personnel perform this task
   **Percent of Time Spent on Performance**: Same amount of time spent on this task as most others
   **Immediacy of Performance**: Task performed during first 3 months after assignment

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

   **Verb**: ORGANIZE
   **Task Level**: Organizational
   **Status of Training**: Currently Being Trained
   **Type of Training**: Formal
   **Object**: Non-Equipment: FLAG OFFICER PERSONAL FILES
   **Condition**: Utilizing Flag officer personal files
   **Standard**: IN ACCORDANCE WITH (IAW) SECNAV M-5210.1 DON RECORDS MANAGEMENT PROGRAM MANUAL
   **Source**: SECNAV M-5210.1, DON RECORDS MANAGEMENT PROGRAM MANUAL
   **Safety Hazard Severity**: Minor
   **Criticality of Performance**: Critical
   **Task Delay Tolerance**: Low delay tolerance
   **Frequency of Performance**: Twice per week or more
   **Probability of Inadequate Performance**: About as often as other tasks
Difficulty of Performance: Task may require up to 1 month or more to learn

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

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

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

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

KSATRs:

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

(2) Task: UPDATE FLAG OFFICER PERSONAL FILES

Verb: UPDATE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: FLAG OFFICER PERSONAL FILES

Condition: Utilizing Flag officer personal files

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

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

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: About as often as other tasks
Skill Hierarchy

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

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

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

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

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

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

Duty: MAINTAIN FLAG OFFICER SERVICE RECORDS

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: Low delay tolerance

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

Probability of Inadequate Performance: About as often as other tasks

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

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

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

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

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

(1) Task: COORDINATE FLAG OFFICER SERVICE RECORDS

Verb: COORDINATE

Task Level: Organizational

Status of Training: Currently Being Trained
Skill Hierarchy

Type of Training: Formal
Object: Non-Equipment: FLAG OFFICER SERVICE RECORDS
Condition: Utilizing Flag Officer Service Records
Standard: IN ACCORDANCE WITH (IAW) NAVPERS 15560, NAVAL MILITARY PERSONNEL MANUAL (MILPERSMAN)
Source: NAVPERS 15560, Naval Military Personnel Manual (MILPERSMAN)
Safety Hazard Severity: Minor
Criticality of Performance: Critical
Task Delay Tolerance: Low delay tolerance
Frequency of Performance: At least monthly, but less than twice per week
Probability of Inadequate Performance: About as often as other tasks
Difficulty of Performance: Task may be learned in 1 to 2 weeks
Task Learning Difficulty: Task may be learned in 1 to 2 weeks
Percent Performing: 75 to 100% of the personnel perform this task
Percent of Time Spent on Performance: Same amount of time spent on this task as most others
Immediacy of Performance: Task performed during first 3 months after assignment
KSATRs:
1) Knowledge: (OPERATIONAL) CUSTOMER SERVICE
2) Knowledge: (GENERAL) PROOF READING
3) Knowledge: (GENERAL) GRAMMER
4) Knowledge: (GENERAL) TYPES OF CORRESPONDENCE
5) Knowledge: (INTERFACE) MICROSOFT PROGRAMS
6) Skill: (OPERATION/SKILL) TYPING
7) Tool: COMPUTER AND PRINTER
8) Resource: MILPERSMAN 1070-020 - OFFICER OFFICIAL MILITARY PERSONNEL FILE (OMPF)

Duty: MAINTAIN FLAG OFFICER UNIFORMS
Safety Hazard Severity: Minor
Criticality of Performance: Critical
Task Delay Tolerance: Low delay tolerance
Frequency of Performance: Twice per week or more
Probability of Inadequate Performance: More often than other tasks
Skill Hierarchy

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

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

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

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

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

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

   **Verb:** APPLY

   **Task Level:** Organizational

   **Status of Training:** Currently Being Trained

   **Type of Training:** Formal

   **Object:** Non-Equipment: Flag Officer Uniform Components

   **Condition:** Utilizing flag officer uniform components

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

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

   **Safety Hazard Severity:** Minor

   **Criticality of Performance:** Critical

   **Task Delay Tolerance:** Low delay tolerance

   **Frequency of Performance:** Twice per week or more

   **Probability of Inadequate Performance:** More often than other tasks

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

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

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

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

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

   **KSATRs:**

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

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

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

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

   **Verb:** ASSEMBLE

   **Type of Training:** Formal
Object: Non-Equipment: Flag Officer Uniform

Condition: Utilizing flag officer uniform components

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

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

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: More often than other tasks

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

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

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

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

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

KSATRs:
1) Knowledge: KNOWLEDGE OF NAVAL OFFICER UNIFORM COMPONENTS
2) Knowledge: KNOWLEDGE OF NAVAL OFFICER UNIFORMS
3) Resource: UNITED STATES NAVY UNIFORM REGULATIONS

h. Duty: MANAGE FLAG OFFICER TRAVEL

(1) Task: CREATE DEFENSE TRAVEL SYSTEM (DTS) AUTHORIZATION

Verb: CREATE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: DEFENSE TRAVEL SYSTEM (DTS) AUTHORIZATION

Condition: Utilizing Defense Travel System (DTS)

Standard: In accordance with (IAW) NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1

Source: NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1

Safety Hazard Severity: Minor

Criticality of Performance: Critical
Skill Hierarchy

Task Delay Tolerance: Low delay tolerance
Frequency of Performance: Twice per week or more
Probability of Inadequate Performance: About as often as other tasks
Difficulty of Performance: Task may be learned in 1 to 2 weeks
Task Learning Difficulty: Task may be learned in 1 to 2 weeks
Percent Performing: 75 to 100% of the personnel perform this task
Percent of Time Spent on Performance: More time spent on this task than most others
Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:
1) Knowledge: (OPERATIONAL) CUSTOMER SERVICE
2) Knowledge: (GENERAL) PROOF READING
3) Knowledge: (GENERAL) TYPES OF CORRESPONDENCE
4) Knowledge: DTS UNDERSTANDING
5) Knowledge: (INTERFACE) MICROSOFT PROGRAMS
6) Skill: (OPERATION/SKILL) TYPING
7) Tool: COMPUTER AND PRINTER
8) Resource: JOINT FEDERAL TRAVEL REGULATIONS (JFTR) VOLUME 1 - NAVSO P-6034

(2) Task: CREATE DEFENSE TRAVEL SYSTEM (DTS) VOUCHER
Verb: CREATE
Task Level: Organizational
Status of Training: Currently Being Trained
Type of Training: Formal
Object: Non-Equipment: DEFENSE TRAVEL SYSTEM (DTS) VOUCHER
Condition: Utilizing Defense Travel System (DTS)
Standard: In accordance with (IAW) NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1
Source: NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1
Safety Hazard Severity: Minor
Criticality of Performance: Critical
Task Delay Tolerance: Low delay tolerance
Frequency of Performance: Twice per week or more
Probability of Inadequate Performance: About as often as other tasks
Skill Hierarchy

Difficulty of Performance: Task may be learned in 1 to 2 weeks
Task Learning Difficulty: Task may be learned in 1 to 2 weeks
Percent Performing: 75 to 100% of the personnel perform this task
Percent of Time Spent on Performance: More time spent on this task than most others
Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:
1) Knowledge: (OPERATIONAL) CUSTOMER SERVICE
2) Knowledge: (GENERAL) PROOF READING
3) Knowledge: (GENERAL) TYPES OF CORRESPONDENCE
4) Knowledge: DTS UNDERSTANDING
5) Knowledge: (INTERFACE) MICROSOFT PROGRAMS
6) Skill: (OPERATION/SKILL) TYPING
7) Tool: COMPUTER AND PRINTER
8) Resource: JOINT FEDERAL TRAVEL REGULATIONS (JFTR) VOLUME 1 - NAVSO P-6034

(3) Task: PREPARE TRAVEL ARRANGEMENTS

Verb: PREPARE
Task Level: Organizational
Status of Training: Currently Being Trained
Type of Training: Formal
Object: Non-Equipment: TRAVEL ARRANGEMENTS
Condition: Utilizing Defense Travel System (DTS)
Standard: In accordance with (IAW) NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1
Source: NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1

Safety Hazard Severity: Minor
Criticality of Performance: Critical
Task Delay Tolerance: Low delay tolerance
Frequency of Performance: Twice per week or more
Probability of Inadequate Performance: About as often as other tasks
Difficulty of Performance: Task may be learned in 1 to 2 weeks
Task Learning Difficulty: Task may be learned in 1 to 2 weeks
Percent Performing: 75 to 100% of the personnel perform this task
Skill Hierarchy

Percent of Time Spent on Performance: More time spent on this task than most others
Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:
1) Knowledge: (OPERATIONAL) CUSTOMER SERVICE
2) Knowledge: (GENERAL) PROOF READING
3) Knowledge: (GENERAL) TYPES OF CORRESPONDENCE
4) Knowledge: DTS UNDERSTANDING
5) Knowledge: (INTERFACE) MICROSOFT PROGRAMS
6) Skill: (OPERATION/SKILL) TYPING
7) Tool: COMPUTER AND PRINTER
8) Resource: JOINT FEDERAL TRAVEL REGULATIONS (JTFR) VOLUME 1 - NAVSO P-6034

(a) Subtask: CREATE TRAVEL CHECKLIST
   Verb: CREATE
   Task Level: Organizational
   Status of Training: Currently Being Trained
   Type of Training: Formal

(b) Subtask: CREATE TRAVEL TRIP BOOK
   Verb: CREATE
   Task Level: Organizational
   Status of Training: Currently Being Trained
   Type of Training: Formal

(4) Task: PREPARE TRAVEL MESSAGES
   Verb: PREPARE
   Task Level: Organizational
   Status of Training: Currently Being Trained
   Type of Training: Formal
   Object: Non-Equipment: Travel Messages
   Condition: Utilizing NTP-4, Fleet Communications; DOD 4500.54 (Series), Foreign Clearance Guide; OPNAVINST 1000.1 (Series), REPORTING REQUIREMENT FOR FLAG OFFICERS VISITING THE WASHINGTON, D. C. AREA
   Standard: In accordance with (IAW) NTP-4, Fleet Communications; DOD 4500.54 (Series), Foreign Clearance Guide; OPNAVINST 1000.1 (Series), REPORTING REQUIREMENT FOR FLAG OFFICERS VISITING THE WASHINGTON, D. C. AREA
Source: DOD 4500.54 (Series), Foreign Clearance Guide; NTP-4, Fleet Communications; OPNAVINST 1000.1 (Series), REPORTING REQUIREMENT FOR FLAG OFFICERS VISITING THE WASHINGTON, D. C. AREA

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: About as often as other tasks

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

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

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

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

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

KSATRs:

1) Knowledge: (OPERATIONAL) CUSTOMER SERVICE

2) Knowledge: (GENERAL) PROOF READING

3) Knowledge: (GENERAL) TYPES OF CORRESPONDENCE

4) Knowledge: DRAFT MESSAGES

5) Skill: (OPERATION/SKILL) TYPING

6) Tool: COMPUTER AND PRINTER

7) Resource: NTP-6

8) Resource: JOINT FEDERAL TRAVEL REGULATIONS (JTFR) VOLUME 1 - NAVSO P-6034

(a) Subtask: CREATE PERSONAL FOR MESSAGE

Verb: CREATE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: Personal For Message

Condition: AS A FLAG WRITER

Standard: Applicable technical publications, procedures, and specifications

Source: NTP-4, Fleet Communications
(b) **Subtask:** CREATE REPORTING REQUIREMENT FOR FLAG OFFICER
WASHINGTON, D.C. AREA VISIT

**Verb:** CREATE

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: Reporting Requirement for Flag Officer Washington, D.C. Area Visit

**Condition:** AS A FLAG WRITER

**Standard:** Applicable technical publications, procedures, and specifications

**Source:** OPNAVINST 1000.1 (Series), REPORTING REQUIREMENT FOR FLAG OFFICERS VISITING THE WASHINGTON, D.C. AREA

(c) **Subtask:** CREATE THEATER AND COUNTRY CLEARANCE MESSAGE

**Verb:** CREATE

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: THEATER AND COUNTRY CLEARANCE MESSAGE

**Condition:** AS A FLAG WRITER

**Standard:** Applicable technical publications, procedures, and specifications

**Source:** DOD 4500.54 (Series), Foreign Clearance Guide

i. **Duty:** OBSERVE FLAG OFFICE ETHICAL READINESS

(1) **Task:** MONITOR ETHICAL DECISION MAKING

**Verb:** MONITOR

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: Ethical Decision Making

**Condition:** Utilizing DOD 5500-7-R, Joint Ethics Regulation

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

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

**Safety Hazard Severity:** Minor

**Criticality of Performance:** Critical
Skill Hierarchy

Task Delay Tolerance: Low delay tolerance
Frequency of Performance: Twice per week or more
Probability of Inadequate Performance: Less often than other tasks
Difficulty of Performance: Task may be learned in 1 to 2 weeks
Task Learning Difficulty: Task may be learned in 1 to 2 weeks
Percent Performing: 75 to 100% of the personnel perform this task
Percent of Time Spent on Performance: More time spent on this task than most others
Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:
1) Knowledge: JUDGMENT AND DECISION MAKING
2) Knowledge: MONITORING, PROBLEM SOLVING, CRITICAL THINKING, CASUALTY CONTROL ANALYSIS, READING COMPREHENSION, SPEAKING
3) Ability: CRITICAL THINKING
4) Resource: JOINT ETHICS REGULATION, DOD 5500.7-R

(2) Task: REVIEW STANDARDS OF CONDUCT
Verb: REVIEW
Task Level: Organizational
Status of Training: Currently Being Trained
Type of Training: Formal
Object: Non-Equipment: STANDARDS OF CONDUCT GUIDANCE
Condition: Utilizing DOD 5500-7-R, Joint Ethics Regulation
Standard: In accordance with (iaw) DOD 5500-7-R, JOINT ETHICS REGULATION
Source: DOD 5500-7-R, JOINT ETHICS REGULATION
Safety Hazard Severity: Minor
Criticality of Performance: Critical
Task Delay Tolerance: Low delay tolerance
Frequency of Performance: Twice per week or more
Probability of Inadequate Performance: Less often than other tasks
Difficulty of Performance: Task may be learned in 1 to 2 weeks
Task Learning Difficulty: Task may be learned in 1 to 2 weeks
Percent Performing: 75 to 100% of the personnel perform this task
Percent of Time Spent on Performance: More time spent on this task than most others
Immediacy of Performance: Task performed during first 3 months after assignment
KSATRs:
1) Knowledge: JUDGMENT AND DECISION MAKING
2) Knowledge: MONITORING, PROBLEM SOLVING, CRITICAL THINKING, CASUALTY CONTROL ANALYSIS, READING COMPREHENSION, SPEAKING
3) Ability: CRITICAL THINKING
4) Resource: JOINT ETHICS REGULATION, DOD 5500.7-R

j. Duty: OBSERVE PROTOCOL

(1) Task: MAKE SEATING ARRANGEMENTS

Verb: MAKE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: SEATING ARRANGEMENTS


Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: Low delay tolerance

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

Probability of Inadequate Performance: Less often than other tasks

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

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

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

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

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

KSATRs:
1) Knowledge: PLANNING
2) **Ability:** CRITICAL THINKING
3) **Tool:** COMPUTER AND PRINTER
4) **Resource:** OPNAVINST 1710.7 (SERIES) - SOCIAL USAGE AND PROTOCOL

(a) **Subtask:** CREATE MENU CARDS

   **Verb:** CREATE
   **Task Level:** Organizational
   **Status of Training:** Currently Being Trained
   **Type of Training:** Formal
   **Object:** Non-Equipment: MENU CARDS
   **Condition:** AS A FLAG WRITER
   **Standard:** Applicable technical publications, procedures, and specifications
   **Source:** ISBN: 13-1-59337-368-9, Service Etiquette, 5th Edition, Kiss, Bow, or Shake Hands by Terri Morrison and Wayne A. Conaway; OPNAVINST 1710.7 (Series), Social Usage and Protocol

(b) **Subtask:** CREATE PLACECARDS

   **Verb:** CREATE
   **Task Level:** Organizational
   **Status of Training:** Currently Being Trained
   **Type of Training:** Formal
   **Object:** Non-Equipment: PLACE CARDS
   **Condition:** AS A FLAG WRITER
   **Standard:** Applicable technical publications, procedures, and specifications
   **Source:** ISBN: 13-1-59337-368-9, Service Etiquette, 5th Edition, Kiss, Bow, or Shake Hands by Terri Morrison and Wayne A. Conaway; OPNAVINST 1710.7 (Series), Social Usage and Protocol

(c) **Subtask:** CREATE SEATING CHARTS

   **Verb:** CREATE
   **Task Level:** Organizational
   **Status of Training:** Currently Being Trained
   **Type of Training:** Formal
   **Object:** Non-Equipment: SEATING CHARTS
   **Condition:** AS A FLAG WRITER
   **Standard:** Applicable technical publications, procedures, and specifications
(d) **Subtask**: CREATE SEATING PRECEDENCE

**Verb**: CREATE

**Task Level**: Organizational

**Status of Training**: Currently Being Trained

**Type of Training**: Formal

**Object**: Non-Equipment: SEATING PRECEDENCE

**Condition**: AS A FLAG WRITER

**Standard**: Applicable technical publications, procedures, and specifications

**Source**: ISBN: 13-1-59337-368-9, Service Etiquette, 5th Edition, Kiss, Bow, or Shake Hands by Terri Morrison and Wayne A. Conaway; OPNAVINST 1710.7 (Series), Social Usage and Protocol

(2) **Task**: MANAGE INVITATIONS

**Verb**: MANAGE

**Task Level**: Organizational

**Status of Training**: Currently Being Trained

**Type of Training**: Formal

**Object**: Non-Equipment: INVITATIONS


**Source**: ISBN: 13-1-59337-368-9, Service Etiquette, 5th Edition, Kiss, Bow, or Shake Hands by Terri Morrison and Wayne A. Conaway; OPNAVINST 1710.7 (Series), Social Usage and Protocol

**Safety Hazard Severity**: Minor

**Criticality of Performance**: Critical

**Task Delay Tolerance**: Low delay tolerance

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

**Probability of Inadequate Performance**: Less often than other tasks

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

**Task Learning Difficulty**: Task requires 1 to 3 days to learn
Percent Performing: 25 to 49% of the personnel perform this task

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

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

KSATRs:

1) **Knowledge:** KNOWLEDGE OF SOCIAL USAGE AND PROTOCOL

2) **Skill:** ACTIVE LISTENING, SPEAKING, CRITICAL THINKING, TIME MANAGEMENT, COORDINATION, SERVICE ORIENTATION, JUDGEMENT AND DECISION MAKING,

3) **Resource:** U.S. GOVERNMENT PRINTING OFFICE STYLE MANUAL, 30TH EDITION

4) **Resource:** OPNAVINST 1710.7 (SERIES) - SOCIAL USAGE AND PROTOCOL


(a) **Subtask:** PREPARE INVITATION ENVELOPES

   **Verb:** PREPARE

   **Task Level:** Organizational

   **Status of Training:** Currently Being Trained

   **Type of Training:** Formal

   **Object:** Non-Equipment: Invitation Envelopes

   **Condition:** AS A FLAG WRITER

   **Standard:** Applicable technical publications, procedures, and specifications

   **Source:** ISBN: 13-1-59337-368-9, Service Etiquette, 5th Edition, Kiss, Bow, or Shake Hands by Terri Morrison and Wayne A. Conaway; OPNAVINST 1710.7 (Series), Social Usage and Protocol

(b) **Subtask:** PREPARE INVITATIONS

   **Verb:** PREPARE

   **Task Level:** Organizational

   **Status of Training:** Currently Being Trained

   **Type of Training:** Formal

   **Object:** Non-Equipment: INVITATIONS

   **Condition:** AS A FLAG WRITER

   **Standard:** Applicable technical publications, procedures, and specifications

   **Source:** ISBN: 13-1-59337-368-9, Service Etiquette, 5th Edition, Kiss, Bow, or Shake Hands by Terri Morrison and Wayne A. Conaway; OPNAVINST 1710.7 (Series), Social Usage and Protocol
(c) **Subtask:** PREPARE REPLIES TO INVITATIONS  
**Verb:** PREPARE  
**Task Level:** Organizational  
**Status of Training:** Currently Being Trained  
**Type of Training:** Formal  
**Object:** Non-Equipment: REPLIES TO INVITATIONS  
**Condition:** AS A FLAG WRITER  
**Standard:** Applicable technical publications, procedures, and specifications  
**Source:** ISBN: 13-1-59337-368-9, Service Etiquette, 5th Edition, Kiss, Bow, or Shake Hands by Terri Morrison and Wayne A. Conaway; OPNAVINST 1710.7 (Series), Social Usage and Protocol

(d) **Subtask:** PREPARE TO REMIND CARD  
**Verb:** PREPARE  
**Task Level:** Organizational  
**Status of Training:** Currently Being Trained  
**Type of Training:** Formal

(3) **Task:** PREPARE OFFICER/DIGNITARY OFFICIAL VISIT ITINERARY REQUIRING HONORS  
**Verb:** PREPARE  
**Task Level:** Organizational  
**Status of Training:** Currently Being Trained  
**Type of Training:** Formal  
**Object:** Non-Equipment: Officer/Dignitary Official Visit Itinerary Requiring Honors  
**Condition:** Utilizing OPNAVINST 1710.7 (Series), SOCIAL USAGE AND PROTOCOL; ISBN: 13-1-59337-368-9, Service Etiquette, 5th Edition, Kiss, Bow, or Shake Hands by Terri Morrison and Wayne A. Conaway  
**Standard:** In accordance with (IAW) OPNAVINST 1710.7 (Series), SOCIAL USAGE AND PROTOCOL; ISBN: 13-1-59337-368-9, Service Etiquette, 5th Edition, Kiss, Bow, or Shake Hands by Terri Morrison and Wayne A. Conaway  
**Source:** ISBN: 13-1-59337-368-9, Service Etiquette, 5th Edition, Kiss, Bow, or Shake Hands by Terri Morrison and Wayne A. Conaway; OPNAVINST 1710.7 (Series), Social Usage and Protocol  
**Safety Hazard Severity:** Minor  
**Criticality of Performance:** Critical  
**Task Delay Tolerance:** Low delay tolerance
Skill Hierarchy

**Frequency of Performance:** Twice per week or more

**Probability of Inadequate Performance:** Less often than other tasks

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

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

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

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

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

**KSATRs:**
1) **Knowledge:** SHIPBOARD CEREMONIES
2) **Ability:** CRITICAL THINKING
3) **Resource:** JOINT ETHICS REGULATION, DOD 5500.7-R
4) **Resource:** OPNAVINST 1710.7 (SERIES) - SOCIAL USAGE AND PROTOCOL

(a) **Subtask:** ARRANGE OFFICER/DIGNITARY OFFICIAL VISIT

- **Verb:** ARRANGE
- **Task Level:** Organizational
- **Status of Training:** Currently Being Trained
- **Type of Training:** Formal
- **Object:** Non-Equipment: Officer/Dignitary Official Visit Itinerary Requiring Honors
- **Condition:** AS A FLAG WRITER
- **Standard:** Applicable technical publications, procedures, and specifications

  **Source:** ISBN: 13-1-59337-368-9, Service Etiquette, 5th Edition, Kiss, Bow, or Shake Hands by Terri Morrison and Wayne A. Conaway; OPNAVINST 1710.7 (Series), Social Usage and Protocol

(4) **Task:** PREPARE PRECEDENCE CHARTS

- **Verb:** PREPARE
- **Task Level:** Organizational
- **Status of Training:** Currently Being Trained
- **Type of Training:** Formal
- **Object:** Non-Equipment: Precedence Charts

  **Condition:** Utilizing OPNAVINST 1710.7 (Series), SOCIAL USAGE AND PROTOCOL; ISBN: 13-1-59337-368-9, Service Etiquette, 5th Edition, Kiss, Bow, or Shake Hands by Terri Morrison and Wayne A. Conaway

  **Standard:** In accordance with (IAW) OPNAVINST 1710.7 (Series), SOCIAL USAGE AND
Skill Hierarchy


Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: Less often than other tasks

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

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

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

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

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

KSATRs:
1) Knowledge: KNOWLEDGE OF OFFICER PRECEDENCE
2) Knowledge: CHARTS
3) Skill: (OPERATION/SKILL) TYPING
4) Resource: JOINT ETHICS REGULATION, DOD 5500.7-R
5) Resource: OPNAVINST 1710.7 (SERIES) - SOCIAL USAGE AND PROTOCOL

(a) Subtask: ARRANGE JOB TITLE ORDER
   Verb: ARRANGE
   Task Level: Organizational
   Status of Training: Currently Being Trained
   Type of Training: Formal
   Object: Non-Equipment: JOB TITLE ORDER

(b) Subtask: OBTAIN JOB TITLE
   Verb: OBTAIN
   Task Level: Organizational
   Status of Training: Currently Being Trained
   Type of Training: Formal

k. Duty: PERFORM COMPUTER OPERATIONS
(1) **Task:** CREATE DOCUMENTS  
*Verb:* CREATE  
*Task Level:* Organizational  
*Status of Training:* Currently Being Trained  
*Type of Training:* Formal  
*Object:* Non-Equipment: CREATE DOCUMENTS  
*Condition:* Utilizing Microsoft Office suite Software  
*Standard:* In accordance with (IAW) Microsoft Office suite Software  
*Source:* N/A, Microsoft Office suite Software  
*Safety Hazard Severity:* Minor  
*Criticality of Performance:* Critical  
*Task Delay Tolerance:* Low delay tolerance  
*Frequency of Performance:* Twice per week or more  
*Probability of Inadequate Performance:* More often than other tasks  
*Difficulty of Performance:* Task requires 1 to 3 days to learn  
*Task Learning Difficulty:* Task requires 1 to 3 days to learn  
*Percent Performing:* 75 to 100% of the personnel perform this task  
*Percent of Time Spent on Performance:* More time spent on this task than most others  
*Immediacy of Performance:* Task performed during first 3 months after assignment  
*KSATRs:*  
1) **Knowledge:** (GENERAL) TYPES OF CORRESPONDENCE  
2) **Knowledge:** (INTERFACE) MICROSOFT PROGRAMS  
3) **Knowledge:** (GENERAL) PROOF READING  
4) **Skill:** (OPERATION/SKILL) TYPING  
5) **Tool:** COMPUTER AND PRINTER  
6) **Resource:** MIRCOSOFT OFFICE USERS GUIDE  
7) **Resource:** MICROSOFT OFFICE SUITE SOFTWARE  
8) **Skill:** (OPERATION/SKILL) BASIC COMPUTER SKILLS  

(2) **Task:** EDIT DOCUMENTS  
*Verb:* EDIT  
*Task Level:* Organizational  
*Status of Training:* Currently Being Trained  
*Type of Training:* Formal
Skill Hierarchy

Object: Non-Equipment: EDIT DOCUMENTS
Condition: Utilizing Microsoft Office suite Software
Standard: In accordance with (IAW) Microsoft Office suite Software
Source: N/A, Microsoft Office suite Software
Safety Hazard Severity: Minor
Criticality of Performance: Critical
Task Delay Tolerance: Low delay tolerance
Frequency of Performance: Twice per week or more
Probability of Inadequate Performance: More often than other tasks
Difficulty of Performance: Task requires 1 to 3 days to learn
Task Learning Difficulty: Task requires 1 to 3 days to learn
Percent Performing: 75 to 100% of the personnel perform this task
Percent of Time Spent on Performance: More time spent on this task than most others
Immediacy of Performance: Task performed during first 3 months after assignment
KSATRs:
1) Knowledge: (GENERAL) TYPES OF CORRESPONDENCE
2) Knowledge: (INTERFACE) MICROSOFT PROGRAMS
3) Skill: (OPERATION/SKILL) TYPING
4) Tool: COMPUTER AND PRINTER
5) Resource: MICROSOFT OFFICE SUITE SOFTWARE
6) Resource: MICROSOFT OFFICE USERS GUIDE
7) Skill: (OPERATION/SKILL) BASIC COMPUTER SKILLS

(3) Task: PRINT DOCUMENTS
Verb: PRINT
Task Level: Organizational
Status of Training: Currently Being Trained
Type of Training: Formal
Object: Non-Equipment: PRINTING DOCUMENT
Condition: Utilizing Microsoft Office suite Software
Standard: In accordance with (IAW) Microsoft Office suite Software
Source: N/A, Microsoft Office suite Software
Safety Hazard Severity: Minor
Criticality of Performance: Critical
Skill Hierarchy

Task Delay Tolerance: Low delay tolerance
Frequency of Performance: Twice per week or more
Probability of Inadequate Performance: More often than other tasks
Difficulty of Performance: Task requires 1 to 3 days to learn
Task Learning Difficulty: Task requires 1 to 3 days to learn
Percent Performing: 75 to 100% of the personnel perform this task
Percent of Time Spent on Performance: More time spent on this task than most others
Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:
1) Knowledge: (GENERAL) TYPES OF CORRESPONDENCE
2) Knowledge: (INTERFACE) MICROSOFT PROGRAMS
3) Skill: (OPERATION/SKILL) TYPING
4) Tool: COMPUTER AND PRINTER
5) Resource: MICROSOFT OFFICE SUITE SOFTWARE
6) Resource: MICROSOFT OFFICE USERS GUIDE
7) Skill: (OPERATION/SKILL) BASIC COMPUTER SKILLS

(4) Task: SAVE DOCUMENTS
Verb: SAVE
Task Level: Organizational
Status of Training: Currently Being Trained
Type of Training: Formal
Object: Non-Equipment: SAVE DOCUMENTS
Condition: Utilizing Microsoft Office suite Software
Standard: In accordance with (IAW) Microsoft Office suite Software
Source: N/A, Microsoft Office suite Software
Safety Hazard Severity: Minor
Criticality of Performance: Critical
Task Delay Tolerance: Low delay tolerance
Frequency of Performance: Twice per week or more
Probability of Inadequate Performance: Less often than other tasks
Difficulty of Performance: Task requires 1 to 3 days to learn
Task Learning Difficulty: Task requires 1 to 3 days to learn
Percent Performing: 75 to 100% of the personnel perform this task
Skill Hierarchy

Percent of Time Spent on Performance: More time spent on this task than most others
Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:
1) Knowledge: (GENERAL) TYPES OF CORRESPONDENCE
2) Knowledge: (INTERFACE) MICROSOFT PROGRAMS
3) Skill: (OPERATION/SKILL) TYPING
4) Skill: (OPERATION/SKILL) BASIC COMPUTER SKILLS
5) Tool: COMPUTER AND PRINTER
6) Resource: MICROSOFT OFFICE SUITE SOFTWARE
7) Resource: MICROSOFT OFFICE USERS GUIDE

1. Duty: PREPARE FLAG OFFICER CORRESPONDENCE
   (1) Task: PREPARE OFFICIAL CORRESPONDENCE
      Verb: PREPARE
      Task Level: Organizational
      Status of Training: Currently Being Trained
      Type of Training: Formal
      Object: Non-Equipment: OFFICIAL CORRESPONDENCE
      Condition: Utilizing SECNAV M-5216.5, Navy correspondence manual
      Standard: IN ACCORDANCE WITH (IAW) SECNAV M-5216.5, NAVY CORRESPONDENCE MANUAL
      Source: SECNAV M-5216.5, Department of the Navy Correspondence Manual
      Safety Hazard Severity: Minor
      Criticality of Performance: Critical
      Task Delay Tolerance: Low delay tolerance
      Frequency of Performance: Twice per week or more
      Probability of Inadequate Performance: Less often than other tasks
      Difficulty of Performance: Task requires 1 to 3 days to learn
      Task Learning Difficulty: Task requires 1 to 3 days to learn
      Percent Performing: 75 to 100% of the personnel perform this task
      Percent of Time Spent on Performance: More time spent on this task than most others
      Immediacy of Performance: Task performed during first 3 months after assignment
      KSATRs:
      1) Knowledge: (GENERAL) TYPES OF CORRESPONDENCE
2) **Knowledge**: (GENERAL) PROOF READING
3) **Knowledge**: (OPERATIONAL) CUSTOMER SERVICE
4) **Knowledge**: (INTERFACE) MICROSOFT PROGRAMS
5) **Skill**: (OPERATION/SKILL) TYPING
6) **Tool**: COMPUTER AND PRINTER
7) **Resource**: SECNAV M-5216.5, DEPARTMENT OF THE NAVY CORRESPONDENCE MANUAL

(2) **Task**: PREPARE PERSONAL CORRESPONDENCE

**Verb**: PREPARE

**Task Level**: Organizational

**Status of Training**: Currently Being Trained

**Type of Training**: Formal

**Object**: Non-Equipment: PERSONAL CORRESPONDENCE

**Condition**: Utilizing SECNAV M-5216.5, Navy correspondence manual

**Standard**: IN ACCORDANCE WITH (IAW) SECNAV M-5216.5, NAVY CORRESPONDENCE MANUAL

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

**Safety Hazard Severity**: Minor

**Criticality of Performance**: Critical

**Task Delay Tolerance**: Low delay tolerance

**Frequency of Performance**: Twice per week or more

**Probability of Inadequate Performance**: Less often than other tasks

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

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

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

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

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

**KSATRs**:

1) **Knowledge**: (GENERAL) TYPES OF CORRESPONDENCE
2) **Knowledge**: (GENERAL) PROOF READING
3) **Knowledge**: (OPERATIONAL) CUSTOMER SERVICE
4) **Knowledge**: (INTERFACE) MICROSOFT PROGRAMS
5) **Skill**: (OPERATION/SKILL) TYPING
Skill Hierarchy

6) **Tool:** COMPUTER AND PRINTER
7) **Resource:** SECNAV M-5216.5, DEPARTMENT OF THE NAVY CORRESPONDENCE MANUAL

m. **Duty:** PREPARE SCHEDULES

(1) **Task:** PREPARE DAILY SCHEDULE
   **Verb:** PREPARE
   **Task Level:** Organizational
   **Status of Training:** Currently Being Trained
   **Type of Training:** Formal
   **Object:** Non-Equipment: DAILY SCHEDULE
   **Condition:** Utilizing OPNAVINST 1710.7 (Series), SOCIAL USAGE AND PROTOCOL
   **Standard:** in accordance with (IAW) OPNAVINST 1710.7 (Series), SOCIAL USAGE AND PROTOCOL
   **Source:** OPNAVINST 1710.7 (Series), Social Usage and Protocol
   **Safety Hazard Severity:** Minor
   **Criticality of Performance:** Critical
   **Task Delay Tolerance:** Low delay tolerance
   **Frequency of Performance:** Twice per week or more
   **Probability of Inadequate Performance:** Less often than other tasks
   **Difficulty of Performance:** Task requires 1 to 3 days to learn
   **Task Learning Difficulty:** Task requires 1 to 3 days to learn
   **Percent Performing:** 75 to 100% of the personnel perform this task
   **Percent of Time Spent on Performance:** More time spent on this task than most others
   **Immediacy of Performance:** Task performed during first 3 months after assignment

**KSATRs:**
1) **Knowledge:** ADMINISTRATION AND MANAGEMENT
2) **Knowledge:** (OPERATIONAL) CUSTOMER SERVICE
3) **Knowledge:** (GENERAL) PROOF READING
4) **Skill:** (OPERATION/SKILL) TYPING
5) **Resource:** OPNAVINST 1710.7 (SERIES) - SOCIAL USAGE AND PROTOCOL
6) **Tool:** COMPUTER AND PRINTER

(2) **Task:** PREPARE MONTHLY SCHEDULE
   **Verb:** PREPARE
Task Level: Organizational
Status of Training: Currently Being Trained
Type of Training: Formal
Object: Non-Equipment: MONTHLY SCHEDULE
Condition: Utilizing OPNAVINST 1710.7 (Series), SOCIAL USAGE AND PROTOCOL
Standard: in accordance with (IAW) OPNAVINST 1710.7 (Series), SOCIAL USAGE AND PROTOCOL
Source: OPNAVINST 1710.7 (Series), Social Usage and Protocol
Safety Hazard Severity: Minor
Criticality of Performance: Critical
Task Delay Tolerance: Low delay tolerance
Frequency of Performance: Twice per week or more
Probability of Inadequate Performance: Less often than other tasks
Difficulty of Performance: Task requires 1 to 3 days to learn
Task Learning Difficulty: Task requires 1 to 3 days to learn
Percent Performing: 75 to 100% of the personnel perform this task
Percent of Time Spent on Performance: More time spent on this task than most others
Immediacy of Performance: Task performed during first 3 months after assignment
KSATRs:
1) Knowledge: ADMINISTRATION AND MANAGEMENT
2) Knowledge: (INTERFACE) CUSTOMER SERVICE
3) Skill: (OPERATION/SKILL) TYPING
4) Tool: COMPUTER AND PRINTER
5) Resource: OPNAVINST 1710.7 (SERIES) - SOCIAL USAGE AND PROTOCOL

(3) Task: PREPARE WEEKLY SCHEDULE
Verb: PREPARE
Task Level: Organizational
Status of Training: Currently Being Trained
Type of Training: Formal
Object: Non-Equipment: WEEKLY SCHEDULE
Condition: Utilizing OPNAVINST 1710.7 (Series), SOCIAL USAGE AND PROTOCOL
Standard: in accordance with (IAW) OPNAVINST 1710.7 (Series), SOCIAL USAGE AND PROTOCOL
Skill Hierarchy

Source: OPNAVINST 1710.7 (Series), Social Usage and Protocol

Safety Hazard Severity: Minor

Criticality of Performance: Critical

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: Less often than other tasks

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

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

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

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

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

KSATRs:
1) Knowledge: ADMINISTRATION AND MANAGEMENT
2) Knowledge: (OPERATIONAL) CUSTOMER SERVICE
3) Knowledge: (GENERAL) PROOF READING
4) Skill: (OPERATION/SKILL) TYPING
5) Tool: COMPUTER AND PRINTER
6) Resource: OPNAVINST 1710.7 (SERIES) - SOCIAL USAGE AND PROTOCOL

n. Duty: WRITE EXECUTIVE SPEECHES
   (1) Task: ANALYZE EXECUTIVE SPEECH AUDIENCE
      Verb: ANALYZE
      Task Level: Organizational
      Status of Training: Currently Being Trained
      Type of Training: Formal
      Object: Non-Equipment: EXECUTIVE SPEECH AUDIENCE
      Safety Hazard Severity: Minor
Skill Hierarchy

Criticality of Performance: Critical
Task Delay Tolerance: Low delay tolerance
Frequency of Performance: Twice per week or more
Probability of Inadequate Performance: Less often than other tasks
Difficulty of Performance: Task may be learned in 1 to 2 weeks
Task Learning Difficulty: Task may be learned in 1 to 2 weeks
Percent Performing: 75 to 100% of the personnel perform this task
Percent of Time Spent on Performance: More time spent on this task than most others
Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:
1) Knowledge: WRITTEN COMPREHENSION
2) Knowledge: (OPERATIONAL) CUSTOMER SERVICE

(2) Task: DRAFT EXECUTIVE SPEECH
Verb: DRAFT
Task Level: Organizational
Status of Training: Currently Being Trained
Type of Training: Formal
Object: Non-Equipment: EXECUTIVE SPEECH


Safety Hazard Severity: Minor
Criticality of Performance: Critical
Task Delay Tolerance: Low delay tolerance
Frequency of Performance: Twice per week or more
Probability of Inadequate Performance: Less often than other tasks
Difficulty of Performance: Task may be learned in 1 to 2 weeks
Skill Hierarchy

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

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

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

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

**KSATRs:**

1) **Knowledge:** (GENERAL) TYPES OF CORRESPONDENCE
2) **Knowledge:** (GENERAL) GRAMMER
3) **Knowledge:** (OPERATIONAL) CUSTOMER SERVICE
4) **Knowledge:** (GENERAL) PROOF READING
5) **Knowledge:** (INTERFACE) MICROSOFT PROGRAMS
6) **Skill:** (OPERATION/SKILL) TYPING
7) **Ability:** WRITING COMPREHENSION
8) **Tool:** COMPUTER AND PRINTER
9) **Resource:** KEYS FOR WRITERS - ISBN 13: 978-0- 618-75386-4

(3) **Task:** FINALIZE EXECUTIVE SPEECH

**Verb:** FINALIZE

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: EXECUTIVE SPEECH


**Safety Hazard Severity:** Minor

**Criticality of Performance:** Critical

**Task Delay Tolerance:** Low delay tolerance

**Frequency of Performance:** Twice per week or more

**Probability of Inadequate Performance:** Less often than other tasks
Skill Hierarchy

Difficulty of Performance: Task may be learned in 1 to 2 weeks
Task Learning Difficulty: Task may be learned in 1 to 2 weeks
Percent Performing: 75 to 100% of the personnel perform this task
Percent of Time Spent on Performance: More time spent on this task than most others
Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:
1) Knowledge: (GENERAL) TYPES OF CORRESPONDENCE
2) Knowledge: (GENERAL) GRAMMER
3) Knowledge: (OPERATIONAL) CUSTOMER SERVICE
4) Knowledge: (GENERAL) PROOF READING
5) Knowledge: (INTERFACE) MICROSOFT PROGRAMS
6) Skill: (OPERATION/SKILL) TYPING
7) Ability: WRITING COMPREHENSION
8) Tool: COMPUTER AND PRINTER

(4) Task: OBTAIN EXECUTIVE SPEECH APPROVAL
   Verb: OBTAIN
   Task Level: Organizational
   Status of Training: Currently Being Trained
   Type of Training: Formal
   Object: Non-Equipment: EXECUTIVE SPEECH APPROVAL
   Safety Hazard Severity: Minor
   Criticality of Performance: Critical
   Task Delay Tolerance: Low delay tolerance
   Frequency of Performance: Twice per week or more
   Probability of Inadequate Performance: Less often than other tasks
   Difficulty of Performance: Task may be learned in 1 to 2 weeks
   Task Learning Difficulty: Task may be learned in 1 to 2 weeks
Percent Performing: 75 to 100% of the personnel perform this task
Percent of Time Spent on Performance: More time spent on this task than most others
Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:
1) Knowledge: (GENERAL) TYPES OF CORRESPONDENCE
2) Knowledge: (GENERAL) GRAMMER
3) Knowledge: (INTERFACE) CUSTOMER SERVICE
4) Knowledge: (GENERAL) PROOF READING
5) Knowledge: (INTERFACE) MICROSOFT PROGRAMS
6) Knowledge: APPROVAL PROCEDURES

(5) Task: RESEARCH EXECUTIVE SPEECH SUBJECT

Verb: Research
Task Level: Organizational
Status of Training: Currently Being Trained
Type of Training: Formal
Object: Non-Equipment: Executive Speech Subject
Safety Hazard Severity: Minor
Criticality of Performance: Critical
Task Delay Tolerance: Low delay tolerance
Frequency of Performance: Twice per week or more
Probability of Inadequate Performance: Less often than other tasks
Difficulty of Performance: Task may be learned in 1 to 2 weeks
Task Learning Difficulty: Task may be learned in 1 to 2 weeks
Percent Performing: 75 to 100% of the personnel perform this task
Percent of Time Spent on Performance: More time spent on this task than most others
Immediacy of Performance: Task performed during first 3 months after assignment
KSATRs:
1) Knowledge: (GENERAL) TYPES OF CORRESPONDENCE
2) Knowledge: (OPERATIONAL) CUSTOMER SERVICE
3) Knowledge: RESEARCHING

(6) Task: SUBMIT EXECUTIVE SPEECH DRAFT FOR REVIEW
   Verb: SUBMIT
   Task Level: Organizational
   Status of Training: Currently Being Trained
   Type of Training: Formal
   Object: Non-Equipment: Executive Speech Draft
   Safety Hazard Severity: Minor
   Criticality of Performance: Critical
   Task Delay Tolerance: Low delay tolerance
   Frequency of Performance: Twice per week or more
   Probability of Inadequate Performance: Less often than other tasks
   Difficulty of Performance: Task may be learned in 1 to 2 weeks
   Task Learning Difficulty: Task may be learned in 1 to 2 weeks
   Percent Performing: 75 to 100% of the personnel perform this task
   Percent of Time Spent on Performance: More time spent on this task than most others
   Immediacy of Performance: Task performed during first 3 months after assignment
   KSATRs:
   1) Knowledge: (GENERAL) TYPES OF CORRESPONDENCE
   2) Knowledge: (GENERAL) GRAMMER
   3) Knowledge: (INTERFACE) CUSTOMER SERVICE
   4) Knowledge: (GENERAL) PROOF READING

3. Job: YN/PS ADVANCED ADMINISTRATION
a. **Duty**: DESCRIBE MILITARY PAY

(1) **Task**: DESCRIBE COMMON MILITARY ALLOWANCES

**Verb**: DESCRIBE

**Task Level**: Organizational

**Status of Training**: Currently Being Trained

**Type of Training**: Formal

**Object**: Non-Equipment: common military allowances

**Condition**: Utilizing Yeoman Training Manual, NAVEDTRA 15009

**Standard**: In Accordance with (IAW) NAVEDTRA 15009, Yeoman Training Manual,

**Source**: NAVEDTRA 15009, Yeoman Training Manual

**KSATRs**:

1) **Knowledge**: (GENERAL) COMMON PROBLEMS ON THE LEAVE AND EARNINGS STATEMENT (LES) (INCORRECT PAY, ALLOWANCES, ALLOTMENTS, DEDUCTIONS)

2) **Knowledge**: (GENERAL) KNOWLEDGE OF MILITARY MASTER PAY ACCOUNTS (MMPAS)

3) **Knowledge**: (GENERAL) MYPAY WEBSITE LOCATION AND OPTIONS

4) **Skill**: SPEECH CLARITY

5) **Ability**: "RECOGNIZE, MONITOR, ACKNOWLEDGE, DEMONSTRATE, DESCRIBE, OBSERVE, COORDINATE, COMPLY, REVIEW, VERIFY"

6) **Tool**: COMPUTER AND PRINTER

7) **Resource**: MMPA

8) **Resource**: MMPA READ GUIDE

9) **Resource**: DOD FINANCIAL MANAGEMENT REGULATION 7000.14-R, VOLUME 7A

(a) **Subtask**: NEW SUBTASK

(2) **Task**: DESCRIBE DATES ASSOCIATED WITH CREDITABLE SERVICE, INCLUDING THE MILITARY SERVICE OBLIGATION DATE, THE ACTIVE DUTY SERVICE DATE, AND THE PAY ENTRY BASE DATE

**Verb**: DESCRIBE

**Task Level**: Organizational

**Status of Training**: Currently Being Trained

**Type of Training**: Formal

**Object**: Non-Equipment: dates associated with creditable service, including the Military Service Obligation date, the Active Duty Service Date, and the Pay Entry Base Date
Skill Hierarchy

Condition: Utilizing Yeoman Training Manual, NAVEDTRA 15009
Standard: In Accordance with (IAW) NAVEDTRA 15009, Yeoman Training Manual,
Source: NAVEDTRA 15009, Yeoman Training Manual

(3) Task: DESCRIBE DOCUMENTS ASSOCIATED WITH UNAUTHORIZED ABSENCE
Verb: DESCRIBE
Task Level: Organizational
Status of Training: Currently Being Trained
Type of Training: Formal
Object: Non-Equipment: documents associated with unauthorized absence
Condition: Utilizing Yeoman Training Manual, NAVEDTRA 15009
Standard: In Accordance with (IAW) NAVEDTRA 15009, Yeoman Training Manual,
Source: NAVEDTRA 15009, Yeoman Training Manual

(4) Task: DESCRIBE ENLISTED ADVANCEMENT ELIGIBILITY REQUIREMENTS
Verb: DESCRIBE
Task Level: Organizational
Status of Training: Currently Being Trained
Type of Training: Formal
Object: Non-Equipment: enlisted advancement eligibility requirements
Condition: UTILIZING Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve, BUPERSINST 1430.16
Standard: In accordance with (IAW) Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve, BUPERSINST 1430.16

(5) Task: DESCRIBE FINAL PAY COMPUTATION PROCEDURES
Verb: DESCRIBE
Task Level: Organizational
Status of Training: Currently Being Trained
Type of Training: Formal
Object: Non-Equipment: final pay computation procedures
Condition: Utilizing Yeoman Training Manual, NAVEDTRA 15009
Standard: In Accordance with (IAW) NAVEDTRA 15009, Yeoman Training Manual,
Source: NAVEDTRA 15009, Yeoman Training Manual
(6) **Task:** DESCRIBE THE CONTENTS OF A COURT MEMORANDUM

**Verb:** DESCRIBE  
**Task Level:** Organizational  
**Status of Training:** Currently Being Trained  
**Type of Training:** Formal  
**Object:** Non-Equipment: the contents of a Court Memorandum  
**Condition:** Utilizing Yeoman Training Manual, NAVEDTRA 15009  
**Standard:** In Accordance with (IAW) NAVEDTRA 15009, Yeoman Training Manual,  
**Source:** NAVEDTRA 15009, Yeoman Training Manual

(7) **Task:** DESCRIBE THE CONTENTS OF A RECORD OF UNAUTHORIZED ABSENCE

**Verb:** DESCRIBE  
**Task Level:** Organizational  
**Status of Training:** Currently Being Trained  
**Type of Training:** Formal  
**Object:** Non-Equipment: the contents of a Record of Unauthorized Absence  
**Condition:** Utilizing Yeoman Training Manual, NAVEDTRA 15009  
**Standard:** In Accordance with (IAW) NAVEDTRA 15009, Yeoman Training Manual,  
**Source:** NAVEDTRA 15009, Yeoman Training Manual

(8) **Task:** DESCRIBE THE ELEMENTS THAT COMPRISE A PROFILE SHEET

**Verb:** DESCRIBE  
**Task Level:** Organizational  
**Status of Training:** Currently Being Trained  
**Type of Training:** Formal  
**Object:** Non-Equipment: the elements that comprise a profile sheet  
**Condition:** UTILIZING Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve, BUPERSINST 1430.16  
**Standard:** In accordance with (IAW) Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve, BUPERSINST 1430.16  
**Source:** BUPERSINST 1430.16, Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve

(9) **Task:** DESCRIBE THE ELIGIBILITY REQUIREMENTS FOR THE COMMAND ADVANCEMENT PROGRAM

**Verb:** DESCRIBE  
**Task Level:** Organizational
Skill Hierarchy

Status of Training: Currently Being Trained
Type of Training: Formal
Object: Non-Equipment: the eligibility requirements for the Command Advancement Program
Condition: UTILIZING Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve, BUPERSINST 1430.16
Standard: In accordance with (IAW) Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve, BUPERSINST 1430.16

(10) Task: DESCRIBE THE PURPOSE OF THE PERFORM TO SERVE INCLUDING RATING ENTRY FOR GENERAL APPRENTICES AND CAREER REENLISTMENT OBJECTIVES
Verb: DESCRIBE
Task Level: Organizational
Status of Training: Currently Being Trained
Type of Training: Formal
Object: Non-Equipment: the purpose of the Perform to Serve including Rating Entry for General Apprentices and Career Reenlistment Objectives
Condition: Utilizing Yeoman Training Manual, NAVEDTRA 15009
Standard: In Accordance with (IAW) NAVEDTRA 15009, Yeoman Training Manual,
Source: NAVEDTRA 15009, Yeoman Training Manual

(11) Task: DESCRIBE THE REQUIREMENTS ASSOCIATED WITH THE ENLISTED AVIATION WARFARE SPECIALIST PROGRAM
Verb: DESCRIBE
Task Level: Organizational
Status of Training: Currently Being Trained
Type of Training: Formal
Object: Non-Equipment: the requirements associated with the Enlisted Aviation Warfare Specialist program
Condition: UTILIZING Enlisted Aviation WarfareSpecialist Program, COMNAVAIRFORINST 1414.2
Standard: IN ACCORDANCE WITH (IAW) ENLISTED AVIATION WARFARE SPECIALIST PROGRAM, COMNAVAIRFORINST 1414.2
Source: COMNAVAIRFORINST 1414.2, Enlisted Aviation Warfare Specialist Program

(12) Task: DESCRIBE THE REQUIREMENTS ASSOCIATED WITH THE ENLISTED SUBMARINE WARFARE PROGRAM
Verb: DESCRIBE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the requirements associated with the Enlisted Submarine Warfare program

Condition: Utilizing enlisted requirements for submarine qualification, COMNAVSUBFORINST 1552.16A

Standard: IN ACCORDANCE WITH (IAW) Enlisted Requirements for Submarine Qualification, COMNAVSUBFORINST 1552.16A

Source: COMNAVSUBFORINST 1552.16A, Enlisted Requirements for Submarine Qualification

(13) Task: DESCRIBE THE REQUIREMENTS ASSOCIATED WITH THE ENLISTED SURFACE WARFARE SPECIALIST PROGRAM

Verb: DESCRIBE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the requirements associated with the Enlisted Surface Warfare Specialist program

Condition: UTILIZING Enlisted Surface Warfare Specialist Program, COMNAVSURFPACINST 1414.1/COMNAVSURFLANTINST 1414.1

Standard: IN ACCORDANCE WITH (IAW) ENLISTED SURFACE WARFARE SPECIALIST PROGRAM, COMNAVSURFPACINST 1414.1/COMNAVSURFLANTINST 1414.1

Source: COMNAVSURFPACINST 1414.1/COMNAVSURFLANTINST 1414.1, Enlisted Surface Warfare Specialist Program

(14) Task: DESCRIBE THE REQUIREMENTS ASSOCIATED WITH THE SEABEE COMBAT WARFARE PROGRAM AS IT PERTAINS TO ENLISTED PERSONNEL

Verb: DESCRIBE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the requirements associated with the Seabee Combat Warfare program as it pertains to officers

Condition: Utilizing Seabee Combat Warfare Qualification, NAVFACINST 1410.1
Skill Hierarchy

**Standard:** IN ACCORDANCE WITH (IAW) Seabee Combat Warfare Qualification, NAVFACINST 1410.1

**Source:** NAVFACINST 1410.1, Seabee Combat Warfare Qualification

(15) **Task:** DESCRIBE THE REQUIREMENTS ASSOCIATED WITH THE SEABEE COMBAT WARFARE PROGRAM AS IT PERTAINS TO OFFICERS

**Verb:** DESCRIBE

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: the requirements associated with the Seabee Combat Warfare program as it pertains to enlisted personnel

**Condition:** Utilizing Seabee Combat Warfare Qualification, NAVFACINST 1410.1

**Standard:** IN ACCORDANCE WITH (IAW) Seabee Combat Warfare Qualification, NAVFACINST 1410.1

**Source:** NAVFACINST 1410.1, Seabee Combat Warfare Qualification

(16) **Task:** DESCRIBE THE REQUIREMENTS ASSOCIATED WITH THE SUBMARINE WARFARE OFFICER PROGRAM

**Verb:** DESCRIBE

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: the requirements associated with the Submarine Warfare Officer program

**Condition:** UTILIZING Line Officer Requirements for Qualification in Submarines, COMSUBLANT/COMSUBPACINST155 2.10

**Standard:** IN ACCORDANCE WITH (IAW) Line Officer Requirements for Qualification in Submarines, COMSUBLANT/COMSUBPACINST155 2.10

**Source:** COMSUBLANT/COMSUBPACINST 1552.10, Line Officer Requirements for Qualification in Submarines

(17) **Task:** DESCRIBE THE REQUIREMENTS ASSOCIATED WITH THE SURFACE WARFARE OFFICER PROGRAM

**Verb:** DESCRIBE

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal
Skill Hierarchy

Object: Non-Equipment: the requirements associated with the Surface Warfare Officer program

Condition: Utilizing Surface Warfare Officer Qualification and Designation, COMNAVSURFORINST 1412.1C

Standard: In accordance with (IAW) COMNAVSURFORINST 1412.1C, Surface Warfare Officer Qualification and Designation

Source: COMNAVSURFORINST 1412.1C, Surface Warfare Officer Qualification and Designation

(18) Task: DETERMINE OFFICER PROMOTION ZONES

Verb: DETERMINE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: officer promotion zones

Condition: Utilizing Yeoman Training Manual, NAEDTRA 15009

Standard: In Accordance with (IAW) NAEDTRA 15009, Yeoman Training Manual,

Source: NAEDTRA 15009, Yeoman Training Manual

(19) Task: DETERMINE THE TYPES OF OFFICER PROMOTIONS

Verb: DETERMINE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the types of officer promotions

Condition: Utilizing Yeoman Training Manual, NAEDTRA 15009

Standard: In Accordance with (IAW) NAEDTRA 15009, Yeoman Training Manual,

Source: NAEDTRA 15009, Yeoman Training Manual

(20) Task: INTERPRET DATA CONTAINED ON A REPORT OF DISPOSITION OF OFFENSES

Verb: INTERPRET

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: data contained on a Report of Disposition of Offenses

Condition: Utilizing Yeoman Training Manual, NAEDTRA 15009

Standard: In Accordance with (IAW) NAEDTRA 15009, Yeoman Training Manual,
(21) **Task:** PREPARE AN ADMINISTRATIVE SEPARATION PROCESSING NOTICE - ADMINISTRATIVE BOARD PROCEDURE; AND AN ADMINISTRATIVE SEPARATION PROCESSING NOTIFICATION PROCEDURE

**Verb:** PREPARE

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: an Administrative Separation Processing Notice - Administrative Board Procedure; and an Administrative Separation Processing Notification Procedure

**Condition:** Utilizing Yeoman Training Manual, NA VedTRA 15009

**Standard:** In Accordance with (IAW) NA VedTRA 15009, Yeoman Training Manual

**Source:** NA VedTRA 15009, Yeoman Training Manual

(22) **Task:** VALIDATE THE CONTENTS OF AN ADMINISTRATIVE SEPARATION PACKAGE

**Verb:** VALIDATE

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: the contents of an administrative separation package

**Condition:** Utilizing Yeoman Training Manual, NA VedTRA 15009

**Standard:** In Accordance with (IAW) NA VedTRA 15009, Yeoman Training Manual

**Source:** NA VedTRA 15009, Yeoman Training Manual

(23) **Task:** VERIFY AN ACTIVITY GAIN

**Verb:** VERIFY

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: an activity gain

**Condition:** Utilizing Yeoman Training Manual, NA VedTRA 15009

**Standard:** In Accordance with (IAW) NA VedTRA 15009, Yeoman Training Manual

**Source:** NA VedTRA 15009, Yeoman Training Manual

(24) **Task:** VERIFY AN ACTIVITY LOSS

**Verb:** VERIFY
**Skill Hierarchy**

Task Level: Organizational  
Status of Training: Currently Being Trained  
Type of Training: Formal  
Object: Non-Equipment: AN ACTIVITY LOSS  
Condition: Utilizing Yeoman Training Manual, NAVIDTRA 15009  
Standard: In Accordance with (IAW) NAVIDTRA 15009, Yeoman Training Manual,  
Source: NAVIDTRA 15009, Yeoman Training Manual

(25) Task: VERIFY OFFICER PROMOTION TIMELINES AND ASSOCIATED PAPERWORK  
Verb: VERIFY  
Task Level: Organizational  
Status of Training: Currently Being Trained  
Type of Training: Formal  
Object: Non-Equipment: officer promotion timelines and associated paperwork  
Condition: Utilizing Yeoman Training Manual, NAVIDTRA 15009  
Standard: In Accordance with (IAW) NAVIDTRA 15009, Yeoman Training Manual,  
Source: NAVIDTRA 15009, Yeoman Training Manual

(26) Task: VERIFY SEPARATION TRAVEL ORDERS  
Verb: VERIFY  
Task Level: Organizational  
Status of Training: Currently Being Trained  
Type of Training: Formal  
Object: Non-Equipment: separation travel orders  
Condition: Utilizing Yeoman Training Manual, NAVIDTRA 15009  
Standard: In Accordance with (IAW) NAVIDTRA 15009, Yeoman Training Manual,  
Source: NAVIDTRA 15009, Yeoman Training Manual

(27) Task: VERIFY THE CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY  
Verb: VERIFY  
Task Level: Organizational  
Status of Training: Currently Being Trained  
Type of Training: Formal  
Object: Non-Equipment: the Certificate of Release or Discharge from Active Duty  
Condition: Utilizing Yeoman Training Manual, NAVIDTRA 15009  
Standard: In Accordance with (IAW) NAVIDTRA 15009, Yeoman Training Manual,
(28) **Task:** VERIFY THE CONTENTS OF AN AGREEMENT TO EXTEND ENLISTMENT  
**Verb:** VERIFY  
**Task Level:** Organizational  
**Status of Training:** Currently Being Trained  
**Type of Training:** Formal  
**Object:** Non-Equipment: the contents of an Agreement to Extend Enlistment  
**Condition:** Utilizing Yeoman Training Manual, NAVEDTRA 15009  
**Standard:** In Accordance with (IAW) NAVEDTRA 15009, Yeoman Training Manual,  
**Source:** NAVEDTRA 15009, Yeoman Training Manual

(29) **Task:** VERIFY THE CONTENTS OF AN AGREEMENT TO REMAIN ON ACTIVE DUTY  
**Verb:** VERIFY  
**Task Level:** Organizational  
**Status of Training:** Currently Being Trained  
**Type of Training:** Formal  
**Object:** Non-Equipment: the contents of an Agreement to Remain on Active Duty  
**Condition:** Utilizing Yeoman Training Manual, NAVEDTRA 15009  
**Standard:** In Accordance with (IAW) NAVEDTRA 15009, Yeoman Training Manual,  
**Source:** NAVEDTRA 15009, Yeoman Training Manual

(30) **Task:** VERIFY THE CONTENTS OF AN IMMEDIATE REENLISTMENT CONTRACT  
**Verb:** VERIFY  
**Task Level:** Organizational  
**Status of Training:** Currently Being Trained  
**Type of Training:** Formal  
**Object:** Non-Equipment: the contents of an Immediate Reenlistment Contract  
**Condition:** Utilizing Yeoman Training Manual, NAVEDTRA 15009  
**Standard:** In Accordance with (IAW) NAVEDTRA 15009, Yeoman Training Manual,  
**Source:** NAVEDTRA 15009, Yeoman Training Manual

b. **Duty:** MANAGE ADMINISTRATIVE PROCEDURES  
(1) **Task:** COORDINATE THE DISPOSAL OF OFFICIAL FILES AND RECORDS  
**Verb:** COORDINATE  
**Task Level:** Organizational  
**Status of Training:** Currently Being Trained
Type of Training: Formal
Object: Non-Equipment: the disposal of official files and records
Condition: UTILIZING Department of the Navy, Navy Records Management Program, SECNAV M- 5210.1
Standard: In accordance with (IAW) Department of the Navy, Navy Records Management Program, SECNAV M- 5210.1
Source: SECNAV M-5210.1, Department of the Navy, Navy Records Management Program

(2) Task: COORDINATE THE RECORDS CONTROL SYSTEM
Verb: COORDINATE
Task Level: Organizational
Status of Training: Currently Being Trained
Type of Training: Formal
Object: Non-Equipment: the Records Control System
Condition: UTILIZING Department of the Navy Information Requirements (REPORTS) Management Program, SECNAV M-5214.1
Standard: In accordance with (IAW) Department of the Navy Information Requirements (REPORTS) Management Program, SECNAV M-5214.1
Source: SECNAV M-5214.1, Department of the Navy Information Requirements (REPORTS) Management Program

(3) Task: EDIT NAVAL CORRESPONDENCE
Verb: EDIT
Task Level: Organizational
Status of Training: Currently Being Trained
Type of Training: Formal
Object: Non-Equipment: Naval Correspondence
Condition: Utilizing Department of the Navy Correspondence Manual, SECNAV M-5216.5
Standard: IN ACCORDANCE WITH (IAW) SECNAV M-5216.5 - Department of the Navy Correspondence Manual
Source: SECNAV M-5216.5, Department of the Navy Correspondence Manual

(4) Task: REVIEW A SHIP'S OFFICE INSPECTION SHEET
Verb: REVIEW
Task Level: Organizational
Status of Training: Currently Being Trained
Type of Training: Formal
Skill Hierarchy

Object: Non-Equipment: a ship's office inspection sheet
Condition: UTILIZING Standard Organization and Regulations of the U.S. Navy (SORM), OPNAVINST 3120.32
Standard: IN ACCORDANCE WITH (IAW) Standard Organization and Regulations of the U.S. Navy (SORM), OPNAVINST 3120.32
Source: OPNAVINST 3120.32, Standard Organization and Regulations of the U.S. Navy (SORM)

(5) Task: REVIEW AWARD RECOMMENDATION PROCEDURES

Verb: REVIEW
Task Level: Organizational
Status of Training: Currently Being Trained
Type of Training: Formal
Object: Non-Equipment: Award recommendation procedures
Condition: UTILIZING United States Navy and Marine Corps Awards Manual, SECNAVINST 1650.1
Standard: IN ACCORDANCE WITH (IAW) United States Navy and Marine Corps Awards Manual, SECNAVINST 1650.1
Source: SECNAVINST 1650.1, United States Navy and Marine Corps Awards Manual

(6) Task: REVIEW DOCUMENTATION ASSOCIATED WITH PERFORM TO SERVE INCLUDING RATING ENTRY FOR GENERAL APPRENTICES AND CAREER REENLISTMENT OBJECTIVES

Verb: REVIEW
Task Level: Organizational
Status of Training: Currently Being Trained
Type of Training: Formal
Object: Non-Equipment: documentation associated with Perform to Serve including Rating Entry for General Apprentices and Career Reenlistment Objectives
Condition: UTILIZING Naval Military Personnel Manual, NAVPERS 15560
Standard: IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560
Source: NAVPERS 15560, Naval Military Personnel Manual

(7) Task: REVIEW NAVAL CORRESPONDENCE

Verb: REVIEW
Task Level: Organizational
Status of Training: Currently Being Trained
Skill Hierarchy

Type of Training: Formal
Object: Non-Equipment: Naval Correspondence
Condition: Utilizing Department of the Navy Correspondence Manual, SECNAV M-5216.5
Standard: IN ACCORDANCE WITH (IAW) SECNAV M-5216.5 - Department of the Navy Correspondence Manual
Source: SECNAV M-5216.5, Department of the Navy Correspondence Manual

(8) Task: REVIEW OFFICER/ENLISTED EVALUATIONS AND FITNESS REPORTS FOR ACCURACY
Verb: REVIEW
Task Level: Organizational
Status of Training: Currently Being Trained
Type of Training: Formal
Object: Non-Equipment: Officer/Enlisted evaluations and fitness reports for accuracy
Condition: UTILIZING Navy Performance Evaluation System, BUPERSINST 1610.10
Standard: IN ACCORDANCE WITH (IAW) Navy Performance Evaluation System, BUPERSINST 1610.10
Source: BUPERSINST 1610.10 (SERIES), Navy Performance Evaluation System

(9) Task: REVIEW SELECTIVE REENLISTMENT BONUS MESSAGE AND ASSOCIATED NAVADMINS
Verb: REVIEW
Task Level: Organizational
Status of Training: Currently Being Trained
Type of Training: Formal
Object: Non-Equipment: Selective Reenlistment Bonus message and associated NAVADMINS
Condition: Utilizing Selective Reenlistment Bonus, OPNAVINST 1160.8
Standard: IN ACCORDANCE WITH (IAW) Selective Reenlistment Bonus, OPNAVINST 1160.8
Source: OPNAVINST 1160.8, Selective Reenlistment Bonus

(10) Task: REVIEW SHIP'S OFFICE PRACTICES AND PROCEDURES
Verb: REVIEW
Task Level: Organizational
Status of Training: Currently Being Trained
Type of Training: Formal
Skill Hierarchy

**Object:** Non-Equipment: ship's office practices and procedures

**Condition:** UTILIZING Standard Organization and Regulations of the U.S. Navy (SORM), OPNAVINST 3120.32

**Standard:** IN ACCORDANCE WITH (IAW) Standard Organization and Regulations of the U.S. Navy (SORM), OPNAVINST 3120.32

**Source:** OPNAVINST 3120.32, Standard Organization and Regulations of the U.S. Navy (SORM)

(11) **Task:** REVIEW THE CONGRESSIONAL INQUIRY PROCESS

**Verb:** REVIEW

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: the congressional inquiry process

**Condition:** UTILIZING Mission, Function and Responsibilities of the Office of Legislative Affairs and Procedures for Handling Legislative Affairs and Congressional Relations, SECNAVINST 5730.5

**Standard:** IN ACCORDANCE WITH (IAW) Mission, Function and Responsibilities of the Office of Legislative Affairs and Procedures for Handling Legislative Affairs and Congressional Relations, SECNAVINST 5730.5

**Source:** SECNAVINST 5730.5 (SERIES), Mission, Function and Responsibilities of the Office of Legislative Affairs and Procedures for Handling Legislative Affairs and Congressional Relations

(12) **Task:** REVIEW THE CONTENTS OF AN EDVR

**Verb:** REVIEW

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: the contents of an EDVR

**Condition:** UTILIZING Enlisted Distribution and Verification Report User's Manual, BUPERSINST 1080.53

**Standard:** IN ACCORDANCE WITH (IAW) Enlisted Distribution and Verification Report User's Manual, BUPERSINST 1080.53

**Source:** BUPERSINST 1080.53, Enlisted Distribution and Verification Report User's Manual

(13) **Task:** REVIEW THE CONTENTS OF AN ODCR

**Verb:** REVIEW

**Task Level:** Organizational
Status of Training: Currently Being Trained
Type of Training: Formal
Object: Non-Equipment: the contents of an ODCR
Condition: UTILIZING Format and Procedures for Validating the Officer Distribution Control Report, BUPERSINST 1301.40
Standard: IN ACCORDANCE WITH (IAW) Format and Procedures for Validating the Officer Distribution Control Report, BUPERSINST 1301.40
Source: BUPERSINST 1301.40, Format and Procedures for Validating the Officer Distribution Control Repor

(14) Task: VALIDATE DOCUMENTS ASSOCIATED WITH REENLISTMENTS AND EXTENSIONS

Verb: VALIDATE
Task Level: Organizational
Status of Training: Currently Being Trained
Type of Training: Formal
Object: Non-Equipment: documents associated with reenlistments and extensions
Condition: UTILIZING Naval Military Personnel Manual, NAVPERS 15560
Standard: IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560
Source: NAVPERS 15560, Naval Military Personnel Manual

(15) Task: VALIDATE DOCUMENTS CONTAINED WITHIN THE ENLISTED SERVICE RECORD

Verb: VALIDATE
Task Level: Organizational
Status of Training: Currently Being Trained
Type of Training: Formal
Object: Non-Equipment: documents contained within the enlisted service record
Condition: UTILIZING Naval Military Personnel Manual, NAVPERS 15560
Standard: IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560
Source: NAVPERS 15560, Naval Military Personnel Manual


Verb: VERIFY
Task Level: Organizational
Status of Training: Currently Being Trained
Type of Training: Formal
Object: Non-Equipment: credible service including the Military Service Obligation Date, the Active Duty Service Date, and the Pay Entry Base Date
Condition: UTILIZING Naval Military Personnel Manual, NAVPERS 15560
Standard: IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560
Source: NAVPERS 15560, Naval Military Personnel Manual

(17) Task: VERIFY DATA RECORDED ON A DEPENDENCY APPLICATION / EMERGENCY DATA

Verb: VERIFY
Task Level: Organizational
Status of Training: Currently Being Trained
Type of Training: Formal
Object: Non-Equipment: data recorded on a Dependency Application / Emergency Data
Condition: UTILIZING Naval Military Personnel Manual, NAVPERS 15560
Standard: IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560
Source: NAVPERS 15560, Naval Military Personnel Manual

(18) Task: VERIFY LEAVE AND LIBERTY TIME

Verb: VERIFY
Task Level: Organizational
Status of Training: Currently Being Trained
Type of Training: Formal
Object: Non-Equipment: leave and liberty time
Condition: UTILIZING Naval Military Personnel Manual, NAVPERS 15560
Standard: IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560
Source: NAVPERS 15560, Naval Military Personnel Manual

(19) Task: VERIFY THE CONTENTS OF AN AGREEMENT TO EXTEND ENLISTMENT

Verb: VERIFY
Task Level: Organizational
Status of Training: Currently Being Trained
Type of Training: Formal  
Object: Non-Equipment: the contents of an Agreement to Extend Enlistment  
Condition: UTILIZING Naval Military Personnel Manual, NAVPERS 15560  
Standard: IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560  
Source: NAVPERS 15560, Naval Military Personnel Manual  
(20) Task: VERIFY THE CONTENTS OF AN IMMEDIATE REENLISTMENT CONTRACT  
Verb: VERIFY  
Task Level: Organizational  
Status of Training: Currently Being Trained  
Type of Training: Formal  
Object: Non-Equipment: the contents of an Immediate Reenlistment Contract  
Condition: UTILIZING Naval Military Personnel Manual, NAVPERS 15560  
Standard: IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560  
Source: NAVPERS 15560, Naval Military Personnel Manual  
(21) Task: VERIFY THE DOCUMENTS FOR ADMINISTERING NAVY ENLISTED CLASSIFICATION  
Verb: VERIFY  
Task Level: Organizational  
Status of Training: Currently Being Trained  
Type of Training: Formal  
Object: Non-Equipment: the documents for administering Navy Enlisted Classifications  
Condition: UTILIZING Navy Enlisted Classifications (NEC) Manual, NAVPERS 18068  
Standard: IN ACCORDANCE WITH (IAW) Navy Enlisted Classifications (NEC) Manual, NAVPERS 18068  
c. Duty: MANAGE ADMINISTRATIVE PROCEDURES-CBT  
E-Learning (ILE compliant learning object): CBT  
(1) Task: IMPLEMENT DIRECTIVES ISSUANCE GUIDELINES  
Verb: IMPLEMENT  
Task Level: Organizational  
Status of Training: Currently Being Trained  
Type of Training: Formal
Skill Hierarchy

Object: Non-Equipment: directives issuance guidelines
Condition: Utilizing Yeoman Training Manual, NAVEDTRA 15009
Standard: In Accordance with (IAW) NAVEDTRA 15009, Yeoman Training Manual,
Source: NAVEDTRA 15009, Yeoman Training Manual

(2) Task: IMPLEMENT THE SHIP'S MAIL AND CORRESPONDENCE PROGRAM
   Verb: IMPLEMENT
   Task Level: Organizational
   Status of Training: Currently Being Trained
   Type of Training: Formal
   Object: Non-Equipment: the ship's mail and correspondence program
   Condition: Utilizing Yeoman Training Manual, NAVEDTRA 15009
   Standard: In Accordance with (IAW) NAVEDTRA 15009, Yeoman Training Manual,
   Source: NAVEDTRA 15009, Yeoman Training Manual

(3) Task: REVIEW NAVAL CORRESPONDENCE
   Verb: REVIEW
   Task Level: Organizational
   Status of Training: Currently Being Trained
   Type of Training: Formal
   Object: Non-Equipment: Naval Correspondence
   Condition: Utilizing Yeoman Training Manual, NAVEDTRA 15009
   Standard: In Accordance with (IAW) NAVEDTRA 15009, Yeoman Training Manual,
   Source: NAVEDTRA 15009, Yeoman Training Manual

(4) Task: VERIFY ADMINISTRATIVE REMARKS
   Verb: VERIFY
   Task Level: Organizational
   Status of Training: Currently Being Trained
   Type of Training: Formal
   Object: Non-Equipment: Administrative Remarks
   Condition: Utilizing Yeoman Training Manual, NAVEDTRA 15009
   Standard: In Accordance with (IAW) NAVEDTRA 15009, Yeoman Training Manual,
   Source: NAVEDTRA 15009, Yeoman Training Manual

(5) Task: VERIFY DATA RECORDED ON A DEPENDENCY APPLICATION / EMERGENCY DATA
Skill Hierarchy

Verb: VERIFY
Task Level: Organizational
Status of Training: Currently Being Trained
Type of Training: Formal
Object: Non-Equipment: data recorded on a Dependency Application / Emergency Data
Condition: Utilizing Yeoman Training Manual, NAVEDTRA 15009
Standard: In Accordance with (IAW) NAVEDTRA 15009, Yeoman Training Manual,
Source: NAVEDTRA 15009, Yeoman Training Manual

(6) Task: VERIFY DATA RECORDED ON A SERVICEMEMBER'S GROUP LIFE INSURANCE
election and Certificate
Verb: VERIFY
Task Level: Organizational
Status of Training: Currently Being Trained
Type of Training: Formal
Object: Non-Equipment: data recorded on a Servicemember's Group Life Insurance Election and Certificate
Condition: Utilizing Yeoman Training Manual, NAVEDTRA 15009
Standard: In Accordance with (IAW) NAVEDTRA 15009, Yeoman Training Manual,
Source: NAVEDTRA 15009, Yeoman Training Manual

(7) Task: VERIFY ENLISTED QUALIFICATIONS HISTORY
Verb: VERIFY
Task Level: Organizational
Status of Training: Currently Being Trained
Type of Training: Formal
Object: Non-Equipment: Enlisted Qualifications History
Condition: Utilizing Yeoman Training Manual, NAVEDTRA 15009
Standard: In Accordance with (IAW) NAVEDTRA 15009, Yeoman Training Manual,
Source: NAVEDTRA 15009, Yeoman Training Manual

(8) Task: VERIFY HISTORY OF ASSIGNMENTS
Verb: VERIFY
Task Level: Organizational
Status of Training: Currently Being Trained
Type of Training: Formal
Object: Non-Equipment: History of Assignments
Condition: Utilizing Yeoman Training Manual, NAVEDTRA 15009
Standard: In Accordance with (IAW) NAVEDTRA 15009, Yeoman Training Manual,
Source: NAVEDTRA 15009, Yeoman Training Manual

d. Duty: MANAGE PERSONNEL PROCEDURES

(1) Task: COORDINATE AN ADMINISTRATIVE SEPARATION BOARD

Verb: COORDINATE
Task Level: Organizational
Status of Training: Currently Being Trained
Type of Training: Formal
Object: Non-Equipment: an Administrative Separation Board
Condition: UTILIZING Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7
Standard: IN ACCORDANCE WITH (IAW) Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7
Source: JAGINST 5800.7, Manual of Judge Advocate General (JAGMAN)

(2) Task: COORDINATE THE ASPECTS FOR NON JUDICIAL PUNISHMENT (NJP)

Verb: COORDINATE
Task Level: Organizational
Status of Training: Currently Being Trained
Type of Training: Formal
Object: Non-Equipment: THE ASPECTS FOR NON JUDICIAL PUNISHMENT (NJP)
Condition: UTILIZING Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7
Standard: IN ACCORDANCE WITH (IAW) Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7
Source: JAGINST 5800.7, Manual of Judge Advocate General (JAGMAN)

(3) Task: COORDINATE THE PROCESSES IN THE ENLISTED ADVANCEMENT SYSTEM

Verb: COORDINATE
Task Level: Organizational
Status of Training: Currently Being Trained
Type of Training: Formal
Object: Non-Equipment: the processes in the Enlisted Advancement System
Condition: UTILIZING Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve, BUPERSINST 1430.16
Skill Hierarchy

**Standard:** In accordance with (IAW) Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve, BUPERSINST 1430.16

**Source:** BUPERSINST 1430.16, Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve

(4) **Task:** PROCESS ADMINISTRATIVE SEPARATION RELATED DOCUMENTS

**Verb:** PROCESS

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: administrative separation related documents

**Condition:** UTILIZING Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7

**Standard:** IN ACCORDANCE WITH (IAW) Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7

**Source:** JAGINST 5800.7, Manual of Judge Advocate General (JAGMAN)

(5) **Task:** PROCESS LOST TIME

**Verb:** PROCESS

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: lost time

**Condition:** UTILIZING Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7

**Standard:** IN ACCORDANCE WITH (IAW) Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7

**Source:** JAGINST 5800.7, Manual of Judge Advocate General (JAGMAN)

(6) **Task:** REVIEW A PROFILE SHEET

**Verb:** REVIEW

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: a profile sheet

**Condition:** UTILIZING Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve, BUPERSINST 1430.16

**Standard:** In accordance with (IAW) Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve, BUPERSINST 1430.16
Skill Hierarchy


(7) Task: REVIEW A RECORD OF UNAUTHORIZED ABSENCE

Verb: REVIEW

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: a Record of Unauthorized Absence

Condition: UTILIZING Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7

Standard: IN ACCORDANCE WITH (IAW) Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7

Source: JAGINST 5800.7, Manual of Judge Advocate General (JAGMAN)

(8) Task: REVIEW DATA CONTAINED ON A REPORT OF DISPOSITION AND OFFENSES

Verb: REVIEW

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: data contained on a Report of Disposition and Offenses

Condition: UTILIZING Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7

Standard: IN ACCORDANCE WITH (IAW) JAGINST 5800.7E – MANUAL OF THE JUDGE ADVOCATE GENERAL (JAGMAN)

Source: JAGINST 5800.7, Manual of Judge Advocate General (JAGMAN)

(9) Task: REVIEW DOCUMENTS AND PROCEDURES FOR SOCIAL USAGE, PROTOCOL AND OFFICIAL CEREMONIES

Verb: REVIEW

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: documents and procedures for social usage, protocol and official ceremonies

Condition: UTILIZING Social Usage and Protocol Handbook, OPNAVINST 1710.7A

Standard: In Accordance with (IAW) Social Usage and Protocol Handbook, OPNAVINST 1710.7A

Source: OPNAVINST 1710.7A, Social Usage and Protocol Handbook
(10) **Task:** REVIEW DOCUMENTS ASSOCIATED WITH UNAUTHORIZED ABSENCE

**Verb:** REVIEW

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: documents associated with unauthorized absence

**Condition:** UTILIZING Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7

**Standard:** IN ACCORDANCE WITH (IAW) Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7

**Source:** JAGINST 5800.7, Manual of Judge Advocate General (JAGMAN)

(11) **Task:** REVIEW THE CONTENTS OF A COURT MEMORANDUM

**Verb:** REVIEW

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: the contents of a Court Memorandum

**Condition:** UTILIZING Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7

**Standard:** IN ACCORDANCE WITH (IAW) Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7

**Source:** JAGINST 5800.7, Manual of Judge Advocate General (JAGMAN)

(12) **Task:** VALIDATE DISCIPLINARY RELATED DOCUMENTS

**Verb:** VALIDATE

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: disciplinary related documents

**Condition:** UTILIZING Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7

**Standard:** IN ACCORDANCE WITH (IAW) Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7

**Source:** JAGINST 5800.7, Manual of Judge Advocate General (JAGMAN)

(13) **Task:** VALIDATE PERSONNEL TRANSACTIONS FOR TRANSFERS AND RECEIPT

**Verb:** VALIDATE

**Task Level:** Organizational
**Skill Hierarchy**

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: personnel transactions for transfers and receipt

**Condition:** UTILIZING Joint Federal Travel Regulations (JFTR), Volume 1, NAVSO P-6034

**Standard:** IN ACCORDANCE WITH (IAW) Joint Federal Travel Regulations (JFTR), Volume 1, NAVSO P-6034

**Source:** NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1

(14) **Task:** VALIDATE SEPARATION DOCUMENTS

**Verb:** VALIDATE

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: separation documents

**Condition:** UTILIZING Naval Military Personnel Manual, NAVPERS 15560

**Standard:** IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560

**Source:** NAVPERS 15560, Naval Military Personnel Manual

(15) **Task:** VERIFY ADMINISTRATIVE DOCUMENTS FOR NJP

**Verb:** VERIFY

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: administrative documents for NJP

**Condition:** UTILIZING Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7

**Standard:** IN ACCORDANCE WITH (IAW) Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7

**Source:** JAGINST 5800.7, Manual of Judge Advocate General (JAGMAN)

(16) **Task:** VERIFY ADMINISTRATIVE SEPARATION DOCUMENTS

**Verb:** VERIFY

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: administrative separation documents
Skill Hierarchy

**Condition:** UTILIZING Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7

**Standard:** IN ACCORDANCE WITH (IAW) Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7

**Source:** JAGINST 5800.7, Manual of Judge Advocate General (JAGMAN)

(17) **Task:** VERIFY AN ACTIVITY GAIN

**Verb:** VERIFY

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: an activity gain

**Condition:** UTILIZING Joint Federal Travel Regulations (JFTR), Volume 1, NAVSO P-6034

**Standard:** IN ACCORDANCE WITH (IAW) Joint Federal Travel Regulations (JFTR), Volume 1, NAVSO P-6034

**Source:** NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1

(18) **Task:** VERIFY AN ACTIVITY LOSS

**Verb:** VERIFY

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: AN ACTIVITY LOSS

**Condition:** UTILIZING Joint Federal Travel Regulations (JFTR), Volume 1, NAVSO P-6034

**Standard:** IN ACCORDANCE WITH (IAW) Joint Federal Travel Regulations (JFTR), Volume 1, NAVSO P-6034

**Source:** NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1

(19) **Task:** VERIFY AN APPLICATION FOR AN ID CARD

**Verb:** VERIFY

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: an application for an ID card

**Condition:** UTILIZING Armed Forces Identification Cards, BUPERINST 1750.10
Skill Hierarchy

**Standard:** In accordance with (IAW) Armed Forces Identification Cards, BUPERINST 1750.10

**Source:** BUPERINST 1750.10, Armed Forces Identification Cards

(20) **Task:** VERIFY DATARecorded on a Servicemember's Group Life Insurance Election and Certificate

**Verb:** VERIFY

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: data recorded on a Servicemember's Group Life Insurance Election and Certificate

**Condition:** UTILIZING Naval Military Personnel Manual, NAVPERS 15560

**Standard:** IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560

**Source:** NAVPERS 15560, Naval Military Personnel Manual

(21) **Task:** VERIFY Enlisted Advancement Eligibility Requirements

**Verb:** VERIFY

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: enlisted advancement eligibility requirements

**Condition:** UTILIZING Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve, BUPERSINST 1430.16

**Standard:** In accordance with (IAW) Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve, BUPERSINST 1430.16

**Source:** BUPERSINST 1430.16, Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve

(22) **Task:** VERIFY Final Pay Computations

**Verb:** VERIFY

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: final pay computations

**Condition:** UTILIZING Naval Military Personnel Manual, NAVPERS 15560
Standard: IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560

Source: NAVPERS 15560, Naval Military Personnel Manual

(23) **Task**: VERIFY MILITARY ALLOWANCES

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: military allowances

Condition: UTILIZING Special Duty Assignment Pay Program, OPNAVINST 1160.6

Standard: IN ACCORDANCE WITH (IAW) Special Duty Assignment Pay Program, OPNAVINST 1160.6

Source: OPNAVINST 1160.6, Special Duty Assignment Pay Program

(24) **Task**: VERIFY MILITARY COMPENSATION DOCUMENTS

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: military compensation documents

Condition: UTILIZING Special Duty Assignment Pay Program, OPNAVINST 1160.6

Standard: IN ACCORDANCE WITH (IAW) Special Duty Assignment Pay Program, OPNAVINST 1160.6

Source: OPNAVINST 1160.6, Special Duty Assignment Pay Program

(25) **Task**: VERIFY MILITARY PAY

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: military pay

Condition: UTILIZING Special Duty Assignment Pay Program, OPNAVINST 1160.6

Standard: IN ACCORDANCE WITH (IAW) Special Duty Assignment Pay Program, OPNAVINST 1160.6

Source: OPNAVINST 1160.6, Special Duty Assignment Pay Program

(26) **Task**: VERIFY PROCEDURES FOR SUBMITTING A CASUALTY REPORT
Task: VERIFY
Verb: VERIFY
Task Level: Organizational
Status of Training: Currently Being Trained
Type of Training: Formal
Object: Non-Equipment: procedures for submitting a casualty report
Condition: UTILIZING Naval Military Personnel Manual, NAVPERS 15560
Standard: IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560
Source: NAVPERS 15560, Naval Military Personnel Manual

(27) Task: VERIFY SEPARATION TRAVEL ORDERS
Verb: VERIFY
Task Level: Organizational
Status of Training: Currently Being Trained
Type of Training: Formal
Object: Non-Equipment: separation travel orders
Condition: UTILIZING Naval Military Personnel Manual, NAVPERS 15560
Standard: IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560
Source: NAVPERS 15560, Naval Military Personnel Manual

(28) Task: VERIFY THE ADMINISTRATIVE PROCEDURES FOR UNAUTHORIZED ABSENCES AND DESERTERS
Verb: VERIFY
Task Level: Organizational
Status of Training: Currently Being Trained
Type of Training: Formal
Object: Non-Equipment: the administrative procedures for unauthorized absences and deserters
Condition: UTILIZING Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7
Standard: IN ACCORDANCE WITH (IAW) Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7
Source: JAGINST 5800.7, Manual of Judge Advocate General (JAGMAN)

(29) Task: VERIFY THE CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY
Verb: VERIFY
Task Level: Organizational
**Skill Hierarchy**

**Status of Training:** Currently Being Trained  
**Type of Training:** Formal  
**Object:** Non-Equipment: the Certificate of Release or Discharge from Active Duty  
**Condition:** UTILIZING Naval Military Personnel Manual, NAVPERS 15560  
**Standard:** IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560  
**Source:** NAVPERS 15560, Naval Military Personnel Manual  

(30) **Task:** VERIFY THE ELIGIBILITY REQUIREMENTS FOR THE COMMAND ADVANCEMENT PROGRAM  
**Verb:** VERIFY  
**Task Level:** Organizational  
**Status of Training:** Currently Being Trained  
**Type of Training:** Formal  
**Object:** Non-Equipment: the eligibility requirements for the Command Advancement Program  
**Condition:** UTILIZING Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve, BUPERSINST 1430.16  
**Standard:** In accordance with (IAW) Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve, BUPERSINST 1430.16  
**Source:** BUPERSINST 1430.16, Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve  

(31) **Task:** VERIFY THE PROCESS FOR A CHANGE IN RATE  
**Verb:** VERIFY  
**Task Level:** Organizational  
**Status of Training:** Currently Being Trained  
**Type of Training:** Formal  
**Object:** Non-Equipment: the process for a change in rate  
**Condition:** UTILIZING Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve, BUPERSINST 1430.16  
**Standard:** In accordance with (IAW) Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve, BUPERSINST 1430.16  
**Source:** BUPERSINST 1430.16, Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve  

(32) **Task:** VERIFY THE PROCESS FOR A CONCURRENT CHANGE IN RATE  
**Verb:** VERIFY
Task Level: Organizational
Status of Training: Currently Being Trained
Type of Training: Formal
Object: Non-Equipment: the process for a concurrent change in rate
Condition: UTILIZING Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve, BUPERSINST 1430.16
Standard: In accordance with (IAW) Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve, BUPERSINST 1430.16

(33) Task: VERIFY THE PROCESS FOR A LATERAL CHANGE IN RATE
Verb: VERIFY
Task Level: Organizational
Status of Training: Currently Being Trained
Type of Training: Formal
Object: Non-Equipment: the process for a lateral change in rate
Condition: UTILIZING Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve, BUPERSINST 1430.16
Standard: In accordance with (IAW) Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve, BUPERSINST 1430.16

(34) Task: VERIFY THE PROCESS IN THE RECEIPT OF PERSONNEL
Verb: VERIFY
Task Level: Organizational
Status of Training: Currently Being Trained
Type of Training: Formal
Object: Non-Equipment: the process in the receipt of personnel
Condition: UTILIZING Joint Federal Travel Regulations (JFTR), Volume 1, NAVSO P-6034
Standard: IN ACCORDANCE WITH (IAW) Joint Federal Travel Regulations (JFTR), Volume 1, NAVSO P-6034
Source: NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1

(35) Task: VERIFY THE PROCESS IN THE TRANSFER OF PERSONNEL
Verb: VERIFY
Skill Hierarchy

Task Level: Organizational
Status of Training: Currently Being Trained
Type of Training: Formal
Object: Non-Equipment: the process in the transfer of personnel
Condition: UTILIZING Joint Federal Travel Regulations (JFTR), Volume 1, NAVSO P-6034
Standard: IN ACCORDANCE WITH (IAW) Joint Federal Travel Regulations (JFTR), Volume 1, NAVSO P-6034
Source: NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1

(36) Task: VERIFY TOTAL ELAPSED TIME, LEAVE, TRAVEL AND PROCEED TIME
Verb: VERIFY
Task Level: Organizational
Status of Training: Currently Being Trained
Type of Training: Formal
Object: Non-Equipment: total elapsed time, leave, travel and proceed time
Condition: UTILIZING Joint Federal Travel Regulations (JFTR), Volume 1, NAVSO P-6034
Standard: IN ACCORDANCE WITH (IAW) Joint Federal Travel Regulations (JFTR), Volume 1, NAVSO P-6034
Source: NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1

4. Job: YN/PS AVANCED ADMINISTRATION WITH CHANGES REQUESTED 4/6/2012
   a. Duty: MANAGE ADMINISTRATIVE PROCEDURES
      (1) Task: COORDINATE AN ADMINISTRATIVE SEPARATION BOARD
         Verb: COORDINATE
         Task Level: Organizational
         Status of Training: Currently Being Trained
         Type of Training: Formal
         Object: Non-Equipment: an Administrative Separation Board
         Condition: UTILIZING Naval Military Personnel Manual, NAVPERS 15560
         Standard: IN ACCORDANCE WITH (IAW) NAVPERS 15560, NAVAL MILITARY PERSONNEL MANUAL (MILPERSMAN)
         Source: NAVPERS 15560 (Series), Naval Military Personnel Manual
         KSATRs:
         1) Knowledge: (GENERAL) KNOWLEDGE OF JAGINST 5800.7
2) **Knowledge**: (GENERAL) KNOWLEDGE OF THE MANUAL FOR COURTS MARTIAL

3) **Skill**: (OPERATION/SKILL) SCHEDULE, COORDINATE, AND FACILITATE A MEETING.

4) **Ability**: ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS

5) **Ability**: ABILITY TO PROVIDE AND FOLLOW SPECIFIC INSTRUCTIONS AND PROCEDURES

6) **Tool**: COMPUTER AND PRINTER

7) **Tool**: BALL POINT PEN

8) **Tool**: NOTEBOOK

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

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

(2) **Task**: COORDINATE THE ASPECTS FOR NON JUDICIAL PUNISHMENT (NJP)

**Verb**: COORDINATE

**Task Level**: Organizational

**Status of Training**: Currently Being Trained

**Type of Training**: Formal

**Object**: Non-Equipment: THE ASPECTS FOR NON JUDICIAL PUNISHMENT (NJP)

**Condition**: UTILIZING Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7; UTILIZING Manual for Courts-Martial (MCM)

**Standard**: IN ACCORDANCE WITH (IAW) Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7; IN ACCORDANCE WITH (IAW) Manual for Courts-Martial (MCM)

**Source**: JAGINST 5800.7, Manual of Judge Advocate General (JAGMAN); NAVSO P-6064, Manual for Courts-Martial United States 2008

**KSATRs**:

1) **Knowledge**: (GENERAL) KNOWLEDGE OF THE MANUAL FOR COURTS MARTIAL

2) **Knowledge**: (GENERAL) KNOWLEDGE OF JAGINST 5800.7

3) **Skill**: (OPERATION/SKILL) PLANNING, COORDINATION, AND DECONFLICTION

4) **Skill**: ACTIVE LEARNING, ACTIVE LISTENING, CRITICAL THINKING, COORDINATION, COMPLEX PROBLEM SOLVING
5) **Ability:** ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS

6) **Ability:** ABILITY TO PROVIDE AND FOLLOW SPECIFIC INSTRUCTIONS AND PROCEDURES

7) **Tool:** NOTEBOOK

8) **Tool:** BALL POINT PEN

9) **Tool:** COMPUTER AND PRINTER

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

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

(3) **Task:** COORDINATE THE DISPOSAL OF OFFICIAL FILES AND RECORDS

**Verb:** COORDINATE

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: the disposal of official files and records

**Condition:** UTILIZING Department of the Navy, Navy Records Management Program, SECNAV M- 5210.1

**Standard:** In accordance with (IAW) Department of the Navy, Navy Records Management Program, SECNAV M- 5210.1

**Source:** SECNAV M-5210.1, Department of the Navy, Navy Records Management Program

**KSATRs:**

1) **Knowledge:** (GENERAL) KNOWLEDGE OF SECNAV M-5214.1

2) **Knowledge:** (GENERAL) KNOWLEDGE OF SECNAV M-5210.1

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

4) **Skill:** COORDINATION OF DISPOSING OFFICIAL FILES AND RECORDS.

5) **Ability:** ABILITY TO PROVIDE AND FOLLOW SPECIFIC INSTRUCTIONS AND PROCEDURES

6) **Tool:** CROSS-CUT SHREDDER

7) **Resource:** DEPARTMENT OF THE NAVY INFORMATION REQUIREMENTS (REPORTS) MANUAL - SECNAV M-5214.1

8) **Resource:** SECNAV M-5510.36 - DEPARTMENT OF THE NAVY INFORMATION SECURITY PROGRAM

9) **Resource:** NAVY RECORDS MANAGEMENT PROGRAM MANUAL - SECNAV M-5210.1
(4) **Task:** COORDINATE THE RECORDS CONTROL SYSTEM  
**Verb:** COORDINATE  
**Task Level:** Organizational  
**Status of Training:** Currently Being Trained  
**Type of Training:** Formal  
**Object:** Non-Equipment: the Records Control System  
**Condition:** UTILIZING Department of the Navy Information Requirements (REPORTS) Management Program, SECNAV M-5214.1  
**Standard:** In accordance with (IAW) Department of the Navy Information Requirements (REPORTS) Management Program, SECNAV M-5214.1  
**Source:** SECNAV M-5214.1, Department of the Navy Information Requirements (REPORTS) Management Program  

**KSATRs:**  
1) **Knowledge:** (GENERAL) KNOWLEDGE OF SECNAV M-5210.1  
2) **Knowledge:** (GENERAL) KNOWLEDGE OF SECNAV M-5214.1  
3) **Knowledge:** (GENERAL) KNOWLEDGE OF SECNAV M-5510.36  
4) **Skill:** COORDINATE RECORDS CONTROL SYSTEM  
5) **Ability:** ABILITY TO PROVIDE AND FOLLOW SPECIFIC INSTRUCTIONS AND PROCEDURES  
6) **Tool:** FILING CABINETS  
7) **Resource:** SECNAV M-5510.36 - DEPARTMENT OF THE NAVY INFORMATION SECURITY PROGRAM  
8) **Resource:** DEPARTMENT OF THE NAVY INFORMATION REQUIREMENTS (REPORTS) MANUAL - SECNAV M-5214.1  
9) **Resource:** NAVY RECORDS MANAGEMENT PROGRAM MANUAL - SECNAV M-5210.1  

(5) **Task:** DESCRIBE DOCUMENTS ASSOCIATED WITH UNAUTHORIZED ABSENCE  
**Verb:** DESCRIBE  
**Task Level:** Organizational  
**Status of Training:** Currently Being Trained  
**Type of Training:** Formal  
**Object:** Non-Equipment: documents associated with unauthorized absence  
**Condition:** UTILIZING Naval Military Personnel Manual, NAVPERS 15560  
**Standard:** IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560
Skill Hierarchy

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

KSATRs:

1) **Knowledge:** (GENERAL) KNOWLEDGE OF JAGINST 5800.7

2) **Knowledge:** (GENERAL) KNOWLEDGE OF THE MANUAL FOR COURTS MARTIAL

3) **Skill:** ACTIVE LISTENING, JUDGEMENT AND DECISION MAKING, COMPLEX PROBLEM SOLVING, SPEAKING, CRITICAL THINKING, ACTIVE LEARNING, READING COMPREHENSION, COORDINATION, MONITORING, WRITING

4) **Ability:** "RECOGNIZE, MONITOR, ACKNOWLEDGE, DEMONSTRATE, DESCRIBE, OBSERVE, COORDINATE, COMPLY, REVIEW, VERIFY"

5) **Tool:** COMPUTER AND PRINTER

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

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

8) **Tool:** NAVPERS 1070/613

9) **Tool:** NAVPERS 1070/606

(6) **Task:** DETERMINE OFFICER PROMOTION ZONES

**Verb:** DETERMINE

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: officer promotion zones

**Condition:** Utilizing Promotion, Special Selection, Selective Early Retirement, and Selective Early Removal Boards for Commissioned Officers of the Navy and Marine Corps, SECNAVINST 1420.1(SERIES); Utilizing Regulations to Govern the Promotion and Continuation of Limited Duty Officers (LDOS) and Chief Warrant Officers (CWOS) Serving on the Active-Duty List (ADL) and Reserve Active-Status List (RASL) in the U.S. Navy, SECNAVINST 1412.8(SERIES)

**Standard:** In accordance with (IAW) Regulations to Govern the Promotion and Continuation of Limited Duty Officers (LDOS) and Chief Warrant Officers (CWOS) Serving on the Active-Duty List (ADL) and Reserve Active-Status List (RASL) in the U.S. Navy, SECNAVINST 1412.8 (SERIES); In accordance with (IAW) Promotion, Special Selection, Selective Early Retirement, and Selective Early Removal Boards for Commissioned Officers of the Navy and Marine Corps, SECNAVINST 1420.1 (SERIES)

**Source:** SECNAV 1420.1 (SERIES), PROMOTION, SPECIAL SELECTION, SELECTIVE EARLY RETIREMENT AND SELECTIVE EARLY REMOVAL BOARDS FOR COMMISSIONED OFFICERS OF THE NAVY AND MARINE CORPS; SECNAVINST
1412.8 (SERIES), Regulations to Govern the Promotion and Continuation of Limited Duty Officers (LDOS) and Chief Warrant Officers (CWOS) Serving on the Active-Duty List (ADL) and Reserve Active-Status List (RASL) in the U.S. Navy

KSATRs:

1) **Knowledge**: KNOWLEDGE OF OFFICER PROMOTION ZONES
2) **Knowledge**: KNOWLEDGE OF MILPERSMAN 1426-010
3) **Knowledge**: KNOWLEDGE OF MILPERSMAN 1420-040
4) **Knowledge**: KNOWLEDGE OF NAVPERS 15018
5) **Knowledge**: KNOWLEDGE OF MILPERSMAN 1420-030
6) **Skill**: VERIFY THE VARIOUS OFFICER PROMOTION ZONES
7) **Ability**: ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS
8) **Ability**: ABILITY TO PROVIDE AND FOLLOW SPECIFIC INSTRUCTIONS AND PROCEDURES
9) **Tool**: COMPUTER AND PRINTER
10) **Resource**: PERMANENT APPOINTMENT TO ACTIVE DUTY CHIEF WARRANT OFFICER AND LIMITED DUTY OFFICER STATUS - MILPERSMAN 1426-010
11) **Resource**: PROMOTION TO WARRANT OFFICER - MILPERSMAN 1420-040
12) **Resource**: REGULATIONS GOVERNING PHYSICAL EXAMINATION FOR PROMOTION TO COMMISSIONED OFFICERS AND COMMISSIONED WARRANT OFFICERS - MILPERSMAN 1420-030
13) **Resource**: NAVPERS 15018 - REGISTER OF COMMISSIONED AND WARRANT OFFICERS OF THE ACTIVE DUTY LIST

(7) **Task**: DETERMINE THE TYPES OF OFFICER PROMOTIONS

**Verb**: DETERMINE

**Task Level**: Organizational

**Status of Training**: Currently Being Trained

**Type of Training**: Formal

**Object**: Non-Equipment: the types of officer promotions

**Condition**: Utilizing Frocking of Commissioned Officers, SECNAVINST 1420.2(SERIES); Utilizing Temporary (Spot) Promotion of Officers, SECNAVINST 1421.3(SERIES)

**Standard**: In accordance with (IAW) Temporary (Spot) Promotion of Officers, SECNAVINST 1421.3(SERIES); In accordance with (IAW) Frocking of Commissioned Officers, SECNAVINST 1420.2(SERIES)

**Source**: SECNAVINST 1421.3(SERIES), Temporary (Spot) Promotion of Officers; SECNAVINST 1420.2(SERIES), FROCKING OF COMMISSIONED OFFICERS
KSATRs:

1) **Knowledge**: KNOWLEDGE OF MILPERSMAN 1420-030
2) **Knowledge**: KNOWLEDGE OF MILPERSMAN 1420-040
3) **Knowledge**: KNOWLEDGE OF MILPERSMAN 1426-010
4) **Knowledge**: KNOWLEDGE OF NAVPERS 15018
5) **Skill**: VERIFY THE VARIOUS OFFICER PROMOTION ZONES
6) **Ability**: ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS
7) **Ability**: ABILITY TO PROVIDE AND FOLLOW SPECIFIC INSTRUCTIONS AND PROCEDURES
8) **Tool**: COMPUTER AND PRINTER
9) **Resource**: REGULATIONS GOVERNING PHYSICAL EXAMINATION FOR PROMOTION TO COMMISSIONED OFFICERS AND COMMISSIONED WARRANT OFFICERS - MILPERSMAN 1420-030
10) **Resource**: NAVPERS 15018 - REGISTER OF COMMISSIONED AND WARRANT OFFICERS OF THE ACTIVE DUTY LIST
11) **Resource**: PROMOTION TO WARRANT OFFICER - MILPERSMAN 1420-040
12) **Resource**: PERMANENT APPOINTMENT TO ACTIVE DUTY CHIEF WARRANT OFFICER AND LIMITED DUTY OFFICER STAUS - MILPERSMAN 1426-010

(8) **Task**: EDIT NAVAL CORRESPONDENCE

**Verb**: EDIT

**Task Level**: Organizational

**Status of Training**: Currently Being Trained

**Type of Training**: Formal

**Object**: Non-Equipment: Naval Correspondence

**Condition**: Utilizing Department of the Navy Correspondence Manual, SECNAV M-5216.5

**Standard**: IN ACCORDANCE WITH (IAW) SECNAV M-5216.5 - Department of the Navy Correspondence Manual

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

KSATRs:

1) **Knowledge**: (GENERAL) KNOWLEDGE OF SECNAV M-5216.5
2) **Skill**: SKILL IN CORRECTING NAVAL CORRESPONDENCE
3) **Ability**: ABILITY TO PROOFREAD AND CORRECT TYPOGRAPHICAL ERRORS IN NAVAL CORRESPONDENCE
4) **Tool**: COMPUTER AND PRINTER
Skill Hierarchy

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

(9) **Task:** IMPLEMENT DIRECTIVES ISSUANCE GUIDELINES

   **Verb:** IMPLEMENT

   **Task Level:** Organizational

   **Status of Training:** Currently Being Trained

   **Type of Training:** Formal

   **Object:** Non-Equipment: directives issuance guidelines

   **Condition:** Utilizing OPNAVINST 5215.17(SERIES) Navy Directives Issuance System

   **Standard:** IN ACCORDANCE WITH (IAW) OPNAVINST 5215.17(SERIES) NAVY DIRECTIVES ISSUANCE SYSTEM

   **Source:** OPNAVINST 5215.17(SERIES), NAVY DIRECTIVES ISSUANCE SYSTEM

   **KSATRs:**

   1) **Knowledge:** (GENERAL) KNOWLEDGE OF SECNAV M-5210.2 - STANDARD SUBJECT IDENTIFICATION CODE (SSIC) MANUAL

   2) **Knowledge:** GENERAL KNOWLEDGE OF OPNAVINST 5215.17 (SERIES) - NAVY DIRECTIVES ISSUANCE SYSTEM

   3) **Skill:** THE SKILL OF REVIEWING INFORMATION TO DEVELOP AND IMPLEMENT SOLUTIONS

   4) **Ability:** THE ABILITY TO ARRANGE THINGS OR ACTIONS IN A CERTAIN ORDER OR PATTERN ACCORDING TO A SPECIFIC RULE OR SET OF RULES

   5) **Tool:** COMPUTER AND PRINTER

   6) **Tool:** FILING CABINETS

   7) **Resource:** DEPARTMENT OF THE NAVY STANDARD SUBJECT IDENTIFICATION CODE (SSIC) MANUAL - SECNAV M-5210.2

   8) **Resource:** NAVY DIRECTIVES ISSUANCE SYSTEM - OPNAVINST 5215.17

(10) **Task:** IMPLEMENT THE SHIP'S MAIL AND CORRESPONDENCE PROGRAM

   **Verb:** IMPLEMENT

   **Task Level:** Organizational

   **Status of Training:** Currently Being Trained

   **Type of Training:** Formal

   **Object:** Non-Equipment: the ship's mail and correspondence program

   **Condition:** Utilizing Yeoman Training Manual, NAVEDTRA 15009

   **Standard:** In Accordance with (IAW) NAVEDTRA 15009, Yeoman Training Manual,

   **Source:** NAVEDTRA 15009, Yeoman Training Manual
KSATRs:
1) **Knowledge**: (GENERAL) KNOWLEDGE OF DODI 4525.08 (SERIES)
2) **Knowledge**: (GENERAL) KNOWLEDGE OF SECNAV M-5216.5
3) **Skill**: THE SKILL OF REVIEWING INFORMATION TO DEVELOP AND IMPLEMENT SOLUTIONS
4) **Ability**: THE ABILITY TO ARRANGE THINGS OR ACTIONS IN A CERTAIN ORDER OR PATTERN ACCORDING TO A SPECIFIC RULE OR SET OF RULES
5) **Tool**: COMPUTER AND PRINTER
6) **Tool**: FILING CABINETS
7) **Resource**: NAVY POSTAL INSTRUCTION - OPNAVINST 5112.6 (SERIES)
8) **Resource**: DEPARTMENT OF THE NAVY CORRESPONDENCE MANUAL - SECNAV M-5216.5
9) **Resource**: DEPARTMENT OF DEFENSE OFFICIAL MAIL MANAGEMENT PROGRAM - DODI 4525.08 (SERIES)
10) **Knowledge**: (GENERAL) KNOWLEDGE OF OPNAVINST 5112.6 (SERIES)

(11) **Task**: INTERPRET DATA CONTAINED ON A REPORT OF DISPOSITION OF OFFENSES

**Verb**: INTERPRET

**Task Level**: Organizational

**Status of Training**: Currently Being Trained

**Type of Training**: Formal

**Object**: Non-Equipment: data contained on a Report of Disposition of Offenses

**Condition**: UTILIZING Manual for Courts-Martial (MCM)

**Standard**: IN ACCORDANCE WITH (IAW) Manual for Courts-Martial (MCM)

**Source**: NAVSO P-6064, Manual for Courts-Martial United States 2008

KSATRs:
1) **Knowledge**: (GENERAL) KNOWLEDGE OF THE MANUAL FOR COURTS MARTIAL
2) **Knowledge**: (GENERAL) KNOWLEDGE OF JAGINST 5800.7
3) **Skill**: (OPERATION/SKILL) DEVELOP AND ORALLY DELIVER PRESENTATION TO SMALL AND LARGE GROUPS.
4) **Ability**: THE ABILITY TO COMMUNICATE INFORMATION AND IDEAS IN SPEAKING SO OTHERS WILL UNDERSTAND
5) **Tool**: REPORT AND DISPOSITION OF OFFENCES - NAVPERS 1626/7
6) **Tool**: COMPUTER AND PRINTER
Skill Hierarchy

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

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

(12) **Task:** PREPARE AN ADMINISTRATIVE SEPARATION PROCESSING NOTICE - ADMINISTRATIVE BOARD PROCEDURE; AND AN ADMINISTRATIVE SEPARATION PROCESSING NOTIFICATION PROCEDURE

   **Verb:** PREPARE

   **Task Level:** Organizational

   **Status of Training:** Currently Being Trained

   **Type of Training:** Formal

   **Object:** Non-Equipment: an Administrative Separation Processing Notice - Administrative Board Procedure; and an Administrative Separation Processing Notification Procedure

   **Condition:** UTILIZING Naval Military Personnel Manual, NAVPERS 15560

   **Standard:** IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560

   **Source:** NAVPERS 15560 (Series), Naval Military Personnel Manual

   **KSATRs:**

   1) **Knowledge:** KNOWLEDGE OF ADMINISTRATIVE SEPARATION POLICY AND GENERAL INFORMATION

   2) **Knowledge:** KNOWLEDGE OF ENLISTED ADMINISTRATIVE SEPARATIONS

   3) **Skill:** TYPE CORRESPONDENCE RELATING TO ADMINISTRATIVE SEPARATIONS

   4) **Ability:** ABILITY TO PROVIDE AND FOLLOW SPECIFIC INSTRUCTIONS AND PROCEDURES

   5) **Tool:** ADMINISTRATIVE SEPARATION PROCESSING NOTIFICATION PROCEDURES - NAVPERS 1910/32

   6) **Tool:** COMPUTER AND PRINTER

   7) **Resource:** ENLISTED ADMINISTRATIVE SEPARATIONS - MILPERSMAN 1910

   8) **Resource:** ADMINISTRATIVE SEPARATION (ADSEP) POLICY AND GENERAL INFORMATION - MILPERSMAN 1910-010

(13) **Task:** PROCESS ADMINISTRATIVE SEPARATION RELATED DOCUMENTS

   **Verb:** PROCESS

   **Task Level:** Organizational

   **Status of Training:** Currently Being Trained

   **Type of Training:** Formal
**Skill Hierarchy**

**Object:** Non-Equipment: administrative separation related documents

**Condition:** UTILIZING Naval Military Personnel Manual, NAVPERS 15560

**Standard:** IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560

**Source:** NAVPERS 15560 (Series), Naval Military Personnel Manual

**KSATRs:**

1) **Knowledge:** KNOWLEDGE OF ENLISTED ADMINISTRATIVE SEPARATION PROCEDURES

2) **Knowledge:** KNOWLEDGE OF ADMINISTRATIVE SEPARATION POLICY AND GENERAL INFORMATION

3) **Skill:** TYPE CORRESPONDENCE RELATING TO ADMINISTRATIVE SEPARATIONS

4) **Ability:** ABILITY TO PROVIDE AND FOLLOW SPECIFIC INSTRUCTIONS AND PROCEDURES

5) **Tool:** ADMINISTRATIVE SEPARATION PROCESSING NOTIFICATION PROCEDURE - NAVPERS 1910/32

6) **Tool:** ADMINISTRATIVE SEPARATION PROCESSING NOTICE - ADMINISTRATIVE PROCEDURE - NAVPERS 1910/31

7) **Tool:** COMPUTER AND PRINTER

(14) **Task:** REVIEW A RECORD OF UNAUTHORIZED ABSENCE

**Verb:** REVIEW

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: a Record of Unauthorized Absence

**Condition:** UTILIZING Naval Military Personnel Manual, NAVPERS 15560

**Standard:** IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560

**Source:** NAVPERS 15560 (Series), Naval Military Personnel Manual

**KSATRs:**

1) **Knowledge:** (GENERAL) KNOWLEDGE OF THE MANUAL FOR COURTS MARTIAL

2) **Knowledge:** (GENERAL) KNOWLEDGE OF JAGINST 5800.7

3) **Skill:** ACTIVE LISTENING, JUDGEMENT AND DECISION MAKING, COMPLEX PROBLEM SOLVING, MONITORING, SPEAKING, CRITICAL THINKING, ACTIVE LEARNING, READING COMPREHENSION, COORDINATION
4) **Ability:** "RECOGNIZE, MONITOR, ACKNOWLEDGE, DEMONSTRATE, DESCRIBE, OBSERVE, COORDINATE, COMPLY, REVIEW, VERIFY"

5) **Tool:** NAVPERS 1070/606

6) **Tool:** NAVPERS 1070/613

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

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

(15) **Task:** REVIEW AWARD RECOMMENDATION PROCEDURES

**Verb:** REVIEW

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: Award recommendation procedures

**Condition:** Utilizing SECNAVINST 1650.1 (SERIES), United States Navy and Marine Corps Award Manual

**Standard:** IN ACCORDANCE WITH (IAW) SECNAVINST 1650.1(SERIES) UNITED STATES NAVY AND MARINE CORPS AWARDS MANUAL

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

**KSATRs:**

1) **Knowledge:** SECNAVINST 1650 (SERIES) NAVY AND MARINE CORPS AWARDS MANUAL

2) **Skill:** REVIEW NAVY AND LOCAL COMMAND PROCEDURES FOR AWARD RECOMMENDATIONS.

3) **Ability:** NSCS: ABILITY TO UNDERSTAND AND FOLLOW SPECIFIC INSTRUCTIONS AND PROCEDURES.

4) **Knowledge:** KNOWLEDGE OF NAVY AWARDS

5) **Tool:** COMPUTER AND PRINTER

6) **Resource:** NAVY AND MARINE CORPS AWARDS MANUAL - SECNAVINST 1650 (SERIES)

(16) **Task:** REVIEW DATA CONTAINED ON A REPORT OF DISPOSITION AND OFFENSES

**Verb:** REVIEW

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal
Skill Hierarchy

Object: Non-Equipment: data contained on a Report of Disposition and Offenses


Standard: IN ACCORDANCE WITH (IAW) JAGINST 5800.7E – MANUAL OF THE JUDGE ADVOCATE GENERAL (JAGMAN); IN ACCORDANCE WITH (IAW) Manual for Courts-Martial (MCM)


KSATRs:

1) **Knowledge:** KNOWLEDGE OF MANUAL FOR COURTS-MARTIAL - UNITED STATES (2012 EDITION)

2) **Knowledge:** (GENERAL) KNOWLEDGE OF JAGINST 5800.7

3) **Skill:** SKILL IN REVIEWING DATA ELEMENTS OF NAVPERS 1626/7

4) **Ability:** ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS

5) **Tool:** REPRT OF DISPOSITION AND OFFENSES - NAVPERS 1626/7

6) **Tool:** COMPUTER AND PRINTER

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

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

(17) **Task:** REVIEW DOCUMENTS AND PROCEDURES FOR SOCIAL USAGE, PROTOCOL AND OFFICIAL CEREMONIES

**Verb:** REVIEW

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

Object: Non-Equipment: documents and procedures for social usage, protocol and official ceremonies

Condition: Utilizing Social Usage and Protocol Handbook, OPNAVINST 1710.7(SERIES)

Standard: IN ACCORDANCE WITH (IAW) SOCIAL USAGE AND PROTOCOL HANDBOOK, OPNAVINST 1710.7(SERIES)

Source: OPNAVINST 1710.7(SERIES), SOCIAL USAGE AND PROTOCOL HANDBOOK

KSATRs:
1) **Knowledge:** KNOWLEDGE OF SOCIAL USAGE AND PROTOCOL HANDBOOK - OPNAVINST 1710.7 (SERIES)

2) **Skill:** SKILL IN REVIEWING OFFICIAL CEREMONIAL DOCUMENTATION.

3) **Ability:** ABILITY TO EVALUATE CORRESPONDENCE FOR OFFICIAL CEREMONIES.

4) **Tool:** COMPUTER AND PRINTER

5) **Resource:** SOCIAL USAGE AND PROTOCOL HANDBOOK - OPNAVINST 1710.7 (SERIES)

(18) **Task:** REVIEW DOCUMENTS ASSOCIATED WITH UNAUTHORIZED ABSENCE

**Verb:** REVIEW

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: documents associated with unauthorized absence

**Condition:** UTILIZING Naval Military Personnel Manual, NAVPERS 15560

**Standard:** IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560

**Source:** NAVPERS 15560 (Series), Naval Military Personnel Manual

**KSATRs:**

1) **Knowledge:** KNOWLEDGE OF MANUAL FOR COURTS-MARTIAL - UNITED STATES (2012 EDITION)

2) **Knowledge:** (GENERAL) KNOWLEDGE OF JAGINST 5800.7

3) **Skill:** SKILL IN REVIEWING DATA ELEMENTS OF NAVPERS 1626/7

4) **Ability:** ABILITY TO GATHER DATA, Compile INFORMATION AND PREPARE REPORTS

5) **Tool:** NAVPERS 1070/606

6) **Tool:** NAVPERS 1070/613

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

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

(19) **Task:** REVIEW NAVAL CORRESPONDENCE

**Verb:** REVIEW

**Task Level:** Organizational

**Status of Training:** Currently Being Trained
Skill Hierarchy

**Type of Training:** Formal

**Object:** Non-Equipment: Naval Correspondence

**Condition:** Utilizing Department of the Navy Correspondence Manual, SECNAV M-5216.5

**Standard:** IN ACCORDANCE WITH (IAW) SECNAV M-5216.5 - Department of the Navy Correspondence Manual

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

**KSATRs:**

1) **Knowledge:** (GENERAL) KNOWLEDGE OF SECNAV M-5216.5

2) **Skill:** SKILL IN PROOFREADING NAVAL CORRESPONDENCE

3) **Skill:** SKILL IN CORRECTING NAVAL CORRESPONDENCE

4) **Ability:** ABILITY TO PROOFREAD AND CORRECT TYPOGRAPHICAL ERRORS IN NAVAL CORRESPONDENCE

5) **Tool:** COMPUTER AND PRINTER

6) **Tool:** BALL POINT PEN

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

(20) **Task:** REVIEW OFFICER/ENLISTED EVALUATIONS AND FITNESS REPORTS FOR ACCURACY

**Verb:** REVIEW

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: Officer/Enlisted evaluations and fitness reports for accuracy

**Condition:** UTILIZING Navy Performance Evaluation System, BUPERSINST 1610.10

**Standard:** IN ACCORDANCE WITH (IAW) Navy Performance Evaluation System, BUPERSINST 1610.10

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

**KSATRs:**

1) **Knowledge:** KNOWLEDGE OF BUPERSINST 1080.53 (SERIES)

2) **Knowledge:** KNOWLEDGE OF BUPERSINST 1301.40 (SERIES)

3) **Skill:** SKILL IN PROOFREADING OFFICER/ENLISTED FITNESS REPORTS AND EVALUATIONS

4) **Ability:** ABILITY TO VERIFY FITNESS REPORT/EVALUATION ACCURACY

5) **Tool:** COMPUTER AND PRINTER
6) **Resource:** ENLISTED DISTRIBUTION AND VERIFICATION REPORT USERS MANUAL - BUPERSINST 1080.53 (SERIES)

7) **Resource:** FORMAT AND PROCEDURES FOR VALIDATION AND DISTRIBUTION OF THE OFFICER DISTRIBUTION CONTROL REPORT - BUPERSINST 1301.40 (SERIES)

(21) **Task:** REVIEW SELECTIVE REENLISTMENT BONUS MESSAGE AND ASSOCIATED NAVADMINS

**Verb:** REVIEW

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: Selective Reenlistment Bonus message and associated NAVADMINS

**Condition:** Utilizing Selective Reenlistment Bonus, OPNAVINST 1160.8

**Standard:** IN ACCORDANCE WITH (IAW) Selective Reenlistment Bonus, OPNAVINST 1160.8

**Source:** OPNAVINST 1160.8 (Series), Selective Reenlistment Bonus (SRB) Program

**KSATRs:**

1) **Knowledge:** KNOWLEDGE OF OPNAVINST1160.8 (SERIES)

2) **Knowledge:** KNOWLEDGE OF NAVADMIN 077/13

3) **Skill:** SKILL IN ASSESSING THE CONTENTS OF THE EDVR MANUAL

4) **Skill:** SKILL IN PROOFREADING NAVAL CORRESPONDENCE

5) **Ability:** ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS

6) **Tool:** COMPUTER AND PRINTER

7) **Resource:** NAVADMIN 077/13 - SELECTIVE REENLISTMENT BONUS AND POLICY UPDATE

8) **Resource:** OPNAVINST 1160.8 (SERIES) - SELECTIVE REENLISTMENT PROGRAM

(22) **Task:** REVIEW SHIP'S OFFICE PRACTICES AND PROCEDURES

**Verb:** REVIEW

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: ship's office practices and procedures
Skill Hierarchy

**Condition:** UTILIZING Standard Organization and Regulations of the U.S. Navy (SORM), OPNAVINST 3120.32

**Standard:** IN ACCORDANCE WITH (IAW) Standard Organization and Regulations of the U.S. Navy (SORM), OPNAVINST 3120.32

**Source:** OPNAVINST 3120.32, Standard Organization and Regulations of the U.S. Navy (SORM)

**KSATRs:**

1) **Knowledge:** KNOWLEDGE OF OPNAVINST 3120.32
2) **Skill:** SKILL IN ASSESSING OFFICE POLICIES AND PROCEDURES
3) **Ability:** NSCS: ABILITY TO LEARN THROUGH OBSERVATION AND HANDS ON TRAINING.
4) **Tool:** STANDARD ORGANIZATION AND AND REGULATIONS OF THE U.S. NAVY AND LOCAL GUIDANCE
5) **Resource:** OPNAVINST 3120.32 (SERIES) - ORGANIZATION AND REGULATIONS OF THE U.S. NAVY

**Task:** REVIEW THE CONGRESSIONAL INQUIRY PROCESS

**Verb:** REVIEW

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: the congressional inquiry process

**Condition:** UTILIZING Mission, Function and Responsibilities of the Office of Legislative Affairs and Procedures for Handling Legislative Affairs and Congressional Relations, SECNAVINST 5730.5

**Standard:** IN ACCORDANCE WITH (IAW) Mission, Function and Responsibilities of the Office of Legislative Affairs and Procedures for Handling Legislative Affairs and Congressional Relations, SECNAVINST 5730.5

**Source:** SECNAVINST 5730.5 (SERIES), Mission, Function and Responsibilities of the Office of Legislative Affairs and Procedures for Handling Legislative Affairs and Congressional Relations

**KSATRs:**

1) **Knowledge:** KNOWLEDGE OF SECNAVINST 4650.16 (SERIES)
2) **Knowledge:** (GENERAL) KNOWLEDGE OF SECNAV M-5216.5
3) **Skill:** SKILL IN ASSESSING CONGRESSIONAL CORRESPONDENCE
4) **Ability:** NSCS: ABILITY TO GATHER DATA, TO COMPILE INFORMATION, AND PREPARE REPORTS.
Skill Hierarchy

5) **Tool:** LOGS AND RECORDS
6) **Resource:** MISSION, FUNCTIONS, AND RESPONSIBILITIES OF THE OFFICE OF LEGISLATIVE AFFAIRS AND PROCEDURES FOR HANDLING NAVAL LEGISLATIVE AFFAIRS AND CONGRESSIONAL PROCEDURES - SECNAVINST 5730.5 (SERIES)
7) **Resource:** DEPARTMENT OF THE NAVY CORRESPONDENCE MANUAL - SECNAV M-5216.5

(24) **Task:** REVIEW THE CONTENTS OF A COURT MEMORANDUM

**Verb:** REVIEW  
**Task Level:** Organizational  
**Status of Training:** Currently Being Trained  
**Type of Training:** Formal  
**Object:** Non-Equipment: the contents of a Court Memorandum  
**Condition:** UTILIZING Naval Military Personnel Manual, NAVPERS 15560  
**Standard:** IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560  
**Source:** NAVPERS 15560 (Series), Naval Military Personnel Manual  
**KSATRs:***
1) **Knowledge:** (GENERAL) KNOWLEDGE OF JAGINST 5800.7  
2) **Knowledge:** KNOWLEDGE OF MANUAL FOR COURTS-MARTIAL - UNITED STATES (2012 EDITION)  
3) **Skill:** SKILL IN PROOFREADING NAVAL CORRESPONDENCE  
4) **Ability:** NSCS: ABILITY TO USE DEDUCTIVE / INDUCTIVE REASONING, ORAL EXPRESSION, PROBLEM SENSITIVITY, ORAL / WRITTEN COMPREHENSION / EXPRESSION, INFORMATION ORDERING, AND CATEGORY FLEXIBILITY.
5) **Tool:** NAVPERS 1070/606  
6) **Tool:** NAVPERS 1070/613  
7) **Tool:** REPORT AND DISPOSITION OF OFFENCES - NAVPERS 1626/7  
8) **Resource:** JAGINST 5800.7 (SERIES) - MANUAL OF THE JUDGE ADVOCATE GENERAL  
9) **Resource:** MANUAL FOR COURTS-MARTIAL (MCM), UNITED STATES, 2012 EDITION

(25) **Task:** REVIEW THE CONTENTS OF AN EDVR

**Verb:** REVIEW  
**Task Level:** Organizational  
**Status of Training:** Currently Being Trained
Type of Training: Formal

Object: Non-Equipment: the contents of an EDVR


Source: BUPERSINST 1080.53(SERIES), ENLISTED DISTRIBUTION AND VERIFICATION REPORT USER'S MANUAL (EDVRMAN)

KSATRs:
1) Knowledge: KNOWLEDGE OF BUPERSINST 1080.53 (SERIES)
2) Skill: SKILL IN ASSESSING THE CONTENTS OF THE EDVR MANUAL
3) Ability: NSCS: ABILITY TO GATHER DATA, TO COMPILE INFORMATION, AND PREPARE REPORTS.
4) Tool: COMPUTER AND PRINTER
5) Resource: ENLISTED DISTRIBUTION AND VERIFICATION REPORT USERS MANUAL - 1080.53 (SERIES)

Task: REVIEW THE CONTENTS OF AN ODCR

Verb: REVIEW

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the contents of an ODCR

Condition: UTILIZING Format and Procedures for Validating the Officer Distribution Control Report, BUPERSINST 1301.40

Standard: IN ACCORDANCE WITH (IAW) Format and Procedures for Validating the Officer Distribution Control Report, BUPERSINST 1301.40

Source: BUPERSINST 1301.40(SERIES), FORMAT AND PROCEDURES FOR VALIDATION AND DISTRIBUTION OF THE OFFICER DISTRIBUTION CONTROL REPORT (ODCR)

KSATRs:
1) Knowledge: KNOWLEDGE OF BUPERSINST 1301.40 (SERIES)
2) Skill: SKILL IN ASSESSING THE CONTENTS OF THE ODCR MANUAL
3) Ability: ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS
4) Tool: COMPUTER AND PRINTER
5) **Resource:** FORMAT AND PROCEDURES FOR VALIDATION AND DISTRIBUTION OF THE OFFICER DISTRIBUTION CONTROL REPORT - BUPERSINST 1301.40 (SERIES)

(27) **Task:** VALIDATE DISCIPLINARY RELATED DOCUMENTS

**Verb:** VALIDATE

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: disciplinary related documents

**Condition:** UTILIZING Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7; UTILIZING Manual for Courts-Martial (MCM)

**Standard:** IN ACCORDANCE WITH (IAW) Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7; IN ACCORDANCE WITH (IAW) Manual for Courts-Martial (MCM)

**Source:** JAGINST 5800.7, Manual of Judge Advocate General (JAGMAN); NAVSO P-6064, Manual for Courts-Martial United States 2008

**KSATRs:**

1) **Knowledge:** KNOWLEDGE OF MANUAL FOR COURTS-MARTIAL - UNITED STATES (2012 EDITION)

2) **Knowledge:** (GENERAL) KNOWLEDGE OF JAGINST 5800.7

3) **Skill:** GATHER, PROCESS, AND DISTRIBUTE INFORMATION

4) **Ability:** ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS

5) **Ability:** ABILITY TO PROVIDE AND FOLLOW SPECIFIC INSTRUCTIONS AND PROCEDURES

6) **Tool:** NAVPERS 1070/606

7) **Tool:** NAVPERS 1070/613

8) **Tool:** REPORT AND DISPOSITION OF OFFENCES - NAVPERS 1626/7

9) **Tool:** COMPUTER AND PRINTER

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

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

(28) **Task:** VALIDATE DOCUMENTS ASSOCIATED WITH REENLISTMENTS AND EXTENSIONS

**Verb:** VALIDATE
Skill Hierarchy

Task Level: Organizational
Status of Training: Currently Being Trained
Type of Training: Formal
Object: Non-Equipment: documents associated with reenlistments and extensions
Condition: UTILIZING Naval Military Personnel Manual, NAVPERS 15560
Standard: IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560
Source: NAVPERS 15560 (Series), Naval Military Personnel Manual
Safety Hazard Severity: Minor
Criticality of Performance: Minor
Task Delay Tolerance: High delay tolerance
Frequency of Performance: At least monthly, but less than twice per week
Probability of Inadequate Performance: Less often than other tasks
Difficulty of Performance: Task requires 1 to 3 days to learn
Task Learning Difficulty: Task requires 1 to 3 days to learn
Percent Performing: 25 to 49% of the personnel perform this task
Percent of Time Spent on Performance: Less time spent on this task than most other tasks
Immediacy of Performance: Task first performed within 6 months after assignment
KSATRs:
1) Knowledge: GENERAL KNOWLEDGE OF MILPERSMAN
2) Knowledge: GENERAL KNOWLEDGE OF THE CWAY SYSTEM.
3) Knowledge: GENERAL KNOWLEDGE OF NSIPS
4) Skill: ABILITY TO VALIDATE REQUIREMENTS OF ENLISTED PERSONNEL
5) Ability: ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS
6) Ability: ABILITY TO IDENTIFY VARIOUS REPORTING FORMS
7) Ability: ABILITY TO PROVIDE AND FOLLOW SPECIFIC INSTRUCTIONS AND PROCEDURES
8) Ability: NSCS: ABILITY TO ANALYZE AND PROBLEM SOLVE.
9) Tool: NSIPS
10) Resource: ELECTRONIC SERVICE RECORD

(29) Task: VALIDATE DOCUMENTS CONTAINED WITHIN THE ENLISTED SERVICE RECORD

Verb: VALIDATE
Skill Hierarchy

Task Level: Organizational
Status of Training: Currently Being Trained
Type of Training: Formal
Object: Non-Equipment: documents contained within the enlisted service record
Condition: UTILIZING Naval Military Personnel Manual, NAVPERS 15560
Standard: IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560
Source: NAVPERS 15560 (Series), Naval Military Personnel Manual
Safety Hazard Severity: Minor
Criticality of Performance: Minor
Task Delay Tolerance: High delay tolerance
Frequency of Performance: Twice per week or more
Probability of Inadequate Performance: Less often than other tasks
Difficulty of Performance: Task requires 1 to 3 days to learn
Task Learning Difficulty: Task requires 1 to 3 days to learn
Percent Performing: 25 to 49% of the personnel perform this task
Percent of Time Spent on Performance: Less time spent on this task than most other tasks
Immediacy of Performance: Task first performed within 6 months after assignment

KSATRs:
1) Knowledge: GENERAL KNOWLEDGE OF NSIPS
2) Knowledge: GENERAL KNOWLEDGE OF MILPERSMAN
3) Skill: ABILITY TO VALIDATE REQUIREMENTS OF ENLISTED PERSONNEL
4) Ability: ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS
5) Ability: ABILITY TO IDENTIFY VARIOUS REPORTING FORMS
6) Ability: ABILITY TO PROVIDE AND FOLLOW SPECIFIC INSTRUCTIONS AND PROCEDURES
7) Ability: NSCS: ABILITY TO ANALYZE AND PROBLEM SOLVE.
8) Tool: NSIPS
9) Resource: ELECTRONIC SERVICE RECORD

(30) Task: VALIDATE THE CONTENTS OF AN ADMINISTRATIVE SEPARATION PACKAGE
Verb: VALIDATE
Task Level: Organizational
Skill Hierarchy

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: the contents of an administrative separation package

**Condition:** UTILIZING Naval Military Personnel Manual, NAVPERS 15560

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

**Source:** NAVPERS 15560 (Series), Naval Military Personnel Manual

**Safety Hazard Severity:** Minor

**Criticality of Performance:** Minor

**Task Delay Tolerance:** High delay tolerance

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

**Probability of Inadequate Performance:** Less often than other tasks

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

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

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

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

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

**KSATRs:**

1) **Knowledge:** (GENERAL) KNOWLEDGE OF JAGINST 5800.7

2) **Knowledge:** KNOWLEDGE OF MANUAL FOR COURTS-MARTIAL - UNITED STATES (2012 EDITION)

3) **Knowledge:** KNOWLEDGE OF DODI 1332.14 (SERIES)

4) **Knowledge:** KNOWLEDGE OF MILITARY PERSONNEL MANUAL - MPM 1910 (SERIES)

5) **Skill:** SKILL IN ASSESSING ADMINISTRATIVE SEPARATION CORRESPONDENCE

6) **Ability:** NSCS: ABILITY TO UNDERSTAND AND FOLLOW SPECIFIC INSTRUCTIONS AND PROCEDURES.

7) **Tool:** ADMINISTRATIVE SEPARATION PROCESSING NOTICE - ADMINISTRATIVE BOARD PROCEDURES - NAVPERS 1910/31

8) **Tool:** ADMINISTRATIVE SEPARATION PROCESSING NOTIFICATION PROCEDURES - NAVPERS 1910/32

9) **Resource:** MILITARY PERSONNEL MANUAL (SEPARTIONS) - MPM 1910 (SERIES)
Skill Hierarchy

10) **Resource:** ENLISTED ADMINISTRATIVE SEPARATIONS - DODI 1332.14 (SERIES)

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

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

(31) **Task:** VERIFY ADMINISTRATIVE DOCUMENTS FOR NJP

  **Verb:** VERIFY

  **Task Level:** Organizational

  **Status of Training:** Currently Being Trained

  **Type of Training:** Formal

  **Object:** Non-Equipment: administrative documents for NJP

  **Condition:** UTILIZING Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7; UTILIZING Manual for Courts-Martial (MCM)

  **Standard:** IN ACCORDANCE WITH (IAW) Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7; IN ACCORDANCE WITH (IAW) Manual for Courts-Martial (MCM)

  **Source:** JAGINST 5800.7, Manual of Judge Advocate General (JAGMAN); NAVSO P-6064, Manual for Courts-Martial United States 2008

  **Safety Hazard Severity:** Minor

  **Criticality of Performance:** Minor

  **Task Delay Tolerance:** High delay tolerance

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

  **Probability of Inadequate Performance:** Less often than other tasks

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

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

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

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

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

  **KSATRs:**

  1) **Knowledge:** (GENERAL) KNOWLEDGE OF THE MANUAL FOR COURTS MARTIAL

  2) **Knowledge:** (GENERAL) KNOWLEDGE OF JAGINST 5800.7

  3) **Ability:** ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS
Skill Hierarchy

4) **Ability:** ABILITY TO PROVIDE AND FOLLOW SPECIFIC INSTRUCTIONS AND PROCEDURES

5) **Tool:** COMPUTER AND PRINTER

6) **Tool:** NAVPERS 1070/606

7) **Tool:** NAVPERS 1070/613

8) **Tool:** REPORT AND DISPOSITION OF OFFENCES - NAVPERS 1626/7

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

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

(32)**Task:** VERIFY AN ACTIVITY GAIN

**Verb:** VERIFY

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: an activity gain

**Condition:** UTILIZING Joint Federal Travel Regulations (JFTR), Volume 1, NAVSO P-6034

**Standard:** IN ACCORDANCE WITH (IAW) Joint Federal Travel Regulations (JFTR), Volume 1, NAVSO P-6034

**Source:** NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1

**Safety Hazard Severity:** Minor

**Criticality of Performance:** Minor

**Task Delay Tolerance:** High delay tolerance

**Frequency of Performance:** Twice per week or more

**Probability of Inadequate Performance:** About as often as other tasks

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

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

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

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

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

**KSATRs:**

1) **Knowledge:** GENERAL KNOWLEDGE OF MILPERSMAN

2) **Knowledge:** GENERAL KNOWLEDGE OF NSIPS
3) **Skill:** GENERAL CUSTOMER SERVICE SKILLS

4) **Skill:** COMPUTATE LEAVE AND DETERMINE ACCURATE AMOUNT OF LEAVE AND PROCEED TIME

5) **Tool:** MASTER MILITARY PAY AUTHORITY

6) **Tool:** NSIPS

7) **Resource:** MMPA READ GUIDE

8) **Resource:** MASTER MILITARY PAY ACCOUNT (MMPA) GUIDE

9) **Resource:** NSIPS JOB PERFORMANCE AID (JPA)

(33) **Task:** VERIFY AN ACTIVITY LOSS

**Verb:** VERIFY

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: AN ACTIVITY LOSS

**Condition:** UTILIZING Joint Federal Travel Regulations (JFTR), Volume 1, NAVSO P-6034

**Standard:** IN ACCORDANCE WITH (IAW) Joint Federal Travel Regulations (JFTR), Volume 1, NAVSO P-6034

**Source:** NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1

**Safety Hazard Severity:** Minor

**Criticality of Performance:** Minor

**Task Delay Tolerance:** High delay tolerance

**Frequency of Performance:** Twice per week or more

**Probability of Inadequate Performance:** About as often as other tasks

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

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

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

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

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

**KSATRs:**

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

2) **Knowledge:** GENERAL KNOWLEDGE OF MILPERSMAN

3) **Skill:** COMPUTATE LEAVE AND DETERMINE ACCURATE AMOUNT OF LEAVE AND PROCEED TIME
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|4 | **Skill:** GENERAL CUSTOMER SERVICE SKILLS  
|5 | **Tool:** MASTER MILITARY PAY AUTHORITY  
|6 | **Tool:** NSIPS  
|7 | **Resource:** MMPA  
|8 | **Resource:** MMPA READ GUIDE  
|9 | **Resource:** NSIPS JOB PERFORMANCE AID (JPA)  
|34 | **Task:** VERIFY CREDIBLE SERVICE INCLUDING THE MILITARY SERVICE OBLIGATION DATE, THE ACTIVE DUTY SERVICE DATE, AND THE PAY ENTRY BASE DATE  
|     | **Verb:** VERIFY  
|     | **Task Level:** Organizational  
|     | **Status of Training:** Currently Being Trained  
|     | **Type of Training:** Formal  
|     | **Object:** Non-Equipment: credible service including the Military Service Obligation Date, the Active Duty Service Date, and the Pay Entry Base Date  
|     | **Condition:** UTILIZING Naval Military Personnel Manual, NAVPERS 15560  
|     | **Standard:** IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560  
|     | **Source:** NAVPERS 15560 (Series), Naval Military Personnel Manual  
|     | **Safety Hazard Severity:** Minor  
|     | **Criticality of Performance:** Minor  
|     | **Task Delay Tolerance:** High delay tolerance  
|     | **Frequency of Performance:** At least monthly, but less than twice per week  
|     | **Probability of Inadequate Performance:** Less often than other tasks  
|     | **Difficulty of Performance:** Task requires 1 to 3 days to learn  
|     | **Task Learning Difficulty:** Task requires 1 to 3 days to learn  
|     | **Percent Performing:** 0 to 24% of the personnel perform this task  
|     | **Percent of Time Spent on Performance:** Less time spent on this task than most other tasks  
|     | **Immediacy of Performance:** Task performed during first 3 months after assignment  
|     | **KSATRs:**  
|     | 1 | **Knowledge:** GENERAL KNOWLEDGE OF MILPERSMAN  
|     | 2 | **Knowledge:** GENERAL KNOWLEDGE OF NSIPS  
|     | 3 | **Skill:** ABILITY TO ASSESS RECORD INFORMATION  
|     | 4 | **Skill:** GENERAL CUSTOMER SERVICE SKILLS  

5) **Tool:** NSIPS

6) **Resource:** MMPA READ GUIDE

(35) **Task:** VERIFY DATA RECORDED ON A DEPENDENCY APPLICATION / EMERGENCY DATA

**Verb:** VERIFY

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: data recorded on a Dependency Application / Emergency Data

**Condition:** UTILIZING Naval Military Personnel Manual, NAVPERS 15560

**Standard:** IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560

**Source:** NAVPERS 15560 (Series), Naval Military Personnel Manual

**Safety Hazard Severity:** Minor

**Criticality of Performance:** Minor

**Task Delay Tolerance:** High delay tolerance

**Frequency of Performance:** Twice per week or more

**Probability of Inadequate Performance:** Less often than other tasks

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

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

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

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

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

**KSATRs:**

1) **Knowledge:** KNOWLEDGE OF MILPERSMAN 1070-270

2) **Skill:** ABILITY TO ASSESS RECORD INFORMATION

3) **Ability:** ABILITY TO PROOFREAD AND CORRECT TYPOGRAPHICAL ERRORS IN NAVAL CORRESPONDENCE

4) **Tool:** NAVPERS 1070/602

5) **Resource:** DEPENDENCY APPLICATION/RECORD OF EMERGENCY DATA AND RECORD OF EMERGENCY DATA - MILPERSMAN 1070-270

(36) **Task:** VERIFY LEAVE AND LIBERTY TIME

**Verb:** VERIFY

**Task Level:** Organizational
**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: leave and liberty time

**Condition:** UTILIZING Naval Military Personnel Manual, NAVPERS 15560

**Standard:** IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560

**Source:** NAVPERS 15560 (Series), Naval Military Personnel Manual

(37) **Task:** VERIFY OFFICER PROMOTION TIMELINES AND ASSOCIATED PAPERWORK

**Verb:** VERIFY

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: officer promotion timelines and associated paperwork

**Condition:** Utilizing Promotion, Special Selection, Selective Early Retirement, and Selective Early Removal Boards for Commissioned Officers of the Navy and Marine Corps, SECNAVINST 1420.1 (SERIES); Utilizing Regulations to Govern the Promotion and Continuation of Limited Duty Officers (LDOS) and Chief Warrant Officers (CWOS) Serving on the Active-Duty List (ADL) and Reserve Active-Status List (RASL) in the U.S. Navy, SECNAVINST 1412.8 (SERIES)

**Standard:** In accordance with (IAW) Regulations to Govern the Promotion and Continuation of Limited Duty Officers (LDOS); Chief Warrant Officers (CWOS) Serving on the Active Duty List (ADL) and Reserve Active-Status List (RASL) in the U.S. Navy; SECNAVINST 1412.8 (series); In accordance with (IAW) Promotion, Special Selection, Selective Early Retirement, and Selective Early Removal Boards for Commissioned Officers of the Navy and Marine Corps, SECNAVINST 1420.1 (SERIES)

**Source:** 1420.1(SERIES), Promotion, Special Selection, Selective Early Retirement, and Selective Early Removal Boards for Commissioned Officers of the Navy and Marine Corps; SECNAVINST 1412.8 (SERIES), Regulations to Govern the Promotion and Continuation of Limited Duty Officers (LDOS) and Chief Warrant Officers (CWOS) Serving on the Active-Duty List (ADL) and Reserve Active-Status List (RASL) in the U.S. Navy

**Safety Hazard Severity:** Minor

**Criticality of Performance:** Minor

**Task Delay Tolerance:** High delay tolerance

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

**Probability of Inadequate Performance:** Less often than other tasks

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

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

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

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

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

KSATRs:
1) Knowledge: KNOWLEDGE OF OFFICER PROMOTION ZONES
2) Knowledge: KNOWLEDGE OF MILPERSMAN 1426-010
3) Knowledge: KNOWLEDGE OF MILPERSMAN 1420-040
4) Knowledge: KNOWLEDGE OF NAVPERS 15018
5) Knowledge: KNOWLEDGE OF MILPERSMAN 1420-030
6) Skill: VERIFY THE VARIOUS OFFICER PROMOTION ZONES
7) Ability: ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS
8) Ability: ABILITY TO PROVIDE AND FOLLOW SPECIFIC INSTRUCTIONS AND PROCEDURES
9) Resource: NAVPERS 15018 - REGISTER OF COMMISSIONED AND WARRANT OFFICERS OF THE ACTIVE DUTY LIST
10) Resource: PERMANENT APPOINTMENT TO ACTIVE DUTY CHIEF WARRANT OFFICER AND LIMITED DUTY OFFICER STAUS - MILPERSMAN 1426-010
11) Resource: PROMOTION TO WARRANT OFFICER - MILPERSMAN 1420-040
12) Resource: REGULATIONS GOVERNING PHYSICAL EXAMINATION FOR PROMOTION TO COMMISSIONED OFFICERS AND COMMISSIONED WARRANT OFFICERS - MILPERSMAN 1420-030

(38) Task: VERIFY THE DOCUMENTS FOR ADMINISTERING NAVY ENLISTED CLASSIFICATION

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the documents for administering Navy Enlisted Classifications

Condition: UTILIZING Navy Enlisted Classifications (NEC) Manual, NAVPERS 18068

Standard: IN ACCORDANCE WITH (IAW) Navy Enlisted Classifications (NEC) Manual, NAVPERS 18068


KSATRs:
Skill Hierarchy

1) **Knowledge:** NAVY ENLISTED MANPOWER AND PERSONNEL CLASSIFICATIONS AND OCCUPATIONAL STANDARDS - NAVPERS 18068F

2) **Skill:** AUTHENTICATE DOCUMENTATION FOR AWARDING NAVY ENLISTED CLASSIFICATION

3) **Ability:** ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS

4) **Tool:** NAVY ENLISTED CLASSIFICATION CHANGE REQUEST - NAVPERS 1221/6

5) **Tool:** COMPUTER AND PRINTER

6) **Resource:** NAVY ENLISTED MANPOWER AND PERSONNEL CLASSIFICATIONS AND OCCUPATIONAL STANDARDS - NAVPERS 18068F

b. **Duty:** MANAGE PERSONNEL PROCEDURES

   (1) **Task:** COORDINATE THE PROCESSES IN THE ENLISTED ADVANCEMENT SYSTEM

   **Verb:** COORDINATE

   **Task Level:** Organizational

   **Status of Training:** Currently Being Trained

   **Type of Training:** Formal

   **Object:** Non-Equipment: the processes in the Enlisted Advancement System

   **Condition:** UTILIZING Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve, BUPERSINST 1430.16

   **Standard:** In accordance with (IAW) Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve, BUPERSINST 1430.16

   **Source:** BUPERSINST 1430.16 (Series), Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve

   **Safety Hazard Severity:** Minor

   **Criticality of Performance:** Marginal

   **Task Delay Tolerance:** Low delay tolerance

   **Frequency of Performance:** At least once every 6 months

   **Probability of Inadequate Performance:** About as often as other tasks

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

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

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

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

   **KSATRs:**
1) **Knowledge**: (GENERAL) KNOWLEDGE OF BUPERSINST 1430.16 (SERIES)

2) **Skill**: ACTIVE LEARNING, ACTIVE LISTENING, CRITICAL THINKING, COORDINATION, OPERATION MONITORING, OPERATION AND CONTROL

3) **Ability**: PLANNING

4) **Tool**: COMPUTER AND PRINTER

5) **Resource**: NSCS: BUPERSINST 1430.16F

(2) **Task**: DESCRIBE COMMON MILITARY ALLOWANCES

**Verb**: DESCRIBE

**Task Level**: Organizational

**Status of Training**: Currently Being Trained

**Type of Training**: Formal

**Object**: Non-Equipment: common military allowances

**Condition**: UTILIZING Naval Military Personnel Manual, NAVPERS 15560

**Standard**: IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560

**Source**: NAVPERS 15560 (Series), Naval Military Personnel Manual

**Safety Hazard Severity**: Minor

**Criticality of Performance**: Critical

**Task Delay Tolerance**: Low delay tolerance

**Frequency of Performance**: Twice per week or more

**Probability of Inadequate Performance**: Less often than other tasks

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

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

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

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

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

**KSATRs**:

1) **Knowledge**: KNOWLEDGE OF JOINT FEDERAL TRAVEL REGULATIONS (JTFR), VOLUME 1

2) **Skill**: ACTIVE LISTENING, DECISION MAKING, COMPLEX PROBLEM SOLVING, SPEAKING, CRITICAL THINKING, ACTIVE LEARNING, READING COMPREHENSION, COORDINATION, OPERATION MONITORING

3) **Ability**: ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS
Skill Hierarchy

4) **Tool:** MASTER MILITARY PAY AUTHORITY
5) **Tool:** COMPUTER AND PRINTER
6) **Resource:** JOINT FEDERAL TRAVEL REGULATIONS (JTFR) VOLUME 1 - NAVSO P-6034
7) **Resource:** DEFENSE JOINT MILITARY PAY SYSTEM (DJMS)

(3) **Task:** DESCRIBE DATES ASSOCIATED WITH CREDIBLE SERVICE, INCLUDING THE MILITARY SERVICE OBLIGATION DATE, THE ACTIVE DUTY SERVICE DATE, AND THE PAY ENTRY BASE DATE

**Verb:** DESCRIBE

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: dates associated with creditable service, including the Military Service Obligation date, the Active Duty Service Date, and the Pay Entry Base Date

**Condition:** UTILIZING Naval Military Personnel Manual, NAVPERS 15560

**Standard:** IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560

**Source:** NAVPERS 15560 (Series), Naval Military Personnel Manual

**Safety Hazard Severity:** Minor

**Criticality of Performance:** Minor

**Task Delay Tolerance:** High delay tolerance

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

**Probability of Inadequate Performance:** Less often than other tasks

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

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

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

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

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

**KSATRs:**

1) **Knowledge:** GENERAL KNOWLEDGE OF MILPERSMAN
2) **Knowledge:** GENERAL KNOWLEDGE OF NSIPS
3) **Skill:** ACTIVE LEARNING, ACTIVE LISTENING, CRITICAL THINKING, COORDINATION, COMPLEX PROBLEM SOLVING
4) **Skill:** GENERAL CUSTOMER SERVICE SKILLS
5) **Tool:** NSIPS  
6) **Resource:** MASTER MILITARY PAY ACCOUNT (MMPA) GUIDE  

**Task:** DESCRIBE ENLISTED ADVANCEMENT ELIGIBILITY REQUIREMENTS  

**Verb:** DESCRIBE  

**Task Level:** Organizational  

**Status of Training:** Currently Being Trained  

**Type of Training:** Formal  

**Object:** Non-Equipment: enlisted advancement eligibility requirements  

**Condition:** UTILIZING Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve, BUPERSINST 1430.16  

**Standard:** In accordance with (IAW) Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve, BUPERSINST 1430.16  

**Source:** BUPERSINST 1430.16 (Series), Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve  

**Safety Hazard Severity:** Minor  

**Criticality of Performance:** Critical  

**Task Delay Tolerance:** Low delay tolerance  

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

**Probability of Inadequate Performance:** About as often as other tasks  

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

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

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

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

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

**KSATRs:**  

1) **Knowledge:** (GENERAL) KNOWLEDGE OF BUPERSINST 1430.16 (SERIES)  

2) **Skill:** ACTIVE LISTENING, JUDGEMENT AND DECISION MAKING, COMPLEX PROBLEM SOLVING, MONITORING, SPEAKING, CRITICAL THINKING, ACTIVE LEARNING, READING COMPREHENSION, COORDINATION  

3) **Ability:** ABILITY TO GATHER DATA, COMPILEx INFORMATION AND PREPARE REPORTS  

4) **Tool:** NAVY LEADERSHIP DEVELOPMENT PROGRAM  

5) **Tool:** ELECTRONIC SERVICE RECORD  

6) **Resource:** ADVANCEMENT MANUAL FOR ENLISTED PERSONNEL OF THE U.S. NAVY AND U.S. NAVY RESERVE - BUPERSINST 1430.16 (SERIES)
7) **Resource:** ELECTRONIC SERVICE RECORD

(5) **Task:** DESCRIBE FINAL PAY COMPUTATION PROCEDURES

**Verb:** DESCRIBE

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: final pay computation procedures

**Condition:** Utilizing DOD 7000.14R, Department Of Defense Financial Management Regulation, VOLUME 7A, Military Pay Policy and Procedures Active Duty and Reserve Pay

**Standard:** IN ACCORDANCE WITH (IAW) DOD 7000.14-R, DEPARTMENT OF DEFENSE FINANCIAL MANAGEMENT REGULATION, VOLUME 7A, MILITARY PAY POLICY AND PROCEDURES ACTIVE DUTY AND RESERVE PAY

**Source:** DoD FMR 7000.14-R, Financial Management Regulation

**Safety Hazard Severity:** Minor

**Criticality of Performance:** Marginal

**Task Delay Tolerance:** Low delay tolerance

**Frequency of Performance:** Twice per week or more

**Probability of Inadequate Performance:** Less often than other tasks

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

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

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

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

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

**KSATRs:**

1) **Knowledge:** KNOWLEDGE OF JOINT FEDERAL TRAVEL REGULATIONS (JTFR), VOLUME 1

2) **Skill:** ACTIVE LEARNING, ACTIVE LISTENING, CRITICAL THINKING, OPERATION AND CONTROL, OPERATION MONITORING, COORDINATION

3) **Ability:** NSCS: ABILITY TO MANAGE PERSONNEL, PROCEDURES, AND PROCESSES.

4) **Tool:** MASTER MILITARY PAY AUTHORITY

5) **Tool:** NSIPS

6) **Tool:** COMPUTER AND PRINTER

7) **Resource:** DEFENSE JOINT MILITARY PAY SYSTEM (DJMS)
Skill Hierarchy

8) **Resource:** JOINT FEDERAL TRAVEL REGULATIONS (JTFR) VOLUME 1 - NAVSO P-6034

(6) **Task:** DESCRIBE THE CONTENTS OF A COURT MEMORANDUM

**Verb:** DESCRIBE

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: the contents of a Court Memorandum

**Condition:** UTILIZING Naval Military Personnel Manual, NAVPERS 15560

**Standard:** IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560

**Source:** NAVPERS 15560 (Series), Naval Military Personnel Manual

**KSATRs:**

1) **Knowledge:** (GENERAL) KNOWLEDGE OF JAGINST 5800.7

2) **Knowledge:** KNOWLEDGE OF MANUAL FOR COURTS-MARTIAL - UNITED STATES (2012 EDITION)

3) **Skill:** SKILL IN DEFINING MATERIAL NEEDED FOR LEGAL PROCESSING

4) **Ability:** VERBAL AND WRITTEN COMMUNICATION SKILLS

5) **Tool:** NAVPERS 1070/606

6) **Tool:** NAVPERS 1070/613

7) **Tool:** REPORT AND DISPOSITION OF OFFENCES - NAVPERS 1626/7

8) **Tool:** NAVPERS 1070/607

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

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

(7) **Task:** DESCRIBE THE CONTENTS OF A RECORD OF UNAUTHORIZED ABSENCE

**Verb:** DESCRIBE

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: the contents of a Record of Unauthorized Absence

**Condition:** UTILIZING Naval Military Personnel Manual, NAVPERS 15560
Skill Hierarchy

**Standard:** IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560

**Source:** NAVPERS 15560 (Series), Naval Military Personnel Manual

**Safety Hazard Severity:** Minor

**Criticality of Performance:** Marginal

**Task Delay Tolerance:** Low delay tolerance

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

**Probability of Inadequate Performance:** Less often than other tasks

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

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

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

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

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

**KSATRs:**
1) **Knowledge:** (GENERAL) KNOWLEDGE OF NSIPS
2) **Knowledge:** KNOWLEDGE OF MILPERSMAN 1600-1699
3) **Knowledge:** (GENERAL) KNOWLEDGE OF JAGINST 5800.7
4) **Skill:** UTILIZE DATA BASED SYSTEMS
5) **Ability:** ABILITY TO IDENTIFY VARIOUS REPORTING FORMS
6) **Tool:** NAVPERS 1070/606
7) **Tool:** NAVPERS 1070/613
8) **Tool:** NSIPS
9) **Tool:** SOURCE DOCUMENT
10) **Resource:** JAGINST 5800.7 (SERIES) - MANUAL OF THE JUDGE ADVOCATE GENERAL
11) **Resource:** MILPERSMAN 1600-1699 PERFORMANCE AND DISCIPLINE
12) **Resource:** NSIPS JOB PERFORMANCE AID

(8) **Task:** DESCRIBE THE ELEMENTS THAT COMPRISE A PROFILE SHEET

**Verb:** DESCRIBE

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: the elements that comprise a profile sheet
Skill Hierarchy

Condition: UTILIZING Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve, BUPERSINST 1430.16

Standard: In accordance with (IAW) Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve, BUPERSINST 1430.16

Source: BUPERSINST 1430.16 (Series), Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve

Safety Hazard Severity: Minor

Criticality of Performance: Minor

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: At least once every 6 months

Probability of Inadequate Performance: Less often than other tasks

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

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

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

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

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

KSATRs:

1) Knowledge: (GENERAL) KNOWLEDGE OF BUPERSINST 1430.16 (SERIES)

2) Skill: ACTIVE LISTENING, JUDGEMENT AND DECISION MAKING, COMPLEX PROBLEM SOLVING, SPEAKING, CRITICAL THINKING, ACTIVE LEARNING, COORDINATION, MONITORING

3) Ability: ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS

4) Tool: ELECTRONIC SERVICE RECORD


6) Resource: ELECTRONIC SERVICE RECORD

(9) Task: DESCRIBE THE ELIGIBILITY REQUIREMENTS FOR THE COMMAND ADVANCEMENT PROGRAM

Verb: DESCRIBE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the eligibility requirements for the Command Advancement Program
Skill Hierarchy

**Condition:** UTILIZING Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve, BUPERSINST 1430.16

**Standard:** In accordance with (IAW) Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve, BUPERSINST 1430.16

**Source:** BUPERSINST 1430.16 (Series), Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve

**Safety Hazard Severity:** Minor

**Criticality of Performance:** Minor

**Task Delay Tolerance:** Low delay tolerance

**Frequency of Performance:** At least annually

**Probability of Inadequate Performance:** Less often than other tasks

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

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

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

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

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

**KSATRs:**

1) **Knowledge:** (GENERAL) KNOWLEDGE OF BUPERSINST 1430.16 (SERIES)

2) **Skill:** ACTIVE LISTENING, JUDGEMENT AND DECISION MAKING, SPEAKING, READING COMPREHENSION, COORDINATION, MONITORING, WRITING, CRITICAL THINKING, JUDGEMENT

3) **Ability:** ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS

4) **Tool:** ELECTRONIC SERVICE RECORD

5) **Tool:** NAVY LEADERSHIP DEVELOPMENT PROGRAM

6) **Resource:** ADVANCEMENT MANUAL FOR ENLISTED PERSONNEL OF THE U.S. NAVY AND U.S. NAVY RESERVE - BUPERSINST 1430.16 (SERIES)

7) **Resource:** ELECTRONIC SERVICE RECORD

(10) **Task:** DESCRIBE THE REQUIREMENTS ASSOCIATED WITH THE ENLISTED AVIATION WARFARE SPECIALIST PROGRAM

**Verb:** DESCRIBE

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal
Object: Non-Equipment: the requirements associated with the Enlisted Aviation Warfare Specialist program

Condition: UTILIZING Enlisted Aviation Warfare Specialist Program, COMNAVAIRFORINST 1414.2

Standard: IN ACCORDANCE WITH (IAW) ENLISTED AVIATION WARFARE SPECIALIST PROGRAM, COMNAVAIRFORINST 1414.2

Source: COMNAVAIRFORINST 1414.2, Enlisted Aviation Warfare Specialist Program

Safety Hazard Severity: Minor

Criticality of Performance: Minor

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: At least once every 6 months

Probability of Inadequate Performance: Less often than other tasks

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

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

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

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

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

KSATRs:

1) Knowledge: KNOWLEDGE OF NAVADMIN 268/10

2) Knowledge: KNOWLEDGE OF OPNAVINST 1414.9 (SERIES)

3) Ability: ABILITY TO LEARN THROUGH OBSERVATION AND HANDS ON TRAINING

4) Tool: COMMON CORE AND SPECIFIC PLATFORM PERSONNEL QUALIFICATION STANDARDS

5) Resource: NAVY ENLISTED WARFARE QUALIFICATION PROGRAMS - NAVADMIN 268/10

6) Resource: NAVY ENLISTED WARFARE QUALIFICATION PROGRAMS - OPNAVINST 1414.9 (SERIES)

7) Skill: SKILL IN ASSESSING ENLISTED AVIATION WARFARE DUTIES AND TERMINOLOGY

(11) Task: DESCRIBE THE REQUIREMENTS ASSOCIATED WITH THE ENLISTED SUBMARINE WARFARE PROGRAM

Verb: DESCRIBE

Task Level: Organizational

Status of Training: Currently Being Trained
Skill Hierarchy

**Type of Training:** Formal

**Object:** Non-Equipment: the requirements associated with the Enlisted Submarine Warfare program

**Condition:** Utilizing enlisted requirements for submarine qualification, COMNAVSUBFORINST 1552.16A

**Standard:** IN ACCORDANCE WITH (IAW) Enlisted Requirements for Submarine Qualification, COMNAVSUBFORINST 1552.16A

**Source:** COMNAVSUBFORINST 1552.16A, Enlisted Requirements for Submarine Qualification

**Safety Hazard Severity:** Minor

**Criticality of Performance:** Minor

**Task Delay Tolerance:** Low delay tolerance

**Frequency of Performance:** At least once every 6 months

**Probability of Inadequate Performance:** Less often than other tasks

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

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

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

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

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

**KSATRs:**

1) **Knowledge:** KNOWLEDGE OF OPNAVINST 1414.9 (SERIES)

2) **Knowledge:** KNOWLEDGE OF NAVADMIN 268/10

3) **Skill:** SKILL IN ASSESSING ENLISTED SUBMARINE WARFARE DUTIES AND TERMINOLOGY

4) **Ability:** ABILITY TO LEARN THROUGH OBSERVATION AND HANDS ON TRAINING

5) **Tool:** COMMON CORE AND SPECIFIC PLATFORM PERSONNEL QUALIFICATION STANDARDS

6) **Resource:** NAVY ENLISTED WARFARE QUALIFICATION PROGRAMS - NAVADMIN 268/10

7) **Resource:** NAVY ENLISTED WARFARE QUALIFICATION PROGRAMS - OPNAVINST 1414.9 (SERIES)

(12) **Task:** DESCRIBE THE REQUIREMENTS ASSOCIATED WITH THE ENLISTED SURFACE WARFARE SPECIALIST PROGRAM

**Verb:** DESCRIBE

**Task Level:** Organizational
Skill Hierarchy

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: the requirements associated with the Enlisted Surface Warfare Specialist program

**Condition:** UTILIZING Enlisted Surface Warfare Specialist Program, COMNAVSURFPACINST 1414.1/COMNAVSURFLANTINST 1414.1

**Standard:** IN ACCORDANCE WITH (IAW) ENLISTED SURFACE WARFARE SPECIALIST PROGRAM, COMNAVSURFPACINST 1414.1/COMNAVSURFLANTINST 1414.1

**Source:** COMNAVSURFPACINST 1414.1/COMNAVSURFLANTINST 1414.1, Enlisted Surface Warfare Specialist Program

**Safety Hazard Severity:** Minor

**Criticality of Performance:** Minor

**Task Delay Tolerance:** Low delay tolerance

**Frequency of Performance:** At least once every 6 months

**Probability of Inadequate Performance:** Less often than other tasks

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

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

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

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

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

**KSATRs:**

1) **Knowledge:** KNOWLEDGE OF NAVADMIN 268/10

2) **Knowledge:** KNOWLEDGE OF OPNAVINST 1414.9 (SERIES)

3) **Skill:** SKILL IN ASSESSING ENLISTED SURFACE WARFARE DUTIES AND TERMINOLOGY

4) **Ability:** ABILITY TO LEARN THROUGH OBSERVATION AND HANDS ON TRAINING

5) **Tool:** COMMON CORE AND SPECIFIC PLATFORM PERSONNEL QUALIFICATION STANDARDS

6) **Resource:** NAVY ENLISTED WARFARE QUALIFICATION PROGRAMS - NAVADMIN 268/10

7) **Resource:** NAVY ENLISTED WARFARE QUALIFICATION PROGRAMS - OPNAVINST 1414.9 (SERIES)

(13) **Task:** DESCRIBE THE REQUIREMENTS ASSOCIATED WITH THE SEABEE COMBAT WARFARE PROGRAM AS IT PERTAINS TO ENLISTED PERSONNEL
Skill Hierarchy

Verb: DESCRIBE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the requirements associated with the Seabee Combat Warfare program as it pertains to officers

Condition: Utilizing Seabee Combat Warfare Qualification, NAVFACINST 1410.1

Standard: IN ACCORDANCE WITH (IAW) Seabee Combat Warfare Qualification, NAVFACINST 1410.1

Source: NAVFACINST 1410.1, Seabee Combat Warfare Qualification

Safety Hazard Severity: Minor

Criticality of Performance: Minor

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: At least once every 6 months

Probability of Inadequate Performance: Less often than other tasks

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

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

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

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

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

KSATRs:

1) Knowledge: KNOWLEDGE OF OPNAVINST 1414.9 (SERIES)
2) Knowledge: KNOWLEDGE OF NAVADMIN 268/10
3) Skill: SKILL IN ASSESSING ENLISTED SEABEE COMBAT WARFARE DUTIES AND TERMINOLOGY
4) Ability: ABILITY TO LEARN THROUGH OBSERVATION AND HANDS ON TRAINING
5) Tool: ENLISTED COMBAT WARFARE PERSONNEL QUALIFICATION STANDARDS
6) Resource: NAVY ENLISTED WARFARE QUALIFICATION PROGRAMS - NAVADMIN 268/10
7) Resource: NAVY ENLISTED WARFARE QUALIFICATION PROGRAMS - OPNAVINST 1414.9 (SERIES)

(14) Task: DESCRIBE THE REQUIREMENTS ASSOCIATED WITH THE SEABEE COMBAT WARFARE PROGRAM AS IT PERTAINS TO OFFICERS
Skill Hierarchy

Verb: DESCRIBE

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: the requirements associated with the Seabee Combat Warfare program as it pertains to enlisted personnel

Condition: Utilizing Seabee Combat Warfare Qualification, NAVFACINST 1410.1

Standard: IN ACCORDANCE WITH (IAW) Seabee Combat Warfare Qualification, NAVFACINST 1410.1

Source: NAVFACINST 1410.1, Seabee Combat Warfare Qualification

Safety Hazard Severity: Minor

Criticality of Performance: Minor

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: Less often than other tasks

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

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

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

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

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

KSATRs:

1) Knowledge: KNOWLEDGE OF OPNAVINST 1410.1D

2) Skill: ABILITY TO DEMONSTRATE EFFECTIVE LEADERSHIP AND DIRECTION

3) Ability: ABILITY TO QUALIFY WITH A TABLE OF ALLOWANCE WEAPON

4) Ability: ABILITY TO COMPLETE QUALIFYING FIELD TRAINING EXERCISES

5) Tool: SHIPS MAINTENANCE AND MATERIAL MANAGEMENT SYSTEM PERSONNEL QUALIFICATION STANDARDS

6) Tool: NAVAL SAFETY SUPERVISOR COURSE

7) Tool: SEABEE COMBAT HANDBOOK, VOLUMES I & II (NAVEDTRA 12003/12004)

8) Resource: SEABEE COMBAT WARFARE QUALIFICATION - OPNAVINST 1410.1D

(15) Task: DESCRIBE THE REQUIREMENTS ASSOCIATED WITH THE SUBMARINE WARFARE OFFICER PROGRAM
**Verb:** DESCRIBE  
**Task Level:** Organizational  
**Status of Training:** Currently Being Trained  
**Type of Training:** Formal  
**Object:** Non-Equipment: the requirements associated with the Submarine Warfare Officer program  
**Condition:** UTILIZING Line Officer Requirements for Qualification in Submarines, COMSUBLANT/COMSUBPACINST155 2.10  
**Standard:** IN ACCORDANCE WITH (IAW) Line Officer Requirements for Qualification in Submarines, COMSUBLANT/COMSUBPACINST155 2.10  
**Source:** COMSUBLANT/COMSUBPACINST 1552.10, Line Officer Requirements for Qualification in Submarines  
**Safety Hazard Severity:** Minor  
**Criticality of Performance:** Minor  
**Task Delay Tolerance:** High delay tolerance  
**Frequency of Performance:** At least once every 6 months  
**Probability of Inadequate Performance:** Less often than other tasks  
**Difficulty of Performance:** Task may require up to 1 month or more to learn  
**Task Learning Difficulty:** Task may require up to 1 month or more to learn  
**Percent Performing:** 25 to 49% of the personnel perform this task  
**Percent of Time Spent on Performance:** Same amount of time spent on this task as most others  
**Immediacy of Performance:** Task first performed within 6 months after assignment  
**KSATRs:**  
1) **Knowledge:** KNOWLEGDGE OF COMSUBLANT/COMSUBPACINST 1552.10 (SERIES)  
2) **Skill:** SKILL IN ASSESSING INPUTTED INFORMATION  
3) **Ability:** NSCS: ABILITY TO LEARN THROUGH OBSERVATION AND HANDS ON TRAINING.  
4) **Tool:** PERSONNEL QUALIFICATION STANDARDS  
5) **Resource:** LINE OFFICER REQUIREMENTS FOR QUALIFICATION IN SUBMARINES - COMSUBLANT/COMSUBPACINST 1552.10 (SERIES)  
(16) **Task:** DESCRIBE THE REQUIREMENTS ASSOCIATED WITH THE SURFACE WARFARE OFFICER PROGRAM  
**Verb:** DESCRIBE
Task Level: Organizational
Status of Training: Currently Being Trained
Type of Training: Formal
Object: Non-Equipment: the requirements associated with the Surface Warfare Officer program
Condition: Utilizing Surface Warfare Officer Qualification and Designation, COMNAVSURFORINST 1412.1C
Standard: In accordance with (IAW) COMNAVSURFORINST 1412.1C, Surface Warfare Officer Qualification and Designation
Source: COMNAVSURFORINST 1412.1C, Surface Warfare Officer Qualification and Designation
Safety Hazard Severity: Minor
Criticality of Performance: Minor
Task Delay Tolerance: Low delay tolerance
Frequency of Performance: Twice per week or more
Probability of Inadequate Performance: Less often than other tasks
Difficulty of Performance: Task may require up to 1 month or more to learn
Task Learning Difficulty: Task may require up to 1 month or more to learn
Percent Performing: 25 to 49% of the personnel perform this task
Percent of Time Spent on Performance: Same amount of time spent on this task as most others
Immediacy of Performance: Task performed during first 3 months after assignment
KSATRs:
1) Knowledge: KNOWLEDGE OF COMNAVSURFLANTINST 1412.1
2) Knowledge: KNOWLEDGE OF COMNAVSURFPACINST 1412.1
3) Knowledge: KNOWLEDGE OF MILPERSMAN 1210-090
4) Skill: ABILITY TO COMPLETE 100-300 SERIES OF PERSONNEL QUALIFICATION STANDARDS
5) Tool: PLATFORM ENDORSEMENT
6) Tool: SUFACE SHIP ASSIGNMENT
7) Ability: PASS A MULTI-MEMBER ORAL BOARD
8) Resource: SURFACE WARFARE (SWO) DESIGNATION - MILPERSMAN 1210-090
9) Resource: SURFACE WARFARE OFFICER QUALIFICATION AND DESIGNATION - COMNAVSURFLANTINST 1412.1
10) **Resource:** SURFACE WARFARE OFFICER QUALIFICATION AND DESIGNATION - COMNAVSURFPACINST 1412.1

(17) **Task:** PROCESS LOST TIME

**Verb:** PROCESS

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: lost time

**Condition:** UTILIZING Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7

**Standard:** IN ACCORDANCE WITH (IAW) Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7

**Source:** JAGINST 5800.7, Manual of Judge Advocate General (JAGMAN)

**Safety Hazard Severity:** Minor

**Criticality of Performance:** Marginal

**Task Delay Tolerance:** Low delay tolerance

**Frequency of Performance:** At least once every 6 months

**Probability of Inadequate Performance:** Less often than other tasks

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

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

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

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

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

**KSATRs:**

1) **Knowledge:** (GENERAL) KNOWLEDGE OF NSIPS
2) **Knowledge:** KNOWLEDGE OF MILPERSMAN 1600-1699
3) **Knowledge:** (GENERAL) KNOWLEDGE OF JAGINST 5800.7
4) **Skill:** UTILIZE DATA BASED SYSTEMS
5) **Ability:** ABILITY TO INPUT INFORMATION INTO DATA BASED SYSTEMS
6) **Tool:** SOURCE DOCUMENT
7) **Tool:** COMPUTER AND PRINTER
8) **Tool:** NSIPS
9) **Resource:** MILPERSMAN 1600-1699 PERFORMANCE AND DISCIPLINE
Skill Hierarchy

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

11) **Resource:** NSIPS JOB PERFORMANCE AID

(18) **Task:** REVIEW A PROFILE SHEET

- **Verb:** REVIEW
- **Task Level:** Organizational
- **Status of Training:** Currently Being Trained
- **Type of Training:** Formal
- **Object:** Non-Equipment: a profile sheet

**Condition:** UTILIZING Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve, BUPERSINST 1430.16

**Standard:** In accordance with (IAW) Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve, BUPERSINST 1430.16

**Source:** BUPERSINST 1430.16 (Series), Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve

- **Safety Hazard Severity:** Minor
- **Criticality of Performance:** Minor
- **Task Delay Tolerance:** Low delay tolerance

**Frequency of Performance:** At least once every 6 months

**Probability of Inadequate Performance:** Less often than other tasks

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

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

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

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

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

**KSATRs:**

1) **Knowledge:** (GENERAL) KNOWLEDGE OF BUPERSINST 1430.16 (SERIES)
2) **Skill:** SKILL IN PROOFREADING NAVAL CORRESPONDENCE
3) **Skill:** UTILIZE DATA BASED SYSTEMS
4) **Ability:** ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS
5) **Ability:** ABILITY TO PROOFREAD AND CORRECT TYPOGRAPHICAL ERRORS IN NAVAL CORRESPONDENCE
6) **Tool:** SOURCE DOCUMENT
7) **Resource:** ADVANCEMENT MANUAL FOR ENLISTED PERSONNEL OF THE U.S. NAVY AND U.S. NAVY RESERVE - BUPERSINST 1430.16 (SERIES)

(19) **Task:** REVIEW DOCUMENTS ASSOCIATED WITH UNAUTHORIZED ABSENCE

**Verb:** REVIEW

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: documents associated with unauthorized absence

**Condition:** UTILIZING Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7

**Standard:** IN ACCORDANCE WITH (IAW) Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7

**Source:** JAGINST 5800.7, Manual of Judge Advocate General (JAGMAN)

**Safety Hazard Severity:** Minor

**Criticality of Performance:** Minor

**Task Delay Tolerance:** Low delay tolerance

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

**Probability of Inadequate Performance:** Less often than other tasks

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

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

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

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

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

**KSATRs:**

1) **Knowledge:** KNOWLEDGE OF MILPERSMAN 1600-1699

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

3) **Knowledge:** (GENERAL) KNOWLEDGE OF JAGINST 5800.7

4) **Knowledge:** KNOWLEDGE OF MANUAL FOR COURTS-MARTIAL - UNITED STATES (2012 EDITION)

5) **Skill:** ABILITY TO VERIFY REPORTING DOCUMENTS

6) **Ability:** ABILITY TO IDENTIFY VARIOUS REPORTING FORMS

7) **Tool:** NAVPERS 1070/606

8) **Tool:** NAVPERS 1070/613

9) **Tool:** SOURCE DOCUMENT
10) **Resource:** MILPERSMAN 1600-1699 PERFORMANCE AND DISCIPLINE

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

12) **Resource:** NSIPS JOB PERFORMANCE AID (JPA)

(20) **Task:** REVIEW THE CONTENTS OF A COURT MEMORANDUM

**Verb:** REVIEW

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: the contents of a Court Memorandum

**Condition:** UTILIZING Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7

**Standard:** IN ACCORDANCE WITH (IAW) Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7

**Source:** JAGINST 5800.7, Manual of Judge Advocate General (JAGMAN)

**Safety Hazard Severity:** Minor

**Criticality of Performance:** Minor

**Task Delay Tolerance:** Low delay tolerance

**Frequency of Performance:** At least once every 6 months

**Probability of Inadequate Performance:** Less often than other tasks

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

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

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

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

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

**KSATRs:**

1) **Knowledge:** (GENERAL) KNOWLEDGE OF JAGINST 5800.7

2) **Knowledge:** KNOWLEDGE OF MANUAL FOR COURTS-MARTIAL - UNITED STATES (2012 EDITION)

3) **Skill:** SKILL IN DEFINING MATERIAL NEEDED FOR LEGAL PROCESSING

4) **Ability:** ABILITY TO PROOFREAD AND CORRECT TYPOGRAPHICAL ERRORS IN NAVAL CORRESPONDENCE

5) **Tool:** NAVPERS 1070/606

6) **Tool:** NAVPERS 1070/607

7) **Tool:** NAVPERS 1070/613
8) **Tool:** REPRT OF DISPOSITION AND OFFENSES - NAVPERS 1626/7
9) **Resource:** MANUAL FOR COURTS-MARTIAL (MCM), UNITED STATES, 2012 EDITION
10) **Resource:** JAGINST 5800.7 (SERIES) - MANUAL OF THE JUDGE ADVOCATE GENERAL

(21) **Task:** VALIDATE PERSONNEL TRANSACTIONS FOR TRANSFERS AND RECEIPT

**Verb:** VALIDATE

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: personnel transactions for transfers and receipt

**Condition:** UTILIZING Joint Federal Travel Regulations (JFTR), Volume 1, NAVSO P-6034

**Standard:** IN ACCORDANCE WITH (IAW) Joint Federal Travel Regulations (JFTR), Volume 1, NAVSO P-6034

**Source:** NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1

**Safety Hazard Severity:** Minor

**Criticality of Performance:** Minor

**Task Delay Tolerance:** Low delay tolerance

**Frequency of Performance:** Twice per week or more

**Probability of Inadequate Performance:** Less often than other tasks

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

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

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

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

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

**KSATRs:**

1) **Knowledge:** GENERAL KNOWLEDGE OF NSIPS
2) **Skill:** ABILITY TO VERIFY REPORTING DOCUMENTS
3) **Ability:** ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS
4) **Tool:** NSIPS
5) **Tool:** SOURCE DOCUMENT
6) **Resource:** NSIPS JOB PERFORMANCE AID (JPA)
Skill Hierarchy

(22) **Task:** VALIDATE SEPARATION DOCUMENTS

**Verb:** VALIDATE

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: separation documents

**Condition:** UTILIZING Naval Military Personnel Manual, NAVPERS 15560

**Standard:** IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560

**Source:** NAVPERS 15560 (Series), Naval Military Personnel Manual

**Safety Hazard Severity:** Minor

**Criticality of Performance:** Minor

**Task Delay Tolerance:** Low delay tolerance

**Frequency of Performance:** At least once every 6 months

**Probability of Inadequate Performance:** Less often than other tasks

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

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

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

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

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

**KSATRs:**

1) **Knowledge:** KNOWLEDGE OF MILPERSMAN 1900 SERIES

2) **Knowledge:** (GENERAL) KNOWLEDGE OF JAGINST 5800.7

3) **Knowledge:** KNOWLEDGE OF MANUAL FOR COURTS-MARTIAL - UNITED STATES (2012 EDITION)

4) **Skill:** ASSESS SEPARATION INFORMATION FOR OFFICER AND ENLISTED PERSONNEL

5) **Ability:** ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS

6) **Ability:** ABILITY TO PROOFREAD AND CORRECT TYPOGRAPHICAL ERRORS IN NAVAL CORRESPONDENCE

7) **Tool:** ADMINISTRAIVE SEPARATION PROCESSING NOTIFICATION PROCEDURES - NAVPERS 1910/32

8) **Tool:** NAVPERS 1070/606
Skill Hierarchy

9) **Tool:** NAVPERS 1070/607
10) **Tool:** NAVPERS 1070/613
11) **Tool:** SOURCE DOCUMENT
12) **Resource:** JAGINST 5800.7 (SERIES) - MANUAL OF THE JUDGE ADVOCATE GENERAL
13) **Resource:** MANUAL FOR COURTS-MARTIAL (MCM), UNITED STATES, 2012 EDITION
14) **Resource:** MILITARY PERSONNEL MANUAL (SEPARTIONS) - MPM 1910 (SERIES)

(23) **Task:** VERIFY ADMINISTRATIVE REMARKS

**Verb:** VERIFY

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: Administrative Remarks

**Condition:** UTILIZING Naval Military Personnel Manual, NAVPERS 15560

**Standard:** IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560

**Source:** NAVPERS 15560 (Series), Naval Military Personnel Manual

**Safety Hazard Severity:** Minor

**Criticality of Performance:** Minor

**Task Delay Tolerance:** Low delay tolerance

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

**Probability of Inadequate Performance:** Less often than other tasks

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

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

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

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

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

**KSATRs:**
1) **Knowledge:** KNOWLEDGE OF MILPERSMAN 1070-320
2) **Skill:** SKILL IN ASSESSING INPUTTED INFORMATION
3) **Skill:** PROPER HANDLING, STORAGE AND DISPOSAL PROCEDURES OF OFFICIAL FILES AND RECORDS.
Skill Hierarchy

4) **Ability:** ABILITY TO PROVIDE AND FOLLOW SPECIFIC INSTRUCTIONS AND PROCEDURES

5) **Tool:** NAVPERS 1070/613

6) **Tool:** COMPUTER AND PRINTER

7) **Resource:** 10 U.S.C. CHAPTER 47

8) **Resource:** MILPERSMAN 1070-320 - ADMINISTRATIVE REMARKS

(24)**Task:** VERIFY ADMINISTRATIVE SEPARATION DOCUMENTS

**Verb:** VERIFY

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: administrative separation documents

**Condition:** UTILIZING Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7

**Standard:** IN ACCORDANCE WITH (IAW) Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7

**Source:** JAGINST 5800.7, Manual of Judge Advocate General (JAGMAN)

**Safety Hazard Severity:** Minor

**Criticality of Performance:** Minor

**Task Delay Tolerance:** Low delay tolerance

**Frequency of Performance:** At least once every 6 months

**Probability of Inadequate Performance:** Less often than other tasks

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

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

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

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

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

**KSATRs:**

1) **Knowledge:** KNOWLEDGE OF MILPERSMAN 1900 SERIES

2) **Knowledge:** (GENERAL) KNOWLEDGE OF JAGINST 5800.7

3) **Knowledge:** KNOWLEDGE OF MANUAL FOR COURTS-MARTIAL - UNITED STATES (2012 EDITION)

4) **Skill:** SKILL IN ASSESSING ADMINISTRATIVE SEPARATION CORRESPONDENCE
Skill Hierarchy

5) **Ability**: ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS

6) **Ability**: ABILITY TO PROOFREAD AND CORRECT TYPOGRAPHICAL ERRORS IN NAVAL CORRESPONDENCE

7) **Tool**: ADMINISTRATIVE SEPARATION PROCESSING NOTIFICATION PROCEDURE - NAVPERS 1910/32

8) **Tool**: REPORT AND DISPOSITION OF OFFENSES - NAVPERS 1626/7

9) **Tool**: NAVPERS 1070/606

10) **Tool**: NAVPERS 1070/607

11) **Tool**: NAVPERS 1070/613

12) **Tool**: SOURCE DOCUMENT

13) **Resource**: ADMINISTRATIVE SEPARATION (ADSEP) POLICY AND GENERAL INFORMATION - MILPERSMAN 1910-010

14) **Resource**: ENLISTED ADMINISTRATIVE SEPARATIONS - DODI 1332.14 (SERIES)

15) **Resource**: ENLISTED ADMINISTRATIVE SEPARATIONS - MILPERSMAN 1910

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

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

(25) **Task**: VERIFY AN ACTIVITY GAIN

**Verb**: VERIFY

**Task Level**: Organizational

**Status of Training**: Currently Being Trained

**Type of Training**: Formal

**Object**: Non-Equipment: an activity gain

**Condition**: UTILIZING Joint Federal Travel Regulations (JFTR), Volume 1, NAVSO P-6034

**Standard**: IN ACCORDANCE WITH (IAW) Joint Federal Travel Regulations (JFTR), Volume 1, NAVSO P-6034

**Source**: NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1

**Safety Hazard Severity**: Minor

**Criticality of Performance**: Minor

**Task Delay Tolerance**: High delay tolerance

**Frequency of Performance**: Twice per week or more
Skill Hierarchy

**Probability of Inadequate Performance:** About as often as other tasks

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

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

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

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

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

**KSATRs:**

1) **Knowledge:** GENERAL KNOWLEDGE OF MILPERSMAN
2) **Knowledge:** GENERAL KNOWLEDGE OF NSIPS
3) **Skill:** COMPUTATE LEAVE AND DETERMINE ACCURATE AMOUNT OF LEAVE AND PROCEED TIME
4) **Skill:** GENERAL CUSTOMER SERVICE SKILLS
5) **Tool:** NSIPS
6) **Tool:** MASTER MILITARY PAY AUTHORITY
7) **Resource:** MMPA
8) **Resource:** MMPA READ GUIDE
9) **Resource:** NSIPS JOB PERFORMANCE AID (JPA)

(26)**Task:** VERIFY AN ACTIVITY LOSS

**Verb:** VERIFY

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: AN ACTIVITY LOSS

**Condition:** UTILIZING Joint Federal Travel Regulations (JFTR), Volume 1, NAVSO P-6034

**Standard:** IN ACCORDANCE WITH (IAW) Joint Federal Travel Regulations (JFTR), Volume 1, NAVSO P-6034

**Source:** NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1

**Safety Hazard Severity:** Minor

**Criticality of Performance:** Minor

**Task Delay Tolerance:** High delay tolerance

**Frequency of Performance:** At least once every 6 months

**Probability of Inadequate Performance:** Less often than other tasks
Skill Hierarchy

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

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

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

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

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

**KSATRs:**

1) **Knowledge:** GENERAL KNOWLEDGE OF NSIPS
2) **Knowledge:** (GENERAL) KNOWLEDGE OF MILITARY MASTER PAY ACCOUNTS (MMPAS)
3) **Skill:** COMPUTATE LEAVE AND DETERMINE ACCURATE AMOUNT OF LEAVE AND PROCEED TIME
4) **Skill:** GENERAL CUSTOMER SERVICE SKILLS
5) **Tool:** MASTER MILITARY PAY AUTHORITY
6) **Tool:** NSIPS
7) **Resource:** MMPA READ GUIDE
8) **Resource:** NSIPS JOB PERFORMANCE AID

(27) **Task:** VERIFY AN APPLICATION FOR AN ID CARD

**Verb:** VERIFY

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: an application for an ID card

**Condition:** UTILIZING Armed Forces Identification Cards, BUPERINST 1750.10

**Standard:** In accordance with (IAW) Armed Forces Identification Cards, BUPERINST 1750.10

**Source:** BUPERINST 1750.10, Armed Forces Identification Cards

**Safety Hazard Severity:** Minor

**Criticality of Performance:** Minor

**Task Delay Tolerance:** High delay tolerance

**Frequency of Performance:** Twice per week or more

**Probability of Inadequate Performance:** Less often than other tasks

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

**Task Learning Difficulty:** Task may be learned in 1 to 2 weeks
**Percent Performing:** 0 to 24% of the personnel perform this task

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

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

**KSATRs:**
1) **Knowledge:** (GENERAL) KNOWLEDGE OF OPNAVINST 1750 5 (SERIES)
2) **Skill:** GENERAL CUSTOMER SERVICE SKILLS
3) **Tool:** DEERS/RAPIDS WORK STATION

(28) **Task:** VERIFY DATA RECORDED ON A SERVICEMEMBER'S GROUP LIFE INSURANCE ELECTION AND CERTIFICATE

**Verb:** VERIFY

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: data recorded on a Servicemember's Group Life Insurance Election and Certificate

**Condition:** UTILIZING Naval Military Personnel Manual, NAVPERS 15560

**Standard:** IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560

**Source:** NAVPERS 15560 (Series), Naval Military Personnel Manual

**Safety Hazard Severity:** Minor

**Criticality of Performance:** Minor

**Task Delay Tolerance:** Low delay tolerance

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

**Probability of Inadequate Performance:** Less often than other tasks

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

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

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

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

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

**KSATRs:**
1) **Knowledge:** KNOWLEGGE OF SGLV 8286
2) **Skill:** ABILITY TO ASSESS RECORD INFORMATION
3) **Ability:** ABILITY TO PROOFREAD AND CORRECT TYPOGRAPHICAL ERRORS IN NAVAL CORRESPONDENCE

4) **Tool:** NAVPERS 1070/602

5) **Tool:** SERVICEMEMBERS GROUP LIFE INSURANCE ELECTION AND CERTIFICATE - SGLV 8286

6) **Resource:** DEPENDENCY APPLICATION/RECORD OF EMERGENCY DATA AND RECORD OF EMERGENCY DATA - MILPERSMAN 1070-270

(29) **Task:** VERIFY ENLISTED ADVANCEMENT ELIGIBILITY REQUIREMENTS

**Verb:** VERIFY

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: enlisted advancement eligibility requirements

**Condition:** UTILIZING BUPERSINST 1430.16F - Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve

**Standard:** In accordance with (IAW) BUPERSINST 1430.16F – Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve

**Source:** BUPERSINST 1430.16 (Series), Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve

**Safety Hazard Severity:** Minor

**Criticality of Performance:** Marginal

**Task Delay Tolerance:** Low delay tolerance

**Frequency of Performance:** At least once every 6 months

**Probability of Inadequate Performance:** Less often than other tasks

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

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

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

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

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

**KSATRs:**

1) **Knowledge:** (GENERAL) KNOWLEDGE OF BUPERSINST 1430.16 (SERIES)

2) **Skill:** ACTIVE LEARNING, ACTIVE LISTENING, CRITICAL THINKING, OPERATION AND CONTROL, OPERATION MONITORING, COORDINATION

3) **Ability:** ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS
Skill Hierarchy

4) Tool: ELECTRONIC SERVICE RECORD
5) Tool: NAVY LEADERSHIP DEVELOPMENT PROGRAM
7) Resource: ELECTRONIC SERVICE RECORD

(30) Task: VERIFY ENLISTED QUALIFICATIONS HISTORY

Verb: VERIFY
Task Level: Organizational
Status of Training: Currently Being Trained
Type of Training: Formal
Object: Non-Equipment: Enlisted Qualifications History
Condition: UTILIZING Naval Military Personnel Manual, NAVPERS 15560
Standard: IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560
Source: NAVPERS 15560 (Series), Naval Military Personnel Manual
Safety Hazard Severity: Minor
Criticality of Performance: Minor
Task Delay Tolerance: Low delay tolerance
Frequency of Performance: Twice per week or more
Probability of Inadequate Performance: Less often than other tasks
Difficulty of Performance: Task requires 1 to 3 days to learn
Task Learning Difficulty: Task requires 1 to 3 days to learn
Percent Performing: 25 to 49% of the personnel perform this task
Percent of Time Spent on Performance: Less time spent on this task than most other tasks
Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:
1) Knowledge: KNOWLEDGE OF NAVPERS 1070/881
2) Knowledge: GENERAL KNOWLEDGE OF NSIPS
3) Skill: ABILITY TO VALIDATE REQUIREMENTS OF ENLISTED PERSONNEL
4) Ability: ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS
5) Tool: ELECTRONIC SERVICE RECORD
6) Tool: NSIPS
(31) **Task:** VERIFY FINAL PAY COMPUTATIONS

**Verb:** VERIFY

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: final pay computations

**Condition:** UTILIZING Naval Military Personnel Manual, NAVPERS 15560

**Standard:** IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560

**Source:** NAVPERS 15560 (Series), Naval Military Personnel Manual

**Safety Hazard Severity:** Minor

**Criticality of Performance:** Minor

**Task Delay Tolerance:** Low delay tolerance

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

**Probability of Inadequate Performance:** Less often than other tasks

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

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

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

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

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

**KSATRs:**

1) **Knowledge:** (GENERAL) KNOWLEDGE OF DODFMR VOL 7A

2) **Knowledge:** KNOWLEDGE OF JOINT FEDERAL TRAVEL REGULATIONS (JTFR), VOLUME 1

3) **Skill:** ACTIVE LISTENING AND CRITICAL THINKING

4) **Ability:** ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS

5) **Tool:** MASTER MILITARY PAY AUTHORITY

6) **Tool:** NSIPS

7) **Tool:** SOURCE DOCUMENT
Skill Hierarchy

8) **Resource:** DJMS PTG

9) **Resource:** DOD FINANCIAL MANAGEMENT REGULATION 7000.14-R, VOLUME 7A

10) **Resource:** JOINT FEDERAL TRAVEL REGULATIONS (JFTR), VOLUME 1, NAVSO P-6034

11) **Resource:** MASTER MILITARY PAY ACCOUNT (MMPA) GUIDE

12) **Resource:** NSIPS JOB PERFORMANCE AID (JPA)

(32) **Task:** VERIFY HISTORY OF ASSIGNMENTS

**Verb:** VERIFY

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: History of Assignments

**Condition:** UTILIZING Naval Military Personnel Manual, NAVPERS 15560

**Standard:** IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560

**Source:** NAVPERS 15560 (Series), Naval Military Personnel Manual

**Safety Hazard Severity:** Minor

**Criticality of Performance:** Minor

**Task Delay Tolerance:** High delay tolerance

**Frequency of Performance:** At least once every 6 months

**Probability of Inadequate Performance:** Less often than other tasks

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

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

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

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

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

**KSATRs:**

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

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

3) **Skill:** ABILITY TO VERIFY REPORTING DOCUMENTS

4) **Tool:** NSIPS

5) **Resource:** NSIPS JOB PERFORMANCE AID (JPA)
(33) **Task:** VERIFY MILITARY ALLOWANCES  
**Verb:** VERIFY  
**Task Level:** Organizational  
**Status of Training:** Currently Being Trained  
**Type of Training:** Formal  
**Object:** Non-Equipment: military allowances  
**Condition:** UTILIZING Special Duty Assignment Pay Program, OPNAVINST 1160.6  
**Standard:** IN ACCORDANCE WITH (IAW) Special Duty Assignment Pay Program, OPNAVINST 1160.6  
**Source:** OPNAVINST 1160.6, Special Duty Assignment Pay Program  
**Safety Hazard Severity:** Minor  
**Criticality of Performance:** Marginal  
**Task Delay Tolerance:** Low delay tolerance  
**Frequency of Performance:** Twice per week or more  
**Probability of Inadequate Performance:** Less often than other tasks  
**Difficulty of Performance:** Task may be learned in 1 to 2 weeks  
**Task Learning Difficulty:** Task may be learned in 1 to 2 weeks  
**Percent Performing:** 50 to 74% of the personnel perform this task  
**Percent of Time Spent on Performance:** Same amount of time spent on this task as most others  
**Immediacy of Performance:** Task performed during first 3 months after assignment  
**KSATRs:**  
1) **Knowledge:** KNOWLEDGE OF JOINT FEDERAL TRAVEL REGULATIONS (JTFR), VOLUME 1  
2) **Skill:** ACTIVE LEARNING, ACTIVE LISTENING, CRITICAL THINKING, COORDINATION, COMPLEX PROBLEM SOLVING  
3) **Ability:** ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS  
4) **Tool:** MASTER MILITARY PAY AUTHORITY  
5) **Tool:** NSIPS  
6) **Tool:** SOURCE DOCUMENT  
7) **Resource:** DEFENSE JOINT MILITARY PAY SYSTEM (DJMS)  
8) **Resource:** JOINT FEDERAL TRAVEL REGULATIONS (JFTR), VOLUME 1, NAVSO P-6034
Task: VERIFY MILITARY COMPENSATION DOCUMENTS

Verb: VERIFY

Task Level: Organizational

Status of Training: Currently Being Trained

Type of Training: Formal

Object: Non-Equipment: military compensation documents

Condition: UTILIZING Special Duty Assignment Pay Program, OPNAVINST 1160.6

Standard: IN ACCORDANCE WITH (IAW) Special Duty Assignment Pay Program, OPNAVINST 1160.6

Source: OPNAVINST 1160.6, Special Duty Assignment Pay Program

Safety Hazard Severity: Minor

Criticality of Performance: Minor

Task Delay Tolerance: Low delay tolerance

Frequency of Performance: Twice per week or more

Probability of Inadequate Performance: Less often than other tasks

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

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

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

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

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

KSATRs:

1) Knowledge: KNOWLEDGE OF JOINT FEDERAL TRAVEL REGULATIONS (JTFR), VOLUME 1

2) Skill: ACTIVE LISTENING, ACTIVE LEARNING, CRITICAL THINKING

3) Ability: ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS

4) Tool: MASTER MILITARY PAY AUTHORITY

5) Tool: NSIPS

6) Tool: SOURCE DOCUMENT

7) Resource: DJMS PTG

8) Resource: DOD FINANCIAL MANAGEMENT REGULATION 7000.14-R, VOLUME 7A
9) **Resource:** JOINT FEDERAL TRAVEL REGULATIONS (JFTR), VOLUME 1, NAVSO P-6034

(35) **Task:** VERIFY MILITARY PAY

**Verb:** VERIFY

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: military pay

**Condition:** UTILIZING Special Duty Assignment Pay Program, OPNAVINST 1160.6

**Standard:** IN ACCORDANCE WITH (IAW) Special Duty Assignment Pay Program, OPNAVINST 1160.6

**Source:** OPNAVINST 1160.6, Special Duty Assignment Pay Program

**Safety Hazard Severity:** Minor

**Criticality of Performance:** Minor

**Task Delay Tolerance:** Low delay tolerance

**Frequency of Performance:** Twice per week or more

**Probability of Inadequate Performance:** Less often than other tasks

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

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

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

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

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

**KSATRs:**

1) **Knowledge:** KNOWLEDGE OF JOINT FEDERAL TRAVEL REGULATIONS (JFTR), VOLUME 1

2) **Knowledge:** (GENERAL) KNOWLEDGE OF DODFMR VOL 7A

3) **Skill:** ACTIVE LISTENING, ACTIVE LEARNING, CRITICAL THINKING

4) **Ability:** ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS

5) **Tool:** MASTER MILITARY PAY AUTHORITY

6) **Tool:** NSIPS

7) **Resource:** DEPARTMENT OF DEFENSE FINANCIAL MANAGEMENT REGULATION (DODFMR), VOLUME 7A
8) **Resource:** DJMS PTG

9) **Resource:** JOINT FEDERAL TRAVEL REGULATIONS (JFTR), VOLUME 1, NAVSO P-6034

(36) **Task:** VERIFY PROCEDURES FOR SUBMITTING A CASUALTY REPORT

**Verb:** VERIFY

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: procedures for submitting a casualty report

**Condition:** UTILIZING Naval Military Personnel Manual, NAVPERS 15560

**Standard:** IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560

**Source:** NAVPERS 15560, Naval Military Personnel Manual

**Safety Hazard Severity:** Minor

**Criticality of Performance:** Critical

**Task Delay Tolerance:** Low delay tolerance

**Frequency of Performance:** At least annually

**Probability of Inadequate Performance:** Less often than other tasks

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

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

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

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

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

**KSATRs:**

1) **Knowledge:** KNOWLEDGE OF CNICINST 1770.2 (SERIES)

2) **Knowledge:** KNOWLEDGE OF DODI 1300.18

3) **Knowledge:** KNOWLEDGE OF OPNAVINST 1770.1 (SERIES)

4) **Knowledge:** KNOWLEDGE OF MILPERSMAN 1770-160

5) **Skill:** ABILITY TO ASSESS THE STEPS FOR COMPLETING A CASUALTY REPORT

6) **Ability:** ABILITY TO PROVIDE AND FOLLOW SPECIFIC INSTRUCTIONS AND PROCEDURES

7) **Tool:** NAVPERS 1770/7 - CASUALTY ASSISTANCE CALLS PROGRAM
8) **Tool:** FORM TSP-U-17 - INFORMATION RELATING TO DECEASED PARTICIPANTS

9) **Tool:** SGLV 8283 - CLAIM FOR DEATH BENEFITS

10) **Tool:** VA FORM 21-534A - APPLICATION FOR DEPENDENCY AND INDEMNITY COMPENSATION

11) **Tool:** VA FORM 40-1330 - APPLICATION FOR STANDARD GOVERNMENT HEADSTONE OR MARKER

12) **Resource:** CASUALTY ASSISTANCE CALLS PROGRAM - CNICINST 1770.2 (SERIES)

13) **Resource:** CASUALTY ASSISTANCE CALLS AND FUNERAL HONORS SUPPORT PROGRAM COORDINATION - OPNAVINST 1770.1 (SERIES)

14) **Resource:** PERSONNEL CASUALTY MATTERS, POLICIES, AND PROCEDURES - DODI 1300.18 (SERIES)

15) **Resource:** CASUALTY ASSISTANCE CALLS PROGRAM - MILPERSMAN 1770-160

(37) **Task:** VERIFY SEPARATION TRAVEL ORDERS

**Verb:** VERIFY

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: separation travel orders

**Condition:** Utilizing Yeoman Training Manual, NAVEDTRA 15009

**Standard:** In Accordance with (IAW) NAVEDTRA 15009, Yeoman Training Manual,

**Source:** NAVEDTRA 15009, Yeoman Training Manual

**Safety Hazard Severity:** Minor

**Criticality of Performance:** Minor

**Task Delay Tolerance:** High delay tolerance

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

**Probability of Inadequate Performance:** About as often as other tasks

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

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

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

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

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

KSATRs:
1) **Knowledge:** BUPERSINST 7040.6(SERIES)

2) **Skill:** GENERAL CUSTOMER SERVICE SKILLS

3) **Ability:** ABILITY TO PROOFREAD AND CORRECT TYPOGRAPHICAL ERRORS IN NAVAL CORRESPONDENCE

4) **Ability:** ABILITY TO PROVIDE AND FOLLOW SPECIFIC INSTRUCTIONS AND PROCEDURES

5) **Tool:** ELECTRONIC SERVICE RECORD

6) **Tool:** MASTER MILITARY PAY AUTHORITY

7) **Tool:** SOURCE DOCUMENT

8) **Resource:** BUPERSINST 7040.6(SERIES)

(38) **Task:** VERIFY THE ADMINISTRATIVE PROCEDURES FOR UNAUTHORIZED ABSENCES AND DESERTERS

**Verb:** VERIFY

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: the administrative procedures for unauthorized absences and deserters

**Condition:** UTILIZING Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7

**Standard:** IN ACCORDANCE WITH (IAW) Manual of Judge Advocate General (JAGMAN), JAGINST 5800.7

**Source:** JAGINST 5800.7, Manual of Judge Advocate General (JAGMAN)

**Safety Hazard Severity:** Minor

**Criticality of Performance:** Marginal

**Task Delay Tolerance:** Low delay tolerance

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

**Probability of Inadequate Performance:** Less often than other tasks

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

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

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

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

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

**KSATRs:**

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

2) **Knowledge:** KNOWLEDGE OF MILPERSMAN 1600-1699

3) **Knowledge:** (GENERAL) KNOWLEDGE OF JAGINST 5800.7

4) **Skill:** UTILIZE DATA BASED SYSTEMS

5) **Ability:** ABILITY TO IDENTIFY VARIOUS REPORTING FORMS

6) **Tool:** MASTER MILITARY PAY AUTHORITY

7) **Tool:** NAVPERS 1070/606

8) **Tool:** NAVPERS 1070/607

9) **Tool:** NAVPERS 1070/613

10) **Tool:** NSIPS

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

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

13) **Resource:** MILPERSMAN 1600-1699 PERFORMANCE AND DISCIPLINE

14) **Resource:** NSIPS JOB PERFORMANCE AID

**Task:** VERIFY THE CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY

**Verb:** VERIFY

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: the Certificate of Release or Discharge from Active Duty

**Condition:** UTILIZING Certificate of Release or Discharge from Active Duty (DD 214/DD 214C/DD 214WS & DD 215), BUPERSINST 1900.8D

**Standard:** In accordance with (IAW) Certificate of Release or Discharge from Active Duty (DD 214/DD 214C/DD 214WS & DD 215), BUPERSINST 1900.8D

**Source:** BUPERSINST 1900.8 (SERIES), CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY (DD 214/DD 214C/DD 214WS & DD 215)

**Safety Hazard Severity:** Minor

**Criticality of Performance:** Minor

**Task Delay Tolerance:** Low delay tolerance

**Frequency of Performance:** At least once every 6 months

**Probability of Inadequate Performance:** Less often than other tasks

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

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

Percent Performing: 25 to 49% of the personnel perform this task
Percent of Time Spent on Performance: Less time spent on this task than most other tasks
Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:
1) **Knowledge:** KNOWLEDGE OF OPNAVINST 7220.14(SERIES)
2) **Knowledge:** KNOWLEDGE OF NAVPERS 15560D
3) **Knowledge:** (GENERAL) KNOWLEDGE OF BUPERSINST 1900.8 (SERIES)
4) **Skill:** PROPER HANDLING, STORAGE AND DISPOSAL PROCEDURES OF OFFICIAL FILES AND RECORDS.
5) **Ability:** ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS
6) **Ability:** ABILITY TO PROOFREAD AND CORRECT TYPOGRAPHICAL ERRORS IN NAVAL CORRESPONDENCE
7) **Tool:** DD 214 - CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY
8) **Resource:** NAVAL MILITARY PERSONNEL MANUAL - NAVPERS 15560D
9) **Resource:** CAREER SEA PAY AND CAREER SEA PAY PREMIUM - OPNAVINST 7220.14
10) **Resource:** CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY (DD FORM 214/5 SERIES) - DODI 1336.01
11) **Resource:** CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY (DD 214/DD 214C/DD 214WS AND DD 215) - BUPERSINST 1900.8 (SERIES)

(40) **Task:** VERIFY THE CONTENTS OF AN AGREEMENT TO EXTEND ENLISTMENT

**Verb:** VERIFY
**Task Level:** Organizational
**Status of Training:** Currently Being Trained
**Type of Training:** Formal
**Object:** Non-Equipment: the contents of an Agreement to Extend Enlistment
**Condition:** UTILIZING Naval Military Personnel Manual, NAVPERS 15560
**Standard:** IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560
**Source:** NAVPERS 15560 (Series), Naval Military Personnel Manual
**Safety Hazard Severity:** Minor
**Criticality of Performance:** Minor
**Task Delay Tolerance:** Low delay tolerance
Skill Hierarchy

**Frequency of Performance:** Twice per week or more

**Probability of Inadequate Performance:** Less often than other tasks

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

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

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

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

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

**KSATRs:**

1) **Knowledge:** KNOWLEDGE OF MILPERSMAN 1160-040

2) **Skill:** SKILL IN PROOFREADING NAVAL CORRESPONDENCE

3) **Ability:** ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS

4) **Ability:** ABILITY TO PROOFREAD AND CORRECT TYPOGRAPHICAL ERRORS IN NAVAL CORRESPONDENCE

5) **Tool:** NAVPERS 1070/621 - AGREEMENT TO EXTEND ENLISTMENT

6) **Resource:** MILPERSMAN 1160-040 - EXTENSION OF ENLISTMENTS

7) **Resource:** DJMS PTG

(41) **Task:** VERIFY THE CONTENTS OF AN AGREEMENT TO REMAIN ON ACTIVE DUTY

**Verb:** VERIFY

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: the contents of an Agreement to Remain on Active Duty

**Condition:** UTILIZING Naval Military Personnel Manual, NAVPERS 15560

**Standard:** IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560

**Source:** NAVPERS 15560 (Series), Naval Military Personnel Manual

**Safety Hazard Severity:** Minor

**Criticality of Performance:** Minor

**Task Delay Tolerance:** Low delay tolerance

**Frequency of Performance:** Twice per week or more

**Probability of Inadequate Performance:** Less often than other tasks

**Difficulty of Performance:** Task may be learned in 1 to 2 weeks
Task Learning Difficulty: Task may be learned in 1 to 2 weeks
Percent Performing: 25 to 49% of the personnel perform this task
Percent of Time Spent on Performance: Less time spent on this task than most other tasks
Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:
1) Knowledge: KNOWLEDGE OF MILPERSMAN 1160-040
2) Skill: SKILL IN PROOFREADING NAVAL CORRESPONDENCE
3) Ability: ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS
4) Ability: ABILITY TO PROOFREAD AND CORRECT TYPOGRAPHICAL ERRORS IN NAVAL CORRESPONDENCE
5) Tool: NAVPER 1070/622 - AGREEMENT TO RECALL OR ENTEND ACTIVE DUTY
6) Resource: MILPERSMAN 1160-040 - EXTENSION OF ENLISTMENTS
7) Resource: DJMS PTG

(42) Task: VERIFY THE CONTENTS OF AN IMMEDIATE REENLISTMENT CONTRACT
Verb: VERIFY
Task Level: Organizational
Status of Training: Currently Being Trained
Type of Training: Formal
Object: Non-Equipment: the contents of an Immediate Reenlistment Contract
Condition: UTILIZING Naval Military Personnel Manual, NAVPERS 15560
Standard: IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560
Source: NAVPERS 15560 (Series), Naval Military Personnel Manual
Safety Hazard Severity: Minor
Criticality of Performance: Minor
Task Delay Tolerance: Low delay tolerance
Frequency of Performance: Twice per week or more
Probability of Inadequate Performance: Less often than other tasks
Difficulty of Performance: Task may be learned in 1 to 2 weeks
Task Learning Difficulty: Task may be learned in 1 to 2 weeks
Percent Performing: 25 to 49% of the personnel perform this task
Percent of Time Spent on Performance: Less time spent on this task than most other tasks
Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:
1) **Knowledge**: KNOWLEDGE OF MILPERSMAN 1070-240
2) **Skill**: SKILL IN ASSESSING OFFICE POLICIES AND PROCEDURES
3) **Skill**: SKILL IN PROOFREADING NAVAL CORRESPONDENCE
4) **Ability**: ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS
5) **Ability**: ABILITY TO INPUT INFORMATION INTO DATA BASED SYSTEMS
6) **Tool**: NVPERS 1070/601 - IMMEDIATE REENLISTMENT CONTRACT
7) **Tool**: ELECTRONIC SERVICE RECORD
8) **Tool**: COMPUTER AND PRINTER
9) **Resource**: DFAS PAY/PERSONNEL PROCEDURES MANUAL
10) **Resource**: DIARY MESSAGE REPORTING SYSTEM USERS MANUAL
11) **Resource**: NAVSO P-3069 - SOURCE DATA SYSTEM PROCEDURES MANUAL

(43) **Task**: VERIFY THE ELIGIBILITY REQUIREMENTS FOR THE COMMAND ADVANCEMENT PROGRAM

**Verb**: VERIFY

**Task Level**: Organizational

**Status of Training**: Currently Being Trained

**Type of Training**: Formal

**Object**: Non-Equipment: the eligibility requirements for the Command Advancement Program

**Condition**: UTILIZING Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve, BUPERSINST 1430.16

**Standard**: In accordance with (IAW) Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserves, BUPERSINST 1430.16

**Source**: BUPERSINST 1430.16 (Series), Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve

**Safety Hazard Severity**: Minor

**Criticality of Performance**: Minor

**Task Delay Tolerance**: Low delay tolerance

**Frequency of Performance**: At least annually

**Probability of Inadequate Performance**: Less often than other tasks

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

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

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

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

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

**KSATRs:**

1) **Knowledge:** (GENERAL) KNOWLEDGE OF BUPERSINST 1430.16 (SERIES)
2) **Skill:** SKILL IN PROOFREADING NAVAL CORRESPONDENCE
3) **Skill:** UTILIZE DATA BASED SYSTEMS
4) **Ability:** ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS
5) **Ability:** ABILITY TO INPUT INFORMATION INTO DATA BASED SYSTEMS
6) **Tool:** ELECTRONIC SERVICE RECORD
7) **Tool:** NSIPS
8) **Resource:** ADVANCEMENT MANUAL FOR ENLISTED PERSONNEL OF THE U.S. NAVY AND U.S. NAVY RESERVE - BUPERSINST 1430.16 (SERIES)

(44) **Task:** VERIFY THE PROCESS FOR A CHANGE IN RATE

**Verb:** VERIFY

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: the process for a change in rate

**Condition:** UTILIZING Naval Military Personnel Manual, NAVPERS 15560; UTILIZING Advancement Manual for Enlisted of Personnel of the U.S. Navy and U.S. Navy Reserve, BUPERSINST 1430.16


**Source:** BUPERSINST 1430.16 (Series), Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve; NAVPERS 15560 (Series), Naval Military Personnel Manual

**Safety Hazard Severity:** Minor

**Criticality of Performance:** Marginal

**Task Delay Tolerance:** Low delay tolerance

**Frequency of Performance:** At least once every 6 months

**Probability of Inadequate Performance:** Less often than other tasks
**Skill Hierarchy**

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

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

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

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

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

**KSATRs:**

1) **Skill:** ACTIVE LISTENING, ACTIVE LEARNING, CRITICAL THINKING
2) **Ability:** ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS
3) **Tool:** NSIPS
4) **Tool:** ELECTRONIC SERVICE RECORD
5) **Tool:** SOURCE DOCUMENT
6) **Resource:** ADVANCEMENT MANUAL FOR ENLISTED PERSONNEL OF THE U.S. NAVY AND U.S. NAVY RESERVE - BUPERSINST 1430.16 (SERIES)
7) **Resource:** ELECTRONIC SERVICE RECORD
8) **Resource:** NSIPS JOB PERFORMANCE AID
9) **Knowledge:** (GENERAL) KNOWLEDGE OF BUPERSINST 1430.16 (SERIES)

(45) **Task:** VERIFY THE PROCESS FOR A CONCURRENT CHANGE IN RATE

**Verb:** VERIFY

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: the process for a concurrent change in rate

**Condition:** UTILIZING Naval Military Personnel Manual, NAVPERS 15560; UTILIZING Advancement Manual for the Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve, BUPERSINST 1430.16


**Source:** NAVPERS 15560 (Series), Naval Military Personnel Manual; BUPERSINST 1430.16 (Series), Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve

**Safety Hazard Severity:** Minor

**Criticality of Performance:** Marginal

**Task Delay Tolerance:** Low delay tolerance
**Skill Hierarchy**

**Frequency of Performance:** At least once every 6 months

**Probability of Inadequate Performance:** Less often than other tasks

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

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

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

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

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

**KSATRs:**

1) **Knowledge:** (GENERAL) KNOWLEDGE OF BUPERSINST 1430.16 (SERIES)

2) **Skill:** ACTIVE LEARNING, ACTIVE LISTENING, CRITICAL THINKING, OPERATION MONITORING

3) **Ability:** ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS

4) **Tool:** ELECTRONIC SERVICE RECORD

5) **Tool:** SOURCE DOCUMENT

6) **Resource:** ADVANCEMENT MANUAL FOR ENLISTED PERSONNEL OF THE U.S. NAVY AND U.S. NAVY RESERVE - BUPERSINST 1430.16 (SERIES)

7) **Resource:** ELECTRONIC SERVICE RECORD

8) **Resource:** NSIPS JOB PERFORMANCE AID

(46) **Task:** VERIFY THE PROCESS FOR A LATERAL CHANGE IN RATE

**Verb:** VERIFY

**Task Level:** Organizational

**Status of Training:** Currently Being Trained

**Type of Training:** Formal

**Object:** Non-Equipment: the process for a lateral change in rate

**Condition:** UTILIZING BUPERSINST 1430.16F - Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve; UTILIZING Naval Military Personnel Manual, NAVPERS 15560

**Standard:** IN ACCORDANCE WITH (IAW) Naval Military Personnel Manual, NAVPERS 15560; In accordance with (IAW) BUPERSINST 1430.16F – Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve

**Source:** BUPERSINST 1430.16 (Series), Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve; NAVPERS 15560 (Series), Naval Military Personnel Manual

**Safety Hazard Severity:** Minor
Skill Hierarchy

Criticality of Performance: Marginal
Task Delay Tolerance: Low delay tolerance
Frequency of Performance: At least once every 6 months
Probability of Inadequate Performance: Less often than other tasks
Difficulty of Performance: Task may require up to 1 month or more to learn
Task Learning Difficulty: Task may require up to 1 month or more to learn
Percent Performing: 25 to 49% of the personnel perform this task
Percent of Time Spent on Performance: Less time spent on this task than most other tasks
Immediacy of Performance: Task performed during first 3 months after assignment
KSATRs:
1) Knowledge: (GENERAL) KNOWLEDGE OF BUPERSINST 1430.16 (SERIES)
2) Skill: ACTIVE LEARNING, EQUIPMENT MAINTENANCE, CRITICAL THINKING, ACTIVE LISTENING, COORDINATION
3) Ability: ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS
4) Tool: ELECTRONIC SERVICE RECORD
5) Tool: SOURCE DOCUMENT
7) Resource: ELECTRONIC SERVICE RECORD
8) Resource: NSIPS JOB PERFORMANCE AID

(47) Task: VERIFY THE PROCESS IN THE RECEIPT OF PERSONNEL
Verb: VERIFY
Task Level: Organizational
Status of Training: Currently Being Trained
Type of Training: Formal
Object: Non-Equipment: the process in the receipt of personnel
Condition: UTILIZING Joint Federal Travel Regulations (JFTR), Volume 1, NAVSO P-6034
Standard: IN ACCORDANCE WITH (IAW) Joint Federal Travel Regulations (JFTR), Volume 1, NAVSO P-6034
Source: NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1
Safety Hazard Severity: Minor
Criticality of Performance: Minor
Skill Hierarchy

Task Delay Tolerance: Low delay tolerance
Frequency of Performance: Twice per week or more
Probability of Inadequate Performance: Less often than other tasks
Difficulty of Performance: Task may be learned in 1 to 2 weeks
Task Learning Difficulty: Task may be learned in 1 to 2 weeks
Percent Performing: 50 to 74% of the personnel perform this task
Percent of Time Spent on Performance: Same amount of time spent on this task as most others
Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:
1) Knowledge: GENERAL KNOWLEDGE OF NSIPS
2) Skill: SKILL IN PROOFREADING NAVAL CORRESPONDENCE
3) Ability: ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS
4) Tool: TECHNICAL DOCUMENTATION
5) Tool: NSIPS
6) Resource: DEPARTMENT OF DEFENSE FINANCIAL MANAGEMENT REGULATION (DODFMR), VOLUME 7A
7) Resource: DJMS PTG

(48) Task: VERIFY THE PROCESS IN THE TRANSFER OF PERSONNEL

Verb: VERIFY
Task Level: Organizational
Status of Training: Currently Being Trained
Type of Training: Formal
Object: Non-Equipment: the process in the transfer of personnel
Condition: UTILIZING Joint Federal Travel Regulations (JFTR), Volume 1, NAVSO P-6034
Standard: IN ACCORDANCE WITH (IAW) Joint Federal Travel Regulations (JFTR), Volume 1, NAVSO P-6034
Source: NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1
Safety Hazard Severity: Minor
Criticality of Performance: Minor
Task Delay Tolerance: Low delay tolerance
Frequency of Performance: Twice per week or more
Probability of Inadequate Performance: About as often as other tasks
Difficulty of Performance: Task may be learned in 1 to 2 weeks
Task Learning Difficulty: Task may be learned in 1 to 2 weeks
Percent Performing: 50 to 74% of the personnel perform this task
Percent of Time Spent on Performance: Same amount of time spent on this task as most others
Immediacy of Performance: Task performed during first 3 months after assignment

KSATRs:
1) Knowledge: GENERAL KNOWLEDGE OF NSIPS
2) Skill: SKILL IN PROOFREADING NAVAL CORRESPONDENCE
3) Ability: ABILITY TO GATHER DATA, COMPILE INFORMATION AND PREPARE REPORTS
4) Tool: TECHNICAL DOCUMENTATION
5) Tool: NSIPS
6) Resource: DJMS PTG
7) Resource: DEPARTMENT OF DEFENSE FINANCIAL MANAGEMENT REGULATION (DODFMR), VOLUME 7A

(49) Task: VERIFY TOTAL ELAPSED TIME, LEAVE, TRAVEL AND PROCEED TIME
Verb: VERIFY
Task Level: Organizational
Status of Training: Currently Being Trained
Type of Training: Formal
Object: Non-Equipment: total elapsed time, leave, travel and proceed time
Condition: UTILIZING Joint Federal Travel Regulations (JFTR), Volume 1, NAVSO P-6034
Standard: IN ACCORDANCE WITH (IAW) Joint Federal Travel Regulations (JFTR), Volume 1, NAVSO P-6034
Source: NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1
Safety Hazard Severity: Minor
Criticality of Performance: Marginal
Task Delay Tolerance: Low delay tolerance
Frequency of Performance: Twice per week or more
Probability of Inadequate Performance: About as often as other tasks
Difficulty of Performance: Task may be learned in 1 to 2 weeks
Task Learning Difficulty: Task may be learned in 1 to 2 weeks

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

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

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

KSATRs:

1) **Knowledge:** KNOWLEDGE OF MILPERSMAN 1050-082

2) **Skill:** COMPUTATE LEAVE AND DETERMINE ACCURATE AMOUNT OF LEAVE AND PROCEED TIME

3) **Ability:** ASSESS TOTAL AMOUNT OF LEAVE, TRAVEL AND PROCEED

4) **Tool:** MILPERSMAN 1050-082

5) **Tool:** SOURCE DOCUMENT

6) **Resource:** MILPERSMAN 1050-082 - EXAMPLES OF CHARGING LEAVE, PROCEED, AND TRAVEL TIME

7) **Resource:** DEFENSE JOINT MILITARY PAY SYSTEM (DJMS)