

**MANUAL OF  
NAVY ENLISTED  
MANPOWER AND PERSONNEL  
CLASSIFICATIONS AND OCCUPATIONS STANDARDS**



**VOLUME I**

**NAVY ENLISTED OCCUPATIONAL STANDARDS**

**NAVPERS 18068F**

**OCTOBER 2003**

**DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
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Subj: PROMULGATION OF REVISION/CH-35 TO MANUAL OF NAVY ENLISTED  
MANPOWER AND PERSONNEL CLASSIFICATIONS AND OCCUPATIONAL  
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1. This letter promulgates Change 35 to NAVPERS 18068F, Volume I, Parts A and B for the following revisions:

- a. NAVPERS 18068 Listing of Publication Dates, page ii, enclosure (1);
- b. Chapter 20, Cryptologic Technician (Technical) (CTT), enclosure (2)

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3. The October 2003 BUPERS CD-ROM supersedes the July 2003  
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A handwritten signature in black ink, appearing to read "G. L. Talbot, JR.", written over a faint rectangular stamp.

G. L. Talbot, JR.  
Rear Admiral, U.S. Navy

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## **INTRODUCTION**

### **THE ENLISTED RATING STRUCTURE, NAVAL STANDARDS AND OCCUPATIONAL STANDARDS**

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

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

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

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

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

## **NEOCS OVERVIEW**

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

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

a. The enlisted rating structure provides:

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

## STANDARDS

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

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

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

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

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

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

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

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

- (1) They are grouped under Apprentices (paygrades E-2 and E-3) and Petty Officer Third Class (paygrade E-4) through Master Chief Petty Officer (paygrade E-9).
- (2) Functional areas are used to provide a standardized grouping of similar NAVSTDs for the various paygrades.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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# NAVAL STANDARDS

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

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NAVAL STANDARDS (NAVSTDS) FUNCTIONAL AREAS

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- B. SEAMANSHIP
- C. DRILL AND FORMATION
- D. UNIFORMS
- E. SMALL ARMS
- F. WATCHSTANDING
- G. COMMUNICATIONS
- H. SHIPS & AIRCRAFT CHARACTERISTICS
- I. SAFETY
- J. FIRST AID & HEALTH
- K. SURVIVAL
- L. CHEMICAL, BIOLOGICAL AND RADIOLOGICAL DEFENSE
- M. DAMAGE CONTROL
- N. SURFACE PRESERVATION
- O. MILITARY JUSTICE
- P. CAREER INFORMATION
- Q. TRAINING
- R. MANAGEMENT/ADMINISTRATION
- S. SEA POWER
- T. CUSTOMS, TRADITIONS AND COURTESIES
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B273 KNOW THE TERMINOLOGY USED IN DECK AND BOAT SEAMANSHIP

B276 TIE FOUR BASIC KNOTS: BOWLINE, CLOVE HITCH, SQUARE KNOT, AND BOWLINE ON A BIGHT

B277 KNOW THE TYPES, SIZES, AND HANDLING OF LINE AND WIRE ROPE

C. DRILL AND FORMATION

C007 EXECUTE INDIVIDUAL POSITIONS AND FACING MOVEMENTS

D. UNIFORMS

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D014 IDENTIFY INSIGNIA AND CORPS DEVICES OF U.S. NAVAL OFFICERS

D015 MARK, WEAR, AND MAINTAIN NAVY ENLISTED UNIFORMS

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- I296 KNOW THE PRECAUTIONS WHEN HANDLING AND STOWING FIRE EXTINGUISHERS
- I297 KNOW THE DANGERS INVOLVED WHEN HANDLING A CHARGED FIRE HOSE
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- I314 KNOW THE SAFETY PRECAUTIONS WHEN WORKING WITH OR IN THE VICINITY OF  
CUTTING AND WELDING OPERATIONS
- I315 KNOW THE SAFETY PRECAUTIONS WHEN WORKING WITH OR IN THE VICINITY OF POWER  
TOOLS
- I316 KNOW THE SAFETY PRECAUTIONS WHEN WORKING WITH OR IN THE VICINITY OF  
ANTENNAS
- I317 KNOW THE SAFETY PRECAUTIONS WHEN WORKING WITH OR IN THE VICINITY OF  
SUSPENDED LOADS
- I318 KNOW THE SAFETY PRECAUTIONS WHEN WORKING WITH OR IN THE VICINITY OF  
FIBERGLASS AND ASBESTOS
- I319 KNOW THE SAFETY PRECAUTIONS WHEN WORKING WITH OR IN THE VICINITY OF HIGH  
NOISE LEVELS
- I320 KNOW THE SAFETY PRECAUTIONS WHEN WORKING WITH OR IN THE VICINITY OF LINES  
UNDER TENSION
- I321 KNOW THE SAFETY PRECAUTIONS WHEN WORKING WITH OR IN THE VICINITY OF  
ROTATING MACHINERY
- I324 KNOW THE SAFETY PRECAUTIONS WHEN WORKING WITH OR IN THE VICINITY OF  
ELECTROMAGNETIC RADIATION
- I326 KNOW THE SAFETY PRECAUTIONS WHEN WORKING WITH OR IN THE VICINITY OF  
AIRCRAFT
- I327 KNOW THE SAFETY PRECAUTIONS WHEN WORKING WITH OR IN THE VICINITY OF

E2 THROUGH E9  
NAVAL STANDARDS BY FUNCTIONAL AREA

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SHIPYARDS AND DRYDOCKS

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NAVAL STANDARDS BY FUNCTIONAL AREA

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I. SAFETY (CONTINUED)

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

J. FIRST AID & HEALTH

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

K. SURVIVAL

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

E2 THROUGH E9  
NAVAL STANDARDS BY FUNCTIONAL AREA

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K368 KNOW THE METHODS AND PROCEDURES FOR ABANDONING SHIP

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NAVAL STANDARDS BY FUNCTIONAL AREA

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

L. CHEMICAL, BIOLOGICAL AND RADIOLOGICAL DEFENSE

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

M. DAMAGE CONTROL

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

E2 THROUGH E9  
NAVAL STANDARDS BY FUNCTIONAL AREA

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

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NAVAL STANDARDS BY FUNCTIONAL AREA

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

N. SURFACE PRESERVATION

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

O. MILITARY JUSTICE

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

P. CAREER INFORMATION

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

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NAVAL STANDARDS BY FUNCTIONAL AREA

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

Q. TRAINING

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

R. MANAGEMENT/ADMINISTRATION

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

S. SEA POWER

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

T. CUSTOMS, TRADITIONS & COURTESIES

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



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NAVAL STANDARDS BY FUNCTIONAL AREA

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U. ORGANIZATION

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

V. LEADERSHIP/SUPERVISION

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

W. INTERNATIONAL AGREEMENTS

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

X. SECURITY REQUIREMENTS

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

Y. PROGRAMS AND POLICIES

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

E2 THROUGH E9  
NAVAL STANDARDS BY FUNCTIONAL AREA

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Z. HAZARDOUS MATERIALS

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

E2 THROUGH E-9  
NAVAL STANDARDS BY FUNCTIONAL AREA

[E-3]

D. UNIFORMS

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

F. WATCH STANDING

F291 KNOW THE COMMAND'S WATCH ORGANIZATION

H. SHIPS & AIRCRAFT CHARACTERISTICS

H042 TAG-OUT EQUIPMENT

L. CHEMICAL, BIOLOGICAL AND RADIOLOGICAL DEFENSE

L064 PERFORM DUTIES OF MONITORING AND DECONTAMINATION TEAM MEMBERS

N. SURFACE PRESERVATION

N076 MAINTAIN AND INVENTORY EQUIPMENT AND MATERIAL USED FOR PREPARING AND PAINTING A SURFACE

N078 IDENTIFY TYPES OF PRESERVATIVE COATINGS AND THE SURFACE UPON WHICH THEY ARE USED

N415 KNOW HOW TO CLEAN AND STOW PAINTING EQUIPMENT

N417 KNOW THE EQUIPMENT REQUIRED AND HOW TO PREPARE A SURFACE AND APPLY PRESERVATIVE COATINGS

P. CAREER INFORMATION

P083 DRAFT DUTY PREFERENCE FORMS

P092 ASSIST IN INDOCTRINATING NEWLY REPORTING PERSONNEL

P451 KNOW THE REQUIREMENTS FOR ADVANCEMENT IN RATE AND SELECTION OF PETTY OFFICERS

P452 KNOW HOW ENLISTED ASSIGNMENTS ARE MADE

P453 KNOW THE PROGRAMS FOR AWARDS, COMMENDATIONS, AND PERSONNEL RECOGNITION

P459 KNOW THE INCENTIVES FOR REENLISTMENT, EDUCATION, AND SPECIAL DUTY

Q. TRAINING

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

R. MANAGEMENT/ADMINISTRATION

R103 MAINTAIN LOGS AND FILES

X. SECURITY REQUIREMENTS

X544 KNOW OPPORTUNITIES AVAILABLE THROUGH THE MILITARY CASH AWARDS PROGRAM (INCLUDING BOSS)

E2 THROUGH E9  
NAVAL STANDARDS BY FUNCTIONAL AREA

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C. DRILL AND FORMATION

C584 KNOW PROCEDURES FOR CLOSE ORDER DRILL

D. UNIFORMS

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

F. WATCHSTANDING

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

I. SAFETY

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

M. DAMAGE CONTROL

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

O. MILITARY JUSTICE

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

P. CAREER INFORMATION

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

Q. TRAINING

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

R. MANAGEMENT/ADMINISTRATION

R104 REQUISITION SUPPLIES AND MATERIAL THROUGH THE NAVY SUPPLY SYSTEM

U. ORGANIZATION

U496 IDENTIFY THE NAMES, ABBREVIATIONS, AND STATE THE MISSION OF MAJOR

E2 THROUGH E9  
NAVAL STANDARDS BY FUNCTIONAL AREA

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

E2 THROUGH E9  
NAVAL STANDARDS BY FUNCTIONAL AREA

[E-4]

V. LEADERSHIP/SUPERVISION

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

Z. HAZARDOUS MATERIALS

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

E2 THROUGH E9  
NAVAL STANDARDS BY FUNCTIONAL AREA

[E-5]

A. WATCH, QUARTER, AND STATION BILL

A001 PREPARE A DIVISIONAL WATCH, QUARTER, AND STATION BILL

C. DRILL AND FORMATION

C008 CONDUCT CLOSE ORDER DRILL

D. UNIFORMS

D017 CONDUCT SEABAG INSPECTIONS

I. SAFETY

I045 PERFORM DUTIES OF A DIVISIONAL SAFETY PETTY OFFICER

I049 CONDUCT SAFETY AWARENESS TRAINING

I340 KNOW THE PURPOSE AND FUNCTION OF THE COMMAND'S SAFETY COUNCIL

J. FIRST AID & HEALTH

J360 KNOW HOW TO HANDLE SUICIDAL SITUATIONS

L. CHEMICAL, BIOLOGICAL AND RADIOLOGICAL DEFENSE

L065 INSTRUCT PERSONNEL IN THE USE OF CBR PROTECTIVE CLOTHING AND EQUIPMENT FOR EACH LEVEL OF MISSION ORIENTED PROTECTIVE POSTURE (MOPP)

L066 INSTRUCT PERSONNEL ON ENTERING, EXITING, AND PERSONAL CLEANING IN THE COLLECTIVE PROTECTIVE SYSTEM (CPS) DECONTAMINATION STATION

M. DAMAGE CONTROL

M075 PERFORM THE DUTIES OF THE DUTY DIVISION DAMAGE CONTROL PETTY OFFICER (DUTY

M412 KNOW THE DUTIES OF THE DIVISION DAMAGE CONTROL PETTY OFFICER (DDCPO)

O. MILITARY JUSTICE

O586 EXPLAIN THE PROCEDURES FOR REDRESS OF GRIEVANCE

P. CAREER INFORMATION

P085 PROVIDE INFORMATION ON FINANCIAL MANAGEMENT TO JUNIOR PERSONNEL

P460 KNOW THE PURPOSE OF THE PETTY OFFICER QUALITY CONTROL REVIEW BOARD

P461 KNOW HOW TO APPLY FOR LIMITED DUTY OFFICER (LDO) AND CHIEF WARRANT OFFICER (CWO) COMMISSIONING PROGRAMS

P464 KNOW THE FLEET RESERVE AND RETIREMENT PROGRAMS

Q. TRAINING

Q096 PERFORM THE DUTIES AND RESPONSIBILITIES OF THE TRAINING PETTY OFFICER

R. MANAGEMENT/ADMINISTRATION

R115 PREPARE NAVAL AND BUSINESS CORRESPONDENCE (SECNAVINST A5216.5)

R473 IDENTIFY WHO IS AUTHORIZED TO SIGN OFFICIAL NAVY DOCUMENTS

R475 EXPLAIN THE RESPONSIBILITY OF SIGNATURE (BY DIRECTION) AUTHORITY

E2 THROUGH E9  
NAVAL STANDARDS BY FUNCTIONAL AREA

[E-5]

T. CUSTOMS, TRADITIONS & COURTESIES

T563 PERFORM MILITARY COURTESIES AS FORMATION LEADERS

T587 KNOW THE TRADITIONS RELATED TO CEREMONIES AND HONORS



E2 THROUGH E9  
NAVAL STANDARDS BY FUNCTIONAL AREA

[E-5]

U. ORGANIZATION

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

V. LEADERSHIP/SUPERVISION

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

X. SECURITY REQUIREMENTS

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

Y. PROGRAMS AND POLICIES

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

Z. HAZARDOUS MATERIALS

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

E2 THROUGH E9  
NAVAL STANDARDS BY FUNCTIONAL AREA

[E-6]

A. WATCH, QUARTER, AND STATION BILL

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

C. DRILL AND FORMATION

C011 PREPARE PERSONNEL FOR PRESENTATION AT INSPECTIONS, QUARTERS, AND CEREMONIAL EVENTS  
C012 PRESENT PERSONNEL AT INSPECTIONS, QUARTERS, AND CEREMONIAL EVENTS

D. UNIFORMS

D018 CONDUCT PERSONNEL INSPECTIONS

F. WATCHSTANDING

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

M. DAMAGE CONTROL

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

O. MILITARY JUSTICE

O080 CONDUCT PRELIMINARY INVESTIGATION OF OFFENSES

P. CAREER INFORMATION

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

Q. TRAINING

Q095 SUPERVISE DIVISIONAL PERSONNEL QUALIFICATION STANDARDS (PQS) SYSTEM

R. MANAGEMENT/ADMINISTRATION

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

E2 THROUGH E9  
NAVAL STANDARDS BY FUNCTIONAL AREA

[E-6]

V. LEADERSHIP/SUPERVISION

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

X. SECURITY REQUIREMENTS

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

Y. PROGRAMS AND POLICIES

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

E2 THROUGH E9  
NAVAL STANDARDS BY FUNCTIONAL AREA

[E-7]

A. WATCH, QUARTER, AND STATION BILL

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

C. DRILL AND FORMATION

C009 PLAN AND COORDINATE INSPECTIONS, QUARTERS, AND CEREMONIAL EVENTS

D. UNIFORMS

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

F. WATCHSTANDING

F031 STAND DUTY AS BOAT OFFICER

M. DAMAGE CONTROL

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

O. MILITARY JUSTICE

O081 PERFORM THE DUTIES AS A MEMBER OF A DISCIPLINARY REVIEW BOARD

P. CAREER INFORMATION

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

Q. TRAINING

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

R. MANAGEMENT/ADMINISTRATION

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

T. CUSTOMS, TRADITIONS & COURTESIES

T588 KNOW THE PROCEDURES FOR CEREMONIAL EVENTS (CHANGE OF COMMAND,

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NAVAL STANDARDS BY FUNCTIONAL AREA

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RETIREMENTS, ETC.)

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NAVAL STANDARDS BY FUNCTIONAL AREA

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U. ORGANIZATION

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

V. LEADERSHIP/SUPERVISION

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

X. SECURITY REQUIREMENTS

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

E2 THROUGH E9  
NAVAL STANDARDS BY FUNCTIONAL AREA

[E-8]

A. WATCH, QUARTER, AND STATION BILL

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

O. MILITARY JUSTICE

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

Q. TRAINING

Q099 ORGANIZE, SCHEDULE, AND EVALUATE TRAINING PROGRAMS

R. MANAGEMENT/ADMINISTRATION

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

V. LEADERSHIP/SUPERVISION

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

Y. PROGRAMS AND POLICIES

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

E2 THROUGH E9  
NAVAL STANDARDS BY FUNCTIONAL AREA

[E-9]

A. WATCH, QUARTER, AND STATION BILL

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

O. MILITARY JUSTICE

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

Q. TRAINING

Q100 DEVELOP AND MONITOR COMMAND'S TRAINING PROGRAMS

Q102 MONITOR COMMAND INDOCTRINATION PROGRAM

R. MANAGEMENT/ADMINISTRATION

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

V. LEADERSHIP/SUPERVISION

V227 PROVIDE GUIDANCE TO JUNIOR OFFICERS IN DEVELOPING LEADERSHIP SKILLS

V228 PROVIDE GUIDANCE TO SENIOR ENLISTED IN DEVELOPING LEADERSHIP SKILLS

V229 ADVISE CHAIN OF COMMAND ON ENLISTED PERSONNEL MATTERS

V230 PROVIDE LEADERSHIP IN THE CHIEF PETTY OFFICER'S MESS

V231 TRANSLATE NAVY AND COMMAND POLICES INTO UNIT REQUIREMENTS

V232 ASSESS AND REPORT COMMAND OR UNIT MATERIAL AND PERSONNEL READINESS

V234 REVIEW, RECOMMEND, AND MONITOR IMPLEMENTATION OF POLICY STATEMENTS, OPERATION ORDERS, AND DIRECTIVES

V236 PROVIDE COUNSEL TO SENIOR PERSONNEL

V574 IDENTIFY AND MEDIATE INTER-DEPARTMENTAL DIFFERENCES

V575 PROVIDE INPUT AND MONITOR COMMAND PROGRAMS (SAILOR OF THE YEAR, SPONSOR, ETC.)



## APPENDIX A

### GUIDELINES FOR PROPOSING CHANGES TO THE ENLISTED RATING STRUCTURE

#### A. INTRODUCTION

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

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

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

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

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

CNO N4J	CNO N6T	CNO N76
CNO N77	CNO N78	CNO N95
CNO N12	CNO N79	NPC-4
CNO-N13	*NPC-3	CINCPACFLT
CINCLANTFLT	CNET	*COMNAVFACENGCOM
*COMNAVSEASYSKOM	*COMNAVSUPSYSKOM	*COMNAVAIRSYSKOM
*COMNAVNETOPSCMD	*COMSPAWARSYSKOM	*BUMED (CNO N093)
*COMNAVSPECWARCOM	*COMNAVMETOCOM	*COMNAVSECGRU
*NPC-9	*DIRSSPO	*CHINFO
*NPC-64	*COMNAVCRUITCOM	*COMNEXCOM
*EPMAC	*MCPON	

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

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

#### B. CRITERIA FOR NAVY RATINGS

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

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

- must provide necessary generalization in paygrades E-4 through E-6 to ensure the availability of broadly qualified senior petty officers capable of supervising any work in their rating;
- must provide the fleet with a rating that can, with other ratings, accomplish all necessary tasks, yet possess specific knowledge and skills different from other ratings;
- must be useful at sea, ashore, or at an overseas activity;
- should be composed of occupational (work) content in sufficient scope and range so that the rating comprises a family of related jobs;
- should require essentially the same basic experience, training, techniques, abilities, physical capacities and mental capacities;
- should involve a sufficient number of personnel to establish the need for training programs and related administrative functions;
- should have a skill level and qualifications structure; and
- should provide workload equity among ratings as far as practicable.

### **C. QUESTIONS A PROPOSAL SHOULD ADDRESS**

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

1. Is the proposal for a general rating or rating merger?
2. What are the operational requirements of the proposed rating; why is it necessary?
3. If the proposal is for a rating, what related service ratings, if any, are required?
4. If the proposed rating contains service ratings, what proportion should be assigned to each service rating?
5. What is the title of the proposed rating?
6. What tasks and duties will personnel in the proposed rating be required to perform?
7. How will the work requirements be assigned among the paygrades?
8. To what extent will the level of skill and knowledge increase with each higher paygrade?
9. What degree of formal and on-the-job training is required?
10. What special personal qualifications are needed for the new rating (mental, physical or other requirements)?
11. To what limited duty officer and chief warrant officer classifications would personnel in the rating advance?

## APPENDIX B

### OCCUPATIONAL FIELDS AND ASSOCIATED RATINGS

- 1 - General Seamanship (BM, SM)
- 2 - Ship Operations (OS, QM)
- 3 - Marine Engineering (EM, EN, GS, IC, MM)
- 4 - Ship Maintenance (DC, HT, MR)
- 5 - Aviation Maintenance/Weapons (PR, AE, AT, AD, AZ, AO, AM)
- 6 - Aviation Ground Support (AB, AS)
- 7 - Air Traffic Control (AC)
- 8 - Weapons Control (ET, FT, FC)
- 9 - Ordnance Systems (GM, MN, MT, TM)
- 10 - Sensor Operations (EW, STG, STS)
- \*11 - Health Care (DT, HM)
- \*12 - Music (MU)
- \*13 - Construction (BU, CE, CM, EA, EO, SW, UT)
- 14 - Administration (LN, NC, PN, PC, YN, RP)
- 15 - Logistics (AK, DK, MS, SH, SK)
- 16 - Media (DM, JO, LI, PH)
- 18 - Master-at-Arms (MA)
- 19 - Cryptology (CTA, CTI, CTM, CTO, CTR, CTT)
- 20 - Communications (IT)
- 21 - Intelligence (IS)
- 22 - Meteorology and Oceanography (AG)
- 23 - Aviation Sensor Operations (AW)

## APPENDIX C

### SCHEDULES FOR OCCSTDS (OCCSTDS) REVISIONS

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

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

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

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

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

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

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

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

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

## APPENDIX D

### PERFORMANCE TESTS

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

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

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

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

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

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

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

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

(1) Staff SM or QM

(2) Senior SM or QM of assist ship

(3) Senior SM or QM from any available ship

(4) Senior SM or QM on board

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

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

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

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

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

### a. Performance Tests.

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

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

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

(4) PN2 candidates must type 35 WPM.

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

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

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

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

d. Errors.

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

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

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

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

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

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

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

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

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

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

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



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

### 3. DEFENSE LANGUAGE PROFICIENCY TEST FOR THE CTI RATING

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

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

**APPENDIX E  
RATING ADVISORS**

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

<b>RATING</b>	<b>PRIMARY ADVISOR</b>	<b>TECHNICAL ADVISOR</b>
AB	CNO (N78)	COMNAVAIRSYSCOM (PMA205-3I)
AC	CNO (N78)	COMNAVAIRSYSCOM (PMA205-3I)
AD	CNO (N78)	COMNAVAIRSYSCOM (PMA205-3I)
AE	CNO (N78)	COMNAVAIRSYSCOM (PMA205-3I)
AF	CNO (N78)	COMNAVAIRSYSCOM (PMA205-3I)
AG	CNO (N096)	COMNAVOCEANCOM (N43)
AK	CNO (N78)	COMNAVSUPSYSCOM (SUP OP-33)
AM	CNO (N78)	COMNAVAIRSYSCOM (PMA205-3I)
AN	CNO (N78)	COMNAVAIRSYSCOM (PMA205-3I), EPMAC
AO	CNO (N78)	COMNAVAIRSYSCOM (PMA205-3I)
AS	CNO (N78)	COMNAVAIRSYSCOM (PMA205-3I)
AT	CNO (N78)	COMNAVAIRSYSCOM (PMA205-3I)
AV	CNO (N78)	COMNAVAIRSYSCOM (PMA205-3I)
AW	CNO (N78)	COMNAVAIRSYSCOM (PMA205-3I)
AZ	CNO (N78)	COMNAVAIRSYSCOM (PMA205-3I)
BM	CNO (N76)	COMNAVPERSCOM (NPC-405C)
BU	Chief of Civil Engineers	COMNAVFACENGCOS (CODE SEABEE)
CE	Chief of Civil Engineers	COMNAVFACENGCOS (CODE SEABEE)
CM	Chief of Civil Engineers	COMNAVFACENGCOS (CODE SEABEE)
CN	Chief of Civil Engineers	COMNAVFACENGCOS (CODE SEABEE)
CT	CNO (N201)	COMNAVSECGRU (G10)
CU	COMNAVFACENGCOS (NAVFAC-06)	
DC	CNO (N76, N77)	COMNAVSEASYSYSCOM (SEA-04MP18)
DK	CNO (N41)	COMNAVSUPSYSCOM (SUP OP-33), NAFC (N-43)
DM	CNO (N3/N5)	CNO (N311)

<b>RATING</b>	<b>PRIMARY ADVISOR</b>	<b>TECHNICAL ADVISOR</b>
DN	CNO (N093)	BUMED (MED-53)
DT	CNO (N093)	BUMED (MED-53)
EA	Chief of Civil Engineers	COMNAVFACENGCOM (CODE SEABEE)
EM	CNO (N76, N77)	COMNAVSEASYSKOM (SEA-04MP18)
EN	CNO (N76)	COMNAVSEASYSKOM (SEA-04MP18)
EO	Chief of Civil Engineers	COMNAVFACENGCOM (CODE SEABEE)
EQ	Chief of Civil Engineers	COMNAVFACENGCOM (CODE SEABEE)
ET	CNO (N6, N76, N77, N78)	COMNAVVAIRSYSKOM (PMA205-3I) COMSPAWARSYSKOM (SPAWAR 223-1) COMNAVCOMTELCOM (N-1), DIRSSP (SP-11) COMNAVSEASYSKOM (SEA-04MP18)
EW	CNO (N6, N76)	COMNAVSECGRU (G10)
FC	CNO (N6, N76)	COMNAVSEASYSKOM (SEA-04MP18)
FN	CNO (N76, N77)	COMNAVSEASYSKOM (SEA-04MP18), EPMAC
FT	CNO (N77)	COMNAVSEASYSKOM (SEA-04MP18) DIRSSP (SP-11)
GM	CNO (N76)	COMNAVSEASYSKOM (SEA-04MP18)
GS	CNO (N76)	COMNAVSEASYSKOM (SEA-04MP18)
HM	CNO (N093)	BUMED (MED-53)
HN	CNO (N093)	BUMED (MED-53)
HT	CNO (N76, N77)	COMNAVSEASYSKOM (SEA-04MP18)
IC	CNO (N76, N77)	COMNAVSEASYSKOM (SEA-04MP18)
IS	CNO (N2)	ONI (ONI-15)
IT	CNO (N6, N76, N77)	COMNAVCOMTELCOM (N-1) COMSPAWARSYSKOM (SPAWAR 233-1) COMNAVSEASYSKOM (SEA-04M18)
JO	CNO (N09C)	CHINFO
LI	CNO (N41)	COMNAVSUPSYSKOM (SUP OP-33) DEFENSE PRINTING SERVICE (CODE-31)
LN	Judge Advocate General	
MA	CNO (N09N)	CNO (N09N)
MM	CNO (N76, N77)	COMNAVSEASYSKOM (SEA-04MP18)

<b>RATING</b>	<b>PRIMARY ADVISOR</b>	<b>TECHNICAL ADVISOR</b>
MN	CNO (N75)	COMNAVSEASYSKOM (SEA-04MP18) COMNAVVAIRSYSKOM (PMA205-3I)
MR	CNO (N76)	COMNAVSEASYSKOM (SEA-04MP18)
MS	CNO (N41)	COMNAVSVPSYSKOM (SUP OP-33), NAVSSO
MT	CNO (N77)	DIRSSP (SP-11)
MU	BUPERS (PERS-65)	
NC	BUPERS (PERS-206) COMNAVCRUITKOM	
OS	CNO (N6, N76)	COMNAVSEASYSKOM (SEA-04MP18)
PC	CNO (N4)	COMNAVSVPSYSKOM (SUP-54)
PH	CNO (N09C4)	
PN	CNO (N76, N77) BUPERS (PERS-33)	
PR	CNO (N78)	COMNAVVAIRSYSKOM (PMA205-3I)
QM	CNO (N76, N77)	COMNAVPERSKOM (PERS-405C)
RP	CNO (N097)	CNO (N971)
SH	CNO (N41)	COMNAVSVPSYSKOM (SUP OP-33) NEXKOM, COMNAVSEASYSKOM
SK	CNO (N41)	COMNAVSVPSYSKOM (SUP OP-33)
SM	CNO (N76)	COMNAVPERSKOM (PERS-405C)
SN	CNO (N76, N77)	COMNAVSEASYSKOM (SEA-04MP18), EPMAC
STG STS	CNO (N76, N77)	COMNAVSEASYSKOM (SEA-04MP18)
SW	Chief of Civil Engineers	COMNAVFACEKOM (CODE SEABEE)
TM	CNO (N76, N77)	COMNAVSEASYSKOM (SEA-04MP18)
UC	Chief of Civil Engineers	COMNAVFACEKOM (CODE SEABEE)
UT	Chief of Civil Engineers	COMNAVFACEKOM (CODE SEABEE)
YN	CNO (N7)	COMNAVPERSKOM (PERS-405C)

## APPENDIX F

### CRITERIA AND GUIDELINES FOR RECOMMENDING CHANGES TO STANDARDS

#### A. GENERAL

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

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

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

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

#### B. CRITERIA

1. OCCSTDs should:

- a. Be consistent with the approved scope of the rate or rating.
- b. Be stated as an action (i.e., a task to be done). The details of tasks are derived from NOTAP task analyses and other data.
- c. Be concise and understandable.
- d. Be paygraded at the level (rate) at which the task should normally be performed. Changing factors, such as existing or projected low manning levels, should not influence paygrade determination.
- e. Include only those tasks which are attainable by the average incumbent of a rate.
- f. Reflect skill progression among the various paygrades as appropriate for the rating.

2. OCCSTDs should not include:

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

CH-20

- b. Qualifiers, such as perform an action "in accordance with..." It is assumed that personnel comply with applicable directives and publications when performing a task.
- c. Enabling tasks, such as perform a task "in order to..." The purpose of the task should be evident.
- d. Subordinate tasks (i.e., tasks which are elements or sub-tasks of a task which is broadly stated).
- e. Specific identification of equipment (e.g., AN, MOD or MK). Such detail is not necessary and is subject to rapid obsolescence.
- f. Equipment or tool lists, such as listing of test equipment to be used. The equipment or tools to be used are inherent to the tasks to be performed. Such lists are questionable as to inclusiveness and accuracy.
- g. Skills that are represented by the naval standards.
- h. Security requirements applicable to all Navy personnel as specified in OPNAVINST 5510.1 and related DoD instructions. Specific security requirements may be selectively included in those ratings where special emphasis and qualification are required.
- i. Safety requirements inherent to the performance of a task. Observing safety precautions should be continually emphasized on the job and in training programs. Safety requirements may be broadly stated at the supervisory level where special emphasis is required or at the managerial level for developing safety programs.

### C. GUIDELINES AND FORMAT

1. If the proposed change is a revision or change in paygrade of an existing OCCSTD, use the following format:
  - a. Identify the OCCSTD.
  - b. State the revision and the applicable paygrade.
  - c. Give justification for the proposed change.
2. If the proposed change is a new OCCSTD, use the following format:
  - a. State the proposed OCCSTD and the related paygrade.
  - b. Give justification for the proposed OCCSTD.
3. If the proposed change is a deletion of an existing OCCSTD, use the following format:
  - a. Identify the OCCSTD.
  - b. Give justification for deleting the OCCSTD.

## Appendix G

### ENLISTED RATINGS LONG TITLES

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

## Appendix G

### ENLISTED RATINGS LONG TITLES

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



# CHAPTER 1



## AVIATION BOATSWAIN'S MATE (AB)

NAVPERS 18068-1B

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

AVIATION BOATSWAIN'S MATE (AB)



SCOPE OF RATING

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

Aviation Boatswain's Mates, Launching and Recovery Equipment (ABE) operate, maintain, and perform maintenance on steam catapults, barricades, arresting gear, and associated equipment ashore and afloat; operate catapult hydraulic systems, retraction engines, water brakes, jet blast deflectors, deckedge and ICCS, and jet blast deflector control panels; arresting gear engines, sheave dampers, deckedge control station, and associated equipment; perform aircraft handling duties related to the operation of aircraft launching and recovery equipment.

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

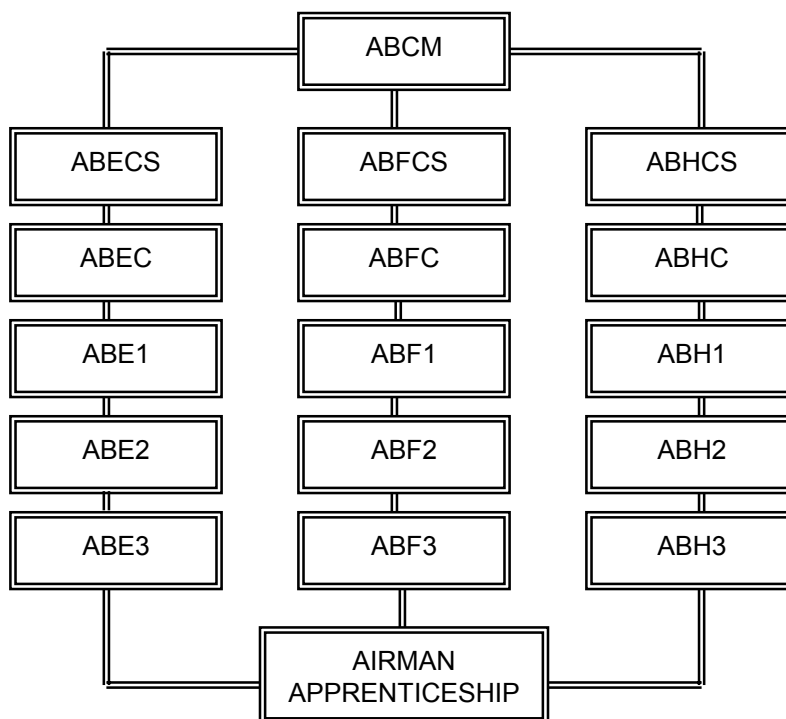
Aviation Boatswain's Mates, Aircraft Handling (ABH) direct the movement and spotting of aircraft ashore and afloat; operate, maintain, and perform organizational maintenance on ground-handling equipment used for moving and hoisting of aircraft ashore and afloat; supervise securing of aircraft and equipment;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

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

\* Denotes revision 29.

**GENERAL INFORMATION**  
**CAREER PATTERN**



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

**SPECIAL PHYSICAL REQUIREMENTS**

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

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

**CITIZENSHIP/SECURITY REQUIREMENTS**

None.

**SAFETY**

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

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

- A. RECOVERY SYSTEMS OPERATIONS
- B. RECOVERY SYSTEMS MAINTENANCE
- C. LAUNCHING SYSTEMS OPERATIONS
- D. LAUNCHING SYSTEMS MAINTENANCE
- E. AIRCRAFT LAUNCH AND RECOVERY EQUIPMENT MAINTENANCE PROGRAM (ALREMP)

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

**A. RECOVERY SYSTEMS OPERATIONS**

- A001 ATTACH AND DETACH BARRICADE WEBBING TO STANCHIONS
- A002 INSTALL AND REMOVE METAL DECK RAMPS
- A003 OPERATE BARRICADE STANCHION CONTROLS
- A004 RAISE AND LOWER BARRICADES
- A005 OPERATE STANCHION WINCHES
- A006 STOW BARRICADE WEBBING
- A007 CONDUCT PRE/POST OPERATIONAL INSPECTIONS ON RECOVERY SYSTEMS
- A011 RIG AND DERIG DECK PENDANTS
- A012 MAKE WEIGHT SETTINGS ON ARRESTING GEAR (AG) ENGINES
- A013 MONITOR ARRESTING GEAR (AG) ENGINE PRESSURES
- A014 TRANSFER ARRESTING GEAR (AG) ENGINE FLUID TO STOWAGE TANKS
- A015 TRANSFER STOWAGE TANK FLUID TO ARRESTING GEAR (AG) ENGINES
- A016 PERFORM EMERGENCY PROCEDURES FOR ARRESTING GEAR (AG) MALFUNCTIONS
- A017 PERFORM EMERGENCY PROCEDURES FOR BROKEN PURCHASE CABLES
- A018 DRAIN CONDENSATION FROM PNEUMATIC SYSTEMS
- A019 OPERATE SHEAVE DAMPERS
- A020 MONITOR CONSTANT RUNOUT VALVE (CRV)

**B. RECOVERY SYSTEMS MAINTENANCE**

- B027 PERFORM PLANNED MAINTENANCE (PM) ON ARRESTING GEAR (AG) AUTOMATIC LUBRICATING SYSTEMS
- B028 TROUBLESHOOT ARRESTING GEAR (AG) AUTOMATIC LUBRICATING SYSTEMS
- B029 REPAIR ARRESTING GEAR (AG) AUTOMATIC LUBRICATING SYSTEMS
- B030 OVERHAUL ARRESTING GEAR (AG) AUTOMATIC LUBRICATING SYSTEMS
- B031 PERFORM PLANNED MAINTENANCE (PM) ON ARRESTING GEAR (AG) ENGINE ROOM CONTROLS
- B032 TROUBLESHOOT ARRESTING GEAR (AG) ENGINE ROOM CONTROLS
- B033 REPAIR ARRESTING GEAR (AG) ENGINE ROOM CONTROLS
- B034 OVERHAUL ARRESTING GEAR (AG) ENGINE ROOM CONTROLS
- B035 PERFORM PLANNED MAINTENANCE (PM) ON ARRESTING GEAR (AG) SHEAVE DAMPER SYSTEMS
- B036 TROUBLESHOOT ARRESTING GEAR (AG) SHEAVE DAMPER SYSTEMS
- B037 REPAIR ARRESTING GEAR (AG) SHEAVE DAMPER SYSTEMS
- B038 OVERHAUL ARRESTING GEAR (AG) SHEAVE DAMPER SYSTEMS
- B039 PERFORM PLANNED MAINTENANCE (PM) ON ARRESTING GEAR (AG) POWER PACKAGE CONTROLS
- B040 TROUBLESHOOT ARRESTING GEAR (AG) POWER PACKAGE CONTROLS
- B041 PERFORM PLANNED MAINTENANCE (PM) ON ARRESTING GEAR (AG) ENGINE ACCUMULATOR SYSTEMS
- B042 TROUBLESHOOT ARRESTING GEAR (AG) ENGINE ACCUMULATOR SYSTEMS
- B043 REPAIR ARRESTING GEAR (AG) ENGINE ACCUMULATOR SYSTEMS
- B044 OVERHAUL ARRESTING GEAR (AG) ENGINE ACCUMULATOR SYSTEMS
- B045 PERFORM PLANNED MAINTENANCE (PM) ON ARRESTING GEAR (AG) ENGINE CABLE ANCHOR DAMPER SYSTEMS
- B046 TROUBLESHOOT ARRESTING GEAR (AG) ENGINE CABLE ANCHOR DAMPER SYSTEMS
- B047 REPAIR ARRESTING GEAR (AG) ENGINE CABLE ANCHOR DAMPER SYSTEMS
- B048 OVERHAUL ARRESTING GEAR (AG) ENGINE CABLE ANCHOR DAMPER SYSTEMS
- B049 PERFORM PLANNED MAINTENANCE (PM) ON ARRESTING GEAR (AG) ENGINE CROSSHEAD AND FIXED SHEAVE ASSEMBLIES
- B050 TROUBLESHOOT ARRESTING GEAR (AG) ENGINE CROSSHEAD AND FIXED SHEAVE

ASSEMBLIES

B051 REPAIR ARRESTING GEAR (AG) ENGINE CROSSHEAD AND FIXED SHEAVE ASSEMBLIES

B052 OVERHAUL ARRESTING GEAR (AG) ENGINE CROSSHEAD AND FIXED SHEAVE ASSEMBLIES

B053 PERFORM PLANNED MAINTENANCE (PM) ON ARRESTING GEAR (AG) ENGINE CYLINDER AND RAM ASSEMBLIES

B054 TROUBLESHOOT ARRESTING GEAR (AG) ENGINE CYLINDER AND RAM ASSEMBLIES

B055 REPAIR ARRESTING GEAR (AG) ENGINE CYLINDER AND RAM ASSEMBLIES

B056 OVERHAUL ARRESTING GEAR (AG) ENGINE CYLINDER AND RAM ASSEMBLIES

B057 PERFORM PLANNED MAINTENANCE (PM) ON ARRESTING GEAR (AG) ENGINE FLUID COOLER SYSTEMS

B058 TROUBLESHOOT ARRESTING GEAR (AG) ENGINE FLUID COOLER SYSTEMS

B059 REPAIR ARRESTING GEAR (AG) ENGINE FLUID COOLER SYSTEMS

B060 OVERHAUL ARRESTING GEAR (AG) ENGINE FLUID COOLER SYSTEMS

B061 PERFORM PLANNED MAINTENANCE (PM) ON ARRESTING GEAR (AG) ENGINE RETRACT VALVES

B062 TROUBLESHOOT ARRESTING GEAR (AG) ENGINE RETRACT VALVES

B063 REPAIR ARRESTING GEAR (AG) ENGINE RETRACT VALVES

B064 OVERHAUL ARRESTING GEAR (AG) ENGINE RETRACT VALVES

B065 PERFORM PLANNED MAINTENANCE (PM) ON ARRESTING GEAR (AG) FAIRLEAD SYSTEMS SHEAVES

B066 TROUBLESHOOT ARRESTING GEAR (AG) FAIRLEAD SYSTEMS SHEAVES

B067 REPAIR ARRESTING GEAR (AG) FAIRLEAD SYSTEMS SHEAVES

B068 OVERHAUL ARRESTING GEAR (AG) FAIRLEAD SYSTEMS SHEAVES

B069 PERFORM PLANNED MAINTENANCE (PM) ON ARRESTING GEAR (AG) WIRE SUPPORT SYSTEMS

B070 TROUBLESHOOT ARRESTING GEAR (AG) WIRE SUPPORT SYSTEMS

B071 REPAIR ARRESTING GEAR (AG) WIRE SUPPORT SYSTEMS

B072 OVERHAUL ARRESTING GEAR (AG) WIRE SUPPORT SYSTEMS

B073 PERFORM PLANNED MAINTENANCE (PM) ON ARRESTING GEAR (AG) CONTROL VALVES

B074 REPAIR ARRESTING GEAR (AG) ENGINE CONTROL VALVES

B075 OVERHAUL ARRESTING GEAR (AG) ENGINE CONTROL VALVES

B076 PERFORM PLANNED MAINTENANCE (PM) ON BARRICADE ENGINE ASSEMBLIES

B077 TROUBLESHOOT BARRICADE ENGINE ASSEMBLIES

B078 REPAIR BARRICADE ENGINE ASSEMBLIES

B079 OVERHAUL BARRICADE ENGINE ASSEMBLIES

B080 PERFORM PLANNED MAINTENANCE (PM) ON BARRICADE POWER PACKAGES

B081 TROUBLESHOOT BARRICADE POWER PACKAGES

B082 REPAIR BARRICADE POWER PACKAGES

B083 OVERHAUL BARRICADE POWER PACKAGES

B084 PERFORM PLANNED MAINTENANCE (PM) ON BARRICADE STANCHIONS

B085 TROUBLESHOOT BARRICADE STANCHIONS

B086 REPAIR BARRICADE STANCHIONS

B087 OVERHAUL BARRICADE STANCHIONS

B088 PERFORM PLANNED MAINTENANCE (PM) ON BARRICADE TENSIONING ASSEMBLIES

B089 TROUBLESHOOT BARRICADE TENSIONING ASSEMBLIES

B090 REPAIR BARRICADE TENSIONING ASSEMBLIES

B091 OVERHAUL BARRICADE TENSIONING ASSEMBLIES

B092 PERFORM PLANNED MAINTENANCE (PM) ON BARRICADE WEBBING ASSEMBLIES

B093 TROUBLESHOOT BARRICADE WEBBING ASSEMBLIES

B094 REPAIR BARRICADE WEBBING ASSEMBLIES

B095 PERFORM PLANNED MAINTENANCE (PM) ON BARRICADE CONTROL PANEL ASSEMBLIES

B096 PERFORM PLANNED MAINTENANCE (PM) ON ARRESTING GEAR (AG) PURCHASE CABLES

B097 TROUBLESHOOT ARRESTING GEAR (AG) PURCHASE CABLES

B098 REPLACE ARRESTING GEAR (AG) PURCHASE CABLES

- B099 WELD PURCHASE CABLE TO OLD PURCHASE CABLE
- B100 TACK-WELD PURCHASE CABLE CLEVIS TO SOCKET
- B101 REMOVE AND REPLACE CROSSDECK PENDANTS (CDP)
- B102 PREPARE CABLES AND TERMINALS FOR POURING
- B103 REEVE PURCHASE CABLE ON ARRESTING GEAR (AG) ENGINES
- B104 REMOVE AND REPLACE ARRESTING GEAR (AG) IMPACT PADS
- B105 RIG ARRESTING GEAR (AG) BARRICADE ENGINES
- B106 SET TENSION ON BARRICADE WEBBING ASSEMBLIES
- B107 BLOW DOWN ARRESTING GEAR (AG) ENGINES

#### C. LAUNCHING SYSTEMS OPERATIONS

- C108 MONITOR DIGITAL END SPEED INDICATOR (DESI) SYSTEMS
- C109 CONDUCT PRE/POST OPERATIONAL INSPECTIONS ON CATAPULT CONSOLE AND CENTRAL CHARGING PANELS
- C111 CONDUCT PRE/POST OPERATIONAL INSPECTIONS ON INTEGRATED CATAPULT CONTROL STATIONS
- C115 MONITOR WATER BRAKE GAUGES DURING LAUNCHES
- C117 OPERATE C13 CATAPULTS WITH NOSE GEAR LAUNCH EQUIPMENT
- C119 HOOK UP BRIDLES
- C120 HOOK UP HOLDBACK FITTINGS
- C121 HOOK UP TENSION BARS
- C122 INSTALL AND REMOVE CATAPULT SLOT BUTTONS
- C123 MONITOR CATAPULT GRAVITY TANK LEVELS
- C124 MONITOR CATAPULT HYDRAULIC PRESSURES AND TEMPERATURES
- C125 MONITOR CATAPULT STEAM PRESSURES AND TEMPERATURES
- C126 MONITOR LAUNCH VALVE SPACE VENTILATION SYSTEMS
- C127 OPERATE INTEGRATED CATAPULT CONTROL SYSTEMS (ICCS)
- C128 OPERATE JET BLAST DEFLECTOR (JBD) SYSTEMS
- C129 PERFORM EMERGENCY LOWERING OF JET BLAST DEFLECTORS (JBD)
- C130 MONITOR LAUNCHING VALVES AND ASSEMBLIES
- C131 OPERATE RETRACTION AND TENSIONING EQUIPMENT
- C132 MONITOR STEAM CHARGING SYSTEMS
- C134 OPERATE WEIGHT CONFIRMATION UNIT WITH AIRCRAFT
- C135 PERFORM EMERGENCY PROCEDURES FOR CATAPULT FIRES
- C136 PERFORM EMERGENCY PROCEDURES FOR CATAPULT RUNAWAY SHOTS
- C137 PERFORM EMERGENCY PROCEDURES FOR CATAPULT STEAM LEAKS
- C138 PERFORM EMERGENCY PROCEDURES FOR FLIGHT DECK FIRES
- C139 PERFORM EMERGENCY PROCEDURES FOR INOPERABLE STEAM SMOTHERING DEVICES
- C140 PERFORM EMERGENCY PROCEDURES FOR LOSS OF CATAPULT HYDRAULIC PRESSURES
- C141 REMOVE AND STOW CATAPULT RUBBER SLOT SEALS
- C142 RIG NOSE GEAR LAUNCH HARDWARE

#### D. LAUNCHING SYSTEMS MAINTENANCE

- D153 PERFORM PLANNED MAINTENANCE (PM) ON CATAPULT BRIDLE TENSIONING SYSTEMS
- D154 TROUBLESHOOT CATAPULT BRIDLE TENSIONING SYSTEMS
- D155 REPAIR CATAPULT BRIDLE TENSIONING SYSTEMS
- D156 OVERHAUL CATAPULT BRIDLE TENSIONING SYSTEMS
- D161 PERFORM PLANNED MAINTENANCE (PM) ON CATAPULT EXHAUST VALVES
- D162 TROUBLESHOOT CATAPULT EXHAUST VALVES
- D163 REPAIR CATAPULT EXHAUST VALVES
- D165 PERFORM PLANNED MAINTENANCE (PM) ON CATAPULT LAUNCHING ENGINE CYLINDER SYSTEMS

D166 TROUBLESHOOT CATAPULT LAUNCHING ENGINE CYLINDERS  
 D167 REPAIR CATAPULT LAUNCHING ENGINE CYLINDERS  
 D168 OVERHAUL CATAPULT LAUNCHING ENGINE CYLINDERS  
 D169 PERFORM PLANNED MAINTENANCE (PM) ON CATAPULT LAUNCHING PISTONS  
 D170 TROUBLESHOOT CATAPULT LAUNCHING PISTONS  
 D171 REPAIR CATAPULT LAUNCHING PISTONS  
 D172 OVERHAUL CATAPULT LAUNCHING PISTONS  
 D173 PERFORM PLANNED MAINTENANCE (PM) ON CATAPULT LUBRICATING SYSTEMS  
 D174 TROUBLESHOOT CATAPULT LUBRICATING SYSTEMS  
 D175 REPAIR CATAPULT LUBRICATING SYSTEMS  
 D177 PERFORM PLANNED MAINTENANCE (PM) ON CATAPULT MAIN HYDRAULIC ACCUMULATORS  
 D178 TROUBLESHOOT CATAPULT MAIN HYDRAULIC ACCUMULATORS  
 D179 REPAIR CATAPULT MAIN HYDRAULIC ACCUMULATORS  
 D180 OVERHAUL CATAPULT MAIN HYDRAULIC ACCUMULATORS  
 D181 PERFORM PLANNED MAINTENANCE (PM) ON CATAPULT NOSE GEAR LAUNCH ASSEMBLIES  
 D182 TROUBLESHOOT CATAPULT NOSE GEAR LAUNCH ASSEMBLIES  
 D183 REPAIR CATAPULT NOSE GEAR LAUNCH ASSEMBLIES  
 D184 OVERHAUL CATAPULT NOSE GEAR LAUNCH ASSEMBLIES  
 D185 PERFORM PLANNED MAINTENANCE (PM) ON CATAPULT ORIFICE ELBOW ASSEMBLY  
 D187 REPAIR CATAPULT ORIFICE ELBOW ASSEMBLY  
 D188 OVERHAUL CATAPULT ORIFICE ELBOW ASSEMBLY  
 D189 PERFORM PLANNED MAINTENANCE (PM) ON CATAPULT RETRACTION ENGINE  
 D190 TROUBLESHOOT CATAPULT RETRACTION ENGINE  
 D191 REPAIR CATAPULT RETRACTION ENGINE  
 D192 OVERHAUL CATAPULT RETRACTION ENGINE  
 D193 PERFORM PLANNED MAINTENANCE (PM) ON CATAPULT RETRACTION ENGINE CONTROL VALVES  
 D195 REPAIR CATAPULT RETRACTION ENGINE CONTROL VALVES  
 D196 OVERHAUL CATAPULT RETRACTION ENGINE CONTROL VALVES  
 D197 PERFORM PLANNED MAINTENANCE (PM) ON CATAPULT RETRACTION ENGINE CABLE TENSIONER ASSEMBLIES  
 D198 TROUBLESHOOT CATAPULT RETRACTION ENGINE CABLE TENSIONER ASSEMBLIES  
 D199 REPAIR CATAPULT RETRACTION ENGINE CABLE TENSIONER ASSEMBLIES  
 D200 OVERHAUL CATAPULT RETRACTION ENGINE CABLE TENSIONER ASSEMBLIES  
 D201 PERFORM PLANNED MAINTENANCE (PM) ON CATAPULT RETRACTION ENGINE CONTROL PANELS  
 D202 TROUBLESHOOT CATAPULT RETRACTION ENGINE CONTROL PANELS  
 D203 REPAIR CATAPULT RETRACTION ENGINE CONTROL PANELS  
 D205 PERFORM PLANNED MAINTENANCE (PM) ON CATAPULT RETRACTION ENGINE MANIFOLDS  
 D206 TROUBLESHOOT CATAPULT RETRACTION ENGINE MANIFOLDS  
 D207 REPAIR CATAPULT RETRACTION ENGINE MANIFOLDS  
 D208 OVERHAUL CATAPULT RETRACTION ENGINE MANIFOLDS  
 D209 PERFORM PLANNED MAINTENANCE (PM) ON CATAPULT SHUTTLE SYSTEMS  
 D210 TROUBLESHOOT CATAPULT SHUTTLE SYSTEMS  
 D211 REPAIR CATAPULT SHUTTLE SYSTEMS  
 D212 OVERHAUL CATAPULT SHUTTLE SYSTEMS  
 D213 TROUBLESHOOT CATAPULT STEAM OPERATED PRESSURE SWITCHES  
 D214 PERFORM PLANNED MAINTENANCE (PM) ON CATAPULT TROUGH COVERS AND TRACK ASSEMBLIES  
 D215 PERFORM PLANNED MAINTENANCE (PM) ON CATAPULT WATER BRAKE ASSEMBLIES  
 D216 TROUBLESHOOT CATAPULT WATER BRAKE ASSEMBLIES  
 D217 REPAIR CATAPULT WATER BRAKE ASSEMBLIES  
 D218 RIG WATER BRAKE FOR REMOVAL AND INSTALLATION



- D219 OVERHAUL CATAPULT WATER BRAKE ASSEMBLIES
- D224 PERFORM PLANNED MAINTENANCE (PM) ON JET BLAST DEFLECTOR (JBD) COOLING WATER SYSTEMS
- D225 TROUBLESHOOT JET BLAST DEFLECTOR (JBD) COOLING WATER SYSTEMS
- D226 REPAIR JET BLAST DEFLECTOR (JBD) COOLING WATER SYSTEMS
- D227 OVERHAUL JET BLAST DEFLECTOR (JBD) COOLING WATER SYSTEMS
- D228 PERFORM PLANNED MAINTENANCE (PM) ON JET BLAST DEFLECTOR (JBD) HYDRAULIC SYSTEMS
- D229 TROUBLESHOOT JET BLAST DEFLECTOR (JBD) HYDRAULIC SYSTEMS
- D230 REPAIR JET BLAST DEFLECTOR (JBD) HYDRAULIC SYSTEMS
- D231 OVERHAUL JET BLAST DEFLECTOR (JBD) HYDRAULIC SYSTEMS
- D232 PERFORM PLANNED MAINTENANCE (PM) ON JET BLAST DEFLECTOR (JBD) PANEL ASSEMBLIES
- D233 TROUBLESHOOT JET BLAST DEFLECTOR (JBD) PANEL ASSEMBLIES
- D234 REPAIR JET BLAST DEFLECTOR (JBD) PANEL ASSEMBLIES
- D235 OVERHAUL JET BLAST DEFLECTOR (JBD) PANEL ASSEMBLIES
- D236 PERFORM PLANNED MAINTENANCE (PM) ON CATAPULT LAUNCHING VALVES AND ASSEMBLIES
- D237 TROUBLESHOOT CATAPULT LAUNCHING VALVES AND ASSEMBLIES
- D238 REPAIR CATAPULT LAUNCHING VALVES AND ASSEMBLIES
- D240 PERFORM PLANNED MAINTENANCE (PM) ON DIGITAL END SPEED INDICATOR (DESI) SYSTEM
- D241 TROUBLESHOOT DIGITAL END SPEED INDICATOR (DESI) SYSTEM
- D242 REPAIR DIGITAL END SPEED INDICATOR (DESI) SYSTEM
- D244 REEVE CATAPULT RETRACTION AND TENSIONING ENGINE CABLES
- D245 REPACK CABLE TENSIONERS
- D246 TAKE DYNAMOMETER READINGS ON DECK TENSIONERS
- D248 MAN SAFETY LINES DURING NO LOADS

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

**A. RECOVERY SYSTEMS OPERATIONS**

- A021 MONITOR CAPACITY SELECTOR VALVE OPERATIONS

**C. LAUNCHING SYSTEMS OPERATIONS**

- C110 OPERATE CENTRAL CHARGING PANEL
- C113 OPERATE DECKEDGE CONTROL PANELS DURING LAUNCHES
- C114 OPERATE MAIN CONTROL CONSOLES DURING LAUNCHES
- C116 OPERATE C13 CATAPULTS WITH BRIDLES

**D. LAUNCHING SYSTEMS MAINTENANCE**

- D144 MONITOR LAUNCHING SYSTEMS OVERHAULS
- D164 OVERHAUL CATAPULT EXHAUST VALVES
- D176 OVERHAUL CATAPULT LUBRICATING SYSTEMS
- D186 TROUBLESHOOT CATAPULT ORIFICE ELBOW ASSEMBLY
- D194 TROUBLESHOOT CATAPULT RETRACTION ENGINE CONTROL VALVES
- D204 OVERHAUL CATAPULT RETRACTION ENGINE CONTROL PANELS
- D257 TROUBLESHOOT WATERBRAKE PRESSURE SWITCHES

- E. AIRCRAFT LAUNCH AND RECOVERY EQUIPMENT MAINTENANCE PROGRAM (ALREMP)  
E253 MONITOR NON-DESTRUCTIVE INSPECTION (NDI) ON RECOVERY SYSTEMS  
E254 MONITOR NON-DESTRUCTIVE INSPECTION (NDI) ON LAUNCHING SYSTEMS

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

- A. RECOVERY SYSTEMS OPERATIONS  
A009 MONITOR RECOVERY SYSTEM OPERATIONS

- B. RECOVERY SYSTEMS MAINTENANCE  
B025 MONITOR RECOVERY SYSTEM OVERHAULS  
B026 MONITOR RECOVERY SYSTEM REPAIRS

- D. LAUNCHING SYSTEMS MAINTENANCE  
D143 COORDINATE LAUNCHING SYSTEM OVERHAULS  
D148 MONITOR LAUNCHING SYSTEM REPAIRS

- E. AIRCRAFT LAUNCH AND RECOVERY EQUIPMENT MAINTENANCE PROGRAM (ALREMP)  
E249 PERFORM QUALITY ASSURANCE INSPECTIONS FOR RECOVERY SYSTEM OVERHAULS  
E250 PERFORM QUALITY ASSURANCE INSPECTIONS FOR RECOVERY SYSTEM REPAIRS  
E251 PERFORM QUALITY ASSURANCE INSPECTIONS FOR LAUNCHING SYSTEM OVERHAULS  
E252 PERFORM QUALITY ASSURANCE INSPECTIONS FOR LAUNCHING SYSTEM REPAIRS

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

- A. RECOVERY SYSTEMS OPERATIONS  
A008 COORDINATE RECOVERY SYSTEM OPERATIONS

- B. RECOVERY SYSTEMS MAINTENANCE  
B023 COORDINATE RECOVERY SYSTEM OVERHAULS  
B024 COORDINATE RECOVERY SYSTEM REPAIRS

- D. LAUNCHING SYSTEMS MAINTENANCE  
D146 COORDINATE LAUNCHING SYSTEM REPAIRS

- E. AIRCRAFT LAUNCH AND RECOVERY EQUIPMENT MAINTENANCE PROGRAM (ALREMP)  
E255 MANAGE AIRCRAFT LAUNCH AND RECOVERY EQUIPMENT MAINTENANCE PROGRAMS  
(ALREMP)  
E256 MONITOR AIRCRAFT LAUNCH AND RECOVERY EQUIPMENT MAINTENANCE PROGRAMS  
(ALREMP)

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

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

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

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

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

- A. QUALITY SURVEILLANCE
- B. JP-5 BELOW DECKS SYSTEM OPERATIONS
- C. JP-5 BELOW DECKS SYSTEM MAINTENANCE
- D. CATAPULT LUBE OIL SYSTEM OPERATIONS
- E. CATAPULT LUBE OIL SYSTEM MAINTENANCE
- F. FLIGHT/HANGAR DECK OPERATIONS
- G. FLIGHT/HANGAR DECK EQUIPMENT MAINTENANCE
- H. MOTOR GASOLINE (MOGAS)/INERT GAS SYSTEM OPERATIONS
- J. SHOREBASED REFUELING
- K. TECHNICAL ADMINISTRATION

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

### **A. QUALITY SURVEILLANCE**

- A001 CLEAN AND DRY SAMPLE CONTAINERS
- A002 TAKE FUEL SAMPLES FROM AIRCRAFT (A/C) BEFORE DEFUELING
- A003 TAKE COMPOSITE SAMPLES FROM FUEL TANKS
- A004 TAKE ALL LEVELS SAMPLES FROM FUEL TANKS
- A005 TAKE LINE SAMPLES FROM PIPES OR HOSES
- A006 TAKE REPRESENTATIVE SAMPLES FROM PACKAGED STOCKS OF FUEL
- A007 DETERMINE THE AMOUNT OF FREE WATER PRESENT IN JET FUELS
- A008 DETERMINE THE AMOUNT OF SOLID CONTAMINATION PRESENT IN JET FUELS
- A009 DETERMINE THE FLASH POINT OF JET FUELS
- A010 DETERMINE THE AMOUNT OF FUEL SYSTEM ICING INHIBITOR (FSII) PRESENT IN JET FUELS
- A011 DETERMINE THE SPECIFIC GRAVITY OF JET FUELS
- A012 CALIBRATE COMBINED CONTAMINATED FUEL DETECTORS
- A013 VERIFY FUEL SAMPLES ARE PROPERLY PREPARED AND IDENTIFIED FOR DELIVERY TO LABORATORIES
- A014 PREPARE ROUTINE SAMPLES FOR DELIVERY TO LABORATORIES
- A015 PREPARE SPECIAL SAMPLES FOR DELIVERY TO LABORATORIES

### **B. JP-5 BELOW DECKS SYSTEM OPERATIONS**

- B016 LOCATE AND ENERGIZE VENTILATION SYSTEMS FOR AVIATION FUELS SPACES
- B017 ALIGN JP-5 SERVICE FILTER VALVES FOR DELIVERY TO AIRCRAFT (A/C) FUELING STATIONS
- B018 ALIGN VALVES TO BYPASS JP-5 SERVICE FILTERS
- B019 VENT JP-5 FUEL FILTERS
- B020 OBTAIN AND RECORD JP-5 FUEL FILTER SUMP SAMPLES
- B021 OBTAIN AND RECORD JP-5 FUEL FILTER CLEARWELL SAMPLES
- B022 MONITOR AND RECORD JP-5 FUEL FILTER PRESSURES
- B023 OPERATE AND MONITOR JP-5 SYSTEM LIQUID LEVEL INDICATORS
- B024 SECURE JP-5 FUEL FILTERS
- B025 TAKE CORRECTIVE ACTION FOR EXCESSIVE WATER IN JP-5 FILTER CLEARWELLS
- B026 TAKE CORRECTIVE ACTION FOR EXCESSIVE PRESSURE DROP ACROSS JP-5 FILTER ELEMENTS
- B027 TAKE CORRECTIVE ACTION FOR EXCESSIVE AMOUNT AND UNUSUAL APPEARANCE OF SEDIMENT IN JP-5 FILTER SUMPS
- B028 TAKE CORRECTIVE ACTION FOR THE CLOSING OF JP-5 AUTOMATIC SHUT OFF VALVES
- B029 LOCATE JP-5 DISTRIBUTION PIPING CASUALTIES AND PERFORM EMERGENCY ISOLATIONS
- B030 MONITOR JP-5 FILL AND TRANSFER SYSTEM OPERATIONS
- B031 LOCATE TANK SOUNDING CAPS AND PERFORM SOUNDINGS ON JP-5 FUEL TANKS
- B032 PERFORM WATER CUTS ON JP-5 FUEL TANKS
- B033 ALIGN JP-5 FILL AND TRANSFER SYSTEMS
- B034 LOCATE FILL AND TRANSFER SYSTEM CASUALTIES AND PERFORM EMERGENCY ISOLATIONS
- B035 COORDINATE TANK EMPTYING SEQUENCE
- B036 COORDINATE TANK FILLING SEQUENCE
- B037 MONITOR JP-5 CENTRIFUGAL PURIFIER OPERATIONS
- B038 START JP-5 CENTRIFUGAL PURIFIERS
- B039 PLACE JP-5 CENTRIFUGAL PURIFIERS IN STANDBY CONDITION
- B040 SECURE JP-5 CENTRIFUGAL PURIFIERS

- B041 PERFORM PROCEDURES FOR EMERGENCY STOPPAGE OF JP-5 CENTRIFUGAL PURIFIERS
- B042 MONITOR JP-5 SERVICE SYSTEM OPERATIONS
- B043 ALIGN AND OPERATE JP-5 SERVICE SYSTEMS
- B044 MONITOR JP-5 STRIPPING OPERATIONS
- B045 ALIGN JP-5 STRIPPING SYSTEMS
- B046 STRIP JP-5 STOWAGE AND SERVICE TANKS AND ALIGN AND OPERATE JP-5 RECLAIM SYSTEM
- B047 ALIGN AND OPERATE FLOOD AND DRAIN SYSTEMS
- B048 SECURE BALLAST SYSTEMS
- B049 ALIGN FIXED EDUCTOR SYSTEMS
- B050 SECURE FIXED EDUCTOR SYSTEMS
- B051 MONITOR JP-5 AUXILIARY SERVICE SYSTEM OPERATIONS
- B052 PERFORM AUXILIARY FUELING OF BOATS (EMERGENCY DIESELS, YELLOW GEAR, ETC)
- B053 SECURE JP-5 AUXILIARY SERVICE SYSTEMS
- B054 PERFORM EMERGENCY PROCEDURES FOR JP-5 AUXILIARY SERVICE SYSTEM CASUALTIES
- B055 COORDINATE JP-5 AUXILIARY SERVICE SYSTEM OPERATIONS
- B056 ALIGN JP-5 JET TEST SERVICE SYSTEM AND PUMP SERVICE FUEL TO THE JET TEST FACILITIES
- B057 MONITOR JET TEST SYSTEM OPERATIONS
- B058 SECURE JET TEST SERVICE SYSTEMS IN JP-5 PUMPROOMS
- B059 SECURE JET TEST SERVICE FILTERS
- B060 COORDINATE JP-5 BELOW DECK SYSTEMS OPERATIONS
- B061 MONITOR VENTILATION SYSTEMS IN BELOW DECK SPACES
- B062 TAKE CORRECTIVE ACTION FOR LOSS OF ELECTRICAL POWER
- B063 PERFORM EMERGENCY PROCEDURES FOR JP-5 DEFUEL AND FUEL SYSTEMS CASUALTIES

C. JP-5 BELOW DECKS SYSTEM MAINTENANCE

- C064 PERFORM PLANNED MAINTENANCE (PM) ON VALVES MAIN DECK AND BELOW
- C065 TROUBLESHOOT VALVES MAIN DECK AND BELOW
- C066 REPAIR VALVES MAIN DECK AND BELOW
- C067 OVERHAUL VALVES MAIN DECK AND BELOW
- C068 PERFORM PLANNED MAINTENANCE (PM) ON VALVE MANIFOLDS
- C069 TROUBLESHOOT VALVE MANIFOLDS
- C070 REPAIR VALVE MANIFOLDS
- C071 OVERHAUL VALVE MANIFOLDS
- C072 PERFORM PLANNED MAINTENANCE (PM) ON JP-5 POSITIVE DISPLACEMENT PUMPS
- C073 TROUBLESHOOT JP-5 POSITIVE DISPLACEMENT PUMPS
- C074 REPAIR JP-5 POSITIVE DISPLACEMENT PUMPS
- C075 OVERHAUL JP-5 POSITIVE DISPLACEMENT PUMPS
- C076 PERFORM PLANNED MAINTENANCE (PM) ON JP-5 CENTRIFUGAL PUMPS
- C077 TROUBLESHOOT JP-5 CENTRIFUGAL PUMPS
- C078 REPAIR JP-5 CENTRIFUGAL PUMPS
- C079 OVERHAUL JP-5 CENTRIFUGAL PUMPS
- C080 PERFORM PLANNED MAINTENANCE (PM) ON JP-5 PRIMING SYSTEMS
- C081 PERFORM PLANNED MAINTENANCE (PM) ON JP-5 CENTRIFUGAL PURIFIER DRIVE HOUSING ASSEMBLIES
- C082 TROUBLESHOOT JP-5 CENTRIFUGAL PURIFIER DRIVE HOUSING ASSEMBLIES
- C083 REPAIR JP-5 CENTRIFUGAL PURIFIER DRIVE HOUSING ASSEMBLIES
- C084 OVERHAUL JP-5 CENTRIFUGAL PURIFIER DRIVE HOUSING ASSEMBLIES
- C085 PERFORM PLANNED MAINTENANCE (PM) ON JP-5 CENTRIFUGAL PURIFIER BOWL SHELL ASSEMBLIES
- C086 TROUBLESHOOT JP-5 CENTRIFUGAL PURIFIER BOWL SHELL ASSEMBLIES

C087 REPAIR JP-5 CENTRIFUGAL PURIFIER BOWL SHELL ASSEMBLIES  
C088 OVERHAUL JP-5 CENTRIFUGAL PURIFIER BOWL SHELL ASSEMBLIES  
C089 REPAIR JP-5 CENTRIFUGAL PURIFIER COVER ASSEMBLIES  
C090 INSPECT JP-5 CENTRIFUGAL PURIFIER FLEXIBLE PIPING  
C091 REPLACE JP-5 CENTRIFUGAL PURIFIER FLEXIBLE PIPING  
C092 PERFORM PLANNED MAINTENANCE (PM) ON JP-5 AUTOMATIC PRESSURE RELIEF VALVES  
C093 TROUBLESHOOT JP-5 AUTOMATIC PRESSURE RELIEF VALVES  
C094 REPAIR JP-5 AUTOMATIC PRESSURE RELIEF VALVES  
C095 OVERHAUL JP-5 AUTOMATIC PRESSURE RELIEF VALVES  
C096 TROUBLESHOOT PIPING MAIN DECK AND BELOW  
C097 REPAIR PIPING MAIN DECK AND BELOW  
C098 OVERHAUL PIPING MAIN DECK AND BELOW  
C099 PERFORM PLANNED MAINTENANCE (PM) ON JP-5 TANKS  
C100 TROUBLESHOOT JP-5 TANKS  
C101 REPAIR JP-5 TANKS  
C104 PERFORM PLANNED MAINTENANCE (PM) ON JP-5 FLAPPER CHECK VALVES  
C105 TROUBLESHOOT JP-5 FLAPPER CHECK VALVES  
C106 OVERHAUL JP-5 FLAPPER CHECK VALVES  
C107 TROUBLESHOOT JP-5 SERVICE PUMP AUTOMATIC CONTROLS  
C110 TROUBLESHOOT JP-5 SERVICE FILTERS  
C111 REPAIR JP-5 SERVICE FILTERS  
C112 OVERHAUL JP-5 SERVICE FILTERS  
C113 TROUBLESHOOT JP-5 JET TEST FILTERS  
C114 REPAIR JP-5 JET TEST FILTERS  
C116 TROUBLESHOOT JP-5 RECLAMATION FILTERS  
C117 REPAIR JP-5 RECLAMATION FILTERS  
C118 OVERHAUL JP-5 RECLAMATION FILTERS  
C119 PERFORM PLANNED MAINTENANCE (PM) ON JP-5 AIR ESCAPE MAINS  
C120 TROUBLESHOOT JP-5 AIR ESCAPE MAINS  
C121 OVERHAUL JP-5 AIR ESCAPE MAINS  
C122 COORDINATE AVIATION FUELS BELOW DECK EQUIPMENT REPAIRS  
C123 MONITOR AVIATION FUELS BELOW DECK EQUIPMENT REPAIRS  
C124 COORDINATE AVIATION FUELS BELOW DECK EQUIPMENT OVERHAULS  
C126 TEST, INSPECT AND INSTALL JP-5 SEPARATOR ELEMENTS  
C127 INSPECT AND INSTALL JP-5 COALESCING ELEMENTS  
C128 INSPECT AND INSTALL JP-5 RECLAMATION FILTER ELEMENTS  
C129 INSPECT AND INSTALL JP-5 PREFILTER ELEMENTS  
C130 REMOVE AND INSTALL PRESSURE GAUGES  
C131 INSTALL FLANGE SHIELDING  
C132 TROUBLESHOOT JP-5 SUMP TANKS

D. CATAPULT LUBE OIL SYSTEM OPERATIONS

D133 ALIGN LUBE OIL SYSTEMS  
D134 RECEIVE LUBE OIL  
D135 ISSUE LUBE OIL TO CATAPULT STOWAGE TANKS  
D136 OFF-LOAD LUBE OIL  
D137 MONITOR LUBE OIL LIQUID LEVEL INDICATORS  
D138 MEASURE AND RECORD QUANTITY OF LUBE OIL ISSUED OR RECEIVED  
D139 MONITOR LUBE OIL OVERFLOW TANKS  
D141 TAKE OIL SAMPLES FROM LUBE OIL STOWAGE TANKS  
D142 SECURE LUBE OIL SYSTEMS  
D143 PERFORM EMERGENCY PROCEDURES FOR LUBE OIL SYSTEM CASUALTIES  
D144 MONITOR LUBE OIL SYSTEM OPERATIONS

E. CATAPULT LUBE OIL SYSTEM MAINTENANCE

- E145 PERFORM PLANNED MAINTENANCE (PM) ON LUBE OIL PUMPS
- E146 TROUBLESHOOT LUBE OIL PUMPS
- E147 REPAIR LUBE OIL PUMPS
- E148 OVERHAUL LUBE OIL PUMPS
- E149 PERFORM PLANNED MAINTENANCE (PM) ON LUBE OIL VALVES
- E150 TROUBLESHOOT LUBE OIL VALVES
- E151 REPAIR LUBE OIL VALVES
- E152 OVERHAUL LUBE OIL VALVES
- E153 PERFORM PLANNED MAINTENANCE (PM) ON LUBE OIL AUTOMATIC RELIEF VALVES
- E154 TROUBLESHOOT LUBE OIL AUTOMATIC RELIEF VALVES
- E155 REPAIR LUBE OIL AUTOMATIC RELIEF VALVES
- E156 OVERHAUL LUBE OIL AUTOMATIC RELIEF VALVES

F. FLIGHT/HANGAR DECK OPERATIONS

- F165 PERFORM STATIC GROUNDING PROCEDURES
- F168 ALIGN AND FLUSH AIRCRAFT (A/C) FUELING STATIONS
- F169 MONITOR ALIGNMENT OF AIRCRAFT (A/C) FUELING STATIONS
- F170 SECURE AIRCRAFT (A/C) FUELING STATIONS
- F171 ALIGN AIRCRAFT (A/C) FUELING STATIONS FOR REFUELING AND DEFUELING OPERATIONS
- F172 PERFORM EMERGENCY PROCEDURES FOR AIRCRAFT (A/C) FUELING STATION CASUALTIES
- F177 PERFORM AIRCRAFT (A/C) HOT REFUELING
- F178 PERFORM AIRCRAFT (A/C) FUEL OPERATIONS HAND SIGNALS
- F179 CONNECT PRESSURE NOZZLE TO AIRCRAFT (A/C) PRESSURE FUELING ADAPTERS
- F182 PERFORM ROUTINE AIRCRAFT (A/C) DEFUELING
- F184 COORDINATE EMERGENCY AIRCRAFT (A/C) DEFUELING OPERATIONS
- F185 PERFORM PROCEDURES FOR EMERGENCY AIRCRAFT (A/C) DEFUELING
- F186 ALIGN AUXILIARY SERVICE STATIONS AND REFUEL SUPPORT EQUIPMENT AND SHIP'S BOATS
- F187 SECURE AUXILIARY SERVICE STATIONS
- F192 SECURE JP-5 UNDERWAY REPLENISHMENT STATIONS
- F193 PERFORM EMERGENCY PROCEDURES FOR RUPTURED FUEL HOSES
- F194 PERFORM EMERGENCY PROCEDURES FOR FIRE IN STEAM CATAPULTS
- F195 PERFORM EMERGENCY PROCEDURES FOR AIRCRAFT (A/C) BARRICADE LANDINGS
- F196 PERFORM EMERGENCY PROCEDURES FOR FLIGHT DECK CRASHES OR FIRES
- F197 PERFORM PROCEDURES FOR FLIGHT DECK MEDICAL EMERGENCIES
- F199 MONITOR SUPPORT EQUIPMENT AND SHIP'S BOATS REFUELING OPERATIONS
- F202 PERFORM PLANNED MAINTENANCE (PM) ON FUEL HOSES

G. FLIGHT/HANGAR DECK EQUIPMENT MAINTENANCE

- G203 TROUBLESHOOT FUEL HOSES
- G204 REPAIR FUEL HOSES
- G205 PERFORM PLANNED MAINTENANCE (PM) ON AIRCRAFT (A/C) FUELING NOZZLES
- G206 TROUBLESHOOT AIRCRAFT (A/C) FUELING NOZZLES
- G207 REPAIR AIRCRAFT (A/C) FUELING NOZZLES
- G208 PERFORM PLANNED MAINTENANCE (PM) ON AIRCRAFT (A/C) FUELING NOZZLE QUICK DISCONNECTS
- G209 TROUBLESHOOT AIRCRAFT (A/C) FUELING NOZZLE QUICK DISCONNECTS
- G210 REPAIR AIRCRAFT (A/C) FUELING NOZZLE QUICK DISCONNECTS
- G211 PERFORM PLANNED MAINTENANCE (PM) ON AIRCRAFT (A/C) FUELING STATION



ELECTRICAL CONTINUITY SYSTEMS

- G212 TROUBLESHOOT AIRCRAFT (A/C) FUELING STATION ELECTRICAL CONTINUITY SYSTEMS
- G213 REPAIR AIRCRAFT (A/C) FUELING STATION ELECTRICAL CONTINUITY SYSTEMS
- G214 PERFORM PLANNED MAINTENANCE (PM) ON AUTOMATIC FUELING AND DEFUELING VALVES
- G215 TROUBLESHOOT AIRCRAFT (A/C) AUTOMATIC FUELING AND DEFUELING VALVES
- G216 REPAIR AIRCRAFT (A/C) AUTOMATIC FUELING AND DEFUELING VALVES
- G217 OVERHAUL AIRCRAFT (A/C) AUTOMATIC FUELING AND DEFUELING VALVES
- G218 PERFORM PLANNED MAINTENANCE (PM) ON AIRCRAFT (A/C) FUELING STATION DEFUEL PUMPS
- G219 TROUBLESHOOT AIRCRAFT (A/C) FUELING STATION DEFUEL PUMPS
- G220 REPAIR AIRCRAFT (A/C) FUELING STATION DEFUEL PUMPS
- G221 OVERHAUL AIRCRAFT (A/C) FUELING STATION DEFUEL PUMPS
- G222 PERFORM PLANNED MAINTENANCE (PM) ON AIRCRAFT (A/C) FUELING STATION HOSE REELS
- G223 TROUBLESHOOT AIRCRAFT (A/C) FUELING STATION HOSE REELS
- G224 REPAIR AIRCRAFT (A/C) FUELING STATION HOSE REELS
- G225 OVERHAUL AIRCRAFT (A/C) FUELING STATION HOSE REELS
- G226 PERFORM PLANNED MAINTENANCE (PM) ON VALVES MAIN DECK AND ABOVE
- G227 TROUBLESHOOT VALVES MAIN DECK AND ABOVE
- G228 REPAIR VALVES MAIN DECK AND ABOVE
- G229 OVERHAUL VALVES MAIN DECK AND ABOVE
- G230 PERFORM PLANNED MAINTENANCE (PM) ON PIPING MAIN DECK AND ABOVE
- G231 TROUBLESHOOT PIPING MAIN DECK AND ABOVE
- G232 REPAIR PIPING MAIN DECK AND ABOVE
- G233 PERFORM PLANNED MAINTENANCE (PM) ON AVIATION FUELS FLIGHT DECK EQUIPMENT
- G238 PERFORM PLANNED MAINTENANCE (PM) ON FLIGHT DECK PERSONAL SAFETY GEAR
- G239 TROUBLESHOOT FLIGHT DECK PERSONAL SAFETY GEAR
- G240 REPAIR FLIGHT DECK PERSONAL SAFETY GEAR
- G241 OVERHAUL FLIGHT DECK PERSONAL SAFETY GEAR

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

- H244 OPERATE MOTOR GASOLINE (MOGAS) SYSTEMS
- H273 OPERATE INERT GAS SYSTEMS

J. SHOREBASED REFUELING

- J338 REFUEL SHIPS AND BARGES
- J339 RECEIVE FUEL FROM TANK TRUCKS
- J348 RECEIVE FUEL FROM BARGES AND TANKERS

K. TECHNICAL ADMINISTRATION

- K368 PREPARE AVIATION FUELS DAILY FUEL REPORTS
- K370 PREPARE AVIATION FUELS SECURITY WATCHBILLS
- K372 MONITOR AVIATION FUEL QUALITY SURVEILLANCE PROCEDURES

**AVIATION BOATSWAIN'S MATE (FUEL) SECOND CLASS (ABF2)**

C. JP-5 BELOW DECKS SYSTEM MAINTENANCE

- C125 MONITOR AVIATION FUELS BELOW DECK EQUIPMENT OVERHAULS

F. FLIGHT/HANGAR DECK OPERATIONS

- F166 MONITOR AIRCRAFT (A/C) FUELING STATIONS FLUSHING OPERATIONS
- F167 COORDINATE AIRCRAFT (A/C) FUELING STATIONS FLUSHING OPERATIONS
- F173 MONITOR AIRCRAFT (A/C) REFUELING OPERATIONS
- F174 COORDINATE AIRCRAFT (A/C) REFUELING OPERATIONS
- F175 MONITOR AIRCRAFT (A/C) HOT REFUELING OPERATIONS
- F176 COORDINATE AIRCRAFT (A/C) HOT REFUELING OPERATIONS
- F180 MONITOR AIRCRAFT (A/C) DEFUELING OPERATIONS
- F181 COORDINATE AIRCRAFT (A/C) DEFUELING OPERATIONS
- F183 MONITOR EMERGENCY AIRCRAFT (A/C) DEFUELING OPERATIONS
- F188 PREPARE FOR UNDERWAY REPLENISHMENT TO RECEIVE JP-5
- F189 ALIGN UNDERWAY REPLENISHMENT STATION AND RECEIVE JP-5
- F198 RECORD DAILY AIRCRAFT AIRCRAFT (A/C) FUEL ISSUES
- F200 MAINTAIN AIRCRAFT (A/C) FUEL STATUS BOARDS
- F201 MAINTAIN FUEL SYSTEMS ISOLATION STATUS

G. FLIGHT/HANGAR DECK EQUIPMENT MAINTENANCE

- G235 MONITOR AVIATION FUELS FLIGHT DECK EQUIPMENT REPAIRS
- G237 MONITOR AVIATION FUELS FLIGHT DECK EQUIPMENT OVERHAULS

K. TECHNICAL ADMINISTRATION

- K367 PREPARE AVIATION FUELS SOUNDING REPORTS
- K371 PREPARE UNDERWAY REPLENISHMENT BILLS

**AVIATION BOATSWAIN'S MATE (FUEL) FIRST CLASS (ABF1)**

F. FLIGHT/HANGAR DECK OPERATIONS

- F190 COORDINATE UNDERWAY REPLENISHMENT FOR V-4 DIVISION
- F191 MONITOR JP-5 UNDERWAY REPLENISHMENT STATIONS

G. FLIGHT/HANGAR DECK EQUIPMENT MAINTENANCE

- G234 COORDINATE AVIATION FUELS FLIGHT DECK EQUIPMENT REPAIRS
- G236 COORDINATE AVIATION FUELS FLIGHT DECK EQUIPMENT OVERHAULS
- G242 DIRECT AVIATION FUEL DAMAGE CONTROL REPAIR PARTIES

K. TECHNICAL ADMINISTRATION

- K374 PERFORM FUEL AUDITS
- K377 EVALUATE AVIATION FUELS MAINTENANCE REQUIREMENTS AND SUBMIT REQUESTS FOR TECHNICAL ASSISTANCE
- K378 EVALUATE AVIATION FUELS DIVISIONAL EQUIPMENT OVERHAUL PROCEDURES
- K379 REVIEW AVIATION FUELS DIVISIONAL LOGS, RECORDS AND REPORTS
- K380 DOCUMENT AVIATION FUELS EQUIPMENT/MATERIAL DEFICIENCIES ON CURRENT SHIP'S MAINTENANCE PROJECT
- K382 COORDINATE AVIATION FUELS SHIP'S FORCE WORK LIST (SFWL)

**CHIEF AVIATION BOATSWAIN'S MATE (FUEL) (ABFC)**

**K. TECHNICAL ADMINISTRATION**

K366 PREPARE AVIATION FUELS CASUALTY REPORTS

K376 REVIEW AVIATION FUELS OVERHAUL WORK PACKAGES

K381 PERFORM MATERIAL INSPECTION OF AVIATION FUELS SPACES

**SENIOR CHIEF AVIATION BOATSWAIN'S MATE (FUEL) (ABFCS)**

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

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

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

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

- A. SHIPBOARD/SHORE STATION AIRCRAFT HANDLING
- B. AIRCRAFT FIREFIGHTING/CRASH AND SALVAGE
- D. SHIPBOARD/SHORE STATIONS MAINTENANCE

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

### **A. SHIPBOARD/SHORE STATION AIRCRAFT HANDLING**

- A002 DIRECT MOVEMENT OF AIRCRAFT DURING LAUNCH OPERATIONS
- A004 DIRECT MOVEMENT OF AIRCRAFT DURING RECOVERY OPERATIONS
- A006 DIRECT MOVEMENT OF AIRCRAFT DURING RESPOT OPERATIONS
- A007 CONDUCT VERTICAL REPLENISHMENT (VERTREP) OPERATIONS
- A011 DIRECT HELICOPTER LAUNCH AND RECOVERY AS LANDING SIGNAL ENLISTED (LSE)
- A013 CONDUCT LAUNCH AND RECOVERY DURING EMISSIONS CONTROL (EMCON) CONDITIONS
- A015 MONITOR LAUNCH AND RECOVERY DURING EMISSIONS CONTROL (EMCON) CONDITIONS
- A016 DIRECT AIRCRAFT DURING NIGHT OPERATIONS USING WANDS
- A017 RAISE AND LOWER FLIGHT DECK ELEVATORS
- A018 OPEN AND CLOSE ELEVATOR DOORS
- A019 OPEN AND CLOSE ELEVATOR LOCKS
- A021 SECURE AIRCRAFT ELEVATORS
- A024 SPOT AIRCRAFT FOR MAINTENANCE ON HANGAR DECK
- A026 WALK WINGS DURING AIRCRAFT TOWING OPERATIONS
- A027 DISPATCH SUPPORT EQUIPMENT DURING FLIGHT DECK AND RESPOT OPERATIONS
- A028 ORGANIZE PRE/POST OPERATIONAL INSPECTIONS ON SUPPORT EQUIPMENT
- A029 CONDUCT PRE/POST OPERATIONAL INSPECTIONS ON MOBILE CRASH CRANE
- A031 STOW AIRCRAFT HANDLING EQUIPMENT
- A032 RIG TEMPORARY LIFELINES
- A034 RAISE AND LOWER SAFETY STANCHIONS
- A035 CHECK PLATFORM AND STANCHIONS ARE FREE FROM OBSTRUCTIONS
- A037 RIG, DERIG AND STOW SAFETY RAILS, FLAG STAFFS, ETC
- A038 START AND SHUT DOWN AUXILIARY POWER UNITS (APU), AUXILIARY POWER PLANTS (APP) AND ENGINES
- A039 OPERATE FLIGHT DECK AND HANGAR DECK COMMUNICATION SYSTEMS
- A041 PERFORM EMERGENCY PROCEDURES FOR AIRCRAFT HUNG ORDNANCE
- A043 PERFORM CHOCKING OF AIRCRAFT DURING AIRCRAFT BRAKE FAILURES
- A044 INSTALL AND REMOVE AIRCRAFT CHOCKS, CHAINS AND TOW BARS
- A046 MONITOR STARTING UNIT POSITION FOR AIRCRAFT STARTING EVOLUTIONS
- A047 DIRECT AIRCRAFT ASHORE

### **B. AIRCRAFT FIREFIGHTING/CRASH AND SALVAGE**

- B049 INITIATE FLIGHT DECK COUNTERMEASURES WASHDOWN SYSTEMS
- B056 PERFORM DUTIES AS ON SCENE LEADER DURING FLIGHT DECK CRASHES AND FIRES
- B057 PERFORM DUTIES AS HOSE TEAM LEADER DURING FLIGHT DECK CRASHES AND FIRES
- B058 PERFORM DUTIES AS HOSE TEAM MEMBER DURING FLIGHT DECK CRASHES AND FIRES
- B059 PERFORM DUTIES AS CRASH AND SALVAGE CREWMAN DURING FLIGHT DECK CRASHES AND FIRES
- B060 PERFORM DUTIES AS CRASH FORKLIFT OPERATOR DURING FLIGHT DECK CRASHES AND FIRES
- B061 PERFORM DUTIES OF AQUEOUS FILM FORMING FOAM (AFFF) STATION OPERATOR DURING FLIGHT DECK CRASHES AND FIRES
- B062 PERFORM DUTIES AS TWINNED-AGENT UNIT (TAU) OPERATOR DURING FLIGHT DECK CRASHES AND FIRES
- B063 PERFORM DUTIES AS MOBILE FIRE FIGHTING EQUIPMENT (P-25) OPERATOR DURING FLIGHT DECK CRASHES AND FIRES

- B064 PERFORM DUTIES AS CRASH CRANE OPERATOR DURING FLIGHT DECK CRASHES
- B065 PERFORM DUTIES AS ON SCENE LEADER DURING HANGAR DECK FIRES
- B066 PERFORM DUTIES AS HOSE TEAM LEADER DURING HANGAR DECK FIRES
- B067 PERFORM DUTIES AS HOSE TEAM MEMBER DURING HANGAR DECK FIRES
- B068 PERFORM DUTIES AS ON SCENE LEADER DURING PILOT RESCUE OPERATIONS
- B069 PERFORM DUTIES AS HOSE TEAM LEADER DURING PILOT RESCUE OPERATIONS
- B070 PERFORM DUTIES AS HOSE TEAM MEMBER DURING PILOT RESCUE OPERATIONS
- B071 PERFORM DUTIES AS TWINNED-AGENT UNIT (TAU) OPERATOR DURING PILOT RESCUE OPERATIONS
- B072 PERFORM DUTIES AS CRASH FORKLIFT OPERATOR DURING PILOT RESCUE OPERATIONS
- B073 PERFORM DUTIES AS HOT SUITMAN DURING PILOT RESCUE OPERATIONS
- B074 PERFORM DUTIES AS CRASH AND SALVAGE CREWMAN DURING PILOT RESCUE OPERATIONS
- B075 ATTACH HOISTING CABLES
- B076 REMOVE HOISTING CABLES
- B077 ATTACH WING AND FUSELAGE HOIST FITTINGS
- B078 REMOVE WING AND FUSELAGE HOIST FITTINGS
- B079 REMOVE HAZARDOUS MATERIALS (HAZMAT) FROM FIRE SCENE
- B080 POSITION CRASH DOLLIES
- B081 RIG AND DERIG BARRICADES RAMPS
- B082 INSPECT LANDING AND LAUNCHING LIGHTING

D. SHIPBOARD/SHORE STATIONS MAINTENANCE

- D124 REPAIR FLIGHT DECK FIRE STATIONS
- D125 REPAIR HANGAR DECK FIRE STATIONS
- D127 PERFORM FLIGHT AND HANGAR DECK SCRUBBING
- D130 REPAIR FLIGHT DECK PERSONAL PROTECTIVE AND SAFETY EQUIPMENT
- D135 APPLY FLIGHT DECK AND HANGAR DECK MARKINGS
- D136 REMOVE AND APPLY NONSKID

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

A. SHIPBOARD/SHORE STATION AIRCRAFT HANDLING

- A020 MONITOR AIRCRAFT ELEVATOR OPERATIONS
- A023 SPOT AIRCRAFT ASHORE
- A030 MONITOR PRE/POST OPERATIONAL INSPECTIONS ON SUPPORT EQUIPMENT
- A033 MONITOR RIGGING OF TEMPORARY LIFELINES

B. AIRCRAFT FIREFIGHTING/CRASH AND SALVAGE

- B051 INSPECT FLIGHT DECK SPRINKLER SYSTEMS

D. SHIPBOARD/SHORE STATIONS MAINTENANCE

- D128 MONITOR FLIGHT AND HANGAR DECK SCRUBBING

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

**A. SHIPBOARD/SHORE STATION AIRCRAFT HANDLING**

- A001 ORGANIZE MOVEMENT OF AIRCRAFT DURING LAUNCH OPERATIONS
- A005 ORGANIZE MOVEMENT AND SPOTTING OF AIRCRAFT DURING RESPOT OPERATIONS
- A008 ORGANIZE VERTICAL REPLENISHMENT (VERTREP) OPERATIONS
- A009 MONITOR VERTICAL REPLENISHMENT (VERTREP) OPERATIONS
- A022 PREPARE AIRCRAFT SPOT SHEETS

**B. AIRCRAFT FIREFIGHTING/CRASH AND SALVAGE**

- B055 DIRECT UNIT OF A LAND CRASH, FIRE AND RESCUE GROUPS

**D. SHIPBOARD/SHORE STATIONS MAINTENANCE**

- D126 ORGANIZE FLIGHT AND HANGAR DECK SCRUBBING

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

**A. SHIPBOARD/SHORE STATION AIRCRAFT HANDLING**

- A003 ORGANIZE MOVEMENT AND SPOTTING OF AIRCRAFT DURING RECOVERY OPERATIONS
- A014 ORGANIZE LAUNCH AND RECOVERY DURING EMISSIONS CONTROL (EMCON) CONDITIONS
- A045 CONDUCT PRELAUNCH BRIEFINGS OF PLANE DIRECTORS

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

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

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

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

# CHAPTER 2



# AIR TRAFFIC CONTROLLER (AC)

NAVPERS 18068-2C



NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

AIR TRAFFIC CONTROLLER (AC)



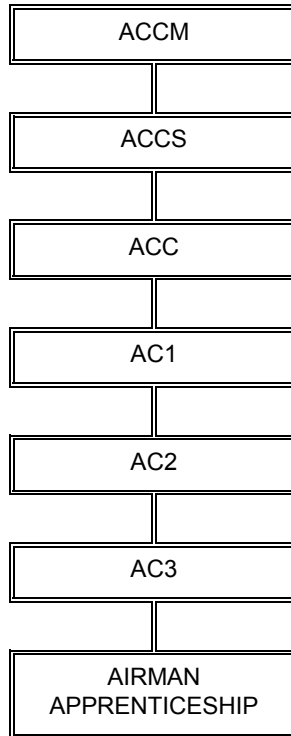
SCOPE OF RATING

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

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

NAVPERS 18068F-2C

**GENERAL INFORMATION**  
**CAREER PATTERN**



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

**SPECIAL PHYSICAL REQUIREMENTS**

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

**CITIZENSHIP/SECURITY REQUIREMENTS**

Must be eligible for access to classified information.

**OTHER REQUIREMENTS**

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

**SAFETY**

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

**AIR TRAFFIC CONTROLLER (AC) FUNCTIONAL AREAS**

- A. RADAR (ASHORE, CARRIER, AMPHIBIOUS)
- B. CONTROL TOWER OPERATIONS
- C. FLEET AREA CONTROL AND SURVEILLANCE FACILITY (FACSFAC)
- D. EMERGENCY OPERATIONS
- E. FLIGHT PLANNING
- F. GENERAL OPERATING PROCEDURES
- G. TECHNICAL ADMINISTRATION

## **AIR TRAFFIC CONTROLLER THIRD CLASS (AC3)**

### **A. RADAR (ASHORE, CARRIER, AMPHIBIOUS)**

- A003 DETERMINE ALTITUDES FOR DIRECTIONS OF FLIGHTS
- A025 INSERT DATA LINK ADDRESSES
- A035 DISPLAY AIRCRAFT STATUS INFORMATION
- A045 DETERMINE SHIP'S POSITION WITH RESPECT TO CONTROLLED/RESTRICTED AIRSPACE
- A052 RELAY SHIP'S POSITIONS
- A053 PLOT SHIP'S PLANNED INTENDED MOVEMENT (PIM)
- A055 RELAY LAUNCH AND RECOVERY INFORMATION
- A056 COORDINATE AIRCRAFT MOVEMENT BETWEEN AIRCRAFT OPERATING POSITIONS
- A074 COORDINATE HELICOPTER AND TACTICAL AIR REQUESTS
- A075 MONITOR COMMAND CONTROL HELICOPTER INSTRUCTIONS
- A079 RECEIVE/RELAY BOMB DAMAGE ASSESSMENT (BDA) INFORMATION
- A082 UPDATE PLOTTING BOARDS
- A083 MONITOR TOWER/RADAR POSITIONS
- A106 DETERMINE STATUS OF AIR TRAFFIC CONTROL (ATC) EQUIPMENT
- A348 DETERMINE BEARING/DISTANCE FOR DIVERT FIELD AND NEAREST LAND
- A353 VERIFY MASTER AIRPLAN
- A354 VERIFY LAND/LAUNCH RECORDS
- A355 MAINTAIN HOT AREA EVENT LOGS
- A367 ISSUE BIRD ACTIVITY REPORTS

### **B. CONTROL TOWER OPERATIONS**

- B118 CONTROL AIRCRAFT MOVEMENT ON AIRFIELDS
- B119 CONTROL VEHICLES ON AIRFIELDS
- B126 RECORD AIRCRAFT TAKEOFFS
- B127 RECORD AIRCRAFT LANDINGS
- B132 VERIFY WHEELS DOWN
- B133 ISSUE RUNWAY BRAKING ACTION REPORTS
- B199 REPORT TOWER/SECTOR VISIBILITY
- B200 RELAY HOURLY WEATHER OBSERVATIONS
- B201 RELAY INFORMATION TO WEATHER OFFICE ON WEATHER HAZARDS
- B202 RECORD WEATHER CHANGES AND REPORTS
- B238 OPERATE FIELD LIGHTING SYSTEMS
- B241 VERIFY AIRPORT LAYOUT

### **C. FLEET AREA CONTROL AND SURVEILLANCE FACILITY (FACSFAC)**

- C064 REVIEW ALTITUDE RESERVATION (ALTRV) REQUESTS
- C146 NOTIFY AIRCRAFT OF ACTIVITY IN SPECIAL USE AIRSPACE (SUA)
- C147 PROVIDE DATA ON SPECIAL USE AIRSPACE (SUA)
- C158 DOCUMENT UTILIZATION DATA FOR SPECIAL USE AIRSPACE (SUA)

D. EMERGENCY OPERATIONS

- D170 RECEIVE/RELAY EMERGENCY AIRCRAFT INFORMATION
- D179 MONITOR AND OPERATE CRASH PHONE

E. FLIGHT PLANNING

- E135 RELAY ORDNANCE HANDLING INFORMATION
- E136 COORDINATE WITH CUSTOMS, AGRICULTURE, AND MEDICAL PERSONNEL
- E187 REVIEW AND APPLY APPROPRIATE NAVAL AIR TRAINING AND OPERATIONS PROCEDURES (NATOPS) WITH FLIGHT PLANS
- E188 ASSIST PILOTS IN FLIGHT PLAN PREPARATION
- E190 TRANSMIT FLIGHT PLANS
- E196 CONDUCT PRELAUNCH BRIEFS
- E272 UPDATE NOTICES TO AIRMEN (NOTAMS)
- E273 POST NOTICES TO AIRMEN (NOTAMS)
- E304 MAINTAIN CHARTS AND MAPS
- E307 COORDINATE DISTINGUISHED VISITOR (VIP) MOVEMENTS
- E393 REVIEW AND MAINTAIN SQUADRON FLIGHT SCHEDULES
- E394 PERFORM OVERDUE AIRCRAFT SEARCH PROCEDURES
- E395 TRANSMIT SIGNIFICANT METEOROLOGICAL (SIGMETS)/PILOT REPORTS (PIREPS)
- E396 MAINTAIN AIRFIELD AND EQUIPMENT STATUS BOARDS
- E397 MAINTAIN CIVIL AIRCRAFT LANDING PERMITS

F. GENERAL OPERATING PROCEDURES

- F018 OBTAIN AND ISSUE AIR TRAFFIC CONTROL (ATC) CLEARANCES
- F032 MONITOR RADIO FREQUENCIES
- F034 MAINTAIN RADIO COMMUNICATIONS WITH OTHER ACTIVITIES
- F080 CONVERT LOCAL/UNIVERSAL TIME (UTC)
- F101 OBTAIN AND RELAY AIRCRAFT INFORMATION FROM TRANSIENT LINES (FUEL, ETC)
- F113 COLLECT, PREPARE, AND TRANSMIT DATA AUTOMATIC TERMINAL INFORMATION SERVICE (ATIS) TAPES
- F117 MONITOR AUTOMATIC TERMINAL INFORMATION SERVICE (ATIS)
- F191 RELAY PILOT REPORTS (PIREPS)
- F198 TRANSMIT WEATHER INFORMATION
- F212 PERFORM OPERATIONAL CHECKS ON ASSIGNED EQUIPMENT
- F265 PREPARE DATA ON FLIGHT PROGRESS STRIPS
- F266 COORDINATE DATA ON FLIGHT PROGRESS STRIPS
- F267 UPDATE DATA ON FLIGHT PROGRESS STRIPS
- F268 DISTRIBUTE DATA ON FLIGHT PROGRESS STRIPS
- F270 FILE FLIGHT PROGRESS STRIPS
- F274 MAINTAIN STATUS BOARDS
- F415 OPERATE FLIGHT DATA INPUT AND OUTPUT EQUIPMENT (FDIO)

G. TECHNICAL ADMINISTRATION

- G271 PREPARE NOTICES TO AIRMEN (NOTAMS)
- G309 MAINTAIN AIR TRAFFIC CONTROL (ATC) AND FLIGHT INFORMATION PUBLICATIONS (FLIP)

G311 MAINTAIN DAILY OPERATIONS, POSITION, TOWER VISIBILITY LOGS  
G416 DRAFT DIVERT ALERT MESSAGE TRAFFIC

**AIR TRAFFIC CONTROLLER SECOND CLASS (AC2)**

**A. RADAR (ASHORE, CARRIER, AMPHIBIOUS)**

A001 IDENTIFY PRIMARY AND SECONDARY RADAR RETURNS  
A005 CONTROL AIRCRAFT USING PRECISION APPROACH LANDING SYSTEMS (PALS)  
A007 CONDUCT AIRCRAFT SURVEILLANCE RADAR (ASR) APPROACH  
A008 CONTROL AIRCRAFT UNDER INSTRUMENT METEOROLOGICAL CONDITIONS (IMC)  
A009 CONTROL AIRCRAFT UNDER VISUAL METEOROLOGICAL CONDITIONS (VMC)  
A010 PROVIDE AIRCRAFT INSTRUMENT APPROACH VECTORS  
A011 CONDUCT PRECISION APPROACH RADAR (PAR) APPROACH  
A012 MAINTAIN RADAR CONTACT  
A013 PROVIDE AIRCRAFT RADAR ADVISORY INFORMATION  
A014 RECEIVE HAND-OFFS FROM CONTROL POSITIONS  
A016 HAND-OFF AIRCRAFT TO CONTROL POSITIONS  
A023 ASSIGN APPROACH AND DEPARTURE TIMES  
A026 ISSUE IDENTIFICATION FRIEND OR FOE (IFF) CODES  
A028 OPERATE IDENTIFICATION FRIEND OR FOE (IFF)/SELECTIVE IDENTIFICATION FEATURE (SIF) EQUIPMENT  
A030 OPERATE DIRECT ALTITUDE IDENTIFICATION AND READOUT (DAIR)  
A036 ISSUE MARSHAL INSTRUCTIONS  
A038 SELECT AND ADJUST RADAR PRESENTATIONS SENSITIVITY TIME CONTROL (STC)  
A039 SELECT AND ADJUST RADAR VIDEO (LINEAR/LOG VIDEO)  
A040 SELECT AND ADJUST RADAR MOVING TARGET INDICATOR (MTI)  
A041 SELECT AND ADJUST RADAR FAST TIME CONSTANT (FTC)  
A042 ACCEPT RADAR HAND-OFF FROM COMBAT DIRECTION CENTER (CDC)  
A043 ESTABLISH RECOVERY ORDER USING NON-RADAR SEPARATION  
A044 CONTROL RENDEZVOUS FOR AIRCRAFT REFUELING  
A045 CONTROL AND COORDINATE AIRSPACE USE WITH FEDERAL AVIATION ADMINISTRATION (FAA) AND OTHER USERS  
A054 CONDUCT PRELIMINARY COMMUNICATIONS SEARCHES FOR OVERDUE AIRCRAFT  
A058 VECTOR AIRCRAFT TO MARSHAL AREAS  
A060 MAINTAIN VERTICAL, LONGITUDINAL, AND LATERAL SEPARATION OF AIRCRAFT  
A063 MONITOR AIRCRAFT REFUELING  
A065 PROJECT AIRSPACE REQUIREMENTS  
A067 COORDINATE MULTIPLE AIRCRAFT INTO LOCALLY CONTROLLED AIRSPACE  
A068 ASSIGN CONTROL POINTS FOR AIRCRAFT DURING ASSAULTS  
A070 ASSIST OTHER RADAR UNITS IN ACQUISITION OF AIRCRAFT  
A071 ASSIGN HOLDING POINTS FOR AIRCRAFT DURING ASSAULTS  
A073 DIRECT CLOSE AIR SUPPORT AIRCRAFT TO TARGET AREAS  
A085 COORDINATE FLIGHT OPERATIONS WITH BRIDGE, "PRI FLY", LANDING SIGNAL OFFICER (LSO), AND COMBAT INFORMATION CENTER (CIC)  
A092 ISSUE NON-RADAR ROUTINGS FOR INSTRUMENT FLIGHT RULES (IFR) AIRCRAFT  
A096 CONDUCT NO-GYRO APPROACHES

- A097 CONTROL AIRCRAFT USING NAVIGATION AIDS (NAVAIDS)
- A099 SEPARATE VISUAL FLIGHT RULES (VFR) AIRCRAFT FROM INSTRUMENT FLIGHT RULES (IFR) AIRCRAFT FOR CLASS "C" AIRSPACE
- A100 COORDINATE REAL TIME USE OF AIRSPACE
- A105 ISSUE DETAILED HOLDING INSTRUCTIONS
- A107 COORDINATE AIR TO AIR REFUELING
- A123 SCHEDULE/MONITOR TARGET SIMULATOR OPERATIONS
- A148 PROVIDE AIRCRAFT VECTORS AROUND SPECIAL USE AIRSPACE (SUA)
- A211 ASSIST PILOTS IN DETERMINING POSITION
- A350 FORMULATE AND ISSUE INSTRUMENT FLIGHT RULE (IFR) CLEARANCES
- A351 APPLY MERGING TARGET PROCEDURES
- A352 MONITOR ELECTRONIC EMISSION CONTROL (EMCON) RESTRICTIONS
- A356 PREPARE AND MAINTAIN RADAR EQUIPMENT CHECKLISTS
- A357 RESOLVE OPERATIONAL AREA (OPAREA) CONFLICTS
- A358 PROVIDE RADAR SERVICES WHEN RADAR MAPPING NOT AVAILABLE
- A359 VALIDATE MODE "C" READOUT
- A360 OBTAIN AND APPROVE POINT OUTS FROM OTHER CONTROLLERS/AGENCIES
- A361 ISSUE SPEED RESTRICTIONS
- A362 VECTOR AIRCRAFT IN ACCORDANCE WITH FINAL APPROACH COURSE INTERCEPTION PROCEDURES
- A363 ISSUE VISUAL FLIGHT RULES (VFR) ON TOP CLEARANCES
- A364 ISSUE SPECIAL VISUAL FLIGHT RULES (SVFR) CLEARANCES
- A365 ISSUE RADAR TRAFFIC ADVISORIES
- A366 ISSUE SAFETY ALERTS
- A368 APPLY VISUAL SEPARATION PROCEDURES
- A371 CONTROL FIXED WINGED AIRCRAFT DURING CASE I/II/III OPERATIONS
- A370 CONTROL HELICOPTERS DURING CASE I/II/III OPERATIONS
- A372 SELECT AND ADJUST RADAR POLARIZATION (LINEAR/POLAR)
- A373 ASSIGN SPEED ADJUSTMENTS FOR SEPARATION
- A374 MONITOR INSTRUMENT APPROACHES

B. CONTROL TOWER OPERATIONS

- B108 DISSEMINATE AIRFIELD ADVISORIES TO LOCAL USERS
- B109 CLEAR AIRCRAFT FOR RUNWAY OPERATIONS
- B121 OBTAIN POSITION REPORTS
- B122 PROVIDE ADDITIONAL SERVICES TO AIRCRAFTS
- B131 INITIATE WAVE-OFFS
- B138 COORDINATE AIRCRAFT POSITIONS BETWEEN RADAR AND TOWER
- B139 TEST EMERGENCY ALARMS (EVACUATION, BAILOUT, ETC)
- B141 CLEAR/DENY AIRCRAFT OPERATIONS
- B144 REPORT UNUSUAL OCCURRENCES (FOREST FIRES, FLARES, PILOT REPORTS, ETC.)
- B376 LOCATE AIRFIELD EQUIPMENT, LIGHTING AND MARKINGS
- B377 COORDINATE USE OF RUNWAYS WITH OTHER TOWER POSITIONS
- B379 INTERPRET RUNWAY CONDITION REPORTS
- B382 CONTROL AIRCRAFT DURING RUNWAY CHANGE

C. FLEET AREA CONTROL AND SURVEILLANCE FACILITY (FACSFAC)

- C149 COORDINATE USAGE OF SPECIAL USE AIRSPACE (SUA)
- C150 PREPARE OPERATIONAL AREA (OPAREA)/SPECIAL USE AIRSPACE (SUA ) MESSAGES
- C151 REVIEW OPERATIONAL AREA (OPAREA)/SPECIAL USE AIRSPACE (SUA)
- C152 REVISE OPERATIONAL AREA (OPAREA)/SPECIAL USE AIRSPACE (SUA) MESSAGES
- C153 PROVIDE HOT AREA CONTAINMENT/BOUNDARY ALERTS
- C154 PREPARE SPECIAL USE AIRSPACE (SUA) USE REPORTS
- C160 MAINTAIN REAL TIME AIRSPACE DATA FOR TURNOVER
- C162 COORDINATE SIMULTANEOUS OPERATIONS IN SPECIAL USAGE AIRSPACE (SUA)
- C163 MONITOR REAL-TIME USE OF AIRSPACE
- C165 COMMAND AND COORDINATE SPECIAL USE AIRSPACE (SUA) OPERATIONS  
INFORMATION WITH OTHER ORGANIZATIONS
- C383 MONITOR AND OPERATE SHIP-TO-SHORE COMMUNICATIONS

D. EMERGENCY OPERATIONS

- D166 NOTIFY ENROUTE AND DESTINATION STATIONS OF AIRCRAFT REQUIRING SPECIAL  
HANDLING
- D171 INITIATE SEARCHES FOR OVERDUE AIRCRAFT
- D172 DIRECT VEHICLES TO EMERGENCY SITES
- D174 CONTROL AIRCRAFT EXPERIENCING EMERGENCIES
- D175 VECTOR AIRCRAFT TO RENDEZVOUS DURING EMERGENCIES
- D176 DIRECT NO RADIO (NORDO) AIRCRAFT USING LIGHT GUN SIGNALS
- D177 COORDINATE SEARCH AND RESCUE (SAR) COMMUNICATIONS
- D390 DETERMINE EMERGENCY AIRCRAFT LOCATIONS AND REQUIREMENTS
- D391 PROVIDE ASSISTANCE TO SEARCH AND RESCUE (SAR), MEDICAL EVACUATION  
(MEDEVAC) AND HUMANITARIAN EVACUATION (HUMEVAC) AIRCRAFTS
- D392 OPERATE AIRFIELD EVACUATION ALARMS

E. FLIGHT PLANNING

- E143 NOTIFY AIRCRAFT OF HAZARDS OF ELECTROMAGNETIC RADIATION TO ORDNANCE  
(HERO) CONDITIONS

F. GENERAL OPERATING PROCEDURES

- F031 DIRECT RADIO FREQUENCY CHANGES
- F081 NOTIFY PERSONNEL OF PROBLEMS AFFECTING AVIATION OPERATIONS
- F086 IDENTIFY AIRSPACE TYPES AND VERTICAL LIMITS
- F134 MONITOR NAVIGATION AIDS (NAVAIDS)
- F398 SOLICIT PILOT WEATHER REPORTS
- F399 INTERPRET WEATHER FORECASTS

G. TECHNICAL ADMINISTRATION

- G210 IDENTIFY AIRCRAFT TYPES AND OPERATIONAL CHARACTERISTICS
- G218 PERFORM OPERATIONAL CHECKS ON PRECISION APPROACH LANDING SYSTEMS (PALS)
- G227 PERFORM OPERATIONAL CHECKS ON TACTICAL AIR NAVIGATIONAL (TACAN) MONITOR



- G249 REVIEW FEDERAL AVIATION REGULATIONS (FARS)
- G269 TABULATE TRAFFIC COUNT
- G275 REVIEW NOISE ABATEMENT PLANS
- G291 MAINTAIN MILITARY AND FEDERAL AVIATION ADMINISTRATION (FAA) PUBLICATIONS
- G296 MAINTAIN DATA LOGS ON EQUIPMENT OPERATIONS
- G336 RECORD DAILY PRECISION APPROACH LANDING SYSTEMS (PALS) REPORTS

### **AIR TRAFFIC CONTROLLER FIRST CLASS (AC1)**

#### **A. RADAR (ASHORE, CARRIER, AMPHIBIOUS)**

- A020 APPROVE AIR TRAFFIC CONTROL (ATC) RELEASES
- A047 SEQUENCE AND RE-SEQUENCE AIRCRAFT INTO THE RADAR PATTERN
- A095 TRANSITION AIRCRAFT CONTROL FROM RADAR TO NON-RADAR SEPARATION
- A111 VECTOR AIRCRAFT INTO VISUAL TRAFFIC PATTERN
- A288 MONITOR FEDERAL AVIATION ADMINISTRATION (FAA) FLIGHT INSPECTIONS
- A349 SEPARATE AIRCRAFT DURING RADAR OUTAGES
- A369 VERIFY BEACON RANGE ACCURACY
- A417 EVALUATE RADAR OPERATORS FOR POSITION QUALIFICATION

#### **B. CONTROL TOWER OPERATIONS**

- B021 TRANSMIT AIR TRAFFIC CONTROL (ATC) RELEASES
- B112 COORDINATE AND CONTROL SPECIAL VISUAL FLIGHT RULES (SVFR) OPERATIONS
- B124 CLEAR AIRCRAFT FOR TAKEOFF/LANDING
- B128 SEQUENCE AND RE-SEQUENCE AIRCRAFT INTO VISUAL TRAFFIC PATTERN
- B129 PLAN AND ASSIGN USE OF RUNWAYS
- B145 EVALUATE CONTROL TOWER OPERATORS FOR POSITION QUALIFICATION
- B375 RECORD AIRCRAFT OVER FLIGHTS
- B378 APPLY WAKE TURBULENCE SEPARATION
- B380 CONTROL AIRCRAFT CONDUCTING FIELD CARRIER LANDING PRACTICE (FCLP) OPERATIONS
- B381 DETERMINE ACCURACY OF BRITE RADAR ALPHANUMERIC DISPLAY SYSTEM (BRANDS)/BRIGHT RADAR INDICATOR-TOWER EQUIPMENT (BRITE)

#### **C. FLEET AREA CONTROL AND SURVEILLANCE FACILITY (FACSFAC)**

- C385 COORDINATE AIRCRAFT ENTRY INTO NATIONAL AIRSPACE SYSTEM (NAS)

#### **F. GENERAL OPERATING PROCEDURES**

- F295 LOG AIRCRAFT INCIDENTS
- F400 PREPARE AIR TRAFFIC CONTROL (ATC) HAZARD REPORT

G. TECHNICAL ADMINISTRATION

- G240 REVIEW AIR TRAFFIC CONTROL (ATC) FACILITIES MANUALS
- G242 SUBMIT PROPOSALS FOR MODIFICATIONS OF AIR TRAFFIC CONTROL (ATC) FACILITIES
- G250 VERIFY CURRENCY OF FEDERAL AVIATION REGULATIONS (FARS) AND GOVERNING DIRECTIVES
- G254 VERIFY COMPLIANCE WITH AIR TRAFFIC CONTROL (ATC) FACILITIES MANUAL
- G255 SUBMIT PROPOSALS TO CHANGE AIR TRAFFIC CONTROL (ATC) PROCEDURES
- G259 REVIEW STANDARD INSTRUMENT DEPARTURE DATA
- G276 MONITOR APPLICATION OF NOISE ABATEMENT PLANS
- G279 PERFORM ANNUAL CONTROLLER PROFICIENCY EVALUATIONS
- G280 DEVELOP AIR TRAFFIC CONTROL (ATC) FACILITY TRAINING PROGRAMS
- G281 MONITOR AIR TRAFFIC CONTROL (ATC) FACILITIES TRAINING PROGRAMS
- G282 APPLY CHANGES TO FEDERAL AVIATION ADMINISTRATION (FAA) RULES
- G284 APPLY CHANGES TO POLICY AND PROCEDURES AFFECTED BY FEDERAL AVIATION ADMINISTRATION
- G289 UPDATE AIR TRAFFIC CONTROL (ATC) FACILITY DAILY RECORDS
- G290 VERIFY AIR TRAFFIC CONTROL (ATC) FACILITY DAILY RECORDS
- G294 REPORT OPERATIONAL DEVIATIONS
- G297 PREPARE AIRCRAFT INCIDENT REPORTS
- G298 PROVIDE DATA FOR ACCIDENT AND INCIDENT INVESTIGATIONS
- G299 PROVIDE DATA FOR ALLEGED FLIGHT VIOLATIONS
- G301 DRAFT FLIGHT VIOLATION REPORTS
- G302 PREPARE AIR TRAFFIC CONTROL (ATC) EQUIPMENT STATUS REPORTS
- G303 REVIEW AIR TRAFFIC CONTROL (ATC) EQUIPMENT STATUS REPORTS
- G317 APPLY CHANGES TO AIR OPERATIONS MANUALS
- G343 TRACK PRODUCTIVE TRAINING HOURS (PTH)
- G344 COUNSEL PERSONNEL ON QUALIFYING WITHIN THE PRODUCTIVE TRAINING HOURS (PTH) TIME
- G347 REVIEW MATERIAL SAFETY DATA SHEETS (MSDS)
- G401 REVIEW STANDARD INSTRUMENT APPROACH DATA
- G402 ENCODE/DECODE COMMUNICATION MESSAGES
- G418 PREPARE AIR ACTIVITY REPORTS
- G428 DRAFT FACILITY/AIRFIELD WAIVERS
- G432 REVIEW/DRAFT/SUBMIT LESSON TOPIC GUIDE (LTG)
- G433 REVIEW/DRAFT/SUBMIT LOCAL QUALIFICATION STANDARDS (LQS)
- G434 DRAFT/SUBMIT PUBLICATION CHANGE REQUEST

**CHIEF AIR TRAFFIC CONTROLLER (ACC)**

A. RADAR (ASHORE, CARRIER, AMPHIBIOUS)

- A341 EVALUATE AIR TRAFFIC CONTROL (ATC) RADAR/TOWER SUPERVISORS FOR CERTIFICATION

C. FLEET AREA CONTROL AND SURVEILLANCE FACILITY (FACSFAC)

- C155 REVIEW SPECIAL USE AIRSPACE (SUA) REPORTS
- C384 PREPARE ANNUAL AIRSPACE USAGE REPORTS

- C386 PREPARE CHECKLIST FOR MAJOR EXERCISE
- C387 CONDUCT SPECIAL USE AIRSPACE (SUA) USERS BRIEFINGS
- C389 INVESTIGATE SPECIAL USE AIRSPACE (SUA) SPILL-OUTS/IN
- C435 COORDINATE AIRSPACE MATTERS AS REGIONAL AIRSPACE COORDINATOR (RAC)
- C436 DRAFT/SUBMIT REGIONAL AIRSPACE PLAN

G. TECHNICAL ADMINISTRATION

- G094 SUBMIT FACILITY DEFICIENCIES THROUGH NAVAL AIR TRAFFIC CONTROL AIR NAVIGATION AIDS AND NAVIGATION SYSTEM (NAALS)
- G243 REVIEW PROPOSALS FOR MODIFICATIONS OF AIR TRAFFIC CONTROL (ATC) FACILITIES
- G244 PREPARE OPERATIONAL CAPABILITY IMPROVEMENT REQUESTS (OCIR)
- G245 SUBMIT OPERATIONAL CAPABILITY IMPROVEMENT REQUESTS (OCIR)
- G256 REVIEW PROPOSALS TO CHANGE AIR TRAFFIC CONTROL (ATC) PROCEDURES
- G257 REVIEW STANDARD INSTRUMENT APPROACH DATA
- G258 SUBMIT STANDARD APPROACH/DEPARTURE DATA
- G261 COORDINATE AIR TRAFFIC CONTROL (ATC) MATTERS BETWEEN CIVIL AND MILITARY AUTHORITIES
- G262 PRIORITIZE OPERATIONAL COMMITMENTS
- G277 REVIEW AND MONITOR ENVIRONMENTAL PROGRAMS
- G283 REVIEW FEDERAL AVIATION ADMINISTRATION (FAA) ADVISORY CIRCULARS
- G287 COORDINATE FEDERAL AVIATION ADMINISTRATION (FAA) FLIGHT INSPECTIONS
- G300 VERIFY ALLEGED FLIGHT VIOLATION DATA
- G306 PREPARE AIR ACTIVITY REPORTS
- G313 PREPARE AIR TRAFFIC CONTROLLER SPECIALIST CERTIFICATE/REVOICATION PACKAGES
- G314 PREPARE REDUCED RUNWAY SEPARATION CRITERIA REQUESTS
- G316 PREPARE AIR OPERATIONS MANUALS
- G318 REVISE AIR OPERATIONS MANUALS
- G319 APPROVE CHANGES TO AIR OPERATIONS MANUALS
- G320 PREPARE AND REVISE AIR TRAFFIC CONTROL (ATC) FACILITY MANUALS
- G321 APPLY CHANGES TO AIR TRAFFIC CONTROL (ATC) FACILITY MANUALS
- G322 APPROVE CHANGES TO AIR TRAFFIC CONTROL (ATC) FACILITY MANUALS
- G324 PREPARE AIR TRAFFIC CONTROL (ATC) FACILITY DIRECTIVES
- G325 APPROVE AIR TRAFFIC CONTROL (ATC) FACILITY DIRECTIVES
- G326 ROUTE AIR TRAFFIC CONTROL (ATC) FACILITY DIRECTIVES
- G328 REVIEW AIR ACTIVITY REPORTS
- G329 APPROVE AIR ACTIVITY REPORTS
- G332 DRAFT LETTERS OF AGREEMENT
- G333 REVIEW LETTERS OF AGREEMENT
- G339 PROVIDE DATA FOR AIR OPERATIONS SUMMARY
- G342 RESEARCH LOCAL AIR TRAFFIC CONTROL (ATC) QUALIFICATION TRENDS
- G405 REVIEW VIDEO MAPPING DATA REQUEST
- G406 UPDATE MINIMUM VECTORING ALTITUDE CHART DATA
- G407 DESIGN AND IMPLEMENT NOISE ABATEMENT PROCEDURES
- G410 PREPARE LETTERS OF AGREEMENT (LOA) WITH OTHER AGENCIES
- G411 CONDUCT NAVAL AIR TRAINING AND OPERATIONS PROCEDURES (NATOPS) EVALUATIONS

- G412 REVIEW AND UPDATE BASE ELECTRONIC SYSTEM ENGINEERING PLAN (BESEP)
- G414 MONITOR ENVIRONMENTAL PROGRAMS
- G419 DRAFT AND SUBMIT TEMPORARY FLIGHT RESTRICTIONS (TFR)
- G420 SCHEDULE AND DECONFLICT AIRSPACE USERS
- G421 RESPOND TO NOISE COMPLAINTS
- G422 REVIEW AND SUBMIT OBSTRUCTION EVALUATIONS
- G423 INVESTIGATE/REVIEW/SUBMIT FREEDOM OF INFORMATION ACT (FOIA) RESPONSES
- G424 DRAFT AND SUBMIT OPERATIONAL CAPABILITY IMPROVEMENT REQUESTS (OCIR)
- G425 DRAFT WAIVERS TO NAVY AND FEDERAL AVIATION ADMINISTRATION (FAA)  
INSTRUCTION
- G426 REVIEW BIRD ACTIVITY STRIKE HAZARD (BASH) PROGRAM
- G427 RESPOND TO OPEN SKIES TREATY FLIGHT MESSAGES
- G429 REVIEW AND SUBMIT FACILITY/AIRFIELD WAIVERS
- G430 DRAFT ENVIRONMENTAL IMPACT STATEMENT (EIS) RESPONSE
- G431 DRAFT ENVIRONMENTAL ASSESSMENT (EA) RESPONSE
- G437 PERFORM AIRFIELD SITE SURVEY/FACILITY MANAGEMENT BOARD INPUT
- G438 DRAFT/SUBMIT AUTOMATED AIR FACILITIES INFORMATION FILE (AAFIF)  
RESPONSE/UPDATE/VERIFICATION
- G439 COORDINATE FEDERAL AVIATION ADMINISTRATION (FAA) CONTINGENCY PLAN  
REQUIREMENTS

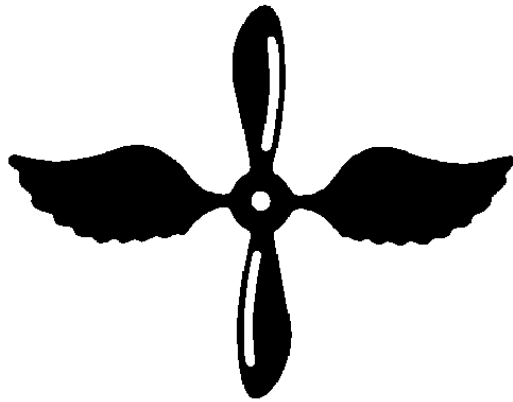
**SENIOR CHIEF AIR TRAFFIC CONTROLLER (ACCS)**

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

**MASTER CHIEF AIR TRAFFIC CONTROLLER (ACCM)**

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

# CHAPTER 3



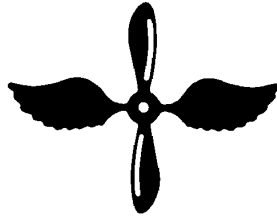
## AVIATION MACHINIST'S MATE (AD)

NAVPERS 18068-3C

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

AVIATION MACHINIST'S MATE (AD)



SCOPE OF RATING

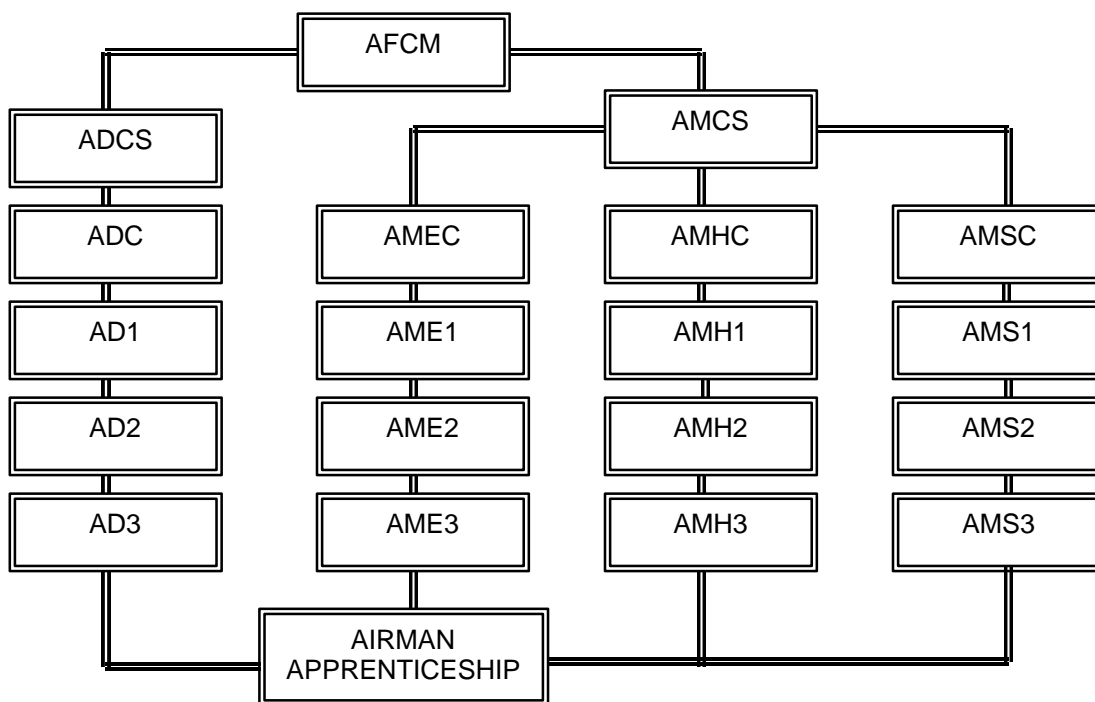
Aviation Machinist's Mates (AD) maintain aircraft engines and their related systems, including the induction, cooling, fuel, oil, compression, combustion, turbine, gas turbine compressor, exhaust and propeller systems; preflight aircraft; conduct periodic inspections on engines and engine-related systems;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

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

NAVPERS 18068-3C

**GENERAL INFORMATION**  
**CAREER PATTERN**



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

**SPECIAL PHYSICAL REQUIREMENTS**

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

**CITIZENSHIP REQUIREMENTS**

None.

**SAFETY**

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

**AVIATION MACHINIST'S MATE (AD) FUNCTIONAL AREAS**

- A. GENERAL POWER PLANT MAINTENANCE
- B. ENGINE COMPONENT INSPECTION AND MAINTENANCE
- C. ELECTRO/MECHANICAL MAINTENANCE
- D. ENGINE LINKAGE MAINTENANCE
- E. AUXILIARY POWER
- F. HELICOPTER MAINTENANCE
- G. GENERAL MAINTENANCE
- H. AVIATION SUPPORT
- I. CORROSION CONTROL
- J. HAZARDOUS MATERIAL CONTROL AND HANDLING
- K. MAINTENANCE ADMINISTRATION
- L. AIRCRAFT FUEL SYSTEMS MAINTENANCE
- M. PROPELLER SYSTEMS



## **AVIATION MACHINIST'S MATE THIRD CLASS (AD3)**

### **A. GENERAL POWER PLANT MAINTENANCE**

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

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

#### B. ENGINE COMPONENT INSPECTION AND MAINTENANCE

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

#### C. ELECTRO/MECHANICAL MAINTENANCE

- C128 TROUBLESHOOT ENGINE HARNESSSES AND WIRING

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

D. ENGINE LINKAGE MAINTENANCE

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

#### E. AUXILIARY POWER

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

#### F. HELICOPTER MAINTENANCE

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

#### G. GENERAL MAINTENANCE

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

#### H. AVIATION SUPPORT

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

#### I. CORROSION CONTROL AND MATERIAL PRESERVATION

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

#### J. HAZARDOUS MATERIAL CONTROL AND HANDLING

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

#### K. MAINTENANCE ADMINISTRATION

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

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

L. AIRCRAFT FUEL SYSTEMS MAINTENANCE

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

**AVIATION MACHINIST'S MATE SECOND CLASS (AD2)**

B. ENGINE COMPONENT INSPECTION AND MAINTENANCE

- B092 REPLACE ENGINE EXHAUST CASES
- B093 REPAIR ENGINE EXHAUST CASES
- B109 TROUBLESHOOT ENGINE AFTERBURNERS
- B110 REMOVE ENGINE AFTERBURNERS
- B111 INSTALL ENGINE AFTERBURNERS
- B112 ASSEMBLE ENGINE AFTERBURNERS
- B113 DISASSEMBLE ENGINE AFTERBURNERS
- B114 TROUBLESHOOT COMPONENTS OF ENGINE AFTERBURNER SYSTEMS
- B116 INSPECT COMPONENTS OF ENGINE AFTERBURNER SYSTEMS
- B117 REPLACE COMPONENTS OF ENGINE AFTERBURNER SYSTEMS

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

#### C. ELECTRO/MECHANICAL MAINTENANCE

- C155 TROUBLESHOOT COMPONENTS OF ENGINE PERFORMANCE INDICATING SYSTEMS
- C163 PERFORM FUNCTIONAL CHECKS ON ENGINE ELECTRICAL SYSTEMS

#### D. ENGINE LINKAGE MAINTENANCE

- D175 TROUBLESHOOT COMPONENTS OF EMERGENCY SHUTDOWN CONTROL SYSTEMS
- D177 INSPECT COMPONENTS OF EMERGENCY SHUTDOWN CONTROL SYSTEMS
- D178 REPLACE COMPONENTS OF EMERGENCY SHUTDOWN CONTROL SYSTEMS
- D179 RIG AND ADJUST COMPONENTS OF EMERGENCY SHUTDOWN CONTROL SYSTEMS

#### F. HELICOPTER MAINTENANCE

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

#### G. GENERAL MAINTENANCE

- G238 TEST OIL SAMPLES FOR CONTAMINANTS
- G254 TROUBLESHOOT GEARBOX OIL PRESSURE FLUCTUATIONS(NON HELICOPTER)

#### H. AVIATION SUPPORT

- H280 PERFORM ENGINE LOW-POWER AIRCRAFT TURNUPS
- H281 PERFORM ENGINE HIGH-POWER AIRCRAFT TURNUPS
- H285 JACK AIRCRAFT

#### K. MAINTENANCE ADMINISTRATION

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

L. AIRCRAFT FUEL SYSTEMS MAINTENANCE

- L386 TROUBLESHOOT IFR SYSTEMS
- L395 INSPECT FUEL CELLS

M. PROPELLER SYSTEMS

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

**AVIATION MACHINIST'S MATE FIRST CLASS (AD1)**

K. MAINTENANCE ADMINISTRATION

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

**CHIEF AVIATION MACHINIST'S MATE (ADC)**

K. MAINTENANCE ADMINISTRATION

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



**SENIOR CHIEF AVIATION MACHINIST'S MATE (ADCS)**

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

**MASTER CHIEF AIRCRAFT MAINTENANCEMAN (AFCM)**

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

# CHAPTER 4



## AVIATION ELECTRICIAN'S MATE (AE)

NAVPERS 18068-4C

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

AVIATION ELECTRICIAN'S MATE (AE)



SCOPE OF RATING

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

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

NAVPERS 18068-4C



**AVIATION ELECTRICIAN'S MATE (AE) FUNCTIONAL AREAS**

- A. ELECTRICAL MAINTENANCE
- B. POWER GENERATION AND DISTRIBUTION SYSTEMS
- C. AIRCRAFT ELECTRICAL SYSTEMS
- D. AIRCRAFT POWER PLANT ELECTRICAL SYSTEMS
- E. AIRCRAFT INSTRUMENTS
- F. COMPASS AND INERTIAL NAVIGATION SYSTEMS
- G. AUTOMATIC FLIGHT CONTROL SYSTEMS
- I. HAZARDOUS MATERIAL
- J. TOOL CONTROL
- K. QUALITY ASSURANCE
- L. TECHNICAL ADMINISTRATION
- M. AVIATION SUPPORT OPERATIONS
- N. CORROSION CONTROL
- O. MAINTENANCE PLANNING
- P. LOGISTICS

## **AVIATION ELECTRICIAN'S MATE THIRD CLASS (AE3)**

### **A. ELECTRICAL MAINTENANCE**

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

### **B. POWER GENERATION AND DISTRIBUTION SYSTEMS**

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

- B071 TROUBLESHOOT TRANSFORMER RECTIFIERS
- B072 REPLACE TRANSFORMER RECTIFIERS

### C. AIRCRAFT ELECTRICAL SYSTEMS

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

D. AIRCRAFT POWER PLANT ELECTRICAL SYSTEMS

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



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

#### E. AIRCRAFT INSTRUMENTS

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

#### F. COMPASS AND INERTIAL NAVIGATION SYSTEMS

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

- F407 TROUBLESHOOT INS
- F408 REPLACE COMPONENTS OF INS

#### G. AUTOMATIC FLIGHT CONTROL SYSTEMS

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

#### I. HAZARDOUS MATERIAL

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

#### J. TOOL CONTROL

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

#### K. QUALITY ASSURANCE

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

L. TECHNICAL ADMINISTRATION

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

M. AVIATION SUPPORT OPERATIONS

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

N. CORROSION CONTROL

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

**AVIATION ELECTRICIAN'S MATE SECOND CLASS (AE2)**

L. TECHNICAL ADMINISTRATION

- L521 UPDATE DAILY AUDIT REPORTS
- L535 REVIEW A/C MAINTENANCE DATA REPORTS (MDR)

**AVIATION ELECTRICIAN'S MATE FIRST CLASS (AE1)**

I. HAZARDOUS MATERIAL

- I489 INSPECT HAZMAT STORAGE AREAS

K. QUALITY ASSURANCE

- K512 DIRECT A/C FOD INSPECTIONS
- K515 EVALUATE DISCREPANCY TRENDS

L. TECHNICAL ADMINISTRATION

- L517 DRAFT NAVAL AVIATION MAINTENANCE DISCREPANCY REPORTING PROGRAM (NAMDRP) REPORTS AND MESSAGES

**CHIEF AVIATION ELECTRICIAN'S MATE (AEC)**

L. TECHNICAL ADMINISTRATION

- L519 DRAFT A/C STATUS REPORTS
- L537 REVIEW A/C HISTORY RECORDS

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

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

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

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

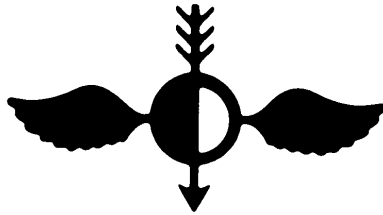
**SENIOR CHIEF AVIATION ELECTRICIAN'S MATE (AECS)**

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

**MASTER CHIEF AVIONICS MAINTENANCE TECHNICIAN (AVCM)**

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

# CHAPTER 5



# AEROGRAPHER'S MATE

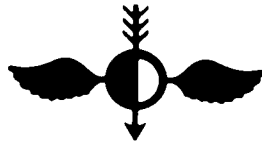
(AG)

NAVPERS 18068-5B

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

AEROGRAPHER'S MATE (AG)



SCOPE OF RATING

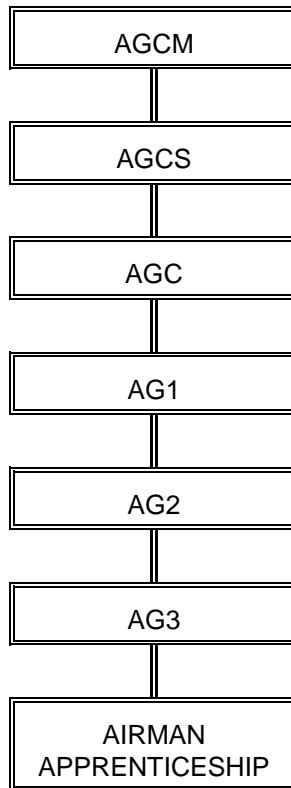
Aerographer's Mates (AG) observe, collect, record and analyze meteorological and oceanographic data; make visual and instrument observations of weather and sea conditions; operate meteorological satellite receivers and interpret and apply satellite data; interpret and brief radar imagery and data; interpret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

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

NAVPERS 18068-5B

**GENERAL INFORMATION**  
CAREER PATTERN



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

SPECIAL PHYSICAL REQUIREMENTS

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

CITIZENSHIP/SECURITY REQUIREMENTS

Must be eligible for access to classified information.

Performance Tests

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

**SAFETY**

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

**AEROGRAPHER'S MATE (AG) FUNCTIONAL AREAS**

- A. OBSERVATIONS
- B. ANALYSIS
- C. FORECASTS
- D. APPLICATIONS
- E. COMMUNICATIONS
- F. METEOROLOGICAL AND OCEANOGRAPHIC (METOC) BRIEFS
- G. METEOROLOGICAL AND OCEANOGRAPHIC (METOC) CODES
- H. EQUIPMENT
- I. TECHNICAL ADMINISTRATION
- J. MANAGEMENT



## AEROGRAPHER'S MATE THIRD CLASS (AG3)

### A. OBSERVATIONS

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

### B. ANALYSIS

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

### C. FORECASTS

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

### D. APPLICATIONS

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

#### E. COMMUNICATIONS

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

#### G. METEOROLOGICAL AND OCEANOGRAPHIC (METOC) CODES

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

#### H. EQUIPMENT

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

#### I. TECHNICAL ADMINISTRATION

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

#### J. MANAGEMENT

- J192 REVIEW METEOROLOGICAL AND OCEANOGRAPHIC (METOC) SUPPORT MANUAL

### **AEROGRAPHER'S MATE SECOND CLASS (AG2)**

#### B. ANALYSIS

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

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

#### D. APPLICATIONS

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

#### F. METEOROLOGICAL AND OCEANOGRAPHIC (METOC) BRIEFS

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

#### H. EQUIPMENT

- H169 OPERATE METEOROLOGICAL AND OCEANOGRAPHIC (METOC) RADAR SYSTEMS
- H172 OPERATE METEOROLOGICAL AND OCEANOGRAPHIC (METOC) TACTICAL DECISION AIDES (TDA)

#### I. TECHNICAL ADMINISTRATION

- I184 UPDATE METEOROLOGICAL AND OCEANOGRAPHIC (METOC) PUBLICATIONS

## **AEROGRAPHER'S MATE FIRST CLASS (AG1)**

### **B. ANALYSIS**

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

### **C. FORECASTS**

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

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

#### D. APPLICATIONS

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

#### E. COMMUNICATIONS

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

#### F. METEOROLOGICAL AND OCEANOGRAPHIC (METOC) BRIEFS

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

#### G. METEOROLOGICAL AND OCEANOGRAPHIC (METOC) CODES

- G164 ENCODE TERMINAL AERODROME FORECASTS (TAFS)

#### I. TECHNICAL ADMINISTRATION

- I174 PREPARE ANNUAL METEOROLOGICAL STATION AND DESCRIPTION REPORTS
- I178 REVIEW FLEET OPERATIONAL ORDERS (OPORDS)

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

J. MANAGEMENT

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

**CHIEF AEROGRAPHER'S MATE (AGC)**

I. TECHNICAL ADMINISTRATION

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

J. MANAGEMENT

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

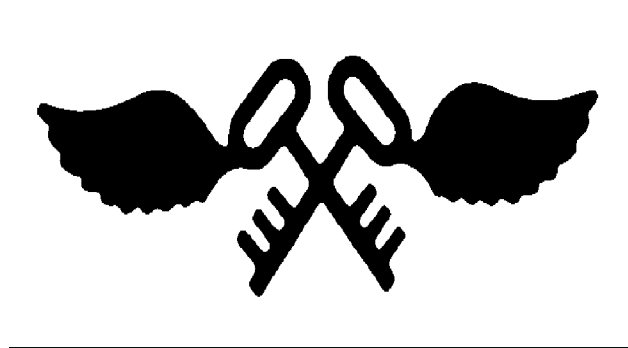
**SENIOR CHIEF AEROGRAPHER'S MATE (AGCS)**

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

**MASTER CHIEF AEROGRAPHER'S MATE (AGCM)**

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

# CHAPTER 6



## AVIATION STOREKEEPER (AK)

NAVPERS 18068-6A

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

AVIATION STOREKEEPER (AK)



SCOPE OF RATING

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

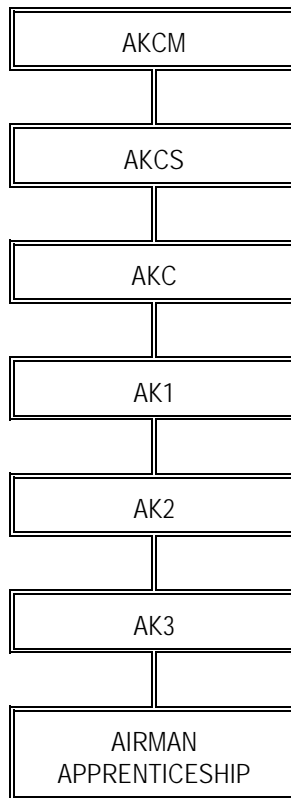
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These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 6.

NAVPERS 18068-6A



**GENERAL INFORMATION**  
CAREER PATTERN



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

SPECIAL PHYSICAL REQUIREMENTS

None.

CITIZENSHIP/SECURITY REQUIREMENTS

None.

**SAFETY**

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

universal requirement for all ratings.

**AVIATION STOREKEEPER (AK) FUNCTIONAL AREAS**

- B. TECHNICAL ADMINISTRATION
- C. SECURITY
- F. CUSTOMER SERVICE
- G. FINANCIAL CONTROL
- H. LOGISTICS

## AVIATION STOREKEEPER THIRD CLASS (AK3)

### B. TECHNICAL ADMINISTRATION

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

### C. SECURITY

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

### F. CUSTOMER SERVICE

- F384 USE SOUND PRINCIPLES OF CUSTOMER RELATIONS

### G. FINANCIAL CONTROL

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

### H. LOGISTICS

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

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

### **AVIATION STOREKEEPER SECOND CLASS (AK2)**

#### **B. TECHNICAL ADMINISTRATION**

- B009 MAINTAIN AVIATION CONSOLIDATED ALLOWANCE LIST (AVCAL)
- B387 VALIDATE AWAITING PARTS (AWP) REPORTS

#### **G. FINANCIAL CONTROL**

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

#### **H. LOGISTICS**

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

### **AVIATION STOREKEEPER FIRST CLASS (AK1)**

#### **C. SECURITY**

- C072 MONITOR KEY CONTROL PROCEDURES

#### **F. CUSTOMER SERVICE**

- F086 DETERMINE METHODS OF IMPROVING SUPPORT TO CUSTOMERS

H. LOGISTICS

- H131 RECONCILE DIFFERENCES IN PHYSICAL COUNT AND QUANTITY ON STOCK RECORDS
- H157 MONITOR DELIVERY TIME REPORTS
- H191 MONITOR RECEIPT AND DISPOSITION OF MATERIALS

**CHIEF AVIATION STOREKEEPER (AKC)**

B. TECHNICAL ADMINISTRATION

- B394 REVIEW THE INDIVIDUAL COMPONENT REPAIR LIST (ICRL)
- B395 REVIEW I.O.U. REPORTS

G. FINANCIAL CONTROL

- G240 FORECAST BUDGET AND OPERATIONAL REQUIREMENTS

H. LOGISTICS

- H129 REVIEW UNIFORM MATERIAL MOVEMENT ISSUE PRIORITY SYSTEM (UMMIPS) REPORTS
- H193 DEVELOP AND LAY OUT PLANS FOR MATERIAL STOWAGE AND OFFICE SPACES
- H396 MANAGE THE AVIATION CONSOLIDATED ALLOWANCE LISTING (AVCAL)/SHORE CONSOLIDATED ALLOWANCE LISTING (SHORCAL)
- H397 MONITOR REPAIRABLES MANAGEMENT PROGRAM
- H398 REVIEW PLANT ACCOUNT AND PROPERTY RECORDS

F. CUSTOMER SERVICE

- F399 MONITOR THE EFFECTIVENESS OF CUSTOMER SERVICE RELATIONS

**SENIOR CHIEF AVIATION STOREKEEPER (AKCS)**

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

**MASTER CHIEF AVIATION STOREKEEPER (AKCM)**

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

# CHAPTER 7



## AVIATION STRUCTURAL MECHANIC (AM)

NAVPERS 18068-7D

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

AVIATION STRUCTURAL MECHANIC (AM)



SCOPE OF RATING

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

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

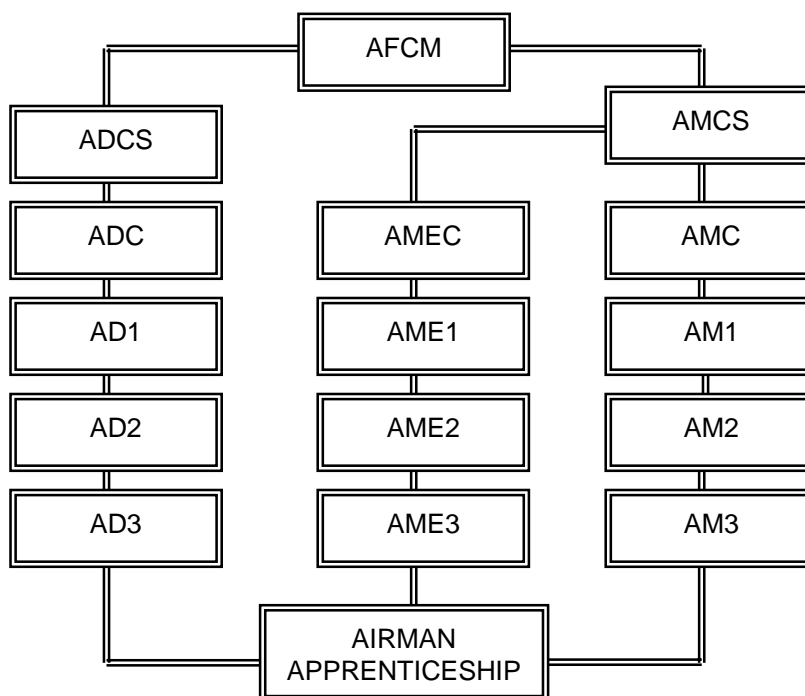
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These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 7.

\* Denotes Revision CH-25



**GENERAL INFORMATION**  
CAREER PATTERN



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

SPECIAL PHYSICAL REQUIREMENTS

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

CITIZENSHIP/SECURITY REQUIREMENTS

None.

**SAFETY**

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

## **AVIATION STRUCTURAL MECHANIC (AM) FUNCTIONAL AREAS**

- A. FLIGHT CONTROL SYSTEMS ROTARY
- B. FLIGHT CONTROL SYSTEMS FIXED WING
- C. UTILITY SYSTEMS
- D. LANDING GEAR SYSTEMS
- E. BRAKES AND WHEELS
- F. POWER SYSTEMS
- G. HOSE AND TUBE REPAIR/MANUFACTURING
- H. STRUCTURAL REPAIR/MAINTENANCE
- I. QUALITY ASSURANCE
- J. AVIATION SUPPORT
- K. CORROSION CONTROL
- L. MAINTENANCE ADMINISTRATION
- M. LOGISTICS

## **AVIATION STRUCTURAL MECHANIC THIRD CLASS (AM3)**

### **A. FLIGHT CONTROL SYSTEMS ROTARY**

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

### **B. FLIGHT CONTROL SYSTEMS FIXED WING**

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

### **C. UTILITY SYSTEMS**

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

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

#### D. LANDING GEAR SYSTEMS

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

#### E. BRAKES AND WHEELS

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

#### F. POWER SYSTEMS

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

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

G. HOSE AND TUBE REPAIR/MANUFACTURING

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

H. STRUCTURAL REPAIR/MAINTENANCE

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

## J. AVIATION SUPPORT

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

## K. CORROSION CONTROL

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

## **AVIATION STRUCTURAL MECHANIC SECOND CLASS (AM2)**

### A. FLIGHT CONTROL SYSTEMS ROTARY

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

### B. FLIGHT CONTROL SYSTEMS FIXED WING

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

### C. UTILITY SYSTEMS

- C059 PERFORM NOSE GEAR STEERING SYSTEM FUNCTIONAL CHECKS

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

D. LANDING GEAR SYSTEMS

- D079 PERFORM MAIN LANDING GEAR FUNCTIONAL CHECKS
- D080 PERFORM NOSE LANDING GEAR FUNCTIONAL CHECKS

F. POWER SYSTEMS

- F100 PERFORM HYDRAULIC SYSTEM FUNCTIONAL CHECKS
- F110 PERFORM PNEUMATIC SYSTEM FUNCTIONAL CHECKS

H. STRUCTURAL REPAIR/MAINTENANCE

- H148 ASSESS EXTENT OF DAMAGE TO AIRCRAFT STRUCTURES

J. AVIATION SUPPORT

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

L. MAINTENANCE ADMINISTRATION

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

M. LOGISTICS

- M213 INVENTORY AIRCRAFT
- M214 TURN IN PRECISION MEASURING EQUIPMENT (PME) TO CALIBRATION LABORATORIES

**AVIATION STRUCTURAL MECHANIC FIRST CLASS (AM1)**

I. QUALITY ASSURANCE

- I149 PERFORM WORK CENTER AUDITS
- I150 PERFORM SPECIAL AVIATION PROGRAM AUDITS

J. AVIATION SUPPORT

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

K. CORROSION CONTROL

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

L. MAINTENANCE ADMINISTRATION

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

M. LOGISTICS

M215 REVIEW SUPPLY STATUS REPORTS

**CHIEF AVIATION STRUCTURAL MECHANIC (AMC)**

I. QUALITY ASSURANCE

I151 REVIEW WORK CENTER AUDIT RESULTS

L. MAINTENANCE ADMINISTRATION

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

M. LOGISTICS

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



**SENIOR CHIEF AVIATION STRUCTURAL MECHANIC (AMCS)**

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

**MASTER CHIEF AIRCRAFT MAINTENANCEMAN (AFCM)**

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

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

- A. MECHANICAL MAINTENANCE
- B. ORDNANCE MAINTENANCE
- C. OXYGEN, NITROGEN, AND LIQUID OXYGEN SYSTEMS
- F. AIRCREW PERSONAL PROTECTIVE GEAR
- H. GENERAL MAINTENANCE
- I. TOOL CONTROL
- J. HAZARDOUS MATERIAL
- K. QUALITY ASSURANCE (QA)
- L. MAINTENANCE ADMINISTRATION
- M. CORROSION CONTROL

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

**A. MECHANICAL MAINTENANCE**

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

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

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

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

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

B. ORDNANCE MAINTENANCE

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

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

C. OXYGEN, NITROGEN, AND LIQUID OXYGEN SYSTEMS

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

F. AIRCREW PERSONAL PROTECTIVE GEAR

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



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

#### H. GENERAL MAINTENANCE

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

#### I. TOOL CONTROL

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

#### J. HAZARDOUS MATERIAL

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

#### K. QUALITY ASSURANCE (QA)

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

L. MAINTENANCE ADMINISTRATION

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

M. CORROSION CONTROL

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

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

J. HAZARDOUS MATERIAL

- J559 INSPECT HAZARDOUS MATERIAL (HAZMAT) STORAGE AREAS

L. MAINTENANCE ADMINISTRATION

- L575 BRIEF FLIGHT CREWS
- L577 CONDUCT MAINTENANCE BRIEFS
- L578 CONDUCT MAINTENANCE DEBRIEFS
- L580 REVIEW AIRCRAFT DISCREPANCY BOOKS (ADB)
- L584 DRAFT SUPPORT EQUIPMENT (SE) MISUSE AND ABUSE REPORTS
- L587 DRAFT QUALITY DEFICIENCY REPORTS (QDR)
- L589 REVIEW MAINTENANCE DATA REPORTS
- L593 INPUT NAVAL AVIATION LOGISTICS COMMAND MANAGEMENT INFORMATION SYSTEM (NALCOMIS) DATA
- L598 REVIEW CARTRIDGE ACTIVATED DEVICES (CAD)/EXPLOSIVE DEVICE INVENTORY RECORDS
- L599 UPDATE CARTRIDGE ACTIVATED DEVICES (CAD)/EXPLOSIVE DEVICE INVENTORY RECORDS
  
- L600 REVIEW CARTRIDGE ACTIVATED DEVICES (CAD)/EXPLOSIVE DEVICE STORAGE RECORDS
- L601 UPDATE CARTRIDGE ACTIVATED DEVICES (CAD)/EXPLOSIVE DEVICE STORAGE RECORDS

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

K. QUALITY ASSURANCE (QA)

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

L. MAINTENANCE ADMINISTRATION

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

**CHIEF AVIATION STRUCTURAL MECHANIC (SAFETY EQUIPMENT) (AMEC)**

L. MAINTENANCE ADMINISTRATION

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

**SENIOR CHIEF AVIATION STRUCTURAL MECHANIC (AMCS)**

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

**MASTER CHIEF AIRCRAFT MAINTENANCEMAN (AFCM)**

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

# CHAPTER 8

## AIRMAN (AN)

NAVPERS 18068-8A

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

AIRMAN (AN)

**AIRMAN (AN)  
APPRENTICESHIP  
OCCUPATIONAL STANDARDS**

SCOPE OF RATING

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

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

NAVPERS 18068-8A

PATHS OF ADVANCEMENT FOR ENLISTED PERSONNEL

**CAREER PATHS FROM THE AIRMAN APPRENTICESHIP**

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

\*Denotes Revision CH-34

Revision (CH-34)

**AIRMAN (AN) FUNCTIONAL AREAS**

- A. AVIATION SUPPORT OPERATIONS
- C. MECHANICAL MAINTENANCE
- D. FABRICATION AND MANUFACTURING
- E. ELECTRICAL/ELECTRONIC MAINTENANCE
- F. CORROSION CONTROL AND MATERIAL PRESERVATION
- G. SAFETY
- I. GENERAL WATCHSTANDING
- J. NAVAL ORIENTATION AND ORGANIZATION

## AIRMAN (AN)

### A. AVIATION SUPPORT OPERATIONS

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

### C. MECHANICAL MAINTENANCE

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

### D. FABRICATION AND MANUFACTURING

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

### E. ELECTRICAL/ELECTRONIC MAINTENANCE

- E001 CONNECT/DISCONNECT AIRCRAFT BATTERIES

### F. CORROSION CONTROL AND MATERIAL PRESERVATION

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



G. SAFETY

- G001 KNOW THE MARKINGS INDICATING DANGEROUS AREAS ON AIRFIELDS, AIRCRAFT, AND FLIGHT DECKS
- G002 KNOW THE TOXIC PROPERTIES OF AIRCRAFT CLEANING MATERIALS
- G003 KNOW THE PROCEDURES FOR EXTINGUISHING FIRES CAUSED BY HOT BRAKES
  
- G004 CARRY OUT GENERAL PROCEDURES FOR GAINING ENTRANCE TO AIRCRAFT UNDER EMERGENCY CONDITIONS
- G005 KNOW WHEN AN EJECTION SEAT IS ARMED/SAFE

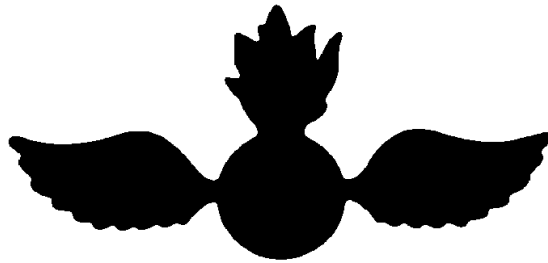
I. GENERAL WATCHSTANDING

- I001 STAND AIRCRAFT SECURITY WATCH

J. NAVAL ORIENTATION AND ORGANIZATION

- J001 KNOW THE GENERAL ORGANIZATION OF THE NAVAL AVIATION
- J002 KNOW THE GENERAL FUNCTIONS OF SQUADRONS/DEPARTMENTS/DIVISIONS OF ASHORE/AFLOAT AVIATION ACTIVITIES

# CHAPTER 9



## AVIATION ORDNANCEMAN (AO)

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

AVIATION ORDNANCEMAN (AO)



SCOPE OF RATING

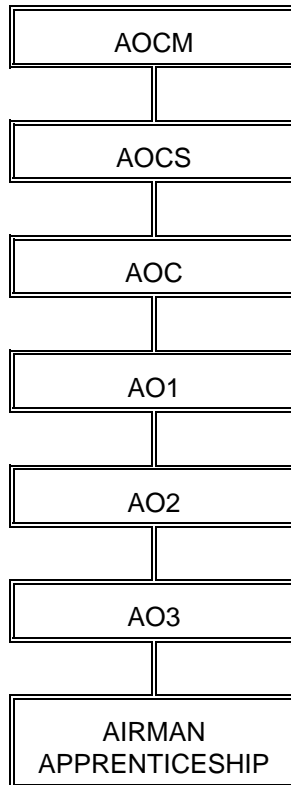
Aviation Ordnancemen (AO) receive, inspect, package, store, handle, and process for shipment: airborne weapons, air launched torpedoes, aerial mines, and ammunition; test, assemble, fuze, load, download, arm, de-arm all airborne weapons, torpedoes, and mines for aircraft carriage; receive, inspect, store,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

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

NAVPERS 18068-9C

**GENERAL INFORMATION**  
**CAREER PATTERN**



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

**SPECIAL PHYSICAL REQUIREMENTS**

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

**CITIZENSHIP/SECURITY REQUIREMENTS**

Must be eligible for access to classified information.

**SAFETY**

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

**AVIATION ORDNANCEMAN (AO) FUNCTIONAL AREAS**

- A. WEAPONS SYSTEMS MAINTENANCE
- B. WEAPONS HANDLING
- C. ORDNANCE MAINTENANCE: ARMAMENT WEAPONS SUPPORT EQUIPMENT (AWSE)
- D. ORDNANCE MAINTENANCE: BOMBS
- E. ORDNANCE MAINTENANCE: GUNS
- F. ORDNANCE MAINTENANCE: MISSILES/ROCKETS/LAUNCHERS/DISPENSERS
- G. ORDNANCE MAINTENANCE: ANTISUBMARINE WARFARE
- H. ORDNANCE MAINTENANCE: MAGAZINES
- I. ELECTRICAL/ELECTRONIC MAINTENANCE
- J. ELECTRONIC/MECHANICAL MAINTENANCE
- K. QUALITY ASSURANCE
- L. TECHNICAL ADMINISTRATION
- M. AVIATION SUPPORT OPERATIONS
- N. MANAGEMENT AND SUPERVISION
- O. PYROTECHNICS AND COUNTERMEASURES
- P. AIRCRAFT ARMAMENT EQUIPMENT (AAE)

## AVIATION ORDNANCE THIRD CLASS (AO3)

### A. WEAPONS SYSTEMS MAINTENANCE

- A026 TROUBLESHOOT EMERGENCY JETTISON CIRCUITS
- A027 TROUBLESHOOT WEAPONS RELEASE CIRCUITS
- A028 TROUBLESHOOT WEAPONS ARMING CIRCUITS
- A032 PREPARE TARGETS
- A055 INSTALL AND REMOVE PYLONS ON AIRCRAFT
- A247 TEST EMERGENCY JETTISON CIRCUITS
- A248 TEST WEAPONS RELEASE CIRCUITS
- A249 TEST WEAPONS ARMING CIRCUITS

### B. WEAPONS HANDLING

- B038 REMOVE AND REPLACE COMPONENTS OF WEAPONS ELEVATORS
- B039 BLEED AND FILL HYDRAULIC LINES AND RESERVOIRS ON WEAPONS
- B040 REMOVE AND REPLACE HYDRAULIC FILTERS ON WEAPONS ELEVATORS
- B041 LUBRICATE WEAPONS ELEVATOR CABLES
- B046 TRANSPORT ORDNANCE USING MOTOR VEHICLES (EXPLOSIVE DRIVER)
- B053 INFORM OF HAZARDS OF ELECTROMAGNETIC RADIATION TO ORDNANCE CONDITION
- B272 CONFIGURE WEAPONS FOR FLEET UNIT ISSUE LOAD (FUIL)

### C. ORDNANCE MAINTENANCE: ARMAMENT WEAPONS SUPPORT EQUIPMENT (AWSE)

- C034 INSPECT ARMAMENT WEAPONS SUPPORT EQUIPMENT (AWSE)
- C036 CONFIGURE ARMAMENT WEAPONS SUPPORT EQUIPMENT (AWSE) ADAPTERS
- C250 REPAIR ARMAMENT WEAPON SUPPORT EQUIPMENT (AWSE)
- C262 REPAIR AND REPLACE COMPONENTS ON MATERIAL HANDLING EQUIPMENT (MHE)
- C263 TEST AND CHECK COMPONENTS ON MATERIAL HANDLING EQUIPMENT (MHE)
- C269 CHARGE ELECTRICAL EXPLOSIVE FORKLIFT

### D. ORDNANCE MAINTENANCE: BOMBS

- D051 INSTALL AND REMOVE ARMING WIRES
- D084 ASSEMBLE AND DISASSEMBLE GENERAL PURPOSE BOMBS
- D085 ASSEMBLE AND DISASSEMBLE GUIDED BOMB UNITS
- D086 PREPARE FUZES FOR INSTALLATION IN BOMBS
- D087 INSTALL AND REMOVE BOMB FUZES

### E. ORDNANCE MAINTENANCE: GUNS

- E004 PERFORM FUNCTIONAL CHECKS ON AIRCRAFT GUN SYSTEMS
- E005 BORESIGHT GUNS
- E006 REMOVE AND REPLACE AIRCRAFT GUN SYSTEM COMPONENTS
- E008 REMOVE AND REPLACE LINKLESS AMMUNITION LOADING SYSTEM (LALS)
- E009 REMOVE AND REPLACE CHUTE ELEMENTS
- E012 GAUGE CONVEYOR ELEMENTS OF AIRCRAFT GUN SYSTEMS
- E025 PERFORM BORE EROSION CHECKS
- E097 LOAD AND UNLOAD AIRCRAFT GUNS
- E098 INSTALL AND REMOVE AIRCRAFT GUN ASSEMBLIES
- E099 REMOVE AND REPLACE AIRCRAFT GUN BARRELS
- E246 TEST AIRCRAFT GUN CIRCUITS

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

- F114 ARM AND DE-ARM MISSILES
- F115 CLEAN AND PRESERVE MISSILES AND MISSILE COMPONENTS
- F117 TEST AND CHECK ROCKET LAUNCHERS
- F254 STRIKE UP/DOWN MISSILES AND COMPONENTS
- F255 CAN AND DE-CAN MISSILES
- F256 RECEIVE, TURNAROUND AND ISSUE MISSILES

G. ORDNANCE MAINTENANCE: ANTISUBMARINE WARFARE

- G136 LOAD AND DOWNLOAD UNDERWATER WEAPONS
- G138 ASSEMBLE AND DISASSEMBLE AIRCRAFT MINES

H. ORDNANCE MAINTENANCE: MAGAZINES

- H020 TEST, CHECK AND MONITOR MAGAZINE SECURITY ALARM SYSTEMS
- H021 TEST AND CHECK MAGAZINE SAFETY DEVICES
- H043 INSPECT COMPONENTS OF SHIP'S PNEUMATIC AND MANUAL BOMB HOISTS
- H069 BREAK OUT ORDNANCE
- H070 STOW ORDNANCE
- H071 STRIKE UP/DOWN ORDNANCE
- H142 RECEIVE, ISSUE AND TURN IN AIRCREW ESCAPE PROPULSION SYSTEMS
- H143 ISSUE, BREAKOUT AND STOW SMALL ARMS
- H144 CLEAN AND INSPECT MAGAZINES
- H146 RECORD MAGAZINE TEMPERATURES
- H147 REPLACE GROUNDING CABLES IN MAGAZINES
- H148 ISSUE, BREAKOUT AND STOW SMALL ARMS AMMUNITION
- H251 REPAIR COMPONENTS OF SHIP'S PNEUMATIC AND MANUAL BOMB HOISTS
- H257 TEST, CHECK AND REPAIR MAGAZINE SPRINKLER SYSTEMS
- H258 REMOVE AND REPLACE MAGAZINE SPRINKLER SYSTEMS COMPONENTS
- H259 ISSUE, BREAKOUT AND STOW AIR LAUNCHED WEAPONS
- H268 UTILIZE COMPUTERIZED MAGAZINE ARRANGEMENT PLANNING AID (MAPA)

I. ELECTRICAL/ELECTRONIC MAINTENANCE

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

J. ELECTRONIC/MECHANICAL MAINTENANCE

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

K. QUALITY ASSURANCE

- K161 MONITOR TEST EQUIPMENT REPAIR AND CALIBRATION
- K164 MANAGE SUPPORT EQUIPMENT (SE) MISUSE AND ABUSE PROGRAMS
- K165 MONITOR SUPPORT EQUIPMENT (SE) OPERATOR TRAINING AND LICENSING PROGRAMS
- K166 MANAGE NAVAL AVIATION MAINTENANCE DISCREPANCY REPORTING PROGRAM (NAMDRP)

K167 PREPARE NAVAL AVIATION MAINTENANCE DISCREPANCY REPORTING PROGRAM (NAMDRP) REPORTS  
K170 PERFORM TREND ANALYSIS  
K171 REVIEW TOOL INVENTORIES  
K172 UPDATE TOOLBOX INVENTORY SHEETS  
K173 INSPECT TOOL CONTAINERS FOR MISSING OR BROKEN TOOLS  
K174 INSPECT TOOL CONTAINERS FOR DAMAGE  
K175 SEARCH FOR MISSING TOOLS  
K176 COORDINATE SEARCH FOR MISSING TOOLS  
K177 PREPARE BROKEN AND MISSING TOOL REPORTS  
K182 REVIEW HAZARDOUS MATERIAL (HAZMAT) INVENTORIES  
K183 REVIEW MATERIAL SAFETY DATA SHEETS (MSDS)  
K185 IMPLEMENT HAZARDOUS MATERIAL (HAZMAT) WASTE DISPOSAL METHODS  
K186 CLEAN HAZARDOUS MATERIAL (HAZMAT) CONTAINERS  
K189 PERFORM ACCEPTANCE AND TRANSFER INSPECTIONS ON WEAPONS/RACKS  
K190 PERFORM DAILY AND TURN AROUND INSPECTIONS ON WEAPONS/RACKS  
K191 PERFORM AIRCRAFT PREFLIGHT AND POSTFLIGHT INSPECTIONS  
K192 INSPECT AIRCRAFT FOR FOREIGN OBJECT DAMAGE (FOD) UPON COMPLETION OF MAINTENANCE ACTIONS  
K195 INSPECT AIRCRAFT ORDNANCE PRIOR TO LOADING  
K197 INSPECT MISSILES PRIOR TO ISSUING  
K198 PERFORM TONE CHECKS ON MISSILES  
K200 INSPECT NITROGEN BOTTLES ON MISSILE LAUNCHERS  
K246 MONITOR HAZARDOUS MATERIAL (HAZMAT) PROGRAMS  
K260 DISPOSE OF OVERAGE ORDNANCE AND MUNITIONS

L. TECHNICAL ADMINISTRATION

L068 ISSUE ORDNANCE  
L212 PREPARE MATERIAL CONDITION TAGS FOR READY FOR ISSUE (RFI) AND NON-READY FOR ISSUE (NON-RFI) ASSETS  
L213 PREPARE ORDNANCE EXPENDITURE REPORTS

M. AVIATION SUPPORT OPERATIONS

M116 REMOVE AND REPLACE MISSILE WELL COVERS  
M218 PERFORM STANDARD ARMING AND SAFING SIGNALS  
M219 REMOVE AND REPLACE "O" RINGS, GASKETS AND SEALS  
M220 PULL AND INSTALL SAFETY PINS  
M223 PERFORM CORROSION INSPECTIONS  
M224 PREPARE SURFACES FOR PRIMING AND PAINTING  
M225 APPLY CORROSION PREVENTIVE COMPOUNDS  
M226 APPLY PRIMERS AND PAINTS  
M230 CLEAN PNEUMATIC SYSTEM COMPONENTS  
M231 LUBRICATE PNEUMATIC SYSTEM COMPONENTS  
M261 CLEAN AND CYCLE JETTISON RAMPS

N. MANAGEMENT AND SUPERVISION

N235 CONDUCT SAFETY INSPECTIONS PRIOR TO LOADING AND UNLOADING ORDNANCE

O. PYROTECHNICS AND COUNTERMEASURES

O056 INSTALL AND REMOVE CARTRIDGE ACTUATED DEVICES (CADS)  
O057 LOAD AND DISPENSE MARINE LOCATION MARKERS (SMOKES)



- O058 ARM AND DE-ARM MARINE LOCATION MARKERS (SMOKES)
- O060 LOAD AND DOWNLOAD PARACHUTE FLARES
- O105 ASSEMBLE AND DISASSEMBLE TACTICAL AIR LAUNCHED DECOYS (TALD)/IMPROVED TACTICAL AIR LAUNCHED DECOYS (ITALD)
- O106 LOAD AND DOWNLOAD TACTICAL AIR LAUNCHED DECOYS (TALD)/IMPROVED TACTICAL AIR LAUNCHED DECOYS (ITALD)
- O107 TEST TACTICAL AIR LAUNCHED DECOYS (TALD)/IMPROVED TACTICAL AIR LAUNCHED DECOYS (ITALD)
- O108 PROGRAM TACTICAL AIR LAUNCHED DECOYS (TALD)/IMPROVED TACTICAL AIR LAUNCHED DECOYS (ITALD)
- O123 REMOVE AND REPLACE CHAFF/FLARE DISPENSERS
- O124 LOAD AND UNLOAD EXPENDABLE COUNTERMEASURES
- O125 LOAD AND DOWNLOAD LAU-138 MISSILE/CHAFF DISPENSERS
- O126 INSTALL AND REMOVE CARTRIDGE ACTIVATED DEVICES (CADS) FOR CHAFF/FLARE CIRCUIT BOARDS
- O129 CONFIGURE PYROTECHNICS FOR LOADING

P. AIRCRAFT ARMAMENT EQUIPMENT (AAE)

- P001 PERFORM FUNCTIONAL CHECKS ON IMPROVED MULTIPLE EJECTOR RACKS (IMER)/IMPROVED TRIPLE EJECTOR RACKS (ITER)
- P002 ADJUST COMPONENTS OF BOMB RACKS
- P003 PERFORM FUNCTIONAL CHECKS ON BOMB RACKS
- P015 CHARGE MISSILE LAUNCHER NITROGEN BOTTLES
- P054 CLEAN, LUBRICATE, AND PRESERVE AIRCRAFT ARMAMENT EQUIPMENT (AAE)
- P079 REMOVE AND REPLACE BOMB RACKS
- P080 REMOVE AND REPLACE BOMB RACK EJECTOR UNITS
- P081 REMOVE AND REPLACE BOMB RACK FAIRINGS
- P083 REMOVE AND REPLACE BOMB RACK IMPROVED MULTIPLE EJECTOR RACKS (IMER)/IMPROVED TRIPLE EJECTOR RACKS (ITER)
- P110 REMOVE AND REPLACE MISSILE LAUNCHERS
- P118 TEST MISSILE LAUNCHERS
- P253 TEST AND CHECK FLARE DISPENSERS
- P275 TEST FLARE DISPENSERS

**AVIATION ORDNANCEMAN SECOND CLASS (AO2)**

K. QUALITY ASSURANCE

- K161 MONITOR TEST EQUIPMENT REPAIR AND CALIBRATION
- K162 MANAGE DISPERSED TECHNICAL PUBLICATION LIBRARIES (DTPL)
- K163 MONITOR CORROSION PREVENTION AND CONTROL PROGRAMS
- K168 PREPARE CONVENTIONAL ORDNANCE DEFICIENCY REPORTS (CODR)
- K178 REVIEW BROKEN AND MISSING TOOL REPORTS
- K179 MONITOR TOOL CONTROL PROGRAM (TCP)
- K184 INSPECT HAZARDOUS MATERIAL (HAZMAT) STORAGE AREAS
- K193 MONITOR HAZARDS OF ELECTROMAGNETIC RADIATION TO ORDNANCE (HERO) PROGRAMS
- K194 PERFORM COLLATERAL DUTY INSPECTIONS
- K247 MONITOR FOREIGN OBJECT DAMAGE (FOD) PROGRAMS

L. TECHNICAL ADMINISTRATION

- L202 UPDATE EQUIPMENT HISTORY RECORDS (EHR)
- L205 PREPARE AIRCRAFT STATUS REPORTS

- L206 PREPARE AMMUNITION REQUISITION DOCUMENTS
- L207 PREPARE AMMUNITION TURN IN DOCUMENTS
- L208 PREPARE AMMUNITION SHIPPING DOCUMENTS
- L209 PREPARE AMMUNITION TRANSACTION REPORTS (ATR)
- L210 UPDATE ORDNANCE LOADED STATUS BOARD IN FLIGHT DECK CONTROL
- L211 UPDATE SCHEDULED REMOVAL COMPONENTS CARDS (SRCS)
- L264 EVALUATE DAILY WEAPONS LOAD PLAN
- L265 EXAMINE NOTICES OF AMMUNITION RECLASSIFICATION (NAR)
- L280 OPERATE RETAIL ORDNANCE LOGISTICS MANAGEMENT SYSTEMS (ROLMS)

M. AVIATION SUPPORT OPERATIONS

- M073 INSTALL AND REMOVE BUDDY STORES ON AIRCRAFT
- M221 DIRECT FOREIGN OBJECT DAMAGE (FOD) WALK DOWNS

N. MANAGEMENT AND SUPERVISION

- N234 MONITOR SAFETY PROGRAMS

P. AIRCRAFT ARMAMENT EQUIPMENT (AAE)

- P017 TROUBLESHOOT MISSILE LAUNCHER MECHANICAL MECHANISMS
- P050 REMOVE AND REPLACE ARMING SOLENOIDS
- P076 TROUBLESHOOT BOMB RACKS
- P252 TEST AND CHECK MISSILE LAUNCHERS
- P273 TROUBLESHOOT MISSILE LAUNCHERS

**AVIATION ORDNANCEMAN FIRST CLASS (AO1)**

K. QUALITY ASSURANCE

- K169 PERFORM QUALITY ASSURANCE (QA) AUDITS
- K187 PERFORM QUALITY ASSURANCE (QA) INSPECTIONS

L. TECHNICAL ADMINISTRATION

- L203 REVIEW WEAPONS DELIVERY DATA SECTION OF NAVAL AIRCRAFT FLIGHT RECORD SUBSYSTEMS (NAVFLIRS)
- L215 COMPUTE AMMUNITION NET EXPLOSIVE WEIGHTS
- L216 PREPARE EXPLOSIVE SAFETY WAIVER AND EXEMPTION REQUESTS
- L217 DIRECT AIRCRAFT WEAPONS/ORDNANCE LOADING/UNLOADING OPERATIONS
- L266 RESEARCH CONSOLIDATED SHIPBOARD ALLOWANCE LISTING (COSAL) REQUIREMENTS
- L271 CONSTRUCT AMMUNITION ALLOWANCE LISTS

N. MANAGEMENT AND SUPERVISION

- N232 COORDINATE AND MONITOR CORROSION CONTROL PROGRAMS
- N233 REVIEW OVERHAUL WORK PACKAGES
- N242 MONITOR ARMING AND DE-ARMING CREWS
- N243 COORDINATE WEAPONS ASSEMBLY FUNCTIONS

**CHIEF AVIATION ORDNANCEMAN (AOC)**

**N. MANAGEMENT AND SUPERVISION**

- N238 SCREEN SERVICE RECORDS TO VERIFY DATA FOR ORDNANCE HANDLING TEAMS
- N239 INTERVIEW NEWLY REPORTED PERSONNEL FOR ORDNANCE TEAMS
- N240 ASSIGN JOB PRIORITIES TO WORK CENTERS
- N244 MONITOR EXPLOSIVES HANDLING PERSONNEL QUALIFICATION AND CERTIFICATION PROGRAMS
- N245 CONDUCT EXPLOSIVES HANDLING CERTIFICATION BOARDS
- N267 IDENTIFY ARMS/AMMUNITION/EXPLOSIVE SECURITY REQUIREMENTS

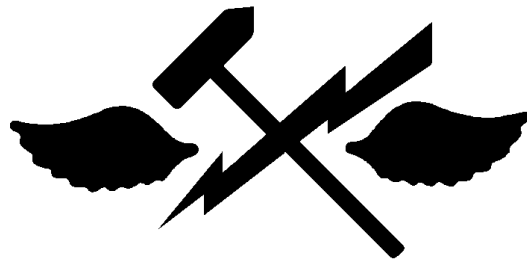
**SENIOR CHIEF AVIATION ORDNANCEMAN (AOCS)**

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

**MASTER CHIEF AVIATION ORDNANCEMAN (AOCM)**

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

# CHAPTER 10



## AVIATION SUPPORT EQUIPMENT TECHNICIAN (AS)

NAVY ENLISTED OCCUPATIONAL STANDARDS  
FOR  
AVIATION SUPPORT EQUIPMENT TECHNICIAN (AS)



SCOPE OF RATING

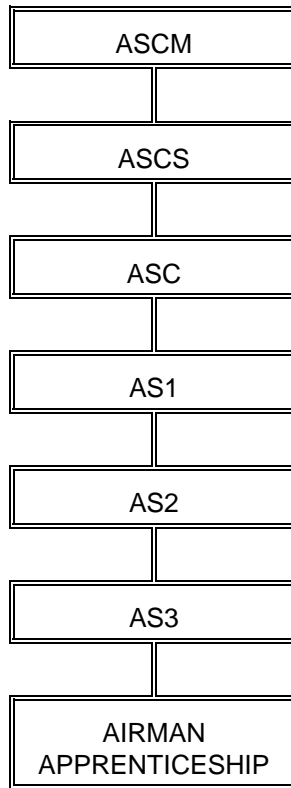
Aviation Support Equipment Technicians (AS) perform preventive and corrective maintenance on aviation support equipment, aviation armament handling equipment, aviation mobile firefighting units, material handling equipment, hoisting and lifting devices, and associated components and systems; service,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

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

NAVPERS 18068-10C

**GENERAL INFORMATION**  
CAREER PATTERN



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

SPECIAL PHYSICAL REQUIREMENTS

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

CITIZENSHIP/SECURITY REQUIREMENTS

Must be eligible for access to classified information.

**SAFETY**

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

**AVIATION SUPPORT EQUIPMENT TECHNICIAN (AS) FUNCTIONAL AREAS**

- A. MECHANICAL MAINTENANCE
- B. ELECTRO/MECHANICAL MAINTENANCE
- C. HYDRAULIC/PNEUMATIC MAINTENANCE
- D. GENERAL SUPPORT EQUIPMENT MAINTENANCE
- E. QUALITY ASSURANCE
- F. TECHNICAL ADMINISTRATION
- G. CORROSION CONTROL
- H. SAFETY
- I. MANAGEMENT
- J. GENERAL ADMINISTRATION

## **AVIATION SUPPORT EQUIPMENT TECHNICIAN THIRD CLASS (AS3)**

### **A. MECHANICAL MAINTENANCE**

- A001 TROUBLESHOOT STEERING SYSTEMS
- A002 REPAIR STEERING SYSTEMS
- A003 REMOVE AND REPLACE STEERING SYSTEM COMPONENTS
- A004 PERFORM STEERING AND FRONT END ALIGNMENTS
- A005 TROUBLESHOOT SUSPENSION SYSTEMS
- A006 REPAIR SUSPENSION SYSTEMS
- A007 REMOVE AND REPLACE SUSPENSION SYSTEM COMPONENTS
- A008 TROUBLESHOOT TRANSMISSION SYSTEMS
- A009 ADJUST AUTOMATIC TRANSMISSION BANDS
- A010 ADJUST AUTOMATIC TRANSMISSION SHIFT CABLES AND LINKAGES
- A011 REMOVE AND REPLACE TRANSMISSIONS
- A012 REMOVE AND REPLACE FLYWHEEL STARTER RING GEARS
- A013 TROUBLESHOOT DIFFERENTIALS
- A014 REMOVE AND REPLACE DIFFERENTIAL COMPONENTS
- A015 REPAIR DIFFERENTIALS
- A016 REMOVE AND REPLACE DIFFERENTIALS
- A017 REMOVE AND REPLACE SUPPORT EQUIPMENT (SE) AXLES
- A018 CLEAN BRAKES
- A019 TROUBLESHOOT BRAKE SYSTEMS
- A020 REPAIR BRAKE SYSTEMS
- A021 ADJUST BRAKES
- A022 BLEED BRAKE SYSTEMS
- A023 REMOVE AND REPLACE BRAKE SYSTEM COMPONENTS
- A024 TROUBLESHOOT DIESEL ENGINES
- A025 REMOVE AND REPLACE DIESEL ENGINES
- A026 TROUBLESHOOT DIESEL ENGINE TIMING SYSTEMS
- A027 ADJUST DIESEL ENGINE TIMING SYSTEMS
- A028 REPAIR DIESEL ENGINE TIMING SYSTEMS
- A029 TROUBLESHOOT DIESEL ENGINE ELECTRICAL SYSTEMS
- A030 REPAIR DIESEL ENGINE ELECTRICAL SYSTEMS
- A031 REPAIR DIESEL ENGINE ETHER SYSTEMS
- A032 TIME DIESEL ENGINE INJECTORS
- A033 TROUBLESHOOT DIESEL FUEL INJECTORS
- A034 TEST DIESEL FUEL INJECTORS
- A035 PERFORM DIESEL ENGINE TUNE UP
- A036 TROUBLESHOOT GASOLINE ENGINES
- A037 REMOVE AND REPLACE GASOLINE ENGINES
- A038 TROUBLESHOOT GASOLINE ENGINE TIMING SYSTEMS
- A039 ADJUST GASOLINE ENGINE TIMING SYSTEMS
- A040 REPAIR GASOLINE ENGINE TIMING SYSTEMS
- A041 TROUBLESHOOT GASOLINE ENGINE ELECTRICAL SYSTEMS
- A042 REPAIR GASOLINE ENGINE ELECTRICAL SYSTEMS
- A043 PERFORM VALVE TRAIN ADJUSTMENTS
- A044 REMOVE AND REPLACE ENGINE CYLINDER HEADS
- A045 REMOVE AND REPLACE ENGINE MANIFOLDS
- A046 CHANGE ENGINE GASKETS
- A047 REPAIR ENGINE GOVERNORS (MECHANICAL, ELECTRICAL, HYDRAULIC)
- A053 REMOVE AND REPLACE OIL PANS
- A054 REMOVE AND REPLACE MOTOR MOUNTS
- A056 TROUBLESHOOT EMISSIONS CONTROL SYSTEMS
- A057 CHECK EMISSIONS CONTROL SYSTEMS
- A058 REPAIR EMISSIONS CONTROL SYSTEMS



A059 CHANGE POSITIVE CRANKCASE VENTILATION (PCV) VALVES  
 A060 REMOVE AND REPLACE MUFFLERS AND EXHAUST PIPES  
 A061 REMOVE AND REPLACE FUEL INJECTOR NOZZLES  
 A062 TROUBLESHOOT FUEL SYSTEMS  
 A063 CHANGE FUEL PUMPS  
 A064 TIME INJECTOR FUEL PUMPS  
 A065 FLUSH FUEL TANKS  
 A066 REMOVE AND REPLACE FUEL LINES  
 A067 REMOVE AND REPLACE FUEL TANKS  
 A068 REPAIR FUEL TANKS  
 A069 BLEED FUEL SYSTEMS  
 A070 TROUBLESHOOT GAS TURBINE COMPRESSORS (GTC)  
 A071 REMOVE AND REPLACE FUEL CONTROL UNITS ON GAS TURBINE COMPRESSORS (GTC)  
 A072 PERFORM FUNCTIONAL CHECKS ON GAS TURBINE COMPRESSORS (GTC)  
 A073 TROUBLESHOOT GAS TURBINE COMPRESSOR (GTC) ATOMIZERS  
 A074 REPAIR GAS TURBINE COMPRESSOR (GTC) ATOMIZERS  
 A075 REMOVE AND REPLACE GAS TURBINE COMPRESSOR (GTC) ATOMIZERS  
 A080 REMOVE AND REPLACE HEAT SHIELDS ON GAS TURBINE COMPRESSORS (GTC)  
 A086 TROUBLESHOOT GAS TURBINE ENCLOSURES  
 A087 REPAIR GAS TURBINE ENCLOSURES  
 A088 TROUBLESHOOT COOLING SYSTEMS  
 A089 REPAIR COOLING SYSTEMS  
 A090 CHANGE THERMOSTATS  
 A091 REPAIR RADIATORS  
 A092 REMOVE AND REPLACE RADIATORS  
 A093 SERVICE ENGINE COOLING SYSTEMS  
 A094 TROUBLESHOOT FLIGHT DECK SCRUBBERS  
 A095 REPAIR FLIGHT DECK SCRUBBERS  
 A096 REMOVE AND REPLACE COMPONENTS OF FLIGHT DECK SCRUBBERS  
 A097 REPAIR MOBILE FIRE FIGHTING UNITS  
 A101 PERFORM STRUCTURAL REPAIRS ON SUPPORT EQUIPMENT (SE)  
 A102 TROUBLESHOOT SUPPORT EQUIPMENT (SE) CHASSIS AND FRAMES  
 A103 REPAIR SUPPORT EQUIPMENT (SE) CHASSIS AND FRAMES  
 A104 TROUBLESHOOT HOISTING AND LIFTING DEVICES  
 A105 REPAIR HOISTING AND LIFTING DEVICES  
 A106 TROUBLESHOOT FORKLIFTS  
 A107 REPAIR FORKLIFTS  
 A108 ADJUST DEADMAN SEATS (SAFETY SEATS) ON FORKLIFTS  
 A109 TEST CARBURETION SYSTEMS  
 A110 TROUBLESHOOT CARBURETION SYSTEMS  
 A111 REPAIR CARBURETION SYSTEMS  
 A112 ADJUST CARBURETORS  
 A113 ADJUST FUEL INJECTOR RACK ASSEMBLIES  
 A119 INITIATE MAINTENANCE ACTIONS ON NAVAL AVIATION LOGISTICS COMMAND  
 MANAGEMENT INFORMATION SYSTEM (NALCOMIS)  
 A120 ORDER PARTS ON NAVAL AVIATION LOGISTICS COMMAND MANAGEMENT INFORMATION  
 SYSTEM (NALCOMIS)  
 A121 REVIEW AWAITING PARTS (AWP) STATUS ON NAVAL AVIATION LOGISTICS COMMAND  
 MANAGEMENT INFORMATION SYSTEM (NALCOMIS)  
 A122 SIGN OFF COMPLETED MAINTENANCE ACTIONS ON NAVAL AVIATION LOGISTICS  
 COMMAND MANAGEMENT INFORMATION SYSTEM (NALCOMIS)  
 A305 REMOVE AND REPLACE MOBILE FIRE FIGHTING UNIT COMPONENTS  
 A306 TROUBLESHOOT PERSONAL HANDLING EQUIPMENT  
 A307 REPAIR PERSONAL HANDLING EQUIPMENT  
 A344 REMOVE AND REPLACE TAIL CONES ON GAS TURBINE COMPRESSORS (GTC)

## B. ELECTRO/MECHANICAL MAINTENANCE

- B124 ADJUST ENGINE OVER SPEED SWITCHES
- B126 REMOVE AND REPLACE DISTRIBUTORS
- B127 REMOVE AND REPLACE IGNITION COMPONENTS
- B129 REMOVE AND REPLACE VEHICLE ALTERNATORS
- B130 REMOVE AND REPLACE DIRECT CURRENT (DC) MOTORS
- B131 REMOVE AND REPLACE STARTERS
- B132 TEST VOLTAGE REGULATORS
- B133 ADJUST VOLTAGE REGULATORS
- B134 REMOVE AND REPLACE VOLTAGE REGULATORS
- B135 CHECK VOLTAGE AND FREQUENCY ON ELECTRICAL POWER GENERATING UNITS
- B136 ADJUST VOLTAGE AND FREQUENCY ON ELECTRICAL POWER GENERATING UNITS
- B137 TROUBLESHOOT ELECTRICAL POWER GENERATING SYSTEMS
- B139 LOAD BANK MOBILE ELECTRIC POWER PLANT (MEPP) (GENERATORS AND ENGINES)
- B141 TROUBLESHOOT ELECTRICAL SYSTEMS
- B142 REMOVE AND REPLACE ELECTRICAL WIRING
- B143 REPAIR ELECTRICAL SYSTEMS
- B144 SPLICE ELECTRICAL WIRES
- B145 SOLDER ELECTRICAL CONNECTIONS
- B146 SPOT TIE WIRING
- B148 REMOVE AND REPLACE BATTERIES
- B149 TEST LEAD ACID BATTERIES
- B150 SERVICE LEAD ACID BATTERIES
- B151 REMOVE AND REPLACE ELECTRONIC AND ELECTRICAL COMPONENTS
- B316 REMOVE AND REPLACE TRANSFORMER RECTIFIER UNITS
- B317 TROUBLESHOOT COMPONENTS OF FIBER OPTIC SYSTEMS

## C. HYDRAULIC/PNEUMATIC MAINTENANCE

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

## D. GENERAL SUPPORT EQUIPMENT MAINTENANCE

- D187 CHANGE ENGINE FILTERS (FUEL, AIR, OIL, ETC)
- D188 REPACK WHEEL BEARINGS
- D189 REMOVE AND REPLACE WHEEL BEARINGS

- D190 CHANGE TIRES
- D191 CHECK TIRE PRESSURES
- D192 BUILD UP SUPPORT EQUIPMENT (SE) TIRE/WHEEL ASSEMBLIES
- D193 REPLACE FLEXIBLE LINES, RIGID LINES AND TUBING
- D194 PLACE FORCED REMOVAL DATES ON HYDRAULIC HOSES
- D195 REPLACE GAUGES (ELECTRICAL, HYDRAULIC, PNEUMATIC, ETC)
- D196 TAP OR RETAP BOLT HOLES
- D197 ADJUST TENSION ON DRIVE BELTS
- D198 REPLACE DRIVE BELTS
- D199 CHANGE DRUMS ON LUBRICATING UNITS
- D200 REPAIR REELS (CABLES AND HOSES)
- D201 REPAIR ELECTRICAL POWER CABLES
- D202 LOAD TEST JACKS
- D203 LUBRICATE JACKS
- D204 REPAIR JACKS
- D205 PERFORM SUPPORT EQUIPMENT (SE) ACCEPTANCE OR TRANSFER INSPECTIONS
- D211 INSPECT TIRES AND RIMS
- D212 PERFORM SUPPORT EQUIPMENT (SE) PREOPERATIONAL INSPECTIONS
- D320 ADJUST PRESSURE REGULATORS ON AIR START SYSTEMS
- D321 RECOVER AND RECYCLE AIR CONDITIONING (A/C) REFRIGERANT (FREON)

#### E. QUALITY ASSURANCE

- E213 MANAGE DISPERSED TECHNICAL PUBLICATION LIBRARIES
- E214 MANAGE SUPPORT EQUIPMENT (SE) MISUSE AND ABUSE PROGRAMS
- E215 MONITOR CORROSION PREVENTION AND CONTROL PROGRAMS
- E216 MONITOR SUPPORT EQUIPMENT (SE) OPERATOR TRAINING AND LICENSING PROGRAMS
- E217 MONITOR HYDRAULIC FLUID CONTAMINATION CONTROL PROGRAMS
- E218 MONITOR SUPPORT EQUIPMENT (SE) TIRE AND WHEEL MAINTENANCE SAFETY PROGRAMS
- E220 MONITOR TOOL CONTROL PROGRAMS
- E226 MONITOR FOREIGN OBJECT DAMAGE (FOD) PROGRAMS
- E227 MONITOR POLLUTION CONTROL REQUIREMENTS
- E228 MONITOR ELECTROSTATIC DISCHARGE (ESD) PROGRAMS
- E231 MANAGE MAINTENANCE DEPARTMENT SAFETY PROGRAMS
- E322 PERFORM TOOL CONTAINER INVENTORIES

#### G. CORROSION CONTROL

- G251 CLEAN ELECTRIC AND ELECTRONIC EQUIPMENT
- G252 REMOVE CORROSION MECHANICALLY (WIRE BRUSH, TYCO WHEEL, ETC)
- G253 CHEMICALLY TREAT METAL AFTER CORROSION REMOVAL
- G254 PRESERVE AND DEPRESERVE SUPPORT EQUIPMENT (SE) AND RELATED EQUIPMENT
- G255 INSTALL/APPLY NONSKID ON SUPPORT EQUIPMENT (SE)
- G329 PRIME AND PAINT METAL SURFACES AFTER CORROSION REMOVAL

#### J. GENERAL ADMINISTRATION

- J285 PREPARE EQUIPMENT FOR SHIPMENT
- J303 IMPLEMENT HAZARDOUS MATERIAL (HAZMAT) WASTE DISPOSAL METHODS

## **AVIATION SUPPORT EQUIPMENT TECHNICIAN SECOND CLASS (AS2)**

### **A. MECHANICAL MAINTENANCE**

- A076 REMOVE AND REPLACE COMBUSTION CANS ON GAS TURBINE COMPRESSORS (GTC)
- A077 REMOVE AND REPLACE DUCT ASSEMBLIES ON GAS TURBINE COMPRESSOR (GTC)
- A078 BUILD GAS TURBINE COMPRESSOR (GTC) UNIT BLEED AIR HOSES (HUFFER HOSES)
- A079 REPAIR GAS TURBINE COMPRESSOR (GTC) UNIT BLEED AIR HOSES
- A097 TROUBLESHOOT MOBILE FIRE FIGHTING UNITS
- A308 TROUBLESHOOT TEMPERATURE CONTROL UNITS ON GAS TURBINE COMPRESSORS (GTC)
- A309 ADJUST TEMPERATURE CONTROL UNITS ON GAS TURBINE COMPRESSORS (GTC)
- A310 REMOVE AND REPLACE TEMPERATURE CONTROL UNITS ON GAS TURBINE COMPRESSORS (GTC)
- A311 REMOVE AND REPLACE GAS TURBINE COMPRESSORS (GTC)
- A312 RECOVER AND RECYCLE HALON
- A313 TROUBLESHOOT CRASH CRANES
- A314 REPAIR CRASH CRANES
- A315 REMOVE AND REPLACE CRASH CRANE COMPONENTS

### **B. ELECTRO/MECHANICAL MAINTENANCE**

- B123 TROUBLESHOOT ENGINE OVER SPEED SWITCHES
- B125 REMOVE AND REPLACE ENGINE OVER SPEED SWITCHES
- B138 REPAIR ELECTRICAL POWER GENERATING SYSTEMS
- B147 REMOVE AND REPLACE SENDING UNITS (MECHANICAL AND ELECTRICAL)
- B152 TROUBLESHOOT DIRECT CURRENT (DC) MOTORS

### **C. HYDRAULIC/PNEUMATIC MAINTENANCE**

- C155 TROUBLESHOOT AIR CONDITIONING (A/C) SYSTEMS
- C156 REPAIR AIR CONDITIONING (A/C) SYSTEMS
- C157 ADJUST AIR CONDITIONING (A/C) SYSTEM COMPONENTS
- C158 CHARGE AIR CONDITIONING (A/C) SYSTEMS
- C159 CHECK AIR CONDITIONING (A/C) SYSTEMS FOR LEAKS
- C160 REMOVE AND REPLACE AIR CONDITIONING (A/C) SYSTEM COMPONENTS
- C161 EVACUATE AIR CONDITIONING (A/C) SYSTEMS
- C319 REMOVE AND REPLACE AIR SCHEDULING VALVES (PNEUMATIC SHUT-OFF VALVES)

### **D. GENERAL SUPPORT EQUIPMENT MAINTENANCE**

- D183 TROUBLESHOOT CRYOGENIC SYSTEMS
- D184 REPAIR CRYOGENIC SYSTEMS
- D185 REMOVE AND REPLACE CRYOGENIC SYSTEM COMPONENTS
- D207 INCORPORATE TECHNICAL DIRECTIVES (TD)
- D208 VERIFY TECHNICAL DIRECTIVES (TD)

### **E. QUALITY ASSURANCE**

- E225 PERFORM IN PROCESS INSPECTIONS ON SUPPORT EQUIPMENT (SE)

### **H. SAFETY**

- H256 PREPARE ACCIDENT REPORTS

## I. MANAGEMENT

- I259 PREPARE WORK REQUESTS AND WORK ORDERS
- I260 DIRECT SUPPORT EQUIPMENT (SE) ISSUES AND RECEIPTS
- I263 DIRECT INSTALLATION OF TECHNICAL DIRECTIVE CHANGES (TDC) ON SUPPORT EQUIPMENT (SE)
- I264 DIRECT WORK CENTER CORROSION PREVENTION AND CONTROL PROGRAMS
- I277 COMPLETE SUPPORT EQUIPMENT (SE) TRANSACTION DOCUMENTS (TR)
- I278 REVIEW SUPPORT EQUIPMENT (SE) RELATED TECHNICAL MANUALS
- I279 UPDATE SUPPORT EQUIPMENT (SE) RELATED TECHNICAL MANUALS
- I281 SCREEN DEFECTIVE SUPPORT EQUIPMENT (SE) AND COMPONENTS
- I282 SUBMIT REQUESTS FOR MANUFACTURE OF MATERIAL OR EQUIPMENT
- I283 CONDUCT SUPPORT EQUIPMENT (SE) OPERATOR TRAINING
- I330 DIRECT SERVICING AND MAINTENANCE OF SUPPORT EQUIPMENT (SE)
- I331 DIRECT WORK CENTER INDIVIDUAL COMPONENT REPAIR LIST (ICRL) PROGRAMS
- I332 DIRECT WORK CENTER INDIVIDUAL MATERIAL READINESS LIST (IMRL) PROGRAMS

## J. GENERAL ADMINISTRATION

- J284 UPDATE PERIODIC MAINTENANCE INFORMATION CARDS
- J286 REVIEW AWAITING PARTS (AWP) LISTS
- J287 REVIEW SUPPLY REQUESTS
- J290 INVENTORY INDIVIDUAL MATERIAL READINESS LISTS (IMRL)
- J299 REVIEW HAZARDOUS MATERIAL USER'S GUIDE (HMUG)
- J300 REVIEW HAZARDOUS MATERIAL (HAZMAT) INVENTORIES
- J301 REVIEW MATERIAL SAFETY DATA SHEETS (MSDS)
- J302 INSPECT HAZARDOUS MATERIAL (HAZMAT) STORAGE AREAS
- J304 CLEAN AND INSPECT HAZARDOUS MATERIAL (HAZMAT) CONTAINERS
- J345 ESTABLISH EXPENDED BIN REQUIREMENTS

## **AVIATION SUPPORT EQUIPMENT TECHNICIAN FIRST CLASS (AS1)**

## E. QUALITY ASSURANCE

- E219 MONITOR COLLATERAL DUTY INSPECTOR PROGRAMS
- E221 MANAGE NAVAL AVIATION MAINTENANCE DISCREPANCY REPORTING PROGRAM (NAMDRP)
- E222 PREPARE NAVAL AVIATION MAINTENANCE DISCREPANCY REPORTING PROGRAM (NAMDRP) REPORTS
- E232 PERFORM QUALITY ASSURANCE AUDITS
- E233 PERFORM TREND ANALYSIS

## F. TECHNICAL ADMINISTRATION

- F237 MONITOR DIVISION SUPPORT EQUIPMENT (SE) ASSET CALIBRATION REQUIREMENTS
- F238 MONITOR TECHNICAL DIRECTIVES
- F239 COORDINATE DEPARTMENTAL SUPPORT EQUIPMENT (SE) ASSETS BETWEEN DIVISIONS
- F323 UPDATE INDIVIDUAL COMPONENT REPAIR LIST (ICRL) CHANGE DOCUMENTS
- F324 MONITOR AND UPDATE NAVAL AVIATION LOGISTICS COMMAND MANAGEMENT INFORMATION SYSTEM (NALCOMIS)

## H. SAFETY

- H257 SUBMIT SUPPORT EQUIPMENT (SE) INCIDENT REPORTS
- H258 CONDUCT INCIDENT AND ACCIDENT INVESTIGATIONS

I. MANAGEMENT

- I261 DIRECT WORK CENTER QUALITY ASSURANCE (QA) PROGRAMS
- I267 MANAGE WORK CENTER MAINTENANCE DATA COLLECTION SYSTEMS
- I268 MANAGE DIVISIONAL QUALITY ASSURANCE (QA) PROGRAMS
- I273 DIRECT SUPPORT EQUIPMENT (SE) OPERATOR TRAINING AND LICENSING PROGRAMS
- I280 REVIEW MAINTENANCE, MATERIAL AND MANAGEMENT (3M) SOURCE DOCUMENTS

J. GENERAL ADMINISTRATION

- J289 SURVEY LOST EQUIPMENT
- J291 TRACK SUPPLY REQUISITIONS

**CHIEF AVIATION SUPPORT EQUIPMENT TECHNICIAN (ASC)**

F. TECHNICAL ADMINISTRATION

- F240 COORDINATE DIVISIONAL SUPPORT EQUIPMENT (SE) REQUIREMENTS
- F241 COORDINATE FLEET AND WING SUPPORT EQUIPMENT (SE) ASSET REQUIREMENTS
- F242 COORDINATE TENANT ACTIVITIES SUPPORT EQUIPMENT (SE) REQUIREMENTS
- F243 MONITOR DEPARTMENTAL SUPPORT EQUIPMENT (SE) ASSET PROCUREMENT
- F244 REVIEW AND UPDATE AVIATION CONSOLIDATED ALLOWANCE LISTS (AVCAL)
- F245 MONITOR DEPARTMENTAL SUPPORT EQUIPMENT (SE) ASSET REWORK REQUIREMENTS
- F250 COORDINATE FLEET AND WING SUPPORT EQUIPMENT (SE) ASSET REWORK REQUIREMENTS
- F325 REVIEW AND UPDATE SUPPORT EQUIPMENT RECOMMENDATION DATA (SERD)

I. MANAGEMENT

- I270 DIRECT SUPPORT EQUIPMENT (SE) ASSET INVENTORY AND STATUS REPORTING
- I271 MANAGE SCHEDULING OF DIVISIONAL SUPPORT EQUIPMENT (SE) MAINTENANCE
- I275 MANAGE DIVISIONAL SUPPORT EQUIPMENT (SE) ASSETS

J. GENERAL ADMINISTRATION

- J337 REVIEW COORDINATED SHIPBOARD ALLOWANCE LISTS (COSAL)
- J338 UPDATE COORDINATED SHIPBOARD ALLOWANCE LISTS (COSAL)

**SENIOR CHIEF AVIATION SUPPORT EQUIPMENT TECHNICIAN (ASCS)**

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

**MASTER CHIEF AVIATION SUPPORT EQUIPMENT TECHNICIAN (ASCM)**

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

# CHAPTER 11



## AVIATION ELECTRONICS TECHNICIAN (AT)

NAVPERS 18068-11C

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

AVIATION ELECTRONICS TECHNICIAN (AT)



SCOPE OF RATING

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

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

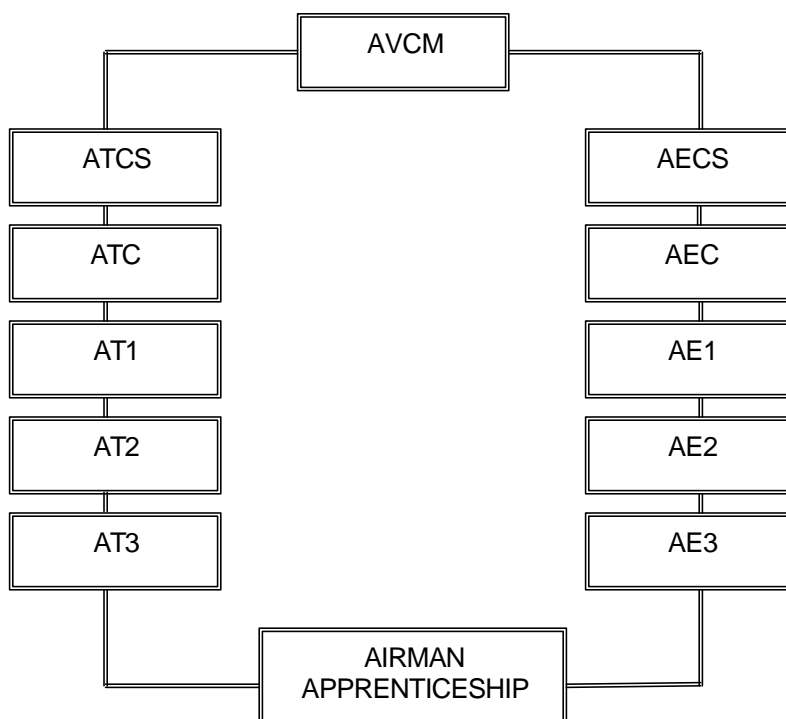
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These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 11.

NAVPERS 18068-11C



**GENERAL INFORMATION**  
CAREER PATTERN



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

SPECIAL PHYSICAL REQUIREMENTS

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

CITIZENSHIP/SECURITY REQUIREMENTS

Must be eligible for access to classified information.

**SAFETY**

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

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

- A. AVIONICS SYSTEMS MAINTENANCE
- B. ELECTRICAL AND ELECTRONIC MAINTENANCE
- C. MECHANICAL MAINTENANCE
- D. TEST EQUIPMENT
- E. QUALITY ASSURANCE
- F. AUTOMATED INFORMATION OPERATIONS
- G. LOGISTICS/TECHNICAL ADMINISTRATION

**AVIATION ELECTRONICS TECHNICIAN (INTERMEDIATE) THIRD CLASS (AT3)**

**A. AVIONICS SYSTEMS MAINTENANCE**

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

A072 INSTALL NAVIGATIONAL SYSTEM MODULES OR SUBASSEMBLIES

A073 ADJUST NAVIGATIONAL SYSTEM MODULES OR SUBASSEMBLIES

B. ELECTRICAL AND ELECTRONIC MAINTENANCE

B100 MEASURE VOLTAGE

B101 MEASURE CURRENT

B102 MEASURE RESISTANCE

B103 PERFORM VISUAL INSPECTION FOR DEFECTIVE COMPONENTS

B104 ISOLATE FAULT TO DEFECTIVE COMPONENTS

B105 REPLACE DEFECTIVE COMPONENTS

B106 TROUBLESHOOT ELECTRICAL CABLES

B107 FABRICATE ELECTRICAL CABLES

B109 SPLICE CABLES

B110 ASSEMBLE ELECTRICAL CONNECTORS

B111 FABRICATE ELECTRICAL CONNECTORS

B112 REMOVE ELECTRICAL CONNECTORS

B113 REPAIR ELECTRICAL CONNECTORS

B114 INSTALL ELECTRICAL CONNECTORS

B115 TROUBLESHOOT PRINTED CIRCUITS

B116 TROUBLESHOOT SOLID STATE CIRCUITS

B117 INTERPRET ELECTRONIC COMPONENT COLOR CODINGS

B118 SPLICE WIRES

B119 TROUBLESHOOT CHASSIS WIRING

B120 REMOVE FUSES

B121 INSTALL FUSES

B122 REMOVE CIRCUIT BREAKERS

B123 INSTALL CIRCUIT BREAKERS

B124 WIREWRAP CONNECTIONS

B125 ISOLATE ELECTRICAL NOISE

B130 TROUBLESHOOT ANTENNAS

B132 REPAIR ANTENNAS

B134 PERFORM WAVEFORM MEASUREMENT ANALYSES

B135 INTERPRET COMPLEX WAVEFORMS

B136 IDENTIFY ABNORMAL WAVEFORM CAUSES

B137 TEST CIRCUIT CARDS CONTAINING ELECTROSTATIC DISCHARGE SENSITIVE (ESDS) COMPONENTS

B138 REMOVE ELECTROSTATIC DISCHARGE SENSITIVE (ESDS) COMPONENTS

B139 INSTALL ELECTROSTATIC DISCHARGE SENSITIVE (ESDS) COMPONENTS

B140 PACKAGE AND LABEL REPAIRABLES CONTAINING ELECTROSTATIC DISCHARGE SENSITIVE (ESDS) COMPONENTS

B141 INSPECT ELECTROSTATIC DISCHARGE (ED) SAFE AREAS

B142 REMOVE ELECTRONIC GROUNDING DEVICES

B143 INSTALL ELECTRONIC GROUNDING DEVICES

B144 INTERPRET CHARTS

B145 INTERPRET DIAGRAMS

B146 INTERPRET SCHEMATICS

B147 INSPECT ELECTRONIC MAGNETIC INTERFERENCE (EMI) SHIELDING

B148 REMOVE ELECTRONIC MAGNETIC INTERFERENCE (EMI) SHIELDING

B150 INSTALL ELECTRONIC MAGNETIC INTERFERENCE (EMI) SHIELDING

B151 INSPECT ELECTRONIC COMPONENTS

B152 PERFORM CORROSION PREVENTION OR CONTROL PROCEDURE ON ELECTRONIC COMPONENTS

C. MECHANICAL MAINTENANCE

C154 INSPECT PRESSURIZED EQUIPMENT

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

#### D. TEST EQUIPMENT

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

#### E. QUALITY ASSURANCE

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

#### F. AUTOMATED INFORMATION OPERATIONS

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

#### G. LOGISTICS/TECHNICAL ADMINISTRATION

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

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

### **AVIATION ELECTRONICS TECHNICIAN (INTERMEDIATE) SECOND CLASS (AT2)**

#### A. AVIONICS SYSTEMS MAINTENANCE

- A084 INSTALL FIELD CHANGES/MODIFICATIONS TO AVIONIC SYSTEMS
- A085 MONITOR AVIONIC SYSTEM FIELD CHANGES/MODIFICATIONS INSTALLATION

#### B. ELECTRICAL AND ELECTRONIC MAINTENANCE

- B108 REPAIR ELECTRICAL CABLES
- B153 MONITOR ELECTRONIC CORROSION CONTROL PROGRAM

#### C. MECHANICAL MAINTENANCE

- C158 REPLACE DESICCANTS

#### D. TEST EQUIPMENT

- D167 MONITOR TEST EQUIPMENT CALIBRATION PROGRAM
- D178 MONITOR TEST EQUIPMENT REPAIRS

#### E. QUALITY ASSURANCE

- E180 PREPARE SPECIAL REPORTS (QUALITY DEFICIENCY REPORT (QDR), TECHNICAL PUBLICATION DEFICIENCY REPORT (TPDR), ENGINEERING INVESTIGATION (EI) REPORT, ETC)

#### F. AUTOMATED INFORMATION OPERATIONS

- F188 LOAD COMPUTER PROGRAMS (DIAGNOSTIC/OPERATIONAL)
- F189 MONITOR OPERATIONAL COMPUTER PROGRAMS
- F194 TROUBLESHOOT COMPUTER DISK DRIVES

#### G. LOGISTICS/TECHNICAL ADMINISTRATION

- G202 PERFORM AWAITING PARTS (AWP) VALIDATION
- G205 UPDATE INDIVIDUAL COMPONENT REPAIR LISTS (ICRL)
- G206 REVIEW INDIVIDUAL COMPONENT REPAIR LISTS (ICRL)
- G207 INTERPRET ELECTRONIC TECHNICAL DIRECTIVES (TDs)

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

**AVIATION ELECTRONICS TECHNICIAN (INTERMEDIATE) FIRST CLASS (AT1)**

**E. QUALITY ASSURANCE**

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

**G. LOGISTICS/TECHNICAL ADMINISTRATION**

- G211 MONITOR INDIVIDUAL MATERIAL READINESS LIST (IMRL) PROGRAM
- G215 MONITOR WORK CENTER TOOL CONTROL PROGRAM

**CHIEF AVIATION ELECTRONICS TECHNICIAN (INTERMEDIATE) (ATC)**

**E. QUALITY ASSURANCE**

- E179 AUDIT QUALITY ASSURANCE (QA) PROGRAM

**G. LOGISTICS/TECHNICAL ADMINISTRATION**

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

**SENIOR CHIEF AVIATION ELECTRONICS TECHNICIAN (INTERMEDIATE) (ATCS)**

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

**MASTER CHIEF AVIATION ELECTRONICS TECHNICIAN (INTERMEDIATE) (AVCM)**

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

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

- A. AVIONICS SYSTEMS MAINTENANCE
- B. AVIONICS MAINTENANCE
- C. MECHANICAL MAINTENANCE
- D. QUALITY ASSURANCE
- E. LOGISTICS/TECHNICAL ADMINISTRATION



## **AVIATION ELECTRONICS TECHNICIAN (ORGANIZATIONAL) THIRD CLASS (AT3)**

### **A. AVIONICS SYSTEMS MAINTENANCE**

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

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

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

A349 TROUBLESHOOT SOUND RECORDER AND REPRODUCER SETS  
 A350 REMOVE SOUND RECORDER AND REPRODUCER SET WEAPON REPLACEABLE ASSEMBLIES (WRAs)  
  
 A351 INSTALL SOUND RECORDER AND REPRODUCER SET WEAPON REPLACEABLE ASSEMBLIES (WRAs)  
 A352 PERFORM SURVIVAL BEACON OPERATIONAL CHECKS  
 A353 TROUBLESHOOT SURVIVAL BEACONS  
 A354 REMOVE SURVIVAL BEACON WEAPON REPLACEABLE ASSEMBLIES (WRAs)  
 A355 INSTALL SURVIVAL BEACON WEAPON REPLACEABLE ASSEMBLIES (WRAs)  
 A356 PERFORM TACTICAL AIR NAVIGATION (TACAN) SYSTEMS OPERATIONAL CHECKS  
 A357 TROUBLESHOOT TACTICAL AIR NAVIGATION (TACAN) SYSTEMS  
 A358 REMOVE TACTICAL AIR NAVIGATION (TACAN) SYSTEMS WEAPON REPLACEABLE ASSEMBLIES (WRAs)  
 A359 INSTALL TACTICAL AIR NAVIGATION (TACAN) SYSTEMS WEAPON REPLACEABLE ASSEMBLIES (WRAs)  
 A360 PERFORM TACTICAL NAVIGATION (TACNAV) SYSTEMS OPERATIONAL CHECKS  
 A361 TROUBLESHOOT TACTICAL NAVIGATION (TACNAV) SYSTEMS  
 A362 REMOVE TACTICAL NAVIGATION (TACNAV) SYSTEMS WEAPON REPLACEABLE ASSEMBLIES (WRAs)  
 A363 INSTALL TACTICAL NAVIGATION (TACNAV) SYSTEMS WEAPON REPLACEABLE ASSEMBLIES (WRAs)  
 A364 PERFORM ULTRA HIGH FREQUENCY (UHF) RADIO SET OPERATIONAL CHECKS  
 A365 TROUBLESHOOT ULTRA HIGH FREQUENCY (UHF) RADIO SETS  
 A366 REMOVE ULTRA HIGH FREQUENCY (UHF) RADIO SET WEAPON REPLACEABLE ASSEMBLIES (WRAs)  
 A367 INSTALL ULTRA HIGH FREQUENCY (UHF) RADIO SET WEAPON REPLACEABLE ASSEMBLIES (WRAs)  
 A368 PERFORM VERY HIGH FREQUENCY (VHF) RADIO SET OPERATIONAL CHECKS  
 A369 TROUBLESHOOT VERY HIGH FREQUENCY (VHF) RADIO SETS  
 A370 REMOVE VERY HIGH FREQUENCY (VHF) RADIO SET WEAPON REPLACEABLE ASSEMBLIES (WRAs)  
 A371 INSTALL VERY HIGH FREQUENCY (VHF) RADIO SET WEAPON REPLACEABLE ASSEMBLIES (WRAs)  
 A372 PERFORM VERY HIGH FREQUENCY (VHF) OMNI-DIRECTIONAL RANGE (VOR) SYSTEMS OPERATIONAL CHECKS  
 A373 TROUBLESHOOT VERY HIGH FREQUENCY (VHF) OMNI-DIRECTIONAL RANGE (VOR) SYSTEMS  
 A374 REMOVE VERY HIGH FREQUENCY (VHF) OMNI-DIRECTIONAL RANGE (VOR) SYSTEMS WEAPON REPLACEABLE ASSEMBLIES (WRAs)  
 A375 INSTALL VERY HIGH FREQUENCY (VHF) OMNI-DIRECTIONAL RANGE (VOR) SYSTEMS WEAPON REPLACEABLE ASSEMBLIES (WRAs)  
 A376 PERFORM VIDEO RECORDER SYSTEMS OPERATIONAL CHECKS  
 A377 TROUBLESHOOT VIDEO RECORDER SYSTEMS  
 A378 REMOVE VIDEO RECORDER SYSTEMS WEAPON REPLACEABLE ASSEMBLIES (WRAs)  
 A379 INSTALL VIDEO RECORDER SYSTEMS WEAPON REPLACEABLE ASSEMBLIES (WRAs)  
 A380 PERFORM GENERAL PURPOSE ELECTRONIC TEST EQUIPMENT (GPETE) OPERATIONAL CHECKS  
 A381 PERFORM DOPPLER SYSTEMS OPERATIONAL CHECKS  
 A382 TROUBLESHOOT DOPPLER SYSTEMS  
 A383 REMOVE DOPPLER SYSTEMS WEAPON REPLACEABLE ASSEMBLIES (WRAs)  
 A384 INSTALL DOPPLER SYSTEMS WEAPON REPLACEABLE ASSEMBLIES (WRAs)  
 A385 PERFORM ELECTRONIC COUNTERMEASURES (ECM) SYSTEMS OPERATIONAL CHECKS  
 A386 TROUBLESHOOT ELECTRONIC COUNTERMEASURES (ECM) SYSTEMS

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

B. AVIONICS MAINTENANCE

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

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

#### C. MECHANICAL MAINTENANCE

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

#### D. QUALITY ASSURANCE

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

D477 PERFORM MISSING TOOL PROCEDURES

E. LOGISTICS/TECHNICAL ADMINISTRATION

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

**AVIATION ELECTRONICS TECHNICIAN (ORGANIZATIONAL) SECOND CLASS (AT2)**

B. AVIONICS MAINTENANCE

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

D. QUALITY ASSURANCE

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

E. LOGISTICS/TECHNICAL ADMINISTRATION

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

**AVIATION ELECTRONICS TECHNICIAN (ORGANIZATIONAL) FIRST CLASS (AT1)**

D. QUALITY ASSURANCE

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

E. LOGISTICS/TECHNICAL ADMINISTRATION

- E502 MONITOR TOOL CONTROL PROGRAMS

**CHIEF AVIATION ELECTRONICS TECHNICIAN (ORGANIZATIONAL) (ATC)**

**E. LOGISTICS/TECHNICAL ADMINISTRATION**

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

**SENIOR CHIEF AVIATION ELECTRONICS TECHNICIAN (ORGANIZATIONAL) (ATCS)**

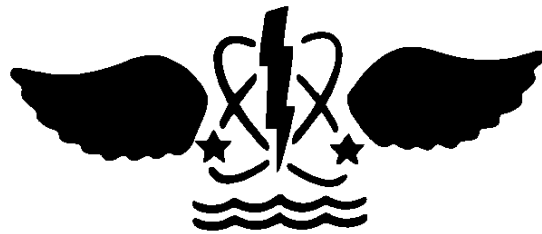
RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVY STANDARDS

**MASTER CHIEF AVIATION ELECTRONICS TECHNICIAN (ORGANIZATIONAL) (AVCM)**

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



# CHAPTER 12



## AVIATION WARFARE SYSTEMS OPERATOR (AW)

NAVPERS 18068-12C

NAVY ENLISTED OCCUPATIONAL STANDARDS  
FOR  
AVIATION WARFARE SYSTEMS OPERATOR (AW)



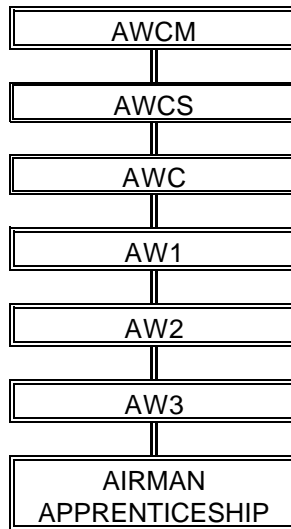
SCOPE OF RATING

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

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

NAVPERS 18068-12C

**GENERAL INFORMATION**  
**CAREER PATTERN**



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

**SPECIAL PHYSICAL REQUIREMENTS**

Vision 20/200 correctable in each eye to 20/20; normal color perception; no speech impediment. Refer to Articles 15.10, 15.13A, 15.21 and 15.69 of the Manual of the Medical Department, U.S. Navy for details on color perception, hearing and speech requirements. Physically qualified and psychologically adapted for flight as required by Article 15-69, Manual of the Medical Department, U.S. Navy. Third class swimmer with potential for qualification during AW school training as a first class swimmer as defined in MILPERSMAN 1414-010.

**CITIZENSHIP/SECURITY REQUIREMENTS**

Must be eligible for access to classified information.

**SAFETY**

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

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

- A. AIRCREW DUTIES
- B. AIRCREW TRAINING EXERCISES
- C. TRAINING MANAGEMENT
- D. AIRCREW ADMINISTRATION
- E. ENVIRONMENTALS
- F. TACTICAL SUPPORT CENTER (TSC)/CARRIER TACTICAL SUPPORT CENTER (CV-TSC)
- G. MAINTENANCE SUPPORT
- H. COMMUNICATIONS
- I. SENSOR SYSTEMS
- J. PASSIVE ACOUSTIC SONOBUOY OPERATIONS
- K. ACTIVE SONOBUOY OPERATIONS
- N. INFRARED (IR) OPERATIONS
- Q. SPECIAL WARFARE/VISUAL/PHOTOGRAPHIC OPERATIONS
- R. SEARCH AND RESCUE (SAR)/COMBAT SEARCH AND RESCUE (CSAR) OPERATIONS
- S. ORDNANCE/STORES

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

**A. AIRCREW DUTIES**

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

**B. AIRCREW TRAINING EXERCISES**

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

**D. AIRCREW ADMINISTRATION**

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

**E. ENVIRONMENTALS**

- E079 EVALUATE ENVIRONMENTAL DATA
- E080 UPDATE ACOUSTIC CONTACT HISTORY REPORTS

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

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

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

G. MAINTENANCE SUPPORT

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

H. COMMUNICATIONS

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

I. SENSOR SYSTEMS

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

J. PASSIVE ACOUSTIC SONOBUOY OPERATIONS

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

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

K. ACTIVE SONOBUOY OPERATIONS

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

N. INFRARED (IR) OPERATIONS

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

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

Q. SPECIAL WARFARE/VISUAL/PHOTOGRAPHIC OPERATIONS

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

S. ORDNANCE/STORES

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

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

C. TRAINING MANAGEMENT

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

D. AIRCREW ADMINISTRATION

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



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

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

J. PASSIVE ACOUSTIC SONOBUOY OPERATIONS

- J190 DETERMINE OPTIMUM SENSOR EFFECTIVENESS

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

C. TRAINING MANAGEMENT

- C048 ESTABLISH AIRCREW TRAINING PROGRAMS
- C049 UPDATE AIRCREW TRAINING PROGRAMS

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

- F110 PREPARE WARFARE BRIEFS
- F111 CONDUCT WARFARE BRIEFS
- F143 ANALYZE POSTFLIGHT TACTICAL DATA

**CHIEF AVIATION WARFARE SYSTEMS OPERATOR (AWC)**

A. AIRCREW DUTIES

- A026 CONDUCT PATHFINDER BRIEFS

D. AIRCREW ADMINISTRATION

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

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

- F097 COORDINATE TACTICAL EXERCISES
- F103 PLAN TACTICAL MISSIONS
- F104 DRAFT TACTICAL MESSAGES
- F106 CONDUCT FLIGHT CREW DEBRIEFS

H. COMMUNICATIONS

H161 INITIATE SECURE COMMUNICATIONS

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

R374 PERFORM DOWN PILOT AUTHENTICATIONS

S. ORDNANCE/STORES

S395 VERIFY SEARCH STORES TABLEAUS

**SENIOR CHIEF AVIATION WARFARE SYSTEMS OPERATOR (AWCS)**

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

**MASTER CHIEF AVIATION WARFARE SYSTEMS OPERATOR (AWCM)**

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

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

- A. AIRCREW DUTIES
- B. AIRCREW TRAINING EXERCISES
- C. TRAINING MANAGEMENT
- D. AIRCREW ADMINISTRATION
- E. ENVIRONMENTALS
- F. TACTICAL SUPPORT CENTER (TSC)/CARRIER TACTICAL SUPPORT CENTER (CV-TSC)
- G. MAINTENANCE SUPPORT
- H. COMMUNICATIONS
- I. SENSOR SYSTEMS
- J. PASSIVE ACOUSTIC SONOBUOY OPERATIONS
- K. ACTIVE SONOBUOY OPERATIONS
- L. DIPPING SONAR OPERATIONS
- M. RADAR/NAVIGATION OPERATIONS
- O. ELECTRONIC WARFARE SUPPORT (ES) OPERATIONS
- P. MAGNETIC ANOMALY DETECTION (MAD) OPERATIONS
- Q. SPECIAL WARFARE/VISUAL/PHOTOGRAPHIC OPERATIONS
- R. SEARCH AND RESCUE (SAR)/COMBAT SEARCH AND RESCUE (CSAR) OPERATIONS
- S. ORDNANCE/STORES

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

### **A. AIRCREW DUTIES**

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

### **B. AIRCREW TRAINING EXERCISES**

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

### **D. AIRCREW ADMINISTRATION**

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

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

#### E. ENVIRONMENTALS

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

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

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

#### G. MAINTENANCE SUPPORT

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

#### H. COMMUNICATIONS

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

H167 CONDUCT VERBAL CONTACT REPORTS  
H173 CONDUCT DATA LINK TRANSFERS

I. SENSOR SYSTEMS

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

J. PASSIVE ACOUSTIC SONOBUOY OPERATIONS

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

K. ACTIVE SONOBUOY OPERATIONS

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

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

L. DIPPING SONAR OPERATIONS

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

M. RADAR/NAVIGATION OPERATIONS

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

O. ELECTRONIC WARFARE SUPPORT (ES) OPERATIONS

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

P. MAGNETIC ANOMALY DETECTION (MAD) OPERATIONS

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

Q. SPECIAL WARFARE/VISUAL/PHOTOGRAPHIC OPERATIONS

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

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

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



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

S. ORDNANCE/STORES

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

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

C. TRAINING MANAGEMENT

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

D. AIRCREW ADMINISTRATION

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

E. ENVIRONMENTALS

E079 EVALUATE ENVIRONMENTAL DATABASES

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

F091 UPDATE ACOUSTIC CONTACT HISTORY RECORDS  
F094 CONDUCT DATA TRANSFERS (TACTICAL, NONTACTICAL, ETC)  
F100 PREPARE MISSION SUMMARY LOGS  
F101 UPDATE MISSION SUMMARY LOGS  
F108 CONDUCT SEARCH AND RESCUE (SAR) SWIMMER BRIEFS  
F109 PLAN SEARCH AND RESCUE (SAR) MISSIONS  
F134 PERFORM TACTICAL MISSION RECONSTRUCTIONS

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

C. TRAINING MANAGEMENT

C048 ESTABLISH AIRCREW TRAINING PROGRAMS  
C049 UPDATE AIRCREW TRAINING PROGRAMS

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

F143 ANALYZE POSTFLIGHT TACTICAL DATA

M. RADAR/NAVIGATION OPERATIONS

M291 CONDUCT OVER-THE-HORIZON DETECTION CLASSIFICATIONS

**CHIEF AVIATION WARFARE SYSTEMS OPERATOR (AWC)**

A. AIRCREW DUTIES

A026 CONDUCT PATHFINDER BRIEFS

D. AIRCREW ADMINISTRATION

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

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

F097 COORDINATE TACTICAL EXERCISES  
F103 PLAN TACTICAL MISSIONS  
F104 DRAFT TACTICAL MESSAGES  
F106 CONDUCT FLIGHT CREW DEBRIEFS

H. COMMUNICATIONS

H161 INITIATE SECURE COMMUNICATIONS

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

S. ORDNANCE/STORES  
S395 VERIFY SEARCH STORES TABLEAUS

**SENIOR CHIEF AVIATION WARFARE SYSTEMS OPERATOR (AWCS)**

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

**MASTER CHIEF AVIATION WARFARE SYSTEMS OPERATOR (AWCM)**

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

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

- A. AIRCREW DUTIES
- B. AIRCREW TRAINING EXERCISES
- C. TRAINING MANAGEMENT
- D. AIRCREW ADMINISTRATION
- E. ENVIRONMENTALS
- F. TACTICAL SUPPORT CENTER (TSC)/CARRIER TACTICAL SUPPORT CENTER (CV-TSC)
- H. COMMUNICATIONS
- I. SENSOR SYSTEMS
- M. RADAR/NAVIGATION OPERATIONS
- N. INFRARED (IR) OPERATIONS
- O. ELECTRONIC WARFARE SUPPORT (ES) OPERATIONS
- P. MAGNETIC ANOMALY DETECTION (MAD) OPERATIONS
- Q. SPECIAL WARFARE/VISUAL/PHOTOGRAPHIC OPERATIONS
- R. SEARCH AND RESCUE (SAR)/COMBAT SEARCH AND RESCUE (CSAR) OPERATIONS
- S. ORDNANCE/STORES

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

**A. AIRCREW DUTIES**

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

**B. AIRCREW TRAINING EXERCISES**

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

**D. AIRCREW ADMINISTRATION**

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

**E. ENVIRONMENTALS**

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

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

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

H. COMMUNICATIONS

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

I. SENSOR SYSTEMS

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

M. RADAR/NAVIGATION OPERATIONS

M255 CONDUCT RADAR RUN IN  
M256 CALCULATE RADAR FORMULAS  
M257 CONVERT TRUE BEARINGS  
M258 CONVERT RELATIVE BEARINGS  
M259 CONVERT MAGNETIC BEARINGS  
M260 CALCULATE RADAR RANGES  
M261 ANALYZE RADAR CONTACTS  
M262 CLASSIFY RADAR CONTACTS  
M265 LOAD INVERSE SYNTHETIC APERTURE RADAR (ISAR) DATA TAPES  
M270 FIX RADAR CONTACTS  
M271 TRACK AIRBORNE RADAR CONTACTS  
M272 TRACK LAND RADAR CONTACTS  
M273 TRACK SEA RADAR CONTACTS  
M274 CALCULATE RADAR CONTACT COURSES AND SPEEDS  
M275 COMPUTE RADAR CONTACT INTERCEPTS  
M276 VECTOR AIRCRAFT  
M278 PERFORM IDENTIFICATION FRIEND OR FOE (IFF) INTERROGATIONS  
M279 PERFORM SELECTIVE IDENTIFICATION FEATURE (SIF) INTERROGATIONS  
M280 IDENTIFY RADAR CONTACT MANEUVERS  
M281 PERFORM NAVIGATIONAL UPDATES  
M283 SELECT RADAR FREQUENCIES  
M284 MODIFY RADAR FREQUENCIES  
M285 CONDUCT RADAR SEARCHES  
M288 TRANSMIT RADAR DATA  
M289 PERFORM WEATHER AVOIDANCE RADAR NAVIGATIONS  
M290 PERFORM TERRAIN AVOIDANCE RADAR NAVIGATIONS  
M291 CONDUCT OVER-THE-HORIZON DETECTION CLASSIFICATIONS  
M292 CONDUCT OVER-THE-HORIZON TARGETING

N. INFRARED (IR) OPERATIONS

N293 CALCULATE INFRARED (IR) FORMULAS  
N294 DETERMINE OPTIMUM INFRARED (IR) EFFECTIVENESS  
N295 CALCULATE INFRARED (IR) RANGES  
N296 IDENTIFY INFRARED (IR) CONTACTS  
N297 ANALYZE INFRARED (IR) CONTACTS  
N298 CLASSIFY INFRARED (IR) CONTACTS  
N299 FIX INFRARED (IR) CONTACTS  
N300 TRACK INFRARED (IR) CONTACTS  
N301 CALCULATE INFRARED (IR) CONTACT COURSES AND SPEEDS  
N302 IDENTIFY INFRARED (IR) CONTACT MANEUVERS  
N303 IDENTIFY INFRARED (IR) COUNTERMEASURES  
N304 IDENTIFY THERMAL DISCONTINUITY INFRARED (IR)  
N305 CONDUCT INFRARED (IR) BATTLE DAMAGE ASSESSMENT (BDA)  
N306 LOAD INFRARED DETECTION SYSTEM (IRDS) TAPES  
N307 UNLOAD INFRARED DETECTION SYSTEM (IRDS) TAPES

O. ELECTRONIC WARFARE SUPPORT (ES) OPERATIONS

O308 DETERMINE OPTIMUM ELECTRONIC WARFARE SUPPORT (ES) EFFECTIVENESS  
O309 CALCULATE ELECTRONIC WARFARE SUPPORT (ES) RANGES  
O310 CONDUCT ELECTRONIC WARFARE SUPPORT (ES) SEARCHES  
O311 CONSTRUCT ELECTRONIC WARFARE SUPPORT (ES) TABLEAUS  
O312 LOAD ELECTRONIC WARFARE SUPPORT (ES) APRIORI TABLEAUS  
O313 MODIFY APRIORI TABLEAUS  
O314 UPLOAD APRIORI TABLEAUS  
O315 DOWNLOAD APRIORI TABLEAUS  
O316 CLASSIFY ELECTRONIC WARFARE SUPPORT (ES) CONTACTS  
O317 ANALYZE ELECTRONIC WARFARE SUPPORT (ES) CONTACTS  
O318 PLOT ELECTRONIC WARFARE SUPPORT (ES) CONTACTS  
O319 FIX ELECTRONIC WARFARE SUPPORT (ES) CONTACTS  
O320 TRACK ELECTRONIC WARFARE SUPPORT (ES) CONTACTS  
O321 CALCULATE ELECTRONIC WARFARE SUPPORT (ES) TARGET COURSES AND SPEEDS  
O322 COMPUTE ELECTRONIC WARFARE SUPPORT (ES) CONTACT INTERCEPTS  
O323 RECORD ELECTRONIC WARFARE SUPPORT (ES) PARAMETERS  
O324 TRANSMIT ELECTRONIC WARFARE SUPPORT (ES) DATA  
O325 CONDUCT HULL TO EMITTER CORRELATIONS (HULTEC)

P. MAGNETIC ANOMALY DETECTION (MAD) OPERATIONS

P326 CALCULATE MAGNETIC ANOMALY DETECTION (MAD) FORMULAS  
P327 DETERMINE OPTIMUM MAGNETIC ANOMALY DETECTION (MAD) EFFECTIVENESS  
P328 MARK MAGNETIC ANOMALY DETECTION (MAD) CONTACTS  
P329 ANALYZE MAGNETIC ANOMALY DETECTION (MAD) CONTACTS  
P330 CLASSIFY MAGNETIC ANOMALY DETECTION (MAD) CONTACTS  
P331 FIX MAGNETIC ANOMALY DETECTION (MAD) CONTACTS  
P332 TRACK MAGNETIC ANOMALY DETECTION (MAD) CONTACTS  
P333 CALCULATE MAGNETIC ANOMALY DETECTION (MAD) SLANT RANGES  
P334 COMPUTE TARGET DEPTHS  
P335 IDENTIFY MAGNETIC ANOMALY DETECTION (MAD) CONTACT MANEUVERS  
P336 IDENTIFY MAGNETIC ANOMALY DETECTION (MAD) NOISES  
P337 FILTER OUT MAGNETIC ANOMALY DETECTION (MAD) NOISES  
P338 CALCULATE MAGNETIC ANOMALY DETECTION (MAD) CONTACT COURSES AND SPEEDS

P340 PERFORM MAGNETIC ANOMALY DETECTION (MAD) COMPENSATIONS  
P343 PERFORM OPERATIONAL FIGURE OF MERIT (OFOM)

Q. SPECIAL WARFARE/VISUAL/PHOTOGRAPHIC OPERATIONS

Q350 CONDUCT DRUG INTERDICTION SEARCHES  
Q351 LOAD INTELLIGENCE GATHERING CAMERAS  
Q352 SET INTELLIGENCE GATHERING CAMERAS  
Q353 PERFORM VISUAL SEARCHES  
Q356 CLASSIFY VISUAL CONTACTS  
Q357 ESTIMATE SEA STATES  
Q358 PERFORM PHOTOGRAPHIC RIGGINGS  
Q362 CALCULATE VISUAL TRACK SPACINGS  
Q363 VERIFY POST MISSION REPORT INPUTS  
Q367 PERFORM PREFLIGHT OF ELECTRO OPTICAL (EO) EQUIPMENT  
Q368 CONDUCT ELECTRO OPTICAL (EO) SURVEILLANCE  
Q369 CONDUCT ELECTRO OPTICAL (EO) POST FLIGHT  
Q370 CONDUCT ELECTRO OPTICAL (EO) ANALYSIS

S. ORDNANCE/STORES

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

**AVIATION WARFARE SYSTEMS OPERATOR (NON-ACOUSTIC) SECOND CLASS (AWN2)**

B. AIRCREW TRAINING EXERCISES

B045 CONDUCT SEARCH STORES TRAINING  
B049 UPDATE AIRCREW TRAINING PROGRAMS

C. TRAINING MANAGEMENT

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

D. AIRCREW ADMINISTRATION

D058 UPDATE AIRCREW FLIGHT STATUS BOARDS  
D059 ADMINISTER NAVAL AIR TRAINING AND OPERATING PROCEDURES STANDARDIZATION (NATOPS) PROGRAMS  
D060 UPDATE NAVAL AIR TRAINING AND OPERATING PROCEDURES STANDARDIZATION (NATOPS) TRAINING JACKETS  
D062 UPDATE AVIATION WARFARE (AW) INTELLIGENCE DATABASES



D063 UPDATE AVIATION WARFARE (AW) ELECTRONIC DATABASES

D076 UPDATE ELECTRONIC WARFARE SUPPORT (ES) LOGS

D077 EVALUATE FLIGHT SAFETY PROGRAMS

D078 REVISE EQUIPMENT OPERATING INSTRUCTIONS

E. ENVIRONMENTALS

E079 EVALUATE ENVIRONMENTAL DATA

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

F091 UPDATE ACOUSTIC CONTACT HISTORY RECORDS

F098 PREPARE MISSION BRIEF BOOKS

F099 UPDATE MISSION BRIEF BOOKS

F100 PREPARE MISSION SUMMARY LOGS

F101 UPDATE MISSION SUMMARY LOGS

F102 DRAFT ELECTRONIC ORDER OF BATTLES

F105 CONDUCT FLIGHT CREW BRIEFS

F106 CONDUCT FLIGHT CREW DEBRIEFS

F107 CONDUCT POSTFLIGHT ANALYSES (PFA)

F134 PERFORM TACTICAL MISSION RECONSTRUCTIONS

F139 LOAD PREFLIGHT DATA INSERTION PROGRAM (PDIP) TAPES

F140 UNLOAD PREFLIGHT DATA INSERTION PROGRAM (PDIP) TAPES

Q. SPECIAL WARFARE/VISUAL/PHOTOGRAPHIC OPERATIONS

Q364 ANALYZE INTELLIGENCE COLLECTION GATHERING DATA

**AVIATION WARFARE SYSTEMS OPERATOR (NON-ACOUSTIC) FIRST CLASS (AWN1)**

C. TRAINING MANAGEMENT

C048 ESTABLISH AIRCREW TRAINING PROGRAMS

C049 UPDATE AIRCREW TRAINING PROGRAMS

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

F110 PREPARE WARFARE BRIEFS

F111 CONDUCT WARFARE BRIEFS

F143 ANALYZE POSTFLIGHT TACTICAL DATA

Q. SPECIAL WARFARE/VISUAL/PHOTOGRAPHIC OPERATIONS

Q365 CONDUCT INTELLIGENCE BRIEFINGS

Q366 CONDUCT INTELLIGENCE DEBRIEFINGS

**CHIEF AVIATION WARFARE SYSTEMS OPERATOR (AWC)**

**A. AIRCREW DUTIES**

A026 CONDUCT PATHFINDER BRIEFS

**D. AIRCREW ADMINISTRATION**

D064 DRAFT AVIATION WARFARE (AW) TECHNICAL EQUIPMENT UPGRADES AND IMPROVEMENT INPUTS

D071 CONDUCT FLIGHT ORDER AUDIT BOARDS

D072 PREPARE TACTICAL EQUIPMENT EVALUATION PROGRAMS

D073 PREPARE TACTICS EVALUATION PROGRAMS

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

F097 COORDINATE TACTICAL EXERCISES

F103 PLAN TACTICAL MISSIONS

F104 DRAFT TACTICAL MESSAGES

**H. COMMUNICATIONS**

H161 INITIATE SECURE COMMUNICATIONS

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

R374 PERFORM DOWN PILOT AUTHENTICATIONS

**S. ORDNANCE/STORES**

S395 VERIFY SEARCH STORES TABLEAUS

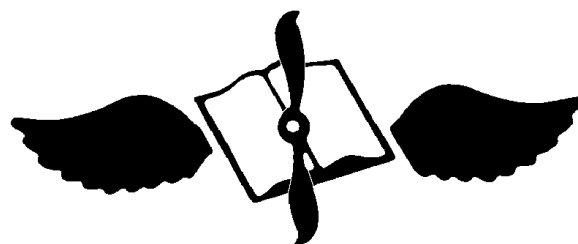
**SENIOR CHIEF AVIATION WARFARE SYSTEMS OPERATOR (AWCS)**

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

**MASTER CHIEF AVIATION WARFARE SYSTEMS OPERATOR (AWCM)**

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

# CHAPTER 13



## AVIATION MAINTENANCE ADMINISTRATIONMAN (AZ)

NAVPERS 18068-13C

NAVY ENLISTED OCCUPATIONAL STANDARDS  
FOR  
AVIATION MAINTENANCE ADMINISTRATIONMAN (AZ)



SCOPE OF RATING

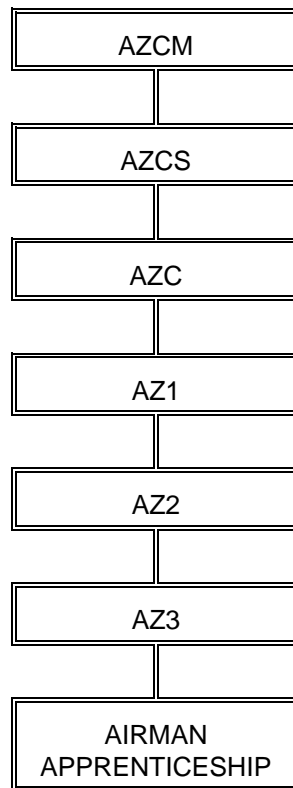
Aviation Maintenance Administrationmen (AZ) perform technical, managerial, and support duties required by the Naval Aviation Maintenance Program; prepare aircraft and maintenance related correspondence; maintain directive control and custody records, control forms and reporting requirements; maintain files on departmental organization, manning, personnel TAD and transfers, and training requirements; plan, program, and coordinate scheduled and unscheduled maintenance tasks and the incorporation of changes and modifications on/to aircraft and aeronautical equipment and support equipment; coordinate squadron/activity maintenance reporting requirements and recommend changes to maintenance policies and procedures; organize, maintain and operate Navy Aeronautical Technical Publications Library, oversee dispersed libraries, audit and train dispersed librarians; operate the Naval Aviation Logistics Command Management Information System (NALCOMIS); input, verify, and validate data pertaining to the history, operation, maintenance, configuration, receipt, and transfer of naval aircraft, related aeronautical equipment, and components installed in those equipment; maintain operations department flight data historical files and aviator data; provide support/assistance to organizational, intermediate, and depot maintenance staff areas; and perform other duties, as required, when attached to organizational, intermediate, and depot maintenance activities or aviation staff commands.

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These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 13.

NAVPERS 18068-13C

**GENERAL INFORMATION**  
**CAREER PATTERN**



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

**SPECIAL PHYSICAL REQUIREMENTS.**

None.

**SPECIAL REQUIREMENTS**

ASVAB=BTB GTC&ARI=105; ASVAB 5/6/7 WK&AR=104; ASVAB 8//9/10/11/12/13/14/J1 VE&AR=104

**CITIZENSHIP/SECURITY REQUIREMENTS**

Must be eligible for access to classified information.

**PERFORMANCE TESTS**

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

**SAFETY**

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

**AVIATION MAINTENANCE ADMINISTRATIONMAN (AZ) FUNCTIONAL AREAS**

- A. MAINTENANCE ADMINISTRATION
- B. MAINTENANCE MANAGEMENT AND SUPERVISION
- C. MAINTENANCE/PRODUCTION CONTROL
- D. LOGS AND RECORDS
- E. TECHNICAL PUBLICATIONS LIBRARY
- F. MAINTENANCE PLANNING
- G. NAVAL AVIATION LOGISTICS COMMAND MAINTENANCE INFORMATION SYSTEM (NALCOMIS) MANAGEMENT/AUTOMATED DATA PROCESSING (ADP)
- H. OPERATIONS AND LOGISTICS
- I. TECHNICAL MANAGEMENT

## **AVIATION MAINTENANCE ADMINISTRATIONMAN THIRD CLASS (AZ3)**

### **A. MAINTENANCE ADMINISTRATION**

- A001 ESTABLISH MAINTENANCE DEPARTMENT ORGANIZATIONAL CHARTS (PERSONNEL CHART)
- A002 UPDATE MAINTENANCE DEPARTMENT ORGANIZATIONAL CHARTS (PERSONNEL CHART)
- A003 VERIFY MAINTENANCE DEPARTMENT ORGANIZATIONAL CHARTS (PERSONNEL CHART)
- A004 CONSOLIDATE AND ROUTE DEPARTMENTAL MUSTER REPORTS
- A005 RECORD TEMPORARY ADDITIONAL DUTY ASSIGNMENTS
- A006 UPDATE TICKLER FILES
- A008 DESTROY CLASSIFIED MATERIALS
- A013 PREPARE LOCAL FORMS
- A014 PREPARE SUPPORT EQUIPMENT LICENSES FOR SIGNATURE
- A020 ESTABLISH AND UPDATE MAINTENANCE MESSAGE BOARDS AND FILES
- A026 PROVIDE ADMINISTRATIVE SUPPORT TO SEAOPDETS FOR PERSONNEL/LOGISTICS
- A043 FILE DEPARTMENTAL CORRESPONDENCE
- A045 ORDER FORMS AND DIRECTIVES
- A046 PREPARE MONTHLY MAINTENANCE PLAN
- A052 PREPARE NAVAL CORRESPONDENCE UTILIZING WORD PROCESSING APPLICATIONS
- A053 PURGE DEPARTMENTAL CORRESPONDENCE FILES
- A056 TRACK CORRESPONDENCE
- A057 VALIDATE ACTION TAKEN ON MAINTENANCE MESSAGE BOARD
- A058 ROUTE DEPARTMENTAL CORRESPONDENCE
- A059 ROUTE MAIL
- A060 CONTROL CLASSIFIED MATERIALS
- A547 RECEIVE CLASSIFIED MATERIALS
- A555 INPUT DATA INTO AUTOMATED DATA PRODUCT/COMPUTER SYSTEMS

### **B. MAINTENANCE MANAGEMENT AND SUPERVISION**

- B083 CALCULATE INSPECTION DEVIATION REQUIREMENTS
- B084 CALCULATE INSPECTION BASE INTERVALS
- B086 ALIGN AIRCRAFT, ENGINE AND COMPONENT PHASE BASE HOURS
- B087 ALIGN AIRCRAFT, ENGINE AND COMPONENT SPECIAL INSPECTION DATES/HOURS

### **C. MAINTENANCE/PRODUCTION CONTROL**

- C126 UPDATE EQUIPMENT MASTER ROSTER (EOO)
- C134 VERIFY AND UPDATE WEAPON SYSTEM EQUIPMENT CUSTODY AND SUB-CUSTODY RECORDS
- C136 INITIATE SUPPORT EQUIPMENT (SE) RECORDS
- C137 DOCUMENT SUPPORT EQUIPMENT (SE) ACCEPTANCE AND TRANSFER
- C138 DETERMINE SUPPORT EQUIPMENT (SE) PLANNED MAINTENANCE (PM)
- C139 VALIDATE SUPPORT EQUIPMENT (SE) STATUS
- C140 VERIFY SUPPORT EQUIPMENT (SE) PRESERVATION/DEPRESERVATION
- C155 UPDATE MAINTENANCE CONTROL CALIBRATION VISUAL DISPLAY BOARDS
- C156 PREPARE DAILY TIME SHEETS FOR AIRCRAFT AND AERONAUTICAL EQUIPMENT
- C158 CALCULATE PHASE/SPECIAL INSPECTION ELAPSED TIME
- C174 VERIFY WORK CENTER WORKLOAD REPORTS
- C175 VERIFY AWAITING PARTS (AWP) STATUS
- C177 ASSIGN JOB CONTROL NUMBER (JCN)/SUFFIX
- C185 VERIFY ENGINE CONFIGURATION DATA WITH NALCOMIS
- C186 VERIFY AIRCRAFT CONFIGURATION BASELINES WITH NAVAL AVIATION LOGISTICS

- COMMAND MAINTENANCE INFORMATION (NALCOMIS)
- C191 VERIFY PERIODIC MAINTENANCE INFORMATION CARD (PMIC) SCHEDULES WITH CURRENT MAINTENANCE REQUIREMENT CARD SYSTEM (MRCS)
  - C197 MANAGE SUPPORT EQUIPMENT PREVENTIVE MAINTENANCE (PM) FILES
  - C198 UPDATE AIRCRAFT LAUNCH/RECOVERY EQUIPMENT PROGRAM EQUIPMENT RECORDS
  - C199 UPDATE MAINTENANCE/PRODUCTION CONTROL EQUIPMENT STATUS
  - C200 PREPARE "DAILY" MAINTENANCE REPORTS
  - C215 VERIFY AND UPDATE AIRCRAFT DISCREPANCY BOOKS (ADB )
  - C216 VERIFY ADB RECORDS WITH NAVAL AVIATION LOGISTICS COMMAND MAINTENANCE INFORMATION SYSTEM (NALCOMIS)
  - C218 INITIATE AIRCRAFT INSPECTION ACTIONS
  - C226 ENTER DISCREPANCIES INTO NAVAL AVIATION LOGISTICS COMMAND MAINTENANCE INFORMATION (NALCOMIS)
  - C288 ORDER HIGH TIME REPLACEMENT COMPONENTS

#### D. LOGS AND RECORDS

- D102 DOCUMENT DEVIATION OF SCHEDULED MAINTENANCE
- D116 DETERMINE MAXIMUM OPERATING TIME/HOURS/CYCLES FOR EQUIPMENT
- D129 CLOSE OUT LOGS AND RECORDS
- D236 RECORD FLIGHT LOADS, LAUNCH AND LANDING DATA REPORTS
- D240 PREPARE OPNAV XRAY REPORTS
- D241 ESTABLISH AIRCRAFT LOGBOOK
- D243 ESTABLISH AIRCRAFT HISTORY FILES
- D246 UPDATE IMPROVED CARTRIDGE ACTUATED PROGRAM (ICAP) AND CARTRIDGE ACTUATED DEVICE (CAD) RECORDS
- D250 RECORD AIRCRAFT, ENGINE AND COMPONENT FLIGHT HOURS
- D254 RECORD AIRCRAFT, ENGINE AND COMPONENT OPERATING CYCLES
- D256 UPDATE AIRCRAFT RECORD "A" CARDS
- D257 RECORD AND FILE COMPASS SWING RESULTS IN AIRCRAFT LOGS AND RECORDS
- D258 PREPARE ENGINE TRANSACTION REPORTS
- D259 UPDATE ENGINE RECORD CARDS
- D260 INITIATE LIFE LIMITED COMPONENT RECORDS
- D264 CALCULATE AERONAUTICAL EQUIPMENT SERVICE RECORD (AESR) HIGH TIMES
- D265 UPDATE AERONAUTICAL EQUIPMENT SERVICE RECORD (AESR)
- D274 CALCULATE ASSEMBLY SERVICE RECORDS (ASR) HIGH TIMES
- D276 ENTER MONTHLY FLIGHT ACTIVITY INTO LOGS AND RECORDS
- D294 RECORD INSPECTION COMPLIANCE IN AIRCRAFT/ENGINE RECORD PAGE
- D297 PREPARE AIRCRAFT ACCOUNTING AUDIT REPORTS
- D298 UPDATE PARACHUTE HISTORY RECORD
- D315 PREPARE END OF QUARTER (EOQ) REPORTS
- D317 REVIEW SOURCE DATA FOR LOGS AND RECORDS ENTRIES
- D550 UPDATE AIRCRAFT LOGBOOKS
- D553 UPDATE LIFE LIMITED COMPONENT RECORDS

#### E. TECHNICAL PUBLICATIONS LIBRARY

- E349 ISSUE TECHNICAL INFORMATION MATERIAL
- E354 MAKE CHANGES AND REVISIONS TO TECHNICAL PUBLICATIONS

#### G. NAVAL AVIATION LOGISTICS COMMAND MAINTENANCE INFORMATION SYSTEM (NALCOMIS) MANAGEMENT/AUTOMATED DATA PROCESSING (ADP)



- G378 INPUT AND VALIDATE FLIGHT TRAINING CODES
- G387 VERIFY AND EXTRACT NAVAL AVIATION LOGISTICS COMMAND MAINTENANCE INFORMATION (NALCOMIS) REPORTS

#### H. OPERATIONS AND LOGISTICS

- H159 PREPARE NAVAL AIRCRAFT FLIGHT RECORD (NAVFLIR) FOR CANCELED FLIGHT
- H438 VERIFY OPERATIONS FLIGHT DATA
- H439 COMPARE LOGS AND RECORDS FLIGHT DATA WITH OPERATIONS FLIGHT DATA
- H440 SUBMIT FLIGHT CREW PERSONNEL INTO THE FLIGHT DATA SUBSYSTEM
- H441 REMOVE PERSONNEL FROM FLIGHT DATA SUBSYSTEM
- H442 UPDATE FLIGHT CREW REQUIREMENTS WITH NAVAL AIR TRAINING AND OPERATING PROCEDURE STANDARDIZATION (NATOPS) RECORDS
- H443 CORRECT FLIGHT DATA
- H444 VERIFY MISSION NUMBER WITH FLIGHT ADVISORIES
- H445 ENTER FLIGHT DATA INTO NAVAL AVIATION LOGISTICS COMMAND MAINTENANCE INFORMATION (NALCOMIS)
- H446 VERIFY AND CORRECT ANNUAL NAVAL SAFETY CENTER REPORTS
- H447 UPDATE NATOPS JACKETS
- H449 TRACK AND REPORT FLIGHT CREW NAVAL AIR TRAINING AND OPERATING PROCEDURE STANDARDIZATION (NATOPS) REQUIREMENTS
- H450 VERIFY FLIGHT DATA INPUT
- H452 VERIFY FLIGHT DATA DAILY AUDIT REPORTS
- H453 VERIFY MONTHLY FLIGHT REPORTS
- H454 VERIFY AND CORRECT INDIVIDUAL MASTER ROSTER (IMR)
- H455 UPDATE AND MONITOR INDIVIDUAL MASTER ROSTER (IMR) WITH PERSONNEL GAINS AND LOSSES
- H456 VERIFY AND CORRECT MONTHLY AIRCRAFT MISSION REPORTS
- H457 FILE MONTHLY AIRCRAFT MISSION REPORTS
- H458 VERIFY AND CORRECT MONTHLY INDIVIDUAL FLIGHT ACTIVITY REPORTS
- H459 FILE MONTHLY INDIVIDUAL FLIGHT ACTIVITY REPORTS
- H460 VERIFY AND CORRECT MONTHLY AIRCRAFT LOGISTICS REPORTS
- H461 FILE MONTHLY AIRCRAFT LOGISTICS REPORTS
- H462 UPDATE AVIATOR'S FLIGHT LOG BOOK
- H463 UPDATE OPERATIONS PUBLICATIONS AND MANUALS
- H464 MAINTAIN FILE MAPS AND CHARTS
- H465 MAINTAIN NOTICE TO AIRMEN (NOTAMS)
- H470 TRACK AND REPORT SIMULATOR TIME
- H471 TRACK FLIGHT QUALIFICATIONS
- H472 VERIFY WEAPONS PROFICIENCY DATA
- H473 VERIFY DEPARTURE/ARRIVAL WITH TOTAL MISSION REQUIREMENTS (TMR) FLIGHT HOURS
- H474 PREPARE DUPLICATE NAVFLIR FOR MONTHLY INDIVIDUAL FLIGHT ACTIVITY UPDATES
- H476 PREPARE FLIGHT SCHEDULES
- H477 ADJUST FLIGHT SCHEDULES
- H478 FILE FLIGHT SCHEDULES
- H479 PRINT HARD COPIES OF NAVFLIR FOR LOCAL ACTIVITY USE
- H480 VALIDATE NAVFLIR DATA BLOCKS FOR CODES FROM FLIGHT PLANS
- H482 UPDATE AND FILE DETACHMENT MASTER FLIGHT FILES
- H483 UPDATE AND FILE SQUADRON/ACTIVITY MASTER FLIGHT FILES (MFF)
- H485 PREPARE MASTER FLIGHT FILES (MFF) LETTER OF TRANSMITTAL

#### I. TECHNICAL MANAGEMENT

- I514 UPDATE SUPPORT EQUIPMENT STANDARDIZATION SYSTEM (SESS)

## AVIATION MAINTENANCE ADMINISTRATIONMAN SECOND CLASS (AZ2)

### B. MAINTENANCE MANAGEMENT AND SUPERVISION

- B077 VALIDATE AIRCRAFT AND EQUIPMENT MAINTENANCE SCHEDULES
- B088 ASSEMBLE PRE-INSPECTION MEETING DOCUMENTS AND PLANS
- B089 PREPARE AIRCRAFT SERVICE PERIOD ADJUSTMENT/INTEGRATED MAINTENANCE CONCEPT (IMC) REPORTS
- B091 PREPARE CHANGE OF LOCATION ACTIVITY REPORTS
- B092 FURNISH INFORMATION AND ADVICE ON MAINTENANCE DATA REPORTS
- B094 PREPARE PLANNER AND ESTIMATING (P&E) REQUESTS
- B105 PREPARE AIRCRAFT MATERIAL READINESS REPORTS (AMRR)
- B112 TRACK RELIABILITY CENTERED MAINTENANCE (RCM) SCHEDULES
- B113 TRACK STRUCTURAL APPRAISAL OF FATIGUE EFFECTS REQUIREMENTS
- B114 ANALYZE SERVICE LIFE EXTENSION PROGRAM (SLEP) REQUIREMENTS
- B115 DETERMINE TOUR PERIOD END DATE OF NAVAL AIRCRAFT

### C. MAINTENANCE/PRODUCTION CONTROL

- C122 VERIFY RECORDS WITH ORGANIZATIONAL EQUIPMENT REMOVED FOR TRANSFER/REWORK
- C123 VERIFY AND REPORT MISSION EQUIPMENT FOR AIRCRAFT TRANSFERRED
- C124 VERIFY AND REPORT MISSION EQUIPMENT MISSING FROM AIRCRAFT RECEIVED
- C125 SUBMIT AIRCRAFT DISCREPANCY REPORTS (ADR)
- C130 VERIFY INVENTORY RECORDS WITH WEIGHT AND BALANCE RECORDS
- C146 COMPILE INPUT DATA FOR MAINTENANCE PLANS
- C157 PREPARE TIME TRACKING RECORDS FOR HOT SECTION INSPECTION AND ENG RUN-UPS
- C162 VALIDATE NAVAL AIRCRAFT FLIGHT RECORD (NAVFLIR) EXCEPTION CODES WITH OPERATIONS
- C209 VERIFY WARRANTY INFORMATION
- C224 UPDATE SCHEDULES FOR INDIVIDUAL AVIATION LIFE SUPPORT SYSTEM (ALSS) GEAR
- C230 COMPARE MASTER AIRCRAFT LIST WITH AIRCRAFT INVENTORY RECORDS
- C231 INPUT WEIGHT AND BALANCE DATA INTO RECORDS
- C232 REVIEW SHORTAGE ITEMS AIRCRAFT RECORDS
- C337 TRACK TECHNICAL DIRECTIVE (TD) SUPPLY STATUS

### D. LOGS AND RECORDS

- D106 PREPARE FLIGHT LOADS, LAUNCH AND LANDING DATA REPORTS
- D120 SUBMIT STANDARD DEPOT LEVEL MAINTENANCE (SDLM) SPECIAL WORK REQUESTS
- D239 RECORD ONE TIME AND EXPERIMENTAL AIRCRAFT MODIFICATIONS
- D251 VERIFY AIRCRAFT, ENGINE AND COMPONENT FLIGHT HOURS
- D255 VERIFY AIRCRAFT, ENGINE AND COMPONENT OPERATING CYCLES
- D263 REVIEW AERONAUTICAL EQUIPMENT SERVICE RECORD (AESR) FORMS
- D267 VERIFY MODULAR SERVICE RECORDS (MSR)
- D273 VERIFY ASSEMBLY SERVICE RECORDS (ASR)
- D277 REBUILD AIRCRAFT/EQUIPMENT HISTORY FOR LOST OR DESTROYED RECORDS
- D283 VERIFY INSTALLED COMPONENTS AND ACCESSORIES DATA
- D284 VERIFY EXPLOSIVE DEVICE LOT/CARTRIDGE NUMBERS REPORTED IN LOGS/RECORDS
- D285 SCREEN TECHNICAL DIRECTIVES (TD) FOR APPLICABILITY
- D286 COMPLY WITH TECHNICAL DIRECTIVE (TD) REQUIREMENTS
- D287 ORDER TECHNICAL DIRECTIVE (TD) KITS
- D289 MONITOR COMPLIANCE WITH TECHNICAL DIRECTIVES (TD) ON AIRCRAFT AND EQUIPMENT

- D292 VERIFY PREVIOUS TECHNICAL DIRECTIVE (TD) COMPLIANCE ON NEWLY RECEIVED EQUIPMENT
- D293 UPDATE TECHNICAL DIRECTIVE STATUS ACCOUNTING (TDSA) PROGRAM LISTS AND REPORTS (LISTS 2, 4, 4H)
- D302 UPDATE AND VERIFY AIRCRAFT LOGBOOKS UPON TRANSFER/RECEIPT
- D303 UPDATE AND VERIFY AERONAUTICAL EQUIPMENT SERVICE RECORDS UPON TRANSFER/RECEIPT
- D304 UPDATE AND VERIFY EQUIPMENT/COMPONENT RECORD CARDS UPON TRANSFER/RECEIPT
- D305 VERIFY INVENTORY OF AIRCRAFT UPON RECEIPTS/TRANSFERS
- D306 VERIFY TYPE EQUIPMENT INVENTORY UPON RECEIPTS/TRANSFERS
- D313 PROVIDE INFORMATION FROM LOGS AND RECORDS FOR THE NAVAL AVIATION MAINTENANCE DISCREPANCY REPORTING PROGRAM (NAMDRP)
- D316 DISPOSE OF AIRCRAFT LOGBOOKS, AERONAUTICAL EQUIPMENT SERVICE RECORD (AESR) AND COMPONENT RECORDS
- D319 CONSOLIDATE MAINTENANCE DATA SYSTEM DETACHMENT REPORTS
- D552 DISPOSE OF AIRCRAFT HISTORY FILES
- D554 DISPOSE OF LIFE LIMITED COMPONENT RECORDS
- D556 PURGE AIRCRAFT HISTORY FILES
- D557 ACCESS THE INTERNET FOR AVIATION TECHNICAL INFORMATION

#### E. TECHNICAL PUBLICATIONS LIBRARY

- E225 UPDATE AVIATION LIFE SUPPORT SYSTEM (ALSS) TECHNICAL DIRECTIVES (TD) FOR INDIVIDUAL FLIGHT GEAR
- E322 MAINTAIN AUTOMATED LIBRARY TECHNICAL MANUAL SYSTEM
- E324 REQUEST INITIAL OUTFITTING LISTS
- E325 MAINTAIN AUTOMATIC DISTRIBUTION REQUIREMENTS LISTINGS (ADRL)
- E326 CORRECT AUTOMATIC DISTRIBUTION REQUIREMENTS LISTINGS (ADRL) ERRORS
- E327 VERIFY CURRENT DATABASE WITH PUBLICATIONS
- E328 AUDIT DISPERSED LIBRARIES
- E330 VERIFY WEEKLY SUMMARY OF ISSUED TECHNICAL DIRECTIVES (TD)
- E331 MAINTAIN TECHNICAL PUBLICATION LIBRARY INFORMATION SHEETS (TPLIS)
- E334 MAINTAIN TRANSACTION FILE
- E335 ORDER PUBLICATIONS, FORMS, DIRECTIVES AND TECHNICAL DIRECTIVES (TD)
- E340 MAINTAIN TECHNICAL DIRECTIVE (TD) MASTER FILES
- E341 UTILIZE MILITARY STANDARD REQUISITION AND ISSUE PROCEDURES (MILSTRIP) DESK GUIDE
- E345 RECEIVE, UPDATE AND DISTRIBUTE CLASSIFIED PUBLICATIONS
- E347 VERIFY MONTHLY INTERIM RAPID ACTION CHANGE (IRAC) AND TRACKER
- E351 SUBMIT TECHNICAL PUBLICATION DEFICIENCY REPORTS
- E355 ISSUE AND TRACK CHANGE ENTRY CERTIFICATION RECORDS
- E356 UPDATE AND CORRECT TECHNICAL PUBLICATIONS REQUISITION DATA
- E358 CONDUCT TRAINING FOR DISPERSED LIBRARIANS
- E361 PREPARE LOCAL MAINTENANCE REQUIREMENTS CARDS (MRCS)
- E364 AUDIT CENTRAL LIBRARY
- E365 SUBMIT LIBRARY SHORTAGES AUTOMATED DISTRIBUTION REQUIREMENTS LISTS (ADRL)
- E370 ISSUE FORMAL AND INTERIM CHANGE BULLETINS FOR CD ROM PUBLICATION
- E371 VALIDATE CHANGE INCORPORATION TO CDROM UPON REISSUE
- E372 ORDER, UPDATE AND FILE DEPARTMENT OF DEFENSE (DOD) AND MANUFACTURER PUBLICATIONS/SERVICE BULLETINS/DIGESTS AND PERIODICALS NOT UNDER ADRL
- E373 VERIFY NAVAL AERONAUTICAL PUBLICATIONS INDEX (NAPI)/NAVAL LOGISTICS LIBRARY (NLL) FOR AIRCRAFT AND EQUIPMENT APPLICATION
- E558 RECEIVE, ISSUE AND INCORPORATE INTERIM RAPID ACTION CHANGE (IRAC)
- E559 ACCESS THE INTERNET FOR AVIATION PUBLICATIONS

- G. NAVAL AVIATION LOGISTICS COMMAND MAINTENANCE INFORMATION SYSTEM (NALCOMIS) MANAGEMENT/AUTOMATED DATA PROCESSING (ADP)  
G320 COORDINATE MAINTENANCE DATA SYSTEM DETACHMENT TRAINING  
G321 PREPARE DETACHMENT REQUIRED RECORDS, REPORTS AND PERSONNEL DATA  
G384 UTILIZE ADHOC REPORTS AND INQUIRIES  
G399 SUBMIT TROUBLE REPORTS/CHANGE PROPOSAL TO NAVAL AVIATION LOGISTICS COMMAND MAINTENANCE INFORMATION (NALCOMIS) SYSTEMS AND TECHNICAL MANUALS  
G405 REVIEW NAVAL AVIATION LOGISTICS COMMAND MAINTENANCE INFORMATION (NALCOMIS) SYSTEM MAILBOXES/QUES  
G406 APPROVE NAVAL AVIATION LOGISTICS COMMAND MAINTENANCE INFORMATION (NALCOMIS) MAILBOXES/QUES  
G423 REVIEW, ORDER AND STOCK FORMS AND AUTOMATED DATA PROCESSING (ADP) MATERIALS

I. TECHNICAL MANAGEMENT

- 1513 VERIFY AND UPDATE SURVIVAL EQUIPMENT ASSET TRACKING SYSTEM/INCREASED CAPACITY (SEATS/ICAP)  
1516 CORRECT AIRCRAFT ENGINE MANAGEMENT SYSTEM ERRORS (AEMS)

**AVIATION MAINTENANCE ADMINISTRATIONMAN FIRST CLASS (AZ1)**

A. MAINTENANCE ADMINISTRATION

- A560 REVIEW MONTHLY MAINTENANCE PLAN

B. MAINTENANCE MANAGEMENT AND SUPERVISION

- B090 REQUEST DISPOSITION OF AIRCRAFT NOT MEETING CONTINUATION CRITERIA

C. MAINTENANCE/PRODUCTION CONTROL

- C201 VERIFY DAILY MAINTENANCE REPORTS  
C208 REVIEW MONTHLY MAINTENANCE PLAN FOR INTERMEDIATE MAINTENANCE

F. MAINTENANCE PLANNING

- F385 REVIEW MAINTENANCE REQUIREMENT CARDS (MRC)  
F386 VERIFY SEQUENCE CONTROL CHARTS

I. TECHNICAL MANAGEMENT

- 1512 OPERATE AIRCRAFT ENGINE MANAGEMENT SYSTEM (AEMS) DATABASE  
1535 RECOMMEND CHANGES TO DIRECTIVES PROCEDURES

## CHIEF AVIATION MAINTENANCE ADMINISTRATIONMAN (AZC)

### A. MAINTENANCE ADMINISTRATION

- A023 REVIEW AND REPORT SEA OPERATIONAL DETACHMENT (SEAOPDET) TRAINING REQUIREMENTS
- A024 REVIEW PERSONNEL TEMPO (PERSTEMPO) OF OPERATIONS REQUIREMENTS FOR DEPARTMENT
- A025 PROJECT REQUIREMENTS FOR NAVY ENLISTED CLASSIFICATION (NEC) SYSTEM FOR PROPOSED DETACHMENTS
- A036 VERIFY AND UPDATE MANPOWER PUBLICATIONS
- A037 REVIEW AND UPDATE ACTIVITY MANPOWER DOCUMENT (AMD) AND ENLISTED DISTRIBUTION AND VERIFICATION REPORT (EDVR)
- A039 PLACE PERSONNEL INTO MANPOWER/MANNING SLOTS
- A040 TRACK PROSPECTIVE GAINS AND LOSSES
- A041 PREPARE MANPOWER CHANGE REQUESTS
- A042 TAKE ACTION ON EDVR DISCREPANCIES

### B. MAINTENANCE MANAGEMENT AND SUPERVISION

- B078 COORDINATE UNSCHEDULED MAINTENANCE ACTIONS
- B079 CONDUCT MAINTENANCE PLANNING MEETINGS
- B080 BRIEF FUNCTIONAL CHECK FLIGHT REQUIREMENTS
- B096 RECOMMEND DEPARTMENTAL MAINTENANCE MANAGEMENT GOALS
- B097 ALIGN DEPARTMENTAL MAINTENANCE MANAGEMENT FUNCTIONS WITH GOALS
- B098 DETERMINE AIRCRAFT MISSION CAPABILITIES
- B119 REQUEST FLEET READINESS ACTION GROUP (FRAG) ASSISTANCE

### C. MAINTENANCE/PRODUCTION CONTROL

- C132 VALIDATE EXPEDITIOUS REPAIR REPORTS (EXREP)
- C154 COORDINATE DEPLOYING SQUADRON MAINTENANCE AND PACK UP NEEDS
- C167 REVIEW AND APPROVE NAVY DEPOT (NADEP) WORK REQUESTS
- C168 PREPARE BROAD ARROW REPORTS AND CAPABILITY REPORTS
- C169 EXPEDITE BROAD ARROW WORKLOAD
- C170 PREPARE TEST EQUIPMENT IN SERVICE MESSAGE (TEIS)
- C171 MONITOR SATELLITE PRODUCTION CONTROLS (PC)
- C172 COORDINATE SATELLITE PRODUCTION CONTROLS (PC)
- C173 ASSIGN PRODUCTION WORK LOAD PRIORITIES TO DIVISIONS
- C176 VERIFY BROAD ARROW REPORTS
- C204 DETERMINE AIRCRAFT AVAILABILITY TO MEET SCHEDULED FLIGHT REQUIREMENTS
- C206 REVIEW AND ADVISE ON LOCAL REPAIR CYCLE ASSET (LRCA) LIMITS

### F. MAINTENANCE PLANNING

- F382 COORDINATE WITH NAVAL AVIATION TECHNICAL ENGINEERING COMMAND (NATEC) FOR EQUIPMENT REPAIR/MODIFICATION

### I. TECHNICAL MANAGEMENT

- I487 REVIEW MAINTENANCE REPORTING PROBLEMS AND PROVIDE GUIDANCE FOR CORRECTIVE ACTION
- I497 VALIDATE ENGINE ACCOUNTING DATA
- I498 CONSOLIDATE AND PROVIDE EXTERNAL DATA INFORMATION TO SQUADRONS
- I500 CORRECT FLEET SQUADRON FLIGHT AND MAINTENANCE DISCREPANCIES
- I501 REVIEW AND ACCEPT LOGBOOKS, AERONAUTICAL EQUIPMENT SERVICE RECORD (AESR)

- AND RECORDS FOR END ITEMS NOT IN NAVY INVENTORY
- 1504 REVIEW ASSISTANCE REQUESTS FROM FLEET ACTIVITIES
  - 1505 PLAN ASSIST VISIT FOR FLEET ACTIVITIES
  - 1506 MONITOR ACTIVITY MANAGEMENT METHODS AND PROVIDE ASSISTANCE
  - 1509 REPORT ACTIVITY TRAINING REQUIREMENTS
  - 1511 DIRECT CORRECTION TO UPLINE REPORTS
  - 1524 CONSOLIDATE SQUADRON/ACTIVITY REPORTS FOR UPLINE USE
  - 1525 REVIEW SQUADRON REPORTS FOR CONSISTENCY OF AVIATION MAINTENANCE REPORTING
  - 1532 VALIDATE CONTRACTOR MAINTENANCE REQUIREMENTS
  - 1533 REPORT CONTRACTOR MAINTENANCE COMPLIANCE
  
  - 1534 RECOMMEND CHANGES TO POLICY AND PROCEDURES
  - 1536 RECOMMEND CHANGES TO INSTRUCTIONS AND NOTICES
  - 1542 ADVISE ACTIVITIES ON PRODUCTION MANAGEMENT PROCEDURES
  - 1546 CONDUCT PRE AND POST CRUISE ASSESSMENTS

**SENIOR CHIEF AVIATION MAINTENANCE ADMINISTRATIONMAN (AZCS)**

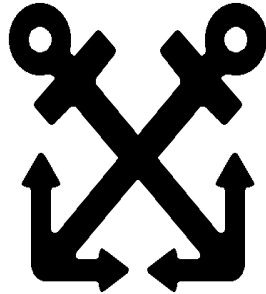
**I. TECHNICAL MANAGEMENT**

- 1519 VERIFY SHIPS OPERATIONAL READINESS AND TRAINING STATUS (SORTS) REPORT WITH REQUIRED OPERATIONAL CAPABILITY FOR A PROJECTED OPERATIONAL ENVIRONMENT (ROC/POE) AND MISSION CAPABILITY REQUIREMENTS
- 1539 RESEARCH AND ADVISE ON INPUT TO NAVAL AVIATION MAINTENANCE PROGRAM (NAMP) POLICY COMMITTEE

**MASTER CHIEF AVIATION MAINTENANCE ADMINISTRATIONMAN (AZCM)**

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

# CHAPTER 14



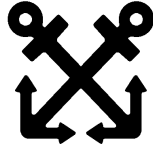
## BOATSWAIN'S MATE (BM)

NAVPERS 18068-14B

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

BOATSWAIN'S MATE (BM)



SCOPE OF RATING

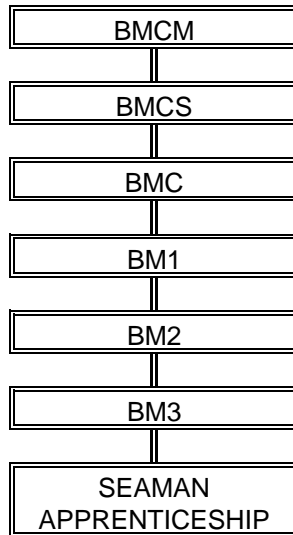
Boatswain's Mates (BM) train, direct, and supervise personnel in ship's maintenance duties in all activities relating to marlinespike, deck, boat seamanship, painting, upkeep of ship's external structure, rigging, deck equipment, and boats; take charge of working parties; perform seamanship tasks; act as petty officer-in-charge of picketboats, self-propelled barges, tugs, and other yard and district craft; maintain discipline as master-at-arms and police petty officers; serve in, or take charge of, guncrews or damage control parties; and operate and maintain equipment used in loading and unloading cargo, ammunition, fuel, and general stores.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 14.

NAVPERS 18068-14B



**GENERAL INFORMATION**  
CAREER PATTERN



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

SPECIAL PHYSICAL REQUIREMENTS

Normal color perception; no speech impediment. Refer to Chapter 15 of the Manual of the Medical Department, U.S. Navy for details on color perception and speech requirements.

CITIZENSHIP/SECURITY REQUIREMENTS

None.

**SAFETY**

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

**BOATSWAIN'S MATE (BM) FUNCTIONAL AREAS**

- A. MARLINESPIKE SEAMANSHIP
- B. DECK SEAMANSHIP
- C. CARGO HANDLING
- D. ANCHORING, MOORING AND TOWING
- E. UNDERWAY REPLENISHMENT (UNREP)
- F. BOAT SEAMANSHIP
- G. PAINTING AND PRESERVATION
- H. FLIGHT DECK, SEARCH AND RESCUE OPERATIONS
- I. BOAT HANDLING AND SMALL BOAT OPERATIONS
- J. AMPHIBIOUS OPERATIONS

## **BOATSWAIN'S MATE THIRD CLASS (BM3)**

### **A. MARLINESPIKE SEAMANSHIP**

- A001 RENDER CALLS ON BOATSWAIN'S PIPE
- A002 MAKE FANCY WORK
- A003 MAKE FENDERS
- A004 REPAIR FENDERS
- A005 APPLY WHIPPING TO LINES
- A006 DESIGN CANVAS COVERS
- A007 MAKE CANVAS COVERS
- A008 SEW CANVAS AND LEATHER
- A009 SPLICE LINES (DOUBLE BRAIDED, KEVLAR, PLAITED, ETC)
- A010 INSPECT LINES, WIRES AND END FITTINGS
- A011 TEST WIRES
- A012 MEASURE WIRE ROPES
- A013 SEIZE BITTER ENDS OF WIRE ROPES
- A014 INSTALL WIRE ROPE CLIPS
- A015 COIL DOWN LINES
- A016 FAKE DOWN LINES
- A017 FLEMISH DOWN LINES
- A018 MAKE LIFE LINES
- A019 MAKE LEAD LINES
- A020 MAKE BOLO LINES
- A021 MAKE MOORING STOPPERS
- A022 REPLACE MOORING STOPPERS
- A023 MAKE SLINGS
- A024 INSTALL TATTLETALES ON MOORING LINES
- A025 TIE AND UNTIE KNOTS, BENDS AND HITCHES
- A026 CLEAN AND INSPECT LIFE LINES
- A027 REPAIR LIFE LINES
- A028 REPLACE LIFE LINES

### **B. DECK SEAMANSHIP**

- B029 INVENTORY PNEUMATIC TOOLS
- B030 CLEAN AND INSPECT PNEUMATIC TOOLS
- B031 ISSUE PNEUMATIC TOOLS
- B032 REPAIR PNEUMATIC TOOLS
- B033 RIG AND UNRIG ACCOMMODATION LADDERS
- B034 RIG AND UNRIG BOATSWAIN'S CHAIRS
- B035 RIG AND UNRIG BRIDLES
- B036 RIG AND UNRIG CAMELS
- B037 RIG AND UNRIG FENDERS
- B038 RIG AND UNRIG FLAGSTAFFS
- B039 RIG AND UNRIG GANGWAYS AND BROWS
- B040 RIG AND UNRIG JACK STAFFS
- B041 RIG AND UNRIG PILOTS LADDERS
- B042 RIG AND UNRIG JACOB'S LADDERS
- B043 RIG AND UNRIG LEADSMAN PLATFORMS
- B044 RIG AND UNRIG PORTABLE DAVITS
- B045 RIG AND UNRIG RAT GUARDS
- B046 RIG AND UNRIG SAFETY NETS
- B047 RIG AND UNRIG STAGES
- B048 RIG AND UNRIG BOAT BOOMS

- B049 TEND AND MAN LINES (STAGING, BOATSWAIN'S CHAIRS, ETC)
- B050 THROW AND READ LEAD LINES
- B051 HEAVE HEAVING LINES
- B052 CLEAN AND INSPECT CAPSTANS
- B053 TEST CAPSTANS
- B054 IN-HAUL OR OUT-HAUL CAPSTANS

C. CARGO HANDLING

- C059 RIG AND UNRIG KING POSTS
- C060 RIG AND UNRIG SINGLE SWINGING BOOMS
- C061 RIG AND UNRIG YARD AND STAY BOOMS
- C062 LOAD CARGO
- C063 UNLOAD CARGO
- C064 BAND CARGO
- C065 SPOT CARGO
- C066 STOW CARGO
- C067 MOVE CARGO (MATERIAL HANDLING EQUIPMENT)
- C068 TIE DOWN DECK CARGO EQUIPMENT
- C069 PERFORM DYNAMIC, STATIC, AND RATED LOAD TESTS
- C070 REEVE TACKLES
- C071 CLEAN AND INSPECT CRANE RIGGINGS
- C072 TEST CRANE RIGGINGS
- C073 PERFORM WINCH OPERATIONS
- C074 PERFORM AS WINCH CHECKER
- C075 PERFORM CRANE AND BOOM OPERATIONS
- C076 CLEAN AND INSPECT BOOMS
- C077 TEST BOOMS
- C078 CLEAN AND INSPECT CABLES AND PENDANTS
- C079 TEST CABLES AND PENDANTS

D. ANCHORING, MOORING AND TOWING

- D083 TEST ANCHOR WINDLASS
- D084 DETERMINE REQUIRED SCOPE OF ANCHOR CHAIN
- D085 DETERMINE SCOPE OF ANCHOR CHAIN
- D086 DROP ANCHORS
- D087 HEAVE AROUND ANCHORS
- D088 READ ANCHOR TENDINGS
- D089 SECURE ANCHORS
- D090 CLEAN AND INSPECT DETACHABLE LINKS
- D091 LUBRICATE DETACHABLE LINKS
- D092 PREPARE GROUND TACKLE
- D093 MOOR TO PIERS
- D094 UNMOOR FROM PIERS
- D095 MOOR TO BUOYS
- D096 UNMOOR FROM BUOYS
- D097 PRESERVE GROUND TACKLE
- D098 INSPECT MOORING LINES AND GEAR
- D099 DETERMINE STRAIN ON MOORING LINES
- D100 PASS STOPPERS ON MOORING LINES
- D101 FRAP MOORING LINES
- D102 TEND MOORING LINES
  
- D103 RIG AND UNRIG DIP ROPES

D104 RIG AND UNRIG CLEAR HAWSE PENNANTS  
D105 RIG SHIP FOR TOWING  
D106 RIG SHIP TO BE TOWED  
D107 SLIP ANCHORS

E. UNDERWAY REPLENISHMENT (UNREP)

E112 RIG AND UNRIG SNATCH BLOCKS  
E113 RIG AND UNRIG BRIDGE-TO-BRIDGE TELEPHONES AND DISTANCE LINES  
E114 RIG AND UNRIG CARGO DROP REELS  
E115 RIG AND UNRIG CLOSE-IN FUELING STATIONS  
E116 RIG AND UNRIG DAYTIME AND NIGHTTIME MARKERS  
E117 RIG AND UNRIG HIGHLINES  
E118 RIG AND UNRIG SYNTHETIC PERSONNEL HIGHLINES  
E119 RIG AND UNRIG LIGHT LINE TRANSFERS  
E120 RIG AND UNRIG NATO BREAKABLE SPOOL FUELING STATIONS  
E121 RIG AND UNRIG PROBE FUELING STATIONS  
E122 RIG AND UNRIG ROBB FUELING STATIONS  
E123 RIG AND UNRIG JP-5 FUELING STATIONS  
E124 RIG AND UNRIG WATER TRANSFER STATIONS  
E125 RIG AND UNRIG TEMPORARY LIFE LINES  
E126 RIG AND TEST PHONE AND DISTANCE LINE  
E127 CLEAN AND INSPECT FUELING COUPLING COMPONENTS  
E128 REPAIR FUELING COUPLING COMPONENTS  
E129 REPLACE FUELING COUPLING COMPONENTS  
E130 TEST AND INSPECT REFUELING HOSES  
E131 TEST WINCHES  
E132 TEST SLIDING PAD EYES  
E133 RECEIVE UNDERWAY REPLENISHMENT (UNREP) SIGNALS  
E134 SEND UNDERWAY REPLENISHMENT (UNREP) SIGNALS  
E135 RECEIVE FUELING AT SEA (FAS) OR REPLENISHMENT AT SEA (RAS) MESSENGERS  
E136 SEND FUELING AT SEA (FAS) OR REPLENISHMENT AT SEA (RAS) MESSENGERS  
E137 MAKE FUELING AT SEA (FAS) OR REPLENISHMENT AT SEA (RAS) MESSENGERS  
E138 SEND STANDARD TENSION AUTOMATIC RELEASE (STAR) MESSENGERS  
E139 RECEIVE STANDARD TENSION AUTOMATIC RELEASE (STAR) MESSENGERS  
E140 MAKE STANDARD TENSION AUTOMATIC RELEASE (STAR) MESSENGERS  
E141 RIG AND UNRIG TRAVELING SURF  
E142 RIG AND UNRIG STANDARD TENSION REPLENISHMENT ALONGSIDE METHOD (STREAM)  
E143 RIG AND UNRIG STAR LATCH ASSEMBLY  
E144 CONDUCT EMERGENCY BREAKAWAYS

F. BOAT SEAMANSHIP

F147 RENDER HONORS  
F148 READ SIGNAL FLAGS  
F149 RECEIVE NAVIGATIONAL SOUND SIGNALS  
F150 RELAY NAVIGATIONAL SOUND SIGNALS  
F151 RIG AND UNRIG BOAT BOOMS  
F152 RIG AND UNRIG SEA PAINTERS  
F153 CLEAN AND INSPECT BOAT COVERS  
F154 CLEAN AND INSPECT LIFE RAFT STATIC TENSION RELEASES  
F155 REPLACE LIFE RAFT STATIC TENSION RELEASES  
F156 TEST LIFE RAFT STATIC TENSION RELEASES  
  
F157 CONDUCT PUNT OPERATIONS

F158 RIG DEAD MAN  
F159 RIG AND UNRIG LAZY GUIDE

#### G. PAINTING AND PRESERVATION

G160 CLEAN AND INSPECT PAINT STORAGE LOCKERS  
G161 INVENTORY PAINT STORAGE LOCKERS  
G162 PREPARE PAINT SURFACES FOR PAINTING  
G163 PREPARE DIFFERENT PAINT AND PRIMER FORMULAS  
G164 ISSUE PAINTS AND SOLVENTS  
G165 STORE PAINTS AND SOLVENTS  
G166 SELECT TYPES OF PAINTS  
G167 DISTRIBUTE PAINTING EQUIPMENT (BRUSHES, ROLLERS, PAINT SPRAYERS, ETC)  
G168 SPRAY PAINT SURFACES (PNEUMATIC OR ELECTRIC)  
G169 CLEAN PAINTING EQUIPMENT (BRUSHES, ROLLERS, PAINT SPRAYERS, ETC)  
G170 MIX NONSKID  
G171 LAY NONSKID  
G172 PAINT BULKHEADS SURFACE LAY ON/LAY OFF  
G173 APPLY ANTI-FOULING  
G174 APPLY POLYVINYL RUBBERIZED COMPOUND (PRC) DECK COVERING  
G175 REVIEW MATERIAL SAFETY DATA SHEETS (MSDS)  
G176 REVIEW HAZARDOUS MATERIAL (HAZMAT) USERS GUIDE (HMUG)  
G177 CLEAN UP LARGE AND SMALL SPILLS (PAINTS, SOLVENTS, ETC)  
G178 PROPERLY DISPOSE OF PAINT WASTE MATERIAL AND HAZARDOUS MATERIALS (HAZMAT)

#### H. FLIGHT DECK, SEARCH AND RESCUE OPERATIONS

H180 INSPECT FLIGHT DECK EQUIPMENT (LIFE JACKETS, CRANIALS, ETC)  
H181 INSPECT SEARCH AND RESCUE (SAR) EQUIPMENT  
H182 INVENTORY SEARCH AND RESCUE (SAR) EQUIPMENT  
H183 RIG AND UNRIG SHIPBOARD RECOVERY EQUIPMENT  
H184 MAN READY LIFEBOAT FOR SMALL BOAT RECOVERIES  
H185 RECOVER MAN OVERBOARD  
H186 CONDUCT FOREIGN OBJECT DAMAGE (FOD) WALKDOWNS  
H187 CHOCK AND CHAIN HELICOPTER  
H188 INSPECT GROUNDING WAND  
H189 USE GROUNDING WAND  
H190 LAY OUT HELO-IN-FLIGHT REFUELING (HIFR) RIG  
H191 HOOK UP CARGO  
H192 UNHOOK CARGO  
H195 REFUEL HELICOPTERS

#### I. BOAT HANDLING AND SMALL BOAT OPERATIONS

I196 CLEAN AND INSPECT BOAT DAVITS  
I197 CLEAN AND INSPECT BOAT DAVIT FALLS  
I198 REMOVE BOAT DAVIT FALLS  
I199 INSPECT BOAT DAVIT SAFETY DEVICES (LIMIT SWITCHES OR FALLS TENSIONING DEVICES)  
I200 RIG AND UNRIG HEAVY WEATHER PENNANTS  
I201 RIG AND UNRIG BELLY GRIPES

I202 RIG AND UNRIG STEADYING LINES

I203 RIG AND UNRIG BOAT HANDLING PENDANTS  
I204 LOAD BOATS  
I205 OFF-LOAD BOATS  
I206 LAUNCH SMALL BOATS  
I207 RAISE BOAT CRADLE  
I208 LOWER BOAT CRADLE  
I209 RECOVER SMALL BOATS  
I210 RAISE AND LOWER BOATS TO RAILS  
I211 LOWER BOATS TO WATER  
I212 RAISE BOATS FROM WATER  
I213 STOW AND UNSTOW BOATS  
I214 REPLACE MANROPES  
I215 INSPECT BOAT STOWAGES  
I216 HOOK AND UNHOOK SEA PAINTERS  
I217 RIG AND UNRIG SMALL BOATS FOR EMERGENCIES  
I218 REMOVE COMPONENTS OF SMALL BOATS  
I219 REPLACE COMPONENTS OF SMALL BOATS  
I220 INSPECT AND INVENTORY BOAT EQUIPMENT  
I221 TEST SMALL BOATS  
I222 START ENGINES  
I225 IDENTIFY NAVIGATIONAL BUOYS  
I226 IDENTIFY NAVIGATIONAL LIGHTS  
I227 INSPECT SMALL BOAT HULLS  
I228 MOOR BOAT ALONGSIDE PIER  
I229 MOOR BOAT ALONGSIDE ACCOMMODATION LADDER

J. AMPHIBIOUS OPERATIONS

J230 POSITION SMALL CRAFT FOR ANCHORAGES

**BOATSWAIN'S MATE SECOND CLASS (BM2)**

B. DECK SEAMANSHIP

B055 CONDUCT RESCUE SALVAGE OPERATIONS  
B056 INSPECT STANDING RIGGINGS  
B057 RIG AND UNRIG STANDING RIGGINGS

C. CARGO HANDLING

C080 CALCULATE SAFE WORKING LOADS (BOOMS, CRANES, ETC)  
C082 SIGNAL CRANES AND BOOMS

G. PAINTING AND PRESERVATION

G179 ADMINISTER LONG RANGE PAINTING AND PRESERVATION PROGRAMS

H. FLIGHT DECK, SEARCH AND RESCUE OPERATIONS

H193 LAUNCH HELICOPTERS  
H194 RECOVER HELICOPTERS

I. BOAT HANDLING AND SMALL BOAT OPERATIONS

I223 PLOT AND FOLLOW NAVIGATIONAL COURSES (DEAD RECKONING METHODS)

I224 CONDUCT SMALL BOAT TOWING EXERCISES (MANEUVERING TOW, ASTERN TOW, ETC)

J. AMPHIBIOUS OPERATIONS

J231 IDENTIFY AMPHIBIOUS SIGNALS

J232 IDENTIFY AMPHIBIOUS MARKINGS

**BOATSWAIN'S MATE FIRST CLASS (BM1)**

C. CARGO HANDLING

C081 CALCULATE CUBE AND VOLUME OF STOWAGE AREAS

D. ANCHORING, MOORING, AND TOWING

D108 CONDUCT MOORING WITH ANCHORS (MEDITERRANEAN, HAMMERLOCK, ETC)

D109 CONDUCT UNMOORING WITH ANCHORS (MEDITERRANEAN, HAMMERLOCK, ETC)

D110 SEND TOWING HAWSER

D111 RECEIVE TOWING HAWSER

E. UNDERWAY REPLENISHMENT (UNREP)

E145 RIG AND UNRIG STERN FUELING STATIONS (FLOTATION)

E146 RECEIVE ASTERN REFUELING RIG

**CHIEF BOATSWAIN'S MATE (BMC)**

B. DECK SEAMANSHIP

B058 COORDINATE SHIPBOARD HONORS AND CEREMONIES

**SENIOR CHIEF BOATSWAIN'S MATE (BMCS)**

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

**MASTER CHIEF BOATSWAIN'S MATE (BMCM)**

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



# CHAPTER 16



BUILDER  
(BU)

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR  
BUILDER (BU)



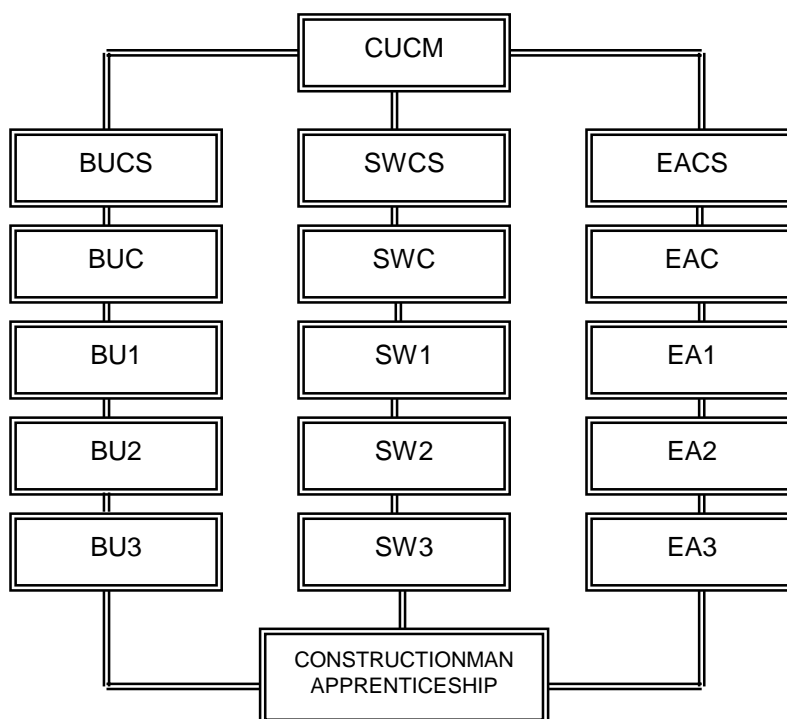
SCOPE OF RATING

Builders (BU) build and repair wood, concrete and masonry structures; performs rough, finished carpentry, and masonry; install sheet rock, paneling, ceramic tile, millwork, trim, and perform paint and preservation; build forms, mixes, places, and finishes concrete for various types of projects; operate and maintain carpentry and cabinet making shops; build and repair waterfront structures; make estimates for materials and labor for construction projects; and maintain individual combat readiness and perform tasks required in combat and disaster preparedness or recovery operations.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 16.

NAVPERS 18068-16B

**GENERAL INFORMATION**  
**CAREER PATTERN**



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

**SPECIAL PHYSICAL REQUIREMENTS**

None.

**CITIZENSHIP/SECURITY REQUIREMENTS**

None.

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

**BUILDER (BU) FUNCTIONAL AREAS**

- A. TECHNICAL ADMINISTRATION
- B. ENVIRONMENTAL PROTECTION
- C. CONSTRUCTION SUPPORT
- D. CONSTRUCTION OPERATIONS
- G. CONSTRUCTION COMBAT READINESS

## **BUILDER THIRD CLASS (BU3)**

### **A. TECHNICAL ADMINISTRATION**

- A001 MAINTAIN TOOL KIT INVENTORY
- A002 WORK FROM CONSTRUCTION DRAWINGS AND SPECIFICATIONS
- A003 PREPARE DATA FOR PROJECT PROGRESS CHARTS
- A004 PREPARE TIME CARDS
- A017 PREPARE WORK REQUESTS AND WORK ORDERS
- A346 ESTIMATE FROM DRAWINGS AND SPECIFICATIONS (TOOLS, EQUIPMENT, ETC)

### **B. ENVIRONMENTAL PROTECTION**

- B031 UPDATE MATERIAL SAFETY DATA SHEETS (MSDS)
- B032 REVIEW MATERIAL SAFETY DATA SHEETS (MSDS)
- B034 PERFORM HAZARDOUS MATERIAL (HAZMAT) INVENTORIES
- B038 CLEAN AND INSPECT HAZARDOUS MATERIAL (HAZMAT) CONTAINERS

### **C. CONSTRUCTION SUPPORT**

- C040 CONDUCT CONCRETE SLUMP TESTS
- C041 DETERMINE CONCRETE ADMIXTURE REQUIREMENTS (TYPE, QUANTITY, ETC)
- C042 USE GRADE AND SITE STAKE MARKINGS
- C045 LAYOUT CONCRETE FOUNDATIONS AND SLABS

### **D. CONSTRUCTION OPERATIONS**

- D064 CALCULATE BOARD FEET
- D066 CUT, BEND, INSTALL, AND TIE REINFORCING STEEL
- D070 CUT, BEND, INSTALL, AND TIE WELDED WIRE FABRIC
- D074 ERECT WOODEN SCAFFOLDS
- D075 ERECT PRE-FABRICATED METAL SCAFFOLDING
- D077 LAYOUT, CUT, FIT, AND INSTALL ASPHALT AND VINYL TILES
- D081 LAYOUT, CUT, FIT, AND INSTALL FLOOR TILES (CERAMIC AND QUARRY)
- D082 LAYOUT, CUT, FIT, AND INSTALL WALL TILES (CERAMIC, CULTURED MARBLE AND PLASTIC)
- D083 APPLY TILE GROUT
- D085 MIX, PLACE AND FINISH PLASTER
- D086 INSTALL, TAPE, FLOAT, AND FINISH DRY WALL
- D089 LAYOUT, CUT, FIT, AND INSTALL INTERIOR WALL COVERINGS
- D093 LAYOUT, CUT, FIT, AND INSTALL INTERIOR TRIM (BASE BOARDS AND MOLDINGS)
- D098 LAYOUT, CUT, FIT, AND INSTALL EXTERIOR TRIM
- D102 INSTALL EXTERIOR FINISHING MATERIALS
- D112 INSTALL SUSPENDED ACOUSTICAL CEILING SYSTEMS
- D113 CUT, FIT, DRESS, AND INSTALL WINDOW GLASS
- D117 INSTALL PRE-FABRICATED DOORS
- D118 INSTALL PRE-FABRICATED WINDOWS
- D119 INSTALL PRE-FABRICATED CABINETS
- D120 INSTALL COMMON HARDWARE (LOCKSETS, HINGES, ETC)
- D123 CONSTRUCT AND INSTALL MILLWORK PRODUCTS
- D133 LAYOUT, CUT, FIT, AND INSTALL PLEXIGLAS
- D137 PREPARE ROOFS FOR BUILT-UP ROOFING APPLICATIONS
- D139 APPLY BUILT-UP ROOFING
- D140 INSTALL ROLL ROOFING MATERIALS
- D141 INSTALL CORRUGATED ROOFING MATERIALS

D142 INSTALL SHINGLES  
D144 LAYOUT, CUT, FIT, AND INSTALL DRIP CAPS, DRIP EDGES, AND GRAVEL STOPS  
D148 PERFORM HEATING KETTLE OPERATIONS  
D153 INSTALL INSULATING MATERIALS  
D155 LAYOUT AND FRAME IN WALL, FLOOR AND CEILING OPENINGS  
D156 LAYOUT, CUT AND INSTALL JOISTS  
D159 LAYOUT, CUT AND INSTALL RAFTERS  
D162 LAYOUT, CONSTRUCT AND INSTALL WOOD TRUSSES  
D165 INSTALL BRIDGING (SOLID/CROSS)  
D166 LAYOUT, CUT AND INSTALL SILLS AND GIRDERS  
D170 LAYOUT, CUT, FIT, AND INSTALL GABLE END STUDS  
D174 LAYOUT, CUT, FIT, AND INSTALL STAIRWAYS  
D178 INSTALL PRE-FABRICATED STAIRS  
D179 CUT, FIT AND INSTALL SUB-FLOORING  
D182 LAYOUT, CUT, FIT, AND ERECT LIGHT WOODEN STRUCTURAL FRAMING  
D188 LAYOUT, CUT, FIT, AND INSTALL METAL STUDS  
D199 OPERATE PORTABLE MIXERS  
D200 MIX MORTAR  
D201 CONSTRUCT CONCRETE MASONRY UNIT (CMU) STRUCTURES  
D202 CONSTRUCT AND INSTALL OVERHEAD CONCRETE FORMS  
D204 CONSTRUCT AND INSTALL VERTICAL CONCRETE FORMS  
D208 SET CONCRETE SCREEDS  
D209 CONSTRUCT CONCRETE FOOTING FORMS  
D211 CONSTRUCT ON-GRADE SLAB FORMS  
D212 STRIP CONCRETE FORMS  
D213 CHASE OUT BOND FOR CONCRETE MASONRY UNITS (CMU)  
D214 CONSTRUCT BRICK STRUCTURES  
D215 CHASE OUT BOND FOR BRICK STRUCTURES  
D220 OPERATE CONCRETE MASONRY UNIT (BLOCK) SAWS  
D221 ERECT PRE-ENGINEERED BUILDINGS  
D227 LAYOUT, CUT, FIT, AND ERECT HEAVY TIMBER STRUCTURES  
D234 OPERATE TRAILER-MOUNTED FIELD SAWS  
D235 PREPARE SURFACES FOR PROTECTIVE COATINGS  
D236 PREPARE AND APPLY PROTECTIVE COATINGS  
D239 PERFORM FACILITY MAINTENANCE  
D240 PERFORM FACILITY REPAIRS  
D252 OPERATE SPRAY PAINTING EQUIPMENT  
D258 COMPUTE QUANTITY MATERIALS STUCCO/MORTAR/PLASTER MIXES RULE 38  
D259 COMPUTE QUANTITY MATERIALS CONCRETE MIXES USING RULES OF 41/42  
D261 MIX CONCRETE  
D262 PLACE, FINISH AND CURE CONCRETE  
D265 OPERATE MOBILE CONCRETE BATCH PLANTS  
D268 OPERATE CONCRETE FINISHING MACHINES  
D271 OPERATE CONCRETE SAWS  
D272 MIX, PLACE AND FINISH STUCCO  
D279 ESTABLISH ELEVATIONS  
D280 CONSTRUCT AND INSTALL SHORING  
D285 OPERATE WATER PUMPS  
D289 COMPUTE AREA AND VOLUME OF GEOMETRIC FIGURES  
D293 CONSTRUCT STRONGBACK TENTS AND SEA HUTS  
D294 CONSTRUCT ADVANCED BASE FUNCTIONAL COMPONENTS (ABFC) FACILITIES AND ASSEMBLIES  
D301 SET UP BATTER BOARDS  
D327 PERFORM NAVAL CONSTRUCTION FORCE (NCF) HAND SIGNALS  
D331 CLEAN AND INSPECT FIBER AND SYNTHETIC LINES

- D334 DETERMINE SAFE WORKING LOAD (SWL) OF FIBER AND SYNTHETIC LINES
- D337 DETERMINE SAFE WORKING LOAD (SWL) FOR COMPONENTS OF LIFTING DEVICES
- D339 COMPUTE MECHANICAL ADVANTAGES OF BLOCK AND TACKLE
- D340 RIG BLOCK AND TACKLE
- D342 DRAW SHOP DRAWINGS AND SKETCHES
- D345 OPERATE POWDER ACTUATED TOOLS (HILTI)

G CONSTRUCTION COMBAT READINESS

- G001 ADMINISTER FIRST AID UNDER COMBAT CONDITIONS
- G002 PERFORM AMBUSH COUNTERMEASURES
- G003 PERFORM SURVIVAL, EVASION, RESISTANCE, AND ESCAPE PROCEDURES
- G006 PERFORM CHEMICAL, BIOLOGICAL AND RADIOLOGICAL (CBR) DEFENSIVE MEASURES
- G007 PERFORM DUTIES OF GRENADEIER
- G010 PERFORM DUTIES OF FIRE TEAM AUTOMATIC RIFLEMAN
- G011 PERFORM LAND-BASED COMBAT DUTIES UNDER CHEMICAL, BIOLOGICAL AND RADIOLOGICAL (CBR) CONDITIONS
- G012 PLACE TRIP FLARES AND OTHER EARLY WARNING DEVICES
- G013 CONDUCT BOOBY TRAP COUNTERMEASURES
- G014 TRANSPORT PERSONNEL INJURED IN COMBAT
- G015 PERFORM MINOR REPAIR ON TACTICAL FIELD TELEPHONE SYSTEMS
- G019 PERFORM FIELD SANITATION PROCEDURES
- G020 CONDUCT PATROLS
- G026 PLACE PROTECTIVE AND TACTICAL WIRE ENTANGLEMENTS
- G046 PERFORM LAND NAVIGATION PROCEDURES
- G047 OPERATE NIGHT VISION EQUIPMENT
- G048 INSTALL TACTICAL FIELD TELEPHONE SYSTEMS
- G049 OPERATE TACTICAL FIELD TELEPHONE SYSTEMS
- G050 PERFORM ENEMY PRISONER OF WAR (EPW) HANDLING PROCEDURES

**BUILDER SECOND CLASS (BU2)**

A. TECHNICAL ADMINISTRATION

- A007 PREPARE PROJECT PACKAGES
- A008 UPDATE PROJECT PACKAGES
- A009 PREPARE RED LINE DRAWINGS
- A010 ORGANIZE DEPLOYMENT OF MATERIAL AND EQUIPMENT
- A011 PREPARE PROJECT PROGRESS CHARTS
- A012 UPDATE PROJECT PROCESS CHARTS
- A015 SCHEDULE PROJECT TOOLS AND EQUIPMENT UTILIZATION
- A016 PLAN ADVANCE BASE REQUIREMENTS
- A021 PREPARE LEVEL I, II AND III PROJECT PROGRESS CHARTS
- A022 UPDATE LEVEL I, II AND III PROJECT PROGRESS CHARTS
- A029 ADMINISTER TOOL KIT INVENTORY AND INSPECTION PROGRAMS
- A050 DEVELOP PRECEDENCE DIAGRAMS
- A347 PREPARE MATERIAL USAGE DATA

B. ENVIRONMENTAL PROTECTION

- B033 REVIEW HAZARDOUS MATERIAL USERS GUIDE (HMUG)
- B037 IMPLEMENT HAZARDOUS WASTE (HAZWASTE) DISPOSAL METHOD

C. CONSTRUCTION SUPPORT

- C045 LAYOUT CONCRETE FOUNDATION AND SLAB
- C046 DIRECT CONCRETE CONSTRUCTION OPERATIONS
- C052 PERFORM FACILITIES INSPECTIONS
- C053 PERFORM MAINTENANCE INSPECTIONS
- C056 DIRECT CONSTRUCTION OF ADVANCE BASE STRUCTURES

D. CONSTRUCTION OPERATIONS

- D097 DIRECT INSTALLATION OF INTERIOR FINISHING MATERIALS
- D103 DIRECT INSTALLATION OF EXTERIOR FINISHING MATERIALS
- D121 ESTABLISH AND DIRECT MILLWORK SHOP OPERATIONS
- D125 LAYOUT, CUT, FIT, AND INSTALL HARDWOOD FLOORING
- D129 LAYOUT, CUT, FIT, AND INSTALL PLASTIC LAMINATES
- D187 DIRECT CONSTRUCTION OF WOOD STRUCTURES
- D207 DIRECT CONCRETE FORM INSTALLATIONS
- D216 DIRECT CONCRETE MASONRY UNIT (CMU) AND BRICK CONSTRUCTION
- D222 DIRECT ERECTION OF PRE-ENGINEERED BUILDINGS
- D224 PERFORM PILE DRIVING OPERATIONS
- D231 DIRECT CONSTRUCTION OF HEAVY TIMBER STRUCTURES
- D296 DIRECT CONSTRUCTION OF ADVANCED BASE FUNCTIONAL COMPONENTS (ABFC) FACILITIES AND ASSEMBLIES
- D302 DIRECT BATTER BOARD LAYOUT
- D305 CONSTRUCT CONCRETE COFFERDAMS AND CAISSONS
- D307 CONSTRUCT BREAKWATERS AND JETTIES
- D313 CONSTRUCT SEAWALLS AND BULKHEADS
- D319 ERECT PIERS
- D322 ERECT STANDARD BRIDGES ( BAILEY AND MEDIUM GIRDER)
- D341 DIRECT HOISTING OPERATIONS
- D343 PREPARE SHOP DRAWINGS AND SKETCHES
- D344 DRAFT FIELD ADJUSTMENT REQUESTS (FARS) AND DESIGN CHANGE DIRECTIVES (DCDS)

G. CONSTRUCTION COMBAT READINESS

- G021 PERFORM DUTIES OF FIRE TEAM LEADER
- G024 EMPLOY CLAYMORE MINES
- G025 POSITION PERIMETER GUARDS
- G029 MANEUVER FIRE TEAM USING ARM AND HAND SIGNALS
- G030 PREPARE ROUGH MAPS, FIELD SKETCHES AND OVERLAYS
- G037 DIRECT INSTALLATION OF PROTECTIVE AND TACTICAL WIRE ENTANGLEMENTS

**BUILDER FIRST CLASS (BU1)**

A. TECHNICAL ADMINISTRATION

- A005 CONDUCT PERSONNEL READINESS CAPABILITY PROGRAM (PRCP) INTERVIEWS
- A006 UTILIZE PERSONNEL READINESS CAPABILITY PROGRAM (PRCP) DATA
- A013 COORDINATE LABOR REPORTING DATA
- A018 SCHEDULE PUBLIC WORKS REQUESTS AND WORK ORDERS
- A023 COORDINATE EQUIPMENT ASSIGNMENTS
- A024 COORDINATE SUBCONTRACTOR OPERATIONS
- A026 COORDINATE FACILITIES REPAIR, ALTERATIONS AND MAINTENANCE
- A030 ADMINISTER CONSTRUCTION QUALITY CONTROL PROGRAMS



- A044 COORDINATE PREPARATION OF MATERIALS/EQUIPMENT FOR EMBARKATION
- A350 PERFORM QUALITY ASSURANCE (QA) EVALUATION ACCORDING TO PLANS AND SPECIFICATIONS

B. ENVIRONMENTAL PROTECTION

- B035 REVIEW HAZARDOUS MATERIAL (HAZMAT) INVENTORIES
- B036 INSPECT HAZARDOUS MATERIAL (HAZMAT) STORAGE AREAS

C. CONSTRUCTION SUPPORT

- C049 PERFORM PRE-CAST OPERATIONS
- C057 PROVIDE TECHNICAL ASSISTANCE (PLANS AND SPECIFICATIONS)
- C058 PROVIDE TECHNICAL ASSISTANCE (CONSTRUCTION TECHNIQUES)

D. CONSTRUCTION OPERATIONS

- D192 DIRECT CONSTRUCTION OF METAL STRUCTURES
- D226 DIRECT PILE DRIVING OPERATIONS
- D282 DIRECT SHORING OPERATIONS
- D306 DIRECT LAYOUT AND CONSTRUCTION OF CONCRETE COFFERDAMS AND CAISSONS
- D308 DIRECT LAYOUT OF BREAKWATERS AND JETTIES
- D314 DIRECT LAYOUT OF SEAWALLS AND BULKHEADS
- D320 DIRECT LAYOUT AND CONSTRUCTION OF PIERS
- D323 DIRECT LAYOUT AND CONSTRUCTION OF STANDARD BRIDGES (BAILEY AND MEDIUM GIRDER)

G. CONSTRUCTION COMBAT READINESS

- G031 PERFORM DUTIES OF RIFLE SQUAD LEADER
- G032 PERFORM DUTIES OF RIFLE PLATOON GUIDE
- G033 PERFORM DUTIES OF RIFLE PLATOON PETTY OFFICER
- G034 PERFORM DUTIES OF MACHINE GUN SQUAD LEADER
- G036 PERFORM DUTIES OF WEAPONS PLATOON PETTY OFFICER
- G038 INSTRUCT PERIMETER GUARDS
- G039 DIRECT INSTALLATION OF TRIP FLARES AND OTHER EARLY WARNING DEVICES
- G051 DIRECT PLACING OF LIMITING STAKES

**CHIEF BUILDER (BUC)**

A. TECHNICAL ADMINISTRATION

- A014 EVALUATE LABOR REPORTING DATA
- A349 COORDINATE BATTALION TURNOVER (PROJECT, MATERIAL, EQUIPMENT, ETC)

B. ENVIRONMENTAL PROTECTION

- B039 MONITOR ENVIRONMENTAL PROTECTION PROGRAMS

C. CONSTRUCTION SUPPORT

- C059 REVIEW MATERIAL REQUIREMENTS (DIVISION, COMPANY, ETC)
- C060 REVIEW TOOL/EQUIPMENT REQUIREMENTS (DIVISION, COMPANY, ETC)
- C061 COORDINATE CONSTRUCTION TASKS ASSIGNED TO DETACHMENTS

C063 COORDINATE ASSIGNED PROJECTS BETWEEN COMMANDS AND CUSTOMERS

G. CONSTRUCTION COMBAT READINESS

G041 PERFORM DUTIES OF PLATOON COMMANDER

G042 ASSIST IN OPERATION OF COMPANY COMMAND POSTS

G043 ASSIST IN PREPARATION OF COMPANY DEFENSE PLANS

G044 ASSIST IN OPERATION OF COMMAND OPERATIONS CENTER (COC)

**SENIOR CHIEF BUILDER (BUCS)**

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

**MASTER CHIEF CONSTRUCTIONMAN (CUCM)**

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

# CHAPTER 17



## CONSTRUCTION ELECTRICIAN (CE)

NAVPERS 18068-17B

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

CONSTRUCTION ELECTRICIAN (CE)



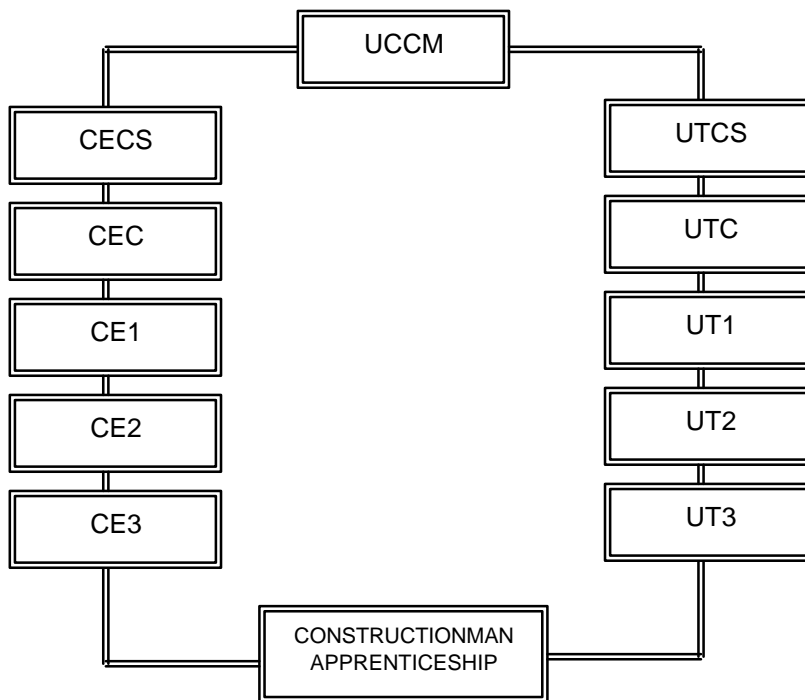
SCOPE OF RATING

Construction Electricians (CE) install and repair interior wiring; overhead and underground primary and secondary distribution systems; setup, operate and service electrical equipment; climb poles and towers utilizing lineman's equipment; attach and service electrical equipment, (i.e. transformers, switching equipment, motors, motor controllers, controls and electrical system) perform tasks required in combat and disaster preparedness or recovery operations.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 17.

NAVPERS 18068-17B

**GENERAL INFORMATION**  
CAREER PATTERN



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

SPECIAL PHYSICAL REQUIREMENTS

Vision 20/20 corrected; normal color perception. Refer to Chapter 15 of the Manual of the Medical Department, U.S. Navy for details on vision and color perception requirements.

CITIZENSHIP/SECURITY REQUIREMENTS

None.

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

## **CONSTRUCTION ELECTRICIAN (CE) FUNCTIONAL AREAS**

- A. TECHNICAL ADMINISTRATION
- B. GENERAL MANAGEMENT
- C. ENVIRONMENTAL PROTECTION
- D. CONSTRUCTION SUPPORT
- E. CONSTRUCTION OPERATIONS
- F. QUALITY ASSURANCE
- G. CONSTRUCTION COMBAT READINESS
- H. HIGH POWER DISTRIBUTION
- I. INTERIOR WIRING
- J. ELECTRICAL/ELECTRONIC MAINTENANCE
- K. LIGHTING
- L. COMMUNICATION
- M. ELECTRIC MOTORS AND CONTROLLERS
- N. GENERATORS
- O. ELECTRICAL TOOLS

## **CONSTRUCTION ELECTRICIAN THIRD CLASS (CE3)**

### **A. TECHNICAL ADMINISTRATION**

- A001 INTERPRET DRAWINGS, SPECIFICATIONS AND ELECTRICAL DIAGRAMS
- A002 CONDUCT WORK FROM CONSTRUCTION DRAWINGS AND SPECIFICATIONS
- A003 PREPARE AND UPDATE SHOP DRAWINGS AND SKETCHES
- A005 PREPARE AND UPDATE TIME CARDS
- A010 PREPARE WORK REQUESTS AND JOB ORDERS
- A015 CONDUCT MATERIAL INVENTORIES AND INSPECTIONS
- A018 PERFORM EQUIPMENT LOCKOUT/TAG-OUT REQUIREMENTS

### **C. ENVIRONMENTAL PROTECTION**

- C020 PERFORM HAZARDOUS MATERIAL (HAZMAT) INVENTORIES
- C021 COMPLY WITH HAZARDOUS MATERIAL USER'S GUIDE (HMUG) STANDARDS
- C025 UPDATE MATERIAL SAFETY DATA SHEET (MSDS) FILES
- C027 COMPLY WITH ENVIRONMENTAL PROTECTION PROGRAMS
- C029 IMPLEMENT EXCAVATION AND SHORING SAFETY REQUIREMENTS

### **D. CONSTRUCTION SUPPORT**

- D030 PREPARE MATERIAL AND EQUIPMENT FOR EMBARKATION
- D037 PREPARE PROJECT PACKAGES
- D043 PREPARE EQUIPMENT, MANPOWER AND MATERIAL ESTIMATES FROM DRAWINGS AND SPECIFICATIONS

### **E. CONSTRUCTION OPERATIONS**

- E053 PERFORM NAVAL CONSTRUCTION FORCES (NCF) HAND SIGNALS

### **F. QUALITY ASSURANCE**

- F065 PERFORM TOOL KIT INVENTORIES

### **G. CONSTRUCTION COMBAT READINESS**

- G152 ADMINISTER FIRST AID UNDER COMBAT CONDITIONS
- G153 PERFORM AMBUSH COUNTERMEASURES
- G154 PERFORM SURVIVAL, EVASION, RESISTANCE AND ESCAPE PROCEDURES
- G155 PERFORM CHEMICAL BIOLOGICAL RADIOLOGICAL (CBR) DEFENSIVE MEASURES
- G156 PERFORM DUTIES OF GRENADIER
- G157 PERFORM DUTIES OF FIRE TEAM AUTOMATIC RIFLEMAN
- G158 PERFORM LAND-BASED COMBAT DUTIES UNDER CHEMICAL BIOLOGICAL RADIOLOGICAL (CBR) CONDITIONS
- G159 PLACE TRIP FLARES AND OTHER EARLY WARNING DEVICES
- G160 CONDUCT BOOBY TRAP COUNTERMEASURES
- G161 TRANSPORT PERSONNEL INJURED IN COMBAT
- G162 PERFORM MINOR REPAIR ON TACTICAL FIELD TELEPHONE SYSTEMS
- G163 PERFORM FIELD SANITATION PROCEDURES
- G164 CONDUCT PATROLS
- G165 PERFORM DUTIES OF FIRE TEAM LEADER
- G166 PLACE PROTECTIVE AND TACTICAL WIRE ENTANGLEMENTS
- G167 MANEUVER FIRE TEAM USING ARM AND HAND SIGNALS
- G168 PERFORM LAND NAVIGATION PROCEDURES

- G169 OPERATE NIGHT VISION EQUIPMENT
- G170 INSTALL TACTICAL FIELD TELEPHONE SYSTEMS
- G171 OPERATE TACTICAL FIELD TELEPHONE SYSTEMS
- G172 PERFORM ENEMY PRISONER OF WAR (EPW) HANDLING PROCEDURES

#### H. HIGH POWER DISTRIBUTION

- H069 CLIMB POLES
- H070 CLIMB STRUCTURES
- H071 PERFORM POLE TOP RESCUES
- H072 TRAVERSE OBSTACLES WHILE WORKING ON POLES
- H076 PERFORM TIE AND UNTIE OF OVERHEAD CONDUCTORS
- H077 DIRECT INSTALLATION OF OVERHEAD AND UNDERGROUND DISTRIBUTION SYSTEM
- H078 INSTALL OVERHEAD AND UNDERGROUND POWER DISTRIBUTION SYSTEMS
- H079 OPERATE POWER DISTRIBUTION EQUIPMENT
- H080 TROUBLESHOOT AND REPAIR POWER DISTRIBUTION EQUIPMENT
- H081 MAINTAIN OVERHEAD AND UNDERGROUND DISTRIBUTION SYSTEMS
- H108 OPERATE AND TEST TOOLS AND SAFETY EQUIPMENT

#### I. INTERIOR WIRING

- I082 DIRECT INTERIOR WIRING SYSTEMS INSTALLATION
- I084 INSTALL INTERIOR WIRING SYSTEMS
- I085 TROUBLESHOOT AND REPAIR INTERIOR WIRING
- I086 PERFORM BENDING AND INSTALLATION OF CONDUIT USING MECHANICAL BENDERS
- I087 PERFORM BENDING AND INSTALLATION OF CONDUIT USING HYDRAULIC BENDERS
- I092 TROUBLESHOOT AND REPAIR FIRE DETECTION AND FIRE ALARM SYSTEMS

#### J. ELECTRICAL/ELECTRONIC MAINTENANCE

- J094 INSTALL ELECTRICAL EQUIPMENT AND APPLIANCES
- J095 TROUBLESHOOT AND REPAIR ELECTRICAL EQUIPMENT AND APPLIANCES
- J097 INSTALL GROUNDING SYSTEMS
- J099 COMPUTE ELECTRICAL LOAD REQUIREMENTS
- J109 TROUBLESHOOT LOW VOLTAGE CIRCUITS

#### K. LIGHTING

- K110 INSTALL STREET/SECURITY LIGHTING SYSTEMS
- K111 TROUBLESHOOT STREET/SECURITY LIGHTING SYSTEMS
- K112 REPAIR OR REPLACE STREET/SECURITY LIGHTING COMPONENTS

#### L. COMMUNICATION

- L125 INSTALL MULTI-PAIR AND FIBER OPTIC CABLES

#### M. ELECTRIC MOTORS AND CONTROLLERS

- M128 TEST AND INSTALL MOTOR CONTROLLERS, COMPONENTS AND CIRCUITS
- M130 TROUBLESHOOT AND REPAIR MOTOR CONTROLLERS, COMPONENTS AND CIRCUITS

#### N. GENERATORS

- N135 TROUBLESHOOT AND REPAIR GENERATING EQUIPMENT (LIGHTING PANELS)
- N136 INSTALL GENERATORS



- N137 OPERATE GENERATORS (SINGLE, PARALLEL AND LIGHT PLANTS)
- N149 TROUBLESHOOT AND REPAIR ADVANCE BASED FUNCTIONAL COMPONENTS (ABFC) DISTRIBUTION SYSTEMS
- N150 INSTALL ADVANCE BASED FUNCTIONAL COMPONENTS (ABFC) DISTRIBUTION SYSTEMS

O. ELECTRICAL TOOLS

- O142 TROUBLESHOOT AND REPAIR ELECTRICAL POWER TOOLS
- O143 OPERATE CABLE AND WIRE PULLING SYSTEMS
- O145 PERFORM ELECTRICAL POWER TOOL SAFETY INSPECTIONS

**CONSTRUCTION ELECTRICIAN SECOND CLASS (CE2)**

A. TECHNICAL ADMINISTRATION

- A007 REVIEW TIME CARDS
- A008 PREPARE RED LINE DRAWINGS
- A009 CONDUCT FACILITIES AND MAINTENANCE INSPECTIONS
- A011 ORGANIZE AND CONTROL DEPLOYMENT OF MATERIAL AND EQUIPMENT
- A016 DIRECT JOB SITE STORAGE (BUILDING MATERIAL AND EQUIPMENT)

C. ENVIRONMENTAL PROTECTION

- C022 INSPECT HAZARDOUS MATERIAL (HAZMAT) STORAGE AREAS

D. CONSTRUCTION SUPPORT

- D038 UPDATE PROJECT PACKAGES
- D151 REVIEW EQUIPMENT, MANPOWER AND MATERIAL ESTIMATES

E. CONSTRUCTION OPERATIONS

- E052 DIRECT FACILITIES REPAIR, ALTERATION AND MAINTENANCE
- E056 DIRECT INSTALLATION OF ADVANCED BASE FUNCTIONAL COMPONENT (ABFC) ASSEMBLIES

F. QUALITY ASSURANCE

- F064 UPDATE TOOL KIT INVENTORIES

G. CONSTRUCTION COMBAT READINESS

- G173 EMPLOY CLAYMORE MINES
- G174 POSITION PERIMETER GUARDS
- G175 PREPARE ROUGH MAPS, FIELD SKETCHES AND OVERLAYS
- G176 DIRECT INSTALLATION OF PROTECTIVE AND TACTICAL WIRE ENTANGLEMENTS

H. HIGH POWER DISTRIBUTION

- H073 PERFORM CABLE SPLICING
- H148 OPERATE BUCKET TRUCK AND AUGER TRUCK

I. INTERIOR WIRING

I083 PLAN INSTALLATION OF INTERIOR WIRING SYSTEMS

J. ELECTRICAL/ELECTRONIC MAINTENANCE

J098 TEST GROUNDING SYSTEMS

J100 ANALYZE ELECTRICAL LOAD DATA

J104 ANALYZE SIMPLE SOLID STATE CIRCUITS

J105 TROUBLESHOOT AND REPAIR ELECTRONIC EQUIPMENT TO THE CIRCUIT CARD LEVEL

L. COMMUNICATION

L126 PLAN INSTALLATION OF MULTI-PAIR AND FIBER OPTIC CABLES

L127 TROUBLESHOOT AND REPAIR FIBER OPTIC CABLES

N. GENERATORS

N141 LOAD TEST GENERATORS

**CONSTRUCTION ELECTRICIAN FIRST CLASS (CE1)**

A. TECHNICAL ADMINISTRATION

A012 MANAGE UTILITIES AND ENERGY CONSERVATION PROGRAMS

A017 IMPLEMENT MAINTENANCE AND COST CONTROL PROGRAMS

C. ENVIRONMENTAL PROTECTION

C024 INSPECT HAZARDOUS MATERIAL (HAZMAT) CONTAINERS

C026 VALIDATE MATERIAL SAFETY DATA SHEET (MSDS) FILES

D. CONSTRUCTION SUPPORT

D033 COORDINATE EQUIPMENT ASSIGNMENTS

D034 COORDINATE BATTALION EQUIPMENT/MATERIAL TURNOVER

D039 DIRECT UTILITIES MAINTENANCE

D044 UPDATE LEVEL I AND LEVEL II PROJECT PROGRESS CHARTS

D047 PROVIDE TECHNICAL ASSISTANCE ON CONSTRUCTION AND MAINTENANCE  
TECHNIQUES

D048 PROVIDE TECHNICAL ASSISTANCE ON PLANS AND SPECIFICATIONS

F. QUALITY ASSURANCE

F062 MANAGE TOOL KIT INVENTORY PROGRAM

G. CONSTRUCTION COMBAT READINESS

G177 PERFORM DUTIES OF RIFLE SQUAD LEADER

G178 PERFORM DUTIES OF RIFLE PLATOON GUIDE

G179 PERFORM DUTIES OF RIFLE PLATOON PETTY OFFICER

G180 PERFORM DUTIES OF MACHINE GUN SQUAD LEADER

G181 PERFORM DUTIES OF WEAPONS PLATOON PETTY OFFICER

G182 INSTRUCT PERIMETER GUARDS

G183 DIRECT INSTALLATION OF TRIP FLARES AND OTHER EARLY WARNING DEVICES

G184 DIRECT PLACING OF LIMITING STAKES

H. HIGH POWER DISTRIBUTION  
H075 DIRECT POWER PLANT OPERATIONS

N. GENERATORS  
N138 PLAN INSTALLATION OF GENERATORS, LIGHTING PANELS AND ADVANCE BASED  
FUNCTIONAL COMPONENTS (ABFC) SYSTEMS

**CHIEF CONSTRUCTION ELECTRICIAN (CEC)**

B. GENERAL MANAGEMENT  
B013 ADMINISTER SEABEE SKILLS ASSESSMENT (SSA) PROGRAM  
B014 CONDUCT SEABEE SKILLS ASSESSMENT (SSA) PROGRAM INTERVIEWS

C. ENVIRONMENTAL PROTECTION  
C023 IMPLEMENT HAZARDOUS MATERIAL (HAZMAT) WASTE DISPOSAL METHODS

D. CONSTRUCTION SUPPORT  
D032 DIRECT PREPARATION OF MATERIAL AND EQUIPMENT FOR EMBARKATION  
D036 DIRECT TURNOVER OF PROJECTS  
D046 COORDINATE ASSIGNED PROJECTS BETWEEN COMMANDS AND CUSTOMERS

E. CONSTRUCTION OPERATIONS  
E055 COORDINATE INSTALLATION OF ADVANCED BASE FUNCTIONAL COMPONENT (ABFC)  
ASSEMBLIES

G. CONSTRUCTION COMBAT READINESS  
G185 PERFORM DUTIES OF PLATOON COMMANDER  
G186 ASSIST IN OPERATION OF COMMAND OPERATIONS CENTER (COC)

H. HIGH POWER DISTRIBUTION  
H074 PLAN POWER DISTRIBUTION SYSTEM LAYOUTS

**SENIOR CHIEF CONSTRUCTION ELECTRICIAN (CECS)**

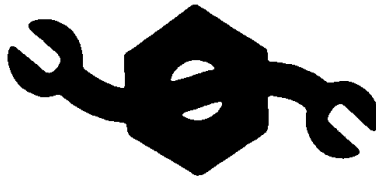
D. CONSTRUCTION SUPPORT  
D049 ASSIST IN MANAGEMENT OPERATION OF MOBILE CONSTRUCTION BATTALIONS  
D050 ASSIST IN OPERATIONAL MANAGEMENT OF CONSTRUCTION BATTALION UNITS  
D051 ASSIST IN OPERATIONAL MANAGEMENT OF PUBLIC WORKS DEPARTMENT

G. CONSTRUCTION COMBAT READINESS  
G187 ASSIST IN OPERATION OF COMPANY COMMAND POSTS  
G188 ASSIST IN PREPARATION OF COMPANY DEFENSE PLANS

**MASTER CHIEF UTILITIESMAN (UCCM)**

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

# CHAPTER 18



## CONSTRUCTION MECHANIC (CM)

NAVPERS 18068-18B

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

CONSTRUCTION MECHANIC (CM)



SCOPE OF RATING

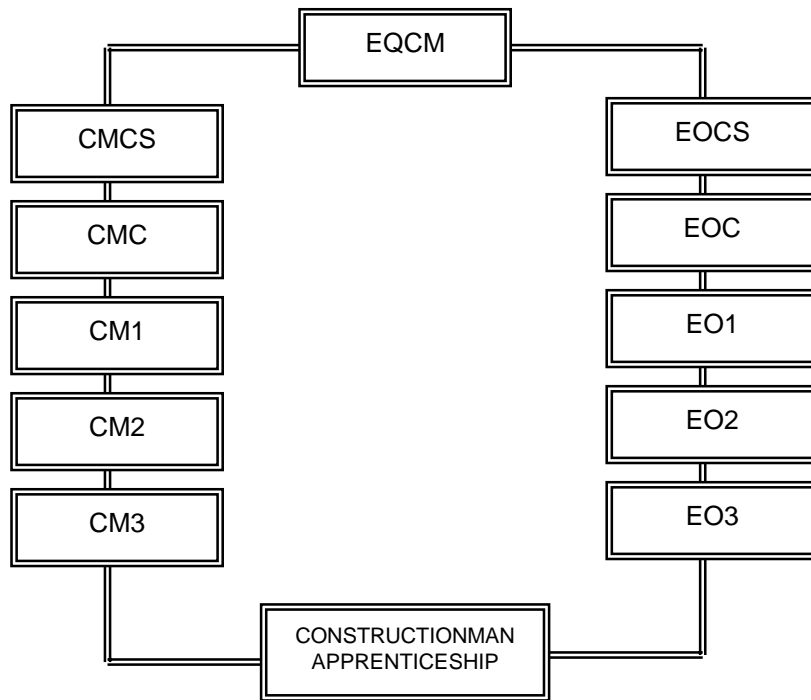
Construction Mechanics (CM) perform tasks involved in maintenance, repair and overhaul of automotive, materials handling and construction equipment; assign and supervise activities of assistants who locate, analyze and correct malfunctions in equipment and issue repair parts; maintain records; prepare requisitions and reports; train assistants in repair procedures and techniques; maintain individual combat readiness and perform tasks required in combat and disaster preparedness or recovery operations.

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These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 18.

NAVPERS 18068-18B

**GENERAL INFORMATION**  
**CAREER PATTERN**



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

SPECIAL PHYSICAL REQUIREMENTS

None.

CITIZENSHIP/SECURITY REQUIREMENTS

None.

**SAFETY**

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

**CONSTRUCTION MECHANIC (CM) FUNCTIONAL AREAS**

- A. TECHNICAL ADMINISTRATION
- B. GENERAL ADMINISTRATION
- C. ENVIRONMENTAL PROTECTION
- D. CONSTRUCTION OPERATIONS
- E. INTERNAL COMBUSTION ENGINES
- F. POWER TRAINS
- G. CONSTRUCTION COMBAT READINESS
- H. HYDRAULIC/PNEUMATIC MAINTENANCE
- I. COOLING SYSTEMS
- K. ELECTRICAL/ELECTRONIC SYSTEMS
- L. CHASSIS AND BODIES
- M. BRAKE SYSTEMS
- N. FUEL/LUBRICATION SYSTEMS



## CONSTRUCTION MECHANIC THIRD CLASS (CM3)

### A. TECHNICAL ADMINISTRATION

- A001 PREPARE REPAIR ORDERS
- A003 REVIEW REPAIR ORDERS
- A004 RESEARCH PART NUMBERS
- A005 PREPARE EQUIPMENT HISTORY JACKETS
- A007 REVIEW EQUIPMENT HISTORY JACKETS
- A008 PREPARE REPAIR PARTS INVENTORIES
- A010 REVIEW REPAIR PARTS INVENTORIES
- A016 PREPARE EQUIPMENT INSPECTION FORMS
- A017 REVIEW EQUIPMENT INSPECTION FORMS
- A018 MAINTAIN PREVENTIVE MAINTENANCE CARDS FOR VEHICLES AND EQUIPMENT
- A024 PREPARE AND UPDATE EQUIPMENT STATUS BOARDS
- A026 REVIEW EQUIPMENT STATUS BOARDS
- A031 MONITOR TOOL KIT INVENTORY

### B. GENERAL ADMINISTRATION

- B047 EVALUATE MAINTENANCE DATA

### C. ENVIRONMENTAL PROTECTION

- C051 INSPECT EMISSION CONTROL COMPONENTS
- C052 REPLACE EMISSION CONTROL COMPONENTS
- C053 PERFORM HAZARDOUS MATERIAL (HAZMAT) INVENTORIES
- C055 UPDATE SAFETY DATA SHEET FILES
- C061 INSPECT EMISSION CONTROL SYSTEMS
- C062 ADJUST EMISSION CONTROL SYSTEMS
- C063 DIAGNOSE ELECTRONIC ENGINE CONTROLS ON BOARD DIAGNOSTIC (OBD) GENERATION II
- C064 DIAGNOSE/REPAIR DIESEL ELECTRONIC FUEL CONTROL SYSTEMS
- C065 REPAIR DIESEL ELECTRON FUEL CONTROL SYSTEMS

### D. CONSTRUCTION OPERATIONS

- D063 PREPARE MATERIAL AND EQUIPMENT FOR EMBARKATION
- D065 PERFORM NAVAL CONSTRUCTION FORCE (NCF) HAND SIGNALS

### E. INTERNAL COMBUSTION ENGINES

- E069 PERFORM OPERATIONAL CHECKS ON ENGINES
- E070 PERFORM CYLINDER COMPRESSION TESTS
- E071 PERFORM CYLINDER LEAKAGE TESTS
- E072 PERFORM VACUUM TESTS
- E073 INSPECT ENGINE CYLINDER HEADS
- E074 REPLACE ENGINE CYLINDER HEADS
- E075 INSPECT ENGINE VALVES AND SEATS
- E076 ADJUST ENGINE VALVES AND SEATS
- E077 GRIND ENGINE VALVES AND SEATS

E078 REPLACE ENGINE VALVES AND SEATS  
E079 REPLACE ENGINE COMPONENT GASKETS  
E080 INSPECT DIESEL ENGINE BLOWERS  
E081 REPAIR DIESEL ENGINE BLOWERS  
E082 REPLACE DIESEL ENGINE BLOWERS  
E083 OVERHAUL BLOWERS  
E086 INSPECT DIESEL ENGINE TURBOCHARGERS  
E088 REPLACE DIESEL ENGINE TURBOCHARGERS  
E089 OVERHAUL DIESEL ENGINE TURBOCHARGERS  
E091 INSPECT FAN BELTS  
E092 ADJUST FAN BELTS  
E093 REPLACE FAN BELTS  
E094 DIAGNOSE INTERNAL COMBUSTION ENGINE MALFUNCTIONS  
E095 OVERHAUL INTERNAL COMBUSTION ENGINES  
E096 PERFORM MINOR REPAIRS ON INTERNAL COMBUSTION ENGINES

#### F. POWER TRAINS

F097 PERFORM MINOR REPAIRS ON AUTOMOTIVE, CONSTRUCTION AND MATERIAL HANDLING EQUIPMENT (MHE) POWER TRAINS  
F098 CHANGE STANDARD TRANSMISSION FLUIDS  
F099 CHANGE AUTOMATIC TRANSMISSION FLUIDS  
F100 INSPECT AUTOMATIC TRANSMISSION FILTERS AND SCREENS  
F101 REPLACE AUTOMATIC TRANSMISSION FILTERS AND SCREENS  
F102 INSPECT MANUAL AND AUXILIARY TRANSMISSIONS  
F103 REPAIR MANUAL AND AUXILIARY TRANSMISSIONS  
F104 REPLACE MANUAL AND AUXILIARY TRANSMISSIONS  
F105 INSPECT TRANSMISSION LINKAGES  
F106 ADJUST TRANSMISSION LINKAGES  
F107 REPLACE TRANSMISSION LINKAGES  
F108 ADJUST PRESSURE PLATE LEVER  
F109 INSPECT AUTOMATIC OR POWER SHIFT TRANSMISSIONS  
F110 REPAIR AUTOMATIC OR POWER SHIFT TRANSMISSIONS  
F111 REPLACE AUTOMATIC OR POWER SHIFT TRANSMISSIONS  
F112 INSPECT CLUTCHES  
F113 ADJUST CLUTCHES  
F114 REPAIR CLUTCHES  
F115 REPLACE CLUTCHES  
F116 INSPECT MASTER CLUTCHES ON CONSTRUCTION EQUIPMENT  
F117 ADJUST MASTER CLUTCHES ON CONSTRUCTION EQUIPMENT  
F118 REPAIR MASTER CLUTCHES ON CONSTRUCTION EQUIPMENT  
F119 REPLACE MASTER CLUTCHES ON CONSTRUCTION EQUIPMENT  
F120 DIAGNOSE CLUTCH SYSTEM MALFUNCTIONS  
F121 INSPECT RELEASE BEARINGS  
F122 REPLACE RELEASE BEARINGS  
F123 INSPECT PILOT BEARINGS  
F124 REPLACE PILOT BEARINGS  
F125 INSPECT GEAR OIL IN DIFFERENTIALS  
F126 CHANGE GEAR OIL IN DIFFERENTIALS  
F127 INSPECT DRIVE SHAFTS  
F128 REPLACE DRIVE SHAFTS

F129 INSPECT UNIVERSAL JOINTS  
F131 INSPECT DIFFERENTIALS  
F132 ADJUST DIFFERENTIALS  
F133 REPAIR DIFFERENTIALS  
F134 REPLACE DIFFERENTIALS  
F135 INSPECT DIFFERENTIAL HOUSING ASSEMBLIES  
F136 REPLACE DIFFERENTIAL HOUSING ASSEMBLIES  
F137 INSPECT AXLES  
F138 REPLACE AXLES  
F139 INSPECT WINCHES AND POWER CONTROLS  
F140 ADJUST WINCHES AND POWER CONTROLS  
F141 REPAIR WINCHES AND POWER CONTROLS  
F142 REPLACE WINCHES AND POWER CONTROLS  
F143 DIAGNOSE WINCH AND POWER CONTROL MALFUNCTIONS  
F144 REPLACE WINCH ASSEMBLY COMPONENTS  
F145 INSPECT POWER-TAKE-OFF UNIT COMPONENTS  
F146 REPAIR POWER-TAKE-OFF UNIT COMPONENTS  
F147 REPLACE POWER-TAKE-OFF UNIT COMPONENTS  
F148 DIAGNOSE POWER-TAKE-OFF UNIT MALFUNCTIONS  
F149 INSPECT TRACK LAYING EQUIPMENT BRAKES  
F150 ADJUST TRACK LAYING EQUIPMENT BRAKES  
F151 INSPECT TRACK ROLLERS, IDLERS AND SPROCKETS  
F152 REPLACE TRACK ROLLERS, IDLERS AND SPROCKETS  
F153 INSPECT TRACK PADS AND GROUSERS  
F154 REPLACE TRACK PADS AND GROUSERS  
F155 INSPECT TORQUE CONVERTERS AND FLUID COUPLINGS  
F156 REPLACE TORQUE CONVERTERS AND FLUID COUPLINGS  
F157 INSPECT PLANETARY ASSEMBLY COMPONENTS  
F158 REPLACE PLANETARY ASSEMBLY COMPONENTS  
F160 REPLACE SPROCKET SEGMENTS  
F162 REPLACE RECOIL SPRING ASSEMBLIES  
F163 INSPECT POWER TRAIN COMPONENTS AND SUBASSEMBLIES  
F164 ADJUST POWER TRAIN COMPONENTS AND SUBASSEMBLIES  
F165 REPAIR POWER TRAIN COMPONENTS AND SUBASSEMBLIES  
F166 REPLACE POWER TRAIN COMPONENTS AND SUBASSEMBLIES  
F169 ADJUST TRANSMISSION BANDS  
F170 REPLACE TRANSFER CASE COMPONENTS  
F171 DIAGNOSE TRANSFER CASE MALFUNCTIONS  
F172 INSPECT TRACKS  
F173 REPAIR TRACKS  
F174 REPLACE TRACKS  
F175 INSPECT MASTER PINS  
F176 REPLACE MASTER PINS  
F180 INSPECT FINAL DRIVE UNITS  
F181 REPAIR FINAL DRIVE UNITS  
F182 REPLACE FINAL DRIVE UNITS  
F185 DIAGNOSE AUTOMATIC TRANSMISSION MALFUNCTIONS  
F188 DIAGNOSE TORQUE CONVERTER MALFUNCTIONS  
F193 INSPECT TRANSMISSION ALIGNMENTS  
F194 ADJUST POWER SHIFT TRANSMISSION REGULATING VALVES  
F200 ALIGN TRACK FRAME ASSEMBLIES

- F201 REPAIR TRACK FRAME ASSEMBLIES
- F202 REPLACE TRACK FRAME ASSEMBLIES
- F203 ADJUST TORQUE ARMS

#### G. CONSTRUCTION COMBAT READINESS

- G001 ADMINISTER FIRST AID UNDER COMBAT CONDITIONS
- G002 PERFORM AMBUSH COUNTERMEASURES
- G003 PERFORM SURVIVAL, EVASION, RESISTANCE, AND ESCAPE PROCEDURES
- G006 PERFORM CHEMICAL, BIOLOGICAL AND RADIOLOGICAL (CBR) DEFENSIVE MEASURES
- G007 PERFORM DUTIES OF GRENADEIER
- G010 PERFORM DUTIES OF FIRE TEAM AUTOMATIC RIFLEMAN
- G011 PERFORM LAND-BASED COMBAT DUTIES UNDER CHEMICAL, BIOLOGICAL AND RADIOLOGICAL (CBR) CONDITIONS
- G012 PLACE TRIP FLARES AND OTHER EARLY WARNING DEVICES
- G013 CONDUCT BOOBY TRAP COUNTERMEASURES
- G014 TRANSPORT PERSONNEL INJURED IN COMBAT
- G015 PERFORM MINOR REPAIR ON TACTICAL FIELD TELEPHONE SYSTEMS
- G019 PERFORM FIELD SANITATION PROCEDURES
- G020 CONDUCT PATROLS
- G026 LAY OUT PROTECTIVE AND TACTICAL WIRE ENTANGLEMENTS
- G046 PERFORM LAND NAVIGATION PROCEDURES
- G047 OPERATE NIGHT VISION EQUIPMENT
- G048 INSTALL TACTICAL FIELD TELEPHONE SYSTEMS
- G049 OPERATE TACTICAL FIELD TELEPHONE SYSTEMS
- G050 PERFORM ENEMY PRISONER OF WAR (EPW) HANDLING PROCEDURES

#### H. HYDRAULIC/PNEUMATIC MAINTENANCE

- H236 FLUSH HYDRAULIC SYSTEMS
- H237 REPLACE HYDRAULIC SYSTEM FILTERS
- H238 INSPECT HYDRAULIC OIL RESERVOIRS
- H239 REPAIR HYDRAULIC OIL RESERVOIRS
- H240 REPLACE HYDRAULIC OIL RESERVOIRS
- H242 BLEED MATERIAL HANDLING EQUIPMENT (MHE) AND CONSTRUCTION EQUIPMENT HYDRAULIC SYSTEMS
- H243 INSPECT MATERIAL HANDLING EQUIPMENT (MHE) AND CONSTRUCTION EQUIPMENT HYDRAULIC LINES AND HOSES
- H244 REPLACE MATERIAL HANDLING EQUIPMENT (MHE) AND CONSTRUCTION EQUIPMENT HYDRAULIC LINES AND HOSES
- H245 PRESSURE TEST MATERIAL HANDLING EQUIPMENT (MHE) AND CONSTRUCTION EQUIPMENT HYDRAULIC SYSTEMS
- H246 INSPECT HYDRAULIC/PNEUMATIC RAMS AND ACTUATORS
- H248 REPAIR HYDRAULIC/PNEUMATIC RAMS AND ACTUATORS
- H249 REPLACE HYDRAULIC/PNEUMATIC RAMS AND ACTUATORS
- H250 ADJUST HYDRAULIC PRESSURE REGULATORS
- H251 REPLACE HYDRAULIC PUMP COMPONENTS
- H252 REPLACE HYDRAULIC CONTROL VALVE ASSEMBLY COMPONENTS
- H253 INSPECT HYDRAULIC ACCUMULATORS
- H255 REPLACE HYDRAULIC ACCUMULATORS
- H263 DIAGNOSE HYDRAULIC SYSTEM MALFUNCTIONS

## I. COOLING SYSTEMS

- I264 SERVICE COOLING SYSTEMS
- I265 REPLACE COOLING SYSTEM THERMOSTATS
- I266 DIAGNOSE COOLING SYSTEM MALFUNCTIONS
- I267 TEST AND REPAIR OIL COOLERS
- I268 PRESSURE TEST RADIATORS FOR LEAKS
- I269 REPLACE RADIATOR CORE ASSEMBLIES
- I270 REPLACE RADIATORS
- I271 REPLACE WATER PUMPS
- I272 WINTERIZE EQUIPMENT

## K. ELECTRICAL/ELECTRONIC SYSTEMS

- K273 CLEAN ELECTRICAL AND ELECTRONIC EQUIPMENT
- K274 APPLY PRESERVATIVES TO ELECTRICAL AND ELECTRONIC COMPONENTS (CANNON PLUGS, CABLES, ETC)
- K276 TEST AND ADJUST AIR GAPS
- K277 INSPECT DISTRIBUTOR COMPONENTS
- K278 ADJUST DISTRIBUTOR COMPONENTS
- K279 REPAIR DISTRIBUTOR COMPONENTS
- K280 REPLACE DISTRIBUTOR COMPONENTS
- K281 TEST SPARK PLUGS
- K282 ADJUST ENGINE TIMING
- K283 TEST BATTERIES
- K284 RECHARGE BATTERIES
- K285 REPLACE BATTERIES
- K286 FILL BATTERIES WITH ELECTROLYTE
- K287 FABRICATE BATTERY CABLES
- K288 CLEAN AND LUBRICATE CRANKING SYSTEMS
- K289 TEST AND INSPECT CRANKING SYSTEMS
- K290 ADJUST CRANKING SYSTEMS
- K291 REPAIR CRANKING SYSTEMS
- K292 CLEAN AND LUBRICATE CHARGING SYSTEMS
- K293 TEST AND INSPECT CHARGING SYSTEMS
- K294 ADJUST CHARGING SYSTEMS
- K295 REPAIR CHARGING SYSTEMS
- K296 INSPECT VOLTAGE REGULATORS
- K297 ADJUST VOLTAGE REGULATORS
- K298 REPLACE VOLTAGE REGULATORS
- K301 INSPECT SOLENOIDS, RELAYS AND SWITCHES
- K302 REPLACE SOLENOIDS, RELAYS AND SWITCHES
- K303 ALIGN HEAD LAMPS
- K304 REPLACE FLASHERS, FUSES AND CIRCUIT BREAKERS
- K305 TEST ELECTRICAL WIRES/WIRE HARNESSSES
- K306 REPLACE ELECTRICAL WIRES/WIRE HARNESSSES
- K307 REPLACE INSTRUMENTS AND GAUGES
- K308 DIAGNOSE GLOW PLUG CIRCUITRY MALFUNCTIONS
- K309 INSPECT GLOW PLUG SYSTEM COMPONENTS
- K310 REPLACE GLOW PLUGS
- K311 REPAIR GLOW PLUG CIRCUITRY
- K312 TROUBLESHOOT AIR BAG CIRCUITRY

- K313 REPLACE AIR BAGS
- K314 INSPECT DISTRIBUTORLESS IGNITION SYSTEM COMPONENTS

#### L. CHASSIS AND BODIES

- L312 PERFORM CORROSION CONTROL ON CIVIL ENGINEER SUPPORT EQUIPMENT (CESE)
- L313 REMOVE CORROSION (CHEMICALLY/MECHANICALLY)
- L314 TREAT METAL
- L315 APPLY PRESERVATIVES TO METAL
- L316 PREPARE EQUIPMENT (AUTOMOTIVE, CONSTRUCTION, ETC) FOR PAINTING
- L317 PRIME EQUIPMENT (AUTOMOTIVE, CONSTRUCTION, ETC)
- L318 PAINT EQUIPMENT (AUTOMOTIVE, CONSTRUCTION, ETC)
- L325 REPACK WHEEL BEARINGS
- L326 REPLACE WHEEL GREASE SEALS
- L327 REPLACE INNER AND OUTER WHEEL BEARINGS
- L328 REPLACE REAR AXLE BEARINGS
- L329 REPAIR TIRES AND TUBES
- L330 REPLACE TIRES FROM RIMS
- L331 BALANCE WHEELS
- L332 REPLACE DAMAGED RIMS AND WHEELS
- L333 REPLACE BROKEN STUDS ON WHEEL HUBS
- L334 REPLACE SHOCK ABSORBERS
- L335 REPLACE DRAG LINKS
- L336 REPLACE PITMAN ARMS
- L337 REPLACE IDLER ARMS
- L338 REPLACE TIE ROD ENDS
- L339 REPLACE SUSPENSION BUSHINGS
- L340 REPLACE SPRINGS
- L341 REPLACE MCPHERSON STRUTS
- L342 REPLACE KING PINS AND BALL JOINTS
- L343 INSPECT POWER STEERING COMPONENTS
- L344 ADJUST POWER STEERING COMPONENTS
- L345 REPAIR POWER STEERING COMPONENTS
- L346 REPLACE POWER STEERING COMPONENTS
- L347 ADJUST MANUAL STEERING UNITS
- L348 REPAIR STEERING GEAR BOXES
- L350 ADJUST TRUNNION BEARINGS
- L352 ADJUST RACK AND PINION STEERING ASSEMBLIES
- L353 REPLACE RACK AND PINION STEERING ASSEMBLIES
- L354 PERFORM FRONT-END ALIGNMENTS
- L355 PERFORM CUTTING AND WELDING OPERATIONS (GAS)
- L356 PERFORM ARC WELDING OPERATIONS

#### M. BRAKE SYSTEMS

- M357 ADJUST SAFETY VALVES
- M360 REPLACE QUICK RELEASE VALVES
- M364 REPLACE AIR BRAKE SYSTEM AIR LINES
- M365 REPLACE SLACK ADJUSTERS AND CAM ASSEMBLIES
- M366 CLEAN BRAKE ASSEMBLIES
- M367 ADJUST HYDRAULIC BRAKE ASSEMBLIES

M368 REPLACE HYDRAULIC BRAKE LINES  
M369 BLEED HYDRAULIC BRAKE SYSTEMS  
M370 REPLACE BRAKE SHOES  
M371 REPLACE BRAKE DRUMS  
M372 ADJUST BRAKE SHOES AND BANDS  
M373 REPLACE BRAKE CALIPERS  
M374 REPLACE BRAKE PADS  
M375 REPLACE COMPONENTS OF HUBS AND ROTOR ASSEMBLIES  
M376 REPLACE MASTER CYLINDERS  
M377 REPLACE WHEEL CYLINDERS  
M378 REPAIR AIR-HYDRAULIC POWER CYLINDER (AIR-PAK)  
M379 REPLACE AIR-HYDRAULIC POWER CYLINDER (AIR-PAK)  
M380 REPLACE BRAKE CHAMBERS  
M381 REPLACE COMPONENTS OF BRAKE VALVE ASSEMBLIES  
M382 ADJUST AIR BRAKE ASSEMBLIES  
M383 REPLACE HYDRAULIC SLAVE CYLINDERS  
M384 REPLACE VACUUM BOOSTERS  
M385 ADJUST HAND BRAKES  
M386 REPLACE HAND BRAKE COMPONENTS  
M387 REPAIR DISC BRAKE ROTOR ASSEMBLIES  
M388 REPAIR CALIPER ASSEMBLIES  
M389 MEASURE BRAKE DRUMS AND ROTORS  
M390 RESURFACE BRAKE DRUMS  
M391 REPAIR AIR-HYDRAULIC POWER CYLINDER (AIR-PAK)  
M392 REPAIR HYDRAULIC POWER BOOSTERS  
M393 REPAIR ANTI-LOCK BRAKE SYSTEMS  
M394 SERVICE EMERGENCY BRAKE AIR CHAMBERS  
M395 REPAIR EMERGENCY BRAKE AIR CHAMBERS

#### N. FUEL/LUBRICATION SYSTEMS

N200 PERFORM FUEL SYSTEM MINOR REPAIRS  
N201 REPLACE DIESEL FUEL TRANSFER PUMPS  
N202 REPLACE GAS ENGINE FUEL PUMPS  
N203 FLUSH FUEL TANKS  
N204 TRACE FUEL FLOW  
N205 INSPECT CARBURETORS  
N206 ADJUST CARBURETORS  
N207 REPAIR CARBURETORS  
N208 REPLACE COMPONENTS ON CARBURETORS  
N209 REPLACE CARBURETORS  
N210 INSPECT GOVERNORS  
N211 ADJUST GOVERNORS  
N212 REPAIR GOVERNORS  
N213 REPLACE GOVERNORS  
N214 INSPECT GOVERNOR ACTUATORS  
N215 ADJUST GOVERNOR ACTUATORS  
N216 REPLACE GOVERNOR ACTUATORS  
N217 REPLACE GASOLINE FUEL INJECTION SYSTEM COMPONENTS  
N218 ADJUST DIESEL ENGINE FUEL RACKS  
N219 INSPECT FUEL INJECTORS

N220 REPAIR FUEL INJECTORS  
N221 REPLACE FUEL INJECTORS  
N222 INSPECT FUEL INJECTOR PUMPS  
N223 ADJUST FUEL INJECTOR PUMPS  
N224 REPAIR FUEL INJECTOR PUMPS  
N225 REPLACE FUEL INJECTOR PUMPS  
N226 REPLACE FUEL INJECTOR NOZZLES  
N227 REPAIR GOVERNOR CONTROL UNITS  
N228 OVERHAUL FUEL SYSTEMS  
N229 DIAGNOSE GASOLINE FUEL SYSTEM MALFUNCTIONS  
N230 INSPECT DIESEL FUEL SYSTEM COMPONENTS  
N231 REPAIR DIESEL FUEL SYSTEM COMPONENTS  
N232 INSPECT OIL PUMPS  
N233 REPAIR OIL PUMPS  
N234 REPLACE OIL PUMPS  
N235 REPLACE OIL FILTER ELEMENTS  
N236 TROUBLESHOOT ELECTRONIC FUEL INJECTION SYSTEMS (GAS)

**CONSTRUCTION MECHANIC SECOND CLASS (CM2)**

**B. GENERAL ADMINISTRATION**

B034 PERFORM SHOP PLANNING AND MAINTENANCE SCHEDULING  
B042 DIRECT TRANSPORTATION OPERATIONS AND MAINTENANCE SERVICES

**D. CONSTRUCTION OPERATIONS**

D064 COORDINATE PREPARATION OF MATERIAL AND EQUIPMENT FOR EMBARKATION

**E. INTERNAL COMBUSTION ENGINES**

E084 DIAGNOSE BLOWER MALFUNCTIONS  
E087 REPAIR DIESEL ENGINE TURBOCHARGERS  
E090 DIAGNOSE DIESEL ENGINE TURBOCHARGER MALFUNCTIONS

**F. POWER TRAINS**

F159 INSPECT SPROCKET SEGMENTS  
F161 INSPECT RECOIL SPRING ASSEMBLIES  
F189 REPLACE CONSTANT VELOCITY JOINTS  
F196 DIAGNOSE POWER TRAIN MALFUNCTIONS  
F197 MEASURE TRACK PINS FOR WEAR  
F199 INSPECT DRIVE LINE ANGLES

**G. CONSTRUCTION COMBAT READINESS**

G021 PERFORM DUTIES OF FIRE TEAM LEADER  
G024 EMPLOY CLAYMORE MINES  
G025 POSITION PERIMETER GUARDS  
G029 MANEUVER FIRE TEAM USING ARM AND HAND SIGNALS



- G030 PREPARE ROUGH MAPS, FIELD SKETCHES AND OVERLAYS
- G037 DIRECT INSTALLATION OF PROTECTIVE AND TACTICAL WIRE ENTANGLEMENTS

H. HYDRAULIC/PNEUMATIC MAINTENANCE

- H256 TEST RECIPROCATING ROTARY AND SCREW TYPE AIR COMPRESSORS
- H257 ADJUST RECIPROCATING ROTARY AND SCREW TYPE AIR COMPRESSORS
- H258 REPAIR RECIPROCATING ROTARY AND SCREW TYPE AIR COMPRESSORS
- H259 REPLACE RECIPROCATING ROTARY AND SCREW TYPE AIR COMPRESSORS

I. COOLING SYSTEMS

- I273 INSPECT AIR CONDITIONING SYSTEMS
- I274 DIAGNOSE AIR CONDITIONING SYSTEM MALFUNCTIONS
- I275 SERVICE/REPAIR AIR CONDITIONING SYSTEMS

K. ELECTRICAL/ELECTRONIC SYSTEMS

- K354 REPLACE DISTRIBUTORLESS IGNITION SYSTEMS
- K355 DIRECT BODY REPAIR SHOP OPERATIONS

L. CHASSIS AND BODIES

- L319 HANDLE AND STORE WELDING GASES
- L320 REPAIR BODIES AND FENDERS
- L321 INSPECT TRACK FRAME ASSEMBLIES
- L351 INSPECT RACK AND PINION STEERING ASSEMBLIES

M. BRAKE SYSTEMS

- M356 INSPECT SAFETY VALVES
- M358 REPLACE SAFETY VALVES

**CONSTRUCTION MECHANIC FIRST CLASS (CM1)**

A. TECHNICAL ADMINISTRATION

- A020 ADMINISTER PERSONNEL READINESS CAPABILITY PROGRAMS (PRCP)

B. GENERAL ADMINISTRATION

- B041 UPDATE CIVIL ENGINEER SUPPORT EQUIPMENT (CESE) ALLOWANCE RECORDS
- B045 COORDINATE EQUIPMENT ASSIGNMENTS

C. ENVIRONMENTAL PROTECTION

- C057 DEVELOP HAZARDOUS MATERIAL (HAZMAT) SPILLS CONTINGENCY PLANS

G. CONSTRUCTION COMBAT READINESS

- G031 PERFORM DUTIES OF RIFLE SQUAD LEADER
- G032 PERFORM DUTIES OF RIFLE PLATOON GUIDE
- G033 PERFORM DUTIES OF RIFLE PLATOON PETTY OFFICER
- G034 PERFORM DUTIES OF MACHINE GUN SQUAD LEADER
- G036 PERFORM DUTIES OF WEAPONS PLATOON PETTY OFFICER
- G038 INSTRUCT PERIMETER GUARDS
- G039 DIRECT INSTALLATION OF TRIP FLARES AND OTHER EARLY WARNING DEVICES
- G051 DIRECT PLACING OF LIMITING STAKES

**CHIEF CONSTRUCTION MECHANIC (CMC)**

B. GENERAL ADMINISTRATION

- B037 DIRECT EQUIPMENT MAINTENANCE SHOPS
- B038 DIRECT EQUIPMENT SERVICE OPERATIONS AND MAINTENANCE
- B044 COORDINATE BATTALION EQUIPMENT EVALUATION PROGRAMS (BEEP)

G. CONSTRUCTION COMBAT READINESS

- G041 PERFORM DUTIES OF PLATOON COMMANDER
- G044 ASSIST IN OPERATION OF COMMAND OPERATIONS CENTER (COC)

**SENIOR CHIEF CONSTRUCTION MECHANIC (CMCS)**

G. CONSTRUCTION COMBAT READINESS

- G042 ASSIST IN OPERATION OF COMPANY COMMAND POSTS
- G043 ASSIST IN PREPARATION OF COMPANY DEFENSE PLANS

**MASTER CHIEF EQUIPMENTMAN (EQCM)**

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

# CHAPTER 19

## CONSTRUCTIONMAN (CN)

NAVPERS 18068-19A

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

CONSTRUCTIONMAN (CN)

SCOPE OF RATING

Constructionmen (CN) perform tasks directly related to the seven construction ratings (occupational field 13) and the duties of tactical Squad/Team members of Seabee Combat Units.

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These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 19.

NAVPERS 18068-19A

**CAREER PATH FROM THE CONSTRUCTIONMAN APPRENTICESHIP**

<b>RATING TITLE</b>	<b>E-4</b>	<b>E-5</b>	<b>E-6</b>	<b>E-7</b>	<b>E-8</b>	<b>E-9</b>
Builder	BU3	BU2	BU1	BUC	BUCS	*CUCM
Construction Electrician	CE3	CE2	CE1	CEC	CECS	*UCCM
Construction Mechanic	CM3	CM2	CM1	CMC	CMCS	*EQCM
Engineering Aid	EA3	EA2	EA1	EAC	EACS	*CUCM
Equipment Operator	EO3	EO2	EO1	EOC	EOCS	*EQCM
Steelworker	SW3	SW2	SW1	SWC	SWCS	*CUCM
Utilitiesman	UT3	UT2	UT1	UTC	UTCS	*UCCM

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

CUCM = MASTER CHIEF CONSTRUCTIONMAN

EQCM = MASTER CHIEF EQUIPMENTMAN

UCCM = MASTER CHIEF UTILITIESMAN

**CONSTRUCTIONMAN (CN) APPRENTICESHIP FUNCTIONAL AREAS**

- A. MECHANICAL MAINTENANCE
- B. TECHNICAL ADMINISTRATION
- C. CONSTRUCTION COMBAT READINESS
- D. CONSTRUCTION OPERATIONS

## CONSTRUCTIONMAN (CN)

### A. MECHANICAL MAINTENANCE

A001 USE AND MAINTAIN BASIC HAND AND PORTABLE POWER TOOLS

### B. TECHNICAL ADMINISTRATION

B001 CONVERT STANDARD U.S. WEIGHTS AND MEASURES TO THE METRIC SYSTEM

B002 PREPARE AN INSPECTION GUIDE AND TROUBLE REPORT (NAVFAC 9-11240/13)

B003 PREPARE DD FORM 1970 TRIP TICKET

B004 PREPARE AN ACCIDENT REPORT (STANDARD FORM 91)

### C. CONSTRUCTION COMBAT READINESS

C001 ASSEMBLE AND CARE FOR INDIVIDUAL COMBAT (782) GEAR

C002 INTERPRET STANDARD TACTICAL ARM AND HAND SIGNALS

C003 PERFORM INDIVIDUAL COVER AND CONCEALMENT MEASURES

C004 PERFORM HAND GRENADE THROWING

C005 LOAD, FIRE, FIELD STRIP AND CLEAN SERVICE RIFLE

C006 PERFORM DUTIES OF A RIFLEMAN

C007 PERFORM LAND NAVIGATION USING MAP AND COMPASS

C008 PERFORM DUTIES OF AMMO-CARRIER FOR CREW SERVED WEAPONS

C009 PERFORM DUTIES OF MESSENGER/COMMUNICATOR

### D. CONSTRUCTION OPERATIONS

D001 PERFORM BRUSHING AND ROLLING ON OF PRIMERS, PAINTS AND SURFACE COATINGS

D002 PERFORM PRESTART CHECKS AND OPERATOR MAINTENANCE FOR MOTOR VEHICLES THROUGH 1 1/4-TON CAPACITY

D003 USE AND CARE FOR SYNTHETIC LINES

D004 USE AND CARE FOR WIRE ROPE

D005 OPERATE AND PERFORM OPERATOR MAINTENANCE ON CONSTRUCTION SUPPORT EQUIPMENT

D006 INTERPRET CONSTRUCTION SKETCHES AND DIAGRAMS

# CHAPTER 20



## CRYPTOLOGIC TECHNICIAN (CT)

NAVPERS 18068-20D



NAVY ENLISTED OCCUPATIONAL STANDARDS  
FOR  
CRYPTOLOGIC TECHNICIAN (ADMINISTRATIVE) (CTA)



SCOPE OF RATING

Cryptologic Technicians (Administrative) (CTA) perform technology-based administrative functions using software applications within a global information environment; perform personnel security duties for the Naval Security Group and Intelligence communities both ashore and afloat; perform manpower management functions; maintain accountability of highly Sensitive Compartmented Information (SCI); operate Information Systems (IS) equipment and current software applications; perform Joint duty as a Department of Defense (DOD) courier within the Defense Courier Service; perform in a Full Time Support (FTS) capacity for the Naval Security Group Cryptologic Reserve Program.

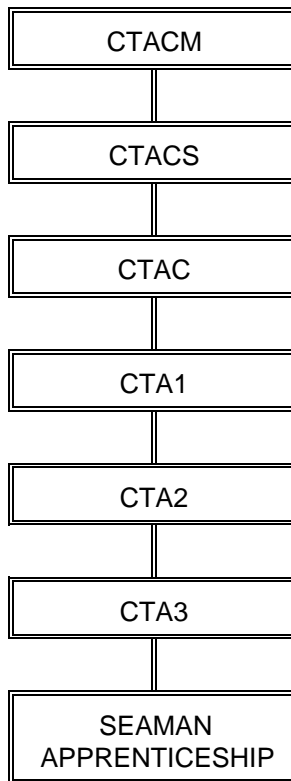
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These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 20.

NAVPERS 18068-20C

CT-1(A)

**GENERAL INFORMATION**  
CAREER PATTERN



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

SPECIAL PHYSICAL REQUIREMENTS

None.

CITIZENSHIP/SECURITY REQUIREMENTS

Must be a U.S. citizen; must be eligible for access to special intelligence information.

PERFORMANCE TESTS

None

**SAFETY**

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

**CRYPTOLOGIC TECHNICIAN (ADMINISTRATIVE) (CTA) FUNCTIONAL AREAS**

- A. INFORMATION SYSTEMS (IS) OPERATIONS
- B. SECURITY
- C. INFORMATION OPERATIONS/INFORMATION WARFARE
- D. COMMUNICATIONS
- E. SOFTWARE APPLICATIONS
- F. GENERAL ADMINISTRATION
- G. INFORMATION MANAGEMENT
- H. SPECIAL SECURITY OFFICE (SSO)

**CRYPTOLOGIC TECHNICIAN (ADMINISTRATIVE) THIRD CLASS (CTA3)**

**A. INFORMATION SYSTEMS (IS) OPERATIONS**

- A001 CREATE DATA FILES
- A002 STORE DATA FILES
- A003 REVIEW AND UPDATE DATA FILES
- A004 DELETE DATA FILES
- A006 DEVELOP STANDARDIZED INFORMATION SYSTEMS (IS) FILE MANAGEMENT PROCEDURES
- A007 SET-UP COMPUTER EQUIPMENT

**B. SECURITY**

- B012 MARK AND HANDLE GENERAL SERVICE (GENSER)/SPECIAL COMPARTMENTED INFORMATION (SCI) MATERIAL
- B013 CHANGE COMBINATION LOCKING DEVICES
- B014 DESTROY GENSER/SCI MATERIAL DURING EMERGENCY DESTRUCTION
- B015 CONDUCT SECURITY CHECKS OF WORK STATIONS AND EQUIPMENT
- B016 DESTROY ROUTINE GENSER/SCI MATERIAL
- B017 DOCUMENT DESTRUCTION OF GENSER/ACCOUNTABLE SCI MATERIAL
- B018 ENSURE PROTECTION OF CLASSIFIED MATERIAL LEAVING SENSITIVE COMPARTMENTED INFORMATION FACILITY (SCIF)
- B034 REPORT THREATS TO SECURITY
- B035 REPORT COMPROMISES
- B036 REPORT SECURITY VIOLATIONS AND BREACHES
- B044 RECORD PERSONNEL SECURITY INVESTIGATIONS
- B045 RECORD CLEARANCES AND ACCESS
- B047 VERIFY CLEARANCE LEVELS
- B048 VERIFY ACCESS LEVELS
- B049 VERIFY NEED TO KNOW LEVELS FOR CLASSIFIED INFORMATION
- B050 CREATE COMPUTER PASSWORDS
- B051 DELETE COMPUTER PASSWORDS
- B052 SAFEGUARD COMPUTER PASSWORDS
- B053 SAFEGUARD PERSONAL COMPUTERS
- B054 SAFEGUARD DATA ON PERSONAL COMPUTERS
- B055 SCAN HARD DRIVES AND DISKS FOR VIRUSES

**C. INFORMATION OPERATIONS/INFORMATION WARFARE**

- C070 UPDATE CRYPTOLOGIC TECHNICAL PUBLICATIONS LIBRARIES (TPL)
- C071 UPDATE UNITED STATES SIGNALS INTELLIGENCE DIRECTIVES (USSID)
- C072 EXECUTE GLOBAL NETWORKING FUNCTIONS
- C073 EXECUTE BASIC INFORMATION OPERATIONS/INFORMATION WARFARE POLICIES

**D. COMMUNICATIONS**

- D074 OPERATE SECURE TELEPHONE UNITS
- D075 OPERATE SECURE FACSIMILE EQUIPMENT
- D076 OPERATE UNCLASSIFIED FACSIMILE EQUIPMENT
- D077 TRANSMIT ELECTRONIC DATA (E-MAIL, INTERNET, LAN, WAN, WEB)
- D078 RECEIVE ELECTRONIC DATA

E. SOFTWARE APPLICATIONS

- E079 USE WORD PROCESSING SOFTWARE
- E080 USE DATABASE MANAGEMENT SYSTEMS
- E081 USE GRAPHICS APPLICATIONS SOFTWARE
- E082 USE SPREADSHEET APPLICATIONS SOFTWARE
- E083 USE FILE MANAGER SOFTWARE
- E084 PERFORM COMPUTER SYSTEM OPERATIONS IN INTEGRATED SOFTWARE ENVIRONMENT
- E085 DRAFT MESSAGES IN GENERAL ADMINISTRATION (GENADMIN) FORMATS
- E087 DRAFT MESSAGES IN SPECIAL INTELLIGENCE (SI) FORMATS
- E089 CONSTRUCT WEB PAGES
- E090 UPDATE WEB PAGES
- E093 LOAD SOFTWARE APPLICATIONS
- E094 EXECUTE UTILITY FUNCTION PROGRAMS

F. GENERAL ADMINISTRATION

- F095 PREPARE CORRESPONDENCE (LETTERS, MEMORANDA, POD, ETC.)
- F096 REVIEW CORRESPONDENCE
- F097 ROUTE INCOMING CORRESPONDENCE
- F098 SMOOTH CORRESPONDENCE
- F099 FILE CORRESPONDENCE
- F101 UPDATE CORRESPONDENCE AND SUSPENSE FILES/TICKLERS
- F102 DRAFT CORRESPONDENCE ACTION TICKLERS
- F103 PROCESS/ROUTE INCOMING MESSAGES
- F105 MAINTAIN MESSAGE FILES
- F106 REVIEW MESSAGES
- F107 FILE MESSAGES
- F112 REVIEW INSTRUCTIONS AND NOTICES
- F113 UPDATE INSTRUCTIONS AND NOTICES
- F114 ROUTE INSTRUCTIONS AND NOTICES
- F115 FILE INSTRUCTIONS AND NOTICES
- F117 FILE PUBLICATIONS AND MANUALS
- F118 UPDATE PUBLICATIONS AND MANUALS
- F124 UPDATE RECALL ROSTERS
- F125 COORDINATE REVIEW OF RECALL ROSTERS
- F126 UPDATE DAILY CALENDARS
- F128 PRINT PERSONNEL PERFORMANCE EVALUATIONS
- F129 FORMAT PERSONNEL PERFORMANCE EVALUATIONS
- F131 DRAFT LETTER OF SUMMARY FOR PERSONNEL PERFORMANCE EVALUATIONS
- F132 FILE COPY OF PERSONNEL PERFORMANCE EVALUATIONS
- F133 MAIL PERSONNEL PERFORMANCE EVALUATIONS
- F137 ROUTE DIRECTIVES
- F139 PREPARE AREA CLEARANCE REQUESTS
- F143 DELIVER MAIL
- F144 SORT MAIL
- F145 RECEIVE MAIL
- F146 PURGE (FORWARD) MAIL
- F147 ROUTE MAIL
- F149 PREPARE MUSTER REPORTS
- F150 ROUTE TRAVEL CLAIMS
- F151 ROUTE LEAVE AND EARNINGS STATEMENTS
- F152 PREPARE ENDORSEMENTS ON AWARDS
- F153 ASSIGN LEAVE CONTROL NUMBERS (LCN)
- F154 ROUTE LEAVE PAPERS

F155 VERIFY LEAVE DATES AND TIMES  
F156 PREPARE TAD ORDERS  
F157 TRACK LEAVE PAPERS  
F160 UPDATE LOGS  
F161 REVIEW LOGS  
F166 UPDATE TICKLERS  
F069 MAIL TRACERS  
F218 FORMAT PERSONAL AWARDS

G. INFORMATION MANAGEMENT

G168 PREPARE AND ENTER MATERIALS FOR SHIPMENT VIA DEFENSE COURIER SERVICE (DCS)  
G169 MAIL MATERIALS VIA US POSTAL SERVICE  
G170 PREPARE MATERIALS FOR HAND CARRY  
G171 UPDATE DATABASES  
G172 DELETE DATABASES

H. SPECIAL SECURITY OFFICE (SSO)

H174 PREPARE INDOCTRINATION FORMS  
H175 PREPARE DEBRIEF FORMS  
H176 PREPARE NON-DISCLOSURE AGREEMENT (NDA) FORMS  
H177 ASSIST PERSONNEL IN COMPLETING SINGLE SCOPE BACKGROUND INVESTIGATION (SSBI) PAPERWORK  
H179 DRAFT TRANSFER IN STATUS (TIS) MESSAGES  
H180 ASSIST PERSONNEL IN COMPLETING SSBI-PERIODIC REINVESTIGATION  
H181 ASSIST PERSONNEL IN PREPARING CHANGE IN MARITAL STATUS REPORTS  
H182 DRAFT SPECIAL SECURITY OFFICE (SSO) FORMATTED MESSAGES  
H183 DRAFT CLEARANCE CERTIFICATIONS  
H184 ASSIST PERSONNEL IN COMPLETING BACKGROUND INVESTIGATION (BI) PACKAGES  
H188 FILE COURIER CARDS  
H189 UPDATE COURIER CARDS  
H190 PREPARE COURIER CARDS  
H191 ISSUE COURIER CARDS  
H192 DENY ACCESS TO UNCLEARED INDIVIDUALS  
H204 RECEIVE SCI FOLDERS  
H205 MAIL SCI FOLDERS  
H206 FILE SCI FOLDERS  
H207 REVIEW SCI FOLDERS  
H208 LOG SCI FOLDERS  
H209 ISSUE SECURITY BADGES  
H212 ESCORT NON-ELIGIBLE PERSONNEL THROUGH SECURED SPACES  
H216 SANITIZE WORK AREA FOR NON-SCI CLEARED INDIVIDUALS

**CRYPTOLOGIC TECHNICIAN (ADMINISTRATIVE) SECOND CLASS (CTA2)**

A. INFORMATION SYSTEMS (IS) OPERATIONS

A008 MONITOR COMPUTER EQUIPMENT SETUP  
A009 MONITOR COMPUTER EQUIPMENT OPERATIONS

B. SECURITY

B019 EXECUTE EMERGENCY ACTION PLAN (EAP) DESTRUCTION PROCEDURES  
B020 PREPARE SECURITY VIOLATION REPORTS  
B024 ENFORCE PHYSICAL SECURITY PROGRAMS  
B028 MONITOR SECURITY CHECKS OF ASSIGNED SPACES  
B031 SUPERVISE SECURITY PROCEDURES  
B032 DEVELOP PERSONNEL SECURITY PROCEDURES  
B037 RECORD THREATS TO SECURITY  
B038 RECORD COMPROMISES  
B039 RECORD SECURITY VIOLATIONS AND BREACHES  
B046 UPDATE RECORDS OF PERSONAL FOREIGN TRAVEL  
B057 ENFORCE INFORMATION SECURITY (INFOSEC) POLICIES  
B060 MONITOR IS VIRUS COUNTERMEASURES

C. INFORMATION OPERATIONS/INFORMATION WARFARE

C068 REQUEST COPIES OF CRYPTOLOGIC PUBLICATIONS FROM ORIGINATORS

E. SOFTWARE APPLICATIONS

E086 DRAFT MESSAGES IN PROFORMA FORMATS

F. GENERAL ADMINISTRATION

F116 COORDINATE REVIEW OF INSTRUCTIONS AND NOTICES  
F127 DRAFT PERSONNEL PERFORMANCE EVALUATIONS  
F130 REVIEW PERSONNEL PERFORMANCE EVALUATIONS  
F140 PRIORITIZE PREPARATION OF CORRESPONDENCE

H. SPECIAL SECURITY OFFICE (SSO)

H178 REVIEW SSBI PAPERWORK  
H185 CONDUCT DEBRIEFS  
H186 UPDATE REINVESTIGATION SUBMISSION TICKLERS  
H193 ASSIST PERSONNEL IN PREPARING FOREIGN BORN SPOUSE STATEMENTS  
H195 PREPARE INADVERTENT DISCLOSURE OATHS  
H196 MANAGE COMMAND SCI BILLET ACCESS PROGRAMS  
H200 PREPARE SECURITY ACCESS ELIGIBILITY REPORTS (SAER)  
H203 UPDATE SCI FOLDERS  
H210 TAKE PHOTOGRAPHS FOR BADGES AND COURIER CARDS  
H211 LAMINATE SECURITY BADGES AND COURIER CARDS  
H214 REVIEW LIST OF PERSONNEL AWAITING CLEARANCES  
H217 INITIATE SCI ACCESS INVESTIGATIONS

**CRYPTOLOGIC TECHNICIAN (ADMINISTRATIVE) FIRST CLASS (CTA1)**

A. INFORMATION SYSTEMS (IS) OPERATIONS

A010 FORECAST IS REQUIREMENTS  
A011 MONITOR COMMAND IS FILE MANAGEMENT PROCEDURES

## B. SECURITY

- B022 DEVELOP EMERGENCY ACTION PLAN (EAP)
- B023 CONDUCT EAP DRILLS
- B025 EVALUATE EAP
- B026 DEVELOP SCIF ACCREDITATION PACKAGE
- B027 MONITOR EMERGENCY DESTRUCTION PROCEDURES FOR GENSER/SCI MATERIALS
- B029 MONITOR CLASSIFIED MATERIAL CONTROL PROGRAMS
- B030 SUPERVISE NETWORK ACCESS
- B033 FORMULATE AND COORDINATE SECURITY EDUCATION PROGRAMS
- B040 INVESTIGATE THREATS TO SECURITY
- B041 INVESTIGATE COMPROMISES
- B042 INVESTIGATE SECURITY VIOLATIONS
- B043 ADMINISTER CLASSIFICATION, DECLASSIFICATION, AND DOWNGRADE OF CLASSIFIED INFORMATION
- B061 IMPLEMENT INFOSEC AWARENESS PROGRAMS
- B219 CONDUCT SCIF ACCREDITATION

## F. GENERAL ADMINISTRATION

- F100 DRAFT POINT PAPERS
- F108 DRAFT AWARD RECOMMENDATIONS
- F109 REVIEW AWARD RECOMMENDATIONS
- F111 DRAFT INSTRUCTIONS AND NOTICES
- F119 DRAFT BRIEFINGS
- F120 REVIEW BRIEFINGS
- F122 CONDUCT BRIEFINGS
- F123 UPDATE BRIEFINGS
- F134 COORDINATE PREPARATION OF COMMAND PERFORMANCE EVALUATIONS
- F135 MONITOR COMMAND PERSONNEL PERFORMANCE EVALUATIONS AND COUNSELING SYSTEMS
- F136 COORDINATE PREPARATION OF COMMAND FITNESS REPORTS
- F138 UPDATE DIRECTIVES
- F141 ORDER DIRECTIVES
- F164 VERIFY ENLISTED DISTRIBUTION VERIFICATION REPORTS (EDVR)
- F220 DRAFT DIRECTIVES

## H. SPECIAL SECURITY OFFICE (SSO)

- H187 CONDUCT DEFENSIVE SECURITY BRIEFINGS
- H194 DRAFT PERSONNEL UNDER WAIVER REPORTS
- H197 PREPARE QUARTERLY SECURITY READING FOLDERS
- H198 ASSIST PERSONNEL WITH ACCESS INELIGIBILITY APPEAL PROCEDURES
- H199 MANAGE ACCESS CONTROL PROGRAMS
- H201 CONDUCT PRELIMINARY PERSONNEL SECURITY INTERVIEWS
- H202 MANAGE COMPARTMENTED BILLET REQUIREMENTS AND AUTHORIZATIONS
- H213 INITIATE PAPERWORK TO REVOKE CLEARANCES
- H221 PREPARE COMPELLING NEED STATEMENTS



**CHIEF CRYPTOLOGIC TECHNICIAN (ADMINISTRATIVE) (CTAC)**

**B. SECURITY**

B222 ENFORCE PHYSICAL SECURITY PROGRAMS

**F. GENERAL ADMINISTRATION**

F104 RELEASE MESSAGES

F148 PREPARE BUDGET SUBMISSIONS

F162 VERIFY ACTIVITY MANNING DOCUMENTS (AMD)

F163 UPDATE AMD

F165 UPDATE EDVR

**SENIOR CHIEF CRYPTOLOGIC TECHNICIAN (ADMINISTRATIVE) (CTACS)**

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

**MASTER CHIEF CRYPTOLOGIC TECHNICIAN (ADMINISTRATIVE) (CTACM)**

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

NAVY ENLISTED OCCUPATIONAL STANDARDS  
FOR  
CRYPTOLOGIC TECHNICIAN (INTERPRETIVE) (CTI)



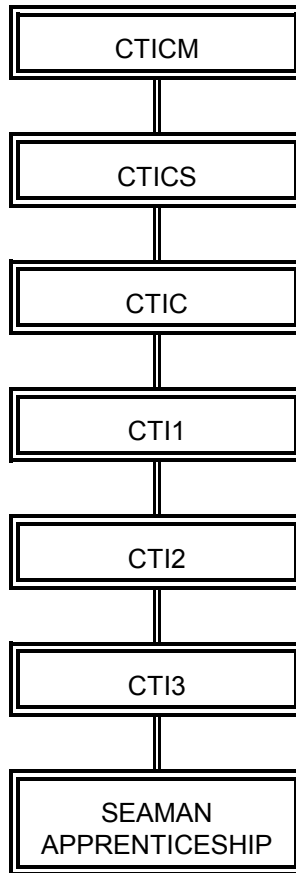
SCOPE OF RATING

~~Cryptologic Technicians (Interpretive) (CTI)~~ translate, interpret, and transcribe foreign languages; operate sophisticated computer-assisted information systems; prepare technical reports and statistical studies requiring foreign language skills; and provide language-related analysis and guidance to the fleet (air, surface, and subsurface) in support of national security requirements.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 20.

NAVPERS 18068-20D

**GENERAL INFORMATION**  
CAREER PATTERN



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

SPECIAL PHYSICAL REQUIREMENTS

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

CITIZENSHIP/SECURITY REQUIREMENTS

Must be a U.S. citizen; must be eligible for access to special intelligence information.

PERFORMANCE TESTS

Refer to performance test instructions, contained herein, under Appendix D of this manual.

**SAFETY**

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

**CRYPTOLOGIC TECHNICIAN (INTERPRETIVE) (CTI) FUNCTIONAL AREAS**

- A. AUTOMATED INFORMATION SYSTEMS (AIS) OPERATIONS
- B. SECURITY
- C. CRYPTOLOGIC OPERATIONS
- D. MANAGEMENT AND SUPERVISION
- F. TRAINING

## CRYPTOLOGIC TECHNICIAN (INTERPRETIVE) THIRD CLASS (CTI3)

### A. AUTOMATED INFORMATION SYSTEMS (AIS) OPERATIONS

- A001 IDENTIFY COMPUTER SYSTEMS HARDWARE
- A002 OPERATE COMPUTER EQUIPMENT
- A004 PERFORM FILE MANAGEMENT PROCEDURES
- A005 MANIPULATE WORD PROCESSING SOFTWARE
- A006 PERFORM DATABASE MANAGEMENT
- A007 PERFORM ELECTRONIC COMMUNICATIONS FUNCTIONS
- A008 PERFORM COMPUTER SYSTEMS OPERATIONS IN AN INTEGRATED SOFTWARE ENVIRONMENT

### B. SECURITY

- B011 MARK AND HANDLE CLASSIFIED MATERIAL IN ACCORDANCE WITH INFORMATION, SECURITY, AND PROGRAM REQUIREMENTS
- B013 PERFORM EMERGENCY DESTRUCTION PROCEDURES FOR CLASSIFIED MATERIAL
- B014 PERFORM ROUTINE DESTRUCTION OF CLASSIFIED MATERIAL
- B015 PERFORM WORK STATION AND EQUIPMENT SECURITY CHECKS
- B016 COMPLY WITH AUTOMATED INFORMATION SYSTEMS (AIS) SECURITY REQUIREMENTS
- B017 COMPLY WITH INTELLIGENCE OVERSIGHT REQUIREMENTS
- B018 COMPLY WITH INFORMATION SECURITY (INFOSEC) REQUIREMENTS
- B019 COMPLY WITH OPERATIONAL SECURITY (OPSEC) REQUIREMENTS
- B020 COMPLY WITH PHYSICAL SECURITY REQUIREMENTS

### C. CRYPTOLOGIC OPERATIONS

- C021 PLOT LINES OF BEARING AND DETERMINE FIX
- C022 PLOT LOCATIONS ON CHARTS AND MAPS
- C023 CALCULATE TIME ZONE CONVERSIONS
- C024 PERFORM SIGNALS SEARCH AND ACQUISITION
- C026 PERFORM INITIAL SIGNAL IDENTIFICATION
- C027 PROCESS ACQUIRED SIGNALS
- C028 IDENTIFY AND TIP-OFF ESSENTIAL ELEMENTS OF INFORMATION (EEI)
- C030 RECOGNIZE AND REPORT CRITIC CRITERIA
- C031 TRANSLATE FOREIGN LANGUAGES
- C032 TRANSCRIBE FOREIGN LANGUAGES
- C033 PERFORM PRELIMINARY ANALYSIS OF GRAPHIC FOREIGN LANGUAGE MATERIALS
- C034 PERFORM PRELIMINARY ANALYSIS OF AURAL FOREIGN LANGUAGE MATERIALS
- C053 PREPARE MESSAGES FOR TRANSMISSION
- C059 COMPLY WITH UNITED STATES SIGNALS INTELLIGENCE DIRECTIVES (USSID)
- C062 PROVIDE INPUTS FOR INTELLIGENCE REPORTS
- C068 PREPARE TECHNICAL REPORTS (KLIEGLIGHT (KL), TACTICAL REPORTING (TACREP), ETC.)
- C069 DESCRIBE THE U.S. INTELLIGENCE COMMUNITY
- C070 DESCRIBE CRYPTOLOGIC FLEET SUPPORT OPERATIONS
- C071 DESCRIBE NATIONALLY TASKED CRYPTOLOGIC OPERATIONS
- C072 DESCRIBE JOINT CRYPTOLOGIC OPERATIONS
- C073 DESCRIBE THE FUNDAMENTALS OF RADIO WAVE THEORY

**CRYPTOLOGIC TECHNICIAN (INTERPRETIVE) SECOND CLASS (CTI2)**

**C. CRYPTOLOGIC OPERATIONS**

- C035 PERFORM ANALYSIS OF GRAPHIC FOREIGN LANGUAGE MATERIALS
- C036 PERFORM ANALYSIS OF AURAL FOREIGN LANGUAGE MATERIALS
- C037 UPDATE TECHNICAL DATABASES
- C042 ANALYZE COMMUNICATION NETWORKS
- C046 PREPARE ANALYTICAL SUPPORT DOCUMENTS
- C047 PREPARE SIGNAL INTELLIGENCE (SIGINT) PRODUCTS
- C054 VALIDATE FOREIGN LANGUAGE TRANSLATIONS AND TRANSCRIPTS
- C072 PREPARE/CONDUCT OPERATIONAL BRIEFS

**CRYPTOLOGIC TECHNICIAN (INTERPRETIVE) FIRST CLASS (CTI1)**

**C. CRYPTOLOGIC OPERATIONS**

- C038 IDENTIFY COMMUNICATION SYSTEMS FOR SENSITIVE INFORMATION (SI) AND GENERAL SERVICE (GENSER) REPORTING
- C039 USE ADVISORY REPORTS TO ADJUST DIRECT SUPPORT OPERATIONS
- C041 IMPLEMENT CRITIC REPORTING PROCEDURES
- C044 PERFORM ADVANCED ANALYSIS OF FOREIGN LANGUAGE MATERIALS
- C045 COORDINATE INPUT FOR INTELLIGENCE REPORTING
- C048 DESIGN COVERAGE PLANS
- C049 DRAFT CRYPTOLOGIC SUMMARY REPORTS
- C050 DIRECT CRYPTOLOGIC LANGUAGE OPERATIONS
- C051 DIRECT FOREIGN LANGUAGE PROCESSING
- C052 DIRECT FOREIGN LANGUAGE ANALYSIS AND REPORTING

**D. MANAGEMENT AND SUPERVISION**

- D055 SUPERVISE SECURITY AND EMERGENCY DESTRUCTION PROCEDURES
- D056 SUPERVISE CRYPTOLOGIC FLEET SUPPORT OPERATIONS

**F. TRAINING**

- F064 INSTRUCT IN THE GLOBAL USE OF FOREIGN LANGUAGE
- F065 INSTRUCT IN THE CRYPTOLOGIC USE OF FOREIGN LANGUAGE
- F066 COORDINATE FOREIGN LANGUAGE TRAINING

**CHIEF CRYPTOLOGIC TECHNICIAN (INTERPRETIVE) (CTIC)**

**D. MANAGEMENT AND SUPERVISION**

- D057 SUPERVISE NATIONALLY TASKED CRYPTOLOGIC OPERATIONS
- D058 SUPERVISE JOINT CRYPTOLOGIC OPERATIONS
- D074 ENSURE COMPLIANCE WITH UNITED STATES SIGNALS INTELLIGENCE DIRECTIVES (USSID)

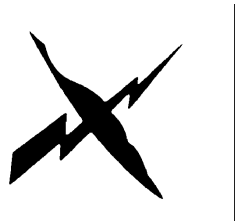
**SENIOR CHIEF CRYPTOLOGIC TECHNICIAN (INTERPRETIVE) (CTICS)**

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

**MASTER CHIEF CRYPTOLOGIC TECHNICIAN (INTERPRETIVE) (CTICM)**

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

NAVY ENLISTED OCCUPATIONAL STANDARDS  
FOR  
CRYPTOLOGIC TECHNICIAN (MAINTENANCE) (CTM)



SCOPE OF RATING

Cryptologic Technicians (Maintenance) (CTM) perform maintenance on electrical and electronic equipment used for communications, distortion analysis, tracking, recognition, and identification; troubleshoot, adjust, repair or replace electrical, and electronic equipment, subassemblies, and components; test, troubleshoot, and repair digital interfaces and data systems; prepare reports; and perform inspections and inventories of assigned equipment.

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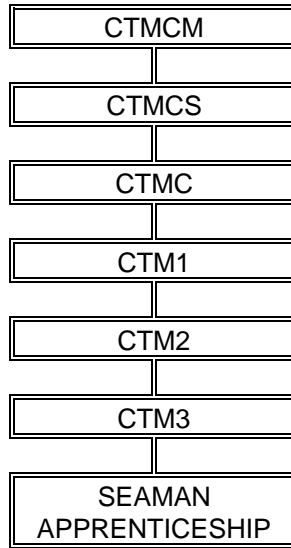
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NAVPERS 18068-20C

CT-1(M)



**GENERAL INFORMATION**  
CAREER PATTERN



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

SPECIAL PHYSICAL REQUIREMENTS

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

CITIZENSHIP/SECURITY REQUIREMENTS

Must be a U.S. citizen; must be eligible for access to special intelligence information.

PERFORMANCE TEST

None.

**SAFETY**

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

**CRYPTOLOGIC TECHNICIAN MAINTENANCE (CTM) FUNCTIONAL AREAS**

- A. INFORMATION SYSTEMS (IS) SUPPORT
- B. SECURITY
- C. COMMUNICATIONS
- D. GENERAL INSTALLATION
- E. CRYPTOLOGIC ELECTRONIC MAINTENANCE
- F. GENERAL MAINTENANCE
- G. TEST EQUIPMENT
- H. CRYPTOLOGIC MAINTENANCE ADMINISTRATION
- I. LOGISTICS
- J. SAFETY
- K. CRYPTOLOGIC MAINTENANCE MANAGEMENT
- L. NETWORK MAINTENANCE
- M. INFORMATION ASSURANCE

## CRYPTOLOGIC TECHNICIAN (MAINTENANCE) THIRD CLASS (CTM3)

### A. INFORMATION SYSTEMS (IS) SUPPORT

- A001 ASSEMBLE COMPUTER SYSTEMS
- A002 CONFIGURE COMPUTER SYSTEMS AND COMPONENTS
- A003 PERFORM PREVENTIVE MAINTENANCE ON COMPUTER SYSTEMS AND COMPONENTS
- A004 TROUBLESHOOT COMPUTER SYSTEMS AND COMPONENTS
- A005 REPAIR COMPUTER SYSTEMS AND COMPONENTS
- A006 REPLACE COMPUTER SYSTEMS AND COMPONENTS
- A007 CONFIGURE COMPUTER SYSTEM INTERFACES
- A008 TROUBLESHOOT COMPUTER SYSTEM INTERFACES
- A009 PERFORM FILE MAINTENANCE PROCEDURES (DATA ARCHIVES)
- A010 INSTALL COMPUTER OPERATING SYSTEM SOFTWARE
- A011 CONFIGURE COMPUTER OPERATING SYSTEM SOFTWARE
- A012 TROUBLESHOOT COMPUTER OPERATING SYSTEM SOFTWARE
- A013 INSTALL COMPUTER APPLICATION SOFTWARE
- A014 CONFIGURE COMPUTER APPLICATION SOFTWARE
- A015 TROUBLESHOOT COMPUTER APPLICATION SOFTWARE
- A017 INTERPRET COMPUTER DIAGNOSTIC SOFTWARE RESULTS
- A018 WRITE COMPUTER PROGRAMS
- A019 MODIFY COMPUTER PROGRAMS
- A020 WRITE COMPUTER BATCH FILES
- A021 MODIFY COMPUTER BATCH FILES
- A022 WRITE COMPUTER SHELL SCRIPTS
- A023 MODIFY COMPUTER SHELL SCRIPTS

### B. SECURITY

- B030 TROUBLESHOOT ACCESS CONTROL CARD READERS
- B031 REPLACE ACCESS CONTROL CARD READERS
- B032 TROUBLESHOOT ACCESS CONTROL KEYPADS
- B033 REPLACE ACCESS CONTROL KEYPADS
- B034 CLEAN BALANCED MAGNETIC SWITCHES (BMS)
- B035 INSPECT BMS
- B036 TEST BMS
- B037 REPLACE BMS
- B038 CLEAN CIPHER LOCKS
- B039 INSPECT CIPHER LOCKS
- B040 TEST CIPHER LOCKS
- B041 LUBRICATE CIPHER LOCKS
- B042 REPLACE CIPHER LOCKS
- B043 CHANGE LOCKING DEVICES COMBINATIONS
- B044 CLEAN INTRUSION ALARMS
- B045 INSPECT INTRUSION ALARMS
- B046 TEST INTRUSION ALARMS
- B047 ADJUST INTRUSION ALARMS
- B048 TROUBLESHOOT INTRUSION ALARMS
- B049 REPLACE INTRUSION ALARMS
- B050 CLEAN MOTION DETECTORS
- B051 INSPECT MOTION DETECTORS
- B052 TROUBLESHOOT MOTION DETECTORS
- B053 REPLACE MOTION DETECTORS
- B060 INSPECT VIDEO CAMERAS
- B061 TEST VIDEO CAMERAS

- B062 TROUBLESHOOT VIDEO CAMERAS
- B063 REPLACE VIDEO CAMERAS
- B064 MARK AND HANDLE CLASSIFIED MATERIAL USING SECURITY CLASS DESIGNATIONS
- B065 MARK AND HANDLE CLASSIFIED MATERIAL WITH SENSITIVE COMPARTMENTED INFORMATION (SCI) CATEGORIES
- B066 PERFORM ROUTINE DESTRUCTION OF CLASSIFIED/SCI MATERIAL
- B067 PERFORM EMERGENCY DESTRUCTION OF CLASSIFIED/SCI MATERIAL
- B068 PERFORM DAILY SECURITY CHECKS OF WORK STATIONS
- B069 PERFORM SECURITY CHECKS OF EQUIPMENT/MATERIAL PRIOR TO REMOVAL FROM CLASSIFIED SPACES
- B071 LABEL IS MEDIA/HARDWARE WITH CLASSIFICATION MARKINGS
- B072 RUN SECURITY CHECK SOFTWARE ON MAGNETIC MEDIA PRIOR TO REMOVAL FROM CLASSIFIED SPACES
- B073 ACCOUNT FOR COMMUNICATION SECURITY (COMSEC) MATERIAL USING LOCAL HOLDER COMMUNICATIONS MATERIAL SECURITY (CMS) REGULATIONS
- B074 PERFORM CLASSIFIED MATERIAL INVENTORIES
- B084 REVIEW PHYSICAL SECURITY PROGRAMS
- B410 INSPECT PHYSICAL SECURITY SYSTEMS
- B411 TROUBLESHOOT PHYSICAL SECURITY SYSTEMS
- B412 REPLACE COMPONENTS OF PHYSICAL SECURITY SYSTEMS

#### C. COMMUNICATIONS

- C095 ESTABLISH COMMUNICATION CIRCUITS
- C096 ALTROUTE COMMUNICATION CIRCUITS
- C097 TROUBLESHOOT COMMUNICATION PATHS
- C098 PREPARE MESSAGES FOR TRANSMISSION
- C101 IDENTIFY MESSAGE PRECEDENCE

#### D. GENERAL INSTALLATION

- D105 FABRICATE CABLES (FIBER OPTIC, COAXIAL, UTP, 10 BASE T, ETC)
- D106 INSTALL CABLES
- D107 INSPECT CABLES
- D108 TEST CABLES
- D110 INSTALL WIRING (MULTIPAIR SIGNAL WIRE, POWER, ETC)
- D111 INSPECT WIRING
- D112 TEST WIRING
- D114 INSTALL RADIO FREQUENCY (RF) TRANSMISSION LINES
- D115 INSPECT RF TRANSMISSION LINES
- D116 TEST RF TRANSMISSION LINES
- D118 INSTALL CRYPTOLOGIC CARRY-ON PROGRAM (CCOP) EQUIPMENT
- D119 DE-INSTALL CCOP EQUIPMENT
- D120 INSTALL CRYPTOLOGIC DIRECT SUPPORT EQUIPMENT (CDSE)
- D121 DE-INSTALL CDSE
- D122 INSTALL SHORE ELECTRONIC EQUIPMENT
- D123 REMOVE SHORE ELECTRONIC EQUIPMENT
- D124 INSTALL DIRECT SUPPORT ELECTRONIC EQUIPMENT
- D125 REMOVE DIRECT SUPPORT ELECTRONIC EQUIPMENT
- D126 INSTALL PHYSICAL SECURITY EQUIPMENT
- D127 DE-INSTALL PHYSICAL SECURITY EQUIPMENT
- D130 INSTALL NETWORK EQUIPMENT
- D131 REMOVE NETWORK EQUIPMENT
- D132 INSTALL NETWORK WORKSTATIONS AND PERIPHERALS
- D136 COMPLETE MINOR SCOPE INSTALLATIONS

- D137 COMPLETE MINOR SCOPE DOCUMENTATION
- D141 PERFORM ACCEPTANCE TESTING

E. CRYPTOLOGIC ELECTRONIC MAINTENANCE

- E030 TROUBLESHOOT ACCESS CONTROL CARD READERS
- E031 REPLACE ACCESS CONTROL CARD READERS
- E032 TROUBLESHOOT ACCESS CONTROL KEYPADS
- E033 REPLACE ACCESS CONTROL KEYPADS
- E034 CLEAN BALANCED MAGNETIC SWITCHES (BMS)
- E035 INSPECT BMS
- E036 TEST BMS
- E037 REPLACE BMS
- E038 CLEAN CIPHER LOCKS
- E039 INSPECT CIPHER LOCKS
- E040 TEST CIPHER LOCKS
- E041 LUBRICATE CIPHER LOCKS
- E042 REPLACE CIPHER LOCKS
- E043 CHANGE LOCKING DEVICE COMBINATIONS
- E044 CLEAN INTRUSION ALARMS
- E045 INSPECT INTRUSION ALARMS
- E046 TEST INTRUSION ALARMS
- E047 ADJUST INTRUSION ALARMS
- E048 TROUBLESHOOT INTRUSION ALARMS
- E049 REPLACE INTRUSION ALARMS
- E050 CLEAN MOTION DETECTORS
- E051 INSPECT MOTION DETECTORS
- E052 TROUBLESHOOT MOTION DETECTORS
- E053 REPLACE MOTION DETECTORS
- E059 CLEAN VIDEO CAMERAS
- E060 INSPECT VIDEO CAMERAS
- E061 TEST VIDEO CAMERAS
- E062 TROUBLESHOOT VIDEO CAMERAS
- E063 REPLACE VIDEO CAMERAS
- E143 CLEAN AIR FILTERS
- E144 INSPECT AIR FILTERS
- E145 REPLACE AIR FILTERS
- E147 INSPECT AMPLIFIERS
- E148 TEST AMPLIFIERS
- E149 ADJUST AMPLIFIERS
- E150 TROUBLESHOOT AMPLIFIERS
- E158 CLEAN ANTENNAS
- E159 INSPECT ANTENNAS
- E160 TEST ANTENNAS
- E161 SET UP ANTENNAS
- E162 WEATHER PROOF ANTENNA CONNECTIONS
- E163 TROUBLESHOOT ANTENNAS
- E165 CONFIGURE AUTOMATED/PROGRAMMABLE TELEPHONE SWITCHES
- E166 TROUBLESHOOT AUTOMATED/PROGRAMMABLE TELEPHONE SWITCHES
- E167 REPLACE AUTOMATED/PROGRAMMABLE TELEPHONE SWITCHES
- E175 INSPECT PRINTED CIRCUIT BOARDS
- E176 TEST PRINTED CIRCUIT BOARDS
- E177 REPAIR PRINTED CIRCUIT BOARDS
- E195 CLEAN CRYPTOLOGIC DEVICES
- E196 INSPECT CRYPTOLOGIC DEVICES

E197 TEST CRYPTOLOGIC DEVICES  
E198 TROUBLESHOOT CRYPTOLOGIC DEVICES  
E199 REPLACE CRYPTOLOGIC DEVICES  
E208 TEST DEMODULATORS  
E210 TROUBLESHOOT DEMODULATORS  
E211 REPLACE DEMODULATORS  
E212 TEST DEMULTIPLEXERS  
E214 TROUBLESHOOT DEMULTIPLEXERS  
E215 REPLACE DEMULTIPLEXERS  
E220 CLEAN DIGITAL TAPE DRIVES  
E221 INSPECT DIGITAL TAPE DRIVES  
E222 TEST DIGITAL TAPE DRIVES  
E223 TROUBLESHOOT DIGITAL TAPE DRIVES  
E224 REPLACE DIGITAL TAPE DRIVES AND COMPONENTS  
E244 TEST EARPHONES/HEADSETS  
E245 REPAIR EARPHONES/HEADSETS  
E246 CLEAN ELECTRONIC CHASSIS (VME, VX1, ETC)  
E247 INSPECT ELECTRONIC CHASSIS (VME, VX1, ETC)  
E248 CLEAN ELECTRONIC EQUIPMENT CABINETS  
E249 INSPECT ELECTRONIC EQUIPMENT CABINETS  
E250 CLEAN ELECTRONIC EQUIPMENT COOLING FANS  
E251 INSPECT ELECTRONIC EQUIPMENT COOLING FANS  
E252 REPLACE ELECTRONIC EQUIPMENT COOLING FANS  
E253 INSPECT ELECTROSTATIC DISCHARGE (ESD) PROTECTION DEVICES  
E261 TEST FREQUENCY STANDARDS  
E290 CLEAN MAGNETIC TAPE RECORDERS  
E291 INSPECT MAGNETIC TAPE RECORDERS  
E292 TEST MAGNETIC TAPE RECORDERS  
E293 ALIGN MAGNETIC TAPE RECORDERS  
E294 DEGAUSS MAGNETIC TAPE RECORDERS  
E295 TROUBLESHOOT MAGNETIC TAPE RECORDERS  
E296 REPLACE MAGNETIC TAPE RECORDERS AND COMPONENTS  
E302 TROUBLESHOOT MASTER CLOCKS  
E303 REPLACE MASTER CLOCKS  
E307 CONFIGURE MODEMS  
E308 TROUBLESHOOT MODEMS (COMPUTER, NETWORK, COMMUNICATIONS)  
E309 REPLACE MODEMS (COMPUTER, NETWORK, COMMUNICATIONS)  
E315 TEST MULTICOUPLERS  
E317 TROUBLESHOOT MULTICOUPLERS  
E326 INSPECT PATCH PANELS  
E327 TROUBLESHOOT PATCH PANELS  
E328 REPAIR PATCH PANELS  
E329 CLEAN POWER SUPPLIES  
E330 INSPECT POWER SUPPLIES  
E331 TEST POWER SUPPLIES  
E332 ADJUST POWER SUPPLIES  
E333 TROUBLESHOOT POWER SUPPLIES  
E334 REPLACE POWER SUPPLIES AND COMPONENTS  
E335 CLEAN PRINTERS  
E336 INSPECT PRINTERS  
E337 TEST PRINTERS  
E338 LUBRICATE PRINTERS  
E339 TROUBLESHOOT PRINTERS  
E340 REPLACE PRINTERS AND COMPONENTS  
E352 CLEAN RECEIVERS

E353 INSPECT RECEIVERS  
E354 TEST RECEIVERS  
E355 ALIGN RECEIVERS  
E356 TROUBLESHOOT RECEIVERS  
E357 REPLACE RECEIVERS  
E374 TEST TRANSCEIVERS  
E375 REPLACE TRANSCEIVERS  
E399 TROUBLESHOOT CCOP SYSTEMS  
E400 REPLACE COMPONENTS OF CCOP SYSTEMS  
E402 TROUBLESHOOT CDSE SYSTEMS  
E403 REPLACE COMPONENTS OF CDSE SYSTEMS  
E407 INSPECT COLLECTION SYSTEMS  
E408 TROUBLESHOOT COLLECTION SYSTEMS  
E409 REPLACE COMPONENTS OF COLLECTION SYSTEMS  
E414 TROUBLESHOOT SPECIAL PROJECTS SYSTEMS  
E415 REPLACE COMPONENTS OF SPECIAL PROJECTS SYSTEMS  
E418 RECONFIGURE EQUIPMENT TO MAINTAIN MISSION COVERAGE

F. GENERAL MAINTENANCE

F388 TEST UNINTERRUPTABLE POWER SUPPLIES  
F430 INSPECT BATTERIES  
F431 TEST BATTERIES  
F432 REPLACE BATTERIES  
F464 CLEAN PAPER SHREDDERS  
F465 INSPECT PAPER SHREDDERS  
F466 LUBRICATE PAPER SHREDDERS  
F483 TEST UTILITY POWER DISTRIBUTION SYSTEMS  
F487 LABEL POWER DISTRIBUTION SYSTEM COMPONENTS  
F488 INSPECT POWER DISTRIBUTION SYSTEM LABELING

G. TEST EQUIPMENT

G489 PERFORM TEST EQUIPMENT FUNCTIONAL CHECKS  
G492 VERIFY CALIBRATION OF TEST EQUIPMENT

H. CRYPTOLOGIC MAINTENANCE ADMINISTRATION

H504 GENERATE MAINTENANCE WATCH SUPERVISOR (MWS) LOGS  
H505 REVIEW MWS LOGS  
H506 INITIATE ELECTRONIC LOGS (E-LOGS) USING NAVAL SECURITY GROUP MAINTENANCE  
MANAGEMENT SYSTEM (NMMS)  
H507 UPDATE E-LOGS  
H508 COMPLETE E-LOGS  
H509 REVIEW E-LOGS  
H510 REVIEW SHOP LOGS  
H511 RECORD PLANNED MAINTENANCE SYSTEMS (PMS) ACTIONS USING NMMS

## I. LOGISTICS

- I546 INVENTORY SPARES/CONSUMABLES
- I547 PERFORM EQUIPMENT REPORTING AND REGISTRATION TRACKING SYSTEM (ERRTS) INVENTORIES
- I550 USE INTERGRATED LOGISTIC SUPPORT PLAN (ILSP), INTERGRATED LOGISTIC SUPPORT SUMMARY (ILSS), AND USER LOGISTIC SUPPORT SUMMARY (ULSS) TO REQUEST TECHNICAL ASSISTANCE

## J. SAFETY

- J558 REVIEW HAZARDOUS MATERIAL (HAZMAT) USER'S GUIDE
- J562 REVIEW MATERIAL SAFETY DATA SHEETS (MSDS)

## L. NETWORK MAINTENANCE

- L404 TEST GTS/GCS
- L405 TROUBLESHOOT GTS/GCS
- L406 REPLACE GTS/GCS COMPONENTS
- L599 TEST COMMUNICATIONS MEDIA (T1, T3, ISDN, ATM, OC3, ETC)
- L604 PERFORM REMOTE FILE MANIPULATIONS (DOWNLOAD, VIRTUAL TERMINAL, ETC)
- L607 TROUBLESHOOT NETWORK SYSTEMS AND COMPONENTS
- L608 REPLACE NETWORK SYSTEM COMPONENTS
- L609 EVALUATE NETWORK SYSTEM PERFORMANCE
- L610 INSTALL NETWORK SYSTEM SOFTWARE
- L611 CONFIGURE NETWORK SYSTEM SOFTWARE
- L612 TROUBLESHOOT NETWORK SYSTEM SOFTWARE
- L614 TEST VIDEO TELECONFERENCING (VTC) LINKS
- L615 TROUBLESHOOT VTC LINKS
- L618 TEST NETWORK SYSTEMS AND COMPONENTS (BRIDGES/ROUTERS, HUBS, ETC)
- L619 INSTALL INTEGRATED DIGITAL NETWORK EXCHANGE (IDNX)
- L620 CONFIGURE IDNX
- L621 ADJUST IDNX

## M. INFORMATION ASSURANCE

- M623 CONFIGURE FIREWALLS
- M624 INSTALL FIREWALLS
- M625 PERFORM INFORMATION SYSTEM (IS) VIRUS COUNTERMEASURES

## **CRYPTOLOGIC TECHNICIAN (MAINTENANCE) SECOND CLASS (CTM2)**

### A. INFORMATION SYSTEMS (IS) SUPPORT

- A018 WRITE COMPUTER PROGRAMS
- A019 MODIFY COMPUTER PROGRAMS
- A020 WRITE COMPUTER BATCH FILES
- A021 MODIFY COMPUTER BATCH FILES
- A022 WRITE COMPUTER SHELL SCRIPTS
- A023 MODIFY COMPUTER SHELL SCRIPTS

### B. SECURITY

- B081 PREPARE SECURITY VIOLATION REPORTS



D. GENERAL INSTALLATION

D134 UPDATE STATION DRAWINGS  
D139 CREATE INSTALLATION TASK FILES  
D140 UPDATE INSTALLATION TASK FILES

E. CRYPTOLOGIC ELECTRONIC MAINTENANCE

E164 REPLACE ANTENNAS  
E172 CONFIGURE BRIDGES/ROUTERS  
E174 REPLACE BRIDGES/ROUTERS  
E416 INSTALL FIELD CHANGES

H. CRYPTOLOGIC MAINTENANCE ADMINISTRATION

H512 DRAFT PARTS SUPPORT REQUESTS  
H513 DRAFT TECHNICAL ASSIST REQUESTS  
H515 DRAFT MISSING, LOST, STOLEN, OR RECOVERED (MLSR) REPORTS  
H516 DRAFT EQUIPMENT STATUS REPORT  
H520 DRAFT NMMS REPORTS  
H535 DRAFT LOCAL JOB QUALIFICATION REQUIREMENTS (JQR)  
H536 UPDATE LOCAL JQR  
H537 REVIEW LOCAL JQR

J. SAFETY

J559 CONDUCT HAZMAT INVENTORIES  
J561 REVIEW HAZMAT INVENTORIES

K. CRYPTOLOGIC MAINTENANCE MANAGEMENT

K567 SCHEDULE EQUIPMENT MAINTENANCE DOWNTIME WITH LOCAL OPERATIONS  
PERSONNEL  
K569 MANAGE INSTALLATION OF EQUIPMENT  
K570 MANAGE REMOVAL OF EQUIPMENT  
K577 IMPLEMENT ESD PROGRAMS  
K578 INSPECT ESD WORKSTATIONS  
K579 INSPECT ESD QUALIFICATIONS  
K580 SPOT CHECK ESD PROCEDURES

L. NETWORK MAINTENANCE

L626 PERFORM NETWORK OPERATING SYSTEMS SECURITY FUNCTIONS

M. INFORMATION ASSURANCE

M627 ANALYZE IS SECURITY THREATS  
M628 PERFORM IS SECURITY THREAT COUNTERMEASURES  
M629 MONITOR IS SECURITY THREAT COUNTERMEASURES  
M630 DETECT IS SECURITY THREATS

## CRYPTOLOGIC TECHNICIAN (MAINTENANCE) FIRST CLASS (CTM1)

### B. SECURITY

- B075 PREPARE CLASSIFIED MATERIAL DESTRUCTION REPORTS
- B078 DEVELOP EMERGENCY ACTION PLAN (EAP)
- B087 REVIEW OPSEC PROGRAMS
- B092 DRAFT SENSITIVE COMPARTMENT INFORMATION FACILITY (SCIF) ACCREDITATION PACKAGES
- B093 REVIEW SCIF ACCREDITATION PACKAGES
- B094 UPDATE SCIF ACCREDITATION PACKAGES

### C. COMMUNICATIONS

- C099 DOWNLOAD MESSAGE TRAFFIC
- C631 REVIEW MESSAGE PRECEDENCE

### D. GENERAL INSTALLATION

- D138 REVIEW TETON INSTALLATION PLANNING DOCUMENTS (TIPD)
- D142 DOCUMENT ACCEPTANCE TESTING

### F. GENERAL MAINTENANCE

- F477 TEST CRITICAL POWER DISTRIBUTION SYSTEMS

### G. TEST EQUIPMENT

- G495 IDENTIFY OBSOLETE TEST EQUIPMENT
- G496 REPLACE OBSOLETE TEST EQUIPMENT
- G497 ADMINISTER METEOROLOGICAL CALIBRATION (METCAL) PROGRAM REQUIREMENTS

### H. CRYPTOLOGIC MAINTENANCE ADMINISTRATION

- H532 DRAFT STANDARD OPERATING PROCEDURES (SOP)
- H533 UPDATE SOP
- H534 REVIEW SOP
- H538 CREATE NAVAL SECURITY GROUP (NAVSECGRU) TRAINING RECORDS
- H539 REVIEW NAVSECGRU TRAINING RECORDS
- H540 UPDATE NAVSECGRU TRAINING RECORDS
- H541 DRAFT TRAINING REPORTS

### K. CRYPTOLOGIC MAINTENANCE MANAGEMENT

- K581 COORDINATE CDSE INSTALLATION SUPPORT
- K582 COORDINATE CDSE REMOVAL

### M. INFORMATION ASSURANCE

- M024 DRAFT INFORMATION SYSTEMS (IS) ACCREDITATION PACKAGES
- M026 UPDATE (IS) ACCREDITATION PACKAGES

## CHIEF CRYPTOLOGIC TECHNICIAN (MAINTENANCE) (CTMC)

### B. SECURITY

B076 REVIEW CLASSIFIED MATERIAL DESTRUCTION REPORTS  
B077 VERIFY CLASSIFIED MATERIAL DESTRUCTION REPORTS  
B082 REVIEW SECURITY VIOLATION REPORTS  
B083 IMPLEMENT PHYSICAL SECURITY PROGRAMS  
B084 REVIEW PHYSICAL SECURITY PROGRAMS  
B085 MONITOR PHYSICAL SECURITY PROGRAMS  
B088 MONITOR OPERATIONAL SECURITY (OPSEC) PROGRAMS

### D. GENERAL INSTALLATION

D135 PERFORM SITE SURVEYS

### G. TEST EQUIPMENT

G499 REVIEW CALIBRATION LAB ACCREDITATION DOCUMENTATION

### H. CRYPTOLOGIC MAINTENANCE ADMINISTRATION

H521 REVIEW NMMS REPORTS  
H522 REVIEW POSITION EQUIPMENT INDICATOR (POEI) LISTINGS  
H523 UPDATE POEI LISTINGS  
H542 DRAFT INTERSERVICE SUPPORT AGREEMENTS (ISSA)

### J. SAFETY

J564 INSPECT HAZMAT STORAGE AREAS

### K. CRYPTOLOGIC MAINTENANCE MANAGEMENT

K568 MANAGE MAINTENANCE OF ELECTRONIC SYSTEMS  
K575 CONDUCT SYSTEMS OPERATIONAL EVALUATIONS  
K591 REVIEW OPERATIONS ORDERS (OPORDS) IN SUPPORT OF CDSE SYSTEMS  
K593 REVIEW OPERATIONS PLANS (OPLANS) IN SUPPORT OF CDSE SYSTEMS  
K596 COORDINATE MISSION REQUIREMENTS WITH EXTERNAL COMMANDS  
K632 MANAGE INSTALLATION OF EQUIPMENT  
K633 MANAGE REMOVAL OF EQUIPMENT

### L. NETWORK MAINTENANCE

L605 PLAN NETWORK SYSTEMS INTEGRATION

### M. INFORMATION ASSURANCE

M634 MANAGE INFORMATION OPERATION (IO) / INFORMATION WARFARE (IW) OPERATIONS  
M025 REVIEW (IS) ACCREDITATION PACKAGES

**SENIOR CHIEF CRYPTOLOGIC TECHNICIAN (MAINTENANCE) (CTMCS)**

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

**MASTER CHIEF CRYPTOLOGIC TECHNICIAN (MAINTENANCE) (CTMCM)**

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

NAVY ENLISTED OCCUPATIONAL STANDARDS  
FOR  
CRYPTOLOGIC TECHNICIAN (COMMUNICATIONS) (CTO)



SCOPE OF RATING

Cryptologic Technicians (Communications) (CTO) transmit, receive, and process all forms of communications associated with automated telecommunications systems and equipment in various worldwide networks; process messages using teletypewriter equipment or computer terminals; control and operate computerized communications systems and associated equipment, including mainframe systems, satellite systems, terminals, patch panels, modems, multiplexers, and communications security devices; and use test equipment and state-of-the-art signal analysis equipment.

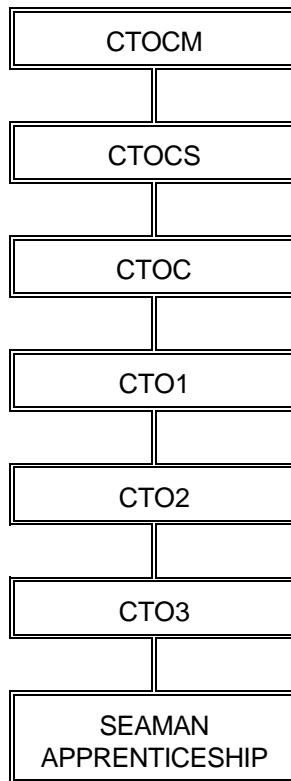
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NAVPERS 18068-20C

CT-1(O)

GENERAL INFORMATION  
CAREER PATTERN



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

SPECIAL PHYSICAL REQUIREMENTS

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

CITIZENSHIP/SECURITY REQUIREMENTS

Must be a U.S. citizen; must be eligible for access to special intelligence information.

PERFORMANCE TEST

Refer to performance test instructions contained herein under Appendix D of this manual.

SAFETY

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

**CRYPTOLOGIC TECHNICIAN (COMMUNICATIONS) FUNCTIONAL AREAS**

- A. INFORMATION SYSTEMS (IS) OPERATIONS
- B. SECURITY
- C. COMMUNICATIONS
- E. TECHNICAL ADMINISTRATION
- G. NETWORK OPERATIONS

## CRYPTOLOGIC TECHNICIAN (COMMUNICATIONS) THIRD CLASS (CTO3)

### A. INFORMATION SYSTEMS (IS) OPERATIONS

- A001 START COMPUTER SYSTEMS
- A002 SECURE COMPUTER SYSTEMS
- A003 REBOOT COMPUTER SYSTEMS
- A004 BACKUP COMPUTER SYSTEMS
- A005 PREPARE COMPUTER SYSTEMS FOR MOVEMENT
- A006 PERFORM EMERGENCY POWER PROCEDURES DOWN ON COMMUNICATIONS AND INFORMATION SYSTEMS (IS) EQUIPMENT
- A008 CONFIGURE MODEMS
- A009 CONFIGURE COMPUTER SOFTWARE
- A010 CONVERT DATA FILES
- A011 PROCESS DATA FILES
- A012 TRANSFER DATA FILES
- A014 USE WORD PROCESSING SOFTWARE
- A015 USE RELATIONAL DATABASE MANAGEMENT SYSTEMS
- A016 PERFORM COMPUTER SYSTEMS OPERATION IN AN INTEGRATED SOFTWARE ENVIRONMENT
- A017 USE CORRECT LOG-IN/LOG-OUT PROCEDURES
- A020 USE GENERAL PURPOSE ELECTRONIC TEST EQUIPMENT (GPETE) TO CONDUCT OPERATIONAL CHECKS
- A021 OPERATE BUILT-IN TEST EQUIPMENT (BITE)
- A022 DE-ENERGIZE ELECTRICAL CIRCUITS
- A024 CONVERT NUMBERING SYSTEMS (BINARY, DECIMAL, HEXADECIMAL, AND OCTAL)
- A025 PERFORM OPERATIONAL RECOVERY OF COMPUTER SYSTEMS
- A026 INSPECT COMPUTER SYSTEM COMPONENTS
- A027 QUERY SYSTEM STATUS
- A028 MONITOR STATUS OF APPLICATION AND SYSTEM PROGRAMS
- A029 SCREEN LOGS
- A031 DOCUMENT SYSTEM OPERATING ERRORS
- A032 RESET TAPE DRIVES OR TAPE CONTROLLERS
- A038 LOAD MEDIA INTO STORAGE DEVICES
- A039 UNLOAD MEDIA FROM STORAGE DEVICES
- A040 INITIALIZE STORAGE MEDIA
- A041 FORMAT STORAGE MEDIA
- A045 PACKAGE MEDIA FOR SHIPMENT
- A046 SET COMPUTER TIME CLOCKS AND DATE CALENDARS
- A047 SET UP AND INSTALL PERIPHERAL DEVICES
- A054 RESET PRINTERS
- A056 INVENTORY IS MATERIAL
- A057 DESTROY IS MATERIAL
- A060 LOG IS REQUESTS
- A061 SAFEGUARD IS CLASSIFIED MATERIAL

### B. SECURITY

- B071 MARK AND HANDLE GENERAL SERVICE (GENSER)/SENSITIVE COMPARTMENTED INFORMATION (SCI) EQUIPMENT AND MATERIAL
- B072 ISSUE CLASSIFICATION MARKINGS
- B074 CONDUCT COMPUTER DISK, HARD DRIVE AND NETWORK SECURITY SCANS
- B075 INVENTORY GENSER/SCI MATERIAL
- B077 DESTROY GENSER/SCI MATERIAL (ROUTINE)
- B079 DESTROY GENSER/SCI MATERIAL (EMERGENCY)

CT-4(O)



B080 DOCUMENT DESTRUCTION OF GENSER/SCI MATERIAL  
B081 VERIFY DESTRUCTION OF GENSER/SCI MATERIAL  
B082 CONTROL ACCESS TO RESTRICTED AREAS  
B083 PREPARE SECURITY PROCEDURE CHECKLISTS  
B084 MAINTAIN PHYSICAL SECURITY  
B085 CONDUCT WORK STATION AND EQUIPMENT SECURITY CHECKS  
B086 SANITIZE SITE AND EQUIPMENT  
B087 CONDUCT VIRUS SCANS (COMPUTER DISKS, HARD DRIVES AND NETWORKS)  
B093 VERIFY MESSAGE RECIPIENT'S IDENTIFICATION AND SECURITY CLEARANCES  
B096 PERFORM TWO PERSON INTEGRITY (TPI)  
B097 RECEIPT FOR CLASSIFIED/COMMUNICATIONS MATERIAL SYSTEM (CMS) MATERIAL  
B098 INVENTORY CMS MATERIAL  
B099 TRANSFER CMS MATERIAL  
B100 SAFEGUARD CMS MATERIAL  
B103 SUBMIT CMS REPORTS TO CMS CUSTODIAN  
B104 STORE MATERIAL IN SAFES  
B105 CHANGE COMBINATION LOCKING DEVICES  
B106 CHANGE COMBINATIONS  
B108 LOAD KEYMAT  
B109 SEAL KEYMAT  
B110 UPDATE KEY  
B112 DESTROY KEYMAT  
B115 INVENTORY SECURED TELEPHONE EQUIPMENT (STE)  
B117 ZEROIZE STE  
B118 OPERATE STE  
B120 REVIEW EMERGENCY ACTION PLANS (EAP)  
B122 CONDUCT EMERGENCY DESTRUCTION DRILLS

### C. COMMUNICATIONS

C130 ESTABLISH SECURE VOICE COMMUNICATIONS  
C131 CONDUCT VOICE NETWORK COMMUNICATIONS  
C133 TRANSMIT/RECEIVE CRYPTOGRAPHIC KEYING MATERIAL VIA OVER THE AIR  
TRANSFERS (OTAT)/OVER THE AIR REKEYS (OTAR)  
C134 UPDATE COMMUNICATIONS GUARD LISTS  
C135 VERIFY COMMUNICATIONS GUARD LISTS  
C137 PROCESS CRITIC MESSAGES  
C138 PROCESS SERVICE MESSAGES  
C139 PROCESS TACTICAL MESSAGES  
C140 PROCESS ORGANIZATIONAL MESSAGES  
C141 PROCESS TOP SECRET (TS), SPECIAL CATEGORY (SPECAT) AND SPECIAL HANDLING  
MESSAGES  
C142 DRAFT COMMUNICATIONS RELATED MESSAGES  
C143 TRANSMIT MESSAGES  
C149 RECEIVE MESSAGES  
C150 LOG MESSAGES  
C151 ROUTE MESSAGES  
C152 REVIEW ROUTED MESSAGES  
C154 VERIFY MESSAGE CORRECTNESS  
C155 CORRECT MESSAGE FORMATS  
C156 CORRECT TRANSMISSION ERRORS  
C157 VERIFY FEEDBACK MESSAGE COPIES  
C163 ESTABLISH DATA COMMUNICATIONS WITH REMOTE COMPUTER TERMINALS  
C164 USE DISTRIBUTION/PATCHING SYSTEMS FOR LOCAL EQUIPMENT AND CIRCUITRY TO  
REMOTE STATIONS AND TERMINALS

C165 SET-UP AND OPERATE DIAL-IN TERMINALS FOR USE WITH REMOTE USERS  
C166 VERIFY DIAL-IN PARAMETERS FOR USE WITH REMOTE USERS  
C168 VERIFY TRANSMISSION CONTROL CODES (TCC)  
C170 USE TELECOMMUNICATIONS ORDERWIRES  
C171 OPERATE FACSIMILE EQUIPMENT  
C173 ESTABLISH SHIP/SHORE/SHIP CRYPTOLOGIC COMMUNICATIONS (DATA/VOICE)  
C174 MONITOR SHIP/SHORE/SHIP CRYPTOLOGIC COMMUNICATIONS (DATA/VOICE)  
C175 UPDATE ROUTING INDICATORS  
C176 UPDATE PLAIN LANGUAGE ADDRESSES  
C186 VERIFY PRESENCE OF DATA ON STORAGE MEDIA  
C188 DEGAUSS MAGNETIC MEDIA  
C189 DESTROY STORAGE MEDIA  
C190 REVIEW PATCH PANELS  
C192 ROUTE CIRCUITS  
C193 ACTIVATE CIRCUITS  
C194 DEACTIVATE CIRCUITS  
C198 REPORT CIRCUIT OUTAGES/BACKLOGS  
C201 MONITOR COMMUNICATION CIRCUIT QUALITY  
C202 DRAFT TRACERS  
C207 TROUBLESHOOT COMMUNICATION LINE PROBLEMS  
C208 TROUBLESHOOT COMMUNICATIONS SYSTEM MALFUNCTIONS  
C212 ZEROIZE CRYPTOGRAPHIC EQUIPMENT  
C215 MONITOR TACTICAL COMMUNICATIONS OPERATIONS  
C216 MONITOR FACILITIES CONTROL OPERATIONS  
C217 CORRECT RIBBON AND PAPER MOVEMENT PROBLEMS IN PRINTERS  
C223 SET UP RECEIVERS  
C226 COORDINATE COMPUTER DOWNTIME WITH USERS  
C227 COORDINATE TROUBLE CALLS WITH USERS  
C229 PERFORM COMMUNICATIONS SYSTEM RESTORATIONS  
C232 SHIFT FREQUENCIES  
C233 VERIFY BROADCAST NUMBER CONTINUITY  
C236 SET EMISSION CONTROL (EMCON) CONDITIONS  
C254 DRAFT CRITIC HANDLING REPORTS

#### E. TECHNICAL ADMINISTRATION

E245 ESTABLISH CRYPTOLOGIC COMMUNICATIONS FILES  
E246 UPDATE CRYPTOLOGIC COMMUNICATIONS FILES  
E247 UPDATE CRYPTOLOGIC COMMUNICATIONS LOGS AND RECORDS  
E248 UPDATE HARDCOPY AND ELECTRONIC COMMUNICATIONS PUBLICATIONS  
E252 DRAFT LOCAL EQUIPMENT FAILURE AND TROUBLE REPORTS  
E253 DRAFT EQUIPMENT AND CIRCUIT STATUS REPORTS  
E256 PREPARE MONTHLY INVENTORY FORMS  
E257 UPDATE COMMUNICATIONS SYSTEMS ROUTING GUIDES AND ROUTING TABLES  
E259 UPDATE TELECOMMUNICATIONS STANDARD OPERATING PROCEDURES (SOP)  
E264 CREATE HISTORY FILES

#### G. NETWORK OPERATIONS

G284 CREATE LOCAL AREA NETWORK (LAN)/WIDE AREA NETWORK (WAN) USER ACCOUNTS  
G285 CONNECT USERS TO LAN/WAN  
G287 CONFIGURE NETWORKING PROTOCOLS  
G288 ADD NETWORKING PROTOCOLS  
G289 TROUBLESHOOT NETWORK FAULTS  
G290 MONITOR NETWORK INTERFACES

G291 MONITOR HOST SERVER  
G294 PERFORM NETWORK SYSTEM RESTORATIONS  
G296 ESTABLISH NETWORK CONNECTIONS  
G297 CONFIGURE NETWORK CONNECTIONS  
G310 VERIFY NETWORK SETTINGS  
G311 MONITOR NETWORK PERFORMANCE  
G320 UPGRADE COMPUTERS  
G325 LOAD OPERATING SYSTEMS SOFTWARE  
G326 LOAD APPLICATIONS SOFTWARE  
G327 LOAD NETWORK SOFTWARE  
G328 CONFIGURE SOFTWARE (NETWORK APPLICATIONS AND OPERATING SYSTEMS)  
G339 ESTABLISH VIDEO TELECONFERENCING (VTC)  
G359 INSPECT COMPUTER CABLES  
G362 TROUBLESHOOT COMPUTER SYSTEM COMPONENTS ERROR CONDITIONS AND FAILURES

**CRYPTOLOGIC TECHNICIAN (COMMUNICATIONS) SECOND CLASS (CTO2)**

**A. INFORMATION SYSTEMS (IS) OPERATIONS**

A018 COORDINATE INSTALLATION OF NEW EQUIPMENT  
A019 TEST AND EVALUATE NEWLY INSTALLED COMMUNICATIONS EQUIPMENT  
A035 CALCULATE STORAGE REQUIREMENTS FOR DATA  
A048 INSTALL EXTENDED OR EXPANDED MEMORY  
A049 CONFIGURE EXTENDED OR EXPANDED MEMORY

**B. SECURITY**

B090 DRAFT ACCESS CONTROL LISTS  
B091 UPDATE ACCESS CONTROL LISTS  
B092 VALIDATE CUSTOMER AUTHORIZATION TO ACCESS FILES

**C. COMMUNICATIONS**

C158 CONDUCT MESSAGE TRAFFIC ANALYSIS  
C159 COMPILE MESSAGE TOTALS  
C195 CUT-OVER CIRCUITS  
C196 COORDINATE CIRCUIT CUT-OVERS

**E. TECHNICAL ADMINISTRATION**

E258 DRAFT TELECOMMUNICATIONS SOP

**G. NETWORK OPERATIONS**

G332 TROUBLESHOOT SOFTWARE  
G368 CREATE AND MODIFY SYSTEM DIRECTORIES  
G370 DELETE SYSTEM DIRECTORIES

**CRYPTOLOGIC TECHNICIAN (COMMUNICATIONS) FIRST CLASS (CTO1)**

**A. INFORMATION SYSTEMS (IS) OPERATIONS**

- A055 ISSUE IS MATERIAL
- A058 DEVELOP IS SECURITY ACCREDITATION PLANS

**B. SECURITY**

- B101 PERFORM SPOT CHECKS ON CMS MATERIALS
- B102 REVIEW CMS DISCREPANCIES AND RECOMMEND CORRECTIVE ACTION
- B107 ISSUE KEYMAT
- B121 UPDATE APPLICABLE PORTIONS OF EMERGENCY ACTION PLANS (EAPS)
- B128 MAINTAIN TEMPEST REQUIREMENTS

**E. TECHNICAL ADMINISTRATION**

- E251 DRAFT TELECOMMUNICATIONS CORRESPONDENCE AND MESSAGES

**CHIEF CRYPTOLOGIC TECHNICIAN (COMMUNICATIONS) (CTOC)**

**A. INFORMATION SYSTEMS (IS) OPERATIONS**

- A063 PERFORM IS SECURITY INSPECTIONS
- A067 REPORT IS COMPUTER SECURITY INCIDENTS AND VIOLATIONS

**E. TECHNICAL INFORMATION**

- E269 EVALUATE MANPOWER AUTHORIZATION CHANGES
- E270 INITIATE MANPOWER AUTHORIZATION CHANGES

**SENIOR CHIEF CRYPTOLOGIC TECHNICIAN (COMMUNICATIONS) (CTOCS)**

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

**MASTER CHIEF CRYPTOLOGIC TECHNICIAN (COMMUNICATIONS) (CTOCM)**

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

NAVY ENLISTED OCCUPATIONAL STANDARDS  
FOR  
CRYPTOLOGIC TECHNICIAN (COLLECTION) (CTR)



SCOPE OF RATING

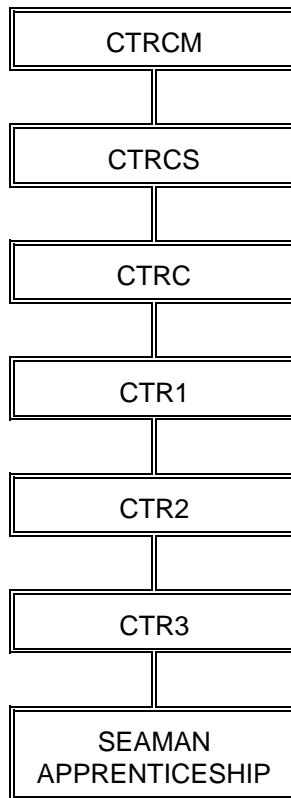
Cryptologic Technicians (Collection) (CTR) operate sophisticated, state-of-the-art electronic signals analysis devices; perform analog and digital signal conversion; identify communications and non-communications signals; operate computer systems, networks, files, graphics software programs and associated computer peripherals; maintain and draft classified tactical and technical reports, files, records and publications; provide tactical signals analysis, technical guidance and information warfare support to fleet (surface, subsurface and air), joint, theater and national consumers in support of national security requirements.

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NAVPERS 18068-20C

**GENERAL INFORMATION**  
CAREER PATTERN



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

SPECIAL PHYSICAL REQUIREMENTS

CTR - Normal hearing. Refer to Chapter 15 of the Manual of the Medical Department, U.S. Navy for details on hearing requirements.

CITIZENSHIP/SECURITY REQUIREMENTS

Must be a U.S. citizen; must be eligible for access to special Intelligence information.

PERFORMANCE TEST.

None.

**SAFETY**

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

**CRYPTOLOGIC TECHNICIAN (COLLECTION) (CTR) FUNCTIONAL AREA**

- A. AUTOMATED INFORMATION SYSTEMS (AIS) OPERATIONS
- B. SECURITY
- C. CRYPTOLOGIC OPERATIONS
- D. COMMUNICATIONS
- E. QUALITY ASSURANCE
- G. TECHNICAL ADMINISTRATION
- H. MANAGEMENT
- I. INFORMATION WARFARE

## **CRYPTOLOGIC TECHNICIAN (COLLECTION) THIRD CLASS (CTR3)**

### **A. AUTOMATED INFORMATION SYSTEMS (AIS) OPERATIONS**

- A001 IDENTIFY COMPUTER SYSTEMS HARDWARE COMPONENTS
- A002 PERFORM COMPUTER PERIPHERAL EQUIPMENT MANIPULATION
- A003 PERFORM COMPUTER OPERATING SYSTEMS MANIPULATIONS
- A004 PERFORM FILE MAINTENANCE PROCEDURES
- A005 PERFORM WORD PROCESSING SOFTWARE MANIPULATION
- A006 PERFORM DATABASE MANAGEMENT MANAGEMENT
- A008 PERFORM COMPUTER SYSTEMS OPERATION IN AN INTEGRATED SOFTWARE ENVIRONMENT
- A009 COMPLY WITH COMPUTER SYSTEMS FUNCTIONS OF LOCAL AREA NETWORK (LAN)
- A010 COMPLY WITH COMPUTER SYSTEMS FUNCTIONS OF WIDE AREA NETWORK (WAN)
- A011 PERFORM GRAPHICS SOFTWARE MANIPULATIONS
- A130 IDENTIFY COMPUTER SYSTEM SECURITY REQUIREMENTS
- A131 PERFORM COMPUTER OPERATING SYSTEMS SECURITY OPERATIONS AND PROCEDURES

### **B. SECURITY**

- B013 MARK AND HANDLE CLASSIFIED MATERIAL IN ACCORDANCE WITH INFORMATION, SECURITY, AND PROGRAM REQUIREMENTS
- B014 MARK AND HANDLE CLASSIFIED MATERIAL WITH SENSITIVE COMPARTMENTED INFORMATION (SCI) CATEGORIES
- B015 CHANGE COMBINATION LOCKING DEVICES
- B016 PERFORM EMERGENCY DESTRUCTION PROCEDURES FOR CLASSIFIED/SCI MATERIAL
- B017 PERFORM SECURITY CHECKS OF WORK STATIONS AND EQUIPMENT
- B018 PERFORM ROUTINE DESTRUCTION OF CLASSIFIED/SCI MATERIAL
- B019 COMPLY WITH AIS SECURITY REQUIREMENTS
- B020 COMPLY WITH NAVAL CRYPTOLOGIC AND NATIONAL SECURITY REQUIREMENTS
- B021 COMPLY WITH INFORMATION SECURITY (INFOSEC) REQUIREMENTS
- B022 COMPLY WITH OPERATIONAL SECURITY (OPSEC) REQUIREMENTS
- B023 COMPLY WITH NAVAL AND NATIONAL PHYSICAL SECURITY REQUIREMENTS

### **C. CRYPTOLOGIC OPERATIONS**

- C038 IDENTIFY RADIO WAVE PRINCIPLES AND PROPAGATION
- C039 PERFORM RADIO WAVE FREQUENCY AND WAVE LENGTH CONVERSIONS
- C040 IDENTIFY FREQUENCY CHARACTERISTICS OF VARIOUS ANTENNAS
- C041 IDENTIFY RADIO FREQUENCY BANDS
- C042 PERFORM GEO-LOCATION APPLICATIONS
- C043 COMPLY WITH ALERT CONDITIONS
- C044 MEASURE SPECTRAL CHARACTERISTICS OF A SINE WAVE
- C045 PERFORM SIGNAL ANALYSIS OF AMPLITUDE MODULATED (AM) SIGNALS
- C046 PERFORM SIGNAL ANALYSIS OF ANGLE MODULATION
- C047 PERFORM SIGNAL ANALYSIS OF PULSE MODULATION SIGNALS
- C048 CALCULATE DECIBELS AS RELATED TO POWER AND VOLTAGE RATIOS
- C049 PERFORM CRYPTOLOGIC COLLECTION RADIO RECEIVERS OPERATIONS



C050 PERFORM OSCILLOSCOPE OPERATION IN SUPPORT OF SIGNALS ANALYSIS  
C051 PERFORM FREQUENCY COUNTER OPERATIONS IN SUPPORT OF SIGNAL ANALYSIS  
C053 PERFORM DEMODULATOR OPERATIONS  
C054 IDENTIFY SIGNALS RESEARCH AND TARGET DEVELOPMENT (SRTD)  
C055 PERFORM SONOGRAPH OPERATIONS IN SUPPORT OF SIGNAL ANALYSIS  
C057 USE CRYPTOLOGIC PUBLICATIONS IN SUPPORT OF SIGNAL ANALYSIS  
C058 PERFORM SIGNALS ANALYSIS OF MULTIPLEXING SCHEMES  
C059 PERFORM SIGNAL ANALYSIS TO DETERMINE ERROR DETECTION AND CORRECTION (EDAC) SCHEMES  
C060 PERFORM SIGNALS ANALYSIS TO RECOVER LINEAR RECURSIVE SEQUENCES  
C061 PERFORM LINE CODING ANALYSIS TECHNIQUES  
C062 PERFORM BASIC GRAPHIC SIGNAL ANALYSIS  
C063 CLASSIFY SIGNALS TO APPROPRIATE DESIGNATORS  
C064 PERFORM SIGNAL ANALYSIS OF SPEECH PRIVACY SYSTEMS  
C065 PERFORM SIGNAL ANALYSIS OF SHORT DURATION SIGNALS  
C066 PERFORM ANALOG RECORDING OPERATIONS  
C067 PERFORM DIGITAL RECORDING OPERATIONS  
C068 PERFORM OPTICAL RECORDING OPERATIONS  
C069 PERFORM FUNDAMENTAL TRAFFIC ANALYSIS OF COMMUNICATIONS INTELLIGENCE (COMINT) SIGNALS  
C070 INTERPRET INTERNATIONAL COMMUNICATIONS PROCEDURES  
C071 REPORT COMINT  
C072 COMPLY WITH TASKING MESSAGES  
C073 DETERMINE GLOBAL NETWORKING SERVICES  
C076 IDENTIFY SATELLITE METHODOLOGY AND ORBITALOGY TECHNIQUES  
C079 PERFORM ANALYSIS OF BASIC COMMUNICATIONS PROTOCOLS  
C080 PERFORM SIGNAL ANALYSIS USING COMPUTER BASED ANALYSIS PROGRAMS  
C081 PERFORM SPECTRUM ANALYSIS OPERATIONS IN SUPPORT OF SIGNAL ANALYSIS  
C082 IDENTIFY WITH SEARCH AND RESCUE PROCEDURES  
C083 IDENTIFY THE MISSION OF FLEET DIRECT SUPPORT (DIRSUP)  
C084 IDENTIFY CRYPTOLOGIC SENSOR CAPABILITIES OF AIR, SURFACE AND SUBSURFACE PLATFORMS  
C085 IDENTIFY MISSION OF INFORMATION ASSURANCE (IA)  
C086 IDENTIFY THREAT BASED ON SIGNAL ANALYSIS  
C088 PERFORM INITIAL KLEIGHT (KL) PROCESSING  
C090 PERFORM JOINT MARITIME COMMAND INFORMATION SYSTEMS (JMCIS) AND/OR GLOBAL COMMAND AND CONTROL SYSTEM MARITIME (GCCS-M) CRYPTOLOGIC UNIFIED BUILD OPERATIONS AND APPLICATIONS  
C091 PERFORM ANALOG/DIGITAL (A/D) CONVERSIONS  
C132 PERFORM STANDARD TECHNICAL REPORT USING MODULES (STRUM) PROCESSING

E. QUALITY ASSURANCE

E133 PERFORM QUALITY CONTROL OF STRUM REPORTS

G. TECHNICAL ADMINISTRATION

G117 USE UNITED STATES SIGNALS INTELLIGENCE DIRECTIVES (USSID) PUBLICATIONS

I. INFORMATION WARFARE

- I128 IDENTIFY MISSION OF INFORMATION WARFARE (IW) AND COMMAND, AND COMMAND AND CONTROL WARFARE (C2W)
- I129 PERFORM CRYPTOLOGIC SUPPORT TO IW AND C2W
- I134 IDENTIFY MISSION OF INFORMATION OPERATIONS (IO)/IW

**CRYPTOLOGIC TECHNICIAN (COLLECTION) SECOND CLASS (CTR2)**

A. AUTOMATED INFORMATION SYSTEMS (AIS) OPERATIONS

- A135 DETERMINE NETWORK SYSTEM OPERATIONS CAPABILITIES

B. SECURITY

- B024 PREPARE CLASSIFIED MATERIAL DESTRUCTION REPORTS

C. CRYPTOLOGIC OPERATIONS

- C074 PERFORM SIGNAL ANALYSIS OF TERRESTRIAL MICROWAVE SIGNALS
- C075 PERFORM SIGNAL ANALYSIS OF DIRECT SEQUENCE SPREAD SPECTRUM SIGNALS
- C077 IDENTIFY VERY SMALL APERTURE TERMINAL SIGNALS
- C078 IDENTIFY SIGNAL ANALYSIS OF TROPOSCATTER SIGNALS
- C092 IDENTIFY NON-COMMUNICATIONS SIGNALS
- C093 IDENTIFY CELLULAR COMMUNICATIONS
- C094 PERFORM FINE-GRAIN SIGNALS ANALYSIS ON COMINT SIGNALS
- C095 PERFORM FINE-GRAIN TRAFFIC ANALYSIS ON COMINT SIGNALS
- C096 DRAFT CRITIC REPORTS
- C097 IMPLEMENT TASKING MESSAGES
- C098 MAINTAIN CONTINUITY ON THREAT NATION COMMUNICATIONS
- C099 REPORT SIGNIFICANT TACTICAL INFORMATION AND WARNING (I&W) DATA
- C100 COORDINATE COMINT OPERATIONS
- C102 IDENTIFY CRITIC ASSOCIATED ACTIVITY
- C136 ISSUE STRUM REPORTS
- C137 PERFORM JDISS ADVANCED TACTICAL CRYPTOLOGIC SYSTEM (JATACS) OPERATIONS AND APPLICATIONS
- C139 DRAFT PRODUCT REPORTS

D. COMMUNICATIONS

- D112 BRIEF CRYPTOLOGIC OPERATIONAL EVENTS

E. QUALITY ASSURANCE

- E113 PROVIDE QUALITY CONTROL OF COLLECTED SIGNALS OF INTEREST
- E114 PERFORM QUALITY CONTROL OF COMINT SUMMARY REPORTS
- E115 PERFORM QUALITY CONTROL OF KL REPORTS

G. TECHNICAL ADMINISTRATION

G118 PROVIDE INFORMATION FOR MISSION STATEMENT ON EQUIPMENT OUTAGES USED IN COLLECTION OPERATIONS

**CRYPTOLOGIC TECHNICIAN (COLLECTION) FIRST CLASS (CTR1)**

A. AUTOMATED INFORMATION SYSTEMS (AIS) OPERATIONS

A138 COORDINATE INFORMATION SYSTEM OPERATIONS

B. SECURITY

B025 PERFORM CLASSIFIED MATERIAL INVENTORIES

B026 COORDINATE EMERGENCY ACTION PLANS (EAP)

B027 IMPLEMENT PHYSICAL ALERT CONDITIONS

B028 IMPLEMENT OPSEC PROCEDURES

B029 IMPLEMENT INFOSEC PROCEDURES

B030 VERIFY CLASSIFIED MATERIAL DESTRUCTION REPORTS

B031 MAINTAIN CLASSIFIED MATERIAL INVENTORIES

C. CRYPTOLOGIC OPERATIONS

C104 ISSUE CRITIC REPORT

C105 PERFORM ALL-SOURCE SIGINT FUSION ANALYSIS

C106 DRAFT TARGET STUDIES

C107 MAINTAIN TARGET STUDIES

C108 ISSUE KL REPORTS

C110 ISSUE COMINT SUMMARY REPORTS

E. QUALITY ASSURANCE

E140 PERFORM QUALITY CONTROL OF PRODUCT REPORTS

G. TECHNICAL ADMINISTRATION

G119 DRAFT MISSION STATEMENT ON EQUIPMENT OUTAGE AFFECTING COLLECTION OPERATIONS

G120 MAINTAIN RECURRING CRYPTOLOGIC REPORT TICKLER AFFECTING COLLECTION OPERATIONS

H. MANAGEMENT

H121 MANAGE COMINT OPERATIONS

**CHIEF CRYPTOLOGIC TECHNICIAN (COLLECTION) (CTRC)**

**B. SECURITY**

- B032 IMPLEMENT EAP
- B033 ENFORCE PHYSICAL SECURITY PROGRAMS
- B034 EVALUATE OPSEC
- B035 EVALUATE INFOSEC
- B036 REVIEW EAP
- B037 COORDINATE SENSITIVE COMPARTMENTED INFORMATION FACILITY (SCIF) ACCREDITATION

**H. MANAGEMENT**

- H123 COORDINATE MISSION REQUIREMENTS (EXTERNAL COMMANDS)
- H124 CONDUCT SECURITY VIOLATION INVESTIGATIONS
- H125 EVALUATE COLLECTION OPERATIONS
- H126 COORDINATE INTELLIGENCE OVERSIGHT PROGRAMS
- H127 COORDINATE USSID 18 PROGRAMS

**SENIOR CHIEF CRYPTOLOGIC TECHNICIAN (COLLECTION) (CTRCS)**

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

**MASTER CHIEF CRYPTOLOGIC TECHNICIAN (COLLECTION) (CTRCM)**

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

NAVY ENLISTED OCCUPATIONAL STANDARDS  
FOR  
CRYPTOLOGIC TECHNICIAN (TECHNICAL) (CTT)



SCOPE OF RATING

Cryptologic Technicians (Technical) (CTT) perform a variety of specialized duties associated with the collection and processing of airborne, shipborne, and land-based radar signals; operate electronic intelligence receiving and direction finding systems, digital recording devices, analysis terminals and associated computer equipment; produce high-power jamming signals used to deceive electronic sensors and defeat radar guided weapons system. Intelligence derived from collection and processing is used to update national databases, which is crucial to tactical and strategic units throughout the world. CTTs with Advanced Electronic training perform intermediate level repair and preventive maintenance on computer controlled electronic equipment used for detection, analysis, and identification of radar emissions.

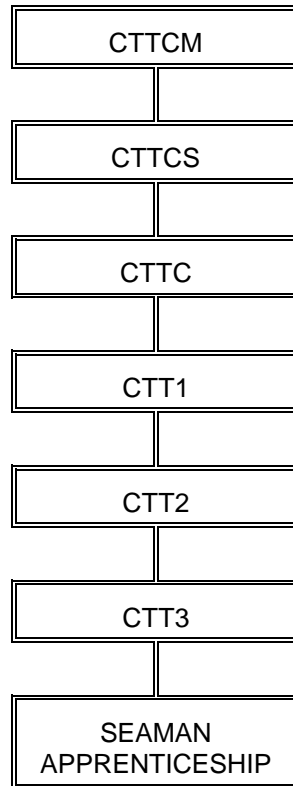
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These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 20.

NAVPERS 18068-20D

CT-1(T)

**GENERAL INFORMATION**  
CAREER PATTERN



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

SPECIAL PHYSICAL REQUIREMENTS

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

CITIZENSHIP/SECURITY REQUIREMENTS

Must be a U.S. citizen; must be eligible for access to special intelligence information.

PERFORMANCE TESTS

None

**SAFETY**

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

**CRYPTOLOGIC TECHNICIAN (TECHNICAL) (CTT) FUNCTIONAL AREAS**

- A. INFORMATION SYSTEMS
- B. OPERATIONS
- C. MISSION PLANNING
- D. SECURITY
- E. MAINTENANCE
- F. ADMINISTRATION

## CRYPTOLOGIC TECHNICIAN (TECHNICAL) THIRD CLASS (CTT3)

### A. INFORMATION SYSTEMS

- A001 USE COMMON OPERATING SOFTWARE/APPLICATIONS
- A002 MAINTAIN COMPUTER FILES
- A003 MANIPULATE COMPUTER AND PERIPHERAL EQUIPMENT
- A004 PERFORM LOCAL AREA NETWORK (LAN) OPERATIONS
- A005 PERFORM ELECTRONIC COMMUNICATIONS FUNCTIONS
- A006 CREATE COMPUTER FILES
- A007 VERIFY COMPUTER FILES
- A008 PERFORM DATABASE MANIPULATION
- A009 IDENTIFY COMPUTER SYSTEMS COMPONENTS AND CAPABILITIES
- A010 PERFORM WIDE AREA NETWORK (WAN) OPERATIONS

### B. OPERATIONS

- B012 EXECUTE OPERATIONAL SECURITY (OPSEC) PROCEDURES
- B013 RECORD SIGNALS USING MAGNETIC AND DIGITAL MEDIA
- B014 PLOT BEARING AND DETERMINE FIX COORDINATES
- B015 CALCULATE TIME ZONE CONVERSIONS
- B016 CALCULATE MATH FORMULAS ASSOCIATED WITH ANALYSIS
- B017 IDENTIFY MEACONING, INTRUSION, JAMMING AND INTERFERENCE (MIJI) SIGNALS ASSOCIATED WITH ELECTRONIC ATTACK (EA)/ELECTRONIC PROTECT (EP)
- B018 DETERMINE ANTENNA/TRANSMISSION LINES FUNCTIONS AND CAPABILITIES
- B019 CALCULATE RADAR SYSTEM CAPABILITIES AND LIMITATIONS
- B020 MEASURE RADAR SIGNAL PARAMETERS
- B021 IDENTIFY RADAR AND RADIO FREQUENCY BANDS
- B022 IDENTIFY TYPES AND PRINCIPLES OF RADIO WAVES, PROPAGATION AND MODULATION
- B023 SEARCH ELECTROMAGNETIC SPECTRUM TO IDENTIFY AND COLLECT SIGNALS FOR ELECTRONIC INTELLIGENCE (ELINT)
- B024 IDENTIFY THREATS USING CURRENT INTELLIGENCE
- B025 HANDLE, STOW AND SPLICE MAGNETIC TAPES
- B026 COLLECT, PATCH AND MONITOR QUALITY OF SIGNALS
- B027 OPERATE ELECTRONIC INTELLIGENCE (ELINT) ELECTRONIC WARFARE (EW) EQUIPMENT
- B028 EXTRACT DATA FROM REFERENCE SOURCES
- B029 ANALYZE INDICATIONS AND WARNINGS (I&W) FOR OPERATIONAL ELECTRONIC INTELLIGENCE (ELINT)
- B030 COLLECT, IDENTIFY AND REPORT USING TACTICAL DATA PROCESSORS (TDP) SYMBOLS AND TERMINOLOGY
- B031 DRAFT ELECTRONIC ATTACK REQUESTS
- B032 RECORD AND REPORT SIGNALS ASSOCIATED WITH ELECTRONIC ATTACK (EA)
- B033 ANALYZE CRYPTOLOGIC OPERATIONS SIGNALS USING DIGITAL AND ANALOG SYSTEMS
- B034 PREPARE AND MAINTAIN ELECTRONIC ORDER OF BATTLE (EOB) TO SUPPORT WARFARE COMMANDERS REQUIREMENTS
- B035 HANDLE INCOMING AND OUTGOING MESSAGES
- B036 IDENTIFY FRIENDLY, NEUTRAL AND HOSTILE FORCES
- B037 MONITOR STRATEGIC AND TACTICAL SITUATIONS
- B038 PERFORM RAPID EMITTER EVALUATIONS
- B039 EVALUATE INTERCEPTED ELECTRONIC EMISSIONS
- B040 DISSEMINATE TACTICAL INFORMATION
- B041 PERFORM EMITTER TO PLATFORM CORRELATIONS
- B042 ASSESS THREATS
- B043 EXECUTE PREPLANNED RESPONSES



- B044 RECOMMEND/INITIATE COUNTERMEASURES
- B045 CORRELATE ELECTRONIC WARFARE (EW) INFORMATION WITH ONBOARD SENSORS
- B046 CORRELATE ELECTRONIC WARFARE (EW) INFORMATION WITH OFF-BOARD SENSORS
- B047 CORRELATE ELECTRONIC WARFARE (EW) INFORMATION WITH INTELLIGENCE INFORMATION
- B048 MONITOR EMISSION CONTROL (EMCON) CONDITIONS IN EFFECT
- B049 RECOMMEND EMISSION CONTROL (EMCON) CONDITION CHANGES
- B050 IMPLEMENT EMISSION CONTROL (EMCON) CONDITION CHANGES
- B051 MAINTAIN OPERATIONAL LOGS
- B052 ENCODE/DECODE TACTICAL TRANSMISSIONS
- B053 PERFORM AUTHENTICATION PROCEDURES OF RADIO/TELEPHONE COMMUNICATIONS
- B054 MODIFY ELECTRONIC WARFARE (EW) WATCH CONDITIONS
- B055 REVIEW/UPDATE STATUS BOARDS
- B056 REVIEW/UPDATE ELECTRONIC WARFARE PLOTS
- B057 EVALUATE EXTERNAL ELECTRONIC WARFARE (EW) REPORTS
- B058 COMPILE ELECTRONIC WARFARE (EW) DATA FOR ANALYSIS
- B059 ASSESS OWN SHIP'S ELECTRONIC WARFARE (EW) READINESS
- B060 MONITOR WEAPONS STATUS
- B061 ASSESS TACTICAL SITUATIONS
- B062 IMPLEMENT ELECTRONIC PROTECT (EP) PROCEDURES
- B063 ANALYZE TARGET SIGNAL CHARACTERISTICS TO DETERMINE ELECTRONIC ATTACK (EA) EFFECTIVENESS
- B064 APPLY RULES OF ENGAGEMENT (ROE) IN THE ELECTRONIC WARFARE (EW) MODULE
- B065 REPORT INTELLIGENCE INFORMATION DERIVED FROM HULL TO EMITTER (HULTEC)/SPECIFIC EMITTER IDENTIFICATION (SEI) CORRELATION TECHNIQUES
- B066 DEVELOP, UPDATE AND MAINTAIN LOCAL HULL TO EMITTER DATABASE
- B067 CONDUCT OPERATIONS IN SUPPORT OF CRITICAL REQUIREMENTS SIGNAL INTELLIGENCE (SIGINT) ALERTS
- B068 OPERATE COMMUNICATIONS NETWORKS AND SYSTEM EQUIPMENT
- B069 RECOMMEND TACTICS USING OWN FORCE RESOURCES
- B070 INTERPRET JOINT CHIEFS OF STAFF/ALERT CONDITION (JCS/LERT) SYSTEMS
- B071 REVIEW COMMANDING OFFICERS (C.O.'S) STANDING/BATTLE ORDERS
- B072 DETERMINE ELECTRONIC WARFARE (EW) SYSTEM PERFORMANCE LIMITATIONS
- B073 SELECT OPTIMUM ELECTRONIC WARFARE (EW) SENSOR CONFIGURATIONS

#### C. MISSION PLANNING

- C098 PREPARE AND MAINTAIN ORDER OF BATTLE
- C099 IDENTIFY CAPABILITIES AND LIMITATIONS TO COUNTER SPECIFIC THREATS
- C100 PREDICT ELECTRONIC SUPPORT (ES) PERFORMANCE CHARACTERISTICS BASED ON ATMOSPHERIC DATA
- C101 RESOLVE IDENTIFICATION CONFLICTS
- C102 REVIEW SHIP'S MILITARY DECEPTION (MILDEC) PLANS
- C103 REVIEW OWNERSHIP'S ELECTRONIC FIT
- C104 REVIEW WARFARE COMMANDER REPORTING REQUIREMENTS

#### D. SECURITY

- D120 COMPLY WITH INFORMATION SYSTEMS (IS) POLICIES AND PROCEDURES
- D121 MARK CLASSIFIED MATERIAL IN ACCORDANCE WITH INFORMATION/SECURITY AND PROGRAM REQUIREMENTS
- D122 CHANGE COMBINATION LOCKING DEVICES
- D123 DESTROY CLASSIFIED SENSITIVE COMPARTMENTED INFORMATION (SCI) MATERIAL (EMERGENCY/ROUTINE)

- D124 CONDUCT SECURITY CHECK OF WORK STATIONS AND EQUIPMENT
- D125 COMPLY WITH NAVAL CRYPTOLOGIC AND NATIONAL SECURITY REQUIREMENTS INCLUDING INFORMATION SECURITY (INFOSEC), COMMUNICATION SECURITY (COMSEC) AND OPERATIONAL SECURITY (OPSEC)
- D126 COMPLY WITH PROCEDURES FOR REMOVAL OF MATERIAL FROM A SENSITIVE COMPARTMENTED INFORMATION FACILITY (SCIF)
- D127 INVENTORY CLASSIFIED MATERIAL
- D128 REVIEW LOCAL EMERGENCY ACTION PLAN (EAP)

**E. MAINTENANCE**

- E134 PERFORM FUNCTIONAL CHECKS ON ELECTRONIC WARFARE (EW) AND ELECTRONIC INTELLIGENCE (ELINT) SYSTEMS
- E135 PERFORM SYSTEM DIAGNOSTIC TESTS ON ELECTRONIC WARFARE (EW) AND ELECTRONIC INTELLIGENCE (ELINT) SYSTEMS
- E136 CLEAN, INSPECT AND LUBRICATE COMPONENTS OF ELECTRONIC WARFARE (EW) AND ELECTRONIC INTELLIGENCE (ELINT) SYSTEMS
- E137 TROUBLESHOOT COMPONENTS OF ELECTRONIC WARFARE (EW) AND ELECTRONIC INTELLIGENCE (ELINT) SYSTEMS
- E138 REPAIR/REPLACE COMPONENTS OF ELECTRONIC WARFARE (EW) AND ELECTRONIC INTELLIGENCE (ELINT) SYSTEMS
- E139 ALIGN ELECTRONIC WARFARE (EW) AND ELECTRONIC INTELLIGENCE (ELINT) SYSTEMS

**F. ADMINISTRATION**

- F140 MAINTAIN LOCAL PUBLICATIONS, FILES, RECORDS, LOGS AND DATABASES

**CRYPTOLOGIC TECHNICIAN (TECHNICAL) SECOND CLASS (CTT2)**

**B. OPERATIONS**

- B074 INTEGRATE ELECTRONIC WARFARE (EW) ACTIONS WITH OWN SHIP'S DEFENSIVE WEAPONS SYSTEMS
- B075 PREPARE AND DISSEMINATE REPORTS USING APPLICABLE DIRECTIVES
- B076 COORDINATE TACTICAL ELECTRONIC WARFARE (EW) OPERATIONS
- B077 FUSE ALL-SOURCE INTELLIGENCE INFORMATION
- B078 RECORD AND REPORT TELEMETRY SYSTEMS EXTERNAL CHARACTERISTICS
- B079 CONDUCT COMMAND CRYPTOLOGIC/INTELLIGENCE BRIEFINGS
- B080 INTEGRATE INFORMATION WARFARE (IW)
- B081 PREPARE UNIT ELECTRONIC WARFARE (EW) REPORTS
- B082 ANALYZE POST OPERATIONAL LOGS
- B083 CONDUCT QUALITY CONTROL CHECKS OF COLLECTED SIGNAL INTELLIGENCE (SIGINT) DATA
- B084 DRAFT INPUTS TO INTELLIGENCE SUMMARIES AND REPORTS
- B085 REPORT CHANGES IN OWN SHIP'S ELECTRONIC FIT
- B086 INTEGRATE ELECTRONIC WARFARE (EW) ACTIONS WITH OWN SHIP'S OFFENSIVE WEAPONS SYSTEMS

**C. MISSION PLANNING**

- C105 REVIEW MISSION, FUNCTIONS AND RESPONSIBILITIES OF NATIONAL/THEATER CRYPTOLOGIC INTELLIGENCE ORGANIZATIONS
- C106 REVIEW SHIP'S COMBAT SYSTEMS ELECTRONIC WARFARE (EW) DOCTRINE

C107 IDENTIFY LIMITATIONS AND CAPABILITIES OF COMBAT SYSTEMS IN CURRENT ENVIRONMENT

D. SECURITY

D129 PREPARE CLASSIFIED MATERIAL DESTRUCTION REPORTS

**CRYPTOLOGIC TECHNICIAN (TECHNICAL) FIRST CLASS (CTT1)**

B. OPERATIONS

B087 DEVELOP SCENARIOS FOR EMBEDDED TRAINING DEVICES

B088 COORDINATE ELECTRONIC INTELLIGENCE (ELINT) COLLECTION, ANALYSIS AND REPORTING

B089 RECOMMEND INTERCEPT GUARD ASSIGNMENTS

C. MISSION PLANNING

C108 ESTABLISH EMISSION CONTROL (EMCON) BILL PROCEDURES

C109 RECOMMEND MODIFICATIONS TO SHIP'S MILITARY DECEPTION (MILDEC) PROCEDURES

D. SECURITY

D130 COORDINATE SECURITY AND EMERGENCY DESTRUCTION PROCEDURES

F. ADMINISTRATION

F141 CONDUCT QUALITY CONTROL OF OUTGOING ADMINISTRATIVE AND INTELLIGENCE REPORTS

F142 DRAFT EMISSION CONTROL (EMCON) BILLS

F143 DRAFT ELECTRONIC WARFARE (EW) RANGE/SERVICE REQUESTS

**CHIEF CRYPTOLOGIC TECHNICIAN (TECHNICAL) (CTTC)**

A. INFORMATION SYSTEMS

A011 IDENTIFY INFORMATION WARFARE (IW)/COMMAND, CONTROL, COMMUNICATIONS, COMPUTER AND INTELLIGENCE (C4I) CONNECTIVITY CAPABILITIES REQUIREMENTS

B. OPERATIONS

B090 ASSESS BATTLE GROUP/FORCE C2W PERFORMANCES

B091 ANALYZE BATTLE GROUP/FORCE C2W DEFICIENCIES

B092 COORDINATE C2W ASSETS

B093 IMPLEMENT JOINT INFORMATION WARFARE (IW) MISSION OBJECTIVES

B094 EVALUATE INFORMATION WARFARE (IW) INTEROPERABILITY DURING JOINT OPERATIONS

B095 PERFORM SPECTRUM MANAGEMENT

B096 RECOMMEND MODIFICATION TO BATTLE GROUP RULES OF ENGAGEMENT (ROE) FOR INFORMATION WARFARE (IW)

B097 COORDINATE UNIT SUPPORT FOR MILITARY DECEPTION (MILDEC) PLANS

C. MISSION PLANNING

- C110 PROVIDE ELECTRONIC WARFARE (EW) OPERATIONAL OBJECTIVES INPUTS
- C111 DEVELOP OPERATIONAL SECURITY (OPSEC) PROCEDURES
- C112 COORDINATE UNDERWAY BATTLE GROUP C2W SYSTEMS MAINTENANCE
- C113 PROVIDE FLEET/BATTLE GROUP C2W REQUIREMENTS INPUTS
- C114 ASSIGN BATTLE GROUP C2W DATA COLLECTION RESPONSIBILITIES
- C115 COORDINATE BATTLE GROUP SPECTRUM MANAGEMENT
- C116 COORDINATE FLEET DIRECT SUPPORT OPERATIONS
- C117 REVIEW CRYPTOLOGIC RESOURCE UTILIZATION, CAPABILITIES, RELIABILITIES AND OPERATIONS
- C118 DEVELOP BATTLE GROUP PRE-PLANNED C2W RESPONSES
- C119 PROVIDE CONTINGENCY OPERATION PLANS INPUTS

D. SECURITY

- D131 IMPLEMENT PHYSICAL, OPERATIONAL AND INFORMATION SECURITY PROGRAMS
- D132 EVALUATE PHYSICAL, OPERATIONAL AND INFORMATION SECURITY PROGRAMS
- D133 ENFORCE NAVAL CRYPTOLOGIC AND NATIONAL SECURITY REQUIREMENTS INCLUDING INFORMATION SECURITY (INFOSEC), COMMUNICATION SECURITY (COMSEC) AND OPERATIONAL SECURITY (OPSEC)

F. ADMINISTRATION

- F144 DRAFT BATTLE GROUP TASKING MESSAGES
- F145 DRAFT INPUTS FOR OPERATIONAL TASKING (OPTASK)
- F146 DRAFT INPUTS FOR SHIP'S COMBAT SYSTEMS DOCTRINE
- F147 DRAFT/UPDATE FORCE EMISSION CONTROL (EMCON) PLANS
- F148 REVIEW MEMORANDUM OF UNDERSTANDING (MOU) AND INTERSERVICE SUPPORT AGREEMENTS (ISSA)

**SENIOR CHIEF CRYPTOLOGIC TECHNICIAN (TECHNICAL) (CTTCS)**

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

**MASTER CHIEF CRYPTOLOGIC TECHNICIAN (TECHNICAL) (CTTCM)**

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

# CHAPTER 21



## DAMAGE CONTROLMAN (DC)

NAVPERS 18068-21B

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

DAMAGE CONTROLMAN (DC)



SCOPE OF RATING

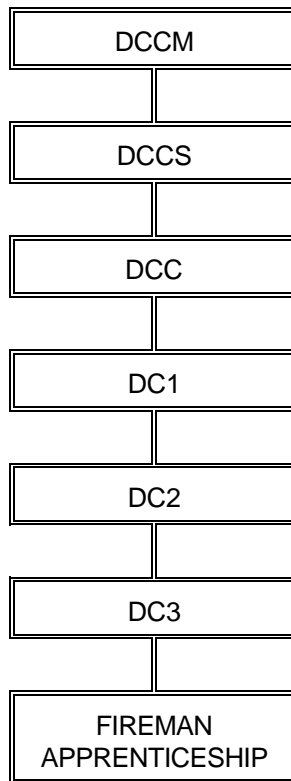
Damage Controlmen (DC) perform organizational and intermediate level maintenance and repair of damage control equipment and systems; plan, supervise, and perform tasks necessary for damage control, ship stability, preservation of watertight integrity, fire fighting, and chemical, biological and radiological (CBR) warfare defense; instruct and coordinate damage control parties; instruct personnel in the techniques of damage control and CBR defense; supervise and perform tasks in procurement and issuance of supplies and repair parts; prepare records and reports.

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NAVPERS 18068-21B

**GENERAL INFORMATION**  
CAREER PATTERN



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

SPECIAL PHYSICAL REQUIREMENTS

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

CITIZENSHIP/SECURITY REQUIREMENTS

Must be eligible for access to classified information.

**SAFETY**

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

**DAMAGE CONTROLMAN (DC) FUNCTIONAL AREAS**

- A. FIRE FIGHTING
- B. EQUIPMENT MAINTENANCE
- C. DAMAGE CONTROL
- D. CHEMICAL, BIOLOGICAL, AND RADIOLOGICAL (CBR) DEFENSE
- E. DAMAGE CONTROL CENTRAL/CENTRAL CONTROL STATION
- F. TECHNICAL ADMINISTRATION
- G. SHIPBOARD DAMAGE CONTROL TRAINING
- H. ENVIRONMENTAL PROTECTION



## DAMAGE CONTROLMAN THIRD CLASS (DC3)

### A. FIRE FIGHTING

- A001 ALIGN AQUEOUS FILM FORMING FOAM (AFFF) STATIONS
- A002 OPERATE AFFF STATIONS
- A003 OPERATE HALON SYSTEMS
- A004 INVESTIGATE AND REPORT FIRE CONDITIONS
- A005 LOCATE FIRES/HOT SPOTS USING NAVAL FIREFIGHTERS THERMAL IMAGERS (NFTI)
- A007 DON FIREFIGHTERS ENSEMBLE (FFE)
- A008 DOFF FFE
- A009 SET REFLASH WATCHES
- A011 DIRECT FIRE PARTIES

### B. EQUIPMENT MAINTENANCE

- B013 TEST AFFF SAMPLES
- B014 INSPECT AFFF LEVEL IN SOLUTION TANKS
- B015 REPLACE AFFF IN SOLUTION TANKS
- B016 CLEAN AND INSPECT AFFF CONCENTRATE PUMPS
- B018 LUBRICATE AFFF CONCENTRATE PUMPS
- B019 TEST AFFF CONCENTRATE PUMPS
- B020 REPAIR AFFF CONCENTRATE PUMPS
- B021 CLEAN AND INSPECT AFFF SYSTEM VALVES
- B023 LUBRICATE AFFF SYSTEM VALVES
- B024 TEST AFFF SYSTEM VALVES
- B025 REPAIR AFFF SYSTEM VALVES
- B026 CLEAN AND INSPECT AFFF HOSE REELS
- B028 LUBRICATE AFFF HOSE REELS
- B029 TEST AFFF HOSE REELS
- B030 REPAIR AFFF HOSE REELS
- B031 REPLACE COMPONENTS OF AFFF STATIONS
- B032 CLEAN VARIABLE NOZZLES
- B033 INSPECT VARIABLE NOZZLES
- B034 CLEAN AND INSPECT AFFF INLINE EDUCTORS AND PICKUP TUBES
- B036 REPAIR AFFF INLINE EDUCTORS AND PICKUP TUBES
- B037 INSPECT AFFF HOSES
- B038 PERFORM HYDROSTATIC TEST ON AFFF HOSES
- B039 INSPECT AFFF PIPING AND SPRINKLER HEADS
- B040 TEST AFFF PIPING AND SPRINKLER HEADS
- B041 CLEAN COMPONENTS OF HALON SYSTEMS
- B042 INSPECT COMPONENTS OF HALON SYSTEMS
- B043 TEST COMPONENTS OF HALON SYSTEMS
- B044 REPLACE COMPONENTS OF HALON SYSTEMS
- B045 TEST LIQUID LEVELS OF HALON BOTTLES
- B046 RECORD HALON PRESSURE READINGS
- B047 TEST HALON SYSTEMS
- B048 CLEAN FIXED CO2 SYSTEMS
- B049 INSPECT FIXED CO2 SYSTEMS
- B050 TEST FIXED CO2 SYSTEMS
- B051 REPLACE COMPONENTS OF FIXED CO2 SYSTEMS
- B052 INSPECT PORTABLE AFFF FIRE EXTINGUISHERS
- B053 REPLACE COMPONENTS OF PORTABLE AFFF FIRE EXTINGUISHERS
- B054 INSPECT PORTABLE CO2 FIRE EXTINGUISHERS
- B055 REPLACE COMPONENTS OF PORTABLE CO2 FIRE EXTINGUISHERS

B056 INSPECT POTASSIUM BICARBONATE (PKP) BOTTLES  
B057 FILL PKP BOTTLES  
B058 REPLACE PKP BOTTLES CO2 CARTRIDGES  
B059 CLEAN AND INSPECT AQUEOUS POTASSIUM CARBONATE (APC) SYSTEMS  
B061 TEST APC SYSTEMS  
B062 REPLACE COMPONENTS OF APC SYSTEMS  
B063 REPLACE BOTTLES AND CYLINDERS (CO2, HALON, ETC.)  
B064 WEIGH BOTTLES AND CYLINDERS (CO2, HALON, ETC.)  
B065 INSPECT FIXED-SYSTEMS DISCHARGE NOZZLES  
B066 CLEAN AND INSPECT CO2 TRANSFER UNITS  
B068 LUBRICATE CO2 TRANSFER UNITS  
B069 TEST CO2 TRANSFER UNITS  
B070 REPLACE COMPONENTS OF CO2 TRANSFER UNITS  
B071 RECHARGE CO2 BOTTLES  
B072 INSPECT SPRINKLER SYSTEMS  
B073 TEST SPRINKLER SYSTEMS  
B074 REPLACE COMPONENTS OF SPRINKLER SYSTEMS  
B075 INSPECT WATER WASHDOWN SYSTEMS  
B076 TEST WATER WASHDOWN SYSTEMS  
B077 REPLACE COMPONENTS OF WATER WASHDOWN SYSTEMS  
B078 INVENTORY DAMAGE CONTROL REPAIR STATIONS (DCRS)  
B079 MAINTAIN DCRS EQUIPMENT  
B080 INSPECT EMERGENCY ESCAPE BREATHING DEVICES (EEBD)  
B081 DISPOSE OF EEBD  
B082 CLEAN SUPPLEMENTAL EMERGENCY EGRESS DEVICES (SEED)  
B083 INSPECT SEED  
B084 CLEAN OXYGEN BREATHING APPARATUS (OBA)  
B085 INSPECT OBA  
B086 TEST OBA  
B087 REPLACE COMPONENTS OF OBA  
B088 INSPECT OBA AUDIO PROJECTION SETS (APS)  
B089 TEST OBA APS  
B090 CLEAN SELF-CONTAINED BREATHING APPARATUS (SCBA)  
B091 INSPECT SCBA  
B092 CLEAN SUPPLIED AIR RESPIRATOR (SAR) SCBA  
B093 INSPECT SAR SCBA  
B094 CLEAN AND INSPECT NFTI  
B096 TEST NFTI  
B100 CLEAN FFE  
B101 INSPECT FFE  
B102 CLEAN AND INSPECT PORTABLE SMOKE GENERATORS  
B104 TEST PORTABLE SMOKE GENERATORS  
B105 REPLACE COMPONENTS OF PORTABLE SMOKE GENERATORS  
B106 CLEAN AND INSPECT PORTABLE ELECTRIC DESMOKING FANS  
B108 TEST PORTABLE ELECTRIC DESMOKING FANS  
B109 REPLACE COMPONENTS OF PORTABLE ELECTRIC DESMOKING FANS  
B110 CLEAN AND INSPECT PORTABLE WATER DRIVEN BLOWERS  
B112 TEST PORTABLE WATER DRIVEN BLOWERS  
B113 REPLACE COMPONENTS OF PORTABLE WATER DRIVEN BLOWERS  
B114 INSPECT AND TEST FLASHLIGHTS  
B116 REPLACE COMPONENTS OF FLASHLIGHTS  
B117 INSPECT AND TEST DAMAGE CONTROL HEADLAMPS  
B119 REPLACE COMPONENTS OF DAMAGE CONTROL HEADLAMPS  
B120 INSPECT AND TEST BATTLE LANTERNS  
B122 REPLACE COMPONENTS OF BATTLE LANTERNS

B123 CLEAN PORTABLE EXOTHERMIC CUTTING UNITS (PECU)  
B124 INSPECT PECU  
B125 TEST PECU  
B126 REPLACE COMPONENTS OF PECU  
B127 CLEAN AND INSPECT PORTABLE HYDRAULIC ACCESS/RESCUE SYSTEMS (PHARS)  
B129 LUBRICATE PHARS  
B130 REPLACE COMPONENTS OF PHARS  
B131 CLEAN GAS-FREE ENGINEERING TEST EQUIPMENT  
B132 INSPECT GAS-FREE ENGINEERING TEST EQUIPMENT  
B133 TEST GAS-FREE ENGINEERING TEST EQUIPMENT  
B134 REPLACE COMPONENTS OF GAS-FREE ENGINEERING TEST EQUIPMENT  
B135 CLEAN AIR LINE HOSE MASKS  
B136 INSPECT AIR LINE HOSE MASKS  
B137 TEST AIR LINE HOSE MASKS  
B138 REPLACE COMPONENTS OF AIR LINE HOSE MASKS  
B139 CLEAN AND DISINFECT GAS MASKS  
B140 INSPECT GAS MASKS  
B141 TEST GAS MASKS  
B142 REPLACE COMPONENTS OF GAS MASKS  
B143 CLEAN AND INSPECT FIRE STATIONS  
B145 LUBRICATE FIRE STATIONS  
B146 TEST FIRE STATIONS  
B147 REPLACE COMPONENTS OF FIRE STATIONS  
B148 INSPECT FIRE HOSES  
B149 HYDROSTATICALLY TEST FIRE HOSES  
B150 CLEAN COMPONENTS OF FIREMAIN SYSTEMS  
B151 INSPECT COMPONENTS OF FIREMAIN SYSTEMS  
B152 LUBRICATE COMPONENTS OF FIREMAIN SYSTEMS  
B153 TEST COMPONENTS OF FIREMAIN SYSTEMS  
B154 REPLACE COMPONENTS OF FIREMAIN SYSTEMS  
B155 FLUSH FIREMAIN SYSTEMS  
B156 CLEAN Y-TYPE STRAINERS  
B157 INSPECT Y-TYPE STRAINERS  
B158 TEST Y-TYPE STRAINERS  
B159 REPLACE COMPONENTS OF Y-TYPE STRAINERS  
B160 FLUSH Y-TYPE STRAINERS  
B161 CLEAN AND INSPECT INSTALLED EDUCTOR SYSTEMS  
B163 TEST INSTALLED EDUCTOR SYSTEMS  
B164 REPLACE COMPONENTS OF INSTALLED EDUCTOR SYSTEMS  
B165 CLEAN MISCELLANEOUS VALVE HYDRAULIC CONTROL (MVHC) STATIONS  
B166 INSPECT MVHC STATIONS  
B167 TEST MVHC STATIONS  
B168 REPLACE COMPONENTS OF MVHC STATIONS  
B169 CLEAN AND INSPECT EMERGENCY OVERBOARD DISCHARGE CONNECTIONS  
B171 LUBRICATE EMERGENCY OVERBOARD DISCHARGE CONNECTIONS  
B172 REPLACE COMPONENTS OF EMERGENCY OVERBOARD DISCHARGE CONNECTIONS  
B173 CLEAN AND INSPECT PORTABLE EMERGENCY PUMPS  
B175 LUBRICATE PORTABLE EMERGENCY PUMPS  
B176 TEST PORTABLE EMERGENCY PUMPS  
B177 REPAIR PORTABLE EMERGENCY PUMPS  
B178 CLEAN AND INSPECT INFLATABLE LIFE VESTS  
B180 TEST INFLATABLE LIFE VESTS  
B181 REPLACE COMPONENTS OF INFLATABLE LIFE VESTS  
B182 INSPECT COMPARTMENTS AND SPACES FOR DAMAGE CONTROL DISCREPANCIES  
B183 CONDUCT COMPARTMENT VISUAL LIGHT LEAK TESTS

B184 INSPECT LADDERS AND ASSOCIATED COMPONENTS  
 B185 REPLACE COMPONENTS OF LADDERS  
 B186 INSPECT GAUGES (STEAM, WATER, OIL, ETC.)  
 B187 CLEAN TANKS AND VOIDS (BALLASTING, STORAGE, ETC.)  
 B188 INSPECT TANKS AND VOIDS (BALLASTING, STORAGE, ETC.)  
 B189 TEST TANKS AND VOIDS (BALLASTING, STORAGE, ETC.)  
 B192 CLEAN PREHEATER AND REHEATER COILS  
 B193 INSPECT PREHEATER AND REHEATER COILS  
 B194 REPLACE COMPONENTS OF VENTILATION PREHEATERS  
 B195 CLEAN FAN UNIT COOLING COILS  
 B196 INSPECT FAN UNIT COOLING COILS  
 B197 CLEAN VENTILATION DUCTING  
 B198 INSPECT VENTILATION DUCTING  
 B199 REPLACE COMPONENTS OF VENTILATION DUCTING  
 B200 CLEAN VENTILATION DAMPERS AND CLOSURES  
 B201 INSPECT VENTILATION DAMPERS AND CLOSURES  
 B202 LUBRICATE VENTILATION DAMPERS AND CLOSURES  
 B203 TEST VENTILATION DAMPERS AND CLOSURES  
 B204 REPLACE COMPONENTS OF VENTILATION DAMPERS AND CLOSURES  
 B205 CLEAN VENTILATION SYSTEM AIR FILTERS  
 B206 INSPECT VENTILATION SYSTEM AIR FILTERS  
 B207 REPLACE VENTILATION SYSTEM AIR FILTERS  
 B208 CLEAN COMPONENTS OF COLLECTIVE PROTECTION SYSTEMS (CPS)  
 B209 INSPECT COMPONENTS OF CPS  
 B210 TEST COMPONENTS OF CPS  
 B211 REPLACE COMPONENTS OF CPS  
 B213 INSPECT VENTILATION WEATHER OPENINGS  
 B215 CLEAN BALANCED TYPE FUMETIGHT DOORS  
 B216 INSPECT BALANCED TYPE FUMETIGHT DOORS  
 B217 TEST BALANCED TYPE FUMETIGHT DOORS  
 B218 REPLACE COMPONENTS OF BALANCED TYPE FUMETIGHT DOORS  
 B219 ADJUST BALANCED TYPE FUMETIGHT DOORS  
 B220 CLEAN WATERTIGHT DOORS, HATCHES, AND SCUTTLES  
 B221 INSPECT WATERTIGHT DOORS, HATCHES, AND SCUTTLES  
 B222 LUBRICATE WATERTIGHT DOORS, HATCHES, AND SCUTTLES  
 B223 TEST WATERTIGHT DOORS, HATCHES, AND SCUTTLES  
 B224 REPLACE COMPONENTS OF WATERTIGHT DOORS, HATCHES, AND SCUTTLES  
 B225 ADJUST WATERTIGHT DOORS, HATCHES, AND SCUTTLES  
 B240 CLEAN COMPONENTS OF COLLECTION, HOLDING, AND TRANSFER (CHT) SYSTEMS  
 B241 INSPECT COMPONENTS OF CHT SYSTEMS  
 B242 TEST COMPONENTS OF CHT SYSTEMS  
 B243 REPLACE COMPONENTS OF CHT SYSTEMS  
 B244 ALIGN CHT SYSTEMS  
 B363 INSPECT DAMAGE CONTROL COMMUNICATION SYSTEMS (WIFCOM, HYDRA, ETC.)

### C. DAMAGE CONTROL

C245 INSPECT SHIP FOR FIRE HAZARDS AND FLOODING  
 C246 TAKE SOUNDINGS (TANKS, VOIDS, COMPARTMENTS, ETC.)  
 C247 PREPARE MESSAGES USING DAMAGE CONTROL REPORTING SYMBOLS  
 C248 COMMUNICATE VIA DC COMMUNICATIONS SYSTEMS  
 C249 DIRECT DAMAGE CONTROL REPAIR TEAMS  
 C250 DEWATER SPACES USING PORTABLE EDUCTORS AND PUMPS  
 C251 DEWATER SPACES USING INSTALLED EDUCTORS  
 C252 OPERATE EMERGENCY ACCESS EQUIPMENT (PHARS, PECU, ETC.)

C253 DON OBA  
C254 DOFF OBA  
C255 DON SCBA  
C256 DOFF SCBA  
C257 DON SAR SCBA  
C258 DOFF SAR SCBA  
C259 CONSTRUCT SHORINGS  
C260 STRING LEADS (EMERGENCY COMMUNICATION, POWER, WELDING, ETC.)  
C261 INSTALL EMERGENCY PIPE PATCHES  
C262 INSTALL HULL PATCHES  
C263 PLUG CRACKED WELD SEAMS  
C264 VERIFY COMPARTMENT CHECK OFF LISTS (CCOL)  
C265 CONDUCT COMPARTMENT AIR TESTS

D. CHEMICAL, BIOLOGICAL, AND RADIOLOGICAL (CBR) DEFENSE

D266 INSPECT CHEMICAL PROTECTIVE EQUIPMENT  
D267 DON CHEMICAL PROTECTION ENSEMBLE  
D268 DOFF CHEMICAL PROTECTION ENSEMBLE  
D269 INSPECT CHEMICAL AGENT DETECTION KITS  
D270 TEST RADIATION, DETECTION, INDICATION, AND COMPUTATION (RADIAC) DETECTORS  
D271 OPERATE RADIAC DETECTORS  
D272 TEST RADIAC COMPUTER-INDICATORS  
D273 OPERATE RADIAC COMPUTER-INDICATORS  
D274 MEASURE AND RECORD RADIATION EXPOSURE OF RADIAC DETECTORS  
D275 CLEAN AND INSPECT RADIAC DETECTOR CHARGERS  
D277 TEST RADIAC DETECTOR CHARGERS  
D278 OPERATE RADIAC DETECTOR CHARGERS  
D279 CALIBRATE RADIAC MONITORING DEVICES  
D280 SET UP DECONTAMINATION (DECON) STATIONS  
D281 INSPECT DECON STATIONS  
D282 INVENTORY DECON STATIONS  
D283 TEST DECON SHOWERS  
D284 SET UP CONTAMINATION CONTROL AREAS (CCA)  
D285 INSPECT CCA  
D286 ORGANIZE CBR DEFENSE MONITORING TEAMS  
D287 PERFORM CHEMICAL MONITORING AND SURVEYING  
D288 PERFORM RADIOLOGICAL MONITORING AND SURVEYING  
D289 PERFORM SHIPBOARD CBR DECONTAMINATION  
D290 PERFORM PERSONNEL CBR DECONTAMINATION

E. DAMAGE CONTROL CENTRAL/CENTRAL CONTROL STATION

E295 START FIRE PUMPS FROM DAMAGE CONTROL CONSOLE (DCC)  
E296 STOP FIRE PUMPS FROM DCC  
E297 OPEN/CLOSE FIREMAIN VALVES FROM DCC  
E301 START VENTILATION SYSTEMS FROM DCC  
E302 STOP VENTILATION SYSTEMS FROM DCC  
E304 MONITOR THE SETTING OF MATERIAL CONDITIONS  
E305 READ DAMAGE CONTROL PLATES  
E307 COORDINATE DAMAGE CONTROL PARTIES

F. TECHNICAL ADMINISTRATION

- F306 REVIEW DAMAGE CONTROL PLATES
- F313 UPDATE CLOSURE LOGS
- F314 COMPUTE DAILY DRAFT REPORTS
- F322 UPDATE DCC/CCS LOGS
- F323 UPDATE PMS RECORDS
- F325 MAINTAIN ORDERS FOR THE SOUND AND SECURITY WATCH

G. SHIPBOARD DAMAGE CONTROL TRAINING

- G343 INSTRUCT SHIPBOARD PERSONNEL IN OPERATION OF PORTABLE DC EQUIPMENT
- G344 INSTRUCT SHIPBOARD PERSONNEL IN OPERATION OF INSTALLED DC EQUIPMENT
- G345 INSTRUCT SHIPBOARD PERSONNEL IN THE USE OF PROTECTIVE CLOTHING
- G346 INSTRUCT SHIPBOARD PERSONNEL IN OPERATION OF CBR DEFENSE EQUIPMENT
- G347 INSTRUCT SHIPBOARD PERSONNEL IN DC TACTICS AND PROCEDURES
- G349 CONDUCT DC TRAINING DRILLS

H. ENVIRONMENTAL PROTECTION

- H354 RECORD DRY BULB TEMPERATURE READINGS
- H355 REVIEW HAZARDOUS MATERIAL (HAZMAT) USER'S GUIDE
- H356 REVIEW HAZMAT INVENTORIES
- H357 REVIEW MATERIAL SAFETY DATA SHEETS (MSDS)
- H358 CLEAN AND INSPECT HAZMAT WASTE CONTAINERS
- H359 INSPECT HAZMAT STORAGE AREAS

**DAMAGE CONTROLMAN SECOND CLASS (DC2)**

A. FIRE FIGHTING

- A010 OPERATE ATMOSPHERIC TEST EQUIPMENT

D. CHEMICAL, BIOLOGICAL, AND RADIOLOGICAL (CBR) DEFENSE

- D291 DIRECT CBR DEFENSE MONITORING TEAMS
- D292 COMPUTE RADIOLOGICAL TIME-INTENSITY PLOTS
- D293 UPDATE RADIOLOGICAL TIME-INTENSITY PLOTS
- D294 COMPUTE STAY TIMES IN FALLOUT AREAS

E. DAMAGE CONTROL CENTRAL/CENTRAL CONTROL STATION

- E310 COMPUTE EFFECTS OF WEIGHT SHIFTS ON SHIP'S STABILITY

F. TECHNICAL ADMINISTRATION

- F315 UPDATE ENGINEERING DEPARTMENT TRAINING RECORDS
- F324 MAINTAIN DAMAGE CONTROL DIRECTIVES
- F326 MAINTAIN MASTER DAMAGE CONTROL BOOKS
- F327 MAINTAIN MASTER CCOL

G. SHIPBOARD DAMAGE CONTROL TRAINING

- G348 QUALIFY AS DAMAGE CONTROL TRAINING TEAM (DCTT) MEMBER
- G350 EVALUATE DC TRAINING DRILLS
- G351 MONITOR DC TRAINING PROGRAMS
- G352 SCHEDULE DC TRAINING PROGRAMS
- G353 DEVELOP DC EXERCISES

**DAMAGE CONTROLMAN FIRST CLASS (DC1)**

E. DAMAGE CONTROL CENTRAL/CENTRAL CONTROL STATION

- E308 COMPUTE AND PLOT STABILITY CURVES
- E309 CALCULATE EFFECTS OF DAMAGE ON SHIP'S STABILITY AND BUOYANCY
- E311 COMPUTE EFFECTS OF BUOYANCY AND GRAVITY ON SHIP'S STABILITY

F. TECHNICAL ADMINISTRATION

- F317 UPDATE CBR DEFENSE BILLS
- F321 UPDATE DARKEN SHIP BILLS
- F338 PREPARE DC EQUIPMENT TEST AND INSPECTION REPORTS

**CHIEF DAMAGE CONTROLMAN (DCC)**

E. DAMAGE CONTROL CENTRAL/CENTRAL CONTROL STATION

- E312 COMPUTE EFFECTS OF EMERGENCY REPAIR ON SHIP'S STABILITY

F. TECHNICAL ADMINISTRATION

- F316 UPDATE BATTLE BILLS
- F318 UPDATE RESCUE AND ASSISTANCE BILLS
- F319 UPDATE COLD WEATHER BILLS
- F320 UPDATE TOXIC GAS BILLS
- F328 PREPARE CASUALTY REPORTS (CASREP)
- F329 REVIEW CASREP
- F330 PREPARE CASUALTY CORRECTIONS (CASCOR)
- F331 REVIEW CASCOR
- F334 PREPARE QUALITY ASSURANCE (QA) REPORTS
- F335 REVIEW QA REPORTS
- F336 CONDUCT QA AUDITS
- F339 CONDUCT QA PROGRAM INSPECTIONS
- F340 MONITOR QA PROGRAM FOR COMPLIANCE
- F341 UPDATE DAMAGE CONTROL SELECTIVE RECORDS

H. ENVIRONMENTAL PROTECTION

- H361 MONITOR HEARING CONSERVATION PROGRAMS
- H362 MONITOR HEAT STRESS PROGRAMS

**SENIOR CHIEF DAMAGE CONTROLMAN (DCCS)**

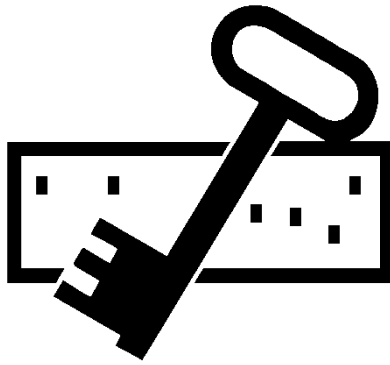
RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE NAVAL STANDARDS

**MASTER CHIEF DAMAGE CONTROLMAN (DCCM)**

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



# CHAPTER 22



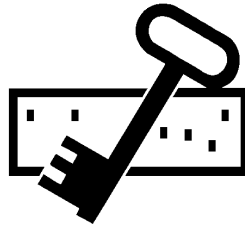
## DISBURSING CLERK (DK)

NAVPERS 18068-22B

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

DISBURSING CLERK (DK)



SCOPE OF RATING

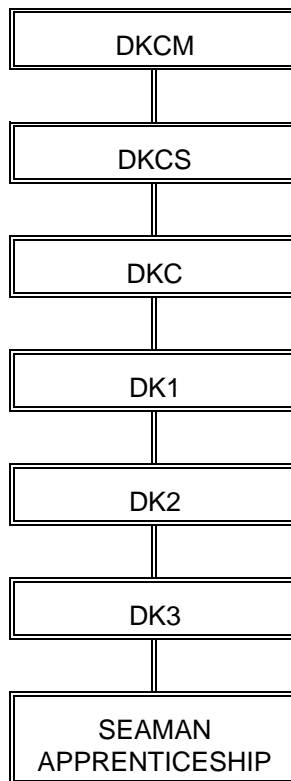
Disbursing Clerks (DK) maintain Personal Financial Records of military personnel and provide customer service to service members and dependents, review for accuracy and process documents affecting military pay entitlements and deductions and perform related computations; prepare military payrolls; determine transportation entitlements, compute travel allowances incurred by military personnel and their dependents; process vouchers supporting receipt and expenditures of public monies, ensure accuracy of accounting data; maintain related fiscal records and prepare associated reports and returns; and operate ADP equipment associated with the administration of the Navy pay system.

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These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 22.

NAVPERS 18068-22B

**GENERAL INFORMATION**  
CAREER PATTERN



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

SPECIAL PHYSICAL REQUIREMENTS

None.

CITIZENSHIP/SECURITY REQUIREMENTS

None.

**SAFETY**

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

**DISBURSING CLERK (DK) FUNCTIONAL AREAS**

- A. PERSONAL FINANCIAL RECORDS
- B. ALLOWANCES
- C. PAYS
- D. DISTRIBUTION OF FUNDS
- E. RESERVES
- F. DEDUCTIONS
- G. FINANCIAL RECORDS/REPORTS
- H. LOGS/FILES
- I. TRAVEL
- J. VOUCHERS
- L. SECURITY

## DISBURSING CLERK THIRD CLASS (DK3)

### A. PERSONAL FINANCIAL RECORDS

- A001 VERIFY PERSONAL FINANCIAL RECORDS (PFR)
- A002 FILE PERSONAL FINANCIAL RECORD (PFR) DOCUMENTS (NET PAY ADVISORIES (NPA) FORMS, BASIC ALLOWANCE FOR HOUSING (BAH) CERTIFICATES, ETC)
- A003 PROCESS PERSONAL FINANCIAL RECORDS (PFR) FOR TRANSFERS
- A004 PREPARE PERSONAL FINANCIAL RECORDS (PFR) FOR MAILING
- A005 VERIFY OUTSTANDING TRANSACTION FILES
- A006 PRINT LEAVE AND EARNINGS STATEMENTS (LES)
- A007 RECONCILE LEAVE AND EARNINGS STATEMENTS (LES)
- A008 PROCESS CHANGE OF LEGAL RESIDENCE
- A009 FILE LEAVE AND EARNINGS STATEMENTS (LES)
- A010 VERIFY PAY ENTRY BASE DATES (PEBD)
- A011 VERIFY AND PROCESS REPORTING TRANSACTIONS
- A012 VERIFY AND PROCESS DETACHING TRANSACTIONS
- A014 REVIEW MILITARY MASTER PAY ACCOUNTS (MMPA)

### B. ALLOWANCES

- B019 VERIFY ENTITLEMENT TO BASIC ALLOWANCE FOR HOUSING (BAH)
- B021 VERIFY AND COMPUTE ADVANCE BASIC ALLOWANCE FOR HOUSING (BAH)
- B023 VERIFY AND COMPUTE BASIC ALLOWANCE FOR HOUSING (BAH) DIFFERENCE PAY
- B025 PROCESS BASIC ALLOWANCE FOR HOUSING (BAH) DOCUMENTS
- B026 VERIFY AND PROCESS BASIC ALLOWANCE FOR SUBSISTENCE (BAS) DOCUMENTS
- B028 VERIFY AND PROCESS FAMILY SEPARATION HOUSING (FSH) ALLOWANCE DOCUMENTS
- B030 VERIFY AND PROCESS ENLISTED CLOTHING ALLOWANCE DOCUMENTS
- B033 VERIFY AND PROCESS COST OF LIVING ALLOWANCE (COLA) DOCUMENTS
- B035 VERIFY AND PROCESS OVERSEAS HOUSING ALLOWANCE (OHA) DOCUMENTS
- B037 VERIFY AND PROCESS TEMPORARY LODGING ALLOWANCE (TLA) DOCUMENTS
- B041 VERIFY AND PROCESS MOVE-IN HOUSING ALLOWANCE (MIHA) DOCUMENTS

### C. PAYS

- C043 VERIFY AND COMPUTE SELECTIVE REENLISTMENT BONUS (SRB) ENTITLEMENTS
- C050 VERIFY ENLISTMENT BONUSES
- C051 COMPUTE AND VERIFY LUMP SUM LEAVE (LSL) ENTITLEMENTS
- C053 VERIFY AND PROCESS OFFICER CONTINUATION PAY/BONUS
- C061 VERIFY AND PROCESS DEPENDENTS' ADVANCE ALLOTMENTS
- C063 VERIFY AND PROCESS DEPENDENCY APPLICATION/EMERGENCY DATA FORMS (NAVPERS 1070/602R)
- C065 VERIFY AND PROCESS CAREER SEA PAY (CSP) AND CAREER SEA PAY PREMIUM (CSPP) DOCUMENTS
- C067 VERIFY AND PROCESS FOREIGN DUTY PAY AND HARDSHIP DUTY PAY DOCUMENTS
- C069 VERIFY AND PROCESS SPECIAL AND INCENTIVE PAY DOCUMENTS
- C071 VERIFY AND PROCESS HOSTILE FIRE PAY DOCUMENTS
- C079 ESTABLISH TEMPORARY PAY ACCOUNTS
- C080 PROCESS UNAUTHORIZED ABSENTEE AND DESERTER PAY ACCOUNTS
- C081 UPDATE UNAUTHORIZED ABSENTEE AND DESERTER PAY ACCOUNTS
- C084 VERIFY AUTOMATIC TELLER MACHINE (ATM) ACCOUNTS
- C086 VERIFY AND PROCESS LEAVE DOCUMENTS
- C088 COMPUTE NET PAY DUE
- C089 COMPUTE PERMANENT CHANGE OF STATION (PCS) ADVANCE PAY

D. DISTRIBUTION OF FUNDS

- D091 VERIFY AND PROCESS SPLIT PAY OPTION (SPO) PAYROLLS
- D092 COMPUTE CASUAL AND PARTIAL PAYMENTS
- D093 PRINT AND DISTRIBUTE NET PAY ADVISORIES (NPA) AND LEAVE AND EARNING STATEMENTS (LES)
- D094 PREPARE CERTIFICATES OF DEPOSITS
- D101 PREPARE CHECKS FOR PUBLIC VOUCHERS
- D111 PERFORM AUTOMATIC TELLER MACHINE (ATM) END-OF-SESSIONS (EOS)
- D112 CLOSE AUTOMATIC TELLER MACHINE (ATM) ACCOUNTS
- D113 REPLENISH AUTOMATIC TELLER MACHINES (ATM)
- D115 REPORT IRREGULARITIES IN DISBURSING ACCOUNTS

E. RESERVES

- E120 COMPUTE ACTIVE DUTY TRAINING (ACDUTRA) TRAVEL TIME
- E121 COMPUTE ACTIVE DUTY TRAINING (ACDUTRA) TRANSPORTATION ALLOWANCES
- E122 PAY ACTIVE DUTY TRAINING (ACDUTRA) TRANSPORTATION ALLOWANCES
- E123 COMPUTE MORE THAN 30 DAYS ACTIVE DUTY TRAINING (ACDUTRA) PAY AND ALLOWANCES
- E124 COMPUTE LESS THAN 30 DAYS ACTIVE DUTY TRAINING (ACDUTRA) PAY AND ALLOWANCES

F. DEDUCTIONS

- F129 COMPUTE FEDERAL INCOME TAX WITHHOLDINGS
- F130 PREPARE FEDERAL INCOME TAX WITHHOLDING DOCUMENTS
- F131 COMPUTE STATE INCOME TAX WITHHOLDINGS
- F132 PREPARE STATE INCOME TAX WITHHOLDING DOCUMENTS
- F134 COMPUTE FEDERAL INSURANCE CONTRIBUTION ACT (FICA) TAXES
- F135 VERIFY AND PROCESS SERVICE MEMBERS GROUP LIFE INSURANCE (SGLI) DOCUMENTS
- F136 PROCESS ALLOTMENT AUTHORIZATIONS
- F138 PROCESS MISCELLANEOUS DEDUCTIONS (MONTGOMERY GOVERNMENT ISSUE BILL (MGIB), DELTA DENTAL PLAN (DDP), ETC)
- F140 PROCESS SAVINGS DEPOSIT PROGRAM DOCUMENTS
- F142 PROCESS COMBAT ZONE TAX EXCLUSION DOCUMENTS
- F146 PROCESS NON-RESIDENT ALIEN (NRA) DOCUMENTS
- F148 PREPARE WAGE AND TAX STATEMENTS (FORM W-2)
- F149 DISTRIBUTE WAGE AND TAX STATEMENTS (FORM W-2)
- F151 VERIFY AND PROCESS COURT MEMORANDA (NAVPERS 1070/607R)

G. FINANCIAL RECORDS/REPORTS

- G153 PREPARE CERTIFICATE OF DESTRUCTION FOR VOIDED CHECKS
- G166 DISPOSE OF RETAINED FINANCIAL RECORDS AND RETURNS
- G167 PREPARE TRANSMITTAL OF STATEMENTS AND VOUCHERS
- G169 PREPARE FINANCIAL RETURNS FOR MAILING
- G170 VERIFY ACCOUNTING DATA

H. LOGS/FILES

- H177 MAINTAIN TRANSMITTAL LOGS
- H178 BACKUP AUTOMATIC TELLER MACHINE (ATM) DATA FILES

I. TRAVEL

- I179 PROCESS DISLOCATION ALLOWANCE (DLA) DOCUMENTS
- I181 VERIFY AND PROCESS TEMPORARY LODGING EXPENSE (TLE) DOCUMENTS
- I183 COMPUTE TRAVEL ADVANCES
- I184 COMPUTE PER DIEM
- I185 COMPUTE LEAVE, TRAVEL, AND PROCEED TIME
- I186 PROCESS LETTER OF NOTIFICATION FOR TRAVEL OVERPAYMENTS
- I187 COMPUTE AND LIQUIDATE TRAVEL CLAIMS AND MISCELLANEOUS REIMBURSEMENT CLAIMS
- I188 BREAKDOWN AND DISTRIBUTE TRAVEL DOCUMENTS

J. VOUCHERS

- J196 VERIFY AND PROCESS DISBURSEMENT/COLLECTION VOUCHERS
- J197 DISTRIBUTE DISBURSEMENT/COLLECTION VOUCHERS

**DISBURSING CLERK SECOND CLASS (DK2)**

A. PERSONAL FINANCIAL RECORDS

- A017 RESOLVE SYSTEMS MANAGEMENT FOR REJECTED TRANSACTIONS (SMART) DISCREPANCIES/EVALUATION REPORTS
- A018 TRANSMIT/RECEIVE DISBURSING DATA VIA AUTOMATED SYSTEMS

B. ALLOWANCES

- B020 AUDIT BASIC ALLOWANCE FOR HOUSING (BAH) DOCUMENTS
- B022 AUDIT ADVANCE BASIC ALLOWANCE FOR HOUSING (BAH) DOCUMENTS
- B024 AUDIT BASIC ALLOWANCE FOR HOUSING (BAH) DIFFERENCE PAY DOCUMENTS
- B027 AUDIT BASIC ALLOWANCE FOR SUBSISTENCE (BAS) DOCUMENT
- B029 AUDIT FAMILY SEPARATION HOUSING (FSH) ALLOWANCE DOCUMENTS
- B031 VERIFY AND PROCESS OFFICER UNIFORM ALLOWANCE DOCUMENTS
- B032 AUDIT UNIFORM ALLOWANCES
- B038 AUDIT TEMPORARY LODGING ALLOWANCE (TLA) DOCUMENTS

C. PAYS

- C044 AUDIT ENLISTMENT BONUS DOCUMENTS
- C045 COMPUTE SELECTIVE REENLISTMENT BONUS (SRB) RECOUPMENTS
- C047 VERIFY AND PROCESS OFFICER BONUSES
- C048 AUDIT OFFICER BONUS DOCUMENTS
- C049 COMPUTE OFFICER BONUS RECOUPMENTS
- C052 AUDIT LUMP SUM LEAVE (LSL) PAY DOCUMENTS
- C055 COMPUTE DISCHARGE AND SEPARATION PAYMENTS
- C057 COMPUTE SEVERANCE PAY
- C073 VERIFY AND PROCESS HEALTH AND COMFORT PAYMENT DOCUMENTS
- C075 VERIFY AND PROCESS PAY ADJUSTMENT AUTHORIZATIONS (PAA)
- C077 VERIFY AND PROCESS DEATH GRATUITY CLAIMS
- C090 PRINT PAYROLL SYSTEM REPORTS

D. DISTRIBUTION OF FUNDS

- D096 MAKE BANK DEPOSITS
- D097 PREPARE RECORD OF DEPOSITED INSTRUMENTS

- D100 COLLECT FUNDS (SHIP'S STORE, POST OFFICE, ETC)
- D103 PREPARE RECERTIFIED CHECKS
- D104 CASH NEGOTIABLE INSTRUMENTS
- D109 REPORT FALSE, FICTITIOUS OR FRAUDULENT CLAIMS
- D114 TRANSFER PAYROLL TO AUTOMATIC TELLER MACHINES (ATM)

#### E. RESERVES

- E125 AUDIT ACTIVE DUTY TRAINING (ACDUTRA) PAY DOCUMENTS
- E126 PREPARE ACTIVE DUTY TRAINING (ACDUTRA) MONEY LISTS (NAVCOMPT 2261)
- E127 VERIFY ACTIVE DUTY TRAINING (ACDUTRA) MONEY LISTS
- E128 PAY ACTIVE DUTY TRAINING (ACDUTRA) PERSONNEL

#### F. DEDUCTIONS

- F133 AUDIT TAX WITHHOLDING DOCUMENTS
- F137 AUDIT ALLOTMENT AUTHORIZATIONS
- F139 AUDIT MISCELLANEOUS DEDUCTIONS (MONTGOMERY GOVERNMENT ISSUE BILL (MGIB), DELTA DENTAL PLAN (DDP), ETC)
- F141 AUDIT SAVINGS DEPOSIT PROGRAM DOCUMENTS
- F143 AUDIT COMBAT ZONE TAX EXCLUSION DOCUMENTS
- F144 PROCESS INTERNAL REVENUE SERVICE (IRS) NOTICE OF TAX LEVY ON WAGES, SALARY AND OTHER INCOME
- F145 AUDIT CHANGE OF LEGAL RESIDENCE DOCUMENTS
- F147 AUDIT NON-RESIDENT ALIEN (NRA) DOCUMENTS
- F150 AUDIT FORM W-4

#### G. FINANCIAL RECORDS/REPORTS

- G152 VERIFY AND PROCESS MONTH END CHECK ISSUE SUMMARIES
- G154 DESTROY VOIDED CHECKS
- G155 PREPARE STATEMENT OF ACCOUNTABILITY
- G156 PREPARE MESSAGE REPORT OF STATEMENT OF ACCOUNTABILITY AND DISBURSEMENTS AND COLLECTIONS
- G157 PREPARE AND PROCESS CHECKING ACCOUNT RETURNS
- G158 VERIFY CHECKING ACCOUNT RETURNS
- G159 BALANCE DAILY AGENT ACCOUNTABILITY SUMMARIES (DD-FORM 2265)
- G160 PREPARE DAILY STATEMENT OF ACCOUNTABILITY (DD-FORM 2657)
- G161 BALANCE DISBURSING OFFICERS ACCOUNTABILITY
- G162 PREPARE DETAILED ANALYSIS OF CASH AND OTHER ASSETS
- G164 PROCESS REMISSION AND CANCELLATION OF INDEBTEDNESS AND WAIVER OF CLAIMS FOR ERRONEOUS PAYMENTS OF PAY AND ALLOWANCES
- G168 VERIFY TRANSMITTAL OF STATEMENTS AND VOUCHERS
- G171 AUDIT PAYROLLS
- G172 PREPARE FINANCIAL REPORTING SYSTEM (FRS) REPORTS
- G173 VERIFY FINANCIAL REPORTING SYSTEM (FRS) REPORTS

#### H. LOGS/FILES

- H175 ESTABLISH AND UPDATE RECERTIFIED CHECK REGISTERS
- H176 VERIFY RECERTIFIED CHECK REGISTERS

#### I. TRAVEL

- I180 AUDIT DISLOCATION ALLOWANCE (DLA) DOCUMENTS
- I182 AUDIT TEMPORARY LODGING EXPENSE (TLE) DOCUMENTS



- I189 AUDIT SHORE PATROL REIMBURSEMENT CLAIMS
- I190 PROCESS SHORE PATROL REIMBURSEMENT CLAIMS

J. VOUCHERS

- J191 PREPARE SCHEDULE OF CANCELED OR UNDELIVERED CHECKS
- J192 AUDIT SCHEDULE OF CANCELED OR UNDELIVERED CHECKS
- J193 PROCESS REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS CLAIMS
- J194 PREPARE DISBURSEMENT/COLLECTION VOUCHERS
- J195 AUDIT DISBURSEMENT/COLLECTION VOUCHERS

L. SECURITY

- L209 INSTALL/UPDATE AUTOMATED DISBURSING SYSTEMS

**DISBURSING CLERK FIRST CLASS (DK1)**

A. PERSONAL FINANCIAL RECORDS

- A013 VERIFY AND PROCESS NAVY RETIRED/RETAINER PAY DATA FORMS
- A015 PRINT STANDARD DISBURSING MANAGEMENT REPORTS
- A016 VERIFY/RESOLVE DISCREPANCIES IN STANDARD DISBURSING MANAGEMENT REPORTS

B. ALLOWANCES

- B034 AUDIT COST OF LIVING ALLOWANCE (COLA) DOCUMENTS

C. PAYS

- C046 AUDIT SELECTIVE REENLISTMENT BONUS (SRB) RECOUPMENT DOCUMENTS
- C054 AUDIT CONTINUATION PAY DOCUMENTS
- C056 AUDIT DISCHARGE AND SEPARATION DOCUMENTS
- C058 AUDIT SEVERANCE PAY DOCUMENTS
- C060 AUDIT DEPENDENTS' EMERGENCY EVACUATION PAY DOCUMENTS
- C062 AUDIT DEPENDENTS' ADVANCE ALLOTMENTS
- C064 AUDIT DEPENDENCY APPLICATION/EMERGENCY DATA FORMS (NAVPERS 1070/602R)
- C066 AUDIT CAREER SEA PAY (CSP) AND CAREER SEA PAY PREMIUM (CSPP) DOCUMENTS
- C068 AUDIT FOREIGN DUTY AND HARDSHIP DUTY PAY (HDP-L, HDP-M) DOCUMENTS
- C070 AUDIT SPECIAL AND INCENTIVE PAY DOCUMENTS
- C072 AUDIT HOSTILE FIRE PAY DOCUMENTS
- C074 AUDIT HEALTH AND COMFORT PAY DOCUMENTS
- C076 AUDIT PAY ADJUSTMENT AUTHORIZATION (PAA) DOCUMENTS
- C078 AUDIT DEATH GRATUITY CLAIMS
- C082 ESTABLISH AUTOMATIC TELLER MACHINE (ATM) ACCOUNTS
- C083 CHANGE AUTOMATIC TELLER MACHINE (ATM) ACCOUNTS
- C085 AUDIT AUTOMATIC TELLER MACHINE (ATM) PAYROLL TRANSFERS
- C087 AUDIT LEAVE DOCUMENTS

D. DISTRIBUTION OF FUNDS

- D095 AUDIT CERTIFICATES OF DEPOSITS
- D099 ISSUE CHANGE FUNDS (SHIP'S STORE OPERATORS, FOOD SERVICE CASHIER, ETC)
- D102 AUDIT CHECKS FOR PUBLIC VOUCHERS
- D105 PROCURE FUNDS
- D106 PROCURE CHECKS

- D108 VERIFY AND PROCESS UNAVAILABLE CHECK CLAIMS
- D110 ACCOUNT FOR SAFEKEEPING DEPOSITS
- D116 DOCUMENT IRREGULARITIES IN DISBURSING ACCOUNTS
- D117 RESOLVE IRREGULARITIES IN DISBURSING ACCOUNTS

G. FINANCIAL RECORDS/REPORTS

- G163 VERIFY DETAILED ANALYSIS OF CASH AND OTHER ASSETS
- G165 PREPARE DISBURSING OFFICER COMMENCEMENT/RELIEVING LETTERS
- G174 VERIFY AND FILE AUTOMATIC TELLER MACHINE (ATM) REPORTS

L. SECURITY

- L207 PERFORM AUTOMATIC TELLER MACHINE (ATM) SYSTEM FUNCTIONAL CHECKS
- L208 PERFORM AUTOMATIC TELLER MACHINE (ATM) PHYSICAL SECURITY

**DISBURSING CLERK (DKC)**

D. DISTRIBUTION OF FUNDS

- D098 DISTRIBUTE CASH FUNDS TO AGENTS
- D107 ESTIMATE CASH REQUIREMENTS

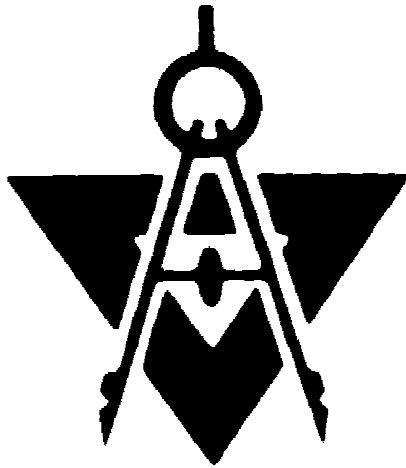
**SENIOR CHIEF DISBURSING CLERK (DKCS)**

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

**MASTER CHIEF DISBURSING CLERK (DKCM)**

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

# CHAPTER 23



## ILLUSTRATOR DRAFTSMAN (DM)

NAVPERS 18068-23A

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

ILLUSTRATOR DRAFTSMAN (DM)



SCOPE OF RATING

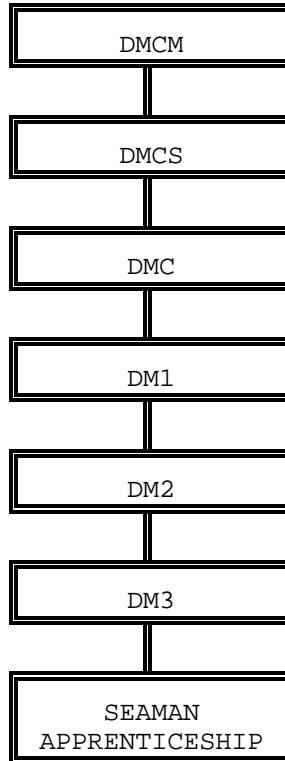
Illustrator Draftsmen (DM) design and prepare art and copy layouts for materials to be presented by visual information media; technical illustrations for training aids and printed materials; technical sketches and working drawings for the fabrication of materials; operate and maintain graphic arts reproduction and visual information presentation equipment.

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These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 23.

NAVPERS 18068-23A

**GENERAL INFORMATION**  
CAREER PATTERN



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

SPECIAL PHYSICAL REQUIREMENTS

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

CITIZENSHIP/SECURITY REQUIREMENTS

Must be eligible for access to classified information.

SAFETY

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

## **ILLUSTRATOR DRAFTSMAN (DM) FUNCTIONAL AREAS**

- A. ILLUSTRATIONS AND MEDIUMS
- B. VISUAL INFORMATION PRODUCTS
- C. COPY PREPARATIONS
- D. GRAPHICS MANAGEMENT
- E. LETTERING
- G. AIRBRUSH
- H. GRAPHIC ARTS PHOTOGRAPHY
- I. TECHNICAL DRAFTING AND DRAWING
- J. GRAPHICS EQUIPMENT MAINTENANCE
- N. COMPUTER FUNDAMENTALS

## ILLUSTRATOR DRAFTSMAN THIRD CLASS (DM3)

### A. ILLUSTRATIONS AND MEDIUMS

- A001 DRAW FREEHAND SKETCHES
- A002 SELECT CLIP ART
- A004 CREATE ORIGINAL CARTOON FIGURES
- A005 CONSTRUCT BACKGROUNDS
- A006 DRAW HUMAN FIGURES
- A007 ADD BACKGROUNDS AND PROPS TO FIGURE ILLUSTRATIONS
- A008 LOCATE FIGURES WITHIN COMPOSITIONS
- A013 CREATE PEN AND INK DRAWINGS
- A014 CREATE PENCIL DRAWINGS
- A015 CREATE PASTEL DRAWINGS
- A016 CREATE CHARCOAL DRAWINGS
- A023 SELECT COLOR SCHEME FOR ILLUSTRATIONS

### B. VISUAL INFORMATION PRODUCTS

- B001 CREATE VIEWGRAPHS
- B002 MOUNT VIEWGRAPHS
- B003 CATALOG AND FILE VIEWGRAPHS
- B005 MOUNT 35MM SLIDES
- B006 CATALOG AND FILE 35MM SLIDES
- B007 ASSEMBLE 35MM SLIDE TRAYS OR CAROUSELS
- B009 MAT AND MOUNT PHOTOGRAPHS
- B010 CREATE CHARTS AND GRAPHS
- B011 MOUNT CHARTS AND GRAPHS
- B012 CATALOG AND FILE CHARTS AND GRAPHS

### C. COPY PREPARATIONS

- C001 PREPARE THUMBNAİL SKETCHES, ROUGHS, AND COMPREHENSIVES
- C003 PASTE UP MECHANICALS
- C004 SELECT TYPE FACES
- C005 SELECT TYPE SIZES
- C006 SELECT TYPE FONTS
- C007 SELECT FORMAT
- C008 SELECT ARTWORK
- C009 CROP ARTWORK/PHOTOGRAPHS
- C010 SCALE ARTWORK/PHOTOGRAPHS
- C013 CREATE LINE COPY
- C018 PRODUCE LINE NEGATIVES
- C023 SELECT SIZES AND TYPES OF HEADLINES
- C024 SELECT SIZES OF PAGES
- C025 PRODUCE COPIES
- C027 MAKE ENTRIES IN PRINTING JOB LOGS

### D. GRAPHICS MANAGEMENT

- D006 UPDATE PICTURE MORGUE/CLIP ART FILES

#### E. LETTERING

- E001 CREATE FREEHAND LETTERING
- E005 LETTER TRANSPARENCIES
- E008 ENGRAVE SIGNS, NAMETAGS, PLAQUES, ETC.
- E009 APPLY DRY TRANSFER LETTERING

#### G. AIRBRUSH

- G002 ATTACH MOISTURE TRAPS TO AIR SOURCES
- G003 ATTACH REGULATORS TO AIR SOURCES
- G004 CUT FRISKETS/TEMPLATES
- G005 MASK AREAS
- G006 SELECT PIGMENTS FOR AIRBRUSHING
- G009 RETOUCH PHOTOGRAPHS
- G011 APPLY GRADUATED TONES

#### H. GRAPHIC ARTS PHOTOGRAPHY

- H001 REPRODUCE ARTWORK
- H005 ENLARGE OR REDUCE ARTWORK
- H006 CALCULATE EXPOSURE TIMES AND "F" STOP SETTINGS
- H007 CALCULATE PERCENTAGES OF REDUCTIONS OR ENLARGEMENTS
- H012 POSITION UNEXPOSED FILM OR PAPER IN PROCESS CAMERAS
- H013 PROGRAM COPY CAMERAS

#### I. TECHNICAL DRAFTING AND DRAWING

- I002 DRAW SCHEMATICS
- I003 DRAW WIRING DIAGRAMS
- I004 DRAW EQUIPMENT LAYOUTS
- I005 DRAW FLOOR PLANS
- I006 DRAW ORTHOGRAPHIC PROJECTIONS
- I007 DRAW OBLIQUE PROJECTIONS
- I008 DRAW ISOMETRIC PROJECTIONS
- I009 DRAW EXPLODED VIEWS
- I010 DRAW TECHNICAL SKETCHES
- I011 CREATE CONSTRUCTION DRAWINGS AND ARCHITECTURAL LAYOUTS
- I016 CREATE SHOP AND FABRICATION DRAWINGS
- I017 CREATE LAYOUTS OF ROADS, PARKING AREAS, AND EXISTING OR PROPOSED CONTOURS

#### J. GRAPHICS EQUIPMENT MAINTENANCE

- J003 CLEAN AND INSPECT REPRODUCTION EQUIPMENT
- J004 PERFORM OPERATOR ADJUSTMENTS ON REPRODUCTION EQUIPMENT
- J005 CLEAN AND INSPECT DRAWING INSTRUMENTS
- J006 CLEAN AND INSPECT TYPESETTING PAPER PROCESSORS
- J007 PERFORM OPERATOR CHECKS ON TYPESETTING PAPER PROCESSORS
- J008 PERFORM OPERATOR ADJUSTMENTS ON TYPESETTING PAPER PROCESSORS
- J012 CLEAN AND INSPECT COMPONENTS OF COPY CAMERAS
- J013 PERFORM OPERATOR CHECKS ON COPY CAMERAS
- J014 PERFORM OPERATOR ADJUSTMENTS ON COPY CAMERAS
- J015 CLEAN AND INSPECT TYPECOMPOSING EQUIPMENT



J016 PERFORM OPERATOR CHECKS ON TYPECOMPOSING EQUIPMENT  
J021 CHANGE CHEMICALS IN PROCESSORS  
J022 REPLENISH CHEMICALS IN PROCESSORS  
J027 CLEAN AND INSPECT COPIERS  
J028 REPLENISH LIQUID/DRY TONERS IN COPIERS  
J031 CLEAN AND INSPECT ENGRAVING EQUIPMENT  
J032 REMOVE AND REPLACE COMPONENTS OF ENGRAVING EQUIPMENT  
J033 CLEAN AND INSPECT FLATBED SCANNERS  
J048 TEST AND INSPECT FILM DRYERS  
J054 PERFORM OPERATOR CHECKS ON COPIERS

N. COMPUTER FUNDAMENTALS

N001 PRINT COLOR DOCUMENTS  
N002 PRINT COLOR TRANSPARENCIES  
N003 PRODUCE LARGE DRAWINGS/DOCUMENTS WITH PLOTTERS  
N004 CREATE DIRECTORIES AND SUBDIRECTORIES  
N005 RETRIEVE DIRECTORIES  
N006 MAKE CHANGES TO DIRECTORIES AND SUBDIRECTORIES  
N007 LAYOUT PROJECT DIMENSIONS  
N008 INSTALL MOUSE TYPE DEVICES  
N009 CREATE TAGS  
N010 MODIFY EXISTING TAGS  
N011 RETRIEVE EXISTING TAGS  
N012 CREATE FRAMES  
N013 RETRIEVE EXISTING FRAMES  
N014 MODIFY EXISTING FRAMES  
N015 CREATE STYLE SHEETS  
N016 MODIFY EXISTING STYLE SHEETS  
N017 RETRIEVE EXISTING STYLE SHEETS  
N019 CHANGE TEXT ATTRIBUTES

**ILLUSTRATOR DRAFTSMAN SECOND CLASS (DM2)**

A. ILLUSTRATIONS AND MEDIUMS

A009 DRAW ONE POINT PERSPECTIVES  
A010 DRAW TWO POINT PERSPECTIVES  
A011 DRAW THREE POINT PERSPECTIVES  
A012 CREATE CARICATURES  
A018 CREATE OIL PAINT ILLUSTRATIONS  
A020 CREATE TEMPERA PAINT ILLUSTRATIONS  
A021 CREATE WATER COLOR ILLUSTRATIONS  
A022 CREATE ACRYLIC PAINT ILLUSTRATIONS

B. VISUAL INFORMATION PRODUCTS

B004 CREATE ARTWORK FOR 35MM SLIDES  
B016 FABRICATE DISPLAYS AND EXHIBITS  
B019 SCAN IMAGES  
B021 INPUT IMAGES INTO LASER COPIER FROM 35MM SLIDES  
B022 INPUT IMAGES INTO LASER COPIER FROM STILL VIDEO DISKS

- B024 INPUT DIGITAL IMAGERY
- B025 TRANSFER DIGITAL IMAGERY TO 35MM FILM

#### C. COPY PREPARATIONS

- C002 SELECT PROPER PRINTING PROCESSES
- C011 SELECT INKS
- C012 SELECT PRINT STOCK
- C014 COMPOSE COPY FROM A MANUSCRIPT
- C016 CREATE CONTINUOUS-TONE COPY
- C017 CREATE HALFTONE COPY
- C019 ELIMINATE PHOTO BACKGROUNDS (SILHOUETTE)
- C020 SOFTEN BACKGROUNDS (VIGNETTE)
- C021 PREPARE COPY LAYOUTS IN SIGNATURE FORMATS
- C031 PERFORM QUALITY CONTROL INSPECTIONS

#### D. GRAPHICS MANAGEMENT

- D004 EVALUATE AND MAKE RECOMMENDATIONS ON MEDIA PRODUCTION REQUIREMENTS
- D005 REVIEW AND PROCESS WORK REQUESTS FOR ITEMS SUBJECT TO FORMS CONTROL
- D008 RESEARCH AND ESTIMATE PRINTING COSTS
- D009 CHECK PROOF SHEETS AGAINST JOB SPECIFICATIONS
- D010 RECEIVE CLASSIFIED ORIGINALS, NEGATIVES, AND COPIES
- D011 RELEASE CLASSIFIED ORIGINALS, NEGATIVES, AND COPIES

#### G. AIRBRUSH

- G001 ASSEMBLE AIRBRUSHES AND COMPRESSORS
- G007 MIX PIGMENTS FOR AIRBRUSHING
- G008 AIRBRUSH ILLUSTRATIONS/TEXTILES
- G010 APPLY EVEN TONES

#### H. GRAPHICS ARTS PHOTOGRAPHY

- H008 CREATE REVERSALS
- H009 CREATE HALFTONE POSITIVES
- H010 CREATE SPECIAL EFFECTS
- H011 CREATE FILM POSITIVES
- H014 ANNOTATE PICTURES, SLIDES, AND NEGATIVES
- H018 MEASURE GRAY SCALE RANGES
- H026 ENLARGE AND REDUCE PHOTOGRAPHS

#### I. TECHNICAL DRAFTING AND DRAWING

- I001 DRAW MAPS/NAUTICAL CHARTS
- I013 CHECK LAYOUTS AND DRAWINGS FOR TECHNICAL ACCURACY AND COMPLETENESS
- I018 CREATE AS-BUILT DRAWINGS (3-D)

#### J. GRAPHICS EQUIPMENT MAINTENANCE

- J001 CLEAN AND INSPECT VISUAL PRESENTATION EQUIPMENT
- J002 PERFORM OPERATOR ADJUSTMENTS ON VISUAL PRESENTATION EQUIPMENT
- J009 CLEAN AND INSPECT DIAZO MACHINES

J010 PERFORM OPERATOR CHECKS ON DIAZO MACHINES  
J011 PERFORM OPERATOR ADJUSTMENTS ON DIAZO MACHINES  
J017 PERFORM OPERATOR ADJUSTMENTS ON TYPECOMPOSING EQUIPMENT  
J023 CLEAN AND INSPECT EXPOSURE EQUIPMENT  
J029 CLEAN AND INSPECT THERMAL PRINTERS  
J030 PERFORM OPERATOR ADJUSTMENTS ON THERMAL PRINTERS  
J034 CLEAN AND INSPECT HAND SCANNERS  
J035 CLEAN AND INSPECT DISPLAY LETTERING COMPOSERS  
J036 PERFORM OPERATOR ADJUSTMENTS ON DISPLAY LETTERING COMPOSERS  
J037 CLEAN AND INSPECT AIRBRUSHES  
J038 PERFORM OPERATOR CHECKS ON AIRBRUSHES  
J039 PERFORM OPERATOR ADJUSTMENTS ON AIRBRUSHES  
J040 PERFORM OPERATOR CHECKS ON PROCESS CAMERAS  
J042 TEST AND INSPECT PROCESS CAMERAS

### **ILLUSTRATOR DRAFTSMAN FIRST CLASS (DM1)**

#### **B. VISUAL INFORMATION PRODUCTS**

B013 CREATE ANIMATIONS FOR TELEVISION (TV)/VIDEO GRAPHICS PRESENTATIONS  
B014 CREATE TV GRAPHICS  
B017 CATALOG AND STORE DISPLAYS AND EXHIBITS

#### **C. COPY PREPARATIONS**

C015 PROOFREAD COMPOSED TEXT COPY  
C022 PREPARE MULTI-PAGE SPREADS

#### **D. GRAPHICS MANAGEMENT**

D001 COMPILE AUDIOVISUAL PRESENTATION REPORTS  
D002 FILE AUDIOVISUAL PRESENTATION REPORTS  
D003 REVIEW WORK REQUESTS FOR COMPLIANCE WITH COPYRIGHT AND REPRODUCTION REGULATIONS

#### **N. COMPUTER FUNDAMENTALS**

N018 INSERT INDEX REFERENCES, HEADERS, AND FOOTNOTES

### **CHIEF ILLUSTRATOR DRAFTSMAN (DMC)**

#### **D. GRAPHICS MANAGEMENT**

D013 CONDUCT JOINT CONGRESSIONAL PRINT (JCP) INVENTORIES  
D014 MAKE ENTRIES IN REPROGRAPHICS PRODUCTION LOGS  
D015 PREPARE JCP FORMS 1 AND 5

**SENIOR CHIEF ILLUSTRATOR DRAFTSMAN (DMCS)**

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

**MASTER CHIEF ILLUSTRATOR DRAFTSMAN (DMCM)**

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

# CHAPTER 24

## DENTALMAN (DN)

NAVPERS 18068-24A

**DENTALMAN (DN)  
APPRENTICESHIP  
OCCUPATIONAL STANDARDS**

SCOPE OF RATING

Dentalmen (DN) assist dental officers in operative dentistry and oral diagnostic procedures; render first aid; prepare patients for treatment; sterilize and arrange dental instruments; care for dental equipment; maintain dental offices; and record dental conditions and treatment rendered.

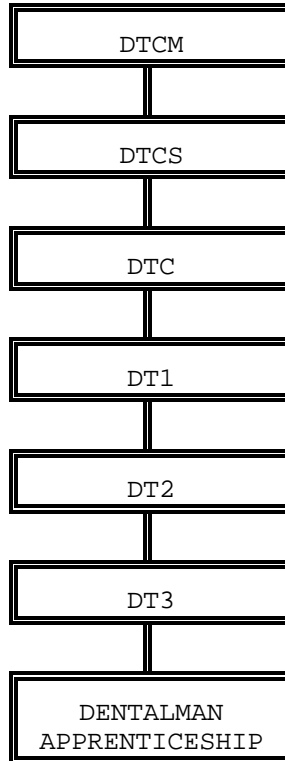
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These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 24.

(Effective February 1992)

NAVPERS 18068-24A

**GENERAL INFORMATION**  
CAREER PATTERN



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

SPECIAL PHYSICAL REQUIREMENTS

None.

CITIZENSHIP/SECURITY REQUIREMENTS

None.

SAFETY

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

**DENTALMAN (DN) APPRENTICESHIP FUNCTIONAL AREAS**

- A. EMERGENCY CARE
- B. RADIOLOGY
- C. INFECTION CONTROL
- D. CLINICAL DENTISTRY
- N. DENTAL ADMINISTRATION



## DENTALMAN (DN)

### A. EMERGENCY CARE

- A001 TAKE VITAL SIGNS
- A002 PROVIDE EMERGENCY FIRST AID TREATMENT
- A003 MAKE ASSESSMENT OF SHOCK
- A004 PROVIDE TREATMENT FOR SHOCK
- A005 MAKE ASSESSMENT OF RESPIRATORY EMERGENCIES
- A006 PROVIDE TREATMENT FOR RESPIRATORY EMERGENCIES
- A007 MAKE ASSESSMENT OF CARDIOPULMONARY EMERGENCIES
- A008 PROVIDE TREATMENT FOR CARDIOPULMONARY EMERGENCIES
- A009 MAKE ASSESSMENT OF SYNCOPE
- A010 PROVIDE TREATMENT FOR SYNCOPE

### B. RADIOLOGY

- B002 ENFORCE X-RAY PROTECTION PROCEDURES
- B003 POST ENVIRONMENTAL FILM (CONTROL FILM)
- B004 CONDUCT FUNCTIONAL CHECK OF X-RAY EQUIPMENT
- B005 MAINTAIN X-RAY LOGS
- B006 LOAD FILM CASSETTES
- B007 UNLOAD FILM CASSETTES
- B008 TAKE PANOGRAPHIC X-RAYS
- B009 TAKE INTRA-ORAL X-RAYS
- B010 DEVELOP X-RAYS (AUTOMATIC PROCESSING)
- B011 DEVELOP X-RAYS (MANUAL PROCESSING)
- B012 INSPECT DEVELOPED FILM QUALITY
- B013 MOUNT DEVELOPED X-RAYS
- B014 CLEAN AND LUBRICATE COMPONENTS OF AUTOMATIC FILM PROCESSORS
- B015 PREPARE CHEMICALS FOR FILM PROCESSING
- B016 MIX CHEMICALS FOR FILM PROCESSING
- B017 DRAIN AND REFILL PROCESSING TANKS
- B018 COLLECT AND STOW SOLUTIONS FOR RECLAMATION
- B019 COLLECT AND STOW EXPOSED FILMS FOR RECLAMATION
- B020 PERFORM LEVEL I MAINTENANCE ON INTRA-ORAL RADIOGRAPHIC EQUIPMENT
- B021 PERFORM LEVEL I MAINTENANCE ON PANORAMIC EQUIPMENT
- B022 PERFORM LEVEL I MAINTENANCE ON RADIOGRAPHIC VIEWING EQUIPMENT
- B023 CLEAN AND LUBRICATE COMPONENTS OF X-RAY EQUIPMENT
- B024 CLEAN AND LUBRICATE COMPONENTS OF AUTOMATIC X-RAY PROCESSORS
- B025 REMOVE OR REPLACE COMPONENTS OF AUTOMATIC X-RAY PROCESSORS
- B644 PERFORM DUPLICATION OF PANORAMIC X-RAYS

### C. INFECTION CONTROL

- C001 CLEAN AND SCRUB INSTRUMENTS, EQUIPMENT AND SUPPLIES
- C003 MAINTAIN A STERILE FIELD
- C004 ENFORCE STERILIZATION PROTECTION PROCEDURES
- C005 REPORT BREAKS IN ASEPTIC TECHNIQUES
- C006 DRAPE PATIENTS WITH STERILE DRAPES
- C007 DRAPE TABLES, STANDS AND EQUIPMENT
- C008 FIT AND TIE SURGICAL GOWNS ON SURGICAL TEAM MEMBERS
- C009 PERFORM SURGICAL/NONSURGICAL SCRUB, MASKING AND GLOVING PROCEDURES

C010 PREPARE DEBRIDEMENT AND DISINFECTANT CHEMICALS AND SOLUTIONS  
C011 PREPARE LINENS FOR STERILIZATION  
C012 STERILIZE DENTAL INSTRUMENT PACKS  
C013 STERILIZE DENTAL MATERIAL PACKS (LINEN, RUBBER GOODS, SUTURES)  
C016 RECEIVE CONTAMINATED INSTRUMENTS, EQUIPMENT AND MATERIALS IN CENTRAL STERILIZATION ROOM (CSR)  
C017 SEPARATE CONTAMINATED DISPOSABLES AND NON-DISPOSABLES  
C018 REMOVE AMALGAM SCRAPS FROM ASPIRATOR SYSTEMS AND CUSPIDORS  
C019 FLUSH ASPIRATOR SYSTEM WITH MERCURY DECONTAMINATION SOLUTION (HGX)  
C020 FLUSH HAND INSTRUMENTS  
C021 INSPECT DENTAL HAND INSTRUMENTS FOR DAMAGE/SHARPNESS  
C022 STORE AND INVENTORY PRESET PACKS/TRAYS  
C024 DISINFECT IMPRESSIONS  
C025 CONDUCT POST-OPERATIVE CLEANING OF DENTAL OPERATING ROOMS (DOR)  
C026 INSPECT DOR FOR CLEANLINESS  
C028 CLEAN STERILIZERS  
C645 PERFORM HAZARDOUS INFECTIOUS WASTE HANDLING PROCEDURES

#### D. CLINICAL DENTISTRY

D002 CONDUCT PRELIMINARY SCREENING OF DENTAL SICK CALL PATIENTS  
D003 CLASSIFY TEETH BY CHARACTERISTICS  
D004 CLASSIFY TEETH BY LOCATION  
D005 CLASSIFY TEETH BY NAME  
D006 CLASSIFY TEETH BY NUMBER  
D018 PERFORM USER MAINTENANCE ON AIR COMPRESSOR  
D019 PREPARE EQUIPMENT/MATERIALS FOR VITALITY TESTING  
D020 ASSIST DURING VITALITY TESTING  
D021 POSITION PATIENTS TO RECEIVE DENTAL TREATMENT  
D022 SET UP BRACKET TABLES WITH DENTAL INSTRUMENTS, MATERIALS AND ACCESSORIES  
D025 APPLY PLAQUE DISCLOSING AGENTS  
D027 SCALE TEETH (SUPRAGINGIVAL) USING MANUAL/ELECTROMECHANICAL INSTRUMENTATION  
D028 POLISH TEETH  
D029 APPLY STANNOUS FLUORIDE  
D030 APPLY TOPICAL ANESTHETIC TO GINGIVA  
D031 LOAD AND TRANSFER ANESTHETIC SYRINGES  
D032 ASSIST DURING ORAL SURGERY  
D033 CIRCULATE DURING ORAL SURGERY  
D034 MONITOR VITAL SIGNS  
D037 PREPARE, PLACE, AND REMOVE RUBBER DAMS  
D038 INSERT SALIVA EJECTOR  
D039 INSERT ROTARY CUTTING INSTRUMENTS IN DENTAL HANDPIECES  
D040 EXCHANGE AND TRANSFER DENTAL INSTRUMENTS WITH DENTAL OFFICER  
D041 REMOVE DEBRIS FROM INSTRUMENTS DURING SURGICAL PROCEDURES  
D042 RETRACT TISSUE FROM SURGICAL SITES  
D043 REMOVE FLUID AND TISSUE FROM SURGICAL SITES WITH STERILE SPONGES  
D044 SUPPORT LOWER JAW (MANDIBLE) DURING TREATMENT  
D045 HOLD TISSUE WITH TISSUE FORCEPS FOR PLACEMENT OF SUTURES  
D046 CUT LOOSE ENDS OF SUTURE MATERIAL  
D047 REMOVE SUTURES  
D048 CONTROL SECONDARY HEMORRHAGE FOLLOWING EXTRACTIONS

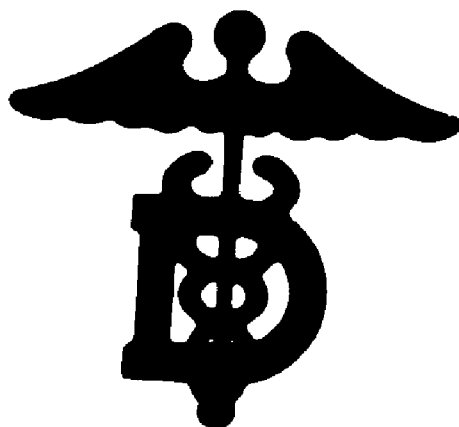
D050 EVACUATE WATER AND DEBRIS FROM ORAL CAVITIES  
D051 FLUSH AND DRY CAVITY PREPARATIONS  
D052 PLACE MATRIX (PLASTIC STRIP) IN RETAINERS  
D053 PLACE MATRIX (PLASTIC STRIP) BETWEEN TEETH  
D054 MIX DENTAL BASES AND LINERS  
D055 MIX DENTAL FILLING MATERIALS  
D056 MIX PERIODONTAL MATERIALS  
D057 PREPARE POLISHING AGENTS FOR FINISHING AMALGAM RESTORATIONS  
D059 STOW AMALGAM SCRAP  
D060 REMOVE PERIODONTAL DRESSINGS  
D061 PLACE STOPS ON ROOT CANAL INSTRUMENTS  
D062 MIX ROOT CANAL SEALERS  
D063 PERFORM PAPER POINT CULTURES  
D064 ASSIST IN BLEACHING DISCOLORED TEETH  
D065 PREPARE ZINC OXIDE AND EUGENOL SEDATIVE RESTORATIONS  
D066 PLACE AND REMOVE TEMPORARY FILLINGS  
D068 INSTRUCT PATIENTS ON HOME DENTAL CARE PROGRAM  
D069 INSTRUCT PATIENTS REGARDING RELATIONSHIP OF PLAQUE, CARIES AND ORAL HEALTH  
D070 INSTRUCT PATIENTS IN POSTOPERATIVE PROCEDURES  
D071 INSTRUCT PATIENTS IN SELF-ADMINISTRATION OF PRESCRIBED MEDICATIONS  
D073 PREPARE DENTAL INSTRUMENT PACKS  
D074 SHARPEN DENTAL HAND INSTRUMENTS  
D075 LUBRICATE SHARPENING DEVICES  
D076 CONDUCT FUNCTIONAL CHECKS ON MECHANICAL EQUIPMENT  
D079 CLEAN AND LUBRICATE DENTAL HANDPIECES  
D080 PERFORM CHAIRSIDE ASSISTANCE DURING PROSTHETIC DENTAL TREATMENTS  
D081 MIX PROSTHODONTIC MATERIAL  
D082 MIX DENTAL CEMENTS  
D083 REMOVE EXCESS CEMENTS  
D084 POUR AND SEPARATE PRELIMINARY IMPRESSIONS  
D085 MIX IMPRESSION MATERIALS  
D086 TEST AND INSPECT DENTAL HANDPIECES  
D087 CLEAN AND LUBRICATE DENTAL ENGINES  
D088 TEST AND INSPECT SPHYGMOMANOMETERS  
D089 CLEAN COMPONENTS OF SPHYGMOMANOMETERS  
D090 PERFORM LEVEL I MAINTENANCE ON DENTAL OPERATING ROOM EQUIPMENT  
D646 CLEAN AND LUBRICATE COMPONENTS OF DENTAL CHAIRS  
D647 CLEAN AND LUBRICATE COMPONENTS OF DENTAL UNITS  
D648 MIX PROSTHETIC/ORTHODONTIC RESINS  
D649 IDENTIFY SYMPTOMS OF ORAL DISEASES AND CONDITIONS  
D650 ASSIST IN TREATMENT OF ORAL DISEASES AND CONDITIONS  
D651 IDENTIFY FRACTURES OF THE TEETH  
D652 ASSIST IN TREATMENT OF FRACTURES OF THE TEETH  
D653 IDENTIFY POSTOPERATIVE PAIN  
D654 ASSIST IN TREATMENT OF POSTOPERATIVE PAIN  
D655 ASSIST IN OBTAINING BIOPSY

N. DENTAL ADMINISTRATION

N013 PREPARE DENTAL APPOINTMENT CARDS  
N015 INITIATE NEW DENTAL RECORDS  
N017 SCREEN DENTAL RECORDS

N018 FILE DENTAL RECORDS  
N021 INSTRUCT PATIENTS IN COMPLETION OF DENTAL HEALTH QUESTIONNAIRES  
N022 PREPARE HEALTH RECORD RECEIPTS  
N023 PREPARE CONSULTATION SHEETS  
N034 PREPARE DENTAL INFORMATION RETRIEVAL SYSTEM (DIRS) REPORT  
N048 ADMINISTER PRIVACY ACT STATEMENTS  
N056 COMBINE DOCTOR'S SCHEDULE WITH PATIENT LOAD SHEET  
N057 RECORD TREATMENT RENDERED AND FURTHER TREATMENT REQUIRED ON PATIENT  
DENTAL RECORDS  
N656 INPUT DATA FOR DENTAL INFORMATION RETRIEVAL SYSTEM (DIRS)  
N657 INPUT DATA FOR DENTAL MANAGEMENT INFORMATION (DENMIS) REPORTS  
N658 MAKE ENTRIES ON REPORT OF MEDICAL EXAMINATIONS  
N659 RECORD PATIENT DATA ON CONSULTATION RECORD SF-513

# CHAPTER 27



## DENTAL TECHNICIAN (DT)

NAVPERS 18068-27B

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

DENTAL TECHNICIAN (DT)



SCOPE OF RATING

Dental Technicians (DT) perform duties as assistants in the prevention and treatment of dental diseases and disabilities and in the administration of dental facilities; perform dental treatment room assistance and preventive dentistry treatment, including oral prophylaxis; rendering emergency dental first aid; expose and process dental X-ray films; prepare dental materials and medications; assist in preparation and maintenance of dental records; assist in the procurement, storage, issue and accountability of dental supplies and equipment; and during a contingency scenario integrate with and assist medical personnel in the emergency treatment of casualties. In addition, Dental Technicians may be trained and qualified in technical specialties such as advanced dental administration, dental prosthetic laboratory techniques, and maintenance and repair of dental equipment.

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These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 27.

NAVPERS 18068-27B

**GENERAL INFORMATION**

CAREER PATTERN

**644444444447**  
5 DTCM 5  
**94444; 444448**  
**64444=444447**  
5 DTCS 5  
**94444; 444448**  
**64444=444447**  
5 DTC 5  
**94444; 444448**  
**64444=444447**  
5 DT1 5  
**94444; 444448**  
**64444=444447**  
5 DT2 5  
**94444; 444448**  
**64444=444447**  
5 DT3 5  
**94444; 444448**  
**644444444=4444444447**  
5 DENTALMAN 5  
5 APPRENTICESHIP5  
**944444444444444448**

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

SPECIAL PHYSICAL REQUIREMENTS

None.

CITIZENSHIP/SECURITY REQUIREMENTS

None.

**SAFETY**

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

**DENTAL TECHNICIAN (DT) FUNCTIONAL AREAS**

- A. CONTINGENCY ROLE
- B. INFECTION CONTROL
- C. CLINICAL DENTISTRY
- D. RADIOLOGY
- E. DENTAL EQUIPMENT
- F. ADMINISTRATION/LOGISTICS
- G. DENTAL PROGRAM MANAGEMENT



## DENTAL TECHNICIAN THIRD CLASS (DT3)

### A. CONTINGENCY ROLE

- A189 PROVIDE HEALTH CARE PROVIDER LEVEL BASIC LIFE SUPPORT
- A191 DRESS WOUNDS
- A192 CONTROL HEMORRHAGE
- A193 TREAT FOR SHOCK
- A195 ASSIST FORENSIC DENTAL IDENTIFICATION
- A208 PERFORM TRIAGE
- A209 PERFORM PRELIMINARY ASSESSMENT AND TREATMENT OF CHEMICAL, BIOLOGICAL, RADIOLOGICAL (CBR) CONTAMINATED PATIENTS
- A210 DECONTAMINATE CBR CONTAMINATED PATIENTS
- A211 PERFORM PRELIMINARY ASSESSMENT AND TREATMENT OF ORTHOPEDIC INJURIES

### B. INFECTION CONTROL

- B016 PERFORM STERILIZATION MONITORING
- B017 ENFORCE STERILIZATION SAFETY PRECAUTIONS
- B019 ENFORCE INFECTION CONTROL SAFETY PRECAUTIONS
- B020 COLLECT INFECTIOUS WASTE MATERIALS
- B021 STORE INFECTIOUS WASTE MATERIALS
- B022 DISPOSE OF INFECTIOUS WASTE MATERIALS
- B025 MIX CHEMICAL DISINFECTANTS
- B026 REPLENISH CHEMICAL DISINFECTANTS
- B027 MIX ULTRASONIC SOLUTIONS
- B028 DISINFECT INSTRUMENTS
- B029 WASH INSTRUMENTS
- B030 PRESERVE INSTRUMENTS FROM RUST
- B031 PACK AND WRAP INSTRUMENTS
- B032 STERILIZE INSTRUMENTS
- B035 DISINFECT DENTAL EQUIPMENT
- B212 TRANSFER CONTAMINATED MATERIALS AND INSTRUMENTS
- B213 COLLECT LINEN
- B214 REPLACE LINEN
- B215 DISINFECT DENTAL TREATMENT ROOMS (DTR)

### C. CLINICAL DENTISTRY

- C048 SHARPEN DENTAL INSTRUMENTS
- C075 ENFORCE MERCURY SAFETY PRECAUTIONS
- C076 PREPARE MATERIEL FOR METALLIC RESTORATIONS
- C081 ASSESS ORAL CONDITIONS
- C082 ASSESS FOR SIDE EFFECTS OF MEDICATIONS AND DRUGS
- C083 PREPARE MATERIEL FOR NON-METALLIC RESTORATIONS
- C088 TAKE IMPRESSIONS
- C089 POUR IMPRESSIONS
- C090 APPLY SEALANTS
- C091 ASSEMBLE MATRIX BANDS
- C092 PLACE MATRIX BANDS
- C094 DISPOSE OF MERCURY BEARING WASTES
- C104 SCALE TEETH ELECTROMAGNETICALLY (SUPRAGINGIVAL)
- C105 SCALE TEETH MANUALLY (SUPRAGINGIVAL)

C106 POLISH TEETH  
C107 FLOSS TEETH  
C108 MIX PULP PROTECTION MATERIALS  
C109 PREPARE MATERIEL FOR PULP TESTING  
C110 FLUSH AND DRY CAVITY PREPARATIONS  
C111 EVACUATE FLUID AND DEBRIS FROM THE ORAL CAVITY  
C112 APPLY FLUORIDE  
C115 FILL OUT ANESTHESIA AND SURGICAL CONSENT FORMS  
C116 FILL OUT LIMITED DUTY AND NO DUTY CHITS  
C117 SET UP TREATMENT ROOMS  
C118 BREAK DOWN TREATMENT ROOMS  
C119 PREPARE CLAMPS AND RUBBER DAMS  
C120 PLACE CLAMPS AND RUBBER DAMS  
C121 SET UP OPERATIVE INSTRUMENT TRAYS  
C130 TAKE VITAL SIGNS  
C132 INSTRUCT PATIENTS IN ORAL HEALTH CARE  
C216 SET UP ORAL DIAGNOSIS INSTRUMENT TRAYS  
C217 PREPARE MATERIEL FOR ORAL DIAGNOSIS PROCEDURES  
C218 ASSIST IN ORAL DIAGNOSIS PROCEDURES  
C219 TREAT ORAL CONDITIONS  
C220 COUNSEL PATIENTS ON TREATMENT AND SELF CARE  
C221 PREPARE MATERIEL FOR OPERATIVE PROCEDURES  
C222 ASSIST IN OPERATIVE PROCEDURES  
C223 REMOVE CLAMPS AND RUBBER DAMS  
C224 SET UP ENDODONTIC INSTRUMENT TRAYS  
C225 PREPARE MATERIEL FOR ENDODONTIC PROCEDURES  
C226 ASSIST IN ENDODONTIC PROCEDURES  
C227 SET UP PERIODONTIC INSTRUMENT TRAYS  
C228 PREPARE MATERIEL FOR PERIODONTIC PROCEDURES  
C229 ASSIST IN PERIODONTIC PROCEDURES  
C230 SET UP PROSTHODONTIC INSTRUMENT TRAYS  
C231 PREPARE MATERIEL FOR PROSTHODONTIC PROCEDURES  
C232 ASSIST IN PROSTHODONTIC PROCEDURES  
C233 TRIM DENTAL CASTS  
C234 FABRICATE MOUTH GUARDS  
C235 FABRICATE CUSTOM TRAYS  
C236 SET UP ORAL SURGERY INSTRUMENT TRAYS  
C237 PREPARE MATERIEL FOR ORAL SURGERY PROCEDURES  
C238 ASSIST IN ORAL SURGERY PROCEDURES  
C239 SET UP PREVENTIVE DENTISTRY INSTRUMENT TRAYS  
C240 PREPARE MATERIEL FOR PREVENTIVE DENTISTRY PROCEDURES  
C241 MIX FLUORIDE

#### D. RADIOLOGY

D006 INSPECT DEVELOPED FILM QUALITY  
D007 RECOVER PROCESSING SOLUTIONS  
D008 REPLACE PROCESSING SOLUTIONS  
D009 DISPOSE OF PROCESSING SOLUTIONS  
D010 ENFORCE RADIOGRAPHIC SAFETY PRECAUTIONS  
D011 EXPOSE INTRAORAL RADIOGRAPHS  
D012 PROCESS DENTAL RADIOGRAPHS  
D013 MOUNT DENTAL RADIOGRAPHS

- D014 LABEL DENTAL RADIOGRAPHS
- D015 DUPLICATE DENTAL RADIOGRAPHS
- D243 EXPOSE EXTRAORAL RADIOGRAPHS
- D244 STORE RADIOGRAPHIC FILM
- D245 STORE PROCESSING SOLUTIONS

E. DENTAL EQUIPMENT

- E246 PERFORM LEVEL I MAINTENANCE ON DTR EQUIPMENT
- E247 PERFORM LEVEL I MAINTENANCE ON CENTRAL STERILIZATION ROOM (CSR) EQUIPMENT
- E248 PERFORM LEVEL I MAINTENANCE ON DENTAL RADIOGRAPHIC EQUIPMENT
- E249 PERFORM LEVEL I MAINTENANCE ON DENTAL LABORATORY EQUIPMENT
- E250 PREPARE MEDICAL/DENTAL MAINTENANCE WORK ORDER

F. ADMINISTRATION/LOGISTICS

- F159 SCHEDULE DENTAL APPOINTMENTS
- F160 LOG IN PATIENTS
- F162 CONDUCT PATIENT RECALL
- F164 OPEN DENTAL RECORDS
- F166 VERIFY AND UPDATE DENTAL RECORDS
- F170 PREPARE PROSTHODONTICS WORK REQUESTS
- F174 OPEN HEALTH RECORD FORMS
- F242 LIAISON BETWEEN DENTIST, STAFF, AND PATIENT TO RESOLVE PROBLEMS
- F251 ENTER PATIENT DATA INTO AUTOMATED INFORMATION SYSTEMS
- F252 RETRIEVE PATIENT DATA FROM AUTOMATED INFORMATION SYSTEMS
- F253 FILE DENTAL TREATMENT RECORDS
- F254 COMPILE DATA FOR DENTAL INFORMATION RETRIEVAL SYSTEM (DIRS) REPORTS
- F255 STOCK DENTAL SUPPLIES AND EQUIPMENT ACCORDING TO AUTHORIZED DENTAL ALLOWANCE LIST (ADAL)
- F256 STORE DENTAL SUPPLIES
- F257 INSPECT DENTAL SUPPLIES FOR SERVICEABILITY
- F258 INSPECT DENTAL INSTRUMENTS FOR SERVICEABILITY
- F259 INSPECT DENTAL EQUIPMENT FOR SERVICEABILITY

**DENTAL TECHNICIAN SECOND CLASS (DT2)**

C. CLINICAL DENTISTRY

- C260 PERFORM SIMPLE ACRYLIC REPAIR

F. ADMINISTRATION/LOGISTICS

- F161 TRACK PATIENT RECALL
- F167 TRANSFER DENTAL RECORDS
- F171 PREPARE MEDICAL EXPENSE AND PERFORMANCE REPORTING SYSTEMS (MEPRS) TIME REPORTS
- F261 IMPLEMENT DENTAL RECORDS/REPORTS MANAGEMENT PROGRAMS
- F262 COMPILE DENTAL MANAGEMENT INFORMATION SYSTEM (DENMIS) REPORTS
- F263 PREPARE REPORTS OF NARCOTICS, ALCOHOL AND CONTROLLED DRUGS
- F264 SUBMIT DENTAL LINEN REPORT

- F265 COLLECT PRECIOUS AND SPECIAL DENTAL METALS
- F266 STORE PRECIOUS AND SPECIAL DENTAL METALS

### **DENTAL TECHNICIAN FIRST CLASS (DT1)**

#### **A. CONTINGENCY ROLE**

- A204 DIRECT TRIAGE TEAMS

#### **F. ADMINISTRATION/LOGISTICS**

- F163 EVALUATE CENTRAL APPOINTMENT DESK OPERATIONS
- F176 PREPARE DENTAL EQUIPMENT AND FACILITIES REPORTS STANDARDS
- F188 SURVEY EQUIPMENT AND SUPPLIES THAT ARE NOT SERVICEABLE
- F267 REVIEW DIRS REPORTS
- F268 DISPOSE OF PRECIOUS AND SPECIAL DENTAL METALS

#### **G. DENTAL PROGRAM MANAGEMENT**

- G136 COORDINATE PATIENT CONTACT PROGRAMS
- G137 MONITOR DENTAL PATIENT ADMINISTRATIVE PROGRAMS
- G140 COORDINATE DENTAL RECORDS/REPORTS MANAGEMENT PROGRAMS

### **CHIEF DENTAL TECHNICIAN (DTC)**

#### **A. CONTINGENCY ROLE**

- A201 COORDINATE CONTINGENCY AND DISASTER (MEDICAL) PREPARATION PLANS
- A202 COORDINATE CONTINGENT'S BILLET ASSIGNMENTS
- A205 COORDINATE BATTLE DRESS STATIONS (BDS) AND BATTLE AID STATIONS (BAS)
- A206 COORDINATE TREATMENT OF MASS CASUALTIES

#### **F. ADMINISTRATION/LOGISTICS**

- F178 REVIEW STATEMENT AND INVENTORY OF PRECIOUS AND SPECIAL DENTAL METALS REPORTS

#### **G. DENTAL PROGRAM MANAGEMENT**

- G135 EVALUATE PATIENT CONTACT PROGRAMS
- G138 EVALUATE DENTAL PATIENT ADMINISTRATION PROGRAMS
- G141 EVALUATE DENTAL RECORDS/REPORTS MANAGEMENT PROGRAMS
- G143 COORDINATE CREDENTIAL PROGRAM DATA
- G144 COORDINATE DENTAL LINEN CONTROL
- G145 COORDINATE DENTAL ORGANIZATIONAL PERFORMANCE IMPROVEMENT PROGRAMS
- G146 COORDINATE PREVENTIVE DENTISTRY PROGRAMS
- G147 COORDINATE INFECTION CONTROL PROGRAM
- G148 COORDINATE INFECTIOUS WASTE PROGRAM
- G149 ADMINISTER MERCURY CONTROL PROGRAM
- G150 REVIEW PRECIOUS AND SPECIAL DENTAL METALS PROGRAM
- G152 COORDINATE MEDICAL AUGMENTATION

- G154 COORDINATE DENMIS
- G157 COORDINATE DENTAL LIAISON PROGRAM
- G158 ANALYZE REPORTS OF DEFECTIVE MEDICAL AND DENTAL EQUIPMENT

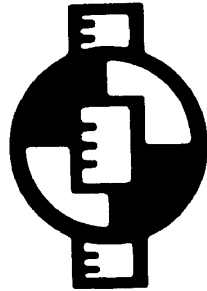
**SENIOR CHIEF DENTAL TECHNICIAN (DTCS)**

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

**MASTER CHIEF DENTAL TECHNICIAN (DTCM)**

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

# CHAPTER 28



## ENGINEERING AIDE (EA)

NAVPERS 18068-28B

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR  
ENGINEERING AIDE (EA)



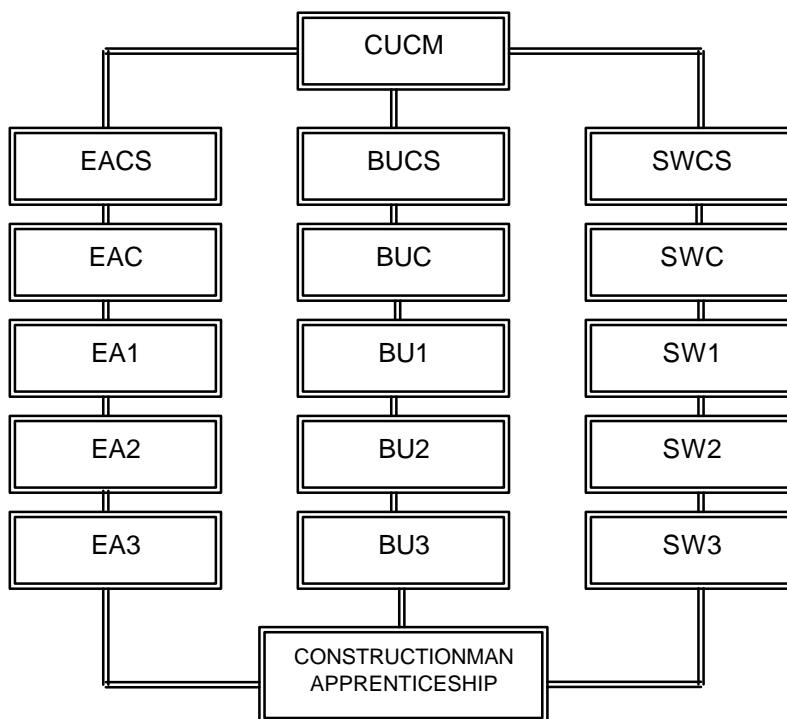
SCOPE OF RATING

Engineering Aides (EA) plan, supervise and perform tasks required in construction surveying, construction drafting, planning and estimating and quality control; prepare progress reports, time records, construction schedules and material and labor estimates; establish/operate a basic quality control system for testing soils, concrete and bituminous materials; prepare, edit and reproduce construction drawings; make control surveys, performing such tasks as running and closing traverses, staking out for excavations and obtaining and converting field notes into topographic maps; maintain individual combat readiness and perform tasks required in combat and disaster preparedness or recovery operations.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 28.

NAVPERS 18068-28B

**GENERAL INFORMATION**  
CAREER PATTERN



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

SPECIAL PHYSICAL REQUIREMENTS

None.

CITIZENSHIP/SECURITY REQUIREMENTS

None.

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



## **ENGINEERING AIDE (EA) FUNCTIONAL AREAS**

- A. TECHNICAL ADMINISTRATION
- B. GENERAL ADMINISTRATION
- C. ENVIRONMENTAL PROTECTION
- D. CONSTRUCTION SUPPORT
- E. CONSTRUCTION OPERATIONS
- F. QUALITY ASSURANCE
- G. CONSTRUCTION COMBAT READINESS
- H. COMPUTER-AIDED DESIGNS (CAD)
- I. SURVEYING
- J. AUTOMATED SURVEYING
- K. MATERIAL TESTING
- L. PLANNING, ESTIMATING AND SCHEDULING
- M. CONVENTIONAL DRAFTING

## **ENGINEERING AIDE THIRD CLASS (EA3)**

### **A. TECHNICAL ADMINISTRATION**

- A001 INVENTORY TOOL KITS
- A002 PREPARE TIME CARDS
- A003 INVENTORY ENGINEERING TECHNICAL LIBRARY
- A004 FILE CONSTRUCTION DRAWINGS
- A005 INVENTORY DRAFTING/DESIGN SOFTWARE AND FILES

### **B. GENERAL ADMINISTRATION**

- B001 INVENTORY AND PROCURE SUPPLIES FOR OPERATIONS DEPARTMENT
- B002 FILE CHARTS AND GRAPHS

### **C. ENVIRONMENTAL PROTECTION**

- C001 PERFORM HAZARDOUS MATERIAL (HAZMAT) INVENTORIES
- C002 UPDATE MATERIAL SAFETY DATA SHEETS (MSDS)
- C003 REVIEW HAZARDOUS MATERIAL USER'S GUIDE (HMUG)
- C004 INSPECT HAZARDOUS MATERIAL STORAGE AREAS
- C005 CLEAN AND INSPECT HAZARDOUS MATERIAL CONTAINERS
- C006 CONDUCT SWIPE AND LEAK TESTS ON NUCLEAR MOISTURE DENSITY METERS

### **D. CONSTRUCTION SUPPORT**

- D001 PREPARE MATERIAL FOR EMBARKATION

### **E. CONSTRUCTION OPERATIONS**

- E001 PERFORM STANDARD NAVAL CONSTRUCTION FORCE (NCF) HAND SIGNALS IN EQUIPMENT OPERATIONS
- E002 PERFORM OPERATORS MAINTENANCE ON VARIOUS SOIL, SURVEYING AND DRAFTING ROOM EQUIPMENT
- E003 LAYOUT ADVANCED BASE FUNCTIONAL COMPONENTS (ABFC)

### **G. CONSTRUCTION COMBAT READINESS**

- G001 ADMINISTER FIRST AID UNDER COMBAT CONDITIONS
- G002 PERFORM AMBUSH COUNTERMEASURES
- G003 PERFORM SURVIVAL, EVASION, RESISTANCE AND ESCAPE PROCEDURES
- G006 PERFORM CHEMICAL, BIOLOGICAL AND RADIOLOGICAL (CBR) DEFENSIVE MEASURES
- G007 PERFORM DUTIES OF GRENADEIER
- G010 PERFORM DUTIES OF FIRE TEAM AUTOMATIC RIFLEMAN
- G011 PERFORM LAND-BASED COMBAT DUTIES UNDER CHEMICAL, BIOLOGICAL AND RADIOLOGICAL (CBR) CONDITIONS
- G012 PLACE TRIP FLARES AND OTHER EARLY WARNING DEVICES
- G013 CONDUCT BOOBY TRAP COUNTERMEASURES
- G014 TRANSPORT PERSONNEL INJURED IN COMBAT
- G015 PERFORM MINOR REPAIR ON TACTICAL FIELD TELEPHONE SYSTEMS
- G019 PERFORM FIELD SANITATION PROCEDURES
- G020 CONDUCT PATROLS
- G021 PERFORM DUTIES OF FIRE TEAM LEADER
- G026 PLACE PROTECTIVE AND TACTICAL WIRE ENTANGLEMENTS

- G029 MANEUVER FIRE TEAM USING ARM AND HAND SIGNALS
- G046 PERFORM LAND NAVIGATION PROCEDURES
- G047 OPERATE NIGHT VISION EQUIPMENT
- G048 INSTALL TACTICAL FIELD TELEPHONE SYSTEMS
- G049 OPERATE TACTICAL FIELD TELEPHONE SYSTEMS
- G050 PERFORM ENEMY PRISONER OF WAR (EPW) HANDLING PROCEDURES

#### H. COMPUTER-AIDED DRAFTING (CAD)

- H001 OPERATE COMPUTER-AIDED DRAFTING (CAD) DRAFTING EQUIPMENT
- H002 PERFORM COMPUTER-AIDED DRAFTING (CAD) FUNDAMENTALS
- H003 REVIEW COMPUTER-AIDED DRAFTING (CAD) DRAWINGS
- H004 REVISE COMPUTER-AIDED DRAFTING (CAD) DRAWINGS
- H005 PRINT/PLOT COMPUTER-AIDED DRAFTING (CAD) DRAWINGS

#### I. SURVEYING

- I001 PLACE CONSTRUCTION SURVEY STAKES, HUBS AND BATTERBOARDS
- I002 LOCATE MONUMENTS AND REFERENCES
- I003 MARK CONSTRUCTION SURVEY STAKES, HUBS AND BATTERBOARDS
- I004 DETERMINE DIFFERENCES IN ELEVATION FROM STADIA OBSERVATIONS
- I005 DETERMINE HORIZONTAL DISTANCES FROM STADIA OBSERVATIONS
- I006 EVALUATE BUILDING LAYOUTS BY COMPUTING DIAGONALS
- I007 CALCULATE AZIMUTHS, BEARINGS AND DEFLECTION ANGLES
- I008 STAKE OUT FOR CUTS AND FILLS (SLOPE STAKES)
- I009 STAKE OUT FOR CLEARING, GRUBBING AND ROUGH GRADING
- I010 LOCATE UNDER-GROUND UTILITIES
- I011 EMPLOY STANDARD SURVEYOR'S HAND SIGNALS AND VOICE COMMANDS
- I012 ESTABLISH VERTICAL CONTROL
- I013 PERFORM CHAINING OPERATIONS
- I014 PREPARE SURVEY FIELD NOTES
- I015 DETERMINE VERTICAL ANGLE MEASUREMENTS
- I016 DETERMINE HORIZONTAL ANGLE MEASUREMENTS
- I017 PERFORM TRAVERSING OPERATIONS
- I018 CALCULATE AREA AND VOLUME OF GEOMETRIC FIGURES
- I019 DETERMINE LINEAR ERROR OF CLOSURE
- I020 DETERMINE CORRECTIONS FOR TEMPERATURE, SAG AND SLOPE IN CHAINING OPERATIONS
- I021 DETERMINE GROUND ELEVATIONS FROM DIRECT LEVELING OBSERVATIONS
- I022 PERFORM SURVEYING EQUIPMENT FIELD TESTS
- I023 PERFORM INDIRECT LEVELING SURVEYS

#### J. AUTOMATED SURVEYING

- J001 PERFORM AUTOMATED SURVEYING
- J002 EVALUATE ELECTRONIC FIELD DATA
- J003 PRODUCE DRAWINGS FROM COLLECTION DATA
- J004 OPERATE AUTOMATED SURVEY EQUIPMENT

#### K. MATERIAL TESTING

- K001 PERFORM SPECIFIC GRAVITY TESTS
- K002 PERFORM SIEVE ANALYSIS TESTS
- K003 PERFORM ATTERBERG LIMIT TESTS

- K004 OBTAIN FRESH CONCRETE SPECIMENS
- K005 OBTAIN UNDISTURBED SOIL SAMPLES
- K006 PERFORM SLUMP TESTS
- K007 OBTAIN DENSITY AND MOISTURE CONTENT OF SOIL USING NUCLEAR MOISTURE/DENSITY METER
- K008 DETERMINE SOIL MOISTURE CONTENT
- K009 DETERMINE IN-PLACE SOIL DENSITIES USING SAND CONE METHOD
- K010 PERFORM MOISTURE/DENSITY RELATIONSHIP TESTS
- K011 DETERMINE SOIL BEARING CAPACITIES
- K012 PERFORM HYDROMETER ANALYSIS TESTS
- K013 MOLD CONCRETE SPECIMENS FOR FLEXURAL STRENGTH TESTS
- K014 OBTAIN DISTURBED SOIL SAMPLES
- K015 PERFORM CONCRETE FLEXURAL STRENGTH TESTS
- K016 PERFORM CONCRETE COMPRESSIVE STRENGTH TESTS
- K017 MOLD CONCRETE SPECIMENS FOR COMPRESSIVE STRENGTH TESTS
- K018 CLASSIFY SOILS USING LABORATORY TESTS
- K019 CLASSIFY SOILS USING FIELD IDENTIFICATION METHODS

#### M. CONVENTIONAL DRAFTING

- M001 PREPARE DRAWINGS USING CONSTRUCTION STANDARDS (CONVENTIONS, SYMBOLS AND FORMATS)
- M002 PREPARE RED-LINE DRAWINGS
- M003 PREPARE AS-BUILT DRAWINGS
- M004 PREPARE CIVIL PLANS BASED ON FIELD NOTES, CONSTRUCTION PLANS AND AREA MAPS
- M005 PREPARE PLUMBING PLANS AND ISOMETRIC DIAGRAMS
- M006 PREPARE ARCHITECTURAL PLANS
- M007 PREPARE SKETCHES
- M008 UPDATE DRAWINGS
- M009 PREPARE AND UPDATE CHARTS FOR PRESENTATION
- M010 PREPARE ORTHOGRAPHIC DRAWINGS
- M011 PLOT PROFILES FROM FIELD NOTES, PLANS AND MAPS
- M012 PREPARE CROSS SECTIONS FROM FIELD NOTES, PLANS AND MAPS
- M013 PREPARE SHOP DRAWINGS
- M014 DRAW TOPOGRAPHIC MAPS
- M015 PREPARE ARCHITECTURAL SECTIONS AND DETAILS
- M016 PREPARE ELECTRICAL PLANS DIAGRAMS AND DETAILS
- M017 OPERATE REPRODUCTION EQUIPMENT
- M018 PREPARE STRUCTURAL PLANS
- M019 PREPARE STRUCTURAL DETAILS

### **ENGINEERING AIDE SECOND CLASS (EA2)**

#### A. TECHNICAL ADMINISTRATION

- A006 UPDATE AND FILE ENGINEERING PROJECT FILES

#### B. GENERAL ADMINISTRATION

- B003 USE NETWORK ANALYSIS
- B004 PREPARE AND UPDATE PROJECT PROGRESS CHARTS
- B005 MAINTAIN SOILS AND SURVEYING FILES FOR REPORTS AND CORRESPONDENCE

C. ENVIRONMENTAL PROTECTION

- C007 IMPLEMENT HAZARDOUS MATERIAL DISPOSAL METHOD
- C008 PERFORM ASSISTANT RADIATION SAFETY OFFICER (ARSO) DUTIES

D. CONSTRUCTION SUPPORT

- D002 PREPARE AIRCRAFT AND SHIP LOAD PLANS

E. CONSTRUCTION OPERATIONS

- E004 DIRECT MAINTENANCE ON SOIL, SURVEYING, AND DRAFTING ROOM EQUIPMENT
- E005 ASSIST PLANNING ADVANCED BASE FUNCTIONAL COMPONENTS (ABFC) INSTALLATION

G. CONSTRUCTION COMBAT READINESS

- G024 EMPLOY CLAYMORE MINES
- G025 POSITION PERIMETER GUARDS
- G030 PREPARE ROUGH MAPS, FIELD SKETCHES, AND OVERLAYS
- G037 DIRECT INSTALLATION OF PROTECTIVE AND TACTICAL WIRE ENTANGLEMENTS

H. COMPUTER-AIDED DRAFTING (CAD)

- H006 DIRECT COMPUTER-AIDED DRAFTING (CAD) OPERATIONS

I. SURVEYING

- I024 ADJUST ANGULAR ERROR OF CLOSURES (TRAVERSE)
- I025 CALCULATE LOCATION OF STATION POINTS ON HORIZONTAL AND VERTICAL CURVES
- I026 LAY OUT HORIZONTAL AND VERTICAL CURVES
- I027 CALCULATE ALLOWABLE ERRORS FOR LEVEL NETS
- I028 ADJUST LEVEL NETS
- I029 CONDUCT ROUTE, PROFILE SURVEYS AND CROSS SECTIONS
- I030 ESTABLISH REFERENCE BASE LINES DURING SURVEY OPERATIONS
- I031 SELECT VERTICAL AND HORIZONTAL SURVEY CONTROL POINTS
- I032 PERFORM LEVEL AND TRANSIT SURVEY CREW LEADER DUTIES
- I033 CONDUCT TOPOGRAPHIC SURVEY OPERATIONS
- I034 LOCATE AND RE-ESTABLISH PROPERTY BOUNDARIES
- I035 CONDUCT PRELIMINARY SURVEYS
- I036 ESTABLISH HORIZONTAL CONTROLS
- I037 PERFORM LAND AREA CALCULATIONS
- I038 LOCATE OFF-SHORE POINTS
- I039 DETERMINE PILE LOCATIONS
- I040 PREPARE PILE DRIVING LOGS
- I041 PERFORM MINOR ADJUSTMENTS ON SURVEYING EQUIPMENT
- I042 TIE-IN HORIZONTAL CONTROL STATIONS WITH GRID COORDINATE SYSTEMS
- I043 CONDUCT FINAL LOCATION SURVEYS
- I044 UPDATE PILE DRIVING LOGS

J. AUTOMATED SURVEYING

- J005 OPERATE GLOBAL POSITIONING SYSTEM (GPS) EQUIPMENT
- J006 PERFORM AUTOMATED SURVEY CREW LEADER DUTIES

K. MATERIAL TESTING

- K020 PERFORM BITUMINOUS MATERIALS IDENTIFICATION TESTS
- K021 PERFORM TESTS ON AGGREGATES USED FOR CONCRETE AND FLEXIBLE PAVEMENT MIXTURE DESIGNS
- K022 DETERMINE UNIT WEIGHTS OF FINE OR COARSE AGGREGATES
- K023 OBTAIN ASPHALT CORE SAMPLES
- K024 OBTAIN ASPHALT SAMPLES
- K025 CONDUCT SOILS EXPLORATION
- K026 WRITE SOIL TECHNICAL REPORTS
- K027 PERFORM MARSHALL STABILITY TESTS
- K028 PERFORM NON-DESTRUCTIVE TESTS OF IN-PLACE CONCRETE
- K029 PERFORM CALIFORNIA BEARING RATIO TESTS
- K030 PERFORM ASPHALT EXTRACTION TESTS
- K031 PERFORM AIR ENTRAINMENT TESTS

L. PLANNING, ESTIMATING AND SCHEDULING

- L001 DETERMINE VOLUME OF HORIZONTAL CONSTRUCTION MATERIALS FROM DRAWINGS AND SPECIFICATIONS
- L002 DETERMINE EARTHWORK USING MASS DIAGRAM METHODS
- L003 PREPARE TIME, LABOR, MATERIAL, AND COST ESTIMATES BASED ON DRAWINGS, SPECIFICATIONS AND GUIDES
- L004 PREPARE NETWORK ANALYSIS

M. CONVENTIONAL DRAFTING

- M020 EDIT DRAFTING WORK
- M021 DEVELOP MAPS
- M022 PREPARE MECHANICAL PLANS, LAYOUTS, DIAGRAMS, AND DETAILS
- M023 PREPARE ELECTRICAL DISTRIBUTION PLANS, LAYOUTS, DIAGRAMS AND DETAILS
- M024 PREPARE WATER DISTRIBUTION AND SEWAGE COLLECTION PLANS, LAYOUTS, DIAGRAMS, AND DETAILS
- M025 DESIGN ROADS AND PARKING AREAS
- M026 DESIGN ARCHITECTURAL SECTIONS AND DETAILS
- M027 DESIGN ELECTRICAL PLANS, DIAGRAMS AND DETAILS
- M028 DESIGN STRUCTURAL PLANS
- M029 DESIGN STRUCTURAL DETAILS
- M030 DESIGN MECHANICAL PLANS, LAYOUTS, DIAGRAMS AND DETAILS

**ENGINEERING AIDE FIRST CLASS (EA1)**

A. TECHNICAL ADMINISTRATION

- A007 COMPILE DATA FOR PROJECT COMPLETION REPORTS (PCR)
- A008 PREPARE WORK SCHEDULES
- A009 CONDUCT SEABEE SKILLS ASSESSMENT PROGRAM (SSAP) INTERVIEWS
- A010 ADMINISTER SEABEE SKILLS ASSESSMENT PROGRAM (SSAP)
- A011 PERFORM FACILITIES MAINTENANCE INSPECTIONS

B. GENERAL ADMINISTRATION

- B006 PRIORITIZE WORK SCHEDULES
- B007 COORDINATE ENGINEERING OFFICE AND FIELD OPERATIONS
- B008 COORDINATE PREPARATION OF MATERIALS AND EQUIPMENT FOR EMBARKATION

C. ENVIRONMENTAL PROTECTION

- C009 CONTROL ENVIRONMENTAL PROTECTION FOR NAVAL CONSTRUCTION FORCE (NCF) AND PUBLIC WORKS (PW)
- C010 PERFORM RADIATION SAFETY OFFICER (RSO) DUTIES

E. CONSTRUCTION OPERATIONS

- E006 PROVIDE TECHNICAL EXPERTISE ON SOILS, SURVEYING AND DRAFTING ROOM EQUIPMENT MAINTENANCE
- E007 COORDINATE ADVANCED BASE FUNCTIONAL COMPONENTS (ABFC) INSTALLATION
- E008 PREPARE PROJECT PACKAGES

F. QUALITY ASSURANCE

- F001 PERFORM CONSTRUCTION INSPECTIONS
- F002 INSPECT PREPARED AREAS FOR CONCRETE PLACEMENT
- F003 INSPECT CONCRETE PLACEMENT OPERATIONS
- F004 INSPECT PREPARED AREAS FOR ASPHALT PLACEMENT

G. CONSTRUCTION COMBAT READINESS

- G031 PERFORM DUTIES OF RIFLE SQUAD LEADER
- G032 PERFORM DUTIES OF RIFLE PLATOON GUIDE
- G033 PERFORM DUTIES OF RIFLE PLATOON PETTY OFFICER
- G038 INSTRUCT PERIMETER GUARDS
- G039 DIRECT INSTALLATION OF TRIP FLARES AND OTHER EARLY WARNING DEVICES

I. SURVEYING

- I045 ESTABLISH HORIZONTAL CONTROL OPERATIONS BY TRIANGULATIONS
- I046 DIRECT LEVELING SURVEY PARTIES
- I047 DIRECT TOPOGRAPHIC SURVEY OPERATIONS
- I048 DIRECT CONSTRUCTION SURVEY OPERATIONS
- I049 VERIFY ACCURACY AND QUALITY OF SURVEY NOTE KEEPING AND DATA TABULATIONS

K. MATERIAL TESTING

- K032 EVALUATE MATERIAL TESTING RESULTS
- K033 MONITOR CONCRETE BATCH OPERATIONS
- K034 DIRECT MATERIALS TESTING OPERATIONS
- K035 PREPARE CONCRETE DESIGN MIXES
- K036 PREPARE BITUMINOUS DESIGN MIXES
- K037 PREPARE SOIL STABILIZATION DESIGN MIXES

L. PLANNING, ESTIMATING AND SCHEDULING

- L005 WRITE CONSTRUCTION PROJECTS SPECIFICATIONS
- L006 PREPARE PROJECT SCHEDULES BASED ON ESTIMATES

M. CONVENTIONAL DRAFTING

- M031 DEVELOP SITE ADAPTATION CHANGES FOR BUILDINGS AND STRUCTURES
- M032 DETERMINE DRAINAGE AREAS USED IN DITCH AND CULVERT DESIGNS
- M033 PREPARE DESIGN SKETCHES
- M034 REVIEW ALTERNATE DESIGNS AND CONSTRUCTION CONCEPTS
- M035 DEVELOP ALTERNATE CONSTRUCTION DESIGNS
- M036 REVIEW DRAWINGS TECHNICAL ACCURACY AND COMPLETENESS

**CHIEF ENGINEERING AIDE (EAC)**

A. TECHNICAL ADMINISTRATION

- A012 PROVIDE TECHNICAL ASSISTANCE ON PLANS AND SPECIFICATIONS

B. GENERAL ADMINISTRATION

- B009 DETERMINE PERSONNEL AND WORK ASSIGNMENT BASED ON SEABEE SKILLS ASSESSMENT PROGRAM (SSAP) DATA ANALYSIS
- B010 PROCESS FIELD ADJUSTMENT REQUEST
- B011 COORDINATE TURNOVER OF PROJECTS, MATERIALS AND RELATED EQUIPMENT
- B012 MANAGE UTILITIES AND ENERGY CONSERVATION PROGRAMS
- B013 IMPLEMENT MAINTENANCE AND COST CONTROL PROGRAMS
- B014 COORDINATE CONSTRUCTION PROJECTS ASSIGNED TO A COMPANY OR DETACHMENT
- B015 DIRECT OPERATION AND MAINTENANCE OF UTILITIES
- B016 DIRECT REPAIR, ALTERATION AND MAINTENANCE OF FACILITIES
- B017 COORDINATE PROJECTS BETWEEN COMMANDS AND CUSTOMERS

C. ENVIRONMENTAL PROTECTION

- C011 MANAGE RADIATION SAFETY PROGRAM IN THE NAVAL CONSTRUCTION FORCE (NCF) UNIT
- C012 MANAGE ENVIRONMENTAL PROTECTION PROGRAMS AT NAVAL CONSTRUCTION FORCE (NCF) AND PUBLIC WORKS (PW)

D. CONSTRUCTION SUPPORT

- D003 COORDINATE NAVAL CONSTRUCTION FORCE (NCF) AND PUBLIC WORKS (PW) UNITS OPERATIONS

E. CONSTRUCTION OPERATIONS

- E009 PERFORM DETACHMENT ASSISTANT OFFICER IN CHARGE DUTIES

F. QUALITY ASSURANCE

- F005 ADMINISTER CONSTRUCTION QUALITY CONTROL PROGRAMS
- F006 ADMINISTER TOOL KIT INVENTORY AND INSPECTION PROGRAMS
- F007 ADMINISTER SHORE FACILITIES INSPECTION PROGRAMS

G. CONSTRUCTION COMBAT READINESS

- G041 PERFORM DUTIES OF PLATOON COMMANDER
- G044 ASSIST IN OPERATION OF COMMAND OPERATIONS CENTER (COC)



**SENIOR CHIEF ENGINEERING AIDE (EACS)**

**A. TECHNICAL ADMINISTRATION**

A013 PROVIDE TECHNICAL ADVICE FOR CONSTRUCTION OPERATIONS

**D. CONSTRUCTION SUPPORT**

D004 PERFORM READY RESERVE SITE SUPERVISOR DUTIES

D005 PERFORM FACILITIES MANAGER/OPERATIONS SUPERVISOR AT PUBLIC WORKS DEPARTMENT/CENTER (PWD) (PWC) DUTIES

**E. CONSTRUCTION OPERATIONS**

E010 PERFORM CONSTRUCTION BATTALION UNIT (CBU) ASSISTANT OFFICER IN CHARGE DUTIES

E011 PERFORM NAVAL MOBILE CONSTRUCTION BATTALION (NMCB) OPERATIONS CHIEF DUTIES

**G. CONSTRUCTION COMBAT READINESS**

G042 ASSIST IN OPERATION OF COMPANY COMMAND POSTS

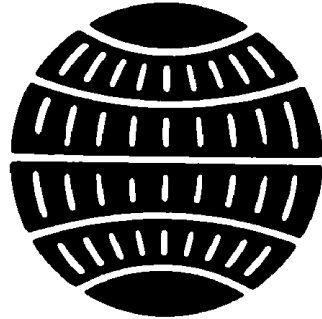
G043 ASSIST IN PREPARATION OF COMPANY DEFENSE PLANS

**MASTER CHIEF CONSTRUCTIONMAN (CUCM)**

**D. CONSTRUCTION SUPPORT**

D006 ASSIST IN MANAGEMENT AND OPERATIONS OF NAVAL MOBILE CONSTRUCTION BATTALION (NMCB), CONSTRUCTION BATTALION UNIT (CBU), AND PUBLIC WORKS DEPARTMENT (PWD)

# CHAPTER 29



## ELECTRICIAN'S MATE (EM)

NAVPERS 18068-29D

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

ELECTRICIAN'S MATE (EM)



SCOPE OF RATING

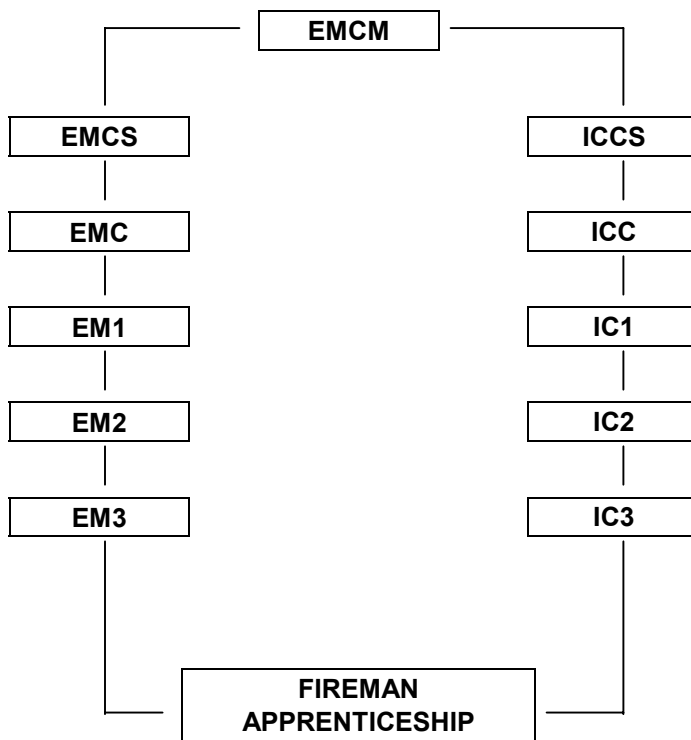
Electrician's Mates (EM) stand watch on generators, switchboards, control equipment and electrical equipment; operate and perform organizational and intermediate maintenance on power and lighting circuits, electrical fixtures, motors, generators, voltage and frequency regulators, controllers, distribution switchboards and other electrical equipment; test for short circuits, ground or other casualties; and rebuild electrical equipment, including solid state circuitry elements, in an electrical shop.

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These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 29.

NAVPERS 18068-29D

**GENERAL INFORMATION**  
CAREER PATTERN



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

SPECIAL PHYSICAL REQUIREMENTS

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

CITIZENSHIP/SECURITY REQUIREMENTS

None.

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

**ELECTRICIAN'S MATE (EM) FUNCTIONAL AREAS**

- A. ELECTRICAL INSTALLATIONS
- B. POWER DISTRIBUTION
- C. MOTORS AND GENERATORS
- D. LIGHTING SYSTEMS
- F. DEGAUSSING SYSTEMS
- G. AUXILIARY ELECTRICAL EQUIPMENT
- H. ELEVATORS AND CONVEYORS
- I. LIFTING EQUIPMENT
- J. SMALL CRAFT
- K. TECHNICAL ADMINISTRATION

## ELECTRICIAN'S MATE THIRD CLASS (EM3)

### A. ELECTRICAL INSTALLATIONS

- A004 CLEAN, INSPECT AND TEST COMPONENTS OF POWER CASUALTY CABLES
- A007 TROUBLESHOOT AND REPAIR COMPONENTS OF POWER CASUALTY CABLES
- A011 FABRICATE SHORE POWER CABLES
- A012 CLEAN, INSPECT AND TEST COMPONENTS OF SHORE POWER CABLES
- A018 RIG AND UNRIG SHORE POWER CABLES
- A024 CLEAN, INSPECT AND TEST GROUNDING STRAPS
- A026 REPAIR AND REPLACE GROUNDING STRAPS
- A028 MEASURE CURRENT, VOLTAGE AND RESISTANCE
- A554 TROUBLESHOOT, REPAIR AND TEST DERANGED OR DAMAGED ELECTRICAL EQUIPMENT
- A555 INSTALL PERMANENT CABLES
- A563 IDENTIFY AND ISOLATE DERANGED OR DAMAGED ELECTRICAL EQUIPMENT
- A564 RIG AND UNRIG CASUALTY POWER CABLES

### B. POWER DISTRIBUTION

- B029 CLEAN, INSPECT AND TEST COMPONENTS OF AUTOMATIC BUS TRANSFERS (ABT)
- B033 TROUBLESHOOT AND REPAIR COMPONENTS OF AUTOMATIC BUS TRANSFERS (ABT)
- B036 CLEAN, INSPECT AND TEST COMPONENTS OF MANUAL BUS TRANSFERS (MBT)
- B040 TROUBLESHOOT AND REPAIR COMPONENTS OF MANUAL BUS TRANSFERS (MBT)
- B043 CLEAN, INSPECT AND LUBRICATE COMPONENTS OF ELECTRICAL DISTRIBUTION SWITCHBOARDS
- B044 CLEAN, INSPECT AND TEST ELECTRICAL POWER MONITORING SYSTEMS
- B045 TEST AND OPERATE COMPONENTS OF ELECTRICAL DISTRIBUTION SWITCHBOARDS
- B047 TROUBLESHOOT AND REPAIR COMPONENTS OF ELECTRICAL DISTRIBUTION SWITCHBOARDS
- B058 TROUBLESHOOT AND REPAIR COMPONENTS OF CASUALTY POWER SYSTEMS
- B062 CLEAN, INSPECT AND TEST COMPONENTS OF CASUALTY POWER SYSTEMS
- B068 CLEAN, INSPECT AND TEST COMPONENTS OF POWER DISTRIBUTION SYSTEMS
- B070 TROUBLESHOOT AND REPAIR COMPONENTS OF POWER DISTRIBUTION SYSTEMS
- B071 CLEAN, INSPECT AND TEST STORAGE BATTERIES
- B073 CLEAN, INSPECT AND TEST BATTERY SUPPORT SYSTEMS
- B074 TROUBLESHOOT AND REPAIR BATTERY SUPPORT SYSTEMS

### C. MOTORS AND GENERATORS

- C081 CLEAN, INSPECT AND TEST ELECTRICAL COMPONENTS OF SHIP'S SERVICE GENERATORS (SSG)
- C088 CLEAN, INSPECT AND TEST MOTOR GENERATOR (MG) SETS
- C104 CLEAN, INSPECT AND TEST COMPONENTS OF ALTERNATING CURRENT (AC) MOTORS
- C108 TROUBLESHOOT AND REPAIR COMPONENTS OF ALTERNATING CURRENT (AC) MOTORS
- C112 CLEAN, INSPECT AND TEST COMPONENTS OF DIRECT CURRENT (DC) GENERATORS
- C116 TROUBLESHOOT AND REPAIR COMPONENTS OF DIRECT CURRENT (DC) GENERATORS
- C120 CLEAN, INSPECT AND TEST DIRECT CURRENT (DC) MOTORS
- C124 TROUBLESHOOT AND REPAIR COMPONENTS OF DIRECT CURRENT (DC) MOTORS
- C556 CLEAN AND INSPECT BRUSH RIGGING ASSEMBLIES
- C557 SEAT BRUSHES
- C558 ADJUST BRUSH SPRING TENSION

### D. LIGHTING SYSTEMS

- D130 CLEAN, INSPECT AND TEST COMPONENTS OF SHIP'S GENERAL LIGHTING SYSTEMS
- D131 INSTALL COMPONENTS OF SHIP'S GENERAL LIGHTING SYSTEMS

- D132 TROUBLESHOOT AND REPAIR COMPONENTS OF SHIP'S GENERAL LIGHTING SYSTEMS
- D133 CLEAN, INSPECT AND TEST COMPONENTS OF SHIP'S NAVIGATION AND SIGNAL LIGHTING SYSTEMS
- D134 TROUBLESHOOT AND REPAIR COMPONENTS OF SHIP'S NAVIGATION AND SIGNAL LIGHTING SYSTEMS
- D135 CLEAN, INSPECT AND TEST COMPONENTS OF FLIGHT DECK LIGHTING SYSTEMS
- D136 TROUBLESHOOT AND REPAIR COMPONENTS OF FLIGHT DECK LIGHTING SYSTEMS

#### F. DEGAUSSING SYSTEMS

- F152 CLEAN, INSPECT AND TEST COMPONENTS OF DEGAUSSING SYSTEMS
- F157 TROUBLESHOOT AND REPAIR COMPONENTS OF DEGAUSSING SYSTEMS

#### G. AUXILIARY ELECTRICAL EQUIPMENT

- G166 CLEAN, INSPECT AND TEST CIRCUIT BREAKERS
- G168 TROUBLESHOOT AND REPAIR CIRCUIT BREAKERS
- G174 TROUBLESHOOT AND REPAIR BATTERIES
- G175 CHARGE BATTERIES
- G176 CLEAN, INSPECT AND TEST COMPONENTS OF CATHODIC PROTECTION SYSTEMS
- G177 TROUBLESHOOT AND REPAIR COMPONENTS OF CATHODIC PROTECTION SYSTEMS
- G184 CLEAN, INSPECT AND TEST COMPONENTS OF SHIP'S STEERING CONTROL SYSTEMS
- G185 TROUBLESHOOT AND REPAIR COMPONENTS OF SHIP'S STEERING CONTROL SYSTEMS
- G187 CLEAN, INSPECT AND TEST MAGNETIC CONTROLLERS
- G188 TROUBLESHOOT AND REPAIR MAGNETIC CONTROLLERS
- G189 CLEAN, INSPECT AND TEST PROGRAMMABLE LOGIC CONTROLLERS (PLC)
- G198 CLEAN, INSPECT AND TEST SENSING AND CONTROL ELECTRICAL DEVICES
- G199 TROUBLESHOOT AND REPAIR SENSING AND CONTROL ELECTRICAL DEVICES
- G191 CLEAN, INSPECT AND TEST COMPONENTS OF ELECTRICALLY OPERATED VALVES
- G194 TROUBLESHOOT AND REPAIR COMPONENTS OF ELECTRICALLY OPERATED VALVES
- G262 CLEAN, INSPECT AND TEST COMPONENTS OF STATIC CONVERTERS
- G263 CLEAN, INSPECT AND TEST COMPONENTS OF PRECIPITATORS
- G266 TROUBLESHOOT AND REPAIR COMPONENTS OF PRECIPITATORS
- G270 CLEAN, INSPECT AND TEST ELECTRICAL COMPONENTS OF COLLECTION, HOLDING AND TRANSFER (CHT) SYSTEMS
- G273 TROUBLESHOOT AND REPAIR ELECTRICAL COMPONENTS OF COLLECTION, HOLDING AND TRANSFER (CHT) SYSTEMS
- G278 TROUBLESHOOT AND REPAIR COMPONENTS OF STATIC CONVERTERS
- G280 CLEAN, INSPECT AND TEST ELECTRICAL COMPONENTS OF DISTILLING PLANTS
- G281 TROUBLESHOOT ELECTRICAL COMPONENTS OF DISTILLING PLANTS
- G283 TROUBLESHOOT AND REPAIR COMPONENTS OF STATIC INVERTERS
- G284 CLEAN, INSPECT AND TEST COMPONENTS OF STATIC INVERTERS
- G285 CLEAN, INSPECT AND TEST ELECTRICAL COMPONENTS OF CAPSTANS
- G288 TROUBLESHOOT AND REPAIR ELECTRICAL COMPONENTS OF CAPSTANS
- G291 CLEAN, INSPECT AND TEST ELECTRICAL COMPONENTS OF WINDLASSES
- G294 TROUBLESHOOT AND REPAIR ELECTRICAL COMPONENTS OF WINDLASSES
- G297 CLEAN, INSPECT AND TEST ELECTRICAL COMPONENTS OF REFRIGERATION SYSTEMS
- G300 TROUBLESHOOT AND REPAIR ELECTRICAL COMPONENTS OF REFRIGERATION SYSTEMS
- G304 CLEAN, INSPECT AND TEST ELECTRICAL COMPONENTS OF AIR CONDITIONING SYSTEMS
- G307 TROUBLESHOOT AND REPAIR ELECTRICAL COMPONENTS OF AIR CONDITIONING SYSTEMS
- G311 CLEAN, INSPECT AND TEST ELECTRICAL COMPONENTS OF AIR COMPRESSORS
- G315 TROUBLESHOOT AND REPAIR ELECTRICAL COMPONENTS OF AIR COMPRESSORS
- G325 CLEAN, INSPECT AND TEST ELECTRICAL COMPONENTS OF FIRE PROTECTION SYSTEMS

G326 TROUBLESHOOT AND REPAIR ELECTRICAL COMPONENTS OF FIRE PROTECTION SYSTEMS  
G329 CLEAN, INSPECT AND TEST ELECTRICAL COMPONENTS OF GALLEY EQUIPMENT  
G343 TROUBLESHOOT AND REPAIR ELECTRICAL COMPONENTS OF GALLEY EQUIPMENT  
G347 CLEAN, INSPECT AND TEST ELECTRICAL COMPONENTS OF MESS DECK EQUIPMENT  
G351 TROUBLESHOOT AND REPAIR ELECTRICAL COMPONENTS OF MESS DECK EQUIPMENT  
G355 CLEAN, INSPECT AND TEST ELECTRICAL COMPONENTS OF SCULLERY EQUIPMENT  
G540 TROUBLESHOOT AND REPAIR COMPONENTS OF SCULLERY EQUIPMENT  
G363 CLEAN, INSPECT AND TEST ELECTRICAL COMPONENTS OF LAUNDRY EQUIPMENT  
G366 TROUBLESHOOT AND REPAIR ELECTRICAL COMPONENTS OF LAUNDRY EQUIPMENT  
G376 CLEAN, INSPECT AND TEST ELECTRICAL COMPONENTS OF SHIP'S HEATING SYSTEMS  
G383 CLEAN, INSPECT AND TEST ELECTRICAL COMPONENTS OF WELDING EQUIPMENT  
G386 TROUBLESHOOT AND REPAIR ELECTRICAL COMPONENTS OF WELDING EQUIPMENT  
G413 CLEAN AND INSPECT SOLDERED ELECTRICAL CONNECTIONS  
G415 REPLACE SOLDERED ELECTRICAL CONNECTIONS  
G419 CLEAN, INSPECT AND TEST ELECTRICAL COMPONENTS OF DEHYDRATORS  
G420 TROUBLESHOOT AND REPAIR ELECTRICAL COMPONENTS OF DEHYDRATORS  
G421 CLEAN, INSPECT AND TEST COMPONENTS OF SALINITY INDICATING SYSTEMS  
G422 TROUBLESHOOT AND REPAIR COMPONENTS OF SALINITY INDICATING SYSTEMS  
G423 CLEAN, INSPECT AND TEST COMPONENTS OF ALARM SYSTEMS  
G541 CLEAN, INSPECT AND TEST ELECTRICAL COMPONENTS OF BOILERS  
G543 TROUBLESHOOT AND REPAIR ELECTRICAL COMPONENTS OF BOILERS  
G552 CLEAN, INSPECT AND TEST SHAFT SPEED SENSING, INDICATION AND ENGINE ORDER TELEGRAPH (EOT) COMPONENTS  
G562 TROUBLESHOOT AND REPAIR PROGRAMMABLE LOGIC CONTROLLERS (PLC)  
G565 SOLDER ELECTRICAL CONNECTIONS

#### H. ELEVATORS AND CONVEYORS

H449 CLEAN, INSPECT AND TEST ELECTRICAL COMPONENTS OF CONVEYORS  
H450 TROUBLESHOOT AND REPAIR ELECTRICAL COMPONENTS OF CONVEYORS  
H451 CLEAN, INSPECT AND TEST ELECTRICAL COMPONENTS OF ELEVATORS AND DUMBWAITERS

#### I. LIFTING EQUIPMENT

I460 CLEAN, INSPECT AND TEST ELECTRICAL COMPONENTS OF CRANES  
I461 TROUBLESHOOT AND REPAIR ELECTRICAL COMPONENTS OF CRANES  
I462 CLEAN, INSPECT AND TEST COMPONENTS OF ELECTRICAL HOISTS  
I463 TROUBLESHOOT AND REPAIR COMPONENTS OF ELECTRICAL HOISTS

#### J. SMALL CRAFT

J482 CLEAN, INSPECT AND TEST COMPONENTS OF SMALL CRAFT ELECTRICAL SYSTEMS  
J486 TROUBLESHOOT AND REPAIR COMPONENTS OF SMALL CRAFT ELECTRICAL SYSTEMS

### **ELECTRICIAN'S MATE SECOND CLASS (EM2)**

#### C. MOTORS AND GENERATORS

C084 TROUBLESHOOT AND REPAIR ELECTRICAL COMPONENTS OF SHIP'S SERVICE GENERATORS (SSG)  
C092 TROUBLESHOOT AND REPAIR MOTOR GENERATOR (MG) SETS  
C096 CLEAN, INSPECT AND TEST ELECTRICAL COMPONENTS OF GENERATOR GOVERNOR SYSTEMS



- C102 TROUBLESHOOT AND REPAIR ELECTRICAL COMPONENTS OF GENERATOR GOVERNOR SYSTEMS
- C559 ADJUST AND ALIGN BRUSH RIGGING ASSEMBLIES

D. LIGHTING SYSTEMS

- D567 INSPECT FIBER OPTIC WIRE WAYS AND CONNECTION BOXES FOR DAMAGE

G. AUXILIARY ELECTRICAL EQUIPMENT

- G159 CLEAN, INSPECT AND TEST COMPONENTS OF ARC FAULT DETECTOR (AFD) SYSTEMS
- G162 TROUBLESHOOT AND REPAIR COMPONENTS OF ARC FAULT DETECTOR (AFD) SYSTEMS
- G255 CLEAN, INSPECT AND TEST COMPONENTS OF ULTRASONIC CLEANERS
- G256 TROUBLESHOOT AND REPAIR COMPONENTS OF ULTRASONIC CLEANERS
- G379 TROUBLESHOOT AND REPAIR ELECTRICAL COMPONENTS OF SHIP'S HEATING SYSTEMS
- G553 TROUBLESHOOT AND REPAIR SHAFT SPEED SENSING, INDICATION AND ENGINE ORDER TELEGRAPH (EOT) COMPONENTS
- G561 TROUBLESHOOT AND REPAIR COMPONENTS OF ALARM SYSTEMS

**ELECTRICIAN'S MATE FIRST CLASS (EM1)**

H. ELEVATORS AND CONVEYORS

- H452 TROUBLESHOOT AND REPAIR ELECTRICAL COMPONENTS OF ELEVATORS AND DUMBWAITERS
- H566 ADMINISTER AND SUPERVISE ENGINEERING OPERATIONAL MANAGEMENT PROGRAMS

**CHIEF ELECTRICIAN'S MATE (EMC)**

K. TECHNICAL ADMINISTRATION

- K534 PREPARE AND DRAFT QUALITY ASSURANCE FORMS AND REPORTS
- K560 UPDATE AND REVIEW ENGINEERING OPERATIONAL MANAGEMENT PROGRAMS

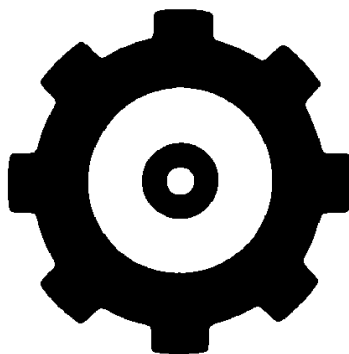
**SENIOR CHIEF ELECTRICIAN'S MATE (EMCS)**

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

**MASTER CHIEF ELECTRICIAN'S MATE (EMCM)**

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

# CHAPTER 30

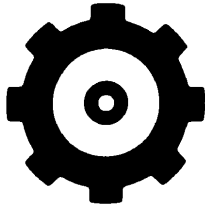


# ENGINEMAN (EN)

NAVPERS 18068-30B

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR  
ENGINEMAN (EN)



SCOPE OF RATING

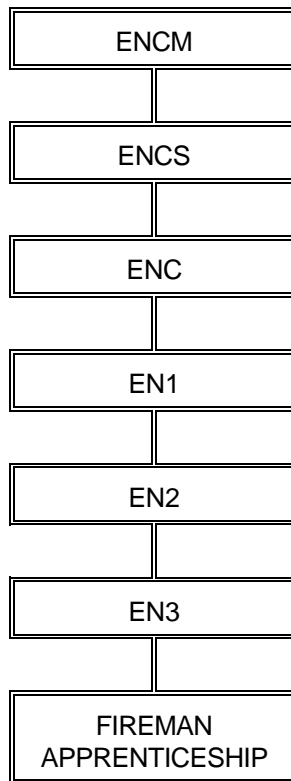
Enginemen (EN) operate, maintain, and repair (organizational and intermediate level) internal-combustion engines, main propulsion machinery, refrigeration, air conditioning, gas turbine engines, and assigned auxiliary equipment. Stand watch on auxiliary boilers.

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NAVPERS 18068-30B

**GENERAL INFORMATION**  
CAREER PATTERN



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

SPECIAL PHYSICAL REQUIREMENTS

None.

CITIZENSHIP/SECURITY REQUIREMENTS

None.

**SAFETY**

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

## **ENGINEMAN (EN) FUNCTIONAL AREAS**

- A. MECHANICAL SYSTEMS OPERATIONS
- B. MECHANICAL MAINTENANCE
- C. FABRICATION AND MANUFACTURING
- D. HAZMAT AND POLLUTION CONTROL
- E. TECHNICAL ADMINISTRATION
- F. MATERIAL CASUALTY
- G. ENGINEERING MANAGEMENT
- H. LABORATORY ANALYSIS
- I. QUALITY ASSURANCE

## ENGINEMAN THIRD CLASS (EN3)

### A. MECHANICAL SYSTEMS OPERATIONS

- A001 CLEAN AND INSPECT AIRCRAFT (AC), SMALL BOAT, AND LCAC REFUELING NOZZLES
- A010 ALIGN AIR COMPRESSORS
- A011 START AIR COMPRESSORS
- A012 ADJUST COMPONENTS OF AIR COMPRESSORS
- A013 STOP AIR COMPRESSORS
- A014 SECURE AIR COMPRESSORS
- A015 ALIGN AIR SYSTEMS
- A016 ADJUST COMPONENTS OF AIR SYSTEMS
- A017 SECURE AIR SYSTEMS
- A018 ALIGN LOW PRESSURE (LP) STEAM DRAIN SYSTEMS
- A019 SECURE LP STEAM DRAIN SYSTEMS
- A020 ALIGN AUXILIARY BOILERS
- A021 LIGHT OFF AUXILIARY BOILERS
- A022 ADJUST COMPONENTS OF AUXILIARY BOILERS
- A023 SECURE AUXILIARY BOILERS
- A024 ALIGN AUXILIARY STEAM SYSTEMS
- A026 SECURE AUXILIARY STEAM SYSTEMS
- A027 ALIGN SHORE STEAM SYSTEMS
- A028 SECURE SHORE STEAM SYSTEMS
- A029 ALIGN AUXILIARY EXHAUST SYSTEMS
- A030 ADJUST COMPONENTS OF AUXILIARY EXHAUST SYSTEMS
- A031 SECURE AUXILIARY EXHAUST SYSTEMS
- A032 ALIGN FRESH WATER DRAIN COLLECTION TANK (FWDCT) PUMPS
- A033 START FWDCT PUMPS
- A034 STOP FWDCT PUMPS
- A035 ALIGN FEEDWATER PUMPS
- A036 START OR PLACE FEEDWATER PUMPS IN OPERATION
- A037 STOP FEEDWATER PUMPS
- A038 SECURE FEEDWATER PUMPS
- A043 ALIGN FEEDWATER SYSTEMS
- A044 SECURE FEEDWATER SYSTEMS
- A045 ALIGN RESERVE FEEDWATER SYSTEMS
- A046 SECURE RESERVE FEEDWATER SYSTEMS
- A047 ALIGN DISTILLATE TRANSFER SYSTEMS
- A048 SECURE DISTILLATE TRANSFER SYSTEMS
- A049 ALIGN VACUUM PRIMING PUMPS
- A050 START VACUUM PRIMING PUMPS
- A051 STOP VACUUM PRIMING PUMPS
- A052 ALIGN POTABLE WATER PUMPS
- A053 START POTABLE WATER PUMPS
- A054 STOP POTABLE WATER PUMPS
- A055 SECURE POTABLE WATER PUMPS
- A056 ALIGN POTABLE WATER SYSTEMS
- A057 SECURE POTABLE WATER SYSTEMS
- A058 ALIGN FIRE AND FLUSHING PUMPS
- A059 START OR PLACE FIRE AND FLUSHING PUMPS IN OPERATION
- A060 STOP FIRE AND FLUSHING PUMPS
- A061 SECURE FIRE AND FLUSHING PUMPS
- A062 ALIGN MAIN DRAIN SYSTEMS
- A063 MONITOR MAIN DRAIN SYSTEMS
- A064 SECURE MAIN DRAIN SYSTEMS

A065 ALIGN SECONDARY DRAIN SYSTEMS  
A066 MONITOR SECONDARY DRAIN SYSTEMS  
A067 SECURE SECONDARY DRAIN SYSTEMS  
A068 ALIGN FIREMAIN SYSTEMS  
A069 SECURE FIREMAIN SYSTEMS  
A070 ALIGN STRIPPING SYSTEMS  
A071 MONITOR STRIPPING SYSTEMS  
A072 SECURE STRIPPING SYSTEMS  
A073 ALIGN BILGE AND STRIPPING PUMPS  
A074 START OR PLACE BILGE AND STRIPPING PUMPS IN OPERATION  
A075 MONITOR BILGE AND STRIPPING PUMPS  
A076 STOP BILGE AND STRIPPING PUMPS  
A077 SECURE BILGE AND STRIPPING PUMPS  
A078 ALIGN AUXILIARY COOLING WATER SYSTEMS  
A079 ADJUST COMPONENTS OF AUXILIARY COOLING WATER SYSTEMS  
A080 SECURE AUXILIARY COOLING WATER SYSTEMS  
A081 SHIFT, INSPECT, AND CLEAN SEAWATER SERVICE STRAINERS  
A082 ALIGN FUEL OIL (F/O) AND LUBE OIL (L/O) SERVICE PUMPS  
A083 START OR PLACE OIL SERVICE PUMPS IN OPERATION  
A084 STOP OIL SERVICE PUMPS  
A085 SECURE OIL SERVICE PUMPS  
A087 SECURE TRANSFER SYSTEMS AFTER RECEIVING FUEL  
A088 ALIGN PRESSURIZED OIL SERVICE SYSTEMS (F/O AND L/O)  
A089 ADJUST COMPONENTS OF PRESSURIZED OIL SERVICE SYSTEMS  
A090 SECURE COMPONENTS OF PRESSURIZED OIL SERVICE SYSTEMS  
A091 ALIGN OIL TRANSFER SYSTEMS (F/O AND L/O)  
A092 TRANSFER OILS  
A093 ADJUST COMPONENTS OF OIL TRANSFER SYSTEMS  
A094 SECURE OIL TRANSFER SYSTEMS  
A095 SHIFT, INSPECT, AND CLEAN OIL STRAINERS (F/O AND L/O)  
A096 ALIGN OIL PURIFICATION SYSTEMS (F/O AND L/O)  
A097 ADJUST COMPONENTS OF OIL PURIFICATION SYSTEMS  
A098 SECURE OIL PURIFICATION SYSTEMS  
A099 ALIGN REDUCING STATIONS (STEAM, WATER, AIR, ETC.)  
A100 ADJUST COMPONENTS OF REDUCING STATIONS  
A101 SECURE REDUCING STATIONS  
A102 ALIGN VENTILATION SYSTEMS  
A103 START VENTILATION SYSTEMS  
A104 SECURE VENTILATION SYSTEMS  
A105 ACTIVATE EMERGENCY SHUTDOWN DEVICES  
A106 RECORD OPERATING EQUIPMENT READINGS  
A107 ALIGN OIL AND WATER SEPARATOR SYSTEMS  
A108 START OIL AND WATER SEPARATORS  
A109 MONITOR OIL AND WATER SEPARATORS  
A110 STOP OIL AND WATER SEPARATORS  
A111 SECURE OIL AND WATER SEPARATOR SYSTEMS  
A112 SOUND TANKS OR VOIDS AND RECORD READINGS  
A113 ADJUST PRESSURE CONTROL DEVICES  
A114 ADJUST TEMPERATURE CONTROL DEVICES  
A115 ALIGN BROMINATORS  
A116 START BROMINATORS  
A117 ADJUST BROMINATOR FLOW RATES  
A118 SECURE BROMINATORS  
A119 ALIGN CONDENSATE PUMPS  
A120 START OR PLACE CONDENSATE PUMPS IN OPERATION

A121 STOP CONDENSATE PUMPS  
A122 SECURE CONDENSATE PUMPS  
A123 ALIGN AUXILIARY SEAWATER CIRCULATING SYSTEMS  
A124 ADJUST COMPONENTS OF AUXILIARY SEAWATER CIRCULATING SYSTEMS  
A125 SECURE AUXILIARY SEAWATER CIRCULATING SYSTEMS  
A126 ENGAGE TURNING (JACKING) GEARS  
A127 START TURNING (JACKING) GEARS  
A128 STOP TURNING (JACKING) GEARS  
A129 DISENGAGE TURNING (JACKING) GEARS  
A130 STOP AND LOCK SHAFTS  
A131 ALIGN AIR EJECTOR SYSTEMS  
A132 SECURE AIR EJECTOR SYSTEMS  
A133 ALIGN AIR CONDITIONING SYSTEMS  
A134 START AIR CONDITIONING SYSTEMS  
A135 ADJUST COMPONENTS OF AIR CONDITIONING SYSTEMS  
A136 SECURE AIR CONDITIONING SYSTEMS  
A137 ALIGN REFRIGERATION SYSTEMS  
A138 START REFRIGERATION SYSTEMS  
A139 ADJUST COMPONENTS OF REFRIGERATION SYSTEMS  
A140 SECURE REFRIGERATION SYSTEMS  
A141 ALIGN REFRIGERANT RECOVERY UNITS  
A142 START REFRIGERANT RECOVERY UNITS  
A143 STOP REFRIGERANT RECOVERY UNITS  
A144 SECURE REFRIGERANT RECOVERY UNITS  
A145 ALIGN AIR DRYER SYSTEMS  
A146 ADJUST COMPONENTS OF AIR DRYER SYSTEMS  
A147 SECURE AIR DRYER SYSTEMS  
A148 ALIGN DISTILLING PLANTS  
A149 START DISTILLING PLANTS  
A150 ADJUST COMPONENTS OF DISTILLING PLANTS  
A151 SECURE DISTILLING PLANTS  
A152 ALIGN AMEROYAL INJECTION SYSTEMS  
A153 START AMEROYAL INJECTION  
A154 ADJUST AMEROYAL INJECTION SYSTEMS  
A155 STOP AMEROYAL INJECTION  
A156 SECURE AMEROYAL INJECTION SYSTEMS  
A157 ALIGN CHILL WATER SYSTEMS  
A158 ALIGN OILY WASTE WATER SYSTEMS  
A159 SECURE OILY WASTE WATER SYSTEMS  
A160 ALIGN HYDRAULIC STEERING GEAR SYSTEMS  
A161 START HYDRAULIC STEERING GEAR SYSTEMS  
A162 SECURE HYDRAULIC STEERING GEAR SYSTEMS  
A163 ALIGN SHIPS HEATING SYSTEMS  
A164 SECURE SHIPS HEATING SYSTEMS  
A165 ALIGN DIESEL ENGINES  
A166 START DIESEL ENGINES  
A167 ADJUST COMPONENTS OF DIESEL ENGINES  
A168 MONITOR DIESEL ENGINES  
A169 SECURE DIESEL ENGINES  
A170 ENGAGE CLUTCHES  
A171 DISENGAGE CLUTCHES  
A172 ENGAGE TURNING (ENGINE JACKING) GEARS  
A173 DISENGAGE TURNING (ENGINE JACKING) GEARS  
A174 ALIGN SMALL BOAT OIL/WATER SEPARATOR SYSTEMS (SBOWS)  
A175 SECURE SBOWS



A176 ALIGN BALLASTING AND DEBALLASTING SYSTEMS  
A177 MONITOR BALLASTING AND DEBALLASTING SYSTEMS  
A178 ADJUST BALLASTING AND DEBALLASTING SYSTEMS  
A179 SECURE BALLASTING AND DEBALLASTING SYSTEMS  
A191 CLEAN AND INSPECT COMPONENTS OF AUXILIARY STEAM SYSTEMS  
A192 TROUBLESHOOT AUXILIARY STEAM SYSTEMS

B. MECHANICAL MAINTENANCE

B180 CLEAN AND INSPECT COMPONENTS OF AIR COMPRESSORS  
B182 REPAIR AIR COMPRESSORS  
B183 REMOVE AND REPLACE COMPONENTS OF AIR COMPRESSORS  
B184 TEST AIR COMPRESSORS  
B185 CLEAN AND INSPECT COMPONENTS OF COMPRESSED AIR SYSTEMS  
B186 TROUBLESHOOT COMPRESSED AIR SYSTEMS  
B188 REMOVE AND REPLACE COMPONENTS OF COMPRESSED AIR SYSTEMS  
B189 PERFORM OPERATIONAL TESTS ON COMPRESSED AIR SYSTEMS  
B190 TEST LOW CONTROL AIR PRESSURE ALARMS  
B193 REPAIR AUXILIARY STEAM SYSTEMS  
B194 REMOVE AND REPLACE COMPONENTS OF AUXILIARY STEAM SYSTEMS  
B195 TEST AUXILIARY STEAM SYSTEMS  
B196 CLEAN AND INSPECT COMPONENTS OF LP STEAM DRAIN SYSTEMS  
B197 TROUBLESHOOT LP STEAM DRAIN SYSTEMS  
B198 REPAIR LP STEAM DRAIN SYSTEMS  
B199 REMOVE AND REPLACE COMPONENTS OF LP STEAM DRAIN SYSTEMS  
B200 TEST LP STEAM DRAIN SYSTEMS  
B206 CLEAN AND INSPECT COMPONENTS OF FRESH WATER DRAIN SYSTEMS  
B207 TROUBLESHOOT FRESH WATER DRAIN SYSTEMS  
B208 REPAIR FRESH WATER DRAIN SYSTEMS  
B209 REMOVE AND REPLACE COMPONENTS OF FRESH WATER DRAIN SYSTEMS  
B210 TEST FRESH WATER DRAIN SYSTEMS  
B211 CLEAN AND INSPECT COMPONENTS OF FEEDWATER SYSTEMS  
B212 TROUBLESHOOT COMPONENTS OF FEEDWATER SYSTEMS  
B213 REPAIR COMPONENTS OF FEEDWATER SYSTEMS  
B214 REMOVE AND REPLACE COMPONENTS OF FEEDWATER SYSTEMS  
B215 TEST FEEDWATER SYSTEMS  
B216 CLEAN AND INSPECT PUMPS  
B217 TROUBLESHOOT PUMPS  
B218 REPAIR PUMPS  
B219 REMOVE AND REPLACE COMPONENTS OF PUMPS  
B220 OVERHAUL PUMPS  
B221 REMOVE AND REPLACE PUMPS  
B222 CONDUCT PUMP ALIGNMENT CHECKS  
B223 TEST PUMPS  
B224 CLEAN AND INSPECT COMPONENTS OF FIREMAIN SYSTEMS  
B226 REPAIR FIREMAIN SYSTEMS  
B227 REMOVE AND REPLACE COMPONENTS OF FIREMAIN SYSTEMS  
B228 TEST FIREMAIN SYSTEMS  
B229 CLEAN AND INSPECT COMPONENTS OF BILGE AND TANK STRIPPING SYSTEMS  
B232 REMOVE AND REPLACE COMPONENTS OF BILGE AND TANK STRIPPING SYSTEMS  
B233 TEST BILGE AND TANK STRIPPING SYSTEMS  
B234 CLEAN AND INSPECT COMPONENTS OF AUXILIARY COOLING WATER SYSTEMS  
B236 REPAIR AUXILIARY COOLING WATER SYSTEMS  
B237 REMOVE AND REPLACE COMPONENTS OF AUXILIARY COOLING WATER SYSTEMS  
B238 TEST AUXILIARY COOLING WATER SYSTEMS

B239 BLOW DOWN SEA CHESTS  
B240 CLEAN AND INSPECT COMPONENTS OF POTABLE WATER SYSTEMS  
B243 REMOVE AND REPLACE COMPONENTS OF POTABLE WATER SYSTEMS  
B244 TEST POTABLE WATER SYSTEMS  
B245 CLEAN AND INSPECT COMPONENTS OF BROMINATORS  
B247 REPAIR BROMINATORS  
B248 REMOVE AND REPLACE COMPONENTS OF BROMINATORS  
B249 TEST BROMINATORS  
B250 PERFORM BATCH CHLORINATION OF POTABLE WATER TANKS  
B251 CLEAN AND INSPECT COMPONENTS OF OIL TRANSFER SYSTEMS  
B254 REMOVE AND REPLACE COMPONENTS OF OIL TRANSFER SYSTEMS  
B255 TEST OIL TRANSFER SYSTEMS  
B256 CLEAN AND INSPECT COMPONENTS OF OIL SERVICE SYSTEMS  
B259 REMOVE AND REPLACE COMPONENTS OF OIL SERVICE SYSTEMS  
B261 CLEAN AND INSPECT COMPONENTS OF OIL PURIFICATION SYSTEMS  
B263 ADJUST COMPONENTS OF OIL PURIFICATION SYSTEMS  
B265 REMOVE AND REPLACE COMPONENTS OF OIL PURIFICATION SYSTEMS  
B266 TEST OIL PURIFICATION SYSTEMS  
B268 DISASSEMBLE HEAT EXCHANGERS  
B269 CLEAN AND INSPECT HEAT EXCHANGER TUBES  
B270 INSPECT HEAT EXCHANGERS  
B273 REASSEMBLE HEAT EXCHANGERS  
B275 CLEAN AND INSPECT COMPONENTS OF MAIN DRAIN SYSTEMS  
B278 REMOVE AND REPLACE COMPONENTS OF MAIN DRAIN SYSTEMS  
B279 TEST MAIN DRAIN SYSTEMS  
B280 CLEAN AND INSPECT COMPONENTS OF SECONDARY DRAIN SYSTEMS  
B283 REMOVE AND REPLACE COMPONENTS OF SECONDARY DRAIN SYSTEMS  
B284 TEST SECONDARY DRAIN SYSTEMS  
B285 CLEAN AND INSPECT MACHINERY SPEED LIMITING DEVICES  
B287 ADJUST MACHINERY SPEED LIMITING DEVICES  
B288 REMOVE AND REPLACE COMPONENTS OF MACHINERY SPEED LIMITING DEVICES  
B290 TEST MACHINERY SPEED LIMITING DEVICES  
B291 CLEAN TANKS AND VOIDS  
B294 INSPECT FLANGE SHIELDS  
B295 REMOVE AND REPLACE FLANGE SHIELDS  
B296 INSPECT INSULATION/LAGGING  
B297 REMOVE AND REPLACE INSULATION/LAGGING  
B298 CLEAN AND INSPECT VALVES  
B299 REMOVE AND REPLACE VALVES  
B300 REMOVE AND REPLACE COMPONENTS OF VALVES  
B301 CONDUCT HYDROSTATIC TEST ON VALVES  
B302 BLUE CHECK VALVE SEATS  
B303 LAP VALVE SEATS  
B304 REPACK VALVES  
B305 CONDUCT LIFT AND RESEAT OF RELIEF AND SENTINEL VALVES  
B306 CLEAN AND INSPECT DIAPHRAGM CONTROL VALVES  
B307 TROUBLESHOOT DIAPHRAGM CONTROL VALVES  
B308 ADJUST VALVE TRAVEL ON DIAPHRAGM CONTROL VALVES  
B309 REMOVE AND REPLACE COMPONENTS OF DIAPHRAGM CONTROL VALVES  
B310 OVERHAUL DIAPHRAGM CONTROL VALVES  
B311 REPACK DIAPHRAGM CONTROL VALVES  
B312 TEST DIAPHRAGM CONTROL VALVES  
B313 CLEAN AND INSPECT COMPONENTS OF REDUCING STATIONS  
B316 REMOVE AND REPLACE COMPONENTS OF REDUCING STATIONS  
B318 TEST REDUCING STATIONS

B319 CLEAN AND INSPECT LP AND HP TUBING  
B320 CLEAN AND INSPECT LP AND HP PIPING  
B321 CONDUCT HYDROSTATIC TEST ON LP AND HP PIPING  
B322 CLEAN AND INSPECT PIPING EXPANSION JOINTS  
B323 INSTALL BLANK FLANGES ON PIPING  
B324 INSPECT PIPE HANGERS/SUPPORT DEVICES  
B325 ADJUST PIPE HANGERS/SUPPORT DEVICES  
B326 INSPECT STEAM ORIFICES  
B327 REMOVE AND REPLACE STEAM ORIFICES  
B328 DISASSEMBLE FLEXIBLE COUPLINGS  
B329 CLEAN AND INSPECT FLEXIBLE COUPLINGS  
B330 REMOVE AND REPLACE FLEXIBLE COUPLINGS  
B331 REASSEMBLE FLEXIBLE COUPLINGS  
B332 ALIGN FLEXIBLE COUPLINGS  
B333 INSPECT FLEXIBLE HOSES  
B334 REMOVE AND REPLACE FLEXIBLE HOSES  
B335 INSPECT OIL SERVICE PUMPS SAFETY DEVICES  
B336 CLEAN AND INSPECT COMPONENTS OF EMERGENCY SHUTDOWN DEVICES  
B338 REMOVE AND REPLACE COMPONENTS OF EMERGENCY SHUTDOWN DEVICES  
B339 TEST EMERGENCY SHUTDOWN DEVICES  
B340 TEST LOW LUBE OIL PRESSURE ALARMS  
B341 ADJUST LOW LUBE OIL PRESSURE ALARMS  
B342 TEST HIGH TEMPERATURE ALARMS  
B343 ADJUST HIGH TEMPERATURE ALARMS  
B345 TEST FEEDWATER CONTROL (FWC) SYSTEMS  
B346 CLEAN AND INSPECT COMPONENTS OF AUXILIARY BOILERS  
B347 REMOVE AND REPLACE COMPONENTS OF AUXILIARY BOILERS  
B348 CLEAN AUXILIARY BOILER FIRESIDES  
B349 CLEAN AUXILIARY BOILER WATERSIDES  
B350 TEST WATER LEVEL INDICATORS/ALARMS  
B351 ADJUST MECHANICAL COMPONENTS OF WATER LEVEL INDICATORS/ALARMS  
B352 LAY UP AUXILIARY BOILERS  
B353 CLEAN AND INSPECT AIR CONDITIONING SYSTEMS  
B355 REPAIR COMPONENTS OF AIR CONDITIONING SYSTEMS  
B356 REMOVE AND REPLACE COMPONENTS OF AIR CONDITIONING SYSTEMS  
B358 CHARGE AIR CONDITIONING SYSTEMS  
B359 TEST AIR CONDITIONING SYSTEMS  
B360 CLEAN AND INSPECT REFRIGERATION SYSTEMS  
B361 TROUBLESHOOT REFRIGERATION SYSTEMS  
B362 REPAIR COMPONENTS OF REFRIGERATION SYSTEMS  
B363 REMOVE AND REPLACE COMPONENTS OF REFRIGERATION SYSTEMS  
B365 CHARGE REFRIGERATION SYSTEMS  
B366 TEST REFRIGERATION SYSTEMS  
B367 CLEAN AND INSPECT REFRIGERANT RECOVERY UNITS  
B368 REMOVE AND REPLACE COMPONENTS OF REFRIGERANT RECOVERY UNITS  
B369 CLEAN AND INSPECT COMPONENTS OF AIR DRYER SYSTEMS  
B372 REMOVE AND REPLACE COMPONENTS OF AIR DRYER SYSTEMS  
B373 TEST AIR DRYER SYSTEMS  
B374 CLEAN AND INSPECT COMPONENTS OF DISTILLING PLANTS  
B376 REPAIR COMPONENTS OF DISTILLING PLANTS  
B377 REMOVE AND REPLACE COMPONENTS OF DISTILLING PLANTS  
B378 OVERHAUL DISTILLING PLANTS  
B379 TEST DISTILLING PLANTS  
B380 CLEAN AND INSPECT COMPONENTS OF DISTILLATE TRANSFER SYSTEMS  
B382 REPAIR COMPONENTS OF DISTILLATE TRANSFER SYSTEMS

B383 REMOVE AND REPLACE COMPONENTS OF DISTILLATE TRANSFER SYSTEMS  
B384 CLEAN AND INSPECT COMPONENTS OF CONDENSATE SYSTEMS  
B387 REMOVE AND REPLACE COMPONENTS OF CONDENSATE SYSTEMS  
B388 TEST CONDENSATE SYSTEMS  
B389 CLEAN AND INSPECT COMPONENTS OF CONVEYORS  
B391 ADJUST COMPONENTS OF CONVEYORS  
B392 REPAIR COMPONENTS OF CONVEYORS  
B393 REMOVE AND REPLACE COMPONENTS OF CONVEYORS  
B394 TEST CONVEYORS  
B395 CLEAN AND INSPECT OIL PURIFIERS (FUEL OIL AND LUBE OIL)  
B398 REMOVE AND REPLACE COMPONENTS OF OIL PURIFIERS  
B399 OVERHAUL OIL PURIFIERS  
B400 TEST OIL PURIFIERS  
B401 CLEAN AND INSPECT COMPONENTS OF MECHANICAL/HYDRAULIC STEERING GEAR SYSTEMS  
B407 CLEAN AND INSPECT HYDRAULIC SYSTEMS  
B409 REPAIR COMPONENTS OF HYDRAULIC SYSTEMS  
B410 REMOVE AND REPLACE COMPONENTS OF HYDRAULIC SYSTEMS  
B411 OVERHAUL HYDRAULIC SYSTEMS  
B412 TEST HYDRAULIC SYSTEMS  
B413 CLEAN AND INSPECT COMPONENTS OF ANCHOR WINDLASSES  
B415 ADJUST COMPONENTS OF ANCHOR WINDLASSES  
B416 REMOVE AND REPLACE COMPONENTS OF ANCHOR WINDLASSES  
B418 CLEAN AND INSPECT COMPONENTS OF CAPSTANS  
B420 ADJUST COMPONENTS OF CAPSTANS  
B421 REPAIR COMPONENTS OF CAPSTANS  
B422 REMOVE AND REPLACE COMPONENTS OF CAPSTANS  
B423 TEST CAPSTANS  
B424 CLEAN AND INSPECT COMPONENTS OF BOAT DAVITS  
B426 ADJUST COMPONENTS OF BOAT DAVITS  
B427 REPAIR COMPONENTS OF BOAT DAVITS  
B428 REMOVE AND REPLACE COMPONENTS OF BOAT DAVITS  
B429 TEST BOAT DAVITS  
B433 CLEAN AND INSPECT COMPONENTS OF MAIN LUBE OIL SYSTEMS  
B435 ADJUST COMPONENTS OF MAIN LUBE OIL SYSTEMS  
B436 REMOVE AND REPLACE COMPONENTS OF MAIN LUBE OIL SYSTEMS  
B437 TEST MAIN LUBE OIL SYSTEMS  
B442 CLEAN AND INSPECT COMPONENTS OF SHIPS HEATING SYSTEMS  
B444 REMOVE AND REPLACE COMPONENTS OF SHIPS HEATING SYSTEMS  
B445 TEST SHIPS HEATING SYSTEMS  
B446 CLEAN AND INSPECT WATER HEATERS  
B447 TROUBLESHOOT WATER HEATERS  
B448 ADJUST COMPONENTS OF WATER HEATERS  
B449 REPAIR COMPONENTS OF WATER HEATERS  
B450 REMOVE AND REPLACE COMPONENTS OF WATER HEATERS  
B451 TEST WATER HEATERS  
B452 CLEAN AND INSPECT COMPONENTS OF WINCHES  
B454 ADJUST COMPONENTS OF WINCHES  
B458 CLEAN AND INSPECT COMPONENTS OF MAIN SHAFTS  
B463 ADJUST STERN TUBE GLANDS  
B466 CLEAN AND INSPECT COMPONENTS OF AIR EJECTOR SYSTEMS  
B468 REMOVE AND REPLACE COMPONENTS OF AIR EJECTOR SYSTEMS  
B469 TEST AIR EJECTOR SYSTEMS  
B470 CLEAN AND INSPECT LAUNDRY EQUIPMENT  
B471 TROUBLESHOOT LAUNDRY EQUIPMENT

B472 ADJUST LAUNDRY EQUIPMENT  
B473 REPAIR LAUNDRY EQUIPMENT  
B474 REMOVE AND REPLACE COMPONENTS OF LAUNDRY EQUIPMENT  
B475 TEST LAUNDRY EQUIPMENT  
B476 CLEAN AND INSPECT GALLEY EQUIPMENT  
B478 REPAIR GALLEY EQUIPMENT  
B479 REMOVE AND REPLACE COMPONENTS OF GALLEY EQUIPMENT  
B480 TEST GALLEY EQUIPMENT  
B481 CLEAN AND INSPECT MESS DECK EQUIPMENT  
B482 TROUBLESHOOT MESS DECK EQUIPMENT  
B483 REPAIR MESS DECK EQUIPMENT  
B484 REMOVE AND REPLACE COMPONENTS OF MESS DECK EQUIPMENT  
B485 TEST MESS DECK EQUIPMENT  
B486 CLEAN AND INSPECT SCULLERY EQUIPMENT  
B487 TROUBLESHOOT SCULLERY EQUIPMENT  
B488 REPAIR SCULLERY EQUIPMENT  
B489 REMOVE AND REPLACE COMPONENTS OF SCULLERY EQUIPMENT  
B490 TEST SCULLERY EQUIPMENT  
B491 CLEAN AND INSPECT COMPONENTS OF CRANES  
B493 ADJUST COMPONENTS OF CRANES  
B494 REMOVE AND REPLACE COMPONENTS OF CRANES  
B495 TEST CRANES  
B496 CLEAN AND INSPECT COMPONENTS OF ELEVATORS  
B498 ADJUST COMPONENTS OF ELEVATORS  
B499 REMOVE AND REPLACE COMPONENTS OF ELEVATORS  
B500 TEST ELEVATORS  
B501 CLEAN AND INSPECT COMPONENTS OF SHIPS WHISTLES  
B502 TROUBLESHOOT SHIPS WHISTLES  
B503 ADJUST COMPONENTS OF SHIPS WHISTLES  
B504 REMOVE AND REPLACE COMPONENTS OF SHIPS WHISTLES  
B505 TEST SHIPS WHISTLES  
B506 CLEAN AND INSPECT COMPONENTS OF DUMBWAITERS  
B508 ADJUST COMPONENTS OF DUMBWAITERS  
B510 REMOVE AND REPLACE COMPONENTS OF DUMBWAITERS  
B511 TEST DUMBWAITERS  
B512 CLEAN AND INSPECT COMPONENTS OF HYDRAULIC CARGO HATCH COVERS  
B514 ADJUST COMPONENTS OF HYDRAULIC CARGO HATCH COVERS  
B515 REMOVE AND REPLACE COMPONENTS OF HYDRAULIC CARGO HATCH COVERS  
B516 TEST HYDRAULIC CARGO HATCH COVERS  
B517 CLEAN AND INSPECT COMPONENTS OF MONORAILS  
B520 REMOVE AND REPLACE COMPONENTS OF MONORAILS  
B521 TEST MONORAILS  
B522 CLEAN AND INSPECT COMPONENTS OF OVERSPEED TRIPS  
B524 ADJUST OVERSPEED TRIPS  
B526 REMOVE AND REPLACE COMPONENTS OF OVERSPEED TRIPS  
B527 TEST OVERSPEED TRIPS  
B528 CLEAN AND INSPECT COALESCERS  
B531 REMOVE AND REPLACE COMPONENTS OF COALESCERS  
B532 OVERHAUL COALESCERS  
B533 REMOVE AND REPLACE COALESCERS  
B534 TEST COALESCERS  
B535 CLEAN AND INSPECT COMPONENTS OF ENGINE AIR SYSTEMS  
B537 REMOVE AND REPLACE COMPONENTS OF ENGINE AIR SYSTEMS  
B538 TEST ENGINE COMPONENTS OF AIR SYSTEMS (INTAKE AND EXHAUST)  
B539 CLEAN AND INSPECT COMPONENTS OF ENGINE IGNITION SYSTEMS

B542 REMOVE AND REPLACE COMPONENTS OF ENGINE IGNITION SYSTEMS  
B543 TEST ENGINE IGNITION SYSTEMS  
B544 CLEAN AND INSPECT COMPONENTS OF GASOLINE ENGINES  
B547 REMOVE AND REPLACE COMPONENTS OF GASOLINE ENGINES  
B548 OVERHAUL GASOLINE ENGINES  
B549 TEST GASOLINE ENGINES  
B550 CLEAN AND INSPECT COMPONENTS OF DIESEL ENGINES  
B552 ADJUST DIESEL ENGINES  
B553 REPAIR DIESEL ENGINES  
B554 REMOVE AND REPLACE COMPONENTS OF DIESEL ENGINES  
B555 OVERHAUL DIESEL ENGINES  
B556 TEST DIESEL ENGINES  
B557 LAY UP DIESEL ENGINES  
B558 INSPECT TURBO CHARGERS  
B559 REMOVE AND REPLACE TURBO CHARGERS  
B560 INSPECT BLOWERS  
B561 REPAIR BLOWERS  
B562 CLEAN AND INSPECT COMPONENTS OF CLUTCHES  
B566 REMOVE AND REPLACE COMPONENTS OF CLUTCHES  
B567 TEST CLUTCHES  
B568 CLEAN AND INSPECT COMPONENTS OF PROPELLER PITCH CONTROL UNITS  
B570 ADJUST PROPELLER PITCH CONTROL UNITS  
B572 REMOVE AND REPLACE COMPONENTS OF PROPELLER PITCH CONTROL UNITS  
B573 TEST PROPELLER PITCH CONTROL UNITS  
B574 CLEAN AND INSPECT COMPONENTS OF BOW/STERN RAMP AND DOOR MACHINERY  
B576 ADJUST COMPONENTS OF BOW/STERN RAMP AND DOOR MACHINERY  
B578 REMOVE AND REPLACE COMPONENTS OF BOW/STERN RAMP AND DOOR MACHINERY  
B579 OVERHAUL BOW/STERN RAMP AND DOOR MACHINERY  
B580 TEST BOW RAMP/STERN AND DOOR MACHINERY  
B581 CLEAN AND INSPECT TRANSMISSIONS  
B584 REMOVE AND REPLACE COMPONENTS OF TRANSMISSIONS  
B585 TEST TRANSMISSIONS  
B586 CLEAN AND INSPECT COMPONENTS OF MAIN REDUCTION GEARS (MRG)  
B588 TEST COMPONENTS OF MRG

C. FABRICATION AND MANUFACTURING

C591 MEASURE, CUT, AND FIT GASKETS (VALVE, PUMP, PIPE, ETC.)  
C592 MEASURE, CUT, AND FIT LP TUBING  
C593 MEASURE, CUT, AND FIT FLANGE SHIELDS  
C594 MEASURE, CUT, AND FIT LAGGING PADS  
C595 MEASURE, CUT, AND FIT FLEXIBLE HOSE ASSEMBLIES  
C596 PERFORM BASIC MACHINING ON LATHES  
C600 DRAW SCHEMATIC DIAGRAMS

D. HAZMAT AND POLLUTION CONTROL

D608 REVIEW HAZARDOUS MATERIAL (HAZMAT) USER'S GUIDES (HMUG)  
D609 REVIEW HAZMAT INVENTORIES  
D610 REVIEW MATERIAL SAFETY DATA SHEETS (MSDS)  
D611 INSPECT HAZMAT STORAGE AREAS  
D613 CLEAN AND INSPECT HAZMAT CONTAINERS

### G. ENGINEERING MANAGEMENT

- G627 PARTICIPATE IN ENGINEERING CASUALTY CONTROL DRILLS
- G628 CONDUCT ENGINEERING CASUALTY CONTROL DRILLS
- G639 RECORD DIESEL ENGINE TREND ANALYSIS

### H. LABORATORY ANALYSIS

- H640 DRAW FLUID SAMPLES (FEEDWATER, POTABLE WATER, LUBE OIL, ETC.)
- H641 INSPECT FLUID SAMPLES (VISUALLY)
- H642 TEST FLUID SAMPLES
- H643 PREPARE WATER TREATMENT CHEMICAL SOLUTIONS
- H644 PERFORM WATER PASTE TESTS ON FUEL TANKS
- H646 TREAT DIESEL JACKET WATER

## **ENGINEMAN SECOND CLASS (EN2)**

### A. MECHANICAL SYSTEMS OPERATIONS

- A007 CLEAN AND INSPECT COMPONENTS OF GAS TURBINE SYSTEMS
- A008 TROUBLESHOOT COMPONENTS OF GAS TURBINE SYSTEMS
- A009 TEST COMPONENTS OF GAS TURBINE SYSTEMS
- A025 ADJUST COMPONENTS OF AUXILIARY STEAM SYSTEMS
- A086 ALIGN TRANSFER SYSTEMS FOR RECEIVING FUELS
- A344 PERFORM PRECISION MECHANICAL MEASURING

### B. MECHANICAL MAINTENANCE

- B002 TROUBLESHOOT AIRCRAFT, SMALL BOAT, AND LCAC REFUELING NOZZLES
- B003 REPAIR AIRCRAFT, SMALL BOAT, AND LCAC REFUELING NOZZLES
- B004 REMOVE AIRCRAFT, SMALL BOAT, AND LCAC REFUELING NOZZLES
- B005 INSTALL AIRCRAFT, SMALL BOAT, AND LCAC REFUELING NOZZLES
- B006 TEST AIRCRAFT, SMALL BOAT, AND LCAC REFUELING NOZZLES
- B181 TROUBLESHOOT AIR COMPRESSORS
- B187 REPAIR COMPRESSED AIR SYSTEMS
- B225 TROUBLESHOOT FIREMAIN SYSTEMS
- B230 TROUBLESHOOT BILGE AND TANK STRIPPING SYSTEMS
- B231 REPAIR BILGE AND TANK STRIPPING SYSTEMS
- B235 TROUBLESHOOT AUXILIARY COOLING WATER SYSTEMS
- B241 TROUBLESHOOT POTABLE WATER SYSTEMS
- B242 REPAIR POTABLE WATER SYSTEMS
- B246 TROUBLESHOOT BROMINATORS
- B252 TROUBLESHOOT OIL TRANSFER SYSTEMS
- B253 REPAIR OIL TRANSFER SYSTEMS
- B257 TROUBLESHOOT OIL SERVICE SYSTEMS
- B258 REPAIR OIL SERVICE SYSTEMS
- B260 TEST OIL SERVICE SYSTEMS
- B262 TROUBLESHOOT OIL PURIFICATION SYSTEMS
- B264 REPAIR OIL PURIFICATION SYSTEMS
- B267 BACK FLUSH HEAT EXCHANGERS
- B271 PLUG HEAT EXCHANGER TUBES
- B272 REMOVE AND REPLACE HEAT EXCHANGER TUBES
- B274 CONDUCT HYDROSTATIC TEST ON HEAT EXCHANGERS
- B276 TROUBLESHOOT MAIN DRAIN SYSTEMS
- B277 REPAIR MAIN DRAIN SYSTEMS

B281 TROUBLESHOOT SECONDARY DRAIN SYSTEMS  
B282 REPAIR SECONDARY DRAIN SYSTEMS  
B286 TROUBLESHOOT MACHINERY SPEED LIMITING DEVICES  
B289 OVERHAUL MACHINERY SPEED LIMITING DEVICES  
B292 CONDUCT STRUCTURAL INTEGRITY INSPECTIONS OF TANKS AND VOIDS  
B293 CONDUCT PRELIMINARY CLOSEOUT INSPECTIONS OF TANKS AND VOIDS  
B314 TROUBLESHOOT REDUCING STATIONS  
B315 REPAIR REDUCING STATIONS  
B317 OVERHAUL REDUCING STATIONS  
B337 TROUBLESHOOT EMERGENCY SHUTDOWN DEVICES  
B354 TROUBLESHOOT AIR CONDITIONING SYSTEMS  
B357 OVERHAUL AIR CONDITIONING SYSTEMS  
B364 OVERHAUL REFRIGERATION SYSTEMS  
B370 TROUBLESHOOT AIR DRYER SYSTEMS  
B371 REPAIR COMPONENTS OF AIR DRYER SYSTEMS  
B375 TROUBLESHOOT DISTILLING PLANTS  
B381 TROUBLESHOOT DISTILLATE TRANSFER SYSTEMS  
B385 TROUBLESHOOT CONDENSATE SYSTEMS  
B386 REPAIR COMPONENTS OF CONDENSATE SYSTEMS  
B390 TROUBLESHOOT CONVEYORS  
B396 TROUBLESHOOT OIL PURIFIERS  
B397 REPAIR COMPONENTS OF OIL PURIFIERS  
B402 TROUBLESHOOT MECHANICAL/HYDRAULIC STEERING GEAR SYSTEMS  
B403 ADJUST COMPONENTS OF MECHANICAL/HYDRAULIC STEERING GEAR SYSTEMS  
B404 REPAIR COMPONENTS OF MECHANICAL/HYDRAULIC STEERING GEAR SYSTEMS  
B405 REMOVE AND REPLACE COMPONENTS OF MECHANICAL/HYDRAULIC STEERING GEAR SYSTEMS  
B406 TEST MECHANICAL/HYDRAULIC STEERING GEAR SYSTEMS  
B408 TROUBLESHOOT HYDRAULIC SYSTEMS  
B417 TEST ANCHOR WINDLASSES  
B419 TROUBLESHOOT CAPSTANS  
B425 TROUBLESHOOT BOAT DAVITS  
B430 CLEAN AND INSPECT COMPONENTS OF JACKING GEARS  
B431 REMOVE AND REPLACE COMPONENTS OF JACKING GEARS  
B432 TEST JACKING GEARS  
B434 TROUBLESHOOT MAIN LUBE OIL SYSTEMS  
B438 CLEAN AND INSPECT COMPONENTS OF AUXILIARY MRG ASSEMBLIES  
B439 TROUBLESHOOT AUXILIARY MRG ASSEMBLIES  
B440 REMOVE AND REPLACE COMPONENTS OF AUXILIARY MRG  
B441 TEST AUXILIARY MRG ASSEMBLIES  
B443 TROUBLESHOOT SHIPS HEATING SYSTEMS  
B453 TROUBLESHOOT WINCHES  
B459 TROUBLESHOOT MAIN SHAFTS  
B460 REPAIR COMPONENTS OF MAIN SHAFTS  
B461 REMOVE AND REPLACE COMPONENTS OF MAIN SHAFTS  
B462 CLEAN AND INSPECT COMPONENTS OF STERN TUBES  
B464 REPACK STERN TUBE GLANDS  
B465 TEST STERN TUBES  
B467 TROUBLESHOOT AIR EJECTOR SYSTEMS  
B477 TROUBLESHOOT GALLEY EQUIPMENT  
B492 TROUBLESHOOT CRANES  
B497 TROUBLESHOOT ELEVATORS  
B507 TROUBLESHOOT DUMBWAITERS  
B509 REPAIR COMPONENTS OF DUMBWAITERS  
B513 TROUBLESHOOT HYDRAULIC CARGO HATCH COVERS



B518 TROUBLESHOOT MONORAILS  
B519 REPAIR COMPONENTS OF MONORAILS  
B523 TROUBLESHOOT OVERSPEED TRIPS  
B525 REPAIR COMPONENTS OF OVERSPEED TRIPS  
B529 TROUBLESHOOT COALESCERS  
B530 REPAIR COMPONENTS OF COALESCERS  
B536 TROUBLESHOOT ENGINE AIR SYSTEMS (INTAKE AND EXHAUST)  
B540 TROUBLESHOOT IGNITION SYSTEMS  
B541 REPAIR ENGINE IGNITION SYSTEMS  
B545 TROUBLESHOOT GASOLINE ENGINES  
B546 REPAIR GASOLINE ENGINES  
B551 TROUBLESHOOT DIESEL ENGINES  
B563 TROUBLESHOOT CLUTCHES  
B565 REPAIR CLUTCHES  
B569 TROUBLESHOOT PROPELLER PITCH CONTROL UNITS  
B571 REPAIR PROPELLER PITCH CONTROL UNITS  
B575 TROUBLESHOOT BOW RAMP AND DOOR MACHINERY  
B577 REPAIR BOW RAMP AND DOOR MACHINERY  
B582 TROUBLESHOOT TRANSMISSIONS  
B583 REPAIR COMPONENTS OF TRANSMISSIONS  
B587 TROUBLESHOOT COMPONENTS OF MRG

D. HAZMAT AND POLLUTION CONTROL

D597 CONDUCT SPILL CONTAINMENT AND CLEAN UP DRILLS  
D598 PREPARE ENVIRONMENTAL POLLUTION CONTROL REPORTS  
D599 MONITOR ENVIRONMENTAL POLLUTION CONTROL PROGRAMS

E. TECHNICAL ADMINISTRATION

E607 REVIEW AND UPDATE ENGINEERING RECORDS AND LOGS  
E616 PREPARE DAILY FUEL, OIL, AND WATER REPORTS  
E625 REVIEW DIESEL ENGINE JACKET WATER LOGS  
E626 ANALYZE RESULTS OF DIESEL ENGINE TREND ANALYSIS  
E629 EVALUATE ENGINEERING CASUALTY CONTROL DRILLS

**ENGINEMAN FIRST CLASS (EN1)**

B. MECHANICAL MAINTENANCE

B589 INSTALL DIESEL ENGINE HOT OIL FLUSH SYSTEMS  
B590 PLACE DIESEL ENGINE HOT OIL FLUSH SYSTEMS IN OPERATION

D. HAZMAT AND POLLUTION CONTROL

D612 IMPLEMENT HAZMAT WASTE DISPOSAL METHODS

E. TECHNICAL ADMINISTRATION

E600 DRAW SCHEMATIC DIAGRAMS  
E601 REVIEW SHIP TO SHOP MAINTENANCE PROGRESS REPORTS  
E602 UPDATE EQUIPMENT CALIBRATION SCHEDULES  
E603 REVIEW AND VALIDATE ENGINEERING OPERATING SEQUENCING SYSTEMS (EOSS)  
MANUALS

- E604 REVIEW ENGINEERING OPERATIONAL PROCEDURES (EOP)
- E605 REVIEW ENGINEERING OPERATIONAL CASUALTY CONTROL (EOCC) PROCEDURES
- E630 VERIFY ACCURACY OF SHIPS SYSTEMS TECHNICAL DRAWINGS

G. ENGINEERING MANAGEMENT

- G617 ESTIMATE PROJECTED FUEL, LUBE OIL, AND WATER REQUIREMENTS
- G624 REVIEW AND UPDATE BOAT FUELING RECORDS
- G634 RECORD FULL POWER AND ECONOMY TRIAL DATA
- G635 PREPARE SHIPS TRIAL REPORTS
- G636 REVIEW SHIPS TRIAL REPORTS

**CHIEF ENGINEMAN (ENC)**

D. HAZMAT AND POLLUTION CONTROL

- D597 CONDUCT SPILL CONTAINMENT AND CLEAN UP DRILLS
- D598 PREPARE ENVIRONMENTAL POLLUTION CONTROL REPORTS
- D599 MONITOR ENVIRONMENTAL POLLUTION CONTROL PROGRAMS

E. TECHNICAL ADMINISTRATION

- E606 PREPARE EOSS REPORTS AND CHANGE REQUESTS
- E614 CONDUCT EQUIPMENT CASUALTY ANALYSES
- E615 CONDUCT SYSTEMS CASUALTY ANALYSES
- E620 PREPARE SITUATION REPORTS (SITREP)
- E621 REVIEW SITREP
- E631 EVALUATE ENGINEERING MANAGEMENT PROGRAMS
- E632 EVALUATE EQUIPMENT CAPABILITIES AND PERFORMANCES

F. MATERIAL CASUALTY

- F618 PREPARE CASUALTY REPORTS (CASREP)
- F619 REVIEW CASREP
- F622 PREPARE CASUALTY CORRECTIONS (CASCOR)
- F623 REVIEW CASCOR

G. ENGINEERING MANAGEMENT

- G633 COORDINATE PREPARATIONS FOR FULL POWER AND ECONOMY TRIALS
- G637 DOCUMENT SPECIAL PROJECTS ALTERATIONS (SHIPALTS AND MACHALTS)
- G638 DEVELOP ENGINEERING PROGRAM EVALUATION REVIEW TECHNIQUE (PERT) CHARTS

H. LABORATORY ANALYSIS

- H645 TREAT AUXILIARY BOILER WATER

I. QUALITY ASSURANCE

- I647 DEVELOP QUALITY ASSURANCE (QA) TRAINING PROGRAMS
- I648 MONITOR QA PROGRAMS
- I649 CONDUCT QA AUDITS
- I650 CONDUCT QA INSPECTIONS
- I651 PREPARE QA REPORTS

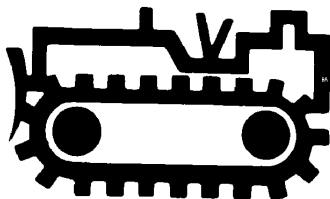
**SENIOR CHIEF ENGINEMAN (ENCS)**

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

**MASTER CHIEF ENGINEMAN (ENCM)**

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

# CHAPTER 31



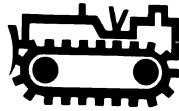
## EQUIPMENT OPERATOR (EO)

NAVPERS 18068-31B

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

EQUIPMENT OPERATOR (EO)



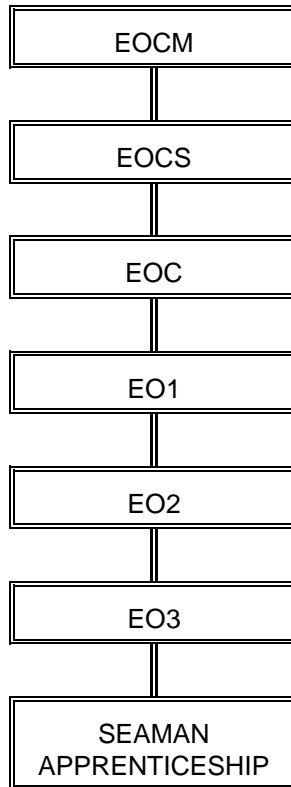
SCOPE OF RATING

Equipment Operators (EO) perform tasks involving deployment and operation of automotive, materials handling, weight lifting and construction equipment; direct and coordinate efforts of individuals and crews in execution of construction, earth-moving, roadbuilding, quarrying, asphalt batching and paving, concrete batch plant operations, concrete paving and transit mixer operation assignments; maintain records and reports on mobile and stationary equipment and organize and supervise automotive and construction equipment pools; maintain individual combat readiness and perform tasks required in combat and disaster preparedness or recovery operations.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 31.

NAVPERS 18068-31B

**GENERAL INFORMATION**  
**CAREER PATTERN**



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

**SPECIAL PHYSICAL REQUIREMENTS**

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

**CITIZENSHIP/SECURITY REQUIREMENTS**

None.

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

EQUIPMENT OPERATOR (EO) FUNCTIONAL AREAS

- A. TECHNICAL ADMINISTRATION
- B. MANAGEMENT AND SUPERVISION
- C. ENVIRONMENTAL PROTECTION
- D. CONSTRUCTION SUPPORT
- E. CONSTRUCTION OPERATION
- F. QUALITY ASSURANCE
- G. CONSTRUCTION COMBAT READINESS
- I. GRAPHICS

## **EQUIPMENT OPERATOR THIRD CLASS (EO3)**

### **A. TECHNICAL ADMINISTRATION**

- A001 FILL OUT DAILY PREVENTIVE MAINTENANCE REPORTS (NAVFAC 9-11260/4)
- A002 FILL OUT VEHICLE MISHAP REPORTS (SF 91)
- A003 FILL OUT OPERATOR'S INSPECTION GUIDES AND TROUBLE REPORTS  
(NAVFAC 9-11240/13)

### **D. CONSTRUCTION SUPPORT**

- D001 PREPARE MATERIALS FOR EMBARKATION
- D002 ISSUE FUEL FROM FUEL TRUCKS (GASOLINE, DIESEL, ETC)
- D003 REMOVE TIRES AND RIMS FROM EQUIPMENT AND VEHICLES
- D004 REMOVE TIRES FROM RIMS
- D005 REPAIR TIRES AND TUBES
- D006 INFLATE TIRES USING SAFETY CAGES AND HAND CHUCKS
- D007 MOUNT TIRES ON EQUIPMENT AND VEHICLES
- D008 PERFORM PRESTART CHECKS ON AUTOMOTIVE VEHICLES
- D009 PERFORM OPERATOR MAINTENANCE AND LUBRICATION ON AUTOMOTIVE VEHICLES
- D010 PERFORM PRESTART CHECKS ON TRUCKS, TRACTORS AND SEMITRAILERS
- D011 PERFORM OPERATOR MAINTENANCE AND LUBRICATION ON TRUCKS, TRACTORS AND SEMITRAILERS
- D012 PERFORM PRESTART CHECKS ON CONSTRUCTION EQUIPMENT
- D013 PERFORM OPERATOR MAINTENANCE AND LUBRICATION ON CONSTRUCTION EQUIPMENT
- D014 PERFORM PRESTART CHECKS ON MATERIAL HANDLING AND SUPPORT EQUIPMENT
- D015 PERFORM OPERATOR MAINTENANCE AND LUBRICATION ON MATERIAL HANDLING AND SUPPORT EQUIPMENT
- D016 TRANSPORT HEAVY CONSTRUCTION EQUIPMENT
- D017 TRANSPORT BOXED, LOOSE AND PALLETIZED MATERIALS
- D018 PERFORM PAYLOAD DISTRIBUTION PROCEDURES
- D019 LOAD AND SECURE HEAVY CONSTRUCTION EQUIPMENT
- D020 LOAD AND SECURE BOXED AND PALLETIZED MATERIALS
- D024 INVENTORY TOOL KITS

### **E. CONSTRUCTION OPERATION**

- E001 OPERATE FRONT-END LOADERS
- E002 OPERATE TRUCKS, TRACTORS AND SEMITRAILERS
- E003 CHANGE FRONT-MOUNTED AND REAR-MOUNTED ATTACHMENTS ON FRONT END LOADERS
- E004 OPERATE FORKLIFTS (WAREHOUSE, ROUGH TERRAIN ETC)
- E005 OPERATE GRADERS
- E007 OPERATE DOZERS
- E008 OPERATE AIR COMPRESSORS
- E009 OPERATE DITCHERS
- E010 OPERATE EARTH AUGERS
- E011 OPERATE DUMP TRUCKS
- E012 OPERATE EXCAVATORS
- E013 OPERATE COMPACTION EQUIPMENT (ROLLER)
- E014 CHANGE ATTACHMENTS ON EXCAVATORS



- E015 CHANGE CUTTING EDGES ON EARTHMOVING EQUIPMENT (LOADERS, SCRAPERS, GRADERS AND DOZERS)
- E016 CHANGE CAPS AND SHANKS ON BUCKETS AND RIPPERS
- E017 CHANGE TEETH AND BUCKETS ON DITCHERS
- E018 CHANGE BITS ON AUGER TRUCKS
- E019 PLACE FILL MATERIALS
- E020 COMPACT FILL MATERIALS
- E021 USE SLINGS AND RIGGINGS
- E022 MAINTAIN SLINGS AND RIGGINGS
- E023 INTERPRET GRADE STAKE MARKINGS IN EARTHWORK CONSTRUCTION
- E024 CHECK GRADE WITH LEVELING INSTRUMENTS AND LEVELING RODS
- E025 PERFORM DUMPING AND SPREADING OPERATIONS
- E026 PERFORM BACKING PROCEDURES WITH A SIGNALMAN
- E027 COUPLE AND UNCOUPLE TRACTORS TO TRAILERS
- E028 PERFORM STANDARD NAVAL CONSTRUCTION FORCE (NCF) HAND SIGNALS USED IN EQUIPMENT OPERATIONS
- E029 ERECT TENT CAMP FACILITIES
- E030 INSTALL ADVANCED BASE FUNCTIONAL COMPONENT (ABFC) ASSEMBLIES

**G. CONSTRUCTION COMBAT READINESS**

- G001 ADMINISTER FIRST AID UNDER COMBAT CONDITIONS
- G002 PERFORM AMBUSH COUNTERMEASURES
- G003 PERFORM SURVIVAL, EVASION, RESISTANCE AND ESCAPE PROCEDURES
- G006 PERFORM CHEMICAL, BIOLOGICAL, AND RADIOLOGICAL (CBR) DEFENSIVE MEASURES
- G007 PERFORM DUTIES OF GRENADEIER
- G010 PERFORM DUTIES OF FIRE TEAM AUTOMATIC RIFLEMAN
- G011 PERFORM LAND-BASED COMBAT DUTIES UNDER CHEMICAL, BIOLOGICAL, AND RADIOLOGICAL (CBR) CONDITIONS
- G012 PLACE TRIP FLARES AND OTHER EARLY WARNING DEVICES
- G013 CONDUCT BOOBY TRAP COUNTERMEASURES
- G014 TRANSPORT PERSONNEL INJURED IN COMBAT
- G015 PERFORM MINOR REPAIR ON TACTICAL FIELD TELEPHONE SYSTEMS
- G019 PERFORM FIELD SANITATION PROCEDURES
- G020 CONDUCT PATROLS
- G021 PERFORM DUTIES OF FIRE TEAM LEADER
- G026 PLACE PROTECTIVE AND TACTICAL WIRE ENTANGLEMENTS
- G029 MANEUVER FIRE TEAM USING ARM AND HAND SIGNALS
- G046 PERFORM LAND NAVIGATION PROCEDURES
- G047 OPERATE NIGHT VISION EQUIPMENT
- G048 INSTALL TACTICAL FIELD TELEPHONE SYSTEMS
- G049 OPERATE TACTICAL FIELD TELEPHONE SYSTEMS
- G050 PERFORM ENEMY PRISONER OF WAR (EPW) HANDLING PROCEDURES

**EQUIPMENT OPERATOR SECOND CLASS (EO2)**

**A. TECHNICAL ADMINISTRATION**

- A004 MAINTAIN DISPATCH RECORDS
- A005 TRACK LEVEL III PROGRESS CHARTS
- A006 UPDATE EQUIPMENT AND ATTACHMENT STATUS BOARDS
- A007 PREPARE FUEL AND MILEAGE UTILIZATION REPORTS

- A008 PREPARE TIME CARDS AND SHEETS
- A009 PREPARE AND UPDATE EQUIPMENT HARDCARD LOGS
- A010 PREPARE AND UPDATE EQUIPMENT CYCLE LOGS
- A011 ISSUE AND RECEIVE COLLATERAL EQUIPAGE
- A012 INVENTORY AND RECORD ACCOUNTABILITY OF COLLATERAL EQUIPAGE
- A013 DEVELOP PROJECT PACKAGES
- A017 RESEARCH PART NUMBERS FOR COLLATERAL EQUIPAGE

#### B. MANAGEMENT AND SUPERVISION

- B001 SUPERVISE PERSONNEL ON CUT AND FILL OPERATIONS USING GRADERS, SCRAPERS AND DOZERS
- B002 SUPERVISE PERSONNEL IN OPERATION OF AUTOMOTIVE, CONSTRUCTION, MATERIAL HANDLING AND SUPPORT EQUIPMENT
- B003 SUPERVISE PERSONNEL ON OPERATOR MAINTENANCE AND LUBRICATION PROCEDURES
- B004 SUPERVISE PERSONNEL USING DUMP TRUCKS
- B005 SUPERVISE PERSONNEL USING TRACTOR TRAILERS
- B006 SUPERVISE PERSONNEL USING DITCHERS AND EXCAVATORS
- B007 SUPERVISE PERSONNEL USING AUGER TRUCKS
- B008 SUPERVISE PERSONNEL USING DOZERS, GRADERS AND SCRAPERS
- B009 SUPERVISE PERSONNEL USING FORKLIFTS AND LOADERS
- B010 SUPERVISE PERSONNEL USING FUEL AND WATER DISTRIBUTORS
- B011 SUPERVISE PERSONNEL USING ASPHALT OPERATIONS

#### C. ENVIRONMENTAL PROTECTION

- C001 UPDATE AND MAINTAIN SAFETY DATA SHEET FILES
- C002 PERFORM HAZARDOUS MATERIAL (HAZMAT) INVENTORIES

#### D. CONSTRUCTION SUPPORT

- D021 DISPATCH AUTOMOTIVE AND HEAVY CONSTRUCTION EQUIPMENT USING LOGS AND FORMS (TRIP TICKETS, HARD CARDS, ETC)
- D023 USE CONSTRUCTION NETWORK ANALYSIS
- D025 PERFORM OPERATOR MAINTENANCE AND PRESTART CHECKS ON CRAWLER OR MOBILE CRANES
- D026 PERFORM UPKEEP AND MAINTENANCE OF EQUIPMENT YARDS
- D027 PERFORM OPERATOR MAINTENANCE AND PRESTART CHECKS ON CREATE MOBILES
- D028 PERFORM OPERATOR MAINTENANCE AND PRESTART CHECKS ON TRANSIT MIXERS
- D029 PERFORM OPERATOR MAINTENANCE AND PRESTART CHECKS ON ROCK DRILLS
- D030 PERFORM OPERATOR MAINTENANCE AND PRESTART CHECKS ON SCRAPERS
- D031 PERFORM OPERATOR MAINTENANCE AND PRESTART CHECKS ON ASPHALT EQUIPMENT

#### E. CONSTRUCTION OPERATION

- E031 OPERATE DISTRIBUTOR TRUCKS
- E032 POSITION CRANE FOR LIFTING OPERATIONS
- E033 OPERATE PORTABLE CREATE MOBILES
- E034 OPERATE SCRAPERS
- E035 OPERATE ROCK DRILLS
- E036 OPERATE ROCK CRUSHER/SCREENING PLANTS

- E037 OPERATE MULTIPURPOSE EXCAVATORS
- E038 OPERATE PILE DRIVERS AND EXTRACTORS
- E039 PERFORM ADJUSTMENTS ON ROTARY ROCK DRILLS
- E040 CHANGE ATTACHMENTS ON CRANES (BOOMS, HOOKBLOCKS, JIBS, CLAMSHELLS, DRAGLINES, TAG LINES, CATWALKS AND LEADS)
- E041 REMOVE AND INSTALL WIRE ROPES ON CRANES
- E042 TRANSFER AND CHECK ELEVATIONS WITH A ROD AND ENGINEER'S LEVEL
- E043 PERFORM ASPHALT PAVING AND REPAIR OPERATIONS
- E044 APPLY SINGLE-SURFACE AND DOUBLE BITUMINOUS-SURFACE TREATMENTS
- E045 PERFORM SOIL STABILIZATION OPERATIONS
- E046 DETERMINE EARTHFILL REQUIREMENTS BY COMPUTING VOLUME
- E047 COMPUTE EARTHWORK AND EQUIPMENT REQUIREMENTS USING PLANNER'S AND ESTIMATOR'S HANDBOOK (NAVFAC-P405)
- E048 WORK FROM CONSTRUCTION DRAWINGS AND SPECIFICATIONS
- E049 DIRECT AND COORDINATE INSTALLATION OF ADVANCE BASED FUNCTIONAL COMPONENT (ABFC) ASSEMBLIES

G. CONSTRUCTION COMBAT READINESS

- G024 EMPLOY CLAYMORE MINES
- G025 POSITION PERIMETER GUARDS
- G030 PREPARE ROUGH MAPS, FIELD SKETCHES AND OVERLAYS
- G037 DIRECT INSTALLATION OF PROTECTIVE AND TACTICAL WIRE ENTANGLEMENTS

I. GRAPHICS

- I001 DRAW SIMPLE SHOP SKETCHES

**EQUIPMENT OPERATOR FIRST CLASS (EO1)**

A. TECHNICAL ADMINISTRATION

- A014 ADMINISTER LICENSING PROGRAMS FOR MOTOR VEHICLES AND CONSTRUCTION EQUIPMENT OPERATORS
- A015 PREPARE WORK REQUESTS AND JOB ORDERS
- A016 PREPARE AND USE CONSTRUCTION NETWORK ANALYSIS
- A018 CONDUCT PERSONNEL READINESS CAPABILITY PROGRAM (PRCP) INTERVIEWS
- A019 PREPARE EXCESS MATERIAL REPORTS
- A020 REVIEW CONSTRUCTION EQUIPMENT AND MATERIAL USAGE
- A021 MAINTAIN PROJECT LEVEL III PROGRESS CHARTS
- A022 PREPARE AND SUBMIT FIELD ADJUSTMENT REQUESTS (FAR) AND DESIGN CHANGE DRAWINGS (DCD)
- A023 MAINTAIN PROJECT PACKAGES

B. MANAGEMENT AND SUPERVISION

- B013 SUPERVISE PERSONNEL ON CONSTRUCTION NETWORK ANALYSIS
- B014 SUPERVISE PERSONNEL IN DEVELOPMENT OF EQUIPMENT, MANPOWER AND MATERIAL ESTIMATES
- B015 SUPERVISE PERSONNEL COMPUTING EARTHWORK REQUIREMENTS
- B016 SUPERVISE PERSONNEL OPERATING WEIGHT HANDLING EQUIPMENT

C. ENVIRONMENTAL PROTECTION

C003 MONITOR ENVIRONMENTAL PROTECTION CONTROL PROGRAMS

D. CONSTRUCTION SUPPORT

D032 DIRECT EQUIPMENT PREPARATION FOR EMBARKATION

D033 RED LINE CONSTRUCTION DRAWINGS

D035 CONDUCT NAVAL CONSTRUCTION FORCE (NCF) TOOL KIT INSPECTION PROGRAMS

D036 PREPARE EQUIPMENT, MANPOWER AND MATERIAL ESTIMATES FROM DRAWINGS AND SPECIFICATIONS

E. CONSTRUCTION OPERATION

E050 DIRECT AND COORDINATE INSTALLATION OF ADVANCE BASED FUNCTIONAL COMPONENT (ABFC) FACILITIES

E051 DETERMINE SAFE WORKING LOAD (SWL) FOR COMPONENTS OF SIMPLE LIFTING DEVICES

E052 COMPUTE SAFE WORKING LOAD (SWL) LEVEL FOR CRANE OPERATIONS

E053 INSPECT CRANE SETUP FOR SAFE LIFTING OPERATIONS

E054 PROVIDE TECHNICAL ADVICE ON CONSTRUCTION TECHNIQUES

E055 REVIEW PROJECT SPECIFICATIONS

E056 PERFORM MAINTENANCE AND LUBRICATION ON ASPHALT PLANTS

E057 PERFORM MAINTENANCE AND LUBRICATION ON CONCRETE BATCH PLANTS

E058 PERFORM MAINTENANCE AND LUBRICATION ON ROCK CRUSHER PLANTS

E059 PERFORM MAINTENANCE AND LUBRICATION ON AGGREGATE WASHING PLANTS

E060 PERFORM MAINTENANCE AND LUBRICATION ON ROCK CRUSHER SCREENING PLANTS

E061 OPERATE ASPHALT PLANTS

E062 OPERATE ROCK CRUSHER PLANTS

G. CONSTRUCTION COMBAT READINESS

G031 PERFORM DUTIES OF RIFLE SQUAD LEADER

G032 PERFORM DUTIES OF RIFLE PLATOON GUIDE

G033 PERFORM DUTIES OF RIFLE PLATOON PETTY OFFICER

G034 PERFORM DUTIES OF MACHINE GUN SQUAD LEADER

G036 PERFORM DUTIES OF WEAPONS PLATOON PETTY OFFICER

G038 INSTRUCT PERIMETER GUARDS

G039 DIRECT INSTALLATION OF TRIP FLARES AND OTHER EARLY WARNING DEVICES

G051 DIRECT PLACING OF LIMITING STAKES

**CHIEF EQUIPMENT OPERATOR (EOC)**

A. TECHNICAL ADMINISTRATION

A024 ADMINISTER PERSONNEL READINESS CAPABILITY PROGRAMS (PRCP)

A025 ADMINISTER PROJECT LEVEL II PROGRESS CHARTS

A026 MANAGE CONSTRUCTION PROJECTS

A027 DETERMINE TRAINING REQUIREMENTS BASED ON PERSONNEL READINESS CAPABILITY PROGRAM (PRCP) DATA ANALYSIS

- A028 COORDINATE PREPARATION OF MATERIAL, EQUIPMENT AND PERSONNEL FOR EMBARKATION
- A029 PREPARE PROJECT PROGRESS CHARTS

**B. MANAGEMENT AND SUPERVISION**

- B001 ASSIST IN THE MANAGEMENT AND OPERATION OF A PUBLIC WORKS DEPARTMENT
- B002 MANAGE TRANSPORTATION OPERATIONS
- B003 COORDINATE EQUIPMENT ASSIGNMENTS
- B009 MANAGE TOOL KIT INVENTORY AND INSPECTION PROGRAMS

**C. ENVIRONMENTAL PROTECTION**

- C004 MANAGE ENVIRONMENTAL PROTECTION CONTROL PROGRAMS

**D. CONSTRUCTION SUPPORT**

- D038 DIRECT CRANE CERTIFICATION PROGRAMS
- D039 PROVIDE TECHNICAL ADVICE ON EQUIPMENT OPERATOR MAINTENANCE TECHNIQUES

**E. CONSTRUCTION OPERATIONS**

- E063 DIRECT AND COORDINATE INSTALLATION OF ADVANCED BASED FUNCTIONAL COMPONENTS (ABFC)
- E064 ORGANIZE AND CONTROL DEPLOYMENT OF MATERIAL AND EQUIPMENT FOR CONSTRUCTION PROJECTS
- E065 COORDINATE BATTALION PROJECT TURNOVERS
- E066 COORDINATE BATTALION MATERIAL TURNOVERS
- E067 PERFORM CONSTRUCTION PROJECT INSPECTIONS
- E068 PROVIDE TECHNICAL ADVICE ON INTERPRETATION OF PLANS AND SPECIFICATIONS

**F. QUALITY ASSURANCE**

- F001 ADMINISTER CONSTRUCTION QUALITY CONTROL PROGRAMS

**G. CONSTRUCTION COMBAT READINESS**

- G041 PERFORM DUTIES OF PLATOON COMMANDER
- G044 ASSIST IN OPERATION OF COMMAND OPERATIONS CENTER (COC)

**SENIOR CHIEF EQUIPMENT OPERATOR (EOCS)**

**A. TECHNICAL ADMINISTRATION**

- A030 PROVIDE TECHNICAL ADVICE ON CONSTRUCTION AND MAINTENANCE TECHNIQUES

**B. MANAGEMENT AND SUPERVISION**

- B004 DIRECT EQUIPMENT OPERATIONS
- B005 DIRECT OPERATIONS AND MAINTENANCE OF UTILITIES

- B006 DIRECT REPAIR, ALTERATION AND MAINTENANCE OF FACILITIES
- B007 COORDINATE ASSIGNED PROJECTS BETWEEN COMMANDS AND CUSTOMERS
- B008 PREPARE MONTHLY EQUIPMENT AVAILABILITY REPORTS

D. CONSTRUCTION SUPPORT

- D041 SCHEDULE MAINTENANCE CONSTRUCTION PROJECTS
- D042 DIRECT THE OPERATION OF UTILITIES UNDER THE COGNIZANCE OF PUBLIC WORKS DEPARTMENTS
- D043 DIRECT THE MAINTENANCE OF UTILITIES UNDER THE COGNIZANCE OF PUBLIC WORKS DEPARTMENTS
- D044 DIRECT THE REPAIR AND ALTERATION OF FACILITIES UNDER THE COGNIZANCE OF PUBLIC WORKS DEPARTMENTS

E. CONSTRUCTION OPERATIONS

- E069 DIRECT REPAIR, ALTERATION AND MAINTENANCE ON ROADS
- E070 DIRECT REPAIR, ALTERATION AND MAINTENANCE ON RUNWAYS
- E073 ADMINISTER CRANE SAFETY PROGRAMS

F. QUALITY ASSURANCE

- F002 ADMINISTER SHORE FACILITIES INSPECTION PROGRAMS

G. CONSTRUCTION COMBAT READINESS

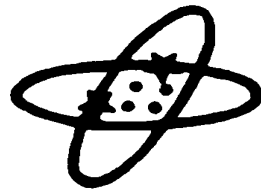
- G042 ASSIST IN OPERATION OF COMPANY COMMAND POSTS
- G043 ASSIST IN PREPARATION OF COMPANY DEFENSE PLANS

**MASTER CHIEF EQUIPMENTMAN (EQCM)**

D. CONSTRUCTION SUPPORT

- D020 ASSIST IN MANAGEMENT AND OPERATION OF MOBILE CONSTRUCTION BATTALIONS, CONSTRUCTION BATTALION UNITS AND PUBLIC WORKS DEPARTMENTS

# CHAPTER 32



## ELECTRONICS TECHNICIAN (ET)

NAVPERS 18068-32E

NAVY ENLISTED OCCUPATIONAL STANDARDS  
FOR  
ELECTRONICS TECHNICIAN (ET)



SCOPE OF RATING

\*Electronics Technicians (Submarine) (ET) operate and perform maintenance on electronic equipment used for detection, tracking, recognition and identification, aids to navigation, radar, interior communications, alarm, warning, ship's control, entertainment, gyrocompass and plotting, electronic warfare systems, and instrumentation and control; operate and perform maintenance on general purpose test equipment, personal computers, and auxiliary equipment; operate, monitor, and control information systems in support of the world-wide telecommunications network; perform assigned mission organizational level maintenance and repair of Command, Control, Communications, Computer and Intelligence Systems; and stand watch on related equipment.

Electronics Technicians (Surface) (ET) operate and perform maintenance on electronic equipment used for communication, detection, tracking, recognition, identification, and aids to navigation, and instrumentation and control; operate and perform maintenance on general purpose test equipment, personal computers, and auxiliary equipment. (Exceptions: airborne equipment, data processing systems, interior communications systems, teletypewriters, sonar, dead reckoning analyzer indicators, weapons control systems, and electronic warfare systems.)

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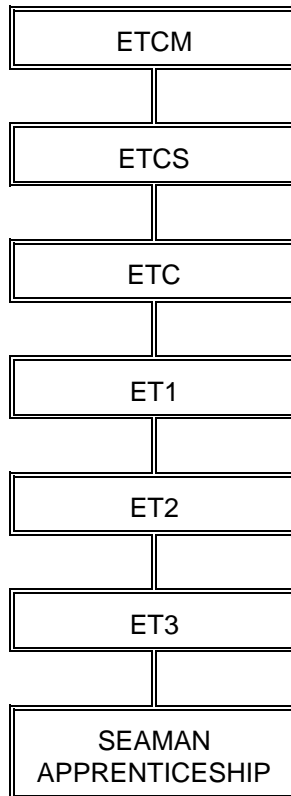
These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 32.

\*Indicates Change 18

NAVPERS 18068-32E



**GENERAL INFORMATION**  
CAREER PATTERN



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

SPECIAL PHYSICAL REQUIREMENTS

Normal color perception; no speech impediment. Refer to Chapter 15 of the Manual of the Medical Department, U.S. Navy for details on color perception and speech requirements.

CITIZENSHIP/SECURITY REQUIREMENTS

Must be a U.S. citizen; must be eligible for access to classified information.

SAFETY

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

**ELECTRONICS TECHNICIAN SUBMARINE (ET) FUNCTIONAL AREAS**

- A. RADAR SYSTEMS
- B. NAVIGATION SYSTEMS
- C. ELECTRONIC WARFARE SYSTEMS
- D. AUXILIARY/SUPPORT EQUIPMENT
- E. GENERAL ELECTRONICS
- G. NAVIGATION
- I. COMMUNICATIONS AND OPERATIONS

## **ELECTRONIC TECHNICIAN (SUBMARINE) THIRD CLASS (ET3)**

### **A. RADAR SYSTEMS**

- A001 CLEAN AND INSPECT NAVIGATION (NAV) RADAR EQUIPMENT
- A002 TEST, OPERATE AND EVALUATE NAV RADAR EQUIPMENT
- A005 TEST AND OPERATE COMMERCIAL RADAR EQUIPMENT
- A007 CLEAN AND INSPECT IDENTIFICATION FRIEND OR FOE (IFF) EQUIPMENT
- A008 TEST, OPERATE, AND EVALUATE IFF EQUIPMENT

### **B. NAVIGATION SYSTEMS**

- B015 TEST AND OPERATE SHIP'S INERTIAL NAVIGATION SYSTEM (INS) EQUIPMENT
- B016 EVALUATE INS EQUIPMENT PERFORMANCE
- B020 TEST, OPERATE, AND EVALUATE GLOBAL POSITIONING SYSTEM (GPS) EQUIPMENT

### **C. ELECTRONIC WARFARE SYSTEMS**

- C025 CLEAN AND INSPECT ELECTRONIC SUPPORT MEASURE (ESM) EQUIPMENT
- C026 TEST, OPERATE, AND EVALUATE ESM EQUIPMENT
- C031 EVALUATE RADIO FREQUENCY (RF) SIGNALS
- C032 ANALYZE RF SIGNALS
- C033 IDENTIFY RF SIGNALS
- C034 TEST, OPERATE, AND EVALUATE PERISCOPE ELECTRONIC EQUIPMENT
- C168 PREPARE ESM SEARCH PLANS

### **D. AUXILIARY/SUPPORT EQUIPMENT**

- D038 CLEAN AND INSPECT SYNCHROS AND SERVO SYSTEMS
- D039 TEST, OPERATE, AND EVALUATE SYNCHRO AND SERVO SYSTEMS
- D053 TROUBLESHOOT AND REPAIR REMOTE WATER LEVEL AND INDICATING CONTROL SYSTEMS
- D074 REPLACE SWITCHBOARD METERS
- D088 TROUBLESHOOT AND REPAIR LOUDSPEAKERS
- D091 TROUBLESHOOT AND REPAIR SOUND-POWERED PHONE AMPLIFIERS
- D094 TROUBLESHOOT AND REPAIR PHONE STATIONS
- D096 TROUBLESHOOT AND REPAIR CABLES/CONNECTORS
- D103 ALIGN PRESSURE ALARM SENSING DEVICES
- D109 TROUBLESHOOT AND REPAIR LIQUID LEVEL ALARM SENSING DEVICES
- D111 TROUBLESHOOT AND REPAIR POWER FAILURE ALARM DEVICES
- D152 TEST AND OPERATE PORTABLE SHIP CONTROL UNIT (BRIDGE SUITCASE)
- D374 TEST AND OPERATE CENTRAL ATMOSPHERE MONITORING SYSTEM (CAMS) EQUIPMENT
- D392 OPERATE AND MAINTAIN THE SHIPBOARD INFORMATION TRAINING AND ENTERTAINMENT (SITE) SYSTEM

### **E. GENERAL ELECTRONICS**

- E044 CLEAN AND INSPECT POWER SUPPLIES
- E045 TEST AND OPERATE POWER SUPPLIES
- E154 INTERPRET MAINTENANCE SCHEMATICS
- E160 ANALYZE SYSTEM DIAGRAMS

## G. NAVIGATION

- G176 COMPUTE AND PLOT LINES OF POSITION
- G177 COMPUTE AND PLOT DANGER RANGES AND BEARINGS
- G178 COMPUTE RED AND YELLOW SOUNDINGS FOR SURFACE/SUBMERGED OPERATIONS
- G179 COMPUTE AND PLOT SHIP'S TRACK FOR RHUMB LINE AND GREAT CIRCLE SAILING
- G180 DETERMINE SHIP'S POINT OF INTENDED MOVEMENT (PIM) AND SPEED OF ADVANCE (SOA) FOR TRACKS
- G181 DETERMINE SHIP'S POSITION USING COMPOSITE FIX AND RUNNING FIX METHODS
- G182 APPLY FIX EXPANSION CONCEPT
- G183 DETERMINE AND APPLY VISUAL BEARING AND GYROCOMPASS ERROR (SUN, AZIMUTH, POLARIS AND VISUAL RANGE)
- G184 COMPUTE AND PLOT TURN BEARINGS AND TURN RANGES
- G185 COMPUTE AND APPLY SHIP'S ADVANCE AND TRANSFER
- G186 IDENTIFY HYDROGRAPHIC CHART SYMBOLS AND ABBREVIATIONS
- G187 COMPUTE AND APPLY SHIP'S SET AND DRIFT TO SHIP'S POSITION
- G189 RECOMMEND COURSE OF ACTION BASED ON INTERNATIONAL AND INLAND RULES OF ROAD
- G191 PREPARE PRECISION ANCHORING PLANS
- G192 PREPARE CHARTS FOR RESTRICTED WATERS AND OPEN OCEAN TRANSIT
- G196 PLOT RELATIVE BEARING USING PARALLEL MOTION PROTRACTOR (PMP)
- G197 PLOT RELATIVE BEARING USING THREE ARM PROTRACTOR
- G199 PERFORM MAN OVERBOARD PLOTTING PROCEDURES
- G200 IDENTIFY GYROCOMPASS FAILURE ALARM
- G202 INTERPRET RADAR INFORMATION AND DISPLAYS
- G203 INTERPRET FATHOMETER DISPLAYS
- G204 RECORD AND COMPARE FATHOMETER SOUNDINGS TO CHARTED DEPTHS
- G205 SET UP AND INITIALIZE NAVIGATIONAL EQUIPMENT
- G206 PLOT SHIP'S POSITION USING AVAILABLE FIX SOURCES
- G207 COMPUTE AND RECORD MOONRISE AND MOONSET
- G208 COMPUTE AND RECORD SUNRISE AND SUNSET
- G209 COMPUTE ZONE TIME (ZT) AND TIME CONVERSION PROBLEMS
- G210 CONVERT ARC TO TIME
- G211 COMPUTE AND GRAPH TIDES AND CURRENTS
- G216 OBSERVE AND RECORD WEATHER CONDITIONS
- G220 IDENTIFY INFORMATION CONTAINED WITHIN SAILING DIRECTION, FLEET GUIDE, AND PORT DIRECTORY
- G221 INTERPRET AND PLOT SUBMARINE MOVEMENT MESSAGES
- G222 COMPUTE AND DETERMINE CONTACT SOLUTIONS USING MANEUVERING BOARD
- G225 IDENTIFY NAVIGATIONAL INFORMATION FROM OPERATION ORDERS
- G227 MAINTAIN NAVIGATION INFORMATION NETWORK (NAVINFONET) SYSTEM
- G234 DETERMINE AND INSERT GPS WAYPOINTS TO SUPPORT PILOTING OPERATIONS
- G235 INTERPRET LIGHT CHARACTERISTICS INFORMATION USING LIGHT LIST
- G238 SELECT ESSENTIAL CHARTS FOR PROPOSED TRANSIT
- G239 CONVERT BETWEEN RELATIVE BEARINGS AND TRUE BEARINGS
- G243 RENDER HONORS AND CEREMONIES
- G246 IDENTIFY SIGNAL FLAGS AND PENNANT DISPLAYS
- G248 IDENTIFY VISUAL STORM WARNING SIGNALS
- G250 IDENTIFY BUOY TYPES AND SYSTEMS
- G251 IDENTIFY NAVIGATIONAL WARNINGS CONTAINED IN NAVAREAS, HYDROLANTS, AND HYDROPACS
- G252 SIGHT AND IDENTIFY VISUAL NAVIGATIONAL AIDS
- G253 COMPUTE LIGHT VISIBILITY'S AND RANGES
- G255 PROVIDE NAVIGATION DATA INPUT FOR REQUIRED REPORTS
- G256 DERIVE TRUE DIRECTION OF CHARTED POSITIONS WITH PMP/COMPASS ROSE

- G267 USE VERY HIGH FREQUENCY (VHF) RADIO FOR CONTACT MANAGEMENT AND HARBOR CONTROL
- G377 CONDUCT COMPASS CHECKS BETWEEN OWN SHIP'S MASTER HEADING REFERENCE, INSTALLED INDICATORS, AND REPEATERS
- G378 PREPARE SHIP'S CURRENT OPERATIONS BINDER
- G379 UPDATE SHIP'S CURRENT OPERATIONS BINDER
- G389 APPLY CORRECTIONS TO NAVIGATIONAL CHARTS, PUBLICATIONS, AND DIRECTIVES

I. COMMUNICATIONS AND OPERATIONS

- I269 PERFORM COMMUNICATION SECURITY MATERIAL SYSTEMS (CMS) USER OPERATIONS
- I270 MAKE COURSE RECOMMENDATIONS FOR ANTENNA ALIGNMENT
- I272 TEST, OPERATE, AND EVALUATE EXTREMELY LOW FREQUENCY (ELF) SYSTEMS
- I273 TEST, OPERATE, AND EVALUATE ULTRA HIGH FREQUENCY (UHF) SYSTEMS
- I274 TEST, OPERATE, AND EVALUATE VERY LOW FREQUENCY/LOW FREQUENCY (VLF/LF) SYSTEMS
- I386 TEST, OPERATE, AND EVALUATE HIGH FREQUENCY (HF) SYSTEMS
- I388 TEST, OPERATE, AND EVALUATE EXTREMELY HIGH FREQUENCY (EHF) SYSTEMS
- I387 TEST, OPERATE, AND EVALUATE COMMUNICATION SOFTWARE SYSTEMS
- I285 RIG AND TUNE EMERGENCY ANTENNAS
- I287 IDENTIFY AND SET EMISSION CONTROL (EMCON) CONDITIONS
- I290 AUTHENTICATE WHILE USING COMMUNICATION CIRCUITS
- I292 INITIATE ESSENTIAL ELEMENTS OF FRIENDLY INFORMATION PROCEDURES
- I293 MONITOR FLEET BROADCASTS
- I294 MONITOR HARBOR COMMON CIRCUITS
- I295 MONITOR INTERNATIONAL DISTRESS FREQUENCIES
- I299 ENCRYPT/DECRYPT MESSAGES AND CALL SIGNS
- I301 CONTROL CLASSIFIED/SPECIAL CATEGORY (SPECAT) MATERIAL
- I305 TEST AND OPERATE FLOATING WIRE ANTENNA SYSTEM
- I309 PROGRAM EXPENDABLE COMMUNICATIONS BUOYS
- I315 DETECT AND IDENTIFY MEACONING, INTRUSION, JAMMING, INTERFERENCE (MIJI)
- I323 PROCESS MESSAGE TRAFFIC
- I331 DRAFT COMMUNICATION RELATED MESSAGES (COMMUNICATION SPOTS (COMMSPOTS), BROADCAST SCREEN REQUESTS (BSR), ETC)
- I332 UPDATE COMMUNICATION FILES
- I340 OPERATE GATEGUARD SYSTEM
- I348 REVIEW AND UPDATE COMMUNICATIONS PUBLICATIONS
- I367 CONDUCT COMMUNICATIONS PUBLICATIONS INVENTORIES
- I368 CONDUCT OVER THE AIR TRANSFER (OTAT) AND REKEY(OTAR)

**ELECTRONIC TECHNICIAN (SUBMARINE) SECOND CLASS (ET2)**

A. RADAR SYSTEMS

- A004 TROUBLESHOOT AND REPAIR NAV RADAR EQUIPMENT
- A006 TROUBLESHOOT AND REPAIR COMMERCIAL RADAR EQUIPMENT
- A010 TROUBLESHOOT AND REPAIR IFF EQUIPMENT
- A014 ADJUST AND ALIGN NAV RADAR EQUIPMENT

B. NAVIGATION SYSTEMS

- B017 TROUBLESHOOT AND REPAIR INS EQUIPMENT
- B022 TROUBLESHOOT AND REPAIR GPS EQUIPMENT

### C. ELECTRONIC WARFARE SYSTEMS

- C028 TROUBLESHOOT AND REPAIR ESM EQUIPMENT
- C029 ADJUST AND ALIGN ESM EQUIPMENT
- C036 TROUBLESHOOT AND REPAIR PERISCOPE ELECTRONIC EQUIPMENT
- C037 ADJUST AND ALIGN PERISCOPE ELECTRONIC EQUIPMENT

### D. AUXILIARY/SUPPORT EQUIPMENT

- D041 TROUBLESHOOT, REPAIR, AND ALIGN SYNCHROS AND SERVO SYSTEMS
- D046 TROUBLESHOOT AND REPAIR POWER SUPPLIES
- D049 ADJUST AND ALIGN POWER SUPPLIES
- D050 TROUBLESHOOT AND REPAIR FLOW EQUIPMENT
- D059 TROUBLESHOOT AND REPAIR CAMS EQUIPMENT
- D060 ADJUST AND ALIGN CAMS EQUIPMENT
- D061 REMOVE AND REPLACE COMPONENTS OF CAMS EQUIPMENT
- D062 TROUBLESHOOT AND REPAIR DEPTH DETECTORS
- D063 ADJUST AND ALIGN DEPTH DETECTORS
- D065 TROUBLESHOOT, REPAIR, AND REPLACE VOLTAGE REGULATORS
- D068 TROUBLESHOOT AND REPAIR INTERIOR COMMUNICATIONS (IC) SWITCHBOARDS
- D076 TROUBLESHOOT AND REPAIR IC TEST PANELS
- D079 TROUBLESHOOT AND REPAIR CENTRAL AMPLIFIER SYSTEMS
- D082 TROUBLESHOOT AND REPAIR MICROPHONE CONTROL STATIONS
- D085 TROUBLESHOOT AND REPAIR INTERCOMMUNICATING STATIONS
- D098 TROUBLESHOOT AND REPAIR ALARM EQUIPMENT
- D101 TROUBLESHOOT AND REPAIR TEMPERATURE ALARM SENSING DEVICES
- D104 TROUBLESHOOT AND REPAIR PRESSURE ALARM SENSING DEVICES
- D115 TROUBLESHOOT AND REPAIR ALARM SWITCHBOARDS
- D118 TROUBLESHOOT AND REPAIR SYNCRO AMPLIFIERS
- D135 TROUBLESHOOT AND REPAIR ELECTRO MAGNETIC (EM) LOG SYSTEMS
- D139 TROUBLESHOOT AND REPAIR SHIP'S CONTROL CONSOLES
- D141 TROUBLESHOOT AND REPAIR INDICATING DRIVES UNITS
- D153 TROUBLESHOOT AND REPAIR PORTABLE SHIP CONTROL UNIT (BRIDGE SUITCASE)
- D375 TROUBLESHOOT AND REPAIR STEERING AND DIVING ELECTRICAL SYSTEMS
- D376 TROUBLESHOOT AND REPAIR SHIP'S DEPTH ANGLE INDICATOR SYSTEM
- D122 TROUBLESHOOT AND REPAIR GYROCOMPASS REPEATERS

### E. GENERAL ELECTRONICS

- E075 TROUBLESHOOT AND REPAIR TRANSFORMERS
- E151 MEASURE TRANSMISSION LINES' CHARACTERISTICS USING TIME DOMAIN REFLECTOMETER (TDR)
- E157 DRAW WIRING DIAGRAMS
- E158 ANALYZE SCHEMATIC DIAGRAMS
- E159 VERIFY SHIP'S BLUEPRINTS

### G. NAVIGATION

- G194 INTERPRET AND PLOT WEATHER AND ICE MESSAGE INFORMATION
- G213 INTERPRET HYDROGRAPHIC (PILOT) CHART INFORMATION
- G215 PREPARE BATHYMETRIC COLLECTION REPORT
- G219 CONDUCT INVENTORIES (CHARTS, PUBLICATIONS, LOGS)
- G226 CONDUCT NAVINFONET SYSTEM OPERATIONS
- G229 DETERMINE SHIP'S TACTICAL CHARACTERISTICS

- G232 CONDUCT PILOTING BRIEFS
- G233 ANALYZE FOR MISHAP PREVENTION AND SUBMARINE INCIDENTS LESSONS
- G265 DETERMINE AND PLOT DISPERSAL AND REACTOR ACCIDENT ANCHORAGE

I. COMMUNICATIONS AND OPERATIONS

- I303 DEVELOP AND INTERPRET SATELLITE VULNERABILITY REPORTS
- I310 ADJUST TIME STANDARD AGAINST WORLDWIDE MASTER CLOCKS
- I319 MONITOR COMMUNICATIONS SYSTEM AND EQUIPMENT PERFORMANCE USING TEST EQUIPMENT
- I349 PREPARE AND UPDATE COMMUNICATIONS STANDARD OPERATING PROCEDURES (SOP)
- I371 TROUBLESHOOT AND REPAIR ANTENNA SYSTEMS
- I372 TROUBLESHOOT AND REPAIR ELF SYSTEMS
- I381 TROUBLESHOOT AND REPAIR HF SYSTEMS
- I382 TROUBLESHOOT AND REPAIR VHF SYSTEMS
- I383 TROUBLESHOOT AND REPAIR UHF SYSTEMS
- I384 TROUBLESHOOT AND REPAIR EHF SYSTEMS
- I385 TROUBLESHOOT AND REPAIR VLF/LF SYSTEMS

**ELECTRONIC TECHNICIAN (SUBMARINE) FIRST CLASS (ET1)**

D. AUXILIARY/SUPPORT EQUIPMENT

- D056 TROUBLESHOOT, REPAIR, AND ALIGN VALVE INDICATING EQUIPMENT
- D143 REPAIR VALVE POSITION INDICATING SYSTEMS

G. NAVIGATION

- G198 ANALYZE NAVIGATION EXERCISES
- G268 EVALUATE NAVIGATIONAL INFORMATION AS THE ASSISTANT NAVIGATOR DURING SUBMERGED AND SURFACE TRANSITS

I. COMMUNICATIONS AND OPERATIONS

- I280 PREPARE COMMUNICATIONS PLANS
- I284 PLOT SHIP'S POSITION FOR ANTENNA OPTIMUM COURSE FOR ELF
- I297 ENFORCE TWO PERSON INTEGRITY RULES
- I300 SUBMIT CMS REPORTS
- I311 PREPARE AND UPDATE COMMUNICATIONS PORTION OF EMERGENCY ACTION PLANS
- I316 REPORT MIJI
- I352 PREPARE U.S. MESSAGE TEXT FORMATS (MTF) MESSAGES
- I366 PERFORM ANTENNA RESISTANCE CHECKS
- I373 REPLACE COMPONENTS OF ANTENNA SYSTEMS

**CHIEF ELECTRONIC TECHNICIAN (SUBMARINE) (ETC)**

G. NAVIGATION

- G165 PREPARE NARRATIVE REPORTS OF OPERATIONS/EXERCISES
- G230 EVALUATE PILOTING AND MODIFIED PILOTING TEAM PERFORMANCE

I. COMMUNICATIONS AND OPERATIONS

- I313 PREPARE COMMUNICATIONS EMERGENCY DESTRUCTION PLANS
- I390 PERFORM CMS CUSTODIAN OPERATIONS
- I391 VERIFY COMMUNICATION PLANS

**SENIOR CHIEF ELECTRONIC TECHNICIAN (SUBMARINE) (ETCS)**

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

**MASTER CHIEF ELECTRONIC TECHNICIAN (SUBMARINE) (ETCM)**

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



**ELECTRONICS TECHNICIAN (SURFACE) (ET) FUNCTIONAL AREAS**

- A. RADAR SYSTEMS
- B. NAVIGATION SYSTEMS
- C. COMMUNICATION SYSTEMS
- E. AUXILIARY/SUPPORT EQUIPMENT
- F. COMPUTER/AUTOMATED INFORMATION SYSTEM (AIS) EQUIPMENT
- G. ELECTRICAL/ELECTRONIC MAINTENANCE
- H. TEST EQUIPMENT
- I. TECHNICAL ADMINISTRATION
- J. ELECTRONIC SAFETY
- K. HAZARDOUS MATERIAL SAFETY

## ELECTRONICS TECHNICIAN (SURFACE) THIRD CLASS (ET3)

### A. RADAR SYSTEMS

- A001 TROUBLESHOOT RADAR EQUIPMENT
- A002 ADJUST AND ALIGN RADAR EQUIPMENT
- A003 REPLACE COMPONENTS ON RADAR EQUIPMENT
- A004 TEST AND OPERATE RADAR EQUIPMENT
- A005 EVALUATE PERFORMANCE OF RADAR EQUIPMENT
- A006 CLEAN AND INSPECT RADAR EQUIPMENT
- A007 REPLACE MODULES AND CIRCUIT CARDS ON RADAR EQUIPMENT
- A008 TROUBLESHOOT RADAR ANTENNA SYSTEMS
- A009 ADJUST AND ALIGN RADAR ANTENNA SYSTEMS
- A010 REPLACE COMPONENTS ON RADAR ANTENNA SYSTEMS
- A011 TEST AND OPERATE RADAR ANTENNA SYSTEMS
- A012 EVALUATE PERFORMANCE OF RADAR ANTENNA SYSTEMS
- A013 CLEAN AND INSPECT RADAR ANTENNA SYSTEMS
- A014 REPLACE MODULES AND CIRCUIT CARDS ON RADAR ANTENNA SYSTEMS
- A015 BORESIGHT RADAR ANTENNA
- A016 TROUBLESHOOT IDENTIFICATION FRIEND OR FOE (IFF) EQUIPMENT
- A017 TEST AND OPERATE IFF EQUIPMENT
- A018 EVALUATE PERFORMANCE OF IFF EQUIPMENT
- A019 REPLACE MODULES AND CIRCUIT CARDS ON IFF EQUIPMENT
- A020 TROUBLESHOOT REPEATER AND INDICATORS
- A021 ADJUST AND ALIGN REPEATER AND INDICATORS
- A022 REPLACE COMPONENTS ON REPEATER AND INDICATORS
- A023 TEST AND OPERATE REPEATER AND INDICATORS
- A024 EVALUATE PERFORMANCE OF REPEATER AND INDICATORS
- A025 CLEAN AND INSPECT REPEATER AND INDICATORS
- A026 REPLACE MODULES AND CIRCUIT CARDS ON REPEATER AND INDICATORS

### B. NAVIGATION SYSTEMS

- B027 TEST AND OPERATE GLOBAL POSITIONING SYSTEM (GPS) EQUIPMENT
- B028 EVALUATE PERFORMANCE OF GPS EQUIPMENT
- B029 TROUBLESHOOT TACTICAL AIR NAVIGATION (TACAN) EQUIPMENT
- B030 REPLACE COMPONENTS ON TACAN EQUIPMENT
- B031 TEST AND OPERATE TACAN EQUIPMENT
- B032 EVALUATE PERFORMANCE OF TACAN EQUIPMENT
- B033 REPLACE MODULES AND CIRCUIT CARDS ON TACAN EQUIPMENT
- B034 TROUBLESHOOT FATHOMETERS
- B035 TEST AND OPERATE SATELLITE NAVIGATION (SATNAV) EQUIPMENT
- B036 EVALUATE PERFORMANCE OF SATNAV EQUIPMENT
- B037 CLEAN AND INSPECT SATNAV EQUIPMENT

### C. COMMUNICATION SYSTEMS

- C038 TROUBLESHOOT HIGH FREQUENCY (HF) RECEIVERS
- C039 ADJUST AND ALIGN HF RECEIVERS
- C040 REPLACE COMPONENTS ON HF RECEIVERS
- C041 TEST AND OPERATE HF RECEIVERS
- C042 EVALUATE PERFORMANCE OF HF RECEIVERS

C043 CLEAN AND INSPECT HF RECEIVERS  
C044 REPLACE MODULES AND CIRCUIT CARDS ON HF RECEIVERS  
C045 TROUBLESHOOT HF TRANSMITTERS  
C046 ADJUST AND ALIGN HF TRANSMITTERS  
C047 REPLACE COMPONENTS ON HF TRANSMITTERS  
C048 TEST AND OPERATE HF TRANSMITTERS  
C049 EVALUATE PERFORMANCE OF HF TRANSMITTERS  
C050 CLEAN AND INSPECT HF TRANSMITTERS  
C051 REPLACE MODULES AND CIRCUIT CARDS ON HF TRANSMITTERS  
C052 TROUBLESHOOT VERY HIGH FREQUENCY/ULTRA HIGH FREQUENCY (VHF/UHF) RECEIVERS  
C053 ADJUST AND ALIGN VHF/UHF RECEIVERS  
C054 REPLACE COMPONENTS ON VHF/UHF RECEIVERS  
C055 TEST AND OPERATE VHF/UHF RECEIVERS  
C056 EVALUATE PERFORMANCE OF VHF/UHF RECEIVERS  
C057 CLEAN AND INSPECT VHF/UHF RECEIVERS  
C058 REPLACE MODULES AND CIRCUIT CARDS ON VHF/UHF RECEIVERS  
C059 TROUBLESHOOT VHF/UHF TRANSMITTERS  
C060 ADJUST AND ALIGN VHF/UHF TRANSMITTERS  
C061 REPLACE COMPONENTS ON VHF/UHF TRANSMITTERS  
C062 TEST AND OPERATE VHF/UHF TRANSMITTERS  
C063 EVALUATE PERFORMANCE OF VHF/UHF TRANSMITTERS  
C064 CLEAN AND INSPECT VHF/UHF TRANSMITTERS  
C065 REPLACE MODULES AND CIRCUIT CARDS ON VHF/UHF TRANSMITTERS  
C066 TROUBLESHOOT VHF/UHF TRANSCEIVERS  
C067 ADJUST AND ALIGN VHF/UHF TRANSCEIVERS  
C068 REPLACE COMPONENTS ON VHF/UHF TRANSCEIVERS  
C069 TEST AND OPERATE VHF/UHF TRANSCEIVERS  
C070 EVALUATE PERFORMANCE OF VHF/UHF TRANSCEIVERS  
C071 CLEAN AND INSPECT VHF/UHF TRANSCEIVERS  
C072 REPLACE MODULES AND CIRCUIT CARDS ON VHF/UHF TRANSCEIVERS  
C073 TROUBLESHOOT SINGLE AUDIO SYSTEMS (SAS) EQUIPMENT  
C074 ADJUST AND ALIGN SAS EQUIPMENT  
C075 TEST AND OPERATE SAS EQUIPMENT  
C076 EVALUATE PERFORMANCE OF SAS EQUIPMENT  
C077 CLEAN AND INSPECT SAS UNITS  
C078 PERFORM FUNCTIONAL CHECKS ON SECURE VOICE SYSTEMS (SVS)  
C079 TROUBLESHOOT COUPLERS  
C080 ADJUST AND ALIGN COUPLERS  
C081 REPLACE COMPONENTS OF COUPLERS  
C082 TEST AND OPERATE COUPLERS  
C083 EVALUATE PERFORMANCE OF COUPLERS  
C084 CLEAN AND INSPECT COUPLERS  
C085 REPLACE MODULES AND CIRCUIT CARDS ON COUPLERS  
C086 TROUBLESHOOT MULTICOUPLERS  
C087 ADJUST AND ALIGN MULTICOUPLERS  
C088 REPLACE COMPONENTS ON MULTICOUPLERS  
C089 TEST AND OPERATE MULTICOUPLERS  
C090 EVALUATE PERFORMANCE OF MULTICOUPLERS  
C091 CLEAN AND INSPECT MULTICOUPLERS  
C092 REPLACE MODULES AND CIRCUIT CARDS ON MULTICOUPLERS  
C093 TROUBLESHOOT ANTENNA CONTROL SYSTEM EQUIPMENT

C094 ADJUST AND ALIGN ANTENNA CONTROL SYSTEM EQUIPMENT  
C095 REPLACE COMPONENTS ON ANTENNA CONTROL SYSTEM EQUIPMENT  
C096 TEST AND OPERATE ANTENNA CONTROL SYSTEM EQUIPMENT  
C097 EVALUATE PERFORMANCE OF ANTENNA CONTROL SYSTEM EQUIPMENT  
C098 CLEAN AND INSPECT ANTENNA CONTROL SYSTEM EQUIPMENT  
C099 REPLACE MODULES AND CIRCUIT CARDS ON ANTENNA CONTROL SYSTEM EQUIPMENT  
C100 TEST AND OPERATE WHIP ANTENNAS  
C101 EVALUATE PERFORMANCE OF WHIP ANTENNAS  
C102 CLEAN AND INSPECT WHIP ANTENNAS  
C103 TROUBLESHOOT UHF ANTENNAS  
C104 TEST AND OPERATE UHF ANTENNAS  
C105 EVALUATE PERFORMANCE OF UHF ANTENNAS  
C106 CLEAN AND INSPECT UHF ANTENNAS  
C107 REMOVE AND REPLACE ANTENNAS  
C108 TROUBLESHOOT ANTENNA FILTERS  
C109 ADJUST AND ALIGN ANTENNA FILTERS  
C110 REPLACE COMPONENTS ON ANTENNA FILTERS  
C111 TEST AND OPERATE ANTENNA FILTERS  
C112 EVALUATE PERFORMANCE OF ANTENNA FILTERS  
C113 CLEAN AND INSPECT ANTENNA FILTERS  
C114 PERFORM FUNCTIONAL CHECKS ON ELECTRONIC FREQUENCY CONVERTERS  
C115 TROUBLESHOOT CONVERTERS  
C116 MONITOR UNINTERRUPTIBLE POWER SUPPLIES (UPS) (CURRENT, VOLTAGE, AND FREQUENCY)  
C117 PERFORM FUNCTIONAL CHECKS ON UPS  
C118 ADJUST AND ALIGN CONVERTERS  
C119 REPLACE COMPONENTS ON CONVERTERS  
C120 TEST AND OPERATE CONVERTERS  
C121 EVALUATE PERFORMANCE OF CONVERTERS  
C122 CLEAN AND INSPECT CONVERTERS  
C123 REPLACE MODULES AND CIRCUIT CARDS ON CONVERTERS  
C124 TROUBLESHOOT KEYER AND ADAPTER EQUIPMENT  
C125 ADJUST AND ALIGN KEYER AND ADAPTER EQUIPMENT  
C126 REPLACE COMPONENTS ON KEYER AND ADAPTER EQUIPMENT  
C127 TEST AND OPERATE KEYER AND ADAPTER EQUIPMENT  
C128 EVALUATE PERFORMANCE OF KEYER AND ADAPTER EQUIPMENT  
C129 CLEAN AND INSPECT KEYER AND ADAPTER EQUIPMENT  
C130 REPLACE MODULES AND CIRCUIT CARDS ON KEYER AND ADAPTER EQUIPMENT  
C131 PERFORM FUNCTIONAL CHECKS ON DATA LINK TERMINAL SETS  
C132 CLEAN AND INSPECT DATA LINK TERMINAL SETS  
C133 TROUBLESHOOT DATA LINK TERMINAL SETS  
C134 TROUBLESHOOT MULTIPLEXERS  
C135 ADJUST AND ALIGN MULTIPLEXERS  
C136 REPLACE COMPONENTS ON MULTIPLEXERS  
C137 TEST AND OPERATE MULTIPLEXERS  
C138 EVALUATE PERFORMANCE OF MULTIPLEXERS  
C139 CLEAN AND INSPECT MULTIPLEXERS  
C140 REPLACE MODULES AND CIRCUIT CARDS ON MULTIPLEXERS  
C141 TROUBLESHOOT PORTABLE RADIOS  
C142 ADJUST AND ALIGN PORTABLE RADIOS  
C143 REPLACE COMPONENTS ON PORTABLE RADIOS

- C144 TEST AND OPERATE PORTABLE RADIOS
- C145 EVALUATE PERFORMANCE OF PORTABLE RADIOS
- C146 CLEAN AND INSPECT PORTABLE RADIOS
- C147 REPLACE MODULES AND CIRCUIT CARDS ON PORTABLE RADIOS
- C148 TROUBLESHOOT AUDIO AMPLIFIERS
- C149 ADJUST AND ALIGN AUDIO AMPLIFIERS
- C150 REPLACE COMPONENTS ON AUDIO AMPLIFIERS
- C151 TEST AND OPERATE AUDIO AMPLIFIERS
- C152 EVALUATE PERFORMANCE OF AUDIO AMPLIFIERS
- C153 CLEAN AND INSPECT AUDIO AMPLIFIERS
- C154 REPLACE MODULES AND CIRCUIT CARDS ON AUDIO AMPLIFIERS

E. AUXILIARY/SUPPORT EQUIPMENT

- E155 TROUBLESHOOT LOW LEVEL PATCH PANELS
- E156 ADJUST AND ALIGN LOW LEVEL PATCH PANELS
- E157 REPLACE COMPONENTS ON LOW LEVEL PATCH PANELS
- E158 TEST AND OPERATE LOW LEVEL PATCH PANELS
- E159 EVALUATE PERFORMANCE OF LOW LEVEL PATCH PANELS
- E160 CLEAN AND INSPECT LOW LEVEL PATCH PANELS
- E161 REPLACE MODULES AND CIRCUIT CARDS ON LOW LEVEL PATCH PANELS
- E162 TROUBLESHOOT RADIO FREQUENCY (RF) PATCH PANELS
- E163 TEST AND OPERATE RF PATCH PANELS
- E164 TROUBLESHOOT AUDIO PATCH PANELS
- E165 ADJUST AND ALIGN AUDIO PATCH PANELS
- E166 REPLACE COMPONENTS ON AUDIO PATCH PANELS
- E167 TEST AND OPERATE AUDIO PATCH PANELS
- E168 EVALUATE PERFORMANCE OF AUDIO PATCH PANELS
- E169 CLEAN AND INSPECT AUDIO PATCH PANELS
- E170 REPLACE MODULES AND CIRCUIT CARDS ON AUDIO PATCH PANELS
- E171 MONITOR DRY AIR CONTROL PANELS
- E172 TEST AND OPERATE DRY AIR SYSTEMS
- E173 EVALUATE PERFORMANCE OF DRY AIR SYSTEMS
- E174 CLEAN AND INSPECT DRY AIR SYSTEMS
- E175 PURGE DRY AIR SYSTEMS
- E176 TROUBLESHOOT SYNCHROS AND SERVO SYSTEMS
- E177 ADJUST AND ALIGN SYNCHROS AND SERVO SYSTEMS
- E178 REPLACE COMPONENTS ON SYNCHROS AND SERVO SYSTEMS
- E179 TEST AND OPERATE SYNCHROS AND SERVO SYSTEMS
- E180 EVALUATE PERFORMANCE OF SYNCHROS AND SERVO SYSTEMS
- E181 CLEAN AND INSPECT SYNCHROS AND SERVO SYSTEMS
- E182 ADJUST AND ALIGN RESOLVERS
- E183 TROUBLESHOOT RADAR SWITCHBOARDS
- E184 REPLACE COMPONENTS ON RADAR SWITCHBOARDS
- E185 TEST AND OPERATE RADAR SWITCHBOARDS
- E186 EVALUATE PERFORMANCE OF RADAR SWITCHBOARDS
- E187 CLEAN AND INSPECT RADAR SWITCHBOARDS
- E188 REPLACE MODULES AND CIRCUIT CARDS ON RADAR SWITCHBOARDS
- E189 TROUBLESHOOT TRIGGER AND PULSE AMPLIFIERS
- E190 ADJUST AND ALIGN TRIGGER AND PULSE AMPLIFIERS
- E191 REPLACE COMPONENTS ON TRIGGER AND PULSE AMPLIFIERS
- E192 TEST AND OPERATE TRIGGER AND PULSE AMPLIFIERS

E193 EVALUATE PERFORMANCE OF TRIGGER AND PULSE AMPLIFIERS  
E194 CLEAN AND INSPECT TRIGGER AND PULSE AMPLIFIERS  
E195 REPLACE MODULES AND CIRCUIT CARDS ON TRIGGER AND PULSE AMPLIFIERS  
E196 TROUBLESHOOT FACSIMILE (FAX) EQUIPMENT  
E197 ADJUST AND ALIGN FAX EQUIPMENT  
E198 REPLACE COMPONENTS ON FAX EQUIPMENT  
E199 TEST AND OPERATE FAX EQUIPMENT  
E200 EVALUATE PERFORMANCE OF FAX EQUIPMENT  
E201 CLEAN AND INSPECT FAX EQUIPMENT  
E202 REPLACE MODULES AND CIRCUIT CARDS ON FAX EQUIPMENT  
E203 TROUBLESHOOT VIDEO AMPLIFIERS  
E204 ADJUST AND ALIGN VIDEO AMPLIFIERS  
E205 REPLACE COMPONENTS ON VIDEO AMPLIFIERS  
E206 TEST AND OPERATE VIDEO AMPLIFIERS  
E207 EVALUATE PERFORMANCE OF VIDEO AMPLIFIERS  
E208 CLEAN AND INSPECT VIDEO AMPLIFIERS  
E209 REPLACE MODULES AND CIRCUIT CARDS ON VIDEO AMPLIFIERS  
E210 PERFORM FUNCTIONAL CHECKS ON VIDEO MONITORS  
E211 CLEAN AND INSPECT VIDEO MONITORS  
E212 ADJUST AND ALIGN VIDEO MONITORS  
E213 TROUBLESHOOT VIDEO MONITORS  
E214 REMOVE AND REPLACE VIDEO MONITOR COMPONENTS  
E215 PERFORM FUNCTIONAL CHECKS ON VIDEO TERMINALS  
E216 CLEAN AND INSPECT VIDEO TERMINALS  
E217 ADJUST AND ALIGN VIDEO TERMINALS  
E218 TROUBLESHOOT VIDEO TERMINALS  
E219 REMOVE AND REPLACE VIDEO TERMINAL COMPONENTS  
E220 TROUBLESHOOT COPIER EQUIPMENT  
E221 ADJUST AND ALIGN COPIER EQUIPMENT  
E222 TEST AND OPERATE COPIER EQUIPMENT  
E223 TEST AND OPERATE ELECTRONIC EQUIPMENT COOLING SYSTEMS  
E224 EVALUATE PERFORMANCE OF ELECTRONIC EQUIPMENT COOLING SYSTEMS  
E225 CLEAN AND INSPECT ELECTRONIC EQUIPMENT COOLING SYSTEMS  
E226 PERFORM FUNCTIONAL CHECKS ON LOW PRESSURE (LP) AIR COMPRESSORS  
E227 CLEAN AND INSPECT LP AIR COMPRESSORS

F. COMPUTER/AUTOMATED INFORMATION SYSTEM (AIS) EQUIPMENT

F228 LOAD DIAGNOSTIC PROGRAMS  
F229 MONITOR DIAGNOSTIC PROGRAMS  
F230 RECORD RESULTS OF DIAGNOSTIC PROGRAMS  
F231 ANALYZE RESULTS OF DIAGNOSTIC MAINTENANCE  
F232 REMOVE AND REPLACE MAINFRAME COMPUTER  
F233 PERFORM FUNCTIONAL CHECKS ON MINICOMPUTERS (AN/UYK-7, AN/UYK-20,  
AN/UYK-43, AN/UYK-62, SNAP II, ETC.)  
F234 CLEAN AND INSPECT MINICOMPUTERS  
F235 TROUBLESHOOT MINICOMPUTERS  
F236 REMOVE AND REPLACE MINICOMPUTER ASSEMBLIES  
F237 PERFORM FUNCTIONAL CHECKS ON HARD DISK MEMORY UNITS  
F238 CLEAN AND INSPECT HARD DISK MEMORY UNITS  
F239 TROUBLESHOOT HARD DISK MEMORY UNITS  
F240 PERFORM FUNCTIONAL CHECKS ON HARD DISK MEMORY CONTROLLERS (DMC)

F241 CLEAN AND INSPECT HARD DMC  
F242 TROUBLESHOOT HARD DMC  
F243 REMOVE AND REPLACE HARD DMC COMPONENTS  
F244 PERFORM FUNCTIONAL CHECKS ON COMPACT DISK READ ONLY MEMORY (CD ROM)  
F245 CLEAN AND INSPECT CD ROM UNITS  
F246 TROUBLESHOOT CD ROM UNITS  
F247 PERFORM FUNCTIONAL CHECKS ON FLEXIBLE DISKETTE (FLOPPY) DRIVE UNITS  
F248 CLEAN AND INSPECT FLOPPY DRIVE UNITS  
F249 REMOVE AND REPLACE FLOPPY DRIVE UNITS  
F250 PERFORM FUNCTIONAL CHECKS ON MAGNETIC TAPE UNITS (MTU)  
F251 CLEAN AND INSPECT MTU  
F252 LUBRICATE MTU  
F253 TROUBLESHOOT MTU  
F254 REMOVE AND REPLACE MTU COMPONENTS  
F255 ADJUST AND ALIGN MAGNETIC TAPE CONTROLLERS  
F256 TROUBLESHOOT MAGNETIC TAPE CONTROLLERS  
F257 PERFORM FUNCTIONAL CHECKS ON MAGNETIC TAPE CERTIFIER/CLEANERS  
F258 PERFORM FUNCTIONAL CHECKS ON PAPER TAPE PUNCH/READER UNITS  
F259 CLEAN AND INSPECT PAPER TAPE PUNCH/READER UNITS  
F260 LUBRICATE PAPER TAPE PUNCH/READER UNITS  
F261 TROUBLESHOOT PAPER TAPE PUNCH/READER UNITS  
F262 REMOVE AND REPLACE PAPER TAPE PUNCH/READER UNIT COMPONENTS  
F263 ADJUST AND ALIGN PAPER TAPE PUNCH/READER UNITS  
F264 CLEAN AND INSPECT COMPUTER KEYBOARDS  
F265 PERFORM FUNCTIONAL CHECKS ON IMPACT PRINTERS/PLOTTERS (DOT MATRIX, DAISY WHEEL, ETC.)  
F266 CLEAN AND INSPECT IMPACT PRINTERS/PLOTTERS  
F267 LUBRICATE IMPACT PRINTERS/PLOTTERS  
F268 ADJUST AND ALIGN IMPACT PRINTERS/PLOTTERS  
F269 REMOVE AND REPLACE IMPACT PRINTER/PLOTTER COMPONENTS  
F270 PERFORM FUNCTIONAL CHECKS ON NON-IMPACT PRINTERS/PLOTTERS (LASER, THERMAL, ETC.)  
F271 CLEAN AND INSPECT NON-IMPACT PRINTERS/PLOTTERS  
F272 TROUBLESHOOT NON-IMPACT PRINTERS/PLOTTERS  
F273 REMOVE AND REPLACE NON-IMPACT PRINTER/PLOTTER COMPONENTS  
F274 SET UP DATA INTERFACE PATCH PANELS  
F275 SET UP AUTOMATED/MANUAL SWITCHBOARDS  
F276 SET UP TACTICAL DATA SYSTEM FOR DUAL OPERATIONAL AND TRAINING MODES (LESSON TRANSLATOR)  
F277 MOUNT MAGNETIC DISK PACKS  
F278 CHANGE DATA MEDIA (CD ROM/FLOPPY DISKETTE/WORM DISK)  
F279 MOUNT MAGNETIC TAPES  
F280 MOUNT PAPER TAPES  
F281 CHANGE PRINTER RIBBONS  
F282 PERFORM SYSTEM BACKUPS  
F283 DOCUMENT COMPUTER PROGRAMS  
F284 WRITE APPLICATIONS/UTILITY PROGRAMS  
F285 DEBUG APPLICATIONS/UTILITY PROGRAMS  
F286 FORMAT FLOPPY DISKETTES  
F287 COPY FLOPPY DISKETTES  
F288 DEGAUSS MAGNETIC TAPES  
F289 COPY MAGNETIC TAPES

F290 VERIFY MAGNETIC TAPES  
F291 COPY MAGNETIC DISKS  
F292 FORMAT MAGNETIC DISKS  
F293 VERIFY MAGNETIC DISKS  
F294 INSTALL OPERATIONAL PROGRAM PATCHES  
F295 INSTALL SYSTEM PROGRAM UPDATES  
F296 INSTALL MICROCOMPUTER SOFTWARE PACKAGES  
F298 EVALUATE PROGRAMMED OPERATIONAL AND FUNCTIONAL APPRAISALS (POFA)  
RESULTS  
F299 PERFORM SYSTEM AUDITS (FIELD CHANGES, SHIPALT, ETC.)  
F300 EVALUATE AIS SECURITY PLANS  
F301 ADMINISTER AIS SECURITY PLANS  
F302 DEVELOP ORGANIZATIONAL SOFTWARE PLANS  
F305 SUBMIT VIRUS INFECTION INCIDENT REPORTS  
F306 DOCUMENT RECEIPT OF CLASSIFIED SOFTWARE  
F307 DISPOSE OF CLASSIFIED DATA MEDIA  
F308 VERIFY CLASSIFIED DATA MEDIA DESTRUCTION  
F309 DEVELOP AIS STANDARD OPERATING PROCEDURES (SOP)  
F310 DEVELOP AIS ORGANIZATIONAL DIRECTIVES  
F311 REVISE AIS ORGANIZATIONAL DIRECTIVES  
F312 REVIEW HARDWARE/SOFTWARE PACKAGE REQUISITIONS  
F313 INVENTORY EQUIPMENT SOFTWARE  
F315 EVALUATE INADEQUACIES IN OPERATIONAL PROGRAMS  
F316 EVALUATE INADEQUACIES IN MAINTENANCE PROGRAMS  
F317 SET UP LOCAL AREA NETWORK (LAN)  
F318 TROUBLESHOOT LAN  
F319 REMOVE AND REPLACE LAN ASSEMBLIES

G. ELECTRICAL/ELECTRONIC MAINTENANCE

G320 TROUBLESHOOT POWER SUPPLIES  
G321 ADJUST AND ALIGN POWER SUPPLIES  
G322 REPLACE COMPONENTS ON POWER SUPPLIES  
G323 TEST AND OPERATE POWER SUPPLIES  
G324 EVALUATE PERFORMANCE OF POWER SUPPLIES  
G325 CLEAN AND INSPECT POWER SUPPLIES  
G326 REPLACE MODULES AND CIRCUIT CARDS ON POWER SUPPLIES  
G327 VERIFY THAT EQUIPMENT INTERLOCKS WORK  
G328 REPLACE EQUIPMENT LIGHT BULBS  
G329 INSPECT EQUIPMENT SHIELDING  
G330 REPLACE SWITCHES  
G331 INTERPRET MAINTENANCE SCHEMATICS  
G332 INTERPRET FUNCTIONALLY ORIENTED MAINTENANCE MANUALS (FOMMS)  
G333 INTERPRET FLOW CHARTS  
G334 INTERPRET FAULT MATRIX DIAGRAMS  
G335 INTERPRET SHIP'S INTEGRATED MAINTENANCE MANUALS (SIMMS)  
G336 INSTALL/REPAIR RADIO FREQUENCY (RF) CONNECTORS  
G337 INSTALL/REPAIR MULTI-PIN CONNECTORS  
G338 PERFORM HAZARDOUS MATERIAL CLEANUP  
G339 INSPECT SHOCK MOUNTS  
G340 PERFORM FRESH WATER WASH DOWN ON ANTENNAS  
G341 TEST CABLE ASSEMBLIES



G342 REPLACE GASKETS AND "O" RINGS  
G343 INSPECT CABLE FEED THROUGH ASSEMBLIES  
G344 INSPECT CABLE CONNECTORS (CORROSION, CRACKS, DAMAGED PINS, WEAR, ETC.)  
G345 TREAT ELECTRONIC CONNECTORS WITH CORROSION PREVENTATIVES  
G346 TURN IN EQUIPMENT FOR CALIBRATION  
G347 INSTALL EQUIPMENT FIELD CHANGES  
G348 PERFORM ELECTROSTATIC DISCHARGE (ESD) PREVENTION MEASURES WHEN HANDLING SOLID STATE DEVICES  
G349 REPLACE CIRCUIT CARDS CONTAINING ELECTROSTATIC DISCHARGE SENSITIVE (ESDS) COMPONENTS  
G350 REMOVE ESDS COMPONENTS  
G351 REPLACE ESDS COMPONENTS  
G352 PACKAGE AND LABEL REPAIRABLES CONTAINING ESDS COMPONENTS  
G353 LAYOUT CABLE RUNS  
G354 INSPECT RIBBON CABLES  
G355 TEST RIBBON CABLES  
G356 TROUBLESHOOT RIBBON CABLES  
G357 REPAIR RIBBON CABLES  
G358 REMOVE AND REPLACE RIBBON CABLES  
G359 INSPECT COAXIAL CABLES  
G360 TEST COAXIAL CABLES  
G361 TROUBLESHOOT COAXIAL CABLES  
G362 REPAIR COAXIAL CABLES  
G363 REMOVE AND REPLACE COAXIAL CABLES  
G364 INSTALL CABLES (EXCLUDING FIBER OPTIC)  
G365 REMOVE CABLES  
G366 PERFORM COMPONENT LEVEL SOLDERING AND REPAIR (SINGLE SIDED CIRCUIT BOARDS)  
G367 PERFORM MANUAL WIRE WRAP CONNECTIONS  
G368 PERFORM WIRE WRAP GUN CONNECTIONS  
G369 PERFORM TERMI-POINT CONNECTIONS  
G370 PERFORM CRIMP CONNECTIONS  
G371 PERFORM PIN INSERTION AND EXTRACTION  
G372 REMOVE AND REPLACE PRINTED CIRCUIT BOARDS (PCB)  
G373 TEST PCB  
G374 INSPECT PCB FOR DAMAGE (EXCESSIVE HEAT, COLD SOLDER JOINTS, CORROSION, ETC.)  
G375 REMOVE PCB CORROSION  
G376 TREAT PCB WITH CORROSION PREVENTATIVES  
G377 REMOVE PCB COMPONENTS (NON-MULTILAYER)  
G378 REPLACE PCB COMPONENTS (NON-MULTILAYER)  
G379 DETERMINE COMPONENT CHARACTERISTICS USING COLOR CODE  
G380 DETERMINE COMPONENT VALUES USING COLOR CODE  
G381 DETERMINE RESISTANCE USING COLOR CODE  
G382 TROUBLESHOOT NORMAL POWER DISTRIBUTION SYSTEMS  
G383 TROUBLESHOOT EMERGENCY POWER DISTRIBUTION SYSTEMS  
G384 IDENTIFY AND LABEL MULTIPLE POWER SOURCE EQUIPMENT  
G385 DISCHARGE ELECTROLYTIC COMPONENTS  
G386 DISCHARGE CATHODE RAY TUBES (CRT)  
G387 REMOVE AND REPLACE CRT  
G388 REPLACE FUSES IN EQUIPMENT  
G389 REPLACE CIRCUIT BREAKERS

G390 TEST FOR GROUNDED CIRCUITS  
G391 TEST FOR SHORT-CIRCUITS  
G392 TEST FOR CIRCUIT CONTINUITY  
G393 TEST AND INSPECT REPAIRED ELECTRONIC CIRCUITS  
G394 TEST AND INSPECT REPAIRED ELECTRONIC SUBASSEMBLIES  
G395 DEGAUSS MAGNETIC RECORDING DEVICES  
G396 PRESERVE INSTALLED CONNECTORS  
G397 PERFORM FUNCTIONAL CHECKS ON HANDSETS  
G398 CLEAN AND INSPECT HANDSETS  
G399 TROUBLESHOOT HANDSETS  
G400 REPAIR HANDSETS  
G401 TEST HANDSETS  
G402 REMOVE AND REPLACE HANDSET COMPONENTS  
G403 PERFORM FUNCTIONAL CHECKS ON HEADSETS  
G404 INSPECT HEADSETS  
G405 TROUBLESHOOT HEADSETS  
G406 REPAIR HEADSETS  
G407 TEST HEADSETS  
G408 REMOVE AND REPLACE HEADSET COMPONENTS  
G409 MEASURE ELECTROMAGNETIC INTERFERENCE (EMI)  
G410 MEASURE RADIO-FREQUENCY INTERFERENCE (RFI)  
G411 CLEAN AND INSPECT EMI PROTECTION CIRCUITS  
G412 TEST EMI PROTECTION CIRCUITS  
G413 TROUBLESHOOT EMI PROTECTION CIRCUITS  
G414 REMOVE AND REPLACE EMI PROTECTION CIRCUIT COMPONENTS  
G415 IDENTIFY POSSIBLE SOURCES OF ELECTROMAGNETIC INTERFERENCE (EMI)  
(FUNCTIONAL, INCIDENTAL, NATURAL, HULL GENERATED, ETC.)  
G416 PERFORM QUALITY ASSURANCE (QA) ELECTRONIC REPAIRS  
G417 DISCHARGE COMPONENTS USING SHORTING PROBE  
G418 REMOVE AND REPLACE FAULTY CIRCUIT COMPONENTS  
G419 INTERPRET POWER DISTRIBUTION DIAGRAMS TO ASSIST IN TROUBLESHOOTING  
G420 INSPECT WAVEGUIDE SECTIONS  
G421 REPLACE WAVEGUIDE SECTIONS  
G422 CONDUCT PRE-TEMPEST INSPECTIONS  
G423 INVENTORY ELECTRONIC CASUALTY CONTROL (ECC) REPAIR KITS  
G424 PLACE EQUIPMENT IN BATTLE SHORT CONDITION

#### H. TEST EQUIPMENT

H425 VERIFY CALIBRATION OF TEST EQUIPMENT  
H426 VERIFY PROPER OPERATION OF TEST EQUIPMENT  
H427 ANALYZE WAVEFORM SIGNAL MEASUREMENTS USING OSCILLOSCOPE  
H428 INTERPRET WAVEFORM SIGNAL MEASUREMENTS USING OSCILLOSCOPE  
H429 MEASURE CURRENT  
H430 MEASURE RESISTANCE  
H431 MEASURE VOLTAGE  
H432 MEASURE CAPACITANCE AND INDUCTANCE  
H433 MEASURE POWER  
H434 PERFORM FUNCTIONAL CHECKS ON TEST EQUIPMENT  
H435 EVALUATE PERFORMANCE OF TEST EQUIPMENT  
H436 MEASURE FREQUENCY  
H437 MEASURE TRANSISTOR PERFORMANCE CHARACTERISTICS USING TRANSISTOR

## TESTER

- H438 EVALUATE IN-CIRCUIT COMPONENT CONDITIONS USING AN OCTOPUS OR TRACKER
- H439 ANALYZE ELECTRONIC COMPONENT SIGNATURES
- H440 ANALYZE CIRCUIT BANDWIDTH AND MODULATION
- H441 INJECT SIGNALS
- H442 IDENTIFY ELECTRONIC COMPONENT CHARACTERISTICS
- H443 IDENTIFY ELECTRONIC COMPONENT VALUES
- H444 MEASURE TIME DIFFERENTIAL USING A STOPWATCH
- H445 MEASURE CHARACTERISTICS OF TRANSMISSION LINES
- H446 INJECT SIGNAL USING A SIGNAL GENERATOR
- H447 MAKE WAVEFORM COMPARISONS USING A SIGNAL GENERATOR AND OSCILLOSCOPE
- H448 DETERMINE OUTPUT FREQUENCY USING A SPECTRUM ANALYZER
- H449 DETERMINE MODULATION USING A SPECTRUM ANALYZER
- H450 DETERMINE BANDWIDTH USING A SPECTRUM ANALYZER
- H451 MEASURE POWER USING ATTENUATORS
- H452 ZERO MULTIMETER
- H453 MEASURE VOLTAGE STANDING WAVE RATIO ON TRANSMISSION LINES

## I. TECHNICAL ADMINISTRATION

- I454 INVENTORY CLASSIFIED COMMUNICATION SECURITY MATERIAL SYSTEM (CMS) MATERIALS
- I455 SURVEY EQUIPMENT
- I456 UPDATE DOCUMENTATION FOR NEWLY INSTALLED EQUIPMENT
- I457 INVENTORY MAINTENANCE ASSISTANCE MODULES (MAMS)
- I458 INVENTORY READY SERVICE SPARES (RSS)

## J. ELECTRONIC SAFETY

- J459 PERFORM ELECTRONIC SAFETY CHECKS ON PERSONAL EQUIPMENT
- J460 TEST RUBBER MATTING
- J461 INSTALL GROUNDING STRAPS
- J462 REPLACE GROUNDING STRAPS
- J463 TEST AND INSPECT EQUIPMENT GROUNDING STRAPS
- J464 TEST AND INSPECT GROUNDING STRAPS
- J465 VERIFY EQUIPMENT STATUS IN EMISSION CONTROL (EMCON) PLAN
- J466 PLACE EQUIPMENT IN AN EMISSION CONTROL CONDITION
- J467 PLACE EQUIPMENT IN A HAZARDOUS ELECTRONIC RADIATION TO ORDNANCE (HERO) CONDITION
- J468 PLACE EQUIPMENT IN A HAZARDOUS ELECTRONIC RADIATION TO FUEL (HERF) CONDITION
- J469 DISPOSE OF CRT
- J470 EVALUATE HAZARDOUS MATERIAL STORAGE

## K. HAZARDOUS MATERIAL SAFETY

- K549 REVIEW HAZARDOUS MATERIAL USER'S GUIDE (HMUG)
- K550 REVIEW HAZARDOUS MATERIAL (HAZMAT) INVENTORIES
- K551 REVIEW MATERIAL SAFETY DATA SHEETS (MSDS)
- K552 INSPECT HAZMAT STORAGE AREAS
- K553 IMPLEMENT HAZMAT WASTE DISPOSAL METHOD
- K554 CLEAN AND INSPECT HAZMAT CONTAINERS

## ELECTRONICS TECHNICIAN (SURFACE) SECOND CLASS (ET2)

### A. RADAR SYSTEMS

A471 REPLACE COMPONENTS ON IFF EQUIPMENT

### E. AUXILIARY/SUPPORT EQUIPMENT

E472 REPLACE MODULES AND CIRCUIT CARDS ON SYNCHROS AND SERVO SYSTEMS

E473 TROUBLESHOOT TEMPERATURE AND FLOW EQUIPMENT

E474 ADJUST AND ALIGN TEMPERATURE AND FLOW EQUIPMENT

E475 REPLACE COMPONENTS ON TEMPERATURE AND FLOW EQUIPMENT

E476 TEST AND OPERATE TEMPERATURE AND FLOW EQUIPMENT

E477 EVALUATE PERFORMANCE OF TEMPERATURE AND FLOW EQUIPMENT

E478 CLEAN AND INSPECT TEMPERATURE AND FLOW EQUIPMENT

E479 REPLACE MODULES AND CIRCUIT CARDS ON TEMPERATURE AND FLOW EQUIPMENT

E480 TROUBLESHOOT REMOTE WATER LEVEL AND INDICATING CONTROL SYSTEMS

E481 ADJUST AND ALIGN REMOTE WATER LEVEL AND INDICATING CONTROL SYSTEMS

E482 REPLACE COMPONENTS ON REMOTE WATER LEVEL AND INDICATING CONTROL SYSTEMS

E483 TEST AND OPERATE REMOTE WATER LEVEL AND INDICATING CONTROL SYSTEMS

E484 EVALUATE PERFORMANCE OF REMOTE WATER LEVEL AND INDICATING CONTROL SYSTEMS

E485 CLEAN AND INSPECT REMOTE WATER LEVEL AND INDICATING CONTROL SYSTEMS

E486 TROUBLESHOOT ALARM EQUIPMENT

E487 ADJUST AND ALIGN ALARM EQUIPMENT

E488 REPLACE COMPONENTS ON ALARM EQUIPMENT

E489 TEST AND OPERATE ALARM EQUIPMENT

E490 EVALUATE PERFORMANCE OF ALARM EQUIPMENT

E491 CLEAN AND INSPECT ALARM EQUIPMENT

E492 REPLACE MODULES AND CIRCUIT CARDS ON ALARM EQUIPMENT

### F. COMPUTER/AUTOMATED INFORMATION SYSTEM (AIS) EQUIPMENT

F493 TROUBLESHOOT MICROCOMPUTER (PC) EQUIPMENT

F494 REPLACE COMPONENTS OF PC EQUIPMENT

F495 LOAD COMPUTER PROGRAMS

F496 DIAGNOSE DIGITAL DATA SYSTEMS MALFUNCTIONS

F497 PERFORM FUNCTIONAL CHECKS ON MICROCOMPUTERS (PC BASED, DTC 2, 286, 386, 486, ETC.)

F498 CLEAN AND INSPECT MICROCOMPUTERS

F499 TROUBLESHOOT MICROCOMPUTERS

F500 REMOVE AND REPLACE MICROCOMPUTER ASSEMBLIES

F501 TROUBLESHOOT COMPUTER KEYBOARDS

F502 TROUBLESHOOT IMPACT PRINTERS/PLOTTERS

F503 FORMAT HARD DRIVES

F504 VERIFY FLOPPY DISKETTES

### G. ELECTRICAL/ELECTRONIC MAINTENANCE

- G505 PERFORM QUALITY CONTROL CHECKS
- G506 PERFORM ECC ON SHIPBOARD SYSTEMS
- G507 PERFORM DUTIES OF SHIP'S ELECTRONIC READINESS TEAM (SERT)

H. TEST EQUIPMENT

- H508 MEASURE CHARACTERISTICS OF TRANSMISSION LINES USING TIME DOMAIN REFLECTOMETERS (TDR)
- H509 MEASURE RESISTANCE USING A RESISTANCE BRIDGE
- H510 DETERMINE TEMPERATURE USING A MILLIVOLT POTENTIOMETER
- H511 PLAN INSTALLATIONS
- H512 ADJUST AND ALIGN TEST EQUIPMENT
- H513 REPLACE COMPONENTS OF TEST EQUIPMENT

I. TECHNICAL ADMINISTRATION

- I514 PERFORM QUALITY ASSURANCE INSPECTIONS
- I515 WRITE EQUIPMENT DOCUMENTATION FOR INSTALLED EQUIPMENT

**ELECTRONICS TECHNICIAN (SURFACE) FIRST CLASS (ET1)**

F. COMPUTER/AUTOMATED INFORMATION SYSTEM (AIS) EQUIPMENT

- F516 TEST AND OPERATE AIS AND COMPUTER EQUIPMENT
- F517 INSTALL COMPUTER SOFTWARE PACKAGES
- F518 VERIFY INSTALLATION OF MICROCOMPUTER SOFTWARE PACKAGES
- F519 INSPECT COMPUTER WORK STATIONS FOR UNAUTHORIZED SOFTWARE
- F520 PURGE UNAUTHORIZED AND CLASSIFIED SOFTWARE FROM COMPUTER WORK STATIONS
- F521 DIAGNOSE MICROCOMPUTER VIRUS INFECTIONS
- F522 REMOVE VIRUS INFECTIONS
- F523 CONTROL DISTRIBUTION OF COMPUTER HARDWARE/SOFTWARE

G. ELECTRICAL/ELECTRONIC MAINTENANCE

- G524 TEST AND EVALUATE ELECTRONIC EQUIPMENT
- G525 COORDINATE SHIPBOARD ELECTRONICS SYSTEMS MAINTENANCE

H. TEST EQUIPMENT

- H526 PERFORM COMBAT SYSTEMS INTERFACE TESTING/FAULT ISOLATION AND CORRECTION
- H527 COORDINATE REPAIR AND CALIBRATION OF SHIPBOARD TEST EQUIPMENT

I. TECHNICAL ADMINISTRATION

- I528 CONDUCT TEMPEST CHECKS
- I529 DOCUMENT FIELD CHANGES
- I530 PREPARE MAINTENANCE AND PERFORMANCE REPORTS FOR SHIPBOARD COMBAT SYSTEMS

**CHIEF ELECTRONICS TECHNICIAN (SURFACE) (ETC)**

**G. ELECTRICAL/ELECTRONIC MAINTENANCE**

- G531 MONITOR SHIPBOARD ECC
- G532 COORDINATE SERT
- G533 EVALUATE COMBAT SYSTEMS READINESS
- G534 PROVIDE RECOMMENDATIONS ON CAPABILITIES AND RELIABILITY OF DEGRADED SYSTEMS

**H. TEST EQUIPMENT**

- H535 PLAN SITE SURVEYS
- H536 COORDINATE DELIVERY OF TEST EQUIPMENT

**I. TECHNICAL ADMINISTRATION**

- I537 ADMINISTER ELECTRONICS REPAIR BILL
- I538 PREPARE WORK PACKAGES
- I539 REVIEW OVERHAUL WORK PACKAGES
- I540 REVIEW ELECTRONIC EQUIPMENT WORK PACKAGES
- I541 PREPARE CASUALTY REPORTS (CASREP) FOR SHIPBOARD ELECTRONIC SYSTEMS
- I542 REVIEW CASREP
- I543 PREPARE CASUALTY UPDATES
- I544 REVIEW CASUALTY UPDATES
- I545 PREPARE CASUALTY CORRECTIONS (CASCOR)
- I546 MONITOR PERSONNEL CARDIOPULMONARY RESUSCITATION (CPR) QUALIFICATIONS
- I547 CHANGE COMBINATIONS (CIPHER LOCKS, SAFES, ETC.)

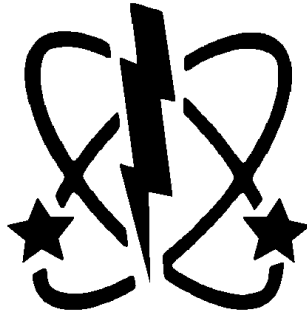
**SENIOR CHIEF ELECTRONICS TECHNICIAN (SURFACE) (ETCS)**

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

**MASTER CHIEF ELECTRONICS TECHNICIAN (SURFACE) (ETCM)**

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

# CHAPTER 33



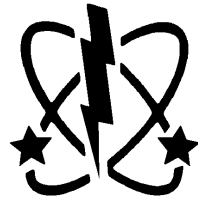
## ELECTRONICS WARFARE TECHNICIAN (EW)

NAVPERS 18068-33C

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

ELECTRONICS WARFARE TECHNICIAN (EW)



SCOPE OF RATING

Electronics Warfare Technicians (EW) operate and perform organizational and intermediate level maintenance on Electronic Warfare Systems; maintain situational awareness by extracting, interpreting, and applying data from Tactical Data Processors (TDP's), intelligence sources, reports, and other documentation; evaluate, interpret, process, apply and disseminate National/Theater/Organic intercepted signal data, tactics and doctrine to support C2W operational requirements to all echelons; advise Tactical and Operation Commanders in Information Warfare (IW) actions and mission areas; train and supervise personnel; and perform administrative tasks.

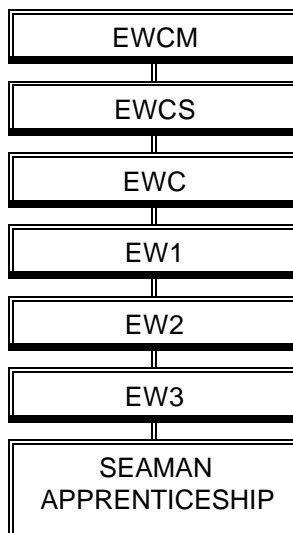
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These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 33.

NAVPERS 18068-33C



**GENERAL INFORMATION**  
**CAREER PATTERN**



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

**SPECIAL PHYSICAL REQUIREMENTS**

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

Vision 20/20 corrected. Examinations shall be conducted once every three calendar years.

Minimum auditory requirements:

**EW**

CYCLES	500	1000	2000	4000	8000
ISO	35	30	30	40	45

Auditory examinations shall be conducted as specified in Chapter 15 of the Manual of the Medical Department once each calendar year and results entered on page 13 of the Enlisted Service Record. Personnel failing the examination shall be reported to the BUREAU of NAVAL PERSONNEL (PER-81) via the Type Commander with recommendation for disposition.

**CITIZENSHIP/SECURITY REQUIREMENTS**

Must be eligible for access to classified information.

**SAFETY**

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

**ELECTRONICS WARFARE TECHNICIAN (EW) FUNCTIONAL AREAS**

- A. OPERATIONAL PLANNING
- B. ELECTRONIC SYSTEMS OPERATIONS
- C. ELECTRONIC MAINTENANCE
- D. GENERAL WATCHSTANDING
- E. INFORMATION SYSTEMS

## ELECTRONICS WARFARE TECHNICIAN THIRD CLASS (EW3)

### A. OPERATIONAL PLANNING

- A001 SELECT STATUS BOARD DISPLAY REQUIREMENTS
- A002 ASSEMBLE ELECTRONIC WARFARE (EW) STATUS BOARD INFORMATION
- A003 UPDATE EW STATUS BOARDS
- A004 ASSEMBLE EW PLOT INFORMATION
- A005 ENTER EW PLOT INFORMATION INTO AUTOMATED SYSTEMS
- A006 IDENTIFY THREATS USING CURRENT INTELLIGENCE
- A007 IDENTIFY CAPABILITIES TO COUNTER SPECIFIC THREATS
- A008 IDENTIFY LIMITATIONS TO COUNTER SPECIFIC THREATS
- A011 PREDICT ELECTRONIC SUPPORT (ES) PERFORMANCE CHARACTERISTICS BASED ON ATMOSPHERIC DATA
- A012 VERIFY FRIENDLY FORCES
- A013 VERIFY NEUTRAL FORCES
- A014 DETERMINE EW SYSTEM PERFORMANCE LIMITATIONS
- A015 SELECT OPTIMUM EW SENSOR CONFIGURATIONS
- A016 PREPARE ORDER OF BATTLE
- A017 PREPARE ELECTRONIC ORDER OF BATTLE (EOB) FOR FRIENDLY FORCES
- A018 PREPARE EOB FOR THREATS
- A019 PREPARE EOB FOR NEUTRAL FORCES
- A020 CONSTRUCT AUTOMATED EMITTER LIBRARIES
- A021 DETERMINE ONBOARD HARD KILL WEAPONS CAPABILITIES
- A022 DETERMINE ONBOARD SOFT KILL WEAPONS CAPABILITIES
- A023 RECOMMEND TACTICS USING OWN FORCE TACTICAL DECISION AIDS
- A024 REVIEW SHIP'S MILITARY DECEPTION (MILDEC) PLANS
- A026 REVIEW OWNERSHIP'S ELECTRONIC FIT
- A039 REVIEW WARFARE COMMANDER REPORTING REQUIREMENTS
- A045 REVIEW SHIP'S COMBAT SYSTEMS EW DOCTRINE
- A156 REVIEW COMMANDING OFFICERS (C.O'S) STANDING/BATTLE ORDERS
- A157 DEVELOP HULL TO EMITTER DATABASE
- A047 UPDATE HULL TO EMITTER DATABASE
- A052 IDENTIFY INFORMATION WARFARE (IW) PUBLICATIONS

### B. ELECTRONIC SYSTEMS OPERATIONS

- B058 ENERGIZE EW SYSTEMS
- B059 INITIALIZE EW SYSTEMS
- B060 PERFORM EW SYSTEMS ON-LINE OPERATIONAL TESTS
- B061 SECURE EW SYSTEMS
- B062 ENABLE AIRBORNE DATA LINKS
- B063 ASSESS EW SYSTEMS DEGRADATIONS
- B064 ASSESS IMPACT OF EW SYSTEMS CASUALTIES

### C. ELECTRONIC MAINTENANCE

- C065 PERFORM FUNCTIONAL CHECKS ON ELECTRONIC ATTACK (EA) SYSTEMS
- C066 PERFORM SYSTEM DIAGNOSTIC TEST ON EA SYSTEMS
- C067 CLEAN AND INSPECT COMPONENTS OF EA SYSTEMS
- C068 LUBRICATE COMPONENTS OF EA SYSTEMS
- C069 TROUBLESHOOT COMPONENTS OF EA SYSTEMS
- C070 REPLACE COMPONENTS OF EA SYSTEMS
- C071 PERFORM FUNCTIONAL CHECKS ON COOLANT SYSTEMS

C072 CLEAN AND INSPECT COMPONENTS OF COOLANT SYSTEMS  
C073 LUBRICATE COMPONENTS OF COOLANT SYSTEMS  
C074 TROUBLESHOOT COMPONENTS OF COOLANT SYSTEMS  
C075 REPLACE COMPONENTS OF COOLANT SYSTEMS  
C076 PERFORM FUNCTIONAL CHECKS ON DECOY LAUNCHING SYSTEMS  
C077 CLEAN AND INSPECT COMPONENTS OF DECOY LAUNCHING SYSTEMS  
C078 LUBRICATE COMPONENTS OF DECOY LAUNCHING SYSTEMS  
C079 TROUBLESHOOT COMPONENTS OF DECOY LAUNCHING SYSTEMS  
C080 REPLACE COMPONENTS OF DECOY LAUNCHING SYSTEMS  
C081 PERFORM FUNCTIONAL CHECKS ON ES SYSTEMS  
C082 CLEAN AND INSPECT COMPONENTS OF ES SYSTEMS  
C083 LUBRICATE COMPONENTS OF ES SYSTEMS  
C084 TROUBLESHOOT COMPONENTS OF ES SYSTEMS  
C085 REPLACE COMPONENTS OF ES SYSTEMS  
C086 PERFORM FUNCTIONAL CHECKS ON SERIES BLANKER-VIDEO MIXER GROUP VIDEO CIRCUITS  
C087 CLEAN AND INSPECT COMPONENTS OF SERIES BLANKER-VIDEO MIXER GROUP VIDEO CIRCUITS  
C088 TROUBLESHOOT COMPONENTS OF SERIES BLANKER-VIDEO MIXER GROUP VIDEO CIRCUITS  
C089 REPLACE COMPONENTS OF SERIES BLANKER-VIDEO MIXER GROUP VIDEO CIRCUITS  
C090 PERFORM FUNCTIONAL CHECKS ON PULSE ANALYZERS  
C091 CLEAN AND INSPECT COMPONENTS OF PULSE ANALYZERS  
C092 TROUBLESHOOT COMPONENTS OF PULSE ANALYZERS  
C093 REPLACE COMPONENTS OF PULSE ANALYZERS  
C095 REPAIR DEFECTIVE WIRING  
C096 REPAIR DEFECTIVE CONNECTORS  
C097 ALIGN EA SYSTEMS  
C098 ALIGN ES SYSTEMS  
C099 ALIGN SERIES BLANKER-VIDEO MIXER GROUP VIDEO CIRCUITS  
C100 ALIGN PULSE ANALYZERS  
C104 PERFORM SYSTEM DIAGNOSTIC TEST ON ES SYSTEMS

#### D. GENERAL WATCHSTANDING

D105 MONITOR TACTICAL SITUATIONS  
D106 PERFORM RAPID EMITTER EVALUATIONS  
D107 EVALUATE INTERCEPTED ELECTRONIC EMISSIONS  
D108 DISSEMINATE EW TACTICAL INFORMATION  
D109 PERFORM EMITTER TO PLATFORM CORRELATIONS  
D110 ASSESS THREATS  
D111 EXECUTE PREPLANNED RESPONSES  
D112 RECOMMEND COUNTERMEASURES  
D113 INITIATE COUNTERMEASURES  
D114 CORRELATE EW INFORMATION WITH ONBOARD SENSORS  
D115 CORRELATE EW INFORMATION WITH OFF-BOARD SENSORS  
D116 CORRELATE EW INFORMATION WITH INTELLIGENCE INFORMATION  
D117 TRIANGULATE CONTACT POSITIONS  
D118 VERIFY EMISSION CONTROL (EMCON) CONDITIONS IN EFFECT  
D119 MONITOR EMCON CONDITIONS IN EFFECT  
D120 RECOMMEND EMCON CONDITION CHANGES  
D121 IMPLEMENT EMCON CONDITION CHANGES  
D122 MAINTAIN EW OPERATIONAL LOGS  
D123 ENCODE TACTICAL TRANSMISSIONS  
D124 DECODE TACTICAL TRANSMISSIONS

- D125 PERFORM AUTHENTICATION PROCEDURES OF RADIO/TELEPHONE COMMUNICATIONS
- D126 CONDUCT ANALYSIS TARGET SIGNAL CHARACTERISTICS
- D127 MODIFY EW WATCH CONDITIONS
- D132 PREPARE UNIT EW REPORTS
- D135 REVIEW EW STATUS BOARDS
- D136 REVIEW EW PLOTS
- D137 EVALUATE EXTERNAL EW REPORTS
- D141 COMPILE EW DATA FOR ANALYSIS
- D142 ASSESS OWN SHIP'S EW READINESS
- D145 RESOLVE IDENTIFICATION CONFLICTS
- D146 MONITOR WEAPONS STATUS
- D148 OPERATE TACTICAL DATA PROCESSOR'S (TDP'S)
- D149 IMPLEMENT ELECTRONIC PROTECT (EP) PROCEDURES

#### E. INFORMATION SYSTEMS

- E158 MANIPULATE COMPUTER AND PERIPHERAL EQUIPMENT
- E159 PERFORM WORD PROCESSING FUNCTIONS
- E160 PERFORM LOCAL AREA NETWORK (LAN) COMPUTER FUNCTIONS
- E161 PERFORM ELECTRONIC COMMUNICATIONS FUNCTIONS
- E166 CREATE COMPUTER FILES
- E167 VERIFY COMPUTER FILES

### **ELECTRONICS WARFARE TECHNICIAN SECOND CLASS (EW2)**

#### A. OPERATIONAL PLANNING

- A009 DIRECT EW MODULE RESOURCES
- A010 COORDINATE TACTICAL EW OPERATIONS
- A025 COORDINATE UNIT SUPPORT FOR MILDEC PLANS
- A029 REPORT CHANGES IN OWN SHIP'S ELECTRONIC FIT
- A030 INTEGRATE EW ACTIONS WITH OWN SHIP'S OFFENSIVE WEAPONS SYSTEMS
- A031 INTEGRATE EW ACTIONS WITH OWN SHIP'S DEFENSIVE WEAPONS SYSTEMS
- A032 IDENTIFY LIMITATIONS OF COMBAT SYSTEMS IN EA ENVIRONMENTS
- A033 IDENTIFY LIMITATIONS OF COMBAT SYSTEMS IN HIGH DENSITY ENVIRONMENTS
- A048 IDENTIFY CAPABILITIES OF COMBAT SYSTEMS IN EA ENVIRONMENTS
- A049 IDENTIFY CAPABILITIES OF COMBAT SYSTEMS IN HIGH DENSITY ENVIRONMENTS
- A050 DRAFT EA REQUESTS
- A051 DRAFT EW RANGE/SERVICE REQUESTS
- A053 IDENTIFY EP PROCEDURES

#### C. ELECTRONIC MAINTENANCE

- C101 VERIFY CONTENTS OF FIELD CHANGE KITS
- C102 INSTALL FIELD CHANGE KITS

#### D. GENERAL WATCHSTANDING

- D139 INTEGRATE IW INFORMATION
- D147 ASSESS TACTICAL SITUATIONS
- D152 ANALYZE TARGET SIGNAL CHARACTERISTICS TO DETERMINE EA EFFECTIVENESS

- D153 PERFORM EMISSION CAPABILITIES (EMCAP) IN SUPPORT OF ES
- D154 APPLY RULES OF ENGAGEMENT (ROE) IN THE EW MODULE
- D162 COMPILE MULTI-SOURCE DATA, AND FUSE AVAILABLE INFORMATION WITH ES TO PROVIDE REAL TIME AND HISTORICAL SUPPORT

### **ELECTRONICS WARFARE TECHNICIAN FIRST CLASS (EW1)**

#### **A. OPERATIONAL PLANNING**

- A027 DRAFT EMCON BILLS
- A028 ESTABLISH EMCON BILL PROCEDURES
- A046 DRAFT INPUTS FOR SHIP'S COMBAT SYSTEMS DOCTRINE
- A056 IDENTIFY IW ELEMENTS
- A165 RECOMMEND MODIFICATIONS TO SHIP'S MILDEC PROCEDURES

#### **C. ELECTRONIC MAINTENANCE**

- C103 DOCUMENT FIELD CHANGES

#### **D. GENERAL WATCHSTANDING**

- D128 RECOMMEND INTERCEPT GUARD ASSIGNMENTS
- D134 ANALYZE POST OPERATIONAL EW LOGS

### **CHIEF ELECTRONICS WARFARE TECHNICIAN (EWC)**

#### **A. OPERATIONAL PLANNING**

- A042 PROVIDE EW OPERATIONAL OBJECTIVES INPUTS
- A043 ASSESS AVAILABILITY OF NATIONAL ASSETS
- A055 IDENTIFY IW/COMMAND, CONTROL, COMMUNICATIONS, COMPUTER, AND INTELLIGENCE (C4I) CONNECTIVITY CAPABILITIES REQUIREMENTS

#### **B. ELECTRONIC SYSTEMS OPERATIONS**

- B163 EXECUTE OPERATIONAL SECURITY (OPSEC) PROCEDURES

#### **D. GENERAL WATCHSTANDING**

- D150 DEVELOP SCENARIOS FOR EMBEDDED TRAINING DEVICES
- D151 PERFORM SPECTRUM MANAGEMENT

### **SENIOR CHIEF ELECTRONICS WARFARE TECHNICIAN (EWCS)**

#### **A. OPERATIONAL PLANNING**

- A034 COORDINATE BATTLE GROUP COMMAND CONTROL WARFARE (C2W) MISSION OBJECTIVES
- A035 RECOMMEND MODIFICATION BATTLE GROUP C2W MISSION OBJECTIVES
- A036 DEVELOP BATTLE GROUP PRE-PLANNED C2W RESPONSES
- A037 DRAFT BATTLE GROUP TASKING MESSAGES

- A038 REQUEST SUPPORTING IW ASSETS
- A040 CONDUCT BATTLE GROUP PRE-SAIL CONFERENCES
- A041 PROVIDE CONTINGENCY OPERATION PLANS INPUTS
- A044 DRAFT INPUTS FOR OPERATIONAL TASKING (OPTASK)
- A054 DRAFT/UPDATE FORCE EMCON PLANS

B. ELECTRONIC SYSTEMS OPERATIONS

- B057 DEVELOP OPSEC PROCEDURES

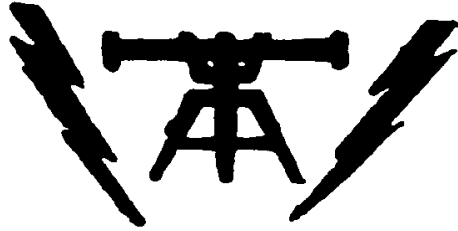
D. GENERAL WATCHSTANDING

- D129 ASSESS BATTLE GROUP/FORCE C2W PERFORMANCES
- D130 ANALYZE BATTLE GROUP/FORCE C2W DEFICIENCIES
- D131 COORDINATE UNDERWAY BATTLE GROUP C2W SYSTEMS MAINTENANCE
- D133 PROVIDE FLEET C2W REQUIREMENTS INPUTS
- D138 COORDINATE C2W ASSETS
- D140 ASSIGN BATTLE GROUP C2W DATA COLLECTION RESPONSIBILITIES
- D143 IMPLEMENT JOINT IW MISSION OBJECTIVES
- D144 EVALUATE IW INTEROPERABILITY DURING JOINT OPERATIONS
- D155 RECOMMEND MODIFICATION TO BATTLE GROUP ROE FOR IW
- D164 COORDINATE BATTLE GROUP SPECTRUM MANAGEMENT

**MASTER CHIEF ELECTRONICS WARFARE TECHNICIAN (EWCM)**

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

# CHAPTER 34



## FIRE CONTROLMAN (FC)

NAVPERS 18068-34D



NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR  
FIRE CONTROLMAN (FC)



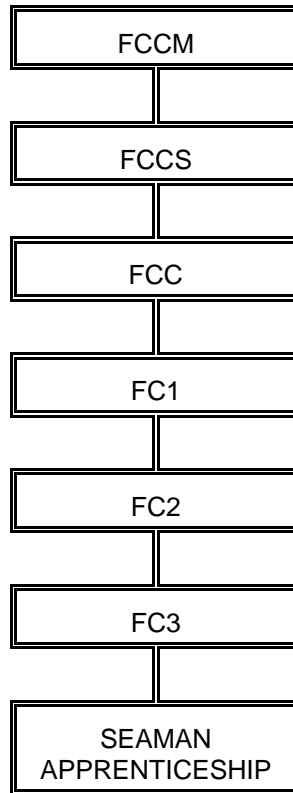
SCOPE OF RATING

Fire Controlmen (FC) provide system employment recommendations; perform organizational and intermediate maintenance on digital computer equipment, subsystems, and systems; operate and maintain combat and weapons direction systems, surface-to-air and surface-to-surface missile systems, and gun fire control systems at the organizational and intermediate level; inspect, test, align, and repair micro/minicomputers and associated peripheral equipment, data conversion units, data display equipment, data link terminal equipment, print devices, and system related equipment; make analyses for detailed systems, computer programs, electronics, and electronic casualty control; and operate associated built-in and external test equipment; load, initialize, and run preprogrammed diagnostic, performance and testing routines for digital computer equipment, digital subsystems, digital systems, and overall combat systems.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 34.

NAVPERS 18068-34D

**GENERAL INFORMATION**  
CAREER PATTERN



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

SPECIAL PHYSICAL REQUIREMENTS

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

CITIZENSHIP/SECURITY REQUIREMENTS

Must be eligible for access to classified information.

**SAFETY**

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

## **FIRE CONTROLMAN (FC) FUNCTIONAL AREAS**

- A. ELECTRICAL/ELECTRONIC MAINTENANCE
- B. ELECTRONIC SUPPORT EQUIPMENT
- C. ELECTRONIC CASUALTY CONTROL
- D. ELECTRONIC HAZARDOUS MATERIAL CONTROL
- E. COMPUTER AND PERIPHERAL MAINTENANCE
- F. COMPUTER SYSTEMS OPERATIONS
- G. WEAPONS HANDLING/MAINTENANCE
- H. COMBAT DIRECTION/WEAPONS DIRECTION/  
FIRE CONTROL SYSTEMS MAINTENANCE
- I. COMBAT DIRECTION/WEAPONS DIRECTION/  
FIRE CONTROL SYSTEMS OPERATIONS
- J. COMBAT SYSTEM READINESS ASSESSMENT
- K. ELECTRONIC SYSTEMS MANAGEMENT
- L. RADAR MAINTENANCE

## **FIRE CONTROLMAN THIRD CLASS (FC3)**

### **A. ELECTRICAL/ELECTRONIC MAINTENANCE**

- A001 INSPECT EQUIPMENT SHIELDING
- A004 MEASURE ALTERNATING CURRENT (AC)
- A005 MEASURE DIRECT CURRENT (DC)
- A006 MEASURE ALTERNATING CURRENT (AC) VOLTAGES
- A007 MEASURE DIRECT CURRENT (DC) VOLTAGES
- A008 MEASURE CIRCUIT RESISTANCE
- A009 MEASURE CIRCUIT CAPACITANCE AND INDUCTANCE
- A010 MEASURE FREQUENCY
- A011 MEASURE POWER
- A012 MEASURE TRANSMISSION LINE STANDING WAVE RATIO
- A013 TEST FOR GROUNDED CIRCUITS
- A014 TEST FOR SHORT-CIRCUITS
- A015 TEST FOR CIRCUIT CONTINUITY
- A016 ANALYZE CIRCUIT WAVEFORMS
- A017 ANALYZE CIRCUIT BANDWIDTH AND MODULATION
- A018 INJECT SIGNALS
- A019 IDENTIFY ELECTRONIC COMPONENT CHARACTERISTICS/ VALUES
- A020 ADJUST AND ALIGN SERVOS
- A021 ADJUST AND ALIGN SYNCHROS
- A022 TEST EQUIPMENT INTERLOCKS
- A023 PERFORM TEST EQUIPMENT PRE-OPERATIONAL CHECKS
- A024 REPLACE FAULTY CIRCUIT COMPONENTS
- A025 IDENTIFY CIRCUIT CARDS CONTAINING ELECTROSTATIC DISCHARGE SENSITIVE (ESDS) COMPONENTS
- A026 REPLACE CIRCUIT CARDS CONTAINING ELECTROSTATIC DISCHARGE SENSITIVE (ESDS) COMPONENTS
- A033 REPLACE CIRCUIT CARD ASSEMBLIES (CCA)
- A034 TEST AND INSPECT CIRCUIT CARD ASSEMBLIES (CCA) FOR DAMAGE (HEAT, COLD, SOLDER JOINT CORROSION
- A035 REMOVE CIRCUIT CARD ASSEMBLIES (CCA) CORROSION
- A036 TREAT CIRCUIT CARD ASSEMBLIES (CCA) WITH CORROSION PREVENTATIVES
- A037 TEST AND INSPECT REPAIRED ELECTRONIC CIRCUITS/SUBASSEMBLIES
- A039 INSPECT CABLE CONNECTORS (CORROSION, CRACKS, DAMAGED PINS, WEAR)
- A040 WEATHERPROOF EXTERIOR CABLE CONNECTIONS
- A041 TREAT ELECTRONIC CONNECTORS WITH CORROSION PREVENTATIVES
- A042 TEST CABLE CONNECTORS
- A043 TROUBLESHOOT CABLE CONNECTORS
- A044 REPLACE CABLE CONNECTORS
- A045 TEST AND INSPECT RIBBON CABLES
- A046 TROUBLESHOOT RIBBON CABLES
- A047 REPLACE RIBBON CABLES
- A048 TEST AND INSPECT COAXIAL CABLES
- A049 TROUBLESHOOT COAXIAL CABLES
- A050 REPAIR COAXIAL CABLES
- A051 REPLACE COAXIAL CABLES
- A055 MAINTAIN AND OPERATE LOW/ HIGH VOLTAGE POWER SUPPLY COMPONENTS
- A058 TEST ELECTRONIC MAGNETIC INTERFERENCE (EMI) PROTECTION CIRCUITS
- A062 ADJUST AND ALIGN VIDEO MONITORS
- A069 IDENTIFY AND LABEL MULTIPLE POWER SOURCE EQUIPMENT
- A070 DISCHARGE ELECTROLYTIC COMPONENTS
- A072 REPLACE CATHODE RAY TUBES (CRT)
- A074 INSPECT RUBBER MATTING

- A075 TEST AND INSPECT EQUIPMENT GROUNDING STRAPS
- A076 REPLACE EQUIPMENT GROUNDING STRAPS
- A077 PLACE EQUIPMENT IN A HAZARD FROM ELECTROMAGNETIC RADIATION TO  
ORDNANCE (HERO) HIGH ENERGY RECEIVER FREQUENCY (HERF) CONDITION
- A078 INVENTORY MAINTENANCE ASSISTANCE MODULES (MAMS)
- A519 TEST FIBER OPTIC CABLES

B. ELECTRONIC SUPPORT EQUIPMENT

- B089 CLEAN, INSPECT, AND ALIGN ELECTRONIC EQUIPMENT LIQUID COOLING SYSTEMS  
(EELCS) COMPONENTS
- B090 LUBRICATE ELECTRONIC EQUIPMENT LIQUID COOLING SYSTEMS (EELCS)  
COMPONENTS
- B091 PURGE ELECTRONIC EQUIPMENT LIQUID COOLING SYSTEMS (EELCS)
- B092 REPLACE ELECTRONIC EQUIPMENT LIQUID COOLING SYSTEMS (EELCS) PUMPS
- B093 REPLACE ELECTRONIC EQUIPMENT LIQUID COOLING SYSTEMS (EELCS) FILTERS
- B095 REPLACE ELECTRONIC EQUIPMENT LIQUID COOLING SYSTEMS (EELCS)  
REGULATING VALVES
- B097 REPLACE ELECTRONIC EQUIPMENT LIQUID COOLING SYSTEMS (EELCS)  
SALINITY CELLS
- B098 REPLACE ELECTRONIC EQUIPMENT LIQUID COOLING SYSTEMS (EELCS)  
TEMPERATURE CELLS
- B099 REPLACE ELECTRONIC EQUIPMENT LIQUID COOLING SYSTEMS (EELCS) GUAGES
- B100 TEST ELECTRONIC EQUIPMENT LIQUID COOLING SYSTEMS (EELCS) ALARMS
- B104 CLEAN AND INSPECT SEA STRAINERS
- B106 REPLACE HEAT EXCHANGERS AND ASSOCIATED COMPONENTS
- B108 PERFORM FUNCTIONAL CHECKS ON TEMPERATURE/HUMIDITY RECORDERS
- B116 ADJUST AND ALIGN ELECTRONIC FREQUENCY CONVERTERS
- B133 PERFORM FUNCTIONAL CHECKS ON DRY AIR SYSTEMS
- B136 CLEAN, INSPECT, AND ADJUST DEHYDRATORS
- B139 REPLACE COMPRESSED GAS BOTTLES
- B140 CLEAN, INSPECT, AND REPLACE WAVEGUIDE ASSEMBLIES
- B144 REPLACE AND ADJUST POWER CONTROL DEVICES
- B391 VERIFY CALIBRATION OF TEST EQUIPMENT

C. ELECTRONIC CASUALTY CONTROL

- C145 PERFORM ALTERNATE BUS TRANSFERS
- C146 PERFORM COOLING SYSTEM ALIGNMENTS (CASUALTY/NORMAL)
- C147 PLACE EQUIPMENT IN BATTLE SHORT CONDITION
- C148 PLACE COMBAT SYSTEMS EQUIPMENT IN CASUALTY MODE

D. ELECTRONIC HAZARDOUS MATERIAL CONTROL

- D152 REVIEW MATERIAL SAFETY DATA SHEETS (MSDS)
- D153 REVIEW HAZARDOUS MATERIAL USER'S GUIDE (HMUG)
- D154 REVIEW HAZARDOUS MATERIAL (HAZMAT) INVENTORIES
- D155 INSPECT HAZARDOUS MATERIAL (HAZMAT) STORAGE AREAS
- D156 EVALUATE HAZARDOUS MATERIAL (HAZMAT) STORAGE
- D157 IMPLEMENT HAZARDOUS MATERIAL (HAZMAT) WASTE DISPOSAL METHODS
- D158 CLEAN AND INSPECT HAZARDOUS MATERIAL (HAZMAT) CONTAINERS

E. COMPUTER AND PERIPHERAL MAINTENANCE

- E159 CONFIGURE SYSTEM FOR DIRECT SYSTEM OPERABILITY TESTS (DSOT)/  
OVERALL COMBAT SYSTEM OPERABILITY TESTS (OCSOT)
- E160 MONITOR DIRECT SYSTEM OPERABILITY TESTS (DSOT)/ OVERALL COMBAT  
SYSTEM OPERABILITY TESTS (OCSOT)
- E161 RECORD DIRECT SYSTEM OPERABILITY TESTS (DSOT)/ OVERALL COMBAT  
SYSTEM OPERABILITY TESTS (OCSOT) RESULTS
- E162 COORDINATE DIRECT SYSTEM OPERABILITY TESTS (DSOT)/ OVERALL COMBAT  
SYSTEM OPERABILITY TESTS (OCSOT) TESTING
- E166 LOAD PROGRAMMED OPERATIONAL AND FUNCTIONAL APPRAISALS (POFA)
- E172 LOAD MAINTENANCE TEST PROGRAMS (MTP)/STANDARD TEST PROGRAMS (STP)
- E173 MONITOR MAINTENANCE TEST PROGRAMS (MTP)/STANDARD TEST PROGRAMS  
(STP)
- E174 RECORD MAINTENANCE TEST PROGRAMS (MTP)/STANDARD TEST PROGRAMS  
(STP) RESULTS
- E175 ANALYZE MAINTENANCE TEST PROGRAMS (MTP)/STANDARD TEST PROGRAMS  
(STP) RESULTS
- E176 LOAD DIAGNOSTIC PROGRAMS
- E177 MONITOR DIAGNOSTIC PROGRAMS
- E178 RECORD DIAGNOSTIC PROGRAM RESULTS
- E179 ANALYZE DIAGNOSTIC MAINTENANCE RESULTS
- E180 EVALUATE INTERFACE OPERATIONS
- E181 DIAGNOSE DIGITAL DATA SYSTEM MALFUNCTIONS
- E186 CLEAN, INSPECT, AND ADJUST VIDEO PROCESSORS
- E193 CLEAN, INSPECT, AND REPLACE COMPUTER MAINTENANCE PANEL COMPONENTS
- E211 CLEAN, INSPECT, AND REPLACE MAGNETIC TAPE UNITS (MTU)
- E217 CLEAN, INSPECT, AND REPLACE MAGNETIC TAPE CONTROLLERS
- E223 CLEAN, INSPECT, AND REPLACE INPUT/OUTPUT (I/O) CONSOLES
- E228 CLEAN, INSPECT, AND REPLACE DATA DISPLAY CONSOLES
- E232 PERFORM FUNCTIONAL CHECKS ON WEAPONS/ENGAGEMENT CONTROL  
CONSOLES
- E233 CLEAN, INSPECT, AND REPLACE WEAPONS/ENGAGEMENT CONTROL CONSOLES
- E238 CLEAN AND INSPECT VIDEO TERMINALS
- E244 CLEAN, INSPECT, AND REPLACE PRINTERS/PLOTTERS
- E264 PERFORM FUNCTIONAL CHECKS ON SIGNAL/DATA CONVERTERS
- E265 CLEAN, INSPECT, AND REPLACE SIGNAL/DATA CONVERTERS

F. COMPUTER SYSTEMS OPERATIONS

- F269 LOAD SYSTEM AND OPERATIONAL PROGRAMS
- F270 MONITOR SYSTEM AND OPERATIONAL PROGRAMS
- F276 MOUNT MAGNETIC TAPES

G. WEAPONS HANDLING/MAINTENANCE

- G293 VERIFY WEAPON AND COMPONENT LIFE SPANS
- G294 CAN AND UNCAN WEAPONS AND COMPONENTS
- G295 INSPECT WEAPON CONTAINERS
- G296 INSPECT WEAPON COMPONENT CONTAINERS
- G297 ON-LOAD WEAPONS AND COMPONENTS
- G298 OFF-LOAD WEAPONS AND COMPONENTS
- G299 STOW WEAPONS AND COMPONENTS
- G301 OPERATE WEAPON HANDLING EQUIPMENT
- G303 PERFORM FUNCTIONAL CHECKS ON WEAPON VENTILATION SYSTEMS

#### H. COMBAT DIRECTION/WEAPONS DIRECTION/FIRE CONTROL SYSTEMS MAINTENANCE

- H307 CONDUCT BENCHMARK CHECKS
- H308 CONDUCT TRANSMISSION CHECKS
- H309 VERIFY AND RECORD BENCHMARK READINGS/TRAM ELEMENTS/DATA
- H310 PERFORM DYNAMIC ACCURACY TESTS ON GUN FIRE CONTROL (GFC)
- H314 PERFORM SEARCH RADAR ALIGNMENTS AND TRACK ACCURACY
- H315 PERFORM RELATIVE TRACK ALIGNMENTS
- H316 PERFORM FUNCTIONAL CHECKS/TARGET DESIGNATION TRANSMITTERS (TDT)
- H317 CLEAN, INSPECT, AND ALIGN TARGET DESIGNATION TRANSMITTERS (TDT)
- H322 CLEAN, INSPECT, AND ADJUST TRACKING RECEIVER COMPONENTS
- H327 CLEAN, INSPECT, AND ADJUST TRACKING TRANSMITTER COMPONENTS
- H332 CLEAN, INSPECT, AND ADJUST CONTINUAL WAVE ILLUMINATION (CWI) TRANSMITTER COMPONENTS
- H341 COLLIMATE RADARS
- H342 INTERPRET DISPLAY SYMBOLOGY
- H493 PERFORM BATTERY ALIGNMENTS

#### I. COMBAT DIRECTION/WEAPONS DIRECTION/FIRE CONTROL SYSTEMS OPERATIONS

- I149 VERIFY EQUIPMENT STATUS IN EMISSIONS CONTROL (EMCON) PLANS
- I150 PLACE EQUIPMENT IN EQUIPMENT STATUS IN EMISSIONS CONTROL (EMCON) CONDITION
- I151 MONITOR EQUIPMENT STATUS IN EMISSIONS CONTROL (EMCON) COMPLIANCE
- I343 PERFORM PRE-FIRE CHECKS
- I344 PERFORM WEAPONS SELF-TESTS
- I345 PERFORM WEAPON IDENTIFICATION CHECKS
- I346 RECONFIGURE FOR DEGRADED WEAPON SYSTEMS
- I347 VALIDATE CALIBRATION GO
- I348 MANUALLY TRACK TARGETS
- I349 VERIFY COAST MODE
- I350 IDENTIFY AIR/SURFACE TARGET VIDEO CHARACTERISTICS
- I351 ADJUST RADAR PRESENTATIONS
- I353 SELECT TARGET FOR ACQUISITION
- I354 DESIGNATE FIRE CONTROL RADARS
- I355 AID IN TARGET ACQUISITION
- I357 EVALUATE TARGET THREAT PARAMETERS
- I358 OPTIMIZE TARGET TRACKS
- I360 IDENTIFY VIDEO SEPARATION
- I361 ASSIGN LAUNCHER
- I362 SELECT MISSILES
- I363 ASSIGN MISSILES
- I364 VERIFY GUN/MISSILE ORDERS
- I365 DESTROY MISSILES IN FLIGHT
- I366 INPUT ENVIRONMENTAL CONDITIONS (AIR DENSITY, TEMPERATURE, ETC)
- I367 INPUT PROJECTILE WEIGHT/TEMPERATURE
- I369 VERIFY BALLISTIC SOLUTIONS
- I370 ASSIGN GUNS
- I371 VERIFY CONTROL OF DIRECTORS
- I372 VERIFY READY TO FIRE
- I373 CLOSE FIRING CIRCUITS
- I374 VERIFY WEAPON AWAY
- I375 VERIFY ROUNDS FIRED
- I376 EVALUATE ACCURACY OF ROUNDS
- I377 APPLY TARGET AND ROUND SPOTTING
- I378 VERIFY WEAPON INTERCEPT
- I379 INITIATE DUD FIRE

- I380 IDENTIFY GUN MISFIRES
- I382 PLACE GUN MOUNT IN SAFE FIRE POSITION
- I383 PERFORM POST-FIRE CHECKS

J. COMBAT SYSTEM READINESS ASSESSMENT

- J462 UPDATE COMBAT SYSTEMS SMOOTH LOGS

K. ELECTRONIC SYSTEMS MANAGEMENT

- K463 ANALYZE MAINTENANCE DATA

L. RADAR MAINTENANCE

- L395 CLEAN AND INSPECT ANTENNA CONTROL SYSTEMS
- L403 CLEAN, INSPECT, AND ADJUST RADAR RECEIVER COMPONENTS
- L408 CLEAN, INSPECT, AND ADJUST RADAR TRANSMITTER COMPONENTS
- L412 PERFORM FUNCTIONAL CHECKS ON TRIGGER/PULSE AMPLIFIERS
- L413 CLEAN AND INSPECT TRIGGER/PULSE AMPLIFIERS
- L414 ADJUST AND ALIGN TRIGGER/PULSE AMPLIFIERS
- L415 TROUBLESHOOT TRIGGER/PULSE AMPLIFIERS
- L416 REPLACE TRIGGER/PULSE AMPLIFIER COMPONENTS
- L418 ADJUST AND REPLACE KLYSTRON AMPLIFIERS AND TUBES
- L425 ADJUST AND REPLACE TRAVELING WAVE TUBE (TWT)/MAGNETRON AMPLIFIERS
- L430 CLEAN, INSPECT, AND REPLACE RECTIFIER UNITS
- L434 CLEAN AND INSPECT RADOMES
- L435 REPLACE RADOMES
- L437 CLEAN, INSPECT, AND REPLACE RADAR ANTENNAS
- L442 CLEAN, INSPECT, AND ADJUST STABILIZATION EQUIPMENT
- L445 CLEAN, INSPECT, AND REPLACE ELEVATION AND TRAIN MOTORS
- L520 MAINTAIN AND OPERATE CROSS-FIELD AMPLIFIERS

**FIRE CONTROLMAN SECOND CLASS (FC2)**

A. ELECTRICAL/ELECTRONIC MAINTENANCE

- A002 IDENTIFY ELECTROMAGNETIC INTERFERENCE (EMI)
- A003 IDENTIFY RADIO FREQUENCY INTERFERENCE (RFI)
- A028 PERFORM MANUAL WIRE WRAP CONNECTIONS
- A029 PERFORM WIRE WRAP GUN CONNECTIONS
- A031 PERFORM CRIMP CONNECTIONS
- A032 PERFORM PIN INSERTION AND EXTRACTION
- A521 INSPECT FIBER OPTIC CABLES

E. COMPUTER AND PERIPHERAL MAINTENANCE

- E243 PERFORM FUNCTIONAL CHECKS ON PRINTERS/PLOTTERS

G. WEAPONS HANDLING/MAINTENANCE

- G300 INSPECT WEAPON HANDLING EQUIPMENT
- G302 INSPECT MISSILE CONNECTIONS, FITTINGS, AND MATTING SURFACES



## **FIRE CONTROLMAN FIRST CLASS (FC1)**

### **I. COMBAT DIRECTION/WEAPONS DIRECTION/FIRE CONTROL SYSTEMS OPERATIONS**

- I267 EVALUATE IDENTIFICATION FRIEND OR FOE (IFF) RESPONSE
- I268 IDENTIFY HOSTILE INTENT
- I522 EVALUATE OVER THE HORIZON (TACTICAL) (OTH-T) DATA BASE
- I523 EVALUATE ALL OVER THE HORIZON (TACTICAL) (OTH-T) COMMUNICATION PATHS AND DATA LINKS
- I524 VALIDATE COMBAT SYSTEMS TRAINING TEAM (CSTT) DRILL PACKAGES

### **J. COMBAT SYSTEM READINESS ASSESSMENT**

- J470 SCHEDULE COMBAT SYSTEMS WATCH TEAMS
- J500 SCHEDULE COMBAT SYSTEM MAINTENANCE AND TESTING
- J510 EVALUATE COMBAT SYSTEMS OPERATING SEQUENCING SYSTEM (CSOSS) PROCEDURES AND DOCTRINE FOR SHIP CLASS AND TYPE
- J512 EVALUATE COMBAT SYSTEMS OPERATING SEQUENCING SYSTEM (CSOSS)

### **K. ELECTRONIC SYSTEMS MANAGEMENT**

- K464 CHANGE COMBINATIONS (CIPHER LOCKS, SAFES, ETC)
- K518 UPDATE ACCESS LISTS

## **CHIEF FIRE CONTROLMAN (FCC)**

### **H. COMBAT DIRECTION/WEAPONS DIRECTION/FIRE CONTROL SYSTEMS MAINTENANCE**

- H496 EVALUATE RESULTS OF BATTERY ALIGNMENT

### **J. COMBAT SYSTEM READINESS ASSESSMENT**

- J468 ANALYZE OPERATIONAL FAILURES (TACTICAL)
- J469 ORGANIZE COMBAT SYSTEMS WATCH TEAMS
- J499 EVALUATE COMBAT SYSTEM READINESS
- J501 PROVIDE RECOMMENDATIONS ON CAPABILITY AND RELIABILITY OF DEGRADED SYSTEMS
- J509 AUDIT FIRING REPORT SMOOTH LOGS
- J511 CONDUCT COMBAT SYSTEMS OPERATING SEQUENCING SYSTEM (CSOSS) DRILLS

### **K. ELECTRONIC SYSTEMS MANAGEMENT**

- K472 PREPARE CASUALTY REPORTS (CASREP)
- K473 REVIEW CASUALTY REPORTS (CASREP)
- K474 PREPARE CASUALTY UPDATES
- K475 REVIEW CASUALTY UPDATES
- K476 PREPARE CASUALTY CORRECTIONS (CASCOR) REPORTS
- K477 REVIEW CASUALTY CORRECTIONS (CASCOR) REPORTS
- K478 PREPARE CASUALTY CANCELED (CASCAN) REPORTS
- K479 REVIEW CASUALTY CANCELED (CASCAN) REPORTS
- K490 EVALUATE INADEQUACIES IN OPERATIONAL PROGRAMS
- K513 REVIEW OVERHAUL WORK PACKAGES
- K514 DOCUMENT SHIP ALTERATION (SHIPALT) PACKAGES

**SENIOR CHIEF FIRE CONTROLMAN (FCCS)**

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

**MASTER CHIEF FIRE CONTROLMAN (FCCM)**

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

# CHAPTER 35

## FIREMAN (FN)

NAVPERS 18068-35

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

FIREMAN (FN)

**FIREMAN (FN)  
APPRENTICESHIP  
OCCUPATIONAL STANDARDS**

SCOPE OF RATING

Firemen (FN) stand engineering watches; clean engineering spaces and equipment; make minor repairs to engineering equipment; record readings of gages; participate in general drills; and perform general detail duties.

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These Occupational Standards are to be incorporated in Chapter 35, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 35.

Effective January 1993

NAVPERS 18068-35

PATHS OF ADVANCEMENT FOR ENLISTED PERSONNEL

**CAREER PATHS FROM THE FIREMAN APPRENTICESHIP**

Rating Title	E-4	E-5	E-6	E-7	E-8	E-9
Damage Controlman	DC3	DC2	DC1	DCC	DCCS	DCCM
Electrician's Mate	EM3	EM2	EM1	EMC	EMCS	EMCM
Engineman	EN3	EN2	EN1	ENC	ENCS	ENCM
Gas Turbine System Technician	GSE3 GSM3	GSE2 GSM2	GSE1 GSM1	GSEC GSMC	GSCS	GSCM
Hull Maintenance Technician	HT3	HT2	HT1	HTC	HTCS	HTCM
Interior Communication Technician	IC3	IC2	IC1	ICC	ICCS	EMCM
Machinery Repairman	MR3	MR2	MR1	MRC	MRCS	MRCM
Machinist's Mate	MM3	MM2	MM1	MMC	MMCS	MMCM

FIREMAN (FN) APPRENTICESHIP FUNCTIONAL AREAS

- A. MECHANICAL SYSTEMS OPERATION
- B. MECHANICAL MAINTENANCE
- C. DAMAGE CONTROL
- D. GENERAL WATCHSTANDING
- E. NAVAL ORIENTATION AND ORGANIZATION
- F. TECHNICAL ADMINISTRATION

## FIREMAN (FN)

### A. MECHANICAL SYSTEMS OPERATION

A500 LOCATE REFRIGERATION EQUIPMENT, ANCHOR WINDLASSES, DISTILLING PLANTS, COMPRESSORS, STEERING ENGINES, CRANES, ELEVATORS, WINCHES, AND THE FOLLOWING PUMPS: FUEL OIL SERVICE, FUEL OIL TRANSFER, FIRE, AND FLUSHING, FIRE, AND BILGE, MAIN LUBRICATING OIL, FRESH WATER, CONDENSATE, MAIN CIRCULATING, MAIN FEED, MAIN FEED BOOSTER, AND EMERGENCY FEED

A501 OPERATE CENTRIFUGAL AND RECIPROCATING PUMPS USING ENGINEERING OPERATING SEQUENCING SYSTEM (EOSS)

A502 IDENTIFY FUNCTIONS OF THE FOLLOWING AUXILIARY EQUIPMENT: AIR COMPRESSORS, DISTILLING PLANTS, REFRIGERATION PLANTS, LUBE OIL COOLERS, MAIN AND AUXILIARY CONDENSERS, AIR EJECTOR CONDENSER ASSEMBLY, A.C. AND D.C. GENERATORS AND MOTORS, PUMPS, LINE SHAFT BEARINGS, STERN TUBE, SYTRON SEAL, STRUT BEARING, THRUST BEARING AND JACKING GEAR

### B. MECHANICAL MAINTENANCE

B503 PERFORM SOUND TESTS ON FUEL OIL TANKS

B504 TEST FUEL OIL SERVICE, STANDBY AND STORAGE TANKS FOR PRESENCE OF WATER

B505 READ AND INTERPRET FUEL, WATER, OIL, AIR, AND STEAM GAGES, INDICATORS, AND THERMOMETERS

B506 IDENTIFY BASIC TYPES AND COMPONENT PARTS OF:

- A. NAVAL BOILERS
- B. STEAM TURBINES
- C. REDUCTION GEARS
- D. PROPELLER AND SHAFTING
- E. SHIPBOARD ELECTRICAL SYSTEMS
- F. INTERNAL COMBUSTION ENGINES
- G. GAS TURBINE ENGINES

B507 IDENTIFY FUNCTIONS OF VALVES FOUND IN ENGINEERING SYSTEMS

B508 PERFORM FUNCTIONS OF BOAT ENGINEER

B509 REPLACE GASKETS AND REPACK VALVES IN LOW PRESSURE STEAM AND WATER PIPING SYSTEMS

B510 PERFORM MINOR ENGINE MAINTENANCE

B511 TRACE PATH OF MAIN STEAM FROM BOILER TO ENGINE AND BACK TO BOILER, NAMING ESSENTIAL FITTINGS, PIPING, AND MAIN MACHINERY THROUGH WHICH IT PASSES

B512 INTERPRET PRINCIPLES OF MAIN AND AUXILIARY STEAM CYCLES

B513 INTERPRET BASIC PRINCIPLES OF:

- A. MASS, WEIGHT AND INERTIA
- B. FORCE, ENERGY AND POWER
- C. SPEED, VELOCITY AND ACCELERATION
- D. PRESSURE AND VACUUM
- E. HYDRAULICS AND PNEUMATICS
- F. COMBUSTION, HEAT AND TEMPERATURE

B514 TRACE PATH OF AIR THROUGH GAS TURBINE FROM AIR INLET PLENUM TO EXHAUST NAMING COMPONENTS THROUGH WHICH IT PASSES

B515 IDENTIFY DRIVE TRAIN COMPONENTS INCLUDING, CLUTCH, CONTROLLABLE PITCH  
PROPELLER SYSTEM, REDUCTION GEAR AND BREAK  
B516 RECOGNIZE COMMON ENGINEERING TERMS AND NOMENCLATURE  
B517 CLEAN AND CONDITION VENTILATION FILTERS  
B518 USE ELECTRIC AND PNEUMATIC POWER TOOLS  
B519 USE AND MAINTAIN HAND TOOLS  
B520 USE LUBRICATING OILS AND GREASES  
B521 INSPECT AND MAINTAIN STRAINERS  
B522 USE CHAIN HOISTS AND JACKS

C. DAMAGE CONTROL

C523 PERFORM DUTIES OF DAMAGE CONTROL REPAIR PARTY TELEPHONE-TALKER AND  
MESSENGER

D. GENERAL WATCHSTANDING

D524 STAND FOLLOWING ENGINEERING WATCHES:

- A. MESSENGER
- B. COLD IRON
- C. SOUNDING AND SECURITY
- D. PROPULSION SYSTEMS MONITOR
- E. AUXILIARY SYSTEMS MONITOR

D525 MAINTAIN REQUIRED RECORDS AT WATCH STATION

E. NAVAL ORIENTATION AND ORGANIZATION

E526 IDENTIFY ORGANIZATIONAL STRUCTURE OF THE ENGINEERING DEPARTMENT

F. TECHNICAL ADMINISTRATION

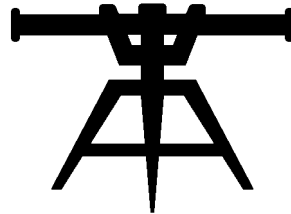
F527 READ THREE-VIEW WORKING DRAWINGS

F528 USE DAMAGE CONTROL DRAWINGS TO LOCATE PRINCIPAL VALVES IN MAIN STEAM,  
AUXILIARY STEAM, DRAIN, FIREMAIN, FUEL AND LUBE OIL PIPING SYSTEMS  
AND LINES

F529 FILE SHIP'S BLUEPRINTS



# CHAPTER 37



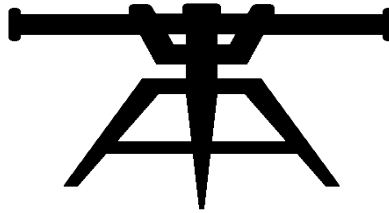
## FIRE CONTROL TECHNICIAN (FT)

NAVPERS 18068-37C

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

FIRE CONTROL TECHNICIAN (FT)



SCOPE OF RATING

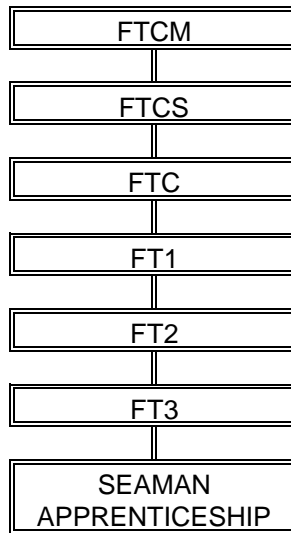
Fire Control Technicians (FT) perform organizational and intermediate level maintenance on submarine combat control systems, equipment, and associated combat control systems test equipment; operate submarine combat control systems; test submarine combat control systems; operate and maintain combat control systems associated systems; and participate in weapons handling functions and operate and maintain non-tactical computer systems and peripherals.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 37.

NAVPERS 18068-37C

FT-1

**GENERAL INFORMATION**  
CAREER PATTERN



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

SPECIAL PHYSICAL REQUIREMENTS

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

CITIZENSHIP/SECURITY REQUIREMENTS

Must be eligible for access to classified information.

**SAFETY**

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

**FIRE CONTROL TECHNICIAN (FT) FUNCTIONAL AREAS**

- A. TACTICS
- B. WEAPONS HANDLING
- C. WEAPONS SECURITY
- D. MECHANICAL SYSTEM MAINTENANCE
- E. ELECTRICAL/ELECTRONIC TROUBLESHOOTING
- F. COMBAT SYSTEM OPERATIONS
- G. OPTICAL SYSTEMS
- H. TECHNICAL ADMINISTRATION
- I. INFORMATION SYSTEMS MANAGEMENT

## **FIRE CONTROL TECHNICIAN THIRD CLASS (FT3)**

### **A. TACTICS**

- A002 PERFORM TORPEDO TUBE LAUNCHING SYSTEM (TTLS) EQUIPMENT TRANSMISSION CHECKS
- A004 EMPLOY FIRE CONTROL SYSTEM (FCS) IN TARGET MOTION ANALYSIS (TMA) MODES
- A005 EMPLOY COMBAT CONTROL SYSTEMS (CCS) IN WEAPONS CONTROL MODES
- A006 COMPUTE TORPEDO PRESETS
- A007 ASSIGN TORPEDO PRESETS
- A008 ENTER TORPEDO PRESETS
- A010 COMPUTE MISSILE PRESETS
- A011 ASSIGN MISSILE PRESETS
- A012 ENTER MISSILE PRESETS
- A015 LAUNCH WEAPONS IN ALL LAUNCH MODES
- A016 DETERMINE TARGET PARAMETERS USING CONTACT EVALUATION PLOT (CEP)
- A017 DETERMINE TARGET PARAMETERS USING TIME RANGE PLOT
- A018 DETERMINE TARGET PARAMETERS USING TIME FREQUENCY PLOT
- A019 DETERMINE TARGET PARAMETERS USING GEOGRAPHIC (GEO) PLOT
- A020 DETERMINE TARGET PARAMETERS USING TIME BEARING (T/B) PLOT
- A023 PERFORM OVER THE HORIZON-TARGETING (OTH-T) COMMUNICATIONS
- A026 PERFORM OVER THE HORIZON-TARGETING (OTH-T) MANUAL PLOTTING
- A027 MAINTAIN OVER THE HORIZON (OTH) DATABASE
- A028 PREPARE OVER THE HORIZON (OTH) COMMUNICATIONS MESSAGES
- A030 ENTER COUNTERMEASURES PRESETS
- A031 LAUNCH COUNTERMEASURES
- A032 PERFORM TORPEDO SNAPSHOT MODE ATTACKS
- A033 PERFORM LINK OPERATIONS
- A036 DETERMINE EFFECTS OF SUBMARINE EXPENDABLE BATHYTHERMOGRAPH (SSXBT) DATA
- A037 EMPLOY OPTICAL EQUIPMENT
- A038 PERFORM TARGET MOTION ANALYSIS (TMA)
- A040 RECOMMEND SHIP'S MANEUVERS TO PROSECUTE A CONTACT OF INTEREST
- A041 PERFORM WEAPONS CASUALTY LAUNCHES
- A042 UPDATE TOMAHAWK COMMAND INFORMATION
- A043 PERFORM MISSION DATA UPDATE (MDU) OPERATIONS IN ALL MODES
- A046 PERFORM CAPSULE LAUNCHING SYSTEM (CLS) OPERATION TESTS
- A057 RECOMMEND EVASION TACTICS
- A058 PERFORM TOMAHAWK ENGAGEMENT PLANNING
- A059 PERFORM TORPEDO ENGAGEMENT PLANNING
- A115 PERFORM COMBAT CONTROL SYSTEM (CCS) WEAPONS TRANSMISSION CHECKS
- A160 INTERPRET FIRE CONTROL PLOTS
- A236 PERFORM TOMAHAWK LAND ATTACK MISSILE (TLAM) COMMANDING OFFICER (CO) BATTLE READINESS TESTS

### **B. WEAPONS HANDLING**

- B061 PERFORM WEAPONS ONLOAD
- B062 PERFORM WEAPONS OFFLOAD
- B063 PERFORM PYROTECHNICS ONLOAD
- B064 PERFORM PYROTECHNICS OFFLOAD
- B065 PERFORM COUNTERMEASURES ONLOAD
- B066 PERFORM COUNTERMEASURES OFFLOAD
- B069 PERFORM CAPSULE LAUNCHING SYSTEM (CLS) PRE-LOADOUT CHECKS

D. MECHANICAL SYSTEM MAINTENANCE

- D078 CLEAN, INSPECT AND LUBRICATE MECHANICAL EQUIPMENT
- D080 ADJUST AND ALIGN MECHANICAL EQUIPMENT
- D081 CHECK MECHANICAL INTERLOCKS
- D083 REMOVE AND INSTALL TORPEDO TUBE LAUNCHING SYSTEM (TTLS) EQUIPMENT COMPONENTS
- D092 INSPECT ELECTRONIC COOLING SYSTEMS (ECS)
- D266 PERFORM CAPSULE LAUNCHING SYSTEM (CLS) OPERATIONAL TESTS
- D267 PERFORM TORPEDO TUBE LAUNCHING SYSTEM (TTLS) OPERATIONAL TESTS

E. ELECTRICAL/ELECTRONIC TROUBLESHOOTING

- E093 INSPECT ELECTRICAL INTERLOCKS
- E094 INSPECT ELECTRICAL CABLE AND CONNECTOR ASSEMBLIES
- E095 REMOVE, REPAIR AND INSTALL ELECTRICAL CABLE AND CONNECTOR ASSEMBLIES
- E132 REMOVE AND INSTALL COMBAT CONTROL SYSTEM (CCS) EQUIPMENT COMPONENTS AND MODULES
- E139 TEST COMBAT CONTROL SYSTEM (CCS) TEST EQUIPMENT
- E142 MONITOR COMBAT CONTROL SYSTEM (CCS) SYSTEM STATUS
- E147 VERIFY COMBAT CONTROL SYSTEM (CCS) ALIGNMENTS
- E148 REMOVE, INSPECT AND INSTALL COMBAT CONTROL SYSTEM (CCS) CABLES
- E153 TEST FOR CIRCUIT CONTINUITY/PING
- E155 TEST FOR SHORT CIRCUITS
- E156 PERFORM SOLDERING AND DESOLDERING
- E157 CLEAN AND INSPECT ELECTRONIC EQUIPMENT
- E158 ADJUST AND ALIGN ELECTRONIC EQUIPMENT
- E159 PERFORM SYSTEM ALIGNMENT PROCEDURES
- E234 OPERATE GENERAL PURPOSE TEST EQUIPMENT (GPETE)
- E235 OPERATE SPECIAL PURPOSE TEST EQUIPMENT (SPETE)

F. COMBAT SYSTEM OPERATIONS

- F001 PERFORM TORPEDO TUBE LAUNCHING SYSTEM (TTLS) EQUIPMENT DAILY SYSTEMS OPERATIONS TEST (DSOT)
- F050 INTERPRET COMBAT CONTROL SYSTEM (CCS) ALERTS AND MODE MESSAGES
- F098 PERFORM PRESSURE VENT CONTROL (PVC) CHECKS
- F099 PERFORM SYSTEM OPERABILITY TESTS
- F101 PERFORM COMBAT CONTROL SYSTEM (CCS) EQUIPMENT OPERATIONAL TESTS
- F102 INTERPRET TACTICAL NON-FIRE CONTROL DEVICE DISPLAYS
- F103 INTERPRET AUXILIARY SONAR VISUAL DISPLAY UNIT (ASVDU) AND MONITORING SUBSYSTEM (MS) DATA DISPLAYS
- F105 EMPLOY FIRE CONTROL SWITCHBOARDS
- F106 EMPLOY TARGET BEARING TRANSMITTERS
- F107 EMPLOY FIRE CONTROL PLOTTER EQUIPMENT
- F108 PERFORM COMBAT SYSTEM INTERFACE TESTING
- F109 PERFORM SHIP'S DATA INTERFACE TESTS
- F110 PERFORM COMBAT CONTROL SYSTEM (CCS) CASUALTY MODE OPERATIONS
- F111 PERFORM WEAPONS PRESET TESTS
- F112 PERFORM FAULT INDICATION TESTS
- F116 PERFORM MONITORING SUB-SYSTEM OPERATIONS
- F117 PERFORM FIRING CRAFT OPERATION PROCEDURES
- F118 ANNOTATE WEAPON SYSTEMS TEST DATA
- F121 PERFORM SUBMARINE TACTICAL DATA LINK (STDL) OPERATIONS
- F123 OPERATE FIRE CONTROL SYSTEMS

- F124 PERFORM RETARGETING OPERATIONS IN ALL MODES
- F126 ANALYZE COMBAT CONTROL SYSTEM (CCS) INTERFACE TEST DATA
- F128 PERFORM COMBAT CONTROL SYSTEM (CCS) OPERATIONAL EVALUATION TESTS
- F129 PERFORM WEAPONS FIRING SEQUENCE TESTS
- F232 PERFORM TOMAHAWK LAND ATTACK MISSILE (TLAM) DSMAC FLIGHT SOFTWARE/GLOBAL POSITIONING SYSTEM FLIGHT SOFTWARE (DFS/GFS) DOWNLOAD
- F233 PERFORM TOMAHAWK LAND ATTACK MISSILE (TLAM) MODE 7 CONFIDENCE TESTS

G. OPTICAL SYSTEMS

- G171 TEST OPTICAL EQUIPMENT
- G173 PERFORM PERISCOPE BENCHMARK AND BEARING TRANSMISSION TESTS
- G174 VERIFY TARGET BEARING TRANSMITTER OUTPUT ACCURACY

H. TECHNICAL ADMINISTRATION

- H175 DRAFT PROGRAM TROUBLE REPORTS
- H181 UPDATE FIRE CONTROL LOGS
- H182 ANALYZE FIRE CONTROL LOG DATA
- H192 ANALYZE WEAPON SYSTEMS TEST DATA
- H194 PERFORM TOMAHAWK COMMAND INFORMATION (TCI) MAINTENANCE
- H199 COLLECT DATA DURING WEAPONS COMMAND

**FIRE CONTROL TECHNICIAN SECOND CLASS (FT2)**

A. TACTICS

- A035 ENTER MINE PRESETS
- A039 MONITOR COMBAT CONTROL SYSTEMS (CCS) WEAPONS TRANSMISSION CHECKS
- A049 DRAFT WEAPONS SYSTEMS REQUIRED MESSAGES AND REPORTS
- A051 PERFORM SPECIAL WEAPONS TARGETING PROCEDURES
- A052 RECOMMEND TOMAHAWK EMPLOYMENT TACTICS
- A053 RECOMMEND TORPEDO EMPLOYMENT TACTICS
- A054 RECOMMEND MINE EMPLOYMENT TACTICS
- A055 CALCULATE MINE PRESETS
- A060 PERFORM MINE ENGAGEMENT PLANNING
- A264 INTERPRET INCOMING TACTICAL MESSAGE TRAFFIC

B. WEAPONS HANDLING

- B070 PERFORM SUBMARINE LAUNCHED MOBILE MINES (SLMM) PRESET TESTS
- B072 PERFORM SUBMARINE LAUNCHED MOBILE MINES (SLMM) SYSTEM SHUTDOWN
- B088 EMPLOY AN/PDR-73 PERSONAL RADIAC SETS

C. WEAPONS SECURITY

- C075 TEST WEAPONS SECURITY SYSTEMS
- C076 TEST SECURITY ALARM SYSTEMS
- C077 INSPECT SECURITY ALARM SYSTEMS

D. MECHANICAL SYSTEM MAINTENANCE

- D082 ISOLATE TORPEDO TUBE LAUNCHING SYSTEM (TTLS) EQUIPMENT FAULTS
- D090 MONITOR TORPEDO TUBE LAUNCHING SYSTEM (TTLS) MAINTENANCE PROCEDURES

D091 MONITOR CAPSULE LAUNCHING SYSTEM (CLS) MAINTENANCE PROCEDURES

E. ELECTRICAL/ELECTRONIC TROUBLESHOOTING

- E122 TROUBLESHOOT FIRE CONTROL SWITCHBOARDS
- E127 ALIGN TARGET BEARING TRANSMITTERS
- E131 ISOLATE COMBAT CONTROL SYSTEM (CCS) EQUIPMENT FAULTS
- E138 MONITOR COMBAT CONTROL SYSTEM (CCS) EQUIPMENT FAULT ISOLATION
- E149 REPAIR COMBAT CONTROL SYSTEM (CCS) CABLES
- E161 MONITOR MEASUREMENTS, COMPUTATIONS AND CORRECTIONS DURING SYSTEMS ALIGNMENT
- E165 INSPECT FIBER OPTIC SYSTEMS
- E166 TROUBLESHOOT AND REPAIR FIBER OPTIC SYSTEMS
- E168 REMOVE AND INSTALL FIBER OPTIC CONNECTORS
- E170 SPLICE FIBER OPTIC CABLES

F. COMBAT SYSTEM OPERATIONS

- F100 MONITOR SYSTEM OPERABILITY TESTS
- F114 PERFORM COMBAT SYSTEMS FAULT ISOLATIONS
- F119 MONITOR WEAPONS FIRING SEQUENCE TESTS

H. TECHNICAL ADMINISTRATION

- H177 UPDATE PROGRAM TROUBLE REPORTS
- H183 DRAFT COMBAT CONTROL SYSTEM (CCS) TECHNICAL MANUAL DEFICIENCY REPORTS (TMDR)
- H185 DRAFT TRIDENT COMBAT CONTROL SYSTEM (CCS) PROBLEM REPORTS
- H186 PREPARE TRIDENT COMBAT CONTROL SYSTEM (CCS) DATA PACKAGES
- H188 COORDINATE COMBAT SYSTEMS INTERFACE TESTING
- H189 ANALYZE EQUIPMENT RECORDS
- H190 REVIEW EQUIPMENT TREND ANALYSIS
- H191 ANALYZE FAILURE REPORTS (DISCREPANCIES, TRENDS, ETC)

I. INFORMATION SYSTEMS MANAGEMENT

- I239 DETERMINE COMMUNICATION PROTOCOLS
- I240 ANALYZE NETWORK CAPACITY AND RELIABILITY
- I241 DETERMINE SYSTEM INPUT/OUTPUT (I/O) REQUIREMENTS
- I242 INTERPRET EQUIPMENT OR SYSTEMS DIAGNOSTIC TESTS
- I243 TROUBLESHOOT AUTOMATED INFORMATION SYSTEM (AIS) ERRORS AND FAILURES
- I244 TESTS MODEMS
- I245 SET UP TACTICAL INFORMATION DISTRIBUTION SYSTEM (TIDS) INTERFACES
- I246 TEST TACTICAL INFORMATION DISTRIBUTION SYSTEMS (TIDS)
- I247 MONITOR TACTICAL INFORMATION DISTRIBUTION SYSTEMS (TIDS)
- I248 TROUBLESHOOT TACTICAL INFORMATION DISTRIBUTION SYSTEMS (TIDS)
- I249 CONFIGURE HARDWARE (ROUTERS, HUBS, BRIDGES AND GATEWAYS)
- I250 PERFORM BIOS UPDATES
- I251 PERFORM APPLICATION TESTING
- I252 DIAGNOSE APPLICATION ERRORS
- I253 TROUBLESHOOT NETWORK SYSTEM MALFUNCTIONS
- I254 PERFORM NETWORK SYSTEM RESTORATIONS
- I255 COORDINATE COMPUTER DOWNTIME
- I256 WRITE PROGRAM TROUBLE REPORTS
- I257 WRITE SOFTWARE CHANGE REQUESTS



I265 INVENTORY SOFTWARE LICENSES

**FIRE CONTROL TECHNICIAN FIRST CLASS (FT1)**

**B. WEAPONS HANDLING**

- B237 MONITOR TORPEDO ROOM WEAPONS HANDLING
- B238 MONITOR TOPSIDE WEAPONS HANDLING
- B258 MONITOR WEAPONS HANDLING SYSTEM TESTING

**E. ELECTRICAL/ELECTRONIC TROUBLESHOOTING**

- E143 COORDINATE COMBAT CONTROL SYSTEM (CCS) MAINTENANCE AND ALTERATIONS (WORK CENTERS, ETC)
- E144 VERIFY COMBAT CONTROL SYSTEM (CCS) MAINTENANCE AND ALTERATIONS
- E145 ANALYZE COMBAT CONTROL SYSTEM (CCS) OPERABILITY TEST DATA
- E146 COORDINATE COMBAT CONTROL SYSTEM (CCS) OPERABILITY TESTS

**H. TECHNICAL ADMINISTRATION**

- H176 REVIEW PROGRAM TROUBLE REPORTS
- H178 REVIEW DATA PACKAGES
- H180 REVIEW FIRE CONTROL LOGS
- H184 REVIEW TRIDENT COMBAT CONTROL SYSTEM (CCS) PROBLEM REPORTING SYSTEMS
- H193 EVALUATE WEAPON SYSTEM ALIGNMENT RESULTS

**CHIEF FIRE CONTROL TECHNICIAN (FTC)**

**A. TACTICS**

- A259 MAINTAIN TOMAHAWK COMMAND INFORMATION (TCI)
- A260 RECOMMEND OVER THE HORIZON-TARGETING (OTH-T) SENSOR EMPLOYMENT
- A261 DIRECT STRIKE OPERATIONS
- A262 VALIDATE TORPEDO PRE-SETS
- A263 DRAFT CHANGES TO SHIP'S TACTICAL DOCUMENTS

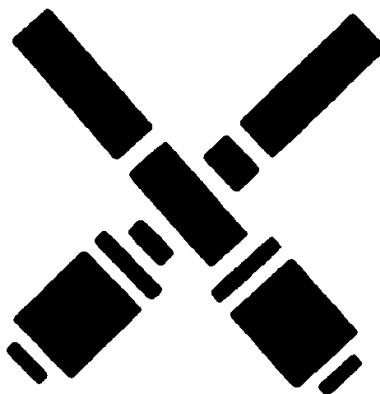
**SENIOR CHIEF FIRE CONTROL TECHNICIAN (FTCS)**

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

**MASTER CHIEF FIRE CONTROL TECHNICIAN (FTCM)**

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

# CHAPTER 38



## GUNNER'S MATE (GM)

NAVPERS 18068-38C

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR  
GUNNER'S MATE (GM)



SCOPE OF RATING

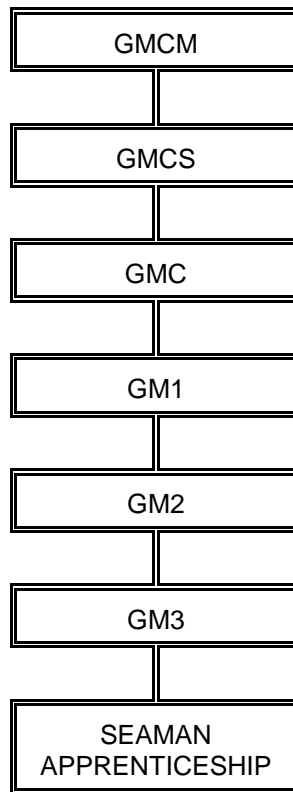
Gunner's Mates (GM) operate, perform, and coordinate organizational and intermediate maintenance on guided missile launching systems, missile launching groups, guns, gun mounts, small arms and associated handling equipment; make detailed electrical, electronic, hydraulic, and mechanical casualty analyses; inspect, test, analyze, and direct repair of electric, electronic, hydraulic, mechanical, and servo systems; test and inspect ammunition, missiles, and their components; prepare missiles and launching equipment for checkout and firing; test, inspect, and repair magazine sprinkler systems, supervise personnel in handling and stowing of ammunition, missiles, and their components; supervise personnel in small arms qualifications; inspect and direct repair of magazines and ammunition stowage spaces; supervise crews assigned to ordnance equipment.

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These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 38.

NAVPERS 18068-38C

**GENERAL INFORMATION**  
CAREER PATTERN



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

SPECIAL PHYSICAL REQUIREMENTS

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

CITIZENSHIP/SECURITY REQUIREMENTS

Must be eligible for access to classified information.

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

\*Denotes Revision, CH-29

## **GUNNER'S MATE (GM) FUNCTIONAL AREAS**

- A. WEAPON SYSTEMS OPERATIONS
- B. WEAPON SYSTEMS/COMPONENTS MAINTENANCE
- C. WEAPONS HANDLING/MAINTENANCE
- D. ORDNANCE/COMPONENT MAINTENANCE
- E. SMALL ARMS/SECURITY FORCES EQUIPMENT
- F. ELECTRICAL/ELECTRONIC MAINTENANCE
- G. GENERAL MAINTENANCE (HYDRAULICS, PNEUMATICS, ETC)
- H. MAGAZINE AND FIRE SUPPRESSION SYSTEMS  
MAINTENANCE/OPERATIONS
- J. QUALITY ASSURANCE
- K. TECHNICAL ADMINISTRATION
- L. SAFETY

## **GUNNER'S MATE THIRD CLASS (GM3)**

### **A. WEAPON SYSTEMS OPERATIONS**

- A001 CONDUCT OVERALL COMBAT SYSTEM OPERABILITY TESTS (OCSOT) ON GUIDED MISSILE LAUNCHERS (GML) AND GUN MOUNTS
- A002 CONDUCT COMBAT SYSTEM OPERABILITY TESTS (CSOT) ON GUIDED MISSILE LAUNCHERS (GML) AND GUN MOUNTS
- A003 CONDUCT DAILY SYSTEM OPERABILITY TESTS (DSOT) ON GUIDED MISSILE LAUNCHERS (GML) AND GUN MOUNTS
- A008 TEST GUIDED MISSILE LAUNCHERS (GML) AND GUN MOUNT OPERATIONS IN LOCAL MODES
- A010 INSPECT ACCURACY OF TRAIN AND ELEVATION INDICATORS
- A011 CHECK GUIDED MISSILE LAUNCHERS (GML) AND GUN MOUNT ELEVATION/TRAIN LIMIT STOPS
- A015 TEST OPERATION OF GUIDED MISSILE LAUNCHER (GML) AND GUN MOUNT TRAIN/ELEVATION POWER DRIVES
- A019 PERFORM OPERATIONAL TESTS ON GUIDED MISSILE LAUNCHER (GML) AND GUN MOUNT AIR DRIVE MOTORS
- A021 CONDUCT GUIDED MISSILE LAUNCHER (GML) AND GUN MOUNT PRE-FIRE CHECKS
- A022 CONDUCT GUIDED MISSILE LAUNCHER (GML) AND GUN MOUNT POST-FIRE CHECKS
- A025 TEST OPERATION OF GUN AND MISSILE LOADING SYSTEMS
- A026 TEST OPERATION OF GUN AND MISSILE LOADING SYSTEMS IN SIMULATE MODE
- A033 CONDUCT WEAPON JETTISONS
- A034 TEST GUIDED MISSILE LAUNCHER (GML) AND GUN MOUNT FIRING CUTOUT ASSEMBLIES
- A036 PRE-ARM AND ARM ORDNANCE
- A037 INSPECT ALIGNMENT OF GUN AND MISSILE BATTERIES

### **B. WEAPON SYSTEMS/COMPONENTS MAINTENANCE**

- B048 PERFORM MODULAR COMPONENT REPLACEMENTS
- B049 TEST AND INSPECT GUIDED MISSILE LAUNCHER (GML) AND GUN MOUNT ASSEMBLIES
- B051 TIME GUN AND MISSILE LOADING SYSTEMS
- B052 INVENTORY REPAIR ASSEMBLIES (READY SPARES, MAINTENANCE ASSISTANCE MODULES, ETC)
- B053 CLEAN, INSPECT AND LUBRICATE TRAIN AND ELEVATION GEARS
- B054 PERFORM COSMETIC REPAIRS TO TRAIN AND ELEVATION GEARS
- B055 REPAIR AND REPLACE GUIDED MISSILE LAUNCHER (GML) MECHANICAL COMPONENTS
- B057 REPAIR AND REPLACE GUN MOUNT MECHANICAL COMPONENTS
- B059 SET PROXIMITY SWITCH CLEARANCES IN GUN MOUNTS AND GUIDED MISSILE LAUNCHERS (GML)
- B060 ADJUST VERNIER COUPLINGS IN GUN MOUNTS AND GUIDED MISSILE LAUNCHERS (GML)
- B062 TRAM GUN MOUNT IN TRAIN AND ELEVATION
- B063 CLEAN AND INSPECT GUIDED MISSILE LAUNCHER (GML) FIRING CUTOUT ASSEMBLIES (NO FIRE ZONES)
- B064 CLEAN AND INSPECT GUN MOUNT FIRING CUTOUT ASSEMBLIES (NO FIRE ZONE)
- B067 CLEAN AND INSPECT GUIDED MISSILE LAUNCHER (GML) FIRING CIRCUIT COMPONENTS
- B068 CLEAN AND INSPECT GUN MOUNT FIRING CIRCUIT COMPONENTS
- B072 ADJUST GUN MOUNT ELEVATION LIMIT STOPS
- B074 ADJUST GUN MOUNT TRAIN LIMIT STOPS
- B075 INSPECT GUIDED MISSILE LAUNCHER (GML) AND GUN MOUNT MECHANICAL SYSTEMS
- B077 CLEAN, INSPECT AND LUBRICATE GUIDED MISSILE LAUNCHER (GML) AND GUN MOUNT POWER DRIVE COMPONENTS
- B080 REPLACE GUN MOUNT TRAIN POWER DRIVE COMPONENTS

B082 REPLACE GUN MOUNT ELEVATOR POWER DRIVE COMPONENTS  
B084 REPLACE GUN MOUNT AIR DRIVE MOTOR COMPONENTS  
B086 REPLACE GUN MOUNT ELECTRICAL CONTROL (EC) PANEL COMPONENTS  
B087 CLEAN, INSPECT AND LUBRICATE GUIDED MISSILE LAUNCHER (GML) AND GUN MOUNT ELECTRICAL CONTROL (EC) PANEL COMPONENTS  
B089 CLEAN, INSPECT AND LUBRICATE GUIDED MISSILE LAUNCHER (GML) AND GUN MOUNT LOADER COMPONENTS  
B092 REPLACE GUN MOUNT LOADER COMPONENTS  
B103 CLEAN, INSPECT AND LUBRICATE GUIDED MISSILE LAUNCHER (GML) AND GUN MOUNT HOIST COMPONENTS  
B106 REPLACE GUN MOUNT HOIST COMPONENTS  
B108 CLEAN, INSPECT AND LUBRICATE GUIDED MISSILE LAUNCHER (GML) LOADER CRANE COMPONENTS  
B111 CLEAN, INSPECT AND LUBRICATE GUIDED MISSILE LAUNCHER (GML) AND GUN MOUNT TRAIN AND ELEVATION COMPONENTS  
B113 REPLACE GUIDED MISSILE LAUNCHER (GML) AND GUN MOUNT TRAIN AND ELEVATION COMPONENTS  
B115 REPLACE GUIDED MISSILE LAUNCHER (GML) HEATING AND COOLING COMPONENTS  
B116 CLEAN, INSPECT AND LUBRICATE GUIDED MISSILE LAUNCHER (GML) HEATING AND COOLING COMPONENTS  
B121 REPLACE GUIDED MISSILE LAUNCHER (GML) STRIKEDOWN CONTROL UNIT (SCU) COMPONENTS  
B122 CLEAN, INSPECT AND LUBRICATE GUIDED MISSILE LAUNCHER (GML) STRIKEDOWN CONTROL UNIT (SCU) COMPONENTS  
B126 INSPECT GUN MOUNT CABLE TWIST AREAS  
B129 TEST AND ADJUST HEAT EXCHANGERS  
B130 REPAIR AND REPLACE HEAT EXCHANGERS  
B131 REPAIR BRAKE ASSEMBLIES AND COMPONENTS  
B132 CLEAN, INSPECT AND LUBRICATE GUIDED MISSILE LAUNCHER (GML) AND GUN MOUNT SPECIAL TOOLS  
B134 INVENTORY GUIDED MISSILE LAUNCHER (GML) AND GUN MOUNT SPECIAL TOOLS  
B136 INSTALL ALIGNMENT EQUIPMENT ON GUIDED MISSILE LAUNCHER (GML) AND GUN MOUNTS  
B138 ADJUST FUZE SETTER COMPONENTS  
B139 REPAIR AND REPLACE GUN MOUNT FUZE SETTER COMPONENTS  
B140 CLEAN, INSPECT AND LUBRICATE GUN MOUNT CARRIER AND LOADER DRUMS  
B141 REPLACE GUN MOUNT AND LOADER DRUM COMPONENTS  
B142 CLEAN, INSPECT AND LUBRICATE GUN MOUNT CRADLE COMPONENTS  
B143 REPLACE GUN MOUNT CRADLE COMPONENTS  
B144 CLEAN, INSPECT AND LUBRICATE GUN MOUNT TRANSFER TRAY COMPONENTS  
B145 REPLACE GUN MOUNT TRANSFER TRAY COMPONENTS  
B146 CLEAN, INSPECT AND LUBRICATE GUN MOUNT FUZE SETTER COMPONENTS  
B147 CLEAN, INSPECT AND LUBRICATE GUN MOUNT RAMMER COMPONENTS  
B148 REPLACE GUN MOUNT RAMMER COMPONENTS  
B149 CLEAN, INSPECT AND LUBRICATE GUN MOUNT BREECH BLOCK COMPONENTS  
B150 REPLACE GUN MOUNT BREECH BLOCK COMPONENTS  
B151 CLEAN, INSPECT AND LUBRICATE GUN MOUNT GAS EJECTOR COMPONENTS  
B152 REPLACE GUN MOUNT GAS EJECTOR COMPONENTS  
B153 CLEAN, INSPECT AND LUBRICATE GUN MOUNT RECOIL AND COUNTER-RECOIL COMPONENTS  
B154 REPLACE GUN MOUNT RECOIL AND COUNTER RECOIL COMPONENTS  
B155 CLEAN, INSPECT AND LUBRICATE GUN MOUNT EMPTY CASE EJECTOR COMPONENTS  
B156 REPLACE GUN MOUNT EMPTY CASE EJECTOR COMPONENTS  
B157 CLEAN, INSPECT AND LUBRICATE GUN MOUNT SLIDE COMPONENTS

- B158 REPLACE GUN MOUNT SLIDE COMPONENTS
- B159 CLEAN, INSPECT AND LUBRICATE FIRING PINS
- B160 TEST FIRING PINS
- B161 REPLACE FIRING PINS
- B162 CLEAN, INSPECT AND LUBRICATE MUZZLE BRAKES
- B164 CLEAN, INSPECT AND LUBRICATE GUN MOUNT BARRELS
- B165 CHECK GUN BORES FOR EROSION
- B166 REPLACE GUN MOUNT BARRELS
- B167 CLEAN, INSPECT AND LUBRICATE GUN MOUNT FITTINGS AND CABLES
- B168 REPLACE GUN MOUNT FITTINGS AND CABLES
- B170 CLEAN, INSPECT AND LUBRICATE LAUNCHER AND GUN MOUNT HEATING AND VENTILATION
- B171 INSPECT DE-ICING SYSTEMS PRESSURE
- B172 CLEAN AND INSPECT DOOR AND HATCH SEALS
- B173 REPLACE DOOR AND HATCH SEALS
- B174 CLEAN, INSPECT AND LUBRICATE GUN PORT SHIELD COMPONENTS
- B175 REPLACE GUN PORT SHIELD COMPONENTS
- B181 PROVIDE ASSISTANCE REMOVING GUN MOUNTS
- B543 REPAIR, REPLACE AND ADJUST SCREW FEEDER COMPONENTS (GUN MOUNT, 76MM, MK-75)
- B544 REPAIR, REPLACE AND ADJUST REVOLVING MAGAZINE COMPONENTS (GUN MOUNT, 76MM, MK-75)
- B545 REPAIR, REPLACE AND ADJUST ROCKING ARMS COMPONENTS (GUN MOUNT, 76MM, MK-75)
- B546 REPAIR, REPLACE AND ADJUST BARREL COOLING COMPONENTS (GUN MOUNT, 76MM, MK-75)

C. WEAPONS HANDLING/MAINTENANCE

- C185 MANEUVER WEAPONS
- C189 CLEAN AND LUBRICATE WEAPONS HOISTS (HAND CHAIN, ELECTRIC, PNEUMATIC AND HYDRAULIC)
- C190 TEST AND INSPECT WEAPONS HOISTS (HAND CHAIN, ELECTRIC, PNEUMATIC AND HYDRAULIC)
- C191 ATTACH WEAPONS TO HOISTS
- C192 INVENTORY ORDNANCE HANDLING TOOLS
- C193 INSPECT MISSILE HANDLING EQUIPMENT
- C194 UNPACKAGE MISSILES AND COMPONENTS
- C195 PACKAGE MISSILES AND COMPONENTS
- C198 CONDUCT ONLOAD OF MISSILES
- C199 CONDUCT OFFLOAD OF MISSILES
- C200 CONDUCT ONLOAD OF AMMUNITION
- C201 CONDUCT OFFLOAD OF AMMUNITION
- C202 STOW CONVENTIONAL MISSILES AND COMPONENTS
- C203 STOW AMMUNITION (SEPARATED, FIXED AND SMALL ARMS)
- C204 STOW PYROTECHNICS
- C205 STOW DEMOLITION CHARGES AND COMPONENTS
- C206 PREPARE ORDNANCE FOR UNDERWAY REPLENISHMENTS (UNREP) AND CONNECTED REPLENISHMENTS (CONREP)
- C207 PREPARE ORDNANCE FOR VERTICAL REPLENISHMENTS (VERTREP)
- C208 PERFORM ORDNANCE UNDERWAY REPLENISHMENTS (UNREP) AND CONNECTED REPLENISHMENTS (CONREP)
- C209 PERFORM ORDNANCE VERTICAL REPLENISHMENTS (VERTREP)
- C210 PREPARE ORDNANCE FOR SHIPMENT (PALLETIZE, CRATE, ETC)
- C212 REPLACE ORDNANCE CONTAINER FASTENING HARDWARE



C214 PERFORM WEAPONS HANDLING EQUIPMENT OPERATIONAL TESTS  
C215 PERFORM WEAPONS HANDLING EQUIPMENT POST MAINTENANCE OPERATIONAL TESTS  
C216 REPAIR WEAPONS HANDLING EQUIPMENT  
C221 CLEAN, INSPECT AND LUBRICATE WEAPONS ELEVATOR COMPONENTS  
C222 PERFORM ELEVATOR OPERATIONAL TESTS  
C223 REPLACE WEAPONS ELEVATOR COMPONENTS  
C224 ADJUST WEAPONS ELEVATOR COMPONENTS  
C225 REPAIR WEAPONS ELEVATOR COMPONENTS  
C231 INSPECT LOADING AND STOWAGE PLANS  
C547 STOW AND UNSTOW HANDLING GEAR  
C548 OPERATE PALLET TRUCKS  
C549 MAINTAIN PALLET TRUCKS

D. ORDNANCE/COMPONENT MAINTENANCE

D237 CLEAN AND INSPECT MISSILES STOWED IN MAGAZINES  
D239 PERFORM CLEANING AND PRESERVATION AFTER CASUALTY WET DOWNS  
D240 PERFORM MISSILE CLEANING AND PRESERVATION AFTER LAUNCHING MISFIRES  
D241 TREAT AMMUNITION AND COMPONENTS FOR CORROSION  
D242 TREAT MISSILES AND COMPONENTS FOR CORROSION  
D244 CLEAN AND INSPECT TEST MISSILES  
D248 REPLACE GROUNDING PLUGS  
D249 INSPECT MISSILE CONNECTIONS, FITTINGS AND MATING SURFACES  
D293 SET PROJECTILE FUSING DEVICES  
D294 INSPECT EXPLOSIVE ORDNANCE ITEMS FOR DAMAGE  
D295 MARK DAMAGED EXPLOSIVE COMPONENTS  
D296 DISPOSE OF DAMAGED EXPLOSIVE COMPONENTS

E. SMALL ARMS/SECURITY FORCES EQUIPMENT

E298 CONFIGURE RIFLES FOR USE AS LINE THROWING GUNS  
E299 PERFORM MAINTENANCE ON LINE THROWING KITS AND ADAPTERS  
E300 FIRE LINE THROWING GUNS  
E301 STOW SMALL ARMS  
E302 ISSUE SMALL ARMS  
E303 INVENTORY SMALL ARMS  
E304 FIELD STRIP, CLEAN AND INSPECT SMALL ARMS  
E305 FIRE SMALL ARMS  
E308 CONDUCT SMALL ARMS FAMILIARIZATION FIRINGS (FAMFIRE)  
E309 CORRECT SMALL ARMS MISFIRES  
E310 PERFORM SMALL ARMS PRE-FIRE AND POST-FIRE CHECKS  
E311 STOW SMALL ARMS AMMUNITION  
E312 ISSUE SMALL ARMS AMMUNITION  
E313 INVENTORY SMALL ARMS AMMUNITION  
E314 CLEAN, INSPECT AND TEST NIGHT VISION (NV) SIGHTS  
E315 CLEAN, INSPECT AND TEST NIGHT VISION (NV) GOGGLES  
E316 CLEAN AND INSPECT SHIP'S SELF DEFENSE FORCE (SSDF) EQUIPMENT AND VISIT, BOARD, SEARCH AND SEIZURE (VBSS) GEAR  
E317 ISSUE SHIP'S SELF DEFENSE FORCE (SSDF) EQUIPMENT  
E319 INSPECT PHYSICAL SECURITY EQUIPMENT  
E324 INSPECT SMALL ARMS MAGAZINES AND ARMORIES  
E326 LAUNCH PYROTECHNICS

F. ELECTRICAL/ELECTRONIC MAINTENANCE

- F329 TEST FOR SHORTS, GROUNDS AND CONTINUITY
- F330 MEASURE CIRCUIT CAPACITANCE AND INDUCTANCE
- F331 MEASURE FREQUENCIES
- F337 CLEAN AND INSPECT COMMUTATORS AND SLIP RINGS
- F338 TEST EQUIPMENT INTERLOCKS
- F339 CLEAN AND INSPECT SOLENOID OPERATED PILOT VALVES (SOPV)
- F340 REMOVE AND REPLACE SOLENOID OPERATED PILOT VALVES (SOPV)
- F341 INSPECT AND REPAIR ELECTRICAL CABLING
- F342 CLEAN AND INSPECT CIRCUIT BOARDS
- F343 TEST PRINTED CIRCUIT BOARDS
- F344 REPLACE PRINTED CIRCUIT BOARDS
- F345 TEST BATTERIES AND POWER SUPPLIES
- F346 ADJUST POWER SUPPLIES
- F347 REPLACE POWER SUPPLIES AND TRANSFORMERS
- F348 INSPECT ELECTRIC MOTORS
- F349 REPLACE ELECTRIC MOTORS
- F350 INSPECT AND TEST CABLE CONNECTORS
- F351 REPAIR AND REPLACE CABLE CONNECTORS
- F358 TROUBLESHOOT ELECTRONIC MALFUNCTIONS
- F359 TROUBLESHOOT ELECTRICAL MALFUNCTIONS
- F360 REPLACE ELECTRICAL AND ELECTRONIC COMPONENTS AND MODULES
- F361 TROUBLESHOOT ALARM DEVICES
- F362 REPAIR ALARM DEVICES
- F363 TROUBLESHOOT SENSING DEVICES
- F364 REPAIR SENSING DEVICES
- F478 INVENTORY GENERAL PURPOSE ELECTRONIC TEST EQUIPMENT (GPETE)

G. GENERAL MAINTENANCE (HYDRAULICS, PNEUMATICS, ETC)

- G365 INSPECT MISSILE LAUNCHING AND GUN MOUNT HYDRAULIC SYSTEMS
- G366 INSPECT MISSILE LAUNCHING AND GUN MOUNT PNEUMATIC SYSTEMS
- G369 TRACE AIR AND FLUID FLOW ON MAINTENANCE DIAGRAMS
- G370 TROUBLESHOOT AND REPAIR MECHANICAL INTERLOCKS
- G371 CLEAN, INSPECT AND LUBRICATE ARMATURES AND LINKAGES
- G372 ADJUST MECHANICAL LINKAGES
- G373 INSPECT FASTENING HARDWARE AND SEALS
- G374 REPLACE FASTENING HARDWARE AND SEALS
- G375 INSPECT PIPING, FITTINGS AND GASKETS
- G376 REPLACE PIPING, FITTINGS AND GASKETS
- G378 CUT INTERNAL AND EXTERNAL THREADS
- G379 REPAIR DAMAGED SEALING SURFACES, MATING AREAS AND THREADS
- G381 CUT, FLARE AND INSTALL TUBING
- G382 CUT, BEND AND INSTALL PIPING
- G384 TEST REDUCING STATION MANIFOLDS
- G385 CLEAN AND INSPECT PNEUMATIC MANIFOLDS (LP, HP, N2, ETC)
- G386 CHARGE AND EVACUATE PNEUMATIC SYSTEMS
- G387 INSTALL PNEUMATIC COMPONENTS
- G388 TROUBLESHOOT PNEUMATIC COMPONENTS
- G389 REPAIR PNEUMATIC COMPONENTS
- G391 FILL AND BLEED HYDRAULIC SYSTEMS
- G392 INSTALL HYDRAULIC COMPONENTS
- G393 TROUBLESHOOT HYDRAULIC COMPONENTS
- G394 REPAIR HYDRAULIC COMPONENTS
- G396 CHECK HYDRAULIC FLUID RESERVOIR LEVELS

G397 FILL AND DRAIN HYDRAULIC RESERVOIRS  
G399 TAKE HYDRAULIC FLUID SAMPLES  
G401 CHECK ACCUMULATOR NITROGEN PRESSURE  
G402 REPLACE NITROGEN CYLINDERS  
G403 CLEAN, INSPECT AND LUBRICATE ACCUMULATOR SYSTEM COMPONENTS  
G404 REPLACE ACCUMULATOR SYSTEM COMPONENTS  
G405 CLEAN, INSPECT AND LUBRICATE NITROGEN CHARGING SYSTEM COMPONENTS  
G406 REPLACE NITROGEN CHARGING SYSTEM COMPONENTS  
G407 REPAIR NITROGEN CHARGING SYSTEM COMPONENTS  
G408 CHARGE NITROGEN SYSTEMS  
G409 CLEAN AND INSPECT AIR FILTERS  
G410 CLEAN AND INSPECT HYDRAULIC FLUID FILTERS  
G411 REPLACE AIR FILTERS  
G412 REPLACE HYDRAULIC FLUID FILTERS  
G414 INSPECT FLEXIBLE HOSES  
G415 REPLACE FLEXIBLE HOSES  
G416 TEST HYDRAULICALLY OPERATED COMPONENTS  
G417 RECORD RESULTS OF HYDRAULIC COMPONENT TESTS  
G418 TROUBLESHOOT AND REPAIR HYDRAULIC PUMPS  
G419 TEST AND INSPECT HYDRAULIC AND PNEUMATIC VALVES  
G420 REPLACE PACKING OF HYDRAULIC CONTROL VALVES AND VALVE BLOCKS  
G421 DRAIN, CLEAN AND INSPECT AIR LUBRICATORS  
G422 CLEAN, INSPECT AND TEST REDUCERS  
G423 ADJUST, REPAIR AND REPLACE REDUCERS  
G424 PERFORM EMERGENCY REPAIRS TO PNEUMATIC AND HYDRAULIC LINES

#### H. MAGAZINE AND FIRE SUPPRESSION SYSTEMS MAINTENANCE/OPERATIONS

H425 INSPECT MAGAZINE AREAS  
H426 INSPECT PYROTECHNIC LOCKERS  
H427 INSPECT READY SERVICE LOCKERS  
H428 INVENTORY SECURITY LOCKS AND COMPONENTS  
H429 CLEAN, INSPECT AND LUBRICATE SECURITY LOCKS  
H430 CHANGE SECURITY LOCKS AND COMPONENTS  
H431 MONITOR AND RECORD MAGAZINE TEMPERATURES AND HUMIDITY  
H432 TEST HEAT SENSING DEVICES (HSD)  
H433 TEST AND ADJUST TEMPERATURE ALARMS  
H434 REPAIR AND REPLACE TEMPERATURE ALARMS  
H435 TEST AND INSPECT FLOODING ALARMS  
H436 REPAIR AND REPLACE FLOODING ALARMS  
H437 TEST AND ADJUST TEMPERATURE SENSING DEVICES  
H438 REPAIR AND REPLACE TEMPERATURE SENSING DEVICES  
H439 TEST OPERATION OF DRY MAGAZINE SPRINKLER SYSTEMS  
H441 TEST OPERATION OF CARBON DIOXIDE (CO<sub>2</sub>) FIRE SUPPRESSION SYSTEMS  
H442 TEST OPERATION OF WATER INJECTION SYSTEMS  
H443 PERFORM WATER INJECTION TANK LEVEL AND PRESSURE VERIFICATIONS  
H444 CHARGE WATER INJECTION SYSTEMS  
H445 FLUSH WATER INJECTION TANKS AND PIPING  
H446 TEST OPERATION OF DELUGE SPRINKLER SYSTEMS  
H447 ACTIVATE DELUGE VALVES (MANUALLY)  
H448 CLEAN AND INSPECT MAGAZINE COOLING AND VENTILATION SYSTEMS  
H449 REPAIR MAGAZINE COOLING AND VENTILATION SYSTEMS  
H451 REPLACE HEAT SENSING DEVICES (HSD) FUSIBLE LINKS  
H452 CLEAN AND INSPECT SPRINKLER HEADS  
H453 REPLACE SPRINKLER HEADS

H454 CLEAN AND INSPECT SPRINKLER SYSTEM SEA WATER STRAINERS  
H455 CLEAN AND INSPECT SPRINKLER SYSTEM PIPING  
H456 REPLACE SPRINKLER SYSTEM PIPING  
H457 CLEAN AND INSPECT SPRINKLER SYSTEM VALVES  
H458 REMOVE SPRINKLER SYSTEM VALVES  
H459 REPLACE SPRINKLER SYSTEM VALVES  
H460 PERFORM SPRINKLER SYSTEM AIR TESTS  
H461 TEST AND REPLACE ROCKBESTOS TUBING  
H462 TEST AND REPLACE VENTED CHECK VALVES  
H464 FLUSH SPRINKLER SYSTEMS  
H465 TEST SPRINKLER SYSTEM ALARMS  
H466 TEST BOOSTER SUPPRESSION SYSTEMS  
H468 INSPECT SPRINKLER SYSTEM PRESSURE  
H469 LUBRICATE SPRINKLER SYSTEM COMPONENTS  
H471 REPAIR MAGAZINE SPRINKLER SYSTEMS AND COMPONENTS  
H472 INSTALL MAGAZINE SPRINKLER SYSTEMS TEST CASTINGS  
H473 REMOVE AND STOW MAGAZINE SPRINKLER SYSTEMS TEST CASTINGS  
H474 REPLACE PNEUMATICALLY RELEASED PILOT (PRP) VALVES  
H475 REPAIR AND REPLACE HYDRAULICALLY OPERATED CONTROL VALVES AND  
HYDRAULICALLY OPERATED CHECK VALVES  
H476 REPAIR AND REPLACE THREE-WAY CONTROL VALVES  
H550 CLEAN AND INSPECT MAGAZINE EDUCTORS  
H551 TEST OPERATION OF MAGAZINE EDUCTORS  
H552 INSPECT MAGAZINE TOXIC GAS SENSORS  
H553 TEST OPERATION OF TOXIC GAS SENSORS

#### J. QUALITY ASSURANCE

J487 PERFORM ACCEPTANCE INSPECTIONS ON MISSILES  
J488 PERFORM ACCEPTANCE INSPECTIONS ON AMMUNITION AND OTHER ORDNANCE  
J489 PERFORM RECEIPT AND TRANSFER INSPECTIONS ON MISSILES  
J490 PERFORM RECEIPT AND TRANSFER INSPECTIONS ON ORDNANCE (OTHER THAN  
MISSILES)

#### K. TECHNICAL ADMINISTRATION

K493 PREPARE WEAPONS CHECK SHEETS  
K494 CONDUCT AMMUNITION INVENTORIES (OTHER THAN SMALL ARMS)  
K495 SURVEY LOST OR STOLEN WEAPONS, AMMUNITION AND COMPONENTS  
K497 REVIEW MATERIAL SAFETY DATA SHEETS (MSDS)  
K498 REVIEW CALIBRATION SCHEDULES  
K505 UPDATE AND REVIEW AMMUNITION TRANSACTION REPORTS (ATR) RECORDS  
K511 REVIEW NOTICE OF AMMUNITION RECLASSIFICATION (NAR) FILES  
K512 UPDATE SMALL ARMS CUSTODY LOGS  
K514 UPDATE ARMS, AMMUNITION AND EXPLOSIVES (AA&E) KEY CONTROL LOGS  
K516 UPDATE AMMUNITION INFORMATION NOTICES (AIN) AND OVERHEAD FIRE DOCTRINES  
K518 UPDATE COMBAT SYSTEMS AND WEAPONS DEPARTMENT SMOOTH LOGS  
K521 REVIEW WEIGHT TEST DATA FOR ASSIGNED EQUIPMENT  
K522 REVIEW WEIGHT TEST RENEWAL DATA  
K524 UPDATE NAVY AMMUNITION LOGISTICS CODE (NALC) CARDS  
K525 UPDATE NATIONAL ITEM IDENTIFICATION NUMBER (NIIN) CARDS  
K526 PREPARE AND UPDATE AMMUNITION LOT AND LOCATION CARDS  
K530 REQUISITION AMMUNITION  
K531 CANCEL AMMUNITION REQUISITIONS

- K532 TRACE SIGNAL FLOW DIAGRAMS (SFD)
- K533 INTERPRET DRAWINGS (BLUEPRINTS, SCHEMATICS, ETC)
- K534 PREPARE LOADING PLANS
- K535 PREPARE STORAGE PLANS
- K554 MAINTAIN 100 PERCENT AMMUNITION ACCOUNTABILITY USING CONVENTIONAL AMMUNITION INTEGRATED MANAGEMENT SYSTEM (CAIMS) REPORTING PROCEDURES
- K555 REVIEW HOT AND COLD GUN MISFIRE PROCEDURES

L. SAFETY

- L539 DON APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT
- L540 DISPOSE OF USED AND EXCESS HAZARDOUS MATERIALS (HAZMAT)
- L541 INSPECT HAZARDOUS MATERIALS (HAZMAT) STOWAGE AREAS
- L542 CLEAN UP HAZARDOUS MATERIALS (HAZMAT) SPILLS
- L556 INSPECT MAGAZINE FOR TOXIC GASES

**GUNNER'S MATE SECOND CLASS (GM2)**

A. WEAPON SYSTEMS OPERATIONS

- A029 ANALYZE BARREL WEAR TEST DATA
- A030 ANALYZE LOADING SYSTEM TIMING TEST DATA
- A031 ANALYZE ERROR RECORDER TEST DATA
- A038 ALIGN MISSILE AND GUN BATTERIES
- A042 MONITOR EMERGENCY FIRINGS
- A043 MONITOR DISPOSITION OF MISFIRED ROUNDS

B. WEAPON SYSTEMS/COMPONENTS MAINTENANCE

- B056 OVERHAUL GUIDED MISSILE LAUNCHER (GML) AND GUN MOUNT MECHANICAL COMPONENTS
- B085 REPLACE GUIDED MISSILE LAUNCHER (GML) ELECTRICAL CONTROL (EC) PANEL COMPONENTS
- B107 REPLACE GUIDED MISSILE LAUNCHER (GML) LOADER CRANE COMPONENTS
- B176 PERFORM LAUNCHER AND GUN MOUNT MODERNIZATIONS, ORDNANCE ALTERATIONS (ORDALTS) AND FIELD CHANGES
- B178 INSPECT COMPLETED WEAPONS SYSTEMS MODERNIZATIONS, ORDNANCE ALTERATIONS (ORDALTS) AND FIELD CHANGES
- B179 INSPECT COMPLETED GUN MOUNT MODERNIZATIONS, ORDNANCE ALTERNATIONS (ORDALTS) AND FIELD CHANGES

C. WEAPONS HANDLING/MAINTENANCE

- C211 PERFORM ORDNANCE CONTAINER RECEIPT INSPECTIONS

D. ORDNANCE/COMPONENT MAINTENANCE

- D238 PERFORM MISSILE RECEIPT AND TRANSFER INSPECTIONS

E. SMALL ARMS/SECURITY FORCES EQUIPMENT

- E306 INSTRUCT PERSONNEL IN RANGE SAFETY
- E307 CONDUCT SMALL ARMS QUALIFICATIONS (SECURITY FORCE, RIBBONS, ETC)

F. ELECTRICAL/ELECTRONIC MAINTENANCE

- F327 SOLDER ELECTRICAL CONNECTIONS
- F334 REMOVE SYNCHROS
- F335 INSTALL SYNCHROS
- F336 ALIGN SYNCHROS

G. GENERAL MAINTENANCE (HYDRAULICS, PNEUMATICS, ETC)

- G413 EVALUATE PNEUMATIC AND HYDRAULIC SYSTEMS MAINTENANCE PROCEDURES

**GUNNER'S MATE FIRST CLASS (GM1)**

A. WEAPON SYSTEMS OPERATIONS

- A044 DEVELOP LAUNCHER AND GUN MOUNT CASUALTY DRILLS
- A045 CONDUCT LAUNCHER AND GUN MOUNT CASUALTY DRILLS

B. WEAPON SYSTEMS/COMPONENTS MAINTENANCE

- B066 REPAIR AND ADJUST GUN MOUNT FIRING CUTOUT ASSEMBLES
- B069 REPLACE GUIDED MISSILE LAUNCHER (GML) FIRING CIRCUIT COMPONENTS
- B070 REPLACE GUN MOUNT FIRING CIRCUIT COMPONENTS

C. WEAPONS HANDLING/MAINTENANCE

- C196 CONDUCT AMMUNITION HANDLING SAFETY BRIEFS
- C197 DEVELOP ONLOAD AND OFFLOAD PLANS
- C226 DEVELOP WEAPONS CASUALTY DRILLS
- C232 MONITOR HANDLING OF MISSILES AND MISSILE COMPONENTS
- C233 MONITOR HANDLING OF AMMUNITION, PYROTECHNICS AND EXPLOSIVES

G. GENERAL MAINTENANCE (HYDRAULICS, PNEUMATICS, ETC)

- G390 INSPECT PNEUMATIC AND HYDRAULIC EQUIPMENT MODIFICATIONS AND CHANGES

J. QUALITY ASSURANCE

- J484 CONDUCT QUALITY ASSURANCE (QA) INSPECTIONS
- J485 REVIEW DISCREPANCY TRENDS AND PROPOSE CORRECTIVE ACTIONS
- J486 ANNOTATE AND ATTACH APPROPRIATE QUALITY ASSURANCE (QA) MATERIAL CONDITION TAGS

K. TECHNICAL ADMINISTRATION

- K503 PREPARE AMMUNITION TRANSACTION REPORTS (ATR)
- K504 SELECT AMMUNITION TRANSACTION REPORTS (ATR) CLASSIFICATIONS AND PRIORITIES
- K507 UPDATE GUIDED MISSILE SERVICE LOGS
- K509 PREPARE MASTER STOCK RECORD CARDS
- K510 INVENTORY MASTER STOCK RECORD CARDS
- K513 REVIEW AND UPDATE PHYSICAL SECURITY BILLS
- K515 INVENTORY AND ORDER SPARE LOCKS AND KEYS
- K519 DEVELOP COMBAT SYSTEMS CASUALTY CONTROL SHIPBOARD PACKAGES

## **CHIEF GUNNER'S MATE (GMC)**

### **A. WEAPON SYSTEMS OPERATIONS**

A028 ANALYZE ALIGNMENT TEST DATA

### **B. WEAPON SYSTEMS/COMPONENTS MAINTENANCE**

B183 COORDINATE SURFACE WEAPONS SYSTEMS OVERHAUL AND REPAIR ONBOARD SHIPS

B184 COORDINATE SURFACE WEAPONS SYSTEMS OVERHAUL AND REPAIR AT INTERMEDIATE MAINTENANCE ACTIVITY (IMA) FACILITIES

### **C. WEAPONS HANDLING/MAINTENANCE**

C226 CONDUCT WEAPONS CASUALTY DRILLS

C229 INSPECT MODIFICATIONS TO WEAPONS HANDLING EQUIPMENT

C230 INSPECT WEAPONS HANDLING CHECK SHEETS

C234 IMPLEMENT CONVENTIONAL EXPLOSIVES HANDLING AND STOWAGE PROGRAMS

C235 MONITOR CONVENTIONAL WEAPONS EXPLOSIVES HANDLING (CWEH) AND STOWAGE

### **E. SMALL ARMS/SECURITY FORCES EQUIPMENT**

E318 MONITOR SHIP'S SELF DEFENSE FORCE (SSDF) EXERCISES

E321 DEVELOP SHIP'S SELF DEFENSE FORCE (SSDF) AND SECURITY ALERT EXERCISES

E322 MONITOR SECURITY ALERT EXERCISES

E323 CONDUCT PHYSICAL SECURITY SURVEYS

### **H. MAGAZINE AND FIRE SUPPRESSION SYSTEMS MAINTENANCE/OPERATIONS**

H477 PERFORM MAGAZINE SPRINKLER SYSTEM INSPECTIONS AND CERTIFICATIONS

### **J. QUALITY ASSURANCE**

J492 CONDUCT QUALITY ASSURANCE (QA) SAFETY AUDITS

### **K. TECHNICAL ADMINISTRATION**

K506 SUBMIT DAMAGED AND IMPROPER SHIPMENT REPORTS

K517 UPDATE SHIP'S ARMAMENT INSTALLATION LISTS (SAIL)

K520 REVIEW COMBAT SYSTEMS CASUALTY CONTROL SHIPBOARD PACKAGES

K537 PREPARE PROCEDURAL GUIDES

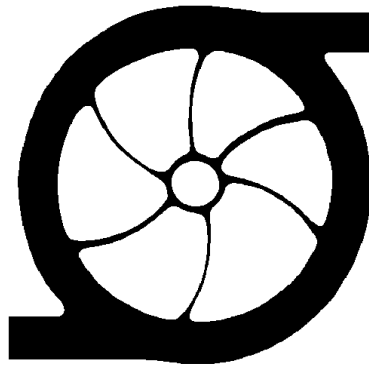
## **SENIOR CHIEF GUNNER'S MATE (GMCS)**

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

## **MASTER CHIEF GUNNER'S MATE (GMCM)**

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

# CHAPTER 39



## GAS TURBINE SYSTEMS TECHNICIAN (GS)

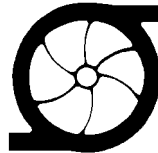
NAVPERS 18068-39C



NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

GAS TURBINE SYSTEMS TECHNICIAN



SCOPE OF RATING

Gas Turbine Systems Technicians (GS) operate, repair, and perform organizational and intermediate maintenance on gas turbine engines, main propulsion machinery (including gears, shafting, and controllable pitch propellers), assigned auxiliary equipment, propulsion control systems, assigned electrical and electronic circuitry up to the printed circuit and alarm warning circuitry.

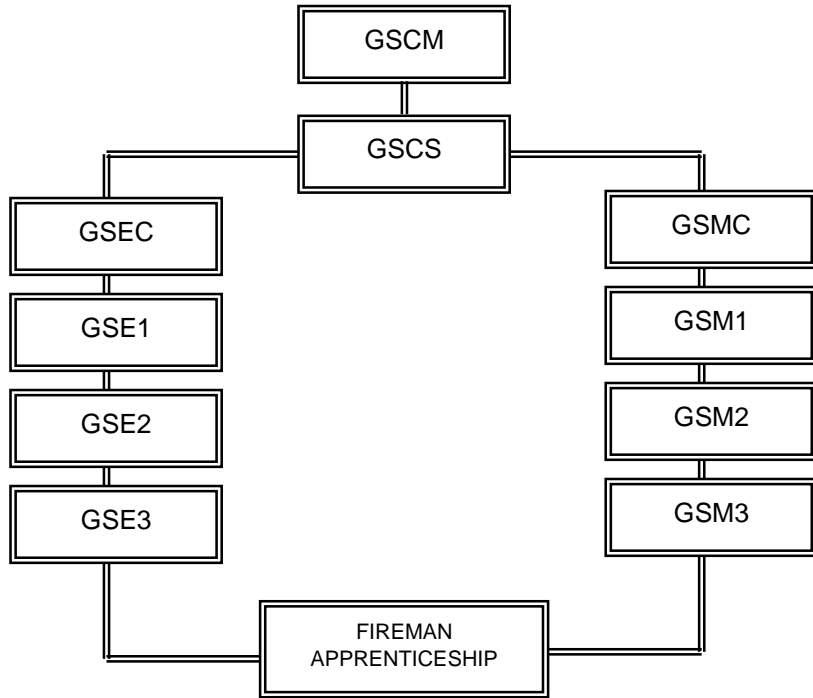
Gas Turbine Systems Technicians (Electrical) (GSE) operate, repair, and perform organizational and intermediate maintenance on electrical components of gas turbine engines, main propulsion machinery, auxiliary equipment, propulsion control systems, assigned electrical and electronic circuitry up to the printed circuit and alarm and warning circuitry.

Gas Turbine Systems Technicians (Mechanical) (GSM) operate, repair, and perform organizational and intermediate maintenance on mechanical components of gas turbine engines, main propulsion machinery (including gears, shafts, and controllable pitch propellers), assigned auxiliary equipment and propulsion control systems.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 39.

NAVPERS 18068-39C

**GENERAL INFORMATION**  
CAREER PATTERN



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

SPECIAL PHYSICAL REQUIREMENTS

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

CITIZENSHIP/SECURITY REQUIREMENTS

None.

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

**GAS TURBINE SYSTEMS TECHNICIAN (ELECTRICAL) (GSE) FUNCTIONAL AREAS**

- A. GAS TURBINE
- B. AUXILIARY EQUIPMENT
- C. MAIN PROPULSION
- D. PROPULSION CONTROL SYSTEMS
- E. ENVIRONMENTAL PROTECTION
- F. TECHNICAL ADMINISTRATION

## **GAS TURBINE SYSTEMS TECHNICIAN (ELECTRICAL) THIRD CLASS (GSE3)**

### **A. GAS TURBINE**

- A001 PERFORM GAS TURBINE (GT) ENGINE PRE-OPERATIONAL CHECKS
- A002 PERFORM GAS TURBINE (GT) ENGINE SUPPORT SYSTEMS ALIGNMENT CHECKS
- A003 START GAS TURBINE (GT) ENGINES LOCALLY
- A004 START GAS TURBINE (GT) ENGINES REMOTELY
- A005 SECURE GAS TURBINE (GT) ENGINES LOCALLY
- A006 SECURE GAS TURBINE (GT) ENGINES REMOTELY
- A007 PERFORM GAS TURBINE (GT) GENERATOR SETS PRE-OPERATIONAL CHECKS
- A008 PERFORM GAS TURBINE (GT) GENERATOR SUPPORT SYSTEM ALIGNMENT CHECKS
- A009 START GAS TURBINE (GT) GENERATOR SETS LOCALLY
- A010 START GAS TURBINE (GT) GENERATOR SETS REMOTELY
- A011 SECURE GAS TURBINE (GT) GENERATOR SETS LOCALLY
- A012 SECURE GAS TURBINE (GT) GENERATOR SETS REMOTELY
- A013 CLEAN AND INSPECT GAS TURBINE (GT) GENERATORS
- A014 TROUBLESHOOT GAS TURBINE (GT) GENERATORS
- A015 REPAIR GAS TURBINE (GT) GENERATORS
- A016 REPLACE GAS TURBINE (GT) GENERATORS
- A017 CLEAN AND INSPECT GAS TURBINE (GT) GENERATOR ASSEMBLY COMPONENTS
- A018 TEST GAS TURBINE (GT) GENERATOR ASSEMBLY COMPONENTS
- A019 TROUBLESHOOT GAS TURBINE (GT) GENERATOR ASSEMBLY COMPONENTS
- A020 REPAIR GAS TURBINE (GT) GENERATOR ASSEMBLY COMPONENTS
- A021 REPLACE GAS TURBINE (GT) GENERATOR ASSEMBLY COMPONENTS
- A022 CLEAN AND INSPECT GAS TURBINE (GT) POWER TURBINE COMPONENTS
- A023 TEST GAS TURBINE (GT) POWER TURBINE COMPONENTS
- A024 TROUBLESHOOT GAS TURBINE (GT) POWER TURBINE COMPONENTS
- A025 REPLACE GAS TURBINE (GT) POWER TURBINE COMPONENTS
- A026 CLEAN AND INSPECT GAS TURBINE (GT) COMBUSTION CHAMBER COMPONENTS
- A027 TROUBLESHOOT GAS TURBINE (GT) COMBUSTION CHAMBER COMPONENTS
- A028 REPLACE GAS TURBINE (GT) COMBUSTION CHAMBER COMPONENTS
- A029 CLEAN AND INSPECT GAS TURBINE (GT) AUXILIARY CONTROL CONSOLE ACCESS GEAR BOX COMPONENTS
- A030 TROUBLESHOOT GAS TURBINE (GT) AUXILIARY CONTROL CONSOLE ACCESS GEAR BOX COMPONENTS
- A031 REPLACE GAS TURBINE (GT) AUXILIARY CONTROL CONSOLE ACCESSORY GEAR BOX COMPONENTS
- A032 PERFORM GAS TURBINE (GT) ENGINE COMPONENTS FUNCTIONAL CHECKS
- A033 TROUBLESHOOT GAS TURBINE (GT) ENGINE COMPONENTS
- A034 REPLACE GAS TURBINE (GT) ENGINE COMPONENTS
- A035 CLEAN AND INSPECT GAS TURBINE (GT) WATER WASH SYSTEMS
- A036 TEST GAS TURBINE (GT) WATER WASH SYSTEMS
- A037 TROUBLESHOOT GAS TURBINE (GT) WATER WASH SYSTEMS
- A038 WASH GAS TURBINE (GT) ENGINES
- A039 CONDUCT PRESERVATION OF GAS TURBINE (GT) INLET AND EXHAUST
- A040 CLEAN AND INSPECT GAS TURBINE (GT) COMPRESSOR SECTIONS
- A041 TEST GAS TURBINE (GT) COMPRESSOR SECTIONS
- A042 TROUBLESHOOT GAS TURBINE (GT) COMPRESSOR SECTIONS
- A043 REPLACE GAS TURBINE (GT) COMPRESSOR SECTIONS
- A044 CLEAN AND INSPECT GAS TURBINE (GT) INLET AND EXHAUST SYSTEMS
- A045 TEST GAS TURBINE (GT) INLET AND EXHAUST SYSTEMS
- A046 TROUBLESHOOT GAS TURBINE (GT) INLET AND EXHAUST SYSTEMS
- A047 REPLACE GAS TURBINE (GT) INLET AND EXHAUST SYSTEM COMPONENTS
- A048 CLEAN AND INSPECT GAS TURBINE (GT) FUEL SYSTEMS

A049 TEST GAS TURBINE (GT) FUEL SYSTEMS  
A050 REPLACE GAS TURBINE (GT) FUEL SYSTEM COMPONENTS  
A051 CLEAN AND INSPECT GAS TURBINE (GT) FUEL SYSTEM COMPONENTS  
A052 TROUBLESHOOT GAS TURBINE (GT) FUEL SYSTEM COMPONENTS  
A054 DETERMINE FUEL TANK LEVEL  
A055 ALIGN GAS TURBINE (GT) LUBE OIL SYSTEMS  
A056 SECURE GAS TURBINE (GT) LUBE OIL SYSTEMS  
A057 CLEAN AND INSPECT GAS TURBINE (GT) LUBE OIL SYSTEM COMPONENTS  
A058 TROUBLESHOOT GAS TURBINE (GT) LUBE OIL SYSTEM COMPONENTS  
A059 REPLACE GAS TURBINE (GT) LUBE OIL SYSTEM COMPONENTS  
A060 PERFORM GAS TURBINE (GT) ENGINE BORESCOPE INSPECTIONS  
A061 CLEAN AND INSPECT GAS TURBINE (GT) MODULES  
A062 PRESERVE GAS TURBINE (GT) MODULES  
A063 TEST GAS TURBINE (GT) MODULE COMPONENTS  
A064 CLEAN AND INSPECT GAS TURBINE (GT) SOUND ABATEMENT MODULE DOORS  
A065 ALIGN GAS TURBINE (GT) SOUND ABATEMENT MODULE DOORS  
A067 CLEAN AND INSPECT GAS TURBINE (GT) POWER TURBINE BRAKES  
A068 TEST GAS TURBINE (GT) POWER TURBINE BRAKES  
A069 REPAIR GAS TURBINE (GT) POWER TURBINE BRAKES  
A070 REPLACE GAS TURBINE (GT) POWER TURBINE BRAKES  
A071 CLEAN AND INSPECT GAS TURBINE (GT) MECHANICAL LINKAGES  
A072 TEST GAS TURBINE (GT) MECHANICAL LINKAGES  
A073 ADJUST GAS TURBINE (GT) MECHANICAL LINKAGES  
A075 LOCKWIRE GAS TURBINE (GT) COMPONENTS  
A076 INTERPRET LOCKWIRE DIAGRAMS  
A077 TEST GAS TURBINE MODULE (GTM) HEAT SENSING DEVICES (HSD)  
A078 TROUBLESHOOT GAS TURBINE MODULE (GTM) HEAT SENSING DEVICES (HSD)  
A080 MEASURE, CUT, AND FIT LAGGING PADS  
A081 FABRICATE GASKETS  
A082 FABRICATE WIRING HARNESSSES  
A083 FABRICATE PIN TESTERS  
A084 PERFORM MAIN SWITCHBOARD PHASE GROUND CHECKS  
A085 INSPECT MODULE SHOCK MOUNTS  
A086 INSPECT GAS TURBINE (GT) SHOCK MOUNTS  
A088 CONDUCT MODULE PRESERVATION  
A089 CONDUCT INLET PRESERVATION

#### B. AUXILIARY EQUIPMENT

B090 ENERGIZE MAIN SWITCHBOARDS  
B091 DE-ENERGIZE MAIN SWITCHBOARDS  
B092 CLEAN AND INSPECT MAIN SWITCHBOARDS  
B093 TEST MAIN SWITCHBOARDS  
B094 TROUBLESHOOT SWITCHBOARDS  
B095 REPLACE SWITCHBOARD COMPONENTS  
B096 ALIGN LOW PRESSURE AIR COMPRESSORS (LPAC)  
B097 START LOW PRESSURE AIR COMPRESSORS (LPAC)  
B098 SECURE LOW PRESSURE AIR COMPRESSORS (LPAC)  
B099 CLEAN AND INSPECT LOW PRESSURE AIR COMPRESSOR (LPAC) COMPONENTS  
B100 TEST LOW PRESSURE AIR COMPRESSOR (LPAC) COMPONENTS  
B101 TROUBLESHOOT LOW PRESSURE AIR COMPRESSOR (LPAC) COMPONENTS  
B102 REPLACE LOW PRESSURE AIR COMPRESSOR (LPAC) COMPONENTS  
B103 VERIFY PROPULSION AUXILIARIES CONTROL CONSOLE (PACC)/PROPULSION LOCAL CONTROL CONSOLE (PLCC) ILLUMINATION PANELS FOR BLEED AIR SYSTEM ALIGNMENT  
B104 SECURE BLEED AIR SYSTEMS

B105 CLEAN AND INSPECT BLEED AIR SYSTEMS  
B106 TEST BLEED AIR SYSTEMS  
B107 TROUBLESHOOT BLEED AIR SYSTEMS  
B108 REPLACE BLEED AIR SYSTEM COMPONENTS  
B109 ALIGN WASTE HEAT BOILERS (WHB)  
B110 START WASTE HEAT BOILERS (WHB)  
B111 SECURE WASTE HEAT BOILERS (WHB)  
B112 CLEAN AND INSPECT WASTE HEAT BOILERS (WHB)  
B114 TROUBLESHOOT WASTE HEAT BOILERS (WHB)  
B115 REPLACE WASTE HEAT BOILER (WHB) SYSTEM COMPONENTS  
B116 ALIGN WASTE OIL SYSTEMS  
B117 START WASTE OIL PUMPS  
B118 SECURE WASTE OIL PUMPS  
B119 PERFORM ELECTRONIC ENCLOSURES PRE-OPERATIONAL CHECKS  
B120 CLEAN AND INSPECT ELECTRONIC ENCLOSURES  
B121 ALIGN ELECTRONIC ENCLOSURES  
B123 TROUBLESHOOT ELECTRONIC ENCLOSURES  
B124 CALIBRATE ELECTRONIC ENCLOSURES  
B125 REPLACE ELECTRONIC ENCLOSURE COMPONENTS  
B130 CLEAN AND INSPECT WATER WASH SYSTEM COMPONENTS  
B131 TEST WATER WASH SYSTEM COMPONENTS  
B132 ADJUST WATER WASH SYSTEM COMPONENTS  
B133 REPLACE WATER WASH SYSTEM COMPONENTS  
B136 TROUBLESHOOT AIR COMPRESSOR COMPONENTS  
B137 REPLACE AIR COMPRESSOR COMPONENTS  
B138 CLEAN AND INSPECT ELECTRICAL MOTORS  
B139 TEST ELECTRICAL MOTORS  
B140 TROUBLESHOOT ELECTRICAL MOTORS  
B141 REPLACE ELECTRICAL MOTORS  
B142 CLEAN AND INSPECT POWER SUPPLIES  
B143 TEST POWER SUPPLIES  
B144 TROUBLESHOOT POWER SUPPLIES  
B145 CALIBRATE AND ADJUST POWER SUPPLIES  
B146 REPLACE POWER SUPPLIES  
B147 CLEAN AND INSPECT TEMPERATURE INDICATOR COMPONENTS  
B148 TEST TEMPERATURE INDICATOR COMPONENTS  
B149 TROUBLESHOOT TEMPERATURE INDICATOR COMPONENTS  
B150 REPLACE TEMPERATURE INDICATOR COMPONENTS  
B151 CLEAN AND INSPECT ALARM/INDICATING SYSTEMS  
B152 TEST ALARM/INDICATING SYSTEMS  
B153 TROUBLESHOOT ALARM/INDICATING SYSTEMS  
B154 ADJUST ALARM/INDICATING SYSTEMS  
B155 REPLACE ALARM WARNING SYSTEM COMPONENTS  
B156 CLEAN AND INSPECT ELECTRICAL CONTROLLERS  
B157 TEST ELECTRICAL CONTROLLERS  
B158 TROUBLESHOOT ELECTRICAL CONTROLLERS  
B159 ADJUST ELECTRICAL CONTROLLERS  
B160 REPLACE ELECTRICAL CONTROLLERS  
B161 CLEAN AND INSPECT PUMPS  
B162 TEST PUMPS  
B163 TROUBLESHOOT PUMPS  
B164 REPLACE PUMP COMPONENTS  
B165 REPLACE PUMPS  
B166 LUBRICATE PUMP LINKAGES  
B167 CLEAN AND INSPECT BUS TRANSFER SWITCHES

B168 TEST BUS TRANSFER SWITCHES  
B169 TROUBLESHOOT BUS TRANSFER SWITCHES  
B170 REPLACE BUS TRANSFER SWITCH COMPONENTS  
B171 CLEAN AND INSPECT VALVES  
B172 TEST VALVES  
B173 LUBRICATE VALVE COMPONENTS  
B174 REPLACE VALVE COMPONENTS  
B175 ADJUST VALVE COMPONENTS  
B176 REPLACE VALVES  
B177 CLEAN AND INSPECT MECHANICAL VALVE ACTUATORS  
B178 LUBRICATE MECHANICAL VALVE ACTUATORS  
B179 TEST MECHANICAL VALVE ACTUATORS  
B182 CLEAN AND INSPECT TEMPERATURE DETECTORS  
B183 TEST TEMPERATURE DETECTORS  
B184 ADJUST TEMPERATURE DETECTORS  
B185 REPLACE TEMPERATURE DETECTORS  
B186 CLEAN AND INSPECT TEMPERATURE REGULATION DEVICES (ENCLOSURE/SUMP HEATERS, ETC)  
B187 TEST TEMPERATURE REGULATING DEVICES  
B188 ADJUST TEMPERATURE REGULATING DEVICES  
B189 REPLACE TEMPERATURE REGULATING DEVICES  
B190 CLEAN AND INSPECT TANK LEVEL CONTROL/INDICATING DEVICES  
B191 TEST TANK LEVEL CONTROL/INDICATING DEVICES  
B192 ADJUST TANK LEVEL CONTROL/INDICATING DEVICES  
B193 TROUBLESHOOT TANK LEVEL CONTROL/INDICATING DEVICES  
B194 REPLACE TANK LEVEL CONTROL/INDICATING DEVICES  
B195 REPAIR TANK LEVEL CONTROL/INDICATING DEVICES  
B196 CLEAN AND INSPECT VIBRATION SENSORS  
B197 TEST VIBRATION SENSORS  
B198 TROUBLESHOOT VIBRATION SENSORS  
B199 REPLACE VIBRATION SENSORS  
B200 CLEAN AND INSPECT COUPLINGS  
B201 LUBRICATE COUPLINGS  
B203 CLEAN AND INSPECT FREQUENCY REGULATORS  
B204 TEST FREQUENCY REGULATORS  
B208 CLEAN AND INSPECT VOLTAGE REGULATORS  
B209 TEST VOLTAGE REGULATORS  
B211 REPLACE VOLTAGE REGULATOR COMPONENTS  
B212 REPLACE VOLTAGE REGULATORS  
B213 CLEAN AND INSPECT TRANSFORMERS  
B214 TEST TRANSFORMERS  
B215 TROUBLESHOOT TRANSFORMERS  
B216 REPLACE TRANSFORMER COMPONENTS  
B217 REPLACE TRANSFORMERS  
B218 CLEAN AND INSPECT FLEXIBLE HOSES (RUBBER, METALLIC, BRAIDED, ETC)  
B219 REPLACE FLEXIBLE HOSES  
B224 CLEAN AND INSPECT BATTERIES  
B225 TEST BATTERIES  
B226 REPLACE BATTERIES  
B227 CLEAN AND INSPECT INDICATING MICROSWITCHES  
B231 REPLACE INDICATING MICROSWITCHES  
B232 CLEAN AND INSPECT INDICATING RELAYS  
B233 TEST INDICATING RELAYS  
B234 TROUBLESHOOT INDICATING RELAYS  
B235 ALIGN INDICATING RELAYS

B236 REPLACE INDICATING RELAYS  
B242 PERFORM SHORE POWER PHASE SEQUENCE CHECKS  
B243 CLEAN AND INSPECT PRESSURE AND TEMPERATURE SWITCH COMPONENTS  
B244 TEST PRESSURE AND TEMPERATURE SWITCH COMPONENTS  
B245 TROUBLESHOOT PRESSURE AND TEMPERATURE SWITCH COMPONENTS  
B246 REPLACE PRESSURE AND TEMPERATURE SWITCHES  
B247 CLEAN AND INSPECT PRESSURE AND TEMPERATURE TRANSDUCER COMPONENTS  
B248 TEST PRESSURE AND TEMPERATURE TRANSDUCER COMPONENTS  
B249 TROUBLESHOOT PRESSURE AND TEMPERATURE TRANSDUCER COMPONENTS  
B250 REPLACE PRESSURE AND TEMPERATURE TRANSDUCERS  
B253 TROUBLESHOOT SHIP'S SERVICE AIR SYSTEMS  
B255 CLEAN AND INSPECT HYDRAULIC SYSTEM COMPONENTS  
B256 LUBRICATE HYDRAULIC SYSTEM COMPONENTS  
B258 TROUBLESHOOT HYDRAULIC SYSTEMS  
B259 REPLACE HYDRAULIC SYSTEM COMPONENTS  
B260 INSPECT HYDRAULIC HOSES  
B268 CLEAN GAUGES  
B269 VERIFY GAUGE CALIBRATIONS  
B270 ALIGN GAUGES  
B271 REPLACE GAUGES  
B272 CLEAN AND INSPECT SEAWATER SYSTEM STRAINERS (SEAWATER, FIREMAIN, ETC)  
B273 TEST SEAWATER SYSTEMS (SWS)  
B274 TROUBLESHOOT SEAWATER SYSTEMS (SWS)  
B282 CLEAN AND INSPECT METERS  
B283 TEST METERS  
B284 REPLACE METERS  
B285 CLEAN AND INSPECT FOREIGN OBJECT DAMAGE (FOD) SCREENS  
B291 CLEAN AND INSPECT CANNON PLUGS  
B292 REPAIR CANNON PLUGS  
B293 REPLACE CANNON PLUGS  
B294 CLEAN AND INSPECT DETECTOR COMPONENTS (ICE, FLAME, PRESSURE)  
B295 TEST DETECTOR COMPONENTS  
B296 TROUBLESHOOT DETECTOR COMPONENTS  
B297 REPLACE DETECTOR COMPONENTS  
B298 CLEAN AND INSPECT PRESSURE CONTROL COMPONENTS  
B299 LUBRICATE PRESSURE CONTROL COMPONENTS  
B300 TEST PRESSURE CONTROL COMPONENTS  
B301 TROUBLESHOOT PRESSURE CONTROL COMPONENTS  
B302 ADJUST PRESSURE CONTROL COMPONENTS  
B303 REPLACE PRESSURE CONTROL COMPONENTS  
B304 CLEAN AND INSPECT TEMPERATURE CONTROL COMPONENTS  
B305 TEST TEMPERATURE CONTROL COMPONENTS  
B306 TROUBLESHOOT TEMPERATURE CONTROL COMPONENTS  
B307 REPLACE TEMPERATURE CONTROL COMPONENTS  
B308 CLEAN AND INSPECT LEVEL CONTROL COMPONENTS  
B309 TEST LEVEL CONTROL COMPONENTS  
B310 TROUBLESHOOT LEVEL CONTROL COMPONENTS  
B311 REPLACE LEVEL CONTROL COMPONENTS  
B317 CLEAN AND INSPECT WIRING HARNESSSES (IGNITER, EXCITER LEADS, ETC)  
B318 TEST WIRING HARNESSSES  
B319 TROUBLESHOOT WIRING HARNESSSES  
B320 REPLACE WIRING HARNESSSES  
B321 CLEAN AND INSPECT CONSOLE COOLING FAN COMPONENTS  
B322 TEST CONSOLE COOLING FAN COMPONENTS  
B323 TROUBLESHOOT CONSOLE COOLING FAN COMPONENTS



B324 REPLACE CONSOLE COOLING FANS  
B325 CLEAN AND INSPECT LIGHT EMITTING DIODE (LED) CIRCUITS  
B326 TEST LIGHT EMITTING DIODE (LED) CIRCUITS  
B327 TROUBLESHOOT LIGHT EMITTING DIODE (LED) CIRCUITS  
B328 REPLACE LIGHT EMITTING DIODE (LED) CIRCUITS  
B329 CLEAN AND INSPECT PREWIRED BOARDS (PWB)/PRINT CIRCUIT BOARDS (PCB)  
B330 TROUBLESHOOT PREWIRED BOARDS (PWB)/PRINTED CIRCUIT CARDS (PCB)  
B331 REPLACE PREWIRED BOARDS (PWB)/PRINT CIRCUIT BOARD (PCB) COMPONENTS  
B332 REPLACE PREWIRED BOARDS (PWB)/PRINTED CIRCUIT BOARDS (PCB)  
B333 CLEAN AND INSPECT RELAYS  
B334 TEST RELAYS  
B335 TROUBLESHOOT RELAYS  
B336 REPLACE RELAYS  
B337 CLEAN AND INSPECT AUTOMATIC ELECTRONIC CONTROLS  
B338 TEST AUTOMATIC ELECTRONIC CONTROLS  
B339 TROUBLESHOOT AUTOMATIC ELECTRONIC CONTROLS  
B340 REPLACE AUTOMATIC ELECTRONIC CONTROLS  
B341 CLEAN AND INSPECT AUTOMATIC CONTROL VALVES  
B342 TEST AUTOMATIC CONTROL VALVES  
B343 TROUBLESHOOT AUTOMATIC CONTROL VALVES  
B350 TEST TORSION METERS  
B354 CLEAN AND INSPECT MOISTURE SEPARATORS  
B355 TEST MOISTURE SEPARATORS  
B359 CLEAN AND INSPECT BLOW-IN DOORS  
B360 TEST BLOW-IN DOORS  
B361 TROUBLESHOOT BLOW-IN DOORS  
B362 ADJUST BLOW-IN DOORS  
B363 REPLACE BLOW-IN DOORS  
B364 CLEAN AND INSPECT INTAKE LOUVER HATCHES  
B365 TEST INTAKE LOUVER HATCHES  
B366 TROUBLESHOOT INTAKE LOUVER HATCHES  
B373 CLEAN AND INSPECT HALON SYSTEMS  
B374 TEST HALON SYSTEMS  
B375 TROUBLESHOOT HALON SYSTEMS  
B376 REPAIR HALON SYSTEM COMPONENTS  
B377 REPLACE HALON SYSTEM COMPONENTS  
B383 CLEAN AND INSPECT DEMISTER PADS  
B384 CLEAN AND INSPECT CONSOLE FILTERS

C. MAIN PROPULSION

C385 ALIGN CONTROLLABLE PITCH PROPELLER (CPP) SYSTEMS/CONTROLLABLE REVERSIBLE PITCH (CRP) SYSTEMS  
C386 DISENGAGE/ENGAGE CONTROLLABLE PITCH PROPELLER (CPP) SYSTEM ATTACHED LUBE OIL PUMPS  
C387 START CONTROLLABLE PITCH PROPELLER (CPP) SYSTEM/REVERSIBLE PITCH SYSTEM PUMPS  
C388 SECURE CONTROLLABLE PITCH PROPELLER (CPP) SYSTEM/REVERSIBLE PITCH SYSTEM PUMPS  
C389 TEST CONTROLLABLE PITCH PROPELLER (CPP) SYSTEM/REVERSIBLE PITCH SYSTEM COMPONENTS  
C390 CLEAN AND INSPECT CONTROLLABLE PITCH PROPELLER (CPP) SYSTEM/CONTROLLABLE REVERSIBLE PITCH (CRP) SYSTEM COMPONENTS  
C391 TROUBLESHOOT CONTROLLABLE PITCH PROPELLER (CPP) SYSTEM/CRP SYSTEM COMPONENTS

C392 ADJUST CONTROLLABLE PITCH PROPELLER (CPP) SYSTEM/ CONTROLLABLE REVERSIBLE PITCH (CRP) SYSTEM COMPONENTS  
C393 REPLACE CONTROLLABLE PITCH PROPELLER (CPP) SYSTEM/ CONTROLLABLE REVERSIBLE PITCH (CRP) SYSTEM COMPONENTS  
C405 ALIGN MAIN REDUCTION GEAR (MRG) LUBE OIL PUMPS  
C406 START MAIN REDUCTION GEAR (MRG) LUBE OIL PUMPS  
C407 SECURE MAIN REDUCTION GEAR (MRG) LUBE OIL PUMPS  
C408 CLEAN AND INSPECT/SHIFT MAIN REDUCTION GEAR (MRG) LUBE OIL STRAINERS  
C409 REPLACE MAIN REDUCTION GEAR (MRG) LUBE OIL STRAINERS  
C410 CLEAN AND INSPECT MAIN REDUCTION GEAR (MRG) LUBE OIL SYSTEMS  
C411 TEST MAIN REDUCTION GEAR (MRG) LUBE OIL SYSTEMS  
C412 TROUBLESHOOT MAIN REDUCTION GEAR (MRG) LUBE OIL SYSTEMS  
C413 REPLACE MAIN REDUCTION GEAR (MRG) LUBE OIL SYSTEM COMPONENTS  
C414 ENGAGE MAIN REDUCTION GEAR (MRG) ATTACHED LUBE OIL PUMPS  
C415 DISENGAGE MAIN REDUCTION GEAR (MRG) ATTACHED LUBE OIL PUMPS  
C416 CLEAN AND INSPECT MAIN REDUCTION GEAR (MRG) COMPONENTS  
C417 TEST MAIN REDUCTION GEAR (MRG) COMPONENTS  
C418 TROUBLESHOOT MAIN REDUCTION GEAR (MRG) COMPONENTS  
C419 REPAIR MAIN REDUCTION GEAR (MRG) COMPONENTS  
C420 REPLACE MAIN REDUCTION GEAR (MRG) COMPONENTS  
C423 TROUBLESHOOT MAIN REDUCTION GEAR (MRG) CLUTCH AND BRAKE ASSEMBLY COMPONENTS  
C431 ENGAGE AND DISENGAGE JACKING GEARS  
C432 ROTATE SHAFT USING JACKING GEARS  
C433 CLEAN AND INSPECT JACKING GEARS  
C434 TEST JACKING GEARS  
C437 CLEAN AND INSPECT LINE SHAFT BEARINGS  
C438 LUBRICATE LINE SHAFT BEARINGS  
C440 VERIFY PRAIRIE AND MASKER AIR SYSTEMS ALIGNMENT  
C441 CLEAN AND INSPECT PRAIRIE AND MASKER AIR SYSTEMS  
C442 TEST PRAIRIE AND MASKER AIR SYSTEMS  
C443 TROUBLESHOOT PRAIRIE AND MASKER AIR SYSTEMS  
C444 REPLACE PRAIRIE AND MASKER AIR SYSTEM COMPONENTS  
C445 SECURE PRAIRIE AND MASKER AIR SYSTEMS  
C446 ALIGN MAIN LUBE OIL SERVICE SYSTEMS  
C447 SECURE MAIN LUBE OIL SERVICE SYSTEMS  
C448 ALIGN FUEL OIL SERVICE SYSTEMS (F-76, JP-5)  
C449 START FUEL OIL SERVICE PUMPS  
C450 SECURE FUEL OIL SERVICE SYSTEMS  
C451 ALIGN FUEL OIL FILL AND TRANSFER SYSTEMS (F-76, JP-5)  
C452 START FUEL OIL TRANSFER PUMPS  
C453 SECURE FUEL OIL FILL AND TRANSFER SYSTEMS  
C455 SECURE FUEL OIL TRANSFER PUMPS  
C456 ALIGN FUEL OIL PURIFIERS  
C457 START FUEL OIL PURIFIERS  
C458 SECURE FUEL OIL PURIFIERS  
C459 ALIGN FUEL OIL COALESCERS  
C460 SECURE FUEL OIL COALESCERS  
C461 CLEAN AND INSPECT FUEL OIL COALESCERS COMPONENTS  
C462 TEST FUEL OIL COALESCERS COMPONENTS  
C463 TROUBLESHOOT FUEL OIL COALESCERS COMPONENTS  
C464 REPLACE FUEL OIL COALESCERS COMPONENTS  
C465 ANALYZE FUEL OIL SAMPLES  
C466 CLEAN AND INSPECT FUEL OIL PREFILTER COMPONENTS  
C469 REPLACE FUEL OIL PREFILTER COMPONENTS

C470 CLEAN AND INSPECT SHIP'S SERVICE FUEL OIL SYSTEMS  
C472 TROUBLESHOOT SHIP'S SERVICE FUEL OIL SYSTEMS  
C474 ALIGN LUBE OIL PURIFIERS  
C475 START LUBE OIL PURIFIERS  
C476 SECURE LUBE OIL PURIFIERS  
C477 PERFORM FUEL PUMP LOGIC CALIBRATIONS  
C478 PERFORM LUBE OIL PUMP LOGIC CALIBRATIONS  
C483 TAKE AND INSPECT FLUID SAMPLES (FUEL OIL, LUBE OIL, ETC)  
C484 CLEAN AND INSPECT PURIFIERS  
C485 TEST PURIFIERS  
C486 TROUBLESHOOT PURIFIERS  
C487 REPLACE PURIFIER COMPONENTS  
C488 CLEAN AND INSPECT OIL HEATER COMPONENTS  
C491 ADJUST OIL HEATER COMPONENTS  
C493 ALIGN START AIR SYSTEMS  
C494 CLEAN AND INSPECT START AIR SYSTEMS  
C495 TEST START AIR SYSTEMS  
C496 SECURE START AIR SYSTEMS  
C497 TROUBLESHOOT START AIR SYSTEMS  
C498 REPLACE START AIR SYSTEMS COMPONENTS  
C499 CLEAN AND INSPECT START AIR SYSTEMS COMPONENTS  
C500 TEST START AIR SYSTEMS COMPONENTS  
C501 TROUBLESHOOT START AIR SYSTEMS COMPONENTS  
C513 INSPECT FLANGE SHIELDS  
C514 REPLACE FLANGE SHIELDS  
C519 CLEAN AND INSPECT LAGGING  
C520 REPLACE LAGGING  
C521 CLEAN AND INSPECT LAGGING PADS  
C522 REPLACE LAGGING PADS  
C523 ALIGN MAIN SEAWATER (S/W) COOLING PUMPS  
C524 START MAIN SEAWATER (S/W) COOLING PUMPS  
C525 SECURE MAIN SEAWATER (S/W) COOLING PUMPS

#### D. PROPULSION CONTROL SYSTEMS

D526 PERFORM PROPULSION AND AUXILIARY CONTROL CONSOLE (PACC) PRE-OPERATIONAL CHECKS  
D530 ADJUST PROPULSION AND AUXILIARY CONTROL CONSOLE (PACC)  
D531 REPLACE PROPULSION AND AUXILIARY CONTROL CONSOLE (PACC) COMPONENTS  
D533 CLEAN AND INSPECT PROPULSION CONTROL CONSOLE (PCC)  
D534 TEST PROPULSION CONTROL CONSOLE (PCC)  
D535 ADJUST PROPULSION CONTROL CONSOLE (PCC)  
D536 TROUBLESHOOT PROPULSION CONTROL CONSOLE (PCC)  
D537 REPLACE PROPULSION CONTROL CONSOLE (PCC) COMPONENTS  
D538 PERFORM PROPULSION LOCAL CONTROL CONSOLE (PLCC) PRE-OPERATIONAL CHECKS  
D539 CLEAN AND INSPECT PROPULSION LOCAL CONTROL CONSOLE (PLCC)  
D540 TEST PROPULSION LOCAL CONTROL CONSOLE (PLCC)  
D541 TROUBLESHOOT PROPULSION LOCAL CONTROL CONSOLE (PLCC)  
D542 ADJUST PROPULSION LOCAL CONTROL CONSOLE (PLCC)  
D543 REPLACE PROPULSION LOCAL CONTROL CONSOLE (PLCC) COMPONENTS  
D544 PERFORM ELECTRIC PLANT CONTROL CONSOLE (EPCC) PRE-OPERATIONAL CHECKS  
D545 CLEAN AND INSPECT ELECTRIC PLANT CONTROL CONSOLE (EPCC)  
D546 TEST ELECTRIC PLANT CONTROL CONSOLE (EPCC)  
D547 TROUBLESHOOT ELECTRIC PLANT CONTROL CONSOLE (EPCC)  
D548 ADJUST ELECTRIC PLANT CONTROL CONSOLE (EPCC)

D549 REPLACE ELECTRIC PLANT CONTROL CONSOLE (EPCC) COMPONENTS  
D550 PERFORM SHIP CONTROL CONSOLE (SCC) PRE-OPERATIONAL CHECKS  
D551 CLEAN AND INSPECT SHIP CONTROL CONSOLE (SCC)  
D552 TEST SHIP CONTROL CONSOLE (SCC)  
D553 TROUBLESHOOT SHIP CONTROL CONSOLE (SCC)  
D554 ADJUST SHIP CONTROL CONSOLE (SCC)  
D555 REPLACE SHIP CONTROL CONSOLE (SCC) COMPONENTS  
D556 PERFORM LOCAL OPERATING PANEL (LOP) PRE-OPERATIONAL CHECKS  
D557 CLEAN AND INSPECT LOCAL OPERATING PANEL (LOP)  
D558 TEST LOCAL OPERATING PANEL (LOP)  
D559 TROUBLESHOOT LOCAL OPERATING PANEL (LOP)  
D560 ADJUST LOCAL OPERATING PANEL (LOP)  
D561 REPLACE LOCAL OPERATING PANEL (LOP) COMPONENTS  
D562 CLEAN AND INSPECT ALARM AND MONITORING SYSTEM (AMS)  
D563 TEST ALARM AND MONITORING SYSTEM (AMS)  
D564 TROUBLESHOOT ALARM AND MONITORING SYSTEM (AMS)  
D565 REPLACE ALARM AND MONITORING SYSTEM (AMS) COMPONENTS  
D567 CLEAN AND INSPECT AUXILIARY CONTROL CONSOLE (ACC)  
D569 TROUBLESHOOT AUXILIARY CONTROL CONSOLE (ACC)  
D572 PERFORM FUEL SYSTEMS CONTROL CONSOLE (FSCC) PRE-OPERATIONAL CHECKS  
D573 CLEAN AND INSPECT FUEL SYSTEMS CONTROL CONSOLE (FSCC)  
D574 TEST FUEL SYSTEMS CONTROL CONSOLE (FSCC)  
D575 TROUBLESHOOT FUEL SYSTEMS CONTROL CONSOLE (FSCC)  
D577 REPLACE FUEL SYSTEMS CONTROL CONSOLE (FSCC) COMPONENTS  
D584 PERFORM DAMAGE CONTROL CONSOLE (DCC) PRE-OPERATIONAL CHECKS  
D585 CLEAN AND INSPECT DAMAGE CONTROL CONSOLE (DCC)  
D586 TEST DAMAGE CONTROL CONSOLE (DCC)  
D587 TROUBLESHOOT DAMAGE CONTROL CONSOLE (DCC)  
D588 ADJUST DAMAGE CONTROL CONSOLE (DCC)  
D589 REPLACE DAMAGE CONTROL CONSOLE (DCC) COMPONENTS  
D591 CLEAN AND INSPECT BELL LOGGER  
D592 CLEAN AND INSPECT DATA LOGGER  
D593 REPLACE BELL LOGGER COMPONENTS  
D594 REPLACE DATA LOGGER COMPONENTS

#### E. ENVIRONMENTAL PROTECTION

E600 RECORD DRY BULB TEMPERATURE READINGS  
E601 REVIEW HAZARDOUS MATERIAL USER GUIDE (HMUG)  
E602 REVIEW HAZARDOUS MATERIALS (HAZMAT) INVENTORIES  
E603 REVIEW MATERIAL SAFETY DATA SHEETS (MSDS)  
E605 ESTABLISH HAZARDOUS MATERIALS (HAZMAT) WASTE DISPOSAL METHODS  
E607 DISPOSE OF HAZARDOUS MATERIALS (HAZMAT)

#### F. TECHNICAL ADMINISTRATION

F609 UPDATE GAS TURBINE OPERATING LOGS  
F612 RECORD METER READINGS  
F613 FILE ENGINEERING LOGS

**GAS TURBINE SYSTEMS TECHNICIAN (ELECTRICAL) SECOND CLASS (GSE2)**

**B. AUXILIARY EQUIPMENT**

- B122 TEST ELECTRONIC ENCLOSURES
- B126 CLEAN AND INSPECT SALINITY CELL COMPONENTS
- B127 TEST SALINITY CELL COMPONENTS
- B135 TEST AIR COMPRESSOR COMPONENTS
- B205 ADJUST FREQUENCY REGULATORS
- B206 REPLACE FREQUENCY REGULATOR COMPONENTS
- B210 ADJUST VOLTAGE REGULATORS
- B228 TEST INDICATING MICROSWITCHES
- B229 TROUBLESHOOT INDICATING MICROSWITCHES
- B230 ADJUST INDICATING MICROSWITCHES
- B238 TEST CONVERTERS AND INVERTERS
- B239 TROUBLESHOOT CONVERTERS AND INVERTERS
- B252 TEST SHIP'S SERVICE AIR SYSTEMS
- B257 TEST HYDRAULIC SYSTEM COMPONENTS
- B344 REPLACE AUTOMATIC CONTROL VALVES
- B351 TROUBLESHOOT TORSION METERS
- B352 ADJUST TORSION METERS

**D. PROPULSION CONTROL SYSTEMS**

- D532 PERFORM PROPULSION CONTROL CONSOLE (PCC) PRE-OPERATIONAL CHECKS
- D568 TEST AUXILIARY CONTROL CONSOLE (ACC)
- D570 ADJUST AUXILIARY CONTROL CONSOLE (ACC)
- D576 ADJUST FUEL SYSTEMS CONTROL CONSOLE (FSCC)

**E. ENVIRONMENTAL PROTECTION**

- E604 INSPECT HAZARDOUS MATERIALS (HAZMAT) STORAGE AREAS
- E608 MONITOR HEARING CONSERVATION AND HEAT STRESS PROGRAMS

**F. TECHNICAL ADMINISTRATION**

- F611 PREPARE EQUIPMENT CALIBRATION SCHEDULES

**GAS TURBINE SYSTEMS TECHNICIAN (ELECTRICAL) FIRST CLASS (GSE1)**

**F. TECHNICAL ADMINISTRATION**

- F610 REVIEW AUTOMATED ALARM DATA LOGS
- F614 REVIEW SHIP-TO-SHORE MAINTENANCE PROGRESS REPORTS
- F625 INVENTORY AND VALIDATE ENGINEERING BULLETINS AND CHANGES
- F626 UPDATE MARINE GAS TURBINE SERVICE RECORDS (MGTSR)
- F627 REVIEW MARINE GAS TURBINE SERVICE RECORDS (MGTSR)

**CHIEF GAS TURBINE SYSTEMS TECHNICIAN (ELECTRICAL) (GSEC)**

**F. TECHNICAL ADMINISTRATION**

F616 UPDATE ENGINEER'S BELL LOGS

F620 REVIEW ENGINEERING AND EQUIPMENT DEGRADATIONS

**SENIOR CHIEF GAS TURBINE SYSTEMS TECHNICIAN (GSCS)**

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

**MASTER CHIEF GAS TURBINE SYSTEMS TECHNICIAN (GSCM)**

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

**GAS TURBINE SYSTEMS TECHNICIAN (MECHANICAL) (GSM) FUNCTIONAL AREAS**

- A. GAS TURBINE
- B. AUXILIARY EQUIPMENT
- C. MAIN PROPULSION
- D. PROPULSION CONTROL SYSTEMS
- E. ENVIRONMENTAL PROTECTION
- F. TECHNICAL ADMINISTRATION

## **GAS TURBINE SYSTEMS TECHNICIAN (MECHANICAL) THIRD CLASS (GSM3)**

### **A. GAS TURBINE**

- A001 PERFORM GAS TURBINE (GT) ENGINE PRE-OPERATIONAL CHECKS
- A002 PERFORM GAS TURBINE (GT) ENGINE SUPPORT SYSTEM ALIGNMENT CHECKS
- A003 START GAS TURBINE (GT) ENGINES LOCALLY
- A004 START GAS TURBINE (GT) ENGINES REMOTELY
- A005 SECURE GAS TURBINE (GT) ENGINES LOCALLY
- A006 SECURE GAS TURBINE (GT) ENGINES REMOTELY
- A007 PERFORM GAS TURBINE (GT) GENERATOR SETS PRE-OPERATIONAL CHECKS
- A008 PERFORM GAS TURBINE (GT) GENERATOR SUPPORT SYSTEM ALIGNMENT CHECKS
- A009 START GAS TURBINE (GT) GENERATOR SETS LOCALLY
- A010 START GAS TURBINE (GT) GENERATOR SETS REMOTELY
- A011 SECURE GAS TURBINE (GT) GENERATOR SETS LOCALLY
- A012 SECURE GAS TURBINE (GT) GENERATOR SETS REMOTELY
- A013 CLEAN AND INSPECT GAS TURBINE (GT) GENERATORS
- A014 TROUBLESHOOT GAS TURBINE (GT) GENERATORS
- A015 REPAIR GAS TURBINE (GT) GENERATORS
- A016 REPLACE GAS TURBINE (GT) GENERATORS
- A017 CLEAN AND INSPECT GAS TURBINE (GT) GENERATOR ASSEMBLY COMPONENTS
- A018 TEST GAS TURBINE (GT) GENERATOR ASSEMBLY COMPONENTS
- A019 TROUBLESHOOT GAS TURBINE (GT) GENERATOR ASSEMBLY COMPONENTS
- A020 REPAIR GAS TURBINE (GT) GENERATOR ASSEMBLY COMPONENTS
- A021 REPLACE GAS TURBINE (GT) GENERATOR ASSEMBLY COMPONENTS
- A022 CLEAN AND INSPECT GAS TURBINE (GT) POWER TURBINE COMPONENTS
- A023 TEST GAS TURBINE (GT) POWER TURBINE COMPONENTS
- A024 TROUBLESHOOT GAS TURBINE (GT) POWER TURBINE COMPONENTS
- A025 REPLACE GAS TURBINE (GT) POWER TURBINE COMPONENTS
- A026 CLEAN AND INSPECT GAS TURBINE (GT) COMBUSTION CHAMBER COMPONENTS
- A027 TROUBLESHOOT GAS TURBINE (GT) COMBUSTION CHAMBER COMPONENTS
- A028 REPLACE GAS TURBINE (GT) COMBUSTION CHAMBER COMPONENTS
- A029 CLEAN AND INSPECT GAS TURBINE (GT) AUXILIARY CONTROL CONSOLE
- A030 TROUBLESHOOT GAS TURBINE (GT) AUXILIARY CONTROL CONSOLE
- A031 REPLACE GAS TURBINE (GT) AUXILIARY CONTROL CONSOLE ACCESSORY
- A032 PERFORM GAS TURBINE (GT) ENGINE COMPONENTS FUNCTIONAL CHECKS
- A033 TROUBLESHOOT GAS TURBINE (GT) ENGINE COMPONENTS
- A034 REPLACE GAS TURBINE (GT) ENGINE COMPONENTS
- A035 CLEAN AND INSPECT GAS TURBINE (GT) WATER WASH SYSTEMS
- A036 TEST GAS TURBINE (GT) WATER WASH SYSTEMS
- A037 TROUBLESHOOT GAS TURBINE (GT) WATER WASH SYSTEMS
- A038 WASH GAS TURBINE (GT) ENGINES
- A039 CONDUCT PRESERVATION OF GAS TURBINE (GT) INLET AND EXHAUST
- A040 CLEAN AND INSPECT GAS TURBINE (GT) COMPRESSOR SECTIONS
- A041 TEST GAS TURBINE (GT) COMPRESSOR SECTIONS
- A042 TROUBLESHOOT GAS TURBINE (GT) COMPRESSOR SECTIONS
- A043 REPLACE GAS TURBINE (GT) COMPRESSOR SECTIONS
- A044 CLEAN AND INSPECT GAS TURBINE (GT) INLET AND EXHAUST SYSTEMS
- A045 TEST GAS TURBINE (GT) INLET AND EXHAUST SYSTEMS
- A046 TROUBLESHOOT GAS TURBINE (GT) INLET AND EXHAUST SYSTEMS
- A047 REPLACE GAS TURBINE (GT) INLET AND EXHAUST SYSTEM COMPONENTS
- A048 CLEAN AND INSPECT GAS TURBINE (GT) FUEL SYSTEMS
- A049 TEST GAS TURBINE (GT) FUEL SYSTEMS
- A050 REPLACE GAS TURBINE (GT) FUEL SYSTEM COMPONENTS
- A051 CLEAN AND INSPECT GAS TURBINE (GT) FUEL SYSTEM COMPONENTS



A052 TROUBLESHOOT GAS TURBINE (GT) FUEL SYSTEM COMPONENTS  
A054 DETERMINE FUEL TANK LEVELS  
A055 ALIGN GAS TURBINE (GT) LUBE OIL SYSTEMS  
A056 SECURE GAS TURBINE (GT) LUBE OIL SYSTEMS  
A057 CLEAN AND INSPECT GAS TURBINE (GT) LUBE OIL SYSTEM COMPONENTS  
A058 TROUBLESHOOT GAS TURBINE (GT) LUBE OIL SYSTEM COMPONENTS  
A059 REPLACE GAS TURBINE (GT) LUBE OIL SYSTEM COMPONENTS  
A060 PERFORM GAS TURBINE (GT) ENGINE BORESCOPE INSPECTIONS  
A061 CLEAN AND INSPECT GAS TURBINE (GT) MODULES  
A062 PRESERVE GAS TURBINE (GT) MODULES  
A063 TEST GAS TURBINE (GT) MODULE COMPONENTS  
A064 CLEAN AND INSPECT GAS TURBINE (GT) SOUND ABATEMENT MODULE DOORS  
A065 ALIGN GAS TURBINE (GT) SOUND ABATEMENT MODULE DOORS  
A067 CLEAN AND INSPECT GAS TURBINE (GT) POWER TURBINE BRAKES  
A068 TEST GAS TURBINE (GT) POWER TURBINE BRAKES  
A069 REPAIR GAS TURBINE (GT) POWER TURBINE BRAKES  
A070 REPLACE GAS TURBINE (GT) POWER TURBINE BRAKES  
A071 CLEAN AND INSPECT GAS TURBINE (GT) MECHANICAL LINKAGES  
A072 TEST GAS TURBINE (GT) MECHANICAL LINKAGES  
A073 ADJUST GAS TURBINE (GT) MECHANICAL LINKAGES  
A074 REPLACE GAS TURBINE (GT) MECHANICAL LINKAGES  
A075 LOCKWIRE GAS TURBINE (GT) COMPONENTS  
A076 INTERPRET LOCKWIRE DIAGRAMS  
A080 MEASURE, CUT AND FIT LAGGING PADS  
A081 FABRICATE GASKETS  
A085 INSPECT MODULE SHOCK MOUNTS  
A086 INSPECT GAS TURBINE (GT) SHOCK MOUNTS  
A088 CONDUCT MODULE PRESERVATION  
A089 CONDUCT INLET PRESERVATION

#### B. AUXILIARY EQUIPMENT

B096 ALIGN LOW PRESSURE AIR COMPRESSORS (LPAC)  
B097 START LOW PRESSURE AIR COMPRESSORS (LPAC)  
B098 SECURE LOW PRESSURE AIR COMPRESSORS (LPAC)  
B099 CLEAN AND INSPECT LOW PRESSURE AIR COMPRESSOR (LPAC) COMPONENTS  
B100 TEST LOW PRESSURE AIR COMPRESSOR (LPAC) COMPONENTS  
B101 TROUBLESHOOT LOW PRESSURE AIR COMPRESSOR (LPAC) COMPONENTS  
B102 REPLACE LOW PRESSURE AIR COMPRESSOR (LPAC) COMPONENTS  
B103 VERIFY PROPULSION AUXILIARIES CONTROL CONSOLE (PACC) AND PROPULSION  
LOCAL CONTROL CONSOLE (PLCC) ILLUMINATION PANEL FOR BLEED AIR SYSTEM  
ALIGNMENTS  
B104 SECURE BLEED AIR SYSTEMS  
B105 CLEAN AND INSPECT BLEED AIR SYSTEMS  
B106 TEST BLEED AIR SYSTEMS  
B107 TROUBLESHOOT BLEED AIR SYSTEMS  
B108 REPLACE BLEED AIR SYSTEM COMPONENTS  
B109 ALIGN WASTE HEAT BOILERS (WHB)  
B110 START WASTE HEAT BOILERS (WHB)  
B111 SECURE WASTE HEAT BOILERS (WHB)  
B112 CLEAN AND INSPECT WASTE HEAT BOILERS (WHB)  
B113 TEST WASTE HEAT BOILERS (WHB)  
B114 TROUBLESHOOT WASTE HEAT BOILERS (WHB)  
B115 REPLACE WASTE HEAT BOILERS (WHB) SYSTEM COMPONENTS  
B116 ALIGN WASTE OIL SYSTEMS

B117 START WASTE OIL PUMPS  
B118 SECURE WASTE OIL PUMPS  
B130 CLEAN AND INSPECT WATER WASH SYSTEM COMPONENTS  
B131 TEST WATER WASH SYSTEM COMPONENTS  
B132 ADJUST WATER WASH SYSTEM COMPONENTS  
B133 REPLACE WATER WASH SYSTEM COMPONENTS  
B135 TEST AIR COMPRESSOR COMPONENTS  
B137 REPLACE AIR COMPRESSOR COMPONENTS  
B161 CLEAN AND INSPECT PUMPS  
B162 TEST PUMPS  
B163 TROUBLESHOOT PUMPS  
B164 REPLACE PUMP COMPONENTS  
B165 REPLACE PUMPS  
B166 LUBRICATE PUMP LINKAGES  
B171 CLEAN AND INSPECT VALVES  
B172 TEST VALVES  
B173 LUBRICATE VALVE COMPONENTS  
B174 REPLACE VALVE COMPONENTS  
B175 ADJUST VALVE COMPONENTS  
B176 REPLACE VALVES  
B177 CLEAN AND INSPECT MECHANICAL VALVE ACTUATORS  
B178 LUBRICATE MECHANICAL VALVE ACTUATORS  
B179 TEST MECHANICAL VALVE ACTUATORS  
B180 REPLACE MECHANICAL VALVE ACTUATOR COMPONENTS  
B181 REPLACE MECHANICAL VALVE ACTUATORS  
B188 ADJUST TEMPERATURE REGULATING DEVICES  
B200 CLEAN AND INSPECT COUPLINGS  
B201 LUBRICATE COUPLINGS  
B202 REPLACE COUPLINGS  
B218 CLEAN AND INSPECT FLEXIBLE HOSES (RUBBER, METALLIC, BRAIDED, ETC)  
B219 REPLACE FLEXIBLE HOSES  
B220 CLEAN AND INSPECT NOISE ABATEMENT COMPONENTS (RUBBER MOUNTS)  
B222 CLEAN AND INSPECT RIGID TUBING (COPPER AND STAINLESS STEEL)  
B251 CLEAN AND INSPECT SHIP'S SERVICE AIR SYSTEMS  
B252 TEST SHIP'S SERVICE AIR SYSTEMS  
B253 TROUBLESHOOT SHIP'S SERVICE AIR SYSTEMS  
B254 REPLACE SHIP'S SERVICE AIR SYSTEM COMPONENTS  
B255 CLEAN AND INSPECT HYDRAULIC SYSTEM COMPONENTS  
B256 LUBRICATE HYDRAULIC SYSTEM COMPONENTS  
B257 TEST HYDRAULIC SYSTEM COMPONENTS  
B258 TROUBLESHOOT HYDRAULIC SYSTEMS  
B259 REPLACE HYDRAULIC SYSTEM COMPONENTS  
B260 INSPECT HYDRAULIC HOSES  
B261 REPLACE HYDRAULIC HOSES  
B268 CLEAN GAUGES  
B269 VERIFY GAUGE CALIBRATIONS  
B270 ALIGN GAUGES  
B271 REPLACE GAUGES  
B272 CLEAN AND INSPECT SEAWATER SYSTEMS (SWS) STRAINERS  
B273 TEST SEAWATER SYSTEMS (SWS)  
B274 TROUBLESHOOT SEAWATER SYSTEMS (SWS)  
B275 REPLACE SEAWATER SYSTEMS (SWS) COMPONENTS  
B276 CLEAN AND INSPECT HEAT EXCHANGERS (FUEL OIL, SEAWATER, ETC)  
B277 TEST HEAT EXCHANGERS  
B278 TROUBLESHOOT HEAT EXCHANGERS

B279 REPLACE HEAT EXCHANGER COMPONENTS  
B280 REPLACE HEAT EXCHANGERS  
B285 CLEAN AND INSPECT FOREIGN OBJECT DAMAGE (FOD) SCREENS  
B286 REPAIR FOREIGN OBJECT DAMAGE (FOD) SCREENS  
B287 REPLACE FOREIGN OBJECT DAMAGE (FOD) SCREENS  
B291 CLEAN AND INSPECT CANNON PLUGS  
B312 CLEAN AND INSPECT MAIN DRAIN SYSTEMS  
B313 TEST MAIN DRAIN SYSTEMS  
B314 TROUBLESHOOT MAIN DRAIN SYSTEMS  
B315 REPAIR MAIN DRAIN SYSTEM COMPONENTS  
B316 REPLACE MAIN DRAIN SYSTEM COMPONENTS  
B354 CLEAN AND INSPECT MOISTURE SEPARATORS  
B355 TEST MOISTURE SEPARATORS  
B359 CLEAN AND INSPECT BLOW-IN DOORS  
B360 TEST BLOW-IN DOORS  
B361 TROUBLESHOOT BLOW-IN DOORS  
B362 ADJUST BLOW-IN DOORS  
B364 CLEAN AND INSPECT INTAKE LOUVER HATCHES  
B373 CLEAN AND INSPECT HALON SYSTEMS  
B383 CLEAN AND INSPECT DEMISTER PADS

#### C. MAIN PROPULSION

C385 ALIGN CONTROLLABLE PITCH PROPELLER (CPP) SYSTEMS  
C386 ENGAGE/DISENGAGE CONTROLLABLE PITCH PROPELLER (CPP) SYSTEMS  
C387 START CONTROLLABLE PITCH PROPELLER (CPP)  
C388 SECURE CONTROLLABLE PITCH PROPELLER (CPP)  
C389 TEST CONTROLLABLE PITCH PROPELLER (CPP) SYSTEM  
C390 CLEAN AND INSPECT CONTROLLABLE PITCH PROPELLER (CPP)  
C391 TROUBLESHOOT CONTROLLABLE PITCH PROPELLER (CPP)  
C392 ADJUST CONTROLLABLE PITCH PROPELLER (CPP)  
C393 REPLACE CONTROLLABLE PITCH PROPELLER (CPP)  
C394 CLEAN AND INSPECT STERN TUBE SEALS  
C395 TEST STERN TUBE SEALS  
C396 REPAIR STERN TUBE SEALS  
C398 CLEAN AND INSPECT BULKHEAD SEALS  
C402 CLEAN AND INSPECT INFLATABLE SHAFT SEALS  
C403 TEST INFLATABLE SHAFT SEALS  
C405 ALIGN MAIN REDUCTION GEAR (MRG) LUBE OIL PUMPS  
C406 START MAIN REDUCTION GEAR (MRG) LUBE OIL PUMPS  
C407 SECURE MAIN REDUCTION GEAR (MRG) LUBE OIL PUMPS  
C408 CLEAN, INSPECT AND SHIFT MAIN REDUCTION GEAR (MRG) LUBE OIL STRAINER  
C409 REPLACE MAIN REDUCTION GEAR (MRG) LUBE OIL STRAINERS  
C410 CLEAN AND INSPECT MAIN REDUCTION GEAR (MRG) LUBE OIL SYSTEMS  
C411 TEST MAIN REDUCTION GEAR (MRG) LUBE OIL SYSTEMS  
C412 TROUBLESHOOT MAIN REDUCTION GEAR (MRG) LUBE OIL SYSTEMS  
C413 REPLACE MAIN REDUCTION GEAR (MRG) LUBE OIL SYSTEM COMPONENTS  
C414 ENGAGE MAIN REDUCTION GEAR (MRG) ATTACHED LUBE OIL PUMPS  
C415 DISENGAGE MAIN REDUCTION GEAR (MRG) ATTACHED LUBE OIL PUMPS  
C416 CLEAN AND INSPECT MAIN REDUCTION GEAR (MRG) COMPONENTS  
C417 TEST MAIN REDUCTION GEAR (MRG) COMPONENTS  
C418 TROUBLESHOOT MAIN REDUCTION GEAR (MRG) COMPONENTS  
C419 REPAIR MAIN REDUCTION GEAR (MRG) COMPONENTS  
C420 REPLACE MAIN REDUCTION GEAR (MRG) COMPONENTS  
C421 CLEAN AND INSPECT MAIN REDUCTION GEAR (MRG) CLUTCH/BRAKE ASSEMBLY

C422 TEST MAIN REDUCTION GEAR (MRG) CLUTCH/BRAKE ASSEMBLY COMPONENTS  
C431 ENGAGE AND DISENGAGE JACKING GEARS  
C432 ROTATE SHAFT USING JACKING GEARS  
C433 CLEAN AND INSPECT JACKING GEARS  
C434 TEST JACKING GEARS  
C437 CLEAN AND INSPECT LINE SHAFT BEARINGS  
C438 LUBRICATE LINE SHAFT BEARINGS  
C439 REPLACE LINE SHAFT BEARINGS  
C440 VERIFY PRAIRIE AND MASKER AIR SYSTEMS ALIGNMENT  
C441 CLEAN AND INSPECT PRAIRIE AND MASKER AIR SYSTEMS  
C442 TEST PRAIRIE AND MASKER AIR SYSTEMS  
C443 TROUBLESHOOT PRAIRIE AND MASKER AIR SYSTEMS  
C444 REPLACE PRAIRIE AND MASKER AIR SYSTEM COMPONENTS  
C445 SECURE PRAIRIE AND MASKER AIR SYSTEMS  
C446 ALIGN MAIN LUBE OIL SERVICE SYSTEMS  
C447 SECURE MAIN LUBE OIL SERVICE SYSTEMS  
C448 ALIGN FUEL OIL SERVICE SYSTEMS (F-76, JP-5)  
C449 START FUEL OIL SERVICE PUMPS  
C450 SECURE FUEL OIL SERVICE SYSTEMS  
C451 ALIGN FUEL OIL FILL AND TRANSFER SYSTEMS (F-76, JP-5)  
C452 START FUEL OIL TRANSFER PUMPS  
C453 SECURE FUEL OIL FILL AND TRANSFER SYSTEMS  
C455 SECURE FUEL OIL TRANSFER PUMPS  
C456 ALIGN FUEL OIL PURIFIERS  
C457 START FUEL OIL PURIFIERS  
C458 SECURE FUEL OIL PURIFIERS  
C459 ALIGN FUEL OIL COALESCERS  
C460 SECURE FUEL OIL COALESCERS  
C461 CLEAN AND INSPECT FUEL OIL COALESCERS COMPONENTS  
C462 TEST FUEL OIL COALESCERS COMPONENTS  
C463 TROUBLESHOOT FUEL OIL COALESCERS COMPONENTS  
C464 REPLACE FUEL OIL COALESCERS COMPONENTS  
C465 ANALYZE FUEL OIL SAMPLES  
C466 CLEAN AND INSPECT FUEL OIL PREFILTER COMPONENTS  
C467 TEST FUEL OIL PREFILTER COMPONENTS  
C468 TROUBLESHOOT FUEL OIL PREFILTER COMPONENTS  
C469 REPLACE FUEL OIL PREFILTER COMPONENTS  
C470 CLEAN AND INSPECT SHIP'S SERVICE FUEL OIL SYSTEMS  
C471 TEST SHIP'S SERVICE FUEL OIL SYSTEMS  
C472 TROUBLESHOOT SHIP'S SERVICE FUEL OIL SYSTEMS  
C473 REPLACE SHIP'S SERVICE FUEL OIL SYSTEM COMPONENTS  
C474 ALIGN LUBE OIL PURIFIERS  
C475 START LUBE OIL PURIFIERS  
C476 SECURE LUBE OIL PURIFIERS  
C477 PERFORM FUEL PUMP LOGIC CALIBRATIONS  
C478 PERFORM LUBE OIL PUMP LOGIC CALIBRATIONS  
C479 CLEAN AND INSPECT AUXILIARY LUBE OIL FILTERS  
C483 TAKE AND INSPECT FLUID SAMPLES (FUEL OIL, LUBE OIL, ETC)  
C484 CLEAN AND INSPECT PURIFIERS  
C485 TEST PURIFIERS  
C486 TROUBLESHOOT PURIFIERS  
C487 REPLACE PURIFIER COMPONENTS  
C491 ADJUST OIL HEATER COMPONENTS  
C493 ALIGN START AIR SYSTEMS  
C494 CLEAN AND INSPECT START AIR SYSTEMS

- C495 TEST START AIR SYSTEMS
- C496 SECURE START AIR SYSTEMS
- C497 TROUBLESHOOT START AIR SYSTEMS
- C499 CLEAN AND INSPECT START AIR SYSTEM COMPONENTS
- C513 INSPECT FLANGE SHIELDS
- C514 REPLACE FLANGE SHIELDS
- C515 CLEAN AND INSPECT MANIFOLDS
- C517 CLEAN AND INSPECT PIPING
- C518 REPLACE PIPING
- C519 CLEAN AND INSPECT LAGGING
- C520 REPLACE LAGGING
- C521 CLEAN AND INSPECT LAGGING PADS
- C522 REPLACE LAGGING PADS
- C523 ALIGN MAIN SEAWATER (S/W) COOLING PUMPS
- C524 START MAIN SEAWATER (S/W) COOLING PUMPS
- C525 SECURE MAIN SEAWATER (S/W) COOLING PUMPS

#### E. ENVIRONMENTAL PROTECTION

- E597 ALIGN OIL TANKS (CONTAMINATED, HOLDING, ETC)
- E599 INVENTORY OIL SPILL RECOVERY KITS
- E600 RECORD DRY BULB TEMPERATURE READINGS
- E601 REVIEW HAZARDOUS MATERIAL USER GUIDE (HMUG)
- E602 REVIEW HAZARDOUS MATERIAL (HAZMAT) INVENTORIES
- E603 REVIEW MATERIAL SAFETY DATA SHEETS (MSDS)
- E604 INSPECT HAZARDOUS MATERIALS (HAZMAT) STORAGE AREAS
- E605 ESTABLISH HAZARDOUS MATERIAL (HAZMAT) WASTE DISPOSAL METHODS
- E606 CLEAN AND INSPECT HAZARDOUS MATERIAL (HAZMAT) WASTE CONTAINERS
- E607 DISPOSE OF HAZARDOUS MATERIALS (HAZMAT)

#### F. TECHNICAL ADMINISTRATION

- F612 RECORD METER READINGS
- F615 ESTIMATE FUEL, LUBE OIL AND WATER REQUIREMENTS
- F618 PREPARE DAILY FUEL AND WATER REPORTS
- F619 UPDATE FUEL LOGS

### **GAS TURBINE SYSTEMS TECHNICIAN (MECHANICAL) SECOND CLASS (GSM2)**

#### B. AUXILIARY EQUIPMENT

- B134 LUBRICATE AIR COMPRESSOR COMPONENTS
- B136 TROUBLESHOOT AIR COMPRESSOR COMPONENTS
- B223 REPLACE RIGID TUBING

#### C. MAIN PROPULSION

- C397 REPLACE STERN TUBE SEAL SYSTEM COMPONENTS
- C423 TROUBLESHOOT MAIN REDUCTION GEAR (MRG) CLUTCH/BRAKE ASSEMBLY COMPONENTS
- C424 REPAIR MAIN REDUCTION GEAR (MRG) CLUTCH/BRAKE ASSEMBLY COMPONENTS
- C425 REPLACE MAIN REDUCTION GEAR (MRG) CLUTCH/ASSEMBLY COMPONENTS
- C426 CLEAN AND INSPECT MAIN REDUCTION GEAR (MRG) SELF SHIFT SYNCHRONOUS
- C435 TROUBLESHOOT JACKING GEARS

C500 TEST START AIR SYSTEM COMPONENTS  
C501 TROUBLESHOOT START AIR SYSTEM COMPONENTS

E. ENVIRONMENTAL PROTECTION

E608 MONITOR HEARING CONSERVATION AND HEAT STRESS PROGRAMS

**GAS TURBINE SYSTEMS TECHNICIAN (MECHANICAL) FIRST CLASS (GSM1)**

D. PROPULSION CONTROL SYSTEMS

D526 PERFORM PROPULSION AND AUXILIARY CONTROL CONSOLE (PACC) PRE-OPERATIONAL CHECKS

F. TECHNICAL ADMINISTRATION

F613 FILE ENGINEERING LOGS

F617 UPDATE ENGINEERING OPERATIONAL SEQUENCING SYSTEMS (EOSS) PUBLICATIONS

**CHIEF GAS TURBINE SYSTEMS TECHNICIAN (MECHANICAL) (GSMC)**

F. TECHNICAL ADMINISTRATION

F609 UPDATE GAS TURBINE (GT) OPERATING LOGS

F610 REVIEW AUTOMATED ALARM DATA LOGS

F614 REVIEW SHIP-TO-SHORE MAINTENANCE PROGRESS REPORTS

F616 UPDATE ENGINEER'S BELL LOGS

F620 REVIEW ENGINEERING AND EQUIPMENT DEGRADATIONS

F624 PREPARE FULL POWER AND ECONOMY TRIAL REPORTS

F625 INVENTORY AND VALIDATE ENGINEERING BULLETINS AND CHANGES

F626 UPDATE MARINE GAS TURBINE SERVICE RECORDS (MGTSR)

F627 REVIEW MARINE GAS TURBINE SERVICE RECORDS (MGTSR)

**SENIOR CHIEF GAS TURBINE SYSTEMS TECHNICIAN (GSCS)**

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

**MASTER CHIEF GAS TURBINE SYSTEMS TECHNICIAN (GSCM)**

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

# CHAPTER 40



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## HOSPITAL CORPSMAN (HM)

NAVPERS 18068-40A

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

HOSPITAL CORPSMAN (HM)



SCOPE OF RATING

Hospital Corpsmen (HM) perform duties as assistants in the prevention and treatment of disease and injury; including first aid and preventive medicine procedures; assist with physical examinations; provide patient care and the administration of medicinals and parenteral solutions; perform general laboratory, pharmacy and other patient support services; assist in the administrative supply and accounting procedures within medical departments ashore, afloat and with the Marine Corps; instruct medical and non-medical personnel in first aid, self aid, personal hygiene and medical records maintenance and assist in the transportation of the sick and injured; assist in the maintenance of environmental health standards; be prepared to assist in the prevention and treatment of chemical, biological and radiological (CBR) casualties and other contingencies; senior hospital corpsmen perform supervisory, technical, planning and management functions in support of medical readiness and quality health care delivery; In addition to their general assignments, hospital corpsmen trained as technicians perform specialized functions within the operational forces, clinical specialities, administrative departments and may be assigned independent of a medical officer.

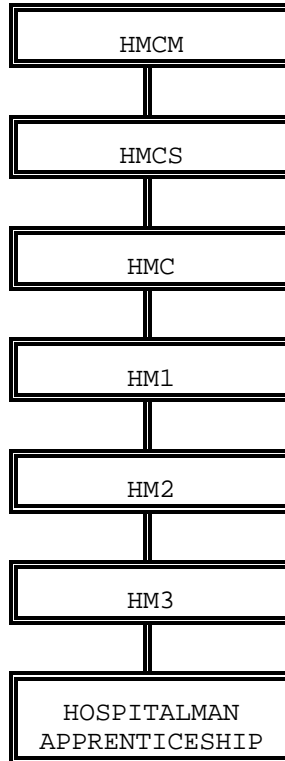
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These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 40.

NAVPERS 18068-40A



**GENERAL INFORMATION**  
CAREER PATTERN



Normal path of advancement to Physician's Assistant can be found in OPNAVINST 1420.1 series; to Medical Service Corps in SECNAVINST 1120.8; and to Nurse Corps through the Medical Enlisted Commissioning Program in MILPERSMAN 1131-050.

SPECIAL PHYSICAL REQUIREMENTS

None.

CITIZENSHIP/SECURITY REQUIREMENTS

None.

SAFETY

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

HOSPITAL CORPSMAN (HM) FUNCTIONAL AREAS

- A. EMERGENCY/FIELD TREATMENT
- B. PATIENT CARE
- D. ANCILLARY SERVICES
- E. PREVENTIVE/OCCUPATIONAL MEDICINE
- F. TRAINING/ADMINISTRATION/LOGISTICS

## HOSPITAL CORPSMAN THIRD CLASS (HM3)

### A. EMERGENCY/FIELD TREATMENT

- A001 PERFORM PRELIMINARY ASSESSMENT AND TREATMENT OF CHEMICAL, BIOLOGICAL, RADIOLOGICAL (CBR) CONTAMINATED PATIENTS
- A002 DECONTAMINATE CBR CONTAMINATED PATIENTS
- A004 APPLY ANTI-SHOCK GARMENTS
- A005 TREAT PATIENTS FOR SHOCK
- A006 PERFORM HEALTH CARE PROVIDER LEVEL BASIC LIFE SUPPORT (BLS)
- A008 INSERT ARTIFICIAL AIRWAYS
- A009 PERFORM ARTIFICIAL RESPIRATION
- A010 PROVIDE CARE DURING EMERGENCY CHILD BIRTHS
- A011 APPLY TOURNIQUETS
- A012 MONITOR AND ADJUST TOURNIQUETS
- A013 CALCULATE MEDICATION DOSAGE REQUIREMENTS
- A014 INVENTORY AND INSPECT ANTIDOTE LOCKERS
- A015 ADMINISTER INJECTIONS
- A016 OBSERVE FOR ANAPHYLACTIC REACTIONS
- A017 TREAT ANAPHYLACTIC REACTIONS
- A018 PERFORM EMERGENCY TREATMENT FOR SOFT TISSUE INJURIES
- A020 PERFORM PRELIMINARY ASSESSMENT AND TREATMENT OF DENTAL EMERGENCIES
- A022 INVENTORY BATTLE DRESSING STATIONS (BDS)
- A024 PERFORM TRIAGE
- A025 PREPARE PATIENTS FOR MEDICAL EVACUATIONS
- A027 RESTRAIN PATIENTS
- A028 TRANSPORT PATIENTS
- A029 ADMINISTER MEDICATIONS IN EMERGENCY SITUATIONS
- A030 PERFORM BASIC NEUROLOGICAL CHECKS
- A032 PERFORM PRELIMINARY ASSESSMENT AND TREATMENT OF HEAD AND NECK INJURIES
- A033 PERFORM PRELIMINARY ASSESSMENT AND TREATMENT OF EYE INJURIES
- A034 PERFORM PRELIMINARY ASSESSMENT AND TREATMENT OF SPINAL CORD INJURIES
- A035 PERFORM PRELIMINARY ASSESSMENT AND TREATMENT OF ORTHOPEDIC INJURIES
- A036 PERFORM PRELIMINARY ASSESSMENT AND TREATMENT OF ABDOMINAL INJURIES
- A037 PERFORM PRELIMINARY ASSESSMENT AND TREATMENT OF THORACIC INJURIES
- A038 PERFORM PRELIMINARY ASSESSMENT AND TREATMENT OF GENITOURINARY INJURIES
- A039 PERFORM PRELIMINARY ASSESSMENT AND TREATMENT OF CHEMICAL BURNS OR INJURIES
- A040 CONDUCT PRELIMINARY ASSESSMENT AND TREATMENT OF THERMAL BURNS OR INJURIES
- A041 PERFORM PRELIMINARY ASSESSMENT AND TREATMENT OF EAR, NOSE, AND THROAT (ENT) INJURIES
- A042 PERFORM PRELIMINARY ASSESSMENT AND TREATMENT OF INTERNAL HEMORRHAGES
- A043 PERFORM PRELIMINARY ASSESSMENT AND TREATMENT OF ENVIRONMENTAL INJURIES
- A044 PERFORM PRELIMINARY ASSESSMENT OF MENTAL STABILITY
- A045 PERFORM PRELIMINARY ASSESSMENT OF SEIZURE DISORDERS
- A046 AID PATIENTS WITH SEIZURE DISORDERS
- A047 PERFORM PRELIMINARY ASSESSMENT AND TREATMENT OF ACUTE DRUG INTOXICATIONS AND POISONINGS
- A048 PERFORM PRELIMINARY ASSESSMENT AND TREATMENT OF CHEMICAL INTOXICATIONS, CHEMICAL POISONINGS, OR HAZARDOUS MATERIAL EXPOSURES

A049 PERFORM PRELIMINARY ASSESSMENT AND TREATMENT OF CARDIOVASCULAR  
CONDITIONS  
A050 PERFORM PRELIMINARY ASSESSMENT AND TREATMENT OF UNCONSCIOUS PATIENTS  
A051 DRESS WOUNDS  
A289 PERFORM PRELIMINARY ASSESSMENT AND TREATMENT OF DERMATOLOGICAL  
CONDITIONS

B. PATIENT CARE

B054 MEASURE FLUID INTAKE  
B055 MEASURE FLUID OUTPUT  
B060 APPLY ORTHOPEDIC APPLIANCES  
B062 PERFORM CIRCULATION CHECKS FOR PATIENTS WITH ORTHOPEDIC APPLIANCES  
B063 CONDUCT RANGE OF MOTION EXERCISES  
B079 ASSIST IN OPENING AND DRAINING INCISIONS  
B080 ASSIST IN OPENING AND DRAINING INFECTED AREAS  
B082 ADMINISTER MEDICATIONS  
B084 ASSESS FOR SIDE EFFECTS OF TREATMENTS OR MEDICATIONS  
B085 REPORT SIDE EFFECTS OF TREATMENTS OR MEDICATIONS  
B086 TREAT FEBRILE CONDITIONS  
B090 PERFORM PRELIMINARY ASSESSMENT OF LABORATORY RESULTS  
B094 PREPARE INSTRUMENTS AND OTHER MATERIALS FOR STERILIZATION  
B099 DON STERILE SURGICAL GOWNS AND GLOVES  
B100 PERFORM POSTPROCEDURE CLEANING OF TREATMENT ROOMS AND EQUIPMENT  
B101 SET-UP OXYGEN EQUIPMENT  
B102 PROVIDE OXYGEN THERAPY  
B103 SET-UP SUCTION EQUIPMENT  
B104 OPERATE SUCTION EQUIPMENT  
B105 SET-UP HUMIDIFIERS OR VAPORIZERS  
B106 PERFORM URINARY CATHETERIZATION  
B109 ADMINISTER ENEMAS  
B110 PERFORM INTRAVENOUS (IV) THERAPY  
B113 MONITOR DRESSINGS FOR HEMORRHAGING  
B114 TAKE VITAL SIGNS  
B115 MONITOR VITAL SIGNS  
B119 PERFORM PATIENT ISOLATION TECHNIQUES  
B122 COUNSEL PATIENTS ON TREATMENT AND SELF-CARE  
B124 ANNOTATE INPATIENT RECORDS/CHARTS  
B125 ANNOTATE MEDICAL RECORDS AND CHARTS USING COMPLAINT SUBJECTIVE,  
OBJECTIVE, DIAGNOSIS ASSESSMENT, AND TREATMENT PLAN (S.O.A.P.) FORMAT  
B126 LIAISE BETWEEN DOCTOR, STAFF, AND PATIENT TO FACILITATE PROBLEM  
RESOLUTION  
B127 PREPARE PATIENT FOR EXAMINATIONS  
B129 PERFORM ELECTROCARDIOGRAMS (EKG)  
B131 PERFORM AUDIOGRAMS  
B132 OBTAIN CULTURES  
B136 REMOVE ORTHOPEDIC APPLIANCES  
B138 ASSESS BITES AND STINGS (HUMAN, ANIMAL, OR INSECT)  
B139 TREAT BITES AND STINGS (HUMAN, ANIMAL, OR INSECT)  
B142 MEASURE VISUAL ACUITY  
B143 PERFORM COLOR PERCEPTION TESTS

B146 ORDER EYEGLASSES OR OPTICAL INSERTS  
B148 SCREEN PATIENTS (SICK CALLS, PHYSICAL EXAMS, ETC.)  
B149 ASSESS WOUNDS FOR SIGNS OF INFECTION AND HEALING  
B150 PERFORM PRELIMINARY ASSESSMENT OF ORTHOPEDIC CONDITIONS  
B151 PERFORM PRELIMINARY ASSESSMENT OF EYE CONDITIONS  
B152 PERFORM PRELIMINARY ASSESSMENT OF ABDOMINAL OR THORACIC CONDITIONS  
B153 PERFORM PRELIMINARY ASSESSMENT OF RESPIRATORY CONDITIONS  
B154 PERFORM PRELIMINARY ASSESSMENT OF GASTROINTESTINAL (GI) CONDITIONS  
B155 PERFORM PRELIMINARY ASSESSMENT OF GENITOURINARY CONDITIONS  
B156 PERFORM PRELIMINARY ASSESSMENT OF DERMATOLOGICAL CONDITIONS  
B157 PERFORM PRELIMINARY ASSESSMENT OF ENT CONDITIONS  
B158 PERFORM PRELIMINARY ASSESSMENT OF DIABETIC CONDITIONS  
B159 ASSIST IN TREATMENT OF UNCONSCIOUS PATIENTS  
B160 ASSIST IN TREATMENT OF CARDIOVASCULAR CONDITIONS  
B161 ASSIST IN TREATMENT OF RESPIRATORY CONDITIONS  
B162 ASSIST IN TREATMENT OF GI CONDITIONS  
B163 ASSIST IN TREATMENT OF GENITOURINARY CONDITIONS  
B164 ASSIST IN TREATMENT OF CHEMICAL BURNS OR INJURIES  
B165 ASSIST IN TREATMENT OF THERMAL BURNS OR INJURIES  
B166 ASSIST IN TREATMENT OF INTERNAL HEMORRHAGES  
B168 ASSIST IN TREATMENT OF DIABETIC CONDITIONS  
B169 ASSIST IN TREATMENT OF FOOD BORNE ILLNESSES  
B170 ASSIST IN TREATMENT OF HEAD AND NECK CONDITIONS  
B171 ASSIST IN TREATMENT OF EYE CONDITIONS  
B172 ASSIST IN TREATMENT OF ENT CONDITIONS  
B173 ASSIST IN TREATMENT OF SPINAL CORD INJURIES  
B174 ASSIST IN TREATMENT OF ORTHOPEDIC CONDITIONS  
B175 ASSIST IN TREATMENT OF ABDOMINAL AND THORACIC CONDITIONS  
B176 ASSIST IN TREATMENT OF ACUTE DRUG AND CHEMICAL INTOXICATIONS OR  
POISONINGS  
B177 PERFORM MINOR INCISIONS (TOE NAIL RESECTIONS, LANCING, ETC.)  
B178 SUTURE LACERATIONS  
B179 REMOVE SUTURES  
B180 DEBRIDE WOUNDS  
B181 REMOVE SUPERFICIAL FOREIGN BODIES  
B182 ADMINISTER LOCAL ANESTHETICS  
B184 ADMINISTER IMMUNIZATIONS  
B188 ADMINISTER INTRADERMAL SKIN TESTS  
B189 ASSESS INTRADERMAL SKIN TESTS  
B280 ORGANIZE INPATIENT RECORDS/CHARTS  
B283 OBTAIN MEDICAL HISTORY OF PATIENTS  
B284 RECORD MEDICAL HISTORY OF PATIENTS  
B290 IRRIGATE INFECTED AREAS  
B291 STERILIZE INSTRUMENTS AND OTHER MATERIALS  
B292 SET-UP AND MAINTAIN A STERILE FIELD  
B293 REMOVE SURGICAL GOWNS AND GLOVES  
B294 PERFORM PRELIMINARY ASSESSMENT OF CARDIOVASCULAR CONDITIONS  
B295 PERFORM PRELIMINARY ASSESSMENT OF CHEMICAL BURNS OR INJURIES  
B296 PERFORM PRELIMINARY ASSESSMENT OF THERMAL BURNS OR INJURIES  
B297 PERFORM PRELIMINARY ASSESSMENT OF HEAD AND NECK CONDITIONS  
B298 RECORD INTRADERMAL SKIN TEST RESULTS  
B299 ASSIST IN TREATMENT OF DERMATOLOGICAL CONDITIONS  
B300 PERFORM PRELIMINARY ASSESSMENT OF UNCONSCIOUS PATIENTS

B301 PERFORM PRELIMINARY ASSESSMENT OF INTERNAL HEMORRHAGES  
B302 PERFORM PRELIMINARY ASSESSMENT OF SPINAL CORD INJURIES  
B303 PERFORM PRELIMINARY ASSESSMENT OF ACUTE DRUG AND CHEMICAL  
INTOXICATIONS OR POISONINGS

D. ANCILLARY SERVICES

D194 PERFORM BASIC LABORATORY DIAGNOSTIC TESTS (UA, KOH, ETC.)  
D195 PERFORM SEXUALLY TRANSMITTED DISEASE (STD) TESTS  
D197 OBTAIN BLOOD SPECIMENS  
D198 VERIFY LABEL OF LABORATORY SPECIMENS  
D199 PERFORM COMPLETE BLOOD COUNT (CBC)  
D202 CONVERT BETWEEN GENERIC AND TRADE NAME EQUIVALENCY OF DRUGS  
D203 DETERMINE DRUG INTERACTIONS  
D204 DETERMINE DRUG CONTRAINDICATIONS  
D205 DETERMINE ADVERSE DRUG AFFECTS  
D206 FILE PRESCRIPTIONS  
D207 DISPENSE MEDICATIONS  
D208 RECONSTITUTE MEDICATIONS FOR ADMINISTRATION

E. PREVENTIVE/OCCUPATIONAL MEDICINE

E190 SORT BIOMEDICAL WASTE  
E191 COLLECT BIOMEDICAL WASTE  
E192 PACKAGE BIOMEDICAL WASTE  
E193 DISPOSE OF BIOMEDICAL WASTE  
E220 ASSESS AND TREAT EXTERNAL PARASITE INFESTATIONS (LICE, CRABS, SCABIES,  
ETC.)  
E222 CONDUCT PRELIMINARY INTERVIEWS OF PERSONNEL EXPOSED TO COMMUNICABLE  
DISEASES (OTHER THAN STD)  
E224 CONDUCT PRELIMINARY STD INTERVIEWS  
E226 PERFORM HEAT STRESS INDEX TESTS  
E228 FIT AND ISSUE NOISE PROTECTION DEVICES  
E230 TEST WATER SAMPLES  
E231 DETERMINE SOURCE OF WATER CONTAMINATION  
E236 PERFORM PEST CONTROL INSPECTIONS  
E237 INSPECT MESSING AND FOOD SERVICE FACILITIES

F. TRAINING/ADMINISTRATION/LOGISTICS

F210 INVENTORY MEDICAL DEPARTMENT EQUIPMENT AND SUPPLIES  
F211 STOCK MEDICAL SUPPLIES AND EQUIPMENT ACCORDING TO AUTHORIZED MEDICAL  
ALLOWANCE LIST (AMAL)  
F212 INSPECT MEDICAL SUPPLIES FOR SERVICEABILITY  
F213 INSPECT MEDICAL EQUIPMENT FOR SERVICEABILITY  
F214 INSPECT MEDICAL INSTRUMENTS FOR SERVICEABILITY  
F215 STORE MEDICAL SUPPLIES  
F238 CONDUCT FIRST AID AND HEALTH TRAINING FOR NON-MEDICAL PERSONNEL  
F242 PREPARE MONTHLY MORBIDITY REPORTS  
F246 PREPARE LABORATORY REQUESTS  
F247 REVIEW LABORATORY REQUESTS

F252 PREPARE HEAT CASUALTY REPORTS  
F265 PREPARE MEDICAL ACCIDENT AND INCIDENT REPORTS  
F271 OPEN MEDICAL RECORDS  
F272 OPEN DENTAL RECORDS  
F273 VERIFY MEDICAL RECORDS  
F274 VERIFY DENTAL RECORDS  
F275 MAKE ENTRIES IN MEDICAL RECORDS  
F276 MAKE ENTRIES IN DENTAL RECORDS  
F277 CLOSE MEDICAL RECORDS  
F278 CLOSE DENTAL RECORDS  
F304 ENTER PATIENT DATA INTO AUTOMATED MEDICAL INFORMATION SYSTEMS  
F305 RETRIEVE PATIENT DATA FROM AUTOMATED MEDICAL INFORMATION SYSTEMS  
(CHCS, DEERS, ETC.)  
F306 PREPARE GENERAL MEDICAL REPORTS (BINNACLE LIST, MEPRS, ETC.)  
F307 PREPARE BIRTH CERTIFICATES

### **HOSPITAL CORPSMAN SECOND CLASS (HM2)**

#### **A. EMERGENCY/FIELD TREATMENT**

A026 COORDINATE MEDICAL EVACUATIONS

#### **E. PREVENTIVE/OCCUPATIONAL MEDICINE**

E221 CONDUCT PRELIMINARY INVESTIGATION OF FOOD BORNE ILLNESSES

E227 CONDUCT HABITABILITY INSPECTIONS

#### **F. TRAINING/ADMINISTRATION/LOGISTICS**

F239 PREPARE DEATH CERTIFICATES

F240 PREPARE DECEDENT AFFAIRS DEATH REPORTS

F250 PREPARE DISEASE ALERT REPORTS

F253 REVIEW HEAT CASUALTY REPORTS

F254 COORDINATE THIRD PARTY CLAIMS

F256 CONDUCT HEALTH BENEFITS COUNSELLING

F266 REVIEW MEDICAL ACCIDENT AND INCIDENT REPORTS

F308 REVIEW MEDICAL ACCIDENT AND INCIDENT REPORTS

### **HOSPITAL CORPSMAN FIRST CLASS (HM1)**

#### **A. EMERGENCY/FIELD TREATMENT**

A021 DIRECT BATTALION AID STATION (BAS) OPERATIONS

A023 INSPECT BDS

#### **D. ANCILLARY SERVICES**

D209 INVENTORY CONTROLLED DRUGS AND SUBSTANCES

F. TRAINING/ADMINISTRATION/LOGISTICS

F241 REVIEW DECEDENT AFFAIRS DEATH REPORTS  
F243 REVIEW MONTHLY MORBIDITY REPORTS  
F251 REVIEW DISEASE ALERT REPORTS  
F257 ASSIST IN DRAFTING COMMAND MEDICAL READINESS PLANS  
F262 PREPARE MEDICAL PERSONNEL AUGMENTATION REQUESTS  
F309 REVIEW GENERAL MEDICAL REPORTS (BINNACLE LIST, MEPRS, ETC.)

**CHIEF HOSPITAL CORPSMAN (HMC)**

F. TRAINING/ADMINISTRATION/LOGISTICS

F258 MONITOR COMMAND MEDICAL READINESS PLANS  
F259 ASSIST IN DRAFTING JOINT MEDICAL OPERATIONAL PLANS  
F260 ASSIST IN MONITORING JOINT MEDICAL OPERATIONAL PLANS  
F261 ASSIST IN COORDINATION OF JOINT MEDICAL OPERATIONAL PLANS  
F310 INVENTORY CONTROLLED MEDICINALS  
F311 COORDINATE MEDICAL ORGANIZATIONAL PERFORMANCE IMPROVEMENT PROGRAM  
F312 COORDINATE MEDICAL PERSONNEL AUGMENTATION

**SENIOR CHIEF HOSPITAL CORPSMAN (HMCS)**

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

**MASTER CHIEF HOSPITAL CORPSMAN (HMCM)**

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



# CHAPTER 41

## HOSPITALMAN (HN)

NAVPERS 18068-41

# HOSPITALMAN (HN) APPRENTICESHIP OCCUPATIONAL STANDARDS

## SCOPE OF RATING

Hospitalmen (HN) perform duties as assistants in the prevention and treatment of disease and injury; including first aid and preventive medicine procedures; assist with physical examinations; provide patient care and the administration of medicinals and parenteral solutions; perform general laboratory, pharmacy, and other patient support services; assist in the administrative supply and accounting procedures within medical departments ashore, afloat, and with the Marine Corps; instruct medical and non-medical personnel in first aid, self aid, personal hygiene, and medical records maintenance and assist in the transportation of the sick and injured; assist in the maintenance of environmental health standards; be prepared to assist in the prevention and treatment of chemical, biological, and radiological (CBR) casualties and other contingencies; senior hospital corpsmen perform supervisory, technical, planning, and management functions in support of medical readiness and quality health care delivery. In addition to their general assignments, hospital corpsmen trained as technicians perform specialized functions within the operational forces, clinical specialities, administrative departments, and may be assigned independent of a medical officer.

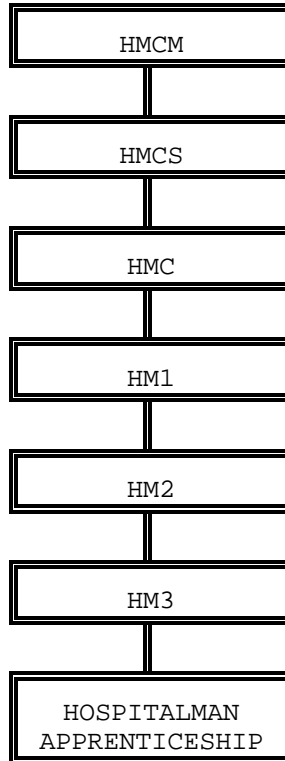
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These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 41.

(Effective January 1993)

NAVPERS 18068-41

**GENERAL INFORMATION**  
CAREER PATTERN



Normal path of advancement to Physician's Assistant can be found in OPNAVINST 1420.1 series; to medical Service Corps in SECNAVINST 1120.8; and to Nurse Corps through the Medical Enlisted Commissioning Program in MILPERSMAN 1131-050.

SPECIAL PHYSICAL REQUIREMENTS

None.

CITIZENSHIP/SECURITY REQUIREMENTS

None.

SAFETY

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

HOSPITALMAN (HN) FUNCTIONAL AREAS

- A. HEALTH CARE
- B. PATIENT ASSISTANCE AND SUPPORT
- C. TECHNICAL ADMINISTRATION
- D. SAFETY
- E. LABORATORY ANALYSIS
- F. PHARMACY
- G. LOGISTICS

## HOSPITALMAN (HN)

### A. HEALTH CARE

A001 AMBULATE PATIENTS  
A002 PERFORM CARDIO-PULMONARY RESUSCITATION (CPR)  
A003 PERFORM EMERGENCY CARE (OTHER THAN CPR AND DEFIBRILLATION)  
A004 CLEAN AND PACK WOUNDS  
A005 REINFORCE DRESSINGS  
A006 APPLY SPLINTS (NON-TRACTION)  
A007 ASSESS AND TREAT DECUBITUS ULCER FORMATIONS  
A008 ASSESS AND PERFORM PRELIMINARY TREATMENT OF BURNS  
A009 ASSESS AND TREAT EXTERNAL HEMORRHAGES  
A010 ASSIST IN TREATMENT OF SOFT TISSUE DISEASES/DISORDERS/INJURIES  
A011 ASSESS AND TREAT BITES AND STINGS (HUMAN,ANIMAL/INSECT)  
A012 ASSESS AND ASSIST IN TREATMENT OF SHOCK  
A013 ASSESS AND TREAT HEAT CASUALTIES  
A014 PERFORM URINARY CATHETERIZATION  
A015 PROVIDE URINARY CATHETER CARE  
A016 REMOVE URINARY CATHETERS  
A017 ADMINISTER ENEMAS  
A018 INITIATE INTRAVENOUS (IV) THERAPY (SITE PREP,TOURNIQUET,  
VENIPUNCTURE)  
A019 MAINTAIN IV THERAPY  
A020 DISCONTINUE IV TREATMENT  
A021 MONITOR DRESSING OF POSTOPERATIVE PATIENTS FOR HEMORRHAGING  
A022 ADMINISTER SUBCUTANEOUS INJECTIONS  
A023 ADMINISTER INTRAMUSCULAR INJECTIONS  
A024 ADMINISTER INTRADERMAL INJECTIONS  
A025 INSERT/REMOVE GASTRIC AND NASOGASTRIC TUBES  
A026 ADMINISTER MEDICATIONS VIA NASOGASTRIC  
A027 ADMINISTER ORAL MEDICATIONS  
A028 ADMINISTER RECTAL MEDICATIONS  
A029 ADMINISTER SUBLINGUAL MEDICATIONS  
A030 MAINTAIN CONTINUOUS/INTERMITTENT NASOGASTRIC  
A031 ASSIST PATIENTS WITH POSTURAL DRAINAGE  
A032 PERFORM FEVER REDUCING PROCEDURE (SPONGE BATHS,ALCOHOL RUBS, ETC.)  
A033 PERFORM CIRCULATION CHECKS FOR PATIENTS IN HARD OR SOFT CASTS  
A034 TURN, COUGH AND DEEP BREATHE PATIENTS  
A035 OBTAIN THROAT/WOUND CULTURES  
A036 PERFORM PHLEBOTOMY

### B. PATIENT ASSISTANCE AND SUPPORT

B001 PREPARE HOSPITAL BEDS  
B002 OPEN STERILE TRAYS AND PACKS  
B003 SORT AND TAG PATIENTS BY TRIAGE GROUPS  
B004 MOVE PATIENTS TO DESIGNATED HOLDING AREAS  
B005 PREPARE PATIENTS FOR MEDICAL EVACUATIONS  
B006 TRANSPORT PATIENTS FROM SCENE OF ACCIDENT WITHOUT SPECIAL TREATMENT  
B007 MAINTAIN ORAL AIRWAYS

B008 REPORT ABNORMAL VITAL SIGN VALUES  
B009 OBTAIN/GRAPH/MONITOR VITAL SIGNS  
B010 POSITION PATIENT  
B011 SHAVE AND PREP PATIENTS FOR SURGERY  
B012 PREPARE AND MONITOR SITZ BATH  
B013 MONITOR IV HYPERALIMENTATION ADMINISTRATION  
B014 MONITOR IV MEDICATIONS  
B015 MEASURE FLUID INTAKE AND OUTPUT  
B016 PARTICIPATE IN PATIENT ROUNDS  
B017 MONITOR PATIENT'S PRESCRIBED DIET  
B018 TRANSFER PATIENTS (BED TO CHAIR, CHAIR TO BED, ETC.)  
B019 PERFORM ISOLATION AND REVERSE ISOLATION TECHNIQUES  
B020 ESCORT PATIENTS TO MEDICAL TREATMENT FACILITIES  
B021 TRANSPORT PATIENTS WITHIN MEDICAL FACILITY  
B022 FEED PATIENTS  
B023 PROVIDE POSTMORTEM CARE

C. TECHNICAL ADMINISTRATION

C001 PREPARE MEDICATION CARDS/MEDICATION ADMINISTRATION RECORDS (MAR)/  
PATIENT PROFILE  
C002 PREPARE LAB REQUESTS  
C003 TRANSCRIBE MEDICAL OFFICER'S ORDERS  
C004 RECORD ENTRIES ON PATIENT CHARTS

D. SAFETY

D001 DISPOSE OF HAZARDOUS MEDICAL SUBSTANCES (RADIOLOGICAL/BIOLOGICAL/  
CHEMICAL/INFECTIOUS)

E. LABORATORY ANALYSIS

E001 PERFORM FINGER STICK TECHNIQUE FOR CAPILLARY BLOOD SPECIMEN

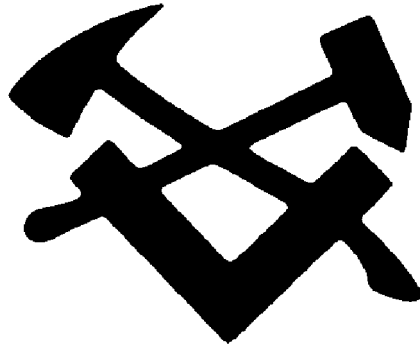
F. PHARMACY

F001 CONVERT COMMON WEIGHTS AND MEASURES FROM ONE SYSTEM TO ANOTHER  
F002 CALCULATE MEDICATION DOSAGE REQUIREMENTS

G. LOGISTICS

G001 DISPOSE OF SUPPLIES/INSTRUMENTS/EQUIPMENT AFTER TIME LIMIT/  
EXPIRATION DATE

# CHAPTER 42



## HULL MAINTENANCE TECHNICIAN (HT)

NAVPERS 18068-42B

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

HULL MAINTENANCE TECHNICIAN (HT)



SCOPE OF RATING

Hull Maintenance Technicians (HT) plan, supervise, and perform tasks necessary for fabrication, installation and repair of all types of shipboard structures, plumbing, and piping systems; organize, supervise, and train personnel in maintenance and hull repair; supervise and perform tasks in procurement and issuance of supplies and repair parts; instruct personnel and enforce safety and security precautions; prepare records and reports.

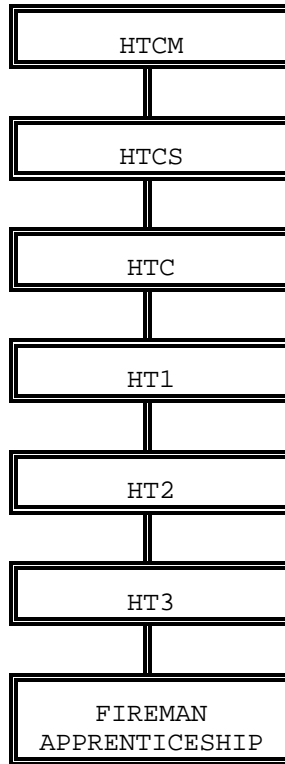
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These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 42.

NAVPERS 18068-42B



**GENERAL INFORMATION**  
**CAREER PATTERN**



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

**SPECIAL PHYSICAL REQUIREMENTS**

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

**CITIZENSHIP/SECURITY REQUIREMENTS**

Must be eligible for access to classified information.

**SAFETY**

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

HULL MAINTENANCE TECHNICIAN (HT) FUNCTIONAL AREAS

- A. PLUMBING AND PIPING SYSTEMS REPAIR
- B. SEWAGE SYSTEMS MAINTENANCE AND REPAIR
- C. METAL LAYOUT, FABRICATION, AND INSTALLATION
- D. WOOD, INSULATION AND FIBERGLASS, LAYOUT, FABRICATION, AND INSTALLATION
- E. CUTTING AND WELDING
- F. BRAZING
- G. TOOL AND EQUIPMENT MAINTENANCE AND REPAIR
- I. TECHNICAL ADMINISTRATION

## HULL MAINTENANCE TECHNICIAN THIRD CLASS (HT3)

### A. PLUMBING AND PIPING SYSTEMS REPAIR

A002 REPAIR FLUSHMETERS  
A003 FABRICATE GASKETS  
A004 REPLACE GASKETS  
A005 REPAIR AND REPLACE SHOWER FIXTURES  
A006 REPLACE FAUCET WASHERS  
A007 INSTALL/TEST SINKS  
A009 INSPECT AND REPAIR SINKS  
A011 REPAIR DECK DRAINS  
A012 REPLACE DECK DRAINS  
A013 REPLACE PIPING  
A015 REPLACE PIPE FITTINGS  
A017 REPLACE FLANGES  
A018 REPLACE LOW PRESSURE STEAM TRAPS (NON-LEVEL)  
A020 CLEAR CLOGGED PIPING  
A021 REPAIR PIPING ASSEMBLIES  
A022 REPLACE VALVES (FLANGED, THREADED)  
A023 TEST REPAIRED PIPING AND TUBING  
A024 INSPECT REPAIRED PIPING AND TUBING  
A025 INSPECT VALVES  
A026 REPACK VALVES  
A027 REPLACE COMPONENTS OF VALVES  
A030 REMOVE INSULATION AND LAGGING MATERIALS  
A031 INSTALL INSULATION AND LAGGING MATERIALS  
A032 INSPECT BRACKETS AND PIPING FOR DETERIORATION  
A247 RUN PIPING  
A248 BEND PIPES  
A249 TARGET PIPING  
A251 VISUALLY IDENTIFY THE CLASSES OF PIPING  
A252 IDENTIFY PIPING SYSTEMS MATERIAL AND FITTINGS BY MARKINGS  
A253 FABRICATE PIPING TEMPLATES  
A254 OVERHAUL RESILIENT SOUND ISOLATION COUPLINGS (RESICS)  
A255 HYDRO-TEST PIPING SYSTEMS AND COMPONENTS  
A259 INSPECT FLEX HOSES AND CONNECTIONS  
A265 FLARE TUBING  
A266 MANUFACTURE GAUGE LINES  
A285 MANUFACTURE FLEX HOSES  
A286 PERFORM DRILLING, TAPPING, AND THREADING

### B. SEWAGE SYSTEMS MAINTENANCE AND REPAIR

B001 REPLACE COMMUNES AND URINALS  
B036 ALIGN SEWAGE PUMPS FOR PROPER MODE  
B037 TEST SEWAGE PUMPS  
B038 CLEAN SEWAGE PUMPS  
B039 LUBRICATE SEWAGE PUMPS  
B042 INSPECT COMMUNOTOR FOR CORRECT ROTATION  
B043 INSPECT COMMUNOTOR BELTS FOR TIGHTNESS

B044 CYCLE DIVERTER VALVES  
B256 TEST COLLECTION HOLDING TANK (CHT) FLOAT SENSORS

C. METAL LAYOUT, FABRICATION, AND INSTALLATION

C045 CONSTRUCT COFFERDAMS  
C046 INSTALL VENT DUCTS  
C048 REPAIR METAL FURNITURE  
C049 READ BLUEPRINTS  
C050 TAKE MEASUREMENTS (TAPE MEASURE, RULER, ETC.)  
C051 TAKE CLEARANCE READINGS (MIKES, FEELER GAUGES, TORQUE WRENCHES, ETC.)  
C055 INSTALL SHOWER STALLS  
C056 FABRICATE SHEET METAL BOXES, DUCTING, FUNNELS, AND SINKS  
C057 INSTALL SHEET METAL BULKHEADS  
C058 REPAIR SHEET METAL BULKHEADS  
C059 MANUFACTURE TEMPLATES  
C060 MAKE SHEET METAL LAYOUT PATTERNS  
C061 INSTALL JOINER DOORS

D. WOOD, INSULATION AND FIBERGLASS, LAYOUT, FABRICATION, AND INSTALLATION

D063 INSULATE BULKHEADS AND OVERHEADS  
D065 INSULATE AIR CONDITIONING DUCTS  
D260 MANUFACTURE BOAT BEADING  
D261 MANUFACTURE WOODEN PRODUCTS  
D264 MANUFACTURE WOODEN COFFERDAMS  
D282 SAMPLE LAGGING AND INSULATING MATERIALS FOR HAZARDOUS MATERIAL  
D283 DISPOSE OF USED HAZARDOUS MATERIAL  
D284 STORE HAZARDOUS MATERIAL  
D287 PERFORM ASBESTOS RIPOUTS  
D288 PERFORM GLASS REINFORCED PLASTIC (GRP)/FIBERGLASS/PLASTICS REPAIR

E. CUTTING AND WELDING

E074 INSPECT/REPLACE ZINCS  
E075 REPAIR STANCHIONS  
E092 MANUFACTURE BLANK FLANGES  
E094 MANUFACTURE DECKPLATES  
E096 WELD METALS  
E097 PERFORM SPOT WELDS  
E102 PREPARE SURFACES FOR WELDING  
E103 CLEAN WELDS AND CASTINGS  
E104 PERFORM HARD SURFACING  
E105 PREHEAT, POSTHEAT, AND STRESS-RELIEVE METAL  
E109 REPAIR STRUCTURAL DAMAGE  
E111 CHECK FITUPS (TACKS, CLEARANCE, ETC.)  
E250 CUT METALS  
E269 CONDUCT NON-DESTRUCTIVE TESTS (VT, PT)  
E272 PATCH ALUMINUM BOAT HULLS  
E273 LAY TILES

F. BRAZING

F112 BRAZE WELD METALS  
F113 SILVER BRAZE METALS

G. TOOL AND EQUIPMENT MAINTENANCE AND REPAIR

G114 SHARPEN TOOLS (CHISELS, CUTTING BITS, PLANNERS, ETC.)  
G115 DRESS GRINDING WHEELS  
G116 CHANGE CUTTING EDGE ON POWER SHEARS  
G120 REPLACE SAW BLADES, BELTS, BITS, AND DISKS  
G289 SET UP WELDING EQUIPMENT

**HULL MAINTENANCE TECHNICIAN SECOND CLASS (HT2)**

D. WOOD, INSULATION AND FIBERGLASS, LAYOUT, FABRICATION, AND INSTALLATION

D285 MONITOR ASBESTOS RIPOUTS

E. CUTTING AND WELDING

E270 CONDUCT SPARK TEST TO IDENTIFY METALS  
E271 CONDUCT ACID TEST TO IDENTIFY METALS

I. TECHNICAL ADMINISTRATION

I275 DRAW PIPING DIAGRAMS

**HULL MAINTENANCE TECHNICIAN FIRST CLASS (HT1)**

I. TECHNICAL ADMINISTRATION

I289 UPDATE CALIBRATION RECORDS  
I290 VERIFY ACCURACY OF SHIP'S DRAWINGS

**CHIEF HULL MAINTENANCE TECHNICIAN (HTC)**

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

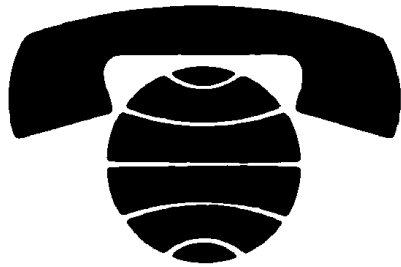
**SENIOR CHIEF HULL MAINTENANCE TECHNICIAN (HTCS)**

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

**MASTER CHIEF HULL MAINTENANCE TECHNICIAN (HTCM)**

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

# CHAPTER 43



## INTERIOR COMMUNICATIONS ELECTRICIAN (IC)

NAVPERS 18068-43B

NAVY ENLISTED OCCUPATIONAL STANDARDS  
FOR  
INTERIOR COMMUNICATIONS ELECTRICIAN (IC)



SCOPE OF RATING

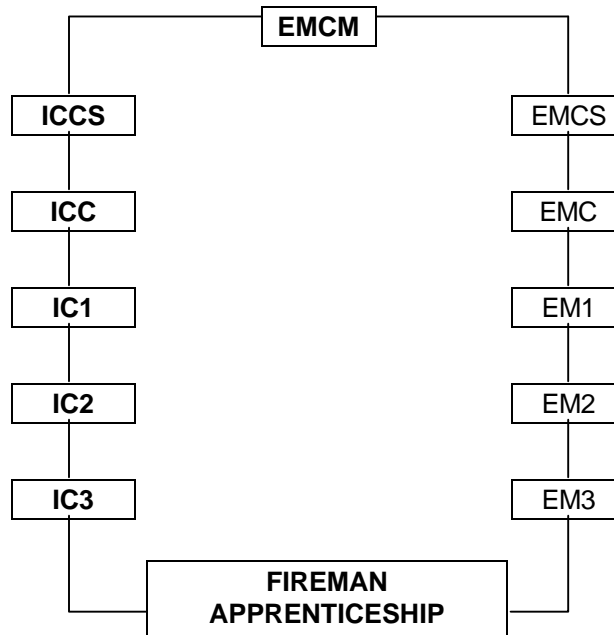
Interior Communications Electricians (IC) operate and perform organizational and intermediate maintenance on alarm, warning, and indicator systems; interior communications; and ship's control, entertainment, and navigation systems.

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These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 43.

NAVPERS 18068-43B

**GENERAL INFORMATION**  
CAREER PATTERN



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

SPECIAL PHYSICAL REQUIREMENTS

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

CITIZENSHIP/SECURITY REQUIREMENTS

Must be eligible for access to classified information.

**SAFETY**

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



**INTERIOR COMMUNICATIONS ELECTRICIAN (IC) FUNCTIONAL AREAS**

- A. SWITCHES, PROTECTIVE DEVICES, AND CABLES
- B. POWER DISTRIBUTION
- C. AMPLIFIED VOICE AND CALL SYSTEMS
- D. TELEPHONE SYSTEMS
- E. ALARMS AND WARNING SYSTEMS
- F. SHIP'S ENTERTAINMENT SYSTEMS
- G. GYROCOMPASS SYSTEMS
- H. INDICATING AND METERING SYSTEMS
- I. POWER GENERATION, STORAGE, AND MOTORS
- J. FLIGHT DECK AND AVIATION SUPPORT SYSTEMS
- K. AUXILIARY ELECTRICAL EQUIPMENT
- L. TECHNICAL ADMINISTRATION

## INTERIOR COMMUNICATIONS ELECTRICIAN THIRD CLASS (IC3)

### A. SWITCHES, PROTECTIVE DEVICES, AND CABLES

- A001 CLEAN AND INSPECT AUTOMATIC BUS TRANSFERS (ABT)
- A002 TEST ABT
- A006 CLEAN AND INSPECT MANUAL BUS TRANSFERS (MBT)
- A007 TEST MBT
- A008 TROUBLESHOOT MBT
- A009 REPLACE COMPONENTS OF MBT
- A010 INSPECT CABLES (OTHER THAN FIBER OPTIC)
- A451 INSPECT FIBER OPTIC CABLES
- A011 TEST CABLES (OTHER THAN FIBER OPTIC)
- A012 TROUBLESHOOT CABLES (OTHER THAN FIBER OPTIC)
- A014 MEASURE AND INSTALL CABLES (OTHER THAN FIBER OPTIC)
- A015 BAND CABLES (OTHER THAN FIBER OPTIC)
- A020 CLEAN AND INSPECT CIRCUIT BREAKERS
- A021 TEST CIRCUIT BREAKERS
- A027 RIG CASUALTY POWER CABLES
- A028 UNRIG CASUALTY POWER CABLES
- A029 RIG SHORE TELEPHONE LINES
- A030 UNRIG SHORE TELEPHONE LINES

### B. POWER DISTRIBUTION

- B031 CLEAN AND INSPECT VOLTAGE REGULATORS
- B032 TEST VOLTAGE REGULATORS
- B049 TEST FUSES
- B050 REPLACE FUSES
- B051 CLEAN AND INSPECT SWITCHBOARD METERS
- B057 REPLACE TRANSFORMERS
- B058 CLEAN AND INSPECT POWER SUPPLIES
- B059 TEST POWER SUPPLIES
- B064 CLEAN AND INSPECT INTERIOR COMMUNICATIONS (IC) TEST PANELS
- B065 TEST IC TEST PANELS
- B068 REPLACE COMPONENTS OF IC TEST PANELS

### C. AMPLIFIED VOICE AND CALL SYSTEMS

- C069 ALIGN CENTRAL AMPLIFIER SYSTEMS (1MC, 5MC, ETC.)
- C070 CLEAN AND INSPECT CENTRAL AMPLIFIER SYSTEMS
- C071 TEST CENTRAL AMPLIFIER SYSTEMS
- C076 CLEAN AND INSPECT MICROPHONE CONTROL STATIONS (1MC, 5MC, ETC.)
- C077 TEST MICROPHONE CONTROL STATIONS
- C078 TROUBLESHOOT MICROPHONE CONTROL STATIONS
- C079 REPAIR MICROPHONE CONTROL STATIONS
- C080 REPLACE COMPONENTS OF MICROPHONE CONTROL STATIONS
- C081 CLEAN AND INSPECT COMPONENTS OF INTERCOMMUNICATING STATIONS
- C082 LUBRICATE COMPONENTS OF INTERCOMMUNICATING STATIONS
- C083 TEST INTERCOMMUNICATING STATIONS
- C084 TROUBLESHOOT INTERCOMMUNICATING STATIONS
- C085 REPAIR INTERCOMMUNICATING STATIONS
- C086 REPLACE COMPONENTS OF INTERCOMMUNICATING STATIONS
- C087 CLEAN AND INSPECT LOUDSPEAKERS

- C088 TEST LOUDSPEAKERS
- C089 ADJUST LOUDSPEAKERS
- C090 TROUBLESHOOT LOUDSPEAKERS
- C091 REPAIR LOUDSPEAKERS
- C092 REPLACE COMPONENTS OF LOUDSPEAKERS
- C106 CLEAN AND INSPECT COMPONENTS OF SOUND-POWERED TELEPHONE CALL CIRCUITS (E-CALL, A-CALL, ETC.)
- C107 TEST SOUND-POWERED TELEPHONE CALL CIRCUITS
- C108 TROUBLESHOOT SOUND-POWERED TELEPHONE CALL CIRCUITS
- C109 REPAIR SOUND-POWERED TELEPHONE CALL CIRCUITS
- C110 REPLACE COMPONENTS OF SOUND-POWERED TELEPHONE CALL CIRCUITS

D. TELEPHONE SYSTEMS

- D111 CLEAN AND INSPECT SOUND-POWERED TELEPHONE SWITCHBOARDS
- D112 TEST SOUND-POWERED TELEPHONE SWITCHBOARDS
- D113 ALIGN SOUND-POWERED TELEPHONE SWITCHBOARDS
- D114 TROUBLESHOOT SOUND-POWERED TELEPHONE SWITCHBOARDS
- D115 REPAIR SOUND-POWERED TELEPHONE SWITCHBOARDS
- D116 REPLACE COMPONENTS OF SOUND-POWERED TELEPHONE SWITCHBOARDS
- D117 CLEAN AND INSPECT SOUND-POWERED TELEPHONE SWITCHBOXES
- D118 TEST SOUND-POWERED TELEPHONE SWITCHBOXES
- D119 ALIGN SOUND-POWERED TELEPHONE SWITCHBOXES
- D120 TROUBLESHOOT SOUND-POWERED TELEPHONE SWITCHBOXES
- D121 REPAIR SOUND-POWERED TELEPHONE SWITCHBOXES
- D122 REPLACE COMPONENTS OF SOUND-POWERED TELEPHONE SWITCHBOXES
- D129 CLEAN AND INSPECT DIAL TELEPHONE STATIONS
- D130 TEST DIAL TELEPHONE STATIONS
- D131 ADJUST COMPONENTS OF DIAL TELEPHONE STATIONS
- D132 TROUBLESHOOT DIAL TELEPHONE STATIONS
- D133 REPLACE COMPONENTS OF DIAL TELEPHONE STATIONS
- D134 CLEAN AND INSPECT SOUND-POWERED TELEPHONES
- D135 TEST SOUND-POWERED TELEPHONES
- D136 TROUBLESHOOT SOUND-POWERED TELEPHONES
- D137 REPAIR SOUND-POWERED TELEPHONES
- D138 REPLACE COMPONENTS OF SOUND-POWERED TELEPHONES
- D139 TEST SOUND-POWERED TELEPHONE CIRCUITS
- D140 RIG EMERGENCY SOUND-POWERED TELEPHONE CIRCUITS
- D141 UNRIG EMERGENCY SOUND-POWERED TELEPHONE CIRCUITS
- D142 CROSS-CONNECT SOUND-POWERED TELEPHONE CIRCUITS (SWITCHBOARD, SWITCHBOX, ETC.)
- D144 ISOLATE SOUND-POWERED TELEPHONE CIRCUITS
- D145 CLEAN AND INSPECT SOUND-POWERED TELEPHONE CIRCUIT GROWLERS
- D146 LUBRICATE COMPONENTS OF SOUND-POWERED TELEPHONE CIRCUIT GROWLERS
- D147 TEST SOUND-POWERED TELEPHONE CIRCUIT GROWLERS
- D148 TROUBLESHOOT SOUND-POWERED TELEPHONE CIRCUIT GROWLERS
- D149 REPAIR SOUND-POWERED TELEPHONE CIRCUIT GROWLERS
- D150 REPLACE COMPONENTS OF SOUND-POWERED TELEPHONE CIRCUIT GROWLERS
- D151 CLEAN AND INSPECT SOUND-POWERED TELEPHONE AMPLIFIERS
- D152 TEST SOUND-POWERED TELEPHONE AMPLIFIERS

#### E. ALARMS AND WARNING SYSTEMS

- E156 CLEAN AND INSPECT TEMPERATURE ALARM SENSING DEVICES
- E159 REPLACE TEMPERATURE ALARM SENSING DEVICES
- E160 CLEAN AND INSPECT PRESSURE ALARM SENSING DEVICES
- E164 REPAIR PRESSURE ALARM SENSING DEVICES
- E165 REPLACE PRESSURE ALARM SENSING DEVICES
- E166 CLEAN AND INSPECT SECURITY ALARM SENSING DEVICES
- E167 TEST SECURITY ALARM SENSING DEVICES
- E172 CLEAN AND INSPECT LIQUID LEVEL ALARM SENSING DEVICES (CIRCUIT FL, 40TD, ETC.)
- E173 TEST LIQUID LEVEL ALARM SENSING DEVICES
- E174 TROUBLESHOOT LIQUID LEVEL ALARM SENSING DEVICES
- E175 REPLACE COMPONENTS OF LIQUID LEVEL ALARM SENSING DEVICES
- E176 CLEAN AND INSPECT POWER FAILURE ALARM DEVICES
- E177 TEST POWER FAILURE ALARM DEVICES
- E178 TROUBLESHOOT POWER FAILURE ALARM DEVICES
- E179 REPAIR POWER FAILURE ALARM DEVICES
- E180 REPLACE COMPONENTS OF POWER FAILURE ALARM DEVICES
- E186 CLEAN AND INSPECT ALARM SWITCHBOARDS
- E187 TEST ALARM SWITCHBOARDS
- E188 ADJUST COMPONENTS OF ALARM SWITCHBOARDS

#### F. SHIP'S ENTERTAINMENT SYSTEMS

- F452 CLEAN AND INSPECT PUBLIC ADDRESS (PA) SETS
- F453 TEST PA SETS
- F454 RIG PA SETS
- F455 UNRIG PA SETS

#### G. GYROCOMPASS SYSTEMS

- G198 CLEAN AND INSPECT SYNCHRO SIGNAL AMPLIFIERS (SYNC AMPS)
- G199 LUBRICATE MECHANICAL COMPONENTS OF SYNC AMPS
- G200 TEST SYNC AMPS
- G456 CLEAN AND INSPECT GYROCOMPASS SYSTEMS
- G205 ALIGN GYROCOMPASS SYSTEMS
- G206 CLEAN AND INSPECT GYROCOMPASS REPEATERS
- G207 LUBRICATE COMPONENTS OF GYROCOMPASS REPEATERS
- G208 TEST GYROCOMPASS REPEATERS

#### H. INDICATING AND METERING SYSTEMS

- H213 CLEAN AND INSPECT SYNCHRO DEVICES (TRANSMITTERS, RECEIVERS, ETC.)
- H214 TEST SYNCHROS
- H215 TROUBLESHOOT SYNCHROS
- H216 REPLACE SYNCHROS
- H217 CLEAN AND INSPECT DEAD RECKONING TRACERS (DRT)
- H218 LUBRICATE COMPONENTS OF DRT
- H219 TEST DRT
- H224 CLEAN AND INSPECT DEAD RECKONING ANALYZER INDICATORS (DRAI)
- H225 LUBRICATE COMPONENTS OF DRAI
- H226 TEST DRAI
- H231 CLEAN AND INSPECT DEAD RECKONING ANALYZERS (DRA)
- H232 LUBRICATE COMPONENTS OF DRA

H233 TEST DRA  
H238 CLEAN AND INSPECT SYNCHRO REPEATERS (IC CIRCUIT L, IC CIRCUIT N, ETC.)  
H239 LUBRICATE COMPONENTS OF SYNCHRO REPEATERS  
H240 TEST SYNCHRO REPEATERS  
H241 ADJUST SYNCHRO REPEATERS  
H242 TROUBLESHOOT SYNCHRO REPEATERS  
H243 REPAIR SYNCHRO REPEATERS  
H244 REPLACE COMPONENTS OF SYNCHRO REPEATERS  
H245 CLEAN AND INSPECT RETRACTABLE RODMETERS (PIT SWORDS)  
H246 LUBRICATE RETRACTABLE RODMETERS (PIT SWORDS)  
H247 TEST RODMETERS (PIT SWORDS)  
H248 TROUBLESHOOT RODMETERS (PIT SWORDS)  
H251 RAISE RETRACTABLE RODMETERS (PIT SWORDS)  
H252 LOWER RETRACTABLE RODMETERS (PIT SWORDS)  
H260 CLEAN AND INSPECT DUMMY LOG CIRCUITS  
H261 TEST DUMMY LOG CIRCUITS  
H285 CLEAN AND INSPECT WIND DIRECTION AND SPEED DETECTORS  
H286 LUBRICATE COMPONENTS OF WIND DIRECTION AND SPEED DETECTORS  
H287 TEST WIND DIRECTION AND SPEED DETECTORS  
H305 CLEAN AND INSPECT VALVE POSITION INDICATING SYSTEMS  
H306 LUBRICATE COMPONENTS OF VALVE POSITION INDICATING SYSTEMS  
H307 TEST VALVE POSITION INDICATING SYSTEMS  
H308 ADJUST COMPONENTS OF VALVE POSITION INDICATING SYSTEMS  
H309 TROUBLESHOOT VALVE POSITION INDICATING SYSTEMS  
H310 REPAIR VALVE POSITION INDICATING SYSTEMS  
H311 REPLACE COMPONENTS OF VALVE POSITION INDICATING SYSTEMS  
H312 CLEAN AND INSPECT SALINITY INDICATOR PANELS  
H313 TEST SALINITY INDICATOR PANELS  
H314 ADJUST COMPONENTS OF SALINITY INDICATOR PANELS  
H318 CLEAN AND INSPECT SALINITY CELLS  
H319 TEST SALINITY CELLS  
H320 LUBRICATE COMPONENTS OF SALINITY CELLS  
H321 TROUBLESHOOT SALINITY CELLS  
H322 REPLACE SALINITY CELLS  
H323 CLEAN AND INSPECT DUMP VALVE SOLENOIDS  
H324 LUBRICATE COMPONENTS OF DUMP VALVE SOLENOIDS  
H325 TEST DUMP VALVE SOLENOIDS  
H326 ADJUST DUMP VALVE SOLENOIDS  
H327 TROUBLESHOOT DUMP VALVE SOLENOIDS  
H329 REPLACE COMPONENTS OF DUMP VALVE SOLENOIDS  
H330 CLEAN AND INSPECT BOILER WATER LEVEL INDICATING SYSTEMS  
H331 TEST BOILER WATER LEVEL INDICATING SYSTEMS  
H336 CLEAN AND INSPECT TEMPERATURE MONITORING SYSTEMS  
H337 TEST TEMPERATURE MONITORING SYSTEMS  
H338 ADJUST COMPONENTS OF TEMPERATURE MONITORING SYSTEMS  
H347 CLEAN AND INSPECT VENTILATION AIRFLOW INDICATORS  
H348 TEST VENTILATION AIRFLOW INDICATORS  
H349 ADJUST COMPONENTS OF VENTILATION AIRFLOW INDICATORS  
H350 TROUBLESHOOT VENTILATION AIRFLOW INDICATORS  
H352 REPLACE COMPONENTS OF VENTILATION AIRFLOW INDICATORS  
H353 CLEAN AND INSPECT VENTILATION AIRFLOW SENSORS  
H355 TEST VENTILATION AIRFLOW SENSORS

I. POWER GENERATION, STORAGE, AND MOTORS

- I372 CLEAN AND INSPECT MOTOR GENERATOR (MG) SETS
- I374 TEST MG SETS
- I376 SEAT MG SET BRUSHES
- I380 CLEAN AND INSPECT MG SET CONTROLLERS
- I386 CLEAN AND INSPECT STORAGE BATTERIES
- I387 TEST STORAGE BATTERIES
- I388 REGULATE SPECIFIC GRAVITY OF STORAGE BATTERIES
- I389 REPLACE STORAGE BATTERIES

J. FLIGHT DECK AND AVIATION SUPPORT SYSTEMS

- J396 CLEAN AND INSPECT STABILIZED GLIDE SLOPE INDICATING (GSI) SYSTEMS
- J397 LUBRICATE COMPONENTS OF GSI SYSTEMS
- J403 CLEAN AND INSPECT WAVE-OFF LIGHTS
- J404 TEST WAVE-OFF LIGHTS

K. AUXILIARY ELECTRICAL EQUIPMENT

- K409 CLEAN AND INSPECT ELECTRICAL COMPONENTS OF SHIP'S WHISTLES
- K411 TEST SHIP'S WHISTLES
- K413 TROUBLESHOOT ELECTRICAL COMPONENTS OF SHIP'S WHISTLES
- K423 CLEAN AND INSPECT IMPRESSED CURRENT CATHODIC PROTECTION (CAPOC) SYSTEMS
- K424 TEST CAPOC SYSTEMS

L. TECHNICAL ADMINISTRATION

- L457 REVIEW HAZARDOUS MATERIALS (HAZMAT) USERS GUIDE (HMUG)
- L458 CLEAN AND INSPECT HAZMAT CONTAINERS
- L435 DRAW SCHEMATIC DIAGRAMS
- L436 READ AND INTERPRET SCHEMATICS/BLEUPRINTS/SHIPS INFORMATION BOOKS
- L447 DOCUMENT IMPRESSED CURRENT CAPOC SYSTEM LOGS

**INTERIOR COMMUNICATIONS ELECTRICIAN SECOND CLASS (IC2)**

A. SWITCHES, PROTECTIVE DEVICES, AND CABLES

- A003 TROUBLESHOOT ABT
- A004 ADJUST COMPONENTS OF ABT
- A005 REPLACE COMPONENTS OF ABT
- A458 TEST FIBER OPTIC CABLES
- A459 TROUBLESHOOT FIBER OPTIC CABLES
- A013 REPAIR CABLES (OTHER THAN FIBER OPTIC)
- A022 TROUBLESHOOT CIRCUIT BREAKERS
- A023 REPLACE CIRCUIT BREAKERS

B. POWER DISTRIBUTION

- B033 ADJUST VOLTAGE REGULATORS
- B034 TROUBLESHOOT VOLTAGE REGULATORS
- B035 REPAIR VOLTAGE REGULATORS
- B036 REPLACE COMPONENTS OF VOLTAGE REGULATORS

B037 ALIGN IC SWITCHBOARDS (MAIN AND LOCAL)  
B038 CLEAN AND INSPECT COMPONENTS OF IC SWITCHBOARDS (MAIN AND LOCAL)  
B039 TEST IC SWITCHBOARDS  
B043 ALIGN ACTION CUTOFF (ACO) SWITCHBOARDS  
B044 CLEAN AND INSPECT COMPONENTS OF ACO SWITCHBOARDS  
B045 TEST ACO SWITCHBOARDS  
B052 TEST SWITCHBOARD METERS  
B053 REPLACE SWITCHBOARD METERS  
B055 TEST TRANSFORMERS  
B056 TROUBLESHOOT TRANSFORMERS  
B060 ADJUST COMPONENTS OF POWER SUPPLIES  
B061 TROUBLESHOOT POWER SUPPLIES  
B062 REPAIR POWER SUPPLIES  
B063 REPLACE COMPONENTS OF POWER SUPPLIES  
B066 TROUBLESHOOT IC TEST PANELS  
B067 REPAIR IC TEST PANELS

C. AMPLIFIED VOICE AND CALL SYSTEMS

C072 ADJUST COMPONENTS OF CENTRAL AMPLIFIER SYSTEMS (1MC, 5MC, ETC.)

D. TELEPHONE SYSTEMS

D153 TROUBLESHOOT SOUND-POWERED TELEPHONE AMPLIFIERS  
D154 REPAIR SOUND-POWERED TELEPHONE AMPLIFIERS  
D155 REPLACE COMPONENTS OF SOUND-POWERED TELEPHONE AMPLIFIERS

E. ALARMS AND WARNING SYSTEMS

E157 TEST TEMPERATURE ALARM SENSING DEVICES  
E158 TROUBLESHOOT TEMPERATURE ALARM SENSING DEVICES  
E161 TEST PRESSURE ALARM SENSING DEVICES  
E162 ADJUST PRESSURE ALARM SENSING DEVICES  
E163 TROUBLESHOOT PRESSURE ALARM SENSING DEVICES  
E168 ADJUST SECURITY ALARM SENSING DEVICES  
E169 TROUBLESHOOT SECURITY ALARM SENSING DEVICES  
E170 REPAIR SECURITY ALARM SENSING DEVICES  
E171 REPLACE SECURITY ALARM SENSING DEVICES  
E189 TROUBLESHOOT ALARM SWITCHBOARDS  
E190 REPAIR ALARM SWITCHBOARDS  
E191 REPLACE COMPONENTS OF ALARM SWITCHBOARDS

F. SHIP'S ENTERTAINMENT SYSTEMS

F460 ADJUST PA SETS  
F461 TROUBLESHOOT PA SETS  
F462 REPAIR PA SETS  
F463 REPLACE COMPONENTS OF PA SETS  
F193 CLEAN AND INSPECT SHIPS ENTERTAINMENT SYSTEMS

G. GYROCOMPASS SYSTEMS

G201 ADJUST COMPONENTS OF SYNC AMPS  
G202 TROUBLESHOOT SYNC AMPS

- G203 REPAIR SYNC AMPS
- G204 REPLACE COMPONENTS OF SYNC AMPS
- G209 ADJUST COMPONENTS OF GYROCOMPASS REPEATERS
- G210 TROUBLESHOOT GYROCOMPASS REPEATERS
- G211 REPAIR GYROCOMPASS REPEATERS
- G212 REPLACE COMPONENTS OF GYROCOMPASS REPEATERS

#### H. INDICATING AND METERING SYSTEMS

- H464 CLEAN AND INSPECT DIGITAL DEAD RECKONING TRACERS/INERTIAL NAVIGATION TACTICAL PLOTTING SYSTEMS (DDRT/INTPS)
- H465 TEST DDRT/INTPS
- H253 CLEAN AND INSPECT SPEED AND DISTANCE TRANSMITTERS (UNDERWATER LOGS)
- H254 LUBRICATE COMPONENTS OF SPEED AND DISTANCE TRANSMITTERS (UNDERWATER LOGS)
- H255 TEST SPEED AND DISTANCE TRANSMITTERS
- H262 TROUBLESHOOT DUMMY LOG CIRCUITS
- H263 REPAIR DUMMY LOG CIRCUITS
- H264 REPLACE COMPONENTS OF DUMMY LOG CIRCUITS
- H265 CLEAN AND INSPECT SHIPS CONTROL CONSOLES
- H266 LUBRICATE COMPONENTS OF SHIPS CONTROL CONSOLES
- H279 CLEAN AND INSPECT SHAFT TACHOMETERS
- H280 LUBRICATE COMPONENTS OF SHAFT TACHOMETERS
- H281 TEST SHAFT TACHOMETERS
- H288 ADJUST COMPONENTS OF WIND DIRECTION DETECTORS
- H289 TROUBLESHOOT WIND DIRECTION AND SPEED DETECTORS
- H290 REPAIR WIND DIRECTION AND SPEED DETECTORS
- H291 REPLACE COMPONENTS OF WIND DIRECTION AND SPEED DETECTORS
- H292 CLEAN AND INSPECT WIND DIRECTION AND SPEED TRANSMITTERS
- H293 LUBRICATE COMPONENTS OF WIND DIRECTION AND SPEED TRANSMITTERS
- H294 TEST WIND DIRECTION AND SPEED TRANSMITTERS
- H315 TROUBLESHOOT SALINITY INDICATOR PANELS
- H316 REPAIR SALINITY INDICATOR PANELS
- H317 REPLACE COMPONENTS OF SALINITY INDICATOR PANELS
- H332 ADJUST COMPONENTS OF BOILER WATER LEVEL INDICATING SYSTEMS
- H333 TROUBLESHOOT BOILER WATER LEVEL INDICATING SYSTEMS
- H334 REPAIR BOILER WATER LEVEL INDICATING SYSTEMS
- H335 REPLACE COMPONENTS OF BOILER WATER LEVEL INDICATING SYSTEMS
- H339 TROUBLESHOOT TEMPERATURE MONITORING SYSTEMS
- H340 REPAIR TEMPERATURE MONITORING SYSTEMS
- H341 REPLACE COMPONENTS OF TEMPERATURE MONITORING SYSTEMS
- H357 TROUBLESHOOT VENTILATION AIRFLOW SENSORS
- H359 REPLACE COMPONENTS OF VENTILATION AIRFLOW SENSORS
- H360 CLEAN AND INSPECT TANK LEVEL INDICATOR (TLI) SYSTEMS
- H361 TEST TLI SYSTEMS
- H362 ADJUST COMPONENTS OF TLI SYSTEMS
- H363 TROUBLESHOOT TLI SYSTEMS
- H364 REPAIR TLI SYSTEMS
- H365 REPLACE COMPONENTS OF TLI SYSTEMS

#### I. POWER GENERATION, STORAGE, AND MOTORS

- I375 ADJUST MG SET BRUSH RIGGING
- I377 TROUBLESHOOT MG SETS



- I378 REPAIR MG SETS
- I379 REPLACE COMPONENTS OF MG SETS
- I381 TEST MG SET CONTROLLERS
- I382 ADJUST COMPONENTS OF MG SET CONTROLLERS
- I383 TROUBLESHOOT MG SET CONTROLLERS
- I384 REPAIR MG SET CONTROLLERS
- I385 REPLACE COMPONENTS OF MG SET CONTROLLERS

J. FLIGHT DECK AND AVIATION SUPPORT SYSTEMS

- J398 TEST STABILIZED GSI SYSTEMS
- J466 CLEAN AND INSPECT HELICOPTER OPERATIONS SURVEILLANCE SYSTEMS (HOSS)
- J467 LUBRICATE HOSS COMPONENTS
- J468 TEST HOSS
- J469 CLEAN AND INSPECT COMPONENTS OF INTEGRATED LAUNCH AND RECOVERY TELEVISION SYSTEMS (ILARTS)
- J470 LUBRICATE COMPONENTS OF ILARTS SYSTEMS
- J471 ALIGN ILARTS SYSTEMS
- J472 TEST ILARTS SYSTEMS
- J473 INSPECT AND LUBRICATE FRESNEL LENS OPTICAL LANDING SYSTEM (FLOLS) DECK EDGE ASSEMBLIES

K. AUXILIARY ELECTRICAL EQUIPMENT

- K474 CLEAN AND INSPECT DATA MULTIPLEX SYSTEMS (DMS)
- K475 CLEAN AND INSPECT FIBER OPTIC DATA MULTIPLEX SYSTEMS (FODMS)

L. TECHNICAL ADMINISTRATION

- L476 REVIEW HAZMAT MATERIAL INVENTORIES
- L439 VERIFY EQUIPMENT CALIBRATION SCHEDULES (GENERAL PURPOSE ELECTRONIC TEST EQUIPMENT (GPETE), METROLOGY AND CALIBRATION (METCAL), ETC.)

**INTERIOR COMMUNICATIONS ELECTRICIAN FIRST CLASS (IC1)**

A. SWITCHES, PROTECTIVE DEVICES, AND CABLES

- A478 REPAIR FIBER OPTIC CABLES
- A479 REPLACE FIBER OPTIC CABLES
- A024 TEST PHASE SEQUENCE OF SHORE POWER CONNECTIONS

B. POWER DISTRIBUTION

- B040 TROUBLESHOOT IC SWITCHBOARDS
- B041 REPAIR COMPONENTS OF IC SWITCHBOARDS
- B042 REPLACE COMPONENTS OF IC SWITCHBOARDS
- B046 TROUBLESHOOT COMPONENTS OF ACO SWITCHBOARDS
- B047 REPAIR COMPONENTS OF ACO SWITCHBOARDS
- B048 REPLACE COMPONENTS OF ACO SWITCHBOARDS

C. AMPIFIED VOICE AND CALL SYSTEMS

- C073 TROUBLESHOOT CENTRAL AMPLIFIER SYSTEMS
- C074 REPAIR CENTRAL AMPLIFIER SYSTEMS
- C075 REPLACE COMPONENTS OF CENTRAL AMPLIFIER SYSTEMS

F. SHIP'S ENTERTAINMENT SYSTEMS

- F192 ALIGN SHIP'S ENTERTAINMENT SYSTEMS
- F194 TEST SHIP'S ENTERTAINMENT SYSTEMS

H. INDICATING AND METERING SYSTEMS

- H256 ADJUST COMPONENTS OF SPEED AND DISTANCE TRANSMITTERS
- H257 TROUBLESHOOT SPEED AND DISTANCE TRANSMITTERS
- H258 REPAIR SPEED AND DISTANCE TRANSMITTERS
- H259 REPLACE COMPONENTS OF SPEED AND DISTANCE TRANSMITTERS
- H267 TEST SHIP'S CONTROL CONSOLES
- H268 ADJUST COMPONENTS OF SHIP'S CONTROL CONSOLES
- H269 TROUBLESHOOT SHIP'S CONTROL CONSOLES
- H270 REPAIR SHIP'S CONTROL CONSOLES
- H271 REPLACE COMPONENTS OF SHIP'S CONTROL CONSOLES
- H282 TROUBLESHOOT SHAFT TACHOMETERS
- H283 REPAIR SHAFT TACHOMETERS
- H284 REPLACE COMPONENTS OF SHAFT TACHOMETERS
- H298 REPLACE COMPONENTS OF WIND DIRECTION AND SPEED TRANSMITTERS

J. FLIGHT DECK AND AVIATION SUPPORT SYSTEMS

- J480 CLEAN AND INSPECT VERTICAL TAKE-OFF OPTICAL LANDING SYSTEMS (VTOLS)

K. AUXILIARY ELECTRICAL EQUIPMENT

- K425 ADJUST COMPONENTS OF IMPRESSED CURRENT CAPOC SYSTEMS
- K426 TROUBLESHOOT CAPOC SYSTEMS
- K427 REPAIR CAPOC SYSTEMS
- K428 REPLACE COMPONENTS OF CAPOC SYSTEMS
- K481 TEST DMS
- K482 TEST FODMS

L. TECHNICAL ADMINISTRATION

- L483 INSPECT HAZMAT STORAGE AREAS
- L484 IMPLEMENT HAZMAT WASTE DISPOSAL METHODS
- L437 VERIFY ACCURACY OF SHIP'S BLUEPRINTS
- L438 VERIFY ACCURACY OF SYSTEM DIAGRAMS
- L444 PREPARE QUALITY ASSURANCE (QA) FORMS
- L446 PREPARE QA REPORTS
- L448 ANALYZE IMPRESSED CURRENT CAPOC SYSTEM LOGS
- L449 DOCUMENT GYRO COMPASS SERVICE LOGS

**CHIEF INTERIOR COMMUNICATIONS ELECTRICIAN (ICC)**

**H. INDICATING AND METERING SYSTEMS**

H250 REPLACE RODMETERS

**K. AUXILIARY ELECTRICAL EQUIPMENT**

K485 IDENTIFY FAULTS ON DMS MAINTENANCE GROUPS

K486 IDENTIFY DMS EXTERNAL SYSTEM INTERFACES (STEERING CONTROL SYSTEMS, MACHINERY CONTROL SYSTEMS, ETC)

K487 IDENTIFY FAULTS ON FODMS MAINTENANCE GROUPS

K488 IDENTIFY FODMS EXTERNAL SYSTEM INTERFACES

**L. TECHNICAL ADMINISTRATION**

L440 PREPARE CASUALTY REPORTS (CASREP)

L441 REVIEW CASREP

L442 PREPARE CASUALTY CORRECTION (CASCOR) REPORTS

L443 REVIEW CASCOR

L445 CONDUCT QA PROGRAM INSPECTIONS

L450 ANALYZE GYRO COMPASS SERVICE LOGS

**SENIOR CHIEF INTERIOR COMMUNICATIONS ELECTRICIAN (ICCS)**

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

**MASTER CHIEF ELECTRICIAN'S MATE (EMCM)**

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

# CHAPTER 45



## INTELLIGENCE SPECIALIST (IS)

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

INTELLIGENCE SPECIALIST (IS)



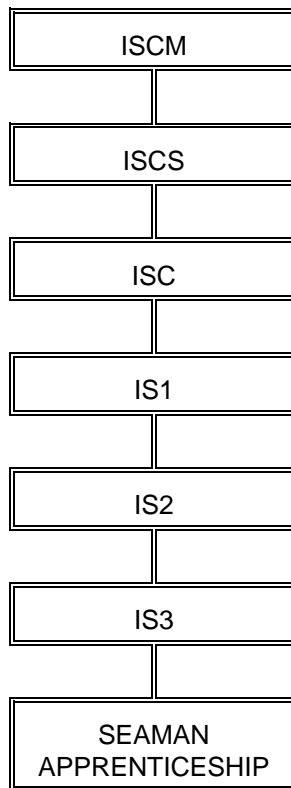
SCOPE OF RATING

Intelligence Specialists (IS) assist in every phase of the collection, processing, and dissemination of intelligence information; assemble and analyze multi-source operational intelligence of surface, sub-surface, and air weapons in support of intelligence briefings, reporting, and analytical programs; prepare and present intelligence briefings; prepare material for use in planning attack and photographic reconnaissance missions; prepare graphics (annotated photographs, plot sheets, mosaics, overlays, etc.); plot and prepare multi-sensor imagery; draft intelligence reports; provide input to and receive data from computerized intelligence systems, ashore and afloat; maintain intelligence files (photographs, maps, charts, photographic interpretation keys, etc.); and maintain and update intelligence libraries.

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These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 45.

**GENERAL INFORMATION**  
CAREER PATTERN



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

SPECIAL PHYSICAL REQUIREMENTS

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

CITIZENSHIP/SECURITY REQUIREMENTS

Must be a U.S. Citizen; eligible for clearance for access to special security information.

PERFORMANCE TESTS

None.

**SAFETY**

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

**INTELLIGENCE SPECIALIST (IS) FUNCTIONAL AREAS**

- A. INTELLIGENCE BRIEFINGS/REPORTS
- B. MAPS AND CHARTS
- C. TECHNICAL ADMINISTRATION
- D. INTELLIGENCE ANALYSIS
- E. BLUE FORCE CAPABILITIES
- F. INFORMATION SYSTEMS
- G. IMAGERY INTERPRETATION
- H. OPERATIONS
- I. INTELLIGENCE COLLECTION
- J. STRIKE

## INTELLIGENCE SPECIALIST THIRD CLASS (IS3)

### A. INTELLIGENCE BRIEFINGS/REPORTS

- A001 CREATE INTELLIGENCE COMPUTER GRAPHICS
- A002 CONDUCT PREPARED INTELLIGENCE BRIEFS (INCLUDING USE OF VISUAL AIDS)
- A004 DRAFT INTELLIGENCE SUMMARIES
- A005 DETERMINE AND GATHER MATERIALS/INFORMATION NEEDED FOR INTELLIGENCE BRIEFS
- A006 DRAFT BRIEFING PRESENTATIONS
- A009 DRAFT INTELLIGENCE REPORTS
- A012 CREATE INTELLIGENCE HARDCOPY GRAPHICS

### B. MAPS AND CHARTS

- B016 PREPARE MAP AND CHART OVERLAYS
- B017 PLOT GEOGRAPHIC COORDINATES
- B018 INVENTORY INTELLIGENCE MAPS AND CHARTS
- B019 ORDER MAPS AND CHARTS
- B020 VERIFY CURRENCY OF MAPS AND CHARTS
- B021 UPDATE MAPS AND CHARTS
- B023 MOUNT HARD COPY CHARTS
- B024 DISPLAY SOFT COPY CHARTS
- B025 INTERPRET LEGEND AND MARGINAL DATA
- B026 INTERPRET MILITARY SYMBOLOGY **(NOTE: TO PM CHANGE MADE AFTER APVD)**
- B027 ANNOTATE HARD COPY MAPS AND CHARTS
- B028 ANNOTATE SOFT COPY MAPS AND CHARTS
- B029 CALCULATE DISTANCE, COURSE, AND SPEED (MANUALLY)
- B030 DETERMINE GRID ZONE DESIGNATOR
- B031 PLOT UNIVERSAL TRANSVERSE MERCATOR (UTM) COORDINATES
- B032 IDENTIFY GEOGRAPHICAL LOCATIONS
- B033 CALCULATE DISTANCE, COURSE, AND SPEED USING AUTOMATED SYSTEMS
- B034 MANUALLY CALCULATE CLOSEST POINT OF APPROACH (CPA)
- B035 CALCULATE SPEED OF ADVANCE (MANUALLY)
- B036 PLOT DEAD RECKONING
- B037 PLOT LINE-OF-BEARINGS
- B038 PLOT ELLIPTICAL FIXES

### C. TECHNICAL ADMINISTRATION

- C040 MAKE CHANGES AND CORRECTIONS TO INTELLIGENCE PUBLICATIONS
- C041 INVENTORY INTELLIGENCE PUBLICATIONS
- C042 CREATE AND EDIT DOCUMENTS USING A WORD PROCESSOR
- C044 MAINTAIN INTELLIGENCE FILES
- C045 DRAFT CORRESPONDENCE
- C046 DRAFT NAVAL MESSAGES

### D. INTELLIGENCE ANALYSIS

- D054 RESEARCH ALL-SOURCE INTELLIGENCE
- D055 ANALYZE INTELLIGENCE INFORMATION THROUGH INDUCTIVE REASONING



- D056 ANALYZE INTELLIGENCE INFORMATION THROUGH DEDUCTIVE REASONING
- D057 EVALUATE RELIABILITY OF INTELLIGENCE SOURCES
- D074 CREATE TARGET INTELLIGENCE FOLDERS
- D076 PROVIDE TARGETING SUPPORT MATERIALS

#### F. INFORMATION SYSTEMS

- F099 IDENTIFY INFORMATION SYSTEMS PROBLEMS
- F100 TROUBLESHOOT INITIAL INFORMATION SYSTEMS
- F101 CREATE TACTICAL DATA BASES
- F102 ACCESS DATA BASES
- F103 QUERY DATA BASES
- F104 EXTRACT INFORMATION FROM DATA BASES
- F105 INPUT INTO DATA BASES

#### G. IMAGERY INTERPRETATION

- G107 CREATE ANNOTATED IMAGERY PRODUCTS
- G108 EVALUATE RESULTS OF PHOTO RECONNAISSANCE MISSIONS
- G110 DETERMINE DIMENSIONS OF AN OBJECT FOUND ON IMAGERY
- G111 DETERMINE IMAGERY SCALE
- G112 SET UP LIGHT TABLE FOR DIFFERENT TYPES OF HARD COPY IMAGERY
- G113 DETERMINE OBJECTS OF INTELLIGENCE INTEREST
- G115 MAINTAIN IMAGERY SECURITY
- G116 OPERATE LIGHT TABLE FUNCTIONS
- G117 ADJUST LIGHT TABLE OPTICS
- G118 SET UP HARD COPY IMAGERY FOR STEREO VIEWING
- G125 DETERMINE IMAGE SUITABILITY
- G133 LOCATE AND EXTRACT IMAGERY FROM A HARD COPY IMAGE LIBRARY
- G134 LOCATE AND EXTRACT IMAGERY FROM A DIGITAL SOFT COPY LIBRARY
- G139 CORRELATE A GEODETIC POINT ON A MAP TO THE SAME GEODETIC POINT ON IMAGERY
- G140 DETERMINE ELEVATIONS ON A MAP USING CONTOUR LINES
- G143 DETECT, IDENTIFY, AND CLASSIFY OBJECTS ON IMAGERY USING AN IMAGERY KEY
- G181 EVALUATE CONVENTIONAL FILM QUALITY
- G183 HANDLE FILM
- G184 SCAN IMAGES

#### H. OPERATIONS

- H188 UPDATE ORDER OF BATTLE FOR U.S./FRIENDLY FORCES
- H189 UPDATE SITUATION PLOTS
- H194 MAINTAIN MANUAL TACTICAL PLOT
- H195 MAINTAIN AUTOMATED TACTICAL PLOT
- H197 DETERMINE ORDER OF BATTLE FOR OPPOSING FORCES
- H198 DETERMINE ORDER OF BATTLE FOR OTHER/NEUTRAL FORCES
- H199 UPDATE ORDER OF BATTLE FOR OPPOSING FORCES
- H200 UPDATE ORDER OF BATTLE FOR OTHER/NEUTRAL FORCES
- H204 IDENTIFY CHARACTERISTICS OF SURFACE PLATFORMS
- H205 IDENTIFY CHARACTERISTICS OF AIR PLATFORMS
- H206 IDENTIFY CHARACTERISTICS OF WEAPON SYSTEMS

H207 IDENTIFY CHARACTERISTICS OF SUBSURFACE PLATFORMS  
H208 DETERMINE CAPABILITIES OF SURFACE PLATFORMS  
H209 DETERMINE CAPABILITIES OF AIR PLATFORMS  
H210 DETERMINE CAPABILITIES OF WEAPONS SYSTEMS  
H211 DETERMINE CAPABILITIES OF SUBSURFACE PLATFORMS  
H214 DETERMINE CAPABILITIES OF GROUND FORCES  
H217 PERFORM RADIO-TELEPHONE COMMUNICATIONS  
H218 IDENTIFY COMPOSITE WARFARE COMMANDER CALL SIGNS

I. INTELLIGENCE COLLECTION

I231 COLLECT DATA DURING COLLECTION OPPORTUNITY

**INTELLIGENCE SPECIALIST SECOND CLASS (IS2)**

A. INTELLIGENCE BRIEFINGS/REPORTS

A003 CONDUCT IMPROMPTU INTELLIGENCE BRIEFS  
A007 DETERMINE BRIEFING OBJECTIVES  
A008 DETERMINE BRIEFING REQUIREMENTS  
A010 REVIEW INTELLIGENCE REPORTS  
A011 EDIT INTELLIGENCE REPORTS  
A013 DRAFT INTELLIGENCE POINT PAPERS

B. MAPS AND CHARTS

B022 SELECT MAPS AND CHARTS FOR UNIT MISSION

C. TECHNICAL ADMINISTRATION

C039 ORDER INTELLIGENCE PUBLICATIONS  
C043 ESTABLISH INTELLIGENCE FILES  
C052 REVIEW/EDIT CORRESPONDENCE  
C053 REVIEW/EDIT NAVAL MESSAGES

D. INTELLIGENCE ANALYSIS

D058 CORRELATE LINE-OF-BEARING INFORMATION TO OTHER INTELLIGENCE INFORMATION  
D062 ANALYZE OVER-THE-HORIZON TARGETING DATA  
D064 DETERMINE AIR WARFARE THREATS AND INDICATORS  
D065 DETERMINE SURFACE WARFARE THREATS AND INDICATORS  
D066 DETERMINE UNDERSEA WARFARE THREATS AND INDICATORS  
D067 DETERMINE AMPHIBIOUS WARFARE THREATS AND INDICATORS  
D068 DETERMINE INFORMATION WARFARE THREATS AND INDICATORS  
D069 DETERMINE STRIKE WARFARE THREATS AND INDICATORS  
D070 ASSESS NON-U.S. INFORMATION WARFARE CAPABILITIES  
D071 DETERMINE SPECIAL WARFARE THREATS AND INDICATORS  
D072 PRIORITIZE THE THREAT  
D073 CREATE TARGET INTELLIGENCE FOLDERS  
D075 DETERMINE TARGET CHARACTERISTICS

- D077 PERFORM MISSION PLANNING THREAT ANALYSIS
- D078 CONDUCT MISSION ASSESSMENTS
- D079 PROVIDE INDICATIONS AND WARNINGS

E. BLUE FORCE CAPABILITIES

- E081 ASSESS FOREIGN/FRIENDLY FORCES CAPABILITIES
- E082 ASSESS U.S. MARITIME FORCE CAPABILITIES

F. INFORMATION SYSTEMS

- F095 DETERMINE LOCAL/ONBOARD SYSTEMS COMPONENT REQUIREMENTS
- F106 PREPARE REQUESTS FOR INFORMATION

G. IMAGERY INTERPRETATION

- G114 DETERMINE AVAILABLE IMAGERY RESOURCES
- G119 DISPLAY AND MANIPULATE SOFT COPY IMAGERY
- G123 DETERMINE IMAGERY HISTORY OF COVERAGE
- G126 DETERMINE PREDICTED IMAGERY COVERAGE
- G130 DETERMINE TIME ON TARGET AND NORTH DIRECTION OF AN IMAGE USING IMAGE TITLING
- G132 CREATE FORMATTED IMAGERY ANALYSIS TARGET REPORTS
- G135 DETERMINE IMAGE NIIRS RATING
- G137 CONDUCT STEREO IMAGERY INTERPRETATION
- G141 DETERMINE AVENUES OF APPROACH USING TERRAIN ANALYSIS
- G144 DETECT AND IDENTIFY ROAD, RAIL, AIR, AND WATER TRANSPORTATION COMPONENTS ON IMAGERY
- G145 DETECT AND IDENTIFY POWER AND FUEL NETWORKS ON IMAGERY
- G146 DETECT, IDENTIFY, AND TYPE MARITIME SHIPPING FACILITIES ON IMAGERY
- G147 DETECT, IDENTIFY, AND TYPE MARITIME SHIPPING ASSOCIATED STORAGE FACILITIES ON IMAGERY
- G148 DETECT, IDENTIFY, AND TYPE SURFACE COMBATANTS, SUBMARINES, MERCHANT SHIPS, AND AUXILIARIES ON IMAGERY
- G149 DETERMINE NAVAL ORDER OF BATTLE NORMALCY AND TABLE OF EQUIPMENT
- G150 DETECT, IDENTIFY, AND TYPE FIXED MISSILES AND MISSILE LAUNCHERS ON IMAGERY
- G151 DETECT, IDENTIFY, AND TYPE FIXED MISSILE CANISTERS AND MISSILE SUPPORT SYSTEMS ON IMAGERY
- G152 DETERMINE MISSILE ORDER OF BATTLE NORMALCY AND TABLE OF EQUIPMENT ON IMAGERY
- G153 DETECT, IDENTIFY AND TYPE FIXED WING AIRCRAFT ON IMAGERY
- G154 DETECT, IDENTIFY AND TYPE ROTARY WING AIRCRAFT ON IMAGERY
- G155 DETECT, IDENTIFY, AND TYPE AIRFIELDS AND AIR FACILITIES ON IMAGERY
- G159 DETERMINE AIR ORDER OF BATTLE NORMALCY AND TABLE OF EQUIPMENT
- G161 DETECT, IDENTIFY, AND TYPE FIXED COMMAND, CONTROL, AND COMMUNICATION SITES ON IMAGERY
- G163 DETECT, IDENTIFY AND TYPE RADAR EQUIPMENT ON IMAGERY
- G172 DETECT, IDENTIFY, AND TYPE INDUSTRIAL COMPLEXES ON IMAGERY
- G182 EVALUATE DIGITAL IMAGERY QUALITY

#### H. OPERATIONS

- H185 ANALYZE INTELLIGENCE REPORTS
- H186 ANALYZE OPERATIONAL REPORTS
- H187 DETERMINE ORDER OF BATTLE FOR U.S./FRIENDLY FORCES
- H190 DETERMINE TACTICAL GEOGRAPHIC CHARACTERISTICS
- H213 IDENTIFY KEY INDICATORS OF SURFACE WARFARE OPERATIONS
- H215 IDENTIFY KEY INDICATORS OF AIR WARFARE OPERATIONS
- H216 IDENTIFY KEY INDICATORS OF UNDERSEA WARFARE OPERATIONS
- H219 REVIEW INTELLIGENCE DISSEMINATION PLANS
- H220 PREPARE INTELLIGENCE INFORMATION FOR DISSEMINATION
- H221 DISSEMINATE INTELLIGENCE INFORMATION

### **INTELLIGENCE SPECIALIST FIRST CLASS (IS1)**

#### A. INTELLIGENCE BRIEFINGS/REPORTS

- A014 REVIEW INTELLIGENCE POINT PAPERS
- A015 EDIT INTELLIGENCE POINT PAPERS

#### C. TECHNICAL ADMINISTRATION

- C047 REVIEW OPERATION PLANS (OPLANS)
- C048 REVIEW OPERATION ORDERS (OPORDS)
- C049 COMPLY WITH OPERATION TASKS (OPTASKS)
- C050 REVIEW LOCA, THEATER, AND NATIONAL INTELLIGENCE PLANS, POLICIES, PROCEDURES, GUIDANCE, AND DOCTRINE FOR NAVAL JOINT AND COMBINED OPERATIONS

#### D. INTELLIGENCE ANALYSIS

- D059 DETERMINE ENVIRONMENTAL EFFECTS ON TACTICAL OPERATIONS
- D060 DETERMINE MISSION OBJECTIVES
- D080 COORDINATE ANALYSIS EFFORTS

#### E. BLUE FORCE CAPABILITIES

- E085 ASSESS U.S. TACTICAL SENSOR SYSTEMS CAPABILITIES

#### H. OPERATIONS

- H212 ASSESS REGIONAL GEOPOLITICAL SITUATIONS

#### I. INTELLIGENCE COLLECTION

- I223 DETERMINE COLLECTION ELEMENTS WITHIN STANDARD OPTASK INTEL
- I228 REVIEW STANDING INTELLIGENCE COLLECTION REQUIREMENTS
- I230 REVIEW ADHOC INTELLIGENCE COLLECTION REQUIREMENTS
- I234 ASSESS EFFECTIVENESS OF SHIPBOARD INTELLIGENCE COLLECTION TEAM
- I236 COORDINATE INTELLIGENCE COLLECTION PLAN

**CHIEF INTELLIGENCE SPECIALIST (ISC)**

**C. TECHNICAL ADMINISTRATION**

C051 DETERMINE THEATER INTELLIGENCE DOCTRINE ARCHITECTURE

**F. INFORMATION SYSTEMS**

F095 DETERMINE LOCAL/ONBOARD SYSTEMS COMPONENT REQUIREMENTS

F096 DETERMINE INTELLIGENCE SYSTEMS ARCHITECTURE

**G. IMAGERY INTERPRETATION**

G122 DETERMINE RELEASABILITY REQUIREMENTS

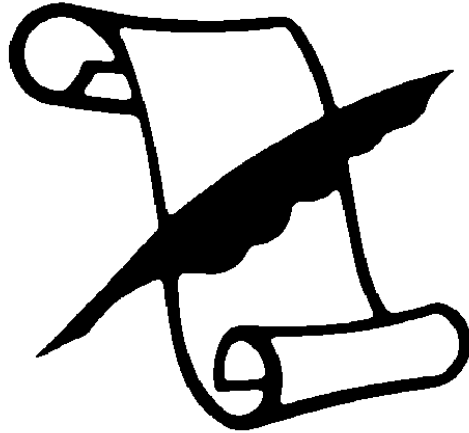
**SENIOR CHIEF INTELLIGENCE SPECIALIST (ISCS)**

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

**MASTER CHIEF INTELLIGENCE SPECIALIST (ISCM)**

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

# CHAPTER 46

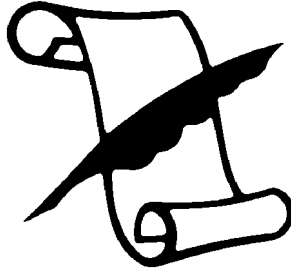


JOURNALIST  
(JO)

NAVPERS 18068-46B

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR  
JOURNALIST (JO)



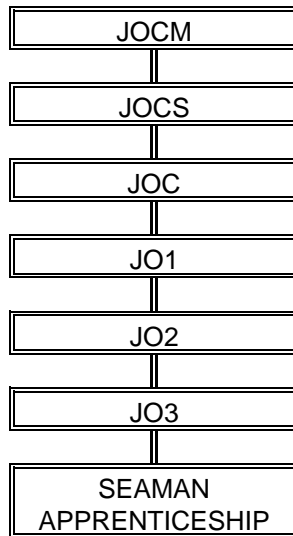
SCOPE OF RATING

Journalists (JO) assist public affairs officers and officers in command with public affairs; prepare material contributing to the Navy's Fleet Home Town News Program; write Navy news releases and feature articles from personal interviews, examination of messages and witnessing of events; take and process news photographs and write captions; coordinate special events; prepare histories; prepare material for commercial radio and television use; serve on the staff of Armed Forces Radio and Television stations; operate and schedule command internal information and programming for Shipboard Information Training and Entertainment (SITE) systems; prepare official correspondence and directives; prepare and lay out Navy publications, such as newspapers, command information brochures and cruise books; and assist in preparing speeches/presentations on naval topics.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 46.

NAVPERS 18068-46B

**GENERAL INFORMATION**  
CAREER PATTERN



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

SPECIAL PHYSICAL REQUIREMENTS

None.

CITIZENSHIP/SECURITY REQUIREMENTS

Must be eligible for access to classified information.

Performance Tests

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

**SAFETY**

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



**JOURNALIST (JO) FUNCTIONAL AREAS**

- A. BROADCASTING
- B. PUBLISHING
- C. VIDEOTAPING AND PHOTOGRAPHY
- D. EQUIPMENT MAINTENANCE
- E. PUBLIC AFFAIRS
- F. TECHNICAL ADMINISTRATION
- G. MANAGEMENT AND SUPERVISION

## JOURNALIST THIRD CLASS (JO3)

### A. BROADCASTING

- A001 PRODUCE RADIO PROGRAMS
- A002 DIRECT AUDIO PRODUCTIONS
- A003 CONDUCT INTERVIEWS
- A004 EVALUATE AUDIO PROGRAM MUSIC
- A005 EVALUATE RADIO PROGRAMMING
- A006 AIR PRE-RECORDED AUDIO PRODUCTS
- A007 PROGRAM RADIO BROADCAST COMPUTER DATABASES
- A008 PROGRAM RADIO BROADCASTS (MANUALLY)
- A009 MIX AUDIO SOURCES
- A010 PATCH AUDIO INPUTS AND OUTPUTS
- A011 SET AUDIO LEVELS
- A012 MONITOR AUDIO LEVELS
- A013 WRITE RADIO SPOT SCRIPTS
- A014 EDIT RADIO SPOT SCRIPTS
- A015 PROOFREAD RADIO SPOT SCRIPTS
- A016 SEARCH MUSIC INVENTORY DATABASE RECORDS
- A017 UPDATE MUSIC INVENTORY DATABASES
- A018 DUPLICATE AUDIO TAPES
- A019 EVALUATE VIDEO PROGRAMMING
- A020 PLACE CONTROL TRACK ON VIDEO TAPES
- A021 DUPLICATE VIDEO TAPES
- A023 ADJUST VIDEO LEVELS
- A024 MIX VIDEO SOURCES
- A025 DESIGN VIDEO PRODUCTION SETS
- A026 SET UP TV LIGHTING STANDS
- A027 EDIT VIDEOTAPES
- A028 CUE VIDEO RECORDINGS
- A029 WRITE TELEVISION CHARACTER GENERATOR (CG)/ROLLERS
- A030 EDIT TELEVISION CHARACTER GENERATOR (CG)/ROLLERS
- A031 PROOFREAD TELEVISION CHARACTER GENERATOR (CG)/ROLLERS
- A032 PRODUCE VIDEO PROMOTIONS
- A033 DIRECT VIDEO PRODUCTIONS
- A034 SHOOT ELECTRONIC NEWS GATHERING (ENG) SUPPORTING VIDEOS
- A035 OPERATE SHIPBOARD INFORMATION TRAINING AND ENTERTAINMENT (SITE) SYSTEMS
- A036 AIR LIVE SHIPBOARD INFORMATION TRAINING AND ENTERTAINMENT (SITE) SYSTEMS PROGRAMS
- A037 SCRIPT BROADCASTING NEWS COPY
- A038 EDIT BROADCASTING NEWS COPY
- A039 PROOFREAD BROADCASTING NEWS COPY
- A040 ANNOUNCE ON-AIR BROADCASTS
- A041 PACK ELECTRONIC NEWS GATHERING (ENG) EQUIPMENT
- A042 SCRIPT ELECTRONIC NEWS GATHERING (ENG) STORIES
- A043 PRODUCE ELECTRONIC NEWS GATHERING (ENG) STORIES
- A044 OPERATE TELEVISION STUDIO CAMERAS
- A045 PRODUCE TELEVISION PROGRAMS
- A046 WRITE TELEVISION SPOT SCRIPTS
- A047 EDIT TELEVISION SPOT SCRIPTS
- A048 PROOFREAD TELEVISION SPOT SCRIPTS
- A049 PRODUCE TELEVISION NEWSCASTS
- A050 DIRECT TELEVISION NEWS PRODUCTIONS
- A051 SET UP LIVE BROADCASTING EQUIPMENT

B. PUBLISHING

- B052 FORMAT DATA STORAGE MEDIUMS
- B053 RESEARCH STORIES
- B054 WRITE HARD NEWS STORIES
- B055 WRITE FOLLOW-UP STORIES
- B056 WRITE SPORTS STORIES
- B057 WRITE FEATURE STORIES
- B058 WRITE STOCK STORIES
- B068 LAY OUT NEWSPAPER PAGES
- B070 UPDATE NEWSPAPER ARCHIVES
- B072 VERIFY DATA AND PROCESS FLEET HOMETOWN NEWS FORMS
- B073 WRITE FLEET HOMETOWN NEWS SERVICE FEATURE STORIES
- B074 UPDATE NEWSPAPER AND MAGAZINE CLIP FILE ARCHIVES
- B084 WRITE COMMAND NEWSLETTERS AND FAMILYGRAMS
- B085 EDIT COMMAND NEWSLETTERS
- B086 PROOFREAD COMMAND NEWSLETTERS
- B087 COORDINATE NEWS COVERAGE
- B091 COMPILE INTERVIEW QUESTIONS
- B092 CREATE PICTURE STORY SHOOTING SCRIPTS
- B093 LOCALIZE NAVY NEWS WIRE STORIES
- B099 EDIT NEWS AND FEATURE STORIES FOR COPYRIGHT, LIBEL, SLANDER, AND PRIVACY ACT VIOLATIONS

C. VIDEOTAPING AND PHOTOGRAPHY

- C099 ELECTRONICALLY CAPTURE VIDEO IMAGES
- C100 SELECT VIDEO CAMERA FILTERS
- C101 VIDEOTAPE EVOLUTIONS
- C102 VIDEOTAPE SPORTING EVENTS
- C103 VIDEOTAPE OFFICIAL CEREMONIES
- C105 SHOOT FEATURE STORIES AND HOMETOWN NEWS RELEASE PHOTOS
- C107 ADJUST WHITE-BALANCE OF VIDEO CAMERAS
- C108 DOWNLOAD DIGITAL PHOTOGRAPHY
- C109 PROCESS DIGITAL PHOTOGRAPHY

D. EQUIPMENT MAINTENANCE

- D110 CLEAN AND INSPECT CAMERA LENSES
- D111 PERFORM AUDIO EQUIPMENT FUNCTIONAL CHECKS
- D112 CLEAN AUDIO TAPE RECORDER HEADS
- D113 PERFORM VIDEO EQUIPMENT FUNCTIONAL CHECKS
- D114 CLEAN AND INSPECT DIGITAL CAMERAS
- D115 PERFORM DIGITAL CAMERA FUNCTIONAL CHECKS

E. PUBLIC AFFAIRS

- E139 ROLE PLAY IN MEDIA TRAINING
- E148 ASSEMBLE WELCOME ABOARD KITS
- E149 FILE PUBLIC AFFAIRS DIRECTIVES AND MESSAGE TRAFFIC

F. TECHNICAL ADMINISTRATION

- F159 SCHEDULE INTERVIEWS (RADIO, TELEVISION, AND PUBLICATION)
- F160 GENERATE COMPUTER DATABASE BROADCAST LOGS
- F161 GENERATE BROADCAST LOGS (MANUALLY)

- F162 DEVELOP BROADCAST SCHEDULES
- F163 DEVELOP MONTHLY BROADCAST REPORTS
- F164 LOG RADIO REQUEST DATA
- F165 CREATE RADIO AND TELEVISION PROGRAM LOGS
- F166 REVIEW RADIO AND TELEVISION PROGRAM LOGS
- F167 RECORD BROADCAST LOGS INFORMATION
- F169 UPDATE AUDIO RECORDING LIBRARIES
- F170 UPDATE VIDEO TAPE COMPUTER DATABASE LIBRARIES
- F171 UPDATE VIDEO TAPE LIBRARIES (MANUALLY)
- F172 UPDATE ELECTRONIC NEWS GATHERING (ENG) STOCK FOOTAGE LIBRARIES
- F173 PACKAGE PRE-RECORDED VIDEO PROGRAM SHIPMENTS
- F174 INVENTORY AUDIOVISUAL EQUIPMENT
- F176 SCHEDULE STUDIO TIME (RADIO AND TELEVISION)
- F182 INVENTORY RADIO AND TELEVISION PRODUCTS
- F187 REVIEW HAZARDOUS MATERIAL USER'S GUIDE (HMUG)
- F188 REVIEW HAZARDOUS MATERIAL (HAZMAT) INVENTORY
- F189 REVIEW MATERIAL SAFETY DATA SHEETS (MSDS)

### **JOURNALIST SECOND CLASS (JO2)**

#### **B. PUBLISHING**

- B060 WRITE HEADLINES (TRIPODS, HAMMERS, CROSSLINES, ETC)
- B064 PROOFREAD NEWSPAPER STORIES
- B067 PUBLISH NEWSPAPERS (OTHER THAN OFFSET)
- B075 EVALUATE NAVY NEWS SOURCE STORIES
- B080 EVALUATE PHOTOGRAPHS FOR PUBLICATION
- B081 CROP, SCALE, AND PREPARE ARTWORK
- B090 CREATE PHOTO READY COPY
- B094 CONSTRUCT COMMAND WORLD WIDE WEB (WWW) HOME PAGES
- B095 UPDATE COMMAND WORLD WIDE WEB (WWW) HOME PAGES
- B096 UPLOAD DIGITAL IMAGES TO COMMAND WORLD WIDE WEB (WWW) HOME PAGES
- B097 UPLOAD TEXT TO COMMAND WORLD WIDE WEB (WWW) HOME PAGES
- B098 UPLOAD GRAPHICS TO COMMAND WORLD WIDE WEB (WWW) HOME PAGES

#### **C. VIDEOTAPING AND PHOTOGRAPHY**

- C104 PHOTOGRAPH COMMAND FUNCTIONS AND CEREMONIES
- C106 EXAMINE PHOTOGRAPH QUALITY

#### **E. PUBLIC AFFAIRS**

- E121 RECORD NEWS RELEASE LOG DATA
- E150 COMPILE ANNUAL COMMAND HISTORY

#### **F. TECHNICAL ADMINISTRATION**

- F168 SCREEN PROPOSED RADIO TOPICS
- F175 SCHEDULE RADIO AND TELEVISION PROGRAMS
- F177 SCREEN PRINT PRODUCTS
- F178 FORMAT BROADCAST SCHEDULES

**JOURNALIST FIRST CLASS (JO1)**

**B. PUBLISHING**

B059 WRITE CUTLINES  
B061 EDIT CUTLINES AND HEADLINES  
B062 EDIT NEWSPAPER STORIES  
B063 EDIT MAGAZINE STORIES  
B065 PROOFREAD MAGAZINE STORIES  
B071 DRAFT NEWS RELEASES  
B076 WRITE FULL-LENGTH PHOTO FEATURE STORIES  
B077 RESEARCH MEDIA MARKETING OPPORTUNITIES  
B079 MARKET STORIES TO EXTERNAL MEDIA  
B088 PROOFREAD GALLEY AND PAGE PROOFS

**E. PUBLIC AFFAIRS**

E122 RESEARCH MEDIA INQUIRIES RESPONSES  
E131 DRAFT PUBLIC AFFAIRS DIRECTIVES  
E149 ASSEMBLE PRESS KITS  
E151 WRITE ANNUAL COMMAND HISTORY  
E200 RELEASE PUBLIC AFFAIRS DIRECTIVES AND MESSAGE TRAFFIC

**F. TECHNICAL ADMINISTRATION**

F183 WRITE SURVEYS  
F184 CONDUCT SURVEYS  
F185 EVALUATE SURVEY RESULTS  
F186 SCREEN PROGRAMMING CONTENT FOR HOST NATION SENSITIVITIES

**G. MANAGEMENT AND SUPERVISION**

G193 ANALYZE PUBLIC AFFAIRS CAMPAIGN RESULTS

**CHIEF JOURNALIST (JOC)**

**B. PUBLISHING**

B089 SCREEN COPY FOR COPYRIGHT INFRINGEMENTS, LIBEL, AND SLANDER

**E. PUBLIC AFFAIRS**

E117 ESTABLISH COMMAND SPEAKERS BUREAU  
E118 RESEARCH SPEECHES  
E119 WRITE SPEECHES  
E123 DRAFT MEDIA INQUIRIES RESPONSES  
E124 COORDINATE MEDIA INQUIRIES RESPONSES  
E125 PROVIDE PUBLIC INQUIRIES INFORMATION  
E126 ESCORT MEDIA (HOMECOMINGS, DEPLOYMENTS, ETC)  
E127 ESCORT DISTINGUISHED VISITORS  
E128 COORDINATE REQUIREMENTS OF EMBARKED NEWS MEDIA  
E129 WRITE PUBLIC AFFAIRS PLANS  
E130 UPDATE PUBLIC AFFAIRS PLANS  
E132 CONDUCT PUBLIC AFFAIRS BRIEFS

- E133 COORDINATE NAVY PUBLIC AFFAIRS PROJECTS
- E134 COORDINATE CEREMONIES AND SPECIAL EVENTS
- E135 WRITE PUBLIC AFFAIRS ANNEXES
- E136 DEVELOP CONTINGENCY AND CRISIS PUBLIC AFFAIRS PLANS
- E137 DIRECT PUBLIC AFFAIRS COVERAGE
- E138 BRIEF OFFICIALS FOR MEDIA INTERVIEWS
- E140 PLAN MEDIA EXCHANGES
- E141 ESTABLISH MEDIA GROUND RULES
- E142 DEVELOP MEDIA OPERATING PROCEDURES
- E143 ESTABLISH COMMAND INFORMATION BUREAUS
- E144 COORDINATE NEWS CONFERENCES
- E145 SCREEN MILITARY IMPACT MEDIA STORIES
- E147 COORDINATE AIRCRAFT FLYOVER REQUESTS
- E154 NEGOTIATE CRUISE BOOK PHOTO SUPPORT

G. MANAGEMENT AND SUPERVISION

- G192 SCHEDULE NEWS CONFERENCES
- G194 SCHEDULE CIVILIAN AND NEWS MEDIA PERSONNEL EMBARKATION
- G195 SCHEDULE SPECIAL EVENTS NEWS COVERAGE
- G196 EVALUATE EVENT NEWS WORTHINESS
- G197 PREPARE BROADCASTING STATION BUDGETS
- G198 COORDINATE INTERNAL MEDIA NEWS RELEASES
- G199 COORDINATE EXTERNAL MEDIA NEWS RELEASES

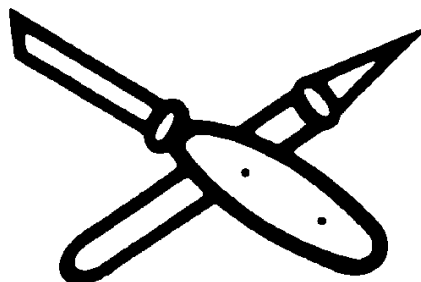
**SENIOR CHIEF JOURNALIST (JOCS)**

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

**MASTER CHIEF JOURNALIST (JOCM)**

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

# CHAPTER 47



## LITHOGRAPHERS (LI)

NAVPERS 18068-47C

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR  
LITHOGRAPHER (LI)



SCOPE OF RATING

Lithographers (LI) perform graphic reproduction using lithographic and digital processes; utilize desktop publishing systems; perform process camera operations; perform film assembly operations; produce lithographic plates; operate high-speed copiers and digital duplicators; operate sheet fed and stream fed offset presses; operate bindery equipment troubleshoot and repair mechanical and digital reprographic equipment -- these skills apply to single and multi-color printing.

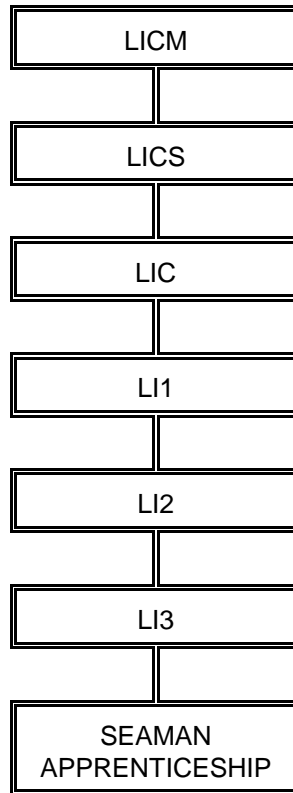
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These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 47.

NAVPERS 18068-47C



**GENERAL INFORMATION**  
CAREER PATTERN



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

SPECIAL PHYSICAL REQUIREMENTS

None.

CITIZENSHIP/SECURITY REQUIREMENTS

Must be eligible for access to classified information.

**SAFETY**

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

\*Denotes Revision, CH-29

LITHOGRAPHER (LI) FUNCTIONAL AREAS

- A. PRINTING MANAGEMENT
- B. ELECTRONIC PRE-PRESS
- C. COPY CAMERA OPERATION
- D. FILM ASSEMBLY
- E. PLATEMAKING
- F. ELECTRONIC PUBLISHING SYSTEMS
- G. EQUIPMENT MAINTENANCE
- H. OFFSET PRESS OPERATIONS
- I. DIGITAL DUPLICATOR OPERATIONS
- J. COPIER OPERATIONS
- K. PAPER AND INK
- L. BINDERY

## LITHOGRAPHER THIRD CLASS (LI3)

### A. PRINTING MANAGEMENT

- A001 PREPARE ELECTRONIC OR CONVENTIONAL PRINTING JOB WORK JACKETS
- A002 REPRODUCE CLASSIFIED MATERIALS
- A003 RECORD JOINT CONGRESSIONAL PRINT (JCP FORM 5) INVENTORIES
- A004 REVIEW MATERIAL SAFETY DATA SHEETS (MSDS)
- A005 REVIEW HAZARDOUS MATERIAL (HAZMAT) USERS GUIDES
- A006 CLEAN AND INSPECT HAZARDOUS MATERIAL (HAZMAT) CONTAINERS

### B. ELECTRONIC PRE-PRESS

- B007 OPERATE PERSONAL COMPUTERS
- B008 OPERATE DIGITAL DUPLICATORS
- B009 CREATE TEXT
- B010 SPELLCHECK TEXT
- B011 EDIT TEXT
- B012 FORMAT TEXT
- B013 FILE TEXT
- B014 CREATE SINGLE-PAGE LAYOUTS
- B015 CREATE MULTI-PAGE LAYOUTS
- B016 CREATE FRAME-BASED LAYOUTS
- B017 PROOFREAD LAYOUTS
- B018 EDIT LAYOUTS
- B019 CONDUCT SEARCH AND REPLACE FUNCTIONS
- B020 CHECK JOB SPECIFICATIONS PROOF SHEETS
- B021 SCALE COPY AND PHOTOGRAPHS
- B022 CROP PHOTOGRAPHS
- B023 LAYOUT PROJECT DIMENSIONS (POINTS, PICAS, INCHES, ETC)
- B024 CREATE DIRECTORIES AND SUBDIRECTORIES
- B025 UPDATE DIRECTORIES AND SUBDIRECTORIES
- B026 IMPORT TEXT AND GRAPHICS
- B027 SCAN IMAGES
- B028 EDIT SCANNED IMAGES
- B029 VERIFY OPTIMAL FILE SIZES
- B030 SAVE DIGITAL HALFTONE FILES
- B031 PRINT DOCUMENTS
- B032 FORMAT STORAGE MEDIA (FLOPPY DISKETTES, TAPES, ETC)
- B033 COPY STORAGE MEDIA (FLOPPY DISKETTES, TAPES, ETC)
- B034 VERIFY STORAGE MEDIA (FLOPPY DISKETTES, TAPES, ETC)

### C. COPY CAMERA OPERATIONS

- C035 MEASURE TONAL RANGES
- C036 MIX PHOTOGRAPHIC SOLUTIONS
- C037 SELECT FILM (SIZE, THICKNESS, ETC)
- C038 SELECT FILTERS TO HOLD AND DROP COLORS
- C039 SELECT HALFTONE SCREENS
- C040 PRODUCE LINE NEGATIVES
- C041 PRODUCE HALFTONE NEGATIVES

- C042 PRODUCE FILM NEGATIVES AND POSITIVES
- C043 INSPECT NEGATIVES
- C044 IDENTIFY NEGATIVE DIFFICULTIES
- C045 MAKE NEGATIVE CORRECTIONS
- C046 ENLARGE AND REDUCE IMAGES
- C047 PERFORM COPY CAMERA OPERATOR CHECKS
- C048 PERFORM TEMPERATURE CONTROL SINK OPERATOR CHECKS
- C049 PERFORM FILM DRYER OPERATOR CHECKS

D. FILM ASSEMBLY

- D050 PREPARE JOB DUMMY IMPOSITIONS
- D051 PREPARE JOB FLATS
- D052 ASSEMBLE NEGATIVES ON MASKING SHEETS
- D053 OPAQUE NEGATIVES AND POSITIVES

E. PLATEMAKING

- E054 PERFORM VACUUM FRAME OPERATOR CHECKS
- E055 EXPOSE PRE-SENSITIZED PLATES (VACUUM FRAME)
- E056 PERFORM PHOTO-DIRECT PLATEMAKER OPERATOR CHECKS
- E057 EXPOSE PHOTO-DIRECT PLATES
- E058 PROCESS PRE-SENSITIZED PLATES
- E059 INSPECT PRINTING PLATES
- E060 PRESERVE METAL PRINTING PLATES
- E061 PERFORM PHOTO-DIRECT PLATEMAKING CAMERA OPERATOR CHECKS

F. ELECTRONIC PUBLISHING SYSTEMS

- F062 LOG WORK REQUESTS
- F063 CREATE JOB TICKETS
- F064 MODIFY JOB TICKETS
- F065 FILE JOB TICKETS
- F066 LOAD DOCUMENTS
- F067 MODIFY DOCUMENTS
- F068 FILE DOCUMENTS
- F069 SELECT PRINT DESTINATIONS
- F070 MODIFY PRINT ATTRIBUTES
- F071 SELECT BINDERY OPTIONS
- F072 SELECT IMAGE QUALITIES (TINT, BRIGHTNESS, SHARPNESS, ETC)
- F073 MERGE IMAGES
- F074 REPLACE IMAGES
- F075 DIGITALLY MASK AREAS
- F076 DIGITALLY COPY AREAS

G. EQUIPMENT MAINTENANCE

- G077 CLEAN AND LUBRICATE COPY CAMERAS
- G078 TEST AND INSPECT COPY CAMERAS
- G079 CLEAN AND LUBRICATE PHOTO-DIRECT PLATEMAKING CAMERAS
- G080 TEST AND INSPECT TEMPERATURE CONTROL SINKS

- G081 CLEAN AND LUBRICATE FILM DRYERS
- G082 TEST AND INSPECT FILM DRYERS
- G083 CLEAN AND LUBRICATE STRIPPING ROOM EQUIPMENT
- G084 CLEAN AND LUBRICATE PHOTO-DIRECT PLATEMAKERS
- G085 TEST AND INSPECT PHOTO-DIRECT PLATEMAKERS
- G086 CLEAN AND LUBRICATE VACUUM FRAMES
- G087 TEST AND INSPECT VACUUM FRAMES
- G088 CLEAN SCANNER GLASS
- G089 CHECK FUSER AGENT LEVELS
- G090 REPLENISH FUSER AGENTS
- G091 CHECK DRY INK LEVELS
- G092 REPLENISH DRY INKS
- G093 REMOVE AND REPLACE STITCHER HEADS
- G094 REMOVE AND REPLACE BINDER TAPES
- G095 CLEAN AND LUBRICATE SHEET FED PRESSES
- G096 TEST AND INSPECT SHEET FED PRESSES
- G097 CLEAN AND SHARPEN PAPER DRILL BITS
- G098 CLEAN AND LUBRICATE FOLDERS
- G099 TEST AND INSPECT FOLDERS
- G100 TEST AND INSPECT IN-LINE STITCHERS
- G101 CLEAN AND LUBRICATE STANDARD STITCHERS
- G102 TEST AND INSPECT STANDARD STITCHERS
- G103 CLEAN AND LUBRICATE COLLATORS
- G104 TEST AND INSPECT COLLATORS
- G105 CLEAN AND INSPECT COMPUTER KEYBOARDS
- G106 PERFORM FUNCTIONAL CHECKS ON IMPACT PRINTERS/PLOTTERS (DOT, MATRIX, DAISY WHEEL, ETC)
- G107 CLEAN AND INSPECT IMPACT PRINTERS/PLOTTERS
- G108 PERFORM FUNCTIONAL CHECKS ON NON-IMPACT PRINTERS/PLOTTERS (LASER, THERMAL, ETC)
- G109 CLEAN AND INSPECT NON-IMPACT PRINTERS/PLOTTERS

#### H. OFFSET PRESS OPERATIONS

- H110 PRODUCE PRINTED PRODUCTS
- H111 PREPARE PRESS FOUNTAIN SOLUTIONS
- H112 PERFORM SHEET FED PRESSES OPERATOR CHECKS
- H113 PERFORM PRESS CLEAN UP

#### I. DIGITAL DUPLICATOR OPERATIONS

- I114 REMOVE AND REPLACE PRINT CYLINDERS
- I115 REMOVE AND REPLACE COLOR CARTRIDGES
- I116 REMOVE AND REPLACE THERMAL MASTER CARTRIDGES
- I117 PERFORM DIGITAL DUPLICATOR OPERATOR CHECKS

#### J. COPIER OPERATIONS

- J118 SELECT PAPER REQUIREMENTS (SIZE, COLOR, WEIGHT, ETC)
- J119 LOAD PAPER

- J120 SELECT PRINT REQUIREMENTS (QUANTITY, SINGLE OR DUPLEX, ETC)
- J121 SELECT FINISHING REQUIREMENTS (COLLATE, STAPLE, FOLD, ETC)
- J122 COPY DOCUMENTS
- J123 CLEAR PAPER JAMS
- J124 REPLACE TONER CARTRIDGES

K. PAPER AND INK

- K125 SELECT INKS
- K126 SELECT PAPER

L. BINDERY

- L127 PERFORM PAPER CUTTER OPERATIONAL CHECKS
- L128 CHANGE PAPER CUTTER STICKS
- L129 PERFORM OPERATOR CHECKS ON PAPER DRILLS
- L130 DRILL HOLES IN PAPER
- L131 SCORE AND PERFORATE PAPER
- L132 COMPLETE REQUIRED CUTS FROM STOCK PAPER SIZES
- L133 TRIM FINISHED WORK
- L134 COLLATE PAGES
- L135 PERFORM IN-LINE STITCHER OPERATOR CHECKS
- L136 PERFORM STANDARD STITCHER OPERATOR CHECKS
- L137 STITCH FINISHED WORK
- L138 APPLY PADDING CEMENT
- L139 SEPARATE PADDED JOBS
- L140 PROGRAM MULTIPLE PAGE FOLDERS
- L141 PROGRAM TABLE TOP FOLDERS
- L142 PERFORM FOLDER OPERATOR CHECKS
- L143 ADJUST TRIMMER SIZE
- L144 ADJUST FOLDER TO JOB SIZES
- L145 LOCK OR UNLOCK COMPILER MODULES
- L146 CHANGE COMPILER PLATES
- L147 ADJUST COMPILER MODULE FOR STOCK SIZES
- L148 ADJUST STITCHER
- L149 POSITION STITCHER HEADS
- L150 POSITION CLINCHERS
- L151 ADJUST PAPER STOPS

**LITHOGRAPHER SECOND CLASS (LI2)**

A. PRINTING MANAGEMENT

- A152 REVIEW HAZARDOUS MATERIAL (HAZMAT) INVENTORIES
- A153 INSPECT HAZARDOUS MATERIAL (HAZMAT) STORAGE AREAS
- A154 UPDATE PRINTING JOB LOGS
- A155 REVIEW PRINTING JOB LOGS
- A156 PERFORM PRODUCTION QUALITY CONTROL INSPECTIONS
- A157 UPDATE DOCUMENT AUTOMATION CENTER (DAC) TECHNICAL LIBRARIES
- A158 CONDUCT JOINT CONGRESSIONAL PRINT (JCP FORM 5) INVENTORIES

- A159 REVIEW WORK REQUESTS
- A160 MONITOR CLASSIFIED MATERIAL REPRODUCTION

B. ELECTRONIC PRE-PRESS

- B161 UPDATE DOCUMENT AUTOMATION CENTER (DAC) SOFTWARE REQUIREMENTS
- B162 PREPARE DIGITAL SPOT OR PROCESS COLOR REPRODUCTION LAYOUTS
- B163 INSTALL AND UPGRADE MICROCOMPUTER SOFTWARE PACKAGES
- B164 INSPECT COMPUTER WORK STATIONS FOR UNAUTHORIZED SOFTWARE
- B165 PURGE UNAUTHORIZED AND CLASSIFIED SOFTWARE FROM COMPUTER WORK STATIONS
- B166 DIAGNOSE MICROCOMPUTER VIRUS INFECTIONS
- B167 REMOVE VIRUS INFECTIONS
- B168 SUBMIT VIRUS INFECTION INCIDENT REPORTS

C. COPY CAMERA OPERATIONS

- C169 CALIBRATE DENSITOMETERS
- C170 PERFORM FILM PROCESSORS OPERATOR CHECKS
- C171 TROUBLESHOOT COPY CAMERAS
- C172 CORRECT COPY CAMERA FAULTS

D. FILM ASSEMBLY

- D173 VERIFY JOB DUMMY IMPOSITIONS
- D174 VERIFY JOB FLATS

E. PLATEMAKING

- E175 IDENTIFY PLATE FAULTS

F. ELECTRONIC PUBLISHING SYSTEMS

- F176 MONITOR JOB MANAGER FILES
- F177 UPDATE JOB MANAGER FILES
- F178 SELECT PUBLISHING SYSTEMS DIAGNOSTIC ICONS (KEY OPERATOR LEVEL)
- F179 TROUBLESHOOT PUBLISHING SYSTEMS FAULTS (KEY OPERATOR LEVEL)
- F180 ISOLATE PUBLISHING SYSTEMS FAULTS (KEY OPERATOR LEVEL)
- F181 CORRECT PUBLISHING SYSTEMS FAULTS (KEY OPERATOR LEVEL)
- F182 CREATE CUSTOMER ACCOUNTS
- F183 UPDATE ELECTRONIC JOB TICKETS
- F184 MONITOR NETWORK JOB FILES
- F185 PRODUCE DIGITAL SPOT OR PROCESS COLOR REPRODUCTIONS

G. EQUIPMENT MAINTENANCE

- G186 REMOVE AND REPLACE MECHANICAL COMPONENTS OF COPY CAMERAS
- G187 REMOVE AND REPLACE MECHANICAL COMPONENTS OF FILM DRYERS
- G188 REMOVE AND REPLACE MECHANICAL COMPONENTS OF VACUUM FRAMES
- G189 REMOVE AND REPLACE MECHANICAL COMPONENTS OF SHEET FED PRESSES

- G190 REMOVE AND REPLACE MECHANICAL COMPONENTS OF COLLATORS
- G191 REMOVE AND REPLACE MECHANICAL COMPONENTS OF PHOTO-DIRECT PLATE MAKING CAMERAS
- G192 CLEAN AND LUBRICATE FILM PROCESSORS
- G193 TEST AND INSPECT FILM PROCESSORS
- G194 REMOVE AND REPLACE MECHANICAL COMPONENTS OF FILM PROCESSORS
- G195 CHANGE PAPER CUTTER KNIFE BLADES
- G196 REMOVE AND REPLACE IN-LINE STITCHERS MECHANICAL COMPONENTS
- G197 REMOVE AND REPLACE STANDARD STITCHERS MECHANICAL COMPONENTS
- G198 REMOVE AND REPLACE MECHANICAL COMPONENTS OF FOLDERS

I. DIGITAL DUPLICATOR OPERATIONS

- I199 REMOVE AND REPLACE MECHANICAL COMPONENTS OF DIGITAL DUPLICATORS
- I200 TROUBLESHOOT DIGITAL DUPLICATORS (OPERATOR LEVEL)

J. COPIER OPERATIONS

- J201 UPDATE CUSTOMER COPY ACCOUNTS

**LITHOGRAPHER FIRST CLASS (LI1)**

A. PRINTING MANAGEMENT

- A202 IMPLEMENT HAZARDOUS MATERIAL (HAZMAT) WASTE DISPOSAL METHODS
- A203 CONDUCT PRODUCTION PLANNING
- A204 CALCULATE OPERATING COSTS
- A205 PROVIDE TECHNICAL PRINTING ASSISTANCE
- A206 RESEARCH PRINTING EQUIPMENT AND MATERIALS PROCUREMENT
- A207 VERIFY JOINT CONGRESSIONAL PRINTING (JCP FORM 5) REPORTS
- A208 PROVIDE TECHNICAL GUIDANCE ON PRINTING EQUIPMENT INSTALLATION
- A209 CALCULATE PRINTING JOB COSTS (ESTIMATE)
- A210 MONITOR PRINTING QUALITY CONTROL PROGRAMS

F. ELECTRONIC PUBLISHING SYSTEMS

- F211 ENABLE DOCUMENT HANDLERS
- F212 ENABLE BOOKLET MAKERS (FOLDERS)
- F213 ENABLE COLLATORS
- F214 ENABLE BINDERS
- F215 CREATE MERGE LIBRARIES
- F216 CREATE SPECIAL PAGES
- F217 EDIT SPECIAL PAGES
- F218 ADJUST IMAGE DENSITIES
- F219 CREATE USER SECURITY PROFILES
- F220 CREATE USER ACCESS FILES
- F221 MONITOR USER ACCESS FILES
- F222 DELETE USER ACCESS FILES
- F223 SET JOB TICKET DEFAULTS



- F224 SET ADMINISTRATOR SWITCH DEFAULTS
- F225 SET NETWORK SITE SETTING WINDOWS

J. COPIER OPERATIONS

- J226 VERIFY CUSTOMER COPY ACCOUNTS

**CHIEF LITHOGRAPHER (LIC)**

A. PRINTING MANAGEMENT

- A227 SUBMIT OPERATING BUDGETS
- A228 MAKE PRINTING EQUIPMENT AND MATERIAL PROCUREMENT RECOMMENDATIONS
- A229 ADVISE COMMAND ON PRINTING REGULATIONS
- A230 MONITOR COMMAND SILVER RECOVERY PROGRAM
- A231 MONITOR COMPLIANCE OF COPYRIGHT LAWS

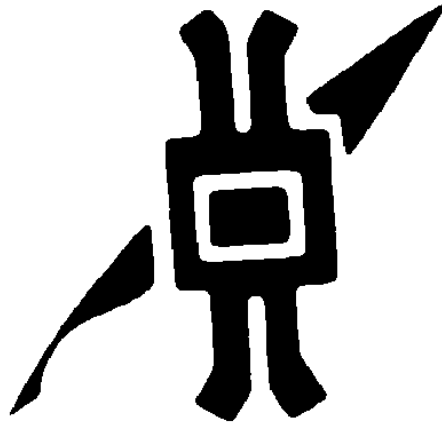
**SENIOR CHIEF LITHOGRAPHER (LICS)**

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

**MASTER CHIEF LITHOGRAPHER (LICM)**

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

# CHAPTER 48

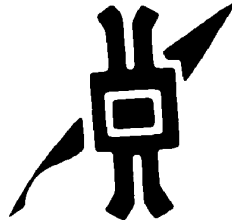


LEGALMAN  
(LN)

NAVPERS 18068-48B

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR  
LEGALMAN (LN)



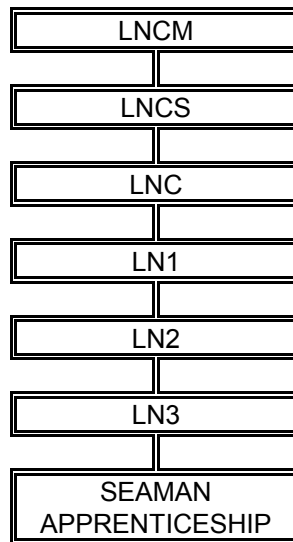
SCOPE OF RATING

Legalmen (LN) perform paralegal duties under the direction and supervision of Judge Advocates in providing and administering legal services, including matters concerned with military justice, administrative discharges, claims, admiralty law and legal assistance; record and transcribe proceedings of courts martial, courts of inquiry, investigations and military commissions and prepare and submit necessary records and reports; prepare correspondence; conduct interviews; perform legal research of pertinent material for evaluation; and provide advice and assistance to personnel and command on matters of legal administration.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 48.

NAVPERS 18068-48B

**GENERAL INFORMATION**  
CAREER PATTERN



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

SPECIAL PHYSICAL REQUIREMENTS

Normal hearing; no speech impediment. Refer to Chapter 15 of the Manual of the Medical Department, U.S. Navy for details on hearing and speech requirements.

CITIZENSHIP/SECURITY REQUIREMENTS

Must be eligible for access to classified information.

PERFORMANCE TESTS

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

**SAFETY**

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

**LEGALMAN (LN) FUNCTIONAL AREAS**

- A. MANAGEMENT AND SUPERVISION
- B. GENERAL ADMINISTRATION
- C. TECHNICAL ADMINISTRATION
- D. PERSONNEL SUPPORT

## **LEGALMAN THIRD CLASS (LN3)**

### **B. GENERAL ADMINISTRATION**

- B061 MAINTAIN LAW LIBRARIES
- B176 MAINTAIN LEGAL DIRECTIVES AND PUBLICATIONS
- B180 PREPARE STANDARD NAVAL LETTERS, BUSINESS LETTERS AND ENDORSEMENTS
- B181 ROUTE CORRESPONDENCE
- B182 SERIALIZE AND MAIL CORRESPONDENCE
- B183 OPEN AND MAINTAIN FILES
- B184 TRANSFER, PURGE AND DISPOSE OF FILES AND RECORDS
- B185 PREPARE SERVICE RECORD ENTRIES

### **C. TECHNICAL ADMINISTRATION**

- C009 PREPARE AND MAINTAIN UNIT PUNISHMENT BOOK
- C012 PREPARE AND PROCESS LETTERS OF INDEBTEDNESS
- C030 ASSEMBLE RECORDS OF TRIAL
- C032 DISTRIBUTE RECORDS OF TRIAL
- C054 PREPARE ARTICLE 31 UNIFORM CODE OF MILITARY JUSTICE (UCMJ) WARNINGS
- C057 TRANSCRIBE ARTICLE 32 UNIFORM CODE OF MILITARY JUSTICE (UCMJ) INVESTIGATION REPORTS
- C068 NOTIFY PERSONNEL OF TRIAL DATE, TIME, PLACE, ETC
- C073 DRAFT APPOINTING/CONVENING ORDERS
- C074 DRAFT ADMINISTRATIVE SEPARATION BOARD DOCUMENTS
- C075 DRAFT REPORTS AND DISPOSITION OF OFFENSES
- C076 DRAFT TRIAL RESULTS
- C078 RECORD COURT PROCEEDINGS
- C079 TRANSCRIBE COURTS-MARTIAL PROCEEDINGS
- C082 SCHEDULE COURTROOMS
- C083 SETUP COURTROOMS
- C086 PREPARE CONFINEMENT ORDERS
- C087 PREPARE CORRECTIONAL CUSTODY, RESTRICTION AND EXTRA DUTY ORDERS
- C088 RECORD NON-JUDICIAL PUNISHMENT (NJP) RESULTS
- C129 PREPARE NON-JUDICIAL PUNISHMENT (NJP) NOTIFICATION AND APPEAL FORMS
- C130 CONDUCT NON-JUDICIAL PUNISHMENT (NJP) NOTIFICATION AND APPEAL COUNSELING
- C133 PREPARE FINDINGS AND SENTENCING WORKSHEETS
- C150 PREPARE CHARGE SHEETS
- C161 PREPARE ADMINISTRATIVE PAGE 13 COUNSELING AND WARNING FORMS
- C188 OPERATE COURT REPORTING/TRANSCRIPTION EQUIPMENT
- C189 MARK EXHIBITS
- C190 RECORD ADMINISTRATIVE SEPARATION BOARD PROCEEDINGS
- C191 TRANSCRIBE ADMINISTRATIVE SEPARATION BOARD PROCEEDINGS
- C192 PREPARE AND PROCESS PAPERWORK FOR UNAUTHORIZED ABSENCE OFFENDERS
- C193 PREPARE CLAIM FILES
- C194 EXAMINE PERSONNEL CLAIMS ACT (PCA) CLAIMS

### **D. PERSONNEL SUPPORT**

- D172 PREPARE POWER OF ATTORNEY DOCUMENTS

## **LEGALMAN SECOND CLASS (LN2)**

### **A. MANAGEMENT AND SUPERVISION**

A062 ADMINISTER JUDGE ADVOCATE GENERALS MANAGEMENT INFORMATION SYSTEM (JAGMIS) TIME-MANAGEMENT COMPUTER PROGRAMS

### **B. GENERAL ADMINISTRATION**

B015 ESTABLISH SERVICE RECORD ACCOUNTABILITY  
B023 DRAFT ADMINISTRATIVE REPORTS  
B186 DRAFT POINT PAPERS

### **C. TECHNICAL ADMINISTRATION**

C008 DRAFT LEGAL BRIEFS  
C025 REVIEW PERSONNEL RECORDS  
C027 COLLECT AND SAFEGUARD EVIDENCE  
C029 REVIEW DOCUMENTED EVIDENCE  
C035 CONDUCT JUDGE ADVOCATE GENERAL MANUAL (JAGMAN) ADMINISTRATIVE INVESTIGATIONS  
C036 WRITE ADMINISTRATIVE INVESTIGATION REPORTS  
C039 CONDUCT LIMITED CLAIMS INVESTIGATIONS  
C041 REVIEW LIMITED CLAIMS INVESTIGATION REPORTS  
C047 REVIEW CRIMINAL INVESTIGATION REPORTS  
C055 CONDUCT ARTICLE 31 UNIFORM CODE OF MILITARY JUSTICE (UCMJ) COUNSELING  
C064 CONDUCT ELECTRONIC AND GENERAL LEGAL RESEARCH  
C065 RESEARCH COURTS-MARTIAL CASES  
C066 RESEARCH NON-JUDICIAL PUNISHMENT (NJP) CASES  
C069 PREPARE CHARGES AND SPECIFICATIONS  
C071 DRAFT COURTS-MARTIAL ORDERS (CMO)  
C072 DRAFT ADMINISTRATIVE SEPARATION TRANSMITTAL LETTERS  
C080 REVIEW CHARGE SHEETS  
C081 REVIEW COURTS-MARTIAL TRANSCRIPTS  
C084 DRAFT PRETRIAL AGREEMENTS  
C093 PREPARE DRUG LABORATORY REPORT REQUESTS  
C096 DRAFT CONVENING AUTHORITY'S (CA) ACTION  
C140 DRAFT OTHER THAN HONORABLE (OTH) SEPARATION IN LIEU OF TRIAL BY COURTS-MARTIAL REQUESTS  
C145 DRAFT NONJUDICIAL PUNISHMENT (NJP) APPEAL ENDORSEMENTS  
C158 INTERVIEW WITNESSES  
C159 TAKE WITNESSES' STATEMENTS  
C162 CONDUCT PAGE 13 ADMINISTRATIVE COUNSELINGS/WARNINGS  
C195 PREPARE SEARCH AND SEIZURE DOCUMENTS  
C196 CONDUCT VICTIMS' WITNESSES' ASSISTANCE PROGRAM (VWAP) SEXUAL ASSAULT VICTIM INTERVENTION PROGRAM (SAVI)  
C197 PREPARE ADMINISTRATIVE SEPARATION PROCESSING NOTICE (NOTIFICATION PROCEDURE)  
C198 PREPARE ADMINISTRATIVE SEPARATION PROCESSING NOTICE (ADMINISTRATIVE BOARD PROCEDURE)  
C199 CONDUCT ADMINISTRATIVE SEPARATION PROCESSING COUNSELING  
C200 REVIEW ADMINISTRATIVE SEPARATION BOARD TRANSCRIPTS

D. PERSONNEL SUPPORT

- D174 CONDUCT INITIAL LEGAL ASSISTANCE INTERVIEWS
- D211 PERFORM THE DUTIES OF A FEDERAL NOTARY
- D212 CONDUCT VOLUNTARY INCOME TAX ASSISTANCE (VITA)
- D213 CONDUCT ELECTRONIC FILING (ELF) OF INCOME TAX DOCUMENTS
- D214 PREPARE IMMIGRATION AND NATURALIZATION DOCUMENT

**LEGALMAN FIRST CLASS (LN1)**

A. MANAGEMENT AND SUPERVISION

- A004 EVALUATE POLICY STATEMENTS

B. GENERAL ADMINISTRATION

- B018 DRAFT PUNITIVE/ADMINISTRATIVE INSTRUCTIONS
- B024 REVIEW ADMINISTRATIVE REPORTS
- B175 ESTABLISH AND MAINTAIN REPORTS CONTROL SYSTEMS
- B187 REVIEW GENERAL CORRESPONDENCE

C. TECHNICAL ADMINISTRATION

- C042 CONDUCT LINE OF DUTY INVESTIGATIONS
- C043 PREPARE LINE OF DUTY INVESTIGATION REPORTS
- C044 REVIEW LINE OF DUTY INVESTIGATION REPORTS
- C059 DRAFT MILITARY JUSTICE CASE ADVICE AND RECOMMENDATIONS
- C106 REVIEW PRIVACY ACT REQUESTS COMPLIANCE
- C107 REVIEW FREEDOM OF INFORMATION ACT (FOIA) COMPLIANCE
- C109 MAINTAIN CLAIMS ACCOUNTING SYSTEMS
- C123 COMPILE AND REVIEW LEGAL ASSISTANCE STATISTICS
- C125 DRAFT LEGAL ASSISTANCE REPORTS
- C146 REVIEW ARTICLE 138 COMPLAINTS
- C152 INVESTIGATE NON-SUPPORT COMPLAINTS
- C153 INVESTIGATE PATERNITY COMPLAINTS
- C201 PREPARE STAFF JUDGE ADVOCATE RECOMMENDATIONS
- C202 PREPARE, COORDINATE AND TRANSCRIBE BOARDS OF INQUIRIES COURTS OF INQUIRIES
- C203 REVIEW ADMINISTRATIVE INVESTIGATION REPORTS
- C204 DRAFT ADMINISTRATIVE INVESTIGATION ENDORSEMENTS
- C205 DRAFT PRIVACY ACT REQUEST RESPONSES
- C206 DRAFT FREEDOM OF INFORMATION ACT (FOIA) RESPONSES
- C207 COORDINATE AND CONDUCT SERVICE OF PROCESS WITH CIVIL AUTHORITIES
- C208 PREPARE DELIVERY AGREEMENTS FOR TURNOVER OF PERSONNEL TO CIVIL AUTHORITIES
- C209 COMPUTE CLAIMS RECONSIDERATIONS
- C210 COMPUTE CARRIER RECOVERY REQUESTS

D. PERSONNEL SUPPORT

- D113 DRAFT WILLS
- D132 PREPARE AFFIDAVITS



**CHIEF LEGALMAN (LNC)**

**A. MANAGEMENT AND SUPERVISION**

- A001 EVALUATE NAVAL LEGAL SERVICE OFFICE (NLSO) , TRIAL SERVICE OFFICE (TSO) STAFF JUDGE ADVOCATE (SJA) COMMAND JUDGE ADVOCATE (CJA) PERSONNEL REQUIREMENTS
- A002 EVALUATE NAVAL LEGAL SERVICE OFFICE (NLSO) , TRIAL SERVICE OFFICE (TSO) STAFF JUDGE ADVOCATE (SJA) COMMAND JUDGE ADVOCATE (CJA) EQUIPMENT REQUIREMENTS
- A005 MAINTAIN OFFICE BUDGET
- A155 MAINTAIN DATA BASED MANAGEMENT SYSTEMS
- A164 VERIFY ENLISTED PROGRAM ELIGIBILITY
- A171 DRAFT BUDGET EXPENDITURE REPORTS
- A177 DRAFT CIVILIAN POSITION DESCRIPTIONS
- A178 DRAFT CIVILIAN AWARD RECOMMENDATIONS
- A179 INVESTIGATE AND DRAFT CIVILIAN REMOVAL AND DISCIPLINARY ACTION

**C. TECHNICAL ADMINISTRATION**

- C053 REVIEW CLAIMS INVESTIGATION REPORTS
- C091 PREPARE INITIAL PRE-TRIAL CONFINEMENT OFFICER LETTERS

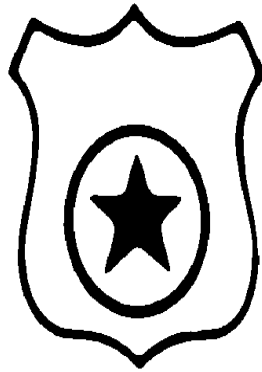
**SENIOR CHIEF LEGALMAN (LNCS)**

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

**MASTER CHIEF LEGALMAN (LNCM)**

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

# CHAPTER 49



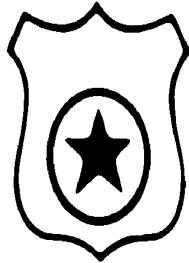
## MASTER-AT-ARMS (MA)

NAVPERS 18068-49B

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

MASTER-AT-ARMS (MA)



SCOPE OF RATING

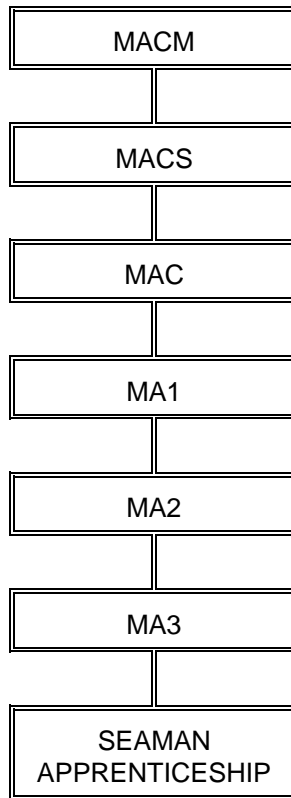
Master-At-Arms (MA) perform, conduct or advise appropriate personnel on matters of investigations, interrogations, apprehension, crime prevention, preservation of crime scenes and evidence, enforcement of orders, and regulations, shore patrol, and crowd control; implement, develop, conduct, physical security policy, plans, programs, and assessments; recommend enhancement to physical security of navy bases, installations, property, and personnel; supervise and train security forces in antiterrorism defense and weapons proficiency; assist commands in establishing terrorist threat conditions and implementing defensive measures to combat threat.

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These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 49.

NAVPERS 18068-49B

**GENERAL INFORMATION**  
CAREER PATTERN



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

SPECIAL PHYSICAL REQUIREMENTS

None.

CITIZENSHIP/SECURITY REQUIREMENTS

Must be eligible for access to classified information.

**SAFETY**

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

**MASTER-AT-ARMS (MA) FUNCTIONAL AREAS**

- A. LEGAL
- B. LAW ENFORCEMENT AND INVESTIGATIONS
- C. EVIDENCE
- D. PHYSICAL SECURITY
- E. GENERAL DUTIES
- F. TECHNICAL ADMINISTRATION
- G. ANTITERRORISM/FORCE PROTECTION

### **MASTER-AT-ARMS THIRD CLASS (MA3)**

#### **A. LEGAL**

- A001 READ AND EXPLAIN UCMJ ARTICLE 31 TO MILITARY SUSPECTS
- A002 INFORM ACCUSED OF CHARGES
- A003 INFORM PERSONNEL OF MASTS/COURT-MARTIAL (TIME/LOCATION/UNIFORM, ETC)
- A004 BRIEF SUSPECTS ON EXECUTIVE OFFICER'S INQUIRY (XOI)/NON JUDICIAL PUNISHMENT (NJP) PROCEDURES
- A005 OFFICIATE AT XOI
- A006 OFFICIATE AT CAPTAIN'S MASTS
- A007 MAINTAIN ORDER AT COURTS-MARTIAL AND CAPTAIN'S MASTS
- A008 TESTIFY AT OFFICIAL PROCEEDINGS
- A011 IDENTIFY FACTS OF PROBABLE CAUSE FOR COMMAND AUTHORIZED SEARCHES
- A013 INFORM COMMANDS OF PERSONNEL DETAINED IN CUSTODY
- A017 READ AND EXPLAIN MIRANDA RIGHTS TO CIVILIAN SUSPECTS
- A018 IDENTIFY LIMITS OF JURISDICTIONAL AUTHORITY
- A019 IDENTIFY AND EMPLOY USE OF FORCE/DEADLY FORCE

#### **B. LAW ENFORCEMENT AND INVESTIGATIONS**

- B020 INVESTIGATE OFFENSES OF THE UNIFORM CODE OF MILITARY JUSTICE (UCMJ)
- B022 COORDINATE SEARCHES
- B023 CONDUCT SEARCHES
- B024 CONDUCT SURVEILLANCE
- B025 IDENTIFY NARCOTICS AND DANGEROUS DRUGS
- B026 COORDINATE DETECTOR DOG SEARCHES
- B027 COORDINATE DETECTOR DOG INSPECTIONS
- B030 APPREHEND SUSPECTS
- B031 ISSUE AND RECEIVE WEAPONS AND AMMUNITION
- B032 CONDUCT FIELD SOBRIETY TESTS
- B033 ADMINISTER BREATHALYZER TESTS
- B036 CONDUCT AND RECORD INTERROGATIONS AND INTERVIEWS
- B037 ASSIGN CASE CONTROL NUMBERS
- B038 CONDUCT PATROLS (VEHICLE, FOOT, ETC)
- B039 PERFORM FINGERPRINTING TECHNIQUES
- B040 PERFORM WEAPONS QUALIFICATIONS
- B041 PERFORM WEAPONS REQUALIFICATIONS
- B042 PERFORM CRISIS INTERVENTION (DOMESTIC DISTURBANCES, SUICIDE, ETC)
- B043 CONDUCT STOPS (ROUTINE, FELONY, ETC)
- B044 IMPLEMENT VICTIM/WITNESS RIGHTS AND RESPONSIBILITIES PROGRAM
- B047 RESPOND TO ALARMS
- B048 RESPOND TO BOMB THREATS
- B050 COMMUNICATE WITH TWO WAY RADIOS
- B051 DISPATCH SECURITY PERSONNEL
- B052 CONDUCT FIELD TESTS
- B055 CONDUCT BUILDING CHECKS
- B056 CONDUCT SECURITY LIGHTING CHECKS
- B057 CONDUCT PERIMETER CHECKS
- B058 DIRECT TRAFFIC (VEHICLE/PEDESTRIAN)
- B059 INVESTIGATE VEHICLE ACCIDENTS
- B060 DETERMINE VEHICLE SPEED WITH RADAR SYSTEMS
- B061 MONITOR AND REPORT POTENTIAL OFF LIMITS AREAS/ESTABLISHMENTS

- B062 PATROL OFF LIMITS AREAS
- B063 INVESTIGATE ABANDONED VEHICLES
- B064 INVENTORY EMERGENCY VEHICLE EQUIPMENT

#### C. EVIDENCE

- C065 SAFEGUARD EVIDENCE AND PRESERVE EVIDENCE CHAIN OF CUSTODY
- C066 SECURE CRIME SCENES
- C067 SECURE ACCIDENT SCENES
- C068 INSPECT CRIME SCENES
- C069 INSPECT ACCIDENT SCENES
- C070 DOCUMENT CRIME SCENE EVIDENCE (PHOTOGRAPHY, DRAWINGS, ETC)
- C071 DOCUMENT ACCIDENT SCENE EVIDENCE (PHOTOGRAPHY, MEASUREMENTS, ETC)
- C072 PRESERVE CRIME SCENE EVIDENCE
- C074 SEIZE EVIDENCE/CONTRABAND
- C075 MARK AND TAG EVIDENCE/CONTRABAND

#### D. PHYSICAL SECURITY

- D084 CONTROL ACCESS POINTS TO SECURITY AREAS
- D086 STOW WEAPONS
- D088 SAFEGUARD KEYS
- D089 MONITOR ALARM SYSTEMS
- D090 TEST ALARM SYSTEMS
- D091 MONITOR AND INSPECT MASTER-AT-ARMS (MAA) COMMUNICATIONS SYSTEMS
- D097 CONDUCT ACCESS CONTROL INSPECTIONS

#### E. GENERAL DUTIES

- E087 STOW SPECIAL EQUIPMENT
- E115 INSTRUCT URINALYSIS OBSERVERS
- E116 COORDINATE URINALYSIS COLLECTION
- E118 MONITOR DAILY MUSTER REPORT FOR UNAUTHORIZED ABSENTEES (UA)
- E121 CONTROL PERSONNEL LINES
- E122 MONITOR LIBERTY PARTIES
- E125 ISSUE UNIFORM DEFICIENCY SLIPS
- E126 MUSTER RESTRICTED PERSONNEL
- E127 ESCORT RESTRICTED PERSONNEL
- E128 PREPARE RESTRICTED PERSONNEL REPORT
- E129 RESTRAIN PERSONNEL APPLYING (PART)
- E130 ENGRAVE PERSONAL PROPERTY
- E131 CONDUCT INSPECTIONS (SWEEPERS, TAPS, ETC)
- E132 MONITOR CLOSED CIRCUIT TELEVISION SECURITY SYSTEMS
- E133 PROVIDE SECURITY ESCORT SERVICES
- E134 PERFORM HONORS AND CEREMONIES (SEA BURIAL, CHANGE OF COMMAND, ETC)
- E135 APPLY LAW ENFORCEMENT CODE OF ETHICS
- E136 APPLY SAFE PRACTICES REGARDING BLOODBORN PATHOGENS
- E140 OPERATE EMERGENCY VEHICLES
- E142 LIAISON WITH OTHER LAW ENFORCEMENT AGENCIES (NAVAL CRIMINAL INVESTIGATIVE SERVICE (NCIS), LOCAL, ETC)
- E143 REVIEW HAZARDOUS MATERIAL USER'S GUIDE (HMUG)
- E145 REVIEW MATERIAL SAFETY DATA SHEETS (MSDS)
- E149 PROCESS AWARDEES FOR CORRECTIONAL CUSTODY UNIT/BRIG
- E150 COLLECT UNIFORMS/GOVERNMENT PROPERTY FROM DISCIPLINARY DISCHARGE

F. TECHNICAL ADMINISTRATION

- F151 PREPARE URINALYSIS DOCUMENTS (LEDGER, LABELS, CUSTODY DOCUMENTS, ETC)
- F154 PREPARE INCIDENT/COMPLAINT REPORTS (OPNAV 5527/1)
- F155 PROCESS INCIDENT/COMPLAINT REPORTS
- F156 PREPARE TRAFFIC ACCIDENT REPORTS (OPNAV 5527/1A)
- F157 PROCESS TRAFFIC ACCIDENT REPORTS
- F158 PREPARE VOLUNTARY STATEMENTS (WITNESS) (OPNAV 5527/2)
- F159 PROCESS VOLUNTARY STATEMENTS (WITNESS)
- F160 PREPARE CIVILIAN SUSPECTS ACKNOWLEDGMENT AND WAIVER OF RIGHTS
- F161 PROCESS CIVILIAN SUSPECTS ACKNOWLEDGMENT AND WAIVER OF RIGHTS
- F162 PREPARE PERMISSIVE AUTHORIZATION FOR SEARCH AND SEIZURE (OPNAV 5527/16)
- F163 PROCESS PERMISSIVE AUTHORIZATION FOR SEARCH AND SEIZURE
- F164 PREPARE MILITARY SUSPECTS ACKNOWLEDGMENT AND WAIVER OF RIGHTS FORMS
- F165 PROCESS MILITARY SUSPECTS ACKNOWLEDGMENT AND WAIVER OF RIGHTS FORMS
- F168 PREPARE EVIDENCE TAGS (INDEX OR ADHESIVE) (OPNAV 5527/17A, 5527/17B)
- F169 PREPARE DESK JOURNALS (OPNAV 5527/19)
- F170 REVIEW DESK JOURNALS
- F171 PREPARE FIELD INTERVIEW CARDS (OPNAV 5527/21)
- F172 PROCESS FIELD INTERVIEW CARDS
- F173 PREPARE EVIDENCE/PROPERTY CUSTODY DOCUMENTS (OPNAV 5527/22)
- F174 PROCESS EVIDENCE/PROPERTY CUSTODY DOCUMENTS
- F175 PREPARE LAW ENFORCEMENT COMMUNICATIONS LOGS (OPNAV 5527/25)
- F176 REVIEW LAW ENFORCEMENT COMMUNICATIONS LOGS
- F177 PREPARE FINGERPRINT CARDS (MAJOR CASE PRINTS) (OPNAV 5527/27)
- F180 PREPARE ARMED FORCES TRAFFIC CITATIONS (DD FORM 1408)
- F181 PROCESS ARMED FORCES TRAFFIC CITATIONS
- F184 PREPARE ALCOHOL INFLUENCE REPORTS (DD FORM 1920)
- F185 PROCESS ALCOHOL INFLUENCE REPORTS
- F194 PREPARE INVESTIGATIVE NOTES (OPNAV 5527/6)
- F195 PROCESS INVESTIGATIVE NOTES
- F196 PREPARE INTERVIEW/INTERROGATION LOGS (OPNAV 5527/7)
- F198 PREPARE COMMAND AUTHORIZATION FOR SEARCH AND SEIZURE FORMS
- F199 PROCESS COMMAND AUTHORIZATION FOR SEARCH AND SEIZURE FORMS
- F227 ISSUE TEMPORARY VEHICLE PASSES

G. ANTITERRORISM/FORCE PROTECTION

- G235 ESTABLISH INCIDENT PERIMETER
- G236 MAINTAIN INCIDENT PERIMETER
- G237 CLEAR BUILDINGS/AREAS

**MASTER-AT-ARMS SECOND CLASS (MA2)**

A. LEGAL

- A009 INFORM ACCUSED OF APPEAL RIGHTS
- A016 BRIEF PERSONNEL ON STATUS OF FORCES AGREEMENT

B. LAW ENFORCEMENT AND INVESTIGATIONS

- B028 CONDUCT MILITARY CUSTOMS INSPECTIONS
- B029 MONITOR U. S. CUSTOMS INSPECTIONS
- B035 IDENTIFY PERSONNEL (PHOTOGRAPHS, DRAWINGS, ETC)



C. EVIDENCE

- C073 PRESERVE ACCIDENT SCENE EVIDENCE
- C076 PREPARE EVIDENCE/CONTRABAND FOR TESTING
- C077 SUBMIT EVIDENCE/CONTRABAND FOR TESTING
- C079 ASSIGN EVIDENCE CUSTODY LOG NUMBER
- C080 PACKAGE AND MAIL CONTROLLED SUBSTANCES FOR TESTING

D. PHYSICAL SECURITY

- D098 CONDUCT SECURITY INSPECTIONS

E. GENERAL DUTIES

- E117 PACKAGE AND MAIL URINALYSIS SPECIMENS FOR TESTING

F. TECHNICAL ADMINISTRATION

- F152 PROCESS URINALYSIS DOCUMENTS (LEDGER SHEET, LABELS, ETC)
- F166 PREPARE TELEPHONIC THREAT/COMPLAINT FORMS (OPNAV 5527/8)
- F197 REVIEW INTERVIEW/INTERROGATION LOGS (OPNAV 5527/7)
- F224 PROVIDE ADMINISTRATIVE ASSISTANCE TO OTHER LAW ENFORCEMENT AGENCIES

**MASTER-AT-ARMS FIRST CLASS (MA1)**

A. LEGAL

- A012 INFORM COMMANDS OF CIVIL SENTENCES AWARDED TO PERSONNEL
- A014 ASSIST IN INFORMAL JUDGE ADVOCATE GENERAL (JAG) INVESTIGATIONS
- A015 BRIEF PERSONNEL ON LEGAL RIGHTS OF INQUIRY

B. LAW ENFORCEMENT AND INVESTIGATIONS

- B021 RECRUIT INDIVIDUAL SOURCES OF INFORMATION (INFORMERS)
- B045 IMPLEMENT SEXUAL ASSAULT VICTIM INTERVENTION (SAVI) PROGRAM
- B053 PREPARE FIELD TEST REPORTS

C. EVIDENCE

- C078 DISPOSE OF EVIDENCE/CONTRABAND
- C081 MANAGE EVIDENCE CUSTODIAN PROGRAM
- C082 INVENTORY EVIDENCE SAFE CONTENTS

D. PHYSICAL SECURITY

- D085 CONDUCT PHYSICAL SECURITY SURVEYS
- D096 COORDINATE ACCESS CONTROL INSPECTIONS
- D109 CONDUCT CRIME PREVENTION PROGRAM BRIEFS

F. TECHNICAL ADMINISTRATION

- F186 PREPARE DISPOSITION OF OFFENSES REPORTS (NAVPERS 1626/7)
- F187 PROCESS DISPOSITION OF OFFENSES REPORTS
- F208 PREPARE INVESTIGATIVE NOTES ENVELOPES (OPNAV 5527/18)

F209 PROCESS INVESTIGATIVE NOTES ENVELOPES  
F212 PREPARE EVIDENCE LOGS (OPNAV 5527/24)  
F213 REVIEW EVIDENCE LOGS  
F214 DISPOSE OF ABANDONED PROPERTY  
F215 DISPOSE OF RECOVERED PROPERTY  
F218 PREPARE COMMAND INVESTIGATOR IDENTIFICATION CARDS (OPNAV 5527/26)  
F220 PREPARE CONFINEMENT ORDERS  
F225 INVENTORY PERSONAL EFFECTS OF DECEASED OR DESERTED PERSONNEL

G. ANTITERRORISM/FORCE PROTECTION

G230 EMPLOY ANTITERRORISM MEASURES  
G234 CONDUCT ANTITERRORISM AWARENESS TRAINING

**CHIEF MASTER-AT-ARMS (MAC)**

A. LEGAL

A010 BRIEF PROSECUTING/DEFENSE ATTORNEYS

B. LAW ENFORCEMENT AND INVESTIGATIONS

B046 MARK ITEMS WITH DETECTION POWDERS

D. PHYSICAL SECURITY

D092 REVIEW AND REPORT RESULTS OF PHYSICAL SECURITY SURVEYS  
D093 BRIEF COMMAND ON ADDITIONAL SECURITY REQUIREMENTS FOR SHIPS  
D094 CONDUCT COMMAND SECURITY PROGRAM BRIEFS  
D095 BRIEF COMMAND ON UPGRADING THREAT CONDITIONS  
D099 COORDINATE PHYSICAL SECURITY REVIEW COMMITTEE/BOARD (PSRC/PSRB)  
D100 COORDINATE LOSS PREVENTION SUB-COMMITTEE (LPS)  
D101 BRIEF COMMAND ON EMPLOYMENT OF AUXILIARY SECURITY FORCE (ASF)  
D103 DEVELOP COMMAND PHYSICAL SECURITY PLANS  
D104 IMPLEMENT COMMAND PHYSICAL SECURITY PLANS  
D105 DEVELOP CRIME PREVENTION PROGRAMS  
D106 IMPLEMENT CRIME PREVENTION PROGRAMS  
D107 MONITOR CRIME PREVENTION PROGRAMS  
D108 CONDUCT FACILITY/ACTIVITY CRIME PREVENTION PROGRAMS  
D112 COORDINATE MISSING, LOST, STOLEN, AND RECOVERED (MLSR) PROGRAMS  
D113 DEVELOP HOST TENANT AND INTERSERVICE SUPPORT AGREEMENTS/MEMORANDUMS  
OF UNDERSTANDING  
D114 PREPARE CRIME STATISTICAL REPORTS

E. GENERAL DUTIES

E124 INSTRUCT SHIPBOARD SHORE PATROL PERSONNEL  
E137 DEVELOP LAW ENFORCEMENT PHYSICAL SECURITY TRAINING PROGRAM

F. TECHNICAL ADMINISTRATION

F219 SCREEN COMMAND INVESTIGATIVE SUMMARIES AND COMPLAINT REPORTS

G. ANTITERRORISM/FORCE PROTECTION

G231 SUPERVISE ANTITERRORISM MEASURES

G232 RESEARCH ANTITERRORISM AWARENESS TRAINING

G233 COORDINATE ANTITERRORISM AWARENESS TRAINING

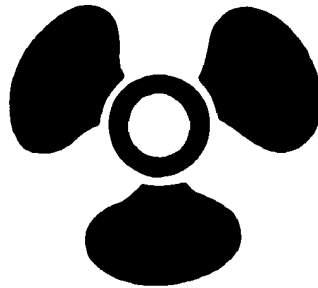
**SENIOR CHIEF MASTER-AT-ARMS (MACS)**

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

**MASTER CHIEF MASTER-AT-ARMS (MACM)**

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

# CHAPTER 51



## MACHINIST'S MATE (MM)

NAVPERS 18068-51C

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

MACHINIST'S MATE (MM)



SCOPE OF RATING

\*Machinist's Mates (Surface) (MM) operate, maintain, and repair (organizational and intermediate level) ship propulsion machinery, auxiliary equipment, and outside machinery, such as: steering engine, hoisting machinery, food preparation equipment, refrigeration and air conditioning equipment, windlasses, elevators, and laundry equipment. Operate and maintain (organizational and Intermediate level) marine boilers, pumps, forced draft blowers, and heat exchangers; perform tests, transfers, and inventory of lubricating oils, fuels, and water. Maintain records and reports, and may perform duties in the generation and stowage of industrial gases.

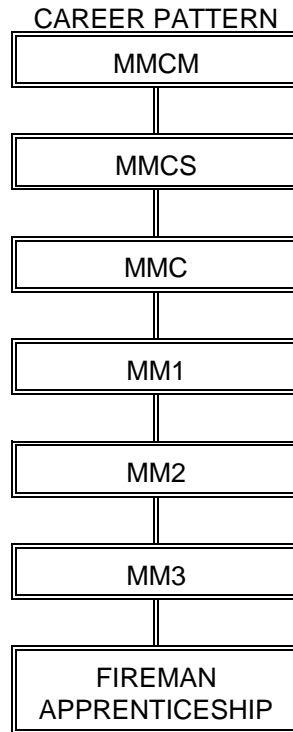
Machinist's Mates (Submarine) (MM) also perform organizational and intermediate level maintenance on test equipment, launching/firing systems, and stowage facilities associated with underwater ordnance. Perform organizational maintenance on underwater ordnance and small arms. Additionally, MM(SS)'s prepare underwater ordnance for launching, conduct post fire and post run routines.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 51.

NAVPERS 18068-51C

\*Denotes CH-26

## GENERAL INFORMATION



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

### SPECIAL PHYSICAL REQUIREMENTS

For Submarines only: Normal color perception. Refer to Article 15.13A of the Manual of the Medical Department, U.S. Navy for details on color perception requirements.

### CITIZENSHIP/SECURITY REQUIREMENTS

For Submarines only: Must be eligible for access to classified information.

### GENERAL KNOWLEDGE AREAS

In addition to the knowledge inherent to proper performance of tasks assigned to the Machinist's Mate by the Occupational Standards, knowledge in the following general areas would enhance the professional performance of MMs.

Principles of steam cycle; definitions of propulsion engineering terminology; purposes and methods of oil and water testing and of boilerwater and feedwater treatment; purpose of engineering administrative and management systems; mechanical operation of propulsion plant components, applicable physical laws, and modes of operation; and design characteristics of components of steam cycle and of steam propulsion plant and auxiliary systems.

NOTE: Task statements specifying preventive maintenance actions shall be performed in accordance with the specifications of pertinent MRCs.

#### **SAFETY**

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

**MACHINIST'S MATE (SURFACE) (MM) FUNCTIONAL AREAS**

- A. MECHANICAL SYSTEMS OPERATION
- B. MECHANICAL MAINTENANCE
- C. FABRICATION AND MANUFACTURING
- D. POLLUTION CONTROL
- E. TECHNICAL ADMINISTRATION
- F. MATERIAL CASUALTY CONTROL
- G. ENGINEERING MANAGEMENT
- H. LABORATORY MANAGEMENT
- I. QUALITY ASSURANCE
- J. CORROSION CONTROL

## MACHINIST'S MATE (SURFACE) THIRD CLASS (MM3)

### A. MECHANICAL SYSTEMS OPERATION

- A001 ALIGN AIR COMPRESSORS
- A002 START AIR COMPRESSORS
- A003 ADJUST COMPONENTS OF AIR COMPRESSORS
- A004 STOP AIR COMPRESSORS
- A005 ALIGN AIR SYSTEMS
- A006 ADJUST COMPONENTS OF AIR SYSTEMS
- A007 SECURE AIR SYSTEMS
- A008 ALIGN LOW PRESSURE (LP) STEAM DRAIN SYSTEMS
- A009 SECURE LP STEAM DRAIN SYSTEMS
- A010 ALIGN AUXILIARY BOILERS
- A011 LIGHT OFF AUXILIARY BOILERS
- A012 ADJUST COMPONENTS OF AUXILIARY BOILERS
- A013 SECURE AUXILIARY BOILERS
- A014 ALIGN AUXILIARY STEAM SYSTEMS
- A015 ADJUST COMPONENTS OF AUXILIARY STEAM SYSTEMS
- A016 SECURE AUXILIARY STEAM SYSTEMS
- A017 ALIGN SHORE STEAM SYSTEMS
- A018 SECURE SHORE STEAM SYSTEMS
- A019 ALIGN AUXILIARY EXHAUST SYSTEMS
- A020 ADJUST COMPONENTS OF AUXILIARY EXHAUST SYSTEMS
- A021 SECURE AUXILIARY EXHAUST SYSTEMS
- A022 ALIGN FRESH WATER DRAIN COLLECTION TANK (FWDCT) PUMPS
- A023 START FRESH WATER DRAIN COLLECTION TANK (FWDCT) PUMPS
- A024 STOP FRESH WATER COLLECTION TANK (FWDCT) PUMPS
- A025 ALIGN FEED BOOSTER PUMPS
- A026 START OR PLACE FEED BOOSTER PUMPS IN OPERATION
- A027 STOP FEED BOOSTER PUMPS
- A028 SECURE FEED BOOSTER PUMPS
- A029 ALIGN MAIN FEED PUMPS
- A030 START OR PLACE MAIN FEED PUMPS IN OPERATION
- A031 STOP MAIN FEED PUMPS
- A032 SECURE MAIN FEED PUMPS
- A033 ALIGN MAIN FEED SYSTEMS
- A034 SECURE MAIN FEED SYSTEMS
- A035 ALIGN RESERVE FEEDWATER SYSTEMS
- A036 SECURE RESERVE FEEDWATER SYSTEMS
- A037 ALIGN DISTILLATE TRANSFER SYSTEMS
- A038 SECURE DISTILLATE TRANSFER SYSTEMS
- A039 ALIGN VACUUM PRIMING PUMPS
- A040 START VACUUM PRIMING PUMPS
- A041 STOP VACUUM PRIMING PUMPS
- A042 ALIGN POTABLE WATER PUMPS
- A043 START POTABLE WATER PUMPS
- A044 STOP POTABLE WATER PUMPS
- A045 SECURE POTABLE WATER PUMPS
- A046 ALIGN POTABLE WATER PUMPS
- A047 SECURE POTABLE WATER SYSTEMS
- A048 ALIGN FIRE AND FLUSHING PUMPS
- A049 START OR PLACE FIRE AND FLUSHING PUMPS IN OPERATION
- A050 STOP FIRE AND FLUSHING PUMPS
- A051 SECURE FIRE AND FLUSHING PUMPS



A052 ALIGN MAIN DRAIN SYSTEMS  
A053 MONITOR MAIN DRAIN SYSTEMS  
A054 SECURE MAIN DRAIN SYSTEMS  
A055 ALIGN SECONDARY DRAIN SYSTEMS  
A056 MONITOR SECONDARY DRAIN SYSTEMS  
A057 SECURE SECONDARY DRAIN SYSTEMS  
A058 ALIGN FIREMAIN SYSTEMS  
A059 SECURE FIREMAIN SYSTEMS  
A060 ALIGN STRIPPING SYSTEMS  
A061 MONITOR STRIPPING SYSTEMS  
A062 SECURE STRIPPING SYSTEMS  
A063 ALIGN BILGE AND STRIPPING PUMPS  
A064 START OR PLACE BILGE AND STRIPPING PUMPS IN OPERATION  
A065 MONITOR BILGE AND STRIPPING PUMPS  
A066 STOP BILGE AND STRIPPING PUMPS  
A067 SECURE BILGE AND STRIPPING PUMPS  
A068 ALIGN AUXILIARY COOLING WATER SYSTEMS  
A069 ADJUST COMPONENTS OF AUXILIARY COOLING WATER SYSTEMS  
A070 SECURE AUXILIARY COOLING WATER SYSTEMS  
A071 SHIFT, INSPECT, AND CLEAN SEAWATER SERVICE STRAINERS  
A072 ALIGN OIL SERVICE PUMPS (FUEL OIL AND LUBE OIL)  
A073 START OR PLACE OIL SERVICE PUMPS IN OPERATION  
A074 STOP OIL SERVICE PUMPS  
A075 SECURE OIL SERVICE PUMPS  
A076 ALIGN TRANSFER SYSTEMS FOR RECEIVING FUELS  
A077 SECURE TRANSFER SYSTEMS AFTER RECEIVING FUELS  
A078 ALIGN LUBE OIL SERVICE SYSTEMS  
A079 PRESSURIZE OIL SERVICE SYSTEMS  
A080 ADJUST COMPONENTS OF OIL SERVICE SYSTEMS  
A081 SECURE OIL SERVICE SYSTEMS  
A082 ALIGN FUEL OIL TRANSFER SYSTEMS  
A083 TRANSFER OILS  
A084 ADJUST COMPONENTS OF OIL TRANSFER SYSTEMS  
A085 SECURE OIL TRANSFER SYSTEMS  
A086 SHIFT, INSPECT, AND CLEAN OIL STRAINERS (FUEL OIL AND LUBE OIL)  
A087 ALIGN OIL PURIFICATION SYSTEMS (FUEL OIL AND LUBE OIL)  
A088 ADJUST COMPONENTS OF PURIFICATION SYSTEMS (WATER SEALS AND OIL HEATERS)  
A089 SECURE OIL PURIFICATION SYSTEMS  
A090 ALIGN REDUCING STATIONS (STEAM, WATER, AIR, ETC)  
A091 ADJUST COMPONENTS OF REDUCING STATIONS  
A092 SECURE REDUCING STATIONS  
A093 ALIGN VENTILATION SYSTEMS  
A094 START VENTILATION SYSTEMS  
A095 SECURE VENTILATION SYSTEMS  
A096 ACTIVATE EMERGENCY SHUTDOWN DEVICES  
A097 RECORD OPERATING EQUIPMENT READINGS  
A098 ALIGN OIL AND WATER SEPARATOR SYSTEMS  
A099 START OIL AND WATER SEPARATORS  
A100 MONITOR OIL AND WATER SEPARATORS  
A101 STOP OIL AND WATER SEPARATORS  
A102 SECURE OIL AND WATER SEPARATOR SYSTEMS  
A103 SOUND TANKS OR VOIDS AND RECORD READINGS  
A104 ADJUST PRESSURE CONTROL DEVICES  
A105 ADJUST TEMPERATURE CONTROL DEVICES  
A106 ALIGN BROMINATORS  
A107 START BROMINATORS

A108 ADJUST BROMINATOR FLOW RATES  
A109 SECURE BROMINATORS  
A110 ALIGN CONDENSATE PUMPS  
A111 START OR PLACE CONDENSATE PUMPS IN OPERATION  
A112 STOP CONDENSATE PUMPS  
A113 SECURE CONDENSATE PUMPS  
A114 ALIGN AUXILIARY SEAWATER CIRCULATING SYSTEMS  
A115 ADJUST COMPONENTS OF AUXILIARY SEAWATER CIRCULATING SYSTEMS  
A116 SECURE AUXILIARY SEAWATER CIRCULATING SYSTEMS  
A117 ENGAGE TURNING (JACKING) GEARS  
A118 START TURNING (JACKING) GEARS  
A119 STOP TURNING (JACKING) GEARS  
A120 DISENGAGE TURNING (JACKING) GEARS  
A121 STOP AND LOCK SHAFTS  
A122 ALIGN AIR EJECTOR SYSTEMS  
A123 SECURE AIR EJECTOR SYSTEMS  
A124 ALIGN AIR CONDITIONING SYSTEMS  
A125 START AIR CONDITIONING SYSTEMS  
A126 ADJUST COMPONENTS OF AIR CONDITIONING SYSTEMS  
A127 SECURE AIR CONDITIONING SYSTEMS  
A128 ALIGN REFRIGERATION SYSTEMS  
A129 START REFRIGERATION SYSTEMS  
A130 ADJUST COMPONENTS OF REFRIGERATION SYSTEMS  
A131 SECURE REFRIGERATION SYSTEMS  
A136 ALIGN AIR DRYER SYSTEMS  
A138 SECURE AIR DRYER SYSTEMS  
A139 ALIGN DISTILLING PLANTS  
A140 START DISTILLING PLANTS  
A141 ADJUST COMPONENTS OF DISTILLING PLANTS  
A142 SECURE DISTILLING PLANTS  
A143 ALIGN LIQUID FEED TREATMENT INJECTION SYSTEMS  
A144 START LIQUID FEED TREATMENT INJECTION SYSTEMS  
A145 ADJUST LIQUID FEED TREATMENT INJECTION SYSTEMS  
A146 STOP LIQUID FEED TREATMENT INJECTION SYSTEMS  
A147 SECURE LIQUID FEED TREATMENT INJECTION SYSTEMS  
A148 ENERGIZE SALINITY INDICATORS  
A149 TEST SALINITY INDICATORS  
A150 MONITOR SALINITY INDICATORS FOR CONTAMINATION  
A151 SECURE SALINITY INDICATORS  
A152 ALIGN CHILL WATER SYSTEMS  
A154 SECURE CHILL WATER SYSTEMS  
A155 ALIGN OILY WASTE WATER SYSTEMS  
A156 SECURE OILY WASTE WATER SYSTEMS  
A160 ALIGN SHIP'S HEATING SYSTEMS  
A161 SECURE SHIP'S HEATING SYSTEMS  
A162 ALIGN MAIN STEAM SYSTEM  
A163 SECURE MAIN STEAM SYSTEM  
A164 ALIGN DEAERATING FEED TANK (DFT)  
A165 SECURE DEAERATING FEED TANK (DFT)  
A166 ALIGN MAKEUP FEED (MUF) AND DEMINERALIZER SYSTEMS  
A167 SECURE MAKEUP FEED (MUF) AND DEMINERALIZER SYSTEMS  
A168 ALIGN FRESH WATER DRAIN COLLECTION TANK (FWDCT) SYSTEMS  
A169 ADJUST COMPONENTS OF FRESH WATER DRAIN COLLECTION TANK (FWDCT) SYSTEMS  
A170 SECURE FRESH WATER DRAIN COLLECTION TANK (FWDCT) SYSTEMS  
A171 ALIGN HIGH-PRESSURE (HP) DRAIN SYSTEMS

A172 SECURE HIGH PRESSURE (HP) DRAIN SYSTEMS  
A173 SHUT STEAM STOPS REMOTELY  
A199 ALIGN MAIN CIRCULATING PUMPS  
A200 START OR PLACE MAIN CIRCULATING PUMPS IN OPERATION  
A201 STOP MAIN CIRCULATING PUMPS  
A202 SECURE MAIN CIRCULATING PUMPS  
A203 ALIGN MAIN CIRCULATING PUMP EMERGENCY BILGE SUCTIONS  
A204 ALIGN MAIN CIRCULATING SYSTEMS  
A205 SECURE MAIN CIRCULATING SYSTEMS  
A206 ALIGN MAIN ENGINE STEAM TURBINES  
A207 PLACE MAIN ENGINE STEAM TURBINES IN OPERATION  
A208 SECURE MAIN ENGINE STEAM TURBINES  
A209 ALIGN SHIP'S SERVICE TURBINE GENERATORS (SSTG)  
A210 PLACE SHIP'S SERVICE TURBINE GENERATORS (SSTG) IN OPERATION  
A211 SECURE SHIP'S SERVICE TURBINE GENERATORS (SSTG)  
A212 ALIGN GLAND SEAL SYSTEMS  
A213 ADJUST COMPONENTS OF GLAND SEAL SYSTEMS  
A214 SECURE GLAND SEAL SYSTEMS  
A644 ALIGN IN-LINE DESUPERHEATERS  
A645 ADJUST COMPONENTS OF IN-LINE DESUPERHEATERS  
A646 SECURE IN-LINE DESUPERHEATERS  
A647 ALIGN MAIN FEED PUMP CONTROL SYSTEMS  
A648 SECURE MAIN FEED PUMP CONTROL SYSTEMS  
A649 ALIGN FORCED DRAFT BLOWERS (FDB)  
A650 START OR PLACE FORCED DRAFT BLOWERS (FDB) IN OPERATION  
A651 STOP FORCED DRAFT BLOWERS (FDB)  
A652 SECURE FORCED DRAFT BLOWERS (FDB)  
A653 ALIGN CONTINUOUS BLOWDOWN SYSTEMS  
A654 ADJUST CONTINUOUS BLOWDOWN FLOW RATES  
A655 SECURE CONTINUOUS BLOWDOWN SYSTEMS  
A656 ALIGN CHEMICAL INJECTION SYSTEMS  
A657 ADD CHEMICALS TO CHEMICAL TREATMENT SYSTEMS  
A658 FLUSH CHEMICAL INJECTION SYSTEMS  
A659 PRESSURIZE CHEMICAL INJECTION SYSTEMS  
A660 DEPRESSURIZE CHEMICAL INJECTION SYSTEMS  
A661 SECURE CHEMICAL INJECTION SYSTEMS  
A665 DUMP BOILER WATER  
A666 FILL AND TREAT BOILERS  
A667 REGULATE FORCED DRAFT BLOWERS (FDB) SPEED IN REMOTE MANUAL  
A668 ALIGN SOOT BLOWER SYSTEMS  
A669 START OR PLACE SOOT SYSTEMS IN OPERATION  
A670 SECURE SOOT BLOWER SYSTEMS  
A671 ALIGN BLOWDOWN SYSTEMS  
A672 PERFORM BOTTOM BLOWDOWN  
A673 PERFORM SURFACE BLOWDOWN  
A674 SECURE BLOWDOWN SYSTEMS  
A675 ALIGN SUPERHEATER PROTECTION SYSTEMS (SPS)  
A676 SECURE SUPERHEATER PROTECTION SYSTEMS (SPS)  
A677 ALIGN LOW PRESSURE (LP) AIR TO STEAM ATOMIZATION SYSTEMS  
A678 SHIFT ATOMIZATION FROM LOW PRESSURE LOW PRESSURE (LP) AIR TO STEAM  
A679 SECURE ATOMIZATION SYSTEMS  
A680 ALIGN FEEDWATER CONTROL FEEDWATER CONTROL (FWC) SYSTEMS  
A681 SECURE FEEDWATER CONTROL (FWC) SYSTEMS  
A682 ALIGN STEAM SMOTHERING SYSTEMS  
A683 ACTIVATE STEAM SMOTHERING SYSTEMS  
A684 SECURE STEAM SMOTHERING SYSTEMS

A685 ASSEMBLE AND INSERT BURNER BARRELS FOR LIGHT OFF  
A686 INSPECT BURNER BARREL ASSEMBLIES  
A688 MAINTAIN BOILER WATER LEVEL IN LOCAL MANUAL CONTROL  
A691 CONDUCT FIREBOX INSPECTIONS  
A692 VERIFY FIRESAFE FUEL OIL STRAINER DRAINS ARE PROPERLY ALIGNED TO  
CONTAMINATED OIL TANKS  
A772 ALIGN CHELANT SYSTEMS  
A773 ADJUST CHELANT SYSTEMS' FLOW RATES  
A774 SECURE CHELANT SYSTEMS  
A779 ALIGN SHIP'S WHISTLE  
A812 ALIGN FUEL OIL SERVICE SYSTEM

B. MECHANICAL MAINTENANCE

B215 CLEAN AND INSPECT COMPONENTS OF AIR COMPRESSORS  
B216 TROUBLESHOOT AIR COMPRESSORS  
B217 REPAIR AIR COMPRESSORS  
B218 REMOVE AND REPLACE COMPONENTS OF AIR COMPRESSORS  
B219 TEST AIR COMPRESSORS  
B220 CLEAN AND INSPECT COMPONENTS OF COMPRESSED AIR SYSTEMS  
B223 REMOVE AND REPLACE COMPONENTS OF COMPRESSED AIR SYSTEMS  
B226 CLEAN AND INSPECT COMPONENTS OF AUXILIARY STEAM SYSTEMS  
B227 TROUBLESHOOT AUXILIARY STEAM SYSTEMS  
B228 REPAIR AUXILIARY STEAM SYSTEMS  
B229 REMOVE AND REPLACE COMPONENTS OF AUXILIARY STEAM SYSTEM  
B231 CLEAN AND INSPECT COMPONENTS OF LOW PRESSURE (LP) STEAM DRAIN SYSTEMS  
B232 TROUBLESHOOT LOW PRESSURE (LP) STEAM DRAIN SYSTEMS  
B233 REPAIR LOW PRESSURE (LP) STEAM DRAIN SYSTEMS  
B234 REMOVE AND REPLACE COMPONENTS OF LOW PRESSURE (LP) STEAM DRAIN  
SYSTEMS  
B235 TEST LOW PRESSURE (LP) STEAM DRAIN SYSTEMS  
B236 CLEAN AND INSPECT COMPONENTS OF HIGH PRESSURE (HP) STEAM DRAIN SYSTEMS  
B237 TROUBLESHOOT HIGH PRESSURE (HP) STEAM DRAIN SYSTEMS  
B238 REPAIR HIGH PRESSURE (HP) STEAM DRAIN SYSTEMS  
B239 REMOVE AND REPLACE COMPONENTS OF HIGH PRESSURE (HP) STEAM DRAIN  
SYSTEMS  
B240 TEST HIGH PRESSURE (HP) STEAM DRAIN SYSTEMS  
B241 CLEAN AND INSPECT COMPONENTS OF FRESH WATER DRAIN SYSTEMS  
B242 TROUBLESHOOT FRESH WATER DRAIN SYSTEMS  
B243 REPAIR FRESH WATER DRAIN SYSTEMS  
B244 REMOVE AND REPLACE COMPONENTS OF FRESH WATER DRAIN SYSTEMS  
B245 TEST FRESH WATER DRAIN SYSTEMS  
B251 CLEAN AND INSPECT PUMPS  
B254 REMOVE AND REPLACE COMPONENTS OF PUMPS  
B256 REMOVE AND REPLACE PUMPS  
B259 CLEAN AND INSPECT COMPONENTS OF FIREMAIN SYSTEMS  
B260 TROUBLESHOOT FIREMAIN SYSTEMS  
B261 REPAIR FIREMAIN SYSTEMS  
B262 REMOVE AND REPLACE COMPONENTS OF FIREMAIN SYSTEMS  
B264 CLEAN AND INSPECT COMPONENTS OF BILGE AND TANK STRIPPING SYSTEMS  
B265 TROUBLESHOOT BILGE AND TANK STRIPPING SYSTEMS  
B266 REPAIR BILGE AND TANK STRIPPING SYSTEMS  
B267 REMOVE AND REPLACE COMPONENTS OF BILGE AND TANK STRIPPING SYSTEMS  
B268 TEST BILGE AND TANK STRIPPING SYSTEMS  
B269 CLEAN AND INSPECT COMPONENTS OF AUXILIARY COOLING WATER SYSTEMS  
B270 TROUBLESHOOT AUXILIARY COOLING WATER SYSTEMS

B271 REPAIR AUXILIARY COOLING WATER SYSTEMS  
 B272 REMOVE AND REPLACE COMPONENTS OF AUXILIARY COOLING WATER SYSTEMS  
 B274 BLOW DOWN SEA CHESTS  
 B275 CLEAN AND INSPECT COMPONENTS OF POTABLE WATER SYSTEMS  
 B276 TROUBLESHOOT POTABLE WATER SYSTEMS  
 B277 REPAIR POTABLE WATER SYSTEMS  
 B278 REMOVE AND REPLACE COMPONENTS OF POTABLE WATER SYSTEMS  
 B280 CLEAN AND INSPECT COMPONENTS OF BROMINATORS  
 B281 TROUBLESHOOT BROMINATORS  
 B282 REPAIR BROMINATORS  
 B283 REMOVE AND REPLACE COMPONENTS OF BROMINATORS  
 B284 TEST BROMINATORS  
 B286 CLEAN AND INSPECT COMPONENTS OF OIL TRANSFER SYSTEMS (FUEL OIL AND LUBE OIL)  
 B288 REPAIR OIL TRANSFER SYSTEMS B288 REPAIR OIL TRANSFER SYSTEMS  
 B289 REMOVE AND REPLACE COMPONENTS OF OIL TRANSFER SYSTEMS  
 B291 CLEAN AND INSPECT COMPONENTS OF OIL SERVICE SYSTEMS (FUEL OIL AND LUBE OIL)  
 B293 REPAIR OIL SERVICE SYSTEMS  
 B294 REMOVE AND REPLACE COMPONENTS OF OIL SERVICE SYSTEMS  
 B296 CLEAN AND INSPECT COMPONENTS OF OIL PURIFICATION SYSTEMS (FUEL OIL AND LUBE OIL)  
 B298 ADJUST COMPONENTS OF OIL PURIFICATION SYSTEMS  
 B299 REPAIR OIL PURIFICATION SYSTEMS  
 B300 REMOVE AND REPLACE COMPONENTS OF OIL PURIFICATION SYSTEMS  
 B302 BACK FLUSH HEAT EXCHANGERS  
 B303 DISASSEMBLE HEAT EXCHANGERS  
 B304 CLEAN AND INSPECT HEAT EXCHANGER TUBES  
 B305 INSPECT HEAT EXCHANGERS  
 B306 PLUG HEAT EXCHANGER TUBES  
 B307 REMOVE AND REPLACE HEAT EXCHANGER TUBES  
 B308 REASSEMBLE HEAT EXCHANGERS  
 B309 CONDUCT HYDROSTATIC TEST ON HEAT EXCHANGERS  
 B310 CLEAN AND INSPECT COMPONENTS OF MAIN DRAIN SYSTEMS  
 B311 TROUBLESHOOT MAIN DRAIN SYSTEMS  
 B312 REPAIR MAIN DRAIN SYSTEMS  
 B313 REMOVE AND REPLACE COMPONENTS OF MAIN DRAIN SYSTEMS  
 B314 TEST MAIN DRAIN SYSTEMS  
 B315 CLEAN AND INSPECT COMPONENTS OF SECONDARY DRAIN SYSTEMS  
 B316 TROUBLESHOOT SECONDARY DRAIN SYSTEMS  
 B317 REPAIR SECONDARY DRAIN SYSTEMS  
 B318 REMOVE AND REPLACE COMPONENTS OF SECONDARY DRAIN SYSTEMS  
 B319 TEST SECONDARY DRAIN SYSTEMS  
 B320 CLEAN AND INSPECT MACHINERY SPEED LIMITING DEVICES  
 B323 REMOVE AND REPLACE COMPONENTS OF MACHINERY SPEED LIMITING DEVICES  
 B326 CLEAN TANKS AND VOIDS  
 B329 INSPECT FLANGE SHIELDS  
 B330 REMOVE AND REPLACE FLANGE SHIELDS  
 B331 INSPECT INSULATION/LAGGING  
 B332 REMOVE AND REPLACE INSULATION/LAGGING  
 B333 CLEAN AND INSPECT VALVES  
 B334 REMOVE AND REPLACE VALVES  
 B335 REMOVE AND REPLACE COMPONENTS OF VALVES  
 B336 CONDUCT HYDROSTATIC TEST ON VALVES  
 B337 BLUE CHECK VALVE SEATS  
 B338 LAP VALVE SEATS

B339 REPACK VALVES  
B340 CONDUCT LIFT AND RESEAT OF RELIEF AND SENTINEL VALVES  
B341 CLEAN AND INSPECT DIAPHRAGM CONTROL VALVES  
B344 REMOVE AND REPLACE COMPONENTS OF DIAPHRAGM CONTROL VALVES  
B346 REPACK DIAPHRAGM CONTROL VALVES  
B348 CLEAN AND INSPECT COMPONENTS OF REDUCING STATIONS (STEAM, AIR, ETC)  
B350 REPAIR REDUCING STATIONS  
B351 REMOVE AND REPLACE COMPONENTS OF REDUCING STATIONS  
B356 CONDUCT HYDROSTATIC TEST ON LOW PRESSURE (LP) AND HIGH PRESSURE (HP) PIPING  
B357 CLEAN AND INSPECT PIPING EXPANSION JOINTS  
B358 INSTALL BLANK FLANGES ON PIPING  
B359 INSPECT PIPE HANGERS/SUPPORT DEVICES  
B360 ADJUST PIPE HANGERS/SUPPORT DEVICES  
B361 INSPECT STEAM ORIFICES  
B362 REMOVE AND REPLACE STEAM ORIFICES  
B364 CLEAN AND INSPECT FLEXIBLE COUPLINGS  
B365 REMOVE AND REPLACE FLEXIBLE COUPLINGS  
B367 ALIGN FLEXIBLE COUPLINGS  
B368 INSPECT FLEXIBLE HOSES  
B369 REMOVE AND REPLACE FLEXIBLE HOSES  
B370 INSPECT OIL SERVICE PUMP SAFETY DEVICES  
B371 CLEAN AND INSPECT COMPONENTS OF EMERGENCY SHUTDOWN DEVICES  
B373 REMOVE AND REPLACE COMPONENTS OF EMERGENCY SHUTDOWN DEVICES  
B375 TEST LOW LUBE OIL PRESSURE ALARMS  
B376 ADJUST LOW LUBE OIL PRESSURE ALARMS  
B377 TEST HIGH TEMPERATURE ALARMS  
B378 ADJUST HIGH TEMPERATURE ALARMS  
B379 PERFORM PRECISION MECHANICAL MEASURING  
B380 TEST FEEDWATER CONTROL (FWC) SYSTEMS  
B381 CLEAN AND INSPECT COMPONENTS OF AUXILIARY BOILERS  
B386 ADJUST COMPONENTS OF MECHANICAL WATER LEVEL INDICATORS/ALARMS  
B394 CLEAN AND INSPECT REFRIGERATION SYSTEMS  
B403 CLEAN AND INSPECT COMPONENTS OF AIR DRYER SYSTEMS  
B404 TROUBLESHOOT AIR DRYER SYSTEMS  
B405 REPAIR COMPONENTS OF AIR DRYER SYSTEMS  
B406 REMOVE AND REPLACE COMPONENTS OF AIR DRYER SYSTEMS  
B407 TEST AIR DRYER SYSTEMS  
B408 CLEAN AND INSPECT COMPONENTS OF DISTILLING PLANTS  
B411 REMOVE AND REPLACE COMPONENTS OF DISTILLING PLANTS  
B414 CLEAN AND INSPECT COMPONENTS OF DISTILLATE TRANSFER SYSTEMS  
B416 REPAIR COMPONENTS OF DISTILLATE TRANSFER SYSTEMS  
B417 REMOVE AND REPLACE COMPONENTS OF DISTILLATE TRANSFER SYSTEMS  
B418 CLEAN AND INSPECT COMPONENTS OF CONDENSATE SYSTEMS  
B419 TROUBLESHOOT CONDENSATE SYSTEMS  
B420 REPAIR COMPONENTS OF CONDENSATE SYSTEMS  
B421 REMOVE AND REPLACE COMPONENTS OF CONDENSATE SYSTEMS  
B423 CLEAN AND INSPECT COMPONENTS OF CONVEYORS  
B424 TROUBLESHOOT CONVEYORS  
B425 ADJUST COMPONENTS OF CONVEYORS  
B426 REPAIR COMPONENTS OF CONVEYORS  
B427 REMOVE AND REPLACE COMPONENTS OF CONVEYORS  
B428 TEST CONVEYORS  
B429 CLEAN AND INSPECT OIL PURIFIERS (FUEL OIL AND LUBE OIL)  
B432 REMOVE AND REPLACE COMPONENTS OF OIL PURIFIERS  
B433 OVERHAUL OIL PURIFIERS

B435 CLEAN AND INSPECT COMPONENTS OF MECHANICAL/HYDRAULIC STEERING GEAR  
B436 TROUBLESHOOT MECHANICAL/HYDRAULIC STEERING GEAR SYSTEMS  
B437 REPAIR COMPONENTS OF MECHANICAL/HYDRAULIC STEERING GEAR SYSTEMS  
B438 REMOVE AND REPLACE COMPONENTS OF MECHANICAL/HYDRAULIC STEERING GEAR SYSTEMS  
B440 CLEAN AND INSPECT HYDRAULIC SYSTEMS  
B441 TROUBLESHOOT HYDRAULIC SYSTEMS  
B442 REPAIR COMPONENTS OF HYDRAULIC SYSTEMS  
B443 REMOVE AND REPLACE COMPONENTS OF HYDRAULIC SYSTEMS  
B444 OVERHAUL HYDRAULIC SYSTEMS  
B445 TEST HYDRAULIC SYSTEMS  
B446 CLEAN AND INSPECT COMPONENTS OF ANCHOR WINDLASSES  
B447 TROUBLESHOOT ANCHOR WINDLASSES  
B448 ADJUST COMPONENTS OF ANCHOR WINDLASSES  
B449 REMOVE AND REPLACE COMPONENTS OF ANCHOR WINDLASSES  
B450 TEST ANCHOR WINDLASSES  
B451 CLEAN AND INSPECT COMPONENTS OF CAPSTANS  
B452 TROUBLESHOOT CAPSTANS  
B453 ADJUST COMPONENTS OF CAPSTANS  
B454 REPAIR COMPONENTS OF CAPSTANS  
B455 REMOVE AND REPLACE COMPONENTS OF CAPSTANS  
B456 TEST CAPSTANS  
B457 CLEAN AND INSPECT COMPONENTS OF BOAT DAVITS  
B458 TROUBLESHOOT BOAT DAVITS  
B459 ADJUST COMPONENTS OF BOAT DAVITS  
B460 REPAIR COMPONENTS OF BOAT DAVITS  
B461 REMOVE AND REPLACE COMPONENTS OF BOAT DAVITS  
B462 TEST BOAT DAVITS  
B463 CLEAN AND INSPECT COMPONENTS OF JACKING GEARS  
B464 REMOVE AND REPLACE COMPONENTS OF JACKING GEARS  
B466 CLEAN AND INSPECT COMPONENTS OF MAIN LUBE OIL SYSTEMS  
B468 ADJUST COMPONENTS OF MAIN LUBE OIL SYSTEMS  
B469 REMOVE AND REPLACE COMPONENTS OF MAIN LUBE OIL SYSTEMS  
B471 CLEAN AND INSPECT COMPONENTS OF SHIP'S HEATING SYSTEMS  
B472 TROUBLESHOOT SHIP'S HEATING SYSTEMS  
B473 REMOVE AND REPLACE COMPONENTS OF SHIP'S HEATING SYSTEMS  
B474 TEST SHIP'S HEATING SYSTEMS  
B475 CLEAN AND INSPECT WATER HEATERS  
B477 ADJUST COMPONENTS OF WATER HEATERS  
B478 REPAIR COMPONENTS OF WATER HEATERS  
B479 REMOVE AND REPLACE COMPONENTS OF WATER HEATERS  
B480 TEST WATER HEATERS  
B481 CLEAN AND INSPECT COMPONENTS OF WINCHES  
B482 TROUBLESHOOT WINCHES  
B483 ADJUST COMPONENTS OF WINCHES  
B485 REMOVE AND REPLACE COMPONENTS OF WINCHES  
B486 TEST WINCHES  
B487 CLEAN AND INSPECT COMPONENTS OF MAIN SHAFTING AND BEARINGS  
B491 CLEAN AND INSPECT COMPONENTS OF STERN TUBES  
B492 ADJUST STERN TUBE GLANDS  
B493 REPACK STERN TUBE GLANDS  
B494 TEST STERN TUBES  
B495 CLEAN AND INSPECT COMPONENTS OF AIR EJECTOR SYSTEMS  
B496 TROUBLESHOOT AIR EJECTOR SYSTEMS  
B497 REMOVE AND REPLACE COMPONENTS OF AIR EJECTOR SYSTEMS  
B498 TEST AIR EJECTOR SYSTEMS

B502 REPAIR COMPONENTS OF LAUNDRY EQUIPMENT  
 B505 CLEAN AND INSPECT GALLEY EQUIPMENT  
 B506 TROUBLESHOOT GALLEY EQUIPMENT  
 B507 REPAIR COMPONENTS OF GALLEY EQUIPMENT  
 B508 REMOVE AND REPLACE COMPONENTS OF GALLEY EQUIPMENT  
 B509 TEST GALLEY EQUIPMENT  
 B510 CLEAN AND INSPECT MESS DECK EQUIPMENT (ICE MACHINES, MILK DISPENSERS, ETC)  
 B511 TROUBLESHOOT MESS DECK EQUIPMENT  
 B512 REPAIR MESS DECK EQUIPMENT  
 B513 REMOVE AND REPLACE COMPONENTS OF MESS DECK EQUIPMENT  
 B514 TEST MESS DECK EQUIPMENT  
 B516 TROUBLESHOOT SCULLERY EQUIPMENT  
 B517 REPAIR COMPONENTS OF SCULLERY EQUIPMENT  
 B518 REMOVE AND REPLACE COMPONENTS OF SCULLERY EQUIPMENT  
 B519 TEST SCULLERY EQUIPMENT  
 B530 CLEAN AND INSPECT COMPONENTS OF SHIP'S WHISTLES  
 B531 TROUBLESHOOT SHIP'S WHISTLE  
 B532 ADJUST COMPONENTS OF SHIP'S WHISTLES  
 B533 REMOVE AND REPLACE COMPONENTS OF SHIP'S WHISTLES  
 B534 TEST SHIP'S WHISTLE  
 B565 CLEAN AND INSPECT COMPONENTS OF MAKEUP FEED (MUF) SYSTEMS  
 B566 TROUBLESHOOT MAKEUP FEED (MUF) SYSTEMS  
 B567 ADJUST COMPONENTS OF MAKEUP FEED (MUF) SYSTEMS  
 B568 REMOVE AND REPLACE COMPONENTS OF MAKEUP FEED (MUF) SYSTEMS  
 B569 TEST MAKEUP FEED (MUF) SYSTEMS  
 B574 CLEAN AND INSPECT COMPONENTS OF MAIN STEAM SYSTEMS  
 B575 REMOVE AND REPLACE COMPONENTS OF MAIN STEAM SYSTEMS  
 B577 CLEAN AND INSPECT COMPONENTS OF MAIN REDUCTION GEARS  
 B578 TROUBLESHOOT COMPONENTS OF REDUCTION GEARS  
 B693 TEST LOW CONTROL AIR PRESSURE ALARMS  
 B694 CLEAN AND INSPECT COMPONENTS OF MAIN FEED SYSTEMS  
 B696 REPAIR MAIN FEED SYSTEMS  
 B697 REMOVE AND REPLACE COMPONENTS OF MAIN FEED SYSTEMS  
 B699 CLEAN AND INSPECT LOW PRESSURE (LP) AND HIGH PRESSURE (HP) TUBING  
 B700 CLEAN AND INSPECT LOW PRESSURE (LP) AND HIGH PRESSURE HP PIPING  
 B702 TROUBLESHOOT EMERGENCY SHUTDOWN DEVICES  
 B703 REMOVE AND REPLACE COMPONENTS OF EMERGENCY SHUTDOWN DEVICES  
 B704 REMOVE AND REPLACE COMPONENTS OF AUXILIARY BOILERS  
 B710 REMOVE AND REPLACE DEMINERALIZER RESIN  
 B711 REMOVE AND REPLACE BOILER FIREBRICKS  
 B712 PERFORM TEMPORARY BOILER REFRACTORY REPAIRS  
 B713 REMOVE AND REPLACE BOILER REFRACTORIES  
 B714 PLUG BOILER TUBES  
 B716 CONDUCT HYDROSTATIC TESTS ON SUPERHEATERS  
 B728 CLEAN AND INSPECT SOOT BLOWERS  
 B730 REMOVE AND REPLACE COMPONENTS OF SOOT BLOWERS  
 B731 REPAIR SOOT BLOWERS  
 B735 REMOVE AND REPLACE COMPONENTS OF STEAM SMOTHERING SYSTEMS  
 B736 CLEAN STEAM SMOTHERING SYSTEMS  
 B705 CLEAN AUXILIARY BOILER FIRESIDES  
 B706 CLEAN AUXILIARY BOILER WATERSIDES  
 B708 REMOVE AND REPLACE COMPONENTS OF DEAERATING FEED TANK (DFT)  
 B719 ADJUST BOILER SAFETY VALVES  
 B720 TEST BOILER SAFETY VALVES  
 B727 CLEAN AUXILIARY MACHINERY LUBE OIL SUMPS FORCED DRAFT BLOWERS, MAIN FEED PUMPS, FUEL OIL SERVICE PUMPS (FDB, MFP, FOSP, ETC)



- B734 CLEAN, INSPECT, AND LUBRICATE BOILER SLIDING FEET
- B738 CLEAN AND INSPECT BOILER INTERNAL FITTINGS
- B740 REMOVE AND REPLACE BOILER INTERNAL FITTINGS
- B741 REMOVE AND REPLACE MANHOLE AND HANDHOLE SEAT GASKETS
- B742 REMOVE AND REPLACE AIR CASING DOOR GASKETS
- B743 OVERHAUL GAUGE GLASS
- B744 CONDUCT BOILER FRONT CHECKS
- B746 MEASURE BOILER SPRAYER PLATES
- B747 CLEAN BOILER FIRESIDES
- B748 CLEAN BOILER WATERSIDES
- B751 CLEAN AND INSPECT HYDROSTATIC TEST PUMPS
- B752 REPAIR HYDROSTATIC TEST PUMPS
- B753 REMOVE AND REPLACE COMPONENTS OF HYDROSTATIC TEST PUMPS
- B754 TEST HYDROSTATIC TEST PUMPS
- B756 TEST BOILER AIR CASINGS
- B796 CONDUCT STRUCTURAL INTEGRITY INSPECTIONS OF TANKS AND VOIDS

C. FABRICATION AND MANUFACTURING

- C589 MEASURE, CUT, AND FIT GASKETS (VALVE, PUMP, PIPE, ETC)
- C590 MEASURE, CUT, AND FIT LOW PRESSURE (LP) TUBING
- C593 MEASURE, CUT, AND FIT FLEXIBLE HOSE ASSEMBLIES
- C591 MEASURE, CUT, AND FIT FLANGE SHIELDS
- C592 MEASURE, CUT, AND FIT LAGGING PADS

D. POLLUTION CONTROL

- D594 CONDUCT SPILL CONTAINMENT AND CLEAN UP
- D604 REVIEW HAZARDOUS MATERIAL (HAZMAT) USERS GUIDES
- D605 REVIEW MATERIAL SAFETY DATA SHEETS (MSDS) FOR HAZARDOUS MATERIAL (HAZMAT)
- D807 REVIEW ASBESTOS GASKET FABRICATION AND REMOVAL PRECAUTIONS
- D813 CLEAN AND INSPECT HAZARDOUS MATERIAL (HAZMAT) CONTAINERS

E. TECHNICAL ADMINISTRATION

- E597 DRAW DIAGRAMS
- E598 DRAW SKETCHES

F. MATERIAL CASUALTY CONTROL

- F616 PARTICIPATE IN BASIC ENGINEERING CASUALTY CONTROL EXERCISES

H. LABORATORY MANAGEMENT

- H629 DRAW FLUID SAMPLES ( FEEDWATER, POTABLE WATER, LUBE OIL, ETC )
- H630 INSPECT FLUID SAMPLES (VISUALLY )
- H631 TEST FLUID SAMPLES
- H632 PREPARE WATER TREATMENT CHEMICAL SOLUTIONS
- H633 PERFORM WATER-PASTE TESTS ON FUEL TANKS
- H758 CONDUCT TESTS ON FLASH POINT TESTERS
- H762 TEST DEAERATING FEED TANK (DFT) FOR DISSOLVED OXYGEN
- H763 PREPARE CONTINUOUS TREATMENT SOLUTIONS
- H764 PREPARE REAGENTS AND CHEMICALS
- H765 CONDUCT TESTS ON CENTRIFUGES
- H766 CONDUCT SALINITY/CONDUCTIVITY INDICATOR COMPARISON TESTS

- H788 CONDUCT COMPARISON BETWEEN DISTILLATE TEST RESULTS AND SALINITY INDICATOR READOUTS
- H809 DISPOSE OF USED LABORATORY HAZARDOUS MATERIAL (HAZMAT)
- H810 STOW HAZARDOUS MATERIAL (HAZMAT)

I. QUALITY ASSURANCE

- I640 FOLLOW PROPER MATERIAL AND MATERIAL PROCESS CONTROL REQUIREMENTS (FASTENERS, O-RINGS, ETC)
- I643 REVIEW HYDROSTATIC TEST REQUIREMENTS FOR SYSTEMS AND EQUIPMENT (PIPING, VALVES, PRESSURE VESSELS, ETC)

J. CORROSION CONTROL

- J767 CONDUCT STEAM BLANKET LAY-UPS
- J768 CONDUCT HOT DEAERATED LAY-UPS
- J769 CONDUCT DESICCANT LAY-UPS
- J770 CONDUCT HOT AIR LAY-UPS
- J771 CONDUCT HYDRAZINE/MORPHOLINE LAY-UPS

**MACHINIST'S MATE (SURFACE) SECOND CLASS (MM2)**

A. MECHANICAL SYSTEMS OPERATION

- A137 ADJUST COMPONENTS OF AIR DRYER SYSTEMS
- A153 ADJUST COMPONENTS OF CHILL WATER SYSTEMS
- A157 ALIGN HYDRAULIC STEERING GEAR SYSTEMS
- A159 SECURE HYDRAULIC STEERING GEAR SYSTEMS
- A689 EQUALIZE BOILER LOADS
- A775 ALIGN AUTOMATIC BOILER CONTROL (ABC) SYSTEMS
- A776 PERFORM AUTOMATIC BOILER CONTROL (ABC) COLD PLANT CHECKS
- A778 CONTROL BOILER OPERATIONS IN REMOTE MANUAL
- A790 INSPECT MANHOLE AND HANDHOLE SEATS

B. MECHANICAL MAINTENANCE

- B221 TROUBLESHOOT COMPRESSED AIR SYSTEMS
- B222 REPAIR COMPRESSED AIR SYSTEMS
- B224 TEST COMPRESSED AIR SYSTEMS
- B230 TEST AUXILIARY STEAM SYSTEMS
- B252 TROUBLESHOOT PUMPS
- B253 REPAIR PUMPS
- B255 OVERHAUL PUMPS
- B257 CONDUCT PUMP ALIGNMENT CHECKS
- B258 TEST PUMPS
- B263 TEST FIREMAIN SYSTEMS
- B273 TEST AUXILIARY COOLING WATER SYSTEMS
- B279 TEST POTABLE WATER SYSTEMS
- B285 PERFORM BATCH CHLORINATION OF POTABLE WATER TANKS
- B287 TROUBLESHOOT OIL TRANSFER SYSTEMS
- B290 TEST OIL TRANSFER SYSTEMS
- B292 TROUBLESHOOT OIL SERVICE SYSTEMS
- B295 TEST OIL SERVICE SYSTEMS
- B297 TROUBLESHOOT OIL PURIFICATION SYSTEMS
- B301 TEST OIL PURIFICATION SYSTEMS

B321 TROUBLESHOOT MACHINERY SPEED LIMITING DEVICES  
B322 ADJUST MACHINERY SPEED LIMITING DEVICES  
B324 OVERHAUL MACHINERY SPEED LIMITING DEVICES  
B325 TEST MACHINERY SPEED LIMITING DEVICES  
B342 TROUBLESHOOT DIAPHRAGM CONTROL VALVES  
B343 ADJUST VALVE TRAVEL ON DIAPHRAGM CONTROL VALVES  
B345 OVERHAUL DIAPHRAGM CONTROL VALVES  
B347 TEST DIAPHRAGM CONTROL VALVES  
B349 TROUBLESHOOT REDUCING STATIONS  
B352 OVERHAUL REDUCING STATIONS  
B353 TEST REDUCING STATIONS  
B372 TROUBLESHOOT EMERGENCY SHUTDOWN DEVICES  
B374 TEST EMERGENCY SHUTDOWN DEVICES  
B385 TEST WATER LEVEL INDICATORS/ALARMS (BOILER AND DEAERATING FEED TANK)  
B409 TROUBLESHOOT DISTILLING PLANTS  
B410 REPAIR COMPONENTS OF DISTILLING PLANTS  
B413 TEST DISTILLING PLANTS  
B415 TROUBLESHOOT DISTILLATE TRANSFER SYSTEMS  
B422 TEST CONDENSATE SYSTEMS  
B434 TEST OIL PURIFIERS  
B439 TEST MECHANICAL/HYDRAULIC STEERING GEAR SYSTEMS  
B465 TEST JACKING GEARS  
B470 TEST MAIN LUBE OIL SYSTEMS  
B476 TROUBLESHOOT WATER HEATERS  
B478 REPAIR COMPONENTS OF WATER HEATERS  
B479 REMOVE AND REPLACE COMPONENTS OF WATER HEATERS  
B480 TEST WATER HEATERS  
B481 CLEAN AND INSPECT COMPONENTS OF WINCHES  
B482 TROUBLESHOOT WINCHES  
B483 ADJUST COMPONENTS OF WINCHES  
B484 REPAIR COMPONENTS OF WINCHES  
B485 REMOVE AND REPLACE COMPONENTS OF WINCHES  
B486 TEST WINCHES  
B487 CLEAN AND INSPECT COMPONENTS OF MAIN SHAFTING AND BEARINGS  
B488 TROUBLESHOOT MAIN SHAFTING AND BEARINGS  
B489 REPAIR COMPONENTS OF MAIN SHAFTING AND BEARINGS  
B490 REMOVE AND REPLACE COMPONENTS OF MAIN SHAFTING AND BEARINGS  
B499 CLEAN AND INSPECT COMPONENTS OF LAUNDRY EQUIPMENT  
B500 TROUBLESHOOT LAUNDRY EQUIPMENT  
B501 ADJUST COMPONENTS OF LAUNDRY EQUIPMENT  
B502 REPAIR COMPONENTS OF LAUNDRY EQUIPMENT  
B503 REMOVE AND REPLACE COMPONENTS OF LAUNDRY EQUIPMENT  
B504 TEST LAUNDRY EQUIPMENT  
B505 CLEAN AND INSPECT GALLEY EQUIPMENT  
B506 TROUBLESHOOT GALLEY EQUIPMENT  
B507 REPAIR COMPONENTS OF GALLEY EQUIPMENT  
B508 REMOVE AND REPLACE COMPONENTS OF GALLEY EQUIPMENT  
B509 TEST GALLEY EQUIPMENT  
B510 CLEAN AND INSPECT MESS DECK EQUIPMENT (ICE MACHINES, MILK DISPENSERS, ETC)  
B511 TROUBLESHOOT MESS DECK EQUIPMENT  
B512 REPAIR MESS DECK EQUIPMENT  
B513 REMOVE AND REPLACE COMPONENTS OF MESS DECK EQUIPMENT  
B514 TEST MESS DECK EQUIPMENT  
B515 CLEAN AND INSPECT SCULLERY EQUIPMENT  
B516 TROUBLESHOOT SCULLERY EQUIPMENT  
B517 REPAIR COMPONENTS OF SCULLERY EQUIPMENT

B518 REMOVE AND REPLACE COMPONENTS OF SCULLERY EQUIPMENT  
B519 TEST SCULLERY EQUIPMENT  
B552 TROUBLESHOOT OVERSPEED TRIPS  
B553 ADJUST OVERSPEED TRIPS  
B555 REMOVE AND REPLACE COMPONENTS OF OVERSPEED TRIPS  
B557 DRAIN AND FLUSH DEAERATING FEED TANK (DFT)  
B558 CLEAN AND INSPECT COMPONENTS OF DEAERATING FEED TANK (DFT)  
B559 TROUBLESHOOT DEAERATING FEED TANK (DFT)  
B560 ADJUST COMPONENTS OF DEAERATING FEED TANK (DFT)  
B561 REPAIR COMPONENTS OF DEAERATING FEED TANK (DFT)  
B562 REMOVE AND REPLACE COMPONENTS OF DEAERATING FEED TANK (DFT)  
B563 TEST DEAERATING FEED TANK (DFT)  
B581 TROUBLESHOOT SHIP'S SERVICE TURBINE GENERATORS (SSTG)  
B582 REPAIR COMPONENTS OF SHIP'S SERVICE TURBINE GENERATORS (SSTG)  
B583 REMOVE AND REPLACE COMPONENTS OF SHIP'S SERVICE TURBINE GENERATORS (SSTG)  
B584 TEST SHIP'S SERVICE TURBINE GENERATORS (SSTG)

B585 CLEAN AND INSPECT COMPONENTS OF GLAND SEALS  
B587 REMOVE AND REPLACE COMPONENTS OF GLAND SEALS  
B588 TEST GLAND SEALS  
B695 TROUBLESHOOT MAIN FEED SYSTEMS  
B709 TEST COMPONENTS OF DEAERATING FEED TANK (DFT)  
B717 CONDUCT HYDROSTATIC TEST ON BOILERS  
B721 CLEAN AND INSPECT COMPONENTS OF FORCED DRAFT BLOWERS (FDB)  
B722 REMOVE AND REPLACE COMPONENTS OF FORCED DRAFT BLOWERS (FDB)  
B723 TROUBLESHOOT FORCED DRAFT BLOWERS (FDB)  
B724 TEST FORCED DRAFT BLOWERS (FDB)  
B725 REPAIR FORCED DRAFT BLOWERS (FDB)  
B726 INSPECT FORCED DRAFT BLOWERS (FDB) BLADE CLEARANCES  
B739 REPAIR BOILER INTERNAL FITTINGS  
B745 INSPECT AND ADJUST AIR REGISTER ASSEMBLIES  
B755 TEST AND ADJUST BURNER SAFETY SHUT-OFF DEVICES (SSD)  
B785 CLEAN AND INSPECT COMPONENTS OF SHIP'S SERVICE TURBINE GENERATORS (SSTG)  
B811 CONDUCT PRELIMINARY MAIN REDUCTION GEAR (MRG) CLOSEOUT/BEARING INSPECTIONS

#### D. POLLUTION CONTROL

D814 REVIEW HAZARDOUS MATERIAL (HAZMAT) INVENTORIES

#### E. TECHNICAL ADMINISTRATION

E602 PREPARE ENGINEERING OPERATIONAL SEQUENCING SYSTEM (EOSS) REPORTS  
E603 REVIEW AND UPDATE ENGINEERING RECORDS AND LOGS  
E606 CONDUCT EQUIPMENT CASUALTY ANALYSES  
E607 CONDUCT SYSTEMS CASUALTY ANALYSES  
E608 PREPARE DAILY FUEL, OIL, AND WATER REPORTS  
E609 ESTIMATE PROJECTED FUEL, LUBE OIL, AND WATER REQUIREMENTS  
E786 UPDATE EQUIPMENT CALIBRATION SCHEDULES

#### F. MATERIAL CASUALTY CONTROL

F617 CONDUCT BASIC ENGINEERING CASUALTY CONTROL EXERCISES

J. CORROSION CONTROL

J789 MONITOR SODIUM NITRATE LAY-UPS

**MACHINIST'S MATE (SURFACE) FIRST CLASS (MM1)**

A. MECHANICAL SYSTEMS OPERATION

A662 LIGHT OFF MAIN BOILERS  
A663 REGULATE FIRING RATE THROUGHOUT BOILER OPERATIONS  
A664 EXTINGUISH BOILER FIRES  
A687 CONTROL BOILER OPERATIONS IN LOCAL MANUAL

B. MECHANICAL MAINTENANCE

B328 CONDUCT PRELIMINARY CLOSEOUT INSPECTIONS OF TANKS AND VOIDS  
B467 TROUBLESHOOT MAIN LUBE OIL SYSTEMS  
B576 TEST MAIN STEAM SYSTEM  
B698 TEST MAIN FEED SYSTEMS  
B715 CONDUCT HYDROSTATIC TESTS ON DESUPERHEATERS  
B718 CONDUCT HYDROSTATIC TESTS ON ECONOMIZERS  
B719 ADJUST BOILER SAFETY VALVES  
B720 TEST BOILER SAFETY VALVES  
B729 ADJUST SOOT BLOWER PRESSURE  
B732 CHECK AND SET BLOWING ARC OF SOOT BLOWERS  
B733 TEST SOOT BLOWERS  
B737 INSPECT STEAM SMOTHERING SYSTEMS  
B749 PREPARE BOILER FOR INSPECTIONS  
B784 TEST DEAERATING FEED TANK (DFT) FOR INTEGRITY  
B804 PRESENT BOILER FOR INSPECTION APPRAISAL  
B805 CONDUCT PRELIMINARY BOILER CLOSEOUT INSPECTIONS  
B806 CONDUCT STRUCTURAL INSPECTION OF BOILERS  
B811 CONDUCT PRELIMINARY MAIN REDUCTION GEAR (MRG) CLOSEOUT/BEARING INSPECTIONS

D. POLLUTION CONTROL

D795 CONDUCT STOCK HYDRAZINE SPILL CLEAN UP PROCEDURES  
D815 COORDINATE SPILL CONTAINMENT AND CLEAN UP  
D816 INSPECT HAZARDOUS MATERIAL (HAZMAT) STORAGE AREAS  
D817 IMPLEMENT HAZARDOUS WASTE DISPOSAL METHOD

E. TECHNICAL ADMINISTRATION

E599 REVIEW SHIP-TO-SHOP MAINTENANCE PROGRESS REPORTS  
E792 REVIEW BOILER INSPECTION AND REPAIR MANAGEMENT INFORMATION SYSTEMS (BIRMIS)  
E798 REVIEW AND UPDATE BOILER TUBE RENEWAL SHEETS  
E808 REVIEW GAS-FREE PROCEDURES FOR TANKS AND VOIDS

F. MATERIAL CASUALTY CONTROL

F795 CONDUCT STOCK HYDRAZINE SPILL CLEAN UP PROCEDURES  
F812 CONDUCT ENGINEERING CASUALTY CONTROL DRILLS

G. ENGINEERING MANAGEMENT

G626 COORDINATE PREPARATIONS FOR PROPULSION PLANT START-UP AND OPERATIONS

I. QUALITY ASSURANCE

I635 DEVELOP QUALITY ASSURANCE (QA) TRAINING PROGRAMS

I636 MONITOR QUALITY ASSURANCE (QA) PROGRAMS

I637 CONDUCT QUALITY ASSURANCE (QA) AUDITS

I638 CONDUCT QUALITY ASSURANCE (QA) INSPECTIONS

I639 PREPARE QUALITY ASSURANCE (QA) REPORTS

I642 PREPARE CONTROLLED WORK PACKAGES FOR LEVEL 1 SYSTEM MAINTENANCE VALVES, PRESSURE VESSELS, ETC)

**CHIEF MACHINIST'S MATE (SURFACE) (MMC)**

B. MECHANICAL MAINTENANCE

B750 INSPECT BOILERS (WATERSIDE, FIRESIDE)

D. POLLUTION CONTROL

D595 PREPARE ENVIRONMENTAL POLLUTION CONTROL REPORTS

D797 MONITOR ENVIRONMENTAL POLLUTION CONTROL PROGRAMS

E. TECHNICAL ADMINISTRATION

E601 REVIEW AND VALIDATE ENGINEERING OPERATIONAL SEQUENCING SYSTEM (EOSS) MANUALS (ENGINEERING OPERATIONAL PROCEDURE (EOP), ENGINEERING OPERATIONAL CASUALTY CONTROL (EOCC))

F. MATERIAL CASUALTY CONTROL

F618 EVALUATE BASIC ENGINEERING CASUALTY CONTROL EXERCISES

G. ENGINEERING MANAGEMENT

G619 VERIFY ACCURACY OF SHIP'S SYSTEMS TECHNICAL DRAWINGS

G620 EVALUATE EFFECTIVENESS OF ENGINEERING MANAGEMENT PROGRAMS

G621 EVALUATE EQUIPMENT CAPABILITIES AND PERFORMANCES

G622 COORDINATE PREPARATIONS FOR FULL POWER AND ECONOMY TRIALS

G623 RECORD FULL POWER AND ECONOMY TRIAL DATA

G624 PREPARE SHIP'S TRIAL REPORTS

G625 REVIEW SHIP'S TRIAL REPORTS

G627 DOCUMENT SPECIAL PROJECTS ALTERATIONS SHIP ALTERATIONS (SHIPALTS) AND MACHINERY ALTERATIONS (MACHALTS)

G628 DEVELOP ENGINEERING PROGRAM EVALUATION REVIEW TECHNIQUE (PERT) CHARTS

G757 INVENTORY OIL LAB TEST EQUIPMENT AND CHEMICALS

G787 CONDUCT BOILER FLEXIBILITY TESTS

G794 COORDINATE PREPARATIONS FOR BOILER FLEXIBILITY TESTS

G801 PREPARE SHIP'S TRIAL REPORTS

G802 REVIEW SHIP'S TRIAL REPORTS

I. QUALITY ASSURANCE

1641 REVIEW SPECIFICATIONS FOR LEVEL 1 BOUNDARIES

**SENIOR CHIEF MACHINIST'S MATE (SURFACE) (MMCS)**

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

**MASTER CHIEF MACHINIST'S MATE (SURFACE) (MMCM)**

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

**MACHINIST'S MATE (SUBMARINE) (MM) FUNCTIONAL AREAS**

- A. MECHANICAL SYSTEMS OPERATIONS
- B. MECHANICAL MAINTENANCE
- C. QUALITY ASSURANCE
- D. TECHNICAL ADMINISTRATION
- E. MATERIAL CASUALTY/DAMAGE CONTROL
- F. LABORATORY ANALYSIS
- G. ORDNANCE/COMPONENT MAINTENANCE/OPERATIONS
- H. SMALL ARMS MAINTENANCE
- I. TORPEDO TUBE/SIGNAL EJECTOR SYSTEM MAINTENANCE/OPERATIONS
- J. VERTICAL LAUNCH SYSTEM MAINTENANCE
- K. TEST EQUIPMENT MAINTENANCE/OPERATIONS
- L. WEAPONS HANDLING/EQUIPMENT MAINTENANCE/OPERATIONS
- M. MAGAZINE MAINTENANCE/OPERATIONS
- N. ELECTRICAL/ELECTRONIC MAINTENANCE



**MACHINIST'S MATE (SUBMARINE) THIRD CLASS (MM3)**

**A. MECHANICAL SYSTEMS OPERATIONS**

- A001 RECORD EQUIPMENT OPERATING PARAMETERS
- A002 LINE UP DIESEL ENGINES
- A003 START UP DIESEL ENGINES
- A004 ADJUST DIESEL ENGINES
- A005 SECURE DIESEL ENGINES
- A006 LINE UP MAIN ENGINE STEAM TURBINES
- A007 START UP MAIN ENGINE STEAM TURBINES
- A008 ADJUST MAIN ENGINE STEAM TURBINES
- A009 SECURE MAIN ENGINE STEAM TURBINES
- A010 LINE UP TURNING (JACKING) GEARS
- A011 START UP TURNING (JACKING) GEARS
- A012 ADJUST TURNING (JACKING) GEARS
- A013 SECURE TURNING (JACKING) GEARS
- A014 ALIGN MAIN SHAFTS
- A015 ADJUST MAIN SHAFTS
- A016 SECURE AND LOCK SHAFTS
- A017 LINE UP SHIP'S SERVICE TURBINE GENERATORS (SSTG)
- A018 START UP SSTG
- A019 ADJUST SSTG
- A020 SECURE SSTG
- A021 LINE UP MAIN STEAM SYSTEMS
- A022 START UP MAIN STEAM SYSTEMS
- A023 ADJUST MAIN STEAM SYSTEMS
- A024 SECURE MAIN STEAM SYSTEMS
- A025 START UP AUXILIARY STEAM SYSTEMS
- A026 ADJUST AUXILIARY STEAM SYSTEMS
- A027 SECURE AUXILIARY STEAM SYSTEMS
- A028 START UP STEAM DRAIN SYSTEMS
- A029 ADJUST STEAM DRAIN SYSTEMS
- A030 SECURE STEAM DRAIN SYSTEMS
- A031 LINE UP AUXILIARY STEAM DRAIN SYSTEMS
- A032 ADJUST AUXILIARY STEAM DRAIN SYSTEMS
- A033 LINE UP SEAWATER CIRCULATING SYSTEMS
- A034 START UP SEAWATER CIRCULATING SYSTEMS
- A035 ADJUST SEAWATER CIRCULATING SYSTEMS
- A036 SECURE SEAWATER CIRCULATING SYSTEMS
- A037 LINE UP AUXILIARY CIRCULATING SYSTEMS
- A038 START UP AUXILIARY CIRCULATING SYSTEMS
- A039 ADJUST AUXILIARY CIRCULATING SYSTEMS
- A040 SECURE AUXILIARY CIRCULATING SYSTEMS
- A041 LINE UP CONDENSATE SYSTEMS
- A042 START UP CONDENSATE SYSTEMS
- A043 ADJUST CONDENSATE SYSTEMS
- A044 SECURE CONDENSATE SYSTEMS
- A045 LINE UP MAIN FEED SYSTEMS
- A046 START UP MAIN FEED SYSTEMS
- A047 ADJUST MAIN FEED SYSTEMS
- A048 SECURE MAIN FEED SYSTEMS

A049 LINE UP MAKE UP FEEDWATER SYSTEMS  
A050 START UP MAKE UP FEEDWATER SYSTEMS  
A051 ADJUST MAKE UP FEEDWATER SYSTEMS  
A052 SECURE MAKE UP FEEDWATER SYSTEMS  
A053 LINE UP FRESH WATER DRAIN COLLECTION SYSTEMS  
A054 START UP FRESH WATER DRAIN COLLECTION SYSTEMS  
A055 ADJUST FRESH WATER DRAIN COLLECTION SYSTEMS  
A056 SECURE FRESH WATER DRAIN COLLECTION SYSTEMS  
A057 LINE UP WASTE WATER DRAIN SYSTEMS  
A058 START UP WASTE WATER DRAIN SYSTEMS  
A059 ADJUST WASTE WATER DRAIN SYSTEMS  
A060 SECURE WASTE WATER DRAIN SYSTEMS  
A061 LINE UP REFRIGERATION SYSTEMS  
A062 START UP REFRIGERATION SYSTEMS  
A063 ADJUST REFRIGERATION SYSTEMS  
A064 SECURE REFRIGERATION SYSTEMS  
A065 LINE UP AIR CONDITIONING SYSTEMS  
A066 START UP AIR CONDITIONING SYSTEMS  
A067 ADJUST AIR CONDITIONING SYSTEMS  
A068 SECURE AIR CONDITIONING SYSTEMS  
A069 LINE UP HEATING SYSTEMS  
A070 START UP HEATING SYSTEMS  
A071 SECURE HEATING SYSTEMS  
A072 LINE UP VENTILATION SYSTEMS  
A073 START UP VENTILATION SYSTEMS  
A074 SECURE VENTILATION SYSTEMS  
A075 INSPECT VENTILATION SYSTEMS  
A076 LINE UP OXYGEN SYSTEMS  
A077 START UP OXYGEN SYSTEMS  
A078 ADJUST OXYGEN SYSTEMS  
A079 SECURE OXYGEN SYSTEMS  
A080 LINE UP NITROGEN SYSTEMS  
A081 START UP NITROGEN SYSTEMS  
A082 ADJUST NITROGEN SYSTEMS  
A083 SECURE NITROGEN SYSTEMS  
A084 LINE UP STEERING AND DIVING SYSTEMS  
A085 START UP STEERING AND DIVING SYSTEMS  
A086 ADJUST STEERING AND DIVING SYSTEMS  
A087 SECURE STEERING AND DIVING SYSTEMS  
A088 LINE UP AIR COMPRESSORS  
A089 START UP AIR COMPRESSORS  
A090 ADJUST AIR COMPRESSORS  
A091 SECURE AIR COMPRESSORS  
A092 LINE UP AIR DRYER SYSTEMS  
A093 START UP AIR DRYER SYSTEMS  
A094 ADJUST AIR DRYER SYSTEMS  
A095 SECURE AIR DRYER SYSTEMS  
A096 LINE UP AIR SYSTEMS  
A097 START UP AIR SYSTEMS  
A098 ADJUST AIR SYSTEMS  
A099 SECURE AIR SYSTEMS  
A100 LINE UP REDUCING STATIONS  
A101 START UP REDUCING STATIONS

A102 ADJUST REDUCING STATIONS  
A103 SECURE REDUCING STATIONS  
A104 LINE UP DISTILLING PLANTS  
A105 START UP DISTILLING PLANTS  
A106 ADJUST DISTILLING PLANTS  
A107 SECURE DISTILLING PLANTS  
A108 LINE UP DISTILLATE TRANSFER SYSTEMS  
A109 LINE UP POTABLE WATER SYSTEMS  
A110 START UP POTABLE WATER SYSTEMS  
A111 ADJUST POTABLE WATER SYSTEMS  
A112 SECURE POTABLE WATER SYSTEMS  
A113 LINE UP CHILL WATER SYSTEMS  
A114 START UP CHILL WATER SYSTEMS  
A115 ADJUST CHILL WATER SYSTEMS  
A116 SECURE CHILL WATER SYSTEMS  
A117 LINE UP COOLING WATER SYSTEMS  
A118 START UP COOLING WATER SYSTEMS  
A119 ADJUST COOLING WATER SYSTEMS  
A120 SECURE COOLING WATER SYSTEMS  
A121 LINE UP FIREMAIN SYSTEMS  
A122 START UP FIREMAIN SYSTEMS  
A123 ADJUST FIREMAIN SYSTEMS  
A124 SECURE FIREMAIN SYSTEMS  
A125 LINE UP BALLASTING AND DEBALLASTING SYSTEMS  
A126 START UP BALLASTING AND DEBALLASTING SYSTEMS  
A127 ADJUST BALLASTING AND DEBALLASTING SYSTEMS  
A128 SECURE BALLASTING AND DEBALLASTING SYSTEMS  
A129 LINE UP FUEL OIL SYSTEMS  
A130 START UP FUEL OIL SYSTEMS  
A131 ADJUST FUEL OIL SYSTEMS  
A132 SECURE FUEL OIL SYSTEMS  
A133 LINE UP LUBE OIL SYSTEMS  
A134 START UP LUBE OIL SYSTEMS  
A135 ADJUST LUBE OIL SYSTEMS  
A136 SECURE LUBE OIL SYSTEMS  
A137 LINE UP OIL PURIFICATION SYSTEMS  
A138 START UP OIL PURIFICATION SYSTEMS  
A139 ADJUST OIL PURIFICATION SYSTEMS  
A140 SECURE OIL PURIFICATION SYSTEMS  
A141 LINE UP OIL TRANSFER SYSTEMS  
A142 START UP OIL TRANSFER SYSTEMS  
A143 ADJUST OIL TRANSFER SYSTEMS  
A144 SECURE OIL TRANSFER SYSTEMS  
A145 LINE UP OIL AND WATER SEPARATOR SYSTEMS  
A146 START UP OIL AND WATER SEPARATOR SYSTEMS  
A147 ADJUST OIL AND WATER SEPARATOR SYSTEMS  
A148 SECURE OIL AND WATER SEPARATOR SYSTEMS  
A149 LINE UP CONDENSATE PUMPS  
A150 START UP CONDENSATE PUMPS  
A151 SECURE CONDENSATE PUMPS  
A152 LINE UP DRAIN PUMPS  
A153 START UP DRAIN PUMPS  
A154 SECURE DRAIN PUMPS

A155 LINE UP VACUUM PRIMING PUMPS  
A156 START UP VACUUM PRIMING PUMPS  
A157 SECURE VACUUM PRIMING PUMPS  
A158 LINE UP MAIN FEED PUMPS  
A159 START UP MAIN FEED PUMPS  
A160 SECURE MAIN FEED PUMPS  
A161 LINE UP AUXILIARY DRAIN PUMPS  
A162 START UP AUXILIARY DRAIN PUMPS  
A163 SECURE AUXILIARY DRAIN PUMPS  
A164 START UP SHIP'S SERVICE HYDRAULIC POWER PLANT  
A165 SHIFT SHIP'S SERVICE HYDRAULIC POWER PLANT OPERATIONAL MODES  
A166 ADJUST SHIP'S SERVICE HYDRAULIC POWER PLANT  
A167 SECURE SHIP'S SERVICE HYDRAULIC POWER PLANT  
A168 START UP ATMOSPHERIC CONTROL EQUIPMENT  
A169 DISPOSE OF HAZARDOUS WASTE (HW) AND HAZARDOUS MATERIALS (HM)  
A170 STORE HW AND HM  
A171 HANDLE HW AND HM  
A172 RECEIVE HW AND HM  
A173 LINE UP ATMOSPHERIC CONTROL EQUIPMENT  
A174 SECURE ATMOSPHERIC CONTROL EQUIPMENT  
A175 ADJUST ATMOSPHERIC CONTROL EQUIPMENT  
A176 LINE UP EXTERNAL HYDRAULICS  
A177 SECURE EXTERNAL HYDRAULICS  
A178 ADJUST EXTERNAL HYDRAULICS  
A179 START UP ANCHOR WINDLASS  
A180 LINE UP ANCHOR WINDLASS  
A181 SECURE ANCHOR WINDLASS  
A182 ADJUST ANCHOR WINDLASS

B. MECHANICAL MAINTENANCE

B183 FABRICATE GASKETS (VALVE, PUMP, PIPE, ETC.)  
B184 MEASURE, CUT, AND FIT FLEXIBLE HOSE ASSEMBLIES  
B185 MEASURE, CUT, AND FIT TUBING  
B186 CLEAN AND LUBRICATE DISTILLING PLANTS COMPONENTS  
B187 INSPECT SEALS, GASKETS, AND O-RINGS  
B188 REPLACE SEALS, GASKETS, AND O-RINGS  
B189 CLEAN AND LUBRICATE DISTILLATE TRANSFER SYSTEMS COMPONENTS  
B190 INSPECT DISTILLATE TRANSFER SYSTEMS  
B191 CLEAN AND LUBRICATE MAKE UP FEED (MUF) SYSTEMS COMPONENTS  
B192 INSPECT MUF SYSTEMS  
B193 CLEAN AND LUBRICATE MAIN FEED SYSTEMS COMPONENTS  
B194 INSPECT MAIN FEED SYSTEMS  
B195 CLEAN AND LUBRICATE AUXILIARY COOLING WATER SYSTEMS COMPONENTS  
B196 INSPECT AUXILIARY COOLING WATER SYSTEMS  
B197 TEST AUXILIARY COOLING WATER SYSTEMS  
B198 CLEAN AND LUBRICATE SEAWATER CIRCULATING SYSTEMS COMPONENTS  
B199 REPLACE WATER HEATER COMPONENTS  
B200 INSPECT WATER HEATERS  
B201 TEST WATER HEATERS  
B202 CLEAN AND LUBRICATE FIREMAIN SYSTEMS COMPONENTS  
B203 CLEAN COOLER TUBES  
B204 BACK FLUSH COOLER TUBES

B205 CLEAN HEAT EXCHANGERS  
B206 BACK FLUSH HEAT EXCHANGERS  
B207 PERFORM WATER LANCING OF HEAT EXCHANGER TUBES  
B208 INSTALL BLANK FLANGE ON PIPING  
B209 CLEAN AND LUBRICATE CONDENSATE SYSTEMS COMPONENTS  
B210 INSPECT CONDENSATE SYSTEMS  
B211 BACK FLUSH CONDENSERS  
B212 CLEAN CONDENSERS  
B213 INSPECT CONDENSERS  
B214 CLEAN AND LUBRICATE DRAIN SYSTEMS COMPONENTS  
B215 CLEAN AND LUBRICATE AUXILIARY STEAM SYSTEMS COMPONENTS  
B216 INSPECT AUXILIARY STEAM SYSTEMS  
B217 CLEAN AND LUBRICATE STEAM REDUCING STATIONS COMPONENTS  
B218 INSPECT STEAM REDUCING STATIONS  
B219 REPLACE AIR EJECTOR SYSTEMS COMPONENTS  
B220 INSPECT AIR EJECTOR SYSTEMS  
B221 CLEAN AND LUBRICATE MAIN ENGINE STEAM TURBINES COMPONENTS  
B222 CLEAN AND LUBRICATE SSTG COMPONENTS  
B223 CLEAN AND LUBRICATE MAIN SHAFTS COMPONENTS  
B224 INSPECT MAIN SHAFTS  
B225 REPLACE AIR COMPRESSORS COMPONENTS  
B226 CLEAN AND LUBRICATE AIR COMPRESSORS COMPONENTS  
B227 INSPECT AIR COMPRESSORS  
B228 TEST AIR COMPRESSORS  
B229 REPLACE AIR SYSTEMS COMPONENTS  
B230 CLEAN AND LUBRICATE AIR SYSTEMS COMPONENTS  
B231 INSPECT AIR SYSTEMS  
B232 TEST AIR SYSTEMS  
B233 REPLACE AIR DRYER SYSTEMS COMPONENTS  
B234 CLEAN AND LUBRICATE AIR DRYER SYSTEMS COMPONENTS  
B235 INSPECT AIR DRYER SYSTEMS  
B236 TEST AIR DRYER SYSTEMS  
B237 REPLACE REDUCING STATIONS COMPONENTS  
B238 CLEAN AND LUBRICATE REDUCING STATIONS COMPONENTS  
B239 INSPECT REDUCING STATIONS  
B240 TEST REDUCING STATIONS  
B241 REPLACE OIL PURIFICATION AND TRANSFER SYSTEMS COMPONENTS  
B242 CLEAN AND LUBRICATE OIL PURIFICATION AND TRANSFER SYSTEMS COMPONENTS  
B243 INSPECT OIL PURIFICATION AND TRANSFER SYSTEMS  
B244 TEST OIL PURIFICATION AND TRANSFER SYSTEMS  
B245 CLEAN AND LUBRICATE MAIN LUBE OIL SYSTEMS COMPONENTS  
B246 INSPECT MAIN LUBE OIL SYSTEMS  
B247 REPLACE FUEL AND LUBE OIL PURIFIERS  
B248 CLEAN AND LUBRICATE FUEL AND LUBE OIL PURIFIERS  
B249 INSPECT FUEL AND LUBE OIL PURIFIERS  
B250 TEST FUEL AND LUBE OIL PURIFIERS  
B251 REPLACE OIL PURIFICATION SYSTEMS COMPONENTS  
B252 CLEAN AND LUBRICATE OIL PURIFICATION SYSTEMS COMPONENTS  
B253 INSPECT OIL PURIFICATION SYSTEMS  
B254 TEST OIL PURIFICATION SYSTEMS  
B255 REPLACE OIL TRANSFER SYSTEMS COMPONENTS  
B256 CLEAN AND LUBRICATE OIL TRANSFER SYSTEMS COMPONENTS  
B257 INSPECT OIL TRANSFER SYSTEMS

B258 TEST OIL TRANSFER SYSTEMS  
B259 REPLACE SHIP'S WHISTLES COMPONENTS  
B260 CLEAN AND LUBRICATE SHIP'S WHISTLES COMPONENTS  
B261 INSPECT SHIP'S WHISTLES  
B262 ADJUST SHIP'S WHISTLES  
B263 TEST SHIP'S WHISTLES  
B264 CLEAN AND LUBRICATE REFRIGERATION SYSTEMS COMPONENTS  
B265 REPLACE VENTILATION SYSTEMS COMPONENTS  
B266 CLEAN AND LUBRICATE VENTILATION SYSTEMS COMPONENTS  
B267 INSPECT VENTILATION SYSTEMS  
B268 TEST VENTILATION SYSTEMS  
B269 REPLACE PUMP COMPONENTS  
B270 CLEAN AND LUBRICATE PUMP COMPONENTS  
B271 INSPECT PUMPS  
B272 ADJUST PUMPS  
B273 TEST PUMPS  
B274 REPLACE VALVE COMPONENTS  
B275 CLEAN AND LUBRICATE VALVE COMPONENTS  
B276 INSPECT VALVES  
B277 ADJUST VALVES  
B278 TEST VALVES  
B279 CLEAN TANKS AND VOIDS  
B280 SOUND TANKS AND VOIDS  
B281 CLEAN AND LUBRICATE STEERING AND DIVING HYDRAULIC SYSTEMS COMPONENTS  
B282 CLEAN AND LUBRICATE DIESEL ENGINES COMPONENTS  
B283 CLEAN AND LUBRICATE EMERGENCY SHUTDOWN SYSTEMS COMPONENTS  
B284 INSPECT EMERGENCY SHUTDOWN SYSTEMS  
B285 CLEAN AND LUBRICATE DIESEL ENGINE AIR SYSTEMS COMPONENTS  
B286 INSPECT DIESEL ENGINE AIR SYSTEMS  
B289 CLEAN AND LUBRICATE OVERSPEED TRIPS COMPONENTS  
B290 INSPECT OVERSPEED TRIPS  
B291 CLEAN AND LUBRICATE GOVERNORS COMPONENTS  
B292 INSPECT GOVERNORS  
B293 CLEAN AND LUBRICATE FUEL INJECTION SYSTEMS COMPONENTS  
B294 INSPECT FUEL INJECTION SYSTEMS  
B295 CLEAN AND LUBRICATE DIESEL EXHAUST SYSTEMS COMPONENTS  
B296 REPLACE CAPSTANS COMPONENTS  
B297 CLEAN AND LUBRICATE CAPSTANS COMPONENTS  
B298 INSPECT CAPSTANS  
B299 ADJUST CAPSTANS  
B300 TEST CAPSTANS  
B301 REPLACE LAUNDRY EQUIPMENT COMPONENTS  
B302 CLEAN AND LUBRICATE LAUNDRY EQUIPMENT COMPONENTS  
B303 INSPECT LAUNDRY EQUIPMENT  
B304 TEST LAUNDRY EQUIPMENT  
B305 REPLACE MESS DECK EQUIPMENT COMPONENTS  
B306 CLEAN AND LUBRICATE MESS DECK EQUIPMENT COMPONENTS  
B307 INSPECT MESS DECK EQUIPMENT  
B308 ADJUST MESS DECK EQUIPMENT  
B309 TEST MESS DECK EQUIPMENT  
B310 REPLACE GALLEY EQUIPMENT COMPONENTS  
B311 CLEAN AND LUBRICATE GALLEY EQUIPMENT COMPONENTS  
B312 INSPECT GALLEY EQUIPMENT

B313 TEST GALLEY EQUIPMENT  
B314 REPLACE SCULLERY EQUIPMENT COMPONENTS  
B315 CLEAN AND LUBRICATE SCULLERY EQUIPMENT COMPONENTS  
B316 INSPECT SCULLERY EQUIPMENT  
B317 TEST SCULLERY EQUIPMENT  
B318 PERFORM HYDROSTATIC TESTS  
B319 REPLACE SYSTEM FILTERS AND STRAINERS  
B320 CLEAN SYSTEM FILTERS AND STRAINERS  
B321 CLEAN AND BLOW SEA CHESTS  
B322 REPLACE EXPANSION JOINTS  
B323 INSPECT EXPANSION JOINTS  
B324 REPLACE FLEXIBLE COUPLINGS COMPONENTS  
B325 CLEAN AND LUBRICATE FLEXIBLE COUPLINGS COMPONENTS  
B326 INSPECT FLEXIBLE COUPLINGS  
B327 ALIGN FLEXIBLE COUPLINGS  
B328 ADJUST FLEXIBLE COUPLINGS  
B329 TEST FLEXIBLE COUPLINGS  
B330 TROUBLESHOOT AUXILIARY STEAM SYSTEMS  
B331 REPAIR AUXILIARY STEAM SYSTEMS  
B332 TROUBLESHOOT STEAM REDUCING STATIONS  
B333 REPAIR STEAM REDUCING STATIONS  
B334 TROUBLESHOOT STEAM TRAPS  
B335 REPAIR STEAM TRAPS  
B336 OVERHAUL STEAM TRAPS  
B337 REPAIR DRAIN SYSTEMS  
B338 TROUBLESHOOT CENTRIFUGAL AIR COMPRESSORS  
B339 REPAIR CENTRIFUGAL AIR COMPRESSORS  
B340 TROUBLESHOOT RECIPROCATING AIR COMPRESSORS  
B341 REPAIR RECIPROCATING AIR COMPRESSORS  
B342 OVERHAUL RECIPROCATING AIR COMPRESSORS  
B343 TROUBLESHOOT PUMPS  
B344 REPAIR PUMPS  
B345 OVERHAUL PUMPS  
B346 TROUBLESHOOT VALVES  
B347 REPAIR VALVES  
B348 OVERHAUL VALVES  
B349 TROUBLESHOOT AUXILIARY COOLING WATER SYSTEMS  
B350 REPAIR AUXILIARY COOLING WATER SYSTEMS  
B351 TROUBLESHOOT AIR DRYER SYSTEMS  
B352 REPAIR AIR DRYER SYSTEMS  
B353 OVERHAUL AIR DRYER SYSTEMS  
B354 TROUBLESHOOT AIR SYSTEMS  
B355 REPAIR AIR SYSTEMS  
B356 TROUBLESHOOT CONDENSATE SYSTEMS  
B357 REPAIR CONDENSATE SYSTEMS  
B358 TROUBLESHOOT DISTILLATE TRANSFER SYSTEMS  
B359 REPAIR DISTILLATE TRANSFER SYSTEMS  
B360 TROUBLESHOOT DISTILLING PLANTS  
B361 REPAIR DISTILLING PLANTS  
B362 OVERHAUL DISTILLING PLANTS  
B363 TROUBLESHOOT FUEL AND LUBE OIL PURIFIERS  
B364 REPAIR FUEL AND LUBE OIL PURIFIERS  
B365 OVERHAUL FUEL AND LUBE OIL PURIFIERS

B366 TROUBLESHOOT LUBE OIL SYSTEMS  
B367 REPAIR LUBE OIL SYSTEMS  
B368 TROUBLESHOOT OIL PURIFICATION AND TRANSFER SYSTEMS  
B369 REPAIR OIL PURIFICATION AND TRANSFER SYSTEMS  
B370 TROUBLESHOOT MESS DECK EQUIPMENT  
B371 REPAIR MESS DECK EQUIPMENT  
B372 OVERHAUL MESS DECK EQUIPMENT  
B373 TROUBLESHOOT SCULLERY EQUIPMENT  
B374 REPAIR SCULLERY EQUIPMENT  
B375 OVERHAUL SCULLERY EQUIPMENT  
B376 TROUBLESHOOT GALLEY EQUIPMENT  
B377 REPAIR GALLEY EQUIPMENT  
B378 OVERHAUL GALLEY EQUIPMENT  
B379 TROUBLESHOOT LAUNDRY EQUIPMENT  
B380 REPAIR LAUNDRY EQUIPMENT  
B381 OVERHAUL LAUNDRY EQUIPMENT  
B382 REPAIR FLEXIBLE COUPLINGS  
B383 FILL AND CHARGE HYDRAULIC ACCUMULATORS  
B384 FILL, BLEED, AND CHARGE HYDRAULIC SYSTEMS  
B385 TROUBLESHOOT HYDRAULIC SYSTEMS  
B386 REPAIR HYDRAULIC SYSTEMS  
B387 REPAIR AND REPLACE HYDRAULIC SYSTEM COMPONENTS  
B388 MAINTAIN HYDRAULIC RAMS  
B389 INSPECT AIR SYSTEM LUBRICATOR OIL LEVELS  
B390 CLEAN AIR SYSTEM LUBRICATORS  
B391 DRAIN CONDENSATE FROM ACCUMULATOR AIR FLASKS  
B392 FILL, BLEED, AND CHARGE PNEUMATIC SYSTEMS  
B393 CLEAN AND LUBRICATE SHIP'S SERVICE HYDRAULIC POWER PLANT  
B394 CLEAN AND LUBRICATE ATMOSPHERIC CONTROL EQUIPMENT  
B395 INSPECT ATMOSPHERIC CONTROL EQUIPMENT  
B396 TEST ATMOSPHERIC CONTROL EQUIPMENT  
B397 REPLACE COMPONENTS OF ATMOSPHERIC CONTROL EQUIPMENT  
B398 CLEAN AND LUBRICATE EXTERNAL HYDRAULICS  
B399 REPLACE EXTERNAL HYDRAULICS COMPONENTS  
B400 CLEAN AND LUBRICATE THE ANCHOR WINDLASS  
B401 CLEAN AND LUBRICATE WATERTIGHT DOORS AND HATCHES



- B402 CONDUCT RIGGING OPERATIONS
- B403 ASSEMBLE GREASE GUNS
- B404 VERIFY GREASING PLAN

C. QUALITY ASSURANCE

- C405 CONDUCT RECEIPT AND TRANSFER INSPECTION OF TORPEDOES AND MISSILES
- C406 SUBMIT APPROPRIATE QA FORMS

D. TECHNICAL ADMINISTRATION

- D407 MAINTAIN WEIGHT TEST AND CALIBRATION LOGS
- D408 PREPARE TRIDENT COMMAND AND CONTROL PROBLEM REPORTS (TCPR)
- D409 PREPARE TORPEDO MAINTENANCE DATA FORMS (TMIS, TMDER, ETC.)
- D410 MAINTAIN FEEDWATER LOGS
- D411 RECORD USAGE RATES (LUBE OIL AND WATER)
- D412 MAINTAIN FUEL RECORDS AND LOGS
- D413 PREPARE DAILY FUEL, OIL, AND WATER REPORTS
- D414 MAINTAIN EQUIPMENT OPERATION LOGS
- D415 MAINTAIN DAILY FUEL AND LUBE OIL ACCOUNTS
- D416 MAINTAIN DAILY WATER ACCOUNTS
- D417 DRAW DIAGRAMS AND SKETCHES
- D418 VERIFY ACCURACY OF SHIP'S DRAWINGS AND DIAGRAMS
- D419 USE DRAWINGS (BLUEPRINTS, SCHEMATICS, ETC.)

E. MATERIAL CASUALTY/DAMAGE CONTROL

- E420 PERFORM BASIC ENGINEERING CASUALTY CONTROL EXERCISES
- E421 PERFORM TORPEDO/MISSILE CASUALTY PROCEDURES
- E422 PERFORM OIL SPILL CONTAINMENT AND CLEAN UP DRILLS
- E423 TEST EMERGENCY SHUTDOWN SYSTEMS
- E424 MAINTAIN OTTO FUEL/H-E SPILL KITS
- E425 CLEAN UP FUEL SPILLS
- E426 INSPECT BREATHING APPARATUS CYLINDER PRESSURE
- E427 CLEAN BREATHING APPARATUS
- E428 TEST AND INSPECT BREATHING APPARATUS
- E429 REPAIR BREATHING APPARATUS

F. LABORATORY ANALYSIS

- F430 DRAW FLUID (I.E., WATER, LUBE OIL, ETC.) SAMPLES
- F431 MIX CHEMICAL TREATMENT SOLUTIONS
- F432 PREPARE WATER TREATMENT CHEMICALS
- F433 CONDUCT STANDARD CHEMICAL TESTS
- F434 TEST LUBE OIL SAMPLES
- F435 TEST POTABLE WATER SAMPLES
- F436 TAKE TANK SOUNDINGS

G. ORDNANCE/COMPONENT MAINTENANCE/OPERATIONS

- G437 PERFORM FRESH WATER WASHDOWN ON TORPEDOES
- G438 REMOVE CORROSION AND SALT DEPOSITS ON TORPEDOES
- G439 INSPECT TORPEDO JOINT BANDS
- G440 INSPECT BEARING PLATES, GUIDE STUD ASSEMBLIES AND GUIDES
- G441 CLEAN AND LUBRICATE BEARING PLATES, GUIDE STUD ASSEMBLIES AND GUIDES
- G442 REPLACE BEARING PLATES, GUIDE STUD ASSEMBLIES AND GUIDES
- G443 INSPECT TOMAHAWK NOSE COVER ALIGNMENT GUIDES
- G444 INSPECT TRANSDUCERS FOR DAMAGE AND OIL LEAKS
- G445 SPLICE TORPEDO COMMUNICATION WIRES
- G446 CONNECT TORPEDO COMMUNICATION WIRES TO BREECH DOORS
- G447 INSPECT TORPEDOES FOR OTTO FUEL LEAKS
- G448 TEST AND INSPECT A-CABLES
- G449 INSTALL A-CABLES TO TORPEDOES/MINES
- G450 CLEAN AND INSPECT TORPEDO MOUNTED DISPENSERS (TMD)
- G451 REPAIR TMD
- G452 TEST TMD
- G453 INSTALL TMD ON TORPEDOES
- G454 CLEAN AND INSPECT WARHEAD SECTIONS
- G455 INSPECT TORPEDO EXPLODERS
- G456 REMOVE EXPLODER SAFETY SCREWS
- G457 CLEAN AND INSPECT EXERCISE HEAD SECTIONS
- G458 CLEAN AND PRESERVE WEAPONS SURFACES
- G459 CLEAN AND INSPECT ROTORS AND STATORS
- G460 CONDUCT TORPEDO CONTINUITY CHECKS
- G461 CONDUCT FIRING TRANSMISSION CHECKS
- G462 CONNECT FIRE CONTROL GUIDANCE WIRES
- G463 CLEAN AND INSPECT MOBILE SUBMARINE SIMULATOR (MOSS) CHARGING LINE ASSEMBLIES
- G464 TEST MOSS CHARGING REDUCING MANIFOLD RELIEF VALVE SETPOINTS
- G465 ADJUST MOSS CHARGING REDUCING MANIFOLD RELIEF VALVES
- G466 CLEAN AND INSPECT MOSS REDUCING MANIFOLD FILTER ASSEMBLIES
- G467 FLUSH EMPTY MOSS LAUNCHERS
- G468 CLEAN AND LUBRICATE MOSS LAUNCHERS
- G469 INSPECT MOSS LAUNCHERS
- G470 CLEAN AND LUBRICATE MOSS TRAY AND BRIDGE ASSEMBLIES
- G471 INSPECT MOSS TRAY AND BRIDGE ASSEMBLIES
- G472 INSTALL MOSS ON TRAYS
- G473 INSTALL MOSS IN LAUNCHERS
- G474 INSPECT MISSILES (HARPOON, TOMAHAWK, ETC.)
- G475 CLEAN AND INSPECT TOMAHAWK HOSE ASSEMBLIES
- G476 CONDUCT MISSILE PRESSURIZATION CHECKS
- G477 DEPRESSURIZE ENCAPSULATED MISSILES
- G478 REMOVE EXTERIOR COMPONENTS FROM CAPSULES
- G479 INSPECT MISSILE CONTROL COMPONENTS (COOLANT LINES, ELECTRICAL CABLES, ETC.)
- G480 INSPECT VELOCITY SENSOR SWITCHES
- G481 PREPARE EXERCISE TORPEDOES FOR LAUNCH
- G482 CLEAN, INSPECT, AND INSTALL UMBILICAL CABLES (PNEUMATIC/ELECTRICAL)
- G483 CLEAN AND INSPECT MINES
- G484 CLEAN AND INSPECT ENCAPSULATED MISSILES
- G485 INSPECT PYROTECHNICS AND COUNTERMEASURES
- G486 REPLACE HARPOON CAPSULE LANYARD ASSEMBLIES

G487 REPLACE HARPOON CAPSULE FIN SHEAR PINS

H. SMALL ARMS MAINTENANCE

H488 CLEAN AND INSPECT PISTOLS  
H489 CLEAN AND INSPECT MAGAZINES  
H490 CLEAN AND INSPECT RIFLES  
H491 CLEAN AND INSPECT LINE THROWING RIFLE ADAPTER  
H492 CLEAN AND INSPECT SHOTGUNS  
H493 CLEAN AND INSPECT SECURITY FORCE EQUIPMENT  
H494 INSPECT AMMUNITION

I. TORPEDO TUBE/SIGNAL EJECTOR SYSTEM MAINTENANCE/OPERATIONS

I495 CLEAN AND LUBRICATE TORPEDO TUBES  
I496 INSPECT TORPEDO TUBES/TORPEDO EJECTION PUMPS  
I497 TEST AND INSPECT TORPEDO DOORS  
I498 REPAIR TORPEDO DOORS  
I499 CLEAN AND LUBRICATE TORPEDO TUBE INBOARD COMPONENTS  
I500 TEST AND INSPECT TORPEDO TUBE INBOARD COMPONENTS  
I501 CLEAN AND LUBRICATE TORPEDO TUBE OUTBOARD COMPONENTS  
I502 CLEAN AND LUBRICATE TORPEDO EJECTION PUMP COMPONENTS  
I503 CLEAN AND LUBRICATE WIRE CUTTER ACTUATOR ASSEMBLIES  
I504 INSPECT WIRE CUTTER ACTUATOR ASSEMBLIES  
I505 TEST WIRE CUTTER ACTUATOR ASSEMBLIES  
I506 REPAIR/REPLACE WIRE CUTTER ACTUATOR ASSEMBLIES  
I507 CLEAN AND INSPECT BREECH DOOR PENETRATOR CONNECTOR ASSEMBLIES  
I508 TEST PENETRATOR ASSEMBLIES  
I509 TEST CONNECTORS FOR PIN CONTINUITY  
I510 TEST CABLES FOR INSULATION RESISTANCE  
I511 CLEAN AND LUBRICATE DETENT MECHANISMS  
I512 REPAIR/REPLACE DETENT MECHANISMS  
I513 TEST DETENT MECHANISMS  
I514 CLEAN AND INSPECT SECURITY COVERS  
I515 TEST AND INSPECT TORPEDO TUBE FLOOD/DRAIN SENSORS/ELECTRODES  
I516 TEST TORPEDO TUBE BLOW AND VENT MANIFOLDS  
I517 TEST IMPULSE MANIFOLD RELIEF VALVES  
I518 INSPECT BREECH DOOR GASKETS  
I519 CLEAN AND LUBRICATE HAND RAM PLUNGER MECHANISMS  
I520 TEST HAND RAM PLUNGER MECHANISMS  
I521 BLOW DOWN TORPEDO TUBE IMPULSE AIR FLASKS  
I522 TEST AND INSPECT TORPEDO TUBE HYDRAULIC SYSTEMS  
I523 TEST AND INSPECT TORPEDO TUBE PNEUMATIC SYSTEMS  
I524 TEST AND INSPECT TORPEDO TUBE FIRE CONTROL CIRCUITS  
I525 TEST AND INSPECT TORPEDO TUBE MECHANICAL SYSTEMS  
I526 CLEAN AND LUBRICATE TORPEDO TUBE LOCKING RINGS  
I527 INSPECT TORPEDO TUBE LOCKING RINGS  
I528 REPLACE BUSHINGS, BEARINGS, AND ROLLERS  
I529 CLEAN AND LUBRICATE BUSHINGS, BEARINGS, AND ROLLERS  
I530 INSPECT BUSHINGS, BEARINGS, AND ROLLERS  
I531 ADJUST AND ALIGN BUSHINGS, BEARINGS, AND ROLLERS  
I532 REMOVE AND REPLACE SIGHT GLASSES  
I533 CLEAN AND INSPECT SIGHT GLASSES

- I534 CONDUCT TORPEDO PREFIRING TESTS
- I535 INSPECT PRESSURIZATION AND VENT SYSTEM MANIFOLD VALVES
- I536 INSPECT TORPEDO TUBE OPERATING MECHANISMS
- I537 TEST IMPULSE FLASKS, LINES, AND DRAINS FOR LEAKAGE
- I538 TEST OPERATE TORPEDO TUBES
- I539 LOAD AND UNLOAD MINES AND COUNTERMEASURES
- I540 LAUNCH MINES AND COUNTERMEASURES
- I541 CLEAN AND LUBRICATE SIGNAL EJECTORS
- I542 TEST AND INSPECT SIGNAL EJECTORS
- I543 OPERATE SIGNAL EJECTORS
- I544 LOAD AND UNLOAD SIGNAL EJECTORS
- I545 PERFORM LAUNCH FROM SIGNAL EJECTOR
- I546 FIRE TORPEDO TUBES FROM TORPEDO ROOM
- I547 FIRE TORPEDO TUBES LOCALLY USING TORPEDO TUBE CASUALTY PROCEDURES
- I548 CONDUCT PRESSURIZATION AND VENT SYSTEM CASUALTY PROCEDURES FOR TORPEDO TUBES
- I549 REPLACE SLIDE VALVE/BARREL GASKETS
- I550 VERIFY DISCONNECT/REALIGNMENT OF INTERLOCKS

#### J. VERTICAL LAUNCH SYSTEM MAINTENANCE

- J551 INSPECT MISSILE TUBE EXTENSION LOADER (MTEL) ALIGNMENTS
- J552 INSPECT VERTICAL LAUNCH SYSTEM (VLS) DEPLOYMENT STANDS
- J553 CLEAN AND LUBRICATE VLS LOADING PLATFORM SECTIONS
- J554 INSPECT VLS LOADING PLATFORM SECTIONS
- J555 CLEAN AND LUBRICATE VLS LOADING PLATFORM INTERLOCK FITTINGS
- J556 CLEAN/INSPECT/LUBRICATE VLS TUBES
- J557 INSPECT AND TEST VLS LOADING PLATFORM INTERLOCK FITTINGS
- J558 CLEAN AND LUBRICATE VLS ADJUSTABLE SUPPORT LEGS
- J559 INSPECT VLS ADJUSTABLE SUPPORT LEGS
- J560 INSPECT VLS PLATFORM ACCESSORIES
- J561 CLEAN AND LUBRICATE VLS TUBE HATCHES AND FAIRINGS
- J562 TEST AND INSPECT VLS TUBE HATCHES AND FAIRINGS
- J563 TEST AND INSPECT MISSILE TUBE INBOARD AND OUTBOARD COMPONENTS
- J564 TEST AND INSPECT MISSILE TUBE PENETRATORS
- J565 TEST AND INSPECT FLOOD/DRAIN VALVES
- J566 TEST AND INSPECT PRESSURE/VENT VALVES AND HATCHES
- J567 TEST AND INSPECT FLOOD/DRAIN CONTROL VALVES
- J568 CLEAN AND INSPECT MISSILE TUBE CONTROL PANELS
- J569 TEST AND INSPECT MISSILE TUBE FIRE CONTROL CIRCUITS
- J570 INSPECT VLS LIFTING ADAPTER
- J571 INSPECT AND OPERATE VLS HYDRAULIC POWER UNIT
- J572 READY MISSILE TUBE FOR LAUNCH
- J573 CONDUCT PRESSURIZATION AND VENT SYSTEM CASUALTY PROCEDURES FOR VERTICAL LAUNCH SYSTEMS

#### K. TEST EQUIPMENT MAINTENANCE/OPERATIONS

- K574 USE GENERAL PURPOSE ELECTRONIC TEST EQUIPMENT (GPETE)
- K575 CLEAN, INSPECT, AND TEST OTTO FUEL DETECTORS
- K576 CLEAN AND INSPECT GPETE/SPECIAL PURPOSE ELECTRONIC TEST EQUIPMENT (SPETE)
- K577 CONDUCT LOAD BANK ASSEMBLY (LBA) SELF TESTS

K578 REPLACE TEST SET CABLES  
K579 INSPECT TEST SET CABLES  
K580 CLEAN ALL-UP-ROUND ELECTRIC SIMULATORS (AURES)  
K581 INSPECT AURES  
K582 CONDUCT AURES LAMP TESTS  
K583 CONDUCT AURES SELF TESTS  
K584 CLEAN AND INSPECT TOMAHAWK PRESSURIZING GEAR TESTERS  
K585 OPERATE VLS CALIBRATION TEST EQUIPMENT  
K586 OPERATE TORPEDO/MISSILE TEST SET

L. WEAPONS HANDLING/EQUIPMENT MAINTENANCE/OPERATION

L587 TORQUE WEAPON STOWAGE AND HANDLING LASHING STRAPS  
L588 BREAK OUT AND SET UP WEAPONS HANDLING EQUIPMENT  
L589 BREAK DOWN AND STOW WEAPONS HANDLING EQUIPMENT  
L560 CLEAN AND LUBRICATE WEAPONS HOISTS (HAND CHAIN, HYDRAULIC, PNEUMATIC, AND ELECTRIC)  
L561 INSPECT AND TEST WEAPONS HOISTS (HAND CHAIN, HYDRAULIC, PNEUMATIC, AND ELECTRIC)  
L562 SERVICE WEAPONS HANDLING VEHICLES  
L563 STOW WEAPONS IN TORPEDO ROOM  
L564 USE HOISTS DURING WEAPONS EVOLUTIONS  
L565 PACKAGE WEAPONS AND COMPONENTS  
L566 UNPACKAGE WEAPONS AND COMPONENTS  
L567 REPAIR WEAPONS HOISTS (HAND CHAIN, HYDRAULIC, PNEUMATIC, AND ELECTRIC)  
L568 READ RELATIVE HUMIDITY INDICATORS  
L569 REPLACE RELATIVE HUMIDITY INDICATORS  
L570 REPLACE DESICCANT BAGS  
L571 CLEAN, INSPECT, AND LUBRICATE WEAPONS LOADING TRAYS  
L572 REPAIR WEAPONS LOADING TRAYS  
L573 INSPECT MOSS HOLD-DOWN STRAPS  
L574 CONDUCT ONLOAD/OFFLOAD OF WEAPONS/AMMUNITION, PYROTECHNICS, AND COUNTERMEASURES  
L575 CLEAN TOMAHAWK NOSE COVER ALIGNMENT GUIDES  
L576 INSTALL WEAPONS ALIGNMENT GUIDES  
L577 SHIFT WEAPONS TO LOAD LINES  
L578 PERFORM PRE-MOVEMENT WEAPONS CARRIER/VEHICLE INSPECTIONS  
L579 CONDUCT TUBE LOAD/UNLOAD OF TORPEDOES AND MISSILES  
L580 CONDUCT PRIOR-TO-USE INSPECTION AND MAINTENANCE ON PORTABLE HANDLING EQUIPMENT (BELLYBANDS, NOSE PIECES, WIRE ROPES, FIBER/SYNTHETICS, TORQUE WRENCHES, ETC.)  
L581 CONDUCT PRIOR-TO-USE INSPECTION AND MAINTENANCE ON INSTALLED HANDLING EQUIPMENT (TORPEDO LOAD LINE RAMMERS, PIVOT TRAYS, TORPEDOES)  
L582 TUBE LOAD MOSS AND LAUNCHERS  
L583 BACKHAUL MOSS AND LAUNCHER FROM TORPEDO TUBES  
L584 ON-LOAD MOSS AND LAUNCHERS  
L585 OFF-LOAD MOSS AND LAUNCHERS  
L586 SET UP AND CONDUCT EMERGENCY HANDLING  
L590 CONDUCT PRIOR TO USE MAINTENANCE/INSPECTION ON WEAPON HANDLING INTERLOCK SYSTEMS

M. MAGAZINE MAINTENANCE/OPERATIONS

- M588 INSPECT MAGAZINE THERMOMETERS
- M589 INSPECT MAGAZINE TEMPERATURE RECORD CARDS
- M590 INSPECT MAGAZINES FOR CLEANLINESS AND SECURITY
- M591 INSPECT NON-CONTAINERIZED AMMUNITION STOWAGE AND SECURITY DEVICES
- M592 INSPECT AND MAINTAIN READY STOWAGE LOCKERS

N. ELECTRICAL/ELECTRONIC MAINTENANCE

- N593 CONDUCT POINT-TO-POINT VOLTAGE AND CURRENT MEASUREMENTS
- N594 CONDUCT POINT-TO-POINT RESISTANCE AND CONTINUITY MEASUREMENTS

**MACHINIST'S MATE (SUBMARINE) SECOND CLASS (MM2)**

B. MECHANICAL MAINTENANCE

- B595 REPLACE DISTILLING PLANTS COMPONENTS
- B596 INSPECT DISTILLING PLANTS
- B597 TEST DISTILLING PLANTS
- B598 TEST DISTILLATE TRANSFER SYSTEMS
- B599 REPLACE MUF SYSTEMS COMPONENTS
- B600 TEST MUF SYSTEMS
- B601 REPLACE MAIN FEED SYSTEMS COMPONENTS
- B602 TEST MAIN FEED SYSTEMS
- B603 REPLACE AUXILIARY COOLING WATER SYSTEMS COMPONENTS
- B604 REPLACE SEAWATER CIRCULATING SYSTEMS COMPONENTS
- B605 INSPECT SEAWATER CIRCULATING SYSTEMS
- B606 TEST SEAWATER CIRCULATING SYSTEMS
- B607 REPLACE FIREMAIN SYSTEMS COMPONENTS
- B608 INSPECT FIREMAIN SYSTEMS
- B609 TEST FIREMAIN SYSTEMS
- B610 INSPECT COOLER TUBES
- B611 TEST COOLER TUBES
- B612 INSPECT HEAT EXCHANGERS
- B613 TEST HEAT EXCHANGERS
- B614 REPLACE CONDENSATE SYSTEMS COMPONENTS
- B615 TEST CONDENSATE SYSTEMS
- B616 TEST CONDENSERS
- B617 REPLACE DRAIN SYSTEMS COMPONENTS
- B618 INSPECT DRAIN SYSTEMS
- B619 TEST DRAIN SYSTEMS
- B620 REPLACE AUXILIARY STEAM SYSTEMS COMPONENTS
- B621 TEST AUXILIARY STEAM SYSTEMS
- B622 REPLACE STEAM REDUCING STATIONS COMPONENTS
- B623 TEST STEAM REDUCING STATIONS
- B624 TEST AIR EJECTOR SYSTEMS
- B625 TEST MAIN ENGINE STEAM TURBINES
- B626 TEST SSTG
- B627 TEST MAIN SHAFTS
- B628 REPLACE MAIN LUBE OIL SYSTEMS COMPONENTS
- B629 TEST MAIN LUBE OIL SYSTEMS
- B630 REPLACE REFRIGERATION SYSTEMS COMPONENTS

B631 INSPECT REFRIGERATION SYSTEMS  
B632 TEST REFRIGERATION SYSTEMS  
B633 REPLACE AIR CONDITIONING SYSTEMS COMPONENTS  
B634 CLEAN AND LUBRICATE AIR CONDITIONING SYSTEMS COMPONENTS  
B635 INSPECT AIR CONDITIONING SYSTEMS  
B636 TEST AIR CONDITIONING SYSTEMS  
B637 CHARGE AIR CONDITIONING AND REFRIGERATION SYSTEMS  
B638 REPLACE OXYGEN AND NITROGEN SYSTEMS COMPONENTS  
B639 INSPECT OXYGEN AND NITROGEN SYSTEMS  
B640 TEST OXYGEN AND NITROGEN SYSTEMS  
B641 INSPECT TANKS AND VOIDS  
B642 TEST TANKS AND VOIDS  
B643 REPLACE STEERING AND DIVING HYDRAULIC SYSTEMS COMPONENTS  
B644 INSPECT STEERING AND DIVING HYDRAULIC SYSTEMS  
B645 TEST STEERING AND DIVING HYDRAULIC SYSTEMS  
B646 REPLACE DIESEL ENGINES COMPONENTS  
B647 INSPECT DIESEL ENGINES  
B648 TEST DIESEL ENGINES  
B649 REPLACE EMERGENCY SHUTDOWN SYSTEMS COMPONENTS  
B650 TEST EMERGENCY SHUTDOWN SYSTEMS  
B651 REPLACE DIESEL ENGINE AIR SYSTEMS COMPONENTS  
B652 TEST DIESEL ENGINE AIR SYSTEMS  
B653 REPLACE OVERSPEED TRIPS COMPONENTS  
B654 TEST OVERSPEED TRIPS  
B655 ADJUST GOVERNORS  
B656 TEST GOVERNORS  
B657 REPLACE FUEL INJECTION SYSTEMS COMPONENTS  
B658 ADJUST FUEL INJECTION SYSTEMS  
B659 TEST FUEL INJECTION SYSTEMS  
B660 CLEAN AND LUBRICATE REDUCTION GEARS COMPONENTS  
B661 TEST REDUCTION GEARS  
B662 REPLACE JACKING GEARS COMPONENTS  
B663 CLEAN AND LUBRICATE JACKING GEARS COMPONENTS  
B664 TEST JACKING GEARS  
B665 REPLACE DIESEL EXHAUST SYSTEMS COMPONENTS  
B666 INSPECT DIESEL EXHAUST SYSTEMS  
B667 PERFORM SOUNDING OF FOUNDATION BOLTS  
B668 TROUBLESHOOT SSTG  
B669 REPAIR SSTG  
B670 OVERHAUL STEAM REDUCING STATIONS  
B671 TROUBLESHOOT DRAIN SYSTEMS  
B672 TROUBLESHOOT DIESEL ENGINES  
B673 REPAIR DIESEL ENGINES  
B674 TROUBLESHOOT DIESEL SPEED LIMITERS  
B675 TROUBLESHOOT DIESEL GOVERNORS  
B676 TROUBLESHOOT OVERSPEED TRIPS  
B677 REPAIR OVERSPEED TRIPS  
B678 OVERHAUL OVERSPEED TRIPS  
B679 TROUBLESHOOT AIR CONDITIONING SYSTEMS  
B680 REPAIR AIR CONDITIONING SYSTEMS  
B681 OVERHAUL AIR CONDITIONING PLANT  
B682 TROUBLESHOOT REFRIGERATION SYSTEMS  
B683 REPAIR REFRIGERATION SYSTEMS

- B684 OVERHAUL REFRIGERATION PLANT
- B685 TROUBLESHOOT VENTILATION SYSTEMS
- B686 REPAIR VENTILATION SYSTEMS
- B687 INSPECT HYDRAULIC POWER PLANT
- B688 TEST HYDRAULIC POWER PLANT
- B689 REPLACE HYDRAULIC POWER PLANT COMPONENTS
- B690 TEST EXTERNAL HYDRAULICS
- B691 REPLACE ANCHOR WINDLASS COMPONENTS
- B692 TEST ANCHOR WINDLASS
- B693 INSPECT ANCHOR WINDLASS
- B694 INSPECT WATERTIGHT DOORS AND HATCHES
- B695 INSPECT EXTERNAL HYDRAULICS
- B696 REPAIR WATERTIGHT DOORS AND HATCHES
- B697 TEST WATERTIGHT DOORS AND HATCHES

#### C. QUALITY ASSURANCE

- C698 SUBMIT QUALITY DISCREPANCY REPORTS (QDR)
- C699 CONDUCT QA PROGRAM INSPECTIONS
- C700 PREPARE AND SUBMIT RE-ENTRY CONTROL FORMS
- C701 PREPARE CONTROL WORK PACKAGES
- C702 SUBMIT DEPARTURE FROM SPECIFICATIONS PACKAGES
- C703 CONDUCT ACCEPTANCE INSPECTIONS ON COMPONENTS

#### D. TECHNICAL ADMINISTRATION

- D704 SUBMIT CORRECTIVE ACTION REQUESTS (CAR)
- D705 ESTIMATE PROJECTED FUEL, LUBE OIL, AND WATER REQUIREMENTS
- D706 MAINTAIN AND UPDATE AMMUNITION LOT/LOCATION CARDS/SCAAIR
- D707 INVENTORY AMMUNITION, WEAPONS, AND COMPONENTS
- D708 UPDATE AND SUBMIT TORPEDO RECORD BOOKS
- D709 ANALYZE ENGINEERING AND EQUIPMENT CASUALTIES
- D710 VERIFY ACCURACY OF WEAPONS SYSTEMS DIAGRAMS AND DRAWINGS
- D711 REVIEW/UPDATE WEIGHT TEST RECORD CARDS
- D712 REVIEW/UPDATE DIVISIONAL LOGS/RECORDS
- D713 COMPILE EQUIPMENT PERFORMANCE DATA

#### H. SMALL ARMS MAINTENANCE

- H714 COORDINATE QUALIFICATIONS FIRING FOR SECURITY FORCES

#### I. TORPEDO TUBE/SIGNAL EJECTOR SYSTEM MAINTENANCE/OPERATION

- I715 CONDUCT TORPEDO TUBE/TORPEDO EJECTION PUMP INSPECTIONS
- I716 ADJUST AND ALIGN TORPEDO TUBE INBOARD COMPONENTS
- I717 REPAIR TORPEDO TUBE INBOARD COMPONENTS
- I718 TEST AND INSPECT TORPEDO TUBE OUTBOARD COMPONENTS
- I719 ADJUST AND ALIGN TORPEDO TUBE OUTBOARD COMPONENTS
- I720 REPAIR TORPEDO TUBE OUTBOARD COMPONENTS
- I721 REPLACE EJECTION PUMP SHAFT/HULL PACKINGS
- I722 REPAIR SIGNAL EJECTOR COMPONENTS



J. VERTICAL LAUNCH SYSTEM MAINTENANCE

- J723 REPAIR MISSILE TUBE INBOARD AND OUTBOARD COMPONENTS
- J724 CONDUCT MISSILE TUBE PRE-LOAD AND CLOSEOUT

K. TEST EQUIPMENT MAINTENANCE/OPERATION

- K725 USE SPETE
- K726 TEST AND INSPECT WEAPONS SECURITY ALARM SYSTEMS

**MACHINIST'S MATE (SUBMARINE) FIRST CLASS (MM1)**

B. MECHANICAL MAINTENANCE

- B727 PLUG HEAT EXCHANGER TUBES
- B728 PLUG CONDENSER TUBES
- B729 REPLACE MAIN ENGINE STEAM TURBINES COMPONENTS
- B730 INSPECT MAIN ENGINE STEAM TURBINES
- B731 REPLACE SSTG COMPONENTS
- B732 INSPECT SSTG
- B733 INSPECT REDUCTION GEARS
- B734 INSPECT JACKING GEARS

C. QUALITY ASSURANCE

- C735 COORDINATE AND MAINTAIN QA MATERIAL STORAGE SURVEILLANCES AND SCHEDULES
- C736 CONDUCT SUBSAFE QUALITY ASSURANCE SURVEILLANCES

D. TECHNICAL ADMINISTRATION

- D737 DOCUMENT FIELD CHANGES
- D738 MAINTAIN AND UPDATE CAR
- D739 PREPARE AMMUNITION TRANSACTION REPORTS (ATR)
- D740 REVIEW MASTER STOCK RECORD CARDS
- D741 SCHEDULE WEAPONS TRANSFERS TO INTERMEDIATE MAINTENANCE ACTIVITIES (IMA)
- D742 SUPERVISE NON-NUCLEAR EXPLOSIVES HANDLING AND CERTIFICATION PROGRAMS
- D743 SUBMIT ORDNANCE ALTERATION (ORDALT) DOCUMENTATION
- D744 CHANGE SAFE COMBINATIONS
- D745 MAINTAIN ATR/SCAAIR
- D746 VERIFY PROCEDURAL DOCUMENTATION
- D747 DEVELOP PROCEDURAL DOCUMENTATION

H. SMALL ARMS MAINTENANCE

- H748 MONITOR QUALIFICATIONS FIRING FOR SECURITY FORCES

I. TORPEDO TUBE/SIGNAL EJECTOR SYSTEM MAINTENANCE/OPERATIONS

- I749 COORDINATE WEAPONS/COUNTERMEASURES FIRING TESTS

L. WEAPONS HANDLING/EQUIPMENT MAINTENANCE/OPERATIONS  
L750 COORDINATE WEAPONS/COMPONENT HANDLING EVOLUTIONS

**CHIEF MACHINIST'S MATE (SUBMARINE) (MMC)**

B. MECHANICAL MAINTENANCE

B751 SUPERVISE OFF HULL CHARGING OF OXYGEN/NITROGEN SYSTEMS  
B752 SUPERVISE THE INSPECTION OF DIESEL ENGINES

C. QUALITY ASSURANCE

C753 CONDUCT QUALITY ASSURANCE (QA) SAFETY SURVEILLANCES

D. TECHNICAL ADMINISTRATION

D754 DOCUMENT SPECIAL PROJECTS ALTERATIONS (SPALT)  
D755 REVIEW TORPEDO READINESS ACCEPTANCE INSPECTION (TRA) REPORTS  
D756 MAINTAIN WEAPONS AUDIT FILES  
D757 MANAGE MAINTENANCE OF WEAPONS AUDIT FILES  
D758 CONDUCT AA&E PHYSICAL SECURITY SURVEYS  
D759 IMPLEMENT NON-NUCLEAR EXPLOSIVES HANDLING AND CERTIFICATION PROGRAMS  
D760 REQUISITION WEAPONS AND COMPONENTS  
D761 REVIEW AND APPROVE ATR  
D762 CONDUCT EXPLOSIVE SAFETY INSPECTIONS  
D763 REVIEW WORK PACKAGES

E. MATERIAL CASUALTY/DAMAGE CONTROL

E764 CREATE, SCHEDULE, AND IMPLEMENT WEAPONS CASUALTY DRILLS  
E765 CREATE, SCHEDULE, AND IMPLEMENT ENGINEERING CASUALTY DRILLS

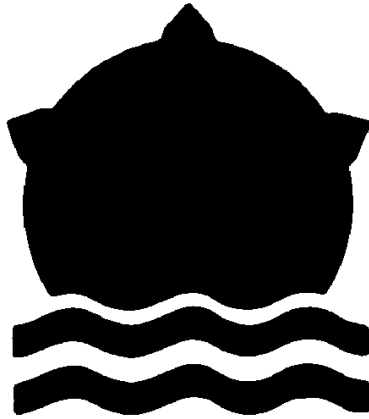
**SENIOR CHIEF MACHINIST'S MATE (SUBMARINE) (MMCS)**

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

**MASTER CHIEF MACHINIST'S MATE (SUBMARINE) (MMCM)**

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

# CHAPTER 52



MINEMAN  
(MN)

## NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

MINEMAN (MN)



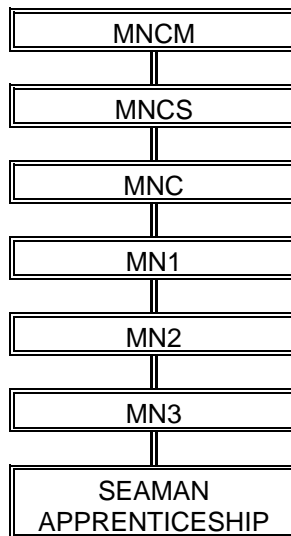
### SCOPE OF RATING

Minemen (MN) perform organizational and intermediate level maintenance on underwater mines and associated equipment, guns, gun mounts, handling equipment, small arms, surface sonar and mine countermeasures equipment; assemble, test, stow, and transport underwater mines; operate, maintain, and perform authorized modifications on material handling equipment, assembly-level items, and test equipment; perform safety criteria testing on material handling equipment; participate in fleet mining and exercise training programs; train, direct, and supervise personnel in ship's maintenance duties in all activities relating to marlinespike, deck, boat seamanship, painting, maintenance, upkeep of ship's external structure, rigging, deck equipment, and boats; perform seamanship tasks; test and inspect gun ammunition; inspect and repair magazine sprinkler systems; supervise personnel in handling and stowage of gun ammunition; direct crews in operation of guns, gun mounts, ammunition hoists, and handling rooms; function as Plotters and Radiotelephone talkers; maintain Combat Information Center (CIC) displays of strategic and tactical information; operate surveillance radar, Identification Friend or Foe (IFF) Systems, and associated equipment; interpret radar presentations, evaluate tactical situations, and make recommendations to superiors during watch conditions; apply current doctrine and procedures to CIC operations as necessary for radar navigation; provide technical information and assistance related to Mine Warfare and search and rescue operations; provide technical information and advice on capabilities, limitations, reliability, and operational readiness; advise staffs and commands on matters of operations and personnel; operate (manipulate, control, evaluate, and interpret data) surface sonar and other oceanographic systems.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 52.

NAVPERS 18068-52C

**GENERAL INFORMATION**  
CAREER PATTERN



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

SPECIAL PHYSICAL REQUIREMENTS

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

CITIZENSHIP/SECURITY REQUIREMENTS

Must be eligible for access to classified information.

**SAFETY**

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

## **MINEMAN (MN) FUNCTIONAL AREAS**

- A. MINE ASSEMBLY/DISASSEMBLY
- B. ORDNANCE/COMPONENT MAINTENANCE/HANDLING
- C. MINE WARFARE OPERATIONS
- D. TECHNICAL ADMINISTRATION
- E. QUALITY ASSURANCE
- F. MAGAZINE AND FIRE SUPPRESSION SYSTEMS MAINTENANCE/OPERATIONS
- G. MINE MANAGEMENT AND SUPERVISION
- H. MARLINESPIKE SEAMANSHIP
- I. DECK SEAMANSHIP
- J. CARGO HANDLING
- K. ANCHORING, MOORING, AND TOWING
- L. UNDERWAY REPLENISHMENT (UNREP)
- M. BOAT SEAMANSHIP
- N. SEARCH AND RESCUE OPERATIONS
- O. BOAT HANDLING AND SMALL BOAT OPERATIONS
- P. TACTICAL SUPPORT OPERATIONS
- Q. NAVIGATION
- R. ELECTRICAL AND ELECTRONIC SYSTEMS OPERATIONS
- S. COMMUNICATIONS
- T. SMALL ARMS/SECURITY FORCE EQUIPMENT
- U. SONAR OPERATIONS
- V. MECHANICAL SYSTEMS OPERATIONS
- W. CORRECTIVE MAINTENANCE

## **MINEMAN THIRD CLASS (MN3)**

### **A. MINE ASSEMBLY/DISASSEMBLY**

- A001 REMOVE AND INSTALL SUSPENSION LUGS
- A002 REMOVE AND INSTALL INSTRUMENT RACKS
- A003 ASSEMBLE AND DISASSEMBLE INSTRUMENT RACKS
- A004 REMOVE AND INSTALL BOOSTERS
- A005 REMOVE AND INSTALL INITIATORS, EXPLOSIVE FITTINGS AND DRIVERS
- A006 MARRY AND UNMARRY EXPLOSIVE SECTIONS
- A007 REMOVE AND INSTALL BLANKING PLATES
- A008 REMOVE AND INSTALL SONAR TRANSMITTERS
- A009 REMOVE AND INSTALL ARMING WIRES
- A010 REMOVE AND INSTALL ARMING DEVICES
- A011 TORQUE MINE WATERTIGHT OPENINGS, COMPONENTS AND ACCESSORIES
- A012 REMOVE AND INSTALL TAILS, FINS AND FLIGHT GEAR TO MINES
- A013 REMOVE AND INSTALL TAIL COVERS
- A014 TEST AND INSPECT TAIL COVERS
- A015 REMOVE AND INSTALL ANCHORS
- A016 ASSEMBLE AND DISASSEMBLE ANCHORS
- A017 REMOVE AND INSTALL INTERCONNECTION CABLES
- A018 REMOVE AND INSTALL FIRING MECHANISMS
- A019 REMOVE AND INSTALL TIMING ELEMENTS
- A020 DISASSEMBLE AND ASSEMBLE TARGET DETECTING DEVICES (TDD)
- A021 PROGRAM TARGET DETECTING DEVICES (TDD)
- A022 REMOVE AND INSTALL TARGET DETECTING DEVICES (TDD)
- A023 DISASSEMBLE AND ASSEMBLE MINE FLIGHT GEAR
- A024 REMOVE AND INSTALL FLOAT AND SHIELD SUBASSEMBLIES
- A025 ASSEMBLE AND DISASSEMBLE FLOAT AND SHIELD SUBASSEMBLIES
- A026 REMOVE AND INSTALL SIGNALS
- A027 DISASSEMBLE AND ASSEMBLE ACTUATION SYSTEMS
- A028 REMOVE AND INSTALL ACTUATION SYSTEMS
- A029 DISASSEMBLE AND ASSEMBLE MAIN MINE ASSEMBLY
- A030 REMOVE AND INSTALL SAFE AND ARMING GROUP
- A031 ASSEMBLE AND DISASSEMBLE BUOY SECTIONS
- A032 ASSEMBLE AND DISASSEMBLE BALLAST SECTIONS
- A033 TEST AND INSPECT MINE ASSEMBLY AREA GROUNDING SYSTEMS
- A034 INSPECT DESICCANTS

### **B. ORDNANCE/COMPONENT MAINTENANCE/HANDLING**

- B035 REPLACE SYSTEM BATTERIES
- B036 TEST, INSPECT AND CHARGE BATTERIES
- B037 CONDUCT STRAY VOLTAGE AND CONTINUITY CHECKS
- B038 CONDUCT CLASS "B" TESTS
- B039 CONDUCT CLASS "C" TESTS
- B040 CONDUCT CYCLIC MAINTENANCE OF MINES AND MINE COMPONENTS
- B041 PERFORM ENGINEERING CHANGE INSTRUCTIONS (ECI)
- B042 REFURBISH FLOATS AND SHIELDS
- B043 TEST ELECTRO-EXPLOSIVE DEVICES (EED)
- B044 REMOVE AND INSTALL O-RINGS
- B045 GROUND ORDNANCE
- B046 WELD SPOILERS TO INERT MINES
- B047 DRILL PINGER HOLES IN INERT BOMB BODIES
- B048 DRILL FAIRING HOLES IN INERT MINES



- B049 TEST ACTUATION SYSTEMS
- B050 INSPECT TEST SETS
- B051 SET UP TEST SETS
- B052 INSPECT ORDNANCE AND COMPONENTS
- B053 REFURBISH ORDNANCE AND COMPONENTS
- B054 REFURBISH MINE CASE SURFACES
- B055 OPERATE CASE RENOVATION SYSTEMS
- B056 INSPECT ORDNANCE HANDLING EQUIPMENT
- B057 SERVICE ORDNANCE HANDLING EQUIPMENT
- B058 UPDATE TEST RECORDS FOR ORDNANCE HANDLING EQUIPMENT
- B059 CONFIGURE ORDNANCE HANDLING EQUIPMENT
- B060 OPERATE ORDNANCE HANDLING EQUIPMENT
- B061 CONDUCT ON-LOAD AND OFF-LOAD OF AMMUNITION
- B062 STOW AMMUNITION
- B063 PREPARE ORDNANCE FOR SHIPMENT
- B064 PERFORM RECEIPT INSPECTIONS ON ORDNANCE CONTAINERS
- B067 OPERATE EXERCISE SUPPORT SYSTEM (ESS)
- B068 INSTALL ORDNANCE FOR AN/SLQ-48(V) MINE NEUTRALIZATION SYSTEMS

#### C. MINE WARFARE OPERATIONS

- C069 LABEL ORDNANCE, EQUIPMENT AND COMPONENTS
- C070 PERFORM OPERATIONAL SETTINGS
- C072 SET RADIATION HAZARDS (RADHAZ) AND HAZARDS OF ELECTRONIC RADIATION ORDNANCE (HERO) SAFEGUARDS

#### D. TECHNICAL ADMINISTRATION

- D075 COMPLETE MILITARY STANDARDS (MILSTD) TAGS
- D078 COMPLETE EXPLOSIVE VEHICLE INSPECTIONS
- D079 UPDATE PUBLICATION ALLOWANCE LISTS
- D080 UPDATE CHART CORRECTION RECORD CARDS
- D081 COMPLETE CHART REQUISITION FORMS
- D083 UPDATE SMALL ARMS CUSTODY LOGS
- D088 RECORD CHANGES TO OPERATIONAL PLANS AND OPERATIONAL ORDERS
- D090 INVENTORY AND ORDER MAGAZINE LOCKS AND KEYS
- D092 UPDATE AMMUNITION STOCK RECORD CARDS

#### E. QUALITY ASSURANCE

- E126 REVIEW MATERIAL SAFETY DATA SHEETS (MSDS) FOR HAZARDOUS MATERIALS (HAZMAT)
- E127 REVIEW HAZARDOUS MATERIAL USERS GUIDES (HMUG)
- E128 REVIEW HAZARDOUS MATERIAL (HAZMAT) INVENTORIES
- E129 CLEAN AND INSPECT HAZARDOUS MATERIAL (HAZMAT) CONTAINERS

#### F. MAGAZINE AND FIRE SUPPRESSION SYSTEMS MAINTENANCE/OPERATIONS

- F136 CLEAN, INSPECT, AND LUBRICATE SECURITY LOCKS
- F137 CHANGE SECURITY LOCKS AND COMPONENTS
- F138 RECORD MAGAZINE TEMPERATURES AND HUMIDITY
- F139 TEST DRY MAGAZINE SPRINKLER SYSTEMS
- F140 CLEAN AND INSPECT MAGAZINE COOLING AND VENTILATION SYSTEMS
- F141 CLEAN AND INSPECT SPRINKLER HEADS
- F142 REPLACE SPRINKLER HEADS

- F143 CLEAN AND INSPECT SPRINKLER SYSTEM SEA WATER STRAINERS
- F144 CLEAN AND INSPECT SPRINKLER SYSTEM PIPING
- F145 CLEAN AND INSPECT SPRINKLER SYSTEM VALVES
- F146 REPLACE SPRINKLER SYSTEM VALVES
- F147 TEST AND REPLACE TRANSMISSION TUBING
- F148 TEST AND REPLACE CIRCLE SEAL CHECK VALVES
- F149 TEST AND INSPECT VENTED CHECK VALVES
- F150 FLUSH SPRINKLER SYSTEMS
- F151 TEST SPRINKLER SYSTEM ALARMS
- F152 INSPECT SPRINKLER SYSTEM PRESSURE
- F153 LUBRICATE COMPONENTS OF SPRINKLER SYSTEMS
- F154 REPAIR SPRINKLER SYSTEMS AND COMPONENTS
- F155 INSTALL MAGAZINE SPRINKLER SYSTEMS TEST CASTINGS
- F156 REMOVE AND STOW MAGAZINE SPRINKLER SYSTEMS TEST CASTINGS
- F157 REPLACE PNEUMATICALLY RELEASED PILOT (PRP) VALVES

#### G. MINE MANAGEMENT AND SUPERVISION

- G159 SCREEN ORDNANCE COMPONENTS TO DETERMINE REPAIR CAPABILITY
- G161 PACKAGE MINE COMPONENTS FOR STORAGE
- G162 PROCESS REPAIRABLES FOR TURN-IN

#### H. MARLINESPIKE SEAMANSHIP

- H172 APPLY WHIPPING TO LINES
- H174 SPLICE LINES
- H175 INSPECT LINES, WIRES AND END FITTINGS
- H176 TEST LINES AND WIRES
- H177 MEASURE WIRE ROPES
- H178 SEIZE BITTER ENDS OF WIRE ROPES
- H179 INSTALL WIRE ROPE CLIPS
- H180 COIL DOWN LINES
- H181 FAKE DOWN LINES
- H182 FLEMISH DOWN LINES
- H183 MAKE LIFE LINES
- H184 MAKE LEAD LINES
- H186 MAKE MOORING STOPPERS
- H187 INSTALL TATTLETALE LINES
- H188 TIE AND UNTIE KNOTS, BENDS AND HITCHES
- H189 DESIGN CANVAS COVERS
- H190 MAKE SLINGS

#### I. DECK SEAMANSHIP

- I191 INVENTORY PNEUMATIC TOOLS
- I192 CLEAN AND INSPECT PNEUMATIC TOOLS
- I193 ISSUE PNEUMATIC TOOLS
- I194 REPAIR PNEUMATIC TOOLS
- I195 RIG AND UNRIG BOATSWAIN'S CHAIRS
- I196 RIG AND UNRIG CAMELS
- I197 RIG AND UNRIG FENDERS
- I198 RIG AND UNRIG GANGWAYS AND BROWS
- I199 RIG AND UNRIG PILOTS LADDERS
- I200 RIG AND UNRIG JACOB'S LADDERS
- I202 RIG AND UNRIG RAT GUARDS

I203 RIG AND UNRIG SAFETY NETS  
I204 RIG AND UNRIG STAGES  
I205 TEND STAGING LINES  
I206 HEAVE HEAVING LINES  
I207 RIG AND UNRIG FLAGSTAFFS  
I208 RIG AND UNRIG JACK STAFFS  
I209 THROW AND READ LEAD LINES  
I210 CONDUCT RESCUE SALVAGE OPERATIONS  
I211 ARM AN/SLQ-48 (V) MINE NEUTRALIZATION SYSTEMS (MNS)  
I212 LAUNCH AN/SLQ-48(V) MINE NEUTRALIZATION SYSTEMS (MNS)  
I213 RECOVER AN/SLQ-48(V) MINE NEUTRALIZATION SYSTEMS (MNS)  
I214 RIG DAN BUOYS  
I215 LAUNCH DAN BUOYS  
I216 RECOVER DAN BUOYS

J. CARGO HANDLING

J217 REEVE TACKLE  
J218 CLEAN AND INSPECT CRANE RIGGING  
J219 CLEAN AND INSPECT CABLES AND PENDANTS  
J220 TEST CABLES AND PENDANTS  
J222 TEST CRANE RIGGINGS  
J223 COORDINATE OPERATIONS OF WINCHES

K. ANCHORING, MOORING, AND TOWING

K226 TEST ANCHOR WINDLASSES  
K229 READ ANCHOR TENDINGS  
K232 PRESERVE DETACHABLE LINKS  
K233 PREPARE GROUND TACKLE  
K236 MOOR TO PIERS  
K237 UNMOOR FROM PIERS  
K240 PRESERVE GROUND TACKLE  
K242 CALCULATE STRAIN ON MOORING LINES  
K243 PASS STOPPERS ON MOORING LINES  
K244 FRAP MOORING LINES  
K245 TEND MOORING LINES  
K248 GREASE ROLLING CHOCKS

L. UNDERWAY REPLENISHMENT (UNREP)

L256 RIG AND UNRIG DAYTIME AND NIGHTTIME MARKERS  
L257 RIG AND UNRIG LIGHT LINE TRANSFERS  
L258 RIG AND UNRIG TEMPORARY LIFE LINES  
L259 TEST WINCHES  
L260 INTERPRET UNDERWAY REPLENISHMENT (UNREP) SIGNALS  
L261 SEND UNDERWAY REPLENISHMENT (UNREP) SIGNALS  
L262 RECEIVE FUELING AT SEA (FAS) OR REPLENISHMENT AT SEA (RAS) MESSENGERS  
L263 SEND FUELING AT SEA (FAS) OR REPLENISHMENT AT SEA (RAS) MESSENGERS  
L264 RIG AND UNRIG HIGHLINES

M. BOAT SEAMANSHIP

M267 READ SIGNAL FLAGS  
M268 INTERPRET NAVIGATIONAL SOUND SIGNALS

M269 RELAY NAVIGATIONAL SOUND SIGNALS  
M270 RIG AND UNRIG SEA PAINTERS  
M271 CLEAN AND INSPECT BOAT COVERS  
M272 CLEAN AND INSPECT LIFE RAFT STATIC TENSION RELEASES  
M273 CONDUCT PUNT OPERATIONS

N. SEARCH AND RESCUE OPERATIONS

N274 MAN READY LIFEBOAT  
N275 RECOVER MAN OVERBOARD  
N277 PLOT MAN OVERBOARD  
N284 CALCULATE SURVIVABILITY FOR MEN IN THE WATER  
N291 RIG AND UNRIG SHIPBOARD RECOVERY EQUIPMENT

O. BOAT HANDLING AND SMALL BOAT OPERATIONS

O293 INSPECT BOAT DAVITS AND FALLS  
O295 RIG AND UNRIG STEADYING LINES  
O296 RIG AND UNRIG BOAT HANDLING PENDANTS  
O297 LOAD BOATS  
O298 OFFLOAD BOATS  
O299 STOW BOATS  
O300 UNSTOW BOATS  
O301 INSPECT MANROPES  
O302 REPLACE MANROPES  
O303 INSPECT BOAT STOWAGES  
O304 HOOK SEA PAINTERS  
O305 UNHOOK SEA PAINTERS  
O306 INSPECT SMALL BOAT HULLS  
O307 INSPECT BOAT EQUIPMENT  
O308 START ENGINES  
O309 PLOT NAVIGATIONAL COURSES  
O310 CONDUCT SMALL BOAT TOWING EXERCISES  
O311 REMOVE AND REPLACE BOAT DAVIT FALLS  
O312 INSPECT BOAT DAVIT SAFETY DEVICES  
O313 LAUNCH SMALL BOATS  
O314 RECOVER SMALL BOATS

P. TACTICAL SUPPORT OPERATIONS

P318 COMPARE LOOKOUT AND RADAR INFORMATION WITH COMBAT INFORMATION CENTER (CIC)  
P319 MARK CONTACTS  
P320 EVALUATE CONTACT INFORMATION  
P321 ASSIGN CONTACT SYMBOLS  
P322 PLOT POP-UP CONTACTS  
P324 COMPUTE SURFACE CONTACT'S COURSES AND SPEEDS  
P325 COMPUTE TIME FOR CLOSEST POINT OF APPROACH (CPA)  
P326 CALCULATE TRUE WIND  
P339 EVALUATE RADAR ENVIRONMENTAL CONDITIONS  
P340 UPDATE COMBAT INFORMATION CENTER (CIC) LOGS  
P342 SET UP COMBAT INFORMATION CENTER (CIC) FOR GETTING UNDERWAY  
P345 EVALUATE RADAR PERFORMANCE DEGRADATIONS DUE TO ENVIRONMENTAL CONDITIONS

Q. NAVIGATION

- Q348 MAINTAIN CHART ALLOWANCES
- Q350 PLOT NAVIGATION HAZARDS
- Q351 INFORM BRIDGE OF NAVIGATION HAZARDS
- Q352 COMPUTE TURN TIMES TO CHARTED COURSES
- Q353 CONSTRUCT DEAD RECKONING SPEED TIME CONVERTER ON HARBOR CHARTS
- Q354 CONSTRUCT CURRENT GEOGRAPHIC PLOTS
- Q355 UPDATE CURRENT GEOGRAPHIC PLOTS
- Q356 DETERMINE AND UPDATE FIXED POINTS ON CHARTS
- Q357 CALCULATE BEARINGS AND RANGES FROM FIXED POINTS ON NAVIGATIONAL CHARTS
- Q359 PLOT LATITUDES AND LONGITUDES FROM FIXED INFORMATION
- Q360 PLOT DEVIATION AND VARIATION ON CHARTS
- Q361 PLOT VISUAL FIXES
- Q362 CALCULATE RADAR'S RANGE AND BEARING ERROR PRIOR TO GETTING UNDERWAY
- Q363 CALCULATE GYROCOMPASS ERROR PRIOR TO GETTING UNDERWAY
- Q364 FIX SHIP'S POSITION USING NAVIGATIONAL AIDS
- Q365 COMPARE SHIP'S POSITION DATA WITH BRIDGE
- Q366 COMPARE LOOKOUT AND RADAR INFORMATION WITH NAVIGATION PLOTS
- Q367 COMPARE RADAR SCOPE PRESENTATION WITH APPLICABLE CHARTS
- Q368 PLOT SHIP'S TRACK USING DEAD RECKONING (DR)
- Q369 INTERPRET ELECTRONIC NAVIGATION DATA
- Q370 COMPARE VISUAL WITH RADAR FIX DATA
- Q371 COMPARE SHIP'S POSITION DURING RADAR ASSISTED PILOTING (RAP)
- Q372 COMPUTE COURSES MADE GOOD
- Q380 RECORD FATHOMETER READINGS
- Q381 COMPARE FATHOMETER READINGS WITH CHARTS
- Q383 PLOT LATITUDES AND LONGITUDES FOR ANCHORAGE
- Q384 PLOT APPROACHES TO ANCHORAGE
- Q387 PLOT WHISTLE SIGNALS DURING LOW VISIBILITY NAVIGATION
- Q390 PASS PILOTING OFFICER'S RECOMMENDATIONS TO BRIDGE
- Q392 RECOMMEND ACTIONS FOR MEETING SITUATIONS
- Q395 IDENTIFY NAVIGATIONAL BUOYS AND LIGHTS
- Q397 CONSTRUCT NAVIGATION LOGS
- Q398 UPDATE NAVIGATION LOGS
- Q402 UPDATE CLOSE CONTACTS
- Q403 COMPUTE TIME OF CLOSEST POINT OF APPROACH (CPA)
- Q404 COMPUTE CONSTANT BEARING DECREASING RANGE PROBLEMS
- Q406 EVALUATE SURFACE CONTACTS
- Q407 UPDATE STATUS BOARDS
- Q408 PLOT SURFACE CONTACT BEARINGS AND RANGES
- Q409 UPDATE RUNNING TRACKS OF CONTACTS
- Q410 PLOT CONTACTS ON MANEUVERING BOARD

R. ELECTRICAL AND ELECTRONIC SYSTEMS OPERATIONS

- R416 ENERGIZE RADARS
- R417 EXAMINE PERFORMANCE OF RADAR REPEATERS
- R418 ENERGIZE RADAR REPEATERS
- R419 TUNE RADAR SETS
- R420 ADJUST RADAR SETS
- R421 TEST RADAR REMOTE UNIT CONTROLS
- R423 ENERGIZE DISPLAY CONSOLES

## S. COMMUNICATIONS

- S429 TEST COMMUNICATIONS SYSTEMS
- S430 TEST COMMUNICATIONS PATCHES
- S436 CONDUCT INTERNAL AND EXTERNAL COMMUNICATIONS
- S437 PERFORM TIME AUTHENTICATIONS
- S438 PERFORM TRANSMISSION AUTHENTICATIONS
- S443 TRANSMIT BEADWINDOW REPORTS TO ALERT NET STATIONS
- S444 TRANSMIT GINGERBREAD REPORTS TO ALERT NET STATIONS
- S445 TRANSMIT ON UNDERWATER COMMUNICATIONS EQUIPMENT

## T. SMALL ARMS/SECURITY FORCE EQUIPMENT

- T452 CONFIGURE RIFLES FOR USE AS LINE THROWING GUNS
- T453 PERFORM MAINTENANCE ON LINE THROWING KITS AND ADAPTERS
- T454 FIRE LINE THROWING GUNS
- T455 STOW SMALL ARMS
- T456 ISSUE SMALL ARMS
- T457 INVENTORY SMALL ARMS
- T458 FIELD STRIP, CLEAN AND INSPECT SMALL ARMS AND GRENADE LAUNCHERS
- T461 ISSUE SMALL ARMS AMMUNITION
- T463 ISSUE SHIP SELF DEFENSE FORCE (SSDF) EQUIPMENT
- T464 INSPECT PHYSICAL SECURITY EQUIPMENT
- T466 LAUNCH PYROTECHNICS

## U. SONAR OPERATIONS

- U470 PERFORM PRE-UNDERWAY OPERATIONAL CHECKS
- U471 PERFORM PRE-WATCH CHECKS ON SONAR EQUIPMENT SPACES
- U473 CONDUCT SEARCH FOR SONAR CONTACTS
- U474 DETECT CONTACTS
- U475 REPORT CONTACTS
- U476 LOG CONTACTS
- U477 CONVERT TRUE BEARINGS TO RELATIVE BEARINGS
- U478 CONVERT RELATIVE BEARINGS TO TRUE BEARINGS
- U479 TRACK CONTACTS
- U480 DETERMINE CONTACT CHARACTERISTICS
- U481 DETERMINE CONTACT BEARING AND RANGE
- U482 DETERMINE CONTACT POSITION
- U483 CLASSIFY CONTACTS
- U484 DETECT ACOUSTIC INTERFERENCE
- U485 IDENTIFY OBJECTS WITH MINE NEUTRALIZATION SYSTEM (MNS)
- U486 CALCULATE SONAR SOURCE LEVELS (LS)
- U487 CALCULATE SONAR NOISE LEVELS (LN)
- U488 PERFORM SONAR CONDITION CHECKS
- U489 CALCULATE SONAR CONTROL RANGES USING DEPRESS/ELEVATION (D/E) ANGLE AND BOTTOM DEPTH INFORMATION
- U491 LAUNCH EXPENDABLE BATHYTHERMOGRAPHS (XBT) AND EXPENDABLE SOUND VELOCITY BATHYTHERMOGRAPHS (XSV)
- U492 CALCULATE DEPTH OF UNDERWATER OBJECTS USING SONAR
- U494 CONDUCT MINE AVOIDANCE
- U495 CONDUCT ROUTE SURVEYS
- U503 OPERATE BATTLE SPACE PROFILER
- U504 ANALYZE BATTLE SPACE PROFILER DATA
- U505 LAUNCH BATTLE SPACE PROFILER
- U506 RECOVER BATTLE SPACE PROFILER

V. MECHANICAL SYSTEMS OPERATIONS

- V507 START UP HYDRAULIC PUMPS AND MOTORS
- V508 DEPLOY MINE COUNTERMEASURES EQUIPMENT
- V509 RECOVER MINE COUNTERMEASURES EQUIPMENT
- V510 CONFIGURE HYDRAULIC SERVICE UNIT FOR MINE NEUTRALIZATION VEHICLE
- V511 DEPLOY REMOTELY OPERATED SENSORS
- V514 TEST MOTORS
- V515 INSPECT MINE HUNTING SONAR (MHS) HYDRAULIC SYSTEMS
- V516 ADJUST MINE HUNTING SONAR (MHS) HYDRAULIC SYSTEMS
- V517 OPERATE OVERSIDE BODY HANDLING SYSTEMS (OSBHS)

W. CORRECTIVE MAINTENANCE

- W521 INSTALL GAUGES
- W522 REMOVE GAUGES

**MINEMAN SECOND CLASS (MN2)**

B. ORDNANCE/COMPONENT MAINTENANCE/HANDLING

- B065 INSPECT MAGAZINE STOWAGE

D. TECHNICAL ADMINISTRATION

- D076 COMPLETE MASTER RECORD SHEETS
- D077 COMPLETE MINE-SYSTEM DATA REPORTS
- D082 CONDUCT AMMUNITION INVENTORIES
- D086 DISSEMINATE TECHNICAL INFORMATION PERTAINING TO THE TESTING AND MAINTENANCE OF ORDNANCE
- D087 COMPUTE LIFE OF MINE/MINE NEUTRALIZER SYSTEMS (MNS) BATTERIES
- D089 REVIEW NOTICE OF AMMUNITION RECLASSIFICATION (NAR) FILES

E. QUALITY ASSURANCE

- E123 CONDUCT RECEIPT INSPECTIONS OF MINES AND MINE MATERIALS
- E124 VERIFY AMMUNITION TRANSACTION REPORTS (ATR)
- E131 IMPLEMENT HAZARDOUS MATERIAL (HAZMAT) WASTE DISPOSAL METHODS

F. MAGAZINE AND FIRE SUPPRESSION SYSTEMS MAINTENANCE/OPERATIONS

- F132 INSPECT MAGAZINE AREAS
- F134 INSPECT READY SERVICE LOCKERS
- F158 DIRECT MAGAZINE AND READY SERVICE LOCKER MAINTENANCE AND STOWAGE

G. MINE MANAGEMENT AND SUPERVISION

- G160 INITIATE MINE WORK ORDERS
- G164 REVIEW MINE WORK ORDERS

J. CARGO HANDLING

- J221 SIGNAL CRANES
- J224 COORDINATE OPERATION OF CRANES
- J225 CALCULATE SAFE WORKING LOADS

K. ANCHORING, MOORING, AND TOWING

- K241 INSPECT MOORING LINES AND GEAR
- K251 SEND TOWING HAWSER
- K252 RECEIVE TOWING HAWSER

N. SEARCH AND RESCUE OPERATIONS

- N278 RECOMMEND MANEUVERS TO RECOVER MAN OVERBOARD
- N279 PLOT EXPANDING SQUARE SEARCHES
- N280 MONITOR SEARCH AND RESCUE (SAR) EMERGENCY FREQUENCIES
- N281 IDENTIFY SHIPBOARD EMERGENCY SIGNALS
- N282 IDENTIFY AIRCRAFT EMERGENCY SIGNALS
- N283 CALCULATE EFFECTS OF WIND AND CURRENT ON RAFTS AND PERSONNEL
- N285 DRAFT SHIPBOARD SEARCH PATTERNS
- N286 PLOT AND TRACK WEATHER CONDITION IN SEARCH AND RESCUE (SAR) AREAS
- N287 COORDINATE ASSISTANCE WITH SEARCH AND RESCUE (SAR) FACILITIES
- N292 COMPUTE PARACHUTE'S DRIFT

P. TACTICAL SUPPORT OPERATIONS

- P315 CONSTRUCT SURFACE SUMMARY PLOTS
- P316 UPDATE SURFACE SUMMARY PLOTS
- P317 CONSTRUCT FORMATION DIAGRAMS
- P323 SET UP SPECIAL WARFARE FORMATIONS AND DISPOSITIONS
- P327 CALCULATE DESIRED WIND
- P328 CALCULATE RELATIVE WIND
- P329 CALCULATE APPARENT WIND
- P330 PLOT EMERGENCY FALLOUT AREAS
- P331 PLOT POINT ROMEO
- P332 RECOMMEND ACTIONS TO CLEAR FALLOUT AREAS
- P333 COMPUTE SAFE AREAS
- P334 PLOT MINE FIELDS
- P335 PLOT AND UPDATE Q ROUTES
- P336 PLOT AND UPDATE SWEEP LANES

Q. NAVIGATION

- Q349 LAY OUT APPROVED TRACKS AND COMPARE CHARTS WITH NAVIGATOR
- Q373 CALCULATE COMPENSATING COURSES
- Q374 CALCULATE COMPENSATING SPEEDS
- Q375 CALCULATE CORRECTING COURSES
- Q376 CALCULATE CORRECTING SPEEDS
- Q377 CALCULATE DRIFT
- Q378 CALCULATE SET
- Q379 COMPUTE ADVANCE AND TRANSFER
- Q385 CALCULATE ANCHOR DROP DISTANCES
- Q386 CORRELATE LOW VISIBILITY LOOKOUT INFORMATION
- Q388 RECOMMEND LOW VISIBILITY SOUND SIGNALS
- Q394 RECOMMEND WHISTLE SIGNALS FOR EXISTING SITUATIONS
- Q396 INFORM PILOTING OFFICER ABOUT SHIPPING CONDITIONS
- Q399 COMPUTE DRAG CIRCLE
- Q400 COMPUTE SWING CIRCLE
- Q405 COMPUTE AVOIDANCE COURSES



R. ELECTRICAL AND ELECTRONIC SYSTEMS OPERATIONS

R415 INITIALIZE ELECTRONIC EQUIPMENT PRIOR TO GETTING UNDERWAY  
R422 LOAD DAILY IDENTIFICATION FRIEND OR FOE (IFF) CRYPTOLOGICAL CODE  
R424 RESTORE EQUIPMENT OPERATION UNDER EMERGENCY CONDITIONS

S. COMMUNICATIONS

S450 PREPARE SEARCH AND RESCUE (SAR) INCIDENT MESSAGES

T. SMALL ARMS/SECURITY FORCE EQUIPMENT

T462 CLEAN, INSPECT AND TEST NIGHT VISION ELECTRO-OPTICAL EQUIPMENT  
T465 INSPECT SMALL ARMS ARMORIES

U. MECHANICAL SYSTEMS OPERATIONS

U472 EVALUATE OCEAN ENVIRONMENTAL CHANGES  
U501 CORRELATE CONTACTS WITH INTELLIGENCE DATA

W. CORRECTIVE MAINTENANCE

W518 TROUBLESHOOT ELECTRICAL PROBLEMS  
W519 REPAIR ELECTRICAL PROBLEMS  
W520 SOLDER ELECTRICAL AND ELECTRONIC COMPONENTS  
W523 RETERMINATE ELECTRONIC CONNECTORS

**MINEMAN FIRST CLASS (MN1)**

B. ORDNANCE/COMPONENT MAINTENANCE/HANDLING

B066 MONITOR HANDLING OF AMMUNITION

C. MINE WARFARE OPERATIONS

C071 PERFORM FINAL INSPECTIONS OF ASSEMBLED MINES

D. TECHNICAL ADMINISTRATION

D084 UPDATE ARMS, AMMUNITION AND EXPLOSIVES (AA&E) KEY CONTROL LOGS  
D085 RECOMMEND ADDITIONS, DELETIONS AND CHANGES TO MINE BILL OF MATERIALS  
D091 UPDATE COMBAT SYSTEMS AND WEAPONS DEPARTMENT SMOOTH LOGS  
D093 PREPARE STORAGE AND LOADING PLANS  
D095 DRAFT AMMUNITION TRANSACTION REPORTS (ATR)  
D096 UPDATE AMMUNITION TRANSACTION REPORT (ATR) RECORDS  
D097 DRAFT AMMUNITION REQUISITIONS  
D098 CANCEL AMMUNITION REQUISITIONS  
D105 SURVEY LOST OR STOLEN WEAPONS, AMMUNITION AND COMPONENTS  
D106 UPDATE STANDARDIZED CONVENTIONAL AMMUNITION AUTOMATED INVENTORY RECORDS (SCAIR)  
D108 UPDATE SHIP'S ARMAMENT INVENTORY LISTS (SAIL)  
D110 REVIEW SHIP'S ACOUSTIC TRIAL REPORTS  
D112 SUBMIT EQUIPMENT PERFORMANCE AND OPERATIONAL (P&O) REPORTS  
D115 REVIEW MINE READINESS CAPABILITY REPORTS

E. QUALITY ASSURANCE

- E118 PERFORM ORDNANCE ACCEPTANCE INSPECTIONS
- E120 CONDUCT QUALITY ASSURANCE (QA) INSPECTIONS OF ORDNANCE AND COMPONENTS DURING ASSEMBLY AND DISASSEMBLY
- E122 COORDINATE MINE ASSEMBLY AND DISASSEMBLY QUALITY ASSURANCE (QA) INSPECTIONS

F. MAGAZINE AND FIRE SUPPRESSION SYSTEMS MAINTENANCE/OPERATIONS

- F133 INSPECT PYROTECHNIC LOCKERS
- F135 INVENTORY SECURITY LOCKS AND COMPONENTS

G. MINE MANAGEMENT AND SUPERVISION

- G163 CONDUCT 1/12 SUPPLY INVENTORY
- G165 DIRECT FINAL PREPARATIONS OF MINES FOR DELIVERY
- G166 COORDINATE MOVEMENT OF EXPLOSIVES WITHIN COMMAND
- G167 DIRECT MAINTENANCE AND UPKEEP OF MAGAZINE AND WORK SPACES
- G168 DIRECT MINE MAINTENANCE, ASSEMBLY AND DISASSEMBLY
- G169 COORDINATE MOVEMENT OF EXPLOSIVES AND INERT MATERIAL ON STATION AND OFF STATION

K. ANCHORING, MOORING, AND TOWING

- K227 DROP ANCHORS
- K228 HEAVE AROUND ANCHORS
- K230 SLIP ANCHORS
- K231 SECURE ANCHORS
- K234 MOOR WITH ANCHORS
- K235 UNMOOR WITH ANCHORS
- K238 MOOR TO BUOYS
- K239 UNMOOR FROM BUOYS
- K249 RIG SHIP FOR TOWING
- K250 RIG SHIP TO BE TOWED

L. UNDERWAY REPLENISHMENT (UNREP)

- L255 RIG AND UNRIG REFUELING STATIONS
- L266 CONDUCT EMERGENCY BREAKAWAYS

N. SEARCH AND RESCUE OPERATIONS

- N276 REPORT MAN OVERBOARD POSITIONS
- N288 PREPARE SEARCH AND RESCUE (SAR) AIR PATTERNS ON ASSETS AND ENVIRONMENTAL CONDITIONS
- N289 DIRECT SEARCH AND RESCUE (SAR) APPROACHES FOR AIRCRAFT AND HELICOPTERS
- N290 VECTOR SEARCH AND RESCUE (SAR) CRAFT TO RECOVERY POINTS

O. BOAT HANDLING AND SMALL BOAT OPERATIONS

- O294 RIG AND UNRIG HEAVY WEATHER PENNANTS

P. TACTICAL SUPPORT OPERATIONS

- P341 SET UP COMBAT INFORMATION CENTER (CIC) FOR SWEEP CHANNELS
- P343 SET UP COMBAT INFORMATION CENTER (CIC) FOR UNDERWAY REPLENISHMENT
- P344 SET UP COMBAT INFORMATION CENTER (CIC) FOR GENERAL QUARTER AND MODIFIED CONDITIONS OF READINESS
- P347 EVALUATE TACTICAL AND EMISSION CONTROL (EMCON) SITUATIONS

Q. NAVIGATION

- Q358 COMPUTE LATITUDES AND LONGITUDES FROM FIXED INFORMATION
- Q389 PREPARE COMBAT INFORMATION CENTER (CIC) FOR MOORING TO A BUOY
- Q401 APPLY RULES OF THE ROAD WHILE MANEUVERING
- Q411 MAKE COURSE CHANGE RECOMMENDATIONS TO MAINTAIN CHANNEL BOUNDARIES
- Q412 EVALUATE FIXED DATA ON NAVIGATIONAL CHARTS
- Q413 SET UP COMBAT INFORMATION CENTER (CIC) FOR PRECISION ANCHORING
- Q414 MAKE NAVIGATIONAL RECOMMENDATIONS USING INTERNATIONAL AND INLAND RULES OF ROAD

R. ELECTRICAL AND ELECTRONIC SYSTEMS OPERATIONS

- R425 PERFORM BUILT-IN-TEST EQUIPMENT (BITE) DIAGNOSTICS
- R426 EVALUATE COMBAT SYSTEMS READINESS

S. COMMUNICATIONS

- S427 COORDINATE PLATFORM REQUIREMENTS FOR BATTLE GROUP OPERATIONS
- S428 VERIFY COMMUNICATION NET CONTROL FROM THE COMMUNICATIONS PLAN
- S431 SET EQUIPMENT CONDITIONS ACCORDING TO EMISSION CONTROL PLANS
- S432 MONITOR EXECUTED EMISSION CONTROL (EMCON) PLANS FOR VIOLATIONS
- S439 ENCODE TACTICAL COMMUNICATIONS
- S440 DECODE TACTICAL COMMUNICATIONS
- S441 CONDUCT VERBAL CONTACT REPORTS
- S442 INTERPRET COMMUNICATIONS MESSAGES
- S446 DRAFT OPERATIONS REPORTS (OPREP)
- S448 DRAFT MINE WARFARE REPORTS
- S449 DRAFT INPUT FOR COMMUNICATIONS PLANS
- S451 VERIFY COMMUNICATION SECURITY MATERIAL SYSTEM (COMSEC) ALLOWANCE

T. SMALL ARMS/SECURITY FORCE EQUIPMENT

- T459 CONDUCT SMALL ARMS QUALIFICATIONS
- T460 CONDUCT SMALL ARMS FAMILIARIZATION (FAM) FIRINGS
- T467 DIRECT SHIP SELF DEFENSE FORCE (SSDF) EXERCISES

U. SONAR OPERATIONS

- U493 VECTOR SMALL CRAFT FOR MINE NEUTRALIZATION
- U496 EVALUATE INTELLIGENCE REPORTS FOR POSSIBLE THREATS
- U500 RECOMMEND TACTICAL EMPLOYMENT OF MINE HUNTING SONAR (MHS)
- U502 CONN SHIP FROM COMBAT INFORMATION CENTER (CIC)

W. CORRECTIVE MAINTENANCE

- W524 REMOVE ELECTROSTATIC DISCHARGE (ESD) SENSITIVE COMPONENTS

## CHIEF MINEMAN (MNC)

### C. MINE WARFARE OPERATIONS

- C073 ANALYZE MINE FIELD PLANS
- C074 WRITE INPUTS TO MINE WARFARE PLANS

### D. TECHNICAL ADMINISTRATION

- D094 CONSOLIDATE PLANNING DATA FOR MINE COUNTERMEASURES OPERATIONS
- D099 REVIEW OPERATIONAL REPORTS OF MINES AND ASSOCIATED EQUIPMENT
- D100 REVIEW INSPECTION REPORTS OF MINES AND ASSOCIATED EQUIPMENT
- D101 UPDATE CERTIFICATION AND QUALIFICATION RECORDS
- D102 DRAFT MINE ASSEMBLY FLOW CHARTS
- D103 UPDATE MINE ASSEMBLY FLOW CHARTS
- D104 ASSESS COMPLIANCE WITH ARMS, AMMUNITION AND EXPLOSIVES (AA&E) SECURITY PROCEDURES
- D107 REVIEW AND UPDATE PHYSICAL SECURITY BILLS
- D109 RECOMMEND CHANGES TO MINE WARFARE DOCTRINE
- D111 REVIEW OVERHAUL WORK PACKAGES
- D113 INTERPRET MINE FIELD PLANNING FOLDERS (MFPF) AND MINE SETTING SHEETS (MSS)
- D114 PREPARE QUARTERLY PERSONNEL AND CONDITION REPORTS
- D116 REVIEW STATUS OF READINESS AND TRAINING REPORTS (SORTS)
- D117 PREPARE EQUIPMENT CASUALTY REPORTS (CASREPS)

### E. QUALITY ASSURANCE

- E119 VERIFY ADHERENCE TO STANDARD INSPECTION PROCEDURES (SIP)
- E121 INSPECT TESTING PROCEDURES
- E125 CONDUCT POST ANALYSIS INSPECTIONS
- E130 INSPECT HAZARDOUS MATERIAL (HAZMAT) STORAGE AREAS

### G. MINE MANAGEMENT AND SUPERVISION

- G170 COORDINATE FINAL PREPARATION TEAMS WITH DELIVERY AGENT
- G171 CRITIQUE MINE EXERCISES

### P. TACTICAL SUPPORT OPERATIONS

- P337 REVIEW COMMANDING OFFICER'S STANDING ORDERS
- P338 REVIEW COMMANDING OFFICER'S STANDING NIGHT ORDERS
- P346 INTERPRET RULES OF ENGAGEMENT (ROE)

### Q. NAVIGATION

- Q382 PLOT ESTIMATED POSITIONS (EP)
- Q391 RECOMMEND ACTIONS FOR CROSSING SITUATIONS
- Q393 RECOMMEND ACTIONS FOR OVERTAKING SITUATIONS

### S. COMMUNICATIONS

- S447 DRAFT SITUATION REPORTS (SITREP)

T. SMALL ARMS/SECURITY FORCES EQUIPMENT

- T468 DEVELOP SHIP SELF DEFENSE FORCE (SSDF) AND SECURITY ALERT EXERCISES
- T469 CONDUCT PHYSICAL SECURITY SURVEYS

U. SONAR OPERATIONS

- U497 RECOMMEND OWN SHIP CHANGES IN COURSE
- U498 RECOMMEND OWN SHIP CHANGES IN SPEED
- U499 RECOMMEND SONAR OPERATING MODES

**SENIOR CHIEF MINEMAN (MNCS)**

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

**MASTER CHIEF MINEMAN (MNCM)**

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

# CHAPTER 53



## MACHINERY REPAIRMAN (MR)

NAVPERS 18068-53C

NAVY ENLISTED OCCUPATIONAL STANDARDS  
FOR  
MACHINERY REPAIRMAN (MR)



SCOPE OF RATING

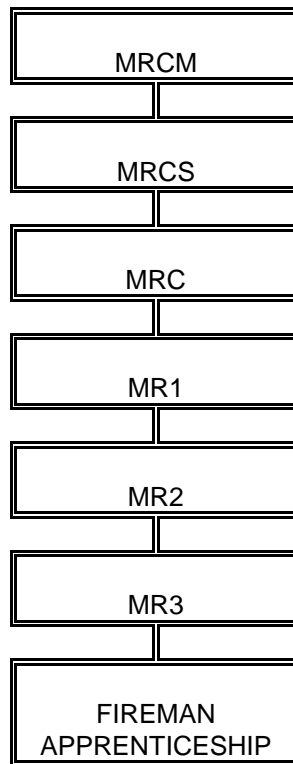
Machinery Repairmen (MR) perform organizational and intermediate maintenance on assigned equipment and in support of other ships, requiring the skillful use of lathes, milling machines, boring mills, grinders, power hack saws, drill presses, and other machine tools; portable machinery; hand tools; and measuring instruments found in a machine shop.

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These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 53.

NAVPERS 18068-53C

**GENERAL INFORMATION**  
CAREER PATTERN



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

SPECIAL PHYSICAL REQUIREMENTS

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

CITIZENSHIP/SECURITY REQUIREMENTS

None.

**SAFETY**

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

\*Denotes Revision, CH-29



**MACHINERY REPAIRMAN (MR) FUNCTIONAL AREAS**

- A. PREMANUFACTURING PREPARATIONS
- B. MACHINE OPERATIONS
- C. FABRICATIONS AND MANUFACTURING
- D. ENGRAVING
- E. METALS AND PLASTICS
- F. SHOP OPERATIONS
- G. PUMPS AND VALVES
- H. MECHANICAL MAINTENANCE
- I. TECHNICAL ADMINISTRATION
- J. QUALITY ASSURANCE

## MACHINERY REPAIRMAN THIRD CLASS (MR3)

### A. PREMANUFACTURING PREPARATIONS

- A001 EXTRACT JOB SPECIFICATION DATA FROM BLUEPRINTS
- A002 DRAFT PART MANUFACTURING AND ALTERATION WORKING DRAWINGS
- A003 DESIGN SPECIAL TOOLS AND ADAPTERS
- A004 COMPUTE AREAS AND VOLUMES
- A005 TAKE MEASUREMENTS FOR SHOP MANUFACTURE
- A006 SELECT METALS OR PLASTICS NEEDED TO MANUFACTURE REPAIR PARTS
- A007 LAYOUT GEOMETRIC CONSTRUCTION WORK
- A008 PERFORM PLAIN, RAPID, AND ANGULAR INDEXING
- A009 SET UP MILLING MACHINES (INCLUDING DIGITAL READOUT EQUIPMENT)
- A010 SET UP LATHES (INCLUDING DIGITAL READOUT EQUIPMENT)
- A011 SELECT CARBIDE TOOLS AND TOOL HOLDERS (COMPATIBLE WITH METALS TO BE MACHINED)
- A012 SET UP DRILLING MACHINES
- A013 SET UP ENGRAVERS (INCLUDING COMPUTER OPERATED)
- A014 SET UP METAL CUTTING SAWS
- A015 SET METAL DISINTIGRATORS
- A017 SET UP PRESSES
- A018 SET UP SANDBLAST CABINETS
- A019 IDENTIFY CONTROLLED MATERIALS
- A020 LAY OUT VALVE FLANGE BOLT HOLES
- A021 PERFORM MACHINE SHOP RELATED MATHEMATICS
- A022 PERFORM DIFFERENTIAL INDEXING
- A023 SET UP BORING MACHINES
- A025 SET UP FLANGE REFACING MACHINES
- A026 SET UP CYLINDRICAL GRINDERS
- A028 SET UP HONING MACHINES
- A030 SET UP PLANERS
- A036 SET UP GEAR TRAINS
- A037 SET UP TOOL AND CUTTER GRINDERS
- A039 ALIGN AND LEVEL LATHES
- A040 ALIGN AND LEVEL MILLS
- A041 PERFORM COMPOUND INDEXING

### B. MACHINE OPERATIONS

- B043 MILL PLASTIC COMPONENTS
- B044 MACHINE DAMAGED TOOLS
- B045 MACHINE-OUT BROKEN STUDS
- B046 MACHINE SURFACE OF VALVES
- B047 MACHINE SEATS OF VALVES
- B048 MACHINE DISKS OF VALVES
- B049 MACHINE STRAINER BODIES
- B050 MACHINE SURFACE OF END BELL HOUSINGS
- B051 MACHINE SURFACE OF PUMP HOUSING
- B052 MACHINE PUMP WEARING RINGS
- B053 MACHINE PUMP CASINGS RINGS
- B054 MACHINE PUMP SHAFTS
- B055 MACHINE PUMP SHAFT SLEEVES
- B056 MACHINE BEARING SURFACES

B057 MACHINE VALVE HANDWHEELS FROM CASTINGS  
B058 MACHINE COUPLINGS FROM CASTINGS  
B059 MACHINE IMPELLERS FROM CASTINGS  
B060 MACHINE-OUT OF ROUND SURFACES (COMMUTATORS, SLIP RINGS, ETC)  
B061 MACHINE ZINCS  
B062 PERFORM FLY CUTTING  
B063 PERFORM GANG MILLING  
B064 DRILL USING MILLING MACHINES  
B065 BORE USING MILLING MACHINES  
B066 REAM USING MILLING MACHINES  
B067 PERFORM CONTOUR SAWING USING BANDSAW ATTACHMENTS  
B068 MACHINE PARTS USING MILLING ATTACHMENTS ON LATHES  
B069 DRILL-OUT AND DISINTEGRATE PARTS  
B070 RESTORE THREADED HOLES USING HELI-COILS  
B071 CUT SQUARE AND HEXAGONAL HOLES  
B072 PERFORM BROACHING  
B073 CUT EXTERNAL THREADS  
B074 CUT INTERNAL THREADS  
B075 MANUFACTURE END BELL HOUSINGS  
B077 HEAT PARTS FOR EXPANSION  
B078 HEAT TREAT METALS  
B079 MACHINE PUMP CASINGS  
B080 MACHINE IN-PLACE EQUIPMENT (PUMP CASINGS, VALVE BODIES, ETC)  
B081 SAND AND CUT DEFECTIVE ROTORS

C. FABRICATIONS AND MANUFACTURING

C085 MANUFACTURE TOOLS  
C086 MANUFACTURE SPUR GEARS  
C087 MANUFACTURE SHAFTS  
C088 MANUFACTURE SHAFT SLEEVES  
C089 MANUFACTURE HATCH DOGS FROM CASTINGS1  
C090 MANUFACTURE RINGS (FLINGERS, SEALS, ETC)  
C091 MANUFACTURE FLANGES  
C092 MANUFACTURE VALVE PARTS (STEMS, BONNETS, ETC)  
C093 MANUFACTURE PUMP CASTINGS AND WEARING RINGS  
C094 MANUFACTURE MANDRELS  
C095 MANUFACTURE BUSHINGS  
C096 MANUFACTURE PRECISION SHIMS  
C097 MANUFACTURE SPACERS  
C098 MANUFACTURE PLUGGING CAPS  
C099 MANUFACTURE PINS (SHEAR, DOWEL, ETC)  
C100 MANUFACTURE ADAPTERS (STANCHION, REACH ROD, ETC)  
C101 MANUFACTURE FITTINGS (REDUCER, LESLIE, ETC)  
C102 MANUFACTURE FASTENERS (NUTS, BOLTS, ETC)  
C103 MANUFACTURE BRACKETS AND SUPPORTS  
C104 MANUFACTURE PULLEYS  
C105 MANUFACTURE THREADED SLEEVE SOUNDING TUBES  
C106 MANUFACTURE KEYS FOR KEYWAYS  
C107 MANUFACTURE PAD EYES  
C108 MANUFACTURE DECK BOLTS  
C109 MANUFACTURE DECK PLUGS

- C110 MANUFACTURE DECK SOCKETS
- C111 MANUFACTURE STANCHION BOLTS
- C112 MANUFACTURE SHIMS
- C115 MANUFACTURE BEVEL GEARS
- C116 MANUFACTURE HELICAL GEARS
- C117 MANUFACTURE STUB TOOTH GEARS
- C118 MANUFACTURE WORM GEARS
- C119 MANUFACTURE WORM WHEELS
- C120 MANUFACTURE STRAINER PLUGS
- C121 MANUFACTURE GAUGE PLUGS
- C122 MANUFACTURE WEIGHT HANDLING EQUIPMENT
- C123 MANUFACTURE HOBBS

#### D. ENGRAVING

- D125 ENGRAVE FLEX-STOCK
- D126 ENGRAVE PLATES, SIGNS, AND TAGS
- D127 EDGE FLEX-STOCK
- D128 BUFF FINISHED ENGRAVED PRODUCTS
- D129 SHARPEN ENGRAVING CUTTERS (HIGH SPEED STEEL, CARBIDE, ETC)
- D130 ENGRAVE STATIONARY METALS
- D132 ENGRAVE DIAL FACES

#### E. METALS AND PLASTICS

- E133 PERFORM MAGNETIC TESTS
- E134 PERFORM CHIP TESTS
- E135 PERFORM FILE TESTS TO IDENTIFY METALS
- E136 DETERMINE METAL HARDNESS BY FILE TESTS
- E137 VISUALLY INSPECT METALS FOR CRACKS

#### F. SHOP OPERATIONS

- F144 PERFORM PRECISION MEASUREMENTS
- F145 PERFORM HAND SCRAPING OF PARTS AND SURFACES
- F146 CONDUCT EQUIPMENT PRE-OPERATIONAL CHECKS
- F147 OBTAIN OIL SAMPLES FOR ANALYSIS
- F148 ISSUE TOOLS
- F149 OPERATE ELECTRICAL HAND TOOLS
- F150 INSPECT TOOLS FOR DAMAGE
- F151 DETERMINE SURFACE ROUGHNESS BY AIDED VISUAL INSPECTIONS
- F152 UTILIZE SURFACE ROUGHNESS SCALES TO DETERMINE SURFACE FINISH
- F153 GRIND MACHINE SHOP SINGLE POINT TOOLS
- F154 PERFORM DRAW FILING
- F155 DIAL IN A SHAFT ON A LATHE
- F156 DIAL IN A SHAFT ON A MILL
- F157 DIAL IN BORES USING A DIAL FINGER
- F158 MEASURE ANGLES WITH VERNIER BEVEL PROTRACTOR
- F159 MEASURE BORE ROUNDNESS WITH BORE GAUGE
- F160 TAKE CLEARANCE READINGS FEELER GAUGE
- F161 CHECK SURFACES FOR SQUARENESS
- F162 PERFORM BLUING OF SURFACES FOR FLATNESS AND FITS

- F163 SHARPEN DRILL BITS
- F165 DIAL IN PUMP CASING ON HORIZONTAL BORING MILL
- F166 STATIC BALANCE GRINDING WHEELS
- F167 STORE CONTROLLED MATERIALS
- F168 STORE ELECTROPLATING MATERIALS

G. PUMPS AND VALVES

- G169 CUT AND HONE VALVE SEATING SURFACES (GATE, GLOBE, ETC.)
- G170 REPLACE DAMAGED OR BROKEN STUDS
- G171 REPLACE SHAFT BEARINGS
- G172 STRAIGHTEN SHAFTS
- G173 CUT THREADS ON SHAFTS
- G174 INSPECT PUMPS
- G175 REPLACE COMPONENTS OF PUMPS
- G176 ADJUST AND ALIGN PUMPS
- G177 INSPECT VALVES
- G178 REPLACE COMPONENTS OF VALVES
- G179 PERFORM IN-PLACE VALVE GRINDING

H. MECHANICAL MAINTENANCE

- H183 INSPECT, CLEAN, AND LUBRICATE COMPONENTS OF MEASURING
- H184 TEST COMPONENTS OF MEASURING INSTRUMENTS
- H185 VERIFY ACCURACY OF PRECISION MEASURING INSTRUMENTS
- H186 INSPECT, CLEAN, AND LUBRICATE SHOP EQUIPMENT
- H187 TEST AND ADJUST SHOP EQUIPMENT

I. TECHNICAL ADMINISTRATION

- I188 RESEARCH TECHNICAL PUBLICATIONS FOR JOB SPECIFICATIONS
- I189 MAINTAIN PRECISION MEASURING INSTRUMENTS CALIBRATION LOGS

**MACHINERY REPAIRMAN SECOND CLASS (MR2)**

A. PREMANUFACTURING PREPARATIONS

- A027 SET UP HARDNESS TESTING EQUIPMENT
- A029 SET UP OVENS
- A031 SET UP PORTABLE ELECTROPLATING EQUIPMENT
- A035 SET UP VERTICAL SHAPERS
- A038 SET UP SURFACE GRINDERS
- A195 PERFORM COMPUTER-AIDED DRAFTING (CAD)
- A196 DEVELOP MACHINING PROGRAMS (MANUAL AND COMPUTER-AIDED)
- A197 SET UP COMPUTER NUMERICALLY CONTROLLED (CNC) MACHINE

B. MACHINE OPERATIONS

- B042 PERFORM BRUSH-ON CONTACT ELECTROPLATING
- B082 MACHINE ANGLES ON VERTICAL TURRET LATHE
- B198 MACHINE/MANUFACTURE PARTS USING THE COMPUTER NUMERICALLY CONTROLLED (CNC) MACHINE

C. FABRICATIONS AND MANUFACTURING

- C084 FABRICATE TEMPLATES
- C113 MANUFACTURE SPLINES
- C114 MANUFACTURE SPROCKETS

E. METALS AND PLASTICS

- E138 PERFORM SPARK TESTS
- E139 PERFORM ACID REACTION TESTS
- E140 DETERMINE METAL HARDNESS USING ROCKWELL TESTERS
- E141 DETERMINE METAL HARDNESS USING BRINELL TESTERS
- E143 IDENTIFY PLASTICS USING MILITARY SPECIFICATIONS HANDBOOK AND FEDERAL SUPPLY CATALOG

F. SHOP OPERATIONS

- F164 DETERMINE SURFACE ROUGHNESS USING PROFILOMETER

G. PUMPS AND VALVES

- G180 ALIGN SHAFTS
- G181 REPLACE SEALS ON SHAFTS

H. MECHANICAL MAINTENANCE

- H182 TEST AND ADJUST COMPONENTS OF SURFACE ANALYZERS

I. TECHNICAL ADMINISTRATION

- I190 ANALYZE EQUIPMENT CASUALTIES

J. QUALITY ASSURANCE

- J194 MACHINE/MANUFACTURE PARTS USING QUALITY MAINTENANCE PROCEDURES (CONTROLLED WORK PACKAGE, FORMAL WORK PACKAGE, ETC)

**MACHINERY REPAIRMAN FIRST CLASS (MR1)**

I. TECHNICAL ADMINISTRATION

- I191 DEVELOP REPAIR WORK PROCEDURES

J. QUALITY ASSURANCE

- J192 CONDUCT QUALITY ASSURANCE INSPECTIONS

**CHIEF MACHINERY REPAIRMAN (MRC)**

**J. QUALITY ASSURANCE**

J193 MONITOR QUALITY ASSURANCE PROGRAMS FOR COMPLIANCE

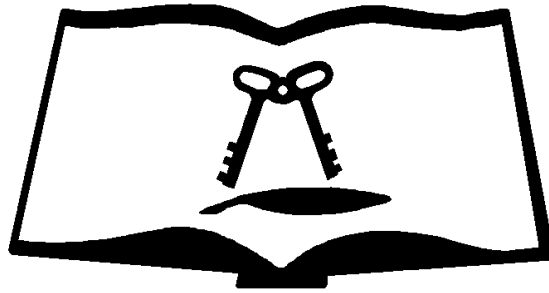
**SENIOR CHEIF MACHINERY REPAIRMAN (MRCS)**

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

**MASTER CHIEF MACHINERY REPAIRMAN (MRCM)**

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

# CHAPTER 54



## MESS MANAGEMENT SPECIALIST (MS)

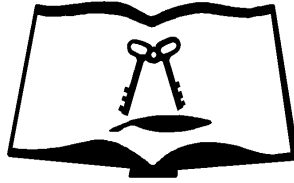
NAVPERS 18068-54B



NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

MESS MANAGEMENT SPECIALIST (MS)



SCOPE OF RATING

Mess Management Specialists (MS) operate and manage Navy messes and living quarters established to subsist and accommodate Naval personnel; estimate quantities and kinds of foodstuffs required; assist Supply Officer in ordering and stowage of subsistence items and procurement of equipment and mess gear; check delivery for quantity and assist medical personnel in inspection for quality; prepare menus; plan, prepare, and serve meals; maintain food service spaces and associated equipment in a clean and sanitary condition, including storerooms and refrigerated spaces; maintain records of financial transactions and submit required reports; and maintain, oversee, and manage quarters afloat and ashore.

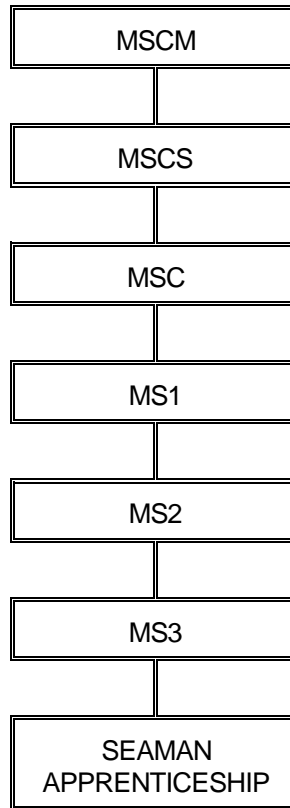
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These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 54.

NAVPERS 18068-54B

## GENERAL INFORMATION

### CAREER PATTERN



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

### SPECIAL PHYSICAL REQUIREMENTS

None.

### CITIZENSHIP/SECURITY REQUIREMENTS

None.

### SAFETY

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

**MESS MANAGEMENT SPECIALIST (MS) FUNCTIONAL AREAS**

- A. FOOD PREPARATION
- B. MENUS
- C. DINING FACILITY SETUP/SERVE
- D. SANITATION
- E. SUPPLY
- F. TECHNICAL ADMINISTRATION
- G. FACILITIES MANAGEMENT
- H. TECHNICAL MANAGEMENT
- I. NUTRITION

## **MESS MANAGEMENT SPECIALIST THIRD CLASS (MS3)**

### **A. FOOD PREPARATION**

- A001 IDENTIFY RECIPE CARD CATEGORIES
- A002 IDENTIFY USAGE OF INDEX AND GUIDELINE CARDS
- A003 PERFORM, ADJUST, AND REVIEW RECIPE CONVERSIONS
- A004 PREPARE DOUGH (SWEET, FOLD-IN, YEAST-RAISED, COOKIE, ETC)
- A005 PREPARE AND BAKE QUICK BREADS
- A006 PREPARE PIZZA
- A007 PREPARE DOUGHNUTS (CAKE AND RAISED)
- A008 PREPARE FROSTINGS AND FROST CAKES
- A009 PREPARE AND BAKE PIES
- A010 PREPARE AND BAKE COBBLERS
- A011 PREPARE AND BAKE CRISPS
- A012 PREPARE AND BAKE COOKIES
- A013 PREPARE AND BAKE CAKES
- A014 PREPARE ICE CREAMS AND SHERBETS
- A015 PREPARE PUDDINGS AND CUSTARDS (MOUSSES AND CREAM DESSERTS)
- A016 PREPARE DESSERTS (GELATIN AND FRUIT)
- A017 PREPARE FRUIT
- A018 PREPARE BREAKFAST MEATS
- A019 IDENTIFY TYPES OF MEATS
- A020 PREPARE AND COOK MEATS
- A021 IDENTIFY POULTRY
- A022 PREPARE AND COOK POULTRY
- A023 IDENTIFY SEAFOOD
- A024 PREPARE AND COOK SEAFOOD
- A025 PREPARE AND COOK VEGETABLES
- A026 PREPARE BREAD DRESSINGS AND STUFFINGS
- A027 CARVE MEAT AND POULTRY
- A028 PREPARE GRAVIES AND SAUCES
- A029 PREPARE COLD CUT TRAYS
- A030 PREPARE SALADS
- A031 PREPARE COLD SAUCES, SALAD DRESSINGS, DIPS, AND SPREADS
- A032 IDENTIFY AND PREPARE HORS D'OEUVRES
- A033 PREPARE RELISH TRAYS
- A034 PREPARE AND COOK EGGS
- A035 COOK HOT CEREALS
- A036 PREPARE AND COOK PANCAKES
- A037 PREPARE AND COOK WAFFLES
- A038 PREPARE AND COOK FRENCH TOAST
- A039 PREPARE AND COOK SOUPS
- A040 PREPARE AND COOK RICE
- A041 PREPARE AND COOK PASTA
- A042 PREPARE AND COOK LEGUMES
- A043 PREPARE BEVERAGES
- A044 PREPARE SANDWICHES
- A045 PREPARE GARNISHES
- A046 PREPARE BOX LUNCHES
- A047 PREPARE AND COOK CUSTOM FOODS
- A048 OPERATE FOOD SERVICE EQUIPMENT
- A049 CONDUCT FOOD QUALITY ASSURANCE CHECKS

- A050 PREPARE AND BAKE PASTRIES
- A051 PREPARE BREADS AND ROLLS
- A052 IDENTIFY BREADING TECHNIQUES
- A053 IDENTIFY FLAVORINGS, HERBS, AND SPICES
- A054 IDENTIFY VEGETABLE CUTS
- A055 PREPARE MARINADES
- A056 IDENTIFY TYPES OF STARCHES

#### B. MENUS

- B061 PREPARE SPECIAL EVENT MENU ITEMS (FORMAL, HOLIDAY, ETC)

#### C. FACILITY SETUP/SERVE

- C072 SET UP AND ARRANGE STEAM TABLES
- C073 SET UP AND BREAK DOWN SCULLERIES AND DEEP SINKS
- C074 SET UP AND BREAKDOWN MESSDECKS
- C075 SET WARDROOM TABLES (FORMAL/INFORMAL)
- C076 FOLD TABLECLOTHS AND ROLL NAPKINS
- C077 PORTION INDIVIDUAL SERVINGS
- C078 SET UP AND BREAK DOWN SERVING LINES
- C079 SERVE FOODS ON SERVING LINES
- C080 MONITOR AND ADJUST SERVING LINE FOOD TEMPERATURES
- C081 REPLENISH SERVING LINE FOOD AND BEVERAGES
- C082 REFILL AND STORE CONDIMENT CONTAINERS
- C083 SERVE MEALS UNDER ABNORMAL CONDITIONS (LOSS OF POWER, STEAM, WATER, ETC)
- C084 IDENTIFY BATTLE-FEEDING CONDITIONS
- C085 IDENTIFY TYPES OF WARDROOM MEAL SERVICE AND ETIQUETTE

#### D. SANITATION

- D086 INSPECT SCULLERIES (CLEANLINESS, PROPER OPERATION, ETC)
- D087 INSPECT ISSUED/LEFTOVER FOODS (SPOILAGE, EXPIRATION DATE, ETC)
- D088 CLEAN AND SANITIZE DISPENSERS (MILK, SODA, ETC)
- D089 INSPECT FOOD FOR CONTAMINATION
- D090 IDENTIFY INSECT AND PEST INFESTATIONS
- D091 DISPOSE OF CONTAMINATED FOODS
- D092 CLEAN FOOD PREPARATION AND SERVING AREAS
- D093 CLEAN FOOD PREPARATION EQUIPMENT (OVEN, STEAMERS, ETC)
- D094 CLEAN FOOD STORAGE AREAS
- D095 CLEAN GALLEY UTENSILS
- D096 DEFROST AND CLEAN FREEZERS AND REFRIGERATORS
- D097 MAINTAIN FOOD SERVICE SANITATION STANDARDS
- D098 SORT PLASTICS
- D099 OPERATE PLASTIC COMPACTOR
- D100 OPERATE PULPER
- D101 COMPLY WITH HAZARD ANALYSIS CRITICAL CONTROL POINTS (HACCP) PROGRAM
- D102 MAINTAIN TEMPERATURE LOGS (SERVING LINE, FREEZERS, ETC)
- D103 IDENTIFY BLOOD-BORNE PATHOGEN (BODILY FLUIDS) EXPOSURE CONTROL PROCEDURES

#### E. SUPPLY

- E111 RECEIVE AND INSPECT PROVISIONS

- E112 INVENTORY SUBSISTENCE AND CONSUMABLE PROVISIONS
- E113 ISSUE AND STOW PERISHABLE AND SEMI-PERISHABLE SUBSISTENCE PROVISIONS
- E114 ROTATE PROVISIONS

F. TECHNICAL ADMINISTRATION

- F123 DRAW CHANGE FUNDS
- F124 CASH CHECKS
- F125 PREPARE BILLS
- F126 COLLECT BACHELOR QUARTERS (BQ) BILL PAYMENTS
- F127 PREPARE FOOD PREPARATION WORKSHEETS
- F128 PREPARE PETTY CASH VOUCHERS (NAVSUP P-486, 1291, 1292, ETC)
- F129 ISSUE BERTHING NON-AVAILABILITY CERTIFICATES
- F130 PREPARE DAILY ACTIVITY RECORDS (DAR)
- F131 CONDUCT CASH SALES
- F132 ASSIGN ROOMS
- F133 MAINTAIN RECORDS OF RESIDENT STATUS
- F134 CONDUCT NIGHT AUDITS
- F135 PREPARE HOUSEKEEPING REPORTS
- F136 OPERATE COMMUNICATION SYSTEMS
- F137 OPERATE COMPUTERIZED PROPERTY MANAGEMENT SYSTEMS
- F138 PERFORM PROPERTY MANAGEMENT SYSTEM BACK-UP PROCEDURES
- F139 MAKE BACHELOR HOUSING RESERVATIONS

G. FACILITIES MANAGEMENT

- G185 VERIFY MESSING ELIGIBILITY
- G186 VERIFY BERTHING ELIGIBILITY
- G187 CHECK GUEST IN/OUT (BACHELOR QUARTERS, BERTHING SPACES, ETC)
- G188 ISSUE AND RETRIEVE KEYS
- G189 MAKE KEYS
- G190 SET UP BACHELOR HOUSING FACILITIES
- G191 SET UP WAREHOUSING FACILITIES
- G192 CONDUCT SUNDRY INVENTORIES
- G193 CONDUCT KEY INVENTORIES
- G194 ISSUE AND RECEIVE LINEN

I. NUTRITION

- I243 IDENTIFY AND POST FOOD NUTRITIONAL CONTENTS
- I244 IDENTIFY UNITED STATES DEPARTMENT OF AGRICULTURE (USDA) FOOD PYRAMID AND DAILY FOOD REQUIREMENTS

**MESS MANAGEMENT SPECIALIST SECOND CLASS (MS2)**

A. FOOD PREPARATION

- A057 DECORATE CAKES
- A058 PREPARE DESSERT SAUCES AND TOPPINGS
- A059 MAKE CENTERPIECES

B. MENUS

- B062 RECOMMEND CHANGES TO MENUS
- B063 RECOMMEND SCHEDULED MENU SUBSTITUTE ITEMS

D. SANITATION

- D103 INSPECT MESS FACILITY EQUIPMENT (CLEANLINESS, PROPER OPERATION, ETC)
- D104 INSPECT FOOD HANDLERS (PERSONAL HYGIENE)
- D105 REVIEW STOWAGE OF CONTAMINATED FOODS
- D106 INSPECT FOOD SERVICE SPACES

E. SUPPLY

- E115 REQUISITION FOOD ITEMS
- E116 REQUISITION CONSUMABLES
- E117 RECEIVE AND STOW CONSUMABLES
- E118 CONDUCT APPROPRIATED FUND SUPPLY PURCHASES
- E119 CONDUCT NON-APPROPRIATED FUND SUPPLY PURCHASES
- E120 REQUISITION FOOD ITEMS USING EMERGENCY (SUPPLEMENTAL) BREAKOUT PROCEDURES

F. TECHNICAL ADMINISTRATION

- F140 RECONCILE CASH COLLECTIONS
- F141 MAKE DEPOSITS
- F142 PREPARE MONTHLY BILLS (DD-1155)
- F143 PREPARE FOOD SERVICE MANAGEMENT (FSM) SYSTEM COMPUTERIZED RECORDS
- F144 PERFORM FOOD SERVICE MANAGEMENT (FSM) SYSTEM RESTORE PROCEDURES
- F145 PERFORM FOOD SERVICE MANAGEMENT (FSM) SYSTEM BACK-UP PROCEDURES
- F146 PREPARE SURVEY DOCUMENTS
- F147 PREPARE DAILY ACTIVITY RECORDS (DAR) SUMMARIES
- F148 REVIEW NIGHT AUDITS
- F149 REVIEW HOUSEKEEPING REPORTS
- F150 PROCESS PRIME VENDOR CATALOG
- F151 PROCESS ORDERS AND RECEIVE REQUISITIONS UTILIZING STORES NT
- F152 SET UP COMPUTERIZED PROPERTY MANAGEMENT SYSTEM
- F153 PERFORM COMPUTERIZED PROPERTY MANAGEMENT SYSTEM UPDATES
- F154 PERFORM COMPUTERIZED PROPERTY MANAGEMENT SYSTEM BACK-UPS
- F155 PERFORM COMPUTERIZED PROPERTY MANAGEMENT RESTORATION PROCEDURES
- F156 CONDUCT PROPERTY MANAGEMENT SYSTEM TRAINING
- F157 PREPARE WORK SCHEDULES
- F158 MANAGE GROUP RESERVATIONS
- F159 PREPARE MONTHLY UTILIZATION REPORTS

G. FACILITIES MANAGEMENT

- G195 UPDATE KEY LOGBOOKS
- G196 ORGANIZE SUPPLY STOREROOMS
- G197 STOCK SUPPLY STOREROOMS
- G198 VALIDATE KEY INVENTORIES
- G199 CONDUCT SUNDRY INVENTORY AUDITS

H. TECHNICAL MANAGEMENT

- H215 REVIEW MAINTENANCE TROUBLE LOGS
- H216 UPDATE MAINTENANCE TROUBLE LOGS
- H217 SUBMIT TROUBLE CALLS

I. NUTRITION

- I245 IDENTIFY HEALTHY COOKING TECHNIQUES
- I246 IDENTIFY NUTRITIONAL COMPONENTS OF MENU ITEMS (VITAMINS, MINERALS, ETC)

**MESS MANAGEMENT SPECIALIST FIRST CLASS (MS1)**

A. FOOD PREPARATION

- A060 MONITOR AND MANAGE FOOD PRODUCTION SCHEDULE

B. MENUS

- B064 DEVELOP MENU ITEM FREQUENCY CHARTS AND MEAT BLOCKS
- B065 MAKE CHANGES TO MENU ITEM FREQUENCY CHARTS
- B066 MAKE CHANGES TO MENUS
- B067 DEVELOP MENUS
- B068 DEVELOP COST ANALYSIS

D. SANITATION

- D107 IMPLEMENT AND COMPLY WITH NAVMED P-5010 PROTOCOLS FOR SAFE FOOD HANDLING AND SERVICE
- D108 CONDUCT BACHELOR HOUSING SANITATION INSPECTIONS

E. SUPPLY

- E121 PLAN PROVISION LOADOUTS (LOCAL OPERATIONS, DEPLOYMENTS, ETC)
- E122 ADJUST HIGH AND LOW LIMITS FOR SUBSISTENCE AND CONSUMABLES
- E122 CONDUCT INVENTORY AUDITS (SUBSISTENCE AND CONSUMABLES)

F. TECHNICAL ADMINISTRATION

- F160 REVIEW CUSTOMER SERVICE SURVEYS
- F161 VERIFY ROOM OCCUPANCIES
- F162 MONITOR CONTRACTS FOR QUALITY ASSURANCE
- F163 PREPARE SUPPLY BUDGETS
- F164 PREPARE EMERGENCY AND DISASTER FEEDING PLANS

G. FACILITIES MANAGEMENT

- G200 INVENTORY LINEN
- G201 ORGANIZE, INVENTORY, AND SECURE BAGGAGE STOREROOMS
- G202 CONDUCT MINOR PROPERTY INVENTORIES
- G203 SUPERVISE MINOR MAINTENANCE
- G204 DEVELOP EMPLOYEE SCHEDULES



- G205 PREPARE CIVILIAN EMPLOYEE TIMECARDS
- G206 IDENTIFY SPECIAL MESS OPERATIONS (PRIVATE AND FIELD)

#### H. TECHNICAL MANAGEMENT

- H218 REQUISITION CONSUMABLES (SNAPIII, OPEN PURCHASE, ETC)
- H219 ISSUE CONSUMABLES
- H220 REVIEW FOOD PREPARATION PROCEDURES
- H221 RECOMMEND FOOD WASTE CORRECTIVE ACTIONS
- H222 COORDINATE INSECT AND PEST INFESTATION PREVENTIVE PROGRAMS
- H223 MANAGE FOOD SERVICE FACILITY OPERATIONS
- H224 VALIDATE FOOD PREPARATION WORKSHEETS
- H225 COORDINATE FIRE, SECURITY, AND SAFETY INSPECTIONS
- H226 PREPARE PAY CHECKAGE AUTHORIZATION FORMS

#### I. NUTRITION

- I247 DEVELOP HEALTHY CHOICE MENU
- I248 CONVERT ARMED FORCES RECIPE SERVICE (AFRS) RECIPE CARDS TO LOW FAT/LOW CALORIE ALTERNATIVES

### **CHIEF MESS MANAGEMENT SPECIALIST (MSC)**

#### B. MENUS

- B069 EVALUATE, REVIEW, AND SUBMIT SELECTIVE AND CYCLE MENUS
- B070 CONDUCT MENU PLANNING BOARDS
- B071 FACILITATE MENU REVIEW BOARDS

#### D. SANITATION

- D109 MANAGE HAZARD ANALYSIS CRITICAL CONTROL POINTS (HACCP) PROGRAMS
- D110 MANAGE FOOD SERVICE SANITATION INSPECTION PROGRAMS

#### F. TECHNICAL ADMINISTRATION

- F165 PREPARE FOOD SERVICE BUDGETS
- F166 COMPARE DAILY FOOD COSTS TO MONETARY ALLOWANCES
- F167 CONDUCT CUSTOMER SURVEYS
- F168 FORMULATE CUSTOMER COMMENT CARDS RESPONSES
- F169 REVIEW EMERGENCY AND DISASTER FEEDING PLANS
- F170 REVIEW FOOD SERVICE EQUIPMENT SAFETY PRECAUTIONS
- F171 PREPARE AND SUBMIT BACHELOR QUARTERS UTILIZATION REPORTS
- F172 VERIFY RECEIPTS, DEPOSITS, DISBURSEMENTS OF NON-APPROPRIATED BILLETING FUNDS
- F173 CONDUCT INFORMAL AUDITS ON NON-APPROPRIATED FUNDS
- F174 PREPARE BACHELOR QUARTERS UTILIZATION PLANS
- F175 PREPARE APPROPRIATED FUND/NON-APPROPRIATED FUND BUDGETS
- F176 REVIEW MONTHLY BILLS
- F177 REVIEW MONTHLY FINANCIAL STATEMENTS
- F178 PROCESS CLAIMS
- F179 PREPARE HOST-TENANT AGREEMENTS

- F180 MANAGE BACHELOR HOUSING RESOURCES (MANPOWER, FACILITIES, FUNDS, MATERIALS, ETC)
- F181 RECRUIT PERSONNEL
- F182 INTERVIEW AND HIRE PERSONNEL
- F183 PROMOTE/DEMOTE PERSONNEL
- F184 ADJUST DISPUTES/GRIEVANCES

G. FACILITIES MANAGEMENT

- G207 DEVELOP LONG/SHORT RANGE REPAIR/RENOVATION PROJECTS
- G208 VALIDATE PLANT PROPERTY RECORDS
- G209 VALIDATE R19 (DETERMINATION OF BACHELOR HOUSING REQUIREMENTS)
- G210 VALIDATE R21 (BACHELOR HOUSING ASSETS REPORT)
- G211 VALIDATE HOUSING ALLOWANCE LIST
- G212 VALIDATE BASE LOADING DOCUMENTS
- G213 SUPERVISE MAINTENANCE DIVISION
- G214 CONDUCT ANNUAL INSPECTION SUMMARY (AIS)

H. TECHNICAL MANAGEMENT

- H227 CONDUCT LIVING QUARTERS FACILITIES INSPECTIONS
- H228 PREPARE MONTHLY INSPECTION STATUS REPORTS
- H229 RECOMMEND FACILITY IMPROVEMENT PLAN OF ACTION AND MILESTONES (POA&M)
- H230 PREPARE JOB ROTATION PLANS
- H231 REVISE FOOD PREPARATION PROCEDURES
- H232 EVALUATE FOOD SERVICE PROGRAMS
- H233 DRAFT FOOD SERVICE ORGANIZATIONAL POLICY RECOMMENDATIONS
- H234 AUDIT FINANCIAL RECORDS
- H235 CONDUCT HOUSEKEEPING SERVICE CHARGE ANALYSIS
- H236 AUDIT REGISTRATION LOGS AND FILES
- H237 UPDATE QUARTERLY UTILIZATION PLAN
- H238 CONDUCT BACHELOR QUARTERS ADVISORY BOARD
- H239 CONDUCT FAIR RENTAL MARKET ANALYSIS
- H240 ESTABLISH FAIR RENTAL MARKET RATES
- H241 EVALUATE BACHELOR HOUSING OPERATION FOR ACCREDITATION
- H242 EVALUATE DINING FACILITY OPERATION FOR ACCREDITATION

**SENIOR CHIEF MESS MANAGEMENT SPECIALIST (MSCS)**

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

**MASTER CHIEF MESS MANAGEMENT SPECIALIST (MSCM)**

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

# CHAPTER 55



## MISSILE TECHNICIAN (MT)

NAVPERS 18068-55C

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

MISSILE TECHNICIAN (MT)



SCOPE OF RATING

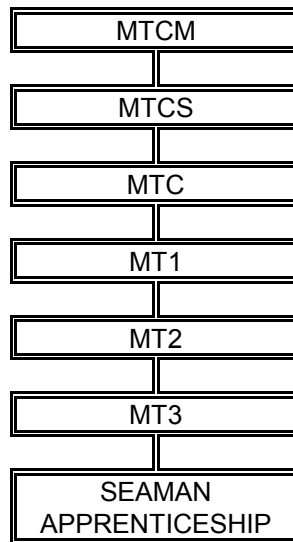
Missile Technicians (MT) perform organizational and intermediate level maintenance on ballistic missile weapons systems; operate and maintain ballistic missile fire control systems, guidance subsystems, associated guidance subsystem test equipment, and missile and launcher/tube groups, along with all ancillary equipment; operate and perform maintenance on strategic weapons systems; operate, test and repair associated ship/weapon subsystem test equipment and test and handling equipment.

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These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 55.

NAVPERS 18068-55C

**GENERAL INFORMATION**  
CAREER PATTERN



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

SPECIAL PHYSICAL REQUIREMENTS

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

CITIZENSHIP/SECURITY REQUIREMENTS

Must be a U.S. citizen and be eligible for access to classified information.

**SAFETY**

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

**MISSILE TECHNICIAN (MT) FUNCTIONAL AREAS**

- A. FIRE CONTROL SUBSYSTEM OPERATIONS
- B. LAUNCHER SUBSYSTEM OPERATIONS
- C. MISSILE SUBSYSTEM OPERATIONS
- D. SHIP SUPPORT SUBSYSTEM OPERATIONS
- E. SECURITY
- F. TECHNICAL ADMINISTRATION
- G. ELECTRICAL/ELECTRONIC MAINTENANCE
- H. MECHANICAL MAINTENANCE

## **MISSILE TECHNICIAN THIRD CLASS (MT3)**

### **A. FIRE CONTROL SUBSYSTEM OPERATIONS**

- A001 SET CONDITIONS OF READINESS FOR FIRE CONTROL SYSTEM (FCS)
- A002 PERFORM MISSILE READYING ROUTINES ON FIRE CONTROL SYSTEM (FCS) FOR LAUNCH/SIMULATOR LAUNCH
- A003 CONFIGURE FIRE CONTROL SYSTEM (FCS) EQUIPMENT
- A004 PERFORM FIRE CONTROL SYSTEM (FCS) CASUALTY IMMEDIATE AND DEFERRED ACTIONS
- A006 INITIATE DATA RECORDING SYSTEMS (DRS)
- A008 DETERMINE MISSILE READINESS AND STATUS
- A009 DETERMINE LAUNCH STATUS AND READINESS FOR FIRE CONTROL SYSTEM (FCS)
- A013 TRANSFER DATA USING MAGNETIC AND OPTICAL MEDIA
- A015 PERFORM TARGETING OR RE-TARGETING
- A016 VERIFY MISSILE ALIGNMENT USING THE OPTICAL ALIGNMENT GROUP (OAG)
- A017 RECEIVE AND TRANSFER SOFTWARE KITS
- A252 ISOLATE AND RESTORE FIRE CONTROL SYSTEM (FCS) POWER

### **B. LAUNCHER SUBSYSTEM OPERATIONS**

- B022 DETERMINE LAUNCH STATUS AND READINESS FOR LAUNCHER SYSTEM
- B030 INSTALL AND REMOVE GAS GENERATORS AND FIRING UNITS
- B034 INSTALL AND REMOVE MISSILE TUBE CLOSURES AND DETONATORS
- B039 PERFORM CONVENTIONAL ORDNANCE HANDLING EVOLUTIONS
- B042 IDENTIFY EXPLOSIVE ORDNANCE HAZARDS
- B253 ISOLATE AND RESTORE LAUNCHER SYSTEM POWER

### **C. MISSILE SUBSYSTEM OPERATIONS**

- C045 PERFORM STANDARD RADIAC CHECKS
- C046 MEASURE RADIATION LEVELS
- C047 EVALUATE RADIATION HAZARDS
- C050 INSTALL AND REMOVE MISSILE INVERTERS
- C052 INSTALL AND REMOVE MISSILE ELECTRONIC COMPONENTS
- C054 INSTALL AND REMOVE MISSILE FLIGHT CONTROL ELECTRONIC PACKAGES/ASSEMBLIES (FCEP/FCEA)
- C056 INSTALL AND REMOVE INERTIAL MEASUREMENT UNITS (IMU) AND ELECTRONIC ASSEMBLIES (EA) IN STOWAGE CABINET TEST IN PLACE (SCTIP)
- C058 CONNECT AND DISCONNECT GUIDANCE TEMPERATURE MONITOR (GTM)
- C060 INSTALL AND REMOVE INERTIAL MEASUREMENT UNITS (IMU) IN MISSILES
- C064 INSTALL AND REMOVE MISSILE PACKAGE SIMULATORS
- C062 INSTALL AND REMOVE MISSILE BATTERIES
- C070 PERFORM UMBILICAL MATING AND DE-MATING
- C071 INSTALL AND REMOVE UMBILICAL RETRACT MECHANISM ASSEMBLIES
- C072 INSTALL AND REMOVE UMBILICALS
- C073 ADJUST MISSILE RIFLING DURING MISSILE LOADING
- C077 OFFLOAD MISSILES FROM LAUNCH TUBES INTO LOAD TUBES/MISSILE LINERS
- C083 PERFORM MISSILE EMERGENCY ACTIONS
- C254 ISOLATE AND RESTORE MISSILE EXTERNAL POWER
- C257 IDENTIFY RADIATION HAZARDS

### **D. SHIP SUPPORT SUBSYSTEM OPERATIONS**

- D086 LINE UP STRATEGIC WEAPONS SYSTEMS (SWS) VENTILATION SYSTEM FOR ALL MODES

- D087 LINE UP MISSILE TUBE DEHUMIDIFICATION AND DRYING (MDD) SYSTEM FOR VARIOUS MODES (DEHUMIDIFY, DRY, ETC)
- D088 SHIFT MISSILE HEATING AND COOLING (MHC) COMPONENTS
- D094 ISOLATE AND RESTORE WEAPONS SYSTEM POWER
- D260 LINE UP MISSILE GAS (MG) FOR ALL MODES OF OPERATIONS
- D262 LINE UP MISSILE TUBE HYDRAULICS (HML) FOR ALL MODES OF OPERATION

#### E. SECURITY

- E097 DEMONSTRATE REACTION FORCE SECURITY ENGAGEMENT TACTICS
- E098 ESTABLISH NUCLEAR WEAPONS SECURITY AREAS
- E100 MAINTAIN TWO PERSON CONCEPT DURING STRATEGIC WEAPONS SYSTEMS (SWS) OPERATIONS

#### F. TECHNICAL ADMINISTRATION

- F111 WRITE TROUBLE FAILURE REPORTS (TFR)

#### G. ELECTRICAL/ELECTRONIC MAINTENANCE

- G130 CLEAN AND INSPECT ELECTRONIC CABINETS
- G132 CLEAN AND INSPECT ELECTRICAL CABLES AND CONNECTORS
- G133 INSTALL AND REMOVE EXTENDER CARDS AND BREAKOUT BOXES
- G134 REPAIR WIRE CONNECTIONS (SOLDER, WIRE WRAP, CRIMPING)
- G135 REPAIR ELECTRICAL CONNECTORS
- G140 PERFORM GROUND ISOLATION PROCEDURES
- G144 TEST RECTIFIER VOLTAGES AND WAVEFORMS
- G146 REPLACE ELECTROSTATIC SENSITIVE COMPONENTS
- G153 PERFORM FIRE CONTROL SYSTEM (FCS) SUBSYSTEM TESTING
- G155 CONDUCT PROCEDURAL TROUBLESHOOTING OF FIRE CONTROL SYSTEM (FCS) (FAULT INDICATION INDEX/TABLE (FII/FIT))
- G156 CONDUCT MANUAL TROUBLESHOOTING OF FIRE CONTROL SYSTEM (FCS)
- G157 PERFORM NON-ROUTINE MAINTENANCE
- G165 PERFORM LAUNCHER SUBSYSTEM ELECTRONIC TESTING
- G169 TROUBLESHOOT LAUNCHER SYSTEM ELECTRICAL FAULTS
- G171 PERFORM INDICATION, CONTROL, AND ALARM SYSTEM (ICAS) EQUIPMENT TESTING (CONTROL AND MONITORING PANELS (CAMP), TUBE INTERFACE BOXES (TIB), ETC)
- G175 PERFORM MISSILE TESTING

#### H. MECHANICAL MAINTENANCE

- H090 DRAW AND ANALYZE MISSILE HEATING AND COOLING (MHC) WATER SAMPLES
- H194 REVIEW MATERIAL SAFETY DATA SHEETS (MSDS)
- H198 TEST PRESSURE SENSING DEVICES (GAGES, SWITCHES, TRANSDUCERS, ETC)
- H199 ADJUST LIMIT SWITCHES
- H200 ADJUST CONTROL VALVE TIMING
- H206 REPAIR OR REPLACE MISSILE TUBE HYDRAULICS (HML) SYSTEM COMPONENTS
- H207 CHARGE EXTERNAL COMPONENTS WITH MISSILE GAS (MG) SYSTEM
- H208 LINE UP MISSILE GAS (MG) REDUCERS FOR ALL MODES
- H210 REPAIR OR REPLACE MISSILE GAS (MG) COMPONENTS
- H212 CLEAN AND INSPECT MISSILE CONTROL CENTER (MCC) OR NAVIGATION CENTER (NAVCTR) EQUIPMENT COOLING SYSTEM COMPONENTS
- H219 REPAIR OR REPLACE MISSILE HEATING AND COOLING (MHC) COMPONENTS (VALVES, PUMPS, ETC)
- H225 LUBRICATE AND INSPECT MISSILE TUBE COMPONENTS
- H227 PRESSURIZE AND VENT MISSILE TUBES



- H230 INSPECT LAUNCH TUBE COMPONENTS
- H240 REMOVE AND INSTALL SUPPORT GROUP COMPONENTS
- H259 REPAIR/REPLACE LAUNCH TUBE COMPONENTS
- H263 DEMONSTRATE PROPER USE OF TORQUE WRENCHES

## MISSILE TECHNICIAN SECOND CLASS (MT2)

### A. FIRE CONTROL SUBSYSTEM OPERATIONS

- A005 DIRECT FIRE CONTROL SYSTEM (FCS) CASUALTY ACTIONS

### B. LAUNCHER SUBSYSTEM OPERATIONS

- B018 SET CONDITIONS OF READINESS FOR LAUNCHER SYSTEM
- B020 PERFORM MISSILE READYING ROUTINES ON LAUNCHER SYSTEM FOR LAUNCH/SIMULATED LAUNCH
- B021 PERFORM LAUNCHER SYSTEM CASUALTY IMMEDIATE AND DEFERRED ACTIONS
- B028 COORDINATE LAUNCHER EXERCISES
- B029 DIRECT LAUNCHER SYSTEM CASUALTY ACTIONS
- B041 COORDINATE CONVENTIONAL ORDNANCE HANDLING EVOLUTIONS
- B044 PREPARE LAUNCHER SYSTEM FOR MISSILE ONLOADS OR OFFLOADS
- B256 DIRECT LAUNCHER TUBE TEAM CASUALTY ACTION

### C. MISSILE SUBSYSTEM OPERATIONS

- C049 RECEIVE AND TRANSFER MISSILE COMPONENTS (INVERTERS, ELECTRONIC ASSEMBLIES (EA), ETC)
- C069 PERFORM MISSILE RECEIPT AND TRANSFER INSPECTIONS
- C074 TRANSFER LOAD TUBES/MISSILE LINERS TO OR FROM SHIP
- C076 LOAD MISSILES INTO LAUNCH TUBES FROM LOAD TUBES/MISSILE LINERS
- C258 PERFORM MISSILE CLOSEOUT INSPECTIONS

### D. SHIP SUPPORT SUBSYSTEM OPERATIONS

- D261 CHARGE NITROGEN BANKS
- D269 COORDINATE MUZZLE HATCH EVOLUTIONS

### E. SECURITY

- E099 VERIFY ADEQUACY OF NUCLEAR WEAPONS SECURITY AREAS

### F. TECHNICAL ADMINISTRATION

- F119 UPDATE MAINTENANCE SUPPORT DATA SYSTEMS (MSDS)
- F121 COLLECT DATA FOR STRATEGIC WEAPONS SYSTEMS (SWS) REFIT/PATROL REPORTS
- F255 WRITE STRATEGIC WEAPONS SYSTEMS (SWS) LOG AND RECORD ENTRIES
- F264 UPDATE SPECIAL WEAPONS ORDNANCE PUBLICATIONS (SWOPS)
- F265 UPDATE STRATEGIC WEAPONS SYSTEMS (SWS) PROCEDURAL DOCUMENTATION

### G. ELECTRICAL/ELECTRONIC MAINTENANCE

- G137 TRACE DIGITAL SIGNALS USING LOGIC PROBE
- G148 TROUBLESHOOT WEAPONS SYSTEM INTERFACE FAULTS
- G158 COORDINATE MANUAL TROUBLESHOOTING
- G172 PERFORM MANUAL TROUBLESHOOTING OF INDICATION, CONTROL, AND ALARM

SYSTEM (ICAS) EQUIPMENT FAULTS  
G173 REPLACE LAUNCHER CONTROL GROUP COMPONENTS

H. MECHANICAL MAINTENANCE

H192 REVIEW HAZARDOUS MATERIAL USER'S GUIDE (HMUG)  
H193 REVIEW HAZARDOUS MATERIAL (HAZMAT) INVENTORIES  
H196 IMPLEMENT HAZARDOUS MATERIAL (HAZMAT) WASTE DISPOSAL METHODS  
H197 CLEAN AND INSPECT HAZARDOUS MATERIAL (HAZMAT) CONTAINERS  
H213 TROUBLESHOOT FAULTS ON STRATEGIC WEAPONS SYSTEMS (SWS) VENTILATION  
EQUIPMENT  
H237 PERFORM MISSILE REPAIRS

**MISSILE TECHNICIAN FIRST CLASS (MT1)**

A. FIRE CONTROL SUBSYSTEM OPERATIONS

A011 COORDINATE FIRE CONTROL SYSTEM (FCS) EXERCISES  
A012 EVALUATE FIRE CONTROL SYSTEM (FCS) EXERCISES  
A251 COORDINATE TARGETING AND RE-TARGETING

B. LAUNCHER SUBSYSTEM OPERATIONS

B025 PERFORM MISSILE JETTISON OPERATIONS/EXERCISES  
B266 EVALUATE LAUNCHER EXERCISES

C. MISSILE SUBSYSTEM OPERATIONS

C075 INSTALL LOAD TUBES/MISSILE LINERS ON SHIP  
C085 COORDINATE MISSILE EMERGENCY ACTIONS  
C267 EVALUATE MISSILE EMERGENCY EXERCISES

F. TECHNICAL ADMINISTRATION

F113 ADMINISTER TROUBLE FAILURE REPORTS (TFR) PROGRAM  
F117 PREPARE UNSATISFACTORY REPORTS/INFORMATION REPORTS (UR/IR)  
F120 PREPARE STRATEGIC WEAPONS SYSTEMS (SWS) LOG SUMMARIES  
F122 INVENTORY AND REVIEW STRATEGIC WEAPONS SYSTEMS (SWS) DATA PACKAGES  
F124 COORDINATE SHIPBOARD SPECIAL PROJECT ALTERATION (SPALT) PROGRAM  
F125 PREPARE LOCAL CHANGES/PROCEDURES FOR STRATEGIC WEAPONS SYSTEMS (SWS)  
PROCEDURAL DOCUMENTATION  
F127 PERFORM REFIT/PATROL PLANNING

G. ELECTRICAL/ELECTRONIC MAINTENANCE

G178 COORDINATE MISSILE TESTING

H. MECHANICAL MAINTENANCE

H195 INSPECT HAZARDOUS MATERIAL (HAZMAT) STORAGE AREAS

**CHIEF MISSILE TECHNICIAN (MTC)**

**C. MISSILE SUBSYSTEM OPERATIONS**

- C078 COORDINATE FLEET BALLISTIC MISSILE (FBM) EXPLOSIVE HANDLING WHARF OPERATIONS
- C268 EVALUATE DAMAGED MISSILE HANDLING CRITERIA

**E. SECURITY**

- E104 COORDINATE NUCLEAR WEAPONS SECURITY EXERCISES
- E105 EVALUATE NUCLEAR WEAPONS SECURITY EXERCISES
- E108 EVALUATE PHYSICAL SECURITY MEASURES

**F. TECHNICAL ADMINISTRATION**

- F112 REVIEW TROUBLE FAILURE REPORTS (TFR)
- F114 EVALUATE TROUBLE FAILURE REPORTS (TFR) CORRECTIVE ACTION REPORTS (CAR)
- F115 ANALYZE TROUBLE FAILURE REPORTS (TFR) SUMMARY REPORTS
- F118 REVIEW UNSATISFACTORY REPORTS/INFORMATION REPORTS (UR/IR)
- F129 EVALUATE PERSONNEL TEST AND EVALUATION PROGRAM (PTEP) RESULTS

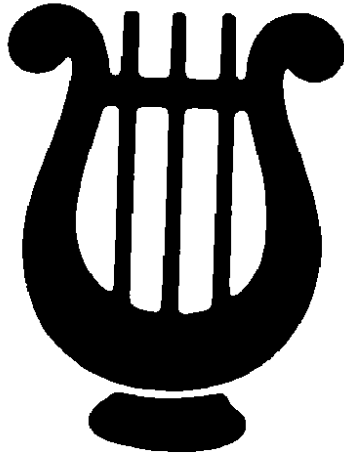
**SENIOR CHIEF MISSILE TECHNICIAN (MTCS)**

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

**MASTER CHIEF MISSILE TECHNICIAN (MTCM)**

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

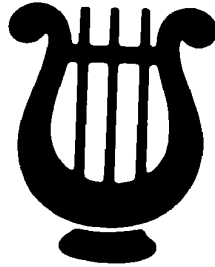
# CHAPTER 56



MUSICIAN  
(MU)

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR  
MUSICIAN (MU)



SCOPE OF RATING

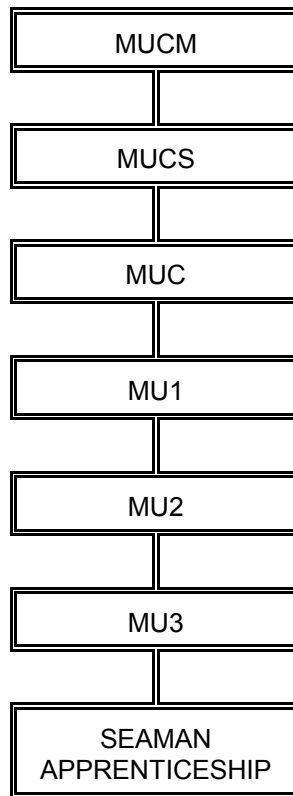
Musicians (MU) perform on one or more designated instruments to provide musical services onboard ships and at Armed Forces bases to inspire patriotism, elevate esprit de corps, enhance retention, and foster pride in the Naval service; provide musical services off base that re-enforce recruiting efforts; provide musical services to the general public, therefore increasing community awareness, promoting respect, and enhancing the reputation of the Navy; and perform other musical skills as may be required in performance of the rating.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 56.

(Effective January 1992)

NAVPERS 18068-56A

**GENERAL INFORMATION**  
CAREER PATTERN



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

SPECIAL PHYSICAL REQUIREMENTS

None.

CITIZENSHIP/SECURITY REQUIREMENTS

None.

**SAFETY**

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

**MUSICIAN (MU) FUNCTIONAL AREAS**

- A. MECHANICAL MAINTENANCE
- B. MUSIC
- C. ELECTRONIC SYSTEMS OPERATIONS
- D. GENERAL ADMINISTRATION
- E. TECHNICAL ADMINISTRATION
- F. LOGISTICS
- G. MANAGEMENT AND SUPERVISION

### **MUSICIAN THIRD CLASS (MU3)**

#### **A. MECHANICAL MAINTENANCE**

A500 PERFORM PREVENTIVE MAINTENANCE TO ASSIGNED MUSICAL EQUIPMENT

#### **B. MUSIC**

B501 SIGHT READ ELEMENTARY MUSIC

B502 PERFORM FROM MEMORY ALL MAJOR AND MINOR SCALES, (PERCUSSIONISTS PERFORM ALL RUDIMENTS)

B503 PERFORM FROM MEMORY ASSIGNED FIRST PARTS OF THE U.S. NATIONAL ANTHEM, HONORS AND CEREMONIAL MUSIC

B504 IDENTIFY BY SIGHT AND SOUND MAJOR, MINOR, DIMINISHED, AUGMENTED AND TRIADS DOMINANT SEVENTH CHORDS IN ROOT POSITION

B505 IDENTIFY BY SIGHT AND SOUND MAJOR AND MINOR TRIADS IN INVERSIONS

B506 NOTATE ELEMENTARY MELODIC DICTATION

B507 COPY MUSIC LEGIBLY AND ACCURATELY

B508 PERFORM AS A MEMBER OF ASSIGNED ENSEMBLES

B511 PERFORM FROM MEMORY ASSIGNED INTERMEDIATE MUSIC

B520 CONSTRUCT CHORDS GIVEN STANDARD CHORD SYMBOLS

B551 TRANSPOSE ELEMENTARY MUSIC AT SIGHT

### **MUSICIAN SECOND CLASS (MU2)**

#### **B. MUSIC**

B510 SIGHT-READ INTERMEDIATE MUSIC

B513 NOTATE INTERMEDIATE MELODIC DICTATION

B514 IDENTIFY BASIC CHORD PROGRESSIONS BY SOUND

B515 ARRANGE A SMALL ENSEMBLE

B516 REHEARSE A SMALL ENSEMBLE OF AT LEAST FIVE PERFORMERS

B518 CONDUCT THE NATIONAL ANTHEM AND ONE PREPARED MARCH

B521 HARMONIZE MELODIES IN FOUR PARTS USING PRIMARY TRIADS

B522 PERFORM FROM MEMORY ASSIGNED ADVANCED MUSIC

B523 WRITE STANDARD SYMBOLS GIVEN NOTATED CHORDS

B525 PERFORM AS AN INSTRUMENTAL SECTION LEADER

#### **C. ELECTRONIC SYSTEMS OPERATIONS**

C526 SET UP AND OPERATE SOUND REINFORCEMENT EQUIPMENT

### **MUSICIAN FIRST CLASS (MU1)**

#### **B. MUSIC**

B519 SIGHT-READ ADVANCED MUSIC

B527 NOTATE ADVANCED MELODIC DICTATION

B528 HARMONIZE MELODIES IN FOUR PARTS USING DIATONIC TRIADS, DOMINANT AND DIATONIC SEVENTH CHORDS

B529 WRITE AN ARRANGEMENT FOR A MEDIUM SIZE ENSEMBLE, EXHIBITING VARIOUS VOICING AND ENSEMBLE METHODS

B530 REHEARSE AND CONDUCT A CEREMONIAL BAND IN A PUBLIC PERFORMANCE



- B532 REHEARSE AND CONDUCT FROM MEMORY THE U.S. NATIONAL ANTHEM, HONORS AND CEREMONIAL MUSIC
- B534 ASSEMBLE AND MANEUVER A MARCHING BAND
- B550 CONDUCT AN ENTERTAINMENT ENSEMBLE IN PUBLIC PERFORMANCES

D. GENERAL ADMINISTRATION

- D535 INITIATE PROCEDURES FOR SUPPLYING MUSICAL INSTRUMENTS, ACCESSORIES AND SUPPLIES FOR OFFICIAL NAVY BANDS
- D540 SUPERVISE THE DAILY OPERATIONS OF A PERFORMING UNIT OF A NAVY BAND

**CHIEF MUSICIAN (MUC)**

B. MUSIC

- B536 HARMONIZE MELODIES IN FOUR PARTS USING ADVANCED TRADITIONAL HARMONY TECHNIQUES
- B537 IDENTIFY ADVANCED CHORD PROGRESSIONS BY SOUND
- B538 WRITE A ARRANGEMENT FOR A SMALL CONCERT BAND OR 17-PIECE DANCE BAND
- B539 CONDUCT A WIND ENSEMBLE OR 17-PIECE DANCE BAND IN A PUBLIC PERFORMANCE FEATURING SOLO OR ENTERTAINMENT CAPABILITIES OF BAND PERSONNEL
- B545 ANALYZE ADVANCED COMPOSITIONS
- B552 REHEARSE A WIND ENSEMBLE FOR PUBLIC PERFORMANC FEATURING SOLO OR ENTERTAINMENT CAPABILITIES OF BAND PERSONNEL

E. TECHNICAL ADMINISTRATION

- E541 CONDUCT AUDITIONS
- E546 MANAGE, SCHEDULE AND COORDINATE THE REHEARSALS AND PERFORMANCES OF ALL UNITS OF A NAVY BAND

F. LOGISTICS

- F543 EVALUATE REQUESTS FOR BAND PERFORMANCE
- F547 MANAGE NON-MUSICAL SUPPORT FOR A NAVY BAND

G. MANAGEMENT AND SUPERVISION

- G548 EVALUATE AND PROVIDE INFORMATION ON THE USE, CAPABILITIES AND OPERATIONS OF ALL UNITS OF A NAVY BAND

**SENIOR CHIEF MUSICIAN (MUCS)**

B. MUSIC

- B544 REHEARSE AND CONDUCT A MEDIUM-SIZED CONCERT BAND IN A PUBLIC PERFORMANCE

**MASTER CHIEF MUSICIAN (MUCM)**

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

# CHAPTER 57



## NAVY COUNSELOR (NC)

NAVPERS 18068-57D

NAVY ENLISTED OCCUPATIONAL STANDARDS  
FOR  
NAVY COUNSELOR (NC)



SCOPE OF RATING

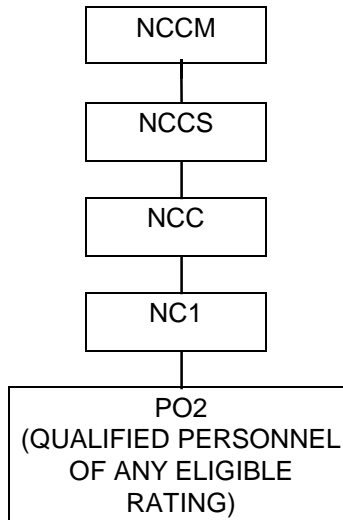
Navy Counselors (NC) assist commands in organizing and implementing an aggressive enlisted recruiting and career information program; evaluate enlisted recruiting and career information programs within own command and/or subordinate commands as applicable; supervise and coordinate interviewing and counseling efforts; counsel individuals and give presentation to civic groups, naval personnel, and their family members on the advantages of career opportunities in the Navy; establish and maintain liaison with local media.

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These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 57.

NAVPERS 18068-57D

**GENERAL INFORMATION**  
CAREER PATTERN



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

RATING CONVERSION REQUIREMENTS

\*Petty Officer Second Class may enter NC(C) specialty rating as a COUNSELOR. Refer to Article 1440-020 of the Naval Military Personnel Manual (NMP MANUAL) for details on application procedures and additional requirements.

\*Petty Officer Second Class may enter NC(R) specialty rating as a RECRUITER. Refer to BUPERSINST 1133.29 for details on application procedures and additional requirements.

SPECIAL PHYSICAL REQUIREMENTS

No speech impediment. Refer to Chapter 15 of the Manual of the Medical Department, U.S. Navy for details on speech requirements.

CITIZENSHIP/SECURITY REQUIREMENTS

None.

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

\*Denotes Revision, CH-29

**NAVY COUNSELOR (COUNSELOR) (NC(C)) FUNCTIONAL AREAS**

- A. PERSONNEL ENTRY SYSTEMS
- B. COMMUNICATIONS
- C. LOSS TRACKING SYSTEMS
- D. CAREER INFORMATION TEAM MANAGEMENT
- E. CAREER INFORMATION PROGRAM MANAGEMENT
- F. COUNSELING
- G. INTERVIEW SYSTEMS
- H. PROGRAM EVALUATION

## **NAVY COUNSELOR (COUNSELOR) FIRST CLASS (NC1)**

### **A. PERSONNEL ENTRY SYSTEMS**

- A001 COORDINATE COMMAND SPONSOR PROGRAMS
- A002 EVALUATE COMMAND SPONSOR PROGRAMS
- A003 EVALUATE COMMAND CHECK-IN PROCESSES
- A004 COORDINATE COMMAND INDOCTRINATION PROGRAMS
- A005 EVALUATE COMMAND INDOCTRINATION PROGRAMS
- A006 SCREEN CAREER DEVELOPMENT BOARD (CDB) APPLICANTS
- A007 PREPARE CAREER DEVELOPMENT BOARD (CDB) APPLICANT BACKGROUND DATA SHEETS
- A334 COORDINATE CAREER DEVELOPMENT BOARDS (CDB)
- A335 PERFORM AS ADVISOR TO CAREER DEVELOPMENT BOARDS (CDB)
- A336 CONDUCT OFFICER PROGRAM AND SELECTION BOARD SEMINARS

### **B. COMMUNICATIONS**

- B009 PREPARE COMMANDS CAREER INFORMATION NEWSLETTER OR PAMPHLETS
- B010 ESTABLISH CAREER INFORMATION BULLETIN BOARDS
- B011 UPDATE CAREER INFORMATION BULLETIN BOARDS
- B012 INPUT ELECTRONIC MEDIA INFORMATION (INTERNET, BULLETIN BOARD, ETC)
- B013 REVIEW ELECTRONIC MEDIA (INTERNET, BULLETIN BOARD, ETC)
- B014 DRAFT COMMAND CAREER INFORMATION (CORRESPONDENCE, INSTRUCTIONS, MESSAGES, ETC)
- B015 REVIEW COMMAND CAREER INFORMATION (CORRESPONDENCE, INSTRUCTIONS, MESSAGES, ETC)
- B016 DRAFT SELECTIVE REENLISTMENT BONUS (SRB) AUTHORIZATION REQUESTS
- B017 REVIEW SELECTIVE REENLISTMENT BONUS (SRB) AUTHORIZATIONS
- B018 DRAFT GUARANTEED ASSIGNMENT RETENTION DETAILING (GUARD 2000) REQUESTS
- B019 VERIFY COMMAND CAREER INFORMATION (CORRESPONDENCE, INSTRUCTIONS, MESSAGES, ETC)
- B022 COORDINATE DETAILER VISITS
- B023 SET UP SPECIAL NAVY CAREER INFORMATION EVENTS (DISPLAYS, EXHIBITS, ETC)
- B024 COORDINATE WITH SERVICE PROVIDING AGENCIES
- B333 CONDUCT CAREER INFORMATION TRAINING LECTURES

### **C. LOSS TRACKING SYSTEMS**

- C025 ESTABLISH TRANSITION ASSISTANCE PROGRAM (TAP) FILES
- C026 PREPARE INDIVIDUAL TRANSITION PLANS (ITP)
- C027 COORDINATE NAVAL RESERVE PRE-SEPARATION SEMINAR REQUIREMENTS
- C028 ANALYZE STATISTICAL CAREER INFORMATION DATA
- C031 REVIEW CAREER INFORMATION PROGRAM MANAGEMENT (CIPM) GUIDELINES TO MINIMIZE ATTRITION
- C032 ANALYZE COMMAND ATTRITION DATA
- C034 PREPARE ATTRITION TREND ANALYSIS REPORTS
- C035 ANALYZE REENLISTMENT STATISTICS
- C036 COLLECT REENLISTMENT DEMOGRAPHICS
- C337 COORDINATE TRANSITION ASSISTANCE MANAGEMENT PROGRAM (TAMP) REQUIREMENTS
- C040 DRAFT QUARTERLY TRANSITION ASSISTANCE PROGRAM (TAP) REPORTS

D. CAREER INFORMATION TEAM MANAGEMENT

- D038 ASSESS CAREER INFORMATION TRAINING COURSE (CITC) TRAINING LEVELS
- D040 DEVELOP CAREER INFORMATION TRAINING RECORDS
- D041 UPDATE CAREER INFORMATION TRAINING RECORDS
- D042 ASSESS CLIENT-TO-COUNSELOR RATIOS
- D043 CONDUCT CAREER INFORMATION BRIEFS
- D045 COORDINATE CAREER INFORMATION TRAINING COURSE (CITC) QUOTAS
- D046 PREPARE CAREER INFORMATION FOR PLANNING BOARD FOR TRAINING (PBFT) INPUTS
- D338 TRAIN DEPARTMENTAL/DIVISIONAL CAREER COUNSELORS

E. CAREER INFORMATION PROGRAM MANAGEMENT

- E048 DEVELOP CAREER INFORMATION RECOGNITION CRITERIA
- E049 COORDINATE SPECIAL CEREMONIES (RETIREMENTS, REENLISTMENTS, AWARDS, ETC)
- E050 ESTABLISH CAREER INFORMATION PROGRAM MANAGEMENT (CIPM) REFERENCE LIBRARIES
- E051 UPDATE CAREER INFORMATION PROGRAM MANAGEMENT (CIPM) REFERENCE LIBRARIES
- E052 REVIEW DUTY PREFERENCE FORMS
- E054 SCREEN REENLISTMENT ELIGIBLE PERSONNEL
- E055 COMPUTE SELECTIVE RE-ENLISTMENT BONUS (SRB)
- E056 SCREEN REENLISTMENT CONTRACTS
- E057 REVIEW ADVANCEMENT EXAMINATION ELIGIBILITY REQUIREMENTS
- E058 COORDINATE ARMED SERVICE VOCATIONAL APTITUDE BATTERY (ASVAB) RE-EXAMINATIONS
- E059 SCREEN HOMETOWN AREA RECRUITING PROGRAM (HARP) APPLICANTS
- E060 UPDATE CAREER INFORMATION TICKLER FILES
- E062 PREPARE CAREER INFORMATION PROGRAM REPORTS
- E064 REVIEW ENLISTED MANPOWER REPORTS
- E066 CONSOLIDATE CAREER INFORMATION GRAPHS, CHARTS, SPREADSHEETS, ETC
- E071 COORDINATE COMMANDS CAREER INFORMATION PROGRAMS
- E072 ESTABLISH CAREER INFORMATION POLICIES
- E073 ASSESS DIVISIONAL OR DEPARTMENTAL CAREER INFORMATION PROGRAMS
- E075 ADVISE PERSONNEL OF CAREER INFORMATION PROGRAM IMPROVEMENT
- E076 ESTABLISH CAREER INFORMATION PROGRAM MANAGEMENT (CIPM) PLAN OF ACTION AND MILESTONES (POA&M)
- E077 UPDATE CAREER INFORMATION PROGRAM MANAGEMENT (CIPM) PLAN OF ACTION AND MILESTONES (POA&M)
- E078 MONITOR CAREER INFORMATION PROGRAMS
- E079 CONDUCT "IDEA EXCHANGE" SESSIONS
- E339 UPLOAD/DOWNLOAD JOB ADVERTISING AND SELECTION SYSTEM (JASS) REQUESTS
- E340 SCREEN JOB ADVERTISING AND SELECTION SYSTEM (JASS) REQUESTS
- E341 COORDINATE BLUE JACKET HOMETOWN AREA RECRUITING PROGRAM (HARP) APPLICANTS

F. COUNSELING

- F080 COUNSEL PERSONNEL ON EXCHANGE OF DUTY ASSIGNMENTS (SWAPS)
- F081 COUNSEL PERSONNEL ON ENTITLEMENTS
- F082 COUNSEL PERSONNEL ON SOCIAL SECURITY PROGRAMS AND BENEFITS
- F083 COUNSEL PERSONNEL ON SURVIVORS BENEFIT PLAN (SBP)
- F084 COUNSEL PERSONNEL ON SURVIVOR ANNUITIES
- F086 COUNSEL PERSONNEL ON VETERANS BENEFITS
- F087 COUNSEL PERSONNEL ON RETIREMENT OR FLEET RESERVE
- F088 COUNSEL PERSONNEL ON REENLISTMENT INCENTIVE PROGRAMS

F089 COUNSEL PERSONNEL ON COMMISSIONING PROGRAMS  
F090 COUNSEL PERSONNEL ON ENLISTED ADVANCEMENT PROGRAMS  
F091 COUNSEL PERSONNEL ON NAVAL RESERVE PROGRAMS  
F092 COUNSEL PERSONNEL ON EDUCATIONAL PROGRAMS  
F093 COUNSEL PERSONNEL ON HARDSHIP OR HUMANITARIAN ASSIGNMENT  
F095 COUNSEL PERSONNEL ON GOVERNMENT LIFE INSURANCE PROGRAMS  
F104 COUNSEL PERSONNEL ON COMMERCIAL LIFE INSURANCE PROGRAMS AWARENESS  
F342 COUNSEL PERSONNEL ON RATING CONVERSIONS AND SCHOOL OPTIONS  
F343 COUNSEL PERSONNEL ON SPECIAL PROGRAMS  
F344 COUNSEL SPOUSES AND FAMILY MEMBERS ON OPTIONS, BENEFITS AND ENTITLEMENTS  
F345 COUNSEL PERSONNEL ON THE SAILOR/MARINE AMERICAN COUNCIL ON EDUCATION REGISTRY TRANSCRIPT (SMART) PROGRAM

#### G. INTERVIEW SYSTEMS

G096 COORDINATE INTERVIEWS  
G098 REVIEW FLEET RESERVE OR RETIREMENT STATEMENT OF SERVICE FORMS  
G099 REVIEW CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY  
G100 REVIEW PAY AND ALLOWANCES ENTITLEMENTS  
G101 COMPUTE RETAINER/RETIREMENT PAY  
G103 DETERMINE ACADEMIC SKILLS PROGRAM CANDIDATES ELIGIBILITY  
G104 EVALUATE ARMED SERVICE VOCATIONAL APTITUDE BATTERY (ASVAB) RE-EXAMINATION CANDIDATES  
G105 SCREEN SPECIAL PROGRAM REQUESTS  
G106 SCREEN HARDSHIP OR HUMANITARIAN TRANSFER REQUESTS  
G107 COORDINATE OFFICER APPLICANTS TESTING OR INTERVIEW BOARDS  
G108 ESTABLISH PERSONNEL TRACKING DATABASE PROGRAMS (INTERVIEW, END OF OBLIGATED SERVICE, ETC)  
G109 UPDATE PERSONNEL TRACKING DATABASE PROGRAMS  
G110 SCREEN OVERSEAS ASSIGNMENT CANDIDATES  
G111 MAKE REPORTING INTERVIEW PRESENTATIONS  
G112 CONDUCT REPORTING ABOARD INTERVIEWS  
G113 MAKE RETENTION INTERVIEW PRESENTATIONS  
G114 CONDUCT RETENTION INTERVIEWS  
G115 MAKE INCENTIVE INTERVIEW PRESENTATIONS  
G116 CONDUCT INCENTIVE PROGRAM INTERVIEWS  
G117 MAKE PRE-SEPARATION INTERVIEW PRESENTATIONS  
G118 CONDUCT PRE-SEPARATION INTERVIEWS  
G119 MAKE 17-YEAR INTERVIEW PRESENTATIONS  
G120 CONDUCT 17-YEAR INTERVIEWS  
G121 ANALYZE INTERVIEW RESULTS DATA  
G123 MAKE FAMILY SERVICE CENTER COUNSELING REFERRALS  
G124 MAKE NAVY COLLEGE REFERRALS  
G125 MAKE LOCAL SERVICE AGENCY REFERRALS  
G126 INTERPRET ADVANCEMENT EXAMINATION PROFILE SHEETS  
G346 REVIEW OFFICER APPLICANT PACKAGES  
G347 COMPUTE FLEET RESERVES AND RETIREMENT STATEMENT OF SERVICE ELIGIBILITY  
G348 MAKE HEALTH CARE BENEFITS PROGRAM REFERRALS

#### H. PROGRAM EVALUATION

H128 ASSESS COMMAND CAREER INFORMATION PROGRAMS  
H130 CONDUCT ANNUAL COMMAND RETENTION DIAGNOSTIC SURVEYS  
H131 PREPARE ANNUAL COMMAND SURVEY REPORTS



- H133 ANALYZE ANNUAL COMMAND RETENTION DIAGNOSTIC DATA
- H135 REVIEW ENLISTED AND OFFICER RETENTION/SEPARATION QUESTIONNAIRES

### **CHIEF NAVY COUNSELOR (COUNSELOR) (NCC)**

#### **B. COMMUNICATIONS**

- B021 REVIEW ARTICLES FOR COMMAND PUBLICATIONS (FAMILY GRAMS, NEWSLETTERS, ETC)

#### **C. LOSS TRACKING SYSTEMS**

- C029 CONDUCT IMMEDIATE SUPERIOR IN COMMAND (ISIC) CAREER INFORMATION TREND ANALYSIS
- C030 PREPARE IMMEDIATE SUPERIOR IN COMMAND (ISIC) CAREER INFORMATION REPORTS
- C033 ANALYZE FLEET OR FORCE ATTRITION TREND DATA

#### **E. CAREER INFORMATION PROGRAM MANAGEMENT**

- E065 CREATE CAREER INFORMATION GRAPHS, CHARTS, SPREADSHEETS, ETC
- E067 ANALYZE IMMEDIATE SUPERIOR IN COMMAND (ISIC) CAREER INFORMATION REPORTS
- E068 PREPARE FLEET OR FORCE COMMANDER'S CAREER INFORMATION REPORTS
- E070 REVIEW CAREER COUNSELORS MANNING AND BILLET ALLOWANCES
- E074 ASSESS SUBORDINATE COMMANDS CAREER INFORMATION PROGRAMS

#### **H. PROGRAM EVALUATION**

- H129 PREPARE CAREER INFORMATION PROGRAM ASSESSMENT REPORTS
- H132 ANALYZE ADVANCEMENT DEMOGRAPHICS
- H134 CONDUCT SUBORDINATE COMMANDS CAREER INFORMATION COMPARATIVE ANALYSIS
- H136 CONDUCT COMMAND RETENTION ASSIST VISITS
- H138 PREPARE CAREER INFORMATION PROGRAM AWARD NOMINATION PACKAGES
- H139 EVALUATE CAREER INFORMATION PROGRAM AWARD NOMINATION PACKAGES

### **SENIOR CHIEF NAVY COUNSELOR (COUNSELOR) (NCCS)**

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

### **MASTER CHIEF NAVY COUNSELOR (COUNSELOR) (NCCM)**

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

**NAVY COUNSELOR (RECRUITER) (NC(R)) FUNCTIONAL AREAS**

- I. OPERATIONS AND ADMINISTRATION
- J. MARKETING
- K. PRODUCTION PLANNING AND PROSPECTING
- L. APPLICANT PROCESSING
- M. DELAYED ENTRY PROGRAM (DEP) MANAGEMENT
- N. PUBLIC RELATIONS
- O. COUNSELING
- P. RECRUITING MANAGEMENT
- Q. SALES

## NAVY COUNSELOR (RECRUITER) SECOND CLASS (NC2)

### I. OPERATIONS AND ADMINISTRATION

- I143 REVIEW RECRUITING POLICY STATEMENTS, OPERATION ORDERS, AND DIRECTIVES
- I145 REVIEW RECRUITING CORRESPONDENCE, INSTRUCTIONS, AND FILES
- I151 UPDATE NAVY RECRUITING STATION (NRS) LOGS AND REPORTS
- I152 REVIEW PRE-ENLISTMENT KIT ERROR REPORTS
- I155 PREPARE NAVY RECRUITING STATION (NRS) BUDGET INPUTS
- I158 REVIEW APPLICANT PROCESSING PROCEDURES
- I166 COORDINATE GOVERNMENT VEHICLE SCHEDULED OR UNSCHEDULED MAINTENANCE
- I168 CONDUCT GOVERNMENT VEHICLES OPERATOR INSPECTIONS
- I169 PREPARE GOVERNMENT VEHICLE REPORTS
- I172 EVALUATE RECRUITING ASSISTANCE PARTICIPANTS (HOMETOWN AREA RECRUITING PROGRAM (HARP), BLUEJACKET HARP, SEMINAR, ETC)
- I173 UPDATE OFFICE AUTOMATION AND RECRUITING TOOLS (R-TOOLS) SYSTEMS
- I140 PREPARE PRODUCTION RECRUITER OUT OF POCKET EXPENSE (OPE) FORMS
- I146 UPDATE RECRUITING INSTRUCTIONS, PUBLICATIONS, AND MANUALS
- I170 REVIEW GOVERNMENT CREDIT CARD USAGE DATA
- I171 PREPARE RECRUITER RECOGNITION REPORTS
- I161 PREPARE GOVERNMENT ACCIDENT REPORTS

### J. MARKETING

- J175 ANALYZE NAVY RECRUITING STATION (NRS) TERRITORY DATA
- J176 ANALYZE ZONE TERRITORY DATA
- J177 MAKE TERRITORY BOUNDARIES RECOMMENDATIONS
- J178 EVALUATE ASSIGNED TERRITORIES PRODUCTIVITY DATA
- J179 EVALUATE NAVY RECRUITING STATION (NRS) PRODUCTION RECRUITERS TERRITORY DISTRIBUTIONS
- J180 ASSIGN PRODUCTION RECRUITERS TERRITORIES
- J181 EVALUATE ZONE NAVY RECRUITING DISTRICT (NRD) TERRITORY DISTRIBUTIONS
- J182 EVALUATE ZONE NAVY RECRUITING STATION (NRS) TERRITORY DISTRIBUTIONS
- J183 EVALUATE NAVY RECRUITING STATION (NRS) LOCATIONS
- J184 MAKE FACILITIES OR NAVY RECRUITING STATION (NRS) LOCATION RECOMMENDATIONS
- J185 IDENTIFY WORK FORCE MARKETS
- J186 ANALYZE WORK FORCE MARKET DATA
- J187 IDENTIFY HIGH SCHOOL MARKETS
- J188 ANALYZE HIGH SCHOOL MARKET DATA
- J189 UPDATE STANDARDIZED TERRITORY EVALUATION AND ANALYSIS FOR MANAGEMENT (STEAM) DATA
- J190 IDENTIFY TARGET MARKET CENTERS
- J191 ANALYZE EDUCATIONAL INSTITUTION DATA
- J192 ANALYZE DEPARTMENT OF DEFENSE (DOD) ACCESSION DATA
- J193 MAKE NAVY RECRUITING DISTRICT (NRD) MARKETING PLAN RECOMMENDATIONS
- J194 DEVELOP STATION MARKET ANALYSIS AND REVIEW TECHNIQUES (SMART) SYSTEM INFORMATION
- J195 UPDATE STATION MARKET ANALYSIS AND REVIEW TECHNIQUES (SMART) SYSTEM INFORMATION
- J196 PREPARE RECRUITING AREA CANVASSING PLANS
- J197 REVIEW RECRUITING AREA CANVASSING PLANS
- J198 ANALYZE RECRUITING AREA CANVASSING RESULTS
- J208 EVALUATE NAVY RECRUITING STATION (NRS) GOAL DISTRIBUTIONS
- J209 EVALUATE NAVY RECRUITING STATION (NRS) GOAL ACCOMPLISHMENTS
- J210 MAKE NAVY RECRUITING STATION (NRS) GOALING ASSIGNMENT RECOMMENDATIONS

K. PRODUCTION PLANNING AND PROSPECTING

- K213 CONDUCT NAVY RECRUITING STATION (NRS) DAILY PRODUCTION REVIEWS (DPR)
- K214 DEVELOP STATION PLANNERS
- K215 ADJUST STATION PLANNERS
- K236 EVALUATE NAVY RECRUITING STATION (NRS) WORKING HOURS
- K237 DEVELOP SCHOOL CANVASSING PLANS
- K238 EVALUATE SCHOOL CANVASSING PLANS
- K241 UPDATE RECRUITER IN CHARGE (RINC) WORKING TICKLERS
- K242 UPDATE RECRUITERS WORKING TICKLERS
- K243 COORDINATE RECRUITING MAILOUTS
- K244 IMPLEMENT RECRUITING TOOLS (R-TOOLS) (LOCAL EFFECTIVE ACCESSION DELIVERY (LEAD), NATIONAL ADVERTISING LEAD TRACKING SYSTEMS (NALTS), ETC)
- K245 UPDATE RECRUITING TOOLS (R-TOOLS) SYSTEMS (LOCAL EFFECTIVE ACCESSION DELIVERY (LEAD), NATIONAL ADVERTISING LEAD TRACKING SYSTEMS (NALTS), ETC)
- K246 EVALUATE RECRUITING TOOLS (R-TOOLS) SYSTEMS (LOCAL EFFECTIVE ACCESSION DELIVERY (LEAD), NATIONAL ADVERTISING LEAD TRACKING SYSTEMS (NALTS), ETC)
- K247 COMPILE PROSPECT NAMES (SCHOOL LISTS, REFERRALS, PERSONALLY DEVELOPED CONTACTS (PDC), ETC)
- K248 PREPARE APPLICANT RECORDS
- K249 UPDATE APPLICANT RECORDS
- K250 PURGE RECRUITING TOOLS (R-TOOLS) SYSTEMS
- K251 PROVIDE LEAD FEEDBACK DATA
- K252 INITIATE PERSONALLY DEVELOPED CONTACTS (PDC)
- K253 CONDUCT TELEPHONE PROSPECTING
- K254 CONDUCT REFERRAL PROSPECTING

L. APPLICANT PROCESSING

- L255 INTERVIEW POTENTIAL ATTRITES
- L257 REVIEW RECRUITING QUALITY ASSURANCE TEAM (RQAT) REPORTS
- L258 ANALYZE DELAYED ENTRY PROGRAM (DEP) ATTRITION DATA
- L259 MAKE OFFICER PROGRAM REFERRALS
- L263 CONDUCT ENLISTED SCREENING TESTING (EST)
- L264 SECURE ENLISTED SCREENING TESTING (EST) MATERIALS
- L265 COORDINATE ARMED SERVICES VOCATIONAL APTITUDE BATTERY (ASVAB) EXAMINATIONS
- L266 REVIEW ARMED SERVICES VOCATIONAL APTITUDE BATTERY (ASVAB) EXAMINATION RESULTS DATA
- L267 EVALUATE APPLICANTS ARMED SERVICES VOCATIONAL APTITUDE BATTERY (ASVAB) RE-EXAMINATION ELIGIBILITY
- L271 OBTAIN APPLICANTS BASIC ENLISTMENT ELIGIBILITY REQUIREMENTS (BEERS) DOCUMENTS
- L272 VERIFY APPLICANTS BASIC ENLISTMENT ELIGIBILITY REQUIREMENTS (BEERS) DOCUMENTS
- L273 PREPARE PRIOR SERVICE PRE-ENLISTMENT KITS
- L274 PREPARE STANDARD PRE-ENLISTMENT KITS
- L275 PREPARE WAIVER PRE-ENLISTMENT KITS
- L278 CONDUCT APPLICANTS PROCESSING PROCEDURE BRIEFS
- L279 COORDINATE APPLICANTS ENLISTMENT PROCESSING
- L280 TRANSPORT APPLICANTS
- L282 CONDUCT ENLISTMENT KIT QUALITY ASSURANCE (QA) CHECKS

M. DELAYED ENTRY PROGRAM (DEP) MANAGEMENT

- M285 UPDATE DELAYED ENTRY PROGRAM (DEP) STATUS BOARDS
- M286 CONTACT DELAYED ENTRY PROGRAM (DEP) PERSONNEL
- M288 ESTABLISH DELAYED ENTRY PROGRAM (DEP) MEETING CURRICULUM AND ACTIVITIES
- M289 CONDUCT DELAYED ENTRY PROGRAM (DEP) MEETINGS
- M290 CONDUCT DELAYED ENTRY PROGRAM (DEP) TRAINING
- M291 CONDUCT DELAYED ENTRY PROGRAM (DEP) AWARD PRESENTATIONS
- M292 EVALUATE ZONE DELAYED ENTRY PROGRAM (DEP) MANAGEMENT PROCEDURES
- M293 EVALUATE NAVY RECRUITING STATION (NRS) DELAYED ENTRY PROGRAM (DEP) MANAGEMENT PROCEDURES

N. PUBLIC RELATIONS

- N294 COORDINATE LOCAL COMMUNITY SUPPORT
- N295 INITIATE COMMUNITY RESOURCE CONTACTS
- N296 EVALUATE USAGE OF COMMUNITY PERSONNEL RESOURCES
- N304 DELIVER NAVY INFORMATION SPEECHES
- N306 CONDUCT RADIO OR TELEVISION INTERVIEWS

O. COUNSELING

- O307 COUNSEL REJECTED APPLICANTS
- O312 COUNSEL APPLICANTS ON EDUCATIONAL PROGRAMS
- O314 COUNSEL RECRUITERS ON INCENTIVE PROGRAMS
- O315 COUNSEL PERSONNEL ON STRESS MANAGEMENT

P. RECRUITING MANAGEMENT

- P316 ANALYZE LOCAL AND NATIONAL LEAD DATA
- P325 CONDUCT NAVY RECRUITING STATION (NRS) INDOCTRINATIONS
- P326 SOLICIT REFERRAL PROSPECTS

Q. SALES

- Q327 INTERVIEW APPLICANTS
- Q328 CRITIQUE SALES TECHNIQUES
- Q329 CONDUCT APPLICANT HOME VISITS
- Q332 INTERVIEW WAIVER APPLICANTS
- Q348 CONDUCT SALES CALLS
- Q349 COACH SALES CALLS
- Q350 REVIEW APPLICANT INFORMATION
- Q351 PRE-QUALIFY APPLICANTS

**NAVY COUNSELOR (RECRUITER) FIRST CLASS (NC1)**

I. OPERATIONS AND ADMINISTRATION

- I141 REVIEW PRODUCTION RECRUITER OUT OF POCKET EXPENSE (OPE) FORMS
- I144 PREPARE RECRUITING CORRESPONDENCE, INSTRUCTIONS, AND FILES
- I147 UPDATE ZONE LOGS AND REPORTS
- I148 IMPLEMENT COMMANDER NAVY RECRUITING COMMAND (CNRC) TRAINING
- I149 IMPLEMENT RECRUITER QUALIFICATION STANDARDS (RQS) PROGRAMS
- I150 CONDUCT RECRUITER QUALIFICATIONS STANDARDS (RQS) BOARDS
- I153 PREPARE NAVY RECRUITING DISTRICT (NRD) BUDGET INPUTS

- 1159 IMPLEMENT RECRUITING OFFICES SECURITY MEASURES
- 1162 REVIEW GOVERNMENT VEHICLE ACCIDENT REPORTS
- 1165 LOG DOMICILE-TO-DUTY GOVERNMENT VEHICLE USAGE DATA

J. MARKETING

- J201 MAKE NAVY RECRUITING STATION (NRS) MANNING REQUIREMENTS RECOMMENDATIONS
- J202 EVALUATE ACCESSION REQUIREMENTS

K. PRODUCTION PLANNING AND PROSPECTING

- K224 DEVELOP NAVY RECRUITING STATION (NRS) PRODUCTION PLANS
- K225 EVALUATE NAVY RECRUITING STATION (NRS) PRODUCTION PLANS
- K226 EVALUATE NAVY RECRUITING STATION (NRS) PRODUCTION LEVELS
- K227 DEVELOP NAVY RECRUITING STATION (NRS) PROSPECTING PLANS
- K228 EVALUATE NAVY RECRUITING STATION (NRS) PROSPECTING PLANS
- K229 EVALUATE NAVY RECRUITING STATION (NRS) PROSPECTING LEVELS

M. DELAYED ENTRY PROGRAM (DEP) MANAGEMENT

- M283 PREPARE ATTRITION REDUCTION PLANS
- M284 EVALUATE ATTRITION REDUCTION PLANS
- M287 CONDUCT DELAYED ENTRY PROGRAM (DEP) EXECUTIVE SCREENINGS

N. PUBLIC RELATIONS

- N300 SET UP MOBILE RECRUITING DISPLAY UNITS (STATIC DISPLAY, RECRUIT MOBILE, ETC)
- N305 REVIEW ADVERTISING MATERIALS

O. COUNSELING

- O308 COUNSEL APPLICANTS ON HEALTH BENEFITS
- O309 COUNSEL APPLICANTS ON VETERANS BENEFITS
- O310 COUNSEL APPLICANTS ON COMMISSIONING PROGRAMS
- O311 COUNSEL APPLICANTS ON ENTITLEMENTS
- O313 COMPUTE APPLICANTS PAY AND ALLOWANCES

P. RECRUITING MANAGEMENT

- P320 ANALYZE APPLICANTS PROCESSING DATA
- P321 ANALYZE WAIVER DATA

**CHIEF NAVY COUNSELOR (RECRUITER) (NCC)**

I. OPERATIONS AND ADMINISTRATION

- 1156 EVALUATE ZONE FUNDING EXPENDITURES
- 1157 CONDUCT NAVY RECRUITING STATION (NRS) INSPECTIONS
- 1164 RESEARCH RECRUITER IRREGULARITY DATA
- 1167 EVALUATE GOVERNMENT VEHICLES UTILIZATION
- 1154 PREPARE ZONE BUDGET INPUTS
- 1160 INVESTIGATE GOVERNMENT VEHICLE ACCIDENTS AND INCIDENTS
- 1163 RESEARCH RECRUITER MALPRACTICE OR CONGRESSIONAL INQUIRIES

J. MARKETING

- J203 ANALYZE CENSUS TRACK DATA
- J206 EVALUATE ZONE GOAL ACCOMPLISHMENTS
- J207 MAKE ZONE GOALING ASSIGNMENTS RECOMMENDATIONS
- J174 ANALYZE NAVY RECRUITING DISTRICT (NRD) TERRITORY DATA
- J199 EVALUATE COMMANDS MANNING AND BILLET ALLOWANCES
- J200 MAKE ZONE MANNING REQUIREMENTS RECOMMENDATIONS
- J204 MAKE NAVY RECRUITING DISTRICT (NRD) PRODUCTION GOAL RECOMMENDATIONS
- J205 EVALUATE ZONE GOAL DISTRIBUTIONS

K. PRODUCTION PLANNING AND PROSPECTING

- K212 CONDUCT ZONE DAILY PRODUCTION REVIEWS (DPR)
- K216 PREPARE SUPERVISOR MONTHLY PLANNER/ITINERARY
- K217 ADJUST SUPERVISOR MONTHLY PLANNER/ITINERARY
- K218 DEVELOP NAVY RECRUITING DISTRICT (NRD) PRODUCTION PLANS
- K221 DEVELOP NAVY RECRUITING DISTRICT (NRD) PROSPECTING PLANS
- K222 EVALUATE NAVY RECRUITING DISTRICT (NRD) PROSPECTING PLANS
- K230 DEVELOP ZONE PRODUCTION PLANS
- K231 EVALUATE ZONE PRODUCTION PLANS
- K232 EVALUATE ZONE PRODUCTION LEVELS
- K233 DEVELOP ZONE PROSPECTING PLANS
- K234 EVALUATE ZONE PROSPECTING PLANS
- K235 EVALUATE ZONE PROSPECTING LEVELS
- K219 EVALUATE NAVY RECRUITING DISTRICT (NRD) PRODUCTION PLANS
- K220 EVALUATE NAVY RECRUITING DISTRICT (NRD) PRODUCTION LEVELS
- K223 EVALUATE NAVY RECRUITING DISTRICT (NRD) PROSPECTING LEVELS

L. APPLICANT PROCESSING

- L268 COORDINATE OFFICER APPLICANTS TESTING OR INTERVIEW BOARDS

P. RECRUITING MANAGEMENT

- P324 CONDUCT PRODUCTION MEETINGS
- P322 MAKE RECRUITER SUITABILITY BOARD RECOMMENDATIONS
- P318 MAKE FAULT OR NO FAULT TRANSFERS
- P319 REVIEW FAULT OR NO FAULT TRANSFER RECOMMENDATIONS

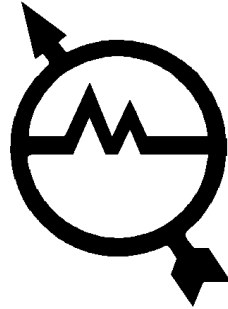
**SENIOR CHIEF NAVY COUNSELOR (RECRUITER) (NCCS)**

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

**MASTER CHIEF NAVY COUNSELOR (RECRUITER) (NCCM)**

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

# CHAPTER 59



## OPERATIONS SPECIALIST (OS)

NAVPERS 18068-59C



NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

OPERATIONS SPECIALIST



SCOPE OF RATING

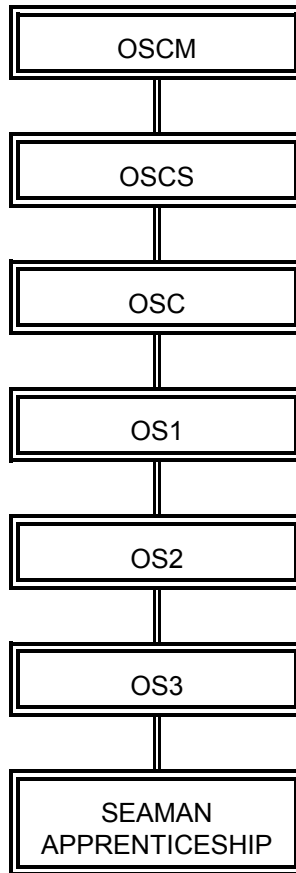
~~Operations Specialists (OS)~~ function as Plotters, Radiotelephone, and Command and Control internal communications talkers; maintain Combat Information Center (CIC) displays of strategic and tactical information; operate surveillance radars, Identification Friend or Foe (IFF) Systems, and associated equipment; interpret radar presentations, evaluate tactical situations, and make recommendations to superiors during watch conditions; apply current doctrine and procedures to CIC operations as specified by U. S. Navy Instructions and Joint/Allied/U. S. Navy publications; and apply current doctrine and procedures to radar navigation; provide technical information and assistance during Surface Warfare, Air Warfare, Submarine Warfare, Amphibious Warfare, Mine Warfare, Naval Surface Fire Support, and Search and Rescue operations; provide technical information and advice on capabilities, limitations, reliability, and operational readiness.

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These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 59.

NAVPERS 18068-59C

**GENERAL INFORMATION**  
CAREER PATTERN



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

SPECIAL PHYSICAL REQUIREMENTS

Vision 20/100 correctable in each eye to 20/20; normal color perception; normal hearing; no speech impediment. Refer to Chapter 15 of the Manual of the Medical Department, U.S. Navy for details on color perception requirements.

CITIZENSHIP/SECURITY REQUIREMENTS

Must be eligible for access to classified information.

**SAFETY**

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

**OPERATIONS SPECIALIST (OS) FUNCTIONAL AREAS**

- A. TACTICAL SUPPORT OPERATIONS
- B. AIR WARFARE (AW)
- C. UNDERSEA WARFARE (USW)
- D. SURFACE WARFARE (SUW)
- E. NAVAL SURFACE FIRE SUPPORT (NSFS)
- F. AMPHIBIOUS WARFARE
- G. SEARCH AND RESCUE
- H. NAVIGATION
- I. ELECTRONIC SYSTEMS OPERATIONS
- J. COMMUNICATIONS
- K. TECHNICAL ADMINISTRATION

## OPERATIONS SPECIALIST THIRD CLASS (OS3)

### A. TACTICAL SUPPORT OPERATIONS

- A001 REVIEW COMMANDING OFFICERS STANDING ORDERS
- A002 REVIEW COMMANDING OFFICERS STANDING NIGHT ORDERS
- A003 PLOT AND MAINTAIN SUMMARY AND GEOGRAPHIC PLOTS
- A005 CONSTRUCT FORMATION DIAGRAMS AND DISPOSITIONS
- A006 COMPARE LOOKOUT AND SENSOR INFORMATION
- A007 INTERPRET WARNING AND WEAPONS STATUS
- A009 MARK AND INTERPRET CONTACT INFORMATION
- A010 ASSIGN SYMBOLOGY
- A011 DISPLAY CONTACT INFORMATION
- A014 COMPUTE SURFACE CONTACTS COURSES AND SPEEDS
- A015 PLOT AND CORRELATE ELECTRONIC WARFARE INFORMATION
- A016 COMPUTE AVOIDING COURSES
- A017 COMPUTE TIME FOR CLOSEST POINT OF APPROACH (CPA)
- A018 DETERMINE TRUE WIND
- A019 DETERMINE DESIRED WIND
- A020 DETERMINE RELATIVE WIND
- A021 DETERMINE APPARENT WIND
- A022 DETERMINE COURSE, SPEED, TIME FOR STATIONING, CLOSEST POINT OF APPROACH (CPA), AND AVOIDING COURSE
- A024 PLOT EMERGENCY FALLOUT AREAS
- A025 PLOT POINT ROMEO
- A026 DETERMINE ACTIONS TO CLEAR FALLOUT AREAS
- A028 PLOT VARIOUS ENVIRONMENTAL CONDITIONS
- A029 DETERMINE RADAR ENVIRONMENTAL CONDITIONS
- A030 MAINTAIN COMBAT INFORMATION CENTER (CIC) LOGS
- A032 EVALUATE RADAR PERFORMANCE DEGRADATION DUE TO ELECTRONIC ATTACK (EA)
- A033 DISSEMINATE TACTICAL INFORMATION FLOW
- A034 COORDINATE TACTICAL INFORMATION FLOW
- A035 TRAIN SHIPS LOOKOUTS
- A036 PREPARE COMBAT INFORMATION CENTER (CIC) FOR SPECIAL EVOLUTIONS
- A039 TRANSITION COMBAT INFORMATION CENTER (CIC) BETWEEN CONDITIONS OF READINESS
- A350 DETERMINE LINE OF SOUND FOR TARGET MOTION ANALYSIS (TMA)/CONTACT MOTION ANALYSIS (CMA)
- A351 IDENTIFY AND REPORT CONSTANT BEARING DECREASING RANGE (CBDR) SITUATIONS
- A352 PLOT MINE FIELDS
- A353 PLOT AND UPDATE Q ROUTES AND SWEEP CHANNELS
- A386 REVIEW CAPTAINS BATTLE ORDERS
- A396 REVIEW RULES OF ENGAGEMENT
- A397 EVALUATE RADAR PERFORMANCE DEGRADATIONS DUE TO ENVIRONMENTAL CONDITIONS
- A398 REVIEW DAILY WARFARE COMMANDERS INTENTIONS
- A399 ASSIST IN NAVIGATION
- A400 REVIEW COMBAT SYSTEMS OFFICER OF THE WATCH (CSOW) EQUIPMENT STATUS

### B. AIR WARFARE

- B040 REPORT AIR CONTACTS
- B042 VERIFY FRIENDLY AND HOSTILE AIR TRACKS

- B045 VERIFY AIR CONTACTS ALTITUDES
- B046 TRACK AND UPDATE AIR TRACKS
- B047 DETERMINE POSITIVE IDENTIFICATION FRIEND OR FOE (IFF) RETURNS
- B048 INTERPRET AUTOMATIC IDENTIFICATION (AUTO ID) PRESENTATIONS
- B049 UPDATE AIR STATUS PLOTS
- B050 RESOLVE IDENTIFICATION CONFLICTS
- B051 DETERMINE AIRCRAFT ALERT POSTURES
- B052 UPDATE STATUS OF AIRBORNE AIRCRAFT (FUEL, WEAPONS, ETC)
- B053 RECOMMEND ACTIVATION/DEACTIVATION OF IDENTIFICATION (ID) DOCTRINE STATEMENTS
- B055 CONTROL AUTOMATIC TRACKING FEATURES
- B056 PERFORM MANUAL OVERRIDE FUNCTION OF AUTOMATIC IDENTIFICATION (AUTO ID) TRACKS
- B371 PROVIDE TACTICAL INFORMATION TO AIRCRAFT
- B372 PERFORM SURVEILLANCE OF ASSIGNED AIR WARFARE (AW) AREAS
- B401 REVIEW AIR WARFARE (AW) OPERATIONAL TASKS (OPTASKS) AND ASSOCIATED MESSAGES
- B402 DETERMINE IDENTIFICATION (ID) DOCTRINE PROCEDURES

#### C. UNDERSEA WARFARE

- C075 MAINTAIN UNDERSEA WARFARE (USW) STATUS BOARDS
- C076 PLOT SONAR CONTACTS
- C077 DETERMINE TARGET BEARINGS AND RANGES
- C078 DETERMINE TARGET PARAMETERS USING TIME BEARING PLOTS
- C079 PLOT LINE OF SOUND (LOS) DIAGRAMS
- C080 PLOT SONOBUOY DROPS AND PATTERNS
- C082 PLOT DATUMS
- C083 PLOT DATUM ERRORS
- C084 PLOT TORPEDO DANGER AREAS (TDA) AND TORPEDO DANGER ZONES (TDZ)
- C086 COMPUTE ESTIMATED TIME OF ARRIVAL (ETA) TO TORPEDO DANGER AREAS
- C088 RECOMMEND EVASIVE STEERING ACTIONS
- C089 COMPUTE CONE OF COURSES
- C090 PLOT CONE OF COURSES
- C091 PLOT FURTHEST-ON-CIRCLE (FOC)
- C092 COMPUTE LIMITING LINES OF APPROACH
- C093 PLOT LIMITING LINES OF APPROACH
- C094 PLOT HYDROPHONE EFFECTS
- C095 PLOT WATER SPACE MANAGEMENT
- C096 PERFORM FREQUENCY PLOTTING
- C102 CONSTRUCT GEOGRAPHIC/MASTER TACTICAL PLOTS
- C103 PERFORM EKLUND RANGING
- C105 PERFORM TARGET MOTION ANALYSIS (TMA) AND CONTACT MOTION ANALYSIS (CMA) PLOTTING
- C106 EVALUATE TARGET MOTION ANALYSIS (TMA) AND CONTACT MOTION ANALYSIS (CMA) PLOTTING
- C108 DETERMINE ATTACK CRITERIA FOR URGENT AND DELIBERATE SCENARIOS
- C354 INTERPRET UNDERSEA WARFARE (USW) PLOTS
- C355 PLOT SECTOR SCREENS
- C388 RECOMMEND TORPEDO EVASION TACTICS

#### D. SURFACE WARFARE

- D118 COMPARE TARGET SOLUTIONS BETWEEN MANUAL AND AUTOMATED PLOTS
- D120 DETERMINE SHIPS MANEUVERS TO PROSECUTE A CONTACT OF INTEREST (COI)

- D125 RECOMMEND SURFACE WARFARE (SUW) ENGAGEMENT TACTICS
- D126 CONDUCT ATTACKS ON LOCALIZED TARGETS
- D128 RECOMMEND LAUNCH PARAMETERS FOR SURFACE WARFARE (SUW) MISSILES
- D130 EVALUATE SURFACE WARFARE (SUW) PLOTTING
- D356 PLOT SURFACE WARFARE (SUW) INFORMATION
- D357 INTERPRET SURFACE WARFARE (SUW) PLOTTING
- D392 CORRELATE SURFACE WARFARE (SUW) TARGETING DATA
- D406 TRACK AND UPDATE SURFACE TRACKS
- D407 PLOT DURING EMISSION CONTROL (EMCON) CONDITIONS
- D408 REVIEW SURFACE WARFARE (SUW) OPERATIONAL TASKS (OPTASKS) AND RELATED MESSAGES TO ELECTRONIC ATTACK (EA)

E. NAVAL SURFACE FIRE SUPPORT

- E133 CONDUCT NAVAL SURFACE FIRE SUPPORT (NSFS) RADIO TELEPHONE (R/T) COMMUNICATIONS
- E134 PERFORM NAVAL SURFACE FIRE SUPPORT (NSFS) NAVIGATION PLOTTING
- E135 CONVERT GRID POSITIONS INTO RANGES AND BEARINGS
- E136 PLOT TARGETS USING GRID METHODS
- E137 PLOT TARGETS USING POLAR METHODS
- E138 PLOT TARGETS USING SHIFT FROM KNOWN POSITION METHODS
- E139 PLOT FRIENDLY FRONT LINES
- E140 PLOT GROUND OBSERVER AND COMMAND POST POSITIONS
- E144 CONVERT SPOTTER GRID CORRECTIONS TO CORRECTIVE GRIDS
- E145 PLOT NO FIRE ZONES
- E146 LAY OUT FREE FIRE ZONES
- E148 PLOT WEAPON IMPACT AREAS
- E149 INITIATE CHECKFIRE
- E151 CONDUCT RECORD AS TARGET
- E358 LAY OUT GUN TARGET LINES
- E359 PLOT COUNTER BATTERY TARGETS
- E360 RECORD TARGET DATA

F. AMPHIBIOUS WARFARE

- F155 PLOT SHIPS RELATIONSHIP TO LINE OF DEPARTURE (LOD)
- F156 PLOT LANDING CRAFT AIR CUSHION (LCAC) SHIP TO SHORE MOVEMENTS
- F157 RECORD LANDING CRAFT AIR CUSHION (LCAC) MOVEMENTS
- F162 PLOT ASSAULT LANES, CORRIDORS, AND SWEEPED CHANNELS
- F361 PLOT ASSAULT BOAT WAVES

G. SEARCH AND RESCUE

- G171 MAKE MAN OVERBOARD RECOMMENDATIONS
- G172 PLOT MAN OVERBOARD
- G173 RECOMMEND MANEUVERS TO RECOVER MAN OVERBOARD
- G175 MONITOR SEARCH AND RESCUE (SAR) EMERGENCY FREQUENCIES
- G176 IDENTIFY SHIPBOARD EMERGENCY SIGNALS
- G177 IDENTIFY AIRCRAFT EMERGENCY SIGNALS
- G178 DETERMINE STAY TIME FOR PERSONNEL IN THE WATER
- G179 PLOT DISTRESS SIGNALS BEARINGS AND RANGES
- G181 PREPARE AND PLOT SHIPBOARD SEARCH PATTERNS
- G182 COMPUTE EFFECTS OF WIND AND CURRENT ON RAFTS AND PERSONNEL
- G183 COORDINATE ASSISTANCE WITH SEARCH AND RESCUE (SAR) FACILITIES

- G184 PREPARE SEARCH AND RESCUE (SAR) AIR PATTERNS
- G185 PROVIDE SEARCH AND RESCUE (SAR) APPROACHES FOR AIRCRAFT AND HELICOPTERS
- G186 VECTOR SEARCH AND RESCUE (SAR) CRAFT TO RECOVERY POINTS
- G187 COMPUTE PARACHUTE DRIFT
- G383 COORDINATE SEARCH AND RESCUE (SAR) TEAMS

#### H. NAVIGATION

- H191 SELECT AND UPDATE NAUTICAL CHARTS
- H193 PLOT APPROVED TRACKS AND COMPARE CHARTS WITH THE NAVIGATOR
- H194 PLOT NAVIGATION HAZARDS
- H195 REPORT NAVIGATIONAL HAZARDS
- H196 COMPUTE TURN TIMES TO CHARTED COURSES
- H198 CONSTRUCT CURRENT GEOGRAPHIC PLOTS
- H199 UPDATE CURRENT GEOGRAPHIC PLOTS
- H200 DETERMINE AND UPDATE FIXED POINTS ON CHARTS
- H201 OBTAIN BEARINGS AND RANGES FROM FIXED POINTS ON NAVIGATIONAL CHART
- H202 COMPUTE LATITUDES AND LONGITUDES FROM FIXED INFORMATION
- H203 PLOT LATITUDES AND LONGITUDES FROM FIXED INFORMATION
- H204 PLOT DEVIATION AND VARIATION ON CHARTS
- H205 PROVIDE MARK TIMES
- H206 PLOT VISUAL FIXES
- H207 DETERMINE RADAR RANGE AND BEARING ERRORS
- H208 DETERMINE GYROCOMPASS ERROR
- H209 DETERMINE SHIPS POSITION USING NAVIGATIONAL AIDS
- H210 COMPARE SHIPS POSITION DATA WITH BRIDGE
- H211 COMPARE LOOKOUT AND RADAR INFORMATION WITH NAVIGATION PLOTS
- H212 COMPARE RADAR SCOPE PRESENTATION WITH APPLICABLE CHARTS
- H213 SELECT FIXED NAVIGATIONAL POINTS WITH THE NAVIGATION PLOTTER
- H214 MAINTAIN PLOT OF SHIPS TRACK USING DEAD RECKONING (DR)
- H215 INTERPRET SATELLITE NAVIGATION SYSTEMS DATA
- H216 COMPARE VISUAL WITH RADAR FIX DATA
- H217 COMPUTE COURSES AND SPEEDS MADE GOOD
- H218 CALCULATE COMPENSATING COURSES AND SPEEDS
- H220 CALCULATE CORRECTING COURSES AND SPEEDS
- H222 CALCULATE SET AND DRIFT
- H224 COMPUTE ADVANCE AND TRANSFER
- H225 OBTAIN FATHOMETER READINGS
- H226 COMPARE FATHOMETER READINGS WITH CHARTS
- H227 PLOT ESTIMATED POSITIONS (EP)
- H228 PLOT APPROACHES AND ANCHORAGE
- H229 CALCULATE ANCHOR DROP DISTANCES
- H230 OBTAIN LOW VISIBILITY LOOKOUT INFORMATION
- H231 PLOT SOUND SIGNALS DURING LOW VISIBILITY NAVIGATION
- H232 LOG PILOTING OFFICERS RECOMMENDATIONS TO BRIDGE
- H233 DETERMINE ACTIONS FOR CROSSING SITUATIONS
- H234 DETERMINE ACTIONS FOR MEETING SITUATIONS
- H235 DETERMINE ACTIONS FOR OVERTAKING SITUATIONS
- H236 DETERMINE SOUND SIGNALS FOR EXISTING CONDITIONS
- H237 RECOMMEND LOW VISIBILITY SOUND SIGNALS
- H238 IDENTIFY LIGHTS AND BUOYS DURING NAVIGATION
- H239 COMPUTE AND PLOT DRAG CIRCLE
- H241 COMPUTE AND PLOT SWING CIRCLE
- H246 PLOT DANGER BEARINGS

- H253 PREPARE COMBAT INFORMATION CENTER (CIC) FOR PRECISION ANCHORING
- H254 INTERPRET RULES OF THE ROAD
- H255 COMPARE AND CORRELATE LOW VISIBILITY LOOKOUT INFORMATION
- H363 INTERPRET SHIPS POSITION IN RELATIONSHIP TO POSITION OF INTENDED MOVEMENT (PIM)
- H375 MAINTAIN COMBAT INFORMATION CENTER (CIC) CHART LIBRARY
- H376 MAINTAIN CHART CORRECTION RECORD CARDS
- H393 MAKE SHIPPING/MANEUVERING RECOMMENDATIONS USING RULES OF THE ROAD
- H420 OPERATE ELECTRONIC CHARTING SYSTEM
- H421 OPERATE ELECTRONIC NAVIGATOR (ECDIS-N) SYSTEM

#### I. ELECTRONIC SYSTEMS OPERATIONS

- I259 ENERGIZE AND DE-ENERGIZE ELECTRONIC EQUIPMENT
- I261 OPERATE RADAR SET CONTROLS (RSC)
- I265 REPORT TACTICAL DATA SYSTEM (TDS) MALFUNCTIONS
- I268 OPERATE RADAR REPEATERS
- I271 MEASURE RADAR SENSITIVITIES
- I275 LOAD IDENTIFY FRIEND OR FOE (IFF) CRYPTOLOGICAL CODES
- I278 OPERATE EQUIPMENT UNDER CASUALTY CONDITIONS
- I290 ENTER/UPDATE TACTICAL DATA SYSTEM (TDS) INITIALIZATION DATA
- I299 COORDINATE DATA LINK OPERATIONS
- I300 INITIATE LINK COMMUNICATIONS
- I301 PERFORM LINK TRACK CORRELATIONS
- I303 MONITOR TACTICAL DATA SYSTEM (TDS) INFORMATION
- I305 EVALUATE COMBAT SYSTEMS READINESS
- I306 COORDINATE PLATFORM REQUIREMENTS FOR BATTLE GROUP OPERATIONS
- I326 MONITOR TACTICAL DATA SYSTEM (TDS) INTERFACES
- I364 OPERATE TACTICAL DATA SYSTEM (TDS) EQUIPMENT
- I365 RESTORE EQUIPMENT OPERATION UNDER EMERGENCY CONDITIONS
- I366 OPERATE NAVAL TACTICAL COMMAND SYSTEM AFLOAT (NTCS-A) AND JOINT MARITIME CONTROL INFORMATION SYSTEM IN PARTICIPATE MODE
- I377 CONFIGURE NAVAL TACTICAL COMMAND SYSTEM AFLOAT (NTCS-A)/JOINT MARITIME CONTROL INFORMATION SYSTEM (JMCIS) FOR OPERATION
- I384 CONDUCT COMBAT SYSTEMS TESTING
- I410 OPERATE GLOBAL COMMAND AND CONTROL SYSTEM (GCCS) AND MARITIME COMMAND AND CONTROL INFORMATION SYSTEM (MCCIS)
- I411 CONFIGURE GLOBAL COMMAND AND CONTROL SYSTEM (GCCS) FOR OPERATIONS
- I412 CONFIGURE MARITIME COMMAND AND CONTROL INFORMATION SYSTEM (MCCIS) FOR OPERATION
- I413 CONFIGURE TADIL J TERMINAL
- I414 LOAD TADIL J CRYPTO

#### J. COMMUNICATIONS

- J308 INTERPRET SHIPS COMMUNICATIONS PLAN
- J309 TEST COMMUNICATIONS SYSTEMS
- J310 ESTABLISH COMMUNICATIONS PATCHES
- J311 TEST COMMUNICATION PATCHES
- J312 RESTORE LOST COMMUNICATIONS
- J313 SET EQUIPMENT CONDITIONS ACCORDING TO EMISSION CONTROL (EMCON) PLANS
- J315 DETERMINE TYPES OF INTERFERENCE (INTRUSION, JAMMING AND INTERFERENCE) ENCOUNTERED



- J316 RESPOND TO INTRUSION, JAMMING, AND INTERFERENCE ON RADIO TELEPHONE (R/T) CIRCUITS
- J319 PERFORM TIME AUTHENTICATIONS
- J320 PERFORM TRANSMISSION AUTHENTICATIONS
- J321 ENCODE/DECODE TACTICAL COMMUNICATIONS
- J327 INITIATE BEADWINDOW PROCEDURES
- J328 INITIATE GINGERBREAD REPORTS
- J329 DRAFT OPERATIONS REPORTS (OPREP)
- J330 REVIEW NAVAL AND MARITIME TACTICAL MESSAGING SYSTEM MESSAGES
- J331 DRAFT SITUATION REPORTS (SITREP)
- J333 DRAFT NAVAL AND MARITIME TACTICAL MESSAGING SYSTEM MESSAGES
- J367 PERFORM INTERNAL COMMUNICATIONS (VERBAL COMMUNICATION, SOUND-POWERED PHONE, AND INTERNAL VOICE COMMUNICATION SYSTEM)
- J368 PERFORM EXTERNAL COMMUNICATIONS (RADIO, TELEPHONE, SHIP-TO-SHIP, SHIP-TO-SHORE, AND INTERNAL VOICE COMMUNICATION SYSTEM)
- J378 INTERPRET NAVAL AND MARITIME TACTICAL MESSAGING SYSTEM MESSAGES
- J385 FORMULATE COMMUNICATION PLANS
- J391 MAINTAIN LOCAL COMMUNICATIONS MATERIAL SECURITY (CMS) INVENTORY
- J416 CONDUCT COMMUNICATIONS MATERIAL SECURITY (CMS) DESTRUCTIONS
- J417 DRAFT SHIP'S OPERATIONAL READINESS AND TRAINING (SORTS)

#### K. TECHNICAL ADMINISTRATION

- K335 PERFORM CLASSIFIED MATERIAL INVENTORY
- K337 UPDATE COMBAT INFORMATION CENTER (CIC) DOCTRINE
- K338 UPDATE PUBLICATION CORRECTION RECORD CARDS
- K339 PREPARE CLASSIFIED DOCUMENT DESTRUCTION REPORTS
- K340 CONDUCT CLASSIFIED MATERIAL INVENTORY SPOT CHECKS
- K342 ENTER CHANGES TO OPERATIONAL PLANS AND OPERATIONAL ORDERS
- K344 REVIEW HAZARDOUS MATERIAL USERS GUIDE (HMUG)
- K345 REVIEW HAZARDOUS MATERIAL (HAZMAT) INVENTORIES
- K346 REVIEW MATERIAL SAFETY DATA SHEETS (MSDS)
- K380 PREPARE CHART REQUISITIONS
- K387 REVIEW COMBAT INFORMATION CENTER (CIC) DOCTRINE
- K389 MAINTAIN PUBLICATION CORRECTION RECORD CARDS
- K394 PERFORM EMERGENCY ACTION PROCEDURES
- K395 MAINTAIN PUBLICATION ALLOWANCE

### **OPERATIONS SPECIALIST SECOND CLASS (OS2)**

#### B. AIR WARFARE

- B059 MONITOR RETURN TO FORCE (RTF) ASSETS
- B060 DETERMINE SURVEILLANCE OF ASSIGNED AIR WARFARE (AW) AREAS
- B061 DETERMINE ENGAGEABILITY OF ASSIGNED AIR WARFARE (AW) AREAS

#### C. UNDERSEA WARFARE

- C097 RECOMMEND AND IMPLEMENT UNDERSEA WARFARE (USW) SEARCH AND ATTACK PLANS
- C109 RECOMMEND SEARCH AND ATTACK UNIT (SAU) APPROACH TO DATUM
- C373 OBTAIN UNDERSEA WARFARE (USW) INTELLIGENCE FOR ANALYSIS
- C403 REVIEW UNDERSEA (USW) OPERATIONAL TASKS (OPTASKS) AND ASSOCIATED MESSAGES

D. SURFACE WARFARE

D129 COORDINATE SURFACE WARFARE (SUW) AND ANTI-SHIP MISSILE DEFENSE (ASMD)

I. ELECTRONIC SYSTEMS OPERATIONS

I415 OPERATE IMBEDDED TRAINING DEVICES

J. COMMUNICATIONS

J418 DRAFT TRAINING REPORTS (TRAREPS)

**OPERATIONS SPECIALIST FIRST CLASS (OS1)**

A. TACTICAL SUPPORT OPERATIONS

A374 INTERPRET RULES OF ENGAGEMENT

B. AIR WARFARE

B062 RECOMMEND TYPE OF WEAPON TO BE USED AGAINST HOSTILE AIRCRAFT

B390 RECOMMEND SHIPS ACTIONS FOR ANTI-SHIP MISSILE DEFENSE (ASMD)

J. COMMUNICATIONS

J419 OPERATE TYPE COMMANDER (TYCOM) READINESS MANAGEMENT SYSTEM (TRMS)  
SOFTWARE

**CHIEF OPERATIONS SPECIALIST (OSC)**

B. AIR WARFARE

B063 RECOMMEND MANEUVERS TO EMPLOY AIR WARFARE (AW) BATTERIES

B064 RECOMMEND USE OF ELECTRONIC PROTECTION (EP)

C. UNDERSEA WARFARE

C100 RECOMMEND EMPLOYMENT OF ACTIVE COUNTERMEASURES (SLQ-25 NIXIE)

C113 RECOMMEND SCREENING TACTICS

D. SURFACE WARFARE

D131 RECOMMEND TACTICS TO SURFACE ACTION GROUP (SAG) COMMANDERS

D132 COORDINATE SURFACE WARFARE (SUW) WEAPONS EMPLOYMENT

**SENIOR CHIEF OPERATIONS SPECIALIST (OSCS)**

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

**MASTER CHIEF OPERATIONS SPECIALIST (OSCM)**

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

# CHAPTER 61



POSTAL CLERK  
(PC)

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR  
POSTAL CLERK (PC)



SCOPE OF RATING

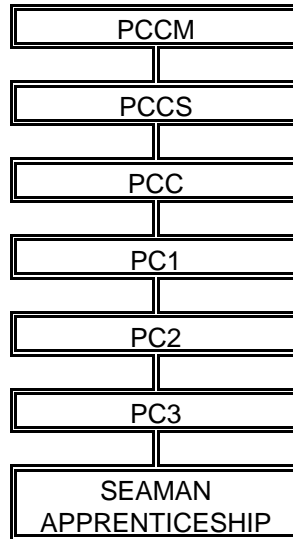
Postal Clerks (PC) operate Navy post offices; supervise, organize and establish or disestablish a Navy post office; perform postal counter work, including sale of stamps and money orders; process incoming and outgoing mail; route mail; maintain a mail directory; process official mail; maintain security of postal effects and mail matter; process claims and inquiries; and prepare and file postal correspondence, records and reports.

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These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 61.

NAVPERS 18068-61B

GENERAL INFORMATION  
CAREER PATTERN



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

SPECIAL PHYSICAL REQUIREMENTS

None.

CITIZENSHIP/SECURITY REQUIREMENTS

Must be a U.S. citizen.

OPNAVINST 5112.6 series (Subj: Department of the Navy Postal Instructions) contains special guidance.

Performance Tests

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

**SAFETY**

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

## **POSTAL CLERK (PC) FUNCTIONAL AREAS**

- A. GENERAL POSTAL
- B. SECURITY
- C. EQUIPMENT MAINTENANCE
- D. SUPPLY
- E. CUSTODIAN OF POSTAL EFFECTS
- F. FINANCIAL
- G. CLAIMS AND INQUIRIES
- H. CUSTOMS
- I. RECEIPTS AND DISPATCHES
- J. MAIL DISTRIBUTION
- K. MAIL PROCESS CENTER
- L. CUSTOMER SERVICE
- M. MONEY ORDERS
- N. ACCOUNTABLE MAIL
- P. PLANNING AND ORGANIZING
- Q. DIRECTING AND IMPLEMENTING
- R. INSPECTING AND EVALUATING
- S. TECHNICAL ADMINISTRATION

## POSTAL CLERK THIRD CLASS (PC3)

### A. GENERAL POSTAL

- A001 CONDUCT TRANSIT TIME SURVEYS
- A006 POST MAIL COLLECTION SCHEDULES
- A013 PREPARE EXPRESS MAIL MILITARY SERVICE TAGS (PS 176)
- A317 SET UP MILITARY ORIGIN DESTINATION INTRANSIT SYSTEM (MODIS)
- A318 SCAN MAIL USING MILITARY ORIGIN DESTINATION INTRANSIT SYSTEM (MODIS) EQUIPMENT

### B. SECURITY

- B018 LOCK POSTAGE METER HEAD
- B021 PREPARE KEY CONTROL FORMS (MODIFIED CASH RECEIPT, PS FORM 1625)
- B023 SECURE POSTAL EFFECTS
- B303 CONDUCT COMBINATION SAFE AND LOCK CHANGES
- B304 LOCK STAMP STOCK AND FUNDS

### C. EQUIPMENT MAINTENANCE

- C027 CLEAN AND INSPECT MONEY ORDER IMPRINTERS
- C031 CLEAN AND INSPECT POSTAL SCALES
- C035 CLEAN AND INSPECT COMBINATION LOCKS
- C037 CLEAN AND INSPECT CANCELING MACHINES
- C039 ADJUST CANCELING MACHINES
- C040 CLEAN POSTAGE METERS
- C308 REPLENISH INK SUPPLY (POSTAGE METER BASES, CANCELING MACHINES, ETC)
- C309 REPLACE AND TEST INK MONEY ORDER IMPRINTER RIBBONS
- C320 LUBRICATE COMBINATION LOCKS

### D. SUPPLY

- D044 PREPARE REQUISITION FOR SLIDE LABELS (PS1578B)
- D045 REVIEW REQUISITION FOR SLIDE LABELS (PS1578B)
- D046 PREPARE AND REVIEW SUPPLY RECORD (CARD) FORMS (PS 1586)
- D061 PREPARE REPAIR PARTS REQUISITION FORMS (PS 4984)
- D306 VERIFY SUPPLIES SHIPPING ORDER FORMS (PS 4686)

### E. CUSTODIAN OF POSTAL EFFECTS

- E076 PREPARE DUPLICATE KEY ENVELOPE FORMS (PS 3977)

### F. FINANCIAL

- F050 PREPARE AND REVIEW STAMP REQUISITION FORMS (PS 17)
- F051 VERIFY/WITNESS STAMP REQUISITION FORMS (PS 17)
- F098 PREPARE REPORT OF AUDIT OF POSTAL ACCOUNTS FORMS (PS 3294)
- F105 REVIEW DAILY RECORD OF STAMPS, STAMPED PAPER, AND NONPOSTAL STAMPS ON HAND FORMS (PS 3295)
- F113 VERIFY/WITNESS INCOMING STAMP REQUISITIONS
- F135 AFFIX POSTAGE METER TAPES
- F137 IDENTIFY AND ENDORSE MAIL CLASSES
- F155 ENDORSE SPECIAL SERVICES ARTICLES
- F166 RESEARCH POSTAL PUBLICATIONS
- F215 COMPUTE POSTAGE AND FEES



- F216 COLLECT POSTAGE AND FEES
- F221 CONDUCT POSTAGE METER TRANSACTIONS
- F222 SELL POSTAGE STAMPS/STAMPED PAPERS
- F244 REVIEW RETURN RECEIPT FOR INTERNATIONAL INSURED OR REGISTERED MAIL FORMS (PS 2865)
- F245 PREPARE RECEIPT FOR CERTIFIED MAIL FORMS (PS 3800)
- F247 PREPARE RECEIPT FOR REGISTERED MAIL FORMS (PS 3806)
- F248 PROCESS RECEIPT FOR REGISTERED MAIL FORMS (PS 3806)
- F250 REVIEW RETURN RECEIPT REGISTERED, INSURED AND CERTIFIED MAIL FORMS (PS 3811)
- F251 PREPARE REQUEST FOR DOMESTIC RETURN RECEIPT (AFTER MAILING)
- F252 PREPARE REQUEST FOR RETURN RECEIPTS FORMS (PS 3811A)
- F253 PREPARE RECEIPT FOR DOMESTIC UNNUMBERED INSURED PARCEL FORMS (PS 3813)
- F255 PREPARE RECEIPT FOR INSURED MAIL-DOMESTIC AND INTERNATIONAL INSURED FORMS (PS 3813-P)
- F257 PREPARE CERTIFICATE OF MAILING FORMS (PS 3817)

#### G. CLAIMS AND INQUIRIES

- G117 PREPARE RECEIPT FOR ARTICLES DAMAGED IN MAIL FORMS (PS 3831)
- G121 PREPARE DOMESTIC CLAIM, REGISTERED, INSURED, OR EXPRESS MAIL INQUIRY FORMS (PS 1000)
- G122 REVIEW DOMESTIC CLAIM, REGISTERED, INSURED, OR EXPRESS MAIL INQUIRY FORMS (PS 1000)
- G123 INITIATE TRACER ACTIONS, OTHER THAN DOMESTIC CLAIM, OR REGISTERED MAIL INQUIRY FORMS (PS 1000)
- G124 PREPARE APPLICATION AND VOUCHER FOR REFUND OF POSTAGE AND FEES FORMS (PS 3533)
- G307 PREPARE MAIL LOSS OR RIFLING REPORT FOR ORDINARY AND CERTIFIED MAIL (PS 1510)
- G310 REVIEW MAIL LOSS OR RIFLING REPORT FOR ORDINARY AND CERTIFIED MAIL (PS 1510)

#### H. CUSTOMS

- H126 COLLECT CUSTOMS DUTIES
- H131 PREPARE AUTHORITY FOR CUSTOMS TO OPEN INTERNATIONAL MAIL FORMS (PS 2976)
- H132 REVIEW AUTHORITY FOR CUSTOMS TO OPEN INTERNATIONAL MAIL FORMS (PS 2976)
- H133 PREPARE CUSTOMS DECLARATION FORMS (PS 2976A)
- H134 REVIEW CUSTOMS DECLARATION FORMS (PS 2976A)
- H331 PROCESS CUSTOMS DUTY COLLECTIONS FORMS (PS 6019 AND CF 3419)
- H332 ATTACH CUSTOMS DECLARATION FORMS (PS 2976E)

#### I. RECEIPTS AND DISPATCHES

- I014 TURN IN DAMAGED MAIL SACKS, POUCHES AND EQUIPMENT
- I138 WEIGH MAIL
- I145 ROUTE MAIL
- I147 AFFIX POSTAL VEHICLE SEALS
- I148 RECORD SEAL NUMBERS
- I150 ATTACH FLIGHT TAGS
- I151 INSPECT MAIL POUCHES, SACKS AND CONTAINERS
- I154 REWRAP DAMAGED LETTERS OR PARCELS
- I162 VERIFY ADDRESSES AND ZIP CODES
- I164 ENDORSE AND BACK STAMP UNDELIVERABLE MAIL
- I165 VERIFY AND SIGN INCOMING ORDINARY MAIL SHIPPING DOCUMENTS
- I333 PROCESS INCOMING MAIL

I334 PROCESS OUTGOING MAIL

J. MAIL DISTRIBUTION

- J169 COORDINATE MAIL DISPATCHES AND MOVEMENTS
- J175 PREPARE SHIP ROUTING BOARDS
- J176 REVIEW SHIP ROUTING BOARDS
- J182 PREPARE MAIL MANIFESTS
- J189 PREPARE AV-7 DELIVERY LIST FORMS (PS 2942A)
- J194 TRANSFER MAIL AT SEA
- J195 VERIFY EXPRESS MAIL COUNTS
- J196 VERIFY PIECE MAIL COUNTS

K. MAIL PROCESS CENTER

- K204 POST POSTAL WARNINGS AND OTHER NOTICES
- K205 PREPARE TEMPORARY MAIL DISPOSITION INSTRUCTION FORMS (DD 2258)
- K206 PREPARE MAILING ADDRESS/COMBINATION NOTICE FORMS (DD 2263)
- K209 PREPARE NOTICE TO CALL AT WINDOW FORMS (PS 3907)
- K210 PREPARE DELIVERY NOTICE/REMINDER/RECEIPT FORMS (PS 3849)
- K211 DATE HOLD MAIL
- K212 INSPECT DATE HOLD MAIL

L. CUSTOMER SERVICE

- L219 PREPARE CASH RECEIPT FORMS (PS 1096)
- L335 PROCESS UNDELIVERABLE PERIODICAL MAIL
- L336 IDENTIFY MAIL TO BE DISPOSED OF AS WASTE
- L341 PERFORM DIRECTORY SERVICES
- L344 REVIEW AND PROCESS DIRECTORY SERVICE CARDS

M. MONEY ORDERS

- M224 REQUISITION MONEY ORDER SETS FROM SOURCE OF SUPPLY (PS 17)
- M225 SELL MONEY ORDERS
- M226 SPOIL MONEY ORDERS
- M227 INSPECT MONEY ORDERS
- M228 CASH MONEY ORDERS
- M229 PREPARE MONEY ORDER CONTROL RECORD FORMS (DD 885)
- M230 REVIEW MONEY ORDER CONTROL RECORD FORMS (DD 885)
- M231 PREPARE MILITARY POST OFFICE (MPO) REPORT OF MONEY ORDER BUSINESS FORMS (PS 6019-MPO)
- M232 VERIFY MILITARY POST OFFICE (MPO) REPORT OF MONEY ORDER BUSINESS FORMS (PS 6019-MPO)
- M233 PREPARE DAILY MONEY ORDER BUSINESS VERIFICATION TAPES
- M234 REVIEW DAILY MONEY ORDER BUSINESS VERIFICATION TAPES
- M312 PREPARE DOMESTIC MONEY ORDER INQUIRY (PS 6401)

N. ACCOUNTABLE MAIL

- N011 PREPARE EXPRESS MAIL NEXT DAY SERVICE LABELS (PS 11B)
- N012 ATTACH EXPRESS MAIL OUTSIDE LABELS (PS 86)
- N235 AFFIX POUCHES, SACKS, AND VEHICLES SEALS
- N236 VERIFY POUCHES, SACKS, AND VEHICLES SEALS
- N237 COORDINATE HIGH VALUE REGISTERED MAIL SHIPMENTS
- N238 ENDORSE INCOMING MANIFOLD DISPATCH BILLS

- N239 LOCK REGISTRY CAGES AND SECTIONS
- N240 PREPARE REGISTERED MAIL-BALANCE AND INVENTORY FORMS (DD 2261)
- N241 VERIFY/WITNESS REGISTERED MAIL-BALANCE AND INVENTORY FORMS (DD
- N242 PREPARE ACCOUNTABLE MAIL CONTAINERS
- N259 PREPARE MANIFOLD REGISTRY DISPATCH FORMS (PS 3854)
- N260 VERIFY/WITNESS MANIFOLD REGISTRY DISPATCH FORMS (PS 3854)
- N263 PREPARE FIRM MAILING BOOK FOR ACCOUNTABLE MAIL FORMS (PS 3877)
- N264 REVIEW FIRM MAILING BOOK FOR ACCOUNTABLE MAIL FORMS (PS 3877)
- N265 PREPARE FIRM DELIVERY BOOK FOR ACCOUNTABLE MAIL FORMS (PS 3883)
- N266 REVIEW FIRM DELIVERY BOOK FOR ACCOUNTABLE MAIL FORMS (PS 3883)
- N315 PREPARE RETURN RECEIPT FOR MERCHANDISE (PS 3804)
- N349 VERIFY/WITNESS INCOMING MANIFOLD DISPATCH BILLS
- N351 VERIFY/WITNESS OUTGOING ACCOUNTABLE MAIL MANIFESTS

S. TECHNICAL ADMINISTRATION

- S353 UPDATE POSTAL PUBLICATIONS

**POSTAL CLERK SECOND CLASS (PC2)**

A. GENERAL POSTAL

- A002 ISSUE POSTAL EQUIPMENT
- A003 SEND MILITARY ORIGIN DESTINATION IN TRANSIT SYSTEM (MODIS) REPORTS
- A007 PREPARE POSTAL ACTIVITY REPORTING SYSTEM (PARS) REPORTS

B. SECURITY

- B015 CONDUCT MAIL INSPECTIONS
- B020 PREPARE AND REVIEW REGISTRY SECTION ENTRY CONTROL FORMS
- B319 IDENTIFY POSSIBLE MAIL BOMBS

C. EQUIPMENT MAINTENANCE

- C034 VERIFY POSTAL SCALE CALIBRATION

D. SUPPLY

- D043 PREPARE RUBBER AND STEEL STAMPS ONLY FORM (PS 1567) REQUISITIONS
- D052 PREPARE MILITARY TAG (PS 1957C) AND LABEL (PS 1957D) REQUESTS
- D056 PREPARE AND REVIEW POSTMARKING DIES AND ENGRAVED STATION DIE HUBS FORM (PS 4636) REQUISITIONS
- D062 PREPARE AND REVIEW SUPPLY CENTER REQUISITION FORMS (PS 7380)
- D321 PREPARE EXPRESS/PRIORITY MAIL ITEMS (PS FORM-X, DDDP, BUSINESS REPLY MAILER) REQUISITIONS
- D322 PREPARE AND REVIEW SUPPLIES, SERVICES OR EQUIPMENT REQUISITION FORMS (PS 7381)
- D323 PROCURE POSTAL SUPPLIES VIA TOUCH TONE TELEPHONE ORDERING SYSTEMS (TTOS)

E. CUSTODIAN OF POSTAL EFFECTS

- E069 VERIFY POSTAGE METER SETTINGS
- E072 COLLECT POSTAGE METER REMITTANCES
- E078 PREPARE DAILY FINANCIAL REPORT FORMS (PS 1412B)

E082 PREPARE AND REVIEW POSTAGE COLLECTED THROUGH POST OFFICE METER FORMS  
(PS 3602-PO)

F. FINANCIAL

F089 TURN IN FIXED STAMP CREDITS  
F092 REMIT FLEXIBLE CREDIT OVERAGES  
F094 DOCUMENT STAMP STOCK SHORTAGES AND OVERAGES  
F097 PREPARE CASH REMITTANCES  
F099 REVIEW REPORT OF AUDIT OF POSTAL ACCOUNTS FORMS (PS 3294)  
F100 PREPARE STAMP CREDIT EXAMINATION REPORT FORMS (PS 3368)  
F102 PREPARE CONSIGNED CREDIT RECEIPT FORMS (PS 3369)  
F112 TURN IN DAMAGED STAMP STOCKS

G. CLAIMS AND INQUIRIES

G115 REVIEW CLAIM LOGS  
G330 LOG CUSTOMER COMPLAINTS

I. RECEIPTS AND DISPATCHES

I337 PREPARE AND REVIEW SLIDE LABEL (PS 1578B) REQUISITIONS

J. MAIL DISTRIBUTION

J174 INSPECT STAGING AREAS  
J178 PREPARE TRANSPORTATION CONTROL AND MOVEMENT DOCUMENT FORMS (DD 1384)  
J179 REVIEW TRANSPORTATION CONTROL AND MOVEMENT DOCUMENT FORMS (DD 1384)  
J190 REVIEW AV-7 DELIVERY LIST FORMS (PS 2942A)  
J338 PREPARE IRREGULAR HANDLING OF MILITARY MAIL FORM (PS 2759) REPORTS  
J342 PREPARE OUTGOING ACCOUNTABLE MAIL MANIFESTS  
J343 REVIEW MAIL DISTRIBUTION SCHEMES

K. MAIL PROCESS CENTER

K197 ASSIGN LOCK BOXES  
K198 BLOCK LOCK BOXES  
K199 INSPECT LOCK BOXES  
K200 DISTRIBUTE LOCK BOX MAIL  
K201 POST LOCK BOX MAIL NOTICES  
K202 PREPARE RECEPTACLE RECORD FORMS (DD 2262)  
K208 PROCESS STANDING DELIVERY ORDER FORMS (PS 3801)

M. MONEY ORDERS

M348 REQUISITION MONEY ORDERS

S. TECHNICAL ADMINISTRATION

S298 PREPARE MILITARY POSTAL CLERK (MPC), CUSTODIAN OF POSTAL EFFECTS (COPE)  
AND POSTAL FINANCE OFFICER (PFO) DESIGNATION/TERMINATION FORMS (DD 2257)  
S299 PREPARE APPOINTMENT OF MILITARY POSTAL CLERK (MPC), UNIT MAIL CLERK, OR MAIL  
ORDERLY FORMS (DD 285)

## POSTAL CLERK FIRST CLASS (PC1)

### B. SECURITY

B016 PREPARE AND REVIEW POSTAL CATASTROPHIC OFFENSES AND VIOLATION REPORTS

### D. SUPPLY

D058 PREPARE WORK RECORD SHEET FORMS (PS 4805)

D059 REVIEW WORK RECORD SHEET FORM (PS 4805)

D324 DISPOSE OF OBSOLETE ACCOUNTABLE POSTAL EQUIPMENT (PS 969)

### E. CUSTODIAN OF POSTAL EFFECTS

E048 PREPARE AND REVIEW SUPPLY AND EQUIPMENT RECEIPT FORMS (PS 1590)

E068 ISSUE POSTAGE METERS

E070 RESET POSTAGE METERS

E071 INVENTORY METER SETTING KEYS

E073 REVIEW POSTAGE METER REMITTANCES

### F. FINANCIAL

F084 ISSUE FIXED/FLEXIBLE STAMP CREDITS

F085 CONDUCT FIXED/FLEXIBLE STAMP CREDIT AUDITS

F086 REMIT FIXED CREDIT OVERAGES

F093 DOCUMENT POSTAGE METER SHORTAGES AND OVERAGES

F101 REVIEW STAMP CREDIT EXAMINATION REPORT FORMS (PS 3368)

F103 REVIEW CONSIGNED CREDIT RECEIPT FORMS (PS 3369)

F104 PREPARE DAILY RECORD OF STAMPS, STAMPED PAPER, AND NON-POSTAL STAMPS ON HAND FORMS (PS 3295/PS 3958)

F327 RECONCILE FINANCIAL ADJUSTMENT MEMORANDUM (FAM)

F328 INCREASE FIXED STAMP CREDIT

F329 DECREASE FIXED STAMP CREDIT

### G. CLAIMS AND INQUIRIES

G125 REVIEW APPLICATION AND VOUCHER FOR REFUND OF POSTAGE AND FEES FORMS (PS 3533)

### J. MAIL DISTRIBUTION

J180 PREPARE IRREGULARITIES IN MAKEUP AND DISPATCH OF MAIL FORMS (DD 2273)

J181 REVIEW IRREGULARITIES IN MAKEUP AND DISPATCH OF MAIL FORMS (DD 2273)

J184 TRACK AIR CARRIER PERFORMANCES

J193 PUBLISH MAIL DISPATCH SCHEDULES

### L. CUSTOMER SERVICE

L214 CONDUCT INTERNATIONAL REPLY COUPONS (IRC) TRANSACTIONS

### P. PLANNING AND ORGANIZING

P278 COORDINATE POSTAL LOGISTICS

P283 ESTABLISH/UPDATE POSTAL STANDARD OPERATION PROCEDURES (SOP)

Q. DIRECTING AND IMPLEMENTING

Q285 DESIGNATE POSTAL CLERKS

S. TECHNICAL ADMINISTRATION

S354 PREPARE POSTAL NET ALERT (PNA) MESSAGES

S355 PREPARE APPOINTMENT OF MILITARY POSTAL CLERK DESIGNATION  
(NAVPERS1070/613 PAGE 13)

**CHIEF POSTAL CLERK (PCC)**

D. SUPPLY

D057 REVIEW REQUISITION FOR POSTMARKING DIES AND STATION DIE HUBS FORMS

E. CUSTODIAN OF POSTAL EFFECTS

E074 INVENTORY POSTAGE METER RECORDS

F. FINANCIAL

F091 CONDUCT FLEXIBLE CREDIT AUDITS

J. MAIL DISTRIBUTION

J168 COORDINATE MAIL AIR CARRIER SCHEDULES

J171 COORDINATE MAIL DISTRIBUTION SYSTEMS OPERATING PROCEDURES

J173 INSPECT CONTAINERS

J177 PREPARE MAIL DISTRIBUTION SCHEMES

J186 REVIEW REPORT OF IRREGULAR HANDLING OF MILITARY MAIL FORMS (PS 2759M)

J192 REVIEW SURFACE MAIL CONTAINER REPORTS

K. MAIL PROCESS CENTER

K213 COORDINATE FLOOR CHANGES

L. CUSTOMER SERVICE

L116 REVIEW CONSUMER SERVICE CARD FORMS

P. PLANNING AND ORGANIZING

P277 COORDINATE POSTAL CUSTOMS REQUIREMENTS

P279 COORDINATE POSTAL ACTIVITY OPENINGS

P280 COORDINATE POSTAL ACTIVITY SUSPENSIONS

P281 COORDINATE POSTAL ACTIVITY CLOSINGS

Q. DIRECTING AND IMPLEMENTING

Q288 DIRECT POSTAL AUDITS AND INSPECTIONS

R. INSPECTING AND EVALUATING

R291 CONDUCT MAIL HANDLING INSPECTIONS

- R292 EVALUATE MOVEMENT OF MAIL REPORT DATA
- R293 EVALUATE POSTAL ACTIVITY REPORTING SYSTEM (PARS) REPORTS
- R294 CONDUCT POSTAL ASSESSMENTS AND TRAINING ASSISTS

**SENIOR CHIEF POSTAL CLERK (PCCS)**

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

**MASTER CHIEF POSTAL CLERK (PCCM)**

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

# CHAPTER 62



## PHOTOGRAPHER'S MATE (PH)

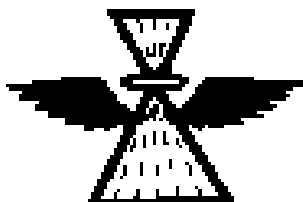
NAVPERS 18068-62B



NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

PHOTOGRAPHER'S MATE (PH)



SCOPE OF RATING

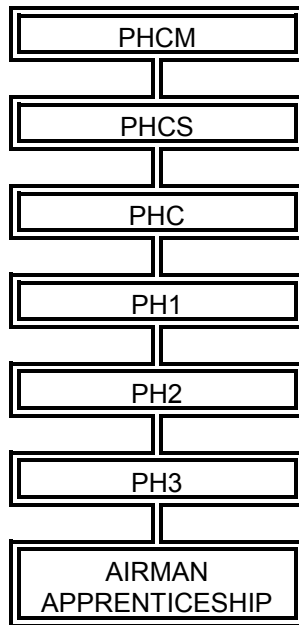
Photographer's Mates (PH) provide visual information documentation of air, surface and subsurface events, using still and motion media formats, as required; provide visual documentation of combat, combat support operations and related peacetime training activities; provide motion media and still documentation aboard ship and shore of technical and non-technical events; provide direct support to intelligence center functions; support aerial reconnaissance systems; plan and produce visual information productions by combining motion media with sound in a self-contained, complete presentation, developed according to a plan or script; plan and develop still and multimedia products; expose and process light-sensitive material; arrange, compose and illuminate photographic subjects; make finished VI products; acquire, transmit and print electronic imagery; inspect and maintain film based and electronic still and motion media cameras, laboratory equipment and related visual information equipment and material; and maintain associated visual information files, records and local supplies.

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These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 62.

NAVPERS 18068-62B

**GENERAL INFORMATION**  
**CAREER PATTERN**



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

**SPECIAL PHYSICAL REQUIREMENTS**

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

**CITIZENSHIP/SECURITY REQUIREMENTS**

Must be eligible for access to classified information.

**SAFETY**

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

PHOTOGRAPHER'S MATE (PH) FUNCTIONAL AREAS

- A. IMAGING
- B. IMAGING SUPPORT
- C. PROCESS AND REPRODUCTION
- D. MAINTENANCE
- E. ENVIRONMENTAL CONTROL
- F. ADMINISTRATION
- G. QUALITY ASSURANCE
- H. MANAGEMENT AND SUPERVISION
- I. LOGISTICS
- J. DIGITAL IMAGING

## PHOTOGRAPHER'S MATE THIRD CLASS (PH3)

### A. IMAGING

- A001 SELECT FILM AND FILTER COMBINATIONS
- A002 USE SELECTIVE FOCUS TECHNIQUES (DEPTH OF FIELD, COMPOSITION, ETC)
- A003 USE STOP MOTION TECHNIQUES
- A004 SHOOT STUDIO PHOTOS (FORMAL PORTRAITS, PASSPORTS, GROUP PORTRAITS, ETC)
- A005 SHOOT DOCUMENTARY PHOTOS
- A006 SHOOT INVESTIGATIVE PHOTOS (MISHAPS, MEDICAL, CRIME, ETC)
- A007 SHOOT EQUIPMENT DAMAGE PHOTOS
- A008 SHOOT QUALITY DEFICIENCY REPORT (QDR)/ENGINEERING INVESTIGATION (EI) PHOTOS
- A010 SHOOT UNCONTROLLED ACTION PHOTOS
- A011 SHOOT OVERLAPPING PHOTOGRAPHS (TERRAIN, SHIPS, CHANNELS, ETC)
- A012 SHOOT PHOTOS USING MIXTURE OF SUNLIGHT AND FLASHES (SYNCRO SUN)
- A013 SET UP STUDIO BACKGROUNDS
- A014 SET UP AND POSITION LIGHTING
- A015 TAKE HAND HELD LIGHT METER/FLASH METER READINGS
- A016 ADJUST LIGHTING INTENSITY TO DESIRED RATIOS
- A017 SLATE STILL AND MOTION IMAGERY
- A018 RECORD SCENES AND EVENTS WITH VIDEO EQUIPMENT
- A020 PRODUCE STILL IMAGES FROM DIGITAL CAMERA SYSTEMS
- A021 PRODUCE STILL IMAGES FROM CONVENTIONAL CAMERA SYSTEMS
- A022 VIDEOTAPE UNCONTROLLED ACTION
- A023 VIDEOTAPE CONTROLLED ACTIONS
- A025 SHOOT AERIAL MISSIONS USING HAND-HELD VIDEO EQUIPMENT
- A026 RECORD IMAGES FROM VARIOUS VISUALS DISPLAYS (RADARS, COMPUTER SCREENS, ETC)
- A030 SHOOT PHOTOGRAPHS USING VARIOUS LENS AND ANGLE PERSPECTIVE TECHNIQUES
- A031 SHOOT PHOTOGRAPHS UNDER VARIOUS LIGHTING CONDITIONS
- A033 SHOOT VIDEO USING PANNING AND TILTING TECHNIQUES
- A034 VIDEOTAPE INTERVIEWS USING PORTABLE LIGHTING
- A035 VIDEOTAPE INTERVIEWS MIXING AMBIENT INDOOR AND OUTDOOR LIGHTING
- A186 SHOOT AERIAL MISSIONS USING HAND-HELD STILL EQUIPMENT

### B. IMAGING SUPPORT

- B036 GENERATE AND ASSIGN VIRIN NUMBERS
- B037 CATALOG DIGITAL IMAGE FILES
- B038 DOWNLOAD IMAGES TO ELECTRONIC IMAGING WORKSTATIONS
- B039 CUT PRINTS FROM ROLLS
- B040 SORT FILM AND PRINTS
- B041 PREPARE CAPTIONS FOR IMAGING PRODUCTS
- B042 MOUNT AND FINISH PRINTS
- B043 ADVISE CUSTOMERS OF IMAGING CAPABILITIES AND PRODUCTS
- B044 PREPARE DIGITAL IMAGERY FOR TRANSMISSION
- B045 TRANSMIT DIGITAL IMAGERY
- B048 PREPARE DIGITAL FILES FOR ARCHIVAL STORAGE
- B050 REVIEW IMAGERY FOR QUALITY AND CONTENT

### C. PROCESS AND REPRODUCTION

- C054 MIX PREPACKAGED PHOTOGRAPHIC CHEMICALS
- C055 FOLLOW PHOTOGRAPHIC CHEMICAL SAFETY PRECAUTIONS
- C056 REPLENISH PROCESSING CHEMICALS
- C057 SET UP FILM PROCESSING CHEMICALS
- C058 PROCESS BLACK AND WHITE NEGATIVES AND PRINTS BY HAND
- C059 PROCESS BLACK AND WHITE NEGATIVES USING AUTOMATIC PROCESSING MACHINES
- C060 SELECT PAPER AND CONTRAST PRINTING FILTERS FOR BLACK AND WHITE PRINTS
- C061 PRODUCE BLACK AND WHITE PRINTS USING AUTOMATED PROCESSING MACHINES
- C062 PRODUCE BLACK AND WHITE PRINTS USING AN ENLARGER
- C063 OPERATE AUTOMATIC COLOR PRINTER-PROCESSORS
- C064 OPERATE AUTOMATIC COLOR FILM PROCESSORS
- C065 PRODUCE HIGH CONTRAST BLACK AND WHITE NEGATIVES AND POSITIVES FROM LINE ORIGINALS
- C066 PRODUCE BLACK AND WHITE CONTINUOUS TONE NEGATIVES AND POSITIVES FROM CONTINUOUS TONE ORIGINALS
- C067 DUPLICATE BLACK AND WHITE NEGATIVES
- C068 PROCESS COLOR NEGATIVES BY HAND
- C069 PROCESS COLOR POSITIVES BY HAND
- C070 SELECT FILTERS FOR PRINTING COLOR
- C071 PRINT COLOR PRINTS ON PROJECTION ENLARGERS
- C075 PERFORM START-UP AND SHUTDOWN PROCEDURES ON AUTOMATED PROCESSING EQUIPMENT
- C076 PROGRAM AUTOMATIC PRINTERS FOR PRINTING COLOR
- C077 DUPLICATE COLOR SLIDES
- C079 PRODUCE SLIDES (PICTURES, CHARTS, ETC)

#### D. MAINTENANCE

- D091 PERFORM SCHEDULED AND UNSCHEDULED MAINTENANCE ON CAMERA SYSTEMS
- D092 PERFORM SCHEDULED AND UNSCHEDULED MAINTENANCE ON PHOTOGRAPHIC EQUIPMENT
- D093 PERFORM SCHEDULED AND UNSCHEDULED MAINTENANCE ON PROCESSORS/PRINTERS
- D096 PERFORM OPERATIONAL EQUIPMENT CHECKS

#### E. ENVIRONMENTAL CONTROL

- E098 DISPOSE OF USED PHOTOGRAPHIC CHEMICALS
- E099 DISPOSE OF HAZARDOUS WASTE MATERIALS
- E100 OPERATE SILVER RECOVERY UNITS FOR MAXIMUM COLLECTION
- E104 REVIEW HAZARDOUS MATERIAL USER'S GUIDE (HMUG)
- E106 REVIEW MATERIAL SAFETY DATA SHEETS (MSDS)
- E107 STOW AND LABEL CONTAINERIZED HAZARDOUS MATERIAL (HAZMAT)
- E109 CLEAN AND INSPECT HAZARDOUS MATERIAL (HAZMAT) AREAS

#### F. ADMINISTRATION

- F112 COMPLY WITH COPYRIGHT AND REPRODUCTION REQUIREMENTS
- F113 PREPARE PHOTOGRAPHIC JOB ORDERS
- F114 CLOSE-OUT PHOTOGRAPHIC JOB ORDERS
- F115 COMPLY WITH SECURITY REQUIREMENTS AND CORRESPONDING REGULATIONS
- F116 PREPARE VIDEO/FILM DATA SHEETS
- F118 PACKAGE PHOTOGRAPHIC MATERIALS FOR SHIPMENT
- F124 COMPILE PRODUCTION DATA

G. QUALITY ASSURANCE

- G138 PRODUCE SENSITOMETRIC STRIPS (STEP WEDGES)
- G139 PLOT SENSITOMETRIC RESULTS ON CONTROL CHARTS
- G140 READ SENSITOMETRIC STRIPS
- G143 MONITOR CHEMICAL AND WATER TANK TEMPERATURES
- G146 TAKE SPECIFIC GRAVITY READINGS
- G148 TAKE pH READING AND PLOT RESULTS

H. MANAGEMENT AND SUPERVISION

- H172 DIRECT PERSONNEL IN PHOTOGRAPHIC AND ENVIRONMENTAL SAFETY PROCEDURES

J. DIGITAL IMAGERY

- J081 SCAN FILM TO IMPORT INTO ELECTRONIC IMAGING WORKSTATIONS
- J082 SCAN PRINTS TO IMPORT INTO ELECTRONIC IMAGING WORKSTATIONS
- J083 COLOR CORRECT, ENHANCE, CROP, AND SIZE DIGITAL IMAGERY USING ELECTRONIC IMAGING WORKSTATIONS
- J084 RESTORE DAMAGED IMAGES USING DIGITAL IMAGERY EQUIPMENT
- J085 PRODUCE COLOR CORRECTED PRINT USING DYE SUBLIMATION, INKJET, OR CONVENTIONAL PRINTERS
- J086 PRODUCE ELECTRONIC PROOF SHEET (THUMBNAIL)
- J087 PRODUCE PHOTOGRAPHIC LAYOUT USING ELECTRONIC WORKSTATIONS
- J088 WRITE IMAGERY TO REMOVABLE ELECTRONIC MEDIA
- J089 PRODUCE ELECTRONIC IMAGE FILES IN VARIOUS RESOLUTIONS AND SIZES
- J096 PERFORM OPERATIONAL EQUIPMENT CHECKS
- J119 PREPARE AND CAPTION PHOTOGRAPHIC DIGITAL FILES

**PHOTOGRAPHER'S MATE SECOND CLASS (PH2)**

A. IMAGING

- A009 SHOOT INTELLIGENCE PHOTOS
- A027 PREPARE PICTURE STORIES FOR MEDIA RELEASE
- A028 PLAN PHOTOGRAPHIC EVOLUTIONS OF TIME CRITICAL, SPECIAL INTEREST ITEMS
- A029 PLAN PHOTOGRAPHIC SUPPORT OPERATIONS
- A032 PHOTOGRAPH SUBJECTS USING ADVANCED STUDIO TECHNIQUES
- A185 SHOOT PHOTOS USING ADVANCED FLASH TECHNIQUES (OPEN, MULTIPLE, ETC)

B. IMAGING SUPPORT

- B049 UPDATE IMAGERY FILES
- B053 SCHEDULE PHOTOGRAPHIC ASSIGNMENTS

C. PROCESS AND REPRODUCTION

- C090 EDIT VIDEO USING LINEAR AND NON-LINEAR EDITING EQUIPMENT

E. ENVIRONMENTAL CONTROL

- E105 REVIEW HAZARDOUS MATERIAL (HAZMAT) INVENTORIES
- E111 INSPECT HAZARDOUS MATERIAL (HAZMAT) STORAGE AREAS

F. ADMINISTRATION

- F120 UPDATE STATUS BOARDS
- F122 PREPARE EQUIPMENT STATUS REPORTS
- F128 COORDINATE IMAGING MISSIONS WITH OTHER ACTIVITIES

G. QUALITY ASSURANCE

- G134 INSPECT FILM FOR STAINS, SCRATCHES, PROPER FOCUS, DENSITY, AND DAMAGE
- G135 INSPECT PRINTS FOR PROPER DENSITY AND COLOR BALANCE
- G136 INSPECT BLACK AND WHITE PRINTS FOR PROPER DENSITY AND CONTRAST
- G137 CHECK PRINTS FOR PROPER IMAGE SIZES
- G141 INSPECT PRINTS FOR CONTENT AND QUALITY
- G142 SCREEN NEGATIVES FOR CONTENT AND QUALITY
- G144 MONITOR CHEMICAL MIXING PROCEDURES
- G147 CONSTRUCT PROCESS CONTROL CHARTS
- G149 CONSTRUCT TIME VERSES GAMMA CHARTS
- G150 CONSTRUCT FAMILY OF CHARACTERISTIC CURVES
- G151 ANALYZE PROCESS CONTROL CHARTS AND CHARACTERISTICS CURVES FOR SPECIFIC FILM AND PROCESS CONDITIONS
- G154 INSPECT IMAGERY RECORDED ON ELECTRONIC MEDIA FOR CONTENT AND QUALITY
- G156 INSPECT ELECTRONIC IMAGERY FILES (SIZES, RESOLUTION, CAPTIONS)
- G158 EVALUATE PRODUCT FOR JOB ORDER REQUIREMENTS
- G160 PERFORM QUALITY ASSURANCE (QA) INSPECTIONS

I. LOGISTICS

- I178 INVENTORY PHOTOGRAPHIC MATERIALS
- I179 ESTABLISH HIGH AND LOW LIMITS FOR PHOTOGRAPHIC MATERIALS
- I180 PREPARE PHOTOGRAPHIC MATERIAL REQUISITIONS AND TURN-IN DOCUMENTS
- I181 UPDATE OPERATIONAL TARGET (OPTAR) LOG FOR PHOTOGRAPHIC SUPPLIES
- I182 UPDATE PHOTOGRAPHIC EQUIPMENT CUSTODY RECORDS

J. DIGITAL IMAGERY

- J094 INSTALL IMAGING SOFTWARE
- J095 TROUBLESHOOT ELECTRONIC IMAGING SOFTWARE APPLICATIONS
- J152 CALIBRATE COLOR MONITORS TO COLOR DIGITAL PRINTING OUTPUT
- J153 ANALYZE DIGITAL PRINTS TO DETERMINE PROPER OPERATION OF DIGITAL PRINTERS

**PHOTOGRAPHER'S MATE FIRST CLASS (PH1)**

A. IMAGING

- A024 PLAN AERIAL MISSIONS USING HAND HELD STILL AND VIDEO EQUIPMENT

B. IMAGING SUPPORT

- B051 SELECT IMAGERY FOR CUSTOMER NEEDS AND REQUIREMENTS

E. ENVIRONMENTAL CONTROL

E103 MONITOR ENVIRONMENTAL CONTROL PROCEDURES

F. ADMINISTRATION

F121 MONITOR STATUS BOARDS

F123 INITIATE SURVEY REQUESTS FOR ACCOUNTABLE IMAGING EQUIPMENT

F129 PREPARE IMAGING REPORTS

G. QUALITY ASSURANCE

G159 MONITOR PHOTOGRAPHIC PRODUCTS FOR CONTENT AND QUALITY

H. MANAGEMENT AND SUPERVISION

H163 EVALUATE OPERATIONAL CAPABILITIES AND PERFORMANCE

H164 SUPERVISE CAMERA CREW

H165 SCHEDULE PREVENTATIVE MAINTENANCE ON IMAGING EQUIPMENT AND ACCESSORIES

H166 SUPERVISE OPERATION AND HANDLING OF IMAGING EQUIPMENT AND ACCESSORIES

J. DIGITAL IMAGERY

J097 INSTALL AND CONFIGURE ELECTRONIC IMAGING WORKSTATIONS

**CHIEF PHOTOGRAPHER'S MATE (PHC)**

B. IMAGING SUPPORT

B052 IDENTIFY IMAGERY FOR ACCESSIONING

E. ENVIRONMENTAL CONTROL

E101 MONITOR SILVER CONCENTRATE IN EFFLUENT

E102 MONITOR SILVER RECOVERY PROCESS IN COMPLIANCE WITH PRECIOUS METAL RECOVERY PROGRAM

E110 IMPLEMENT HAZARD MATERIAL (HAZMAT) WASTE DISPOSAL PROGRAM

F. ADMINISTRATION

F125 MONITOR PHOTOGRAPHIC SECURITY PROGRAMS

F126 REVIEW EQUIPMENT STATUS REPORTS

F127 REVIEW REQUESTS FOR TECHNICAL ASSISTANCE

F130 INSPECT AND EVALUATE IMAGING FACILITIES

F157 MONITOR ACCESSIONING PROCEDURES AND PROCESSES

G. QUALITY ASSURANCE

G161 MONITOR QUALITY ASSURANCE (QA) PROGRAMS



G162 MONITOR PHOTOGRAPHIC QUALITY CONTROL (QC) PROGRAMS

H. MANAGEMENT AND SUPERVISION

H132 MANAGE JOB ORDER PROGRAM SYSTEMS

H174 SUPERVISE AND MONITOR IMAGING TRAINING PROGRAMS

H173 MONITOR PHOTOGRAPHIC SECURITY PROGRAMS

I. LOGISTICS

I183 PREPARE PHOTOGRAPHIC OPERATIONAL TARGET (OPTAR) BUDGETS

I184 DETERMINE IMAGING EQUIPMENT, SUPPLY REQUIREMENTS, AND COORDINATE  
PROCUREMENT

I185 UPDATE AVIATION CONSOLIDATE ALLOWANCE LIST (AVCAL), COORDINATE SHIPBOARD  
ALLOWANCE LIST (COSAL), AND ALLOWANCE EQUIPMENT LIST (AEL)

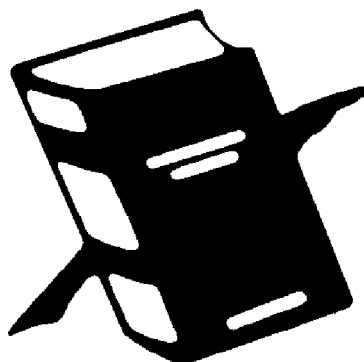
**SENIOR CHIEF PHOTOGRAPHER'S MATE (PHCS)**

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

**MASTER CHIEF PHOTOGRAPHER'S MATE (PHCM)**

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

# CHAPTER 64



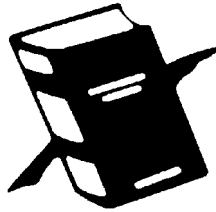
## PERSONNELMAN (PN)

NAVPERS 18068-64B

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

PERSONNELMAN (PN)



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SCOPE OF RATING

Personnelmen (PN) perform clerical and administration duties involved in maintaining personnel records, preparing reports and accomplishing accounting procedures; counsel enlisted personnel concerning Navy ratings, training, advancement, educational opportunities, and the rights, benefits and advantages of a Navy career; utilize and maintain current publications and directives pertaining to personnel administration and operate associated ADP equipment.

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These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 64.

NAVPERS 18068-64B

GENERAL INFORMATION  
CAREER PATTERN

**644444444447**  
5 PNCM 5  
**94444; 444448**  
**64444=444447**  
5 PNCS 5  
**94444; 444448**  
**64444=444447**  
5 PNC 5  
**94444; 444448**  
**64444=444447**  
5 PN1 5  
**94444; 444448**  
**64444=444447**  
5 PN2 5  
**94444; 444448**  
**64444=444447**  
5 PN3 5  
**94444; 444448**  
**64444444=444444447**  
5 SEAMAN 5  
5 APPRENTICESHIP5  
**94444444444444448**

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

SPECIAL PHYSICAL REQUIREMENTS

None.

CITIZENSHIP/SECURITY REQUIREMENTS

None.

PERFORMANCE TESTS

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

**SAFETY**

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

PERSONNELMAN (PN) FUNCTIONAL AREAS

- A. CORRESPONDENCE
- B. OFFICER AND ENLISTED SERVICE RECORDS
- C. FILES, PUBLICATIONS, AND DIRECTIVES
- D. CUSTOMER SERVICE
- E. PAY AND ALLOWANCES
- F. SEPARATION AND RETIREMENTS
- G. EDUCATION SERVICES
- H. TECHNICAL ADMINISTRATION
- I. TRAVEL
- J. AUTOMATED DATA PROCESSING (ADP) OPERATIONS

## PERSONNELMAN THIRD CLASS (PN3)

### A. CORRESPONDENCE

A002 PREPARE CORRESPONDENCE FOR DISTRIBUTION  
A004 SERIALIZE CORRESPONDENCE  
A005 MAIL CORRESPONDENCE  
A006 REVIEW AND ROUTE INCOMING CORRESPONDENCE/MAIL  
A007 MAINTAIN CORRESPONDENCE ACTION TICKLERS  
A008 DRAFT MESSAGES

### B. OFFICER AND ENLISTED SERVICE RECORDS

B014 PREPARE IMMEDIATE REENLISTMENT CONTRACT (NAVPERS 1070/601)(PAGE 1)  
B015 PREPARE AGREEMENT TO EXTEND ENLISTMENT FORMS (NAVPERS 1070/621)(PAGE 1A)  
B016 PREPARE ASSIGNMENT TO AND EXTENSION OF ACTIVE DUTY (NAVPERS 1070/622) (PAGE 1B)  
B017 PREPARE DEPENDENCY APPLICATION/RECORD OF EMERGENCY DATA (NAVPERS 1070/602)(PAGE 2)  
B018 MAKE ENTRIES TO ENLISTED QUALIFICATION HISTORY (NAVPERS 1070/604) (PAGE 4)  
B019 MAKE ENTRIES TO HISTORY OF ASSIGNMENTS (NAVPERS 1070/605)(PAGE 5)  
B023 PREPARE ADMINISTRATIVE REMARKS (NAVPERS 1070/613)(PAGE 13)  
B024 PREPARE NAVY CAREER CERTIFICATES (GOOD CONDUCT, REENLISTMENT, ETC.)  
B025 PREPARE CERTIFICATES OF RELEASE OR DISCHARGE FROM ACTIVE DUTY (DD FORM 214)(PAGE 15)  
B029 VERIFY ELIGIBILITY FOR GOOD CONDUCT AWARDS  
B033 INPUT ENLISTED SOURCE DATA SYSTEM (SDS) LOCAL MASTER RECORD FILE  
B035 MAINTAIN SERVICE RECORDS  
B037 SECURE SERVICE RECORDS  
B038 VERIFY SERVICE RECORDS  
B039 VERIFY SERVICE RECORDS AGAINST SOURCE DATA SYSTEM (SDS)  
B040 PURGE SERVICE RECORDS  
B042 CLOSE OUT ENLISTED SERVICE RECORDS

### C. FILES, PUBLICATIONS, AND DIRECTIVES

C044 MAINTAIN TICKLER FILE SYSTEM  
C045 FILE CORRESPONDENCE  
C046 FILE INSTRUCTIONS AND NOTICES  
C047 UPDATE INSTRUCTIONS AND NOTICES  
C048 FILE MESSAGES  
C049 MAINTAIN MESSAGE ACTION FILES  
C051 FILE PUBLICATIONS AND MANUALS  
C052 UPDATE PUBLICATIONS AND MANUALS

### D. CUSTOMER SERVICE

D058 DIRECT CUSTOMER SERVICE PROGRAM  
D059 PREPARE COMMAND SPONSOR/WELCOME ABOARD PACKAGES  
D060 ISSUE MEAL PASSES  
D064 PREPARE APPLICATION FOR UNIFORMED SERVICES IDENTIFICATION AND PRIVILEGE CARDS  
D066 PREPARE IDENTIFICATION CARDS

#### E. PAY AND ALLOWANCES

E074 DETERMINE ENTITLEMENT FOR PAY, ALLOWANCES, AND BONUSES (OTHER THAN SELECTIVE REENLISTMENT BONUS (SRB))  
E078 BRIEF PERSONNEL ON BENEFITS AND ENTITLEMENTS  
E079 BRIEF PERSONNEL ON PAY AND ALLOWANCES  
E080 PREPARE SRB PAYMENT AUTHORIZATION (NAVCOMPT 3060)  
E081 PREPARE BASIC ALLOWANCE FOR SUBSISTENCE FORMS (NAVCOMPT 3064)  
E082 PREPARE FAMILY SEPARATION ALLOWANCE FORMS (SINGLE NAVCOMPT 3057/  
MULTIPLE NAVCOMPT 3058)  
E083 PREPARE MILITARY PAY ORDER FORMS (NAVCOMPT 3060/3061)  
E085 VERIFY DOCUMENTS SUPPORTING PAY ALLOWANCES AND BONUSES

#### F. SEPARATION AND RETIREMENTS

F088 TYPE DISCHARGE/FLEET RESERVE CERTIFICATES  
F090 CONDUCT PRE-SEPARATION COUNSELING  
F091 TYPE TRANSFER TO THE USNR AND RELEASE TO INACTIVE DUTY OF USN  
PERSONNEL (NAVPERS 1910/29)  
F093 TYPE RELEASE TO INACTIVE DUTY OF USNR PERSONNEL (OTHER THAN FLEET  
RESERVE) FORMS (NAVPERS 1910/30)

#### G. EDUCATION SERVICES

G026 COUNSEL PERSONNEL ON ADVANCEMENT REQUIREMENTS  
G027 PREPARE/TYPE ELIGIBILITY STATUS OF PERSONNEL RECOMMENDED FOR  
ADVANCEMENT  
G028 PREPARE RECOMMENDATIONS FOR ADVANCEMENT IN RATE OR CHANGE OF RATING  
WORKSHEETS (NAVPERS 1430/2)  
G100 VERIFY ADVANCEMENT WORKSHEETS

#### H. TECHNICAL ADMINISTRATION

H113 VERIFY LEAVE AUTHORIZATION FORMS (NAVCOMPT 3065)  
H114 ASSIGN LEAVE CONTROL NUMBERS (LCN)  
H115 MAINTAIN LCN LOG  
H117 VERIFY ENLISTED DISTRIBUTION AND VERIFICATION REPORTS (EDVR)/OFFICER  
DISTRIBUTION CONTROL REPORTS (ODCR)  
H121 PICK UP MESSAGES  
H122 SORT MESSAGES  
H123 PREPARE COMMAND MUSTER REPORTS

#### I. TRAVEL

I069 COUNSEL PERSONNEL ON TRANSFER PROCEDURES  
I124 PROCESS TEMPORARY ADDITIONAL DUTY (TEMADD) ORDER REQUESTS  
I125 PROCESS TEMADD TRAVEL ORDERS (NAVPERS 1320/16)  
I126 MONITOR PERSONNEL IN THE COMPLETION OF TRAVEL CLAIMS  
I128 MONITOR PERSONNEL IN THE COMPLETION OF TEMPORARY LODGING EXPENSES  
(TLE) FORMS  
I132 PREPARE ENTRY APPROVAL REQUESTS  
I133 CONSTRUCT ACCOUNTING DATA (PCS, TEMADD, ETC.)  
I134 TYPE NOTIFICATIONS OF TRANSFER  
I136 TYPE AUTHORIZATION REQUESTS FOR "NO FEE" PASSPORTS OR VISA (DD FORM  
1056)

I137 PREPARE APPLICATION FOR TRANSPORTATION OF DEPENDENTS (DD FORM 884)  
I138 TYPE PASSENGER RESERVATION REQUESTS  
I139 TYPE DETACHING ENDORSEMENTS (NAVCOMPT 3067)  
I140 COMPUTE LEAVE, TRAVEL, AND PROCEED TIMES  
I141 PREPARE REPORTING ENDORSEMENTS (NAVCOMPT 3068)  
I143 TYPE STANDARD TRANSFER ORDERS (STO) (NAVCOMPT 536/NAVPERS 1326/11)  
I145 PREPARE TRAVEL CERTIFICATE SEPARATION WITHOUT ORDERS (NAVPERS 4650/22)

J. AUTOMATED DATA PROCESSING (ADP) OPERATIONS

J146 PROCESS SDS ENTRIES

**PERSONNELMAN SECOND CLASS (PN2)**

A. CORRESPONDENCE

A001 DRAFT CORRESPONDENCE (LETTERS, MEMORANDA, ETC.)  
A003 REVIEW OUTGOING CORRESPONDENCE

B. OFFICER AND ENLISTED SERVICE RECORDS

B021 PREPARE RECORDS OF UNAUTHORIZED ABSENCE (UA) (NAVPERS 1070/606)  
(PAGE 6)  
B022 PREPARE COURT MEMORANDUM (NAVPERS 1070/607R)(PAGE 7)

E. PAY AND ALLOWANCES

E084 TYPE ORDERS FOR HAZARDOUS OR SPECIAL DUTY (NAVCOMPT 3062)

F. SEPARATION AND RETIREMENTS

F086 DETERMINE ELIGIBILITY FOR FLEET RESERVE/RETIREMENT  
F089 TYPE RELEASE FROM ACTIVE DUTY RETIRED FLEET RESERVE FORMS (NAVPERS  
1910/26)  
F092 COUNSEL PERSONNEL ON RETIREMENT/FLEET RESERVE PROCEDURES  
F094 PREPARE NAVY RETIRED/RETAINER PAY DATA FORMS (NAVCOMPT 2272)  
(INCLUDES SURVIVOR BENEFIT PLAN (SBP) ELECTION)  
F200 PROCESS NAVY RETIRED/RETAINER PAY DATA FORMS (NAVCOMPT 2272)  
(INCLUDES SBP ELECTION)

H. TECHNICAL ADMINISTRATION

H110 PREPARE DIARY MESSAGE REPORTING SYSTEM (DMRS) TRANSACTIONS  
H116 PREPARE NAVY ENLISTED CLASSIFICATIONS (NEC) CHANGE RECOMMENDATION  
(NAVPERS 1221/1)

I. TRAVEL

I125 PROCESS TEMADD TRAVEL ORDERS (NAVPERS 1320/16)  
I129 PREPARE AVAILABILITY REPORTS  
I130 TYPE REPORT OF SUITABILITY FOR OVERSEAS ASSIGNMENTS (BUPERS REPORT  
1300-1)(NAVPERS 1300/16)  
I131 COUNSEL PERSONNEL ON OVERSEAS ASSIGNMENTS



## PERSONNELMAN FIRST CLASS (PN1)

### A. CORRESPONDENCE

A009 RELEASE MESSAGES

A010 PREPARE PERSONAL AWARD RECOMMENDATIONS (NAVPER 1650/6)

A011 PREPARE LETTERS OF APPRECIATION AND COMMENDATION

### B. OFFICER AND ENLISTED SERVICE RECORDS

B032 PREPARE REPORT OF ENLISTED MID-YEAR COUNSELING AND EVALUATION FORMS

B034 RELEASE ENLISTED SDS ENTRIES

B036 PREPARE REPORTS OF COUNSELING

B041 SIGN SERVICE RECORD ENTRIES

### C. FILES, PUBLICATIONS, AND DIRECTIVES

C050 FILE REPORTS

C057 ROUTE INSTRUCTIONS AND NOTICES

### D. CUSTOMER SERVICE

D061 ORGANIZE CEREMONIES (RETIREMENTS, REENLISTMENTS, ETC.)

D063 COUNSEL PERSONNEL ON MEDICAL BOARD/LIMITED DUTY PROCEDURES

D065 VERIFY AND SIGN IDENTIFICATION CARD APPLICATIONS

D067 INVENTORY IDENTIFICATION CARDS

D068 DETERMINE ENLISTED PROGRAMS ELIGIBILITY

D073 COUNSEL PERSONNEL ON AVAILABILITY OF LOCAL SOCIAL SERVICE AGENCIES

### G. EDUCATION SERVICES

G097 CERTIFY APPLICATION FOR THE EVALUATION OF LEARNING EXPERIENCES DURING  
MILITARY SERVICE (DD 295)

G098 DETERMINE SERVICE SCHOOL ELIGIBILITY

G101 COUNSEL PERSONNEL ON OFFICER PROGRAMS (LDO, CWO, ETC.)

G103 ORDER ADVANCEMENT EXAMINATIONS

G108 REVIEW NAVY-WIDE EXAMINATION ANSWER SHEETS

### I. TRAVEL

I142 SIGN DETACHING OR ARRIVING ENDORSEMENTS

I144 SIGN STANDARD TRANSFER ORDERS (STO)

### J. AUTOMATED DATA PROCESSING (ADP) OPERATIONS

J147 VERIFY THE ACCURACY OF SDS ENTRIES

J148 MANAGE SECURITY OF SDS

J149 REVIEW SDS GENERATED REPORTS

**CHIEF PERSONNELMAN (PNC)**

**C. FILES, PUBLICATIONS, AND DIRECTIVES**

C054 WRITE INSTRUCTIONS AND NOTICES  
C056 REVIEW INSTRUCTIONS AND NOTICES

**D. CUSTOMER SERVICE**

D062 PLAN MEETINGS AND CONFERENCES

**G. EDUCATION SERVICES**

G105 PROCTOR TESTS AND EXAMINATIONS

**H. TECHNICAL ADMINISTRATION**

H111 WRITE BILLET/JOB DESCRIPTIONS  
H112 MAKE PERSONNEL BILLET ASSIGNMENTS  
H118 PREPARE PERSONNEL CASUALTY REPORTS  
H201 PREPARE ACTIVITY MANPOWER DOCUMENT (AMD) REQUEST

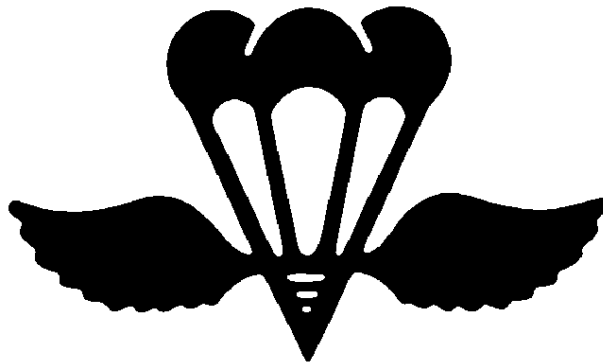
**SENIOR CHIEF PERSONNELMAN (PNCS)**

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

**MASTER CHIEF PERSONNELMAN (PNCM)**

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

# CHAPTER 65



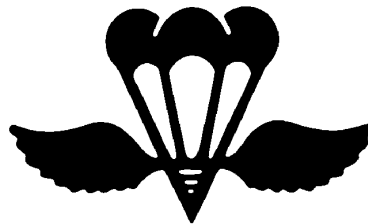
## AIRCREW SURVIVAL EQUIPMENTMAN (PR)

NAVPERS 18068-65C

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

AIRCREW SURVIVAL EQUIPMENTMAN (PR)



SCOPE OF RATING

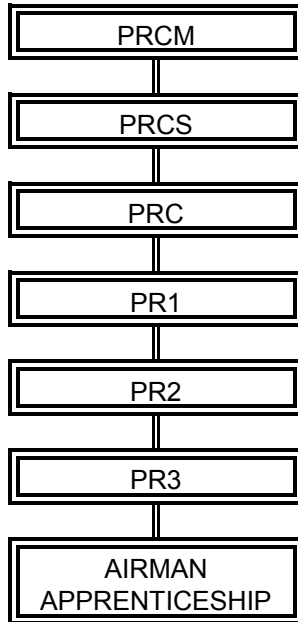
Aircrew Survival Equipmentmen (PR) inspect, maintain and repair parachutes, seat pans, survival equipment, and flight and protective clothing and equipment; pack and rig parachutes; pack and equip liferafts; troubleshoot oxygen systems, repair and test oxygen regulators and liquid oxygen converters removed from aircraft; fit and maintain oxygen masks, flight clothing, anti exposure suits and anti G suits; operate and maintain carbon dioxide transfer and recharge equipment; operate and repair sewing machines; conduct special calendar/periodic inspections of survival equipment; supervise operation of parachute lofts and survival equipment work centers.

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These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 65.

NAVPERS 18068-65C

**GENERAL  
CAREER PATTERN**



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

**SPECIAL PHYSICAL REQUIREMENTS**

Vision 20/20 corrected; Normal color perception; No obvious Heterotropia or Symptomatic Heterophoria.

**CITIZENSHIP/SECURITY REQUIREMENTS**

None.

**SAFETY**

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

**AIRCREW SURVIVAL EQUIPMENTMAN (PR) FUNCTIONAL AREAS**

- A. MECHANICAL MAINTENANCE
- B. ORDNANCE MAINTENANCE
- C. OXYGEN, NITROGEN, AND LIQUID OXYGEN SYSTEMS
- D. SEWING MACHINE MAINTENANCE
- E. FABRICATE AND MANUFACTURE
- F. AIRCREW PERSONAL PROTECTIVE GEAR
- G. SURVIVAL AND RESCUE GEAR
- H. GENERAL MAINTENANCE
- I. TOOL CONTROL
- J. HAZARDOUS MATERIAL
- K. QUALITY ASSURANCE (QA)
- L. MAINTENANCE ADMINISTRATION
- M. CORROSION CONTROL

## AIRCREW SURVIVAL EQUIPMENTMAN THIRD CLASS (PR3)

### A. MECHANICAL MAINTENANCE

- A233 WEIGH AIRCRAFT FIRE BOTTLES
- A236 CLEAN AND INSPECT AIRCRAFT FIRE BOTTLE COMPONENTS
- A237 CLEAN AND INSPECT CARBON DIOXIDE CYLINDERS
- A238 RECHARGE CARBON DIOXIDE CYLINDERS
- A239 REPLACE CARBON DIOXIDE CYLINDERS
- A240 WEIGH CARBON DIOXIDE CYLINDERS
- A241 PERFORM CARBON DIOXIDE CYLINDER FUNCTIONAL CHECKS
- A264 CLEAN AND INSPECT SEAT PANS
- A265 REPLACE SEAT PANS
- A266 REPAIR SEAT PANS
- A267 REPLACE SEAT PAN COMPONENTS
- A268 CLEAN AND INSPECT SEAT PAN CUSHIONS
- A269 REPLACE SEAT PAN CUSHIONS
- A270 ADJUST SEAT PAN LOCKING MECHANISMS
- A271 INVENTORY SEAT PAN ACCESSORY EQUIPMENT
- A273 PERFORM SEAT PAN HANDLE PULL TESTS
- A274 PERFORM SEAT PAN CYCLIC FUNCTIONAL CHECKS
- A275 PACK SEAT PAN ASSEMBLIES
- A276 TIE KNOTS IN NYLON CORDS AND ROPES
- A277 WAX NYLON AND COTTON CORDS
- A278 APPLY TAMPER DOT COMPOUND TO SCREWS AND FITTINGS

### B. ORDNANCE MAINTENANCE

- B288 INSPECT CARTRIDGE ACTIVATED DEVICES (CAD)
- B289 REMOVE CARTRIDGE ACTIVATED DEVICES (CAD)
- B290 INSTALL CARTRIDGE ACTIVATED DEVICES (CAD)
- B291 INSPECT CARTRIDGE ACTIVATED DEVICES (CAD)/EXPLOSIVE DEVICE STORAGE FACILITIES
- B304 CLEAN AND INSPECT SEAWATER ACTIVATED RELEASED SYSTEMS (SEAWARS)
- B305 REPLACE SEAWATER ACTIVATED RELEASED SYSTEMS (SEAWARS) SYSTEM COMPONENTS

### C. OXYGEN, NITROGEN, AND LIQUID OXYGEN SYSTEMS

- C306 TROUBLESHOOT OXYGEN SYSTEMS
- C308 PURGE OXYGEN SYSTEMS
- C311 CLEAN AND INSPECT OXYGEN REGULATORS
- C312 TROUBLESHOOT OXYGEN REGULATORS
- C313 REPLACE OXYGEN REGULATORS
- C314 ADJUST OXYGEN REGULATORS
- C315 CLEAN AND INSPECT PANEL MOUNTED OXYGEN REGULATORS
- C316 PERFORM PANEL MOUNTED OXYGEN REGULATOR FUNCTIONAL CHECKS
- C317 PERFORM CHEST MOUNTED OXYGEN REGULATOR FUNCTIONAL CHECKS
- C326 TROUBLESHOOT ONBOARD OXYGEN GENERATING SYSTEM (OBOGS)
- C327 PERFORM ONBOARD OXYGEN GENERATING SYSTEM (OBOGS) FUNCTIONAL CHECKS
- C328 CLEAN AND INSPECT ONBOARD OXYGEN GENERATING SYSTEM (OBOGS) COMPONENTS
- C329 REPLACE ONBOARD OXYGEN GENERATING SYSTEM (OBOGS) COMPONENTS
- C331 PERFORM OXYGEN SUPPORT EQUIPMENT (SE) PRE-OPERATIONAL CHECKS
- C354 TROUBLESHOOT LIQUID OXYGEN (LOX) SYSTEMS

- C355 REFILL LIQUID OXYGEN (LOX) SYSTEMS
- C356 PERFORM LIQUID OXYGEN (LOX) SYSTEM FUNCTIONAL CHECKS
- C360 CLEAN AND INSPECT LIQUID OXYGEN (LOX) CONVERTERS
- C362 REPLACE LIQUID OXYGEN (LOX) CONVERTERS
- C363 PERFORM LIQUID OXYGEN (LOX) CONVERTER FUNCTIONAL CHECKS
- C364 PURGE LIQUID OXYGEN (LOX) CONVERTERS
- C365 FILL LIQUID OXYGEN (LOX) CONVERTERS
- C366 CLEAN AND INSPECT LIQUID OXYGEN (LOX) CONVERTER COMPONENTS
- C369 CLEAN AND INSPECT SEAT PAN OXYGEN SYSTEM COMPONENTS

D. SEWING MACHINE MAINTENANCE

- D374 CLEAN AND INSPECT SEWING MACHINES
- D375 TROUBLESHOOT SEWING MACHINES
- D376 LUBRICATE SEWING MACHINES
- D377 ADJUST SEWING MACHINE TIMING
- D378 ADJUST SEWING MACHINE TENSION
- D379 REPLACE SEWING MACHINE COMPONENTS

E. FABRICATE AND MANUFACTURE

- E381 CLEAN AND INSPECT SNAPS (DURA-DOT, THREE WAY LOCKING, ETC)
- E382 REPLACE SNAPS
- E383 CLEAN AND INSPECT RIVETS
- E384 REPLACE RIVETS
- E385 CLEAN AND INSPECT GROMMETS
- E386 REPLACE GROMMETS
- E387 CLEAN AND INSPECT SLIDE FASTENERS
- E388 REPAIR SLIDE FASTENERS
- E389 REPLACE SLIDE FASTENERS
- E390 INSPECT HOOK AND PILE TAPE
- E391 REPLACE HOOK AND PILE TAPE
- E392 DESIGN PATTERNS
- E393 LAY OUT PATTERNS
- E394 CUT OUT PATTERNS
- E395 CUT MATERIAL
- E396 MANUFACTURE TEMPLATES
- E397 FABRICATE CLOTH/RUBBER IMPREGNATED ITEMS (CURTAINS, ENGINE COVERS)
- E398 FABRICATE WEBBING ITEMS (TIEDOWN STRAPS, RETAINING STRAPS, ETC)
- E399 FABRICATE FABRIC PROTECTIVE COVERS FOR AIRCRAFT AND SUPPORT EQUIPMENT (SE)
- E400 SEW NAME TAGS, PATCHES, AND POCKETS
- E401 REPAIR SEAMS, RIPS, SNAGS, OR TEARS

F. AIRCREW PERSONAL PROTECTIVE GEAR

- F402 CLEAN AND INSPECT OXYGEN MASKS
- F403 FIT OXYGEN MASKS
- F404 PERFORM OXYGEN MASK FUNCTIONAL CHECKS
- F405 REPLACE OXYGEN MASK COMPONENTS
- F406 PERFORM HELMET COMMUNICATION SYSTEM CONTINUITY CHECKS
- F407 REPLACE HELMET COMMUNICATION SYSTEM COMPONENTS
- F408 FINISH HELMETS (REFLECTIVE TAPE, PAINT, ETC)
- F409 INSTALL FORM FIT HELMET LINER MOLD KITS
- F412 CLEAN AND INSPECT HELMETS



F413 PERFORM HELMET FUNCTIONAL CHECKS  
F414 REPLACE VISOR COMPONENTS  
F415 CLEAN AND INSPECT NIGHT VISION GOGGLES  
F416 TROUBLESHOOT NIGHT VISION GOGGLES  
F418 PERFORM NIGHT VISION GOGGLE FUNCTIONAL CHECKS  
F419 CLEAN AND INSPECT ANTI-G SUITS  
F420 TROUBLESHOOT ANTI-G SUITS  
F421 REPAIR ANTI-G SUITS  
F422 CUSTOM FIT ANTI-G SUITS  
F423 TEST ANTI-G SUITS  
F425 CLEAN AND INSPECT ANTI-EXPOSURE SUITS  
F426 TROUBLESHOOT ANTI-EXPOSURE SUITS  
F427 REPAIR ANTI-EXPOSURE SUITS  
F428 CUSTOM FIT ANTI-EXPOSURE SUITS  
F429 TEST ANTI-EXPOSURE SUITS  
F430 CLEAN AND INSPECT AIRCRAFT PERSONNEL RESTRAINTS  
F431 CLEAN AND INSPECT DROGUE PARACHUTE ASSEMBLIES  
F432 STENCIL LAP BELTS AND SHOULDER HARNESSSES  
F434 REPLACE LAP BELTS AND SHOULDER HARNESSSES  
F435 CLEAN AND INSPECT TORSO HARNESS ACCESSORY EQUIPMENT  
F436 INVENTORY TORSO HARNESS ACCESSORY EQUIPMENT  
F437 ATTACH TORSO HARNESS LIFE PRESERVERS  
F438 TEST AND INSPECT HARNESS RELEASE SYSTEMS  
F441 TROUBLESHOOT PARACHUTE ASSEMBLIES  
F442 CLEAN AND INSPECT PARACHUTE ASSEMBLIES  
F443 REPLACE PARACHUTE ASSEMBLIES  
F444 REPAIR PARACHUTE ASSEMBLIES  
F445 REMOVE PARACHUTE ASSEMBLY CONTAMINANTS  
F446 UNTANGLE PARACHUTE SUSPENSION LINES  
F447 CLEAN AND INSPECT PERSONNEL PARACHUTE COMPONENTS  
F448 REPLACE PERSONNEL PARACHUTE COMPONENTS  
F449 REPAIR PERSONNEL PARACHUTE COMPONENTS  
F450 LUBRICATE PERSONNEL PARACHUTE COMPONENTS  
F451 STENCIL PARACHUTE COMPONENTS  
F452 INSPECT AND REPACK PERSONNEL PARACHUTES  
F453 PERFORM AUTOMATIC PARACHUTE ACTUATOR ALTITUDE TESTS  
F454 PERFORM PARACHUTE SPREADER GUN PULL FORCE TESTS  
F455 PERFORM PARACHUTE RIPCORDER PULL FORCE TESTS  
F456 CLEAN AND INSPECT DROGUE PARACHUTE ASSEMBLIES  
F457 PACK DROGUE PARACHUTE ASSEMBLIES  
F458 REPLACE DROGUE PARACHUTE ASSEMBLIES  
F459 REPAIR DROGUE PARACHUTE ASSEMBLIES  
F460 TROUBLESHOOT INFLATABLE SURVIVAL EQUIPMENT  
F461 ISOLATE INFLATABLE SURVIVAL EQUIPMENT LEAKS  
F462 INSPECT INFLATABLE SURVIVAL EQUIP INFLATABLE BOTTLE HYDROSTATIC  
TEST DATES  
F463 INSPECT INFLATION BOTTLES  
F464 REPLACE INFLATION BOTTLES

G. SURVIVAL AND RESCUE GEAR

G466 CLEAN AND INSPECT SIGNALING MIRRORS  
G467 INSTALL SIGNALING MIRRORS IN SURVIVAL VESTS  
G468 INSTALL SIGNAL KITS IN SURVIVAL VESTS  
G469 INSTALL SIGNAL FLARES IN SURVIVAL VESTS

G470 CLEAN AND INSPECT SURVIVAL VESTS  
G471 INSTALL DISTRESS LIGHTS IN SURVIVAL VESTS AND SEARCH AND RESCUE (SAR) HARNESES  
G472 INSPECT SIGNAL FLARES  
G473 PERFORM SURVIVAL BEACON FUNCTIONAL CHECKS  
G474 CLEAN AND INSPECT DISTRESS LIGHTS  
G475 DISPOSE OF NONPYROTECHNIC SURVIVAL ACCESSORIES  
G476 SCHEDULE SURVIVAL EQUIPMENT INSPECTION DATES  
G477 CLEAN AND INSPECT AIRCRAFT SURVIVAL EQUIPMENT  
G478 REPLACE AIRCRAFT SURVIVAL EQUIPMENT  
G479 INVENTORY SEARCH AND RESCUE (SAR) KITS  
G480 PACK AIR DROPPABLE SEARCH AND RESCUE (SAR) KITS  
G481 INSPECT AIR DROPPABLE SEARCH AND RESCUE (SAR) KITS  
G482 INVENTORY AIRCRAFT MOUNTED FIRST AID KITS  
G483 REPLACE SURVIVAL GEAR HARDWARE (O-RINGS, SNAP HOOKS, ETC)  
G484 INSTALL INDIVIDUAL SURVIVAL KITS IN SEAT PANS  
G485 TROUBLESHOOT HELICOPTER EMERGENCY EGRESS DEVICE SYSTEM (HEEDS)  
G486 CLEAN AND INSPECT HELICOPTER EMERGENCY EGRESS DEVICE SYSTEM (HEEDS) BOTTLES  
G487 REFILL HELICOPTER EMERGENCY EGRESS DEVICE SYSTEM (HEEDS) BOTTLES  
G488 REPAIR HELICOPTER EMERGENCY EGRESS DEVICE SYSTEM (HEEDS) BOTTLES  
G489 REPLACE HELICOPTER EMERGENCY EGRESS DEVICE SYSTEM (HEEDS) BOTTLES  
G490 REPLACE HELICOPTER EMERGENCY EGRESS DEVICE SYSTEM (HEEDS) BOTTLE COMPONENTS  
G491 CLEAN AND INSPECT RESCUE HARNESES  
G492 REPAIR RESCUE HARNESES  
G493 CLEAN AND INSPECT SURVIVOR'S SLINGS (HORSE COLLARS)  
G494 REPAIR SURVIVOR'S SLINGS (HORSE COLLARS)  
G495 LOAD TEST SURVIVOR'S SLINGS (HORSE COLLARS)  
G496 CLEAN AND INSPECT RESCUE LITTER SLINGS  
G500 CLEAN AND INSPECT RESCUE HOOKS  
G501 CLEAN AND INSPECT QUICK-SPLICE PLATES  
G509 INSPECT SEAT SURVIVAL ITEMS  
G510 INSPECT PARACHUTE COMPONENT EXPIRATION DATES (SERVICE LIFE)  
G511 REPLACE LIFE PRESERVER COMPONENTS  
G512 REPLACE LIFE PRESERVERS  
G513 CLEAN AND SERVICE LIFE PRESERVERS  
G514 REPAIR LIFE PRESERVERS  
G515 REPLACE LIFE PRESERVER CONTAINERS  
G516 PACK LIFE PRESERVERS  
G517 INVENTORY LIFE PRESERVER ACCESSORY EQUIPMENT  
G518 CLEAN AND INSPECT LIFE PRESERVER ACCESSORY EQUIPMENT  
G519 CLEAN AND INSPECT LIFE RAFTS  
G520 REMOVE LIFE RAFTS  
G521 INSTALL LIFE RAFTS  
G522 STENCIL LIFE RAFTS  
G523 PACK LIFE RAFTS  
G524 PERFORM LIFE RAFT FUNCTIONAL CHECKS  
G525 PERFORM LIFE RAFT RELEASE SYSTEM FUNCTIONAL CHECKS  
G526 INVENTORY LIFE RAFT ACCESSORY EQUIPMENT  
G527 TURN IN FLOTATION SHOP EQUIPMENT FOR CALIBRATION

#### H. GENERAL MAINTENANCE

- H539 PERFORM CALENDAR INSPECTIONS
- H540 PERFORM PHASE INSPECTIONS
- H541 PERFORM DAILY INSPECTIONS
- H542 PERFORM PREFLIGHT INSPECTIONS
- H543 PERFORM POSTFLIGHT INSPECTIONS
- H544 PERFORM TURNAROUND INSPECTIONS

#### I. TOOL CONTROL

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

#### J. HAZARDOUS MATERIAL

- J555 REVIEW HAZARDOUS MATERIAL USER'S GUIDE (HMUG)
- J556 REVIEW HAZARDOUS MATERIAL (HAZMAT) INVENTORIES
- J557 REVIEW MATERIAL SAFETY DATA SHEETS (MSDS)
- J558 UPDATE HAZARDOUS MATERIAL (HAZMAT) INVENTORIES
- J559 INSPECT HAZARDOUS MATERIAL (HAZMAT) STORAGE AREAS
- J560 CLEAN AND INSPECT HAZARDOUS MATERIAL (HAZMAT) CONTAINERS
- J561 IMPLEMENT HAZARDOUS MATERIAL (HAZMAT) WASTE DISPOSAL METHODS
- J562 DISPOSE OF USED ABSORBENTS (SPEEDY DRY, RAGS, ETC)

#### K. QUALITY ASSURANCE (QA)

- K564 MONITOR CORROSION CONTROL PROGRAM
- K565 MONITOR TOOL CONTROL PROGRAM
- K566 PERFORM CONDITIONAL INSPECTIONS
- K568 PERFORM AIRCRAFT ACCEPTANCE AND TRANSFER INSPECTIONS

#### L. MAINTENANCE ADMINISTRATION

- L585 REVIEW EQUIPMENT HISTORY RECORDS (EHR)
- L586 FILE AIRCREW SURVIVAL EQUIPMENT CARDS (HISTORY CARDS, CUSTODY CARDS)
- L593 INPUT NAVAL AVIATION LOGISTICS COMMAND MANAGEMENT INFORMATION SYSTEM (NALCOMIS) DATA
- L594 UPDATE NAVAL AVIATION LOGISTICS COMMAND MANAGEMENT INFORMATION SYSTEM (NALCOMIS) STATUS BOARDS
- L596 FILL OUT READY FOR ISSUE (RFI) AND NON-READY FOR ISSUE (RFI) CARDS
- L597 DEMONSTRATE OPERATION OF AIRCREW SURVIVAL EQUIPMENT
- L598 REVIEW CARTRIDGE ACTIVATED DEVICES (CAD)/EXPLOSIVE DEVICE INVENTORY RECORDS
- L599 UPDATE CARTRIDGE ACTIVATED DEVICES (CAD)/EXPLOSIVE DEVICE INVENTORY RECORDS

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

M. CORROSION CONTROL

- M602 PERFORM AIRCRAFT CORROSION INSPECTIONS
- M603 REMOVE AIRCRAFT CORROSION
- M607 WASH AIRCRAFT
- M608 CUT STENCILS

**AIRCREW SURVIVAL EQUIPMENTMAN SECOND CLASS (PR2)**

C. OXYGEN, NITROGEN, AND LIQUID OXYGEN SYSTEMS

- C318 DRAFT OXYGEN REGULATOR TEST SHEETS
- C319 REPLACE OXYGEN REGULATOR COMPONENTS
- C321 REFILL GASEOUS PORTABLE OXYGEN SYSTEMS
- C330 CLEAN AND INSPECT OXYGEN SUPPORT EQUIPMENT (SE)
- C348 PERFORM OXYGEN EQUIPMENT BENCH TESTS
- C361 TROUBLESHOOT LIQUID OXYGEN (LOX) CONVERTERS
- C367 REPLACE LIQUID OXYGEN (LOX) CONVERTER COMPONENTS
- C368 CLEAN AND INSPECT LIQUID OXYGEN (LOX) CONVERTER TEST STANDS
- C370 PERFORM SEAT PAN OXYGEN SYSTEM COMPONENT FUNCTIONAL CHECKS
- C371 PERFORM SEAT PAN OXYGEN SYSTEM LEAK CHECKS
- C372 REFILL SEAT PAN OXYGEN BOTTLES

**AIRCREW SURVIVAL EQUIPMENTMAN FIRST CLASS (PR1)**

K. QUALITY ASSURANCE (QA)

- K570 PERFORM IN-PROCESS QUALITY ASSURANCE (QA) INSPECTIONS
- K571 PERFORM FINAL QUALITY ASSURANCE (QA) INSPECTIONS
- K572 SCHEDULE EQUIPMENT INSPECTIONS

L. MAINTENANCE ADMINISTRATION

- L587 DRAFT QUALITY DEFICIENCY REPORTS (QDR)
- L589 REVIEW MAINTENANCE DATA REPORTS
- L591 REVIEW DAILY AUDIT REPORTS

**CHIEF AIRCREW SURVIVAL EQUIPMENTMAN (PRC)**

L. MAINTENANCE ADMINISTRATION

- L575 BRIEF FLIGHT CREWS
- L576 DEBRIEF FLIGHT CREWS
- L577 CONDUCT MAINTENANCE BRIEFS
- L578 CONDUCT MAINTENANCE DEBRIEFS
- L579 ASSIGN AIRCRAFT TO MISSIONS
- L580 REVIEW AIRCRAFT DISCREPANCY BOOKS (ADB)

- L581 REVIEW AIRCRAFT HISTORY RECORDS (AHR)
- L582 REVIEW AIRCRAFT STATUS REPORTS
- L583 REVIEW EQUIPMENT STATUS REPORTS
- L584 DRAFT SUPPORT EQUIPMENT (SE) MISUSE AND ABUSE REPORTS
- L608 DRAFT AIRCRAFT STATUS REPORTS
- L609 REVIEW AIRCRAFT HISTORY RECORDS
- L610 REVIEW EQUIPMENT HISTORY RECORDS
- L611 EVALUATE STATUS BOARDS (AIRCRAFT, FUEL SYSTEMS, ETC)
- L612 DRAFT AIRCRAFT MAINTENANCE SCHEDULES
- L613 UPDATE AIRCRAFT MAINTENANCE SCHEDULES
- L614 REVIEW AIRCRAFT PERIODIC MAINTENANCE INFORMATION CARDS (PMIC)
- L615 INPUT NAVAL AVIATION LOGISTICS COMMAND MANAGEMENT INFORMATION SYSTEM (NALCOMIS) DATA

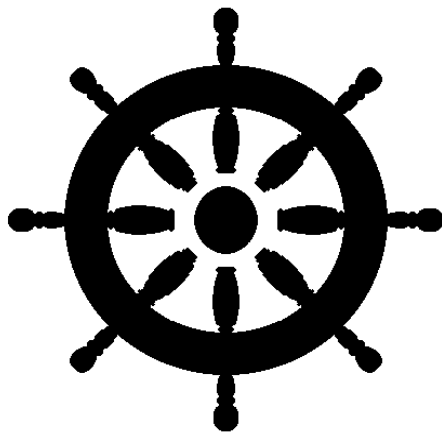
**SENIOR CHIEF AIRCREW SURVIVAL EQUIPMENTMAN (PRCS)**

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

**MASTER CHIEF AIRCREW SURVIVAL EQUIPMENTMAN (PRCM)**

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

# CHAPTER 66



# QUARTERMASTER (QM)

NAVPERS 18068-66B

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

QUARTERMASTER (QM)



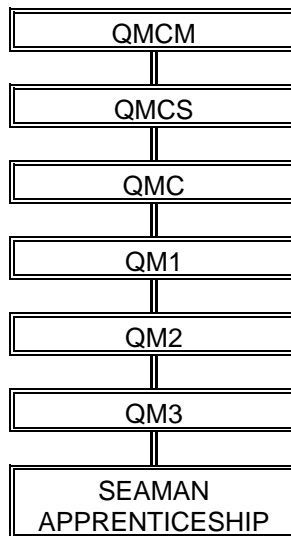
SCOPE OF RATING

Quartermasters (QM) stand watch as assistants to officers of the deck and to the navigator; serve as steersmen and perform ship control, navigation, and bridge watch duties; procure, correct, use, and stow navigational and oceanographic publications and charts; maintain navigational instruments and keep correct navigational time; render "honors and ceremonies" in accordance with national observance and foreign customs; and serve as petty officers in charge of tugs, self propelled barges, and other yard and district craft.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 66.

NAVPERS 18068-66B

**GENERAL INFORMATION**  
CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty in OPNAVINST 1420.1 series.

SPECIAL PHYSICAL REQUIREMENTS

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

CITIZENSHIP/SECURITY REQUIREMENTS

Must be eligible for access to classified information.

**SAFETY**

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



## **QUARTERMASTER (QM) FUNCTIONAL AREAS**

- A. NAVIGATION
- B. ELECTRONIC NAVIGATION
- C. CELESTIAL NAVIGATION
- D. COASTAL NAVIGATION
- E. TECHNICAL ADMINISTRATION
- F. GENERAL WATCHSTANDING
- G. COMMUNICATIONS
- H. WEATHER

### QUARTERMASTER THIRD CLASS (QM3)

#### A. NAVIGATION

- A001 DETERMINE RADAR RANGES
- A002 DETERMINE MAGNETIC COMPASS ERRORS USING VISUAL BEARINGS
- A003 DETERMINE MAGNETIC COMPASS ERRORS USING VISUAL RANGES
- A004 DETERMINE MAGNETIC COMPASS ERRORS USING GYROCOMPASS
- A008 DETERMINE AND HIGHLIGHT SHOAL WATERS
- A011 DETERMINE SHIP'S POSITION RELATIVE TO PLANNED INTENDED MOVEMENT (PIM)
- A012 DETERMINE MERIDIAN PASSAGE
- A014 DETERMINE SHIP'S POSITION USING RUNNING FIX METHOD
- A016 DETERMINE GYROCOMPASS ERRORS BY USE OF VISUAL RANGES
- A017 DETERMINE MAGNETIC COMPASS ERRORS USING RECIPROCAL BEARINGS
- A018 DETERMINE SHIP'S SPEED OF ADVANCE (SOA)
- A019 COMPUTE FOUR HOUR PLANNED INTENDED MOVEMENT (PIM) POSITIONS
- A020 COMPUTE TIME AND DISTANCE AHEAD OR BEHIND PLANNED INTENDED MOVEMENT (PIM)
- A024 COMPUTE AND APPLY SHIP'S SET AND DRIFT
- A026 COMPUTE SHIP'S COURSE AND SPEED MADE GOOD
- A027 COMPUTE ESTIMATED TIME OF ARRIVAL (ETA)
- A035 RECOMMEND SHIP'S BEST COURSE AND SPEED
- A046 SET UP ALIDADES
- A047 SET UP AZIMUTH CIRCLES
- A048 SET UP PARALLEL MOTION PROTRACTORS FOR RELATIVE BEARING NAVIGATION
- A049 SET UP PARALLEL MOTION PROTRACTORS FOR GYROCOMPASS NAVIGATION
- A050 OBTAIN AND RECORD MAGNETIC COMPASS RECORD BOOK ENTRIES
- A055 PERFORM NAVIGATION PROCEDURES FOR MAN OVERBOARD PROCEDURES
- A058 MEASURE DISTANCES ON NAUTICAL CHARTS
- A060 IDENTIFY GYROCOMPASS FAILURE ALARMS
- A062 PROVIDE NAVIGATION INPUT FOR POSITION REPORTS
- A063 DERIVE TRUE DIRECTION FROM CHARTED POSITIONS WITH PARALLEL MOTION PROTRACTOR (PMP) AND PARALLEL RULERS
- A064 EXTRACT LATITUDE AND LONGITUDE FROM PLOTTED POSITIONS

#### B. ELECTRONIC NAVIGATION

- B068 INTERPRET FATHOMETER DISPLAYS
- B072 ANNOTATE FATHOMETER ECHOGRAMS
- B073 RECORD FATHOMETER SOUNDINGS
- B074 COMPARE FATHOMETER READINGS TO CHARTED DEPTHS
- B075 VERIFY CHARTED DEPTHS WITH FATHOMETER/LEADLINE
- B078 PLOT SHIP'S POSITION BY USING RADAR AND GLOBAL POSITIONING SYSTEM (GPS)

#### C. CELESTIAL NAVIGATION

- C081 COMPUTE AN AZIMUTH OF THE SUN
- C083 RECORD TIMES AND ALTITUDES OF CELESTIAL OBSERVATIONS
- C084 OBSERVE AND RECORD SUN'S BEARING USING AN AZIMUTH CIRCLE
- C085 DETERMINE GYROCOMPASS ERROR BY AMPLITUDE OF THE SUN
- C088 COMPUTE TIME OF LOCAL APPARENT NOON (LAN)
- C089 COMPUTE AND RECORD TIME OF MOONRISE AND MOONSET
- C090 COMPUTE AND RECORD TIME OF SUNRISE AND SUNSET
- C091 COMPUTE AND RECORD TIME OF MORNING AND EVENING TWILIGHT
- C093 COMPUTE ZONE TIME (ZT)

- C094 CONVERT ZONE TIME (ZT) TO UNIVERSAL COORDINATED TIME (UCT)/GREENWICH MEAN TIME (GMT)
- C095 CONVERT UNIVERSAL COORDINATED TIME (UCT)/GREENWICH MEAN TIME (GMT) TO ZONE TIME (ZT)
- C096 CONVERT ZONE TIME (ZT) TO LOCAL MEAN TIME (LMT)
- C097 CONVERT UNIVERSAL COORDINATED TIME (UCT)/GREENWICH MEAN TIME (GMT) TO LOCAL MEAN TIME (LMT)
- C098 CONVERT LOCAL MEAN TIME (LMT) TO ZONE TIME (ZT)
- C099 CONVERT LOCAL MEAN TIME (LMT) TO UNIVERSAL COORDINATED TIME (UCT)/GREENWICH MEAN TIME (GMT)
- C100 DETERMINE UNIVERSAL COORDINATED TIME (UCT)/GREENWICH MEAN TIME (GMT) OF CELESTIAL OBSERVATIONS
- C101 IDENTIFY TIME ZONES (EAST OR WEST) ON UNIVERSAL COORDINATED TIME (UCT)/GREENWICH MEAN TIME (GMT)
- C102 IDENTIFY TIME ZONES AND STANDARD MERIDIANS
- C103 CONVERT ARC TO TIME
- C104 CONVERT TIME TO ARC

#### D. COASTAL NAVIGATION

- D107 OBTAIN VISUAL BEARINGS USING AN ALIDADE
- D108 OBTAIN VISUAL BEARINGS USING AN AZIMUTH CIRCLE
- D109 OBTAIN BEARINGS USING TERRESTRIAL RANGES
- D110 DETERMINE SHIP'S POSITION BY VISUAL BEARINGS TO THREE OR MORE OBJECTS
- D111 DETERMINE SHIP'S POSITION BY BEARING AND RANGE TO A SINGLE POINT
- D112 DETERMINE SHIP'S POSITION BY RELATIVE BEARINGS
- D113 DETERMINE SHIP'S POSITION BY TWO OR MORE BEARINGS TO A SINGLE POINT

#### E. TECHNICAL ADMINISTRATION

- E129 MAINTAIN DECK LOGS
- E134 INVENTORY CHARTS
- E136 MAKE CHANGES TO CHARTS
- E137 STOW CHARTS
- E138 MAINTAIN CHART FILES
- E139 PREPARE CHART CORRECTION CARDS
- E140 MAINTAIN CHART CORRECTION CARDS
- E143 INVENTORY NAUTICAL PUBLICATIONS
- E144 MAKE CHANGES TO NAUTICAL PUBLICATIONS
- E145 MAINTAIN NAUTICAL PUBLICATIONS
- E147 PREPARE SHIP'S POSITION REPORTS
- E149 PREPARE SYNOPTIC OBSERVATION MESSAGES

#### F. GENERAL WATCHSTANDING

- F157 MAKE CHRONOMETER REPORTS
- F158 COMPUTE SUCCESSIVE DAILY RATE (SDR) OF CHRONOMETER ERRORS
- F159 COMPUTE AVERAGE DAILY RATE (ADR) OF CHRONOMETER ERRORS
- F160 COMPUTE PREDICTED CHRONOMETER ERRORS
- F161 COMPUTE CURRENT MAGNETIC VARIATION ON CHARTS USING ANNUAL CHANGE
- F163 DETERMINE AND APPLY VARIATIONS FROM NAVIGATIONAL CHARTS
- F164 RECORD ERRORS AND HEADINGS IN MAGNETIC COMPASS LOGS
- F165 CORRECT MAGNETIC COMPASS HEADINGS USING DEVIATION TABLES
- F166 COMPARE GYROCOMPASS AND MAGNETIC COMPASS
- F167 CONVERT BETWEEN RELATIVE BEARINGS AND TRUE BEARINGS

F168 CONVERT MAGNETIC BEARINGS TO TRUE BEARINGS  
F169 MAINTAIN BEARING LOG DURING RELATIVE BEARING PILOTING  
F170 RECORD DATA IN STANDARD BEARING BOOKS  
F171 SIGHT AND REPORT VISUAL CONTACTS TO OFFICER OF THE DECK (OOD)  
F172 DRESS AND FULL DRESS SHIP  
F173 RENDER HONORS AND CEREMONIES  
F174 CONDUCT MORNING AND EVENING COLORS  
F175 OBSERVE SUNRISE AND SUNSET  
F176 MAKE FLAG AND PENNANT SIGNALS  
F177 IDENTIFY SIGNAL FLAGS AND PENNANT DISPLAYS  
F178 IDENTIFY NATIONAL ENSIGN AND UNION JACK DISPLAYS  
F179 IDENTIFY MERCHANT FLAGS OF PRINCIPAL MARITIME AND MAJOR NAVAL POWERS  
F180 IDENTIFY VISUAL STORM WARNING SIGNALS  
F181 IDENTIFY REDUCED VISIBILITY SIGNALS  
F182 IDENTIFY BUOY TYPES AND SYSTEMS  
F183 IDENTIFY INTERNATIONAL FLAG DISTRESS SIGNALS  
F185 IDENTIFY NAVIGATIONAL LIGHT DISPLAYS  
F184 IDENTIFY NAVIGATIONAL DAY SHAPE DISPLAYS  
F186 IDENTIFY NAVIGATIONAL WARNINGS CONTAINED IN NAVAREAS, HYDROLANTS, AND HYDROPACS  
F187 IDENTIFY DAY MARKERS  
F188 IDENTIFY RANGE MARKERS  
F189 INTERPRET BELL SIGNALS  
F190 INTERPRET GONG SIGNALS  
F191 INTERPRET WHISTLE SIGNALS  
F192 SOUND DANGER SIGNALS  
F193 SOUND SHIP'S BELLS AND GONGS  
F194 SOUND SHIP'S WHISTLES  
F195 ENERGIZE NAVIGATION LIGHTS FOR (SHIP UNDERWAY, ANCHOR, SPECIALOPERATIONS AND EMERGENCY SITUATIONS)  
F197 SET UP AND ENERGIZE SHIP'S AIRCRAFT WARNING LIGHTS  
F198 COMPUTE VISIBILITY OF LIGHTS  
F199 PREPARE BRIDGE FOR GETTING UNDERWAY AND ENTERING PORTS  
F200 PREPARE BRIDGE FOR SPECIAL EVOLUTIONS (UNDERWAY REPLENISHMENT (UNREP) GENERAL QUARTERS (GQ), ANCHORAGE, ETC)  
F205 STEER SHIP FROM AFTER STEERING  
F206 STEER SHIP BY RUDDER ORDER ANGLE (ROA) INDICATORS  
F207 STEER SHIP BY MAGNETIC COMPASS  
F208 STEER SHIP BY GYROCOMPASS  
F209 STEER SHIP IN RESTRICTED WATERS  
F210 STEER SHIP DURING GENERAL QUARTERS  
F211 STEER SHIP DURING UNDERWAY REPLENISHMENTS (UNREPS)  
F212 STEER SHIP DURING MAN OVERBOARD RECOVERIES  
F213 STEER SHIP DURING SPECIAL SEA AND ANCHOR DETAILS  
F214 STEER SHIP IN ACCORDANCE WITH EVASIVE STEERING PLAN  
F215 SHIFT STEERING CONTROL TO BRIDGE FROM AFTER STEERING  
F216 SHIFT STEERING CONTROL TO AUTOPILOT  
F217 SHIFT STEERING TO EMERGENCY STEERING AND CONTROL  
F218 OPERATE NIGHT VISION DEVICES  
F220 INSPECT HALYARDS  
F221 REPAIR OR REPLACE HALYARDS  
F222 CLEAN AND INSPECT HALYARD BLOCKS  
F223 REPLACE SNAPS AND RINGS  
F225 CLEAN AND INSPECT SEARCHLIGHTS  
F226 REPLACE SEARCHLIGHT COMPONENTS

F227 TEST AND OPERATE SEARCHLIGHTS

G. COMMUNICATIONS

- G230 TRANSMIT AND RECEIVE BY FLASHING LIGHT (MORSE CODE)
- G233 COMMUNICATE WITH SHIP BY VISUAL MEANS
- G235 HOIST FLAGS, PENNANTS, AND DAYS SHAPES
- G236 ROUTE INCOMING AND OUTGOING VISUAL MESSAGES
- G239 EXERCISE RULES OF VISUAL RESPONSIBILITIES
- G240 PERFORM INTERNATIONAL COMMUNICATIONS PROCEDURES (PUB 102)

H. WEATHER

- H245 TAKE BAROMETRIC PRESSURE READINGS
- H246 TAKE WET AND DRY BULB TEMPERATURES
- H247 DETERMINE RELATIVE HUMIDITY
- H248 DETERMINE DEW POINT
- H249 DETERMINE TRUE WIND
- H250 DETERMINE RELATIVE WIND
- H251 DETERMINE APPARENT WIND
- H253 INTERPRET HYDROGRAPHIC (WEATHER) CHARTS
- H254 ENCODE AND DECODE SYNOPTIC WEATHER MESSAGES
- H255 OBSERVE, RECORD, AND REPORT SEA SWELLS, SEA WAVE HEIGHTS, AND DIRECTIONS
- H256 OBSERVE AND RECORD VARIOUS WEATHER CONDITIONS
- H257 OBSERVE AND RECORD CELSIUS TEMPERATURES
- H258 OBSERVE AND RECORD FAHRENHEIT TEMPERATURES
- H259 CONVERT BAROMETRIC STATION PRESSURE READINGS TO SEA LEVEL PRESSURES
- H260 CONVERT CELSIUS TEMPERATURES TO FAHRENHEIT
- H261 CONVERT FAHRENHEIT TEMPERATURES TO CELSIUS
- H262 PLOT LOCATIONS AND PROBABLE PATHS OF STORM CENTERS (HURRICANES, TYPHOONS, ETC)
- H264 OBSERVE AND INTERPRET CLOUD FORMATIONS AND HEIGHTS

**QUARTERMASTER SECOND CLASS (QM2)**

A. NAVIGATION

- A005 DETERMINE AND PLOT DANGER RANGES
- A006 DETERMINE AND PLOT DANGER BEARINGS
- A007 DETERMINE DANGER AND CAUTION SOUNDINGS
- A009 DETERMINE AND PLOT SLIDE BARS
- A013 DETERMINE SHIP'S POSITION USING COMPOSITE FIX METHOD
- A021 COMPUTE AND PLOT TURN BEARINGS
- A022 COMPUTE PREDICTED RADAR LANDFALLS
- A023 COMPUTE SHIP'S ADVANCE AND TRANSFER
- A025 COMPUTE ANGLE OF TURN
- A029 MAINTAIN POSITIONAL PLOT IN SUPPORT OF WEAPONS
- A030 MAINTAIN POSITIONAL PLOT IN SUPPORT OF OVER THE HORIZON (OTH) OPERATIONS (TARGETING, AMPHIBIOUS BOATS, AIRCRAFT, ETC)
- A031 COORDINATE EXCHANGE OF INTER-SHIP NAVIGATION DATA
- A032 DETERMINE LINE OF DEMARCATION
- A033 RECOMMEND COURSE OF ACTION BASED ON INTERNATIONAL RULES OF THE ROAD
- A034 RECOMMEND COURSE OF ACTION BASED ON INLAND RULES OF THE ROAD

- A036 PREPARE PRECISION ANCHORING PLANS
- A038 PREPARE RESTRICTED WATERS TRACKS
- A039 APPLY COMPASS ERRORS TO OBTAIN COMPASS COURSES
- A040 APPLY COMPASS ERRORS TO OBTAIN TRUE COURSES
- A041 PLOT WEATHER MESSAGE INFORMATION
- A042 PLOT SHIP'S ADVANCE AND TRANSFER DATA
- A043 PLOT SHIP'S PROPOSED TRACK USING MERCATOR PROJECTION CHARTS
- A044 PLOT SHIP'S PROPOSED TRACK USING GNOMONIC PROJECTION CHARTS
- A045 PLOT MAXIMUM DEVIATIONS FROM PROPOSED TRACK
- A052 CALCULATE AND PLOT TURN POINTS FOR COASTAL AND OPEN OCEAN NAVIGATION
- A053 LAY OUT NAVIGATIONAL TRACKS FOR DEPLOYMENTS
- A059 SELECT APPROPRIATE MANUAL SETTINGS FOR DEGAUSSING REMOTE PANEL
- A061 PREPARE FOR RUNNING A MEASURED MILE
- A266 DETERMINE GYRO REPEATER ERROR
- A267 DETERMINE RADAR REPEATER BEARING AND RANGE ERRORS

#### B. ELECTRONIC NAVIGATION

- B067 INTERPRET RADAR SCOPE DISPLAYS
- B069 EVALUATE RADAR INFORMATION
- B070 DETERMINE SHIP'S POSITION USING RADAR
- B071 DETERMINE SHIP'S POSITION BY USE OF SOUNDINGS
- B076 PLOT INERTIAL NAVIGATION SYSTEM (INS) PERFORMANCE DATA
- B077 INTERPRET INERTIAL NAVIGATION SYSTEM (INS) DISPLAY DATA
- B079 OPERATE AND INTERPRET NAVIGATION SENSOR SYSTEM INTERFACE (NAVSSI)

#### C. CELESTIAL NAVIGATION

- C080 PLOT SHIP'S POSITION BY CELESTIAL NAVIGATION
- C082 OBTAIN CELESTIAL DATA BY MARINE SEXTANT
- C086 DETERMINE GYROCOMPASS ERROR BY POLARIS
- C087 TAKE BEARING OF CELESTIAL BODY AT RISING OR SETTING POINT
- C092 COMPUTE AND RECORD TIME OF MORNING AND EVENING STAR TIME (LHA OF ARIES)
- C105 OBTAIN CELESTIAL DATA FROM AIR ALMANACS
- C106 OBTAIN AND COMPUTE ENTERING ARGUMENTS FOR SIGHT REDUCTION TABLES FOR MARINE NAVIGATION

#### D. COASTAL NAVIGATION

- D114 PLOT SHIP'S POSITION USING TWO HORIZONTAL SEXTANT ANGLES BETWEEN THREE OBJECTS
- D115 DETERMINE HORIZONTAL ANGLES USING A SEXTANT
- D116 PREPARE CHARTS FOR PILOTING
- D117 DETERMINE GYROCOMPASS ERRORS BY BEARING TO A DISTANT OBJECT
- D118 DETERMINE GYROCOMPASS ERROR BY GYRO BEARING TRIAL AND ERROR
- D119 COMPUTE WATER LEVEL AT HIGH AND LOW TIDES
- D120 COMPUTE WATER LEVEL AT OTHER THAN HIGH AND LOW TIDES
- D121 COMPUTE TIME OF HIGH AND LOW TIDES
- D122 COMPUTE CURRENT DIRECTION AND VELOCITY
- D123 GRAPH TIDAL DATA
- D124 GRAPH CURRENT DATA
- D125 COMPARE TIDAL CURRENT GRAPH DATA WITH TABLE 3 OF TIDAL CURRENT TABLES BOOK
- D126 DETERMINE WIND EFFECTS ON SHIP'S MOVEMENTS
- D127 DETERMINE TIDE EFFECTS ON SHIP'S MOVEMENTS

D128 DETERMINE CURRENT EFFECTS ON SHIP'S MOVEMENTS

E. TECHNICAL ADMINISTRATION

E131 PREPARE OCEANOGRAPHIC REPORTS FOR SHIPMENT  
E133 ORDER CHARTS  
E135 DETERMINE CHART ACCURACY  
E142 ORDER NAUTICAL PUBLICATIONS

F. GENERAL WATCHSTANDING

F153 PREPARE INPUTS TO COMMANDING OFFICER'S (CO'S) NIGHT ORDERS  
F154 OBTAIN RADIO TIME TICKS AND COMPARE CHRONOMETERS  
F155 START SHIP'S CHRONOMETERS  
F162 SELECT ESSENTIAL CHARTS FOR PROPOSED TRANSITS  
F196 VERIFY NAVIGATIONAL LIGHT PHASE DISTINCTIONS  
F201 INFORM FORECASTLE OF THE TYPE BOTTOM, DEPTH OF WATER AT ANCHORAGE, AND SCOPE OF CHAIN TO BE USED FOR PRECISION ANCHORAGE  
F202 COMPUTE TIMES AND DISTANCES TO DROP ANCHOR  
F203 COMPUTE SWING AND DRAG CIRCLES FOR PRECISION ANCHORAGE  
F204 PLOT SWING AND DRAG CIRCLES

G. COMMUNICATIONS

G229 MAINTAIN RADIO NAVIGATIONAL WARNING MESSAGES  
G232 IDENTIFY ALLIED FLAGS AND PENNANTS  
G234 OPERATE CHEMICAL WARFARE DIRECTIONAL DETECTORS

H. WEATHER

H252 DETERMINE DESIRED WIND

**QUARTERMASTER FIRST CLASS (QM1)**

A. NAVIGATION

A010 CALCULATE TRACK DATA FOR GREAT CIRCLE SAILING  
A015 DETERMINE WORST CASE CIRCLE USING FIX EXPANSION METHOD  
A037 PREPARE COMPASS DEVIATION TABLES  
A051 DETERMINE AND PLOT DEPARTURE AND APPROACH POINTS FOR GREAT CIRCLE SAILING  
A057 REVIEW AND EVALUATE EFFECTIVENESS OF FORCE NAVIGATION  
A065 PERFORM MAGNETIC COMPASS DOCKSIDE TESTS  
A066 SWING SHIP  
A265 ADJUST MAGNETIC COMPASS FOR DEVIATION

E. TECHNICAL ADMINISTRATION

E132 DETERMINE CHART ALLOWANCES  
E141 DETERMINE NAUTICAL PUBLICATIONS ALLOWANCES  
E146 EXTRACT NAVIGATION INFORMATION FROM OPERATION ORDERS (OPORDS)  
E148 PREPARE MOVEMENT REPORTS (MOVREPS)  
E150 PREPARE OPTIMUM TRACK SHIP ROUTING (OTSR) REQUESTS

F. GENERAL WATCHSTANDING

F151 INTERPRET FOREIGN CHART INFORMATION USING SAILING DIRECTIONS AND LOCAL  
PORT DIRECTIVES  
F219 COMPILE NAVIGATION BRIEF DATA

G. COMMUNICATIONS

G228 ENCODE AND DECODE SIGNALS USING ALLIED TACTICAL PUBLICATIONS (ATP)

H. WEATHER

H263 MAKE RECOMMENDATIONS FOR STORM EVASION

**CHIEF QUARTERMASTER (QMC)**

A. NAVIGATION

A054 ANALYZE AND RECOMMEND IMPROVEMENTS TO NAVIGATION EXERCISES

E. TECHNICAL ADMINISTRATION

E130 REVIEW DECK LOGS

F. GENERAL WATCHSTANDING

F152 REVIEW COMMANDING OFFICER'S (CO'S) NIGHT ORDERS

**SENIOR CHIEF QUARTERMASTER (QMCS)**

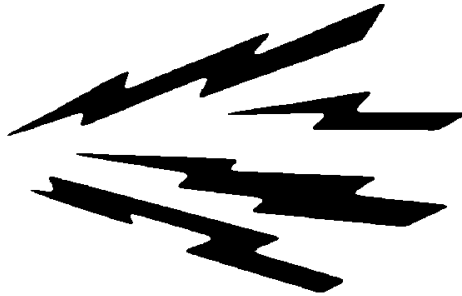
RESPONSIBLE FOR ALL PREVIOUS OCCUPATIONAL STANDARDS IN ADDITION TO THE  
NAVAL STANDARDS

**MASTER CHIEF QUARTERMASTER (QMCM)**

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



# CHAPTER 67



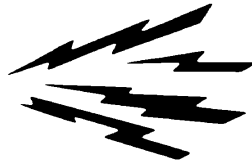
## INFORMATION SYSTEMS TECHNICIAN (IT)

NAVPERS 18068-67C

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

INFORMATION SYSTEMS TECHNICIAN (IT)



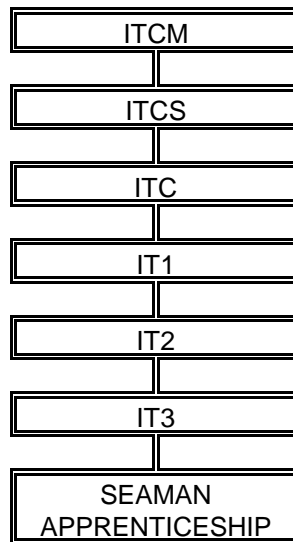
SCOPE OF RATING

Information Systems Technicians (IT) execute information transfer with state-of-the-art multi-media technology such as fiber optics, digital microwave, and tactical and commercial satellites on a global basis; operate, manage and provide hardware and software support to multi-media Automated Information Systems (AIS) to include: mainframes, mini, and microcomputers, Local Area Networks (LAN's), Wide Area Networks (WAN's), and telecommunications; apply diagnostic and restoral techniques utilizing knowledge of electronic and operational system theory; advise on capabilities, limitations, and condition of equipment; implement production control procedures including input/output quality control support; implement and monitor security procedures; perform assigned mission organizational level maintenance and repair of Command, Control, Communications, Computer, and Intelligence Systems.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 67.

NAVPERS 18068-67C

**GENERAL INFORMATION**  
**CAREER PATTERN**



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

**SPECIAL PHYSICAL REQUIREMENTS**

Normal hearing; no speech impediment. Refer to Chapter 15 of the Manual of the Medical Department, U.S. Navy for details on hearing and speech requirements.

**CITIZENSHIP/SECURITY REQUIREMENTS**

Must be eligible for access to classified information.

**SAFETY**

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

**INFORMATION SYSTEMS TECHNICIAN (IT) FUNCTIONAL AREAS**

- A. SYSTEM MANAGEMENT
- B. APPLICATION MANAGEMENT
- C. COMMUNICATIONS
- D. TECHNICAL ADMINISTRATION
- E. SECURITY

## **INFORMATION SYSTEMS TECHNICIAN THIRD CLASS (IT3)**

### **A. SYSTEM MANAGEMENT**

- A001 DE-ENERGIZE ELECTRICAL CIRCUITS
- A002 INSPECT ELECTRICAL CIRCUITS
- A007 STARTUP COMPUTER SYSTEMS
- A008 RESTART COMPUTER SYSTEMS
- A009 RECOVER COMPUTER SYSTEMS
- A010 BACKUP COMPUTER SYSTEMS
- A011 INSPECT COMPUTER SYSTEM COMPONENTS
- A012 INTERPRET INDICATOR LIGHTS ON COMPUTER SYSTEM COMPONENTS
- A013 QUERY SYSTEM STATUS VIA CONSOLE
- A014 MONITOR APPLICATION AND SYSTEM PROGRAM STATUS
- A015 SCREEN JOURNAL LOGS AND CONSOLE PRINTOUTS
- A016 DOCUMENT SYSTEM OPERATING ERRORS
- A018 INPUT COMPUTER SYSTEM DATA
- A019 MANIPULATE COMPUTER SYSTEM DATA
- A020 PRINT COMPUTER SYSTEM DATA
- A021 CHECK VERACITY OF PRINTED DATA
- A022 ESTABLISH DATA COMMUNICATIONS WITH REMOTE COMPUTER TERMINAL
- A023 VERIFY AUTOMATED COMMUNICATIONS SYSTEM PARAMETERS
- A025 MONITOR COMPUTER SYSTEM TRANSMISSIONS
- A026 CONVERT DATA FILES
- A027 PROCESS DATA FILES
- A028 TRANSFER DATA FILES
- A029 VERIFY DATA FILES
- A031 UPDATE MEDIA LIBRARY FILES
- A032 CHECK STORAGE MEDIA INTO AND OUT OF MEDIA LIBRARY
- A033 AUDIT MEDIA LIBRARY LISTINGS
- A041 PREPARE LABELS FOR INTERNAL OR EXTERNAL MEDIA
- A042 VERIFY STORAGE MEDIA INTERNAL AND EXTERNAL LABELS AND SECURITY MARKINGS
- A043 VERIFY PRESENCE OF DATA ON STORAGE MEDIA
- A045 DESTROY STORAGE MEDIA
- A046 COPY AND VERIFY DATA FROM ONE MEDIA TO ANOTHER
- A051 INSTALL NETWORK SOFTWARE
- A056 INSTALL AND INSPECT NETWORK COMPONENTS
- A057 INSTALL ROUTERS/BRIDGES/REPEATERS/GATEWAYS FOR USE ON NETWORKS
- A058 START UP NETWORKS
- A059 MONITOR NETWORKS
- A060 TERMINATE NETWORKS
- A061 MAKE PHYSICAL CONNECTIONS TO NETWORKS
- A062 SET COMPUTER TIME CLOCKS AND DATE CALENDARS
- A063 SET UP AND INSTALL PERIPHERAL DEVICES
- A064 INSTALL AND CONFIGURE EXTENDED OR EXPANDED MEMORY
- A065 RUN EQUIPMENT PERFORMANCE CHECKS
- A066 PERFORM SYSTEMS BUILT-IN TESTS (BIT)
- A069 MAINTAIN ENVIRONMENTAL CONDITIONS
- A070 INSPECT OPERATION OF ENVIRONMENT MONITORING EQUIPMENT
- A071 INSPECT COMPUTER CABLES
- A072 REPLACE COMPUTER CABLES
- A073 REPAIR COMPUTER CABLES
- A074 TROUBLESHOOT ERROR CONDITIONS AND FAILURES ON COMPUTER SYSTEM COMPONENTS
- A075 TROUBLESHOOT COMMUNICATION LINE PROBLEMS

A076 CORRECT PRINTER RIBBON AND PAPER MOVEMENT PROBLEMS  
A077 RESET PRINTERS  
A078 LOG DAILY TROUBLE REPORTS  
A079 PERFORM COMPUTER INTERFACE EQUIPMENT CHANGES  
A080 PERFORM EQUIPMENT CONFIGURATION CHANGES  
A081 PERFORM SOFTWARE CONFIGURATIONS  
A082 SET PARAMETERS FOR COMPUTER AND PERIPHERAL OPERATIONS  
A087 CALCULATE COMPUTER HARDWARE REQUIREMENTS  
A088 PREPARE COMPUTER SYSTEMS FOR MOVEMENT  
A089 SET UP ANTENNA COUPLERS AND MULTI-COUPERS  
A090 SET UP CONVERTERS AND MULTIPLEXERS  
A091 TEST MULTIPLEXERS  
A092 SET UP KEYERS  
A093 SET UP RECEIVERS  
A094 SET UP TRANSMITTERS AND TRANSCEIVERS  
A095 SET UP EMERGENCY DISTRESS COMMUNICATIONS EQUIPMENT  
A098 SET UP DEMAND ASSIGNED MULTIPLE ACCESS (DAMA) SYSTEM INTERFACE  
A099 TEST DEMAND ASSIGNED MULTIPLE ACCESS (DAMA) SYSTEMS  
A100 MONITOR DEMAND ASSIGNED MULTIPLE ACCESS (DAMA) SYSTEMS  
A101 TROUBLESHOOT DEMAND ASSIGNED MULTIPLE ACCESS (DAMA) SYSTEMS  
A102 SET UP SUPER HIGH FREQUENCY (SHF) SYSTEM INTERFACE  
A103 TEST SUPER HIGH FREQUENCY (SHF) SYSTEMS  
A104 MONITOR SUPER HIGH FREQUENCY (SHF) SYSTEMS  
A105 TROUBLESHOOT SUPER HIGH FREQUENCY (SHF) SYSTEMS  
A106 SET UP EXTREMELY HIGH FREQUENCY (EHF) SYSTEM INTERFACE  
A107 TEST EXTREMELY HIGH FREQUENCY (EHF) SYSTEMS  
A108 MONITOR EXTREMELY HIGH FREQUENCY (EHF) SYSTEMS  
A109 TROUBLESHOOT EXTREMELY HIGH FREQUENCY (EHF) SYSTEMS  
A110 SET UP HIGH FREQUENCY (HF) SYSTEM INTERFACE  
A111 TEST HIGH FREQUENCY (HF) SYSTEMS  
A112 MONITOR HIGH FREQUENCY (HF) SYSTEMS  
A113 TROUBLESHOOT HIGH FREQUENCY (HF) SYSTEMS  
A122 REVIEW HAZARDOUS MATERIALS USER'S GUIDE (HMUG)  
A123 REVIEW HAZARDOUS MATERIALS (HAZMAT) INVENTORIES  
A124 REVIEW MATERIAL SAFETY DATA SHEETS (MSDS)  
A126 CLEAN AND INSPECT HAZARDOUS MATERIALS (HAZMAT) CONTAINERS  
A278 INTERPRET SYSTEM FLOWCHARTS  
A292 SET UP ULTRA HIGH FREQUENCY (UHF) SYSTEM INTERFACE  
A293 TEST ULTRA HIGH FREQUENCY (UHF) SYSTEMS  
A294 MONITOR ULTRA HIGH FREQUENCY (UHF) SYSTEMS  
A295 TROUBLESHOOT ULTRA HIGH FREQUENCY (UHF) SYSTEMS  
A296 USE TASK MANAGER, EVENT VIEW AND OTHER NT TOOLS TO PERFORM  
TROUBLESHOOTING OPERATIONS  
A297 USE GOTS DELTA RELOAD IMAGE TO RESTORE NEW TECHNOLOGY (NT) WORKSTATION  
A298 OPERATE UNINTERRUPTIBLE POWER SYSTEM (UPS)  
A299 USE NEW TECHNOLOGY (NT) MULTIPLE COMMANDS  
A300 COMPRESS FILES FOR HARD DISK SPACE CONSERVATION  
A301 START AND CONTROL APPLICATIONS FROM THE DESKTOP  
A302 DETERMINE PHYSICAL-MEMORY PROBLEMS  
A303 IDENTIFY HARD DISK DRIVE (HDD) PROBLEMS  
A304 CUSTOMIZE NEW TECHNOLOGY (NT) CONTROL PANEL APPLICATIONS  
A305 CREATE ELECTRONIC FORMS  
A306 MAINTAIN DIRECT SERIAL CONNECTION  
A316 CONFIGURE A WINDOWS NEW TECHNOLOGY (NT) USER ACCOUNT USING  
INFORMATION TECHNOLOGY (IT-21) TEMPLATES  
A317 CONFIGURE COMMUNICATION PORT SETTINGS

- A318 CONFIGURE PRINT MANAGER FOR LOCAL PRINTER
- A319 CONFIGURE PRINT MANAGER FOR NETWORK PRINTER
- A320 CONFIGURE PRINTER ON UNIX SYSTEM
- A321 CONFIGURE SMALL COMPUTER SYSTEM INTERFACE (SCSI) ADAPTERS AND TAPE DEVICES
- A322 CREATE A PARTITION USING THE DISK ADMINISTRATOR
- A323 CREATE A VOLUME USING THE DISK ADMINISTRATOR
- A324 CREATE A WINDOWS NEW TECHNOLOGY (NT) BOOT DISK FOR TROUBLESHOOTING
- A325 CREATE AN EMERGENCY-REPAIR FLOPPY
- A326 CREATE AND CONVERT PARTITIONS USING THE DISK ADMINISTRATOR
- A327 DELETE AN INFORMATION TECHNOLOGY (IT-21) PRINTER
- A328 ESTABLISH PROFILES
- A329 EXAMINE DOCTOR WATSON ERROR LOGS
- A330 INSTALL AND CONFIGURE DYNAMIC HOST CONFIGURATION PROTOCOL (DHCP)
- A331 INSTALL AND CONFIGURE NETWORK PROTOCOLS
- A332 INSTALL CD-ROM DRIVE
- A333 INSTALL CLIENT OPERATING SOFTWARE
- A334 CONFIGURE DISK-SPACE USAGE
- A335 INSTALL WINDOWS NEW TECHNOLOGY (NT) SERVICE PACKS

#### B. APPLICATION MANAGEMENT

- B128 INSTALL COMPUTER SYSTEM SOFTWARE
- B129 UPGRADE COMPUTER SYSTEM SOFTWARE
- B132 ORGANIZE HARD DRIVE
- B146 CREATE FILES
- B147 EDIT FILES
- B148 RECOVER FILES
- B149 BACKUP FILES
- B150 RESTORE FILES

#### C. COMMUNICATIONS

- C158 LOG MESSAGES
- C159 DETERMINE DISTRIBUTION AND ROUTING OF MESSAGES
- C160 PROCESS AND VERIFY MESSAGES
- C161 PROCESS TOP SECRET (TS) MESSAGES
- C162 PROCESS SPECIAL CATEGORY (SPECAT) MESSAGES
- C163 PROCESS EMERGENCY ACTION MESSAGES (EAM)
- C164 VERIFY AND DISSEMINATE MESSAGES (ELECTRONICALLY)
- C165 PREPARE OUTGOING MESSAGES
- C166 REVIEW MESSAGES FOR MINIMIZE CONSIDERATION
- C167 REVIEW OPERATIONAL TASKING (OPTASK) MESSAGES
- C168 DRAFT COMMUNICATION SPOTS (COMMSPOTS)
- C169 VERIFY RECEIPT OF COMMUNICATION SPOTS (COMMSPOTS)
- C170 UPDATE COMMUNICATION SPOTS (COMMSPOTS)
- C172 TRANSMIT MESSAGES VIA AUTOMATED SYSTEMS
- C173 TRANSMIT MESSAGES VIA MANUAL CIRCUITS
- C174 COMMUNICATE VIA VOICE NETWORK
- C175 CONDUCT TRANSMISSION AUTHENTICATIONS
- C176 MONITOR AND REPORT CIRCUIT BACKLOGS
- C177 MONITOR COMMUNICATION CIRCUIT QUALITY
- C178 MONITOR SYSTEM STATUS
- C179 SHIFT FREQUENCIES
- C180 ACTIVATE OR DEACTIVATE COMMUNICATION CIRCUITS

- C181 RESTORE PRIMARY POWER CIRCUITS
- C182 RESTORE CASUALTY POWER CIRCUITS
- C183 RESTORE COMMUNICATION SYSTEMS
- C184 TROUBLESHOOT COMMUNICATION SYSTEM MALFUNCTIONS
- C185 MONITOR INTERNATIONAL DISTRESS FREQUENCIES
- C186 CONDUCT TRAFFIC ANALYSIS
- C187 COMPILE MESSAGE TOTALS
- C188 VERIFY BROADCAST NUMBER CONTINUITY
- C189 RESET COMMUNICATIONS SYSTEMS AT BEGINNING OF RADIO DAY (RADAY)
- C190 PREPARE AND UPDATE COMMAND GUARD LISTS
- C191 VERIFY COMMAND GUARD LISTS
- C192 UPDATE MESSAGE PICKUP AUTHORIZATION LISTS
- C193 UPDATE COMMUNICATION FILES
- C194 INVENTORY COMMUNICATION PUBLICATIONS
- C195 UPDATE NAVAL WARFARE PUBLICATIONS (NWP)
- C196 TRANSMIT CRYPTOGRAPHIC KEYING MATERIAL VIA OVER-THE-AIR-TRANSFER (OTAT)/OVER-THE-AIR-REKEY
- C197 RECEIVE CRYPTOGRAPHIC KEYING MATERIAL VIA OVER-THE-AIR-TRANSFER (OTAT)/OVER-THE-AIR-REKEY
- C198 SET UP AND OPERATE SECURE TELEPHONE UNIT (STU-III) TERMINALS FOR USE WITH REMOTE OR DIAL-IN US
- C199 VERIFY SECURE TELEPHONE UNIT (STU-III) SYSTEM PARAMETERS FOR USE WITH REMOTE OR DIAL-IN US
- C201 SET EMISSION CONTROL (EMCON) CONDITIONS
- C202 SET HAZARDS OF ELECTROMAGNETIC RADIATION TO ORDNANCE (HERO) CONDITIONS
- C203 CALCULATE SATELLITE AZIMUTH AND ELEVATION
- C204 PERFORM ANTENNA ASSIGNMENT SELECTIONS
- C205 RAISE AND LOWER ANTENNAS
- C210 DRAFT COMMUNICATION GUARD SHIFTS (COMMSHIFTS)
- C211 LOG COMMUNICATION GUARD SHIFTS (COMMSHIFTS)
- C212 PERFORM COMMUNICATION GUARD SHIFTS (COMMSHIFTS)
- C213 SET UP VIDEO TELECONFERENCING (VTC) TRANSMISSION EQUIPMENT
- C214 MONITOR VIDEO TELECONFERENCING (VTC) TRANSMISSION EQUIPMENT
- C337 CONDUCT COMMUNICATIONS SYSTEM OPERATIONAL TESTS
- C338 DOCUMENT COMMUNICATIONS SYSTEM CORRECTIVE ACTIONS
- C339 ISOLATE COMMUNICATIONS SYSTEM FAULTS
- C340 VERIFY CIRCUIT CONFIGURATION AND INTERFACES
- C341 MONITOR BROADCAST TRANSIT LINKS
- C342 MONITOR POINT-TO-POINT TRANSIT LINKS
- C343 VERIFY PLAIN LANGUAGE ADDRESSES (PLAs)

#### E. SECURITY

- E227 ISSUE AND UPDATE ON-LINE USER IDENTIFICATION AND PASSWORDS
- E228 VALIDATE CUSTOMER AUTHORIZATION TO ACCESS FILES
- E229 VERIFY MESSAGE RECIPIENT'S IDENTIFICATION AND SECURITY CLEARANCES
- E230 SAFEGUARD AUTOMATED INFORMATION SYSTEMS (AIS) CLASSIFIED MATERIAL
- E231 MAINTAIN TEMPEST REQUIREMENTS
- E232 CONTROL ACCESS TO RESTRICTED AREAS
- E235 DESTROY CLASSIFIED MATERIAL (SECRET AND BELOW)
- E236 COMPLETE DESTRUCTION REPORTS (SECRET AND BELOW)
- E237 VERIFY DESTRUCTION RECORDS (SECRET AND BELOW)
- E238 SANITIZE SITE AND EQUIPMENT
- E239 MARK CLASSIFIED MEDIA
- E240 CLEAR MEDIA AND HARDWARE



- E241 DECLASSIFY OR DESTROY CLASSIFIED HARDWARE
- E242 CONDUCT CLASSIFIED MATERIAL INVENTORIES (SECRET AND BELOW)
- E244 STORE CRYPTOGRAPHIC KEYING MATERIAL (CKM)
- E245 UPDATE CRYPTOGRAPHIC KEYING MATERIAL (CKM)
- E246 DESTROY CRYPTOGRAPHIC KEYING MATERIAL (CKM)
- E247 SET UP COMMUNICATIONS SECURITY (COMSEC) EQUIPMENT
- E248 RECEIVE COMMUNICATIONS SECURITY (COMSEC) MATERIAL
- E250 HANDLE COMMUNICATIONS SECURITY (COMSEC) MATERIAL
- E251 INVENTORY COMMUNICATIONS SECURITY (COMSEC) MATERIAL
- E252 DESTROY COMMUNICATIONS SECURITY (COMSEC) MATERIAL
- E253 VERIFY DESTRUCTION OF COMMUNICATIONS SECURITY (COMSEC) MATERIAL
- E254 RECEIVE MATERIAL (CLASSIFIED SPECIAL CATEGORY (SPECAT) OR TOP SECRET AND ABOVE)
- E256 HANDLE MATERIAL (CLASSIFIED SPECIAL CATEGORY (SPECAT) OR TOP SECRET AND ABOVE)
- E257 DESTROY MATERIAL (CLASSIFIED SPECIAL CATEGORY (SPECAT) OR TOP SECRET AND ABOVE)
- E344 USE PASSWORD SECURITY SOFTWARE TO DETERMINE PASSWORD COMPLIANCE WITH SECURITY REQUIREMENTS
- E345 DELETE USER ACCOUNTS
- E346 CLEAN INFECTED WORKSTATIONS
- E352 CREATE USER ACCOUNTS
- E353 MODIFY USER ACCOUNTS
- E354 DELETE USER ACCOUNTS

### **INFORMATION SYSTEMS TECHNICIAN SECOND CLASS (IT2)**

#### **A. SYSTEM MANAGEMENT**

- A024 DETERMINE COMMUNICATIONS PROTOCOLS
- A067 DETERMINE SYSTEMS INPUT/OUTPUT (I/O) REQUIREMENTS
- A084 INTERPRET EQUIPMENT OR SYSTEM DIAGNOSTIC TESTS
- A086 TROUBLESHOOT ERROR CONDITIONS AND/OR FAILURES ON PROGRAM PRODUCTION OUTPUT
- A097 TEST MODEMS
- A114 SET UP AUTOMATED DIGITAL NETWORK SYSTEM (ADNS) INTERFACE
- A115 TEST AUTOMATED DIGITAL NETWORK SYSTEM (ADNS)
- A116 MONITOR AUTOMATED DIGITAL NETWORK SYSTEM (ADNS)
- A117 TROUBLESHOOT AUTOMATED DIGITAL NETWORK SYSTEM (ADNS)
- A127 IMPLEMENT HAZARDOUS MATERIALS (HAZMAT) WASTE DISPOSAL METHODS
- A307 CONFIGURE AN OFFLINE FOLDER
- A308 DIAGRAM DTHEMIT/ETHEMET CABLING SCHEMES
- A309 USE PERFORMANCE MONITOR FOR TROUBLESHOOTING
- A310 USE PERFORMANCE MONITOR TO IMPROVE DISK PERFORMANCE
- A311 USE PERFORMANCE MONITOR TO MANAGE PROCESSOR LOAD
- A312 CUSTOMIZE AUDITING PROCEDURES FOR LOCAL OPERATIONS
- A313 USE TASK MANAGER FOR MEASURING PERFORMANCE
- A314 EXAMINE AUDIT LOGS
- A315 USE PERFORMANCE MONITOR TO RESOLVE PROCESSING BOTTLENECKS
- A336 UPGRADE SOFTWARE SEGMENTS

B. APPLICATION MANAGEMENT

- B139 PERFORM COMPUTER PROGRAM TESTING
- B140 DIAGNOSE PROGRAM ERRORS
- B154 COORDINATE COMPUTER DOWNTIME
- B155 COORDINATE TROUBLE CALLS

C. COMMUNICATIONS

- C207 PREPARE COMMUNICATION PLANS

D. TECHNICAL ADMINISTRATION

- D217 WRITE TROUBLE REPORTS

E. SECURITY

- E233 REPORT AND LOG AUTOMATED INFORMATION SYSTEMS (AIS) SECURITY VIOLATIONS
- E234 CHANGE SAFE AND CIPHER COMBINATIONS
- E255 INSPECT MATERIAL (CLASSIFIED SPECIAL CATEGORY (SPECAT) OR TOP SECRET AND ABOVE)
- E258 VERIFY DESTRUCTION OF MATERIAL (CLASSIFIED SPECIAL CATEGORY (SPECAT) OR TOP SECRET AND ABOVE)
- E261 COORDINATE RESTORATION OF COMMUNICATION SYSTEMS
- E347 UPDATE ANTI-VIRUS DEFINITION FILES
- E348 CHECK AFFECTED COMPUTERS FOR PROPER LOADING OF ANTI-VIRUS SOFTWARE
- E349 MANAGE AVAILABLE DISK SPACE
- E350 USE GATEGUARD MESSAGE-TRANSFER SYSTEM
- E351 MODIFY DEFAULT PERMISSIONS ON FILES AND DIRECTIVES

**INFORMATION SYSTEMS TECHNICIAN FIRST CLASS (IT1)**

D. TECHNICAL ADMINISTRATION

- D218 REVIEW TROUBLE REPORTS

E. SECURITY

- E249 ISSUE COMMUNICATIONS SECURITY (COMSEC) MATERIAL RECEIPTS
- E263 PREPARE AND UPDATE APPLICABLE PORTIONS OF EMERGENCY ACTION

**CHIEF INFORMATION SYSTEMS TECHNICIAN (ITC)**

E. SECURITY

- E259 SUBMIT COMMUNICATIONS SECURITY MATERIAL SYSTEM (CMS) REPORTS

**SENIOR CHIEF INFORMATION SYSTEMS TECHNICIAN (ITCS)**

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

**MASTER CHIEF INFORMATION SYSTEMS TECHNICIAN (ITCM)**

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

# CHAPTER 68



## RELIGIOUS PROGRAM SPECIALIST (RP)

NAVPERS 18068-68A

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

RELIGIOUS PROGRAM SPECIALIST (RP)



SCOPE OF RATING

Religious Program Specialists (RP) support chaplains in implementing Command Religious Programs (CRPs) to accommodate the religious needs and rights of sea service personnel and their families; facilitate the delivery of ministry by chaplains by conducting rehearsals, making referrals, and rigging and unrigging for religious services and CRP events; recruit, train, and supervise CRP volunteers who assist in worship, religious education, and other programs; publicize CRP programs and events; organize, coordinate, and support religious education programs; serve as bookkeepers and custodians of Religious Offering Funds; provide library services onboard ships; manage and administratively support CRP program elements; determine, requisition, and manage logistic support for CRPs; manage, maintain, and assist in designing and determining requirements for Religious Ministry Facilities afloat and ashore; provide physical security for chaplains in combat.

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These Occupational Standards are to be incorporated as Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 68.

NAVPERS 18068-68A

GENERAL INFORMATION  
CAREER PATTERN

**64444444447**  
5 RPCM 5  
**94444; 44448**  
**64444=444447**  
5 RPCS 5  
**94444; 44448**  
**64444=444447**  
5 RPC 5  
**94444; 44448**  
**64444=444447**  
5 RP1 5  
**94444; 44448**  
**64444=444447**  
5 RP2 5  
**94444; 44448**  
**64444=444447**  
5 RP3 5  
**94444; 44448**  
**64444444=444444447**  
5 SEAMAN 5  
5 APPRENTICESHIP5  
**94444444444444448**

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

SPECIAL PHYSICAL REQUIREMENTS

No speech impediments. Refer to Chapter 15 of the Manual of the Medical Department, U.S. Navy for details on speech requirements.

CITIZENSHIP/SECURITY REQUIREMENTS

None.

PERFORMANCE TESTS

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

**SAFETY**

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

RELIGIOUS PROGRAM SPECIALIST (RP) FUNCTIONAL AREAS

- A. RELIGIOUS PROGRAM SUPPORT
- B. RELIGIOUS EDUCATION
- C. RELIGIOUS OFFERING FUND
- D. LIBRARY
- E. ADMINISTRATION
- F. LOGISTICS

## RELIGIOUS PROGRAM SPECIALIST THIRD CLASS (RP3)

### A. RELIGIOUS PROGRAM SUPPORT

A002 PLAN COMMAND RELIGIOUS PROGRAM (CRP) ACTIVITIES  
A004 CONDUCT CRP ACTIVITIES  
A006 RIG CRP WORSHIP SERVICES  
A007 UNRIG CRP WORSHIP SERVICES  
A008 DRAFT CRP SCHEDULES  
A010 UPDATE CRP SCHEDULES  
A018 DRAFT CRP ROSTERS  
A020 UPDATE CRP ROSTERS  
A021 SCREEN PERSONNEL REQUIRING ASSISTANCE  
A022 MAKE SCREENING REFERRALS  
A024 COORDINATE HUMANITARIAN MESSAGE DELIVERIES (AMCROSS, HEALTH AND COMFORT, ETC.)  
A025 RECORD MINISTRATIONS DATA ON WOUNDED AND DECEASED PERSONNEL  
A027 REVIEW BRIG, HOSPITAL, AND DAILY BINNACLE PERSONNEL LISTS  
A028 DISTRIBUTE BRIG, HOSPITAL, AND DAILY BINNACLE PERSONNEL LISTS  
A029 RIG CRP PUBLIC ANNOUNCING, AUDIO-VISUAL (A/V) AND LIGHTING EQUIPMENT  
A030 UNRIG CRP PUBLIC ANNOUNCING, A/V AND LIGHTING EQUIPMENT  
A031 PERFORM CRP PUBLIC ANNOUNCING, A/V AND LIGHTING EQUIPMENT OPERATIONAL CHECKS  
A035 VERIFY ECCLESIASTICAL ENDORSEMENTS (AUXILIARY CHAPLAINS, CLERGY FOR OCCASIONAL MINISTRY, ETC.)  
A036 DESIGN CRP WORSHIP BULLETINS  
A037 PREPARE CRP WORSHIP BULLETINS  
A040 PREPARE CRP LITERATURE (BROCHURES, PAMPHLETS, ETC.)  
A042 UPDATE AND DISTRIBUTE CRP LITERATURE (BROCHURES, PAMPHLETS, ETC.)  
A044 PREPARE CRP PUBLICATIONS (NEWSLETTERS, MARRIAGE PREPARATION HANDBOOKS)  
A046 UPDATE AND DISTRIBUTE CRP PUBLICATIONS (NEWSLETTERS, MARRIAGE PREPARATION HANDBOOKS)  
A047 COMPILE LOCAL CIVILIAN RELIGIOUS PROGRAM LISTS  
A049 UPDATE LOCAL CIVILIAN RELIGIOUS PROGRAM LISTS  
A050 DISTRIBUTE LOCAL CIVILIAN RELIGIOUS PROGRAM LISTS  
A052 UPDATE LAY READER TRAINING MATERIALS  
A058 PREPARE LAY READER SERVICE SCHEDULES  
A068 PREPARE CRP PUBLICITY MATERIALS  
A070 UPDATE AND DISTRIBUTE CRP PUBLICITY MATERIALS  
A076 PREPARE CRP DEPLOYMENT BRIEFS  
A077 SCHEDULE CRP DEPLOYMENT BRIEFS  
A086 PREPARE CRP REFERENCE MATERIALS FOR CIRCULATION  
A088 CORRECT CRP REFERENCE MATERIAL INVENTORY DISCREPANCIES  
A089 MONITOR DISPLAY OF DIVINE WORSHIP PENNANTS  
A090 CONDUCT WEDDING CEREMONY REHEARSALS  
A095 ASSEMBLE BURIAL AT SEA NEXT OF KIN MEMENTOS  
A239 ESTABLISH FIELD OPERATIONS PHYSICAL SECURITY (UNIT MINISTRY TEAMS, FIELD MINISTRIES, ETC.)

### C. RELIGIOUS OFFERING FUND

C112 PREPARE RELIGIOUS OFFERING FUND (ROF) APPOINTMENT LETTERS (CUSTODIAN, ADMINISTRATOR, ETC.)  
C114 UPDATE ROF BANK ACCOUNT MATERIALS (CHECKBOOKS, LEDGERS, ETC.)



C116 PREPARE ROF ACCOUNTING LEDGERS  
C117 SECURE ROF MONIES  
C118 DEPOSIT ROF MONIES  
C119 PREPARE ROF RECEIPT VOUCHERS  
C120 COLLECT ROF RECEIPT VOUCHERS  
C123 UPDATE ROF ACCOUNTING LEDGERS  
C125 CALCULATE SUB-ACCOUNT FAIR SHARE MONIES  
C128 PREPARE DESIGNATED FAITH GROUP DISBURSEMENT REQUEST DOCUMENTS  
C131 PREPARE ROF PURCHASE ORDERS  
C134 PREPARE MONTHLY ROF SUB-ACCOUNT REPORTS  
C136 UPDATE MONTHLY ROF SUB-ACCOUNT REPORTS  
C137 PREPARE NET WORTH AND CONSOLIDATED OPERATIONS STATEMENTS (QUARTERLY,  
ANNUAL, ETC.)  
C141 CALCULATE PROJECTED ANNUAL MAXIMUM ROF BALANCES  
C147 POST ROF FINANCIAL STATEMENTS

D. LIBRARY

D154 SET UP LIBRARY DISPLAYS  
D156 PREPARE LIBRARY PUBLICITY MATERIALS  
D157 FILL OUT LIBRARY MATERIAL REQUISITIONS (BOOKS, PERIODICALS, ETC.)  
D158 PREPARE LIBRARY MATERIALS FOR CIRCULATION  
D159 CIRCULATE LIBRARY MATERIALS  
D161 CORRECT LIBRARY MATERIAL INVENTORY DISCREPANCIES  
D170 UPDATE LIBRARY DIRECTIVES  
D174 UPDATE LIBRARY SPACE USAGE SCHEDULES

E. ADMINISTRATION

E178 ESTABLISH CRP FILES  
E179 FILE CRP MATERIALS  
E181 UPDATE CRP FILES  
E184 PREPARE NAVY AND MARINE CORPS CRP DIRECTIVES  
E186 UPDATE NAVY AND MARINE CORPS CRP DIRECTIVES  
E188 PREPARE CRP CRISIS RESPONSE PLANS  
E190 UPDATE CRP CRISIS RESPONSE PLANS  
E192 PREPARE CRP CORRESPONDENCE  
E196 COMPILE CRP MAILING LIST DATA  
E197 PREPARE CRP MAILING LISTS  
E199 UPDATE CRP MAILING LISTS  
E202 UPDATE CRP TICKLER FILES  
E204 PREPARE CRP FORMS  
E206 UPDATE CRP FORMS  
E208 PREPARE CRP REPORTS  
E210 UPDATE AND DISTRIBUTE CRP REPORTS

F. LOGISTICS

F211 PREPARE NAVY AND MARINE CORPS CRP STANDARD STOCK ITEM REQUISITIONS  
(HOSTS, FIELD ALTARS, ETC.)  
F212 PREPARE NAVY AND MARINE CORPS CRP NON-STANDARD STOCK ITEM REQUISITIONS  
(CHALICES, VESTMENTS, ETC.)  
F217 SERVICE CRP GEAR  
F218 INVENTORY CRP GEAR  
F232 UPDATE NAVY AND MARINE CORPS CRP DEPLOYMENT AND FIELD OPERATION SUPPLY

REQUIREMENTS  
F233 VERIFY CRP EQUIPMENT LISTS (ALLOWANCE EQUIPMENT LISTS, TABLE OF  
EQUIPMENT, ETC.)  
F235 CORRECT CRP EQUIPMENT DISCREPANCIES  
F237 SECURE SACRAMENTAL WINES  
F238 UPDATE SACRAMENTAL WINE CONSUMPTION LOGS

**RELIGIOUS PROGRAM SPECIALIST SECOND CLASS (RP2)**

**A. RELIGIOUS PROGRAM SUPPORT**

A001 DETERMINE CRP REQUIREMENTS  
A003 COORDINATE CRP ACTIVITIES  
A009 REVIEW CRP SCHEDULES  
A011 CONDUCT CRP BRIEFS  
A012 CONDUCT CRP DEBRIEFS  
A019 REVIEW CRP ROSTERS  
A032 DRAFT CRP A/V PRESENTATIONS (SLIDES, OVERHEADS, ETC.)  
A034 UPDATE CRP A/V PRESENTATIONS  
A038 REVIEW CRP WORSHIP BULLETINS  
A039 DESIGN CRP LITERATURE (BROCHURES, PAMPHLETS, ETC.)  
A043 DESIGN CRP PUBLICATIONS (NEWSLETTERS, MARRIAGE PREPARATION HANDBOOKS,  
ETC.)  
A048 REVIEW LOCAL CIVILIAN RELIGIOUS PROGRAM LISTS  
A051 PREPARE LAY READER TRAINING MATERIALS  
A055 CONDUCT LAY READER INSTRUCTIONAL CLASSES  
A056 CONDUCT LAY READER BRIEFS  
A057 CONDUCT LAY READER DEBRIEFS  
A067 DESIGN CRP PUBLICITY MATERIALS  
A074 UPDATE CRP NURSERY OPERATIONAL REQUIREMENTS  
A075 DETERMINE CRP DEPLOYMENT BRIEF REQUIREMENTS  
A079 CONDUCT CRP DEPLOYMENT BRIEFS  
A087 CONDUCT CRP REFERENCE MATERIAL INVENTORIES  
A092 COORDINATE BURIALS AT SEA  
A094 MONITOR BURIALS AT SEA  
A096 COORDINATE DELIVERY OF BURIAL AT SEA NEXT OF KIN MEMENTOS  
A098 CONDUCT CRP SURVEYS  
A102 COORDINATE CRP OUTREACH PROGRAMS  
A105 PROVIDE FAITH DIETARY REQUIREMENT INFORMATION

**B. RELIGIOUS EDUCATION**

B107 COORDINATE RELIGIOUS EDUCATION (RE) ENROLLMENT PROGRAMS

**D. LIBRARY**

D149 COORDINATE LIBRARY PROGRAMS  
D152 UPDATE LIBRARY PROGRAMS  
D153 DESIGN LIBRARY DISPLAYS  
D155 DESIGN LIBRARY PUBLICITY MATERIALS  
D160 CONDUCT LIBRARY MATERIAL INVENTORIES  
D162 ESTABLISH LIBRARY VOLUNTEER PROGRAMS  
D164 CONDUCT LIBRARY VOLUNTEER INSTRUCTIONAL CLASSES  
D165 COORDINATE LIBRARY VOLUNTEER WORK SCHEDULES  
D166 PROCURE LIBRARY DEPLOYMENT PACKAGES  
D167 DISPOSE OF LIBRARY MATERIALS  
D168 DRAFT LIBRARY DIRECTIVES

D172 DRAFT LIBRARY SPACE USAGE SCHEDULES

E. ADMINISTRATION

E175 DETERMINE CRP ADMINISTRATIVE REQUIREMENTS  
E180 REVIEW CRP FILES  
E182 DISPOSE OF CRP FILES  
E191 DRAFT CRP CORRESPONDENCE  
E194 DRAFT CRP MESSAGES (DIVINE SERVICES, AMCROSS, ETC.)  
E198 REVIEW CRP MAILING LISTS  
E200 ESTABLISH CRP TICKLER FILES  
E203 DESIGN CRP FORMS  
E207 COMPILE CRP REPORTS DATA

F. LOGISTICS

F214 VALIDATE CRP SERVICES CONTRACTOR PAYMENT INVOICES  
F215 ESTABLISH CRP INVENTORY CONTROL SYSTEMS (ALTARS, MENORAHS, ETC.)  
F216 INSPECT CRP INVENTORY FOR SERVICEABILITY  
F219 DISPOSE OF NON-SERVICEABLE CRP GEAR  
F222 UPDATE CRP STATEMENT OF WORK (SOW)  
F226 UPDATE CRP BUDGETS  
F229 UPDATE CRP APPROPRIATED FUND SPENDING PLANS  
F230 DETERMINE NAVY AND MARINE CORPS CRP DEPLOYMENT AND FIELD OPERATION  
SUPPLY REQUIREMENTS  
F234 INSPECT CRP EQUIPMENT  
F236 CONDUCT SACRAMENTAL WINE INVENTORIES

**RELIGIOUS PROGRAM SPECIALIST FIRST CLASS (RP1)**

A. RELIGIOUS PROGRAM SUPPORT

A005 EVALUATE CRP ACTIVITIES  
A013 CONDUCT CRP VOLUNTEER RECRUITING INTERVIEWS  
A014 DRAFT CRP TRAINING MATERIALS  
A016 UPDATE CRP TRAINING MATERIALS  
A017 CONDUCT CRP VOLUNTEER INSTRUCTIONAL CLASSES  
A023 CONDUCT REFERRAL RESOURCE BRIEFS  
A033 REVIEW CRP A/V PRESENTATIONS  
A041 REVIEW CRP LITERATURE (BROCHURES, PAMPHLETS, ETC.)  
A045 REVIEW CRP PUBLICATIONS (NEWSLETTERS, MARRIAGE PREPARATION HANDBOOKS)  
A059 COORDINATE LAY READER PROGRAMS  
A060 DETERMINE CRP SPONSORED COMMUNITY RELATIONS PROJECT REQUIREMENTS  
(ORPHANAGE REFURBISHMENT, FOOD DRIVES)  
A062 COORDINATE CRP SPONSORED COMMUNITY RELATIONS PROJECTS  
A065 UPDATE CRP SPONSORED COMMUNITY RELATIONS PROJECT REQUIREMENTS  
A066 DETERMINE CRP PUBLICITY REQUIREMENTS  
A069 REVIEW CRP PUBLICITY MATERIALS  
A078 REVIEW CRP DEPLOYMENT BRIEF REQUIREMENTS  
A084 DETERMINE CRP REFERENCE MATERIALS (PROFESSIONAL, RELIGIOUS EDUCATION,  
ETC.)  
A099 COMPILE CRP STATISTICAL DATA  
A103 MONITOR CRP OUTREACH PROGRAMS  
A240 EVALUATE FIELD OPERATIONS PHYSICAL SECURITY (UNIT MINISTRY TEAMS,  
FIELD MINISTRIES, ETC.)

B. RELIGIOUS EDUCATION

B106 COORDINATE RE PROGRAMS

B110 CONDUCT RE VOLUNTEER INSTRUCTIONAL THEORY CLASSES

C. RELIGIOUS OFFERING FUND

C113 ESTABLISH ROF BANK ACCOUNTS

C115 SAFEGUARD ROF BANK ACCOUNT MATERIALS

C121 VERIFY ROF RECEIPT VOUCHERS

C122 REVIEW ROF ACCOUNTING LEDGERS

C124 RECONCILE ROF BANK STATEMENTS

C126 VERIFY SUB-ACCOUNT FAIR SHARE MONIES

C127 DISBURSE SUB-ACCOUNT FAIR SHARE MONIES

C129 VERIFY DESIGNATED FAITH GROUP DISBURSEMENT REQUEST DOCUMENTS

C130 ENDORSE DESIGNATED FAITH GROUP DISBURSEMENT REQUEST DOCUMENTS

C132 REVIEW ROF PURCHASE ORDERS

C133 PREPARE ROF EXPENDITURE CHECKS

C135 REVIEW MONTHLY ROF SUB-ACCOUNT REPORTS

C138 REVIEW NET WORTH AND CONSOLIDATED OPERATIONS STATEMENTS

C142 VERIFY PROJECTED ANNUAL MAXIMUM ROF BALANCES

C144 CORRECT ROF AUDIT DISCREPANCIES

C146 REVIEW ROF FINANCIAL STATEMENTS

D. LIBRARY

D148 DETERMINE LIBRARY REQUIREMENTS

D150 MONITOR LIBRARY PROGRAMS

D151 REVIEW LIBRARY PROGRAMS

D169 REVIEW LIBRARY DIRECTIVES

D173 COORDINATE LIBRARY SPACE USAGE SCHEDULES

E. ADMINISTRATION

E176 COORDINATE CRP ADMINISTRATIVE PROCEDURES

E183 DRAFT NAVY AND MARINE CORPS CRP DIRECTIVES

E187 DRAFT CRP CRISIS RESPONSE PLANS

E193 REVIEW CRP CORRESPONDENCE

E195 REVIEW CRP MESSAGES

E201 REVIEW CRP TICKLER FILES

E205 REVIEW CRP FORMS

E209 REVIEW CRP REPORTS

F. LOGISTICS

F213 PREPARE CRP SERVICES CONTRACT REQUISITIONS (ORGANIST, DIRECTOR OF RELIGIOUS EDUCATION, ETC.)

F220 DRAFT CRP NON-PERSONAL SERVICE SOW

F224 PREPARE CRP BUDGETS

F227 PREPARE CRP APPROPRIATED FUND SPENDING PLANS

F231 REVIEW NAVY AND MARINE CORPS CRP DEPLOYMENT AND FIELD OPERATION SUPPLY REQUIREMENTS

## **CHIEF RELIGIOUS PROGRAM SPECIALIST (RPC)**

### **A. RELIGIOUS PROGRAM SUPPORT**

A015 REVIEW CRP TRAINING MATERIALS  
A063 MONITOR CRP SPONSORED COMMUNITY RELATIONS PROJECTS  
A064 REVIEW CRP SPONSORED COMMUNITY RELATIONS PROJECT REQUIREMENTS  
A071 DETERMINE CRP NURSERY REQUIREMENTS  
A072 MONITOR CRP NURSERY OPERATIONS  
A073 REVIEW CRP NURSERY OPERATIONS  
A097 DRAFT CRP SURVEYS (NEEDS ASSESSMENTS, QUESTIONNAIRES, ETC.)  
A100 ANALYZE CRP STATISTICAL DATA  
A101 ESTABLISH CRP OUTREACH PROGRAMS (MEMBERSHIP DRIVES, PROGRAM RECRUITING, ETC.)  
A104 REVIEW CRP OUTREACH PROGRAMS

### **B. RELIGIOUS EDUCATION**

B108 REVIEW RE MATERIALS FOR EDUCATION SUITABILITY  
B109 REVIEW RE MATERIALS FOR FAITH GROUP SUITABILITY  
B111 MONITOR RE PROGRAMS

### **C. RELIGIOUS OFFERING FUND**

C139 CONDUCT ROF VULNERABILITY ASSESSMENTS  
C140 PREPARE ROF VULNERABILITY ASSESSMENT REPORTS  
C143 CONDUCT INTERNAL ROF AUDITS

### **D. LIBRARY**

D171 DESIGN LIBRARY SPACES

### **E. ADMINISTRATION**

E177 MONITOR CRP ADMINISTRATIVE PROCEDURES  
E185 REVIEW NAVY AND MARINE CORPS CRP DIRECTIVES  
E189 REVIEW CRP CRISIS RESPONSE PLANS

### **F. LOGISTICS**

F221 REVIEW CRP SOW  
F223 DETERMINE CRP BUDGET REQUIREMENTS  
F225 REVIEW CRP BUDGETS  
F228 REVIEW CRP APPROPRIATED FUND SPENDING PLANS

## **SENIOR CHIEF RELIGIOUS PROGRAM SPECIALIST (RPCS)**

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

## **MASTER CHIEF RELIGIOUS PROGRAM SPECIALIST (RPCM)**

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

# CHAPTER 69



## SHIP'S SERVICEMAN (SH)

NAVPERS 18068-69B

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

SHIP'S SERVICEMAN (SH)



SCOPE OF RATING

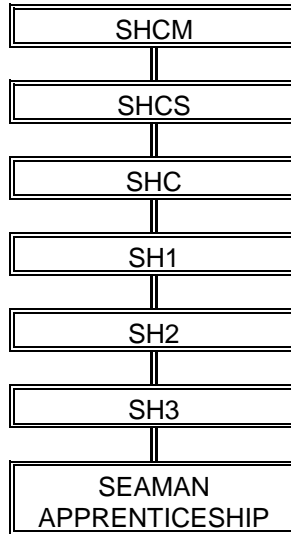
Ship's Servicemen (SH) provide direct personal services by operating and managing resale activities, such as ship's stores, commissary stores, and Navy exchange retail stores; service activities of the ship's stores and Navy exchanges, such as laundry and dry-cleaning facilities, vending machines, snack bars, and barber shops; and perform administrative and automated stock control functions for all activities operated.

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These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 69.

NAVPERS 18068-69B

**GENERAL INFORMATION**  
CAREER PATTERN



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

SPECIAL PHYSICAL REQUIREMENTS

None.

CITIZENSHIP/SECURITY REQUIREMENTS

As applicable.

**SAFETY**

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



SHIP'S SERVICEMAN (SH) FUNCTIONAL AREAS

- A. CUSTOMER SERVICE
- B. FINANCIAL CONTROL
- C. TECHNICAL ADMINISTRATION
- D. MANAGEMENT AND SUPERVISION
- E. LOGISTICS
- F. SECURITY

### **SHIP'S SERVICEMAN THIRD CLASS (SH3)**

#### **A. CUSTOMER SERVICE**

- A001 RECEIVE AND WEIGH LAUNDRY
- A002 SORT AND INSPECT INCOMING/OUTGOING LAUNDRY
- A003 VERIFY CLOTHES AGAINST LAUNDRY LISTS
- A004 TAG INDIVIDUAL LAUNDRY (DRY CLEANING ITEMS)
- A005 STENCIL LAUNDRY
- A006 WASH LAUNDRY
- A007 DRY LAUNDRY
- A008 PRESS/IRON LAUNDRY
- A009 CHANGE PRESS PADS AND COVERS
- A010 STEAM PRESS LAUNDRY
- A011 FOLD LAUNDRY
- A012 IDENTIFY AND REMOVE STAINS
- A013 DRY CLEAN CLOTHES
- A015 UPDATE LAUNDRY LOGS
- A021 CLEAN AND STERILIZE BARBER EQUIPMENT
- A022 LUBRICATE CLIPPERS
- A023 SANITIZE RETAIL AND SERVICE ACTIVITIES

#### **B. FINANCIAL CONTROL**

- B029 PROCESS RETURNED MERCHANDISE
- B040 ARRANGE CASH TRAYS
- B041 PERFORM SALES TRANSACTION IN RETAIL OUTLETS
- B134 PREPARE CASH SALES FOR COLLECTION
- B135 PERFORM PRICE CHANGES

#### **C. TECHNICAL ADMINISTRATION**

- C087 CLEAN AND INSPECT HAZARDOUS MATERIAL (HAZMAT) CONTAINERS

#### **E. LOGISTICS**

- E101 STOCK SHELVES
- E102 CONDUCT INVENTORIES
- E106 ROTATE STOCK
- E109 TRANSPORT STOCK AND BREAKOUTS
- E110 ARRANGE DISPLAYS
- E116 TAKE TEMPERATURE READINGS
- E117 REPLENISH VENDING MACHINES

#### **F. SECURITY**

- F129 SECURE GROUP III SPACES AND MERCHANDISE
- F130 SECURE GROUP IV SPACES

### **SHIP'S SERVICEMAN SECOND CLASS (SH2)**

#### **A. CUSTOMER SERVICE**

- A025 MONITOR LAUNDRY LOGS

B. FINANCIAL CONTROL

- B030 PREPARE CASHIER'S CHANGE FUND DOCUMENTS
- B031 PREPARE DAILY CASH REPORTS
- B032 PREPARE CASH REGISTER RECORDS
- B033 PREPARE CASH VOUCHERS
- B035 ESTABLISH CASH RECEIPT BOOKS
- B037 COLLECT MONEY FROM VENDING MACHINES
- B038 COLLECT MONEY FROM SHIP'S STORES
- B039 DEPOSIT MONEY
- B046 RECEIVE CHANGE FUNDS
- B049 RING OUT CASH REGISTERS
- B050 CHANGE CASH REGISTER TAPES
- B056 BALANCE CASH RECEIVED FROM SALES
- B136 AUDIT CASH REGISTER RECORDS

C. TECHNICAL ADMINISTRATION

- C068 PRELIST AND POST INVENTORIES

E. LOGISTICS

- E105 RECEIVE STOCK
- E107 ISSUE STOCK
- E115 PREPARE MERCHANDISE FOR TRANSFER

F. SECURITY

- F127 UTILIZE KEY CONTROL PROCEDURES
- F131 SECURE CASH FUNDS

**SHIP'S SERVICEMAN FIRST CLASS (SH1)**

A. CUSTOMER SERVICE

- A014 PREPARE AND PROMULGATE LAUNDRY SCHEDULES
- A016 REVIEW LAUNDRY LIST (NAVSUP 233)
- A017 CONDUCT LOSS/DAMAGED LAUNDRY INVESTIGATIONS
- A018 CONDUCT CUSTOMER COMPLAINTS INVESTIGATIONS
- A019 EVALUATE CUSTOMER SATISFACTION
- A020 VALIDATE AND RECONCILE LAUNDRY DISCREPANCIES
- A024 CONDUCT RETAIL AND SERVICE ACTIVITIES SANITATION INSPECTIONS
- A026 CONDUCT CUSTOMER SURVEYS
- A027 RESOLVE CUSTOMER COMPLAINTS
- A028 INVESTIGATE AND RESOLVE CUSTOMER COMPLAINTS

B. FINANCIAL CONTROL

- B034 PREPARE AND ASSEMBLE SHIP'S STORE RETURNS
- B036 REVIEW AND UPDATE CASH RECEIPT BOOKS
- B042 PREPARE AND PROCESS LAUNDRY CLAIMS
- B043 PROCESS DEALER'S BILLS
- B044 PROCESS CASH SALE INVOICES
- B045 PROCESS PURCHASE ORDERS AND REQUISITIONS
- B047 AUDIT CHANGE FUNDS

- B048 CALCULATE SALES
- B051 PREPARE CASH SALES FOR COLLECTIONS
- B052 DETERMINE RETAIL PRICES
- B053 COMPUTE MARKDOWN SALE PRICES
- B054 MARKDOWN DAMAGED ITEMS
- B055 PROCESS PRICE CHANGES
- B057 COMPARE CASH REGISTER RECORDS AND CASH RECEIPT BOOKS
- B061 PREPARE MONTHLY REPORTS AND TRANSMITTALS
- B063 COMPUTE RETAIL PRICES

C. TECHNICAL ADMINISTRATION

- C064 REVIEW AND UPDATE PRICE LISTS
- C065 REVIEW AND UPDATE STOCK RECORD MASTER LISTINGS
- C066 CREATE AND UPDATE STOCK RECORDS
- C069 PREPARE AND POST BREAKOUT DOCUMENTS
- C070 PREPARE PURCHASE AND REQUISITION ORDERS
- C071 POST RECEIPTS AND EXPENDITURES
- C072 PROCESS PURCHASE AND REQUISITION ORDERS
- C073 PROCESS EXPENDITURES
- C075 RECONCILE INVOICES
- C076 REVIEW PURCHASE AND REQUISITION ORDER LOGS
- C077 VERIFY REQUISITION LOGS
- C078 VERIFY EXPENDITURE LOGS
- C079 MONITOR BREAKOUT PROCEDURES
- C081 REVIEW AND UPDATE SHIP'S STORE AFLOAT (SSA) FILES
- C082 PROCESS PRICE CHANGES
- C084 REVIEW HAZARDOUS MATERIAL (HAZMAT) INVENTORIES
- C085 REVIEW MATERIAL SAFETY DATA SHEETS (MSDS)
- C086 IMPLEMENT HAZARDOUS MATERIAL (HAZMAT) WASTE DISPOSAL

D. MANAGEMENT AND SUPERVISION

- D089 PLAN INVENTORIES
- D090 SUPERVISE THE OPERATION OF RETAIL AND SERVICE ACTIVITIES
- D092 PLAN WORKFLOW FOR RESALE AND OFFICE OPERATIONS

E. LOGISTICS

- E103 MONITOR SLOW MOVING STOCK ITEMS
- E104 UPDATE MINIMUM STOCK REQUIREMENTS
- E108 PREPARE BREAKOUT REQUIREMENTS
- E113 INSPECT FOR SPOILED, OUTDATED, OR DAMAGED MERCHANDISE

F. SECURITY

- F128 MONITOR KEY CONTROL PROCEDURES

## CHIEF SHIP'S SERVICEMAN (SHC)

### B. FINANCIAL CONTROL

- B058 AUDIT RECORDS AND RETURNS
- B059 DEVELOP OPERATIONAL BUDGETS
- B060 REVIEW AND PROCESS UNMATCHED EXPENDITURE LISTINGS
- B062 AUDIT CASH RECEIPT BOOKS AND CASH REGISTER RECORDS

### C. TECHNICAL ADMINISTRATION

- C067 PREPARE PRICE VALIDITY CHECKS
- C074 REVIEW AND UPDATE SHIP'S STORE PUBLICATIONS AND LOGS
- C080 CONDUCT PRICE/INVENTORY VALIDITY CHECKS
- C083 REVIEW HAZARDOUS MATERIAL USER'S GUIDE (HMUG)
- C088 EVALUATE OPERATIONAL COMMITMENTS

### D. MANAGEMENT AND SUPERVISION

- D091 PLAN PHYSICAL LAYOUT OF SERVICE AND RESALE ACTIVITIES
- D093 REVIEW INCOMING AND OUTGOING REPORTS
- D094 REVIEW LOAD OUT PLAN FOR DEPLOYMENTS
- D095 MONITOR OPERATIONAL GOALS
- D096 INVESTIGATE INVENTORY OVERAGES
- D097 INVESTIGATE INVENTORY SHORTAGES
- D098 INVESTIGATE CASH OVERAGES
- D099 INVESTIGATE CASH SHORTAGES
- D100 MONITOR MONTHLY REPORTS AND TRANSMITTALS

### E. LOGISTICS

- E111 CANVASS CUSTOMERS TO DETERMINE STOCK ITEMS
- E112 CONDUCT SPECIAL SALES
- E114 CONDUCT DAMAGED MERCHANDISE INVESTIGATIONS
- E118 PREPARE SURVEY DOCUMENTS
- E119 MONITOR SUPPLY REQUISITIONS
- E120 INITIATE ACTIONS TO PROCURE EQUIPMENT USING SHIP STORE PROFIT NAVY (SSPN)
- E121 PREPARE LOAD OUT REQUIREMENTS FOR DEPLOYMENT
- E122 INITIATE ACTIONS TO LEASE RETAIL EQUIPMENT

### F. SECURITY

- F123 MONITOR RETAIL SERVICE SPACES AND FUNDS SECURITY PROCEDURES
- F124 ESTABLISH RETAIL AND SERVICE ACTIVITY SPACES, MERCHANDISE, AND FUNDS SECURITY PROCEDURES
- F125 CONDUCT RETAIL AND SERVICE ACTIVITY SPACES, MERCHANDISE, AND FUND SECURITY INSPECTIONS
- F126 ESTABLISH KEY CONTROL PROCEDURES

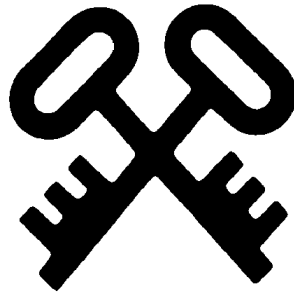
**SENIOR CHIEF SHIP'S SERVICEMAN (SHCS)**

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

**MASTER CHIEF SHIP'S SERVICEMAN (SHCM)**

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

# CHAPTER 70



STOREKEEPER  
(SK)

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR  
STOREKEEPER (SK)



SCOPE OF RATING

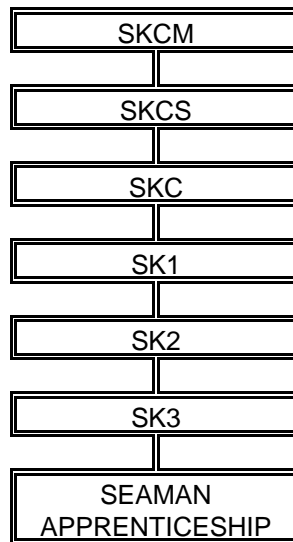
Storekeepers (SK) order, receive, inspect, stow, preserve, package, ship, and issue materials and cargo; account for government materials; and prepare and maintain required forms, records, correspondence, reports, and files.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 70.

NAVPERS 18068-70B



**GENERAL INFORMATION**  
**CAREER PATTERN**



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

**SPECIAL PHYSICAL REQUIREMENTS**

None.

**CITIZENSHIP/SECURITY REQUIREMENTS**

None.

**SAFETY**

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

**STOREKEEPER (SK) FUNCTIONAL AREAS**

- A. TECHNICAL ADMINISTRATION
- B. SECURITY
- C. CUSTOMER SERVICE
- D. FINANCIAL CONTROL
- E. LOGISTICS
- F. MANAGEMENT AND SUPERVISION

## STOREKEEPER THIRD CLASS (SK3)

### A. TECHNICAL ADMINISTRATION

- A001 PROCESS MAINTENANCE ACTION FORMS (MAF)
- A002 VERIFY MAINTENANCE ACTION FORMS (MAF) FOR CORRECT DATA ENTRIES
- A003 PREPARE AND MAINTAIN NON-STANDARD REQUISITIONS
- A004 PREPARE AND MAINTAIN STOCK RECORDS
- A005 PREPARE MILITARY STANDARD REQUISITIONING AND ISSUE PROCEDURES (MILSTRIP) REQUISITIONS
- A006 MAINTAIN REGISTERS, FILES, AND LOGS
- A007 VALIDATE COMPONENT CONTROL SECTION (CCS) REPORTS
- A009 PREPARE SUPPLY PORTION OF CASUALTY REPORTS (CASREP)
- A010 VALIDATE SUPPLY RESPONSE SECTION (SRS) REPORTS
- A012 RESEARCH PUBLICATIONS, CATALOGS, AND DIRECTIVES FOR SUPPLY DATA
- A013 PREPARE DISCREPANCY AND QUALITY DEFICIENCY REPORTS
- A014 DETERMINE REPAIR CAPABILITIES
- A015 VERIFY TECHNICAL/MANAGEMENT DATA
- A016 VERIFY AND VALIDATE NOT MISSION CAPABLE SUPPLY/PARTIAL MISSION CAPABLE SUPPLY (NMCS/PMCS)/ANTICIPATED NOT OPERATIONAL READY SUPPLY (ANORS) LISTINGS
- A017 INPUT/RETRIEVE SUPPLY MANAGEMENT SYSTEM DATA
- A018 PROCESS NOT READY FOR ISSUE (NRFI) COMPONENTS THROUGH THE LOCAL REPAIR CYCLE

### B. SECURITY

- B026 MAINTAIN CONTROL AND ACCOUNTABILITY OF CLASSIFIED MATERIAL
- B027 MAINTAIN CONTROL AND ACCOUNTABILITY OF PILFERABLE ITEMS
- B028 UTILIZE KEY CONTROL PROCEDURES
- B029 MAINTAIN SECURITY OF SUPPLY DEPARTMENT SPACES AND MATERIALS

### C. CUSTOMER SERVICE

- C031 PERFORM SOUND PRINCIPLES OF CUSTOMER SERVICE

### D. FINANCIAL CONTROL

- D034 DETERMINE FUND CODE ASSIGNMENTS

### E. LOGISTICS

- E044 PARTICIPATE IN LOADING AND OFF-LOADING EVOLUTIONS
- E045 PROCESS REPAIRABLES FOR TURN-IN
- E047 FILL OUT RECEIPT FOR MATERIAL RECEIVED WITHOUT PAPERWORK
- E048 INSPECT ALL MATERIAL UPON RECEIPT FOR DAMAGE, QUALITY, AND QUANTITY
- E049 MAINTAIN AIRCRAFT FLIGHT PACKETS
- E050 ISSUE MATERIALS
- E051 DETERMINE AVAILABILITY OF ITEMS
- E052 PERFORM INVENTORIES
- E053 INVENTORY AIRCRAFT AND MAINTAIN AIRCRAFT INVENTORY RECORDS (AIR)
- E054 PREPARE SURVEY REQUESTS, REPORTS, AND EXPENDITURE FORMS
- E055 CHECK PARTS AND EQUIPMENT AGAINST REQUISITIONS

- E056 PALLETIZE CARGO AND STORES
- E057 SCREEN MATERIAL SAFETY DATA SHEETS (MSDS)
- E058 RECEIVE AND STOW MATERIALS
- E059 PREPARE MATERIALS FOR SHIPMENT
- E060 PREPARE MILITARY STANDARD REQUISITIONING AND ISSUE PROCEDURES (MILSTRIP)  
FOLLOW-UPS
- E061 EXPEDITE HIGH PRIORITY REQUISITIONS

### **STOREKEEPER SECOND CLASS (SK2)**

#### **A. TECHNICAL ADMINISTRATION**

- A008 VERIFY COMPONENT CONTROL SECTION (CCS) REPORTS
- A019 PREPARE MISSING, LOST, STOLEN, AND RECOVERED (MLSR) REPORTS
- A021 CERTIFY INVOICES FOR PAYMENT
- A023 PROCESS DEFECTIVE MATERIAL SUMMARIES (DMS)
- A024 MAINTAIN TOOL CONTROL PROGRAM (TCP)

#### **D. FINANCIAL CONTROL**

- D035 PROCESS UNFILLED ORDER LISTINGS (UOL)
- D037 DETERMINE AND ASSIGN ACCOUNTING DATA
- D038 PREPARE AND MAINTAIN OPERATING TARGET (OPTAR) FINANCIAL REPORTS AND LOGS
- D039 PROCESS MATERIAL OBLIGATION VALIDATIONS (MOV)
- D040 PROCESS SUMMARY FILLED ORDER EXPENDITURE DIFFERENCE LISTINGS (SFOEDL)

#### **E. LOGISTICS**

- E062 MAINTAIN INVENTORY OF MATERIALS NOT IN PHYSICAL CUSTODY OF THE SUPPLY OFFICER
- E063 PERFORM CAUSATIVE RESEARCH ON INVENTORY DISCREPANCIES
- E064 MAINTAIN PLANT ACCOUNT AND PROPERTY RECORDS
- E065 MAINTAIN ALLOWANCE LISTS
- E067 MAINTAIN SHELF LIFE PROGRAMS

#### **F. MANAGEMENT AND SUPERVISION**

- F075 VERIFY SUPPLY PORTION OF CASUALTY REPORTS (CASREP)
- F076 COORDINATE PHYSICAL INVENTORIES

### **STOREKEEPER FIRST CLASS (SK1)**

#### **A. TECHNICAL ADMINISTRATION**

- A022 REVIEW CLAIMS AND CERTIFIED INVOICES FOR PAYMENTS
- A025 REVIEW THE INDIVIDUAL COMPONENT REPAIR LIST (ICRL)

#### **C. CUSTOMER SERVICE**

- C033 DEVELOP METHODS OF IMPROVING SUPPORT TO CUSTOMERS

#### **D. FINANCIAL CONTROL**

- D036 REVIEW UNFILLED ORDER LISTINGS (UOL)

- D041 REVIEW SUMMARY FILLED ORDER EXPENDITURE DIFFERENCE LISTINGS (SFOEDL)
- D042 REVIEW BUDGET OPERATING TARGET REPORTS (BOR) AND LOGS (NCOMPT 2157  
AUTOMATED EQUIVALENT)

E. LOGISTICS

- E068 MONITOR SUPPLY MANAGEMENT REPORTS
- E070 MONITOR RECEIPT AND DISPOSITION OF MATERIALS

F. MANAGEMENT AND SUPERVISION

- F077 COMPUTE REQUIRED STOCK LEVELS
- F078 REVIEW CAUSATIVE RESEARCH AND DETERMINE INVENTORY ADJUSTMENTS
- F079 PREPARE ANNUAL INVENTORY SCHEDULES

**CHIEF STOREKEEPER (SKC)**

A. TECHNICAL ADMINISTRATION

- A011 VERIFY SUPPLY RESPONSE SECTION (SRS) REPORTS
- A020 REVIEW MISSING, LOST, STOLEN, AND RECOVERED (MLSR) REPORTS

B. SECURITY

- B030 EVALUATE EFFECTIVENESS OF SUPPLY DEPARTMENT SECURITY PROGRAMS

C. CUSTOMER SERVICE

- C032 IMPLEMENT EFFECTIVE CUSTOMER SERVICE

D. FINANCIAL CONTROL

- D043 PREPARE DEPARTMENTAL BUDGET REPORTS

E. LOGISTICS

- E046 MANAGE REPAIRABLES PROGRAM
- E066 MANAGE ALLOWANCE LISTS
- E069 EVALUATE SUPPLY MANAGEMENT REPORTS
- E071 REVIEW UNIFORM MATERIAL MOVEMENT ISSUE PRIORITY SYSTEM (UMMIPS)  
REPORTS
- E072 MONITOR UNIFORM MATERIAL MOVEMENT ISSUE PRIORITY SYSTEM (UMMIPS)  
REPORTS
- E073 DEVELOP AND LAY OUT PLANS FOR MATERIAL STOWAGE AND OFFICE SPACES
- E074 REVIEW BUDGET AND MATERIAL REQUIREMENTS

F. MANAGEMENT AND SUPERVISION

- F080 PREPARE RESPONSE TO SUPPLY ASSISTS AND INSPECTION RESULTS
- F081 DETERMINE AVAILABILITY OF MATERIALS, FACILITIES, AND SERVICES REQUIRED FOR  
SHIP OR STATION OPERATIONS
- F082 MONITOR REQUIRED STOCK LEVELS/REORDERS
- F083 MANAGE HAZARDOUS MATERIAL (HAZMAT) PROGRAMS
- F084 MANAGE SUPPLY AUTOMATED INFORMATION SYSTEMS

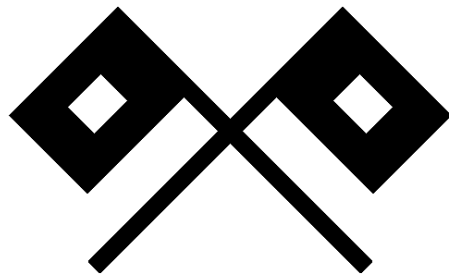
**SENIOR CHIEF STOREKEEPER (SKCS)**

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

**MASTER CHIEF STOREKEEPER (SKCM)**

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

# CHAPTER 71

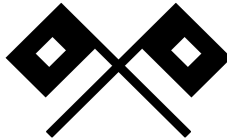


SIGNALMAN  
(SM)

NAVPERS 18068-71B

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR  
SIGNALMAN (SM)



SCOPE OF RATING

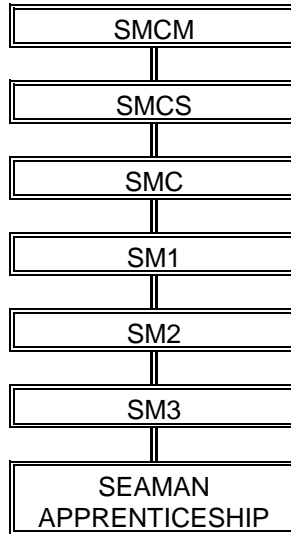
Signalmen (SM) stand watches on signal bridges; send and receive messages by flashing light, semaphore, and flaghoist; prepare headings and addresses for out-going messages; handle, route, and file messages; encode and decode message headings; operate voice radio; maintain visual signal equipment; render passing honors to ships and boats; display ensigns and personal flags during salutes and during personal and national honors; perform duties of lookouts; send and receive visual recognition signals; repair signal flags, pennants, and ensigns; take bearings, recognize visual navigational aids, and serve as navigators' assistants.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 71.

NAVPERS 18068-71B



**GENERAL INFORMATION**  
CAREER PATTERN



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

SPECIAL PHYSICAL REQUIREMENTS

Normal color perception; no speech impediment. Refer to Chapter 15 of the Manual of the Medical Department, U.S. Navy for details on color perception and speech requirements.

Vision 20/20 corrected. Examinations shall be conducted once every three calendar years.

CITIZENSHIP/SECURITY REQUIREMENTS

Must be eligible for access to classified information.

PERFORMANCE TESTS

Must pass performance test for flashing light and semaphore. Refer to Performance Tests in Appendix D of this Manual.

**SAFETY**

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

**SIGNALMAN (SM) FUNCTIONAL AREAS**

- A. TACTICAL SUPPORT
- B. NAVIGATION
- C. COMMUNICATIONS
- D. SIGNAL EQUIPMENT MAINTENANCE
- E. HONORS AND CEREMONIES
- G. TECHNICAL ADMINISTRATION

## **SIGNALMAN THIRD CLASS (SM3)**

### **A. TACTICAL SUPPORT**

- A001 LOCATE SHIP'S IN FORMATION
- A002 CONDUCT VISUAL IDENTIFICATION OF AIRCRAFT
- A003 CONDUCT VISUAL IDENTIFICATION OF SHIPS
- A004 CONDUCT VISUAL IDENTIFICATION OF SIGNAL FLAGS
- A005 CONDUCT VISUAL IDENTIFICATION OF ENSIGNS OF MARITIME NATIONS
- A006 CONDUCT VISUAL IDENTIFICATION OF EMERGENCY SIGNALS FROM AIRCRAFT
- A009 RECOGNIZE VISUAL AND AUDIO IDENTIFICATION EMERGENCY SIGNALS FROM AIRCRAFTS AND SHIPS
- A010 IDENTIFY UNDERWAY REPLENISHMENT (UNREP) STATION MARKERS (DAY AND NIGHT)
- A109 PERFORM VISUAL IDENTIFICATION OF SPECIAL AMPHIBIOUS FLAGS AND MARKERS
- A113 PERFORM VISUAL IDENTIFICATION OF MERCHANT SHIP RIGGING
- A133 PARTICIPATE IN SMALL BOAT OPERATIONS
- A134 COMMUNICATE FROM SHIP TO BOAT AND BOAT TO SHIP USING ALL AVAILABLE VISUAL MEANS

### **B. NAVIGATION**

- B011 TAKE POSITION ANGLES
- B012 TAKE RELATIVE BEARINGS
- B013 IDENTIFY BUOYS
- B014 IDENTIFY DAY MARKERS
- B015 IDENTIFY DAY BEACONS
- B016 IDENTIFY FOG SIGNALS
- B018 PLOT SHIP'S POSITION USING VISUAL MEANS (BEARING CIRCLE, ALIDADE, ETC)
- B019 PLOT SHIP'S POSITION USING ELECTRONIC MEANS
- B021 INTERPRET INTERNATIONAL INLAND RULES OF THE ROAD
- B110 IDENTIFY AND INTERPRET DAY SHAPES AND TASK LIGHTS

### **C. COMMUNICATIONS**

- C022 HOIST FLAGS, PENNANTS, AND DAY SHAPES
- C023 HAUL DOWN FLAGS, PENNANTS, AND DAY SHAPES
- C024 ENCODE SIGNALS
- C025 DECODE SIGNALS
- C026 TRANSMIT SEMAPHORE
- C027 RECEIVE SEMAPHORE
- C028 SEND FLASHING LIGHT
- C029 RECEIVE FLASHING LIGHT
- C032 PREPARE VISUAL SIGNAL MESSAGES
- C033 READDRESS VISUAL MESSAGES
- C034 ROUTE INCOMING VISUAL SIGNAL MESSAGES
- C037 EXERCISE RULES OF VISUAL RESPONSIBILITY
- C038 COMMUNICATE WITH MERCHANT VESSELS
- C039 COMMUNICATE WITH WAR VESSELS (ALLIED INTERNATIONAL COMMUNICATION AT SEA AGREEMENT)
- C040 DRAFT SERVICE MESSAGES
- C041 IDENTIFY VISUAL CALL SIGNS
- C042 PREPARE VISUAL CALL SIGNS
- C043 IDENTIFY SPECIAL FLAGS IN CONVOY FORMATION
- C046 IDENTIFY SPECIAL CALL SIGNS USED IN A CONVOY

D. SIGNAL EQUIPMENT MAINTENANCE

- D048 CLEAN AND INSPECT HALYARDS
- D049 REPLACE HALYARDS
- D051 SPLICE HALYARDS
- D052 CLEAN AND INSPECT HALYARD BLOCKS
- D053 REPLACE SNAPS AND RINGS
- D054 CLEAN AND INSPECT PYROTECHNIC EQUIPMENT
- D056 CLEAN AND INSPECT 12 INCH SEARCHLIGHTS
- D057 REPLACE 12 INCH SEARCHLIGHT COMPONENTS
- D058 TEST 12 INCH SEARCHLIGHTS
- D063 CLEAN AND INSPECT SHIP'S MOUNTED BINOCULARS (BIG EYES)
- D064 CLEAN AND INSPECT HAND-HELD BINOCULARS
- D065 CLEAN AND INSPECT INFRARED VIEWING SETS
- D066 TEST INFRARED VIEWING SETS
- D067 CLEAN AND INSPECT NIGHT VISION DEVICES
- D068 TEST NIGHT VISION DEVICES
- D069 CLEAN AND INSPECT MULTIPURPOSE LIGHTS
- D070 REPLACE MULTIPURPOSE LIGHT COMPONENTS
- D071 TEST MULTIPURPOSE LIGHTS
- D072 CLEAN AND INSPECT CHEMICAL WARFARE DIRECTIONAL DETECTORS
- D073 PURGE CHEMICAL WARFARE DIRECTIONAL DETECTORS
- D074 TEST CHEMICAL WARFARE DIRECTIONAL DETECTORS
- D075 CLEAN AND INSPECT YARDARM BLINKER SYSTEMS
- D076 REPLACE YARDARM BLINKER SYSTEMS COMPONENTS
- D077 TEST YARDARM BLINKER SYSTEMS
- D079 REPLACE MARINE DAY SHAPE COVERS
- D081 CLEAN AND INSPECT FINGERS IN FLAG BAGS
- D083 INSPECT FLAGS, PENNANTS, AND BUNTING
- D084 MEND FLAGS, PENNANTS, AND BUNTING
- D085 AIR DRY FLAGS, PENNANTS, AND BUNTING
- D086 REPLACE FLAGS, PENNANTS, AND BUNTING
- D132 MANUFACTURE SPECIAL FLAGS AND PENNANTS

E. HONORS AND CEREMONIES

- E089 DRESS AND FULL DRESS SHIP
- E090 RENDER HONORS (PASSING, SIDE, ETC)
- E092 IDENTIFY PERSONAL FLAGS AND PENNANTS
- E093 CONDUCT SUNRISE, MORNING, AND EVENING COLORS
- E135 RECOGNIZE AND USE RULES TO GOVERN THE USE AND DISPLAY OF THE UNITED STATES ENSIGN AND JACK
- E136 RECOGNIZE AND USE RULES TO GOVERN THE DISPLAY OF THE UNITED NATIONS FLAG

G. TECHNICAL ADMINISTRATION

- G099 PREPARE GOING ALOFT CHITS
- G100 PREPARE SHIPS' PRESENT LISTS
- G108 FILE VISUAL MESSAGE TRAFFIC
- G105 REVIEW AND UPDATE COMMUNICATION PUBLICATIONS
- G107 CONDUCT WATCH-TO-WATCH PUBLICATION INVENTORIES
- G137 REVIEW SIGNAL BRIDGE STANDARD OPERATING PROCEDURES
- G138 REVIEW COMMUNICATION PORTION OF OPERATIONAL ORDERS (OPORDS)
- G139 PREPARE "SHIPS PRESENT LIST"

**SIGNALMAN SECOND CLASS (SM2)**

**G. TECHNICAL ADMINISTRATION**

- G097 PREPARE VISUAL COMMUNICATION LOGS
- G098 UPDATE VISUAL COMMUNICATION LOGS
- G112 CONDUCT VISUAL COMMUNICATION EXERCISES
- G140 PREPARE CONTACT REPORTS
- G141 CONDUCT VISUAL COMMUNICATION EXERCISES

**SIGNALMAN FIRST CLASS (SM1)**

**G. TECHNICAL ADMINISTRATION**

- G103 REVIEW VISUAL COMMUNICATION SECTIONS OF OPERATIONAL ORDERS (OPORDS) AND PLANS
- G106 PREPARE STANDING ORDERS
- G111 CONDUCT PERFORMANCE TESTING
- G142 IMPLEMENT WARTIME COMMUNICATION PROCEDURES

**CHIEF SIGNALMAN (SMC)**

**C. COMMUNICATIONS**

- C030 TRANSMIT RADIO TELEPHONE MESSAGES
- C031 RECEIVE RADIO TELEPHONE MESSAGES

**G. TECHNICAL ADMINISTRATION**

- G114 MONITOR VISUAL COMMUNICATION EXERCISES

**SENIOR CHIEF SIGNALMAN (SMCS)**

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

**MASTER CHIEF SIGNALMAN (SMCM)**

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

# CHAPTER 72

## SEAMAN (SN)

NAVPERS 18068-72C

**SEAMAN (SN)  
APPRENTICESHIP  
OCCUPATIONAL STANDARDS**

SCOPE OF RATING

SEAMEN (SN) maintain ship's compartments, decks, deck machinery, and equipment, external structure, lines, and riggings; stand deck watches, such as helmsman, lookout, and messenger watches underway; stand pier sentry, fire security, anchor, and other special watches inport; man and operate small boats, booms, cranes, and winches; act as members of gun crews and damage control parties.

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These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 72.

NAVPERS 18068-72C

CAREER PATH FROM THE SEAMAN APPRENTICESHIP

RATING TITLE	E-4	E-5	E-6	E-7	E-8	E-9
Boatswain's Mate	BM3	BM2	BM1	BMC	BMCS	BMCM
Cryptologic Technician	CTA3 CTI3 CTM3 CTO3 CTR3 CTT3	CTA2 CTI2 CTM2 CTO2 CTR2 CTT2	CTA1 CTI1 CTM1 CTO1 CTR1 CTT1	CTAC CTIC CTMC CTOC CTRC CTTC	CTACS CTICS CTMCS CTOCS CTRCS CTTCS	CTACM CTICM CTMCM CTOCM CTRCM CTTCM
Disbursing Clerk	DK3	DK2	DK1	DKC	DKCS	DKCM
Electronics Technician	ET3	ET2	ET1	ETC	ETCS	ETCM
Electronics Warfare Technician	EW3	EW2	EW1	EWC	EWCS	EWCM
Fire Controlman	FC3	FC2	FC1	FCC	FCCS	FCCM
Gunner's Mate	GM3	GM2	GM1	GMC	GMCS	GMCM
Illustrator Draftsman	DM3	DM2	DM1	DMC	DMCS	DMCM
Journalist	JO3	JO2	JO1	JOC	JOCS	JOCM
Legalman	LN3	LN2	LN1	LNC	LNCS	LNCM
Lithographer	LI3	LI2	LI1	LIC	LICS	LICM
Mess Management Specialist	MS3	MS2	MS1	MSC	MSCS	MSCM
Mineman	MN3	MN2	MN1	MNC	MNCS	MNCM
Missile technician	MT3	MT2	MT1	MTC	MTCS	MTCM
Musician	MU3	MU2	MU1	MUC	MUCS	MUCM
Operations Specialist	OS3	OS2	OS1	OSC	OSCS	OSCM
Personnelman	PN3	PN2	PN1	PNC	PNCS	PNCM
Postal Clerk	PC3	PC2	PC1	PCC	PCCS	PCCM
Quartermaster	QM3	QM2	QM1	QMC	QMCS	QMCM
Information Systems Technician	IT3	IT2	IT1	ITC	ITCS	ITCM
Religious Program Specialist	RP3	RP2	RP1	RPC	RPCS	RPCM
Ship's Serviceman	SH3	SH2	SH1	SHC	SHCS	SHCM
Signalman	SM3	SM2	SM1	SMC	SMCS	SMCM



RATING TITLE	E-4	E-5	E-6	E-7	E-8	E-9
Sonar Technician	STG3 STS3	STG2 STS2	STG1 STS1	STGC STSC	STGCS STSCS	STGCM STSCM
Storekeeper	SK3	SK2	SK1	SKC	SKCS	SKCM
Torpedoman's Mate	TM3	TM2	TM1	TMC	TMCS	TMCM
Yeoman	YN3	YN2	YN1	YNC	YNCS	YNCM

**SEAMAN (SN) APPRENTICESHIP FUNCTIONAL AREAS**

- A. WEAPONS SYSTEMS OPERATION
- B. WEAPONS HANDLING
- C. ORDNANCE MAINTENANCE
- D. NAVIGATION
- E. MECHANICAL MAINTENANCE
- F. SAFETY
- G. GENERAL WATCHSTANDING
- H. SEAMANSHIP

## SEAMAN (SN)

### A. WEAPONS SYSTEMS OPERATION

- A500 PERFORM FUNCTIONS OF SIGHTSETTER, POINTER, AND TRAINER IN LOCAL AND AUTOMATIC CONTROL
- A501 INTERPRET THE COMMANDS STATION, LOAD, COMMENCE FIRING, CHECK FIRING, RESUME FIRING, CEASE FIRE, AND SILENCE

### B. WEAPONS HANDLING

- B502 DISTINGUISH ARMOR-PIERCING AND TRACER AMMUNITION BY FIXED, SEMI-FIXED, AND SEPARATE LOADING, USING PAINT MARKINGS AND NOTING THE CHARACTERISTICS OF EACH
- B503 IDENTIFY PARTS OF A SHELL
- B504 IDENTIFY FUNCTIONS OF A PRIMER AND A FUZE

### C. ORDNANCE MAINTENANCE

- C505 HANDLE AND STOW AMMUNITION

### D. NAVIGATION

- D506 IDENTIFY STANDARD COMPASS, STEERING COMPASS, GYRO REPEATERS, AND PELORUS
- D507 IDENTIFY DIFFERENCES BETWEEN BEARING BY DEGREES AND BEARING BY POINTS
- D508 STEER BY COMPASS AND ENTER DATA IN COMPASS COURSE BOOK
- D509 IDENTIFY BASIC RULES OF THE ROAD FOR DETERMINING BURDENED AND PRIVILEGED VESSELS FOR AVOIDING COLLISION IN MEETING END ON, CROSSING AND OVERTAKING SITUATIONS
- D510 IDENTIFY VISUAL AND SOUND SHIP DISTRESS AND BREAKDOWN SIGNALS ACCORDING TO INTERNATIONAL AND INLAND RULES OF THE ROAD
- D511 IDENTIFY CHANNEL BUOYS, OBSTRUCTION BUOYS, AND MIDCHANNEL OR FAIRWAY BUOYS IN U.S. WATERS
- D512 IDENTIFY BASIC RULES OF THE ROAD FOR, AND CHARACTERISTICS OF, RUNNING AND ANCHOR LIGHTS
- D513 IDENTIFY THE DIFFERENCES BETWEEN MAGNETIC COMPASS AND GYRO COMPASS

### E. MECHANICAL MAINTENANCE

- E514 LUBRICATE AND PRESERVE STANDING RIGGING, BLOCKS, PELICAN HOOKS, TURN BUCKLES, FALLS, AND WEATHER DECK EQUIPMENT
- E515 USE WEEKLY SCHEDULE FOR DETERMINING MAINTENANCE ASSIGNMENTS

### F. SAFETY

- F516 IDENTIFY SIGNAL FOR MAN OVERBOARD AND PROCEDURE FOR REPORTING MAN OVERBOARD
- F517 MAINTAIN LIFESAVING EQUIPMENT
- F518 USE HAND AND POWER TOOLS

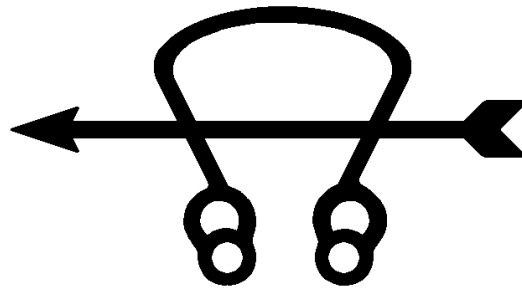
### G. GENERAL WATCHSTANDING

- G519 STAND WATCH AS A TELEPHONE TALKER
- G520 MAINTAIN STATUS BOARDS

### H. SEAMANSHIP

- H521 PERFORM THE FOLLOWING:
  - A. HEAVE A HEAVING LINE
  - B. COIL-DOWN, FAKE-DOWN AND FLEMISH-DOWN A LINE
  - C. COIL-DOWN AND FAKE-DOWN A WIRE
- H522 DETERMINE SIZE OF LINE AND WIRE
- H523 APPLY TEMPORARY AND PERMANENT WHIPPING ON A LINE; PUT A SEIZING ON A WIRE
- H524 TIE A BOWLINE ON A BIGHT, ROLLING HITCH AND CLOVE HITCH; PASS A STOPPER; MAKE AN EYE SPLICE AND SHORT SPLICE; TIE A CARRICK BEND
- H525 RIG A GANTLINE TO A BOATSWAIN'S CHAIR AND A STAGE FOR SELF-LOWERING
- H526 IDENTIFY FUNCTIONS OF GROUND TACKLE EQUIPMENT, BITTS, CHOCKS, TOWING PADS, CLEATS, AND LEADMAN'S CHAINS, BINNACLE, RUDDER ANGLE INDICATOR, ENGINE SPEED INDICATOR AND ENGINE ORDER TELEGRAPH
- H527 MAINTAIN NATURAL AND SYNTHETIC FIBER LINES AND WIRE ROPE
- H528 IDENTIFY FUNCTIONS OF ANCHOR WINDLASSES, BOAT BOOMS, ACCOMMODATION LADDERS, WINCHES, CRANES, CAPSTANS, AND DAVITS
- H529 IDENTIFY TYPES OF SHIP ANCHORS
- H530 REPAIR AND MAINTAIN CANVAS
- H531 HEAVE A LEAD LINE AND IDENTIFY MARKINGS
- H532 IDENTIFY SHIP'S CALL SIGN BY FLAG HOIST, SIGNAL LIGHT, AND SEMAPHORE
- H533 IDENTIFY NAVY SMALL CRAFT
- H534 PERFORM FUNCTIONS OF BOWHOOK, STERNHOOK, AND BOATKEEPER IN A BOAT
- H535 ASSIST IN HOISTING AND LOWERING A BOAT
- H536 RECOGNIZE BOAT HAILS, RECALLS, AND SALUTES
- H537 INTERPRET PROCEDURES FOR BOAT HANDLING IN HEAVY SEAS
- H538 PERFORM ANCHORING AND DOCKSIDE MOORING OF A BOAT
- H539 PARTICIPATE IN REPLENISHMENT AT SEA
- H540 PERFORM RAISING AND LOWERING OF SHIP ANCHORS
- H541 PERFORM HIGHLINE PERSONNEL TRANSFER

# CHAPTER 73

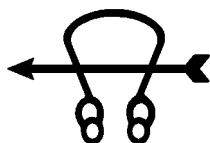


## SONAR TECHNICIAN (SURFACE) (STG)

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

SONAR TECHNICIAN (SURFACE) (STG)



SCOPE OF RATING

Sonar Technicians, Surface (STG) operate (manipulate, control, evaluate, and interpret data) surface sonar and other oceanographic systems; operate surface ship underwater fire control systems (with associated equipment) for the solution of antisubmarine warfare problems; perform organizational and intermediate maintenance on surface sonar and allied equipment.

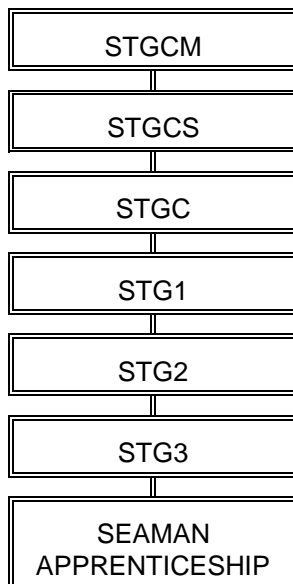
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These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 73.

NAVPERS 18068-73C

STG-1

**GENERAL INFORMATION**  
**CAREER PATTERN**



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

**SPECIAL PHYSICAL REQUIREMENTS**

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

**STG**

CYCLES	500	1000	2000	4000
ISO	35	30	30	40

Examinations shall be conducted as specified in Chapter 15 of the Manual of the Medical Department once each calendar year and results entered on page 13 of the Enlisted Service Record. Personnel failing the examination shall be reported to the Commander Navy Personnel Command (Pers-815) via the Type Commander with recommendation for disposition.

**CITIZENSHIP/SECURITY REQUIREMENTS**

Must be eligible for access to classified information.

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

SONAR TECHNICIAN (SURFACE) (STG) FUNCTIONAL AREAS

- A. SONAR OPERATIONS
- B. SONAR SYSTEM MAINTENANCE
- C. MECHANICAL SYSTEMS
- D. SOUND SILENCING
- E. SONAR SOFTWARE MAINTENANCE
- F. TECHNICAL ADMINISTRATION
- G. WEAPONS SYSTEMS



## SONAR TECHNICIAN (SURFACE) THIRD CLASS (STG3)

### A. SONAR OPERATIONS

- A001 PERFORM SYSTEM OPERATIONAL CHECKS
- A002 PERFORM SONAR EQUIPMENT AND SPACES CHECKS
- A003 CHECK INTELLIGENCE THREAT DATA FOR CONTACTS OF INTEREST
- A006 CONDUCT SONAR SEARCHES
- A008 SECURE SONAR AND UNDERWATER FIRE CONTROL SYSTEM (UFCS)/ANTISUBMARINE WARFARE CONTROL SYSTEM (ASWCS) EQUIPMENT FOR SHOCK
- A009 DETECT ACOUSTIC CONTACTS
- A010 LOG CONTACT DATA
- A011 DETERMINE CONTACT BEARING
- A014 TRACK ACOUSTIC CONTACTS
- A015 RECOMMEND WAKE OR BAFFLE CLEARING MANEUVERS
- A016 RECOMMEND OWN SHIP COURSE AND SPEED CHANGES
- A026 INPUT COUNTERMEASURES (CM) OPERATOR PANEL AND REMOTE PANEL SETTINGS
- A027 CALCULATE SONAR PERFORMANCE PARAMETERS (SOURCE LEVELS (L<sub>s</sub>), NOISE LEVELS (L<sub>n</sub>), ETC)
- A028 EVALUATE SONAR PERFORMANCE (MANUAL RANGE PREDICTIONS, SONAR IN-SITU MODE ASSESSMENT SYSTEMS (SIMAS), ETC)
- A030 DETERMINE UNDERWATER SOUND PROPAGATION PATHS
- A031 CALCULATE DETECTION AND COUNTER DETECTION RANGE PROBABILITY
- A032 LAUNCH EXPENDABLE BATHYTHERMOGRAPHS (XBT)
- A033 ANALYZE EXPENDABLE BATHYTHERMOGRAPHS (XBT) DATA
- A034 RIG AND DEPLOY SONOBUOYS
- A035 LAUNCH MINI MOBILE TARGET/EXPENDABLE MOBILE ACOUSTIC TRAINING TARGET
- A036 COLLECT EXERCISE/EVENT DATA
- A039 OBTAIN WATER DEPTH SOUNDINGS
- A040 REFINE CONTACT POSITIONS USING TARGET MOTION INDICATORS
- A041 IDENTIFY EQUIPMENT MALFUNCTIONS
- A042 INTERPRET COMPUTERIZED ALERTING SYSTEMS DATA
- A043 CONVERT ACOUSTIC DATA INTO REPORTING FORMATS
- A045 CONVERT BETWEEN TRUE AND RELATIVE BEARINGS
- A046 REPORT CONTACTS
- A047 OBTAIN CONTACT TURN COUNTS OR SHAFT RPM
- A048 IDENTIFY CONTACT CONFIDENCE LEVELS
- A050 DETERMINE CONTACT RANGES
- A051 DETERMINE CONTACT GEOGRAPHIC POSITION
- A053 PERFORM TARGET MOTION ANALYSIS (TMA)
- A054 PLOT CONTACTS
- A055 COMPUTE ANGLE ON THE BOW (AOB)
- A056 COMPUTE CONTACT COURSE AND SPEED
- A057 COMPUTE CONTACT CLOSEST POINT OF APPROACH (CPA)
- A059 INTERPRET ACTIVE SONAR ECHO CHARACTERISTICS
- A060 IDENTIFY ACOUSTIC SOURCE RELATIONSHIPS
- A061 IDENTIFY CONTACT OPERATING CHARACTERISTICS
- A066 IDENTIFY SURFACED AND SUBMERGED TRANSIENT NOISES
- A067 IDENTIFY CONTACT MANEUVERS (CONTACT TURN TOWARD, ETC)
- A069 DETECT SUBMERGED OBJECTS (MINES, BOTTOM CONTOUR, ETC)
- A071 DETERMINE BEST DEPTH FOR CONTACT TO AVOID DETECTION
- A073 IDENTIFY OCEAN ENVIRONMENTAL CHANGES
- A074 IDENTIFY ENVIRONMENTAL EFFECTS ON ACOUSTIC DISPLAYS
- A075 MAKE ACOUSTIC DATA TAPE RECORDINGS
- A077 ANALYZE GRAMS, CHARTS, AND TAPE RECORDING DATA
- A078 COLLECT ACOUSTIC INTELLIGENCE (ACINT) DATA
- A080 ESTABLISH VOICE UNDERWATER COMMUNICATIONS

- A085 TRANSMIT PROBE ALERT MESSAGES
- A087 UPDATE EMISSION CONTROL (EMCON) CONDITIONS
- A088 ANALYZE ACTIVE AND PASSIVE CONTACT DATA

B. SONAR SYSTEM MAINTENANCE

- B091 CLEAN AND INSPECT SONAR ELECTRONIC EQUIPMENT
- B092 ADJUST SONAR DETECTING/RANGING EQUIPMENT
- B093 CALIBRATE SONAR DETECTING/RANGING EQUIPMENT
- B094 TROUBLESHOOT SONAR DETECTING/RANGING EQUIPMENT
- B095 REPLACE COMPONENTS OF SONAR DETECTING/RANGING EQUIPMENT
- B096 PERFORM ACTIVE SONAR TRANSMITTER SOURCE LEVEL TESTS
- B097 INSPECT TOWED ARRAYS
- B098 FILL TOWED ARRAYS
- B099 TEST AND OPERATE SONAR ACOUSTIC EQUIPMENT
- B100 CLEAN AND INSPECT SONAR ACOUSTIC COMMUNICATIONS EQUIPMENT
- B101 TROUBLESHOOT SONAR ACOUSTIC EQUIPMENT
- B102 REPLACE COMPONENTS OF SONAR ACOUSTIC EQUIPMENT
- B103 TEST AND OPERATE SONAR BATHYTHERMOGRAPHIC EQUIPMENT
- B104 CLEAN AND INSPECT SONAR BATHYTHERMOGRAPHIC EQUIPMENT
- B105 TROUBLESHOOT SONAR BATHYTHERMOGRAPHIC EQUIPMENT
- B106 REPLACE COMPONENTS OF SONAR BATHYTHERMOGRAPHIC EQUIPMENT
- B107 TEST AND OPERATE SONAR CLASSIFICATION/DATA GATHERING EQUIPMENT
- B108 CLEAN AND INSPECT SONAR CLASSIFICATION/DATA GATHERING EQUIPMENT
- B109 TROUBLESHOOT SONAR CLASSIFICATION/DATA GATHERING EQUIPMENT
- B110 REPLACE COMPONENTS OF SONAR CLASSIFICATION/DATA GATHERING EQUIPMENT
- B111 TEST AND OPERATE TOWED COUNTERMEASURES (CM) EQUIPMENT
- B112 CLEAN AND INSPECT TOWED COUNTERMEASURES (CM) EQUIPMENT
- B113 TROUBLESHOOT TOWED COUNTERMEASURES (CM) EQUIPMENT
- B114 REPLACE COMPONENTS OF TOWED COUNTERMEASURES (CM) EQUIPMENT
- B115 TEST AND OPERATE SONAR DEPTH SOUNDING EQUIPMENT
- B116 CLEAN AND INSPECT SONAR DEPTH SOUNDING EQUIPMENT
- B117 TROUBLESHOOT SONAR DEPTH SOUNDING EQUIPMENT
- B118 REPLACE COMPONENTS OF SONAR DEPTH SOUNDING EQUIPMENT
- B119 REPLACE ELECTROSTATIC DISCHARGE (ESD) SENSITIVE COMPONENTS
- B120 REPAIR INTERFACES BETWEEN EQUIPMENT
- B121 TEST OPERATE TOWED SENSOR ELECTRIC AND ELECTRONIC SYSTEMS
- B122 CLEAN AND INSPECT TOWED SENSOR ELECTRIC AND ELECTRONIC SYSTEMS
- B123 TROUBLESHOOT TOWED SENSOR ELECTRIC AND ELECTRONIC SYSTEMS
- B124 ADJUST TOWED SENSOR ELECTRIC AND ELECTRONIC SYSTEMS
- B125 OPERATE GENERAL PURPOSE ELECTRONIC TEST EQUIPMENT (GPETE)
- B126 TROUBLESHOOT SONAR COMPUTERS
- B127 REPLACE SONAR COMPUTER COMPONENTS
- B128 TROUBLESHOOT SONAR COMPUTER PERIPHERAL EQUIPMENT
- B129 REPLACE SONAR COMPUTER PERIPHERAL EQUIPMENT COMPONENTS
- B211 PERFORM SONAR SYSTEM CONSOLIDATED OPERABILITY TESTS (SCOT)
- B212 PERFORM BEARING AND RANGE ACCURACY TESTS
- B213 DEGAUSS SONAR DATA GATHERING MAGNETIC TAPE RECORDER HEADS AND TAPES
- B214 REPLACE TOWED ARRAY SECTIONS
- B215 CLEAN AND INSPECT SONAR AND UNDERWATER FIRE CONTROL SYSTEM (UFCS)/ANTISUBMARINE WARFARE CONTROL SYSTEM (ASWCS)

C. MECHANICAL SYSTEMS

- C132 START UP HYDRAULIC PUMPS AND MOTORS
- C133 TEST HYDRAULIC PUMPS AND MOTORS
- C134 DEPLOY TOWED ARRAYS

- C135 RETRIEVE TOWED ARRAYS
- C136 CHANGE TOWED ARRAYS CABLE SCOPE
- C137 CLEAN AND INSPECT TOWED ARRAY HANDLING/STOWAGE GROUP (TAHSG) EQUIPMENT
- C138 TROUBLESHOOT TOWED ARRAY HANDLING/STOWAGE GROUP (TAHSG) EQUIPMENT
- C139 LUBRICATE TOWED ARRAY HANDLING/STOWAGE GROUP (TAHSG) EQUIPMENT
- C140 ADJUST TOWED ARRAY HANDLING/STOWAGE GROUP (TAHSG) EQUIPMENT
- C141 STREAM OR RECOVER TOWED COUNTERMEASURES (CM)
- C142 CLEAN AND INSPECT COUNTERMEASURES (CM) HANDLING GROUPS
- C143 LUBRICATE COUNTERMEASURES (CM) HANDLING GROUPS
- C144 ADJUST COUNTERMEASURES (CM) HANDLING GROUPS
- C145 INSPECT COUNTERMEASURES (CM) TOW OR TOWED ARRAY CABLES
- C146 RIG OR UNRIG HYDROPHONE TEST BOOMS
- C154 REPLACE PAPER DRIVE RECORDER HELICES AND STYLI
- C155 REPLACE PAPER DRIVE RECORDER PAPER ROLLS
- C156 LINE UP ELECTRONIC COOLING SYSTEMS (ECS) VALVES
- C157 TEST ELECTRONIC COOLING SYSTEMS (ECS) FLOW RATE SWITCHES, FLOWMETERS, AND INDICATORS
- C158 INSPECT ELECTRONIC COOLING SYSTEMS (ECS) MICRON FILTERS
- C159 REPLACE ELECTRONIC COOLING SYSTEMS (ECS) MICRON FILTERS
- C160 CLEAN AND INSPECT EQUIPMENT AIR FILTERS (CHARCOAL, MESH, ETC)
- C161 REPLACE EQUIPMENT AIR FILTERS
- C162 CLEAN AND INSPECT HEAT EXCHANGERS
- C163 CLEAN AND INSPECT SONAR DOME PRESSURIZATION SYSTEMS
- C164 REPLACE SONAR DOME PRESSURIZATION SYSTEM COMPONENTS
- C204 ADJUST AND ALIGN SONAR DOME PRESSURIZATION COMPONENTS

#### E. SONAR SOFTWARE MAINTENANCE

- E177 PERFORM TACTICAL SYSTEM PROGRAM INITIALIZATIONS

#### F. TECHNICAL ADMINISTRATION

- F187 UPDATE SONAR LOGS
- F190 DOCUMENT EXPENDABLE BATHYTHERMOGRAPHIC (XBT) DATA
- F191 INVENTORY SONOBUOYS
- F193 INVENTORY MAINTENANCE ASSISTANCE MODULES (MAMS)

#### G. WEAPONS SYSTEMS

- G199 LOAD AND UNLOAD TORPEDO TUBES
- G201 PERFORM TORPEDO HANDLING DURING ONLOAD/OFFLOAD EVOLUTIONS

### **SONAR TECHNICIAN (SURFACE) SECOND CLASS (STG2)**

#### A. SONAR OPERATIONS

- A004 DETERMINE OPTIMUM SONAR OPERATING MODES
- A005 DETERMINE OPTIMUM SONAR SUITE CONFIGURATION
  
- A007 COMPUTE SEARCH ARCS FROM UNDERWATER FIRE CONTROL SYSTEM (UFCS)/ANTISUBMARINE WARFARE CONTROL SYSTEM (ASWCS) DATA
- A012 RESOLVE TOWED ARRAY BEARING AMBIGUITY
- A013 ASSIGN PRIORITIES TO CONTACTS
- A017 RECOMMEND SONAR OPERATING MODES TO BRIDGE OR COMBAT INFORMATION CENTER

- A019 RECOMMEND USE OF EVASION DEVICES
- A020 RECOMMEND SONAR SENSOR TACTICAL EMPLOYMENT
- A021 CONN SHIP USING UNDERWATER FIRE CONTROL (UFCP) PLOT DURING ANTISUBMARINE (ASW) ATTACKS
- A023 CONDUCT ANTI-SUBMARINE WARFARE (ASW) ATTACKS
- A024 COLLECT ANTI-SUBMARINE WARFARE (ASW) WEAPONS FIRING DATA
- A025 ANALYZE ANTI-SUBMARINE WARFARE (ASW) WEAPONS FIRING DATA
- A029 DETERMINE AMBIENT LIMITED AND BREAKPOINT SPEEDS
- A038 INTERPRET HYDROGRAPHIC CHARTS
- A049 CORRELATE LAMPS AND UNDERWATER FIRE CONTROL SYSTEM (UFCS)/ANTI-SUBMARINE WARFARE CONTROL SYSTEM (ASWCS) CONTACT DATA
- A052 DETERMINE CONTACT ASPECT
- A062 CLASSIFY ACOUSTIC SIGNATURES TO PLATFORM TYPE
- A063 CLASSIFY ACOUSTIC SIGNATURES TO PLATFORM CLASS
- A064 IDENTIFY CONTACT WEAPONS AND SENSOR SYSTEMS CAPABILITIES
- A065 MANUALLY CALCULATE CONTACT DOPPLER AND RANGE RATES
- A068 IDENTIFY EVASION DEVICES AND ACOUSTIC JAMMING
- A070 DETERMINE BEST AREA FOR CONTACT TO AVOID DETECTION
- A072 ANALYZE OCEANOGRAPHIC AND METEOROLOGICAL DATA
- A076 ANNOTATE GRAMS, CHARTS, AND TAPE RECORDINGS
- A086 CORRELATE MULTISENSOR DATA
- A089 PERFORM WEAPONS SELECTIONS
- A090 LAUNCH ANTI-SUBMARINE WARFARE (ASW) WEAPONS

#### B. SONAR SYSTEM MAINTENANCE

- B130 TROUBLESHOOT SONAR DESK TOP COMPUTERS
- B131 REPLACE SONAR DESK TOP COMPUTER COMPONENTS
- B210 PERFORM OVERALL COMBAT SYSTEMS OPERABILITY TEST (OCSOT)
- B216 MONITOR SONAR NOISE RECOGNITION DIFFERENTIAL (NRD) MEASUREMENTS
- B217 REPLACE HYDROPHONES AND TRANSDUCERS

#### C. MECHANICAL SYSTEMS

- C147 PREPARE SONAR DOME FOR ENTRY
- C148 CLEAN AND INSPECT SONAR DOME INTERIORS
- C149 CLEAN AND INSPECT SONAR DOME WATERTIGHT DOORS
- C150 LUBRICATE SONAR DOME WATERTIGHT DOORS
- C151 TEST SONAR DOME WATERTIGHT DOORS
- C152 TEST SONAR DOME PRESSURIZATION SYSTEMS
- C153 PERFORM SONAR DOME AIR-WATER INTERCHANGES

#### D. SOUND SILENCING

- D168 IDENTIFY AND ISOLATE SOURCES OF SELF NOISE
- D171 INSPECT RESILIENT MOUNTS AND GROUND STRAPS

E. SONAR SOFTWARE MAINTENANCE

- E172 RECORD DATA TO/RETRIEVE DATA FROM DIGITAL DATA STORAGE DEVICES
- E173 COPY DATABASES
- E178 PERFORM TACTICAL SYSTEM PROGRAM RECOVERIES
- E179 PERFORM TACTICAL SYSTEM DATABASE RECOVERIES
- E180 INSTALL TACTICAL SYSTEM SOFTWARE
- E181 COPY TACTICAL SYSTEM SOFTWARE

F. TECHNICAL ADMINISTRATION

- F192 DOCUMENT OWN-SHIP-RADIATED NOISE LEVELS

G. WEAPONS SYSTEMS

- G200 PRESET SHIPBOARD TORPEDOES
- G202 CONDUCT WEAPONS RECEIPT OR TRANSFER INSPECTIONS
- G203 TRANSFER WEAPONS

**SONAR TECHNICIAN (SURFACE) FIRST CLASS (STG1)**

A. SONAR OPERATIONS

- A022 RECOMMEND TORPEDO EVASIVE MANEUVERS
- A037 EVALUATE EXERCISE/EVENT DATA
- A079 PREPARE ACOUSTIC INTELLIGENCE (ACINT) DATA FOR SHIPMENT

C. MECHANICAL SYSTEMS

- C165 MONITOR SONAR DOME AIR-WATER INTERCHANGES

D. SOUND SILENCING

- D169 UPDATE OWN-SHIP'S QUIET SHIP BILL

F. TECHNICAL ADMINISTRATION

- F182 EVALUATE NEW ANTI-SUBMARINE WARFARE (ASW) EQUIPMENT OPERATIONAL TEST DATA
- F185 PREPARE SONAR SEARCH PLANS (FIXED AND MOBILE)
- F186 UPDATE SONAR SEARCH PLANS (FIXED AND MOBILE)
- F197 UPDATE COMBAT SYSTEM SMOOTH LOGS
- F198 UPDATE SONAR DOME DIVE LOGS
- F205 SUPERVISE INTEGRATED UNDERWATER SURVEILLANCE SYSTEM (IUSS) QUALITY ASSURANCE (QA) PROGRAM
- F207 DEVELOP SURVEILLANCE TRAINING AND OPERATING PROCEDURES (SURTOPS) TRAINING PROGRAM
- F208 UPDATE SURVEILLANCE TRAINING AND OPERATING PROCEDURES (SURTOPS) TRAINING PROGRAM

G. WEAPONS SYSTEMS

- G202 CONDUCT WEAPONS RECEIPT OR TRANSFER INSPECTIONS

**CHIEF SONAR TECHNICIAN (SURFACE) (STGC)**

**A. SONAR OPERATIONS**

- A018 RECOMMEND ACTIONS TO REDUCE OWN SHIP'S DETECTABILITY
- A044 ANALYZE COORDINATED ANTI-SUBMARINE WARFARE (ASW) OPERATIONS
- A058 COMPUTE CONTACT INTERCEPT COURSES
- A081 DRAFT TACTICAL MESSAGES
- A082 UPDATE TACTICAL MESSAGES
- A083 INTERPRET INFORMATION FROM TACTICAL MESSAGES
- A084 REVIEW OPERATIONAL MESSAGES

**C. MECHANICAL SYSTEMS**

- C166 COORDINATE SONAR DOME DIVING EVOLUTIONS
- C167 COORDINATE SONAR DOME CLOSEOUT EVOLUTIONS

**D. SOUND SILENCING**

- D170 ANALYZE ACOUSTIC TRIAL REPORT DATA

**E. SONAR SOFTWARE MAINTENANCE**

- E174 RECORD TACTICAL SYSTEM HARDWARE MODIFICATIONS
- E175 RECORD TACTICAL SYSTEM SOFTWARE REVISION INSTALLATIONS
- E176 UPDATE TACTICAL SYSTEMS SOFTWARE TAPE LIBRARY

**F. TECHNICAL ADMINISTRATION**

- F183 EVALUATE ANTI-SUBMARINE WARFARE (ASW) DOCTRINE EXPERIMENTAL PROCEDURES
- F184 RECOMMEND CHANGES TO ANTI-SUBMARINE WARFARE (ASW) DOCTRINE
- F188 ANALYZE WEAPONS SYSTEM ACCURACY TESTS (WSAT)
- F189 REVIEW WEAPONS SYSTEM ACCEPTANCE TESTS
- F194 REVIEW OWN-SHIP'S ACOUSTIC TRIAL REPORTS
- F195 ANALYZE WEAPONS SYSTEM TEST DATA
- F196 PREPARE WEAPONS FIRING REPORTS
- F206 COORDINATE INTEGRATED UNDERWATER SURVEILLANCE SYSTEM (IUSS) QUALITY ASSURANCE PROGRAM
- F209 COORDINATE SURVEILLANCE TRAINING AND OPERATING PROCEDURES (SURTOPS) TRAINING PROGRAM

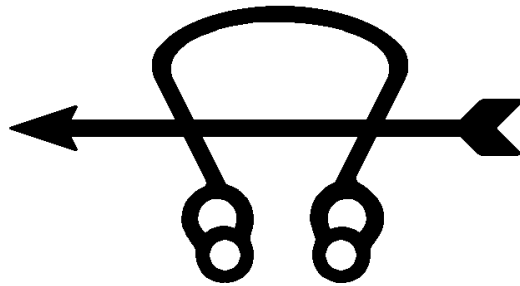
**SENIOR CHIEF SONAR TECHNICIAN (SURFACE) (STGCS)**

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

**MASTER CHIEF SONAR TECHNICIAN (SURFACE) (STGCM)**

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

# CHAPTER 74



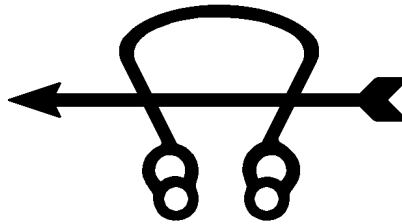
## SONAR TECHNICIAN (SUBMARINE) (STS)

NAVPERS 18068-74C

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

SONAR TECHNICIAN (SUBMARINE) (STS)



SCOPE OF RATING

Sonar Technicians, Submarine (STS) operate (control, evaluate, and interpret data) submarine sonar, oceanographic equipment, and submarine auxiliary sonar; coordinate submarine sonar and underwater fire control interface; perform organizational and intermediate maintenance on submarine and allied equipment.

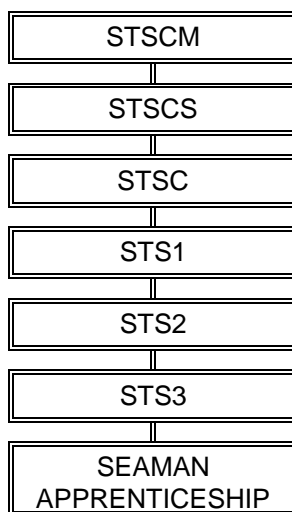
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These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 74.

NAVPERS 18068-74C



**GENERAL INFORMATION**  
CAREER PATTERN



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

SPECIAL PHYSICAL REQUIREMENTS

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

Minimum auditory requirements:

STS

CYCLES	500	1000	2000	4000	8000
ISO	35	30	30	40	45

Audiometric testing at 6000 Hz may be substituted for Submarine Sonar Technicians when testing at 8000 Hz is impractical. The minimum Hearing Threshold Level (HTL) at 6000 Hz should be 40 db (150 scale). When the HTL exceeds 40 db at 6000 Hz, but is within specifications at all other frequencies, including 8000 Hz, the 6000 Hz deficit may be disregarded.

CITIZENSHIP/SECURITY REQUIREMENTS

Must be eligible for access to classified information.

**SAFETY**

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

**SONAR TECHNICIAN (SUBMARINE) (STS) FUNCTIONAL AREAS**

- A. SONAR OPERATIONS
- B. MECHANICAL SYSTEMS OPERATION
- C. MAINTENANCE
- D. NOISE REDUCTION
- E. ENVIRONMENTAL PROTECTION
- F. TECHNICAL ADMINISTRATION

## **SONAR TECHNICIAN (SUBMARINE) THIRD CLASS (STS3)**

### **A. SONAR OPERATION**

- A001 PERFORM SONAR PRE-UNDERWAY CHECKS
- A002 IDENTIFY SONAR OPERATING MODES
- A003 CONDUCT SEARCHES FOR CONTACTS
- A004 DETECT SONAR CONTACTS (ACTIVE, PASSIVE, HIGH FREQUENCY ACTIVE (HFA))
- A005 REPORT SONAR CONTACTS
- A006 LOG SONAR CONTACTS
- A007 DETERMINE CONTACT BEARING
- A008 OBTAIN TURN COUNTS
- A009 TRACK SONAR CONTACTS
- A010 DETERMINE CONTACT ASPECT (STERN, BROAD, ETC)
- A011 DETERMINE CONTACT COURSE AND SPEED
- A012 CALCULATE CONTACT ANGLE ON THE BOW (AOB)
- A013 DETERMINE SONAR CONTACT RANGES
- A014 COMPUTE CONTACT RANGE RATES
- A015 DETERMINE CONTACT DEPTH (SURFACE OR SUBMERGED)
- A016 PROVIDE PLOT DATA TO FIRE CONTROL
- A017 DETERMINE CONTACT CLOSEST POINT OF APPROACH (CPA)
- A018 PERFORM LOW FREQUENCY ANALYSIS AND RANGING CONTACT
- A019 CORRELATE SONAR CONTACT DATA WITH OTHER SENSORS
- A020 IDENTIFY SONAR CONTACT MANEUVERS
- A021 IDENTIFY CHANGES IN SONAR CONTACT OPERATING MODES
- A022 IDENTIFY TRANSIENT NOISES
- A023 DETERMINE CONTACT GEOGRAPHIC POSITION
- A024 CALCULATE BEST COURSE TO INTERCEPT SONAR CONTACTS
- A025 ANALYZE GRAM CONTACT DATA
- A026 CORRELATE CONTACTS WITH INTELLIGENCE DATA
- A027 ANALYZE UNDERWATER FIRE CONTROL SYSTEM
- A028 CONVERT TRUE BEARINGS TO RELATIVE BEARINGS
- A029 CONVERT RELATIVE BEARINGS TO TRUE BEARINGS
- A030 DETECT EVASIVE DEVICES AND ACOUSTIC JAMMING
- A031 OBTAIN WATER DEPTH SOUNDS
- A032 CHANGE PATCH PANEL INPUTS AND OUTPUTS
- A033 MAKE SONAR TAPE RECORDINGS
- A034 ANNOTATE GRAMS, CHARTS, AND RECORDED DATA
- A035 COLLECT ANTISUBMARINE WARFARE (ASW) WEAPONS FIRING DATA
- A036 OBTAIN SONAR EQUATION DATA (ACTIVE AND PASSIVE)
- A037 INTERPRET SONAR EQUATIONS
- A038 DETERMINE PROPAGATION PATHS OF UNDERWATER SOUND
- A039 LAUNCH SUBMARINE EXPENDABLE BATHYTHERMOGRAPHS (SSXBT)
- A040 ENTER SOUND SPEED PROFILE (SSP) DATA INTO AUXILIARY EQUIPMENT
- A041 INTERPRET SOUND SPEED PROFILE (SSP) TRACES
- A042 DETECT OCEAN ENVIRONMENTAL CHANGES
- A043 ADJUST AUGMENTATION UNIT
- A056 IDENTIFY CODED UNDERWATER COMMUNICATIONS

### **B. MECHANICAL SYSTEMS OPERATIONS**

- B067 CLEAN AND INSPECT TOWED ARRAY HANDLING GROUPS
- B068 LUBRICATE TOWED ARRAY HANDLING GROUPS
- B072 PERFORM ELECTRICAL CHECKS ON TOWED ARRAY

- B073 DEPLOY TOWED ARRAYS
- B074 RETRIEVE TOWED ARRAYS

C. MAINTENANCE

- C078 TEST SONAR DETECTION AND RANGING EQUIPMENT
- C083 CLEAN AND INSPECT SONAR EQUIPMENT
- C084 ADJUST SONAR AUXILIARY EQUIPMENT
- C085 ALIGN SONAR AUXILIARY EQUIPMENT
- C086 TEST SONAR AUXILIARY EQUIPMENT
- C095 PREPARE SONAR DOME FOR ENTRY
- C106 CHANGE PAPER DRIVE RECORDER (STYLI, HELICES, ETC)
- C107 CHANGE PAPER ROLLS ON PAPER DRIVE RECORDERS
- C108 CHECK ELECTRONIC COOLING SYSTEM (ECS) FLOW METER OR INDICATORS
- C109 CLEAN AND INSPECT SONAR DOME OR SPHERE INTERIORS
- C110 CLEAN AND INSPECT SONAR ACOUSTIC WINDOWS
- C111 INSPECT SONAR RELATED ZINC ANODES
- C112 REPLACE SONAR RELATED ZINC ANODES

D. NOISE REDUCTION

- D118 INSPECT DAMPING MATERIALS
- D120 CONDUCT HOUSEKEEPING SURVEYS

E. ENVIRONMENT PROTECTION

- E130 REVIEW HAZARDOUS MATERIAL (HAZMAT) INVENTORIES
- E131 CLEAN AND INSPECT HAZARDOUS MATERIAL (HAZMAT) CONTAINERS
- E132 INSPECT HAZARDOUS MATERIAL (HAZMAT) STORAGE AREAS
- E133 IMPLEMENT HAZARDOUS MATERIAL (HAZMAT) WASTE DISPOSAL METHODS
- E134 REVIEW HAZARDOUS MATERIAL USER'S GUIDE (HMUG)
- E135 REVIEW MATERIAL SAFETY DATA SHEETS (MSDS)

F. TECHNICAL ADMINISTRATION

- F136 INVENTORY MAINTENANCE ASSISTANCE MODULES (MAMS)
- F144 COLLECT ACOUSTIC DATA PACKAGE ITEMS

**SONAR TECHNICIAN (SUBMARINE) SECOND CLASS (STS2)**

A. SONAR OPERATION

- A046 RECOMMEND MANEUVERS TO CONN (BAFFLE CLEARANCE, INITIAL DETECTION, ETC)
- A048 INTERPRET ANTISUBMARINE WARFARE (ASW) WEAPONS FIRING DATA
- A054 ANALYZE TACTICAL OCEANOGRAPHIC (OCEANO) AND METEOROLOGICAL (MET) DATA
- A057 ANALYZE ACOUSTIC INTERCEPT DATA
- A058 CONDUCT UNDERWATER SUBMARINE WARFARE (USW) ATTACKS
- A059 CONDUCT SURFACE UNDERWATER WARFARE (SUW) ATTACKS
- A062 CONDUCT ONBOARD TRAINER EXERCISES

B. MECHANICAL SYSTEMS OPERATIONS

- B069 ADJUST TOWED ARRAY HANDLING GROUPS
- B070 ALIGN TOWED ARRAY ELECTRICAL SYSTEMS

- B071 REPLACE TOWED ARRAY ELECTRICAL SYSTEM COMPONENTS
- B076 LINE UP ELECTRONIC COOLING SYSTEM (ECS) VALVES

### C. MAINTENANCE

- C077 ISOLATE ELECTRICAL CIRCUITS
- C079 ADJUST SONAR DETECTION AND RANGING EQUIPMENT
- C080 ALIGN SONAR DETECTION AND RANGING EQUIPMENT
- C081 TROUBLESHOOT SONAR DETECTION AND RANGING EQUIPMENT
- C082 REPLACE SONAR DETECTION AND RANGING EQUIPMENT COMPONENTS
- C087 TROUBLE SHOOT SONAR AUXILIARY EQUIPMENT
- C088 REPLACE SONAR AUXILIARY EQUIPMENT COMPONENTS
- C089 PERFORM MAINFRAME COMPUTER AND PERIPHERAL DIAGNOSTIC TESTS
- C090 CHECK SONAR INTERFACES FOR ELECTROMAGNETIC INTERFERENCE (EMI)
- C091 PERFORM WAVEFORM AND SIGNAL MEASUREMENT ANALYSIS
- C092 INSPECT ELECTRICAL HULL FITTINGS
- C093 TEST HYDROPHONES OR TRANSDUCERS
- C094 DUMMY LOAD FAULTY HYDROPHONE OR TRANSDUCER ELEMENTS
- C096 CONDUCT CLOSE-OUT INSPECTION
- C097 REPLACE SYNCHRO/SERVO/RESOLVER SYSTEMS
- C098 ALIGN SYNCHRO/SERVO/RESOLVER SYSTEMS
- C099 CHECK INTERFACES BETWEEN EQUIPMENT
- C149 TROUBLESHOOT INTERFACES BETWEEN EQUIPMENT
- C150 REPAIR INTERFACES BETWEEN EQUIPMENT
- C100 TROUBLESHOOT ELECTRICAL OR ELECTRONIC CABLES AND WIRING
- C101 REPAIR ELECTRICAL OR ELECTRONIC CABLES AND WIRING
- C102 REPLACE ELECTRICAL OR ELECTRONIC CABLES AND WIRING
- C103 REPAIR ELECTRONIC CONNECTORS
- C104 REPLACE ELECTRONIC CONNECTORS
- C105 REPLACE ELECTROSTATIC DISCHARGE (ESD) SENSITIVE COMPONENTS

### D. NOISE REDUCTION

- D113 UPDATE OWN SHIP'S RADIATED NOISE AND EQUIPMENT LINE UP LIBRARIES
- D114 OBTAIN OWN SHIP'S CAVITATION CURVES (STATIC AND DYNAMIC)
- D115 UPDATE OWN SHIP'S CAVITATION CURVES
- D117 INSPECT ISOLATION COMPONENTS AND GROUND STRAPS
- D119 PERFORM ISOLATION SYSTEM SURVEY (AS PER CLASS)
- D121 CONDUCT RADIATED NOISE SURVEYS
- D122 IDENTIFY CHARACTERISTICS AND SOURCES OF SELF NOISE
- D123 OBTAIN BASELINE ACOUSTIC DATA
- D124 UPDATE BASELINE ACOUSTIC DATA
- D126 CONDUCT SOUND SHORT ISOLATION DIAGNOSTICS
- D128 COORDINATE CORRECTION OF ACOUSTIC DISCREPANCIES
- D129 CONDUCT LINE OF SITE (LOS) SOUND CUTS

### F. TECHNICAL ADMINISTRATION

- F138 UPDATE SONAR SEARCH PLANS
- F139 PREPARE SONAR SEARCH PLANS
- F145 PREPARE ACOUSTIC DATA PACKAGES FOR SHIPMENT

## **SONAR TECHNICIAN (SUBMARINE) FIRST CLASS (STS1)**

### **A. SONAR OPERATION**

- A044 CHECK INTELLIGENCE DATA FOR POSSIBLE THREATS
- A045 DETERMINE OPTIMUM SONAR SUITE LINEUPS
- A047 ANALYZE PLOTS, CHARTS, AND RECORDED DATA
- A049 DETERMINE BEST DEPTH TO AVOID DETECTION
- A050 DETERMINE BEST AREA TO AVOID DETECTION
- A051 DETERMINE BEST EVASION DEPTH
- A052 DETERMINE BEST SEARCH AREA
- A053 DETERMINE BEST SEARCH DEPTH
- A055 CONDUCT SONAR PRE-WATCH BRIEFINGS
- A060 RECOMMEND TACTICAL EMPLOYMENT OF TOWED ARRAYS
- A061 RECOMMEND PROCEDURES TO REDUCE OWN SHIP'S DETECTABILITY

### **B. MECHANICAL SYSTEMS OPERATION**

- B075 SUPERVISE TOWED ARRAY HANDLING OPERATIONS

### **D. NOISE REDUCTION**

- D116 ANALYZE OWN SHIP'S CAVITATION CURVE DATA

### **F. TECHNICAL ADMINISTRATION**

- F146 UPDATE EQUIPMENT STATUS LOG (SHIPBOARD NON-TACTICAL AUTOMATED DATA PROCESSING (SNAP III) PROGRAM)
- F140 PREPARE TACTICAL OCEANOGRAPHY CHARTS
- F141 PREPARE SONAR MESSAGES
- F142 INTERPRET SONAR MESSAGES
- F143 ANALYZE SONAR EQUIPMENT DISCREPANCY TREND DATA
- F147 PREPARE QUALITY ASSURANCE (QA) PACKAGE

## **CHIEF SONAR TECHNICIAN (SUBMARINE) (STSC)**

### **A. SONAR OPERATIONS**

- A063 EVALUATE OPERATION TESTS OF NEW UNDERWATER SUBMARINE WARFARE EQUIPMENT
- A064 EVALUATE ONBOARD TRAINER EXERCISES
- A065 EVALUATE EXPERIMENTAL UNDERWATER SUBMARINE WARFARE (USW) DOCTRINES
- A066 RECOMMEND CHANGES TO UNDERWATER SUBMARINE WARFARE DOCTRINE

### **D. NOISE REDUCTION**

- D125 ANALYZE ACOUSTIC TRIAL REPORT DATA
- D127 ANALYZE ACOUSTIC DISCREPANCY DATA

### **F. TECHNICAL ADMINISTRATION**

- F148 REVIEW QUALITY ASSURANCE (QA) PACKAGES

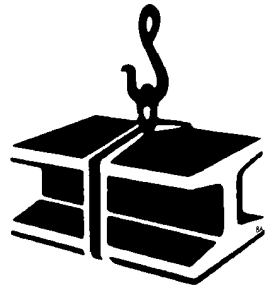
**SENIOR CHIEF SONAR TECHNICIAN (SUBMARINE) (STSCS)**

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

**MASTER CHIEF SONAR TECHNICIAN (SUBMARINE) (STSCM)**

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

# CHAPTER 75



## STEELWORKER (SW)

NAVPERS 18068-75B



NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR  
STEELWORKER (SW)



SCOPE OF RATING

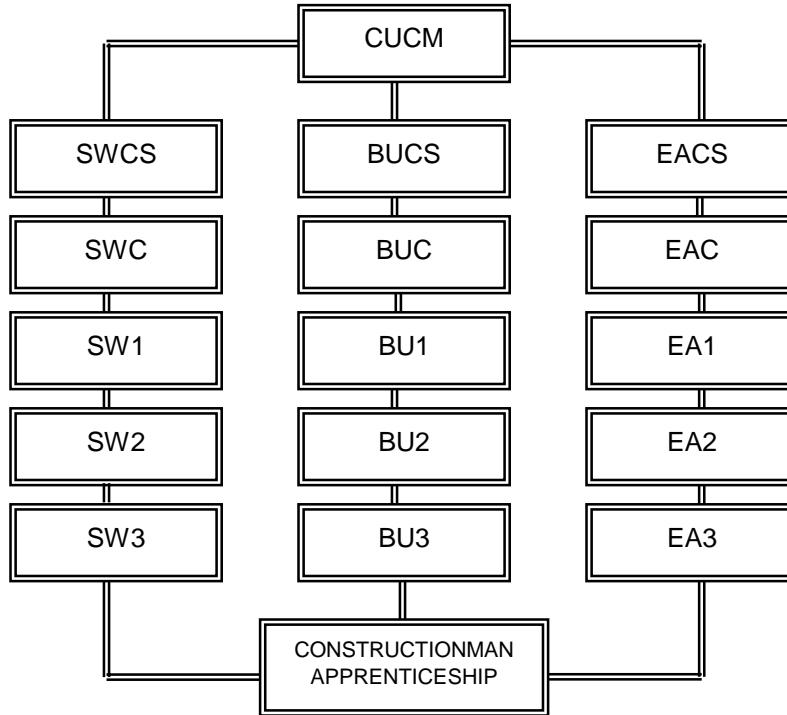
Steelworkers (SW) perform tasks directly related to fabrication and erection of pre-engineered structures, including steel reinforcement; control job site deployment of materials and equipment; direct and coordinate the composition, training and efforts of crews who fabricate, assemble, erect, position and join structural members and fabricated sections; maintain individual combat readiness; and perform tasks required in combat and disaster preparedness or recovery operations.

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These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 75.

NAVPERS 18068-75B

**GENERAL INFORMATION**  
CAREER PATTERN



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

SPECIAL PHYSICAL REQUIREMENTS

None.

CITIZENSHIP/SECURITY REQUIREMENTS

None.

**SAFETY**

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

**STEELWORKER (SW) FUNCTIONAL AREAS**

- A. TECHNICAL ADMINISTRATION
- B. MANAGEMENT AND SUPERVISION
- C. ENVIRONMENTAL PROTECTION
- D. CONSTRUCTION SUPPORT
- E. CONSTRUCTION OPERATIONS
- G. CONSTRUCTION COMBAT READINESS
- H. PLANNING AND ESTIMATING
- I. METAL FABRICATION

## STEELWORKER THIRD CLASS (SW3)

### A. TECHNICAL ADMINISTRATION

- A011 PREPARE WORK REQUESTS AND JOB ORDERS
- A146 PREPARE MATERIAL ESTIMATES
- A161 INTERPRET CONSTRUCTION DRAWINGS AND SPECIFICATIONS

### C. ENVIRONMENTAL PROTECTION

- C037 UPDATE MATERIAL SAFETY DATA SHEET (MSDS) FILES
- C039 PERFORM HAZARDOUS MATERIAL (HAZMAT) INVENTORIES

### D. CONSTRUCTION SUPPORT

- D046 PREPARE MATERIALS FOR EMBARKATION (MOUNT-OUT)

### E. CONSTRUCTION OPERATIONS

- E067 CUT, BEND, PLACE AND TIE REINFORCING STEEL
- E070 ERECT METAL CONSTRUCTION SCAFFOLDS
- E072 INSTALL SHORING
- E073 INSPECT AND STORE FIBER/SYNTHETIC LINES
- E078 DETERMINE SAFE WORKING LOAD (SWL) OF FIBER AND SYNTHETIC LINES
- E080 COMPUTE SAFE WORKING LOAD (SWL) FOR SIMPLE LIFTING DEVICES
- E081 DETERMINE MECHANICAL ADVANTAGES OF BLOCK AND TACKLE ARRANGEMENTS
- E083 PERFORM TAGMAN DUTIES
- E084 PERFORM STANDARD NAVAL CONSTRUCTION FORCE (NCF) HAND SIGNALS
- E085 HANDLE AND STORE WELDING GASES
- E086 PREPARE OXYGEN EQUIPMENT FOR CUTTING AND WELDING
- E087 PERFORM GAS CUTTING ON MILD STEEL PLATES
- E088 PERFORM GAS CUTTING ON PIPES
- E089 PREPARE METAL JOINTS FOR GAS WELDING AND BRAZING
- E090 PERFORM GAS WELDING AND BRAZING
- E092 PERFORM WEAR FACING PROCEDURES
- E093 INTERPRET WELDING SYMBOLS ON CONSTRUCTION DRAWINGS
- E094 PERFORM SPARK TEST FOR METAL IDENTIFICATION
- E095 PERFORM CHIP TEST FOR METAL IDENTIFICATION
- E096 PERFORM SET UP AND OPERATOR MAINTENANCE ON ELECTRIC ARC WELDERS
- E098 SELECT AND PREPARE ELECTRIC ARC WELDING MATERIALS
- E100 PERFORM ELECTRIC ARC WELDING ON STEEL PLATES
- E101 RELIEVE STRESS FROM FERROUS METALS
- E102 ERECT STEEL STRUCTURES
- E103 ASSEMBLE PONTOON COMPONENTS
- E104 INSTALL AIRFIELD MATTING
- E108 INSTALL ADVANCED BASE FUNCTIONAL COMPONENT (ABFC) ASSEMBLIES
- E114 ERECT PRE-ENGINEERED STRUCTURES
- E119 SPLICE FIBER/SYNTHETIC LINES
- E125 CUT AND SCARF METAL USING CARBON-ARC PROCESSES
- E126 ERECT GIN POLES AND RELATED EQUIPMENT
- E127 INSTALL TRIPODS AND RELATED EQUIPMENT
- E128 INSTALL A-FRAME STRUCTURES AND RELATED EQUIPMENT
- E162 CONTROL METAL DISTORTION DURING WELDING

- E163 HEAT TREAT METALS
- E164 OPERATE K-SPAN MACHINE
- E165 ERECT BRIDGES (BAILEY/MGB)

#### G. CONSTRUCTION COMBAT READINESS

- G166 ADMINISTER FIRST AID UNDER COMBAT CONDITIONS
- G167 PERFORM AMBUSH COUNTERMEASURES
- G168 PERFORM SURVIVAL, EVASION, RESISTANCE AND ESCAPE PROCEDURES
- G169 PERFORM CHEMICAL, BIOLOGICAL AND RADIOLOGICAL (CBR) DEFENSE MEASURES
- G170 PERFORM DUTIES OF GRENADEIER
- G171 PERFORM DUTIES OF FIRE TEAM AUTOMATIC RIFLEMAN
- G172 PERFORM LAND-BASED COMBAT DUTIES UNDER CHEMICAL, BIOLOGICAL AND RADIOLOGICAL (CBR) CONDITIONS
- G173 PLACE TRIP FLARES AND OTHER EARLY WARNING DEVICES
- G174 CONDUCT BOOBY TRAP COUNTERMEASURES
- G175 TRANSPORT PERSONNEL INJURED IN COMBAT
- G176 PERFORM MINOR REPAIR ON TACTICAL FIELD TELEPHONE SYSTEMS
- G177 PERFORM FIELD SANITATION PROCEDURES
- G178 CONDUCT PATROLS
- G179 PERFORM DUTIES OF FIRE TEAM LEADER
- G180 PLACE PROTECTIVE AND TACTICAL WIRE ENTANGLEMENTS
- G181 MANEUVER FIRE TEAM USING ARM AND HAND SIGNALS
- G182 PERFORM LAND NAVIGATION PROCEDURES
- G183 OPERATE NIGHT VISION EQUIPMENT
- G184 INSTALL TACTICAL FIELD TELEPHONE SYSTEMS
- G185 OPERATE TACTICAL FIELD TELEPHONE SYSTEMS
- G186 PERFORM ENEMY PRISONER OF WAR (EPW) HANDLING PROCEDURES

#### I. METAL FABRICATION

- I133 DEVELOP BASIC SHEET METAL PATTERNS
- I137 RIVET, SOLDER OR SPOT WELD SHEET METAL SEAMS
- I140 SET UP AND OPERATE SHEET METAL TOOLS AND EQUIPMENT
- I141 LAY OUT AND FABRICATE SIMPLE STEEL STRUCTURES

### **STEELWORKER SECOND CLASS (SW2)**

#### A. TECHNICAL ADMINISTRATION

- A001 DRAFT PROJECT PACKAGES
- A003 PREPARE PROJECT PROGRESS CHARTS
- A005 DRAFT FIELD ADJUSTMENT REQUESTS (FAR) AND DESIGN CHANGE DIRECTIVES (DCD)
- A006 PREPARE PROJECT MATERIAL AND EQUIPMENT LIST FOR DEPLOYMENT
- A012 REVIEW WORK REQUESTS AND JOB ORDERS
- A033 PREPARE LABOR REPORTING DATA
- A050 DEVELOP PRECEDENCE DIAGRAMS
- A052 PREPARE CONSTRUCTION ACTIVITY SUMMARY SHEETS (CASS)
- A053 PREPARE MASTER ACTIVITY SUMMARY SHEETS
- A054 PREPARE CONSTRUCTION NETWORK ANALYSIS DATA
- A145 PREPARE MANPOWER ESTIMATES
- A151 PREPARE SHOP DRAWINGS AND SKETCHES
- A158 REVIEW AND UPDATE RED-LINE DRAWINGS

C. ENVIRONMENTAL PROTECTION

C040 REVIEW HAZARDOUS MATERIAL (HAZMAT) USER'S GUIDE

D. CONSTRUCTION SUPPORT

D023 PERFORM FACILITIES MAINTENANCE INSPECTIONS  
D051 DEVELOP REINFORCING STEEL BENDING SCHEDULES  
D064 REVIEW TABLE OF ALLOWANCE (TOA)

E. CONSTRUCTION OPERATIONS

E056 PERFORM DESTRUCTIVE AND NONDESTRUCTIVE METAL TESTS  
E058 COORDINATE AND DIRECT JOB SITE STORAGE OF BUILDING MATERIALS AND EQUIPMENT  
E066 SET UP BENDING TABLES OR PORTABLE BENDING UNITS  
E105 APPLY FIELD STRAIGHTENING TECHNIQUES TO DAMAGED STRUCTURAL SHAPES  
E106 INSTALL SHEET METAL DUCT SYSTEMS  
E109 COORDINATE AND DIRECT INSTALLATION OF ADVANCED BASE FUNCTIONAL COMPONENT (ABFC) ASSEMBLIES  
E111 LAY OUT FOUNDATION FOR ERECTION OF PRE-ENGINEERED BUILDINGS  
E115 COORDINATE AND DIRECT PRE-ENGINEERED STRUCTURE INSTALLATION  
E116 COORDINATE AND DIRECT PONTOON COMPONENT INSTALLATION  
E120 COORDINATE AND DIRECT HOISTING OPERATIONS  
E121 PERFORM PIPE FITTING OPERATIONS  
E122 PERFORM PIPE WELDING  
E123 PERFORM GAS METAL ARC (GMA) WELDING  
E124 PERFORM GAS TUNGSTEN-ARC WELDING  
E187 COORDINATE AND DIRECT BRIDGE ERECTION (BAILEY AND MGB)

G. CONSTRUCTION COMBAT READINESS

G188 EMPLOY CLAYMORE MINES  
G189 POSITION PERIMETER GUARDS  
G190 PREPARE ROUGH MAPS, FIELD SKETCHES AND OVERLAYS  
G191 DIRECT INSTALLATION OF PROTECTIVE AND TACTICAL WIRE ENTANGLEMENTS

H. PLANNING AND ESTIMATING

H152 REVIEW AND UPDATE SHOP DRAWINGS AND SKETCHES  
H157 PREPARE RED-LINE DRAWING  
H158 REVIEW AND UPDATE RED-LINE DRAWING

I. METAL FABRICATION

I135 LAY OUT AND FABRICATE BASIC SHEET METAL COMPONENTS  
I143 LAY OUT AND FABRICATE SHEET METAL DUCT SYSTEMS

## **STEELWORKER FIRST CLASS (SW1)**

### **A. TECHNICAL ADMINISTRATION**

A002 REVIEW PROJECT PACKAGES  
A004 REVIEW PROJECT PROGRESS CHARTS

A007 MONITOR AND UPDATE PROJECT PROGRESS CHARTS  
A013 ADMINISTER PERSONNEL READINESS CAPABILITY PROGRAMS (PRCP)

### **B. MANAGEMENT AND SUPERVISION**

B027 ADMINISTER TOOL KIT INVENTORY AND INSPECTION PROGRAMS

### **C. ENVIRONMENTAL PROTECTION**

C038 MONITOR ENVIRONMENTAL PROTECTION PROGRAMS  
C041 INSPECT HAZARDOUS MATERIAL (HAZMAT)/HAZARDOUS WASTE (HAZWASTE) STORAGE AREAS

### **D. CONSTRUCTION SUPPORT**

D047 COORDINATE BATTALION PROJECT TURNOVER  
D055 MONITOR ENVIRONMENTAL PROTECTION PROGRAMS

### **G. CONSTRUCTION COMBAT READINESS**

G192 PERFORM DUTIES OF RIFLE SQUAD LEADER  
G193 PERFORM DUTIES OF RIFLE PLATOON GUIDE  
G194 PERFORM DUTIES OF RIFLE PLATOON PETTY OFFICER  
G195 PERFORM DUTIES OF MACHINE GUN SQUAD LEADER  
G196 PERFORM DUTIES OF WEAPONS PLATOON PETTY OFFICER  
G197 INSTRUCT PERIMETER GUARDS  
G198 DIRECT INSTALLATION OF TRIP FLARES AND OTHER EARLY WARNING DEVICES  
G199 DIRECT PLACING OF LIMITING STAKES

## **CHIEF STEELWORKER (SWC)**

### **A. TECHNICAL ADMINISTRATION**

A014 ESTABLISH TRAINING REQUIREMENTS UTILIZING PERSONNEL READINESS CAPABILITY PROGRAMS (PRCP)  
A034 EVALUATE LABOR REPORTING DATA

### **B. MANAGEMENT AND SUPERVISION**

B017 COORDINATE CONSTRUCTION EQUIPMENT ASSIGNMENTS  
B019 DIRECT UTILITIES MAINTENANCE AND OPERATIONS  
B021 DIRECT FACILITIES MAINTENANCE AND OPERATIONS  
B025 ADMINISTER CONSTRUCTION QUALITY CONTROL PROGRAMS  
B029 COORDINATE COMMAND AND CUSTOMER PROJECTS  
B035 MANAGE PUBLIC WORKS (PW) DEPARTMENT OPERATIONS

G. CONSTRUCTION COMBAT READINESS

G200 PERFORM DUTIES OF PLATOON COMMANDER

G201 ASSIST IN OPERATION OF COMPANY COMMAND POSTS

G202 ASSIST IN PREPARATION OF COMPANY DEFENSE PLANS

G203 ASSIST IN OPERATION OF COMMAND OPERATIONS CENTER (COC)

**SENIOR CHIEF STEELWORKER (SWCS)**

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

**MASTER CHIEF CONSTRUCTIONMAN (CUCM)**

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



# CHAPTER 76



## TORPEDOMAN'S MATE (TM)

NAVPERS 18068-76C

NAVY ENLISTED OCCUPATIONAL STANDARDS  
FOR  
TORPEDOMAN'S MATE (TM)



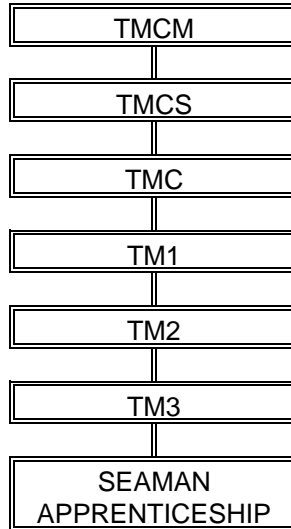
SCOPE OF RATING

Torpedoman's Mates (TM) perform organizational and intermediate level maintenance on underwater ordnance; handle torpedoes and antisubmarine rockets (ASROC) launched from surface ships, submarines, and aircraft, as well as missiles (TOMAHAWK/HARPOON), decoys, and countermeasures launched from submarines; operate and maintain test equipment, launching/firing systems, and stowage facilities associated with underwater ordnance; and prepare underwater ordnance for launching, conduct postfire/posrun routines, and weapons performance evaluation procedures.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 76.

NAVPERS 18068-76C

**GENERAL INFORMATION**  
CAREER PATTERN



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

SPECIAL PHYSICAL REQUIREMENTS

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

CITIZENSHIP/SECURITY REQUIREMENTS

Must be eligible for access to classified information.

**SAFETY**

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

**TORPEDOMAN'S MATE (SURFACE) FUNCTIONAL AREAS**

- A. ORDNANCE/COMPONENT MAINTENANCE/OPERATIONS
- B. SMALL ARMS MAINTENANCE
- C. TORPEDO TUBE SYSTEM MAINTENANCE/OPERATIONS
- D. TEST EQUIPMENT MAINTENANCE/OPERATIONS
- E. WEAPONS/COMPONENT HANDLING
- F. WEAPONS/HANDLING EQUIPMENT MAINTENANCE/OPERATIONS
- G. MAGAZINE AND MAGAZINE SPRINKLER MAINTENANCE/OPERATIONS
- H. QUALITY ASSURANCE
- I. PNEUMATIC/HYDRAULIC MAINTENANCE
- J. ELECTRICAL/ELECTRONIC MAINTENANCE
- K. TECHNICAL ADMINISTRATION
- L. DAMAGE CONTROL
- M. ENVIRONMENTAL PROTECTION

## TOREPODMAN'S MATE (SURFACE) THIRD CLASS (TM3)

### A. ORDNANCE/COMPONENT MAINTENANCE/OPERATIONS

- A001 PERFORM FRESH WATER WASHDOWN ON TORPEDOES
- A002 REMOVE CORROSION AND SALT DEPOSITS ON TORPEDOES
- A003 INSPECT TORPEDO JOINT BANDS
- A004 INSPECT TRANSDUCERS FOR DAMAGE
- A005 INSPECT TORPEDOES FOR OTTO FUEL LEAKS
- A006 CLEAN AND INSPECT WARHEAD SECTIONS
- A007 INSPECT TORPEDO EXPLODERS
- A008 CLEAN AND INSPECT EXERCISE HEAD SECTIONS
- A009 CLEAN AND PRESERVE WEAPONS SURFACES
- A012 CONNECT TORPEDOES TO TEST SETS
- A013 CLEAN AND INSPECT PROPELLERS
- A014 CLEAN AND INSPECT ROTORS AND STATORS
- A015 PERFORM TORPEDO CONTINUITY CHECKS
- A017 PRESET TORPEDOES
- A021 INSPECT A-CABLES
- A023 CLEAN, INSPECT, AND TEST TORPEDO MOUNTED DISPENSERS (TMD)
- A025 INSTALL AIRCRAFT ACCESSORIES
- A026 REMOVE AIRCRAFT ACCESSORIES

### B. SMALL ARMS MAINTENANCE

- B035 CLEAN AND INSPECT PISTOLS
- B036 CLEAN AND INSPECT MAGAZINES
- B037 CLEAN AND INSPECT RIFLES
- B038 CLEAN AND INSPECT LINE THROWING RIFLE ADAPTER KITS
- B039 CLEAN AND INSPECT SHOTGUNS
- B040 CLEAN AND INSPECT SECURITY FORCE EQUIPMENT
- B041 COORDINATE FAMILIARIZATION FIRING FOR SECURITY FORCES

### C. TORPEDO TUBE SYSTEM MAINTENANCE/OPERATIONS

- C042 CONDUCT OVERALL COMBAT SYSTEMS OPERABILITY TESTS (OCSOT)
- C043 CLEAN AND LUBRICATE TORPEDO DOORS (MUZZLE, COVERS, BREECH, ETC)
- C044 INSPECT TORPEDO DOORS (MUZZLE, COVERS, BREECH, ETC)
- C045 TEST TORPEDO DOORS (MUZZLE, COVERS, BREECH, ETC)
- C046 REPAIR TORPEDO DOORS (MUZZLE, COVERS, BREECH, ETC)
- C047 TEST CONNECTORS FOR PIN CONTINUITY
- C048 TEST CABLES FOR INSULATION RESISTANCE
- C049 INSPECT FIRE CONTROL CABLES
- C050 REPLACE FIRE CONTROL CABLES
- C051 CLEAN AND LUBRICATE TORPEDO TUBES
- C052 INSPECT SEALS, GASKETS, AND O-RINGS
- C053 REPLACE SEALS, GASKETS, AND O-RINGS
- C054 INSPECT AND TEST TORPEDO TUBE HYDRAULIC SYSTEMS
- C055 INSPECT AND TEST TORPEDO TUBE PNEUMATIC SYSTEMS
- C057 INSPECT AND TEST TORPEDO TUBE MECHANICAL SYSTEMS
- C058 CLEAN AND LUBRICATE TORPEDO TUBE LOCKING RINGS
- C059 INSPECT TORPEDO TUBE LOCKING RINGS
- C060 CONDUCT TORPEDO PREFIRING TESTS
- C061 INSPECT TORPEDO TUBE OPERATING MECHANISMS
- C062 TEST AND OPERATE TORPEDO TUBES

C063 REMOVE AND REPLACE BREECH MECHANISMS  
C064 CHARGE BREECH MECHANISMS  
C065 REMOVE AND REPLACE FIRING VALVES ON BREECH MECHANISMS  
C066 PERFORM HYDROSTATIC TEST OF BREECH MECHANISMS  
C067 MOUNT TORPEDO TUBE SECURING MECHANISM TO TORPEDO EXHAUST VALVES  
C068 LOCK TORPEDO SECURING MECHANISM IN TUBES  
C069 REMOVE TORPEDO TUBE SECURING MECHANISMS  
C070 INSPECT AND TEST TORPEDO TUBE BARREL HEATERS  
C071 REPLACE TORPEDO TUBE BARREL HEATERS  
C072 FIRE TORPEDO TUBES FROM TORPEDO ROOM  
C073 FIRE TORPEDO TUBES FROM TORPEDO DECK  
C074 FIRE TORPEDO TUBE LOCALLY USING TORPEDO TUBE CASUALTY PROCEDURE  
C075 CONDUCT TORPEDO TUBE INSPECTIONS  
C076 PERFORM ORDNANCE ALTERATIONS (ORDALTS)  
C077 INSTALL FIELD CHANGES

D. TEST EQUIPMENT MAINTENANCE/OPERATIONS

D079 USE GENERAL PURPOSE ELECTRONIC TEST EQUIPMENT (GPETE)  
D080 USE SPECIAL PURPOSE TEST EQUIPMENT  
D081 CLEAN, INSPECT, AND TEST OTTO FUEL DETECTORS  
D082 CLEAN AND INSPECT TEST EQUIPMENT  
D083 PERFORM TORPEDO SETTING PANELS (TSP) OPERABILITY CHECKS  
D085 PERFORM TORPEDO PRESETTERS OPERABILITY CHECKS  
D086 REMOVE AND REPLACE TEST SET CABLES

E. WEAPONS/COMPONENT HANDLING

E094 BREAK OUT AND SET UP WEAPONS HANDLING EQUIPMENT  
E095 BREAK DOWN AND STOW WEAPONS HANDLING EQUIPMENT  
E096 STOW WEAPONS IN MAGAZINES  
E097 INSPECT WEAPONS SHIPPING CONTAINERS  
E098 PACKAGE WEAPONS AND COMPONENTS  
E099 UNPACK WEAPONS AND COMPONENTS  
E100 READ RELATIVE HUMIDITY INDICATORS  
E101 REPLACE DESICCANT BAGS  
E102 REPLACE RELATIVE HUMIDITY INDICATORS  
E103 CONDUCT ON-LOAD/OFF-LOAD OF WEAPONS/AMMUNITION  
E104 CONDUCT TUBE LOADS/DOWNLOADS  
E105 PERFORM RECOVERY OF EXPENDED EXERCISE TORPEDOES  
E107 COORDINATE WEAPONS/COMPONENT HANDLING EVOLUTIONS

F. WEAPONS/HANDLING EQUIPMENT MAINTENANCE/OPERATIONS

F108 CLEAN AND LUBRICATE WEAPONS HOISTS  
F109 INSPECT AND TEST WEAPONS HOISTS  
F110 REPAIR WEAPONS HOISTS  
F111 USE HOISTS DURING WEAPONS EVOLUTIONS  
F112 INSPECT WEAPONS MONORAILS  
F113 CLEAN AND LUBRICATE WEAPONS AERONAUTICAL (AERO) SKIDS/DOLLIES  
F114 INSPECT AND TEST WEAPONS AERONAUTICAL (AERO) SKIDS/DOLLIES  
F115 USE AERONAUTICAL (AERO) SKIDS/DOLLIES DURING WEAPONS EVOLUTIONS  
F116 REPAIR WEAPONS AERONAUTICAL (AERO) SKIDS/DOLLIES  
F117 CLEAN, INSPECT, AND LUBRICATE WEAPONS LOADING TRAYS  
F118 REPAIR WEAPONS LOADING TRAYS

- F119 CLEAN AND LUBRICATE BRIDGE CRANES
- F120 INSPECT AND TEST BRIDGE CRANES
- F121 REPAIR BRIDGE CRANES
- F122 OPERATE CRANES DURING WEAPONS HANDLING EVOLUTIONS
- F123 TORQUE WEAPON STOWAGE AND HANDLING LASHING STRAPS
- F124 SERVICE WEAPONS HANDLING VEHICLES
- F126 CONDUCT PRIOR-TO-USE INSPECTION/MAINTENANCE OF PORTABLE HANDLING EQUIPMENT

#### G. MAGAZINE AND MAGAZINE SPRINKLER MAINTENANCE/OPERATIONS

- G127 INSPECT MAGAZINE CONTROL SYSTEM PIPING AND COMPONENTS
- G128 TEST AND OPERATE MAGAZINE SPRINKLER SYSTEMS
- G129 INSPECT AND TEST FLOODING ALARM FLOAT SWITCHES
- G130 INSPECT MAGAZINE THERMOMETERS
- G131 INSPECT MAGAZINE TEMPERATURE RECORD CARDS
- G132 INSPECT AND TEST MAGAZINE HAND LANTERNS
- G133 INSPECT MAGAZINES FOR CLEANLINESS AND SECURITY
- G134 INSPECT AND TEST MAGAZINE ALARMS
- G135 INSPECT AND TEST MAGAZINE SPRINKLER SYSTEMS
- G136 INSPECT AND TEST MAGAZINE HIGH TEMPERATURE ALARMS
- G137 REPLACE MAGAZINE SPRINKLER SYSTEMS COMPONENTS
- G138 REPAIR MAGAZINE SPRINKLER SYSTEMS
- G139 INSPECT HEAT SENSING DEVICE (HSD) FUSIBLE LINKS
- G140 REPLACE HEAT SENSING DEVICE (HSD)
- G142 INSPECT MAGAZINE VENTILATION SYSTEMS
- G143 INSPECT NON-CONTAINERIZED AMMUNITION STOWAGE/SECURING DEVICES
- G144 INSPECT READY STOWAGE LOCKERS
- G145 INVENTORY READY STOWAGE LOCKERS
- G146 LOAD READY STOWAGE LOCKERS

#### H. QUALITY ASSURANCE

- H147 CONDUCT ACCEPTANCE INSPECTIONS ON WEAPON COMPONENT CONTAINERS
- H148 CONDUCT ACCEPTANCE INSPECTIONS OF TORPEDOES
- H149 CONDUCT RECEIPT AND TRANSFER INSPECTIONS OF TORPEDOES/MISSILES
- H156 CONDUCT WEAPONS SAFETY INSPECTIONS

#### I. PNEUMATIC/HYDRAULIC MAINTENANCE

- I157 CLEAN, DRAIN, AND INSPECT AIR SYSTEM LUBRICATORS
- I158 INSPECT AIR SYSTEM LUBRICATOR OIL LEVELS
- I159 TEST AND INSPECT VALVES (PNEUMATIC AND HYDRAULIC)
- I160 REBUILD VALVES (PNEUMATIC AND HYDRAULIC)
- I161 FILL, BLEED, AND CHARGE HYDRAULIC SYSTEMS
- I162 REMOVE, REPAIR, AND REPLACE HYDRAULIC SYSTEM COMPONENTS
- I163 FILL, BLEED, AND CHARGE PNEUMATIC SYSTEMS
- I164 REMOVE, REPAIR, AND REPLACE PNEUMATIC SYSTEM COMPONENTS
- I165 CLEAN AND INSPECT PNEUMATIC/HYDRAULIC SYSTEM FILTERS

#### J. ELECTRICAL/ELECTRONIC MAINTENANCE

- J169 CONDUCT POINT-TO-POINT VOLTAGE MEASUREMENTS
- J170 CONDUCT CURRENT MEASUREMENTS
- J171 CONDUCT POINT-TO-POINT RESISTANCE AND CONTINUITY MEASUREMENTS

K. TECHNICAL ADMINISTRATION

- K178 UPDATE WEIGHT TEST LOGS
- K182 INTERPRET DRAWINGS (BLUEPRINTS, SCHEMATICS, ETC)
- K185 INVENTORY AMMUNITION, WEAPONS, AND COMPONENTS

L. DAMAGE CONTROL

- L207 PERFORM TORPEDO/MISSILE CASUALTY PROCEDURES
- L208 INVENTORY OTTO FUEL AND T-H DIMER SPILL LOCKERS
- L209 REPLACE OTTO FUEL AND T-H DIMER SPILL LOCKERS MATERIALS
- L213 CLEAN AND INSPECT BREATHING APPARATUS
- L214 TEST BREATHING APPARATUS

M. ENVIRONMENTAL PROTECTION

- M218 REVIEW HAZARDOUS MATERIAL USER'S GUIDE (HMUG)
- M219 REVIEW HAZARDOUS MATERIAL (HAZMAT) INVENTORIES
- M220 REVIEW MATERIAL SAFETY DATA SHEETS (MSDS)
- M223 CLEAN AND INSPECT HAZARDOUS MATERIAL (HAZMAT) CONTAINERS

**TOREDOMAN'S MATE (SURFACE) SECOND CLASS (TM2)**

A. ORDNANCE/COMPONENT MAINTENANCE/OPERATIONS

- A010 PREPARE EXERCISE TORPEDOES FOR LAUNCH
- A011 CONDUCT TORPEDO POST-RUN MAINTENANCE OPERATIONS

D. TEST EQUIPMENT MAINTENANCE/OPERATIONS

- D087 INSPECT TEST SET CABLES

H. QUALITY ASSURANCE

- H151 CONDUCT ACCEPTANCE INSPECTIONS ON WEAPONS AND COMPONENTS

K. TECHNICAL ADMINISTRATION

- K181 FILL OUT TECHNICAL FEEDBACK REPORTS

M. ENVIRONMENTAL PROTECTION

- M222 IMPLEMENT HAZARDOUS MATERIAL (HAZMAT) WASTE DISPOSAL METHODS

L. DAMAGE CONTROL

- L211 CLEAN UP OTTO FUEL SPILLS
- L212 INSPECT BREATHING APPARATUS CYLINDER PRESSURE



**TORPEDOMAN'S MATE (SURFACE) FIRST CLASS (TM1)**

**C. TORPEDO TUBE SYSTEM MAINTENANCE/OPERATIONS**

C078 COORDINATE TORPEDO PREFIRING TESTS

**K. TECHNICAL ADMINISTRATION**

K174 REVIEW CONVENTIONAL WEAPONS MANUALS PRIOR TO WEAPONS EVOLUTIONS

**M. ENVIRONMENTAL PROTECTION**

M221 INSPECT HAZARDOUS MATERIAL (HAZMAT) STORAGE AREAS

**CHIEF TORPEDOMAN'S MATE (SURFACE) (TMC)**

**L. DAMAGE CONTROL**

L215 CONSTRUCT WEAPONS CASUALTY DRILLS

L216 SCHEDULE WEAPONS CASUALTY DRILLS

L217 CONDUCT WEAPONS CASUALTY DRILLS

**SENIOR CHIEF TORPEDOMAN'S MATE (SURFACE) (TMCS)**

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

**MASTER CHIEF TORPEDOMAN'S MATE (SURFACE) (TMCM)**

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

# CHAPTER 77



## UTILITIESMAN (UT)

NAVPERS 18068-77B

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR  
UTILITIESMAN (UT)



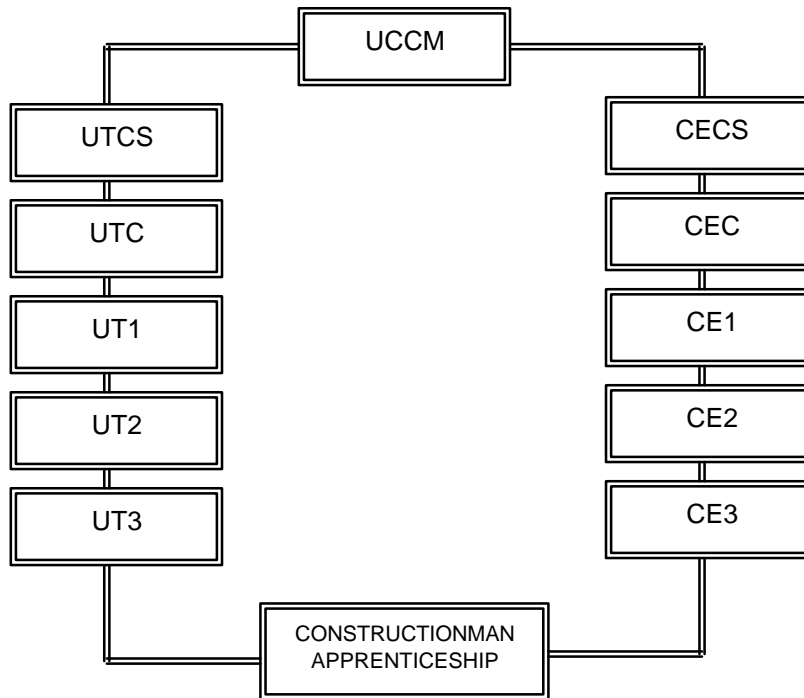
SCOPE OF RATING

Utilitiesmen (UT) plan, supervise and perform tasks involved in installation, maintenance and repair of plumbing, heating, steam, compressed air, fuel storage and distribution systems, water treatment and distribution systems, air conditioning and refrigeration equipment, septic system, as prescribed by drawings and specifications; schedule and evaluate installation and operational tasks; prepare records and reports; maintain individual combat readiness; and perform tasks required in combat and disaster preparedness or recovery operations.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 77.

NAVPERS 18068-77B

**GENERAL INFORMATION**  
**CAREER PATTERN**



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

**SPECIAL PHYSICAL REQUIREMENTS**

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

**CITIZENSHIP/SECURITY REQUIREMENTS**

Must be eligible for access to classified information.

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

## **UTILITIESMAN (UT) FUNCTIONAL AREAS**

- A. TECHNICAL ADMINISTRATION
- B. GENERAL ADMINISTRATION
- C. ENVIRONMENTAL PROTECTION
- D. CONSTRUCTION SUPPORT
- E. CONSTRUCTION OPERATIONS
- F. QUALITY ASSURANCE
- G. CONSTRUCTION COMBAT READINESS
- H. BOILER MAINTENANCE
- I. HEATING, VENTILATING, AIR CONDITIONING, AND REFRIGERATION (HVAC/R)
- J. PUMPS AND AIR COMPRESSORS
- K. PLUMBING
- L. ELECTRICAL CONTROLS
- M. WATER AND SEWAGE TREATMENT
- N. PLANNING, ESTIMATING AND SCHEDULING

## UTILITIESMAN THIRD CLASS (UT3)

### A. TECHNICAL ADMINISTRATION

- A001 FILL OUT CARDS AND SHEETS
- A002 VERIFY AND UPDATE BOILER PLANT OPERATOR LOGS
- A003 VERIFY AND UPDATE OPERATOR LOG READINGS (WATER TREATMENT PLANT, ETC)
- A004 VERIFY AND UPDATE AIR CONDITIONING AND REFRIGERATION EQUIPMENT LOGS
- A005 INTERPRET SIMPLE DIAGRAMS AND SCHEMATICS IN INSTALLATION OF UTILITIES
- A006 INTERPRET DRAWINGS TO DETERMINE MATERIAL REQUIREMENTS
- A007 INTERPRET DRAWINGS TO LOCATE FIXTURES
- A008 PROVIDE MATERIAL USAGE DATA

### C. ENVIRONMENTAL PROTECTION

- C001 REVIEW HAZARDOUS MATERIAL (HAZMAT) INVENTORIES
- C002 CLEAN AND INSPECT HAZARDOUS MATERIAL (HAZMAT) CONTAINERS
- C003 ISOLATE SPILLS (OIL, FUEL, CHEMICAL, ETC)
- C004 CLEAN UP SPILLS

### D. CONSTRUCTION SUPPORT

- D001 PREPARE MATERIAL FOR EMBARKATION
- D002 PERFORM STANDARD NAVAL CONSTRUCTION FORCE (NCF) HAND SIGNALS USED IN EQUIPMENT OPERATIONS
- D003 ERECT COMMON TYPES OF CONSTRUCTION SCAFFOLDING AND SHORING
- D004 SHORE EARTH EXCAVATIONS

### E. CONSTRUCTION OPERATIONS

- E001 INSTALL IMMERSION CAN HEATERS
- E002 PERFORM PREVENTIVE MAINTENANCE ON IMMERSION CANS HEATERS
- E003 REPAIR IMMERSION CAN HEATERS
- E004 INSTALL SPACE HEATERS
- E005 PERFORM PREVENTIVE MAINTENANCE ON SPACE HEATERS
- E006 REPAIR SPACE HEATERS
- E007 INSTALL LEACHING FIELDS
- E008 INSTALL LAUNDRY WASHERS
- E009 INSTALL LAUNDRY DRYERS
- E010 PERFORM MAINTENANCE ON LAUNDRY EQUIPMENT
- E011 REPAIR FIELD GALLEY RANGES
- E012 INSTALL TOILETS (FLUSHOMETER/TANK TYPE)
- E013 INSTALL ADVANCED BASE FUNCTIONAL COMPONENT (ABFC) ASSEMBLIES
- E014 PERFORM FIELD SANITATION PROCEDURES

### G. CONSTRUCTION COMBAT READINESS

- G001 ADMINISTER FIRST AID UNDER COMBAT CONDITIONS
- G002 PERFORM AMBUSH COUNTERMEASURES
- G003 PERFORM SURVIVAL, EVASION, RESISTANCE AND ESCAPE PROCEDURES
- G006 PERFORM CHEMICAL, BIOLOGICAL AND RADIOLOGICAL (CBR) DEFENSIVE MEASURES
- G007 PERFORM DUTIES OF GRENADEIER
- G010 PERFORM DUTIES OF FIRE TEAM AUTOMATIC RIFLEMAN
- G011 PERFORM LAND-BASED COMBAT DUTIES UNDER CHEMICAL, BIOLOGICAL AND RADIOLOGICAL (CBR) CONDITIONS
- G012 PLACE TRIP FLARES AND OTHER EARLY WARNING DEVICES

- G013 CONDUCT BOOBY TRAP COUNTERMEASURES
- G014 TRANSPORT PERSONNEL INJURED IN COMBAT
- G015 PERFORM MINOR REPAIR ON TACTICAL FIELD TELEPHONE SYSTEMS
- G019 PERFORM FIELD SANITATION PROCEDURES
- G020 CONDUCT PATROLS
- G021 PERFORM DUTIES OF FIRE TEAM LEADER
- G026 PLACE PROTECTIVE AND TACTICAL WIRE ENTANGLEMENTS
- G029 MANEUVER FIRE TEAM USING ARM AND HAND SIGNALS
- G046 PERFORM LAND NAVIGATION PROCEDURES
- G047 OPERATE NIGHT VISION EQUIPMENT
- G048 INSTALL TACTICAL FIELD TELEPHONE SYSTEMS
- G049 OPERATE TACTICAL FIELD TELEPHONE SYSTEMS
- G050 PERFORM ENEMY PRISONER OF WAR (EPW) HANDLING PROCEDURES

#### H. BOILER MAINTENANCE

- H001 PRE-START CHECK BOILER EQUIPMENT
- H002 PERFORM BOILER OPERATIONAL TESTS
- H003 PERFORM OPERATIONAL TESTS ON FIRED PRESSURE VESSELS
- H004 PERFORM CHEMICAL TESTS AND TREATMENT OF BOILERWATER/FEEDWATER
- H005 CLEAN BOILER WATERSIDE TUBES
- H006 REPAIR BOILER FEED PUMPS
- H007 REPLACE GAGE GLASS ON WATER COLUMN
- H008 REMOVE AND REPLACE BOILER REFRACTORIES
- H009 REPAIR BOILER REFRACTORIES
- H010 PERFORM BOILER EQUIPMENT AND STEAM PLANT OPERATOR MAINTENANCE
- H011 INSPECT AND REPAIR STEAM TRAPS
- H012 INSTALL FUEL OIL STORAGE TANKS
- H013 INSTALL FUEL LINES TO EQUIPMENT FROM TANKS
- H014 PERFORM FUEL TANK SAMPLING AND GAUGING
- H015 INSPECT AND REPAIR FUEL BURNERS

#### I. HEATING, VENTILATING, AIR CONDITIONING, AND REFRIGERATION (HVAC/R)

- I001 INSTALL HEATING VENTILATION AND AIR CONDITIONING (HVAC) SYSTEM DUCT WORK
- I002 PROCURE ENVIRONMENTAL PROTECTION AGENCY (EPA) REFRIGERANT CERTIFICATE
- I003 INSPECT AND CLEAN HEATING UNITS
- I004 CHANGE AND GAP HEATING SYSTEM ELECTRODES
- I005 PERFORM AIR CONDITIONING AND REFRIGERATION (AC/R) SYSTEMS MAINTENANCE
- I006 PERFORM AIR CONDITIONING AND REFRIGERATION (AC/R) EQUIPMENT OPERATOR'S MAINTENANCE
- I007 INSTALL INSULATING MATERIAL ON AIR CONDITIONING SYSTEM PRESSURE VESSELS
- I008 INSPECT FUEL AND AIR FILTERS
- I009 REPLACE FUEL AND AIR FILTERS
- I010 INSTALL HEATING SYSTEMS GAS LINES

#### J. PUMPS AND AIR COMPRESSORS

- J001 TROUBLESHOOT PUMPS
- J002 REPLACE PUMPS
- J003 REPAIR PUMPS
- J004 TEST PUMPS
- J005 INSTALL COMPRESSED AIR SYSTEMS
- J006 PERFORM COMPRESSED AIR SYSTEMS MAINTENANCE

## K. PLUMBING

- K001 INSTALL PRESSURE VALVES
- K002 INSTALL SHUTOFF VALVES
- K003 INSTALL PLUMBING FIXTURES
- K004 INSTALL DOMESTIC WATER HEATERS
- K005 INSTALL WATER DISTRIBUTION MAINS
- K006 INSTALL HOT AND COLD WATER DISTRIBUTION SYSTEMS
- K007 INSTALL WATER DISTRIBUTION SYSTEMS
- K008 INSTALL SEWAGE DISTRIBUTION SYSTEMS
- K009 INSTALL DRAINAGE SYSTEM ROUGH-IN PIPING
- K010 REPAIR SHUTOFF VALVES
- K011 PERFORM PIPING SYSTEMS REPAIRS
- K012 CHECK PIPING SYSTEMS FOR LEAKS
- K013 CHECK PIPING SYSTEMS FOR CORROSION
- K014 PRESERVE PIPING SYSTEMS
- K015 TEST PIPING SYSTEMS
- K016 INSTALL PIPING SYSTEM INSULATING MATERIAL
- K017 FABRICATE AND INSTALL COPPER CONNECTIONS (SWEDGING, FLAIRING, FALLOW)
- K018 SOLDER COPPER TUBING/PIPING AND FITTINGS
- K019 SILVER SOLDER COPPER TUBING/PIPING AND FITTINGS
- K020 MEASURE, CUT, THREAD AND JOIN STEEL PIPING
- K021 MEASURE AND CUT CAST-IRON SOIL PIPE
- K022 JOIN CAST-IRON SOIL PIPE WITH LEAD
- K023 JOIN CAST-IRON SOIL PIPE WITH NO HUB COUPLINGS
- K024 JOIN CAST-IRON WATER PIPE WITH FLANGED FITTINGS
- K025 MEASURE AND CUT VITRIFIED CLAY PIPE
- K026 JOIN VITRIFIED CLAY PIPE WITH "O" RINGS SEALS
- K027 JOIN VITRIFIED CLAY PIPE WITH MORTAR
- K028 MEASURE AND CUT CONCRETE PIPE
- K029 JOIN CONCRETE PIPE WITH MORTAR
- K030 JOIN CONCRETE PIPE WITH "O" RING SEALS
- K031 MEASURE, CUT, AND JOIN POLYVINYL CHLORIDE (PVC)
- K032 SELECT PIPE OR TUBING AND FITTINGS BY SIZE AND USAGE
- K033 MAINTAIN GALLEY EQUIPMENT
- K034 OPERATE METHYL-ACETYLENE PROPANE (MAPP) EQUIPMENT
- K035 OPERATE OXYGEN ACETYLENE EQUIPMENT
- K036 INSTALL FIRE HYDRANTS
- K037 FLUSH FIRE MAIN SYSTEMS
- K038 INSTALL GALLEY EQUIPMENT

## L. ELECTRICAL CONTROLS

- L001 INTERPRET ELECTRICAL EQUIPMENT SCHEMATICS
- L002 TEST ELECTRICAL COMPONENTS
- L003 ADJUST HEATING, VENTILATING, AIR CONDITIONING (HVAC) AND REFRIGERATION SYSTEMS TIMING RELAYS
- L004 TROUBLESHOOT AIR CONDITIONING EQUIPMENT AUTOMATIC CONTROLS
- L005 TEST HEATING SYSTEM ELECTRICAL COMPONENTS

## M. WATER AND SEWAGE TREATMENT

- M001 PERFORM WATER PLANT OPERATOR'S MAINTENANCE
- M002 CLEAN WATER TREATMENT PLANT FILTRATION EQUIPMENT
- M003 PREPARE CHEMICALS USED IN TESTING SEWAGE
- M004 PERFORM WATER TREATMENT TESTS
- M005 PERFORM SEWAGE TREATMENT TESTS



- M006 PERFORM WATER STORAGE TANK REPAIRS
- M007 PREPARE CHEMICALS USED IN TESTING WATER
- M008 FLUSH SEWAGE SYSTEMS
- M009 INSTALL SEWAGE LIFT STATIONS

## UTILITIESMAN SECOND CLASS (UT2)

### A. TECHNICAL ADMINISTRATION

- A009 PREPARE SHOP DRAWINGS AND SKETCHES
- A010 INTERPRET CONSTRUCTION DRAWINGS AND SPECIFICATIONS FOR UTILITIES INSTALLATIONS
- A011 PREPARE RED LINE DRAWINGS
- A012 PREPARE WORK REQUESTS AND JOB ORDERS

### B. GENERAL ADMINISTRATION

- B001 DIRECT BUILDING MATERIALS AND EQUIPMENT JOB SITE STORAGE

### C. ENVIRONMENTAL PROTECTION

- C005 UPDATE SAFETY DATA SHEET FILES
- C006 ADJUST FUEL-AIR MIXTURE ON BURNERS
- C007 ADJUST ELECTRODES ON BURNERS
- C008 CONTAIN OIL AND FUEL SPILLS

### D. CONSTRUCTION SUPPORT

- D005 DIRECT AND COORDINATE ADVANCED BASE FUNCTIONAL COMPONENT (ABFC) ASSEMBLY INSTALLATION
- D006 INSTALL ADVANCED BASE BOILERS AND HEAT EXCHANGERS
- D007 REPAIR LAUNDRY EQUIPMENT
- D008 CONSTRUCT VARIOUS TYPES OF FIELD SANITATION FACILITIES

### G. CONSTRUCTION COMBAT READINESS

- G024 EMPLOY CLAYMORE MINES
- G025 POSITION PERIMETER GUARDS
- G030 PREPARE ROUGH MAPS, FIELD SKETCHES AND OVERLAYS
- G037 DIRECT INSTALLATION OF PROTECTIVE AND TACTICAL WIRE ENTANGLEMENTS

### H. BOILER MAINTENANCE

- H016 REPAIR BOILER FEED PUMPS
- H017 INSPECT BOILER REFRACTORIES
- H018 INSPECT WATER SIDE ACCESS PLATES FOR DAMAGE
- H019 PERFORM BOILERS AND PRESSURE VESSELS REPAIRS
- H020 TEST, ADJUST AND CALIBRATE GAUGES

### I. HEATING, VENTILATING, AIR CONDITIONING, AND REFRIGERATION (HVAC/R)

- I011 TEST AUTOMOTIVE AND CONSTRUCTION EQUIPMENT AIR CONDITIONING/REFRIGERATION (AC/R) SYSTEMS
- I012 EVACUATE AUTOMOTIVE AND CONSTRUCTION EQUIPMENT AIR CONDITIONING/REFRIGERATION (AC/R) SYSTEMS

- I013 CHARGE AUTOMOTIVE AND CONSTRUCTION EQUIPMENT AIR CONDITIONING/REFRIGERATION (AC/R) SYSTEMS
- I014 PERFORM HEATING SYSTEM MECHANICAL ADJUSTMENTS
- I015 TROUBLESHOOT HEATING, VENTILATING, AIR CONDITIONING (HVAC) AND AIR CONDITIONING/REFRIGERATION (AC/R) SYSTEMS
- I016 ADJUST AIR CONDITIONING/REFRIGERATION (AC/R) ELECTRICAL CONTROLS
- I017 INSTALL FORCED AIR/HEATING SYSTEMS
- I018 INSTALL AND MOUNT FURNACES
- I019 INSTALL AIR CONDITIONING/REFRIGERATION (AC/R) PACKAGE UNITS

J. PUMPS AND AIR COMPRESSORS

- J007 REPAIR PUMPS
- J008 REPAIR DEEP WELL PUMPS
- J009 REPAIR AIR COMPRESSORS

K. PLUMBING

- K039 REPAIR PRESSURE VALVES
- K040 REPLACE PRESSURE VALVES
- K041 REPAIR GALLEY EQUIPMENT
- K042 LAY OUT WATER DISTRIBUTION SYSTEMS
- K043 PERFORM FIRE PROTECTION SYSTEM MAINTENANCE
- K044 INSTALL FIRE PROTECTION SPRINKLER SYSTEMS
- K045 REPAIR FIRE PROTECTION SPRINKLER SYSTEMS
- K046 TEST, OPERATE AND FLUSH FIRE PROTECTION SPRINKLER SYSTEMS

L. ELECTRICAL CONTROLS

- L006 REPAIR AIR CONDITIONING EQUIPMENT AUTOMATIC CONTROLS
- L007 REPAIR HEATING, VENTILATING, AIR CONDITIONING (HVAC) SYSTEMS AND REFRIGERATION EQUIPMENT ELECTRICAL PROBLEMS

M. WATER AND SEWAGE TREATMENT

- M010 TREAT POTABLE WATER
- M011 PERFORM WATER TREATMENT AND TEST EQUIPMENT MAINTENANCE OPERATIONS
- M012 PERFORM WATER TREATMENT EQUIPMENT MAINTENANCE OPERATIONS
- M013 REPAIR WATER TREATMENT EQUIPMENT
- M014 REPAIR WATER PURIFICATION EQUIPMENT
- M015 PERFORM WATER PURIFICATION EQUIPMENT MAINTENANCE
- M016 SET UP AND OPERATE WATER PURIFICATION EQUIPMENT
- M017 INTERPRET WATER TREATMENT TEST RESULTS
- M018 PERFORM SOIL LEACHING TESTS
- M019 TEST SEWER SYSTEMS
- M020 LAY OUT SEPTIC SYSTEMS
- M021 INSTALL SEPTIC TANKS

**UTILITIESMAN FIRST CLASS (UT1)**

A. TECHNICAL ADMINISTRATION

- A013 CONDUCT PERSONNEL READINESS CAPABILITY PROGRAM (PRCP) INTERVIEWS

B. GENERAL ADMINISTRATION

- B002 DIRECT STEAM PLANT OPERATIONS
- B003 DIRECT STEAM PLANT MAINTENANCE
- B004 DIRECT AIR CONDITIONING AND REFRIGERATION (AC/R) PLANT OPERATIONS
- B005 DIRECT WATER TREATMENT PLANT OPERATIONS
- B006 DIRECT SEWAGE TREATMENT PLANT OPERATIONS
- B007 DIRECT WATER DISTRIBUTION SYSTEMS OPERATIONS
- B008 DIRECT WATER WELL OPERATIONS
- B009 DIRECT COMPRESSED AIR SYSTEMS INSTALLATIONS
- B010 DIRECT FIRE PROTECTION SYSTEMS INSTALLATIONS
- B011 DIRECT SEPTIC TANKS AND LEACHING FIELDS INSTALLATIONS
- B012 REVIEW PROJECT LEVEL EQUIPMENT REQUIREMENTS
- B013 REVIEW PROJECT LEVEL MATERIAL REQUIREMENTS
- B014 COORDINATE BATTALION PROJECT TURNOVER
- B015 ADMINISTER NAVAL CONSTRUCTION FORCE TOOL KIT INVENTORY AND INSPECTION PROGRAM
- B016 MONITOR STEAM TESTING CERTIFICATION COMPLIANCE

C. ENVIRONMENTAL PROTECTION

- C009 MONITOR EMISSIONS PLANT TO COMPLY WITH ENVIRONMENTAL PROTECTION AGENCY (EPA) STANDARDS
- C010 MONITOR ENVIRONMENTAL PROTECTION PROGRAMS FOR COMPLIANCE
- C011 CONTROL ENVIRONMENTAL POLLUTION
- C012 SELECT CESSPOOLS SITES

D. CONSTRUCTION SUPPORT

- D009 PERFORM FACILITIES/MAINTENANCE INSPECTIONS
- D010 PREPARE CONSTRUCTION NETWORK ANALYSIS

E. CONSTRUCTION OPERATIONS

- E015 DIRECT AND COORDINATE INSTALLATION OF ADVANCED BASE FUNCTIONAL COMPONENTS (ABFC) FACILITIES

F. QUALITY ASSURANCE

- F001 PERFORM CONSTRUCTION QUALITY CONTROL INSPECTIONS

G. CONSTRUCTION COMBAT READINESS

- G031 PERFORM DUTIES OF RIFLE SQUAD LEADER
- G032 PERFORM DUTIES OF RIFLE PLATOON GUIDE
- G033 PERFORM DUTIES OF RIFLE PLATOON PETTY OFFICER
- G034 PERFORM DUTIES OF MACHINE GUN SQUAD LEADER
- G036 PERFORM DUTIES OF WEAPONS PLATOON PETTY OFFICER
- G038 INSTRUCT PERIMETER GUARDS
- G039 DIRECT INSTALLATION OF TRIP FLARES AND OTHER EARLY WARNING DEVICES
- G051 DIRECT PLACING OF LIMITING STAKES

I. HEATING, VENTILATING, AIR CONDITIONING, AND REFRIGERATION (HVAC)

- I020 ADJUST AIR CONDITIONING/REFRIGERATION (AC/R) EXPANSION VALVES

M. WATER AND SEWAGE TREATMENT

M022 DETERMINE FIELD SANITATION REQUIREMENTS

N. PLANNING, ESTIMATING AND SCHEDULING

N001 PREPARE EQUIPMENT/MATERIAL ESTIMATES FROM DRAWINGS AND SPECIFICATIONS

N002 PREPARE MANPOWER ESTIMATES FROM DRAWINGS AND SPECIFICATIONS

**CHIEF UTILITIESMAN (UTC)**

A. TECHNICAL ADMINISTRATION

A014 ADMINISTER PERSONNEL READINESS CAPABILITY PROGRAM (PRCP)

A015 ORGANIZE AND CONTROL DEPLOYMENT OF MATERIAL AND EQUIPMENT

A016 MAINTAIN LEVEL I AND LEVEL II PROJECT PROGRESS

A017 PROVIDE TECHNICAL ADVICE ON CONSTRUCTION AND MAINTENANCE TECHNIQUES

A018 PROVIDE TECHNICAL ASSISTANCE ON PLANS AND SPECIFICATIONS

B. GENERAL ADMINISTRATION

B017 RECOMMEND PERSONNEL AND WORK ASSIGNMENTS BASED ON PERSONNEL  
READINESS CAPABILITY PROGRAM (PRCP) DATA ANALYSIS

B018 DIRECT OPERATION AND MAINTENANCE OF UTILITIES

B019 COORDINATE EQUIPMENT ASSIGNMENTS

B020 REVIEW MATERIAL REQUIREMENTS AT COMPANY LEVEL

B021 CONDUCT ORGANIZATIONAL RESOURCE ANALYSIS

B022 MANAGE CONSTRUCTION TASKS ASSIGNED TO A COMPANY OR DETACHMENT

B023 COMPILE AND EVALUATE LABOR REPORTING DATA

B024 COMPILE AND EVALUATE MAINTENANCE DATA

B025 MANAGEMENT ENVIRONMENTAL PROTECTION PROGRAMS

B026 MANAGE ENERGY CONSERVATION PROGRAMS

B027 COORDINATE AND DIRECT TURNOVER OF COMPANY PROJECTS

B028 COORDINATE ASSIGNED PROJECTS BETWEEN COMMANDS AND CUSTOMERS

B029 COORDINATE BATTALION EQUIPMENT/MATERIAL TURNOVER

C. ENVIRONMENTAL PROTECTION

C013 MANAGE ENVIRONMENTAL PROTECTION PROGRAMS

D. CONSTRUCTION SUPPORT

D011 IMPLEMENT FACILITIES MAINTENANCE COST CONTROL PROGRAM

D012 COORDINATE AND SUPERVISE PREPARATION OF MATERIAL AND EQUIPMENT FOR  
EMBARKATION

D013 MANAGE CONSTRUCTION PROJECT USING NETWORK ANALYSIS

D014 ASSIST IN MANAGEMENT AND OPERATION OF MOBILE CONSTRUCTION BATTALIONS,  
CONSTRUCTION BATTALION UNITS OR A PUBLIC WORKS DEPARTMENT

E. CONSTRUCTION OPERATIONS

E016 DIRECT ADVANCED BASE FUNCTIONAL COMPONENT (ABFC) SET UPS

F. QUALITY ASSURANCE

F002 ADMINISTER CONSTRUCTION QUALITY CONTROL PROGRAMS

F003 ADMINISTER SHORE FACILITIES INSPECTION PROGRAMS

G. CONSTRUCTION COMBAT READINESS

G041 PERFORM DUTIES OF PLATOON COMMANDER

G044 ASSIST IN OPERATION OF COMMAND OPERATIONS CENTER (COC)

N. PLANNING, ESTIMATING AND SCHEDULING

N003 DRAFT PROJECT SCHEDULES

N004 ASSEMBLE PROJECT PROGRESS CHARTS (LEVEL I, II, AND III)

N005 UPDATE PROJECT PROGRESS CHARTS (LEVEL I, II, AND III)

N006 MONITOR PROJECT PROGRESS CHARTS (LEVEL I, II, AND III)

N007 EVALUATE PROJECT PROGRESS CHARTS (LEVEL I, II, AND III) CHANGES

**SENIOR CHIEF UTILITIESMAN (UTCS)**

G. CONSTRUCTION COMBAT READINESS

G042 ASSIST IN OPERATION OF COMPANY COMMAND POSTS

G043 ASSIST IN PREPARATION OF COMPANY DEFENSE PLANS

**MASTER CHIEF UTILITIESMAN (UCCM)**

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

# CHAPTER 79



YEOMAN  
(YN)

NAVPERS 18068-79B

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

YEOMAN (YN)



SCOPE OF RATING

Yeomen (YN) perform clerical and administrative duties, including typing and filing; prepare and route correspondence and reports; maintain records, publications, and service records; counsel officer personnel on administrative matters; perform administrative support for shipboard legal proceedings and maintain shipboard legal files; conduct reporting/detaching, and required retention related interviews; and serve as office managers.

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These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 79.

GENERAL INFORMATION  
CAREER PATTERN

6444444447  
5 YNCM 5  
94444; 4448  
64444=44447  
5 YNCS 5  
94444; 4448  
64444=44447  
5 YNC 5  
94444; 4448  
64444=44447  
5 YN1 5  
94444; 4448  
64444=44447  
5 YN2 5  
94444; 4448  
64444=44447  
5 YN3 5  
94444; 4448  
64444444=444444447  
5 SEAMAN 5  
5 APPRENTICESHIP5  
94444444444444448

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

SPECIAL PHYSICAL REQUIREMENTS

None.

CITIZENSHIP/SECURITY REQUIREMENTS

Must be eligible for access to classified information.

PERFORMANCE TESTS

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

**SAFETY**

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



YEOMAN (YN) FUNCTIONAL AREAS

- A. CORRESPONDENCE
- B. CUSTOMER SERVICE
- C. FILES, PUBLICATIONS, AND DIRECTIVES
- D. LEGAL
- E. OFFICER SERVICE RECORDS
- F. SECURITY
- G. TECHNICAL ADMINISTRATION
- H. TRAVEL

## YEOMAN THIRD CLASS (YN3)

### A. CORRESPONDENCE

A001 PREPARE CORRESPONDENCE (LETTERS, MEMORANDA, PLAN OF THE DAY, ETC.)  
A002 REVIEW CORRESPONDENCE  
A003 MAIL CORRESPONDENCE  
A004 ROUTE INCOMING CORRESPONDENCE  
A005 FILE CORRESPONDENCE  
A006 UPDATE CORRESPONDENCE AND SUSPENSE FILES/TICKLERS  
A007 PREPARE CORRESPONDENCE ACTION TICKLERS  
A008 PREPARE MESSAGES  
A009 PROCESS INCOMING MESSAGES  
A011 MAINTAIN MESSAGE FILES  
A012 PREPARE PERSONAL AWARD RECOMMENDATIONS (NAVPERS 1650/6)  
A013 REVIEW PERSONAL AWARD RECOMMENDATIONS (NAVPERS 1650/6)  
A014 PREPARE LETTERS OF APPRECIATION AND COMMENDATION  
A015 REVIEW LETTERS OF APPRECIATION AND COMMENDATION

### B. CUSTOMER SERVICE

B016 PROCESS SPECIAL REQUESTS AND AUTHORIZATIONS (NAVPERS 1336/3, NAVPERS 1306/7)  
B017 PREPARE APPLICATIONS FOR ARMED FORCES IDENTIFICATION CARDS  
B027 PREPARE DOCUMENTS SUPPORTING PAY, ALLOWANCES, AND BONUSES OR ENTER SOURCE DATA SYSTEM (SDS) EVENT  
B028 VERIFY DOCUMENTS SUPPORTING PAY, ALLOWANCES, AND BONUSES  
B041 BRIEF PERSONNEL ON LEAVE PROCEDURES

### C. FILES, PUBLICATIONS, AND DIRECTIVES

C046 REVIEW INSTRUCTIONS AND NOTICES  
C047 UPDATE INSTRUCTIONS AND NOTICES  
C048 ROUTE INSTRUCTIONS AND NOTICES  
C049 FILE INSTRUCTIONS AND NOTICES  
C050 MAINTAIN DIRECTIVE CASE FILES  
C051 COORDINATE REVIEW OF INSTRUCTIONS AND NOTICES  
C052 MAINTAIN CROSS-REFERENCE FILES  
C053 FILE PUBLICATIONS AND MANUALS  
C054 UPDATE PUBLICATIONS AND MANUALS  
C058 UPDATE STANDARD ORGANIZATION AND REGULATIONS MANUAL (SORM)

### D. LEGAL

D062 PREPARE REPORT AND DISPOSITION OF OFFENSE(S) (NAVPERS 1626/7)  
D064 RECORD CAPTAIN'S MASTS  
D065 PREPARE UNAUTHORIZED ABSENCE (UA) (NAVPERS 1070/606)(PAGE 6)  
D080 PREPARE RESPONSES TO LETTERS OF INDEBTEDNESS

### E. OFFICER SERVICE RECORDS

E081 BUILD OFFICER/ENLISTED SERVICE RECORDS  
E082 PREPARE OFFICER PHOTOGRAPH SUBMISSION SHEETS (NAVPERS 1070/10)  
E086 PREPARE APPOINTMENT TO PRESENT GRADE FORMS (NAVPERS 1421/27)  
E090 TYPE OFFICER DESIGNATION LETTERS (OFFICER OF THE DECK, HELICOPTER CONTROL OFFICER, ETC.)  
E091 PREPARE DEPENDENCY APPLICATION/RECORD OF EMERGENCY DATA (NAVPERS 1070/602)(PAGE 2)

E096 FILE DOCUMENTS IN SERVICE RECORDS  
E097 FILE SERVICE RECORDS  
E098 VERIFY SERVICE RECORDS  
E105 PREPARE ADMINISTRATIVE REMARKS (NAVPERS 1070/613)(PAGE 13)

F. SECURITY

F110 PREPARE CLASSIFIED MATERIAL FOR TRANSMISSION  
F111 PREPARE CLASSIFIED MATERIAL FOR SHIPMENT  
F113 ROUTE CLASSIFIED MATERIAL  
F116 DESTROY CLASSIFIED MATERIAL

G. TECHNICAL ADMINISTRATION

G124 PROCESS LEAVE REQUEST FORMS  
G128 RECORD INSPECTION RESULTS (PERSONNEL, ZONE, ADMIN, ETC.)  
G129 MAINTAIN OFFICIAL MAIL LOG

H. TRAVEL

H130 PREPARE TEMPORARY ADDITIONAL DUTY (TEMADD) TRAVEL ORDERS (NAVPERS  
1320/16)  
H131 REVIEW TEMADD TRAVEL ORDERS (NAVPERS 1320/16)  
H132 PROCESS TEMADD TRAVEL CLAIM LIQUIDATIONS  
H142 COMPUTE LEAVE, TRAVEL, AND PROCEED TIMES

**YEOMAN SECOND CLASS (YN2)**

B. CUSTOMER SERVICE

B022 BRIEF PERSONNEL ON TRANSFER PROCEDURES  
B024 BRIEF PERSONNEL ON REPORTING PROCEDURES  
B026 BRIEF PERSONNEL ON PAY AND ALLOWANCES  
B042 COUNSEL PERSONNEL ON OVERSEAS ASSIGNMENTS

C. FILES, PUBLICATIONS, AND DIRECTIVES

C045 DRAFT INSTRUCTIONS AND NOTICES  
C055 ESTABLISH REPORTS AND FORMS CONTROL PROGRAM  
C056 MANAGE REPORTS AND FORMS CONTROL FILES

D. LEGAL

D067 PREPARE COURT MEMORANDA (NAVPERS 1070/607R)(PAGE 7)  
D069 UPDATE UNIT PUNISHMENT BOOK  
D070 REVIEW UNIT PUNISHMENT BOOK  
D075 PREPARE POWER OF ATTORNEY DOCUMENTS

E. OFFICER SERVICE RECORDS

E085 TYPE ACCEPTANCE AND OATH OF OFFICE FORMS (NAVPERS 1000/22 OR NAVPERS  
1421/7)  
E087 PREPARE FITNESS REPORT AND COUNSELING RECORD (FITREP)  
E089 PREPARE CERTIFICATES OF RELEASE OR DISCHARGE FROM ACTIVE DUTY (DD FORM  
214)  
E092 COUNSEL PERSONNEL ON SERVICEMEN GROUP LIFE INSURANCE (SGLI) OPTIONS  
E093 TYPE DISCHARGE OR RETIREMENT CERTIFICATES  
E100 CLOSE OUT SERVICE RECORDS

#### F. SECURITY

F106 BRIEF PERSONNEL ON SECURITY PROCEDURES AND POLICIES  
F107 PREPARE SECURITY TERMINATION STATEMENTS (OPNAV 5511/14)  
F112 INVENTORY CLASSIFIED MATERIAL  
F114 MANAGE CLASSIFIED MATERIAL STORAGE  
F118 PREPARE CERTIFICATE OF PERSONNEL SECURITY INVESTIGATION, CLEARANCE,  
AND ACCESS FORMS (OPNAV 5520/20)

#### H. TRAVEL

H135 PREPARE AUTHORIZATION REQUESTS FOR "NO FEE" PASSPORTS OR VISAS (DD  
FORM 1056)  
H137 PREPARE PASSENGER RESERVATION REQUESTS  
H139 VERIFY COMPLETION OF TRAVEL CLAIMS  
H140 VERIFY COMPLETION OF TEMPORARY LODGING EXPENSES (TLE) FORMS  
H141 PREPARE DETACHING ENDORSEMENTS (NAVCOMPT 3067) OR ENTER SDS EVENT  
H143 PREPARE REPORTING ENDORSEMENT (NAVCOMPT 3068) OR ENTER SDS EVENT  
H144 VERIFY TRANSFER AND RECEIPT DOCUMENTS

### **YEOMAN FIRST CLASS (YN1)**

#### A. CORRESPONDENCE

A010 RELEASE MESSAGES

#### B. CUSTOMER SERVICE

B018 VERIFY IDENTIFICATION CARD APPLICATIONS OR SDS EVENT  
B023 CONDUCT PRE-SEPARATION COUNSELING  
B025 BRIEF PERSONNEL ON BENEFITS AND ENTITLEMENTS  
B029 COUNSEL PERSONNEL ON PROMOTION REQUIREMENTS  
B030 COUNSEL PERSONNEL ON ADVANCEMENT REQUIREMENTS  
B032 VERIFY ADVANCEMENT WORKSHEETS  
B034 COUNSEL PERSONNEL ON EDUCATION AND TRAINING OPPORTUNITIES  
B037 BRIEF PERSONNEL ON HUMANITARIAN REASSIGNMENT PROCEDURES  
B038 COUNSEL PERSONNEL ON HARDSHIP DISCHARGE PROCEDURES  
B039 BRIEF PERSONNEL ON MEDICAL AND DENTAL BENEFITS  
B040 COUNSEL PERSONNEL ON VETERAN'S BENEFITS (LIFE INSURANCE, SURVIVOR  
BENEFIT PLAN (SBP), ETC.)  
B043 ORGANIZE CEREMONIES (RETIREMENTS, AWARDS, ETC.)  
B044 COUNSEL PERSONNEL ON RETIREMENT PROCEDURES

#### D. LEGAL

D059 DRAFT APPOINTING ORDERS  
D060 PREPARE RECORDS OF FORMAL AND INFORMAL INVESTIGATIONS  
D061 ASSEMBLE RECORDS OF FORMAL AND INFORMAL INVESTIGATIONS  
D063 DRAFT SUSPECT'S RIGHTS ACKNOWLEDGMENT/STATEMENTS (NAVJAG 5810/10)  
D068 TYPE LETTERS OF REPRIMAND OR ADMONISHMENT

D076 ORGANIZE ADMINISTRATIVE DISCHARGE BOARDS  
D077 DRAFT ADMINISTRATIVE DISCHARGE DOCUMENTS

E. OFFICER SERVICE RECORDS

E088 ADMINISTER COMMAND FITREP PROGRAM  
E095 PROCESS REQUESTS FOR RETIREMENT OR RESIGNATION  
E101 UPDATE OFFICER DISTRIBUTION CONTROL REPORTS (ODCR)  
E102 DRAFT ODCR LETTER CORRECTION REQUESTS

F. SECURITY

F119 PREPARE REQUEST FOR PERSONNEL SECURITY INVESTIGATION FORMS (DD FORM  
1879)

G. TECHNICAL ADMINISTRATION

G125 PREPARE PERSONNEL CASUALTY REPORTS  
G126 PREPARE CORRESPONDENCE TO PRIMARY NEXT OF KIN OR SECONDARY NEXT OF KIN  
(PNOK/SNOK)

**CHIEF YEOMAN (YNC)**

B. CUSTOMER SERVICE

B036 COUNSEL PERSONNEL ON APPLYING TO OFFICER PROGRAMS

C. FILES, PUBLICATIONS, AND DIRECTIVES

C057 REVIEW COMMAND STANDARD ORGANIZATION AND REGULATIONS MANUAL (SORM)

G. TECHNICAL ADMINISTRATION

G127 UPDATE APPOINTMENT SCHEDULES

**SENIOR CHIEF YEOMAN (YNCS)**

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

**MASTER CHIEF YEOMAN (YNCM)**

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