

CHAPTER 47



LOGISTICS SPECIALIST

(LS)

NAVPERS 18068-47A

CH-55

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NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

LOGISTICS SPECIALIST (LS)



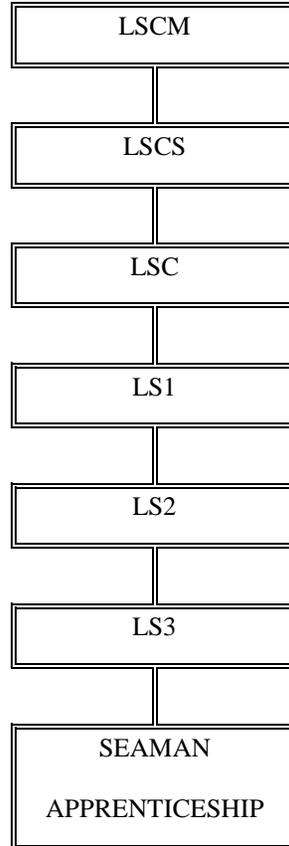
SCOPE OF RATING

Logistics Specialists (LS) provide diverse logistics and accounting support in a global setting to aviation, surface, subsurface, and expeditionary forces; order, receive, inspect, stow, preserve, package, ship, and issue materials and cargo; operate Navy Post Offices; account for government materials; and prepare and maintain required forms, records, correspondence, reports, and files.

This Occupational Standard is to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) in Chapter 47.

GENERAL INFORMATION

CAREER PATTERN



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

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

SAFETY

The observance of Operational Risk Management (ORM) and proper safety precautions in all areas is an integral part of each billet and the responsibility of every Sailor; therefore, it is a universal requirement for all ratings.

NEBC Job Title
Postal Clerk

NEBC Job Code
001637

Job Family Office and Administrative Support	NOC TBD	Short Title (30 Characters) POSTAL CLERK	Short Title (10 Characters) POSTAL CLK
Pay Plan Enlisted	Career Field LS	Other Relationships and Rules NEC 3001	

Job Description
 Postal Clerks manage Navy Post Offices, afloat and ashore; process and dispatch all classes of mail and parcel post; direct and route the transportation of mail; prepare and maintain postal records and reports; and process postal customer service transactions.

DoD Relationship		O*NET Relationship		
<i>Group Title</i>	<i>DoD Code</i>	<i>Occupation Title</i>	<i>SOC Code</i>	<i>Job Family</i>
Postal rt	155400	Mail Clerks and Mail Machine Operators, Except Postal Service	43-9051.00	Office and Administrative

Skills	Abilities
<i>Judgment and Decision Making</i>	<i>Inductive Reasoning</i>
<i>Operation and Control</i>	<i>Deductive Reasoning</i>
<i>Management of Financial Resources</i>	<i>Manual Dexterity</i>
<i>Quality Control Analysis</i>	<i>Mathematical Reasoning</i>
<i>Complex Problem Solving</i>	<i>Originality</i>
<i>Management of Material Resources</i>	<i>Written Comprehension</i>
<i>Mathematics</i>	<i>Information Ordering</i>
<i>Operation Monitoring</i>	<i>Oral Expression</i>
<i>Service Orientation</i>	<i>Speech Clarity</i>
<i>Monitoring</i>	<i>Written Expression</i>

ADMINISTRATION

Paygrade	Task Type	Task Statements
E6	CORE	Audit postal accounts
E4	NON-CORE	Determine country restrictions
E4	NON-CORE	Determine Fleet, Army, and Diplomatic Post Office (FPO/APO/DPO) restrictions
E4	NON-CORE	Implement suspicious mail response procedures
E7	CORE	Maintain postal Standard Operating Procedures (SOP)
E5	CORE	Manage mail orderlie programs
E6	CORE	Prepare Designation/Termination MPC-FPC-COPE-PFO (DD Form 2257)
E4	CORE	Prepare manifold dispatch bills
E4	CORE	Prepare Registered Mail – Balances and Inventories (DD Form 2261)
E4	CORE	Process accountable mail
E6	NON-CORE	Process customs endorsements
E4	CORE	Process Irregularities in Makeup and Dispatch of Mail (DD Form 2273)
E5	CORE	Process personal effects
E6	NON-CORE	Process postal claims and inquiries
E4	NON-CORE	Process postal customer service transactions
E4	CORE	Process pro-grade mail
E4	CORE	Process retro-grade mail
E4	CORE	Process undeliverable mail
E5	NON-CORE	Report accountable equipment inventory (PS Form 1590)
E6	CORE	Report postal offenses
E4	CORE	Update Automated Military Postal System (AMPS) information

E7	CORE	Verify Automated Military Postal System (AMPS) information
E5	CORE	Verify postal forms (e.g., DD form 2261, PS Form 3883, PS Form 3854, etc.)
E4	CORE	Verify United States Postal Service (USPS) Customs Declarations (PS Form 2976)

FINANCIAL

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Approve Application for Refund of Fees, Products and Withdrawal of Customer Accounts (PS Form 3533)
E6	CORE	Approve Daily Financial Reports (PS Form 1412)
E4	CORE	Perform money order transactions
E4	CORE	Perform postage meter transactions
E5	CORE	Prepare Application for Refund of Fees, Products and Withdrawal of Customer Accounts (PS Form 3533)
E5	CORE	Prepare Daily Financial Reports (PS Form 1412)
E4	NON-CORE	Prepare stamp and money order requisitions (PS Form 17)

INSPECTION AND EVALUATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Inspect mail containers
E7	CORE	Inspect mail handling procedures

LOGISTICS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	NON-CORE	Coordinate Department of Defense (DoD) mail movements
E5	NON-CORE	Coordinate local mail movements
E4	CORE	Deliver accountable mail
E4	CORE	Inventory material stocks
E5	CORE	Maintain aviation Pack-Up Kits (PUK)
E4	NON-CORE	Maintain Individual Mail Lock Boxes (IMLB)
E5	NON-CORE	Requisition Mail Transportation Equipment (MTE)
E4	CORE	Stow special category material

MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Conduct customer service training

SECURITY

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	NON-CORE	Document suspicious mail
E6	CORE	Monitor key-control procedures
E4	CORE	Safeguard classified material
E4	CORE	Safeguard registered mail, cages, and sections
E5	NON-CORE	Submit Postal Net Alerts (PNA)
E5	CORE	Verify postage meter transactions
E5	NON-CORE	Verify security of postal spaces

NEBC Job Title

Logistics Manager

NEBC Job Code

001742

Job Family
Management

NOC
TBD

Short Title (30 Characters)
LOGISTICS MANAGER

Short Title (10 Characters)
LOG MGR

Pay Plan
Enlisted

Career Field
LS

Other Relationships and Rules

As assigned to the job, may include: 2830, 2831, 2813, 2819, 2820, 2821, 8012, 8013, 8014, 8015, 9595, or 3001

Job Description

Logistic Managers perform functions related to material procurement, financial accounting, administration, technical research, audits, and inspections; perform and oversee warehousing functions including receipt, storage, and the issue of materials; conduct and oversee ordering, issuing, inventorying, and tracking of repairable assets; prepare requisitions for material outside normal supply channels; liaise with vendors, contractors, and husbanding agents; formulate load-out plans for deployments; and conduct and maintain supply activity inventories and postal services.

DoD Relationship

Group Title DoD Code
Supply Administration 155100

O*NET Relationship

Occupation Title SOC Code
Administrative Services Managers 11-3011.00

Job Family
Management

Skills

Operation and Control
Management of Material Resources
Coordination
Judgment and Decision Making
Monitoring
Quality Control Analysis
Reading Comprehension
Management of Financial Resources
Mathematics
Operation Monitoring

Abilities

Written Comprehension
Inductive Reasoning
Information Ordering
Written Expression
Deductive Reasoning
Near Vision
Mathematical Reasoning
Oral Expression
Originality
Category Flexibility

ADMINISTRATION

Paygrade

Task Type

Task Statements

E5	CORE	Adjust stock levels
E6	CORE	Analyze aviation supply readiness data
E5	CORE	Analyze stock control review listings
E6	CORE	Analyze supply ad-hoc query data
E7	CORE	Approve Allowance Change Requests (ACR)
E7	CORE	Approve warehouse refusals
E6	CORE	Audit postal accounts
E6	CORE	Investigate financial liability of property loss
E4	CORE	Maintain files (expenditure invoices, fuel files, inventory records)
E4	CORE	Maintain flight packets
E5	CORE	Maintain open purchase and contract files
E6	CORE	Perform causative research on inventory discrepancies
E7	CORE	Prepare supply action messages (Logistic Requests (LOGREQ))
E6	NON-CORE	Process customs endorsements
E5	CORE	Process personal effects
E6	NON-CORE	Process postal claims and inquiries
E5	NON-CORE	Report accountable equipment inventory (PS Form 1590)
E6	CORE	Report postal offenses
E6	CORE	Update supply database tables
E5	CORE	Validate automated stock item table

E4	CORE	Validate Individual Component Repair Lists (ICRL) for repair capability
E4	CORE	Validate Material Outstanding File (MOF)
E7	CORE	Validate stock levels
E5	CORE	Validate supply management reports (logistics, financial, inventory)
E5	CORE	Verify Component Control Section (CCS) report data
E4	CORE	Verify fuel transaction balances
E6	CORE	Verify supply systems management reports

FINANCIAL

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Approve Application for Refund of Fees, Products and Withdrawal of Customer Accounts (PS Form 3533)
E6	CORE	Approve Daily Financial Reports (PS Form 1412)
E7	CORE	Certify invoices for payment
E7	CORE	Certify statements for payment (air fuel card, sea fuel card, Government Commercial Purchase Card (GCPC))
E6	CORE	Establish continuing services and accounts
E6	CORE	Maintain continuing services and accounts
E5	CORE	Maintain Operating Target (OPTAR)
E5	CORE	Prepare Application for Refund of Fees, Products and Withdrawal of Customer Accounts (PS Form 3533)
E5	CORE	Prepare Daily Financial Reports (PS Form 1412)
E5	CORE	Process live Operating Target (OPTAR) Transmittal Letter (TL) reports
E6	CORE	Request Operating Target (OPTAR) advances or augments

INSPECTION AND EVALUATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	NON-CORE	Conduct postal assist visits
E7	CORE	Inspect mail handling procedures
E7	NON-CORE	Inspect postal operations

LOGISTICS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Audit processed material receipts
E7	NON-CORE	Coordinate Department of Defense (DoD) mail movements
E5	NON-CORE	Coordinate local mail movements
E5	CORE	Maintain aviation Pack-Up Kits (PUK)
E5	CORE	Manage Maintenance Assistance Modules (MAM)
E7	CORE	Monitor Depot Level Repairable (DLR) program
E6	CORE	Monitor Material Outstanding File (MOF)
E6	CORE	Requisition emergency supplies
E5	NON-CORE	Requisition Mail Transportation Equipment (MTE)
E5	CORE	Review stock reorders
E5	CORE	Transfer materials (Defense Reutilization and Marketing Offices (DRMO), Material Turned Into Store (MTIS), Other Supply Officer (OSO))
E5	CORE	Validate Awaiting Parts (AWP) reports
E7	CORE	Validate stock reorder reviews
E6	CORE	Validate supply portion of Casualty Reports (CASREP)

E4	CORE	Verify Material Obligation Validations (MOV)
E4	CORE	Verify warehouse refusals

MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Brief Commanding Officer (CO) on status of supply operations
E6	CORE	Conduct customer service training
E6	CORE	Inventory presentation silver and other valuable gifts
E6	NON-CORE	Inventory Table of Allowances (TOA) for expeditionary forces
E6	CORE	Manage Automated Information System (AIS) user accounts
E6	CORE	Manage carcass tracking program
E5	CORE	Manage Depot Level Repairable (DLR) program
E6	CORE	Manage financial systems
E5	CORE	Manage Hazardous Material (HAZMAT) program
E6	CORE	Manage material not in physical custody of supply officers
E5	CORE	Manage Wide Area Work Flow (WAWF) program
E6	CORE	Monitor Hazardous Material (HAZMAT) program
E6	CORE	Perform supply Quality Assurance (QA) functions
E7	CORE	Prepare Other Supply Officer (OSO) transfer documentation (DD Form 1348-1A)
E6	CORE	Schedule annual physical inventories

SECURITY

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	NON-CORE	Document suspicious mail
E4	CORE	Safeguard classified material
E5	NON-CORE	Submit Postal Net Alerts (PNA)
E5	NON-CORE	Verify security of postal spaces

NEBC Job Title
Logistician

NEBC Job Code
001747

Job Family
 Office and Administrative Support

NOC
 TBD

Short Title (30 Characters)
 LOGISTICIAN

Short Title (10 Characters)
 LOGISTICIN

Pay Plan
 Enlisted

Career Field
 LS

Other Relationships and Rules
 As assigned to the job, NECs may include: 2828, 2829, 2830, 2831, 2813, 2814, 2819, 2820, 2821, 8012, 8013, 8014, 8015, 9590, 9595, or 3001

Job Description
 Logisticians monitor all supply functions; receive, stow, issue, and inventory materials; perform inspection and auditing functions of all supply areas; maintain activity financial records and reports; take corrective action on financial discrepancies and make budget-related recommendations; maintain supply management computer systems; generate required reports; and maintain supply system integrity.

DoD Relationship

O*NET Relationship

<u>Group Title</u>	<u>DoD Code</u>	<u>Occupation Title</u>	<u>SOC Code</u>	<u>Job Family</u>
Supply Administration Support	155100	Procurement Clerks	43-3061.00	Office and Administrative

Skills

Abilities

Coordination
Operation and Control
Management of Material Resources
Reading Comprehension
Monitoring
Troubleshooting
Complex Problem Solving
Judgment and Decision Making
Management of Financial Resources
Mathematics

Written Comprehension
Information Ordering
Near Vision
Inductive Reasoning
Deductive Reasoning
Written Expression
Category Flexibility
Manual Dexterity
Oral Expression
Mathematical Reasoning

ADMINISTRATION

Paygrade	Task Type	Task Statements
E5	CORE	Analyze stock control review listings
E4	CORE	Document shipping discrepancies reports (Standard Form 364)
E6	CORE	Investigate financial liability of property loss
E4	CORE	Maintain files (expenditure invoices, fuel files, inventory records)
E4	CORE	Maintain flight packets
E5	CORE	Maintain open purchase and contract files
E4	CORE	Maintain receipt files
E4	CORE	Maintain supply or transportation discrepancy reports
E6	CORE	Perform causative research on inventory discrepancies
E4	CORE	Perform Technical Editing (TECH-EDIT)
E5	CORE	Prepare Allowance Change Requests (ACR)
E5	CORE	Process personal effects
E4	CORE	Validate Defective Material Summaries (DMS)
E4	CORE	Validate Material Outstanding File (MOF)
E5	CORE	Validate supply management reports (logistics, financial, inventory)

E4	CORE	Verify fuel transaction balances
E6	CORE	Verify supply systems management reports

FINANCIAL

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Establish continuing services and accounts
E6	CORE	Maintain continuing services and accounts
E5	CORE	Maintain Operating Target (OPTAR)
E5	CORE	Process live Operating Target (OPTAR) Transmittal Letter (TL) reports
E5	CORE	Process Summary Filled Order Expenditure Difference Listings (SFOEDL)
E6	CORE	Validate Budget Operating Target Reports (BOR OPTAR)
E5	CORE	Validate invoices and bills

INSPECTION AND EVALUATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Inspect warehouse material stowage

LOGISTICS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Audit processed material receipts
E4	CORE	Conduct location audits
E7	NON-CORE	Coordinate Department of Defense (DoD) mail movements
E4	CORE	Deliver customer materials
E4	CORE	Inventory aircraft equipment and material
E4	CORE	Inventory material stocks
E4	CORE	Issue Depot Level Repairable (DLR) materials
E4	CORE	Issue Hazardous Material (HAZMAT)
E4	CORE	Issue special clothing (flight suits, expeditionary)
E5	CORE	Maintain aviation Pack-Up Kits (PUK)
E4	CORE	Maintain Pre-Expended Bin (PEB) material
E5	CORE	Manage Maintenance Assistance Modules (MAM)
E6	CORE	Monitor Material Outstanding File (MOF)
E5	CORE	Prepare documents for contractor and vendor transactions
E4	CORE	Prepare material for offloads (Defense Reutilization and Marketing Offices (DRMO), Material Turned Into Store (MTIS))
E6	CORE	Process Automated Shore Interfaces (ASI)
E4	CORE	Process carcasses for turn-in
E4	CORE	Process Casualty Reports (CASREP)
E6	CORE	Process inventory discrepancies (Gain By Inventory (GBI), and Loss By Inventory (LBI))
E4	CORE	Process material for shipment
E4	CORE	Process material issues from aviation Pack-Up Kits (PUK)
E4	CORE	Process material issues from stock
E4	CORE	Receive Depot Level Repairable (DLR) materials
E4	CORE	Receive Hazardous Material (HAZMAT)
E5	CORE	Reconcile outstanding carcass tracking data
E6	CORE	Requisition emergency supplies
E4	CORE	Return customer refusals to supply

E5	CORE	Review stock reorders
E4	CORE	Stow material
E4	CORE	Stow special category material
E4	CORE	Submit non-standard requisitions
E4	CORE	Submit standard requisitions
E5	CORE	Transfer materials (Defense Reutilization and Marketing Offices (DRMO), Material Turned Into Store (MTIS), Other Supply Officer (OSO))
E4	CORE	Update incoming requisition status reports
E5	CORE	Update issues pending file
E4	CORE	Update receipt transactions in automated database
E6	CORE	Validate outstanding requisitions
E5	CORE	Validate status of material issues
E6	CORE	Validate supply portion of Casualty Reports (CASREP)
E4	CORE	Verify Maintenance Action Forms (MAF) for correct data entries
E4	CORE	Verify Material Obligation Validations (MOV)

MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Conduct customer service training
E5	CORE	Issue aviation Pack-Up Kits (PUK)
E6	CORE	Manage Depot Level Repairable (DLR) inventories
E6	CORE	Manage financial systems
E5	CORE	Manage Hazardous Material (HAZMAT) program
E6	CORE	Manage material not in physical custody of supply officers
E6	CORE	Manage material offloads
E6	CORE	Monitor Hazardous Material (HAZMAT) program
E4	CORE	Verify Stock-in-Transit or Material-in-Transit (SIT/MIT) reports

SECURITY

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Inventory controlled equipment
E4	CORE	Safeguard classified material
E4	CORE	Safeguard supply material