

CHAPTER 64



PERSONNEL SPECIALIST (PS)

NAVPERS 18068-64A
CH-56

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NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

PERSONNEL SPECIALIST (PS)



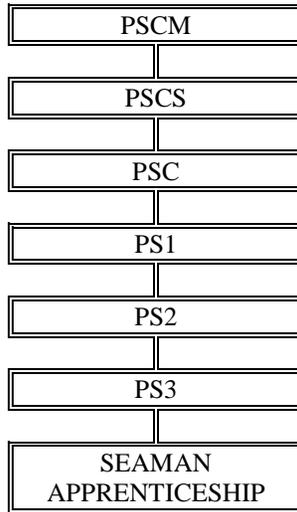
SCOPE OF RATING

Personnel Specialists (PS) maintain financial and electronic service records for active and reserve components; provide customer service to active and reserve members, retirees and dependents; prepare, audit, and verify military personnel and pay transaction documents; process and review military pay entitlements and deductions and perform related computations; prepare, verify and submit all pay and personnel documents resulting from Absent Without Official Leave (AWOL), Non-Judicial Punishment (NJP), and Court Martial; counsel personnel regarding permanent change of station (PCS), separation entitlements, and policies; determine transportation entitlements, prepare orders, arrange transportation, and compute allowances; prepare reenlistment and separation documentation; counsel personnel on education and training opportunities; order, prepare advancement worksheets, and administer Navy-wide advancement examinations; prepare routine naval correspondence and administrative naval messages; conduct pre-deployment and indoctrination briefs; manage Enlisted Distribution Verification Reports (EDVR) and optimal manning posture; monitor accession, contract, and quality control reports; verify security screening for enlistment qualification and special duty assignments; maintain leave and accounting records; prepare military payrolls; process and audit vouchers; maintain related fiscal records and prepare associated reports and returns; operate shipboard Automatic Data Processing (ADP) equipment associated with afloat pay delivery systems; and verify, issue, and maintain security of active, reserve, retired, and dependent identification cards.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 64.

GENERAL INFORMATION

CAREER PATTERN



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

SPECIAL REQUIREMENTS

Member must not have been convicted or received punishment for any crime incident to larceny or fraud by a court-martial, Article 15, or by a civilian court within the previous 36 months for rating entry.

Members in the rating who are reduced in rate for mishandling funds, committing fraudulent acts, or theft involving government property shall not retain their designations in the rating. These cases will be under forced conversion per MILPERSMAN 1440-010.

CITIZENSHIP/SECURITY REQUIREMENTS

None.

PERFORMANCE TESTS

None.

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
Pay Clerk

NEBC Job Code
001127

Job Family
 Office and Administrative Support

NOC
 TBD

Short Title (30 Characters)
 PAY CLERK

Short Title (10 Characters)
 PAY CLERK

Pay Plan
 Enlisted

Career Field
 PS

Other Relationships and Rules
 Not applicable

Job Description

Pay Clerks are responsible to process travel claims for active and reserve components; process pay entitlements, deductions, payments, collections, and allotment requests; interpret publications and disseminate information to customers; review pay transactions; interpret Leave and Earnings Statements (LES), Master Military Pay Accounts (MMPA), and DoD pay and travel publications; prepare financial documents; and serve as collection agents, agent cashiers, or cash custodians.

DoD Relationship

Group Title **DoD Code**
 Combined Personnel and Administration, General 152000

O*NET Relationship

Occupation Title **SOC Code** **Job Family**
 Bookkeeping, Accounting, and Auditing Clerks 43-3031.00 Office and Administrative Support

Skills

Complex Problem Solving
Judgment and Decision Making
Reading Comprehension
Critical Thinking
Management of Personnel Resources
Mathematics
Coordination
Management of Material Resources
Monitoring
Management of Financial Resources

Abilities

Deductive Reasoning
Information Ordering
Inductive Reasoning
Written Comprehension
Mathematical Reasoning
Number Facility
Oral Expression
Memorization
Oral Comprehension
Perceptual Speed

AUTOMATED DATA PROCESSING (ADP) OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Process Transaction Online Processing System (TOPS) pay transactions

CORRESPONDENCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Maintain pay transaction tickler
E4	CORE	Prepare Overseas Tour Extension Incentive Program (OTEIP) requests

ELECTRONIC SERVICE RECORDS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Compute Pay Entry Base Date (PEBD) or Active Duty Service Dates (ADSD)
E4	CORE	Process Dependency Application and Record of Emergency Data (NAVPERS FORM 1070/602)

FINANCIAL RECORDS AND REPORTS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Assist on-site audits and cash verification teams
E4	CORE	Maintain disbursing office security
E4	CORE	Monitor local check cashing policies
E4	CORE	Prepare bank deposits
E4	CORE	Prepare Daily Agent Accountability Summaries (DD FORM 2665)
E4	CORE	Prepare Journal Vouchers (OPTIONAL FORM 1017-G)
E4	CORE	Prepare negotiable instrument endorsements (checks, money orders, etc)
E4	CORE	Prepare negotiable instrument letters of destruction

E4	CORE	Process collection and disbursement vouchers
E4	CORE	Process Pay Adjustment Authorizations (DD FORM 139)
E4	CORE	Reconcile on-site audits and cash verification team noted discrepancies
E4	CORE	Validate endorsements on negotiable instruments (checks, money orders, etc.)

LEGAL

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Process Court Memorandums (NAVPERS FORM 1070/607)

NAVY CASH

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Back-up Navy Cash systems
E4	CORE	Change Navy Cash card Personal Identification Numbers (PIN)
E4	CORE	Conduct Navy Cash card chip transactions
E4	CORE	Issue Navy Cash cards
E4	CORE	Operate Navy Cash card reader Point of Sale (POS) devices
E4	CORE	Perform Navy Cash system preventive equipment maintenance
E4	CORE	Process Navy Cash enrollments
E4	CORE	Submit Navy Cash system trouble calls
E4	CORE	Update Navy Cash account information

PAYS AND ALLOWANCES

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Correct Defense Finance and Accounting Service (DFAS) rejections
E4	CORE	Process allotment authorizations
E4	CORE	Process pay entitlements and allowances (Career Sea Pay Premium (CSPP), Sea Duty Incentive Pay (SDIP), special pay)
E4	CORE	Process Selective Enlistment Bonus (SEB) entitlements
E4	CORE	Verify member Career Sea Pay Premium (CSPP) eligibility

RECEIPTS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Prepare receipt pay transactions
E4	CORE	Provide Permanent Change of Station (PCS) receipts counseling
E4	CORE	Reconcile Selective Enlistment Bonus (SEB)
E4	CORE	Verify Obligated Service (OBLISERV) completion
E4	CORE	Verify pay and allowance entitlements

REENLISTMENTS AND EXTENSIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Verify Enlisted Active Obligated Service (EAOS) postings to the Master Military Pay Account (MMPA)

RESERVES

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Process Annual Training (AT) entitlements
E4	CORE	Process Inactive Duty Training Travel (IDTT)
E4	CORE	Process reserve gains and losses

SEPARATIONS AND RETIREMENTS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	File separation documents
E4	CORE	Prepare separation pay worksheets
E4	CORE	Prepare separation worksheets
E4	CORE	Reconcile leave balances
E4	CORE	Verify involuntary separation pay eligibility and entitlements
E4	CORE	Verify leave balances
E4	CORE	Verify lump sum leave and correct days paid
E4	CORE	Verify Master Military Pay Account (MMPA) separation transactions (Format Identifier E503, etc.)
E4	CORE	Verify Master Military Pay Account (MMPA) status code changes
E4	CORE	Verify Non-Judicial Punishment (NJP) actions
E4	CORE	Verify suspended debts

TRANSFERS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Construct Permanent Change of Station (PCS) accounting data
E4	CORE	Perform counseling on Permanent Change of Station (PCS) transfers
E4	CORE	Reconcile Advance Pay Requests (DD FORM 2560)
E4	CORE	Reconcile Permanent Change of Station (PCS) accounting data

TRAVEL AND TRANSPORTATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Archive Integrated Automated Travel System (IATS) data files
E4	CORE	Construct separation accounting data
E4	CORE	Process Consecutive Overseas Tour (COT) travel entitlements
E4	CORE	Process Electronic Funds Transfer (EFT) forms
E4	CORE	Process evacuation orders
E4	CORE	Process shore patrol orders
E4	CORE	Process Temporary Lodging Allowances (TLA)
E4	CORE	Process Temporary Lodging Expense (TLE) claims
E4	CORE	Process travel advance requests
E4	CORE	Process travel liquidations for family members to bedside of seriously ill or injured
E4	CORE	Reconcile separation accounting data
E4	CORE	Reconcile travel claim overpayments
E4	CORE	Verify disbursements of travel payment postings
E4	CORE	Verify Electronic Funds Transfer (EFT) information

NEBC Job Title

Pay Supervisor

NEBC Job Code

001117

Job Family

Business and Financial Operations

NOC

TBD

Short Title (30 Characters)

PAY SUPERVISOR

Short Title (10 Characters)

PAY SUPV

Pay Plan

Enlisted

Career Field

PS

Other Relationships and Rules

As required by job due to unavailability of a Postal Clerk: 3001

Job Description

Pay Supervisors oversee the functions of the Pay Clerk and are responsible for the operations of the travel and pay divisions for active and reserve components; verify or audit disbursing office financial reports and returns; reference DoD pay and travel publications (e.g., DoD Financial Management Regulations, Vol. 5, 7A, 9, Joint Federal Travel Regulations), regulations, procedures, and the pay and travel computer systems; audit pay and travel advances and liquidations; maintain financial records; verify, audit, and transmit pay documents; manage and update computerized publication and travel system changes; authorize pay systems access; destroy voided checks, cash negotiable instruments, and collections; distribute public funds, perform bank deposits, and account for foreign funds; manage the Navy Cash program; train travel and pay clerks; inform crewmembers on entitlement, deduction, and collection changes; and solve complex travel claims and pay problems.

DoD Relationship

Group Title

Combined Personnel and Administration, General

DoD Code

152000

O*NET Relationship

Occupation Title

Accountants and Auditors

SOC Code

13-2011.00

Job Family

Business and Financial Operations

Skills

Judgment and Decision Making

Critical Thinking

Complex Problem Solving

Mathematics

Management of Financial Resources

Monitoring

Reading Comprehension

Management of Material Resources

Quality Control Analysis

Management of Personnel Resources

Abilities

Information Ordering

Deductive Reasoning

Number Facility

Mathematical Reasoning

Problem Sensitivity

Written Expression

Written Comprehension

Inductive Reasoning

Oral Expression

Perceptual Speed

AUTOMATED DATA PROCESSING (ADP) OPERATIONS

Paygrade

E6

Task Type

CORE

Task Statements

Approve System Authorization Access Requests (SAAR) (DD FORM 2875) for pay systems

E6

NON-CORE

Assign Transaction Online Processing System (TOPS) pay transactions

CORRESPONDENCE

Paygrade

E5

Task Type

CORE

Task Statements

Certify pay transaction ticklers

FINANCIAL RECORDS AND REPORTS

Paygrade

E4

Task Type

CORE

Task Statements

Assist on-site audits and cash verification teams

E5

CORE

Audit cash on hand

E5

CORE

Audit collection and disbursement vouchers

E5

CORE

Audit financial returns

E5

CORE

Audit Returned and Undeliverable Check/Bond Records (DD FORM 2658)

E5

CORE

Balance Foreign Currency Control Records (DD FORM 2663)

E5

CORE

Balance Statement of Accountability (Standard Form 1219)

E5

CORE

Certify disbursing accounts and reports

E5

CORE

Inventory treasury checks

E5

CORE

Maintain Activity Security Checklist (Standard Form 701)

E4

CORE

Maintain disbursing office security

E5	CORE	Maintain imprest funds
E5	NON-CORE	Maintain key logs
E5	CORE	Maintain Limited Depository Accounts (LDA)
E5	CORE	Maintain security access logs
E5	CORE	Maintain Statement of Deposit Activity (SODA) records
E4	CORE	Monitor local check cashing policies
E5	CORE	Prepare disbursing officer commencement or relieving letters
E5	CORE	Prepare financial returns for submission to Defense Finance and Accounting Service (DFAS) site
E4	CORE	Prepare Pay Adjustment Authorizations (DD FORM 139)
E5	CORE	Prepare Statement of Accountability (Standard Form 1219)
E4	CORE	Prepare Voucher and Schedule of Withdrawals and Credits (Standard Form 1081)
E4	CORE	Process collection and disbursement vouchers
E5	CORE	Process foreign disbursing quarterly reports for Defense Finance and Accounting Service (DFAS)
E5	CORE	Process foreign funds received
E5	CORE	Process Month End Check Issue Summaries (Standard Form 1179)
E5	CORE	Process treasury checks
E5	CORE	Reconcile bank deposit and debit vouchers
E5	CORE	Reconcile collection and disbursing voucher logs
E5	CORE	Reconcile Daily Agent Accountability Summary (DD FORM 2665)
E5	CORE	Safeguard financial records
E4	CORE	Validate endorsements on negotiable instruments (checks, money orders, etc.)
E5	CORE	Validate on-site audits and cash verification team noted discrepancies
E5	CORE	Verify authorization to hold cash at personal risk
E5	CORE	Verify central site feedback reports
E5	CORE	Verify letters of authority
E6	CORE	Verify Pay Record Access (PRA) records
E5	CORE	Verify safekeeping deposits

NAVY CASH

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Audit Navy Cash accounts
E5	CORE	Audit Navy Cash reports
E5	NON-CORE	Certify Navy Cash reports
E5	CORE	Change Navy Cash system server nodes
E5	CORE	Close Navy Cash accounts
E5	CORE	Close-out Navy Cash visitor cards
E6	CORE	Inventory Navy Cash cards
E5	CORE	Issue Navy Cash card reader Point of Sale (POS) devices
E5	CORE	Maintain daily Navy Cash transaction ledgers
E5	CORE	Maintain Navy Cash system refund logs
E5	CORE	Manually close-out Navy Cash systems
E5	NON-CORE	Order Navy Cash cards
E5	CORE	Process Navy Cash refunds
E5	CORE	Process unmatched chip to chip transactions
E5	CORE	Reconcile Navy Cash negative balance lists

E5	CORE	Reconcile Safe Audit Summary Reports (SASR) to Daily Statements of Accountability (DD FORM 2657)
E5	NON-CORE	Resolve Navy Cash equipment, devices, and system casualties
E5	CORE	Update merchant accounts to Navy Cash system
E5	CORE	Validate Card Accepting Device (CAD) transactions
E5	CORE	Verify Navy Cash connectivity (End of the Day (EOD), shore report)
E5	CORE	Verify vending machine status in the Navy Cash disbursing application

PAYS AND ALLOWANCES

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Audit leave accounting records and reports
E5	CORE	Audit pay accounts
E6	CORE	Audit pay transaction reports
E6	CORE	Authorize daily Electronic Funds Transfer (EFT) input request reliance menu (JPBX) payments via the Master Military Pay Account (MMPA)
E6	CORE	Authorize pay entitlements and allowances
E5	CORE	Certify advance pay
E5	CORE	Certify eligibility of Overseas Tour Extension Incentive Program (OTEIP) requests
E5	CORE	Certify pay accounts
E5	CORE	Certify Record of Unauthorized Absence (NAVPERS FORM 1070/606) adjustments
E5	CORE	Process Court Memorandum (NAVPERS 1070/607) adjustments
E5	CORE	Process waivers of indebtedness
E6	CORE	Reconcile Pay Record Access (PRA) accounts
E5	NON-CORE	Submit adoption reimbursement and leave allowance documents
E6	NON-CORE	Verify MYPAY trusted agents

RECEIPTS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Audit temporary pay accounts
E6	CORE	Certify Selective Enlistment Bonus (SEB)
E5	NON-CORE	Facilitate Command Indoctrination (INDOC) training

REENLISTMENTS AND EXTENSIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Verify Enlisted Active Obligated Service (EAOS) postings to the Master Military Pay Account (MMPA)
E5	CORE	Verify Selective Reenlistment Bonus (SRB) computations

RESERVES

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Authorize Individual Duty Training (IDT) entitlements
E5	CORE	Certify Individual Duty Training (IDT) entitlements
E5	CORE	Maintain Individual Duty Training (IDT) reports and retains
E5	CORE	Manage Individual Duty Training (IDT) program
E5	CORE	Process Active Duty for Special Work (ADSW) entitlements
E5	CORE	Process Active Duty for Training (ADT) entitlements
E4	CORE	Process Annual Training (AT) entitlements
E6	CORE	Process Individual Duty Training (IDT) entitlements

SEPARATIONS AND RETIREMENTS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Certify final pay after separation
E4	CORE	Verify Master Military Pay Account (MMPA) separation transactions (Format Identifier E503, etc.)

TRAVEL AND TRANSPORTATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Audit travel claims
E5	CORE	Authenticate travel advance
E6	CORE	Certify official travel documents
E5	CORE	Certify travel advances
E5	CORE	Counsel service members on circuitous travel entitlements
E5	CORE	Counsel service members on Continental United States (CONUS) travel entitlements for children attending institutes of higher education from and to overseas locations
E5	NON-CORE	Manage Temporary Additional Duty Target (TADTAR) funds
E5	CORE	Process Early Returns of Dependents (ERD) from overseas locations
E5	CORE	Process non-Government Travel Charge Card (GTCC) travel advances
E5	CORE	Process Temporary Additional Duty (TEMADD) requests and orders
E6	CORE	Release claims to Defense Finance and Accounting Service (DFAS)
E5	CORE	Track travel claim submissions and liquidations
E5	CORE	Verify collection of travel claim overpayments
E6	CORE	Verify waiver claims for erroneous travel payments

NEBC Job Title

Pay Manager

NEBC Job Code

001122

Job Family

Business and Financial Operations

NOC

TBD

Short Title (30 Characters)

PAY MANAGER

Short Title (10 Characters)

PAY MGR

Pay Plan

Enlisted

Career Field

PS

Other Relationships and Rules

As assigned to Job

Job Description

Pay Managers oversee the functions of the Pay Clerk and Pay Supervisor for active and reserve components; maintain overall responsibility of pay and travel divisions; certify or authorize all pay, travel, and financial documents; and respond to official inquiries.

DoD Relationship

Group Title

Combined Personnel and Administration, General

DoD Code

152000

O*NET Relationship

Occupation Title

Auditors

SOC Code

13-2011.02

Job Family

Business and Financial Operations

Skills

Judgment and Decision Making

Complex Problem Solving

Critical Thinking

Mathematics

Management of Financial Resources

Monitoring

Management of Material Resources

Quality Control Analysis

Reading Comprehension

Coordination

Abilities

Information Ordering

Deductive Reasoning

Number Facility

Mathematical Reasoning

Written Comprehension

Written Expression

Inductive Reasoning

Perceptual Speed

Selective Attention

UNASSIGNED

AUTOMATED DATA PROCESSING (ADP) OPERATIONS

Paygrade

Task Type

Task Statements

E7

CORE

Maintain Defense Travel System (DTS) account access security forms

E7

CORE

Maintain System Authorization Access Request (SAAR) (DD FORM 2875) account access security forms

CORRESPONDENCE

Paygrade

Task Type

Task Statements

E7

CORE

Certify pay correspondence

E5

NON-CORE

Prepare letters of authority

FINANCIAL RECORDS AND REPORTS

Paygrade

Task Type

Task Statements

E4

CORE

Assist on-site audits and cash verification teams

E7

CORE

Audit Activity Security Checklist (Standard Form 701)

E7

CORE

Audit bank deposits and debit vouchers

E5

CORE

Audit cash on hand

E5

CORE

Audit collection and disbursement vouchers

E7

CORE

Audit Daily Agent Accountability Summary (DD FORM 2665) data

E7

CORE

Audit disbursement and collection Voucher Control Logs (DD FORM 2659)

E7

CORE

Audit disbursing accounts and reports

E5

CORE

Audit financial returns

E7

CORE

Audit Foreign Currency Control Records (DD FORM 2663)

E7

CORE

Audit foreign currency transactions

E7

CORE

Audit negotiable instrument endorsements

E7

CORE

Audit on-site audits and cash verification team noted discrepancies

E5	CORE	Audit Returned and Undeliverable Check/Bond Records (DD FORM 2658)
E7	CORE	Audit Statement of Accountability (Standard Form 1219)
E5	CORE	Balance Foreign Currency Control Records (DD FORM 2663)
E5	CORE	Balance Statement of Accountability (Standard Form 1219)
E7	CORE	Certify on-site audits and cash verification team noted discrepancies
E7	CORE	Certify Statement of Accountability (Standard Form 1219)
E5	CORE	Inventory treasury checks
E5	CORE	Maintain Activity Security Checklist (Standard Form 701)
E5	CORE	Maintain imprest funds
E5	NON-CORE	Maintain key logs
E5	CORE	Maintain Limited Depository Accounts (LDA)
E5	CORE	Maintain security access logs
E5	CORE	Maintain Statement of Deposit Activity (SODA) records
E5	CORE	Manage retention and disposition of financial records
E4	CORE	Prepare bank deposits
E4	CORE	Prepare Daily Agent Accountability Summaries (DD FORM 2665)
E5	CORE	Prepare financial returns for submission to Defense Finance and Accounting Service (DFAS) site
E4	CORE	Prepare negotiable instrument letters of destruction
E4	CORE	Prepare Pay Adjustment Authorizations (DD FORM 139)
E5	CORE	Prepare Statement of Accountability (Standard Form 1219)
E5	CORE	Process foreign disbursing quarterly reports for Defense Finance and Accounting Service (DFAS)
E5	CORE	Process foreign funds received
E5	CORE	Process Month End Check Issue Summaries (Standard Form 1179)
E5	CORE	Process treasury checks
E5	CORE	Reconcile bank deposit and debit vouchers
E5	CORE	Reconcile collection and disbursing voucher logs
E5	CORE	Reconcile Daily Agent Accountability Summary (DD FORM 2665)
E7	NON-CORE	Respond to official inquiries (DFAS, advise of errors, IG, BCNR, etc.)
E5	CORE	Safeguard financial records
E4	CORE	Validate endorsements on negotiable instruments (checks, money orders, etc.)
E7	CORE	Validate foreign disbursing quarterly reports
E5	CORE	Verify authorization to hold cash at personal risk
E5	CORE	Verify central site feedback reports
E5	CORE	Verify letters of authority

NAVY CASH

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Audit Navy Cash agents
E5	CORE	Close-out Navy Cash visitor cards
E7	CORE	Manage Navy Cash system user access
E5	CORE	Manually close-out Navy Cash systems
E5	NON-CORE	Order Navy Cash cards
E5	CORE	Process unmatched chip to chip transactions
E7	CORE	Reset Navy Cash system passwords
E5	NON-CORE	Resolve Navy Cash equipment, devices, and system casualties
E5	CORE	Validate Card Accepting Device (CAD) transactions

PAYS AND ALLOWANCES

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Audit daily Electronic Funds Transfer (EFT) input request reliance menu (JPBX) payments via the Master Military Pay Account (MMPA)
E5	CORE	Audit leave accounting records and reports
E5	CORE	Audit pay accounts
E6	CORE	Audit pay transaction reports
E6	CORE	Authorize daily Electronic Funds Transfer (EFT) input request reliance menu (JPBX) payments via the Master Military Pay Account (MMPA)
E6	CORE	Authorize pay entitlements and allowances
E5	CORE	Certify Record of Unauthorized Absence (NAVPERS FORM 1070/606) adjustments
E5	CORE	Process waivers of indebtedness
E6	CORE	Reconcile Pay Record Access (PRA) accounts

REENLISTMENTS AND EXTENSIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Verify Enlisted Active Obligated Service (EAOS) postings to the Master Military Pay Account (MMPA)

RESERVES

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Authorize Individual Duty Training (IDT) entitlements

SEPARATIONS AND RETIREMENTS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Audit final separation pay
E4	CORE	Verify Master Military Pay Account (MMPA) separation transactions (Format Identifier E503, etc.)

TRAVEL AND TRANSPORTATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Manage Government Travel Charge Card (GTCC) programs
E5	NON-CORE	Manage Temporary Additional Duty Target (TADTAR) funds
E6	CORE	Release claims to Defense Finance and Accounting Service (DFAS)
E6	CORE	Track Consecutive Overseas Tour (COT) travel entitlements

NEBC Job Title

Personnel Clerk

NEBC Job Code

001665

Job Family

Office and Administrative Support

NOC

TBD

Short Title (30 Characters)

PERSONNEL CLERK

Short Title (10 Characters)

PERS CLK

Pay Plan

Enlisted

Career Field

PS

Other Relationships and Rules

Not applicable

Job Description

Personnel Clerks are responsible to process personnel documents for active and reserve components; verify and maintain electronic service records (ESR); counsel personnel regarding travel entitlements and procedures, reenlistment, separation, education and training; prepare administrative naval messages; maintain accession, contracts, leave accounting logs, and quality control reports; issue ID cards; and assist completion of security screening for enlistment qualification.

DoD Relationship

Group Title

Combined Personnel and Administration, General

DoD Code

152000

O*NET Relationship

Occupation Title

Office Clerks, General

SOC Code

43-9061.00

Job Family

Office and Administrative Support

Skills

Reading Comprehension

Judgment and Decision Making

Complex Problem Solving

Management of Personnel Resources

Critical Thinking

Writing

Speaking

Coordination

Active Learning

Management of Material Resources

Abilities

Deductive Reasoning

Information Ordering

Written Comprehension

Inductive Reasoning

Oral Expression

Memorization

Written Expression

Mathematical Reasoning

Number Facility

Category Flexibility

AUTOMATED DATA PROCESSING (ADP) OPERATIONS

Paygrade

E4

Task Type

CORE

Task Statements

Process Transaction Online Processing System (TOPS) personnel transactions

CORRESPONDENCE

Paygrade

E4

Task Type

CORE

Task Statements

Correct sea duty and shore duty commencement dates

E4

CORE

Draft special duty assignment messages

E4

CORE

Maintain personnel transaction ticklers

E4

CORE

Prepare muster reports

E4

CORE

Prepare Overseas Tour Extension Incentive Program (OTEIP) requests

E4

NON-CORE

Prepare statement of service documents

EDUCATION SERVICES

Paygrade

E4

Task Type

CORE

Task Statements

Prepare advancement eligibility listings

E4

CORE

Prepare Page 13 (Administrative Remarks, NAVPERS FORM 1070/613)

E4

CORE

Verify Time in Rate (TIR) dates

ELECTRONIC SERVICE RECORDS

Paygrade

E4

Task Type

CORE

Task Statements

Compute Pay Entry Base Date (PEBD) or Active Duty Service Dates (ADSD)

E4

CORE

Process Dependency Application and Record of Emergency Data (NAVPERS FORM 1070/602)

E4

CORE

Process Electronic Service Record (ESR) entries

E4	CORE	Process Family Servicemembers' Group Life Insurance (FSGLI) documents (SGLV 8286A)
E4	CORE	Process name change requests
E4	CORE	Process Servicemembers' Group Life Insurance (SGLI) documents (SGLV 8286)
E4	CORE	Verify dual military member spouse enrollment in Defense Enrollment Eligibility Reporting System (DEERS)

FINANCIAL RECORDS AND REPORTS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Assist on-site audits and cash verification teams

IDENTIFICATION DATA (ID) CARDS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Annotate invalid Common Access Cards (CAC)
E4	CORE	Counsel Common Access Card (CAC) recipients on Public and Private Key Infrastructure (PKI)
E4	CORE	Counsel non-Common Access Card (CAC) identification card (TESLIN) recipients
E4	CORE	Document identification credentials in Defense Enrollment Eligibility Reporting System (DEERS)
E4	CORE	Issue Common Access Cards (CAC)
E4	CORE	Issue non-Common Access Card (CAC) identification cards (TESLIN)
E4	CORE	Prepare Uniformed Services Identification Card forms (DD FORM 1172)
E4	CORE	Process suspended privileges correspondence within Defense Enrollment Eligibility Reporting System (DEERS)

LEGAL

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Prepare Record of Unauthorized Absence (NAVPERS FORM 1070/606)
E4	CORE	Process appellate leave
E4	CORE	Process Court Memorandums (NAVPERS FORM 1070/607)
E4	CORE	Process declaration of desertion
E4	CORE	Process Deserter or Absentee Wanted by Armed Forces (DD FORM 553)
E4	CORE	Reconcile Record of Unauthorized Absence (NAVPERS FORM 1070/606)

MANNING AND MANPOWER

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Draft failed to report messages
E4	CORE	Prepare sailing diaries
E4	NON-CORE	Track Individual Personnel Tempo Program (ITEMPO)

PAYS AND ALLOWANCES

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Assign Leave Control Numbers (LCN)
E4	CORE	Correct Defense Finance and Accounting Service (DFAS) rejections
E4	CORE	Prepare pay entitlement and allowances documents (Career Sea Pay Premium (CSPP), Special Duty Incentive Pay (SDIP), special pay, etc.)
E4	CORE	Process allotment authorizations

E4	CORE	Process pay entitlements and allowances (Career Sea Pay Premium (CSPP), Sea Duty Incentive Pay (SDIP), special pay)
E4	CORE	Process Selective Enlistment Bonus (SEB) entitlements
E4	CORE	Verify member Career Sea Pay Premium (CSPP) eligibility

RECEIPTS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Prepare receipt pay transactions
E4	CORE	Provide Permanent Change of Station (PCS) receipts counseling
E4	CORE	Verify Obligated Service (OBLISERV) completion
E4	CORE	Verify pay and allowance entitlements

REENLISTMENTS AND EXTENSIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Complete Electronic Service Records (ESR) close-out upon re-enlistment
E4	CORE	Prepare Agreement to Extend Enlistment (NAVPERS FORM 1070/621)
E4	CORE	Prepare Agreement to Recall or Extend Active Duty (NAVPERS FORM 1070/622)
E4	CORE	Prepare reenlistment contracts (Immediate Reenlistment Contract, NAVPERS FORM 1070/601)
E4	CORE	Process conditional Selective Reenlistment Bonus (SRB)
E4	CORE	Verify Enlisted Active Obligated Service (EAOS) postings to the Master Military Pay Account (MMPA)

RESERVES

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Authenticate Request for Conditional Release (DD FORM 368)
E4	CORE	Manage Mobilization Assignment Status (MAS) codes
E4	CORE	Prepare mobilization and demobilization documents
E4	CORE	Process reserve gains and losses
E4	NON-CORE	Process reserve point correspondence
E4	CORE	Process respite absences

SEPARATIONS AND RETIREMENTS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	File separation documents
E4	CORE	Prepare Certificate of Release or Discharge from Active Duty (DD FORM 214)
E4	CORE	Prepare Correction to Certificate of Release or Discharge from Active Duty (DD FORM 215)
E4	CORE	Prepare Data for Payment of Retired Personnel (DD Form 2656) and applicable Survivor Benefit Plan (SBP) election forms
E4	NON-CORE	Prepare discharge and fleet reserve certificates
E4	CORE	Prepare health records for mailing
E4	CORE	Prepare Master Military Pay Account (MMPA) separation transactions (Format Identifier E503, etc.)
E4	CORE	Prepare Separation Travel Orders (NAVPERS FORM 1900/2)
E4	CORE	Process Certificates of Release or Discharge from Active Duty (DD Form 214/215)
E4	CORE	Verify leave balances
E4	CORE	Verify lump sum leave and correct days paid
E4	CORE	Verify Master Military Pay Account (MMPA) separation transactions (Format Identifier E503, etc.)

E4	CORE	Verify Master Military Pay Account (MMPA) status code changes
E4	CORE	Verify Non-Judicial Punishment (NJP) actions
E4	CORE	Verify obligated service for transfer to fleet reserve
E4	CORE	Verify obligation requirements to the Individual Ready Reserve (IRR)

TRANSFERS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Construct Permanent Change of Station (PCS) accounting data
E4	CORE	Draft dependent and family entry approval messages
E4	CORE	Draft dependent or family entry approval requests
E4	CORE	Perform counseling on Permanent Change of Station (PCS) transfers
E4	CORE	Prepare Advance Pay Requests (DD FORM 2560)
E4	CORE	Prepare Standard Transfer Orders (STO)
E4	CORE	Prepare Transfer Information Sheets (TIS)
E4	CORE	Process agreement to extend for Obligated Service (OBLISERV) requirements
E4	CORE	Process special duty screenings
E4	CORE	Reconcile Advance Pay Requests (DD FORM 2560)

TRAVEL AND TRANSPORTATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Archive Integrated Automated Travel System (IATS) data files
E4	CORE	Authenticate advance travel of dependents
E4	CORE	Authenticate Medical Evacuation (MEDIVAC) orders
E4	CORE	Construct separation accounting data
E4	CORE	Prepare advance travel of dependents
E4	CORE	Prepare dependent transportation requests
E4	CORE	Prepare Environmental Morale Leave (EML) and Family Environmental Morale Leave (FEML) requests
E4	NON-CORE	Prepare escort of remains orders
E4	CORE	Prepare funded emergency leave requests
E4	CORE	Prepare Medical Evacuation (MEDIVAC) orders
E4	CORE	Process Consecutive Overseas Tour (COT) travel entitlements
E4	CORE	Process delayed travel of dependents
E4	CORE	Process evacuation orders
E4	CORE	Process funded emergency leave requests
E4	CORE	Process North American Treaty Organization (NATO) travel orders
E4	CORE	Process Passenger Reservation Requests (PRR)
E4	CORE	Process shore patrol orders
E4	CORE	Process Temporary Lodging Allowances (TLA)
E4	CORE	Process Temporary Lodging Expense (TLE) claims
E4	CORE	Process travel advance requests
E4	CORE	Process travel liquidations for family members to bedside of seriously ill or injured
E4	CORE	Verify disbursements of travel payment postings
E4	CORE	Verify Electronic Funds Transfer (EFT) information

NEBC Job Title

Personnel Supervisor

NEBC Job Code

001677

Job Family

Office and Administrative Support

NOC

TBD

Short Title (30 Characters)

PERSONNEL SUPERVISOR

Short Title (10 Characters)

PERS SUP

Pay Plan

Enlisted

Career Field

PS

Other Relationships and Rules

As assigned to Job

Job Description

Personnel Supervisors oversee the functions of the personnel clerk and are responsible for the operations of the personnel offices and programs for active and reserve components; audit pay transactions and personnel documents; verify electronic service record (ESR) entries; manage Educational Service Office (ESO); authorize personnel systems access; manage Command Pay/Personnel Administrative Support System (PASS) Coordinator (CPC) program; manage Defense Enrollment Eligibility Reporting System (DEERS) and ID card entries; conduct pre-deployment briefs; maintain Enlisted Distribution Verification Reports (EDVR); and conduct counseling regarding pay and personnel issues.

DoD Relationship

Group Title

Combined Personnel and Administration, General

DoD Code

152000

O*NET Relationship

Occupation Title

First-Line Supervisors/Managers of Office and Administrative Support Workers

SOC Code

43-1011.00

Job Family

Office and Administrative Support

Skills

Judgment and Decision Making

Complex Problem Solving

Critical Thinking

Reading Comprehension

Coordination

Management of Material Resources

Active Learning

Management of Personnel Resources

Speaking

Time Management

Abilities

Deductive Reasoning

Information Ordering

Written Comprehension

Written Expression

Inductive Reasoning

Mathematical Reasoning

Number Facility

Oral Expression

Problem Sensitivity

Category Flexibility

AUTOMATED DATA PROCESSING (ADP) OPERATIONS

Paygrade

Task Type

Task Statements

E6	CORE	Approve System Authorization Access Requests (SAAR) (DD FORM 2875) for pay systems
E6	CORE	Approve System Authorization Access Requests (SAAR) (DD FORM 2875) for personnel systems
E6	NON-CORE	Assign Transaction Online Processing System (TOPS) pay transactions
E6	NON-CORE	Assign Transaction Online Processing System (TOPS) personnel transactions
E6	CORE	Establish command-view access to Electronic Service Records (ESR)
E6	CORE	Establish command-view access to Navy Standard Integrated Personnel System (NSIPS)
E5	NON-CORE	Install Real-time Automated Personnel Identification System (RAPIDS) software
E5	CORE	Maintain Relational Administrative Data Management System (R-ADM)
E6	CORE	Manage Navy Standard Integrated Personnel and Pay System (NSIPS) afloat accounts
E6	CORE	Manage Navy Standard Integrated Personnel and Pay System (NSIPS) web accounts

CORRESPONDENCE

Paygrade

Task Type

Task Statements

E6	CORE	Certify Authorization To Apply For A "No-Fee" Passport and/or Request for Visa (DD FORM 1056) applications
E4	CORE	Draft special duty assignment messages
E4	CORE	Maintain personnel transaction ticklers

E4	CORE	Prepare Delay in Reporting messages
E6	CORE	Release Delay in Reporting messages
E5	CORE	Validate personnel transaction ticklers

EDUCATION SERVICES

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Counsel personnel on advancement requirements
E5	CORE	Determine Command Advancement Program (CAP) quotas from Billets Authorized (BA)
E5	CORE	Draft advancement recommendation withdrawal messages and correspondence
E6	CORE	Order advancement examinations
E6	CORE	Order substitute advancement examinations
E6	CORE	Prepare advancement examination correspondence
E6	CORE	Verify advancement worksheets
E5	CORE	Verify enlisted programs eligibility requirements
E5	CORE	Verify service school and rating eligibility

ELECTRONIC SERVICE RECORDS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Certify Dependency Application and Record of Emergency Data (NAVPERS FORM 1070/602)
E5	CORE	Certify Electronic Service Record (ESR) entries

FINANCIAL RECORDS AND REPORTS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Assist on-site audits and cash verification teams
E5	CORE	Safeguard financial records

IDENTIFICATION DATA (ID) CARDS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Document identification credentials in Defense Enrollment Eligibility Reporting System (DEERS)
E5	NON-CORE	Forward inventoried invalid Common Access Cards (CAC) to site security manager
E6	CORE	Mail invalid Common Access Cards (CAC) to Defense Manpower Data Center (DMDC)
E5	NON-CORE	Maintain operation of Real-time Automated Personnel Identification System (RAPIDS) equipment
E6	CORE	Manage identification cardstock inventories (Common Access Cards (CAC) and TESLIN)
E5	NON-CORE	Reconcile invalid Common Access Card (CAC) inventories
E5	NON-CORE	Secure invalid Common Access Cards (CAC)
E4	CORE	Suspend privileges within Defense Enrollment Eligibility Reporting System (DEERS)
E6	CORE	Verify compliance with Real-time Automated Personnel Identification System (RAPIDS) security requirements

LEGAL

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Authenticate Deserter or Absentee Wanted by Armed Forces (DD FORM 553) data

MANNING AND MANPOWER

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Correct Enlisted Distribution Verification Reports (EDVR) discrepancies
E6	CORE	Create Enlisted Manning Inquiry Reports (EMIRS)
E5	CORE	Create Personnel and Manning Activity Report (PERSMAR)
E6	CORE	Prepare Activity Manpower Document (AMD) change requests
E5	CORE	Prepare availability reports
E5	CORE	Process Billet Sequence Code (BSC) change requests
E6	CORE	Process Personnel and Manning Activity Reports (PERSMAR)
E5	CORE	Review availability reports
E5	CORE	Validate Duty Navy Enlisted Code (DNEC) change requests
E6	CORE	Verify Enlisted Distribution Verification Reports (EDVR)
E6	CORE	Verify expired gain events
E6	CORE	Verify expired loss events
E6	NON-CORE	Verify Officer Distribution Control Reports (ODCR)
E6	CORE	Verify Special Duty Assignment Pay (SDAP) recertifications

PAYS AND ALLOWANCES

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Audit leave accounting records and reports
E6	CORE	Audit pay transaction reports
E5	CORE	Authenticate eligibility of Overseas Tour Extension Incentive Program (OTEIP)
E5	CORE	Certify advance pay
E5	CORE	Certify eligibility of Overseas Tour Extension Incentive Program (OTEIP) requests
E5	CORE	Certify Record of Unauthorized Absence (NAVPERS FORM 1070/606) adjustments
E5	CORE	Process Court Memorandum (NAVPERS 1070/607) adjustments
E5	NON-CORE	Submit adoption reimbursement and leave allowance documents

RECEIPTS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Certify Selective Enlistment Bonus (SEB)
E5	NON-CORE	Facilitate Command Indoctrination (INDOC) training

REENLISTMENTS AND EXTENSIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Complete Electronic Service Records (ESR) close-out upon re-enlistment
E5	CORE	Verify Agreement to Extend Enlistment (NAVPERS FORM 1070/621) documents
E5	CORE	Verify Agreement to Recall or Extend Active Duty (NAVPERS FORM 1070/622) documents
E4	CORE	Verify Enlisted Active Obligated Service (EAOS) postings to the Master Military Pay Account (MMPA)
E5	CORE	Verify reenlistment contracts (Immediate Reenlistment Contract, NAVPERS FORM 1070/601)
E5	CORE	Verify Selective Reenlistment Bonus (SRB) computations

RESERVES

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Maintain Individual Duty Training (IDT) reports and retains
E5	CORE	Manage Individual Duty Training (IDT) program
E6	CORE	Manage reserve program accessions

E5	NON-CORE	Update Reserve Unit Assignment Document (RUAD)
E5	CORE	Validate mobilization and demobilization documents
E5	CORE	Verify Request for Conditional Release (DD FORM 368)

SEPARATIONS AND RETIREMENTS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Certify Certificate of Release or Discharge from Active Duty (DD FORM 214) data
E5	CORE	Certify Correction to Certificate of Release or Discharge from Active Duty (DD FORM 215) data
E4	CORE	Verify Master Military Pay Account (MMPA) separation transactions (Format Identifier E503, etc.)

TRANSFERS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Validate overseas assignment screenings
E6	CORE	Validate special duty screenings

TRAVEL AND TRANSPORTATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Authenticate advance travel of dependents
E6	CORE	Authenticate Environmental Morale Leave (EML) and Family Environmental Morale Leave (FEML) requests
E4	CORE	Authenticate Medical Evacuation (MEDIVAC) orders
E5	CORE	Authenticate travel advance
E6	CORE	Certify Consecutive Overseas Tour (COT) travel entitlements
E5	NON-CORE	Certify Environmental Morale Leave (EML) and Family Environmental Morale Leave (FEML) entitlements
E6	CORE	Certify official travel documents
E5	CORE	Counsel service members on circuitous travel entitlements
E5	CORE	Counsel service members on Continental United States (CONUS) travel entitlements for children attending institutes of higher education from and to overseas locations
E5	NON-CORE	Manage Temporary Additional Duty Target (TADTAR) funds
E4	CORE	Prepare requests for delayed travel of dependents
E4	CORE	Process delayed travel of dependents
E6	CORE	Process Personnel Routing Instructions (PRI)
E5	CORE	Process Temporary Additional Duty (TEMADD) requests and orders
E5	CORE	Track travel claim submissions and liquidations
E6	CORE	Verify waiver claims for erroneous travel payments

NEBC Job Title

Personnel Manager

NEBC Job Code

001682

Job Family

Office and Administrative Support

NOC

TBD

Short Title (30 Characters)

PERSONNEL MANAGER

Short Title (10 Characters)

PERS MGR

Pay Plan

Enlisted

Career Field

PS

Other Relationships and Rules

As assigned to Job

Job Description

Personnel Managers oversee the functions of the personnel clerk and personnel supervisor for active and reserve components; maintain overall responsibility of personnel divisions; certify all personnel documents and correspondence; administer Educational Service Office (ESO) programs; and respond to official inquiries.

DoD Relationship

Group Title

Combined Personnel and Administration, General

DoD Code

152000

O*NET Relationship

Occupation Title

First-Line Supervisors/Managers of Office and Administrative Support Workers

SOC Code

43-1011.00

Job Family

Office and Administrative Support

Skills

Judgment and Decision Making

Critical Thinking

Complex Problem Solving

Management of Material Resources

Monitoring

Reading Comprehension

Coordination

Management of Personnel Resources

Time Management

Writing

Abilities

Deductive Reasoning

Information Ordering

Written Comprehension

Inductive Reasoning

Written Expression

Selective Attention

Mathematical Reasoning

Perceptual Speed

Number Facility

Problem Sensitivity

AUTOMATED DATA PROCESSING (ADP) OPERATIONS

Paygrade

Task Type

Task Statements

E7

CORE

Maintain Defense Travel System (DTS) account access security forms

E7

CORE

Maintain System Authorization Access Request (SAAR) (DD FORM 2875) account access security forms

CORRESPONDENCE

Paygrade

Task Type

Task Statements

E7

CORE

Authenticate personnel correspondence

E6

CORE

Certify Authorization To Apply For A "No-Fee" Passport and/or Request for Visa (DD FORM 1056) applications

E4

CORE

Maintain personnel transaction ticklers

E5

NON-CORE

Prepare letters of authority

EDUCATION SERVICES

Paygrade

Task Type

Task Statements

E7

CORE

Administer Navy-wide advancement examinations

E7

CORE

Destroy advancement examinations

E5

CORE

Draft advancement recommendation withdrawal messages and correspondence

E7

CORE

Inventory advancement examinations

E6

CORE

Order advancement examinations

E6

CORE

Order substitute advancement examinations

E7

CORE

Transfer Navy-wide advancement examinations

E7

CORE

Validate Navy-wide advancement examination returns

E6

CORE

Verify advancement worksheets

FINANCIAL RECORDS AND REPORTS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Assist on-site audits and cash verification teams
E7	NON-CORE	Respond to official inquiries (DFAS, advise of errors, IG, BCNR, etc.)

MANNING AND MANPOWER

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Create Enlisted Manning Inquiry Reports (EMIRS)
E6	CORE	Prepare Activity Manpower Document (AMD) change requests
E6	CORE	Process Personnel and Manning Activity Reports (PERSMAR)
E5	CORE	Review availability reports
E7	CORE	Validate Billet Sequence Code (BSC) change requests
E7	CORE	Validate Enlisted Manning Inquiry Reports (EMIRS)
E7	CORE	Validate Personnel and Manning Activity Report (PERSMAR)
E6	CORE	Verify Special Duty Assignment Pay (SDAP) recertifications

PAYS AND ALLOWANCES

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Audit leave accounting records and reports
	E7	CORE Authenticate leave accounting records and reports
E5	CORE	Certify Record of Unauthorized Absence (NAVPERS FORM 1070/606) adjustments

REENLISTMENTS AND EXTENSIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Verify Enlisted Active Obligated Service (EAOS) postings to the Master Military Pay Account (MMPA)

RESERVES

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Manage reserve program accessions

SEPARATIONS AND RETIREMENTS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Certify separation and retirement documentation
E4	CORE	Verify Master Military Pay Account (MMPA) separation transactions (Format Identifier E503, etc.)

TRAVEL AND TRANSPORTATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Certify Consecutive Overseas Tour (COT) travel entitlements
E5	NON-CORE	Certify Environmental Morale Leave (EML) and Family Environmental Morale Leave (FEML) entitlements
E6	CORE	Manage Government Travel Charge Card (GTCC) programs
E5	NON-CORE	Manage Temporary Additional Duty Target (TADTAR) funds
E6	CORE	Process Personnel Routing Instructions (PRI)
E6	CORE	Track Consecutive Overseas Tour (COT) travel entitlements